

The City of Hanford
CALIFORNIA



City Council Meeting Agenda

January 21, 2020
7:00 PM – Regular Meeting
Council Chambers
400 N. Douty St.

5:30 PM CALL TO ORDER STUDY AND CLOSED SESSION:

ROLL CALL BY CITY CLERK:

PUBLIC COMMENT:

*Comments from the public are limited to items listed on the agenda (GC 54954.3a). A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

STUDY SESSION:

- A. Update on Mural Ordinance

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. CONFERENCE WITH LEGAL COUNSEL - LABOR NEGOTIATIONS (GC 54957.6)

Agency Designated Representatives: Mario Cifuentez, Sarah Cardoza, Paula Lofgren, and Ty Mizote
Employee Organizations: Hanford Police Officers Association (HPOA); Hanford Firefighters Local 3898 (IAFF); Hanford General Employees Management Association (GEMA); and Service Employees International union, local 521 (SEIU)

- B. CONFERENCE WITH LEGAL COUNSEL -- REAL PROPERTY NEGOTIATIONS (GC54956.8)

Property: 122 E. Eighth St. and 128 E. Eighth St. (APN 010-276-006, 010-276-008)
Agency Negotiators: Mario Cifuentez, Darlene Mata, and Ty Mizote
Negotiating Party: William and Maryan Grimm

- C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (GC 54956.9(d)(2))

One potential case.

CALL TO ORDER REGULAR SESSION:

ROLL CALL:

INVOCATION:

FLAG SALUTE:

CLOSED SESSION ACTION REPORT:

RECOGNITIONS/PROCLAMATIONS:

Recognition of retiring Police Captain Patrick Crowe.

STAFF COMMUNICATIONS:

- A. Status Report for Capital Improvement Projects in Construction

PUBLIC COMMENT:

*This is the time for citizens to comment on subject matters not on the agenda and that are within the jurisdiction of the Hanford City Council. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes, or to comment on any item on the agenda. Comments related to Public Hearing items will be heard at the time the item is discussed. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and city of residence.*

COUNCIL RESPONSE TO PUBLIC COMMENT:

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

- A. City Clerk: Approval of the minutes from the City Council Meeting held on November 19, 2019.
- B. City Clerk: Approval of the minutes from the City Council Meeting held on December 3, 2019.
- C. City Attorney: Amendment of Hanford Municipal Code Chapter 13.04 Regarding Residential Water Service Billing and Discontinuance of Residential Water Service.
- D. City Attorney: Adoption of Policy Regarding Discontinuation of Residential Water Service for Non-Payment.
- E. Public Works: Approve the purchase of one 2019 Pipehunter Vacuum Excavator Truck from Municipal Maintenance Equipment, of Sacramento, Ca., in the amount of \$143,929.50 and declare the 2005 Ditch Witch Hydro Excavator trailer, which is being replaced, as surplus.
- F. Finance: Approval of the City's Annual Report for Development Impact Fees.

G. Finance: Warrant Register.

PUBLIC HEARINGS:

- A. Adoption of the Parks and Recreation Master Plan, a city wide plan for the development of recreational facilities and opportunities over the next 10-15 years consistent with the 2035 General Plan. Resolution 20-01-R.

GENERAL BUSINESS:

- A. City Clerk: Appointment of new members to fill vacancies and Reappointment of existing members to fill expiring terms on the various City Commissions.

COUNCIL REPORTS/COMMENTS:

- A. Council Comments

COUNCIL FUTURE AGENDA ITEMS:

Upcoming Dates

January 22 through 24: League of California Cities Mayors and Council Members Academy in Sacramento

January 24: City Employee Dinner @ 6:00 p.m.

January 29: City/County Coordinating meeting at the Kings County Government Center – Multipurpose Room @ 6:00 p.m.

January 31: City Council Special Meeting for Goals and Objectives Planning

February 4: City Council Meeting

February 5 through 7: City Managers Conference in Napa

February 13: League of California Cities - South San Joaquin Valley Division General Membership Meeting in Fowler @ 6:00 p.m.

February 17: Holiday - Office Closed

February 18: City Council Meeting

- A. Council Future Agenda Items

ADJOURNMENT:

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available to public inspection in the City Clerk's Office located at 319 N. Douty Street, Hanford, California 93230, during normal business hours. Such agendas are also available at the city's website, www.cityofhanfordca.com subject to staff's ability to post the agenda before the meeting.

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's office, 559-585-2515, 319 N. Douty Street, Hanford, California 93230, at least 2 days prior to the meeting {28 CFR 35.102.35.104 ADA Title II}



AGENDA STAFF REPORT

MEETING DATE: 1/21/2020	AGENDA SECTION: A
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SUBJECT:

Status Report for Capital Improvement Projects in Construction

RECOMMENDATION:

This is being presented to Council as an informational item only and therefore has no staff recommendation. The attached list shows the current status of the City of Hanford's Capital Improvements Projects that are in construction phase.

FISCAL IMPACT:

There is no financial impact. This is an informational item only.

ATTACHMENTS:

1-21-20 CCO Status



AGENDA

STAFF REPORT

MEETING DATE: January 21, 2020	AGENDA SECTION: Informational Item Only
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TO: Mayor and City Council

FROM: Engineering and Utilities Division

DATE: January 21, 2020

SUBJECT: Status Report for Capital Improvement Projects "in Construction"

This report is prepared for the City Council's information.

1. 13th at Grangeville Traffic Signal (Contract Amount \$2,447,919.00)
 Contractor: Granite Construction
 Start Work Date: 6/17/19
 Work Completed: **99% completed**
 Estimated Completion Date: 1/21/20
 Change Orders: \$6,470.66

2. FY 18/19 Micro Fiber Pavement Treatment (Contract Amount \$1,605,750.00)
 Contractor: Pavement Coatings Co.
 Start Work Date: 6/24/19
 Work Completed: **100% completed (Negotiating Extended Warranty)**
 Estimated Completion Date: 10/18/19
 Change Orders: \$5,938.24

3. FY 17/18 Pavement Resurfacing
 12th Ave, HAR-Springcrest and Lacey Blvd, 11th-Irwin (Contract Amount \$1,019,876.55)
 Contractor: Bush Engineering, Inc.
 Start Work Date: 9/3/19
 Work Completed: **65% completed**
 Estimated Completion Date: 12th Avenue: 11/22/19; Irwin on hold until March 2020
 Change Orders: \$57,151.62

4. Runway 14/32 Pavement Rehabilitation (Contract Amount \$336,208.70)
 Contractor: American Road Maintenance
 Start Work Date: 10/8/19
 Work Completed: **99% runway and striping completed. (Materials testing extension)**
 Estimated Completion Date: 11/15/19
 Change Orders: none

5. Hanford Armona at Irwin Traffic Signal (Contract Amount \$627,975.33)
 Contractor: Bush Engineering, Inc.
 Start Work Date: 12/2/19
 Work Completed: **35% completed**
 Estimated Completion Date: 3/3/20
 Change Orders: \$8,873.37

6. FY 15/16 Minor Water Main (Contract Amount \$941,179.00)
 (Alley between 7th and 8th from Redington to Harris)
 Contractor: JT2 Inc., dba Todd Companies
 Start Work Date: 1/13/20
 Work Completed: **5% completed**
 Estimated Completion Date: 3/14/20
 Change Orders: none

7. FY 19/20 Iron Lifting Project (Contract Amount \$133,200.00)
 Contractor: Bush Engineering, Inc.
 Start Work Date: 1/13/20
 Work Completed: **5% completed**
 Estimated Completion Date: 2/13/20
 Change Orders: none

8. FY 17/18 CDBG Pedestrian/Safety Lighting, Ph. 1 (Contract Amount \$277,388.00)
 Contractor: Seal Rite Paving, dba WITBRO
 Start Work Date: TBD - (After 2/1/20)
 Work Completed: **0% completed**
 Estimated Completion Date: TBD
 Change Orders: none



**AGENDA
STAFF REPORT**

MEETING DATE: 1/21/2020	AGENDA SECTION: A
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SUBJECT:

City Clerk: Approval of the minutes from the City Council Meeting held on November 19, 2019.

RECOMMENDATION:

Approve minutes from the City Council Meeting held on November 19, 2019.

FISCAL IMPACT:

ATTACHMENTS:

11.19.19 minutes



CITY COUNCIL MEETING MINUTES

**November 19, 2019 7:00 PM
Council Chambers
400 N. Douty St.**

5:30 PM CALL TO ORDER STUDY & CLOSED SESSION::

Vice Mayor Draxler called the Study and Closed Session to order at 5:30 p.m.

ROLL CALL BY CITY CLERK:

Attendee Name	Title	Status	Arrived
John Draxler	Vice Mayor	Present	5:15 PM
Martin Devine	Council Member	Present	5:15 PM
Sue Sorensen	Mayor	Late	5:32 PM
Art Brieno	Council Member	Present	5:28 PM
Francisco Ramirez	Council Member	Late	6:30 PM

PUBLIC COMMENT:

*Comments from the public are limited to items listed on the agenda (GC 54954.3a). A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

No comments.

STUDY SESSION:

A. Food Truck Ordinance Update

Community Development Director, Darlene Mata provided an overview and update of the Council's goal to create an ordinance for food trucks. Dir. Mata met with restaurant business owners to get their thoughts and input on possible food trucks and allowable locations. A primary concern from restaurants was the competition it provides to their brick and mortar establishments. Previously in May, the Council had reached consensus on the following provisions for food trucks: trucks must be located 400 ft. from brick and mortar restaurants; property owner permission; be located on properties that have access to restrooms; trucks could not be permanent, they would be limited to a maximum of six months at a location; licensed by the Kings County Health and Environmental Services Agency; and licensed by the City with proof of insurance, background check, and fingerprints.

The meeting with restaurant owners was not well attended; only five people were present. Dir. Mata said it was apparent that the restaurant owners did not want food trucks to compete with downtown businesses. The exception to the 400 ft. stipulation is for special events such as Thursday Night

Marketplace and Concerts in the Park which are held at Civic Park. The Council discussed and reached consensus on licensing, proof of insurance, and not requiring a background check/fingerprinting except for those food trucks specifically attracting children (e.g. ice cream trucks). The Council provided direction to Dir. Mata on how to proceed with the development of an ordinance.

B. Community Choice Energy.

Utilities & Engineering Director, John Doyel updated the Council on changes of the Community Choice Aggregation program. Southern California Edison has change the program's rate structure and now it is not the economic incentive it once was built up to be. The Council all agreed to cancel the interest in CCA.

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

Mayor Sorensen adjourned to Closed Session at 6:36 p.m.

A. CONFERENCE WITH LEGAL COUNSEL - LABOR NEGOTIATIONS (GC 54957.6)

Agency Designated Representatives: Mario Cifuentez, Sarah Cardoza, Paula Lofgren, and Ty Mizote
Employee Organizations: Hanford Police Officers Association (HPOA); Hanford Firefighters Local 3898 (IAFF); Hanford General Employees Management Association (GEMA); and Service Employees International Union, Local 521 (SEIU)

B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (GC 54956.9(d)(2))

One potential case.

7:00 PM CALL TO ORDER REGULAR SESSION:

Mayor Sorensen called the meeting to order at 7:06 p.m.

ROLL CALL:

Present: Sue Sorensen, John Draxler, Martin Devine, Francisco Ramirez, and Art Brieno

INVOCATION:

Invocation led by Pastor Stan Plooy.

FLAG SALUTE:

CLOSED SESSION ACTION REPORT:

No action taken. Labor negotiations will be concluded after the regular meeting.

City Attorney, Ty Mizote informed the public that the Public Hearing section of the agenda is regarding eminent domain and in such instances the Public Hearing is for the allowing the property owner the opportunity to address the Council.

RECOGNITIONS/PROCLAMATIONS:

City Clerk, Sarah Martinez provided the Oath of Office to Hanford's new City Manager, Mario Cifuentez.

STAFF COMMUNICATIONS:

Police Chief, Parker Sever - Welcomed City Manager Mario Cifuentez.

Public Work Director, Lou Camara - The Leaf Pick Up program will begin this week and run through the middle of January.

Utilities & Engineering Director, John Doyel - Well 50 is in final testing to be put back into the system.

Fire Chief Steve Pendergrass - SAFER Grant firefighters have completed six months of employment and they are performing well. The ladder truck has been in service for two weeks.

PUBLIC COMMENT:

*This is the time for citizens to comment on subject matters not on the agenda and that are within the jurisdiction of the Hanford City Council. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes, or to comment on any item on the agenda. Comments related to Public Hearing items will be heard at the time the item is discussed. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and city of residence.*

Nathan Odom, Hanford - He welcomed Mr. Mario Cifuentez to the City of Hanford.

Mark Pratter, Hanford - He spoke in support of expanding Hidden Valley Park into the adjacent vacant land that is currently zoned as low density residential.

Ken Franks, Hanford - He also spoke in support of developing the vacant land adjacent to Hidden Valley Park.

Lou Martinez, Hanford - He also spoke in support of expanding Hidden Valley Park. He gave his opinion on the Public Hearing item.

Michelle Brown, Main Street Hanford - She thanked the City for having the Crow Abatement Program on the agenda this evening.

Shelli Barker, Hanford - She welcomed Mr. Cifuentez to the City. She spoke in favor of expanding Hidden Valley Park in the adjacent vacant land for the purpose of basketball courts that could be made available for teams to practice during basketball season.

Adam Baz - He is the falconer contracted with the City and Main Street Hanford and is available to answer questions when the Council discusses the topic.

Bob Ramos, Hanford - He welcomed Mr. Cifuentez. He also voiced his support for expanding Hidden Valley Park into the adjacent vacant land. He also spoke his dissatisfaction with the lack of information from Council Member Ramirez regarding his trip to Washington D.C. earlier this year.

Jim Castleman, Hanford - He thanked Mayor Sorensen for playing pickle ball earlier that week. He expressed his appreciation for the Council. He invited the Council and public to attend the Wine & Chocolate event on Friday, December 6th.

Attachment: 11.19.19 minutes (Clerk: Approve Minutes 11/19/19)

Lorna Martinez, Hanford - She spoke in favor expanding Hidden Valley Park into the adjacent vacant land for wheelchair accessible sports.

COUNCIL RESPONSE TO PUBLIC COMMENT:

Mr. Mizote responded to Mr. Martinez's question about the Public Hearing rules for eminent domain cases.

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

Council Member Devine pulled Item E [Pool Drain Cover] and Council Member Brieno pulled Item F [Warrant Register].

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Devine, Council Member
SECONDER:	Francisco Ramirez, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

- A. City Clerk: Approve minutes from the City Council Meeting held on August 20, 2019.
- B. City Clerk: Approve minutes from the City Council Special Meeting held on October 8, 2019.
- C. Public Works: Purchase of five 2020 Ford F250 3/4 ton replacement utility trucks and one Ford F150 1/2 ton replacement pickup truck from Keller Ford of Hanford, in the amount of \$216,961.15, and declare six existing vehicles to be replaced as surplus.
- D. Public Works: Purchase of one 2020 Caterpillar DP25N5 forklift from Quinn Lift Co., of Selma, Ca., in the amount of \$38,652.11 and declare one 2005 Caterpillar P5000-D forklift as surplus.

ITEMS PULLED FROM CONSENT:

- A. Parks & Recreation: Approve the purchase of new pool drain grates from Knorr Systems Inc in the amount of \$17,695.06 for the Plunge competition pool and appropriate \$17,695.06 from the Aquatics Capital Equipment Replacement Reserve Account to fund the purchase.

(Item E)

Dir. Doyel provided information on the drain grates and explained that the grates would have to be custom made. This would be the first time the grates would be replaced.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Devine, Council Member
SECONDER:	Francisco Ramirez, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

B. Finance: Warrant Register

(Item F)

Council Member Brieno asked about the membership dues for the Lemoore Sports Club. Chief Sever explained it is a firing range for use of the Police Officers.

Vice Mayor Draxler asked about the description of "One Time Vendor." Finance Director, Paula Lofgren explained that description is for reimbursement of non-regular vendor.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Draxler, Vice Mayor
SECONDER:	Martin Devine, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

PUBLIC HEARINGS:

A. Administration: Grimm Property Eminent Domain.

City Attorney Ty Mizote presented the history and current status of the real property negotiations with the Grimm family. Mr. Mizote stated the appraisal of the property came out to \$224,000.00; the Grimm family wants almost double that amount. Mr. Mizote stated this Public Hearing is not meant to discuss the compensation paid to the property owner. The purpose of this hearing is limited to the City Council confirming that reason exists to acquire property and the required steps and procedures have been taken. Notice was given to the property owners about the Public Hearing via certified mail. The City Attorney's office did not receive written communication from the Grimm family nor did they appear in person for the Public Hearing; therefore they have effectively waived the right to address the Council.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Art Brieno, Council Member
SECONDER:	Martin Devine, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

GENERAL BUSINESS:

- A. Finance: Authorization to Continue Participation in FY20 with Main Street Hanford in Falconry-Based Bird Abatement Program to Reduce Crow Population in Downtown Hanford and Authorization to Increase Abatement Program to Twelve Months.

Dir. Lofgren provided information on the Crow Abatement Program approved by the Council the previous fiscal year. Council Member Brieno asked if the boundaries for the program would be expanded. Main Street Hanford Director, Michelle Brown responded to the Council's questions. Mr. Baz from Avian Solutions answered technical questions about the program.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Draxler, Vice Mayor
SECONDER:	Sue Sorensen, Mayor
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

- B. Parks and Recreation: Approve the placement of public art farm animals in the requested City parks as part of the Hanford Elementary School District Wednesday Leadership Art Project.

Dir. Doyel met with Hanford Elementary School District, (HESD), representatives and they would like to initiate a public art projects in the Hanford City Parks. They would like to purchase and paint farm animal structures to be placed in various parks. HESD would pay for the project with grant funds. HESD will be responsible for cleaning and maintenance. It's a five year program and is recommended for approval of the Council by the Parks and Recreation Commission. Council Member Brieno voiced his support and asked if the Civic Park would be included for one of these projects.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Francisco Ramirez, Council Member
SECONDER:	Martin Devine, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

COUNCIL REPORTS/COMMENTS:

- A. Council Comments

Council Member Brieno - He spoke about water legislation and changes to the use of ground water.

Council Member Ramirez - He was appointed as the First Vice President of the regional League of California Cities and will be in Napa, CA December 4th and 5th. He was selected by Water Education for Latino Leaders, (WELL) to participate in a journeyman program where they will learn and discuss water issues and go to different cities. He said as a future agenda item, they [the Council] would need to discuss the City funding the fee for participation in the program. He then went on to say the Governor may appoint him to the San Joaquin Valley Partnership Coalition board. Mayor Sorensen thanked him for his efforts and asked him to update the Council when he knows if he'll participate in

the WELL program. Council Member Ramirez said he is going to participate and WELL will pay 80% of the fee and the City would have to pay the other 20%.

Council Member Devine - He attended a Chamber of Commerce meeting and asked Vice Mayor Draxler to elaborate.

Vice Mayor Draxler - He attended the Chamber of Commerce meeting and provided an update of the Chamber's board. They discussed items pertaining to the current agreement which included ownership and maintenance of the Carousel and Freddy the Firetruck.

Mayor Sorensen - She asked about lights on the Hanford sign on Lacey Blvd. She asked for regular reports from the HART team. She said there is a request from some downtown merchants to make the street a 3-hour parking zone.

COUNCIL FUTURE AGENDA ITEMS:

A. Council Future Agenda Items

No items were discussed.

RECONVENE FOR CLOSED SESSION:

Mayor Sorensen adjourned to Closed Session at 8:49 p.m.

ADJOURNMENT:

With nothing to report from Closed Session, Mayor Sorensen adjourned the meeting at 9:19 p.m.

Respectfully submitted,

Sarah Martinez
City Clerk



**AGENDA
STAFF REPORT**

MEETING DATE: 1/21/2020	AGENDA SECTION: B
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SUBJECT:

City Clerk: Approval of the minutes from the City Council Meeting held on December 3, 2019.

RECOMMENDATION:

Approve minutes from the City Council Meeting held on December 3, 2019.

FISCAL IMPACT:

ATTACHMENTS:

12.3.19 minutes



**CITY COUNCIL MEETING
MINUTES**

**December 3, 2019 7:00 PM
Council Chambers
400 N. Douty St.**

5:30 PM CALL TO ORDER CLOSED SESSION:

Mayor Sorensen called the meeting to order at 5:30 p.m.

ROLL CALL :

Present

Attendee Name	Title	Status	Arrived
John Draxler	Vice Mayor	Present	5:20 PM
Martin Devine	Council Member	Present	5:15 PM
Sue Sorensen	Mayor	Present	5:25 PM
Art Brieno	Council Member	Present	5:25 PM
Francisco Ramirez	Council Member	Present	5:20 PM

PUBLIC COMMENT:

*Comments from the public are limited to items listed on the agenda (GC 54954.3a). A maximum of **three (3) minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

No comments.

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

Mayor Sorensen adjourned to Closed Session at 5:33 p.m.

A. CONFERENCE WITH LEGAL COUNSEL - LABOR NEGOTIATIONS (GC 54957.6)

Agency Designated Representatives: Mario Cifuentez, Sarah Cardoza, Paula Lofgren, and Mario Zamora

Employee Organizations: Hanford Police Officers Association (HPOA); Hanford Firefighters Local 3898 (IAFF); Hanford General Employees Management Association (GEMA); and Service Employees International Union, Local 521 (SEIU)

B. CONFERENCE WITH LEGAL COUNSEL - (GC 54956.9(d)(2))

One potential case.

Attachment: 12.3.19 minutes (Clerk: Approve Minutes 12/3/19)

C. CONFERENCE WITH LEGAL COUNSEL - REAL PROPERTY NEGOTIATIONS (GC 54956.8)

Property: 122 E. Eighth St. and 128 E. Eighth St. (APN 010-276-006, 010-276-008)

Agency Negotiators: Mario Cifuentez, Darlene Mata, and Ty Mizote

Negotiating Party: William and Maryan Grimm

7:00 PM CALL TO ORDER REGULAR SESSION:

Mayor Sorensen called the meeting to order at 7:00 p.m.

ROLL CALL:

Present: Sue Sorensen, John Draxler, Martin Devine, Francisco Ramirez, and Art Brieno

INVOCATION:

Invocation led by Pastor Thomas King,

FLAG SALUTE:

CLOSED SESSION ACTION REPORT:

No action taken.

RECOGNITIONS/PROCLAMATIONS:

None.

STAFF COMMUNICATIONS:

City Manager, Mario Cifuentez - He is meeting with school districts and other local organization and groups within the city and county and making introductions.

Police Chief, Parker Sever - The PAL Program received a \$30,000.00 grant. The department also has a new surveillance trailer.

Community Development Director, Darlene Mata - She attended a meeting with Faraday Future and their new Chief Executive Officer.

Public Works Director, Lou Camara - He spoke about the new ADA compliant podium in Council Chambers. A new Refuse Supervisor has been hired; his name is Ryan Choate.

Finance Director, Paula Lofgren - The actuarials for Fiscal Year 2019 has been completed and will be presented to the Council soon.

Fire Chief, Steve Pendergrass - Interviews for Battalion Chief starting on Friday, December 6th. He is currently working on a reorganization for the Fire Department. The new ladder truck has been in service for about one month and they are tracking metrics on service calls.

Utilities & Engineering Director, John Doyel - Traffic signal in 13th and Grangeville on hold due to weather. New Assistant Engineer will be hired this month.

A. Utilities and Engineering: Status Report for Capital Improvement Projects in Construction

PUBLIC COMMENT:

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Bob Ramos, Hanford - He requested to remove Item D from the Consent Calendar. He also spoke about Prop 68 and inquired about funds from Council Member Ramirez's trip to Washington D.C.

Nathan Odom, Hanford - It is his opinion that two cannabis dispensaries in the city are a good start. He also said Hidden Valley Park was meant to be a 100 acre park.

COUNCIL RESPONSE TO PUBLIC COMMENT:

None.

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

A member of the public requested to pull Item D [Bird Netting], from the Consent Calendar.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Devine, Council Member
SECONDER:	Francisco Ramirez, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

- A. City Clerk: Approve minutes from the City Council Meeting held on September 17, 2019.
- B. City Clerk: Approve minutes from the City Council Meeting held on October 1, 2019.
- C. Administration: Reject notice of government claim.
- D. Notice of Completion of the Hanford Armona Road Sanitary Sewer Main Extension from Foggy Bottom Road to the Hanford Municipal Airport
- E. Finance: Warrant Register

ITEMS REMOVED FROM CONSENT:

- A. Public Works: Award a contract to Nation Wide Bird Control of Tracy, Ca., in the amount of \$27,250, to install protective netting for the Corporation Yard Fleet Shop.

(Item D)

Dir. Camara provided information on the installation of bird netting at the Corporation Yard.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Francisco Ramirez, Council Member
SECONDER:	Martin Devine, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

PUBLIC HEARINGS:

- A. Community Development: Annexation No. 156: A request to annex 40.53 acres of unincorporated Kings County land into the City of Hanford, in accordance with the General Plan. Prezone No. 2019-03: A request to prezone the land to be annexed as R-L-5 Low-Density Residential, in accordance with the General Plan. Vesting Tentative Tract 929: A request by Woodside Homes to subdivide 39.75 acres into 158 single-family residential lots in an area proposed to be designated R-L-5 Low-Density Residential. Mitigated Negative Declaration No. 2019- 36: An initial study was prepared and it was determined that the project will not result in significant impacts. The project is located at the northeast corner of Devon Street and 13th Avenue (APN 009-030-042 and 009-030-043).

Senior Planner Gabrielle Meyers presented the proposal to annex unincorporated territory into the City of Hanford. The proposed area is close to urban development and services and would enhance the potential for future development. Council Member Brieno asked about a figure on the map; Ms. Meyers said it was an existing residence. The proposed development also includes a drainage basin and a 2.2 acre park. Mayor Sorensen asked if the drainage basin could be relocated; Ms. Meyers answered that it could. Vice Mayor Draxler asked if the park would be a separate landscape and lighting district; Dir. Mata answered that it would be considered a new district.

Comments from those IN FAVOR:

Alex Dwiggins, Hanford and a representative from Zumwalt Hansen - The annexation is a logical extension of the City of Hanford.

Jason Huckleberry, representative from Woodside Homes - He stated he was available for questions on the development as well.

Michael Quinn, Hanford - Neutral on the development. Asked a question about the drainage pond.

Bob Ramos, Hanford - No opinion. He asked if there are plans to upgrade 13th Ave. between Fargo Ave. and Grangeville Blvd.

Attachment: 12.3.19 minutes (Clerk: Approve Minutes 12/3/19)

Comments from those OPPOSED:

No comments.

Mayor Sorensen closed the Public Comment portion of the Public Hearing.

Ms. Meyers stated 13th Ave. will be developed into a major arterial.

13th Ave will be developed as a major arterial.

Motions to Approve for Annexation No. 156:

1. Adopt Resolution No. 19-44-R, approving Vesting Tentative Tract Map 929.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Draxler, Vice Mayor
SECONDER:	Martin Devine, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

2. Certify Mitigated Negative Declaration No. 2019-36 for the project.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Art Brieno, Council Member
SECONDER:	Francisco Ramirez, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

3. Introduce and waive the first reading of Ordinance No. 19-12, approving Prezone No. 2019-03.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Francisco Ramirez, Council Member
SECONDER:	Art Brieno, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

4. Adopt Resolution No. 19-43-R, initiating proceedings for Annexation No. 156 and direct staff to file the appropriate forms with the Kings County Local Agency Formation Commission (LAFCO).

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Devine, Council Member
SECONDER:	Francisco Ramirez, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

Attachment: 12.3.19 minutes (Clerk: Approve Minutes 12/3/19)

GENERAL BUSINESS:**A. City Council Reorganization**

City Attorney Ty Mizote explained the reorganization process for selecting a new Mayor and Vice Mayor. Nominations do not need to be seconded and a Yes/No roll call vote is sufficient.

Council Member Brieno nominated John Draxler for Mayor. Council approved 5-0.

Council Member Brieno nominated Francisco Ramirez for Vice Mayor. Council approved 5-0.

B. Fire: Memorandum of Understanding between the City of Hanford and the Tulare-Kings County Regional Hazardous Materials Response Team

Chief Pendergrass provided background information on the multi-city and county Hazardous Material Response team. The Response team will be led by the Visalia Fire Department, who currently maintains and responds as a State Certified Type I Hazardous Materials Teams. Each of the jurisdictions listed in the agreement will provide resources and funding in order to ensure sufficient resources respond. The City of Hanford would offset annual cost-share funding of approximately \$7,400.00 annually for the next ten years by committing the city's Hazardous Materials Unit to the cause. The negotiations for this agreement began nearly a year ago. Former Fire Chief Chris Ekk and Former City Manager Darrel Pyle agreed that this agreement would expand our ability to ensure a safe, swift, efficient response to citizens.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sue Sorensen, Mayor
SECONDER:	Martin Devine, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

C. Community Development: Consideration of an amendment to Resolution 19-08-R by adoption of Resolution 19-45-R to allow additional cannabis business permits for storefront dispensaries.

Dir. Mata stated that a previous resolution adopted by the Council limited storefront dispensaries to be located in the MX-D zone. As part of that discussion the Council talked about the possibility of allowing additional storefront dispensary permits since the City did not receive applications for delivery-only dispensary permits. Furthermore, the proposed Resolution 19-45-R would allow the existing list of cannabis business applicants that was established during the application and interviewing process would be good for a period of 24 months.

Mayor Draxler invited the cannabis dispensary applicants to make comments on a proposed amendment to the resolution.

Dwight Wilson, Erudite dba Herb-N-Joy - He is a property owner in the downtown area and his proposed cannabis business was the third placed applicant in the process. He brought up the point that his building is already in existence whereas another business's has yet to be built.

Devon Julian, Elemental Wellness - He stated that City had planned for four dispensaries, two storefront and two delivery. He feels it would be beneficial to the city to allow for another business.

Leeandra Dupree Coleman, part owner of Elemental Wellness - She feels that Hanford is growing exponentially and the business would help grow and build the community.

Mayor Draxler stated he is in favor of keeping the permits at two storefronts as recommended by Staff. Council Member Devine stated he would like to revisit the number of permits in six months.

Motion to approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sue Sorensen, Mayor
SECONDER:	Art Brieno, Council Member
AYES:	Draxler, Devine, Sorensen, Brieno, Ramirez

D. City Council Representation Selection

City Commissions

Parks & Recreation

Rep. Art Brieno

Alt. Sue Sorensen

Parking & Traffic

Rep. Sue Sorensen

Alt. Francisco Ramirez

Planning

Rep. John Draxler

Alt. Martin Devine

Other Standing Committees

League of California Cities

Rep. John Draxler

Alt. Martin Devine

Main Street Hanford

Rep. Martin Devine

Alt. Sue Sorensen

Hanford Chamber of Commerce

Rep. Martin Devine

Alt. John Draxler

Kings Economic Development Corp. (EDC)

Kings Area Public Transit Agency (KCARTA)

Kings Abandoned Vehicle Authority

Rep. Martin Devine

Alt. Francisco Ramirez

Kings Community Action Organization (KCAO)

Rep. Art Brieno

Alt. Francisco Ramirez

Local Agency Formation Commission (LAFCO)

Rep. Martin Devine

Alt. John Draxler

Kings Waste and Recycling Authority (KWRA)

Rep. John Draxler

Alt. Martin Devine

Cross-Valley Rail Joint Powers Authority

Rep. John Draxler

Alt. Francisco Ramirez

Special City Selection Committee

Rep. John Draxler

City County Coordinating Task Force

Rep. John Draxler

Alt. Francisco Ramirez

Kings County Area Disaster Council

Rep. John Draxler

Alt. Francisco Ramirez

San Joaquin Joint Powers Authority

Rep. Martin Devine

Mid-Kings River Groundwater Sustainability Agency

Rep. Art Brieno

Kings County Homeless Commission

Rep. Police Chief Parker Sever

Alt. John Draxler

COUNCIL REPORTS/COMMENTS:**A. Council Comments**

Council Member Brieno - He spoke about an article in the Valley Voice regarding homelessness.

Vice Mayor Ramirez - He announced that he is the First President of Regional League of California Cities and is going to Napa this month for a goals setting meeting.

Council Member Devine - He was a judge for the Hanford Christmas parade.

Council Member Sorensen - She reminded the Council that Friday evening [December 6th] is Wine & Chocolate Night. At the Main Street Hanford meeting they are working on getting music downtown. She also noted that Main Street gets contributions from businesses for the crow abatement program.

She shared that she received notice from the Fair Political Practices Commission regarding her question on her participation in discussion and decision on the proposed amendment to allow additional uses in the CR - Regional Commercial Zone given interest in property in the MX-D Mixed Use Downtown Zone. The FPPC's answer is that she can and the decision will not have a reasonably foreseeable and material financial effect on her interests.

Mayor Draxler - He provided an update on decisions recently made by the Kings Waste and Recycling Authority.

COUNCIL FUTURE AGENDA ITEMS:

A. Council Future Agenda Items

ADJOURNMENT:

Mayor Draxler adjourned the meeting at 8:51 p.m.

Respectfully submitted,

Sarah Martinez
City Clerk

Attachment: 12.3.19 minutes (Clerk: Approve Minutes 12/3/19)



AGENDA STAFF REPORT

MEETING DATE: 1/21/2020	AGENDA SECTION: C
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SUBJECT:

City Attorney: Amendment of Hanford Municipal Code Chapter 13.04 Regarding Residential Water Service Billing and Discontinuance of Residential Water Service.

RECOMMENDATION:

That the City Council, by motion, waive the second reading of Ordinance 20-01 and adopt the Ordinance.

BACKGROUND:

SB 998 establishes new requirements and limitations regarding residential water service shutoffs.

Ordinance 20-01 will amend Hanford Municipal Code Chapter 13.04 to incorporate the new requirements and limitations of SB 998.

The new rules and requirements are summarized as follows:

- The City must adopt a residential water service discontinuance policy that includes payment plan terms and a procedure to appeal water service bills.
- A residential customer's water service may not be discontinued until his/her bill is sixty (60) days delinquent.
- A residential customer must be contacted by phone or in writing at least seven (7) business days before water service is shut off.
- If a residential customer is suffering a financial hardship, the City may not terminate water service if:

- o The customer submits a written certification from a primary care provider stating that shutoff will pose a serious threat to the resident's health and safety;
- o The customer demonstrates an inability to pay (e.g., the customer receives public benefits or declares that his/her household income is less than 200% of federal poverty level); **and**
- o The customer is willing to enter into a payment plan containing terms chosen by the City.

200% of federal poverty level:

\$24,980 for an individual
 \$33,820 for family of two
 \$42,660 for family of three
 \$51,500 for family of four

- If a residential customer suffering a financial hardship is making payments under a payment plan, the City may not discontinue water service unless:
 - o The customer fails to comply with the payment plan for sixty (60) days; or
 - o The customer fails to pay his/her current service charges for sixty (60) days.
- The following requirements apply when water service is restored to a customer suffering from a financial hardship:
 - o Restoration fee is limited to: (i) \$50 or actual cost to reconnect, whichever is less, for reconnection during business hours; and (ii) \$150 or actual cost to reconnect, whichever is less, for reconnection during non-business hours.
 - o City must waive interest on charges once every twelve (12) months.
- The City must report the number of annual shutoffs on the City's website and to the State Water Board.

FISCAL IMPACT:

ATTACHMENTS:

1.21.20 Ordinance Amendment HMC 13.04

ORDINANCE NO. 20-01**AN ORDINANCE OF THE CITY OF HANFORD AMENDING HANFORD MUNICIPAL CODE CHAPTER 13.04**

WHEREAS, in 2018, the California Legislature passed, and the Governor signed, Senate Bill No. 998 (“SB 998”), which enacted Chapter 6 (commencing with Section 116900) of Part 12 of Division 104 of the Health and Safety Code, setting forth procedures to be followed by municipal water providers in collecting unpaid, late or delinquent water charges and in shutting off and reconnecting water service; and

WHEREAS, the City of Hanford is a municipal water provider for purposes of SB 998; and

WHEREAS, Hanford Municipal Code (HMC) Chapter 13.04 contains provisions relating to the City’s water system, including, without limitation, provisions regarding the discontinuance of water service to customers who fail to pay services charges in a timely manner; and

WHEREAS, HMC Chapter 13.04 requires amendment to cause its compliance with SB 998; and

WHEREAS, various HMC chapters contain enforcement provisions; and

WHEREAS, amending HMC Chapter 13.04 to incorporate enforcement provisions similar to those contained in other HMC chapters will facilitate the uniform application of the HMC.

NOW, THEREFORE, the City Council of the City of Hanford does ordain as follows:

Section 1. SB 998 establishes conditions under which the City may discontinue water service to a customer who fails to pay service charges in a timely manner. HMC Section 13.04.050 is deleted in its entirety and is restated in the manner reflected in the attached Exhibit “A” to incorporate SB 998’s requirements and limitations for water service discontinuance.

Section 2. SB 998 requires the City to establish a process through which water service customers may appeal water service charges. HMC Section 13.04.110 is deleted in its entirety and is restated in the manner reflected in the attached Exhibit “B” to establish the appeal process required under SB 998.

Section 3. To ensure consistency with other HMC chapters, HMC Section 13.04.160 is deleted in its entirety and is restated in the manner reflected in the attached Exhibit “C,” and Section 13.04.170 through Section 13.04.250, as reflected in the attached Exhibit “C,” are hereby added to HMC Chapter 13.04.

Section 4. This Ordinance shall take effect thirty (30) days after its adoption and shall be published once in the Hanford Sentinel within fifteen (15) days after its passage or a summary of

this ordinance shall be published in the Hanford Sentinel in a manner consistent with the requirements of the California Government Code.

PASSED, ADOPTED AND APPROVED this 21st day of January, 2020 by the following vote:
AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

JOHN DRAXLER
MAYOR of the City of Hanford

Attest:

CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF KINGS) ss
CITY OF HANFORD)

I, _____, City Clerk of the City of Hanford, do hereby certify the foregoing Ordinance was duly passed and adopted at a regular meeting of the City Council of the City of Hanford held on the 21st day of January, 2020.

Date: _____

City Clerk

Attachment: 1.21.20 Ordinance Amendment HMC 13.04 (City Attorney: Second Reading of HMC 13.04)

EXHIBIT "A"**Section 13.04.050 Delinquencies and Collections.**

A. Water service charges, connection fees, and other charges identified in this chapter shall be collected by the director of finance.

B. Water service charges based on metered water use shall be billed monthly with other City utilities.

C. All other fees and charges not listed in subsection B. of this section shall be paid as set forth in this chapter. Fees and charges not requiring prepayment or payment at the time of issuance shall be included on the next monthly City utility bill to the customer.

D. Delinquencies & Discontinuance of Service – Residential Customers.

1. Late Fees and Interest. In the event any customer fails to pay the water service charges, connection fees, and other required charges and fees identified in this section within fifteen (15) calendar days after the date of the applicable City utility bill, the unpaid amount shall be deemed delinquent, and the City shall, except as otherwise provided herein: (i) assess a fee for late payment in the amount of ten percent (10%) of the delinquent water related charges and fees plus other fees established by the City Council, which amounts shall be added to the delinquent charges and fees, and the director of finance shall collect the late fee along with the delinquent charges and fees; and (ii) assess interest at the rate of one and one-half percent (1.5%) per month for nonpayment of the delinquent charges and fees and nonpayment of basic penalties.

2. Discontinuance of Service.

a. The City Council shall adopt a written policy on discontinuation of residential water service (Discontinuation Policy) for nonpayment of service charges. Such policy will be available in English and the languages listed in Section 1632 of the California Civil Code, and any other language spoken by at least ten percent (10%) of the people residing within the area served by the City.

b. In the event any customer fails to pay any water service fees in full, including any late fee and interest, by 5:00 p.m. on the sixtieth (60th) calendar day following the date on which a payment becomes delinquent pursuant to subsection D.1. above, the City, in addition to all other remedies it may have, may discontinue furnishing water service and all other services identified on the applicable City utility bill and shall not resume the same until all outstanding charges and fees, together with any penalties, interest, service charges and/or connection fees necessitated by the resumption of water service, have been paid in full or a payment plan is approved.

c. Prior to discontinuing all services identified on the applicable City utility bill, the City shall contact the residential customer by phone or in writing advising the

customer that all utilities identified in the applicable City utility bill will be discontinued if payment of the total amount identified in said written notice is not paid to the City or a payment plan is approved within seven (7) business of such notice. Reconnections will only be processed Monday through Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., and will not be processed on City-observed holidays. Reconnection of service by unauthorized individuals constitutes theft and will result in civil and/or criminal penalties, and the incident will be reported to the proper authorities. Any check or other form of payment not honored by a financial institution that is used to make payment on a customer's utility account will result in additional fees established by separate resolution and will be a basis for the discontinuance of service.

d. When the City contacts a residential customer by telephone, it shall offer to provide in writing to the customer the City's policy on discontinuation of residential services for nonpayment. The City will offer to discuss options to avoid discontinuation of services, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

e. When the City contacts a residential customer by written notice, the written notice of payment delinquency and impending discontinuation will be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice shall also be sent to the address of the property to which the residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, the following information:

- (i) Customer's name and address;
- (ii) Amount of the delinquency;
- (iii) Date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service;
- (iv) Description of the process to apply for an extension of time to pay the delinquent charges;
- (v) Description of the procedure to petition for bill review and appeal; and
- (vi) Description of the procedure by which the customer may request a deferred or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the City's Discontinuation Policy.

f. If the City is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the City shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent

discontinuation of residential service for nonpayment and the City's policy for discontinuation of residential service for nonpayment.

g. If an adult accountholder at the residence appeals the utility bill, the City shall not discontinue residential service while the appeal is pending.

h. The City will not discontinue residential service for nonpayment if **all** of the following conditions exist:

(1) The customer, or a tenant of the customer, submits to the City the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided;

(2) The customer demonstrates that he or she is financially unable to pay for residential service within the City's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the City's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than two hundred percent (200%) of the federal poverty level; and

(3) The customer is willing to enter into an amortization agreement or alternative payment schedule consistent with the City's Discontinuation Policy, with respect to all delinquent charges.

If these three (3) conditions are satisfied, the City shall, at the City's choice, offer the residential customer one (1) or more of the following options:

- (i) Amortization of the unpaid balance;
- (ii) Participation in an alternative payment schedule; and/or
- (iii) Temporary deferral of payment.

The City may choose the payment option a residential customer is offered and may set the terms of that payment plan. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within twelve (12) months. The City may, but is not required to, grant a longer repayment period if it finds the longer period necessary to avoid undue hardship to the customer based upon the circumstances of the individual case.

Residential service may be discontinued under this subsection h. no sooner than five (5) business days after the City posts a final notice of intent to discontinue service in a prominent and conspicuous location at the property under either of the following circumstances:

(a) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferred payment plan for delinquent charge for sixty (60) calendar days or more.

(b) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer fails to pay his or her current residential service charges for sixty (60) calendar days or more.

i. If the City discontinues water service to a residential customer, the City will provide the customer with information on how to restore service.

j. For a residential customer who demonstrates to the City that the customer's household income is below two hundred percent (200%) of the federal poverty line, the City shall:

(i) Charge a service fee for reconnection during normal operating hours of fifty dollars (\$50) or the City's actual cost for reconnection, whichever is less. For the reconnection of residential service during nonoperational hours, the service fee shall be one hundred fifty dollars (\$150) or the City's actual cost for reconnection, whichever is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

(ii) Waive interest charges on delinquent bills once every twelve (12) months.

A residential customer shall be deemed to have a household income below two hundred percent (200%) of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than two hundred percent (200%) of the federal poverty level.

k. This subsection k. shall apply if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling:

(1) If the City furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobile home park, or permanent residential structure in a labor camp as defined in California Health & Safety Code Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the City shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least ten (10) calendar days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom

the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

(2) The City is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the City's rules and requirements. However, if one (1) or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the City, or if there is a physical means legally available to the City of selectively terminating service to those residential occupants who have not met the requirements of the City's rules and requirements, the City shall make service available to those residential occupants who have met those requirements.

(3) If prior service for a period of time is a condition for establishing credit with the City, residence and proof of prompt payment of rent or other credit obligation acceptable to the City for that period of time is a satisfactory equivalent.

(4) In the case of a detached single-family dwelling, the City may do any of the following:

(i) Give notice of termination at least seven (7) business days prior to the proposed termination.

(ii) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

l. The City shall report the number of annual discontinuations of residential service for inability to pay on the City's Internet Web site and to the State Water Resources Control Board.

m. All written notices to residential customers required under this Subsection 2 shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by ten percent (10%) or more of the customers in the City's service area.

n. This Subsection 2 does not apply to the termination of service connections by the City due to an unauthorized action of a customer, including, without limitation, the theft of water.

E. Delinquencies & Discontinuance of Services – Non-Residential Customers.

1. Late Fees and Interest. In the event any customer fails to pay the water service charges, connection fees, and other required charges and fees identified in this section

within fifteen (15) days after the date of the applicable City utility bill, the unpaid amount shall be deemed delinquent, and the City may, except as otherwise provided herein: (i) assess a fee for late payment in the amount of ten percent (10%) of the delinquent water related charges and fees which amount shall be added to the delinquent charges and fees, and the director of finance shall collect the late fee along with the delinquent charges and fees; and (ii) assess interest at the rate of one and one-half percent (1.5%) per month for nonpayment of the delinquent charges and fees and nonpayment of late fees.

2. Discontinuance of Service. In the event any non-residential customer fails to pay any charges or fees described in this chapter, including any late fee or interest, by 5:00 p.m. on the due date shown on the delinquent notice issued by the City, the City, in addition to all other remedies it may have, may discontinue furnishing water service and all other services identified on the applicable City utility bill and shall not resume the same until all outstanding charges and fees, together with any penalties, interest, service charges and/or connection fees necessitated by the resumption of water service, have been paid in full. Prior to discontinuing all services identified on the applicable City utility bill, the City shall send a written delinquent notice to the customer advising the customer that all utilities identified in the applicable City utility bill will be discontinued if payment of the total amount identified in said written notice is not paid to the City within ten (10) calendar days after the date of said written notice. Reconnections will only be processed Monday through Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., and will not be processed on City-observed holidays. Reconnection of service by unauthorized individuals will result in additional charges established by separate resolution and the incident will be reported to the proper authorities. Any check not honored by a financial institution that is used to make payment on a customer's utility account will result in additional fees established by separate resolution and will be a basis for the disconnection of service.

F. Court Action. In addition to the discontinuing all utilities identified on the applicable City utility bill, the City may file a civil action against the customer for the collection of any amount due and unpaid. Such remedy shall be cumulative and in addition to any other remedy provided in this chapter or by law.

G. Notice of Liens. In the event a customer fails to pay, in full, all charges, fees or penalties identified in this chapter within ninety (90) days of the date of any City utility bill, the City shall notify the owner of the real property receiving the water service, in writing, of such delinquency and that the delinquency shall be collected pursuant to the provisions of paragraph 5 of this subsection.

H. Collection through Tax Roll. In the alternative to filing a civil action against the customer, the City Council, pursuant to the applicable provisions of the California Health and Safety Code, may elect to have all delinquent charges, fees and penalties collected on the tax roll in the same manner, at the same time and by the same persons together with and not separately from general taxes. Such delinquent charges, fees and penalties shall thereafter constitute a lien against the lot or parcel of land against which the charges have been imposed.

I. Recording of Lien. In addition to or in lieu of collecting delinquent fees through the tax roll, the City may, in accordance with California Health and Safety Code Section 5473.11, as may be amended, record a lien against real property for which fees are delinquent.

J. Restoration of Service. Except as otherwise provided in this Section 13.04.050, the utilities identified on the City utility bill shall not be restored until all charges, fees and penalties, including without limitation, all expenses of removal, discontinuance, disconnection, restoration and reconnection have been paid.

K. The City may discontinue water service without notice to the customer when the apparatus, appliances or equipment using water, in the sole opinion of the City, is found to be dangerous or unsafe. The City shall promptly notify the customer of the reasons for the discontinuance and the corrective action to be taken by the customer before service can be restored.

L. The City may discontinue service without notice to any customer when the use of water thereon by the apparatus, appliances, equipment or otherwise is found by the City in its sole discretion, to be detrimental or injurious to water service furnished to other customers. The City shall promptly notify the customer of the reasons for the discontinuance and the corrective action to be taken by the customer before service can be restored.

M. The City may discontinue water service without notice to any customer when it is determined by the City in its sole discretion, that the customer has obtained water service by fraudulent or illegal means or has diverted the water service for unauthorized use. The City shall not restore service until the customer has complied with all the rules and regulations of the City and the City has been reimbursed for the full amount of the service rendered and the actual cost to the water division incurred by reason of such fraudulent, illegal, or unauthorized use.

EXHIBIT "B"**Section 13.04.110 Billing and Appeals.**

A. All water charges shall be due at the finance department upon the receipt of the bill and shall become delinquent fifteen (15) calendar days after the date of the bill. All bills for water charges shall be rendered monthly. Meters shall be read at regular intervals for the preparation of regular metered service bills and as required for the preparation of closing bills. Should a monthly billing period contain less than twenty-seven (27) days or more than thirty-three (33) days, a pro rata correction in the bill shall be made. Proportional adjustments shall be made when other billing periods are used.

B. Opening bills, closing bills and other bills requiring proration shall be computed in accordance with the applicable schedule prorated on the basis of the number of days in the period to a thirty (30) day month. A minimum charge of twenty dollars (\$20.00) will be made to any customer for service. When an applicant other than the original customer requests a water connection at the same location within one (1) month after the date of the original application, the bill of the original customer shall be prorated for the period his or her service was connected.

C. Appeals.

1. Any customer may appeal water charges. To appeal service charges, a customer must, except as otherwise provided herein, submit the following items to the director of finance within fifteen (15) calendar days of the date of the bill disputed bill: (i) a written notice of appeal; (ii) the amount payable under the disputed bill; and (iii) an appeal fee, which fee will be established by the city council. The failure to submit these items during such time period shall result in a waiver of appeal rights and shall constitute a failure to exhaust administrative remedies. The notice of appeal shall set forth in detail all facts supporting the customer's objection to a bill.

2. Notwithstanding the provisions of subsection 1. above, a customer who is financially unable to deposit the amount of the disputed bill and/or pay the appeal fee may file a request for a waiver of all or a portion of the required deposit and appeal fee. A waiver request must be submitted to the director of finance with the customer's notice of appeal, along with a sworn declaration and other supporting documents and materials showing the customer's actual financial inability to pay the appeal deposit and/or appeal fee. The customer bears the burden of demonstrating to the satisfaction of the director of finance the customer's actual inability to deposit the amount of the disputed bill and/or pay the appeal fee. If the director of finance determines that a waiver is warranted, the deposit and appeal fee will be waived or partially waived. If the director of finance finds that a waiver is not warranted, the customer must, within three (3) business days of the customer's receipt of the director of finance's written decision, deposit the amount of the disputed bill and pay the appeal fee for the customer's appeal to be processed.

3. Upon the director of finance's receipt of a notice of appeal, deposit of the amount of the disputed bill, and appeal fee (or the director of finance's determination to waive

the deposit and/or fee), he or she shall set the matter for hearing before the hearing officer or hearing body designated by the City Council. The hearing officer or hearing body shall hold a hearing on the customer's appeal on the date specified by the director of finance and shall receive evidence presented by the appealing party and city staff. After the hearing, the hearing officer or hearing body may uphold or adjust the amount of the disputed bill. The hearing officer or hearing body shall cause to be issued a written determination on the customer's appeal within fifteen (15) calendar days of the date of appeal hearing. An aggrieved customer may seek judicial review of the hearing officer's or hearing body's decision on the customer's appeal by filing a complaint with the Superior Court of Kings County, California during the period identified by California Code of Civil Procedure Section 1094.6.

EXHIBIT “C”

Section 13.04.160 Unauthorized Water Use.

A. Any person using water from the City water system in violation of any provision of the Hanford Municipal Code shall be subject to the administrative, civil, and criminal remedies set forth in state law and in this Code.

B. It is unlawful for any person or entity to modify or tamper with any portion of the City’s water system, including, without limitation, water meters, without the City’s authorization.

Section 13.04.170 Administrative Enforcement Remedies.

A. Notice of Violation.

1. With respect to violations other than the failure to timely pay utility service charges, upon the determination by the City’s director of finance or director of utilities and engineering that a person or entity has violated this Chapter 13.04, such person or entity may be served with a written Notice of Violation. The notice shall, if feasible, describe the time, place, and circumstances of each violation charged and the corrective measures, if any, the person or entity is required to undertake to correct the violation. If the user who is responsible for the violation does not own the real property at which the violation occurred, the City will provide a copy of the notice to the owner when the notice is served upon the user.

2. The person or entity shall complete any corrective action described in the Notice of Violation within ten (10) calendar days of receipt of the Notice of Violation or shall identify in writing a proposed arrangement for the corrective action to be taken if corrective action cannot be reasonably completed during such ten (10) calendar day period. A proposed arrangement shall be submitted to the City official who issued the Notice of Violation.

3. Nothing in this section shall limit the authority of the City to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

B. Method of Service.

1. All written notices required by this chapter shall be served by personal delivery to the person or entity to be notified or by deposit in the United States Mail, certified with return receipt requested, addressed to such person or entity to be notified at his/her/its last known address as the same appears in the public records or other records pertaining to the matter to which such notice is directed. Service by mail shall be deemed to have been completed at the time of deposit in the mail.

2. Where personal service or service by mail of a Notice of Violation or Notice of Hearing described below is unsuccessful, the City shall cause all of the following to occur:

a. A copy of the Notice of Violation or Notice of Hearing, as appropriate, shall be conspicuously posted at the real property where the violation is occurring; and

b. A copy of the Notice of Violation or Notice of Hearing, as appropriate, shall be published for at least three (3) consecutive days in a newspaper of general circulation in the City. A copy of the Notice of Hearing shall be published at least five (5) calendar days prior to the date scheduled for the public hearing that is referenced in the Notice of Hearing.

3. The failure of any person or entity to receive a notice properly served, mailed, posted, or published under this chapter shall not affect the validity of any proceedings occurring under this chapter.

C. Hearing.

1. If the director of finance or the director of utilities and engineering, as applicable, determines that the violation has not been eliminated by the deadline for compliance established pursuant to subsection A. above, or that a violation has recurred prior to the compliance date, the City will set the matter for a hearing before the City Council pursuant to this chapter.

2. This hearing serves to provide a person or entity subject to a Notice of Violation a full opportunity to object to the determination that a violation has occurred, that the violation has continued to exist or has recurred, and/or that the person or entity is responsible for creating, maintaining, or fostering the violation. The failure of any person or entity subject to a Notice of Violation to appear at the hearing shall constitute a failure to exhaust administrative remedies.

3. The City Clerk shall cause a written Notice of Hearing before the City Council to be served on each person and entity subject to the Notice of Violation and to the owner of the real property at which the violation occurred, if the owner and the user are different parties.

D. Notice of Hearing. Each hearing shall be set for a date not less than fifteen (15) calendar days nor more than sixty (60) calendar days from the date of the Notice of Hearing unless the violator consents to a shortening or extension of time or the City Council determines that the matter is urgent or that good cause exists for an extension of time.

E. Conduct of Hearing.

1. At the date, time, and place set forth in the Notice of Hearing, the City Council shall conduct a hearing on the Notice of Violation.

2. At the hearing, the City Council shall consider any written or oral evidence, including the following:

a. The Notice of Violation and evidence submitted by persons subject to the Notice of Violation and by the City;

b. The objectively reasonable efforts made by the person or entity subject to the Notice of Violation to comply prior to the applicable compliance date; and

c. Any condition or situation beyond the control of the person or entity subject to the Notice of Violation that prevented compliance by the applicable deadline.

F. Findings and Order.

1. Within fifteen (15) calendar days following the conclusion of the hearing, the City Council shall make findings and issue a written determination in connection with the Notice of Violation.

2. The findings made by the City Council shall be supported by the evidence received at the hearing or otherwise submitted to the City Council in accordance with State law or this Code.

3. If the City Council finds by a preponderance of the evidence that a user has violated, or continues to violate, any provision of this Chapter 13.04, excluding violations involving the timely payment of utility charges, the City Council may issue a Compliance Order containing the following:

a. Directive to the user ordering him/her/it to comply immediately with all requirements and take such appropriate remedial or preventive actions to properly address a continuing or threatened violation;

b. Directive to the user to cease activities causing or associated with the unauthorized activity;

c. Requirements to address the noncompliance or prevent the continuation, exacerbation, or reoccurrence of the violation;

d. Deadline for compliance;

e. Directive for the termination of water service to the violating property through the severance of the connection between the violating property and the City's

water system, if the user fails to take all required actions by the deadline established by the City Council;

f. Directive to the user to pay an administrative penalty for each violation, with each penalty not to exceed the maximum allowed under state law;

g. Directive to the violator to pay reimbursement to the City for the fees and costs incurred by the City, including, without limitation, administrative costs and legal fees, associated with the violation;

h. Directive to the user to pay a deposit to the City that represents the fees and costs that the City will incur to address continuing violations;

i. Other terms, conditions, and/or requirements that the City Council finds reasonable; and/or

j. Authorization to City staff to take any other action that the City Council finds reasonable.

4. A Compliance Order does not relieve the user of liability for any violation, including any continuing violation. Issuance of a Compliance Order shall not be a bar against, or a prerequisite for, taking any other action against the user.

5. Every person and entity subject to a Compliance Order shall observe and comply with such order and with all applicable laws, permits, and other approvals of federal, state, and local governments in any and all actions taken pursuant to or in order to comply with the Compliance Order, including, without limitation, the payment of applicable fees and charges.

6. If the City Council finds one (1) or more of the following exists, then the City Council shall issue a finding of those facts:

a. That a violation did not occur or recur at or on the subject property after the compliance date established through the Notice of Violation;

b. That the person or entity subject to the Notice of Violation took all objectively reasonable steps to comply with the Notice of Violation by the applicable compliance date; or

c. That some condition or situation beyond the control of the person or entity subject to the Notice of Violation prevented compliance prior to the compliance date.

G. Administrative Penalties.

1. When the City Council finds that a user has violated, or continues to violate, any provision of this Chapter 13.04, with the exception of violations associated with the failure to pay utility charges in a timely manner, the City Council may fine such user in an

amount not to exceed the then-current maximum allowed by State law. Such penalties may be assessed on a per violation per day basis.

2. Unpaid charges, fines and penalties shall, after the payment deadline identified in the Compliance Order, be assessed an additional penalty of ten percent (10%) of the unpaid balance, and interest shall accrue thereafter at a rate of one and one-half percent (1.5%) per month on the unpaid amount; provided however, the additional penalty and/or interest shall not apply if collection of the same by the City would violate State law.

3. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

4. In determining the amount of a penalty, the City Council may take any or all of the following factors into consideration:

- a. The period of time during which the violation(s) occurred;
- b. The nature, frequency, and recurrence of the violation(s);
- c. The ease with which the violation(s) could have been abated;
- d. The good faith efforts made to address the violation(s);
- e. The economic impact of the penalty on the person/entity responsible for payment;
- f. The impact of the violation on the public and/or property; and
- g. Such other factors as justice may require.

5. Penalties imposed by the City Council may accrue from a date no earlier than the compliance date specified in the Compliance Order and shall cease to accrue on the date the Compliance Order has been complied with as determined by the City.

6. Penalties assessed by the City Council shall be due by the date specified in the Compliance Order.

7. Penalties assessed by the City Council are a debt owed to the City and, in addition to all other means of enforcement, may be enforced and collected through an assessment added to the property tax roll or through the recording of a lien against the real property at which the violation occurred.

8. If a person or entity subject to the Compliance Order gives written notice to the City officer issuing the Notice of Violation that the terms of the Compliance Order have been satisfied and if the director finds that compliance has occurred, the date that the written

notice is postmarked or personally delivered to the director or the date of the City's final inspection, whichever occurs first, shall be deemed to be the date of compliance.

H. Report of Compliance after Compliance Order. If the director issuing the Notice of Violation determines that a Compliance Order has been fully satisfied, the director will file a report with the City Clerk indicating that compliance has been achieved and the date of the City's final inspection.

I. Compliance Dispute.

1. If the director does not file a report required by subsection H. above, a person or entity subject to a Compliance Order who believes that compliance has been achieved may request a compliance hearing before the City Council by filing for a hearing with the City Clerk.

2. The hearing shall be noticed and conducted in the same manner as a hearing on a Notice of Violation.

3. The City Council shall determine if compliance with the Compliance Order has been achieved and, if so, when it was achieved.

J. Right of Judicial Review. Following the exhaustion of administrative remedies identified in this chapter, any person or entity aggrieved by a Compliance Order may obtain review of such order in the superior court by filing with the court a petition for writ of mandate.

K. Lien and Tax Roll Assessment Procedures.

1. Whenever the amount of a penalty, cost, or fee, including interest, imposed upon a user by the City Council pursuant to this chapter has not been satisfied in full within ninety (90) calendar days of an applicable due date and/or has not been successfully challenged, the obligation may constitute an assessment or a lien against the real property at which the violation occurred or is occurring.

2. The lien provided herein shall have no force or effect until recorded with the County Recorder. Once recorded, the lien shall have the force, effect, and priority of a judgment lien governed by the provisions of the California Code of Civil Procedure, as may be amended.

3. Interest shall accrue on the principal amount remaining unsatisfied pursuant to law at the rate set forth in subsection G. above.

4. Prior to levying an assessment or recording a lien, the director of finance shall prepare and file with the City Clerk a written report stating the amounts due and owing.

5. The City Clerk shall fix a time, date, and place for a hearing on such report and any protests or objections thereto. The City Clerk will provide notice of such hearing

to the user and to the owner of the subject real property, if the owner and user are not the same party, in the manner described in subsection D. above.

6. Any person or entity whose real property is subject to the proposed assessment or lien may file a written protest with the City Clerk and/or may protest verbally at the City Council meeting at which the hearing on the assessment or lien occurs.

7. The City Council will hold and conduct a public hearing at the time, date, and place set forth in the notice for such hearing.

8. The City Council will hear and consider only testimony and other evidence that is relevant to the calculation of the amounts owed or to the proposed imposition of the assessment or lien, including without limitation:

- a. The report of the director of finance;
- b. Objections or protests of property owners and other responsible or interested persons who may be held liable for the amounts owed;
- c. Evidence on whether all procedures were properly followed by the City;
- d. Evidence regarding the costs and fees incurred by the City in the matter; and
- e. Evidence on whether the person before the City Council is responsible for the amounts owed to the City.

9. The City Council shall confirm, modify, or forego the assessment or lien as a result of the hearing. The City Council's decision shall be based upon the preponderance of the evidence presented at the hearing.

10. The public hearing before the City Council shall not serve as a re-hearing for persons who previously have been duly determined as responsible for fines, penalties, costs, and/or fees owed to the City. The validity of fines, penalties, costs, and fees need not be re-considered at the lien or assessment hearing, and the City Council will not be required to receive evidence or testimony regarding the validity of fines, penalties, costs, or fees at such hearing.

11. Within thirty (30) days of the City Council's confirmation or modification of the assessment or lien amount, the City Clerk will, as applicable: (i) inform the Tax Collector for Kings County, California of the assessment amount; or (ii) record the lien in the office of the County Recorder for Kings County, California.

12. If a lien is recorded, the City Clerk will record a notice of satisfaction or provide the property owner of the subject property with a notice of satisfaction that may be

recorded once payment in full is received by the City of the outstanding penalties, costs, fees, and interest. Such notice of satisfaction shall cancel the City's lien.

L. Consent Orders. The director of finance or the director of utilities and engineering, as applicable, may enter into Consent Orders, assurances of compliance, or other similar documents establishing a voluntary agreement with any user responsible for noncompliance. Such documents shall include the specific action to be taken by the user to correct the noncompliance within a time period specified in the document. Such documents shall have the same force and effect as a Compliance Order issued by the City Council.

Section 13.04.180 Criminal Prosecution.

A. A user who willfully or negligently violates any provision of this chapter, with the exception of provisions pertaining to the timely payment of utility charges, shall, upon conviction, be guilty of a misdemeanor punishable pursuant to Section 19 of the California Penal Code, as may be amended.

B. A user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this chapter, or who falsifies, tampers with, bypasses, or knowingly renders inaccurate any water control or monitoring device shall, upon conviction, be punished by a fine and/or imprisonment as allowed under State law.

Section 13.04.190 Civil Remedies.

A. When the director of finance or the director of utilities and engineering, as applicable, finds that a user has violated or continues to violate, any provision of this chapter, with the exception of provisions pertaining to the timely payment of utility charges, such director may petition the Superior Court of Kings County, California, through the City's attorney, for the issuance of a temporary restraining order, temporary injunction, and/or permanent injunction, as appropriate, which restrains or compels the specific performance of any requirement imposed by this chapter. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against the user.

B. Nothing contained in this Code shall preclude or limit the City from pursuing a civil action for damages against a person or entity that causes the City to incur injury, loss, costs, or expenses as a result of the person's or entity's violation of this chapter.

C. In addition to all other remedies, as part of any civil action brought by the City, a court may assess a civil penalty in an amount not to exceed the maximum allowed by State law per day for each violation with respect to any person or entity that violates this chapter, which penalty shall be payable to the City.

Section 13.04.200 Administrative Citations.

A. Issuance of Citation.

1. Whenever the director of finance or the director of utilities and engineering, as applicable, determines that a violation of a provision of this chapter has occurred, such director or his/her designee shall have the authority to issue an administrative citation to any person or entity responsible for the violation, with the exception of violations pertaining to the payment of utility charges.

2. Each administrative citation shall contain the following information:

- a. The date of the violation or, if the date of the violation is unknown, then the date the violation is identified;
- b. The address or a description of the location where the violation occurred;
- c. The section of this code violated and a description of the violation;
- d. The amount of the fine for the violation;
- e. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
- f. An order prohibiting the continuation or repeated occurrence of the code violation described in the administrative citation;
- g. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and
- h. The name and signature of the individual issuing the citation.

B. Amount of Fines.

- 1. The amounts of the fines for code violations imposed pursuant to this section shall be set forth in a schedule of fines established by resolution of the City Council.
- 2. The schedule of fines shall specify any increased fines for repeat violations of the same code provision by the same person or entity.

C. Payment of Fines.

- 1. Fines shall be paid to the City within thirty (30) days from the date of the administrative citation.

2. Any administrative citation fine paid shall be refunded if it is determined, after an appeal hearing, that a person or entity charged in the administrative citation was not responsible for the violation or that there was no violation as charged in the citation.

3. Payment of a fine under this chapter shall not excuse, discharge, or permit any continuation or repeated occurrence of the code violation that is the subject of the administrative citation.

D. Hearing Request.

1. Any recipient of an administrative citation may appeal the citation by completing a request for hearing form and returning it to the City within thirty (30) days from the date of the administrative citation, together with an advance deposit of the fine.

2. A request for hearing shall be submitted in writing to the City Clerk.

3. The person or entity requesting the hearing shall be notified of the time and place set for the hearing at least ten (10) calendar days prior to the date of the hearing.

4. If the City department that issued the citation submits an additional written report concerning the administrative citation to the hearing body, then a copy of such report shall be served on the person requesting the hearing at least five (5) calendar days prior to the date of the hearing.

E. Hearing Body. The City Council or its designee shall serve as the hearing body for appeals regarding administrative citations issued under this chapter.

F. Hearing Procedure.

1. No hearing to contest an administrative citation shall be held unless the fine has been deposited with the City in advance; provided however, the deposit requirement shall be waived if the director of the City department issuing the citation determines that the appealing party is financially unable to deposit the amount of the fine. The process to waive the deposit and fee requirements set forth in section 13.04.110 of this Code relating to the appeal of water service charges shall, to the extent feasible, apply with respect to the waiver of the deposit of fine amounts.

2. A hearing shall be set for a date that is not less than fifteen (15) calendar days and not more than sixty (60) calendar days from the date that the request for hearing is filed in accordance with the provisions of this section.

3. At the hearing, the party contesting the administrative citation shall be given the opportunity to testify and to present evidence concerning the administrative citation.

4. The failure of any recipient of an administrative citation to appear at the appeal hearing shall constitute a forfeiture of the fine and a failure to exhaust administrative remedies.

5. The administrative citation and any additional report submitted by the department issuing the citation shall constitute prima facie evidence of the respective facts contained in those documents.

6. The hearing body may continue the hearing and request additional information from the City department issuing the citation or from the recipient of the administrative citation prior to issuing a written decision.

G. Hearing Body's Decision.

1. After considering all of the testimony and evidence submitted at the hearing, the hearing body shall issue a written decision to uphold, modify, or cancel the administrative citation and shall list in the decision the reasons for the decision. The decision of the hearing body shall be final.

2. If the hearing body determines that the administrative citation should be upheld, then the fine amount on deposit with the City shall be retained by the City.

3. If the hearing body determines that the administration citation should be canceled, then the City shall promptly refund the amount of the deposited fine.

4. If the hearing body determines that the fine levied under the administration citation should be adjusted, then the City will promptly refund the amount of the deposited fine that exceeds the amount fixed by the hearing body or the recipient of the administrative citation will promptly pay to the City an additional amount fixed by the hearing body if the body finds that the fine assessed under the administrative citation to be insufficient.

5. The recipient of the administrative citation shall be served with a copy of the hearing body's written decision.

H. Late Payment Charges. Any person or entity who fails to pay to the City any fine imposed pursuant to the provisions of this section on or before the date that the fine is due shall also be liable for the late payment charges described in Section 13.04.170 G. above.

I. Recovery of Administrative Citation Fines and Costs. The City may collect any past due administrative citation fine or late payment charge by use of all available legal means, including the tax roll and lien remedies described in section 13.04.170.K. above. Collection costs shall be in addition to any penalties, interest, and/or late charges imposed upon the delinquent obligation. Collection costs imposed under this provision shall be added to and become a part of the underlying obligation. Any partial payment of an obligation, when a partial payment is permitted, will be applied first to the principal amount of the underlying obligation, then to any penalties, and then to interest.

J. Right to Judicial Review. Any person or entity aggrieved by a decision of the hearing body on an administrative citation may obtain review of the decision by filing a petition for review with the Superior Court for Kings County, California in accordance with the timelines and provisions set forth in California Government Code Section 53069.4, as may be amended.

K. Notices. The administrative citation and all notices required to be given by this section shall be served on the responsible party by personal delivery thereof to the person or entity to be notified or by deposit in the United States Mail, certified mail with return receipt requested, addressed to such person to be notified at his/her/its last-known address as the same appears in the public records or other records pertaining to the matter to which such notice is directed. Service by mail shall be deemed to have been completed at the time of deposit in the mail. If the user who is responsible for the violation does not own the real property at which the violation occurred, the City will also provide a copy of the citation and associated notices to the owner when the citation and notices are served upon the user.

Section 13.04.210 Appeal.

A. This section shall only apply to matters in which no appeal process is otherwise specified in this chapter.

B. Any person affected by any decision, action or determination by any City department in interpreting or implementing the provisions of this chapter may file with the City Clerk, within ten (10) calendar days of the date of service of such decision, action or determination, a notice of appeal to the City Council appealing such decision, action or determination. Except as otherwise provided, the appealing party shall, at the time of submitting the notice of appeal, pay the applicable appeal fee, which shall be established by the City Council, as a condition of the City processing the appeal. The notice of appeal shall set forth in detail all facts supporting the user's appeal. The filing of the notice of appeal shall not limit the authority of the City to take such action as the City deems necessary to stop or prevent an ongoing or threatened violation of any of the provisions of this chapter, including actions or directives to prevent or stop threatened harm to the health or safety of the public.

C. Notwithstanding subsection B. above, a user who is financially unable pay the appeal fee may file with the City Clerk a request for a waiver of all or a portion of the required deposit and appeal fee. The waiver provisions set forth in section 13.04.110 of this Code shall, to the extent feasible, apply to appeal fees charged pursuant to this section 13.04.210; provided however, the City Clerk shall possess decision-making authority over the waiver or partial waiver of appeal fees occurring under this section.

D. Upon receipt of a notice appeal and appeal fee, the City Clerk shall set the matter for hearing before an appeal officer or appeal body designated by the City Council, and after said hearing, the appeal officer or appeal body may affirm, overrule or modify the decision, action or determination of a City department that is the subject of the appeal. To the extent feasible, the hearing provisions contained in Section 13.04.200 above shall apply to appeals occurring under this section.

E. Following the appeal hearing, an aggrieved user may seek judicial review of an appeal officer's or appeal body's decision by filing a complaint with the Superior Court of Kings County, California during the period identified by California Code of Civil Procedure Section 1094.6, as may be amended.

Section 13.04.220 Superior court action.

The City Council may, at its option, elect to petition the Superior Court of Kings County, California to confirm any order establishing civil penalties and enter judgment in conformity therewith in accordance with the provisions of 1285 through 1297.6, inclusive, of the California Code of Civil Procedure.

Section 13.04.230 Public nuisance.

In addition to any other remedy provided by law or in equity, violation of any provisions of this chapter, excluding provisions relating to the timely payment of services charges, is hereby determined and declared to a public nuisance and may be abated and/or enjoined pursuant to State law. The City may cause proceedings to be brought for abatement and may recover reasonable attorney's fees, court costs and other expenses associated with such action.

Section 13.04.240 Attorney's fees.

The City shall have the right to recover reasonable attorney's fees, court costs and other expenses associated with any and all of the enforcement activities identified in this chapter, in addition to the amount assessed as damages to the City.

Section 13.04.250 Non-exclusive remedies.

The enforcement procedures, penalties, and remedies provided in this chapter are not exclusive, but are in addition to any other enforcement procedures, penalties and remedies that may be provided elsewhere in this chapter or by any federal, state or local law, regulation, or rule. In addition, the City may pursue any, all, or any combination of these enforcement procedures, penalties and remedies against any person or entity that violates any provision of this chapter.



AGENDA STAFF REPORT

MEETING DATE: 1/21/2020	AGENDA SECTION: D
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SUBJECT:

City Attorney: Adoption of Policy Regarding Discontinuation of Residential Water Service for Non-Payment.

RECOMMENDATION:

That the City Council, by motion, adopt Resolution 20-2-R approving utility service administration and appeal fees and fines.

BACKGROUND:

SB 998 requires the City Council to adopt a water services discontinuation policy. The policy presented to the Council during its January 21, 2020 meeting will result in the City engaging in additional work, which will result in additional costs.

The Finance Department has identified the projected costs associated with the services that the City will provide as a result of SB 998 and the new water services discontinuation policy. Fees associated with the new costs are included in the fee schedule attached to Resolution 20-2-R.

Also, new fees associated with administrative costs for which the City is not currently charging are included in the schedule.

The City previously adopted various water-service-related fees and fines, which will remain in effect.

A new fee and fine schedule (copy attached) for utility-related services has been prepared. The fees and fines previously adopted are included in the schedule for convenience purposes. New proposed fees are highlighted in yellow.

Staff proposes that one of the fees previously established be adjusted - the deposit for opening a new residential account be increased from two times (2x) the average monthly residential bill to three times (3x) the average monthly bill amount, which is allowed under Public Resources Code Section 10009.6. The adjustment is recommended because the changes to the City's existing billing and collection procedures required by SB 998 will result in an increase in "slow" payments and an increase in failure-to-collect cases, which will negatively impact the City's ability to pay regular and ongoing expenses associated with the utility services that the City provides.

Also, the existing "unauthorized reconnection" category, for which a \$200.00 fee is charged, will be expanded to include tampering (e.g., tampering with a water meter) and illegal water use, including unauthorized connection to another property's water source and unauthorized connection to a non-City apparatus.

FISCAL IMPACT:

Insert Fiscal Impact Here or Erase Completely

ATTACHMENTS:

- 1.21.20 Resolution 20-2-R
- 1.21.20 Admin and Appeal fees and fines
- 1.21.20 Water Discontinuation Policy

RESOLUTION NO. 20-2-R**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HANFORD,
APPROVING ADMINISTRATIVE AND APPEAL FEES ASSOCIATED WITH PUBLIC
SERVICES PROVIDED BY THE CITY**

WHEREAS, the City Council of the City of Hanford has heretofore established various schedules of rates, fees, and charges for services provided by the City; and

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Hanford is authorized to adopt and implement rates, fees, and charges for municipal services; provided, however, that such rates, fees, and/or charges may not exceed the estimated reasonable cost of providing such services; and

WHEREAS, the City of Hanford provides various public services pursuant to Hanford Municipal Code Title 13; and

WHEREAS, it is the intent of the City Council to establish administrative and appeal fees and fines associated with the services that the City provides pursuant to Hanford Municipal Code Title 13; and

WHEREAS, the establishment and modification of rates, tolls, fares and charges are statutorily exempt from the provisions of the California Environmental Quality Act pursuant to CEQA Guidelines Section 15273 if such rates, tolls, fares, and charges are for the purpose of meeting the operating expenses of the City.

NOW THEREFORE, the City of Hanford City Council finds the following:

1. That the fees identified in the attached Exhibit "A" comply with the requirement that fees not exceed the estimated reasonable cost of providing the service for which the fee is charged.
2. That the fees are statutorily exempt from the California Environmental Quality Act as fees necessary to meet operating expenses.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanford hereby approves and adopts the fees and fines shown on the attached Exhibit "A."

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Passed and adopted at a regular meeting of the City Council of the City of Hanford, duly called and held on January 21, 2020, by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

JOHN DRAXLER
MAYOR of the City of Hanford

Attest:

SARAH MARTINEZ
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF KINGS) ss
CITY OF HANFORD)

I, Sarah Martinez, City Clerk of the City of Hanford, do hereby certify the foregoing Resolution was duly passed and adopted at a regular meeting of the City Council of the City of Hanford held on the 21st day of January, 2020.

Date: _____

City Clerk

Attachment: 1.21.20 Resolution 20-2-R (City Attorney: Adoption of Policy)

Exhibit “A”

<i>Fee/Fine Type</i>	<i>Fee/Fine Amt.</i>
Establishment of new water service/installation of meter for new water service. Fee will be paid prior to connection.	\$125.00 administration and inspection fee <u>plus</u> applicable development impact fees.
Deposit for new residential utility services account. Deposits will be calculated on a fiscal year basis based upon average bill cost taking into consideration all residential utility accounts. Any new service account that, at the time of signup, agrees to make automated payment (ACH) on their account for at least twelve (12) months will have the new service deposit waived. If, however, at any time during the first twelve (12) month period the ACH is canceled or if payment is returned, a new utility service deposit will be immediately payable by the customer and will be posted to the customer's account.	Three times (3x) the determined average residential bill.
Deposit for new non-residential utility services account. Deposits will be calculated based upon previous billing activity for the service location. The deposit will be two times (2x) the average bill amount. If the service location is a new construction, the City will review similar accounts and will multiple the average by two times (2x) to determine the deposit amount.	Two times (2x) the average bill amount.
Fine/penalty for delinquent utility service charges.	\$50.00
Fee for delinquent utility service charges (fee pays the City's costs associated with delinquent account).	10% of delinquent amount.
Interest on delinquent utility service charges, unpaid late fees, unpaid penalties, and unpaid interest.	1.5% per month.
Reconnection fee for discontinued water service.	\$50.00 per occurrence.
Fee for missed reconnection appointment.	\$50.00 per occurrence.
Fee for appeal of utility service bill (HMC § 13.04.110.C).	\$205.00 <u>plus</u> deposit of entire bill amount.
Monthly fee for payment plan processing, review, and administration.	\$13.00 per month as long as Payment Agreement remains in effect.
Credit card processing fee (when set up in system).	2.80% per transaction.
Returned check fee (first check).	\$25.00.
Returned check (second and subsequent returned checks).	\$35.00 per occurrence.
City will also be entitled to damages allowed under law for returned checks.	
Unauthorized reconnection of water service, tampering with City water system, or illegal use of water. Unauthorized reconnection of water service includes, without limitation, the unauthorized reestablishment of water service that was discontinued by the City for non-payment. Illegal use of water includes, without limitation, unauthorized connection to another property's water source or unauthorized connection to a non-City water apparatus. The City may pursue civil, criminal, and/or administrative penalties in addition to this fee.	\$200.00 per occurrence <u>plus</u> the cost of water used.
Fee for damage to City equipment and/or improvements caused by unauthorized reconnection of water service or caused by tampering with City water system.	\$15.00 for broken lock <u>plus</u> actual costs incurred by City to repair and replace damaged equipment and improvements.
Deposit for use of water through hydrant meter or by truckload. Deposit will be retained or applied to the billing for the amount of water used.	\$1,000.00.
Fire flow tests. This fee will pay for the City's labor, equipment, and water required for the test. Fee must be paid prior to the test.	\$470.00.
Backflow administration and inspection fee. Fee must be paid prior to installation of a backflow device.	\$125.00.

Backflow test and repair. This fee will be payable if a customer fails to have its backflow device tested or if the customer fails to make necessary repairs in the timeframes provided in a service notice from the City's Utilities Superintendent. The City will have the right to have the backflow device tested and/or necessary repairs completed. The fee and associated costs will be paid within fifteen (15) calendar days of an invoice sent by the City to the customer.	Cost of testing and repairs <u>plus</u> \$125.00 administrative and inspection fee.
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<i>Fee/Fine Type</i>	<i>Fee/Fine Amt.</i>
Establishment of new water service/installation of meter for new water service. Fee will be paid prior to connection.	\$125.00 administration and inspection fee <u>plus</u> applicable development impact fees.
Deposit for new residential utility services account. Deposits will be calculated on a fiscal year basis based upon average bill cost taking into consideration all residential utility accounts. Any new service account that, at the time of signup, agrees to make automated payment (ACH) on their account for at least twelve (12) months will have the new service deposit waived. If, however, at any time during the first twelve (12) month period the ACH is canceled or if payment is returned, a new utility service deposit will be immediately payable by the customer and will be posted to the customer's account.	Three times (3x) the determined average residential bill.
Deposit for new non-residential utility services account. Deposits will be calculated based upon previous billing activity for the service location. The deposit will be two times (2x) the average bill amount. If the service location is a new construction, the City will review similar accounts and will multiple the average by two times (2x) to determine the deposit amount.	Two times (2x) the average bill amount.
Fine/penalty for delinquent utility service charges.	\$50.00
Fee for delinquent utility service charges (fee pays the City's costs associated with delinquent account).	10% of delinquent amount.
Interest on delinquent utility service charges, unpaid late fees, unpaid penalties, and unpaid interest.	1.5% per month.
Reconnection fee for discontinued water service.	\$50.00 per occurrence.
Fee for missed reconnection appointment.	\$50.00 per occurrence.
Fee for appeal of utility service bill (HMC § 13.04.110.C).	\$205.00 <u>plus</u> deposit of entire bill amount.
Monthly fee for payment plan processing, review, and administration.	\$13.00 per month as long as Payment Agreement remains in effect.
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Unauthorized reconnection of water service, <u>tampering with City water system</u> , or illegal use of water. Unauthorized reconnection of water service includes, without limitation, the unauthorized reestablishment of water service that was discontinued by the City for non-payment. <u>Illegal use of water includes, without limitation, unauthorized connection to another property's water source or unauthorized connection to a non-City water apparatus.</u> The City may pursue civil, criminal, and/or administrative penalties in addition to this fee.	\$200.00 per occurrence <u>plus</u> the cost of water used.
Fee for damage to City equipment and/or improvements caused by unauthorized reconnection of water service or caused by <u>tampering with City water system.</u>	\$15.00 for broken lock <u>plus</u> actual costs incurred by City to repair and replace damaged equipment and improvements.
Deposit for use of water through hydrant meter or by truckload. Deposit will be retained or applied to the billing for the amount of water used.	\$1,000.00.
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CITY OF HANFORD

WATER SERVICE DISCONTINUATION POLICY

* * * * *

This Policy constitutes the City of Hanford's (City) written policy on discontinuation of residential water service for purposes of California Health and Safety Code Section 116906.

1. **Delinquent Payment of Water Service Charges.** Pursuant to Hanford Municipal Code (HMC) Section 13.04.050, a water service charge payable by a residential water service customer that is not paid within fifteen (15) calendar days of the date of a City-issued utility services bill will be deemed delinquent. Delinquent amounts shall be subject to the following fees (collectively "Fees"): (a) ten percent (10%) late fee; (b) other fees and fines established by the Council. Delinquent amounts and unpaid Fees and interest will accrue interest at the rate of one and one-half percent (1.5%) per month

2. **Discontinuance of Services.**
 - a. Except as otherwise provided, if a residential customer fails to pay water service fees in full or fails to request a payment plan by 5:00 p.m. on the sixtieth (60th) calendar day following the date on which a water service charge becomes delinquent, the City may, in addition to other remedies, discontinue water and other City-provided services received by the customer.

 - b. No less than seven (7) business days prior to the discontinuance of services for nonpayment, the City will contact the customer by phone or in writing as required by Health and Safety Code Section 116908.

 - c. If a customer falls within the financial hardship parameters of Health and Safety Code Section 116910, the City's discontinuance of utility services shall occur only in the manner described in that section.

3. **Payment Plan.**
 - a. A customer requesting a payment plan shall be offered the following terms, which will be set forth in a written Payment Agreement signed by the customer:
 - i. Payment of one-third (1/3rd) of all outstanding utility services balances upon the customer's signature of the Payment Agreement; and

Attachment: 1.21.20 Water Discontinuation Policy (City Attorney: Adoption of Policy)

- ii. The remainder of the outstanding balances will be paid in six (6) equal monthly installments, beginning on the first (1st) day of the calendar month immediately following the customer's execution of a Payment Agreement; provided however, if such date is less than fifteen (15) calendar days from the Payment Agreement's effective date, the first (1st) payment shall be due on the first (1st) day of the following calendar month. For example, if a Payment Agreement reflects an effective date of February 20, the first (1st) installment payment shall be due on April 1. The unpaid amount shall accrue interest at the rate of one and one-half percent (1.5%) per month and will be subject to additional fees and fines established by the City, which shall be payable with each monthly installment. A customer's signature of a Payment Agreement will not excuse the customer from the obligation of timely paying new utility service charges contained in bills issued by the City while the customer's Payment Agreement remains in effect.
- b. A Payment Agreement containing these terms shall be signed by the accountholder and submitted in person by the accountholder to the City's Finance Department within three (3) business days of the customer's receipt of the Agreement from the City. The City shall proceed with the process to discontinue services provided to a customer if the customer fails to execute and return the Payment Agreement within such three (3) business day period.
- c. With the exception of customers falling within the parameters of Health and Safety Code Section 116910, the City may, without providing further written notice, discontinue all City services provided to a customer who is subject to a payment plan under either of the following circumstances:
 - i. The customer fails to comply with his or her Payment Agreement; or
 - ii. While a Payment Agreement remains in effect, the customer fails to pay his or her then-current residential service charges before they become delinquent.

The discontinuance of services to customers who fall within the parameters of Health and Safety Code Section 116910 will only occur, however, in accordance with the terms of that section.
- d. A customer who is a party to a Payment Agreement must remain current on all City service bills issued during the payment plan period and will not be eligible for payment plan terms if he or she becomes delinquent on a subsequent service bill issued before the pending Payment Agreement is paid in full.

- e. A customer will be eligible for one (1) Payment Agreement during each twelve (12) month period, which will be measured from the effective date of a customer's prior Payment Agreement; provided however, a customer who falls within the parameters of Health and Safety Code Section 116910 will not be subject to this limitation.
- 4. **Appeal of Bill Amounts.** A customer who feels that an amount billed by the City is inaccurate may appeal the amount. The appeal process is established in HMC Section 13.04.110., a copy of which is attached hereto as Exhibit "A."
- 5. **Contacting the City.** Customers may contact the following phone number to discuss options for avoiding the discontinuation of City-provided utility services for nonpayment: (559) 585-2510.

EXHBIT "A"***Hanford Municipal Code Section 13.04.110.C.*****C. Appeals.**

1. Any customer may appeal water charges. To appeal service charges, a customer must, except as otherwise provided herein, submit the following items to the director of finance within fifteen (15) calendar days of the date of the bill disputed bill: (i) a written notice of appeal; (ii) the amount payable under the disputed bill; and (iii) an appeal fee, which fee will be established by the city council. The failure to submit these items during such time period shall result in a waiver of appeal rights and shall constitute a failure to exhaust administrative remedies. The notice of appeal shall set forth in detail all facts supporting the customer's objection to a bill.

2. Notwithstanding the provisions of subsection 1. above, a customer who is financially unable to deposit the amount of the disputed bill and/or pay the appeal fee may file a request for a waiver of all or a portion of the required deposit and appeal fee. A waiver request must be submitted to the director of finance with the customer's notice of appeal, along with a sworn declaration and other supporting documents and materials showing the customer's actual financial inability to pay the appeal deposit and/or appeal fee. The customer bears the burden of demonstrating to the satisfaction of the director of finance the customer's actual inability to deposit the amount of the disputed bill and/or pay the appeal fee. If the director of finance determines that a waiver is warranted, the deposit and appeal fee will be waived or partially waived. If the director of finance finds that a waiver is not warranted, the customer must, within three (3) business days of the customer's receipt of the director of finance's written decision, deposit the amount of the disputed bill and pay the appeal fee for the customer's appeal to be processed.

3. Upon the director of finance's receipt of a notice of appeal, deposit of the amount of the disputed bill, and appeal fee (or the director of finance's determination to waive the deposit and/or fee), he or she shall set the matter for hearing before the hearing officer or hearing body designated by the City Council. The hearing officer or hearing body shall hold a hearing on the customer's appeal on the date specified by the director of finance and shall receive evidence presented by the appealing party and city staff. After the hearing, the hearing officer or hearing body may uphold or adjust the amount of the disputed bill. The hearing officer or hearing body shall cause to be issued a written determination on the customer's appeal within fifteen (15) calendar days of the date of appeal hearing. An aggrieved customer may seek judicial review of the hearing officer's or hearing body's decision on the customer's appeal by filing a complaint with the Superior Court of Kings County, California during the period identified by California [Code of Civil Procedure](#) Section 1094.6.



AGENDA STAFF REPORT

MEETING DATE: 1/21/2020	AGENDA SECTION: E
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SUBJECT:

Public Works: Approve the purchase of one 2019 Pipehunter Vacuum Excavator Truck from Municipal Maintenance Equipment, of Sacramento, Ca., in the amount of \$143,929.50 and declare the 2005 Ditch Witch Hydro Excavator trailer, which is being replaced, as surplus.

RECOMMENDATION

That the City Council, by motion:

1. Approve the purchase of one 2019 Pipehunter Vacuum Excavator Truck (Model 6335PH4C) from Municipal Maintenance Equipment of Sacramento, Ca., in the amount of \$143,929.50; and
2. Declare one existing hydro excavator trailer as surplus and authorize the sale of the equipment.

BACKGROUND:

The City has one hydro excavator trailer, which is utilized by the City's Utility Department for the excavation of buried underground utility services. The current equipment is fourteen (14) years old and has reached the point where it is unreliable and maintenance costs are continuing to increase. The City has an established replacement lifecycle criteria of a minimum of ten (10) years of service and this equipment meets that criteria. However, this equipment is not being replaced simply because it meets that threshold for years of service. The equipment is suffering from advanced wear and rust as can be seen in the attached photo and as documented by fleet maintenance records. Maintenance costs have steadily increased over the years at an average cost of \$5,280, per year, over the past three (3) years.

Public Utility Department staff is requesting to purchase a truck mounted vacuum excavator as opposed to a trailer mounted version as previously used. This new equipment represents an increase in the capacity of the unit. Purchase of a new trailer mounted vacuum excavator, with an equivalent weight rating of the truck mounted version, would require utility division staff to

upgrade their driver's license to class "A" instead of their current class "B" license requirement. Additionally, this new truck mounted version will also be more maneuverable (shorter overall length) than a trailer mounted version pulled behind a service truck and therefore subject to lower chances of accidents or damage to equipment.

As part of the FY 20 Budget, Council appropriated \$150,000 in funding for the replacement of the existing 2005 Ditch Witch Excavator trailer and it was noted at that time that the equipment would be replaced with a Truck Mounted version. The budget appropriation detail is included in the table below, which is from the Council approved Fixed Asset Budget:

FUND	ORG CODE	OBJECT CODE	ASSET CODE	TITLE	QTY	UNIT\$	AMOUNT
0306	20310000	800118	ASSET10042	1YD	10	\$ 550	5,500
0306	20310000	800118	ASSET10043	2YD	10	\$ 770	7,700
0306	20310000	800118	ASSET10044	2YD FOODWASTE	7	\$ 1,000	7,000
0306	20310000	800118	ASSET10045	3YD	30	\$ 840	25,200
0306	20310000	800118	ASSET10046	3YD RECYCLE	20	\$ 840	16,800
0306	20310000	800118	ASSET10047	6YD RECYCLE	7	\$ 1,150	8,050
0306	20310000	800118	ASSET10048	CONTAINER LIDS AUTOMATED	300	\$ 25	7,500
0306	20310000	800118	ASSET10049	RESIDENTIAL AUTOMATED	1550	\$ 60	93,000
0448	20500000	800191	ASSET10050	STREET SWEEPER	2	\$ 329,500	659,000
0448	20500000	800189	ASSET10051	TRUCK 1/2 TON (1412)	1	\$ 26,500	26,500
0448	20500000	800189	ASSET10052	TRUCK 1/2 TON 4X4 (FIRE)	1	\$ 40,700	40,700
0448	20500000	800189	ASSET10053	TRUCK 3/4 TON (PARKS)	4	\$ 37,100	148,400
0448	20500000	800189	ASSET10054	TRUCK 3/4 TON W/ CRANE (2011)	1	\$ 44,300	44,300
0001	15190000	800137	ASSET10055	HAND HELD RADIO	2	\$ 2,930	5,860
0448	20500000	800193	ASSET10056	HYDRO EXC TRUCK (SPLIT 2050/2081)	1	\$ 60,260	60,260
0390	20810000	800193	ASSET10056	HYDRO EXC TRUCK (SPLIT 2050/2081)	1	\$ 89,740	89,740

As can be noted in the table above, this equipment will be funded out of two separate funds, Water fund (2081) and the Fleet Replacement Reserve Fund (2050). Those funds currently have approximate balances that total:

Water Fund - \$3,362,000

Fleet Reserve Fund - \$9,937,000

Bids to purchase one hydro excavator truck were requested from three (3) vendors, consistent with the City's approved purchasing policies, with bid results summarized as follows:

Municipal Maintenance of Sacramento	\$143,929.50
Chastang Ford of Houston, Texas	\$144,251.25
Ditch Witch West of Fowler	\$148,563.18

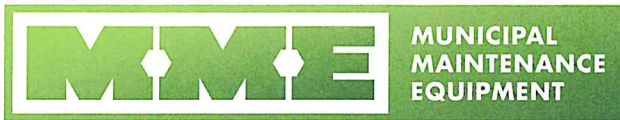
FISCAL IMPACT:

The FY 19/20 Fleet Replacement Reserve Budget provides \$150,000.00 for the purchase of one hydro excavator truck. The total purchase price for the new hydro excavator truck is \$143,929.50, including tax and delivery.

ATTACHMENTS:

Pipehunter VacHunter Excavator Quote (Model # 6335PH4C)

Ditch Witch Equipment



CSLB #980409
DIR 1000004282
www.source-mme.com
Toll Free 1-888-484-9968

15.E.a

December 18, 2019

City of Hanford
900 South 10th Street
Hanford, CA 93230

Tel: 559-585-2560
mcosenza@ci.hanford.ca.us

Attention: Mike Cosenza, Utilities Supervisor

We are pleased to provide the following quotation on the PipeHunter Truck for your review.

Each PipeHunter Model VacHunter Model 6335PH4C Truck complete with the following features:

Debris Tank:

- 600 Gallon Capacity (3 Yard)
- Hydraulic Rear Door
- Hydraulic Dump Tank Lift
- High Pressure Body Washout System
- 3" Drain Port with 10' Layflat Hose
- Debris Tank Float Ball Indicator
- Ladder on Debris Tank

Water System:

- Dual 100 Gallon Aluminum Water Tanks – 200 Gallons Total
- 25' Fill Hose with Storage Rack
- Hydro Excavation Gun with 0 Degree Tip
- Spinner Nozzle
- Extension Barrel 4'
- Extension Barrel 4' Extra Lance

Water Pump:

- 3,000 PSI @ 5 GPM Water Pump – Belt Drive

Engine:

- 49 HP Kubota Diesel Tier 4 Final with Clutch
- Chassis Fuel Tank
- Electric Throttle Upgrade
- Digital Gauge Package & Tachometer Low Pressure High Temp Shutdown
- Engine Shroud/Belt Guard/Fenders – Aluminum

Attachment: Pipehunter VacHunter Excavator Quote (Model # 6335PH4C) (Public Works: Purchase of Vehicle)

December 18, 2019
City of Hanford
PipeHunter VacHunter Quotation
Page 2

Blower:

- 550 CFM Blower 49 HP Required 3"
- Dual Cyclone Separator
- Final Filter

4" Vacuum System:

- 36" x 4" Crown Nozzle
- 4" Flex Hose (4"x10' w/Camlocks)
- Pipe Storage Rack for Four 4" Pipes
- 36" x 4" Vacuum Tube Camlocks
- 48" x 4 " Vacuum Tube Camlocks
- 60" x 4 " Vacuum Tube Camlocks

Electrical Options:

- LED Strobe Light w/Limb Guard
- Strobe Lights to be California Title 13 Compliant

Boom:

- Boom 8' of Reach from Center Line
- Powered Boom Rotation

Tool Boxes:

- 18" x 18" x 36" Truck Mounted Locking Below Frame Passenger Side
- 24" x 24" x 30" Truck Mounted Locking Below Frame Passenger Side

Manuals:

- PipeHunter Operator's Manual CD
- Engine Operator's Manual CD

Frame and Axle:

- Industrial Frame
- DOT Lighting Package

Liner Option:

- PipeHunter Speed Liner Frame & Reel in Your Choice of Factory Standard Colors

December 18, 2019
City of Hanford
PipeHunter VacHunter Quotation
Page 3

Mounted on a new 2019 Ford F750 truck chassis with the following:

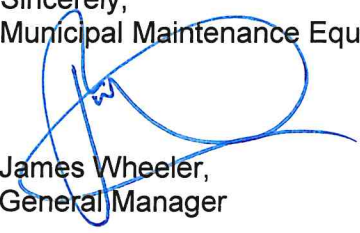
- Diesel Engine
- 25,995 GVWR
- 120 CA
- AM/FM
- Painted White

Price F.O.B. Hanford, CA	\$134,200.00
7.25% Estimated Sales Tax	<u>9,729.50</u>
Total	\$143,929.50

- **City's Purchase Order to be prepared and sent directly to Municipal Maintenance Equipment.**
- CA tire fees included in above pricing.
- Quotation includes delivery and on-site training.
- Normal delivery 120-150 days A.R.O., depending on chassis availability.
- Due to California emissions requirements, special permits may be required on engines. MME cannot provide these permits and we recommend you contact your local Air Resources Management District for the specific requirements.
- Sales tax applicable at time of delivery will be shown on invoice.
- Terms Net 30.
- Quotation valid for 30 days.

Thank you for your interest in this fine product line. Should you have any questions or need additional information, please let us know. We look forward to being of service.

Sincerely,
Municipal Maintenance Equipment, Inc.


James Wheeler,
General Manager





AGENDA STAFF REPORT

MEETING DATE: 1/21/2020	AGENDA SECTION: F
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SUBJECT:

Finance: Approval of the City's Annual Report for Development Impact Fees.

RECOMMENDATION:

That the City Council review and file the report and information concerning types of fees, amounts of fees, cash balances, fees received, interest earned, and annual expenditures for the City of Hanford's Park Impact Fees, Transportation Impact Fees, Fire Protection Impact Fees, Police Protection Impact Fees, Storm Water Impact Fees, Water Impact Fees, Wastewater Impact Fees, and Refuse/Recycling Impact Fees.

BACKGROUND:

California Government Code Section 66006 requires the city to annually review, at a regular scheduled public meeting, the various types of fees, amounts of fees, the beginning and ending balances, interest, other income, annual expenditures and other matters concerning the above subject funds. All impact fees that the City of Hanford assesses are included in this annual review.

Additionally, Government Code Section 66001(d) requires the City to make certain findings for the fifth (5th) fiscal year following the first deposit into each of the impact fee funds and every five years thereafter. For the calendar year 2020, there are no findings scheduled. The next five-year findings will be reported in calendar year 2021 for the Park Impact Fee, Transportation Impact Fee, and Refuse/Recycling Impact Fee.

A notice of the availability of the information and the time and place of the public meeting has been mailed to the Home Builders Association (HBA) of Tulare/Kings Counties as requested and is attached for reference.

The attached Development Impact Fee Annual Report, for The Fiscal Year Ended June 30, 2019, summarizes the activity of these Impact Fee funds and meets the requirements of all Government Code Sections referenced above.

FISCAL IMPACT:

ATTACHMENTS:

IMPACT FEE SUMMARY ALL FUNDS 2019

Notice of Public Meeting



CITY OF HANFORD

IMPACT FEE REPORT

JANUARY 2020

CALENDAR YEAR WHEN 5-YEAR FINDINGS ARE REPORTED

	2011	2014	2016	2019	2021	2023	2026	2028
180 Park Impact Fee	◆		◆		◆		◆	
181 Transportation Impact Fee	◆		◆		◆		◆	
181-001 198/12th Ave Intersection					◆		◆	
181-002 12th Avenue					◆		◆	
181-003 13th Avenue					◆		◆	
181-004 43/198 - Costco Center					◆		◆	
182 Fire Protection Impact Fee		◆		◆		◆		◆
183 Police Protection Impact Fee		◆		◆		◆		◆
184 Storm Water System Impact Fee		◆		◆		◆		◆
185 Water System Impact Fee		◆		◆		◆		◆
186 Wastewater System Impact Fee		◆		◆		◆		◆
187 Refuse/Recycling Impact Fee			◆		◆		◆	

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD
DEVELOPMENT IMPACT FEES - CURRENT RATES

		FUND	DIVISION	ORIGINATION RESOLUTION #	RATE	Measure	CURRENT RATE INCR. RESOLUTION
PARKS		180	2180	04-23-R & 05-64-R			17-13-R
	Single Family				3,174.32	unit	
	Milti-Family				2,792.76	unit	
	Senior Housing & Mobil Homes				1,587.17	unit	
TRANSPORTATION	All Land Uses	181	2181	04-27-R	340.48	tripend	17-15-R
FIRE		182	2182	04-22-R			17-12-R
	Single Family				546.43	unit	
	Milti-Family				480.88	unit	
	Commercial				0.6467	sqft	
	Industrial				0.0646	sqft	
POLICE		183	2183	04-21-R			17-11-R
	Single Family				344.12	unit	
	Milti-Family				302.84	unit	
	Commercial				0.4074	sqft	
	Industrial				0.0405	sqft	
STORM WATER	Single Family (Orig. City Limits)	184	2184	04-26-R	352.64	unit	17-18-R
	Single Family (Outside City Limits)				159.29	unit	
WATER		185	2185	04-24-R			17-16-R
	Single Family				2,099.49	unit	
	Milti-Family				1,616.77	unit	
	Commercial				1.3398	sqft	
	Industrial				1.2793	sqft	
	Public Use				0.2770	sqft	
WASTEWATER		186	2186	04-25-R			17-17-R
	Single Family				2,588.16	unit	
	Milti-Family				2,362.05	unit	
	Commercial				1.4687	sqft	
	Industrial				0.7342	sqft	
	Public Use				0.3034	sqft	
REFUSE & RECYCLING	Single Family	187	2187	05-63-R	352.64	unit	17-14-R
	Milti-Family				159.29	unit	
	Commercial, Industrial, Other Non-Residential				Fee Calculated on Basis Of Service Required		

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Park Impact Fee Fund Summary

Fiscal Year	Impact Fees Collected	Interest Earned	Other Misc. Revenue, Credits, and Refunds	Total Revenue for Fiscal Year	Total Expenditures for Fiscal Year	Beginning/ Ending Fund Balance
1991 - 2013	6,179,967	644,364	(10,021)	6,814,310	(4,984,685)	1,829,624
2013-14	437,133	13,381	0	450,513	(127,237)	2,152,901
2014-15	410,298	13,465	0	423,763	(2,000)	2,574,664
2015-16	997,194	25,872	0	1,023,066	(159,493)	3,438,237
2016-17	553,018	8,769	(117,518)	444,268	(4,969)	3,877,537
2017-18	515,966	36,911	(18,050)	534,828	(970,755)	3,441,610
2018-19	375,170	61,806	28,009	464,985	(215,730)	3,690,865

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Park Impact Fee Fund Expenditures Summary

Project	Combined 1990-91 to 2017-18	2018-2019	Totals	Percent Project Funds From Fees
<i>Previous Fiscal Years Project Expenses</i>	5,102,058.10	-	5,102,058.10	
COE Parkk Arbor-818613	47,859.00	94,129.00	141,988.00	100%
Old Fire Station Demolision -818670	90,793.00	1,000.00	91,793.00	100%
Hidden Valley Park Pathway 819611	-	70,956.00	70,956.00	100%
Park Master Plan	-	49,614.00	49,614.00	100%
Pocket Park - Lacey & Kaweah	-	32.00	32.00	100%
Totals	6,249,138.47	215,731.00	6,464,869.47	

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Transportation Impact Fee Summary

Fiscal Year	Impact Fees Collected	Interest Earned	Other Misc. Revenue, Credits, and Refunds	Total Revenue for Fiscal Year	Total Expenditures for Fiscal Year	Beginning/ Ending Fund Balance
1991 - 2013	15,197,960	1,207,661	497,691	16,903,312	(15,268,908)	1,634,403
2013-14	625,632	3,866	(876)	628,622	(956,227)	1,306,798
2014-15	766,505	7,829	1,090,877	1,865,211	(499,996)	2,672,013
2015-16	2,409,766	8,366	74,974	2,493,106	(3,111,070)	2,054,049
2016-17	226,157	2,651	3,498	232,306	(186,471)	2,099,884
2017-18	1,530,006	28,865	443,421	2,002,292	(652,397)	3,449,779
2018-19	913,232	67,424	383,294	1,363,950	(652,397)	4,161,332

Transportation Impact Fee Summary - TFIF INTERIM 43/198 IMPACT FEE

Fiscal Year	Impact Fees Collected	Interest Earned	Other Misc. Revenue, Credits, and Refunds	Total Revenue for Fiscal Year	Total Expenditures for Fiscal Year	Beginning/ Ending Fund Balance
2016-17	1,276,653	-	2,997,217	4,273,870	(4,273,870)	(0)
2017-18	-	-	1,102,844	1,102,844	(1,020,000)	82,844
2018-19	-	2,660	406,725	409,385	(480,000)	12,228

Includes internal loan from 448 fund: \$2,867,138

Includes additional internal loan from 448 fund: \$531,307

Payment on internal loan. Loan Balance \$2,918.446

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Transportation Impact Fee Fund

Expenditures Summary

Project	Combined 1990-91 to 2017-18	2018-19	Totals	Percent Project Funds From Fees
<i>Previous Fiscal Years Project Expenses</i>	10,936,446.76	0.00	10,936,446.76	
Traffic Signal - Grangeville Blvd @ 13th Ave 817621	139,386.83	216,169.90	355,556.73	100%
Lacey Blvd Realignment - SH43 To Sierra Dr 815665	7,777,157.08	18,728.38	7,795,885.46	100%
Unscheduled Arterial Upgrade 819615	0.00	398,480.37	398,480.37	
Lacey Widening 10th to Sierra 819624	0.00	19,019.00	19,019.00	100%
Totals	18,852,990.67	652,397.65	19,505,388.32	

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Fire Protection Impact Fee Summary

Fiscal Year	Impact Fees Collected	Interest Earned	Other Misc. Revenue, Credits, and Refunds	Total Revenue for Fiscal Year	Total Expenditures for Fiscal Year	Beginning/ Ending Fund Balance
1991 - 2013	597,394	79,672	(2,612)	674,454	(183,621)	490,833
2013-14	37,626	3,531	0	41,157	0	531,990
2014-15	61,228	3,167	0	64,395	0	596,385
2015-16	217,273	5,847	0	223,120	0	819,505
2016-17	182,155	3,589	0	185,744	(28,861)	976,388
2017-18	182,540	3,984	113,992	300,516	(800,102)	476,802
2018-19	141,835	2,699	8,526	153,060	(500,518)	129,344

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Fire Protection Impact Fee Fund

Expenditures Summary

Project	Combined 1990-91 to 2017-18	2018-19	Totals	Percent Project Funds From Fees
<i>Previous Fiscal Years Project Expenses</i>	212,481.60	0.00	212,481.60	
Fire Station #3 Design/Construction 817673	800,102.08	411,022.00	1,211,124.08	100%
Fire Station #3 Equipment & Furnishings 818605&819108	0.00	89,495.82	89,495.82	100%
Totals	1,012,583.68	500,517.82	1,513,101.50	

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Police Protection Impact Fee Summary

Fiscal Year	Impact Fees Collected	Interest Earned	Other Misc. Revenue, Credits, and Refunds	Total Revenue for Fiscal Year	Total Expenditures for Fiscal Year	Beginning/ Ending Fund Balance
1991 - 2013	1,210,580	184,809	(7,268)	1,388,121	(26,719)	1,361,402
2013-14	71,831	9,723	0	81,554	0	1,442,956
2014-15	90,361	8,481	0	98,842	(5,500)	1,536,297
2015-16	229,961	9,512	0	239,473	(734,991)	1,040,779
2016-17	118,722	3,968	0	122,690	(238,389)	925,080
2017-18	124,442	6,970	0	131,413	(774,765)	281,727
2018-19	88,556	3,255	25,788	117,599	(162,051)	237,275

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Police Protection Impact Fee Fund

Expenditures Summary

Project	Combined 1990-91 to 2017-18	2018-19	Totals	Percent Project Funds From Fees
<i>Previous Fiscal Years Project Expenses</i>	446,168.43	0.00	446,168.43	
Police Facility Expansion Acquisition & Building Addition	548,937.85	0.00	548,937.85	100%
Police Building Demolition	38,451.85	0.00	38,451.85	100%
Police Building Remodel 818669	746,306.48	162,050.68	908,357.16	100%
Totals	1,779,864.61	162,050.68	1,941,915.29	

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Storm Water Impact Fee

Fiscal Year	Impact Fees Collected	Interest Earned	Other Misc. Revenue, Credits, and Refunds	Total Revenue for Fiscal Year	Total Expenditures for Fiscal Year	Beginning/ Ending Fund Balance
1991 - 2013	1,645,446	127,715	(1,993)	1,771,168	(1,300,831)	470,337
2013-14	99,742	3,074	0	102,817	(173)	572,981
2014-15	126,551	3,696	0	130,246	(6,423)	696,804
2015-16	224,295	6,826	0	231,121	(123,129)	804,796
2016-17	27,358	3,584	0	30,941	0	835,738
2017-18	89,107	3,295	0	92,401	0	928,139
2018-19	66,791	17,319	7,522	91,622	0	1,019,761

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Storm Water System Impact Fee Fund Expenditures Summary

Project	Combined 1990-91 to 2017-18	2018-19	Totals	Percent Project Funds From Fees
<i>Previous Fiscal Years Project Expenses</i>	<i>1,430,555.41</i>	<i>0.00</i>	<i>1,430,555.41</i>	
Totals	0.00	0.00	0.00	

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Water System Impact Fee

Fiscal Year	Impact Fees Collected	Interest Earned	Other Misc. Revenue, Credits, and Refunds	Total Revenue for Fiscal Year	Total Expenditures for Fiscal Year	Beginning/ Ending Fund Balance
1991 - 2013	5,168,341	378,409	(7,540)	5,539,210	(4,069,094)	1,470,116
2013-14	274,832	10,778	0	285,610	0	1,755,727
2014-15	875,859	11,396	0	887,255	0	2,642,982
2015-16	1,074,622	24,557	0	1,099,179	(581,520)	3,160,641
2016-17	634,610	13,499	0	648,109	(556,015)	3,252,736
2017-18	618,610	14,852	0	633,463	(42,228)	3,843,970
2018-19	505,123	72,264	31,151	608,538	(144,050)	4,308,458

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Water System Impact Fee Fund Expenditures Summary

Project	Combined 1990-91 to 2017-18	2018-19	Totals	Percent Project Funds From Fees
<i>Previous Fiscal Years Project Expenses</i>	4,650,693.16	0.00	4,650,693.16	
Water Distribution Main Ext. 819645	598,164.13	0.00	598,164.13	100%
Water Main Oversizing Req 819639	0.00	144,050.00	144,050.00	100%
Totals	5,248,857.29	144,050.00	5,392,907.29	

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Wastewater System Impact Fee

Fiscal Year	Impact Fees Collected	Interest Earned	Other Misc. Revenue, Credits, and Refunds	Total Revenue for Fiscal Year	Total Expenditures for Fiscal Year	Beginning/ Ending Fund Balance
1991 - 2013	6,312,434	277,682	(1,960)	6,588,156	(6,151,438)	436,718
2013-14	333,773	3,619	0	337,392	(1,151)	772,959
2014-15	772,913	5,860	0	778,773	(49,345)	1,502,387
2015-16	1,175,080	14,280	0	1,189,360	(581,990)	2,109,757
2016-17	759,321	9,729	0	769,050	(18,696)	2,860,111
2017-18	661,089	10,054	0	671,142	(49,360)	3,481,893
2018-19	605,133	66,988	28,219	700,340	(36,091)	4,146,142

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Wastewater System Impact Fee Fund Expenditures Summary

Project	Combined 1990-91 to 2017-18	2018-19	Totals	Percent Project Funds From Fees
<i>Previous Fiscal Years Project Expenses</i>	6,783,924.05	0.00	6,783,924.05	
9th Avenue & Houston Avenue Sewer Main Construction 817668	58,968.72	36,091.00	95,059.72	100%
Sewer Main Oversizing Required	9,087.30	0.00	9,087.30	100%
Totals	6,851,980.07	36,091.00	6,888,071.07	

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Refuse & Recycle Impact Fee

Fiscal Year	Impact Fees Collected	Interest Earned	Other Misc. Revenue, Credits, and Refunds	Total Revenue for Fiscal Year	Total Expenditures for Fiscal Year	Beginning/ Ending Fund Balance
1991 - 2013	358,372	21,668	(1,685)	378,355	(55,663)	322,692
2013-14	47,963	2,359	0	50,321	(39,166)	333,847
2014-15	53,692	2,039	0	55,731	(47,607)	341,971
2015-16	116,482	3,397	0	119,878	(85,880)	375,970
2016-17	119,609	1,699	0	121,309	(78,660)	418,618
2017-18	91,582	3,277	0	94,859	(441,473)	72,005
2018-19	87,466	727	582	88,775	(148,920)	11,860

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

CITY OF HANFORD

Refuse/Recycling Impact Fee Fund Expenditures Summary

Project	Combined 1990-91 to 2017-18	2018-19	Totals	Percent Project Funds From Fees
<i>Previous Fiscal Years Project Expenses</i>	306,976.27	0.00	306,976.27	
2018 Acquisition of New Containers - Residential & Commercial	88,769.00	0.00	88,769.00	100%
2018 Acquisition of 25 3-Yard Recycle Containers	25,000.00	0.00	25,000.00	100%
2018 Acquisition of 28 6-Yard Recycle Containers	35,000.00	0.00	35,000.00	100%
2018 Acquisition of Refuse Truck	302,768.45	0.00	302,768.45	100%
2019 Acquisition of New Residential Containers & Yard Recycle Cont.	0.00	148,920.00	148,920.00	100%
Totals	758,513.72	148,920.00	907,433.72	

Attachment: IMPACT FEE SUMMARY ALL FUNDS 2019 (Finance: Impact Fee Report)

City of HANFORD

CALIFORNIA 93230
CITY OFFICES 319 NORTH DOUTY STREET
FINANCE DEPARTMENT 315 NORTH DOUTY STREET



MAYOR
JOHN DRAXLER
VICEMAYOR
FRANCISCO RAMIREZ
COUNCIL MEMBERS
MARTIN DEVINE
ART BRIENO
SUE SORESENSEN
CITY MANAGER
MARIO CIFUENTEZ II
CITY ATTORNEY
ROBERT M. DOWD

January 6, 2020

TO: Brian Todd, Executive Director
FROM: Paula J Lofgren, Finance Director

SUBJECT: Notice of Public Meeting: Government Code 66006(b) (2) -
Annual Review of Balances, Income, and Expenditures of
Development Impact Fees

A city council meeting will be held on January 21, 2020 at 7:00pm in the Hanford City Council Chambers, 400 N. Douty St., Hanford, California. At this meeting, the council is scheduled to review and make a motion to accept the Annual Report of Development Impact Fees. Included in the report are summaries of the impact fees collected, other revenues received, and expenditures for fiscal year 2019. A summary is provided for each of the following impact fees:

- Park Impact Fee
- Transportation Impact Fee
- Fire Protection Development Impact Fee
- Police Protection Development Impact Fee
- Storm Water System Impact Fee
- Water System Development Impact Fee
- Wastewater System Development Impact Fee
- Refuse/Recycling Impact Fee

There are no Five-Year Findings Report scheduled until the year 2021.

All detailed revenue and expenditure data can be obtained from City of Hanford Finance Department, 315 N. Douty Street, Hanford, CA 93230 and information concerning specific project details and other pertinent information is available at the City of Hanford Public Works Department, 900 S. 10th Ave., Hanford, Ca 93230.

Enclosed for your review is the City of Hanford Development Impact Fee Annual Report for Fiscal Year 2018-19.

Please do not hesitate to call me if you have any questions. My telephone number is 559-585-2506 and my email address is plofgren@cityofhanfordca.com.

C: Mario Cifuentes, City Manager
Lou Camera, Public Works Director
John Doyle, Utilities & Engineering Director
Darlene Mata, Community Development Director
Ty Mizote, City Attorney



**AGENDA
STAFF REPORT**

MEETING DATE: 1/21/2020

AGENDA SECTION: G

SUBJECT:

Finance: Warrant Register.

RECOMMENDATION:

Approve warrant register for \$1,063,105.78.

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

WARRANT REGISTER-AGENDA 1-21-20



Warrant Register

Check Date Range: 1/3/2020 - 1/13/2020

Report Date: 1/13/2020

15.G.a

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0001 GENERAL FUND	140910 REVOLVING POSTAGE	1/13/2020	153159	MAILROOM FINANCE INC	\$3,000.00	11679274 12/11	2019-12 CMRS-METER
	DIVISION/ORG TOTAL 0001 - GENERAL FUND				\$3,000.00		
0240 LANDSCAPE ASSESS DIST FUND	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152982	CLEAN CUT LANDSCAPE MANAGEMENT INC	\$3,504.35	2267	2019-12 LAD MAINTENANCE C
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152982	CLEAN CUT LANDSCAPE MANAGEMENT INC	\$5,455.31	2270	2019-12 LAD MAINTENANCE C
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152982	CLEAN CUT LANDSCAPE MANAGEMENT INC	\$6,386.46	2268	2019-12 LAD MAINTENANCE C
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152982	CLEAN CUT LANDSCAPE MANAGEMENT INC	\$6,560.77	2269	2019-12 LAD MAINTENANCE C
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153026	HOFMANS NURSERY	\$26.81	26728	LAD061T794 BROADLEAF HER
	778000 UTILITIES-ELECTRICITY	1/13/2020	153153	SOUTHERN CALIF EDISON CO	\$316.90	6046	2019-12
	DIVISION/ORG TOTAL 0240 - LANDSCAPE ASSESS DIST FUND				\$22,250.60		
0374 WW 02 CIEDB DS FUND	796000 INTEREST EXPENSE	1/13/2020	153165	U S BANK	\$95,719.79	62899	CIEDB INT DUE 2/1
	DIVISION/ORG TOTAL 0374 - WW 02 CIEDB DS FUND				\$95,719.79		
0390 WATER OPERATIONS FUND	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153081	ONE TIME VENDOR	\$17.26	08134319-02	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153082	ONE TIME VENDOR	\$1,000.00	09968357-00	UBS REFUND

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0390 WATER OPERATIONS FUND	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153083	ONE TIME VENDOR	\$66.94	08727861-06	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153084	ONE TIME VENDOR	\$13.47	09066800-01	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153085	ONE TIME VENDOR	\$11.49	08878800-01	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153086	ONE TIME VENDOR	\$63.51	11920900-01	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153087	ONE TIME VENDOR	\$28.52	08830345-07	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153088	ONE TIME VENDOR	\$55.97	11851077-10	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153089	ONE TIME VENDOR	\$128.78	14101074-02	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153090	ONE TIME VENDOR	\$16.93	11221300-08	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153091	ONE TIME VENDOR	\$958.00	09968341-00	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153092	ONE TIME VENDOR	\$361.46	09103184-04	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153093	ONE TIME VENDOR	\$58.86	10007900-14	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153094	ONE TIME VENDOR	\$80.64	10342200-09	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153095	ONE TIME VENDOR	\$76.55	10202000-14	UBS REFUND

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0390 WATER OPERATIONS FUND	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153096	ONE TIME VENDOR	\$22.32	11828560-04	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153097	ONE TIME VENDOR	\$113.41	12102958-06	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153098	ONE TIME VENDOR	\$55.55	08934000-11	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153099	ONE TIME VENDOR	\$37.97	08314500-02	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153100	ONE TIME VENDOR	\$52.31	11840500-04	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153101	ONE TIME VENDOR	\$109.60	12102970-12	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153102	ONE TIME VENDOR	\$131.13	10036400-10	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153103	ONE TIME VENDOR	\$48.44	10995049-00	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153104	ONE TIME VENDOR	\$69.01	10367000-08	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153105	ONE TIME VENDOR	\$25.66	07823800-04	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153106	ONE TIME VENDOR	\$118.76	14001288-02	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153107	ONE TIME VENDOR	\$1,147.40	09968344-00	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153108	ONE TIME VENDOR	\$699.27	09102174-00	UBS REFUND

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0390 WATER OPERATIONS FUND	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153109	ONE TIME VENDOR	\$10.51	10045387-11	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153110	ONE TIME VENDOR	\$95.49	10371200-11	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153111	ONE TIME VENDOR	\$154.87	11428600-07	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153112	ONE TIME VENDOR	\$40.76	09026130-00	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153113	ONE TIME VENDOR	\$91.52	09818000-10	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153114	ONE TIME VENDOR	\$83.46	11735900-08	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153115	ONE TIME VENDOR	\$10.02	10007300-04	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153116	ONE TIME VENDOR	\$52.64	11534100-03	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153117	ONE TIME VENDOR	\$27.75	11372305-10	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153118	ONE TIME VENDOR	\$130.12	14701374-01	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153119	ONE TIME VENDOR	\$46.77	12030080-05	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153120	ONE TIME VENDOR	\$1,000.00	09968356-00	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153121	ONE TIME VENDOR	\$36.71	08320240-09	UBS REFUND

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0390 WATER OPERATIONS FUND	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153122	ONE TIME VENDOR	\$98.46	08247800-20	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153123	ONE TIME VENDOR	\$40.14	11271500-10	UBS REFUND
	220002 UNAPPLIED CREDITS FOR UBS	1/13/2020	153124	ONE TIME VENDOR	\$89.19	09003394-20	UBS REFUND
	DIVISION/ORG TOTAL 0390 - WATER OPERATIONS FUND				\$7,577.62		
0400 CITY PAYROLL REVOL FUND	205701 INSUR-P/R DED MEDICAL	1/3/2020	152930	MAYRA CALDERA	\$357.49	CY20 PP01	CY20 PP01 KAISER
	205701 INSUR-P/R DED MEDICAL	1/3/2020	152933	GREG FREINER	\$274.99	CY20 PP01	CY20 PP01 KAISER
	205701 INSUR-P/R DED MEDICAL	1/13/2020	152971	CALIF PHYSICIANS' SERVICE	\$4,327.89	W0067641-1000	W0067641-1000 BLUE SHIELD
	205900 EMPLOYEES ASSOCNS PAYABLE	1/3/2020	152946	G E M A 1121211070	\$630.00	29012	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	1/3/2020	152947	H M E A 0000129193	\$31.00	29112	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	1/3/2020	152948	H P O A 3242162141	\$3,192.00	29213	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	1/3/2020	152949	I A F F, LOCAL 3898 A/C#9129026	\$1,943.00	29311	PAYROLL DEDUCTIONS
	205900 EMPLOYEES ASSOCNS PAYABLE	1/3/2020	152952	S E I U LOCAL 521	\$2,666.28	29513	PAYROLL DEDUCTIONS
	206300 EMPLOYEES ATTACHMENT PAY	1/3/2020	152943	CALIF STATE DISBURSEMENT UNIT	\$461.54	28713	PAYROLL DEDUCTIONS
	206300 EMPLOYEES ATTACHMENT PAY	1/3/2020	152944	EDUCATIONAL CREDIT MANAGEMENT CORP	\$274.53	53912	PAYROLL DEDUCTIONS

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
0400 CITY PAYROLL REVOL FUND	206300 EMPLOYEES ATTACHMENT PAY	1/3/2020	152945	FRANCHISE TAX BOARD	\$1,242.50	28913	PAYROLL DEDUCTIONS
	207200 AMERICAN FID ASSURANCE	1/3/2020	152941	AMERICAN FIDELITY ASSURANCE	\$1,175.42	28512	PAYROLL DEDUCTIONS
	207300 AMERICAN FID FLEX DEF	1/3/2020	152942	AMERICAN FIDELITY ASSURANCE-FLEX	\$3,104.83	28612	PAYROLL DEDUCTIONS
	207400 TRANSAMERICA	1/3/2020	152953	TRANSAMERICA LIFE INSURANCE CO	\$933.71	29612	PAYROLL DEDUCTIONS
	207700 LEGAL SHIELD	1/3/2020	152951	PRE PAID LEGAL SERVICE, INC	\$898.82	29412	PAYROLL DEDUCTIONS
	DIVISION/ORG TOTAL 0400 - CITY PAYROLL REVOL FUND				\$21,514.00		
0511 MISC CASH DEP TRUST FUND	300110 REC-AUDITORIUM DEP TRUST	1/13/2020	153037	KARING 4 KIDS FOSTER FAMILY	\$250.00	2003573	REFUND DEPOSIT #10818
	300521 KC-LIBRARY IMP FEES	1/13/2020	153039	KINGS CO DEPT OF FINANCE	\$15,057.28	2019-12	2019-12
	300522 KC-CRIMINAL JSTC IMP FEES	1/13/2020	153039	KINGS CO DEPT OF FINANCE	\$35,915.04	2019-12	2019-12
	300600 SCHOOL DEVEL FEES	1/13/2020	153041	KINGS CO OFFICE OF EDUCATION	\$6,596.42	2019-12	5101HFDELM 2019-12
	300600 SCHOOL DEVEL FEES	1/13/2020	153041	KINGS CO OFFICE OF EDUCATION	\$252,631.86	2019-12	5101HFDELM 2019-12
	DIVISION/ORG TOTAL 0511 - MISC CASH DEP TRUST FUND				\$310,450.60		
0520 TRAFFIC SAFETY FUND	430001 PARKING FINES	1/13/2020	152966	CITY OF AVENAL	\$55.08	5947	PKFINEAVEN CITATIONS
	430001 PARKING FINES	1/13/2020	152987	CITY OF CORCORAN	\$296.62	5949	PKFINECORC CITATIONS
	430001 PARKING FINES	1/13/2020	153043	KINGS CO TREASURER	\$25.00	5951	PKFINEAVEN CTHS/JAIL FDS-
	430001 PARKING FINES	1/13/2020	153043	KINGS CO TREASURER	\$62.50	5951	PKFINEAVEN CTHS/JAIL FDS-
	430001 PARKING FINES	1/13/2020	153043	KINGS CO TREASURER	\$50.00	5951	PKFINEAVEN CTHS/JAIL FDS-
	430001 PARKING FINES	1/13/2020	153043	KINGS CO TREASURER	\$76.50	5951	PKFINEAVEN CTHS/JAIL FDS-

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

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0520 TRAFFIC SAFETY FUND	430001 PARKING FINES	1/13/2020	153043	KINGS CO TREASURER	\$137.50	5951	PKFINEAVEN CTHS/JAIL FDS-
	430001 PARKING FINES	1/13/2020	153054	CITY OF LEMOORE	\$85.45	5950	PKFINELEMO CITATIONS
	DIVISION/ORG TOTAL 0520 - TRAFFIC SAFETY FUND				\$788.65		
11000000 CITY COUNCIL	749500 PROF AND SPEC SERVICES	1/13/2020	152996	DIRECT MEDIA INC	\$3,687.50	21123	PR ACCOUNT SERVICE & PLAN
	770000 EMPLOYEE SVC AWARD DINNER	1/13/2020	152976	CAL CLEMENT	\$10,924.70	JAN. 24, 2020	CITY DINNER CATERER
	770000 EMPLOYEE SVC AWARD DINNER	1/13/2020	153021	HANFORD CHAMBER OF COMMERCE	\$500.00	012420	CHAMBER'S CITY DINNER FEE
	777000 TRAINING/TRAVEL/MEETIN G	1/13/2020	153058	LOU A CAMARA	\$99.67	5718	REIMB CITY DINNER PW BASK
	DIVISION/ORG TOTAL 11000000 - CITY COUNCIL				\$15,211.87		
11100000 CITY MANAGER-CITY CLERK	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$69.16	124645582-0	2019-12
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$220.25	5505	BLANKET PURCHASE ORDER
	744000 OFFICE EXPENSE MISC	1/13/2020	153064	MCA DIRECT	\$19.65	2020002	YEARLY WALL CALENDAR CAL
	745000 PUBLICATIONS AND DUES	1/13/2020	153052	LEAGUE OF CALIF CITIES	\$411.18	7834	MEMBERSHIP DUES FOR SOU
	746000 DUPLICATING EXPENSE	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$36.72	2177551	2019-12
	DIVISION/ORG TOTAL 11100000 - CITY MANAGER-CITY CLERK				\$756.96		
11110000 PERSONNEL	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$49.40	124645582-0	2019-12
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$19.06	5506	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$38.68	2177551	2019-12
	749502 TUITION	1/13/2020	153139	JONATHAN RIVERA	\$1,000.00	6033	TUITION

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
11110000 PERSONNEL	749600 GRP INSUR ADM EXPENSE	1/6/2020	152954	COMPASS HEALTH ADMINISTRATORS	\$8,970.78	1000-836	MONTHLY ADM FEE
	749600 GRP INSUR ADM EXPENSE	1/13/2020	152960	FRANK ALVISO	\$119.00	1577	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	152973	RICHARD BUTTS	\$119.00	1587	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	152975	JOHN M CAIN	\$119.00	1597	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	152977	NICHOLAS CARDARAS	\$119.00	1607	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	152978	TERRY CARR	\$119.00	1617	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	152979	DEBORAH CASSERA	\$119.00	1627	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	152981	JERRY CHOW	\$119.00	1637	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	152993	BRIAN DECUIR	\$119.00	1647	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153008	DOLORES GALLEGOS	\$119.00	1657	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153009	DAVID E GARCIA	\$119.00	1667	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153012	JOHN L GOMES	\$119.00	1677	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153013	DON GREEN	\$119.00	1687	RETIREE INSURANCE-CITY CO

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
11110000 PERSONNEL	749600 GRP INSUR ADM EXPENSE	1/13/2020	153014	CATHY GREGORY	\$119.00	1697	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153025	ROBERT HERNANDEZ	\$119.00	1707	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153035	CHRIS JORDAN	\$119.00	1717	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153045	ARTHUR KNIGHT	\$119.00	1727	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153056	JOHN LOBOA	\$119.00	1737	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153057	GLORIA LOPEZ	\$119.00	1747	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153062	MARY MATA	\$119.00	1757	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153067	MANUEL MEDRANO	\$119.00	1767	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153068	PETER M MOES	\$119.00	1777	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153073	LUIS M NAVARRO	\$119.00	1787	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153134	JOE H RAMSEY	\$119.00	1797	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153135	DAVID REBELO	\$119.00	1807	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153136	JERRY REED	\$119.00	1817	RETIREE INSURANCE-CITY CO

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
11110000 PERSONNEL	749600 GRP INSUR ADM EXPENSE	1/13/2020	153138	JAN REYNOLDS	\$119.00	1827	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153145	GEORGE SEPEDA	\$119.00	1837	RETIREE INSURANCE-CITY CO
	749600 GRP INSUR ADM EXPENSE	1/13/2020	153177	WES YEARY	\$119.00	1847	RETIREE INSURANCE-CITY CO
	756000 ADVERTISING & PUBLIC REL	1/13/2020	153004	FRESNO BEE	\$1,296.67	5635	09/30/2019-11/3/2019 WWTP
	DIVISION/ORG TOTAL 11110000 - PERSONNEL				\$14,706.59		
12010000 FINANCE-ACCOUNTING	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$59.28	124645582-0	2019-12
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$282.44	5507	BLANKET PURCHASE ORDER
	745500 POSTAGE AND FREIGHT	1/13/2020	153127	PRE-SORT CENTER OF STOCKTON INC	\$768.83	410070136	1-3/20 GROSS RECPT RENEW/
	745500 POSTAGE AND FREIGHT	1/13/2020	153166	UNITED PARCEL SERVICE	\$61.81	F7476V529	SHIP TO CA BOILER
	746000 DUPLICATING EXPENSE	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$91.98	5508	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$505.13	2177551	2019-12
	749500 PROF AND SPEC SERVICES	1/13/2020	153155	RAMUNDSEN SUPERIOR HOLDINGS LLC	\$906.12	264834	4JS COMPILER
	749500 PROF AND SPEC SERVICES	1/13/2020	153155	RAMUNDSEN SUPERIOR HOLDINGS LLC	\$2,727.00	264834	4JS COMPILER
	749500 PROF AND SPEC SERVICES	1/13/2020	153155	RAMUNDSEN SUPERIOR HOLDINGS LLC	\$823.05	264834	4JS COMPILER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153127	PRE-SORT CENTER OF STOCKTON INC	\$382.69	410070136	1-3/20 GROSS RECPT RENEW/
	799900 CAL CARD CLEARING	1/13/2020	153164	U S BANK CORPORATE PAYMENT SYSTEM	\$17,065.60	2019-12	CAL CARD 2019-12

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
12010000	DIVISION/ORG TOTAL 12010000 - FINANCE-ACCOUNTING				\$23,673.93		
12100000 FINANCE-UTILITY BILLING	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$59.28	124645582-0	2019-12
	732000 COMMUNICATIONS	1/13/2020	153173	VERIZON WIRELESS	\$6.95	9842085717	2019-11
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$106.59	5509	BLANKET PURCHASE ORDER
	744000 OFFICE EXPENSE MISC	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$78.62	2177551	2019-12
	745500 POSTAGE AND FREIGHT	1/13/2020	153127	PRE-SORT CENTER OF STOCKTON INC	\$14.46	410069802	12/9-12/13/19
	745500 POSTAGE AND FREIGHT	1/13/2020	153127	PRE-SORT CENTER OF STOCKTON INC	\$22.01	410070018	12/16-12/20/19
	749500 PROF AND SPEC SERVICES	1/13/2020	153155	RAMUNDSEN SUPERIOR HOLDINGS LLC	\$906.11	264834	4JS COMPILER
	749500 PROF AND SPEC SERVICES	1/13/2020	153155	RAMUNDSEN SUPERIOR HOLDINGS LLC	\$2,727.00	264834	4JS COMPILER
	749500 PROF AND SPEC SERVICES	1/13/2020	153155	RAMUNDSEN SUPERIOR HOLDINGS LLC	\$823.05	264834	4JS COMPILER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153059	LOWE'S	\$59.41	5970	BLANKET PURCHASE ORDER
	DIVISION/ORG TOTAL 12100000 - FINANCE-UTILITY BILLING				\$4,803.48		
13000000 CITY ATTORNEY/LEGAL SVCS	749000 CONTRACTED LEGAL SERVICES	1/13/2020	153015	GRISWOLD, LASALLE, COBB, DOWD & GIN	\$15,603.75	2019-12	2019-12
	751800 SPECIAL LEGAL SERVICES	1/13/2020	153015	GRISWOLD, LASALLE, COBB, DOWD & GIN	\$7,447.18	2019-12	2019-12
	751900 LIABILITY RISK MANAGEMENT	1/13/2020	153015	GRISWOLD, LASALLE, COBB, DOWD & GIN	\$20,399.78	2019-12	2019-12
	DIVISION/ORG TOTAL 13000000 - CITY ATTORNEY/LEGAL SVCS				\$43,450.71		

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
13100000 WORKERS' COMPENSATION	707169 WORKERS' COMP INSURANCE	1/6/2020	1478	ACCLAMATION INSURANCE MGMT SVC-WC	\$80,852.84	5842	TRUST ACCT REPLENISH
	DIVISION/ORG TOTAL 13100000 - WORKERS' COMPENSATION				\$80,852.84		
13140000 COMPUTER REPL RESERVE	800200 CAPITAL IMPRV PROJECTS	1/13/2020	153163	TYLER TECHNOLOGIES INC	\$12,277.17	045-287158	CIP816030 TYLER IMPL
	800200 CAPITAL IMPRV PROJECTS	1/13/2020	153163	TYLER TECHNOLOGIES INC	\$6,400.00	045-286708	CIP816030 TYLER IMPL
	DIVISION/ORG TOTAL 13140000 - COMPUTER REPL RESERVE				\$18,677.17		
13150000 I T S INFORMATIONAL TECH SERV	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$39.52	124645582-0	2019-12
	749500 PROF AND SPEC SERVICES	1/13/2020	152983	COMCAST BUSINESS	\$3,835.28	93997663	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152986	COMPUTER SYSTEMS PLUS INC	\$1,825.25	98162	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153170	GEIL ENTERPRISES, INC	\$75.00	373696	BLANKET PURCHASE ORDER
	800121 COMPUTER/MDT/MONITOR	1/13/2020	152994	DELL MARKETING LP	\$3,887.04	10352490050	ASSET10114 COMPUTER FOWI
	DIVISION/ORG TOTAL 13150000 - I T S INFORMATIONAL TECH SERV				\$9,662.09		
14110000 PLANNING OPERATIONS	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$39.52	124645582-0	2019-12
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$55.12	5510	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$5.11	2177551	2019-12
	DIVISION/ORG TOTAL 14110000 - PLANNING OPERATIONS				\$99.75		
14120000 BUILDING INSPECTION	421000 CONSTRUCTION PERMITS	1/13/2020	153075	ONE TIME VENDOR	\$100.00	FY20-0593	UNABLE TO APPLY DEPOSIT

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
14120000 BUILDING INSPECTION	421000 CONSTRUCTION PERMITS	1/13/2020	153076	ONE TIME VENDOR	\$10.00	LP19-0052	WRONG CK AMNT - \$10.00 OV
	421000 CONSTRUCTION PERMITS	1/13/2020	153079	ONE TIME VENDOR	\$200.00	FY20-0755	UNABLE TO APPLY DEPOSIT
	421000 CONSTRUCTION PERMITS	1/13/2020	153080	ONE TIME VENDOR	\$200.00	FY20-0748	UNABLE TO APPLY DEPOSIT
	493100 PLAN CHECKING FEES	1/13/2020	153077	ONE TIME VENDOR	\$200.00	FY20-1144	DUPLICATE PERMIT
	493102 ELEC SYS REPL FEES	1/13/2020	153078	ONE TIME VENDOR	\$5.00	FY20-1214	DUPLICATE FEE
	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$108.68	124645582-0	2019-12
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$55.88	5511	BLANKET PURCHASE ORDER
	745500 POSTAGE AND FREIGHT	1/13/2020	153011	GENERAL LOGISTICS SYSTEMS US, INC	\$23.13	4090584 CD	SHIP TO INTERWEST
	746000 DUPLICATING EXPENSE	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$84.98	2177551	2019-12
	749500 PROF AND SPEC SERVICES	1/13/2020	153032	INTERWEST CONSULTING GROUP	\$1,485.32	55897	INTERWEST PC FEE
	792400 VEHICLE ABATEMENT EXPENSE	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$76.06	5555	BLANKET PURCHASE ORDER
	792400 VEHICLE ABATEMENT EXPENSE	1/13/2020	153020	RONALD HURT	\$200.00	CE20-0171,0175	CE20-0171, 0175 TOW VEHIC
DIVISION/ORG TOTAL 14120000 - BUILDING INSPECTION					\$2,749.05		
14130000 CITY HFD PUBLIC HSG AUTH	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$29.64	124645582-0	2019-12
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$93.09	5513	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$8.82	2177551	2019-12
DIVISION/ORG TOTAL 14130000 - CITY HFD PUBLIC HSG AUTH					\$131.55		

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
14310000 CENTRAL PARKING & IMPRV OPER	790400 CITY CONTRIBUTIONS TO	1/13/2020	153060	MAIN STREET HANFORD	\$20,272.50	FY20 QTR3	FY20 QTR3 MAINSRTHFD
	DIVISION/ORG TOTAL 14310000 - CENTRAL PARKING & IMPRV OPER				\$20,272.50		
14500100 CDBG ENTITLEMENT REUSE	749500 PROF AND SPEC SERVICES	1/13/2020	153007	G M S, INC	\$245.00	236630	1/20 LIC & WARRANTY
	749500 PROF AND SPEC SERVICES	1/13/2020	153007	G M S, INC	\$65.00	236631	1/20 SERV & SUPPORT
	749500 PROF AND SPEC SERVICES	1/13/2020	153007	G M S, INC	\$5.00	236634	TAX FORMS HANDLING
	749500 PROF AND SPEC SERVICES	1/13/2020	153007	G M S, INC	\$100.00	236633	1098 FORMS
	749500 PROF AND SPEC SERVICES	1/13/2020	153007	G M S, INC	\$135.00	236632	ANNL MTC 1098
	749500 PROF AND SPEC SERVICES	1/13/2020	153007	G M S, INC	\$20.61	236635	TAX FORMS SHIPPING
	DIVISION/ORG TOTAL 14500100 - CDBG ENTITLEMENT REUSE				\$570.61		
14500200 CDBG ENTITLEMENT	753100 ADMINISTRATIVE EXPENSES	1/13/2020	153022	HANFORD SENTINEL 234-60007669	\$411.81	94924	CDBG PROJECTS RELEASE
	753100 ADMINISTRATIVE EXPENSES	1/13/2020	153022	HANFORD SENTINEL 234-60007669	\$335.31	94923	HOUSING REHAB FY19-20
	792300 GRANT PROGRAM EXPENSES	1/13/2020	153044	KINGS TULARE CONTINUUM OF CARE	\$679.03	1553	COC OCT PRGRM DEL
	792300 GRANT PROGRAM EXPENSES	1/13/2020	153133	EFRAIN ZEPEDA'S RAINBOW ROOFING INC	\$8,810.00	2676	ROOF 311 E 9TH ST
	792300 GRANT PROGRAM EXPENSES	1/13/2020	153166	UNITED PARCEL SERVICE	\$7.10	F7476V519	SHIPPING

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
14500200	DIVISION/ORG TOTAL 14500200 - CDBG ENTITLEMENT				\$10,243.25		
15110000 POLICE-SUPPORT SERVICE	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$544.86	124645582-0	2019-12
	732000 COMMUNICATIONS	1/13/2020	153172	MCI NETWORK SERV, INC	\$623.26	71331365	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/3/2020	152940	GEIL ENTERPRISES, INC	\$159.00	373624	SERVICE JAN-MARCH 2020
	749500 PROF AND SPEC SERVICES	1/13/2020	152957	DAVID B JONES	\$800.00	DECEMBER 29, 2019	S. CRAIN BACKGROUND
	749500 PROF AND SPEC SERVICES	1/13/2020	152984	COMCAST CABLE COMMUNICATIONS, INC	\$199.95	0695141 12/19	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152985	COMCAST CABLE COMMUNICATIONS, INC	\$249.95	0704471 1/20	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153160	TRANSUNION RISK & ALTERNATIVE DATA	\$67.95	47911-201911-1	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153161	TRANSUNION RISK & ALTERNATIVE DATA	\$59.50	47911-201912-1	BLANKET PURCHASE ORDER
	758000 RENTS AND LEASES-EQUIP	1/3/2020	152939	STERICYCLE, INC	\$529.41	3004943169	WASTE DISPOSAL
	758000 RENTS AND LEASES-EQUIP	1/13/2020	152963	AMERIPRIDE UNIFORM SERVICE	\$93.51	1502535813	BLANKET PURCHASE ORDER
	758000 RENTS AND LEASES-EQUIP	1/13/2020	152963	AMERIPRIDE UNIFORM SERVICE	\$83.90	1502527962	BLANKET PURCHASE ORDER
	758000 RENTS AND LEASES-EQUIP	1/13/2020	152963	AMERIPRIDE UNIFORM SERVICE	\$35.00	1502539706	BLANKET PURCHASE ORDER
	760200 SNIPER EXPENSES	1/13/2020	153143	SAN DIEGO POLICE EQUIP CO	\$2,305.94	640532	AMMO/TACTICAL TIP

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15110000 POLICE-SUPPORT SERVICE	777000 TRAINING/TRAVEL/MEETING	1/3/2020	152932	JARRED COTTA	\$379.50	TR COTTA2A	ADV/ORANGE 1/5-10
	777000 TRAINING/TRAVEL/MEETING	1/3/2020	152932	JARRED COTTA	\$703.44	TR COTTA2L	LDG/ORANGE 1/5-10
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153005	FRESNO POLICE REGIONAL TRNG CTR	\$406.00	TR EDLUND	REG/FRESNO 2/4-6
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153006	FRESNO POLICE REGIONAL TRNG CTR	\$406.00	TR RIVERA	REG/FRESNO 2/25-27
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153055	JOSHUA W LEVIN	\$379.50	TR LEVIN1A	ADV/SACTO 1/26-31
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153055	JOSHUA W LEVIN	\$654.75	TR LEVIN1L	LDG/SACTO 1/26-31
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153066	CHAD MEDEIROS	\$379.50	TR MEDEIROS2A	ADV/SACTO 1/26-31
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153066	CHAD MEDEIROS	\$654.75	TR MEDEIROS2L	LDG/SACTO 1/26-31
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153125	ALSIE ORTEGA	\$379.50	TR ORTEGA2A	ADV/COMMERCE 1/26-31
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153125	ALSIE ORTEGA	\$878.45	TR ORTEGA2L	LDG/COMMERCE 1/26-31
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153126	ALSIE ORTEGA	\$99.00	EXP 12/10-12	EXP/FRESNO 12/10-12
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153146	JOSHUA SHEARER	\$303.08	EXP 12/9-13	EXP/FRESNO 12/9-13
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153146	JOSHUA SHEARER	\$303.08	EXP 12/2-6	EXP/FRESNO 12/2-6

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15110000 POLICE-SUPPORT SERVICE	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153149	STEVEN SITTER	\$67.00	EXP 12/17-19	EXP/FRESNO 12/17-19
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153149	STEVEN SITTER	\$250.00	147445	REIMB MEDIC LICENSE RENEW
	777000 TRAINING/TRAVEL/MEETING	1/13/2020	153171	DENNIS J VARGAS	\$99.00	EXP/11/12-14	EXP/FRESNO 11/12-14
	778000 UTILITIES-ELECTRICITY	1/13/2020	153153	SOUTHERN CALIF EDISON CO	\$1,443.70	6046	2019-12
	778500 UTILITIES-GAS	1/13/2020	153154	SOUTHERN CALIF GAS CO	\$15.29	5786	2019-12
	800188 VEHCLS-UNDER 6000LB	1/13/2020	152974	C D W GOVERNMENT LLC	\$3,340.84	VXN4709	ASSETS MODEMS
	DIVISION/ORG TOTAL 15110000 - POLICE-SUPPORT SERVICE				\$16,894.61		
15121000 POLICE-RECORDS	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$571.85	5515	BLANKET PURCHASE ORDER
	745500 POSTAGE AND FREIGHT	1/13/2020	153128	PITNEY BOWES PURCHASE POWER	\$252.90	12/22/19	DECEMBER POSTAGE METER F
	746000 DUPLICATING EXPENSE	1/13/2020	152991	DATAFLOW BUSINESS SYSTEMS, INC	\$37.32	280238	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/13/2020	152991	DATAFLOW BUSINESS SYSTEMS, INC	\$49.82	280240	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/13/2020	152991	DATAFLOW BUSINESS SYSTEMS, INC	\$123.79	280239	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/13/2020	152991	DATAFLOW BUSINESS SYSTEMS, INC	\$55.99	280241	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/13/2020	153061	MARLIN LEASING CORP	\$612.14	17642891	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$249.66	2177551	2019-12
	DIVISION/ORG TOTAL 15121000 - POLICE-RECORDS				\$1,953.47		
15130000 POLICE-OPERATIONS	741200 EQUIPMENT MAINTENANCE	1/13/2020	153033	J ' S COMMUNICATIONS, INC	\$175.81	56688	RADIO ANTENNA REPAIR

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
15130000 POLICE-OPERATIONS	749500 PROF AND SPEC SERVICES	1/13/2020	152980	CHARGEPOINT, INC	\$4,331.00	IN66843	CLOUD PLAN
	749500 PROF AND SPEC SERVICES	1/13/2020	153023	HANFORD VETERINARY HOSPITAL, INC	\$33.13	1132863	K9 KRASH FOOD
	749500 PROF AND SPEC SERVICES	1/13/2020	153023	HANFORD VETERINARY HOSPITAL, INC	\$33.13	1131709	K9 TIG FOOD
	749500 PROF AND SPEC SERVICES	1/13/2020	153023	HANFORD VETERINARY HOSPITAL, INC	\$33.13	1135812	K9 TIG FOOD
	749500 PROF AND SPEC SERVICES	1/13/2020	153023	HANFORD VETERINARY HOSPITAL, INC	\$33.13	1134004	K9 TIG FOOD
	749500 PROF AND SPEC SERVICES	1/13/2020	153023	HANFORD VETERINARY HOSPITAL, INC	\$54.50	1133242	K9 NICO EXAM/RABIES VAC
	749500 PROF AND SPEC SERVICES	1/13/2020	153023	HANFORD VETERINARY HOSPITAL, INC	\$33.13	1135940	K9 KRASH - FOOD
	749500 PROF AND SPEC SERVICES	1/13/2020	153024	HANFORD VETERINARY HOSPITAL, INC	\$66.25	1130725	NICO - FOOD
	754000 PARKING CITATN ADMIN COST	1/13/2020	153043	KINGS CO TREASURER	\$900.00	5951	PKFINEAVEN CTHS/JAIL FDS-
	754000 PARKING CITATN ADMIN COST	1/13/2020	153043	KINGS CO TREASURER	\$242.50	5951	PKFINEAVEN CTHS/JAIL FDS-
	754000 PARKING CITATN ADMIN COST	1/13/2020	153162	TURBO DATA SYS INC	\$719.46	31711	PARKING CITATION DEC 2019
	754000 PARKING CITATN ADMIN COST	1/13/2020	153162	TURBO DATA SYS INC	\$203.78	31711	PARKING CITATION DEC 2019
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153059	LOWE'S	\$86.59	5975	RANGE SPACE HEATER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

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15130000 POLICE-OPERATIONS	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153059	LOWE'S	\$69.25	5977	DRILL FOR SURVEILLANCE TR
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153130	PROFORCE LAW ENFORCEMENT	\$11,439.89	393875A	OFFICER BALLISTIC VESTS
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153150	ATLANTA DRONE GROUP INC	\$4,447.00	1993	FAA DRONE CERTIFICATION
	DIVISION/ORG TOTAL 15130000 - POLICE-OPERATIONS				\$22,901.68		
15140100 POLICE DEPT GRANTS	800169 PD- SPECIALTY EQUIP	1/13/2020	153131	PROFORCE LAW ENFORCEMENT	\$22,004.19	393875B	PROJ: JAG16HPDEQ DOJ BALL
	DIVISION/ORG TOTAL 15140100 - POLICE DEPT GRANTS				\$22,004.19		
15160000 POLICE-SCHOOL OFFICER PRG	745000 PUBLICATIONS AND DUES	1/13/2020	153072	NATIONAL ASSOC OF S R O, INC	\$40.00	67698	WESTLUND/NASRO MEMBERSHIP
	DIVISION/ORG TOTAL 15160000 - POLICE-SCHOOL OFFICER PRG				\$40.00		
15180000 POLICE-ANIMAL CONTROL	749500 PROF AND SPEC SERVICES	1/13/2020	153023	HANFORD VETERINARY HOSPITAL, INC	\$52.00	1133496	EMERGENCY EXAM/TERRIER M
	749500 PROF AND SPEC SERVICES	1/13/2020	153023	HANFORD VETERINARY HOSPITAL, INC	\$801.75	1133246	EMERGENCY EXAM/ DACHSHUND
	DIVISION/ORG TOTAL 15180000 - POLICE-ANIMAL CONTROL				\$853.75		
16100000 FIRE-ADMIN/SUPPRESSION	701000 REGULAR EMPLOYEES	1/3/2020	152950	THOMAS LEE	\$2,540.13	29713	NO DIRECT DEPOSIT
	707133 VOLUNTEER FIREFIGHTERS	1/13/2020	152959	ALL VALLEY PRINTING	\$288.50	190740	VOLUNTEER DUTY SLIPS
	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$227.24	124645582-0	2019-12
	732000 COMMUNICATIONS	1/13/2020	153174	VERIZON WIRELESS	\$193.59	984437283	BLANKET PURCHASE ORDER
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$57.15	5516	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$78.85	2177551	2019-12

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
16100000 FIRE- ADMIN/SUPPRESSIO N	749500 PROF AND SPEC SERVICES	1/13/2020	152963	AMERIPRIDE UNIFORM SERVICE	\$142.87	1502521419	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152963	AMERIPRIDE UNIFORM SERVICE	\$124.33	1502527941	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152963	AMERIPRIDE UNIFORM SERVICE	\$154.00	1502528747	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152963	AMERIPRIDE UNIFORM SERVICE	\$142.87	1502529624	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152963	AMERIPRIDE UNIFORM SERVICE	\$124.33	1502535801	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152963	AMERIPRIDE UNIFORM SERVICE	\$154.80	1502537247	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152963	AMERIPRIDE UNIFORM SERVICE	\$142.87	1502537316	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152988	CREWSENSE LLC	\$1,976.04	0015068	ANNUAL SERVICE FEE 2020
	749500 PROF AND SPEC SERVICES	1/13/2020	153001	FASHION CLEANERS INC	\$20.90	348744	DECON UNIFORM- HIATT
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153028	HOME DEPOT U S A INC-DEPT 32 2540194606	\$29.72	5732	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153036	JORGENSEN CO INC	\$192.00	5850632	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153047	L N CURTIS & SONS	\$601.07	INV346079	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153047	L N CURTIS & SONS	\$68.10	INV346328	BLANKET PURCHASE ORDER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
16100000 FIRE-ADMIN/SUPPRESSION	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153047	L N CURTIS & SONS	\$53.63	INV347296	BLANKET PURCHASE ORDER
	778000 UTILITIES-ELECTRICITY	1/13/2020	153153	SOUTHERN CALIF EDISON CO	\$934.96	6046	2019-12
	778500 UTILITIES-GAS	1/13/2020	153154	SOUTHERN CALIF GAS CO	\$359.24	5786	2019-12
	DIVISION/ORG TOTAL 16100000 - FIRE-ADMIN/SUPPRESSION				\$8,607.19		
16110000 FIRE-FIRE PREVENTION	749500 PROF AND SPEC SERVICES	1/13/2020	153011	GENERAL LOGISTICS SYSTEMS US, INC	\$15.41	4090584	FIRE PREVENTION PLANS SHI
	749500 PROF AND SPEC SERVICES	1/13/2020	153032	INTERWEST CONSULTING GROUP	\$40.00	55896	BLANKET PURCHASE ORDER
	DIVISION/ORG TOTAL 16110000 - FIRE-FIRE PREVENTION				\$55.41		
17100000 PARKS & REC-ADMIN	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$39.52	124645582-0	2019-12
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$218.28	5517	BLANKET PURCHASE ORDER
	745000 PUBLICATIONS AND DUES	1/3/2020	152937	S E S A C INC	\$1,496.00	5611	MUSIC LICENSE (ACCT #7992
	745000 PUBLICATIONS AND DUES	1/13/2020	152955	A S C A P	\$363.00	500620765 12/19	MUSIC LICENSE FOR ACCT. #
	DIVISION/ORG TOTAL 17100000 - PARKS & REC-ADMIN				\$2,116.80		
17110000 PARKS & REC-SPORTS	749500 PROF AND SPEC SERVICES	1/13/2020	153144	ANTHONY SANCHEZ	\$429.00	6013	JANUARY 3 THRU JANUARY 8,
	749500 PROF AND SPEC SERVICES	1/13/2020	153144	ANTHONY SANCHEZ	\$228.00	6016	DECEMBER 19 THRU DECEMBE
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153059	LOWE'S	\$95.73	5974	BLANKET PURCHASE ORDER
	767500 SOFTBALL COMPLEX EXPENSES	1/13/2020	153059	LOWE'S	\$81.47	5976	SOFTBALL FIELD SEED

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17110000 PARKS & REC-SPORTS	778000 UTILITIES-ELECTRICITY	1/13/2020	153153	SOUTHERN CALIF EDISON CO	\$1,562.67	6046	2019-12
	DIVISION/ORG TOTAL 17110000 - PARKS & REC-SPORTS				\$2,396.87		
17130000 PARKS & REC-LONGFIELD CTR	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$80.23	5518	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153151	SMART & FINAL CORP	\$640.13	5929	BLANKET PURCHASE ORDER
	778500 UTILITIES-GAS	1/13/2020	153154	SOUTHERN CALIF GAS CO	\$422.73	5786	2019-12
	DIVISION/ORG TOTAL 17130000 - PARKS & REC-LONGFIELD CTR				\$1,143.09		
17140000 PARKS & REC-AQUATIC/SKATE	741200 EQUIPMENT MAINTENANCE	1/13/2020	153002	FASTENAL INDUSTRIAL & CONST SUPP	\$72.08	CAHAN79224	COMP POOL PUMP FLANGE BC
	749500 PROF AND SPEC SERVICES	1/13/2020	153063	MATSON ALARM COMPANY, INC	\$24.50	1990468	2019-12
	778000 UTILITIES-ELECTRICITY	1/13/2020	153153	SOUTHERN CALIF EDISON CO	\$1,243.20	6046	2019-12
	DIVISION/ORG TOTAL 17140000 - PARKS & REC-AQUATIC/SKATE				\$1,339.78		
17160000 PARKS & REC-FACILITIES	749500 PROF AND SPEC SERVICES	1/3/2020	152931	COMCAST CABLE COMMUNICATIONS, INC	\$119.95	0454929 12/19	0454929 121819-11720 - 8
	DIVISION/ORG TOTAL 17160000 - PARKS & REC-FACILITIES				\$119.95		
17190000 PARKS & REC-YOUTH SERVICE	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$19.76	124645582-0	2019-12
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153151	SMART & FINAL CORP	\$213.92	5930	BLANKET PURCHASE ORDER
	DIVISION/ORG TOTAL 17190000 - PARKS & REC-YOUTH SERVICE				\$233.68		
17200000 PARKS & REC-ADULT/SPC SRV	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$9.88	124645582-0	2019-12
	DIVISION/ORG TOTAL 17200000 - PARKS & REC-ADULT/SPC SRV				\$9.88		

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
17210000 PARKS & REC-COMM PROM/EV	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$9.88	124645582-0	2019-12
	744000 OFFICE EXPENSE MISC	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$15.75	2177551	2019-12
	DIVISION/ORG TOTAL 17210000 - PARKS & REC-COMM PROM/EV				\$25.63		
17220000 PARKS & REC-PARKS	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$19.76	124645582-0	2019-12
	732000 COMMUNICATIONS	1/13/2020	153173	VERIZON WIRELESS	\$41.19	9842085717	2019-11
	760000 SPECIAL DEPARTMENTAL EXP	1/3/2020	152934	HOME DEPOT U S A INC-DEPT 32 2540194606	\$3.56	524849106	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153027	HOLT LUMBER INC	\$6.41	524814	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153028	HOME DEPOT U S A INC-DEPT 32 2540194606	\$465.73	5734	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153029	HOME DEPOT U S A INC-DEPT 32 2540194606	\$77.27	526314240	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153029	HOME DEPOT U S A INC-DEPT 32 2540194606	\$290.22	527434583	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153029	HOME DEPOT U S A INC-DEPT 32 2540194606	(\$3.56)	527365795	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153029	HOME DEPOT U S A INC-DEPT 32 2540194606	\$18.71	527786545	RETURNED INCORRECT CHEM
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153050	SCHAUB RENTAL AND SALES INC	\$362.48	5345	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153051	LAWRENCE TRACTOR CO	\$2.37	391666	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153051	LAWRENCE TRACTOR CO	\$2.32	391657	BLANKET PURCHASE ORDER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

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17220000 PARKS & REC-PARKS	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153069	MORGAN & SLATES	\$88.64	158845	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/3/2020	152935	NUTRIEN AG SOLUTIONS INC	\$450.00	40956889	BLANKET PURCHASE ORDER
	778000 UTILITIES-ELECTRICITY	1/13/2020	153153	SOUTHERN CALIF EDISON CO	\$918.06	6046	2019-12
	800197 OTHER MOTORIZED VEHCL	1/13/2020	153051	LAWRENCE TRACTOR CO	\$1,061.59	392491	ASSET10061 EQUIPMENT UPF
	DIVISION/ORG TOTAL 17220000 - PARKS & REC-PARKS				\$3,804.75		
20100000 PW-ADMINISTRATION & ENGR	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$177.84	124645582-0	2019-12
	732000 COMMUNICATIONS	1/13/2020	153173	VERIZON WIRELESS	\$165.82	9842085717	2019-11
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$477.43	5521	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$238.03	5522	BLANKET PURCHASE ORDER
	746000 DUPLICATING EXPENSE	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$13.01	2177551	2019-12
	DIVISION/ORG TOTAL 20100000 - PW-ADMINISTRATION & ENGR				\$1,072.13		
20110000 PW-STREET MAINTENANCE	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$19.76	124645582-0	2019-12
	732000 COMMUNICATIONS	1/13/2020	153173	VERIZON WIRELESS	\$9.17	9842085717	2019-11
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$438.46	5556	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152990	DASSEL'S PETROLEUM, INC	\$70.14	47063	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153002	FASTENAL INDUSTRIAL & CONST SUPP	\$355.15	CAHAN78723	BLADES
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153002	FASTENAL INDUSTRIAL & CONST SUPP	\$160.84	CAHAN78122	BLADES

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20110000 PW-STREET MAINTENANCE	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153002	FASTENAL INDUSTRIAL & CONST SUPP	\$13.64	CAHAN78411	BOLTS
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153059	LOWE'S	\$21.39	5972	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153065	CONSOLIDATED ELEC DIST, INC	\$95.24	2877-487741	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153065	CONSOLIDATED ELEC DIST, INC	\$220.36	2877-489413	BLANKET PURCHASE ORDER
	778000 UTILITIES-ELECTRICITY	1/13/2020	153153	SOUTHERN CALIF EDISON CO	\$38,807.31	6046	2019-12
	DIVISION/ORG TOTAL 20110000 - PW-STREET MAINTENANCE				\$40,211.46		
20200000 AIRPORT OPERATIONS	732000 COMMUNICATIONS	1/13/2020	152956	A T & T	\$21.38	14013275	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153063	MATSON ALARM COMPANY, INC	\$30.00	1990468	2019-12
	778500 UTILITIES-GAS	1/13/2020	152962	AMERIGAS - FRESNO	\$97.60	3100835714	AIRPORT UTILITIES - GAS
	DIVISION/ORG TOTAL 20200000 - AIRPORT OPERATIONS				\$148.98		
20310000 REFUSE OPERATIONS	701000 REGULAR EMPLOYEES	1/3/2020	152938	LUIS SILVESTRE	\$656.00	CY20 PP01	CY20 PP01
	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$39.52	124645582-0	2019-12
	732000 COMMUNICATIONS	1/13/2020	153173	VERIZON WIRELESS	\$6.79	9842085717	2019-11
	741200 EQUIPMENT MAINTENANCE	1/13/2020	153028	HOME DEPOT U S A INC-DEPT 32 2540194606	\$517.79	5737	BLANKET PURCHASE ORDER
	744000 OFFICE EXPENSE MISC	1/13/2020	153074	OFFICE DEPOT (CONTRACT)	\$354.43	5685	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153028	HOME DEPOT U S A INC-DEPT 32 2540194606	(\$11.48)	5739	RETURN
DIVISION/ORG TOTAL 20310000 - REFUSE OPERATIONS					\$1,563.05		

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$19.76	124645582-0	2019-12
	743300 FUEL AND LUBE MAINTENANCE	1/13/2020	152972	BUFORD OIL COMPANY INC	\$22,616.60	74044	LOAD OF DIESEL FOR FLEET
	743300 FUEL AND LUBE MAINTENANCE	1/13/2020	152999	ELBERT DISTRIBUTING, INC	\$0.00	PI0024991	BLANKET PURCHASE ORDER
	743300 FUEL AND LUBE MAINTENANCE	1/13/2020	152999	ELBERT DISTRIBUTING, INC	\$0.00	PI0025266	BLANKET PURCHASE ORDER
	743300 FUEL AND LUBE MAINTENANCE	1/13/2020	153031	INTERSTATE OIL COMPANY	\$547.84	0703164-IN	BLANKET PURCHASE ORDER
	743300 FUEL AND LUBE MAINTENANCE	1/13/2020	153141	ROE OIL COMPANY	\$243.00	188133CT	ROE OIL (DEC-19)
	743300 FUEL AND LUBE MAINTENANCE	1/13/2020	153147	SILVAS OIL CO INC	\$21,116.49	845584	LOAD OF UNLEADED FOR FLEET
	743300 FUEL AND LUBE MAINTENANCE	1/13/2020	153175	WRIGHT EXPRESS FSC	\$305.09	63234268	2019-12 GAS CARD
	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$2,468.49	750035358	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$364.60	750035326	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$502.48	750035318	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$1,426.52	750035284	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$200.23	750035264	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$1,154.17	750035256	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$479.52	750035255	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$2,011.58	750035559	BLANKET PURCHASE ORDER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$22.00	750035549	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$1,512.46	750035533	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$22.00	750035499	BLANKET PURCHASE ORDER
	743400 TIRES AND TUBES	1/13/2020	152995	DELRAY TIRE & RETREADING, INC	\$22.00	750035475	BLANKET PURCHASE ORDER
	745000 PUBLICATIONS AND DUES	1/13/2020	152989	CUMMINS PACIFIC LLC	\$1,520.00	Y9-25850	ANNUAL SUB/ANNUAL REG
	749500 PROF AND SPEC SERVICES	1/13/2020	152967	B E C S PACIFIC LTD	\$90.00	03 013770	(2) DIESEL SMOKE TEST FOR
	749500 PROF AND SPEC SERVICES	1/13/2020	152969	W BANKS MOORE, INC CUST#01833	\$100.00	WO-10834	30 DAY UST INSPECTION (12
	749500 PROF AND SPEC SERVICES	1/13/2020	152997	DISPENSING TECHNOLOGY CORP	\$450.00	12696	REPAIR PUMP ON #249 - PAR
	749500 PROF AND SPEC SERVICES	1/13/2020	153038	KELLER MOTORS OF HANFORD	\$0.00	5082210	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153040	KINGS CO GLASS	\$150.00	I068665	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153046	KROEGER EQUIP & SUPPLY	\$0.00	K232093	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153046	KROEGER EQUIP & SUPPLY	\$0.00	K232442	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153048	TULARE SAG, INC	\$2,016.00	6099925/3	ENGINE TOP-END REPAIR #8
	749500 PROF AND SPEC SERVICES	1/13/2020	153142	RUCKSTELL CALIF SALES CO	\$0.00	706692	BLANKET PURCHASE ORDER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	749500 PROF AND SPEC SERVICES	1/13/2020	153142	RUCKSTELL CALIF SALES CO	\$0.00	706714	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153142	RUCKSTELL CALIF SALES CO	\$0.00	706722	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153142	RUCKSTELL CALIF SALES CO	\$0.00	706746	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153176	WORLD OIL ENVIRONMENTAL SERVICES	\$65.00	I500-00511202	210 GALS/ USED OIL MIXED
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	\$843.16	F00356896201	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	\$679.99	F00356902701	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	\$2,105.24	F00356912801	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	\$40.64	F00356920701	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	\$236.58	F00356921301	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	\$4,562.34	F00356928701	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	\$1,854.04	F00356931101	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	\$29.54	F00356946301	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	(\$154.17)	F00356960001	BLANKET PURCHASE ORDER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	\$110.60	F00356975801	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	\$42.99	F00357013601	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152958	CENTRAL VALLEY GMC	\$64.65	F00357021501	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152997	DISPENSING TECHNOLOGY CORP	\$45.68	12696	REPAIR PUMP ON #249 - PAR
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152999	ELBERT DISTRIBUTING, INC	\$88.44	PI0024991	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152999	ELBERT DISTRIBUTING, INC	\$302.93	PI0025266	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153010	GOLDEN STATE EMER VEHICLE SERVICE	\$2,879.79	CI020230	ELECTRIC POWER STEP ACUA
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153016	HAAKER EQUIP CO	\$1,946.74	C58048	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153016	HAAKER EQUIP CO	\$1,260.89	C58049	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$23.17	248331	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$142.06	248059	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$250.84	248097	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$125.19	248124	BLANKET PURCHASE ORDER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$99.53	246776	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$36.66	246910	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$201.49	247047	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$119.26	247053	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$14.47	247059	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	(\$8.89)	247070	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$43.15	247137	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$223.63	247138	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$4.27	247632	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$4.83	247903	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$18.93	247911	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153019	HANFORD AUTO & TRUCK PARTS, INC	\$259.71	248054	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153038	KELLER MOTORS OF HANFORD	\$98.54	5082210	BLANKET PURCHASE ORDER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153040	KINGS CO GLASS	\$0.00	I068665	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153046	KROEGER EQUIP & SUPPLY	\$1,444.10	K232093	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153046	KROEGER EQUIP & SUPPLY	\$144.95	K232442	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153048	TULARE SAG, INC	\$2,000.64	6099925/3	ENGINE TOP-END REPAIR #8
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153051	LAWRENCE TRACTOR CO	\$504.08	384983	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153051	LAWRENCE TRACTOR CO	\$180.35	390258	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153051	LAWRENCE TRACTOR CO	\$312.31	390577	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153051	LAWRENCE TRACTOR CO	\$1,025.18	391612	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153053	STOMMEL INC	\$812.34	S139193	STROBE LIGHTS-METER READ
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153142	RUCKSTELL CALIF SALES CO	\$849.37	706692	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153142	RUCKSTELL CALIF SALES CO	\$147.36	706714	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153142	RUCKSTELL CALIF SALES CO	\$80.65	706722	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153142	RUCKSTELL CALIF SALES CO	\$6,694.45	706746	BLANKET PURCHASE ORDER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20400000 FLEET MAINTENANCE OPER	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153152	SMITH AUTO PARTS, INC	\$318.11	01IN419993	BLANKET PURCHASE ORDER
	778500 UTILITIES-GAS	1/13/2020	153154	SOUTHERN CALIF GAS CO	\$2,080.49	5786	2019-12
	DIVISION/ORG TOTAL 20400000 - FLEET MAINTENANCE OPER				\$94,617.12		
20500000 FLEET REPLACEMENT RESERVE	800137 RADIOS/OTHER ELECTRN	1/13/2020	153071	MOTOROLA SOLUTIONS, INC	\$748.87	16082278	ASSET10112 POLICE RADIOS
	800175 MISC EQUIP-PARKS	1/13/2020	153050	SCHAUB RENTAL AND SALES INC	\$1,948.69	5443	BACKPACK BLOWER/HEDGE CI
	800197 OTHER MOTORIZED VEHCL	1/13/2020	153051	LAWRENCE TRACTOR CO	\$1,061.59	392493	UPFIT- PARKS #208
	DIVISION/ORG TOTAL 20500000 - FLEET REPLACEMENT RESERVE				\$3,759.15		
20610000 STORM DRAINAGE OPERATIONS	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$79.76	5519	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153059	LOWE'S	\$26.47	5971	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153169	VALLEY OXYGEN, INC	\$473.65	414023	EQUIPMENT-STORM SERVICE
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153169	VALLEY OXYGEN, INC	\$108.64	414136	FILL GAS ACETLENE
	DIVISION/ORG TOTAL 20610000 - STORM DRAINAGE OPERATIONS				\$688.52		
20710000 WASTEWATER OPERATIONS	732000 COMMUNICATIONS	1/13/2020	152956	A T & T	\$102.68	14013284	Monthly billing 11/10/19
	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$79.31	124645582-0	2019-12
	732000 COMMUNICATIONS	1/13/2020	153173	VERIZON WIRELESS	\$173.78	9842085717	2019-11
	741200 EQUIPMENT MAINTENANCE	1/13/2020	153065	CONSOLIDATED ELEC DIST, INC	\$6.28	2877-487010	BLANKET PURCHASE ORDER

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20710000 WASTEWATER OPERATIONS	741200 EQUIPMENT MAINTENANCE	1/13/2020	153070	MOTION INDUSTRIES INC	\$31,177.35	CA31-044860	GEAR BOX SCREW PUMP
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$257.22	5524	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152965	ARAMARK UNIFORM SERVICES, INC	\$148.81	602368320	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	153063	MATSON ALARM COMPANY, INC	\$24.50	1990468	2019-12
	749500 PROF AND SPEC SERVICES	1/13/2020	153137	RESOURCE COMPLIANCE INC	\$650.00	1140	PSM WRITER / PROCESS SAFE
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	153168	UNWIRED BROADBAND INC	\$69.95	INV00770018	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153028	HOME DEPOT U S A INC-DEPT 32 2540194606	\$179.41	5733	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153069	MORGAN & SLATES	\$63.46	1587290	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153151	SMART & FINAL CORP	\$73.02	5931	LAB SUPPLIES
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153000	EVANTEC LAB SUPPLY	\$1,227.36	195486	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153017	HACH COMPANY	\$151.54	11777284	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153034	J C LANSDOWNE DIST INC	\$2,370.65	55100	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153034	J C LANSDOWNE DIST INC	\$1,276.28	56316	BLANKET PURCHASE ORDER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20710000 WASTEWATER OPERATIONS	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153034	J C LANSDOWNE DIST INC	\$944.88	58708	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153158	THATCHER CO OF CALIF INC	\$12,045.04	271662	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153158	THATCHER CO OF CALIF INC	(\$6,000.00)	271663	BLANKET PURCHASE ORDER
	777000 TRAINING/TRAVEL/MEETIN G	1/13/2020	152964	APRIL ENGEN GARZA	\$122.50	TR ENGENGARZA1A	ADV/LONG BEACH 1/27-29
	778500 UTILITIES-GAS	1/13/2020	153154	SOUTHERN CALIF GAS CO	\$2,364.36	5786	2019-12
	DIVISION/ORG TOTAL 20710000 - WASTEWATER OPERATIONS				\$47,508.38		
20720000 SANITARY SEWER COLLECTION	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$19.76	124645582-0	2019-12
	732000 COMMUNICATIONS	1/13/2020	153173	VERIZON WIRELESS	\$46.50	9842085717	2019-11
	749500 PROF AND SPEC SERVICES	1/13/2020	152965	ARAMARK UNIFORM SERVICES, INC	\$98.05	602368322	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153028	HOME DEPOT U S A INC-DEPT 32 2540194606	\$183.46	5735	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153069	MORGAN & SLATES	\$5.45	1587254	BLANKET PURCHASE ORDER
	DIVISION/ORG TOTAL 20720000 - SANITARY SEWER COLLECTION				\$353.22		
20730000 WASTEWATER CAPITAL & RESV	800200 CAPITAL IMPRV PROJECTS	1/13/2020	152970	BLAIR CHURCH & FLYNN INC	\$684.00	60958	CIP817668 11/19 PROF SERV
	DIVISION/ORG TOTAL 20730000 - WASTEWATER CAPITAL & RESV				\$684.00		
20810000 WATER OPERATIONS	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$39.52	124645582-0	2019-12
	732000 COMMUNICATIONS	1/13/2020	153173	VERIZON WIRELESS	\$195.88	9842085717	2019-11

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20810000 WATER OPERATIONS	741200 EQUIPMENT MAINTENANCE	1/13/2020	152961	AMERICAN INCORPORATED	\$2,172.00	5323445	SEMI ANNUAL HVAC MAINT
	744000 OFFICE EXPENSE MISC	1/3/2020	152936	OFFICE DEPOT (CONTRACT)	\$647.02	5520	BLANKET PURCHASE ORDER
	744000 OFFICE EXPENSE MISC	1/13/2020	153166	UNITED PARCEL SERVICE	\$11.74	F7476V519	SHIPPING
	744000 OFFICE EXPENSE MISC	1/13/2020	153178	ZOOM IMAGING SOLUTIONS INC	\$20.37	2177551	2019-12
	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	\$288.00	A934552	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	\$48.00	A934554	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	\$408.00	A931785	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	\$361.00	A931494	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	\$160.00	A929579	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	\$288.00	A929570	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	\$98.00	A929569	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	(\$98.00)	A930532	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	\$48.00	A930533	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	\$128.00	ADA0249	BLANKET PURCHASE ORDER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20810000 WATER OPERATIONS	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	\$288.00	ADA0307	BLANKET PURCHASE ORDER
	749500 PROF AND SPEC SERVICES	1/13/2020	152968	B S K & ASSOCIATES INC	\$48.00	ADA0308	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153028	HOME DEPOT U S A INC-DEPT 32 2540194606	\$245.21	5736	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153129	JOSEPH G POLLARD CO INC	\$38.58	156456	SAMPLINE GLOVES
	760100 SYS REPR/NON-INVENT ITEMS	1/13/2020	153003	FERGUSON ENTERPRISES INC 1423	\$6,935.72	1516063	G.V. AND MANHOLE PROJECT
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$762.49	FO914581	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$206.51	FO914582	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$111.20	FO914675	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$283.63	FO914674	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$397.12	FO914673	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$540.09	FO914777	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$158.85	FO914778	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$555.98	FO914779	BLANKET PURCHASE ORDER

Attachment: WARRANT REGISTER-AGENDA 1-21-20 (Finance: Warrant Register)

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20810000 WATER OPERATIONS	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$190.61	FO914866	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$182.68	FO914864	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$452.73	FO914865	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$428.90	FO914926	BLANKET PURCHASE ORDER
	765000 CHEMICAL AND CHEMICAL SUP	1/13/2020	153167	UNIVAR SOLUTIONS USA INC	\$249.40	FO914927	BLANKET PURCHASE ORDER
	799000 MATERIALS/SUPP'S/INVENTORY	1/13/2020	153003	FERGUSON ENTERPRISES INC 1423	\$1,012.95	1515047	WATER METER STRAINER
	799000 MATERIALS/SUPP'S/INVENTORY	1/13/2020	153003	FERGUSON ENTERPRISES INC 1423	\$1,758.97	1513777	4" STRAINER
	DIVISION/ORG TOTAL 20810000 - WATER OPERATIONS				\$19,663.15		
20910000 INTERMODAL FACILITY OPER	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152956	A T & T	\$39.45	14013281	TRAIN STATION ALARM LINES
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152965	ARAMARK UNIFORM SERVICES, INC	\$50.99	602338697	BLANKET PURCHASE ORDER
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152965	ARAMARK UNIFORM SERVICES, INC	\$14.00	602345905	BLANKET PURCHASE ORDER
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152965	ARAMARK UNIFORM SERVICES, INC	\$14.00	602360238	BLANKET PURCHASE ORDER
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152965	ARAMARK UNIFORM SERVICES, INC	\$50.99	602367385	BLANKET PURCHASE ORDER
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152965	ARAMARK UNIFORM SERVICES, INC	\$14.00	602374602	BLANKET PURCHASE ORDER

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
20910000 INTERMODAL FACILITY OPER	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152992	DAVID MATTOS	\$975.00	9717	WEEKEND CLEANING AND HOI
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	153063	MATSON ALARM COMPANY, INC	\$49.00	1990468	2019-12
	778000 UTILITIES-ELECTRICITY	1/13/2020	153153	SOUTHERN CALIF EDISON CO	\$219.64	6046	2019-12
	778500 UTILITIES-GAS	1/13/2020	153154	SOUTHERN CALIF GAS CO	\$51.37	5786	2019-12
	DIVISION/ORG TOTAL 20910000 - INTERMODAL FACILITY OPER				\$1,478.44		
21000000 BUILDING MAINTENANCE	732000 COMMUNICATIONS	1/13/2020	152956	A T & T	\$41.11	14013293	CITY HALL ALARM LINES #1
	732000 COMMUNICATIONS	1/13/2020	152956	A T & T	\$39.45	14013280	CORP YARD ALARM LINES (93
	732000 COMMUNICATIONS	1/13/2020	152956	A T & T	\$41.11	14014863	CITY HALL ALARM LINES #2
	732000 COMMUNICATIONS	1/13/2020	152956	A T & T	\$41.11	14013288	VETS ALARM LINES
	732000 COMMUNICATIONS	1/13/2020	153156	U S TELEPACIFIC CORP	\$29.64	124645582-0	2019-12
	732000 COMMUNICATIONS	1/13/2020	153173	VERIZON WIRELESS	\$42.08	9842085717	2019-11
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152961	AMERICAN INCORPORATED	\$318.75	7108119	HEATER REPAIR TRAIN STAT
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152961	AMERICAN INCORPORATED	\$7,980.00	5323446	WINTER PREVENTATIVE MAIN
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152965	ARAMARK UNIFORM SERVICES, INC	\$104.04	602345906	BLANKET PURCHASE ORDER
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152965	ARAMARK UNIFORM SERVICES, INC	\$104.04	602360239	BLANKET PURCHASE ORDER
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	152965	ARAMARK UNIFORM SERVICES, INC	\$122.35	602374603	BLANKET PURCHASE ORDER

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
21000000 BUILDING MAINTENANCE	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	153018	EDWARD M HANDLEY	\$191.27	25936	REPLACE THERMOCOUPLE ON
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	153063	MATSON ALARM COMPANY, INC	\$279.00	1990468	2019-12
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	153132	QUINN COMPANY	\$246.36	WO150259589	ANNUAL MAN-LIFT SAFETY IN
	755000 OTHER CONTRACTUAL SERVICE	1/13/2020	153140	ROBERT S MARKS PLUMBING INC	\$521.74	88542	REPLACE BROKEN BOILER PIP
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	152998	MICHAEL HARRIS	\$117.94	24518	CUSTODIAN WASHER PARTS
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153002	FASTENAL INDUSTRIAL & CONST SUPP	\$12.63	CAHAN79214	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153029	HOME DEPOT U S A INC-DEPT 32 2540194606	\$1,083.16	521967025	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153029	HOME DEPOT U S A INC-DEPT 32 2540194606	(\$14.05)	522199918	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153029	HOME DEPOT U S A INC-DEPT 32 2540194606	\$45.05	522862010	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153029	HOME DEPOT U S A INC-DEPT 32 2540194606	\$93.09	522224310	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153029	HOME DEPOT U S A INC-DEPT 32 2540194606	(\$94.27)	522199926	CREDIT RETURN
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153030	HOME DEPOT U S A INC-DEPT 32 2540194606	\$54.55	524665577	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153042	KINGS CO PIPE & SUPPLY	\$1.49	1912-223931	BLANKET PURCHASE ORDER

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DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
21000000 BUILDING MAINTENANCE	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153042	KINGS CO PIPE & SUPPLY	\$16.00	1912-224955	BLANKET PURCHASE ORDER
	760000 SPECIAL DEPARTMENTAL EXP	1/13/2020	153059	LOWE'S	\$199.95	5973	BLANKET PURCHASE ORDER
	778000 UTILITIES-ELECTRICITY	1/13/2020	153153	SOUTHERN CALIF EDISON CO	\$3,402.23	6046	2019-12
	778500 UTILITIES-GAS	1/13/2020	153154	SOUTHERN CALIF GAS CO	\$2,528.06	5786	2019-12
	DIVISION/ORG TOTAL 21000000 - BUILDING MAINTENANCE				\$17,547.88		
21040000 ACCUM CAPITAL OUTLAY	800200 CAPITAL IMPRV PROJECTS	1/13/2020	153069	MORGAN & SLATES	\$41.06	1588855	CIP0000026 TREE FRAME ANG
	800200 CAPITAL IMPRV PROJECTS	1/13/2020	153069	MORGAN & SLATES	(\$23.35)	1588856	CIP0000026 RETURN INCORRE
	800200 CAPITAL IMPRV PROJECTS	1/13/2020	153069	MORGAN & SLATES	\$27.43	1588846	CIP1588846 TREE FRAME STE
	DIVISION/ORG TOTAL 21040000 - ACCUM CAPITAL OUTLAY				\$45.14		
21310000 COURTHOUSE SQUARE FACIL	749500 PROF AND SPEC SERVICES	1/13/2020	152956	A T & T	\$21.38	14013283	COURTHOUSE ALARM LINE (9:
	749500 PROF AND SPEC SERVICES	1/13/2020	153063	MATSON ALARM COMPANY, INC	\$133.50	1990468	2019-12
	778000 UTILITIES-ELECTRICITY	1/13/2020	153153	SOUTHERN CALIF EDISON CO	\$3,558.02	6046	2019-12
	DIVISION/ORG TOTAL 21310000 - COURTHOUSE SQUARE FACIL				\$3,712.90		
21800000 PARKS FACILITY IMPACT FEE	800200 CAPITAL IMPRV PROJECTS	1/13/2020	153049	LANE ENGINEERS, INC	\$5,518.00	43920	CIP2020053 TOPO FOR CENTE
	DIVISION/ORG TOTAL 21800000 - PARKS FACILITY IMPACT FEE				\$5,518.00		
21810000 TRANSPORTN FACLT Y IMP FEE	800200 CAPITAL IMPRV PROJECTS	1/13/2020	153148	SIMON & HOWER INC	\$4,000.00	288	CIP2020040 12TH AVE WIDEN
	DIVISION/ORG TOTAL 21810000 - TRANSPORTN FACLT Y IMP FEE				\$4,000.00		

DIVISION/ORG CODE	ACCOUNT/OBJECT CODE	CHECK DATE	CHECK NUMBER	VENDOR NAME	AMOUNT	INVOICE	INVOICE DESCRIPTION
26660000 GAS TAX - ROAD MTC REHAB	800200 CAPITAL IMPRV PROJECTS	1/13/2020	153157	T R C ENGINEERS, INC	\$28,869.92	27580	CIP0818656 GRANGE-GRADE 5
DIVISION/ORG TOTAL 26660000 - GAS TAX - ROAD MTC REHAB					\$28,869.92		
		TOTAL AMOUNTS FOR CHECKS:			\$1,063,105.78		



AGENDA STAFF REPORT

MEETING DATE: 1/21/2020	AGENDA SECTION: A
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SUBJECT:

Adoption of the Parks and Recreation Master Plan, a city wide plan for the development of recreational facilities and opportunities over the next 10-15 years consistent with the 2035 General Plan. Resolution 20-01-R

SEE ATTACHED STAFF REPORT

FISCAL IMPACT:

With adoption of the Parks and Recreation Master Plan the fiscal impact would vary, with funding coming from multiple funding sources. The master plan outlines several different funding strategies that could be used from traditional sources including accumulated capital outlay (ACO), impact fees, and grant funds; as well as new funding sources, such as corporate sponsorships, naming rights and franchises and licensing.

ATTACHMENTS:

CC Staff Report - PR Master Plan

CC Resolution 20-01-R

City Council Hanford Parks and Recreation Master Plan Final

Stakeholder Meeting Agenda #1

Statekholder Meeting Agenda #2

Stakeholder Meeting Agenda #3

Notice of Exemption 2020-03



CITY OF HANFORD CITY COUNCIL

MEETING DATE: January 21, 2020

Adoption of the Parks and Recreation Master Plan, a city wide plan for the development of recreational facilities and opportunities over the next 10-15 years consistent with the 2035 General Plan.

STAFF RECOMMENDATION

Staff recommends that the City Council accept the recommendation of the Parks and Recreation Commission to adopt the Park and Recreation Master Plan, but decline to take action on the recommendation to amend the plan to include the 18 acres adjacent to Hidden Valley Park as designated parkland. Staff recommends the City Council adopt Resolution 20-01-R, approving the Park and Recreation Master Plan accordingly.

RECOMMENDED MOTION

1. I move to adopt Resolution No. 20-01-R.

PROJECT PROPOSAL

The purpose of the Parks and Recreation Master Plan (Master Plan) is to provide a roadmap for future development of recreational facilities and opportunities over the next 10 years. The Master Plan has been prepared to be consistent with the 2035 General Plan goals and policies. The adoption of an updated Master Plan implements Goals 7, 8, 9, 10 of the Open Space, Recreation and Parks Element and policies O50, O51, O52, O53, O55, O56, O57, O58, O59, O60, O61, O62, O63 of the General Plan.

The Master Plan identifies the City's current and future needs to aid City staff and officials in providing equitable distribution of recreation facilities and opportunities to the citizens of Hanford. The primary outcomes of the Master Plan include the following:

- Engage the diverse Hanford community, leadership and stakeholders through an innovative, public outreach process to build a shared vision for parks programs and facilities.
- Utilize a wide variety of data sources and best practices including a statistically valid survey to predict trends and patterns of use and how to address unmet needs in the City of Hanford.

- Determine unique Level of Service Standards, validated by local data, to develop appropriate action regarding parks, programs, and facilities that reflects the City strong commitment in providing high quality recreation activities for the community.
- Shape financial and operational preparedness through innovation and “next” practices for the City to achieve the strategic objectives and recommended actions, goals, v and implementation strategies outline in the plan.
- Develop a dynamic and realistic strategic action plan that is clear, concise and adaptable to ensure long-term cusses and financial sustainability for the City’s parks, programs, and facilities as well as action steps to support the family-oriented community and businesses that call Hanford home.

BACKGROUND INFORMATION

The development of the Master Plan began in September of 2018 with the approval of a contract with Pros Consulting, in the amount of \$96,000, to prepare the Master Plan in accordance with the Scope of Work outlined in the Request for Proposal (RFP) process.

Four (4) firms submitted proposals and three (3) firms were interviewed. The recommendation of the selection committee, comprised of three Park and Recreation Commissioners and three staff, was Pros Consulting.

Following the award of the contract, significant public outreach was completed. The consultant held many stakeholder meetings with members of the public as well as conducted a survey in February/March of 2019. The stakeholder meetings were held on December 17 & 18, 2018. Groups were invited from various service clubs, youth sports groups, school districts, and others such as Main Street Hanford and the Chamber of Commerce. The Park and Recreation Commission also requested that an additional day for stakeholder meetings be held. Those meetings were held on January 15, 2019. Attached are the agendas for the meetings with stakeholders for a complete list of participants. The survey prepared as part of the outreach efforts included a total of 378 surveys. The results of the survey were presented to a joint City Council/Park and Recreation meeting in April of 2019 and is summarized on pages 39-54 in the Master Plan.

A total of nine (9) public meetings were held throughout the preparation of the final Master Plan with the Parks and Recreation Commission. Two (2) joint meetings of the City Council/Park and Recreation Commission were also held during key times in the Master Plan development process.

PROJECT EVALUATION

The Master Plan was developed based on an evaluation of current information, including the condition of current facilities and an analysis of current and future supply and demand for services. The Master Plan utilized information from the General Plan to determine population projections in order to ensure that the plan would be consistent with the General Plan.

Based on community input, key findings were made to guide the preparation of the Master Plan.

The Master Plan includes the following components:

- **Chapter 1 – Executive Summary**
- **Chapter 2 – Economic Impact of Parks and Recreation:** A summary of the economic benefits of parks and recreation to maintain a vibrant community.
- **Chapter 3 – Community Profile:** A description of the demographics of the community and national trends.
- **Chapter 4 – Community Needs Assessment:** An evaluation of existing resources and capacity based on information from the community.
- **Chapter 5 – Program and Services Assessment:** An evaluation of existing programs and recommendation for improvement.
- **Chapter 6 – Facility Assessments and Service Level Analysis:** The development of design principals for parks and a description of park classifications. This chapter includes equity mapping of existing park facilities to use for future park planning purposes.
- **Chapter 7 – 10-Year Capital Improvement Plan:** A three tiered plan to guide decision making for future capital improvements. Total capital improvements identified in the plan is \$62,620,000, which includes repairs to existing facilities, expanded services and major new development.
- **Chapter 8 – Capital Improvement Plan Funding:** Identification of potential funding sources.
- **Chapter 9 – Parks n Assessment:** Evaluation of parks maintenance plan and financial assessment of operational budget.
- **Chapter 10 – Strategic Implementation:** A framework of recommendations for the Parks and Recreation Department to implement the findings of the Master Plan.
- **Chapter 11– Conclusion:** A final summary of the community input, programs, operations and capital improvement plan.

The Master Plan identifies Level of Service (LOS) for the City as it relates to park acreage and City amenities. The Plan also projects future needs to maintain LOS levels as the City continues to grow.

Relationship of the Parks and Recreation Master Plan to the General Plan

The Master Plan serves as a tool for the City of Hanford to implement the goals and policies of the 2035 Hanford General Plan, specifically the Open Space, Recreation and Conservation Elements. The following goals and policies are excerpts from the 2035 General Plan and would be implemented with the adoption of the Master Plan:

Parks and Recreation Goals

Goal O7: *A high-quality public park system that provides a variety of recreational opportunities.*

Goal O8: *The equitable distribution of parks throughout the community that are well designed, accessible, and integrated with the surrounding neighborhood.*

Goal O9: *Parks provided at a combined ratio of 3.5 acres per 1,000 residents.*

Goal O10: *Recreational programs that promote and support a healthy lifestyle and sense of community in Hanford.*

Policy O50 Parks, Recreation, and Open Space Master Plan

Prepare and periodically update a Parks, Recreation, and Open Space Master Plan to plan for new growth identified in the land use element.

Policy O51 Provision of Parkland

Acquire and develop new parks consistent with the Parks, Recreation, and Open Space Master Plan.

Policy O52 Open Space Map

Locate natural and manmade open space areas on the Open Space Map. Locations shall allow for slight variation consistent with existing conditions. Future Open Space land for parks is allowed to “float” on the map and may be divided into multiple smaller parks while retaining the total acreage.

Policy O53 Parkland Ratio Calculation

When determining the parkland ratio of acres per 1,000 population, include the acreage of city-owned mini, neighborhood, community, regional, special use, and storm water basin parks, along with 50% of the acreage of school playgrounds and play areas within the Planned Area Boundary.

Policy O55 Mini-Parks

Allow mini-parks between 0.25 acres to 1.0 acre in size to be built at locations that are easily accessed by the residents of the neighborhood. Mini-parks do not contribute to the

citywide park ratio goal and are considered an optional addition, and not an alternative to neighborhood and community parks.

Policy O56 Mini-Park Maintenance

Require all new mini-parks to be maintained with a funding source from the residences served by the park, such as landscape and lighting district or a homeowner's association.

Policy O57 Neighborhood Parks

Establish neighborhood parks generally between 2 and 5 acres in size at locations easily accessed by residents of the neighborhood.

Policy O58 Neighborhood Parks Service Area

Neighborhood parks shall have a general service area of approximately 1/2 mile radius, and situated to avoid patrons having to cross arterial streets, railroad lines and major waterways.

Policy O59 Neighborhood Parks and Schools

Whenever possible, new neighborhood parks shall be developed in conjunction with elementary schools.

Policy O60 Community Parks

Establish community parks generally between 10 and 20 acres in size.

Policy O61 Community Parks Service Area

Community parks shall have a general service area of approximately 2 mile radius, and situated to provide adequate access to arterial and/or collector streets.

Policy O62 Regional Parks

Where appropriate, participate with other agencies in the acquisition, management, and use of regional parks and facilities that would benefit Hanford residents.

Policy O63 Special Use Parks

Provide special use parks based on community needs.

The Master Plan includes definitions of the types of parks that is slightly different than those in the General Plan. Although they are different, they are really more specific than the general description in the General Plan. These differences do not result in an inconsistency.

PARK AND RECREATION COMMISSION REVIEW

The Park and Recreation Commission held a public meeting on November 4, 2019 to review the Master Plan and make a recommendation to the City Council. Following a staff presentation and public comment, the commission took no action and continued the

item to December to allow the commissioners additional time to review the Master Plan document.

On November 4, 2019 the public made the following comments.

- Save the 18 acres next to Hidden Valley Park for park development.
- Hanford will never be able to afford such a large property for future park land.
- Are the definitions and inventory of parks consistent with the General Plan?
- Important that we keep park acreage because we will need more park acreage as the City grows.
- Land for Hidden Valley Park was donated for a park and should be kept as park.

On December 9, 2019, the commission held another public meeting and took public comment.

- Comments included the following:
- Master plan avoids the key issues of preservation of 18 acres adjacent to Hidden Valley Park.
- Public has been cut out of the process on the 2035 General Plan and the Master Plan.
- Residents did not get to write questions for the survey.
- Plan does not develop appropriate community action for development of parks, it does not support family community and it does not reflect unmet community needs.
- Plan does not reflect meaningful input from the community.
- Process is completely invalid and not meaningful.
- Park space will generate half the traffic than homes on the acres adjacent to Hidden Valley Park, reducing pollution.
- Request that the commission recommend that the City Council develop the adjacent 18 acres adjacent to Hidden Valley Park into a park.
- Do not delay adoption of the Master Plan based on one singular issue.

Commission Comments:

- Is 3.5 acres per 1,000 the appropriate standard when the National Average is 5 acres per 1,000?
- How can we count one-half the school sites, when the public doesn't have access to the school sites at all times?
- Has City considered anything to raise taxes to be able to afford additional parks acreage?
- If we do not expand Hidden Valley Park, will we have overuse of a single park in one area?

COMMISSION RECOMMENDATION: After much discussion, the commission voted on a Motion to amend language in the Master Plan to include an explicit statement that would state that the 18 acres adjacent to Hidden Valley Park would be included and developed as parkland and make minor changes such as typos and other changes. Motion Passed.

A follow-up Motion was made to recommend adoption of the Master Plan as amended in the previous motion. Motion Passed.

STAFF ANALYSIS: The commission's recommendation to change the Master Plan to include the 18 acres adjacent to Hidden Valley Park as parkland is inconsistent with the General Plan and would require that the City Council defer the adoption of the Master Plan until the General Plan could be amended. The General Plan would need to be amended to change the 18 acres adjacent to Hidden Valley Park from low density residential to Open Space, which would result in the need to decrease the acres designated for parks in undeveloped areas of the City, currently shown as green circles that "float", to allow the City to locate parks in appropriate areas of the City as land develops.

Also, SB 330 and AB 1397 requires that there be no net loss of residential density when changing a land use designation to a less intensive use and that we ensure an adequate inventory of land for residential development to accommodate our housing needs respectively. A general plan amendment would need to comply with the requirements of SB 330 and AB 1397. Compliance with these new requirements will require additional analysis and potentially additional general plan amendments and rezoning of property.

The City Council cannot adopt the Master Plan and then direct that the General Plan be amended to be consistent with the Master Plan. There is a legal principal in planning law that requires that subordinate plans, such as the Master Plan, be consistent with an adopted General Plan.

In addition to the General Plan inconsistency, the General Plan amendment would require additional environmental review. As originally proposed, the Master Plan was determined to be exempt from the California Environmental Quality Act (CEQA) as it was consistent with the adopted General Plan and Zoning.

FINDINGS FOR APPROVAL

1. That the Park and Recreation Master Plan is consistent with the goals and objectives in the 2035 General Plan specifically Goals 7, 8, 9, 10 of the Open Space, Recreation and Parks Element and policies O50, O51, O52, O53, O55, O56, O57, O58, O59, O60, O61, O62, O63
2. That the Park and Recreation Master Plan is identified as an implementation measure in the Implementation Plan prepared for the 2035 General Plan adopted December 19, 2017 with Resolution 17-66-R.
3. That there are no impacts that will result from the project that were not adequately analyzed and addressed in the Environmental Impact Report prepared for the 2035 General Plan, therefore further environmental review is not required.

ENVIRONMENTAL ASSESSMENT

The California Environmental Quality Act Section 15183(a) states that projects that are consistent with the development density established by General Plan Policies for which an Environmental Impact Report was certified shall not require additional environmental

review, except as might be necessary to examine whether there are project specific significant effects which are peculiar to the project or its site.

The City Council of the City of Hanford certified the Environmental Impact Report (SCH# 2015041024) prepared for the 2035 General Plan Update on April 24, 2017. The proposed project is consistent with the 2035 General Plan and implements the policies contained in the 2035 General Plan. There are no impacts that will result from the project that were not adequately analyzed and addressed in the Environmental Impact Report, therefore further environmental review is not required.

Project level environmental review will be completed with individual projects as growth occurs in accordance with CEQA.

Noticing of the public hearing for the Park and Recreation Master Plan was published in the newspaper on January 10, 2020. The City of Hanford has not received comments on the project as of the preparation of this report.

RESOLUTION 20-01-R**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HANFORD ADOPTING
THE PEDESTRIAN AND BICYCLE MASTER PLAN**

At a regular meeting of the City Council of the City of Hanford duly called and held on January 21, 2020, at 7:00 p.m., it was moved by Councilmember _____, _____ and seconded by Councilmember _____, that the following resolution be adopted:

WHEREAS, the City has prepared the Park and Recreation Master Plan, attached as Exhibit A, in collaboration with City staff and members of the public; and

WHEREAS, the City of Hanford Parks and Recreation Commission considered the evidence presented in the staff report and testimony presented during the public meeting on December 9, 2019; and

WHEREAS, The City of Hanford certified Environmental Impact Report prepared for the 2035 General Plan (SCH#2015041024).

WHEREAS, the Park and Recreation Master Plan is consistent with the development densities established by General Plan Policies and evaluated in the 2035 General Plan Environmental Impact Report. There are no impacts that will result from the project that were not adequately analyzed and addressed in the Environmental Impact Report, therefore further environmental review is not required in accordance with California Environmental Quality Act Section 15183(a).

NOW, THEREFORE, BE IT RESOLVED, on the basis of the facts and evidence provided in the staff report and the written and oral evidence presented at the public hearing, the City Council hereby makes the following findings:

1. That the Park and Recreation Master Plan is consistent with the goals and objectives in the 2035 General Plan specifically Goals 7, 8, 9, 10 of the Open Space, Recreation and Parks Element and policies O50, O51, O52, O53, O55, O56, O57, O58, O59, O60, O61, O62, O63
2. That the Park and Recreation Master Plan is identified as an implementation measure in the Implementation Plan prepared for the 2035 General Plan adopted December 19, 2017 with Resolution 17-66-R.
3. That there are no impacts that will result from the project that were not adequately analyzed and addressed in the Environmental Impact Report prepared for the 2035 General Plan, therefore further environmental review is not required.

BE IT FURTHER RESOLVED that the City of Hanford City Council adopts the Park and Recreation Master Plan.

MOTION PASSED at a regular meeting of the City Council of the City of Hanford held on the 21st day of January 2019, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

STATE OF CALIFORNIA)
COUNTY OF KINGS) ss
CITY OF HANFORD)

I, **SARAH MARTINEZ**, City Clerk of the City of Hanford, do hereby certify the foregoing Resolution was duly passed and adopted at a regular meeting held on the 21ST day of January 2020.

Date: _____

APPROVED: _____

JOHN DRAXLER

Mayor of the City of Hanford

ATTEST: _____

SARAH MARTINEZ

CITY CLERK

EXHIBIT A
PARK AND RECREATION MASTER PLAN



City of Hanford Parks and Recreation Master Plan 2020



HANFORD PARKS AND RECREATION DEPARTMENT
MISSION STATEMENT

THE CITY OF HANFORD PARKS AND RECREATION DEPARTMENT, THROUGH DEDICATED STAFF, SAFE AND SECURE FACILITIES, AND SUPERIOR PROGRAMS, STRIVES TO ENHANCE THE QUALITY OF LIFE AND MEET THE DIVERSE NEEDS OF THE COMMUNITY. WE DO THIS BY ENGAGING OUR CITIZENS, BUILDING COLLABORATIVE RELATIONSHIPS, AND RESPONSIBLY MANAGING OUR RESOURCES. SERVICE, INTEGRITY AND INNOVATION ARE THE CORE VALUES OF OUR ORGANIZATION.





Table of Contents

CHAPTER ONE – EXECUTIVE SUMMARY	1
1.1 PROJECT PURPOSE AND GOAL	1
1.2 PROJECT PROCESS.....	1
1.3 HANFORD MASTER PLAN ORGANIZATION	2
1.4 SUMMARY OF KEY FINDINGS AND RECOMMENDATIONS.....	2
1.5 CAPITAL IMPROVEMENT PLAN	7
1.6 FUNDING THE MASTER PLAN.....	10
1.7 IMPLEMENTING THE MASTER PLAN.....	10
CHAPTER TWO – ECONOMIC IMPACT OF PARKS AND RECREATION	11
2.1 KEY FINDINGS FROM THE NATIONAL STUDY	12
2.2 WHAT THE RESULTS MEAN	12
2.3 ADDITIONAL ECONOMIC BENEFITS.....	12
2.4 SUMMARY	13
CHAPTER THREE - COMMUNITY PROFILE.....	14
3.1 DEMOGRAPHIC ANALYSIS.....	14
3.2 METHODOLOGY.....	14
3.3 HANFORD POPULACE.....	15
3.4 NATIONAL RECREATION TRENDS ANALYSIS.....	21
3.5 LOCAL SPORT AND MARKET POTENTIAL.....	36
3.6 SUMMARY	37
CHAPTER FOUR - COMMUNITY NEEDS ASSESSMENT.....	38
4.1 QUALITATIVE INPUT SUMMARY	38
4.2 STASTICALLY VALID SURVEY.....	39
4.3 NEEDS ASSESSMENT PRIORITY RANKINGS	54
CHAPTER FIVE - PROGRAM AND SERVICES ASSESSMENT.....	55
5.1 OVERVIEW OF PRIORITIES AND CORE PROGRAM AREAS.....	55
5.2 AGE SEGMENT ANALYSIS	58
5.3 LIFECYCLE ANALYSIS	58
5.4 PARTICIPATION ANALYSIS	60
5.5 PROGRAM AND SERVICE CLASSIFICATION.....	61
5.6 UNDERSTANDING THE FULL COST OF SERVICE.....	64
5.7 OTHER KEY FINDINGS	65
5.8 OTHER KEY RECOMMENDATIONS	66
5.9 PROGRAM PLAN SUMMARY	66
CHAPTER SIX - FACILITY ASSESSMENTS AND SERVICE LEVELS ANALYSIS	67
6.1 PARK CLASSIFICATION AND PARK DESIGN PRINCIPLES	67
6.2 LEVEL OF SERVICE STANDARDS.....	85
6.3 TECHNICAL NEEDS ANALYSIS KEY FINDINGS	87
CHAPTER SEVEN -10-YEAR CAPITAL IMPROVEMENT PLAN.....	109

7.1 10-YEAR CAPITAL IMPROVEMENT PLAN DEVELOPMENT – GENERAL ASSUMPTIONS	109
7.2 SUSTAINABLE PROJECT RECOMMENDATIONS – MAINTAINING WHAT WE HAVE	110
7.3 EXPANDED SERVICES RECOMMENDATIONS – IMPROVING WHAT WE HAVE.....	111
7.4 VISIONARY RECOMMENDATIONS – DEVELOPING NEW OPPORTUNITIES	112
7.5 CAPITAL IMPROVEMENT SUMMARY BY TIER	113
7.6 PROJECT PRIORITIZATION CRITERIA	113
CHAPTER EIGHT – CAPITAL IMPROVEMENT PLAN FUNDING	115
8.1 FUNDING STRATEGY APPROACH	115
8.2 FUNDING RECOMMENDATIONS	116
CHAPTER NINE – PARKS MAINTENANCE ASSESSMENT	120
9.1 KEY FINDINGS	120
9.2 PARKS MAINTENANCE KEY RECOMMENDATIONS	122
9.3 ANNUAL PARK OPERATION AND MAINTENANCE FUNDING	123
CHAPTER TEN - STRATEGIC IMPLEMENTATION	124
CHAPTER ELEVEN - CONCLUSION	127
APPENDIX A - STANDARD OPERATING PROCEDURES REVIEW	128
APPENDIX B - SUCCESSION PLANNING	138
APPENDIX C – RECREATION PROGRAM STANDARDS	140

CHAPTER ONE – EXECUTIVE SUMMARY

1.1 PROJECT PURPOSE AND GOAL

The purpose of the City of Hanford Parks and Recreation Master Plan is to provide a roadmap for future development of recreational facilities and opportunities for the City over the next 10 years, consistent with the General Plan 2035 requirements. This plan is based on recognized park planning principles and standards, and reflects input from residents and stakeholders in Hanford, City staff, the Parks and Recreation Commission and City Council.

The City of Hanford Parks and Recreation Master Plan (Master Plan) focuses on identifying the City's current and future recreation needs to aid City staff and decision-makers in providing and expanding and equitable distribution of recreational facilities and opportunities to Hanford residents and stakeholders. This includes preserving the City's open space areas and expanding the City's trails network to better connect people to nature, recreation and outdoor education opportunities. Primary outcomes of the Master Plan include:

- Engage the diverse Hanford community, leadership, and stakeholders through an innovative, public outreach process to build a shared vision for parks, programs, and facilities.
- Utilize a wide variety of data sources and best practices including a statistically-valid survey to predict trends and patterns of use and how to address unmet needs in the City of Hanford.
- Determine unique Level of Service Standards, validated by local data, to develop appropriate actions regarding parks, programs, and facilities that reflects the City's strong commitment in providing high quality recreational activities for the community.
- Shape financial and operational preparedness through innovation and “next” practices for the City to achieve the strategic objectives and recommended actions, goals, objectives, and implementation strategies outlined in the plan.
- Develop a dynamic and realistic strategic action plan that is clear, concise and adaptable to ensure long-term success and financial sustainability for the City's parks, programs, and facilities, as well as action steps to support the family-oriented community and businesses that call Hanford home.

1.2 PROJECT PROCESS

The foundation of the Master Plan was to incorporate a variety of data and mine local knowledge using a comprehensive stakeholder participation process and community surveys. The stakeholder input process incorporated a variety of methods that included interviews, focus group meetings, and public forums/presentations. The data generated from these critical community interactions helped to define the true unmet recreation needs of the community, as well as address key operational issues, provide recommendations for business-related changes, and strategize on how to best position the City and Parks and Recreation Department to move forward for optimum results.



1.2.1 ELEMENTS OF THE PLAN

The planning process for the *Master Plan* was completed with City staff and included:

- The collection of available information;
- Data analysis to determine inventory and condition of current facilities;
- Determination of supply and demand within the community; and
- Developing recommendations for meeting the needs of the community through an analysis of programs and facilities.

The data collected from the staff and onsite facility assessments was utilized to identify key factors, issues, and concerns regarding the parks and recreation system and how the City's Parks and Recreation Department manages operations.

1.3 HANFORD MASTER PLAN ORGANIZATION

This *Master Plan* presents the overall analysis, findings, and recommendations for the next 10-15 years. This study begins with an Executive Summary that provides an overview, and the following sections respond to the primary outcomes, determine needs and offer operational and capital improvement recommendations.

1.4 SUMMARY OF KEY FINDINGS AND RECOMMENDATIONS

Following the assessment of the City's parks and recreation system, a variety of key findings were identified to support the implementation of the *Master Plan*. These key findings help to guide decision-making for the next five to ten years.

1.4.1 MARKET ANALYSIS KEY FINDINGS

- **Population:** The population is increasing and the 2035 General Plan projects the population to increase from approximately 58,000 to 90,000 by 2035. With a growing population, park and recreation services will need to strategically invest, develop, and maintain parks and facilities in relation to current and future housing development areas.
- **Age Segmentation:** Hanford has a very broad age segmentation with the largest group being 18-34 with the second largest group being 35-54. Over the next 15 years, while most of the younger age segments are expected to remain the same or experience slight decreases in population percentage; those who are 55 and older are projected to continue increasing over the next 15 years, making up 24% of the population by 2033 - an increase of 2.3% over 2018. This increase is significant as providing access to services and programs will need to be focused on multitude of age segments simultaneously and equally challenging as age segments have different likings towards activities. Equal distribution across all age segments will require the City to continue to provide programs, services, parks and facilities that appeal to all residents of the community.
- **Race and Ethnicity:** A diversifying population will likely focus the City on providing traditional and non-traditional programming and service offerings while always seeking to identify emerging activities and sports.
- **Households and Income:** With median and per capita household income averages below state averages and in-line with national averages, it would be important for the City to prioritize

providing offerings that are first class with exceptional customer service while modestly seeking opportunities to create revenue generation.

- **Tapestry Segmentation:** Highly unique tapestry segmentation with diverse recreational needs.

1.4.2 COMMUNITY INPUT KEY FINDINGS

Input from the community confirmed that Hanford's parks are loved by many, but there are gaps in service and amenities and additional City investment is needed to maintain and re-develop new parks for the community. Participants see the system as one that is well-maintained with great staff. They also enjoy the numerous programs and amenities offered. Unmet needs exist as the demand for select services is currently outweighing the available facilities and/or existing amenities. The following summarizes the themes of community input:

ECONOMIC DEVELOPMENT THROUGH PARK DEVELOPMENT

Opportunity exists for park development to enhance and/or advance economic development. There is also an opportunity for economic development to enhance and support park development.

- Parks and recreation can play a significant role in business attraction, residential development, and the overall quality of life attributes desired by the community.
- Investment in parks reflects the community's value set and the City's overall attitude of being an active player in the betterment of the community.

INVESTING IN THE EXISTING PARKS SYSTEM

- Continue to focus on reinvesting in, and maintaining existing parks.
- Resolution of the future of the 18 acres of vacant land adjacent to Hidden Valley Park.
- Indoor recreation facilities are desired beyond what is currently offered at Longfield Center

TRAILS AND CONNECTIVITY

- Desire for a connected, accessible recreational trail system that also supports active transportation initiatives.

ADVOCACY AND AWARENESS

- Increased communication/marketing is needed to develop more advocacy for, and the awareness of, the parks and recreation system.

FUNDING THE PARKS AND RECREATION SYSTEM

- Creative and multiple funding strategies are required to meet the needs of the community.
- Securing grant funding through multiple State-funded grant programs will be critical for funding park developments over the next 10 years.



City of Hanford Parks and Recreation

1.4.3 PROGRAM AND FACILITY PRIORITY RANKINGS

The purpose of the Program and Facility Priority Rankings is to provide a prioritized list of facility/amenity needs and recreation program needs for the community served by the City. The analysis completed evaluated both quantitative and qualitative data.

The results of the priority rankings are tabulated into three categories: High Priority (top third), Medium Priority (middle third), and Low Priority (bottom third) and are summarized below:

Program/Service	Priority	Facility/Amenity	Priority
Community Special Events	High	Walking and Hiking Trails (multi-use paved)	High
Fitness and Wellness Programs		Walking and Hiking Trails (natural surface)	
Art Classes		Restroom Buildings	
Walking/Jogging/Running Clubs		Playgrounds	
Adult Learning Classes		Pavilions/Picnic Sites	
After School Programs/Out of School Camps		Dog Parks	
Gardening Classes; Farm-to-Table Classes/Events		Recreation/Center/Gymnasium	
Outdoor Programs		Mountain Biking Trails	
Senior Programs and Services		Outdoor Exercise Equipment	
Environmental Education Programs		Indoor Pool/Natatorium	
Music Classes	Medium	Basketball Courts	Medium
Youth Learning/Enrichment Classes		Community Gardens	
Water Fitness Programs/Lap Swimming		Banquet/Meeting Rooms	
Youth Soccer Programs		Amphitheater	
Youth Learn to Swim Programs		Aerobics/Dance Rooms/Dance Floors	
Running Events		Outdoor Board Games	
Programs for People with Special Needs		Senior Center	
Performing Arts Programs		Splash Pads	
Youth Basketball/Volleyball Programs		Bicycle Pump Track	
Gymnastics		Soccer/Lacrosse/Multi-Purpose Rectangle Fields	
Youth/Baseball/Softball Programs	Low	Tennis Courts	Low
Adult Basketball/Volleyball Programs		Baseball Fields	
Golf Lessons/Clinics		Concession Stands	
Bicycle Lessons and Clubs		Sand Volleyball Courts	
Youth Football Programs		Softball Fields	
Tennis Lessons and Leagues		Football Fields	
Recreation/Competitive Swim Team		Disc Golf Course	
Sand Volleyball Programs		Pickleball Courts	
Youth Lacrosse Programs			

1.4.4 LEVEL OF SERVICE AND FACILITY ANALYSIS

KEY FINDINGS

The Hanford Parks and Recreation Department currently has a quality staff that operates and manages a unique system of parks, trails, community facilities, and open spaces that are generally in good condition.

- **Park Classification**
 - Each park classification category serves a specific purpose, and the features and facilities in the park must be designed for the number of age segments the park is intended to serve, the desired length of stay deemed appropriate, and the uses it has been assigned.
 - The master plan provides for detailed park classification categories as found in Chapter Six. These classification categories differ from the 2035 General Plan.
- **Current System Inventory and Level of Service (LOS):**
 - The City of Hanford currently provides a total LOS of **5.06** acres of parkland per 1,000 residents. The 2035 General Plan goal for park acreage for future growth is ***“Parks provided at a combined ratio of 3.5 acres per 1,000 residents.”***
 - Trails were not calculated in this population-based service level analysis because they are based on resource location and connected networks rather than the county’s resident population. However, connectivity to destination locations, including parks, are a critical

element of a successful trails network. The general trail improvements identified in this plan improve connectivity and are consistent with the Bicycle and Pedestrian goal in the General Plan - *“An interconnected bikeway and community pedestrian network that facilitates and encourages nonmotorized travel throughout Hanford. City’s 2018 Bicycle, Pedestrian and Trails Master Plan.”*

- **Key Unmet Facility Needs:**
 - Walking and biking trails to improve connectivity.
 - Reservable covered picnic areas.
 - Shaded play grounds.
 - Neighborhood/School parks.
 - Community parks.

KEY RECOMMENDATIONS

Based on a thorough review of the parks and recreation system and stakeholder input, it is recommended that the City pursue further development of specific parks and recreation amenities that meet the needs listed in the *High Priority Program and Facility Rankings* and address the gaps per park type to increase the current LOS standard for the projected population in 2034.

- The City of Hanford currently offers 299.70 acres of park land to its residents which equates to a **total LOS of 5.06 acres of park land per 1,000 residents based on the City’s 2018 population.** The 299.70 acres is comprised of multiple land owners and the breakdown is as follows:
 - 154.10 acres provided by the City of Hanford.
 - 40.50 acres of sports complex parks provided at Soc-Com.
 - 210.20 acres of neighborhood/school parks provided by the Hanford Joint Union High School District and the Hanford Elementary School District. Per the 2035 General Plan, 50% (105.10 acres) of school park acreage is counted for the calculation of current level of service standards.
- The 2035 General Plan includes a LOS standard goal of 3.5 acres per 1,000 residents for future growth, not including the addition of mini parks.
 - If the City achieves the 2035 General Plan’s stated goal, the overall LOS for the City of Hanford’s park system will be 4.57 acres per 1,000 population, which would be slightly below the current LOS of 5.06 acres per 1,000 population.
- The top two park needs in the City in the future are Neighborhood parks and Community parks.
- The City currently meets 2034 standards for several amenities including: outdoor basketball courts, outdoor aquatic centers and skate parks.
- The City is currently deficient for indoor recreation center space. The City currently offers only 0.40 square feet of indoor recreation center space per person. In order to meet the 2034 level of service standard of 1.0 square foot of indoor recreation space per person, the City will be required to add an additional 67.053 square feet is required.



City of Hanford Parks and Recreation

Park Type	2019 Park Inventory	Level of Service Standards				2034 Standards	
		Total Inventory	Current Service Level	General Plan 2035 Recommended Levels of Service for FUTURE GROWTH		Meet Standard/ Need Exists	Additional Developed Parks/Facilities/ Amenities Needed
Mini Park	15.70	0.27 acres per	1,000	0.00 acres per	1,000	Meets Standard	- Acre(s)
Neighborhood/School Parks	124.30	2.10 acres per	1,000	1.00 acres per	1,000	Need Exists	48 Acre(s)
Community Parks	54.90	0.93 acres per	1,000	2.00 acres per	1,000	Need Exists	64 Acre(s)
Sports Complex	97.70	1.65 acres per	1,000	0.00 acres per	1,000	Meets Standard	- Acre(s)
Special Use Parks	7.10	0.12 acres per	1,000	0.50 acres per	1,000	Meets Standard	- Acre(s)
Total Developed Park Acreage	299.70	5.06 acres per	1,000	3.50 acres per	1,000	Need Exists	112 Acre(s)
OUTDOOR AMENITIES							
Park Type	Total Inventory	Current Service Level		Recommended Levels of Service		Meet Standard/ Need Exists	Additional Developed Parks/Facilities/ Amenities Needed
Outdoor Basketball Courts	29.00	1.00 court per	2,042	1.00 court per	2,500	Need Exists	7 Court(s)
Outdoor Volleyball Courts	4.00	1.00 court per	14,804	1.00 court per	20,000	Need Exists	1 Court(s)
Multi-Purpose/Rectangle Fields	38.00	1.00 field per	1,558	1.00 field per	2,250	Need Exists	2 Field(s)
Youth Baseball/Softball Fields	63.00	1.00 field per	940	1.00 field per	3,000	Meets Standard	- Field(s)
Teen/Adult Baseball Fields	11.00	1.00 field per	5,383	1.00 field per	10,000	Meets Standard	- Field(s)
Adult Softball Fields	6.00	1.00 field per	9,870	1.00 field per	20,000	Meets Standard	- Field(s)
Tennis Courts	25.00	1.00 court per	2,369	1.00 court per	7,500	Meets Standard	- Court(s)
Picnic Shelters	13.00	1.00 site per	4,555	1.00 site per	4,000	Need Exists	10 Site(s)
Playgrounds	27.00	1.00 site per	2,193	1.00 site per	2,500	Need Exists	9 Site(s)
Disc Golf Course	2.00	1.00 site per	29,609	1.00 site per	50,000	Meets Standard	- Site(s)
Off Leash Dog Park	3.00	1.00 site per	19,739	1.00 site per	15,000	Need Exists	3 Site(s)
Splash Pads	4.00	1.00 site per	14,804	1.00 site per	15,000	Meets Standard	2 Site(s)
Skateboard Park	1.00	1.00 site per	59,217	1.00 site per	60,000	Meets Standard	Site(s)
Outdoor Pool	4.00	1.00 site per	14,804	1.00 site per	30,000	Meets Standard	- Site(s)
INDOOR RECREATION CENTER							
Indoor Rec/Community Center (square feet)	22,947	0.39 SF per person	1	1 SF per Person		Need Exists	67,053 Square Feet

1.5 CAPITAL IMPROVEMENT PLAN

To plan and prioritize capital improvement projects, recommendations include balancing the maintenance of current assets with the development of new facilities. The Departmental Capital Improvement Plan (CIP) framework is utilized to determine CIP projects in concert with an implementable financial plan. A key priority is also focused on maintaining the integrity of the current infrastructure and facilities before expanding and/or enhancing programs and facilities. Maintaining current infrastructure with limited funding will inhibit the City's ability to take care of all existing assets and build new facilities.

A three-tier plan is recommended to help guide the decision-making process for CIP investments. The three-tiered plan acknowledges a fiscal reality, leading to the continuous rebalancing of priorities and their associated expenditures. Each tier reflects different assumptions about available resources. A complete list of the projects in each is identified in Chapter 7. The three tiers include:

- **Sustainable** - Critical maintenance projects, including lifecycle replacement, repair of existing equipment, safety and ADA improvements and existing debt service obligations. Many of these types of improvements typically require one-time funding and are not likely to increase annual operations and maintenance costs. In many cases, these types of projects may reduce annual operations and maintenance costs.
- **Expanded Services** - Projects that include strategic changes to the existing parks system to better meet the unmet needs of the community, including adding features to extend recreation opportunities, such as playfields, shade structures, adult fitness equipment, covered picnic shelters, and trail loops. These types of improvements typically require one-time funding and may trigger slight increases in annual operations and maintenance costs, depending on the nature of the improvements.
- **Visionary** - Complete park renovation, land acquisition and new park/trail development, such as a new community park and major trail developments. These improvements will certainly increase annual operations and maintenance costs. Visionary projects also include planning efforts to support new/future development.





1.5.1 SUSTAINABLE PROJECT RECOMMENDATIONS – MAINTAINING WHAT WE HAVE

This section outlines the projects that focus on existing repair and lifecycle replacement of existing parks, facilities, and amenities as well as administrative planning efforts.

Tier	Estimated Total Project Cost
Sustainable Projects	\$1,800,000

SUSTAINABLE PROJECT HIGHLIGHTS

- **\$400,000 or 22%: ADA Improvements** in all parks as needed.
- **\$400,000 or 22%: General Furniture, Fixture and Equipment** in all parks as needed over the next 10 years.
- **\$300,000 or 17%: Bob Hill Athletic Complex Improvements** including Irrigation Improvements; resurfacing of entry drive; re-sod eroded side of hill leading down to ball field; replace concession stand; relocate mechanical equipment that is in the middle of the main plaza.
- **\$200,000 or 11%: Freedom Park Improvements** including irrigation improvements and playground replacement.
- **\$100,000 or 6% - Comprehensive Facility Assessment** for existing facilities.

1.5.2 EXPANDED SERVICES RECOMMENDATIONS – IMPROVING WHAT WE HAVE

Options described in this section provide the extra services or capital improvement that could be undertaken to meet community needs with a focus on enhancements to existing facilities. The following provides a summary of the expanded service recommendations.

Tier	Estimated Total Project Cost
Expanded Service Projects	\$2,620,000

EXPANDED SERVICE PROJECT HIGHLIGHTS

- **\$1 Million or 38%: Athletic Field Lighting Expansion** at Soc-Com and school athletic fields.
- **\$400,000 or 15%: Civic/Courthouse Park Improvements** including addition of pathways; incorporation of public art; addition of seating; installation of refuse enclosure; addition of playground.
- **\$300,000 or 11%: Centennial Park Improvements** including pathway construction and addition of a reservable picnic shelter.

1.5.3 VISIONARY RECOMMENDATIONS – DEVELOPING NEW OPPORTUNITIES

Recommendations described in this section represent the complete set of services and facilities to meet unmet needs of the community. It provides a long-range look to address future needs and deficiencies. The following new development and redevelopment projects have been identified to meet the needs of the community and to implement high priority projects for the City.

Tier	Estimated Total Project Cost
Visionary Projects	\$58,200,000

VISIONARY PROJECT HIGHLIGHTS

- **\$37.5 Million or 64%:** Neighborhood and Community Park Development -112 acres of new park space at \$330,000/acre.
- **\$20 Million or 34%:** Recreation Facilities including a Recreation Center Feasibility Study; Repurposing Study of existing facilities and new recreation center construction and existing facility repurposing.

1.5.4 CAPITAL IMPROVEMENT PLAN SUMMARY

The following tables summarize the three-tier approach to the development of the capital improvement plan associated with the Master Plan.

Tier	Estimated Total Project Cost
Sustainable Projects	\$1,800,000
Expanded Service Projects	\$2,620,000
Visionary Projects	\$58,200,000
TOTAL	\$62,620,000





1.6 FUNDING THE MASTER PLAN

To achieve the outcomes identified in the key findings and recommendations as presented in the Master Plan, a reliable and sustainable funding plan is needed. Staff identified and analyzed 15 primary funding sources that may be used to fund portions of the capital improvement plan as part of the Master Plan process.

1.7 IMPLEMENTING THE MASTER PLAN

The Master Plan Implementation Matrix can be utilized by the Department to develop and prioritize work plans. The key to success for the Department is to continue to build on current achievements while adding programs, services, and facility improvements that will generate revenue, reduce operational expenditures, and enhance recreation experiences for the residents of Hanford.



CHAPTER TWO – ECONOMIC IMPACT OF PARKS AND RECREATION

The following summarizes the research findings from 2015 when the National Recreation and Parks Association (NRPA) joined forces with the Center for Regional Analysis at George Mason University to estimate the impact of spending by local park and recreation agencies on the U.S. economy. The research adds to the growing body of evidence that the benefits of parks extend well beyond their role as a public amenity and an enhancement to quality of life in their communities.

The analyses covered three areas: a national-level study, state-level assessments, and economic impacts of selected case study parks. Key characteristics of the research include the following:

- The study is focused exclusively on the direct, indirect (business transactions of park agency vendors) and induced (employees spending their earnings) effects local and regional park agencies' spending have on economic activity. The research does not measure the effects of visitor spending or the benefits local and regional park agencies generate for the environment, health and wellness, and property values.
- Data for this analysis comes from the U.S. Census Bureau survey of local government employment and spending data from 1,169 local and regional park agencies accessed from NRPA's PRORAGIS database and/or park system budget data posted online. Data for the case study park analyses were supplied by the relevant park agencies.
- The analyses provide estimates of economic activity (output or the value of transactions), value added (equivalent to gross domestic product), labor income (salaries, wages and benefits) and employment (headcount jobs).





2.1 KEY FINDINGS FROM THE NATIONAL STUDY

The U.S. Census Bureau reports that local park and recreation agencies had nearly 371,000 people on their payrolls in 2015. That translates into nearly \$31 billion of operations spending by these agencies. That \$31 billion ripples through the U.S. economy as park and recreation employees spend their paychecks, and park and recreation agency vendors hire workers and purchase products and services to serve their clients.

As a result, \$31 billion of local park and recreation agency operations spending expanded to nearly \$91 billion in total economic activity during 2015. That activity boosted real gross domestic product (GDP) by \$48.7 billion and supported more than 732,000 jobs that accounted for nearly \$34 billion in salaries, wages and benefits across the nation.

Further, local park and recreation agencies also invested an estimated \$23.2 billion on capital programs in 2015. The capital spending led to an additional \$63.6 billion in economic activity, a contribution of \$32.3 billion to GDP, \$21.3 billion in labor-related income and nearly 378,000 jobs.

Combining the impact of operations and capital spending finds the nation's local park and recreation agencies generated \$154.4 billion in economic activity in 2015, nearly \$81.1 billion in value added and more than 1.1 million jobs that boosted labor income by \$55.1 billion. Operations and capital spending by local and regional public park agencies generated over \$154 billion in economic activity and supported almost 1.1 million jobs in 2015.

2.2 WHAT THE RESULTS MEAN

These estimates of the economic impact generated from park and recreation agency spending come from an input-output model that estimates direct, indirect and induced effects of those expenditures.

- Direct Effects are the spending by local park and recreation agencies, whether for operations or capital programs, and include spending for equipment, utilities, goods, services and personnel.
- Indirect Effects capture the spending associated with local park and recreation agencies' vendors. An example is an agency contracting with a local company to spray for mosquitoes. The pest control company will need to hire employees, purchase pesticides and contract with a bookkeeping service. The bookkeeping service rents office space, hires workers, and purchases office supplies, etc.
- Induced Effects reflect the impact of consumer spending (from wages) by park and recreation agency employees and employees working for an agency's vendors.

The model estimates the total effects on output, labor income, value added and employment. Output is essentially a measure of the value of transactions. Labor income includes salaries, wages and benefits. Value added is the measure most equivalent to GDP and includes property income, dividends, corporate profits and other measures. Employment is the number of headcount jobs. The databases used to build the economic input-output model account for fulltime versus part-time employment in the relevant sectors of the economy.

2.3 ADDITIONAL ECONOMIC BENEFITS

Hanford's Parks and Recreation Department generates additional economic benefits. While the figures presented in this report are significant, they represent only one aspect of the economic benefits of public parks, and consequently are conservative estimates of the full economic benefits of local parks and recreation.

Beyond the impact of local park and recreation agency spending, other critical economic contributions from public parks include:

- **Economic Development:** Parks and recreation improves the quality of life in communities and benefits the local economic development of a region. A recent survey notes that three-quarters of corporate executives' rate quality-of-life features as important factors when choosing a location for a headquarters, factory or other company facility.
- **Visitor Spending:** Many local park and recreation agency amenities spur tourism to their respective locales, generating significant economic activity, including (but not limited to) increased sales at local restaurants/bars and hotels. The August 2017 NRPA Park Pulse poll found that park and recreation amenities—such as beaches, parks, trails and secluded and relaxing places—are important to people when choosing a vacation destination.
- **Health and Wellness:** Parks and recreation promotes improved physical and mental health. This not only helps people feel better, but can also help lower medical and insurance costs for those people taking advantage of those facilities and activities. Three in five respondents to the November 2017 NRPA Park Pulse poll indicate they would take up walking or jogging in local parks, trails or around their neighborhoods if advised by their doctors to be more physically active.
- **Conservation and Resiliency:** Park and recreation agencies' protection of land, water, trees, open spaces and wildlife improves air and water quality in communities. Through effective land management methods and green infrastructure investments, parks and recreation services make communities more resilient to natural disasters, reducing disaster recovery and insurance costs. Eighty-seven percent of respondents to the 2017 NRPA Americans' Engagement with Parks Survey agree that their local government and local park and recreation agency should make the needed investments to ensure their communities are more resilient to natural disasters.
- **Property Values:** Economic research has demonstrated consistently that homes and properties located near parklands have higher values than those further away. Higher home values not only benefit the owners of these properties but also add to the tax base of local governments. Eighty-five percent of respondents to the 2017 NRPA Americans' Engagement with Parks Survey seek high-quality park and recreation amenities when they are choosing a place to live.

2.4 SUMMARY

Park and recreation agencies advance our nation's communities in many different ways. Not only are parks leading the way in terms of conservation, health and wellness and social equity, they are also engines of significant economic activity.

The powerful impact parks and recreation has on economic activity, when combined with the ability to deliver healthier and happier communities, highlights the fact that these offerings are not merely a "nice-to-have," luxury government service. Rather, parks and recreation facilities, programs and services are a critical aspect of what makes a city, town or county a vibrant and prosperous community.



CHAPTER THREE - COMMUNITY PROFILE

3.1 DEMOGRAPHIC ANALYSIS

The Demographic Analysis provides an understanding of the population of Hanford. This analysis is reflective of the total population and its key characteristics such as age segments, income levels, race, and ethnicity.

3.2 METHODOLOGY

Demographic data used for the analysis was obtained from U.S. Census Bureau and from ESRI, the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends. All data was acquired in September 2018 and reflects actual numbers as reported in the 2010 Censuses, and estimates for 2018 and 2023 as obtained by ESRI. Straight line linear regression was utilized for projected 2028 and 2033 demographics as park and recreation development should always be considered with an eye to the future.

3.2.1 RACE AND ETHNICITY DEFINITIONS

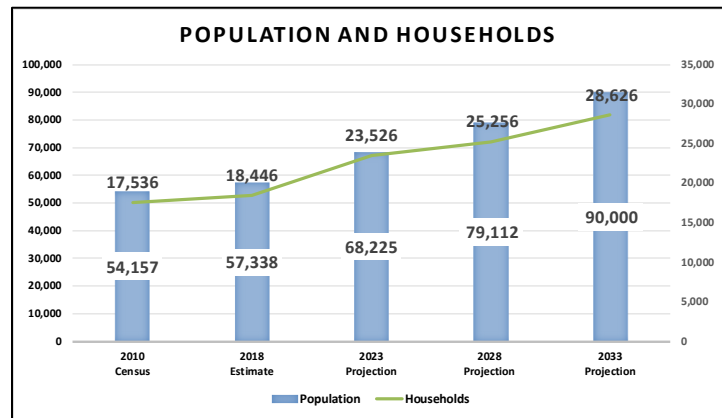
The minimum categories for data on race and ethnicity for Federal statistics, program administrative reporting, and civil rights compliance reporting are defined as below. The Census 2010 data on race are not directly comparable with data from the 2000 Census and earlier censuses; caution must be used when interpreting changes in the racial composition of the US population over time. The latest (Census 2010) definitions and nomenclature are used within this analysis.

- American Indian - This includes a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian - This includes a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black - This includes a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander - This includes a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White - This includes a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Some Other Race - Includes all other responses not included in the "White", "Black or African American", "American Indian and Alaska Native", "Asian" and "Native Hawaiian and Other Pacific Islander" race categories described above.
- Two or more races - People may have chosen to provide two or more races either by checking two or more race responses.
- Hispanic or Latino - This is an ethnic distinction, a subset of a race as defined by the Federal Government; this includes a person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

3.3 HANFORD POPULACE

3.3.1 POPULATION

The City's population has experienced a growing trend in recent years and is currently estimated at 57,338 individuals. Projecting ahead, the total population is expected to continue to grow over the next 15 years. Based on predictions through 2033 consistent with the 2035 General Plan, the service area is expected to have approximately 90,000 residents.

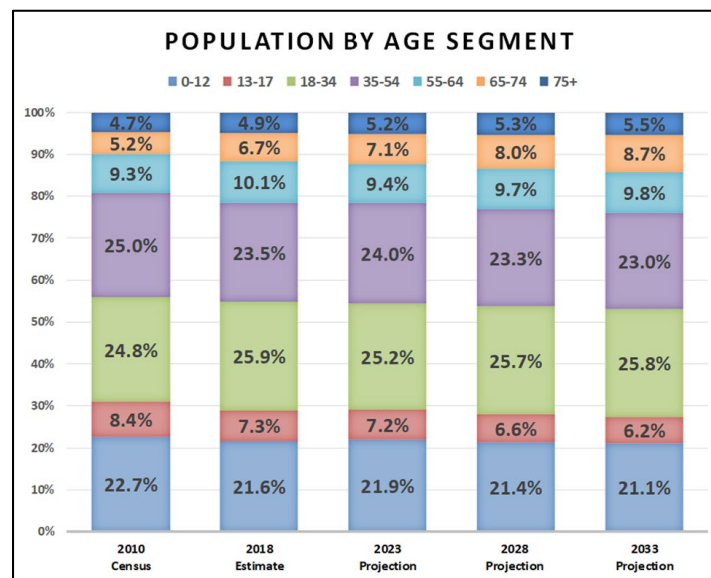


3.3.2 AGE SEGMENT

Evaluating the population by age segments, the service area exhibits a fairly balanced distribution among the major age segments. Currently, the largest age segment is the 18-34 segment, making up 25.9% of the population.

The overall age composition of the population within the City is projected to undergo a slight aging trend. While most of the younger age segments are expected to remain the same or experience slight decreases in population percentage; those who are 55 and older are projected to continue increasing over the next 15 years, making up 24% of the population by 2033 - an increase of 2.3% over 2018. This is assumed to be a consequence of a vast amount of the Baby Boomer generation shifting into the senior age segment.

Given the differences in how the active adults (55 and older) participate in recreation programs, the trend is moving toward having at least two to three different program age segments for older adults. When developing the park and recreation system, the City should evaluate recreation experiences that would cater to active adults who are 55-64, 65-74, and 75+ age segments

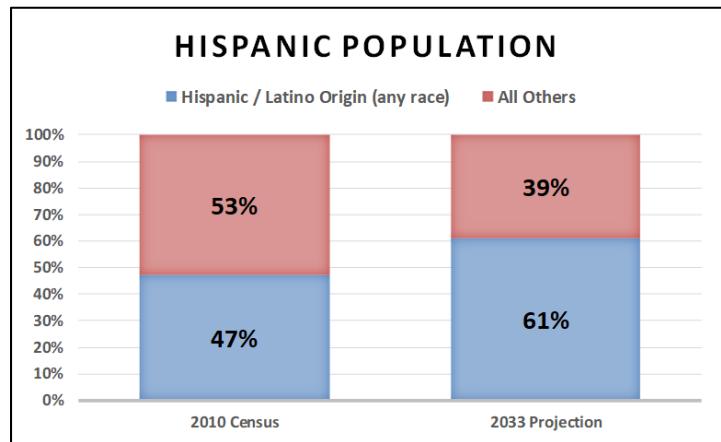
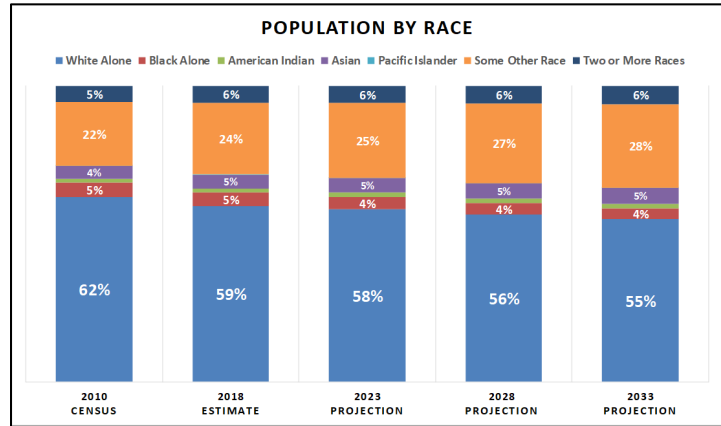




3.3.3 RACE AND ETHNICITY

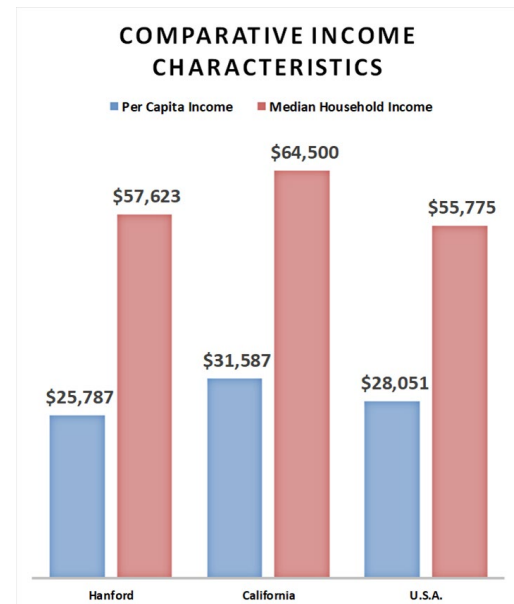
In analyzing race, the service area's current populations are predominately White Alone. The 2018 estimates show that 59% of the service area's population falls into the White Alone category, while the Some Other Race category (24%) represents the largest minority. The predictions for 2033 expect that the service area's population by race will diversify slightly with a decrease in the White Alone population by approximately 4% and a 4% increase in the Some Other Race Category.

Based on the 2018 estimate, those of Hispanic/Latino origin represented 47% of the City's total population. The Hispanic/Latino population is expected to experience a significant increase to 61% by 2033.



3.3.4 HOUSEHOLDS AND INCOME

As seen in chart below, the City's per capita and median household income levels are below the states averages and in-line with national averages.



3.3.5 TAPESTRY SEGMENTATION

Tapestry segmentation provides an accurate, detailed description of Hanford's residents in which distinctive lifestyle segments are identified based on their socioeconomic and demographic composition.

Many jurisdictions have 10+ tapestry segments that make up the majority (50%+) of its population. Hanford has six segments that comprise 55.7% of its population. The six tapestry segments that make-up a majority of the City's population are illustrated in the chart below, as well as how they compare to the United States.

Tapestry Segment	Descriptor	Household Size	Median Age	Median Household Income	Percent of Regional Service Area Households (2018)	Percent of US Households (2018)
Boomburbs	Young professionals with families in newest housing in suburbs	3.22	33.6	\$105,000	14.8%	1.7%
American Dreamers	Younger married-couple families with children and grandparents. Diversity is high; many residents are foreign born, of Hispanic origin.	3.19	32.5	\$50,900	9.4%	1.5%
Bright Young Professionals	Young, educated, working professionals	2.41	33.0	\$54,000	9.1%	2.2%
Parks and Rec	Practical suburbanites, two-income married couples	2.51	40.9	\$60,000	8.0%	2.0%
Metro Fusion	Young, diverse market. Do not speak English fluently. Highly mobile. Renters.	2.65	29.3	\$35,700	7.5%	1.4%
Rustbelt Traditions	Stable, hard-working consumers; Mix of married-couple families and singles living in older developments	2.47	39.0	\$51,800	6.9%	2.2%
Subtotal					55.7%	10.3%

Simply, the make-up of the Hanford is exceptionally unique. The tapestry segmentation data is useful information that can assist the Department in better understanding the community that they serve.

The following provides a brief description of the five largest tapestry segments in Hanford.

BOOMBURBS

This is the new growth market comprised of young professionals with families that have opted to trade up to the newest housing in the suburbs. The original Boomburbs neighborhoods began growing in the 1990s and continued through the peak of the housing boom. Most of those neighborhoods are fully developed now. This is an affluent market but with a higher proportion of mortgages. Rapid growth still distinguishes the Boomburbs neighborhoods, although the boom is more subdued now than it was 10 years ago. Residents are well-educated professionals with a running start on prosperity.

MARKET PROFILE:

- Boomburbs residents prefer late model imports, primarily SUVs, and also luxury cars and minivans.
- This is one of the top markets for the latest in technology, from smartphones to tablets to Internet connectable televisions.
- Style matters in the Boomburbs, from personal appearance to their homes. These consumers are still furnishing their new homes and already remodeling.
- They like to garden but more often contract for home services.
- Physical fitness is a priority, including club memberships and home equipment.



City of Hanford Parks and Recreation

- Leisure includes a range of activities from sports (hiking, bicycling, swimming, golf) to visits to theme parks or water parks.
- Residents are generous supporters of charitable organizations.

AMERICAN DREAMERS

Located throughout the South and West, most American Dreamers residents own their own homes, primarily single-family housing—farther out of the city, where housing is more affordable. Median household income is slightly below average (Index 91). The majority of households include younger married-couple families with children and, frequently, grandparents. Diversity is high; many residents are foreign born, of Hispanic origin. Hard work and sacrifice have improved their economic circumstance as they pursue a better life for themselves and their family. Spending is focused more on the members of the household than the home. Entertainment includes multiple televisions, movie rentals, and video games at home or visits to theme parks and zoos. This market is connected and adept at accessing what they want from the Internet.

MARKET PROFILE:

- When dining out, these residents favor fast-food dining places such as Taco Bell or Little Caesar's, as well as family-friendly restaurants like Olive Garden, Denny's, or IHOP.
- Cell phones are preferred over landlines.
- Favorite channels include Animal Planet, MTV, ABC Family Channel, Bravo, and Nick Jr., as well as programming on Spanish TV.
- Residents listen to urban or Hispanic radio.
- During the summer, family outings to theme parks are especially popular.

BRIGHT YOUNG PROFESSIONALS

Bright Young Professionals is a large market, primarily located in urban outskirts of large metropolitan areas. These communities are home to young, educated, working professionals. More than one out of three householders are under the age of 35. Slightly more diverse couples dominate this market, with more renters than homeowners. More than two-fifths of the households live in single-family homes; over a third live in 5+ unit buildings. Labor force participation is high, generally white-collar work, with a mix of food service and part-time jobs (among the college students). Median household income, median home value, and average rent are close to the US values. Residents of this segment are physically active and up on the latest technology.

MARKET PROFILE:

- Own retirement savings and student loans.
- Own newer computers (desktop, laptop, or both), iPads, and 2+ TVs.
- Go online and use mobile devices for banking, access YouTube or Facebook, visit blogs, download movies, and play games.
- Use cell phones to text, redeem mobile coupons, listen to music, and check for news and financial information.

PARKS AND REC

These practical suburbanites have achieved the dream of home ownership. They have purchased homes that are within their means. Their homes are older, and town homes and duplexes are not uncommon. Many of these families are two-income married couples approaching retirement age; they are comfortable in their jobs and their homes, budget wisely, but do not plan on retiring anytime soon or moving. Neighborhoods are well established, as are the amenities and programs that supported their now independent children through school and college. The appeal of these kid-friendly neighborhoods is now attracting a new generation of young couples.

MARKET PROFILE:

- Cost and practicality come first when purchasing a vehicle; Parks and Rec residents are more likely to buy SUVs or trucks over compact or subcompact vehicles.
- Budget-conscious consumers stock up on staples at warehouse clubs.
- Pass time at home watching documentaries on Animal Planet, Discovery, or History channels. For an outing, they choose to dine out at family-style restaurants and attend movies. Between trips to the casinos, they gamble on lottery tickets and practice their blackjack and poker skills online.
- Convenience is important in the kitchen; they regularly use frozen or packaged main course meals. Ground coffee is preferred over coffee beans.
- Residents here take advantage of local parks and recreational activities. Their exercise routine is a balance of home-based exercise; a session at their local community gym; or a quick jog, swim, or run.

METRO FUSION

Metro Fusion is a young, diverse market. Many residents do not speak English fluently and have moved into their homes recently. They are highly mobile and over three quarters of households are occupied by renters. Many households have young children; a quarter are single-parent families. The majority of residents live in midsize apartment buildings. Metro Fusion is a hard-working market with residents that are dedicated to climbing the ladders of their professional and social lives. This is particularly difficult for the single parents due to median incomes that are 36% lower than the US level.

MARKET PROFILE:

- They enjoy watching MTV, BET, Spanish TV networks, and TruTV.
- They listen to R&B, rap, Latin, and urban music.
- Football and weight lifting are popular activities.
- They shop at discount grocery stores, Family Dollar, and Walmart.
- They often eat frozen dinners, but when dining out prefer McDonald's, Taco Bell, Burger King, and Pizza Hut.

RUSTBELT TRADITIONS

The backbone of older industrial cities in states surrounding the Great Lakes, *Rustbelt Traditions* residents are a mix of married-couple families and singles living in older developments of single-family homes. While varied, the work force is primarily white collar, with a higher concentration of skilled workers in manufacturing, retail trade, and health care. *Rustbelt Traditions* represents a large market of stable, hard-working consumers with modest incomes but an average net worth of nearly \$400,000. Family oriented, they value time spent at home. Most have lived, worked, and played in the same area for years.



City of Hanford Parks and Recreation

MARKET PROFILE:

- Residents take advantage of convenience stores for fueling up and picking up incidentals.
- Watching television is a common pastime; many households have more than four TVs.
- Favorite programming ranges from ABC Family Channel, A&E, and TNT to children's shows on Nickelodeon and the Disney Channel.
- Residents are connected; entertainment activities like online gaming dominate their Internet usage.
- Favorite family restaurants include Applebee's, Arby's, and Texas Roadhouse.
- Radio dials are typically tuned to classic rock stations.

HANFORD DEMOGRAPHIC IMPLICATIONS

The following implications are derived from the analyses provided above. Each implication is organized by the outlined demographic information sections.

POPULATION

The population is increasing and the 2035 General Plan projects the population to increase from approximately 58,000 to 90,000 by 2035. With a growing population, park and recreation services will need to strategically invest, develop, and maintain parks and facilities in relation to current and future housing development areas.

AGE SEGMENTATION

Hanford has a very broad age segmentation with the largest group being 18-34 with the second largest group being 35-54. Over the next 15 years, while most of the younger age segments are expected to remain the same or experience slight decreases in population percentage; those who are 55 and older are projected to continue increasing over the next 15 years, making up 24% of the population by 2033 - an increase of 2.3% over 2018. This is significant as providing access to services and programs will need to be focused on multitude of age segments simultaneously and equally challenging as age segments have different likings towards activities. Equal distribution across all age segments will require the City to continue to provide programs, services, parks and facilities that appeal to all residents of the community.

RACE AND ETHNICITY

A diversifying population will likely focus the City on providing traditional and non-traditional programming and service offerings while always seeking to identify emerging activities and sports.

HOUSEHOLDS AND INCOME

With median and per capita household income averages below state averages and in-line with national averages, it would be important for the City to prioritize providing offerings that are first class with exceptional customer service while modestly seeking opportunities to create revenue generation.

TAPESTRY SEGMENTATION

Highly unique tapestry segmentation with diverse recreational needs.

3.4 NATIONAL RECREATION TRENDS ANALYSIS

The Trends Analysis provides an understanding of national, regional, and local recreational trends as well as generational participation trends. Trends data used for this analysis was obtained from Sports & Fitness Industry Association's (SFIA), National Recreation and Park Association (NRPA), and Environmental Systems Research Institute, Inc. (ESRI). All trends data is based on current and/or historical participation rates, statistically-valid survey results, or NRPA Park Metrics.

3.4.1 NATIONAL TRENDS IN RECREATION

METHODOLOGY

SFIA's *Sports, Fitness & Recreational Activities Topline Participation Report 2019* was utilized in evaluating the following trends:

- National Sport and Fitness Participatory Trends
- Core vs. Casual Participation Trends
- Participation by Generation
- Non-Participant Interest by Age Segment



The study is based on findings from surveys carried out in 2018 by the Physical Activity Council (PAC), resulting in a total of 20,069 online interviews. Surveys were administered to all genders, ages, income levels, regions, and ethnicities to allow for statistical accuracy of the national population. A sample size of 20,069 completed interviews is considered by SFIA to result in a high degree of statistical accuracy. A sport with a participation rate of five percent has a confidence interval of plus or minus 0.31 percentage points at a 95 percent confidence interval. Using a weighting technique, survey results are applied to the total U.S. population figure of 300,652,039 people (ages six and older). The purpose of the report is to establish levels of activity and identify key participatory trends in recreation across the U.S.

CORE VS. CASUAL PARTICIPATION

In addition to overall participation rates, SFIA further categorizes active participants as either core or casual participants based on frequency. Core participants have higher participatory frequency than casual participants. The thresholds that define casual versus core participation may vary based on the nature of each individual activity. For instance, core participants engage in most fitness and recreational activities more than 50 times per year, while for sports, the threshold for core participation is typically 13 times per year.

In a given activity, core participants are more committed and tend to be less likely to switch to other activities or become inactive (engage in no physical activity) than casual participants. This may also explain why activities with more core participants tend to experience less pattern shifts in participation rates than those with larger groups of casual participants.



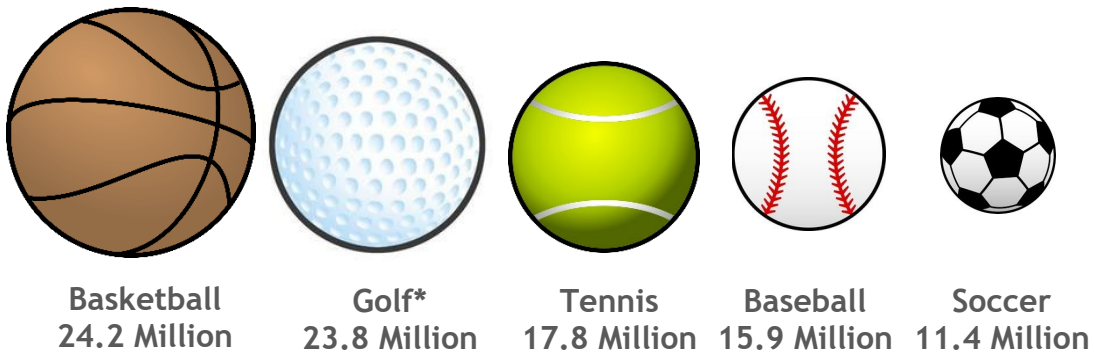
3.4.2 NATIONAL SPORT AND FITNESS PARTICIPATORY TRENDS

NATIONAL TRENDS IN GENERAL SPORTS

PARTICIPATION LEVELS

The sports most heavily participated in the United States in 2018 are basketball (24.2 million) and golf (23.8 million), which have participation figures well in excess of the other activities within the general sports category. Followed by tennis (17.8 million), baseball (15.9 million), and soccer (11.4 million).

The popularity of basketball, golf, and tennis can be attributed to the ability to compete with relatively small number of participants. Even though golf has experienced a recent decrease in participation, it still continues to benefit from its wide age segment appeal and is considered a life-long sport. Basketball's success can be attributed to the limited amount of equipment needed to participate and the limited space requirements necessary, which make basketball the only traditional sport that can be played at the majority of American dwellings as a drive-way pickup game.



FIVE-YEAR TREND

Since 2013, roller hockey (33.6%) and rugby (31.9%) have emerged as the overall fastest growing sports. During the last five-years, baseball (19.5%), cheerleading (18.7%), and flag football (17.1%) have also experienced significant growth. Based on the five-year trend, the sports that are most rapidly declining include ultimate frisbee (-46.6%), touch football (-22.7%), tackle football (-16.4%), badminton (-11.4%), and outdoor soccer (-10.4%).

ONE-YEAR TREND

In general, the most recent year shares a similar pattern with the five-year trends; with pickleball (5.4%), basketball (3.5%), and baseball (1.5%) experiencing the greatest increases in participation this past year. However, some sports that increased rapidly over the past five years have experienced recent decreases in participation, such as roller hockey (-5.5%). Other sports including squash (-13.9%) and ultimate frisbee (-13.3%) have also seen a significant decrease in participation over the last year.

CORE VS. CASUAL TRENDS IN GENERAL SPORTS

Sports with high participation rates, such as basketball, baseball, and slow pitch softball, have a larger core participant base (participate 13+ times per year) than a casual participant base (participate 1-12 times per year). Less mainstream sports, such as ultimate frisbee, roller hockey, squash, and boxing for Competition have larger casual participation base. These participants may be more inclined to switch to other sports or fitness activities, which is likely why they have all experienced a decline in participation this past year.

National Participatory Trends - General Sports					
Activity	Participation Levels			% Change	
	2013	2017	2018	5-Year Trend	1-Year Trend
Golf (9 or 18-Hole Course)	24,720	23,829	N/A	N/A	N/A
Basketball	23,669	23,401	24,225	2.3%	3.5%
Tennis	17,678	17,683	17,841	0.9%	0.9%
Baseball	13,284	15,642	15,877	19.5%	1.5%
Soccer (Outdoor)	12,726	11,924	11,405	-10.4%	-4.4%
Softball (Slow Pitch)	6,868	7,283	7,386	7.5%	1.4%
Football, Flag	5,610	6,551	6,572	17.1%	0.3%
Badminton	7,150	6,430	6,337	-11.4%	-1.4%
Volleyball (Court)	6,433	6,317	6,317	-1.8%	0.0%
Football, Touch	7,140	5,629	5,517	-22.7%	-2.0%
Soccer (Indoor)	4,803	5,399	5,233	9.0%	-3.1%
Football, Tackle	6,165	5,224	5,157	-16.4%	-1.3%
Volleyball (Sand/Beach)	4,769	4,947	4,770	0.0%	-3.6%
Gymnastics	4,972	4,805	4,770	-4.1%	-0.7%
Track and Field	4,071	4,161	4,143	1.8%	-0.4%
Cheerleading	3,235	3,816	3,841	18.7%	0.7%
Racquetball	3,824	3,526	3,480	-9.0%	-1.3%
Pickleball	N/A	3,132	3,301	N/A	5.4%
Ultimate Frisbee	5,077	3,126	2,710	-46.6%	-13.3%
Ice Hockey	2,393	2,544	2,447	2.3%	-3.8%
Softball (Fast Pitch)	2,498	2,309	2,303	-7.8%	-0.3%
Lacrosse	1,813	2,171	2,098	15.7%	-3.4%
Wrestling	1,829	1,896	1,908	4.3%	0.6%
Roller Hockey	1,298	1,834	1,734	33.6%	-5.5%
Rugby	1,183	1,621	1,560	31.9%	-3.8%
Squash	1,414	1,492	1,285	-9.1%	-13.9%
Boxing for Competition	1,134	1,368	1,310	15.5%	-4.2%
NOTE: Participation figures are in 000's for the US population ages 6 and over					
Legend:	Large Increase (greater than 25%)	Moderate Increase (0% to 25%)	Moderate Decrease (0% to -25%)	Large Decrease (less than -25%)	



NATIONAL TRENDS IN GENERAL FITNESS

PARTICIPATION LEVELS

Overall, national participatory trends in fitness have experienced strong growth in recent years. Many of these activities have become popular due to an increased interest among Americans to improve their health and enhance quality of life by engaging in an active lifestyle. These activities also have very few barriers to entry, which provides a variety of options that are relatively inexpensive to participate in and can be performed by most individuals. The most popular general fitness activities amongst the U.S. population include: fitness walking (111.1 million), treadmill (53.7 million), free weights (51.3 million), running/jogging (49.5 million), and stationary cycling (36.7 million).



**Fitness
Walking**
111.1 Million



Treadmill
53.7 Million



**Dumbbell
Free Weights**
51.3 Million



**Running/
Jogging**
49.5 Million



**Stationary
Cycling**
36.7 Million

FIVE-YEAR TREND

Over the last five years (2013-2018), the activities growing most rapidly are trail running (47.4%), aerobics (24.8%), barre (21.8%), stair climbing machine (18.8%), and yoga (18.2%). Over the same time frame, the activities that have undergone the biggest decline include: dumbbell free weights (-12.0%), running/jogging (-8.7%), fitness walking (-5.3%), traditional triathlon (-4.2%), and boot camp style cross training (-3.1%).

ONE-YEAR TREND

In the last year, activities with the largest gains in participation were trail running (9.4%), yoga (5.1%), and elliptical motion trainer (3.0%). From 2017-2018, the activities that had the largest decline in participation were non-traditional triathlon (-15.5%), running/jogging (-2.6%), and cross-training style workout (-2.1%).

CORE VS. CASUAL TRENDS IN GENERAL FITNESS

It should be noted that many of the activities that are rapidly growing have a relatively low user base, which allows for more drastic shifts in terms of percentage, especially for five-year trends. Increasing casual participants may also explain the rapid growth in some activities. All of the top trending fitness activities, for the one-year and five-year trend, consist primarily of casual users. This is significant, as casual users are much more likely to switch to alternative activities compared to a core user.

National Participatory Trends - General Fitness					
Activity	Participation Levels			% Change	
	2013	2017	2018	5-Year Trend	1-Year Trend
Fitness Walking	117,351	110,805	111,101	-5.3%	0.3%
Treadmill	48,166	52,966	53,737	11.6%	1.5%
Free Weights (Dumbbells/Hand Weights)	58,267	52,217	51,291	-12.0%	-1.8%
Running/Jogging	54,188	50,770	49,459	-8.7%	-2.6%
Stationary Cycling (Recumbent/Upright)	35,247	36,035	36,668	4.0%	1.8%
Weight/Resistant Machines	36,267	36,291	36,372	0.3%	0.2%
Elliptical Motion Trainer	30,410	32,283	33,238	9.3%	3.0%
Yoga	24,310	27,354	28,745	18.2%	5.1%
Free Weights (Barbells)	25,641	27,444	27,834	8.6%	1.4%
Bodyweight Exercise	N/A	24,454	24,183	N/A	-1.1%
Dance, Step, & Choreographed Exercise	N/A	22,616	22,391	N/A	-1.0%
Aerobics (High Impact)	17,323	21,476	21,611	24.8%	0.6%
Stair Climbing Machine	12,642	14,948	15,025	18.8%	0.5%
Cross-Training Style Workout	N/A	13,622	13,338	N/A	-2.1%
Trail Running	6,792	9,149	10,010	47.4%	9.4%
Stationary Cycling (Group)	8,309	9,409	9,434	13.5%	0.3%
Pilates Training	8,069	9,047	9,084	12.6%	0.4%
Cardio Kickboxing	6,311	6,693	6,838	8.4%	2.2%
Boot Camp Style Cross-Training	6,911	6,651	6,695	-3.1%	0.7%
Martial Arts	5,314	5,838	5,821	9.5%	-0.3%
Boxing for Fitness	5,251	5,157	5,166	-1.6%	0.2%
Tai Chi	3,469	3,787	3,761	8.4%	-0.7%
Barre	2,901	3,436	3,532	21.8%	2.8%
Triathlon (Traditional/Road)	2,262	2,162	2,168	-4.2%	0.3%
Triathlon (Non-Traditional/Off Road)	1,390	1,878	1,589	14.3%	-15.4%
NOTE: Participation figures are in 000's for the US population ages 6 and over					
Legend:	Large Increase (greater than 25%)	Moderate Increase (0% to 25%)	Moderate Decrease (0% to -25%)	Large Decrease (less than -25%)	



NATIONAL TRENDS IN OUTDOOR RECREATION

PARTICIPATION LEVELS

Results from the SFIA report demonstrate a contrast of growth and decline in participation regarding outdoor/adventure recreation activities. Much like the general fitness activities, these activities encourage an active lifestyle, can be performed individually or within a group, and are not as limited by time constraints. In 2018, the most popular activities, in terms of total participants, from the outdoor/adventure recreation category include: day hiking (47.9 million), road bicycling (39.0 million), freshwater fishing (39.0 million), and camping within ¼ mile of vehicle/home (27.4 million), and recreational vehicle camping (16.0 million).



Hiking
(Day)
47.9 Million



Bicycling
(Road)
39.0 Million



Fishing
(Freshwater)
39.0 Million



Camping
(<¼mi. of Car/Home)
27.4 Million



Camping
(Recreational Vehicle)
16.0 Million

FIVE-YEAR TREND

From 2013-2018, BMX bicycling (58.6%), day hiking (39.2%), fly fishing (18.1%), backpacking overnight (16.2%), and recreational vehicle camping (9.8%) have undergone the largest increases in participation.

The five-year trend also shows activities such as in-line roller skating (-17.8%), birdwatching (-12.8%), camping within ¼ mile of home/vehicle (-6.3%), and road bicycling (-4.5%) experiencing the largest decreases in participation.

ONE-YEAR TREND

The one-year trend shows activities growing most rapidly being day hiking (6.6%), camping within ¼ mile of home/vehicle (4.4%), and fly fishing (2.2%). Over the last year, activities that underwent the largest decreases in participation include: adventure racing (-12.4%), in-line roller skating (-4.3%), and overnight backpacking (-4.0%).

CORE VS. CASUAL TRENDS IN OUTDOOR RECREATION

A large majority of outdoor activities have experienced participation growth in the last five- years, with in-line roller skating, birdwatching, camping within ¼ mile of home/vehicle, and road bicycling being the only activities decreasing in participation. Although this a positive trend for outdoor activities, it should be noted that a large majority of participation growth came from an increase in casual users. This is likely why we see a lot more activities experiencing decreases in participation when assessing the one-year trend, as the casual users likely found alternative activities to participate in.

National Participatory Trends - Outdoor / Adventure Recreation					
Activity	Participation Levels			% Change	
	2013	2017	2018	5-Year Trend	1-Year Trend
Hiking (Day)	34,378	44,900	47,860	39.2%	6.6%
Bicycling (Road)	40,888	38,866	39,041	-4.5%	0.5%
Fishing (Freshwater)	37,796	38,346	38,998	3.2%	1.7%
Camping (< 1/4 Mile of Vehicle/Home)	29,269	26,262	27,416	-6.3%	4.4%
Camping (Recreational Vehicle)	14,556	16,159	15,980	9.8%	-1.1%
Fishing (Saltwater)	11,790	13,062	12,830	8.8%	-1.8%
Birdwatching (>1/4 mile of Vehicle/Home)	14,152	12,296	12,344	-12.8%	0.4%
Backpacking Overnight	9,069	10,975	10,540	16.2%	-4.0%
Bicycling (Mountain)	8,542	8,609	8,690	1.7%	0.9%
Archery	7,647	7,769	7,654	0.1%	-1.5%
Fishing (Fly)	5,878	6,791	6,939	18.1%	2.2%
Skateboarding	6,350	6,382	6,500	2.4%	1.8%
Roller Skating, In-Line	6,129	5,268	5,040	-17.8%	-4.3%
Bicycling (BMX)	2,168	3,413	3,439	58.6%	0.8%
Climbing (Traditional/Ice/Mountaineering)	2,319	2,527	2,541	9.6%	0.6%
Adventure Racing	2,095	2,529	2,215	5.7%	-12.4%
NOTE: Participation figures are in 000's for the US population ages 6 and over					
Legend:	Large Increase (greater than 25%)	Moderate Increase (0% to 25%)	Moderate Decrease (0% to -25%)	Large Decrease (less than -25%)	



NATIONAL TRENDS IN AQUATICS

PARTICIPATION LEVELS

Swimming is deemed as a lifetime activity, which is most likely why it continues to have such strong participation. In 2018, fitness swimming was the absolute leader in overall participation (27.6 million) amongst aquatic activities, largely due to its broad, multigenerational appeal.



**Swimming
(Fitness)
27.6 Million**



**Aquatic
Exercise
10.5 Million**



**Swimming
(Competition)
3.0 Million**

FIVE-YEAR TREND

Assessing the five-year trend, all aquatic activities have experienced growth. Aquatic exercise stands out having increased 24.0% from 2013-2018, most likely due to the ongoing research that demonstrates the activity's great therapeutic benefit, followed by competitive swimming (15.4%) and fitness swimming (4.6%).

ONE-YEAR TREND

Similar to the five-year trend, all aquatic activities also experienced growth regarding the one-year trend. Fitness swimming (1.6%) had the largest increase in 2018, with competitive swimming (1.3%) and aquatic exercise (0.6%) not far behind.

National Participatory Trends - Aquatics					
Activity	Participation Levels			% Change	
	2013	2017	2018	5-Year Trend	1-Year Trend
Swimming (Fitness)	26,354	27,135	27,575	4.6%	1.6%
Aquatic Exercise	8,483	10,459	10,518	24.0%	0.6%
Swimming (Competition)	2,638	3,007	3,045	15.4%	1.3%
NOTE: Participation figures are in 000's for the US population ages 6 and over					
Legend:	Large Increase (greater than 25%)	Moderate Increase (0% to 25%)	Moderate Decrease (0% to -25%)	Large Decrease (less than -25%)	

CORE VS. CASUAL TRENDS IN AQUATICS

All aquatic activities have undergone increases in participation over the last five years, primarily due to large increases in casual participation (1-49 times per year). From 2013 to 2018, casual participants of competitive swimming increased by 45.5%, aquatic exercise by 40.0%, and fitness swimming by 10.7%. However, all core participation (50+ times per year) for aquatic activities has decreased over the last five-years.

NATIONAL TRENDS IN WATER SPORTS / ACTIVITIES

PARTICIPATION LEVELS

The most popular water sports / activities based on total participants in 2018 were recreational kayaking (11.0 million), canoeing (9.1 million), and snorkeling (7.8 million). It should be noted that water activity participation tends to vary based on regional, seasonal, and environmental factors. A region with more water access and a warmer climate is more likely to have a higher participation rate in water activities than a region that has long winter seasons or limited water access. Therefore, when assessing trends in water sports and activities, it is important to understand that fluctuations may be the result of environmental barriers which can greatly influence water activity participation.



Kayaking
11.0 Million



Canoeing
9.1 Million



Snorkeling
7.8 Million



Jet Skiing
5.3 Million



Sailing
3.8 Million

FIVE-YEAR TREND

Over the last five years, stand-up paddling (73.3%) was by far the fastest growing water activity, followed by recreational kayaking (26.4%), white water kayaking (19.4%), boardsailing/windsurfing (17.5%), and sea/tour kayaking (4.1%). From 2013-2018, activities declining in participation most rapidly were surfing (-21.4%), water skiing (-20.0%), jet skiing (-17.0%), wakeboarding (-15.7%), and rafting (-11.3%).

ONE-YEAR TREND

Contradicting the five-year trend, Surfing was the fastest growing of all water sports/activities increasing 7.2% in 2018. Recreational kayaking (4.6%) and stand-up paddling (3.8%) also had a spike in participation this past year. Activities which experienced the largest decreases in participation in the most recent year include: wakeboarding (-7.0%), snorkeling (-6.8%), and water skiing (-5.9%).

CORE VS. CASUAL TRENDS IN WATER SPORTS/ACTIVITIES

As mentioned previously, regional, seasonal, and environmental limiting factors may influence the participation rate of water sport and activities. These factors may also explain why all water-based activities have drastically more casual participants than core participants, since frequencies of activities may be constrained by uncontrollable factors. These high causal user numbers are likely why a majority of water sports/activities have experienced decreases in participation in recent years.



City of Hanford Parks and Recreation

National Participatory Trends - Water Sports / Activities					
Activity	Participation Levels			% Change	
	2013	2017	2018	5-Year Trend	1-Year Trend
Kayaking (Recreational)	8,716	10,533	11,017	26.4%	4.6%
Canoeing	10,153	9,220	9,129	-10.1%	-1.0%
Snorkeling	8,700	8,384	7,815	-10.2%	-6.8%
Jet Skiing	6,413	5,418	5,324	-17.0%	-1.7%
Sailing	3,915	3,974	3,754	-4.1%	-5.5%
Stand-Up Paddling	1,993	3,325	3,453	73.3%	3.8%
Rafting	3,836	3,479	3,404	-11.3%	-2.2%
Water Skiing	4,202	3,572	3,363	-20.0%	-5.9%
Surfing	3,658	2,680	2,874	-21.4%	7.2%
Scuba Diving	3,174	2,874	2,849	-10.2%	-0.9%
Kayaking (Sea/Touring)	2,694	2,955	2,805	4.1%	-5.1%
Wakeboarding	3,316	3,005	2,796	-15.7%	-7.0%
Kayaking (White Water)	2,146	2,500	2,562	19.4%	2.5%
Boardsailing/Windsurfing	1,324	1,573	1,556	17.5%	-1.1%
NOTE: Participation figures are in 000's for the US population ages 6 and over					
Legend:	Large Increase (greater than 25%)	Moderate Increase (0% to 25%)	Moderate Decrease (0% to -25%)	Large Decrease (less than -25%)	

3.4.3 PARTICIPATION BY GENERATION

Analyzing participation by age for recreational activities reveals that fitness and outdoor sports were the most common activities across all generations. Breaking down activity level by generation shows a converse correlation between age and healthy activity rates.

2018 PARTICIPATION RATES BY GENERATION

U.S. population, Ages 6+

Active High
Calorie

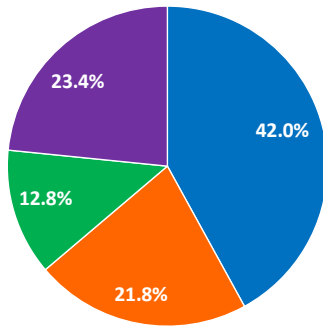
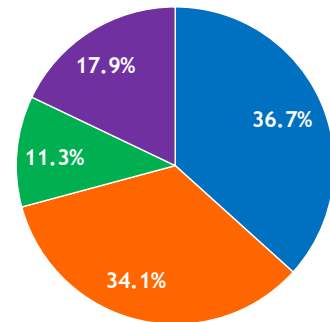
Casual High
Calorie

Low/Med
Calorie

Inactive

Generation Z (born 2000+)

Generation Z was the most active, with only 17.9% of the population identifying as inactive. Approximately 81% of individuals within this generation were deemed high calorie burning in 2018; with 36.7% being active high calorie and 34.1% being casual high calorie.

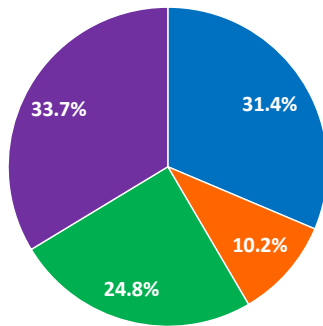
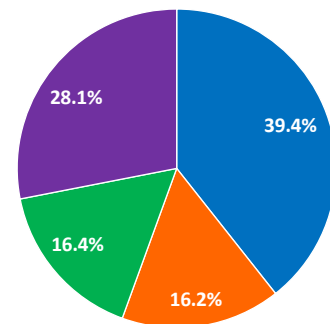


Millennials (born 1980-1999)

Almost half (42.0%) of millennials were active high calorie (35.4%) or active & high calorie (11.3%), while 24.0% claimed they were inactive. Even though this inactive rate is much higher than Generation Z's (17.6%), it is still below the national inactive rate (28%).

Generation X (born 1965-1979)

Generation X has the second highest active to a healthy level rate (35.0%) among all generations, only being 0.4% less than Millennials. At the same time, they also have the second highest inactive rate, with 28.1% not active at all.



The Boomers (born 1945-1964)

The Boomers were the least active generation, with an inactive rate of 33.3%. This age group tends to participate in less intensive activities. Approximately 34% claimed to engage in casual & low/med calorie (4.3%) or low/med calorie (29.6%) burning activities.

Definitions: Active (3+ times per week), Casual (1-2 times per week), High Calorie (20+ minutes of elevated heart rate), Low/Med Calorie (>20 minutes of elevated heart rate), Inactive (no physical activity in 2018)



3.4.4 NON-PARTICIPANT INTEREST BY AGE SEGMENT

In addition to participation rates by generation, SFIA also tracks non-participant interest. These are activities that the U.S. population currently does not participate in due to physical or monetary barriers, but is interested in participating in. Below are the top five activities that each age segment would be most likely to partake in, if they were readily available.

Overall, the activities most age segments are interested in include: camping, bicycling, fishing, and swimming for fitness, all of which are deemed as low-impact activities, making them obtainable for any age segment to enjoy.

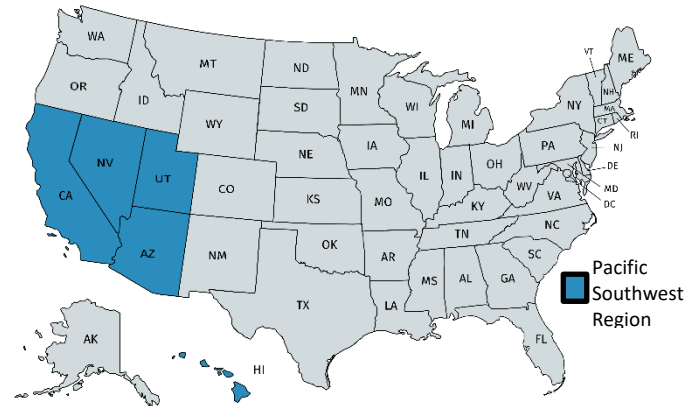


3.4.5 NATIONAL AND REGIONAL PROGRAMMING TRENDS

PROGRAMS OFFERED BY PARK AND RECREATION AGENCIES (PACIFIC SOUTHWEST REGION)

NRPA's *Agency Performance Review 2018* summarize key findings from NRPA Park Metrics, which is a benchmark tool that compares the management and planning of operating resources and capital facilities of park and recreation agencies. The report contains data from 1,069 park and recreation agencies across the U.S. as reported between 2015 and 2017.

The report shows that the typical agencies (i.e., those at the median values) offer 161 programs annually, with roughly 60% of those programs being fee-based activities/events.



According to the information reported to the NRPA, the top five programming activities most frequently offered by park and recreation agencies, both in the U.S. and regionally, are described in the table below.

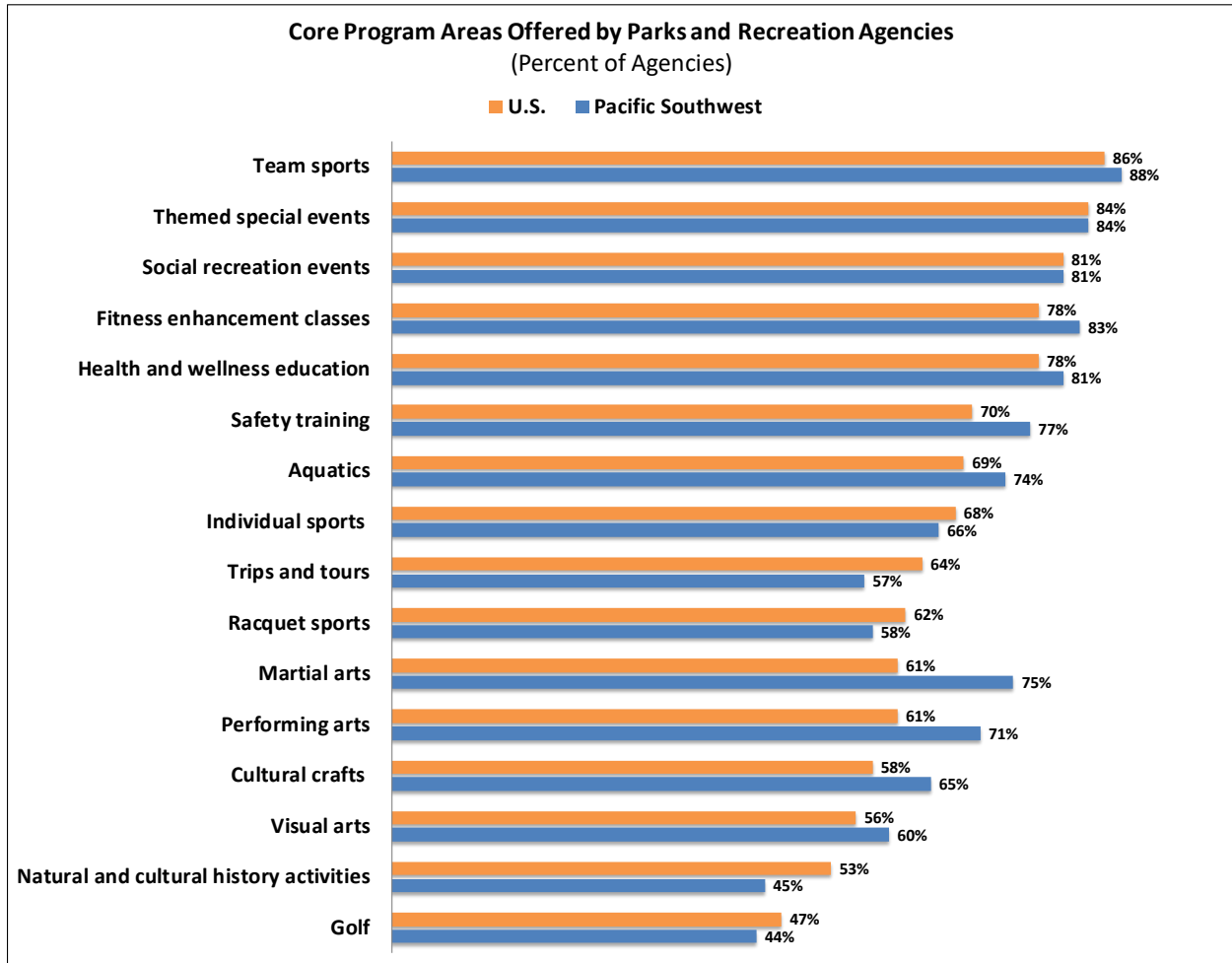
When comparing Pacific Southwest agencies to the U.S. average, team sports, themed special events, social recreation events, fitness enhancement classes, and health and wellness education were all identified as the top five most commonly provided program areas offered regionally and nationally.

Top 5 Most Offered Core Program Areas (Offered by Parks and Recreation Agencies)	
U.S. (% of agencies offering)	Pacific Southwest Region (% of agencies offering)
• Team sports (86%)	• Team sports (88%)
• Themed special events (84%)	• Themed special events (84%)
• Social recreation events (81%)	• Fitness enhancement classes (83%)
• Fitness enhancement classes (78%)	• Social recreation events (81%)
• Health and wellness education (78%)	• Health and wellness education (81%)



City of Hanford Parks and Recreation

In general, Pacific Southwest park and recreation agencies offered programs at a slightly higher rate than the national average. Based on a discrepancy threshold of 5% or more, Pacific Southwest agencies are offering fitness enhancement classes, safety training, aquatics, martial arts, performing arts, and cultural crafts at a higher rate than the national average. However, the Pacific Southwest Region is trailing the national average in regards to trips and tours and natural and cultural history activities. A complete comparison of regional and national programs offered by agencies can be found below.



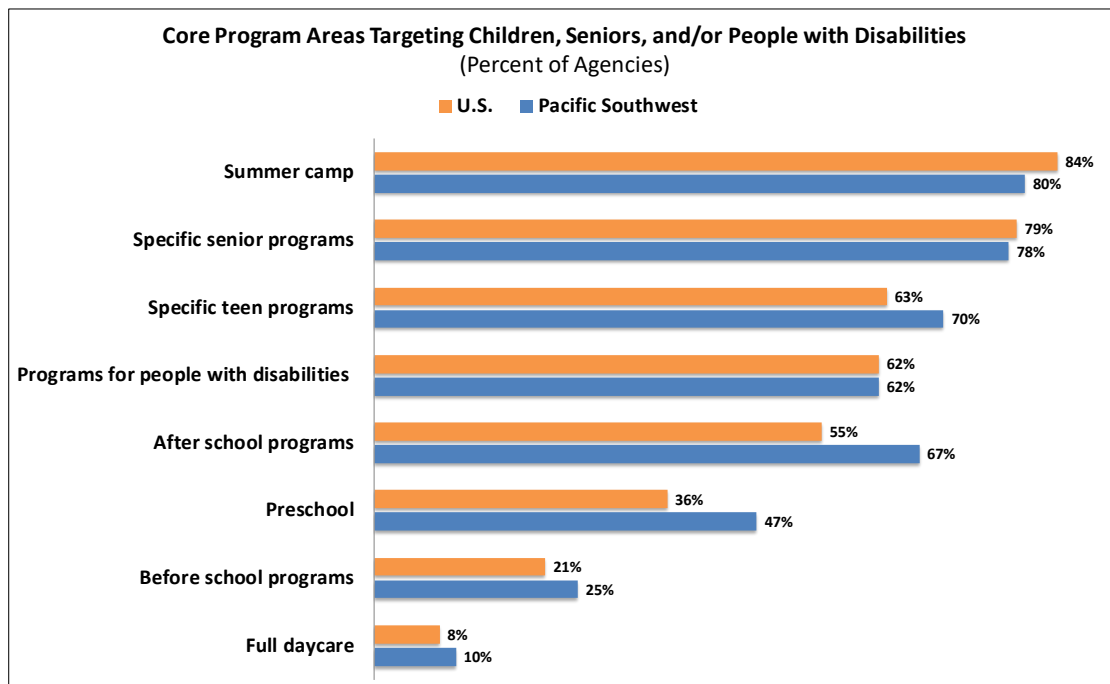
TARGETED PROGRAMS FOR CHILDREN, SENIORS, AND PEOPLE WITH DISABILITIES

For better understanding of targeted programs by age segment, the NRPA also tracks program offerings that cater specifically to children, seniors, and people with disabilities, on a national and regional basis. This allows for further analysis of these commonly targeted populations. According to the 2018 NRPA Agency Performance Review, approximately 79% of agencies offer dedicated senior programming, while 62% of park and recreation agencies provide adaptive programming for individuals with disabilities.

Based on information reported to the NRPA, the top three activities that target children, seniors, and/or people with disabilities most frequently offered by park and recreation agencies are described in the table below.

Top 3 Most Offered Core Program Areas (Targeting Children, Seniors, and/or People with Disabilities)	
U.S. (% of agencies offering)	Pacific Southwest Region (% of agencies offering)
• Summer camp (84%)	• Summer camp (80%)
• Senior programs (79%)	• Senior programs (78%)
• Teen programs (63%)	• Teen programs (70%)

Agencies in the Pacific Southwest tend to offer targeted programs at a significantly higher rate than the national average. This is especially evident when looking at specific teen programs, after school programs, and preschool school programs. A complete comparison of regional and national programs offered by agencies can be found below.





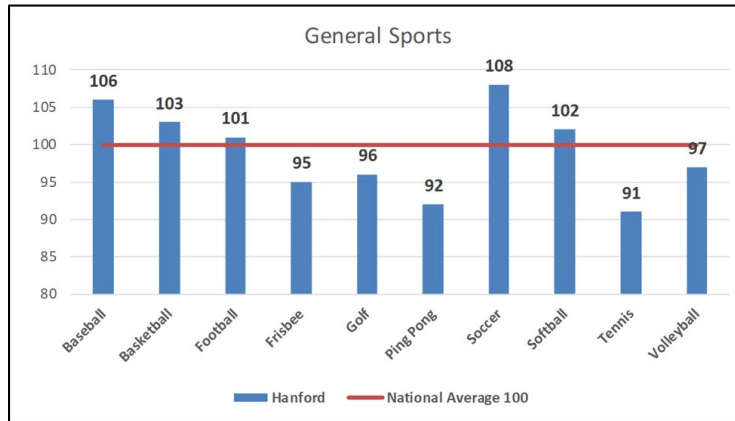
3.5 LOCAL SPORT AND MARKET POTENTIAL

The following charts show sport and leisure market potential data from ESRI. A Market Potential Data (MPI) measures the probable demand for a product or service within the City and its surrounding service area. The MPI shows the likelihood that an adult resident of the target area will participate in certain activities when compared to the US National average. The national average is 100, therefore numbers below 100 would represent a lower than average participation rate, and numbers above 100 would represent higher than average participation rate. The service area is compared to the national average in three (3) categories - general sports, fitness and outdoor activity.

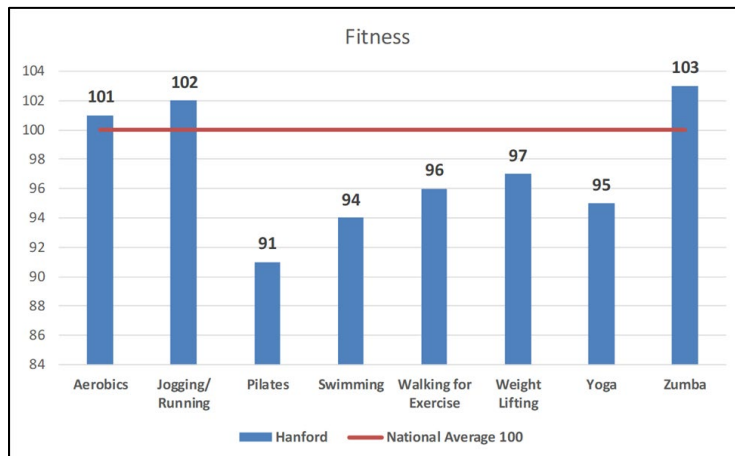
Overall, Hanford demonstrates below average market potential index (MPI) numbers. Looking at the three categories (general sports, fitness and outdoor activity), even though they each have a few activities with MPI scores above the national averages, a majority of the activities' MPI scores fall below 100+. These overall MPI scores show that Hanford has relatively strong participation rates when it comes to recreational activities. This becomes significant for when the City considers building new facilities or starting up new programs, giving them a strong tool to estimate resident attendance.

High index numbers (100+) are significant because they demonstrate that there is a greater potential that residents of the service area will actively participate in offerings provided by the City.

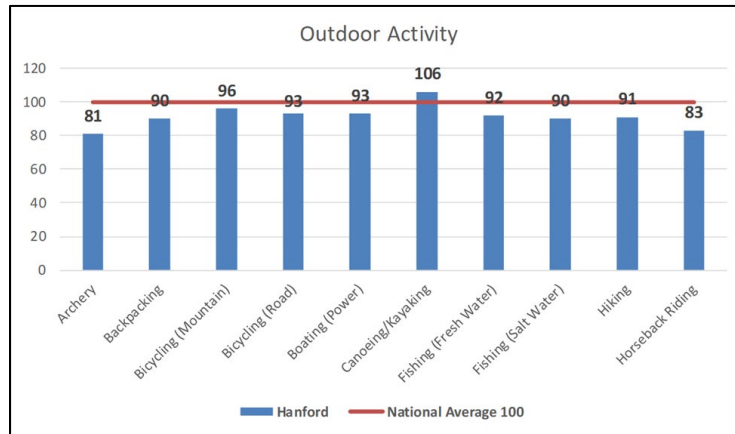
3.5.1 GENERAL SPORTS MPI



3.5.2 GENERAL FITNESS MPI



3.5.3 OUTDOOR ACTIVITY MPI



3.6 SUMMARY

It is critically important for the Hanford Parks and Recreation Department to understand the local and national participation trends in recreation activities. In doing so, the Department can gain general insight into the lifecycle stage of recreation programs and activities (emerging, stable and declining) and thereby anticipate potential changes in need and demand for the programs and activities that it provides to the residents of Hanford. Here are some major takeaways for local and national recreation trends:

- Golf remained the most popular sport both nationally and locally.
- Nationally, rugby has emerged as the overall fastest growing sport over the past five years although it has yet to make its presence felt in Hanford.
- Ultimate Frisbee, tackle football and touch football are losing participants both locally and nationally.
- All listed aquatic activities have experienced strong participation growth, both locally and nationally. Swimming on a team saw significant increases in casual participation.
- Fitness walking remained the most popular fitness activity nationally and will likely grow in popularity in Hanford as the trail system expands over the next 10 years.
- Outdoor recreational activities are on the rise nationally. Hiking is extremely popular both nationally and locally.
- Based on national measurements, income level has a negative impact on inactivity rate. Lower income households tend to have higher inactivity rate. Age is also a significant factor to inactivity level. Generation Z (age 6-17) had the lowest inactivity rate while the boomers (age 55+) had the highest inactivity rate.
- Besides income and age factors, non-participants are more likely to join sports or fitness activities if a friend accompanies them.
- Ownership of health and fitness tracking devices has increased in recent years.



CHAPTER FOUR - COMMUNITY NEEDS ASSESSMENT

The efforts in creating this Master Plan were based on an evaluation of existing resources and capacity as well as community input. Thus, a key consideration to creating a vision for parks and recreation in Hanford is to understand current community values, needs, and desires. The assessment of these values is accomplished by triangulating information generated from focus groups with staff, public input received via the project website and a statistically valid survey which was reinforced through intercept and electronic surveys. The surveys were written to reflect issues and wishes that emerged from the qualitative data gathered through discussions with staff. Triangulation occurs when findings of the qualitative work is supported by the quantitative work. The following sections discuss this process and resulting findings.

4.1 QUALITATIVE INPUT SUMMARY

In the fall of 2018, the consultant team conducted a series of focus group meetings in partnership with City staff that included representatives from various stakeholder groups, including the school districts, the Chamber of Commerce, athletic organizations and the development community. The results of these focus group discussions, as well as the input received via public meetings, were condensed to a series of key themes that emerged.

Discussion with staff, community leaders and citizens revealed the following key themes related to parks and recreation in Hanford.

ECONOMIC DEVELOPMENT THROUGH PARK DEVELOPMENT

Opportunity exists for park development to enhance and/or advance economic development. There is also an opportunity for economic development to enhance and support park development.

- Parks and recreation can play a significant role in business attraction, residential development, and the overall quality of life attributes desired by the community.
- Investment in parks reflects the community's value set and the City's overall attitude of being an active player in the betterment of the community.

INVESTING IN THE EXISTING PARKS SYSTEM

- Continue to focus on reinvesting in, and maintaining existing parks.
- Resolution of the future of the 18 acres of vacant land adjacent to Hidden Valley Park.
- Indoor recreation facilities are desired beyond what is currently offered at

TRAILS AND CONNECTIVITY

- Desire for a connected, accessible recreational trail system that also supports active transportation initiatives.

ADVOCACY AND AWARENESS

- Increased communication/marketing is needed to develop more advocacy for, and the awareness of, the parks and recreation system.

FUNDING THE PARKS AND RECREATION SYSTEM

- Creative and multiple funding strategies are required to meet the needs of the community.

- Securing grant funding through multiple State-funded grant programs will be critical for funding park developments over the next 10 years.

4.2 STATISTICALLY VALID SURVEY

4.2.1 OVERVIEW

ETC Institute administered a needs assessment survey for Hanford during the winter of 2019. The survey was administered as part of the City's Parks and Recreation Master Plan for their residents. The survey results will aid Hanford in taking a resident-driven approach to making decisions that will enrich and positively affect the lives of residents.

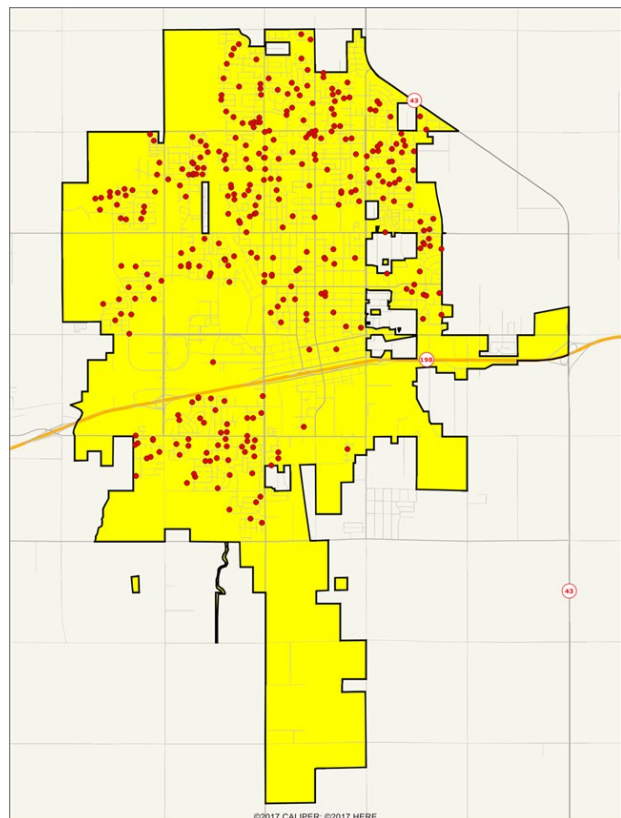
4.2.2 METHODOLOGY

ETC Institute mailed a survey packet to a random sample of households in Hanford. Each survey packet contained a cover letter, a copy of the survey, and a postage-paid return envelope. Residents who received the survey were given the option of returning the survey by mail or completing it on-line.

A few days after the surveys were mailed, ETC Institute sent emails and placed phone calls to the households that received the survey to encourage participation. The emails contained a link to the on-line version of the survey to make it easy for residents to complete the survey. To prevent people who were not residents of Hanford from participating, everyone who completed the survey on-line was required to enter their home address prior to submitting the survey. ETC Institute then matched the addresses that were entered on-line with the addresses that were originally selected for the random sample. If the address from a survey completed online did not match one of the addresses selected for the sample, the on-line survey was not counted.

The goal was to obtain completed surveys from at least 375 residents. The goal was exceeded with a total of 378 residents completing the survey. The overall results for the sample of households have a precision of at least $\pm 5\%$ at the 95% level of confidence. The scatterplot graph to the right indicates where completed surveys were received from residents in Hanford.

The major findings of the survey are summarized below and on the following pages. Complete survey results are provided as a separate document.



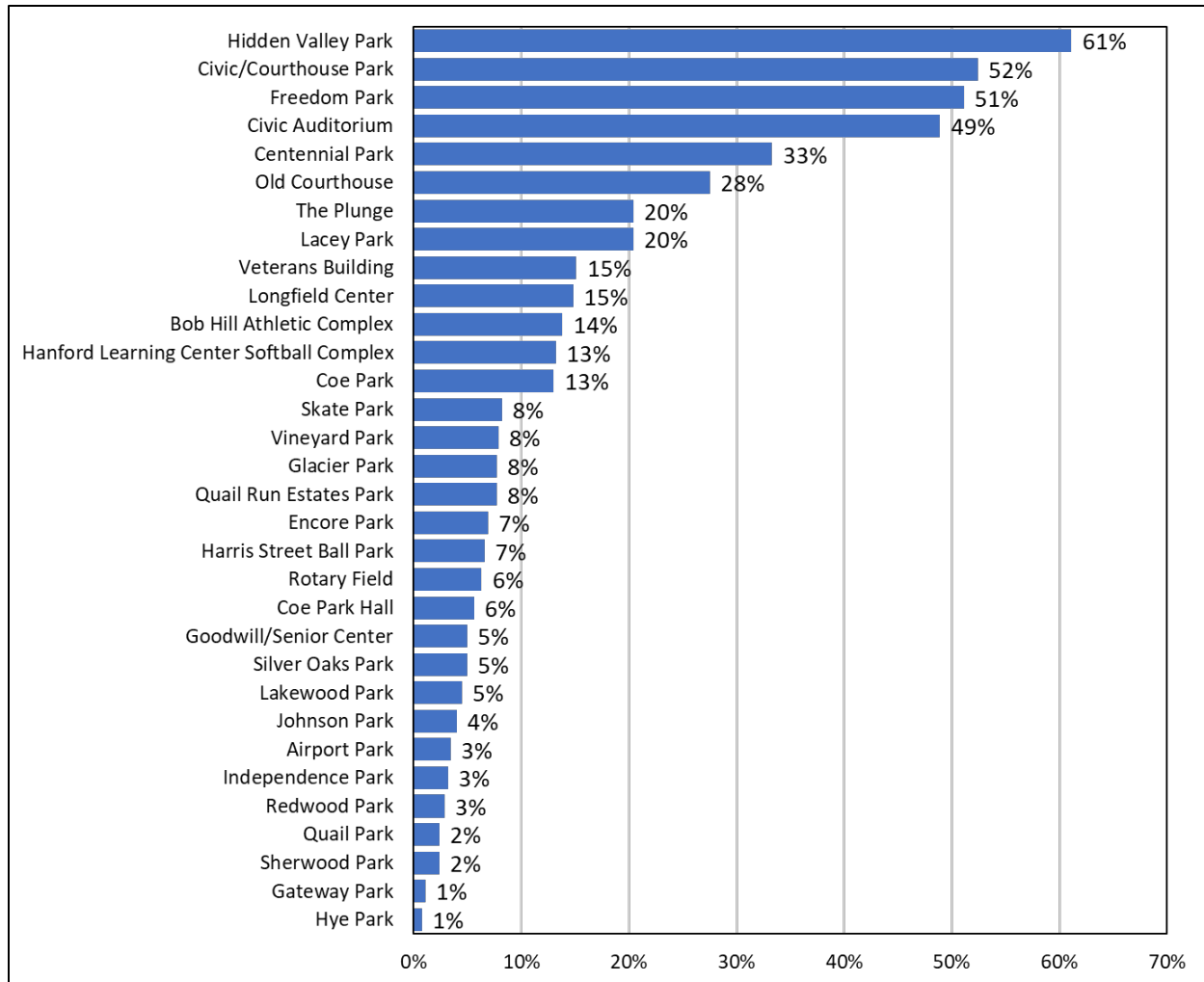


4.2.3 PARK AND FACILITY UTILIZATION AND CONDITION RATINGS

- **Utilization:**

- Sixty-one percent (61%) of households used Hidden Valley Park over the past 12 months.
- Fifty-two percent (52%) of households used Civic/Courthouse Park over the last 12 months.
- Fifty-one percent (51%) of households used Freedom Park over the last 12 months.
- Forty-nine percent (49%) of households used the Civic Auditorium over the last 12 months.
- Thirty-three percent (33%) of households used the Centennial Park over the last 12 months.

Please indicate if you or any member of your household has used each of the Parks and Recreation facilities listed below in the past 12 months.

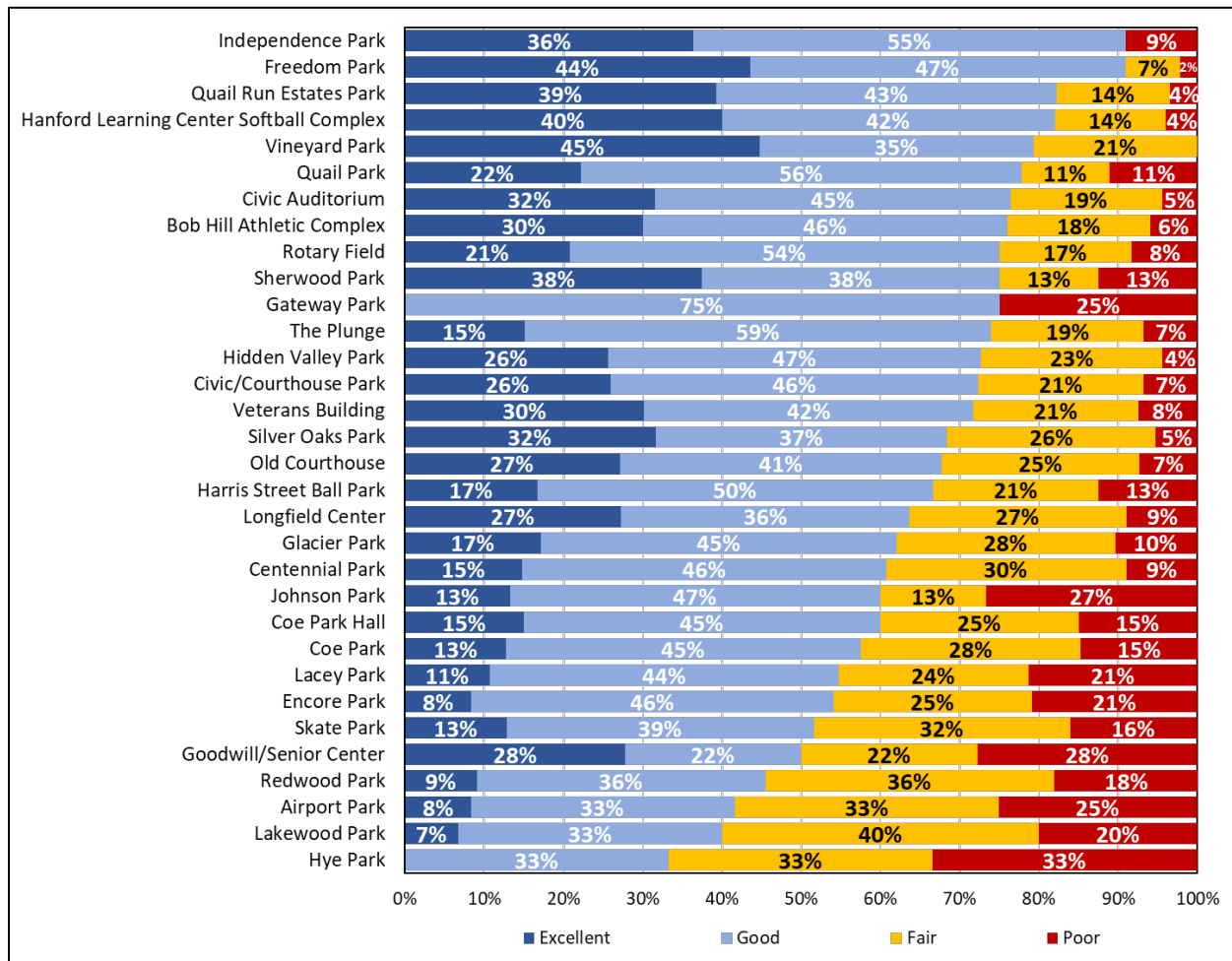


- **Condition Ratings of Parks:**

- Forty-five percent (45%) of households rated the condition of the Vineyard Park as excellent.
- Forty-four percent (44%) of households rated the condition of the Freedom Park as excellent.
- Forty percent (40%) of households rated the condition of the Hanford Learning Center Softball Complex as excellent.
- Thirty-nine percent (39%) of households rated the condition of Quail Run Estates Park as excellent.
- Thirty-eight percent (38%) of households rated the condition of the Sherwood Park as excellent.

In summary, most of the newer neighborhood/pocket parks received higher than average excellent ratings while most of the “older” parks received lower than average excellent ratings.

The national benchmark for excellent is 31%.



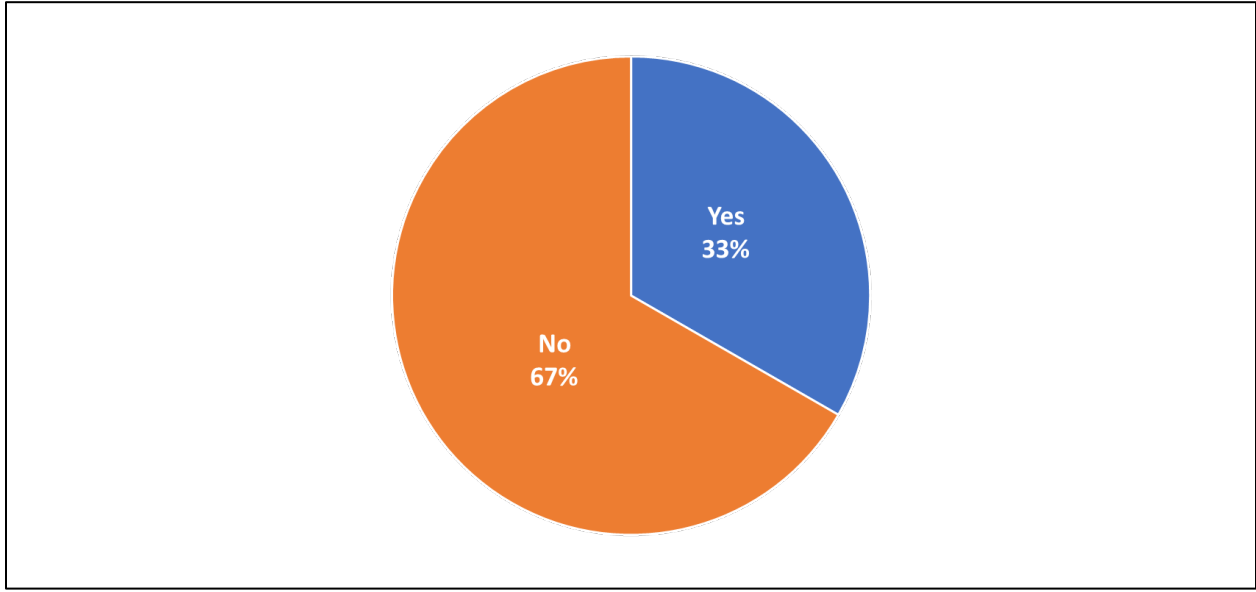


4.2.4 PROGRAM PARTICIPATION AND QUALITY RATINGS

- **Program Participation and Ratings:**

- Thirty-three percent (33%) of households participated in Hanford Parks and Recreation Department programs and services over the past 12 months.

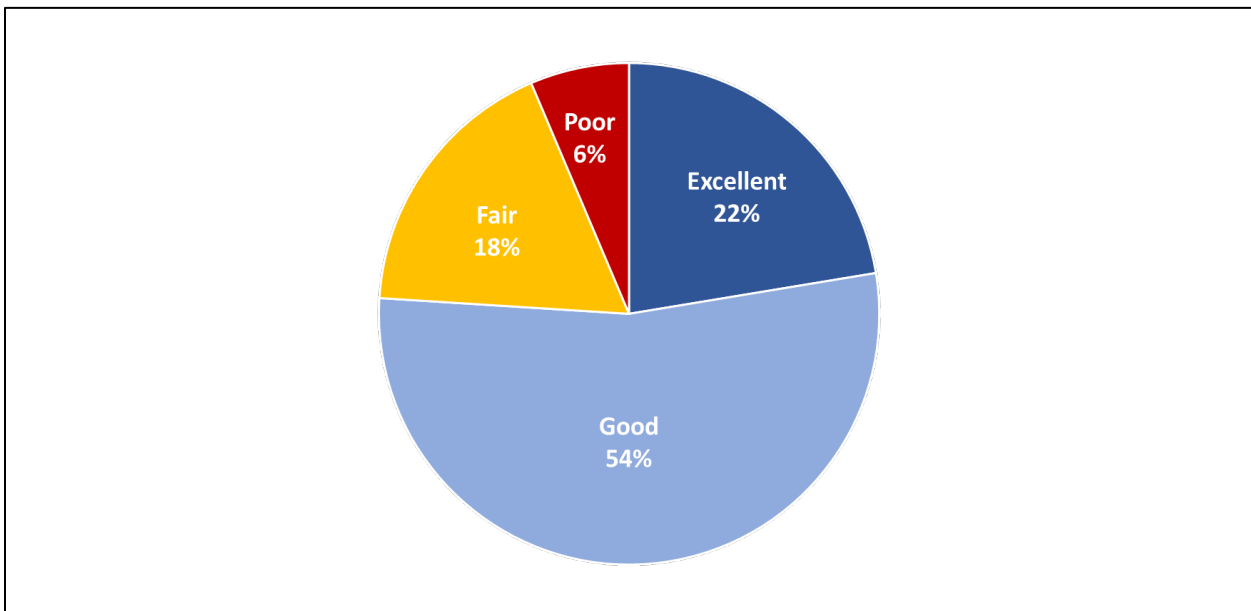
The national benchmark for program participation is 33%.



- **Program Quality:**

- Of households who participated in programs, 51% rated the programs as “excellent”.

The national benchmark for excellent is 36%.

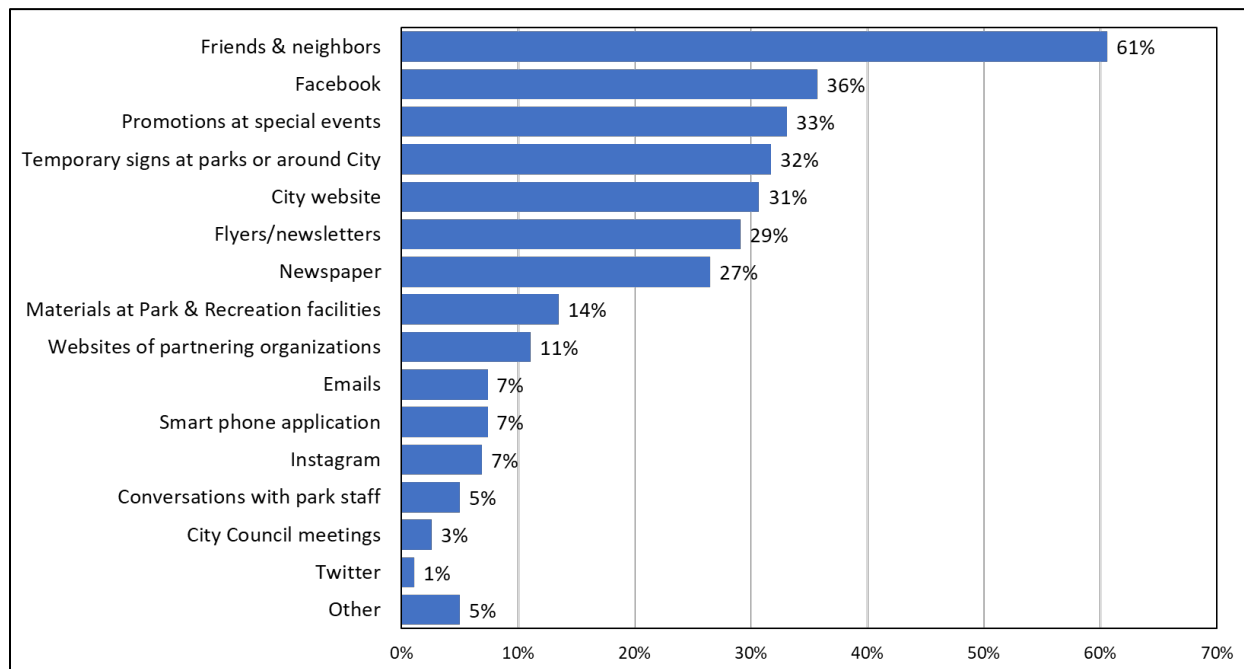


4.2.5 WAYS HOUSEHOLDS LEARN ABOUT PROGRAMS AND ACTIVITIES

- **The Friends and Neighbors Category Was the Most Utilized Source of Information When Learning About Program and Activity Offerings.**
 - Sixty-one percent (61%) of households indicated they utilize friends and neighbors as an information source.
 - Other most used sources include:
 - Facebook (36%).
 - Promotions at Special Events (33%).
 - Temporary signs at parks or around City (32%).
 - City Website (31%).

The national benchmark for from friends and neighbors is 49%.

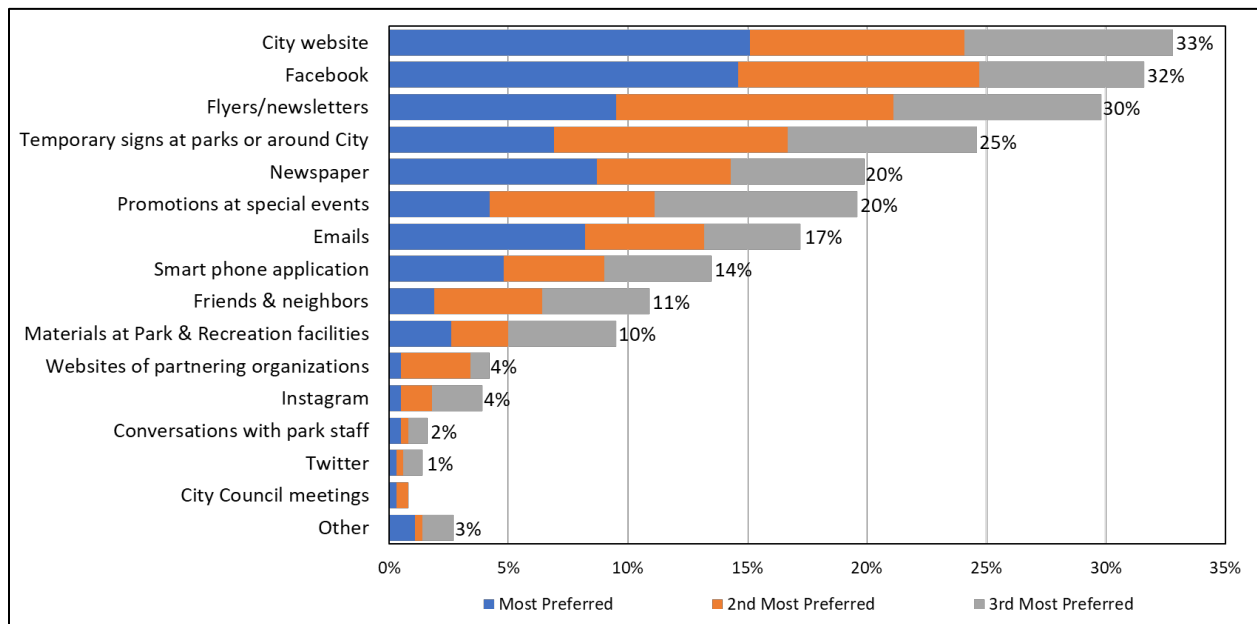
The national benchmark for website is 37%.





4.2.6 WAYS HOUSEHOLDS **WOULD PREFER TO LEARN** ABOUT PROGRAMS AND ACTIVITIES

- **City Website Was the Most Preferred Source of Information When Learning About Program and Activity Offerings.**
 - Thirty-three percent (33%) of households indicated they would prefer to utilize the City Website as an information source.
 - Other most preferred sources include:
 - Facebook (32%).
 - Flyers/newsletters (30%).
 - Temporary signs at parks or around City (25%).



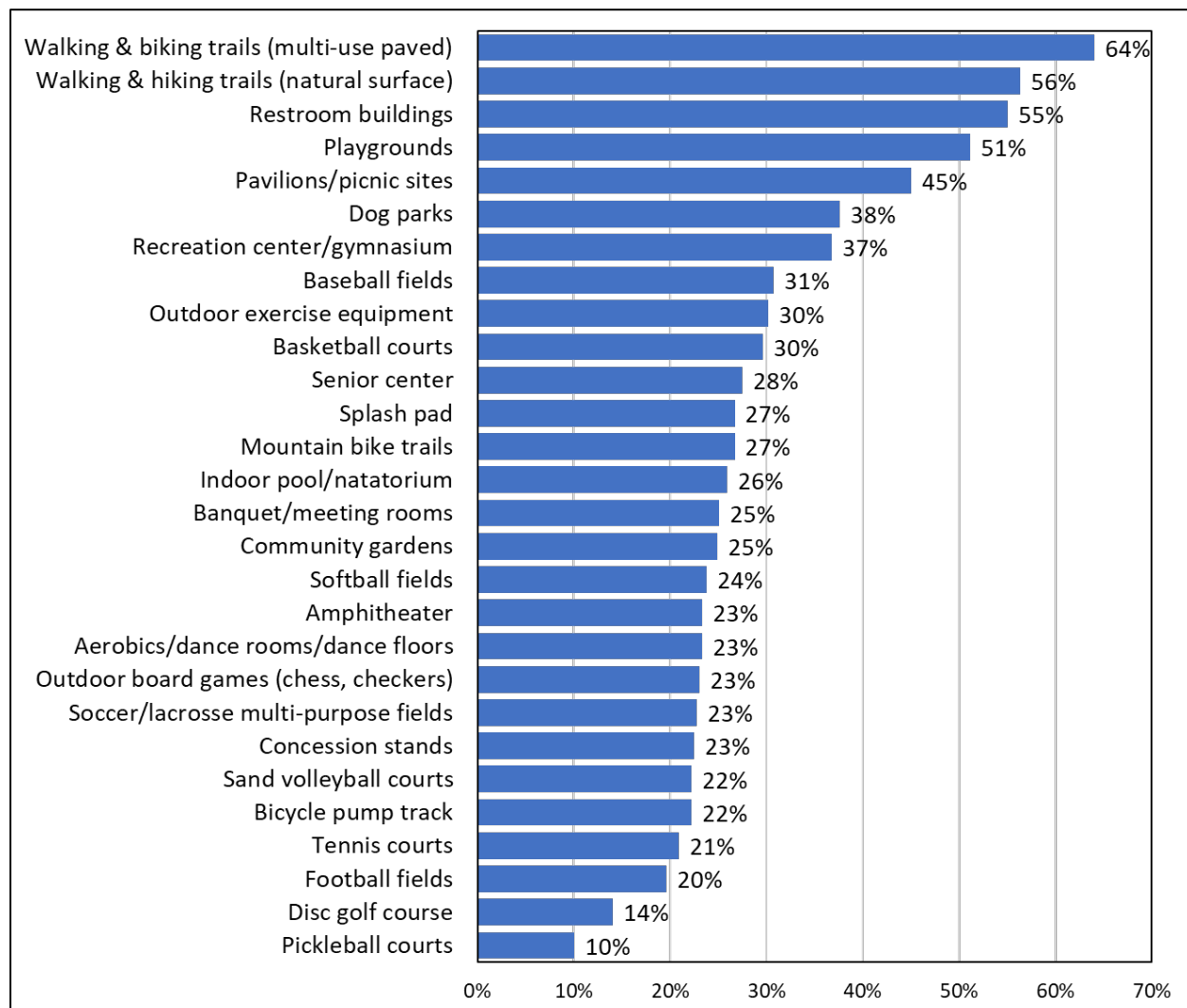
4.2.7 FACILITY NEEDS, UNMET NEEDS AND IMPORTANCE

Respondents were asked to indicate from a list of facilities/amenities whether or not they had a need. If the respondent indicated a need for the facility, they were then asked to rate how well their needs were being met.

- **Facility Needs:**
 - Sixty-four percent (64%) indicated a need for walking and biking trails - paved.
 - Other most needed facilities include:
 - Walking and hiking trails - natural surface (56%).
 - Restroom buildings (55%).
 - Playgrounds (51%).
 - Pavilions/picnic sites (45%).

National benchmark for trails is 70%

National benchmark for playgrounds is 41%

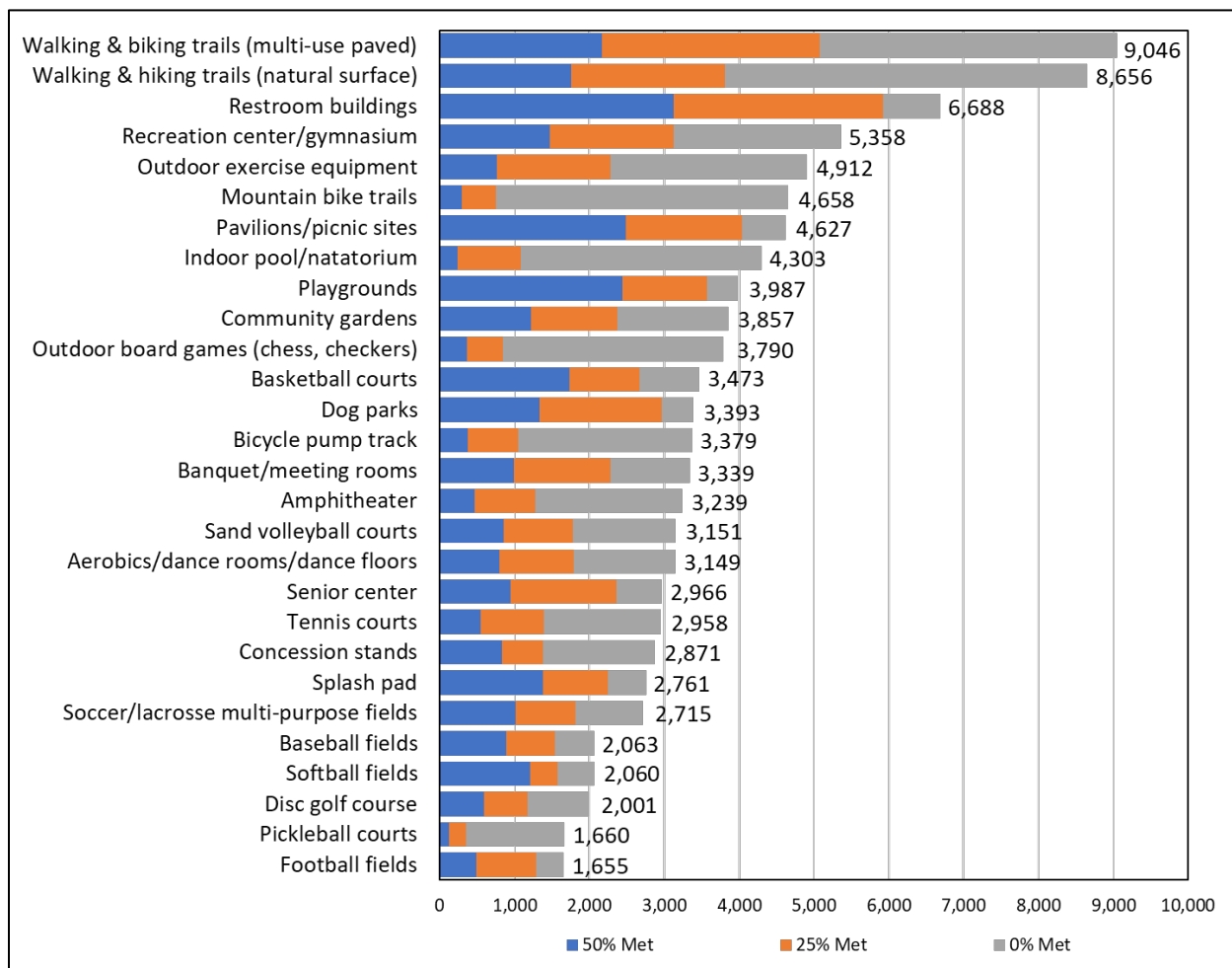




City of Hanford Parks and Recreation

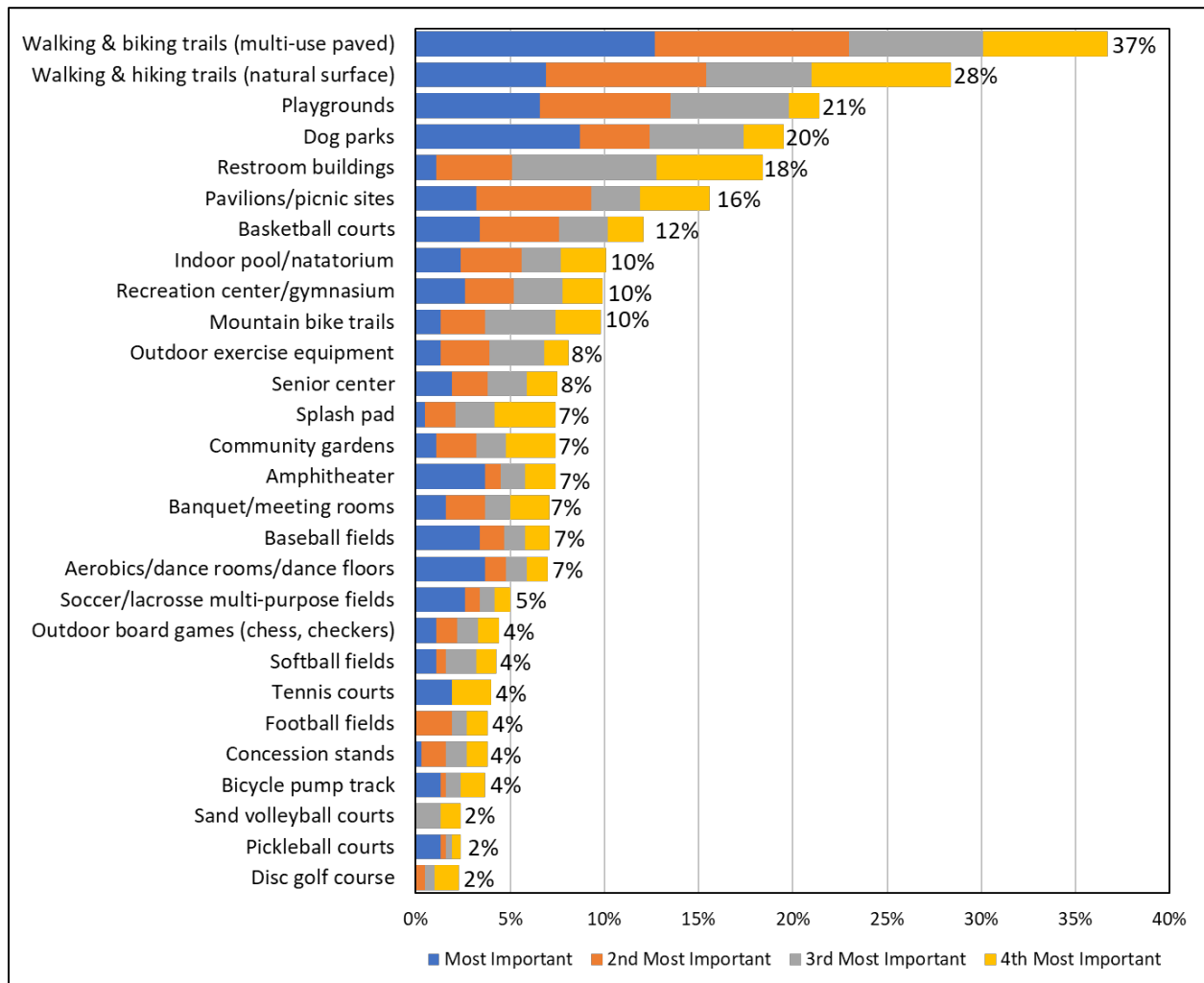
- How Well Household Needs Are Being Met for Facilities:

- Based on the number of households who indicated their needs were only being met 50% or less, 9,046 households indicated an unmet need for walking and biking trails.
- Other unmet needs include:
 - Walking and hiking trails (8,656 households).
 - Restroom buildings (6,688 households).
 - Recreation center/gymnasium (5,358 households).
 - Outdoor exercise/fitness areas (4,912 households).
 - Mountain bike trails (4,658 households).
 - Pavilions/picnic shelters (4,627 households).
 - Indoor pool/natatorium (4,303 households).
 - Playgrounds (3,987 households).



- **Facility Importance:**

- Based on the sum of respondents' top four choices, 37% indicated walking and biking trails - paved were the most important to their household.
- Other most important facilities include:
 - Walking and hiking trails - natural surface (28%)
 - Playgrounds (21%).
 - Dog parks (20%).

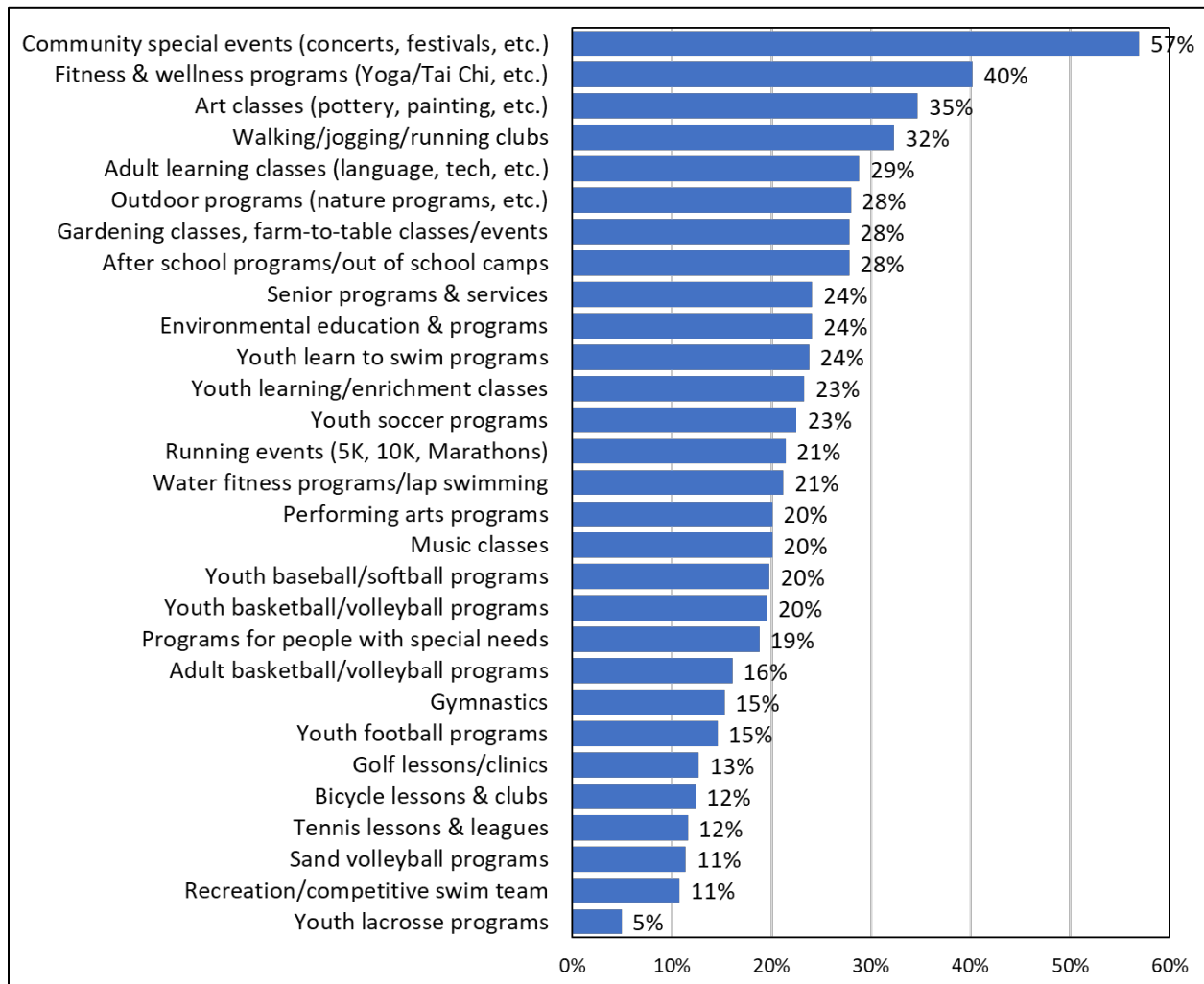




4.2.8 PROGRAM NEEDS, UNMET NEEDS AND IMPORTANCE

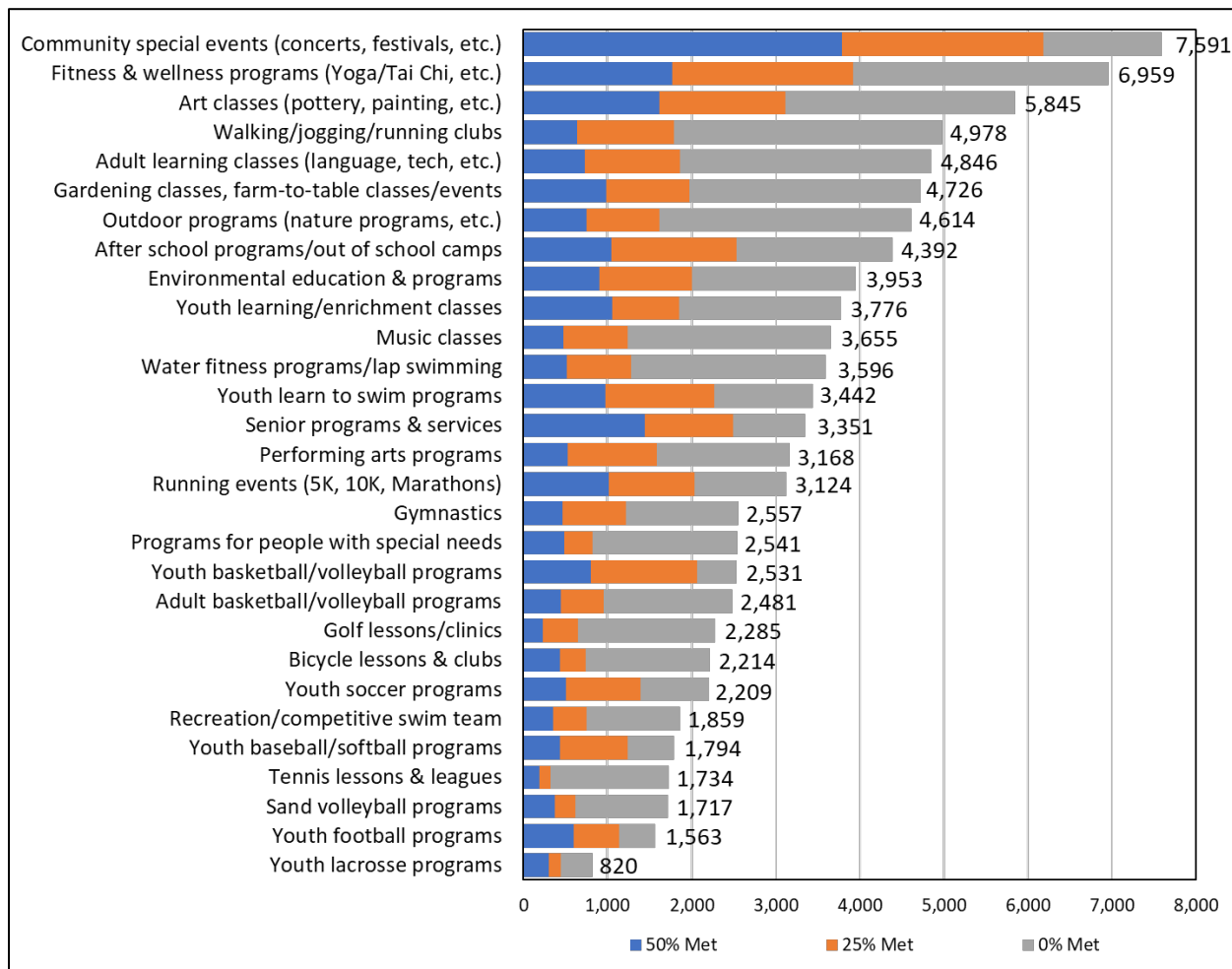
- **Program Needs:**
 - Fifty-seven percent (57%) of households indicated a need for community special events.
 - Other most needed programs include:
 - Fitness and wellness programs (40% of households).
 - Art Classes (35% of households).
 - Walking/jogging/running clubs (32% of households).
 - Adult learning classes (29% of households).

National benchmark for adult fitness and wellness programs is 39%.



• **How Well Needs Are Being Met for Programs:**

- Based on the number of households who indicated their needs were only being met 50% or less, 7,591 households responded that community special events had the greatest level of unmet need.
- Other unmet needs include:
 - Fitness & wellness programs (6,959 households).
 - Art classes (5,845 households).
 - Walking/jogging/running clubs (4,978 households).
 - Adult learning classes (4,846 households).



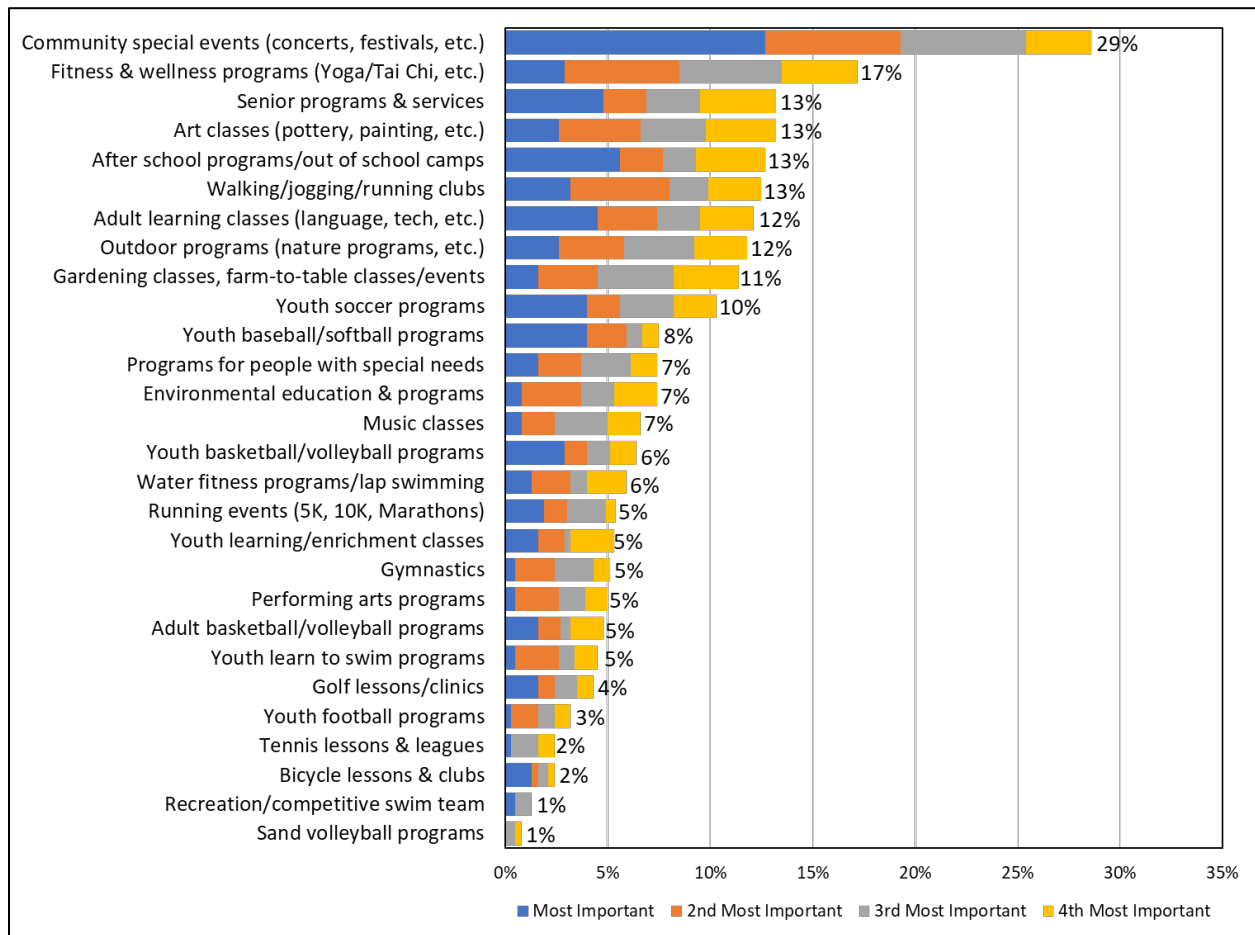


City of Hanford Parks and Recreation

- **Program Importance:**

- Based on the percentage of households who indicated the program as one of their top four choices, 29% indicated community special events were the most important to their household.
- Other most important programs include:
 - Fitness and wellness programs (17%).
 - Senior programs and services (13%).
 - Art classes (13%).
 - After school programs/out of school camps (13%).
 - Walking/jogging/running clubs (13%).

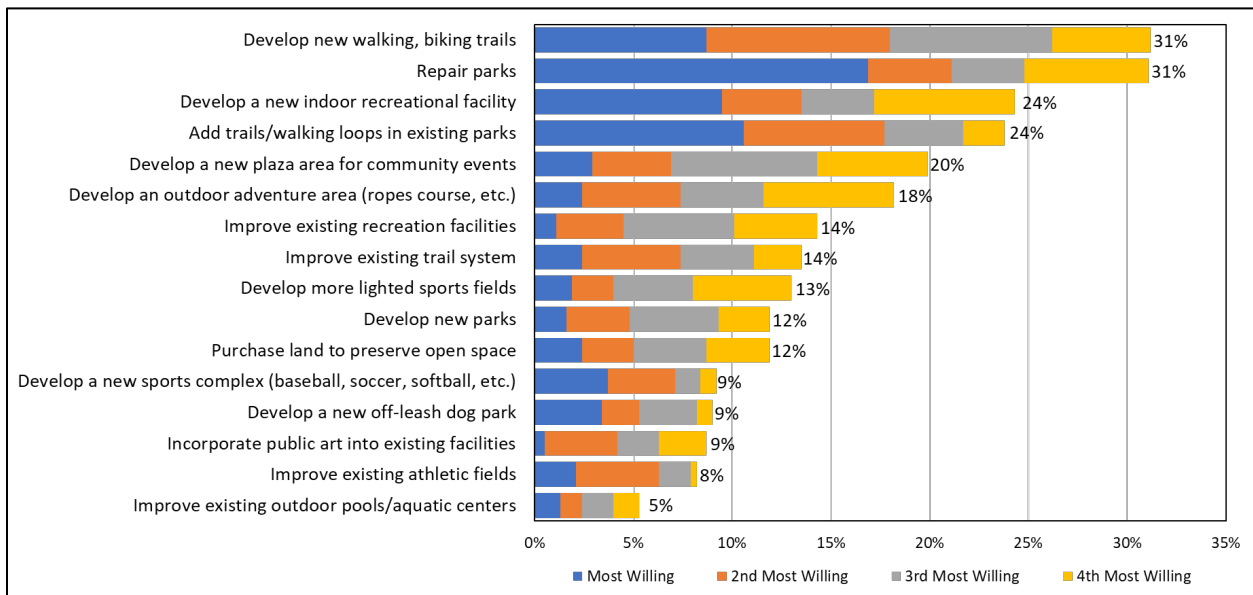
National benchmark for special events is 21%.



4.2.9 POTENTIAL IMPROVEMENTS MOST WILLING TO FUND

Respondents were asked to indicate their level of funding support for the improvements to the Hanford parks, trails, and recreation system.

- Based on the percentage of households who indicated support for improvements, 31%% were most supportive of developing new walking, biking trails AND repairing parks.
- Other most supported actions include:
 - Develop a new indoor recreational facility (24%).
 - Add trails/walking loops in existing parks (24%).
 - Develop a new plaza for community events (20%).

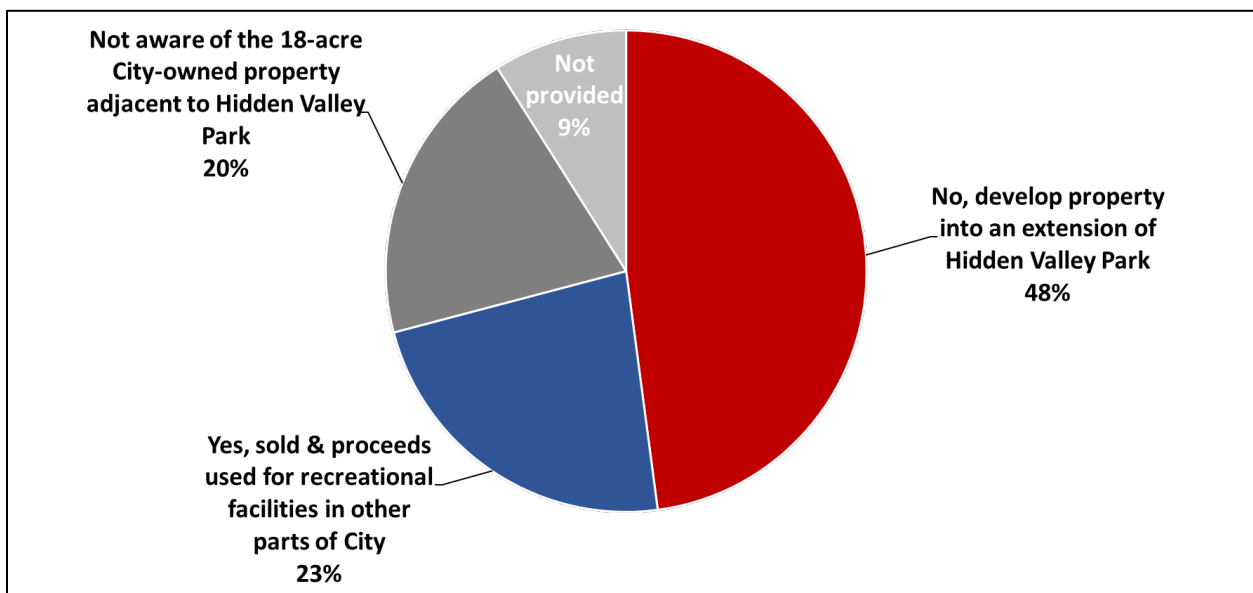




4.2.10 PROPERTY ADJACENT TO HIDDEN VALLEY PARK

The community was asked if the 18-acre City-owned property adjacent to Hidden Valley Park should be sold and proceeds be used for other recreational facilities in other parts of the City.

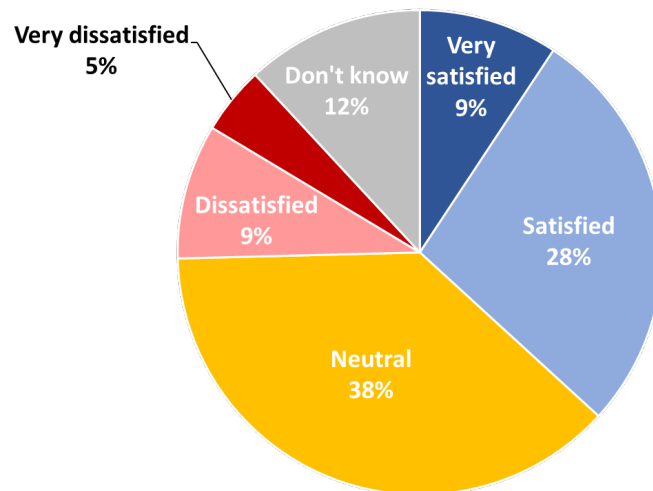
- Forty-eight percent (48%) of households indicated that: **No, the property should be developed into an extension of Hidden Valley Park.**
- Other responses include:
 - Yes, sold and proceeds used for recreational facilities in other parts of the City (23%).
 - Not aware of the 18-acre City-owned property adjacent to Hidden Valley Park (20%).
 - 9% of survey respondents did not provide a response to the question.



4.2.11 SATISFACTION WITH THE OVERALL VALUE RECEIVED

- Nine percent (9%) of households were “very satisfied” with the overall value their household receives from the Park and Recreation Department.
- Other levels of satisfaction include:
 - Satisfied (28%).
 - Neutral (38%).
 - Dissatisfied (9%).
 - Very dissatisfied (5%).

National benchmark for very satisfied is 27%.





City of Hanford Parks and Recreation

4.3 NEEDS ASSESSMENT PRIORITY RANKINGS

The purpose of the Program/Service and Facility/Amenity Priority Rankings is to provide a prioritized list of facility/amenity needs and recreation program needs for the community served by Hanford Parks and Recreation. This model evaluates both quantitative and qualitative data.

- Quantitative data includes the statistically valid survey, which asked residents to list unmet needs and rank their importance.
- Qualitative data includes resident feedback obtained in community input, stakeholder interviews, staff input, local demographics, recreation trends, and planning team observations.
- A weighted scoring system was used to determine the priorities for programs/services and facility/amenities.

These weighted scores provide an overall score and priority ranking for the system as a whole. The results of the priority ranking are tabulated into three categories: High Priority (top third), Medium Priority (middle third), and Low Priority (bottom third).

Program/Service	Priority
Community Special Events	High
Fitness and Wellness Programs	
Art Classes	
Walking/Jogging/Running Clubs	
Adult Learning Classes	
After School Programs/Out of School Camps	
Gardening Classes; Farm-to-Table Classes/Events	
Outdoor Programs	Medium
Senior Programs and Services	
Environmental Education Programs	
Music Classes	
Youth Learning/Enrichment Classes	
Water Fitness Programs/Lap Swimming	
Youth Soccer Programs	
Youth Learn to Swim Programs	
Running Events	
Programs for People with Special Needs	
Performing Arts Programs	
Youth Basketball/Volleyball Programs	
Gymnastics	
Youth Baseball/Softball Programs	Low
Adult Basketball/Volleyball Programs	
Golf Lessons/Clinics	
Bicycle Lessons and Clubs	
Youth Football Programs	
Tennis Lessons and Leagues	
Recreation/Competitive Swim Team	
Sand Volleyball Programs	
Youth Lacrosse Programs	

Facility/Amenity	Priority
Walking and Hiking Trails (multi-use paved)	High
Walking and Hiking Trails (natural surface)	
Restroom Buildings	
Playgrounds	
Pavilions/Picnic Sites	Medium
Dog Parks	
Recreation/Center/Gymnasium	
Mountain Biking Trails	
Outdoor Exercise Equipment	
Indoor Pool/Natorium	
Basketball Courts	
Community Gardens	
Banquet/Meeting Rooms	
Amphitheater	
Aerobics/Dance Rooms/Dance Floors	
Outdoor Board Games	
Senior Center	
Splash Pads	Low
Bicycle Pump Track	
Soccer/Lacrosse/Multi-Purpose Rectangle Fields	
Tennis Courts	
Baseball Fields	
Concession Stands	
Sand Volleyball Courts	
Softball Fields	
Football Fields	
Disc Golf Course	
Pickleball Courts	

CHAPTER FIVE - PROGRAM AND SERVICES ASSESSMENT

5.1 OVERVIEW OF PRIORITIES AND CORE PROGRAM AREAS

The Hanford Parks and Recreation Department has a professional staff that annually delivers a comprehensive parks and recreation program to Hanford residents. Department staff are responsible for the management and implementation of a diverse array of recreation programs, special community-wide events, and the operation of multiple facilities. Employees are engaged year-round in planning, implementing, conducting, and evaluating programs and events. All functions within the Department combine to provide hundreds of offerings in the areas of youth camps, outdoor adventure, aquatics, sports, health, fitness, senior services and special events. But in addition to the provision of services provided directly by the Department, partnerships with other organizations are utilized throughout the service area. Through formal and informal cooperative relationships, the school districts, various nonprofit agencies and other community partners assist with delivering select programs and indoor space to provide access for programs.

CORE PROGRAM APPROACH

The vision of the Department is to be a premier parks and recreation system in the region providing all residents access to high-quality programs and experiences. Part of realizing this vision involves identifying Core Program Areas to create a sense of focus around activities and outcomes of greatest importance to the community as informed by current and future needs. However, public recreation is challenged by the premise of being all-things-to-all-people, especially in a community such as Hanford. The philosophy of the Core Program Area assists staff, policy makers, and the public focus on what is most important. Program areas are considered as Core if they meet a majority of the following categories:

- The program area has been provided for a long period of time (over 4-5 years) and/or is expected by the community.
- The program area consumes a relatively large portion (5% or more) of the agency's overall budget.
- The program area is offered 3-4 seasons per year.
- The program area has wide demographic appeal.
- There is a tiered level of skill development available within the programs area's offerings.
- There is full-time staff responsible for the program area.
- There are facilities designed specifically to support the program area.
- The agency controls a significant percentage (20% or more) of the local market.



City of Hanford Parks and Recreation

5.1.1 HANFORD PARKS AND RECREATION CORE PROGRAM AREAS

The Department currently offers programs in nineteen Core Program Areas. These core program areas are listed below:

PROGRAM DESCRIPTION	
Core Program Area	Brief Description
Adult Sports	Provides athletic programs for adults including softball, volleyball and basketball.
Adult Classes & Activities	Provide health, wellness and social activities for older adults
Aquatics	Provides lifeguards supervision swimming instruction and fee collection at the Hanford Plunge during the summer months.
Facility and Park Reservations	Provides shelter reservations at City parks including Civic Park, Coe Park, Lacey Park, Centennial Park, Freedom Park and Hidden Valley Park. Provides facility host supervision for facility reservations at City facilities including Longfield Center, Veterans/Senior Center, Teen Center, Old Courthouse 3rd Floor, Coe Park Hall, Civic Center (Park) and Civic Auditorium. Also provides Parks and Recreation support to non-profit organizations and groups.
Seniors Classes & Activities	Provide affordable weekly activities that promote social and physical wellness
Special Community Event	Provides city wide special events with staff supervision at city facilities. Also provides Parks and Recreation support to non-profit special events at city facilities.
Special Needs Programs & Activities	Provide social and recreational activities for the special needs community that promotes mental and physical health.
Sports Programs	Provides an athletic program for low income household families.
Youth Camp	Provide local families with an affordable, safe, fun and healthy environment for their children when school is on hiatus
Youth Classes & Activities	Provide enrichment, educational and themed activities for local youth

5.1.2 ENSURING THE RIGHT CORE PROGRAM MIX

The Core Program Areas provided by Hanford currently meets some of the community's major needs as identified in the survey results, but the program mix must be evaluated on a regular basis to ensure that the offerings within each Core Program Area - and the Core Program Areas themselves - align with changing leisure trends, demographics, and needs of residents. NRPA recommends that six determinants be used to inform what programs and services are provided by the Department. According to NRPA, those determinants are:

- **Conceptual foundations of play, recreation, and leisure** - Programs and services should encourage and promote a degree of freedom, choice, and voluntary engagement in their structure and design. Programs should reflect positive themes aimed at improving quality of life for both individuals and the overall community.
- **Organizational philosophy, mission, and vision** - Programs and services should support the City's and the Department's vision statements, values, goals, and objectives. These generally center on promoting personal health, community well-being, social equality, environmental awareness, and economic vitality.
- **Constituent interests and desired needs** - Departments should actively seek to understand the recreational needs and interests of their constituency. This not only ensures an effective (and

ethical) use of taxpayer dollars, but also helps to make sure that programs perform well and are valued by residents.

- **Creation of a constituent-centered culture** - Programs and services reflect a Departmental culture where constituents' needs are the prime factor in creating and providing programs. This should be reflected not only in program design, but in terms of staff behaviors, architecture, furniture, technology, dress, forms of address, decision-making style, planning processes, and forms of communication.
- **Experiences desirable for clientele** - Programs and services should be designed to provide the experiences desirable to meet the needs of the participants/clients in a community and identified target markets. This involves not only identifying and understanding the diversity of needs in a community, but also applying recreation programming expertise and skills to design, implement, and evaluate a variety of desirable experiences for residents to meet those needs.
- **Community opportunities** - When planning programs and services, a Department should consider the network of opportunities afforded by other organizations such as nonprofits, schools, other public agencies, and the private sector. Departments should also recognize where gaps in service provision occur and consider how unmet needs can be addressed.

5.1.3 COMMUNITY INPUT FINDINGS

The efforts in creating this Master Plan were based on an evaluation of existing resources and capacity, as well as community input. Thus, a key consideration to creating a roadmap for parks and recreation programming in Hanford is to understand current community values, needs, and interests. The assessment of these values is accomplished by triangulating information generated from focus groups with staff, public input received via focus groups and public meetings and the statistically valid survey. The program and service priority rankings resulting from this analysis are as follows:

Program/Service	Priority
Community Special Events	High
Fitness and Wellness Programs	
Art Classes	
Walking/Jogging/Running Clubs	
Adult Learning Classes	
After School Programs/Out of School Camps	
Gardening Classes; Farm-to-Table Classes/Events	
Outdoor Programs	
Senior Programs and Services	Medium
Environmental Education Programs	
Music Classes	
Youth Learning/Enrichment Classes	
Water Fitness Programs/Lap Swimming	
Youth Soccer Programs	
Youth Learn to Swim Programs	
Running Events	
Programs for People with Special Needs	
Performing Arts Programs	
Youth Basketball/Volleyball Programs	
Gymnastics	
Youth/Baseball/Softball Programs	Low
Adult Basketball/Volleyball Programs	
Golf Lessons/Clinics	
Bicycle Lessons and Clubs	
Youth Football Programs	
Tennis Lessons and Leagues	
Recreation/Competitive Swim Team	
Sand Volleyball Programs	
Youth Lacrosse Programs	



5.2 AGE SEGMENT ANALYSIS

The table below depicts each program along with the age segments they serve. Recognizing that many programs serve multiple age segments, Primary and secondary markets were identified.

5.2.1 AGE SEGMENT ANALYSIS – CURRENT SEGMENTS SERVED

Findings from the analysis show that the Department provides a strong balance of programs across all age segments. All segments are targeted as a primary market for multiple programs.

This balance should be maintained moving forward, and the Department should update this Age Segment Analysis every year to note changes or to refine age segment categories. Given the growing population trend for residents ages 55 and over and the growing demand for services in this age bracket, it is also recommended that the Department further segment this group into 65-74 and 75+. These two sub-segments will have increasingly different needs and expectations for programs and services in coming years, and program planning will be needed to provide differing requirements.

Age Segment Analyses should ideally be done for every program offered by the Department. Program coordinators/managers should include this information when creating or updating program plans for individual programs. An Age Segment Analysis can also be incorporated into Mini Business Plans for comprehensive program planning.

AGES SERVED							
Primary Market or Secondary Market							
Core Program Area	Preschool (5 and Under)	Elementary (6-12)	Teens (13-17)	Young Adult (18-34)	Adult (35-54)	Active Adult (55-64)	Senior (65+)
Adult Sports				P	P	S	S
Adult Classes & Activities				P	P	P	P
Aquatics	P	P	P	P	P	P	P
Facility and Park Reservations	P	P	P	P	P	P	P
Seniors Classes & Activities					S	P	P
Special Community Event	P	P	P	P	P	P	P
Special Needs Programs & Activities		P	P	P			
Sports Programs	S	P					
Youth Camp	S	P					
Youth Classes & Activities	P	P	P				

5.3 LIFECYCLE ANALYSIS

A lifecycle analysis involves reviewing every program identified by City of Hanford staff to determine the stage of growth or decline for each as a way of informing strategic decisions about the overall recreation program portfolio. The various stages of program lifecycles are as follows:

- Introduction - New program; modest participation.
- Take-Off - Rapid participation growth.
- Growth - Moderate, but consistent participation growth.
- Mature - Slow participation growth.
- Saturated - Minimal to no participation growth; extreme competition.
- Decline - Declining participation.

This analysis is not based on strict quantitative data, but rather is based on staff's knowledge of their program areas. The table below shows the percentage distribution of the various lifecycle categories of the Department's recreation programs. These percentages were obtained by comparing the number of programs in each individual stage with the total number of programs listed by staff.

System-wide: Lifecycle Stage				
	Percentage	Number	Actual Distribution	Best Practice Distribution
Introduction	8%	6	55.6%	50-60%
Take-Off	11%	8		
Growth	36%	26		
Mature	36%	26	36.1%	40%
Saturated	4%	3	8.3%	0-10%
Decline	4%	3		
Total	100%	72		

5.3.1 RECREATION PROGRAM LIFECYCLE ANALYSIS - CURRENT DISTRIBUTION AND RECOMMENDATIONS

Overall, the lifecycle analysis results are aligned with the best practice for the distribution of all programs across the life cycle. A combined total of 55.6% of programs fall into the **Introduction**, **Take-off** and **Growth** stages.

While it is important to provide new programs to align with trends and help meet the evolving needs of the community, it is also important to have a stable core segment of programs that are in the Mature stage. Currently, the Department has 36.1% of their programs in this category. It is recommended that this be approximately 40% so as to provide stability to the overall program portfolio, but without dominating the portfolio with programs that are advancing to the later stages of the lifecycle. Programs in the Mature stage should be tracked for signs they are entering the Saturation or Decline stages. There should be an ongoing process to evaluate program participation and trends to ensure that program offerings continue to meet the community's needs.

A total of 8.3% of programs are saturated or declining. It is recommended keeping as few programs as possible in these two stages, but it is understood that programs eventually evolve into saturation and decline. If programs never reach these stages, it is an indication that staff may be "over-tweaking" their offerings and abbreviating the natural evolution of programs. This prevents programs from reaching their maximum participation, efficiency, and effectiveness. For Departments challenged with doing the most they can with limited resources, this has the potential to be an area of concern.

As programs enter into the Decline stage, they must be closely reviewed and evaluated for repositioning or elimination. When this occurs, it is recommended to modify these programs to begin a new lifecycle with the introductory stage or to add new programs based upon community needs and trends.

Staff should complete a lifecycle review on an annual basis and ensure that the percentage distribution closely aligns with desired performance.



5.4 PARTICIPATION ANALYSIS

A participation analysis involves reviewing every program identified by staff to determine participation rates for each as a way of informing strategic decisions about the overall recreation program portfolio. The levels of program participation rates are as follows:

- 0% - indicates that program had no enrollment.
- 1-24% - indicates enrollment at the rate of 1-24% of the maximum enrollment for the program.
- 25-49% - indicates enrollment at the rate of 25-49% of the maximum enrollment for the program.
- 50-74% - Indicates enrollment at the rate of 50-74% of the maximum enrollment for the program.
- 75-99% - Indicates enrollment at the rate of 75-99% of the maximum enrollment for the program.
- 100+% - indicates enrollment at the rate of 100% or greater of the maximum enrollment for the program.

* Achieving 50% enrollment is typically viewed as the threshold in which a program will be held.

This analysis is based on strict quantitative data collected for program enrollment for the period of July 2017- June 2018. The tables below show the distribution of the various program participation categories of the Department's recreation programs.

TOTAL PROGRAMS OFFERED	TOTAL POSSIBLE MAXIMUM ENROLLMENT	ACTUAL ENROLLMENT	PERCENTAGE OF ACTUAL ENROLLMENT TO MAX ENROLLMENT
54	26,398	21,343	81%

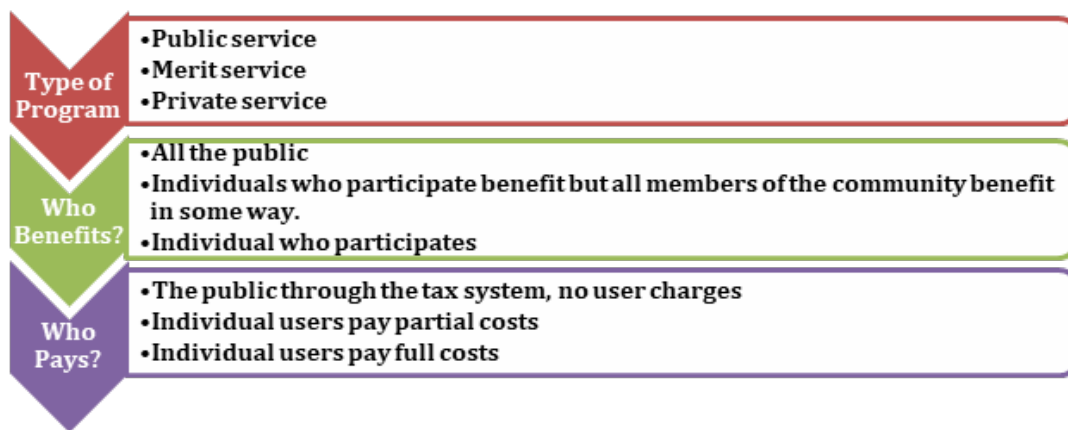
TOTAL PROGRAMS OFFERED	PERCENTAGE of Programs with 0% of Max enrollment	PERCENTAGE of Programs with 1-24% of Max Enrollment	PERCENTAGE of Programs with 25-49% of Max Enrollment	PERCENTAGE of Programs with 50-74% of Max Enrollment	PERCENTAGE of Programs with 75-99% of Max Enrollment	PERCENTAGE of Programs with 100+% of Max Enrollment
54	0.0%	0.0%	11.1%	24.1%	46.3%	18.5%

Recreation Program Participation Analysis - Current Distribution

With an overall participation rate of 81% coupled with 88.9% of all programs offered having at least 50% enrollment, the analysis results indicate a highly effective and efficient approach to delivering recreation programs to Hanford residents.

5.5 PROGRAM AND SERVICE CLASSIFICATION

The Parks and Recreation Department currently does not classify its programs and services. Classifying programs and services is an important process for an agency to follow in order to remain aligned with the community's interests and needs, the mission of the organization, and to operate within the bounds of the financial resources that support it. The criteria utilized and recommended in program classification stems from the concept detailed by Dr. John Crompton, Distinguished University Professor in the Recreation, Park and Tourism Sciences Department at Texas A&M University and Dr. Charles W. Lamb, Chair, Department of Information Systems and Supply Chain Management at Texas Christian University. In *Marketing Government and Social Services*, they purport that programs need to be evaluated on the criteria of type, who benefits, and who bears the cost of the program. This is illustrated below:



The approach taken in this analysis expands classifying services in the following ways:

- For whom the program is targeted?
- For what purpose?
- For what benefits?
- For what cost?
- For what outcome?

5.5.1 PARAMETERS FOR CLASSIFYING PROGRAM TYPES

The first milestone is to develop a classification system for the services and functions of the City of Hanford Parks and Recreation Department. These systems need to reflect the statutory obligations of the City, the support functions performed, and the value-added programs that enrich both the customer's experience and generate earned revenues in mission-aligned ways to help support operating costs. In order to identify how the costs of services are supported and by what funding source, the programs are to be classified by their intended purpose and what benefits they provide. Once classified, funding source expectations can be assigned and this data used in future cost analysis. The results of this process are a summary of classification definitions and criteria, classification of programs within the City of Hanford Parks and Recreation Department and recommended cost recovery targets for each service based on these assumptions.

Program classification is important as financial performance (cost recovery) goals are established for each category of services. This is then linked to the recommendations and strategies for each program. These classifications need to be organized to correspond with cost recovery expectations defined for



City of Hanford Parks and Recreation

each category. For the Master Plan effort, each program area is assigned a specific cost recovery target that aligns to these expectations.

5.5.2 SERVICE CLASSIFICATION PROCESS

The service classification process consists of the following steps:

1. Develop a definition for each program classification that fits the legislative intent and expectations of the Department, the ability of the Department to meet public needs within the appropriate areas of service, and the mission and core values of City of Hanford's Parks and Recreation Department.
2. Develop criteria that can be used to evaluate each program and function within the Department and determine the classification that best fits.

5.5.3 PROGRAM CLASSIFICATION DESCRIPTIONS

The program classification matrix was developed as a guide for the Department staff to follow when classifying programs, and how that program needs to be managed with regard to cost recovery. By establishing clarification of what constitutes a "Essential Public Service", "Important Public Service", and "Value Added Service" will provide the Department and its stakeholders a better understanding of why and how to manage each program area as it applies to public and private value.

Additionally, the effectiveness of the criteria linked to performance management expectations relies on the true cost of programs (direct and indirect cost) being identified. Where a program falls within this matrix can help to determine the most appropriate cost recovery rate that should be pursued and measured. This includes being able to determine what level of public and private benefit exists as they apply to each program area. Public benefit is described as "everyone receives the same level of benefit with equal access". Private benefit is described as "the user receives exclusive benefit above what a general taxpayer receives for their personal benefit".

PROGRAM CLASSIFICATIONS

Program Characteristics	ESSENTIAL Programs	IMPORTANT Programs	VALUE-ADDED Programs
Public interest; Legal Mandate; Mission Alignment	• High public expectation	• High public expectation	• High individual and interest group expectation
Financial Sustainability	• Free, nominal or fee tailored to public needs • Requires public funding	• Fees cover some direct costs • Requires a balance of public funding and a cost recovery target	• Fees cover most direct and indirect costs • Some public funding as appropriate
Benefits (i.e., health, safety, protection of assets).	• Substantial public benefit (negative consequence if not provided)	• Public and individual benefit	• Primarily individual benefit
Competition in the Market	• Limited or no alternative providers	• Alternative providers unable to meet demand or need	• Alternative providers readily available
Access	• Open access by all	• Open access • Limited access to users	• Limited access to users

5.5.4 CLASSIFICATION OF SERVICES - KEY RECOMMENDATIONS

The following recommendations should be considered to improve the fiscal performance and the delivery of programs and services.

- **Implement the Classification of Services and Cost Recovery Goals:** Through the program assessment analysis, the major functional program areas were assessed and classified based on the criteria identified in Section 5.5. This process included determining which programs and services fit into each classification criteria. Cost recovery goals were established based on the guidelines included in this plan. The percentage of cost recovery is based on the classification of services and will *typically* fall within these ranges, *although anomalies will exist*:
 - Core 0-35%.
 - Important 35-75%.
 - Value Added 75%+.

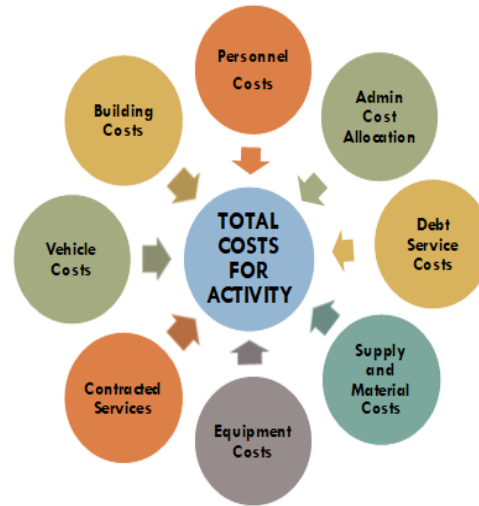
The table below represents a summary of programs and services, the classification of those programs, the current direct cost of service recovery goal and the recommended TOTAL cost of service recovery goals to be achieved within 5 years.

Core Program Area	Benefit Level	Classification	Pricing Strategy	Recommended TOTAL Cost Recovery Goal
Adult Classes & Activites	Merit	Important	General Fund/User Fees	50%
Adult Sports	Merit	Important	General Fund/User Fees	50%
Community Center Partnerships	Merit	Essential	General Fund/User Fees	50%
General Facility Reservations	Individual	Value Added	User Fees	100%
Seniors Classes & Activities	Community	Essential	General Fund	up to 35%
Skate Park	Community	Essential	General Fund	up to 35%
Special Community Events	Merit	Important	General Fund/User Fees	50%
Special Needs Programs & Activities	Merit	Important	General Fund/User Fees	50%
Sport Camp	Community	Essential	General Fund	up to 35%
Sports Complex Field Rentals	Individual	Value Added	User Fees	100%
Summer Swim	Merit	Important	General Fund/User Fees	50%
Youth Camps	Merit	Important	General Fund/User Fees	50%
Youth Classes & Activites	Merit	Important	General Fund/User Fees	50%



5.6 UNDERSTANDING THE FULL COST OF SERVICE

To properly fund all programs, either through tax subsidies or user fees, and to establish the right cost recovery targets, a Cost of Service Analysis should be conducted on each program, or program type, that accurately calculates direct (i.e., program-specific) and indirect (i.e., comprehensive, including administrative overhead) costs. Completing a Cost of Service Analysis not only helps determine the true and full cost of offering a program but provides information that can be used to price programs based upon accurate delivery costs. The figure to the right illustrates the common types of costs that must be accounted for in a Cost of Service Analysis.



The methodology for determining the total Cost of Service involves calculating the total cost for the activity, program, or service, then calculating the total revenue earned for that activity. Costs (and revenue) can also be derived on a per unit basis. Program or activity units may include:

- Number of participants.
- Number of tasks performed.
- Number of consumable units.
- Number of service calls.
- Number of events.
- Required time for offering program/service.

Agencies use Cost of Service Analyses to determine what financial resources are required to provide specific programs at specific levels of service. Results are used to determine and track cost recovery as well as to benchmark different programs provided by Hanford between one another. Cost recovery goals are established once Cost of Service totals have been calculated. Department staff should be trained on the process of conducting a Cost of Service Analysis and the process undertaken on a regular basis.

5.6.1 COST OF SERVICE RECOMMENDATIONS

Currently, the Hanford Parks and Recreation Department does track revenue, expenditures and cost recovery goals for each program, but is not consistent in doing so. To more accurately track cost of service and cost recovery, the following is recommended:

1. **Develop New Pricing Policy Based on Classification of Programs and Services:** Given the recommended shift in philosophical approach, it is important to refocus the Department on cost recovery goals by functional program area or line of service. Pricing based on established operating budget recovery goals will provide flexibility to maximize all pricing strategies to the fullest. Allowing the staff to work within a pricing range tied to cost recovery goals will permit

them to set prices based on market factors and differential pricing (prime-time/non-primetime, season/off-season rates) to maximize user participation and also encourage additional group rate pricing where applicable.

The cost recovery goals are expected to be achieved over a 5-year period and there should be no expectation that they be realized immediately. It is expected that an iterative implementation process of introducing the classification methodology and a new pricing policy along with the completion of the Department's cost of service analysis will occur in 2019/2020. This process will have an impact on cost recovery as it will result in the refinement of foundational business elements including but not limited to service levels, service delivery, pricing and the guidelines developed to secure external operational funding sources such as grants, donations and partnerships. Additionally, external factors such as economic conditions and changes to the City's financial policies will have a bearing on achieving a cost recovery goal in which revenue offsets 50% of expenditures.

2. **Develop Pricing Strategies:** As the Parks and Recreation Department embarks on the implementation of a new pricing policy, it will be necessary to expand upon and implement pricing strategies that will not only increase sales but also maximize the utilization of the City's parks, programs and recreation facilities. By creating pricing options, customers are given the opportunity to choose which option best fits their schedule and price point. It is recommended that the Department continue to explore pricing strategies that create options for the customer.

The following table offers examples of pricing options.

• Primetime	• Incentive Pricing
• Non-primetime	• Length of Stay Pricing
• Season and Off-season Rates	• Cost Recovery Goal Pricing
• Multi-tiered Program Pricing	• Level of Exclusivity Pricing
• Group Discounting and Packaging	• Age Segment Pricing
• Volume Pricing	• Level of Private Gain Pricing

5.7 OTHER KEY FINDINGS

- **Program Evaluation:** Evaluation tools to measure the success of programs are not in place.
- **Customer Satisfaction and Retention:** The Department currently does not track customer satisfaction ratings or customer retention percentages.
- **Staff Training/Evaluation:** The Department has a staff training program and solid evaluation methods in place.
- **Public Input:** The Department does not utilize survey tools to continually gather feedback on needs and unmet needs for programming.
- **Marketing:** The Department utilizes a number of marketing strategies to inform City residents of the offerings of the community; however, it lacks a formalized Marketing Plan which can be utilized to create target marketing strategies.
- **Volunteers:** The Department does not have a strong volunteer program.
- **Partnerships:** The Department utilizes a number of partner providers to deliver programs to Hanford residents and has developed a formal partnership policy.
- **Competition:** The Department has a general understanding of other service providers.



5.8 OTHER KEY RECOMMENDATIONS

- **Participation Data Analysis:** Through ongoing participation data analysis, refine recreation program offerings to reduce low enrollment or cancelled programs due to no enrollment.
- **Expand programs and services in the areas of greatest demand:** Ongoing analysis of the participation trends of programming and services in Hanford is significant when delivering high quality programs and services. By doing so, staff will be able to focus their efforts on the programs and services of the greatest need and reduce or eliminate programs and services where interest is declining. Specific efforts should be made to increase programming in the areas of greatest UNMET need as identified in the statistically valid survey.
- **Evaluation:** Implement the program assessment and evaluation tool as recommended.

5.9 PROGRAM PLAN SUMMARY

The Department is delivering quality programs, services and events to the community, *however, it does have opportunity for improvement*. The chart below provides a summary of the recommended actions that the Department should implement in developing a program plan to meet the needs of residents.

PROGRAM	ACTION	TIMELINE
HIGH PRIORITY		
Community Special Events	EXPAND	SHORT-TERM
Fitness and Wellness Programs	EXPAND	LONG-TERM (with new rec center)
Art Classes	IMPLEMENT	SHORT-TERM
Walking/Jogging/Running Clubs	IMPLEMENT	SHORT-TERM
Adult Learning Classes	CONTINUE/EXPAND	SHORT-TERM
After School Programs/Out of School Camps	CONTINUE/EXPAND	SHORT-TERM
Gardening Classes; Farm-to-Table Classes/Events	IMPLEMENT	SHORT-TERM
Outdoor Programs	IMPLEMENT	SHORT-TERM
MEDIUM PRIORITY		
Senior Programs and Services	CONTINUE	SHORT-TERM
Environmental Education Programs	IMPLEMENT	SHORT-TERM
Music Classes	CONSIDER	SHORT-TERM
Youth Learning/Enrichment Classes	CONTINUE	SHORT-TERM
Water Fitness Programs/Lap Swimming	CONTINUE	SHORT-TERM
Youth Soccer Programs	FACILITATE/CONTINUE	SHORT-TERM
Youth Learn to Swim Programs	CONTINUE	SHORT-TERM
Running Events	CONSIDER	SHORT-TERM
Programs for People with Special Needs	CONTINUE	SHORT-TERM
Performing Arts Programs	CONSIDER	LONG-TERM
Youth Basketball/Volleyball Programs	CONTINUE	SHORT-TERM
Gymnastics	CONSIDER	LONG-TERM (with new rec center)
LOW PRIORITY		
Youth/Baseball/Softball Programs	CONTINUE/FACILITATE	SHORT-TERM
Adult Basketball/Volleyball Programs	CONTINUE	SHORT-TERM
Golf Lessons/Clinics	CONSIDER	LONG-TERM
Bicycle Lessons and Clubs	CONSIDER	LONG-TERM
Youth Football Programs	FACILITATE/CONTINUE	SHORT-TERM
Tennis Lessons and Leagues	CONSIDER	LONG- TERM
Recreation/Competitive Swim Team	CONSIDER	LONG-TERM (with new rec center)
Sand Volleyball Programs	CONSIDER	LONG-TERM
Youth Lacrosse Programs	CONSIDER	LONG-TERM

CHAPTER SIX - FACILITY ASSESSMENTS AND SERVICE LEVELS ANALYSIS

6.1 PARK CLASSIFICATION AND PARK DESIGN PRINCIPLES

In developing design principles for parks, it is important that each park be programmed, planned, and designed to meet the needs of its service area and classification within the overall parks and recreation system. The term programming, when used in the context of planning and developing parkland, refers to a list of uses and facilities and does not always include staff-managed recreation programs. The program for a site can include such elements as ball fields, spray parks, shelters, restrooms, game courts, trails, natural resource stewardship, open meadows, nature preserves, or interpretive areas. These types of amenities are categorized as lead or support amenities. The needs of the population of the park it is intended to serve should be considered and accommodated at each type of park.

Every park, regardless of type, needs to have an established set of outcomes. Park planners and designers design to those outcomes, including operational and maintenance costs associated with the design outcomes.

Each park classification category serves a specific purpose, and the features and facilities in the park must be designed for the number of age segments the park is intended to serve, the desired length of stay deemed appropriate, and the uses it has been assigned. Recreation needs and services require different design standards based on the age segments that make up the community that will be using the park. A varying number of age segments will be accommodated with the park program depending on the classification of the park.

PLEASE NOTE: The Master Plan provides for detailed park classification categories as found in Chapter Six. These classification categories differ from the 2035 General Plan.

Terminology utilized in Park Design Principles

- **Land Usage:** The percentage of space identified for either passive use or active use in a park. A Parks and Recreation Master Plan should follow land usage recommendations.
- **Programming:** Can include active or passive programming. Active means it is organized and planned with pre-registration by the user. Examples of active programming include sports leagues, day camps, and aquatics. Passive programming is self-directed by the user at their own pace. Examples of passive programming include playground usage, picnicking, disc golf, reading, or walking the dog.
- **Park/Facility Classifications:** Includes Pocket Park, Neighborhood Park, Community Park, Regional Park, Sports Complex Facility, Recreation/Special Use Park and Greenbelts and Conservation.
- **Revenue Facilities:** These include facilities that charge to play on them in the form of an access fee, player fee, team fee, or permit fee. These could include pools, golf courses, tennis courts, recreation centers, sport field complexes, concession facilities, hospitality centers, reservable shelters, outdoor or indoor theatre space, and special event spaces.
- **Signature Facility/Amenity:** This is an enhanced facility or amenity which is viewed by the community as deserving of special recognition due to its design, location, function, natural resources, etc.

Design Principles for each park classification are included in the following sections.



6.1.1 MINI/POCKET PARKS

A pocket park is a small outdoor space, usually less than 0.25 acres up to three acres, most often located in an urban area surrounded by commercial buildings or houses. Pocket parks are small spaces that may serve a variety of functions, such as: small event space, play areas for children, spaces for relaxing and socializing, taking lunch breaks, etc. Successful pocket parks have four key qualities: they are accessible; allow people to engage in activities; are comfortable spaces and inviting; and are sociable places. In general, pocket parks offer minimal amenities on site and are not designed to support programmed activities. The service area for pocket parks is usually less than a quarter-mile and they are intended for users within close walking distance of the park.

6.1.2 NEIGHBORHOOD/SCHOOL PARK

A neighborhood/school park should be three to 10 acres; however, some neighborhood parks are determined by use and facilities offered and not by size alone. The service radius for a neighborhood park is one mile. Neighborhood parks should have safe pedestrian access for surrounding residents; parking typically not provided for neighborhood parks less than 5 acres in size, but if included accounts for less than ten cars and provides for ADA access. Neighborhood parks serve the recreational and social focus of the adjoining neighborhoods and contribute to a distinct neighborhood identity.

- Service radius: 1.0-mile radius.
- Site Selection: On a local or collector street. If near an arterial street, provide natural or artificial barrier. Where possible, next to a school. Encourage location to link subdivisions and linked by trails to other parks.
- Length of stay: One-hour experience or less.
- Amenities: One signature amenity (e.g. playground, spray ground park, sport court, gazebo); no restrooms unless necessary for signature amenity; may include one non-programmed sports field; playgrounds for ages 2-5 and 5-12; no reservable shelters; loop trails; one type of sport court; benches, small picnic shelters next to play areas.
- Landscape Design: Appropriate design to enhance the park theme/use/experience.
- Revenue facilities: none.
- Land usage: 85 percent active/15 percent passive.
- Programming: Typically, none, but a signature amenity may be included which is programmed.
- Maintenance Standards: Provide the highest-level maintenance with available funding. Seek a goal of Level 2 maintenance standards. Some amenities may require Level 1 maintenance.
- Signage: Directional signage and facility/amenity regulations to enhance user experience.
- Parking: Design should include widened on-street parking area adjacent to park. Goal is to maximize usable park space. As necessary, provide 5-10 spaces within park including accessible spaces. Traffic calming devices encouraged next to park.
- Lighting: Security only.
- Size of park: Typically, Three to 10 acres.

6.1.3 COMMUNITY PARK

Community parks are intended to be accessible to multiple neighborhoods and should focus on meeting community-based recreational needs, as well as preserving unique landscapes and open spaces. Community parks are generally larger in scale than neighborhood parks, but smaller than regional parks and are designed typically for residents who live within a three-mile radius. When possible, the park may be developed adjacent to a school. Community parks provide recreational opportunities for the entire family and often contain facilities for specific recreational purposes: athletic fields, tennis courts, extreme sports amenity, loop trails, picnic areas, reservable picnic shelters, sports courts, restrooms with drinking fountains, large turf and landscaped areas and a playground or spray ground. Passive outdoor recreation activities such as meditation, quiet reflection, and wildlife watching also take place at community parks.

Community parks generally range from 10 to 75 acres depending on the community. Community parks serve a larger area - radius of one to three miles and contain more recreation amenities than a Neighborhood park.

- Service radius: One to three-mile radius.
- Site Selection: On two collector streets minimum and preferably one arterial street. If near an arterial street, provide natural or artificial barrier. Minimal number of residences abutting site. Preference is streets on four sides, or three sides with school or municipal use on fourth side. Encourage trail linkage to other parks.
- Length of stay: Two to three hours experience.
- Amenities: Four signature amenities at a minimum: (e.g., trails, sports fields, large shelters/pavilions, community playground for ages 2-5 and 5-12 with some shaded elements, recreation center, pool or family aquatic center, sports courts, water feature); public restrooms with drinking fountains, ample parking, and security lighting. Sport Fields and Sport Complexes are typical at this park.
- Revenue facilities: One or more (e.g. pool, sports complex, pavilion).
- Land usage: 65 percent active and 35 percent passive.
- Maintenance Standards: Provide the highest-level maintenance with available funding. Seek a goal of Level 2 maintenance standards. Some amenities may require Level 1 maintenance.
- Parking: Sufficient to support the amenities; occupies no more than 10 percent of the park. Design should include widened on-street parking area adjacent to park. Goal is to maximize usable park space. Traffic calming devices encouraged within and next to the park.
- Lighting: Amenity lighting includes sport field light standards.
- Signage: Directional signage and facility/amenity regulations to enhance user experience. May include kiosks in easily identified areas of the facility.
- Landscape Design: Appropriate design to enhance the park theme/use/experience. Enhanced landscaping at park entrances and throughout park.
- Other: Strong appeal to surrounding neighborhoods; loop trail connectivity; linked to Regional Park, trail or recreation facility.
- Size of park: Typically, 10 to 75 acres.



6.1.4 REGIONAL PARK

A regional park functions as a destination location that serves a large area of several communities, residents within a City, city or county, or across multiple counties. Depending on activities within a Regional park, users may travel as many as 60 miles for a visit. Regional parks include recreational opportunities such as soccer, softball, golf, boating, camping, conservation-wildlife viewing and fishing. Although regional parks usually have a combination of passive areas and active facilities, they are likely to be predominantly natural resource-based parks.

A common size for a regional park is 75 to 1,000 acres but some parks can be 2,000 to 5,000 acres in size. A regional park focuses on activities and natural features not included in most types of parks and often based on a specific scenic or recreational opportunity. Facilities could include those found in a community park and have specialized amenities such as an art center, amphitheater, boating facility, golf course, or natural area with interpretive trails. Regional parks can and should promote tourism and economic development. Regional parks can enhance the economic vitality and identity of the entire region.

- Service radius: Three mile or greater radius.
- Site Selection: Prefer location which can preserve natural resources on-site such as wetlands, streams, and other geographic features or sites with significant cultural or historic features. Significantly large parcel of land. Access from public roads capable of handling anticipated traffic.
- Length of stay: All or multiple day experience.
- Amenities: 10 to 12 amenities to create a signature facility (e.g. golf course, tennis complex, sports complex, lake, regional playground, 3+ reservable picnic shelters, camping, outdoor recreation/extreme sports, recreation center, pool, gardens, trails, zoo, specialty facilities); restrooms with drinking fountains, concessions, restaurant, ample parking, special event site. Sport Fields and Sport Complexes are typical at this park.
- Revenue facilities: Typically, park designed to produce revenue to offset operational costs.
- Land usage: Up to 50 percent active/50 percent passive.
- Maintenance Standards: Provide the highest-level maintenance with available funding. Seek a goal of Level 2 maintenance standards. Some amenities may require Level 1 maintenance.
- Parking: Sufficient for all amenities. Traffic calming devices encouraged within and next to park.
- Lighting: Amenity lighting includes sport field light standards.
- Signage: Directional signage and facility/amenity regulations to enhance user experience, may include kiosks in easily identified areas of the facility.
- Landscape Design: Appropriate design to enhance the park theme/use/experience. Enhanced landscaping at park entrances and throughout park.
- Other: Linked to major trail systems, public transportation available, concessions, and food and retail sales available, dedicated site managers on duty. Wi-Fi and Telephone/Cable TV conduit.
- Size of park: Typically, 75 to 1,000 acres.

6.1.5 SPORTS COMPLEX

Sports complexes at community parks, regional parks, and stand-alone sports complexes are developed to provide 4 to 16+ fields or courts in one setting. A sports complex may also support extreme sports facilities, such as BMX and skateboarding. Sports complexes can be single focused or multi-focused and can include indoor or outdoor facilities to serve the needs of both youth and adults. Outdoor fields should be lighted to maximize value and productivity of the complex. Agencies developing sports complexes focus on meeting the needs of residents while also attracting sport tournaments for economic purposes to the community.

Sport field design includes appropriate field distances for each sport's governing body and support amenities designed to produce revenue to offset operational costs.

Signature sports complexes include enhanced amenities such as artificial turf, multipurpose field benches and bleachers, scoreboards, amplified sound, scorer's booths, etc. Enhanced amenities would be identified through discussion between City and Schools and/or sports associations and dependent upon adequate funding.

- Service radius: Determined by community demand.
- Site Selection: Stand-alone sports complexes are strategically located on or near arterial streets. Refer to community or regional Park sections if sport complex located within a park. Preference is streets on four sides, or three sides with school or municipal use on fourth side.
- Length of stay: Two to three hours experience for single activities. Can be all day for tournaments or special events.
- Amenities: Four to sixteen or more fields or sports courts in one setting; restrooms, ample parking, turf types appropriate for the facility and anticipated usage, and field lighting.
- Revenue facilities: Four or more (e.g. fields, concession stand, picnic pavilion).
- Land usage: 95 percent active and 5 percent passive.
- Programming: Focus on active programming of all amenities.
- Parking: Sufficient to support the amenities. Traffic calming devices encouraged within and next to park.
- Lighting: Amenity lighting includes sport field light standards.
- Signage: Directional signage and facility/amenity regulations to enhance user experience. May include kiosks in easily identified areas of the facility.
- Landscape Design: Appropriate design to enhance the park theme/use/experience. Enhanced landscaping at entrances and throughout complex.
- Size of park: Preferably 20 or more acres for stand-alone complexes.

6.1.6 RECREATION/SPECIAL USE AREAS

Recreation/special use areas are those spaces that don't fall within a typical park classification. A major difference between a special use facility and other parks is that they usually serve a single purpose whereas other park classifications are designed to offer multiple recreation opportunities. It is possible



City of Hanford Parks and Recreation

for a special use facility to be located inside another park. Special use facilities generally fall into four categories:

- **Cemeteries** - burial-ground that is generally viewed as a large public park or ground laid out expressly for the interment of the dead. Cemeteries are normally distinct from churchyards, which are typically consecrated according to one denomination and are attached directly to a single place of worship. Cemeteries can be viewed as historic sites.
- **Historic/Cultural/Social Sites** - unique local resources offering historical, educational, and cultural opportunities. Examples include historic downtown areas, plaza parks, performing arts parks, arboretums, display gardens, performing arts facilities, indoor theaters, churches, and amphitheaters. Frequently these are located in community or regional parks.
- **Golf Courses** - Nine and 18-hole complexes with ancillary facilities such as club houses, driving ranges, program space and learning centers. These facilities are highly maintained and support a wide age level of males and females. Programs are targeted for daily use play, tournaments, leagues, clinics and special events. Operational costs come from daily play, season pass holders, concession stands, driving range fees, earned income opportunities and sale of pro shop items.
- **Indoor Recreation Facilities** - specialized or single purpose facilities. Examples include community centers, senior centers and community theaters. Frequently these are located in community or regional Parks.
- **Outdoor Recreation Facilities** - Examples include baseball stadiums, aquatic parks, disc golf, skateboard, BMX, and dog parks, which may be located in a park.
 - Size of park: Depends upon facilities and activities included. Their diverse character makes it impossible to apply acreage standards.
 - Service radius: Depends upon facilities and activities included. Typically serves special user groups while a few serve the entire population.
 - Site Selection: Given the variety of potential uses, no specific standards are defined for site selection. As with all park types, the site itself should be located where it is appropriate for its use.
 - Length of stay: varies by facility.
 - Amenities: varies by facility.
 - Revenue facilities: Due to nature of certain facilities, revenue may be required for construction and/or annual maintenance. This should be determined at a policy level before the facility is planned and constructed.
 - Land usage: varies by facility.
 - Programming: varies by facility.
 - Maintenance Standards: Provide the highest-level maintenance with available funding. Seek a goal of Level 2 maintenance standards. Some amenities (i.e., rose gardens) will require Level 1 maintenance.
 - Parking: On-street or off-street parking is provided as appropriate. Goal is to maximize usable park space. As necessary, provide a minimum of five to 10 spaces within park including accessible spaces. Traffic calming devices encouraged next to park.

- Lighting: Security or amenity only.
- Signage: Directional and regulation signage to enhance user experience.
- Landscape Design: Appropriate design to enhance the park theme/use/experience.

6.1.7 OPEN SPACE/NATURAL AREA PARKS

Open space/natural area parks are undeveloped but may include natural or paved trails. Grasslands under power line corridors are one example; creek areas are another. Open space/natural area parks contain natural resources that can be managed for recreation and natural resource conservation values such as a desire to protect wildlife habitat, water quality and endangered species. Open space/natural area parks also can provide opportunities for nature-based, unstructured, low-impact recreational opportunities such as walking and nature viewing.

- Amenities: May include paved or natural trails, wildlife viewing areas, mountain biking, disc golf, interpretation and education facilities.
- Maintenance standards: Demand-based maintenance with available funding. Biological management practices observed.
- Lighting: None.
- Signage: Interpretive kiosks as deemed appropriate.
- Landscape Design: Generally, none. Some areas may include landscaping, such as entryways or around buildings. In these situations, sustainable design is appropriate.

6.1.8 TRAILS/RECREATION CORRIDORS

Trails/Recreation Corridors are recognized for their ability to connect people and places while serving as active transportation facilities. Linking neighborhoods, parks, recreation facilities, attractions, and natural areas with a multi-use trail fulfills three guiding principles simultaneously: 1) protecting natural areas along river and open space areas, 2) providing people with a way to access and enjoy them, and 3) providing a safe, alternative form of active transportation.

- Site Selection: Located consistent with approved Bicycle, Pedestrian and Trails Master Plan.
- Amenities: Parking and restrooms at major trailheads. May include small parks along the trail.
- Maintenance standards: Demand-based maintenance with available funding. Biological management practices observed.
- Lighting: Security lighting at trailheads and along trail is preferred.
- Signage: Mileage markers at ¼ mile intervals. Interpretive kiosks at all trailheads and where deemed necessary.
- Landscape Design: Coordinated planting scheme in urban areas. Limited or no planting in open space areas.
- Other: Connectivity to parks or other City attractions and facilities is desirable.
- Size: Typically, at least 30 ft. width of unencumbered land for a Greenbelt. May include a trail to support walk, bike, run, equestrian type activities. Typically, an urban trail is 8-10 feet wide



City of Hanford Parks and Recreation

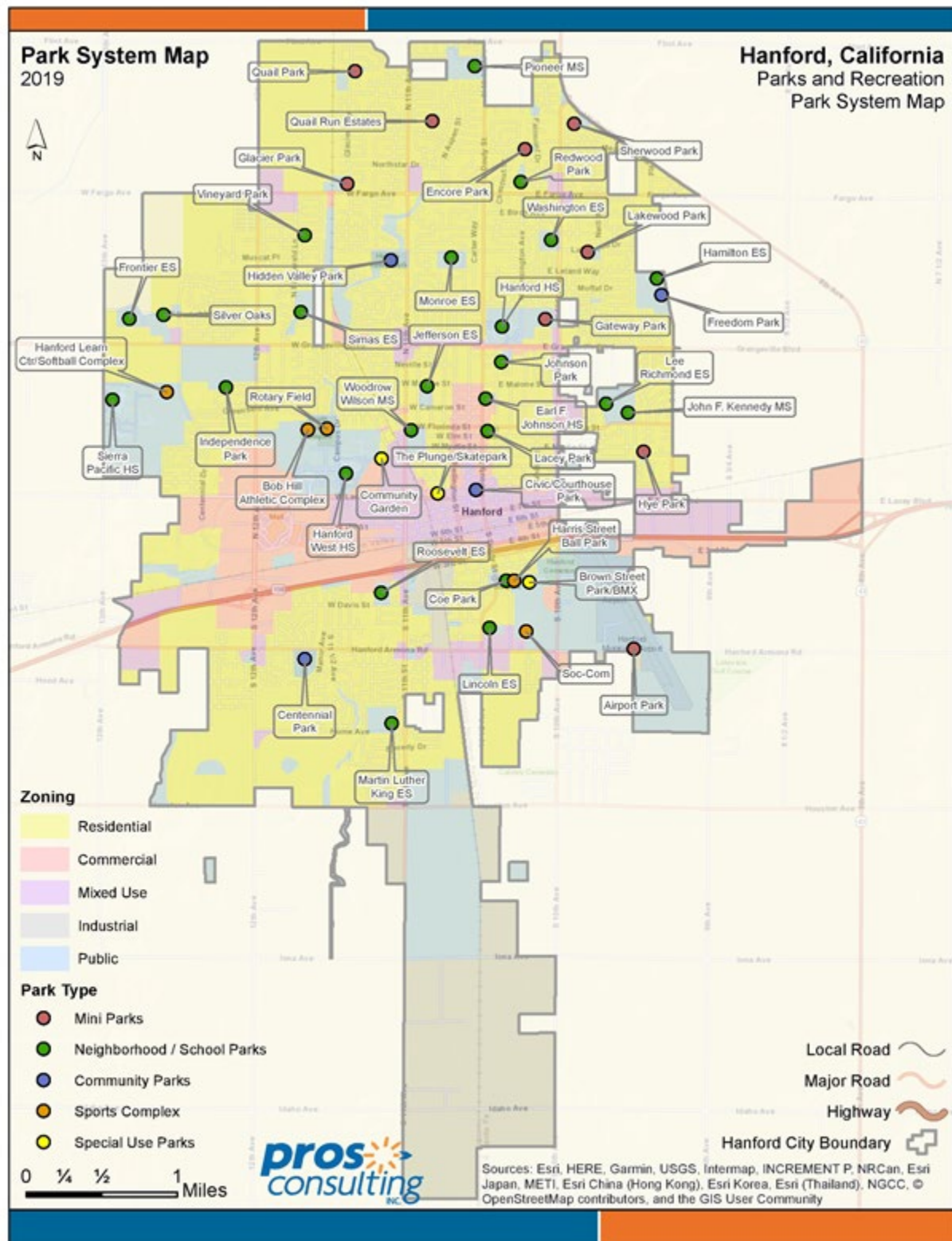
to support pedestrian and bicycle uses. Trails incorporate signage to designate where a user is located and where the trails connect in the City.

The inventory chart and map that follows highlights the City's existing park system.

CITY OF HANFORD CURRENT PARK SYSTEM INVENTORY

Park Name	Address	Classification	Total Acres
Centennial Park	1355 W Hanford Armona Rd.	Community	14.1
Hidden Valley Park	2150 N 11th Ave.	Community	18.0
Freedom Park	2000 N. 9 1/4 Ave.	Community	16.7
Civic/Courthouse Park	400 N. Douty St.	Community	6.1
Airport Park	954 Hanford-Armona Rd.	Mini	0.9
Encore Park	465 E. Encore Dr.	Mini	1.9
Lakewood Park	793 Lakewood Dr.	Mini	3.2
Hye Park	1202 E Myrtle St	Mini	2.8
Gateway Park	7500 N. 10th Ave	Mini	1.6
Sherwood Park	764 Sherwood Dr.	Mini	1.1
Quail Run Estates	500 W Windsor Dr.	Mini	0.6
Glacier Park	2582 N Glacier Way	Mini	1.6
Quail Park	3362 N Glacier Way	Mini	1.9
Coe Park	543 S Douty St.	Neighborhood/School	4.1
Lacey Park	900 N Douty St.	Neighborhood/School	2.5
Johnson Park	1325 N. Brown St.	Neighborhood/School	4.1
Redwood Park	416 E. Redwood St.	Neighborhood/School	3.3
Vineyard Park	1415 Semillon St.	Neighborhood/School	2.1
Independence Park	1259 N Cerritos Ave	Neighborhood/School	0.5
Silver Oaks	W. Berkshire Ln.	Neighborhood/School	2.6
Hanford Learning Center/Softball Complex	1226 Centennial Dr.	Sports Complex	21.2
Harris Street Ball Park	501 S. Harris St.	Sports Complex	4.6
Bob Hill Athletic Complex	1351 Greenfield Ave	Sports Complex	27.4
Rotary Field	762 Campus Dr.	Sports Complex	4.0
Brown Street Park/BMX	501 S. Brown St.	Special Use	4.6
Community Garden	450 Greenfield Avenue	Special Use	0.5
The Plunge/Skatepark	415 Ford St.	Special Use/Swimming Pool	2.0
Facility Name	Address	Classification	Square Footage
Longfield Center	560 S. Douty St.	Indoor Facility	10,020
Veterans Center	401 N Irwin St.	Indoor Facility	7,545
Goodwill/Senior Center	426 W Lacey Blvd	Indoor Facility	5,382

CITY OF HANFORD CURRENT PARK SYSTEM SUMMARY MAP





City of Hanford Parks and Recreation

CURRENT PARK/FACILITY ASSESSMENT

An assessment and general onsite inspection of each park, facility and grounds property managed by the Department was completed utilizing the following asset condition rating system. An inventory and overall assessment for the entire system has been provided as separate stand-alone documents.

Excellent

- Looks new and is in excellent mechanical and aesthetic condition.

Very Good

- Has minor mechanical and equipment defects but is in excellent mechanical and aesthetic condition.

Good

- Has some repairable mechanical and equipment defects and is free of major problems.

Fair

- Has some mechanical and equipment defects that require major repair and/or replacement.

Poor

- Has major defects and requires significant lifecycle replacement.

The table on the following page summarizes the assessment of the City's parks system.



6.1.9 PARK AND FACILITY ASSESSMENT

Park Name	Classification	Notes/ Observations	Access + Connectivity	Strengths/ Weaknesses	Park Condition (Rating)
Centennial Park 1355 W Hanford Armona Rd.	Community	- Perimeter fencing on 3 sides (adjacent to canal) - Seems to be well used by residents (high use of loop path)	Well integrated into neighborhood	- S- well integrated into surrounding neighborhood - W- Improve park presence along main entry with landscaping - W- Improve ADA access throughout site	Good
Hidden Valley Park 2150 N 11th Ave.	Community	- Visibility issues, unclear where the front of the park is. Entry signage is nice, but very hard to see from roadway (low to ground) - Might be good to clear the brush and dead plant material in the center of the park to improve internal site lines - Extend walking path from bridge so it connects to somewhere. Currently it dies into the lawn area (not ADA this configuration)	- Unfenced pond (could be a safety concern?) - Improve ADA access to playground structures (play elements in pretty good condition- nice splash pad area)	- S-rolling hills/landforms within park create nice atmosphere - W-This configuration could create visibility issues throughout the park	Good
Freedom Park 2000 N. 9 1/4 Ave.	Community	- Multiple parents using walking path (due to proximity to Hamilton Elementary) - Irrigation improvements	Well used internal circulation path. Good visibility from surrounding area	- S-Site is 100% ADA accessible - W-Signage present, but not visible from main access road	Good
Coe Park 543 S Douty St.	Neighborhood/School	- Seems like a well-maintained park - Clear internal site lines - Concerns about park safety + park used for teens/ young adults	Add sidewalks connecting Longfield center and Coe Park	- S- no chain link site fencing, good street presence - S-proximity to Longfield community center	Good



City of Hanford Parks and Recreation

Lacey Park 900 N Douty St.	Neighborhood/School	• Avoid placing site amenities in concrete islands • Basketball court placement adjacent to street (higher fence) • Irrigation improvements • Splash pad area looks dated and is cracked/ falling apart-rethink • Paint blank facades of building (murals-could be a school mural)	• Well integrated into surrounding neighborhood • Located across the street from St. Rose McCarthy Catholic School	• W- no park signage, park presence • W-poorly laid out internal circulation • Poor placement of elements in park (flag pole in the middle of a walkway)	Good/Fair
Civic/Courthouse Park 400 N. Douty St.	Community	• Well integrated into downtown core (heart of Hanford) • Improve connections to fountain, currently sitting on a concrete pad • Opportunities for more seating • This park could be a nice platform to display art (local artist etc.) • Center of town, good place for events, food trucks, concerts etc.	• Good connectivity between N Douty St. and N Irwin St.	• S-Nice park signage, could add more around park	Good
Johnson Park 1325 N. Brown St.	Neighborhood/School	• Lack of park presence • Potential to add better circulation in the park (walking path connecting Water St.) • Add more park amenities (basketball/tennis etc.) • Playground structure in ok condition, although not accessible	• Well connected to surrounding neighborhood	• W- presence of water tower and mechanical equipment • S- potential to re-think fencing around mechanical equipment for art mural, water tower art	Fair

Parks and Recreation Draft Master Plan

Encore Park 465 E. Encore Dr.	Mini	• Park could use more shade (overhead tree canopy, canopy structure) • No park signage • Large lot behind park (use?) • Lack of park amenities, potential to add more, shade elements • Need irrigation upgrades • Playground equipment in ok condition • Relocate picnic table/ trash bin to an accessible area	• Well connected to surrounding neighborhood	• S- opportunity to rethink mechanical equipment for art installations • W-Large mechanical equipment facility bisects park	Good
Lakewood Park 793 Lakewood Dr.	Mini	• No park amenities • Seems to be 2 basin facilities divided by a chain link fence			Poor
Redwood Park 416 E. Redwood St.	Neighborhood/School	• No park amenities			Poor
Hye Park 1202 E Myrtle St	Mini	• Chain link fencing cut near entry • Double basin facility-fence dividing two sides	• 2 concrete paths going down into park but lead nowhere	• S-re-think circulation-add walking path from E Myrtle to Acacia St • W- no park amenities, fence dividing part of the park	Poor
Gateway Park 7500 N. 10th Ave	Mini	• No park amenities, just open lawn area • Good presence	• Well connected to street and good access from adjacent neighborhood	• S-Potential to incorporate numerous park facilities. Existing park has the capacity to be a destination park.	Poor
Sherwood Park 764 Sherwood Dr.	Mini	• Could use updates to irrigation system • Add ADA surfacing to playground • Existing play structure in good	• Good connectivity to neighborhood • Located on the outskirts of town	• S-Park fronts homes on Sherwood Drive • W-On site building creates visibility issues to back of park	Fair



City of Hanford Parks and Recreation

		condition. Park expansion for more amenities • Add planting in park to create a more inviting atmosphere	• Adjacent to basin site		
Quail Run Estates 500 W Windsor Dr.	Mini	• Playground facility in great condition (could add ADA surfacing) • Fenced in kids play area could use other amenities & seating for parents or guardians • Seems like irrigation system is leaking in certain areas	• Well integrated into neighborhood (could improve connections)	• S- potential to create direct connections to surrounding neighborhood street (Julia Ct, Sage Ct, W Julia Way)	Fair
Glacier Park 2582 N Glacier Way	Mini	• Park seems to be somewhat of an afterthought • No park signage • Park seems very isolated • Relocate mechanical that's currently located at the entry of the park	• Park amenities are located rather close to the main street • Poor configuration of sidewalk in front of park- seems a bit circuitous	• S-Park expansion to adjacent site	Poor
Vineyard Park 1415 Semillon St.	Neighborhood/School	• Well used internal circulation look • Could add another entrance sign at the opposite side of the park • Screen in mechanical equipment using planting • Playground in pretty good condition, somewhat ADA accessible	• Well integrated into surrounding neighborhood • Add street connection path from Vineyard Pl	• W- replace drinking fountain as powder coat paint is rusting off	Good
Quail Park 3362 N Glacier Way	Mini	• Replace rose planting at all corners of park (located near play area) • Good internal views, eyes on the street from		• W-Lack of park identity- no signage	Good

Parks and Recreation Draft Master Plan

		surrounding homes • Irrigation upgrade (patchy areas)			
Independence Park 1259 N Cerritos Ave	Neighborhood/School	• No entry signage identifying park • Play structure in good condition, but need to improve ADA to facility	• Easily accessible from surrounding community-circulation through park	• S-connects two neighborhoods well	Good
Silver Oaks Park W. Berkshire Ln.	Neighborhood/School	• New playground equipment -great condition • Park seems isolated • Replace broken seat wall- cap is damaged	• Improve connections to adjacent residential neighborhoods, currently a huge cinder block wall separating park from homes. Seems like a missed opportunity	• S- park near elementary school site	Good
Harris Street Ball Park 501 S. Harris St.	Sports Complex	• Baseball field seems pretty unlevel- maintenance • Pave Brown St lot next to ball park • Nice banner signage along fence	• Improve access from Brown Street	• S-Several park facilities in this area of town- seems like a good opportunity to create better park awareness/presence	Fair
Rotary Field 762 Campus Dr.	Sports Complex	• Needs irrigation upgrades • Add circulation path around park behind home plate of each field • Potential to connect Bob Hill Athletic complex- walking path	• Seems to only be open for certain events	• S-Large facility- good for tournament events	Fair/Good
Bob Hill Athletic Complex 1351 Greenfield Ave	Sports Complex	• Needs irrigation upgrades • Add circulation path around park behind home plate of each field • Potential to connect Bob Hill Athletic complex- walking path	• Seems to only be open for certain events	• S-Large facility- good for tournament events	Fair/Good



City of Hanford Parks and Recreation

		• Resurface entry drive • Re-sod eroded side of hill leading down to ball field • Relocate mechanical equipment that is in the middle of the main plaza area			
Brown Street Park/BMX 501 S. Brown St.	Special Use	• Re-sod/plant areas around BMX track • Add BMX signage- perhaps a logo of a rider	• Sidewalk broken on Harris street- extend in front of Ball Park	• S-Proximity to other park facilities in the area	Fair
The Plunge 415 Ford St.	Special Use	• Skate facility next to the Plunge seems like a good amenity for teens • Add signage so facility name is visible from W Lacey Blvd. Main entrance off secondary street	• *no access to indoor facility at the time of assessment*	• Good visibility from main street and proximity to Goodwill senior center (good for planning senior specific activities- wellness and recreation at the plunge)	Good
Hanford Adult Learning Center/Softball Complex 1226 Centennial Dr.	Sports Complex	• Irrigation upgrades needed in certain locations • Potential to add loop circulation path around baseball fields for alternative use of the facility • Add site signage • Add walkways between baseball fields to help preserve lawn areas especially when there is a tournament taking place at the facility • Fencing needs repair in certain areas • Add picnic areas/covered shelter especially for when tournament	• Only one entrance into site- seems limited but understand the need for controlled entrance and exiting to facility	• S-Proximity to Sierra Pacific High School and College of the Sequoias	Good

Parks and Recreation Draft Master Plan

Airport Park 954 Hanford-Armona Rd.	Mini	No park signage, only information indicating Municipal airport. Looks like entry for airport as opposed to a public park	Poor access to site, no sidewalk		Poor
Longfield Center 560 S. Douty St.	Rec. Facility Indoor	- Facility seems to be in pretty good condition - Could use some updates to front of facility. Mural on the front of building to bring new life to it - Potential to create secondary path from W Ball Park Alley? - Re-envision lawn area adjacent to building- has great potential to turn into another community amenity		Great proximity to other park facilities in area	Good
Civic Center 400 N Douty St.	Rec. Facility Indoor	*no access to indoor facility at the time of assessment*			*Building facilities should be inspected by architect for code compliance and general condition of facility*
Coe Hall 543 S. Douty St.	Rec. Facility Indoor	*no access to indoor facility at the time of assessment*			*Building facilities should be inspected by architect for code compliance and general condition of facility*
Veterans Center 401 N Irwin St.	Rec. Facility Indoor	*no access to indoor facility at the time of assessment*			*Building facilities should be



City of Hanford Parks and Recreation

					inspected by architect for code compliance and general condition of facility*
Old Courthouse 113 Court St	Rec. Facility Indoor	*no access to indoor facility at the time of assessment*			*Building facilities should be inspected by architect for code compliance and general condition of facility*
Goodwill Senior Center 426 W Lacey Blvd	Rec. Facility Indoor	*no access to indoor facility at the time* • Poor street presence • Replace broken/cracked planter in front of building (building facelift) • Blank wall could be a large mural • Existing goodwill signage to be replaced	• Good visibility from W Lacey Blvd. • Potential to add crossing at Santa Fe Ave		*Building facilities should be inspected by architect for code compliance and general condition of facility*

6.2 LEVEL OF SERVICE STANDARDS

Level of Service (LOS) standards are guidelines that define service areas based on population that support investment decisions related to parks, facilities and amenities. LOS standards can and will change over time; as the population increases, the need to acquire additional land and develop parks also increases as will the costs to do so.

The consultant team evaluated LOS standards using a combination of local, regional and national resources, including:

- General Plan 2035 Policy Document; Open Space, Conservation and Recreation Element.
- National Recreation and Park Association (NRPA) guidelines.
- Recreation activity participation rates reported by the Sports & Fitness Industry Association's (SFIA) 2018 Study of Sports.
- Recreation participation in activities that occur in the United States and Hanford area.
- Community and stakeholder input and general observations. This information allowed standards to be customized to the Hanford Parks and Recreation system.

These resources provide LOS guidelines based on population to inform and support investment decisions related to parks, facilities and amenities. When coupled with local input on the needs of the Hanford community, these standards help to identify park and facility/amenity gaps and surpluses. The findings of the LOS standards analysis are summarized below:

- The City of Hanford currently offers 299.7 acres of park land to its residents which equates to a **total LOS of 5.06 acres of park land per 1,000 residents based on the City's 2018 population**. The 299.70 acres is comprised of multiple land owners and the breakdown is as follows:
 - 154.10 acres provided by the City of Hanford.
 - 40.50 acres of sports complex parks provided at Soc-Com.
 - 210.20 acres of neighborhood/school parks provided by the Hanford Joint Union High School District and the Hanford Elementary School District. Per the 2035 General Plan, 50% (105.10 acres) of school park acreage is counted for the calculation of current level of service standards.
- The 2035 General Plan includes a LOS standard goal of 3.5 acres per 1,000 residents for future growth, not including the addition of mini parks.
 - If the City achieves the 2035 General Plan's stated goal, the overall LOS for the City of Hanford's park system will be 4.57 acres per 1,000 population, which would be slightly below the current LOS of 5.06 acres per 1,000 population.
- The top two park needs in the City in the future are Neighborhood parks and Community parks.
- The City currently meets 2034 standards for several amenities including: outdoor basketball courts, outdoor aquatic centers and skate parks.
- The City is currently deficient for indoor recreation center space. The City currently offers only 0.40 square feet of indoor recreation center space per person. In order to meet the 2034 level of service standard of 1.0 square foot of indoor recreation space per person, the City will be required to add an additional 67.053 square feet is required.



City of Hanford Parks and Recreation

Based on a thorough review of the parks and recreation system and public input, it is recommended that the City pursue further development of specific parks and recreation amenities that meet the needs listed in the *High Priority Program and Facility Rankings* and address the gaps per park type to increase the current level of service standard for the projected population in 2034.

The table below details the current and recommended LOS for the Hanford Parks and Recreation System.

Park Type	2019 Park Inventory	Level of Service Standards				2034 Standards	
		Total Inventory	Current Service Level	General Plan 2035 Recommended Levels of Service for FUTURE GROWTH		Meet Standard/ Need Exists	Additional Developed Parks/Facilities/ Amenities Needed
Mini Park	15.70	0.27 acres per	1,000	0.00 acres per	1,000	Meets Standard	- Acre(s)
Neighborhood/School Parks	124.30	2.10 acres per	1,000	1.00 acres per	1,000	Need Exists	48 Acre(s)
Community Parks	54.90	0.93 acres per	1,000	2.00 acres per	1,000	Need Exists	64 Acre(s)
Sports Complex	97.70	1.65 acres per	1,000	0.00 acres per	1,000	Meets Standard	- Acre(s)
Special Use Parks	7.10	0.12 acres per	1,000	0.50 acres per	1,000	Meets Standard	- Acre(s)
Total Developed Park Acreage	299.70	5.06 acres per	1,000	3.50 acres per	1,000	Need Exists	112 Acre(s)
OUTDOOR AMENITIES							
Outdoor Basketball Courts	29.00	1.00 court per	2,042	1.00 court per	2,500	Need Exists	7 Court(s)
Outdoor Volleyball Courts	4.00	1.00 court per	14,804	1.00 court per	20,000	Need Exists	1 Court(s)
Multi-Purpose/Rectangle Fields	38.00	1.00 field per	1,558	1.00 field per	2,250	Need Exists	2 Field(s)
Youth Baseball/Softball Fields	63.00	1.00 field per	940	1.00 field per	3,000	Meets Standard	- Field(s)
Teen/Adult Baseball Fields	11.00	1.00 field per	5,383	1.00 field per	10,000	Meets Standard	- Field(s)
Adult Softball Fields	6.00	1.00 field per	9,870	1.00 field per	20,000	Meets Standard	- Field(s)
Tennis Courts	25.00	1.00 court per	2,369	1.00 court per	7,500	Meets Standard	- Court(s)
Picnic Shelters	13.00	1.00 site per	4,555	1.00 site per	4,000	Need Exists	10 Site(s)
Playgrounds	27.00	1.00 site per	2,193	1.00 site per	2,500	Need Exists	9 Site(s)
Disc Golf Course	2.00	1.00 site per	29,609	1.00 site per	50,000	Meets Standard	- Site(s)
Off Leash Dog Park	3.00	1.00 site per	19,739	1.00 site per	15,000	Need Exists	3 Site(s)
Splash Pads	4.00	1.00 site per	14,804	1.00 site per	15,000	Meets Standard	2 Site(s)
Skateboard Park	1.00	1.00 site per	59,217	1.00 site per	60,000	Meets Standard	1 Site(s)
Outdoor Pool	4.00	1.00 site per	14,804	1.00 site per	30,000	Meets Standard	- Site(s)
INDOOR RECREATION CENTER							
Indoor Rec/Community Center (square feet)	22,947	0.39 SF per person	1	1 SF per Person		Need Exists	67,053 Square Feet

6.3 TECHNICAL NEEDS ANALYSIS KEY FINDINGS

6.3.1 SERVICE AREA EQUITY MAPPING – CURRENT INVENTORY

The Hanford Parks and Recreation system has evolved over time and distribution of sites and facilities throughout the community is reflected in the current site locations.

To further illustrate the distribution of current park types and amenities in the City, an equity-mapping analysis was conducted to show the service areas and the gaps in service of the *current* inventory of park types and amenities based on the overall *recommended* Level of Service standard (existing and future parks and amenities). The recommended standard established per 1,000 residents per acre of park type or number of residents per type of amenity are also indicated in the map title.

The service area is calculated by the quantity of inventory of each site extended in a uniform radius until the population served by the recommended standard is reached. Shaded areas indicate the extent of the service area based on recommended inventories; unshaded areas indicate locations that would remain outside of the standard service area for each park type or park asset. Unshaded areas are not always the most appropriate location for future parks or park assets. They only represent areas that might be more thoroughly reviewed for potential additional facilities.

Although there are occasions when the service area may extend beyond the City's borders, only Hanford's population was utilized for calculating service area standards in this analysis.

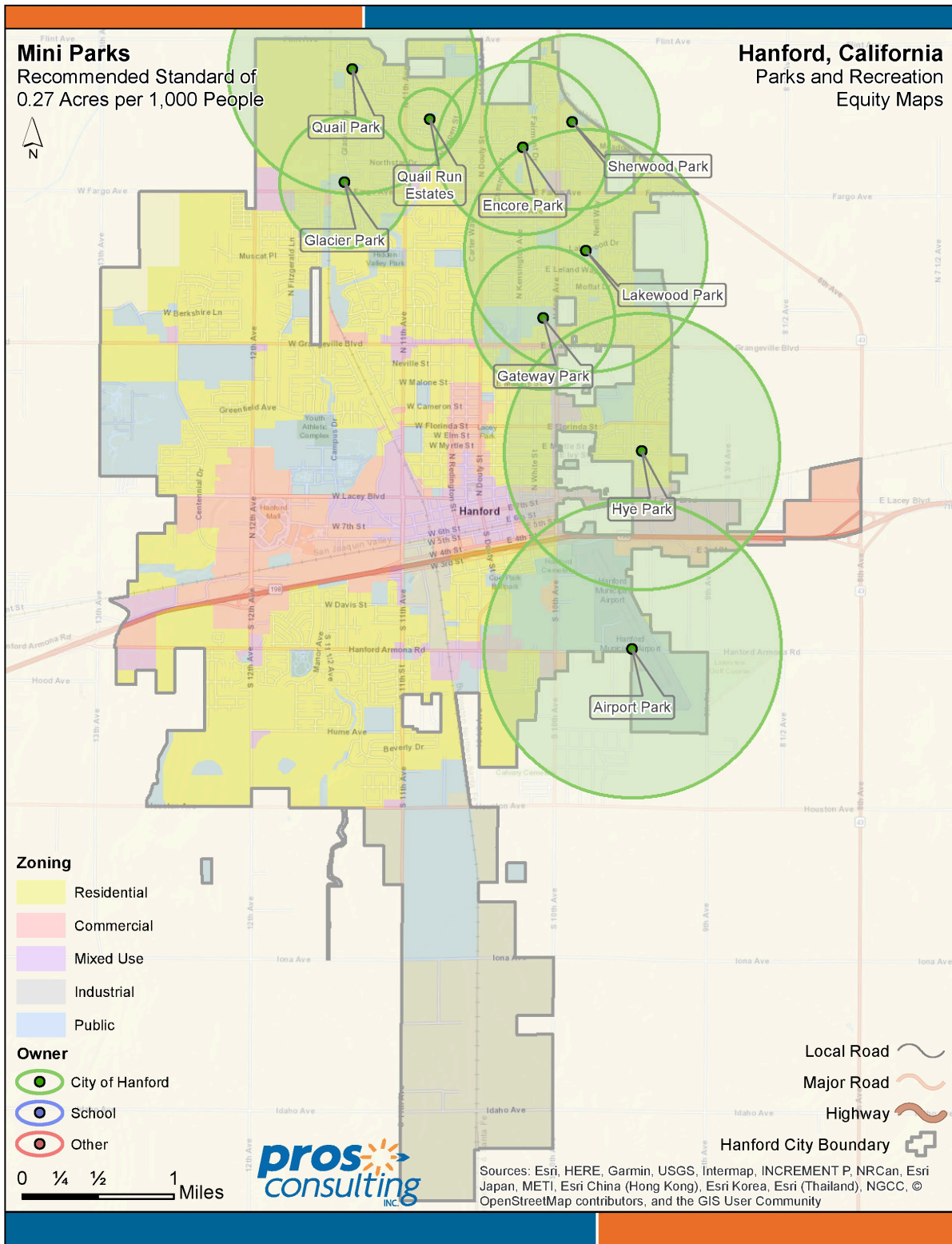
Community-wide maps of existing park types or classifications identified in this Master Plan, as well as the major park amenities, are provided in the pages that follow. The maps on the following pages identify existing:

- Pocket Parks
- Neighborhood Parks
- Community Parks
- Special Use Parks
- Sports Complex Parks
- Ball Diamond Fields - Teen/Adult Baseball
- Ball Diamond Fields - Youth Baseball/Softball
- Ball Diamond Fields - Adult Softball
- Multi-Purpose Rectangle Fields - Soccer, Lacrosse, Football
- Disc Golf Course
- Playgrounds
- Off-Leash Dog Parks
- Outdoor Basketball Courts
- Outdoor Volleyball Courts
- Tennis Courts
- Splash Pads
- Outdoor Pool
- Reservable Picnic Shelters
- Skate Park
- Indoor Recreation Centers

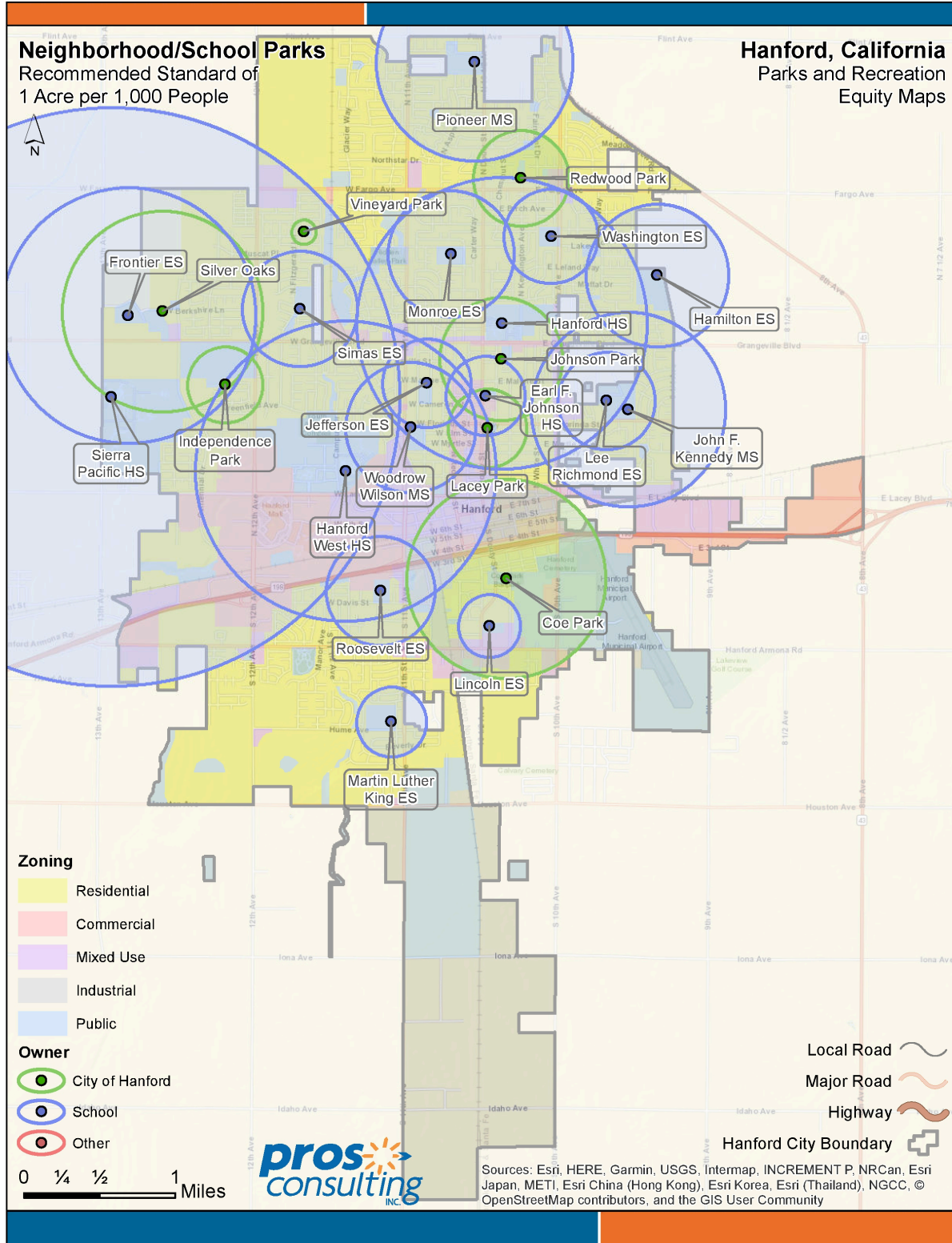


City of Hanford Parks and Recreation

Mini Parks - Opportunities exist to develop *privately owned* mini parks as part of special planning areas, as well as new growth areas of the community.



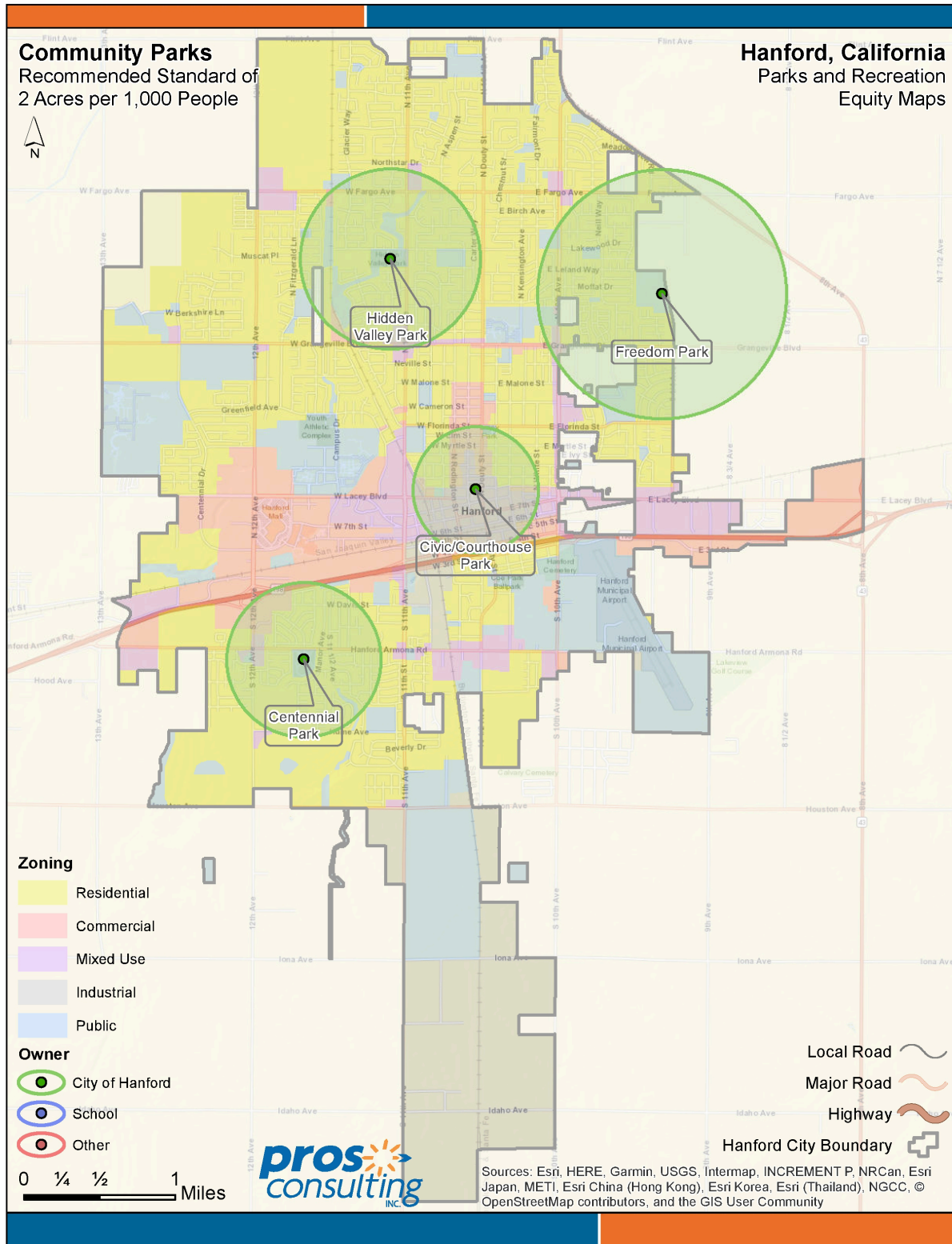
Neighborhood/School Parks - Opportunities exist to develop neighborhood parks as part of special planning areas in the northern and southern parts of the City, in partnership with the school districts and in new growth areas of the community.



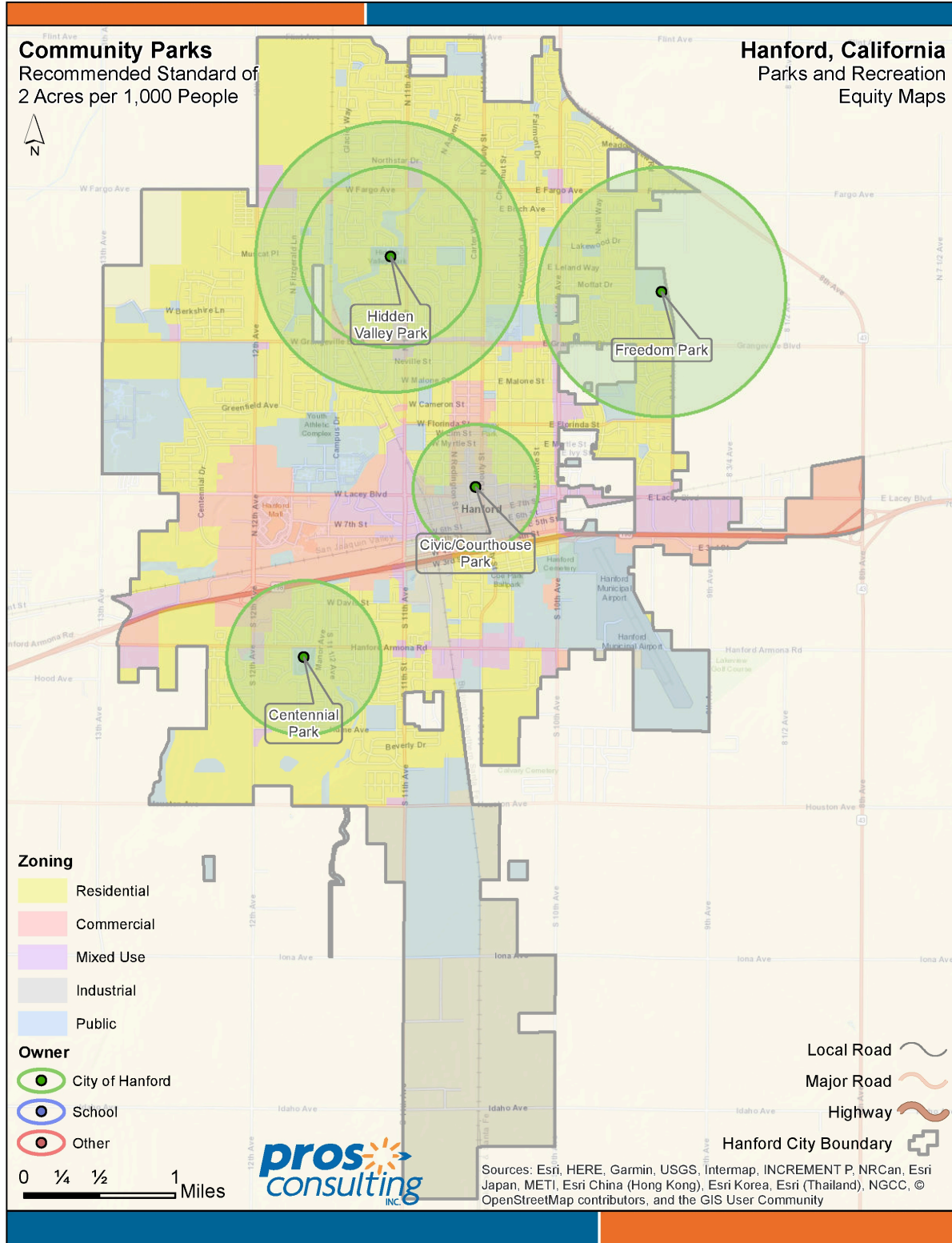


City of Hanford Parks and Recreation

Community Parks (existing inventory) - Opportunities exist to develop community parks in the growing areas of the City through new development, as well as potential partnerships with the school districts.



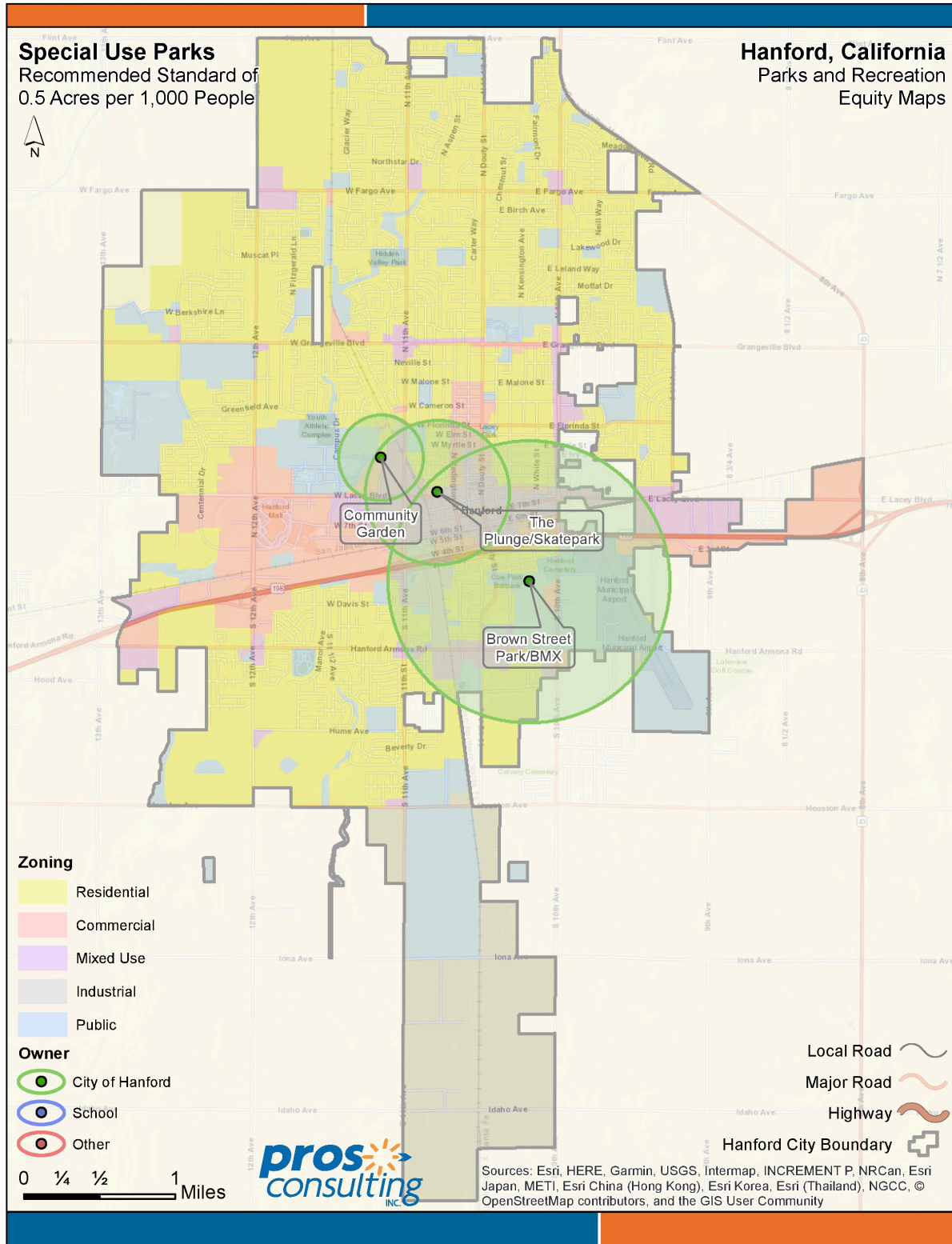
Community Parks (with additional 18 acres added to Hidden Valley Park) - As shown by the outer ring around Hidden Valley Park in the map below, the addition of the 18 acres adjacent to Hidden Valley Park significantly increases the service area of the park.



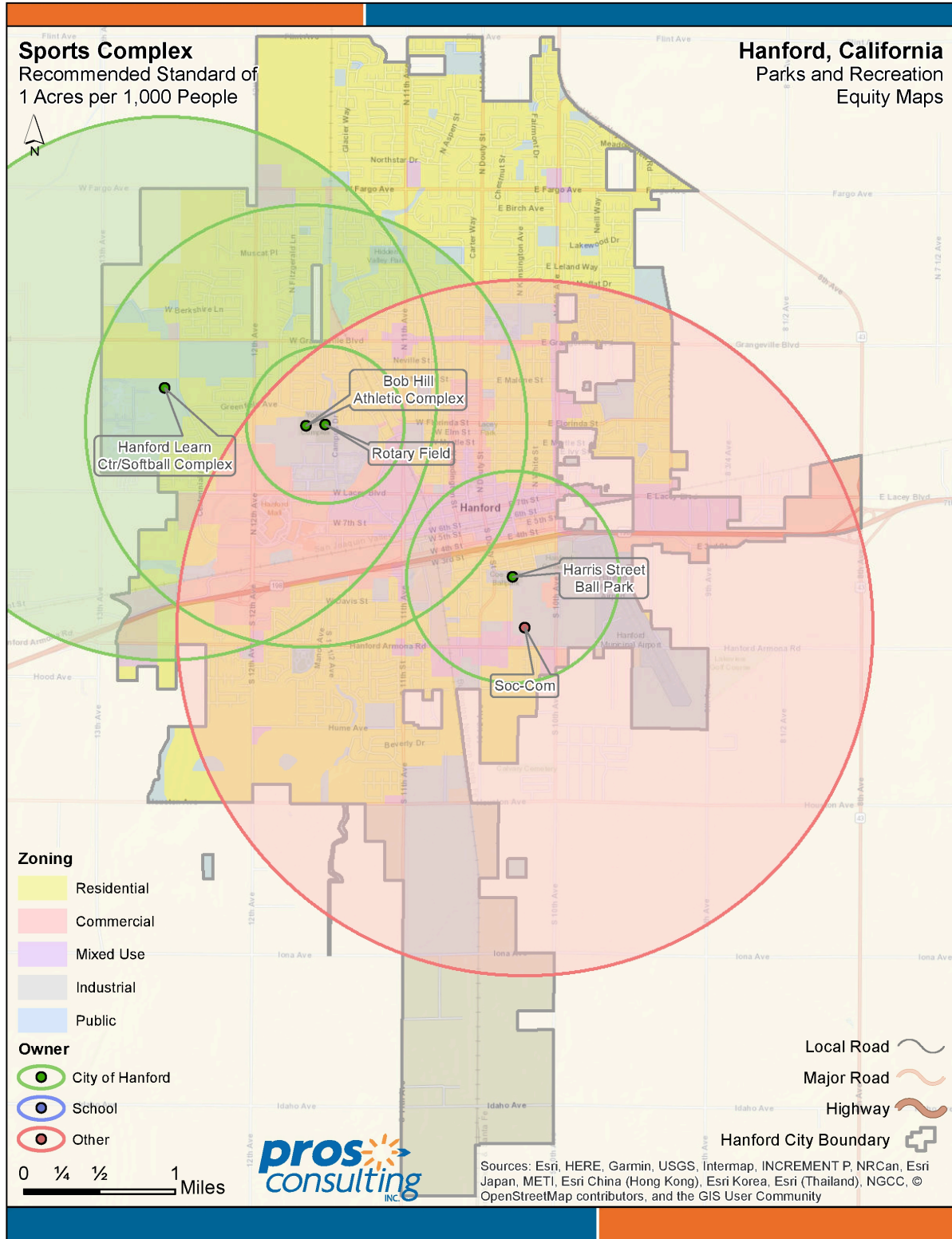


City of Hanford Parks and Recreation

Special Use Parks - The development of stand-alone special use parks should be both resident-need and opportunity driven. Geographically, opportunity does exist through the community, but existing special use parks (community garden, skatepark and BMX park) are fulfilling resident's needs.



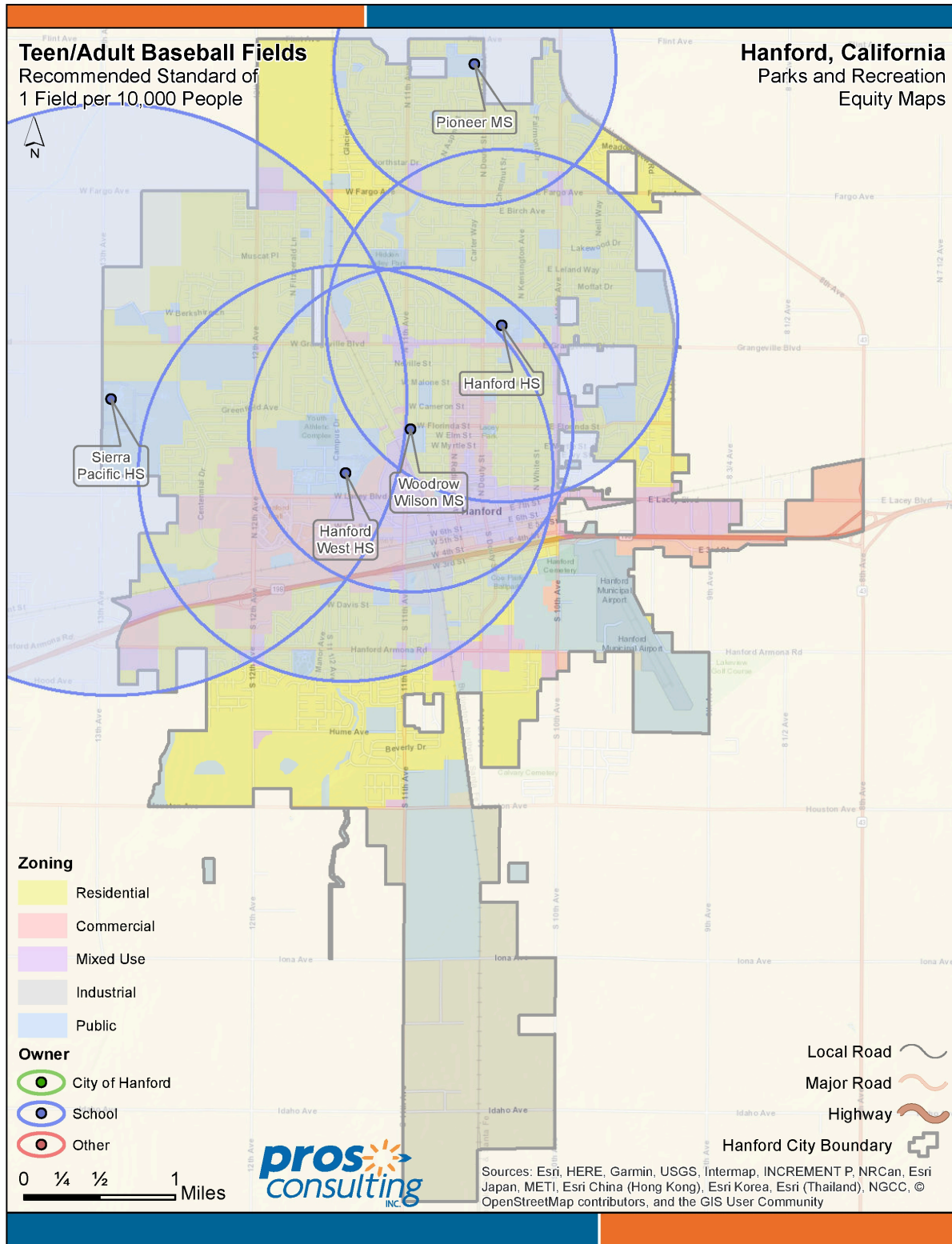
Sports Complex - Hanford Learning Center Softball Complex, Bob Hill Athletic Complex and Soc-Com provide for significant equity throughout most of the City.



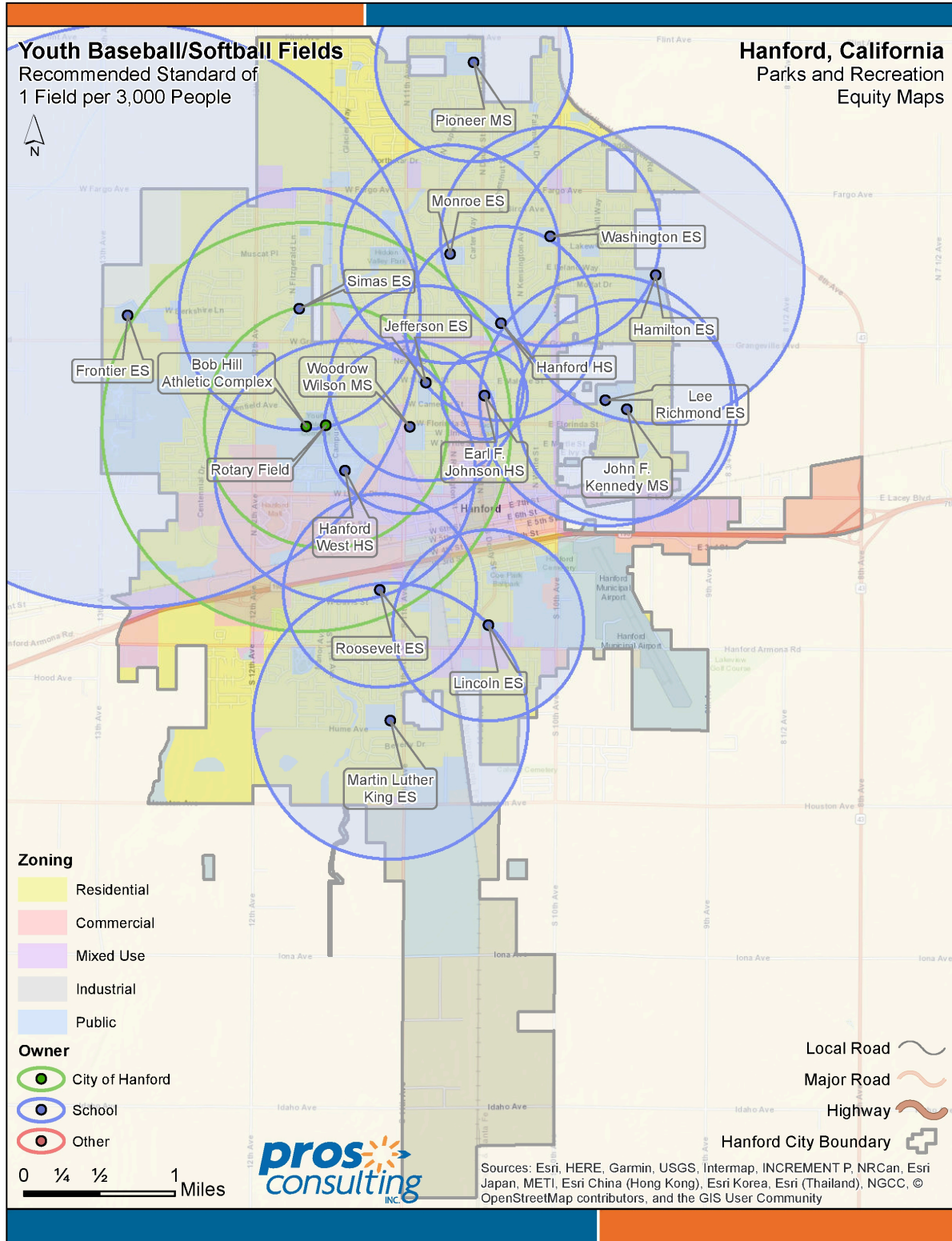


City of Hanford Parks and Recreation

Ball Diamond Fields - Teen/Adult - Existing ball diamond fields for teens and adults provide adequate equity in the central and northern parts of the community, but opportunities exist to add fields in the southern area of the City.



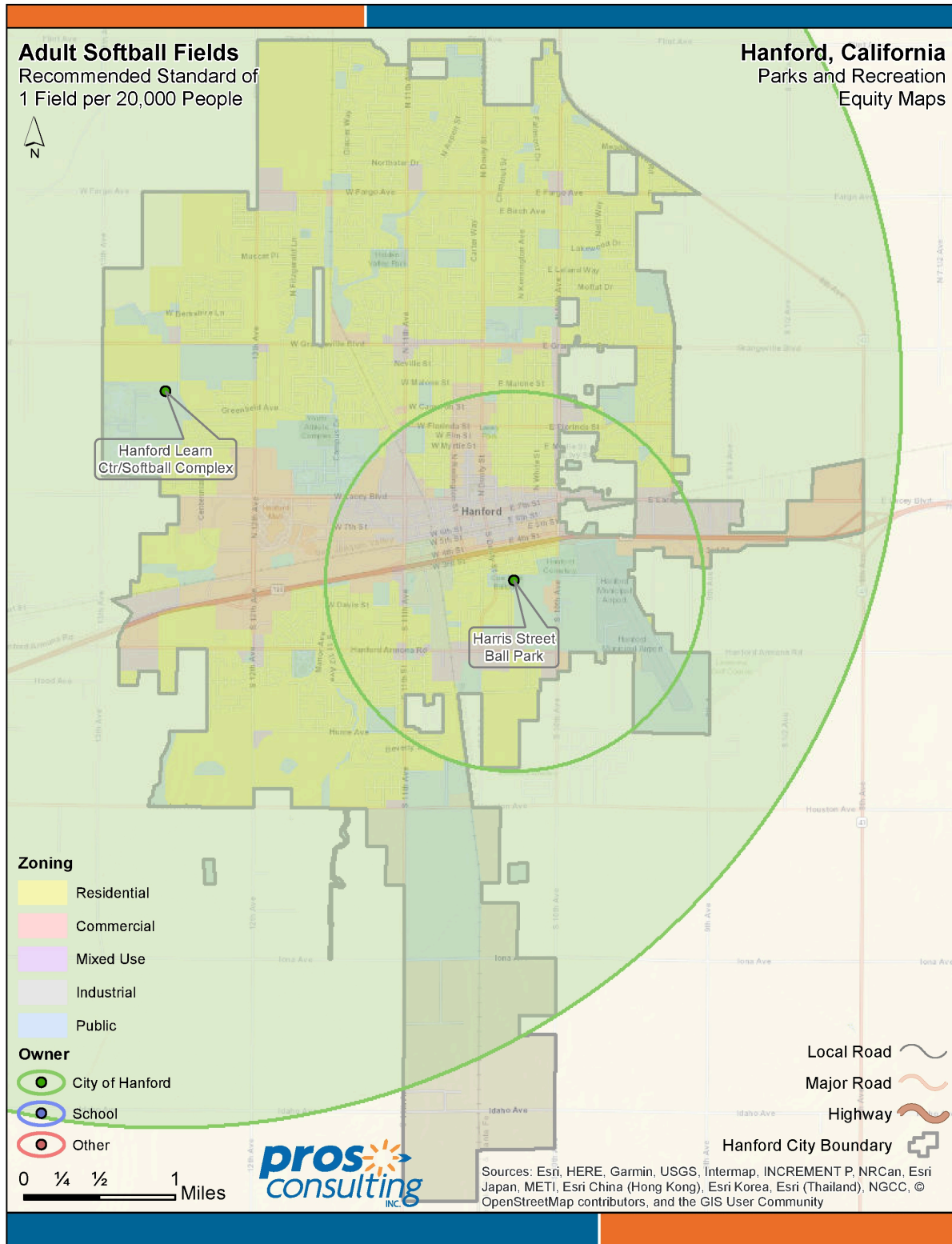
Ball Diamond Fields - Youth Baseball/Softball - Existing ball diamond fields for youth baseball/softball provide significant equity throughout the City.



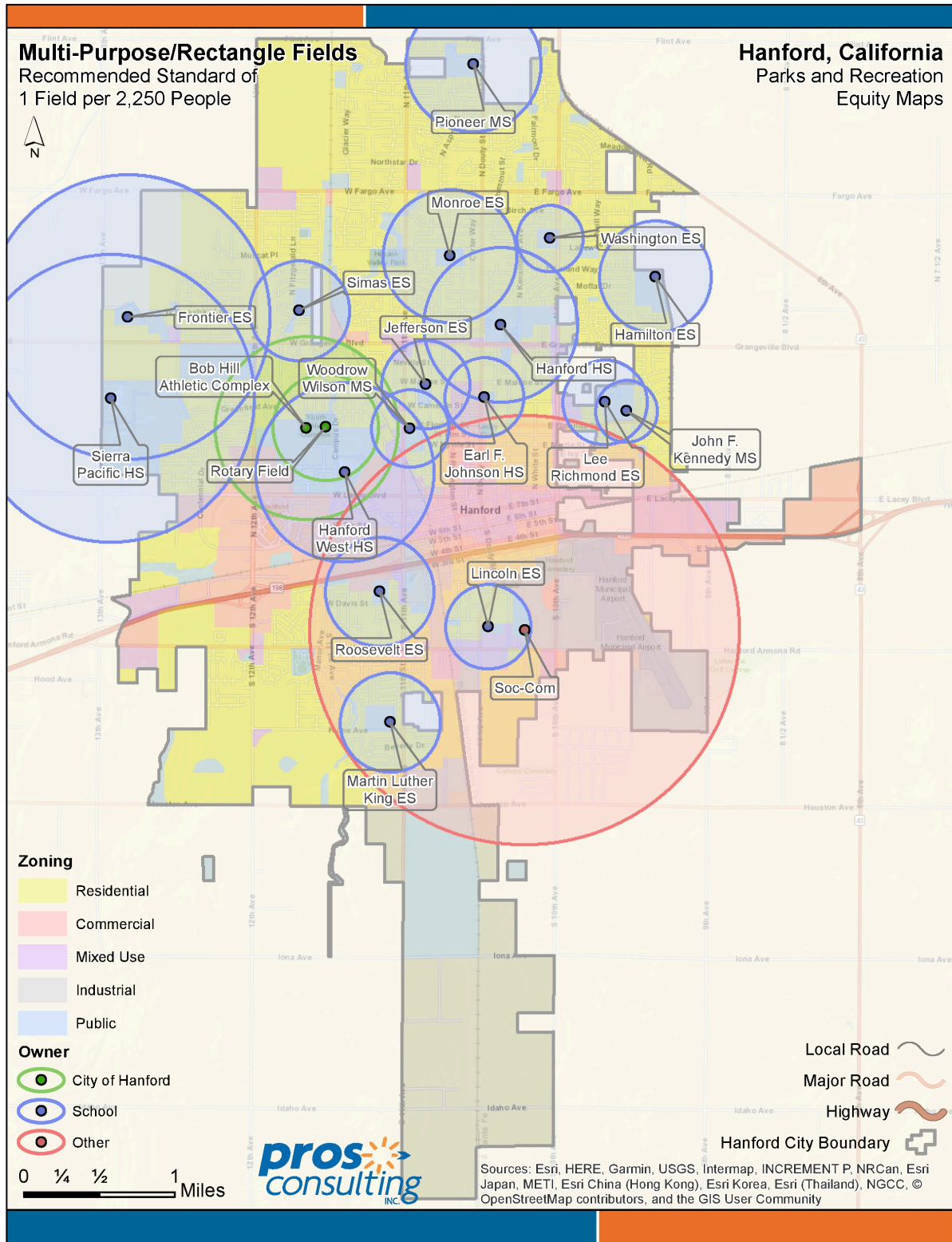


City of Hanford Parks and Recreation

Ball Diamond Fields - Adult Softball - Existing Adult Softball diamond fields provide for adequate equity throughout the City.



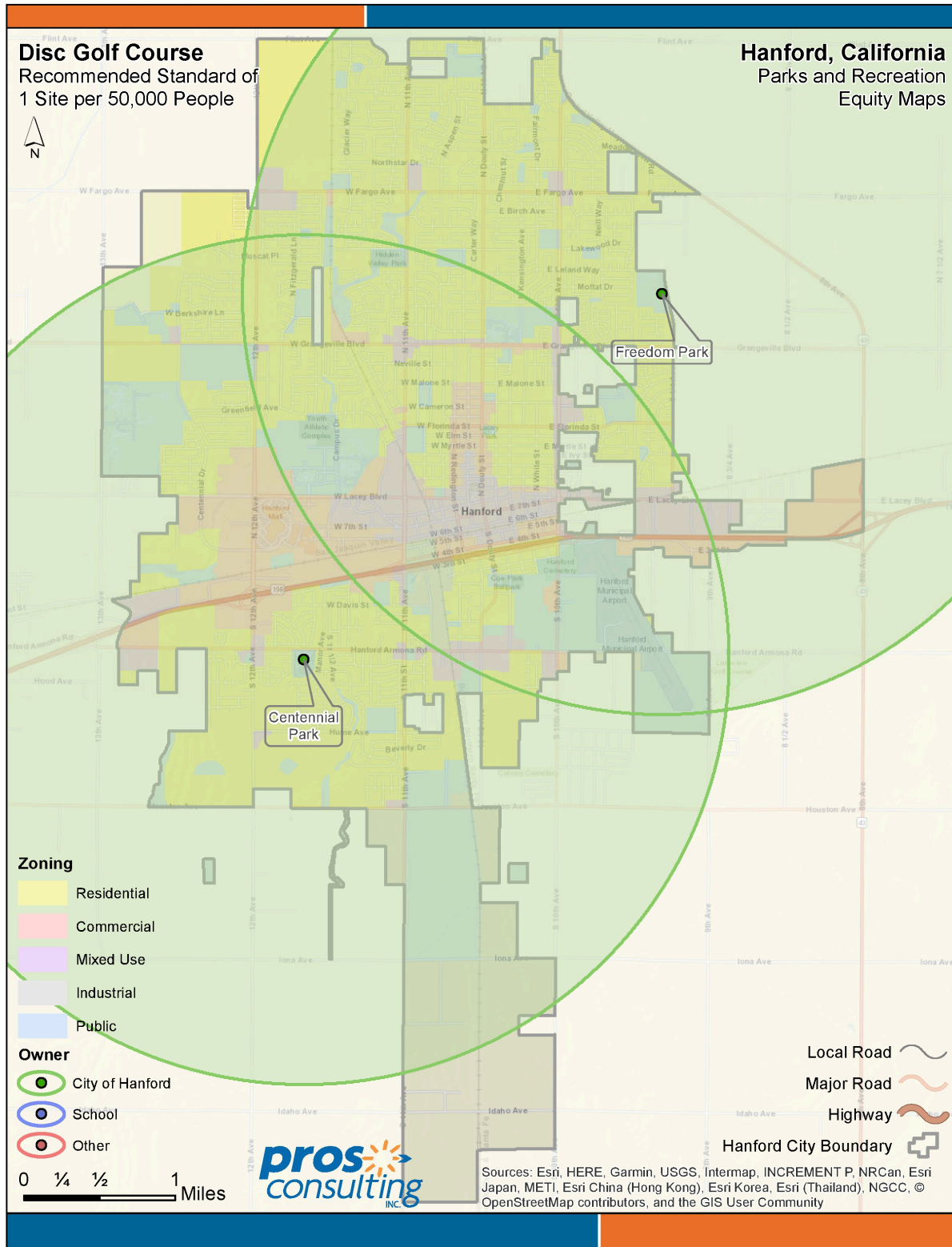
Multi-Purpose/Rectangle Fields - Existing rectangle fields for soccer, lacrosse and football provide for adequate equity throughout the City.



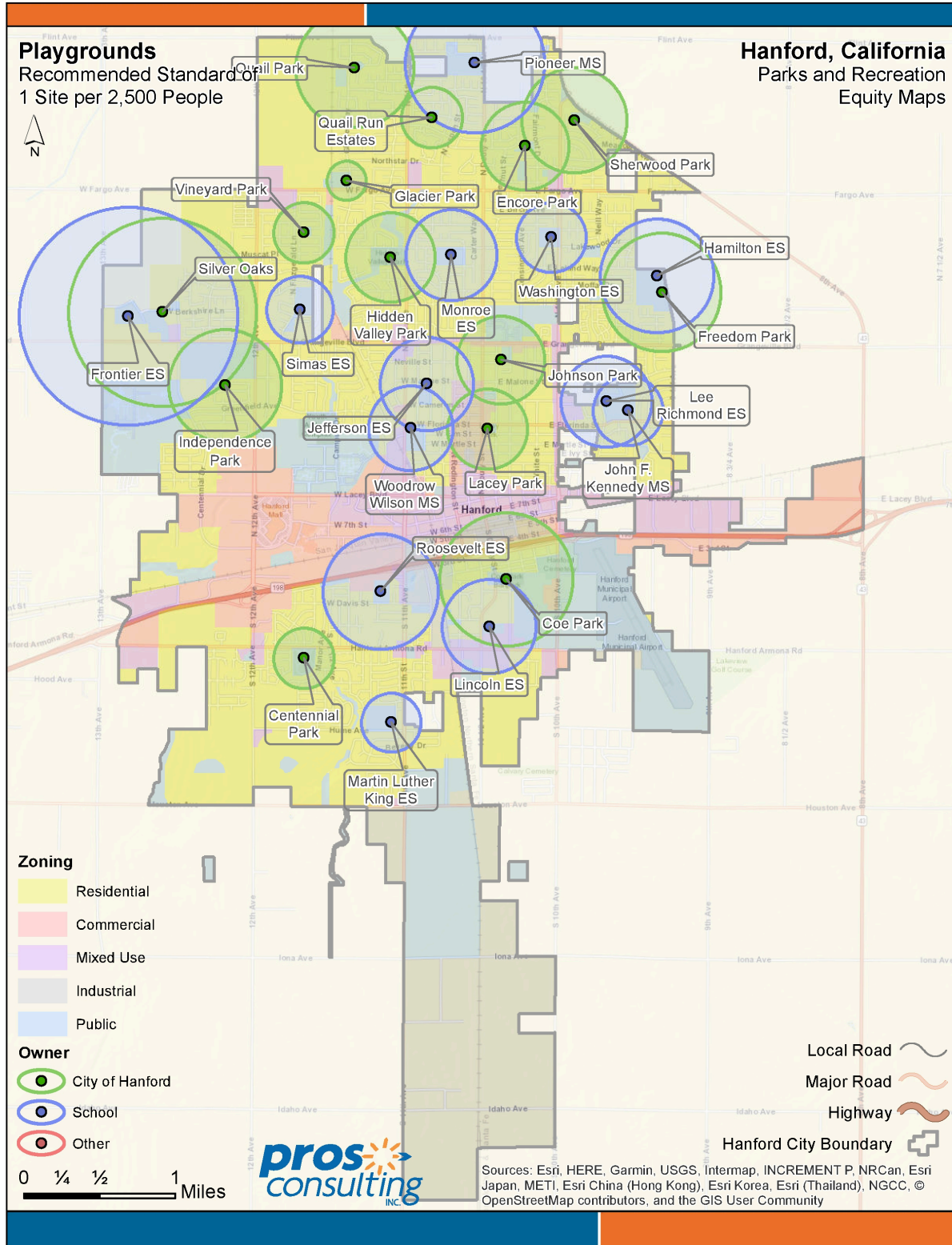


City of Hanford Parks and Recreation

Disc Golf Course - Existing disc golf courses provide significant equity throughout the City.



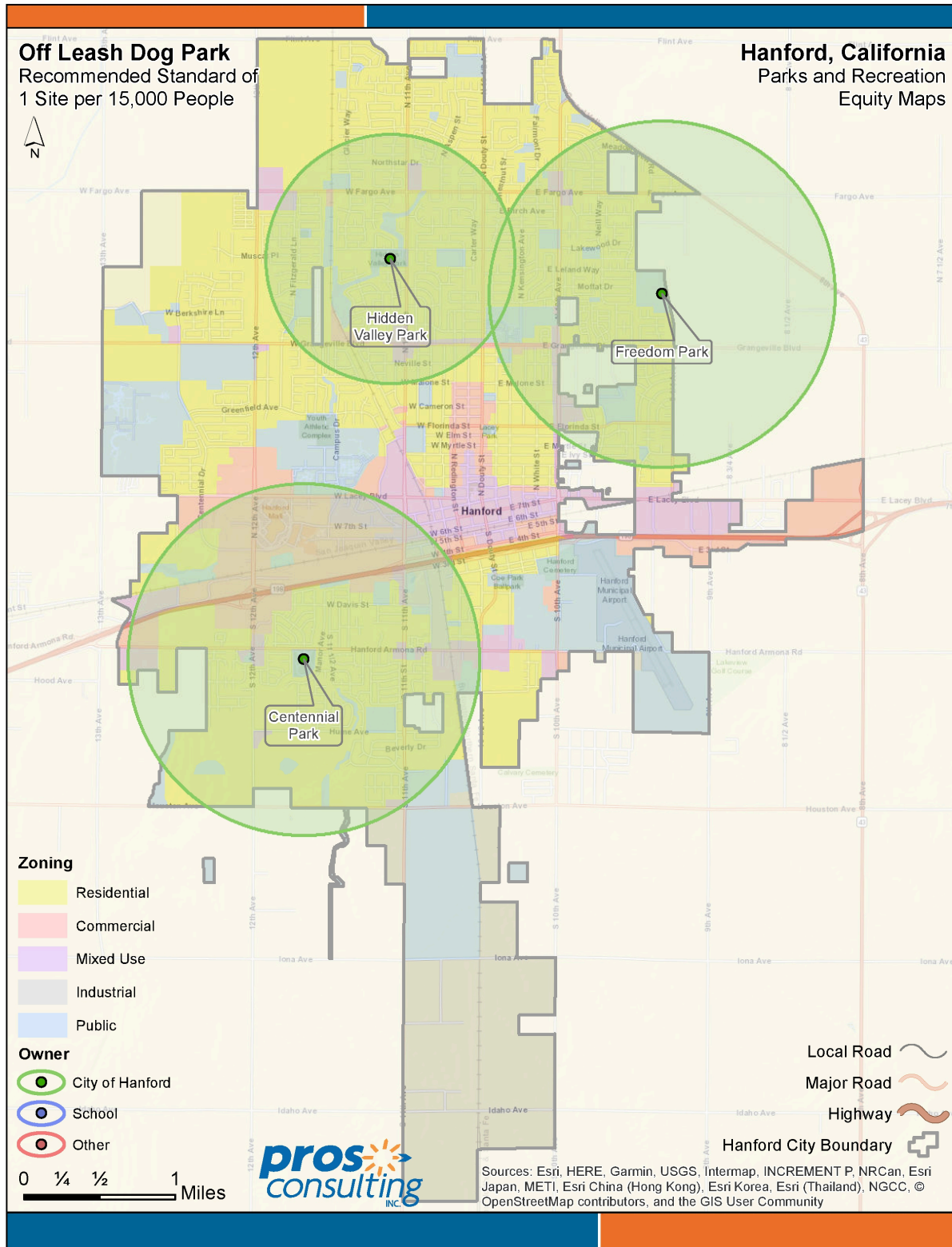
Playgrounds - Opportunities exist to add playgrounds to the parks and recreation system as neighborhood and community parks are developed, in particular in the southern part of the community.



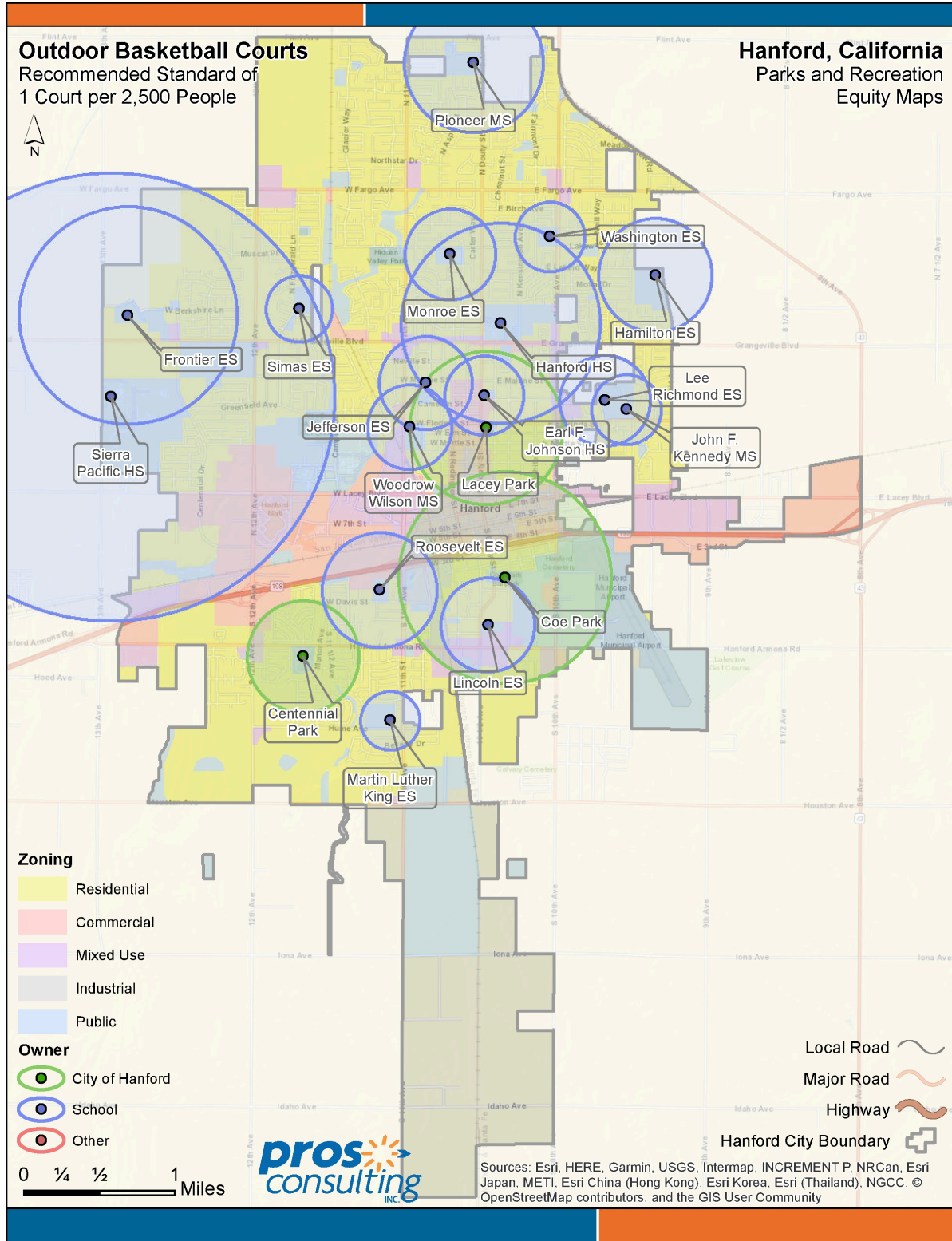


City of Hanford Parks and Recreation

Off Leash Dog Parks - Off leash dog parks provide adequate equity throughout the City.



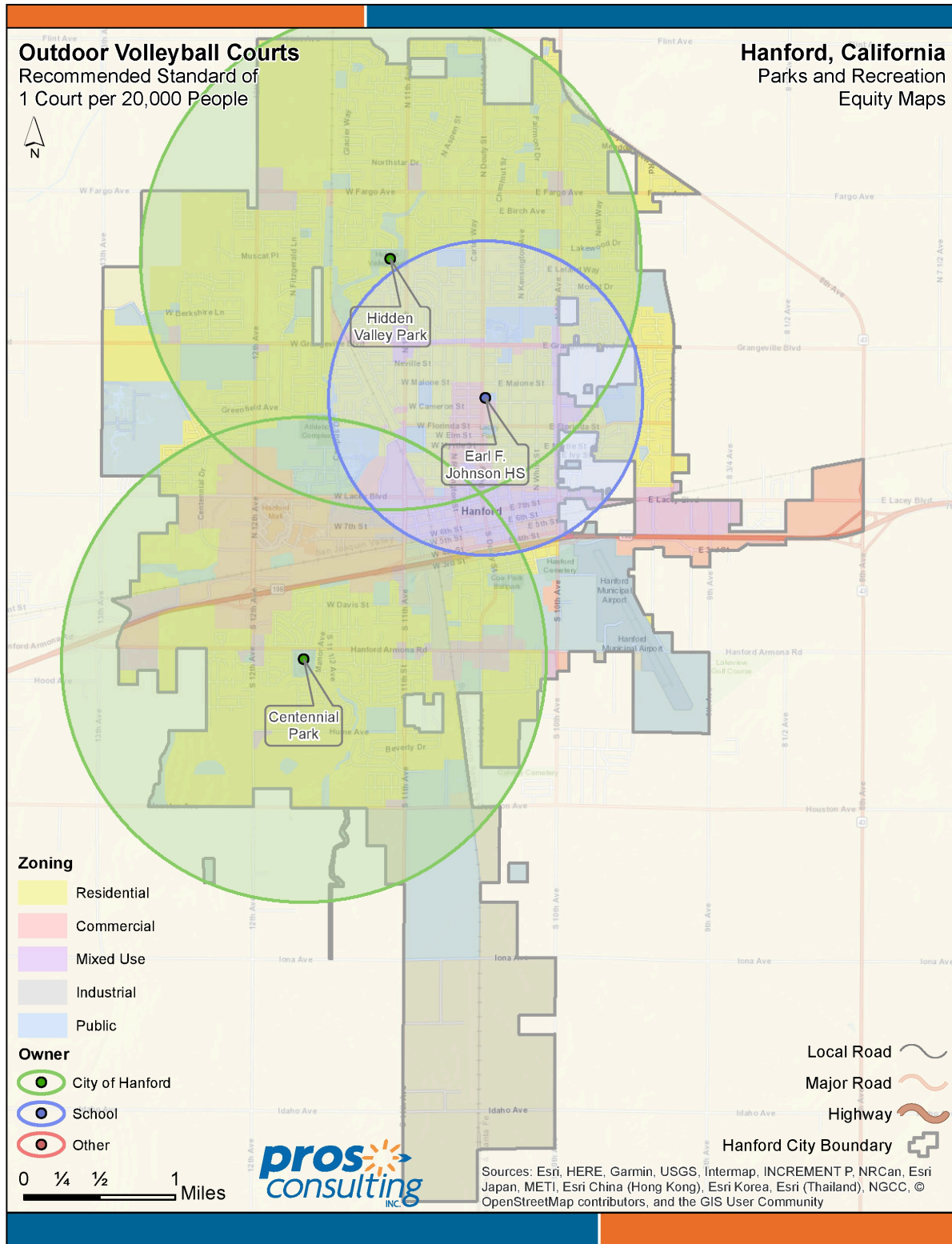
Outdoor Basketball Courts - Existing basketball courts provide for adequate equity throughout the City's developed areas.



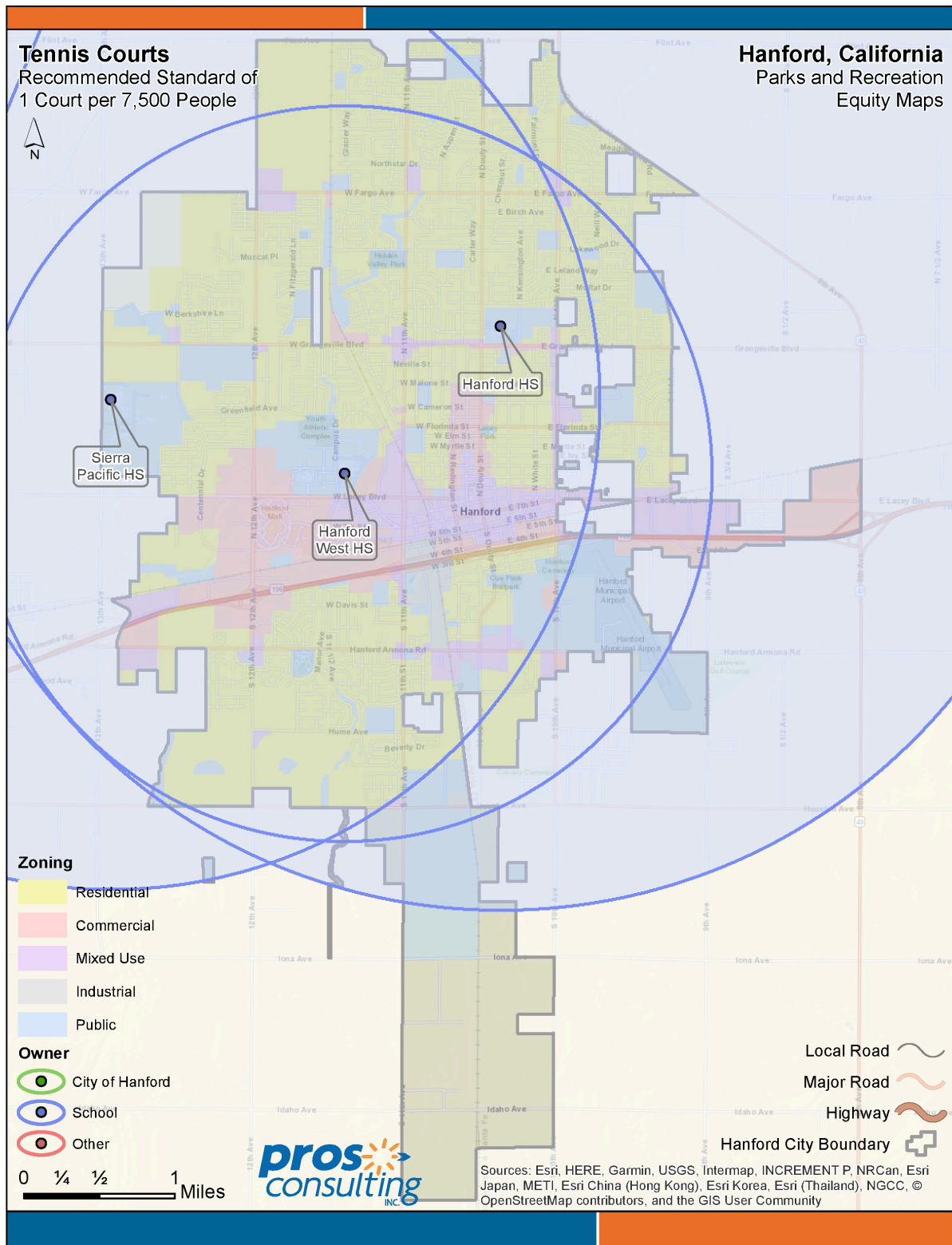


City of Hanford Parks and Recreation

Outdoor Volleyball Courts - Existing volleyball courts provide for significant equity throughout the City's developed areas.



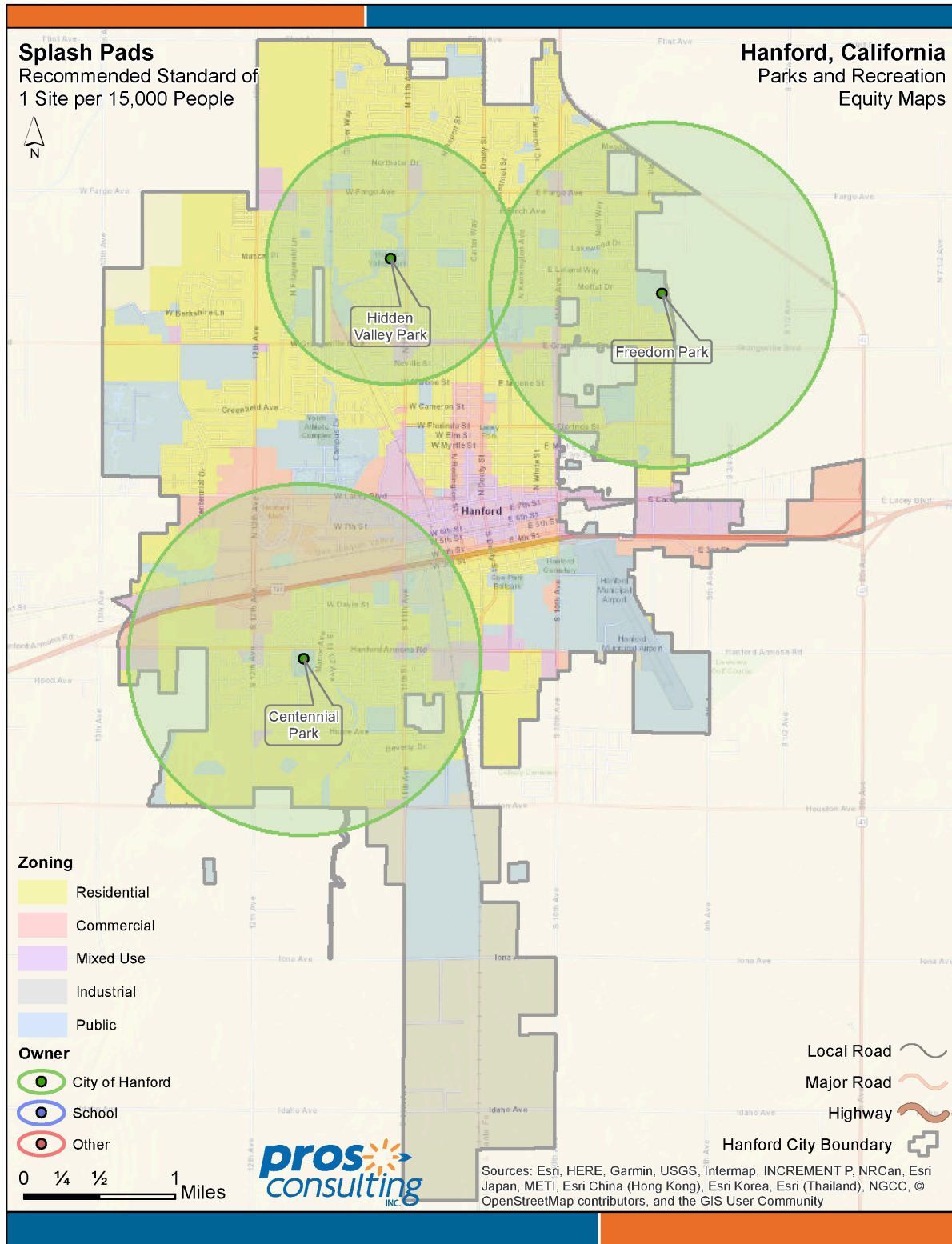
Tennis Courts - Existing tennis courts provide full equity throughout the City.



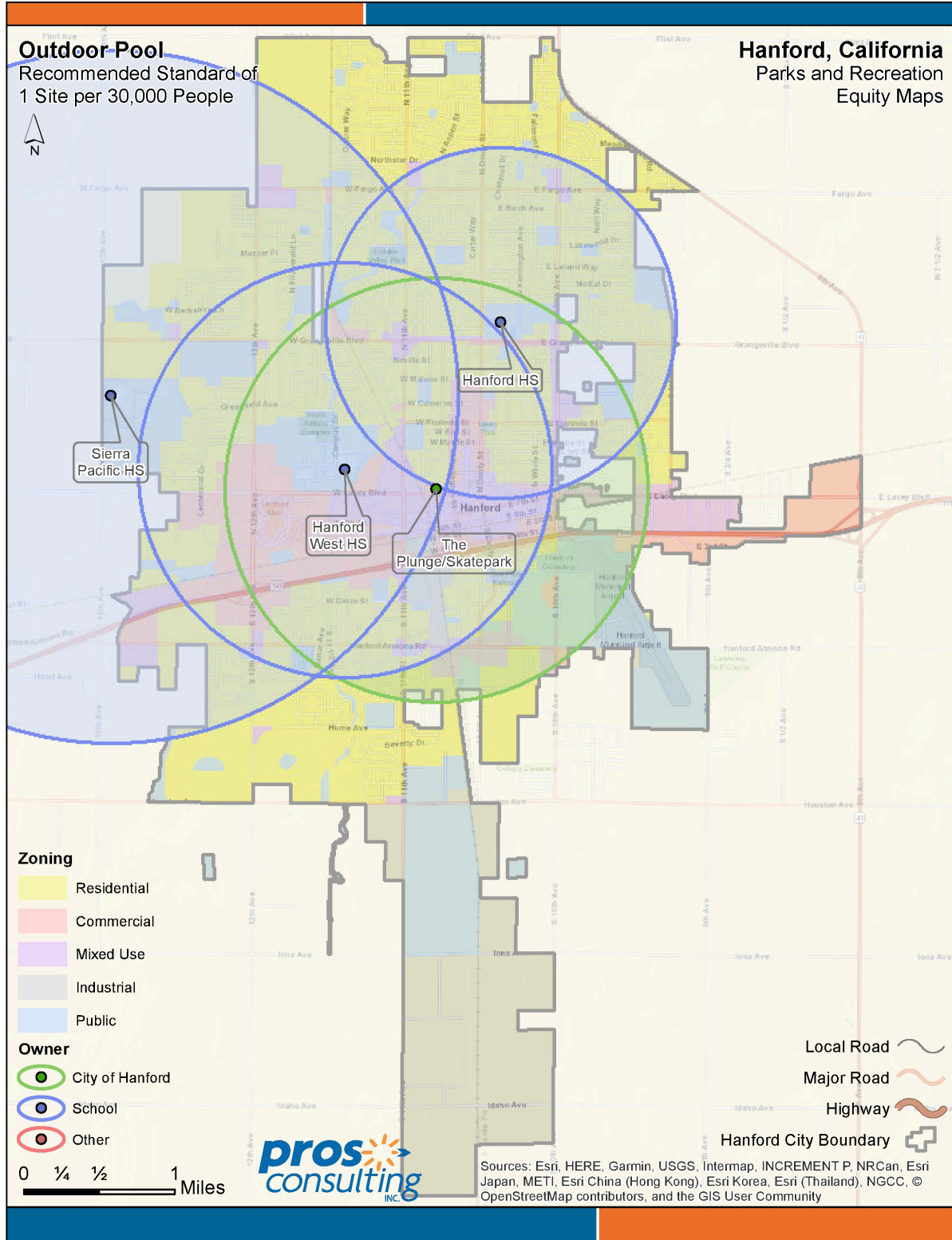


City of Hanford Parks and Recreation

Splash Pads - Existing splash pads provide adequate equity throughout the City.



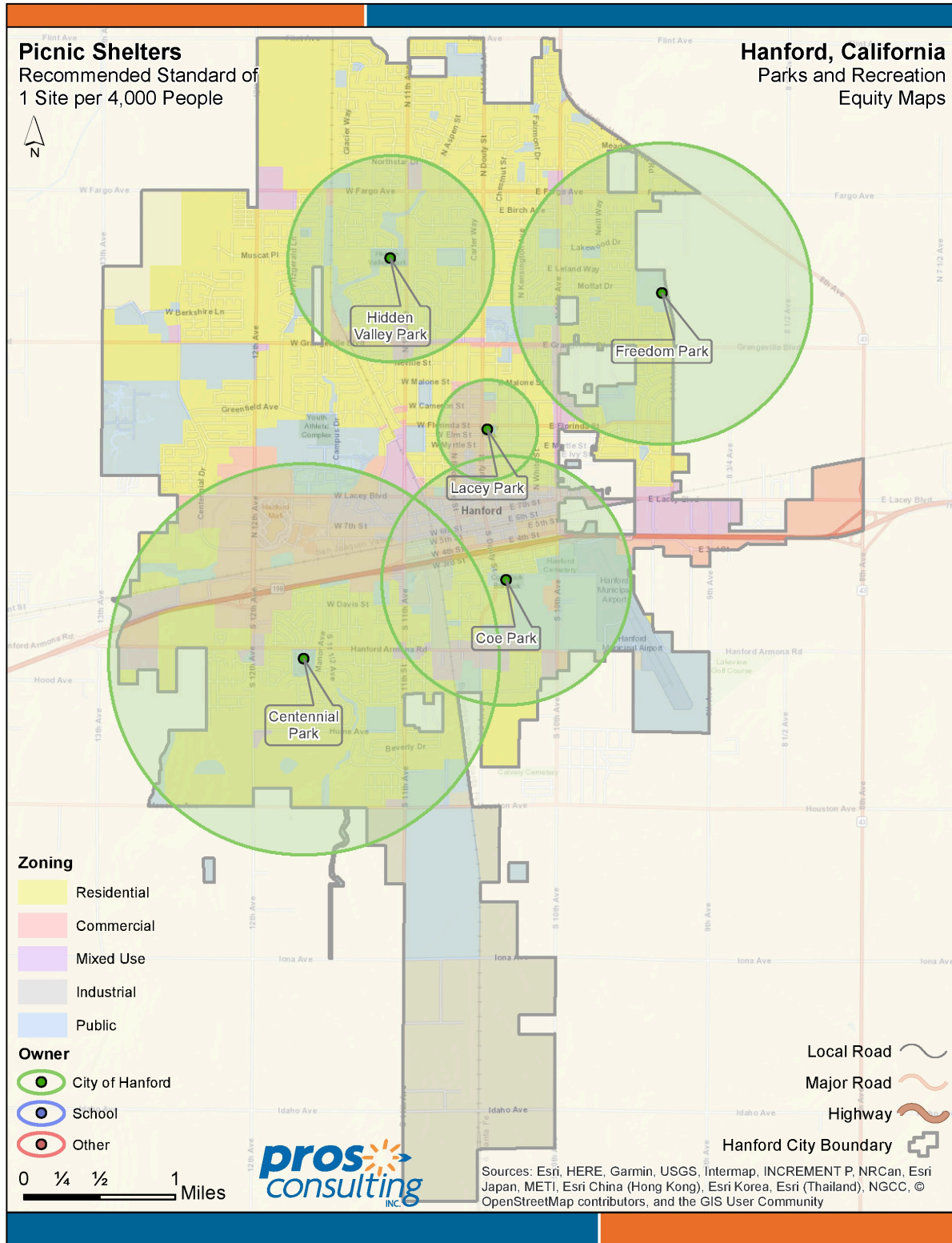
Outdoor Pool - Significant equitable distribution is provided by the existing Outdoor Pools throughout the City.



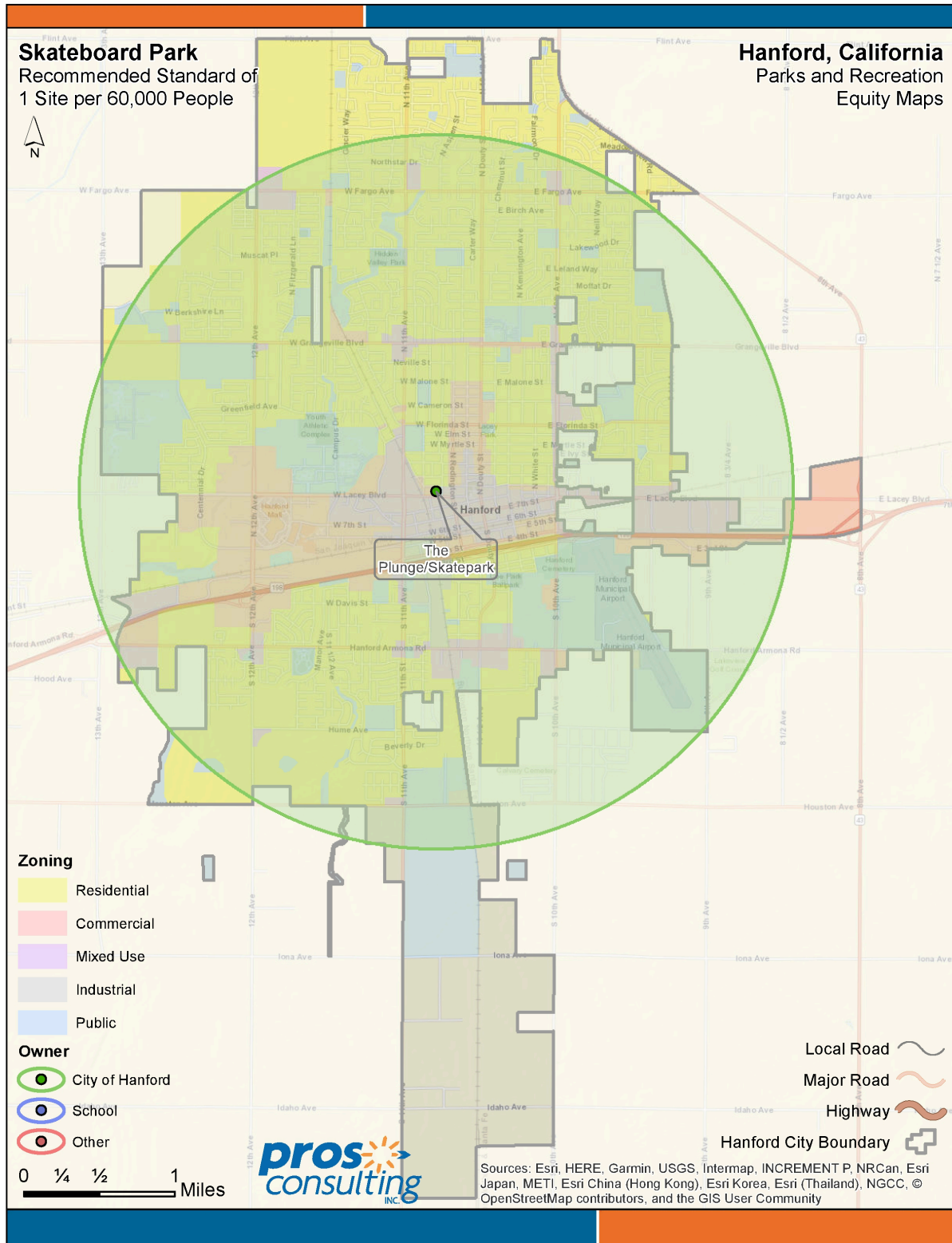


City of Hanford Parks and Recreation

Reservable Picnic Shelters - Opportunities exist to add reservable shelters to the parks and recreation system in central and northern parts of the community.



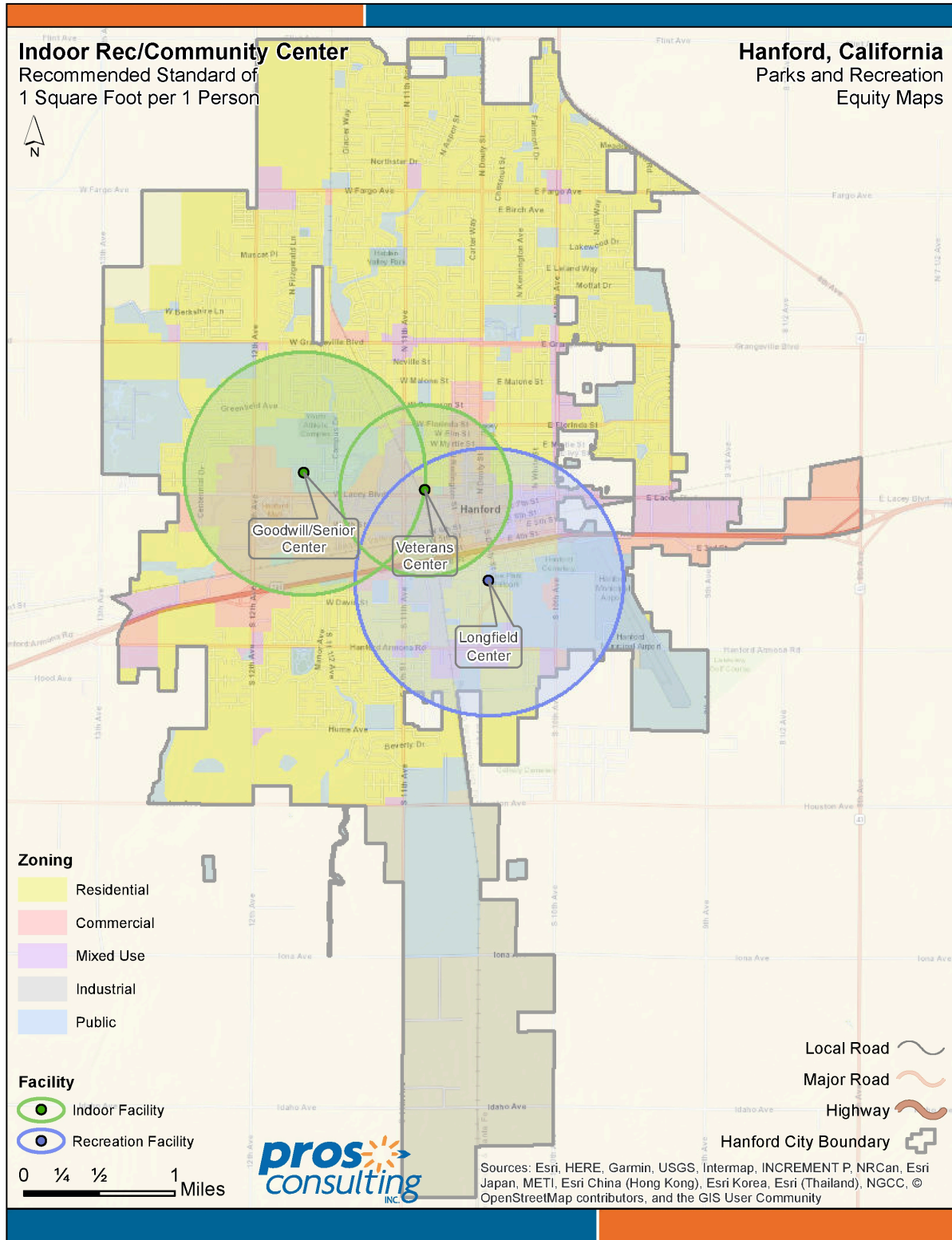
Skate Park - The existing skatepark provides significant equity in the City.





City of Hanford Parks and Recreation

Indoor Recreation/Community Centers - Though the city has multiple indoor facilities, the square footage of these facilities does not provide adequate coverage for the City.



CHAPTER SEVEN - 10-YEAR CAPITAL IMPROVEMENT PLAN

To plan and prioritize capital improvement projects, recommendations include balancing the maintenance of current assets with the development of new facilities. The Departmental Capital Improvement Plan (CIP) framework is utilized to determine CIP projects in concert with an implementable financial plan. A key priority is also focused on maintaining the integrity of the current infrastructure and facilities before expanding and/or enhancing programs and facilities. Maintaining current infrastructure with limited funding will inhibit the City's ability to take care of all existing assets and build new facilities.

A three-tier plan is recommended to help guide the decision-making process for CIP investments. The three-tiered plan acknowledges a fiscal reality, leading to the continuous rebalancing of priorities and their associated expenditures. Each tier reflects different assumptions about available resources. A complete list of the projects in each is identified in this chapter. The three tiers include:

- **Sustainable** - Critical maintenance projects, including lifecycle replacement, repair of existing equipment, safety and ADA improvements and existing debt service obligations. Many of these types of improvements typically require one-time funding and are not likely to increase annual operations and maintenance costs. In many cases, these types of projects may reduce annual operations and maintenance costs.
- **Expanded Services** - Projects that include strategic changes to the existing parks system to better meet the unmet needs of the community, including adding features to extend recreation opportunities, such as playfields, shade structures, adult fitness equipment, covered picnic shelters, and trail loops. These types of improvements typically require one-time funding and may trigger slight increases in annual operations and maintenance costs, depending on the nature of the improvements.
- **Visionary** - Complete park renovation, land acquisition and new park/trail development, such as a new community park, a new recreation center and major trail developments. These improvements will likely increase annual operations and maintenance costs. Visionary projects also include planning efforts to support new/future development.

7.1 10-YEAR CAPITAL IMPROVEMENT PLAN DEVELOPMENT – GENERAL ASSUMPTIONS

The following are the general assumptions utilized in the development of the recommended 10-year capital improvement plan:

- All projects must be financially viable.
- Only projects likely to be implemented within 10-year plan period are included in the plan.
- Projects must be consistent with other planning efforts, where applicable.
- A 5% cost escalator has been applied for each year, to estimate total costs of the CIP.



7.2 SUSTAINABLE PROJECT RECOMMENDATIONS – MAINTAINING WHAT WE HAVE

This section outlines the projects that focus on the repair and lifecycle replacement of existing parks, facilities, and amenities as well as administrative planning efforts.

SUSTAINABLE PROJECTS (Repair Existing)		
EXISTING PARKS		
Asset	Brief Description	Estimated Total Project Cost
All Parks as Applicable	ADA Improvements	\$400,000
All Parks as Applicable	FFE Improvements	\$400,000
Airport Park	Irrigation Improvements	\$25,000
Bob Hill Athletic Complex	Irrigation Improvements; Resurface Entry Drive; Re-sod eroded side of hill leading down to ball field; Replace Concession Stand - 2nd Level; Relocate mechanical equipment that is in the middle of the main plaza area	\$300,000
Brown Street Park/BMX	Re-sod/plant areas around BMX track	\$25,000
Encore Park	Irrigation Improvements	\$25,000
Freedom Park	Irrigation Improvements; Playground Replacement with shade	\$200,000
Hanford Learning Center/Softball Complex	Irrigation Improvements; Fencing Replacement	\$50,000
Lakewood Park	Remove Well	\$100,000
Quail Run Estates	Irrigation Improvements	\$25,000
Sherwood Park	Playground Surfacing Replacement; Remove Building; Irrigation Improvements; Improve Landscaping	\$150,000
SUBTOTAL EXISTING PARKS		\$1,700,000
EXISTING RECREATION FACILITIES		
Asset	Brief Description	Estimated Total Project Cost
Goodwill/Senior Center	Comprehensive Facility Assessment for each facility	\$100,000
Longfield Center		
Veterans Center		
SUBTOTAL EXISTING RECREATION FACILITIES		\$100,000
TOTAL SUSTAINABLE PROJECTS		\$1,800,000

7.2.1 SUSTAINABLE PROJECT HIGHLIGHTS

- **\$400,000 or 22%: ADA Improvements** in all parks as needed.
- **\$400,000 or 22%: General Furniture, Fixture and Equipment** in all parks as needed over the next 10 years.
- **\$300,000 or 17%: Bob Hill Athletic Complex Improvements** including Irrigation Improvements; resurfacing of entry drive; re-sod eroded side of hill leading down to ball field; replace concession stand; relocate mechanical equipment that is in the middle of the main plaza.
- **\$200,000 or 11%: Freedom Park Improvements** including irrigation improvements and playground replacement.
- **\$100,000 or 6% - Comprehensive Facility Assessment** for existing facilities.

7.3 EXPANDED SERVICES RECOMMENDATIONS – IMPROVING WHAT WE HAVE

Options described in this section provide the extra services or capital improvement that could be undertaken to meet need(s) with a focus on enhancements to existing facilities. The following provides a summary of the expanded service options.

EXPANDED SERVICES PROJECTS (Upgrade)		
EXISTING PARKS		
Asset	Brief Description	Estimated Total Project Cost
Airport Park	Add Small Playground with Shade	\$150,000
Bob Hill Athletic Complex	Connect Bob Hill Athletic Complex-Rotary Field with walking path	\$50,000
Brown Street Park/BMX	Improve Signage	\$5,000
Centennial Park	Add Picnic Shelter; Pathway Construction	\$300,000
Civic/Courthouse Park	Add Pathways; Consider Public Art Incorporation; Add Seating; Refuse Enclosure; Add Playground	\$400,000
Encore Park	Add Loop Trail	\$50,000
Gateway Park	Consider Public Art Incorporation	\$5,000
Hanford Learning Center/Softball Complex	Add Pathways between fields; Add signage; Add picnic shelter	\$100,000
Hidden Valley Park	Extend Walking Path; Add Reservable Picnic Shelter in place of gazebo	\$150,000
Hye Park	Add walking path from E Myrtle to Acacia St	\$25,000
Independence Park	Add shade to playground; Add Park Signage	\$25,000
Lakewood Park	Add Playground with Shade	\$150,000
Quail Park	Add shade to playground; Add Park Signage	\$25,000
Quail Run Estates	Add seating or picnic area	\$5,000
Rotary Field	Connect Bob Hill Athletic Complex-Rotary Field with walking path; Add circulation path around park behind home plate of each field	\$75,000
Sherwood Park	Add Picnic Area	\$5,000
Silver Oaks	Add shade to playground; Add Pathway connection to neighborhood	\$50,000
The Plunge/Skatepark	Add signage so facility name is visible from W Lacey Blvd. Main entrance off secondary street; Add parking at old fire station location	\$25,000
Vineyard Park	Add street connection path from Vineyard Place; Add shade to playground	\$25,000
Athletic Field Lighting	Add Athletic Field Lighting (Soc-Com; Schools)	\$1,000,000
TOTAL EXPANDED SERVICES PROJECTS		\$2,620,000

7.3.1 EXPANDED SERVICE PROJECT HIGHLIGHTS

- **\$1 Million or 38%: Athletic Field Lighting Expansion** at Soc-Com and school athletic fields.
- **\$400,000 or 15%: Civic/Courthouse Park Improvements** including addition of pathways; incorporation of public art; addition of seating that balances the desire to deter vagrancy; installation of refuse enclosure; addition of playground.
- **\$300,000 or 11%: Centennial Park Improvements** including pathway construction and addition of a reservable picnic shelter.



7.4 VISIONARY RECOMMENDATIONS – DEVELOPING NEW OPPORTUNITIES

Recommendations described in this section represent the complete set of services and facilities desired by the community. It can help provide policy guidance by illustrating the ultimate goals of the community, and by providing a long-range look to address future needs and deficiencies. The following new development and redevelopment projects have been identified as relevant to the interests and needs of the community and are relevant to the City's focus because they feature a high probability of success.

VISIONARY PROJECTS (New/Major Upgrade)		
EXISTING PARKS		
Asset	Brief Description	Estimated Total Project Cost
Coe Park	Site Specific Master Plan in conjunction with Harris Street Ballpark	\$50,000
Harris Street Ball Park	Site Specific Master Plan in conjunction with Coe Park	\$50,000
Johnson Park	Site Specific Master Plan	\$50,000
Lacey Park	Site Specific Master Plan to address wading pool and disjointed layout of park amenities	\$50,000
SUBTOTAL EXISTING PARKS		\$200,000
NEW PARK and FACILITY DEVELOPMENT		
Asset	Brief Description	Estimated Total Project Cost
Park Development	Development of neighborhood and community parks	\$37,500,000
New Recreation and Senior Center	Recreation Center Feasibility Study and Repurpose Study of existing facilities; Rec Center Construction and Existing Facility Repurposing	\$20,000,000
Dog Park	Land Acquisition for up to 3 acres for Dog Park - west side of community and development of dog park	\$500,000
SUBTOTAL NEW PARK DEVELOPMENT		\$58,000,000
TOTAL VISIONARY PROJECTS		\$58,200,000

7.4.1 VISIONARY PROJECT HIGHLIGHTS

- **\$37.5 Million or 64%:** Neighborhood and Community Park Development -112 acres of new park space at \$330,000/acre.
- **\$20 Million or 34%:** Recreation Facilities including a Recreation Center Feasibility Study; Repurposing Study of existing facilities and new Recreation Center Construction and Existing Facility Repurposing.

7.5 CAPITAL IMPROVEMENT SUMMARY BY TIER

The following table summarizes the three-tier approach to the development of the capital improvement plan associated with the Master Plan.

Tier	Estimated Total Project Cost
Sustainable Projects	\$1,800,000
Expanded Service Projects	\$2,620,000
Visionary Projects	\$58,200,000
TOTAL	\$62,620,000

7.6 PROJECT PRIORITIZATION CRITERIA

In order to help prioritize projects based on limited funding sources, staff developed draft criteria for evaluating a project's ability to meet a variety of park and recreation needs and provide additional benefits. The criteria are shown in the table on the following page and focus on the following:

- **Financial Viability** - All projects must demonstrate that funding is available for both capital and long-term operations and maintenance costs. The City should not take on a project that it cannot afford to maintain.
- **Immediate Projects** - Projects needed due to health, safety, legal and/or ADA issues, as well as to protect the City's current investment in facilities.
- **Benefit-Driven Projects** - Projects that meet the park land and amenity needs of the community, complete a partially-developed project and/or serve as a potential catalyst for economic development.
- **Opportunity-Driven Projects** - Projects that leverage resources and offer partnership opportunities, are located on a significant site and/or promote economic development opportunities.



City of Hanford Parks and Recreation Master Plan Update Project Prioritization Criteria			
	Category	Description	Project Examples
For All Projects	1. Financial Viability	All projects must demonstrate that funding is available for capital AND long-term operation/maintenance costs.	Installation/eventual replacement of park furniture, fixtures and equipment (i.e. play structures, shade structures, benches, etc.)
	2. Health/Safety/Legal/ADA	Immediate health & safety risk, ADA improvements, settlement requirements.	ADA & safety improvements
Immediate	3. Taking Care of Existing Investments	Lifecycle replacement and enhancement of existing parks, trails and building facilities.	- Equipment replacement/repairs at existing parks and facilities - Trail lighting, signage
	4. High Unmet Need	Development of amenities based on unmet needs identified in the Level of Service (LOS) analysis.	- More covered picnic shelters - Recreation Facility Development - Trail Development
Benefit-Driven	5. Park and Facility Deficiency	Land/project is located in a park-poor area (deficient and/or contributes park land needed based on the LOS analysis.)	Park improvements in southern portion of City
	6. Economic Revitalization	Potential for project to serve as a catalyst for other investment.	- Civic/Courthouse Park improvements - Parks and trails - Amenities to support private investment - Regional recreation tourism activities
Opportunity-Driven	7. Ability to Leverage Resources	Are other projects occurring on or near the site or are there other funding sources available?	- Trail improvements - ADA upgrade projects
	8. Partnership Opportunities	Partnership will help fund improvements and/or long-term operation/maintenance costs.	- Shade Structures - School Districts properties
	9. Site Significance	Site has been identified as a public priority.	- Partnership projects - Trails

CHAPTER EIGHT – CAPITAL IMPROVEMENT PLAN FUNDING

In order to continue to build and maintain the parks and recreation system, a sound and strategic funding strategy was developed for the capital improvement projects presented in this plan.

Fiscally sustainable and realistic funding sources are essential to implementing a capital improvement plan. There is significant opportunity within existing funding sources to fully fund the capital improvement plan presented in this plan. The following describes the process undertaken to identify and allocate funding resources for the 10-year capital improvement plan.

8.1 FUNDING STRATEGY APPROACH

A desired outcome for the funding of the Master Plan's capital improvement plan is to minimize the burden that the City of Hanford's Park Impact Fee must carry to fund the 10-year CIP. To accomplish this, the following strategic approach was developed to create an implementable funding plan for the CIP:

1. Development of a comprehensive list of CIP projects and cost estimates (Chapter 7).
2. Identified the most implementable funding sources.





City of Hanford Parks and Recreation

8.2 FUNDING RECOMMENDATIONS

In order to continue to build and maintain the parks and recreation system, funding should be pursued for operations and capital improvement projects, such as those presented in this plan.

New, sustainable funding sources are essential to implementing a capital improvement plan. There is substantial potential for increasing revenues for the parks and recreation system while still providing affordable recreation opportunities. The following are funding options identified for the City of Hanford. These sources should be vetted as it develops a one to ten-year capital improvement program in 2019. The first step in the process of creating a financially implementable capital improvement plan is to identify potential funding sources available to fund the plan. The following table summarizes the potential funding sources identified:

8.2.1 EXTERNAL FUNDING SOURCES

Funding Category	Funding Strategy	Funding Description	Implementation Feasibility
External Funding			
	Corporate Sponsorships	This revenue-funding source allows corporations to invest in the development or enhancement of new or existing facilities in park systems. Sponsorships are also highly used for programs and events.	High
	Partnerships	Partnerships are joint development funding sources or operational funding sources between two separate agencies, such as two government entities, a non-profit and a City department, or a private business and a City agency. Two partners jointly develop revenue producing park and recreation facilities and share risk, operational costs, responsibilities and asset management, based on the strengths and weaknesses of each partner.	High
	Foundations/Gifts	These dollars are raised from tax-exempt, non-profit organizations established with private donations in promotion of specific causes, activities, or issues. They offer a variety of means to fund capital projects, including capital campaigns, gifts catalogs, fundraisers, endowments, sales of items, etc.	High
	Private Donations	Private Donations may also be received in the form of funds, land, facilities, recreation equipment, art or in-kind services. Donations from local and regional businesses as sponsors for events or facilities should be pursued.	High
	Friends Groups	These groups are formed to raise money typically for a single focus purpose that could include a park facility or program that will better the community as a whole and their special interest.	High
	Volunteerism	The revenue source is an indirect revenue source in that persons donate time to assist the department in providing a product or service on an hourly basis. This reduces the city's cost in providing the service plus it builds advocacy into the system.	High

8.2.2 CAPITAL FEES

Funding Category	Funding Strategy	Funding Description	Implementation Feasibility
Capital Fees			
	Dedication/Development Fees	These fees are assessed for the development of residential properties with the proceeds to be used for parks and recreation purposes, such as open space acquisitions, community park site development, neighborhood park development, regional park acquisition and development, etc.	High
	Impact Fees	These fees are on top of the set user rate for accessing facilities such as golf courses, recreation centers and pool facilities to support capital improvements that benefit the user of the facility.	High

8.2.3 USER FEES

Funding Category	Funding Strategy	Funding Description	Implementation Feasibility
User Fees			
	Recreation Service Fees	This is a dedicated user fee, which can be established by a local ordinance or other government procedures for the purpose of constructing and maintaining recreation facilities. The fee can apply to all organized activities, which require a reservation of some type or other purposes, as defined by the local government. Examples of such activities include adult basketball, volleyball, tennis, and softball leagues, youth baseball, soccer, football and softball leagues, and special interest classes. The fee allows participants an opportunity to contribute toward the upkeep of the facilities being used.	High
	Fees/Charges	The Department must position its fees and charges to be market-driven and based on both public and private facilities. The potential outcome of revenue generation is consistent with national trends relating to public park and recreation agencies, which generate an average 35% to 50% of operating expenditures.	High
	Ticket Sales/Admissions	This revenue source is on accessing facilities for self-directed activities such as pools, ice skating rinks, ballparks and entertainment facilities. These user fees help offset operational costs.	High
	Permits (Special Use Permits)	These special permits allow individuals to use specific park property for financial gain. The city either receives a set amount of money or a percentage of the gross service that is being provided.	High
	Reservations	This revenue source comes from the right to reserve specific public property for a set amount of time. The reservation rates are usually set and apply to group picnic shelters, meeting rooms for weddings, reunions and outings or other types of facilities for special activities.	High



City of Hanford Parks and Recreation

8.2.4 GRANTS

Funding Category	Funding Strategy	Funding Description	Implementation Feasibility
Grants			
	Partnership Enhancement Monetary Grant Program	Partnership Enhancement Monetary Grant Program, administered by the National Tree Trust. Matching grants are available on a 50/50 cost share basis. Funds are available for projects which promote public awareness in support of tree planting, maintenance, management, protection and cultivation of trees in rural, community and urban settings. These are small grants ranging from \$500 to \$20,000.	High
	CDBG Funding	Funding received in accordance with the Community Development Block Grant (CDBG) Programs national objectives as established by the U.S Department of Housing and Urban Development. Funding may be applied to such programs as Infrastructure Improvements, Public Facility and Park Improvements, Human Service Enhancements, Lead-Based Paint Education and Reduction, Housing Education Assistance, and Economic Development and Anti-poverty strategies.	High
	Proposition 68	Proposition 68 authorized \$4 billion in general obligation bonds for state and local parks, environmental protection and restoration projects, water infrastructure projects, and flood protection projects.	High

8.2.5 TAX SUPPORT

Funding Category	Funding Strategy	Funding Description	Implementation Feasibility
Tax Support			
	Lighting and Landscape District/Community Facility Districts	Special property owner approved assessment that can be utilized for both capital improvements and ongoing maintenance.	High



8.2.6 FRANCHISE AND LICENSES

Funding Category	Funding Strategy	Funding Description	Implementation Feasibility
Franchises and Licenses			
	Catering Permits and Services	This is a license to allow caterers to work in the park system on a permit basis with a set fee or a percentage of food sales returning to the city. Also many cities have their own catering service and receive a percentage of dollars off the sale of their food.	High
	Pouring Rights	Private soft drink companies that execute agreements with the City for exclusive pouring rights within park facilities. A portion of the gross sales goes back to the City. The City of Westfield, IN just signed a 10-year, \$2 million pouring rights deal at their sports complex with Pepsi.	High
	Concession Management	Concession management is from retail sales or rentals of soft goods, hard goods, or consumable items. The city either contracts for the service or receives a set amount of the gross percentage or the full revenue dollars that incorporates a profit after expenses.	High
	Naming Rights	Many cities and counties have turned to selling the naming rights for new buildings or renovation of existing buildings and parks for the development cost associated with the improvement.	High
	Easements	This revenue source is available when the city allows utility companies, businesses or individuals to develop some type of an improvement above ground or below ground on their property for a set period of time and a set dollar amount to be received by the city on an annual basis.	High
	Advertising Sales	This revenue source is for the sale of tasteful and appropriate advertising on park and recreation related items such as in the city's program guide, on scoreboards, dasher boards and other visible products or services that are consumable or permanent that exposes the product or service to many people.	High
	Interlocal Agreements	Contractual relationships entered into between two or more local units of government and/or between a local unit of government and a non-profit organization for the joint usage/development of sports fields, regional parks, or other facilities.	High



CHAPTER NINE – PARKS MAINTENANCE ASSESSMENT

Parks and amenities that are clean and functioning efficiently are a critical element to delivering high quality programs and services. The Hanford Parks and Recreation Department maintains 229.17 acres of park and grounds including inspection of Landscape Assessment Districts and right-of-way and median landscape acreage.

9.1 KEY FINDINGS

9.1.1 LINES OF SERVICE

The core lines of service (functions) performed by the Parks Division are numerous. The lines of service are as follows:

Parks and Grounds Maintenance Lines of Service
Athletic Field - Game Preparation
Athletic Field Maintenance (Diamond and Multi-Purpose Fields)
Citizen Inquiries
Department Special Event Support
Dog Park Maintenance
Equipment Maintenance
Facility Management
Furniture, Fixtures, Systems (benches, lighting, trash cans, etc.)
Integrated Pest Management
Irrigation Systems
Lake Management
Landscape Beautification
Maintenance Yard Management
Natural Resource/Open Space
Park Building Maintenance
Park Permit/Special Event Facilitation
Playground Maintenance
Public Facility Grounds Maintenance
Restroom Custodial Services
Splash Pad/Outdoor Pool Maintenance
Sport Courts (Basketball, Tennis, Sand Volleyball Courts)
Storm Clean-up
Traffic Safety Management
Trails
Tree Inspections and Protection
Tree Planting
Tree Pruning and Maintenance
Tree Removal
Turf Management
Volunteer Management

9.1.2 MAINTENANCE STANDARDS AND DEVELOPMENT OF WORK PLANS

- **Parks:** Through the review of data and workshops with staff, it has been determined that the Parks Division has best practice maintenance standards with task, frequency and season of year in which work is performed in parks. Overall, the City's Parks Division requires approximately, 29,280 annual labor hours to satisfactorily implement its best practice maintenance standards.

9.1.3 LANDSCAPE AND LIGHTING DISTRICTS AND COMMUNITY FACILITY DISTRICTS

- The Parks Division provides landscape beautification and maintenance in right of ways and medians via third party contractors. A review of the scope of services as written by the Parks Division provided by third party contractors aligns with best practices.

9.1.4 STAFFING:

- The Parks Division is comprised of 15.07 full-time employees and seasonal/part-time employees. The Division will need to grow its staffing or secure contracts or partnerships as new parks are developed to continue implementing best practice maintenance standards.
- Best practice ratio of staff per park acres maintained at a best practice Level 2 maintenance standard is 1:10-15 acres. With the responsibility of actively managing 229.17 acres, the division has adequate staffing capacity to manage the developed parks system consistently at a Level 2 maintenance standard as the current ratio of FTEs to park acres is 1:15.2 acres.
 - Key function that is currently understaffed is Irrigation system maintenance as approximately 0.57 FTE is dedicated to irrigation repair only.
- Additional FTEs or partnerships should be considered in outyears to manage new trails/recreation corridors.

9.1.5 WORK ORDER MANAGEMENT SYSTEM

The Parks Division does not utilize a work order management system that identifies maintenance work orders, cost of service and asset replacement schedules. The City is currently in the early stages of implementing a work order management system.

9.1.6 EQUIPMENT AND RESOURCES

Staff currently has adequate equipment and/or resources to perform tasks at a high level. However, there is opportunity to create more efficiencies and more consistent application of maintenance standards when managing the park system. New equipment will be needed to in the future to replace aging equipment.

9.1.7 THIRD PARTY PARTNERSHIPS/CONTRACTING OF SERVICES

Given the fluctuations that can occur in the local economy, it is imperative that the Division continually evaluates the capacity and cost of service in the private sector as well as partnership and volunteer opportunities with the community and athletic leagues. Currently, the Parks Division does not track unit activity costs through a work order management system and therefore cannot analyze accurately the unit cost to perform work internally against the unit cost to perform work by a third-party vendor or volunteer group.

9.1.8 FINANCIAL ASSESSMENT

Analysis indicates that current expenditures are not in alignment with best practice costs.

- Parks Annual Operating Budget = \$ 2,036,360
- Park Operating Budget per Capita = \$35.52
 - National Average Park Operating Budget per Capita = \$46.94
- Cost per acre = \$8,885.80
 - California Average Park Operating Budget per acre = \$11,500



9.2 PARKS MAINTENANCE KEY RECOMMENDATIONS

9.2.1 IMPLEMENT A WORK ORDER MANAGEMENT SYSTEM

A work order system should be used to track lifecycle maintenance requirements that are tied to weekly and monthly work orders. This will help the staff to stay ahead of preventative maintenance and limit breakdowns. Further, utilizing the system will provide staff the necessary “actual cost” data for work being performed.

9.2.2 EMERGING FUNCTIONS

As the park system evolves and expands, the Parks Division does not currently have the capacity to manage the following emerging functions of work.

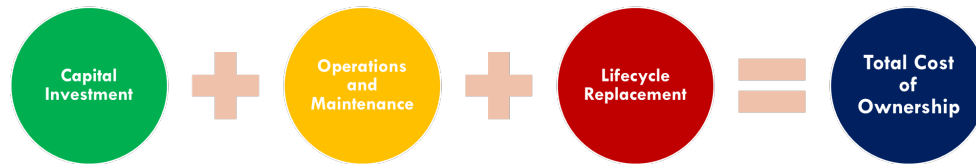
EMERGING FUNCTION	EXPLANATION
Trail Maintenance	City is potentially pursuing the expansion of its trail system
Irrigation Maintenance	Irrigation maintenance is currently understaffed
General Park Maintenance	Expansion of park system will be primarily in the southern areas of the City
Work Order Management Administration	Staff capacity will be needed to manage a Work Order Management System for Parks Maintenance
Volunteer Coordination	Opportunities exist to expand volunteer services
Management of Contracted Park/Urban Forest Maintenance	If the Parks Division moves to expand the third party contracting for the maintenance of parks and the urban forest beyond Landscape Assessment Districts, it will be necessary to provide oversight and management of the contracts

Consideration should be given to adding staff and/or expanding contract services to meet the labor demands of these emerging functions.



9.3 ANNUAL PARK OPERATION AND MAINTENANCE FUNDING

It is critically important to view the financial sustainability of the Parks and Recreation System through the concept of “Total Cost of Ownership” as shown in the graphic below.



Based on the analysis noted previously, the Parks Division will need to closely monitor resources to ensure that the assets of the park system reach the anticipated lifecycles. It is recommended that the Parks Division maintenance funding grow to accommodate new park development in the future.

As the system grows, the following guidelines should be utilized to identify annual operational funding required to maintain additional park acreage:

- Athletic Field Parks:
 - \$12,000 - \$15,000 per rectangular field;
 - \$18,000 - \$20,000 per diamond field;
 - \$5,000 general acreage
- Community Parks: \$7,500 - \$9,000 per acre
- Neighborhood Parks: \$8,500 - \$10,000 per acre
- Open Space: \$300 - \$600 per actively managed acre
- Pocket Parks: \$10,000 - \$12,000 per acre
- Special Use Parks: Costs varies dependent upon amenities
- Recreation Corridors/Trails: \$5-\$5,500 per acre

*Please note, maintenance costs typically increase 2-3% annually.

9.3.1 SYSTEMATIC APPROACH TO CONTRACTING SERVICES

Through the development of management processes, the Parks Division should track unit activity costs through the implementation of a work order management system and in turn, internally analyze the unit cost to have work performed work by community partners, volunteers or a third-party vendor.

9.3.2 UPDATE WORK PLANS BASED ON MAINTENANCE STANDARDS

The foundation of standards are the maintenance tasks and frequencies of each task. The Division should update its current standards prior to implementing a work order management system. These standards would apply to work performed by Parks Division staff or third-party contractors/volunteers.



CHAPTER TEN - STRATEGIC IMPLEMENTATION

The consultant synthesized its findings to develop a framework of strategic recommendations for the City of Hanford Parks and Recreation Department. It is recommended that the strategies align with seven major categories of best practices:

1. Growing the Park System
2. Trails
3. Park Land Improvements
4. Economic Development through Parks
5. Programming
6. Operations and Staffing
7. Financing the Park System

The implementation matrix should be evaluated and refined as development, economic and political circumstances shift and be used to validate the City's vision and mission. A complete implementation plan matrix, including tactics, accountability, timelines and performance measures, will be provided as a separate document.

1. Growing the Park System	
Increase the proportion of park acres per population through a variety of park type amenities, and open space options.	
Strategy	Collaborate with local partners, in public and private sectors, to develop innovative parks and spaces to achieve the levels of service targeted in this plan and that are aligned with other planning efforts including but not limited to the 2035 General Plan and other specific area plans.
Strategy	Make a final decision that achieves overall community consensus on the future of the vacant land adjacent to Hidden Valley Park.
Strategy	Utilize the 2016 Pedestrian and Bicycle Master Plan as a guide to strive for parks and green spaces to be within a 10-minute walk/bike ride for every household in Hanford.
Strategy	Develop a network of parks, trails and open spaces that protect the natural areas in public spaces in Hanford and connect to population centers that will support the needs of all residents through well designed parks and recreation amenities.
Strategy	Utilize the design principles in this plan for each type of park (neighborhood, community, regional, special use, sports complex, etc.) to guide landscape architects when designing parks and operational staff to follow for maintaining the park or amenity after it is developed.
Strategy	Continually update the lifecycle asset management plan for the Department.
Strategy	Consider the development of Joint Use Agreements with school districts to provide increased access to school grounds during non-school hours.

2. Trails	
Establish connectivity between parks and greenways that is accessible by pedestrians, bikes and parks and open space in Hanford.	
Strategy	Work with other city Departments to identify and connect sidewalk and bike lanes to trails to improve access to desirable destinations.
Strategy	Prioritize existing City-owned land and future land acquisition decisions to focus investments in a bike pedestrian trail system that achieves active transportation strategies and the development of a contiguous network.
Strategy	Continually update the lifecycle asset management plan for the ongoing maintenance of the trail system.
Strategy	Continually encourage and seek funding for the development of trails and trail amenities, and construct in appropriate areas of the City per the 2016 Pedestrian and Bicycle Master Plan; Consider partnerships for the maintenance of the trails.

3. Park Land Improvements	
Provide a park and recreation system offering the community a variety of parks and services that integrate environmental design, safety, community needs and emerging trends.	
Strategy	Utilizing the General Plan 2035 as a guide, implement improvements that are mindful of environmental stewardship to aid in the protection of park resources and ensure that they will be protected for future generations.
Strategy	Develop a Public Art Policy that considers art in parks to encourage interest and appreciation.
Strategy	Make all parks and services welcome and accessible to all level of users, i.e., adults, children, seniors, and all-abilities through clean restrooms when feasible, seating or benches, running water fountains or water stations, and park features usable for all abilities in parks (ADA).

4. Economic Development through Parks	
Invest in infrastructure and services	
Strategy	Grow outdoor recreation activities through partnerships that facilitate environmental education and adventure-based programming.
Strategy	Refine and implement recommendations produced for park and trail improvements along the canals.



City of Hanford Parks and Recreation

5. Operations and Staffing	
Empower and train current Department employees while growing staff to meet the emerging needs of the community.	
Strategy	Ensure job descriptions are reviewed and updated and salary assessments are completed to meet pay levels that keep salaries competitive.
Strategy	Create a succession plan for the Department.
Strategy	Continually encourage and seek funding to meet the emerging functions of the Department, including, but not limited to, trail maintenance, work order management, urban forest management, open space management, etc.

6. Recreation Programming	
Increase community participation in programs from 33% to 35% in an effort to exceed national benchmark while increasing in customer quality ratings from 22% to 35% to align with national standards.	
Strategy	Refine core program services that align with community need.
Strategy	Track lifecycles of programs and drop programs in their down cycle by adding new programs to take their place.
Strategy	Create additional target marketing strategies to inform residents of the services being provided utilizing the communities preferred methods of communication.
Strategy	Develop a yearly program plan specifically for the core program areas.
Strategy	Update the special event policy to ensure equitable utilization of City resources when supporting external events.
Strategy	Engage volunteers in the delivery of programs and services to build advocacy and support for the park and recreation system.

7. Financing the Parks System	
Pursue adequate funding to support existing parks, new parks, and other park types.	
Strategy	Ensure a fiscally sustainable parks system by leveraging financially-driven decisions.
Strategy	Seek additional funding opportunities to support capital and operational needs as identified in the Plan.
Strategy	Establish a performance measure for the Recreation Division to become 50% self-supporting from user fees, permits, reservations, earned income and effective partnerships (national benchmark is 50%)

CHAPTER ELEVEN - CONCLUSION

The City of Hanford Parks and Recreation Master Plan was developed to provide the organization a roadmap for the future using knowledge gained from community input, park and program inventory review, comparison to national standards and trends and an assessment of the current economic and political climate. The planning process incorporated a comprehensive series of discovery and analysis strategies to understand the workings of the organization and included a strong community engagement process. Several strategic recommendations resulted from this effort and were aligned into the eight major categories of implementation actions found in Chapter 10.

Overall, the park system is valued by community residents and leaders. It serves multiple purposes including recreational, environmental, educational, social, economic development and higher quality of life. Adequate funding for upkeep of existing parks is a priority for residents as well as developing new parks. Improved communication between the community and the Department is another opportunity for enhancing programs, services and project activities. In short, investment in the City's park and recreation system should be a priority.

Programmatically, the Hanford Parks and Recreation Department is meeting the major needs of the community, but a regular review of offerings will ensure successful outcomes.

Operationally, the Department is meeting expectations. The continued development of processes that will allow for improved maintenance decision-making and utilization of contractual services is recommended as staffing and funding levels are below needs.

To ensure that the City has a plan for capital projects, a three-tier approach was developed that organizes projects into the following categories: Sustainable projects, Expanded Services projects and Visionary projects. Each of these approaches provides a way to categorize and prioritize projects which ultimately furnished a comprehensive capital improvement plan totaling \$30M to be accomplished over the next 10 years.

The Parks and Recreation Master Plan includes a system-wide approach for accomplishing short and long-term goals, initiatives, tactics and measurements to ensure that as the City grows in population, the Department does so as well - effectively, efficiently and sustainably - while providing first-class services, programs, parks, and facilities to the community for many years to come.



APPENDIX A - STANDARD OPERATING PROCEDURES REVIEW

COMMISSION ON ACCREDITATION FOR PARK AND RECREATION AGENCIES ANALYSIS

The Commission for Accreditation of Park and Recreation Agencies (CAPRA) accredits park and recreation agencies for excellence in operation and service. Charged with providing high quality services and experiences, park and recreation agencies across the United States turn to CAPRA Accreditation as a credible and efficient means of achieving a quality operation, while providing assurance to the public that the agency meets national standards of best practice. Agency accreditation is available to all entities administering park and recreation systems, including municipalities, townships, counties, special districts and regional authorities, councils of government, schools, and military installations.

BENEFITS FOR THE PUBLIC

- Assurance and validation of well-administered services in accord with approved professional practices
- Potential for external financial support and savings to the public
- External recognition of a quality governmental service
- Holds an agency accountable to the public and ensures responsiveness to meet their needs
- Improves customer and quality services

BENEFITS FOR THE AGENCY

- Public and political recognition
- Increased efficiency and evidence of accountability
- Answers the question, "How are we doing?" through extensive self-evaluation
- Identifies areas for improvement by comparing an agency against national standards of best practice
- Enhances staff teamwork and pride by engaging all staff in the process
- Creates an environment for regular review of operations, policies and procedures, and promotes continual improvement
- Forces written documentation of policies and procedures

There are currently 155 agencies nationwide that are accredited. The Hanford Parks and Recreation Department has the opportunity to be accredited within the next ten years. Accreditation is based on an agency's compliance with the 151 standards for national accreditation. To achieve accreditation, an agency must comply with all 37 Fundamental Standards and 103 (90%) of the 114 Non-Fundamental Standards upon initial accreditation and 108 (95%) of the 114 Non-Fundamental Standards upon reaccreditation.

In conducting an analysis of the administrative policies and procedures that govern the Hanford Parks and Recreation Department, a self-assessment utilizing the Commission for Accreditation of Park and Recreation Agencies (CAPRA) standards was conducted.

The self-assessment provides a strong analysis of its readiness for application for CAPRA Accreditation and gives the Department a road map on where to focus its efforts going forward. After conducting the

self-assessment, the Hanford Parks and Recreation Department currently meets CAPRA requirements and the results are a strong indicator that the Department operates as a best practice agency.

Fundamental Standards Completion (must equal 100%)	100%
Remaining Standards Completion (must be more than 85%)	93%
Meets Requirements	

The following sections provide a snapshot of the self-assessment for the CAPRA standards. Please note, that standards marked in **RED** are Fundamental standards and are required of all agencies seeking accreditation. The Level of Completion is indicated by a shaded circle; unshaded circles are areas Parks staff need to fulfill to meet the Fundamental or Basic standards for CAPRA.

AGENCY AUTHORITY, ROLE AND RESPONSIBILITY

SUMMARY OF AGENCY, AUTHORITY, ROLE AND RESPONSIBILITY

- **Fundamental Standards:** The Department currently meets 100% of the fundamental standards required in this section.
- **Basic Standards:** The Department currently meets 100% of the basic standards required in this section.

Standard	Status
1.0 Agency Authority, Role, and Responsibility	
1.1 Source of Authority	●
1.1.1 Approving Authority/Policy Body	●
1.1.2 Citizen Advisory Boards/Committees	●
1.2 Periodic Timetable for Review of Documents	●
1.2.1 Document Approval Authority	●
1.3 Jurisdiction	●
1.4 Mission	●
1.4.1 Agency Goals and Objectives	●
1.4.2 Personnel Involvement	●
1.5 Vision	●
1.6 Policies, Rules Regulations, and Operational Procedures	●
1.6.1 Administrative Policies and Procedures	●
1.7 Agency Relationship	●
1.7.1 Operational Coordination and Cooperation Agreements	●



City of Hanford Parks and Recreation

PLANNING

SUMMARY OF PLANNING

- **Fundamental Standards:** The Department currently meets 100% of the fundamental standards required in this section.
- **Basic Standards:** The Department currently meets 100% of the basic standards required in this section.

Standard	Status
2.0 Planning	
2.1 Overall Planning Function Within Agency	●
2.2 Involvement in Local Planning	●
2.3 Planning with Regional, State, and Federal Agencies	●
2.3.1 Community Comprehensive Plan with Park and Recreation Component	●
2.4 Park and Recreation System Master Plan	●
2.5 Strategic Plan	●
2.6 Feasibility Studies	●
2.7 Site Plans	●
2.8 Historical and Cultural Resource Management Plans	●
2.9 Community Involvement	●
2.10 ADA Transition Plan	●

ORGANIZATION AND ADMINISTRATION

SUMMARY OF ORGANIZATION AND ADMINISTRATION

- **Fundamental Standards:** The Department currently meets 100% of the fundamental standards required in this section.
- **Basic Standards:** The Department currently meets 94% of the basic standards required in this section.

Standard	Status
3.0 Organization and Administration	
3.1 Organizational Structure	●
3.2 Administrative Offices	●
3.2.1 Support Services	●
3.3 Internal Communication	●
3.4 Public Information Policy and Procedure	●
3.4.1 Public Information and Community Relations Responsibility	●
3.4.2 Community Relations Plan	●
3.4.3 Marketing Plan	●
3.4.3.1 Marketing Responsibility	●
3.5 Utilization of Technology	●
3.5.1 Management Information Systems	●
3.6 Records Management Policy and Procedures	●
3.6.1 Records Disaster Mitigation and Recovery Plan and Procedures	●

HUMAN RESOURCES

SUMMARY OF HUMAN RESOURCES

- **Fundamental Standards:** The Department currently meets 100% of the fundamental standards required in this section.
- **Basic Standards:** The Department currently meets 94% of the basic standards required in this section.

Standard	Status
4.0 Human Resources	
4.1 Personnel Policies and Procedures Manual	●
4.1.1 Code of Ethics	●
4.1.1.1 Staff Acceptance of Gifts and Gratuities	●
4.1.2 Recruitment Process	●
4.1.3 Equal Opportunity Employment and Workforce Diversity	●
4.1.4 Selection Process	●
4.1.5 Background Investigation	●
4.1.6 Employee Benefits	●
4.1.7 Supervision	●
4.1.8 Compensation Plan	●
4.1.9 Performance Evaluation	●
4.1.10 Promotion	●
4.1.11 Disciplinary System	●
4.1.12 Grievance Procedures	●
4.1.13 Termination and End of Employment	●
4.2 Staff Qualifications	●
4.3 Job Analyses for Job Descriptions	●
4.4 Chief Administrator	●
4.4.1 Leadership Succession Procedure	●
4.5 Workforce Health and Wellness Program	●
4.6 Orientation Program	●
4.6.1 Employee Training and Development Program	●
4.6.2 Professional Certification and Organization Membership	●
4.7 Volunteer Management	◐
4.7.1 Use of Volunteers	●
4.7.2 Volunteer Recruitment, Selection, Orientation, Training, and Retention	◐
4.7.3 Supervision and Evaluation of Volunteers	●
4.7.4 Recognition of Volunteers	◐
4.7.5 Liability Coverage for Volunteers	◐
4.8 Consultants and Contract Employees	●



FINANCIAL MANAGEMENT

SUMMARY OF FINANCIAL MANAGEMENT

- **Fundamental Standards:** The Department currently meets 100% of the fundamental standards required in this section.
- **Basic Standards:** The Department currently meets 96% of the basic standards required in this section.

Standard	Status
5.0 Financial Management	
5.1 Fiscal Policy	●
5.1.1 Comprehensive Revenue Policy	●
5.1.2 Agency Acceptance of Gifts and Donations	●
5.1.3 Grants Procedures	●
5.1.4 Private, Corporate, and Non-Profit Support Procedures	●
5.2 Fiscal Management Procedures	●
5.2.1 Authority and Responsibility for Fiscal Management	●
5.2.2 Purchasing Procedures	●
5.2.2.1 Emergency Purchase Procedures	●
5.3 Accounting System	●
5.3.1 Financial Status Reports	●
5.3.2 Position Authorization Procedures	●
5.3.3 Fiscal Control and Monitoring Procedures	●
5.3.4 Independent Audit	●
5.4 Annual or Biennial Budget	●
5.4.1 Budget Development Guidelines	●
5.4.2 Budget Recommendations	●
5.5 Budget Control Procedures	●
5.5.1 Supplemental/Emergency Appropriations Procedures	●
5.5.2 Inventory and Fixed Assets Control	●



PROGRAMS AND SERVICES MANAGEMENT

SUMMARY OF PROGRAMS AND SERVICES MANAGEMENT

- **Fundamental Standards:** The Department currently meets 100% of the fundamental standards required in this section.
- **Basic Standards:** The Department currently meets 100% of the basic standards required in this section.

CAPRA: National Accreditation Standards Checklist	
Standard	Status
6.0 Programs and Services Management	
6.1 Recreation Programming Plan	●
6.1.1 Program and Service Determinants	●
6.1.2 Participant Involvement	●
6.1.3 Self-Directed Programs and Services	●
6.1.4 Leader-Directed Programs and Services	●
6.1.5 Facilitated Programs and Services	●
6.1.6 Cooperative Programming	●
6.2 Program Objectives	●
6.3 Scope of Program Opportunities	●
6.3.1 Outreach to Diverse Underserved Populations	●
6.4 Community Education for Leisure Process	●
6.4.1 Community Health and Wellness Education and Promotion	●
6.5 Participant and Spectator Code of Conduct	●





FACILITY AND LAND USE MANAGEMENT

SUMMARY OF FACILITY AND LAND USE MANAGEMENT

- **Fundamental Standards:** The Department currently meets 100% of the fundamental standards required in this section.
- **Basic Standards:** The Department currently meets 100% of the basic standards required in this section.

Standard	Status
7.0 Facility and Land Use Management	
7.1 Parkland Acquisition Procedures	●
7.2 Areas and Facilities Development Policies and Procedures	●
7.2.1 ADA Existing Facility and Site Access Audit	●
7.3 Defense Against Encroachment Procedures	●
7.4 Disposal of Lands Procedures	●
7.5 Maintenance and Operations Management Standards	●
7.5.1 Facility Legal Requirements	●
7.5.2 Preventative Maintenance Plan	●
7.6 Fleet Management Plan	●
7.7 Agency-Owned Equipment, Materials, Tools, and Supplies Policies and Procedures	●
7.7.1 Building Plans and Specifications	●
7.7.2 Land and Lease Records	●
7.8 Environmental Sustainability Policy and Program	●
7.9 Natural Resource Management Plans and Procedures	●
7.9.1 Recycling and/or Zero Waste Plan	●
7.10 Maintenance Personnel Assignment Procedures	●
7.11 Capital Asset Depreciation and Replacement Schedule	●



PUBLIC SAFETY, LAW ENFORCEMENT, AND SECURITY

SUMMARY OF PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY

- **Fundamental Standards:** The Department currently meets 100% of the fundamental standards required in this section.
- **Basic Standards:** The Department currently meets 100% of the basic standards required in this section.

Standard	Status
8.0 Public Safety, Law Enforcement, and Security	
8.1 Codes, Laws, and Ordinances	●
8.1.1 Staff Liaison to Law Enforcement Officers	●
8.2 Authority to Enforce Laws by Law Enforcement Officers	●
8.3 Law Enforcement Officer Training	●
8.4 Public Information on Laws, Ordinances, Rules, Regulations, and Policies	●
8.4.1 In-Service Training for Staff on Public Safety and Law Enforcement	●
8.4.2 Handling of Disruptive Behavior Procedures	●
8.4.3 Traffic Control, Parking plans, and Crowd Control	●
8.4.4 Handling of Evidentiary Items Procedures	●
8.5 General Security Plan	●
8.6 Emergency Management Planning	●
8.6.1 In-Service Training for Staff on General Security and Emergency Management	●
8.6.2 Emergency Risk Communications Plan	●
8.6.3 Care and Shelter Procedures	●

RISK MANAGEMENT

SUMMARY OF RISK MANAGEMENT

- **Fundamental Standards:** The Department currently meets 100% of the fundamental standards required in this section.
- **Basic Standards:** The Department currently meets 100% of the basic standards required in this section.

Standard	Status
9.0 Risk Management	
9.1 Risk Management Policy	●
9.1.1 Risk Management Plan and Procedures	●
9.1.2 Accident and Incident Report Procedures	●
9.1.3 Personnel Involvement and Training	●
9.2 Risk Manager	●
9.3 ADA Compliance and Face-to-Face Resolution	●



EVALUATION, ASSESSMENT, AND RESEARCH

SUMMARY OF EVALUATION, ASSESSMENT, AND RESEARCH

- **Fundamental Standards:** The Department currently meets 100% of the fundamental standards required in this section.
- **Basic Standards:** The Department currently meets 65% of the basic standards required in this section.

Standard	Status
10.0 Evaluation, Assessment, and Research	
10.1 Systematic Evaluation Process	●
10.1.1 Responsibility for Evaluation	●
10.1.2 Staff Training on how to Evaluate Programs, Services, and Facilities	●
10.2 Outcomes Assessment	●
10.3 Performance Measurement	●
10.3.1 Level of Service Standards	●
10.4 Needs Assessment	●
10.5 Program and Services Statistics	●
10.5.1 Recreation and Leisure Trends Analysis	●
10.5.2 Community Inventory	●
10.5.3 PRORAGIS	○
10.6 Research Investigation	○
10.6.1 Quality Assurance	●



SPECIFIC POLICY AND PROCEDURE RECOMMENDATIONS

Though there are only a few policies and procedures that need update or development as identified through the CAPRA self-assessment, it is recommended that the following be developed/updated and implemented within the next one to three years:

RECOMMENDED POLICIES & PROCEDURES	BENEFIT	DIVISION RESPONSIBLE
Acquisition and Divesting of Property	Process to formally acquire and divest property based on select criteria	Administration
Update Maintenance Standards	Provide consistent efficient and effective maintenance services	Parks Maintenance
Marketing Plan Guidelines	Increase awareness of and participation in programs, services and facilities	Administration
Update Pricing Policy	Update policy developed on classification of services and level of benefit received upon completion of Cost of Service Study; increase revenue	Administration/Recreation
Recreation Program Standards/Evaluation	Provide consistent delivery and evaluation of recreation programs cost of service	Recreation
Special Event Policy	Streamline the approach to determining which events the City sponsors	Administration
Training	Continuity of organization, administration and delivery of services	All
Work Order Management System	Track maintenance work completed and cost of service for work	Parks Maintenance



APPENDIX B - SUCCESSION PLANNING

As key positions approach retirement age within the next 5-10 years, it is imperative that the Department plans for the future. By developing a succession plan that focuses on organizational sustainability, the Department will not only be able to further develop a highly professional staff, but also ensure that the Department can seamlessly manage itself forward. The Department's workforce management and succession planning must be a conscious effort to build and sustain a competent workforce, a process that begins with intake. The building of organizational competence to both create a competitive pool of talent and preserve levels of performance is ultimately dependent on specific internal and external actions that achieve succession planning outcomes.

INTAKE	BUILDING ORGANIZATIONAL COMPETENCE	WORKFORCE SUSTAINABILITY
Recruitment	Leadership	Training
Interview process	Infrastructure (cross-dept. task mgmt.)	Individual Development Plans
Pre-hire skills & attitude assessment	Focus on skills, knowledge and productive attitude	Mentoring
New employee orientation	Community & Inter-Agency engagements	Post separation consulting
Probation review	Culturally competent programs, services and workplace	Experiential learning
	Performance-based modeling	Teaching/learning experiences
	Operational adaptability	
	Creative problem solving	
	Training	

Vacating leadership will drive a primary focus; however, the succession-planning component by itself is not a technique to just create individual career advancement opportunities or a reward for high performers. The objective of succession planning is to ensure that the Department continues to operate effectively when individuals depart from critical positions. This may not include all existing managerial positions; however, it may include positions that are not supervisory or managerial but instead utilize unique, hard-to-replace competencies.

Succession planning is strategic, both in the investment of resources devoted to it and in the kinds of talent it focuses on. It is not a one-time event; rather, it is re-assessed and revised annually through the workforce planning process.

GOALS/DESIRED RESULTS

- Ensure the systematic and long-term development of individuals to replace key job incumbents.
- Provide a continuous flow of talented people to meet the organization's management needs.
- Assess the leadership needs to ensure the selection of qualified leaders is diverse, a good fit for the organization's mission and goals, and has the necessary skills that support a capable and adaptive organization.

- To ensure high quality replacements for those individuals who currently hold positions that are key to the organization's success.
- Structure operational methods to adequately support required employee growth and development process.
- Ensure an adequate knowledge base is preserved while management and leadership are transitioned and populated with new skills and talents. This knowledge and competency preservation effort can occur at other levels, as identified by directors.





APPENDIX C – RECREATION PROGRAM STANDARDS

Recreation program standards are developed to support core recreation services. The standards focus on delivering a consistent high-quality experience while achieving operational and cost recovery goals as well as marketing and communication standards that are needed to create awareness and customer loyalty.

To assist staff in its continual pursuit of delivering high quality consistent programs to the community and in achieving the cost recovery goals, the following standards may be considered for implementation.

HIGH-QUALITY EXPERIENCE STANDARDS

For core services, the following standards must be in place to promote a high-quality experience:

- Instructor or program coordinators' qualifications are consistent with in-the-field experience in the program specialty for which they are responsible.
- The instructor-to-participant ratios are appropriate for the participant to feel safe and attended to.
- The program is provided in the appropriate safe and clean recreation space, either indoor or outdoor, designed for that program.
- Minimum and maximum numbers of participants are set for the program or class that will allow for a high-quality experience.
- Recreation equipment or supplies that are used by the participant are high quality, safe, and appropriate for the participants to use or consume.
- The length of the program is commensurate with the attention capability of the participants to respond effectively and enjoy themselves in the activity.
- Appropriate support staff or volunteers are in place to help guide participants and support teachers or program supervisors.
- Staff is trained in first aid and CPR. Volunteers are trained in first aid and CPR when appropriate.
- A first aid kit is readily available and accessible in less than a minute.
- Staff and volunteers are trained in customer service and diversity training to make all participants feel welcome and appreciated.
- Customer feedback methods are in place to seek input from participants on their expectations of the program and the results of their experience. This should include pre- and/or post-evaluation focus groups or trailer calls.
- Pricing of services is explained to participants and/or parents on the level of investment they are making in the program and the level that Hanford Parks and Recreation Department is investing in their experience.
- Each instructor or program supervisor will be provided with a toolbox that includes their class or program roster, phone numbers or email addresses, name tags for participants, customer evaluations for users, registration forms, a program guide, pertinent recreation information and emergency phone numbers, thank you cards for participants at the end of the class, and an introduction sheet of what will occur in the program or class, how it will be conducted, and what outcomes we hope to achieve.

- All class or program policies are available to the instructor or program supervisor to adequately explain policies to the user.
- Appropriate recognition and awards are given at the end of the program to participants based on outcomes achieved or skills learned.
- New staff, volunteers, and contract employees working with children will have background checks.
- Any disciplinary actions taken by an instructor or program supervisor with a program participant will be written and documented.
- Class, program curriculum, or work plans will be prepared by the instructor and program supervisor before the class or program begins and is signed off by the appropriate program staff within the Parks and Recreation Department.
- Staff will be dressed in the appropriate Hanford recreation uniform that includes a nametag.
- Drivers that transport participants must have the appropriate license, certifications, and authorization.
- Equipment or program space will be inspected prior to the class or program; noted by the instructor or program supervisor; and recorded daily, weekly, and monthly.
- Performance measures tracked will be shared with instructors or program staff at the end of each session.
- Exit interviews will be conducted with part-time staff before they leave each season and noted in their file as to re-hire or not.
- A class or program budget will be prepared for each activity and shared with the instructor or supervisor on how class monies are spent. Final budget results will be documented at the end of the program and shared with the supervisor or manager.
- Appropriate required licenses and certifications set by law will be reviewed and filed before programs begin.

OPERATIONAL AND PRICING STANDARDS FOR PROGRAMS

- Pricing of services will be established based on cost-of-services and overlaid into programs or classes based on primetime and non-primetime rates, location, time, age segment, group, and level of exclusivity that users receive over and above use by general taxpayers. Staff will be trained in setting prices.
- Scholarship programs will be in place for those that require financial assistance in order to participate in Hanford Parks and Recreation Department recreation facilities and programs.
- Results of cost of service for programs will be posted and shared with staff on all services regardless of whether they are underperforming, meeting, or exceeding the recovery goals.
- On a regular basis, competitor and other service providers will be benchmarked and evaluated for changes they are making and how they compare with division efforts in their core services provided.
- Partnerships with core program services will be updated yearly, their level of contribution will be documented, and tracking performance measures will be shared with each partner.



City of Hanford Parks and Recreation

- Non-core services will be evaluated yearly and reduced, eliminated, or transferred to other service providers reducing the impact on staff time.
- Maintenance and recreation staff will discuss standards for programs taking place in recreation amenities in the Hanford Parks and Recreation Department annually.



AGENDA

Parks & Recreation Master Plan – Focus Groups

December 17th, 2018

8:00am – 5:00pm

Meeting called by Alvin Dias
Attendees: Mike Svetz – Pros Consulting

9:00am – 10:00pm	Focus Group	Conference Room
10:15am – 11:15am	Focus Group HUHS Bill Fishbough, Superintendent High School	Conference Room
11:30am – 12:30pm	Focus Group Kiwanis Service Group Breakfast Lions Service Group	Conference Room
1:30pm – 2:30pm	Focus Group Main Street Downtown Group Chamber of Commerce Community Business HESD Joy Gabler, Superintendent Elementary NJB Basketball Youth Sports	Conference Room
2:45pm – 3:45pm	Focus Group Youth Sports Youth Sports Board Members	Conference Room
4:00pm – 5:00pm	Focus Group Sunset Rotary Service Group Lions Club Service Group Earl F. Johnson Katy V. Culver, Principal	Conference Room

Additional Instructions:

Groups will be coming in to meet in the conference room with Pros Consulting.

AGENDA

Parks & Recreation Master Plan – Focus Groups

December 18th, 2018

8:00am – 5:00pm

Meeting called by Alvin Dias
Attendees: Mike Svetz – Pros Consulting

9:00am – 10:00pm	Focus Group	Conference Room
10:15am – 11:15am	Focus Group Alvin Dias Survey Study	Conference Room
11:30am – 2:00pm	Focus Group Parks & Recreation Meeting	Training Room
2:30pm – 3:30pm	Focus Group	Conference Room
4:00pm – 5:00pm	Focus Group	Conference Room

Additional Instructions:

Groups will be coming in to meet in the conference room with Pros Consulting.

AGENDA

Parks & Recreation Master Plan – Focus Groups

January 15th, 2019

9:00am – 1:30pm

Break

3:00pm – 4:00pm

Meeting called by

Alvin Dias

Attendees:

Mike Svetz – Pros Consulting

9:00am – 10:00pm	Focus Group	Conference Room
10:15am – 11:15am	Focus Group Mark Pratter – Citizen Rose Shapely – Citizen	Conference Room
11:30am – 12:30pm	Focus Group HYAA – Youth Football Bob Ramos – Citizen Lou Martinez – Citizen	Conference Room
3:00pm – 4:00pm	Focus Group Earl F. Johnson High School – Katy Culver Principal	Conference Room

Additional Instructions:

Groups will be coming in to meet in the conference room with Pros Consulting.

Notice of Exemption 2020-03

To: ☐ Office of Planning and Research
P.O. Box 3044, Room 212
Sacramento, CA 95812-3044

☒ County Clerk
County of Kings
Kings County Government Center
Hanford, CA 93230

From: City of Hanford
317 North Douty Street
Hanford, CA 93230

Project Title: Parks and Recreation Master Plan

Project Location – City of Hanford

Project Location – City: Hanford **Project Location – County:** Kings County

Description of Nature, Purpose and Beneficiaries of Project: The Parks and Recreation Master Plan is a city wide plan for the development of recreational facilities and opportunities over the next 10-15 years consistent with the 2035 General Plan.

Name of Public Agency Approving Project: City of Hanford

Name of Person or Agency Carrying Out Project: City of Hanford

Exempt Status: **(check one)**

- ☐ Ministerial (Sec. 21080(b)(1); 152698);
☐ Declared Emergency (Sec. 21080(b)(3); 15269 (a));
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
☐ Categorical Exemption: State type and section number:
☒ Statutory Exemption. State code number: 15183 (a) General Rule

Reasons why project is exempt:

The California Environmental Quality Act Section 15183(a) states that projects that are consistent with the development density established by General Plan Policies for which an Environmental Impact Report was certified shall not require additional environmental review, except as might be necessary to examine whether there are project specific significant effects which are peculiar to the project or its site.

The City Council of the City of Hanford certified the Environmental Impact Report (SCH# 2015041024) prepared for the 2035 General Plan Update on April 24, 2017. The proposed project is consistent with the 2035 General Plan and implements the policies contained in the 2035 General Plan. There are no impacts that will result from the project that were not adequately analyzed and addressed in the Environmental Impact Report, therefore further environmental review is not required.

Project level environmental review will be completed with individual projects as growth occurs in accordance with CEQA.

Lead Agency

Contact Person: Darlene R. Mata Area Code/ Telephone: (559) 585-2590

Signature: _____ Date: January 14, 2018 Title: Community Development Director

☒ Signed by Lead Agency Date received for filing at OPR: _____

☐ Signed by Applicant



AGENDA STAFF REPORT

MEETING DATE: 1/21/2020	AGENDA SECTION: A
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SUBJECT:

City Clerk: Appointment of new members to fill vacancies and Reappointment of existing members to fill expiring terms on the various City Commissions.

RECOMMENDATION:

That the Mayor, with the approval from the City Council, appoint commissioners to fill the vacancies on the City's Planning Commission and Parks and Recreation Commission; and reappoint the following eligible Commissioners for new terms:

Richard Douglas, Planning Commission with a term expiring 12/31/2023.
 Gregory Kelley, Parks and Recreation Commission with a term expiring 12/31/2023.
 Alex Dwiggin, Parking and Traffic Commission with a term expiring 12/31/2023.
 Roger Snow, Parking and Traffic Commission with a term expiring 12/31/2023.

BACKGROUND:

1 Vacancy on the Planning Commission with a term expiring 12/31/2020.
 1 Vacancy on the Park and Recreation Commission with a term expiring on 12/31/2020.

FISCAL IMPACT:

ATTACHMENTS:



**AGENDA
STAFF REPORT**

MEETING DATE: 1/21/2020	AGENDA SECTION: A
--------------------------------	--------------------------

SUBJECT:
Council Comments

FISCAL IMPACT:

ATTACHMENTS:



**AGENDA
STAFF REPORT**

MEETING DATE: 1/21/2020

AGENDA SECTION: A

SUBJECT:

Council Future Agenda Items

An updated list of the City Council's Goals, Objectives, and Future Agenda Items is attached.

FISCAL IMPACT:

ATTACHMENTS:

Council G&O, Future Agenda Items

Council Future Agenda Items				
Originated Date	Item	Originator	Staff Lead	Date Estimate
1/25/19	Provide Customer Service Training to City Staff and Council (4)	2019 G & O	Sarah Cardoza	on going
1/25/19	Ensure an Indoor Recreation Facility is included in the Parks Master Plan process (4)	2019 G & O	Parker Sever (interim)	Parks Master Plan submitted to Council 1/21/20
1/25/19	Evaluate the City's Zoning Ordinance (4)	2019 G & O	Darlene Mata	12/17/19 study session
1/25/19	Develop a plan for job growth including job growth in the technology sector (4)	2019 G & O	Mario Cifuentez	deferred to permanent CM
1/25/19	Provide more Council training and educational opportunities (3)	2019 G & O	Council	on going
1/25/19	Conduct a City-wide staffing study (3)	2019 G & O	Sarah Cardoza	on going
1/25/19	Develop a food truck ordinance (3)	2019 G & O	Darlene Mata	Council updated on progress on 11/19/19
6/5/18	Comprehensive Study of downtown businesses, including crosswalks. Study to change 7 th Street one-way going WEST and 6 th Street going EAST to increase angled parking.	2018 Council Consensus	John Doyel	tbd
5/22/19	Abandoned shopping cart ordinance	Brieno	Parker Sever, Karl Anderson	2/4/20
6/4/19	Letter to High Speed Rail in support of current Amtrak Station in Hanford	Ramirez	John Doyel	tbd
6/17/19	Volunteers/Interns for City Council members	Brieno	Sarah Cardoza	deferred to HR Analyst
6/17/19	Review of properties that may be eligible for Prop 68 funding	Brieno	tbd	2/18/20

7/16/19	Discussion about partnership with the Hanford Chamber of Commerce; ownership of Freddy the Fire Truck and Carousel, request of Parks Dept. personnel to assist in clean-up after the Christmas parade	Ramirez	Mario Cifuentes & Council Members	tbd
10/1/19	Mural Ordinance discussion	Brieno	Darlene Mata	tbd

Accomplished/Resolved Items	
Town Hall for consideration of a ballot measure to increase local sales taxes to address building restoration	Decision to forgo the 2018 election.
Placement of bell structure from old firehouse demolition	Placed at Fire Station #2
Tree for Jack Schwartz	Planted at Hidden Valley
Develop a homeless commission	Kings County Homeless Collaborative established
Hire a grant writer for Prop 68	Townsend Consulting
Study Session with Prop 68 consultant	Defer to Parks Master Plan consultant presentation on 7/16
Recognition of 2 teachers at JFK Jr. High	Recognized at 6/4 meeting
Initiate conversation with Self Help Enterprises regarding property on Parkside Drive and discuss non-profit/volunteering to maintain proposed park study session	Real Property negotiations held.
Decision to surplus Rabobank property	Surplus decision made by Council on 7/2.
G&O: Evaluate fees and revenues in light of anticipated cannabis revenue (4)	Presented to Council on 7/2
G&O: Evaluate cannabis regulations now that the State law has been clarified (3)	Updated Ordinance 19-06, approved by Council on 5/21
G&O: Evaluate East Precise Plan (5)	Downtown East Precise Plan repealed by Council on 9/17/19. Will be used as a guidance document.
G&O: Develop a collaborative process to address homelessness issues (4)	Study Session on 9/17 with Kings Tulare Homelessness Alliance.
G&O: Develop a public relations strategy (newsletters, social media, etc) and address staffing needs (4)	Will enter 1-year contract with DMI Agency consulting group; approved by Council 10/1/19.
Resolution to restrict smoking in public parks	Resolution 19-36-R adopted 10/1/19
Ordinance to ban tobacco use in City Parks	First reading 10/14/19, second reading 11/5/19.
Address Code Enforcement Staffing	CE officer hired; started on 10/21/19.
Naming Policy for facilities/parks/structures	Will be presented to Parks/Rec Comm on 1/13/20, then back to Council for adoption.

Downtown intercom/speaker system	Main Street Hanford is moving forward.
Address public safety staff needs	2018 Homeland Security Grant MOUs for purpose of funding equipment purchases for Police and Fire accepted by Council on 1/7/20.