

AGENDA

PARKS AND RECREATION COMMISSION of the CITY OF HANFORD

**COUNCIL CHAMBERS
400 N. Douty St.
5:30 PM, Monday, November 9, 2015**

CALL TO ORDER

FLAG SALUTE

ROLL CALL

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 Commission. 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. A maximum of **five minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

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.

- 1. Approval of Parks and Recreation Special Meeting Minutes of September 21, 2015**
- 2. Parks Staff Report September and October**
- 3. Supervisor Armando da Silva Report**
- 4. Aquatics, Skate Park, Youth Services, Adult & Special Needs**

GENERAL BUSINESS

- 1. 37th Annual Renaissance Faire Financial Report**

2. City Attorney - Public Comment Agenda Item Rules/Policy

STAFF COMMUNICATIONS

1. Event Flyers

ITEMS FROM COMMISSIONERS

ADJOURNMENT

Materials related to an item on this Agenda submitted to the Parks & Recreation Commission after distribution of the agenda packet are available to public inspection in the Parks & Recreation Office located at 321 N. Douty Street, Hanford, California 93230, during normal business hours. Such documents are also available at the city's website, www.cityofhanfordca.com subject to staff's ability to post documents 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 Parks & Recreation office, 559-585-2525, 321 N. Douty Street, Hanford, California 93230, at least 2 days prior to the meeting {28 CFR 35.102.35.104 ADA Title II}

**MINUTES
HANFORD PARKS AND RECREATION COMMISSION
SPECIAL SESSION
September 21, 2015**

Parks and Recreation Commissioner HAYDOCK called the Special Meeting to order in the Hanford Council Chambers, 400 N. Douty Street, Hanford, California at 5:34 p.m.

PARKS & RECREATION COMMISSION MEMBERS PRESENT

GUDMUNDSSON, HAYDOCK, SHOOP, STODDARD, WILLIS

PARKS & RECREATION COMMISSION MEMBERS ABSENT

FORTE

ADVISORY MEMBERS PRESENT

Parks and Recreation Director Miller
Park Superintendent Dias
Council Member Pannett

ADVISORY MEMBERS ABSENT

STAFF PRESENT

Recreation Supervisor daSilva, Recreation Supervisor Chavez, Administrative Technician Venegas

UNSCHEDULED PUBLIC COMMENT

Any person may directly address the Commission at this time on any item on the agenda, or on any item that is within the subject matter jurisdiction of the Commission. A maximum of five (5) minutes are allowed for each speaker.

Commissioner HAYDOCK opened the floor for any public comment.

Paula Massey, Hanford Resident stated while reviewing the Parks and Recreation Master Plan and came across the Junior Parks and Recreation Commission information listed under the Recommendation Section; Strategy 3.3.4. She stated there are youths in the community that are interested in participating in this program and asked staff will this program be implemented.

Parks and Recreation Director Miller encouraged Ms. Massey to visit the Parks and Recreation office at her convenience to discuss the implementation of the program. He informed commission that he would periodically provide updates to them.

Commissioner STODDARD stated he encourages staff to consider a minimum of two members of the Parks and Recreation Commission to participate in the development of this program.

Shaka Sudds, Hanford Resident gave a brief update of the JFK Junior High School Community Leadership Program.

CONSENT CALENDAR

All Items listed under the Consent Calendar are considered routine and will be enacted by one motion. For discussion on any item on the Consent Calendar, it will be removed at the request of any member of the Commission or any person in the audience and made a part of the regular agenda.

Minutes

- (1) Approved Parks and Recreation Commission Meeting Minutes of July 22, 2015.

Motion was made by Commissioner GUDMUNDSSON, seconded by Commissioner WILLIS, to approve the July 22, 2015 Minutes as submitted. Motion carried by the following vote:

AYES:	GUDMUNDSSON, WILLIS, HAYDOCK, SHOOP, STODDARD
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	FORTE

Staff Reports

- (2) Approved Parks and Recreation Longfield Center, Sports, Facility, Events and Promotions
 (3) Parks Sports Field, Median Downtown LAD'S and Urban Forest
 (4) Aquatics, Skate Park, Youth Services, Adult and Special Needs, Staff Reports.

Motion was made by Commissioner STODDARD, seconded by Commissioner WILLIS, to approve the Staff Reports as submitted. Motion carried by the following vote:

AYES:	STODDARD, WILLIS, GUDMUNDSSON, HAYDOCK, SHOOP
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	FORTE

GENERAL BUSINESS

(1) Proposed Freedom Dog Park Shelter

Jerry Reed of Paws and Claws gave a brief presentation. He stated Paws and Claws is proposing to place a concrete pad, pathway, shelter and picnic table in the dog park at Freedom Park. This project would be funded in full by Paws and Claws and added the group will ensure to adhere to the ADA Compliance Guidelines, as well as the city's standard for construction.

Motion was made by Commissioner GUDMUNDSSON, seconded by Commissioner STODDARD, to forward to city council for recommendation on Paws and Claws proposal to place a concrete pad, pathway, shelter and picnic table in the dog park at Freedom Park. Motion carried unanimously by a 5 to 0 vote.

(2) **Program Cost Recovery Analysis Movies in the Park Concerts in the Park**

Recreation Supervisor da Silva gave a brief review of the Cost Recovery Analysis Report on the Movies in the Park and Concerts in the Park.

(3) **Hidden Valley Park – Westerly Vacant Lot**

Commissioner STODDARD informed commissioners and audience members that he requested to place the Hidden Valley Park – Westerly Vacant Lot on the Agenda to express continued interest of additional park space on the vacant lot.

STAFF COMMUNICATIONS

Recreation Supervisor Chavez gave a brief update of upcoming events. She stated 55 children are enrolled in the Fall Toddler T-Ball which will begin on September 19, 2015; Melco Dance will be held on October 17, 2015 - tickets are currently on sale; Mother/Son Date Night will be held on April 15, 2016 and Daddy/Daughter Date Night will be held on April 16, 2016 – tickets are currently on sale for both events.

Recreation Supervisor da Silva stated JFK Community Garden Club students are in the process of preparing their plots to plant their seeds with the assistance of Tulare and Kings Master Gardener. The final 2015 KJUG concert in the park will be held on September 23, 2015; Kings Renaissance Faire will be held on October 3 and 4, 2015; Longfield Halloween Fun event will be held on October 23, 2015; Holiday Boutique will be held in November; the Longfield Breakfast with Santa will be held in December.

Park Superintendent Dias gave a brief update of the Parks Division current and upcoming projects in the city's parks, medians, right-of-ways, trees, Landscape Assessment District (LAD) and Sports Field. He stated the Coe Park repairs are near completion. He stated the Street Tree List and Downtown Master Tree List will be presented to City Council in October 6, 2015.

ITEMS FROM COMMISSION

Commissioner GUDMUNDSSON asked for an update on the Public Comment section of the agenda. She stated the last Parks and Recreation Commission meeting the city clerk advised commission that she would inform City Council that commissioner's expressed keeping the later Public Comment on the agenda.

Parks and Recreation Director stated the city clerk presented it to city council and council decided to keep all commission agenda uniform to city council's agenda.

Commissioner STODDARD expressed his disappointment in staff that commissioners were not notified of city council's decision to remove the later Public Comment of commissioner's agenda.

Commissioner HAYDOCK stated he understood that if an audience member missed their opportunity to speak during Public Comment; it is at the discretion of Chairperson to allow an audience member to speak during any portion of the agenda.

Council Member Pannett stated that would not be consistent; the item must be on the agenda for public comment.

Commissioners unanimously agreed to have the City Attorney attend the next Parks and Recreation Commission meeting to clarify if an audience member missed the opportunity to speak during Public Comment when and/or if the audience member will have another opportunity to speak during the commission meeting.

Commissioner HAYDOCK asked for an update on the City/School partnership field use; he stated if no update then he requests staff to place this item on a future agenda.

Parks and Recreation Director Miller ensured commissioners once he has an update he will add this item on a future commission agenda.

ADJOURNMENT

At 6:25 p.m., Commissioner HAYDOCK adjourned the Hanford Parks and Recreation Commission meeting.

Respectfully Submitted,

Betty A. Venegas
Administrative Technician

Park Division Staff Report September and October '15

- ✓ Mow Civic / Courthouse Parks and Sports Fields weekly
- ✓ Median Island Herbicide Application, litter clean up and irrigation repair
- ✓ Perform weekly inspections of the Landscape Assessment District Landscapes
- ✓ Bi-weekly water truck route, to trees that do not have irrigation throughout the city
- ✓ Median Island – replace sprinkler nozzles with low volume heads to help conserve water
- ✓ 10th Ave parkway – tree pruning Encore to Grangeville
- ✓ Sherwood Park – tree removal for new playground
- ✓ Sherwood Park – awarded contract for construction of playground with grant
- ✓ Turned off splash pads and drained for the winter
- ✓ Repaired irrigation mainline Centennial Park
- ✓ Repaired irrigation mainline Freedom Park,
- ✓ Repaired light pole Freedom Park due to vehicle collision
- ✓ 6th ST tree removal for the new pedestrian sidewalk project
- ✓ Repaired water main at the BMX Park/Brown ST Basin
- ✓ Prepped Civic/Courthouse for the Renaissance Faire
- ✓ Aerated and fertilized Civic/Courthouse grounds
- ✓ Repaired pathway lights at Centennial Park

- ✓ **Bob Hill Youth Athletic Fields – repaired irrigation mainline in the football basin**
- ✓ **Landscape Assessment Districts – performed tree pruning projects in several districts with outside contractors**
- ✓ **Proteus Program – received six (6) proteus employees through a drought relief program**

CITY of HANFORD
Hanford Park & Recreation Department
Commission Report / Monday, November 9, 2015

Youth & Adult Sports

Adult Softball Fall League / Adult Softball Complex / September – December / Coed & Men's

Open Gym at Wilson Woodrow / Volleyball / Begins Tuesday, November 10th

Open Gym at Wilson Woodrow / Basketball / Begins Wednesday, November 18th

Longfield Community Center & Coe Park Building

Breakfast with Santa & Toy Giveaway / Saturday, December 19th / 8 a.m. – 12 p.m.

House of Prayer / 2nd & 4th Sunday / 8 a.m. – 1 p.m.

Kidz Club / Saturdays / 9a.m. – 12 p.m.

Facilities Management

Hanford Civic Auditorium / Rentals are increasing and Saturdays are fully booked in 2015 and 2016.

Facility Host / New "Event Staff Report" was created to help with rentals and to indicate any incurrence and incidents.

Coe Par Building / Coed Park continue to be used for KCAO and occasionally City rentals.

Community Events/Promotions

Holiday Boutique / Civic Park / Saturday, November 14th & 15th / 9 a.m. – 3 p.m.

Hanford Christmas Parade / Friday, November 27th / 6 p.m.

Respectfully Submitted by Armando M. da Silva, Recreation Supervisor

Attachment: Noember 2015 Commission Report Armando (1211 : Supervisor Armando da Silva Report)

Monthly Parks and Recreation Report

Susie Chavez, Supervisor for Divisions 1714-Aquatics/1719-Youth Services

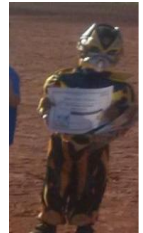
1720-Adult & Special Populations

November 4, 2015



Teen Center/Youth Activities (Division 1719 Youth Service

1. The fall season of Toddler T-ball ball players finished up their season with a Halloween “Candy Bowl” game. Three games in all were played. One inning each, with no score kept and no outs. Game #1 was October 17, 2015. To make it super fun for the kids and parents we did an opening ceremony. The players were announced, the Star Spangled Banner played and a coin toss done to see which team was up to bat first, rather than who was home team. The games were fun to watch and the parents took many photos.
2. A program survey for the Toddler T-ball Fall Season #4 was done on October 24th. There were 58 players in the 2015 fall league, (the maximum was 55) a far cry from the original 20 signed up the first year that we offered this program. 90% surveyed rated the program a 10. The lowest score received was a 7. All but one parent surveyed said they would recommend the program to friends. Coaches were described as friendly, helpful and patient. Of the 27 surveys that were filled-out and turned in, 21 out of 27 were first time Recreation Program participants. The majority of those surveyed said that heard about the program from receiving a flier or heard about it thru a friend. Only two people said that they saw the program on Facebook. Fliers for the 2016 spring session were handed out at the end of the last game.
3. November 2, 2016 was the first of 13 School Field trips to the Teen Center by local schools. 184 4th, 5th and 6th grade Lincoln Elementary school students braved the wet, fall weather to enjoy some much deserved fun. This program is free to the schools. The only source of revenue is thru the two snack bars set up. A total of \$440.00 was grossed on this particular day due to the age of the students attending. The younger students have less spending money given to them by the parents.
4. The Teen Center started a new program at the end of September called “Popcorn Wednesday”. Wednesday is an early out day for the Hanford Elementary school students. This program begins at 2:00 p.m. and is free to grades 3rd on up. Using funds from our old Club Live grant Recreation Coordinator Michelle Hinton has purchased arts, crafts, cooking and science supplies for the students to have fun with in addition to having fun at the Teen Center. The first Wednesday there were 4 students, the next Wednesday there were 9 students and this last week there were a total of 26 students participating in the program. The majority of the students are ages



8 & 9 and 10 & 11 years old with a few 12 thru 16 year olds. This program will run thru December 9th and hopefully pick up again in February.

5. The locals here in Hanford, obviously like having a haunted event to attend on Halloween. When Teen Center coordinator Michelle Hinton and staff turned the civic auditorium into a free Haunted House the attendance was surprising. On Halloween from 4:00 p.m. to 6:00 p.m. 270 people came to see the non scary version with the lights on and treats for the local youth. When it was dark it became very scary there were close to 500 people that came thru the haunted doors. A \$500 donation from Bob Dowd's office and volunteers from the West Hills College helped make the event possible.



Senior Center, Adult & Special Populations (Division 1720):

1. Everyone of the 160 people that attended the 2015 Melco Dance at the Hanford Civic Auditorium left in a great mood. The bands were happy, the attendees were dancing up a storm and Chris White owner the local oldies KFUN station helped out as the MC for the evening. It was an especially good event for Bev Simas Felipe, who is the younger sister of Mel Simas who originally started the Melco Dances back in the 60's. She attended the event with her brother and some friends even though just a few weeks earlier she had suffered a stroke. Seeing everyone put a smile on her face. Meeting Chris from KFUN was very emotional when he told her that he worked for Mel Simas as a high school student under the KOAD letters.
2. We will be hosting a senior "Harvest Luncheon" luncheon on Friday, November 13, 2015. Tickets are currently on sale for \$5 per senior. The event will take place at the Senior/Veteran's Center upstairs at 11:30 a.m.



Aquatics – "The Plunge" (Division 1714) and Ford Hill Skate Park

- 1 The Plunge is currently closed for the winter.



**Recreation Department
Program Cost Recovery Analysis**

Division: 1721

Program Name: 37th Annual Renaissance of Kings Fire
Cost Recovery Goal: none

#of Staff	Classification	# of Hours	X	Salary Rate	=	Subtotal	X 1.25	Total	
0	Rec Leader I	0		\$8.75		\$0.00		\$0.00	Grand
0	Rec Leader II	0		\$9.00		\$0.00		\$0.00	Total
0	Rec Leader III	0		\$11.00		\$0.00		\$0.00	
0	Facility Host	0		\$9.50		\$0.00		\$0.00	\$0.00

Direct Event Costs (7611):	<u>Cost</u>	<u>Detail</u>	
Entertainment	\$4,100.00		
Security Guards	\$2,100.00		
Tents	\$490.00		
Posters	\$180.00		
Street Banner Fee	\$100.00		
Facebook Advertisement	\$50.00		
Supplies	\$210.00		
Meal/Ren Faire Committee Meetings	\$131.77		
Wristbands	\$51.56		
			Grand Total
			\$7,413.33

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	Grand Total
Administration (1/4 hour min.):	0.00		\$96.00		\$0.00	
Supervision (1/2 hour min.):	0.00		\$52.00		\$0.00	\$0.00
Clerical Support (1/2 hour min.):	0.00		\$34.00		\$0.00	

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Game & Craft Vendors	\$100.00		43		\$4,300.00	
					\$0.00	
Food Vendors	\$200.00		12		\$2,400.00	Grand Total
					\$0.00	
					\$0.00	
					\$0.00	\$6,700.00
					\$0.00	

Total Revenue:	\$6,700.00
Total Event Expense	\$7,413.33
Total Expense +15% (X1.15) City Overhead:	\$0.00
Net Program Cost:	-\$713.33

The 37th Annual Renaissance of Kings Faire took place on Saturday, October 3, 2015 and Sunday, October 4, 2015. Total cost for Ren. Faire was \$7,413.33 and total revenue was \$6,700. Staff budget cost was out of the Facilities Division. Please see Facility Host Program Cost Recovery Analysis report.

Attachment: 37th Annual Renaissance Faire Financial Report (1204 : 37th Annual Renaissance Faire Financial Report)

**Recreation Department
Program Cost Recovery Analysis**

Division: 1713

Program Name: Staff Cost at the 37th Annual Renaissance of Kings Fire
Cost Recovery Goal: none

# of Staff	Classification	# of Hours	X	Salary Rate	=	Subtotal	X 1.25	Total	
0	Rec Leader I	0		\$8.75		\$0.00		\$0.00	Grand
0	Rec Leader II	0		\$9.00		\$0.00		\$0.00	Total
0	Rec Leader III	0		\$11.00		\$0.00		\$0.00	
6	Facility Host	20		\$9.50		\$1,140.00		\$1,311.00	\$1,311.00

Direct Event Costs (7611):	Cost	Detail	Grand Total
			\$0.00

Indirect Program Costs:	Total Hours	X	Hourly Rate	=	Total	Grand Total
Administration (1/4 hour min.):	3.00		\$96.00		\$288.00	
Supervision (1/2 hour min.):	24.00		\$52.00		\$1,248.00	\$1,638.00
Clerical Support (1/2 hour min.):	3.00		\$34.00		\$102.00	

Program Revenue:	Registration Fee	X	Number of Participants	=	Total	Grand Total
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	\$0.00
					\$0.00	

Budgeted	\$3,000.00
Total Event Staff Expense	\$2,949.00
Total Expense +15% (X1.15) City Overhead:	\$0.00
Net Staff Cost:	\$2,949.00

The 37th Annual Renaissance of Kings Faire took place on Saturday, October 3, 2015 and Sunday, October 4, 2015. Total cost for staff at Ren. Faire was \$2,949.00 and we budgeted \$3,000.00.

City of Hanford Holiday Boutique

Free Admission



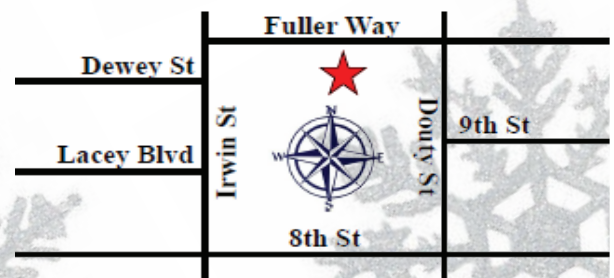
November, Saturday 14 & Sunday 15, 2015 / 9am - 3pm
Hanford Civic Auditorium, 400 N. Douty Street

★ A Variety of Vendors

★ Crafts / Entertainment

★ Visit with Santa

★ Refreshments for Sale



For More Information: 559-585-2525 or www.cityofhanford.com

Adult Men's Softball Tournament

TOYS - 4 - KIDS

To Benefit the Longfield Center Christmas Toy Giveaway Program

\$150 PER TEAM + ONE (\$10) TOY PER PLAYER

Saturday, December 5, 2015

Tournament Begins at 9 a.m.

If the weather permits

City of Hanford Adult Softball Complex, 1226 Centennial Dr. Hanford, CA

Registration Fee Includes

Umpire Fee / 1st & 2nd Place T-Shirts / Double Elimination Tournament

Registration: Registration begins October 19, 2015, Monday through Friday 8 a.m. - 5 p.m. at the Hanford Parks & Recreation Office, 321 N. Douty Street, Suite B

Roster: A minimum of 10 players and a maximum of 15 on the official roster

Home Run Derby: 1 p.m. on field 5 / \$5 per player / May use own Pitcher
Winner wins 1/2 of Home Run Derby fee *Tournament Players ONLY!

TOURNAMENT WILL BE OPERATED UNDER HANFORD PARKS & RECREATION SOFTBALL LEAGUE RULES. TO

OBTAIN A COPY OF THE HANFORD PARKS & RECREATION RULES, PLEASE CALL THE NUMBER BELOW TO REQUEST ONE.

Hanford Parks & Recreation Department

321 N. Douty Street, Suite B, Hanford, CA 93230

559.585.2525 / adasilva@cityofhanfordca.com



www.cityofhanfordca.com



LONGFIELD CENTER

Breakfast with Santa!



Saturday, December 19, 2015

8 a.m. - 12 p.m.

Children 10 years & under

FREE Breakfast (Pancakes and Sausage)

8 a.m. - 10 a.m.

Visit from Santa with Photo & Holiday Gift/Treats

Gifts/Treats are limited to first come, first served.

10 a.m. - 12 p.m.

