

AGENDA

PARKS AND RECREATION COMMISSION of the CITY OF HANFORD

**COUNCIL CHAMBERS
400 N. Douty St.
5:30 PM, Monday, September 21, 2015**

CALL TO ORDER

FLAG SALUTE

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. Comments related to Public Hearing items will be heard at the time the item is discussed. 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 Meeting Minutes of July 22, 2015**
- 2. Staff Report Hanford Park & Recreation Department Commission Report / Monday, September 14, 2015**
- 3. Parks Staff Report**
- 4. Parks & Recreation Monthly Report Youth Services**

GENERAL BUSINESS

- 1. Proposed Freedom Dog Park Shelter**

2. Program Cost Recovery Analysis Movies in the Park Concerts in the Park

3. Hidden Valley Park - Westerly Vacant Lot

STAFF COMMUNICATIONS

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}



**AGENDA
STAFF REPORT**

MEETING DATE: 9/21/2015

AGENDA SECTION: 1

SUBJECT:

Approval of Parks and Recreation Meeting Minutes of July 22, 2015

FISCAL IMPACT:

ATTACHMENTS:

2015 - 07 - MINUTES - July 22

**MINUTES
HANFORD PARKS AND RECREATION COMMISSION
REGULAR SESSION
July 22, 2015**

Parks and Recreation Commissioner HAYDOCK called the Regular Meeting to order in the Hanford Council Chambers, 400 N. Douty Street, Hanford, California at 5:32 p.m.

PARKS & RECREATION COMMISSION MEMBERS PRESENT

FORTE, GUDMUNDSSON, HAYDOCK, STODDARD, WILLIS

PARKS & RECREATION COMMISSION MEMBERS ABSENT

SHOOP

ADVISORY MEMBERS PRESENT

Parks and Recreation Director Miller
Park Superintendent Dias
Council Member Pannett

ADVISORY MEMBERS ABSENT

Council Member Pannett

STAFF PRESENT

Recreation Supervisor daSilva, Recreation Supervisor Chavez, City Clerk Gomez, Administrative Technician Venegas

UNSCHEDULED PUBLIC COMMENT

- (1) **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.

Dan Chin, Hanford resident share history of Hidden Valley Park. He spoke in favor of selling the undeveloped Hidden Valley Park land and using the money for public safety. He stated it is not in the best interest of the city of Hanford to hold on to the undeveloped park land anymore, and it does not fit into the direction that the city is moving towards.

CONSENT CALENDAR

- (2) **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

(2a) Approved Parks and Recreation Commission Meeting Minutes of May 11, 2015

Attachment: 2015 - 07 - MINUTES - July 22 (1095 : Minutes - July 22, 2015)

Staff Items

- (2b) Approved updates of Longfield Center, Sports, Facility, Events and Promotions.
- (2c) Approved updates of Aquatics, Skate Parks, Youth Services, Adult and Special Needs.
- (2d) Approved updates of Parks, Sports Field, Median, Downtown LAD's and Urban Forest – May & June

Motion was made by Commissioner LEAH, seconded by Commissioner GUDMUNDSSON, to approve the consent calendar as submitted. Motion carried by the following vote:

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

NEW BUSINESS**(3) Agenda Management Program Update – City Clerk**

Parks and Recreation Director Miller introduced City Clerk Gomez.

City Clerk Gomez stated the city council approved a new agenda and minutes program; the company is called Accela. The new agenda program will be used by council and commissions. All commission will implement the program at their September meeting. One major change that she will make to the agenda is to remove the Public Comment section at the end of the commission agenda which will be more consistent with the council agenda and added the Brown Act only requires one Public Comment section during the meeting.

Commissioner STODDARD asked if keeping the Public Comment section at the end of the agenda will violate the Brown Act.

City Clerk Gomez stated it does not violate the Brown Act.

Commissioner STODDARD stated commission voted to place the Comment Section as an item at the end of each agenda and to have someone state that it will be removed from the agenda; does not follow procedure. He feels it is a good idea to hear remarks after the voting process; and added it is not a violation of the Brown Act.

City Clerk Gomez stated having Public Comment at the end of the agenda does not violate the Brown Act but would like commission's agenda to be more consistent with council's agenda.

City Manager Pyle stated it is the chairs prerogative to take comments from the public if an item is not a public hearing. This includes late attendees that missed the Public Comment section of the meeting.

City Clerk Gomez stated she will take commission's request to city council for council to conclude on the format of the Parks and Recreation commission agenda.

Commissioner STODDARD addressed Assistant City Attorney Mizote, if having the Public Comment at the end of the agenda is not in violation of the Brown Act and it is something that this commission voted to include as an agenda item, is it wrong in keeping it.

Assistant City Attorney Mizote stated it is the Chair's prerogative and if the Chair wishes to take Public Comment with respect to a particular item on the agenda. The Brown Act requires the public be given an opportunity on items that are being considered by this commission.

Commissioner HAYDOCK stated for clarification if a discussion unfolds and a public member requests to speak the Chairperson has the discretion to open a public comment in the middle of that discussion. He asked if commission has the authority to initiate public comment during an item; to allow the public an opportunity to speak in regards to the item.

City Clerk Gomez stated yes, the Chairperson may allow a public member to make a comment at any time during an item; as well as initiate public comments.

Commissioners unanimously agreed to keep the current format; post Public Comment item on the agenda.

City Clerk Gomez stated she would forward the request to city council for consideration.

INFORMATIONAL ITEMS

(4) Encore Park Service Road

Parks and Recreation Director Miller stated Deputy Public Works Director Doyel included this informational item which includes a letter to commission and a map. He stated the state of California has informed the City of Hanford to chlorinate the water and city staff has installed chlorination equipment at all City Wells except one. Well No. 48 located at Encore Park has chlorination equipment installed on it and in order to refill the tanks the delivery company is unable to access the site. Staff uses a loader to fill the chlorine tanks once a week. Staff is proposing to install a road at Encore Park to enable the chlorine delivery company adequate access to the Well site.

Parks Superintendent Dias stated there are two options that are being reviewed. He explains the two options to commission.

Commissioner STODDARD asked if there are any teams that practice in the area.

Parks and Recreation Director Miller stated there are no teams that practice, but there are individuals that use the field from time to time.

Commissioner unanimously agreed for the difference in cost between the two options prior to considering a recommendation.

OLD BUSINESS

(5) Potential Sale of City Real Property Westerly One-Half (1/2) APN: 008-360-006 (18.8 1+/- acres)

City Manager Pyle gave a brief review of the undeveloped Hidden Valley park land. He stated the drought is a major factor as well as money to help fund the expansion.

Commissioner STODDARD is strongly against selling the lot.

Commissioners unanimously agreed not to sell city real property westerly one-half (1/2) APN: 008-360-006 (18.8 1+/-acres). Motion carried by a vote of 5-0.

NEW BUSINESS

(6) Activity / Event Financial Report

Recreation Supervisor Chavez gave a brief review of the Aquatics, Skate Parks, Youth Services, Adult and Special Needs financial reports.

UNSCHEDULED PUBLIC COMMENT

(7) 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 three (3) minutes are allowed for each speaker.

Commissioner HAYDOCK opened the floor for any public comment.

STAFF COMMUNICATIONS

Recreation Supervisor da Silva gave a brief review of past, current and future events.

Recreation Supervisor Chavez gave a brief review of current and future activities.

Parks Superintendent Dias gave a brief review of the Sports Field, Median, Downtown LAD's and Urban Forest

ITEMS FROM COMMISSION

There were none.

UNSCHEDULED PUBLIC COMMENT

At 7:55 p.m., Commissioner HAYDOCK adjourned the Hanford Parks and Recreation Commission meeting.

Respectfully Submitted,

Betty A. Venegas
Administrative Technician



AGENDA STAFF REPORT

MEETING DATE: 9/21/2015

AGENDA SECTION: 2

SUBJECT:

Staff Report Hanford Park & Recreation Department Commission Report / Monday, September 14, 2015

CITY of HANFORD

Hanford Park & Recreation Department

Commission Report / Monday, September 14, 2015

Youth & Adult Sports

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

Open Gym at Wilson Woodrow / Basketball / Volleyball / TBA

Adult Soccer League / Adult Softball Complex / TBA

Longfield Community Center & Coe Park Building

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

Church Group / Every Sunday and Wednesday at Coe Park

Facilities Management

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

Hanford Civic Auditorium / Repairs have been made to the paint pattern damages.

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 daily and rentals on occasionally.

Community Events/Promotions

Thursday Night Market Place, come check out our booth. EVERY THURSDAY!

KJUG Concert in the Park / Civic Park / Wednesday, September 23rd at 7 p.m. / Austin Webb

37th Annual Renaissance of Kings Faire / Saturday, October 3rd 10am - 6pm & Sunday, October 4th 10am - 5pm

Community Garden & JFK Middle School Leadership Program / 2 plots / Monthly meetings at Community Garden

Respectfully Submitted by Armando M. da Silva, Recreation Supervisor

FISCAL IMPACT:

ATTACHMENTS:



**AGENDA
STAFF REPORT**

MEETING DATE: 9/21/2015

AGENDA SECTION: 3

SUBJECT:
Parks Staff Report

FISCAL IMPACT:

ATTACHMENTS:
Park Division Staff Report July and august '15

Park Division Staff Report July and August '15

- ✓ Mow Civic / Courthouse Parks and Sports Fields weekly
- ✓ Median Island Herbicide Application and irrigation repair
- ✓ Perform weekly inspections of the Landscape Assessment District Landscapes
- ✓ Weekly water truck route, to trees that do not have irrigation throughout the city
- ✓ Kinney Elliott was hired as the new Parks Supervisor
- ✓ Conducting interviews for Maintenance Worker, to replace retired employee Frankie Bernal
- ✓ Replenish soft fall wood fiber to all playgrounds
- ✓ Replaced irrigation booster pumps at Hidden Valley and Centennial Parks
- ✓ Removed dead trees from the median islands 10th Ave and Lacey Blvd
- ✓ Repaired irrigation mainline Hidden Valley Park
- ✓ Raise tree canopies Lacey Blvd Garner to Bailey Dr.
- ✓ Removed two trees on 12th Ave and Hanford Armona Rd, for the 12th Ave widening
- ✓ Repaired chain link fence Bob Hill Athletic Complex – had a break in and theft of youth football propane tanks
- ✓ Repaired Hidden Valley Park wooden fence on 11th Ave, from Vehicle damage
- ✓ Installed goal posts at Bob Hill YAC for the football season

- ✓ Cleaned 10th Ave parkway – litter, leaves and pine needles
- ✓ Gopher bait application Rotary Field and Bob Hill YAC
- ✓ CPR certification for all full time Parks employees
- ✓ The Plunge – repaired pool vacuum, upgraded chlorine pump, adjusted VFD pump for automatic backwash, repaired auto fill valve for the comp pool and set up chemical feeder system for email notifications of any alarms with the system



AGENDA STAFF REPORT

MEETING DATE: 9/21/2015	AGENDA SECTION: 4
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SUBJECT:

Parks & Recreation Monthly Report Youth Services

Informational item

FISCAL IMPACT:**ATTACHMENTS:**

Monthly Parks and Rec report for September 2015 (2)

Monthly Parks and Recreation Report

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

1720-Adult & Special Populations

September 9, 2015

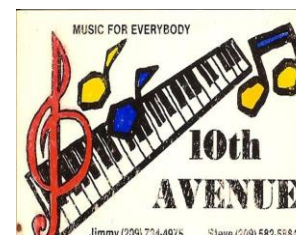
Teen Center/Youth Activities (Division 1719 Youth Services)

1. Our Fall children's Cheerleading class begins Wednesday, September 9 at 4:00 p.m. Hanford High Student Mara Lewis will once again teach this class. All students enrolled will participate in the annual Hanford Christmas parade, Friday, November 27th.
2. The Fall season of Toddler T-ball will take place at the Harris Street Ball field beginning Saturday, September 26, 2015. We are limiting the enrollment to the first 55 players. As of the 9th of September we have 24 players signed up.
3. A band showcase was held at the Civic Auditorium on Friday, September 4, 2015. Five local bands and approximately 100 people participated in the event. It was a good kick off to the three day weekend. The event was positive and there were no problems.
4. Fall 2015 is here and with all schools being back in session we are already booking the Teen Center field trips #CST Jams. We currently have 4 schools with multiple dates on the books for November and December. Lincoln Elementary has 2 dates, Roosevelt Elementary has 4, Kings River Hardwick has 3 dates and Pioneer Elementary has 2. We are off to a great start!
5. The annual CPRS Summer Leader's Workshop scheduled for June 4, 2016 will be held in Hanford. There will be part time summer recreation leaders from local cities attending the event. There will also be a lifeguard training at the Plunge during the same time. Good training for summer staff is the best way to start off the summer season.



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

1. The Senior Center's monthly "Free" Pancake Breakfasts are back. The first breakfast is scheduled for 9:00 a.m. Wednesday, September 9, 2015. Hungry seniors meet in the downstairs meeting room for their hot of the griddle cakes!
2. We will have a booth at the annual Burris Park Senior Picnic on Friday, September 18, 2015. This event is hosted by the Kings County Commission on Aging.
3. The annual Melco Dance, scheduled for October 17 will soon be here. Tickets are available for sale at the Parks and Recreation office. Cost is \$10 pre-sale and \$15 at the door. Featured bands are 10th Ave. Band and the Terry Collins Band. When you purchase 5 tickets you qualify for a reserved table for the event. A no host bar will be available by the Chamber of Commerce.



4. 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’s “Back to School \$1 Swim Days” began Saturday, September 5th with Public swim from 12 noon to 4 p.m. and an evening movie at 7 p.m. The weather was very cool compared to last year’s opening \$1 swim and the crowd topped out at 73 patrons. 53 parents and their children braved the cooler weather to come out and watch RIO during. Many were shivering as they left! Sunday’s attendance was 117 swimmers (34 adults, 66 kids and 17 complimentary pool passes). This weekend is supposed to be much warmer. Last year at this time we had 150 swimmers the first Saturday and 252 swimmers the second Saturday enjoying the pool due to the hot valley weather.
- 2 TNT Swim Club is currently using the pool for their swim competition practices Monday thru Thursday from 5:00 p.m. to 7:00 p.m. They will be practicing until October 15, 2015.
- 3 The Piranhas swim club has a new president handling their group. Kelly Hein is our new contact. She and I are currently working on their 2016 swim practice dates which will begin in May.
- 4 The Plunge Water Slide passed state inspection mid July with a couple of minor tweaks. We are working on organizing the required state documentation for trainings, chemical checks etc. for 2016. Now that we have made it thru two assisted inspections and know what is required, we will be expecting an onsite surprise inspection in the future.
- 5 The Hanford Fire Department used the Plunge to do their annual “Water Rescue” Training Tuesday, Thursday and Friday starting September 1, 2015. It was very educational to watch them to do their practice saves in full dress using a rope rather than a safety tube.





AGENDA STAFF REPORT

MEETING DATE: 9/21/2015	AGENDA SECTION: 1
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SUBJECT:

Proposed Freedom Dog Park Shelter

RECOMMENDATION:

That the Parks and Recreation Commission, review the presentation by the Paws and Claws group and give staff a recommendation on the project.

BACKGROUND:

Parks staff was approached by the Paws and Claws group with an idea of putting a concrete pad, pathway, shelter and picnic table in the dog park at Freedom Park; with the group funding the project and adhering to all ADA and city standards for construction. Staff recommended the group present the project to the Parks and Recreation Commission and receive a recommendation on the project before moving forward.

FISCAL IMPACT:

There would little to no fiscal impact on the Parks Budget, with the Paws and Claws group funding the project.

ATTACHMENTS:

Paws and Claws proposed shelter



AGENDA STAFF REPORT

MEETING DATE: 9/21/2015	AGENDA SECTION: 2
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SUBJECT:

Program Cost Recovery Analysis Movies in the Park Concerts in the Park

FISCAL IMPACT:**ATTACHMENTS:**

Concert in the Park 2015 Financial Report

Movie in the Park 2015 Financial Report

**Recreation Department
Program Cost Recovery Analysis**

Division: 1721

Program Name: Concert in the Park
Cost Recovery Goal: none

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	X 1.25	<u>Total</u>	
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	
2	Facility Host	80		\$9.50		\$760.00		\$874.00	\$874.00

Direct Program Costs (7495 & 7600):	<u>Cost</u>	<u>Detail</u>	
Instructor Professional and Special Services: Band Fees for 4 Bands Supplies: Equipment: Insurance: Other:	\$1,200.00	A Design for You T-shirts Check new fees Treat bags and certificates snowcones GSP Sports team photos Bounce houses for opening day activities	Grand Total \$1,200.00

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.):	8.00		\$52.00		\$416.00	\$416.00
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>	
Registration Fee:					\$0.00	
					\$0.00	
Extended rate					\$0.00	Grand
Donations:					\$0.00	Total
Other:					\$0.00	
					\$0.00	\$0.00

Total Revenue:	\$0.00
Total Program Expense	\$2,490.00
Total Expense +15% (X1.15) City Overhead:	\$0.00
Net Program Cost:	\$0.00

Concert in the Park is a Free Fun event for the Community. 5 bands performed; 1 at Longfield, 1 at Civic steps and 3 at the Old Courthouse Stage.

Attachment: Concert in the Park 2015 Financial Report (1091 : Armando da Silva Program Cost Recovery Analysis)

**Recreation Department
Program Cost Recovery Analysis**

Division: 1721

Program Name: Movies in the Park
Cost Recovery Goal: none

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	X 1.25	<u>Total</u>	
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	
2	Facility Host	18		\$9.50		\$342.00		\$393.30	\$393.30

Direct Program Costs (7495 & 7600):	<u>Cost</u>	<u>Detail</u>	
Instructor			
Professional and Special Services:			
Movie Licence w/ Movie	\$975.00	A Design for You T-shirts Check new fees	
Freight	\$36.00	Treat bags and certificates	
		snowcones	
Supplies:		GSP Sports team photos	Grand
Equipment:		Bounce houses for opening day activities	Total
Insurance:			
Other:			\$1,011.00

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.):	6.00		\$52.00		\$312.00	\$312.00
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>	
Registration Fee:					\$0.00	
					\$0.00	
					\$0.00	Grand
Extended rate					\$0.00	Total
Donations:					\$0.00	
Other:					\$0.00	\$0.00
					\$0.00	

Total Revenue:	\$0.00
Total Program Expense	\$1,716.30
Total Expense +15% (X1.15) City Overhead:	\$0.00
Net Program Cost:	\$0.00

Movies in the Park is a Free Fun event for the Community. 3 Movies were shown; 2 at Longfield and 1 at Civic Park.

Attachment: Movie in the Park 2015 Financial Report (1091 : Armando da Silva Program Cost Recovery Analysis)