The City of Hanford
CALIFORNIA

AGENDA

PARKS AND RECREATION COMMISSION
of the
CITY OF HANFORD

COUNCIL CHAMBERS
400 N. Douty St.
5:30 PM, Monday, February 8, 2016

CALL TO ORDER

ROLL CALL

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. 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.

A. **Approval of Parks and Recreation Meeting Minutes of January 11, 2016**

B. **Sports, Longfield Center, Aquatics & Skate Park, Facilities Management & Community Promotions/Events**

C. **Parks Division Staff Report January '16**

D. **Teen Center/Youth Activities and Senior Center, Adult & Special Populations**

E. **After Action Financial Reports**

GENERAL BUSINESS

1. **Parks & Recreation CIP Presentation**
2. **Financial Report**

STAFF COMMUNICATION

COMMISSIONERS ITEMS OF INTEREST

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
REGULAR SESSION
January 11, 2016

Parks and Recreation Commissioner WILLIS called the Regular Meeting to order in the Hanford Council Chambers, 400 N. Douty Street, Hanford, California at 5:30 p.m.

PARKS & RECREATION COMMISSION MEMBERS PRESENT

FORTE, SCHWARTZ, SHOOP, STODDARD, WILLIS

PARKS & RECREATION COMMISSION MEMBERS ABSENT

NONE

ADVISORY MEMBERS PRESENT

Parks and Recreation Director Miller
Park Superintendent Dias
Council Member Ramirez

ADVISORY MEMBERS ABSENT

None

STAFF PRESENT

Recreation Supervisor daSilva, Recreation Supervisor Chavez, Administrative Technician Venegas

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 WILLIS opened the floor for any public comment. There were none.

Introduction of Newly Appointed Commissioner and Council Representative

Parks and Recreation Director Miller introduced and welcomed Commissioner Jack Schwartz.

Parks and Recreation Director Miller introduced and welcomed Council Member Francisco Ramirez.

Election of 2016 Chairperson and Vice-Chairperson

Commissioner WILLIS called for nomination for Chairman in calendar year 2016.

Commissioner STODDARD nominated Commissioner WILLIS. Motion was seconded by Commissioner FORTE.

Hearing no further nominations, Commissioner WILLIS called for a vote of the commissioners for Commissioner WILLIS as Chairman. Motion carried by a 5 to 0 vote.

Commissioner WILLIS called for nomination for Vice-Chairman in calendar year 2016.

Attachment: 2016 - 01 - MINUTES - Jan 11 (1339 : Minutes - January 11, 2016)

Commissioner STODDARD nominated Commissioner SHOOP. Motion was seconded by Commissioner FORTE.

Hearing no further nominations, Commissioner WILLIS called for a vote of the commissioners for Commissioner SHOOP as Vice-Chairman. Motion carried by a 5 to 0 vote.

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.

A. Approved Parks and Recreation Commission Meeting Minutes of November 9, 2015
B. Approved updates of Parks, Sports Field, Median, Downtown LAD's and Urban Forest
C. Approved updates of Longfield Center, Sports, Facility, Events and Promotions
D. Approved updates of Aquatics, Skate Parks, Youth Services, Adult and Special Needs

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

AYES:	FORTE, STODDARD, SHOOP, WILLIS
NOES:	NONE
ABSTAIN:	SCHWARTZ
ABSENT:	NONE

GENERAL BUSINESS

There were none.

STAFF COMMUNICATIONS

A. Parks Superintendent Dias gave a brief update of the Street Tree Ordinance. He stated the Tree Commission diligently worked on revising the Street Tree Ordinance, as well as the Master Street Tree list and the Downtown Street Tree list. The major difference between the previous Street Tree Ordinance and the revised Street Tree Ordinance is the responsibility. The previous ordinance placed the responsibility on the city the revised ordinance places the responsibility on the property owner. He added the revised Street Tree Ordinance also protects the oak trees.

B. Parks and Recreation Miller informed and invited commission of the upcoming city's 3 day Budget Workshop. He stated the Budget Workshop will take place in the City Hall Training Room from January 25 thru January 27, 2016. The city has hired Lyle Summit and Associates to lead the workshop. Currently the city is in a two year budget period which expires on June 30, 2016.

C. Parks Superintendent Dias stated the Proteus office approached the city introducing a new program that would benefit unemployed individuals; as well as the city and the community. He stated the Proteus office received grant money for the Drought Relief program; the money is to be utilized to relocate unemployed individuals that employment was affected by the drought.

Attachment: 2016 - 01 - MINUTES - Jan 11 (1339 : Minutes - January 11, 2016)

The city accepted to participate in the program; Proteus assigned a total of 15 individuals from the program to work at the City of Hanford; 10 individuals in parks and the other 5 throughout several divisions. He stated this is a 5 month program and prior to the end of the 5 months Proteus will inform the city if they received additional monies to continue this program for an additional 5 months.

Parks and Recreation Director Miller invited commission to attend the Hanford High Football State Championship Parade on Thursday, January 25, 2016 at 4:00pm. He stated the parade will begin at Harris and Seventh Streets and continue on Irwin Street; ending in front of the civic auditorium.

Parks Superintendent Dias stated the handout information given tonight was received late Friday from Hanford Youth Baseball. They are proposing to install batting cages and lighting at the ball field. The project will be fully funded by Hanford Youth Baseball; no cost incurred by the city. He stated they want this project completed prior to the beginning of baseball season.

ITEMS FROM COMMISSION

Commissioner STODDARD stated he is not comfortable that city council eliminated the Tree Commission and reduced the number of commission members. He stated these actions are a negative to the city.

Commissioner WILLIS asked for clarification on the reduction of commission members.

Parks and Recreation Director Miller stated council reduced the number of commissioners to be consistent with the number of council members.

ADJOURNMENT

At 6:08 p.m., Commissioner WILLIS adjourned the Hanford Parks and Recreation Commission meeting.

Respectfully Submitted,

Betty A. Venegas
Administrative Technician

Attachment: 2016 - 01 - MINUTES - Jan 11 (1339 : Minutes - January 11, 2016)

CITY of HANFORD
Hanford Park & Recreation Department
Commission Report / Monday, February 8, 2016

Sports

Open GYM Basketball takes place on Wednesday Nights at Woodrow Wilson Junior High School from 7 p.m. to 9 p.m.

Adult Volleyball League begins Tuesday, February 9th and will be played on Tuesday Nights at Woodrow Wilson Junior High School.

Hanford Youth Softball has begun their tryouts at the Adult Softball Complex.

City Adult Softball League will begin the week of March 7, 2016.

City Church League will begin the week of March 14, 2016

Aquatics & Skate Park

Staff is in the process in having the slide steps repaired, slide waxed and refurbished and facility floors redone in the next upcoming months.

Longfield Community Center & Community Garden

Black History Celebration at the Longfield Center will take place on Saturday, February 13th from 1:00 p.m. to 3:00 p.m. at no cost for the participants ages 10 to 18. A 3 point shoot competition, double dutch and a hula hoop contest will take place due to the help of Mrs. Catherine Willis and the donations she has collected for prizes. Pizza will also be served for the event.

Black History Celebration Awards Dinner and Dance will take place on Saturday, Febraury 27, 2016 from 6:00 pm. to 11:00 p.m. Tickets are now on sale for $25 and includes dinner; fried chicken, black-eyed peas, green beans, 3 cheese macaroni, a roll and cobbler. Hanford Chamber of Commerce will provide the bar and table cloths. DJ Dallas will provide the music for the night.

Lucha Xtreme Wrestling will be returning to the Longfield Center on Saturday, February 27, 2016.

The Longfield Center will host Youth Baseball Games, Lakeside Basketball Games and also, Kings County Special Olympics basketball practice.

JKF Jr High School continues to take part at the Community Garden. The Kings River 4-H took part at the garden in January.

Facilities Management

The Hanford Civic Auditorium reservations continue to grow as we are booked every weekend in 2016 and are taking reservations for 2017. Weekday reservations continue to grow as local organizations and businesses us the Civic for their trainings and seminars.

We've hired two new facility hosts to fill some vacant spots.

Longfield rentals have increased due to the Basketball season.

Community Events/Promotions

Black History Celebration at the Longfield Center will take place on Saturday, February 13th from 1:00 p.m. to 3:00 p.m

Lucha Xtreme Wrestling will take place at the Longfield Center on Saturday, February 27, 2016.

Black History Celebration Dinner and Dance will take place on Saturday, February 27, 2016 from 6:00 p.m. to 11 p.m.

2nd Annual Spring Kids Fest will take place on Saturday, March 19, 2016 at Hidden Valley Park. Please see flyer for more information. Volunteers are needed for this special event.

Summer Events are in the works and will be presented at our March 14, 2016 Parks and Recreation Commission Meeting.

Respectfully Submitted by Armando M. da Silva, Recreation Supervisor

BLACK HISTORY Celebration 2016

EMBRACING THE PAST BUILDING THE FUTURE

FREE ADMISSION

Saturday, February 13, 2016

1:00-3:00p.m.

Longfield Center "The Hall"

560 S. Douty Street

Hanford, CA 93230

559-585-2530

Pizza Provided

Age Division:

10-12

13-15

16-18

PRE REGISTER NOW

For more information

Hanford Parks & Recreation

321 N Douty Street

559-585-2525

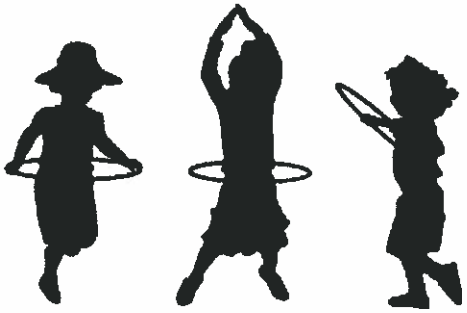
www.cityofhanfordca.com

GIFT CARD PRIZES PER AGE DIVISION

$25– Hula Hoop

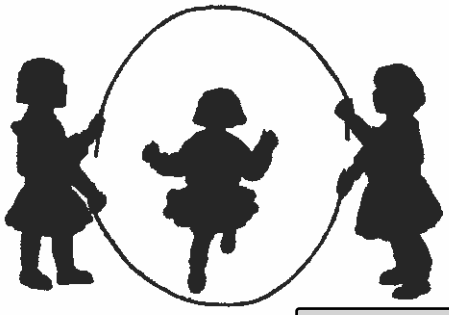
$25– Double Dutch

$100– 3 Point Shoot



HULA HOOP

3 POINT SHOOT



DOUBLE DUTCH

Attachment: DOC084 (1334 : Sports, Longfield Center, Aquatics & Skate Park, Facilities Management & Community Promotions/Events)

BLACK HISTORY COMMITTEE

AWARDS DINNER AND DANCE

BLACK HISTORY CELEBRATION

JOIN US, AS WE CELEBRATE BLACK HISTORY MONTH

SATURDAY, FEBRUARY 27, 2016 / DOORS OPEN AT 5:30PM

DINNER AT 6PM FOLLOWED BY A DANCE / NO HOST BAR

HANFORD CIVIC AUDITORIUM / 400 N. DOUTY STREET

$25 PER PERSON / $175 PER TABLE (TABLE SEATS 8)

CATERED BY: SWEET BEES CATERING / FRIED CHICKEN, BLACK-EYED PEAS, GREEN BEANS, 3 CHEESE MACARONI, ROLL & COBBLER / WATER & TEA

For more information

HANFORD PARKS & RECREATION OFFICE @ 321 N. DOUTY STREET

559-585-2525 / WWW.CITYOFHANFORDCA.COM / adasilva@cityofhanfordca.com

Hanford Parks and Recreation

City of Hanford Chamber of Commerce

NAACP Hanford Branch #1039

RIDES!

SPECIAL PERFORMANCES!

GAMES!

Sponsored by THE SENTINEL

2nd Annual

SPRING KIDS FEST

MARCH 19, 2016

HIDDEN VALLEY PARK

12:00 - 3:30 PM

TONS OF FUN!

- Bounce Houses
- Pony Rides
- Petting Zoo
- Trackless Train Rides
- Rock Wall
- Reptile Show
- Food & Info Booths
- Local Performances
- Photo w/ Characters

Attractions are geared towards ages 2 - 1

ADMISSION

WRIST BANDS | $3 PRE SALE | $5 DAY OF

Purchase at the Park & Recreation Office
321 N. Douty Street 559-585-2525

More info:

www.cityofhanfordca.com

Hanford Parks and Recreation

Family HealthCare Network

106.7 KJUG Country

Advent Heal

Hanford Fire Department

Hanford Police

Central California Garrison

Something Enchanted

LX Ligha Xtreme

Kool 104 Hanford Calif

All Valley Printing
Central California's Business Printing Partner

KFUN 92.5 Hanford California

City of Hanford Chamber of Commerce

Attachment: Spring Kids Fest 2016 (1334 : Sports, Longfield Center, Aquatics & Skate Park, Facilities Management & Community

Park Division Staff Report January '16

- ✓ **Mow Civic / Courthouse Parks and Sports Fields bi-weekly**
- ✓ **Median Island Herbicide Application, litter clean up and irrigation repair**
- ✓ **Perform weekly inspections of the Landscape Assessment District Landscapes**
- ✓ **Downtown District installed tree grates, for trees that were installed with the Downtown East Tree Grant.**
- ✓ **Downtown District and 10th Ave – cut tree grates for tree growth**
- ✓ **3rd ST – trash clean up and tree pruning**
- ✓ **Full time employees attended mandatory pesticide training at the Kings County Ag Commissioner's Office**
- ✓ **Storm Drainage Basins – applied post and pre herbicides to control weed growth to all storm basins**
- ✓ **Bob Hill Youth Athletic Complex – applied herbicide and cleaned fence lines for upcoming baseball season**
- ✓ **Bob Hill Youth Athletic Complex – batting cages are under construction**
- ✓ **Bob Hill Youth Athletic Complex – cleaned and painted baseball restrooms**
- ✓ **Bob Hill Youth Athletic Complex – replaced door latches at both concession building due to vandalism/break in**
- ✓ **Industrial Park – pruned all street trees and shrubs**
- ✓ **Street Medians – completed tree pruning to all median trees**

Attachment: Park Division Staff Report January '16 (1335 : Parks Division Staff Report)

- ✓ **Street Medians – replaced dead plants on 12th ave and 10th ave**
- ✓ **Grangeville Well Site – pruned all trees in the landscape**
- ✓ **Centennial Park – removed sand from playground and replaced with wood fiber**
- ✓ **The Plunge – met with contractor on slide stairway repair**
- ✓ **Landscape Assessment Districts – pruned street trees at various districts**

Attachment: Park Division Staff Report January '16 (1335 : Parks Division Staff Report)

Monthly Parks and Recreation Report
Susie Chavez, Supervisor
Divisions -1719-Youth Services- 1720-Adult & Special Populations
February 5, 2016

Teen Center/Youth Activities (Division 1719 Youth Service

1. **January was a month of preparation for our Spring and Summer seasons. Spring Camp, Toddler T-ball, Junior Recreation Leader, Summer Camp, Easter Eggstravaganza and all of the supplies needed for each and field trips to keep the kids happy.**
2. **There was one CST Jam for a new group. This was a small group of children and parents whose children are Home Schooled. There were 24 children and adults that came for two hours and had a really great time. Only a couple of the parents knew about the Teen Center. They were very impressed and are anxious to make a return trip.**
3. **Tickets are now on sale for the annual Daddy Daughter and Mother Son Date Nights scheduled for April 15 and 16.**

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

1. **Just hired 10 new staff to work with our Challenger basketball participants. We will be having a coaches meeting Tuesday and begin the season on February 16th at the Pioneer Middle School. They are very excited.**

2. **The Kings County Commission on Aging has partnered with our senior center to help keep our seniors healthy. They are currently sponsoring a Zumba class for ages 50 years and older. Just through word of mouth this month in two days time we have over 15 seniors in the class.**
3. **We will be offering a Senior Water Aerobics class beginning in May from 9;00 to 10:00 a.m. at the Plunge. The Commission on Aging is also sponsoring seniors to participate in the class for free. I expect this class to fill up quickly.**

Recreation Department
Program Cost Recovery Analysis

Division: 1720 Aerobics

Program Name: Senior Aerobics Monthly Class January 2016
Cost Recovery Goal: partial cost recovery

#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			$9.25		$0.00		$0.00	Total
0	Rec Leader III			$11.00		$0.00		$0.00	
0	Facility Host			$11.00		$0.00		$0.00	$0.00

Direct Program Costs (7495 & 7600):	Cost	Detail	
Instructor			
Professional and Special Services:			
Aerobics instructor	$180.00	Aerobics instructor paid $15 per hour at 3 days per week for 4 weeks approximate	Grand Total
Supplies:			
Equipment:			$180.00
Insurance:			
Other:			

Indirect Program Costs:	Total Hours	X	Hourly Rate	=	Total	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:	Registration Fee	X	Number of Participants	=	Total	
Regristration Fee:	$11.00		30		$330.00	
					$0.00	
					$0.00	Grand
Extended rate					$0.00	Total
Donations:					$0.00	
Other:					$0.00	$330.00
					$0.00	

Total Revenue:	$330.00
Total Program Expense	$180.00
City Overhead of 15%	$0.00
Program Revenue/loss:	$150.00

Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):
Aerobics is a partially subsidized senior program The instructor is paid per hour and works approximatly 12 hours per month (depending on how many days or holidays are in each month. The enrollment goes up and down each month depending on the time of year and the weather. Normally there are 30 to 32 seniors in each monthly class. The fee has been the same for this class for the past 6 or more years and we are still able to cover our costs.

Attachment: Aerobics after action January 2016 (1342 : After Action Financial Reports)

Recreation Department
Program Cost Recovery Analysis

Division: 1719 November /

Program Name: CST Field Tri ps Lincoln and Roosevelt Elementary Schools = 4 days total
Cost Recovery Goal: Partial cost recovery

#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
6	Rec Leader II	3		$9.25		$0.00		$171.00	Total
0	Rec Leader III			$11.00		$0.00		$0.00	
0	Facility Host			$11.00		$0.00		$0.00	$171.00

Direct Program Costs (7495 & 7600):	Cost	Detail	
Instructor			
Professional and Special Services:		Staff for snack bar coverage Teen Center staff for Games set-up monitoring building and interacting with the students Chaperones-school brought adults to supervise the students	Grand Total
Supplies: Snack bar supplies			
Equipment: Games on hand			$0.00
Insurance: zero			
Other:			

Indirect Program Costs:	Total Hours	X	Hourly Rate	=	Total	Grand Total
Administration (1/4 hour min.):	0.00		$96.00		$0.00	
Supervision (1/2 hour min.):	1.00		$52.00		$52.00	$0.00
Clerical Support (1/2 hour min.):	1.00		$34.00		$34.00	

Program Revenue:	Registration Fee	X	Number of Participants	=	Total	
Grades 4/5- grades	$440.00				$440.00	
184 total students					$0.00	
snack bar gross revenue					$0.00	Grand
for two hours					$0.00	Total
Donations:					$0.00	
					$0.00	$440.00
					$0.00	

Total Revenue:	$440.00
Total Program Expense	$171.00
Total Expense +15% (X1.15) City Overhead:	$0.00
Gross revenue:	$269.00

Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):
Field trips to the Teen Center (we also use the civic for games and west wing for bingo) are held when the civic would normally sit empty on an off day during the mornings from 8:00 a.m. to noon. The school supplies the staff and prizes for Bingo which is set up in the west wing of the auditorium. Majority of staffing fees are usually covered by the snack bar revenue and it is good advertisement for the Teen Center and our Party Zone weekend birthday rentals.

Attachment: After Action CST November 2 Lincoln Ele. 4.5th Grade 2015 (1342 : After Action Financial Reports)

Financial Reports: Aerobic and CST

Senior Aerobics January 2016

Revenue:	$330.00	Participants: 30 @ $11.00
Total Program Expense:	$180.00	
Program Revenue/Loss:	**$150.00**	

CST January 2016

Revenue:	$440.00	Participants: 185 Students / 4th & 5th Grades
Total Program Expense:	$171.00	
Program Revenue/Loss:	**$269.00**	

Attachment: Feb 2016 Financial Reports (1346 : Financial Report)

Proposed CIP Projects

	2017	2018	2019	2020	2021
Handicapped Acc. Modifications					
Coe/ Centennial Basketball Court Resufacing					
Coe Park Arbor Project					
Median Landscape Renovation					
Park Development Oversizing Requirements					
Refuse Enclosure - Community Garden					
Rotary Field Lighting					
Hidden Valley Park Pathway					
Centennial Park Pathway					
YAC Baseball Concession Building Restoration					

Attachment: Commission CIP Presentation (1336 : Commission CIP Presentation)