



AGENDA
PARKS AND RECREATION COMMISSION
of the
CITY OF HANFORD

COUNCIL CHAMBERS
400 N. Douty St.
5:30 PM, Monday, March 14, 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 Commission Minutes of February 2016**
- B. Parks Division February Staff Report**
- C. Approval of Teen Center, Youth Services, Senior Center, Adult & Special Populations**
- D. Sports, Longfield Center, Aquatics & Skate Park, Facilities Management & Community Promotions/Events<Formal Title/Subject Here>**

GENERAL BUSINESS

- 1. Planning for Arbor Day 2016**
- 2. Proposed Donated Memorial Bench**
- 3. Financial Reports**

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
February 8, 2016**

Parks and Recreation Commissioner WILLIS called the Regular Meeting to order in the Hanford Council Chambers, 400 N. Douty Street, Hanford, California at 5:33 p.m.

PARKS & RECREATION COMMISSION MEMBERS PRESENT

FORTE, SCHWARTZ, STODDARD, WILLIS

PARKS & RECREATION COMMISSION MEMBERS ABSENT

SHOOP

ADVISORY MEMBERS PRESENT

Parks and Recreation Director Miller
Park Superintendent Dias
Council Member Ramirez

- * Parks Superintendent Dias arrived at the Parks and Recreation Commission Meeting at 5:35 p.m.

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.

David Beeman, Hanford resident asked for status on the city's Tree Ordinance and requested status on the Street Tree Permits that were reviewed and tabled by the Tree Commissioners at the October meeting. In addition, he asked for status on Street Tree Permits that were reviewed by Tree Commissioners. He stated the Tree Commission was disbanded by city council and these items were pending approval and/or recommendation from commission.

Parks and Recreation Director Miller stated the Tree Ordinance was presented and recommended for approval by the Parks and Recreation Commission; as well as approved by city council.

Parks Superintendent Dias asked Mr. Beeman if he remembered the location of the Street Tree Permits.

David Beeman stated he does not, but recalls the Street Tree Permits were related to the drought.

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 January 11, 2016
- B. Approved updates of Sports, Longfield Center, Aquatics, Facility, Events and Promotions
- C. Approved updates of Parks, Sports Field, Median, Downtown LAD's and Urban Forest
- D. Approved updates of Teen Center, Skate Parks, Youth Services, Adult and Special Populations
- E. Approval of After Action Financial Reports

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, SCHWARTZ, WILLIS
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	SHOOP

GENERAL BUSINESS

1. Parks and Recreation CIP Presentation

Parks and Recreation Director Miller stated the city is in the process of creating the new two year budget.

Parks Superintendent Dias gave a brief review of the Capital Improvement Projects that the department will request to be included within the budget. He added, in reference to the graph sheet within the agenda packet the shaded areas relate to projects that will get funded during the years indicated. He stated there are no dollar figures to present at this time for these projects because the department is currently in the process of reviewing each project for the dollar figure.

2. Financial Report

Recreation Supervisor Chavez gave a brief update of the Teen Center, Youth Activities, Senior Center and Adult & Special Populations Financial Reports.

STAFF COMMUNICATIONS

Recreation Supervisor da Silva gave a brief overview of upcoming events.

- The Longfield Black History Youth Celebration will take place on February 13, 2016 from 1:00 pm – 3:00 pm. He stated Commissioner Willis approached him and introduced this event with the Parks and Recreation Director's approval this event was formed. He added this event will be formed with community sponsorship. The youth attending will have an opportunity to sign up for appropriate age division contest to win a prize. He invited commissioners and the public to attend the event.

- Black History Celebration Dinner and Dance at the Civic Auditorium on February 27, 2016 from 5:30 pm – 6:00 pm. Tickets are currently on sale; price is \$25.00 per person.
- The Annul Spring Kids Fest will be held at Hidden Valley Park on March 19, 2016 from 12:00 pm – 3:30 pm. Tickets are currently on sale; price is \$3.00 per sale and \$5.00 day of event.
- Currently accepting sign-ups for the Spring Adult Co-Ed and Men's Softball Leagues. Price per team is \$420.

Parks Superintendent Dias gave a brief overview of the January 2016 parks division maintenance.

Recreation Supervisor Chavez gave a brief overview of programs and events.

- Zumba for Adults and Boomers was created and is fully funded by grant monies from the Kings County Commission on Aging. She stated she was approached by the county regarding using grant money they received to apply towards a Boomer program. The discount coupon may be used during certain months in 2016 for the Zumba for Adults and Boomers, Senior Aerobics and Senior Water Aerobics programs.
- In the process of creating Ladies Salsa and Margarita Night.

COMMISSIONERS ITEMS OF INTEREST

Commissioner STODDARD stated several months ago he addressed to staff during the commission meeting of park benches removed from Coe Park. He asked for clarification as to why the city will not place the benches within the park.

Council Member Ramirez stated city council was informed that illegal activity was occurring within the park. The individual committing the illegal activity were stationed around the park bench area and council concurred to remove the park benches in anticipation to deter the illegal activity.

Commissioner STODDARD disagreed to the removal of the park benches and added parks should have park benches.

Commissioner WILLIS invited commissioners and the public to attend the Longfield Black History Youth Celebration Saturday, February 13, 2016 from 1:00 pm – 3:00 pm.

ADJOURNMENT

At 6:20 p.m., Commissioner WILLIS adjourned the Hanford Parks and Recreation Commission meeting.

Respectfully Submitted,

Betty A. Venegas
Administrative Technician

Park Division Staff Report February '16

- ✓ 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
- ✓ Bob Hill Youth Athletic Complex – fertilized and prepped fields for upcoming baseball season.
- ✓ Lacey Park – removed sand from playgrounds and replaced with wood fiber fall surfacing.
- ✓ Street Medians – irrigation repair and single day watering.
- ✓ Harris St Ballpark – replaced fascia boards and dry wrought plywood, reroofed concession/restroom and electrical room
- ✓ Lacey Park – reroofed restrooms and repaired roofing on the shelter
- ✓ Bob Hill Youth Athletic Complex – batting cages are completed and city staff is rerouting irrigation
- ✓ Lacey Park – replaced drinking fountains with ADA compliant fountains.
- ✓ Rights of way – sprayed all city maintained rights of way throughout the city
- ✓ Hidden Valley Park – repaired oak shelter, replaced/reinforced trusts, dry wrought roof sheeting and replaced wood shingles with new comp shingles.
- ✓ Quail Park – began maintenance of new 3 acre neighborhood park

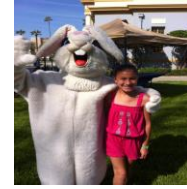
- ✓ Lacey Park – replaced a section of the old galvanized restroom water main, which was leaking under the playground with new PVC and rerouted the line out of the playground.

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.



CITY of HANFORD
Hanford Park & Recreation Department
Commission Report / Monday, March 14, 2016

Sports

Adult Volleyball League played on Tuesday Nights at Woodrow Wilson Junior High School.

Hanford Youth Softball at the Adult Softball Complex.

City Adult Softball League is on rain delay and will begin once fields are dry enough to play on.

City Church League is on rain delay and will begin once fields are dry enough to play on.

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

Aquatics & Skate Park

I'm pleased to announce that Taylor Scaife will be our Pool Manager for the 2016 season at the Hanford Plunge. Taylor has been employed with the City of Hanford since 2012 and we're excited to have her assist with the operations at the pool!

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

Youth Black History Celebration took place at the Longfield Center 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 took place due to the help of Mrs. Catherine Willis and the donations she has collected for prizes. Pizza was served at the event. Ice Cream was donated by Mr. Mickey Stoddard, popcorn was donated by the Hanford Chamber and chocolate was donated by Mr. Miller. Please see financial report for more details.

Black History Celebration Awards Dinner and Dance took place on Saturday, Febraury 27, 2016 from 6:00 pm. to 11:00 p.m. Please see financial report for more details.

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

Longfield Center hosted many Youth Baseball Games, Lakeside Basketball Games and also, Kings County Special Olympics basketball practices.

JKF Jr High School continues to take part at the Community Garden, as well as the Kings River 4-H continues to take part at the garden.

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.

Community Events/Promotions

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.

Respectfully Submitted by Armando M. da Silva, Recreation Supervisor

**Parks & Recreation Department
Program Cost Recovery Analysis**

Division: Longfield 1713

Program Name: Youth Black History Celebration Event at Longfield

Cost Recovery Goal: Recovery All and Profit deposited in to Trust Fund Account for youth programs

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
0	Rec Leader I	0		\$8.75		\$0.00	\$0.00	
0	Rec Leader II	0		\$9.25		\$0.00	\$0.00	Grand Total
0	Rec Leader III	0		\$11.00		\$0.00	\$0.00	
8	Facility Host	0		\$10.00		\$0.00	\$0.00	\$0.00

Direct Program Costs (Account 7612):	<u>Cost</u>	<u>Detail</u>	
Pizza	\$95.46		
Gift Cards	\$1,500.00		
Books	\$50.00		
			Grand Total
			\$1,645.46

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>	
Registration Fee:					\$0.00	
Sponsorship:					\$1,550.00	
					\$0.00	
Extended rate					\$0.00	Grand Total
Donations:					\$0.00	
Other:					\$0.00	\$1,550.00
					\$0.00	

Total Revenue:	\$1,550.00
Total Program Expense	\$1,645.46
City Overhead of 15%	\$0.00
Program Revenue/loss:	-\$95.46

Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):

78 Attended this special event at the Longfield Center. Every child under the age of 16 earned a giftcard.

Attachment: Youth Black History Celebration 2016 (1381 : Financial Reports)

**Parks & Recreation Department
Program Cost Recovery Analysis**

Division: Longfield 1713

Program Name: Black History Celebration / Friday, 2-26-16 & 2-27-16

Cost Recovery Goal: Recovery All and Profit deposited in to Trust Fund Account for youth programs

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
0	Rec Leader I	0		\$8.75		\$0.00	\$0.00	
0	Rec Leader II	0		\$9.25		\$0.00	\$0.00	Grand Total
0	Rec Leader III	0		\$11.00		\$0.00	\$0.00	
8	Facility Host	75		\$10.00		\$750.00	\$750.00	\$750.00

Direct Program Costs (Account 7612):	<u>Cost</u>	<u>Detail</u>	
Caterer	\$3,200.00	Building Fees were waived: \$1,100	
Music/DJ	\$200.00		
Security	\$104.50	112 Attended the Black History Celebration	
Awards	\$151.58		
Building Rental Fee	\$0.00		
Target (reimbursement W.o.V.)	\$25.77		Grand Total
BIGLOTS (reimbursement W.o.V.)	\$8.50		
Staples (reimbursement W.o.V.)	\$296.23		\$3,986.58

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	\$450.00
Clerical Support (1/2 hour min.):	1.00		\$34.00		\$34.00	

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$25.00		139		\$3,475.00	
Sponsorship:					\$0.00	
					\$0.00	
Extended rate					\$0.00	Grand Total
Donations:					\$0.00	
Other:					\$0.00	\$3,475.00
					\$0.00	

Total Revenue:	\$3,475.00
Total Program Expense	\$5,186.58
City Overhead of 15%	\$0.00
Program Revenue/loss:	-\$1,711.58
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	

Attachment: Black History Celebration after action (1381 : Financial Reports)