



PARKS AND RECREATION COMMISSION AGENDA

Monday, November 9, 2020
5:30 PM – Regular Meeting
CITY OF HANFORD
COUNCIL CHAMBERS
400 N. Douty St.

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 **three 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 the Minutes of the meeting held October 12, 2020

DIRECTOR'S REPORT

- A. Parks Division Update
- B. Building Maintenance & Facilities Division Update
- C. Recreation Division Update

GENERAL BUSINESS

- A. Update on Proposition 68 Grant Application
- B. Neighborhood Park and Landscaping Development Standards
- C. Naming/Renaming Policy

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}



**AGENDA
STAFF REPORT**

MEETING DATE: 11/9/2020	AGENDA SECTION: A
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SUBJECT:

Approval of the Minutes of the meeting held October 12, 2020

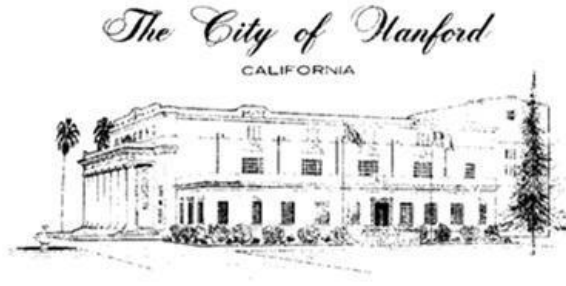
RECOMMENDATION:

Approve the Minutes of the Meeting held October 12, 2020

FISCAL IMPACT:

ATTACHMENTS:

OCTOBER 12, 2020 MINUTES



MINUTES

PARKS AND RECREATION COMMISSION of the CITY OF HANFORD

COUNCIL CHAMBERS
400 N. Douty St.
5:30 PM, Monday, October 12, 2020

CALL TO ORDER

Chair Commissioner CASTANEDA called the meeting to order at 5:30 p.m.

ROLL CALL

Attendee Name	Title	Status	Arrived
Michael Stoddard		Absent	
Matthew Milnes		Absent	
Karen Clancy		Present	
Joseph Castaneda		Present	
Gregory Kelley		Present	
Cheyne Strawn		Absent	
Carolyn Hudgins		Present	

FLAG SALUTE

Flag salute was led by Chair Commissioner CASTANEDA.

PUBLIC COMMENT

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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. Approval of the Minutes of the meeting held September 14, 2020

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Karen Clancy
SECONDER:	Gregory Kelley
AYES:	Clancy, Castaneda, Kelley, Hudgins
ABSENT:	Stoddard, Milnes, Strawn

DIRECTOR'S REPORT

A. Introduction of the new Parks Manager Jason Glick

Director Albert introduced the new Parks Manager, Jason Glick, to the Parks and Recreation Commission.

B. Parks Division Update

Supervisor Nicar, updated the Commission on the Parks Division.

- * Routine Maintenance
- * Freedom Park irrigation issues
- * Downtown Enhancement Project
- * Downtown District-routine maintenance, clean up, and tree pruning
- * Tree removals

C. Building Maintenance & Facilities Division Update

Superintendent Shaw, gave an update on the Maintenance and Facilities Division.

- * Longfield Center Capital Improvement Project Update
- * Carousel Repairs Update
- * Freddie the Fire Truck update
- * Courthouse Building Status
- * City Hall Roof Restoration

D. Recreation Division Update

Supervisor DaSilva, updated the Commission on the Recreation Division.

- * Aerobics in the Park
- * Zumba in the Park
- * TNT Swim Club is practicing at the Plunge
- * Jack-O'-Lantern Coloring Contest
- * Floating Pumpkin Patch
- * Murder Mystery - Parks Edition
- * Little Free Library
- * Longfield Center Renovations and new cameras
- * Facility Host Fee increase

E. Director's Updates

Director Albert, updated the Commission on the Parks and Community Services pending projects:

- * Prop 68 Land Acquisition - Proposal to the property owner

- * Lakewood Park Playground - Notice to proceed
- * Civic Park Playground - Selection Committee meeting 10/13/2020
- * Civic Park Site Improvements - Release RFP 10/15/2020
- * Lacey Park Pickleball Courts - Release RFP week of 10/12/2020
- * Longfield Center Renovation - Ongoing improvements

GENERAL BUSINESS

A. Parks and Recreation Commission Vacancy

Director Albert explained the process of filling a vacancy caused by a regular expiration on the Commission.

- * Vacancy shall be noticed and advertised.
- * Council Liaison reviews applications.
- * Appointed by the Mayor with the approval of the majority of the members of the City Council.
- * In January, the Mayor appoints members to commissions and committees to fill vacancies caused by the regular expiration of a member's term. All appointments need to be approved by a majority vote of the City Council.

B. Park Ranger Program

Director Albert presented a Park Ranger Program to the Commission.

- * Park Safety
- * Ambassador
- * Enforcement of Park Rules
- * Focus on Parks
- * Liaison with Police Department
- * Park Maintenance
- * Monitor Facility Reservations
- * Visual Deterrent

C. Park Video Camera Demonstration

Director Albert demonstrated the new surveillance equipment at some of the parks.

COMMISSIONERS' ITEMS OF INTEREST

Commissioner Hudgins expressed the need of amenities for families visiting the skate park some shade, awning or shade structure

FUTURE AGENDA ITEMS

Commissioner Kelly requested an agenda item for the next meeting be a discussion regarding Neighborhood Parks and Landscape Development Standards.

ADJOURNMENT

Chair Commissioner CASTANEDA adjourned the meeting at 6:43 p.m.

Respectfully submitted,

Rosamaria Contreras
Administrative Technician



**AGENDA
STAFF REPORT**

MEETING DATE: 11/9/2020

AGENDA SECTION: A

SUBJECT:

Parks Division Update

RECOMMENDATION:

Parks Division Update

FISCAL IMPACT:

ATTACHMENTS:



**AGENDA
STAFF REPORT**

MEETING DATE: 11/9/2020

AGENDA SECTION: B

SUBJECT:

Building Maintenance & Facilities Division Update

RECOMMENDATION:

Building Maintenance & Facilities Division Update

FISCAL IMPACT:

ATTACHMENTS:



**AGENDA
STAFF REPORT**

MEETING DATE: 11/9/2020

AGENDA SECTION: C

SUBJECT:

Recreation Division Update

RECOMMENDATION:

Recreation Division Update

FISCAL IMPACT:

ATTACHMENTS:



**AGENDA
STAFF REPORT**

MEETING DATE: 11/9/2020

AGENDA SECTION: A

SUBJECT:

Update on Proposition 68 Grant Application

RECOMMENDATION:

Update on Proposition 68 Grant Application

FISCAL IMPACT:

ATTACHMENTS:



AGENDA STAFF REPORT

MEETING DATE: 11/9/2020	AGENDA SECTION: B
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SUBJECT:

Neighborhood Park and Landscaping Development Standards

RECOMMENDATION:

Commission requested to review the Neighborhood Park and Landscaping Development Standards.

BACKGROUND:

The Parks and Community Services Department has established standards and guidelines that developers will be required to use in the construction of new development.

FISCAL IMPACT:**ATTACHMENTS:**

Park Development Standards 11.6.20

POCKET/NEIGHBORHOOD PARK DEVELOPMENT STANDARD

Mini-Park or Pocket Park. A Mini-Park is typically less than two acres in size and intended to serve the needs of a specific neighborhood. Mini-parks are usually landscaped with trees and turf, with urban-style parks also including hardscape. Besides residential neighborhoods, they can also be found in downtown areas to provide places to relax or eat. Mini-parks are not required in new developments, but developers may choose to add them as an additional amenity for the neighborhood.

Neighborhood Park. This type of park is primarily for children and families in the nearby vicinity. The Neighborhood Park is usually 2 to 5 acres in size. A neighborhood park serves a half-mile radius. The typical size ratio is 1.0 acre per 1,000 population.

Location/Orientation:

- Centrally located *within* the residential/mixed-use development and/or easily accessed
- by residents or workers, without the use of vehicles, generally within 5 -10 minutes
- **Frontage required on two or more local streets**
- Visible from residents/businesses *facing* or *siding*, but not *backing to*, the park
- Minimum street frontage of 300 feet
- Consideration given in residential areas to use by and interests of the young children and the elderly
- In business or commercial areas, corners or vacant lots may be desirable; unique
- situations involving road or railroad abandonments or rights-of-way reductions may
- present other opportunities

Access: By foot or bicycle; should not require parking. Must be ADA accessible

Parking: No off street parking allowed

Minimum Development Features:

- Turf and landscape plantings to promote shade over at least 25% of area* (trees to be planted to shade playground structure from afternoon sun)
- • Support amenities such as benches, bike racks, trash receptacles, (benches, trash receptacle and picnic tables one (1) per acre and bike racks one per eight (8) acres)
- Number of households in the neighborhood determines the number of tables per acre
- **Incorporate shade, especially above seating areas**
- ADA High/low drinking fountain (one per two (2) acres)
- Small playground (5 to 12 yr old) – with a minimum of five (5) activity features such as
- climbers, slides and/or swings.
- **Incorporate amenities that encourage active participation, such as basketball and volleyball courts**
- Walking path/trail – with main pathway concrete and secondary pathways decomposed granite
- Security lighting/Pathway lighting – with a minimum of one (1) fixture at the playground
- structure and a minimum of .5 foot candles at ground level throughout the walking path.
- **Staff review developer park plans for approval**

Optional Features: (approved by parks and recreation and utilities and engineering)

- Gazebos or similar shade structures (*may substitute for some plantings)
- Decorative architectural features, statues or water fountains
- Minimal signage



**AGENDA
STAFF REPORT**

MEETING DATE: 11/9/2020

AGENDA SECTION: C

SUBJECT:

Naming/Renaming Policy

RECOMMENDATION:

Review and finalize the Naming and Renaming Policy prior to Council Adoption.

FISCAL IMPACT:

ATTACHMENTS:

City of Hanford Naming Policy

Proposed City of Hanford Naming/Renaming Policy

I. Purpose

To establish guidelines relating to the naming, renaming or removal of a name of City of Hanford facilities and property; such as parks, buildings, streets, and amenities at such locations.

II. Policy

The criteria for naming rights will include the following:

- The person or organization has a longstanding affiliation with the City of Hanford
- The name provides a sense of place, reflecting the geographic location, community, neighborhood or street where the park, facility, or amenity is located.
- The name recognizes the historical significance of the area or reflects unique characteristics of the site
- The names of persons, organizations, corporation, foundations, or families will be considered when they have made a significant contribution to the City of Hanford by:
 - Enhancing the quality of life and well-being of the City
 - Contributing to the historical or cultural preservation of the City
 - Making exemplary or meritorious contributions to the City

Where the name of an individual is recommended, it is preferred that the person be deceased a minimum of one year before the name is bestowed upon the facility or property. Consent shall be obtained from the individual's next of kin prior to City Council's public consideration.

Where the naming opportunity is the result of financial contribution, the following must be considered:

- The significance of the contribution made is greater than 51% of the costs, relative to the construction and/or operating costs of the parks, facilities, and amenities within those facilities.

III. Procedure

The Council, upon the report and recommendation from the City Manager or Commission, shall take such action as it deems appropriate, including hearing any appeals that may be presented. The Council may also refer the recommendations back to the City Manager or Commission for further discussion and review.

The City Council may remove or rename a city-owned facility or property when deemed by the Council to be in the best interests of the City. The policy will not affect existing naming procedures.