



Parks & Recreation Commission Meeting Agenda

January 8, 2024
5:30 PM – Regular Meeting
Council Chambers
400 N. Douty St.

CALL TO ORDER:

ROLL CALL:

INVOCATION:

Pastor Mark Curts

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 for the Meeting held November 13, 2023
- B. Approval of the Minutes for the Meeting held December 11, 2023

DIVISION UPDATES:

- A. Parks Division Updates
- B. Recreation Division Updates
- C. Director Updates

GENERAL BUSINESS :

- A. Nomination of Chair and Vice-Chair

FUTURE AGENDA ITEMS:

ADJOURNMENT:

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available to public inspection in the City Clerk's Office located at 319 N. Douty Street, Hanford, California 93230, during normal business hours. Such agendas are also available at the city's website, www.cityofhanfordca.com subject to staff's ability to post the agenda 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 City Clerk's office, 559-585-2515, 319 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: 1/8/2024

AGENDA SECTION: CONSENT CALENDAR

SUBJECT:

Approval of the Minutes for the Meeting held November 13, 2023

RECOMMENDATION:

Recommendation: That the commission review and approve the November 13, 2023 minutes.

Recommended Motion:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

1. Parks and Recreation Commission - November 13, 2023 Minutes



**Parks & Recreation Commission Regular Meeting
Minutes**

**November 13, 2023 5:30 PM
Council Chambers
400 N. Douty St.**

CALL TO ORDER:

Chair Kelley called the meeting to order at 5:30 pm.

ROLL CALL:

Attendee Name	Title	Status	Arrived
Joseph Castaneda		Present	
Gregory Kelley		Present	
Carolyn Hudgins		Excused	
Sheldon Blackwell		Present	
Judy Scott		Present	

FLAG SALUTE:

Chair Kelley led the flag salute.

INTRODUCTION TO NEW STAFF MEMBER :

Director Albert introduced Brittany Parreira as the new Recreation Coordinator for the Parks and Community Services Department.

ELKS LODGE FLAG PRESENTATION :

Richard Douglas and Marty Martin presented six flags from the Elks Lodge to the Commission and Parks and Community Services Department.

PUBLIC COMMENT:

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None.

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and voted upon by a separate motion.

A. Approval of the minutes for the meeting held September 11, 2023

Motion to Approve

RESULT:	Passed (UNANIMOUS)
MOVER:	Castaneda
SECONDER:	Scott
AYES:	Castaneda, Kelley, Scott, Blackwell

DIVISION UPDATES:

A. Parks Division Updates

Winterizing activities

- Splash Pads
- Irrigation Systems
- Holiday Parade Route Care
- Winter Wonderland build

New Parks Maintenance Worker

- Roberto Millan was promoted from part-time worker.

Review Helping Hands

- 12 events since Jan 14, 2023
- 942 hours of service donated
- \$23,500+ in value

Parks Manager Winebrenner presented the updates and answered all questions.

B. Recreation Division Updates

Haunted House Update

- Tickets Sold- 1,917
- Gross Revenue- \$9,589
- Carousel & Freddie weekend revenue- \$5,591
- Halloween Bash - 15 Vendors
- Trunk or Treat- Free Event

Winter Wonderland Update

- Winter Wonderland: Opening Day November 18th.
- Tree Lighting at 6pm
- Reindeer Games/ Mini Golf
- Wonderland Village
- New Photo Opportunities
- Winter Camp: Currently open for Enrollment
- Marketing Strategy

Recreation Coordinator Brittany Parreira provided the recreation updates and answered all questions.

C. Director Updates

- Field Permit Fees – Council tabled the item. FSAC meeting on 10/19. Return to Council on 12/5.
- Hanford Boys & Girls Club - Furniture and computers. Recruitment of students. Soft opening in early December.
- Heroes Park Design – Awarded Melton Design Group. Project kick-off meeting on 11/16
- Funding Strategies – Council gave staff direction to move forward on a sales tax initiative and the formation of a city-wide Community Facilities District to fund Hidden Valley Park expansion, contract mowing, and additional park maintenance workers
- Staffing - Recruitment is open for a Recreation Supervisor/Coordinator

Director Albert presented the updates.

GENERAL BUSINESS:

A. Introduction to Placer ai

Director Albert provided the commission with an intro to the Placer ai software and its capabilities. There was discussion. Director Albert addressed all questions and concerns.

FUTURE AGENDA ITEMS:

None.

ADJOURNMENT:

Chair Kelley adjourned the meeting at 7:01 pm.



AGENDA STAFF REPORT

MEETING DATE: 1/8/2024

AGENDA SECTION: CONSENT CALENDAR

SUBJECT:

Approval of the Minutes for the Meeting held December 11, 2023

RECOMMENDATION:

Recommendation: That the commission review and approve the December 11, 2023 minutes.

Recommended Motion:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

1. Parks and Recreation Commission - December 11, 2023 Minutes



Parks & Recreation Commission Regular Meeting Minutes

**December 11, 2023 5:30 PM
Council Chambers
400 N. Douty St.**

CALL TO ORDER:

Chair Kelley called the meeting to order at 5:30 pm.

ROLL CALL:

Attendee Name	Title	Status	Arrived
Joseph Castaneda		Present	
Gregory Kelley		Present	
Carolyn Hudgins		Excused	
Sheldon Blackwell		Present	
Judy Scott		Present	

FLAG SALUTE:

Chair Kelley led the flag salute.

PUBLIC COMMENT:

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None.

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Motion to Approve

RESULT: Passed (UNANIMOUS)
MOVER: Castaneda
SECONDER: Scott
AYES: Castaneda, Kelley, Scott, Blackwell

A. Approval of the Minutes for the Meeting held October 9, 2023

DIVISION UPDATES:

A. Parks Division Updates

Seasonal and Special Projects

- Primarily working in and around parks doing base duties (mow, edge, blow, irrigation repairs, etc.).
- Winter schedule includes misc. projects (irrigation valve rebuilding, supporting Winter Wonderland, tree work, etc.)

Parks Manager Winebrenner provided the updates and addressed all questions.

B. Recreation Division Updates

Winter Camp

- Starts December 18th through January 5th
- 30 Signed Up
- Scholarship Funding Still Available

Winter Wonderland

- Ticket Sales
- Past Events/ Upcoming Events
- Reindeer Games/ Mini Golf
- Wonderland Village
- New Photo Opportunities
- Marketing
- Tour of Lights Sold Out

Rec Coordinator Brittany Parreira provided the updates to the commission.

C. Director Updates

Field Permit Fee Establishment - On December 5, 2023, the Council established the following fees. Effective on July 1, 2024

- A Field permit fee of \$2.50 per field hour based on actual field usage
- Two biannual permit seasons
- A reduction (offset) of up to 25% can be requested based on repairs and maintenance purchases
- Future field permit fees will be included within the Master Fee schedule proposed to the Council in June, during the annual budgeting process

- **Direction from Council on a proposed Revenue Measure** - The Council provided direction to move forward with a potential sales tax measure, including a public opinion survey and future polling.
- **Hanford Boys and Girls Club** - Staff is meeting with Principals at the school sites and will survey students.
- **Hidden Valley Park Expansion** - Draft conceptual drawing
- **Heroes Park** - The design kickoff meeting on November 16th. Environmental studies.
- **Outdoor Recreation Legacy Program (ORLP)** - Possible renovation of Coe Park and Harris Street Ballpark.
- **Longfield Center** – Future Council agenda item.

Director Albert provided the updates and also introduced the commission to Melton Design Group staff. There was

discussion.

FUTURE AGENDA ITEMS:

Chair Kelley requested that Small-Sided Soccer be added to a future agenda.

ADJOURNMENT:

Chair Kelley adjourned the meeting at 7:02 pm.