



Parks & Recreation Commission Meeting Agenda

November 4, 2024
5:30 PM – Regular Meeting
Council Chambers
400 N. Douty St.

CALL TO ORDER:

ROLL CALL:

INVOCATION:

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 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 Meeting Minutes for October 14, 2024.

DIVISION UPDATES:

- A. Parks and Community Services: Recreation Updates
- B. Park's Updates
- C. Parks and Community Services: Director's Updates

GENERAL BUSINESS:

- A. Parks and Community Services: Final Report on the 2024 Renaissance of Kings Faire

FUTURE AGENDA ITEMS:

ADJOURNMENT:



AGENDA STAFF REPORT

MEETING DATE: 11/4/2024

AGENDA SECTION: CONSENT CALENDAR

SUBJECT:

Approval of Meeting Minutes for October 14, 2024.

RECOMMENDATION:

Recommendation:

Recommended Motion:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

1. Meeting Minutes.



**Parks & Recreation Commission Regular Meeting
Minutes**

**October 14, 2024 5:30 PM
Council Chambers
400 N. Douty St.**

CALL TO ORDER:

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

ROLL CALL:

Present:	Absent:
Parks and Recreation Commissioner Joseph Castaneda Parks and Recreation Commissioner Carolyn Hudgins Parks and Recreation Commissioner Gregory Kelley Parks and Recreation Commissioner Judy Scott Parks and Recreation Commissioner Sheldon Blackwell Parks and Recreation Commissioner (Alternate) Santiago Rodriguez	

INVOCATION:

No invocation was provided for this meeting.

FLAG SALUTE:

Flag salute led by Chair Commissioner Blackwell.

A. Richard Douglas Representing the Elks Club-Presentation of American Flags

Mr. Douglas presented 3 new flags for the department. He suggested that Lacey Park would be a good place to place one.

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

No public comments were provided during the meeting.

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 Meeting Minutes for: September 9th, 2024.

Motion to Approve

RESULT:	Passed (UNANIMOUS)
MOVER:	Parks and Recreation Commissioner Carolyn Hudgins
SECONDER:	Parks and Recreation Commissioner Judy Scott
AYES:	Joseph Castaneda, Carolyn Hudgins, Gregory Kelley , Judy Scott, Sheldon Blackwell

DIVISION UPDATES:

A. Programs and Events Updates

Staff informed members that Haunted House has been canceled due to safety concerns at the Courthouse in Civic Park. Did state that the Halloween Bash, which is being led by separate vendor, will still host their event in the Courthouse patio. Presented that trunk or treat will happen at Longfield and that 15 trunks are confirmed. Staff also mentioned that Tour of Lights is scheduled to go live on 10-21-24 and great interest is present from community. Presented information for the Renaissance Faire that 3,850 tickets were sold and received positive feedback from vendors and community.

Questions from Commission:

Hudgins: asked what the route for the tour of lights is and what is included with the ride? Staff answered that the route is preselected by the driver, it's a safe route, lasts an hour, and can fit 12 people.

Kelley: mentioned that he asked community attending the event of their experience and they stated that it was a good feedback and the cost wasn't hindering the community.

Castaneda: inquired about the homeless issue, regarding the haunted house. Director Albert went into detail on the closure of the haunted house and how the homeless entering the area led the closure.

B. Parks Updates

Staff presented helping hands event and what was completed. Staff also stated that the splash pads were officially closed for the season. Staff presented what they did for the Ren Fair, responsible for setting up fencing, and mentioned that softball complex was cleaned up: trees trimmed and preparation for the Green Latinos USDA Forestry event.

Questions/Comments from Commissioners:

Hudgins: asked where independence park was located, staff updated her on its location.

Castaneda: asked about the basketball netting missing and status of them at Lacey Park, asked about the wiring netting. Staff responded that the wire nets were not allowing the ball to pass through and balls would get stuck, made choice to remove. He also asked about the water fountain at Civic Park. Staff stated that filtration systems restrict water flow.

C. Directors' Updates

Director reviewed: Hanford goes green media event being held on 10/16/24 at the Hanford Softball Complex. Updated members on Hero's Park and the community outreach that has been completed and upcoming for pickleball and community garden. Updated members on Active Transportation Plan, and that they are in the 2nd round of community engagement, plans on having a draft plan to commission in December. Updated members on Winter Wonderland: prep dates were provided, arrival dates of ice rink provided, and online tickets go on sale 11-1-24, did also mention Santa Experience is under construction.

Commission Questions/Comments:

Hudgins: stated she is excited about the ATP plan and where the trails will be going.

Scott: asked about the YAC Restrooms. Director Albert stated that project is delayed due to a switchgear, SOCAL Edison is heading that project, 8-9 month lead time.

Castaneda: asked about partnerships with Amtrak, Director Albert stated that he is open to all partnerships for Winter Wonderland and is in discussions with them.

GENERAL BUSINESS:

A. Approval of Tree Removal Permit for 510 Grangeville Blvd, Hanford CA 93230.

Motion was made by Greg Kelley to approve the tree removal request, no 2nd motion was presented, did not go to role call vote. Approval request failed.

B. Park of the Month-Quail Park

Staff presented the park of the month, provided detail on staff who care for park as well as the size and amenities in the park.

Commissioners Questions/Comments:

Castaneda: asked if we have soccer teams who use the park as fields? Staff responded that no formal permitting has been requested by community for field permit use, informally organizing use of the space.

C. Boys and Girls Club Annual Update- Presented by Unit Director

Director Galvan presented the Boys and Girls Club annual update: provided programming, attendance, highlights, and photos.

Commission Questions/Comments:

Kelley: asked if club has special hours during breaks for children/teens? Galvan responded that they do have special hours for the breaks and summers. Also asked about outreach to middle schools? Galvan responded that most of their members are in high school 14-16 but they do have partnerships with those middle schools to table during their lunches and other events.

Castaneda: asked what the attendance numbers are looking like? Galvan responded that they average 12-15 kids daily. Blackwell: asked why attendance is low? Galvan responded that having issues getting into the schools to increase notice of club as well as retention issues from members. Informed members that a retention plan and outreach plan is developed and currently being used.

FUTURE AGENDA ITEMS:

No future items to report.

ADJOURNMENT:

Meeting ended at 7:06pm.



AGENDA STAFF REPORT

MEETING DATE: 11/4/2024

AGENDA SECTION: DIVISION UPDATES

SUBJECT:

Recreation Updates

RECOMMENDATION:

Recommendation:

Recommended Motion:

BACKGROUND:

- The Haunted Bash organized by Sugar Mutt Cotton Candy took place October 25-27 - successful despite the Haunted House being canceled
- Longfield Trunk or Treat on October 28th was a success and had a great turnout.
- Freddie the Firetruck had a **great** weekend October 25-27 - made \$1,620
- Freddie Tour of Lights - Just a few time slots remaining
- Annual Toys for Kids Slow Pitch Softball Tournament - November 9 & 10

FISCAL IMPACT: N/A

ATTACHMENTS:

None



AGENDA STAFF REPORT

MEETING DATE: 11/4/2024

AGENDA SECTION: DIVISION UPDATES

SUBJECT:
Park's Updates

RECOMMENDATION:

Recommendation:

Recommended Motion:

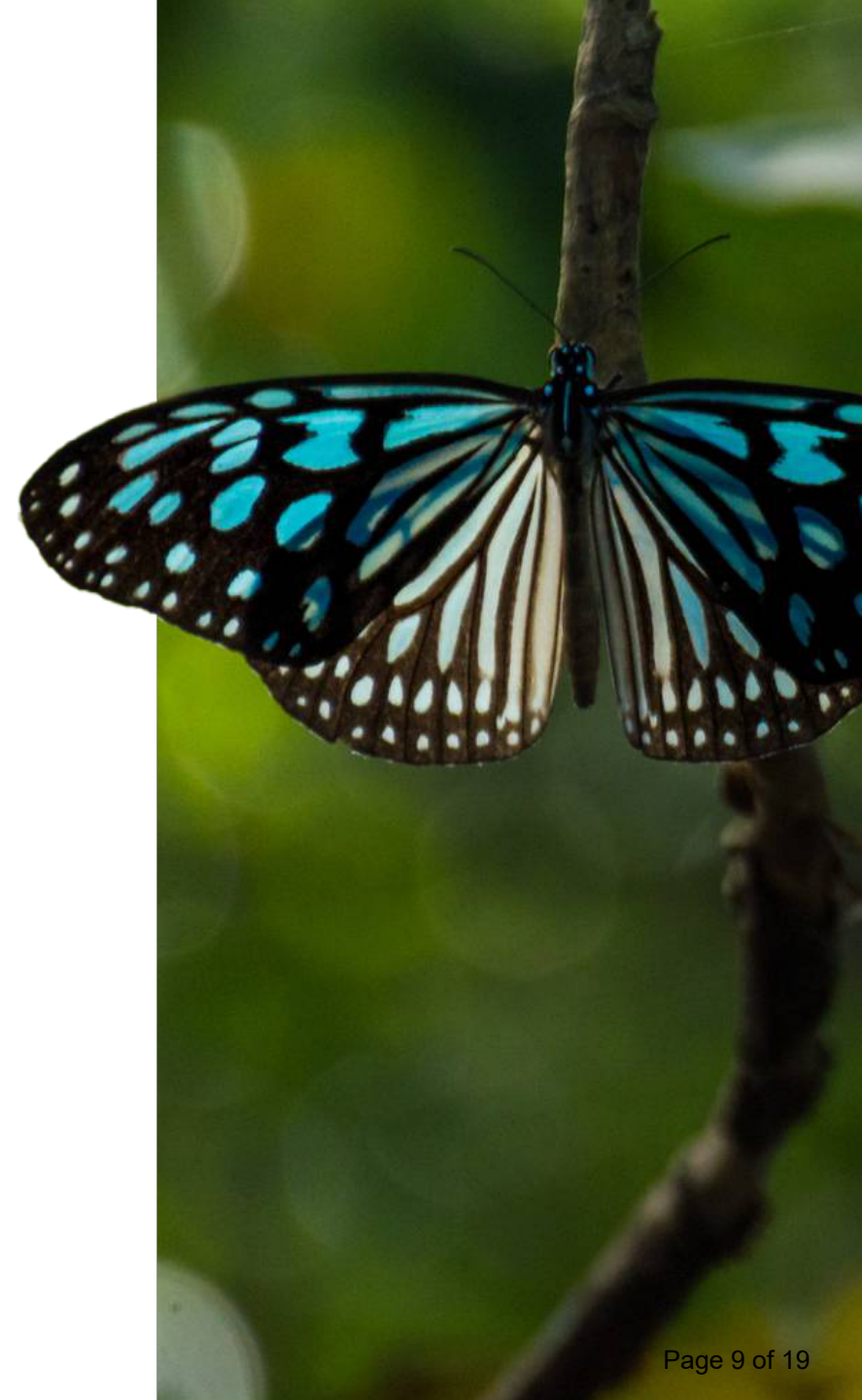
BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:
1. Parks UPDATE 2024 NOV

PARKS MONTHLY UPDATE

Parks And Recreation Commission November
2024



Updates

- **Projects/ Updates:**

- 3rd Street Clean Up
- Tree Planting - Urban Tree
- New FT Employee Rufino Garzon
- Winter Wonderland Prep and Set Up

- **Plans Upcoming:**

- Winter Wonderland
- **Helping Hands 2024:** Next date 11/9/24 Civic WW prep



Questions/ Comments





AGENDA STAFF REPORT

MEETING DATE: 11/4/2024	AGENDA SECTION: DIVISION UPDATES
--------------------------------	---

SUBJECT:

Director's Updates

RECOMMENDATION:

Recommendation:

Recommended Motion:

BACKGROUND:

October and early November have been very busy for the Parks and Community Services Department. The wrap-up of the Renaissance of Kings Faire and the planning and preparation for this year's Winter Wonderland event have staff scurrying to make things happen.

- **Winter Wonderland Planning and Preparation:** The significant areas of focus have been the recruitment and selection of part-time staff, logistics, operations, sponsorship, and marketing. Online tickets went on sale at 12:01 am on Friday, November 1st. Thus far, all has gone well. The new Santa Experience attraction is under construction, and the television commercial will be aired on ABC30 beginning this week. We have made a few minor modifications to the event layout, including an expanded staging area, a larger Wonderland Village, more picnic tables, and a new thirty-foot artificial Christmas tree. The ice rink foundation was completed by Carvalho Construction on 10/30, and the delivery of the ice rink, chiller unit, Zamboni, and ten new skate aids will arrive this week. The annual tree lighting event will occur on Saturday, November 23rd, at 6 pm. All Commissioners are invited.
- **Heroes Park Design:** The Melton Design Group (MDG) has continued its community outreach over the past month. On October 16th, MDG met with groups representing pickleball, disc golf, and skaters to refine the design concepts. The park infrastructure, including roads, water, sewer, and electricity, is also being designed.
- **Hanford Goes Green Media Event:** On October 16th, the City hosted the urban forestry kick-off event at the Hanford Softball Complex. Speakers included City Manager Mario Cifuentes, Amanda Pantoya from the Green Latinos, and United States Forest Service Chief Randy Moore. Local partners were recognized, and over 50 people attended. After the speakers, the ceremonial first tree was planted, and media interviews took place. We are thankful

Commissioners Scott, Casteneda, and Huggins were in attendance.

- **Measure H:** The Measure H Sales Tax Initiative is on the ballot and will be decided at the November 5th election. It requires a fifty-plus vote to pass. If funded, the department would receive funding for five new Park Maintenance Workers, One Recreation Coordinator for youth programming, and over \$400,000 for deferred maintenance.

FISCAL IMPACT:

ATTACHMENTS:

None



AGENDA STAFF REPORT

MEETING DATE: 11/4/2024	AGENDA SECTION: GENERAL BUSINESS
--------------------------------	---

SUBJECT:

Final Report on the 2024 Renaissance of Kings Faire

RECOMMENDATION:

Recommendation:

Recommended Motion:

BACKGROUND:

The 2024 Renaissance of Kings Faire marked the 45th anniversary of this event in historic Civic Park. This year, the City took a different approach to planning, marketing, and producing this longstanding event. The first significant change was the decision to partner with C-Squared Productions, which has extensive experience in creating successful festivals and renaissance fairs throughout the West Coast. C-Square's relationship with vendors, entertainment, and the guilds proved successful in this year's event.

The second major change was the decision to temporarily fence the park and charge admission, a departure from past Renaissance Faires. Initially, displeasure with the decision to charge admission from the community surfaced on social media. Staff felt the only way to ensure cost recovery for this event was to charge a minimal admission fee of \$5.00. Spence Fence provided the temporary fencing at no cost, which was critical to the overall financial success of the event. The Parks Division transported and installed the fencing. Ticket sales and vendor fees totaled \$17,921.53 in revenue (see attached Expense/Revenue Final).

This year's event took place on October 5th and 6th. The weather was warm, but less so than in previous years. The overall operations went smoothly, and the audience, vendors, entertainers, and guilds seemed to enjoy the event. We feel the changes implemented proved successful, and we will continue to improve for next year's event.

FISCAL IMPACT:

ATTACHMENTS:

1. 24 Ren Faire Financial Report
2. 2024 Renaissance Faire of Kings Staff Report photos

2024 RENAISSANCE FAIRE EXPENSES / REVENUE FINAL

CITY ALLOCATED BUDGET FOR EVENT	\$ 9,500.00		
REVENUE			
BEER GARDEN	\$ 500.00		
VENDOR FEES	\$ 6,042.47		
TICKET SALES AND VENDOR FEES	\$ 17,921.53		
CAROUSEL/ FREDDIE FIRE TRUCK	Not Included	Budgeted Revenue	\$12,000.00
		TOTAL REVENUE	\$ 24,464.00
MISC EXPENSES			
C-SQUARED PRODUCTIONS	\$ 5,000.00		
C-SQUARED 5% OF TICKET SALES	\$ 1,223.20		
REFUSE	\$ 600.00		
FENCE	\$ -		
SECURITY	\$ 1,050.00		
BANNERS/ MARKETING MATERIALS	\$ 1,214.68		
ENTERTAINMENT GUILDS	\$ 6,600.00		
COMMERCIAL	\$ 2,000.00		
REMSCAPE PHOTOGRAPHY	\$ 220.00		
STAFFING COSTS	\$ 1,394.75		
SOCIAL MEDIA BOOSTS	\$ 198.91		
FOOD FOR SHERIFFS/ EXPLORERS	\$ 54.00		
STREET BANNER PERMIT	\$ 103.95		
MISC EXPENSES	\$ 210.91		
HAY BALES	\$ 258.00	Budgeted Expense	\$9,500.00
		TOTAL MISC. EXPENSES	\$ 20,128.40
		PROFIT	\$4,335.60

2024 Renaissance Faire of Kings



**45th Annual Renaissance of
Kings Faire**

Step into a world of medieval wonder at Hanford's picturesque Civic Park

October 5th 10AM-6PM & October 6th 10AM -5PM

Tickets	Event Info.
Entry Fee : \$5 All Ages	Artisan Market: Discover unique jewelry and potions.
Period attire encouraged, but not required. Let your inner noble or rogue shine!	Live Entertainment: Watch jesters to magical stories.
	Feasting and Ale: Enjoy tasty treats and refreshing drinks at our beer garden.
For more information and tickets, visit: renaissanceofkings.com	Family Fun: Games and activities for everyone.
	Join us for a day of fun and magic!





