

**CITY OF WOODLAND
300 FIRST STREET
WOODLAND, CALIFORNIA**

**PARKS & RECREATION COMMISSION
AGENDA
6:30 PM
JULY 28, 2014**

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Communication-Public Comment

This an opportunity for the public to speak to the Commission on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Commission and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Chair may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

- E. Communications-Commission/Staff Statements and Requests

This is an opportunity for the Commission Members and Staff to make comments and announcements, to express concerns, or to request Commission's consideration of any items a Commission Member would like to have discussed at a future Commission meeting.

- F. Presentations (None)
- G. New Business (None)
- H. Committee Reports

- H.1 Urban Forest Committee-Review of Street Tree List

- I. Consent Calendar
 - I.1 Adopt the Minutes of the Commission Meeting of May 19, 2014 (attachment)

J. Other Business

- J.1 FY 15 Work Plan (attachment)
- J.2 Fitness Initiative
- J.3. 4th of July Survey (attachment)
- J.4. Measure J Possible Youth Recreation Programs (Discussion)

K. Report of the Staff

- K.1 June Community Services Department Report-Christine Engel (attachment)
Recommendation: Information only
- K.2 July Community Services Department Report-Christine Engel (attachment)
Recommendation: Information only
- K.3 June Parks Report/Street/Tree Report-Rob Sanders (attachment)
Recommendation: Information only
- K.4 July Parks Report/Street/Tree Report-Rob Sanders (attachment)
Recommendation: Information only

L. Next Meeting September 22, 2014

M. Adjourn

I declare under penalty of perjury that the foregoing Agenda for the Parks & Recreation Commission Regular meeting of the City of Woodland scheduled for Monday July 28, 2014 was posted on July 25, 2014 in the outside display case at City Hall, 300 First Street, Woodland, CA, and 2001 East Street, City Web pages and was available to the public during normal business hours.

Cathy Haynie, Administrative Secretary

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.

Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

Parks & Recreation Commission Minutes

Monday, May 19, 2014

City Hall – 300 First Street – 2nd Floor Council Chambers

Open Session

The Parks & Recreation Commission meeting was called to order by Chair Jesse Salinas at 6:31 p.m. on Monday, May 19, 2014 at the Woodland City Hall Council Chambers.

Roll Call

Commission Members Present:

- Chair Jesse Salinas
- Vice Chair Enrique Fernandez
- Commissioner Joe Romero
- Commissioner Jon-Paul Valcarenghi
- Commissioner Carla White-Snyder
- Commissioner Ruben Morales Jr.

Commission Member Absent:

Staff Present:

- CS Director Christine Engel
- CS Manager Kris Bain
- PW Deputy Director Rob Sanders
- CS Administrative Secretary Cathy Haynie

Pledge of Allegiance

Communication-Commission/Staff Statements and Requests

Commissioner Valcarenghi attended the Cycle de Mayo event on May 3, 2014. He stated that it was a well organized event and that he would like to see 40-50 cyclists from Woodland attend next years event. Commissioner Salinas also attended Cycle de Mayo saying that it was a wonderful event and an easy ride. Commissioner Fernandez and Commissioner Morales Jr. attended the First Friday and First Sunday Food Truck Mania. Commissioner Morales Jr. and Commissioner White-Snyder attended a meeting with Woodland Little League, Cal Ripken and staff. Commissioner Morales Jr. would like to assist the user groups to establish a volunteer program for projects at the facilities used by the groups.

Committee Reports

Program & Department Evaluation Committee-4th of July Survey and Movies on Main Street

Commissioner Valcarengi compiled the results of the April 25, 2014 survey from Movies on Main Street and went over the results with the Commission. Out of 25 surveys completed, 15 were attending Movies on Main Street for the first time.

Commission discussed any changes to the survey for use on the 4th of July. Haynie will send Commissioner Valcarengi the word version of the survey for editing. Commissioner Valcarengi will provide Haynie with the 4th of July Survey for inclusion in the June Commission Packet. Commissioners and staff discussed the different 4th of July events where the survey would be used. Decided on Freeman Park event from 10-11 a.m. and the Woodland High School Stadium from 7:30-8:30 p.m. Commissioners will sign up for a time slot at June meeting.

Program & Department Evaluation Subcommittee-Focus Group

Commissioner White-Snyder reviewed the notes from the April 29, 2014 Focus Group meeting. The cross section represented were Tennis Club, COA Commissioner, Seniors, Young Adults, Young Families, and Grandparents, including participants of Running, Basketball, Soccer, Baseball, and Softball.

Guidelines for Recognizing Youth Organizations-White-Snyder

Action: Valcarengi Moved to accept with changes/ Morales Jr. Seconded Motion carried by the following roll call vote:

Ayes: Salinas, Valcarengi, White-Snyder, Morales Jr., Fernandez, Romero

Noes:

Urban Forest Committee-Review of Street Tree List

Commissioner Valcarengi met with Sanders and reviewed the Street Tree List. List appears inclusive of trees that will grow well in City, and what will not grow well in certain areas of the City. Commissioner Valcarengi and Commissioner Romero will meet and bring back to Commission an updated Urban Forest Committee Workplan.

Fitness Initiative-Fernandez

Commissioner Fernandez apologized for being unable to attend the Fitness Initiative meetings. Engel stated that the next meeting was on June 26, 2014 at 11 a.m. and that the meetings have been moved to the fourth Thursday each month at 10 a.m.

Currently program includes monthly fitness workshops and demonstrations. There will also be a 30 day fitness challenge.

FY 2015 Workplan

Commissioners discussed the 2015 Workplan and the tie to the Committees. Commissioner Morales Jr. stated that a partnership with “Parks & Recreation” participants to beautify facilities will instill pride within the group and encourage better care of the facilities. The Volunteerism Committee will meet and bring an item for the Workplan. Other Committees will also bring items to add to the 2015 Workplan. Committees will develop Workplan items and send to Commissioner Salinas who will update the Workplan; sending it to Haynie to be included in the next meeting packet.

Consent Calendar (Items)

Adopt the Minutes of the Commission Meeting of April 28, 2014

Action: Valcarenghi with the correction / Morales Jr. Seconded to adjourn the meeting.

Motion carried by the following roll call vote:

Ayes: Salinas, Valcarenghi, White-Snyder, Morales Jr., Fernandez, Romero

Noes:

Reports of the Staff

Community Services Report

Commissioner Morales Jr. appreciated staffs follow up report on the Softball program.

Engel reported that with two months left of the Fiscal Year, Revenue is at 89% and the Budget is in good shape. Donations for the 4th of July firework display is at \$20,000.00. Bike parade, preshow, fireworks and public swim are the responsibility of the Community Services Department. With the assistance of RDM, Rob Wallace, supplies the sound and music for the preshow; and Sean Denny designs the posters and programs. The program at Heritage Plaza will be shortened with the parade starting at 10 a.m. the band Yolo Mambo will be performing, Shaved Ice and sunscreen will be provided.

Action: Received

Softball Program Report

Commissioner Salinas asked for public comment on this item. Sherri Mannering addressed the Commission stating that she had met with Engel. Engel stated that forming of the Woodland Adult Softball Committee should help address any issues as they arrive. Commissioner White-Snyder responded that Jeff Roddy gave 170% to the Adult Softball program. Not sure that anyone could commit that type of effort with the changes of policy and ASA rules.

Noteworthy Items

The first of a series of Tennis Tournaments were held at City Park on May 10, 2014.

Boxing program participant Eder Carrillo competed in the 2014 Golden Gloves Tournament of Champions in Las Vegas.

Parks Report

Sanders asked if Commissioner had any question on his report. No questions were asked.

Sanders reported that the balance of his budget is misleading since the majority of the balance will go to water charges.

Action: Received

Next Meeting June 23, 2014**Adjourn 8:20 p.m.**

Action: Fernandez Moved/ White-Snyder Seconded to adjourn the meeting.

Motion carried by the following roll call vote:

Ayes: Salinas, Valcarengi, White-Snyder, Morales Jr., Fernandez, Romero

Noes:

Draft FY15 Parks & Recreation Commission Annual Work Plan

Urban Forest Promotion	Status
Goal: Continue Woodland's tradition of maintaining a healthy urban forest. Objective: To provide educational outreach to the public about best practices for maintaining healthy trees in Woodland and to assist in activities that promote a healthy urban forest. Activities: The Urban Forest Committee will: • Finalize the City of Woodland Master Tree List. • Review and make recommendations to update City Forms related to city trees and the permit process. • Review the city website and make recommendations that improve citizen knowledge and access to information on the website. • Provide update to the Commission as appropriate.	Ongoing

Evaluation of Committee Restructuring	Status
Goal: Evaluate the changes made to the Committee structure and newly defined roles and responsibilities. Objective: To determine if the restructured committees have resulted in increased Commission engagement and improved outcomes for the community. Activities: • Schedule on future agendas a mid-year check-in and year end evaluation discussion. • Vote at year end to either continue with the new structure or make modifications as needed for fiscal year 2015-16.	Ongoing

Draft FY15 Parks & Recreation Commission Annual Work Plan

Volunteerism Enhancement	Status
Goal: Assess the parks, recreation and community services needs of the community. Objective: To assist with coordinating surveys and evaluations of parks, recreation and community services programs. Activities: The Volunteerism Committee will: • Lead efforts to conduct surveys at events planned by the Community Services Department. • Help recruit volunteers to participate in focus group discussions. • Provide periodic updates to the Commission as appropriate <u>Volunteer Recruitment Project:</u> Objective: To recruit volunteers within groups and organizations which utilize community facilities in order to assist city staff with the maintenance and beautification of those facilities and other city areas. Activities: The Volunteerism Committee will: • Meet with city staff to gain insight into the realities of allowing volunteer involvement with facility maintenance. • Begin discussions with user groups and individual users regarding their involvement in community service projects. a. Approach individual user groups seasonally. b. Approach more established user groups immediately. • Begin organizing “Days of Service.” a. “Days of Service” will be designated days in which facility users and user groups will be able to serve their community by participating in the maintenance of the facilities they benefit from.	Ongoing

Draft FY15 Parks & Recreation Commission Annual Work Plan

Review Policies	Status
Goal: Ensure policies are up-to-date and effective. Objective: To make sure policies address current and future needs of the City and community. Activities: Commissioners will review policies throughout the year as requested. <i>Policies Reviewed in FY13</i>	As needed

Contribute to the City's Fitness Initiative	Status
Goal: Help promote a healthy Woodland community, three Commissioners will serve on the City's fitness initiative organizing committee. Objective: To help provide leadership and coordination of activities that promote the fitness initiatives objectives such as good nutrition and various forms of exercise, such as "walking" and "biking". Activities: • Work with City's fitness initiative organizing committee to develop and implement a fitness initiative which is planned to be implemented citywide in 2015. • Commission members will research and promote efforts and activities that encourage exercise and healthy nutrition (the activities that are promoted are dependent on the goals identified by the organizing committee). • Provide the Commission updates as appropriate.	Ongoing

Draft FY15 Parks & Recreation Commission Annual Work Plan

Promote Healthy Community Planning and Engagement	Status
Goal: Become engaged in Yolo County’s planning efforts that will help shape future goals and strategies to achieve a healthier community. Objective: To provide the Woodland community with a critical voice in this important planning process. Activities: • Participate in the County Health Department’s “Healthy Yolo” strategic planning process. • Help identify key themes and strategic issues of a recently completed community health assessment. • Involve Commissioners, Woodland residents and city staff whenever possible. • Provide the Commission updates as appropriate.	Ongoing

Budget Review	Status
Goal: Provide budget oversight that is consistent with the Commission’s charter. Objective: To provide the Commission and public regular reports regarding the Department’s budget situation and recommend options for lowering program and facility fees as outlined in the voter approved Measure J and K. Activities: The Budget Committee will: • Meet with staff at least quarterly regarding the budget. • Committee members, in conjunction with staff, will provide quarterly budget reports to the Commission. • Committee members will work with staff in evaluating the cost and fiscal benefits of program changes that may be considered in the future and make recommendations to the Commission as needed.	Ongoing

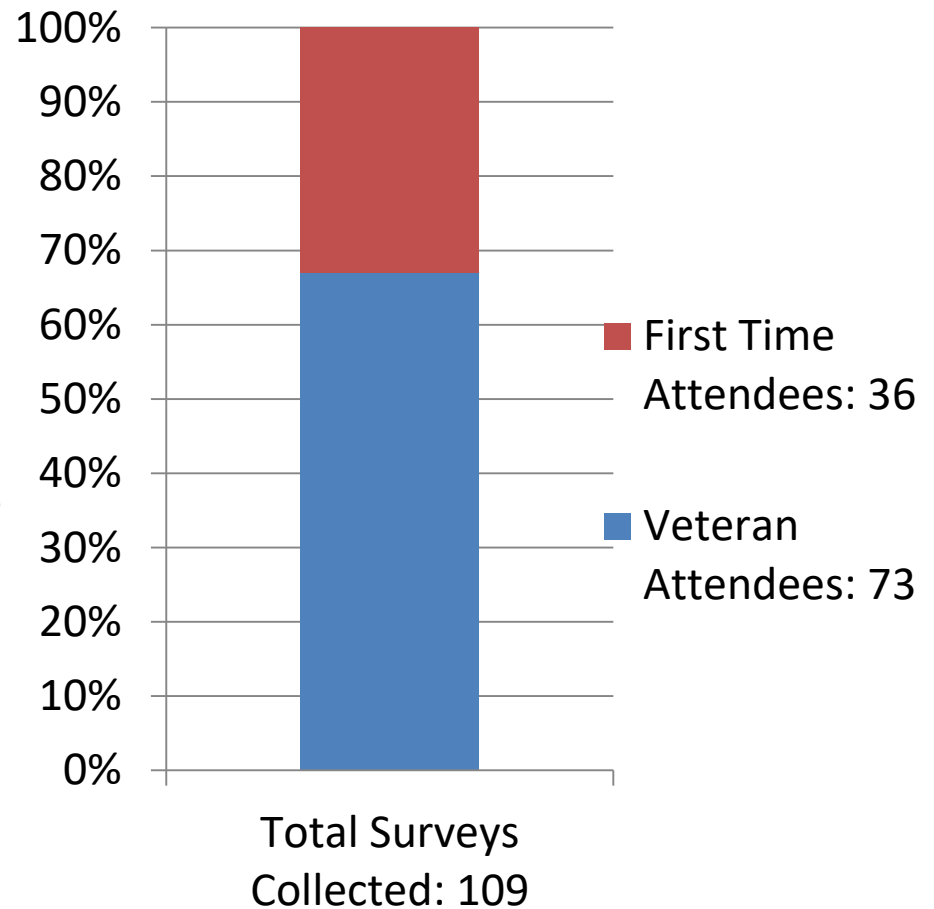
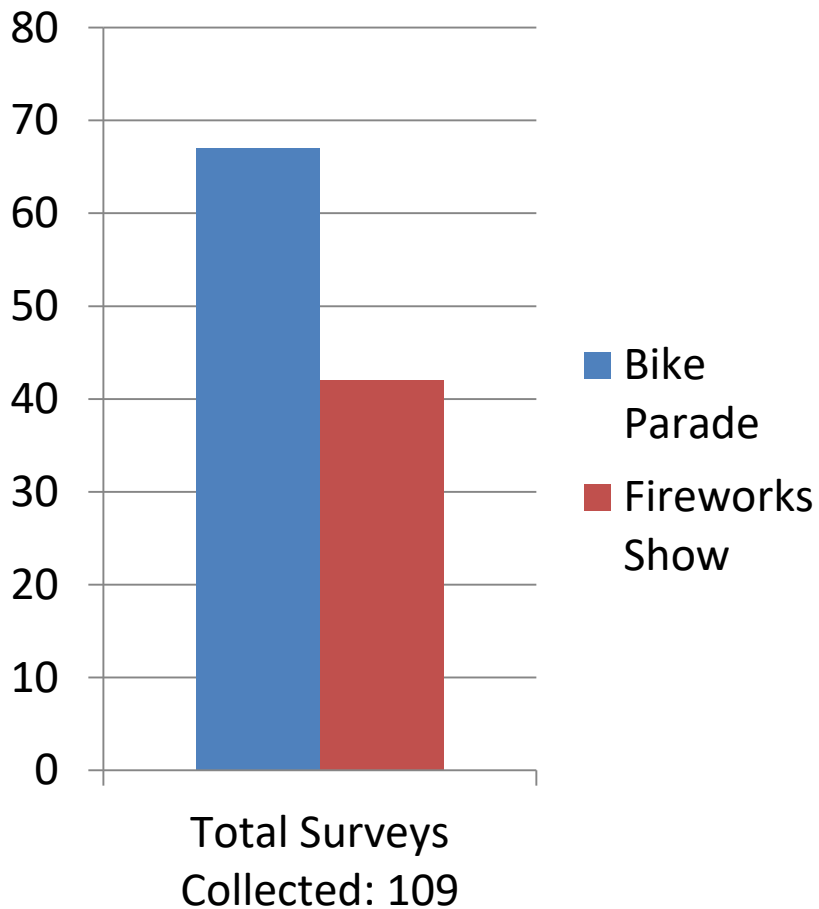
Draft FY15 Parks & Recreation Commission Annual Work Plan

Program Review and Evaluation	Status
Goal: Provide the City Council and staff with community responsive program recommendations. Objective: To assist the City in reviewing program offerings and implementing the various aspects of recently approved Measure J and K. Activities: The Program Evaluation Committee will: • Create Evaluation forms/surveys to be distributed at events planned by the Community Services Department. • Work with Volunteerism Committee in gathering community input on existing and future Park and Recreation programs. • Promote and conduct focus groups meetings • Analyze data with the purpose of improving programs and services offered by the Community Services Department. • Incorporate into program recommendations all applicable Budget Committee cost and fiscal benefit analysis of any proposed program changes. • Make recommendations on program changes to the Commission as needed.	Ongoing

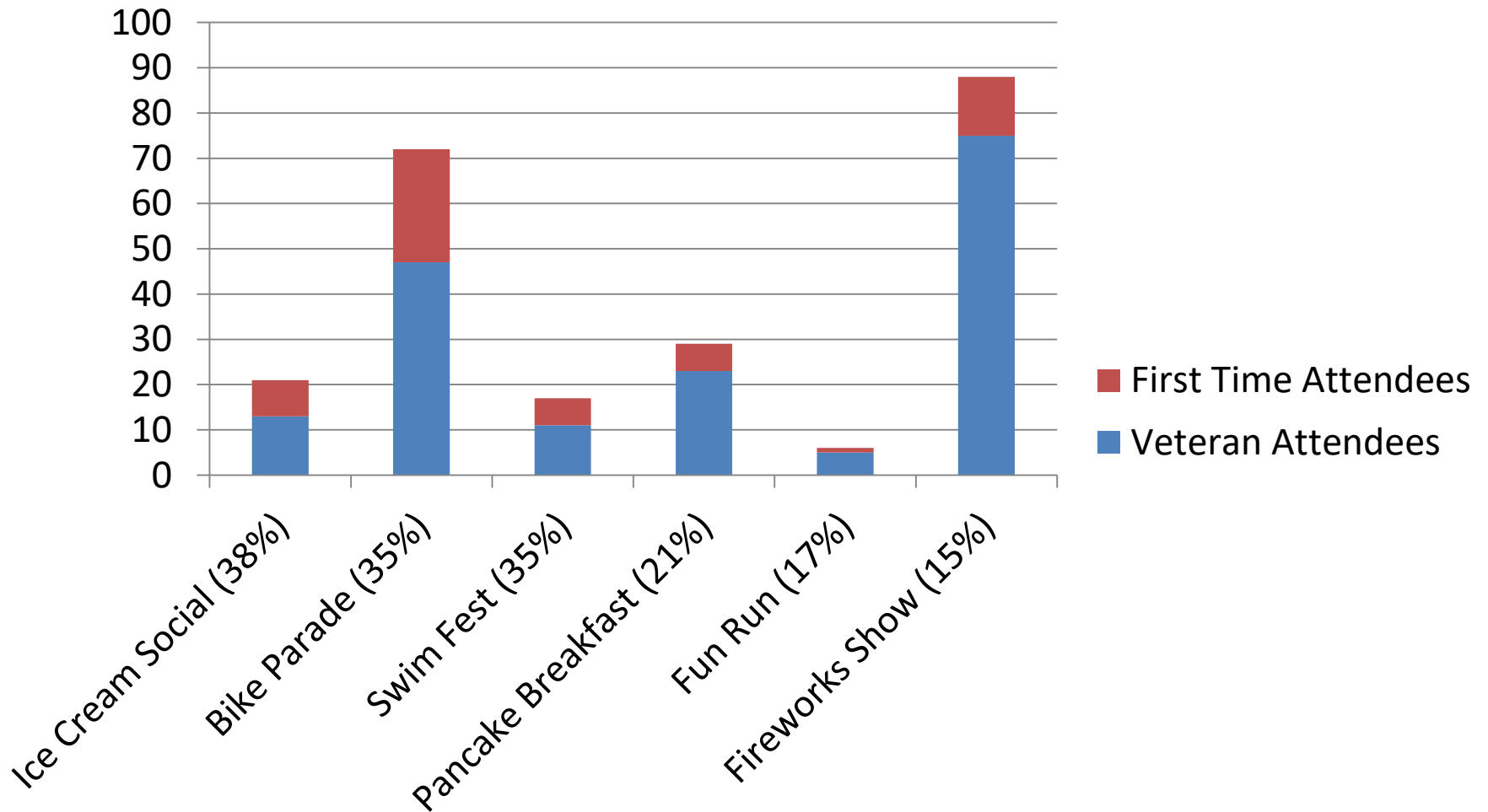
Parks & Rec. Commission Survey:

The Fourth of July

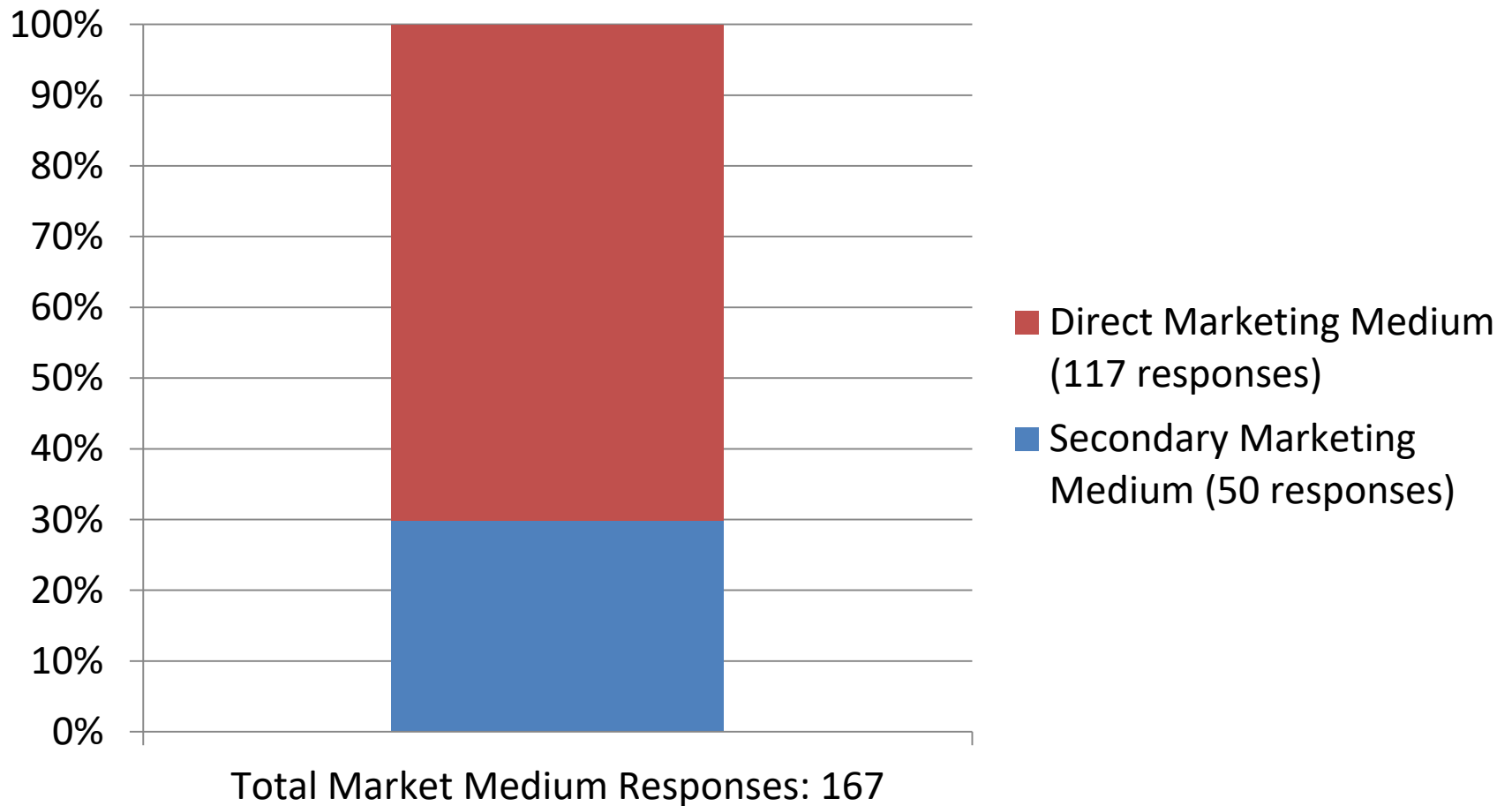
The Numbers: Overview



The Numbers: Overview

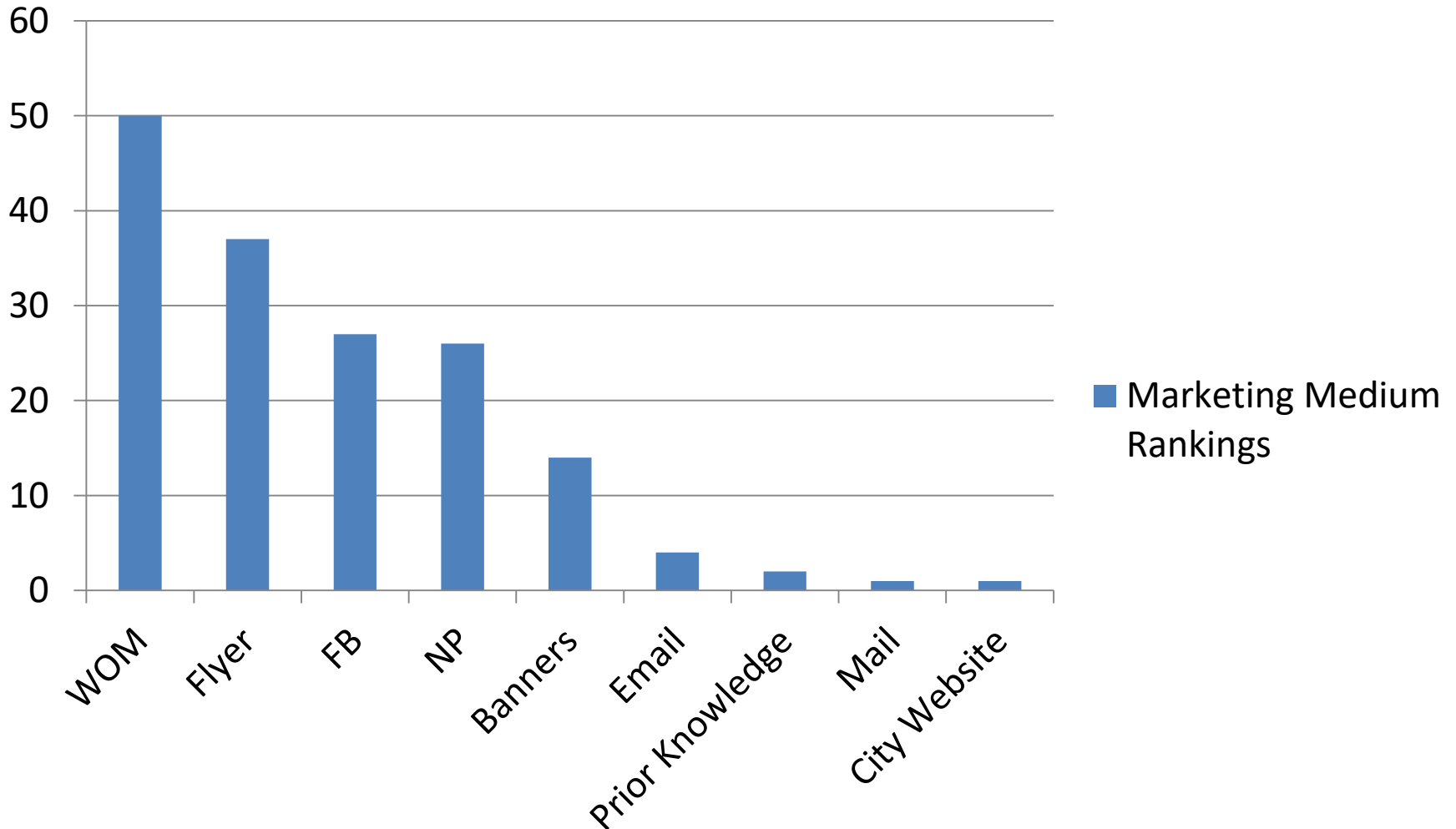


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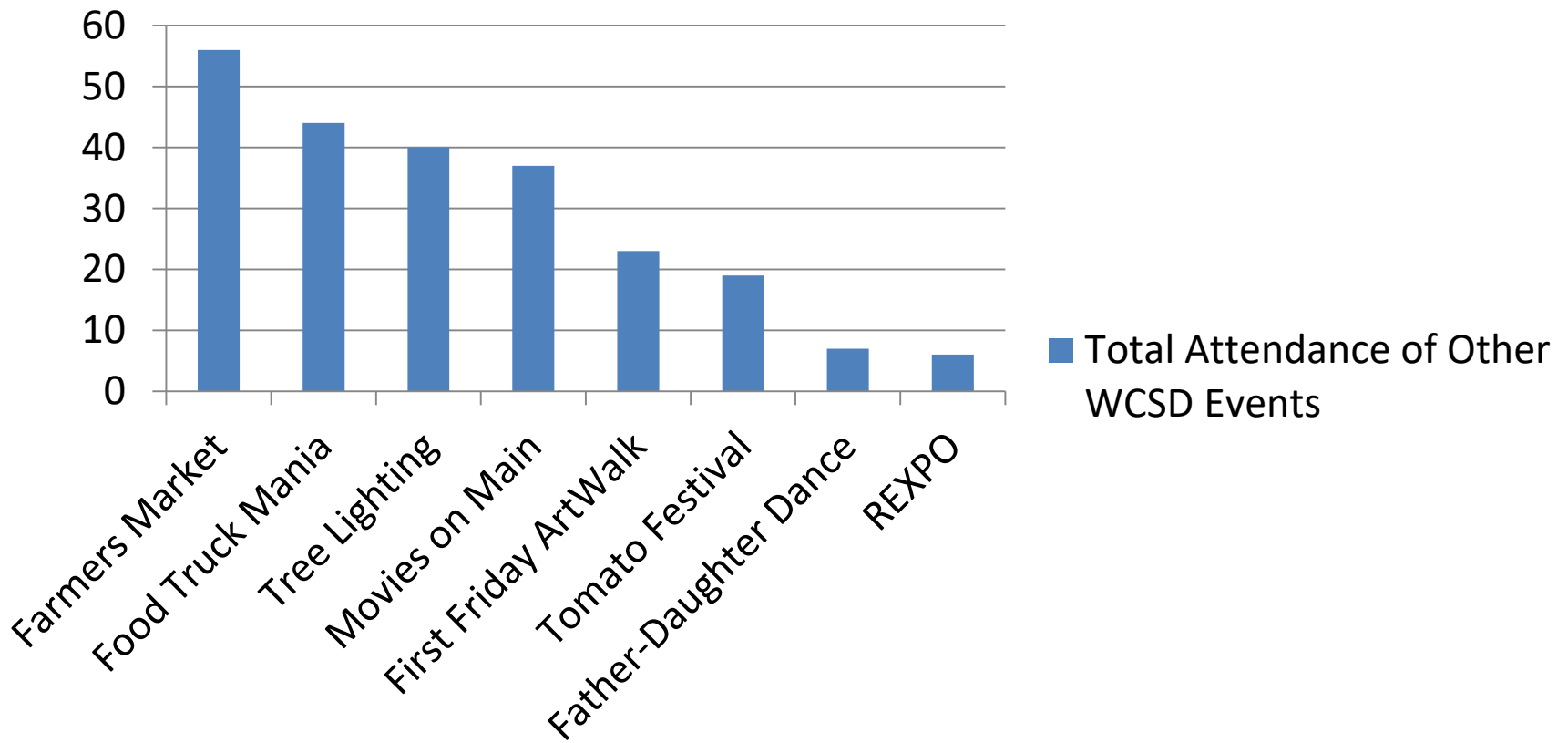
The Numbers: Overview

Marketing Medium Rankings

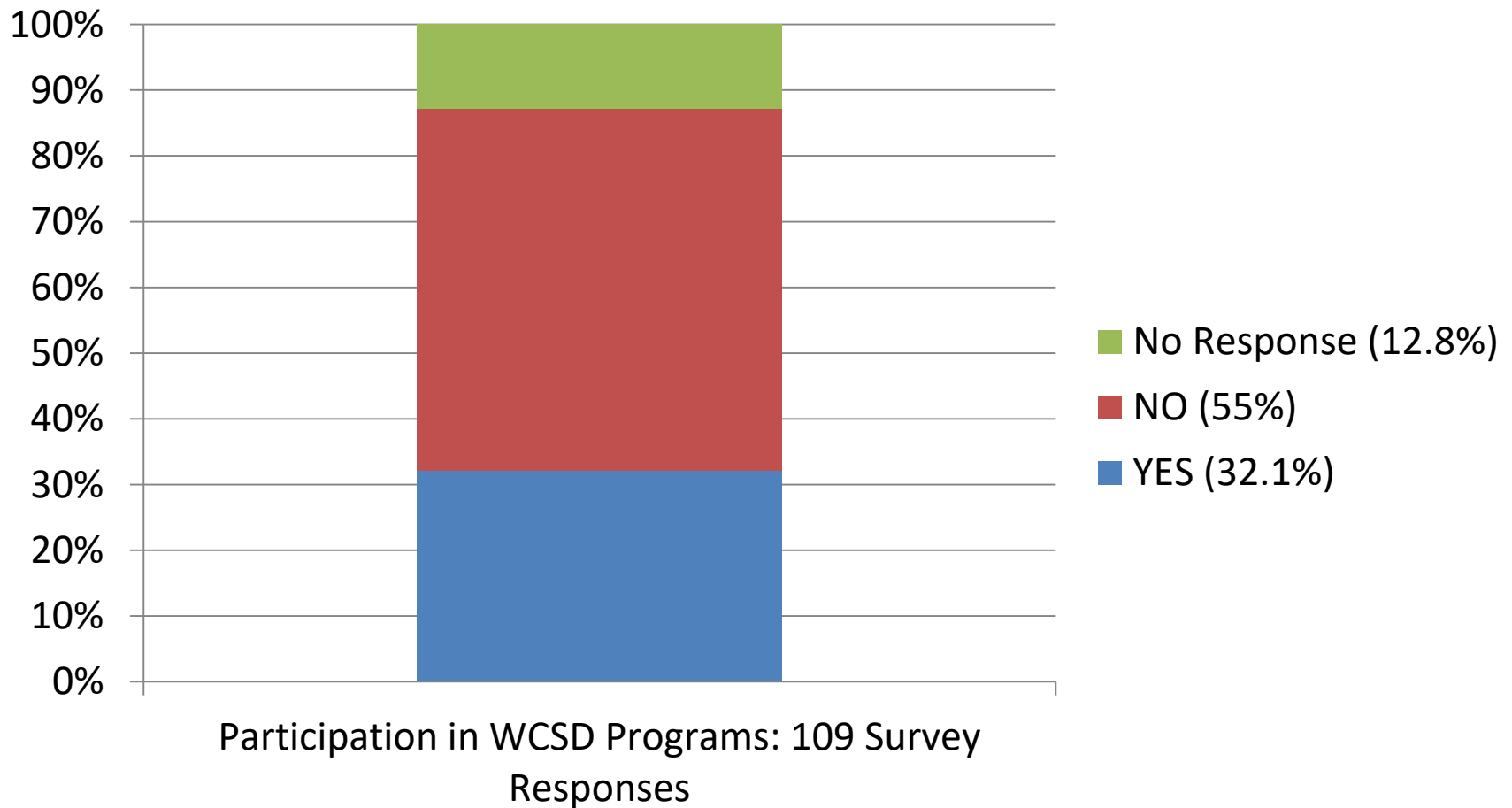


The Numbers: Overview

Total Attendance of Other WCSD Events



The Numbers: Overview



The Numbers: Overview

One of the crucial traits of real leaders in a democracy is the ability to help people become better informed so that society can make better choices.

William W. Lewis

meetville.com

Pluralism!!

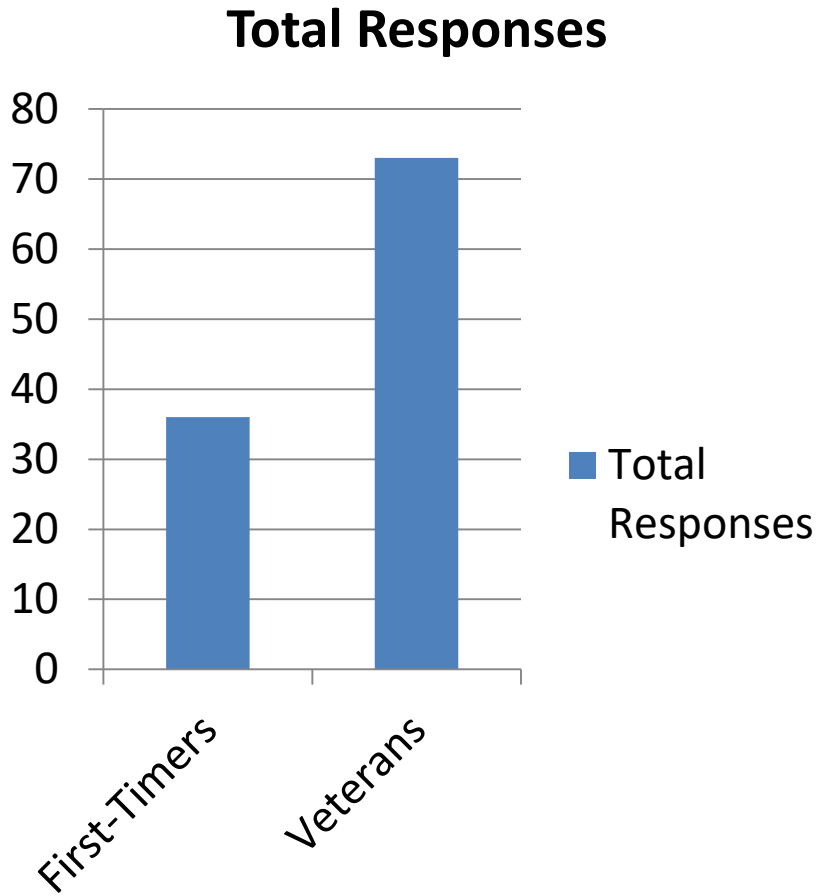
- **86** Email Address Collected
- **27** Focus Group Members

The Numbers: First-Timers v. Veterans

- Definitions:
 - **First-Timers**: Individuals who indicated that it was their first time attending **at least one** 4th of July Event.
 - **Veterans**: Individuals who **did not** indicate it was their first time attending any 4th of July Event.

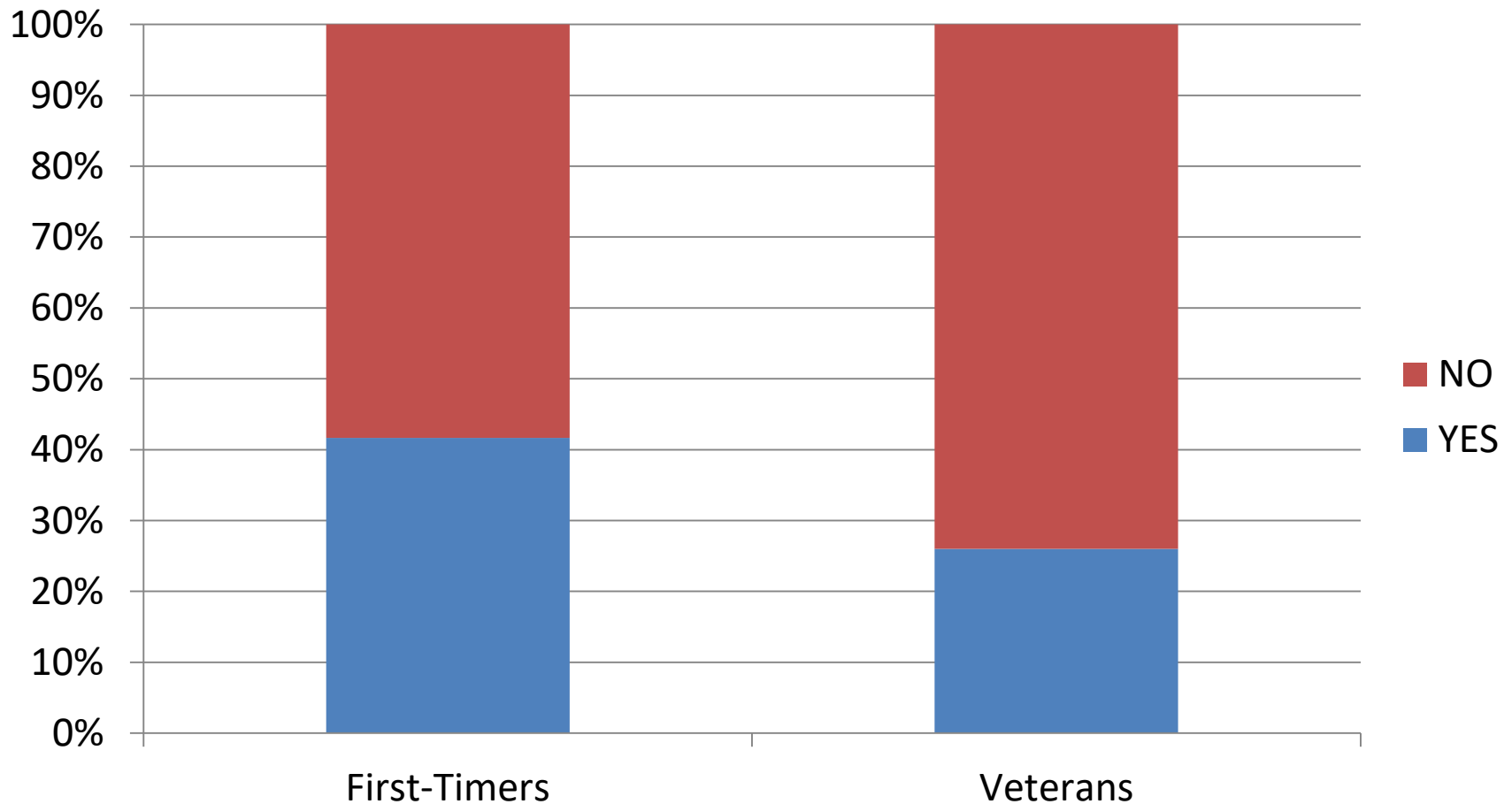
The Numbers: First-Timers v. Veterans

- 109 Total Surveys:
 - **36 First-Timers**
 - **73 Veterans**



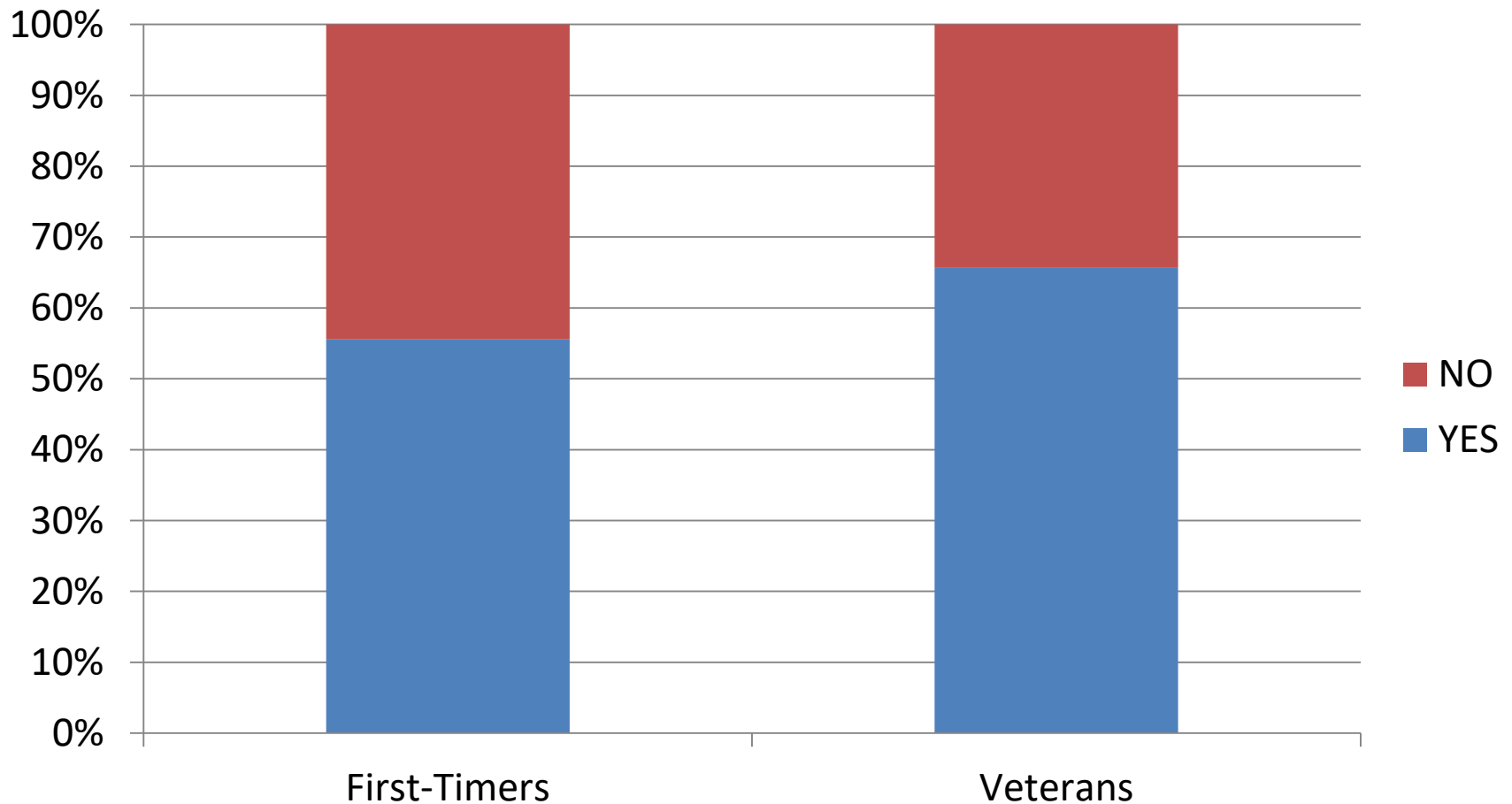
The Numbers: First-Timers v. Veterans

Attended 3 or more 4th Events



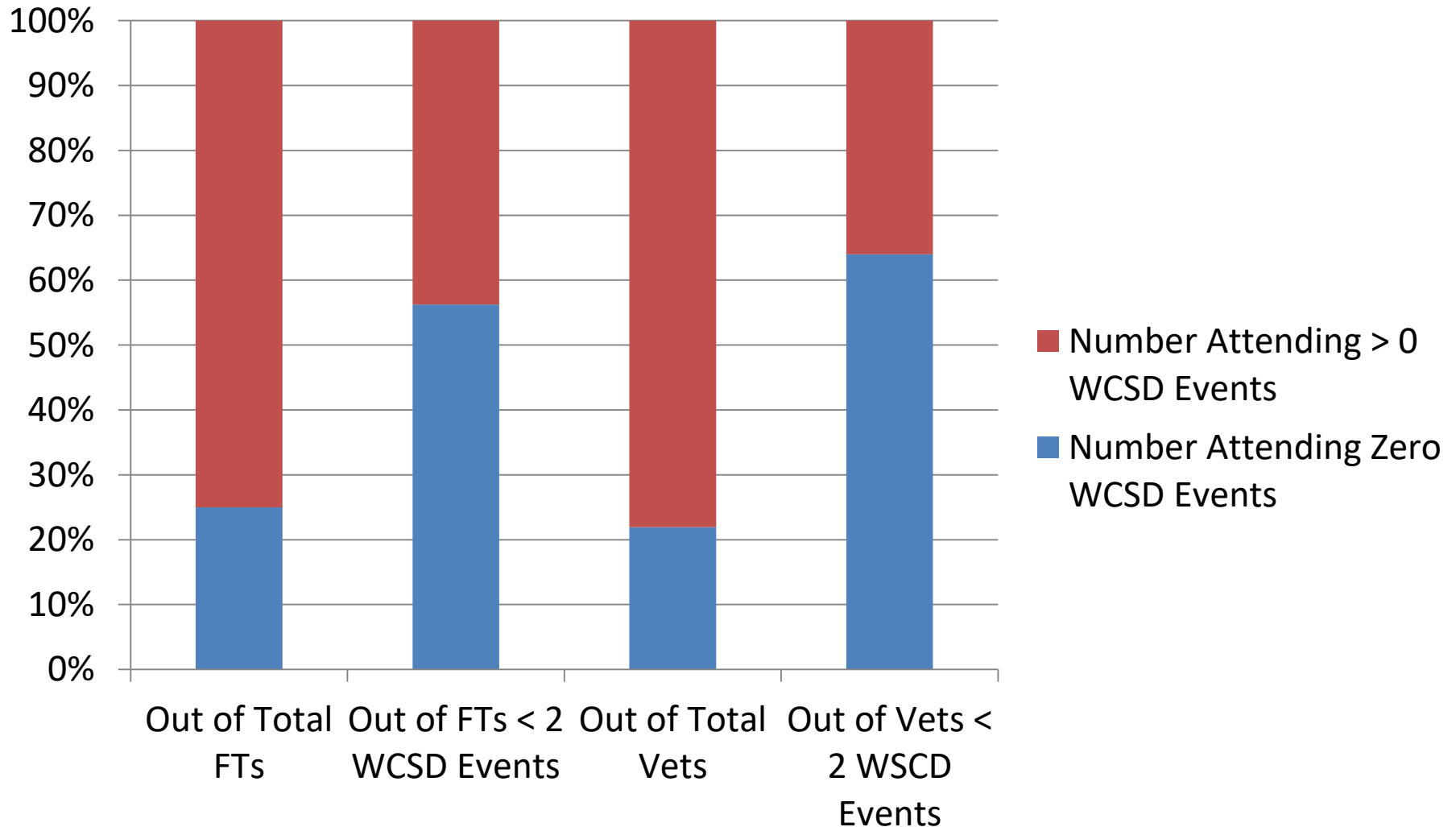
The Numbers: First-Timers v. Veterans

Attended 2 or more WCSD Events



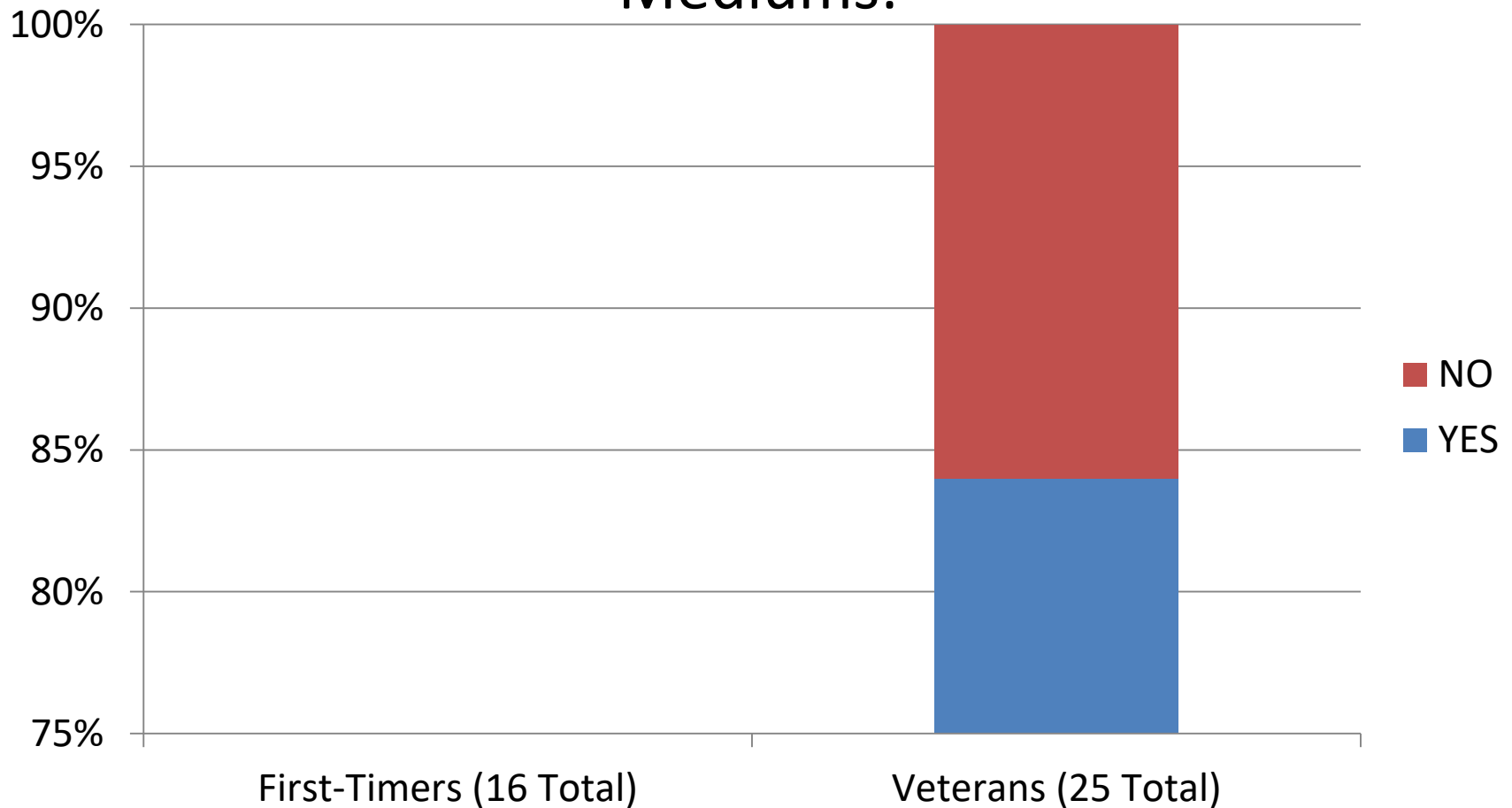
The Numbers: FTs v. Vets

Number that attended ZERO WCSD Events



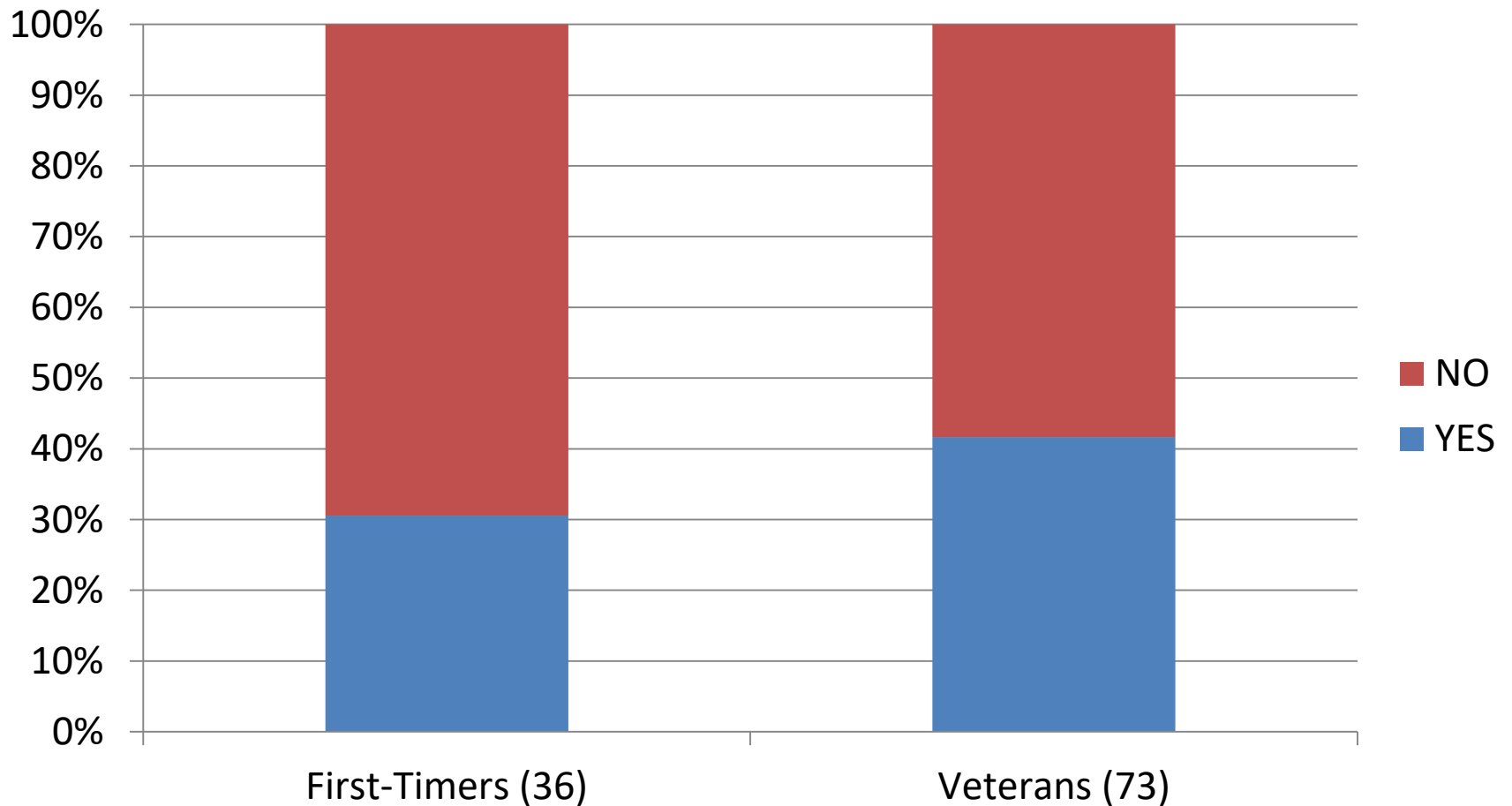
The Numbers: FTs v. Vets

Number of Vets who Attended ZERO WCSD Events
that were Exposed to more than 2 Marketing
Mediums:



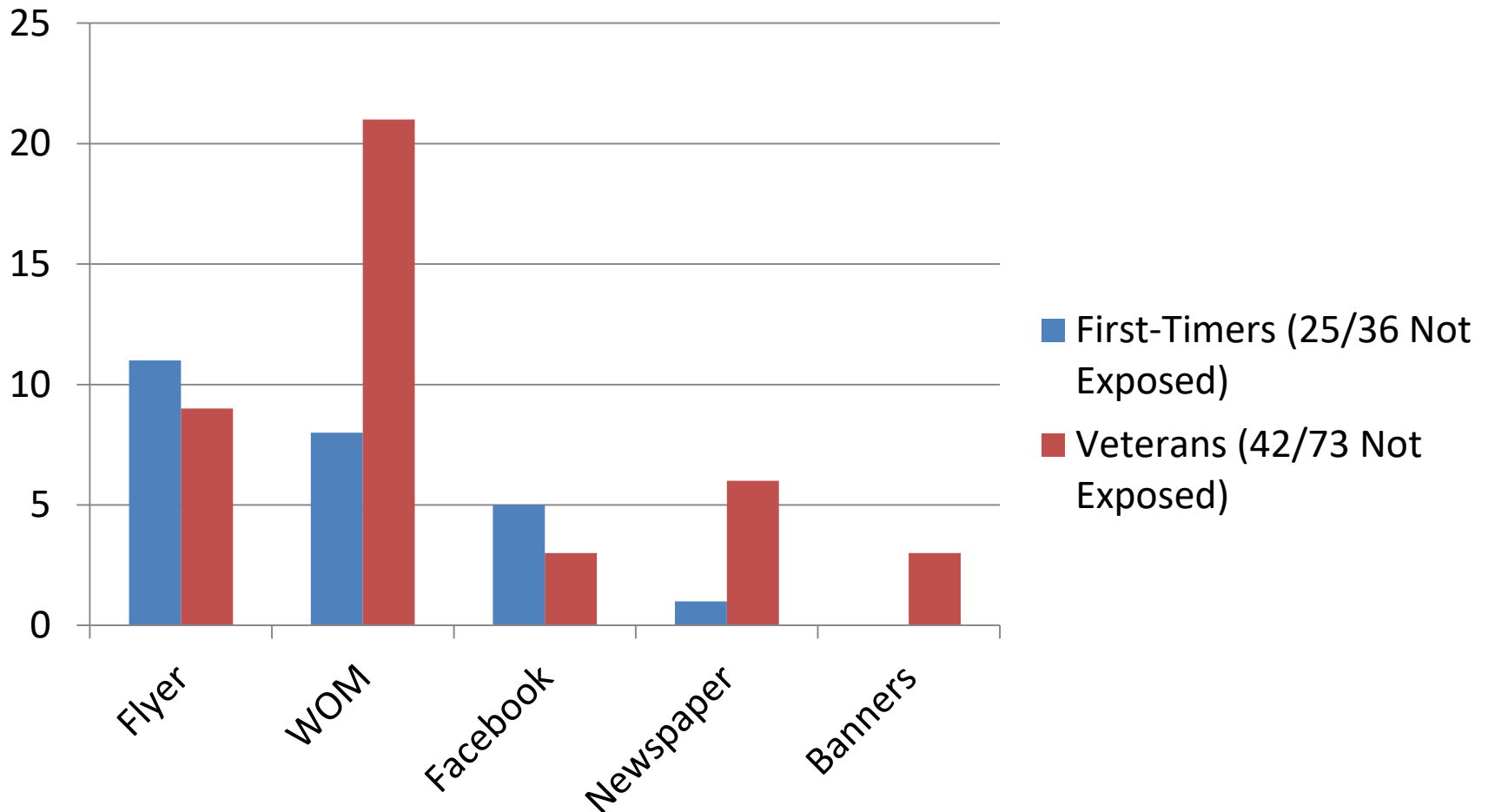
The Numbers: FTs v. Vets

Exposure to 2 or more Marketing Mediums



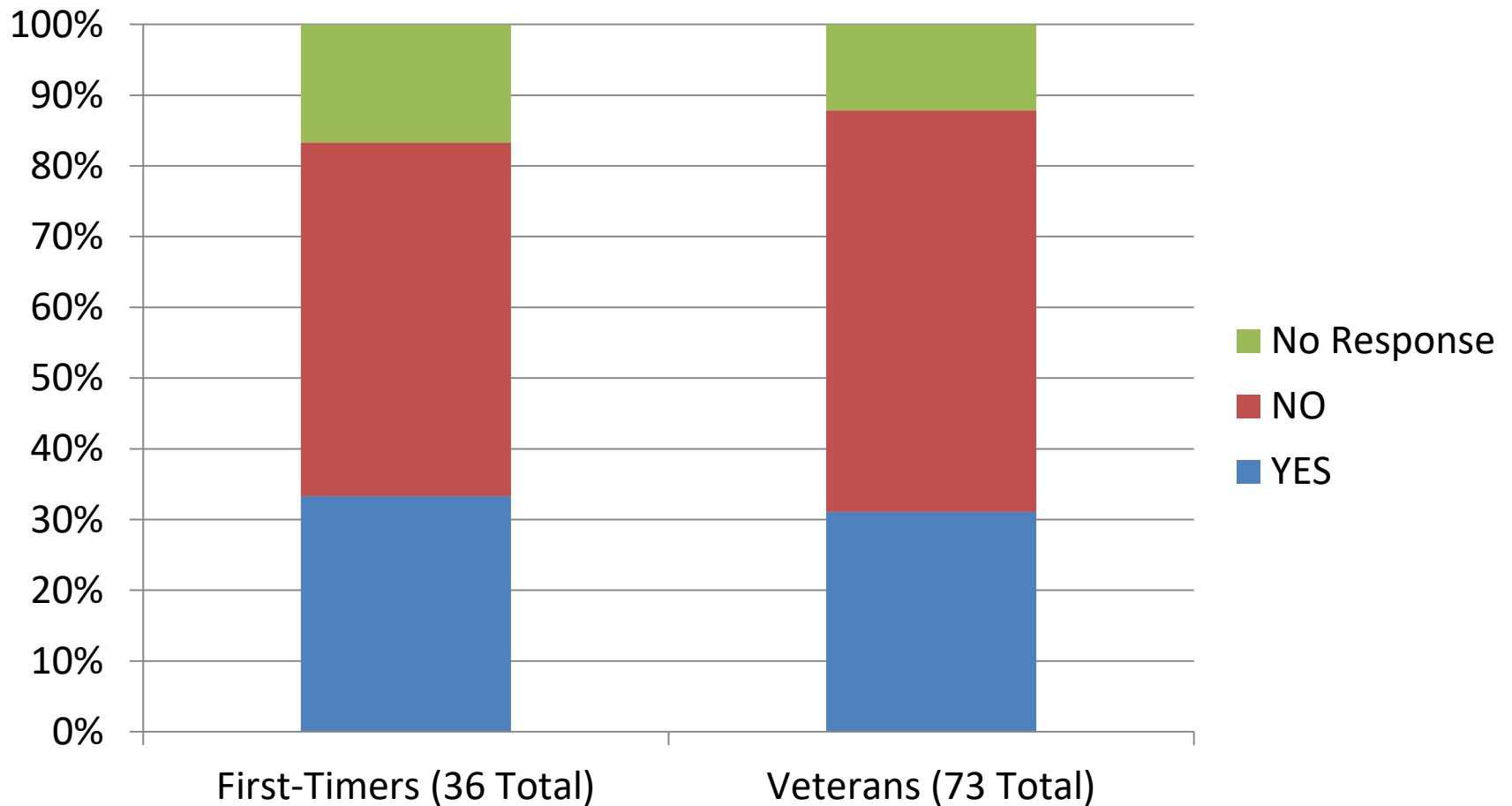
The Numbers: FTs v. Vets

Top Marketing Mediums for FTs/Vets NOT Exposed to 2 or more Marketing Mediums



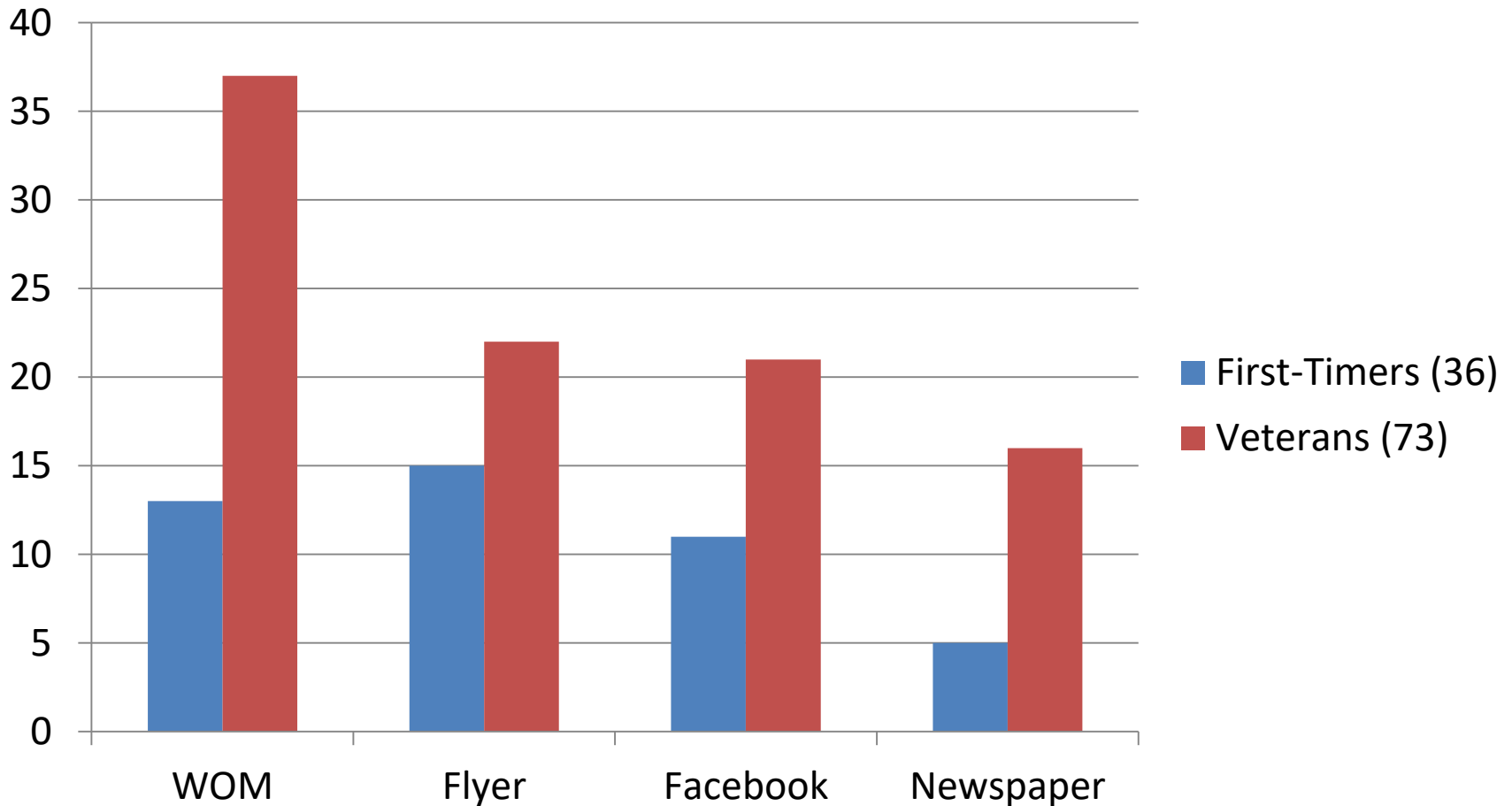
The Numbers: FTs v. Vets

Amount Participating in WCSD Programs



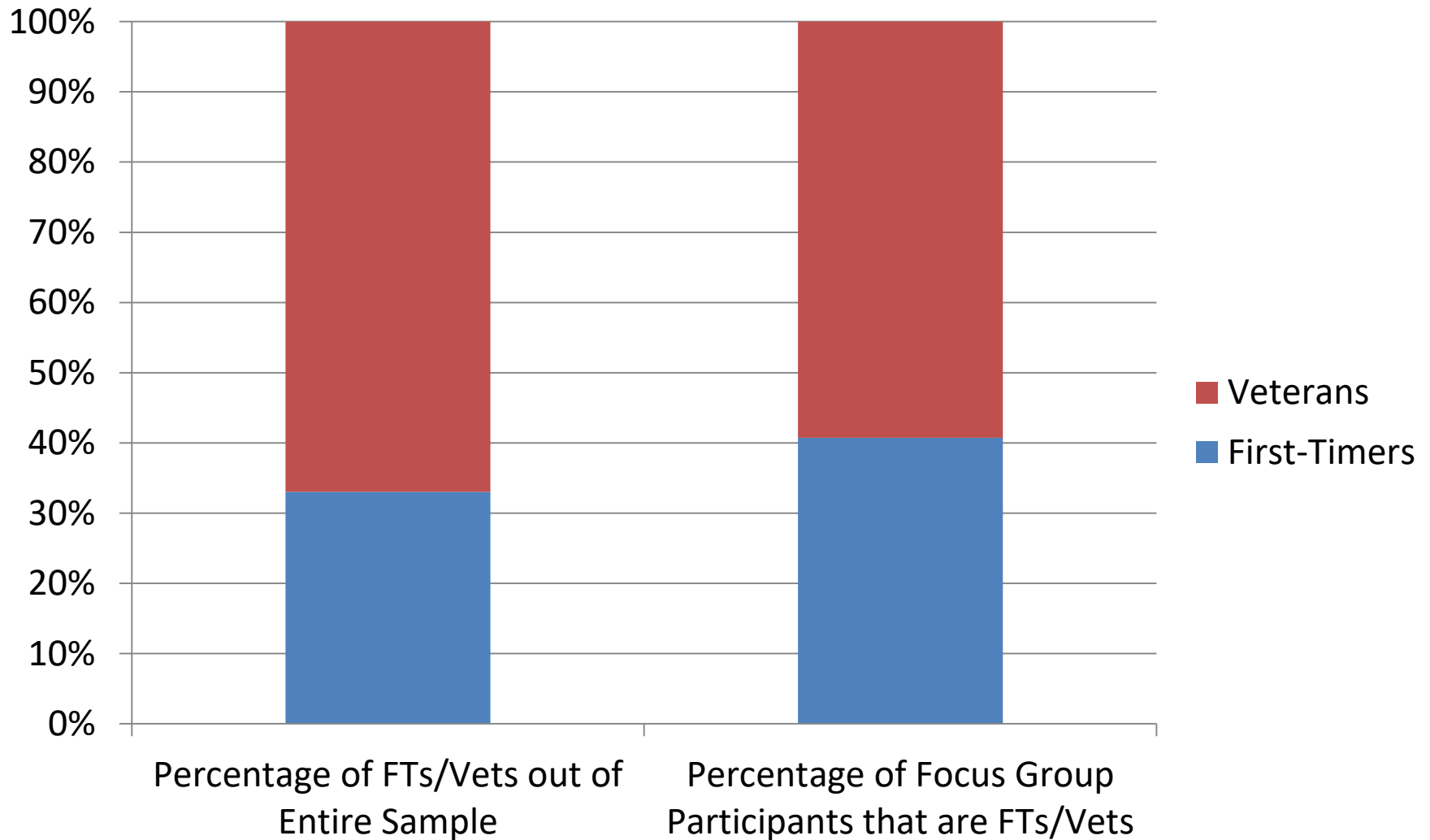
The Numbers: FTs v. Vets

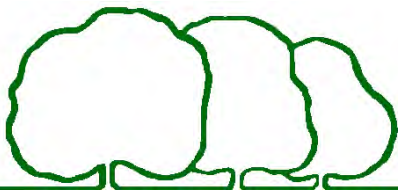
Top Marketing Mediums Generally



The Numbers: FTs v. Vets

Focus Group Participation





Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks & Recreation Report

DATE: June 23, 2014

PREPARED BY: Community Services Department

RECOMMENDED ACTION:

None. Information only.

BACKGROUND INFORMATION:

The following provides highlights of the Community Services Department since the last report.

Summer Programming Overview

Aquatic summer programming kicked off on June 16, with the opening of free Public Swim at Charles Brooks Community Swim Center from 1:00-4:00 p.m, Monday through Fridays. The first week of swimming lessons also started on June 16. This first week offered evening lessons only, as the morning hours were utilized for staff training. Session 1, starts on June 23, offering morning and evening lessons for ages 6 months to adults. Many classes have reached capacity for the first session; private lessons have nearly sold out through July 17. The Junior Lifeguard program also began on June 23; a 6-week program for participants ages 11-14 to learn the basic skills necessary to become a lifeguard.

The Summer Time Fun Club program opened on June 16 at Ferns, Pioneer, and Woodside Parks. The program offers games, sports, arts & crafts, and field trips for program participants during the summer for youth up to 6th grades. Fun activities planned this summer include “Super Mega Fun Day”, Hollywoodland (annual talent show), and trips to the Community Center for movie days. The program also travels weekly to the pool to cool off. Funding from CDBG provided forty-nine \$50 camperships for qualified families. Over 100 participants are enrolled in the first five-week session.

Over 100 temporary staff and volunteers are needed to run the aquatics and Summer Time Fun Club programs.

Adult Sports

Adult Softball: The summer season is underway. This summer's league has 56 teams with over 670 participants. In response to participant's concerns about the program, staff implemented a softball committee for the program. The first committee meeting was held on May 27, and will continue to meet once a month throughout the year. Twenty participants attended the first meeting and staff has received positive feedback regarding new rules and many ideas for improving the program. The next softball committee meeting will be held on June 24 at 6:00 p.m.

Aquatics

Swimming Lessons: Swimming lesson registration for FY 2013-2014, has surpassed last year's registration with nearly three weeks left in the fiscal year. Over 130 are registered for pre-season lessons beginning on June 16 (classes only offered during evening times.) Session 1 begins on June 23 with morning and evening lessons; over 460 participants are enrolled for the first two-week session. The demand for swimming lessons is so high, staff re-organized lesson times and classes and added 64 more classes for the summer season.

Swim Meets: The Woodland Swim team hosted two long course meets, collectively bringing over 1,400 athletes to the pool May 23-25 and June 6-8.

Water Aerobics: Water aerobics class participation has started to increase with the warm weather. The morning class time has moved a half hour later to run 8:30-9:30 a.m. in an effort to accommodate the increased participation of the city's recreation swim team and swim lessons programs. Evening water aerobics has also changed to run a half an hour later from 7:30-8:30 p.m.

Water Polo: The recreational water polo program started June 16 for 6-week session. The program runs on Monday and Wednesday evenings from 7:30-8:30 p.m. and teaches the foundational skills of water polo.

Woodland Wreckers: The Woodland Wreckers participated in the first league meet of the season on May 31. The Wreckers were victorious as they faced Rio Vista. The team has become a model for other teams in the league, demonstrating excellent parent-volunteer involvement and athlete participation.

Community Center & Sports Park

Facility Reservations: Rooms at the Community & Senior Center were reserved during the month of June by/for: Cambridge Jr. College Graduation, a wedding reception, a quinceanera, Yolo County Elections as a voting location, several community groups meetings, Luna Vista Rotary, the Woodland Soccer Club, and various City-related meetings.

Facility Operation & Maintenance: Several double door windows within the Community & Senior Center are being tinted to reduce glare coming into various rooms. Staff is gathering bids to complete painting in other area of the building. Additionally, staff is looking to improve the acoustics within the gymnasium during events and is pursuing viable options.

Due to an amount of graffiti appearing on exterior tables and benches around the Banquet Rooms and Meeting Rooms, locks were installed on the gates outside of these rooms. Having the gates locked has prevented any further vandalizing from occurring.

Sports Park Tournaments: The Sports Park was reserved for tournament play 8 of 9 weekend dates available for youth travel baseball. Tournament play was cancelled on June 1st due to low or no registered teams. The total revenue captured for tournament reservations in May was \$18,000.

Senior Center

Senior Resource Fair: The Senior Resource Fair, held on Wednesday May 28, included over seventy vendor resources related to seniors. Over 200 seniors were able to gather important information and network with others who could provide other assistance. The Senior Resource Fair was held in conjunction with the National Senior Fitness Day, an event the YMCA Fitness & Wellness Center sponsored. To kick off the event, the YMCA provided a fun walk around the facility. New this year several informative presentations and fitness demonstrations were available for attendees to attend.

Yoga and Meditation: Participants from the Yoga and Meditation class have recommended for the class to be taught every week; Volunteer Instructor Garrie Wright is willing to accommodate this request. Starting in August, Yoga will be held every Thursday at 1 p.m., rather than the scheduled 2nd, 3rd, and 4th Thursdays of the month. Yoga and Meditation has grown to 30-45 participants at every class and uses three meeting rooms.

Youth Recreation

Summertime Fun Club: On May 31, June 1, and June 7, lead Summertime Fun Club staff conducted training for all employees and volunteers working within the program. Topics discussed included: an introduction to the City of Woodland organization, planning for the summer, leading activities, CPR/First Aid, and were given an opportunity to lead a game or craft in front of actual children. A total of 15 staff and 15 volunteers went through the training. Summertime Fun Club staff members create a weekly activity calendar that is shared with parents and participants of the program.

Tennis Updates: Community Services contracts with the Cello International Tennis Academy (CITA) for tennis activities in Woodland. Head tennis professional Michael Kwong released an updated tennis schedule for summer classes. Added to this summer's offering is the Summer Junior

Tennis Academy where young participants practice tennis match skills and play scrimmage matches against other local tennis camps within the area.

Teens Helping Seniors: Staff has spent the month of May seeking teen volunteers through various outreach opportunities within the community at the junior high and high schools. Staff has distributed the senior work request forms within the Senior Center, at the Senior Resource Fair, and Leisureville. This year, Mari Sanchez will be the coordinator of the Teens Helping Seniors program. Mari is a teacher at Maxwell Elementary School and has 14 years of service with the Community Services Department in youth recreation programs.

Yolo Stage Company: This summer Yolo Stage Company and the City of Woodland is featuring a production of Seussical Jr. "Auditions" were held on May 30 & 31, teaching lyrics and choreography to participants. The audition workshops help to place participants into roles of the musical that best suits their talents. This summer's program is full with 39 participants. The creative team features Sara Townsend as Director, Lenore Heinson as Musical Director, Yvette Corvo-Misner as Choreographer and Kathy Trott as Producer. The summer workshop and rehearsals occur June 23 through July 25 and performances will be held July 24-27 at the Community & Senior Center. This is the 18th season of the Yolo Stage Company.

Dates to Note

July 4: Annual City of Woodland 4th of July Celebration

July 6: First Sunday Food Truck Mania (First and Main Street, 4-6 p.m., note new time for July)

July 11: First Friday Art Walk (downtown Woodland, note 2nd Friday)

SUBJECT: Monthly Parks & Recreation Report

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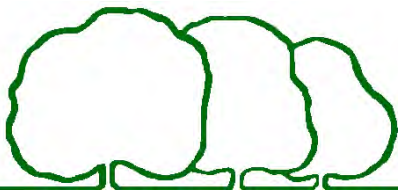
ITEM:

RECREATION DIVISION - BUDGET SNAPSHOT thru 6/17/14

Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$239,581.26	\$237,518.62	\$1,965.64	0.82%
Community & Senior Center	\$802,084.88	\$819,148.40	-\$23,521.62	-2.93%
Brooks Swim Center - Recreation	\$134,580.35	\$129,285.54	\$5,237.81	2.79%
General Recreation Programs	\$365,804.55	\$388,461.10	\$27,343.45	7.47%
Enterprise Fund				
Youth Center Enterprise	\$362,180.59	\$263,545.89	\$80,466.81	22.22%
TOTAL RECREATION BUDGET	\$1,904,231.63	\$1,788,059.55	\$90,006.09	4.73%

RECREATION DIVISION - REVENUE SNAPSHOT thru 6/17/14

Account Title	FY14 Projection	FY14 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$512.50	\$3,789.00	739.32%
MSC. SALES	\$843.43	\$1,746.96	207.13%
C BROOKS SWIM CTR REV	\$112,859.53	\$112,934.57	100.07%
SENIOR PROGRAMS REVENUE	\$5,000.00	\$9,006.40	180.13%
COMMUNITY SENIOR CENTER MISC	\$76,405.40	\$84,652.45	110.79%
COMMUNITY FITNESS CENTER	\$30,000.00	\$34,992.00	116.64%
COMMUNITY SPORTS PARK	\$150,000.00	\$181,994.56	121.33%
GENERAL RECREATION	\$75,000.00	\$62,036.64	82.72%
YOLANO RECREATION PRG INC	\$7,965.66	\$5,494.70	68.98%
ADULT REC & LEAGUE PRGMS	\$97,351.51	\$94,767.00	97.35%
RECREATION CONTRACTS	\$75,000.00	\$98,317.95	131.09%
TOTALS	\$630,938.03	\$689,732.23	109.32%



Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks & Recreation Report

DATE: July 28, 2014

PREPARED BY: Community Services Department

RECOMMENDED ACTION:

None. Information only.

BACKGROUND INFORMATION:

The following provides highlights of the Community Services Department since the last report.

4th of July

4th of July Recap: All events throughout the day were well attended. The bike parade drew over 600 people walking/riding their bikes down Main Street with over 200 participants registered. Parks & Recreation Commissioners Carla White-Snyder, Jon-Paul Valcarenghi, Joe Romero, and Enrique Fernandez all assisted with the bike parade, in addition to volunteers from Bayside Church, and Ted Vega from Watermelon Music. We were informed that the pancake breakfast drew a crowd of over 1800 and that 161 people registered for the fun run. The ice-cream social at the Community & Senior Center was also very popular (over 350 people) and will no longer be held in the banquet rooms as this space proved to be too small for the crowd this year (it will be held in the gym in 2015). We estimated that over 575 people attended the free public swim at the Charles Brooks Aquatics Center and that over 6000 people attended the fireworks show. Participation at all events was higher than it has been in previous years (this is attributed to increased advertising). With 22 donations (excluding in-kind), over \$23,000 was raised. While final expenses are being calculated, the donations will cover the cost of the bike parade and the pre-fireworks event and show. Support from PD, Fire, PW, and CSD made the events run efficiently and created an enjoyable day for all.

Adult Sports

Adult Softball: The second Adult Softball Committee meeting was held on Tuesday, June 24. Over twenty participants and managers attended. At the meeting, it was discussed to implement a final play-off game between the winners of same divisions (the winners of D-4 American and D-4 National play one another.) A new umpire rating system was introduced, allowing managers to provide feedback about the umpires scheduled during the season. Managers and participants requested to have an Adult Softball Facebook page to help connect players and managers that will be implemented at the beginning of the Fall season (starting September 8). The next Adult Softball Committee meeting is Tuesday, July 22 at 6:00 p.m.

Aquatics

Diving: Pedro Gutierrez, a USA diving coach, was contracted to start a diving program for the City. Mr. Gutierrez plans to attend public swim on Mondays and Wednesdays from 1-3:30 p.m. to teach diving for free and recruit new participants to the program. The first free instruction was provided on July 4th. Diving classes begin in August.

Junior Lifeguards: The Junior Lifeguard program has grown from 11 participants last year to 30 participants this summer. The program runs from 8:00 a.m. to 1:00 p.m., Monday through Thursday, and has an extended curriculum than in the past. Participants are encouraged to stay for public swim after the program.

Meets and Tournaments: The Woodland Wreckers hosted two meets on June 14 and June 28, with over 600 in attendance. Christian Brothers Water Polo club has host two 18 under tournaments on June 15th and June 29th with 6 teams at each tournament.

Swimming Lessons: The City's updated "Learn to Swim" program has been largely received by program participants. Instructors are having great success with the new curriculum and the students' progression in swimming has greatly increased. This summer has demonstrated an increased participation in all City Aquatic programs, including swimming lessons.

Recreational Swim: The city's free recreational swim is available Monday through Friday from 1-4 p.m. The pool has reached capacity (over 500 swimmers) seven days of the fifteen open, the lowest attendance day totaled 283 participants. Additionally, Recreation Swim has been available June 20th and 27th from 7-9 p.m. The Friday Night swim times are so popular and have increased in participation since from last year, to now over 300 participants.

Water Aerobics: The time adjustments made to the morning and evening courses has made available space for all users of the pool, and Water Aerobic participants are satisfied with the change in the program time. With the change, the morning class is now averaging eighteen participants and the evening course has twelve participants. (class times were adjusted to start 30 minutes later in the morning and evening).

Community Center & Sports Park

Facility Reservations: Rooms at the Community & Senior Center were reserved during the month of July by/for: Rotary International District Awards/Banquet, a quinceañera, several community groups meetings, Luna Vista Rotary, the Woodland Soccer Club, and various City-related meetings.

Facility Operation & Maintenance: Fresh paint will be applied in the remaining areas of the Community & Senior Center starting in August. Staff continues to seek options to improve the acoustics in the gymnasium during events.

Sports Park Tournaments: The Sports Park was reserved for tournament play 6 of 8 days available for youth travel baseball. Tournament play was cancelled the 4th of July weekend. The total revenue captured for tournament reservations in July was \$12,000.

Senior Center

Senior Enjoyment Survey: The 2014 Enjoyment Survey outlined important issues for seniors while participating in activities at the Senior Center including the facility, parking, programming, and volunteers & staff. There were 129 surveys returned, most with useful and positive comments and feedback that will assist in future planning and programming. Current senior programming overwhelmingly ranked excellent or good. Suggestions for new programs and activities included computer classes, and more game groups. Seniors would like more information on promoting healthy living and safety education and prevention.

AARP Tax Aid Recap of 2014: AARP offers fee tax preparation for seniors every year from February through April. This year, the Woodland Senior Center transmitted Federal and State filings for 262 individuals, more than any in previous years. The Woodland Senior Center is the second largest site in Yolo County offering tax services, second to the Davis Senior Center (Davis filed twice as many Woodland this year.) Staff has met with the AARP volunteers are already planning for the 2015 filing season.

Youth Recreation

Summertime Fun Club: The Summertime Fun Club started its 9-week program on Monday June 16. There are 13 part-time seasonal staff members and 18 volunteers working the program at Ferns Park, Pioneer Park, and Woodside Park. The first session ends July 18 and has 120 kids enrolled in the program. Weekly calendars of weekly outlining games, crafts, swimming, and local trips are available online at cityofwoodland.org/STFC.

Teens Helping Seniors: The Teens Helping Seniors program has 30 program participants.

Program participants work in 3-hour blocks Monday through Thursday going to senior's homes for light housework and yard-work, and other projects needed within the town. Program staff Mari Sanchez continues outreach efforts in order to get more work requests from seniors.

Lego Engineering Class: Play-Well TEKnologies offered a Lego Engineering class for ages 6-12. The camp used Lego blocks to teach simple engineering concepts such as how motors work, pyramids, arch bridges, and a battle train. There were 28 kids enrolled in the class; another unique class will be offered by the Mad Science group will be Robotics on July 21-25.

Dates to Note

August 1: First Friday Art Walk (downtown Woodland)

August 3: First Sunday Food Truck Mania (First and Main Street, 4-6 p.m)

September 27: 3 on 3 Basketball Tournament (in collaboration with YGRIP)

October 10: Movies on Main Street

RECREATION DIVISION - BUDGET SNAPSHOT thru 6/30/14

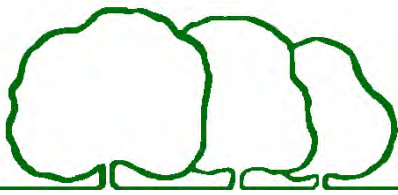
Program	Budget	Expenses & Encumbrances	Balance	% Used
General Fund				
Parks & Recreation Admin	\$239,581.26	\$253,364.93	-\$13,783.67	105.75%
Community & Senior Center	\$802,084.88	\$896,317.84	-\$99,243.52	112.37%
Brooks Swim Center - Recreation	\$134,580.35	\$150,279.07	-\$15,698.72	111.66%
General Recreation Programs	\$365,804.55	\$367,627.18	-\$1,822.63	100.50%
Enterprise Fund				
Youth Center Enterprise	\$362,180.59	\$302,566.53	\$50,298.48	86.11%
TOTAL RECREATION BUDGET	\$1,904,231.14	\$1,970,155.30	-\$65,924.2	

- The overage of expenses above is a result of personnel costs that were not accounted for in this departments' budget during the budget preparation process (approximately \$119,000 for Community and Senior Center and approximately \$26,000 for Parks and Recreation Administration). As these costs were accounted for in other city budget funds, the overall department budget is underspent.

RECREATION DIVISION - REVENUE SNAPSHOT thru 6/30/14

Account Title	FY14 Projection	FY14 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$512.50	\$3,789.00	739.32%
MSC. SALES	\$843.43	\$2,250.00	%
C BROOKS SWIM CTR REV	\$112,859.53	\$120,260.57	106.56%
SENIOR PROGRAMS REVENUE	\$5,000.00	\$9,153.40	183.07%
COMMUNITY SENIOR CENTER MISC	\$76,405.40	\$94,606.45	123.82%
COMMUNITY FITNESS CENTER	\$30,000.00	\$35,542.00	118.47%
COMMUNITY SPORTS PARK	\$150,000.00	\$189,294.56	126.20%
GENERAL RECREATION	\$75,000.00	\$67,119.64	89.49%
YOLANO RECREATION PRG INC	\$7,965.66	\$5,573.70	69.97%
ADULT REC & LEAGUE PRGMS	\$97,351.51	\$95,103.00	97.69%
RECREATION CONTRACTS	\$75,000.00	\$107,939.89	143.92%
TOTALS	\$630,938.03	\$730,632.21	115.80%

- While reports show expenses and revenue through June 30, 2014; final expense and revenue for FY14 will be available in August 2014.



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: June 23, 2014

PREPARED BY: Public Works Department

RECOMMENDED ACTION:

None; Information only.

BACKGROUND INFORMATION:

The following identifies highlights of the parks program since the last Parks Report.

Parks

- Pioneer Park

1. A new interactive piece of playground equipment has been installed near the south/west shade structure. Staff believes that this will be a very popular and heavily used play structure, which will get kids moving and staying active.

Parks staff would also like to thank the Electrical Crew for all of their assistance installing power to the equipment, thanks again for all of your hard work.

2. The restrooms have been painted and resurfaced. Additionally, the surrounding shade structures have been pressure washed and painted to their original color scheme. This has given the park a much needed facelift which has made a huge difference with the overall appearance of the site.
3. The large playground has received 100 yards of new Certified Structured Playground Surfacing (Wood/Bark). This will make the surface more kid friendly, as well as raising the surface level around all of the playground structures which will allow for a much more enjoyable experience.

- Brooks Swim Center

The building repairs at Brooks Pool have been completed. Repairs were made to the support beams and soffits which included a significant amount of dry rot work. The entire main building was painted with a new color (grey and graphite), as well as the trim of the secondary facility.

- Hiddleson Pool

Staff will be consulting with Aquatic Design Group (ADG) for a needs assessment for Hiddleson Pool. This is being done as a feasibility study for the possible reopening of the site. The scope of service will include the following;

1. Visit the project site and meet with staff to determine facility program needs and other issues to be addressed.
2. Document existing conditions, including identification of code violations and safety / maintenance concerns.
3. Identify ADA requirements for the swimming pool, pool building and parking lot path of travel.
4. Identify any operations and/or maintenance concerns.
5. Identify any potential enhancements to allow the facility to better serve the programs.
6. Prepare a written memo-style report outlining observations and making recommendations for mitigation. Provide cost estimates for the recommendations.
7. Forward draft copy of report with design options for client review and comment.
8. Upon receipt of client comments, prepare final memo-style report and provide an original copy, as well as digital copy in Adobe .pdf format.
9. Consultant shall make a total of two (2) trips to project site and / or offices of client as requested. Additional site visits will be billed under our normal hourly rates including reimbursable expenses.

- Cemetery

1. **Internments** – The Woodland Cemetery had three interments, two cremains and one full burial during the month of May.
2. **Sales** – There was \$6,233 in sales for the month of May.

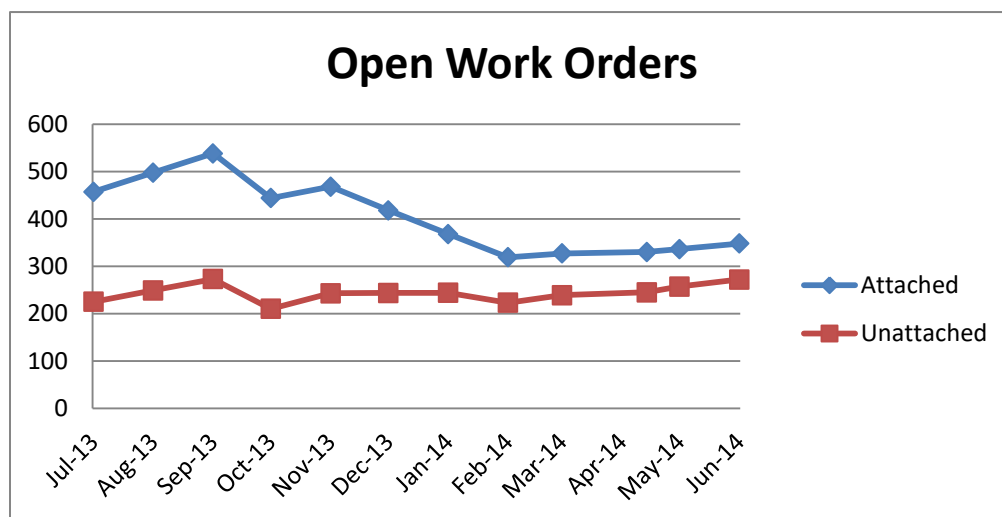
3. **Operations** – Staff employed two temporary maintenance workers at the cemetery during the month of May. Staff performed string trimming, mowing, tree planting, as well as some weed control applications.
4. **Volunteers** – Brandi Gomez, a local resident, has volunteered to perform landscape maintenance and other related tasks at the facility. She will be working approximately 8 hours a month. Brandi is not affiliated with a group or organization, she is simply just wants to give back to her community, and we appreciate her efforts.

Urban Forestry

- **Service Requests / Work Orders**

Currently there are 348 attached and 272 unattached work orders that are open and waiting to be processed. This is a total of 620 pending tasks that are currently on the books waiting to be addressed.

Below is a graph depicting the volume of work orders over the last 12 months.



Attached work orders are tasks that are service call generated, e.g. hazards, requests for pruning and removals, tree evaluations and plantings.

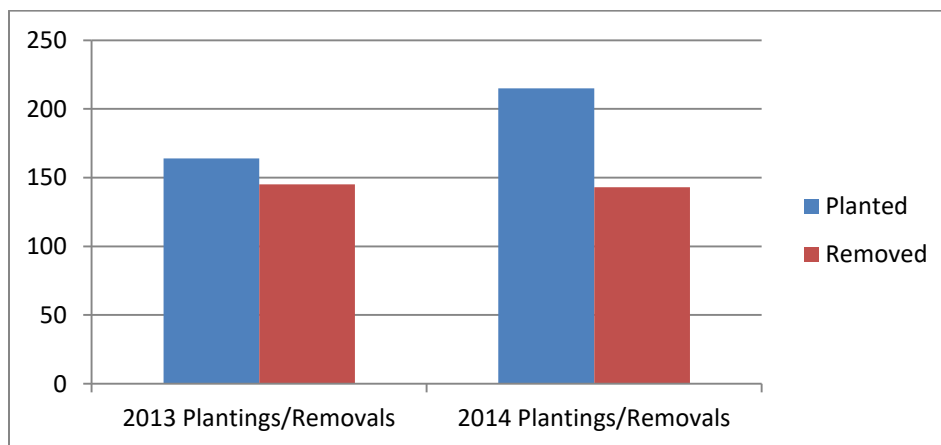
Unattached work orders are tasks that are internally created, e.g. stump and tree removals, small tree care and insecticide treatments.

- **Tree Master List**

Staff met with Commissioner's Valcarengi and Romero to discuss recommended edits to the City's Tree Master List. All were in agreement that consistency and uniformity should be prevalent in the document before being submitted. Identified inconsistencies were corrected and submitted to the City of Woodland Community Development Department (CDD) for inclusion into the 14/15 Engineering Standards and Details. Staff will provide a copy of the edits as soon as they are available.

- **Tree Removals/Plantings**

1. The UFG planted 164 trees compared to 145 removals in calendar year 2013.
2. To date for calendar year 2014, the UFG has planted 215 trees compared to 143 removals.



3. Three Beef Wood trees have been removed on CR 98 just south of Gibson Rd. The drop-off and roots from these trees has been causing extensive damage to the neighboring yards and pool systems, as well as the adjacent pathway. The stumps will be ground down and a different species of tree that is more conducive to this area will be planted.

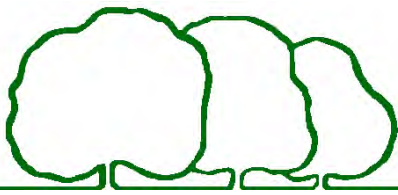
Snapshot of Parks Primary Budgets through 6/17/14

Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	Percent Remaining
Brooks Swim Center	\$262,645.46	\$244,678.59	\$17,966.87	06.84
Cemetery	\$368,011.47	\$297,309.35	\$70,702.79	19.21
Gateway LLD	\$37,586.02	\$6,767.06	\$30,818.96	82.00
General Fund Parks	\$874,802.44	\$613,598.37	\$254,952.79	29.35
Gibson Ranch LLD	\$431,733.43	\$346,278.46	\$85,454.97	19.79
Spring Lake LLD	\$353,040.15	\$258,523.33	\$94,516.82	26.77
Sports Park	\$305,671.16	\$290,496.99	\$17,220.54	05.60
Urban Forestry	\$355,568.31	\$326,539.43	\$29,028.88	08.16
Spring Lake SLIF	\$27,124.39	\$7,560.09	\$19,564.09	72.13

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared By: Westley Schroeder, Park
Supervisor and Rob Sanders,
PW Deputy Director



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: July 28, 2014

PREPARED BY: Public Works Department

RECOMMENDED ACTION:

None; Information only.

BACKGROUND INFORMATION:

The following identifies highlights of the parks program since the last Parks Report.

PARKS

- General Parks Maintenance

1. Staff recently installed several new benches and tables at Camarena, Woodside, and Crawford Parks. While the majority of these items were funded out of the parks budgets, two were supplied as memorials and one was donated by Yolo County Realtors.
2. Freeman, City, and Woodside Parks restroom floors have had a special durable epoxy applied to the surface. This will make the floors easier to clean while freshening up the whole look of the restrooms.
3. The flag pole at City Park has also been rehabbed with new hardware, flags, and lights; much the same as the one at Freeman Park.

- Pioneer Park

1. There has been a new highly interactive piece of playground equipment installed near the south west shade structure which has already become a very heavily used piece of equipment.
2. Parks staff would also like to thank the Electrical Crew for all of their assistance getting the electrical to the equipment, thanks again for all of your hard work.
3. The painting of the shade structures and bathrooms has been completed. This has given the park a much needed facelift which has made a huge difference with the overall look of the park.

4. The large playground has also received 100 yards of new Certified Structured Playground Surfacing (Wood/Bark). This will make the surfacing softer and raise the levels up around all of the playground structures and swings for a much more enjoyable experience.

- Crawford Park

1. A new main distribution panel is scheduled to be installed at the site. The current panel is in very poor condition and is the main feed to all the electrical equipment at the park. This work is being funded Measure E.
2. Council approved the Measure E funding of new playground equipment in the tot area of the park. This will be a well-received project by the neighbors who have already contacted the City expressing their gratitude.

Additionally, staff will be involving neighboring residents as part of an outreach program to get input on the final design of this of this equipment. This type of interaction has produce positive results in past projects.

POOLS

- Brooks Swim Center

1. There was a general contractor hired at the pool that repaired dry rot on the building soffits, made repairs to the support beams and painted the building with a new color, grey and graphite. The pool has now been brought up to a new set of high standards that should last for years to come.

- Hiddleston

1. Hiddleston pool is currently having a need assessment performed by Aqua Design Group (ADG) to identify the feasibility of a possible reopening of the site. This report will identify costs estimates for required repairs and upgrades, as well as recommendations on the cost benefit/analysis of a new build verses refurbishing the existing site.

CEMETERY

- Internments

1. The Woodland Cemetery had four interments, two cremains and two full burials during the month of June.

- Sales

1. The Cemetery posted \$10,985 in sales for the month of June.

- Operations

1. Staff employed three temporary maintenance workers at the cemetery during the month of June. Staff performed string trimming, mowing, tree planting, as well as some weed control applications.
2. Eagle Scout Bryan Sheffield will be completing his Eagle Scout project at the Woodland Cemetery in July; this project involves placing weather proof placards at the base of 20 cemetery trees. These placards will provide botanical name and common name of 20 separate tree species.

URBAN FORESTRY

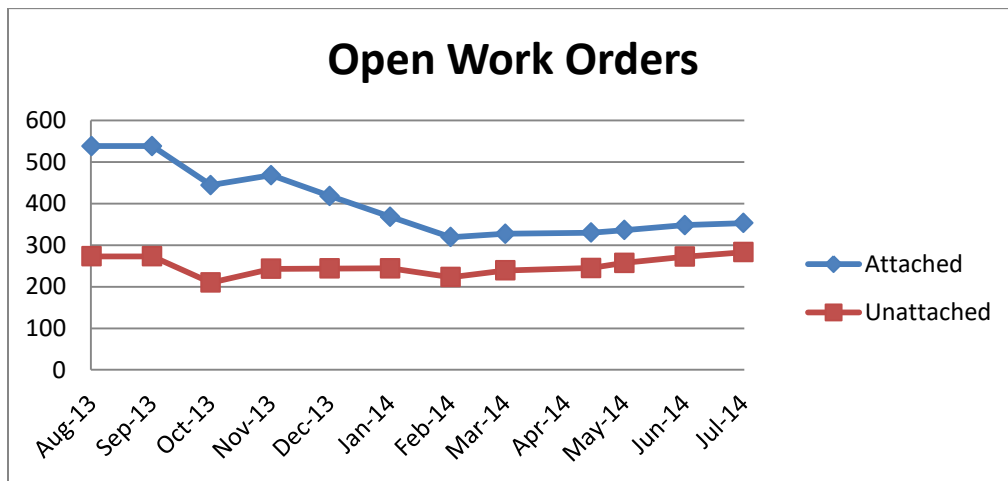
- Maintenance

1. The Urban Forestry Group (UFG) has begun its injection program for Elm Leaf Beetle and Aphids. This program should only take one to two months to complete depending on staff ability. Homeowners with Elm's, European Hackberry's, and Crape Myrtles will receive a Door hanger notifying them that their tree has been treated.
2. The UFG will begin the process of removing stumps that have accumulated over the last two years of removals. This backlog was the result of staff shortages and budget restraints.

Staff is anticipating that this project will only take one to two months to complete.

- Service Requests / Work Orders

1. Currently there are 353 attached and 283 unattached work orders that are open and waiting to be processed. This is a total of 636 pending tasks that are currently on the books waiting to be addressed.
2. Below is a graph depicting the volume of work orders over the last 12 months.

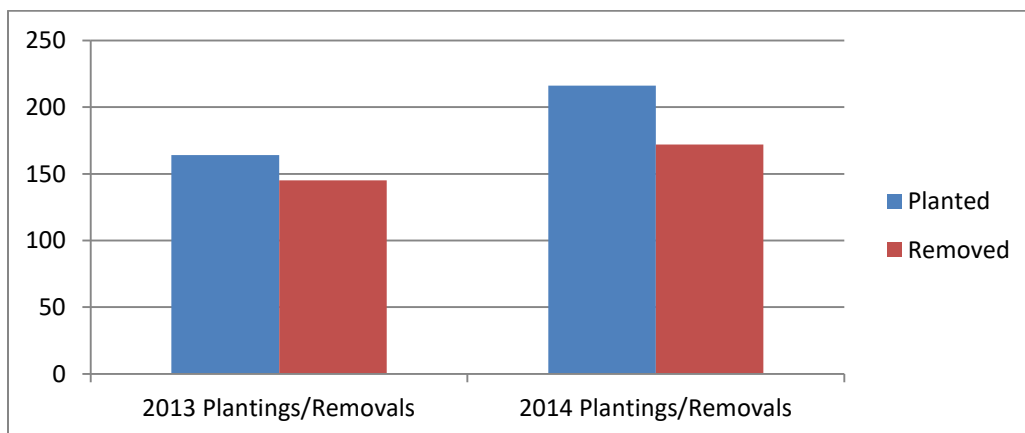


Attached work orders are tasks that are service call generated, e.g. hazards, requests for pruning and removals, tree evaluations and plantings.

Unattached work orders are tasks that are internally created, e.g. stump and tree removals, small tree care and insecticide treatments.

- Tree Removals/Plantings

1. The UFG planted 164 trees compared to 145 removals in calendar year 2013.
2. To date for calendar year 2014, the UFG has planted 216 trees compared to 172 removals.



SUBJECT: Monthly Parks Report

PAGE: 5

ITEM:

Snapshot of Parks Primary Budgets through 7/22/14

Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	Percent Remaining
Brooks Swim Center	\$271,427.00	\$2,974.94	\$267,552.06	98.57
Cemetery	\$380,952.00	\$0	\$380,952.00	100.00
Gateway LLD	\$99,961.00	\$3,417.36	\$96,543.64	96.58
General Fund Parks	\$980,741.00	\$187,307.93	\$793,433.07	80.90
Gibson Ranch LLD	\$426,043.00	\$131,494.57	\$294,548.43	69.14
Spring Lake LLD	\$860,361.00	\$126,751.82	\$733,609.18	85.27
Sports Park	\$398,544.00	\$66.69	\$398,477.31	99.98
Urban Forestry	\$364,531.00	\$134.44	\$364,396.56	99.96
Spring Lake SLIF	\$27,173.00	\$0	\$27,173.00	100.00

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared By: Westley Schroeder, Park
Supervisor and Rob Sanders,
PW Deputy Director