# City of Woodland

*300 First Street*
*Woodland, CA 95695*

## Meeting Agenda - Final

**Monday, April 25, 2016**

**6:30 PM**

**Council Chambers**

## Parks & Recreation Commission

## A. Call to Order

## B. Roll Call

## C. Pledge of Alligenance

## D. Communications-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. Communication-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

16-478 May is Bike Month

16-477 Tennis Complex Presentation

## G. Committee Reports

15-228 Committee Updates

## H. Consent Calendar

15-225 March 28, 2016 Minutes

***Attachments:*** 32816 Minutes

## I. Other Business

15-230 Review and Update Committee Assignments

***Attachments:*** Public PRC Rosters March 2016

15-232 Discuss and Recommend Tasks for 2016/2017 Workplan

***Attachments:*** FY 16 Work Plan (1-18-16)

## J. Report of the Staff

15-227 Community Services Report for April 25, 2016

***Attachments:*** Recreation Report 042516

15-229 Parks/Trees/Streets Report for April 25, 2016

***Attachments:*** April 2016 Parks Report

15-231 CSD Quarterly Report

***Attachments:*** Third Quarter Report

## K. Next Meeting

## L. 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 April 25, 2016 was posted on April 22, 2016 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 Supervisor*

**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.**

# Legislation Details (With Text)

| | | | | | |
|---|---|---|---|---|---|
| **File #:** | 16-478 | **Version:** | 1 | **Name:** | |
| **Type:** | Presentation | | | **Status:** | Agenda Ready |
| **File created:** | 4/20/2016 | | | **In control:** | Parks & Recreation Commission |
| **On agenda:** | 4/25/2016 | | | **Final action:** | |
| **Title:** | May is Bike Month | | | | |
| **Sponsors:** | | | | | |
| **Indexes:** | | | | | |
| **Code sections:** | | | | | |
| **Attachments:** | | | | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|

May is Bike Month



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# Legislation Details (With Text)

| | | | | | |
|---|---|---|---|---|---|
| File #: | 16-477 | Version: 1 | Name: | | |
| Type: | Presentation | | Status: | Agenda Ready | |
| File created: | 4/20/2016 | | In control: | Parks & Recreation Commission | |
| On agenda: | 5/23/2016 | | Final action: | | |
| Title: | Tennis Complex Presentation | | | | |
| Sponsors: | | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | | | | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|

Tennis Complex Presentation



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# Legislation Details (With Text)

| | | | |
|---|---|---|---|
| File #: | 15-228 Version: 1 | Name: | |
| Type: | P&R Committee Reports | Status: | Agenda Ready |
| File created: | 4/20/2016 | In control: | Parks & Recreation Commission |
| On agenda: | 5/23/2016 | Final action: | |
| Title: | Committee Updates | | |
| Sponsors: | | | |
| Indexes: | | | |
| Code sections: | | | |
| Attachments: | | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|

Committee Updates



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# Legislation Details (With Text)

| | | | |
|---|---|---|---|
| File #: | 15-225 Version: 1 | Name: | |
| Type: | P&R Consent Calendar | Status: | Agenda Ready |
| File created: | 4/20/2016 | In control: | Parks & Recreation Commission |
| On agenda: | 4/25/2016 | Final action: | |
| Title: | March 28, 2016 Minutes | | |
| Sponsors: | | | |
| Indexes: | | | |
| Code sections: | | | |
| Attachments: | 32816 Minutes | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|

**TO:** PARKS & RECREATION COMMISSION

**DATE:** April 25, 2016

**SUBJECT:** March 28, 2016 Minutes

Recommendation for Action:

Approve the March 28, 2016 Minutes.

Background Information:

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

Staff Contact

Cathy Haynie, Community Services Administrative Supervisor, 661-2009,

cathy.haynie@cityofwoodland.org <mailto:cathy.haynie@cityofwoodland.org>

Respectfully submitted,

Cathy Haynie, Administrative Supervisor

# Parks & Recreation Commission Minutes

## Monday, March 28, 2016

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

**Call to Order**

The Parks & Recreation Commission meeting was called to order by Chair Jesse Salinas at 6:32 p.m. on Monday, March 28, 2016 at the City Council Chambers.

**Pledge of Allegiance**
**Roll Call**

| | |
|---|---|
| Commission Members Present: | Chair Jesse Salinas |
| | Commissioner White-Snyder |
| | Vice Chair Jon-Paul Valcarenghi |
| | Commissioner Fernandez |
| | Commissioner Stephanie Miller |
| | Commissioner Leigh Ann Hartman |
| Commission Member Absent: | Commissioner Joe Romero |
| Staff Present: | CS Director Engel |
| | CS Manager Kris Bain |
| | CS Administrative Supervisor Haynie |
| | PW Park Supervisor Westley Schroeder |

**Public Comment**

Ron Brasel met with Engel and Schroeder to discuss a Community Garden at Slaven Park. Discussed a water source and where the garden would be located. Schroeder stated that the garden would be placed next to the well house. Engel responded that additional requirements need to be addressed, before the project could be considered to move forward. Example: neighborhood meetings, presentations to Parks & Recreation Commission and recommendations from P&RC to City Council. Next step is for Brasel to provide Engel with a proposed project scope and cost estimate.

**Presentation (none)**

**Communication-Commission/Staff Statements and Requests**

Schroeder informed the Commission that the shade structures for the Dog Park will be installed on April 9 and 16, 2016. New signs for Pioneer Park explain the Off-Leash ordinance and penalties have been ordered and would be installed in a few weeks. Commissioner Miller visited Dave Douglass Park and found the same issue

with dog's off-leash. Commissioner Fernandez would like Maria Contreras Tebbutt added to the agenda to discuss the May is Bike Month.

**New Business (none)**

**Committee Reports**

Commissioner Salinas introduced new Commissioner Leigh Ann Hartman. Commissioner Hartman gave the Commission a brief history on herself. Commissioner Valcarenghi reported that 100 trees were planted in the second phase of the Legacy Grove for Arbor Day. Additional trees were also planted on Sport Park Drive that will give shade to cyclists there by meeting one of the Urban Forest Committee goals.

**Work Plan**

Commissioner Salinas explained to Commissioner Hartman that the Commission creates and finalizes their annual Work Plan in June. The Commission presents their Work Plan to City Council in July/August. Commissioner Salinas asked that the other Commissioners come to the next meeting with ideas or updates for the 16/17 Work Plan and Committee Assignments. Commissioner White-Snyder and Engel will meet to discuss the quarterly budget report.

**Consent Calendar**

February 22, 2016 Minutes

**Action:**

Fernandez/White-Snyder Seconded to approve the minutes with changes that Maria Contreras Tebbutt would like to present information on May is Bike Month and not the July 4th Bike Parade.

Motion carried by the following roll call vote:

Ayes: Valcarenghi, White-Snyder, Fernandez, Salinas, Miller

Noes: none

**Staff Reports**

**Community Services Report**

Bain asked the Commission if there were any questions on the Recreation Report. Commissioner Valcarenghi asked for an update on the Springlake Park project. Engel reported that a community meeting was held on March 8th and the community picked their playground choice of the two designs. Project should start this summer and open in the new-year. Bain reviewed upcoming events, May 4th Commit2Fit kick off and a Ribbon cutting at Woodside Park. Events held at Heritage Plaza, March 31st second annual Caesar Chavez at 5:30 p.m. and on April 2nd What on Earth? 11:30 a.m.-5:30 p.m. ReXpo was a great success even with the heavy rains. Revenue was $20,168.00 compared to $14,654.00 in 2015, staff estimates approximately 500 attended ReXpo and the Senior Art Show. Commissioner Salinas appreciated the information on the Woodland Police Activities League in the monthly update. Commissioners discussed options for future scholarships. Commissioner Miller would like to see reports on scholarship participant's experiences or event where Commissioner can meet recipients.

**Action:** Received

**Parks Report**
Schroeder asked if the Commission had any questions on the Parks report. Commissioner Salinas liked the new graph, stating that it is great to see more planting of trees than removals. Schroeder responded that during the last big storm only two trees failed.

**Action:** Received

**Items for next meeting:** Committee Reports
Commission Roster
Work Plan
Adopt Minutes March 28, 2016
Community Services Report
Parks/Street/Tree Report
**Next Meeting April 25, 2016**

**Adjourn 7:28 p.m.**
**Action:** Miller/White-Snyder Seconded to adjourn the meeting.
Motion carried by the following roll call vote:
Ayes: Valcarenghi, White-Snyder, Fernandez, Salinas, Miller, Hartman
Noes: none

# Legislation Details (With Text)

| | | | | | |
|---|---|---|---|---|---|
| File #: | 15-230 | Version: | 1 | Name: | |
| Type: | P&R Other Business | | | Status: | Agenda Ready |
| File created: | 4/20/2016 | | | In control: | Parks & Recreation Commission |
| On agenda: | 5/23/2016 | | | Final action: | |
| Title: | Review and Update Committee Assignments | | | | |
| Sponsors: | | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | Public PRC Rosters March 2016 | | | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|

Review and Update Committee Assignments



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# Parks & Recreation Commission

| NAME | E-MAIL ADDRESS | Term Expiration |
|---|---|---|
| Carla White-Snyder | whiteca@sutterhealth.org | 12/31/2017 |
| Enrique Fernandez | Eaf.fernandez@gmail.com | 12/31/2017 |
| Jesse Salinas, Chair | jessesalinas333@gmail.com | 12/31/2018 |
| Leigh Ann Hartman | leighannhartman@gmail.com | 12/31/2019 |
| Stephanie Miller | sluthe2001@yahoo.com | 12/31/2018 |
| Joe Romero | joeromerojr@gmail.com | 12/31/2018 |
| Jon-Paul Valcarenghi, Vice Chair | Jon-Paul.Valcarenghi@cityofwoodland.org | 12/31/2016 |

## STANDING COMMITTEES

(Max. 3 commissioners)

**Facilities Committee**
**Romero**, Valcarenghi, White-Snyder

**Budget and Finance Committee**
**White-Snyder**, Romero, Miller

**Program & Department Evaluation**
**Miller**, Salinas, Fernandez

**Urban Forest Committee**
Fernandez, Romero, **Valcarenghi**

**Ad Hoc Committee**
Fernandez, Salinas, **White-Snyder**

**Volunteerism Committee**
**Fernandez,** Valcarenghi, Salinas

**Liaisons**
Baseball: Romero
Soccer: Salinas
Swimming: Fernandez
Softball: White-Snyder
Tennis: Miller

* Bold indicates lead Commissioner for the Committee
* ( ) Indicates Alternate

Commission typically meets the fourth Monday of each month at 6:30 p.m. at the City Council Chambers.
Online agenda and packet available at: http://www.cityofwoodland.org
For additional information please call 530.661.2000

# Legislation Details (With Text)

| | | | |
|---|---|---|---|
| File #: | 15-232 Version: 1 | Name: | |
| Type: | P&R Other Business | Status: | Agenda Ready |
| File created: | 4/20/2016 | In control: | Parks & Recreation Commission |
| On agenda: | 9/26/2016 | Final action: | |
| Title: | Discuss and Approve Tasks for 2016/2017 Workplan | | |
| Sponsors: | | | |
| Indexes: | | | |
| Code sections: | | | |
| Attachments: | | | |

| Date | Ver. | Action By | Action | Result |
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Discuss and Approve Tasks for 2016/2017 Workplan



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This record is currently unavailable.

# Legislation Details (With Text)

| | | | |
|---|---|---|---|
| File #: | 15-227 Version: 1 | Name: | |
| Type: | P&R Report of the Staff | Status: | Agenda Ready |
| File created: | 4/20/2016 | In control: | Parks & Recreation Commission |
| On agenda: | 4/25/2016 | Final action: | |
| Title: | Community Services Report for April 25, 2016 | | |
| Sponsors: | | | |
| Indexes: | | | |
| Code sections: | | | |
| Attachments: | Recreation Report 042516 | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|

TO: Parks & Recreation Commission

DATE: April 25, 2016

SUBJECT: Community Services Report for April 25, 2016

Recommendation for Action:

None. Information only.

Background Information:

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

Staff Contact

Kris Bain, Community Services Program Manager, 661-2002, krista.bain@cityofwoodland.org

Prepared by: Kris Bain

Community Services Program Manager



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City of Woodland

# Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Community Services Report DATE: April 25, 2016

PREPARED BY: Community Services Department

**RECOMMENDED ACTION:** None. Information only.

**BACKGROUND INFORMATION:** The following provides highlights of the Community Services Department since the last meeting.

## Commit2Fit May 31 Day Challenge

The City of Woodland, along with several community partners, is launching its 2016 "May Commit2Fit (C2Fit)" 31-Day Fitness Challenge beginning May 1. C2Fit is a citywide fitness initiative aimed to increase physical activity and promote a healthy lifestyle. Anyone who lives, plays, or works in Woodland is welcome to participate. Participants can take advantage of free group exercise classes offered by C2Fit community partners. Community partners include: Cross Court Athletic Club, In-Shape Fitness, Kaia F.I.T., Kuk Sool Won, The Max Challenge, NorCal Indoor Sports, Oasis Club and Spa, Velocity Island, and the YMCA Fitness Center. Other key partners include Dignity Health, Yolo County, and Woodland Joint Unified School District. In addition to offering free group exercise classes, In-Shape Fitness and the YMCA Fitness Center are allowing any registered C2Fit participant a 31-day unlimited pass to use their facilities and participate in all of their classes. The Commit2Fit Kick-off event will be held at the Woodland Community & Senior Center (2001 East Street) on Thursday April 28 from 5:30-7:30 pm. People will have an opportunity to talk with the program sponsors, eat healthy food, and register for the 31-Day Fitness Challenge.

## Adult Sports

The spring adult sports season is underway for basketball, softball and volleyball with weeknight game play. Feedback from players, managers, and staff has been positive is that they are generally happy with the season. Registration for the summer leagues includes softball and kickball is being accepted; marketing efforts to promote softball and the new kickball leagues have also begun.

## Aquatics

**Lifeguard Training:** Lifeguard Training was offered during the WJUSD Spring Break to a full class of 19 participants. When a participant completes the course and is a certified lifeguard, they can apply for a seasonal position with the Community Services Department to work at the pool. This year, scholarship opportunities were provided for the Lifeguard Training class to individuals who met a low income requirement. Recipients of the scholarship paid a reduced class fee of $30, $100 off the regular class fee. Nine individuals applied for and received the scholarship (and all passed the course). Of these nine scholarship recipients, seven have been offered seasonal part time positions as lifeguards with the City.

**Swim Lessons:** Spring swim lessons (made possible with funding from Measure J) started on April 11 and will run for three consecutive two-week sessions. The first three levels of lessons consisting of goldfish, seahorse, and swordfish are offered at 7 and 7:35 pm. To date, the first two sessions are full and accepting children on a waiting list and the third session has limited availability. Summer swim lessons begin on June 20.

**Woodland Wreckers:** The Woodland Wreckers recreational swim team started the 2016 season practices on April 4. The team has reached maximum capacity in all age groups, except in the 15-18 age groups. Clinics were held on Sundays during March for swimmers to improve swimming fundamental skills and to provide the kids with a jump start to their season.

## Community Center & Sports Park

**Facility Reservations:** Rooms at the Community & Senior Center were reserved during April by: Davis East Consulting, Woodland School Foundation Fundraiser Dinner, Fix-a-Leak Workshop, a Police Department awards ceremony, baptism, human resources job interviews, several memorial services, weddings & wedding receptions, birthday parties, Syar Concrete Training, Luna Vista Rotary meetings, Woodland Soccer Club, YGRIP meeting, Yolo County Child Development Conference, and several City department sponsored meetings.

**Sports Park Tournaments:** For the month of April, the Sports Park was used for five out of five weekend dates available. Tournaments included youth/teen baseball organizations, YCAL soccer and Woodland Soccer Club tournament. Total revenue captured for tournament reservations during this time was $14,990.

**Facility Maintenance:** Facility maintenance staff have been working on several projects around the Community & Senior Center. Ballasts throughout the building are being replaced for better lighting, and the floor tiles in the lobby and hallways are being repaired.

**Teen Programs (Measure J)**

**April Pools Day:** April Pool's Day was enjoyed by about 125 middle and high School students. Ten different high school clubs from Woodland and Pioneer high schools came to the event to fundraise and entertain participants with carnival games. The ninja obstacle course and kayak tug-of-war were popular; the participants enjoyed an event that offered fun active games and a safe place to be social with friends. Mayor Tom Stallard came out and participated in the kayak tug-of-war.

**Rec2Go:** Rec2Go has been busy "Bringing the Fun" to Woodlanders during the month of April. Rec2Go started the month at the "What on Earth" Celebration and Food Truck Mania. Rec2Go was also showcased at the Yolo County Health Fair, presented at a career fair at Tafoya Elementary School, entertained children at the Woodland Sports Park during a co-ed softball night, and offered activities during Spring Break at Ferns Park, Woodside Park, Crawford Park, Pioneer Park, and Jack Slaven Park.

**Outdoor Adventure trip to Yosemite**: Staff has scheduled two separate events for the parents and participants going on the Outdoor Adventure trip to Yosemite. To prepare their children for the five days and four nights away from home, parents are asked to attend the Parent Information Night on July 21 from 6-7 pm. This pre-trip meeting will provide a packing list (with what to and not to bring on the trip), camper expectations for the trip, and emergency contact information. This is also an opportunity to collect any missing paperwork from parents prior to the trip's departure on August 1. On August 11, campers and parents are invited to "Share S'more Stories From Yosemite" from 7-8 pm. Campers from the trip will be encouraged to swap campfire stories and share their experiences with parents and friends while toasting marshmallows over a fire. An opportunity will be provided for parents to see a slide show presentation of the photos compiled from the trip and those who provided donations will be invited to attend.

**Youth Programming**

**Mad Science Spring Break:** Mad Science wrapped-up two successful 4-hour week-long educational learning camps for youth ages 6-12. "Radical Robots" had six registrants and "Crazy Chemworks" had five registrants. The revenue for the two camps exceeded $1,600. Registrants (and parents of participants) said they had a positive experience and enjoyed the camp. Mad Science has three upcoming sessions this summer in June and July.

**Tennis Scholarship Classes:** The City of Woodland and Woodland Tennis Club was awarded a grant from the Sacramento Junior Tennis Fund with the purpose of exposing new youth participants to the sport of tennis. Scholarships were granted on a first come, first served basis to qualified applicants. A few Saturday classes were rained out during the first session staff, staff was able to the missed classes with make-up sessions. 32 kids were enrolled in the first and second sessions, and to date there are 16 kids enrolled in the third session which starts on April 30. All tennis lessons are taught by lead tennis instructor, Michael Kwong at City Park. In addition, as part of the grant junior league regulation tennis lines were painted on two courts at City Park.

## Miscellaneous

**Cesar Chavez Day Celebration**: On March 31, over 200 community members gathered in Heritage Plaza to celebrate the life and contributions of Cesar Chavez. City Council Member Angel Barajas was the Master of Ceremonies for the event and community members Sam Blanco and Maria Orozco took turns reading lines of "Prayer of the Farmworkers' Struggle" in English and Spanish. Dr. Cirenio Rodriguez provided a brief presentation on Chavez' historical significance and the keynote speaker, Honorable Sonia Cortés, described the importance of fighting for equality and the benefits equality presents to our community. There were also presentations from students from Cesar Chavez Community School, dances from Ballet Folklorico and Julissa Perez concluded the event with by singing several songs.

**Peace of Art Event:** The Community Services Department partnered with the Woodland Public Library and the Yolo Conflict Resolution Center to present an event on April 1 that taught teens positive conflict resolution strategies and how to end conflict. The teens made artwork that represented what they learned from the workshop and their creations were displayed at a Community Art Show on April 22 at the Woodland Community & Senior Center. People of all ages were invited to learn from the teen artists about the importance of working together and resolving conflict in a positive and productive way.

## Upcoming Dates

**April 28:** Commit2Fit 31-Day Fitness Challenge Kick Off, 5-7 pm, Community & Senior Center
**April 29:** Dìa de los Niños, 3-6 pm, Ferns Park
**April 30**: Touch A Truck, 11 am-3 pm, Woodland Public Library
**May 1-31**: Commit2Fit 31-Day Fitness Challenge
**May 4**: Woodside Park Walkway Ribbon Cutting and Commit2Fit walk, 5 pm, Woodside Park

| COMMUNITY SERVICES SNAPSHOT THRU 3/31/16 | | | | |
|---|---|---|---|---|
| **Program** | **Budget** | **Expenses & Encumbrances** | **Balance** | **% Remaining** |
| General Fund | | | | |
| Community Services Administration | $458,489.00 | $300,014.70 | $158,474.30 | 34.56% |
| Community & Senior Center | $895,070.57 | $628,844.92 | $266,225.65 | 29.74% |
| Brook Swim Center-Recreation | $170,928.00 | $116,855.84 | $54,072.16 | 31.63% |
| General Recreation Programs | $384,477.00 | $287,411.98 | $97,065.02 | 25.25% |
| **Enterprise Fund** | | | | |
| Youth Enterprise | $376,813.00 | $189,948.52 | $186,864.48 | 49.59% |
| **Measure J** | | | | |
| General Recreation Programs | $567,341.00 | $96,678.23 | $470,662.77 | 82.96% |
| Middle School Programs | $325,231.10 | $196,385.63 | $128,845.47 | 39.62% |
| Aquatics | $182,333.00 | $96,160.73 | $86,172.27 | 47.26% |
| Recreation Van | $76,620.00 | $47,165.19 | $29,454.81 | 38.44% |
| Summer Camp | $167,314.00 | $67,018.35 | $100,295.65 | 59.94% |
| Youth Advisory Committee and Academy | $5,000.00 | $10.97 | $4,989.03 | 99.78% |
| **TOTAL RECREATION BUDGET** | $3,604,616.67 | $2,026,484.09 | $1,578,132.58 | 43.78% |

| COMMUNITY SERVICES - REVENUE SNAPSHOT thru 3/31/16 | | | |
|---|---|---|---|
| **Account Title** | **FY15 Projection** | **FY15 Revenue to Date** | **% of Projection** |
| RED CROSS COURSE FEE | $500.00 | $880.00 | 176.00% |
| MSC. SALES | $2,000.00 | $1,355.70 | 67.79% |
| C BROOKS SWIM CTR REV | $140,000.00 | $91,480.64 | 65.34% |
| SENIOR PROGRAMS REVENUE | $10,000.00 | $4,732.00 | 47.32% |
| COMMUNITY SENIOR CENTER MISC | $80,000.00 | $75,118.32 | 93.90% |
| COMMUNITY FITNESS CENTER | $34,992.00 | $27,235.20 | 77.83% |
| COMMUNITY SPORTS PARK | $180,000.00 | $184,246.75 | 102.36% |
| MEASURE J | $15,000.00 | $12,049.10 | 80.33% |
| GENERAL RECREATION | $80,000.00 | $52,246.45 | 65.31% |
| YOLANO RECREATION PRG INC | $5,000.00 | $3,654.10 | 73.08% |
| ADULT REC & LEAGUE PRGMS | $90,000.00 | $56,652.50 | 62.95% |
| RECREATION CONTRACTS | $183,000.00 | $95,685.47 | 52.29% |
| **TOTALS** | **$820,492.00** | **$605,336.23** | **74%** |

# Legislation Details (With Text)

| | | | |
|---|---|---|---|
| File #: | 15-229 Version: 1 | Name: | |
| Type: | P&R Report of the Staff | Status: | Agenda Ready |
| File created: | 4/20/2016 | In control: | Parks & Recreation Commission |
| On agenda: | 4/25/2016 | Final action: | |
| Title: | Parks/Trees/Streets Report for April 25, 2016 | | |
| Sponsors: | | | |
| Indexes: | | | |
| Code sections: | | | |
| Attachments: | April 2016 Parks Report | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|

TO: PARKS & RECREATION COMMISSION

DATE: April 25, 2016

SUBJECT: Parks/Trees/Streets Report for April 25, 2016

Recommendation for Action:

None. Information only.

Background Information:

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

Staff Contact

Rob Sanders, PW Deputy Director, 661-5959, rob.sanders@cityofwoodland.org

Respectfully submitted,

Gregor G Meyer

Public Works Director

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



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City of Woodland

# Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report DATE: April 25, 2016

PREPARED BY: Public Works Department

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**RECOMMENDED ACTION:** None; Information only.

**BACKGROUND INFORMATION:** The following identifies highlights of the parks program since the last Parks Report.

## PARKS

- Dog Park

1. Staff collaborated with an Eagle Scout, DJ Lee on the installation of two new shade structures in both the large and small dog areas of the Dog Park. This was a project that took three weeks of preparation ordering of the necessary materials, coordinating staff, volunteers and fighting the weather.

   This project was spread out over two Saturdays, beginning on April 9th with the installation of the cement pillars and support brackets. The construction of the two shade structures was mostly finished on Saturday April 16th; the small dog side structure still needs the final roof slats installed, which will be done on the week of 4/25. This was a long and very satisfying project, with staff spending most of their Saturday working with approximately 20 volunteers who were recruited and organized by DJ. Due to the efforts of all involved, this was a very successful project.

- Reclaimed Water Project

    1. Pioneer and Klenhard Parks will soon be receiving reclaimed water as part of the City's reclaimed water project. The City will be installing a reclaimed water distribution line that will feed some of the manufacturing industries in town. The end result will be a substantially reduced irrigation cost for both of these parks. The parks will both have purple water box lids, sprinkler caps, and signs installed to indicate that the irrigation water is reclaimed and is no longer potable.

- Day of Service

    1. Staff is working with the Church of Latter Day Saints that which has planned to volunteer their time at several parks throughout the City. This "Day of Service" is scheduled to happen on April 30th at Ferns Park, Southland Park, Schneider Park, and the Cemetery. Volunteers, with the assistance of city staff will be staining the playground at Ferns Park, spreading wood chips for the play structures at Southland and Schneider Parks, and painting the wrought iron fence at the Cemetery. For more details and to sign up just visit http://www.justserve.org.

**CEMETERY**

- Internments

    1. The Woodland Cemetery had five interments, one full burial, and four cremains internments during the month of March.

- Sales

    1. The Cemetery posted $8,018 in sales for the month of March.

- Operations

    1. Staff employed three temporary maintenance staff at the cemetery during the month of March. They performed mowing, trimming and weed spraying.

    2. A new Columbarium was installed in Mausoleum with room for 21 cremains interments.

**URBAN FORESTRY**

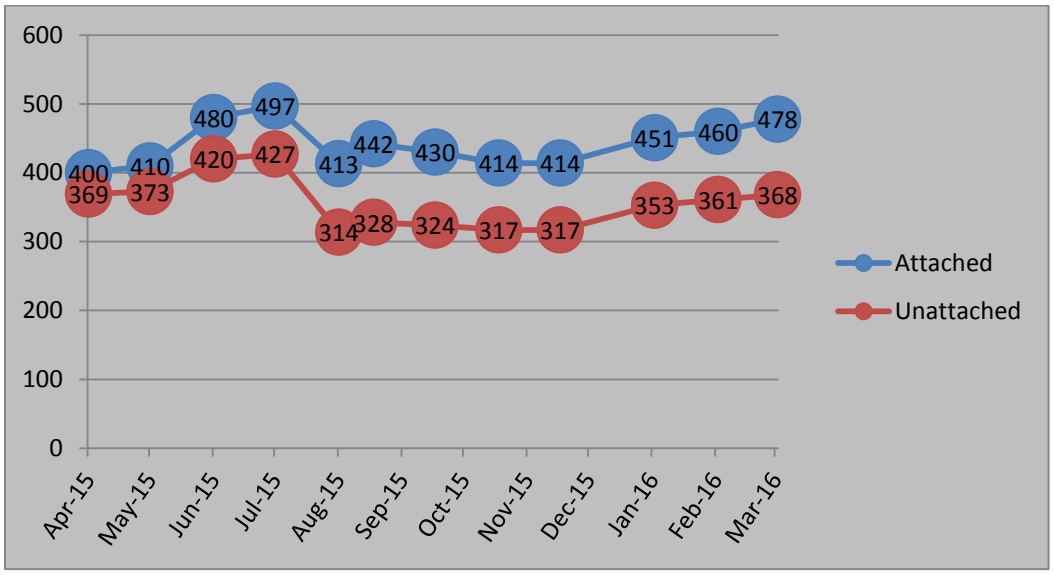
- Service Requests / Work Orders

    1. Currently there are 478 attached and 368 unattached work orders that are open and waiting to be processed. This is a total of 821 pending tasks that are currently on the books waiting to be addressed.

    2. The above Work Order (WO) numbers reflect separate child WO that are made to track all the different tasks associated with the full range of work associated with a removal of a tree to the planting and implementation of the data into our maintenance management program.

For example, removing a tree there are several processes that need to be followed, so that all the necessary information is logged. Once the tree is removed, staff will then make a stump grinding work order; once that is completed, we will then create a child WO for tree planting. Once this work is completed, staff will generate one last child WO for final data entry. All of this information is kept for the life of the tree and is always available for future tracking. This procedure can take up to two years to be finished with the staffing levels that the City currently has in place.

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

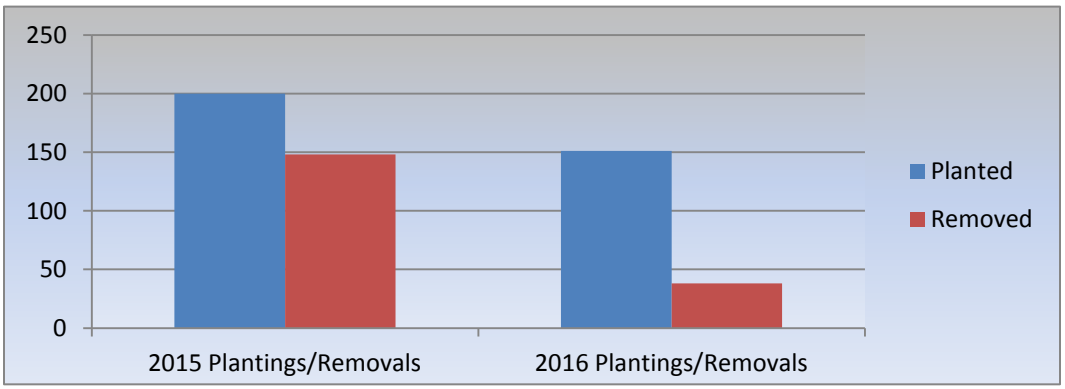



1. Attached work orders are tasks that are service call generated, e.g. hazards, requests for pruning and removals, tree evaluations and plantings.

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

1. The UFG planted 200 trees compared to 148 removals in calendar year 2015.

2. To date for calendar year 2016, the UFG has planted 151 trees compared to 38 removals.



**BUDGETS**

| Snapshot of Parks Primary Budgets through 3/31/16 | | | | |
|---|---|---|---|---|
| Fund Source | Beginning Balance | Expenditures & Encumbrances | Remaining Balance | Percent Remaining |
| Brooks Swim Center | $334,243.00 | $238,350.31 | $95,892.69 | 28.69 |
| Cemetery | $409,129.00 | $266,769.92 | $142,359.08 | 34.80 |
| Gateway LLD | $113,174.00 | $62,656.49 | $50,517.51 | 44.64 |
| General Fund Parks | $1,153,858.31 | $794,179.42 | $359,678.89 | 31.17 |
| Gibson Ranch LLD | $594,565.00 | $503,971.00 | $90,937.15 | 15.29 |
| Spring Lake LLD | $993,859.46 | $682,670.20 | $311,189.26 | 31.31 |
| Sports Park | $383,875.00 | $284,492.78 | $125,044.84 | 30.53 |
| Urban Forestry | $379,163.00 | $306,725.85 | $73,853.15 | 19.41 |
| Spring Lake SLIF | $27,312.00 | $3638.93 | $23,673.07 | 86.68 |

Respectfully submitted,

Robert G Sanders
Public Works Deputy Director

Prepared By: Westley Schroeder, Park Supervisor

# Legislation Details (With Text)

| | | | |
|---|---|---|---|
| File #: | 15-231 Version: 1 | Name: | |
| Type: | P&R Report of the Staff | Status: | Agenda Ready |
| File created: | 4/20/2016 | In control: | Parks & Recreation Commission |
| On agenda: | 4/25/2016 | Final action: | |
| Title: | CSD Quarterly Report | | |
| Sponsors: | | | |
| Indexes: | | | |
| Code sections: | | | |
| Attachments: | Third Quarter Report | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|

CSD Quarterly Report



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## Community Services Department Quarterly Report: January-March 2016

The following provides a summary of the Community Service Department's programs, activities, and events for January through March 2016. This report refers to participant hours; the methodology for calculating participant hours is described at the end of the document.

### Quarterly Highlights

- The Recreation Guide was released and directly mailed to over 3,500 households in Woodland with children up to 16 years old. Recreation Guides were also available at outreach events and at city facilities. The publication advertised upcoming activities and events from February through September.
- During the 4th annual ReXpo over $20,000 in revenue was received and over 500 attended the event.
- Approximately 6,090 people attended events at the Community & Senior Center during facility rentals.
- Over 420 soccer and baseball teams participated in tournaments at the Woodland Sports Park.
- Over 1,450 people participated in events such as ReXpo, the Bridal Show & Event Faire, the Martin Luther King Celebration, Middle School Skate Night, and Valentine's Day Cookie Decorating.
- Approximately 13,000 participant hours were recorded for aquatics; and youth, teen and adult recreation classes.
- Approximately 11,164 participant hours were recorded for senior programs and senior events.
- A new support group for parents and care givers of newborns was started through a partnership with Dignity Healthcare and Sweet Potato Pie. The program's success has over 20 babies and care givers regularly attending weekly meetings.

### Monthly Financials and Enrollment Data

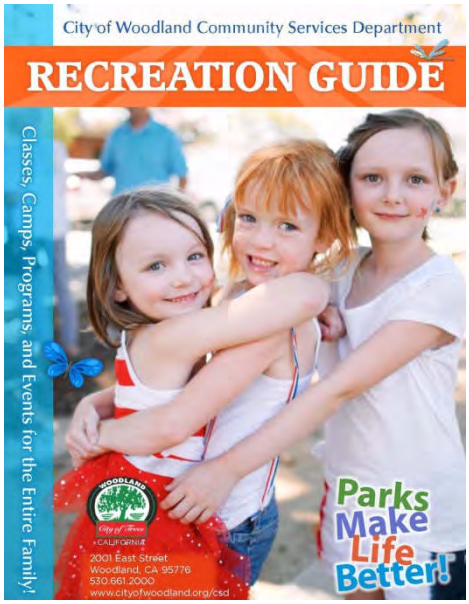
The following table identifies the monthly expenses, financial transactions, and enrollment data (i.e. participant data) for the Department. Refunds are provided primarily for deposits that are returned after a facility rental. It should be noted that the majority of the Departments revenue is collected from February through June.

| Month | Expenditures | Revenue | Refunds | Net Income | Enrollments | Refunds | Reservations |
|---|---|---|---|---|---|---|---|
| January | $441.322.96 | $55,776.78 | $2,688 | $53,088.78 | 341 | 14 | 102 |
| February | $184,668.29 | $147,227.20 | $0 | $147,227.20 | 951 | 2 | 107 |
| March | $244,299.33 | $103,897.20 | $9,785 | $94,112.20 | 1,104 | 16 | 159 |
| **Total** | **$870,290.58** | **$306,901.18** | **$12,473** | **$294,428.18** | **2,396** | **32** | **368** |

## Program Marketing

During this reporting period, the Department used the following marketing efforts to promote the recreation program offerings as well as community events and senior programs.

- Recreation Guide: The Recreation Guide publication was released in mid-February and was mailed to 3,563 households in Woodland with children 0-16 years. Copies of the Recreation Guide are available on the City's webpage, at City facilities, and outreach events.
- School Flyers: One school flyer (Spring 2016) was distributed to WJUSD students to promote spring activities, events, and upcoming summer programs (spring swim lessons, Cesar Chavez Celebration, April Pool's Day, Outdoor Adventure trip to Yosemite, and scholarships). The flyers are distributed in English and Spanish.
- Rec 'Zine: The Department publishes an online newsletter "Rec 'Zine" which provides highlights of upcoming departmental programs and events each month. There are 570 subscribers who receive the emailed newsletter.
- Social Media: The Department utilizes Facebook and Instagram to advertise upcoming events and recreation programs.
- Special Events: Staff attended the monthly Food Truck Mania events in February and March to promote new and existing programs. The Rec2Go Van also attended several of the Library's Commit2Fit walks at the Dave Douglass Park
- Program Outreach: Staff attended several school PTA and ELAC meetings to bring further community awareness to department programs, activities and the availability of scholarships. In addition staff was featured speakers at service club and community meetings (Sunrise Rotary, Luna Vista Rotary, Kiwanis, Reveille Lions, and CASA).
- Direct Marketing: To increase program participation, staff directly marketed events and activities onsite to students of Lee and Douglass Middle Schools.




**Recreation Guide**

**Spring School Flyer**

## Facilities

### Community & Senior Center Facility Reservations

The Community & Senior Center facility rental program is designed to provide a location for community events and generate revenue for the City of Woodland. In 2011, the City Council adopted a policy to allow for some fees to be waived or reduced by 40% for non-profit organizations once every 12 month period if certain requirements are met. The "Facility Rentals with Fees Waived", in the table below, identifies the use of the facility where fees were not charged and the dollar amount that could have been collected (had a fee waiver not been granted). Rentals with all of the fees waived are generally city events/meetings or city sponsored events.

| | **General Facility Rentals** *Includes rentals receiving discounts* | **Facility Rentals** *with Fees Waived* |
|---|---|---|
| Number of Rentals | 58 | 17 |
| Approximate Participants | 4,750 | 1,340 |
| **Total Fees** | **$24,143** | **$29,463 (waived)** |

#### *Tournaments*

Tournament rentals are available for the Sports Park Complex. The annual tournament date allocation meeting was held in September 2015 to allocate 2016 tournament dates. All of the available for weekend dates for this quarter's tournaments were reserved. During the third quarter, the Sports Park was reserved for youth baseball and soccer tournaments. (Of the 12 tournament rentals, 4 were for local tournament directors and 8 were for out-of-town directors.)

| **Tournament Rentals of Sports Park** | |
|---|---|
| Number of Rentals | 12 |
| Number of Teams | 420 |
| **Total Fees Collected** | **$35,090** |

### Facility Maintenance Projects

There were several projects during the third quarter Facility maintenance staff worked on at the Community & Senior Center. Staff installed a new backflow prevention valve, water-reducing valve, and water meter in the mechanical room. The water that was leaking in the geothermal loop field has been repaired and the water used in the loop has been treated for better efficiency and to reduce corrosion. Ballasts in the banquet rooms were replaced to provide better lighting. The batteries for the fire alarm communication system were replaced. The upper walls in the lobby and gym were prepped and painted and new lettering was installed and reads, "Kevin & Lorie Haarberg Gymnasium". The front door entrance and Thrift Store door have been adjusted and fixed. The track lighting system in the Youth Center was fixed and staff is in the process of fitting a fixture with more efficient lighting for this room. The kitchen faucets

were replaced. Blinds were installed on the glass doors of the consultation rooms in the Senior Center for privacy. Staff has been working with the Yolo County Archives to place plaques under the 24 pictures in the facility, and maintenance staff has installed all but six plaques.

## Events

| Event | Event Date | Total Participants | Participant Hours | Fees Collected |
|---|---|---|---|---|
| Martin Luther King Celebration | Jan. 18 | 100 | 100 | Free Program |
| Skate Night* | Jan. 22 | 175 | 350 | Free Program |
| Cookie Decorating* | Feb. 11 | 75 | 150 | Free Program |
| Bridal Show & Event Faire** | Feb. 20 | 400 | 1,200 | Free program $980** |
| ReXpo | Mar. 4 | 500 | 1,500 | Free program |
| Cesar Chavez Celebration | Mar. 31 | 200 | 200 | Free program |
| **Total Participants** | | **1,450** | **3,500** | **$980** |

**Event made possible by Measure J*

***The Bridal Show & Event Faire and had a maximum of 50 vendors who attended with over 400 who came to the show. Revenue is from vendor registration only.*

**Martin Luther King Celebration**
**January 18**

## Aquatics

All aquatic programs are held at the Charles Brooks Community Swim Center. Aquatics programming is available for children as young as six months old through seniors and includes swimming lessons, lifeguard training, recreation swimming, recreation swim teams, lap swim and water aerobics. During the winter, the primary programming at the pool is lap swim, water aerobics, and the use of the pool by the Woodland Swim Team.

| Aquatics Program | Total Participants | Participant Hours | Fees Collected |
|---|---|---|---|
| Lap Swim & Water Aerobics | 672 | 672 | $4,135 |
| Woodland Swim Team | n/a | n/a | $11,730 |
| Woodland & Pioneer High School Swim Teams | | | No Fees collected WJUSD Joint Use Agreement |
| **Total** | **672** | **672** | **$15,865** |

## Woodland Swim Team

Woodland Swim Team is a year round USA Club Team that has rented the Charles Brooks Community Swim Center for practices and meets since 1952. The Woodland Swim Team held regular practices and one swim meet during the last quarter.

Fees Collected: $11,630

## Woodland & Pioneer High School Swim Teams

The Charles Brooks Community Swim Center is available for Woodland and Pioneer High School's swim teams use for the season. The two high school teams utilize the pool for practices and meets after school from February through May Monday through Friday. The use is permitted with the Woodland Joint Unified School District's Joint Use Agreement.

## Youth & Teen Recreation

A variety of youth and teen recreation programs are offered by the Department year-round; however, the majority of the programs are offered during the summer. In addition to the programs listed below, please refer to the Contract Classes section for other program offerings that are available for youth and teens.

| Youth Recreation Program | Total Participants | Participant Hours | Fees Collected |
|---|---|---|---|
| After School Teen Pack (Measure J) | 1,258 | 3,539 | Free Program |
| Baby & Me | 113 | 113 | Free Program |
| Boxing Club | 59 | 708 | $843 |
| Night Hoops | 869 | 1,303 | Free Program |
| Rec2Go (Measure J) | 564 | 924 | Free Program |
| Toddler Time | 45 | 184 | $900 |
| Youth Basketball League | 140 | 2,830 | $13,495 |
| **Total** | **3,048** | **9,601** | **$15,238** |

**Teen Pack After School Program**

**Toddler Time**

**Baby & Me**

## Contract Classes

The City contracts with outside (special interest) instructors to teach a variety of recreation and leisure classes for participants of all ages. With the exception of tennis, the City retains 30% of the fees collected for each class (in addition to non-resident fees). The City retains 10% of the fees collected for the tennis program.

| Contract Class | Total Participants | Participant Hours | Fees Collected | Total Expenses | Net Revenue |
|---|---|---|---|---|---|
| Cello Tennis Academy | 128 | 928 | $10,164 | $9,147.60 | $1,016.40 |
| Country Line Dance Party | 52 | 208 | $360 | $252 | $108 |
| Country Line Dance Beginners | 61 | 366 | $384 | $268.80 | $115.20 |
| Dance w/ Mallory | 7 | 35 | $234 | $147 | $87 |
| Dynamic Dancing* | | | $3,581 | $2,506 | $1,075 |
| Gift of Family | 4 | 28 | $340 | $238 | $102 |
| Karate | 31 | 620 | $775 | $542.50 | $232.50 |
| Pilates | 7 | 52 | $252 | $166.50 | $85.40 |
| Stepping Out | 24 | 192 | $970 | $679 | $291 |
| Yoga | 8 | 32 | $149 | $105 | $41 |
| **Total** | **322** | **2,461** | **$17,209** | **$14,052.40** | **$3,153.50** |

* Numbers have not been received for quarter

*Through a grant awarded from the Sacramento Junior Tennis Fund with the purpose of exposing new youth participants to the sport of tennis, the City of Woodland Community Services Department and the Woodland Tennis Club were able to offer free tennis lessons to 32 participants.*

## Adult Sports

Adult sports offered through the City include drop-in sports as well as organized softball, basketball, and volleyball leagues. Drop-in basketball (open gym) numbers are not reported, however, participation for the other programs is listed below.

| Sport | Total Participants | Participant Hours | Fees Collected |
|---|---|---|---|
| Badminton (open gym) | 549 | 1,098 | Free Program |
| Basketball (league) | 200 | 920 | $2,940 |
| Softball (league) | 675 | 2,220 | $18,530 |
| Pickleball (open gym) | 142 | 284 | Free Program |
| Volleyball (league) | 100 | 200 | $2,400 |
| Volleyball (open gym) | 313 | 939 | $820 |
| **Total** | **1,979** | **5,661** | **$24,690** |

## Seniors

Programs at the Woodland Senior Center include art classes; exercise classes; games; leisure programs and activities; education resources; support groups, and special events resulting in a total of 10,892.5 participant hours during the third quarter.

## Programs

| Programs | Total Participants | Participant Hours | Fees Collected |
|---|---|---|---|
| Art Classes | 404 | 683.5 | $284 |
| Exercise Classes | 2,121 | 1,614 | $858 |
| Games | 1,542 | 3,353 | Free Program |
| General Programs | 2,424 | 3,652 | $1,672 |
| Education/Resources | 308 | 497 | Free Program |
| Support Groups | 244 | 465 | Free Program |
| Special Programs | 109 | 628 | Free Program |
| **Total** | **7,152** | **10,892.5** | **$2,814** |

## Events

| Events | Date | Total Participants | Participant Hours |
|---|---|---|---|
| Senior Art Show | Mar. 4 | 200 | 200 |
| Hand & Foot Card Party | Mar. 12 | 72 | 288 |
| **Total** | | **272** | **488** |

**Senior Center Hand & Foot Card Party**

## Grants and Housing

In addition to implementing recreation and senior programs, the Community Services Department also implements the Community Development Block Grant Entitlement program, grants for non-profit organizations, and affordable housing programs. The highlights of these programs for the third quarter are provided below.

### Community Development Block Grant (CDBG) Program

The City issued a notice of funding availability to non-profit organizations and other entities in early February for the FY 2016/17 CDBG program year and received 18 applications for funding. A 3-person CDBG Review Panel met in March to review project applications, recommend projects for funding, and recommend funding levels. For the FY 2016/17, the City will receive $440,618 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for its CDBG program. In addition, $30,000 in prior year funds is available to re-program for infrastructure projects.

A number of infrastructure projects funded during the current year (FY 2015/16) or previous years are making progress. Construction began in February for the Friends of the Missions' rehabilitation of a 7-unit affordable housing complex. The City of Woodland's ADA Accessibility Program (FY 2015/16 and 2014/15 funding) was bid out in March and construction will take place this summer.

### Continuum of Care Grants (CoC) Competition

In March the received notification that its six Tier 1 grant applications for the Fiscal Year 2015 Continuum of Care Program Competition have been awarded funds by the U.S. Department of Housing and Urban Development (HUD). The City and Fourth & Hope partnered to submit six Tier 1 applications for renewal projects: Reallocation from Transitional Housing to Permanent Supportive Housing (PSH) ($149,855 award), PSH (2010) for Chronically Homeless Families ($24,880 award), PSH for Chronically Homeless Individuals ($24,700 award), Reallocation Project (2012) to Service Chronically Homeless Families ($15,398 award), Reallocation Project (2013) PSH ($24,181 award), and Reallocation Project (2014) PSH ($9,499 award). The City submitted a seventh project, Bonus Project PSH ($78,761 grant request). The project is in the Tier 2 category and decisions on these submittals will be made by HUD this spring. HUD also announced two grant awards for the Yolo County Care Continuum (YCCC) for supportive housing. Some of the funds will be used for YCCC's New Dimensions Supported Housing program which provides supportive housing (rental) for mentally ill adults. A number of the New Dimensions facilities are located in Woodland and also receive Community Development Block Grant funds from the City.

### Housing-Related Parks Program (HRPP)

In February the City submitted its fourth HRPP grant application to the State. If the application is successful, the City will receive a grant award of approximately $126,000. The funds will be used to replace the existing play structure at Harris Park. Public Works staff is in the process of putting together a bid package for bidding out the purchase of three restroom structures that will be installed at City Park, Everman Park, and Campbell Park. The new restrooms will replace

existing restroom facilities. The restrooms will be funded with the City's 2015 HRPP grant award.

## First Time Homebuyer Program

Currently, 12 families are participating in the homebuyer loan assistance program and funding has been identified to provide loans of up to $50,000 for at least 9 of the families. Two families are going through the pre-application review/income determination process at this time. After a family has been determined to be income eligible for City loan assistance, the family has 6 months to complete the purchase of a home.

## Mercy Housing 180 W. Beamer Street Project

The City in March submitted a Local Review Agency Evaluation of Mercy's proposed 80-unit rental project to California Tax Credit Allocation Committee. Mercy is seeking tax credit financing for the development. The development would provide affordable housing for extremely low and very low income households and will assist the City in satisfying the affordable housing goals of its Housing Element.

## Participant Hours Calculation

The Community Services Department measures programs through "participant hours". Participant hours are a calculation of total program hours multiplied by the total number of unique participants within a program. Total participant hours reports how much time participants spend within each program. The measurement breaks down to 1 person x 1 hour = 1 Participant Hour. It should be noted that a higher number of participant hours is not, by itself, a measurement of greater program success compared to the participant hours of another program.

Participant Hours (PH) is calculated by:
Drop In Programs: 1 Class meeting (in hours) x Total sign ins
Examples include Water Aerobics & Lap Swim, Badminton, and Night Hoops

Classes/Camps/Leagues: Total unique participants x total class time (in hours)
Examples include: Swim Lessons, Mad Science

Individual Entry: Each class meeting (in hours) x Total in attendance (adding each day)
Examples include: Teens Helping Seniors, Teen Pack

Event: Total Attendants x Average Time
Examples include: ReXpo, 4th of July

*Participant hours and participants in this report are listed for the three month reporting period; therefore if 100 participants are listed, the 100 refers to the total participants for the three month period and could double or triple count the same participants if they participated each month (i.e. drop in volleyball).*