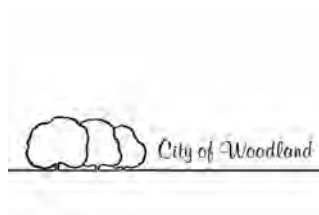


City of Woodland

*300 First Street
Woodland, CA 95695*



Meeting Agenda - Final

Monday, July 25, 2016

6:30 PM

Council Chambers

Parks & Recreation Commission

A. Call to Order**B. Roll Call****C. Pledge of Alligence****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. New Business

[15-306](#) Facility Naming Overview and Schedule

Attachments: [N3 naming press release.pdf](#)

[Parks Naming Form.pdf](#)

G. Committee Reports**H. Consent Calendar**

[15-311](#) Approve the May 23, 2016 Minutes.

Attachments: [52316 Minutes](#)

I. Other Business

[15-232](#) Discuss and Recommend Tasks for 2016/2017 Workplan

Attachments: [FY 17 Work Plan 62916.pdf](#)

[15-303](#) Finalize Subcommittee Assignments

Attachments: [Public PRC Rosters May2016.pdf](#)

[15-305](#) Election of Chair and Vice Chair

[15-312](#) Consider Commissioner Requests for Excused Absences from Future Meetings

J. Report of the Staff

[15-308](#) Community Services Report for July 25, 2016

Attachments: [CSD Report 72516.pdf](#)

[15-307](#) CSD Quarterly Report June 2016

Attachments: [4th Quarter 16.pdf](#)

K. Next Meeting

August 22, 2016

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 July 25, 2016 was posted on July 20, 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 #: 15-306 **Version:** 1 **Name:**

Type: P&R New Business **Status:** Agenda Ready

File created: 7/18/2016 **In control:** Parks & Recreation Commission

On agenda: 7/25/2016 **Final action:**

Title: Facility Naming Overview and Schedule

Sponsors:

Indexes:

Code sections:

Attachments: [N3 naming press release.pdf](#)
[Parks Naming Form.pdf](#)

Date	Ver.	Action By	Action	Result
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Facility Naming Overview and Schedule

Nominations for New Park Name Sought

The City of Woodland Parks & Recreation Commission is seeking nominations for the naming of a new park being constructed in Spring Lake ("Spring Lake Neighborhood Park N3"). This future park which will be located on Mickle Avenue and Centennial Drive will be constructed in two phases. The first phase will include the development of 8-acres of park space which will be comprised of playground areas, a walking/running path with fitness stations, bike path, picnic shelters, play fields, and restrooms. The playground will have a nature theme which was decided on by a vote of area residents and will include several native and drought tolerant plantings throughout the park. The second phase of the park, to be constructed when funding is available, will include tennis courts, a half basketball court, and parking lot along Mickle Avenue. The park is anticipated to open in the spring/or early summer of 2017.

Potential names must meet certain criteria outlined on a nomination form such as: (1) the name has local topographic, community, or historic significance or relates to an unusually significant feature of the facility generally recognized and known throughout the city, or 2) the name is after a person that has made a substantial contribution in terms of volunteer services, providing a broad recreational or environmental benefit to residents of the Woodland community, or 3) the name is after a person whose life or circumstances provides a compelling community-wide interest or sentiment.

Nomination forms are available online at www.cityofwoodland.org/csd or by calling the Community Services Department. Nomination forms can be mailed to the Community Services Department, 2001 East Street, Woodland, CA 95776 or emailed to krista.bain@cityofwoodland.org. All form must be received by August 15, 2016 at 5 pm.

The Parks & Recreation Commission will consider potential park names at the August 22, 2016 commission meeting (6:30 pm at City Hall). A recommendation on the park name from the Parks & Recreation Commission is anticipated to be considered by the City Council at the September 6th City Council meeting.

Please contact Kris Bain, Community Services Manager, 661-2000, if additional information is needed.



City of Woodland Community Services

Parks Naming Nomination Form

Please return completed form to:
Community Services
2001 East Street
Woodland, CA 95776

DUE August 15, 2016

Introduction: The City of Woodland recognizes people who have made significant contributions to the Woodland Community by naming or possibly renaming City Buildings, Parks, or Facilities in their honor. The naming of these City-owned facilities benefits the residents of the city by creating a stronger sense of community; a sense of identity and place; a connection between present and past, and enhancing a sense of history in the community.

This form is provided so that individuals making a nomination can provide background information on the nomination. Please answer the following questions to the best of your knowledge. It will greatly help the Parks & Recreation Commission and the City Council during their consideration of the nomination. Use additional sheets of paper if necessary.

☒ Naming of Park

☐ Naming of Facility

Recommended Name

Name of Nominator (person or organization)

(Relationship to nominee)

(Title)

(Representing)

(Address)

(City, State, Zip)

(Phone, Fax)

(Email)

Current Name or Building Use (Youth Center, Community Center, Water Treatment Facility, Park, etc.)

New Spring Lake Park (Neighborhood Park #3)

Address or Location (Building/Memorial Placement)

If suggested name is not after a person, please describe the reason for the above suggested name

Parks Naming Nomination Form

<i>Nominee Information (provide information on person/organization if proposed name is after a person/organization)</i>	<i>Date of Death (if Deceased)</i>
<i>(Address)</i>	<i>(City, State, Zip)</i>
<i>(Email)</i>	<i>(Phone, Fax)</i>
<i>(Family Contact Name)</i>	<i>(Total Years of Residency)</i>
<i>(Address)</i>	<i>(Phone)</i>

Only one section below needs to be completed (A, B, or C) – additional sheets of paper may be attached

A. Please describe the time the nominee spent in community service and his/her accomplishments

- ☐ **City Council**
☐ **School Board**
☐ **Board of Supervisors**
☐ **Special District**
☐ **State Office**
☐ **Federal Office**
☐ **Hospital**
☐ **Endowment**

☐ **Planning Commission**
☐ **Parks & Recreation Commission**
☐ **Special Committee**
☐ **Business Organization**
☐ **Service Organization**
☐ **Charity**
☐ **Youth Sports**
☐ **Other**

<i>(Description)</i>

B. Please describe *significant contributions the nominee made to the City's heritage*

- ☐
- Pioneer**
-
- ☐
- Community Leader**
-
- ☐
- Longtime resident**
-
- ☐
- Early settler**
-
- ☐
- Business Leader**

<i>(Description)</i>

C. Please describe how the nominee's *life or circumstances provides a compelling community-wide interest or sentiment.*

<i>(Description)</i>

Legislation Details (With Text)

File #: 15-311 Version: 1 Name:
Type: P&R Consent Calendar Status: Agenda Ready
File created: 6/20/2016 In control: Parks & Recreation Commission
On agenda: 7/25/2016 Final action:
Title: Approve the May 23, 2016 Minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [52316 Minutes](#)

Date	Ver.	Action By	Action	Result
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TO: PARKS & RECREATION COMMISSION

DATE: July 25, 2016

SUBJECT: May 23, 2016 Minutes

Recommendation for Action:

Approve the May 23, 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>>

Parks & Recreation Commission Minutes

Monday, May 23, 2016

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

Call to Order

The Parks & Recreation Commission meeting was called to order by Vice-Chair Jon-Paul Valcarengi at 6:32 p.m. on Monday, April 25, 2016 at the City Council Chambers.

Pledge of Allegiance

Roll Call

Commission Members Present:

Commissioner White-Snyder
Vice Chair Jon-Paul Valcarengi
Commissioner Stephanie Miller
Chair Jesse Salinas
Commissioner Leigh Ann Hartman

Commission Member Absent:

Commissioner Fernandez
Commissioner Joe Romero

Staff Present:

CS Director Engel
PW Deputy Director Sanders
PW Park Supervisor Schroeder
CS Administrative Supervisor Haynie

Public Comment

CS Recreation Supervisor Collier introduced Zach Atlee, Youth Committee member, to the Commission. Atlee talked about the community pride he received from his participation in the Youth Committee. Atlee would like to see more interaction with community leaders as the program continues.

Jenny Lillgee asked the Commission to consider a Dog Park at Hiddleson Pool. Commission asked if Ms. Lillgee had asked the neighbors what they thought about a Dog Park at Hiddleson Pool site. Ms. Lillgee had not but noted that Southland Park did have dog walkers at the park. Sanders responded that ideas are being discussed for the Hiddleson site with no decisions made yet. Commissioner Miller asked if Ms. Lillgee had contacted the YMCA. Ms. Lillgee had not. Demolition should start in the New Year and a new use by the spring.

Communication-Commission/Staff Statements and Requests

None

Committee Reports

Commissioner White-Snyder reported that the Budget Committee met with staff to discuss the CS budget. Budget is in good shape, staff explained the separation of programs and the funding. It was important to see where money is spent. Staff did a good job explaining the budget.

Consent Calendar

April 25, 2016 Minutes

Action:

Valcarenghi/White-Snyder seconded to approve the minutes as written.

Motion carried by the following roll call vote:

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

Noes: none

Review and Update Committee Assignments

Following discussion by the Commission and history of the Committees by Engel, changes below were approved.

Note: Commissioner Miller would like to be included on the Committee reviewing the Tennis Complex request.

Commissioner Salinas removed from Programs & Department Evaluation and replaced with Commissioner Hartman. Commissioner Valcarenghi removed from Volunteerism Committee and replaced with Commissioner Hartman. Committee assignments will be finalized at the June 27th meeting.

Discuss and Recommend Tasks for 2016/2017 Work Plan

Floyd McCain, Woodland Tennis Club President, addressed the Commission about the need for the Tennis Complex Phil Cello presented to the Commission in May. Art Williams, former Woodland Tennis Club President would like the Sports Complex to move forward. Engel responded that staff is waiting on an updated proposal from CITA that includes numbers on maintenance and operations. Staff will be working with the Facility Committee on a study of the unutilized land at the Woodland Community & Senior Center and Sports park property. Discussion followed.

Each Committee will provide Haynie with update information for the FY16/17 Work Plan by June 15, 2016. The goal is to approve the Work Plan at the June meeting.

Staff Reports

Community Services Report

Commissioner Valcarenghi asked about the Parks Division moving to Community Services. Sanders explained that Woodland was the only City in the area who had the Parks Division in Public Works. Engel reported that at the May 17, 2016 City Council meeting, the City Council was briefed on the proposed FY16/17 budget. The budget proposal takes into account recommendations from the Management Partners study that was conducted at the end of 2015 to evaluate the structure and operations of the Public Works Department. One recommendation in the study was to move parks maintenance, including urban forestry, from Public Works to the Community Services Department (parks maintenance was previously a part of the "Parks & Recreation Department" up until June 30, 2009 when it moved to Public Works). This reorganization would improve efficiencies of communication of staff maintaining the facilities with those programming and using the facilities.

The proposed budget also includes the addition of an additional Parks Maintenance Worker. The final budget and the park maintenance reorganization will be considered for adoption by the City Council on either June 7 or 21. The City of Woodland will be honoring veterans, especially Vietnam era veterans, on June 14th at 8:30 am in Heritage Plaza, as part of the nation's ongoing 50th anniversary commemoration of the Vietnam War.

Action: Received

Parks Report

Sanders reported that Staff will be moving forward with the installation of playground equipment at the Sports Park that was originally placed at the Dubach Park, now Velocity Island. The playground equipment was removed when the park was closed, and staff is now working with the manufacturer to see whether it could be utilized at the Sports Park. There have been some low cost modifications made to the structure so that the playground could be installed; mainly to bring the structure up to today's safety and ADA regulations. Staff completed the Day of Service with the Church of Jesus Christ of Latter Day Saints, which was a planned volunteer day at several parks throughout the City. This "Day of Service" happened on April 30th at Southland, Schneider, and Woodside Parks. Volunteers, with the assistance of staff spread wood chips at the play structures. There were approximately 70 volunteers that aided in this project making it a great success; thanks to the great spirit of volunteerism, projects like this really help the City. Due to April 30th being an overly windy day, the wood staining could not be done at Ferns Park on the Day of Service. Roughly 20 volunteers returned to Ferns Park on May 12th staining the smaller playground to the south and the surrounding fence. Without this sort of commitment these large projects would take a considerable amount of time to be complete. Staff thanks the volunteers for all of their commitment.

Action: Received

Next Meeting June 27, 2016

Adjourn 8:10 p.m.

Action: Miller/ White-Snyder seconded to adjourn the meeting.

Motion carried by the following roll call vote:

Ayes: Salinas, Valcarengi, White-Snyder, Miller, Hartman

Noes: none

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

This record is currently unavailable.

Legislation Details (With Text)

File #: 15-303 Version: 1 Name:
Type: P&R Other Business Status: Agenda Ready
File created: 5/17/2016 In control: Parks & Recreation Commission
On agenda: 8/22/2016 Final action:
Title: Finalize Committee Assignments
Sponsors:
Indexes:
Code sections:
Attachments: [Public PRC Rosters July 2016.pdf](#)

Date	Ver.	Action By	Action	Result
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Finalize Committee Assignments

This record is currently unavailable.

Legislation Details (With Text)

File #: 15-305 Version: 1 Name:

Type: P&R Other Business Status: Agenda Ready

File created: 6/22/2016 In control: Parks & Recreation Commission

On agenda: 7/25/2016 Final action:

Title: Election of Chair and Vice Chair

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Election of Chair and Vice Chair

Legislation Details (With Text)

File #: 15-312 Version: 1 Name:
Type: P&R Other Business Status: Agenda Ready
File created: 7/18/2016 In control: Parks & Recreation Commission
On agenda: 7/25/2016 Final action:
Title: Consider Commissioner Requests for Excused Absences from Future Meetings
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Consider Commissioner Requests for Excused Absences from Future Meetings

Legislation Details (With Text)

File #: 15-308 Version: 1 Name:
Type: P&R Report of the Staff Status: Agenda Ready
File created: 6/20/2016 In control: Parks & Recreation Commission
On agenda: 7/25/2016 Final action:
Title: Community Services Report for July 25, 2016
Sponsors:
Indexes:
Code sections:
Attachments: [CSD Report 72516.pdf](#)

Date	Ver.	Action By	Action	Result
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TO: Parks & Recreation Commission

DATE: July 25, 2016

SUBJECT: Community Services Report for July 25, 2016

Recommendation for Action:

None. Information only.

Background Information:

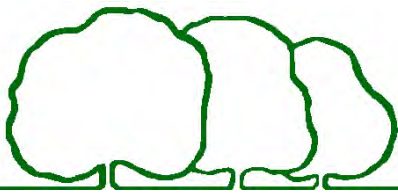
The following provides highlights of the Community Services Department since the last report.

Staff Contact

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

Prepared by: Kris Bain

Community Services Program Manager



Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Community Services Report DATE: July 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.

PARKS

Sports Park Playground Installation: The playground at the Sports Park has been fully installed and is open for the public to use. There were a few small setbacks, due to the fact that this was a preexisting playground (from Dubach softball fields) that had been removed and stored for several years. At some point during the removal process, a few pieces were damaged, but these parts were ordered and replaced in time for the scheduled opening.



Sports Park Playground

2014 State Housing-Related Parks Program Grant: The restrooms that are to be replaced at City, Everman, and Campbell parks as part of the 2014 grant award have been purchased and are under construction. These restrooms are modular and are built in a facility then brought to the parks and craned into position.

Staff is working with the tennis contractor and Woodland Tennis Club at City Park to minimize the impacts on their programs as much as possible during construction. This site is going to have the greatest amount of deconstruction and reconstruction as the original restroom building is going to be demolished for the placement of the new restroom.

In addition to the restroom replacements, the grant will also fund a shade structure and resurfacing the tennis courts at City Park and new playground equipment and resurfacing the basketball court at Everman Park. These remaining projects will not commence until the restroom replacement projects have been completed so we fully understand the total cost of the projects. The table below summarizes the costs for each of the projects included in the 2014 grant award; however, it does not identify costs for site work necessary for the restroom installation projects. Besides the electrical connections, there are other site-related costs we will incur for the restrooms (sewer and water connections, etc.). Site costs may also be incurred for Items 3 and 5. The costs detailed in the table total \$460,901. This leaves a balance of \$63,499 (\$524,400 grant - \$358,901 restrooms purchase = \$63,499). After the site-related costs have been determined for the restrooms, an assessment will be made on the financial feasibility of completing Items 3-6 with the remaining grant funds.

Grant Budget Status

Item	Amount	Description	Notes
1	524,400	Grant amount	
2	(358,901)	Restrooms purchase	Vendor will install restrooms (City, Everman & Campbell parks)
3	(25,000)	Shade structure	City Park location (estimated cost)
4	(15,000)	Resurface tennis courts	City Park location (estimated cost)
5	(25,000)	Playground equipment	Everman Park location (tot lot) (estimated cost)
6	(12,000)	Resurface basketball court	Everman Park location (estimated cost)
7	(25,000)	Resurface basketball court	Campbell Park location (estimated cost)

City Awarded Housing-Related Parks Program Grant: The City received notification last month that it would receive a \$149,125 State Housing-Related Park Program grant. The grant funds will be used for the replacement of the existing play structure at Harris Park (100 Imperial Street). The grant award is based on the acquisition/rehabilitation of affordable housing rental units at the Crosswood Apartments located at 646 Third Street/641 – 645 Second Street.

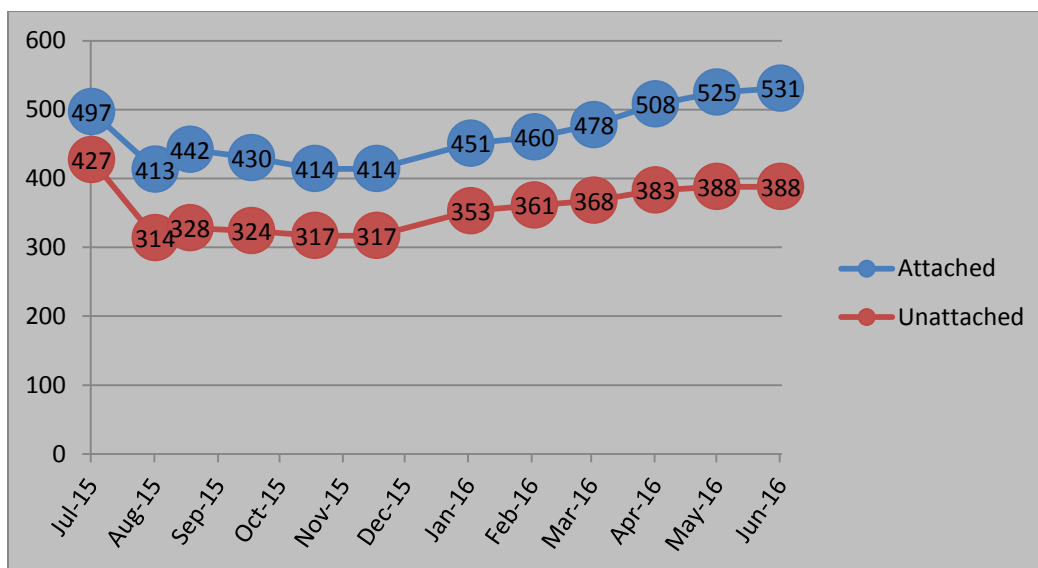
Urban Forestry

Mandela Washington Fellows: On July 7, 2016, 25 Mandela Washington Fellows from 19 countries in Sub-Saharan Africa participated in planting thirty trees at Crawford Park. The tree planting was a collaborative effort between the City and the Woodland Tree Foundation. The Mandela Washington Fellowship for Young African Leaders, begun in 2014, is the flagship program of President Obama's Young African Leaders Initiative that empowers young people through academic coursework, leadership training, and networking. In 2016, the Fellowship will provide 1,000 outstanding young leaders from Sub-Saharan Africa with the opportunity to hone their skills at a U.S. higher education institution with support for professional development after they return home.

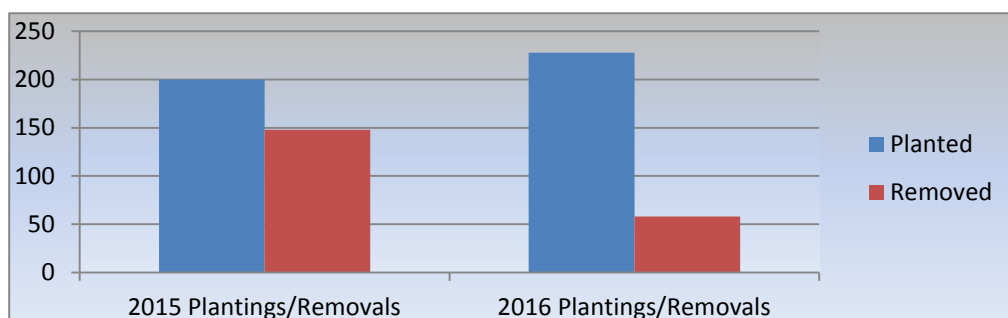
The fellows that participated in the tree planting are spending 6 weeks at UC Davis. The fellows also conducted a presentation at the Woodland Community & Senior Center on July 11th to share their cultural experiences with Woodland seniors.

Main Street: City staff has begun its bi-annual pruning of the trees along Main Street, beginning on the north side of the street near Common Grounds heading west towards Elm Street. This process should only take 3-4 weeks until its completion.

Service Requests / Work Orders: Currently there are 531 attached and 388 unattached work orders that are open and waiting to be processed (see graph below). This is a total of 919 pending tasks that are currently on the books waiting to be addressed. It should be noted that many work orders (projects) have multiple “child work orders” associated to them for each task that is necessary to complete the overall project (i.e. a tree removal will have child work orders for stump grinding, tree replacement, and data entry). Therefore, while the total number of pending tasks is 919; there are fewer than 919 unique trees that are requiring work to be performed. 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.



Staff planted 200 trees and removed 148 trees in 2015. To date for 2016, staff has planted 228 trees and removed 58 trees.



RECREATION

Fourth of July Celebration

The City of Woodland's Annual Fourth of July Celebration was another successful day full of events for the whole community to enjoy. The Bike Parade and Freeman Family Celebration drew over 500 people walking/riding their bikes, scooters, and wagons down Main Street with over 200 participants registered for the decorating contest. Parks & Recreation Commissioners Stephanie Miller, Jesse Salinas, and Carla White-Snyder assisted with the bike parade registration; in addition Councilmen Hilliard and Denny and City Manager Paul Navazio were the guest judges for the decoration contest. At Freeman Park people enjoyed the music of New Harmony Jazz Band, children played in bounce houses, created crafts with Rec2Go, and over 300 free snow cones from Thompson's Heating and Air were handed out. The Senior Center Computer Club's Ice Cream Social at the Community & Senior Center was also very popular with over 350 people. Over 300 people attended Swim Fest at the Charles Brooks Community Swim Center.

City staff managed multiple activity stations during the pre-fireworks show located at Woodland High School including an inflatable obstacle course and bounce house; general field games; and arts and crafts. It is estimated that over 3000 people attended the fireworks show at Woodland High School.

With 17 donations (excluding in-kind), over \$16,000 was raised (compared to \$25,000 in 2015). While final expenses are being calculated, this year the donations do not cover the cost of the Bike Parade and the pre-fireworks event and show. Fortunately, there was a balance remaining in the fireworks donation fund from 2015 that will cover the remaining expenses (approximately \$10,000). The days' events all require assistance and dedicated efforts from Public Safety, Public Works, and Community Services Department staff – without all of the Departments working together, cohesively, the events wouldn't be as successful as they are.

Adult Sports

Adult Softball: City-league summer softball is at the half-way point of the season and is going well. This season there has been an increase in some players consistently arguing with the umpires. Staff

has continued to re-enforce the rules and appropriate behavior for players, managers, and spectators. In response to the multiple suspensions, more severe consequences will be implemented for anyone who uses abusive language towards the umpire. Starting in the fall, anyone ejected from a game for arguing with the umpire, in addition to suspension from regular season league play, is also ineligible to participate in playoffs. The goal is to create a more fun and positive environment for all players and eliminate the negativity that is projected during game play. The new rule will be introduced to all managers at the fall manager's meeting on August 24.

Fall Sports: Registration is being accepted for the fall leagues of softball, basketball, and volleyball. League play begins in late August for gym sports and early September for softball.

Aquatics

Junior Lifeguards: The Junior Lifeguard program that started on June 20 and runs through July 28 has 22 participants enrolled. Each week of the course participants perform approximately 1.5 hours of fitness training and are taught 2.5 hours of lifeguard and first aid skills (participants are not certified as lifeguards).

Public Swim: Daily public swim is averaging over 350 swimmers a day. New this summer, an inflatable obstacle course is set up on Fridays. This has continued to keep public swim busy on days when large groups (such as City-run programs) are not usually present. For the season, aquatic staff has performed 17 rescues.

Maintenance: The pool facility will be closed August 15-26 for annual maintenance. The pool will be drained and refilled with clean water and the filtration system will be cleaned and repaired. Additionally other cosmetic repairs will be made including restoration to the bleachers, pressure washing the decks, and painting the restrooms.

Aquatic Feasibility Study: The City Council approved entering into a contract with Aquatic Design Group (ADG) to prepare an aquatic feasibility study based on the scope of work that was presented to the City Council on July 5, 2016. Staff is currently executing a contract with ADG.



Inflatable Obstacle Course

Community Center and Sports Park

Facility Reservations: Rooms at the Community & Senior Center were reserved during June by: Water Resources Association, Luna Vista Rotary, YGRIP, Woodland Soccer Club, and several City department sponsored meetings.

Sports Park Tournaments: For the month of June, the Sports Park was used for four out of four weekend dates available. Tournaments included youth/teen baseball organizations and girls' fast pitch. Total revenue received for tournament reservations during this time was \$9,345.

Measure J Programming

Summer Drop-In Teen Pack: A drop-in version of the Summer Teen Pack will run August 1-19 for students entering 6th through 9th grades. Rather than the weekly version of the program, Teen Pack is available on a drop-in, as needed basis for the last three weeks of the summer. For \$5 a day, games and activities are planned for the participants. Pre-registration is not necessary.

Rec2Go: Rec2Go has been popular this summer going to Woodland's parks and public events. Rec2Go has also been "Bringing the Fun 2 You" at local public housing communities including Yolano Housing, Spring Lake Mutual Housing Complex, and Crosswoods Housing. During the Fourth of July activities, over 600 people enjoyed the activities Rec2Go provided including crafts and games at the Freeman Park Celebration, Swim Fest, and the pre-fireworks show. Staff is currently scheduling Rec2Go to attend activities and events during late August through October including various after school locations, youth sports games, and any general public special event where children are present.

Youth Committee: Starting in September, the Youth Committee will start the second year teaching participants ages 15-20 about being local leaders and how to serve their community. Applications are still being accepted through August 31 for the 2016-2017 term. This year's Youth Committee kicks off the year October 1-2 by attending a free Outdoor Leadership Summit that will teach committee members the skills and concepts they will put into practice during their term.



Kids playing at Rec2Go

Youth Programming

Teens Helping Seniors: The Teens Helping Senior program takes middle- and high-school-aged volunteers to the homes of older adults to perform housework and yardwork free of charge during the school break. The teens are rewarded at the end of the summer with a trip to the Santa Cruz Beach Boardwalk. They are able to fund their trip by collecting tips at the jobs and at an annual spaghetti feed fundraiser. This year, the spaghetti feed had over 100 diners. The teens earned over \$800 in donations from a very generous community. The food was donated by Woodland Senior Center Inc. and the food was prepared by SCI president Roy Miller. The volunteers served salads, garlic bread, spaghetti, and drinks to all of the attendees. Senior Center Program Manager Dallas Tringali addressed the crowd with a story of running the Teens Helping Seniors program 10 years ago and taking volunteers to the Boardwalk who had never seen the ocean before. One of the program's long-time customers, Maresa Nyman, shared a heartwarming story about how five years ago she hired one of the teen volunteers to continue helping her around the house after summer had ended. Maresa talked about watching this volunteer graduate from college and be accepted to the police academy. Data can only illustrate so much, but this story shows one of the results from the City of Woodland's intergenerational programs.

Upcoming Dates

August 1-5: Outdoor Adventure Trip to Yosemite

August 2: National Night Out, various locations within Woodland (Rec2Go participating)

August 11: Share S'more Stories (Yosemite Re-cap), 7:00-8:00 pm, Woodland Community & Senior Center.

August 15: Deadline to turn in Park Naming Nomination forms

August 15-26: Community Swim Center closed for annual maintenance

August 22: Special Parks & Recreation Commission Meeting, 6:30 pm Council Chambers

August 24: Fall Softball Manager's Meeting, 6:00 pm, Woodland Community & Senior Center

August 26: Teen Dive In Movie Night, 7:30 pm, Community Swim Center

SUBJECT: Monthly Community Services Report**PAGE:** 8**ITEM:**

COMMUNITY SERVICES SNAPSHOT THRU 6/30/16

Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$458,489.00	\$397,750.27	\$60,738.73	13.25%
Community & Senior Center	\$895,070.57	\$832,915.39	\$62,155.18	6.94%
Brook Swim Center-Recreation	\$170,928.00	\$182,240.07	-\$11,312.07	-6.62%
General Recreation Programs	\$384,477.00	\$385,702.78	-\$1,225.78	-0.32%
General Landscape Maintenance	\$204,199.00	\$198,282.33	\$5,916.67	2.90%
Park Maintenance	\$1,153,858.31	\$975,787.00	\$178,071.31	15.43%
Hiddleson Maintenance	\$3,584.00	\$2,545.69	\$1,038.31	28.97%
Charles Brooks Swim Center Maintenance	\$505,171.00	\$512,437.36	-\$7,266.36	-1.44%
Tree Maintenance	\$380,579.00	\$353,177.97	\$27,401.03	7.20%
Enterprise Fund				
Cemetery Maintenance	\$409,129.00	\$350,600.98	\$58,528.02	14.31%
Youth Enterprise	\$363,231.10	\$271,350.11	\$91,880.99	25.30%
Lighting & Landscape District				
Gibson Ranch	\$663,561.15	\$639,165.91	\$24,395.24	3.68%
North Park District	\$27,129.00	\$21,510.58	\$5,618.42	20.71%
Streng Pond Maintenance District	\$24,897.00	\$20,627.42	\$4,269.58	17.15%
Woodland West (Westwood)	\$23,112.00	\$9,260.01	\$13,851.99	59.93%
Springlake	\$1,007,409.46	\$873,567.38	\$133,842.08	13.29%
Community Sports Park Programs	\$409,537.62	\$393,331.32	\$16,206.30	3.96%
Gateway	\$118,224.00	\$81,944.88	\$36,279.12	30.69%
Measure J				
General Recreation Programs	\$572,341.00	\$177,458.34	\$394,882.66	68.99%
Middle School Programs	\$325,231.10	\$270,482.73	\$54,748.37	16.83%
Aquatics	\$182,333.00	\$116,200.15	\$66,132.85	36.27%
Recreation Van	\$76,620.00	\$57,187.69	\$19,432.31	25.36%
Summer Camp	\$167,314.00	\$92,261.77	\$75,052.23	44.86%
Youth Advisory Committee and Academy	\$5,000.00	\$1,786.30	\$3,213.70	64.27%
TOTAL RECREATION BUDGET	\$8,531,425.31	\$7,217,574.43	\$1,313,850.88	15.40%

SUBJECT: Monthly Community Services Report

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COMMUNITY SERVICES - REVENUE SNAPSHOT thru 6/30/16

Account Title	FY16 Projection	FY16 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$500.00	\$880.00	176.00%
MSC. SALES	\$1,000.00	\$810.00	81.00%
C BROOKS SWIM CTR REV	\$140,000.00	\$142,286.64	101.63%
SENIOR PROGRAMS REVENUE	\$10,000.00	\$6,329.80	63.30%
COMMUNITY SENIOR CENTER MISC	\$80,000.00	\$88,788.32	110.99%
COMMUNITY FITNESS CENTER	\$35,000.00	\$36,608.00	104.59%
COMMUNITY SPORTS PARK	\$180,000.00	\$231,812.00	128.78%
MEASURE J	\$15,000.00	\$21,750.10	145.00%
GENERAL RECREATION	\$80,000.00	\$110,155.20	137.69%
YOLANO RECREATION PRG INC	\$5,000.00	\$4,573.10	91.46%
ADULT REC & LEAGUE PRGMS	\$90,000.00	\$80,327.50	89.25%
CEMENTERY INTERNMENT SPACE	\$20,488.00	\$15,398.00	75.16%
CEMETERY SERVICES	\$44,042.00	\$43,580.00	98.95%
CEMETERY PRODUCTS	\$30,699.00	\$24,589.00	80.10%
ENDOWMENT CARE FEE	\$13,249.00	\$8,536.00	64.43%
PARK REVENUE	\$50,000.00	\$76,640.58	153.28%
GIBSON RANCH PARK REVENUE	\$4,743.00	\$19,952.00	420.66%
WOODLAND WEST L&L	\$19,591.00	\$19,591.00	100.00%
SPRINGLAKE PARK REVENUE	\$9,530.00	\$12,535.00	131.53%
STRENG POND	\$14,797.00	\$13,547.95	91.56%
SPORTS PARK SPECIAL ASSMNT COLLECTION	\$421,260.00	\$438,360.41	104.06%
RECREATION CONTRACTS	\$183,000.00	\$135,017.14	73.78%
TOTALS	\$1,447,899.00	\$1,532,067.74	106%

Legislation Details (With Text)

File #: 15-307 Version: 1 Name:

Type: P&R Report of the Staff Status: Agenda Ready

File created: 6/29/2016 In control: Parks & Recreation Commission

On agenda: 7/25/2016 Final action:

Title: CSD Quarterly Report June 2016

Sponsors:

Indexes:

Code sections:

Attachments: [4th Quarter 16.pdf](#)

Date	Ver.	Action By	Action	Result
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Receive CSD Quarterly Report June 2016

Community Services Department Quarterly Report: April-June 2016

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

Quarterly Highlights

- Measure J provided scholarships for recreation programs and fee waivers for youth participating in league play totaling \$49,898 (\$17, 850 scholarships, \$32,040 Player Fees)
- The Commit2Fit campaign continued in May with the 31-Day Fitness Challenge. Several community partners were included. There were 488 participants registered for the program and this year, the registration process was simplified with an easy online form.
- The annual Senior Resource Fair was held on May 26 at the Woodland Community & Senior Center. Over 250 people attended the event, which featured eight educational sessions and 70 senior-related vendors.
- A Flag Day celebration was held on June 14 to recognize Vietnam-era Veteran's as part of a 50-Year Vietnam War Commemoration.
- The After School Teen Pack hosted various contractors during the spring months encouraging the students to try/learn something new. Lessons including floral arranging, yoga, and ballroom dancing.
- A Lifeguard Training course that was offered in April had 18 participants, of those, 8 were recipients of a scholarship reducing the cost of training to \$30. Seven of the eight on scholarship were selected to be Aquatic staff members for the summer.
- The second annual 6th Grade Graduation Party was successful with over half of Woodland 6th graders (452) in attendance. The Sci Tech 6th grade class had the highest percentage of students attend from any one class.



**6th Grade Graduation Party
June 2016**

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
April	\$205,678.40	\$71,933.00	\$6,396.00	\$65,537.00	1,070	27	170
May	\$220,015.53	\$105,294.25	\$3,710.30	\$101,583.95	1,027	78	158
June	\$333,167.27	\$82,526.67	\$7,817.00	\$74,709.67	979	173	206
Total	\$758,861.20	\$259,753.92	\$17,923.30	\$241,830.62	3,076	278	534

Scholarships

Over 250 scholarships were distributed to participants of swimming lessons, lifeguard training, Summer Time Fun Club, the Outdoor Adventure Trip to Yosemite, and Summer Teen Pack for income qualified families. The scholarships resulted in a reduction of fees (programs are not offered for free). Campership criteria includes: being a resident of Woodland, and generally those who meet the requirements for the school lunch program. Limited camperships were available for each program.

- Swimming Lessons distributed 80 scholarships worth \$4,400. Recipients paid \$5 per lesson (reduced from \$60).
- Lifeguard Training distributed 8 scholarships worth \$800. Recipients paid \$30 for class (reduced from \$130).
- Summer Time Fun Club distributed 54 scholarships worth \$8,100. Recipients paid \$125 per 5-week session (reduced from \$275).
- Outdoor Adventure Trip distributed 15 scholarships worth \$2,250. Recipients paid \$49 for week-long trip (reduced from \$199).
- Summer Teen Pack distributed 90 scholarships worth \$8,950. Recipients paid \$30 per week (reduced from \$80).

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.

- School Flyers: One school flyer (May 2016) was distributed to WJUSD students to promote spring activities, events, and upcoming summer programs (6th Grade Graduation Party, Rec2Go, Commit2Fit). 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 585 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 April, May, and June to promote upcoming summer programs. The Rec2Go van also attended several events at the Library including Farmer's Market, the Summer Learning Program Kick-off, and a Game Day. Other events Rec2Go attended include a "Day on the Green" at Zamora, the Spring Carnival at Maxwell, and a Little League special event.
- **Direct Marketing:** To increase program participation, staff directly marketed events and activities onsite to students of Lee and Douglass Middle Schools. Flyers, posters, and banners were distributed directly to 6th grade students for the 6th Grade Graduation Party. Using a creative marketing strategy, staff challenged the students to attend the event. The class with the best attendance percentage received a pizza party on the last day of school (Sci Tech won with 95% in attendance).

Facilities

Community & Senior Center Facility Reservations

The Community & Senior Center facility rental program is designed to both generate revenue for the City of Woodland and provide a location for community events. Types of rentals held at the Community Center include: conferences and meetings, celebration of life events, parties (bridal and baby showers), weddings and receptions, quinceañeras, and several business meetings. (April–June reservations). Seeking ways to increase facility reservations, a general marketing plan for the Community & Senior Center was created to promote the Community & Senior Center. The plan includes maintaining relationships with past renters, updating all printed advertisements for the facility, and increased outreach at community events. The plan also includes evaluating types of events the city could host in order to increase awareness of the facility for events.

	General Facility Rentals <i>Includes rentals receiving discounts</i>	Facility Rentals <i>with Fees Waived</i>
Number of Rentals	30	13
Approximate Participants	2,830	967
Total Fees	\$18,105	\$22,725 (waived)

Tournaments

Tournament rentals are available for the Sports Park Complex. Local tournament directors have the first choice of dates for the following year prior to a "tournament date allocation meeting". All of the available for weekend dates for this quarter's tournaments were reserved. During the fourth quarter, the Sports Park was reserved for youth baseball, softball, and soccer tournaments.

Tournament Rentals of Sports Park	
Number of Rentals	14
Number of Teams	684
Total Fees Collected	\$58,473.75

Field Allocation

Players Fees

Youth organizations use city-owned fields for practices and games for soccer, baseball, and softball. Youth sports that used City of Woodland fields reported 1,885 youth players during the spring season of 2016 (1,043 baseball players and 842 soccer players). Historically, “Player Fees” have been charged to each organization to cover the cost for use of the field for practices. With the passage of Measure J, the “Player Fees” for Woodland residents have been waived for all youth organizations saving the organizations \$32,040 during the spring season. Those participating with youth organizations who do not reside within city limits are deemed non-residents and pay \$36 per player per season.

League/Club	Players	Resident Players	Non Resident Players	Non-Resident Fee \$36 per	Fees Waived (Measure J)	League/Club Balance
Girls Fast Pitch	226	202	24	\$864	\$4,040	\$864
Little League	390	350	40	\$1,440	\$7,000	\$1,440
Babe Ruth	106	92	14	\$504	\$1,840	\$504
YMCA	309	277	32	\$1,152	\$5,540	\$1,152
DASA	196	150	46	\$1,656	\$3,000	\$1,656
WSC	337	246	91	\$3,276	\$4,920	\$3,276
Cal Ripken	321	285	36	\$1,296	\$5,700	\$1,296
Total Fees	1885	1602	283	\$10,188	\$32,040	\$10,188

Events

Event	Event Date	Total Participants	Participant Hours	Fees Collected
April Pool's Day*	Apr. 1	150	300	Free Program
Commit2Fit 31-Day Fitness Challenge	May 1-31	488	4,880	Free program
6 th Grade Graduation Party*	June 3	452	904	Free program
Flag Day/Vietnam War Veteran's Recognition	June 14	100	100	Free program
Total Participants		1,190	6,184	

*Event made possible by Measure J

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. Summer programming started at the pool on June 13.

Aquatics Program	Total Participants	Participant Hours	Fees Collected
Lap Swim & Water Aerobics	556	556	\$1,376
Woodland Swim Team (rental)	130	n/a	\$5,730
Woodland & Pioneer High School Swim Teams (rental)	67	n/a	No Fees collected WJUSD Joint Use Agreement
Woodland Wreckers Swim Team	144	1,728	\$20,252
Lifeguard Training	18	720	\$1,540
Swim Lessons – Spring (Measure J)	86	344	\$4,500
Swim Lessons – Summer Session 1	234	936	\$14,820
Public Swim	5,184	14,256	No fees collected \$500 from out of town program
Jr. Lifeguard	22	1,056	\$3,300
Total	6,441	19,596	\$52,018



Summer Time Fun Club being taught private swim lessons as part of Aquatic staff training



Lifeguard Training
April 2016

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)	1,207	2,782.75	Free Program
Baby & Me	313	313	Free Program
Boxing Club	57	684	\$744
Night Hoops	593	899.5	Free Program
Rec2Go (Measure J)	1,303	1,879	Free Program
Toddler Time	36	144	\$560
Total	3,509	6,702.25	\$1,304



Teen Pack After School Program



Rec2Go at Library event

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
Bollywood Mix	5	20	\$126.00	\$88.20	\$37.80
Cello Tennis Academy	229	1,545.4	\$16,205.37	\$14,584.83	\$1,620.54
Country Line Dance Party	33	148.5	\$198.00	\$138.60	\$59.40
Dance w/ Mallory	15	60	\$534.00	\$365.40	\$168.60
Dynamic Dancing*					\$
Fitness 4 All	4	204	\$420.00	\$294.00	\$126.00
Impact Hoops	28	3,276	\$7,285.00	\$5,099.50	\$2,185.50
Karate	22	176	\$575.00	\$402.50	\$172.50
Lego Engineering	30	450	\$4,708.90	\$3,255.00	\$1,453.90
Mad Science	11	165	\$1,592.10	\$1,116.50	\$475.60
Pilates	13	104	\$436.00	\$300.30	\$135.70
Stepping Out	21	168	\$350.00	\$245.00	\$105.00
Wrestling Club	20	560	\$1,164.00	\$840.00	\$324.00
Total	431	6876.9	\$33,594.37	\$26,729.83	\$6,864.54

* Numbers have not been received for quarter

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)	669	1,338	Free Program
Basketball (league)	200	680	Fees collected in previous quarter
Softball (league)	1,815	6,570	\$22,215
Pickleball (open gym)	189	450	Free Program
Volleyball (league)	200	660	Fees collected in previous quarter
Volleyball (open gym)	259	777	\$557
Total	3,332	10,475	\$22,772

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 9,498 participant hours during the fourth quarter.

Programs

Programs	Total Participants	Participant Hours	Fees Collected
Art Classes	463	772.5	\$328
Exercise Classes	2,290	1,475	\$944
Games	1,550	3,427	Free Program
General Programs	2,601	2,049.5	\$1061.30
Education/Resources	372	551	Free Program
Support Groups	183	326	Free Program
Special Programs	245	245	Free Program
Total	7,704	8,846	\$2,333.30

Events

Events	Date	Total Participants	Participant Hours
Senior Center Inc. Installation Dinner	May 12	116	232
Senior Resource Fair	May 26	200	200
Teens Helping Seniors Spaghetti Feed	June 22	110	220
Total		426	652



Teens Helping Seniors Spaghetti Feed Fundraiser

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 fourth quarter are provided below.

Community Development Block Grant (CDBG) Program

The City Council in June approved Woodland's FY 2016/17 CDBG Action Plan and the plan was submitted to the U.S. Department of Housing and Urban Development for review and approval. The plan covers \$440,618 in new CDBG funds the City will receive from the Federal government and the re-programming of \$50,000 in prior year funds for construction projects. The plan proposes funding for fifteen public service and construction activities including support for emergency shelters and the rehabilitation of affordable housing units.

Continuum of Care Grants (CoC) Competition

The U.S. Department of Housing and Urban Development (HUD) awarded the City six grants in the total amount of \$248,513 through the 2015 CoC Competition. The City in partnership with Fourth & Hope will use the funds to permanently house and provide supportive services for chronically homeless families and individuals.

Homeless Outreach/"Housing First" Pilot Project

In April the City Council approved a homeless outreach services contract with Fourth & Hope. This effort will employ a half-time outreach worker to identify the chronically homeless in Woodland, establish regular ongoing communication with these individuals, and connect them whenever possible to services/programs and housing. The Council also approved funding as part of the FY 2016/17 budget for a "Housing First" pilot project in collaboration with Yolo County and other partner agencies to assist placing unsheltered individuals into permanent housing.

Housing-Related Parks Program (HRPP)

The State awarded the City its fourth HRPP grant in June. The \$149,125 grant will fund the purchase of a new play structure for Harris Park (100 Imperial Street). With funding from the third HRPP grant, the City is in the process of ordering three restrooms for installation late this year or in early 2017 at City, Everman, and Campbell parks.

First Time Homebuyer Program

The City continues to work with 10 families participating in its first time homebuyer program.

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).