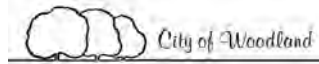


City of Woodland

*300 First Street
Woodland, CA 95695*



Meeting Agenda - Final

Monday, February 27, 2017

6:30 PM

Council Chambers

Parks & Recreation Commission

A. Call to Order**B. Roll Call****C. Pledge of Allegiance****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. Presentation**G. New Business**

[17-207](#) Provide Input on Draft Aquatic Center Concepts and Locations

Attachments: [aquaticfeasibilitystudy.pdf](#)
[Concept Options.pdf](#)

H. Committee Reports

[17-202](#) Work Plan

Attachments: [FY 17 Work Plan 92616.pdf](#)

[17-203](#) Roster/Committee Assignments

Attachments: [Public PRC Rosters January 2017.pdf](#)

I. Consent Calendar

[17-200](#) Approve January 23, 2017 Minutes

Attachments: [1232017 Minutes](#)

J. Other Business

[17-204](#) Commission Absent Requests

Attachments: [P&R January 2017](#)

K. Report of the Staff

[17-201](#) Community Services Report for February 27, 2017

Attachments: [CSD Report 022717](#)

[17-205](#) CSD Quarterly Report February 2017

Attachments: [Q2 17](#)

L. Next Meeting**M. Adjourn**

I declare under penalty of perjury that the foregoing Agenda for the Parks & Recreation Commission Regular meeting of the City of Woodland scheduled for Monday, February 27, 2017 was posted on Friday, February 24, 2017 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 #: 17-207 **Version:** 1 **Name:**

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

File created: 2/17/2017 **In control:** Parks & Recreation Commission

On agenda: 2/27/2017 **Final action:**

Title: Provide Input on Draft Aquatic Center Concepts and Locations

Sponsors:

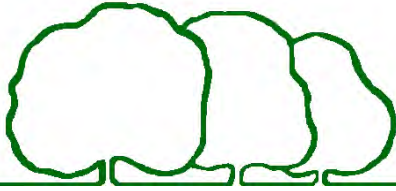
Indexes:

Code sections:

Attachments: 1. aquaticfeasibilitystudy.pdf, 2. Concept Options.pdf

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

Provide Input on Draft Aquatic Center Concepts and Locations



Parks & Recreation Commission Communication

SUBJECT: Monthly Community Services Report

DATE: February 27, 2017

PREPARED BY: Community Services Department

RECOMMENDED ACTION:

Provide Input on Draft Aquatic Center Concepts and Locations.

BACKGROUND INFORMATION:

In July 2016, the City Council authorized a contract for Aquatic Design Group to conduct a feasibility study to evaluate the current unmet aquatic needs and future needs in the city. The study also includes a site assessment of three possible pool locations (Community & Senior Center, Community College, and Spring Lake) to test the capacity and feasibility of each site for a future aquatic center.

A public workshop was held in September to obtain input on the types of aquatic features the public would like to have included in a future aquatic center (size of pool, type of pool, various uses, etc). Several concepts were then presented to staff that included aquatics centers that could be constructed in phases. Staff reviewed this information with the consultant in addition to having a meeting with a citizen pool committee. A second public workshop was held on February 1. Draft concepts for pool designs (to include recreational and family amenities) were shown to the public in order for the consultant to receive comments to further refine the aquatic center options.

Staff would like to receive input from the Commission on the draft concepts that were presented to the public on February 1. Additionally, staff would like to receive the commissions input on the pros and cons of each of the aquatic complex sites included in the study.

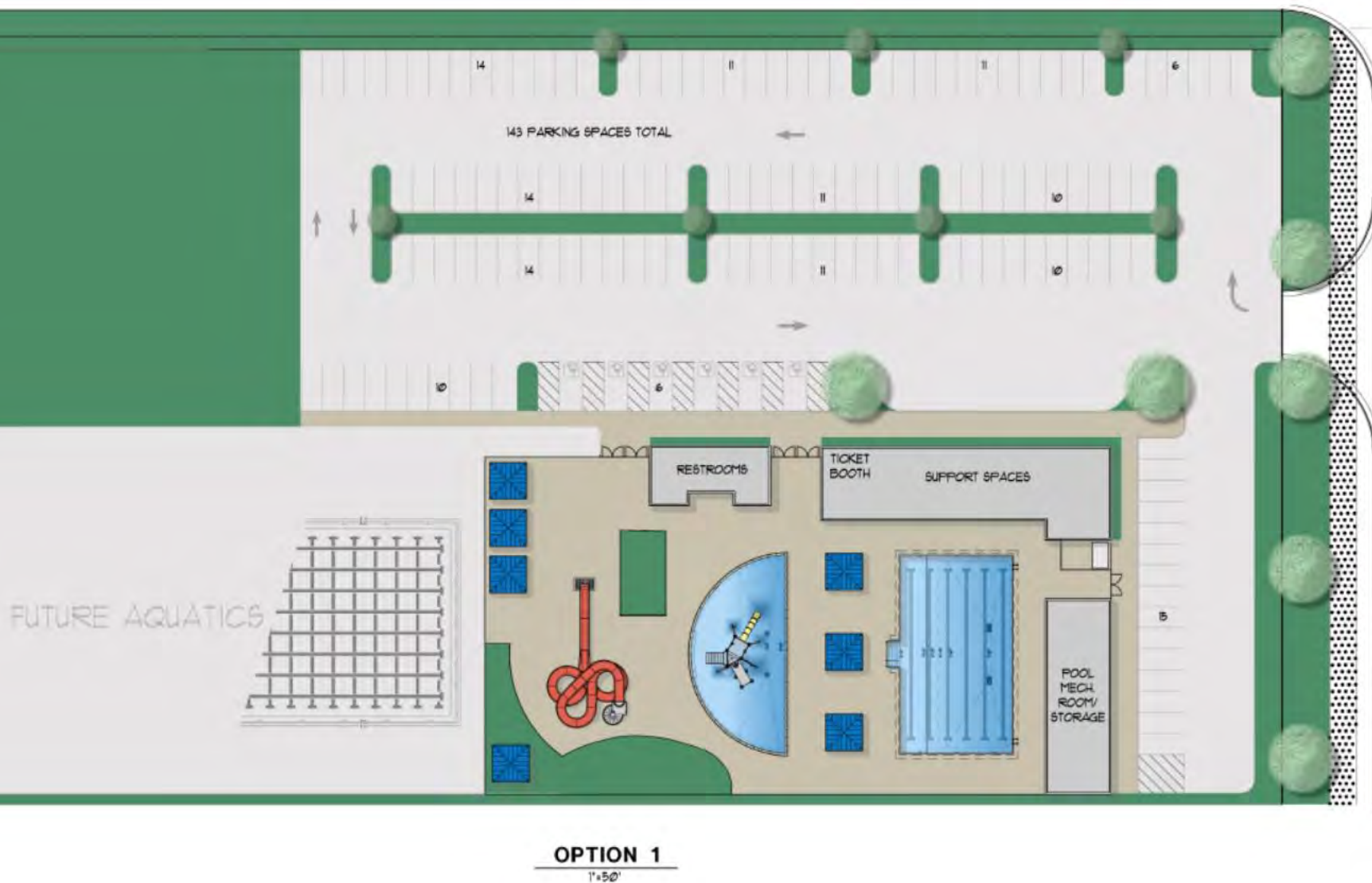
Staff will be presenting the draft concepts to the City Council at a later date to receive their input. Input received from the Parks & Recreation Commission will be included in the report to the City Council.

Attachments: Concept Options 1 -3 Aquatic Complexes
Project Site Options

Concept Options



Option 1



Option 1

ITEM	DESCRIPTION	AREA (SQ. FT.)
1.1	6-Lane Pool	3,425
1.2	Play Pool	2,000
1.3	Pool Decking	8,138
1.4	Shade Areas	1,500
1.5	Entry/Lobby	1,300
1.6	Lockers (25)/Bathrooms	885
1.7	Operators Office	0
1.8	Aquatics Office	150
1.9	Classroom	800
1.10	Concession	500
1.11	Lifeguard/First Aid	500
1.12	Meet Mgt.	0
1.13	Indoor Storage	400
1.14	Pool Mechanical	1,200
1.15	Custodial	64
1.16	TOTAL BUILDING	7,489
1.17	Parking Spaces (143)	43,000
1.18	Sidewalks	2,526
1.19	Landscape	10,526
1.20	TOTAL SQUARE FEET	78,332
1.21	TOTAL ACRES	1.8



OPTION 1

1"=50'



Option 1

Project Estimate: \$7,400,000

ORDER OF MAGNITUDE

Annual Operating Revenue	\$600k - \$700k
Annual Operating Expenses	(\$700k) – (\$800k)
Required Subsidy	(\$100k) – (\$200k)



Option 2



OPTION 2

1"=50'



Option 2

ITEM	DESCRIPTION	AREA (SQ. FT.)
2.1	6-Lane Pool	3,425
2.2	Recreation Pool	4,800
2.3	Pool Decking	12,338
2.4	Shade Areas	1,500
2.5	Entry/Lobby	1,300
2.6	Lockers (25)/Bathrooms	1,055
2.7	Operators Office	0
2.8	Aquatics Office	150
2.9	Classroom	800
2.10	Concession	500
2.11	Lifeguard/First Aid	500
2.12	Meet Mgt.	0
2.13	Indoor Storage	400
2.14	Pool Mechanical	1,100
2.15	Custodial	64
2.16	TOTAL BUILDING	7,576
2.17	Parking Spaces (143)	43,000
2.18	Sidewalks	3,377
2.19	Landscape	14,069
2.20	TOTAL SQUARE FEET	90,085
2.21	TOTAL ACRES	2.1



OPTION 2

1"=50'



Option 2

Project Estimate: \$8,300,000

ORDER OF MAGNITUDE

Annual Operating Revenue	\$700k - \$800k
Annual Operating Expenses	(\$750k) – (\$800k)
Required Subsidy	(\$50k) – 0

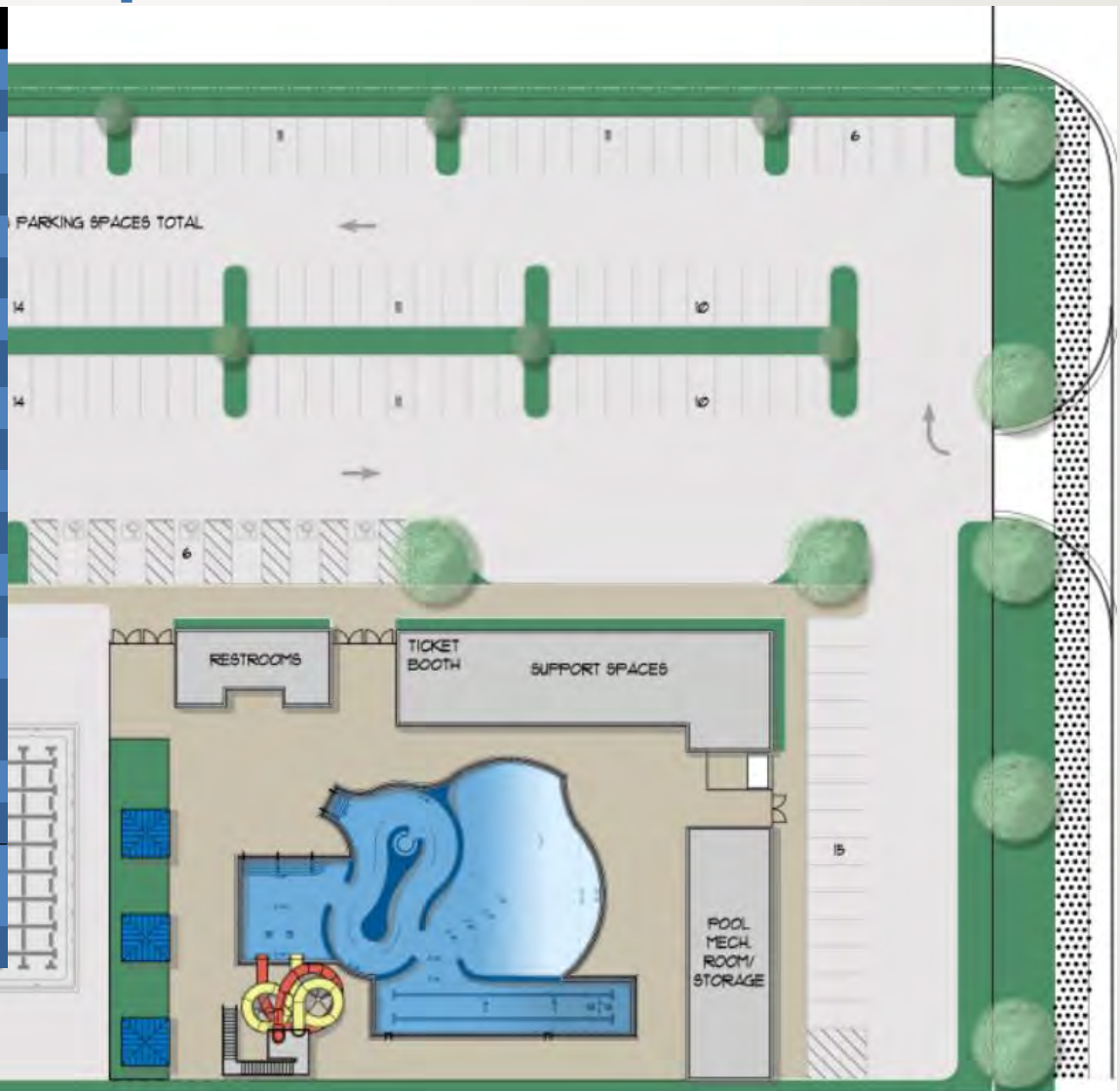


Option 3



Option 3

ITEM	DESCRIPTION	AREA (SQ. FT.)
3.1	Multi-Purpose Pool	6,100
3.2	Pool Decking	9,150
3.3	Shade Areas	1,500
3.4	Entry/Lobby	1,300
3.5	Lockers (25)/Bathrooms	905
3.6	Operators Office	0
3.7	Aquatics Office	150
3.8	Classroom	800
3.9	Concession	500
3.10	Lifeguard/First Aid	500
3.11	Communication.	0
3.12	Indoor Storage	400
3.13	Pool Mechanical	1,100
3.14	Custodial	64
3.15	TOTAL BUILDING	7,389
3.16	Parking Spaces (143)	43,000
3.17	Sidewalks	2,717
3.18	Landscape	11,320
3.19	TOTAL SQAURE FEET	81,176
3.20	TOTAL ACRES	1.9



Option 3

Project Estimate: \$7,600,000

ORDER OF MAGNITUDE

Annual Operating Revenue	\$600k - \$700k
Annual Operating Expenses	(\$700k) – (\$750k)
Net Subsidy	(\$100k) – (\$150k)



Project Site Options

- Woodland Sports Park
- Woodland Community College
- Spring Lake



Legislation Details (With Text)

File #: 17-202 Version: 1 Name:

Type: P&R Committee Reports Status: Agenda Ready

File created: 1/30/2017 In control: Parks & Recreation Commission

On agenda: 2/27/2017 Final action:

Title: Work Plan

Sponsors:

Indexes:

Code sections:

Attachments: 1. FY 17 Work Plan 92616.pdf

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

Work Plan

FY17 Parks & Recreation Commission Annual Work Plan

The Parks and Recreation Commission is committed to promoting enhanced civic engagement on key initiatives such as Measure J, Parks Master Plan, Urban Forest, Fitness Initiative, Volunteerism, etc. We will use national best practice models for enhancing community engagement through expanded outreach and service delivery strategies that meet the needs of our ever-changing and culturally diverse community.

1. Urban Forest

Goals	Status
Partner with community groups and city staff to educate residents on our urban forest and the best ways to maintain our urban canopy. Objective: Work with city staff to improve access to urban forest topics on the city webpage. Activities: • Hosting a planting and tree pruning workshop • Working with city staff to present articles and press releases about city programs and rebates. • Link to city programs, rebates, the master tree list, cyclical pruning updates, as well as contact numbers and forms. • Partner with community groups and city staff to finish the Legacy Grove. <i>Lead Committee: Urban Forest</i>	Approved Sept 2016

2. Evaluate Committee Restructuring

Goals	Status
Evaluate the changes made to the Committee structure and newly defined roles and responsibilities. Objective: Determine if the restructured committees have resulted in increased Commission engagement and improved outcomes for the community. Activities • Schedule on future agendas a mid-year check-in and year end evaluation discussion • Vote at year end to either continue with the new structure or make modifications as needed for subsequent fiscal year <i>Lead Committee: Ad Hoc</i>	Approved Sept 2016

FY17 Parks & Recreation Commission Annual Work Plan

3. Review Policies

Goals	Status
Commissioners will review policies throughout the year as requested. Policies Last Reviewed in FY13 Objective: Policies need to be Current and Relevant. Policies should be reviewed on a regular basis to insure relevance. Activities: • Work with Staff to gather a listing of all known policies • Create Policy inventory and design roadmap to schedule timely review • Recommend review of 1 to 2 policies per year (to be reevaluated as needed) <i>Lead Committee: Ad Hoc</i>	Approved Sept 2016

4. Review Facility Needs

Goals	Status
Review and evaluate facility needs and make prioritized recommendations to the City Council Objective: Work with staff to prioritize recommendations and where possible help develop strategies for implementation. Activities • Review and evaluate Tennis proposal • Review Pool Study • Review Community & Senior Center Master Plan • Improve Woodland Boxing Club facilities (water fountain) and equipment • Develop recommendations and submit to City Council for consideration <i>Lead Committee: Facilities Committee</i>	Approved Sept 2016

5. Budget and Finance Review

Goals	Status
Provide budget oversight that is consistent with the Commission's charter. Objective: Work with staff on key Park and Recreation fiscal issues and simplify budget reports for the Commission and public. Activities • Work with staff on simplifying budget reports and making them more informative and user friendly for the general public • Work with staff and lead Commission discussion on key fiscal matters, such as the cost of the sports complex and Measure J • Receive budget briefing from staff at least quarterly. • Committee members and staff will jointly provide quarterly budget reports	Approved Sept 2016

FY17 Parks & Recreation Commission Annual Work Plan

to the Commission <i>Lead Committee: Budget and Finance</i>	
--	--

6. Volunteerism Committee

Goals	Status
Work with staff to review and update a volunteer list. Objective: Reach out to individuals and organizations in the community who are willing to volunteer Activities: • Identify potential projects in the community. • Talk with potential volunteers about needs/projects at the parks they use • Coordinate and complete one community project with the help of local volunteers. <i>Lead Committee: Volunteerism Committee</i>	Approved Sept 2016

7. Program & Department Evaluation Committee

Goals	Status
Determine if there is an community need for expanded programs, including, but not limited to access to additional facilities, classes, and tournaments. If so, recommend a plan to move forward featuring elements of support and resources. Objective: Evaluate current tennis program and future needs with input from Parks and Community Services Staff various community clubs. Determine if expanded facilities are needed. Activities: • Meet with Parks and Community Services to determine what data they have for analysis. • Meet with members of various to get information and participant numbers and potential. • Determine if we should survey community members. If so, work with staff to develop and disperse an appropriate survey. <i>Lead Committee: Program & Department Evaluation</i>	Approved Sept 2016

Legislation Details (With Text)

File #: 17-203 Version: 1 Name:

Type: P&R Committee Reports Status: Agenda Ready

File created: 1/30/2017 In control: Parks & Recreation Commission

On agenda: 2/27/2017 Final action:

Title: Roster/Committee Assignments

Sponsors:

Indexes:

Code sections:

Attachments: 1. Public PRC Rosters January 2017.pdf

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

Roster/Committee Assignments



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder	whitesnydere@gmail.com	12/31/2017
Vacant		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	12/31/2020

STANDING COMMITTEES

(Max. 3 commissioners)

Facilities Committee

Romero, Valcarenghi, White-Snyder

Program & Department Evaluation

Miller, Hartman,

Ad Hoc Committee

Salinas, White-Snyder

Budget and Finance Committee

White-Snyder, Romero

Urban Forest Committee

Romero, Valcarenghi

Volunteerism Committee

Hartman, Salinas

Liaisons

Baseball: Romero

Soccer: Salinas

Swimming: Vacant

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 #: 17-204 Version: 1 Name:

Type: P&R Other Business Status: Agenda Ready

File created: 1/30/2017 In control: Parks & Recreation Commission

On agenda: 2/27/2017 Final action:

Title: Commission Absent Requests

Sponsors:

Indexes:

Code sections:

Attachments: 1. P&R January 2017

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

Commission Absent Requests

Parks & Recreation Commission Attendance (current commissioners only)
Meetings 4th Monday of each month @ 6:30 pm (no meetings in August or December)

Commissioners	7/2016	8/2016	9/2016	10/2016	11/2016	1/2017	2/2017	3/2017	4/2017	5/2017	6/2017
Jesse Salinas											
Jon-Paul Valcarenghi	Unexcused Absence										
Carla White-Snyder											
Vacant											
Joe Romero				Excused Absence							
Stephanie Miller				Unexcused Absence							Excused Absence
Leigh Ann Hartman							Excused Absence				
Quorum	Yes	Yes	Yes	Yes	Meeting Cancelled	Yes					



Legislation Details (With Text)

File #: 17-200 Version: 1 Name:
Type: P&R Consent Calendar Status: Agenda Ready
File created: 1/30/2017 In control: Parks & Recreation Commission
On agenda: 2/27/2017 Final action:
Title: Approve January 23, 2017 Minutes
Sponsors:
Indexes:
Code sections:
Attachments: 1. 1232017 Minutes

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

TO: PARKS & RECREATION COMMISSION

DATE: February 27, 2017

SUBJECT: October 24, 2016 Minutes

Recommendation for Action:

Approve the January 23, 2017 Minutes.

Background Information:

Meeting minutes from January 23, 2017 are presented for approval.

Staff Contact

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

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

Parks & Recreation Commission Minutes

Monday, January 23, 2017

City Hall – 300 First Street – Council Chambers

Call to Order

The Parks & Recreation Commission meeting was called to order by Chair Jesse Salinas at 6:30 p.m. on Monday, January 23, 2017 in the Council Chambers at City Hall.

Pledge of Allegiance

Roll Call

Commission Members Present:

Commissioner Carla White-Snyder
Chair Jesse Salinas
Commissioner Leigh Ann Hartman
Vice Chair Jon-Paul Valcarengi
Commissioner Romero

Commission Member Absent:

Staff Present:

CSD Director Engel
CSD Analyst Halcon
CSD Manager Bain
CSD Superintendent Schroeder

Public Comment

Bruce Jacks voiced his concerns with gophers in City parks.

James Voorhees encouraged Commissioners to consider recommendation for naming of park.

Communication-Commission/Staff Statements and Requests

Commissioner Miller thanked staff for the removal of the rotted wood in the workout stations at Woodside Park and if there was a plan to replace the stations. Engel responded not at this time.

Presentation

Ken Trott presented the annual report for the Woodland Tree Foundation.

Sacramento Junior Tennis Fund presented the City of Woodland with a check for \$1,800.

Committee Reports

Facilities Committee

Commissioner Romero requested to extend the park naming deadline. Commissioner Salinas would like to find gender balance in park naming, encourage more community input of recommendations. Remove Commissioner Miller from the Finance Committee.

Consent Calendar

October 24, 2016 Minutes

Action:

Romero/Miller seconded to approve October 24, 2016 minutes.

Motion carried by the following roll call vote:

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

Noes: none

Other Business

Consider Commissioner Requests for Excused Absences from Future Meetings

Commissioner Hartman requested off for the February 27th. Commissioner Miller requested off for the June 26th meeting.

Action:

Commissioner Romero/Commissioner Miller seconded to excuse the requested meeting absences.

Motion carried by the following roll call vote:

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

Noes: none

Approve Legacy Grove Proposal

Action:

Commissioner White-Snyder/Commissioner Valcarenghi seconded to approve the Legacy Grove Proposal.

Motion carried by the following roll call vote:

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

Noes: none

Approve Arbor Day Celebration on March 18, 2017

Action:

Commissioner Valcarenghi/Commissioner Miller seconded to approve the Arbor Day Celebration.

Motion carried by the following roll call vote:

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

Noes: none

Staff Reports

Community Services Report

Staff reported to the commission of the upcoming public meetings, Aquatic Feasibility Public Meeting on February 1 at 6 pm and the Hiddleson Pool and Park conversion meeting on February 8 at 6 pm. Engel updated the commission that the City continues to explore options for the boxing program and finding the best solution for all parties. Staff has submitted a concept proposal for a Cal Fire Grant for the preparation of an urban forest

management plan and planting 1,200 trees over the next three years. Engel reported at City Council meeting on January 17, 2017, the council awarded the construction contract for Rick Gonzalez Park and approved the plans and will move forward for bid for the "N1" park. Schroeder reviewed the accomplishments of the work at Ferns Park with funds provided by the John & Eunice Davidson Fund: drinking foundations repaired, the poured in place rubber removed and replaced with wood fiber, the play structure painted and two new play features. Engel noted that Ferns Park is also the pilot program for a P.O.P. (Problem Oriented Policing) program to improve the safety at the park. The Dog Park had engineered wood fiber replace the mud and there have been no complaints from the public. Bain provided an update about the Martin Luther King Jr. event held on January 16 and reminded the commissioners about the upcoming ReXpo on March 3.

Action: Received

Next Meeting February 27, 2017

Adjourn 8:17 p.m.

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

Motion carried by the following roll call vote:

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

Noes: none

Legislation Details (With Text)

File #: 17-201 Version: 1 Name:
Type: P&R Report of the Staff Status: Agenda Ready
File created: 1/30/2017 In control: Parks & Recreation Commission
On agenda: 2/27/2017 Final action:
Title: Community Services Report for February 27, 2017
Sponsors:
Indexes:
Code sections:
Attachments: 1. CSD Report 022717

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

TO: Parks & Recreation Commission

DATE: February 27, 2017

SUBJECT: Community Services Report for February 27, 2017

Recommendation for Action: None. Information only.

Background Information:

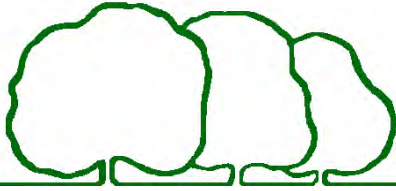
The following provides highlights of the Community Services Department since the last report.

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: February 27, 2017

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

Hiddleson Demolition and Park Reuse Project: On February 8, the City conducted a public meeting to discuss reuse options at the current Hiddleson Pool site. Over 500 meeting notices were mailed to residents near Hiddleson Pool. Approximately 30 residents attended the meeting. A draft concept that included a rose garden, pathway, and trees was presented and not favored by most of those in attendance. Staff will be working with the landscape designer to present 2-3 concepts for discussion at the March 27 Commission meeting. Public input included the desire to have an active recreation site that would attract youth and families to the area. Any final solution will be constrained by the project budget. The current budget for improvements for the reuse area after demolition is approximately \$100,000 (the final amount available will be dependent on the overall cost to demolish Hiddleson – the project budget is \$290,000). Demolition of Hiddleson is anticipated to occur in spring/early summer 2017.

Park Maintenance

Ferns Park Projects: Several projects have been completed or are in the process of being completed at Ferns Park as part of the John and Eunice Davidson Fund. Painting of the play structure roof tops has started, and as weather permits, painting of the murals will commence. Additionally, with grant funds, two new play features (a “Vippy” and a “Pirouette”) were installed on February 15, 2017.

Restroom Replacement Projects: With the break in weather, staff has been working diligently to prepare Everman and Campbell Parks for the new restrooms. It was determined that these two restrooms would be installed prior to the City Park restroom as both sites have easier access for delivery (the crane does not need to be positioned on grass as it does for the City Park project). Staff has excavated both sites and all the utilities are in place. Staff hopes to have all three restrooms placed prior to the end of March.

Gopher Issues at Ferns, Woodside, Crawford, and Douglas Parks: At the last Commission meeting, resident Bruce Jacks presented to the Commission his concerns with gophers at various city parks. On January 31 staff met with the landscape contractor (Dominguez Landscaping) to review the gopher control provision in their agreement and to discuss their current methods for gopher control. Since this meeting, staff has been receiving weekly updates from Dominguez Landscaping on gopher control at city parks to ensure the contractor is prudently addressing this issue. The contractor uses a combination of Kaput D which is a gopher bait, along with manual traps to control gophers. Mr. Jacks suggested that the city use a product called “Rodent Blaster”; however, this product could possibly cause damage to underground infrastructure therefore it is not ideal for use in city parks. Staff followed up with Mr. Jacks on February 15 to provide him with an update on gopher control efforts.

Field Improvements: Staff has received an inquiry from Woodland Girls Fast Pitch for field improvements, as well as explore the possibility for additional field space. Staff is currently reviewing the list that was provided to determine which requests will be able to be accommodated. Some requests, such as improving the field conditions at City Park should be able to be accommodated in conjunction with the bathroom installation project; however, others such as lighting installation at Southland, City, and Beamer Parks will not be to be accommodated (at least in the short term).

Urban Forestry

Work Orders: Staff continues to assess the types of work orders that are open and schedule work in a manner to continue to reduce the overall total of work orders. In the next few months, it is anticipated that the work order total should greatly be reduced as tree plantings will occur as part of the Arbor Day Celebration (March 18) and the Community Day of Service (April 29).

Month	Inspections	Investigations	Planting	Pruning	Pruning-City Contract	Pruning-Maintenance only	Removal Program	Removal Program-City Contract	Right of Way Clearance	Stump Grinding	Total Work Orders
Jan-17	5	9	204	1	2	5	101	1	3	118	449
Feb-17	6	11	182	1	2	5	99	1	3	119	429

Tree Plantings and Removals: In 2016, 253 trees were planted compared to 89 tree removals. To date for calendar year 2017, 3 trees have been planted compared to 5 tree removals.

Cemetery

The Woodland Cemetery had five full burials during the month of January and posted \$5,750 in sales for the month.

RECREATION

Boxing: On February 7, 2017 the City Council approved the relocation of the boxing program to the current “Youth Center” at the Community & Senior Center. This relocation would not affect senior programming or space currently used by the YMCA Wellness and Fitness Center. The main program that would be affected is Dynamic Dancing, a dance program that generally operates Monday through Friday in the early afternoon through 9 pm (there are also two morning classes). Additionally, the City’s summer teen program and year-round “Toddler Time” uses this space. Dynamic Dancing classes will be relocated generally to Banquet Room 3. At times when the banquet rooms are rented for large rentals, it is anticipated that the program will be relocated to a meeting room (and a dance floor will be available for use). Staff anticipates infrequently being able to not accommodate the dance classes; the contractor will be notified if a class needs to be rescheduled. Dance classes will start to be programmed in the banquet room beginning on March 6 when the new program session begins. Staff is also in the process of working with the boxing contractor and a boxing coach from UC Davis to determine what improvements will need to be made to the new boxing space to move the program. A date for the move has not yet been set.

César Chávez Event Planning: Staff is beginning to plan the César Chávez Day Celebration, working with Mayor Barajas, Council Member Rodriguez, and a dedicated committee of Woodland community members. This year the event will be held, in conjunction with Food Truck Mania, on Sunday, April 2 from 4:00-7:00 pm with a short program starting at 5:00 pm. There will be music, performances by Freeman Ballet Folklorico, Mariachi Puente, and local singer Miguel Mancera. There will be crafts for kids overseen by volunteers from the police department, an exhibit to learn about the life and achievements of César Chávez, and other activities for all ages.

Adult Sports

Senior Basketball: The Winter Senior Basketball league continues through the end of February and will conclude with a playoff-style tournament. Approximately 90 players participated in the league this year (12 teams).

Aquatics

Wreckers Recreation Swim Team: The Wreckers’ registration opened for the 2017 season on January 2 for returning participants and on February 1 for new swimmers to the team. The city’s recreational swim team has over 70 registered; several age groups are full and swimmers are being placed on a waiting list for future registration opportunities. Practice begins on April 3. It is anticipated that the program will fill to capacity with 150 swimmers prior to the beginning of the season.

Pool Reservation for High School Swim Teams: Pioneer and Woodland High School swim teams started practice on February 6. During the months of high school swim season (February-May), Woodland Swim Team consolidates their use to about half the pool, allowing room for the high school teams. The two schools practice concurrently on Monday-Friday from 3:00-7:00 pm (approximately 100 swimmers total).

Community Center and Sports Park

Community & Senior Center reservations for January included:

Private reservations

Private Wedding & Reception

Private Family Gathering

WRA Director's Meeting

Private Party

UC Coop Extension Training

Private Birthday Party

PHS Football Boosters Crab Feed

Coso Line Training & Meeting

City-Related reservations

YGRIP Meeting

City Council Retreat

Facility maintenance projects for January 2017 included:

- Audio/visual system in the banquet room was assessed by Anderson AV.
- Plumbing in the north side of the facility was backing up, staff is managing this issue.

Woodland Sports Park Tournament Reservations: Woodland Sports Park held nine tournament events in January for teen baseball and girls fast-pitch softball (two events were cancelled due to inclement weather). Over 100 teams participated in competition for the month of January. The total revenue captured for these reservations was \$12,600.

General Recreation Programming

ReXpo Update: Staff is working on the final preparations for ReXpo including paperwork, flyers, and prizes. Over 40 instructors and partners have confirmed their attendance for the event. Maria's Cantina will provide food samples and Blue Note Brewery and Simas Family Vineyards will provide beer and wine tasting. To celebrate the Community & Senior Center's 10th Anniversary, birthday cupcakes will be handed out and there will be a special appearance from new CSD mascot "T-ReXpo".

How can Parks & Recreation Commissioners help? Commissioners are encouraged to attend ReXpo and help survey the participants about departmental marketing.

Teen Summer Classes Update: Staff created a flyer that advertises multiple summer teen activities. The single flyer includes information for the following programs: Summer Teen Pack, Teens Helping Seniors, the Yosemite Outdoor Adventure Trip, and Summertime Fun Club Volunteer program. In addition, for promotional purposes all teen program marketing will include a "#summerawesomeness" tag for social media.

Measure J Programming

Youth Committee: The Community Services Youth Committee participants determined their program goal for the year is to increase skills necessary to acquire a job. At the last meeting the participants learned how to prepare resumes. For an upcoming meeting, the participants would like to participate in mock interviews. At the conclusion of the Youth Committee program in May, the participants will have been learned how to interview to help them successfully gain employment.

How can Parks & Recreation Commissioners help? Commissioners are invited to attend the March 16 Youth Committee meeting to assist with the mock interview process for the participants. The meeting is from 5:00-7:00 pm at the Woodland Community & Senior Center. Please contact Stephanie if you can attend.

Skate Night: On January 20, 130 middle school and high school students came to Nor Cal Indoor Sports for the City of Woodland's Skate Night. Participants enjoyed free skating, batting cages, and the opportunity to have a good time with friends. The next Skate Night event will be held in November, 2017.

Valentine's Day Cookie Decorating: Woodland celebrated an early Valentine's Day on Friday, February 10 at the Valentine's Day Cookie Decorating event. Over 175 gathered at the Woodland Community & Senior Center to decorate cookies and create Valentine's Day cards. This sweet event was enjoyed by all who attended.

Upcoming Dates

March 3: ReXpo, 4-7 pm, Community & Senior Center

March 18: Arbor Day Tree Planting, 9 am Community & Senior Center

April 2: Cesar Chavez Celebration, 5:00-7:00, First & Bush Streets

April 7: April Pool's Day, 5:30-7:30, Community Swim Center

April 29: Community Day of Service, 9 am Jack Slaven Park (tree planting)

SUBJECT: Monthly Community Services Report

PAGE: 6

ITEM:

COMMUNITY SERVICES SNAPSHOT THRU 1 /31/17

Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$507,961.00	\$264,183.12	\$243,777.88	47.99%
Community & Senior Center	\$911,209.52	\$507,422.72	\$403,786.80	44.31%
Brook Swim Center-Recreation	\$158,089.00	\$87,292.31	\$70,796.69	44.78%
General Recreation Programs	\$475,659.00	\$274,507.66	\$201,151.34	42.29%
General Landscape Maintenance	\$219,059.00	\$177,332.28	\$41,726.72	19.05%
Park Maintenance	\$1,416,023.06	\$923,690.30	\$492,332.76	34.77%
Hiddleson Maintenance	\$3,782.00	\$882.02	\$2,899.98	76.68%
Charles Brooks Swim Center Maintenance	\$343,516.00	\$199,603.82	\$143,912.18	41.89%
Tree Maintenance	\$361,131.00	\$257,426.35	\$103,704.65	28.72%
Enterprise Fund				
Cemetery Maintenance	\$432,058.00	\$255,136.33	\$176,921.67	40.95%
Youth Enterprise	\$376,237.60	\$271,216.48	\$105,021.12	27.91%
Lighting & Landscape District				
Gibson Ranch	\$770,699.15	\$434,353.85	\$336,345.30	43.64%
North Park District	\$28,269.00	\$22,728.21	\$5,540.79	19.60%
Streng Pond Maintenance District	\$30,897.00	\$22,578.16	\$8,318.84	26.92%
Woodland West (Westwood)	\$19,876.00	\$6,695.08	\$13,180.92	66.32%
Springlake	\$792,343.73	\$524,448.01	\$267,895.72	33.81%
Community Sports Park Programs	\$386,200.00	\$180,628.33	\$205,571.67	53.23%
Gateway	\$101,185.00	\$53,280.00	\$47,905.00	47.34%
Measure J				
General Recreation Programs	\$420,163.00	\$209,160.40	\$211,002.60	50.22%
Middle School Programs	\$348,627.00	\$185,058.60	\$163,568.40	46.92%
Aquatics	\$221,126.00	\$111,449.24	\$109,676.76	49.60%
Recreation Van	\$61,262.00	\$28,358.54	\$32,903.46	53.71%
Summer Camp	\$174,652.00	\$68,131.34	\$106,520.66	60.99%
Youth Advisory Committee and Academy	\$5,000.00	\$922.40	\$4,077.60	81.55%
TOTAL RECREATION BUDGET	\$8,565,025.06	\$5,066,485.55	\$3,498,539.51	40.85%

SUBJECT: Monthly Community Services Report

PAGE: 7

ITEM:

COMMUNITY SERVICES - REVENUE SNAPSHOT thru 1/31/17

Account Title	FY17 Projection	FY17 Revenue to Date	% of Projection
Red Cross Course Fee	\$500.00	\$445.00	89.00%
Msc. Sales	\$2,002.00	\$450.00	22.48%
C. Brooks Swim Center Revenue	\$150,000.00	\$50,587.53	33.73%
Senior Programs Revenue	\$10,000.00	\$6,183.70	61.84%
Community Senior Center Msc.	\$80,000.00	\$49,676.50	62.10%
Community Fitness Center	\$34,992.00	\$21,403.20	61.17%
Community Sports Park	\$205,000.00	\$134,651.75	65.68%
Measure J.	\$0.00	\$12,125.00	12125.00%
General Recreation	\$80,000.00	\$22,745.75	28.43%
Yolano Recreation Program Income	\$5,000.00	\$2,147.00	42.94%
Adult Recreation & League Programs	\$95,000.00	\$34,427.30	36.24%
Cemetery Internment Space	\$20,488.00	\$17,760.00	86.68%
Cemetery Services	\$44,042.00	\$20,830.00	47.30%
Cemetery Products	\$30,699.00	\$15,774.00	51.38%
Endowment Care Fee	\$13,249.00	\$8,620.00	65.06%
Park Revenue	\$60,000.00	\$31,104.00	51.84%
Gibson Ranch Park Revenue	\$4,743.00	\$7,931.50	167.23%
Springlake Park Revenue	\$9,530.00	\$3,480.00	36.52%
Recreation Contract	\$183,000.00	\$81,691.00	44.64%
TOTALS	\$1,028,245.00	\$522,033.23	51%



Legislation Details (With Text)

File #: 17-205 Version: 1 Name:

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

File created: 1/30/2017 In control: Parks & Recreation Commission

On agenda: 2/27/2017 Final action:

Title: CSD Quarterly Report February 2017

Sponsors:

Indexes:

Code sections:

Attachments: 1. Q2_17

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

CSD Quarterly Report February 2017

Community Services Department Quarterly Report: October – December 2016

The following provides a summary of the Community Service Department's programs, activities, and events for October through December 2016. This report refers to participant hours; the methodology for calculating participant hours is described at the end of the document. *Participant totals (total participants and total participant hours) are the total amount of participants/hours for the entire reporting period (ie in most cases three months).*

Quarterly Highlights

- Approximately 1,880 people attended events at the Community & Senior Center during facility rentals.
- Over 1,216 people participated in events such as the Ace Race Disc Golf Tournament, Movies on Main Street, Father Daughter Dinner Dance, the Commit2Fit 30-Day Challenge, and Teen Skate Night.
- Approximately 12,919 participant hours were recorded for aquatics; and youth, teen, and adult recreation classes.
- Over 10,246 participant hours were recorded for adult sports.
- Approximately 9,249 participant hours were recorded for senior programs and senior events.
- The After School Teen Pack program at Douglass and Lee Middle Schools (a Measure J program) tripled program attendance since Q2 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
October	\$1,029,728.45	\$47,584.90	\$4,628	\$43,534.90	846	20	143
November	\$160,756.65	\$52,694.85	\$100	\$52,694.85	517	18	128
December	\$825,243.80	\$43,393.63	\$3,780	\$39,613.63	144	11	116
Total	\$2,015,728.90	\$143,673.38	\$8,508	\$135,843.38	1,507	49	387

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 (Fall 2016) was distributed to WJUSD students to promote fall activities and events (Youth Basketball, After School Teen Pack, Skate Night, Commit2Fit, and "try something new"). All flyers are in English and Spanish.
- Direct Marketing: Participants of the 2016 Father Daughter Dinner Dance were sent a 2017 calendar with pictures from the event. The calendar provides Departmental program start dates such as the beginning of summer programming, classes, and special events

- 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: Rec2Go staff attended the monthly Food Truck Mania events in October, November, and December, the Annual Downtown Harvest Festival, the Woodland Christian Mud Run, and Tafoya’s Harvest Festival to promote programs and to engage children in activities. Rec2Go also participated in the Holiday Parade.



Rec2Go at Woodland Christian’s Mud Run on November 5

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.

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. This table does not include use of rooms for senior programs or exercise classes.

	General Facility Rentals <i>Includes rentals receiving discounts</i>	Facility Rentals <i>with Fees Waived</i>
Number of Rentals	18	11
Approximate Participants	1,880	1,360
Total Fees	\$18,575	\$17,750 (waived)

Tournaments

Tournament rentals are available for the Sports Park Complex. Local tournament directors have the first choice of dates for the following year before a “tournament date allocation meeting” is held with non-local tournament directors. All of the available weekend dates for tournaments (from January to August and November to December) were reserved. (September and October weekends are used for soccer games by local soccer leagues). During the second quarter, the Sports Park was reserved for youth baseball and soccer tournaments. Some tournaments were cancelled due to inclement weather.

Tournament Rentals of Sports Park	
Number of Rentals	2
Number of Teams	50
Total Fees Collected	\$8,400

Facility Maintenance Projects

Annual maintenance projects were completed during the holiday closure at the Community & Senior Center. These projects included the resurfacing of the gym floor in the Kevin & Lori Haarberg Gymnasium and Court “C” (the gymnasium by the Y Wellness & Fitness Center). The gym resurfacing maintenance was scheduled when the public had limited access to the Community & Senior Center and programs and activities would not be impacted with room closures.

Parks

Parks and urban forestry projects during the second quarter include:

Hiddleson Pool: The Hiddleson Pool Demolition and Southland Park Reuse Project began with asbestos abatement in the front entryway tile of the former pool building. PG&E gas and electrical services have been terminated and city staff removed any loose equipment and materials for salvage or discard. A public meeting will be held on February 8, 2017 at 6 pm at the Woodland Community & Senior Center to discuss possible reuse options.

Ferns Park: Several projects have been completed or are in the process of being completed at Ferns Park.

- As part of the grant funds received from the John and Eunice Davidson Fund, two drinking fountains have been replaced. The remaining drinking fountains in the park have been repaired and painted.
- As a result of the well installation project at the park, areas affected by the project were reseeded. Shrubs and trees that were not maintained during the construction project have been trimmed, and the drainage issues have been corrected.
- The poured-in-place rubber (under the play structure) has been removed. Prior to the installation of the engineered wood fiber, staff was able to make repairs to the play structure. New play features will be installed once the weather is appropriate for such task.
- Quotes to paint the decorative features have been received. Painting will commence once the weather is appropriate for such task.

I-5 Sound Wall: For several months, homeless congregated along the sound wall between the I-5 Main Street on-ramp to the County Road 102 off-ramp. Due to this encampment, there was a large amount of trash in the shrubs and trees along the sound wall. Many of the large shrubs have been removed and the trees have all been pruned to make any future camps visible. This area continues to be checked for ongoing clean up.

Restroom Replacement Projects: As part of the Housing Related Parks Grant award, the restroom replacement projects (City, Campbell, and Everman Parks) began in November with site preparation. Weather has delayed the delivery and installation of the restrooms. The existing restroom at City Park was demolished on November 5th. The soil testing for site compaction at City Park has been completed with testing still needing to be completed at Campbell and Everman Parks (which has been delayed due to weather).

Jack Slaven Park: As a result of public concerns received about the lack of lighting in two of the picnic areas at Jack Slaven Park, new lights were installed.

Reclaimed Water Project: The reclaimed water project for Pioneer and Klenhard Parks has been completed. The main lines for reclaimed water were placed in Pioneer Park, Klenhard Park, and along the sound wall at southbound I-5. The use of reclaimed water began in November and will result in reduced water bills for these facilities.

CalFire Grant: On December 30, 2016, the City, partnering with the Woodland Tree Foundation, submitted a concept proposal to the Department of Forestry and Fire Protection for the preparation of an urban forest management plan and planting 1,200 trees over the next three years. The grant application requested \$356,000 in grant funds, with \$144,000 in matching funds (mostly in-kind personnel). The grants are funded with Greenhouse Gas Reduction funds. If successful, staff will prepare a grant application that would be due in the spring.

Events

Event	Date	Total Participants	Participant Hours	Fees Collected
Ace Race Disc Golf Tournament	Oct. 1	43	129	\$1,290 (+\$250 donation)
Movies on Main Street	Oct. 14	300	600	Free Program
Father Daughter Dinner Dance	Nov. 5	266	1,064	\$10,080
C2F 30-Day Challenge	Nov. 1-30	457	4,570	Free Program
Teen Skate Night (Measure J)	Nov. 18	150	300	Free Program
Total Participants		1,216	6,663	\$11,370



Movies on Main Street October 14
Held at Community & Senior Center due to inclement weather

Aquatics

Woodland Aquatic Center Feasibility Study: In July 2016, the City Council authorized a contract for Aquatic Design Group to conduct a feasibility study to evaluate the current unmet aquatic needs and future needs in the city. The proposed study was also to include a site assessment of three possible pool locations (Community & Senior Center, Community College, and Spring Lake) to test the capacity and feasibility of each site for a future aquatic center. A public meeting was held in September to obtain input on the types of aquatic features the public would like to have included in a future aquatic center (size of pool, type of pool, various uses, etc). Draft concepts for pool designs (to include recreational and family amenities) will be presented to the public on February 8 in order for the consultant to receive comments to further refine the ultimate recommendations. A summary of findings and recommendations will be presented to the City Council upon completion of the report. Concurrent with the preparation of the feasibility study, staff is exploring ways to fund a future aquatic complex (although the feasibility study is being prepared, it has been communicated to the public and citizen pool committee that a funding plan most likely including some private/public partnerships will need to be explored).

Programming: All aquatic programs are held at the Charles Brooks Community Swim Center. Aquatic 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	416	416	\$830
Woodland Swim Team	n/a	n/a	\$5,730
High School Water Polo	n/a	n/a	\$320
Total	416	416	\$6,880

Pool Rentals

During non-programmed hours, the Charles Brooks Community Swim Center is available to reserve for other aquatic activities not affiliated with the City of Woodland. Pool reservation fees account for the facility and safety personnel onsite during the scheduled event.

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 (October 29-30).

Fees Collected: \$5,730

High School Water Polo

Sectional playoff games for Davis and Dixon High Schools were held at the pool November 8 & 10.

Fees Collected: \$320

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 (3 months)	Participant Hours (3 months)	Fees Collected (3 months)
After School Teen Pack (Measure J)	3,238	7,863.5	Free Program
Baby & Me	247	247	Free Program
Night Hoops	457	914	Free Program
Rec2Go (Measure J)	300	735	Free Program
Toddler Time	30	30	\$485
Total	4,272	9,789.5	\$485

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. For boxing, the City retains all of the revenues and pays the two contractors a monthly stipend.

Contract Class	Total Participants (3 months)	Participant Hours (3 months)	Fees Collected (3 months)	Total Expense (3 months)	Net Revenue (3 months)
Art with Emily	11	78	\$865	\$606	\$260
Bollywood Mix	4	16	\$84	\$59	\$25
Boxing	51	51	\$939	\$5,982	-\$5,043
Country Line Dance	107	398	\$642	\$449	\$193
Cello Tennis Academy	188	972	\$11,737	\$10,563	\$1,174
Dynamic Dancing	123	736.5	\$6,850	\$4,795	\$2,055
Kidz Love Soccer	9	22	\$936	\$655	\$281
Karate	15	120	\$400	\$280	\$120
Pilates	12	96	\$396	\$277	\$119
Social Dance	8	32	\$240	\$168	\$72
Stepping Out	19	152	\$725	\$508	\$218
Yoga	10	40	\$190	\$133	\$57
Total	557	2713.5	\$24,004	\$24,475	\$9,617

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.

	Teams	Participants	Participant Hours	Revenue
Basketball (league)	13	156	1,326	\$3,770
Softball (league)	51	918	7,803	\$19,890
Volleyball (league)	6	72	720	\$1,420
Volleyball (open gym)		159	397.5	\$252
Total	70	1,305	10,246.5	\$25,332

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 9,249 participant hours during the second quarter.

Programs

Programs	Total Sign-ins	Participant Hours	Fees Collected
Art Classes	388	602	\$211
Exercise Classes	2,562	2,671	\$588
Games	1,148	2,596	Free Program
General Programs	2,402	1,841	\$390
Education Resources	207	298	Free Program
Support Groups	249	498	Free Program
Special Programs	200	200	Free Program
Total	7,156	8,706	\$1,189

Events

Events	Date	Total Participants	Participant Hours
Senior Thanksgiving Dinner	Nov. 17	293	586
Senior Holiday Social	Dec. 15	250	500
Total		543	1,086

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 second quarter are provided below.

Community Development Block Grant (CDBG) Program

The City completed subrecipient agreements and environmental reviews for the eight public service activities funded through the City's FY 2016/17 CDBG program. The activities funded include but are not limited to health care, emergency shelters, homeless prevention, and fair housing assistance, and youth services. Environmental reviews are underway for the seven construction activities funded through the FY 2016/17 CDBG program. Five of the environmental reviews will be completed in January 2017.

The U.S. Department of Housing and Urban Development (HUD) approved the City's FY 2015/16 CDBG Consolidated Annual Performance Evaluation Report (CAPER) in November.

The City has five open construction activities that were funded with CDBG funds prior to FY 2016/17. Construction has been completed for three of the activities and the activities will be closed out after the final invoices have been paid and the City has been reimbursed by HUD. A fourth activity will be cancelled because the construction bids significantly exceeded the available CDBG funds. The funding allocated for this activity will be reprogrammed for other construction activities.

Continuum of Care Grants (CoC) Competition

HUD awarded the City three grant awards through its 2016 Continuum of Care competition in the cumulative amount of \$263,099. Fourth & Hope will use the grants for its permanent supportive housing programs that serve homeless individuals and families. The Yolo Community Care Continuum (YCCC) also received a grant award in the amount \$144,028 for its supportive housing program. YCCC provides permanent supportive housing at locations in Woodland and Davis for adults with mental illness who have been homeless or are at risk of homelessness. YCCC received a second grant in the amount of \$14,541. The local Continuum of Care (CoC) will use these funds for planning purposes with the goal of further aligning CoC processes and procedures with HUD requirements in order to increase the competitiveness of future Continuum of Care grant applications submitted by local CoC members.

Homeless Outreach

The City began contracting with Fourth & Hope in July 2016 for homeless outreach services. To date, a total of 110 VI-SPDAT assessments have been conducted on individuals who identified Woodland as their primary residence. The assessment is a combination of two tools: (1) the Vulnerability Index (VI) survey for use in street outreach, which helps to determine the chronicity and medical vulnerability of homeless persons, and the Service Prioritization Decision Assistance Tool (SPDAT). Some of the assessments were conducted for Yolo County's Bridge to Health and Housing Project which is focused on outreach to homeless persons who are frequent users of the emergency rooms located at the two hospitals in Yolo County and at other locations in the county.

Out of the 110 assessments, a total of 63 individuals were housed at Fourth & Hope's emergency shelter, 59 individuals received case management services, 4 individuals were enrolled in residential treatment, and 19 individuals were stably housed. In addition, 86 individuals received day/outreach services which include access to showers, laundry, hygiene kits, phone use, mail, and referrals to other services.

First Time Homebuyer Program

A Woodland family received a City loan to assist with the purchase of a home in October 2016. The City continues to work with eight other 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).