



City of Woodland

Meeting Agenda

Parks and Recreation Commission

City Hall
300 First Street
Woodland, CA 95695

Monday, October 23, 2017

6:30 PM

Council Chambers

Please Note: The numerical order of items on this agenda is for the convenience of reference; items may be taken out of order. No new items shall begin after 10:30 pm unless unanimous consent exists to continue.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Communications - Public Comment

E. Communications - Commission/Staff Statements and Requests

F. Presentation

G. New Business

H. Committee Reports

1. Standing Committees Reports

Staff recommends that the Commission give an update on the Standing Committees.

- Facilities Committee
- Budget and Finance Committee
- Program & Department Evaluation
- Urban Forest Committee
- Ad Hoc Committee
- Volunteerism Committee

I. Consent Calendar

2. Approve September 25, 2017 Minutes

Staff recommends that the Commission approve the September 25, 2017 minutes.

3. Commissioner Absent Request

Staff recommends that the Commission request an absence if they will miss an upcoming Commission meeting.

J. Other Business

K. Report of the Staff

4. Community Services Quarterly Report
5. Community Services Report for October 23, 2017

L. Next Meeting

6. November 27, 2017

M. Adjourn

I declare under penalty of perjury that the foregoing Agenda for the Parks and Recreation Commission Regular meeting of the City of Woodland scheduled for October 23, 2017 was posted on October 20, 2017 in the outside display case at 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.



TO: THE PARKS AND RECREATION COMMISSION
DATE: October 23, 2017
ITEM #: 1.
SUBJECT: Standing Committes Reports

Recommendation for Action:

Staff recommends that the Commission give an update on the Standing Committees.

Staff Contact:

Cathy Haynie, Administrative Supervisor, (530) 661-2009, cathy.haynie@cityofwoodland.org

Fiscal Impact:

None

Report in Brief:

Staff recommends that the Commission give an update on the Standing Committees.

Conclusion:

Facilities Committee
Budget and Finance Committee
Program & Department Evaluation
Urban Forest Committee
Ad Hoc Committee
Volunteerism Committee

ATTACHMENTS:

Description	Upload Date	Type
Committee Assignments	10/17/2017	Cover Memo
Parks & Rec Facility Needs	10/18/2017	Cover Memo



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder, Vice Chair	whitesnyderc@gmail.com	12/31/2017
Rashid Ali	radali@ucdavis.edu	12/31/2019
Jesse Salinas	jessesalinas333@gmail.com	12/31/2018
Andrew Foraker	Andrew.Foraker@cityofwoodland.org	12/31/2017
Stephanie Miller	sluthe2001@yahoo.com	12/31/2018
Vacant		12/31/2018
Jon-Paul Valcarenghi, Chair	Jon-Paul.Valcarenghi@cityofwoodland.org	12/31/2020

STANDING COMMITTEES

(Max. 3 commissioners)

Facilities Committee

Valcarenghi, White-Snyder

Program & Department Evaluation

Miller, Ali, Foraker

Ad Hoc Committee

White-Snyder, Salinas

Budget and Finance Committee

White-Snyder, Foraker

Urban Forest Committee

Valcarenghi, Ali

Volunteerism Committee

Foraker, Salinas, Miller

Liaisons

Baseball: Romero

Soccer: Salinas

Swimming: Valcarenghi

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

Draft

2017 Parks and Recreation Facilities Maintenance and Improvement Needs (existing facilities)

Park/Facility Location	Need	Estimated Cost	Year	Category	Priority (1-5)				
Beamer Park	Tennis Court Reconstruction	\$20,000	2	H&S	2				
Beamer Park	Playground Equipment Replacement	\$150,000	3	H&S	2				
Beamer Park	Pathway Lighting Upgrade (LED)	\$5,000	5	H&S	5				
Camarena Field	Bleacher Replacement	\$125,000	5	ADA	3				
Campbell Park	Add Exercise Equipment	\$25,000	3	Improvement	5				
Charles Brooks Pool	Add Bleachers/Remove Berm/Soil Retention	\$100,000	3	Improvement	1				
Charles Brooks Pool	Replace Auxilliary Building Roof	\$30,000	3	Maintenance	1				
City Park	Tennis Court Light Replacement	\$40,000	3	H&S	3				
Clark Field	Bleacher Replacement	\$350,000	2	ADA	3				
Clark Field	Upgrade/Replace Lights	unknown	2	H&S	1				
Clark Field	Restroom Replacement	\$200,000	3	ADA	3				
Cline Park	Playground Equipment Replacement	\$150,000	3	H&S	2				
Community/Senior Center	Replace Grass along East Street	\$200,000	5	Improvement	5				
Crawford Park	Repair and Slurry Tennis Courts	\$20,000	2	Maintenance	3				
Crawford Park	Repair Pathway	\$10,000	3	Maintenance	3				
Crawford Park	Replace Pathway Lighting and Poles	\$75,000	3	H&S	1				
Crawford Park	Improve Skate Park	\$100,000	5	Improvement	5				
Crawford Park	Replace Exercise Equipment	\$25,000	5	Maintenance	5				
David Douglass Pond	Replace Ballfield Backstop and Field Material	\$25,000	4	Improvement	5				
Everman Park	none								
Ferns Park	Install New Water Feature	\$800,000	5	Improvement	5				
Ferns Park	Repair and Slurry Multi-use Courts	\$30,000	5	Maintenance	5				
Ferns Park	Restroom Replacement	\$200,000	5	ADA/Improvement	5				
Freeman Park	Repurpose uses in Park	unknown	1	Improvement	1				
Harris Field	Restroom Replacement	\$200,000	2	Improvement	2				
Harris Field	Bleacher Replacement	\$40,000	5	ADA	3				
Harris Field	Parking Lot Reconstruction	\$80,000	5	Improvement	5				
Harris Park	Basketball Court Overlay	\$10,000	2	Maintenance	3				
Harris Park	Replace Pathway Lighting and Poles (PG&E)	\$75,000	3	H&S	1				
Harris Park	Restroom Replacement	\$200,000	5	Maintenance	5				
Heritage Plaza	Upgrade for events (shade structure, expansion)	unknown	5	Improvement	5				
Jack Slaven Park	Water Feature Repairs	\$50,000	2	Maintenance	1				
Jack Slaven Park	Parking Lot Construction	\$250,000	5	Improvement	5				

Draft

2017 Parks and Recreation Facilities Maintenance and Improvement Needs (existing facilities)

Park/Facility Location	Need	Estimated Cost	Year	Category	Priority (1-5)			
Klenhard Park	Add lighting at Playground/Walkway	unknown	3	H&S	5			
Pedroia Field	Add Field Lighting	\$250,000	5	Improvement	4			
Pionner Park	none							
Roddy Park	none							
Schneider Park	Install LED Pathway Lighting	\$15,000	3	H&S	3			
Southland Park	Replace Ballfield Backstop and Field Material	\$25,000	4	Improvement	5			
Southland Park	Restroom Replacement	\$200,000	5	ADA/Improvement	5			
Sports Park	Woodland Health Care Field Replacement	\$703,000	2	H&S	1	2018	\$462k with like material	
Sports Park	Replace Maintenance Shop	\$100,000	3	Improvement	3			
Sports Park	Field B Turf Replacement	\$681,000	4	H&S	1	2020	\$450k with like material	
Sports Park	Field C Turf Replacement	\$682,000	4	H&S	1	2020	\$448k with like material	
Sports Park	Field D Turf Replacement	\$682,000	4	H&S	1	2020	\$448k with like material	
Sports Park	Field E Turf Replacement	\$682,000	4	H&S	1	2020	\$450k with like material	
Streng Pond	Consider Removing Grass and Repurposing Park	unknown	4	Improvement	1			
Streng Pond	New Irrigation Booster Pump	\$25,000	5	Maintenance	4			
Traynham Park	Playground Equipment Replacement	\$135,000	3	H&S	5			
Tredway Park	Playground Equipment Replacement	\$135,000	3	H&S	5			
Woodland Cemetery	Add Columbarium	\$50,000	3	Improvement	1			
Woodland Cemetery	Turf Replacement	\$175,000	3	Improvement	1			
Woodside Park	Replace Pathway Lighting and Poles	\$75,000	3	H&S	1			
	Total Project Costs	\$8,200,000						
	Totals:							
	Year 1	0						
	Year 2	\$1,353,000						
	Year 3	\$1,540,000						
	Year 4	2,777,000						
	Year 5	2,530,000						



TO: THE PARKS AND RECREATION COMMISSION
DATE: October 23, 2017
ITEM #: 2.
SUBJECT: Approve September 25, 2017 Minutes

Recommendation for Action:

Staff recommends that the Commission approve the September 25, 2017 minutes.

Staff Contact:

Cathy Haynie, Administrative Supervisor, (530) 661-2009, cathy.haynie@cityofwoodland.org

Fiscal Impact:

None

Conclusion:

Staff recommends that the Commission approve the September 25, 2017 minutes.

Prepared By: Cathy Haynie, Administrative Supervisor

ATTACHMENTS:

Description	Upload Date	Type
Minutes	10/17/2017	Cover Memo

City of Woodland

City Hall
300 First Street
Woodland, CA 95695



Parks and Recreation Commission Meeting Minutes

Monday, September 25, 2017

**6:30 PM
Council Chambers**

- A. Call to Order**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. Communications - Public Comment**
- E. Communications - Commission/Staff Statements and Requests**
- F. Presentation**
- G. New Business**

1. Landmark Tree Nominations

On a motion by Stephanie Miller, seconded by Andrew Foraker and carried unanimously, Motion to recommend City Council designate as Local Landmark Trees two native Valley Oak trees located at Beamer Park; two native Valley Oak trees located at City Park; the "Shakespeare Club" Valley Oak tree also located at City Park; and the Paradox Walnut tree located in City Park.

Ayes: Ali, Foraker, Miller, Salinas, Valcarenghi

Absent: Romero, White-Snyder

2. Handicap Parking Subcommittee Report

On a motion by Jesse Salinas, seconded by Andrew Foraker and carried unanimously, Motion to support the subcommittee recommendation to request that the City Council approve the use of \$41,000 to modify the current parking lot at the Woodland Community & Senior Center to add ten handicap parking stalls with ADA accessible curbs.

Ayes: Ali, Foraker, Miller, Salinas, Valcarenghi

Absent: Romero, White-Snyder

3. Parks and Recreation Facilities Recommendations

On a motion by Stephanie Miller, seconded by Rashid Ali and carried unanimously, Motion to Approve in Concept Draft Parks and Recreation Facilities Recommendations.

Ayes: Ali, Foraker, Miller, Salinas, Valcarenghi

Absent: Romero, White-Snyder

H. Committee Reports

4. Receive updates from the Standing Committees

Budget and Finance Committee-None
Program & Department Evaluation-None
Urban Forest Committee-None
Ad Hoc Committee-None
Volunteerism Committee-Met with Woodland Tree Foundation
and will assist with the tree planting on October 28, 2017.

I. Consent Calendar

5. Approve the July 24, 2017 Minutes

On a motion by Andrew Foraker, seconded by Jesse Salinas and carried unanimously, Motion to accept the July 24, 2017 minutes as written.

Ayes: Ali, Foraker, Miller, Salinas, Valcarenghi

Absent: Romero, White-Snyder

J. Other Business

K. Report of the Staff

6. Community Services Report for September 25, 2017

L. Next Meeting

October 23, 2017

M. Adjourn

On a motion by Stephanie Miller, seconded by Jesse Salinas and carried unanimously, Motion to adjourn the meeting at 8:25 p.m.

Ayes: Ali, Foraker, Miller, Salinas, Valcarenghi

Absent: Romero, White-Snyder



TO: THE PARKS AND RECREATION COMMISSION
DATE: October 23, 2017
ITEM #: 3.
SUBJECT: Commissioner Absent Request

Recommendation for Action:

Staff recommends that the Commission request an absence if they will miss an upcoming Commission meeting.

Staff Contact:

Cathy Haynie, Administrative Supervisor, (530) 661-2009, cathy.haynie@cityofwoodland.org

Fiscal Impact:

None

Conclusion:

Staff recommends that the Commission request an absence if they will miss an upcoming Commission meeting.

Prepared By: Cathy Haynie, Administrative Supervisor

ATTACHMENTS:

Description	Upload Date	Type
Attendance Report	10/17/2017	Cover Memo

Parks & Recreation Commission Attendance (current commissioners only)
Meetings 4th Monday of each month @ 6:30 pm (no meetings in August or December)
July 2017

Commissioners	7/2017	8/2017	9/2017	10/2017	11/2017	1/2018	2/2018	3/2018	4/2018	5/2018	6/2018
Jesse Salinas											
Jon-Paul Valcarenghi											
Carla White-Snyder			Excused (requested in May 2017)								
Joe Romero	unexcused		unexcused								
Stephanie Miller											
Andrew Foraker											
Rashid Ali											
Quorum											

Requested:
July – No Requests
September – No Requests

Notes:

J

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											
Joe Romero				Excused Absence				Unexcused Absence		Unexcused Absence	
Stephanie Miller				Unexcused Absence					Unexcused Absence		Excused Absence
Leigh Ann Hartman							Excused Absence		n/a	n/a	n/a
Andrew Foraker	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			Excused Absence
Rashid Ali	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			Excused Absence
Quorum	Yes	Yes	Yes	Yes	Meeting Cancelled	Yes	Yes	Yes	Yes	Yes	

Requested:

White Snyder – September (requested May 2017)

Foraker – June (requested May 2017)

Ali – June (requested May 2017)

Notes:

Hartman resignation effective April 2017

Ali and Foraker first meeting April 2017



TO: THE PARKS AND RECREATION COMMISSION
DATE: October 23, 2017
ITEM #: 4.
SUBJECT: Community Services Quarterly Report

Recommendation for Action:

Staff recommends that the Commission accept the Community Services Department's Quarterly Status Report.

Background:

This quarterly status report covers the period of July 2017 through September 2017. The report presents a summary of recreation and senior programming, events, affordable housing, the community development block grant entitlement program, parks and recreation facilities operation and maintenance, and urban forestry. This report also contains a narrative description of major work performed and/or notable Department highlights.

Conclusion:

Staff recommends that the Commission accept the Community Services Department's Quarterly Status Report.

Prepared By: Kris Bain, Community Services Program Manager

Reviewed By: Christine Engel, Community Services Director

ATTACHMENTS:

Description	Upload Date	Type
Quarterly Report	10/17/2017	Cover Memo

Community Services Department Quarterly Report: July-September 2017

The following provides a summary of the Community Service Department's programs, activities, and events for July-September 2017. This report refers to participant hours; the methodology for calculating participant hours is described at the end of the document.

Quarterly Highlights

- The Summertime Fun Club program had 247 participants within three park sites and twenty-five volunteers accumulated over 1,900 hours in community service time.
- Twenty-three Teens Helping Seniors participants completed 125 jobs, serving 89 seniors and amassed over 800 hours in community service time.
- The Summer Teen Pack filled to capacity (40 participants) during each of the 7 weeks of the program. The Drop-In Teen Pack program was offered for 3 weeks and had 140 sign-ins.
- The 5-day Outdoor Adventure program took 38 participants to Yosemite, of which 14 received a scholarship and 29 had never been to Yosemite.
- The Dive-In Movie Night held at the pool had about 550 in attendance.
- Senior Center programs and events totaled over 10,600 in participant hours.
- The City collaborated with UC Davis and the Woodland Tree Foundation to host a tree planting in Pioneer Park for Mandela Washington Fellows for Young African Leaders.
- Park projects included: court resurfacing at Ferns Park, installation of additional portable fencing at the Sports Park, and construction of retaining walls near the bleachers at the Sports Park.



Dive-In Movie Night

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.

- Social Media: The Department utilizes Facebook and Instagram to advertise upcoming events and recreation programs.
- Special Events: Staff attended the monthly Food Truck Mania in August to promote upcoming programs. The Rec2Go van also attended several events at Farmer's Market, Bayside Movie nights, and National Night Out activities. Other events Rec2Go attended include Plainfield's Back to School Night, a Costco Health and Safety Event, the Yolo County Baby Shower and it offered activities at various parks and other locations throughout Woodland.
- Direct Marketing: Staff directly marketed events and activities onsite to students and parents of Lee and Douglass Middle Schools. Flyers, posters, and banners were distributed directly to new middle school students during orientation, Back to School Nights, and P.E. classes. To increase awareness of the mobile recreation program, Rec2Go staff reached out to the neighborhoods of the parks for upcoming visits (going door-to-door).

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: meetings, parties (bridal and baby showers), weddings and receptions, quinceañeras, and several business meetings. July-September reservations of the facility are shown below.

	General Facility Rentals <i>Includes rentals receiving discounts</i>	Facility Rentals <i>with Fees Waived</i>
Number of Rentals	41	3
Approximate Participants	2,360	300
Total Fees	\$6,385	\$1,750 (waived)

Tournaments

Tournament rentals are available for the Sports Park Complex. Local tournament directors have the first choice of dates for the following year during the tournament weekend allocation period each August. All of the available weekend dates during July and August were reserved for tournaments (during September fields are used for soccer games). During the first quarter, the Sports Park was reserved for youth baseball and softball tournaments.

Tournament Rentals of Sports Park	
Number of Rentals	9
Number of Teams	225
Total Fees Collected	\$35,700

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 1,351 youth players during the fall season of 2017 (306 baseball players and 1,045 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 \$21,140 during the fall season. Those participating with youth organizations who do not reside within city limits are deemed non-residents and pay \$37 per player per season.

League/Club	Players	Resident Players	Non Residents Players	Non Resident Fees	Resident Fee Waived (Measure J)
Girls Fast Pitch	75	66	9	\$333	\$1,320
American Legion	18	10	8	296	\$200
Little League	130	109	21	\$777	\$2,180
Babe Ruth*					
YMCA	391	330	61	\$2,257	\$6,600
DASA	202	79	123	\$4,551	\$1,580
WSC	452	387	65	\$2,405	\$7,740
Cal Ripken	83	76	7	\$259	\$1,520
League Total	1,351	1,057	294	\$10,878	\$21,140

* Unreported roster information

Parks

Parks and urban forestry projects during this reporting period include:

CalFire Urban Forestry Grant

The City received the signed contract for the CalFire Urban Forest Management Plan and Community Tree Planting Project. Staff is in the process of executing contracts with the Woodland Tree Foundation and Davey Resource Group to initiate work for the CalFire grant. A significant component of the Urban Forest Management Plan requires having an updated tree inventory. Therefore, the Urban Forest Group has been working diligently to update tree data for the over 15,000 trees in the inventory. Staff is also in the process of selecting dates for the first round of tree planting on private and public lands.

Hiddleson Demolition and Park Reuse Project

The City received bids for the demolition of Hiddleson Pool (bid opening was conducted on September 7). On September 19, the City Council approved a bid award to Resource Environmental, Inc. for \$120,000 to demolish the pool. It is anticipated that this work will commence in October with completion by the end of the year. Staff will be recommending possible

reuse options after the demolition has occurred (at this time we will have a better understanding of the remaining funds available for reuse).

Mandela Washington Fellows Tree Planting

The City hosted a tree planting, organized in collaboration with the Woodland Tree Foundation and UC Davis, for Mandela Washington Fellows for Young African Leaders. This event took place at Pioneer Park on July 13 and included the planting of 30 trees. This is the second year the fellows have planted trees in Woodland. Following the tree planting, the Fellows enjoyed lunch at Steve's Place.

Charles Brooks Community Swim Center

The pool facility was closed from August 19-26 for annual maintenance. The pool was fully operational and open on September 5. The pool was drained and refilled to remove dissolved solids that had built up. The filtration system had been maintained, but required several repairs, such as decalcification of the filter grids, replacing a large check valve that had failed, and repairing a leaking pipe.

Additionally, other cosmetic repairs were made including restoring locker room benches, painting of the locker rooms, replacing a sink in the men's bathroom, adding soap dispensers adjacent to all the sinks at the facility, pressure washing of the showers, and painting all facility picnic tables. Staff utilized this time to make countless small repairs to the facility that are difficult to accomplish when the facility is being utilized by patrons.

Crawford Park

The walking pathway around Crawford Park is heavily used by the public. Decomposed granite was brought in and leveled on the path to help with drainage issues.

Ferns Park

As the temperatures began to rise, there was a demand for places within the City to cool off and after some consideration; the water feature at Ferns Park was repaired and reopened on June 23.

Additionally, staff received a request to repair the old tennis courts at Ferns Park (there were cracks in the surface). Staff was able to make the repairs to create a more usable surface for the users.

Harris Park

After casting 114 votes over a three-hour period on Saturday, August 26, Woodland residents selected the design for new play structure equipment that will be installed at Harris Park. The new equipment includes three separate features: a large dome-shaped cable system climber, a medium-sized play structure with a spiral slide and multiple climbing accesses, and two swings. In addition, the budget for the project will allow fitness stations to be installed at Harris Park along the walking path. Residents were given three design options to review and voted by placing stickers on their favored design. The new play equipment will replace equipment that is approximately 25 years old and designed for children in the age range of 5–12. Installation of the new play equipment and the fitness stations will occur by June 30, 2018. Funding for the project is being provided through a \$149,125 Housing Related Parks Program grant awarded the City in 2016.

Klenhard Park

Through discussions with Cal Ripken representatives and inspections at the facility, several improvements have been noted that need to occur. Recently, staff repaired the eaves on the restrooms that had dry rot. Staff has been working with Cal Ripken to determine a new process for storing scoreboard controllers. The controllers were losing connection to the scoreboards, and it was found that the existing wires and controllers had been exposed to inclement weather, causing them to not operate correctly. Wireless controllers have been purchased and will be stored in an area where they will not be exposed to inclement weather. Staff is working with Cal Ripken to train them on proper use and storage of the controllers.

Woodland Sports Park

During the last fiscal year, the City was able to purchase portable fencing for Field B. The fencing was delivered requiring some assembly by staff. (This was the last of all the fields to not have a moveable fence). The fencing makes the fields more versatile for multiuse sports, allowing them to be leased on a regular basis. One additional project at the Sports Park that was recently completed is the construction of retaining walls at Field C, near the grand stands. The addition of the walls will prevent bark and soil from entering the fields during heavy rain, as well as assist with general drainage issues.

Woodside Park

Carole Pirruccello, a co-trustee of the John & Eunice Davidson Foundation has been working with staff to donate additional funds for workout equipment and two new teeter-totters for the playground at Woodside Park. The workout equipment will include pull-up bars, step-ups, a rope climb, pushup bars, dip station, balance beams, and much more. The equipment will be replace the existing equipment at Woodside Park on the northeast side of the park that is in need of upgrading.

Events

Event	Event Date	Total Participants	Participant Hours	Fees Collected
4 th of July Celebration	July 4	Over 3000	Over 3000	Free Program
Dive In Movie Night*	Aug. 11	550	1,650	Free program
Total Participants		3,850	4,650	\$0

**Event made possible by Measure J*



Fourth of July

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 at the pool ran through August 18.

Aquatics Program	Total Participants	Participant Hours	Fees Collected
Junior Lifeguards	21	2,688	\$3,150
Public Swim (Measure J)	13,315	39,945	N/A
Lap Swim & Water Aerobics	1,327	1,990	\$2,710
Pool Reservations Private League Reservations	3,000	n/a	\$13,910
Swim Lessons Spring & Summer Sessions	800	3,200	\$80,448
Swim Lessons Fall Sessions (Measure J)	23	92	\$1,380
Woodland Swim Team (rental)	900	n/a	\$8,080
Woodland Wreckers Swim Team	115	n/a	\$15,188
Total	19,501	47,915	\$124,866

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)	1,654	4,049	Free Program
Baby & Me (Measure J)	113	113	Free Program
Boxing Club (partial Measure J)	2,100	3,150	\$3,473
Night Hoops (Measure J) *	581	872	Free Program
Outdoor Adventure Trip to Yosemite (Measure J)	38	3,648	\$5,491
Rec2Go (Measure J)	2,838	7,360	Free Program
Summer Teen Pack weekly (Measure J)	290	11,985	\$9,044
Summer Teen Pack daily (Measure J)	120	1,020	\$12,737
Summer Time Fun Club	254	4,410	\$97,046
Summer Time Fun Club Volunteer	25	1,939	\$625
Teens Helping Seniors	23	863	\$595
Toddler Time	17	68	\$275
Total	8,053	39,477	\$129,286



Summertime Fun Club



Teens Helping Seniors

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	Expenses	Net Revenue
All Good Driving School	1	8	\$40	\$28	\$12
Art with Emily	12	128	\$1,088	\$762	\$326
Bollywood Mix	13	136	\$1,128	\$790	\$338
Cello Tennis Academy	125	653	\$8,046	\$7,241	\$805
Country Western Line Dance	15	45	\$90	\$63	\$27
Dynamic Dancing	36	139	\$1,398	\$931	\$467
Jujitsu	1	8	\$35	\$25	\$11
Karate	24	240	\$680	\$476	\$204
Kidz Love Soccer	10	50	\$1,165	\$801	\$364
Mad Science	10	150	\$1,523	\$1,015	\$508
MayoFit	2	6	\$60	\$42	\$18
National Academy of Athletics	9	45	\$1,480	\$1,036	\$444
Pilates	21	168	\$625	\$438	\$188
Playwell Engineering	36	540	\$5,879	\$4,092	\$1,786
Stepping Out	17	136	\$650	\$455	\$195
Yoga	45	180	\$865	\$595	\$270
Total	377	2,632	\$24,752	\$18,790	\$5,963

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
Basketball (fall league)*			Season in progress
Softball (summer league)	940	7,520	\$17,600
Softball (fall league)*			Season in progress
Volleyball (fall league)*			Season in progress
Volleyball (open gym)	168	504	\$541
Total	1,108	8,024	\$18,141

* Season in progress, data will be reported at the completion of the season

Seniors

Programs at the Woodland Senior Center include art classes; exercise classes; games; leisure programs and activities; education resources; support groups, and special events resulting in a total of 10,652 participant hours during the first quarter.

Senior Programs

Programs	Total Sign Ins	Participant Hours	Fees Collected
Art Classes	490	812	\$303
Exercise Classes	3,123	3,471	\$880
Games	1,316	2,815	Free Program
General Programs	2,443	2,093	\$0
Education/Resources	207	380	Free Program
Support Groups	164	328	Free Program
Special Programs	73	73	Free Program
Total	7,816	9,972	\$1,180

Senior Events

Events	Date	Participants	Participant Hours
Volunteer Appreciation Dinner	August 17	160	320
Hand & Foot Card Party	August 26	40	160
Senior Potluck	September 28	100	200
Total		300	680



2017 Outstanding Senior Volunteer Recipients

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 first quarter are provided below.

Community Development Block Grant (CDBG) Program

The City Council in July approved the Fiscal Year 2017/18 CDBG Action Plan with funding of nearly \$503,000 allocated to infrastructure activities, public services, and administration. The U.S. Department of Housing and Urban Development (HUD) is reviewing the Action Plan and it is anticipated that HUD will approve the plan by early October.

Infrastructure Activities	Amount Funded
Yolo Family Service Agency Onsite Therapeutic Playground	\$22,147
Yolo Wayfarer Center Shelter Courtyard	\$42,000
City of Woodland ADA Accessibility Project	\$180,000
St. John's Retirement Village, Inc. New Roof Building 515-516	\$22,770
New Hope Community Development Corp. Cottonwood Meadows Siding/Stairwell Phase 2	\$60,000
Total funded	\$326,917

Public Services	Amount Funded
Planned Parenthood Mar Monte Teen Success	\$8,000
Northern California Children's Therapy Center Project Hope for Children	\$7,500
Yolo Community Care Continuum New Dimensions Supported Housing	\$9,500
Yolo Wayfarer Center DBA Fourth and Hope Emergency Shelter Services	\$11,000
Short Term Emergency Aid Committee Woodland Homeless Prevention Program	\$4,942
Empower Yolo Shelter Services	\$8,500
Meals on Wheels Yolo County Home Delivered Meals Program	\$10,000
Yolo County Children's Alliance MediCal & CalFresh Enrollment & Retention	\$6,000
Legal Services of Northern California Fair Housing Services	\$10,000
Total funded	\$75,442

Continuum of Care Grants (CoC) Competition

In August, the City in coordination with Fourth & Hope submitted four grants through HUD's 2017 Continuum of Care competition in the cumulative amount of \$292,572. Fourth & Hope will use the grants for its permanent supportive housing programs that serve homeless families and individuals.

Homeless Outreach

The City began contracting with Fourth & Hope in July 2016 for homeless outreach services and concluded the project in June. Results of the project are detailed in the following table.

Homeless Outreach Results

Service	Outcome
Assessment (VI-SPDAT)	156 individuals received assessments
Overnight Shelter	77 individuals received overnight shelter services
Day Services/Outreach (show, laundry, hygiene kit, phone, mail, and referrals)	149 individuals received day/outreach services
Intensive Case Management	71 individuals received case management
Residential Treatment	6 individuals enrolled in residential treatment
Housing Stability	26 individuals were stably housed

Partnership HealthPlan of California's Innovation Grants on Housing RFP

PHC this summer released an RFP to support projects that will expand access to housing for Medi-Cal members enrolled with PHC. PHC has allocated \$25 million for one-time funding opportunities that will support the health and health care needs for its Medi-Cal members in the 14 counties PHC serves. Approximately \$2.3 million is available in Yolo County and the City of Woodland is eligible for \$679,971 in grant funding. Yolo County submitted a grant application in August on behalf of the cities of Woodland, West Sacramento, and Davis. The Woodland projects include two components.

Housing First Pilot Project – The City will purchase one to two residential units to house chronically, unsheltered homeless adults on an interim basis; provide wraparound services in partnership with other partners; and help enable participants to transition to longer term housing arrangements including but not limited to permanent supportive housing.

Housing Facilitation Project – The City will provide pre-development funding to Woodland non-profits: Friends of the Mission (FOM) and Woodland Opportunity Village. FOM will be assessing the viability of a vacant parcel for a future permanent supportive housing development while Woodland Opportunity Village will conduct a site selection analysis to find a location to accommodate development of a “micro housing” units on a one-acre site for chronically homeless individuals and couples.

Affordable Housing Projects

The City Council on June 20, 2017 approved a \$1,500,000 57-year term residual receipts loan for the Mutual Housing at Spring Lake Phase 2 project. The affordable housing development will result in the construction of 39 units for farmworker families. Mutual Housing applied for tax credits in June and a successful application will allow Phase 2 construction to start in the spring of 2018. Previously, the City provided a \$350,000 pre-development loan for the overall development and a \$910,000 57-year term residual receipts loan for construction of the initial 61 farmworker units.

First Time Homebuyer Program

The City continues to work with eight families participating in its first time homebuyer program. Once of the families is going through income determination and two families expect submit pre-applications for income determinations in the fall.

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).



TO: THE PARKS AND RECREATION COMMISSION
DATE: October 23, 2017
ITEM #: 5.
SUBJECT: Community Services Report for October 23, 2017

Recommendation for Action:

Staff recommends that the Commission receive the Community Services staff report.

Staff Contact:

Kris Bain, Community Services Program Manager, (530) 661-2002, krista.bain@cityofwoodland.org

Fiscal Impact:

None

Report in Brief:

PARKS AND RECREATION FACILITIES

Hiddleson Demolition and Park Reuse Project: The Hiddleson Pool demolition project started, initially with the outbuildings and pool pump room being demolished. The pool will then be demolished and filled in. All demolition should be completed by the end of the month at which time the remaining funds for reuse will be known.



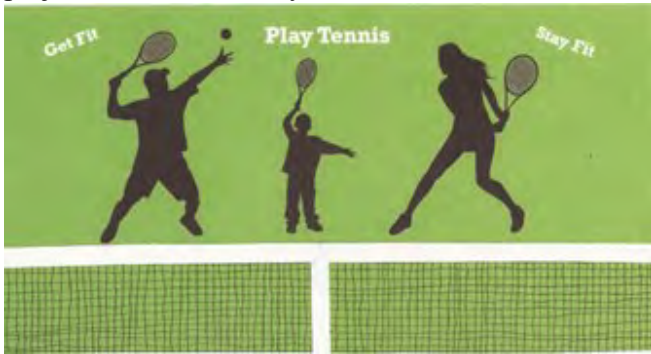
Park Maintenance

City Park walkway lighting: The City Park walkway lighting project has been completed and operational since early October. This project included installing walkway lighting on the northern side of the park. Video cameras will also be installed in the park in the near future.

Dog Park: Staff determined that the shade structures at the Dog Park needed to be stained and sealed before winter. Staff has partnered with the Yolo County Construction Program (YCCP) to complete some simpler projects, like staining the shade structures at the dog park that need to be completed. Volunteer labor provides an opportunity for the public to serve the community while allowing staff to focus on more complicated tasks. YCCP is a group that was formed to create an education and rehabilitation program for young troubled juveniles, which is operated by the Yolo County Probation, Communicare, and Northern California Construction and Training (NCCT).

City Park: The hitting wall at the City Park tennis courts will be painted with a hitting wall mural. Jennifer Ousey, age 17, will fulfill her senior project for Woodland Christian School by providing a functional piece of art for the community, with improvements to the hitting wall. She will be assisted with this project by her father, who is also a member of the Woodland Tennis Club. The Woodland Tennis Club is supportive of this project. The inspiration for painting the hitting

wall comes from a combination of having targets available to improve tennis skills and improving the visual quality of the wall. When using a hitting wall, tennis players enjoy having targets to hit in addition to a horizontal white line. This project will occur in early 2018.



Urban Forestry

CalFire Grant: All of the contracts for the grant have been executed. Staff submitted the first invoice request, to demonstrate matching funds for labor, for the Mandela Washington Fellows tree planting on July 13 (30 trees were planted). The next scheduled tree planting will be a private planting through the Woodland Tree Foundation on October 28, which is scheduled to have 40 trees planted throughout the City.

2017 Tree Champion Award: On Saturday, October 7, the Woodland Tree Foundation recognized the City's Urban Forestry Group at their fundraising "Tunes for Trees" dinner with the 2017 Tree Champion Award. Westley Schroeder, Fernando Munoz, and Tyler Roach were present to receive the award for their ongoing collaboration with the Woodland Tree Foundation and their continued dedication to maintaining the City's urban forest. The Urban Forestry Group and the Woodland Tree Foundation are continuing their partnership through the efforts of the CalFire grant with the first private property tree planting event on October 28.



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.

Month	Inspections	Investigations	Planting	Pruning	Pruning-City Contract	Pruning-Maintenance only	Removal Program	Removal Program-City Contract	Hazard Response	Right of Way clearance	Stump Grinding	Cabling and bolting	Total Work Orders
17-Jan	5	9	204	1	2	5	101	1	3	0	118	0	449
17-Feb	6	11	182	1	2	5	99	1	4	0	119	0	429
17-Mar	6	11	186	1	2	5	99	1	1	0	120	0	435
17-Apr	6	11	46	1	2	5	100	1	0	3	120	0	295
17-May	6	11	11	2	2	5	100	1	1	3	120	0	262
17-Jun	7	11	12	3	2	5	106	1	2	3	122	0	275
17-Jul	7	11	14	3	0	5	106	0	4	3	127	0	281
Aug/Sept-17	7	11	16	3	0	9	108	0	3	2	139	1	299
17-Oct	8	11	17	3	0	9	111	1	2	2	142	1	307

Tree Plantings and Removals: In 2016, 253 trees were planted compared to 89 tree removals. To date for calendar year 2017, 232 trees have been planted compared to 117 tree removals.

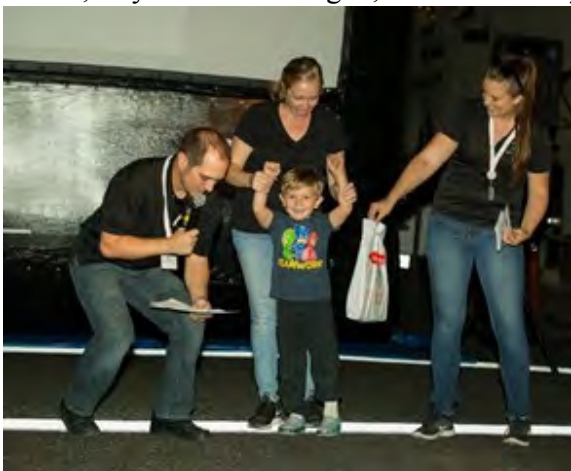
Cemetery

The Woodland Cemetery had three cremation interments, and three full burials during the month of September. This generated a total of \$7,305 in sales.

RECREATION

Disc Golf Tournament: The fifth annual Discraft® Ace Race™ tournament was held at Ferns Park on Saturday October 7. This year there were 30 disc golfers who participated. Tim Torres from Woodland won the grand prize including eight golf discs and a disc bag. The event was supported by members of Club Ferns, Woodland's local disc golf club. Blue Note Brewery donated beer tokens to golfers 21 and over. The Woodland Recreation Foundation also donated \$250 for added prizes.

Movies on Main Street: Movies on Main Street was held on Friday, October 6 in Downtown Woodland. A crowd of approximately 500 came out to watch "The Lego Batman movie". Prior to the movie starting, Rec2Go staff provided Lego Batman themed games and activities. The City would like to thank all of the partners who participated in the event and offered pre-show activities including Boy Scouts, Kaia FIT, Cache Creek Conservancy, Kuk Sool Won, RDM Audio & Visual, Woodland Montessori, Woodland Fire Department, Woodland Police Department, Kidz Love Soccer, Play-Well TEKologies, and Yolo County Children's Alliance.



Commit2Fit Challenge: The November Commit2Fit Challenge begins on November 1. There will be thirteen community partners teaming up to implement the program and provide free group exercise classes or prizes. The raffle

event is scheduled for Thursday, November 30.

How Parks & Recreation Commissioners can help? The Department encourages Commissioners to sign up for the Commit2Fit program and attend free classes. Commissioners can also be Commit2Fit ambassadors and encourage family and friends to take the Commit2Fit challenge and sign up.

Registration for the challenge opened on October 1 online at www.C2FWoodland.org.

Aquatics

Fall Swim Lessons: The Fall Swim lessons started on September 9 and concluded on September 30. This program offered two separate sessions for Goldfish, Sea Horse, and Swordfish; one offered classes on Saturday mornings and the other offered Monday-Thursday classes. In total, fall lessons had 23 participants. The small class sizes provided an opportunity for the participants to improve swimming skills in a small group environment.

Community Center and Sports Park

Community & Senior Center rentals for September 2017 include:

Private Reservations

Yolo County Realtors (4)

Hurtado Wedding Reception

Woodland Soccer Club Meeting

Basketball Rental (7)

Yolo County CASA

WRA Board of Directors Meeting (2)

Yolo Conflict Resolution Center

City-related reservations

CF Mall Tenants Prep Meeting CDD)

Valley Clean Energy Alliance (PW)

Woodland Business Walk

Facility maintenance projects for September 2017 include:

- Installed padding on outside boxing bag rack
- Meeting room audio unit replaced
- Power washing facility roof

Woodland Sports Park Tournament Reservations:

Tournament dates are being set for 2018.

General Recreation Programming

Woodland Boxing Club: The Woodland Boxing Club continues to maintain a high level of participation. During the month of September, the Woodland Boxing Club registered 76 youth participants and 24 adult participants. The gym experienced 575 check-ins during the month. The total revenue was \$1,276 for September.

Youth Basketball League: The Woodland Youth Basketball League is accepting registration through November 13 for youth 10-14 years old; fees are \$105-115 and include a team t-shirt. The evaluation day is being held on November 14 to create fair and balanced teams. Team practices start November 27 and the 10-game season starts on December 2.

Upcoming Dates

November 1: Commit2Fit 30-Day Challenge begins

November 4: Father Daughter Dinner Dance, 6 pm, Community Center

November 14: Youth Basketball League Evaluation Day

November 17: Teen Skate Night, 7:30 pm, NorCal Indoor Skate

Background:

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

Prepared By: Kris Bain, Community Services Program Manager

Reviewed By: Christine Engel, Community Services Director

ATTACHMENTS:

Description	Upload Date	Type
Expenditure Report	10/17/2017	Cover Memo
Revenue Report	10/17/2017	Cover Memo

RECREATION SNAPSHOT THRU 9/30/17				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$535,876.00	\$106,793.56	\$429,082.44	80.07%
Community & Senior Center	\$980,156.52	\$165,056.69	\$815,099.83	83.16%
Brook Swim Center-Recreation	\$156,677.00	\$32,985.19	\$123,691.81	78.95%
General Recreation Programs	\$496,928.00	\$101,836.27	\$395,091.73	79.51%
Subtotal	\$2,169,637.52	\$406,671.71	\$1,762,965.81	81.26%
Enterprise Fund				
Youth Enterprise	\$409,292.37	\$139,785.01	\$269,507.36	65.85%
Subtotal	\$409,292.37	\$139,785.01	\$269,507.36	65.85%
Measure J				
General Recreation Programs	\$540,095.18	\$75,755.87	\$464,339.31	85.97%
Middle School Programs	\$202,340.00	\$29,423.74	\$172,916.26	85.46%
Aquatics	\$235,189.00	\$101,419.95	\$133,769.05	56.88%
Recreation Van	\$88,780.00	\$14,997.39	\$73,782.61	83.11%
Summer Camp	\$197,392.00	\$40,148.70	\$157,243.30	79.66%
Youth Advisory Committee and Academy	\$5,000.00	\$0.00	\$5,000.00	100.00%
Subtotal	\$1,268,796.18	\$261,745.65	\$1,007,050.53	79.37%
Total Recreation Budget	\$3,847,726.07	\$808,202.37	\$3,039,523.70	79.00%

PARKS SNAPSHOT THRU 9/30/17				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$224,494.00	\$145,739.16	\$78,754.84	35.08%
Park Maintenance	\$1,507,057.00	\$590,093.34	\$916,963.66	60.84%
Hiddleson Maintenance	\$3,782.00	\$54.22	\$3,727.78	98.57%
Charles Brooks Swim Center Maintenance	\$354,925.00	\$65,729.55	\$289,195.45	81.48%
Tree Maintenance	\$385,115.50	\$185,487.40	\$199,628.10	51.84%
Subtotal	\$2,475,373.50	\$987,103.67	\$1,488,269.83	60.12%
Enterprise Fund				
Cemetery Maintenance	\$457,996.00	\$147,317.36	\$310,678.64	67.83%
Subtotal	\$457,996.00	\$147,317.36	\$310,678.64	67.83%
Lighting & Landscape District				
Gibson Ranch	\$771,891.00	\$229,946.86	\$541,944.14	70.21%
Gibson Ranch CIP	\$60,000.00	\$2,911.86	\$57,088.14	
North Park District	\$29,878.00	\$21,329.42	\$8,548.58	28.61%
Streng Pond Maintenance District	\$38,030.00	\$20,159.94	\$17,870.06	46.99%
Woodland West (Westwood)	\$27,949.00	\$11,983.00	\$15,966.00	57.13%
Springlake	\$994,514.48	\$330,012.12	\$664,502.36	66.82%
Community Sports Park Programs	\$457,064.58	\$129,497.56	\$327,567.02	71.67%
Gateway	\$101,469.00	\$33,080.66	\$68,388.34	67.40%
Subtotal	\$2,480,796.06	\$778,921.42	\$1,701,874.64	68.60%
Total Park Budget	\$5,414,165.56	\$1,913,342.45	\$3,500,823.11	64.66%

RECREATION - REVENUE SNAPSHOT thru 9/30/17			
Account Title	FY17 Projection	FY17 Revenue to Date	% of Projection
General Fund			
Red Cross Course Fee	\$500.00	\$1,575.00	315.00%
Msc. Sales	\$1,000.00	\$530.00	53.00%
C. Brooks Swim Center Revenue	\$150,000.00	\$20,457.00	13.64%
Community Senior Center Msc.	\$80,000.00	\$10,745.46	13.43%
Community Fitness Center	\$36,000.00	\$4,536.40	12.60%
Community Sports Park	\$205,000.00	\$53,486.75	26.09%
Subtotal	\$472,500.00	\$91,330.61	19.33%
Enterprise			
Recreation Contract	\$183,000.00	\$36,425.25	19.90%
General Recreation	\$110,000.00	\$7,768.26	7.06%
Senior Programs Revenue	\$10,000.00	\$1,669.00	16.69%
Yolano Recreation Program Income	\$5,000.00	\$3,950.00	79.00%
Adult Recreation & League Programs	\$80,000.00	\$21,354.00	26.69%
Subtotal	\$388,000.00	\$71,166.51	18.34%
Measure J			
Measure J	\$15,000.00	\$13,110.00	87.40%
Subtotal	\$15,000.00	\$13,110.00	87.40%
TOTALS	\$875,500.00	\$175,607.12	20%

PARKS - REVENUE SNAPSHOT thru 9/30/17			
Account Title	FY17 Projection	FY17 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$60,000.00	\$22,370.75	37.28%
Subtotal	\$60,000.00	\$22,370.75	37.28%
Enterprise Fund			
Cemetery Internment Space	\$16,000.00	\$10,386.00	64.91%
Cemetery Services	\$44,000.00	\$13,250.00	30.11%
Cemetery Products	\$30,000.00	\$8,224.00	27.41%
Endowment Care Fee	\$9,000.00	\$4,176.00	46.40%
Subtotal	\$99,000.00	\$36,036.00	36.40%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$15,000.00	\$5,157.00	34.38%
Springlake Park Revenue	\$10,000.00	\$2,390.00	23.90%
Subtotal	\$25,000.00	\$7,547.00	30.19%
TOTALS	\$184,000.00	\$65,953.75	36%



TO: THE PARKS AND RECREATION COMMISSION
DATE: October 23, 2017
ITEM #: 6.
SUBJECT: November 27, 2017

Recommendation for Action:

Staff recommends that the next schedule meeting is on November 27, 2017.

Staff Contact:

Cathy Haynie, Administrative Supervisor, (530) 661-2009, cathy.haynie@cityofwoodland.org

Fiscal Impact:

None

Background:

Parks & Recreation Commission meets the fourth Monday each month. No meetings in August and December.

Prepared By: Cathy Haynie, Administrative Supervisor