



City of Woodland

Meeting Agenda

Parks and Recreation Commission

City Hall
300 First Street
Woodland, CA 95695

Monday, January 22, 2018

6:30 PM

City Hall

***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

1. Adult Sports/Aquatic Update
Brad Petersen, Recreation Supervisor

G. New Business

H. Committee Reports

2. Standing Committee Report
 - Facilities Committee
 - Budget & Finance Committee
 - Program & Department Evaluation
 - Urban Forest Committee
 - Ad Hoc Committee
 - Volunteerism Committee

I. Consent Calendar

3. Approve November 27, 2017 Minutes

J. Other Business

4. Commission Absent Requests

K. Report of the Staff

5. Community Services Report
6. CSD Quarterly Report

L. Next Meeting

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 January 22, 2018 was posted on January 19, 2018 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: January 22, 2018
ITEM #: 1.
SUBJECT: Adult Sports/Aquatic Update

Recommendation for Action:

Staff recommends that the Commission receive the update.

Prepared By: Brad Petersen, Recreation Supervisor



TO: THE PARKS AND RECREATION COMMISSION
DATE: January 22, 2018
ITEM #: 2.
SUBJECT: Standing Committee Report

Recommendation for Action:

Staff recommends that the Commission report on the standing committees.

Staff Contact:

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

Report in Brief:

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

Prepared By: Cathy Haynie, Administrative Supervisor

ATTACHMENTS:

Description	Upload Date	Type
Commission Roster	1/17/2018	Cover Memo



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder, Vice Chair	whitesnydere@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
Vacant		12/31/2018
Sanjit Singh	Sanjit.singh@cityofwoodland.org	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, **Singh**

Budget and Finance Committee

White-Snyder, Foraker, Singh

Program & Department Evaluation

Ali, Foraker

Urban Forest Committee

Valcarenghi, Ali

Ad Hoc Committee

White-Snyder, Salinas

Volunteerism Committee

Foraker, Salinas

Liaisons

Baseball:

Soccer: Salinas

Swimming: Valcarenghi

Softball: White-Snyder

Tennis:

* 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



TO: THE PARKS AND RECREATION COMMISSION
DATE: January 22, 2018
ITEM #: 3.
SUBJECT: Approve November 27, 2017 Minutes

Recommendation for Action:

Staff recommends that the Commission approve the November 22, 2017 minutes.

Staff Contact:

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

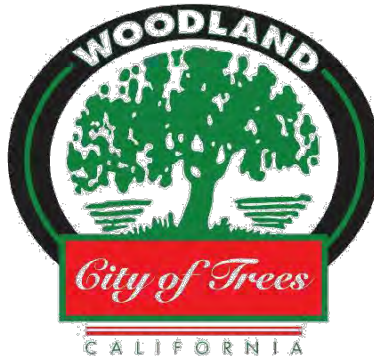
Prepared By: Cathy Haynie, Administrative Supervisor

ATTACHMENTS:

Description	Upload Date	Type
November 27, 2017	1/12/2018	Cover Memo

City of Woodland

City Hall
300 First Street
Woodland, CA 95695



Parks and Recreation Commission Meeting Minutes

Monday, November 27, 2017

**6:30 PM
Council Chambers**

A. Call to Order

B. Roll Call

Absent: Salinas

C. Pledge of Allegiance

D. Communications - Public Comment

Art Williams, Woodland Tennis Club, addressed the Commission.

Absent: Salinas

E. Communications - Commission/Staff Statements and Requests

F. Presentation

1. None

G. New Business

H. Committee Reports

2. Standing Committee Report
 - Facilities Committee
 - Budget & Finance Committee
 - Program & Department Evaluation
 - Urban Forest Committee
 - Ad Hoc Committee
 - Volunteerism Committee

I. Consent Calendar

3. Approve October 23, 2017 Minutes

On a motion by Stephanie Miller, seconded by Sanjit Singh and carried unanimously, Motion to accept the October 23, 2017 minutes as written.

Ayes: Ali, Foraker, Miller, Singh, Valcarenghi, White-Snyder

Absent: Salinas

J. Other Business

4. Committee Assignments

On a motion by Stephanie Miller, seconded by Andrew

Foraker and carried unanimously, Motion to add Sanjit Singh to the Budget & Finance Committee and the Facilities Committee.

Ayes: Ali, Foraker, Miller, Singh, Valcarenghi, White-Snyder

Absent: Salinas

5. Commission Absent Requests

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

On a motion by Carla White-Snyder, seconded by Andrew Foraker and carried unanimously, Motion to approve absent request for January 22, 2018 meeting by Miller.

Ayes: Ali, Foraker, Miller, Singh, Valcarenghi, White-Snyder

Absent: Salinas

K. Report of the Staff

6. Parks & Recreation Commission Report

L. Next Meeting

7. January 22, 2018

M. Adjourn

On a motion by Stephanie Miller, seconded by Carla White-Snyder and carried unanimously, Motion to adjourn at 7:23 p.m.

Ayes: Ali, Foraker, Miller, Singh, Valcarenghi, White-Snyder

Absent: Salinas



TO: THE PARKS AND RECREATION COMMISSION
DATE: January 22, 2018
ITEM #: 4.
SUBJECT: Commission Absent Requests

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

Prepared By: Cathy Haynie, Administrative Supervisor

ATTACHMENTS:

Description	Upload Date	Type
Absent Tracking	1/12/2018	Cover Memo

Parks & Recreation Commission Attendance (current commissioners only)
Meetings 4th Monday of each month @ 6:30 pm (no meetings in August or December)
November 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					Excused (Requested October 2017)						
Jon-Paul Valcarenghi											
Carla White- Snyder			Excused (requested in May 2017)								
Sanjit Singh											
Vacant											
Andrew Foraker											
Rashid Ali											
Quorum											

Requested:

July – No Requests

September – No Requests

October- No Requests

November-

Notes:



TO: THE PARKS AND RECREATION COMMISSION
DATE: January 22, 2018
ITEM #: 5.
SUBJECT: Community Services Report

Recommendation for Action:

Staff recommends that the Commission receive the staff report.

Staff Contact:

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

Report in Brief:

PARKS & RECREATION COMMISSION REPORT

January 2018

PARKS AND RECREATION FACILITIES

Park Maintenance

Woodside Park: With grant funds from the John & Eunice Davidson Foundation, workout equipment has been purchased and delivered. It will be installed as soon as there is enough dry weather. Staff has begun installing new cement barriers to contain playground surfacing that will be installed around the exercise equipment (and to separate the playground surfacing from the decomposed granite). Staff will also be installing a new drainage system in this area as well.

Crawford Park: The City recently received additional funding from the John & Eunice Davidson Foundation to purchase the exercise equipment/stations for Crawford Park. The workout equipment will be similar to the equipment being installed at Woodside Park. It has been ordered and will be installed after the equipment has been installed at Woodside Park.

HOST Team Project Participation: Parks staff collaborated with the Police and Public Works Departments for the homeless camp cleanup on E. Gum and 113. The police assisted the parks staff with the cleanup while the Urban Forestry group raised up the trees and chipped the brush.

Urban Forestry

CalFire Grant: The Woodland Tree Foundation held their second grant-sponsored planting on December 2. There were ten trees planted at Pioneer Park, two planted at Campbell Park (as planting demonstration trees), two planted in City maintenance strips, and 25 planted at private residences. There were 34 volunteers at the tree planting, 13 of which were from the Rotary Club. The City will hold a tree planting on January 27 and the Woodland Tree Foundation will hold their next tree planting on February 17.

As part of the CalFire Grant, West Coast Arborist was contracted to stump grind eighty-six stumps throughout the City. This work included the removal of grindings and replacement of soil in the excavated area. This project began in early November allowing for the replanting of trees at sites where trees were removed during the City's tree planting scheduled for January 27. This process is an integral part of the renewal of the urban forest.

Davey Resource Group is currently analyzing the City's maintenance management data and imputing the City's analytics that staff has been compiling to generate the necessary data for the Urban Forest Master Plan. Davey Resource Group has asked staff to compile a list of stakeholders to meet with. The contractor will be holding a series of meetings on January 30 and 31 with the stakeholders to get a better understanding of their urban forestry concerns in the City.

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. It should be noted that the recent stump grindings conducted by West Coast Arborist are not reflected in the table below. Staff will also be assessing all of the current work orders to confirm that the work orders are still valid and categorized appropriately.

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-April	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
17-Aug/Sept	7	11	16	3	0	9	108	0	3	2	139	0	299
17-Oct	8	11	17	3	0	9	111	1	2	2	142	1	307
17-Nov	7	11	18	10	0	10	112	2	3	2	144	2	312
17-Dec	7	11	45	3	1	11	115	1	4	2	158	2	360

Tree Plantings and Removals: In 2016, 253 trees were planted compared to 89 tree removals. For calendar year 2017, 236 trees have been planted compared to 123 tree removals.

Cemetery

The Woodland Cemetery had six cremation interments, and four full burials during the months of November and December and generated \$9,835 in sales.

Volunteer Work: The Rotary Clubs of Woodland (Luna Vista and Sunrise) have volunteered to adopt several of the high-lots in the Cemetery. Volunteer work includes weeding, raking, and the clearing out and mulching of the spaces for the planting of small perennials.

RECREATION

Honoring Dr. Martin Luther King Jr.: The City of Woodland honored Dr. Martin Luther King Jr. on Monday, January 15 at the Woodland Public Library. Over 100 people were in attendance.

UC Davis Chancellor Dr. Gary May delivered the keynote address and spoke of how Dr. King influenced his own life, family, and accomplishments. Local guitarist Clarence Van Hoek closed the event with a sing-along. Ms. Marilyn Hays provided various forms of media for a look at African American history throughout the library.

Adult Sports

Basketball: The winter basketball league started in November and is scheduled to end in February. This league has over 150 players (most over the age of 40). The 40 & Over division plays on Mondays and has 8 teams and the 50 &

Over divisions plays on Wednesdays and has 6 teams.

Aquatics

Lap Swim & Water Aerobics: The aquatic programs were closed December 24-31. To start the new year, on New Year's Day, participants could purchase program passes for 50% off. The sale brought in \$3,540 in revenue for the passes sold during the one day.

Community Center and Sports Park

Community & Senior Center rentals for November & December 2017 include:

Private Reservations

Woodland Medical Group Dinner
Anthem Blue Cross (5)
Universal Church (7)
Yolo County Realtors (5)
Woodland Soccer Club
WRA Board Meeting
Celebration of Life (Chambers)
Food 4 Less Holiday Party
CA Department of Water Resources
Hygieia Lab Holiday Party
YCC Workshop
NCWA Meeting
WPD Holiday Party

City-related reservations

WCEA General Members Meeting
Admin Clerk II Exam
YGRIP Operational Meeting (2)
Training Session (PW)
CIT Training (3)
Cannabis Informational Meeting
Fire Department Panel Interview (2)

Sports Park Tournament Reservations

The Sports Park was reserved for tournaments for 4 weekends during November and December. Total revenue captured during this time was \$13,650. These tournaments were youth baseball organizations.

Facility maintenance projects for November & December 2017 included:

- Light and ballast replacement
- Boxing ring readjustment
- Elements in the kitchen repaired
- Floors in Haarberg Gymnasium, C Court, and banquet room resurfaced

General Recreation Programming

November Commit2Fit: For the November Commit2Fit campaign there were 378 participants registered. Thirteen program partners offered over 70 free group fitness activities during the month. The raffle event was held on Thursday, November 30 and 40 registrants returned for a chance to win the donated raffle prizes. In addition to the traditional Commit2Fit program, staff coordinated an 8-week 5K Run/Walk Training Program that culminated with the Dignity Health and Yolo Food Bank's Running of the Turkeys Fun Run on Thanksgiving morning. There were 28 people who took part in the training program, and 10 participated in the Running of the Turkeys.

Father Daughter Dinner Dance: The 16th Annual Father Daughter Dinner Dance was held on November 4 at the Community & Senior Center. This semi-formal event included a sit down dinner, dancing, raffles and activities. There were over 300 fathers (or grandfathers, brothers and uncles) and daughters of all ages attend this event. The 2018 Father Daughter Dinner Dance will be held on Saturday, November 3, 2018.

Bridal Show & Event Faire: The 3rd Annual Bridal Show & Event Faire will be held on Saturday, February 24. The Community Services Department is accepting registrations for local vendors to participate in the show. Last year over 50 vendors attended the Bridal Show and showcased their services.

Toddler Time: Toddler Time has shown an increase in participation since last year during the same time. In comparison, during the second quarter of 2016, 30 participants were enrolled in Toddler Time and in 2017, 42 participants were enrolled. The group enjoyed arts, crafts, and activities that highlighted Halloween, Thanksgiving and Christmas.

Spring Break Class Promotions: The Department is preparing to mail 500 postcards to past program participants advertising specialty camps that are scheduled for the week of Spring Break (April 2-6). Camp offerings include sports camps provided by the National Academy of Athletics, educational camps from Mad Science, and the Lifeguard Training course. In addition to the mailing, staff is creating a two-sided flyer in English and Spanish that will be distributed to the residents in Yolano, Casa del Sol, Mutual Housing at Spring Lake, Yolo Center for Families, and similar locations within Woodland.

Measure J Programming

Skate Night: On November 17, middle school and high school students were invited to attend Skate Night. Held at NorCal Indoor Sports, the event provided a free night of roller skating, batting cages, and board games to middle and high school aged youth. This activity was a Commit2Fit event and it encouraged teens to participate in the Commit2Fit 30-Day Challenge. Approximately 175 participants attended Skate Night, including students from Lee Middle School, Douglass Middle School, Woodland High School and Pioneer High School.

Rec2Go: During October, November, and December, Rec2Go continued “Bringing the Fun” to events throughout Woodland. Rec2Go went the Woodland Police Department’s Fall Festival, attended a Harvest Festival at Tafoya Elementary, passed out goodies at Trick-or-Treat on Main Street, supported Woodland Community College at their Family Fun Festival, appeared at Woodland Christian School’s Woodland Mud Run, was in the Woodland Chamber of Commerce Holiday Parade and provided games and activities at the Food Truck Mania events. Participation within these three months increased significantly from October-December 2016, from 300 to over 1,600 visitors to Rec2Go.

After School Teen Pack: In the past several weeks, Teen Pack had notable special guests visit the schools. Trino Savala, a gang prevention specialist, former professional boxer, and City’s YGRIP contractor came to speak with the students about his background as a boxer and the importance of staying in school. The UC Davis Raptor Center visited and brought several birds of prey and after the Center’s visit, Teen Pack was able to “adopt” a red-tailed hawk named Jack. Cache Creek Conservancy came and taught the students about bats. Finally, the program welcomed Minakhi Sarma, a Yoga instructor, who taught the students several yoga positions the importance of their “yoga breath.”

Upcoming Dates

January 26: Teen Night (Measure J), 7-9 pm, Community & Senior Center

January 27: CalFire Grant Tree Planting

February 9: Valentine’s Day Cookie Decorating (Measure J), 5:30-7:30 pm, Community & Senior Center

February 17: CalFire Grant Tree Planting

March 2: ReXpo, 4-7 pm, Community & Senior Center

March 10: Arbor Day Celebration

Prepared By: Kris Bain, CSD Manager

ATTACHMENTS:

Description	Upload Date	Type
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Expenditure Report
Revenue Report

1/16/2018
1/16/2018

Cover Memo
Cover Memo

RECREATION SNAPSHOT THRU 12/31/17				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$535,876.00	\$236,229.94	\$299,646.06	55.92%
Community & Senior Center	\$980,156.52	\$358,079.92	\$622,076.60	63.47%
Brook Swim Center-Recreation	\$156,677.00	\$70,556.26	\$86,120.74	54.97%
General Recreation Programs	\$496,928.00	\$217,392.18	\$279,535.82	56.25%
Subtotal	\$2,169,637.52	\$882,258.30	\$1,287,379.22	59.34%
Enterprise Fund				
Youth Enterprise	\$409,292.37	\$196,010.81	\$213,281.56	52.11%
Subtotal	\$409,292.37	\$196,010.81	\$213,281.56	52.11%
Measure J				
General Recreation Programs	\$540,095.18	\$183,357.40	\$356,737.78	66.05%
Middle School Programs	\$202,340.00	\$73,963.88	\$128,376.12	63.45%
Aquatics	\$235,189.00	\$110,317.85	\$124,871.15	53.09%
Recreation Van	\$88,780.00	\$31,879.95	\$56,900.05	64.09%
Summer Camp	\$197,392.00	\$50,539.05	\$146,852.95	74.40%
Youth Advisory Committee and Academy	\$5,000.00	\$0.00	\$5,000.00	100.00%
Subtotal	\$1,268,796.18	\$450,058.13	\$818,738.05	64.53%
0				
Total Recreation Budget	\$3,847,726.07	\$1,528,327.24	\$2,319,398.83	60.28%

PARKS SNAPSHOT THRU 12/31/17				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$224,494.00	\$170,686.70	\$53,807.30	23.97%
Park Maintenance	\$1,507,873.00	\$884,360.43	\$623,512.57	41.35%
Hiddleson Maintenance	\$3,782.00	\$153.71	\$3,628.29	95.94%
Charles Brooks Swim Center Maintenance	\$354,925.00	\$163,921.85	\$191,003.15	53.82%
Tree Maintenance	\$385,115.50	\$221,308.26	\$163,807.24	42.53%
Subtotal	\$2,476,189.50	\$1,440,430.95	\$1,035,758.55	41.83%
Enterprise Fund				
Cemetery Maintenance	\$457,996.00	\$244,400.89	\$213,595.11	46.64%
Subtotal	\$457,996.00	\$244,400.89	\$213,595.11	46.64%
Lighting & Landscape District				
Gibson Ranch	\$711,891.00	\$328,276.32	\$383,614.68	53.89%
Gibson Ranch CIP	\$60,000.00	\$3,298.77	\$56,701.23	94.50%
North Park District	\$29,878.00	\$24,550.53	\$5,327.47	17.83%
Streng Pond Maintenance District	\$38,030.00	\$25,606.69	\$12,423.31	32.67%
Woodland West (Westwood)	\$27,949.00	\$14,025.80	\$13,923.20	49.82%
Springlake	\$988,560.00	\$495,199.90	\$493,360.10	49.91%
Community Sports Park Programs	\$457,064.58	\$223,784.61	\$233,279.97	51.04%
Gateway	\$110,237.00	\$51,462.18	\$58,774.82	53.32%
Subtotal	\$2,423,609.58	\$1,166,204.80	\$1,257,404.78	51.88%
Total Park Budget	\$5,357,795.08	\$2,851,036.64	\$2,506,758.44	46.79%

RECREATION - REVENUE SNAPSHOT thru 12/31/17			
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	\$550.00	55.00%
C. Brooks Swim Center Revenue	\$150,000.00	\$29,533.75	19.69%
Community Senior Center Msc.	\$80,000.00	\$26,920.46	33.65%
Community Fitness Center	\$36,000.00	\$28,426.00	78.96%
Community Sports Park	\$205,000.00	\$107,546.00	52.46%
Subtotal	\$472,500.00	\$194,551.21	41.17%
Enterprise			
Recreation Contract	\$183,000.00	\$63,768.75	34.85%
General Recreation	\$110,000.00	\$19,442.26	17.67%
Senior Programs Revenue	\$10,000.00	\$6,330.20	63.30%
Yolano Recreation Program Income	\$5,000.00	\$8,098.00	161.96%
Adult Recreation & League Programs	\$80,000.00	\$29,184.00	36.48%
Subtotal	\$388,000.00	\$126,823.21	32.69%
Measure J			
Measure J	\$15,000.00	\$13,552.00	90.35%
Subtotal	\$15,000.00	\$13,552.00	90.35%
TOTALS	\$875,500.00	\$334,926.42	38%

PARKS - REVENUE SNAPSHOT thru 12/31/17			
Account Title	FY17 Projection	FY17 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$60,000.00	\$33,823.75	56.37%
Subtotal	\$60,000.00	\$33,823.75	56.37%
Enterprise Fund			
Cemetery Internment Space	\$16,000.00	\$11,866.00	74.16%
Cemetery Services	\$44,000.00	\$18,695.00	42.49%
Cemetery Products	\$30,000.00	\$10,772.00	35.91%
Endowment Care Fee	\$9,000.00	\$5,056.00	56.18%
Subtotal	\$99,000.00	\$46,389.00	46.86%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$15,000.00	\$6,817.00	45.45%
Springlake Park Revenue	\$10,000.00	\$2,510.00	25.10%
Subtotal	\$25,000.00	\$9,327.00	37.31%
TOTALS	\$184,000.00	\$89,539.75	49%



TO: THE PARKS AND RECREATION COMMISSION
DATE: January 22, 2018
ITEM #: 6.
SUBJECT: CSD Quarterly Report

Recommendation for Action:

Staff recommends that the Commission receive the information.

Report in Brief:

This quarterly status report covers the period of October through December 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.

ATTACHMENTS:

Description	Upload Date	Type
CSD Second Quarter Report	1/12/2018	Cover Memo

Community Services Department Quarterly Report: October – December 2017

The following provides a summary of the Community Service Department's programs, activities, and events for October through December 2017. 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 3,031 people attended events at the Community & Senior Center during facility rentals.
- Approximately 378 participants enrolled in the November 2017 Commit2Fit campaign, with 28 people taking part in a 5K run/walk training program.
- Over 1,386 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.
- The amount of participants for Rec2Go increased from 300 in 2016 to 1,655 in 2017.
- 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 9,713 participant hours were recorded for senior programs and events.

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 2017) was distributed to WJUSD students to promote fall activities and events (Youth Basketball, After School Teen Pack, Skate Night, Commit2Fit, and contract classes). All flyers are in English and Spanish.
- Direct Marketing: Participants of the 2017 Father Daughter Dinner Dance were sent a 2018 calendar with pictures from the event. The calendar provides Departmental program start dates such as the beginning of summer programming, classes, and special events.
- 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 Trick or Treating on Main Street, a Little League event, the Woodland Police Department Fall Festival, Freeman Elementary Fall Festival, a Family Fun Festival at Woodland Community College, the Woodland Christian School Mud Run, and the ASES afterschool program at Plainfield Elementary. Rec2Go also participated in the Woodland Holiday Parade.



Rec2Go at Woodland Christian School'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" column, 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	39	16
Approximate Participants	2,391	640
Total Fees	\$14,512	\$14,445 (waived)

Sports Park Tournament Reservations

Tournament reservations 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.

Sports Park Tournament Reservations	
Number of Rentals	4
Number of Teams	74
Total Fees Collected	\$13,650

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 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 Demolition and Park Reuse Project

The Hiddleson Pool demolition project was completed in December. The outbuildings have been demolished and the pool has been filled in. The area is temporarily an open space with redwood bark to reduce any silt runoff during the rainy season. After the remaining budget has been determined, staff will work on a reuse plan.

City Park Walkway Lighting

The electrical staff informed parks staff of a surplus of lighting poles that could be utilized at one of the parks. Staff determined to place the additional lighting at City Park to compliment the new restrooms and provide necessary walkway lighting. The project also included the installation of walkway lighting on the north side of the park and video cameras in the park. The project was completed in October.

Dog Park

Staff partnered with the Yolo County Construction Program (YCCP) to assist with the staining and winterizing of the shade structures within the Dog Park. The volunteer labor provided an opportunity for the public to serve the community while allowing staff to focus other skilled tasks. The YCCP operates as a voluntary alternative to out-of-home placement by providing community-based educational, mental health crisis intervention, and vocational education to kids aged 16 to 18 who are under formal supervision by Probation. The program is operated by the Yolo County Probation Department, with funding provided by CommuniCare and Northern California Construction and Training (NCCT).

HOST Team Project Participation

Parks collaborated with the Police and Public Works Departments for the homeless camp cleanup on E. Gum and 113. The police assisted the parks staff with the cleanup while the Urban Forestry group raised up the trees and chipped the brush.

Proposed Sports Park Facilities

In October, the City Council approved a conceptual Sports Park Master Plan based on input from user groups collected over the summer by a Council/Parks & Recreation Commission subcommittee. Priority Level A and B projects were identified: Level A (two girls Fastpitch fields, two soccer fields, and additional parking); and Level B (Skate Park, Tennis Courts, and improvements to ball fields at other locations). Staff is working with user groups and a consultant

to determine anticipated project costs to design, construct, operate, and maintain the facilities. Additional information on the projects will be brought back to the City Council for consideration.

CalFire Grant

As part of the early implementation of the CalFire grant, all associated contracts with vendors were 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).

Tree Planting

The Woodland Tree Foundation held their first grant sponsored plantings on October 28 and December 2. In October, there were thirty-two trees planted, twenty-eight private trees and four public trees planted at Campbell Park. There were 37 volunteers for the planting. In December there were ten trees planted at Pioneer Park, two planted at Campbell Park, two planted in City maintenance strips, and 25 planted at private residences. There were 34 volunteers at the planting, 13 of which were from the Rotary Club.

As part of the CalFire Grant West Coast Arborist was contracted to stump grind eighty-six stumps. This will include the removal of grindings, and replacement of soil in various locations throughout the City. This project began in early November allowing for the replanting of trees at sites where trees were removed. This process is an integral part of the renewal of the urban forest.

Master Plan

Staff held a kick-off meeting with Davey Resource Group for the Urban Forest Master Plan. The completed Urban Forest Master Plan is projected to go council by the end of 2018.

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 presented 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.

Events

Event	Date	Total Participants	Participant Hours	Fees Collected
Ace Race Disc Golf Tournament	Oct. 7	32	96	\$1,080 (+\$250 donation)
Movies on Main Street	Oct. 6	500	1,000	Free Program
Father Daughter Dinner Dance	Nov. 4	301	1,204	\$11,337
C2F 30-Day Challenge	Nov. 1-30	378	4,570	Free Program
Teen Skate Night (Measure J)	Nov. 17	175	350	Free Program
Total Participants		1,386	7,220	\$12,417



Ace Race Disc Golf Tournament, October 7

Aquatics

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	1,203	1,203	\$3,572
Woodland Swim Team	n/a	n/a	\$5,730
Private Facility Reservation	n/a		\$540
Total	1,203	1,203	\$9,842

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 28-29).

Fees Collected: \$5,730

Private Facility Reservations

The pool is available for private reservations when not in use by City programs or user groups. Three private reservations events at the pool during the second quarter.

Fees Collected: \$540

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)	2,936	6,994	Free Program
Baby & Me (Measure J)	247	247	Free Program
Night Hoops (Measure J)	434	651	Free Program
Rec2Go (Measure J)	1,655	n/a	Free Program
Toddler Time	42	42	\$645
Total	5,314	7,934	\$645

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 and boxing, 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)
Boxing	1,594	2,391	\$4,230	\$7,200	-\$2,970
Cello Tennis Academy	105	555	\$5,360	\$4,824	\$536
Country Line Dance	94	204	\$570	\$399	\$171
Dynamic Dancing	115	770	\$6,979	\$4,886	\$2,093
Karate	24	192	\$625	\$438	\$188
Kidz Love Soccer	11	88	\$1,144	\$801	\$343
Pilates	19	152	\$627	\$439	\$188
Stepping Out	15	120	\$570	\$399	\$171
Yoga	33	132	\$553	\$387	\$166
Total	2,010	4,604	\$20,658	\$19,773	-\$886

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)	10	80	800	\$6,355
Softball (league)	44	720	6,480	\$19,610
Volleyball (league)	8	64	512	**
Volleyball (open gym)		150	300	\$339
Badminton		473	946	free
Pickleball		212	424	free
Total	62	1,699	9,462	26,304

**Fees collected during Q1

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 9,713 participant hours during the second quarter.

Programs

Programs	Total Sign-ins	Participant Hours	Fees Collected
Art Classes	395	655	\$288
Exercise Classes	2,530	2,495	\$762
Games	1,107	2,400	Free Program
General Programs	1,819	2,102	\$4,244
Education Resources	204	288	Free Program
Support Groups	220	440	Free Program
Special Programs	133	133	Free Program
Total	6,408	8,513	\$5,294

Events

Events	Date	Total Participants	Participant Hours
Senior Thanksgiving Dinner	Nov. 16	300	600
Senior Holiday Social	Dec. 21	300	600
Total		600	1,200

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 the environmental review (National Environmental Policy Act or NEPA) for the 14 public service and construction activities funded through the City's Fiscal Year (FY) CDBG program. Subrecipient agreements (contracts) have been completed for all of the activities. The Friends of the Mission completed its FY 2016/17 CDBG-funded 925 North Street rehabilitation project in November with the replacement of the HVAC units for the seven-unit affordable housing complex. Construction of the Boy Scout Cabin ADA Ramp project (FY 2016/17 CDBG funding) was completed in December.

Continuum of Care Grants (CoC) Competition

The City continues to fund two permanent supportive housing projects operated by Fourth & Hope for homeless families and individuals. In approximately February, the U.S. Department of

Housing and Urban Development will announce whether the projects have been renewed for grant funding during the 2018/19 program year.

Affordable Housing Monitoring

During the summer, the City monitored approximately 90 owner-occupied affordable housing units to ensure they continue to be owner-occupied and have homeowner's insurance in effect. Many of the units were constructed as a result of the City's inclusionary (affordable) housing policies and most have City first time homebuyer loans while the non-inclusionary housing units have City first time homebuyer loans.

Rotating Winter Shelter

The City is partnering with local churches, Fourth & Hope, and Yolo County to offer a winter shelter for homeless families this year in order to provide additional capacity for Fourth & Hope's emergency shelter (Yolo Wayfarer Center). The shelter will be housed at St. Luke's Episcopal Church during a four-week period, January 7 – February 4. Volunteers from local churches will staff the shelter. Families staying at the shelter will check-in at Fourth & Hope, have access to showers, eat dinner, and then walk over to St. Luke's.

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).