



City of Woodland

Meeting Agenda

Parks and Recreation Commission

City Hall
300 First Street
Woodland, CA 95695

Monday, April 23, 2018

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

I. Consent Calendar

2. Approve March 26, 2018 Minutes

J. Other Business

3. Commission Absent Requests
4. Discuss Committee Assignments

K. Report of the Staff

5. Community Services Department Quarterly Status Report for the period of January through March 2018
6. Staff Report April 2018

L. Next Meeting

7. May 21, 2018

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 April 23, 2018 was posted on April 20, 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: April 23, 2018
ITEM #: 1.
SUBJECT: Standing Committee Report

Recommendation for Action:

Staff recommends that the Commission report on the Standing Committees.

ATTACHMENTS:

Description	Upload Date	Type
2018 Calendar	1/31/2018	Cover Memo
Commission Roster	1/31/2018	Cover Memo

Parks & Recreation Commission 2018

Election of Officers-May Meeting

Approve Workplan 2018-July

Meeting Council Report-September Meeting

January

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December

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30	31					



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
Vacant		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,

Volunteerism Committee

Foraker,

Liaisons

Baseball:

Soccer: 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: April 23, 2018
ITEM #: 2.
SUBJECT: Approve March 26, 2018 Minutes

Recommendation for Action:

Staff recommends that the Commission approve the March 26, 2018 minutes.

ATTACHMENTS:

Description	Upload Date	Type
March 26, 2018 Minutes	4/10/2018	Cover Memo

City of Woodland

City Hall
300 First Street
Woodland, CA 95695



Parks and Recreation Commission Meeting Minutes

Monday, March 26, 2018

**6:30 PM
Council Chambers**

A. Call to Order

B. Roll Call

Absent: Foraker

C. Pledge of Allegiance

D. Communications - Public Comment

Becky Sisco, requested discussion about off-leash permits for City parks.

E. Communications - Commission/Staff Statements and Requests

F. Presentation

1. Measure J- Afterschool Teen Pack
Jenna Kinser, Recreation Supervisor will update the Commission.

G. New Business

2. Standing Committee Assignments
Discuss and approve Standing Committee assignments.

H. Committee Reports

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

I. Consent Calendar

4. Approve February 26, 2018

On a motion by Carla White-Snyder, seconded by Rashid Ali and carried unanimously, Motion to accept the minutes as written.

Ayes: Ali, Singh, Valcarenghi, White-Snyder

Absent: Foraker

J. Other Business

5. Commission Absent Requests

K. Report of the Staff

6. Staff Report March 2018

L. Next Meeting

7. April 23, 2018

M. Adjourn

On a motion by Carla White-Snyder, seconded by Rashid Ali and carried unanimously, Motion to adjourn the meeting at 7:53 p.m.

Ayes: Ali, Foraker, Valcarenghi, White-Snyder



TO: THE PARKS AND RECREATION COMMISSION
DATE: April 23, 2018
ITEM #: 3.
SUBJECT: Commission Absent Requests

Recommendation for Action:

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

ATTACHMENTS:

Description	Upload Date	Type
Attendance Report	4/10/2018	Cover Memo

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

Commissioners	7/2017	8/2017	9/2017	10/2017	11/2017	1/2018	2/2018	3/2018	4/2018	5/2018	6/2018
Vacant											
Jon-Paul Valcarenghi											
Carla White-Snyder			Excused (requested in May 2017)								
Sanjit Singh							Excused Absence				
Vacant											
Andrew Foraker								Unexcused Absence			
Rashid Ali											
Quorum											

Requested:

July – No Requests

September – No Requests

October- No Requests

November- No Request

January- Sanjit Singh requested for February

February- No Requests

March- No Requests

Notes:



TO: THE PARKS AND RECREATION COMMISSION
DATE: April 23, 2018
ITEM #: 4.
SUBJECT: Discuss Committee Assignments

Recommendation for Action:

Staff recommends that the Commission discuss Committee Assignments.

Staff Contact:

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

Fiscal Impact:

None

Prepared By: Cathy Haynie, Administrative Supervisor



TO: THE PARKS AND RECREATION COMMISSION
DATE: April 23, 2018
ITEM #: 5.
SUBJECT: Community Services Department Quarterly Status Report for the period of January through March 2018

Recommendation for Action:

Staff recommends that the Parks & Recreation Commission receive the Community Services Department Quarterly Status Report.

Staff Contact:

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

Background:

This quarterly status report covers the period of January through March 2018. 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.

Commission/Committee Recommendation:

Staff recommends that the Parks & Recreation 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
Community Services Department Quarterly Status Report Quarter 3 FY 2018	4/16/2018	Cover Memo

Community Services Department Quarterly Report: January-March 2018

The following provides a summary of the Community Service Department's programs, activities, and events for January through March 2018. 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

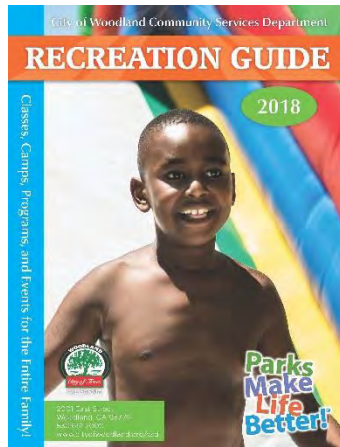
- The Recreation Guide was released and directly mailed to over 3,500 households in Woodland with children up to 16 years old. Recreation Guides were also available at outreach events and at city facilities. The publication advertised upcoming activities and events from February through September.
- During the 6th annual ReXpo over \$41,000 in revenue was received in a three hour period and nearly 1,000 attended the event (in comparison to the receipt of about \$30,000 in three hours in 2017, and \$21,000 in 2016),
- Approximately 3,686 people attended events at the Community & Senior Center during facility rentals.
- Over 300 soccer and baseball teams participated in tournaments at the Woodland Sports Park.
- Over 2,005 people participated in events such as ReXpo, the Bridal Show & Event Faire, the Martin Luther King Jr. Celebration, Teen Night, César Chávez Celebration, and Valentine's Day Cookie Decorating.
- Approximately 21,092 participant hours were recorded for aquatics; and youth, teen and adult recreation classes.
- Approximately 9,736 participant hours were recorded for senior programs and senior 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.

- Recreation Guide: The Recreation Guide publication was released in mid-February and was mailed to 3,535 households in Woodland with children 0-16 years. Copies of the Recreation Guide are available on the City's webpage, at City facilities, and outreach events.
- School Flyers: One school flyer (Spring 2018) was distributed to WJUSD students to promote spring activities, events, and upcoming summer programs (spring swim lessons, César Chávez Celebration, a teen event, scholarships, and general classes for kids). The flyers are distributed in English and Spanish.
- Social Media: The Department utilizes Facebook and Instagram to advertise upcoming events and recreation programs.

- Special Events/Rec2Go outreach: Staff attended the monthly Food Truck Mania events in February and March to promote programs using the Rec2Go van. In addition, it attended events throughout the community including an employee wellness fair at Monsanto and activities at Yolano, Empower Yolo, and Plainfield Elementary.
- Senior Newsletter: The “Senior Gram” newsletter was mailed to over 450 households every month. It was also available on the CSD webpage for download.



Spring Summer Recreation Guide 2018

Facilities

Community & Senior Center Facility Reservations

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

	General Facility Rentals <i>Includes rentals receiving discounts</i>	Facility Rentals <i>with Fees Waived</i>
Number of Rentals	33	14
Approximate Participants	3,011	675
Total Fees	\$21,799	\$8,678 (waived)

Tournaments

Tournament rentals are available for the Sports Park Complex. 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 third quarter, the Sports Park was reserved for youth baseball and soccer tournaments. Some tournaments were cancelled due to inclement weather. Fees collected are not necessarily for tournaments held during this reporting period.

Tournament Rentals of Sports Park	
Number of Rentals	13
Number of Teams	300
Total Fees Collected	\$41,490

Facility Maintenance Projects

Several projects were worked on/completed during this reporting period: scoreboard repair, kitchen drain repair, water filter replacement, lights and ballasts replacement, AC unit repair and filter replacement, bingo machine repair, upgraded projector installation in banquet and meeting rooms, lobby waterfall elements repair, and dehumidifiers maintenance in the boxing gym.

Parks

Parks and urban forestry projects during the third quarter include:

Ferns Park

The restrooms at Ferns Park were in need of restoration. Staff replaced the sheetrock walls with a much sturdier siding material, painted the brick, and replaced the sinks and fixtures.

Woodside Park

With grant funds from the John & Eunice Davidson Fund, staff completed the installation of the workout area on the northeast side of Woodside Park. Staff also installed lighting near the track to make it more inviting during times of low light.



Southland Park

At the March 6, 2018 City Council meeting, the renaming of Southland Park to Gracie Hiddleston Park was approved. Staff is in the process of obtaining bids for new park signs.

New Recreation Facilities at Woodland Sports Park

At the March 6, 2018 City Council meeting, staff provided an update to the City Council on the status of receiving proposals from the user groups that are interested in constructing new recreation facilities at the Woodland Sports Park. Staff is currently awaiting new or revised proposals from the user groups (tennis, skate park, soccer, and girls fastpitch).

Urban Forestry

Master Plan: As part of the CalFire grant, Davey Resource held a series of meetings on January 30 and 31 with urban forest stakeholders to get a better understanding of their urban forestry concerns in the City. The meetings allow them to have a better understanding of the community's opinions on the future of the urban forest within the City. Davey Resource Group will now utilize this information to create the Urban Forest Master Plan. The Master Plan will identify a strategy for the urban forest for a 20-year period.

Tree Plantings: As part of the CalFire grant a tree planting was held on January 27, beginning at Beamer Park. Sixty-nine volunteers planted 108 trees (483 volunteer hours). Volunteers included Councilmembers Angel Barajas and Tom Stallard; Commissioner Valcarenghi; Rotarians; Girl Scouts; and many others. The Woodland Tree Foundation held another grant related tree planting on February 17.



To celebrate Arbor Day, another tree planting was held on March 10, beginning at Beamer Park. This tree planting is also a part of the efforts for the CalFire grant. A total of 105 trees were planted by 76 volunteers (266 volunteer hours). Volunteers included Mayor Pro Tem Xochitl Rodriguez, Councilmember Tom Stallard, Commissioner Valcarengi, Rotarians, Girl Scouts, PG&E, the Woodland Tree Foundation, and many others.

Events

Event	Event Date	Total Participants	Participant Hours	Fees Collected
Martin Luther King Jr. Celebration	Jan. 15	125	1,250	Free Program
Teen Night*	Jan. 26	30	60	Free Program
Cookie Decorating*	Feb. 9	300	300	Free Program
Bridal Show & Event Faire**	Feb. 24	300	300	Free program \$3,775**
ReXpo	Mar. 3	1,000	1,500	Free program \$41,985***
César Chávez Celebration	Mar. 27	250	250	Free program
Total		2,005	3,660	\$45,760

* Event made possible by Measure J

** The Bridal Show & Event Faire had 58 vendors who attended with over 300 attendees that came to the show. Revenue is from vendor registration only.

*** ReXpo was a free event to attend. The \$41,985 captured in revenue during the event was for future program registration and park reservations.

Aquatics

All aquatic programs are held at the Charles Brooks Community Swim Center. Aquatics programming is available for children as young as six months old through seniors and includes swimming lessons, lifeguard training, recreation swimming, recreation swim teams, lap swim and water aerobics. During the winter, the primary programming at the pool is lap swim, water aerobics, and the use of the pool by the Woodland Swim Team. In March, Kiwanis Club of Woodland provided \$3000 to the City for swim lesson scholarships for income qualifying families.

Aquatics Program	Total Participants	Participant Hours	Fees Collected
Lap Swim & Water Aerobics	894	894	\$4,570
Facility Reservation Woodland Swim Team	86	n/a	\$5,730
Facility Reservation Woodland & Pioneer High Schools	85	n/a	No Fees collected WJUSD Joint Use Agreement
Total	1,065	894	\$10,300

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 during this quarter. Per council approval the “winter surcharge fees” of \$10,000 that are collected November-February were waived for the Club (Measure J funds were used to offset this expense). Fees Collected: \$5,730

Woodland & Pioneer High School Swim Teams

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

Youth & Teen Recreation

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

Youth Recreation Program	Total Participants	Participant Hours	Fees Collected
After School Teen Pack (Measure J)	1,701	4,319	Free Program
Baby & Me	136	136	Free Program
Night Hoops (Measure J)	555	1,110	Free Program
Rec2Go (Measure J)	1,222	4,222	Free Program
Toddler Time	53	53	\$696
Youth Basketball League	139	2,780	\$15,587
Total	3,806	12,620	\$16,283

Contract Classes

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

Contract Class	Total Participants	Participant Hours	Fees Collected	Total Expenses	Net Revenue
Art with Emily	6	72	\$615	\$435	\$180
Boxing Club	272	1,463*	\$3,681	\$7,200	\$(3,519)
Cello Tennis Academy**	147	2,166	\$10,286	\$9,257	\$1,029
Country Line Dance	39	117	\$282	\$197	\$85
Dynamic Dancing	70	469	\$3,806	\$2,664	\$1,142
Karate	21	168	\$625	\$438	\$187
Pilates	20	160	\$627	\$439	\$188
Stepping Out	17	136	\$720	\$504	\$216
Wrestling	24	792	\$1,440	\$1,008	\$432
Yoga	41	164	\$795	\$557	\$238
Total	657	5,707	\$22,877	\$22,699	\$178

* Boxing experienced 1,463 sign-ins during the Third Quarter

** Through a grant awarded from the Sacramento Junior Tennis Fund with the purpose of exposing new youth participants to the sport of tennis, the City of Woodland Community Services Department and the Woodland Tennis Club were able to offer free tennis lessons to 48 participants.

Adult Sports

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

Sport	# Teams	Total Participants	Participant Hours	Fees Collected
Basketball (winter league)	14	140	1,400	\$7,350
Basketball (spring league)				League in progress
Softball (spring league)				League in progress
Volleyball (spring league)				League in progress
Volleyball (open gym)		157	471	\$465
Total		297	1,871	\$7,815

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 9,376 participant hours during the third quarter.

Programs

Programs	Total Participants	Participant Hours	Fees Collected
Art Classes	336	568	\$321
Exercise Classes	2,932	2,874	\$726
Games	1,265	2,780	Free Program
General Programs	1,955	1,427	\$0
Education/Resources	227	390	Free Program
Support Groups	292	584	Free Program
Special Programs	471	481	Free Program
Total	7,478	9,104	\$1,047

Events

Events	Date	Total Participants	Participant Hours
Senior Art Show	Mar. 2	200	200
Hand & Foot Card Party	Mar. 18	72	432
Total		272	632

Grants and Housing

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

Community Development Block Grant (CDBG) Program

Monitoring visits for eleven of the fourteen Fiscal CDBG-funded activities were completed in February/March. City staff attended a pre-bid meeting for the CDBG-funded Cottonwood Meadows Stairwell/Siding Dry-Rot Improvements Project (Phases I and II) in February to review the Federal prevailing wage requirements with potential bidders. In March, staff attended the pre-construction meeting for the CDBG-funded City of Woodland ADA Accessibility Project to also review the Federal prevailing wage requirements with the contractor for the project.

CDBG applications for Fiscal Year 2019 were submitted in March. A CDBG Review Panel will convene in April to review the applications and recommend public service and construction activities for funding.

Continuum of Care Grants (CoC) Competition

The U.S. Department of Housing and Urban Development announced in January that the City will be awarded grant funds for three renewal projects to provide permanent supportive housing for homeless families and individuals: (1) Reallocation (2015) Permanent Supportive Housing Chronically Homeless 2017, (2) Consolidated Permanent Supportive Housing for Chronically Homeless 2017, and (3) Bonus Project (2016) Permanent Supportive Housing for Chronically Homeless 2017. The projects are operated by Fourth & Hope.

Affordable Housing Monitoring

During January/February, the City completed annual affordable housing monitoring of three HOME-funded projects in Woodland: Sycamore Pointe, Terracina at Spring Lake, and Rochdale Grange. Each project received a HOME loan (Federal Home program) through the City. City staff inspected individual units and the exterior conditions of each development based on checklists provided by the HOME program. Staff also reviewed tenant files for compliance with income restrictions, maximum allowable rents, occupancy requirements, reasonable accommodations/modifications, and other areas.

Rotating Winter Shelter

The City partnered with local churches and Fourth & Hope 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 operated at St. Luke's Episcopal Church during a four-week period, January 7 – February 4. A total of 104 volunteers from local churches and other organizations staffed the shelter along with an overnight monitor from Fourth & Hope's staff. The volunteers covered 308 shifts consisting of 685 volunteer hours. Six families with seven adults and eight children stayed at the shelter. In addition, 26 single women also used the shelter. Operation of the shelter freed up space at Fourth & Hope's emergency shelter to accommodate an additional 22 single men who would have been otherwise turned from away.

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: April 23, 2018
ITEM #: 6.
SUBJECT: Staff Report April 2018

Recommendation for Action:

Staff recommends that the Commission receive the staff report for April 23, 2018.

Staff Contact:

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

Discussion:

PARKS AND RECREATION FACILITIES

Parks

Crawford Park: With grant funds from the John & Eunice Davidson Fund, workout equipment will be installed at Crawford Park. This new workout equipment will be installed in the bulb out areas where equipment used to be and in areas to replace some old equipment.

City Hall Annex/Woodland Opera House Educational and Children's programming building ("Annex"): While Woodland Opera House volunteers installed landscaping at the Annex, CSD staff installed the final parts needed for the irrigation project. To complete the project, staff installed over 350' of drip line, 9 Octa Bubblers, 16 feet of new underground irrigation pipe, one irrigation valve, and a timer. When the staff backfilled the trenches, they also installed a new weed barrier fabric and covered the area with new bark.



Day of Service: For over the last five years, the City has collaborated with the Church of Jesus Christ of Latter Day Saints on an annual community "Day of Service". This year's Day of Service will be held on April 28 beginning at 9:00 am until 12:00 pm at Pioneer Park (1925 Branigan Avenue). Volunteers will be removing the sand out of the tot lot playground and installing playground fiber. Other projects include cleaning the shade structures, planting trees, installing decomposed granite along the walking paths, and adding bark to the planting beds around the park. To sign up to volunteer or for more information visit www.justserve.org/.

Urban Forestry

CalFire Grant: Staff has submitted, with the assistance of the Woodland Tree Foundation, the second quarterly report that is required by the Grant. This report identifies that the City and the Woodland Tree Foundation are on schedule for the requirements of the Grant or in some areas ahead of schedule. Some highlights include:

- The staff matching hours that are required by the grant are nearly half way complete.
- In this quarter, there were 303 trees planted; to date the project has planted 403 trees out of the 1,200 total trees required over a three-year period.
- To date with the total number of trees planted, the perceived Green House Gas (GHG) reductions over a 40-year period are 1,703 Metric Tons of Carbon Dioxide Emissions (MTCO₂e). This is the equivalent of an average passenger vehicle driven 37,095 miles.

Future scheduled tree plantings include Pioneer High School (April), a neighborhood shade tree planting (May), and a planting with the UC Davis Washington Mandela Fellows (July).

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-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
18-Jan	1	1	21	3	1	12	116	1	0	2	138	3	299
18-Feb	1	1	20	3	1	13	117	1	0	2	138	2	305
18-Mar	1	1	22	3	2	14	121	1	0	2	132	1	301

Tree Plantings and Removals: In 2017, 236 trees were planted compared to 123 tree removals. For calendar year 2018, 230 trees have been planted compared to 20 tree removals.

Cemetery

The Woodland Cemetery had five cremation interments and three full burials during the month of March generating \$19,824 in sales.

RECREATION

Adult Sports

Basketball: The Spring Basketball season started on March 22nd with 16 teams. Teams were placed into two divisions of 8 to start the season. In an effort to keep the games competitive and fun, staff realigned the league after four games creating 10 upper division teams and 6 lower division teams.

Softball: The Spring Softball season league started on March 21st and is scheduled to conclude by the second week of

June. The softball seasons have been extended from 8 games to 10 games. This season has 39 teams playing in five divisions on Wednesday, Thursday, and Friday evenings. The season will consist of 9 league games followed by playoffs.

Volleyball: The Spring Volleyball season started on March 19th with 6 teams in one division. The season will consist of 6 league games followed by a two game playoff.

Aquatics

Woodland Wreckers: The City's recreational swim team started practices on April 2nd. The team has over 100 swimmers registered and is still accepting registration through the end of April. The program ends during the last week of July.

Lifeguard Training: Lifeguard Training was offered during the WJUSD Spring Break (April 2-6) and had 14 students in the class. Of the class participants, 12 applications were received from course participants. Ten applicants were offered positions as lifeguards and two were hired as swim aids.

Community Center and Sports Park

Community & Senior Center rentals for March 2018

Private Reservations	City-related reservations
Yolo County Realtors (5)	WPD Annual Awards Ceremony
Yolo County Women's History Luncheon	Town Hall Meeting
Woodland Soccer Club Meeting (3)	WCEA Advisory Committee Meeting
Universal Church (4)	YGRIP Operational Team Meeting
Wedding Reception	Yolo County Admin Office Public Meeting
WRA Board of Directors Meeting	
Birthday Party	
Yolo Crisis Nursery Crab Feed	
Jehovah's Witnesses Celebration	

Facility Maintenance Projects for March 2018

- Door mechanism maintenance
- Geothermal loop pumps maintenance
- Boxing Club dehumidifiers maintenance
- New projectors in Meeting Rooms 3 and 4 and Banquet Room 2 (installed)

Woodland Sports Park Tournament Reservations: Woodland Sports Park held 4 out of 4 tournament events in March. Over 100 teams participated in competition for the month of March. The total revenue captured for these reservations was \$16,800. These tournaments were youth/teen baseball.

General Recreation Programming

Woodland Boxing Club: Staff recently purchased approximately \$2,200 of new equipment for the boxing gym. Heavy bags and double-end bags were purchased for the outside gym area so that participants can take advantage of the sheltered workout area. Due to heavy usage, many youth and adult boxing gloves were replaced. Staff is currently evaluating lighting options for the outside sheltered workout area.

Seasonal Hiring: The Community Services Department has been conducting its hiring process to fill several part-time positions to teach swimming lessons, lifeguard, work with Summertime Fun Club, Summer Teen Pack, Teens Helping Seniors, and for the mobile recreation van "Rec2Go". Applications were accepted through April 3rd and staff conducted interviews with over 45 potential employees. Summertime Fun Club has six returning staff members and

anticipates hiring twelve new staff (three of whom are former program volunteers). Teen programming has 10 returning staff members and is hiring one new staff member for Summer Teen Pack and Rec2Go. The Special Program Coordinator for Teens Helping Seniors will be returning again this year. Aquatics anticipates 38 returning staff members and will be hiring 12 new staff members. All part time staff will be processed through Human Resources and will be ready for work on June 2-3 for staff training. The first week of all summer programming begins June 11.

Measure J Programming

Rec2Go Spring Programming: April is the kick-off of the busy season for Rec2Go. Rec2Go was out 3 days over the WJUSD Spring Break (April 2-6), during which time Rec2Go visited Woodside Park, Pioneer Park and the Woodland Public Library. Rec2Go has also recently visited Food Truck Mania, Bayside Church's Easter Egg Hunt, Yolano's Spring Fling, and Empower Yolo's Easter Celebration. Upcoming activities include the Spring Lake Park Grand Opening (April 24), Plainfield Elementary's Open House (April 25), Rick Gonzales Sr. Park Grand Opening (April 26), Dia de los Niños (April 27), Touch-a-Truck (April 28), the Honey Festival (May 5), Food Truck Mania (May 6), Woodland Farmer's Market (Saturdays weekly starting May 12) and the Street Cruiser's Car Show (May 12). Regular summer programming and activities at parks begin on June 12 at Ferns Park. Find the complete Rec2Go calendar, including the summer schedule, online at www.Rec2Go.org

Skate Night: On April 13, 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 and batting cages, 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. The event included students from Lee Middle School, Douglass Middle School, Woodland High School, Pioneer High School, Woodland Christian, and a few from other local schools. Approximately 150 attended the event, including 50 high school students.

Upcoming Dates

April 24: Spring Lake Park Grand Opening, 5:30 pm, Spring Lake Park (re-scheduled)

April 26: Rick Gonzales, Sr. Park, Grand Opening, 5:30 pm, Rick Gonzales, Sr. Park (re-scheduled)

May 4: May the Fourth Teen Event, Community & Senior Center, 6:00 pm

Prepared By: Kris Bain, Community Services Program Manager

Reviewed By: Christine Engel, Community Services Director

ATTACHMENTS:

Description	Upload Date	Type
Expenditure Report	4/16/2018	Cover Memo
Revenue Report	4/16/2018	Cover Memo

RECREATION SNAPSHOT THRU 3/31/18				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$535,882.44	\$412,311.16	\$123,571.28	23.06%
Community & Senior Center	\$980,183.50	\$598,498.96	\$381,684.54	38.94%
Brook Swim Center-Recreation	\$156,677.00	\$116,390.71	\$40,286.29	25.71%
General Recreation Programs	\$496,929.14	\$360,200.73	\$136,728.41	27.51%
Subtotal	\$2,169,637.52	\$1,487,401.56	\$682,270.52	31.45%
Enterprise Fund				
Youth Enterprise	\$409,292.37	\$249,958.38	\$159,333.99	38.93%
Subtotal	\$409,292.37	\$249,958.38	\$159,333.99	38.93%
Measure J				
General Recreation Programs	\$625,095.18	\$261,911.96	\$363,183.22	58.10%
Middle School Programs	\$202,340.00	\$126,664.09	\$75,675.91	37.40%
Aquatics	\$235,189.00	\$121,113.25	\$114,075.75	48.50%
Recreation Van	\$88,780.00	\$50,131.71	\$38,648.29	43.53%
Summer Camp	\$197,392.00	\$63,552.42	\$133,839.58	67.80%
Youth Advisory Committee and Academy	\$5,000.00	\$0.00	\$5,000.00	100.00%
Subtotal	\$1,268,796.18	\$623,373.43	\$730,422.75	57.57%
Total Recreation Budget	\$3,847,726.07	\$2,360,733.37	\$1,572,027.26	40.86%

RECREATION SNAPSHOT THRU 3/31/18				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$224,494.00	\$191,487.02	\$33,006.98	14.70%
Park Maintenance	\$1,508,084.05	\$1,118,190.26	\$389,893.79	25.85%
Hiddleson Maintenance	\$3,782.00	\$218.04	\$3,563.96	94.23%
Charles Brooks Swim Center Maintenance	\$355,098.38	\$273,287.99	\$81,810.39	23.04%
Tree Maintenance	\$401,960.49	\$292,668.98	\$109,291.51	27.19%
Subtotal	\$2,476,189.50	\$1,875,852.29	\$617,566.63	24.94%
Enterprise Fund				
Cemetery Maintenance	\$457,996.00	\$325,477.47	\$132,518.53	28.93%
Subtotal	\$457,996.00	\$325,477.47	\$132,518.53	28.93%
Lighting & Landscape District				
Gibson Ranch	\$722,530.00	\$414,557.67	\$307,972.33	42.62%
Gibson Ranch CIP	\$60,000.00	\$3,493.16	\$56,506.84	94.18%
North Park District	\$33,270.00	\$25,898.04	\$7,371.96	22.16%
Streng Pond Maintenance District	\$38,030.00	\$26,713.96	\$11,316.04	29.76%
Woodland West (Westwood)	\$27,949.00	\$14,464.69	\$13,484.31	48.25%
Springlake	\$988,560.00	\$640,073.70	\$348,486.30	35.25%
Community Sports Park Programs	\$452,966.19	\$313,432.87	\$139,533.32	30.80%
Gateway	\$110,237.00	\$54,580.06	\$55,656.94	50.49%
Subtotal	\$2,423,609.58	\$1,493,214.15	\$940,328.04	38.80%
	0			
Total Park Budget	\$5,357,795.08	\$3,694,543.91	\$1,690,413.20	31.55%

RECREATION - REVENUE SNAPSHOT thru 3/31/18			
Account Title	FY18 Projection	FY18 Revenue to Date	% of Projection
General Fund			
Red Cross Course Fee	\$500.00	\$1,635.00	327.00%
Msc. Sales	\$1,000.00	\$570.00	57.00%
C. Brooks Swim Center Revenue	\$150,000.00	\$84,275.25	56.18%
Community Senior Center Msc.	\$80,000.00	\$78,096.96	97.62%
Community Fitness Center	\$36,000.00	\$32,674.00	90.76%
Community Sports Park	\$205,000.00	\$188,551.75	91.98%
Subtotal	\$472,500.00	\$385,802.96	81.65%
Enterprise			
Recreation Contract	\$183,000.00	\$112,466.89	61.46%
General Recreation	\$110,000.00	\$49,098.76	44.64%
Senior Programs Revenue	\$10,000.00	\$8,922.20	89.22%
Yolano Recreation Program Income	\$5,000.00	\$12,246.00	244.92%
Adult Recreation & League Programs	\$80,000.00	\$63,192.00	78.99%
Subtotal	\$388,000.00	\$245,925.85	63.38%
Measure J			
Measure J	\$15,000.00	\$18,967.50	126.45%
Subtotal	\$15,000.00	\$18,967.50	126.45%
TOTALS	\$875,500.00	\$650,696.31	74%

PARKS - REVENUE SNAPSHOT thru 3/31/18			
Account Title	FY18 Projection	FY18 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$60,000.00	\$42,875.75	71.46%
Subtotal	\$60,000.00	\$42,875.75	71.46%
Enterprise Fund			
Cemetery Internment Space	\$16,000.00	\$21,992.00	137.45%
Cemetery Services	\$44,000.00	\$30,075.00	68.35%
Cemetery Products	\$30,000.00	\$17,928.00	59.76%
Endowment Care Fee	\$9,000.00	\$10,586.00	117.62%
Subtotal	\$99,000.00	\$80,581.00	81.39%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$15,000.00	\$8,817.00	58.78%
Springlake Park Revenue	\$10,000.00	\$8,545.00	85.45%
Subtotal	\$25,000.00	\$17,362.00	69.45%
TOTALS	\$184,000.00	\$140,818.75	77%



TO: THE PARKS AND RECREATION COMMISSION
DATE: April 23, 2018
ITEM #: 7.
SUBJECT: May 21, 2018

Recommendation for Action:

Staff recommends that the Commission ...