



City of Woodland

Meeting Agenda

5:30 PM

Parks & Recreation Commission

October 28, 2019

6:30 PM

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 8:30 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

1. Alternative Meeting Date for November

H. COMMITTEE REPORTS

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

I. CONSENT CALENDAR

3. Approve Minutes for September 23, 2019

J. OTHER BUSINESS

4. Review and Approve Workplan
5. Commission Absent Request

K. REPORT OF THE STAFF

6. Community Services Staff Report for October 28, 2019.

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 **MEETING DATE** was posted on **POSTED DATE** in the outside display case at 2001 East Street, City Web pages and was available to the public during normal business hours*

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 requests 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.



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder, Chair	whitesnyderc@gmail.com	6/30/2022
Rashid Ali	radali@ucdavis.edu	6/30/2020
Andrew Foraker	Andrew.Foraker@cityofwoodland.org	6/30/2022
Magalean Martin	magalean.martin@cityofwoodland.org	6/30/2023
Jon-Paul Valcarenghi, Vice Chair	Jon-Paul.Valcarenghi@cityofwoodland.org	6/30/2021

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee

Valcarenghi, **White-Snyder**

Budget and Finance Committee

White-Snyder, **Foraker**,

Program & Department Evaluation

Ali, Foraker

Urban Forest Committee

Valcarenghi, Ali

Ad Hoc Committee

White-Snyder

Volunteerism Committee

Foraker, White-Snyder

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 & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: October 28, 2019
ITEM #: I.3.
SUBJECT: Approve Minutes for September 23, 2019

Recommendation for Action: Staff recommends that the Commission approve Minutes for September 23 2019

Staff Contact:

Jordan Power, Management Analyst, (530) 661-5885

Fiscal Impact:

None

Attachments:

1. 09232019 Minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission –

Monday, September 23, 2019

6:30 PM

A. CALL TO ORDER

Meeting called to order at 06:33 PM

B. ROLL CALL

Commission Members Present: Commissioner Rashid Ali, Commissioner Andrew Foraker, Vice-Chairperson Jon-Paul Valcarenghi

Absent:

Excused: Commissioner Magalean Martin and Chairperson Carla White-Snyder

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

None

E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

Verbal updates provided by Commissioners.

F. PRESENTATION

G. NEW BUSINESS

H. COMMITTEE REPORTS

1. Standing Committee Report

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

Verbal updates provided by Commissioners.

I. CONSENT CALENDAR

2. Approve Minutes for June 24, 2019

On a motion by Commissioner Rashid Ali, seconded by Commissioner Andrew Foraker and carried unanimously, to approve the June 24, 2019 Parks & Recreation Commission minutes as written.

Ayes: Commissioner Rashid Ali, Commissioner Andrew Foraker, and Vice-Chairperson Jon-Paul Valcarenghi

Noes: None

Absent: Chairperson Carla White-Snyder and Commissioner Magalean Martin

3. Woodland Opera House and City Operating Agreement

On a motion by Commissioner Andrew Foraker, seconded by Commissioner Rashid Ali and carried unanimously, to recommend that the Woodland City Council adopt the First Amendment to the Operating Agreement for the Woodland Opera House.

Ayes: Commissioner Rashid Ali, Commissioner Andrew Foraker, and Vice-Chairperson Jon-Paul Valcarenghi

Noes: None

Absent: Chairperson Carla White-Snyder and Commissioner Magalean Martin

Andrew Foraker

J. OTHER BUSINESS

4. Review and Approve Workplan

Tabled.

5. Commission Absent Request

None.

K. REPORT OF THE STAFF

6. Community Services Staff Report for September 23, 2019.

Verbal updates provided by Staff.

L. NEXT MEETING

October 28, 2019

M. ADJOURN

On a motion by Commissioner Andrew Foraker, seconded by Commissioner Rashid Ali and carried unanimously, to adjourn the meeting at 7:01 p.m.

Ayes: Commissioner Rashid Ali, Commissioner Andrew Foraker, and Vice-Chairperson Jon-Paul Valcarenghi

Noes: None

Absent: Chairperson Carla White-Snyder and Commissioner Magalean Martin

FY19/20 Parks & Recreation Commission Annual Work Plan

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

1. Urban Forest

	Status
Objective: Partner with community groups and city staff to educate residents on our urban forest and the best ways to maintain our urban canopy. Activities • Work towards a goal of planting 1,200 trees in three years. • Attend meetings with community groups and city staff • Review and comment on drafts of the urban forest master plan • Review policies as needed <i>Lead Committee: Urban Forest</i>	

2. Review Facility Needs

Goals	Status
Review and evaluate facility needs and make prioritized recommendations to the City Council Objective: Work with staff to prioritize recommendations and where possible help develop strategies for implementation. Activities • Review Community & Senior Center Master Plan • Tour facilities and parks in person with staff • Develop recommendations and submit to City Council for consideration • Review recommendations from <i>Program & Department Evaluation Committee</i> regarding facility needs for Program Expansion • Ensure Current Parks in the community are well maintained by contractors and walk the parks with staff • Prioritize existing unfunded projects, including those of the proposed Sports Park Expansion <i>Lead Committee: Facilities Committee</i>	

3. Budget and Finance Review

Goals	Status
Provide budget oversight that is consistent with the Commission's charter. Objective: Work with staff on key Park and Recreation fiscal issues and simplify budget reports for the Commission and public. Activities	

FY19/20 Parks & Recreation Commission Annual Work Plan

• Receive budget briefing from staff at least quarterly. • Committee members and staff will jointly provide quarterly budget reports to the Commission • Review and communicate with staff on Measure J renewal <i>Lead Committee: Budget and Finance</i>	
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4. Volunteerism Committee

Goals	Status
Work with staff to review and update a volunteer list. • Reach out to individuals and organizations in the community who are willing to volunteer Identify potential projects in the community. • Talk with potential volunteers about needs/projects at the parks they use • Establish a process to utilize community volunteers in a productive and consistent manner. • Review of current volunteer lists and activities where they could use our help in gathering volunteers. • Assist with a project on the site of the proposed ExPlorit Center • Establish an annual City of Woodland Community Service • Create an online volunteer opportunity calendar <i>Lead Committee: Volunteerism Committee</i>	

5. Program & Department Evaluation Committee

Goals	Status
Evaluate community need for expanded programs, including, but not limited to access to additional facilities, classes, and tournaments. If so, recommend a plan to move forward featuring elements of support and resources. Objective: Evaluate current programs and future needs with input from Parks and Community Services Staff and local representative clubs. Determine if expanded facilities/programs are needed. Activities: • Meet with Parks and Community Services to determine what data they have for analysis. • Evaluate the usefulness and create a broad, community wide survey that evaluates Woodland resident's use and opinion of current programs offered by the department. • Create a generic after class/activity survey to be distributed to participants. <i>Lead Committee: Program & Department Evaluation</i>	

Parks & Recreation Commission 2019

Election of Officers-May

Approve Work Plan 2019-May

Meeting Council Report-September Meeting

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Parks & Recreation Commission 2020

Election of Officers-May

Approve Work Plan 2020-May

Meeting Council Report-September Meeting

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August

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September

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November

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

Commissioners	7/2019	9/2019	10/2019	11/2019	1/2020	2/2020	3/2020	4/2020	5/2020	6/2020
Jon-Paul Valcarenghi										
Carla White-Snyder	Excused	Excused								
Magalean Martin		Excused								
Andrew Foraker										
Rashid Ali										
Quorum	Cancelled									

Requested:

July –
September –
October-
November-
January-
February-
March-
May
April –
May-
June-

Notes:



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: October 28, 2019
ITEM #: K.6.
SUBJECT: Community Services Staff Report for October 28, 2019.

Recommend Action:

Staff recommends that the Parks & Recreation Commission receive the staff report for October 28, 2019.

Staff Contact:

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

Background:

The staff report covers the period for the Community Services Department since the last Parks & Recreation Commission meeting.

Conclusion:

Staff recommends that the Parks & Recreation Commission receive the staff report for October 28, 2019.

Attachments:

1. CSD Report 102819
2. Expenditure Report
3. Revenue Report

Community Services Department Monthly Report

October 2019

PARKS AND RECREATION FACILITIES

Parks and Recreation Facilities Improvement Projects Update: Staff replaced eighteen walkway light poles at Crawford Park with LED lighting. This change has considerably brightened up the park and reduced the electrical costs. In addition, the lighting above the two picnic stations was changed from incandescent lights to LED lighting. The goal is to make Crawford Park safer during dark and to discourage graffiti on the maintenance building. This project was part of the funding that the council approved February 19, 2019, and was one of the last projects finished from a larger list of projects that totaled \$230,000.

Council approved funding for the replacement of the playgrounds at Tredway, Beamer, and Pioneer Parks on September 3, 2019. Staff has scheduled community meetings for all three of the play structure replacement projects for November 2, one at each park. Notice of the meetings will be announced in a press release, on social media, and in a direct mailer to residents living near the parks. At the meetings, residents will be presented with several play structure design options so they can “vote” for their favorite one. Results of the voting will be used when considering which play structure will be installed. Staff is aiming to have all three play structures installed by May 30, 2020.

Jeff Roddy Park: The playground surface was power washed, repaired and resealed. Doing this regular maintenance will extend the lifecycle of the fall protection surface.

Pioneer Park: The light and sound play equipment was repaired. This repair took longer than expected, due to the difficulty in acquiring the needed part.

Ferns Park: New signs were installed for the nine hole disc golf course prior to the Ace Race Disc Golf tournament. The water feature was turned off for the season on October 5. In addition, on October 15, Ferns Park hosted approximately 30 volunteers from Bayside Church who helped remove black walnuts from the ground and moved bark under the swings for safety purposes.

Jack Slaven: The water feature was turned off for the season on October 14. Boulders were placed in the future parking lot area to discourage drivers from driving over the curb into the park to unload and load their vehicles.

Harris Park: Staff re-plumbed the exterior water hose bib. The new hose connection was moved into the restroom to eliminate it from being utilized and vandalized after park hours.

Heritage Plaza: Some of the events the parks staff assisted with in Heritage Plaza during this reporting period include: First Friday Art Walk, September Concert Series, Woodland’s Dinner on Main, and Movies on Main Street.

URBAN FORESTRY

Work Orders: Staff continues to assess the types of work orders that are open and schedules work in a manner to reduce the overall total of work orders.

Month	New construction 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
18-Nov	2	5	21	23	2	17	136	2	3	2	129	6	349
18-Dec	2	5	21	23	2	17	136	2	3	2	129	6	349
19-Jan	2	5	21	23	2	17	137	2	3	2	129	6	350
19-Feb	2	4	8	24	3	17	134	3	0	1	139	6	332
19-Mar	2	1	8	24	3	18	135	3	1	1	130	6	332
19-April	2	1	8	24	3	18	135	3	1	1	117	6	319
19-May	2	1	8	24	2	18	136	3	1	1	117	6	319
19-June	2	1	8	26	3	18	137	3	2	1	142	6	349
19-July	3	1	8	26	2	25	138	2	7	2	83	6	306
19-Aug/Sept	3	1	8	16	2	13	136	2	2	2	83	6	274
19-Oct	4	1	8	12	2	15	133	2	1	2	90	4	275
Total completed	15												

Tree Plantings and Removals: In 2018, staff and volunteers planted 290 trees and 50 trees were removed. For calendar year 2019, 223 trees were planted and 16 trees were removed.

CEMETERY

The Woodland Cemetery had four cremation interments and one full burial during the month of September. These services generated \$4,960 in sales.

COMMUNITY CENTER & SPORTS PARK

Community & Senior Center rentals for September include:

Private Reservations	City-Related Reservations
Yolo County Board of Realtors (4)	Woodland Business Walk
Wedding Reception	Spring Lake Neighborhood Meeting
Adult Insurance Solutions Meeting	Sustainability Advisory Committee Meeting
Woodland Soccer Club Meeting	
Memorial Service	
WRA Board of Directors Meeting	
Yolo County CASA Lecture	
Cocktail Reception	

Facility maintenance projects for September 2019 include:

- Continued installation of ethernet cables for camera project.
- Installed cameras and bases.
- Replaced leaking faucet in art & craft room.
- Created two new double-end bag bases for boxing.

RECREATION ACTIVITIES, EVENTS, AND PROGRAMS

GENERAL RECREATION PROGRAMMING

Ace Race Disc Golf Tournament: The annual Ace Race disc golf tournament took place at Ferns Park on October 5. There were 25 golfers competing for prizes furnished by Discraft, a major disc golf manufacturer. Following the Ace Race, there was another disc golf event (random-partner doubles) where 16 golfers competed on a modified course. The events were sponsored by Blue Note Brewing Company and the Woodland Recreation Foundation.

CITA Tennis Program: The Cello Tennis Program is ran by head pro Tommy Purcell and Assistant Pro Sunny Mallinson. Together, they run tennis instruction for participants of all ages and experience levels. Their offerings include once or twice a week classes, academy classes, and private lessons. During the month of September, the program brought in \$4,429 in revenue and amassed 673 hours in participant hours.

MEASURE J PROGRAMMING

Fall Movie Series: On Friday, September 20, the Community Services Department held the second event of the Fall Movie Series, Movie in the Park at Woodside Park. *Ralph Breaks the Internet* was shown shortly after sundown. Additionally, G-Factor gaming brought a 24-person video game truck for entertainment. Approximately 150 were in attendance at Movie in the Park. The Fall Movies Series culminated on October 11 at Movies on Main Street. Over 300 came out to watch *Spider-Man: Into the Spider-Verse* on Main Street. Prior to the movie being shown, those in attendance played various super hero themed games in the Fun Zone, visited the local partner outreach tables, or created crafts with Rec2Go. Sixty individuals received free flu shots from the Flu Pod available from Yolo County and coordinated by the Woodland Fire Department.

UPCOMING DATES

November 2: Community Play Structure Meetings at Treadway, Pioneer, and Beamer Parks, times tbd
November 2: Father Daughter Dinner Dance, Community & Senior Center, 6:00 pm

RECREATION SNAPSHOT THRU 9/30/19				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$591,186.00	126,810.59	\$464,375.41	79%
Community & Senior Center	1,006,845.00	228,875.28	\$777,969.72	77%
Brook Swim Center-Recreation	\$165,433.00	40,685.96	\$124,747.04	75%
General Recreation Programs	\$529,681.00	132,049.72	\$397,631.28	75%
Subtotal	\$2,293,145.00	\$528,421.55	\$1,764,723.45	77%
Enterprise Fund				
Youth Enterprise	\$436,083.60	\$190,157.78	\$245,925.82	56%
Subtotal	\$436,083.60	\$190,157.78	\$245,925.82	56%
Measure J				
General Recreation Programs	\$576,364.88	\$107,907.92	\$468,456.96	81%
Middle School Programs	\$225,800.00	\$38,397.68	\$187,402.32	83%
Aquatics	\$270,803.00	\$112,889.46	\$157,913.54	58%
Recreation Van	\$102,745.09	\$27,554.88	\$75,190.21	73%
Summer Camp	\$164,377.00	\$53,516.34	\$110,860.66	67%
Youth Advisory Committee and Academy	\$5,000.00	\$0.00	\$5,000.00	100%
At-Risk Youth	\$116,000.00	\$32,940.00	\$83,060.00	72%
Subtotal	\$1,461,089.97	\$373,206.28	\$1,087,883.69	74%
Total Recreation Budget				
	\$4,190,318.57	\$1,091,785.61	\$3,098,532.96	74%

PARKS SNAPSHOT THRU 9/30/19				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$295,575.00	174,294.6	\$121,280.40	41%
Park Maintenance	\$1,661,414.49	\$704,204.39	\$957,210.10	58%
Hiddleson Maintenance	\$2,421.00	\$60.99	\$2,360.01	97%
Charles Brooks Swim Center Maintenance	\$439,511.33	\$130,731.67	\$308,779.66	70%
Tree Maintenance	\$397,364.50	\$201,230.96	\$196,133.54	49%
Subtotal	\$2,796,286.32	\$1,210,522.61	\$1,585,763.71	57%
Enterprise Fund				
Cemetery Maintenance	\$525,933.00	\$159,388.58	\$366,544.42	70%
Subtotal	\$525,933.00	\$159,388.58	\$366,544.42	70%
Lighting & Landscape District				
Gibson Ranch	\$1,040,038.00	\$258,281.84	\$781,756.16	75%
Gibson Ranch CIP	\$60,000.00	\$2,183.12	\$57,816.88	96%
North Park District	\$57,421.00	\$32,106.51	\$25,314.49	44%
Streng Pond Maintenance District	\$69,736.00	\$17,056.02	\$52,679.98	76%
Woodland West (Westwood)	\$41,120.00	\$8,611.83	\$32,508.17	79%
Springlake	\$1,677,560.42	\$595,781.25	\$1,081,779.17	64%
Community Sports Park Programs	\$500,140.94	\$140,251.16	\$359,889.78	72%
Gateway	\$133,197.00	\$39,846.33	\$93,350.67	70%
Subtotal	\$3,579,213.36	\$1,094,118.06	\$2,485,095.30	69%
Total Park Budget				
	\$6,901,432.68	\$2,464,029.25	\$4,437,403.43	64%

RECREATION - REVENUE SNAPSHOT thru 9/30/19			
Account Title	FY20 Projection	FY20 Revenue to Date	% of Projection
General Fund			
Red Cross Course Fee	\$500.00	\$ -	0.00%
Msc. Sales	\$760.00	\$ 299.00	39.34%
C. Brooks Swim Center Revenue	\$150,000.00	\$ 28,842.20	19.23%
Community Senior Center Msc.	\$85,000.00	\$ 33,465.50	39.37%
Community Fitness Center	\$35,000.00	\$ 4,248.00	12.14%
Community Sports Park	\$210,000.00	\$ 43,460.00	20.70%
Subtotal	\$481,260.00	\$ 110,314.70	22.92%
Enterprise			
Recreation Contract	\$205,000.00	\$ 33,324.70	16.26%
General Recreation	\$122,000.00	\$ 5,936.58	4.87%
Senior Programs Revenue	\$12,000.00	\$ 966.00	8.05%
Yolano Recreation Program Income	\$12,000.00	\$ 3,195.00	26.63%
Adult Recreation & League Programs	\$80,000.00	\$ 21,575.00	26.97%
Subtotal	\$431,000.00	\$ 64,997.28	15.08%
Measure J			
Measure J	\$20,000.00	\$3,679.50	18.40%
Subtotal	\$20,000.00	\$3,679.50	18.40%
TOTALS	\$932,260.00	\$178,991.48	19.20%

PARKS - REVENUE SNAPSHOT thru 9/30/19			
Account Title	FY20 Projection	FY20 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$75,000.00	\$ 25,563.00	34.08%
Subtotal	\$75,000.00	\$ 25,563.00	34.08%
Enterprise Fund			
Cemetery Internment Space	\$30,000.00	\$ 6,405.00	21.35%
Cemetery Services	\$44,000.00	\$ 11,010.00	25.02%
Cemetery Products	\$30,000.00	\$ 4,571.00	15.24%
Endowment Care Fee	\$12,000.00	\$ 2,540.00	21.17%
Subtotal	\$116,000.00	\$ 24,526.00	21.14%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$15,000.00	\$ 12,169.00	81.13%
Springlake Park Revenue	\$10,000.00	\$ 6,810.00	68.10%
Subtotal	\$25,000.00	\$ 18,979.00	75.92%
TOTALS	\$216,000.00	\$ 69,068.00	31.98%
TOTALS	\$1,148,260.00	\$248,059.48	21.60%