



City of Woodland
Meeting Agenda
Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

November 18, 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

H. COMMITTEE REPORTS

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

I. CONSENT CALENDAR

2. Approve Minutes for October 28, 2019

J. OTHER BUSINESS

3. Commission Absent Request
4. Review and Approve Workplan

K. REPORT OF THE STAFF

5. Community Services Staff Report for November 18, 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.



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: November 18, 2019
ITEM #: I.2.
SUBJECT: Approve Minutes for October 28, 2019

Recommendation for Action: Staff recommends that the Commission approve Minutes for October 28, 2019

Staff Contact:

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

Fiscal Impact:

None

Attachments:

1. October 28, 2019 Meeting Minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission –

Monday, October 28, 2019

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 PM

B. ROLL CALL

Commissioners Present: Commissioner Rashid Ali, Vice-Chairperson Jon-Paul Valcarenghi, Chairperson Carla White-Snyder, Commissioner Magalean Martin
Absent: Commissioner Andrew Foraker

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

None

E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

None

F. PRESENTATION

G. NEW BUSINESS

1. Alternative Meeting Date for November

On a motion by Commissioner Jon-Paul Valcarenghi to move the November Parks & Recreation Commission Meeting from November 25, 2019 to November 18, 2019, seconded by Commissioner Rashid Ali and carried unanimously.

Ayes: Commissioner Rashid Ali, Vice-Chairperson Jon-Paul Valcarenghi, Chairperson Carla White-Snyder, Chairperson Magalean Martin

Noes: None

Absent: None

H. COMMITTEE REPORTS

2. Standing Committee Report

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

Verbal updates provided by Commissioners.

I. CONSENT CALENDAR

3. Approve Minutes for September 23, 2019

On a motion by Vice-Chairperson Jon-Paul Valcarenghi to accept the minutes as written, seconded by Commissioner Rashid Ali and carried unanimously.

Ayes: Commissioner Rashid Ali, Vice-Chairperson Jon-Paul Valcarenghi, Chairperson Carla White-Snyder, Chairperson Magalean Martin

Noes: None

Absent: None

J. OTHER BUSINESS

4. Review and Approve Workplan

Tabled vote until November 18, 2019 meeting.

5. Commission Absent Request

None

K. REPORT OF THE STAFF

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

Verbal updates provided by Staff.

L. NEXT MEETING

November 18, 2019.

M. ADJOURN

On a motion by Vice-Chairperson Jon-Paul Valcarenghi to adjourn the meeting at 7:30 p.m., seconded by Commissioner Rashid Ali and carried unanimously.

Ayes: Commissioner Rashid Ali, Vice-Chairperson Jon-Paul Valcarenghi, Chairperson Carla White-Snyder, Chairperson Magalean Martin

Noes: None

Absent: None

Parks & Recreation Commission 2019

Election of Officers-May

Approve Work Plan 2019-May

Meeting Council Report-September Meeting

January

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Parks & Recreation Commission 2020

Election of Officers-May

Approve Work Plan 2020-May

Meeting Council Report-September Meeting

January

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August

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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			Un-excused							
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: November 18, 2019
ITEM #: J.4.
SUBJECT: Review and Approve Workplan

Attachments:

None



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: November 18, 2019
ITEM #: K.5.
SUBJECT: Community Services Staff Report for November 18, 2019.

Recommend Action:

Staff recommends that the Parks & Recreation Commission receive the staff report for November 18, 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.

Attachments:

1. CSD Report 111819
2. Expenditure Report
3. Revenue Report

Community Services Department Monthly Report

November 2019

PARKS AND RECREATION FACILITIES

Drone U se in City parks: Last month staff received a request from a resident to consider prohibiting drone use in City parks. The resident indicated that while they were at a park there was a person flying a drone. This caused them to think about what could happen if inexperienced drone users were flying drones in parks (although the resident stated that the individual they observed was an experienced “pilot”). Staff researched drone prohibitions in surrounding cities (none) and in CA (very few CA cities). The complaint by the resident received in October was the first that the Department has received. While the Department will continue to monitor this situation, staff will not be moving forward at this time with further evaluation or recommendations to prohibit drone use in parks.

Prop 68 Grant Update: In August 2019, staff submitted an application for the California State Parks Department’s competitive Statewide Parks Project Grant (funded by Proposition 68) to expand Gracie Hiddleson Park where the pool was once located. The final application included the addition of a fitness court, large playground area with a zip-line, a bee-friendly garden, a new restroom, and two community art murals. On Thursday, November 7, 2019, staff met with a representative from the State at Gracie Hiddleson Park to review the project, take pictures of the site, and get more information. The State aims to announce the awarded projects by the end of January 2020.

Play Structure Project Update: Staff held community meetings at Beamer, Pioneer, and Tredway Parks on Saturday, November 2, 2019. At the community meetings participants were shown three play structure design options for each park. They were also given the opportunity to vote for their favorite design and features and provide additional comments. In addition, Woodlanders were able to provide feedback online, of which many people took advantage. Staff has since met with the contractor to make changes on the designs based on input received. The new play structures will be installed by April 2020.

Charles Brooks Community Swim Center: Staff installed a small section of concrete near the ADA restrooms to make it a smoother transition from the main pool area to the restrooms.

Clark Field: The infield has been dethatched and seeded.

Harris Park: The restrooms at the park were closed for a few weeks after they had been vandalized. During the closure, staff replaced a toilet in the women’s restroom and repainted the walls and concrete floors.

Jeff Roddy: The shade structure was sanded, cleaned, and painted. Repairs were also made to the fencing that surrounds the park along Kentucky Avenue.

Klenhard Park: Cal-Ripken's baseball season is over and the group has been very proactive in preparing the fields for next season. The Department supplied the seed and topdressing for the infields while the organization provided the manual labor in the field upkeep.

Pioneer Park: The irrigation was down due to a bad master valve; the valve has been replaced.

Rick Gonzales: Staff have installed new LED lights at Rick Gonzales Park above the picnic tables and near the play equipment. More lighting requests have been received from the public to help curb unwanted activity after dark. In addition, the sod was aerated and slice seeded to help the overall health of the sod at the parks.

URBAN FORESTRY

10/27 Wind Event:

- Parks Stand-by staff received 51 requests for service, 50 of which were related to trees
- Staff responded to 50 of the calls (49 tree-related calls in the City limits, 1 related to flooding at the Beamer underpass; staff did not respond to one call located outside of the City limits)
- Of the 49 tree-related calls for service, 16 were related to trees on private property
- Damage from City trees – 3 cars (we are unaware of any other property damage)
- 7 staff worked 64 hours including a second crew that was called in to relieve staff that had been working since 2 am
- City vendor assisted with emergency response needs beyond equipment capability of the City (at 6 sites)
- Staff coordinated with WJUSD to address 5 trees with limb failures at Douglass Middle School impacting College Avenue
- Staff indicated this is the most labor intensive wind-event in over ten years
- The Urban Forestry Crew was still responding and cleaning up issues for three weeks after the one-day event. This is reflected in the total number of Work Orders closed this month
- Beamer Park had one tree on the north side of the park removed due to a large failure
- Ferns Park had one tree on south side of the park removed due to a large failure

Cal Fire Grant Request: With the current CALFIRE grant coming to a close in March 2020, staff is submitting a proposal for another round of CALFIRE's Urban and Community Forestry Grant. This grant period spans from summer of 2020 to spring of 2024. The current concept proposal aims to maintain, preserve, and enhance Woodland's urban forest canopy through the following projects:

1. Plant an additional 800-trees (400-private and 400-public)
2. Provide education on proper tree care and maintenance

3. Provide financial assistance to property-owners for large tree inspections and recommended pruning

Proper tree care and regular maintenance can greatly extend a tree's life; however, it can also be very costly. A majority of Woodland's largest trees reside in the low-income area of Woodland (as defined by the Air Resources Control Board). This grant would help elevate the financial burden of maintaining large trees and ensure the trees will provide social, economic, and environmental services for decades to come.

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-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
19-Nov	3	0	13	15	0	26	127	0	3	4	96	0	287
Total completed	80												

Tree Plantings and Removals: In 2018, staff and volunteers planted 290 trees and 50 trees were removed. For calendar year 2019, 224 trees were planted and 36 trees were removed.

CEMETERY

The Woodland Cemetery had three cremation interments and one full burial during the month of October. These services generated \$3,770 in sales.

COMMUNITY CENTER & SPORTS PARK

Community & Senior Center rentals for October include:

Private Reservations	City-Related Reservations
Woodland Clinic Service Recognition Dinner	Community Meeting (CDD)
Yolo County Board of Realtors (5)	SACOG EIR Public Hearing
Woodland United Way	Human Resources - Testing
Woodland Community College Counseling Retreat	

Bahai Faith of Woodland	
Woodland Soccer Club Meeting	
Yolo Hospice Luminaries of Life 2019	
WHC-Dignity Health Employee Recognition Dinner	
Woodland Chamber of Commerce Awards Dinner	
Wedding Reception	

Facility maintenance projects for October include:

- Fabricated three new anchors for double-end bags in boxing gym
- Performed maintenance on boxing ring
- Replaced water filters for industrial ice machine in kitchen
- Installed aesthetic lighting in Kevin & Lorie Haarberg Gymnasium
- Re-glued mirrors to the wall in aerobics room (C-court)

RECREATION ACTIVITIES, EVENTS, AND PROGRAMS

GENERAL RECREATION PROGRAMMING

Sacramento Junior Tennis Fund: Staff received confirmation from the Sacramento Junior Tennis Fund that Woodland's grant application has been chosen to receive an award of \$1,800. Similar to last year, Woodland will create the "New Participant Youth Tennis Scholarship Round 5" which will allow 48 Woodland youth ages 6-16 to receive free tennis lessons through the Community Services Department. Tennis lessons will take place in February, March, April, and May. The Woodland Tennis Club will be a major partner in marketing, promotions, and recruitment. Representatives from the Sacramento Junior Tennis Fund will be attending the commission meeting in January to present the City with the grant check.

C.I.T.A. Tennis Program: The Cello International Tennis Academy is ran by Head Pro Tommy Purcell and Assistant Coach Sunny Mallinson. The program offers 10 tennis classes for all skill levels (group and private lessons) on a monthly basis. During the month of October, C.I.T.A. revenue was \$2,608 and accounted for 533 participant hours.

Kidz Love Soccer: Kidz Love Soccer provides organized soccer classes and camps for children ages 2 to 12 years. They create a lively, positive, and safe environment for kids to learn how to play soccer and develop a lifelong love for soccer and sports. The Kidz Love Soccer Fall 7-week session ended in October and had 15 participants spread over 3 classes. The 15 participants amassed 61 participation hours. The next session is scheduled to begin on February 26.

ADULT SPORTS

Basketball: The fall adult basketball season that started in August concluded in mid-November. The league had fourteen teams with over 140 participants in two divisions: 35 over, and 50 over.

Softball: The fall adult softball season that started in September will end on November 21. The league has thirty-eight teams playing in six divisions on Tuesday, Wednesday, Thursday, and Friday nights; the leagues included two coed divisions, three men's divisions, and a Wood-bat (senior) division. The fall league tallied more than 3,500 participant hours.

Volleyball: The fall volleyball that season started in September will end on November 25. The league has five teams with approximately 50 players playing in one division on Monday evenings.

AQUATICS

Pool Scheduling & Reservations: The Woodland Swim Team hosted a USA swim meet for approximately 120 athletes on October 26 & 27.

MEASURE J PROGRAMMING

After School Teen Pack: After School Teen Pack is held at Douglass and Lee Middle Schools Monday-Thursdays from immediately after school until 5 pm. The program daily average is 26-27 at each of the schools. The two sites had 1,000 sign-ins during the month of October. To promote After School Teen Pack, staff regularly attends lunch at each school to connect with the students. In addition, the activities are promoted through daily bulletins and social media announcements. A new contractor visited Lee Middle School last week; Penn State professor, and local Woodland resident, Dr. Alison Borkowska. She taught participants how to make a 5-bean soup in a jar. Dr. Borkowska will be visiting the program several times throughout the remainder of the school year.



Student during After School Teen Pack

UPCOMING DATES

December 13: Parent's Night Out, Community & Senior Center, 6-10 pm

December 23-January 1: Community & Senior Center Closed

January 15: Dr. Martin Luther King Jr Celebration, Heritage Plaza, 11:30 am

RECREATION SNAPSHOT THRU 10/31/19							
Program	Budget		Expenses & Encumbrances		Balance	% Remaining	
General Fund							
Community Services Administration	\$	591,186.00	\$	172,147.61	\$	419,038.39	71%
Community & Senior Center	\$	1,006,845.00	\$	286,266.50	\$	720,578.50	72%
Brook Swim Center-Recreation	\$	165,433.00	\$	53,579.23	\$	111,853.77	68%
General Recreation Programs	\$	529,681.00	\$	168,527.13	\$	361,153.87	68%
Subtotal	\$	2,293,145.00	\$	680,520.47	\$	1,612,624.53	70%
Enterprise Fund							
Youth Enterprise	\$	436,083.60	\$	197,722.49	\$	238,361.11	55%
Subtotal	\$	436,083.60	\$	197,722.49	\$	238,361.11	55%
Measure J							
General Recreation Programs	\$	576,364.88	\$	118,811.04	\$	457,553.84	79%
Middle School Programs	\$	225,800.00	\$	54,488.15	\$	171,311.85	76%
Aquatics	\$	270,803.00	\$	115,921.61	\$	154,881.39	57%
Recreation Van	\$	102,745.09	\$	31,849.40	\$	70,895.69	69%
Summer Camp	\$	164,377.00	\$	57,475.21	\$	106,901.79	65%
Youth Advisory Committee and Academy	\$	5,000.00	\$	-	\$	5,000.00	100%
At-Risk Youth	\$	116,000.00	\$	32,940.00	\$	83,060.00	72%
Subtotal	\$	1,461,089.97	\$	411,485.41	\$	1,049,604.56	72%
Total Recreation Budget	\$	4,190,318.57	\$	1,289,728.37	\$	2,900,590.20	69%

PARKS SNAPSHOT THRU 10/31/19				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$ 295,575.00	\$ 191,770.36	\$ 103,804.64	35%
Park Maintenance	\$ 1,661,414.49	\$ 823,863.28	\$ 837,551.21	50%
Hiddleson Maintenance	\$ 2,421.00	\$ 60.99	\$ 2,360.01	97%
Charles Brooks Swim Center Maintenance	\$ 439,511.33	\$ 168,162.50	\$ 271,348.83	62%
Tree Maintenance	\$ 397,364.50	\$ 215,812.07	\$ 181,552.43	46%
Subtotal	\$ 2,796,286.32	\$ 1,399,669.20	\$ 1,396,617.12	50%
Enterprise Fund				
Cemetery Maintenance	\$ 525,933.00	\$ 201,846.65	\$ 324,086.35	62%
Subtotal	\$ 525,933.00	\$ 201,846.65	\$ 324,086.35	62%
Lighting & Landscape District				
Gibson Ranch	\$ 1,040,038.00	\$ 379,770.72	\$ 660,267.28	63%
Gibson Ranch CIP	\$ 60,000.00	\$ 2,183.12	\$ 57,816.88	96%
North Park District	\$ 57,421.00	\$ 37,371.87	\$ 20,049.13	35%
Streng Pond Maintenance District	\$ 69,736.00	\$ 20,365.15	\$ 49,370.85	71%
Woodland West (Westwood)	\$ 41,120.00	\$ 9,719.76	\$ 31,400.24	76%
Springlake	\$ 1,677,560.42	\$ 698,439.34	\$ 979,121.08	58%
Community Sports Park Programs	\$ 500,140.94	\$ 175,899.81	\$ 324,241.13	65%
Gateway	\$ 133,197.00	\$ 53,377.18	\$ 79,819.82	60%
Subtotal	\$ 3,579,213.36	\$ 1,377,126.95	\$ 2,202,086.41	62%
Total Park Budget	\$ 6,901,432.68	\$ 2,978,642.80	\$ 3,922,789.88	57%

RECREATION - REVENUE SNAPSHOT thru 10/31/19			
Account Title	FY20 Projection	FY20 Revenue to Date	% of Projection
General Fund			
Red Cross Course Fee	\$1,300.00	\$ -	0.00%
Msc. Sales	\$760.00	\$ 275.00	36.18%
C. Brooks Swim Center Revenue	\$150,000.00	\$ 28,842.20	19.23%
Community Senior Center Msc.	\$85,000.00	\$ 30,752.20	36.18%
Community Fitness Center	\$35,000.00	\$ 5,664.00	16.18%
Community Sports Park	\$210,000.00	\$ 45,410.00	21.62%
Subtotal	\$481,260.00	\$ 110,943.40	23.05%
Enterprise			
Recreation Contract	\$205,000.00	\$ 44,724.30	21.82%
General Recreation	\$122,000.00	\$ 16,127.17	13.22%
Senior Programs Revenue	\$12,000.00	\$ 1,695.65	14.13%
Yolano Recreation Program Income	\$12,000.00	\$ 4,413.00	36.78%
Adult Recreation & League Programs	\$80,000.00	\$ 21,880.00	27.35%
Subtotal	\$431,000.00	\$ 88,840.12	20.61%
Measure J			
Measure J	\$20,000.00	\$5,179.50	25.90%
Subtotal	\$20,000.00	\$5,179.50	25.90%
TOTALS	\$932,260.00	\$204,963.02	21.99%

PARKS - REVENUE SNAPSHOT thru 10/31/19			
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	\$ 7,025.00	23.42%
Cemetery Services	\$44,000.00	\$ 11,260.00	25.59%
Cemetery Products	\$30,000.00	\$ 4,621.00	15.40%
Endowment Care Fee	\$12,000.00	\$ 3,750.00	31.25%
Subtotal	\$116,000.00	\$ 26,656.00	22.98%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$15,000.00	\$ 12,609.00	84.06%
Springlake Park Revenue	\$10,000.00	\$ 6,650.00	66.50%
Subtotal	\$25,000.00	\$ 19,259.00	77.04%
TOTALS	\$216,000.00	\$ 71,478.00	33.09%
TOTALS	\$1,148,260.00	\$276,441.02	24.07%