



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

June 22, 2020
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.

PLEASE NOTE: The June 22, 2020 Parks & Recreation Commission will be conducted pursuant to the Governor's Executive Order N-29-20. The meeting will be held via teleconference and Council members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the Parks & Recreation Commission meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings . If you wish to make a comment during general Public Comment or on a specific agenda item, Join the Zoom Commission meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID.

Please click the link below to join the webinar: <https://zoom.us/j/97037739346>

Or Telephone:

Dial 669-900-6833

Webinar ID: 970 3773 9346

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. COMMITTEE REPORTS

2. Standing Committee Report

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

H. CONSENT CALENDAR

3. Approve Minutes for February 24, 2020

I. OTHER BUSINESS

4. Commission Absence Requests

5. Election of Officers

J. REPORT OF THE STAFF

6. Community Services Staff Report for June 22, 2020

K. NEXT MEETING

L. ADJOURN

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, Vice 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, Chair	Jon-Paul.Valcarenghi@cityofwoodland.org	6/30/2021

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee

Valcarenghi, **White-Snyder**

Program & Department Evaluation

Ali, Foraker

Ad Hoc Committee

White-Snyder

Budget and Finance Committee

Martin, **Foraker**,

Urban Forest Committee

Valcarenghi, Ali

Volunteerism Committee

Martin, 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: June 22, 2020
ITEM #: I.3
SUBJECT: Approve Minutes for February 24, 2020

Recommendation for Action: Staff recommends that the Commission approve Minutes for February 24, 2020

Staff Contact:

Cathy Haynie, Administrative Supervisor 530-661-2010

Fiscal Impact:

None

Attachments:

1. 2024020 Minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission –

Monday, February 24, 2020

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 Valcarengi, Chairperson Carla White-Snyder, Commissioner Magalean Martin

Absent:

Excused:

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Vice-Chairperson Jon-Paul Valcarengi.

D. COMMUNICATIONS - PUBLIC COMMENT

None

E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

None

F. PRESENTATION

None

G. NEW BUSINESS

None

H. COMMITTEE REPORTS

1. Standing Committee Report

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

City Council approved naming for the proposed Girls' Fastpitch Complex, Dowling Fastpitch Complex.

I. CONSENT CALENDAR

2. Approve Minutes for January 27, 2020

On a motion by Commissioner Andrew Foraker to approve the January 27, 2020 minutes as written, seconded by Commissioner Rashid Ali and carried unanimously.

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

Noes: None

Absent:

J. OTHER BUSINESS

3. Commission Absent Request

No absent requests at this meeting. Noted that the May 25, 2020 meeting fell on Memorial Day.

On a motion by Vice-Chairperson Jon-Paul Valcarengi to move the May 25, 2020 meeting to May 18, 2020, seconded by Commissioner Rashid Ali and carried unanimously, the May meeting date was moved.

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

Noes: None

Absent:

K. REPORT OF THE STAFF

4. Community Services Staff Report for February 24, 2020

Verbal updates provided by Staff.

L. NEXT MEETING

March 23, 2020

M. ADJOURN

On a motion by Commissioner Rashid Ali to adjourn the meeting at 6:56 p.m., seconded by Vice-Chairperson Jon-Paul Valcarengi and carried unanimously,

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

Noes: None

Absent:

Parks & Recreation Commission 2020

Election of Officers-May

Approve Work Plan 2020-May

Meeting Council Report-September Meeting

January

S	M	T	W	T	F	S
			1	2	3	4
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February

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March

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29	30	31				

April

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May

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31						

June

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July

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26	27	28	29	30	31	

August

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30	31					

September

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27	28	29	30			

October

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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					Excused					
Carla White-Snyder	Excused	Excused								
Magalean Martin		Excused								
Andrew Foraker			Un-excused							
Rashid Ali										
Quorum	Cancelled									

Requested:

July –
September –
October-
November-
January- No Request
February-
March-
May
April –
May-
June-

Notes:



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: June 22, 2020
ITEM #: J.5
SUBJECT: Election of Officers

Attachments:

1. 2020 PRC Roster



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder, Vice 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, Chair	Jon-Paul.Valcarenghi@cityofwoodland.org	6/30/2021

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee

Valcarenghi, **White-Snyder**

Program & Department Evaluation

Ali, Foraker

Ad Hoc Committee

White-Snyder

Budget and Finance Committee

Martin, **Foraker**,

Urban Forest Committee

Valcarenghi, Ali

Volunteerism Committee

Martin, 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.

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For additional information please call 530.661.2000

Community Services Department Monthly Report

June 2020

Beginning in March, as a result of initial efforts to minimize the transmission of COVID-19, the Community & Senior Center was closed and many programs/activities were cancelled (prior to and as a result of the shelter-in-place order). Following the shelter-in-place order by Yolo County that went into effect on March 19th, the Sports Park and the Charles Brooks Swim Center (and their programs) were closed. Field staff continued to work during the shelter in place order (working alone, alternating work schedules, and/or wearing facial coverings). Office staff teleworked, came into the office, or were on leave. Beginning on June 1, all CSD staff returned to working in the office/field.

Parks & Recreation Facilities

COMMUNITY & SENIOR CENTER

The Community & Senior Center and Sports Park have been closed since the shelter in place order began (therefore there have been no rentals). Starting on June 22, youth recreation user groups will be able to rent fields for activities that comply with state and county requirements (following the County's Youth Sports protocol). No games or tournaments are permitted. On June 15, the YMCA reopened the Fitness and Wellness Center at the Community & Senior Center.

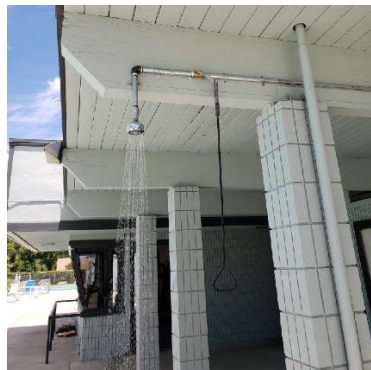
PROJECTS

Play Structure Project Update: The new playground equipment at Beamer, Treadway, and Pioneer Parks have been installed.

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Charles Brooks Community Swim Center	Installed outside shower to aide in COVID-19 reopening compliance
Community & Senior Center	Resealed floors in the kitchen, arts & crafts room, and receiving room. Repaired cracks and holes in gymnasium walls. Ran electrical to floor conduit for treadmill in YMCA Fitness Center (to aide in COVID-19 reopening compliance). Ran camera cables, installed dome protection and assisted with camera installation. Vacuumed and cleaned plexy-glass light diffusers in hall. Pressure washed sidewalks on the property.
Crawford Park	Installed soap dispensers in restrooms.
Dave Douglas Park	Dug, formed, and poured concrete for new donated bench.
Dog Park	Built and installed 4 small wood fences around the structural posts of solar panels directly in front of the Dog Park
Ferns Park	Created bike intersection by painting crosswalks and lanes for bike training and rules of the road (project suggested by Maria Tebbutt) Installed soap dispensers in restrooms.
Rick Gonzales Park	Removed sand in play area near restrooms and replaced with playground wood fiber.
Pioneer Park	Installed a bollard walkway light.

Streng Park	Dug, formed, and poured concrete for 2 new benches, two new garbage cans and a dog waste station.
Spring Lake Park	Added a bench to the corner of the park.
Spring Lake Mini Park	18 yards of bark will be delivered to the mini park to the east of Rick Gonzales Park, home owners will spread the bark.
Sports Park	Staff cleaned, prepped and painted the restrooms.
Woodside Park	Installed soap dispensers in restrooms.
Various locations	Staff mowed several vacant lots owned/maintained by the City.
Extra maintenance response	Weeded the hardscaped traffic strip in the middle of CR 102 and I-5. Checked portable toilets placed on city property. Added a trash can to the water distribution main path on south end of town. Performed weed & brush abatement in several locations where the sidewalk had been overtaken.



Outside shower installed at Charles Brooks Community Swim Center



Street markings on Ferns Park walkway

CEMETERY

The Woodland Cemetery had four full burial and six cremation interments since the last meeting. These services generated \$24,845 in sales.

URBAN FORESTRY

Work Orders: Staff continues to assess different categories of work orders still in need of completion.

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
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
20-Nov/Dec	0	0	37	19	0	18	18	0	0	2	116	0	216
20-Jan	0	0	73	17	0	14	15	0	0	1	105	0	231
20-Feb	0	0	65	17	0	12	14	0	0	1	108	0	227
20-March, 20-April, 20-May	0	0	65	23	0	14	19	0	1	1	109	0	233
Total completed	60												

Recreation Activities, Events, and Programs

Measure J Renewal: Measure J, which generates approximately \$2.7 million annually to the General Fund, was approved in June 2014, for an eight-year period expiring in September 2022. As a general purpose tax measure, an extension of Measure J can only be presented to voters on the same ballot when members of the City Council are elected. Thus, the last election when Measure J can be renewed prior to its expiration is on the November 2020 ballot. On June 16, the City Council will consider adopting an ordinance which ultimately would add a ballot to the November general election to extend the City's ¼ cent sales tax (the ordinance was introduced to the City Council on June 2). During the discussion at the City Council meeting on June 2, staff recommended to Council that the percentage of funds collected be increased by 5% for the Library allocation and reduced by 5% for the youth recreation allocation. (Increasing the Library allocation to 25% and decreasing the youth recreation allocation to 55%). The 55% allocation is consistent with the spending that has been occurring for youth recreation (therefore, there would be no significant impact to the allocation that is currently used for youth recreation).

GENERAL RECREATION PROGRAMMING

Cancelled Programs: Several CSD spring and summer programs have been cancelled including Teens Helping Seniors, Summertime Fun Club Volunteer program, Wreckers swim team, all sessions of swim lessons, and public swim. As state-wide restrictions are lifted, more recreational opportunities may become available later this summer.

Rock Steady Boxing: Rock Steady Boxing is a program that has continued to be offered to participants virtually via Zoom during the pandemic. Taught by Steven Bonnel, the program is held Monday and Friday mornings and follows a similar format to in-person meetings, without the boxing gym and equipment. The virtual fitness classes offers opportunities to move and strengthen, while also connecting with other participants.

Scavenger Hunt: Recreation staff created a city-wide scavenger hunt, one on each side of Woodland. Sixteen clues were given out over 5 days through the city of woodland website and social media platforms. Participants were taken to many of the city's parks to locate 'puzzle pieces' which spelled out "Parks Make Life Better". Fifteen families submitted their answer for the hunt.



Pictures from the Scavenger Hunt

Summer Staff Training: Recreation staff conducted a virtual summer staff training on Saturday, May 30th and Sunday, May 31st in preparation for summer programs. The training was twelve hours in total on a Zoom meeting video call and included 35 staff members that are set to work Summer Teen Pack and Summertime Fun Club. This training was the first of its kind within California, and staff believes it was the first staff training in the state after the COVID-19 closures.

Programs Opening: On Monday, June 8th the summer child care programs kicked off. In compliance with health and safety guidelines, Summertime Fun Club and Summer Teen Pack welcomed youth into the programs offering physical education, sports, team building opportunities through activities and games, and arts and crafts. This programs are being offered at half the regular participant enrollment (to keep group size small). The Summertime Fun Club program usually has about 150 participants and Summer Teen Pack has about 40. For session 1, Summertime Fun Club has 70 participants and 15 for Teen Pack. Each park location has a process to screen participants as they check-in every day, in addition to regularly practicing social distance measures and increased handwashing.

On June 15th the Woodland Swim Team began their practices following guidelines issued by Yolo County and in compliance with the State (the Woodland Swim Team leases the pool from the City).

Lap swimming will start on Monday June 22nd. Advanced registration and payment is required with one hour slots being available for each of the 20 lanes. Anticipated lap swim times are from Monday through Friday 10 am – 1 pm (lane reservations at 10 and 11 am and 12 pm) and from 5 pm – 8 pm (lane reservations at 5, 6, and 7 pm) and Saturday and Sunday from 10 am 1 pm. Participants will be limited to 60 minutes at the start of each hour. To assist with complying with COVID-19 requirements for reopening the pool, staff installed an outdoor shower in order to keep the locker room closed during public programming. Staff is evaluating the possibility of providing some level of public swim and swim lessons this summer.

RECREATION SNAPSHOT THRU 5/31/20				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$591,186.00	\$465,516.92	\$125,669.08	21.26%
Community & Senior Center	\$1,006,845.00	\$792,353.75	\$214,491.25	21.30%
Brook Swim Center-Recreation	\$165,433.00	\$141,593.69	\$23,839.31	14.41%
General Recreation Programs	\$529,681.00	\$455,400.66	\$74,280.34	14.02%
Subtotal	\$2,293,145.00	\$1,854,865.02	\$438,279.98	19.11%
Enterprise Fund				
Youth Enterprise	\$398,620.00	\$298,185.62	\$100,434.38	25.20%
Subtotal	\$398,620.00	\$298,185.62	\$100,434.38	25.20%
Measure J				
General Recreation Programs	\$576,364.88	\$533,814.52	\$42,550.36	7.38%
Middle School Programs	\$225,800.00	\$159,310.92	\$66,489.08	29.45%
Aquatics	\$270,803.09	\$135,430.84	\$135,372.25	49.99%
Recreation Van	\$102,745.09	\$74,231.44	\$28,513.65	27.75%
Summer Camp	\$164,377.00	\$91,912.08	\$72,464.92	44.08%
Youth Advisory Committee and Academy	\$5,000.00	\$181.54	\$4,818.46	96.37%
Subtotal	\$1,345,090.06	\$994,881.34	\$350,208.72	26.04%
Total Recreation Budget	\$4,036,855.06	\$3,147,931.98	\$888,923.08	22.02%

PARKS SNAPSHOT THRU 5/31/20				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$295,575.00	\$254,001.13	\$41,573.87	14.07%
Park Maintenance	\$1,661,414.49	\$1,358,894.76	\$302,519.73	18.21%
Hiddleson Maintenance	\$3,201.00	\$353.41	\$2,847.59	88.96%
Charles Brooks Swim Center Maintenance	\$439,511.33	\$344,624.61	\$94,886.72	21.59%
Tree Maintenance	\$402,364.50	\$365,974.27	\$36,390.23	9.04%
Subtotal	\$2,802,066.32	\$2,323,848.18	\$478,218.14	17.07%
Enterprise Fund				
Cemetery Maintenance	\$525,933.00	\$384,157.60	\$141,775.40	26.96%
Subtotal	\$525,933.00	\$384,157.60	\$141,775.40	26.96%
Lighting & Landscape District				
Gibson Ranch	\$1,100,038.00	\$811,589.39	\$288,448.61	26.22%
Gibson Ranch CIP	\$60,000.00	\$2,189.88	\$57,810.12	96.35%
North Park District	\$57,421.00	\$30,362.69	\$27,058.31	47.12%
Streng Pond Maintenance District	\$69,726.00	\$49,360.43	\$20,365.57	29.21%
Woodland West (Westwood)	\$41,120.01	\$25,474.27	\$15,645.74	38.05%
Springlake	\$1,677,560.42	\$1,280,681.24	\$396,879.18	23.66%
Community Sports Park Programs	\$500,140.94	\$357,384.99	\$142,755.95	28.54%
Gateway	\$133,197.00	\$82,994.90	\$50,202.10	37.69%
Subtotal	\$3,639,203.37	\$2,640,037.79	\$999,165.58	27.46%
Total Park Budget	\$6,967,202.69	\$5,348,043.57	\$1,619,159.12	23.24%

RECREATION - REVENUE SNAPSHOT thru 5/31/20			
Account Title	FY20 Projection	FY20 Revenue to Date	% of Projection
General Fund			
Red Cross Course Fee	\$0.00	\$4,465.00	#DIV/0!
Msc. Sales	\$760.00	\$320.00	42.11%
C. Brooks Swim Center Revenue	\$150,000.00	\$79,204.70	52.80%
Community Senior Center Msc.	\$85,000.00	\$58,982.00	69.39%
Community Fitness Center	\$35,000.00	\$33,341.00	95.26%
Community Sports Park	\$220,000.00	\$160,918.48	73.14%
Subtotal	\$490,760.00	\$337,231.18	68.72%
Enterprise			
Recreation Contract	\$205,000.00	\$88,763.10	43.30%
General Recreation	\$122,000.00	\$58,528.87	47.97%
Senior Programs Revenue	\$12,000.00	\$3,270.55	27.25%
Yolano Recreation Program Income	\$12,000.00	\$9,402.00	78.35%
Adult Recreation & League Programs	\$80,000.00	\$44,832.00	56.04%
Subtotal	\$431,000.00	\$204,796.52	47.52%
Measure J			
Measure J	\$25,000.00	\$13,003.90	52.02%
Subtotal	\$25,000.00	\$13,003.90	52.02%
TOTALS	\$946,760.00	\$555,031.60	59%

PARKS - REVENUE SNAPSHOT thru 5/31/20			
Account Title	FY20 Projection	FY20 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$60,000.00	\$56,658.19	94.43%
Subtotal	\$60,000.00	\$56,658.19	94.43%
Enterprise Fund			
Cemetery Internment Space	\$30,000.00	\$23,311.00	77.70%
Cemetery Services	\$44,000.00	\$39,731.00	90.30%
Cemetery Products	\$30,000.00	\$17,559.00	58.53%
Endowment Care Fee	\$9,000.00	\$10,186.00	113.18%
Subtotal	\$113,000.00	\$90,787.00	80.34%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$15,000.00	\$20,839.00	138.93%
Springlake Park Revenue	\$10,000.00	\$9,130.00	91.30%
Subtotal	\$25,000.00	\$29,969.00	119.88%