

Commission on Aging

Location: Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Agenda

September 22, 2010 3:30 –4:30 p.m.

Commission Members	Karen Wright, Chair; Regan Overholt, Vice-Chair; Lucinda Talkington, Don Campbell, Benjamin Garman					
3:30 p.m.	Call to Order					
3:30 p.m.	Pledge of Allegiance					
3:32 p.m.	Minutes:					
	1. July 28, 2010					
3:32 p.m.	Correspondence (none)					
3:32 p.m.	Public Comment					
3:35 p.m.	Communications Written-Staff Reports					
	2. Senior Center Report-Kris Bain					
3:35 p.m.	Presentations					
3:35 p.m.	New Business-Action Items					
3:40 p.m.	New Business-Information Items					
	3. Annual Report Recreation Division					
	4. Recreation Org Chart					
	5. PW Org Chart					
3:45 p.m.	Old Business-Ation Items					
	6. Internship					
3:45 p.m.	Old Business-Information Items					
	7. Apartment List Update					

 $Note: \textit{Times indicated are approximate For video broadcast schedule can be viewed at } \underline{www.wavetv.org}.$

Documents for meeting are available online at www.cityofwoodland.org

For information on this meeting, contact the Parks & Recreation Department, 661-5880.

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.

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3:50 p.m. Committee Reports

8. Transportation Update

3:50 p.m. Other Business

3:55 p.m. Communications-Commission/Staff Statements and Requests

This is an opportunity for the Commission Members and Staff to make comments and announcements, to express concerns, or to request Commission's consideration of any items a Commission Member would

like to have discussed at a future Commission Meeting.

4:00 p.m. Business Items for Next Meeting

4:00 p.m. Next Meeting Date: October 27, 2010

4:00 p.m. Adjournment

Note: Times indicated are approximate For video broadcast schedule can be viewed at www.wavetv.org.

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Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Regular Meeting Minutes

Regular Meeting Minutes of July 28, 2010

Call to Order

Meeting convened at 3:34 p.m. at the Community & Senior Center, 2001 East Street, Woodland, California; Chairperson Wright presiding.

Commissioners Present: Campbell, Overholt, Wright, Talkington, (vacancy)

Absent:

Staff: Murphy, Smith, Bain, Smith
Guests: Jan Bello, Susannah Reinhart

Pledge of Allegiance

Minutes

1. Meeting Minutes of June 30, 2010 (Item 1)

Commissioner Campbell moved to approve the Meeting Minutes of June 30, 2010; Commissioner Talkington seconded. Motion carried.

Correspondence

Public Comment

Jan Bello, President of Senior Center, Inc. informed the Commission that SCI had offered the City a donation of \$25,000 on condition that the City rehire Paula Crum and Linnie Fiana.

Commissioner Talkington wanted assurance that Bain would not be leaving to accommodate the rehire of temporary staff. Murphy responded that Council has funded full time staff for the Senior Center and that Bain is that staff member. The Department asks for patience during the transition.

Susannah Reinhart, former Senior Center Manager, thanks the Commission for working to get the full time staffing for the Senior Center. Reinhart praised Bain for her abilities. Further stating, Smith and Bain are the "cream of the crop".



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Communications Written-Staff

- 2. Senior Center Report-Bain
- 3. Updated Senior Gram

Commissioner Talkington made the motion to accept staff report and updated SeniorGram as written, Commissioner Campbell seconded the motion. Commissioner Talkington made the motion to accept staff report and updated SeniorGram as written, Commissioner Campbell seconded the motion. 4/0

Presentations (none) New Business-Action Items New Business-Information Items

Old Business-Action Items

2. Survey Monkey

Commissioner Overholt stated that the overall rating for the online Senior Center survey was 95% good or excellent. Comments were surprising, Speakers, movie and dinner night.

2. Internship

Commissioner Overholt contacted Universities at UCD and Sacramento State, about Internships. Just missed the deadline for the fall semester, next opportunity will be in October.

3. Editorial or Comment to Daily Democrat

Commission decided to drop this issue. Since the topic involved members of the audience.

Old Business-Information Items

Committee Reports

Communication-Commission/Staff Statements and Requests
Other Business

PARKS& RECREATION

Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Commissioner Talkington stated that Yolo Bus received a 3 year grant for their Yellow Special and that the Senior Center will be one of the places for dispention of the vouchers. Talkington will take the lead on this project.

Bain informed the Commission of her meeting with Kristi from the Link. The Link has request office hours here at the Senior Center. Space has been made available to the Link and office hours should start in August.

Commissioner Campbell asked to receive a hard copy of Commission Packet, Haynie stated that this would be made available to him. Campbell asked again when the Commission could expect a new Commissioner. Murphy said that staff would check on the statis.

Business Items for Next Meeting:

Apartment List update
Internship

Transportation Report

Next Meeting Date:

September 22, 2010

Adjourn:

Chairperson Wright adjourned the meeting at 4:09p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary Parks & Recreation Department



Woodland Parks & Recreation Department

2001 East Street • Woodland, CA 95776 • (530) 661-5880

COMMISSION REPORT September 2010

TO: Elle Murphy, Recreation Division Manager

FROM: Kris Bain, Senior Center Supervisor

Supervisor's Notes

Volunteer Appreciation Dinner

The 25th annual Volunteer Appreciation Dinner recognized ten outstanding individuals for their contributions to the Senior Center. This year's award recipients included, Carmen Alvarado, Donna Curry, Yvonne Fischer, Robert "Bud" Fischer, Nancy Fritts, Melanie Goddard, Gladys Lamb, Bobbie Ochoa, Roni Koebel, and Judy Tommeraason for their years of service and dedication to the Woodland Senior Center and to seniors in the community. A special plaque was given to Target employees for helping staff the kitchen. The Mardi Gras themed dinner made for a lovely evening and the Creole fare was cooked up by Jan Bello with help from a fine team of SCI Directors, senior Volunteers.

Fall Potluck

September 23 is the date for the Senior Fall potluck, all seniors are invited to come. Ham will be provided, and attendees are asked to bring a dish to share with friends.

Senior Link

The Information and Assistance program is being provided by Senior Link, the Northern California Legal Services is operating under a grant from the Area 4 on Aging. Kristi Link-Crosier is in the Senior Center Mondays, Wednesdays, and Fridays from 10 a.m. to noon to answer questions and help the seniors of Woodland.

Recreation Report

classes ending: August 2010

Activity	Start Date	End Date	Meetings	Min/Mtg	Class Hours	Participants	Participant Hours (PH)	Total Fees Collected
Art	8/4/2010	8/25/2010	4	120	8	11	88	\$ -
Arthitis Support Group	8/5/2010	8/5/2010	1	60	1	7	7	\$ -
Bingo	8/4/2010	8/26/2010	7	120	14	128	1792	\$ -
Blood Pressure Clinic	8/24/2010	8/24/2010	1	120	2	12	24	\$ -
Discover Shakespeare	8/5/2010	8/26/2010	4	120	8	36	288	\$ -
Canasta	8/17/2010	8/31/2010	3	60	3	17	51	\$ -
Ceramics	8/3/2010	8/31/2010	5	120	10	44	440	\$ -
Changes to Choices	8/3/2010	8/31/2010	3	60	3	20	60	\$ -
Computer Club Class	8/9/2010	8/19/2010	3	60	3	22	66	
Computer Club Meeting	8/23/2010	8/23/2010	1	60	1	20	20	
Handicrafters	8/2/2010	8/30/2010	5	60	5	25	125	
Low Impact Aerobics	8/2/2010	8/31/2010	22	30	11	649	7139	\$ -
Needles & Friends	8/2/2010	8/25/2010	4	60	4	22	88	\$ -
Pinochle	7/8/2010	7/29/2010	4	120	8	58	464	\$ -
Pedro	8/3/2010	8/31/2010	5	120	10	125	1250	
Ship Shape	8/3/2010	8/31/2010	9	30	4	77	308	\$ -
Stompers	8/2/2010	8/30/2010	5	120	10	136	1360	\$ -
White Elephant Thrift Shop	8/6/2010	8/27/2010	4	120	8	152	1216	\$ -
Woodcarvers	8/4/2010	8/18/2010	2	120	4	18	72	\$ -
Library Usage			10.25 vol. hour	S	142 ret. Book	158 new books		
August 2010 Totals:			Classes Offered	Classes Completed	Success Rate	Total Participants	Total PH	Gross Revenue
			19	19	100.0%	1579	14858	\$ 474.00
FY 10/11 YTD Totals:			Classes Offered 34	Classes Completed 34	Success Rate	Total Participants 2895	Tota l PH 34961	Gross Revenue \$ 905.00

Highlighted Program - August 2010

Blood Pressure Clinic

This clinic is held on the 4th Tuesday of the month. The lead volunteer Mariesa Nyman is trying to find a new lead volunteer for the program, she has been training her people to oversee the clinic. She is not sure when the transition will begin. Regular monthly clinics typically test 20-30 people's blood pressure, catching anyone in the building to check for free.

Games

Bingo - Wednesdays and Fridays at 12:15pm

Bridge - Wednesdays at 1:00pm.

Canasta - Tuesdays at 12 noon.

Cribbage –Wednesdays at 1pm

Mah Jong -Thursdays at 1pm

Pedro - Tuesdays at 12:15pm

Ping Pong -Fridays at 10:00am

Pinochle - Thursdays at 6 pm

Second Horizons Bingo –1st Friday of the month at 6pm.

Other Programs & Services Available

Support Groups
Arthritis Support Group
Changes to Choices
Hear! Here!
Parkinson's Support Group

Parkinson's Support Group

Outa Sight

Peripheral Neuropathy

Stroke Support

Exercise Classes

Low Impact Aerobics Belly Dance for Seniors Parkinson's Exercise

Ship Shape

Yoga

Swing Dance

Ballroom/Salsa Dance

Zumba Gold Pilates

<u>Services</u>

Blood Pressure Clinic Legal consultations

Health Insurance consultations
Senior Link Information & Assistance

Thrift Store

Community Care Car Computer Classes Chit Chat Café

Library Video Library

YC Food Bank Low cost food

distribution

Arts & Craft Classes

Art painting & drawing Ceramics

Handicrafters

Needles & Friends

Woodcarving

Special Speakers/Classes

AARP Driver's Safety Hear! Hear! Speaker

Life History

Outa Sight Speaker

Shakespeare

General Recreation

Novel Book Club

Senior Travel (Collette Tours)

Woodland Stompers

Computer Lab

Senior Center, Inc.

The last board of directors meeting was held on September 2.

The membership drive begins in November. Membership dues are will be coming due \$8/calendar year. SCI provides supplemental financial and advisory support for senior programs. In addition to the general membership, seniors are contributing to the Century Club.

Partnerships

Community Care Car

Update not available.

Computer Club

The computer club received a \$5,000 grant from Cache Creek Casino for software upgrades. Computer classes are now in session.

Elderly Nutrition

Staff met with representatives from the Elderly Nutrition Program to introduce new staff members. The meeting also included a discussion of the contract agreement regarding ENP's use of the facilities. Staff requested changes to ENP's use of the kitchen and parking spaces, noting issues with disorganization, improper use of the kitchen office and unauthorized parking in the back loading area. ENP was very receptive and appreciated solutions offered by staff, including a re-located office space, allocated storage space and containers for supplies, and designated parking areas for ENP.

Life History

The Life History class is being offered again through Woodland Adult School with Marilyn Kraegel, the fall session costs \$30 per student and is held in meeting room 2. The Winter and Spring sessions have also been already booked and reserved for the class.

Outa Sight - White Cane Dinner

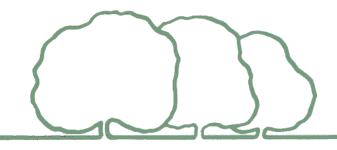
Thursday, October 14, the Outa Sight group is hosting its annual White Cane dinner at the Elk's Lodge. Tickets are \$15 per person.

Upcoming dates to note

October 8 Annual Welcome Desk Volunteer meeting
October 16 AARP Driving Class (3 consecutive Saturdays)

October 21 Movie Day returns "Did you hear about the Morgans?"

November 1 Senior Center, Inc. membership drive begins



City of Woodland

Recreation Division Year End Report

Fiscal Year 2009-2010

The Recreation Division year-end report is organized as follows:

- 1. Administration
- 2. Recreation Programming
 - a. Youth
 - b. Contract
 - c. Aquatics
 - d. Adult Sports
 - e. Senior Center
- 3. Facility Rentals
 - a. Community and Senior Center
 - b. Woodland Sports Park

Background

Recreation was previously a division of the Parks and Recreation Department through the end of the FY10 fiscal year with former Police Chief Carey Sullivan as the interim department director. Beginning July 1, 2010, Recreation was temporarily designated as a division under the Police Department pending the citywide reorganization. During this temporarily designation, Police Management Analyst Elle Murphy serves as the interim division manager.

This year-end report covers activities and accomplishments specific to Recreation only with the exception of the Administration sub-division which includes Parks as well. In the course of preparing this annual report, staff noted that previous year-end reports stated inaccurate statistics and revenues.

1. Administration

The Administration functions are broad in nature but the major workload is centered around: 1) Support for the City Manager and City Council, 2) Support for the Parks & Recreation Commission, 3) Support for the Commission on Aging, 4) Support for the Parks and Recreation Staff, 5) Development and Management of the Department's Operating and Capital Budgets, 6) Grant Development and Management, 7) Department Promotions, 8) Development and management of 15 difference major contracts and agreements for the City of Woodland, and 9) Customer Service and processing registrations for all Department Programs.

The Administration Division has two and a half full-time staff and one part-time staff. The staff include: 1) Manager, (half time) 2) Administration Secretary, 3) Two Administration Clerk II (1 part time) who accomplished the following:

- Wrote 20 staff reports for City Council Meetings.
- Wrote 22 staff reports and developed 12 sets of minutes for the Parks & Recreation Commission.
- Wrote 15 staff reports and developed 12 sets of minutes for the Commission on Aging.
- Worked with Finance to separate the Woodland Recreation Foundation program budget from the City budget and helped the Foundation in removal of their documents from the City files. Attended two meetings of the Woodland Recreation Foundation.
- Serviced approximately 25,000 customers, received 20,000 phone calls, processed 8,404 registrations, managed 790 different programs in Recware (registration software), and processed 20 different purchase orders with 2,500 invoices paid.
- Trained, formatted, programmed the new software system *Class*. Moved all existing classes and reservations into the new software from Recware.
- Successful in billing and receiving a payment on Proposition 50 Grant for Park Irrigation Project of \$190,000.00.
- Streamlined and developed policies and procedures for Leagues and User Groups of City Facilities.
- Revenue of \$745,397.94 processed through software system which includes \$45,080.20 in park reservation revenue but does not include, 11 leagues billed for use of City Field for revenue of \$44,721.86.
- Grand Opening of Jack Slaven Park, planned and hosted grand opening

- Finalized contract with YMCA for rental of Fitness Center; set up monthly billing for \$2,000.00 (rent) + \$1,696.23 (utilities). First payment June 2010.
- Updated Parks & Recreation web pages with GIS map of parks allowing visitors to follow the link to pictures of the parks, includes the new Jack Slaven Park.

2. Recreation Programming

a. Youth

The **Youth Recreation Programs** are for ages 4-18 and cover the following programs: Maxwell Afterschool Program (hereby known as "Afterschool Fun Club"), Father Daughter Dinner Dance, Winter Youth Basketball League, Summertime Fun Club, Nite Hoops and the Yolano Housing Recreation Center programs (Woodland Boxing Club & Folklorico Latino de Woodland). The Summertime Fun Club is the only item being reported on overlapping fiscal years.

- The **Maxwell Afterschool Program** operated for 180 days between August 13, 2009 and June 4, 2010. Participants spent a total of <u>7,677.5 participant hours</u> with the program. Temporary staff accounted for <u>1.15 FTE</u>. This program generated \$26,036.00 in revenue and spent \$23,003.92 in expenses, netting **+\$3,032.08**.
- The **Father Daughter Dinner Dance** took place on November 7, 2009. 175 daddies and daughters spent a total of <u>700 participant hours</u> with the program. This program generated <u>\$6,626.00 in revenue</u> and spent <u>\$5,167.32 in expenses</u>, netting <u>+\$1,458.68</u>.
- ➤ The Winter Youth Basketball League operated for 35 days (games and practices) between January 23, 2010 and March 13, 2010. 113 players spent a total of 1,582 participant hours with the program. Volunteer coaches spent a total of 196 volunteer hours with the program, which was a payroll savings of approximately \$1,500. This program generated \$8,475.00 in revenue and spent \$5,932.00 in expenses, netting +\$2,543.00.
- The **Summertime Fun Club** operated for 39 days between June 14, 2010 and August 6, 2010 at five separate locations. Participants spent a total of 72,286 participant hours with the program. Temporary staff accounted for 1.75 FTE. Volunteer leaders spent a total of 2,246 volunteer hours with the program, which was a payroll savings of approximately \$20,000. This program generated \$45,966.70 in revenues and spent \$34,805.22 in expenses, netting +\$11,161.48.
- The **Nite Hoops** program is our only truly free program and it operated for 42 days in fiscal year 2009-2010. Participants spent approximately 1,400

participant hours with the program. This program generated \$0 in revenue and spent \$1,122.38 in expenses, netting -\$1,122.38.

The **Yolano Housing Recreation Center** programs include the Woodland Boxing Club and Folklorico Latino de Woodland. In fiscal year 2009-2010, participants spent approximately 2,500 participant hours with the programs. This program is budgeted for \$17,000 from the General Fund and it received \$947.60 in private donations. This program generated \$4,218.00 in revenue and spent \$15,622.85 in expenses, netting **+\$6,542.15**.

Overall, Youth Recreation Programs accumulated <u>86,145.5 participant hours</u> and <u>3,828 volunteer hours</u>. All youth programs generated <u>\$91,321.70 in revenue</u> and spent <u>\$85,653.69 in expenses</u>, which is a net of <u>+\$23,615.61</u> (including General Fund and donations).

b. Contract

The **Contract Recreation Programs** are for ages 1 ½ - 100+ and cover many programs such as Stepping Out (for adults with developmental disabilities), karate, fencing and dance.

Contracted special interest instructors offered 595 individual classes ending in fiscal year 2009-2010. Participants spent <u>35,905.33 participant hours</u> with these classes. This program generated <u>\$97,292.10 in revenue</u> and spent <u>\$68,799.42 in expenses</u>, netting <u>+\$28,492.68</u>.

c. Aquatics

The *Aquatic Recreation Programs* are for all ages and cover the following programs: Lap Swim, Deep Water Aquasize, Weekend Lap Swim, Evening Lap swim, Water Exercise, Water Aerobics, and Swim Meets (all under Adult Water Exercise). The Recreational Swim Team, Public Swim and Swim lessons have separate sections.

- The **Adult Water Exercise** classes and swim meets produced 15,627 participants for 207,268 participant hours. The gross revenue for these programs was \$33,813.75 costing \$14,975.00 in staffing expenses with a net revenue of +**\$18,838.75**.
- The **Recreational Swim Team** ran from May 3, 2010 through August 1, 2010 with 119 participants. This program produced <u>28,789 participant hours</u>. The <u>gross revenue</u> for this program was <u>\$13,685</u>, costing <u>\$6,998</u> in staffing and league fees for net revenue of <u>+\$6,687</u>. All registration was taken before July 1st.

- The **Public Swim** operated for 39 days with 4,235 participants producing 12,705 participant hours. The gross revenue for this program was \$19,523.75, costing \$25,760 in staffing ending with net revenue of **- \$6,236.25**. The aquatics program accommodate the City of Woodland's summer time fun clubs weekly trips to the pool which accumulated approximately 900 total sign-ins (\$2,250 in accommodations).
- The **Swim lessons and Water Safety Classes** had 1,509 participants for a total of <u>6,036 participant hours</u>. The <u>gross revenue</u> for these programs was <u>\$95,205</u>, costing <u>\$47,900 in staffing</u> with a net revenue of <u>+\$47,305</u>.

Overall, Aquatics Recreation Programs accumulated <u>242,093 participant hours</u>. All programs combined generated <u>\$115,192 in revenue</u> and spent <u>\$78,375 in staffing expenses</u>, which is a net of <u>+\$36,817</u>.

d. Adult Sports

Adult Sports – Softball has three seasons, fall, spring, and summer

- The Volleyball Program had 11 teams, 110 players and generated **\$2,880 in** revenue.
- ➤ The Basketball Program had 60 teams, 600 players and generated **\$15,310** in revenue.
- The Softball Program had 182 teams, 2,366 players and generated **\$82,107** in revenue.
- ➤ The Open Gym Program for Volleyball and Basketball had 4,236 participants and generated **\$2,639 in revenue**.

e. Senior Center

The **Senior Center** offers 55 organized and drop-in programs, with 25,264 participants, 5,453 programming hours and generates \$8,765 in revenue.

3. Facility Rentals

a. Community and Senior Center

The **Community & Senior Center** Rental Program is designed to generate revenue for the City of Woodland and provide a location for community events. The Community & Senior Center hosted 293 events with approximately 29,000 participants and generated \$168,419.20 in revenue. This total revenue does not include accommodations for City-sponsored (\$77,667.00) and an estimated

\$30,000 in miscellaneous discounted rentals. These "uncollected" rental revenue is estimated at \$107,667.

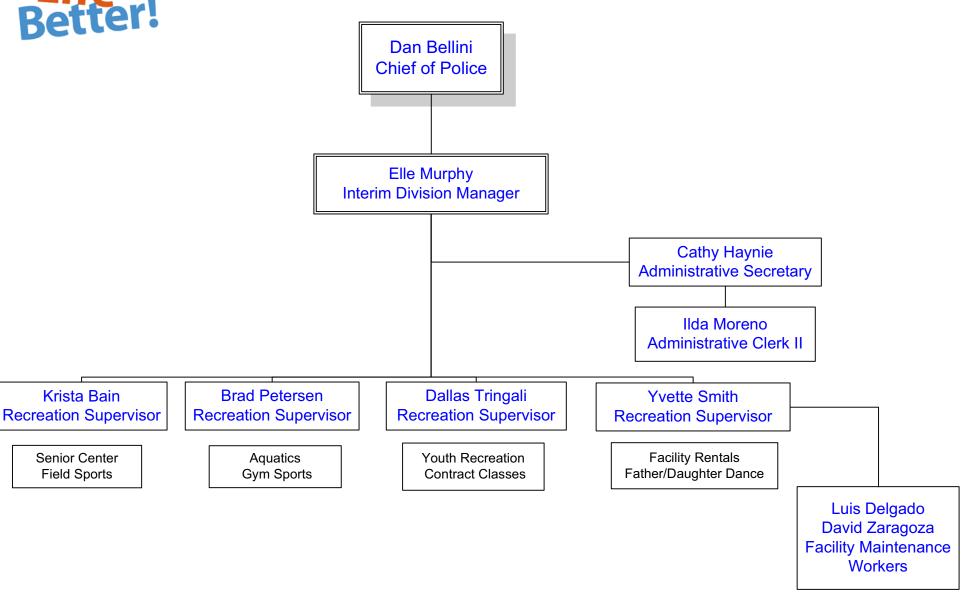
b. Woodland Sports Park

The **Woodland Sports Park** is used for league, private, and tournament rentals 52 weeks a year. Tournaments are hosted by various user groups and private organizations, most are youth baseball in nature January through August. A few soccer tournaments are hosted on the five fields. Tournament rental revenue July 2009 through June 2010 totaled \$53,541.

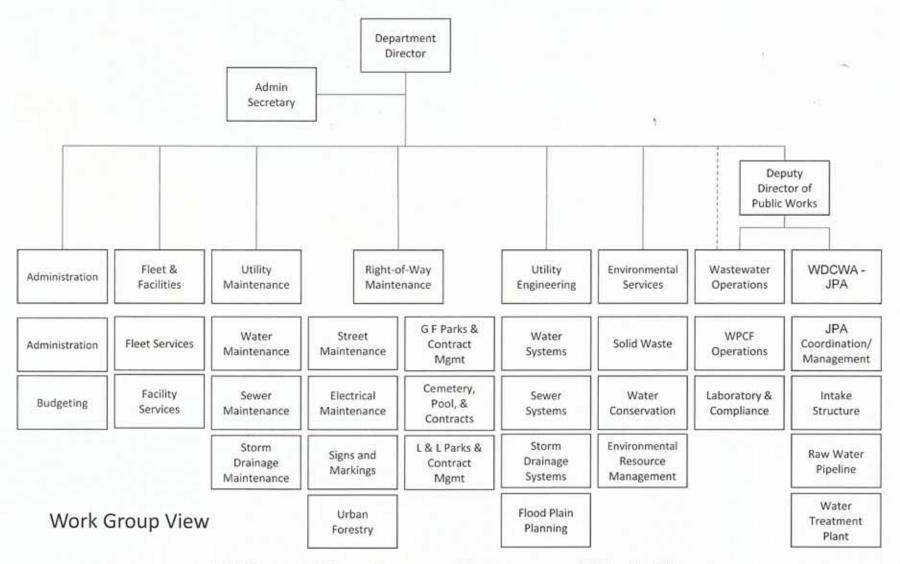


Recreation Division

effective July 1, 2010



Public Works Organization Chart – September 2010



9 Divisions, 9 Direct Reports, 50 Programs, 100+ Staff