

# **Parks, Trails & Recreation Master Plan**



*Water Feature at City Park*

**Annual Report  
Fiscal Year  
2011/12**

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# INTRODUCTION

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It is hard to believe that the first decade of the City of Brentwood Parks, Trails, and Recreation Master Plan has come to a close. The Master Plan, approved by City Council action on June 25, 2002, is the guiding document the City has used for planning the provision of parks, trails, and recreation in Brentwood for the past ten years. It is also the document that will be used in the future as Brentwood continues to grow and develop.

These past ten years have seen many changes in Brentwood as the City has grown from a population of 29,600 in 2002 to a population of 52,575 as of January 1, 2012. From a park and recreation standpoint, this decade has seen the construction and opening of Veterans Park, Sunset Park Athletic Complex, Brentwood Senior Activity Center, Blue Goose Park, Brentwood Community Center, and most recently, the redesign and re-opening of City Park. The decade has also seen the growth of joint use facilities with the Brentwood Union School District (Adams Middle School gymnasium/exercise room) and the Liberty Union High School District (Liberty gymnasium and Heritage High gymnasium/swimming pool).

One of the requirements of the adopted Master Plan is to complete an annual report that updates the accomplishments, ongoing and future goals, and objectives of the plan. The philosophical foundation of the Master Plan embraces the concept that the provision of parks, trails, open space, and recreation opportunities enhances the everyday lives, physical and mental health, and general well-being of its residents. It also increases the economic vitality of the community by making it more attractive to business and industry. The Master Plan supports this philosophy by creating a plan for the provision of parks, trails, open space, and recreation as critical elements of basic public services.

Though the Master Plan places its emphasis on parks, trails, and recreation, the Parks and Recreation Department is a full service department that is responsible for parks and related facilities, recreation programs and activities, City commissions, management of landscape and open space, public art, joint use school facilities, and coordinates community volunteer efforts. As a result, the annual report represents the efforts of the entire Department.

As we look to the future, the Parks and Recreation Department is working hard to move past some of the most difficult economic times in recent memory. To keep parks and recreation relevant for tomorrow, we will need to be creative, flexible, and keep our positive attitude. We must keep the passion alive to provide opportunities for the citizens of Brentwood to enjoy a quality of life that is unsurpassed in our surrounding area. As Director, and on behalf of the entire Department, I present the 10<sup>th</sup> Annual Report for the City of Brentwood Parks, Trails, and Recreation Master Plan as we celebrate a decade of "Adding Joy to People's Lives".



Craig D. Bronzan  
Director of Parks and Recreation

September 2012

# CITY OF BRENTWOOD VISION AND CULTURE STATEMENT

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We create and institutionalize a vision and culture that furthers the goal of Brentwood representing the highest civic standard. We form the organization around the values of integrity, passion, accountability, respect and quality to create the “Brentwood Way” of doing business.

## Core Values

- **Integrity** – uncompromising adherence to moral and ethical principles
- **Passion** – boundless enthusiasm for what we do
- **Accountability** – answerable for our actions
- **Respect** – to feel and show esteem and consideration for others
- **Quality** – the highest degree of excellence

## Mission Statement

“Bringing Brentwood’s Vision to Reality”.

## Vision Statement

We are an organization of dedicated professionals working together to make Brentwood the very best, preserving its rich heritage and keeping Brentwood in the hearts of the people.

\*Adopted by the City of Brentwood City Council on September 14, 2004.



# PARKS AND RECREATION

## VISION, MISSION, AND CORE VALUES

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**VISION:** . . . adding joy to people's lives

**MISSION:** Creating joyful community experiences through people, parks, and programs

**CORE VALUES:**

***Integrity – uncompromising adherence to moral and ethical principles***

- We deal with ourselves and the public in an honest and open fashion
- We value the input and opinions of the community
- We strive for equal access to programs, services, and facilities
- We believe in what we do

***Passion - boundless enthusiasm for what we do***

- We play by enjoying ourselves, being spontaneous, and creative
- We have fun at what we do
- We share success
- We celebrate accomplishments

***Accountability – answerable for our actions***

- We choose our attitude and accept full responsibility for all of our choices
- We agree in public to act in a certain way, and if someone breaks the agreement, we will in a group setting, ask the person to live up to their agreement
- We expect any person to advise the group when they cannot live up to an agreement made in the group
- We resolve conflict directly and when it occurs
- We don't beat around the bush

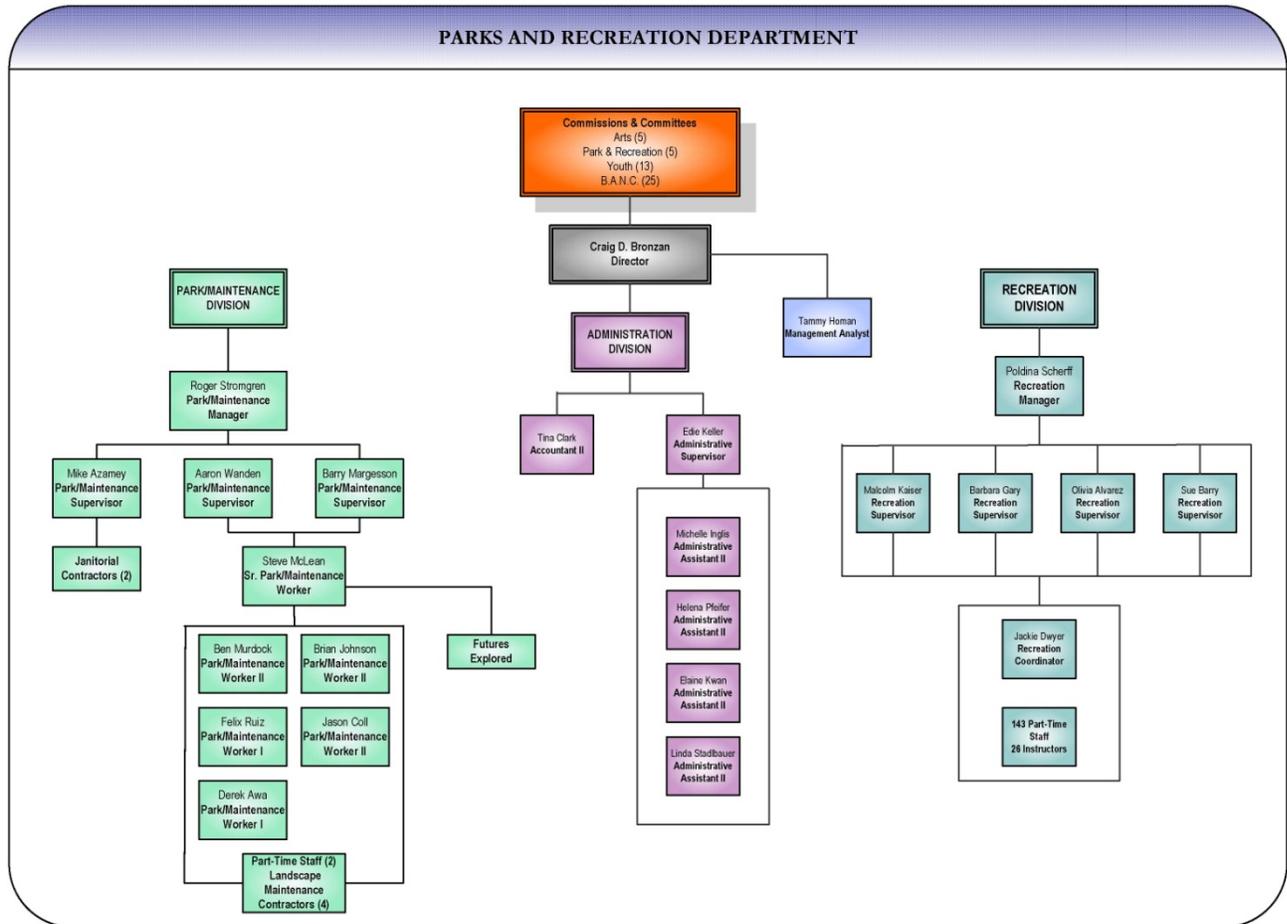
***Respect - to feel and show esteem and consideration for others***

- We make people's day by doing something special for our customers and co-workers
- We are open to the ideas of others
- We believe there are no dumb ideas
- We listen to others
- We understand each other's jobs by walking in their shoes

***Quality – the highest degree of excellence***

- We are there – we totally focus on the moment and on the person or task with which we are engaged
- We make organizational development a part of our regular staff meetings
- We constantly re-evaluate our customer service to make it the best it can be
- When we problem solve and brainstorm, there are no titles, we are all equal

# ORGANIZATION CHART/PERSONNEL



## PERSONNEL

2011/12 Full Time Positions: 24

2011/12 Part-Time Positions: 143

Contract Instructors: 26

## PART-TIME STAFF

Staff developed a new level for part-time employees. This new level was approved by City Council and is titled "Senior Park/Recreation Leader".

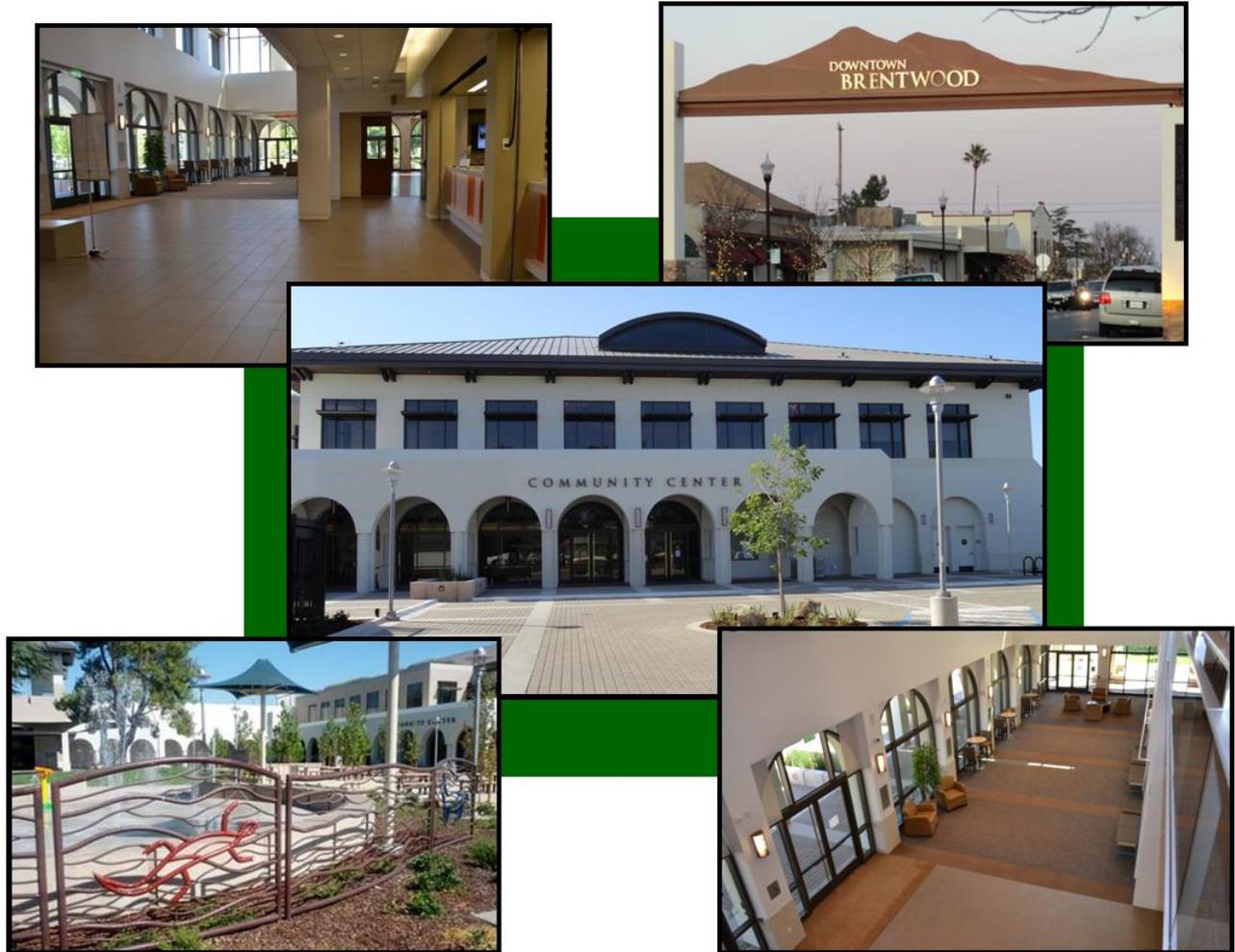
This year saw the promotions of the following part-time employees:

- Jordan Rhodes from Assistant Pool Manager to Pool Manager
- Don Longanecker from Park/Recreation Leader to Senior Park/Recreation Leader
- James Brannan from Park/Recreation Leader to Senior Park/Recreation Leader
- Ryan Brannan from Park/Recreation Leader to Senior Park/Recreation Leader

## DEPARTMENT HIGHLIGHTS

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### PARKS AND RECREATION MOVED BACK DOWNTOWN!



Parks and Recreation officially moved into the Brentwood Community Center during the first week of January 2012. Press releases and the Winter/Spring Activities Guide were distributed prior to the holidays to assist in notifying the public of our change of location.

On July 26, 2011, City Council approved the rental fees for use of the new Brentwood Community Center and City Park. On July 27, 2011, the Parks and Recreation Department started taking rental applications for the Community Center. Early bird applications were accepted for building rentals to take place starting January 3, 2012 with the understanding that the area immediately south of the building and City Park were not expected to be completed until a few months later. As staff was not able to walk people through the building before January 3<sup>rd</sup> rentals, staff established a number of outstanding incentives to get people excited about the building, including a 20% discounted "Early Bird Rate". These rates were initially approved through January 31, 2012, and were ultimately extended by City Council approval until June 30, 2012.

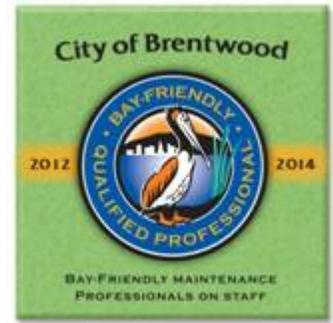
The first rental in the new building was for a "Sweet 16" birthday party held on January 6, 2012!

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## AWARDS AND RECOGNITIONS

### Bay Friendly Landscaping and Gardening Coalition

In 2012, a Parks and Recreation staff member became certified as a Bay Friendly Qualified Professional by the Bay Friendly Landscaping Coalition. Bay Friendly Landscaping is an approach to gardening and landscaping that works with the natural conditions of the San Francisco Bay Watershed emphasizing the use of native plants and minimizing the used of irrigation and run off. A well designed and maintained Bay Friendly Landscape can cost less to maintain in the long run by consuming fewer resources. For public spaces, Bay Friendly Landscapes can embody community values for health, wildlife and the environment.



### Tree City USA 2011 Designation



The City of Brentwood has been recognized for the second year in a row as a Tree City USA community! The Tree City USA program is sponsored by the Arbor Day Foundation in cooperation with the USDA Forest Service and the National Association of State Foresters.

Benefits of the distinction of Tree City USA are numerous. The following is a list of just a few of the benefits:

- The community benefits daily from cleaner air, shadier streets, and aesthetic beauty that healthy, well managed urban forests provide.
- Enhances and contributes to a community's pride.
- Signage advertises to visitors that this is a community that cares about its environment.
- Serves as a blueprint for planting and maintaining a community's trees.
- May give preference over other communities when allocations of grant money are made for trees or forestry programs.
- Brings solid benefits to a community such as gaining financial support for tree projects and contributing to safer and healthier urban forests.
- Increases property values.

There are more than 3,400 communities currently with the Tree City USA designation, and Brentwood is proud to be included in this distinct group. This is just 10% of all U.S. communities.

### Playful City 2011

The Parks and Recreation Department, for the fourth consecutive year, was designated a "Playful City" for 2011. This year, we were one of 151 cities so designated – with 14 in California and only Brentwood, Redwood City and San Francisco in Northern California. Through the Playful City USA program, KaBOOM!, a national non-profit dedicated to saving play, honors cities and towns determined to prioritize play and ensure that children are healthy by providing the time and space for play.



### Healthy Eating Active Living (HEAL) City



On Tuesday, October 26, 2010 City Council approved a resolution to become a Healthy Eating Active Living (HEAL) city, as part of a statewide campaign aimed at introducing changes in city policies and environments to reduce local obesity and physical inactivity rates and related costs. Brentwood joins fifty cities that have adopted resolutions to join the Campaign. Brentwood is one of the leading cities in acknowledging that the “environment” is a key factor in fighting obesity and inactivity as demonstrated by their adoption of a comprehensive Wellness Policy in 2007.

### Gold International Aquatic Safety Award

For the first time, the Brentwood Family Aquatic Complex was awarded the Ellis & Associates International Aquatic Safety & Risk Management “Gold International Aquatic Safety Award” pursuant to consistently “exceeding” the criteria for aquatic safety certification this year. This prestigious award is yet another honor to add to the two “silver” level awards received for the past two years.

The City contracts with Ellis & Associates as a part of our risk management for assessment of our facilities, training of lifeguards and instructors, and to audit the facilities on a regular basis.

The Parks and Recreation Department’s part-time aquatic staff is consistently providing the highest degree of swimmer protection currently available for the aquatic industry. The aquatic staff is committed to “professional excellence” and to the desire to “make a difference” for those who frequent the Brentwood Family Aquatic Complex.

## **COMMUNITY ENGAGEMENT ACTIVITIES / EVENT ASSISTANCE**

### Annual “Play Day” Event

The City hosted the 4th annual Play Day on Saturday, September 24, 2011 at 2 p.m. at Veterans Park. Kids of all ages were encouraged to play games, blow bubbles, fly kites and enjoy the StoryWalk™ project, where children and parents walked through the park reading a children’s book that is posted in stages throughout the park—a great way to read and exercise!



### Community Meeting - Universal Abilities Playground at Veterans Park

A public meeting was held on Thursday, February 9, 2012 to solicit input from parties interested in the universal abilities playground being planned for Veterans Park. This meeting was advertised in local newspapers and the neighborhoods in the Veterans Park area were also notified by mail. Attending the meeting were Parks and Recreation staff, Park and Recreation Commissioners, members of the Special Kids Foundation, interested citizens, as well as representatives from GameTime, the vendor for the play equipment. After a presentation from the vendor and much discussion of the highly desired elements for this park, a pirate theme was chosen. A Memorandum of Understanding with the Special Kids Foundation related to construction of the universal abilities playground was then approved by City Council on February 14, 2012. Parks and Recreation prepared an East Bay Regional Park District Measure WW project application that was submitted in March.

### Veterans Day Event

Despite the chilly and wet weather, the Veterans Day Celebration at Veterans Park on Friday, November 11, 2011 was a huge success. A record crowd enjoyed music from the Heritage High School Band Wind Ensemble and a rifle drill by the Marine Corp Color Guard. Guest speakers included the Mayor and the Commanders of the American Legion Post 202, Marine Corps League Detachment 1155, and Veterans of Foreign Wars Post 10789. The program concluded with 3 rounds from Civil War period cannons saluting the brave men and women who have served in the military.



### Christmas Tree Lighting Ceremony

On Friday, December 2, 2011, the Brentwood Advisory Neighborhood Committee (BANC) hosted the annual Christmas Tree Lighting Ceremony. This year's event once again took place at the Brentwood Senior Activity Center, 193 Griffith Lane, while construction was still underway at City Park. Highlights of this free event included musical performances by local vocal groups, hot drinks and goodies, Santa visits and a great opportunity to gather with friends and family to ring in the holiday season. The official lighting of the 24-foot Christmas tree took place at 7:00 p.m.



### Martin Luther King Jr. Day Volunteer Planting Event

Friends of Marsh Creek Watershed coordinated a volunteer planting event along Marsh and Sand Creeks on Monday, January 16, 2012. The event ran from 9 a.m. to 2 p.m. at the following sites:

- Sand Creek/O'Hara underpass on either side of the Marsh Creek Trail
- The trail side at the east and west ends of the pedestrian bridge over Marsh Creek entering the north end of Creekside Park
- Creek Road trailhead for Marsh Creek Trail at Concord Blvd. and the south side of Old Sand Creek Road trail east of Shady Willow Lane

### Friends of Marsh Creek Watershed Planting Event

On February 25, 2012, Friends of Marsh Creek Watershed volunteers planted native rose, Ceanothus, Redbud, and grasses at the Sand Creek/O'Hara underpass bowl area.

Arbor Day Volunteer Planting Projects – Saturday, April 28, 2012

On Saturday, April 28, 2012, forty (40) volunteers of all ages from the LDS Church performed improvements at the following sites:

*Valleygreen Bridge to Summer Circle:*

- Weeded and amended the soil at the raised entry planter.
- Planted twenty-three (23) native shrubs and grasses, Ceanothus, Manzanita and Deer Grass (supplied by City), installed bark mulch at the raised planter at the west end of the Valleygreen/Summer Circle Bridge.
- Watered plants thoroughly after planting and cleaned and swept the entire site.
- Picked up litter on the trail section adjacent to the pedestrian bridge.
- Sanded and painted the metal railings on the entrance way to the bridge. Reattached and secured the corner cinder blocks of the planter retaining wall.



*Valley Green Bridge to Summer Circle*



*San Juan Oaks Street Open Space Area*

*San Juan Oaks Street Open Space Area:*

- Excavated planter holes and planted fifteen (15) Oak and five (5) Redbud trees on the slope at the west side of the San Juan Oaks open space area.
- Staked and mulched the Oak and Redbud trees.
- Hand watered tree plantings with water buckets.
- Swept and cleaned sidewalks and street curbs and stacked plant pots.

Junior Girls Scouts Volunteer at Sunset Park Athletic Complex

On Wednesday, April 25<sup>th</sup>, the Junior Girls Scouts of Troop 31884, along with their adult supervisors, did a tremendous job planting 100 Day Lilies and 8 Indian Hawthorn shrubs in several planters at Sunset Park Athletic Complex. The City provided the plants and the troop provided volunteer labor. The girls also spread two yards of bark that were donated by Terracare, one of the City's landscape maintenance contractors. The display of flowers when they bloomed was spectacular!



### Coastal Clean-Up Day

As part of Coastal Clean-Up Day, on September 17, 2011, the Friends of Marsh Creek Watershed (FOMCW) organized the annual Creek Cleanup of Brentwood creeks including Marsh, Sand, Dry, and Deer Creeks. FOMCW site captains directed the clean-up effort of the 342 volunteers manning staging and collection areas at Creekside Park, Bristow School/Summerwood Park, Dainty/Central, Deer Creek at Apple Hill/Summerset I, Homecoming Park, and the Marsh Creek side of the Brentwood Education & Technology Center. The volunteers contributed over 1,000 hours of labor picking up over 3 tons of trash along 8 miles of creek and trail ways.

### Hospice Tree of Lights

The annual Hospice Tree of Lights ceremony took place on Sunday, November 6<sup>th</sup>. A row of four redwood trees at Veterans Park, along Balfour Road, were each lit with different color lights and remained lit until January 6, 2012. The American Cancer Society expressed their gratitude for the cooperative effort.

### Eagle Scout Project

For his Eagle Scout project, Kenny Roman completed the installation and planting of a raised planter in front of the Brentwood Senior Center Monument sign at the corner of Griffith Lane and Balfour Road. The 17-1/2 by 3-foot concrete planter extends the full length of the monument sign, and has two 3-foot square planter pockets at the back corners of the sign. Kenny completed the installation of Verbena ground cover, roses, and Indian Hawthorn on Saturday, June 2<sup>nd</sup>. Donations of



materials for this project were received from Old School Concrete, Home Depot, and Delta Fence. Terracare Associates installed the new dedicated irrigation system for the planter, and donated the soil material for the raised planter. Kenny then installed flowers in front of the planter to complete the project.

### Parks and Recreation Gives Back

The 'elves' in the Parks and Recreation Department were busy during the holiday season adopting two families from Delta Community Services, Inc. to provide Christmas baskets, including presents and treats for the children. Parks and Recreation staff members gave of their own money and time to bring joy to these local families in need.

### City Council Park Ad-Hoc Committee

On August 11, 2009, City Council approved the appointment of Mayor Robert Taylor and Vice-Mayor Erick Stonebarger to a City Council Ad-Hoc Committee to review the Parks, Trails and Recreation Master Plan and related documents with the intention of returning to City Council with recommendations as necessary. On August 23, 2011 City Council approved a recommendation from the City Council Park Ad Hoc Committee to close out the Park Ad Hoc Committee and replace it with a City Council Park Funding Mechanism Ad Hoc Committee to include Mayor Robert Taylor and Council member Erick Stonebarger.

### Veterans Park Memorial Tiles

As a fundraising effort for the final memorial element at Veterans Park, the Parks and Recreation Department continues to sell memorial tiles that are installed at Veterans Park Memorial Rose Garden. In Fiscal Year 11/12 we sold 15 beige tiles honoring those that served and 1 black tile to honor those that gave their all for a grateful nation.



### CornFest

The Parks and Recreation Department provided the use, delivery and set-up of a mobile stage and 3 sets of portable bleachers.

**Parks  
Make  
Life  
Better!**<sup>SM</sup>

## **COMMISSIONS AND COMMITTEES**

### Park and Recreation Commission

By developing, encouraging, promoting and fostering programs for the enrichment of the City, the Park and Recreation Commission contributes to the quality of life in Brentwood. In doing so, it also develops an awareness in the business community, local government and the general public of the value and benefits of the constructive use of leisure time in Brentwood.

The Park and Recreation Commission works with the Planning Commission on general land use issues to ensure adequate park, recreation areas, open space and trail facilities that exist in the City of Brentwood. In addition, the Commission reviews and recommends all conceptual park and recreation facility designs. The commission approves landscape and architectural plans for park and recreational facilities and makes recommendations to City Council regarding final approval of recreational and landscaped projects.

<b>Commissioner</b>	<b>Consecutive Years of Service</b>	<b>Term Expiration</b>
Eileen Hoftstadt	5	12/31/2014
Blythe Lind	3	12/31/2014
Alyssa Madden	2	12/31/2012
Bruce Mulder	1	12/31/2013
Sandra Myers*	1	12/31/2013

\* Sandra Myers previously served six (6) consecutive years.



### Arts Commission

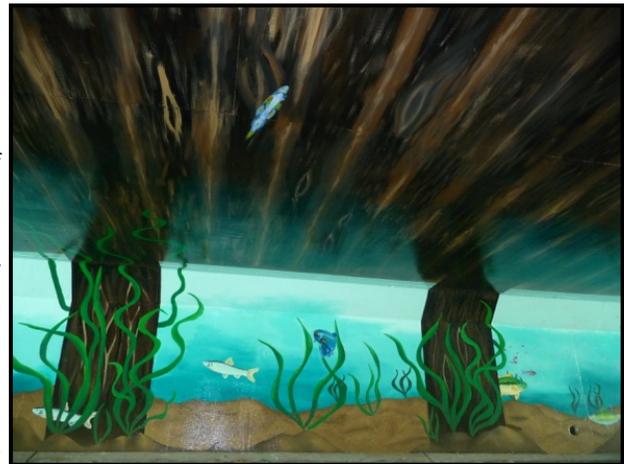
The Arts Commission is an advisory commission to City Council that encourages, promotes and fosters the cultural enrichment of the City. The Arts Commission oversees the development of a city cultural arts master plan at the direction of City Council, publicizes art opportunities, commissions placing public art in the City as approved by City Council, and promotes the arts as a reflection of the historical nature of the community.

Commissioner	Consecutive Years of Service	Term Expiration
Juan Castillo	4	12/31/2013
Jack Gaughn	1	12/31/2013
Barbara Koncher	3	12/31/2012
Donna Spencer	3	12/31/2012
Danny Senn	2	12/31/2013

Wanda Groseclose was recognized by City Council for her years of service on September 27, 2011.

Accomplishments of the Arts Commission in Fiscal Year 2011/12 include:

- Held a workshop on Wednesday, July 20, 2011 to conduct a tour to view selected public art sites around the City of Brentwood.
- Made a recommendation to the City Council in November 2011 to approve a public art project for the Liberty High School Arts and Humanities Academy to paint a mural at the Sand Creek Trail Tunnel near King Park. The mural was completed on May 30, 2012.



*King Park Tunnel Mural*

- On April 10, 2012, on the recommendation of the Arts Commission, City Council approved the priority of City public art locations.
  - Open perimeter areas along Balfour Road between East Country Club Drive and West Country Club Drive east bound in the City landscape area along the meandering sidewalk
  - Hill area to the west of Hwy 4 Bypass
  - Oak Street and Lott Drive – just past Garin Parkway on the roundabout
  - Civic Center/City Park/Library expansion/Downtown
  - Hwy 4 Bypass and Sand Creek Road – NE corner
  - Dainty Avenue and Central Boulevard – area along the creek
  - Oak Street and Chestnut Avenue – 2 triangle pieces
  - Balfour-Guthrie Park
  - Fairview Avenue and Sand Creek Road along future 13 acre park area

- The Farmer Statue (Seed Sower), by Bill Weber, was installed at City Park on May 18, 2012



- Additional public art pieces installed this fiscal year in the new Civic Center include:



*City Hall Wall Mural – Eric Powell*



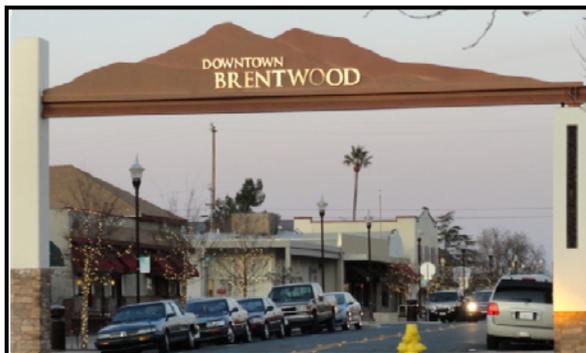
*Civic Plaza Mosaic Fountain – Eric Powell*



*Children's Play Area Fence – Eric Powell*



*Second Street Monument – SDG Architects*



*Gateway – Lance Crennell*



*Downtown Fountain – SDG Architects*

### Youth Commission

The Youth Commission is an advisory body to the City Council, dedicated to promoting the youth voice in local government. The Youth Commission is made up of ten students of diverse backgrounds who care about the Brentwood community and have a drive to make our community the best possible place for youth. They advise the Parks and Recreation Department to identify and address concerns and issues and are responsible for planning and implementing social and community-oriented activities. The Youth Commission has organized youth-oriented events such as dances, parades, youth forums, and also participates in city events.

Members of the Brentwood Youth Commission experience a unique opportunity to work with City leaders and staff, as well as students from all Brentwood middle and high schools, and implement policies and programs that positively impact the youth of our community. Commissioners also gain valuable leadership skills in the city spectrum as well as develop friendships and relationships that will last a lifetime.

Commissioner	Consecutive Years of Service	Term Expiration
Megan Conder	1	06/30/2013
Dakota Cushing	1	06/30/2013
Madisun Marquez	2	06/30/2014
Kimberly Montes	3	06/30/2013
Paige Ross	2	06/30/2012
Allyson Spears	3	06/30/2013
Allison Strauss	1	06/30/2013
Jack Strauss	2	06/30/2014
Zachary Strauss	1	06/30/2013
Veronika Wallace	1	06/30/2013
Vincent Kraeber	1	06/30/2013
Jimmy Theoc	7 mo.	06/30/2013
Chris Peart (PAL Liaison)	2	N/A



Youth Commission Accomplishments and Events:

- The **'Neon' Social and Dance** was held on Friday, September 9, 2011 as a fundraiser for the Youth Commission scholarship fund. Just over two hundred local youth from Adams, Bristow, and Edna Hill Middle Schools participated in this event and enjoyed dancing, snacks, and free glow in the dark necklaces. This event raised over \$1,750 for the scholarship fund.



*'Neon' Social and Dance*

- The Youth Commission held their annual **"Who are the Leaders in the Community"** event to meet and greet City staff, Council Members, Commission Members, and community leaders on September 7, 2011.
- The Youth Commission participated in **Heritage High School's Homecoming Parade** on September 22, 2011.

- On October 22, 2011, Youth Commissioners passed out smencils and promoted the Commission's goals at the annual **Hometown Halloween** event.



*Hometown Halloween*

- Youth Commissioners promoted the commission by participating in the **Liberty Homecoming Parade** on October 28, 2011.
- The Youth Commission assisted with the **Annual Christmas Tree Lighting Ceremony** on December 2, 2011 held outside of the Brentwood Senior Activity Center. Commissioners served refreshments and assumed the role of "Santa's helpers" as they kept the children in line as they waited to visit with "Santa".



- On February 28, 2012, City Council approved revisions to the Youth Commission By-Laws.
- On March 3, 2012, eight Youth Commissioners, two Adult Advisors and the Police and Staff Liaisons for the Youth Commission travelled to Santa Clara for the bi-annual YAC Attack Conference. This conference offered 39 educational sessions and thought-provoking debates, networking and innovative ideas for the over 400 students who attended the event to bring back to their community. The Youth Commission also presented their own roundtable, teaching other commissioners how to plan successful special events for youth.
- The Youth Commission hosted a **“Tie Dye Dance”** on Friday, April 20, 2012 from 7-9 p.m. in the Brentwood Community Center for students from Adams, Bristow, and Edna Hill Middle Schools. Just over one hundred (100) teens attended the event that helped raise \$886 for the scholarship fund.
- The Youth Commission played an integral part of the organization of the **Tour de Starbucks Family Bike Ride** which featured 60 riders on three different courses on May 12, 2012.
- The Youth Commission raised **\$2,879.24** for the **Youth Scholarship Fund** by participation in community events.
- On May 22, 2012, **Youth Commission Scholarships**, each in the amount of \$1,000, were awarded to the following students:
  - Abbey Forkus: Heritage High School
  - Paige Lange: Liberty High School
  - Jessica Valadez: Heritage High School
  - Lei Wei: Liberty High School
- The **Youth Commission Year-in-Review** was presented to City Council on May 22, 2012.
- The Youth Commission assisted with leading youth activities at the annual **Blues, Brews and BBQ** event on May 26-27, 2012 at the Streets of Brentwood.
- An outgoing Youth Commissioner was recognized for years of service by the City Council on June 26, 2012.

Brentwood Advisory Neighborhood Committee

The Brentwood Advisory Neighborhood Committee (BANC) is an advisory committee made up of residents from the city's 53 neighborhoods. The committee serves on special taskforces to study city issues and to work on projects such as the committee's "Home of the Month" program and holiday tree lighting event.

<b>Committee Member</b>	<b>Consecutive Years of Service</b>	<b>Term Expiration</b>
Rick Fuller	3	12/31/2012
Alfredo Garcia	9	12/31/2011
Arthur Koski	2	12/31/2012
Tammy Lynn Misenheimer	4	12/31/2011
Michelle McHugh	1	12/31/2013
Claudette Natural-Staton	6	12/31/2012
Cheryl Nickerson	3	12/31/2012
Karen Nunez	3	12/31/2012
Stephen Smith	6	12/31/2012
Cecilia Skuza	2	06/12/2012 (resigned)
Johnny Staton	6	12/31/2012
Bob Brockman (2011/12) City Council Representative		

On April 10, 2012, City Council approved a Resolution adopting the Amended Mission Statement and Membership Requirements for the Brentwood Advisory Neighborhood Committee.



## PARK/MAINTENANCE DIVISION

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### **INTRODUCTION**

Since 2000, Brentwood has added a major water park, a 38-acre sports complex for soccer/softball/baseball, a 10-acre sports complex for soccer and softball/baseball, and several specialty parks. Specialty parks include a Skate/BMX park, 3 parks with water play features, a dinosaur-themed park, and parks with volleyball courts and bocce courts.



In the upcoming fiscal year, construction of Summerset Commons Park will be completed – this is a new 13-acre park with pathways that meander through the 5-acre vineyards and olive orchards. The City's dog park has a planned expansion for a small dog park and will include special play features added for dogs and owners to interact. It will be a dog park like no other! Fiscal Year 2012/13 will see construction of a Universal Abilities Playground in Veterans Park. This playground will be a destination and a point of pride for the entire community, as Brentwood will have a playground to meet the needs of all youth, including those with disabilities, in the greater East County. The Veterans Park bocce court area will also be expanded in the upcoming fiscal year to include shade structures over the courts, shaded picnic areas and greater accessibility for the users of the courts.

As of the end of the Fiscal Year 2011/12, Brentwood has 65 parks including 7 pocket parks. Currently there are 4 additional parks under construction. There are 24 additional park sites identified for future expansion. These will develop as the housing market rebounds. The City's total park inventory will be pushing 90 parks at build out. The City's Parks and Recreation Department has many responsibilities including youth and adult programs, special event management, park planning and construction, maintenance, Urban Forest management, and open space management among many other duties. We are driven by the simple fact that we build and create safe environments for our families and friends to gather in, and on a daily basis, we bring joy to people's lives.

### **LANDSCAPE MAINTENANCE**

The Park/Maintenance Division is responsible for overseeing maintenance of 511 acres, including City parks (209 acres), roadway landscape maintenance (45 acres), landscape maintenance of the City's Lighting and Landscape Districts (156 acres), and open space (101 acres). The Park/Maintenance Manager and the Park/Maintenance Supervisors are responsible for overseeing the landscape maintenance contractors. During this fiscal year, contracts were in place with TerraCare Associates, East Bay Construction Company, West Coast Arborists, and JPA Landscape & Construction. Oversight of these contracts includes staff meeting with the contractors either in-house or on-site once a week for 1½ hours. When needed, these meetings are an inspection tour of the landscaped areas. In addition, the Park/Maintenance Manager meets with all of the above mentioned contractors once each month. This is to review invoicing, pesticide use reports, monthly work plans, and other business. Additionally, there are several smaller support contracts that play into the overall maintenance plan. These contractors are Watertronics, Pump Service Network, Rainmaster, Rainbird, PMT Pest Control, Delta Fence, Futures Explored, David Hall Masonry, Printex Concrete Products, Ross Recreation, and Applied Landscape Materials.

On May 22, 2012, City Council adopted a Resolution pertaining to the City of Brentwood's Consolidated Landscape and Lighting Assessment Districts and Citywide Park Maintenance District No. 98-1 Engineer's Reports for Fiscal Year 2012-13; ordering improvements; confirming the diagram and assessments; levying and collecting assessments; and ordering the annexation of territory to Assessment District Nos. 02-10 and 11-1.

### **WEED ABATEMENT**

**Rough mow/hand work** areas generally require a one-time occurrence in spring. These areas total **100.03 acres** that include **69 sites**. The yearly contract amount is \$30,363 with a contingency of 25% to cover any areas that need more than one-time attention. This is sometimes the case when we have late rains like we experienced in winter and spring 2011, and vegetation is tall and thick. These are primarily open space areas around the outskirts of the City; however, there are multiple small sites spread throughout the City as well.

**Spray sites** usually require monthly maintenance and are intended to be weed-free year round. Well sites, road side spraying, vacant lots and medians are all included in this type of weed abatement. These areas total **49.90 acres** that include **182 spray sites**. The yearly contract amount is \$40,223.00 and is billed as a monthly maintenance contract.

The Parks and Recreation Department is also responsible for maintenance of 14,180 linear feet of V-Ditches in three Lighting and Landscape Districts. V-Ditches are designed to catch runoff water in open space hills and route it through the storm drain system. Parks and Recreation cleans the V-Ditches once per year in the fall in anticipation of the rainy season.

### **OPEN SPACE MANAGEMENT**

Park/Maintenance staff has been looking for cost effective ways to restore our open space back to native conditions. These areas are typically designated as permanent open space. There are no landscape improvements intended for these sites; they are strictly open space weed abatement sites. All disking in designated open space areas has been terminated, replaced instead with rough mowing in spring months. Ultimately we will be over seeding these areas with historical native grasses. The research tells us it will take many years to recover the native vegetation in these areas. So a long term plan is being developed to implement in three test sites to observe effectiveness.



### **JANITORIAL SERVICES**

In September 2011, as a result of a Request for Proposals that was issued in July 2011, City Council approved contracts for janitorial services with Global Property Services and Universal Building Services and Supply Company. These contracts, which went into effect in October 2011 for all City buildings, with the exception of the new Community Center, are for two-year terms with potential extensions based on performance. Services in the new Community Center began in January 2012. The addition of the Civic Center buildings resulted in an additional 60,000 square feet of space requiring janitorial services. The janitorial firms are cleaning all City buildings with green products that are safe for the environment.

## **TREE WORK STATISTICS**

In fiscal year 2008/09, Parks and Recreation identified the need to have a long-term pruning program to manage the City's urban forest. Based on cost effectiveness and plant growth management, it was determined that a 5-year grid pruning program would best meet our needs. The City wrote a Request for Proposal (RFP) and put the pruning contract out to bid. The most qualified contractor, West Coast Arborists, was awarded the contract, effective July 1, 2009. The contract requires pruning of all trees at least once every 5 years. We have now completed the third year of this 5-year contract and we have pruned 12,946 trees.

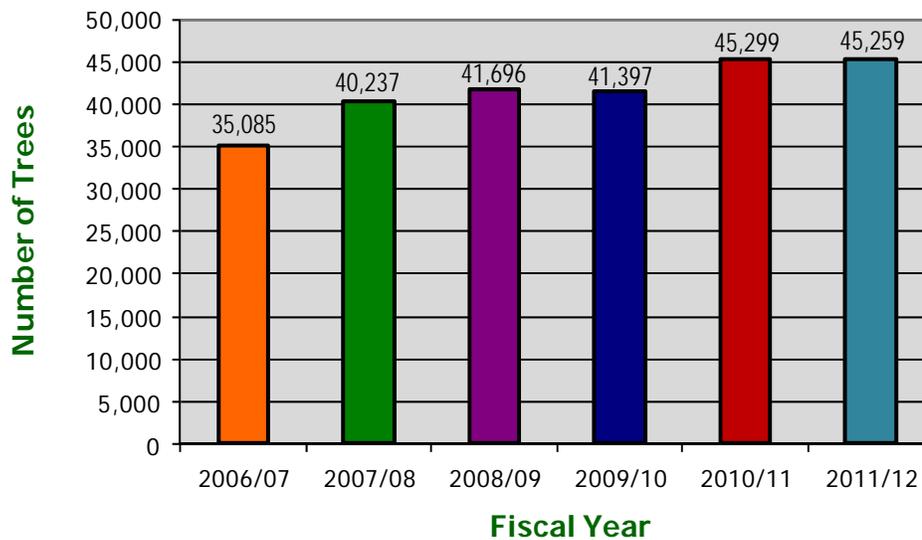
<b>PRUNING</b>	
LLDS	4,246
"R" AREAS	212
PARKS	46
<b>TOTAL</b>	<b>4,504</b>

<b>PLANTING</b>	
LLDS	333
"R" AREAS	69
PARKS	6
<b>TOTAL</b>	<b>408</b>

<b>REMOVALS</b>	
LLDS	135
"R" AREAS	43
PARKS	3
<b>TOTAL</b>	<b>181</b>

<b>CURRENT TREE INVENTORY</b>	
Residential LLDS	15,184
Residential "R" Areas	5,771
LLDs	16,190
Parks	3,609
"R" Areas	4,505
<b>TOTAL</b>	<b>45,259</b>

## **TREE INVENTORY**



## **HAZARD TREES**

When the City contracted with West Coast Arborists for a 5-year grid pruning program, there were other services included in the agreement. One such service was the development of a list of hazard trees. It was determined that the trees over 24 inches in diameter would require an annual hazard assessment inspection. These trees have a higher risk due to their size, and the potential for loss of life or property if failure occurs. During the past years assessment, all of the specimen trees passed the safety assessment. There are 48 trees in this category currently under City maintenance.

## **TREE REMOVALS**

As part of the yearly City-owned tree maintenance program, a total of fifty-six (56) trees in several areas that were afflicted with diseases or performing poorly were removed in April 2012. West Coast Arborists, the City's tree contractor removed and replaced trees as follows:

San Jose Avenue:

- 18 Sycamores were removed between Mill Creek and Meadowgate (north side) and replaced with Chinese Pistache
- 28 purple-leaf plum were removed and replaced between Fairview Avenue and Meadowgate

Minnesota Avenue:

- 1 Sycamore removed and replaced between Balfour Road and Windmeadow (east side)
- 3 Sycamore removed and replaced between Central Boulevard and Glen Willow (west side)

Continente Avenue:

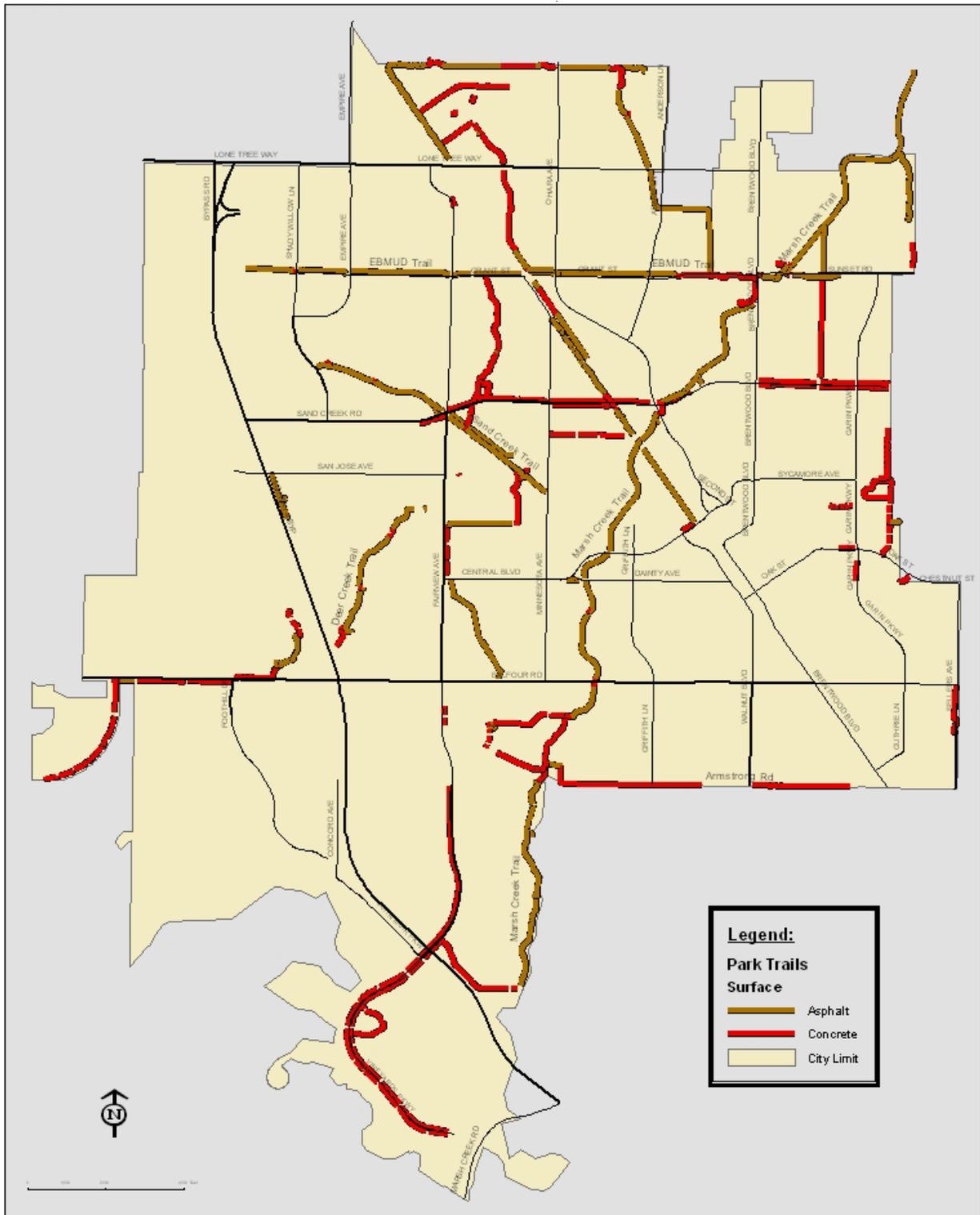
- 2 Sycamores removed and replaced between Griffith Lane and Date Nut (north side)
- 3 Sycamores removed and replaced between Date Nut and Persimmon (north side)
- 1 Sycamore removed and replaced at the end of the stand past Persimmon (north side)



*New disease resistant trees planted along San Jose Avenue*

## **BICYCLE TRAILS/LANES**

The trails map has been updated to include all constructed trail portions and prioritize the next segments that need to be constructed. Parks and Recreation staff is working with Information Systems staff to get the updates added to the City's intranet map room. Once this piece is completed, we will proceed to prioritize the next segments to be constructed. This is an ongoing project. There are 10 miles of Class 1 Bicycle Trails and 16 miles of Bike Lanes.



### **RECYCLING TRASH RECEPTACLE GRANT**

The City of Brentwood received a grant from the Department of Resources Recycling and Recovery (CalRecycle) in the amount of \$119,000.00. The grant will establish a permanent City parks, facilities, and trails recycling program by purchasing new recycling containers and the retrofit of existing garbage containers for a grand total of 237 recycling containers throughout the City's 65 parks. Grant funding will pay for the purchase of new recycling containers (154) and retrofit of (83) of the existing (244) garbage containers to recycling. Recycling containers will match the décor of the existing containers to maintain the aesthetic quality of the parks.

### **STAFF/CONTRACTOR TRAINING**

On December 15<sup>th</sup>, City staff sponsored a training class at the Senior Center for all of the City's landscape contractors. Topics included Traffic Control and Safety, Storm Water Pollution Prevention Plan, and Integrated Pest Management. The City provided speakers including Steve Kersevan from Engineering, Laurie Monte from Code Enforcement, and Roger Stromgren from Parks and Recreation. Fifty-four (54) employees from East Bay Construction, Terracare Associates, JPA Landscape and Construction Company, and Shea Homes were present. With continued revisions of laws and regulations, staff felt it was prudent to offer a free refresher on these topics, as these contractors routinely hire new staff, and many of them may not have been aware of the requirements of the law in these areas, or the consequences if they are violated.



### **BACKFLOW ASSEMBLIES**

Three Park/Maintenance Workers have been certified as backflow testers that can certify and repair backflows in parks and Landscape and Lighting Assessment District (LLD) areas. As a result of having qualified, certified staff to work on the backflows, the Parks and Recreation Department has been able to bring these services in-house, rather than contracting with outside service providers. This has resulted in a savings of approximately \$15,000 per year. The inventory has been completed and the department currently certifies 376 backflow assemblies per year.

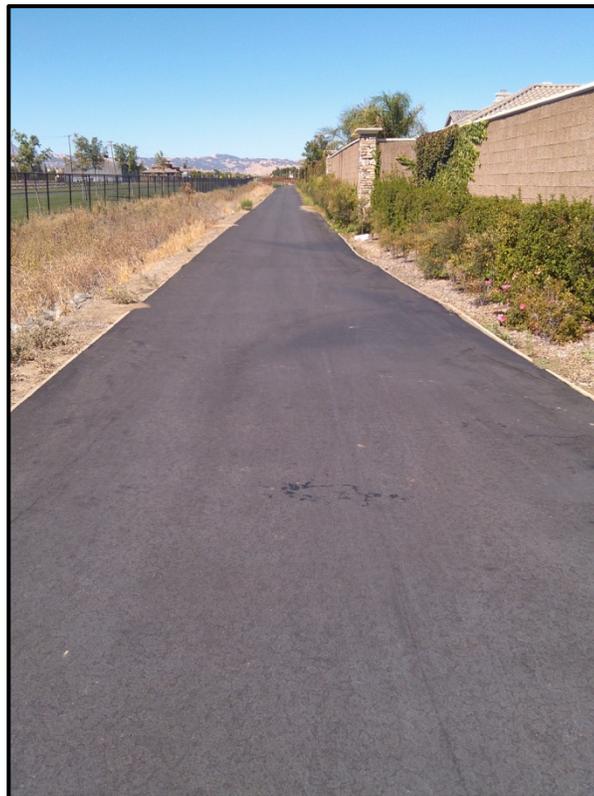
### **BOOSTER PUMPS**

Booster pumps are a critical component in the landscape infrastructure. They keep pressure up during irrigation run cycles, providing an even precipitation rate and reduced run times. Due to this being a critical element in the City's landscape management program, a Park/Maintenance Worker has been trained and assigned to the maintenance, repair and replacement of the City's 85 booster pumps. This has translated into thousands of dollars in reduced maintenance costs by not contracting this program. Having this program under staff control has reduced response times and provided faster resolution of repairs. These pumps run continually during summer night time hours and wear is inevitable. In Fiscal 2011/2012, staff has made 50 repairs of varying degrees. These repairs included repair or replacement of motors, (VFD) variable frequency drives, pressure transducers, enclosure cooling fans, murphy gauges, processors and temperature sensors. In addition to these repairs, the pumps are winterized in the fall for freeze protection, and receive preventative maintenance prior to the commencement of the irrigation season.

## **PAVEMENT MANAGEMENT PROGRAM TRAIL AND PARKING LOT IMPROVEMENTS**

In 2009, the need to manage and maintain the asphalt trails and parks parking lots was identified. The Parks and Recreation Department scaled and inventoried all the asphalt surfaces it maintains. The funding was identified and all sites were added to the Capital Improvement Program - Pavement Management Plan as a 5-year plan. For the third year of the program, the following sites were completed in fiscal year 2011/12:

<b>LOCATION</b>	<b>SQUARE YARDS</b>
<b>PARKING LOTS</b>	
Balfour-Guthrie Park	1,874
Lake Park	533
Oak Meadow Park	1,460
Rose Garden Park	2,256
<b>TRAILS</b>	
Central Avenue at Dainty Avenue	268
Grant Street at O'Hara Avenue	2,445
<b>GRAND TOTAL</b>	<b>8,836</b>

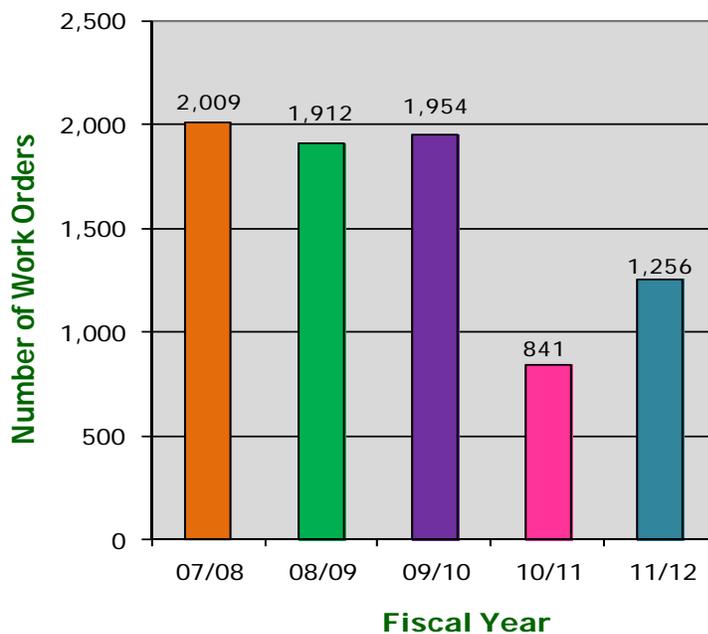


*Trail - Grant Street at O'Hara Avenue*

## COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM WORK ORDERS

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)	
Work Requests/Orders	767
Blanket Work Orders	489
<b>Total Work Orders 2011/12</b>	<b>1,256</b>

### YEAR-TO-YEAR COMPARISON OF WORK ORDERS SUBMITTED



There was a large increase (33%) in work orders that is likely attributed to the addition of the new City Hall and Community Center buildings in the middle of the fiscal year. Another reason for the increase is the convenience for residents to submit work orders online using the City Source smart phone application.

**FIELD LIGHT USE**

Control Link allows staff to program the field lights remotely at these sites and to better track and charge field user groups and programs accurately.

<b>FIELD LIGHT USE</b>						
<b>Location</b>	<b>P&amp;R Program Use 10/11</b>	<b>P&amp;R Program Use 11/12</b>	<b>User Group Rental Use 10/11</b>	<b>User Group Rental Use 11/12</b>	<b>Total # of Hours 10/11</b>	<b>Total # of Hours 11/12</b>
Balfour-Guthrie	0	0	191	213	191	213
Oak Meadow	52	25	257	366	309	391
Sunset Park Athletic Complex						
Pinwheel Softball Fields #1-4	965	1,026	220	355	1,185	1,381
Baseball Fields #5-6	29	16	381	312	410	328
Optional Overlay	0	3	0	0	0	3
Competition Soccer Field	1	0	212	206	213	206
Soccer Fields A, B, and C	0	0	521	628	521	628

**AMENITIES/FEATURES**

<b>LANDSCAPE AMENITIES/FEATURES</b>	
<b>AMENITY</b>	<b>QUANTITY</b>
Athletic Fields	19
Backflow Assemblies	318
Barbecues	71
Basketball Courts	13
Benches	279
Bike Racks	24
Bocce Courts	6
Booster Pumps	76
Drinking Fountains	60
Horseshoe Courts	2
Irrigation Controllers	362
Mutt Mitt Dispensers	47
Mutt Mitts Used	131,000
Picnic Tables	287
Recycling Toters	46
Streetlights	5,836
Tennis Courts	2
Volleyball Courts	3
Waste Receptacles	246
Water Play Features in Parks	6

## CITY OF BRENTWOOD PARK ACRES AS OF JUNE 30, 2012

NAME	BUILT OR IN DESIGN	OWN/LEASE NO DESIGN	FUTURE DEDICATION	CITY MAINTAINED
Almond Park	1.40			1.40
Alta Park (future park - acreage TBD)				
Amber Park	0.30			0.30
Anastasia Park	0.81			0.81
Appaloosa Park	0.94			0.94
Apple Hill Park	5.00			5.00
Apricot Park	0.25			0.25
Aquatic Complex	7.50			7.50
Arbor View Park	5.70			5.70
Aspen Park (future park - acreage TBD)				
Baca Properties (Subd. 8982)			1.62	
Balfour-Guthrie Park	6.44			6.44
Barrington Parks (3)		6.91		
Berkshire Park	0.90			0.90
Big Basin Park			0.26	
Black Gold Park	6.50			6.50
Blue Goose Park	5.04			5.04
Bridle Gate (Discovery Bldrs Subd. 8506 - 2 parks)			5.12	
Caboose Park	1.02			1.02
Celeste Park	1.90			1.90
Cherry Park	0.43			0.43
City Park	2.94			2.94
Cortona Park	0.33			0.33
Creekside Park	10.00			10.00
Creekside Trailhead	0.25			0.25
Curtis Tot Lot	0.26			0.26
Darby/Coventry Pocket Park	0.77			0.77
Dolphin Park			2.00	
Egret Park			1.54	
Empire School Park		5.02		
Fruitwood Park	0.61			0.61
Garin Park	6.40			6.40
Gemini Park	0.78			0.78
Glory Park	1.01			1.01
Granville Green	1.76			1.76
Heartland Pocket Park	0.10			0.10
Heron Park	10.17			10.17
Homecoming Park	2.00			2.00
Ironhouse Staging Area (Meritage)	0.80			0.80
Kaleidoscope Park	0.80			0.80
King Park	4.50			4.50
Lake Park	1.60			1.60

Loma Vista Park (City owns .8 acre)	5.30			5.30
Mallard Park	1.70			1.70
Marsh Creek Staging Area	1.32			1.32
Marsh Creek Vista	0.50			0.50
McClarren Park	3.24			3.24
Medallion Park (Rose Garden)	0.83			0.83
Mission Grove		2.00		
Miwok Park	7.32			7.32
Monte Rosa Park (future park - acreage TBD)				
Oak Meadow Park	12.69			12.69
Orchard Park	5.14			5.14
Outrigger Circle Pocket Park	0.96			0.96
Palmilla Parks (total of 4 parks)		7.57		
Palomino Park	0.70			0.70
Peach Park	0.77			0.77
Pioneer Park (Future Park - acreage TBD)				
Portofino Park			2.00	
Rainbows End Park	0.80			0.80
Rolling Hills Park	2.20			2.20
Rose Garden Park	3.13			3.13
Sage Glen Park	2.00			2.00
Sand Creek Park (Costello)		9.60		
Sand Creek Park (Lea)		9.13		
Scortino Ranch (2 parks)		2.50		
Seedling Park	1.40			1.40
Skate Park	0.50			0.50
Spirit Park	0.51			0.51
Steeplechase (Richmond Amer. Subd. 8674)			1.11	
Steeplechase (Richmond Amer. Subd. 8674)			0.52	
Steeplechase Park	1.07			1.07
Stonehaven Park	0.15			0.15
Summerset Commons	13.00			
Summerwood Park	4.00			4.00
Sun Gold Park			1.70	
Sunset Park Athletic Complex	38.00			38.00
Sweetgrass Pocket Park	0.25			0.25
Topaz Park	0.27			0.27
Veterans Park	10.05			10.05
Walnut Park	5.05			5.05
Wheatfield Park (Subd. 8546)	1.40			1.40
Windsor Park	0.50			0.50
Yokut Park (Centex)	1.25			1.25

<b>Totals</b>	<b>215.21</b>	<b>42.73</b>	<b>15.87</b>	<b>202.21</b>
			Owned No	
			Design	42.73
			Future	
			Dedication	15.87
			<b>GRAND</b>	
			<b>TOTAL</b>	<b>260.81</b>

Acres Owned as of 2011 244.94  
Population 52,029  
Acres per 1,000 4.71

**NEIGHBORHOOD PARK DAILY DROP-IN USE**

<b>NEIGHBORHOOD PARK            DAILY DROP-IN USE JULY 1, 2011 – JUNE 30, 2012            (EXCLUDING SPORTS USE AND PICNIC AREA RENTALS)</b>			
<b>NAME</b>	<b>ACRES</b>	<b>ESTIMATED DAILY USE</b>	<b>ESTIMATED ANNUAL USE</b>
Almond Park	1.40	15	3,375
Amber Park	0.30	12	2,700
Anastasia Park	0.81	10	2,250
Appaloosa Park	0.94	10	2,250
Apple Hill Park*	4.85	45	10,125
Apricot Park	0.25	10	2,250
Arbor View Park	5.70	30	6,750
Balfour-Guthrie Park*	6.44	50	11,250
Berkshire Park	0.41	10	2,250
Black Gold Park	6.50	10	2,250
Blue Goose Park**	4.10	75	9,375
Celeste Park	1.70	12	2,700
Cherry Park	0.40	5	1,125
City Park***	2.94	125	6,175
Cortona Park	0.30	5	1,125
Creekside Park	10.25	45	10,125
Curtis Park	0.26	15	3,375
Fruitwood Park	0.61	8	1,800
Garin Park*	6.35	45	10,125
Gemini Park	0.76	8	1,800
Glory Park	1.01	15	3,375
Granville Green	1.66	12	2,700
Heron Park	10.17	35	7,875
Homecoming Park	2.00	30	6,750
Kaleidoscope Park	0.80	8	1,800
King Park	4.85	50	11,250
Lake Park	1.60	12	2,700
Loma Vista Park*	5.30	37	8,325
Mallard Park	1.70	12	2,700
Marsh Creek Staging Area	1.32	20	4,500
Marsh Creek Vista Park	0.47	8	1,800
Medallion Park	0.83	8	1,800
Miwok Park	7.32	30	6,750
McClarren Park	3.24	30	6,750
Oak Meadow Park*	12.69	75	16,875
Orchard Park	5.14	60	13,500
Palomino Park	0.70	8	1,800
Peach Park	0.77	8	1,800
Rainbows End Park	0.76	20	4,500

NEIGHBORHOOD PARK DAILY DROP-IN USE JULY 1, 2011 – JUNE 30, 2012 (EXCLUDING SPORTS USE AND PICNIC AREA RENTALS)			
NAME	ACRES	ESTIMATED DAILY USE	ESTIMATED ANNUAL USE
Rolling Hills Park	2.05	15	3,375
Rose Garden Park	4.65	15	3,375
Sage Glen Park	2.00	40	9,000
Spirit Park	0.51	10	2,250
Steeplechase Park	1.0	12	2,700
Summerwood Park*	4.00	50	11,250
Topaz Park	0.20	5	1,125
Veterans Park*	10.05	75	16,875
Walnut Park	5.05	45	10,125
Wheatfield Park	1.34	12	2,700
Windsor Way Park	0.36	40	9,000
Yokut Park	0.60	12	2,700
	<b>Total</b>	<b>1,354</b>	<b>275,200</b>

Drop-in use based on 225 useable days (good weather) with Park/Maintenance staff monitoring the parks sites and periodically checking how many people are utilizing the parks.

Brentwood Family Aquatic Complex, Brentwood Skate/BMX Park, and Sunset Park Athletic Complex are excluded in the above table as they have scheduled use only.

- \* These parks are adjacent to public schools, resulting in higher daily use than other parks of the approximate same size.
- \*\* Blue Goose Park use is based on 125 useable water feature days. This park experiences particularly high use due to the water play feature.
- \*\*\* City Park re-opened on May 19<sup>th</sup>, so it was open for only 43 days of the 2011/12 fiscal year. In addition to the 125 people per day, there was estimated attendance of 800 people for the grand opening event held on May 19<sup>th</sup>.

### **VANDALISM/COPPER WIRE THEFT**

In Fiscal Year 2011/12, there were three documented copper theft occurrences in areas maintained by the Parks and Recreation Department. An unsuccessful attempt to break into underground electrical conduit boxes at Sunset Park appears to have been interrupted by a Flashcam on a nearby field light pole. The only loss was a \$400 charge to repair the perimeter fence where the thieves made their entry into the facility.

In the other occurrence, a thief opened boxes and stole copper electrical wire and central irrigation communication wire from a City irrigation booster pump location on San Jose Avenue west of Fairview. The total loss at this location was more than \$3,800. The electrical junction boxes were secured with j-bolts at this location.

Parks and Recreation maintenance staff repaired copper wire damage inside the tunnels that run under Sand Creek Road near O'Hara Avenue. Staff installed upgraded lighting as part of the repair so that the tunnels will have brighter lighting for users in the evening hours.

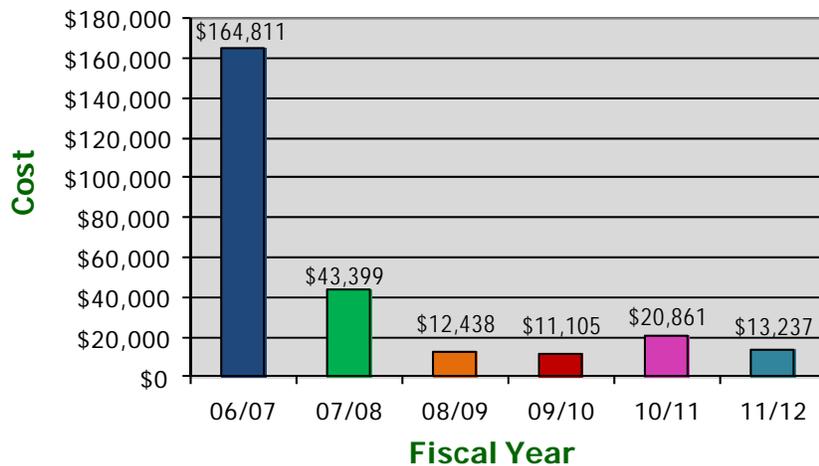


<b>COPPER WIRE THEFT EXPENSES FY 2010/11 PARKS AND RECREATION DEPARTMENT</b>			
<b>FACILITY/LLD</b>	<b>MATERIALS</b>	<b>CONTRACTOR LABOR</b>	<b>TOTAL AMOUNT</b>
General Fund	\$909.97	\$0	\$909.97
95-7	\$1,790.98	\$0	\$1,790.98
98-5	\$2,201.65	\$0	\$2,201.65
02-3	\$1,580.92	\$0	\$1,580.92
03-2	\$3,889.46	\$0	\$3,889.46
<b>Grand Totals</b>	<b>\$10,372.98</b>	<b>\$0</b>	<b>\$10,372.98</b>

GENERAL VANDALISM		
PARKS		AMOUNT
Appaloosa Park	Replace Vandalized Tree – 1 Cork Oak	\$120
Appaloosa Park	Broken Sprinklers in Turf	\$158
Arbor View Park	Broken Sprinklers in Turf	\$215
Caboose Park	Broken Sprinklers in Turf	\$208
Cherry Park	Replace Vandalized Tree – 1 Chinese Pistache	\$120
Cherry Park	Broken Sprinklers in Turf	\$209
Garin Park	Broken Sprinklers in Turf	\$260
Glory Park	Replace Vandalized Tree – 1 Raywood Ash	\$120
La Costa/Downtown Parking	Replace Vandalized Trees – 2 Crape Myrtle	\$240
Mallard Park	Replace Vandalized Trees – 3 Mayten Trees	\$360
Mallard Park	Replace Vandalized Tree – 1 Mayten Tree	\$120
Miwok Park	Broken Sprinklers in Turf	\$330
Miwok Park	Broken Sprinklers in Turf	\$174
Oak Meadow Park	Replace Vandalized Trees – 2 Plum Trees	\$240
Rolling Hills Park	Broken Sprinklers in Turf	\$225
Rose Garden Park	Replace Vandalized Tree – 1 Climbing Red Rose	\$107
Rose Garden Park	Broken Sprinklers in Turf	\$141
Rose Garden Park	Broken Bubblers on Rose Trellis	\$183
Sunset Park	Broken Sprinklers in Turf	\$301
Veterans Park	Replace Vandalized Tree – 1 Chinese Pistache	\$120
Yokut Park	Broken Sprinklers in Turf	\$197
Yokut Park	Broken Sprinklers in Turf	\$219
<b>PARKS TOTAL</b>		<b>\$4,367</b>
STREETSCAPE AREAS		
LLD 94-1	Traffic Accident	\$900
	Traffic Accident	\$120
	Graffiti Removal	\$50
LLD 95-5	Off-Haul Dumping	\$100
LLD 97-1	Traffic Accident	\$170
	Traffic Accident	\$120
LLD 99-3	Sprinkler Vandalism	\$540
	Sprinkler Vandalism	\$185
	Sprinkler Vandalism	\$220
	Graffiti Removal	\$25
	Graffiti Removal	\$25
	Off-Haul Dumping	\$100
LLD 99-5	Traffic Accident	\$840
	Traffic Accident	\$145
LLD 99-7	Traffic Accident	\$170
	Traffic Accident	\$250

	Graffiti Removal	\$25
	Sprinkler Vandalism	\$85
LLD 02-2	Sprinkler Vandalism	\$600
LLD 02-3	Traffic Accident	\$120
	Traffic Accident	\$120
	Traffic Accident	\$240
LLD 02-6	Traffic Accident	\$555
LLD 02-7	Sprinkler Vandalism	\$360
LLD 03-2	Traffic Accident	\$170
	Traffic Accident	\$155
	Traffic Accident	\$645
	Sprinkler Vandalism	\$115
	Graffiti Removal	\$25
<b>STREETSCAPE AREAS TOTAL</b>		<b>\$7,175</b>
<b>R AREAS</b>		
R-2	Sprinkler Vandalism	\$300
R-7	Traffic Accident	\$100
R-9	Traffic Accident	\$250
R-17	Graffiti Removal	\$50
R-18	Off-Haul Dumping	\$100
R-19	Graffiti Removal	\$25
R-21	Traffic Accident	\$120
R-24	Sprinkler Vandalism	\$175
R-29	Traffic Accident	\$120
R-31	Traffic Accident	\$455
<b>'R' AREAS TOTAL</b>		<b>\$1,695</b>
<b>GRAND TOTAL FY 2011/12</b>		<b>\$13,237</b>

### GENERAL VANDALISM - YEAR-TO-YEAR COMPARISON



## **REMOTE SOLAR CAMERAS**

With the onslaught of copper theft city-wide and questionable activity in and near our parks, two cooperative teams have been established with City employees crossing four departments. These departments include Parks and Recreation, Police, Finance (Information Systems), and Public Works. The **Parks Team** has been in existence since 2007 and has successfully addressed many issues within our parks. Information of the hot spots is continually exchanged between departments. The **Copper Theft Task Force** was organized in 2009 to address the epidemic of copper theft. This issue has severely crippled many cities already in financial distress. These teams have had a dramatic impact on the copper theft and crimes in Brentwood's parks and open space. One of the tools used to turn the tide was the use of remote, solar powered surveillance cameras. The Police Department had originally purchased two cameras for use by Parks and Recreation and Public Works. The success of these cameras enabled the purchase of more to use in a wider range of sites. At the present time, Police has 5 cameras and Parks and Recreation has 4 cameras. Parks and Recreation is installing 4 cameras in Sunset Park. In the past, hits with copper theft at Sunset Park were devastating and at times reaching into the \$25,000 range per incident. There has been 1 camera on-site for the last 9 months and no successful attempts have been documented. With the other 5 remote cameras, we are establishing priority lists for deployment locations through a joint effort of our Crime Teams. Three parks currently have cameras located in them. The advantage that these cameras offer is that they can be easily moved around the City to the hot spots due to the cameras remote capability.

## **PLANT REPLACEMENT PROGRAM**

Park/Maintenance staff, in partnership with our landscape maintenance contractors, inspected landscape areas city-wide, including Parks, Lighting and Landscaping Districts (LLDs) to identify missing/dead/deficient plant materials. A plant replacement plan was identified and 3,210 plants were installed in spring 2012 as follows:

- 2,390 in a total of 15 LLD Streetscapes and Miscellaneous 'R' Areas
- 615 in a total of 18 LLD Parks
- 205 in a total of 17 Community Parks



### **SOUND WALL REPAIRS**

A large portion of the sound wall repairs for fiscal year 2011/12 were caused by vehicle accidents. When there are police reports, the City is usually able to recover the damages from the responsible party's insurance. However, as the City matures, the sound walls are aging and occasionally need minor maintenance repairs.

<b>LOCATION/CAUSE</b>	<b>AMOUNT</b>
Chestnut Street (removed foam center and re-surfaced) – Vandalism	\$6,266
Lone Tree and Medallion (repaired stone/precast) – Vehicle Accident	\$4,694
Lone Tree and Medallion (painted and sealed wall) – Wear/Fading	\$1,303
Minnesota and Carmel (repaired brick wall) – Vehicle Accident	\$3,286
Sand Creek and Fairview (repaired brick wall) – Vehicle Accident	\$4,657
Hollowbrook Court (repaired cracked brick wall) – Wear/Settling	\$2,203
O'Hara and Caper Dr. (repaired missing top caps) – Vandalism	\$1,600
<b>TOTAL FY 2011/12</b>	<b>\$24,009.00</b>
<b>TOTAL FY 2010/11</b>	<b>\$31,168.00</b>
<b>TOTAL FY 2009/10</b>	<b>\$24,992.50</b>



*Re-Surfaced Sound Wall on Chestnut Street*

## SUNSET PARK ATHLETIC COMPLEX SOCCER FIELD TURF MANAGEMENT

Parks and Recreation staff takes great pride in providing the residents of Brentwood and the outlying communities the use of first class facilities. Sunset Park Athletic Complex is a prime example of such a facility. The parameters of a sports field performance are judged by four basic characteristics: safety, playability, aesthetics, and durability. In order to maintain such high standards for play, the maintenance staff sticks closely to a maintenance schedule. All four soccer fields and six ball fields are closed in the off season for renovation. Closure allows the fields time for recovery from the heavy usage, and wet-muddy fields are unsafe for play, thus fields are closed in the wet winter months. Any added play during this time will only damage the fields more. March and April are the perfect months for allowing seeds to germinate and allow the overall health of the fields to recover from the heavy usage months and become playable and better suited for the upcoming season. Weekly mowing takes place during the growing season and is reduced in off season months. Turf is aerated 4-5 times per year, overseeded and top-dressed twice a year, and fertilized 3 times a year. Herbicides are used on an as-needed basis for control of noxious weeds and pests that can jeopardize the integrity of the sports turf health. Fields are closed during application. To help reduce wear and tear on the Competition Soccer Field, no practices are allowed on this field for this fiscal year.

## SEASONAL FIELD MAINTENANCE CLOSURES

Maintenance Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Activity	Maintenance
Apple Hill			Field not closed for the 2011/2012 season										Baseball/Soccer	
Balfour Guthrie	Closed 1/4											Closed 11/8	Baseball/Soccer	Walkabout 12/21
Garin Field #1		Closed 2/1 thru 5/12/12											Soccer	Walkabout
Garin Field #2		Closed 2/1 thru 5/12/12											Soccer	24-Apr
Dak Meadow Field #1		Closed 1/30 thru 4/12/12											Baseball/Soccer	Walkabout 1/31
Dak Meadow Field #2		Closed 1/30 thru 4/12/12											Baseball/Soccer	and 3/28
Summerwood Park			Closed 3/5 thru 6/1/12										Soccer	
Sunset #1	Closed 1/31											Closed 10/22/12	Softball/Baseball/Overlay*	Walkabout
Sunset #2	Closed 1/31											Closed 10/22/12	Softball/Baseball/Overlay*	1/18/2012
Sunset #3	Closed 1/31											Closed 10/22/12	Softball/Baseball	and 10/24
Sunset #4	Closed 1/31											Closed 10/22/12	Softball/Baseball	
Sunset #5	Closed 1/31											Closed 10/22/12	Baseball/Overlay*	
Sunset #6	Closed 1/31											Closed 10/22/12	Baseball/Overlay*	
Sunset Soccer A		Closed thru 5/14/12										Closed 12/14	Soccer	Walkabout
Sunset Soccer B		Closed thru 5/14/12										Closed 12/14	Soccer	4/25/2012
Sunset Soccer C		Closed thru 5/14/12										Closed 12/14	Soccer	and 12/19
Sunset Soccer Competition		Closed thru 5/14/12										Closed 12/14	Soccer	
King Dog Park		Closed 2/27 thru 5/14/12											Open Neighborhood Part	
Miwok-		Closed 2/27 thru 5/14/12											Open Neighborhood Part	
Loma Vista-		Closed 2/27 thru 5/14/12											Open Neighborhood Part	
Buena Vista-		Closed 2/27 thru 5/14/12											Open Neighborhood Part	
Yokut-		Closed 2/27 thru 5/14/12											Open Neighborhood Part	
© Barry 1/23/12														
NOTES:														
- Not rented, but utilized by sport organizations														
TD - Top dressing, AR - Aerate, OS - Over seed														
SCHEDULE FOR 2012 FIELD MAINTENANCE														

## OTHER NOTABLE PARK/LANDSCAPE IMPROVEMENTS AND ACCOMPLISHMENTS

- Park/Maintenance staff installed two benches and a memorial plaque mounted on a boulder at the **Deer Creek Trail pocket park** adjacent to the Apple Hill Recreation Center. The two metal Dumor benches, donated by the Ehler family and Soroptimist International, were originally installed at the Soroptimist Square area adjacent to the old Community Center in 2000, and salvaged during the demolition process. The memorial plaque originally installed at the Soroptimist Square dedication was installed across from the bench grouping along the trail.



- In an effort to continue the enhancement of downtown, Park/Maintenance staff landscaped the median on the **Brentwood Boulevard curve**. It was an area that needed upgrading, and staff had been holding off until the turnover of Highway 4 to CalTrans and the City taking possession of Brentwood Boulevard. The new median features colorful spring and summer displays. Plants removed include Oleanders and Raphiolepis that are more suitable for an informal area, and installed were Day Lilies and Crape Myrtle multi-trunks. The Day Lilies typically bloom through spring and summer as do the Crape Myrtles. The multi-trunk Crape Myrtles are shorter than the standard Crape Myrtle trees seen in most planting areas and are a good fit for this median, where higher canopies may create traffic clearance issues.
- Improvements were made to improve and beautify entry points into the City. In spring, enhancements to the landscape plant palette were added at the corner of **Sellers and Balfour Road**. For a more colorful summer display, the old plant material was replaced with Agapanthus (Queen of the Nile) and a dwarf Agapanthus (Peter Pan), Breath of Heaven, and four (4) multi-trunk Crape Myrtles. All of these have a varying degree of color, duration, and flower size and should be spectacular.



- As the downtown renovation continued during the fiscal year, Parks/Maintenance staff assessed the plant palette in the medians in the approaches to downtown. There are several medians that were considered for slight upgrades with a splash of color in the greater downtown area. One upgrade took place at the southwest corner of **Second Street** and **Brentwood Boulevard**, adding red and white roses along with orange day lilies.



- Park/Maintenance staff continues to look for affordable opportunities to perform upgrades in our more **remote trail areas**. Trash receptacles and seating are a necessity on our trail system. This trash receptacle was removed from the old downtown area before the renovation project and relocated to the Outrigger trail. The bench came from the old City Park. Staff removed the old amenities, bored footings and installed the newly recycled amenities. The recycling of these amenities allowed the Parks Division to perform a \$1,500 upgrade for less than \$100.



- Park/Maintenance staff replaced worn concrete drinking fountains with new Most Dependable stainless steel fountains at **Creekside, Black Gold, Glory, Loma Vista Parks and the Marsh Creek Staging Area**.
- East Bay Construction Company, one of the City's landscape maintenance contractors, along with Park/Maintenance staff, completed the installation of a deduct meter at the irrigation main supplying **Balfour Road**, west of Fairview, and adjacent Fairview landscape areas to the north and south of the Balfour Road intersection.

- Park Seal® is an epoxy surfacing material that closely matches the PVC coat originally installed on the Wabash tables and benches installed in older parks). At **Orchard Park**, all tables, benches and trash receptacles were sealed. At **Creekside Park**, benches and trash receptacles were also sealed.



- Staff took an asset inventory of all of its park and streetscape amenities. This provided staff with valuable data on age, cost, manufacturer, and longevity. As a result of this inventory, certain items were identified to be at or near the end of their life span. In an effort to prolong the usefulness of the amenities, staff decided to start using concrete amenities in the replacements at four (4) parks, including tables, benches, and trash receptacles. Staff installed 13 trash receptacles (with City logo), 4 benches and 12 picnic tables. The installations were at **Summerwood, Garin, Windsor Way, and Glory Parks**. It is believed that these amenities will last years longer than the steel coated amenities used in the past. There will be minimal labor involved in the maintenance of these items, freeing staff for other responsibilities.



- Park/Maintenance staff restriped the **Creekside Park** basketball court with foul lines, a key and center circle. This asphalt court had been slurry sealed recently under the Pavement Management Program in trails and parks.

- At **Brentwood Family Aquatic Complex**, staff installed new tumble buckets in the Recreation pool. The need for upgraded buckets was determined through routine park inspections. This has always been one of the most popular water toys at the park and the upgrade will serve the community for years to come.



- Seven hundred (700) cubic yards of playground safety surfacing wood fiber was blown into playgrounds at **Sunset Park Athletic Complex, Garin, Walnut, Orchard, Sage Glen, Granville Green, and Yokut Parks.**

- A new drinking fountain was installed at the **Brentwood Skate/BMX Park.**

- Staff installed nine (9) new street light poles to replace vandalized poles at **Rolling Hills Park.** Work involved removing old street light poles, modified old footings and installed new light poles.

- New flooring was installed in the offices at the **Brentwood Family Aquatic Complex.**

- A permanent shade structure, consisting of plastic slats over a metal pipe frame, was installed over two dugouts at **Balfour-Guthrie Park.** With the path of the sun, these shades will provide protection to our user groups during the hottest portions of the day.



- Park/Maintenance staff installed nine (9) new street light poles to replace vandalized bollard lights along the **Neroly Trail.** Work involved removing the old bollard lights, rewiring, new footings and installing the light poles onto new footings.

- At the **Brentwood Family Aquatic Complex (BFAC)**, it was determined through routine inspections that the floor matting in the BFAC locker rooms was in a state of decline. The fasteners were breaking away, and portions of the matting would soon become a tripping hazard. City staff replaced the floor matting in both restrooms/locker rooms. This was a joint effort of Public Works, Park/Maintenance and Recreation staff to get the old flooring removed, the tile floor underneath prepped, and installation of the new matting.



- Staff installed approximate sixty (60) bronze leaf skate stoppers on the seat walls in **City Park** in an effort to deter skateboarders from grinding on the walls.

- Eighty-six (86) trees in the **downtown area** were treated with a systemic pesticide to prevent insects from attacking the trees and creating sap and drippings on pedestrians and the sidewalks.

- A complete tool inventory of the six (6) trucks assigned to the Park/Maintenance division was performed.
- Staff worked with Landscape Structures Inc. to replace two recalled Evos Glider slides at **Summerwood** and **McClarren Parks** with the much safer Rush Poly slide. This work was performed at no cost to the City.
- Two large containers were delivered to the **Corporation Yard** on Elkins Way to help create storage space for all items that were previously stored at the U.S. Print building. Staff completed transferring all items to the new containers.
- Staff installed poles for security cameras at the Sand Creek underpass near **King Park** and the rear entrance to **Homecoming Park** to help curb vandalism and graffiti.
- Staff assisted with the designation and preparation of two temporary soccer goal storage areas at **Oak Meadow Park** and **Sunset Park Athletic Complex**.
- New safety padding was installed on the light poles in the outfields at **Sunset Park Athletic Complex** and **Balfour-Guthrie Park**.
- In an effort to help support the seat wall at **Cortona Park**, generous amounts of soil and landscape rocks were used to fill voids in the backing of the seat wall.
- At **Creekside Park**, staff replaced the baseball field backstop and moved it to a more level location.
- Staff replaced one seat swing with an infant swing at **Oak Meadow Park**.
- The activation button for the water feature at **Rainbows End Park** was repaired by staff.
- Staff attended an education training class on low budget sports fields, sponsored by the Northern California Turf and Landscape Council.
- Mike Azamey, Park/Maintenance Supervisor, received his Class A drivers license.



#### **ADDITIONAL INTERESTING FACTS:**

- With public safety in mind, 305 playground inspections were performed by Parks/Maintenance staff.
- 233 tons of green waste recycled from tree maintenance program. The chipper mulch was used in roadway landscaping throughout the City.
- 1,032 tons of green waste was recycled from the landscape maintenance program. This was a 13% increase over the last fiscal year.

- Park/Maintenance division staff assigned to be on standby (“on call”) were called out 58 times to handle urgent issues in parks/facilities on weekends and after hours.
- Park/Maintenance staff finished the inspection and repair of all City landscape backflow preventers for the 2011/12 cycle, which included a total of 97 backflows.
- 659 streetlights were repaired.
- Landscape maintenance contractors responded to 12 Out of Compliance Notices.



## RECREATION DIVISION

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### **INTRODUCTION**

Brentwood did it again! Parks and Recreation hit the grand slam and for the fourth consecutive year Brentwood was named a Playful City USA. Staff completed the Playport to Fun program which ended with a Get Out and Play day at Veterans Park on September 24, 2011. But the year didn't end there; it just got ramped up with the move into the brand new Brentwood Community Center the first week of January 2012. Parks and Recreation is back and the fun's back with us! Staff got into our new digs and started off running by offering Date Night, Sweetheart Brunch, Lunch with Bunny, Big Wheels Race, Mad Hatter Tea Party and the grand opening of the new Community Center. And don't forget the return of the Starry Nights Summer Concert Series with eight fantastic Friday nights of entertainment for the entire summer. Keep coming out to play the Brentwood way!



### **BMX BIKES AT THE BRENTWOOD SKATE PARK**

At the May 24, 2011 City Council meeting, the Park and Recreation Commission forwarded a recommendation from the City Council Park Ad Hoc Committee to approve a trial period for BMX bike use at the Brentwood Skate Park. City Council approved the recommendation for a one month trial period. BMX riders were required to wear helmets, knee and elbow pads, and BMX bikes must have handlebars with rubber end caps or grips that cover the end of the bars, plastic pedals and plastic pegs. On June 28, 2011, City Council approved an extension of the trial period through September 30, 2011. On September 27, 2011, City Council approved the indefinite continuation of BMX bike use at the Brentwood Skate Park, adopted related rules and regulations and authorized the Director of Parks and Recreation to modify use and rules and regulations as necessary.

### **PROCLAMATIONS**

The following proclamations were read by City Council:

- Youth in Government Day – February 28, 2012
- Proclaim April 27, 2012 to be National Arbor Day – April 24, 2012
- May as National Drown Prevention Month - April 24, 2012
- July as Parks and Recreation Month - June 12, 2012

### **AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING**

Amendment No. 2 to the Memorandum of Understanding with the Brentwood Senior Citizens Club, Inc. regarding running a wide variety of programs, activities, and services at the Brentwood Senior Activity Center and approving a fee waiver for fiscal year 2012/13 in the amount of \$53,989.05 was executed on June 26, 2012 by City Council for fiscal year 2012/13.

### **POLICIES/PROCEDURES**

On the recommendation of the Park and Recreation Commission, on December 13, 2011, City Council approved a recommendation regarding Use of City Facilities and Programs and authorized the Director of Parks and Recreation to make minor changes as needed related to use. This policy includes the updated priority of use of City facilities and was also included in the Sports Philosophy.

## STAFF CERTIFICATIONS

Jackie Dwyer, Recreation Coordinator, earned her Jeff Ellis Lifeguard Certification in March 2012. Mike Azamey, Park/Maintenance Supervisor and Recreation Supervisors Mac Kaiser and Olivia Alvarez received their Professional Food Managers Certificates.

## FACILITY USE AND RENTALS

It was a very exciting and busy year at the new Brentwood Community Center! Recreation staff spent countless hours developing fees, creating application documents, and marketing materials for rental of the new building. As Brentwood's newest event center, staff placed advertisements in several regional publications and participated in local events to assist in the marketing efforts for our new building.

Marketing strategies included:

- Special "Early Bird" Rates (July 2011-June 30, 2012)
- Marketing Brochures/Portfolio
- Brentwood Press Full Page Advertisement
- "Brides Day Out" Event
- East Bay Bride Magazine (2x)
- 110 Magazine
- Brentwood Press Wedding Planner (2x)
- Brentwood Television
- Activities Guide (2x)
- City Website
- Chamber of Commerce Welcome Guide
- Art, Wine & Jazz Festival



The City of Brentwood is pleased to introduce East County's newest event venue in historic downtown Brentwood

### Brentwood Community Center

The Brentwood Community Center is uniquely qualified to host your next meeting, party or event. The 32,000 square foot building offers maximum flexibility for a variety of functions. From a 10 person business meeting to a 300 person wedding. The center offers a full commercial kitchen, elegant lobby and architecture, dedicated 260-space parking garage, state-of-the-art technology, and a beautiful park setting.

- Community Room - Lobby**
  - 1,000 square feet in its entirety
  - May be divided into two rooms
  - Operates directly into City Park for outdoor outdoor events
  - 110 banquet/110 auditorium seating
  - Lobby serves as a pre-function area with comfortable waiting
- Multi-Purpose Room**
  - 2,478 square feet in its entirety
  - 183 banquet/110 auditorium seating
  - May be divided into two rooms
  - May be configured for executive classes, dance classes, meetings, lectures, seminars and more
- Divided Community Room - Hall A**
  - 110 banquet/110 auditorium seating
  - Easy access to Commercial Kitchen
- Divided Community Room - Hall B**
  - 110 banquet/110 auditorium seating
- Commercial Kitchen**
  - Receiving Area
  - Work counter, hot/cold storage cabinets
  - Commercial refrigerator, freezer, stacked commercial ovens with 18" top burner range, oven with griddle
  - Ice maker, dishwasher, extra shelving, and much more!
- Conference Room**
  - 1,138 square feet in its entirety
  - 110 auditorium seating
  - May be divided into two rooms
  - Full data and projection capabilities
  - Ideal for professional meetings
- Art Classroom**
  - 1,138 square feet
  - Endless flooring
  - Natural lighting
  - Long counter space with two sinks
  - Large storage space

**THE CITY OF BRENTWOOD**  
Parks and Recreation Department  
35 Oak Street  
Brentwood, CA 94511  
Phone: (925) 516-5444 Fax: (925) 516-5447  
Email: dept\_parks@brentwoodca.gov  
www.brentwoodca.gov

The City of Brentwood is pleased to introduce East County's newest wedding venue in historic downtown Brentwood

### Brentwood Community Center

- Elegant Pre-Function Area
- Flexible Event Set-Ups
- Caterer's Dream Commercial Kitchen
- Banquet Hall with Seating for 333 Guests
- High Ceilings
- Unique Arcade
- Beautiful Park Setting (expected completion May 2012)
- Free Parking Garage
- On-Site Staff

**THE CITY OF BRENTWOOD**  
HERITAGE • VISION • OPPORTUNITY  
City of Brentwood  
Parks and Recreation Department  
35 Oak Street  
Brentwood, CA 94511  
Phone: (925) 516-5444 Fax: (925) 516-5447  
Email: dept\_parks@brentwoodca.gov

Saturday February 25th 10am-3pm

### A Bride's Day Out!

Downtown Brentwood's Bridal Faire

Oak Street First Street Second Street Chestnut Street Walnut Boulevard Brentwood Boulevard

Go Go County Wine Company 684-9164	JTB Photography 567-5206	Darkish Beauty 270-6161
TLC Salon 815-5088	Revelation the Night 626-1217	Go-A-Party Party Rentals 516-7664
Tim & Erin's Formal Wear 616-9006	Plumie Beauty 626-1217	Elegant Wedding Linen 777-2200
Carole de la Cruz 516-2280	Shedule Lashes 516-2857	Norberry Estates Vineyard 516-5300
Oak Street Boutique 516-0254	Door Ridge Country Club 516-2857	Multi-Venue Productions 497-1090
Bridal & Brides 516-0102	MADE Make-Up Boutique 308-7209	Cosmetics & More 497-1090
Patty's & Son 516-0102	Brentwood 516-0102	Debra Laine Vips 516-0102
Brentwood Gardens 550-0951	Community Center 516-9444	La Terrace Restaurant 516-2233
Link, Mind Everything 515-4700	Protein Photography 516-9605	Alma 111 Convent 516-2233
Comics and Photography 550-4904	Whispering Guitars 516-9605	Blue-Moody Fitness 915-2147
Talking in the Mountains 800-7198	Love Tree Gift & Event Center 705-1240	Cap Oak Street Bar & Grill 551-1025
Hannah Nicole Weddings 240-0163	Plumie in Plumie Beach 243-1079	At event
Exclusive Dates 614-7963	La Caze Boutique 209-204-0681	

Visit each business for special discounts & prizes - \$1,500 Worth of GRAND PRIZES!  
Questions call: Brentwood Chamber of Commerce at 654-3444  
or go to: www.brentwoodchamber.com

2A 1 THE PRESS-NEWS SEPTEMBER 9, 2011

**Now Renting!**  
**Brentwood Community Center**  
Downtown at City Park

Located at 35 Oak Street, this facility is uniquely qualified to host your next meeting, party or event. The 32,000 square foot building offers maximum flexibility for a variety of room sizes and layout functions. A full commercial kitchen and adjacent parking garage with 280 stalls compliment the center, making it the perfect downtown location.

**Features:**

- Community Room & Lobby**
  - 4,000 square feet in its entirety
  - 183 banquet seating
  - 333 banquet seating
  - 178 auditorium seating
  - Lobby serves as a pre-function area with comfortable seating
- Multi-Purpose Room**
  - 2,478 square feet in its entirety
  - 183 banquet seating
  - 110 auditorium seating
  - May be configured for executive classes, dance classes, meetings, lectures, seminars and more
- Divided Community Room - Hall A**
  - 110 banquet seating
  - 218 auditorium seating
  - Easy access to the Commercial Kitchen
- Divided Community Room - Hall B**
  - 110 banquet seating
  - 110 auditorium seating
- Commercial Kitchen**
  - Receiving Area
  - Work counter and hot/cold storage cabinets
  - Commercial refrigerator, freezer, stacked commercial ovens, oven with 18" top burner range, oven with griddle
  - Ice maker with transport system
  - Dishwasher, extra shelving, and much more!
- Conference Room**
  - 1,132 square feet in its entirety
  - 218 auditorium seating
  - May be divided into two rooms with sound proof partition
  - Full data and projection capabilities
  - Ideal for professional meetings
- Art Classroom**
  - 1,138 square feet
  - Endless flooring
  - Natural lighting
  - Long counter space with two sinks
  - Large storage space

Applications are now being accepted for events starting January 2, 2012 and forward. Additional discounts available for Sunday-Thursday rental.

**Early Bird Special! SAVE 20%**  
Book before 7/31/12

For more information on renting this facility, please call Parks & Recreation at (925) 516-5444

Through our marketing efforts, we had 107 rentals during the first six months that the building was open for use. From January 3, 2012 through June 30, 2012, rentals included:

DATE	OCCASION
1/6/2012	16th Birthday Party
1/7/2012	Crab Feed
1/11/2012	Library
1/15/2012	Baby Shower
1/21/2012	Fundraiser
1/23/2012	HOA Meeting
1/24/2012	HOA Meeting
1/29/2012	80th Birthday Party
1/31/2012	East County Business Consortium (City)
2/4/2012	13th Birthday Party
2/5/2012	Church Services
2/8/2012	Library
2/10/2012	Liberty Transition/Fashion Show
2/12/2012	Church Services
2/15/2012	Art Society Meeting
2/16/2016	Liberty Transition/Fashion Show
2/17/2012	Fundraiser - Comedy Show
2/19/2012	Church Services
2/26/2012	Church Services
2/29/2012	Recruitment Testing (City)
3/1/2012	FEMA/CCC Flood Meeting (Government)
3/3/2012	Crab Feed
3/4/2012	Church Services
3/5/2012	Small Business Training (City)
3/7/2012	Small Business Training (City)
3/08-3/09/2012	Every 15 Minutes (LUHSD)
3/9/2012	Texas - Hold'em Fundraiser
3/10/2012	Wedding Reception
3/11/2012	Church Services
3/13/2012	Health Screening Seminar (City)
3/12/2012	Small Business Training (City)
3/14/2012	Small Business Training (City)
3/14/2012	Library
3/17/2012	Quinceañera
3/18/2012	Church Services

DATE	OCCASION
3/19/2012	Small Business Training (City)
3/21/2012	Small Business Training (City)
3/24/2012	Wedding Reception
3/25/2012	Church Services
3/26/2012	Small Business Training (City)
3/28/2012	Small Business Training (City)
4/1/2012	Church Services
4/2/2012	Small Business Training (City)
4/4/2012	Small Business Training (City)
4/5/2011	Church Service
4/7/2012	Dinner Party
4/8/2012	Church Services
4/9/2012	Small Business Training (City)
4/11/2012	Small Business Training (City)
4/14/2012	Wedding Reception
4/15/2012	Church Services
4/16/2012	Small Business Training (City)
4/17/2012	Library - eReader Program
4/18/2012	Small Business Training (City)
4/18/2012	Library - Dance Troop
4/19/2012	Social Media Marketing Success (City)
4/22/2012	Church Services
4/23/2012	Small Business Training (City)
4/23/2012	HOA Meeting
4/25/2012	Small Business Training (City)
4/25/2012	Library - Small Teen Program
4/28/2012	Wedding Reception
4/29/2012	Church Services
4/30/2012	Small Business Training (City)
5/2/2012	Construction Insp. Training SWPP (City)
5/2/2012	Small Business Training (City)
5/6/2012	Church Services
5/7/2012	Small Business Training (City)
5/7/2012	Meeting: Underground Utility Dist. (Government)
5/8/2012	Library - Couponing Class
5/9/2012	Small Business Training (City)
5/10/2012	Commercial Kitchen/Charming Creations

DATE	OCCASION
5/10/2012	Seminar (LUHSD)
5/12/2012	Junior Prom (LUHSD)
5/13/2012	Church Services
5/16/2012	Library - Zombie Awareness
5/17/2012	Commercial Kitchen/Charming Creations
5/18/2012	Home School Prom
5/20/2012	AAA Anniversary Dinner
5/23/2012	Commercial Kitchen/Cake & Frosting
5/24/2012	Commercial Kitchen/Charming Creations
5/24/2012	Los Medanos College - Nursing Pinning
5/27/2012	Church Services
5/30/2012	Commercial Kitchen/Cake & Frosting
5/31/2012	Commercial Kitchen/Charming Creations
6/1/2012	Birthday Party
6/2/2012	Quinceañera
6/03/201	Church Services
6/7/2012	Gateway Graduation
6/8/2012	Birthday/Graduation
6/9/2012	Quinceañera
6/10/2012	Church Services
6/11/2012	Recruitment Testing (City)
6/13/2012	Library - Adventure Theater
6/14/2012	Commercial Kitchen/Cake & Frosting
6/14/2012	Access to Capital Workshop (Government)
6/16/2012	Dinner Dance
6/17/2012	Church Services
6/20/2012	Library - Adventure Theater
6/21/2012	Commercial Kitchen/Cake & Frosting
6/21/2012	Liberty HS - Baseball Banquet
6/23/2012	Baptism
6/24/2012	Summerset Concert
6/25/2012	Commercial Kitchen/Unforgettables
6/25/2012	Public Meeting Officer McNerney's Office (Government)
6/25/2012	Tri Delta Transit Public Meeting
6/28/2012	Behavioral Health
6/30/2012	Wedding Reception

## SPECIAL EVENTS

Recreation staff was excited to bring back several special events during this year. Once we got moved into the new Community Center, we were off and running by offering **Date Night**, **Sweetheart Brunch**, **Lunch with Bunny**, **Big Wheels Race**, **Mad Hatter Tea Party**.



**"Date Night"**

Kids ages 6 to 12 will enjoy games, activities and a "kid-friendly" dinner while parents get to enjoy, well, whatever they want!

**Friday, February 10, 2012**  
5:30-10:30 p.m.

at the **Brentwood Community Center**  
35 Oak St. in Brentwood

Contact the City of Brentwood Parks & Recreation Department for registration information at 925-516-5444.  
\$25/1st child/\$10 each additional child same family/Resident  
\$30/1st child/\$15 each additional child same family/Non-Resident  
Must pre-register for this event.  
Registration class February 3, 2012



**Sweetheart Brunch**

This special "couples" brunch is the perfect way to celebrate Valentine's Day with your "Sweetie." This "dress-up" event will feature a lavish buffet brunch, live entertainment, dancing and a picture in the "Sweetheart" photo booth.

**SATURDAY, FEBRUARY 11, 2012**  
11 AM TO 1 PM

**BRENTWOOD COMMUNITY CENTER**  
35 OAK STREET

- Make a special song dedication to your Sweetheart
- Dance to your favorite music and interactive entertainment
- Create your own customized sweetheart apron
- Sweetheart photo booth
- Lavish buffet brunch catered by Sweeney's Bar & Grill

**PER COUPLE: BRENTWOOD RESIDENTS - \$25**  
**NON-RESIDENTS - \$30**  
(ONE ADULT PER CHILD REQUIRED)

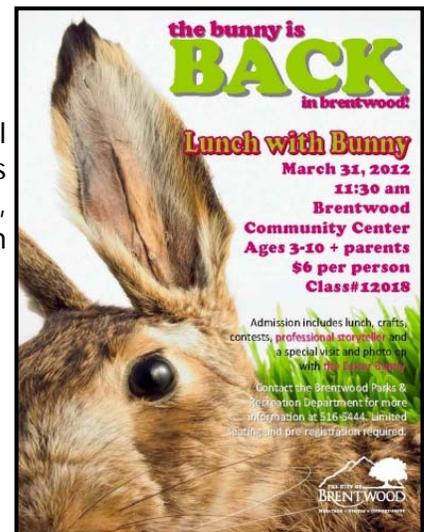
For more information, call (925) 516-5444



**BIG WHEELS RACES**

ALL RACES DRIVEN BY THE CITY OF BRENTWOOD

The return of the **Lunch with Bunny** program proved successful with 151 participants! This event, held on March 31<sup>st</sup>, was completely sold out with children and their parents enjoying lunch, arts and crafts, storytelling by Kirk Waller, and a special visit from the Bunny.



**the bunny is BACK**  
in brentwood!

**Lunch with Bunny**  
March 31, 2012  
11:30 am  
Brentwood Community Center  
Ages 3-10 + parents  
\$6 per person  
Class# 12018

Admission includes lunch, crafts, contests, professional storyteller and a special visit and photo op with the bunny!

Contact the Brentwood Parks & Recreation Department for more information at 516-5444, limited seating and pre registration required.



**PARKS AND RECREATION DEPARTMENT**

**MAD HATTER TEA Party**

**Saturday, May 5, 2012**  
2-4pm

**BRENTWOOD COMMUNITY CENTER**  
35 OAK STREET

Admission is \$6 per person and includes refreshments, crafts, a special Magic Show and a most & great photo-op with Alice and the White Rabbit.

Want to know more?  
CONTACT THE PARKS & RECREATION DEPARTMENT AT 516-5444.

Limited Seating

Pre-registration is required, so don't be late ~ Register Early!  
CLASS # 12615

*We're all mad here!*

New this year was the **Mad Hatter Tea Party** special event on April 20th. Families enjoyed arts and crafts, refreshments, a special magic show, and a photo opportunity with Alice and the White Rabbit from Alice in Wonderland. This event was a success with more than 120 people participating.

This year we brought back the popular **Starry Nights in Brentwood Summer Concert Series** with eight concerts being held in the beautifully renovated City Park. Hundreds of families enjoyed a wide variety of music on warm summer evenings. Promotional activities included distribution of magnets, press releases, monthly advertisements in the Brentwood Press, posters, and flyers.

**City of Brentwood Presents**

the return of *Starry Nights in Brentwood*

**Summer Concert Series 2012**

City Park 7:00pm

<b>June 15</b>	<b>Swing Fever</b> (Big Band Swing/Jazz)
<b>June 22</b>	<b>AJA VU</b> (Music of Steely Dan)
<b>June 29</b>	<b>Rodeo House</b> (Country Rock & Pop)
<b>July 6</b>	<b>David Correa and Cascada</b> (Latin Guitar World Music)
<b>July 20</b>	<b>The Hot Rods</b> (50's & 60's Rock-n-Roll)
<b>July 27</b>	<b>Six String</b> (Classic Rock/Blues/Pop)
<b>August 3</b>	<b>The All-American Boys Chorus</b> (Salute to America's Music)
<b>August 10</b>	<b>Brentwood Concert Band</b>

All patrons are asked to follow park rules before, during and after the concerts.  
No Dogs • No Glass Containers • No Audio/Video Recording Devices




## **YOUTH IN GOVERNMENT PROGRAM**

The Youth in Government Program returned for the fifth year, providing 34 Brentwood high school seniors a unique opportunity to experience a day-in-the-life-of a City of Brentwood City Council member or City staff. In partnership with the Brentwood Lions Club, students participated in the 2-day program and shadowed a City Council or City staff member, enjoyed a bus tour featuring Brentwood's current projects and facility tours, and finally ended Day 1 by attending the City Council meeting, sitting alongside their mentor and observing. Attending the City Council meeting prepared students for their own "mock" City Council meeting the following week, where they



ran the meeting, discussed the issues, presented the staff reports they had developed, and made tough decisions based on their assigned position. Youth in Government Day took place on Tuesday, February 28th and their mock City Council meeting was held on Wednesday, March 7th.

## **BRENTWOOD FAMILY AQUATIC COMPLEX HOSTS JEFF ELLIS & ASSOCIATES LIFEGUARD INSTRUCTOR SCHOOL**

On Friday, Saturday, and Sunday, March 9-11, 2012, the Recreation Division hosted, for the third year in a row, the 2012 Jeff Ellis & Associates Lifeguard Instructor School. This was the third time the City has been asked to host the program that historically is held in San Ramon and/or Walnut Creek. Approximately 25 lifeguard instructors attended this three (3) day school with students traveling from all over California and the western states. Jeff Ellis and Associates is a leader in the industry in providing lifeguard training and contracts with the City to provide ongoing training, pool audits, and risk management services.

## **COST ALLOCATION FEE UPDATES**

On July 26, 2011, City Council approved a Resolution amending the 2010/11 Cost Allocation Plan and Schedule of City Fees to add new fees associated with the use of the Brentwood Community Center and City Park.

On January 24, 2012, City Council approved a Resolution amending and/or extending fees and adding new fees for certain field and facility use and revising the City of Brentwood 2011/12 Cost Allocation Plan and Schedule of City Fees.

On March 27, 2012, City Council approved a Resolution amending existing recreation program fees and revising the City of Brentwood 2011/12 Cost Allocation Plan and Schedule of City Fees.

On May 8, 2012, City Council approved a Resolution amending existing facility fees, adding new fees associated with the use of City facilities and revising the City of Brentwood 2011/12 Cost Allocation Plan and Schedule of City Fees.

**ADVERTISING PROGRAM**

As part of the City of Brentwood’s Advertising at Facilities policy, starting April 1<sup>st</sup>, fourteen (14) pole advertisement banners were placed at the Brentwood Family Aquatic Complex and Sunset Park Athletic Complex. The banners remained until the end of September 2012. In addition, ads were sold in each of the Activities Guides. Overall, approximately \$25,000 was procured for this fiscal year by these programs. Some of the funding was used to offset the cost of publishing the Activities Guide. The funding from the banners will be used to make improvements at Sunset Park Athletic Complex in the upcoming fiscal year.



**YOUTH SCHOLARSHIP FUND**



The Brentwood Men’s Club donated \$1,650 to the Parks and Recreation Department Youth Scholarship Fund. For this fiscal year, this fund provided financial assistance for youth activity participants (excluding aquatics) in the amount of \$2,409.00, which assisted 58 registrants. The Brentwood Men’s Club is currently the only organization that funds the youth scholarship program and any remaining funds in this scholarship program roll into the next fiscal year.

A separate scholarship fund that was established with the opening of the Brentwood Family Aquatic Complex assisted 20 registrants for aquatic programs in the amount of \$1,007.60.

We also had additional funding this year in the amount of \$1,400.00 from East Bay Regional Park District/Kaiser Foundation. These funds were used exclusively to promote swim education and were targeted for lessons and lap swim. Seven scholarships were issued for a total of \$185.30. Remaining funds in this scholarship program will roll over into the next fiscal year.

Youth Scholarships	09/10	10/11	11/12
Participants in Aquatic Programs	43	36	20
Scholarships Used in Aquatic Programs (\$)	\$1,118.18	\$992.75	\$1,007.60
Participants in Classes (#)	73	75	58
Scholarships Used in Classes (\$)	\$1,948.85	\$2,782.55	\$2,409.00
Participants in Aquatic Programs (EBPRD/Kaiser)	N/A	N/A	7
EBRPD/Kaiser Scholarships Used (\$)	N/A	N/A	\$185.30
<b>Total</b>	<b>\$3,067.03</b>	<b>\$3,775.30</b>	<b>\$3,601.90</b>

## **BRENTWOOD SENIOR CITIZENS CLUB, INC.**

President:	Ernie Rodriguez
Vice President:	Donna Veatch
Treasurer:	Lynda Cremeans
Financial Secretary:	Tove Johnston
Secretary:	Marianne Wiesen
Membership Secretary:	Bev Rossi
Trip Secretary:	Laura Jaramillo

Events offered by the Brentwood Senior Citizens Club, Inc. included:

- Cache Creek Casino Resort
- Membership (205)
- A Place to Paint
- Book Banter
- Knitting Circle
- Bunco
- AARP 55 Alive Driving Class
- Senior Stars Fashion Show & Luncheon
- AARP Tax Filing Assistance
- Black Oak Casino
- Duplicate Bridge
- Line Dancing Social
- Volunteers are Gold Awards
- Chinese New Year's Celebration in San Francisco
- Stepping Out
- Drop-In Pinochle
- Drop-In Billiards & Board Games
- Ice Cream Social
- Peggy's Cooking Classes
- Movie Mondays
- Wii Games
- Halloween Masquerade Ball
- 2<sup>nd</sup> Annual Holiday Gift & Craft Faire
- Senior BBQ at Veterans Park
- Friends, Food, Fun! Special Event
- Hoedown Dinner Dance
- SHARE Card
- Gin Rummy Club
- Holiday Concert by the Summerset Singers



In partnership with Liberty Adult Education, the Brentwood Senior Citizens Club, Inc. was able to offer the following classes/programs:

- Gentle Yoga Stretch
- "Premiers" Exercise Program
- Line Dancing
- Conversational Spanish I & II
- Tai Chi Qi Gong

Additional partnership activities include:

- CC Café and Special Club Luncheons with Spotlight Guest Speakers – Contra Costa County, Brentwood Senior Citizens Club, Inc., and the City of Brentwood,
- Brentwood Senior Citizens Club, Inc. Newsletter – City of Brentwood and Brentwood Senior Citizens Club, Inc.
- Bocce League – City of Brentwood
- Oldies But Goodies – City of Brentwood, Liberty Adult Education, and Brentwood Senior Citizens Club, Inc.
- Free Blood Pressure Checks – John Muir Hospital and Brentwood Senior Citizens Club, Inc.
- Brown Bag – Contra Costa Food Bank and City of Brentwood
- HICAP – Health Insurance Counseling and Advocacy – Brentwood Senior Citizens Club, Inc.



## TOURNAMENTS

TOURNAMENT DATES	ORGANIZATION	YOUTH/TEEN/ADULT	TOTAL # OF FIELDS USED	RENTAL FEES	ADDITIONAL INFORMATION
July 13-17, 2011	Brentwood Pony Baseball (World Series)	Youth	25	\$3,879.19	
July 19-21, 2011	In-N-Out Burger	Adult	16	\$3,181.55	
July 23-24, 2011	EDYSL	Youth	12	\$1,442.00	
Sept. 1, 2011	Central Coast Ranch Athletic League	Teen	4	\$112.40	Fee Waiver
Sept. 3-4, 2011	Brentwood Pony Lady Blast	Youth	8	\$2,122.02	
Oct. 22-23, 2011	All World Sports (formerly AthruZ Baseball)	Youth	8	\$2,832.91	
Dec. 1-3, 2011	Liberty High School Girls Soccer	Youth	6	\$304.50	Joint Use Agreement - Renter paid for field supervisor
May 25-28, 2012	Brentwood Pony Baseball	Youth	0	0	Cancelled
June 7, 2012	Central Coast Ranch Athletic League	Teen	4	\$112.40	Fee Waiver
June 16-17, 2012	All World Sports (formerly AthruZ Baseball)	Youth	12	\$4,232.53	
June 23-24, 2012	All World Sports (formerly AthruZ Baseball)	Youth	12	\$3,711.18	
June 30, 2012	All World Sports (formerly AthruZ Baseball)	Youth	4	\$585.51	This two-day tournament ran into FY 2012/13 and will be included in the Annual Report for that year.
<b>Total:</b>				<b>\$22,516.19</b>	

All tournaments listed above took place at Sunset Park Athletic Complex. In this fiscal year, there were four (4) more paid tournaments than in Fiscal Year 2010/11, which resulted in a significant increase in revenue. It should be noted that all tournaments, with the exception of the Central Coast Athletic League, were multi-day tournaments and were from repeat customers. Once again, there was a decrease in the number of cancellations. This continued trend is likely a result of sports fields being added into the Cancellation Policy for facility rentals.

Tournaments	09/10	10/11	11/12
Total Tournament Applications	15	10	12
Applications Withdrawn	2	1	0
Cancellations	5	2	1
Paid Tournaments	5	4	8
Tournaments with Fee Waivers	3	3	3
<b>Total Revenue from Tournaments</b>	<b>\$8,812.62</b>	<b>\$8,477.64</b>	<b>\$22,516.19</b>

**Parks and Recreation Department  
Participation Statistics  
July 1, 2011– June 30, 2012**

Activity	Individuals/ Events/ Bookings	Total Participation	# of Spectators	Total FY 11/12	% Change from FY 10/11
<b>AQUATICS</b>					
Recreation Swim	36,644	36,644	None	36,644	+20%
Lap Swim	1,261	1,261	None	1,261	-44%
Swim Lessons	1,056	8,464	12,696	21,160	+51%
Complex Rental/School Parties	12	2,497	None	2,497	+5%
Family Season Pass	11	11	None	11	+36%
Punch Pass (10)	53	530	None	530	-54%
Punch Pass (25)	103	2,575	None	2,575	-47%
Lap Swim Pass (16)	265	4,240	None	4,240	+16%
Liberty Swim and Polo Teams Practice	174	6,380	None	6,380	-27%
Liberty Swim and Polo Teams Meets	10	1,200	600	1,800	-11%
Junior Lifeguard Camp	15	75	None	75	-61%
Jeff Ellis Lifeguard Class	72	216	None	216	+30%
Swim Team Rentals (Heritage Pool)	869	37,240	None	37,240	-36%
Swim Meets (Heritage Pool)	8	2,640	1,320	3,690	-21%
<b>SPECIAL EVENT PROG.</b>					
Lunch with Bunny	1	151	None	151	
Mad Hatter Tea Party	1	120	None	120	
Youth Commission Dances	2	302	None	302	
Civic Center Grand Opening Celebration	1	800	None	800	
Christmas Tree Lighting Ceremony	1	300	None	300	
Playful City Play Day – Sept. 24, 2011	1	45	None	45	
Starry Nights Summer Concerts	3	2,500	None	2,500	
Youth in Government	1	62	93	155	
<b>SPORT FIELD RENTALS</b>					
Apple Hill Park	303	3,696	7,200	10,896	+38%
Balfour-Guthrie Park	688	8,237	15,506	23,743	+18%
Garin Park	48	705	1,763	2,468	-26%
Oak Meadow Park	961	12,111	24,775	36,886	+17%
Summerwood Park	0	0	0	0	N/A
Sunset Park Athletic Complex	5,822	74,458	171,454	245,912	-13%
<b>PICNIC AREA RENTALS</b>					
Apple Hill Park	13	500	None	500	+61%
Balfour-Guthrie Park	37	1,590	None	1,590	+36%
Blue Goose Park	80	2,739	None	2,739	No change
Brentwood Family Aquatic Complex	113	1,664	None	1,664	-33%
Brentwood Skate Park	0	0	None	0	No change
City Park	12	330	None	330	N/A
Oak Meadow Park	7	80	None	80	-81%
Sunset Park Athletic Complex	2	24	None	24	+100%
Veterans Park	154	6,798	None	6,798	-8%

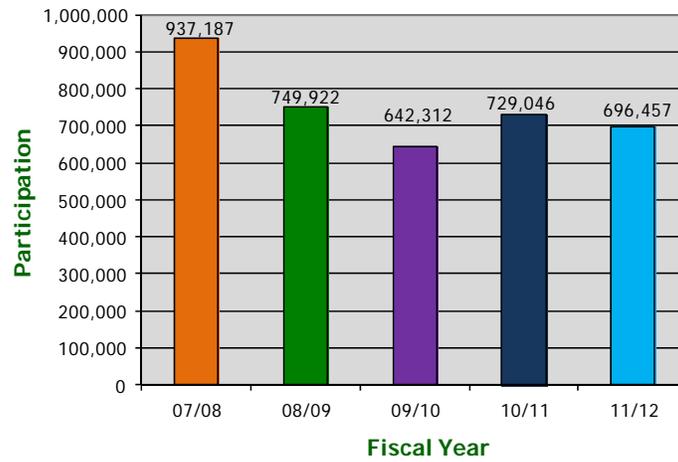
**Parks and Recreation Department  
Participation Statistics - Continued  
July 1, 2011– June 30, 2012**

Activity	Individuals/ Events/ Bookings	Total Participation	# of Spectators	Total FY 11/12	% Change from FY 10/11
<b>TICKET SALES</b>					
Tri-Delta Transit Bus Passes	401	401	None	401	+255%
Disneyland	34	34	None	34	-33%
Gilroy Gardens	49	49	None	49	+23%
Great America	56	56	None	56	-13%
Monterey Bay Aquarium	24	24	None	24	+185%
Six Flags Discovery Kingdom	156	156	None	156	+137%
<b>OTHER CATEGORIES</b>					
Adult Sport Leagues	4,212	37,908	56,862	94,770	+5%
Youth Sports	1,739	21,341	52,683	74,024	-13%
Classes/Clinics	992	5,440	2,527	7,992	-9%
Senior Programs and Activities				32,594	-1%
Skate/BMX Park Entries	21,246	21,246	None	21,246	+25%
Volunteer Hours	4,863	4,863	None	4,863	-2%

The participation numbers in the chart above are estimated as the number of spectators can vary by program or event. The breakout above details several areas of programs and activities, but does not include all numbers that together make up the total participation number for the year.

## OVERALL PARTICIPATION COMPARISON

### OVERALL PARTICIPATION COMPARISON

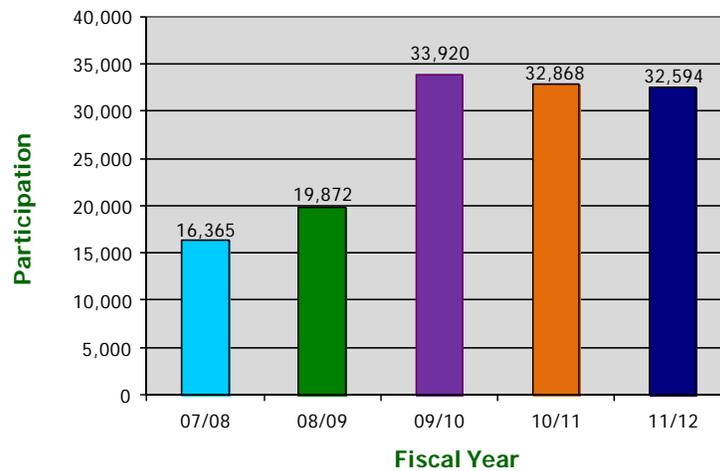


This year saw a slight decrease in overall participation of approximately 6%. While there was a slight increase in adult sports and special events which were brought back during the last quarter of the fiscal year, youth sports and classes saw decreases.

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## SENIOR PROGRAMS

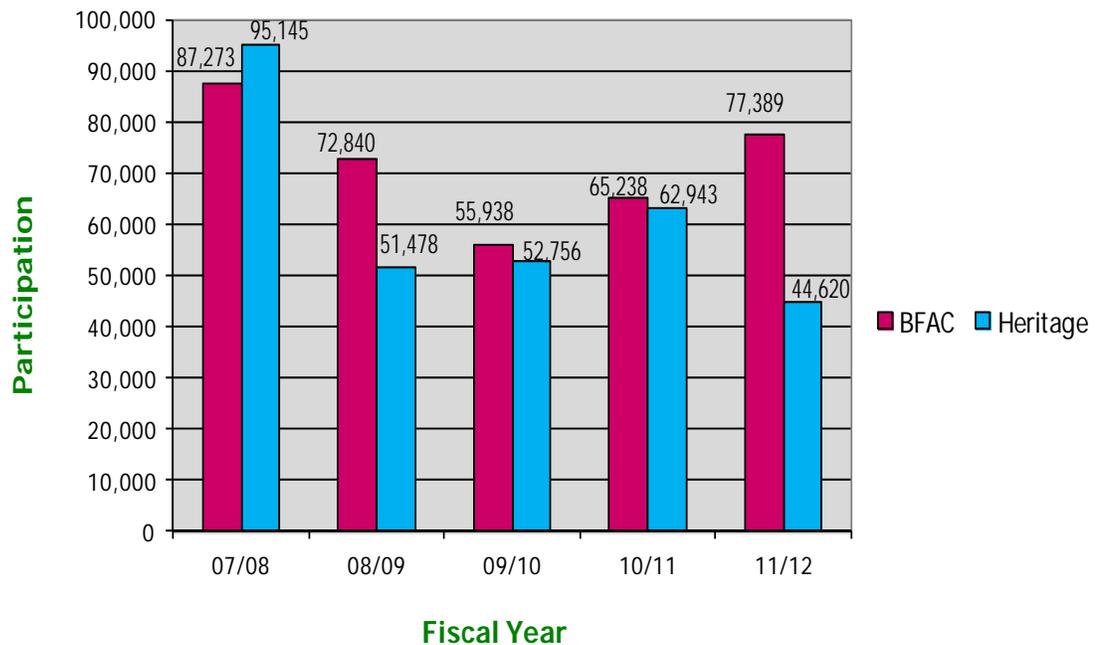
### SENIOR PARTICIPATION



For the most part, participation in senior programs and membership has remained consistent with last year (within 1%). The Brentwood Senior Citizens Club, Inc., with its new Board members, has continued to monitor and modify programs to suit the clientele of the Brentwood Senior Activity Center.

## AQUATICS

### AQUATICS PARTICIPATION



We met and exceeded the Brentwood Family Aquatic Complex revenue projection by 2.16% for fiscal year 2010/11 and 13.42% for 2011/12.

Recreation Swim increased by 20% this year. The sale of Lap Swim Passes saw a 16% increase this year and Family Season Passes increased by 36%.

This year staff continued with the "\$2 @ 4 p.m." program. This program targets single entry visitors to the Aquatic Complex. All guests arriving after 4 p.m. daily, seven days per week, were able to enter the facility for \$2.00 per person for the last two hours of public swim. This provided an opportunity for those who merely wanted to just cool off near the end of the day or for those who might not have been able to afford the regular \$4.00 weekday or \$5.00 weekend entry fee. We were able to capture the use of this offering for a full season this fiscal year and 7,247 people took advantage of this economical option. Staff believes this could have contributed to the decrease in the purchase of 10 and 25 punch pass card sales as the savings is greater for the participant paying \$2 per entry instead of punch pass pricing.

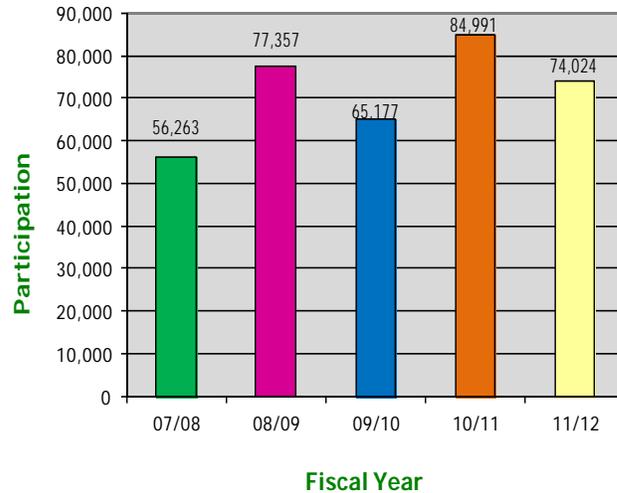
Swim Lessons were up 51% from the prior year. The weather was good for most of the season and resulted in fewer class cancellations than last year. Another factor was that we offered fall swim lessons, instead of spring swim lessons, that were successful.

Swim Team Rentals and Swim Meets at the Heritage High School Pool were decreased this year due to fewer teams utilizing the facility. Two teams utilized this pool, rather than the four that used this pool in previous years.

Four (4) audits of the Brentwood Family Aquatic Complex by Jeff Ellis & Associates all received 'meets' or 'exceeds' ratings.

## YOUTH SPORTS

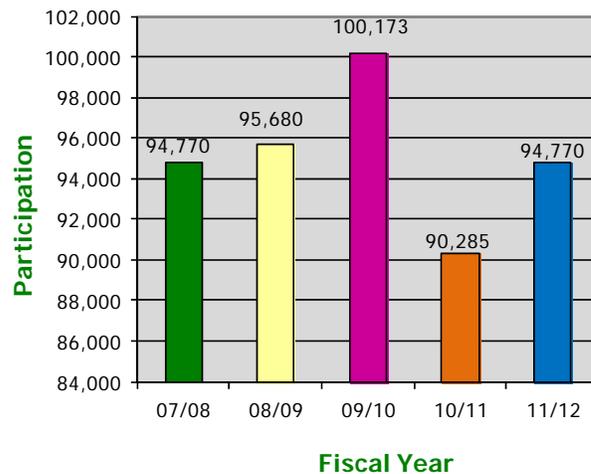
### YOUTH SPORTS PARTICIPATION



The department runs all Youth Sports programs, with the exception of the contracted Kidz Love Soccer and Bidy Sports programs. Overall Youth Sports decreased by approximately 13% in this fiscal year. Programs that decreased in participation include Sandlot T-Ball, PeeWee Baseball, Flag Football, Basketball, Bidy Indoor Soccer, and Kidz Love Soccer. Programs that experienced slight increases included Bidy Basketball and Bidy Flag Tag. The overall reduction in youth sports participation could be related to the City's current demographics in which the City's boom of youth from several years are growing up and out of the entry level sports and moving into competitive sports that aren't offered by the Parks and Recreation Department.

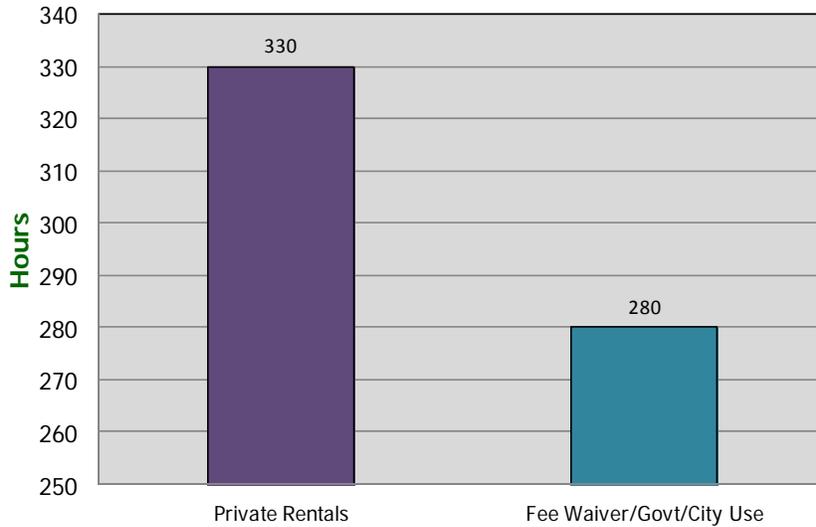
## ADULT SPORTS

### ADULT SPORTS PARTICIPATION



In Fiscal Year 2011/12, both Recreation Co-Ed and Men's Softball Leagues saw participation increases. Overall Adult Sports participation has increased by approximately 5%. Staff has noticed an influx of teams coming from neighboring cities that have either eliminated leagues, reduced services (i.e., game balls, scorekeepers) or have made the leagues cost prohibitive. It should be noted that while numbers this year were still lower than in 2010/11, at that time we also offered Adult Soccer, Volleyball, and Competitive Co-Ed Softball which were eliminated due to lack of participation and/or poor sportsman like conduct.

## BRENTWOOD COMMUNITY CENTER USE – ALL AREAS



This chart shows the first six (6) months of use of the new Community Center by total hours rented by either Private parties or by Fee Waiver/Government/City Use. After a full year of use a benchmark will be established. This facility is available for use a total of 5,800 hours per year based upon the following availability:

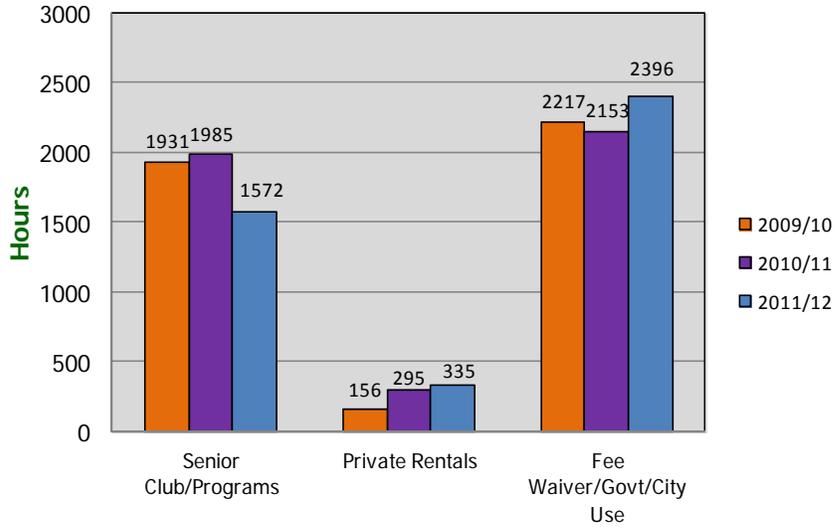
Saturday/Sunday      6 a.m. – 12 midnight  
 Monday - Friday      8 a.m. – 12 midnight

*In consideration of City Holidays, staff estimated 50 weeks of possible use.*

For the six month period, the facility was available for rent approximately 2,900 hours. Of these 2900 hours, a total of 610 hours were utilized in Fiscal Year 11/12 with the vast majority of rentals being in the Community Room as shown in the table below.

Room	Hours Rented
Community Room – Full	205
Community Room – Hall A	173
Community Room – Hall B	13
Commercial Kitchen (Only)	10
Multi-Purpose Room – Full	9
Multi-Purpose Room- A	9
Multi-Purpose Room – B	0
Art Room	28
Conference Room – Full	31
Conference Room – A	119
Conference Room – B	13
<b>Total</b>	<b>610</b>

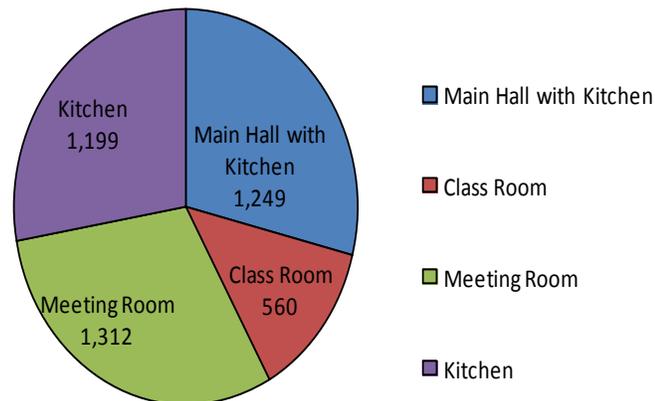
## BRENTWOOD SENIOR ACTIVITY CENTER USE – ALL AREAS



Fiscal year 2011/12 was the third year of use of the Brentwood Senior Activity Center. The number of hours used by Senior Club/Programs decreased slightly (1%) due to fewer Liberty Adult Education classes running. The Private Rentals and Fee Waiver/Government/City use increased slightly from the prior year. The number of private rentals went from 43 to 52 bookings, an increase of 17% from the prior fiscal year.

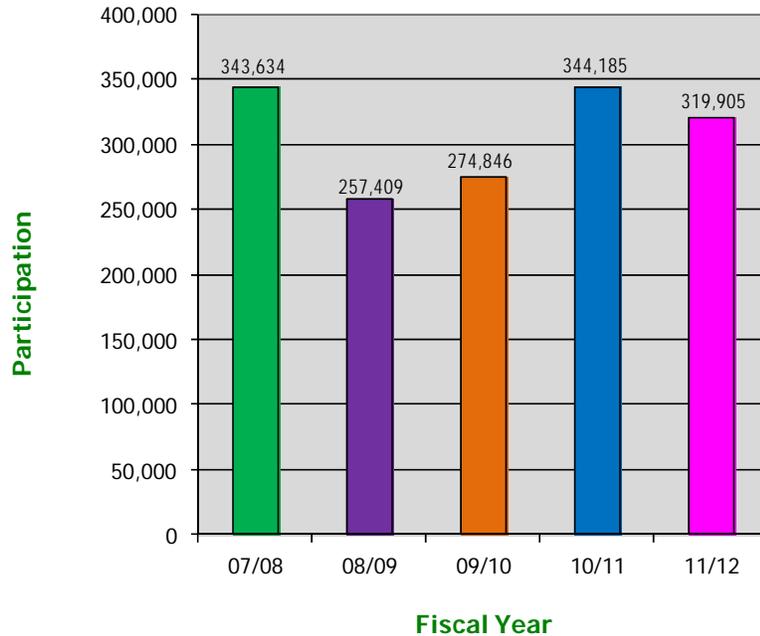
Fee Waiver/Government/City Use includes the following: Contra Costa County (Library and Health Services), Contra Costa Food Bank (Brown Bag), East Bay Regional Parks District, Brentwood Union and Liberty High School Districts, City of Brentwood, various community non-profit organizations, and the Brentwood Chamber of Commerce.

## BRENTWOOD SENIOR ACTIVITY CENTER - HOURS OF USE BY ROOM



5,275 hours per year are available for use at this facility. Last year, 4,433 hours were utilized and in this fiscal year, 4,320 hours were utilized. This equates to the facility being used in some capacity 82% of the available time, a decrease of 2% from last year. This decrease is likely a result of some of the renters transferring to the Brentwood Community Center.

## SPORT FIELD RENTALS



There was a 7% decrease in overall field rentals for this fiscal year. An analysis of sport field use indicates the following:

**Apple Hill Park** – Use at Apple Hill Park increased by 38%. There were no field maintenance closures this year for this site.

**Balfour-Guthrie Park** – Second quarter had no use due to field maintenance closures. However, overall use increased by 18%.

**Garin Park** – This year saw a 26% decrease in use. The park was rentable July – September only and was closed for maintenance January – March and there were no rentals during the fourth quarter of the year.

**Oak Meadow Park** – Even though fields were closed for maintenance for part of the third quarter, overall field rentals increased by more than 16% at this site.

**Sunset Park Athletic Complex** – This complex saw a 13.3% decrease in field rentals. One factor could have been the significant decrease in the City's youth Pee Wee Baseball program. Renters may also be trying to save money by renting more conservatively than in the past by not overbooking.

There were 30,532 hits on the rainout page on the website by people checking field status.

# ADMINISTRATION DIVISION

## **INTRODUCTION**

The Administration Division for the Parks and Recreation Department is responsible for many different types of tasks for the department. The front office Administrative Assistants not only handle registrations for programs, but they also rent out all of the rentable facilities, prepare agenda packets and minutes for commissions, and process work orders. The department's Accountant is responsible for the \$14 million dollar annual department budget. The Management Analyst administers the department contracts, monitors claims and insurance, and assists with writing ordinances, staff reports and grant administration. The Administrative team works together to support the other divisions and keep the administrative operations running smoothly and in compliance with City policies and procedures.



Customer service is very important, whether the customers are from the public or within the organization. Staff strives to make each and every customer feel important and comfortable. While other cities are closing for lunch and/or furlough days, we are fortunate to remain open for 9 hours straight every Monday-Friday to serve the community and add joy to people's lives!

## **BRENTWOOD MUNICIPAL CODE UPDATE**

City Council adopted Ordinance 902 in May 2012 amending Title 7, Parks and Recreation, of the Brentwood Municipal Code related to Definitions, Exclusive Use Permits, Use of Areas, Skate Park, Photography/Videography in Parks, Organized Leagues, Code of Conduct, and Trails.

## **AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING**

- **Master License Agreement for Marsh Creek Regional Trail**  
On October 11, 2011, City Council approved a Master License Agreement for the Marsh Creek Regional Trail between the City of Brentwood and East Bay Regional Park District. Parks and Recreation and East Bay Regional Park District staff had been meeting to clarify responsibilities for the various segments of trail, including maintenance and litter, patrol, signs, permits, bridges, tunnels, underpasses, etc. and feel that the execution of a completely new Master License Agreement that supersedes any prior agreements and amendments for the Marsh Creek Trail was in the best interest of both parties.

- **Memorandum of Understanding with the Special Kids Foundation**



Parks and Recreation staff began meeting with the Special Kids Foundation in early 2011 regarding a desire for an all abilities playground in Brentwood. On February 14, 2012, City Council approved a Memorandum of Understanding with the Special Kids Foundation regarding construction of a universal abilities playground at Veterans Park.

## **EAST BAY REGIONAL PARK DISTRICT MEASURE WW FUNDS**

On September 14, 2010, City Council approved a Resolution authorizing application for local grant funds from the East Bay Regional Park District (EBRPD) under Measure WW Park Bond Extension and designated the City Manager or her designee as the City's agent for conducting all negotiations and executing and submitting all documents necessary for the completion of the Project(s).

In March 2011, Parks and Recreation staff submitted an application to EBRPD requesting to utilize \$1.1 million dollars in funds for the construction of Summerset Commons Park. Funding was granted and it was anticipated that the construction of this park will be complete and open to the public in September 2012. This 13.03-acre park will feature a vineyard theme.

In March 2012, staff submitted three additional applications for EBRPD Measure WW Funding as follows:

- \$125,000 - King Park Dog Area Expansion
- \$250,000 - Veterans Park Universal Abilities Playground
- \$200,000 - Veterans Park Bocce Court Expansion

All three project applications were approved and construction is expected to commence in fall 2012.

## **JOHN MARSH HOME PROJECT**

The City of Brentwood, through the Parks and Recreation Department, has completed a four-year process of providing emergency stabilization for the historic John Marsh Home. The \$1,900,000+ project was funded jointly by the California Cultural Historic Endowment (CCHE) and the City of Brentwood in conjunction with the State of California Department of Parks and Recreation. Located in the heart of the Los Meganos/Cowell Ranch State Park, the project allowed for reinforcement and stabilization of the John Marsh House foundation and walls and sets the stage for the next phase of work toward long term stabilization and renovation. City staff was responsible to the CCHE for the fiscal accountability and all paperwork required for the project. Parks and Recreation staff worked closely with California State Parks and CCHE to successfully close out this project during fiscal year 2011/12.

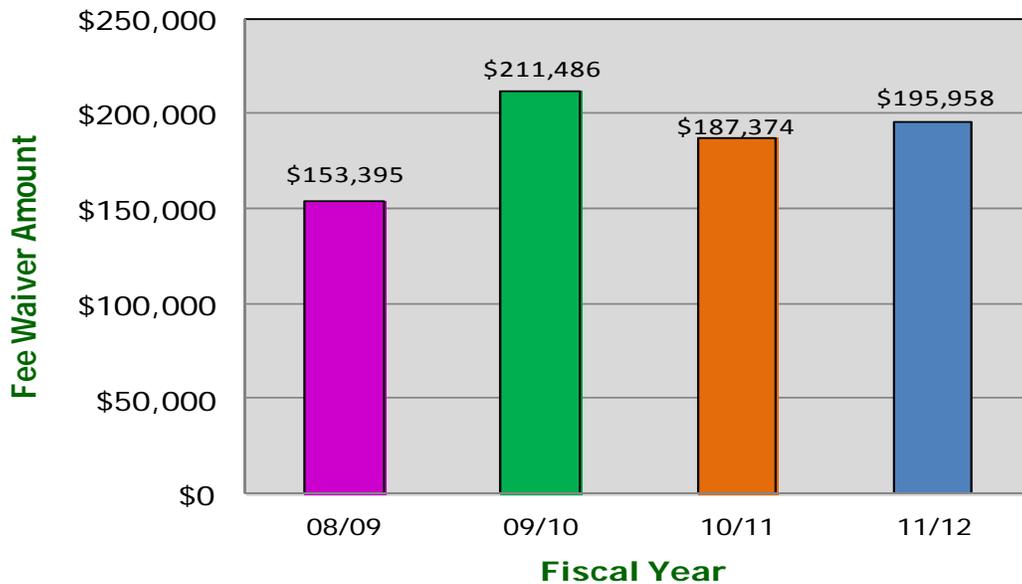


On January 27, 2012, the California State Park and Recreation Commission meeting was hosted in the main hall of the Brentwood Community Center with an estimated 200 attendees. At this meeting, the State Park, in which the John Marsh Home is part of, was officially named Marsh Creek State Park.

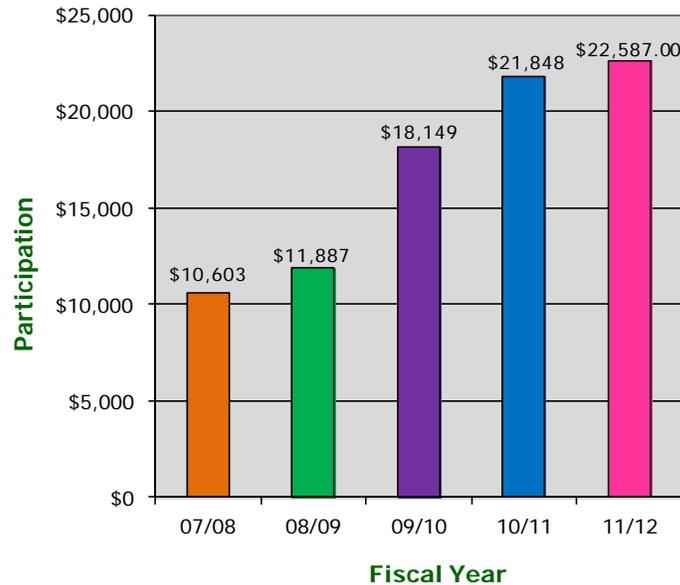
**FEE WAIVERS**

Organization	Approved Fee Waivers
Brentwood Chamber of Commerce	\$1,906.10
Brentwood Library (Contra Costa County)	\$1,231.95
Brentwood Police Activities League	\$272.70
Brentwood Regional Community Chest	\$626.80
Brentwood Senior Citizens Club Inc. MOU	\$46,343.05
CCC/Nutrition Program (CC Café) - Salary	\$19,452.00
CCC/Nutrition Program (CC Café) - Building Rental	\$71,000.00
CCC Office of Education/Liberty Transition	\$281.10
CCC Orin Allen Youth Rehab (Boys Ranch)	\$662.00
Delta Community Services - Salary	\$24,000.00
Delta Community Services - Office Space	\$21,096.15
Delta Diablo Detachment 1155 Marine Corp League	\$128.10
Food Bank of Contra Costa & Solano Counties	\$4,620.00
Hospice & Palliative Care of C.C.	\$3,967.20
Marine Corps League, ETAL	\$370.50
<b>TOTAL FEES WAIVED</b>	<b>FY 2011/12</b>
<b>\$195,957.65</b>	

**FEE WAIVERS**



## PICNIC AREA RENTALS



Rental picnic areas include: Apple Hill Park, Balfour-Guthrie Park, Blue Goose Park, Brentwood Family Aquatic Complex, City Park, Oak Meadow Park, Sunset Park Athletic Complex, and Veterans Park.

This year saw a slight increase in revenue from picnic rentals. It is staff's opinion that "staycations" are continuing to be a popular trend among families in Brentwood.

Veterans Park continued to be the most utilized park for picnic rentals in fiscal year 2011/12, due to location and the larger capacity covered picnic shelters. It is staff's opinion that picnic areas rentals will increase yet again next year with the availability of two new rentable picnic areas at City Park.

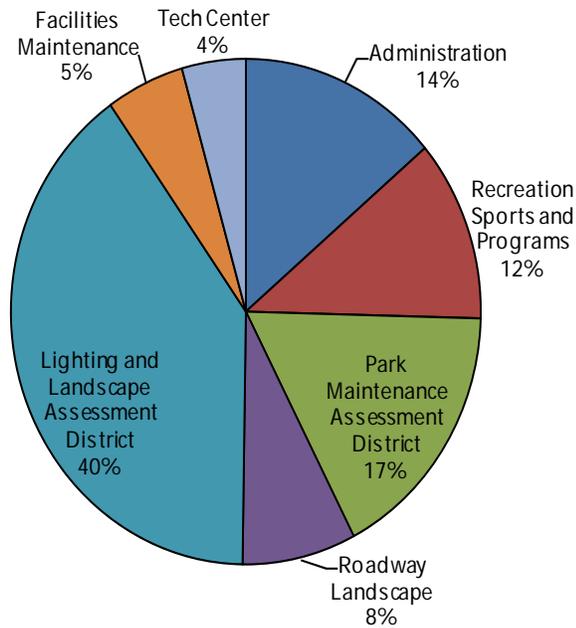
## POPULARITY OF PICNIC AREAS

PICNIC AREA	# OF RENTALS 09/10	# OF RENTALS 10/11	# OF RENTALS 11/12
Apple Hill Park	8	7	13
Balfour-Guthrie Park	27	26	37
Blue Goose Park	68	89	80
Brentwood Family Aquatics Complex	55	71	113
Brentwood Skate Park	1	1	0
City Park	N/A	N/A	12
Oak Meadow Park	14	12	7
Sunset Park Athletic Complex	2	0	2
Veterans Park	124	178	154
<b>Total</b>	<b>299</b>	<b>384</b>	<b>418</b>

**2011/12 OPERATING BUDGET AND ACTUAL EXPENDITURES**

**ADOPTED 2011/12 OPERATING BUDGET**

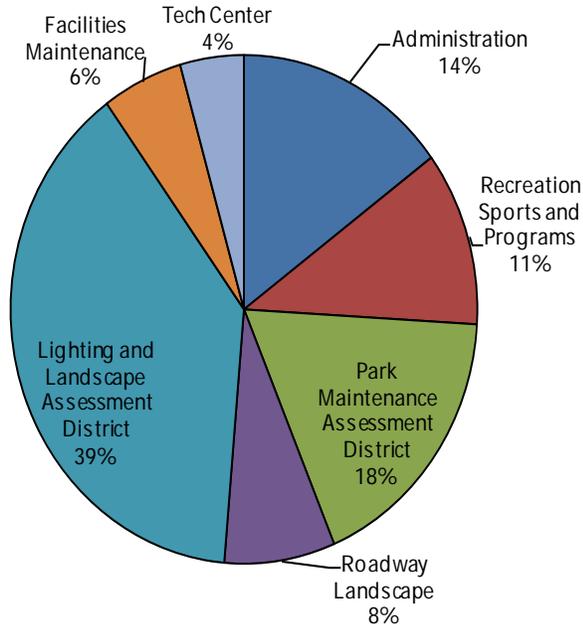
**% OF DEPARTMENT BUDGET**



Administration	\$2,010,260
Recreation Sports and Programs	\$1,692,903
Park Maintenance Assessment District	\$2,472,149
Roadway Landscape	\$1,139,388
Lighting and Landscape Assessment District	\$5,825,801
Facilities Maintenance	\$784,768
Tech Center	\$638,810
<b>Total</b>	<b>\$14,564,079</b>

## 2011/12 ACTUAL EXPENDITURES

### % OF DEPARTMENT EXPENSE



Administration	\$1,895,404
Recreation Sports and Programs	\$1,422,905
Park Maintenance Assessment District	\$2,268,102
Roadway Landscape	\$979,749
Lighting and Landscape Assessment District	\$4,940,419
Facilities Maintenance	\$714,651
Tech Center	\$563,630
<b>Total</b>	<b>\$12,784,860</b>

**ACTUAL EXPENDITURES WERE 12% UNDER BUDGET**

**ADDITIONAL FUN FACTS:**

- With the recommendation of the Park and Recreation Commission, City Council accepted the Parks, Trails and Recreation Master Plan Annual Report for Fiscal Year 2010/11 on October 11, 2011.
- Administrative staff answered an average of 1,735 telephone calls per month.
- Average number of walk-in customers per month was 580.
- Average number of emails processed by four Administrative Assistants on a monthly basis was 4,649.
- On average, 448 inquiries were received per month specifically related to facility rentals.
- On average, administrative staff attended 50 meetings with customers related to facility rentals.
- One hundred twenty-one (121) agreements/contracts and amendments were executed.
- 6,286 registrations were processed with 22.8% of the registrations being done online through eMotion, the department's online registration program.

Comparison of Registration Methods – by Percentage

Registration Method	07/08	08/09	09/10	10/11	11/12
Front Counter/Mail-In/Walk-In/Fax	81.1%	86.1%	87.4%	81.5%	77.2%
eMotion Online Registration	18.9%	13.9%	12.6%	18.5%	22.8%

- Administrative staff processed 574 rentals, with a total of 14,421 bookings that resulted in \$307,036.71 in revenue.

Comparison of Complex Rentals

	07/08	08/09	09/10	10/11	11/12
# of Rentals	423	392	453	497	574
# of Bookings	9,253	8,471	11,802	13,547	14,421
Revenue	\$234,101.88	\$212,144.10	\$245,079.17	\$254,331.69	\$307,036.71
% of Change from Prior Year	+7%	-9%	+13%	+4%	+3%

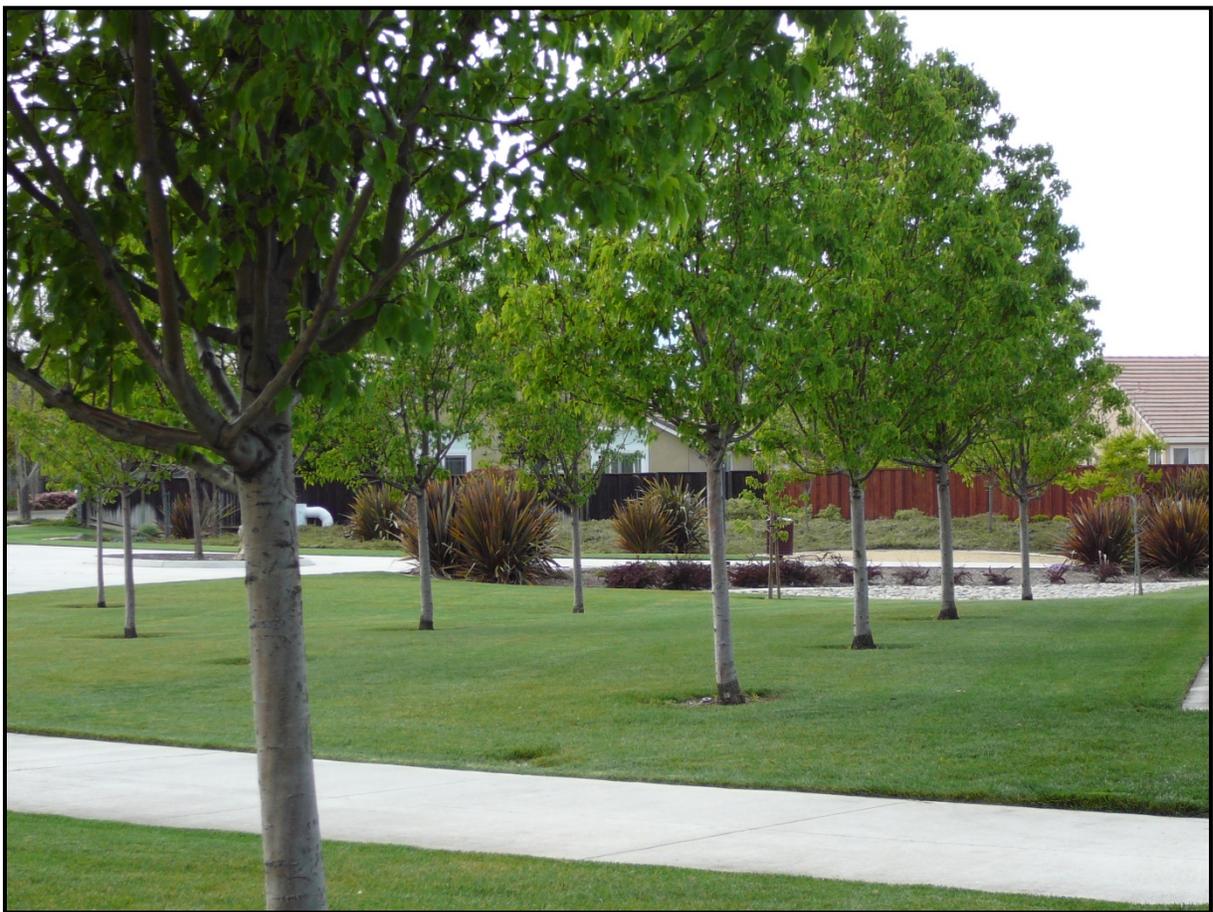
- Average monthly intake at the front counters at the Tech Center, Community Center, and Brentwood Family Aquatic Complex:

Comparison of Forms of Payment

PAYMENT TYPE	09/10	10/11	11/12
Cash	\$14,206.08	\$20,133.16	\$20,429.29
Checks	\$29,917.01	\$33,999.12	\$27,222.80
MasterCard	\$11,475.14	\$10,095.37	\$10,024.60
Visa	\$21,986.32	\$30,736.05	\$33,096.44

- A total of forty-three (43) bounce house permits were issued for citizens wishing to utilize bounce houses in our parks.
- Activities Guide distribution:

<b>EDITION</b>	<b>09/10</b>	<b>10/11</b>	<b>11/12</b>
Fall/Winter	25,429	25,049	25,429
Winter/Spring	25,985	25,371	25,574
Summer	25,429	25,428	26,300
<b>Total</b>	<b>76,842</b>	<b>75,848</b>	<b>77,303</b>



## CONCLUSION

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A decade of creating joyful community experiences through people, parks, and programs has now come and gone. The Parks and Recreation Department continues to strive towards creating more playful experiences and memories for the Brentwood community. All of this would not be possible without the generous support and dedication of:

City Council  
Planning Commission  
Park and Recreation Commission  
Arts Commission  
Youth Commission  
Brentwood Advisory Neighborhood Committee  
Brentwood Senior Citizens Club, Inc.  
Liberty Union High School District  
Liberty Adult Education  
Brentwood Union School District  
Non-Profit Organizations  
Community Organizations  
Volunteers  
Volunteer Ambassadors  
Community Participants  
Sponsors and Partnerships  
Brentwood Businesses  
City Staff

