

Parks, Trails & Recreation Master Plan

**Annual Report
Fiscal Year 2012/13**



Veterans Park Universal Abilities Playground

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INTRODUCTION

It is hard to believe that another year has come to a close! The Parks and Recreation Department has continued to work hard to move past some of the most difficult economic times in recent memory. After several difficult years, the City of Brentwood is once again growing, and with that growth comes opportunities for new parks for the community to enjoy. The Parks and Recreation Department has completed several large park projects this year that are described in this Parks, Trails and Recreation Master Plan Annual Report.

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 eleven years. This year the process began to update the City of Brentwood's General Plan. Parks and Recreation staff, as well as the Park and Recreation Commission, have been actively participating on the General Plan Working Group. An important element of this process in developing a new General Plan is rolling applicable elements of the Parks, Trails and Recreation Master Plan into the document. Putting Parks and Recreation related elements into this document will allow all of the goals, policies, and action steps for parks and recreation related to planning to be in one place. It is anticipated that the new General Plan will be adopted in late summer 2014.

One of the requirements of the current, adopted Parks, Trails and Recreation 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.

To keep parks and recreation relevant for tomorrow, we need to continue 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 11th Annual Report for the City of Brentwood Parks, Trails, and Recreation Master Plan as we celebrate eleven years of "Adding Joy to People's Lives".

Craig D. Bronzan
Director of Parks and Recreation

September 2013



CITY OF BRENTWOOD

VISION AND CULTURE STATEMENT

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.



Sungold Park

PARKS AND RECREATION

VISION, MISSION, AND CORE VALUES

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

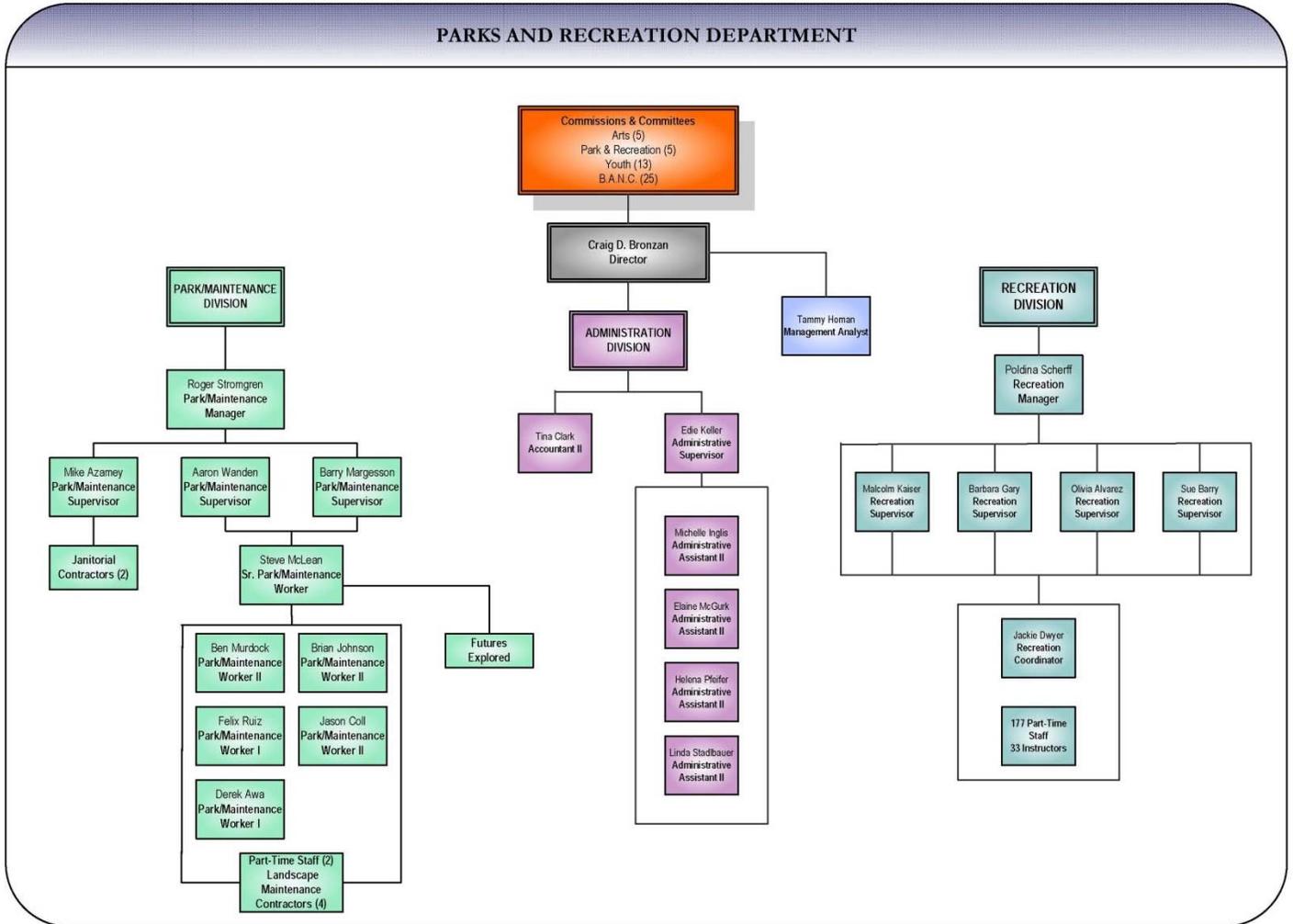
Respect - to feel and show esteem and consideration for others

- 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

2012/13 Full-Time Positions: 24
 2012/13 Part-Time Positions: 172
 Contract Instructors: 33

DEPARTMENT HIGHLIGHTS

Grand Opening of Summerset Commons

On Friday, September 14, 2012, a crowd of approximately 125 people enjoyed the official ribbon cutting ceremony at Summerset Commons Park. In addition to the ceremonial ribbon cutting, attendees enjoyed refreshments with grape-themed snacks and beverages. This 13-acre passive park features nearly 5 acres of vineyards. This park was constructed using East Bay Regional Park District Measure WW Funds and came in under budget. As of June 2013, the vines are thriving and ahead of schedule for the first harvest, which is anticipated for late summer/early fall 2013.



Grand Opening - September 14, 2012



Summerset Commons Vineyard - June 2013



Public Art Walls Program

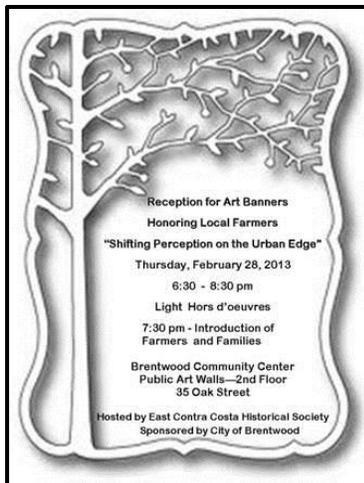
The launch of the Brentwood Community Center Public Art Walls was a great success. Public Art Wall exhibits four times per year, January-March, April-June, July-September and October – December.

First quarter (January-March) opened with the following artists:

- Virginia Chamberland of Brentwood- 12 pieces
- Jolynn Lacasse of Pittsburg – 8 pieces
- Louise Massante of Discovery Bay – 1 piece
- John Nicolini of Bethel Island – 4 pieces
- Ken Tomlin of Oakley – 4 pieces
- East Contra Costa Historical Society – 19 pieces

Second quarter (April-June) featured the following artists:

- Brian Carleton of Brentwood – 4 pieces
- Joyce Carroll-Oetgen of Brentwood – 4 pieces
- Beverly Turner of Brentwood – 1 piece
- Heritage High School Visual Art Students of Brentwood – 21 pieces
- On April 17 a small reception was hosted by Heritage High School for their first exhibit.



A reception, hosted by the East Contra Costa Historical Society, for the first exhibit was held on February 28th focusing on the art banners that were displayed on the second floor. "Shifting Perception on the Urban Edge" allowed the opportunity for attendees to mingle with the local farmers and their families that were featured on the art banners that were part of the exhibit. This event was sponsored by the City of Brentwood.

AWARDS AND RECOGNITIONS

California Disability Services Association (CDSA) Excellence in Employment

In September 2012, the City of Brentwood received statewide recognition for excellence in employment by the California Disability Services Association for providing work opportunities to community members with developmental disabilities. The ALIVE program of Futures Explored, Inc., an agency that serves adults with developmental and significant physical disabilities throughout the East Bay, nominated the City of Brentwood for its excellence in providing valuable job opportunities to community members with disabilities and hosting various group instruction-based enclaves in Parks and Recreation, Solid Waste, and Water Treatment departments.

The City has contracted with Futures Explored, Inc. for over ten years to provide litter and cleaning services in our parks, the downtown area, solid waste and the water treatment plant. The contract is both a cost effective way to contract for services and provides life changing opportunities for members of our extended community.

According to CDSA figures, roughly 90,000 people with development disabilities are of working age in California, but fewer than 25,000 have jobs. That is an unemployment rate of 72 percent. CDSA works to reduce this figure by advocating for the expansion of employment services for the disabled community.



“The City of Brentwood exemplifies what it means to be a true community partner that has provided valuable and much appreciated vocation opportunities to community members who are often overlooked,” said Will Sanford, Executive Director of Futures Explored, Inc. *“Through our partnership with Brentwood, more than 27 community members with disabilities have been given the opportunity to thrive and grow through meaningful employment.”*

Playful City 2013

The City of Brentwood, for the sixth year in a row, was designated a “Playful City” for 2013. Playful City USA is a national program from KaBOOM! that celebrates and promotes local policies that increase play opportunities for children and is a key platform in combating the lack of play among children. This year, Brentwood was one of 217 cities so designated – California boasts the second most Playful Cities this year with 26 cities given the designation.



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.

Tree City USA 2012 Designation

The City of Brentwood has been recognized for the third 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 community 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.



California Park and Recreation Society Awards

The City of Brentwood received two design awards for the Community Center/City Park. The first award of Excellence in Design is for the Community Center/City Park project and was awarded by District III (Contra Costa and Alameda counties) of the California Park and Recreation Society. The second award is statewide recognition for an Award of Excellence for the Brentwood Community Center in the awards category of Facility Design – Community Centers/Mixed Use Facilities. This award is from the California Park and Recreation Society as a statewide award.

Gold International Aquatic Safety Award

For the second 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 in past 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

Universal Abilities Playground at Veterans Park Ground Breaking Ceremony



On Tuesday, September 18, 2012, ground was broken at Veterans Park for the construction of the new universal abilities playground. Approximately 70 people, including staff, City officials, members of the Special Kids Foundation, and the public attended the event. Following the ceremony, the Special Kids Foundation gave a check to the City in the amount of \$35,000 for use in future repair/replacement of play equipment at this very special and unique playground.

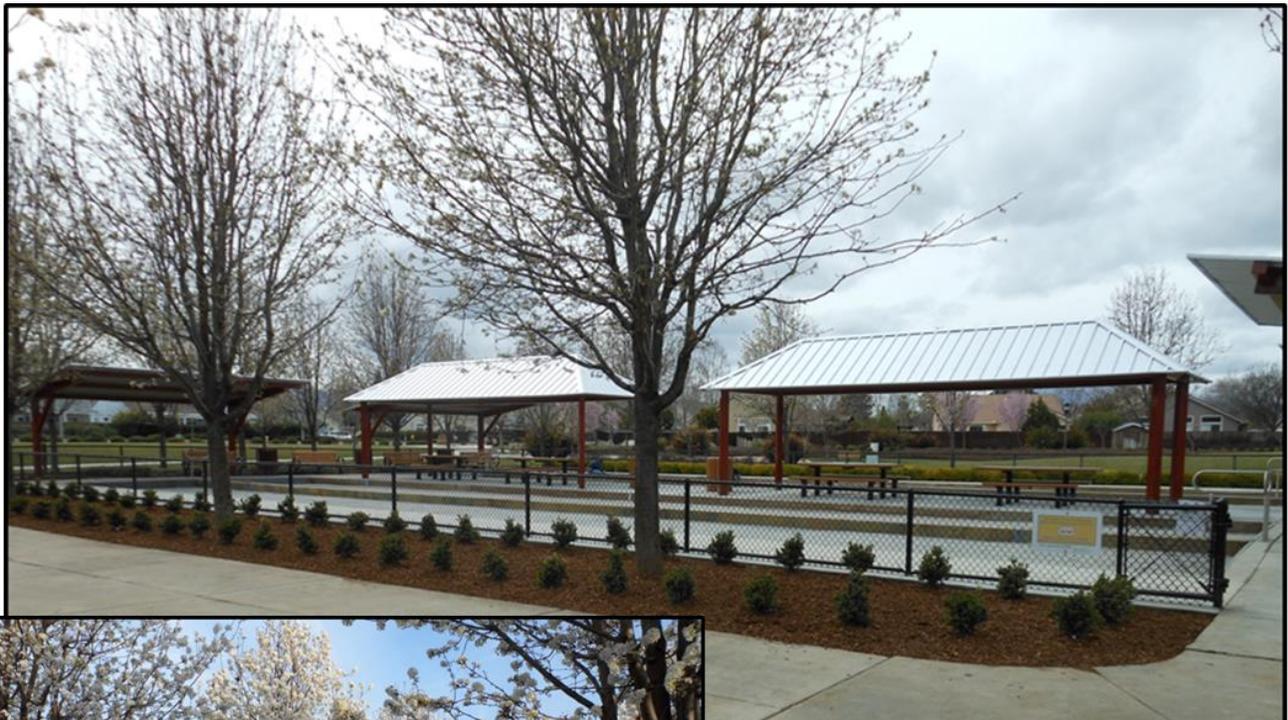
Grand Opening Celebration

After much anticipation, on Friday, February 1, 2013, a crowd of approximately 400 people enjoyed the grand opening of the universal abilities playground. Attendees enjoyed pirate-themed giveaway items and snacks at this event that was co-hosted by the City of Brentwood and the Special Kids Foundation. A fabulous time was had by all and the feedback from the attendees was all positive. This project was funded by East Bay Regional Park District Measure WW and came in right on budget.



Veterans Park Bocce Court Expansion – Ribbon Cutting Celebration

A brief ribbon cutting ceremony was held to celebrate the completion of the Veterans Park Bocce Court Expansion project on Thursday, March 14th at 8:30 a.m. This project, funded by East Bay Regional Park District Measure WW, came in under budget and opened on Thursday, March 7th, just in time for the senior spring bocce league play. Improvements included the addition of 6 shade structures, 4 picnic tables, 2 benches, and trash receptacles. The courts were raised by two inches to 7-1/2" depth and 4 new hand rails were added for easy access to all 4 courts. In addition, landscape enhancements were added. A wheel chair ramp is now on-site that allows play for people with disabilities. The overall bocce court area was widened by 20 feet. With the new enhancements, and the larger area, this will allow for league expansion and tournament play. This project was an example of what a community can accomplish when they meet and agree. This was designed from a cooperative effort of City staff, the Park and Recreation Commission, and the senior bocce user group.



Annual Play Day - 2012

Here in Brentwood we believe that active kids are healthy kids. That's why we organized a free, fun Play Day and Children's Concert to get together for outdoor games and activities. The 2012 Play Day and Children's Concert featuring Andy Z and the Andyland Band was held on Friday, August 17th from 6:30-8:30 p.m. in City Park. Recreation staff handed out balloons and Playful City beach balls for all to enjoy.



Veterans Day Event

A beautiful blue day heralded the Veterans Day Celebration at Veterans Park in Brentwood on Sunday, November 11, 2012 at 10:00 a.m. The celebration included patriotic music performed by the Heritage High School Band, accompanied by talented vocalist Michele Ernst. Guest speakers included Mayor Robert Taylor and the Commanders of the American Legion Post 202, Marine Corps League Detachment 1155, and Veterans of Foreign Wars Post 10789. The program ended with 3 booming rounds from Civil War period cannons saluting the brave men and women who have served in the United States military.



Dedication Tree and Recognition Leaf Program



Dedicating a tree can be a unique way of honoring those who hold a special place in our hearts or marking a milestone in our lives. The Dedication Tree and Recognition Leaf Program was created to assist interested participants in the selection and planting of a living tree in one of the City's parks. Also included in the dedication is placement of a permanently engraved leaf on the beautiful Donor Recognition Tree Wall. To date, six engraved leaves have been installed on the tree. This Donor Recognition Tree is located in the reception lobby of the Brentwood Community Center.

Volunteers Make Improvements at Bosk Pocket Park



On Saturday, September 29th, nine (9) volunteers from The Rock Church painted the small gazebo at the corner of Bosk and Hedge Avenue. The volunteers, under the guidance of Mark Duke, pastor of The Rock Church, sanded the wood rails and replaced several wood balusters. They finished the project by giving the gazebo a fresh coat of white paint. The Rock Church has been active in City volunteer projects over the past few years, painting steel fences at Sunset Park Athletic Complex and spreading wood

fiber safety surfacing in park playgrounds.

Christmas Tree Lighting Ceremony

Parks and Recreation rang in the holiday season at Brentwood's Annual Christmas Tree Lighting Ceremony on Friday, November 30th at the Brentwood Community Center and City Park. This was the first year that this event was brought back downtown after being moved to the Brentwood Senior Activity Center while construction of the Civic Center was underway.



Musical performances by local vocal groups took place in the Main Hall of the Community Center starting at 6 p.m. and hot chocolate and cookies were also served. Just before 7:00 p.m., the festivities moved outdoors for the official lighting of the 24-foot Christmas tree. Immediately following the tree lighting, additional vocal performances resumed in the Community Center and Santa Claus visited with attendees in the lobby.



Hospice Tree of Lights

On Sunday, November 11, 2012, the annual Hospice Tree of Lights Ceremony came “home” to City Park. The tree chosen was a Chinese Pistache located on the southwestern perimeter of the park close to the Farmer Statue, and is clearly visible from both the park and the streetscape. The purpose of the event is to remember, acknowledge and celebrate the lives of loved ones lost. It is also an opportunity for family and friends to create a new tradition while remembering a loved one. The public joined the commemorative ceremony for music, poetry, and remembrances by family members and friends of Hospice. At 6:00 p.m. the tree was lit up with clear white lights and guests were invited to linger for an informal reception. The lights on the tree stayed illuminated between the hours of 6:00 p.m. to 6:00 a.m. from November 11, 2012 until January 6, 2013.

Parks and Recreation Gives Back

The ‘elves’ in the Parks and Recreation Department were busy during the holiday season adopting several families from Delta Community Services, Inc. and Shepherds Gate to provide Christmas baskets of presents. Parks and Recreation staff members gave of their own money and time to bring joy to these local families in need.

Coastal Clean-Up Day

As part of Coastal Clean-Up Day, on September 15, 2012, the Friends of Marsh Creek Watershed (FOMCW) organized the annual Creek Clean-up of Brentwood creeks including Marsh, Sand, Dry, and Deer Creeks. FOMCW site captains directed the clean-up efforts of the 321 volunteers. The volunteers, including Scout troops and Terracare Associates employees, donated 961 combined hours of cleaning up 9 miles of creek banks. Over 4.4 tons of trash, including shopping carts and tires, were picked up along the creek.

Eagle Scout Project

Charlie Glennon renovated an open space area at the junction of Blue Oak Court and St. Andrews Drive for his Troop 10 Eagle Scout project. Charlie and his fellow Scout volunteers built a decomposed granite access trail into the site and installed a log bench. For the new plants, he installed irrigation drip lines, sheet mulching, and planted native shrubs, including Coyote Bush, Bush Currant, Black Sage, Ceanothus, and native grasses. The goal of this project was to demonstrate how a native backyard garden benefits wildlife, including native bees, butterflies, and birds.

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 the Veterans Park Memorial Rose Garden. In Fiscal Year 12/13, seven (7) beige tiles were sold honoring those that served and one (1) black tile to honor those that gave their all for a grateful nation.



Arbor Day Volunteer Planting Projects

The City of Brentwood hosted its third annual Arbor Day tree planting project in cooperation with the Mormon Many Hands Day of Service on Saturday, April 27, 2013, from 9:00 a.m. to 12:00 p.m. Approximately 80 volunteers from one Latter Day Saints Church ward planted 24 native Redbud and Valley Oak trees along the northern Sand Creek frontage east of the O'Hara Avenue intersection. Volunteers planted, staked, and watered the trees. Over 60 cubic yards of tree chipper mulch was spread around the Sand Creek frontage. Park/Maintenance Manager, Roger Stromgren, worked with Vice Mayor Steve Barr and a small group of Mormon Many Hands workers to install 20 replacement Boston Ivy vines on the northern Sand Creek sound wall west of O'Hara Avenue. The vines were provided by East Bay Construction Company at no cost to the City.

Another group of volunteers, including 60 Mormon Many Hands volunteers and 4 Friends of Marsh Creek Watershed volunteers, weeded and spread mulch at a native grass planting site along the Marsh Creek trail frontage, adjacent to the tree planting site. TerraCare Associates installed the irrigation system for the new trees. Public Works (Water Division) installed irrigation sleeves and pipes under the sidewalk. Park/Maintenance staff installed the water meter and backflow supplying the tree bubblers. An automatic solar controller was installed by Park/Maintenance staff at the site.

The tree planting site and the native grass site are on City property that was previously a bare area. This Arbor Day project is the first in a multi-year project to completely landscape this area with native Californian trees, shrubs and grasses.



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.

Commissioner Eileen Hoftstadt served as the Park and Recreation Commission representative on the General Plan Working Group beginning in March 2013 and will continue to serve through the duration of the General Plan Update.

Commissioner	Consecutive Years of Service	Term Expiration
Eileen Hoftstadt	6	12/31/2014
Blythe Lind	4	12/31/2014
Alyssa Madden	3	12/31/2015
Bruce Mulder	2	12/31/2013
Sandra Myers*	2	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
Leslie Bemel	1	12/31/2014
Brian Carleton	1	12/31/2014
Juan Castillo	5	12/31/2013
Jack Gaughn	2	12/31/2013
Barbara Koncher	3	12/31/2012
Donna Spencer	3	12/31/2012
Danny Senn	3	12/31/2013

Barbara Koncher and Donna Spencer were recognized for their years of service at the January 8, 2013 City Council meeting.

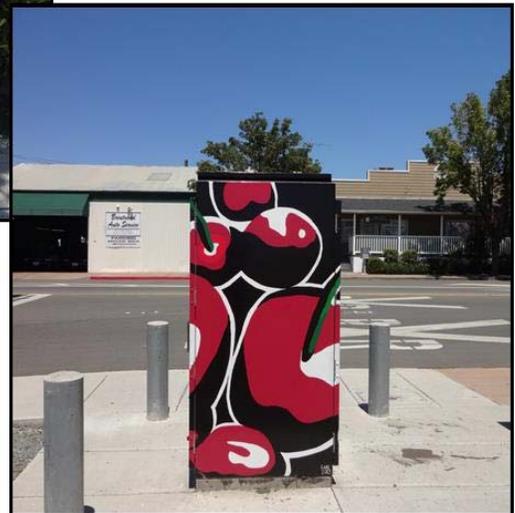
Public Art Vandalism

During the week of May 20th, one of the public art spiral monkeys was stolen from the bench at Granville Green Park. There was moderate damage to the bench from the artwork being pried off. Staff contracted the artist, Scott Runion, to create a replacement piece that will be relocated to an area in the park that would be less likely to be stolen or vandalized.



Accomplishments of the Arts Commission in Fiscal Year 2012/13 include:

- Made a recommendation to the City Council in August 2012 to approve a public art project with the theme “Playful City” with an emphasis that represents the diversity within the community, along the open perimeter area east bound on Balfour Road between Mountain View Drive and Foothill Drive not to exceed \$100,000.
- Made a recommendation to the City Council in August 2012 to award a one-time grant of \$700 to the City Poet Laureate Kati Short for a second “Anthology of Local Writers” publication. Kati Short presented the published book at the January 8, 2013 City Council meeting.
- Made a recommendation to the City Council in November 2012 to approve a Memorandum of Understanding between the City of Brentwood and Liberty Union High School District regarding the Arts and Humanities Academy utility box public art project. This project was completed in June 2013. Locations of the utility boxes are as follows:
 - Brentwood Boulevard and 2nd Street (Strawberries)
 - Brentwood Boulevard and Oak Street (Corn)
 - Walnut Boulevard and Oak Street (Cherries)
 - 2nd Street and Maple Street (Peaches)
 - 2nd Street and Pine Street (Pumpkins)



A grand unveiling of the project was held on June 4th with members of the Liberty High School Arts and Humanities Academy and various school district and local dignitaries present.

Grand Revealing

AHA (the Arts and Humanities Academy) Interns are cordially inviting you to the Grand Revealing and Ribbon Cutting of the City of Brentwood's Sponsored Collaboration Utility Box project.

Independence High school
11:00 a.m.

June 4th. 2013

Refreshments will be served

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.

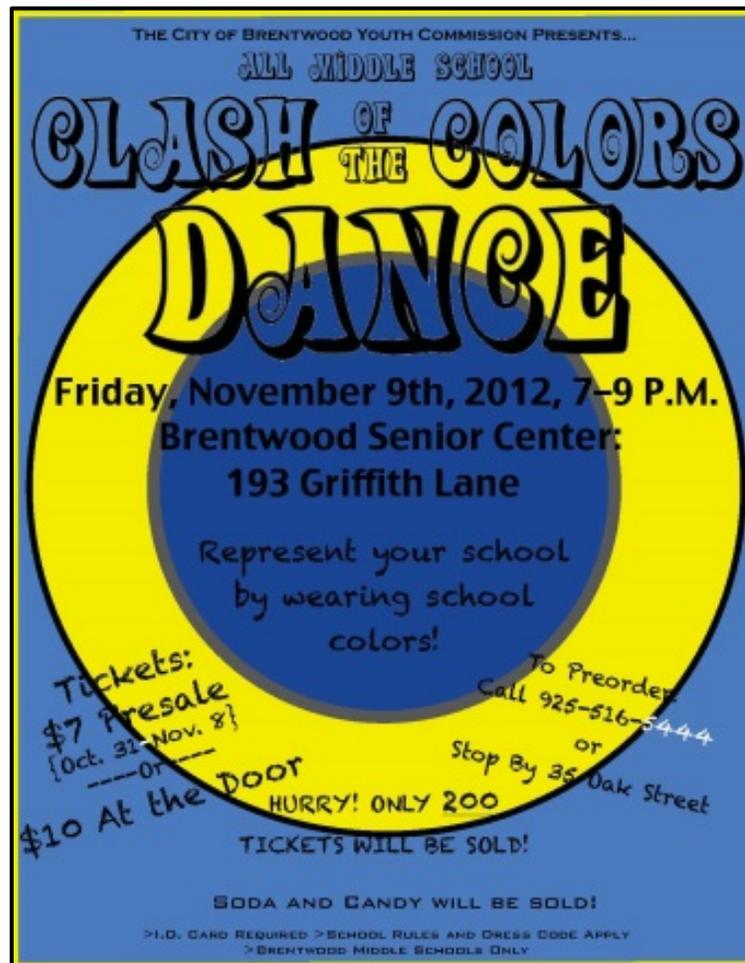
Members of the Brentwood Youth Commission experience a unique opportunity to work with City leaders and staff, as well as students from all Brentwood middle and high schools, and implement policies and programs that positively impact the youth of our community. Commissioners also gain valuable leadership 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	2	06/30/2013
Dakota Cushing	2	06/30/2013
Jordyn Foley	.7	06/30/2013
Madisun Marquez	3	06/30/2014
Kimberly Montes	4	06/30/2013
Gabe Olveda	1	06/30/2012
Allyson Spears	4	06/30/2013
Allison Strauss	2	06/30/2013
Jack Strauss	3	06/30/2014
Zachary Strauss	2	06/30/2013
Vincent Kraeber	2	06/30/2013
Ola Popoola	1	06/30/2014
Jimmy Theoc	1.7	06/30/2013
Chris Peart (PAL Liaison)	3	N/A



Youth Commission Accomplishments and Events:

- Youth Commissioners promoted the Commission by participating in the **Liberty Homecoming Parade** on September 14, 2012.
- The Youth Commission participated in **Heritage High School's Homecoming Parade** on September 20, 2012.
- 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 26, 2012.
- On October 27, 2012, Youth Commissioners passed out mini personalized Frisbees and promoted the Commission's goals at the annual **Hometown Halloween** event.
- The **'Clash of Colors' Social and Dance** was held on Friday, November 9, 2012 as a fundraiser for the Youth Commission scholarship fund. Twenty-five (25) local youth from Adams, Bristow, and Edna Hill Middle Schools participated in this event and enjoyed dancing, snacks, and free sunglasses. This event raised \$185 for the Youth Commission Scholarship Fund.



- On April 10, 2013, the Youth Commission hosted a town hall style event, the **Teen Town Hall Forum** at the Brentwood Community Center. Attendees were middle and high school aged students. Brentwood youth attending the event learned who and what the Youth Commission is and shared activity ideas and other topics important to teens and pre-teens. Participants also responded to a short survey to suggest ways the Commission can be more proactive for youth in Brentwood. The Youth Commission will use the information garnered at the forum to direct their goals and ideas for the next school year.



- The Youth Commission volunteered at the Police Explorers Competition on Saturday, April 27, 2013, which was hosted by Explorer units from across the western states. Commissioners assisted by playing various roles in mock police scenarios and in return for their efforts, received \$500 towards the Youth Commission Scholarship Fund.
- The Youth Commission raised **\$1,975.00** for the **Youth Scholarship Fund** by participating in community events.
- On June 11, 2013, **Youth Commission Scholarships**, each in the amount of \$750, were awarded to the following students:
 - Elizabeth Allen: Heritage High School
 - Taylor Johnson: Heritage High School
 - Jeffrey Wang: Liberty High School
- The **Youth Commission Year-in-Review** was presented to City Council on May 28, 2013.
- Five outgoing Youth Commissioners and one adult advisor were recognized for their years of service by the City Council on May 28, 2013.

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 Season" program and holiday tree lighting event.

Committee Member	Consecutive Years of Service	Term Expiration
Rick Fuller	4	12/31/2014
JoAnn Klement	1	12/31/2013
Arthur Koski	3	12/31/2014
Michelle McHugh	2	12/31/2013
Earl Medeiros	<1	12/31/2014
Claudette Natural-Staton	7	12/31/2014
Cheryl Nickerson	3.8	12/31/2014 (Resigned 10/17/12)
Karen Nunez	4	12/31/2014
Cathy Palestro	<1	12/31/2014
Stephen Smith	7	12/31/2014
Johnny Staton	7	12/31/2014
Bob Taylor (2012/13) City Council Representative		
Gene Clare, Alternate City Council Representative		



PARK/MAINTENANCE DIVISION

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 dog park with separate areas for large and small dogs, a Skate/BMX park, 4 parks with water play features, a universal abilities playground, and parks with volleyball courts and bocce courts.

During this past fiscal year, construction of **Summerset Commons Park** was completed. This new 13-acre park has pathways that meander through the 5-acre vineyards. Fiscal Year 2012/13 also saw construction of a **Universal Abilities Playground in Veterans Park**. This unique, pirate-themed playground is a destination and a point of pride for the entire community, as Brentwood now has a playground to meet the needs of all youth, including those with disabilities, in the greater East County. The **Veterans Park Bocce Court Expansion Project** was completed and includes beautiful shade structures over the courts, shaded picnic areas and greater accessibility for the users of the courts. Other improvements in the bocce court expansion project include the addition of a handicap ramp for accessibility into the courts, additional tables, benches, recycling containers, and all courts were raised to 7-1/2" for easy access. *See the Department Highlights section for more detailed information on these projects.*

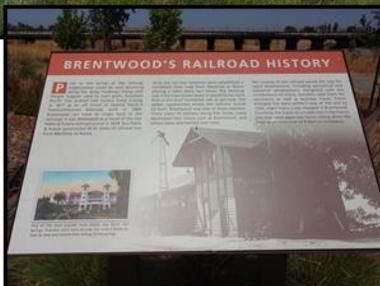
The **King Park Dog Area Expansion** project expanded the dog park to add a small dog park and includes special play features added for dogs and owners to interact. This project was constructed using funds from East Bay Regional Park District Measure WW and came in below the \$125,000 project budget.



As of the end of the Fiscal Year 2012/13, Brentwood has 62 parks, plus 17 pocket parks and trail heads. Currently there are 3 additional parks under construction. There are 25 additional park sites identified for future expansion, with four of these parks currently under construction and several in the planning and approval stages. These will develop as the housing market rebounds. The City's total park inventory will be pushing 92 parks, pocket parks, and trail heads at build out. The Parks/Maintenance Division has many responsibilities including field maintenance, special event management, park planning and construction, maintenance, Urban Forest management, and open space and trail management among many other duties. We are driven by the simple fact that we build and create safe parks for our families and friends to gather in, and on a daily basis, we bring joy to people's lives.

New Neighborhood Park

Sungold Park is located in the Carmel Estates subdivision that was constructed by Meritage Homes. This park was accepted from the developer for City ownership and maintenance on February 26, 2013. One unique feature of this park is that three interpretive signs were installed along Marsh Creek. One provides information on Brentwood's railroad history, another about Marsh Creek wildlife, and a third providing information on the functions of the bioretention basin. Additional amenities and features at this 1.71-acre park include a play structure, grass area, and several shaded picnic tables and benches.



Landscape Maintenance

The Park/Maintenance Division is responsible for overseeing maintenance of 513 acres, including City parks (221 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, Bedrock Masonry, Ross Recreation, and Applied Landscape Materials.

On May 28, 2013, 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 for Fiscal Year 2013/14; held a Public Hearing; ordering improvements; confirming the diagram and assessments; and levying and collecting assessments.

Weed Abatement

Rough mow/hand work areas generally require a one-time occurrence in spring. These areas total 88.45 acres that include 52 sites. The yearly contract amount is \$27,277.97 with a contingency of 25% to cover any areas that need more than one-time attention. Extra work is required after wet springs push up new grass growth after initial mowing operations.

Spray sites usually require monthly herbicide treatment, and are intended to be weed-free year round. Undeveloped road sides, medians, and City-owned properties form the majority of the 57.33 acres that includes 177 spray sites. The yearly contract amount is \$45,760.03 and is billed as a monthly maintenance contract.

The Park/Maintenance Division is also responsible for maintenance of 13,556 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. Park/Maintenance staff cleans the V-Ditches once per year in the fall in anticipation of the rainy season. The yearly contract amount for V-Ditch maintenance is \$5,166.

Open Space Management

Open space grasslands are City-owned, undeveloped sites located primarily on the Brentwood hillsides. These areas are managed with annual mowing to promote the growth of annual grasses, and discourage the establishment of nuisance broadleaf weeds. The ultimate goal is to re-establish stands of native grasses and perennials in these areas. Several test plots, including the south end of Creek Road and the trail frontage of Marsh Creek Trail at the Sand Creek/O'Hara intersection have large demonstration plots of native vegetation.

The new 13-acre Summerset Commons includes four (4) acres of designated open space. This past year this area was seeded with natural grasses to assist in choking out invasive broadleaf weeds. This was combined with an ongoing spray program. In the fall of 2013, this area will be seeded with wildflower mix that should produce a spectacular spring 2014 display of color.

Janitorial Services

In September 2011, as a result of a Request for Proposals (RFP) 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, were for two-year terms with potential extensions based on performance. Based on the performance of the contractors, in May 2013, City Council extended the terms of the two janitorial services contracts through June 30, 2015. The janitorial firms continue to clean all City buildings with green products that are safe for the environment.

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 Park/Maintenance Division 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 fourth year of the program, the following sites were completed in fiscal year 2012/13:

LOCATION	SQUARE YARDS
PARKING LOTS	
Blue Goose	611
Creek Road Equestrian Staging Area	1,267
Marsh Creek Staging Area	2,044
GRAND TOTAL	3,922

In the 5th and final year of the Pavement Management Plan, staff anticipates that the three parking lots at Sunset Park Athletic Complex, and the Skate/BMX Park/Brentwood Family Aquatic Complex/Brentwood Senior Activity Center/Veterans Park will be crack sealed, slurry sealed, and re-striped.



Marsh Creek Trailhead at Concord Avenue



Marsh Creek Staging Area

Tree Work Statistics

In fiscal year 2008/09, Park/Maintenance staff 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 fourth year of this 5-year contract and we have pruned 17,388 trees. The overall tree inventory this year is reduced slightly as a correction was made as it was discovered that one area was mistakenly inventoried twice.

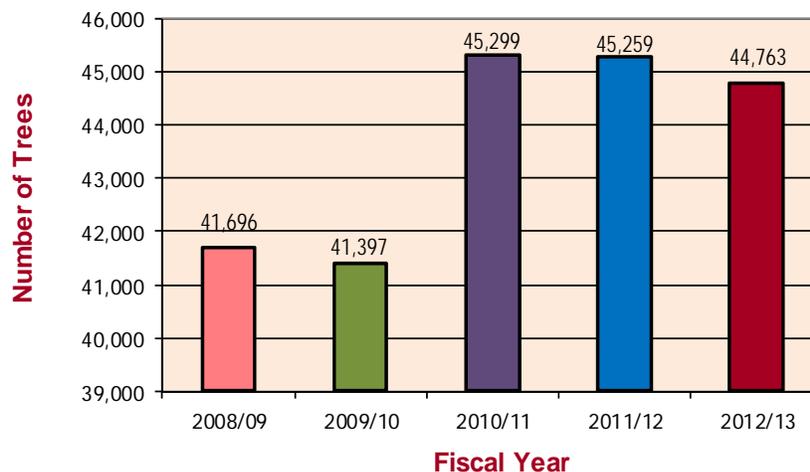
PRUNING	
LLDS	4,387
"R" AREAS	212
PARKS	24
TOTAL	4,459

PLANTING	
LLDS	170
"R" AREAS	107
PARKS	25
TOTAL	312

REMOVALS	
LLDS	40
"R" AREAS	90
PARKS	29
TOTAL	186

CURRENT TREE INVENTORY	
Residential LLDs	15,100
Residential "R" Areas	4,953
LLDs	16,623
Parks	3,577
"R" Areas	4,510
TOTAL	44,763

TREE INVENTORY



Value of Brentwood's Urban Forest

According to West Coast Arborists, the City's tree maintenance contractor, the average value of each tree in Brentwood is \$911, but size and species create higher values for some trees. The total value of Brentwood's entire urban forest, including all residential street trees is \$42,000,000. The City-maintained trees are valued at \$24,000,000.

Hazard Trees

West Coast Arborists inventoried 49 potentially hazardous trees throughout the City. The majority of the identified trees are native Oak and Sycamore trees growing along the Creek Road trail, and the naturally vegetated portion of the Marsh Creek channel south of Dainty Avenue. City Park and McClarren Park also have a number of large trees in the hazard evaluation category. A hazardous tree has a diameter over 24" at breast height and poses a risk to underlying structures or people. The hazardous trees are inspected for structural integrity by West Coast Arborists on an annual basis. During the past years assessment, all of the specimen trees passed the safety assessment and in Fiscal Year 2012/13 no hazard trees needed to be removed.

Tree Removals/Replacements

As part of the yearly City-owned tree maintenance program, a total of two hundred seventy-four (274) trees in several areas that were afflicted with diseases or performing poorly were removed. West Coast Arborists, the City's tree contractor, removed and replaced trees as follows:

Oak Meadow Park:

- 23 Valley Oaks were planted in new sites.

American Avenue:

- 26 Pistachio trees were planted to replace poorly performing Redbud trees.

LLD 93-3:

- 40 trees of different species were planted along streetscapes and trails to replace poorly performing species.

Balfour Road:

- 6 Linden trees replaced Sycamore trees along the south side of Balfour Road from Griffith Lane to Brentwood Boulevard.
- 37 Sycamores replaced poorly performing Sycamores on both sides of Balfour Road from Fairview Avenue to the Highway 4 Bypass.
- 12 Maple trees were planted in the Balfour Road median between Fairview Avenue and the Highway 4 Bypass to replace declining Sycamore trees.

O'Hara Avenue:

- 14 Little Leaf Linden trees were planted from Grant Street to Lone Tree Way to replace poorly performing Hackberry trees.

Sellers Avenue:

- 26 Pistachio trees were planted to replace poorly performing Liquid Amber trees.

Neroly Road:

- 40 Crabapple trees were planted along the Neroly trail to replace poorly performing Redbud trees.
- 2 Valley Oaks were planted along the Rose Garden trail to replace poorly performing existing Oak trees.

EBMUD Trail (Grant Street and Sunset Road):

- 14 Southern Live Oaks replaced poorly performing Crape Myrtle trees from O'Hara Avenue to Adams Lane.
- 16 Chinese Flame trees replaced poorly performing Arbutus trees from Fairview Avenue to Grant Street.
- 18 Horse Chestnut trees replaced poorly performing Crape Myrtles from Grant Street to the Highway 4 Bypass.

Green Waste Collection Program

City landscape maintenance contractors deposited a total of 1,168 tons of ground cover and shrub pruned material in the City's green waste dumpsters. West Coast Arborists generates large amounts of chipper mulch from their tree pruning and removal operations. These tree chips are spread on City open space areas to suppress weed growth and amend the soil for future planting. A portion of the leaves collected in the autumn around City streets and parks are spread out along open space areas as well.

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. The grant established a permanent City parks, facilities, and trails recycling program by enabling the City to purchase new recycling containers and the retrofit of existing garbage containers for a grand total of 237 recycling containers throughout the City's 62 parks. Grant funding paid for the purchase of new recycling containers (154) and retrofit of (83) of the existing (244) garbage containers to recycling. The new recycling containers match the décor of the existing containers to maintain the aesthetic quality of the parks.



Backflow Assemblies

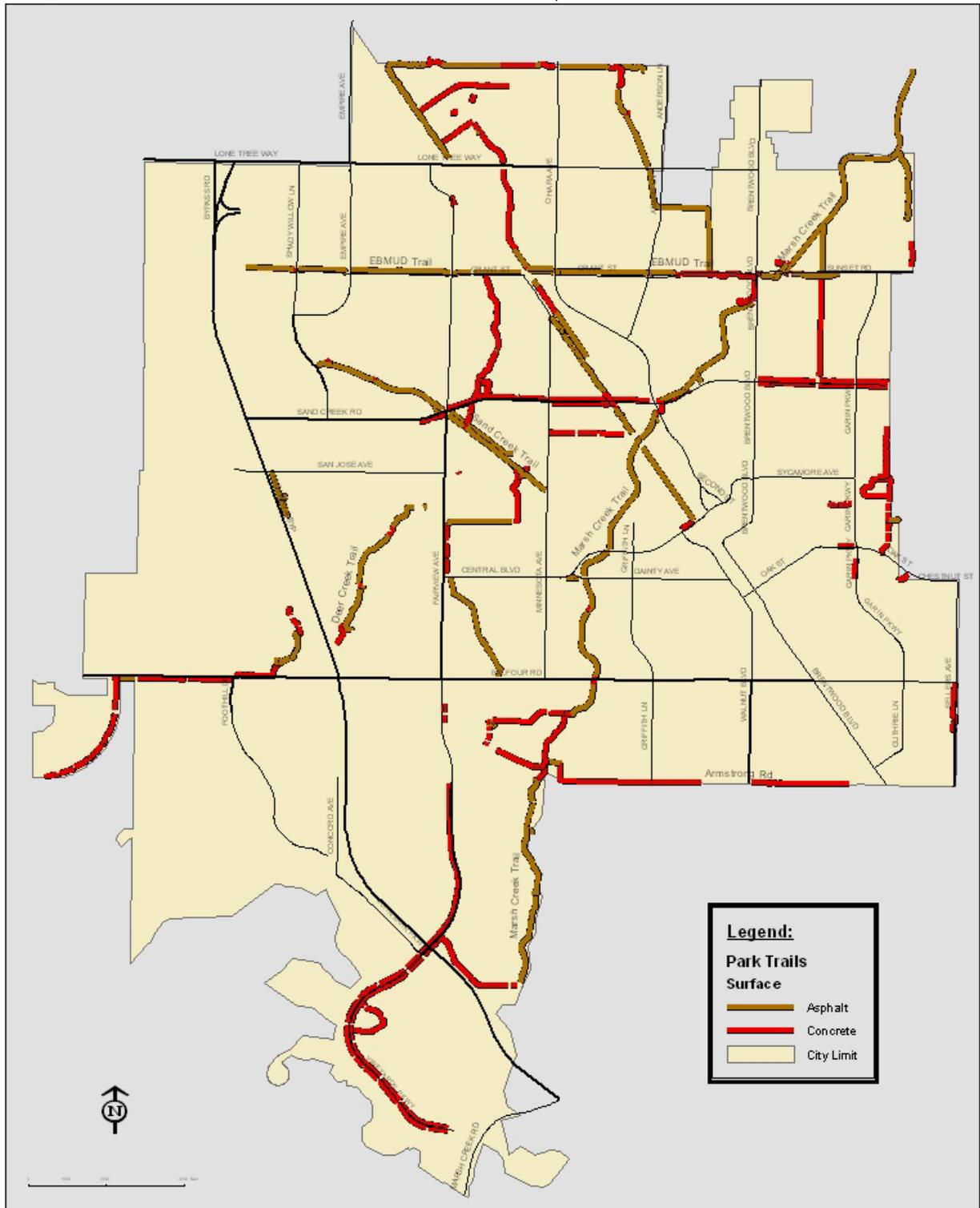
Four (4) Park/Maintenance Workers have now been certified as backflow testers that can certify, repair, and replace backflows in parks and Landscape and Lighting Assessment District (LLD) areas. As a result of having qualified, certified staff to work on the backflows, the Parks and Recreation Department 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 parks division currently certifies 379 backflow assemblies per year. Each backflow assembly is certified once 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 2012/2013, staff has made 100 repairs of varying degrees. These repairs included repair or replacement of motors, variable frequency drives (VFDs), overload relays, discharge manifolds, pressure transducers, enclosure cooling fans, murphy gauges, flow sensors, processors, temperature sensors, and installation of a Program Logic Controller (PLC) with two-line display. 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 each spring.

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.



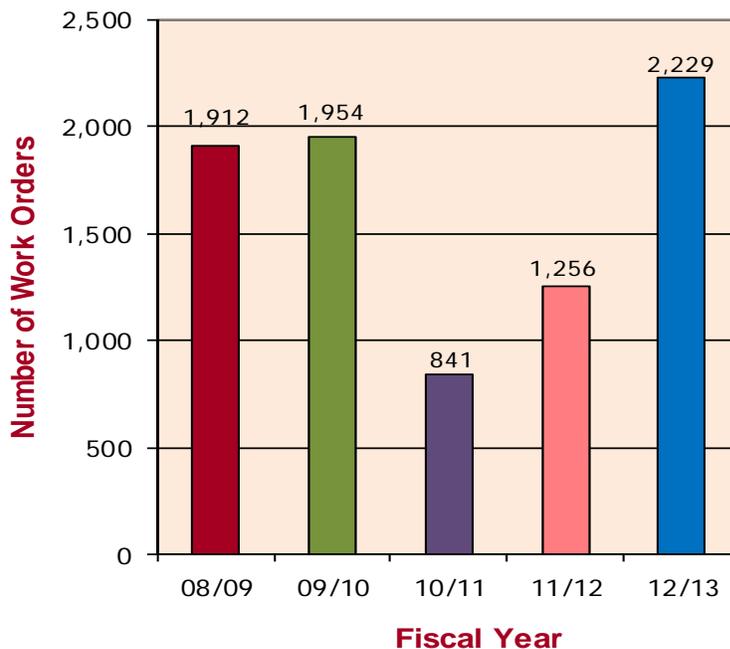
Computerized Maintenance Management System Work Orders

This year the City implemented the new Computerized Maintenance Management System called "Maintenance Connection". The new system has some great tools and is vital to the daily maintenance plan. In addition to assigning each work request to individual staff, the system will automatically send an email response to the customer to let them know that we received their work order. It's also interactive with map room, and it holds the entire Parks inventory for quick reference. This program will keep our work orders efficient and easy to track.

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)	
Regular Work Orders	1,903
Blanket Work Orders	203
City Source Smart Phone App Work orders	123
Total Work Orders 2012/13	2,229

Regular work orders are up 60% over fiscal year 2011/12. Blanket work orders are lower this year than last as blanket work orders are still being entered into the new Maintenance Connection software. It is anticipated this number will grow in fiscal year 2013/14. The new City Source smart phone application has allowed residents to enter 123 work orders in this fiscal year.

YEAR-TO-YEAR COMPARISON OF WORK ORDERS SUBMITTED



Field Light Use

Control Link allows City staff 24 hour access to the Musco Athletic Field Lighting using the internet or toll free hotline. Lights can be immediately shut down or turned on depending on the requirements with a simple phone call or keyboard. This allows the City to better track and charge field user groups and programs accurately. By being able to remotely turn off lights when length of use by a user is shortened or cancelled, this program was able to save 74 hours and 41 minutes of light time during this fiscal year.

LOCATION	P&R Program Use 11/12	P&R Program Use 12/13	User Group Rental Use 11/12	User Group Rental Use 12/13	Total # of Hours 11/12	Total # of Hours 12/13
Balfour-Guthrie	0	0	213	319	213	319
Oak Meadow	25	9	366	297	391	388
Sunset Park Athletic Complex						
Pinwheel Softball Fields #1-4	1,026	1,101	355	261	1,381	1,362
Baseball Fields #5-6	16	13	312	361	328	374
Optional Overlay	3	0	0	0	3	0
Competition Soccer Field	0	0	206	35	206	35
Soccer Fields A, B, and C	0	0	628	687	628	687

Amenities /Features

LANDSCAPE AMENITIES/FEATURES	
AMENITY	QUANTITY
Athletic Fields	19
Backflow Assemblies	379
Barbecues	75
Basketball Courts	13
Benches	285
Bike Racks	25
Bocce Courts	6
Booster Pumps	86
Drinking Fountains	61
Horseshoe Courts	2
Irrigation Controllers	364
Irrigation Repeaters	3
Mutt Mitt Dispensers	94
Mutt Mitts Used	480,000
Picnic Tables	290
Recycling Cans	136
Recycling Toters	24
Shade Structures	93
Streetlights	5,836
Tennis Courts	2
Volleyball Courts	3
Waste Receptacles	250
Water Play Features in Parks	6

**CITY OF BRENTWOOD
PARK ACRES AS OF JUNE 30, 2013**

NAME	BUILT OR IN DESIGN	OWN/LEASE NO DESIGN	FUTURE DEDICATION	CITY MAINTAINED
Almanor Pocket Park				0.11
Almond Park				1.39
Alta Park (future park)			2.76	
Amber Park				0.28
Anastasia Park				0.77
Appaloosa Park				0.71
Applehill Park				4.85
Apricot Park				0.25
Arbor View Park				5.60
Aspen Park (future park) (Vineyards Subd. 8796)			1.26	
Baca Properties (Subd. 8982 - 1 park)			1.62	
Balfour-Guthrie Park				6.43
Berkshire Park				0.40
Big Basin Park	1.00			
Black Gold Park				6.22
Blue Goose Park				4.10
Blue Oak Pocket Park	1.14			
Brentwood Family Aquatic Complex				7.00
Brentwood Skate Park				0.50
Bridle Gate (Discovery Bldrs Subd. 8506 - 2 parks)			5.12	
Caboose Park				1.02
Carrara Pocket Park				0.10
Celeste Park				1.09
Cherry Park				0.44
Chestnut Trailhead				0.10
City Park				2.50
Cortona Park				0.30
Cortona Trailhead				0.18
Creekside Park				6.16
Creekside Trailhead				0.40
Crockett Pocket Park				0.13
Curtis Park				0.13
Darby/Coventry Pocket Park				0.77
Dakota Park (future park) (Barrington)			4.70	
Daytona Park (future park) (Barrington)			1.21	
Dolphin Park			2.00	
Egret Park			1.54	
Empire School Park		5.02		
Ferro Ranconi (future park) (Subd. 9173)			1.00	
Fiorita Pocket Park				0.10
Fruitwood Park				0.42
Gann Street Pocket Park				0.20
Garin Park				6.36
Gemini Park				0.78
Giotto Pocket Park				0.11

NAME	BUILT OR IN DESIGN	OWN/LEASE NO DESIGN	FUTURE DEDICATION	CITY MAINTAINED
Glory Park				1.10
Granville Green Park				1.76
Grant Street Trailhead				0.10
Heron Park				10.81
Homecoming Park				2.00
Iron Horse Trailhead				0.67
Kaleidoscope Park				0.54
King Park				3.93
La Pergola Pocket Park				0.24
Lake Park				1.50
Loma Vista Park (City owns .8 acre)				4.50
Mallard Park				1.54
Mandevilla Park (future park) (Palmilla Subd. 8729)			0.75	
Marsh Creek North Park (future park) (Palmilla Subd. 8729)			2.61	
Marsh Creek South Park (future park) (Palmilla Subd. 8729)			2.61	
Marsh Creek Staging Area				1.29
Marsh Creek State Park/John Marsh House			56.90	
Marsh Creek Trailhead Park				9.33
Marsh Creek Vista Park				0.47
McClarren Park				3.18
Medallion Park				0.83
Medallion Park Phase II (Subd. 8674)			0.52	
Mission Grove			2.00	
Miwok Park and Trail				10.17
Monte Rosa Park (future park) (Vineyards Subd. 8796)			1.76	
Oak Meadow Park				9.68
Orchard Park				5.19
Outrigger Circle Pocket Park				0.96
Palmilla Park (Subd. 8729)	1.60			
Palomino Park				0.61
Peach Park				0.77
Pelican Park (future park) (Barrington Subd. 8548)			1.00	
Pioneer Park (future Park) (Vineyards Subd. 8796)			2.79	
Pistachio Park (future park) (Steeplechase Subd. 8674)			1.11	
Portofino Park	2.00			
Rainbows End Park				0.80
Rice Pocket Park				0.25
Rolling Hills Park				2.05
Rose Garden Park				3.13
Sage Glen Park				2.00
Sand Creek Park		14.50		
Sawyer Pocket Park				0.22
Scortino Ranch (2 future parks) (Subd. 9152)			2.50	
Seedling Park				1.41
Spirit Park				0.51
Steeplechase Park				1.11
Stonehaven Park				0.15
Summerset Commons				13.05

NAME	BUILT OR IN DESIGN	OWN/LEASE NO DESIGN	FUTURE DEDICATION	CITY MAINTAINED
Summerwood Park				4.49
Sungold Park				1.71
Sunset Park Athletic Complex				39.77
Sweetgrass Pocket Park				0.25
Topaz Park				0.27
Veterans Park				10.50
Vineyards Amphitheater (Subd. 8796)			31.54	
Walnut Park				5.05
Wheatfield Park				1.34
Windsor Park				0.18
Yokut Park				1.33
Totals	5.74	19.52	127.30	220.64
			Owned No Design	19.52
			Future Dedication	127.30
			GRAND TOTAL	367.46
Acres Owned as of 2012	240.16			
Population	52,575			
Acres per 1,000	4.57			



Neighborhood Park Daily Drop-In Use

NEIGHBORHOOD PARK DAILY DROP-IN USE JULY 1, 2012 – JUNE 30, 2013 (EXCLUDING SPORTS USE AND PICNIC AREA RENTALS)			
NAME	ACRES	ESTIMATED DAILY USE	ESTIMATED ANNUAL USE
Almanor Pocket Park	0.11	15	3,375
Almond Park	1.39	15	3,375
Amber Park	0.28	12	2,700
Anastasia Park	0.77	10	2,250
Appaloosa Park	0.71	10	2,250
Apple Hill Park*	4.85	45	10,125
Apricot Park	0.25	10	2,250
Arbor View Park	5.60	30	6,750
Balfour-Guthrie Park*	6.43	50	11,250
Berkshire Park	0.40	10	2,250
Black Gold Park	6.22	10	2,250
Blue Goose Park**	4.10	75	9,375
Caboose Park	1.02	15	3,375
Celeste Park	1.09	12	2,700
Cherry Park	0.44	5	1,125
City Park**	2.50	125	6,175
Cortona Park	0.30	5	1,125
Creekside Park	6.16	45	10,125
Curtis Park	0.40	15	3,375
Fruitwood Park	0.42	8	1,800
Garin Park*	6.36	45	10,125
Gemini Park	0.78	8	1,800
Glory Park	1.10	15	3,375
Granville Green	1.76	12	2,700
Heron Park	10.81	35	7,875
Homecoming Park	2.00	30	6,750
Kaleidoscope Park	0.54	8	1,800
King Park	3.93	50	11,250
Lake Park	1.50	12	2,700
Loma Vista Park*	4.50	37	8,325
Mallard Park	1.54	12	2,700
Marsh Creek Staging Area	1.29	20	4,500
Marsh Creek Vista Park	0.47	8	1,800
McClarren Park	3.18	30	6,750
Medallion Park	0.83	8	1,800
Miwok Park	10.17	30	6,750
Oak Meadow Park*	9.68	75	16,875
Orchard Park	5.19	60	13,500
Palomino Park	0.61	8	1,800
Peach Park	0.77	8	1,800
Rainbows End Park	0.80	20	4,500

NEIGHBORHOOD PARK DAILY DROP-IN USE JULY 1, 2012 – JUNE 30, 2013 (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	3.13	15	3,375
Sage Glen Park	2.00	40	9,000
Seedling Park	1.41	15	3,375
Spirit Park	0.51	10	2,250
Steeplechase Park	1.11	12	2,700
Stonehaven Park	0.15	5	1,125
Summerset Commons***	13.05	40	9,000
Summerwood Park*	4.49	50	11,250
Sungold Park***	1.71	15	3,375
Topaz Park	0.27	5	1,125
Veterans Park*	10.50	75	16,875
Walnut Park	5.05	45	10,125
Wheatfield Park	1.34	12	2,700
Windsor Way Park	0.18	40	9,000
Yokut Park	1.33	12	2,700
	Total	1,459	298,825

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 and City Park use is based on 125 useable water feature days. These parks experience particularly high use due to the water play features.

*** New park opened during fiscal year 2012/13.

Vandalism/Copper Wire Theft

In fiscal year 2012/13, there were three reported attempts at copper theft city wide. This is a significant decrease from past years. The only successful attempt was reported by Public Works involving streetlights. Public Works made repairs, restored power, and installed deterrents. The other two attempts were in the pedestrian undercrossing along Sand Creek Road. These sites had deterrents installed prior to the attempt. While no wire was removed, Park/Maintenance staff made minor repairs, splicing wires back together. In 2009, the Copper Theft Task Force was established. During the monthly meetings, many ideas were exchanged within City staff, from Public Works, Finance, Parks and Recreation, and the Brentwood Police. Outside contractors were invited to show us various options the City could consider to deter theft. The Police Department played a significant role in the success of the task force. While departments discussed possible construction options as deterrents, the Police stepped up patrols in the hot spots and made several arrests. While Parks and Recreation and Public Works chose separate paths for deterrents, both departments have noticed a sharp decline in copper theft. The inter-departmental corporation has saved the City untold thousands of dollars over the past 3 years and will continue into the future.

COPPER WIRE THEFT EXPENSES FY 2012/13 PARKS AND RECREATION DEPARTMENT			
FACILITY/LLD	MATERIALS	CONTRACTOR LABOR	TOTAL AMOUNT
03-2	\$3,646.57	\$0	\$3,346.57

Miwok Trail Lighting Project

Over the past years, there have been continued reports of suspicious activity and vandalism along the trail section between King Park and Sand Creek, in the Meadowbrook Drive area. Police has been involved, as well as Parks and Recreation, and neighbors keeping an eye on things. It was determined that lighting this portion of the trail was a viable option. After receiving approval and funding to install two decorative street light poles, the Park/Maintenance team went to work. Work included tracing out existing wires with a wire valve locator to determine where a tie-in for power was located and cutting out the pathway and tearing out parts of the existing concrete. Staff then trenched from the power source to the two light pole locations, laid the conduit, excavated the two light pole footings, poured the concrete footings, installed the light poles, ran the wires for power, replaced the excavated concrete walkways, and made landscaping repairs. Park/Maintenance staff installed the J-bolt system to the lighting in an effort to prevent copper. The resident adjacent to the trail was very pleased and sent in a night time video of the work performed. He was very grateful, and complimentary of the work performed to improve lighting in this area.



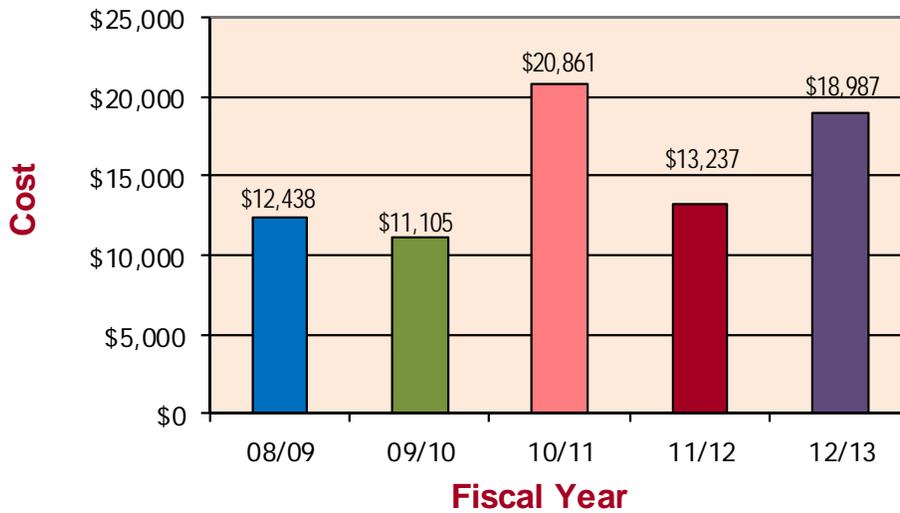
GENERAL VANDALISM

PARKS		AMOUNT
Apple Hill	Replace Vandalized Tree – 1 Crape Myrtle	\$120
Arbor View Park	Replaced Vandalized Trees – 1 Pistache / 1 Betula	\$240
Creekside Park	Replaced Vandalized Tree – 1 Crape Myrtle	\$120
Creekside Park	Replaced Vandalized Tree – 1 Sycamore	\$120
Granville Green	Stolen Public Art – Spiral Monkey	\$1,083
Heron Park	Repaired Vandalized Irrigation	\$202
King Park	Repaired Vandalized Irrigation	\$180
King Park	Repaired Vandalized Irrigation	\$180
Mallard Park	Repaired Vandalized Irrigation	\$219
McClarren Park	Removed/Repaired Vandalized Turf and Tree	\$116
McClarren Park	Repaired Vandalized Irrigation	\$287
Miwok Park	Replaced Vandalized Shrubs and Trees – 2 Arbutus / 9 Raphs	\$552
Miwok Park	Repaired Vandalized Irrigation	\$338
Miwok Park	Replaced Vandalized Trees – 3 Crape Myrtles	\$360
Miwok Park	Repaired Vandalized Irrigation	\$191
Oak Meadow Park	Repaired Vandalized Irrigation	\$367
R-13	Replaced Vandalized Trees and Irrigation – 2 Crape Myrtles	\$290
Rose Garden Park	Replaced Vandalized Vine – 1 Red Rose	\$107
Spirit Park	Replaced Vandalized Tree – 1 Pistache	\$120
Veterans Park	Replaced Vandalized Tree – 1 Sycamore	\$120
PARKS TOTAL		\$5,312
STREETSCAPES		
LLD 94-1	Sprinkler Vandalism	\$75
	Sprinkler Vandalism	\$125
	Sprinkler Vandalism	\$45
LLD 95-5	Off-Haul Dumping	\$100
	Off-Haul Dumping	\$100
	Off-Haul Dumping	\$200
	Off-Haul Dumping	\$200
	Off-Haul Dumping	\$100
	Off-Haul Dumping	\$100
LLD 95-7	Sprinkler Vandalism	\$60
	Sprinkler Vandalism	\$50
	Traffic Accident	\$575
LLD 95-8	Sprinkler Vandalism	\$125
	Graffiti Removal	\$25
LLD 97-1	Traffic Accident	\$150
	Sprinkler Vandalism	\$75
	Sprinkler Vandalism	\$135
	Graffiti Removal	\$25

LLD 99-3	Sprinkler Vandalism	\$230
	Sprinkler Vandalism	\$145
	Graffiti Removal	\$25
	Off-Haul Dumping	\$100
	Off-Haul Dumping	\$100
LLD 99-5	Traffic Accident	\$240
	Graffiti Removal	\$25
	Traffic Accident	\$360
	Traffic Accident	\$120
	Off-Haul Dumping	\$100
LLD 99-7	Traffic Accident	\$250
	Traffic Accident	\$325
LLD 99-9	Traffic Accident	\$210
LLD 00-3	Off-Haul Dumping	\$100
LLD 02-2	Traffic Accident	\$285
	Traffic Accident	\$760
	Graffiti Removal	\$25
	Sprinkler Vandalism	\$100
LLD 02-3	Traffic Accident	\$1,770
	Traffic Accident	\$175
	Traffic Accident	\$120
	Sprinkler Vandalism	\$85
	Sprinkler Vandalism	\$40
LLD 02-4	Traffic Accident	\$120
LLD 02-6	Traffic Accident	\$120
LLD 02-12	Traffic Accident	\$360
LLD 03-2	Traffic Accident	\$185
	Traffic Accident	\$1,105
	Traffic Accident	\$645
	Sprinkler Vandalism	\$125
	Sprinkler Vandalism	\$75
	Sprinkler Vandalism	\$45
	Sprinkler Vandalism	\$135
	Sprinkler Vandalism	\$50
	Sprinkler Vandalism	\$25
STREETSCAPE AREAS TOTAL		\$10,945
R AREAS		
R-8	Off-Haul Dumping	\$100
R-11	Traffic Accident	\$245
R-25	Traffic Accident	\$120
R-29	Sprinkler Vandalism	\$175

R-31	Traffic Accident	\$455
	Traffic Accident	\$340
	Sprinkler Vandalism	\$85
R-33	Traffic Accident	\$240
	Sprinkler Vandalism	\$135
R-34	Traffic Accident	\$715
R-39	Traffic Accident	\$120
'R' AREAS TOTAL		\$2,730
GRAND TOTAL FY 2012/13		\$18,987

GENERAL VANDALISM YEAR-TO-YEAR COMPARISON



This year general vandalism was up 30% from the past fiscal year. Forty-four percent (44%) of all general vandalism came from vehicle accidents. This is also an increase from prior years. When possible, the City works to recover accident related damages from the driver's automobile insurance.

Remote Solar Cameras

With past copper theft attempts city-wide and reports of 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 spaces. 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. Park/Maintenance staff permanently installed 4 cameras at 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. Since the installation of the cameras at Sunset Park Athletic Complex, there has been one failed attempt at copper theft. The City has already recognized a return on the investment. With the other 5 remote cameras, and through a joint effort of our Crime Teams, all cameras have been deployed and continue to be rotated to problem areas. Typical areas are parks, trails, and pedestrian bridges.

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 2,401 plants were installed in spring 2013 as follows:

- 2,054 shrubs/ground cover in a total of 43 LLD Streetscapes and Miscellaneous 'R' Areas
- 347 shrubs/ground cover in a total of 62 Parks



Sound Wall Repairs

A large portion of the sound wall repairs for fiscal year 2012/13 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 maintenance repairs.

LOCATION/WORK DESCRIPTION/CAUSE	AMOUNT
193 Griffith Lane (repaired block wall) – Vehicle Accident	\$12,636
770 Altessa Drive (removed and replaced block wall) – Ground Settling	\$5,997
O'Hara Avenue and Grant Street (repaired block wall) – Vehicle Accident	\$5,947
Shady Willow (repaired block wall) – Vehicle Accident	\$4,850
2398 Fernwood Lane (repaired foam wall cap) – Vandalism	\$1,357
O'Hara and Baldina (repaired foam wall cap) – Vandalism	\$1,100
2257 Keystone Way (repaired cracked block) – Ground Settling	\$557
TOTAL FY 2012/13	\$32,444
TOTAL FY 2011/12	\$24,009
TOTAL FY 2010/11	\$31,168
TOTAL FY 2009/10	\$24,992

Steel Fencing

During routine landscape inspections, there is a recurring issue with paint quality on the existing tubular steel fencing, and the resulting corrosion of the steel. Considering the daily pounding of irrigation on steel fence lines within landscaped roadways, a quality protective coating is critical to the longevity of the steel fence line. Park/maintenance staff has tried several methods of undercoating and protective top coats, all with similar results in that they only last 2 to 5 years. With tight budgets and short staffing, there is a need to find a coating that will last 10 to 20 years. During the search for options, a multi-layer five coat option was found. These coatings consist of Zinc (Hot Dipped), Zinc Phosphate, Epoxy Primer, and Acrylic Top-coats. The method is backed by a 20-year warranty. If the results are as expected, this method will save the City and LLD tax payers thousands of dollars annually. Currently Park/Maintenance staff has installed about 200' of fence line with the new coating.



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. This determination was made in a cooperative effort between staff and the sport groups that utilize the fields. Park/Maintenance staff works closely with Recreation staff to help facilitate user group requests for tournaments and clinics that include mow schedule adjustments, irrigation schedule adjustments, and unique field lining and set-up.

Seasonal Field Maintenance Closures

Maintenance Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Activity	
Apple Hill			Field not closed for the 2011/2012 season										Baseball/Soccer	
Balfour Guthrie	Closed 1/4											Closed 11/8	Baseball/Soccer	
Garin Field #1		Closed 2/1 thru 5/12/12											Soccer	
Garin Field #2		Closed 2/1 thru 5/12/12											Soccer	
Oak Meadow Field #1		Closed 1/30 thru 4/12/12											Baseball/Soccer	
Oak Meadow Field #2		Closed 1/30 thru 4/12/12											Baseball/Soccer	
Summerwood Park			Closed 3/5 thru 6/1/12										Soccer	
Sunset #1	Closed 1/31											Closed 10/22/12	Softball/Baseball/Overlay*	
Sunset #2	Closed 1/31											Closed 10/22/12	Softball/Baseball/Overlay*	
Sunset #3	Closed 1/31											Closed 10/22/12	Softball/Baseball	
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 2/17 thru 5/13/13											Soccer	Original dates close 12/14/11-5/14/12. Modified to Close 2/17/13 - 5/14/13
Sunset Soccer B		Closed 2/17 thru 5/13/13											Soccer	
Sunset Soccer C		Closed 2/17 thru 5/13/13											Soccer	
Sunset Soccer Competition		Closed 2/17 thru 5/13/13											Soccer	
King Dog Park		Closed 2/27 thru 5/14/12											Open Neighborhood Park	
Miwok~		Closed 2/27 thru 5/14/12											Open Neighborhood Park	
Loma Vista~		Closed 2/27 thru 5/14/12											Open Neighborhood Park	
Buena Vista~		Closed 2/27 thru 5/14/12											Open Neighborhood Park	
Yokut~		Closed 2/27 thru 5/14/12											Open Neighborhood Park	
SBarry 1*23*12														
NOTES:														
~ Not rented, but utilized by sport organizations														
SCHEDULE FOR 2012 FIELD MAINTENANCE														

Other Notable Park/Landscape Improvements and Accomplishments

- John Deere Landscapes Inc. installed a new **weather station** at the **Waste Water Treatment Plant**. The data collected by the new weather station includes: temperature, wind speed, humidity, and solar radiation. The readings from the station are converted into an Evapotranspiration (ET) formula so they can be used by the City's Rain Master Computerized Central Irrigation System. The ET formula automatically adjusts daily water usage at 200 centrally linked irrigation clocks within the City. In the past, the Rain Master Central Irrigation System received data from a State operated weather station located in south-east Brentwood. Over the years, the state maintained weather station has been inoperable due to maintenance or vandalism. This weather station has made the ET adjustments more reliable for the City, as it is City-maintained and located in a locked facility at the Public Works Corporation Yard.



- As a result of the great success we have had with the automatic locking doors on the south side of the Community Center serving City Park, staff has added automatic locks to three additional park restrooms. Before the new locks were installed, staff was assigned to open and close park restrooms on a daily basis. These new locks help to reduce budget funding for staff time that is currently used to open and close restrooms. Park/Maintenance staff installed automated locks on the restrooms at **Veterans Park**, **Apple Hill Park** and **Blue Goose Park**. These locks are easily programmed from a laptop by Park/Maintenance staff, and it is expected to save several thousand dollars annually in overtime.



- The Parks and Recreation Department had \$7,400 in developer money earmarked for improvements at **Oak Meadow Park**. This was mitigation money twenty (20) 24" box Oak trees were installed along the perimeter of the park.
- MUSCO Lighting performed warranty replacement of all 420 sports field lamps at **Sunset Park Athletic Complex** in May 2013.
- Five hundred (500) cubic yards of wood fiber were blown into the playgrounds at **Veterans**, **Rainbows End**, **Oak Meadow**, **Balfour-Guthrie**, and **Blue Goose** parks.
- Park/Maintenance staff conducted annual inspections at **Sunset Park Athletic Complex** soccer and baseball/softball fields and **Balfour-Guthrie Park** soccer/softball field before the seasonal play began at each facility. Punch list items identified included adding infield cinder; base peg, home plate, and mound repairs; infield skirt repairs; minor fence repairs; adding bat/helmet racks at Balfour-Guthrie; and securing all bleachers and handrails.
- At **Oak Meadow Park** softball/baseball and soccer fields, Park/Maintenance staff conducted an annual inspection. Punch list items included adding infield cinder; base peg, home plate and mound repairs; infield skirt repairs; minor fence repairs; securing all bleachers and handrails, and replacing the batting cage netting.
- **City Park** was accepted for maintenance in December 2012.
- **Sungold Park**, located at 566 Sungold Court, was accepted for maintenance in February 2013.

- As part of the **Summerset Commons Park** construction, an additional three (3) acres was deeded back to the City of Brentwood from the Summerset III Homeowners Association (HOA). At the time, the City and the HOA shared a water meter. A complex percentage plan was developed for the short term to share the water costs. This fiscal year, City staff, in cooperation with the HOA, split the service by adding an additional meter. Now both parties have individual water bills, making the process much simpler.
- With assistance of funding from the **Department of Resources Recycling and Recovery Beverage Container Grant Recycling Program**, Park/Maintenance staff installed thirty-eight (38) Wabash style recycle cans, seventy-one (71) Dumor style cans, and twenty-seven (27) Timberform style recycle cans throughout various parks to complete the installation phase of the Beverage Container Grant.
- **Summerset Commons Park**, at 1511 Regent Drive, was accepted for maintenance in January 2013.
- Twenty-four (24) Chinese Pistachio trees were planted along the **southern frontage of Sand Creek Road between Linden Street and Fairview Avenue**. This project was funded with unused developer fees, and included an extension of the irrigation main line down to Fairview Avenue with five (5) extra irrigation valves for future landscaping of the City property adjacent to the Resurrection Ministries church.



- At no charge to the City, the park maintenance contractors planted twenty-seven (27) trees and three hundred forty-seven (347) shrubs and ground cover throughout various parks.
- The **Parks Standby Manual** for 2013 was updated with policies and procedures, new personnel, contact information, and was distributed to Park/Maintenance staff.
- Staff measured the surface area of all playground areas within the parks throughout the City and were able to quantify as follows:

Type of Surface	Square Feet
Rubber	52,900
Wood Fiber	112,000
Sand	6,100
Total Playground Surface Area	170,000
	(3.9 acres)

- Related to the **King Park Dog Area Expansion** CIP project, which was completed in November 2012, Park/Maintenance staff assisted with the project by performing irrigation and sod repairs, tree planting, park bench installation, and concrete work for maintenance access gates.
- For the **Veterans Park Universal Abilities Playground** CIP project that was completed in January 2013, Park/Maintenance staff assisted with irrigation and sod repairs, demolition of an old park bench, and removal of wood fiber.
- Park/Maintenance staff assisted with the hand rail installation, side board removal and installation, irrigation repairs, and walkway lighting adjustments for the **Veterans Park Bocce Court Expansion** CIP project that was completed in March 2013.
- The entry monument sign on Continnente at the entrance to the **Campanello** subdivision was in poor condition. Park/Maintenance staff designed and installed a new entry monument sign in the development.
- During discussions and planning of the Veterans Park Bocce Court Expansion Project, the Senior Bocce Group had requested more accessible handrails at **Apple Hill Park**. As part of the overall bocce ball court improvements, Park/Maintenance staff designed and installed four (4) new stainless steel handrails at the existing Apple Hill bocce courts.



Additional Interesting Facts:

- With public safety in mind, 409 visual playground inspections were performed by Parks/Maintenance staff.
- West Coast Arborists, the City's tree maintenance contractor, recycled 250 tons of chipper mulch from tree trimmings and removals onto City landscape properties. Two of the City's landscape maintenance contractors then spread the mulch on City right-of-ways and landscape beds.
- Park/Maintenance division staff assigned to be on standby ("on call") were called out 42 times to handle urgent issues in parks/facilities on weekends and after hours.
- Landscape maintenance contractors responded to 50 Out of Compliance Notices.
- Seven hundred sixty-eight (768) streetlights were repaired.

RECREATION DIVISION

Introduction

The Recreation Division has been sharing joy, laughter and fun throughout the year! Five in a Row, Way-to-Go! Brentwood, for the fifth consecutive year, was named a Playful City USA. We celebrated our annual Play Day with Andy Z and the Andyland Band kids concert and lots of family fun at City Park. Staff brought back some old and created some new special events for the community to enjoy. Our summer went by fast with lots of camps, youth sports, aquatics and the Starry Nights Summer Concert Series. The fall season brought out the Movies in the Park and Scarecrows in the Park. The holidays were surrounded with great cheer from the Christmas Tree Lighting Ceremony to Santa's Helper Shop 'til You Drop Daycare and A Letter from Santa. Our spring season ramped up Pee Wee Baseball, Girls Fast Pitch Softball, Sandlot T-Ball, and adult softball. Staff also offered Lunch with Bunny, "The Sandlot" spring movie in the park, and "It's Rodeo Roundup Time with Cowgirl Jessie". We also offered for the community to enjoy the Brentwood Community Public Art Walls with four complete exhibits! We prioritize play and ensure that children are healthy by providing the time and space to play!



Proclamations

The following proclamations were read by City Council:

- August 17, 2012 as Annual Play Day (Council meeting of August 14, 2012)
- February 26, 2013 as Youth in Government Day (Council meeting of February 12, 2013)
- April 27, 2013 as National Arbor Day (Council meeting of April 9, 2013)
- May as National Drown Prevention Month (Council meeting of April 23, 2013)
- Recognition of contributions of the Church of Jesus Christ of Latter-Day Saints "Mormon Helping Hands" and the Friends of Marsh Creek Watershed for outstanding volunteer service on Brentwood's 2013 Arbor Day Project located on Sand Creek Road (Council meeting of May 14, 2013)
- July as Parks and Recreation Month (Council meeting of June 25, 2013)

Agreements and Memorandums of Understanding

Amendment No. 3 to the Memorandum of Understanding with the Brentwood Senior Citizen's 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 2013/14 in the amount of \$41,673.95 was executed on June 25, 2013 by City Council for fiscal year 2013/14.

On September 25, 2012, Amendment No. 1 to the Agreement between the City of Brentwood and Brentwood Union School District related to Joint Use of Facilities was approved by City Council.

Policies/Procedures

On September 11, 2012, staff filed Parks and Recreation Policies and Procedures on the Sports Philosophy and on the Use of City Facilities and Programs and authorized the Director of Parks and Recreation to make minor changes as needed related to use.

Staff Certifications

Jackie Dwyer, Recreation Coordinator, earned a Jeff Ellis Lifeguard Instructor Certification in March 2013, along with part-time staff (Assistant Pool Manager Audra Higbee). Jackie also became a Jeff Ellis Learn to Swim Program Coordinator in February 2013.

Brentwood Family Aquatic Complex Hosts Jeff Ellis & Associates Lifeguard Instructor School

On Friday, Saturday, and Sunday, March 8-10, 2013, the Recreation Division hosted, for the fourth year in a row, the 2013 Jeff Ellis & Associates Lifeguard Instructor School. This school was held at the Brentwood Family Aquatic Complex and Brentwood Senior Activity Center. The school hosted twenty-five (25) instructor candidates from California, Idaho, Oregon, and Nevada. Jeff Ellis & Associates is the risk management company the City of Brentwood contracts with for certification of lifeguards and swim instructors and provides safety audits throughout the year at our facilities.



Lifeguard Olympics

On Sunday, August 5, 2012, select staff from the Brentwood Family Aquatic Complex lifeguard staff competed against 18 other teams in the Bay Area Lifeguard Olympics. The events consisted of a variety of skills, from spinal injuries to CPR. The Brentwood team prepared for several weeks in advance of the event and enjoyed the competition.

Cost Allocation Fee Updates

On August 14, 2012, a workshop was held with City Council to review recreation programs and facility fee methodology to provide direction to staff as to the revision of the Cost Allocation Plan.

September 11, 2012, City Council adopted Resolution 2012-136 adopting the 2012/13 Cost Allocation Plan & Schedule of City Fees which included updated Parks and Recreation fees.

On April 9, 2013, City Council approved a Resolution amending the City of Brentwood 2012/13 Cost Allocation Plan and Schedule of City Fees as it relates to the implementation and timing of the Consumer Price Index adjustments for the Parks and Recreation fees.

Advertising Program

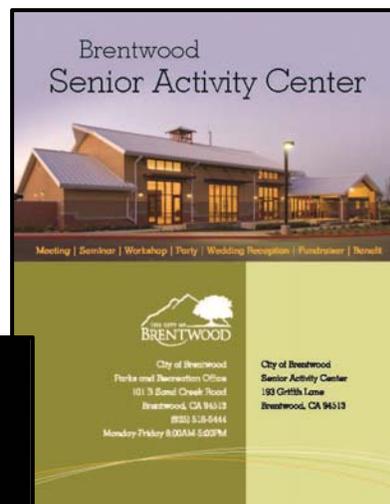
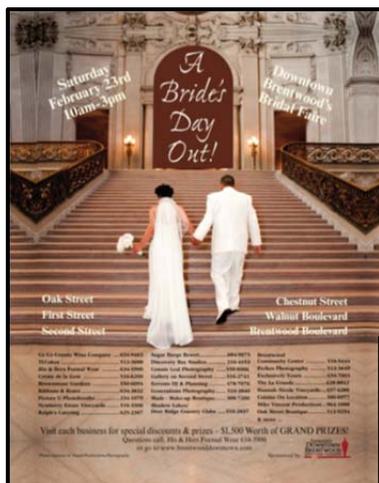
Seven additional advertising opportunities were identified and sold at various park locations including Balfour-Guthrie, Oak Meadow and Veterans Parks. Net revenue for new banners totaled \$6,713. Funding from banner sales is used to make improvements to the hosting parks such as the four score booths that were purchased for Sunset Park. An additional full-page advertisement was sold for three Activities Guides netting \$2,400. Activities Guide advertisements help offset Activities Guide expenses. The total for the year in advertisements was \$31,374.

Facility Use and Rentals

With the excitement of moving into the new Community Center behind us, staff concentrated on marketing strategies and increasing use and revenue projections. Staff felt confident in the final development of the fee structure for the Center. The Center offers incentives within the price packages and it also has peak affordable pricing for Fridays and Saturdays, the most popular days to utilize the facility. In fiscal year 2012/13, we had a total of 719 bookings. The revenue projections exceeded our expectations and we met and exceeded our projection by 28.58%.

Marketing strategies included:

- Marketing brochures/portfolio with updated photographs
- Marketing custom notepads and Sharpies
- *Brentwood Press Bridal Issue* (2x year – ½ page advertisement)
- “Brides Day Out” Event – hosted by the Downtown Brentwood Coalition with the final raffle at the end of the day held at the Brentwood Community Center
- *East Bay Bridal Magazine* (2x)
- *110 Magazine* February 2013 Bridal Issue (1/2 page advertisement)
- Brentwood Television (12 months of daily advertising)
- Cinespots – Delta Theater – 15 second advertisement on two screens for 52 weeks
- Screen Vision – Rave Theater (now AMC) in the Streets of Brentwood – 15 second advertisement on 14 screens for 52 weeks
- Activities Guide (3x)
- City Website
- *East County Welcome Guide*
- *Welcome Guide Magazine* – Brentwood Chamber of Commerce



*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
- Free Parking Garage
- On-Site Staff



City of Brentwood
Parks and Recreation Department
35 Oak Street
Brentwood, CA 94513
Phone: (925) 516-5444 Fax: (925) 516-5447
Email: dqpt-pur@cc.brentwoodca.gov

Brentwood Community Center

35 Oak Street

- ♥ Banquet Hall with Seating for 330 Guests
- ♥ Caterer's Commercial Kitchen
- ♥ Unique Arcade
- ♥ Beautiful Park Setting
- ♥ Free Parking Garage
- ♥ Friendly On-Site Staff





For more information:
 Phone: (925) 516-5444 Fax: (925) 516-5447
 Email: dept-parkrec@brentwoodca.gov



- Free Parking Garage
- Banquet with Seating for 333 Guests
- Beautiful Park Setting
- Unique Arcade - On-Site Staff
- Flexible Event Set-Up - High Ceilings
- Caterer's Dream Commercial Kitchen
- Elegant Pre-Function Area








925.516.5444
dept-parkrec@brentwoodca.gov
 35 Oak Street, Brentwood



BRENTWOOD COMMUNITY CENTER

35 Oak Street

Banquet Hall with Seating for 330 Guests
 Caterer's Commercial Kitchen
 Unique Arcade
 Beautiful Park Setting
 Free Parking Garage
 Friendly On-Site Staff





*For more information, call 516-5444
 or email dept-parkrec@brentwoodca.gov*



Special Events

Scarecrows in the Park

This year, Recreation staff offered a “Scarecrows in the Park” program for the first time. After registering, participants designed and built their own scarecrows that were then displayed in City Park beginning October 19th. Winners were announced and ribbons were awarded prior to the “Movie in the Park” showing on Friday, October 26th. Parks and Recreation staff was thrilled to have a total of 22 scarecrows displayed for this new event.



1st Place: “Horsing Around Hattie”
By Melody Murphree



2nd Place: “Picklehead Pumpkin Pants”
By The Townzen Family



3rd Place: “Deal with It”
By Futures Explored, Inc.

Movies in the Park

Two movies were shown in City Park this year. “Casper the Friendly Ghost” was shown on October 26th and “The Sandlot” was shown on April 26th. Both movies were well attended.



Santa’s Helper – Shop ‘Til You Drop Daycare



Parents were offered a unique opportunity to finish up their holiday shopping this year without the children in tow. Parks and Recreation offered daycare for 5 hours on Saturday, December 8th at the Community Center. Children ages 4-10 participated in games, arts and crafts, decorated gingerbread houses, watched movies, and enjoyed snacks and other activities. This event was made possible with the assistance of the Shop Brentwood campaign, which was spearheaded by the Economic Development division of Community Development.

A Letter from Santa

For the first time, Recreation staff provided a new program in which a personal letter from the “North Pole” was sent to little “believers”. The letters varied and covered topics such as weather conditions, reindeer health, Mrs. Claus and the elves keeping Santa on track, and the spirit of Christmas. This program was very successful with 55 letters being sent from the North Pole.

Lunch with Bunny

Parks and Recreation once again celebrated spring with the **Lunch with Bunny** program. This event, for children ages 3 to 10 and their parents, kept participants “hopping” with a yummy lunch, a visit with the Easter Bunny, face painting, cookie decorating and other spring activities. A “Balloon Pixie” also made a special appearance providing twisted balloons for the children to take home. This event was held at the Brentwood Community Center on Saturday, March 23rd, from 11:30 a.m. – 1 p.m.



Roundup Rodeo

On Friday, April 26th, Recreation staff provided a free program that was geared to give toddlers and very young children a rootin', tootin' good time. Cowgirl Jessie was on hand to delight her “pre-school partners” with stories, magic, and meet and greet photo time.

Starry Nights in Brentwood Summer Concert Series

This year's Summer Concert Series included nine concerts being held in beautiful City Park. Record crowds 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.



Youth in Government Program

The Youth in Government Program returned for the sixth year, providing forty-eight (48) Brentwood high school seniors a unique opportunity to experience a day-in-the-life of a member of either City Council or City staff. This two-day program was sponsored in part by the Brentwood Lions Club. During Day 1, students enjoyed a bus tour featuring Brentwood's current projects and site tours, met with their assigned City department, and then attended the City Council meeting. Attending the City Council meeting prepared students for their own mock City Council meeting the following week (Day 2), where they ran the meeting, discussed the issues, presented the staff reports they developed, and made tough decisions. Youth in Government Day took place on Tuesday, February 26th, followed by their mock City Council meeting on Monday, March 4th.



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 \$2,051.15, which assisted 65 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 48 registrants for aquatic programs in the amount of \$244.80.

We also had additional funding this year in the amount of \$1,240.20 that remained from East Bay Regional Park District/Kaiser Foundation Grants. These funds were used exclusively to promote swim education and were targeted for lessons and recreation swim. Seven scholarships were issued for a total of \$634.40. Remaining funds in this scholarship program will roll over into the next fiscal year.

Youth Scholarships	09/10	10/11	11/12	12/13
Participants in Aquatic Programs	43	36	20	48
Scholarships Used in Aquatic Programs (\$)	\$1,118.18	\$992.75	\$1,007.60	\$244.80
Participants in Classes (#)	73	75	58	65
Scholarships Used in Classes (\$)	\$1,948.85	\$2,782.55	\$2,409.00	\$2,051.15
Participants in Aquatic Programs (EBPRD/Kaiser)	N/A	N/A	7	41
EBRPD/Kaiser Scholarships Used (\$)	N/A	N/A	\$185.30	\$634.40
Total	\$3,067.03	\$3,775.30	\$3,601.90	\$2,930.35

Brentwood Senior Citizen's Club, Inc.

President:	Richard Griek
Vice President:	Vacant
Treasurer:	Lynda Cremeans
Financial Secretary:	Vacant
Secretary:	Vacant
Membership Secretary:	Vacant
Trip Secretary:	Laura Jaramillo
Acting President:	Dick Halpin

Events and classes offered by the Brentwood Senior Citizen's Club, Inc. included:

- ★ Cache Creek Casino Resort
- ★ Membership (219)
- ★ A Place to Paint
- ★ Senior Club Book Banter
- ★ Knitting Circle
- ★ Bunco
- ★ AARP 55 Alive Driving Class
- ★ Red Hawk Casino
- ★ AARP Tax Filing Assistance
- ★ Mare Island Tour
- ★ Duplicate Bridge
- ★ Line Dancing Social
- ★ Volunteers Appreciation Luncheon
- ★ Delta Cruise (July 11th)
- ★ High Hill Ranch/Apple Hill Tour
- ★ Sock Hop (July 25th)
- ★ Real Estate Fraud
- ★ Living Trust Scams
- ★ Bogus Drug Plans
- ★ Drop-In Senior Pinochle
- ★ Drop-In Billiards & Board Games
- ★ Ice Cream Social (August 23rd)
- ★ Peggy's Cooking Classes
- ★ Movie Mondays
- ★ Wii Games
- ★ Halloween Masquerade Ball
- ★ Hobo Dinner and Bingo (April 5th)
- ★ Senior BBQ at Veterans Park
- ★ Friends, Food, Fun! Special Event
- ★ Bingo Mondays
- ★ SHARE Card
- ★ Gin Rummy Club
- ★ Big Band Dinner Dance (February 9th)
- ★ Dean Martin Dinner Dance (June 21st)
- ★ 3rd Annual Holiday Gift & Craft Faire (Nov. 3rd)
- ★ Estate Planning Fraud
- ★ Funeral/Burial Plans Fraud
- ★ Health Coverage Fraud



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

- Gentle Yoga Stretch
- "Premiers" Exercise Program
- Zumba Gold
- Conversational Spanish I
- Tai Chi Qi Gong
- Basic Color and Design

Additional partnership activities include:

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



Tournaments

TOURNAMENT DATES	ORGANIZATION	YOUTH/ TEEN/ ADULT	TOTAL # OF FIELDS USED	RENTAL FEES	ADDITIONAL INFORMATION
June 30-July 1, 2012	All World Sports	Youth	2	\$537.91	This two-day tournament spanned two fiscal years. Reported July 1st revenue and field use only. Originally drafted 4 fields, per day.
July 11-15, 2012	Brentwood Pony Baseball (World Series)	Youth	29	\$6,026.66	
July 21-22, 2012	EDYSL - Impact	Youth	0	\$0.00	Originally drafted 6 fields, per day.
July 24-26, 2012	In-N-Out Burger	Adult	15	\$3,213.50	
July 28-29, 2012	All World Sports	Youth	12	\$3,579.45	
Sept. 6, 2012	Orin Allen Youth Rehabilitation Facility	Teen	4	\$116.00	Fee Waiver: Paid field prep only
Oct. 27-28, 2012	EDYSL - Impact	Youth	0	\$0.00	Originally drafted 4 fields, per day.
Nov. 29-Dec. 1, 2012	Liberty High School Girls Soccer	Youth	0	\$0.00	
May 25-27, 2013	Solano Co Baseball & Softball	Youth	12	\$3,698.56	
June 6, 2013	Orin Allen Youth Rehabilitation Facility	Teen	3	\$87.00	Fee Waiver: Paid field prep only
June 15-16, 2013	EDYSL - Impact	Youth	12	\$1,649.10	
June 22-23, 2013	Delta Dawgs	Youth	12	\$2,941.90	
June 28-30, 2013	USA Preps	Teen	18	\$3,421.45	Girls softball clinic and showcase tournament with college coaches.
Total:				\$25,271.53	

All tournaments listed above took place at Sunset Park Athletic Complex. This year the Solano County Baseball & Softball and USA Preps were first-time users of Sunset Park Athletic Complex. USA Preps, hosted by the Nor Cal Firecrackers Softball Organization, was a tournament that included 38 travel ball teams from across the nation that competed in the presence of 30 professional college coaches. The college coaches conducted instruction and evaluation of skills for each player over the three-day event. This year, In-N-Out Burger returned to the complex for the third year in a row for their employee statewide tournament.

This year there was a slight increase in the number of tournament cancellations.

Tournaments	09/10	10/11	11/12	12/13
Total Tournament Applications	15	10	12	13
Applications Withdrawn	2	1	0	0
Cancellations	5	2	1	3
Paid Tournaments	5	4	8	8
Tournaments with Fee Waivers	3	3	3	2
Total Revenue from Tournaments	\$8,812.62	\$8,477.64	\$22,516.19	\$25,271.53

**Parks and Recreation Department
Participation Statistics
July 1, 2012– June 30, 2013**

Activity	Individuals/ Events/ Bookings	Total Participation	# of Spectators	Total FY 12/13	% Change from FY 11/12
AQUATICS					
Recreation Swim	51,874	51,874	None	51,874	+29%
Lap Swim	951	951	None	951	-25%
Swim Lessons	1,308	10,464	15,696	26,160	+19%
Complex Rental/School Parties	16	3,630	None	3,630	+31%
Family Season Pass	12	12	None	12	+8%
Punch Pass (10)	69	690	None	690	+23%
Punch Pass (25)	140	3,500	None	3,500	+27%
Lap Swim Pass (16)	167	2,672	None	2,672	-37%
Liberty Swim and Polo Teams Practice	149	7,466	None	7,466	+15%
Liberty Swim and Polo Teams Meets	12	1,440	720	2,160	+17%
Junior Lifeguard Camp	24	110	None	110	+32%
Jeff Ellis Lifeguard Class	22	88	None	88	-59%
Swim Team Rentals (Heritage Pool)	488	42,893	None	42,893	+13%
Swim Meets (Heritage Pool)	7	2,668	1,334	4,002	+8%
SPECIAL EVENT PROG.					
Lunch with Bunny	1	137	None	137	
Summerset Commons Grand Opening	1	125	None	125	
Universal Abilities Play. Groundbreaking	1	70	None	70	
Youth Commission Dances	1	25	None	25	
Universal Abilities Playground Opening	1	500	None	500	
Bocce Court Grand Opening	1	125	None	125	
Scarecrows In the Park	1	22	1,000	1,022	
Christmas Tree Lighting Ceremony	1	800	None	800	
Playful City Play Day – August 17, 2012	1	275	None	275	
Starry Nights Summer Concerts	3	7,850	None	7,850	
Movies in the Park	2	775	None	775	
Letter from Santa	1	55	None	55	
Santa's Helper Shop 'Til You Drop	1	34	None	34	
Rodeo Roundup	1	75	None	75	
Art Reception – Historical Society	1	75	None	75	
Art Reception – Heritage High	43	43	None	43	
Youth Commission Town Hall	1	40	0	40	
Youth in Government	1	85	127	212	
SPORT FIELD RENTALS					
Apple Hill Park	337	4,811	9,622	14,432	+25%
Balfour-Guthrie Park	821	10,167	20,333	30,500	+22%
Garin Park	426	6,106	12,213	18,318	+87%
Oak Meadow Park	1,031	14,771	29,548	44,324	+17%
Summerwood Park	0	0	0	0	N/A
Sunset Park Athletic Complex	5,311	80,679	156,874	237,553	-3%

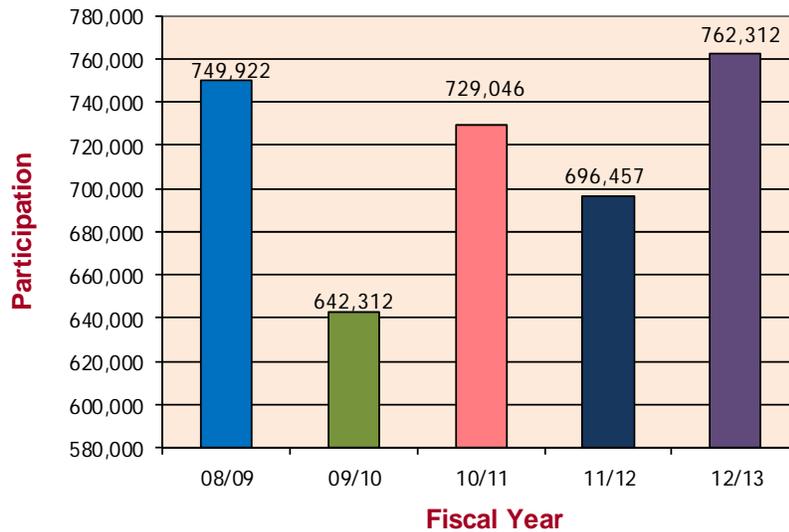
Activity	Individuals/ Events/ Bookings	Total Participation	# of Spectators	Total FY 12/13	% Change from FY 11/12
PICNIC AREA RENTALS					
Apple Hill Park	15	480	None	480	-4%
Balfour-Guthrie Park	24	1,095	None	1,095	-31%
Blue Goose Park	70	2,236	None	2,236	-18%
Brentwood Family Aquatic Complex	137	1,873	None	1,873	+11%
Brentwood Skate/BMX Park	0	0	None	0	No change
City Park	34	1,438	None	1,438	+77%
Oak Meadow Park	7	160	None	160	+100%
Sunset Park Athletic Complex	2	120	None	120	+100%
Veterans Park	183	7,005	None	7,005	+3%
TICKET SALES					
Tri-Delta Transit Bus Passes	1612	1612	None	1612	+402%
Disneyland	40	40	None	40	+15%
Gilroy Gardens	31	31	None	31	-37%
Great America	53	53	None	53	-5%
Monterey Bay Aquarium	26	26	None	26	+8%
Six Flags Discovery Kingdom	147	147	None	147	-6%
OTHER CATEGORIES					
Adult Sport Leagues	4,410	36,900	55,350	92,250	-3%
Youth Sports	1,654	20,142	50,380	70,532	-5%
Classes/Clinics	840	4,750	2,375	6,991	-13%
Senior Programs and Activities				36,834	+12%
Skate/BMX Park Entries	12,219	12,219	None	12,219	-43%
Volunteer Hours	5,711	5,711	None	5,711	+15%

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.

Increases and decreases in the far right column indicate the percentage of change for total participation from one year to the next, not change in the number of Individuals/Events/Bookings.

Overall Participation

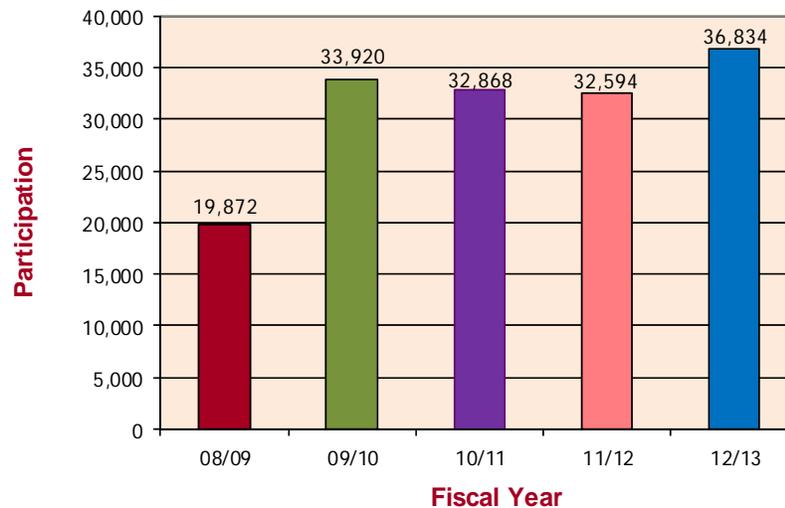
OVERALL PARTICIPATION COMPARISON



This year saw a substantial increase in overall participation of approximately 9%. The largest increases were in recreation swim (29%), school parties (31%), and special event programming (specifically the Christmas tree lighting and Starry Nights Summer Concert Series). Use of sports fields also increased by 7%. For the second year in a row, youth sports and classes saw decreases. The most substantial decrease was in the Skate/BMX Park use (43%).

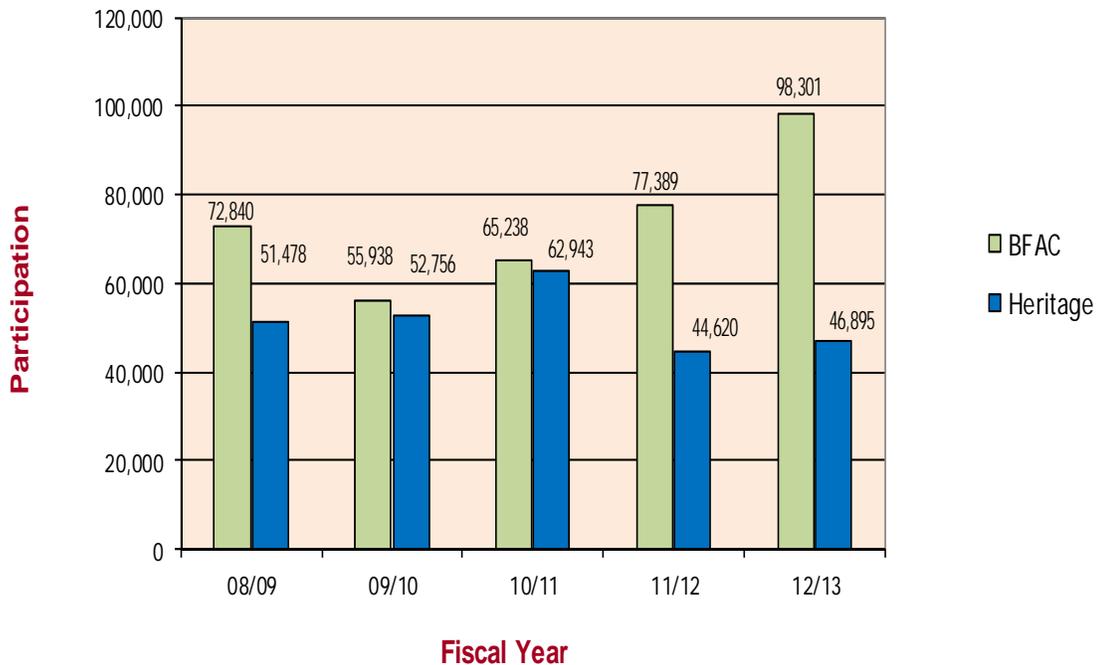
Senior Programs

SENIOR PARTICIPATION



Participation in senior programs and membership increased by 12% this year over last year. This year there were numerous new program offerings, special events, and excursions that contributed to this increase. Bingo Mondays and the dinner dances were enormous successes this year.

AQUATICS PARTICIPATION



For three years in a row, we met and exceeded the Brentwood Family Aquatic Complex revenue projection by 2.16% for fiscal year 2010/11, 13.42% for fiscal year 2011/12, and 17.71% for 2012/13.

Recreation Swim increased by 29% this year. The “\$2 @ 4 p.m.” program continued to be a huge success. This, along with pleasant weather, contributed to the overall increase in Recreation Swim.

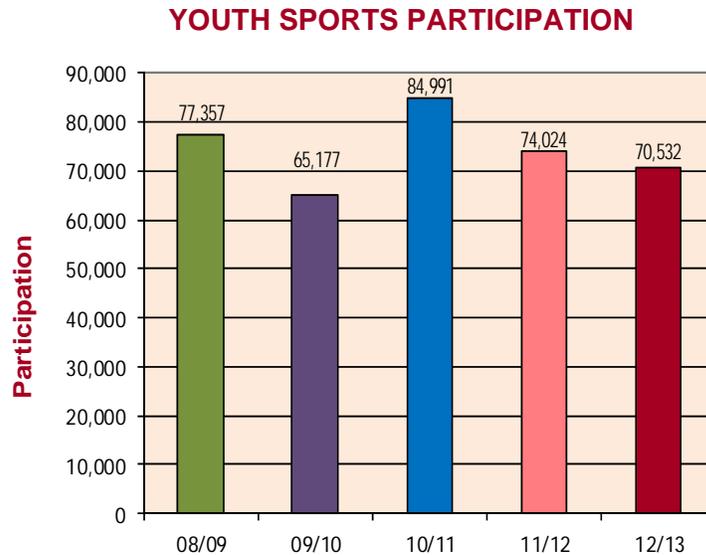
In addition, end of season school parties increased by 31% and picnic table rentals also increased by 11%.

Lap Swim saw a 25% decrease this year and Family Season Passes only increased by 8% this year.

This year, Swim Lessons changed from American Red Cross to the Jeff Ellis & Associates for our authorized provider of Swim Lessons. Swim Lessons were up once again this year (19%). The weather was good for most of the season and resulted in only a few class cancellations.

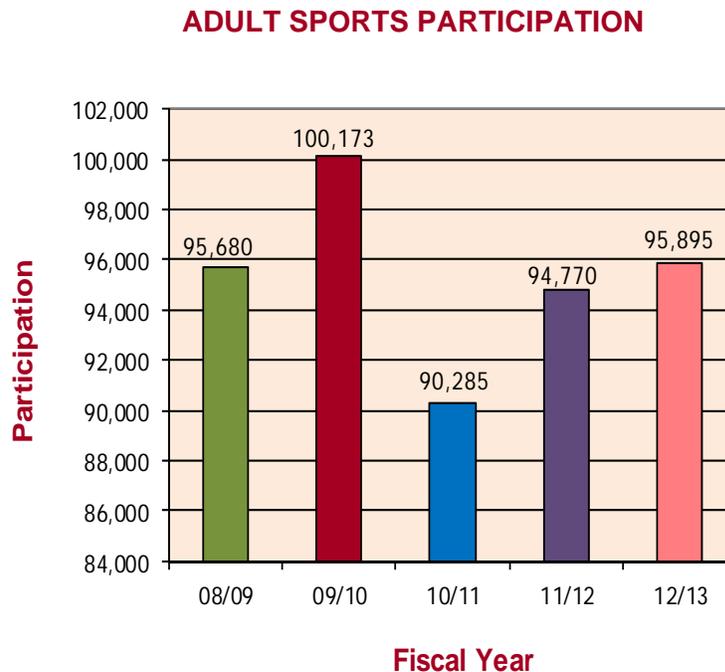
Four (4) audits of the Brentwood Family Aquatic Complex by Jeff Ellis & Associates all received ‘meets’ or ‘exceeds’ ratings.

Youth Sports



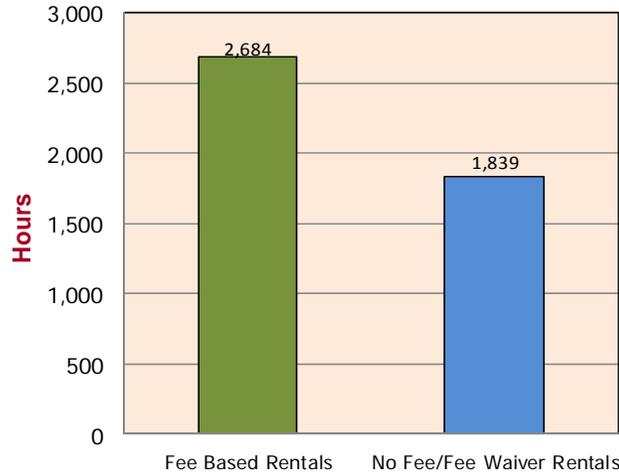
The department runs all Youth Sports programs, with the exception of the contracted Kidz Love Soccer and Bidy Sports programs. Overall Youth Sports once again decreased (by 5%) in this fiscal year. Programs that decreased in participation include Bidy Basketball, Bidy Outdoor Soccer, Bidy Flag Tag, Flag Football, Kidz Love Soccer, and Girls Fast Pitch Softball. Programs that experienced increases included Bidy Indoor Soccer, Pee Wee Baseball, Kidz Love Soccer Indoor, and Youth Basketball. The overall reduction in youth sports participation could be that Oakley and Discovery Bay now offer some of the same programs (with the same contractors).

Adult Sports



In Fiscal Year 2012/13, overall Adult Sports participation increased slightly (1%).

BRENTWOOD COMMUNITY CENTER USE – ALL AREAS



Each room at the Community Center is available for rent from 8:00 a.m. – 1:00 a.m. (17 hours per day), 7 days per week. This means that each room has 119 hours a week that it can be rented. After deducting 40 hours per year where the building is not rented for holidays, this leaves 6,148 hours available for the year for each room in the Community Center. The reality is that not every room is ever expected to be rented during this extended rental period. However, staff wanted to have a true measurement of the amount of hours of use against the maximum amount of hours available.

In fiscal year 2012/13, there were 4,523 hours of use of the Community Center. Fifty-nine percent (59%) of these hours were utilized by rentals in fee based categories (residents, non-residents, commercial, and non-profits). Forty-one percent (41%) of the hours used were no-fee or fee waiver rentals either by the City, school districts (through joint use agreements), or other government agencies.

The following is a simplified chart to show use, room-by-room, for fiscal year 2012/13. The chart includes, as its final column, the percentage of hours the room has been used out of the total hours available. For example, Community Room Hall A, in fiscal year 2012/13, had 1,015.75 hours of use out of a possible 6,148 hours. This means Community Room Hall A, in fiscal year 2012/13, had 17% of the hours available used.

COMMUNITY ROOM – HALL A										
	FEE BASED RENTAL CATEGORIES				NO FEE / FEE WAIVER CATEGORIES				TOTAL HOURS OF USE	% OF AVAILABLE HOURS USED
	RESIDENT	NON-RESIDENT	COMM.	NON-PROFIT	CITY	BUSD MOU	LUHSD MOU	GOVT.		
Hours Used	325.25	239.5	22	161	180	6	79.5	2.5	1,015.75	17%

COMMUNITY ROOM – HALL B										
	FEE BASED RENTAL CATEGORIES				NO FEE / FEE WAIVER CATEGORIES				TOTAL HOURS OF USE	% OF AVAILABLE HOURS USED
	RESIDENT	NON-RESIDENT	COMM.	NON-PROFIT	CITY	BUSD MOU	LUHSD MOU	GOVT.		
Hours Used	341.75	230	22	122.5	181	6	78	0	981.25	16%

COMMERCIAL KITCHEN

	FEE BASED RENTAL CATEGORIES				NO FEE / FEE WAIVER CATEGORIES				TOTAL HOURS OF USE	% OF AVAILABLE HOURS USED
	RESIDENT	NON-RESIDENT	COMM.	NON-PROFIT	CITY	BUSD MOU	LUHSD MOU	GOVT.		
Hours Used	330.75	230	22	122.5	181.5	6	74.5	0	967.25	16%

MULTI-PURPOSE ROOM A

	FEE BASED RENTAL CATEGORIES				NO FEE / FEE WAIVER CATEGORIES				TOTAL HOURS OF USE	% OF AVAILABLE HOURS USED
	RESIDENT	NON-RESIDENT	COMM.	NON-PROFIT	CITY	BUSD MOU	LUHSD MOU	GOVT.		
Hours Used	60.5	67	0	39	172.5	0	24	4	367	6%

MULTI-PURPOSE ROOM B

	FEE BASED RENTAL CATEGORIES				NO FEE / FEE WAIVER CATEGORIES				TOTAL HOURS OF USE	% OF AVAILABLE HOURS USED
	RESIDENT	NON-RESIDENT	COMM.	NON-PROFIT	CITY	BUSD MOU	LUHSD MOU	GOVT.		
Hours Used	52	64	0	39	126.5	0	24	4	309.5	5%

ART ROOM

	FEE BASED RENTAL CATEGORIES				NO FEE / FEE WAIVER CATEGORIES				TOTAL HOURS OF USE	% OF AVAILABLE HOURS USED
	RESIDENT	NON-RESIDENT	COMM.	NON-PROFIT	CITY	BUSD MOU	LUHSD MOU	GOVT.		
Hours Used	49	55	7	50	160.5	0	22	0	343.5	6%

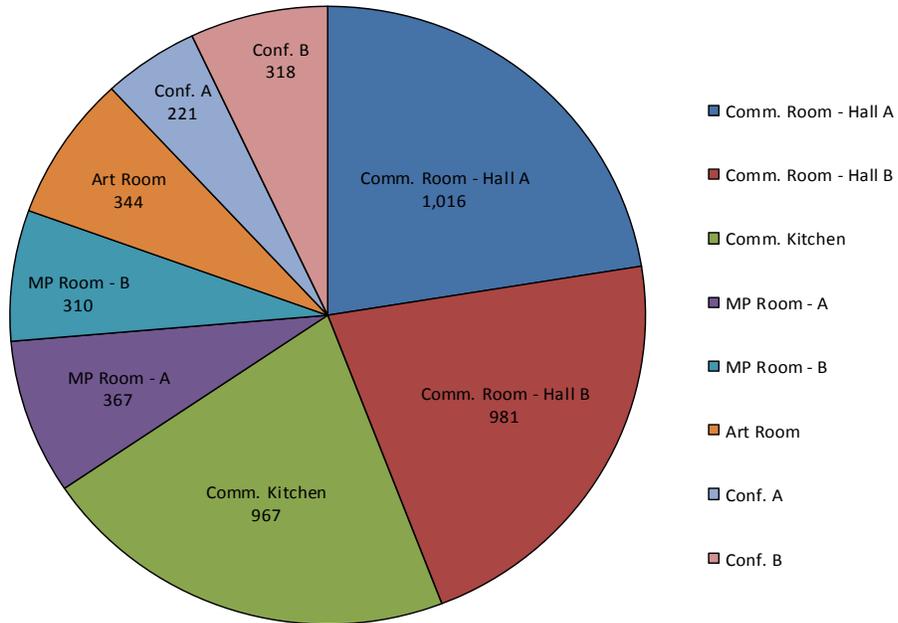
CONFERENCE ROOM A

	FEE BASED RENTAL CATEGORIES				NO FEE / FEE WAIVER CATEGORIES				TOTAL HOURS OF USE	% OF AVAILABLE HOURS USED
	RESIDENT	NON-RESIDENT	COMM.	NON-PROFIT	CITY	BUSD MOU	LUHSD MOU	GOVT.		
Hours Used	0	19	7	0	152	0	40	3	221	4%

CONFERENCE ROOM B

	FEE BASED RENTAL CATEGORIES				NO FEE / FEE WAIVER CATEGORIES				TOTAL HOURS OF USE	% OF AVAILABLE HOURS USED
	RESIDENT	NON-RESIDENT	COMM.	NON-PROFIT	CITY	BUSD MOU	LUHSD MOU	GOVT.		
Hours Used	0	0	0	6.5	268	0	43	0	317.5	5%

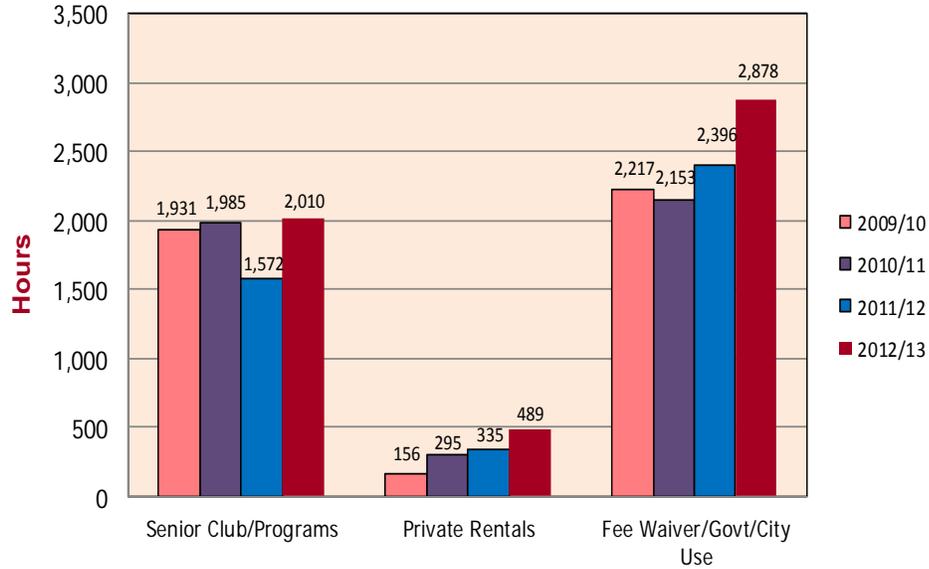
**HOURS OF USE OF COMMUNITY CENTER ROOMS
FISCAL YEAR 2012/13**



The pie chart shows how many hours each room in the Brentwood Community Center was used during fiscal year 2012/13.



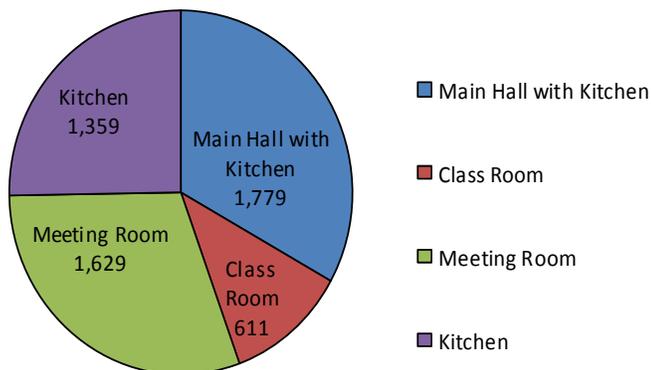
BRENTWOOD SENIOR ACTIVITY CENTER USE – ALL AREAS



Fiscal year 2012/13 was the fourth year of use of the Brentwood Senior Activity Center. Use by Senior Club/Programs increased by 22% due to an increase in attendance at special event offerings. Private Rentals increased by 32%, which is likely a result of renters making the decision to utilize the Senior Center because of the Community Center Main Hall already being booked. Fee Waiver/Government/City also increased moderately (17%) from the prior year.

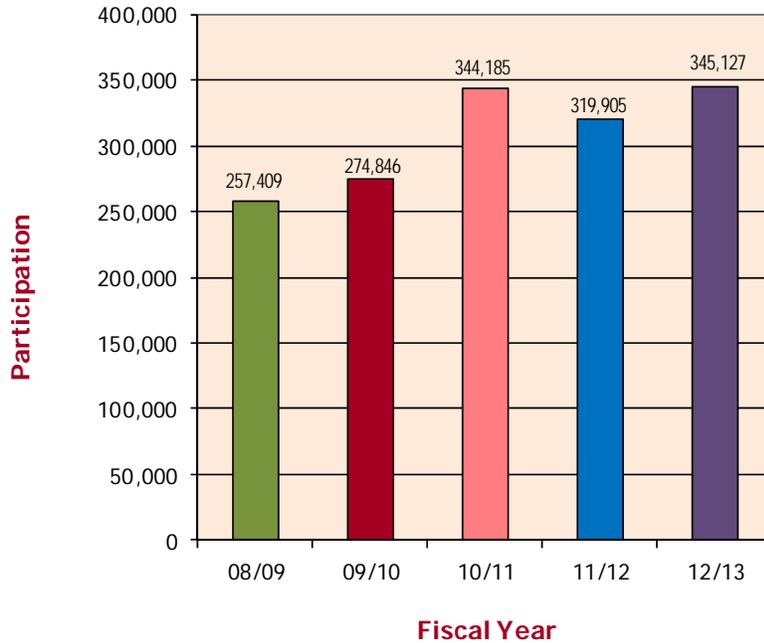
Fee Waiver/Government/City Use includes the following: Contra Costa County (Library and Health Services), Contra Costa Food Bank (Brown Bag), East Bay Regional Parks District, Brentwood Union and Liberty High School Districts, City of Brentwood, various community non-profit organizations, and the Brentwood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

BRENTWOOD SENIOR ACTIVITY CENTER - HOURS OF USE BY ROOM



Each room is available 5,446 hours per year at this facility. This fiscal year, a total of 5,377 hours were utilized, including all rooms. Overall, utilization of this facility was up 20% this fiscal year.

SPORT FIELD RENTALS



There was a 7% increase 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 25%. There were no needed field maintenance closures this year for this site.

Balfour-Guthrie Park – Showed a 23% increase in use over last year.

Garin Park – This year saw an 87% increase in use. The park was closed for maintenance January – March. This park saw a drastic increase in use primarily because it was not rented in Fiscal Year 2011/12 and a new soccer league has since been established.

Oak Meadow Park – Even though fields were closed for maintenance for part of the third quarter, overall field rentals increased by more than 17% at this site.

Sunset Park Athletic Complex – This complex saw a 3% decrease in field rentals. Renters use outlying fields as a cost savings for practices, holding most games at Sunset.

There were 8,964 hits on the rainout page on the website by people checking field status. This is significantly less than past years due to the lack of rain this year.

ADMINISTRATION DIVISION

Introduction

The Parks and Recreation Department Administrative Division has grown this year by adding volunteer ambassadors to work in the front office and help out at City events. These volunteers provided 1,359 hours of service during this fiscal year. While the Administrative Assistants are busy handling registrations for programs, renting out all of our rentable facilities, taking care of work orders and preparing Commission and Committee agenda packets, the volunteer ambassadors are helping with answering phone calls, giving Community Center tours to potential renters, and filing paperwork.

The department's Accountant is responsible for the \$15 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.

Superior customer service continues to be our main focus. We remain open Monday-Friday from 8 a.m. to 5 p.m., and are always ready to assist with requests from the community.

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 his 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 construction was completed in September 2012. This project came in \$71,463.68 under budget and these funds will remain available for future EBRPD Measure WW Projects.

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

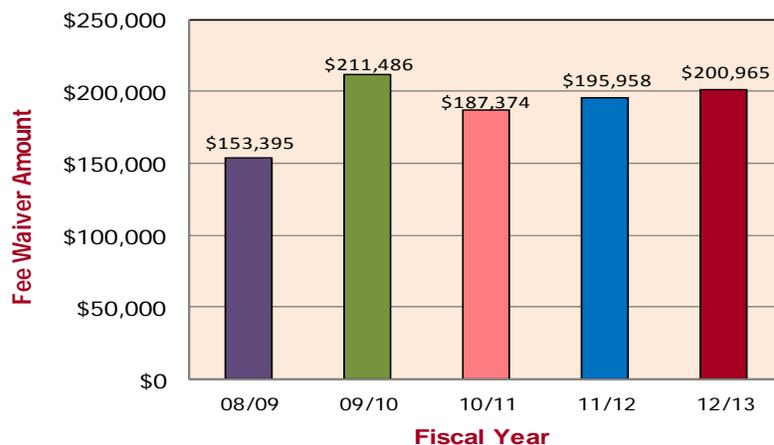
Project Description	Approved Budget	Actual Cost	Amount Under Budget
King Park Dog Area Expansion	\$125,000.00	\$118,214.68	\$6,785.32
Veterans Park Universal Abilities Playground	\$250,000.00	\$249,848.32	\$151.68
Veterans Park Bocce Court Expansion	\$200,000.00	\$190,310.72	\$9,689.28

All three project applications were approved and construction completed during fiscal year 2012/13. All three projects came in at or below budget and remaining funds will be reallocated for future Measure WW projects.

In March 2013, staff submitted one additional application for EBRPD Measure WW Funding for a City-Wide Parks Shade Project in the amount of \$425,000 and the application was approved in June 2013.

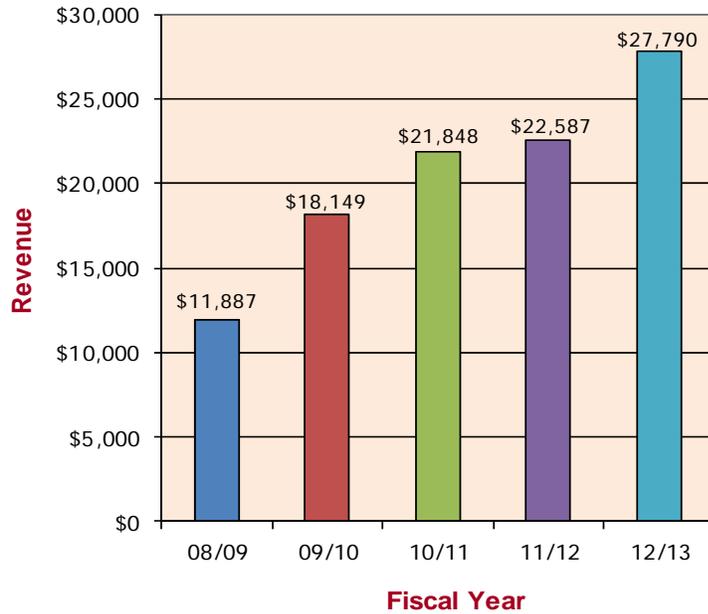
Fee Waivers

Organization	Approved Fee Waivers
Brentwood Art Society	\$1,314.50
Brentwood Chamber of Commerce	\$1,901.30
Brentwood Library (Contra Costa County)	\$1,996.00
Brentwood Police Activities League	\$1664.20
Brentwood Regional Community Chest	\$570.00
Brentwood Senior Citizens Club, Inc. MOU	\$41,673.95
Bristow Middle School	\$49.60
CCC/Nutrition Program (CC Café) - Salary	\$19,452.00
CCC/Nutrition Program (CC Café) - Building Rental	\$73,060.80
CCC Office of Education/Liberty Transition	\$268.30
CCC Orin Allen Youth Rehab (Boys Ranch)	\$681.20
City Poet Laureate Grant	\$700.00
Delta Community Services - Salary	\$24,000.00
Delta Community Services - Office Space	\$21,680.04
Delta Diablo Detachment 1155 Marine Corp League	\$130.20
Food Bank of Contra Costa & Solano Counties	\$4,788.00
Heritage Performing Arts Boosters	\$533.00
Hospice & Palliative Care of C.C.	\$3,830.40
Keller Williams East County	\$431.60
Liberty High School Band Boosters	\$1,444.80
Loma Vista Elementary School	\$155.00
Marine Corps League, ETAL	\$575.00
Marsh Creek Elementary School	\$65.10
TOTAL FEES WAIVED	FY 2012/13
	\$200,964.99



Picnic Area Rentals

Picnic Rental Revenue



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 moderate increase of 18.7% in revenue from picnic rentals. It is staff's opinion that picnicking close to home is continuing to be a popular activity among families. It should also be noted that 34.5% of our picnic area rentals are coming from non-residents (people living outside of Brentwood).

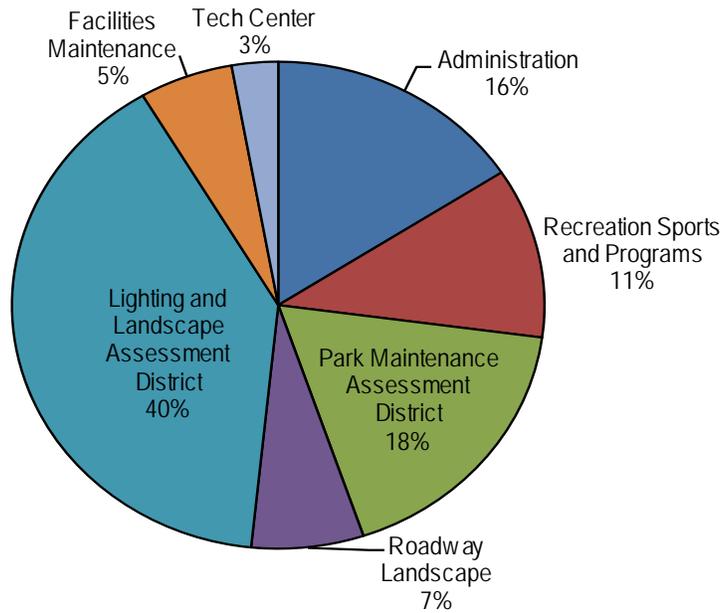
Veterans Park and the Brentwood Family Aquatic Complex continued to be the most utilized areas for picnic rentals in fiscal year 2012/13. City Park also saw dramatic increases in rentals as this was the first full year of rental availability.

Popularity of Picnic Areas

PICNIC AREA	# OF RENTALS 09/10	# OF RENTALS 10/11	# OF RENTALS 11/12	# OF RENTALS 12/13
Apple Hill Park (Picnic Area)	8	7	13	15
Apple Hill Park (Bocce Courts)	-	-	-	2
Balfour-Guthrie Park	27	26	37	26
Blue Goose Park	68	89	80	69
Brentwood Family Aquatic Complex	55	71	113	128
Brentwood Skate/BMX Park	1	1	0	0
City Park	N/A	N/A	12	54
Oak Meadow Park	14	12	7	7
Sunset Park Athletic Complex	2	0	2	2
Veterans Park	124	178	154	189
Total	299	384	418	492

ADOPTED 2012/13 OPERATING BUDGET

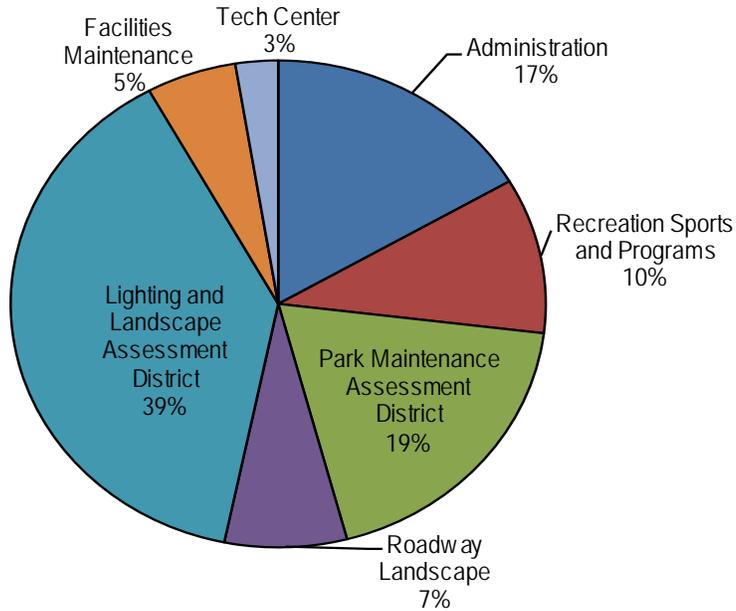
% OF DEPARTMENT BUDGET



Administration	\$2,378,429
Recreation Sports and Programs	\$1,696,499
Park Maintenance Assessment District	\$2,658,115
Roadway Landscape	\$1,024,153
Lighting and Landscape Assessment District	\$5,991,278
Facilities Maintenance	\$854,784
Tech Center	<u>\$421,834</u>
Total	\$15,025,092

2012/13 ACTUAL EXPENDITURES

% OF DEPARTMENT EXPENSE



Administration	\$2,313,755
Recreation Sports and Programs	\$1,437,177
Park Maintenance Assessment District	\$2,638,900
Roadway Landscape	\$1,028,377
Lighting and Landscape Assessment District	\$5,398,220
Facilities Maintenance	\$757,490
Tech Center	\$358,955
Total	\$13,932,874

ACTUAL EXPENDITURES WERE 7% 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 2011/12 on October 9, 2012.
- Administrative staff answered an average of 1,479 telephone calls per month.
- Average number of walk-in customers per month was 447.
- Average number of emails processed by four Administrative Assistants on a monthly basis was 4,301.
- On average, 364 inquiries were received per month specifically related to facility rentals.
- On average, administrative staff attended 42 meetings with customers related to facility rentals.
- One hundred thirty (130) agreements/contracts/amendments were executed.
- 6,562 registrations were processed with 19.1% of the registrations being done online through eMotion, the department's online registration program.

Comparison of Registration Methods – by Percentage

Registration Method	08/09	09/10	10/11	11/12	12/13
Front Counter/Mail-In/Walk-In/Fax	86.1%	87.4%	81.5%	77.2%	80.9%
eMotion Online Registration	13.9%	12.6%	18.5%	22.8%	19.1%

- Administrative staff processed 684 rentals, with a total of 14,021 bookings that resulted in \$395,120.67 in revenue.

Comparison of Complex Rentals

	08/09	09/10	10/11	11/12	12/13
# of Rentals	392	453	497	574	684
# of Bookings	8,471	11,802	13,547	14,421	14,021
Revenue	\$212,144.10	\$245,079.17	\$254,331.69	\$307,036.71	\$395,120.67
% of Change for # of Rentals from Prior Year	-9%	+13%	+4%	+3%	+16%

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

Comparison of Forms of Payment

PAYMENT TYPE	09/10	10/11	11/12	12/13
Cash	\$14,206.08	\$20,133.16	\$20,429.29	\$24,091.62
Checks	\$29,917.01	\$33,999.12	\$27,222.80	\$38,492.61
MasterCard	\$11,475.14	\$10,095.37	\$10,024.60	\$10,429.54
Visa	\$21,986.32	\$30,736.05	\$33,096.44	\$38,063.84
Discover	N/A	N/A	N/A	\$955.28

- A total of fifty-eight (58) bounce house permits were issued for citizens wishing to utilize bounce houses in our parks. This is a 25% increase over the prior year.
- Activities Guide distribution:

EDITION	09/10	10/11	11/12	12/13
Fall/Winter	25,429	25,049	25,429	25,776
Winter/Spring	25,985	25,371	25,574	25,926
Summer	25,429	25,428	26,300	25,961
Total	76,842	75,848	77,303	77,663



CONCLUSION

Eleven years 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 Citizen's 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

**Parks
Make
Life
Better!**SM