



Parks, Trails & Recreation Master Plan

**Annual Report
Fiscal Year 2013/14**



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INTRODUCTION

It has been another fantastic year for the Parks and Recreation Department! First staff would like to thank the City Council for their leadership and support. In addition the Department acknowledges that its success is a result of the dedication of community volunteers including our Commissioners and Committee members that serve as department representatives and advisors. Finally the Department would like to thank the residents of Brentwood for their ongoing support and participation in Parks and Recreation programs and services.

This past year has been one of accomplishments, challenges and opportunity. The Department staff should be commended for running a successful department that continued to thrive while navigating through a transition in management. Through this change in leadership the Department has continued to move forward. The City of Brentwood is once again experiencing tremendous residential growth, and with that growth comes opportunities for new parks and amenities and these accomplishments are outlined in this report.

The Master Plan, approved by City Council action on June 25, 2002, has been the guiding document the City has used for planning the provision of parks, trails, and recreation in Brentwood for the past twelve years. This year a major accomplishment for the City and for the department is the completion of the City's new General Plan. The General plan outlines goals, policy and action items which incorporate key elements of the Parks, Trails and Recreation Master Plan. Moving forward the Parks, Trails and Recreation Master Plan will provide additional clarification and detail to the General Plan. It will continue to function as a relevant document that provides back up and detail to the General Plan.

One of the requirements of the 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 and 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 report illustrates the tremendous positive impact that our facilities, parks and programs have on the community allowing 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 12th Annual Report for the City of Brentwood Parks, Trails, and Recreation Master Plan as we celebrate twelve years of "Adding Joy to People's Lives".

Bruce Mulder,
Director of Parks and Recreation

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

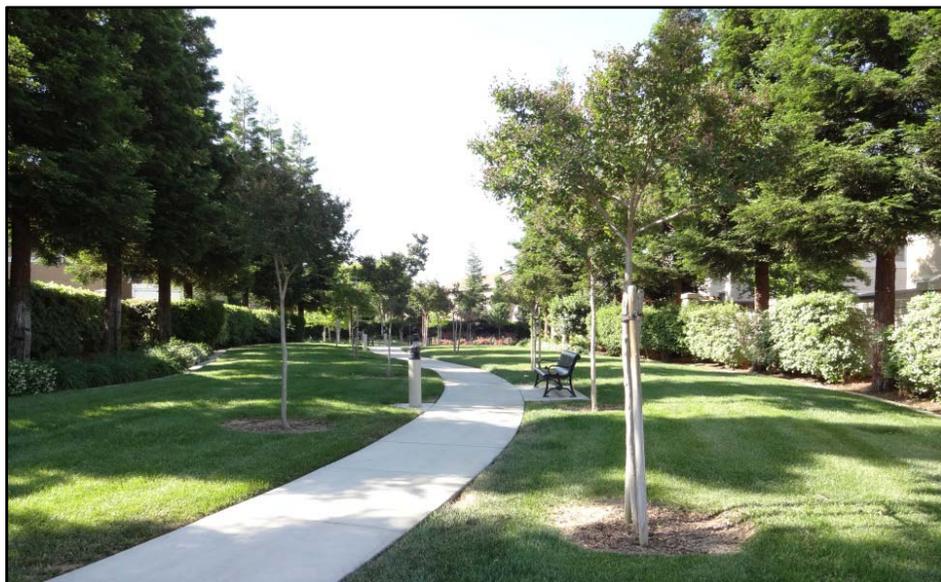
Mission Statement

“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.



Rice Street Pocket 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

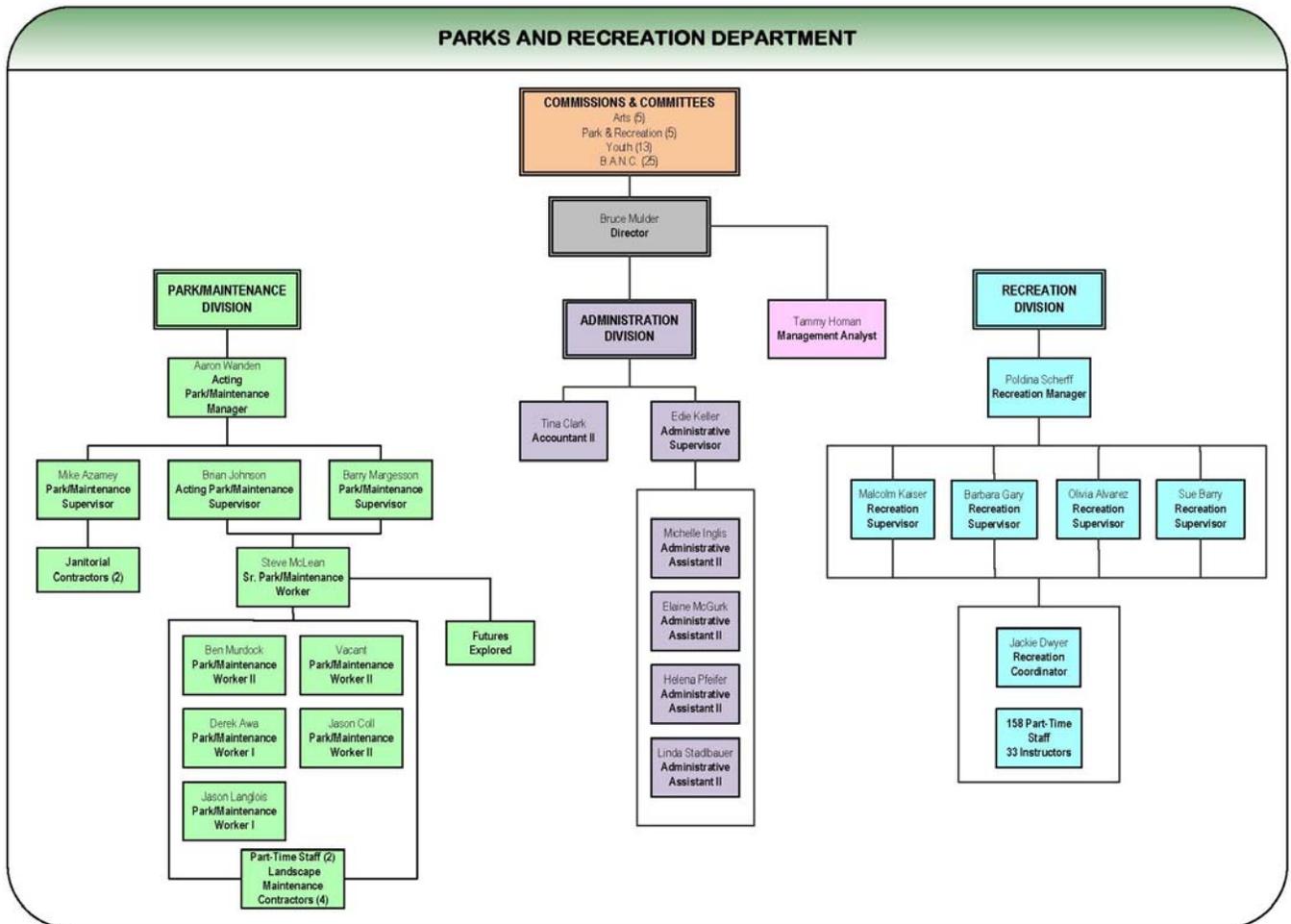
Respect - to feel and show esteem and consideration for others

- 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

- 2013/14 Full-Time Positions: 24
- 2013/14 Part-Time Positions: 158
- Contract Instructors: 33

On December 31, 2013, Director of Parks and Recreation Craig Bronzan retired. Craig provided 15 years of service to Brentwood and 43 years in the Parks and Recreation profession.

Park/Maintenance Manager Roger Stromgren also retired on December 31, 2013. He worked in the Parks and Recreation department for 10 years.

On June 2, 2014, Bruce Mulder began employment as Director of Parks and Recreation.

DEPARTMENT HIGHLIGHTS

Spirit and Glory Playground Replacement Projects

In February 2014, Park/Maintenance staff began demolition of the wooden playground structures at Spirit Park (4600 Ford Street) and Glory Park (4680 Nunn Street) in the California Spirit and Glory subdivisions located off of Walnut Boulevard. Both playgrounds were built in 1998 and exceeded their 15-year lifespans. The end of the lifespan of these playgrounds was identified and documented through annual playground inspections. Both playgrounds now have modern play equipment for children to enjoy. In addition to the playgrounds, Spirit Park also received a new Fitness Station for community members of all ages.



Glory Park Playground



Spirit Park Playground



Spirit Park Fitness Station

QR F.I.T. Trails Program

Smartphone fitness has hit Brentwood parks and trails this year giving users more “oomph” to their fitness routines. This system works your core, lower body, upper body and improving your flexibility when you visit a trail or local park.

The City of Brentwood Parks and Recreation Department kicked off QR F.I.T. Trails at three locations: Creekside Park, Oak Meadow Park, and Miwok Trail. A total of 15 signs were installed (5 at each of the 3 locations).



QR stands for Quick Response, and if you're not familiar with them, they are typically the black and white square codes you see popping up everywhere. Smartphones can read these codes and furnish the user with a variety of information or videos. With QR F.I.T. Trails, smartphone owners can scan the code at each of five signs placed in a park or along a trail and gain access to a series of short exercise videos. The QR F.I.T. videos are free, guided exercises from a certified fitness instructor. Videos are updated monthly to keep users interest and challenge their skills. People of all fitness levels can take part and your smartphone is the only fitness equipment you need.

Brentwood is the first city in northern California to boast this innovative park/trail system. It is a part of our commitment for a healthier community as a Playful City.

City-Wide Park Shade Improvement Projects

On November 12th, City Council approved the City Wide Park Shade Improvement Project to be funded by East Bay Regional Park District Measure WW Park bond funds. This project included the installation of shade structures in five (5) parks. The shade structures were installed over the bleachers at Sunset Park Athletic Complex, Oak Meadow Park, and Balfour-Guthrie Park and were installed over play equipment and seating at Blue Goose Park and Veterans Park in late summer 2014.



Brian Keith Public Art Project for Balfour Road

Per the Arts Commission's recommendation, on September 24, 2013, City Council approved the Balfour Road Public Art project to artist Brian Keith. The project is entitled "Playful Winds" which consists of two bronze sculptures. This first is called "First Flight" and the second is "A Princess Journey". The public art will be located in the open perimeter area east bound on Balfour Road between Mountain View Drive and Foothill Drive. The completion of the project is scheduled for late fall of 2014.

Brian is greatly inspired by the artist, Norman Rockwell, in the ways in which he composed his paintings and told stories that had a nostalgic feel to them while creatively engaging his audience. Also, the books of Dr. Seuss have surprisingly impressed upon his imagination and given him a source of great inspiration in the whimsical.



Flag Pole Installations

Parks and Recreation staff installed a 40-foot flag pole at Sunset Park Athletic Complex and re-installed two (2) 25-foot flag poles in front of the Brentwood Community Center. The Sunset Park project was valued at \$5,450 and was funded by the Advertising/Banner Program.



Awards and Recognitions

California Park and Recreation Society Awards

On Thursday, February 20, 2014, staff attended a banquet to receive three awards from the California Parks and Recreation Society District 3 as follows:

- The “Outstanding Non-Profit Organization Partner in Parks and Recreation” was awarded to the Special Kids Foundation (SKF). The City nominated SKF for their work in making the Universal Abilities Playground at Veterans Park a reality. Their work in designing this park is in addition to the other outstanding programs they provide for the special needs community in the east county area. Two board members from SKF were able to attend and receive the award.
- The City received the “Agency Showcase Award – Outstanding Park” for the Universal Abilities Playground at Veterans Park.
- Craig Bronzan, the City’s recently retired Director of Parks and Recreation, was recognized for “Lifetime Professional Service and Achievement” for the 43 years he’s worked in Parks and Recreation. Craig and his wife were on hand to accept this award.



Playful City 2014

The City of Brentwood, for the 7th year in a row, was designated a “Playful City” for 2014. 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. Ultimately, KaBOOM! Envisions a place to play within walking distance of every child in America. This year, Brentwood was one of 212 cities so designated – California boasts the second most Playful Cities this year with 23 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 2013 Designation

The City of Brentwood has been recognized for the fourth 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.



Silver International Aquatic Safety Award

The Brentwood Family Aquatic Complex was once again awarded the Ellis & Associates International Aquatic Safety & Risk Management "Silver International Aquatic Safety Award" pursuant to consistently "exceeding" the criteria for aquatic safety certification this year. 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.



Community Engagement Activities / Event Assistance

Quasquicentennial Celebration and Annual Play Day 2013

The 2013 Play Day was combined with the City Park's Quasquicentennial (125th) Celebration on Friday, August 16th. Festivities for the birthday celebration began at 6:15 p.m. and included birthday cupcakes, singing "Happy Birthday", games (some of which were played 125 years ago), and a history "story walk" located throughout the park. The rose garden was dedicated to James and Josephine Sanford, who in 1888 dedicated the parcel of land as a gathering place for the community.

Following the birthday festivities, the annual Play Day and children's concert took place from 6:30-8:30 p.m. Children of all ages, and their families, enjoyed a special concert by The Hipwaders. Recreation staff handed out "Come Fly with Us" commemorative Frisbees to celebrate the park's birthday and Play Day.



Veterans Day Event

A beautiful blue day heralded the Veterans Day Celebration at Veterans Park in Brentwood on Monday, November 11, 2013 at 10:30 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 various dignitaries from the branches of the armed forces. The program concluded with 3 rounds from Civil War period cannons saluting the brave men and women who have served in the United States military.

Hospice Tree of Lights

On Sunday, November 10, 2013, the annual Hospice Tree of Lights Ceremony was held at City Park. 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 10, 2013 until January 7, 2014.



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, fourteen (14) engraved leaves have been installed on the tree. This Donor Recognition Tree is located in the reception lobby of the Brentwood Community Center.

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 2013/14, four (4) beige tiles were sold honoring those that served a grateful nation.

Coastal Clean-Up Day

As part of Coastal Clean-Up Day, on September 21, 2013, the Friends of Marsh Creek Watershed (FOMCW) organized the annual Creek Clean-up of Oakley and Brentwood creeks including Marsh, Sand, Dry, and Deer Creeks. FOMCW site captains directed the clean-up efforts of the 499 volunteers that worked under threatening skies. The volunteers included local Scout troops, Village Community Resource Center members, church groups, Terracare Associates employees, and members of the Friends of Marsh Creek Watershed. A total of 6.5 tons of trash was removed from Marsh Creek in Oakley and Brentwood.

Arbor Day Volunteer Planting Event

The City of Brentwood recognized Saturday, April 26, 2014 as National Arbor Day. The Park/Maintenance division coordinated a joint effort with local volunteers from Friends of Marsh Creek Watershed. In addition to local volunteers, Marina Landscape donated time and tools for planting, Terracare Associates donated time as well as 72 one-gallon plants, and West Coast Arborists provided 16 trees for this project. This year's event took place along Sunset Park Athletic Complex frontage just north of Sunset Road. This remnant piece of roadside had no formal landscaping. Residents can now see trees on the street, softening the look of the right-of-way, along with colorful plant material brightening the entrance to Sunset Park. With the completion of this successful Arbor Day event, Brentwood will continue to qualify for Tree City USA recognition.



TREE CITY USA®



Boy Scouts Adopt Veterans Park

Boy Scout Troop 93 initiated their Eagle Scout Project to adopt Veterans Park for Boy Scout and Cub Scout activities including service projects that would provide an extra level of maintenance for features in the park and various scouting events. Maintenance projects include helping prepare the Veterans Memorial area for Veterans Day activities, cleaning and painting benches, helping with maintenance of the sports courts, removing trash and spreading bark mulch in planter beds. This group held their first Picnic/Clean-up Day on May 10th.

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	Consecutive Years of Service	Term Expiration
Eileen Hoftstadt	7	12/31/2014
Blythe Lind	5	12/31/2014
Alyssa Madden	4	12/31/2015
Bruce Mulder	3	12/31/2016 <small>Resigned 02/28/14</small>
Sandra Myers*	3	12/31/2016

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



Arts Commission

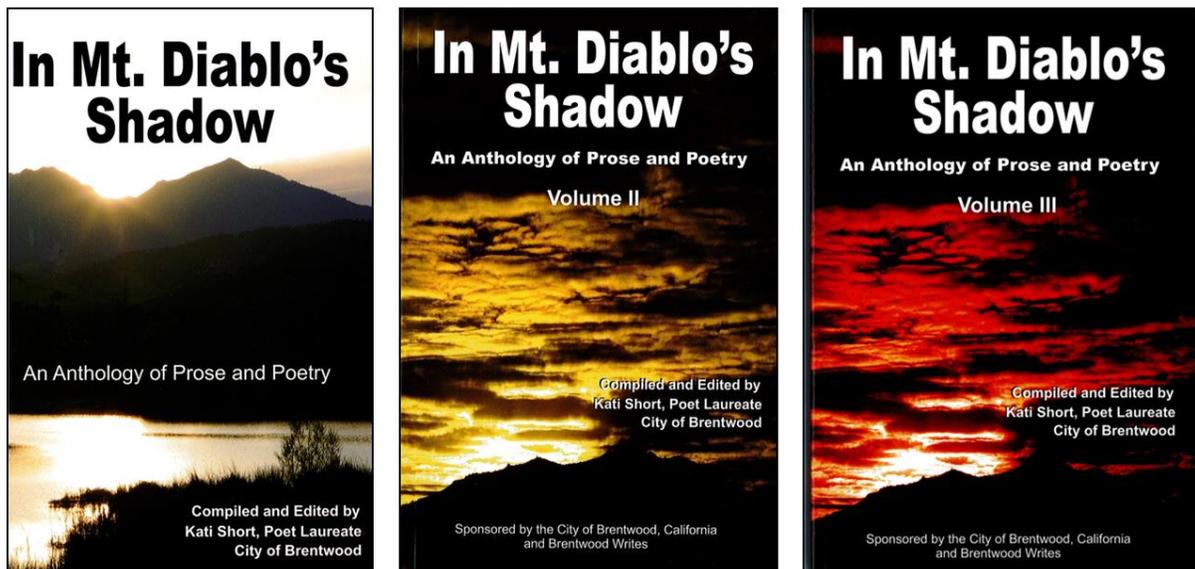
The Arts Commission is an advisory commission to City Council that encourages, promotes and fosters the cultural enrichment of the City. The Arts Commission oversees the development of a city cultural arts master plan at the direction of City Council, publicizes art opportunities, commissions placing 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	2	12/31/2014
Brian Carleton	2	12/31/2014
Juan Castillo	5	12/31/2016
Danny Senn	3	12/31/2015
Pamela Tabel	1	12/31/2015

Juan Castillo and Jack Gaughan were recognized for their years of service at the January 14, 2014 City Council meeting.

Accomplishments of the Arts Commission in Fiscal Year 2013/14 include:

- City Poet Laureate Kati Short sent out a call for submission for the third “Anthology of Local Writers” publication. Kati Short presented the published book at the January 14, 2014 City Council meeting.



- The monthly “Open Mic” program continued to be held at the Brentwood Community Center.

Liberty High School Public Art and Design Academy Mosaic Mural Project

The Liberty High School Public Art and Design Academy (PADA), formerly known as the Arts and Humanities Academy, presented to City Council several options for a mosaic mural to be placed on a City sound wall. Subsequently a Memorandum of Understanding for a specific theme was approved. A 7-foot tall by 140 feet in length mosaic mural titled "Sunflowers" was to be located at the corner of Brentwood Boulevard and 2nd Street. The project was completed in June 2014 and was celebrated with a ribbon cutting ceremony with members of PADA, the high school district, and other local dignitaries present on June 3, 2014. This is the third project that the graduating senior art students have provided for the City. Other projects included the mural located in the tunnel under Sand Creek Road adjacent to King Park and five utility boxes located in the downtown area.



Public Art Walls

Four (4) exhibits per year take place on the Community Center Public Arts Walls.

Brentwood Community Center
Public Art Walls Exhibit
Artists that are exhibiting July 8-September 20:

First Floor

Beverly C. Turner of Brentwood	Mixed Media/Ceramics
Cindy Williamson of Brentwood	Clay Wall

Summerset III Art Show:

Peggy Magovern of Danville (Instructor)	Pencil/Mono Print
Christine Bourg of Pleasanton	Colored Pencil
Joyce Busby of Brentwood	Pencil
Virginia Chamberland of Brentwood	Pen/Ink/Pencil
Charlotte Crabill of Brentwood	Pencil
George Garbarino of Pleasanton	Pencil/Pastel
Linda Garbarino of Pleasanton	Colored Pencil/Pastel
Mary Hagberg of Brentwood	Pen/Pencil
Michele Hill of Brentwood	Pencil/Pastel

Second Floor

Summerset III Art Show continued:

Linda Handford of Oakley	Pencil/Mixed Media
Lois Hasselby of Brentwood	Pencil
Barbara Kellner of Oakley	Pencil
Zoe Lighty of Brentwood	Colored Pencil/Watercolor
Colleen Menges of Brentwood	Watercolor/Pencil
Arlene Stumph of Brentwood	Colored Pencil/Watercolor
Susan Wood of Brentwood	Colored Pencil/Pastel

Brentwood Community Center
Public Art Walls Exhibit
Artists that are exhibiting October 7-December 20, 2013

Beverly C. Turner	Mixed Media/Ceramics
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Everything & Anything Local by the Brushoffs

Denise Adams	Watercolor/Fabric
Lilly Beatty	Watercolor
Joyce Carroll-Oetgen	Pen & Ink
Virginia Chamberland	Watercolor/Colored Pencil
Linda Cicala	Watercolor
Sue Clanton	Watercolor/Etching
Sherry Cummings	Watercolor
Michele Hill	Watercolor/Pastels
Linda Hyatt	Watercolor
Judi Inkeles	Watercolor
John JJ Jankowski	Watercolor
Lin Lacey	Watercolor
Katherine Sanchez	Watercolor
Zoe Lighty	Watercolor
Sharon Martin	Watercolor/Colored Pencil
Louise Massante	Fiber
Patricia Morgan	Watercolor
Nancy Roberts	Acrylic
Arlene Stumph	Watercolor
Mary Young	Acrylic/Colored Pencil

Brentwood Community Center
Public Art Walls Exhibit

This is the 12th annual Student Art Show featuring the work of Kindergarten through 8th grade students of the Brentwood Union School District.

"It took me four years to paint like Raphael, but a lifetime to paint like a child."
 ~ Pablo Picasso

The show is co-sponsored by the Brentwood Art Society and the Brentwood Union School District.

Brentwood Community Center
Public Art Walls Exhibit
January 6 - March 24, 2014

Artists that are exhibiting:

First Floor

Virginia Chamberland of Brentwood	Pencil/Ink/Photo
Brian Carleton of Brentwood	Oil
Jolynn Lacasse of Pittsburg	Photography
Josh Lindsay of Brentwood	Charcoal
John Nicolini of Bethel Island	Watercolor/Oil

Here on the Second Floor

Brian Carleton of Brentwood	Oil
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Brentwood Community Center
Public Art Walls Exhibit
April 4—May 2, 2014
Artists that are exhibiting:

Members of the Brentwood Art Society

Sandra Berkson	Sherry Cummings
Michael Flores	Lon Givens
Diane Klein-Gwynne	Lee A. Lopez
Robin Mayoff	Arlene Stumph
Beverly C. Turner	Susanna Wahl
Mary Young	

Youth Commission

The Youth Commission is an advisory body to the City Council that is 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
Huda Ahmed	1	06/30/2015
Alison Berg	1	06/30/2015
Jordyn Foley	1.7	06/30/2015
Madisun Marquez	4	06/30/2014
Maya Marquez	1	06/30/2015
Myles Marquez	1	06/30/2015
Gabe Olveda	2	06/30/2014
Ron Rubio	1	06/30/2015
Jack Strauss	4	06/30/2014
Meghan Troy	1	06/30/2015
Dolly Marquez (Adult Advisor)	1	06/30/2015
Ola Popoola (Adult Advisor)	2	06/30/2014
Jimmy Theoc (Adult Advisor)	2.7	06/30/2015
Chris Peart (PAL Liaison)	4	N/A



Accomplishments and Events:

- Youth Commissioners promoted the Commission by participating in the **Liberty Homecoming Parade** on September 13, 2013.



- The '**Last Chance to Splash Pool Party**' was held on Friday, September 27, 2013 as a fundraiser for the Youth Commission scholarship fund. Thirty (30) local youth from Adams, Bristow, and Edna Hill Middle Schools participated in this event and enjoyed games, snacks, and free sunglasses at the Brentwood Family Aquatic Complex. This event raised \$145 for the Youth Commission Scholarship Fund.
- 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 October 16, 2013.

- On October 26, 2013, Youth Commissioners passed out mini personalized beach balls and promoted the Commission's goals at the annual **Hometown Halloween** event.



- Six (6) Youth Commissioners attended a bi-annual conference for Bay Area Youth Commissions called **YAC Attack** on Saturday, March 1, 2014, in Mountain View. The conference offered educational sessions, thought-provoking debates, networking and innovative ideas for commissioners to bring back to Brentwood. The Youth Commission hosted a debate on "hot button high school issues" that was attended by over 60 high school students.
- The Youth Commission hosted a special free event for teens, a **Movie Night** on Friday, April 4, 2014 at the Brentwood Community Center. Nearly 30 students were in attendance to watch "The Hunger Games: Catching Fire". Commissioners gave away popcorn and prizes and sold canned sodas, bottled water and candy.
- On May 23, 2014, **Youth Commission Scholarships**, each in the amount of \$1,000, were awarded to the following students:
 - Jacob Smith, Heritage High School
 - Jaime Velasco, Heritage High School
- The **Youth Commission Year-in-Review** was presented to City Council on May 23, 2014.
- Two outgoing Youth Commissioners and one adult advisor were recognized for their years of service by the City Council on May 23, 2014.
- For the first time, the Youth Commission took a trip to Sacramento to visit the **State Capitol** on June 9, 2014. Eight commissioners plus several adults toured the Capitol building, met with Assemblymember Jim Frazier, and observed an Assembly session.

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	4.5	12/31/2014 (Resigned 5/15/14)
Tni Jackson	<1	12/31/2014
JoAnn Klement	2	12/31/2015
Arthur Koski	3.5	12/31/2014 (Resigned 4/4/14)
Michelle McHugh	3	12/31/2013
Earl Medeiros	2	12/31/2014
Claudette Natural-Staton	8	12/31/2014
Karen Nunez	5	12/31/2014
Cathy Palestro	2	12/31/2014
Maria Pearl	<1	12/31/2014
Silku Sahnun	<1	12/31/2014
Stephen Smith	8	12/31/2014
Johnny Staton	8	12/31/2014
Bob Taylor (2013/14) <i>City Council Representative</i>		
Gene Clare <i>Alternate City Council Representative</i>		

Bark in the Park Dog Parade

BANC hosted the first ever "Bark in the Park" Dog Parade on Saturday, August 24th in City Park. Dogs were encouraged to wear costumes to this fun, free family event.



National Night Out

National Night Out was celebrated on Tuesday, August 6, 2013 in various neighborhoods around Brentwood. National Night Out heightens awareness of crimes and drugs, increases participation in crime-prevention programs, strengthens the partnership between the community and the police, builds neighborhood relationships and sends a message to criminals that residents are organized, involved and committed to keeping their neighborhoods crime-free. The Brentwood Advisory Neighborhood Committee joined Brentwood Police and members of the City Council to visit neighborhoods participating in the event. BANC members selected one home for a special National Night Out Award.

Christmas Tree Lighting Ceremony

The community rang in the holiday season at Brentwood's Annual Christmas Tree Lighting Ceremony on Friday, December 6, 2013 at the Brentwood Community Center and City Park. 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. Nearly 1,000 people were in attendance at this festive event.

The City of Brentwood's Annual
Christmas Tree Lighting Ceremony

Friday, December 6th
6:00 p.m.
Brentwood Community Center & City Park
35 Oak Street

Featuring

- ★ Music & singing
- ★ Hot drinks & goodies
- ★ Tree Lighting at 7 p.m. sharp
- ★ Visit Santa after tree lighting
- ★ Free!

Event sponsored by the City of Brentwood & the Brentwood Advisory Neighborhood Committee (BANC)

THE CITY OF BRENTWOOD
HERITAGE • VISION • OPPORTUNITY

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, bocce courts, and even one with its own vineyards.

During this past fiscal year, construction of Portofino Park and Big Basin Park in the northern area of Brentwood were completed. Both of these new parks are open for the public to enjoy. In that same area, the Prewett Ranch Trail was constructed offering a beautiful new segment of trail for our residents and an additional section was added running from Caboose Park southerly to Sand Creek Road.

Fiscal year 2013/14 also saw construction commence on the City Wide Park Shade Improvements project, which includes installation of numerous shade structures at five of the City's most heavily used parks. It is anticipated that this project will wrap up in early Fiscal Year 2014/15. *See the Department Highlights section for more detailed information on these projects.*

As of the end of the Fiscal Year 2013/14, Brentwood has 65 parks, plus 17 pocket parks and trail heads. There are 25 additional park sites identified for future expansion, with 4 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.

Brentwood features more than 4 acres of playground apparatus areas. These areas include rubberized safety surfacing, wood fiber, and sand surfaces. Play features include splash pads, climbing apparatus, swings, as well as typical and custom play structures. Park/Maintenance staff is responsible for inspecting and maintaining all of these playground areas.

Staff continues to be 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 Parks

Big Basin

Big Basin Park, located at 2034 Huntington Way, in the Portofino subdivision, was accepted for maintenance on September 24, 2013. This 1.02-acre park features a children's play area, turf, numerous benches under beautiful arbors, picnic tables, barbecues, bike rack, checkers table, and drinking fountain. This park has a direct connection to the Prewett Ranch Trail.



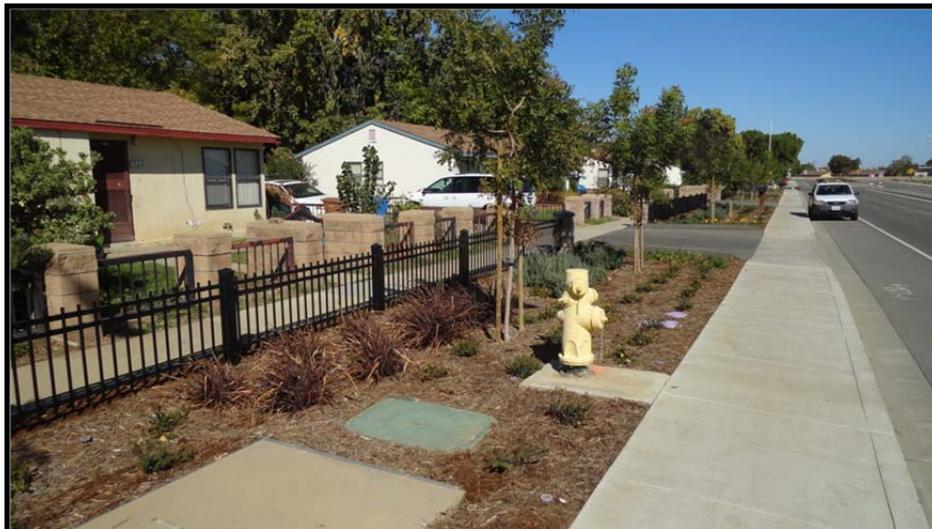
Portofino Park

Portofino Park, located at 2477 Emerald Bay Drive, on the north side of the Portofino subdivision, was accepted for maintenance on July 23, 2013. This 1.31 acre park features a large turf area, lush landscaping, and benches. This is a passive style park for residents to simply relax and enjoy.



New Landscape Areas

New landscaping was installed along the Los Nogales County Housing frontage on the west side of Walnut Boulevard from McClarren Road to the Food Maxx shopping center and on the west side of John Muir Parkway from Thomas to Ventura Road. These projects were part of the City's Capital Improvement Program to landscape unimproved areas in the City. The City's landscape maintenance contractors took over maintenance of these newly landscape areas on September 24, 2013.



Landscape Maintenance

The Park/Maintenance Division is responsible for overseeing maintenance of 517 acres, including City parks (224 acres), roadway landscape maintenance (46 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.

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. A weed abatement contractor 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.

Water Conservation

The City's landscape maintenance contractors have made the following efforts to conserve water in light of the current drought situation:

- Refined the programming on all controllers to lower the total amount of water used, yet still providing the proper care for turf and shrubs.
- Using multiple start times for turf areas, allowing for less overall water use.
- Changed regular nozzles to MP Rotator nozzles in many areas.
- Turned off (or capped) sprinklers on zones where shrubs are mature enough to survive without direct watering.
- Submitted proposals to convert turf strip to shrubs with bubblers.
- Submitted proposals to convert heads in greenbelt areas to more efficient heads.
- Converted potable systems to non-potable.

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. Ultimately the contract with Global Property Services was terminated in late fiscal year 2013/14 with the Universal Building Services taking over those facilities for the remainder of the contract term. The janitorial firms continue to clean all City buildings with green products that are safe for the environment. A Request for Proposal for Janitorial Services will be issued in Spring 2015 for services to begin July 1, 2015.

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 fifth year of the program, the following sites were completed in fiscal year 2013/14:

LOCATION	SQUARE YARDS
PARKING LOTS	
Brentwood Family Aquatic Complex	9,489
Brentwood Senior Activity Center	1,986
GRAND TOTAL	11,475

Backflow Assemblies

Four (4) Park/Maintenance Workers have 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 388 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 86 booster pumps. This has translated into thousands of dollars in reduced maintenance costs by not contracting this program.

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 are now starting the next 5-year pruning cycle with pruning work in General Fund parks and two Lighting and Landscape Districts.

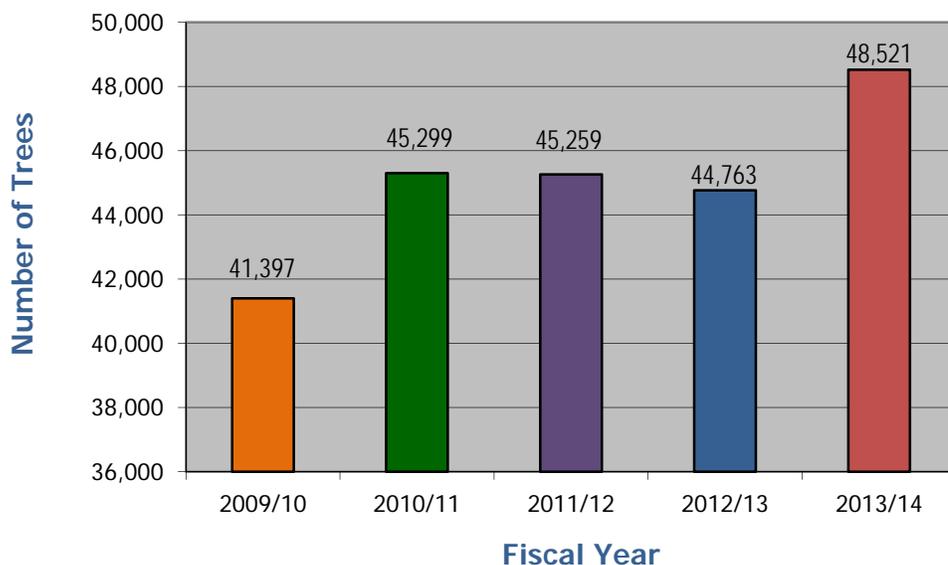
PRUNING	
LLDS	4,464
"R" AREAS	193
PARKS	37
TOTAL	4,694

PLANTING	
LLDS	143
"R" AREAS	42
PARKS	1
TOTAL	186

REMOVALS	
LLDS	104
"R" AREAS	35
PARKS	5
TOTAL	144

CURRENT TREE INVENTORY	
Residential LLDs	15,803
Residential "R" Areas	5,735
LLDs	18,753
Parks	3,681
"R" Areas	4,549
TOTAL	48,521

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 2013/14 no hazard trees needed to be removed.

Tree Removals/Replacements

As part of the yearly City-owned tree maintenance program, a total of one hundred eighty-six (186) 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 large blocks of trees in the following areas:

Arbor View Trail

- 9 Valley Oaks replaced dead Flowering Pears.

LLD 95-8

- 4 improved variety Sycamore trees replaced poorly performing varieties along Balfour Road.

LLD 99-5 Balfour Road (Foothill – John Muir Parkway)

- 7 Evergreen Pears replaced poorly performing Sycamores.

LLD 03-2

- Brandy Way: 29 Maple trees were planted to replace poorly performing Ash trees.
- Neroly Trail: 33 Smoke trees replaced missing and poorly performing Redbuds.
- O'Hara Way: 5 Crape Myrtles and 3 Plums were planted to replace missing or damaged trees.

Central Blvd / Peachwillow entry

- 13 Evergreen Pears, 17 Crabapples, and 2 Redbuds were planted to replace declining Plum trees.

Green Waste Collection Program

City landscape maintenance contractors deposited a total of 1,350 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. The conditions of this grant require quarterly status reports and waste audit reports until the grant terminates June 30, 2015.

Bicycle Trails/Lanes

Prewett Ranch trail (1.2 miles of trail and landscaping) located off of Adams Lane was accepted for maintenance on April 8, 2014. In addition, a 0.25 mile section of trail was added near Caboose Park, running from Caraway up to Sand Creek Road. Currently there are 17.52 miles of Trails and 13 miles of Bike Lanes.



Prewett Ranch Trail

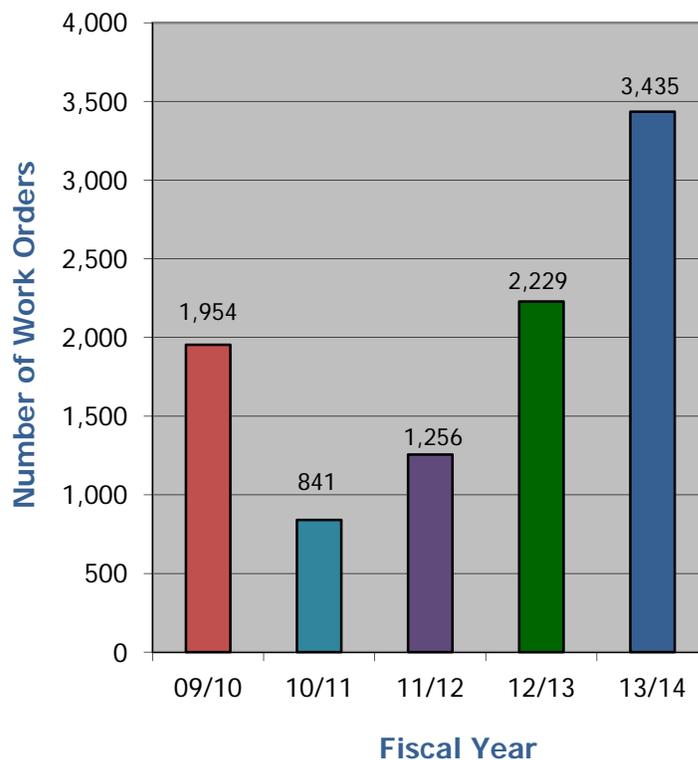
Computerized Maintenance Management System Work Orders

This was the second year the City utilized the Computerized Maintenance Management System called "Maintenance Connection". This 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	3,031
Blanket Work Orders	274
City Source Smart Phone App Work orders	130
Total Work Orders 2013/14	3,435

Regular work orders are up 37% over fiscal year 2012/13 and blanket orders increased by 26%. The new City Source smart phone application has allowed residents to enter 130 work orders in this fiscal year, a 5% increase over the prior 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.

LOCATION	P&R Prog. Use 12/13	P&R Prog. Use 13/14	User Group Rental Use 12/13	User Group Rental Use 13/14	Total # of Hours 12/13	Total # of Hours 13/14
Balfour-Guthrie	0	0	319	315	319	315
Oak Meadow	9	15	297	454	388	469
Sunset Park Athletic Complex						
Pinwheel Softball Fields #1-4	1,101	200	261	1,229	1,362	1,429
Baseball Fields #5-6	13	39	361	419	374	458
Optional Overlay	0	40	0	0	0	40
Competition Soccer Field	0	0	35	106	35	106
Soccer Fields A, B, and C	0	0	687	833	687	833

Amenities/Features

LANDSCAPE AMENITIES/FEATURES	
AMENITY	QUANTITY
Athletic Fields	19
Backflow Assemblies	379
Barbecues	75
Basketball Courts	13
Benches	289
Bike Racks	25
Bocce Courts	6
Booster Pumps	86
Drinking Fountains	61
Horseshoe Courts	2
Irrigation Controllers	372
Irrigation Repeaters	3
Mutt Mitt Dispensers	94
Mutt Mitts Used	500,000
Picnic Tables	292
Recycling Cans	140
Recycling Toters	24
Shade Structures	123
Streetlights	5,836
Tennis Courts	2
Volleyball Courts	3
Waste Receptacles	258
Water Play Features in Parks	6

**CITY OF BRENTWOOD
PARK ACRES AS OF JUNE 30, 2014**

NAME	IN DESIGN OR CONSTRUCTION	OWN/LEASE NO DESIGN	FUTURE DEDICATION	CITY MAINTAINED
Almanor Pocket Park				0.11
Almond Park				1.39
Alta Park (future)			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) (Subd. 8796)			1.26	
Baca Properties (Subd. 8982 - 1 park)			1.62	
Balfour-Guthrie Park				6.43
Berkshire Park				0.40
Big Basin Park				1.02
Black Gold Park				6.22
Blue Goose Park				4.10
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) (Barrington)	4.70			
Daytona Park (future) (Barrington)	1.21			
Dolphin Park			2.00	
Egret Park	1.54			
Empire School Park		5.02		
Ferro Ronconi (future) (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
Glory Park				1.10

NAME	IN DESIGN OR CONSTRUCTION	OWN/LEASE NO DESIGN	FUTURE DEDICATION	CITY MAINTAINED
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) (Palmilla Subd. 8729)			0.75	
Marsh Creek North Park (future) (Palmilla Subd. 8729)			2.61	
Marsh Creek South Park (future) (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				1.28
Mission Grove			2.00	
Miwok Park and Trail				10.17
Monte Rosa Park (future) (Vineyards Subd. 8796)			1.76	
Oak Meadow Park				9.68
Orchard Park				5.19
Outrigger Circle Pocket Park				0.96
Palmilla Park	1.60			
Palomino Park (Subd. 8729)				0.61
Peach Park				0.77
Pelican Park (future) (Barrington Subd. 8548)			1.00	
Pioneer Park (future) (Vineyards Subd. 8796)			2.79	
Pistachio Park (future) (Steeplechase Subd. 8674)	1.11			
Portofino Park				1.31
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
Summerwood Park				4.49
Sungold Park				1.71

NAME	IN DESIGN OR CONSTRUCTION	OWN/LEASE NO DESIGN	FUTURE DEDICATION	CITY MAINTAINED
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	10.16	19.52	118.22	223.42
			Owned No Design Future Dedication	19.52
			GRAND TOTAL	118.22
				361.16

Acres Owned as of 2012 242.94
Population 53,356
Acres per 1,000 4.55



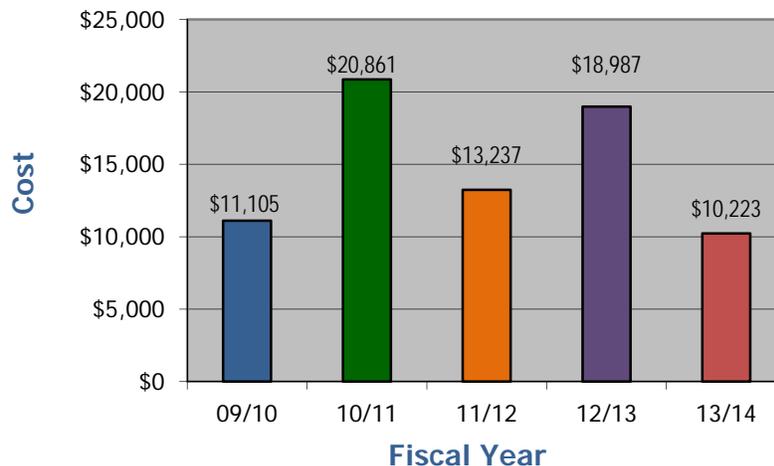
Sage Glen Park

Vandalism

GENERAL VANDALISM		
PARKS		AMOUNT
Anastasia Park	Replaced Vandalized Crape Myrtle Tree	\$120
Appaloosa Park	Replaced Vandalized Sprinkler Heads – 6	\$182
Arbor View Park	Replaced Vandalized Sycamore Tree	\$120
City Park	Repaired Vandalized Irrigation Tubing	\$105
Glory Park	Replaced Vandalized Tree	\$120
	Replaced Vandalized Tree	\$120
	Replaced Vandalized Raywood Ash Tree	\$120
King Park	Replaced Vandalized Cherry Tree	\$178
Miwok Park	Replaced Vandalized Sprinkler Heads - 12	\$345
	Replaced Vandalized Sprinkler Heads – 16	\$305
Palomino Park	Repaired Vandalized Sprinkler Heads – 5 and 15 Nozzles	\$185
Rolling Hills	Repaired Vandalized Irrigation Rotors – 5	\$244
Rose Garden Park	Repaired Vandalized Irrigation Heads	\$356
	Replaced Vandalized Sycamore Tree	\$120
Senior Center	Repaired Vandalized Sprinkler Heads – 6	\$244
Summerwood Park	Replaced Vandalized Gingko Biloba Trees – 2	\$240
Veterans Park	Repaired Vandalized Rotors (13), Sprinkler Heads (10), and Nozzles (10)	\$678
PARKS TOTAL		\$3,782
STREETSCAPES		
LLD 94-1	Graffiti Vandalism	\$25
	Traffic Accident	\$575
LLD 95-5	Off-Haul Dumping	\$100
	Off-Haul Dumping	\$100
	Off-Haul Dumping	\$100
LLD 97-1	Traffic Accident	\$120
	Traffic Accident	\$560
LLD 99-3	Traffic Accident	\$435
	Traffic Accident	\$120
	Graffiti Removal	\$25
	Sprinkler Vandalism	\$145
LLD 99-5	Traffic Accident	\$120
	Traffic Accident	\$120
	Off-Haul Dumping	\$100
LLD 99-7	Traffic Accident	\$120
	Sprinkler Vandalism	\$60
	Graffiti Removal	\$25
LLD 00-3	Traffic Accident	\$595

LLD 02-3	Traffic Accident	\$175
LLD 03-2	Graffiti Removal	\$25
	Traffic Accident	\$120
	Sprinkler Vandalism	\$85
	Vandalized Sprinklers	\$164
	Replaced Vandalized Raywood Ash Trees (2)	\$240
	Replaced Vandalized Sprinklers (20)	\$326
	Replaced Vandalized Sprinklers (20)	\$436
Downtown District	Vandalized Shrubs – 5	\$175
STREETSCAPE AREAS TOTAL		\$ 5,191
R AREAS		
R-7	Traffic Accident	\$120
R-17	Graffiti Removal	\$25
R-19	Graffiti Removal	\$25
	Off-Haul Dumping	\$100
R-29	Traffic Accident	\$120
R-30	Traffic Accident	\$360
	Traffic Accident	\$365
R-39	Sprinkler Vandalism	\$135
'R' AREAS TOTAL		\$1,250
GRAND TOTAL FY 2013/14		\$10,223

GENERAL VANDALISM YEAR-TO-YEAR COMPARISON



This year general vandalism was down forty-six (46%) from the past fiscal year. Sixty percent (60%) of all vandalism came from traffic accidents. When possible, the City works to recover accident related damages from the driver's automobile insurance.

Sound Wall Repairs

Both of the sound wall repairs for fiscal year 2013/14 were caused by vehicle accidents. Whenever possible, the City attempts to get reimbursed from the responsible party's insurance company.

LOCATION/WORK DESCRIPTION/CAUSE	AMOUNT
Sand Creek Road (remove and replace block wall)	\$1,840
Fairview Avenue/Fairview Court (remove and replace block wall)	\$6,705
TOTAL FY 2013/14	\$8,545
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 Fence Repainting

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 overspray 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 1,200 linear feet of fence line with the new coating.

Fencing Improvements

Through routine inspections of the City's fencing and sound walls, it was determined that some wooden fence lines along our creeks were in severe decay. In assessing the needs of the community and budget considerations, it was determined that some fence lines would be permanently removed while other areas will be upgraded and replaced. The first area of replacement was a large section of wooden two-rail fence in three cul-de-sacs (Arbor Court, Crystal Court, and Quiet Gable Court) in the Lighting and Landscape District along Marsh Creek. The replacement will be an upgrade from wood to a two-rail precast concrete fence, serving the residents for many years to come, as both a buffer from the trail users, and a deterrent against motor vehicle entry. The long term benefits of the precast concrete are considerable, as staff time for repair and maintenance will be significantly reduced, as well as funding for repairs. The total length of 1,000 linear feet is scheduled to be replaced in three phases over the next year, with completion in fiscal 2014/15. The first section is approximately 400' in length.



Workers from Terracare Associates installed 200 linear feet of two-rail concrete fence at the McClarren Park frontage on McClarren Road. The concrete fence replaced the deteriorating wood fence at this location.



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	2014
Apple Hill													Baseball/Soccer	Not closed in 2013/14 season.
Balfour Guthrie	thru 1/6/14											Closed 11/11/13	Baseball/Soccer	Close 10/20/14
Garin Field #1			Closed 2/3 - 5/9/14										Soccer	
Garin Field #2			Closed 2/3 - 5/9/14										Soccer	
Oak Meadow Field #1		Closed 1/27- 4/12/14											Baseball/Soccer	
Oak Meadow Field #2		Closed 1/27- 4/12/14											Baseball/Soccer	
Summerwood Park			Closed 3/2 - 5/31/14										Soccer	
Sunset #1	thru 1/27/14											Closed 10/21/13	Softball/Baseball/Overlay	Fields 1-6 close 10/20 for 2014. Open on 10/26/14 for Fall Ball, if needed.
Sunset #2	thru 1/27/14											Closed 10/21/13	Softball/Baseball/Overlay	
Sunset #3	thru 1/27/14											Closed 10/21/13	Softball/Baseball	
Sunset #4	thru 1/27/14											Closed 10/21/13	Softball/Baseball	
Sunset #5	thru 1/27/14											Closed 10/21/13	Baseball/Overlay*	
Sunset #6	thru 1/27/14											Closed 10/21/13	Baseball/Overlay*	
Sunset Soccer A			Closed 2/17 - 5/12/14										Soccer	
Sunset Soccer B			Closed 2/17 - 5/12/14										Soccer	
Sunset Soccer C			Closed 2/17 - 5/12/14										Soccer	
Sunset Soccer Competition			Closed 2/17 - 5/12/14										Soccer	
King Dog Park (Big Dog)			Closed 2/24 -4/7/14										Open Neighborhood Parks	
King Dog Park (Little Dog)			Closed 4/7 -5/12/14											
King Dog Pk (Artificial turf)														
Miwok			Closed 2/24 -5/12/14											
Loma Vista			Closed 2/24 -5/12/14											
Buena Vista			Closed 2/24 -5/12/14											
Yokut			Closed 2/24 -5/12/14											
Sbary 8*13*13														
PLEASE NOTE: ALL field use in the months of December and January - No use prior to 10AM due to frost.														
All dates subject to change pending field conditions and unforeseen circumstances.														
SCHEDULE FOR 2013/14 FIELD MAINTENANCE														

Other Notable Park/Landscape Improvements and Accomplishments

- The **Universal Abilities Playground** interpretive sign was installed by the vendor/contractor at **Veterans Park**. Children with disabilities have a diverse number of physical and/or developmental issues, and many parents work to improve those disabilities. This interpretive panel explains which apparatus implements may assist in that goal. The map shows the disability by name and the implement by number in the play equipment that helps them build and improve.



- In a cost savings effort, park staff utilized the broken down wood fiber chips that have been removed from the **Spirit and Glory Playground** footprints as a mulch layer for park tree wells and landscape bedding. The mulch layer retains moisture, saves on water, and also helps prevent weed activity that can be costly in labor and materials for removal.



- 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), Veterans Park, Apple Hill Park, and Blue Goose Park, this year staff added automatic locks to the restrooms at **Balfour-Guthrie Park**. 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. These locks are easily programmed from a laptop by Park/Maintenance staff, and it is expected to save several thousand dollars annually in overtime.
- Park/Maintenance staff installed six (6) new picnic tables at **Brentwood Family Aquatic Complex**. In addition, two of the shade covers at the facility were replaced due to material deterioration over the last 12 years. The shade covers that were replaced were originals from when the facility was constructed.
- Park/Maintenance staff developed a trail inspection plan as part of the (CIP) Pavement Management Plan and Best Management Practices. A concrete trail section, approximately 8' X 50', was noted as being damaged by adjacent trees roots and ground settling. This is located on Brentwood Boulevard at Grant Street, along the **Marsh Creek Trail**. Prior to repairs being made, the tree was removed, and the base rock re-compacted.



- Two (2) additional memorial tiles were installed by staff in the **Veterans Park** memorial area, and one (1) dedication bench and two (2) dedication trees were installed in other areas of the park.

- Five hundred (500) cubic yards of wood fiber were blown into the playgrounds at **Garin, Curtis, Sunset, Miwok, Windsor, Arbor View** and **Walnut** parks.

- Park/Maintenance staff installed two (2) shade structures at **Wheatfield Park**. One structure was installed over the picnic table area, and the other was installed over the bench near the playground.



- Park/Maintenance staff installed three (3) new picnic tables and three (3) new garbage cans at **McClarren Park**.

- Staff replaced the wind screen and installed two (2) new tennis net posts at the tennis court at **Balfour-Guthrie Park**.

- New doors with automated locks were installed on the restrooms at **Balfour-Guthrie Park**. The interior lights for the restrooms are scheduled to be on from 7:00 a.m. to 9:00 p.m. The electronic locks automatically deactivate from 9:00 a.m. to 9:00 p.m. Restroom hours can be adjusted seasonally as well as if requested by user groups. These doors and locks will result in a decrease in expenses for staff to lock and unlock the restrooms.



- The former solid waste transfer station site was transformed into an overflow parking lot for **Sunset Park Athletic Complex**. This parking lot provides over 200 additional parking stalls to accommodate the various sports events.

- A new pedestrian bridge was installed over Marsh Creek adjacent to **Sungold Park**. The developer of the Carmel Estates subdivision, which is located at the southeast corner of Minnesota Avenue and Carmel Parkway, installed the new pedestrian bridge over Marsh Creek in April 2014.

- The **Parks Standby Manual** for 2014 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	57,850
Wood Fiber	109,050
Sand	6,100
Total Playground Surface Area	173,000 (3.97 acres)

Additional Interesting Facts

- With public safety in mind, 548 visual playground inspections were performed by Parks/Maintenance staff.
- With the assistance of City staff, contractors, and numerous volunteer groups, fourteen thousand two hundred (14,200) shrubs and three hundred seventy-five (375) trees were planted throughout the City landscape and park areas.
- West Coast Arborists, the City's tree maintenance contractor, recycled 350 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 97 times to handle urgent issues in parks/facilities on weekends and after hours. This is a 57% increase over the prior year.
- Seven hundred twenty-six (726) streetlights were repaired.
- Staff continues to work with a consulting biologist to identify and protect active burrowing owl sites during routine weed abatement operations. Staff then sets up protection zones around the identified burrowing owl areas and monitor the sites during disking and mowing.
- Marina Landscape, formerly East Bay Construction Company, spread 300 cubic yards of wood chips from the City's tree trimming program in City streetscape planter beds.



Homecoming Park

RECREATION DIVISION

Introduction

The Recreation Division has been sharing joy, laughter and fun throughout the year! For the sixth consecutive year, Brentwood was named a Playful City USA. We celebrated our annual Play Day with the Hipwaders kids concert and lots of family fun at City Park. Our summer went by fast with lots of spring and summer day camps, youth and adult sports, aquatics, senior programs, and the Starry Nights Summer Concert Series. The fall season brought out the Movie and Scarecrows in the Park programs. The holidays were surrounded with great cheer from the Christmas Tree Lighting Ceremony and "A Letter from Santa". Our spring season ramped up with another Movie in the Park, Pee Wee Baseball, Girls Fast Pitch Softball, Sandlot T-Ball, and adult softball.



Proclamations

The following proclamations were read by City Council:

- August 16, 2013 as Annual Play Day (Council meeting of August 13, 2013)
- February 25, 2014 as Youth in Government Day (Council meeting of February 11, 2014)
- April 26, 2014 as National Arbor Day (Council meeting of April 8, 2014)
- May as National Drown Prevention Month (Council meeting of April 22, 2014)
- July as Parks Make Life Better! Month (Council meeting of June 24, 2014)

Agreements and Memorandums of Understanding

Amendment No. 4 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 2014/15 in the amount of \$75,549.50 was executed on June 24, 2013 by City Council for fiscal year 2014/15.

Policies/Procedures

On March 25, 2014, staff filed updated Parks and Recreation Facility Maintenance Standards with City Council.

Staff Certifications/CPRS Boards

- Ben Keisic, Pool Manager, earned a Jeff Ellis Lifeguard Instructor Certification. This certification is good for two years.
- Barbie Gary, Recreation Supervisor, was elected as Treasurer for CPRS District III
- Poldina Scherff, Recreation Manager, was selected as Administrator Representative for CPRS District III

Brentwood Family Aquatic Complex (BFAC) Hosts the Jeff Ellis & Associates International Lifeguard Trainer Program

On February 28 – March 2, 2014, BFAC hosted the Jeff Ellis & Associates International Lifeguard Trainer Program (ILTP). Approximately 50 students attended from Oregon, Nevada, and California. Brentwood has the honor of being the only facility to host this training in this region. The training began on Friday at 12PM and continued through Sunday at 6PM. After course completion, all passing participants were certified to train lifeguards at every Jeff Ellis facility. ILTP Instructor Course is a single, integrated curriculum that includes instructor training in ILTP™ aquatic rescue techniques, First Aid, Health Care Provider CPR, Emergency Oxygen Support, and Automated External Defibrillation as a first responder. This hands-on course teaches how to instruct and assess each concept taught in the lifeguarding course and requires at least two teaching demonstrations of concepts and/or skills in the ILTP lifeguard course curriculum and how to instruct vanGUARD 1.0, an Aquatics Leadership Course. Students performed on deck and in-water simulations, drills and exercises. Students practiced rescue techniques as individuals and multiple rescuers scenarios.

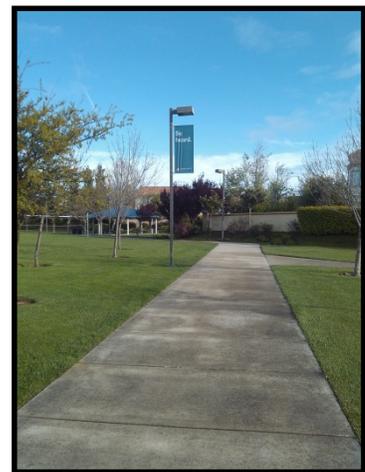
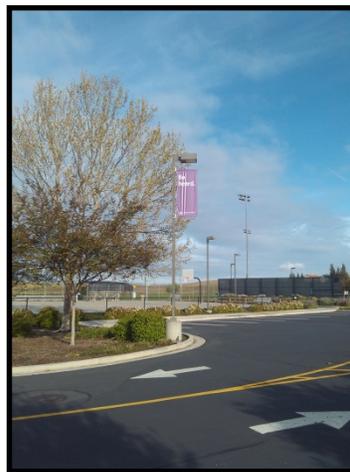
Cost Allocation Fee Updates

On August 13, 2013, a resolution was approved by City Council amending existing picnic rental fees and revising the City of Brentwood 2013/14 Cost Allocation Plan and Schedule of City Fees.

On May 27, 2014, City Council approved a resolution amending the City of Brentwood Cost Allocation Plan and Schedule of City Fees related to Community Center Kitchen fees and authorizing the City Manager to return the amended fees to their original schedule as provided.

Advertising/Banner 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 specific parks mentioned above. This year we utilized Sunset Park banner sales funds to install a flag pole estimated at \$5,450. The total accumulated funds from the banner program since its 2010 inception is \$62,052.40. The Activities Guide advertisement program helps to offset the expense of publication in which \$4,900 was collected in ads for fiscal year 2013/14.



Facility Use and Rentals

This year marked the second full year of rentals at the Brentwood Community Center. Staff continued to concentrate on marketing strategies to promote and increase use and revenue projections. In fiscal year 2013/14, we had a total of 657 bookings, which is a slight decrease from fiscal year 2012/13. The decrease in bookings is likely a result of fewer classes being successfully run in the Art Room and Multi-Purpose Rooms compared to the prior year. Even though there were fewer bookings, the revenue generated exceeded our projected budgeted revenue by 26.4%.

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
- *110 Magazine* February 2013 Bridal Issue (1/2 page advertisement)
- Brentwood Television (12 months of daily advertising)
- Screen Vision – Rave Theater (now AMC) in the Streets of Brentwood – 15 second advertisement on 14 screens for 52 weeks
- *Welcome Guide Magazine* – Brentwood Chamber of Commerce
- Activities Guide (3x)
- City Website
- *East County Welcome Guide*
- *East Bay Bridal Magazine* (2x)

A Brides Day Out!
Saturday February 23rd (10am-3pm)
Downtown Brentwood's Bridal Faire

Oak Street
First Street
Second Street

Chestnut Street
Walnut Boulevard
Brentwood Boulevard

Co Co County Wine Company • 634-9465
TLCare • 513-5688
Bia & Hirs Formal Wear • 634-8900
Cotino de la Gera • 513-6200
Dinner & Desserts • 500-0894
Milk & Honey • 634-3632
Pattin U' Round • 234-1070
Nashery Estate Vineyards • 516-3300
Ralph's Catering • 625-2307

Angie Berger Events • 684-9075
Discovery Bar Studios • 210-4152
Cosmic East Photography • 510-8006
Evans W & Planning • 476-7070
Generations Photography • 516-3840
Maki - Make-up Bridals • 500-7200
Sharon Lakin • 516-3300
Drew Ridge Country Clubs • 516-2627

Brentwood Community Center • 516-5444
Proton Photography • 513-3649
Eckhardt's Yours • 634-7003
The La Grande • 634-8042
Ranah Nivola Vineyards • 437-4206
Cottino On Location • 500-0877
Miki Vincent Productions • 964-1088
Oak Street Boutiques • 513-9294
& more

Visit each business for special discounts & prizes - \$1,500 Worth of GRAND PRIZES!
Questions call: Hi & Hers Formal Wear 634-9900
or go to www.brentwoodweddings.com

East County's newest event venue
in historic downtown Brentwood

Brentwood Community Center

- 32,000 square foot building
- Flexibility for a variety of functions, from a 10-person business meeting to a 300-person wedding
- Caterer's dream commercial kitchen
- Elegant lobby/pre-function area
- Free 280-space parking garage
- State-of-the-art technology
- Beautiful park setting

THE CITY OF BRENTWOOD
Parks and Recreation Department
35 Oak Street
Brentwood, CA 94513
Phone: (925) 316-5444 Fax: (925) 316-5447
Email: dept_parkrec@brentwoodca.gov
www.brentwoodca.gov

Wedding Venue

Brentwood Community Center
35 Oak Street

- Elegant Pre-Function Area
- Flexible Event Set-ups
- High Ceilings
- Caterer's Commercial Dream Kitchen
- Banquet Hall with Seating for 330 Guests
- Beautiful Park Setting
- Free Parking Garage

For more information:
Phone: (925) 316-5444
Fax: (925) 316-5447
Email: dept_parkrec@brentwoodca.gov

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BRENTWOOD COMMUNITY CENTER
35 Oak Street

- Elegant Pre-Function Area
- Flexible Event Set-ups
- High Ceilings
- Caterer's Commercial Dream Kitchen
- Banquet Hall Seating for 330 Guests
- Beautiful Park Setting
- Free Parking Garage

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





Brentwood Community Center
35 Oak Street

- 32,000 square foot building
- Flexibility for a variety of functions, from a 10-person business meeting to a 300-person wedding
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- Elegant lobby / pre-function area
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- Beautiful park setting



City of Brentwood Parks and Recreation Department:
925-516-5444
dept-parkrec@brentwoodca.gov



Community Center



Up to 300 people • À la carte Facility
Bring your own caterers to our commercial kitchen

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








- Free Parking Garage
- Banquet with Seating for 330 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

This year staff put a special emphasis on marketing the Commercial Kitchen at the Brentwood Community Center. The Recreation Division and the Economic Development Division worked together in this effort to assist local entrepreneurs. To capture or attract the businesses needing a Commercial Kitchen, the marketing and promotion efforts have been targeted to this market. Marketing activities to help market the Commercial Kitchen at the Brentwood Community Center include:

- Creating a standalone brochure for the Commercial Kitchen
- Simplifying the pamphlet displaying the price structure with professional photos of the kitchen
- Advertising through various outlets (Brentwood Press, 110 Degree Magazine, Brentwood TV, Activities Guide, etc.)
- Direct mailing to the list of home occupation permits
- Inclusion in the quarterly Economic Development newsletter
- Press release to seek press coverage in local and regional press and social media
- Joint marketing activities with Harvest Time in Brentwood, the Brentwood Chamber of Commerce, and other local business organizations

At the May 27th, 2014 City Council meeting, the City Council approved a special rate for promoting this facility. The fee is a flat rate of \$20 per hour and this fee is good through November 30, 2014. At that time the City Manager can consider returning the amended fees to their original schedule. Additional funds are needed to offset operating expenses and to avoid any impact to the General Fund for offering this special rate. The Agricultural Enterprise fund will cover any revenue shortfall. For the first month of this special rate offer, the 3 French Hens utilized the kitchen for 12 hours for a total of \$240. The subsidy from the Agricultural Enterprise Fund was \$384.



City of Brentwood
Community Center
35 Oak Street
Brentwood, CA 94513
(925) 516-5444

COMMERCIAL KITCHEN RENTAL



BRENTWOOD COMMUNITY CENTER COMMERCIAL KITCHEN

We aim to make your food service business thrive with top of the line equipment, a convenient location in a certified, health department-approved facility.

This 38" x 18" Commercial Kitchen is available for rent by the hour and features

- » Ample work counters and prep tables
- » Two convection ovens (stacked)
- » Oven with six burner range
- » Oven with a griddle
- » Dishwasher
- » Commercial refrigerator and freezer

RENTAL FEES

Commercial Kitchen is \$20.00 flat rate per hour.*
Refundable Kitchen Cleaning/Damage Deposit is \$200.00.

Required documents:

- » City of Brentwood Business License
- » Contra Costa Environmental Health Food Permit
- » Rental Liability Insurance

*Fee is good through November 30, 2014 and is then subject to change.



For Commercial Kitchen Rental Information Contact:
City of Brentwood
Parks & Recreation Department
35 Oak Street
Brentwood, CA 94513
Monday-Friday
8 a.m. to 5 p.m.
(925) 516-5444 Office
(925) 516-5447 Fax
www.brentwoodca.gov

THE CITY OF BRENTWOOD
HERITAGE • VISION • OPPORTUNITY

Special Events

Scarecrows in the Park

For the second year, Recreation staff offered a “Scarecrows in the Park” program in City Park. After registering, participants designed and built their own scarecrows that were then displayed in City Park beginning October 18th. Winners were announced and ribbons were awarded prior to the “Movie in the Park” showing on Friday, October 25th. Recreation staff was thrilled to have a total of 22 scarecrows displayed for this event.



1st Place
“The Dirty Servant”
The Futures Explored



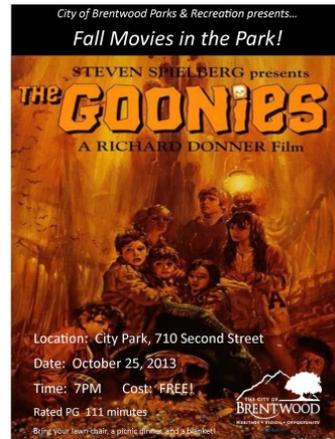
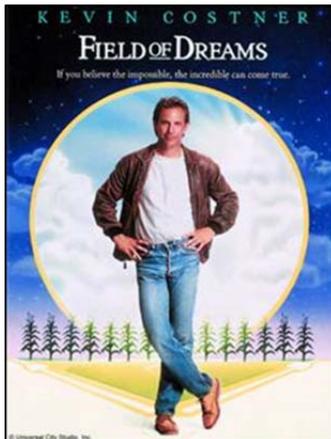
2nd Place
“Daisy”
Daisy Troop 31762



3rd Place
“Smar T Pants”
LMC Brentwood Center Classified Staff

Movies in the Park

Two movies were shown in City Park this year. “The Goonies” was shown on October 25th and “Field of Dreams” was shown on April 18th. Both movies were well attended.



A Letter from Santa

For the second year, Recreation staff provided a holiday 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 42 letters being sent from the North Pole.

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 postcards, magnets, a new concert series program booklet, posters, flyers, press releases to various newspapers, and monthly paid advertisements in the Brentwood Press.

For the first time staff expanded the Advertising/Banner Policy to include sponsorships. We received \$3,000 = \$1,000 each. The sponsors were JPA Landscape & Construction, Silky Sahnun Attorney-at Law and Trilogy at The Vineyards.




June 13
Cocktail Monkeys
Rock/Pop/R&B

The Cocktail Monkeys have been a Bay Area favorite for over the last nine years. The band specializes in entertaining all types of audiences with their high energy stage performance while masterfully executing popular songs.



June 20
Hot Rods Band
Oldies 50's & 60's

The Hot Rods are a get-up-and dance tribute to rock-n-roll from the 50's & 60's. Their music brings back the days of cruisin' cars, sock-hops, and those crazy, crazy, beach parties. Come join them for a nostalgic evening of good old Rockin' oldies!



June 27
Staci Frenes Band
Acoustic Pop-Folk

Staci's acoustic folk-pop songs have inspired not only audiences at her concerts all over the country, but millions of viewers on major network shows such as The Biggest Loser, America's Next Top Model, One Life To Live, and All My Children.

Youth in Government Program

The Youth in Government Program returned for the seventh year, providing twenty-nine (29) 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 25th, followed by their mock City Council meeting on Wednesday, March 5th.



Youth Scholarship Fund

Youth Scholarships	09/10	10/11	11/12	12/13	13/14
Participants in Aquatic Programs	43	36	20	48	24
Scholarships Used in Aquatic Programs (\$)	\$1,118.18	\$992.75	\$1,007.60	\$244.80	\$566.95
Participants in Classes (#)	73	75	58	65	50
Scholarships Used in Classes (\$)	\$1,948.85	\$2,782.55	\$2,409.00	\$2,051.15	\$2,291.31
Participants in Aquatic Programs (EBPRD/Kaiser)	N/A	N/A	7	41	35
EBRPD/Kaiser Scholarships Used (\$)	N/A	N/A	\$185.30	\$634.40	\$557.17
Total	\$3,067.03	\$3,775.30	\$3,601.90	\$2,930.35	\$3,415.43

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 \$2,291.31, which assisted 50 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 \$566.95.

We also had additional funding this year in the amount of \$541.94 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.



Brentwood Senior Citizen's Club, Inc.

President: Richard Griek
Vice President: Kathy Pedroni
Treasurer: Judith Griek
Financial Secretary: Vacant
Secretary: Vacant
Membership Secretary: June Peters
Trip Secretary: Laura Jaramillo



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

- ◆ Cache Creek Casino Resort (May 20th)
- ◆ Membership (558)
- ◆ A Place to Paint
- ◆ Book Banter
- ◆ Knitting Circle
- ◆ Bunco
- ◆ AARP Smart Driver Course
- ◆ AARP Smart Driver Refresher Course
- ◆ AARP Tax Filing Assistance
- ◆ Duplicate Bridge
- ◆ Boot Scooting Line Dance Social
- ◆ Volunteers Appreciation Luncheon
- ◆ Special Movies
- ◆ 4th Annual Holiday Craft Faire (Nov. 1st & 2nd)
- ◆ Drop-In Pinochle
- ◆ Drop-In Billiards & Board Games
- ◆ Ice Cream Social (Aug. 16th)
- ◆ Sacramento Underground Tour (Mar. 18th)
- ◆ Senior Monster Bash (Oct. 25th)
- ◆ Mad Hatter Tea Party (Apr. 5th)
- ◆ Golden Follies Variety Show (Feb. 14th)
- ◆ Senior BBQ at Veterans Park (Sept. 21st)
- ◆ Wagon Wheels A-Rollin' (Oct. 4th)
- ◆ Bingo Mondays
- ◆ SHARE Card
- ◆ Gin Rummy Club
- ◆ Big Band Dinner Dance (May 10th)

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

- ◆ Gentle Yoga Stretch
- ◆ Zumba Fitness
- ◆ "Premiers" Exercise Program Mon/Wed/Fri and Tue/Thu.
- ◆ Basic Beading
- ◆ Meditation I and II

Additional partnership activities include:

- Brown Bag – Contra Costa Food Bank and City of Brentwood
- Meals on Wheels Program – Contra Costa Health Services
- HICAP – Health Insurance Counseling and Advocacy – Brentwood Senior Citizen's Club, Inc.
- Dial-A-Ride – Tri-Delta Transit
- 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.

Mad Hatter Tea Party

The Senior Citizen’s Club (“The Club”) created a dynamic and innovative inter-generational “Mad Hatter Tea Party” in partnership with the Parks and Recreation Department on April 5th at the Senior Center. More than one hundred seniors and children were “Mad Hatters”. Alice (in Wonderland) entertained everyone with story time as they enjoyed delicious teas and cakes. The event ended with everyone singing the “Happy Un-birthday Song”. The Club is looking to create more intergenerational events.

Research confirms that older adults who participate in senior center programs can learn to manage and even delay the onset of chronic disease, as well as experience measurable improvements in their physical, social, spiritual, emotional, mental, and economic well-being. Today, our Senior Club is reinventing itself to meet the needs and desires of the aging baby boom generation who now constitute more than two-thirds of the 50+ population.

Currently, our Brentwood Senior Activity Center serves as a crucial gateway; connecting older adults to vital community services that can help them stay healthy and independent. The Center offers access to multiple services in one place, offering a wide variety of programs and services including: meal and nutrition programs, information and assistance programs, health, fitness and wellness programs, transportation services, public benefits counseling, volunteer and civic engagement opportunities, social and recreational activities.



Brentwood Senior Activity Center Volunteer Appreciation

The Brentwood Senior Activity Center celebrated its 3rd Annual Volunteer Appreciation Award Luncheon on Friday, April 25th at 1 p.m. This annual event recognized all of the volunteers that are an essential part of the Senior Center, making it a multi-functional program and service hub for seniors. Approximately one hundred (100) volunteers were recognized by the Brentwood Senior Citizen’s Club Inc. for work they do throughout the year at the center. This year their work totaled 88,665 volunteer hours. Mayor Bob Taylor and Assemblyman Jim Frasier were in attendance to recognize the volunteers. Gene Brown was recognized with the first “Bente Peterson Award” to acknowledge his help in pioneering senior services in Brentwood.

Tournaments

TOURNAMENT DATES	ORGANIZATION	YOUTH/ TEEN/ ADULT	TOTAL # OF FIELDS USED	RENTAL FEES	ADDITIONAL INFORMATION
July 6-7, 2013	Solano Co. Baseball & Softball	Youth	12	\$0.00	Cancelled due to outstanding balance from prior tournament. Originally drafted 6 fields per day.
July 10-14, 2013	Brentwood Pony Baseball (World Series)	Youth	28	\$3,832.96	Partial fee reduction.
July 20-21, 2013	EDYSL – Impact	Youth	12	\$1,567.80	
July 23-25, 2013	In-N-Out Burger	Adult	15	\$3,177.30	
July 27-28, 2013	Solano Co. Baseball & Softball	Youth	12	\$0.00	Cancelled due to outstanding balance from prior tournament. Originally drafted 6 fields per day.
August 10-11, 2013	EDYSL - Impact	Youth	8	\$1,363.55	
September 5, 2013	Orin Allen Youth Rehabilitation Facility	Teen	4	\$118.40	Fee Waiver: Paid field prep only
September 28-29, 2013	EDYSL – Impact	Youth	0	\$0.00	Cancelled
October 26-27, 2013	EDYSL – Impact	Youth	10	\$2,058.55	
November 23-24, 2013	EDYSL – Impact	Youth	10	\$2,029.34	
December 5-7, 2013	Liberty High School Girls Soccer	Youth	0	\$0.00	Cancelled
May 24-26, 2014	Perks Invationals	Youth	18	\$5,163.85	
June 12, 2014	Orin Allen Youth Rehabilitation Facility	Teen	4	\$118.40	Fee Waiver: Paid field prep only
June 28-29, 2014	All World Sports	Youth	8	\$2,944.07	.
Total:				\$22,374.22	

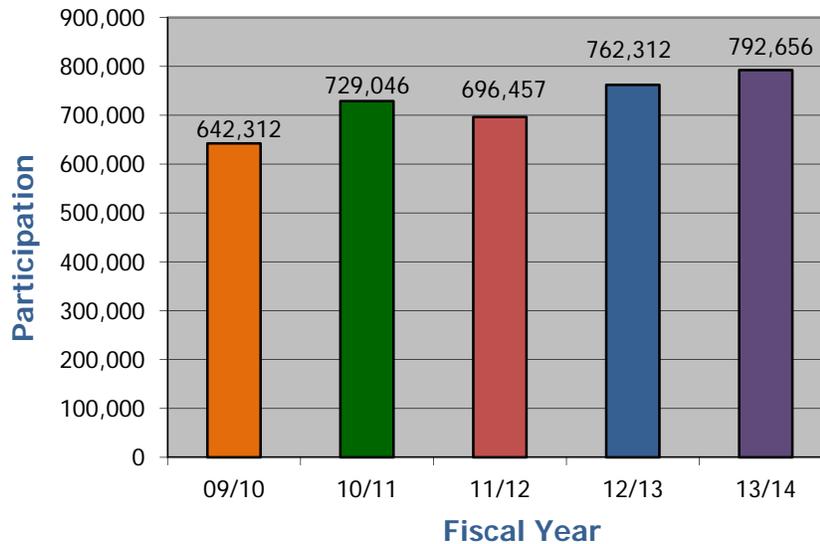
All tournaments listed above took place at Sunset Park Athletic Complex. This year, Perks organization was a first-time user of Sunset Park Athletic Complex. This year, In-N-Out Burger returned to the complex for the fourth year in a row for their employee statewide tournament. All other tournaments were return users from prior years.

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

Tournaments	09/10	10/11	11/12	12/13	13/14
Total Tournament Applications	15	10	12	13	14
Applications Withdrawn	2	1	0	0	0
Cancellations	5	2	1	3	4
Paid Tournaments	5	4	8	8	7
Tournaments with Fee Waivers	3	3	3	2	3
Total Revenue	\$8,812.62	\$8,477.64	\$22,516.19	\$25,271.53	\$22,374.22

Overall Participation

OVERALL PARTICIPATION COMPARISON

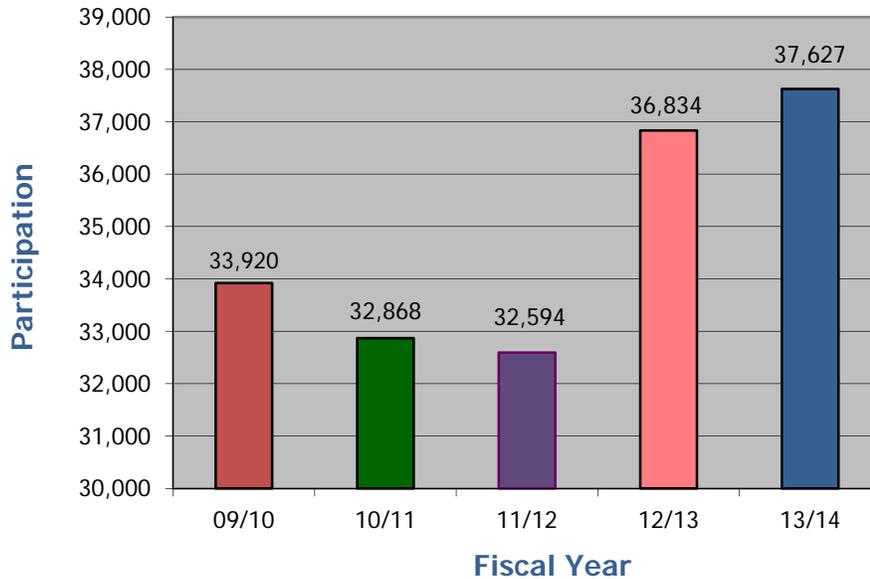


This year saw a minor increase in overall participation of approximately 4%. The largest increases this year were in Sports Field Rentals/Use (12%), Picnic Area Rentals (9%), overall use of the Brentwood Family Aquatic Complex (8%), Adult Sports (5%), and special event programming (6%). For the third year in a row, classes saw a decrease (25%). Staff believes that the substantial fee increase for non-residents has driven participants towards other cities offering the same or similar programs at lower rates. The second largest decrease was in the Skate/BMX Park use (18%). Participation in Youth Sports and Senior Programs remained nearly unchanged from fiscal year 2012/13.



Senior Programs

SENIOR PARTICIPATION

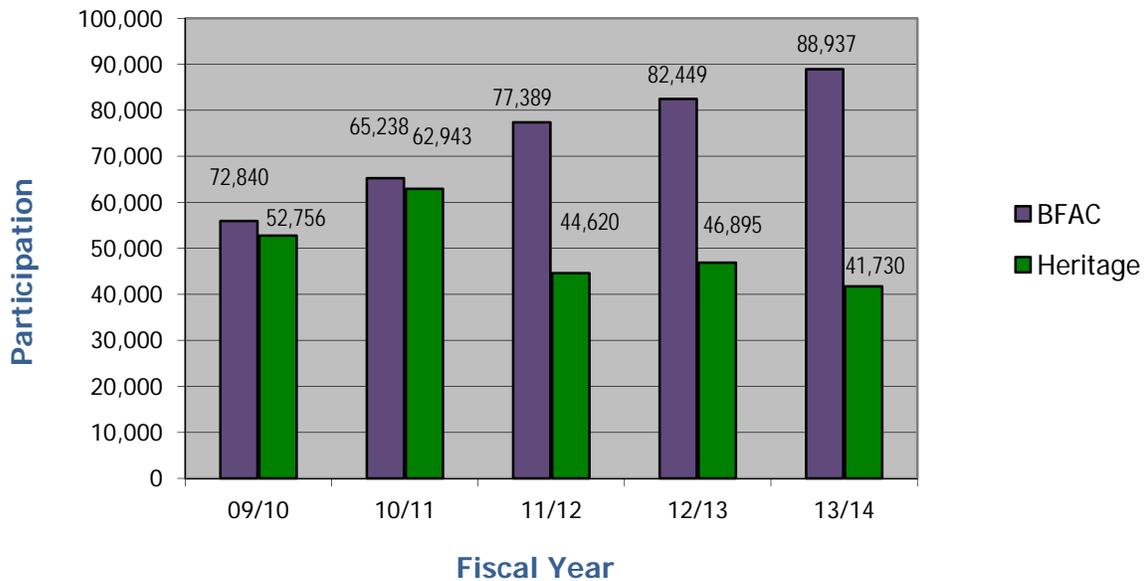


Participation in senior programs and membership increased by 2% this year over last year. This year there were numerous new program offerings, special events, and excursions that contributed to this increase. The Mad Hatter Tea Party, Sacramento Underground Tour excursion, Golden Follies Variety Show, Wagon Wheel's A-Rollin', and the Big Band Dinner Dance were enormous successes this year. The success of the dinner dance program from the prior year caused staff to move this event from the Brentwood Senior Activity Center to the Brentwood Community Center Main Hall. The Board of the Brentwood Senior Citizen's Club, Inc. has been very active and instrumental in the continued growth of the senior programs.



Aquatics

AQUATICS PARTICIPATION



Due to a reporting error, the use of Brentwood Family Aquatic Complex was adjusted from 98,301 to 82,449 for fiscal year 2012/13. Overall use of Brentwood Family Aquatic Complex increased 8% in fiscal year 2013/14.

For three years in a row, we met and exceeded the Brentwood Family Aquatic Complex revenue projection by 13.42% for fiscal year 2011/12, 17.71% for 2012/13, and 31.09% for 2013/14.

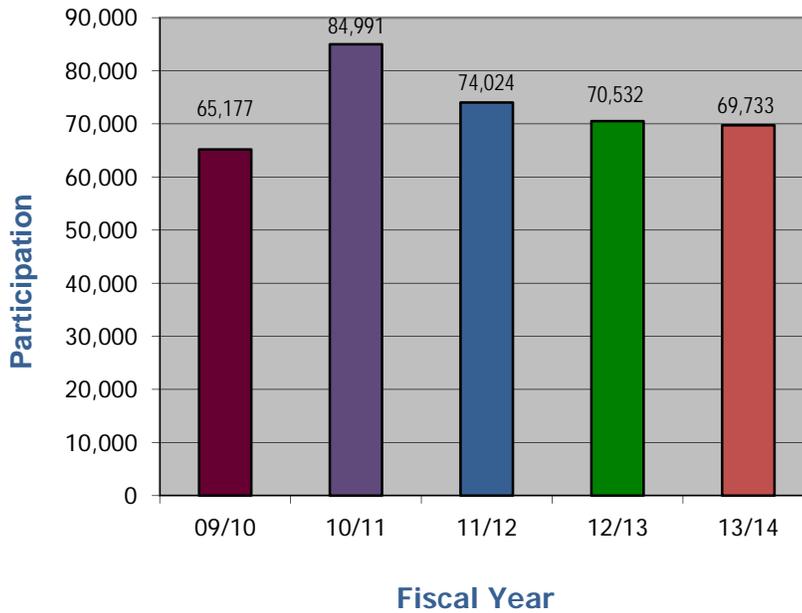
The Family Season Pass was discontinued in 2013/14. In its place, staff marketed a new "Forever Entry" swim pass program that kept the 10 and 25 entry passes, and added a new 40-entry pass. This proved successful in that there was a 15% increase overall in pass sales.

Swim Lessons decreased by 6% this year. It is believed that this decrease is due to the increase in the number of private facilities and health clubs in and out of Brentwood that now offer swim lessons, which causes more competition.

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

Youth Sports

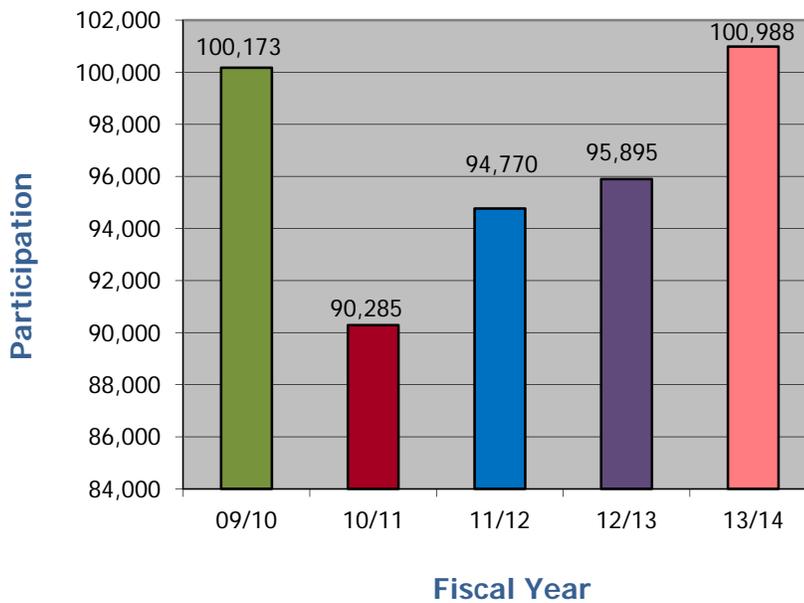
YOUTH SPORTS PARTICIPATION



The department runs all Youth Sports programs, with the exception of the contracted Kidz Love Soccer and Bidy Sports programs. Overall Youth Sports continued to have nearly the same participation as the past two years (1% difference).

Adult Sports

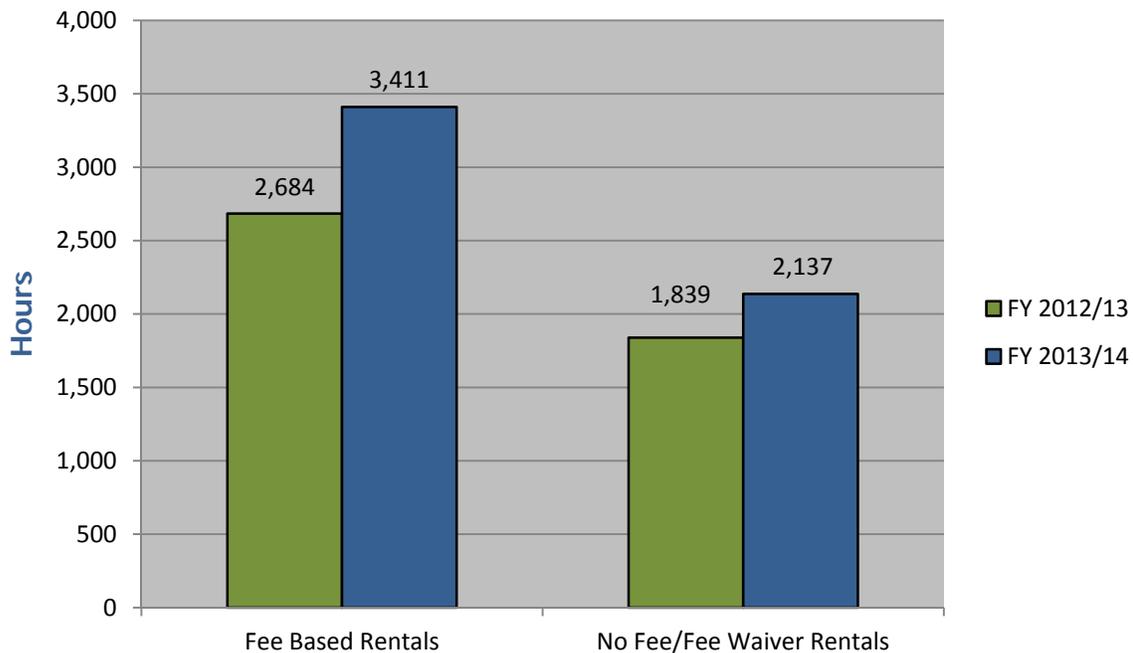
ADULT SPORTS PARTICIPATION



In Fiscal Year 2013/14, overall Adult Sports participation increased by 5%. This increase was in the number of teams that participated in the fall season.

Community Center Use

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 2013/14, there were 5,548 hours of use of the Community Center, an increase of eighteen (18%) over the prior fiscal year. Sixty-one percent (61%) of these hours were utilized by rentals in fee based categories (residents, non-residents, commercial, and non-profits). Thirty-nine percent (39%) 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 use of the building between fee based rentals and no fee/fee waiver rentals is consistent with the prior year.

The simplified chart on the following page shows use, room-by-room, for fiscal year 2012/13 and 2013/14. 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 2013/14, had 1,019.25 hours of use out of a possible 6,148 hours. This means Community Room Hall A, in fiscal year 2013/14, had 17% of the hours available used.

The only room that did not increase in use this fiscal year was the Art Room, which decreased in use by 3%. This is attributable to the loss of our art instructor for the last two quarters of the year.

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 12/13	325.25	239.5	22	161	180	6	79.5	2.5	1,015.75	17%
Hours Used 13/14	282.5	159	10	218.5	125.5	63	85.75	75	1,019.25	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 12/13	341.75	230	22	122.5	181	6	78	0	981.25	16%
Hours Used 13/14	300.5	156	10	472.5	182	0	65	19.5	1,205.5	20%

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 12/13	330.75	230	22	122.5	181.5	6	74.5	0	967.25	16%
Hours Used 13/14	310	169	42	609.5	139.5	56	72.75	53	1,451.75	24%

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 12/13	60.5	67	0	39	172.5	0	24	4	367	6%
Hours Used 13/14	14	0	0	171.5	153.5	8	22	0	369	6%

MULTI-PURPOSE ROOM B

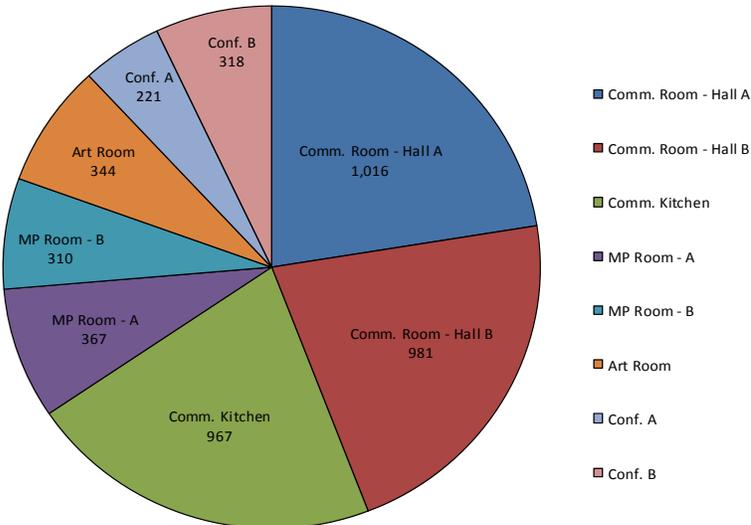
	FEE BASED RENTAL CATEGORIES				NO FEE / FEE WAIVER CATEGORIES				TOTAL HOURS OF USE	% OF AVAILABLE HOURS USED
	RESIDENT	NON-RESIDENT	COMM.	NON-PROFIT	CITY	BUSD MOU	LUHSD MOU	GOVT.		
Hours Used 12/13	52	64	0	39	126.5	0	24	4	309.5	5%
Hours Used 13/14	14	0	0	289	95.5	8	22	0	428.5	7%

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 12/13	49	55	7	50	160.5	0	22	0	343.5	6%
Hours Used 13/14	38	0	0	53	93.5	0	22	0	206.5	3%

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 12/13	0	19	7	0	152	0	40	3	221	4%
Hours Used 13/14	0	0	58.25	0	225.75	86.75	16.5	17	404.25	7%

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 12/13	0	0	0	6.5	268	0	43	0	317.5	5%
Hours Used 13/14	0	0	6.5	27	349.75	28	35	17	463.25	8%

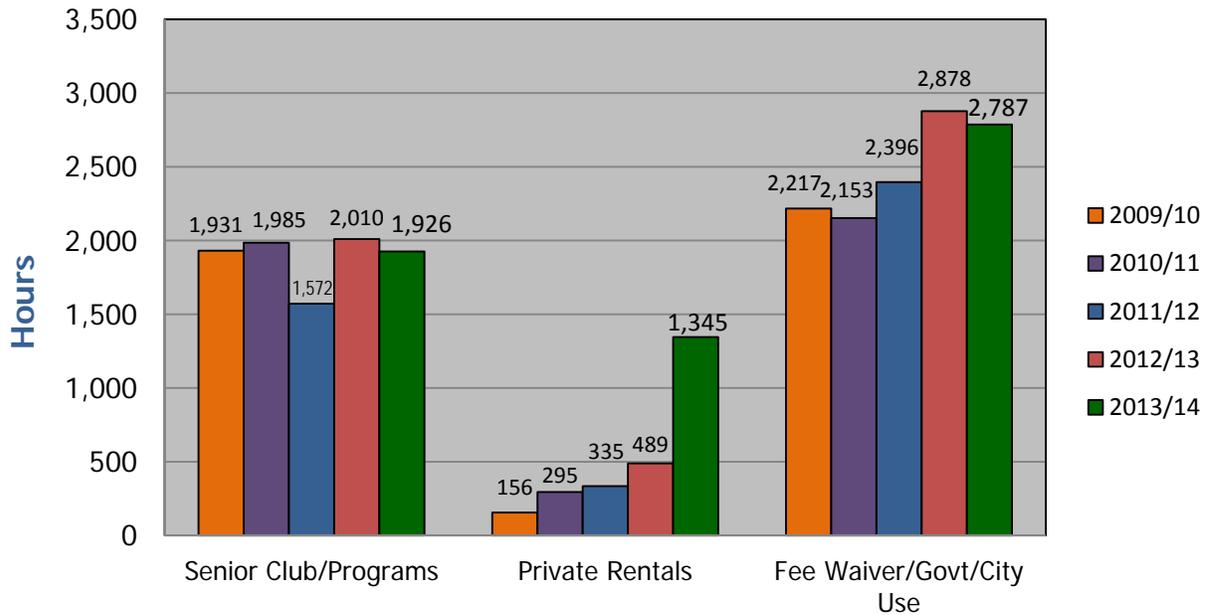
HOURS OF USE OF COMMUNITY CENTER ROOMS - FISCAL YEAR 2013/14



The pie chart shows how many hours each room in the Brentwood Community Center was used during fiscal year 2013/14.

Brentwood Senior Activity Center Use

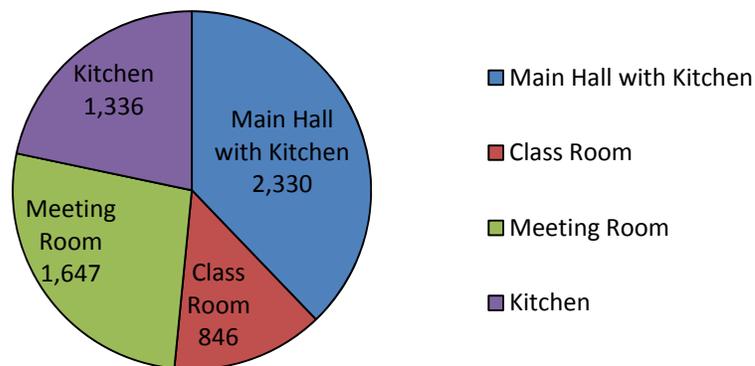
BRENTWOOD SENIOR ACTIVITY CENTER USE – ALL AREAS



Fiscal year 2013/14 was the fifth year of use of the Brentwood Senior Activity Center. Private Rentals increased by 64%, 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 on Fridays, Saturdays, and Sundays. The Private Rentals have increased every single year since the facility opened. Fee Waiver/Government/City decreased very slightly (3%) from the prior year.

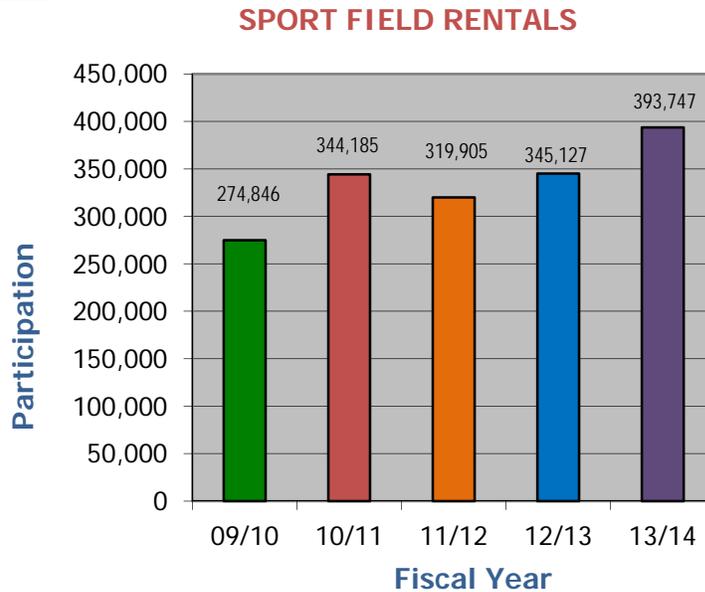
Fee Waiver/Government/City Use includes the following: Contra Costa County (Library and Health Services), Contra Costa Food Bank (Brown Bag), East Bay Regional Parks District, Brentwood Union and Liberty Union High School District, City of Brentwood, various community non-profit organizations, and the 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 6,159 hours were utilized, including all rooms. Overall, utilization of this facility was up 13% this fiscal year.

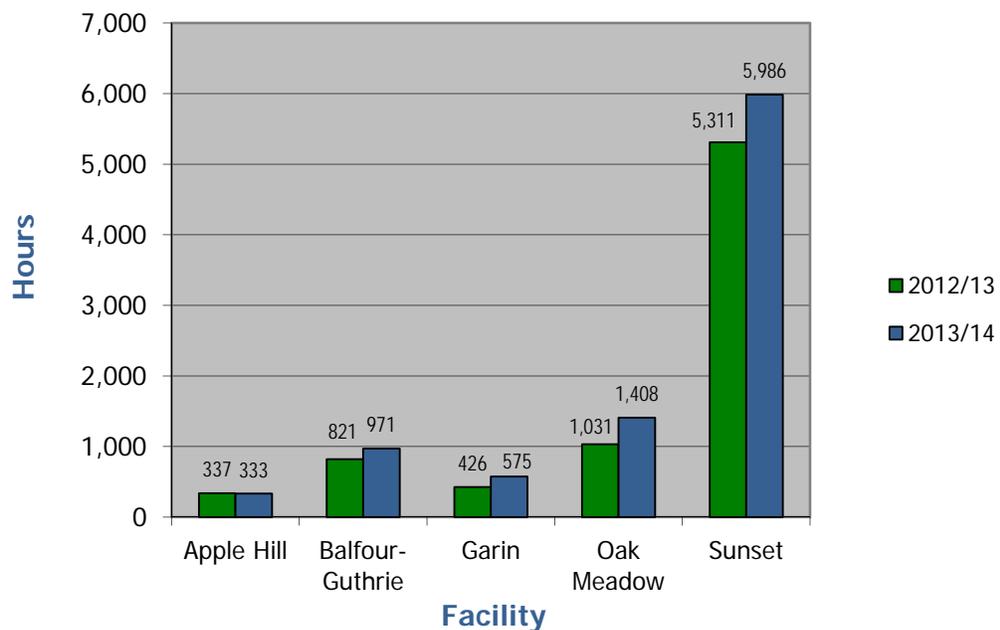
Sport Field Rentals



There was a 12% increase in overall participation with field rentals for this fiscal year. In addition, the actual number of hours that the fields were used increased by approximately 15%. An analysis of sport field use indicates the following:

- **Apple Hill Park** – Use at Apple Hill Park increased by 1%.
- **Balfour-Guthrie Park** – Showed a 16% increase in use over last year.
- **Garin Park** – This year saw a 26% increase in use.
- **Oak Meadow Park** - Field rentals increased 27% at this site.
- **Sunset Park Athletic Complex** – This complex saw an 11% increase in field rentals. Renters use outlying fields as a cost savings for practices, holding most games at Sunset.

SPORT FIELDS – HOURS OF USE BY FACILITY



There were 9,370 hits on the rainout page on the website by people checking field status.

ADMINISTRATION DIVISION

Introduction

The Parks and Recreation Department Administrative Division consists of one Administrative Supervisor, four (4) full-time Administrative Assistants that have all been here for 9 plus years, and three (3) Front Desk Volunteer Ambassadors who have been with us for more than one year each. The Front Desk Volunteer Ambassadors help this division tremendously as it continues to grow with the number of daily phone calls, walk-in customers, and facility rental inquiries. In addition to the typical front counter customer services duties that are standard in any City, our Administrative staff also handles facility rentals, provides support to boards and commissions, processes work orders, coordinates payroll, dedications and memorials, and issues permits.

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 2013, staff submitted an 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.

Work for this City-Wide Parks Shade Improvement project consists of installation of shade structures over the following areas:

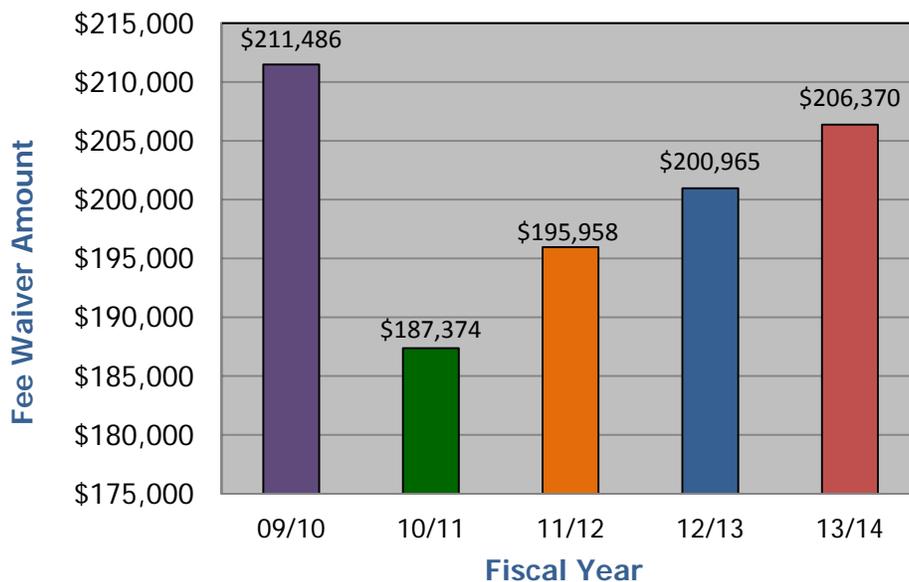
- Sunset Park Athletic Complex 14 sets of Bleachers
- Veterans Park Universal Abilities Playground
- Blue Goose Park Picnic Area/Toddler Area/Spring Toy Area/Benches
- Oak Meadow Park 4 sets of Bleachers
- Balfour-Guthrie Park 2 sets of Bleachers

Work commenced in June 2014 and is expected to be complete by the end of August 2014.

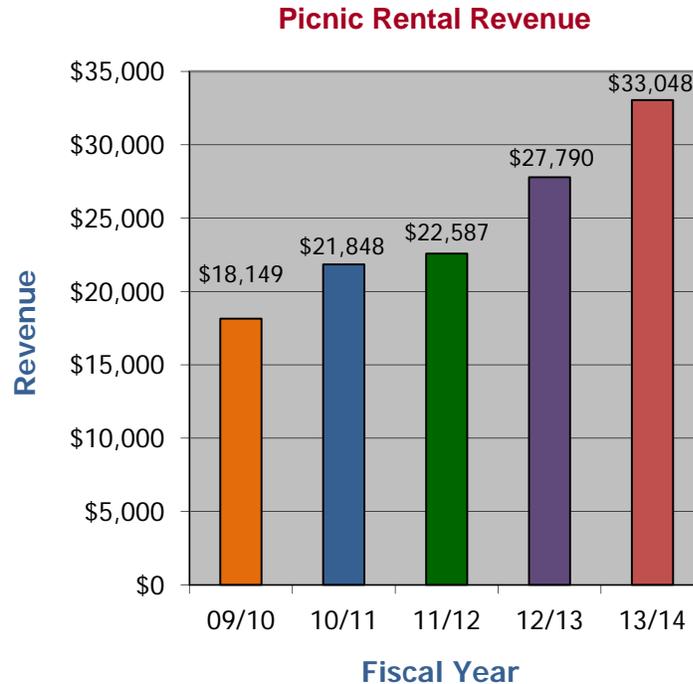
Staff anticipates submitting an additional application for use of EBRPD Measure WW Funds once the Park and Recreation Commission has identified a specific project.

Fee Waivers

Organization	Approved Fee Waivers
80 Volts/Liberty High School Choir	\$641.00
Brentwood Art Society	\$182.40
Brentwood Cornfest Fund, Inc.	\$2,204.00
Brentwood Library (Contra Costa County)	\$2,917.40
Brentwood Pony Baseball League	\$1,826.85
Brentwood Regional Community Chest	\$3,378.31
Brentwood Senior Citizens Club, Inc. MOU	\$39,750.75
CCC/Nutrition Program (CC Café) - Salary	\$19,452.00
CCC/Nutrition Program (CC Café) - Building Rental	\$74,646.21
CCC Office of Education/Liberty Transition	\$1,283.60
CCC Orin Allen Youth Rehab (Boys Ranch)	\$651.60
Delta Community Services - Salary	\$24,000.00
Delta Community Services - Office Space	\$22,748.83
Delta Diablo Detachment 1155 Marine Corp League	\$113.40
Food Bank of Contra Costa & Solano Counties	\$4,796.40
Heritage Athletic Boosters	\$867.20
Liberty High School Athletic Boosters	\$2,461.60
Liberty Lions Band Boosters	\$1,424.60
Liberty High School Parents of Playmakers	\$483.50
Loma Vista Elementary School	\$15.50
Marine Corps League, ETAL	\$792.40
Mary Casey Black School	\$138.50
Pioneer Parents Club	\$1,594.40
TOTAL FEES WAIVED	FY 2013/14
	\$206,370.45



Picnic Area Rentals



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

Picnic rentals increased once again from the past year. The number of rental bookings increased by 7% and the revenue increased by 16%. It should also be noted that 33% of our picnic area rentals are coming from non-residents (people living outside of Brentwood). This number is consistent with last year and shows that even though we raised the non-resident fees to become the same as the commercial rate, the use remained unchanged. This confirms that Brentwood's picnic rental facilities remain in high demand by non-residents. The rate of picnic area rentals at Brentwood Family Aquatic Complex is 52% non-residents and 48% residents.

Veterans Park and the Brentwood Family Aquatic Complex continued to be the most utilized areas for picnic rentals in fiscal year 2013/14. Use of City Park increased significantly in rentals during its second full year of rental availability.

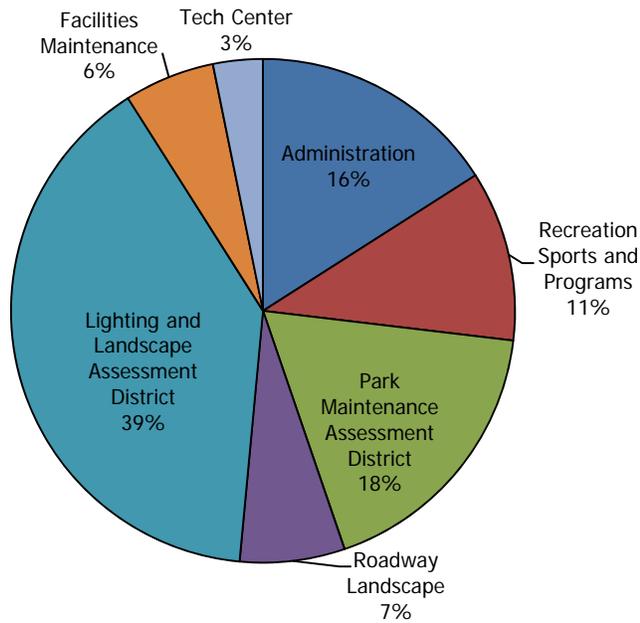
Popularity of Picnic Areas

PICNIC AREA	RENTALS 09/10	RENTALS 10/11	RENTALS 11/12	RENTALS 12/13	RENTALS 13/14
Apple Hill Park (Picnic Area)	8	7	13	15	13
Balfour-Guthrie Park	27	26	37	26	27
Blue Goose Park	68	89	80	69	81
Brentwood Family Aquatic Complex	55	71	113	128	130
Brentwood Skate/BMX Park	1	1	0	0	0
City Park	N/A	N/A	12	54	59
Oak Meadow Park	14	12	7	7	6
Sunset Park Athletic Complex	2	0	2	2	2
Veterans Park	124	178	154	189	212
Total	299	384	418	492	530

2013/14 Operating Budget and Actual Expenditures

ADOPTED 2013/14 OPERATING BUDGET

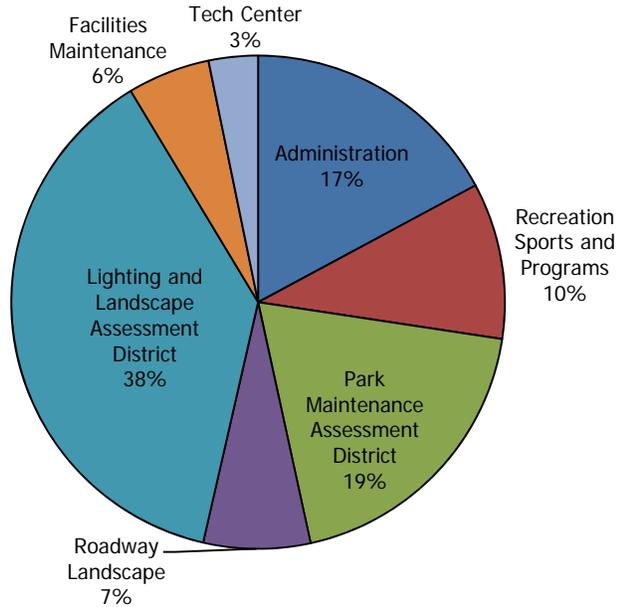
% OF DEPARTMENT EXPENSE BUDGET



Administration	\$2,562,934
Recreation Sports and Programs	\$1,754,406
Park Maintenance Assessment District	\$2,868,838
Roadway Landscape	\$1,080,244
Lighting and Landscape Assessment District	\$6,345,236
Facilities Maintenance	\$932,949
Tech Center	<u>\$512,532</u>
Total	\$16,057,139

2013/14 ACTUAL EXPENDITURES

% OF DEPARTMENT EXPENSE BUDGET



Administration	\$2,492,205
Recreation Sports and Programs	\$1,488,291
Park Maintenance Assessment District	\$2,789,349
Roadway Landscape	\$1,016,532
Lighting and Landscape Assessment District	\$5,492,758
Facilities Maintenance	\$785,136
Tech Center	<u>\$468,849</u>
Total	\$14,533,120

ACTUAL EXPENDITURES WERE 10% UNDER BUDGET

Additional Fun Facts:

- On recommendation of the Park and Recreation Commission, City Council accepted the Parks, Trails and Recreation Master Plan Annual Report for Fiscal Year 2012/13 on October 22, 2013.
- Administrative staff answered an average of 1,887 telephone calls per month, a 21% increase from the past fiscal year.
- Average number of walk-in customers per month was 568, a 21% increase from the past fiscal year.
- Average number of emails processed by four Administrative Assistants on a monthly basis was 5,205, a 17% increase from fiscal year 2012/13.
- On average, 454 inquiries were received per month specifically related to facility rentals, a 20% increase over the prior year.
- On average, administrative staff attended 56 meetings with customers related to facility rentals.
- Eighty-one (81) agreements/contracts/amendments were executed.
- 6,967 registrations were processed with 14.1% of the registrations being completed online through eMotion, the department's online registration program.

Comparison of Registration Methods – by Percentage

Registration Method	09/10	10/11	11/12	12/13	13/14
Front Counter/Mail-In/Walk-In/Fax	87.4%	81.5%	77.2%	80.9%	85.9%
eMotion Online Registration	12.6%	18.5%	22.8%	19.1%	14.1%

- Administrative staff processed 723 rentals, with a total of 12,937 bookings that resulted in \$419,953.92 in revenue.

Comparison of Complex Rentals

	09/10	10/11	11/12	12/13	13/14
# of Rentals	453	497	574	684	723
# of Bookings	11,802	13,547	14,421	14,021	12,937
Revenue	\$245,079.17	\$254,331.69	\$307,036.71	\$395,120.67	\$419,953.92
% of Change for # of Rentals from Prior Year	+13%	+4%	+3%	+16%	+5%

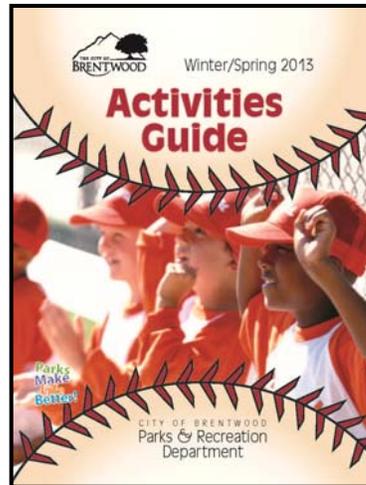
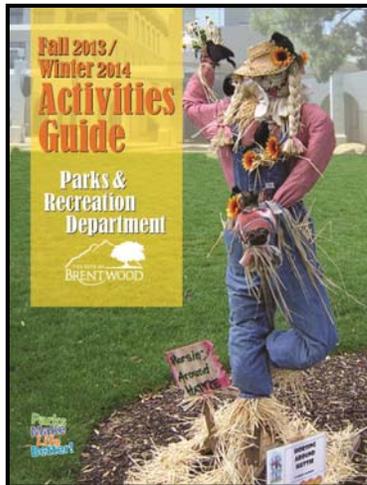
- Average monthly intake at the front counters at the Community Center and Brentwood Family Aquatic Complex:

Comparison of Forms of Payment

PAYMENT TYPE	09/10	10/11	11/12	12/13	13/14
Cash	\$14,206.08	\$20,133.16	\$20,429.29	\$24,091.62	\$24,125.45
Checks	\$29,917.01	\$33,999.12	\$27,222.80	\$38,492.61	\$40,999.77
MasterCard	\$11,475.14	\$10,095.37	\$10,024.60	\$10,429.54	\$10,042.86
Visa	\$21,986.32	\$30,736.05	\$33,096.44	\$38,063.84	\$26,431.47
Discover	N/A	N/A	N/A	\$955.28	\$1,178.45

- A total of fifty (50) bounce house permits were issued for citizens wishing to utilize bounce houses in our parks. This is a 14% decrease over the prior year.
- Activities Guide distribution:

EDITION	09/10	10/11	11/12	12/13	13/14
Fall/Winter	25,429	25,049	25,429	25,776	26,023
Winter/Spring	25,985	25,371	25,574	25,926	26,278
Summer	25,429	25,428	26,300	25,961	26,449
Total	76,842	75,848	77,303	77,663	78,750



CONCLUSION

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