Parks & Recreation Commission

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

Agenda

January 24, 2011
6:30 –8:00 p.m.

Commission Members John Murphy, Marina Tapia, Tabatha Chavez, Jesse Salinas, Sheila Groom, 2 vacant

Time	Item
6:30-6:35	**Call to Order**
6:35-6:40	**Pledge of Allegiance**
6:40-6:40	**Correspondence**
6:40-6:45	**Public Comment**
	Consent Calendar
6:45-6:50	**Minutes:** November 29, 2010
6:50-7:00	**Communications Written-Staff Reports** *Recreation Division Report-Elle Murphy* *Parks Report/Street/Tree Report-Rob Sanders*
7:00-7:00	**Presentations (None)**
7:00-7:05	**New Business-Action Items (None)** **A. Commission Vacancies - New Officers** **B. Committee Assignments**
7:05-7:10	**New Business-Information Items (None)**
7:10-7:10	**Old Business-Action Items (None)**

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

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

For information on this meeting, contact the Parks & Recreation Department, 530- 668-2000.

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

7:10-7:20	**Old Business-Information Item (None)**
7:20-7:25	**Committee Reports** A. Budget Sub Committee: Pool Issues B. Urban Forest Committee: Urban Forest Master Plan
7:25-7:30	**Communications-Commission/Staff Statements and Requests** *This is an opportunity for the Commission Members and Staff to make comments and announcements, to express concerns, or to request Commission's consideration of any items a Commission Member would like to have discussed at a future Commission Meeting.*
7:30-7:35	**Other Business**
7:35-7:40	**Business Items for Next Meeting**
7:40-7:40	**Next Meeting Date:** February 28, 2011
7:40	**Adjournment**

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Agenda Item: Minutes

Parks & Recreation Commission
Woodland Community & Senior Center
2001 East Street, Woodland, CA 95776

Commission Meeting Minutes November 29, 2010

Call to Order
Meeting convened at 6:31 p.m. at the Woodland Community & Senior Center, 2001 East Street, Woodland, California by Chair Barajas.

Commissioners Present: Groom, Murphy, Salinas, Barajas, Tapia, Chavez
Absent: Dennie
Staff: E. Murphy, Haynie, Sanders

Pledge of Allegiance

Correspondence (None)

Public Comment

Consent Calendar
Minutes
<u>Commission Minutes of October 25, 2010 (Item 1)</u>
Commission accepted October 25, 2010 minutes.

Communications Written-Staff Reports

Recreation Division Report-Elle Murphy

Parks Report/Street/Tree Report-Rob Sanders

Commissioner Tapia questioned the progress at Clark Field; Dexter explained that Gayle Manufacturing was working with the Clark Field committee on the design and installation. Commissioner Salinas asked what “impressions” meant on the Google report. E. Murphy stated that this was a Dallas question and would bring the explanation to the January Commission meeting.

Audience member, Art Williams from Woodland Tennis Club asked if there could be more information in the Special Interest classes, i.e. number of participants, in the Tennis Classes.

Commissioner Groom asked other Commissioners if Staff should return to the old Recreation report, since each month Commissioners have requested changes to the new Recreation Report. Commissioner's consensus was that the new Recreation Report was working well and Commissioner's were aware of the limited staff and their workload. E. Murphy stated that Staff could generate a semi-annual report for Commission that Staff would use in the Budget Process.

Commissioner Salinas requested the budget reports to show percentages.

New Business-Action Items

A. Tree City USA Recertification
   Commissioner Groom made the motion to approve the application packet that will recertify the City of Woodland as a Tree City USA, Commissioner Salinas seconded the motion. Motion carried 6-0

New Business- Information Items

Old Business-Action Items

A. Work Plan-Draft of Plan-Commissioner Groom
   Commissioner Groom presented her draft of the P&R Commission Work Plan to the Commission. The Commission usually reports to the City Council in April on the Progress of the Parks & Recreation Commission's Work Plan. Discussion ensued with the following recommendations:

   Work Plan Section 1
   Streamline Staff Reporting
   Commission likes the new format of the reports. Commission would like a semi-annual report, January and July, which should be more inclusive.

   Work Plan Section 2
   Review Tree Inventory Report
   Urban Forest Committee will meet with Sanders to go over the report and report back to the Commission.

   Work Plan Section 3
   Help formulate future capital parks projects and identify creative funding sources.

   A. New Projects
   B. Existing Rehabilitations

The Ad Hoc Committee will meet in January and go over the master plan. They will define existing rehabilitations and identify new potential projects.

Work Plan Section 4

Review /analyze recreation programs and identify creative funding sources. The Facility Committee will start with the Pool (Charles Brooks Swim Center). Meeting with Woodland Swim Team, Committee and Staff will be set up in December.

Work Plan Section 5

Develop outreach strategy to receive Community cooperation /participation. Commission felt this section should be in conjunction with sections 3&4.

Work Plan Section 6

Review Policies and Procedures

This is changed to "As needed".

B. Committee Assignments

Committee assignments will stay as is.

C. Memorial Field Dedication

John Gerald was contacted and John stated that they would like to wait until June when all of the family could attend the event. Staff will contact John Gerald in April 2011 to assist him with the dedication, if needed.

Old Business-Information Items

A. Budget Report

This is a snap shot of both divisions budget.

Committee Reports

A. Budget Sub Committee: Pool Issues

Will meet in December and report at next Commission meeting.

Communications-Commission/Staff Statements and Requests

Other Business (None)

Business Items for Next Meeting:

January 24, 2011
Budget Sub Committee: Pool Issues
Commission Vacancies-New Officers
Committee Assignments

Next Meeting Date: January 24, 2011, 6:30 p.m.

Adjourn: meeting adjourned at 7:37 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department

City of Woodland

RECREATION DIVISION - MONTHLY COMMISSION REPORT
Jan-11

Administration	COUNT							
	Jul-10	**Aug-10**	**Sep-10**	**Oct-10**	**Nov-10**	**Dec-10**	**Fiscal YTD**	**Comments**
Staff Reports:								
City Council Meetings	0	0	2	0	0	0	2	
Parks & Rec Commission	0	1	1	1	0	0	3	
Commission on Aging	0	0	1	1	0	0	2	
General Customer Service:								
Customer Transactions	387	1200	966	614	595	298	4060	
Customer Contact: Phones/Walk-in	2200	2520	215	685	630	335	6585	
Program Registrations	725	732	845	495	450	197	3444	
Accounting:								
Purchase Orders	13	8	3	4	4	4	36	
Invoices	27	29	6	25	30	25	142	
Payments processed	$49,060.82	$40,896.75	$52,495.59	$39,164.04	$58,588.55	$19,364.18	$259,569.93	

Highlights:

Billing has been completed for all Leagues using City fields.

Spring Season 2010 had 641 youth soccer participants, 127 adult soccer participants, and 916 youth baseball participants. Total billed including light fees was $47,978.15 which equals to $28.49 per player.

Fall Season 2010 had 923 youth soccer participants, 225 adult soccer participants, and 284 youth baseball participants. Total billing including light fees was $36,580.72 which equals $25.54 per player.

In order to streamline the billing process, Starting with the Spring 2011 season, P&R will start billing the field users directly. Currently P&R generates the bills then sends them to the Finance Department, who then send the bills to the users. With the P&R new software system this will no longer need to go through the Finance Department and should make the whole process more user friendly. "One stop shopping!"

YOUTH RECREATION	TOTALS							
	Jul-10	**Aug-10**	**Sep-10**	**Oct-10**	**Nov-10**	**Dec-10**	**YTD**	**Comments**
Maxwell Afterschool Fun Club								
Participant hours	0	627.5	912.5	845	717.5	605	3707.5	
Participants	0	21	25	22	22	23	113	
Revenue	$0.00	$2,614.00	$2,740.00	$2,698.00	$2,698.00	$2,666.00	$13,416.00	
Expenses	$0.00	$1,086.87	$2,576.47	$2,661.94	$2,729.44	$1,911.31	$10,966.03	
Yolano Programs								
Participant hours	0	0	0	0	0	0	0	
Participants	53	56	49	47	48	50	349	
Revenue	$356.00	$350.20	$345.00	$277.80	$302.00	$295.00	$1,926.00	
Expenses	$1,260.00	$1,260.00	$1,260.00	$1,260.00	$1,260.00	$1,260.00	$7,560.00	
Youth Basketball League								
Participant hours	0	0	0	0	0	0	0	YBL
Participants	0	0	0	0	0	0	0	report to be included in March
Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
STFC								
Participant hours	57828.8	14457.2	0	0	0	0	72286	
0	0	0	0	0	0	0	0	
Revenue	$45,966.70	$0.00	$0.00	$0.00	$0.00	$0.00	$45,966.70	
Expenses	$24,070.34	$10,734.88	$0.00	$0.00	$0.00	$0.00	$34,805.22	
YOUTH RECREATION TOTALS								
Participant hours	57828.8	15084.7	912.5	845	717.5	605	75993.5	
Participants	53	77	74	69	70	73	416	
Revenue	$46,322.70	$2,964.20	$3,085.00	$2,975.80	$3,000.00	$2,961.00	$61,308.70	

CONTRACT RECREATION	TOTALS							
	Jul-10	**Aug-10**	**Sep-10**	**Oct-10**	**Nov-10**	**Dec-10**	**YTD**	**Comments**
Special Interest Classes								
Participant hours	19502	2623	560	1167	1986	699	26536	
Participants	432	229	92	209	102	126	1190	
Revenue	$33,017.30	$10,164.65	$3,190.90	$7,977.60	$4,797.19	$5,790.20	$64,937.84	
Expenses	$21,773.15	$6,962.38	$2,214.45	$5,444.25	$3,323.59	$3,956.40	$43,674.22	

Highlights:
Commission requested the breakdown below.

Contract Classes	Total # Participants	Revenue	Expenses
Boot Camp Workout	7	$504.00	$343.00
Boxing	147	$1,926.00	$5,040.00
Cardio Tennis	20	$1,270.00	$889.00
Dance Classes	213	$10,988.90	$7,381.50
Discover Shakespeare	89	$445.00	$0.00
Fencing Club Youth	60	$2,012.50	$1,408.75
Folklorico	27	$0.00	$2,880.00
Internet Driver Education	6	450	315
Just Once Beginning Guitar for Busy People	16	$492.00	$336.00
Old School Fitness	52	$4,157.74	$2,879.62
Piano Your Teachers Never Taught You	0	$0.00	$0.00
Pilates	18	$770.00	$539.00
Point 21 Adult Fencing	15	$472.50	$330.75
Soccer Camps	29	$1,740.00	$1,218.00
Stepping Out	72	$2,830.00	$1,981.00
T'ai Chi	50	$1,537.20	$1,039.50
Tennis Lessons	153	$5,879.50	$4,082.75
Yoga	15	$616.00	$431.20
Zumba	101	$2,736.80	$1,884.40

AQUATICS	TOTALS							
	Jul-10	**Aug-10**	**Sep-10**	**Oct-10**	**Nov-10**	**Dec-10**	**YTD**	**Comments**
Adult Aquatic Exercise								
Participant hours	45824	11429.5	1033	685.5	688	9600	69260	
Participants	0	0	0	575	459	600	10324	
Revenue	$2,592.50	$1,700.00	$2,087.50	$1,388.00	$1,149.50	$1,500.00	$10,417.50	
Expenses	$829.50	$609.00	$1,181.25	$971.25	$1,254.00	$992.00	$5,837.00	
Recreational Swim Team								
Participant hours	14395	140	0	0	0	0	14535	
Participants	0	0	0	0	0	0	0	
Revenue	$1,339.67	$13,685.00	$0.00	$0.00	$0.00	$0.00	$15,024.67	
Expenses	$0.00	$6,998.00	$0.00	$0.00	$0.00	$0.00	$6,998.00	
Public Swim								
Participant hours	6653.4	1545	0	0	0	0	8198.4	
Participants	0	0	0	0	0	0	0	
Revenue	$5,016.85	$1,130.00	$0.00	$0.00	$0.00	$0.00	$6,146.85	
Expenses	$7,768.00	$1,768.00	$0.00	$0.00	$0.00	$0.00	$9,536.00	
AQUATICS TOTALS								
Participant hours	66872.4	13114.5	1033	685.5	688	9600	91993.4	
Participants	0	0	0	575	459	600	10324	
Revenue	$8,949.02	$16,515.00	$2,087.50	$1,388.00	$1,149.50	$1,500.00	$31,589.02	
Expenses	$8,597.50	$9,375.00	$1,181.25	$971.25	$1,254.00	$992.00	$22,371.00	

Highlights:

Pool was closed 12/6-1/17/11 for annual repairs, revenue is for a Swim Meet.

ADULT SPORTS	TOTALS							
	Jul-10	**Aug-10**	**Sep-10**	**Oct-10**	**Nov-10**	**Dec-10**	**YTD**	**Comments**
Softball								
Participant hours	0	10140	0	598	0	0	10738	
Participants	0	0	0	934	0	0	934	
Revenue	$0.00	$35,360.00	$0.00	$19,185.00	$0.00	$0.00	$54,545.00	
Expenses	$0.00	$22,529.00	$0.00	$14,481.00	$0.00	$0.00	$37,010.00	
Basketball								
Participant hours	1208	0	0	0	0	618	1826	Program started in December
Participants	0	0	0	0	0	206	206	
Revenue	$5,320.00	$0.00	$938.00	$0.00	$2,478.00	$5,251.00	$13,987.00	
Expenses	$4,120.60	$0.00	$24.00	$0.00	$0.00	$0.00	$4,144.60	
Volleyball								
Participant hours	0	0	776	132	114	78	1100	
Participants	0	0	0	0	57	39	96	
Revenue	$0.00	$0.00	$2,970.00	$237.00	$171.00	$117.00	$3,495.00	
Expenses	$0.00	$0.00	$216.00	$1,720.20	$96.00	$48.00	$2,080.20	
Dodgeball								
Participant hours	0	0	185	0	0	0	185	
Participants	0	0	0	0	0	0	0	
Revenue	$0.00	$0.00	$225.00	$0.00	$0.00	$0.00	$225.00	
Expenses	$0.00	$0.00	$142.00	$0.00	$0.00	$0.00	$142.00	
Open Gym								
Participant hours	0	0	0	0	0	0	0	
Participants	179	150	155	130	100	96	810	
Revenue	$1,964.00	$781.00	$389.00	$60.00	$48.00	$114.00	$3,356.00	
Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
ADULT SPORTS TOTALS								
Participant hours	1387	10290	1116	730	712	696	13849	
Participants	0	0	0	1064	1091	341	2046	
Revenue	$7,284.00	$36,141.00	$4,522.00	$19,482.00	$21,882.00	$5,482.00	$75,608.00	
Expenses	$4,120.60	$22,529.00	$382.00	$16,201.20	$14,577.00	$48.00	$43,376.80	

Highlights:

SENIOR CENTER

	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Fiscal YTD
Programs & Activities							
# offered	15	19	24	23	22	20	123
# of Participants	1316	1577	1764	1763	1237	956	8613
Revenue	$431.00	$474.00	$790.00	$600.23	$240.00	$210.00	$2,745.23

Highlights:

November and December has 2 highly attended events, the Thanksgiving dinner and Christmas brunch, both sponsored by Senior Center Inc.

FACILITY RENTALS	TOTALS							
0	**Jul-10**	**Aug-10**	**Sep-10**	**Oct-10**	**Nov-10**	**Dec-10**	YTD	Comments
Community & Senior Center								
PAID EVENTS	0	0	0	0	0	0	0	
# of Events	74	35	17	8	7	5	153	
# of Participants	830	850	1770	1665	315	197	6573	
Revenue	$6,508.00	$11,020.00	$12,038.20	$14,817.51	$8,268.13	$5,172.66	$62,590.78	
CITY-SPONSORED EVENTS								
# of Events	7	9	15	11	14	10	75	
# of Participants	1000	1200	1348	914	587	523	5879	Doesn't include P&R use of facilities.
Waived revenue	$14,540.50	$19,137.41	$47,992.00	$11,079.04	$10,640.14	$6,891.34	111555.43	Doesn't include use of conference Room
Sports Park								
Field reservations	0	0	0	0	0	0	0	
# of General reservs.	6	4	0	0	0	10	27	
# of Tournament resevs.	0	0	0	0	0	1	5	
# of user groups	6	64	4	0	0	0	74	
# of Participants	0	471	1350	0	0	0	1821	
Revenue	$3,190.00	$8,070.00	$8,438.20	$1,965.00	$3,959.20	$5,172.66	$30,795.06	

Highlights:

Sports Fields - Soccer season is Aug-Dec. The user groups using the fields include: YMCA, Woodland Soccer Club, Davis Alliance Soccer Academy, and Yolo County Adult Soccer League. Billing for Fall/Winter 2010 went out in December 2010.

YMCA - Had 420 players, of these 58 were non-residents, the used no lights and were billed $4,346.00

WSC - Had 407 players, of these 73 were non-residents, they used 180 hours of lights, and were willed $7,738.80

DASA - Had 96 players, of these 18 were non-residents, they used 17.57 hours of lighst, and were billed $1,390.26.

YCASL - Had 225 players, of these 5 were non-residents, they used 158.80 hours of lights, and were billed $9,243.40.

Total Billing for Sports Park $22,718.16

January had issues with lighting on 2 fields, so discounts were given to affected renters:
General Rental: $330.00
Tournament Rental: $7,500.00

RECREATION DIVISION - BUDGET SNAPSHOT thru DEC 2010

Program	Budget	Expenses & Encumbrances	Balance	% Spent (Goal: 50%)
General Fund				
Parks & Recreation Admin	$ 195,255.01	$ 126,484.98	$ 68,770.03	64.78%
Community & Senior Center	$ 713,731.32	$ 342,437.91	$ 371,293.41	47.98%
Brooks Swim Center - Recreation	$ 134,813.18	$ 77,003.83	$ 57,809.35	57.12%
General Recreation Programs	$ 342,099.75	$ 104,154.13	$ 237,945.62	30.45%
Enterprise Fund				
Youth Center Enterprise	$ 327,952.28	$ 158,669.86	$ 169,282.42	48.38%
TOTAL RECREATION BUDGET	**$ 1,713,851.54**	**$ 808,750.71**	**$ 905,100.83**	**47.19%**

Account Title	FY11 Projection	FY11 Revenue to Date	% of Projection
RED CROSS COURSE FEE	$ 4,400.00	$ -	0.00%
ADULT PARTICIPNT NON RESIDENT	$ 5,500.00	$ -	0.00%
C BROOKS SWIM CTR REV	$ 96,000.00	$ 38,877.05	40.50%
SENIOR PROGRAMS REVENUE	$ 8,400.00	$ 8,727.22	103.90%
COMMUNITY SENIOR CENTER RENTALS	$ 125,000.00	$ 62,686.78	50.15%
COMMUNITY FITNESS CENTER	$ 38,400.00	$ 22,353.38	58.21%
COMMUNITY SPORTS PARK	$ 82,000.00	$ 48,389.50	59.01%
GENERAL RECREATION	$ 88,480.00	$ 33,475.10	37.83%
YOLANO RECREATION PRG INC	$ 6,500.00	$ -	0.00%
ADULT REC & LEAGUE PRGMS	$ 134,000.00	$ 19,498.00	14.55%
RECREATION CONTRACTS	$ 92,500.00	$ 45,040.04	48.69%
TOTALS	**$ 681,180.00**	**$ 279,047.07**	**40.97%**
GOAL	**$ 340,590.00**	**($ 61,542.93)**	**50.00%**

Note: The majority of income for Aquatic, Adult Sports and General Rec is processed between March and June.

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: January 24, 2011

PREPARED BY: Public Works Department

RECOMMENDED ACTION: None; Information only.

BACKGROUND INFORMATION: The following identifies highlights of the parks program since the last Parks Report.

- **<u>Neighborhood Parks</u>**
  1. ***Christiansen / Camarena Park*** – After discussion with several contractors and City staff over this past month staff decided to temporarily remove the backflow device to see if it would give us the additional water pressure to operate the restrooms at the park. This work did increase the pressure to a usable level, but we will still need to upgrade the flush valves to make sure we have optimal pressure. Once the upgrade is complete we will reopen the restrooms. If we continue to see significant restroom pressure problems we will then need to replace the old deteriorating galvanized pipe to further increase the volume and pressure.

- **<u>Irrigation Rehab Project</u>**
  1. ***(Reoccurring Note)*** Staff is moving forward with the Irrigation Rehab Project. This project will include upgrading the manual irrigation systems, head replacement, additional boost pumps, weather stations, and upgrading of controllers to be utilized from our central computer irrigation system. The project has been scheduled to take place over the next two years using Prop 50 grant funds and matching City funding. The undertaking of this project is in an effort to make our parks more water efficient. Staff is working with a consultant on the timeframes and specific tasks for the entire project and will have additional information over the next few months.

- **<u>Park Maintenance Staff Retirements</u>**
  1. The Park Division lost over 79 years of combined experience at the end of December, as George Campbell, Jesus Mendoza and Juan Michel all retired. Both Juan and Jesus had working for the City for over 30 years. We wish them well and much enjoyment as they start a new phase of their life.

- **Vandalisms**
  1. ***Sports Park*** - On the night of December 17th vandal's damaged and removed sections of electrical wiring that operate the field lights on Field B and C. This was discovered on the morning of a large soccer tournament, and all late games had to be moved to Woodland Healthcare Field and Field D. The first two tournaments of the New Year were also affected as tournament Directors have been given credit because of loss of fields for night use.

     Unfortunately, just over a week later while visiting the site with a contractor, staff noticed more damage on Field B and C; we were once again hit for even more wire. The Electrical Group is in the process of finalizing the bids for the damages at a cost of over $15,000. As part of the repairs, the contractor will be installing additional protection to the electrical boxes to make it much more difficult for this type of theft to reoccur. The work should be competed in the next few weeks.
  2. ***Ferns Park*** – Vandals did damage to our storage structure by remove a section of playground fencing and using it as a ladder to access the structure. The vandals ripped of tiles that had just been replaced the prior month. Damage is estimated at $1000.

- **Cemetery**
  1. ***Internments*** –The Woodland Cemetery had a total of four internments during the month of December. There were six Cremations and four full services; three of these internments occurred during furlough.

  2. ***Sales*** – There was $12,484 in sales during the month of November and $3,825 in the month December.

  3. ***Turf Preparation*** – Approximately 13,500 sq ft of turf was installed in November, thus concluding the revitalization project. Unfortunately, due to budget constraints, this project was terminated early, leaving several acres on the west side of the cemetery without new turf.

- **Brooks Swim Center**
  1. ***Virginia Graham Baker Act*** – Final upgrading of the suction grates at the Brooks Swim Center was completed in December. The new equipment was installed during the week of December 6th; with final compliance approval from the Yolo County Environmental Health Department taking place during submission of the final documentation. A field supervisor will confirm all changes during the annual county inspection.

  2. ***Annual Repair*** – All maintenance work performed during annual pool shut down are now complete and the pool is scheduled to reopen on 1/11/11. Maintenance included, locker room painting, Virginia Graeme Baker act drain cover replacement, and Filter grid cleaning and inspection.

Snapshot of Parks Budget through 1/14/11				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	$215,947.48	$76,734.48	$139,213.00	64.47
Cemetery	$245,017.86	$78,883.50	$166,134.36	67.81
Gateway LLD	$42,388.90	$4,025.57	$38,363.33	90.50
General Fund Parks	$974,393.81	$288,100.27	$686,293.54	70.43
Gibson Ranch LLD	$451,475.02	$202,089.08	249,385.94	55.25
Spring Lake LLD	$485,963.20	$172,681.57	$313,281.63	64.47
Sports Park	$178,415.95	$73,265.72	$105,150.23	58.94

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared By: Rob Sanders, Infrastructure Superintendent, Right-of-Way

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Street Tree Report

DATE: January 24, 2011

PREPARED BY: Public Works Department

RECOMMENDED ACTION: None; Information only.

BACKGROUND INFORMATION: The following identifies highlights of the tree program since the last Street Tree Report.

- **Cyclical Pruning of Street Trees in City Right-Of-Way (ROW)**
  Reoccurring note: The Urban Forestry Group (UFG) was scheduled to start pruning in areas 3, 5, and 25 as soon as our current tree planting project is completed. Unfortunately we will fail to reach our targeted goals for cyclical punning this fiscal year due to a 75% reduction of funds in our contract maintenance budget. This reduction of funds will most certainly have a negative impact on our ability to maintain a seven year pruning cycle on our City urban forest which we have strived for, and reached over the last five years. The UFG will continue to slip further and further back in their pruning program until funding is restored to this program. Continuing on a deferred pruning cycle could jeopardize the well being of our trees, as well as creating potential safety concerns for our community.

- **Tree Planting**
  1. Reoccurring note: There are approximately 200 trees in the Spring Lake area that will have to be replaced due to the poor soil conditions. The UFG is working on improving the poor soil conditions through the use of organic mulches; this will help insure a better survival rate with struggling, as well as the newly planted trees.
  2. To date, in the current calendar year, the UFG and the Woodland Tree Foundation have planted 364 trees.

- **Stump Grinding**
  All tree stumps that have been identified for removal have been ground out. The UFG will now be going back and removing the stump grindings and replacing them with soil. We then will send the property owners a tree planting list to replace the removed tree.

- **Merit Injection Project**
  1. This is done in an attempt to control the Elm Leaf Beatle on our Elm trees, as well as aphids on the Hackberry trees.
  2. The UFG has treated ¾ of the trees identified on their Merit list; the remainder of the trees will be completed sometime in January or February. This is due to the fact that we have yet to receive our 2011 recommendation from our Pest Control Advisor; one received, we will be able to resume treatment.

- **Tree Removals**
  1. Staff will begin the process of removing trees that have been identified as unsafe or in a declining state of health; this work will be performed after our tree planting projects have been completed.
  2. To date, in the current calendar year the UFG has removed 113 trees of various sizes.

- **Informational Note:**
  The Woodland Tree Foundation (WTF) strategic planning meeting will be held Saturday, January 15th, at the Woodland Community Center. The WTF Board will be joined by Carole Pirrucello, who has proposed a generous grant to WTF; James LeGrande of the Woodland Joint Unified School District; Wes Schroeder of the City of Woodland; Tai Sines, WTF volunteer and information technology professional; and MaryEllen Bergh of Foley Jones & Associates.

- **Service Requests / Work Orders**
  Reliability and efficiency have increased dramatically since the urban forest inventory has been completed and integrated into our GIS maintenance management program (Cityworks). As of now all service requests have been attached to corresponding work orders; currently there are 197 attached work orders and 116 unattached work orders that are currently open and waiting to be responded too. This new process has made the UFG more efficient when it comes to running reports and tracking events.

- **UFG General Fund Budget Snapshot Through September 2010**
  Beginning Budget – $315,209.34
  Expenditures and Encumbrances to Date - $52,520.12
  Balance - $262,689.22
  Percentage Remaining – 83%

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared By: Rob Sanders, Infrastructure Superintendent, Right-of-Way

PARKS & RECREATION

Urban Forestry Committee Report

January 24, 2011

By: Commissioners John Murphy, Marina Tapia with input from Rob Sanders of the Urban Forest Group

Re: Urban Forestry Resource Analysis and Community Canopy Study conducted by Davey Resource Group.

Background

Funding for this Urban Forest Resource Report was made possible due to a 50/50 grant. $31,000 came from a grant from the California Department of Forestry and Fire Protection (CalFire) and the $31,000 from the City of Woodland general fund. The Urban Forest Group consists of City employees from the Public Works Department. This group recommends policies, oversees contract and volunteer work, and cyclically prunes Woodland's public trees.

After receiving a grant from CalFire, in 2009 the City of Woodland contracted with Davey Resource Group to conduct a complete inventory of City-managed trees. Included in the survey were 14,155 trees and available planting sites in parks, the Woodland Cemetery, City facilities and public rights of way. Getting an accurate inventory of public trees was seen as the first step towards the eventual completion of an Urban Forest Master Plan. In addition to surveying all public trees, Davey also completed a canopy study for the entire City (public and private trees).

Key findings of the tree inventory

Benefits from public trees equate to more than $1,000,000 annually for the City. These benefits include: energy savings, air quality improvements, storm water interception, extending the lifespan of street surfaces, atmospheric CO2 reductions, and aesthetic contributions. All benefits are computed using accepted industry standard benefit ratios.

- For every $1.00 invested in its trees, Woodland realizes about $1.50 of benefit
- Woodland's public tree resource is relatively young so the value of this resource is expected to grow with each passing year
- Approximately 93% of available public planting sites are currently planted, in one of 140 species of tree
- Woodland public trees are healthy and in overall good condition

Key findings of the canopy study

- 8.4% of the City's Tree Service Areas (TSA) are covered by tree canopy (this excludes undeveloped portions of the City)
- Overall, the Woodland canopy percentage is far below the 25% suggested by American Forests, however, many of the 25 TSAs do have canopy coverage greater than 10-15%. The overall number is depressed due to the lack of canopy in Spring Lake, Sycamore Ranch and the warehouse portion of town.
- Privately owned trees account for the vast majority of canopy coverage city-wide

Recommendations of sub-committee

The Urban Forestry sub-committee commends the Urban Forest Group for both pursuing and receiving the CalFire grant, and for hiring Davey Resource Group to complete these studies. Urban Forestry sub-committee suggests the full commission consider recommending one or more of the following actions to be taken by staff or the Council:

1. Create a press release highlighting the grant dollars received and the findings of the surveys
2. Include an Urban Forest Master Plan component in the next General Plan update
3. Set a City-wide goal of planting 98% of available sites within rights of way, by 2015
4. Set a City-wide goal of doubling the city-wide canopy by 2020 with an eventual goal of reaching 25% city-wide
5. Continue current funding for the Urban Forest Group at not less than current levels, and increase funding to achieve a 4-5 year tree pruning cycle
6. Consider creation of a city-wide Lighting and Landscaping District to fund full maintenance of all City parks, and trees, street lights and sidewalks within rights of way.
7. Create a single, inclusive list of acceptable tree species for use by all City departments
8. Continue to have the Urban Forest Group test new species of trees to achieve a well-balanced urban forest with emphasis on large, broad-canopied trees
9. Work with the Woodland Tree Foundation and homeowners in several TSA, through outreach and education to increasing tree plantings on private property. Evaluate what methods of outreach work best and apply these methods to other TSAs.
10. Work with public and private entities to explore the planting of trees within current and future storm water detention areas

Parks & Recreation Commission

NAME	ADDRESS	PHONE	E-MAIL ADDRESS	Term Expiration
John Murphy Vice-Chair	819 Del Oro St Woodland, CA 95695	662-4953 (hm) 916-445-0809 (wk)	john_murphy63@hotmail.com john.murphy@CalRecycle.ca.gov	6/30/12
Marina Tapia	840 Bourn Dr #26 Woodland, CA 95776	668-4778 (hm) 848-6631 (wk)	marinatapiam@yahoo.com	6/30/11
Tabatha Chavez	515 W, Keystone Ave. Woodland, CA 95695	916-214-3817 (hm) 916-327-4401 (wk)	tabchavez@yahoo.com	6/30/14
Jesse Salinas	[redacted]		jessesalinass@yahoo.com	6/30/14
Sheila Groom	2382 Ackley Place Woodland, CA 95776	666-3835 (hm) 752-7596 (wk)	outamygourd@sbcglobal.net	6/30/14
Vacant				
Vacant				

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee (handles Park Naming)
Groom

Child, Youth & Playground Committee
Chavez

Woodland Sports Council
Vacant until needed

Ad Hoc Committee
Chavez, Salinas

Budget and Finance Committee
Tapia, Chavez

Community/Senior Center/Sports Park
Groom, Salinas

Urban Forest Committee
Murphy, Tapia

LIAISONS

Baseball: (Vacant)
Soccer: Salinas

Commission typically meets the fourth Monday of each month at 6:30 p.m. at the Community & Senior Center.
Online agenda and packet available at: http://www.cityofwoodland.org
For additional information please call 530.668.2000