



Parks & Recreation Commission

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

Agenda

February 28, 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: January 24, 2011

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)

7:00-7:10

New Business-Action Items

A. New Officers

B. Committee Assignments

7:15-7:20

New Business-Information Items

A. Construction of Cricket Field at Dave Douglass Field

7:20-7:25

Old Business-Action Items

A. Council Support for Tree Inventory Recommendations

Commission is seeking formal Council support to pursue recommendations proposed by the Urban Forest Sub-Committee concerning the Tree Inventory project. The Commission goal is to develop and propose policies for Council review /approval beginning in FY12. If approved by the Council, development of policies will be added to the Parks Commission Work Plan for FY12.

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.

7:25-7:30	Old Business-Information Item A. Clark Field Update
7:30-7:40	Committee Reports A. Budget Sub Committee: Fundraising Suggestions from WST Reps B. Workplan Update-Commissioner Groom C. Capital Project List
7:40-7:45	Communications-Commission/Staff Statements and Requests <i>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.</i>
7:45-7:45	Other Business
7:45-7:50	Business Items for Next Meeting
7:50-7:55	Next Meeting Date: <u>March 28, 2011</u>
8:000	Adjournment

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

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

Commission Meeting Minutes January 24, 2011

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,

Absent: Chavez

Staff: E. Murphy, Haynie, Sanders

Pledge of Allegiance

Correspondence (None)

Public Comment

Board members from Woodland Soccer Club, Peter Holmes, John & Patty Gerald, and Rob Grahn, were in attendance and spoke to the Commission concerning field allocation for Woodland Soccer Club's spring season.

Mr. Holmes stated that the board members had attended a meeting with Commissioner Salinas and thanked the Commissioner for meeting with them. Mr. Holmes explained that soccer is now a year-round sport. Mr. Holmes stated that "Dave Douglass neighbors had chased the league off the fields there."

Staff Haynie clarified that Mr. Marin had voluntarily given up the fields at Dave Douglass informing Staff that "WSC no longer needed Dave Douglass field and that they would be removing WSC goals from the field". Haynie said that only after this conversation with Mr. Marin did the department decide to not to allow permitted use at Dave Douglass field starting on January 1, 2011.

Mr. Gerald, as a past president of the WSC, explained the history of the Club. Mr. Gerald stated that it is about the kids and that the Board members were here to make sure that the Commission understood WSC concerns. Staff Haynie asked if the Club had changed from a recreational league into something different. Mr. Gerald admitted that the Club has gone in different direction and the club was now a competitive club. This is what increased the need for practice times.



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Staff Haynie explained that in the Spring Season “Stick Sports” are given first priority of fields per City Council’s direction. Haynie also explained that the City’s Softball program receives first priority as does all City programs. It was explained that after the managers’ meeting (for Softball) on February 15, 2011, that it could be possible that an additional field would be released to other user groups. It would first be offered to Youth Baseball then if there is space available to the Youth Soccer Groups.

Staff also explained that WSC was given all the practice time that Mr. Marin requested. That after the two youth groups were given their practice times, Mr. Marin turned in an additional request for Sunday practices. Staff reserved these additional times for WSC’s use.

E. Murphy thanked the WSC Board members for attending the meeting and assured the group that “the Kids are important”. As soon as Staff knows of field availability the WSC would be informed. “E. Murphy committed to WSC that she will look into how field allocation was done to see if there is any more space that could be allocated to WSC. She will review the policy and procedures on this to make sure it was done properly. Everyone was in agreement that the real issue is limited space in light of increasing demand.”

Consent Calendar

Minutes

Commission Minutes of November 29, 2010 (Item 1)

Commission accepted November 29, 2010 minutes.

Communications Written-Staff Reports

Recreation Division Report-Elle Murphy

Parks Report/Street/Tree Report-Rob Sanders

Discussed pg. 7 of the staff report, Commissioners like the stats for leagues. Discussed pg. 11, asked about revenue for Softball, staff stated that we usually report revenue once the program begins, registration started in January 2011. Discussed pg. 14, E. Murphy explained the budget report and the percentage of spending.



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New Business-Action Items

A. Commission Vacancies-New Officers

Discussion ensued with a consensus that this item would be shelved until the next meeting.

B. Committee Assignments

This item is shelved until the next meeting.

New Business- Information Items

Old Business-Action Items (none)

Old Business-Information Items

Committee Reports

A. Budget Sub Committee: Pool Issues

There was confusion as to who was to report this meeting. It was agreed that E. Murphy would prepare the report for the next Commission meeting.

B. Urban Forest Committee: Urban Forest Master Plan

Commission recommended the Urban Forest Master Plan.

Communications-Commission/Staff Statements and Requests

E.Murphy informed the Commission that Staff had been working with the City Manager to analyze the "Recreation division" core services, the fiscal impact and where the Recreation division will fit in the City's reorganization. Budget was due last week "no new request status". Currently the City is not asking the Recreation division to cut their budget from last year.

Commissioner Murphy recommended that now would be the time to explore a City wide L&L district that would help fund Parks, Library, and Pools. Commissioner Groom volunteered Commissioner Salinas to work up a proposal for L&L District. Commissioner Salinas stated that now would not be the time to bring this to the public for a vote, with the Governor's budget and other issues facing the City. Commissioner Murphy stated that now would be a good time to develop a plan for a City wide L&L district. Commissioners would add the project to their Workplan. Commission also discussed other potential revenue sources for programs and facilities.

Sanders stated that a group had approached the City about building a cricket field at Dave Douglass Field. Commissioner Murphy asked why and what the costs to the City would be.



Agenda Item: Minutes

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Sanders stated that he was meeting with the group on January 25th and would bring a report to the next commission meeting.

Other Business (None)

Business Items for Next Meeting:

February 28, 2011

Budget Sub Committee: Pool Issues

New Officers

Committee Assignments

Workplan

Capital Project List

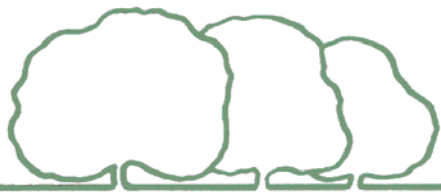
Clark Field Update

Next Meeting Date: February 28, 2011, 6:30 p.m.

Adjourn: meeting adjourned at 8:10 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



City of Woodland

RECREATION DIVISION - MONTHLY COMMISSION REPORT Feb-11

Administration	COUNT			Fiscal YTD	Comments
	Nov-10	Dec-10	Jan-11		
Staff Reports:					
City Council Meetings	0	0	2	4	
Parks & Rec Commission	1	0	1	5	
Commission on Aging	1	0	1	4	
General Customer Service:	0	0	0		
Customer Transactions	595	298	492	4552	
Customer Contact: Phones/Walk-in	630	335	450	7035	
Program Registrations	450	197	382	3826	
Accounting:					
Purchase Orders	4	4	3	39	
Invoices	30	25	30	172	
Payments processed	\$58,588.55	\$19,364.18	\$47,237.72	\$306,807.65	

Highlights:

YOUTH RECREATION	TOTALS			YTD	Comments
	Nov-10	Dec-10	Jan-11		
Maxwell Afterschool Fun Club					
Participant hours	717.5	605	605	4312.5	
Participants	22	23	21	134	
Revenue	\$2,698.00	\$2,666.00	\$2,108.00	\$15,524.00	
Expenses	\$2,729.44	\$1,911.31	\$2,271.25	\$13,237.28	
Yolano Programs					
Participant hours	0	0	0	0	
Participants	48	50	41	390	
Revenue	\$302.00	\$295.00	\$228.00	\$2,154.00	
Expenses	\$1,260.00	\$1,260.00	\$1,260.00	\$8,820.00	
Youth Basketball League					
Participant hours	0	0	0	0	YBL
Participants	0	0	0	0	report to be included in March
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
STFC					
Participant hours	0	0	0	72286	
0	0	0	0	0	
Revenue	\$0.00	\$0.00	\$0.00	\$45,966.70	
Expenses	\$0.00	\$0.00	\$0.00	\$34,805.22	
YOUTH RECREATION TOTALS	\$0.00	\$0.00	\$0.00		
Participant hours	717.5	605	605	76598.5	
Participants	70	73	62	478	
Revenue	\$3,000.00	\$2,961.00	\$2,336.00	\$63,644.70	

CONTRACT RECREATION		TOTALS				
		Nov-10	Dec-10	Jan-11	YTD	Comments
Special Interest Classes						
Participant hours		1985.66	698.83	399	26935	
Participants		102	126	73	1263	
Revenue		\$4,797.19	\$5,790.20	\$2,366.50	\$67,304.34	
Expenses		\$3,323.59	\$3,956.40	\$1,634.15	\$45,308.37	

Highlights:

AQUATICS		TOTALS				
		Nov-10	Dec-10	Jan-11	YTD	Comments
Adult Aquatic Exercise						
Participant hours		688	9600	173	69433	
Participants		459	600	115	10439	
Revenue		\$1,149.50	\$1,500.00	\$0.00	\$10,417.50	
Expenses		\$1,254.00	\$992.00	\$0.00	\$5,837.00	
Recreational Swim Team						
Participant hours		0	0	0	14535	
Participants		0	0	0	0	
Revenue		\$0.00	\$0.00	\$0.00	\$15,024.67	
Expenses		\$0.00	\$0.00	\$0.00	\$6,998.00	
Public Swim						
Participant hours		0	0	0	8198.4	
Participants		0	0	0	0	
Revenue		\$0.00	\$0.00	\$0.00	\$6,146.85	
Expenses		\$0.00	\$0.00	\$0.00	\$9,536.00	
AQUATICS TOTALS						
Participant hours		688	9600	173	92166.4	
Participants		459	600	115	10439	
Revenue		\$1,149.50	\$1,500.00	\$0.00	\$31,589.02	
Expenses		\$1,254.00	\$992.00	\$0.00	\$22,371.00	

Highlights:

Deposit for January was put through the system in February. Most participants had purchased passes the previous month and with the pool closure in December still had available use left on their cards.

ADULT SPORTS					
		TOTALS			
		Nov-10	Dec-10	Jan-11	YTD
Comments					
Softball					
Participant hours	0	0	0	10738	
Participants	0	0	0	934	
Revenue	\$0.00	\$0.00	\$0.00	\$54,545.00	
Expenses	\$0.00	\$0.00	\$0.00	\$37,010.00	
Basketball					
Participant hours	0	618	824	2650	All registration \$ taken in December
Participants	0	206	206	412	
Revenue	\$2,478.00	\$5,251.00	\$0.00	\$13,987.00	
Expenses	\$0.00	\$0.00	\$2,200.00	\$6,344.60	
Volleyball					
Participant hours	456	156	1024	2544	League delayed due to lack of teams
Participants	57	39	128	224	Open gym league #s Tues
Revenue	\$171.00	\$117.00	\$600.00	\$4,095.00	
Expenses	\$96.00	\$48.00	\$0.00	\$2,080.20	
Dodgeball					
Participant hours	0	0	320	505	Program started in January
Participants	0	0	80	119	Up to 8 teams from 3 last season
Revenue	\$0.00	\$0.00	\$1,065.00	\$1,290.00	
Expenses	\$0.00	\$0.00	\$96.00	\$238.00	
Open Gym					
Participant hours					
Participants	100	96	101	911	No participant hours because gym open from 12-5pm and players stay for different amounts of time
Revenue	\$48.00	\$114.00	\$126.00	\$3,482.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
ADULT SPORTS TOTALS					
Participant hours	1054	774	2168	16437	
Participants	1091	341	531	2600	
Revenue	\$21,882.00	\$5,482.00	\$1,791.00	\$77,399.00	
Expenses	\$14,577.00	\$48.00	\$2,296.00	\$45,672.80	

Highlights:

SENIOR CENTER	TOTALS			
	Nov-10	Dec-10	Jan-11	Fiscal YTD
Programs & Activities				
# offered	22	20	25	148
# of Participants	1237	956	1520	10133
Revenue	\$240.00	\$210.00	\$1,081.60	\$3,826.83

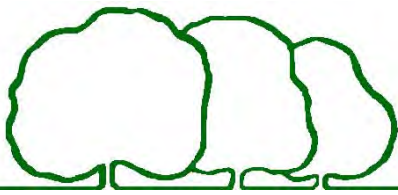
Highlights:

On January 28 we hosted our first annual Senior Art Show was a hit with all artists from Senior Senior over 100 in attendance for the evening. Great event and can't wait to do it again.

FACILITY RENTALS		TOTALS				
		Nov-10	Dec-10	Jan-11	YTD	Comments
Community & Senior Center						
PAID EVENTS						
# of Events		7	5	7	153	
# of Participants		315	197	946	6573	
Revenue		\$8,268.13	\$5,172.66	\$14,966.22	\$73,690.72	
CITY-SPONSORED EVENTS						
# of Events		14	10	9	75	
# of Participants		587	523	307	5879	
Waived revenue		\$10,640.14	\$6,891.34	\$1,275.00	\$111,555.43	
Sports Park						
Field reservations						
# of General reservs.		0	10	7	27	
# of Tournament resevs.		0	1	4	9	
# of user groups		0	0	0	74	
# of Participants		0	0	0	1821	
Revenue		\$21,151.50	\$5,172.66	\$15,025.50	\$74,856.66	

Highlights:

RECREATION DIVISION - BUDGET SNAPSHOT thru JAN 2011				
Program	Budget	Expenses & Encumbrances	Balance	% Spent (Goal: 58%)
General Fund				
Parks & Recreation Admin	\$ 195,255.01	\$ 137,831.96	\$ 57,423.05	70.59%
Community & Senior Center	\$ 713,731.32	\$ 447,299.88	\$ 266,431.44	62.67%
Brooks Swim Center - Recreation	\$ 134,813.18	\$ 97,004.08	\$ 37,809.10	71.95%
General Recreation Programs	\$ 342,099.75	\$ 162,086.56	\$ 180,013.19	47.38%
Enterprise Fund				
Youth Center Enterprise	\$ 327,952.28	\$ 226,452.98	\$ 101,499.30	69.05%
TOTAL RECREATION BUDGET	\$ 1,713,851.54	\$ 1,070,675.46	\$ 643,176.08	62.47%



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: February 28, 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.

- **Neighborhood Parks**

1. **Christiansen Park**- The fence line between the new water tower and Christensen Park is now free of barbed wire and has a new opening near Pedroia Field. This was requested by the Woodland Little League to create easier access to the field from the gravel parking lot surrounding the tower. These improvements were funded as part of the water tower project.
2. **Christiansen / Camarena Park Restroom**- New flush valves have been installed and seem to be operating well. Staff is also in the process of replacing the sinks which are currently on order. Once installed, the restrooms should reopen just in time for the start of the little league season.
3. **Clark Field** - The Clark Field Restoration Committee has worked with Gayle Manufacturing on the completion of two new foul poles for the field. This project has been in the works for months and will now need to be installed. The foul poles will be erected along with a new flag pole in the upcoming months. The Restoration Committee has also received building permits to install a new work shed near the third base side of the field.

The next project the Committee will be working on is the installation of new support poles. These poles will allow additional netting on both baselines which will reduce the number of foul balls landing in neighboring properties. A potential problem with the new support poles could be placing them in a location that will not obstruct the current walkway. The Restoration Committee is aware of the importance of addressing the foul ball problem, but has been busy completing other projects that had already been in the works.

4. **Bleacher Inspections** - All bleacher areas have been checked for safety as part of annual preseason maintenance inspections. Staff has been working on replacing any worn or potentially hazardous boards at Clark, Camarena, Harris, and Buchignani fields.

- **Sports Park Lights**

1. On Thursday February 3rd the vandalized field lights at the Sports Park were restored and are full operation again. As part of the repairs the contractors added additional concrete protection to the electrical boxes which will make it much more difficult for this type of theft to reoccur. In addition, the Electrical Group is in the process of getting estimates to expand this type of protection to the electrical boxes at Pioneer, Jack Slaven and Klenhard Parks.

- **Irrigation Rehab Project Update**

1. Staff is currently reviewing the 95% submittals for Phase I of the project. This will include complete redesign of the irrigation at City and Harris Parks, and new booster pumps at Dave Douglass Field, Cline and Schneider Parks. Furthermore, staff is utilizing funds from the project to replace impact irrigation heads with rotors heads that will increase overall water usage efficiency. Staff provides the heads as part of the project while Dominguez Landscaping does the installation without any additional cost to our landscape contract.

- **Cemetery**

1. ***Internments*** – The Woodland Cemetery had a total of one internment during the month of January.
2. ***Sales*** – There were \$8,495.00 in sales during the month of January.
3. ***Operations*** - The Woodland Cemetery has submitted an RFQ to Dominguez Landscape Maintenance for landscape work at the Cemetery. Staff is looking for ways to cut costs associated with the labor intensive landscape requirements of this facility. If this comes to light, remaining staff will be able to focus their efforts on internments and special maintenance projects.

- **Brooks Swim Center**

1. ***Virginia Graeme Baker Act*** – The final upgrades to the suction grates at the Brooks Swim Center have been completed. The new equipment was installed during the Week of December 6th. Final approval from Yolo County Environmental Health on system compliance was completed with our final paperwork submission. A field supervisor will confirm all changes during the annual County inspection. It's quite possible that some modifications previously made to the teaching pool at the suggestion of the Health Department may need to be reversed and a different type of circulation pump installed. This modification would not require closing or draining the pool.
2. ***Annual Repairs***– The annual repairs at the CBSC have been completed, and the pool has been reopened for daily use. Pool Technician, Randy Davidson is scheduled to return to work on 2-14-11 with no restrictions.

SUBJECT: Monthly Parks Report

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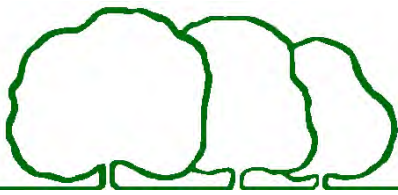
ITEM:

Snapshot of Parks Primary Budgets through 2/11/11				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	\$215,947.48	\$90,609.91	\$125,337.57	58.04
Cemetery	\$245,017.86	\$109,248.57	\$135,769.29	55.41
Gateway LLD	\$42,388.90	\$4,473.64	\$37,915.26	89.45
General Fund Parks	\$974,393.81	\$322,019.74	\$652,374.07	66.95
Gibson Ranch LLD	\$451,475.02	\$241,501.39	\$209,973.63	46.51
Spring Lake LLD	\$485,963.20	\$201,121.16	\$284,842.04	58.61
Sports Park	\$178,415.95	\$96,178.17	\$82,237.78	46.09

Respectfully submitted,

Gregor G Meyer
Public Works Director

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



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Street Tree Report

DATE: February 28, 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 0 trees.

- **Arbor Day**

1. The UFG is currently gearing up for Arbor Day. There will be a tree planting project on March 12, 2011 at Pioneer Park where City of Woodland Municipal Arborist Westley Schroeder will hold a tree planting clinic and volunteers from various organizations will plant a total of 21 trees.

There will also be another 10 trees planted in various locations throughout the Gibson Ranch area, and another 10 -12 trees planted in the older parts of town. The Tree Foundation, through a grant from ReLeaf, will be providing trees for the older parts of town.

2. During the March 1st City Council meeting, David Wilkinson from the Woodland Tree Foundation will be receiving the Proclamation from Council recognizing March 12th 2011 as Arbor Day in the City of Woodland. David has been a driving force in our community as it pertains to our Urban Forest. The WTF has helped the City throughout the years with procuring grants, providing maintenance volunteers and supplying trees for our streetscapes. I can think of no one more deserving than David to receive this Proclamation.

- **Stump Grinding**

All tree stumps that have been identified for removal have been ground out. The UFG will now revisit the sites to remove the leftover stump grindings and replacing the grindings with soil. Once completed, adjacent property owners will be given the opportunity to pick a tree from our approved tree planting list to replace the one that was removed.

- **Merit Injection Project**

1. This is done in an attempt to control the Elm Leaf Beetle on our Elm trees, as well as aphids on the Hackberry trees.
2. The UFG has treated $\frac{3}{4}$ of the trees identified on their Merit list; the remainder of the trees will be completed in February. This is due to the fact that we have yet to receive our 2011 recommendation from our Pest Control Advisor; once 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 13 trees of various sizes.

- **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 103 attached work orders and 174 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 - \$71,063.50
Balance - \$244,145.84
Percentage Remaining – 77.46%

SUBJECT: Monthly Street Tree Report

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ITEM:

Respectfully submitted,

Gregor G Meyer
Public Works Director

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



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				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

Budget and Finance Committee

Tapia, Chavez

Child, Youth & Playground Committee

Chavez

Community/Senior Center/Sports Park

Groom, Salinas

Woodland Sports Council

Vacant until needed

Urban Forest Committee

Murphy, Tapia

Ad Hoc Committee

Chavez, Salinas

LIAISONS

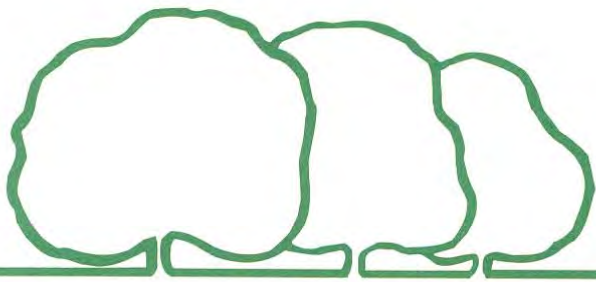
Baseball: (Vacant)

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



City of Woodland

Public Works Department

655 N Pioneer Avenue ☐ Woodland, CA 95776-6112 ☐ Telephone: 530-661-5962 ☐ Fax: 530-661-1290 ☐ www.cityofwoodland.org

February 7, 2011

Re: **Construction of Cricket Field at Dave Douglass Field**

Dear Resident,

You are receiving this letter because your property has been identified as being in close proximity to the storm water detention basin known as Dave Douglass Field. The City of Woodland is currently entertaining a request by a local Cricket group to construct a Cricket Field in the North/East portion of the basin. No City funds would be used in the construction or maintenance of this field beyond our usual irrigation, mowing and edging of the site.

Cricket is a game played with a red leather ball and a flat wooden bat by two teams of eleven players each on a large oval field preferably measuring about 525 ft by about 550 ft. Two wickets are placed 66 ft apart near the middle of the field. A wicket consists of two wooden crosspieces (bails) resting on three wooden supports 28 inches high. This sport is very popular in England and other parts of the Commonwealth. The field would require the construction of a concrete foundation that measures approximately 66 ft in length by 8.5 ft wide.

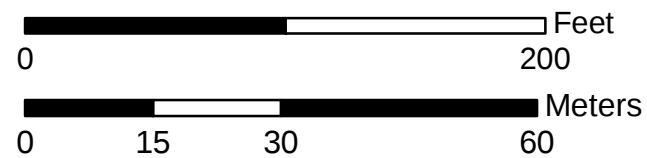
The enclosed illustration shows an approximation of the size and location where the proposed cricket field would be built. As mentioned, this is an approximation, the actual size and location could vary depending on the needs of the users group or restrictions of Dave Douglass Field itself.

The question of whether or not to allow this field use will be brought before the City of Woodland Parks and Recreation Commission during their monthly meeting at **6:30 P.M. on February 28th 2011**. The meeting will be held at the Woodland Community and Senior Center located at 2001 East St.

Please plan on attending this meeting if you would like to publicly voice any comments or concerns to the Commission regarding this issue.

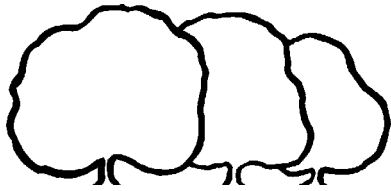
Sincerely,

Robert G. Sanders
City of Woodland
Public Works Infrastructure Superintendent



Dave Douglass Park





Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Sports Park Concession Services

DATE: February 28, 2011

PREPARED BY: Elle Murphy
Interim Manager - Recreation

RECOMMENDED ACTION: For information only.

BACKGROUND INFORMATION:

The City issued an RFP for concession services in early 2009 and awarded the contract to Food Innovations in spring 2009. At the time of the contract signing, Food Innovations was a partnership between Don Lambert and Manuel Valenzuela.

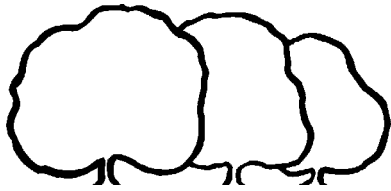
The City learned the partnership between Mr. Lambert and Mr. Valenzuela dissolved and there has been an ongoing dispute between the two over who has the contract to provide the concession services.

After consulting with the City Attorney, the City decided to exercise their option to terminate the existing contract without cause. As required by the contract, both parties were notified the contract would be terminated in 60 days. Mr. Lambert was given the opportunity to operate the concession services for the 60 day period as he is currently the owner of Food Innovations. This arrangement proved unsatisfactory to Mr. Lambert who terminated the contract on February 15th. Staff acted immediately and found an alternative for concession services. Since then, Pizza Guys have been providing this service.

Staff hopes to have an RFP written and submitted this week for review by the City Attorney.

Respectfully submitted,

Elle Murphy



Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: WST Recommendations re: Brooks Swim Center DATE: February 28, 2011

PREPARED BY: Elle Murphy
Interim Manager - Recreation

The Commission at the November 2010 meeting tasked the ad hoc committee (members: Chavez and Tapia) to meet with Parks and Recreation staff and representatives of the Woodland Swim Team (WST) to brainstorm fundraising ideas in supplement operational costs of the Brooks Swim Center.

The Committee met on December 17th with myself, Recreation Supervisor Brad Petersen, Parks Manager Rob Sanders, Parks Supervisor Dave Stewart and several members of WST including WST President Andee Bell and Head Coach Chase Sheldon. Recreation staff presented the idea of creating something like “The Friends of Clark Field” – a group of volunteers who spearhead improvements and fundraising for Clark Field.

The WST recommendations focused largely on maximizing the use of Brooks to increase visibility and optimize operational costs already being spent:

- Year-round swim lessons
- Water polo clinic
- Adult water polo
- Movie night
- Triathlons – offer clinics for the swimming portion

The WST also suggested structural enhancements that would increase public use of the pool, i.e., fixing the baby pool and adding better patio furniture.

The group also discussed managing of the swim program via an enterprise fund which might allow for better accounting of program expenses and revenues. Staff will bring this up during the FY12 budget meeting with the City Manager in early March.

Respectfully submitted,

Elle Murphy

1. Streamline Staff Reporting

In consideration of staffing reductions related to Parks and Recreation, the Commission recommended streamlining monthly financial reports in an effort to reduce staff workload.

Goals	Status
Budget and Finance Committee will work with staff to review the reports, finalize format revisions and determine any recommendations for additional changes.	Completed January 2011

2. Review Tree Inventory Report

The Commission will review the report released last spring and discuss. The intent is to make this the first step towards development of an Urban Forest Master Plan.

Goals	Status
Distribute tree inventory report to all Commissioners for review.	Completed December 2010
Urban Forest Committee review report, define priorities and report back to Commission.	Completed January 2011
Commissioners come to consensus on priorities for implementation and formally requests that staff submit recommendation(s) to the City Council.	Action Item on February Agenda

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

- A. New Projects
- B. Existing Rehabilitations

Goals	Status
Commissioners obtain list of new projects and planned implementation dates /priorities and prioritized list of rehab projects with estimated expenses (dollars and brief description of anticipated expenses). <i>Staff is currently revising the long term plan for review /approval by City Council. The approved plan will be provided to the Commission.</i>	List requested November 2010 On Hold until approved long term plan is available

Goals	Status
Appoint ad hoc committee to review prioritized lists, determine potential funding sources and report back to Commission.	
Commission prepares report of findings and recommendations for presentation to City Council /Parks Staff.	

4. Review /analyze recreation programs and identify creative funding sources.

Goals	Status
Commissioners obtain list of recreation programs and needs. <i>Staff will be meeting in February to determine core services which will, in turn, define the programs and needs.</i>	Follow up with staff in March
Appoint ad hoc committee to review prioritized lists, determine potential funding sources and report back to Commission.	
Commission prepares report of findings and recommendations for presentation to City Council /Parks Staff.	
Additional Work Facility committee to meet with Woodland Swim Team	

5. Develop outreach strategy to receive Community cooperation /participation.

Goals	Status
Commissioners obtain list of current outreach activity to include distribution, frequency, and available funding. <i>Following discussion of specific steps needed to implement this action, the Commission decided this activity is redundant in light of items # 3 and #4 above.</i>	Closed November 2010

6. Review Policies

Goals	Status
Commissioners will review policies throughout the year as requested. <i>Policies Reviewed in FY11</i> Fee Waivers Naming of Parks and Memorials	Ongoing