



Parks & Recreation Commission

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

Agenda

July 25, 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

6:40-6:45

Public Comment

Consent Calendar

6:45-6:50

Minutes: June 27, 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)

7:00-7:00

New Business-Action Items

7:00-7:10

New Business-Information Items

7:10-7:15

Correspondence

A. Badminton Petition

7:115-7:20

Old Business-Action Items

A. Cricket Field Work Plan 2012

B. Work Plan 2012

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.

7:20-7:20	Old Business-Information Item A. Memorial Field Dedication
7:20-7:30	Committee Reports A. Ad Hoc Committee Report- Field Allocation Meeting B. Facility Committee Report- Master Plan for Dave Douglass Park
7:30-7:35	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>
7:35-7:40	Other Business
7:40-7:45	Business Items for Next Meeting
7:45-7:45	Next Meeting Date: September 26, 2011
7:45	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 June 27, 2011

Call to Order

Meeting convened at 6:35 p.m. at the Woodland Community & Senior Center, 2001 East Street, Woodland, California by V.Chair Groom.

Commissioners Present: Groom, Murphy, Tapia, Salinas

Absent: Chavez

Staff: E. Murphy, Haynie, Sanders, Meyer

Pledge of Allegiance

Correspondence (None)

Public Comment

Jennifer Hogan presented Commission with a request for a labyrinth and a community garden on the northwest corner of the Community & Senior Center property. Ms. Hogan stated that she had a Boy Scout who needed a project to become an Eagle Scout. The scout would design the labyrinth, raise all funds needed for the project and recruit volunteers to work on the project. Director Meyer asked about maintenance of the project after completion, stating that there would need to be zero cost to the City. Haynie asked where Ms. Hogan wanted to put the project. Ms. Hogan stated that they wanted to put the project on the site of the future tennis courts. Haynie stated that this request would mean a change to the Community & Senior Center master plan, which only Council could approve. The community garden would be adjacent to the labyrinth and has its own funding through a grant. For both projects at least one half acre would be needed. After further discussion it was decided that the Commission Facility Committee would meet with the group and explore the options and bring a report back to the Commission.

Consent Calendar

Commission Minutes of May 23, 2011

Commission accepted May 23, 2011 minutes.

Communications Written-Staff Reports

Recreation Division Report-Elle Murphy

Parks Report/Street/Tree Report-Rob Sanders

Commission accepted written staff reports.

New Business-Action Items

A. Work Plan 2012

Capital Park Projects: Sanders will send list of projects that need funding to Commissioners.

Commissioners will review list and find projects that Commission could pursue alternative

funding sources. Commissioner Groom will send updated Work Plan 2012 to Haynie to be sent to Council with current minutes.

New Business- Information Items (None)



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Old Business-Action Items

- A. Cricket Field
Tabled until cricket group can be notified and attend the Parks & Recreation Commission meeting.
Meyer will send the group his communication and the date of the next Commission meeting.

Old Business-Information Items

- A. Memorial Field Dedication
The Memorial Field Dedication is scheduled for June 28, 2011 at 5:00 p.m. at the Sports Park.
- B. Core Service Document
E Murphy explained that the City Manager requested an "analytical way" to evaluate existing programs to find a program area that could fund the "Youth Violence Prevention Program"; the City needed to fund this prevention program, which could only come about by replacing existing programs.

Commissioner Salinas stated that the document was informative. Number of individuals served for programs being cut would have been helpful along with the cost of the programs affected. Meyer stated that the numbers would be helpful so that staff would know where "your bang for the buck" is. Staff indicated that it would be hard to determine since many of the programs have spectators and are offered each month. The current staff report shows participants and participant hours for each program. Staff could not bring any update of the Core Service Document to Commission before the September Commission meeting. Staff needs clarification on the use of the document once completed.

Committee Reports

- A. Ad Hoc Committee Report-Field Allocation Meeting
Commissioner Groom reported that she and Commissioner Chavez attended the Fall Field Allocation meeting for soccer. The current policy will stay in place until or if the policy is revised. Commissioners asked if the soccer groups used other facilities for practice.

Robert Marin of the Woodland Soccer Club stated that he could answer some of the Commissioners questions concerning other fields used by the soccer groups. Mr. Marin stated that WSC uses WHS, Lee and Pioneer High School for games and practice. Commissioners asked what the process was with the WJUSD. Mr. Marin said that WSC submits a permit requests, there is a fee for use and/or exchange of services. WSC purchased soccer goals in exchange for fees. Mr. Marin stated that WSC gave up Dave Douglass Field because WSC thought that the Sports Parks would meet all of their field use needs. It is now clear that the Sports Parks unfinished will not meet those needs.

Mr. Marin stated that during the soccer allocation meeting groups became aware that adult soccer YCASL was considered a "League" and paying the league rate for their use of the Sports



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Park. Mr. Marin stated that it was not fair that "Adults" were paying less than youth soccer to play on City fields. There seems to be inconsistent enforcement of policies and procedures between all of the groups. E Murphy stated that YCASL presented itself as a league and staff must take their word that they are in fact a local "League. Mr. Marin stated that the Adults need to follow all the rules; WSC cannot hide their schedule since it is posted on their parent organizations web pages. Mr. Marin also stated that the adult league had informed him that if he needed more field space, WSC could use YCASL's times. Commissioner Groom stated that these were the kind of issues that the Commission Ad Hoc committee would be looking into in the field allocation process.

- B. Facility Committee Report-Master Plan for Dave Douglass Park
Will be brought back to commission at next meeting.

Communications-Commission/Staff Statements and Requests

E Murphy informed the Commission that Public Swim, now free, has been almost full everyday. Maximum number of swimmer set by staff is 600.

Commissioner Murphy informed the Commission about the Woodland Recreation Foundation's 4th of July events. The WRF have received enough donations for the Fireworks display.

Other Business (None)

Business Items for Next Meeting:

July 25, 2011

Cricket Field

Facility Committee-Master Plan for Dave Douglass Park

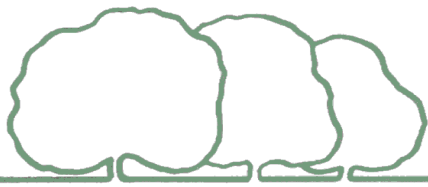
Workplan-FY 12-Review assignments

Next Meeting Date: July 25, 2011, 6:30 p.m.

Adjourn: meeting adjourned at 7:50 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



City of Woodland

RECREATION DIVISION - MONTHLY COMMISSION REPORT Jun-11

Administration	TOTALS				Comments
	April-11	May-11	June-11	Fiscal YTD	
Staff Reports:					
City Council Meetings	0	2	0	8	
Parks & Rec Commission	1	1	1	10	
Commission on Aging	1	1	0	8	
General Customer Service:					
Customer Transactions	799	1060	1072	8626	
Customer Contact: Phones/Walk-in	925	1300	1420	12205	
Program Registrations	582	808	778	6871	
Accounting:					
Purchase Orders	5	3	2	55	
Invoices	25	20	35	297	
Payments processed	\$166,433.59	\$178,965.48	\$76,676.80	\$884,340.82	

Highlights:

Adult Softball revenue was put into Sport Park revenue. Total revenue from softball that was mis coded is \$128,051.00. We have corrected the issue for this FY.

YOUTH RECREATION	TOTALS				Comments
	Apr-11	May-11	Jun-11	YTD	
Maxwell Afterschool Fun Club					
Participant hours	1037.5	1127.5	352.5	8072.5	
Participants	27	30	24	257	
Revenue	\$2,888.00	\$2,772.00	\$1,294.00	\$27,263.00	
Expenses	\$1,626.06	\$2,694.75	\$1,805.63	\$22,726.03	
Yolano Programs					
Participant hours	0	0	0	0	
Participants	38	31	51	590	
Revenue	\$123.00	\$83.00	\$383.00	\$3,178.40	
Expenses	\$1,260.00	\$1,260.00	\$1,260.00	\$15,120.00	
Youth Basketball League					
Participant hours	0	0	0	2260	YBL
Participants	0	0	0	339	report to be included in March
Revenue	\$0.00	\$0.00	\$0.00	\$4,407.00	
Expenses	\$0.00	\$0.00	\$0.00	\$4,267.27	
STFC					
Participant hours	0	0	0	72286	
Participants	0	0	0	0	
Revenue	\$10,813.00	\$12,291.00	\$14,941.00	\$84,011.70	
Expenses	\$0.00	\$0.00	\$0.00	\$34,805.22	
YOUTH RECREATION TOTALS					
Participant hours	1037.5	1127.5	352.5	80358.5	
Participants	65	61	75	801	
Revenue	\$13,824.00	\$19,165.20	\$16,618.00	\$118,860.10	
Expenses	\$2,886.06	\$3,954.75	\$3,065.63	\$76,918.52	

Highlights:

CONTRACT RECREATION					
	TOTALS				
	Apr-11	May-11	Jun-11	YTD	Comments
Special Interest Classes					
Participant hours	561.66	3585.83	719.33	34217	
Participants	93	334	100	2059	
Revenue	\$3,205.80	\$15,444.05	\$3,943.80	\$102,154.04	
Expenses	\$2,286.90	\$10,581.73	\$2,713.90	\$69,288.28	

Highlights:

Dance classes kicked butt!

AQUATICS					
	TOTALS				
	Apr-11	May-11	Jun-11	YTD	Comments
Adult Aquatic Exercise					
Participant hours	228	268	1093.5	71421.5	
Participants	148	179	729	11761	
Revenue	\$1,616.50	\$1,111.00	\$1,574.50	\$18,785.50	
Expenses	\$1,185.00	\$1,881.00	\$0.00	\$11,240.00	
Recreational Swim Team					
Participant hours	675	1140	3591	19941	
Participants	45	57	57	159	
Revenue	\$3,795.00	\$1,495.00	\$1,183.00	\$21,497.67	
Expenses	\$1,320.00	\$588.00	\$1,980.00	\$10,886.00	
Swim Lessons					
Participant hours	0	0	916	9114.4	
Participants	184	302	229	715	
Revenue	\$9,080.00	\$12,024.00	\$8,840.00	\$36,090.85	
Expenses	\$0.00	\$0.00	\$0.00	\$9,536.00	
Public swim					
Participant hours	0	0	24405	24405	Friday night swim revenue, public swim free
Participants	0	0	8135	8135	
Revenue	\$0.00	\$0.00	\$212.00	\$212.00	
Expenses	\$0.00	\$0.00	\$5,089.00	\$5,089.00	
AQUATICS TOTALS					
Participant hours	\$903.00	\$1,408.00	\$30,005.50	\$124,881.90	
Participants	\$377.00	\$538.00	\$1,015.00	\$12,635.00	
Revenue	\$14,491.50	\$14,630.00	\$11,809.50	\$76,586.02	
Expenses	\$2,505.00	\$2,469.00	\$7,069.00	\$36,751.00	

Highlights:

ADULT SPORTS					
	TOTALS				Comments
	Apr-11	May-11	Jun-11	YTD	
Softball					
Participant hours	0	8216	0	18954	
Participants	0	1027	0	3146	
Revenue	\$7,869.00	\$40,851.00	\$0.00	\$128,051.00	
Expenses	\$0.00	\$25,187.00	\$0.00	\$62,197.00	
Basketball					Next Season Starts Aug 22nd
Participant hours	540	1588	0	5916	
Participants	390	397	0	1535	
Revenue	\$2,280.00	\$0.00	\$0.00	\$20,127.00	
Expenses	\$1,213.00	\$2,209.00	\$0.00	\$13,300.90	
Volleyball					Next Season Starts Aug 22nd
Participant hours	1055	726	0	6340	
Participants	121	121	0	697	
Revenue	\$0.00	\$0.00	\$0.00	\$6,975.00	
Expenses	\$938.40	\$320.00	\$0.00	\$4,003.10	
Dodgeball					Not enough registration next season in Winter
Participant hours	0	0	0	825	
Participants	0	0	0	199	
Revenue	\$0.00	\$0.00	\$0.00	\$1,290.00	
Expenses	\$0.00	\$0.00	\$0.00	\$436.00	
Open Gym					
Participant hours	0	0	0		
Participants	0	0	0	911	
Revenue	\$0.00	\$190.00	\$0.00	\$3,672.00	
Expenses	\$204.00	\$135.00	\$300.00	\$639.00	Open Gym Volleyball
ADULT SPORTS TOTALS					
Participant hours	1595	10530	0	32035	
Participants	511	1545	0	6488	
Revenue	\$10,149.00	\$41,041.00	\$0.00	\$160,115.00	
Expenses	\$2,355.40	\$27,851.00	\$300.00	\$80,576.00	

Highlights:

SENIOR CENTER					
	TOTALS				Comments
	Apr-11	May-11	Jun-11	Fiscal YTD	
Programs & Activities					
# offered	33	37	33	302	
# of Participants	1245	1278	1442	17268	
Revenue	\$327.00	\$489.00	\$356.00	\$7,410.95	

Highlights:

Received first commission check from AllWest for \$450 for two trips.
June senior movie showing of King's Speech had 40 in attendance.

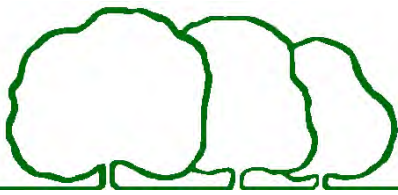
FACILITY RENTALS					
	TOTALS				
	Apr-11	May-11	Jun-11	YTD	Comments
Community & Senior Center					
PAID EVENTS	0	0	0		
# of Events	8	14	12	203	
# of Participants	425	1330	1467	12115	
Revenue	\$20,496.10	\$54,963.53	\$8,916.00	\$199,242.45	
CITY-SPONSORED EVENTS					
# of Events	14	10	13	132	
# of Participants	1004	495	952	9294	
Waived revenue	\$12,765.00	\$4,565.00	\$9,348.90	\$164,670.93	
Sports Park					
Field reservations	0	0	0		
# of General reserves.	0	0	0	27	
# of Tournament resevs.	4	2	4	23	
# of user groups	4	4	0	90	
# of Participants	0	0	0	1821	
Revenue	\$65,625.00	\$5,560.00	\$9,775.00	\$209,422.66	

Highlights:

RECREATION DIVISION - BUDGET SNAPSHOT thru 07/20/11				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$ 179,255.01	\$ 142,118.08	\$ 37,136.93	20.72%
Community & Senior Center	\$ 729,731.32	\$ 705,472.85	\$ 24,258.47	3.32%
Brooks Swim Center - Recreation	\$ 134,813.18	\$ 134,732.35	\$ 80.83	0.06%
General Recreation Programs	\$ 342,099.75	\$ 301,961.03	\$ 40,138.72	11.73%
Enterprise Fund				
Youth Center Enterprise	\$ 327,952.28	\$ 278,253.35	\$ 49,698.93	15.15%
TOTAL RECREATION BUDGET	\$ 1,713,851.54	\$ 1,562,537.66	\$ 151,313.88	8.83%

RECREATION DIVISION - REVENUE SNAPSHOT thru 07/20/11				
Account Title	FY11 Projection	FY11 Revenue to Date	% of Projection	
RED CROSS COURSE FEE	\$ 4,400.00	\$ 2,480.00	56.36%	
ADULT PARTICIPNT NON RESIDENT	\$ 5,500.00	\$ 68.00	1.24%	
C BROOKS SWIM CTR REV	\$ 96,000.00	\$ 96,180.60	100.19%	
SENIOR PROGRAMS REVENUE	\$ 8,400.00	\$ 12,004.27	142.91%	
COMMUNITY SENIOR CENTER MISC	\$ 125,000.00	\$ 93,309.52	74.65%	
COMMUNITY FITNESS CENTER	\$ 38,400.00	\$ 36,182.65	94.23%	
COMMUNITY SPORTS PARK*	\$ 82,000.00	\$ 196,427.98	239.55%	\$ 68,376.98 83.39%
GENERAL RECREATION	\$ 88,480.00	\$ 75,759.90	85.62%	\$ 72,625.40 82.08%
YOLANO RECREATION PRG INC	\$ 6,500.00	\$ -	0.00%	\$3,134.60 48.22%
ADULT REC & LEAGUE PRGMS*	\$ 134,000.00	\$ 31,890.00	23.80%	\$ 159,941.00 119.36%
RECREATION CONTRACTS	\$ 92,500.00	\$ 117,847.74	127.40%	
TOTALS	\$ 681,180.00	\$ 662,150.66	97.21%	

The column to the right represents the revenue changes as follows: COMMUNITY SPORTS PARK revenue included Adult Softball program, we have adjusted the revenue accordingly. Adult Rec & League Prgms* did not include Adult Softball. Yolano Recreation Prg Inc revenue was put into General Recreation, this is the adjustment for those programs.



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: July 25, 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. ***Irrigation Repairs*** - Our contractors have been very busy with irrigation breaks and problems. Broken main lines have been restored at Christiansen, Klenhard and Woodside Parks. There have also been various valve repairs and replacement of irrigations heads and lines throughout the City.
2. ***Klenhard Park Update*** - The old playground structure has been removed by park maintenance staff. Six trees were also removed to allow adequate fall space for the updated playground features. The new playground structure is scheduled to be installed by certified contractors starting the week of July 18th.
3. ***Klenhard Park*** - All trees around the athletic fields and walking paths have been pruned over the past month. One tree was removed because it was continually creating a trip hazard as the roots were raising the sidewalk. In the near future, six additional trees will be removed because of mistletoe infestation. This work was coordinated with Senior Tree Trimmer, Westley Schroeder and was completed with a combination of staff and West Coast Arborist.
4. ***GPS*** - We have begun the process of GPS each park assets. This information will be imputed into the City's maintenance management program (Cityworks) which will link the asset to work orders, services request and historical data. The first park location that was chosen was Slaven Park because it is our newest park with the highest amount of standardized assets
5. ***Various Parks*** – The following tasks are underway:
 - i. Staff is nearing completion of changing out the park ordinance signs with the aid of the Signs and Markings Group.
 - ii. Staff will start changing out and installing the remainder of the no tobacco signs as time permits.
 - iii. Crews are removing the old unsightly boards around the base of the former tennis courts at Ferns Park. This is in an effort to make the area more presentable.

- iv. Staff is in the process of painting walkway light poles as resources permit. Beamer Park will be the first to receive a fresh coat of paint.

- **Sports Park**

- 1. July 12th through the 17th the Sports Park hosted the 2011 Senior Softball Western National Championships. This tournament had over 90 teams using the Sports Park as well as fields in Davis and Vacaville.

- **Clark Field Update**

- 1. Staff will need to coordinate with the engineering division to create a structural specification for wind load on the proposed additional posts down the first and third base fence lines that will hold the foul ball netting.

- **Cemetery**

- 1. ***Internments*** -The Woodland Cemetery had eight internments during the month of June. There were 4 cremains and 1 full service.
 - 2. ***Sales*** -There was \$7,530.00 in sales during the month of June.
 - 3. ***Operations*** – The following treatments and maintenance were performed:
 - i. All new turf was spot sprayed for broadleaf weeds; this is an ongoing process throughout the growing season.
 - ii. Fertilizer with herbicide for crabgrass was applied to various areas of our new turf; this is a pre and post emergent treatment.
 - iii. Unpaved roadways and tree wells were all sprayed with Roundup.
 - iv. A mowing schedule has been put in place and we have been able to meet most of our weekly maintenance goals when not delayed by internments.
 - v. Raised lots on the north side of the cemetery have been sprayed for weeds and some will be planted to perennials as resources allows.

- **Brooks Swim Center**

- 1. ***Swim Season*** - The pool is in full operation with swim meets scheduled throughout the next few months with the first large meet being held on the weekend of July 9th. Daily attendance has increased from approximately 30 swimmers to well over 500 for daily public swim.
 - 2. ***Water Feature*** - The water feature at Jack Slavin Park is up and running with a new chemical room in place. This room was constructed to create a specific environment to store and utilize pool chemicals being fed to the feature. Randy Davidson is outfitting the facility to make it functional for the task it was intended for.

- **Irrigation Rehab Project Update**

- 1. The construction of Phase 2 of the irrigation rehabilitation project is fully underway at City and Harris Park where the irrigation main and lateral lines are being installed. So far the project is on schedule; although recent vandalism at Harris Park could delay the timeline. Vandals cut and removed some of the irrigation control wires which will now have to be reinstalled by the contractor.

SUBJECT: Monthly Parks Report

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ITEM:

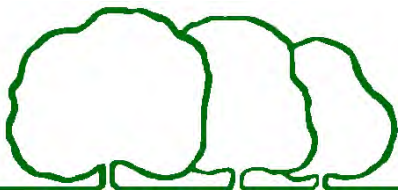
Snapshot of Parks Primary Budgets through 7/12/11				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	\$231,987.48	\$197,952.95	\$34,034.53	14.67
Cemetery	\$295,517.86	\$265,878.36	\$29,639.50	10.03
Gateway LLD	\$42,388.90	\$8,177.09	\$34,211.81	80.71
General Fund Parks	\$784,791.05	\$710,620.26	\$74,170.79	9.44
Gibson Ranch LLD	\$639,608.72	\$575,117.38	\$64,491.34	10.08
Spring Lake LLD	\$485,963.20	\$354,526.60	\$131,436.60	27.05
Sports Park	\$190,235.95	\$189,672.59	\$99.70	.30

*This is not a final representation of expenditures. Some of FY11 invoicing and Cal Card statements have yet to be posted.

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: July 25, 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)**
 1. Reoccurring note: The Urban Forestry Group (UFG) was scheduled to start pruning in areas 3, 5, and 25. Unfortunately we will fail to reach our targeted goals for cyclical pruning 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.
 2. West Coast Arborist (WCA) was able to prune a majority of the scheduled work in Schneider, Harris, Campbell, Ferns, Everman, and Crawford Parks. Hopefully, this project will be able to be extended into the 2012 budget.
- **Tree Planting**
 1. The contracted tree maintenance along the drainage ditch paralleling Farmers Central Road has been completed.
 2. To date, in the current calendar year, the UFG and the Woodland Tree Foundation have planted 122 trees.

- **Tree Removals**

1. Reoccurring note: 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 as time permits due to the reoccurrence of tree and limb failures.
2. To date, in the current calendar year, the UFG has removed 84 trees of various sizes.

- **Stump Grinding**

Staff will start our annual stump grinding project after the tree removals are finished; we have a tentative start time of November 2011. However, there are a few locations that will need immediate attention due to safety concerns.

- **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 176 attached work orders and 146 unattached work orders that are currently open and waiting to be responded to. This new process has made the UFG more efficient when it comes to running reports and tracking events.

- **UFG General Fund Budget Snapshot for the end of FY11**

Beginning Budget – \$315,209.34
Expenditures and Encumbrances to Date - \$300,472.87
Balance - \$14,736.47
Percentage Remaining – 4.68%

Respectfully submitted,

Gregor G Meyer
Public Works Director

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

ANOTHER PLACE TO PLAY BADMINTON

We are investigating the interest of those who might like another place to play badminton.

Woodland Community Center: 2001 East St. Woodland

We do not have scheduled times or whether there would be a charge. Probably no charge at this time.

Need 10 names of people who would be interested before they will give us a time slot.

Name

email address or telephone #

1. Stan and Martha YIN

syin145@att.net

2. Nanette & Frank Lin LIN

flindavis@comcast.net

3. Josephine and WING NG

hkstanfran@hotmail.com

4. Sharon Lee

Sharonnglee@gmail.com

5. BECKY LUM

707 447 6775

6. IRVINE KAN

707 455-1536

7. Cathy Tsang

(707) 429-1690

8. Guo Yu63@live.com
(KING)

916-714-0428

9. ERICA MAU

(407)-447-2530

10.

Dallas Tringali

From: Martha Yin [myin245@att.net]
Sent: Tuesday, June 28, 2011 2:57 PM
To: Dallas Tringali
Subject: badminton

Follow Up Flag: Follow up
Flag Status: Completed

Dear Dallas,

I just wanted to let you know that I have a list of 12 people who are very interested in playing badminton at the Community Center. I'm sure there are other people who will be wanting to play when they know what hours are available at the gym.

Please let me know what the next step in this process will be. If you need the list of names and numbers I can mail that to you.

Thank you for helping us in this matter. My husband and I went to see your facility and were very impressed. We are eager to get this started.

Sincerely,
Martha Yin (530-231-5736)

**FY12 Parks and Recreation Commission
Annual Work Plan
July 2011**

1. Urban Forest Master Plan

Upon approval by City Council, draft policies to further development on a formal Urban Forest Master Plan.

Goals	Status
Formal communication asking City Council to approve the Parks and Recreation Commission request to propose policies related to further development of the Urban Forest Master Plan in FY12.	Request sent to Council June 2011
Upon Council approval, develop outline of policies necessary for formalizing Urban Forest Master Plan <i>(Potential starting point: Adding importance of Urban Master Plan to the City's General Plan, Strategic Plan and Vision, Values and Mission statement)</i>	

2. Funding for Parks Capital Projects

Work with Parks Department to identify three of the highest priority Parks projects and identify creative funding sources to supplement funding for them.

Goals	Status
Meet with Staff to identify high priority Capital projects, including planned implementation dates, estimated expenses and understanding of those expenses).	Schedule meeting of Sub-Committee and Staff in August 2011
Sub-committee to review potential projects and recommend three for which they believe outside funding can be obtained. Recommendations will be reported to Parks Commission review /approval.	
Upon Commission review /approval, sub-committee to determine potential funding sources and develop plan for pursuit.	

**FY12 Parks and Recreation Commission
Annual Work Plan
July 2011**

3. Develop Dave Douglass Field Use Guidelines

Develop formal guidelines for use of Dave Douglass Field by the community.

Goals	Status
Commissioners awaiting Council approval to develop formal guidelines for use of the Dave Douglass Field.	Request sent to Council July 2011
Upon approval, Facilities sub-committee will work with staff, neighbors and identified user groups to develop guidelines.	
Sub-committee will present guidelines to Commission for review /approval.	
Upon Commission approval, guidelines will be submitted to Council for review /approval /implementation.	

4. Review Field Use Priorities

Review field use priorities as approved by Council in the fee schedule and recommend revisions as needed.

Goals	Status
Ad hoc sub-committee to attend field use allocation meetings for soccer and baseball to gain understanding of how the process implements priorities and identify issues from staff and user groups.	
Meetings are conducted with relevant user groups (i.e.; WJUSD) to gather information about other resources, how the user groups use these resources and what priorities, if any, these resources utilize. Review other, similar, allocation processes. As needed, meetings may be conducted with individual user groups to get a better understanding of their needs and issues.	

**FY12 Parks and Recreation Commission
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July 2011**

Goals	Status
Sub-committee brings recommendations to Commission for review /approval.	
Upon Commission approval, recommendations will be submitted to Council for review /approval /further action.	

5. Review Policies

Goals	Status
Commissioners will review policies throughout the year as requested. <i>Policies Reviewed in FY12</i>	