



Parks & Recreation Commission

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

Agenda

September 26, 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: July 25, 2011 (attached)

6:50-7:00

Communications Written-Staff Reports

Recreation Division Report-Christine Engel

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

7:115-7:20

Old Business-Action Items

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
7:20-7:30	Committee Reports A. Facility Committee Report- Master Plan for Dave Douglass Park (attached)
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: October 24, 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 July 25, 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: Engel, Haynie, Sanders, Meyer, Bain, Bellini, Deven

Pledge of Allegiance

Public Comment

Coaches from the Woodland Soccer Club voiced their concerns about fees they are being charged for practice times and not having enough practice times for their Competitive Teams. Coaches also asked why David Douglass Park could not be used for additional practice space for these teams. If two soccer fields were set up at David Douglass Park there should not be an issue with parking in the neighborhood. Additionally the coaches stressed that WSC soccer is for the kids and all volunteers are adults.

Commissioner Murphy stated that it is a juggling act to schedule all the requested use on City fields. CM Deven replied that the City was trying to fix this but there are just so many fields. City resources on the capital end are limited. There needs to be some give and take some where. Policies for use are the right place to start.

City Manager Mark Deven introduced Christine Engel to the Commission as the new Acting Manager for the Recreation Division. Engel is the Human Resource Analyst and has been employed with the City for over 9 years.

Elle Murphy will be working with Public Safety Chief Bellini in merging Fire and Police together into the Public Safety Department. CM Deven appreciated the job that Murphy and Bellini did for the Recreation Division.

Consent Calendar

Commission Minutes of June 27, 2011

Commission accepted June 27, 2011 minutes.



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

Communications Written-Staff Reports

Recreation Division Report-Elle Murphy

Parks Report/Street/Tree Report-Rob Sanders

Commission accepted written staff reports.

Commissioner Salinas requested more information on the actual cost of programs in the Recreation report and when would the midyear cuts would be requested. Engel responded that she would look into an annual report to reflect the actual costs of programs. CM Deven stated that if additional cuts were needed they would be requested in December.

Correspondence

Badminton Petition was received from Martha Yin. Ms. Yin addressed the Commission stating that she had recently moved to Woodland. Ms. Yin is part of a group of Badminton players who have been traveling to Vacaville to play. Ms. Yin's group is requesting that the City provide them a place at the Community & Senior Center to play Badminton.

Commissioner Murphy asked if the group played indoors or outdoors, how many times a week they played, and how long their season lasted. Ms. Yin responded that the group played indoors, once or twice a week, and they played all year round.

Commissioner Salinas asked if they were a Club. Ms. Yin responded that they were not. Bain stated that Staff would follow up with Ms. Yin and report back to Commission.

New Business-Action Items (None)

New Business- Information Items (None)

Old Business-Action Items

A. Cricket Field

Meyer contacted the group requesting a Cricket Field at David Douglass Parks. No members were in attendance at tonight Commission Meeting.

Discussion ensued.

Commissioner Murphy made the motion to not support the installation of a concrete or other masonry type cricket pitch at the storm water detention basin known as David Douglass Park; nor support the installation of an earthen 'rolled' pitch. Commissioner Tapia seconded the motion. Motion carried 4-0.

B. Work Plan 2012

Ad Hoc Committee will review Fee Structure and Field Allocation process with meetings scheduled on Monday, Wednesday or Friday only.



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Commissioner Salinas made the motion to accept the Work Plan for 2012 with the changes, Commissioner Murphy seconded the motion. Motion carried 4-0.

Old Business-Information Items

Committee Reports

- A. Ad Hoc Committee Report-Field Allocation Meeting (baseball)
CM Deven, Engel, Bain and Haynie attended the baseball field allocation meeting. Discussed request from both Little League and Cal Ripken to build a T-ball diamond on Camarena Field and Klenhard Field. CM informed group to send in plans and the correct people will review, but to understand that any plans would be at \$0 cost to the City.
- B. Facility Committee Report-Master Plan for David Douglass Park
Commissioner Murphy will bring this item to commission at next meeting.

Communications-Commission/Staff Statements and Requests

John Gerald from WSC wanted to thank the Commission, CM Deven and Staff for the Memorial Field Dedication.

Facility Committee will get a group together to start the process of field use at David Douglass Park. This group will consist of neighborhood, user groups and PW.

CM Deven reported that with Council waiving the increase to Springlake Lighting and Landscape District, services would need to be reduced in that district. This may mean staff layoff to meet the budget.

Other Business (None)

Business Items for Next Meeting:

September 26, 2011

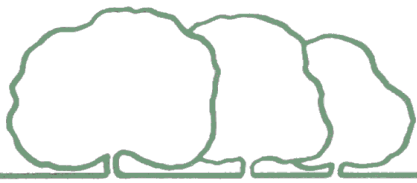
Facility Committee-Master Plan for David Douglass Park
End of Year Report

Next Meeting Date: September 26, 2011, 6:30 p.m.

Adjourn: meeting adjourned at 7:45 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



City of Woodland

RECREATION DIVISION - MONTHLY COMMISSION REPORT Sep-11

RECREATION DIVISION - BUDGET SNAPSHOT thru 8/31/11				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$182,280.75	\$19,699.24	\$162,581.51	89%
Community & Senior Center	\$790,943.03	\$80,568.33	\$710,374.70	90%
Brooks Swim Center - Recreation	\$137,819.59	\$41,506.90	\$96,312.69	70%
General Recreation Programs	\$307,651.74	\$39,567.33	\$268,084.41	87%
Enterprise Fund				
Youth Center Enterprise	\$367,247.39	\$21,246.12	\$346,001.27	94%
TOTAL RECREATION BUDGET	\$1,785,942.50	\$202,587.92	\$1,583,354.58	89%

RECREATION DIVISION - REVENUE SNAPSHOT thru 8/31/11			
Account Title	FY11 Projection	FY11 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$500.00	\$0.00	0.00%
ADULT PARTICIPNT NON RESIDENT	\$3,200.00	\$230.00	7.19%
C BROOKS SWIM CTR REV	\$120,000.00	\$14,901.10	12.42%
SENIOR PROGRAMS REVENUE	\$10,000.00	\$1,437.20	14.37%
COMMUNITY SENIOR CENTER MISC	\$100,000.00	\$9,067.50	9.07%
COMMUNITY FITNESS CENTER	\$38,400.00	\$0.00	0.00%
COMMUNITY SPORTS PARK*	\$100,000.00	\$22,503.00	22.50%
GENERAL RECREATION	\$88,480.00	\$10,800.00	12.21%
YOLANO RECREATION PRG INC	\$2,500.00	\$568.80	22.75%
ADULT REC & LEAGUE PRGMS*	\$110,000.00	\$17,189.00	15.63%
RECREATION CONTRACTS	\$97,000.00	\$9,353.00	9.64%
TOTALS	\$670,080.00	\$86,049.60	12.84%

Administration	TOTALS				
	Jul-11	Aug-11	Sep-11	Fiscal YTD	Comments
Staff Reports:					
City Council Meetings	0	1	0	1	
Parks & Rec Commission	1	0	1	2	
Commission on Aging	1	0	1	2	
General Customer Service:					
Customer Transactions	802	629	0	1431	
Customer Contact: Phones/Walk-in	1102	930	0	2032	
Program Registrations	536	185	0	721	
Accounting:					
Purchase Orders	3	7	3	13	
Invoices	7	20	17	27	
Payments processed	\$41,641.78	\$64,472.90	\$0.00	\$106,114.68	Payments processed includes park reservation, which Recreation does not count in it's revenue.

Highlights:

At the last Commission Meeting, Coaches from WSC voiced their concerns with practice space available for their competitive teams. This is a League/Club internal issue. All practice times requested by Leagues/Clubs were honored in both the Spring 2011 and Fall 2011 season.

The Leagues/Clubs are given practice times as part of their player fees, not at an additional charge. The Leagues/Clubs are in control of allocating these practice times to the coaches. Any fees charged for these practices are not charged by the Parks & Recreation Department.

Field Allocation meeting for Baseball/Softball was held in July. Field permits were processed for WSC, DASA and YMCA fall season. Permits for Little League, Cal Ripken, Babe Ruth, YCASL and Woodland Girls Fastpitch were processed in August.

All groups are on track to have all documentation turned into the Department when required.

Payments processed includes Park Reservations and Field rental that are coded to parks revenue. This explains the difference between this report and the revenue report below.

YOUTH RECREATION	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Maxwell Afterschool Fun Club					
Participant hours	0	578	0	578	
Participants	0	20	0	20	
Revenue	\$0.00	\$2,202.00	\$0.00	\$2,202.00	
Expenses	\$0.00	\$1,699.78	\$0.00	\$1,699.78	
Yolano Programs					
Participant hours	0	0	0	0	
Participants	37	35	0	118	
Revenue	\$194.80	\$191.00	\$0.00	\$385.80	
Expenses	\$1,260.00	\$1,260.00	\$0.00	\$2,520.00	
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	11400	3000	0	14400	
Participants	145	145	0	290	
Revenue	\$5,954.60	\$1,371.00	\$0.00	\$7,325.60	
Expenses	\$12,740.00	\$7,285.90	\$0.00	\$20,025.90	
YOUTH RECREATION TOTALS					
Participant hours	11400	3578	0	14978	
Participants	182	200	0	382	
Revenue	\$6,149.40	\$3,764.00	\$0.00	\$9,913.40	
Expenses	\$14,000.00	\$10,245.68	\$0.00	\$24,245.68	

Highlights:

BIG numbers at Maxwell!!

CONTRACT RECREATION					
	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Special Interest Classes					
Participant hours	12411.16	0	0	12411	
Participants	255	0	0	255	
Revenue	\$24,450.50	\$3,866.40	\$0.00	\$28,316.90	
Expenses	\$21,581.96	\$0.00	\$0.00	\$21,581.96	
Highlights: Started the FY strong with PHS and WHS football conditioning classes!					
Morning Drop-In Badminton Trial: Parks & Recreation will be having free drop-in badminton sessions on Tuesday mornings between 9:30a-11:30a here at the Woodland Community & Senior Center's Haarberg Gymnasium. The gym has four badminton courts that can accommodate 16 players at a time (if playing doubles). This trial period will last from October 4th through December 13th. We will work with the badminton participants to build a successful and sustaining program for the future.					

AQUATICS					
	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Adult Aquatic Exercise					
Participant hours	333	268	0	601	
Participants	199	179	0	378	
Revenue	\$2,127.50	\$1,631.00	\$0.00	\$3,758.50	
Expenses	\$829.50	\$609.00	\$0.00	\$1,438.50	
Recreational Swim Team					
Participant hours	3591	0	0	3591	
Participants	57	0	0	57	
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	
Expenses	\$786.00	\$0.00	\$0.00	\$786.00	
Swim Lessons					
Participant hours	0	0	0	0	
Participants	269	303	0	572	
Revenue	\$8,903.70	\$1,050.00	\$0.00	\$9,953.70	
Expenses	\$13,990.00	\$3,788.00	\$0.00	\$17,778.00	
Public swim					
Participant hours	31500	6633	0	38133	
Participants	10526	2211	0	12737	
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	
Expenses	\$7,749.00	\$2,535.00	\$0.00	\$10,284.00	
AQUATICS TOTALS					
Participant hours	\$35,424.00	\$6,901.00	\$0.00	\$42,325.00	
Participants	\$525.00	\$482.00	\$0.00	\$1,007.00	
Revenue	\$11,031.20	\$2,681.00	\$0.00	\$13,712.20	
Expenses	\$23,354.50	\$6,932.00	\$0.00	\$30,286.50	
Highlights: UC Davis Water Polo Tournament October 1 & 2, Christian Brothers Water Polo Tournament October 8 & 9, 15 & 16.					

ADULT SPORTS					
	TOTALS				Comments
	Jul-11	Aug-11	Sep-11	YTD	
Softball					
Participant hours	0	13720	0	13720	
Participants	0	1372	0	1372	
Revenue	\$340.00	\$28,126.00	\$0.00	\$28,466.00	
Expenses	\$0.00	\$31,215.00	\$0.00	\$31,215.00	
Basketball					Next Season Starts Aug 22nd
Participant hours	0	210	0	210	
Participants	0	210	0	210	
Revenue	\$0.00	\$4,920.00	\$0.00	\$4,920.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
Volleyball					Next Season Starts Aug 22nd
Participant hours	0	87	0	87	
Participants	0	87	0	87	
Revenue	\$0.00	\$1,680.00	\$0.00	\$1,680.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
Dodgeball					Not enough registration next season in Winter
Participant hours	0	0	0	0	
Participants	0	0	0	0	
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
Open Gym					
Participant hours	312	354	0		
Participants	104	118	0	222	
Revenue	\$366.00	\$414.00	\$0.00	\$780.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	Open Gym Volleyball
ADULT SPORTS TOTALS					
Participant hours	312	14371	0	14683	
Participants	104	1787	0	1891	
Revenue	\$706.00	\$35,140.00	\$0.00	\$35,846.00	
Expenses	\$0.00	\$31,215.00	\$0.00	\$31,215.00	

Highlights:

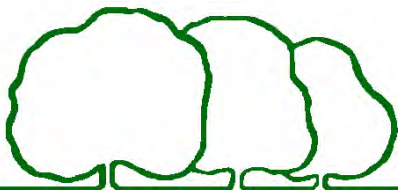
Summer Softball wrap up in August - had 98 teams for summer. (\$45,425 Gross, \$14,208 net) minus indirect costs.

SENIOR CENTER					
	TOTALS				Comments
	Jul-11	Aug-11	Sep-11	Fiscal YTD	
Programs & Activities					
# offered	31	33	0	64	
# of Participants	1483	1418	0	2901	
Revenue	\$965.58	\$1,444.58	\$0.00	\$2,410.16	

Highlights:

Volunteer Appreciation dinner held on 8/11 for volunteers. Great WILD time was had by all, over 150 were in attendance. Thank you to all who helped to make it a great event giving thanks to the volunteers.

FACILITY RENTALS					
	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Community & Senior Center					
PAID EVENTS					
# of Events	2	3	0	5	
# of Participants	170	250	0	420	
Revenue	\$6,092.50	\$16,245.00	\$0.00	\$22,337.50	
CITY-SPONSORED EVENTS					
# of Events	4	0	0	4	
# of Participants	2000	0	0	2000	
Waived revenue	\$5,800.00	\$0.00	\$0.00	\$5,800.00	
Sports Park					
Field reservations					
# of General reserves.	0	0	0	0	
# of Tournament resevs.	0	0	0	0	
# of user groups	4	4	0	8	
# of Participants	0	0	0	0	
Revenue	\$6,360.00	\$3,860.00	\$0.00	\$10,220.00	
Highlights:					
Facility reservation are coming into the Community & Senior Center for next year.					



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: September 26, 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. ***Klenhard Playground Update-*** The new playground has been installed and 160 cubic yards of engineered wood fiber was added for fall impact. As part of the construction two additional trees had to be removed because they were too close to the fall zone for the swing. During the three week closure many park users were anticipating the reopening. Recently a woman from the neighborhood praised the new playground stating that it was a “great improvement over the old playground; my kids are really enjoying it.”
2. ***Jack Slaven GPS Update-*** All assets at Slaven Park have been identified with GPS. This information is being inputted into the city’s maintenance management program (Cityworks) which will link the asset to work orders, services request and historical data. After all the data is verified and is accurate we will start at the next Park site.
3. ***Ferns Park***
 - a. Staff has started painting the walkway lights at Schneider Park and will continue on into Cline Park as time permits.
 - b. We are still working with the contractor on a warranty repair for the poured-in-place rubber surfacing at Ferns Park. The surface has shown significant wear and is in dire need of maintenance.
 - c. The water feature surface at Ferns Park is back on and operating after it was shutdown for two weeks for maintenance. The surface needed to be sand blasted to remove buildup that was causing the surface to be unusually slippery.
 - d. With the assistance of Bayside Church volunteers, staff was able to install 100 yards of playground fiber at Woodside Park. Thanks for the help!

- **Sports Park**

1. Soccer season has begun. Soccer practices and games are in full swing at the Sports Park. The fields have recently been converted to be set up for majority soccer use in combination with periodic softball play.

- **Irrigation Rehabilitation Project Update**

1. The construction of Phase 2 of the irrigation rehabilitation project is near completion. At Harris Park and City Park new irrigations systems have been installed and hydro seeding is completed. Controllers have been installed at Pioneer, Crawford, Campbell, Ferns, Woodside, Cline, and Schneider Park. Once the irrigation rehab project is completed next year all park site controllers will be on our centralized irrigation system with whether controlled capability. New pumps have also been installed at Cline and Schneider with Douglass Park being the next location to upgrade the pump.

- **Clark Field**

1. The Clark Field Restoration Committee recently installed two new flag poles on the outside of the fence line at Clark near the scoreboard. The committee coordinated the removal of the original poles from the inside of the fence line which were in the field of play causing a safety hazard.
2. City staff is coordinating with the engineering department to create a structural specification for the wind load of the additional posts down the first and third base fence lines that will hold foul ball netting.

- **Cemetery**

1. ***Internments*** – The Woodland Cemetery had four internments during the month of July. There were one cremains and three full services. In the Month of August there were three internments. There were two full burials and one cremains.
2. ***Sales*** – There were \$18,750.00 in sales during the month of July. There were 4,335.00 in sales in August.
3. ***Turf Preparation*** – The turf project has been cancelled with no plan to complete.
4. ***Operations***
 - a. During the month of July and August all new turf was spot sprayed for broadleaf weeds; this is an ongoing process throughout the growing season.
 - b. Unpaved roadways and tree wells were all sprayed with Roundup.
 - c. 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.
 - d. Raised lots in all areas of the cemetery have been sprayed for weeds and some will be planted to perennials as the budget and time allows.
 - e. An acre of turf near the office was sprayed for Sedge grass.

- **Brooks Swim Center / Jack Slavin Park**

1. ***Swim Season*** – The pool is now in full operation with Swim meets scheduled throughout the next few months. The first large meet was the weekend of July 9, 2011. Daily attendance swelled from 30 or so swimmers to well over 500 for daily public swim. Public Swim ended for the season on 8-9-11.
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.

- **Dave Douglass Field**

Due to direction from Council, City Manager Mark Deven asked the sub-committee to consider a proposal that would allow a pilot project to develop a cricket field *on an interim basis* while the review of Dave Douglass Park is underway.

After significant discussion of several alternative sites and options, the sub-committee proposed that:

- a) Construction of a temporary ‘rolled-earth’ cricket pitch be allowed to proceed. The exact placement of the pitch will be determined by the cricket group and Public Works together.
- b) Woodland Soccer Club will be allowed to place one set of soccer goals (2) into Dave Douglass Park. The goals will be configured as a youth field along W. El Dorado Dr. The exact placement of the goals will be determined by the Soccer Club and Public Works together.
- c) The intent of the pilot study is to provide practice facilities for each group and they are not to be used for competitive games or tournaments.
- d) In order to prevent any misunderstandings, the terms of the pilot study will be presented to each participant in the form of a written agreement between each group and the Public Works Director. The agreements will be prepared by Public Works in collaboration with each group to assure the pilot study meets the needs of each group.

The use of these fields is temporary and subject to revision pending the outcome of the Dave Douglas Park review. The city will make no changes to the management of the Park and will provide no additional services at the Park (i.e. restrooms or parking). Both fields are intended for recreational use and will be available on a first come first served basis. The pilot project is temporary and use of these fields will be re-evaluated 1/1/2012 and 1/1/2013.

SUBJECT: Monthly Parks Report

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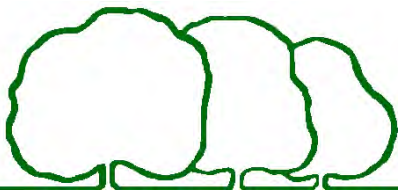
ITEM:

Snapshot of Parks Primary Budgets through 9/12/11				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	\$252,748.46	\$30,620.87	\$222,127.59	87.88
Cemetery	\$305,000.45	\$32,124.73	\$272,875.72	89.47
Gateway LLD	\$15,397.03	\$1,545.36	\$13,851.67	89.96
General Fund Parks	\$927,036.30	\$178,916.61	\$748,119.69	80.70
Gibson Ranch LLD	\$530,712.48	\$165,579.24	\$365,133.24	68.80
Spring Lake LLD	\$414,569.71	\$110,138.09	\$304,431.62	73.43
Sports Park	\$218,126.38	\$32,403.36	\$185,723.02	85.14

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: September 26, 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. The UFG has pruned the Main Street trees from third Street West to Elm Street. Due to the proximity of the trees to the buildings they require more frequent pruning; these trees are pruned on a two year pruning cycle.

- **Tree Planting**

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 93 trees of various sizes.

- **Stump Grinding**

We have started our annual stump grinding project early because our high lift truck was down for over two weeks for a safety evaluation. This situation gave us the opportunity to get a jump start on the project and will allow us the possibility to replant some of these locations as early as this fall.

- **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 204 attached work orders and 142 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 FY11/12**

Beginning Budget – \$280,182.27

Expenditures and Encumbrances to Date - \$27,298.63

Balance - \$252,883.64

Percentage Remaining – 90.26%

Respectfully submitted,

Gregor G Meyer
Public Works Director

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

September 16, 2011

Tabatha Chavez
Chair, Parks and Recreation Commission
Community and Senior Center
2001 East Street
Woodland, CA 95776

Dear Chair Chavez:

I wish to call your attention to a complaint that the Woodland Tennis club received in regard to the restrooms at City Park.

The complaint was sent to the Sacramento Area Tennis Association (SATA) Coordinator of the Mixed Doubles Tennis League who referred the complaint to us. Attached are e-mails pertaining to this complaint including a response from the Woodland Tennis Club. The complaint states: "...Their bathrooms look like they should be condemned. They are filthy and the toilet has no stall and it is right next to the filthy door with no handle. It is really gross..."

For your information the Woodland Tennis Club currently has three Interclub teams signed up to play tennis under the auspices of SATA. Our Interclub teams play other teams in the Sacramento area. Generally one half of the matches are played away and one half are played at home, which is at City Park. This fall season, 12 matches are scheduled to be played at City Park.

The Woodland Tennis Club does its best to clean the bathrooms and make them as presentable as possible on the day or evening of the matches, but there is only a limited amount that can be done to them. Frankly, they are an embarrassment to the Woodland Tennis Club and should be an embarrassment to the City of Woodland. If any more complaints are received SATA may decide not to schedule any more matches in Woodland. This would be disadvantageous to our Interclub teams because of the travel involved and to never have home court advantage.

If there is anything the Parks and Recreation Commission can do to improve the bathroom situation at City Park it would be greatly appreciated.

Respectfully yours,



Art Williams, President
Woodland Tennis Club

cc: Christine Engle

Floyd McCain

From: Cecelia Zimmerling [ceceliamz@sbcglobal.net]
Sent: Thursday, August 18, 2011 8:19 PM
To: Floyd McCain
Cc: Art Williams; Sandra Farrell
Subject: Re: Woodland courts

Thanks Floyd. I asked the person who complained to mark her court permit and I will schedule her as the home team if need be. Only one team has complained. Let's see what the coming season brings. Hopefully no complaints. C
 Cecelia Zimmerling

A truly happy person is one who can enjoy the scenery on a detour.

----- Original Message -----

From: [Floyd McCain](#)
To: ['Cecelia Zimmerling'](#)
Cc: [Art Williams](#) ; [Sandra Farrell](#)
Sent: Thursday, August 18, 2011 1:03 PM
Subject: RE: Woodland courts

Hi Cecilia,

I am sorry that you received a complaint about the courts in Woodland at City Park. Your e-mail was sent to the proper person. I am Vice President of the Woodland Tennis Club and have shared your e-mail with Art Williams who is president of the WTC.

I presume that the complaint relates to a mixed doubles match during the past spring season. I was present at all home matches and don't recall anyone suffering an injury while playing on the courts, but it certainly could have happened. Much of what is said in the complaint is true. The fences are too close to the courts, but the courts were constructed over 40 years ago and there isn't anything we can do about moving the fences.

As to the bathrooms, they are old and not in good shape. However, on the days when we have home matches we put up a curtain in the women's bathroom, sweep the floors, clean the toilets and sinks, put up a mirror, and bring a hand soap dispenser and paper towels. We do the best that we can with a bad situation. We have called the deficiencies in the bathrooms to the attention of the City of Woodland, but they say they have no money for improvements.

There are a couple options regarding matches played in Woodland.

- We could use the courts at Woodland High School, but there are disadvantages in doing so. There are no lights, so matches would have to start earlier than 4:00, in order to be completed before dark. Also, there is no seating for the players after the match. Tables and chairs would have to be brought to the site for each match.

- Those clubs who do not want to play at City Park could request to have those matches played at their clubs.
- Continue to play at City Park and clean and provide bathroom accessories to the best of our ability.

This e-mail has been discussed with Art Williams, and he concurs in the above statements. However, I have not had an opportunity to discuss the situation with Sandra Farrell who is captain of Woodland's 7.5 mixed doubles team this season. She will be receiving a copy of this e-mail.

Sincerely,
Floyd McCain, Vice President
Woodland Tennis Club

-----Original Message-----

From: Cecelia Zimmerling [mailto:ceceliamz@sbcglobal.net]
Sent: Thursday, August 18, 2011 9:45 AM
To: Floyd McCain (Mixed 7.5 WD); Sandra Farrell (Woodland)
Cc: Karen Bregar (SATA)
Subject: Woodland courts

Hi Floyd---not sure of who to go to but I thought of you. Lucky you. I got a complaint about the courts at Woodland today. Could you please let me know who to contact so we can address the issue.

Quote for the complaint:

"Woodland at Woodland. Their facilities are very substandard... Their bathrooms look like they should be condemned. They are filthy and the toilet has no stall and it is right next to the filthy door with no handle. It is really gross. Besides that their gates around the courts are too close to the courts! My husband ran into the fence trying to hit a ball and another player on another team from ... did the same thing and the fence was pointing out with a sharp edge and he hit the edge with his head and he had lots of blood. It is really unsafe."

Please advise and I will follow up. Thanks, C
Cecelia Zimmerling

A truly happy person is one who can enjoy the scenery on a detour.

Facilities Sub-Committee Meeting Report

Date: August 24, 2011

Present: John Murphy, Sheila Groom, Christine Engle, Greg Meyer, Rob Sanders, and Mark Deven

Topic 1: Dave Douglass park usage

Due to direction from Council, City Manager Mark Deven asked the sub-committee to consider a proposal that would allow a pilot project to develop a cricket field *on an interim basis* while the review of Dave Douglass Park is underway.

Outcome 1: After significant discussion of several alternative sites and options, the sub-committee proposed that:

Outcome 1: After significant discussion of several alternative sites and options, the sub-committee proposed that:

- a) Construction of a temporary 'rolled-earth' cricket pitch be allowed to proceed. The exact placement of the pitch will be determined by the cricket group and Public Works together.
- b) Woodland Soccer Club will be allowed to place one set of soccer goals (2) into Dave Douglass Park. The goals will be configured as a youth field along W. El Dorado Dr. The exact placement of the goals will be determined by the Soccer Club and Public Works together.
- c) The intent of the pilot study is to provide practice facilities for each group and they are not to be used for competitive games or tournaments.
- d) In order to prevent any misunderstandings, the terms of the pilot study will be presented to each participant in the form of a written agreement between each group and the Public Works Director. The agreements will be prepared by Public Works in collaboration with each group to assure the pilot study meets the needs of each group.

In both cases, the use of these fields is temporary and subject to revision pending the outcome of the Dave Douglas Park review. The city will make no changes to the management of the Park and will provide no additional services at the Park (i.e. restrooms or parking). Both fields are intended for recreational use and will be available on a first come first served basis. The pilot project is temporary and use of these fields will be re-evaluated 1/1/2012 and 1/1/2013.

Topic 2: unfunded capital projects

Outcome 2: Public works presented the sub-committee with a list of all unfunded capital parks projects. The Commission will examine this list and work to develop funding mechanisms to support completion of three chosen projects.