



Parks & Recreation Commission

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

Agenda

October 24, 2011

6:30 –8:00 p.m.

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

Item

Call to Order

Pledge of Allegiance

Public Comment

Consent Calendar

Minutes

1. September 26, 2011 (attachment)

Communications Written-Staff Reports

Recreation Division Report-Christine Engel

Parks Report/Street/Tree Report-Rob Sanders

Presentations

2. Woodland Little League T-Ball Field

New Business-Action Items

3. Woodland Little League T-Ball Field (attachment)
4. Proposed Labyrinth Location and Further Evaluation Approval (attachment)

New Business-Information Items

5. Freeman Park (attachment)
6. New Parks & Recreation Commissioner

Correspondence (None)

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

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

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

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

Old Business-Action Items (None)

Old Business-Information Item

7. Work Plan Update (attachment)
8. Field Use Priorities Report (attachment)

Committee Reports

9. Dave Douglass Field Use Update

Communications-Commission/Staff Statements and Requests

This is an opportunity for the Commission Members and Staff to make comments and announcements, to express concerns, or to request Commission's consideration of any items a Commission Member would like to have discussed at a future Commission Meeting.

Other Business (None)

Business Items for Next Meeting

Next Meeting Date: November 28, 2011

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 September 26, 2011

Call to Order

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

Commissioners Present: Groom, Murphy, Chavez

Absent: Tapia, Salinas

Staff: Engel, Haynie, Sanders, Meyer

Pledge of Allegiance

Public Comment

Alan Mitchell spoke to Commission as a Board Member of Woodland Little League. Mr. Mitchell introduced Kevin Galart, Board Member and Patrick Impach, President. WLL would like to construct a T-ball diamond behind Camarena Field at Christiansen Park. Mr. Mitchell explained the plans to the Commission and that WLL has contacted the other user group YMCA. WLL plans to send out letters to the houses that will back up to the field and those across the street on Walnut Avenue. Commission requested that WLL get a letter from the YMCA that stated the YMCA's position on the T-Ball project.

WLL would like to do formal presentation and request approval by the Commission at their next meeting. Rob Sanders will coordinate this with Alan Mitchell. This item will be put on the Commission agenda for the October 24, 2011 meeting.

Consent Calendar

Commission Minutes of July 25, 2011

Commission accepted July 25, 2011 minutes.

Communications Written-Staff Reports

Recreation Division Report-Christine Engel

Parks Report/Street/Tree Report-Rob Sanders

Commission accepted written staff reports.

Engel informed the Commission of the Polo Tournaments planned for the Charles Brooks Swim Center in October, 2011. Badminton will start on a trial bases, October 4 through December 13, Tuesday mornings between 9:30-11:30 a.m.



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

Correspondence

Letter from Woodland Tennis Club

Woodland Tennis Club had received a complaint regarding the restrooms at City Park. WTC sent this complaint with a cover letter explaining WTC's use at City Park tennis courts. WTC asked if there was anything the Parks & Recreation Commission could do to improve the restroom situation at City Park.

Discussion ensued with Meyer, Sanders and the Commission.

Chair Chavez will send an email to WTC explaining the current budget issues and that there isn't anything that the Park & Recreation Commission could do to fix the restroom issues at City Park.

New Business-Action Items (None)

New Business- Information Items (None)

Old Business-Action Items (None)

Old Business-Information Items (None)

Committee Reports

Facility Committee Report-Master Plan for David Douglass Park

Committee met with Meyer, Sanders and Engel to discuss request use of Dave Douglass Park. It was agreed that there would only be practice, no games or tournaments. Use will be as first come first served only. Neither group will have an assumption of use. Construction and devices will be done at no cost to the City. They will consist of two soccer goals and a rolled pitch for Cricket. Meyer is working on a "simple" contract between the user groups and the City. Meyer will report the progress on this agreement and the construction and placement of devices to the P&R Commission.

Commissioner Murphy reported that the Facility Committee held an informal Saturday morning meeting with the neighbors at Dave Douglass Park. The meeting was to inform the neighbors of the requests for use of Dave Douglass Park. Commissioner Murphy will also be supplying the neighbors with documentation updates on the use and agreements with user groups.

Communications-Commission/Staff Statements and Requests

Commissioners and Staff discussed the Woodland Little League T-Ball project request. Staff will contact Alan Mitchell to preview the flyer concerning the T-Ball project to the neighbors. Staff will make sure that the October 24, 2011 Commission Meeting information is included in the flyer and that the neighbors are encouraged to attend the meeting.

Other Business (None)



Agenda Item: Minutes

Parks & Recreation Commission

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

Business Items for Next Meeting:

September 26, 2011

David Douglass Park Field Use Update

Update of Work Plan

Woodland Little League T-Ball Field

Freeman Park

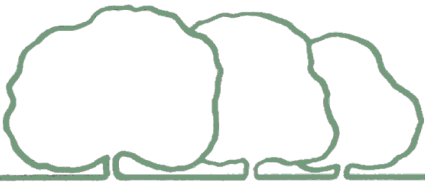
Field Use Priorities Report

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

Adjourn: meeting adjourned at 7:10 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 9/30/11				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$182,280.75	\$30,066.81	\$152,213.94	83.51%
Community & Senior Center	\$790,943.03	\$141,029.12	\$649,913.91	82.17%
Brooks Swim Center - Recreation	\$137,819.59	\$64,758.68	\$73,060.91	53.01%
General Recreation Programs	\$307,651.74	\$62,677.58	\$244,974.16	79.63%
Enterprise Fund				
Youth Center Enterprise	\$367,247.39	\$74,105.47	\$293,141.92	79.82%
TOTAL RECREATION BUDGET	\$1,785,942.50	\$372,637.66	\$1,413,304.84	79.13%

RECREATION DIVISION - REVENUE SNAPSHOT thru 9/30/11			
Account Title	FY12 Projection	FY12 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$ 500	\$ -	0.00%
ADULT PARTICIPNT NON RESIDENT	\$ 3,200	\$ 230.00	7.19%
C BROOKS SWIM CTR REV	\$ 120,000	\$ 17,091.10	14.24%
SENIOR PROGRAMS REVENUE	\$ 10,000	\$ 1,901.10	19.01%
COMMUNITY SENIOR CENTER MISC	\$ 100,000	\$ 17,925.00	17.93%
COMMUNITY FITNESS CENTER	\$ 38,400	\$ -	0.00%
COMMUNITY SPORTS PARK*	\$ 100,000	\$ 42,902.00	42.90%
GENERAL RECREATION	\$ 88,480	\$ 15,897.00	17.97%
YOLANO RECREATION PRG INC	\$ 2,500	\$ 1,213.00	48.52%
ADULT REC & LEAGUE PRGMS*	\$ 110,000	\$ 40,984.00	37.26%
RECREATION CONTRACTS	\$ 97,000	\$ 18,764.55	19.34%
TOTALS	\$670,080.00	\$156,907.75	23.42%

Administration	TOTALS				
	Jul-11	Aug-11	Sep-11	Fiscal YTD	Comments
General Customer Service:					
Customer Transactions	802	629	529	1960	
Customer Contact: Phones/Walk-in	1102	930	745	2777	
Program Registrations	536	185	341	1062	
Payments processed	\$41,641.78	\$64,472.90	\$48,563.36	\$154,678.04	
Highlights:					
Registration has started for the Father Daughter Dinner Dance, which is scheduled for November 5, 2011.					
Winter Youth Basketball registration started on October 12, 2011.					

YOUTH RECREATION	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Maxwell Afterschool Fun Club					
Participant hours	0	578	930	1508	
Participants	0	20	23	43	
Revenue	\$0.00	\$2,202.00	\$2,902.00	\$5,104.00	
Expenses	\$0.00	\$1,699.78	\$2,977.82	\$4,677.60	
Yolano Programs					
Participant hours	0	0	0	0	
Participants	37	35	36	154	
Revenue	\$400.00	\$405.00	\$408.00	\$1,213.00	
Expenses	\$1,260.00	\$1,260.00	\$1,260.00	\$3,780.00	
Youth Basketball League					
Participant hours	0	0	0	0	YBL
Participants	0	0	0	0	Registration starts on October 12, 2011.
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	Most of the revenue was collected between March-June 2011
Expenses	\$12,740.00	\$7,285.90	\$0.00	\$20,025.90	
YOUTH RECREATION TOTALS					
Participant hours	11400	3578	930	15908	
Participants	182	200	59	441	
Revenue	\$6,354.60	\$3,978.00	\$3,310.00	\$13,642.60	
Expenses	\$14,000.00	\$10,245.68	\$4,237.82	\$28,483.50	
Highlights:					
Afterschool Fun Club					
The kids took a fieldtrip to Durst Organic Farms to learn about growing food and play fun farm games. Jim and Debbie Durst are generous hosts and the participants had a great time.					

CONTRACT RECREATION					
	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Special Interest Classes					
Participant hours	12411.16	1591.52	428.75	14431	
Participants	255	220	86	561	
Revenue	\$24,450.50	\$7,774.40	\$2,131.60	\$34,356.50	
Expenses	\$21,581.96	\$5,266.10	\$1,458.80	\$28,306.86	
Highlights: Woodland Mauders will hold a Foil Fencing Tournament on Saturday, October 29th, 3-6 p.m. at the Community & Senior Center Banquet Room. This event is put on by the Fencing instructors for our Contract Classes.					

AQUATICS					
	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Adult Aquatic Exercise					
Participant hours	333	268	186	787	
Participants	199	179	141	519	
Revenue	\$2,127.50	\$1,631.00	\$1,686.00	\$5,444.50	
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	\$186.00	\$42,511.00	
Participants	\$525.00	\$482.00	\$0.00	\$1,148.00	
Revenue	\$11,031.20	\$2,681.00	\$1,686.00	\$15,398.20	
Expenses	\$23,354.50	\$6,932.00	\$0.00	\$30,286.50	
Highlights: UCD Water polo hosted College Championship tournament on September 30 through October 2nd.					

ADULT SPORTS					
		TOTALS			
		Jul-11	Aug-11	Sep-11	YTD
Comments					
Softball					
Participant hours	0	13720	0	13720	
Participants	0	1372	0	1372	
Revenue	\$340.00	\$28,126.00	\$3,904.00	\$32,370.00	
Expenses	\$0.00	\$31,215.00	\$0.00	\$31,215.00	
Basketball					
Participant hours	0	210	840	1050	
Participants	0	210	217	427	
Revenue	\$0.00	\$4,920.00	\$3,736.00	\$8,656.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
Volleyball					
Participant hours	0	87	348	435	
Participants	0	87	87	174	
Revenue	\$0.00	\$1,680.00	\$0.00	\$1,680.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
Open Gym					
Participant hours	1248	1416	1620		
Participants	122	138	135	395	
Revenue	\$366.00	\$414.00	\$405.00	\$1,185.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	Open Gym Volleyball
ADULT SPORTS TOTALS					
Participant hours	1248	15433	2808	19489	
Participants	122	1807	439	2368	
Revenue	\$706.00	\$35,140.00	\$8,045.00	\$43,891.00	
Expenses	\$0.00	\$31,215.00	\$0.00	\$31,215.00	
Highlights:					
Senior Basketball Starts first week of November					

SENIOR CENTER					
		TOTALS			
	Jul-11	Aug-11	Sep-11	Fiscal YTD	Comments
Programs & Activities					
# offered	31	33	35	99	
# of Participants	1483	1418	1661	4562	
Revenue	\$965.58	\$1,444.58	\$508.90	\$2,919.06	

Highlights:

Flu Shots coming to the Senior Center

Rite Aid will be coming to perform flu shots on October 12 and 26 from 9 to noon for seniors only. Shots are \$27.99, unless covered until health insurance. Staff and volunteers will be on hand for the day to help with check in.

Medicare Mondays

Insurance agent, Karen Penrose and HICAP counselor came to the Senior Center for two Mondays offering clarification and assistance about the complexities of Medicare.

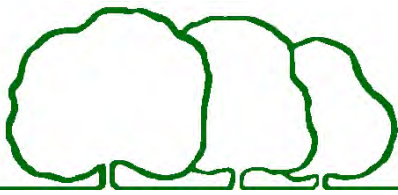
New Volunteers-follow up

Through our efforts in seeking additional volunteers, a flood of potential volunteers continue to seek projects at the Senior Center. We put a press release out to the newspaper and reached out through the City Council both in print and announcement at Council meetings that we are looking for help at the Senior Center. We are looking at filling at available Welcome Desk shifts, and utilizing the new volunteers any place possible.

Legal Appointments

Legal appointments are offered the third Friday of each month. Seniors are given 15 minute appointments tended to run long and many people would be waiting. We decided to space the appointments 25 minutes apart, so attorneys may have more time.

FACILITY RENTALS					
	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Community & Senior Center					
PAID EVENTS					
# of Events	3	4	1	8	
# of Participants	210	250	300	760	
Revenue	\$6,092.50	\$16,245.00	\$9,059.00	\$31,396.50	Rental revenue for 2012 events
CITY-SPONSORED EVENTS					
# of Events	14	18	16	48	
# of Participants	2000	811	1239	4050	
Waived revenue	\$5,800.00	\$10,775.12	\$8,552.50	\$25,127.62	
Sports Park					
0					
# of Tournament resevs.	5	4	2	11	
# of user groups	4	4	4	12	YMCA, WSC, DASA & YCASL are currently running their Fall/Winter soccer season at the Sports Park.
Revenue	\$6,360.00	\$3,860.00	\$14,145.96	\$24,365.96	
Highlights: All Rosters have been turned in for the current Fall Season. Babe Ruth reported 36 players, 5 Non-Residents, 3 players received a scholarship from the League. Little League reported 214 players, 10 Non-Residents, 9 players received a scholarship from the League. Cal Ripken reported 127 players, 7 Non-Residents, 16 players received a scholarship from the League. Girls Fastpitch reported 25 players, 2 Non-Residents, 1 player received a scholarship from the League. Yolo County Adult Soccer League reported 263 players, 46 Non-Residents. Davis Alliance Soccer Club reported 159 players, 15 Non-Residents, 4 players received a scholarship from the Club. Woodland Soccer Club reported 307 players, 66 Non-Residents, Club gave out 40 scholarships to participants. City credited the group for 20 of these players. YMCA reported 440 player, 53 Non-Residents, about 20% of participants received a partial scholarship. City credited the group for 20 players. The Fall Season is Baseball's small season and Soccer's large season. Baseball will finish their season by the end of October and Soccer's season will end with Tournaments in December and January.					



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: October 24, 2011

PREPARED BY: Public Works Department

RECOMMENDED ACTION:

None; Information only.

BACKGROUND INFORMATION:

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

- **Neighborhood Parks**

1. ***Jack Slaven Park*** - The water play feature has been shut down for the season and will remain off until the spring.
2. ***Ferns Park*** – The water play feature has been shut down indefinitely due to discharge related issues. Staff recently discovered that the drainage pipe from this feature is connected to a storm drain pipe in the park; it was originally thought to be discharging into a French drain. The existing drainage pipe will have to be rerouted since this type of discharge is not allowed under our NPDES permit. Unfortunately, there is no funding available at this time to make this correction.
3. ***Cline & Schneider Parks*** - Staff began painting the walkway lights at Schneider Park and will continue to Cline Park as time permits.
4. ***Southland Park*** - The Urban Forestry Group pruned the majority of trees at Southland Park. The pruning involved was known as ‘crown raising’ which will make the park more aesthetically pleasing and will reduce ongoing small pruning maintenance.
5. ***Park site GPS (Reoccurring note)*** - All assets at Slaven Park have been identified with GPS. This information is being imputed 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.

- **Sports Park**

Staff has been working with the soccer leagues to make sure they are placing goals, as well as fencing back in the proper locations after practices and game play. It takes maintenance staff additional time to set up the fields for softball play if the fences and goals are not put back in their proper place. By enforcing this requirement, it will make for a quick process when transitioning fields for the user groups.

- **Clark Field**

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.

- **Irrigation Rehabilitation Project Update**

1. The construction of Phase 2 of the irrigation rehabilitation project is near completion. We are currently in the ninety day maintenance period; once completed, staff will do final inspection for this phase of the project. Staff is also in the process of deciding on a location for the weather station at Harris Park. Once in operation, the weather station will assist in reducing water usage during different weather events such as rain or wind.

Additionally, Phase 3 has been approved and staff is now in the process of working with consultants in the planning of this final phase. Construction for Phase 3 is planned to being in the summer of 2012.

- **Cemetery**

1. *Internments* - The Woodland Cemetery had one internment during the month of August.

2. *Sales* - The Cemetery generated \$1,428 in sales during the month of September.

3. *Operations*

- I. All new turf was spot sprayed for broadleaf weeds; this is an ongoing process throughout the growing season.
- II. Unpaved roadways and tree wells were all sprayed with Roundup. 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.
- III. 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.
- IV. Beginning this month, hours for our temporary maintenance staff will be reduced to a total of 49 hrs a week.

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

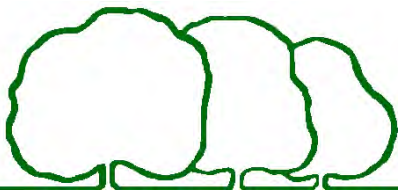
1. *Swim Season* - Public swim is done for the season, but the pool will still host Water Polo meets and practices.

Snapshot of Parks Primary Budgets through 10/13/11				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	\$252,748.46	\$38,035.69	\$214,712.77	84.95
Cemetery	\$305,000.45	\$47,602.36	\$257,398.09	84.39
Gateway LLD	\$15,397.03	\$1,600.36	\$13,796.67	89.61
General Fund Parks	\$927,036.30	\$224,024.64	\$703,011.66	75.83
Gibson Ranch LLD	\$530,712.48	\$184,293.66	\$346,418.82	65.27
Spring Lake LLD	\$414,569.71	\$125,666.35	\$288,903.36	69.69
Sports Park	\$218,126.38	\$48,195.75	\$169,930.63	77.90

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: October 24, 2011

PREPARED BY: Public Works Department

RECOMMENDED ACTION:

None; Information only.

BACKGROUND INFORMATION:

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

- **Cyclical Pruning of Street Trees in City Right-Of-Way (ROW)**

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.

- **Tree Planting**

To date, in the current calendar year, the UFG and the Woodland Tree Foundation have planted a total of 122 trees. On Saturday, November 19th there will be a tree planting event where we are looking to plant another 40 plus trees with the help of the community. Most of the plantings will take place in and around the downtown area, and include the surrounding neighborhoods.

This outreach program is in coordination with City of Woodland Urban Forestry Group, as well as the Woodland, Sacramento and Davis Tree Foundations. City staff will order the trees while the Woodland Tree foundation will use a grant to cover the cost.

- **Tree Removals**

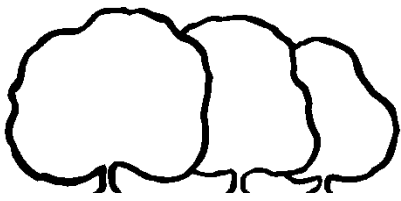
1. Reoccurring note: Staff will begin the process of removing trees that have been identified as unsafe or in a declining state of health; this work will be performed as time permits due to the reoccurrence of tree and limb failures.
2. To date, in the current calendar year, the UFG has removed 96 trees of various sizes.

- **Stump Grinding**
Staff is near completion of the annual stump grinding project.
- **Service Requests / Work Orders**
Currently there are 185 attached work orders and 128 unattached work orders that are open and waiting to be responded to.
- **UFG General Fund Budget Snapshot for FY11/12 (as of 10/13/11)**
Beginning Budget – \$280,182.27
Expenditures and Encumbrances to Date - \$70,613.69
Balance - \$209,568.58
Percentage Remaining – 74.80%

Respectfully submitted,

Gregor G Meyer
Public Works Director

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



Parks & Recreation Commission Communication

AGENDA ITEM

**TO: THE PARKS AND RECREATION
COMMISSION**

DATE: October 24, 2011

SUBJECT: New Single A Little League Field at Christiansen Park

Report in Brief

Woodland Little League (WLL) is requesting that they be granted permission to construct and fund a Single A (5/6 year old) field in the southwest corner of Christiansen Park.

Staff is requesting the Commission approve the proposed Woodland Little League (WLL) Single A field on the southwest corner of Christiansen Park, and authorize WLL to construct the improvements, and allow the Public Works Director to develop any MOU necessary for the construction maintenance of the field.

Background

WLL is an organization that provides a structured Little League baseball program designed to teach good sportsmanship and to provide a wholesome recreational activity for youngsters. The overall goal is for everyone to have fun participating and learning baseball fundamentals, to build self-esteem, learn sportsmanship and discipline while giving safety foremost consideration.

WLL currently uses three fields for play: Camarena, Pedroia, and Buchignani. Pedroia and Camarena are City-owned facilities, while Buchignani is owned by the Fairgrounds and leased to the City. WLL maintains the fields now that budget cuts have reduced the City Parks maintenance staffing. Christiansen Park is adjacent to Camarena and is owned and maintained by the City.

Discussion

WLL would like to consolidate its play into one location and proposes to construct a new Single A (5/6 year olds) field in the southwest corner of Christiansen Park. The new field would allow WLL to hold most of their baseball games in one location. The future use of Buchignani is not a stable situation. While WLL does not know if full or partial use of the field will be available from year to year, access to the lighted field for practices and games would be desirable.

Field

The field design (attached) is similar to that of Pedroia Field but with no outfield fence and the infield will be all dirt. A backstop, dugout, and bleachers will be installed. WLL Board Members have met with City staff to look at the proposed field layout in relation to the existing park amenities, including the YMCA soccer field, and all concurred that the field could be constructed with minimal impact to the public-use of the Park. Staff has the as-built drawings of the irrigation system, which WLL would use to relocate the system to

accommodate the new field. All design and construction activities would be closely coordinated with City operations and maintenance staff.

Parking

With the addition of the parking surrounding the new water tower in 2011, the on-street parking was reduced and any increase in on-street parking should be no more than what occurred in prior years.

YMCA Soccer

Christiansen Park is used for only 8 weeks a year (permitted use) by the YMCA in the fall. YMCA uses the field for their younger leagues, so their field size is small. Based on the proposed location of the new baseball field, the soccer field will most likely remain entirely on the grass, however if a portion of the soccer field overlaid the dirt infield, it would only be roughly 5% of the soccer field. WLL contacted YMCA and their representative had no problems with the new field. He said that the YMCA is currently using the Community Center for most of their soccer games and could even use a different park for the current games being played at Christiansen Park. Attached is a letter of support from YMCA. WLL is willing to work with the YMCA to make it work for both organizations.

Neighbors

The attached letter was sent to residents along Walnut and Olive (who are adjacent to Christiansen Park) along with a copy of the proposed field location exhibit. The letter informed them of the proposal and invited them to voice any support or concern at tonight's meeting.

Fiscal Impact

WLL will pay 100% of the cost to design and construct the field and appurtenances. The only city-responsibility, which is consistent with the other fields, will be to install base plugs and bases.

Recommendation

Staff is requesting the Commission approve the proposed Woodland Little League (WLL) Single A field on the southwest corner of Christiansen Park, and authorize WLL to construct the improvements, and allow the Public Works Director to develop any MOU necessary for the construction maintenance of the field.

Prepared by: Robert G Sanders
O&M Superintendent &
Woodland Little League

Reviewed by: Gregor G Meyer
Director of Public Works

Gregor G Meyer
Public Works Director

Attachments: Letter to Residents, YMCA Letter and Parks Commission Exhibit.



October 11, 2011

Current Resident
1 Walnut Street
Woodland, CA 95695

Re: Woodland Little League

Dear Neighbors of Christiansen Park,

The Woodland Little League has made a proposal to the City of Woodland Parks Commission to add a small baseball field in Christiansen Park, to accommodate the players in our Single A (5-6 yr. olds) division. Attached is a layout of the proposed field.

The new field will include a backstop, bleachers, dug-outs, and a skinned (dirt) infield. The foul lines beyond the bases and the outfield will not be fenced, and no lighting is planned.

The Woodland Parks Commission will consider the proposal for approval, on October 24, 2011, at 6:30 p.m., at the Community Center, 2001 East Street. You are invited to attend.

Sincerely,

Patrick Imbach
President
Woodland Little League

**Woodland Little League
P.O. Box 1646
Woodland, CA 95776**



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

City of Woodland Parks Commission,

10/12/11

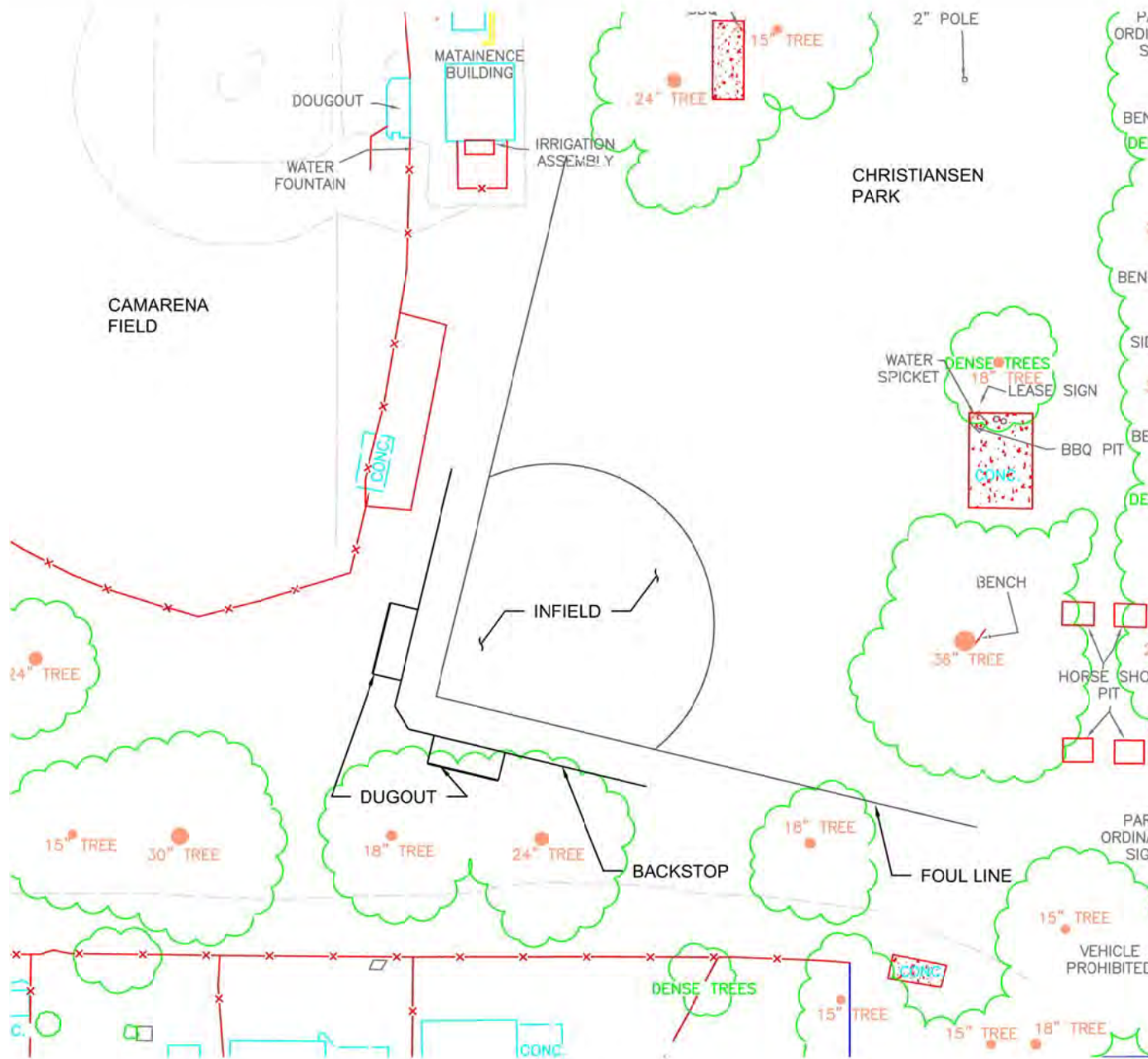
My name is Matthew Whamond and I'm the YMCA of Superior California Association Sports Director and I have been working with Woodland Little League in figuring out a solution to the field allocation of the Woodland Little League and YMCA for the fall 2012 season. The Yolo County YMCA has historically used Christianson Park for our 6 and under soccer league for practices during the week and games on Saturday for an eight week season typically starting in the second week of September and concluding the last week of October. The field we use for the league is a smaller field and can be adjusted from the current usage to accommodate the addition of another baseball field for Woodland Little League to use for the fall 2012 season. Furthermore, with the addition of the Woodland Parks and Recreation Sports Complex a majority of our games are played there giving the YMCA more available field usage at our other field location Klenhard Park. The major need the YMCA has for the field at Christianson Park is practices during the week for all ages since the YMCA has limited space for practice times at the Woodland Sports Complex. The YMCA is willing to work with the Woodland Little League in field usage compromise to allow both organizations field usage at Christianson Park. If you have any questions please feel free to contact me at (916)208-9650 or e-mail at mwhamond@ymcasuperiorcal.org.

Sincerely,



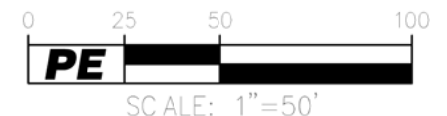
Matthew Whamond

YOLO COUNTY YMCA
YMCA of Superior California
1300 College Street, Woodland CA 95695
P 530.662.1086 F 530.662.6423
www.ymcasuperiorcal.org



NOTES:

- ENTIRE INFIELD AREA IS DIRT.
- OUTFIELD AREA COMPOSED OF EXISTING GRASS.
- NO OUTFIELD FENCE.



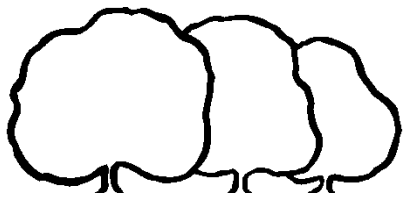
NOT FOR CONSTRUCTION



PONTICELLO ENTERPRISES
CONSULTING ENGINEERS, INC.
1216 Fortna Avenue
Woodland, CA 95776
Phone: (530) 668-5883
Fax : (530) 668-5893

PARK COMMISSION EXHIBIT Woodland Little League Single A Field

DATE: 10-5-11
DRAWN BY: JTS
PAGE: 1 OF 1



Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Labyrinth Proposal

DATE: October 24, 2011

PREPARED BY: Christine Engel, Interim Recreation Manager

RECOMMENDED ACTION:

Approve Initial Location of Labyrinth's and
Further Evaluation of Labyrinth's at Community
and Senior Center and Fern's Park

BACKGROUND INFORMATION:

City Council and City Staff have been approached by two members of the community (Chris Goulding and Jennifer Hogan) who are interested in coordinating the construction of labyrinths at the Community and Senior Center and at Fern's Park. Prior to Ms. Goulding and Ms. Hogan moving forward to solicit donations and properly plan the project (including detailed engineering drawings), they need approval from the Commission that the proposed locations are acceptable. Additional information on the proposed projects is attached.

DISCUSSION:

Approval of the proposed labyrinth locations at the Community and Senior Center and at Fern's Park is being sought; however, it is understood that this approval does not commit the City or Ms. Goulding and Ms. Hogan to move forward with the project. As previously discussed with the residents, the City and the Parks and Recreation Commission are unable to consider the overall approval of such project without detailed engineering drawings, a long-term maintenance plan, and other information. Ms. Goulding and Ms. Hogan are unable to move forward with soliciting donations for the project and preparing detailed engineering drawings without an initial approval from the City that the locations could be acceptable for a project if the overall project is approved.

Respectfully Submitted:

Christine Engel
Interim Recreation Manager

Woodland Labyrinths

Proposal: To build two 40' walking labyrinths in the City of Woodland

Contacts: Chris Goulding 530-662-6108 christy.goulding@gmail.com

Jennifer Hogan 530-661-3410 jen.hogan@wavecable.com

Joshua Yun (Eagle Scout)

Proposed locations: **Woodland Senior and Community Center**

Stone or brick labyrinth to be professionally installed on East side of park (see photo on the following page)

Fern Park (Eagle Scout Project)

Footprint already exists. Materials likely to be bricks or stones with decomposed granite. – This will be in coordination with an existing California native tree and plant grove to be transformed into a contemplative area with seating.

Design: Final designs and materials are yet to be determined. Both labyrinths will be in the 40-foot diameter range.

Woodland City Planners (under Cindy Norris) are in the process of determining how to handle this project as to requirements/restrictions and fees. We will also need to meet with an inspector for the ADA for their input.

There is no shortage of design possibilities, but we will seek professional opinions and estimates once we have the location sites set. Cost will be a factor in the final design and materials used.

The brick Santa Rosa labyrinth plan is under consideration.



To see all the details that are visible on the screen, use the "Print" link next to the map.



Community Center

Finances: The Woodland Recreational Foundation has agreed to act as “Fiscal Sponsors.” They also asked that we apply for grant money from their Foundation .

We will be seeking grant monies from a variety of sources including WRF, The Labyrinth Foundation, CalWellness.org, Woodland Healthcare Foundation, Woodland Arts Council, California Arts Council, Sutter Health Foundation, ArtLine Project, GiveBack.org, Kickstarter and others.

We will also ask Woodland businesses like Jamba Juice, Target, Raley’s, and others for financial assistance including those in the areas of wellness and counseling.

Fundraising/Awareness: We will be setting up temporary labyrinths to raise awareness and funds. These labyrinths will be mowed into the grass or made from reusable/recyclable and/or biodegradable materials. They will be of a variety of sizes and shapes and will be in coordination with events such as classes, lectures, games, concerts, guided labyrinth walks, celebrations of the changing seasons, etc.

We will also sell T-shirts, finger – labyrinths, and other subject - related Items as well as possibly offer memorial plaques for seating areas, etc.

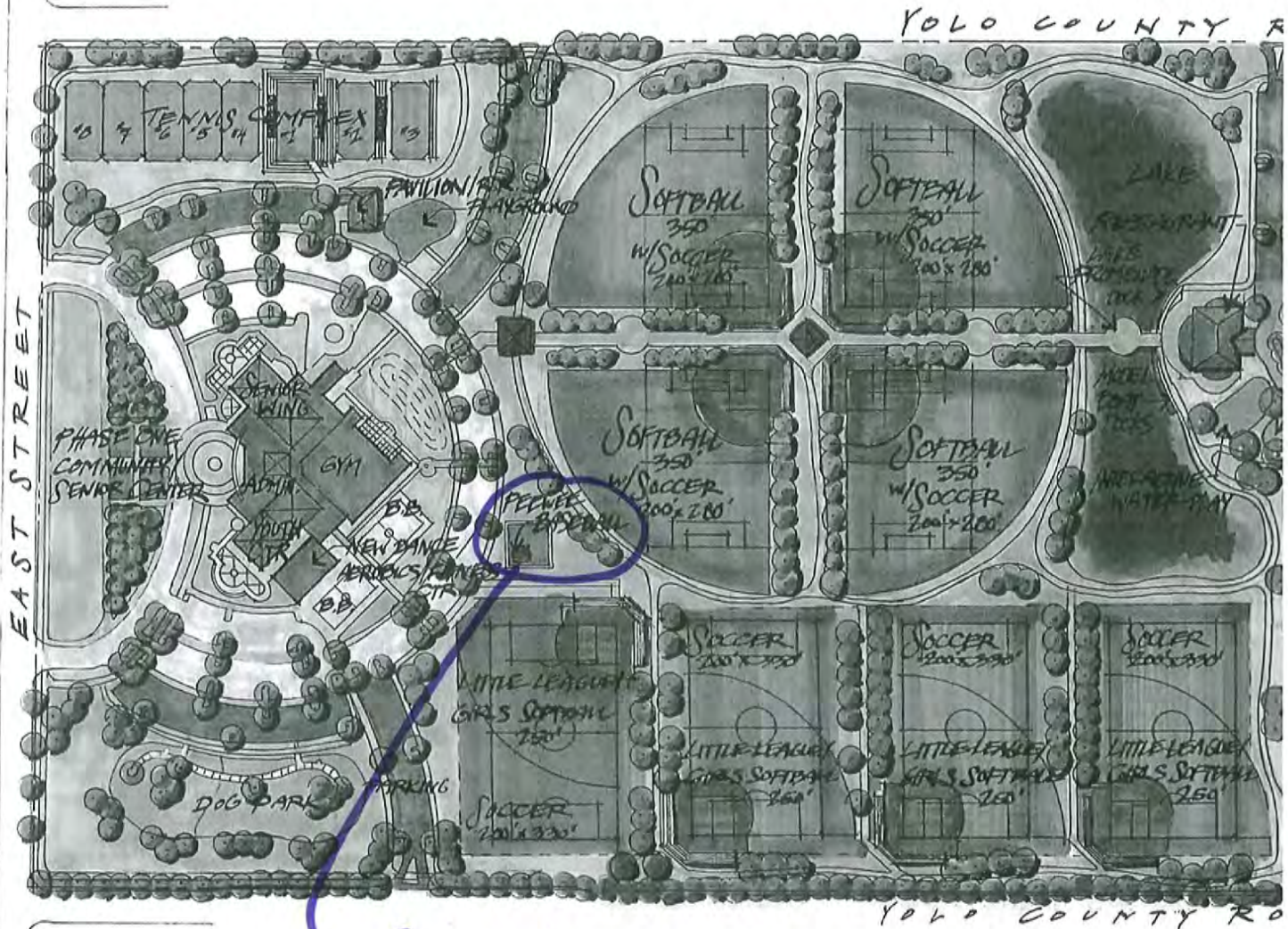
Maintenance schedule: Barring vandalism, the ground crews at the parks should not have to do anything but the maintenance they already do in these areas.

Goal: To create in Woodland beautiful, contemplative places for all ages to step out of the frenetic pace of life and rejuvenate ... or simply have fun following a winding path.

- Note: In their most powerful applications labyrinths are attractive features in public settings that impact large scale healing and change, add aesthetic value to the surrounding areas, empower the community's intangible assets, build upon its cultural capital, stimulate economic development, attract new visitors to the area, and nourish the individuals and organizations in the communities that use them.

The Woodland Labyrinths will be listed on the Worldwide Labyrinth Locator website. We will also continue to promote their use in the future even as they are property of the City of Woodland.

Master Plan



General
Proposed Labyrinth
Location
(Pee wee
Baseball)

CITY OF ✓

A MASTER
WOODLAND COMMUNITY
RJM DESIGN GROUP, INC. SCALE

Proposal for Woodland Labyrinths Labyrinth 2 Ferns Park

Proposal:

Build a 40', ADA compatible, walking labyrinth in Ferns Park in Woodland. It will be located adjacent to the playground and California native plant grove in an existing concrete circle containing decomposed granite. The intention is to have this be an Eagle Scout project.

Why?: Two interested Woodland residents would like to bring to the Woodland community a quality, artful, and contemplative opportunity for children of all ages.

The labyrinth will also attract people from all over, bringing outside money to our community, since it will be listed on the Worldwide Labyrinth Locator website.

Preferred materials: TBD

Estimated costs: No costs to the City are expected. We will apply for grants for time and materials and fund raise for an endowment for long-term maintenance of the site. The Eagle Scout candidate will supervise a volunteer group to do the work.

Fiscal Sponsor:

Woodland Recreation Foundation will allow us to use their non-profit tax ID number to apply for grants. Plus, they would like us to apply for one of their grants. As a fiscal sponsor, they will manage our funds, charging an overhead fee.

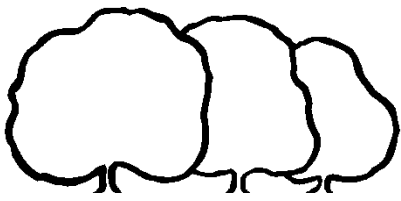
Contact:

Chris Goulding 530-662-6108 christy.goulding@gmail.com

Jennifer Hogan 530-867-6236 <mailto:jen.hogan@wavecable.com>

Joshua Yun, Eagle Scout candidate, who still needs to present his proposal to the scout council and obtain authorization to proceed.

October 14, 2011



Parks & Recreation Commission Communication

AGENDA ITEM

**SUBJECT: FREEMAN PARK IMPROVEMENTS
PRELIMINARY DESIGN**

DATE: October 24, 2011

PREPARED BY: Cynthia Shallit, Redevelopment and Housing Manager

RECOMMENDED ACTION:

The Redevelopment Agency has solicited the services of a landscape architectural firm to prepare a preliminary design for improvements of Freeman Park in order to accommodate a permanent location for the Woodland Farmer's Market and other special events/attractions that take place at the park throughout the year. It was requested that the design include a larger vision in order to consider the irrigation upgrades that had been planned for the park and future growth needs as well. The Commission is being asked to review the draft plans and provide suggestions that can be considered at later meetings of the public, the Agency Board, and/or City Council.

BACKGROUND INFORMATION:

The Redevelopment Agency of the City of Woodland (Agency) solicited landscape architectural design firms that had experience in creating attractive public gathering spaces and enhancing existing park facilities. The Request for Qualifications was released in May 2011 and firm of Indigo—Hammond and Playle Architects was selected.

The firm was directed to design amenities that accommodate the Woodland Farmer's Market and other events in Freeman Park. Improvements will be subject to available funding however, potential improvements include shade structures for vendors and customers, electrical and water service for vendors, concrete pads for vendors, improvements to the existing restroom facility, and enhanced landscaping for the park. Some funds could also be available for the Yolo Arts Council to install public art in the park.

Freeman Park is approximately two acres in size and provides a number of amenities for the Farmer's Market including a canopy of mature shade trees, a large children's playground, a gazebo for musical performances and other events, on-street parking for visitors and is positioned on a YCTD bus route that circulates throughout the city.

The Farmer's Market is a summer season only market and features locally grown produce and offers fresh eggs, artisan breads, handcrafts, entertainment, and other features. At this location, it operates every Saturday from 9 am-noon from in May through September, but could extend the season if the park was renovated to accommodate that. About 15-20 certified producers (farmers) currently participate with an additional 3-10 non-certified vendors participating on special occasions. . The total approximate annual sales are between \$50,000 - \$80,000. The site is donated by the City of Woodland, though the Farmer's Market pays for permits and insurance. The market has been very successful in organizing a Tomato Festival, now in its fourth year. (see its website <http://www.woodlandtomatofestival.com>) This festival attracts about 1500 -2000 people compared to the Saturday crowd of about 500. It is anticipated that this festival will continue to grow in popularity with the support of more sponsors including the Hispanic Chamber of Commerce, local chefs and restaurants.

DISCUSSION:

The consultants conducted two public workshops in the park during the summer. These were attended by about 60 people. Participants had opportunities to comment on the drawings displayed on a one-to-one basis as well as discuss the project in group settings. In addition, the consultant collected over 400 surveys on people's perception of the Farmer's Market and the park. The consultants used these interviews, surveys, and workshops to determine participants' views of the park, what improvements were most needed and other impressions of the Farmer's Market and the park.

The architects have prepared preliminary landscaped designs of the longer-term vision of the park. This vision would accommodate the immediate needs of the Farmer's Market (a shade structure), but also includes future improvements that would attract more active uses to the park. This "vision" takes into consideration the construction of the 63,000 s.f New Woodland Courthouse across the street on the south side of Main which generates 350,000 visitors a year, the construction of the new well building on the eastside of the park , which uses about 3400 s.f of previous open space. It also considers eventual removal of the building currently housing the United Way and the Woodland Toy Library, and the construction of a permanent structure for the Farmer's Market. The overall vision of the park is to create multi-activity nodes throughout the park that invite more participants to engage in a variety of activities.

The "vision" plan calls for improvements beyond the immediate budget funds available, so that as new funds do become available from local, state, and federal sources, additions can be made in a coordinated, well thought out manner. For the immediate project, it was fortunate that two sources of funds became available at the same time. And by combining the two projects—the Farmer's Market improvements and the irrigation project more comprehensive improvements could be made.

From a Redevelopment Agency point of view, this park is considered as a priority park for improvements because of its highly visible location on the most traveled thoroughfare in Woodland

– Main Street. It is an important first impression to visitors entering the “gateway” to downtown and creates a lasting image for all of Woodland.

The current budget available is not sufficient to make all the improvements included in the longer-range vision, so the architects prepared a “Phase I “ plan that could be constructed within the funds currently available.

The sources of funds identified thus far are:

Redevelopment	\$300,000 approved at the Agency Board meeting of June 21, 2011
Proposition 50/Measure E	\$335,000
SACOG Community Design Grant	\$100,000 (anticipated award November 2011)
Housing-related Parks program	<u>\$ 90,000</u> (not yet announced)
	\$825,000

For the initial phase, these are the suggested uses of the funds:

Farmer’s Market shade structure	210000
Landscape, Irrigation and Pathways	235,000
Court and Main streets frontage improvements	70,000
Other Improvements (to be determined)	64,000
Design	70,000
Construction Management	58,000
Contingency (20%)	<u>116,000</u>

TOTAL	825,000
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This project budget is VERY PRELIMINARY. The architects and engineering staff will continue refining the budget and the actual costs will be determined after the construction bids are received.

Tentative Project Schedule

Due to the difficulty of preparing construction specifications and contracting the work in time for construction to be completed during the non-rainy months, this project will not be started until spring 2013.

**FY12 Parks and Recreation Commission
Annual Work Plan
October 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>	To Urban Forest sub-committee in July 2011

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.	Meetings took place in August 2011 - Ongoing
Upon Commission review /approval, sub-committee to determine potential funding sources and develop plan for pursuit.	

**FY12 Parks and Recreation Commission
Annual Work Plan
October 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.	Meeting took place in August 2011 - Ongoing
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.	Sub-Committee attended meetings over the summer
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.	Not needed

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

Goals	Status
Sub-committee brings recommendations to Commission for review /approval.	Report to Commission at October 2011 meeting
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.	Ongoing
<i>Policies Reviewed in FY12</i>	

Parks Commission Ad-Hoc Sub-Committee
Review of Field Use Priorities Report
October 2011

Item #4 on the Parks Commission FY12 annual plan tasks the ad-hoc sub-committee with reviewing the field use priorities in the recently updated (December 2010) "Field Use Policy and Procedures" (Policy) document. Specifically, the sub-committee was charged as follows:

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.

The sub-committee attended the soccer field use allocation meeting but was unable to participate in the baseball meeting.

The sub-committee noted that at the soccer users meeting, which was attended by 4 users, 3 city staff and 2 commissioners, no issues were raised concerning the allocation priorities as described in the Policy document.

Staff reported that at the baseball users meeting, which was attended by 6 users, 4 city staff and no commissioners, no issues were raised concerning the allocation priorities as described in the Policy document.

The ad-hoc committee also reviewed the priorities in the Policy document and believes the allocation is both equitable and logical as written.

The ad-hoc sub-committee recommends no further action.