Parks & Recreation Commission

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

Agenda

November 28, 2011
6:30 –8:00 p.m.

Commission Members John Murphy, Tabatha Chavez, Jesse Salinas, Sheila Groom, Nathan Stephens, Joe Romero, 1 vacant

Call to Order

Roll Call

Pledge of Allegiance

Public Comment

Consent Calendar

1. Minutes: October 24, 2011 (attachment)

Communications Written-Staff Reports

2. Recreation Division Report-Christine Engel
3. Parks Report/Street/Tree Report-Rob Sanders

Presentations (None)

New Business-Action Items

4. Committee Assignments for New Commissioners (attachment)
5. Tree City USA

New Business-Information Items

6. Christiansen Park Parking Issues (attachment)
7. New Parks &Recreation Commissioner
8. Cleats on Turf (attachment)
9. Conceptual Design of David Douglass Detention Basin and Water Storage Tank (attachment)

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.

Correspondence (None)

Old Business-Action Items (None)

Old Business-Information Items

10. Cricket Update
11. Work Plan (attachment)

Committee Reports

12. Dave Douglass Field Use Update-Commissioner Murphy

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: January 23, 2011

Adjournment

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

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Parks & Recreation Commission

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

Commission Meeting Minutes October 24, 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, Stephens
Absent: Salinas
Staff: Engel, Haynie, Sanders, Meyer

Pledge of Allegiance

Presentations
Woodland Little League T-Ball Field: Alan Mitchell explained the T-Ball project to the Commission. The Batting Cage was removed from the plans.

Dave Douglass Field Use Update
This item was moved to the beginning of the meeting. Meyer reported that the Memorandum of Understanding agreement has been reached with WSC and the Cricket group. Meyer has been unable to contact the Cricket group to inform them that the agreement was ready for signature.

Meyer explained that this was a Pilot Study Plan for Dave Douglass Park. Meyer also stated that he is asking the Commission to review the agreements and give staff directions to proceed.

President of WSC, Robert Marin stated that for the past three years the City has been limiting field use at Dave Douglass Park. Mr. Marin is requesting that there be two soccer fields for use at Dave Douglass Park instead of only the one that is listed in the current agreement. Mr. Marin is also asking the WSC be allowed to have permitted use of Dave Douglass for practice and no games on Saturdays.

Discussion ensued with Commissioner Chavez making the motion to direct staff to put in place the MOU agreement with WSC, which includes only one soccer field with goals supplied by WSC, no permits for use will be allowed; and to put in place the MOU with the Cricket group by the next Commission meeting. Commissioner Groom seconded the motion. Motion carried 4-0.

Public Comment
Mr. Marin, John Gerald and Patty Gerald, board members of WSC, voiced their concerns about the Sports Parks rule of "No Cleats of any kind allowed on the Sports Park fields". All three stated that soccer does not do damage to the fields and that requiring participants to buy different shoes to be worn at the Sports Park would be a hardship to their participants.

Mr. Marin handed out pictures he had taken of the fields that he believed showed that all the damage to the fields had occurred from softball's use of the fields.

Staff will research other facilities requirements and contact the supplier of the Sports Park turf concerning their recommendations. Staff will ensure that policy changes do not conflict with warranty terms. Staff will report back to Commission at the next meeting.

Parks & Recreation Commission

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

Consent Calendar
Commission Minutes of September 26, 2011
Commission accepted September 26, 2011 minutes.

Communications Written-Staff Reports

Recreation Division Report-Christine Engel

Parks Report/Street/Tree Report-Rob Sanders
Commission accepted written staff reports.

Correspondence

New Business-Action Items
Woodland Little League T-Ball Field
Margaret Carrion lives on Walnut Street across from Christiansen Park and has concerns with the parking on her street during Little League games. Ms. Carrion's is concerned with the parking violations, such as the blocking of driveways, ignoring of red curbs and other violations.

Engel will follow up with parking issues around Christiansen Park with PD and report back at the next commission meeting.

Commissioner Murphy made the motion to approve the proposed Woodland Little League 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. Commissioner Groom seconded the motion. Motion carried 4-0.

Proposed Labyrinth Location and Further Evaluation Approval
Staff is asking for approval of sites at Ferns Park and the Community & Senior Center before details are completed since there is the need to go before Council for final approval.

Commissioner Groom made the motion to approve initial location of Labyrinths and further evaluation of Labyrinths at Community & Senior Center and Ferns Park. Commissioner Stephens seconded the motion. Motion carried 4-0.

New Business- Information Items
Freeman Park
Cynthia Shallit, Redevelopment and Housing Manager explained the Preliminary Design for improvements at Freeman Park. Funding for the project is as follows; $300,000 from Redevelopment, $335,000 from Proposition 50/Measure E, $100,000 from SACOG Community Design Grant and $90,000 Housing-related Parks program (not yet announced).

Ms. Shallit stated that the project budget is "Very Preliminary". The architects and engineering staff will continue refining the budget and the actual cost will be determined after the construction bids are received.

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

New Parks & Recreation Commissioner
Nathan Stephens has been appointed to the Parks & Recreation Commission. Commissioner Stephens works for the City of Sacramento Department of Transportation Urban Forestry. Commissioner Stephens was a member of Davis Tree Commission. Staff and Commission welcomed Commissioner Stephens.

Old Business-Action Items (None)

Old Business-Information Items

Work Plan Update
Commissioner Groom explained the Commissions work plan to Commissioner Stephens.

Field Use Priorities Report
Commissioner Groom stated that Commissioner Chavez and Commissioner Groom attended the Soccer Field allocation meeting in June 2011. Neither Commissioner could attend the Baseball Field allocation meeting in July. Staff reported that none of the Baseball groups brought up any issues concerning the field allocation process. Commissioner Groom is making the recommendation that the field allocation policy currently in use by the Parks & Recreation Department be kept in place without change.

Committee Reports

Dave Douglass Field Use Update
Commissioner Murphy reported that the Facility Committee needs to schedule meetings with the neighborhood group and will report to Commission next month on the progress of these meetings. Commissioner Murphy will also send a report to Council on these meetings at the end of the year.

Communications-Commission/Staff Statements and Requests

Other Business (None)

Business Items for Next Meeting:
November 28, 2011
Report on Cleats use at other Facilities
Check back about Cricket Group
Parking Issues around Christiansen Park
Committee Report on Dave Douglass Field

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

Adjourn: meeting adjourned at 8:00 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department

City of Woodland

RECREATION DIVISION - MONTHLY COMMISSION REPORT

Nov-11

RECREATION DIVISION - BUDGET SNAPSHOT thru 10/31/11				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	$178,248.75	$47,429.83	$130,818.92	73.39%
Community & Senior Center	$804,861.03	$233,048.93	$571,812.10	71.04%
Brooks Swim Center - Recreation	$137,819.59	$74,253.74	$63,565.85	46.12%
General Recreation Programs	$307,651.74	$102,973.98	$204,677.76	66.53%
Enterprise Fund				
Youth Center Enterprise	$367,247.39	$96,528.69	$270,718.70	73.72%
TOTAL RECREATION BUDGET	**$1,795,828.50**	**$554,235.17**	**$1,241,593.33**	**69.14%**

RECREATION DIVISION - BUDGET SNAPSHOT thru OCT 2010				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	$195,255.01	$39,866.86	$155,388.15	80%
Community & Senior Center	$713,731.32	$244,137.21	$469,594.11	66%
Brooks Swim Center - Recreation	$134,813.00	$63,208.00	$71,605.00	53%
General Recreation Programs	$342,099.75	$65,445.35	$276,654.40	81%
Enterprise Fund				
Youth Center Enterprise	**$327,952.28**	**$128,313.45**	**$199,638.83**	**61%**
TOTAL DIVISION BUDGET	**$1,713,851.36**	**$540,970.87**	**$1,172,880.49**	**68%**

RECREATION DIVISION - REVENUE SNAPSHOT thru 10/31/11			
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	$ 19,118.60	15.93%
SENIOR PROGRAMS REVENUE	$ 10,000	$ 2,825.90	28.26%
COMMUNITY SENIOR CENTER MISC	$ 100,000	$ 24,379.00	24.38%
COMMUNITY FITNESS CENTER	$ 38,400	$ 13,016.56	33.90%
COMMUNITY SPORTS PARK	$ 100,000	$ 49,318.00	49.32%
GENERAL RECREATION	$ 88,480	$ 18,850.60	21.30%
YOLANO RECREATION PRG INC	$ 2,500	$ 1,400.30	56.01%
ADULT REC & LEAGUE PRGMS	$ 110,000	$ 46,151.80	41.96%
RECREATION CONTRACTS	$ 97,000	$ 24,744.55	25.51%
TOTALS	**$670,080.00**	**$200,035.31**	**29.85%**

Note: YMCA rental payments for the fitness center is $2,000.00 for rent and $1,254.14 for utilities.

Administration	TOTALS				
	Aug-11	Sep-11	Oct-11	YTD	Comments
General Customer Service:					
Customer Transactions	629	529	709	2669	
Customer Contact: Phones/Walk-in	930	745	820	3597	
Program Registrations	185	341	549	1611	
Payments processed	$64,472.90	$48,563.36	$55,379.10	$210,057.14	

Comparison					
Administration FY 10/11	**Aug-10**	**Sep-10**	**Oct-10**	**YTD**	**Comments**
General Customer Service:					
Customer Transactions	1200	966	614	3167	
Customer Contact: Phones/Walk-in	2520	215	685	5620	
Program Registrations	732	845	495	2797	
Payments processed	$40,896.75	$52,495.59	$39,164.04	$181,617.20	

Highlights:

We have added FY 10/11 information to this report for comparison.
We are now tracking tournament rentals for Charles Brooks Swim Center in the Facility section of this report.

YOUTH RECREATION	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Maxwell Afterschool Fun Club					
Participant hours	0	578	930	2538	
Participants	0	20	23	69	
Revenue	$0.00	$2,202.00	$2,902.00	$8,184.00	
Expenses	$0.00	$1,699.78	$2,831.98	$7,218.85	
Yolano Programs					
Participant hours	0	0	0	0	
Participants	37	35	36	189	
Revenue	$400.00	$405.00	$408.00	$1,482.00	
Expenses	$1,260.00	$1,260.00	$1,260.00	$5,040.00	
Youth Basketball League					
Participant hours	0	0	0	0	YBL
Participants	0	0	0	0	Registration in progress
Revenue	$0.00	$0.00	$0.00	$2,429.40	
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	16938	
Participants	182	200	59	502	
Revenue	$6,354.60	$3,978.00	$3,310.00	$19,421.00	
Expenses	$14,000.00	$10,245.68	$4,091.98	$32,284.75	

YOUTH RECREATION FY 10/11	TOTALS				
	Aug-10	Sep-10	Oct-10	YTD	Comments
Maxwell Afterschool Fun Club					
Participant hours	627.5	912.5	845	2385	
Participants	21	25	22	90	
Revenue	$2,614.00	$2,740.00	$2,698.00	$10,750.00	
Expenses	$1,086.87	$2,576.47	$2,661.94	$6,325.28	
Yolano Programs					
Participant hours	0	0	0		
Participants	56	49	47	205	
Revenue	$350.20	$345.00	$277.80	$1,329.00	
Expenses	$1,260.00	$1,260.00	$1,260.00	$5,040.00	
Youth Basketball League					
Participant hours	0	0	0		
Participants	0	0	0		
Revenue	$0.00	$0.00	$0.00		
Expenses	$0.00	$0.00	$0.00		
STFC					
Participant hours	14457.2	0	0	72286	
Participants	0	0	0	0	
Revenue	$0.00	$0.00	$0.00	$45,966.70	
Expenses	$10,734.88	$0.00	$0.00	$34,805.22	
YOUTH RECREATION TOTALS					
Participant hours	15084.7	912.5	845	74671	
Participants	77	74	69	273	
Revenue	$2,964.20	$3,085.00	$2,975.80	$55,347.70	
Expenses	$13,081.75	$3,836.47	$3,921.94	$46,170.50	

Highlights:

Sign ups for Winter Basketball in the 5&6 grade divisions are going well. The 7&8 grade divisions have had a slow start but staff is hopeful that the numbers will increase.

CONTRACT RECREATION	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Special Interest Classes					
Participant hours	12411.16	1591.52	428.75	15436	
Participants	255	220	86	711	
Revenue	$24,450.50	$7,774.40	$2,131.60	$39,479.40	
Expenses	$21,581.96	$5,266.10	$1,458.80	$31,837.66	

CONTRACT RECREATION	TOTALS				
	Aug-10	Sep-10	Oct-10	YTD	
Special Interest Classes					
Participant hours	2622.92	559.5	1167	23851	
Participants	229	92	209	962	
Revenue	$10,164.65	$3,190.90	$7,977.60	$54,350.45	
Expenses	$6,962.38	$2,214.45	$5,444.25	$36,394.23	

Highlights:

AQUATICS	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Adult Aquatic Exercise					
Participant hours	333	268	186	928	
Participants	199	179	141	613	
Revenue	$2,127.50	$1,631.00	$1,686.00	$7,183.00	
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	$42,652.00	
Participants	$525.00	$482.00	$0.00	$1,242.00	
Revenue	$11,031.20	$2,681.00	$1,686.00	$17,136.70	
Expenses	$23,354.50	$6,932.00	$0.00	$30,286.50	

AQUATICS FY 10/11					
	Aug-10	Sep-10	Oct-10	YTD	Comments
Adult Aquatic Exercise					
Participant hours	11429.5	1033	685.5	58972	
Participants	0	0	575	575	
Revenue	$1,700.00	$2,087.50	$1,388.00	$7,768.00	
Expenses	$609.00	$1,181.25	$971.25	$3,591.00	
Recreational Swim Team					
Participant hours	140	0	0	14535	
Participants	0	0	0	0	
Revenue	$13,685.00	$0.00	$0.00	$15,024.67	
Expenses	$6,998.00	$0.00	$0.00	$6,998.00	
Swim Lessons					
Participant hours	1545	0	0	8198.4	
Participants	0	0	0	0	
Revenue	$1,130.00	$0.00	$0.00	$6,146.85	
Expenses	$1,768.00	$0.00	$0.00	$9,536.00	
Public swim					
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	
AQUATICS TOTALS					
Participant hours	13114.5	1033	685.5	81705.4	
Participants	0	0	575	575	
Revenue	$16,515.00	$2,087.50	$1,388.00	$28,939.52	
Expenses	$9,375.00	$1,181.25	$971.25	$20,125.00	

Highlights:

ADULT SPORTS	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Softball					
Participant hours	0	13720	0	22960	
Participants	0	1372	0	2296	
Revenue	$340.00	$28,126.00	$3,904.00	$55,964.00	
Expenses	$0.00	$31,215.00	$0.00	$31,215.00	
Basketball					
Participant hours	0	210	840	1701	
Participants	0	210	217	644	
Revenue	$0.00	$4,920.00	$3,736.00	$14,631.00	
Expenses	$0.00	$0.00	$540.00	$1,860.00	
Volleyball					
Participant hours	0	87	348	783	
Participants	0	87	87	261	
Revenue	$0.00	$1,680.00	$0.00	$1,680.00	
Expenses	$0.00	$0.00	$123.00	$453.00	
Open Gym					
Participant hours	1248	1416	1620		
Participants	122	138	135	475	
Revenue	$366.00	$414.00	$405.00	$1,425.00	
Expenses	$0.00	$0.00	$0.00	$0.00	Open Gym Vollyball
ADULT SPORTS TOTALS					
Participant hours	1248	15433	2808	30688	
Participants	122	1807	439	3676	
Revenue	$706.00	$35,140.00	$8,045.00	$73,700.00	
Expenses	$0.00	$31,215.00	$663.00	$33,528.00	

ADULT SPORTS FY 10/11	TOTALS				
	Aug-10	Sep-10	Oct-10	YTD	Comments
Softball					
Participant hours	10140	0	598	10738	
Participants	0	0	934	934	
Revenue	$35,360.00	$0.00	$19,185.00	$54,545.00	
Expenses	$22,529.00	$0.00	$14,481.00	$37,010.00	
Basketball					
Participant hours	0	0	0	1208	
Participants	0	0	0	0	
Revenue	$0.00	$938.00	$0.00	$6,258.00	
Expenses	$0.00	$24.00	$0.00	$4,144.60	
Volleyball					
Participant hours	0	776	132	908	
Participants	0	0	0	0	
Revenue	$0.00	$2,970.00	$237.00	$3,207.00	
Expenses	$0.00	$216.00	$1,720.20	$1,936.20	
Dodgeball					
Participant hours	0	185	0	185	
Participants	0	0	0	0	
Revenue	$0.00	$225.00	$0.00	$225.00	
Expenses	$0.00	$142.00	$0.00	$142.00	
Open Gym					
Participant hours	0	0	0		
Participants	150	155	130	614	
Revenue	$781.00	$389.00	$60.00	$3,194.00	
Expenses	$0.00	$0.00	$0.00		
ADULT SPORTS TOTALS					
Participant hours	10290	1116	730	13523	
Participants	0	0	1064	1064	
Revenue	$36,141.00	$4,522.00	$19,482.00	$67,429.00	
Expenses	$22,529.00	$382.00	$16,201.20	$43,232.80	

Highlights:

Fall softball ended, we had 66 teams playing. Revenue of $25,006, and expenses of $23,594.
Spring softball is set to begin first week of March, 2012.

SENIOR CENTER	TOTALS				
	Jul-11	Aug-11	Sep-11	YTD	Comments
Programs & Activities					
# offered	31	32	32	127	
# of Participants	1498	1607	1661	6368	
Revenue	$965.58	$479.00	$508.90	$2,934.28	

SENIOR CENTER FY 10/11				TOTALS	
	Aug-10	Sep-10	Oct-10	YTD	
Programs & Activities					
# offered	19	24	23	81	
# of Participants	1577	1764	1763	7657	
Revenue	$474.00	$790.00	$600.23	$2,295.23	

Highlights:

Rite Aid came out to do flu shots and only 20 seniors took advantage of the service for the both days of the flu shot clinic.

Senior Health & Resource fair update - Debbie Porter of WHC and the Stroke support group is excited about the upcoming Health Fair in May 2012. She is willing to assist with any efforts and bringing in the resources needed.

Facility Rentals	TOTALS				
	Aug-11	Sep-11	Oct-11	YTD	Comments
Community & Senior Center					
PAID EVENTS					
# of Events	4	1	4	12	
# of Participants	250	300	1100	1860	
Revenue	$16,245.00	$9,059.00	$10,350.00	$41,746.50	
CITY-SPONSORED EVENTS					
# of Events	18	16	12	60	
# of Participants	811	1239	500	4550	
Waived revenue	$10,775.12	$8,552.50	$5,500.00	$30,627.62	
Sports Park					
# of Tournament resevs.	4	2	0	11	
# of user groups	4	4	4	16	
Revenue	$3,860.00	$14,145.96	$7,988.00	$32,353.96	
Charles Brooks Swim Center					
# of Tournament resevs.	1	0	1	4	
# of user groups	1	0	1	4	
Revenue	$450.00	$0.00	$1,284.00	$10,631.20	

FACILITY RENTALS FY 10/11	TOTALS				
	Aug-10	Sep-10	Oct-10	YTD	
Community & Senior Center					
PAID EVENTS					
# of Events	35	17	8	134	
# of Participants	850	1770	1665	5115	
Revenue	$11,820.00	$12,038.20	$14,817.51	$45,283.71	
CITY-SPONSORED EVENTS					
# of Events	9	15	11	42	
# of Participants	1200	1348	914	4462	
Waived revenue	$19,137.41	$47,992.00	$11,079.04	$92,748.95	
Sports Park					
Field reservations	0	0	0	0	
# of Tournament resevs.	0	0	0	0	
# of user groups	64	4	0	74	
Revenue	$3,695.00	$16,797.00	$1,965.00	$25,647.00	

Highlights:

Annual closure of Charles Brooks for maintenance begins December 5, 2011 and will reopen on January 20, 2012.

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report DATE: November 28, 2011

PREPARED BY: Public Works Department

RECOMMENDED ACTION: None; Information only.

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

- **Neighborhood Parks**

1. ***Pioneer Park -*** The Urban Forestry Group pruned the majority of trees around the picnic shelter area at Pioneer Park. The pruning involved was known as 'crown raising' which will make the area more aesthetically pleasing and will reduce ongoing small pruning maintenance.

2. ***Ferns, Cline & Schneider Parks –*** Staff recently added a fresh coat of paint on the park signs and has continued to paint walkway light poles at Schneider and Cline Park as time permits.

3. ***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. Other sites will follow once the current data has been verified for accuracy.

- **Clark Field**

1. ***Off Season Maintenance-*** The outfield at Clark Field has recently been over seeded with Rye grass seed and sections of the infield were replenished with sod; this was done in a partnership with the Restoration Committee and City staff. The over seeding is an annual project that will pay dividends in the early spring as it will keep the outfield ascetically pleasing and in a playable condition while the Bermuda grass is in dormancy. The Committee also added clay bricks to the base of batters boxes and replaced broken, damaged or non functioning irrigation heads.

2. ***Fencing on Foul Lines (Reoccurring note)-*** 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. City and Harris Park are once again open for use as the 90 day maintenance period ended on November 14th. Both parks had full irrigation rehabilitations which included all new pipe lines, valves and heads.

- **Cemetery**

  1. ***Internments -*** The Woodland Cemetery had five internments during the month of October. Two of these internments were cremains and three were full burials.

  2. ***Sales -*** The Cemetery generated $8,730.00 in sales during the month of October.

  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.
     III. Raised lots in all areas of the cemetery have been sprayed for weeds and some will be planted with perennials as the budget and time allows.

- **Brooks Swim Center**

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

  2. ***Maintenance -*** The pool is scheduled for closure in early December for annual maintenance.

Snapshot of Parks Primary Budgets through 11/15/11

Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	$252,748.46	$58,669.46	$194,079.00	76.79
Cemetery	$305,000.45	$88,535.30	$216,465.15	70.97
Gateway LLD	$15,397.03	$2,115.12	$13,281.91	86.26
General Fund Parks	$927,036.30	$308,708.38	$618,327.92	66.70
Gibson Ranch LLD	$530,712.48	$237,401.07	$293,311.41	55.27
Spring Lake LLD	$414,569.71	$150,635.13	$263,934.58	63.66
Sports Park	$218,126.38	$69,112.65	$149,013.73	68.32

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared By: Eric Dexter, Parks Supervisor and
Rob Sanders, PW Infrastructure Superintendent

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Street Tree Report

DATE: November 28, 2011

PREPARED BY: Public Works Department

RECOMMENDED ACTION: None; Information only.

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

- **Cyclical Pruning of Street Trees in City Right-Of-Way (ROW)**
  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 punning this fiscal year due to a 75% reduction of funds in our contract maintenance budget. This reduction of funds will most certainly have a negative impact on our ability to maintain a seven year pruning cycle on our City urban forest which we have strived for, and reached over the last five years. The UFG will continue to slip further and further back in their pruning program until funding is restored to this program. Continuing on a deferred pruning cycle could jeopardize the well being of our trees, as well as creating potential safety concerns for our community.

- **Tree Planting**

  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 were we will be planting 40 plus trees with the help of the community. The event will start at in the Library parking lot at 9 a.m. Most of the plantings will take place in and around the downtown area, but some will be planted in 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 majority of 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 108 trees of various sizes.

3. Heritage Oak tree removal – Staff will unfortunately, due to safety concerns, have to remove one of our Heritage Oak Trees located just south of E. Main Street on Matmor Road. On November 9th Senior Tree Trimmer and Municipal Arborist Westley Schroeder noticed what appeared to be bore damage on the main stem of one of our Heritage Oak trees; this included weeping that was due to some kind of insect damage or infestation. Upon further investigation and assessment with Urban Forestry Supervisor Eric Dexter, a high number of carpenter worms (*Phionoxystus robiniae*) were discovered boring into the tree. The infestation was accompanied by a significant amount of noticeable decayed and damaged wood on the trunk and at the base of the tree. Some of the wood damage was due to pervious root pruning to meander the sidewalk around the base of the Oak. A sample of the pest was taken to the County Entomologist who confirmed it was in fact a carpenter worm. Through research on the University California Interrogated Pest Management (UCIPM) website, and discussion with the entomologist, it was revealed that there are very limited controls for this type of pest. The trunk of this Heritage Oak is 50 plus inches in diameter and is 65-70 feet tall with a 45-50 foot diameter canopy; this tree is estimated to be 100-plus years old. Due to the excessive amount of damage this pest can cause, the inability to eradicate the pest, poor condition of the tree and the location and the potential targets if a failure occurs; the Urban Forestry Group has no other option than to remove this tree. The removal of this tree will contracted out to West Coast Arborists (WCA).

- **Wind Damage**
  The City Urban Forestry Group responded to 20 service tree service requests related to the high winds that started in the evening of October 31st and carried through until the morning of November 2nd; this also include one after hour response. The majority of the damage consisted of medium to large limb failures that created hazardous conditions, with some blocking off entire streets and one limb causing minor exterior damage to one residence. All in all four trees had to be completely removed while others were trimmed back to a healthy and safe condition; the cost associated with the response, repairs and removals was $4,477.35. The four locations where the trees had to be removed will be added to our spring planting list.

- **Stump Grinding**
  Staff has completed the annual stump grinding project.

- **Service Requests / Work Orders**
  Currently there are 227 attached work orders and 185 unattached work orders that are open and waiting to be responded to.

- **UFG General Fund Budget Snapshot for FY11/12 (as of 11/14/11)**
  Beginning Budget – $280,182.27
  Expenditures and Encumbrances to Date - $106,036.77
  Balance - $174,145.50
  Percentage Remaining – 74.80%

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared By: Eric Dexter, Parks Supervisor and Rob Sanders, PW Infrastructure Superintendent

Parks & Recreation Commission

NAME	ADDRESS	PHONE	E-MAIL ADDRESS	Term Expiration
John Murphy	819 Del Oro St Woodland, CA 95695	662-4953 (hm) 916-445-0809 (wk)	john_murphy63@hotmail.com john.murphy@CalRecycle.ca.gov	12/31/2011
Tabatha Chavez Chair	515 W, Keystone Ave. Woodland, CA 95695	916-214-3817 (hm) 916-327-4401 (wk)	tabchavez@yahoo.com	12/31/2013
Jesse Salinas Do not give to public	[redacted]	[redacted]	[redacted]	12/31/2014
Sheila Groom Vice-Chair	2382 Ackley Place Woodland, CA 95776	666-3835 (hm) 752-7596 (wk)	outamygourd@sbcglobal.net	12/31/2013
Nathan Stephens	429 Truckee Place Woodland, CA 95695	220-2934 (hm) 916-808-6913 (wk)	nsh@usa.net	12/31/2013
Joe Romero Do not give to public	[redacted]	[redacted]	[redacted]	12/31/2014
Vacant				

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee (handles Park Naming)
Groom, Murphy

Budget and Finance Committee
Chavez

Child, Youth & Playground Committee
Chavez

Community/Senior Center/Sports Park
Groom, Salinas

Woodland Sports Council
Vacant until needed

Urban Forest Committee
Murphy

Ad Hoc Committee
Chavez, Salinas

LIAISONS

Baseball: (Vacant)
Soccer: Salinas

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

N:\PRShare\Commission Parks & Rec\rosters and term info\prc roster 0611.doc 11/16/2011

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

TO: PARKS AND RECREATION COMMISSION

DATE: November 28, 2011

SUBJECT: Tree City USA Recertification

Report in Brief

The City of Woodland has a long standing history of being recognized as the City of Trees; this is largely due to our commitment to the well being of the City's urban forest. Our diligence doesn't go unrecognized, every year since 2000 we have been identified as a "Tree City USA"; a label that exudes the level of effort we apply to our urban forest. It is now time to once again recertify the City of Woodland as a "Tree City USA" from the National Arbor Day Foundation.

Staff recommends that the Parks and Recreation Commission support staff's decision to submit the application packet that will recertify the City of Woodland as a Tree City USA.

Background

The Tree City USA program is sponsored by the National Arbor Day Foundation in cooperation with the USDA Forest Service and the National Association of State Foresters. Woodland was designated as a Tree City USA for the first time in 2000 and has been recertified every year since**.**

A community's public image is a very real phenomenon and important in many ways. Being a Tree City USA helps present the kind of image that most citizens want to have for the place they live or conduct business. The Tree City USA signs that are placed at our community entrances tell visitors that here is a community that cares about its environment. It is also an indication to prospective businesses that the quality of life may be better here. It has even been known to be a factor in where meetings or conferences have been held.

Preference is sometimes given to Tree City USA communities over other communities when allocations or grant money are made available for trees or forestry programs. The reason being, there are invariably more requests than available funds when these types of grants become available through the state or federal agencies. If request are equally worthy, some officials tend to have more confidence in communities that have demonstrated the foresight of becoming a Tree City USA, and maintain that certification through the efforts of their urban forestry maintenance.

To be eligible for Tree City USA certification cities must have:

1. A Tree Board or Department
2. A Community Tree Ordinance
3. A Community Forestry Program with an annual budget of at least $2 per capita
4. An Arbor Day Observance and Proclamation

The City meets the above standards in 2011 by employing staff in the Tree Group of the Public Works Department, supporting the Parks and Recreation Commission, having a tree ordinance, having a tree budget of $381,550 and celebrating Arbor Day.

Discussion

Support of this recertification would reflect the City's continuing commitment to our urban forest and the quality of life that these assets provide the community. Recertification also supports Woodland's heritage as the "City of Trees."

Fiscal Impact

None.

Public Contact

Posting of the Parks and Recreation Commission agenda.

Commission Recommendation

Tree City USA recertification is supported yearly by the Parks and Recreation Commission.

Alternative Courses of Action

1. Parks and Recreation Commission support staffs decision to submit the application packet that will recertify the City of Woodland as a Tree City USA.
2. Parks and Recreation Commission not support staffs decision to submit the application packet that will recertify the City of Woodland as a Tree City USA.

Recommendation for Action

Staff recommends that the Parks and Recreation Commission approve Alternative No. 1.

Prepared by: Robert Sanders
ROW Infrastructure Superintendent

Gregor G. Meyer
Public Works Director

Attachments: None

City of Woodland

Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Christiansen Park Parking Issues DATE: November 28, 2011

PREPARED BY: Parks and Recreation Department

RECOMMENDED ACTION: None, Information only.

BACKGROUND INFORMATION: At the October 24, 2011 Parks and Recreation Commission meeting, concerns were expressed regarding the potential parking impacts associated with the proposed addition of a Single A baseball field at Christiansen Park. The Commission requested that staff contact the Police Department to determine what, if any, parking enforcement process they implement during baseball season at the park.

Lieutenant Beal indicated that while officers proactively patrol areas when there is an increase in calls to dispatch, it would be best if the Police Department was notified at the start of the Little League season so they can proactively patrol the area. The Parks and Recreation Department will be responsible for notifying the Police Department of the start of Little League season. Additionally, residents are encouraged to call dispatch if there is an active parking or traffic concern. When a resident reports violations to dispatch, officers that are not assigned to the patrol area can also be dispatched to handle the call if the assigned officer is unavailable. Lieutenant Beal also indicated that it would be best for residents to contact Dispatch using the non-emergency number (666-2411).

Respectfully submitted,

Christine Engel
Recreation Manager

City of Woodland

Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Allowable Footwear on Synthetic Turf Fields

DATE: November 28, 2011

PREPARED BY: Rob Sanders, Public Works Infrastructure Superintendent

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RECOMMENDED ACTION:
None, informational item only.

REPORT IN BRIEF:
Staff is looking to minimize damage associated with the use of improper footwear on the City's Sports Park synthetic ball fields. The cost associated with the repair of the turf can be quite expensive, almost cost prohibiting, and as such, the City needs to adopt rules that will extend the longevity of the playing fields; controlling the type of footwear used on the fields is one method of doing so. Because of the wear and tear that is associated with softball and baseball, staff is recommending that we only allow approved turf or tennis shoes when softball or baseball is being played, and that soccer be allowed to use traditional rubber soccer cleats for play due to the lack of noticeable wear on their field of play.

BACKGROUND INFORMATION:
Ever since the synthetic turf fields were constructed at the Woodland Community Center there has been a rule in place regarding footwear requirements on the fields. The rule states that only approved turf shoes would be used on the fields, this rule was put in place to help extend the useful life of the turf as long as possible. Although a rule prohibiting cleats was in place, it was rarely enforced.

Noticeable wear areas have emerged on the sport fields which have been linked to position played sports such as softball and baseball. On the predominantly softball use fields, the areas around home plate have suffered significant wear damage over the last few years and had to be replaced. Additionally, the baselines around the infields, as well as the pitching areas are beginning to show noticeable wear; this wear can be directly related to the type of footwear being utilized by the players. Unlike soccer where there is constant movement up and down the entire range of the field, softball and baseball have more stabilized positions where increased wear and tear is being noticed at the position spots. The use of harden deep rubber cleats which are constantly being dug and twisted into the turf is only accelerating the wearing process. While these expensive repairs were covered under our warranty, future repairs may not.

APPROVED BY: ______________________________

In an effort to reduce wear in the position areas, staff posted signage prohibiting the use of any type of cleat shoes, including harden rubber cleats, on the synthetic turf softball fields; this decision was met with some resistance from the players. While this restriction was intended for softball and baseball only, it did inadvertently carry over into soccer. Soccer was never the main focus of our concern; their use of the fields has shown no adverse affects from the use of the traditional rubber soccer cleats. This can be attributed to the style in which soccer is played, up and down, and over the full range of the field; even the goal area has shown little wear due to the large area the goalie must cover.

To help us move forward with the decision and enforcement of our rule prohibiting the use of cleats on the synthetic turf fields, staff made contact with other agencies who have similar fields to find out what restrictions, if any, were in place for their complex. We also made contact with a representative from Sportexe, the manufacturer of our synthetic turf to find out what type of footwear they would recommend that would help give us the longevity we are looking for. Below is a list of the agencies and their rules:

City of Folsom
Fields: One multipurpose synthetic turf football/soccer/lacrosse field, 2 synthetic turf soccer fields and 2 synthetic turf volleyball courts.
Rule: Traditional soccer and turf shoes are allowed but no spikes or metal cleats.

City of Roseville
Fields: Soccer Complex.
Rule: Turf shoes only.

Big League Field of Dreams, Manteca & Redding
Fields: Synthetic turf soccer fields & baseball/softball fields.
Rule: Traditional soccer and turf shoes are allowed but no spikes or metal cleats.

Elk Grove Consumnes Service District
Fields: Synthetic turf soccer fields.
Rule: All cleats, with the exception of steel cleats.

Although Sportexe stated that there were no warranty restrictions regarding the use of rubber cleats on the fields, they also stated that requiring the use of turf or tennis shoes while playing softball would significantly reduce the damage to the home plate and other traditional wear areas for that sport, while the use of traditional rubber soccer cleats during soccer play doesn’t wear on the field as quickly or as much.

Due in part to the information obtained and the need to preserve our synthetic sport fields, staff will impose and enforce the following rules beginning on January 1st, 2012 which we feel will give us the best chance of extending the useful life of our synthetic fields while meeting the needs of the user groups:

1. Softball/Baseball - Turf or tennis shoes only.
2. Soccer – Turf shoes are recommended, but traditional rubber soccer cleats will be allowed.

Prepared by:
Robert G Sanders, PW Infrastructure Superintendent

Reviewed by:
Gregor G Meyer, PW Director

City of Woodland

Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Conceptual Design of the David Douglass Detention Basin and Water Storage Tank

DATE: November 28, 2011

PREPARED BY: Rob Sanders, Public Works Infrastructure Superintendent

RECOMMENDED ACTION:
None, informational item only.

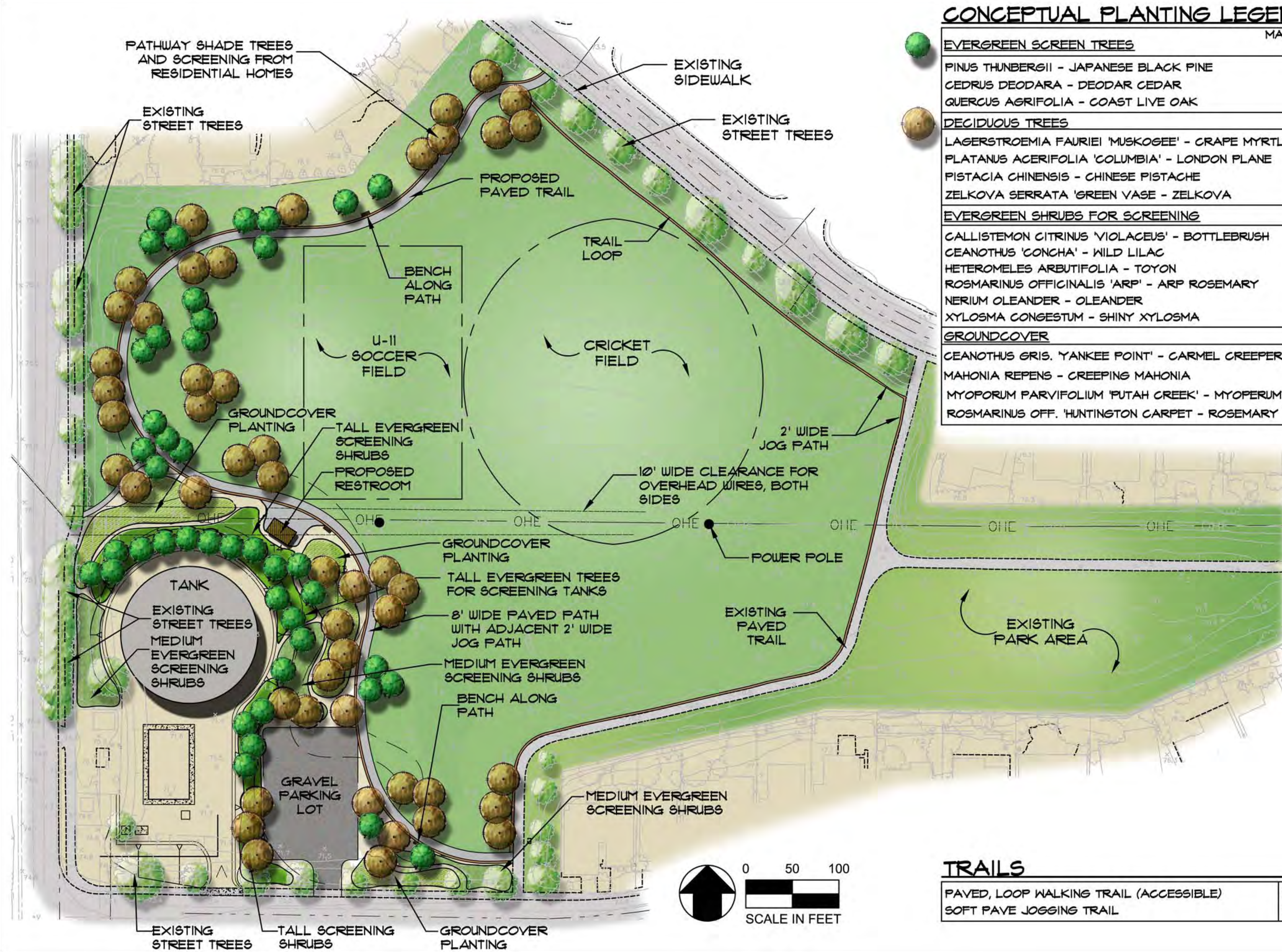
BACKGROUND INFORMATION:
A conceptual drawing has been submitted by West Yost and Associates for the southwest area water storage tank that will be located in David Douglass Park. The attached drawing show significant landscaping enhancements on the west side of the park, along with a path that will meander through the trees. Other proposed amenities include benches, separate jogging path, parking lot and a possible restroom.

Furthermore, this drawing will be of significance during the development process of the David Douglass Master Plan, which is scheduled to move forward per the direction the Commission. As part of this design, staff included possible locations for a youth soccer field (U-11) and cricket field if the Commission should decide to include these features in the Master Plan. In this modified design, the walking and jogging path would have to be altered slightly to accommodate the area needed for the U-11 soccer field; staff was informed that this small modification would not be an issue to the original design submitted by West Yost and Associates. This layout also allows for a north/south direction of play while avoiding the power poles located in the center of the park. Construction of the tank is schedule to commence sometime next summer.

Prepared by:
Robert G Sanders, PW Infrastructure Superintendent

Reviewed by:
Gregor G Meyer, PW Director

APPROVED BY: ______________________________



CONCEPTUAL PLANTING LEGEND

	MATURE SIZE (HxW)
EVERGREEN SCREEN TREES	
PINUS THUNBERGII - JAPANESE BLACK PINE	70'x30'
CEDRUS DEODARA - DEODAR CEDAR	70'x35'
QUERCUS AGRIFOLIA - COAST LIVE OAK	40'x35'
DECIDUOUS TREES	
LAGERSTROEMIA FAURIEI 'MUSKOGEE' - CRAPE MYRTLE	25'x15'
PLATANUS ACERIFOLIA 'COLUMBIA' - LONDON PLANE	70'x35'
PISTACIA CHINENSIS - CHINESE PISTACHE	30'x30'
ZELKOVA SERRATA 'GREEN VASE - ZELKOVA	45'x15'
EVERGREEN SHRUBS FOR SCREENING	
CALLISTEMON CITRINUS 'VIOLACEUS' - BOTTLEBRUSH	6'x4'
CEANOTHUS 'CONCHA' - WILD LILAC	6'x6'
HETEROMELES ARBUTIFOLIA - TOYON	8'x8'
ROSMARINUS OFFICINALIS 'ARP' - ARP ROSEMARY	6'x3'
NERIUM OLEANDER - OLEANDER	8'x8'
XYLOSMA CONGESTUM - SHINY XYLOSMA	6'x6'
GROUNDCOVER	
CEANOTHUS GRIS. 'YANKEE POINT' - CARMEL CREEPER	2'x6'
MAHONIA REPENS - CREEPING MAHONIA	1'x3'
MYOPORUM PARVIFOLIUM 'PUTAH CREEK' - MYOPERUM	6"x4'
ROSMARINUS OFF. 'HUNTINGTON CARPET - ROSEMARY	4'x3'

TRAILS

PAVED, LOOP WALKING TRAIL (ACCESSIBLE)	2383 L.F.
SOFT PAVE JOGGING TRAIL	2383 L.F.

CECWEST.COM
Project Planning • Civil Engineering • Landscape Architecture
Sacramento Office 2120 20th Street, Suite Three Sacramento, CA 95818 (916) 455-2026
Davis Office 2940 Spafford Street, Suite 200 Davis, CA 95618 (530) 758-2026
CUNNINGHAM ENGINEERING

WEST YOST ASSOCIATES
Consulting Engineers
2020 Research Park Drive
Suite 100
Davis, California 95618
(530) 756-5905
FAX (530) 756-5991

CITY OF WOODLAND SOUTHWEST AREA TANK

JOB NUMBER
204-00-10-33
DRAWING NUMBER
SHEET NUMBER

FY12 Parks and Recreation Commission
Annual Work Plan
November 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 *(Potential starting point: Adding importance of Urban Master Plan to the City's General Plan, Strategic Plan and Vision, Values and Mission statement)*	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.	

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

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.	Closed: No recommendations.

5. Review Policies

Goals	Status
Commissioners will review policies throughout the year as requested. ***Policies Reviewed in FY12***	Ongoing