



Parks & Recreation Commission

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

Agenda

September 24, 2012

6:30 – 8:00 p.m.

Commission Members Enrique Fernandez, Jesse Salinas, Sheila Groom, Nathan Stephens, Joe Romero,
2 vacant

Call to Order

Roll Call

Pledge of Allegiance

Public Comment

Correspondence

Consent Calendar

1. Minutes: July 23, 2012 (attachment)

Communications Written-Staff Reports

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

Presentations (None)

New Business-Action Items (None)

New Business-Information Items (None)

Correspondence (None)

Old Business-Action Items

4. Work Plan

Old Business-Information Items

5. Clark Field Update

Committee Reports (None)

Note: 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- 661-2000.

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.

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 October 22, 2012

Adjournment

Note: For video broadcast schedule can be viewed at www.wavetv.org.

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Parks & Recreation Commission

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

Commission Meeting Minutes July 23, 2012

Call to Order

Meeting convened at 6:32 p.m. at the Woodland Community & Senior Center, 2001 East Street, Woodland, California by Commissioner Romero.

Commissioners Present: Stephens, Salinas, Groom, Romero, 2 Vacant

Absent: Fernandez

Staff: Meyer, Tringali, Haynie

Pledge of Allegiance

Correspondence

Letter received from St. Johns Retirement Village Inc. stating that they had reserved Ferns Park for an employee appreciation picnic. Their only concern was that the restrooms were dirty and were locked up at 7 p.m. St. John's reservation was 3-8 p.m. Their other concern was that the water feature was not in operation.

Commission asked why this group was not notified that the restroom would be closed and that the water feature was not in operation. Haynie responded that the Administrative Staff were not made aware of either of these issues. Normal procedure when a reservation is in place and there is an issue with the park, staff calls the reservation and informs them of the issues giving the group an opportunity to either cancel or move their reservation to another park. Meyer will address the communication issue between the two divisions and will follow up with a letter to St. Johns.

Email received from Brad Townsley, Clark Field neighbor, voicing his concerns about the lack of progress in installing new netting at Clark Field to keep foul ball from going on to neighborhood property. He reiterated the incidents and concerns he brought to the Commission in 2010. Commission asked staff if there was disconnect in communication between the group, staff and the Commission. Neither Staff nor the Commission had received any complaints or claims for damages from the Clark Field neighborhood in two years. Sanders and Engel were setting up a meeting with the Clark Field neighborhood to discuss Mr. Townsley's email and concerns. Commission asked Meyer to consult risk management and the City's attorney to investigate the City's legal and risk liability and report back to the Commission. Meyer also explained that the Capital Budget was just released and that there were funds designated for Clark Field in FY 13/14. Meyer had not had the opportunity to go over the document in detail. Commissioner Salinas asked if there could possibly be funds available from FY 11/12 to use as a short term option for Clark Field. Meyer stated that he did not feel comfortable to spend \$40,000 on a short term fix that would need to be removed in the near future. Commissioner Salinas asked if the Parks & Recreation Commission could have input into which projects will be included in the Capital Budget for Measure E. Meyer responded that he would ask and report back to the Commission.

Public Comment (this item kept open incase Clark Field Neighborhood wished to address the Commissioner)

Chase Sheldon, Coach for Woodland Swim Team (WST), Board Member Julie Pain was there to make comments on the planned repairs at Charles Brooks Community Swim Center (CBCSC). Mr. Sheldon stated that the roof repair, new deck and resurfacing of the CBCSC have been a long time in coming. WST is meeting with the Mayor



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and Staff to discuss the closure times for CBCSC. Mr. Sheldon feels that the City should look into revenue options, explore the fee structure. Mr. Sheldon understands that free public swim is one of the City's projects that addresses Youth Violence Prevention, but suggests that the City could start charging for public swim. There may be additional revenue source. Commissioner Salinas asked if the WST ran the snack bar. Mr. Sheldon responded that they did, but only for their own meets.

Clark Field neighbors Brad Townsley and Tuan Doan were present at 7:15 p.m. Mr. Townsley stated that he would not make any comments at this meeting. Mr. Townsley had been in contact with both Engel and Sanders and would save his comments for them. Mr. Doan did address the Commission, stating that his Grandfather had been hit on the head by a foul ball. Mr. Doan's Grandfather refused to get medical assistance or file a claim with the City. Mr. Doan voiced his frustration with the time it has taken the City to address the foul ball issues. Commissioner Salinas stated that the Commission was sorry about the injury to Mr. Doan's Grandfather and that the Commission does take these issues seriously. Commissioner Romero stated that he grew up in the neighborhood and is aware of the foul ball issues. Meyer informed the Commission that placing higher netting to catch the foul balls is not a simple project. It will require an engineer to determine scope of netting for the poles from winds. Commissioner Groom asked if the field should be closed until the netting could be addressed. Meyer stated that the only issue in addressing this problem was money. Haynie informed the Commission that it would be a huge impact on the user groups if Clark Field was closed. There is not another field in the City that these groups could be moved to. Woodland High School uses Clark Field under the Joint Use Agreement between the Woodland Joint Unified School District and the City. Meyer asked for a copy of the Joint Use Agreement since he was not aware that Clark Field use was part of this agreement and stated that the stake holders should help in fixing this problem since this was a collective issue. Meyer will ask for the Joint Use Agreement to be put on the joint meeting with the School Board, Yolo County and the City. Commissioner Stephens stated that the City was the easiest target and wondered about the City's risk in this issue. When the neighbors moved into the area they assume a percentage of the risk and their homeowners policies will cover most of these claims. Meyer will consult the City's insurance and attorney on the City's risks and liability and report back to the Commission. Commissioner Salinas would like Clark Field Update on the agenda each month until these problems have all been addressed.

Consent Calendar

Commission Minutes of May 31, 2012

Commissioner Stephens made motion to accept the May 31, 2012 minutes as written; Commissioner Groom seconded the motion. Motion carried 3-0.

Communications Written-Staff Reports

Recreation Division Report-Dallas Tringali

Tringali updated the Commission on the Recreation Division. Senior Center is sending out a program and services survey. Commissioner Salinas asked for a copy of the survey in both English and Spanish. Adult softball was finishing up the summer season and registration will begin in August for the fall season. The fall season is limited to 44 teams since soccer receives most of the field space for the fall/winter season. The Fall/Winter



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Guide will be inserted into the Democrat on or around July 28, 2012. Summer youth programs held a Talent Show with 19 acts.

Parks Report/Street/Tree Report-Rob Sanders

Meyer went over the Parks/Street/Tree report, Slaven Park water feature had a few issues that have been resolved. Ferns Park water feature was shut down to make the new connection to the City's sewer system. The water feature is now working well. New gators were purchased; two new storage buildings were installed. The City purchased new chain link and boards for the bleachers for Clark Field, which the Committee will install. Commissioner Stephens asked if there could be a column that listed the diameter of the tree being removed. Meyer stated that the information can be added to the tree report.

Presentations-None

New Business-Action Items

Committee Assignments

Commissioner Salinas moved to accept the changes to the Committees as listed below; Commissioner Romero seconded the motion. Motion carried 4-0.

Facilities Committee- Groom, Fernandez, (Alt until November, Stephens)

Child, Youth & Playground Committee- Romero, Stephens

Woodland Sports Council-Remove from list

Ad Hoc Committee-Fernandez, Romero, Alt. Stephens

Budget and Finance Committee-Salina, Romero, Alt. Fernandez

Community/Senior Center/Sports Park-Groom, Salinas

Urban Forest Committee-Stephens, Salinas

Liaisons

Baseball-Romero

Soccer-Salinas

Swimming-Stephens

Commissioner- Fernandez update

Haynie explained that Commissioner Fernandez is currently working on the reelection campaign of President Obama and will be out of Woodland until November. Commissioner Fernandez is requesting a leave of absence from the Parks & Recreation Commission until November. Commissioner Salinas made the motion to approve Commissioner Fernandez's request for a leave of absence from the Commission until November 2012; Commissioner Stephens seconded the motion. Motion carried 3-0.

New Business- Information Items



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Old Business-Action Items

Annual Council Report

Commissioner Groom read the Annual Work Plan Communication to Council. Commissioner Groom will present the Annual Work Plan Report to Council on August 21, 2012. Commissioner Romero will also attend the Council meeting. Commissioner Stephens made the motion to accept the draft Annual Work Plan Communication to Council with Commissioner Groom presenting it to Council; Commissioner Groom seconded the motion. Motion carried 3-0.

Old Business-Information Items

Committee Reports

No Committee reports at this time.

Communications-Commission/Staff Statements and Requests

Commissioner Romero asked if it would be possible for the Commission to have City email addresses since some of the Commissioners do not have email addresses to use for the general public. Meyer informed the Commission that they would need to be aware of the Brown Act and not communicate to the whole board but to go through staff. Meyer or Haynie will look into this email option.

Other Business (None)

Business Items for Next Meeting:

Clark Field Update

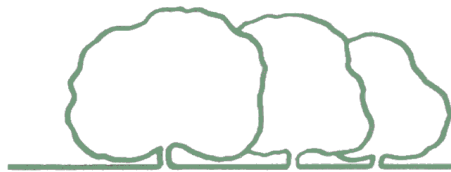
Annual Plan-Work Plan

Next Meeting Date: September 24, 2012, 6:30 p.m.

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

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



City of Woodland

RECREATION DIVISION - MONTHLY COMMISSION REPORT

Sep-12

RECREATION DIVISION - BUDGET SNAPSHOT thru 8/31/ 2012				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$160,342.18	\$22,668.18	\$133,126.90	83.03%
Community & Senior Center	\$1,112,669.81	\$94,701.86	\$1,016,827.95	91.39%
Brooks Swim Center - Recreation	\$131,071.82	\$58,857.37	\$72,214.45	55.10%
General Recreation Programs	\$308,459.99	\$40,520.59	\$267,939.40	86.86%
Enterprise Fund				
Youth Center Enterprise	\$362,180.59	\$75,456.58	\$243,309.30	67.18%
TOTAL RECREATION BUDGET	\$2,074,724.39	\$292,204.58	\$1,733,418.00	83.55%

RECREATION DIVISION - BUDGET SNAPSHOT thru 8/31/11				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$182,280.75	\$19,699.24	\$162,581.51	89.19%
Community & Senior Center	\$790,943.03	\$80,568.33	\$710,374.70	89.81%
Brooks Swim Center - Recreation	\$137,819.59	\$41,506.90	\$96,312.69	69.88%
General Recreation Programs	\$307,651.74	\$39,567.33	\$268,084.41	87.14%
Enterprise Fund				
Youth Center Enterprise	\$367,247.39	\$21,246.12	\$346,001.27	94.21%
TOTAL RECREATION BUDGET	\$1,785,942.50	\$202,587.92	\$1,583,354.58	88.66%

RECREATION DIVISION - REVENUE SNAPSHOT thru 8/31/2012			
Account Title	FY12 Projection	FY12 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$ 513	\$ -	0.00%
MSC. SALES	\$ 843	\$ 666.35	79.00%
C BROOKS SWIM CTR REV	\$ 112,860	\$ 14,154.84	12.54%
SENIOR PROGRAMS REVENUE	\$ 8,468	\$ 852.50	10.07%
COMMUNITY SENIOR CENTER MISC	\$ 76,405	\$ 7,171.00	9.39%
COMMUNITY FITNESS CENTER	\$ 30,000	\$ 4,606.44	15.35%
COMMUNITY SPORTS PARK	\$ 130,496	\$ 19,510.00	14.95%
GENERAL RECREATION	\$ 59,910	\$ 7,720.50	12.89%
YOLANO RECREATION PRG INC	\$ 7,966	\$ 1,571.80	19.73%
ADULT REC & LEAGUE PRGMS	\$ 97,352	\$ 24,502.00	25.17%
RECREATION CONTRACTS	\$ 100,000	\$ 8,582.60	8.58%
TOTALS	\$624,812.18	\$89,338.03	14.30%

Adult Participation is not recording correctly, part of the funds are showing up in Misc. Admin Sales

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

Administration	TOTALS				Comments
	Jul-12	Aug-12	Sep-12	YTD	
General Customer Service:					
Customer Transactions	551	422	0	973	
Customer Contact: Phones/Walk-in	800	425	0	1,225	
Program Registrations	385	266	0	651	
Payments processed	\$43,779.75	\$77,595.34	\$0.00	\$121,375.09	
Highlights:					

YOUTH RECREATION	TOTALS				
	Jul-12	Aug-12	Sep-12	YTD	Comments
Maxwell Afterschool Fun Club					
Participant hours	0	240	0	240	
Participants	0	12	0	12	
Revenue	\$0.00	\$3,195.00	\$0.00	\$3,195.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
Yolano Programs	0	0	0		
Participant hours	0	0	0	0	
Participants	53	63	0	162	
Revenue	\$417.00	\$400.00	\$0.00	\$817.00	
Expenses	\$840.00	\$840.00	\$0.00	\$1,680.00	
STFC + recess days	0	0	0		
Participant hours	0	0	0	-	
Participants	154	46	0	200	
Revenue	\$1,549.60	\$190.00	\$0.00	\$1,739.60	
Expenses	\$19,073.00	\$13,139.00	\$0.00	\$32,212.00	
YOUTH RECREATION TOTALS	0	0	0		
Participant hours	0	240	0	240	
Participants	207	121	0	328	
Revenue	\$1,966.60	\$3,855.00	\$0.00	\$5,821.60	
Expenses	\$19,913.00	\$13,979.00	\$0.00	\$33,892.00	
Highlights:					
Maxwell Afterschool Program started on August 21, 2012. Majority of revenue for STF was collected last FYI.					

CONTRACT RECREATION	TOTALS				Comments
	Jul-12	Aug-12	Sep-12	YTD	
Special Interest Classes					
Participant hours	15408.25	521.67	0	15,930	
Participants	221	88	0	309	
Revenue	\$2,670.90	\$5,643.40	\$0.00	\$8,314.30	
Expenses	\$6,976.20	\$1,636.25	\$0.00	\$8,612.45	
Highlights:					

AQUATICS	TOTALS				
	Jul-12	Aug-12	Sep-12	YTD	Comments
Adult Aquatic Exercise					
Participant hours	297	276	0	573	
Participants	198	184	0	382	
Revenue	\$2,201.00	\$1,913.00	\$0.00	\$4,114.00	
Expenses	\$1,421.00	\$1,356.00	\$0.00	\$2,777.00	
Recreational Swim Team					
Participant hours	1780	120	0	1,900	
Participants	89	30	0	119	
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	Revenue collected in last FYI
Expenses	\$4,602.00	\$519.00	\$0.00	\$5,121.00	
Swim Lessons					
Participant hours	720	256	0	976	
Participants	180	64	0	244	
Revenue	\$5,207.50	\$0.00	\$0.00	\$5,207.50	Revenue collected in last FYI
Expenses	\$15,554.00	\$733.00	\$0.00	\$16,287.00	
Public swim					
Participant hours	0	0	0	-	
Participants	11647	5210	0	16,857	
Revenue	\$531.00	\$0.00	\$0.00	\$531.00	Friday night public swim \$1
Expenses	\$7,951.00	\$2,883.00	\$0.00	\$10,834.00	
AQUATICS TOTALS					
Participant hours	2797	652	0	3,449	
Participants	467	278	0	745	
Revenue	\$7,939.50	\$1,913.00	\$0.00	\$9,852.50	
Expenses	\$29,528.00	\$5,491.00	\$0.00	\$35,019.00	

Highlights:

ADULT SPORTS	TOTALS				
	Jul-12	Aug-12	Sep-12	YTD	Comments
Softball					
Participant hours	0	12320	0	12320	Participant numbers for Summer softball
Participants	0	1232	0	1232	
Revenue	\$575.00	\$24,078.00	\$0.00	\$24,653.00	
Direct Expenses	\$0.00	\$0.00	\$0.00	-	
Volleyball					
Participant hours	0	0	0	0	
Participants	0	64	0	64	
Revenue	\$0.00	\$1,920.00	\$0.00	\$1,920.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
Open Gym Volleyball					
Participant hours	468	548	0	1016	
Participants	117	137	0	254	
Revenue	\$351.00	\$411.00	\$0.00	\$762.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
ADULT SPORTS TOTALS					
Participant hours	468	12868	0	13336	
Participants	117	1433	0	1550	
Revenue	\$926.00	\$26,409.00	\$0.00	\$27,335.00	
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	

Highlights:

Summer softball finished season late on 9/7 (due delay of games) . Net revenue total for Summer softball is \$4,000. Fall softball began 9/10 and is running with 66 teams across the 4 evenings of play.

SENIOR CENTER		TOTALS				
	Jul-12	Aug-12	Sep-12	YTD		Comments
Programs & Activities						
# offered	29	27	0	56		
# of Participants	3356	1888	0	5244		
Revenue	\$458.00	\$560.00	\$0.00	\$1,018.00		

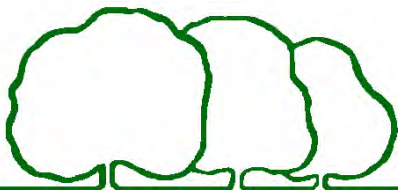
Highlights:

Senior Center, Inc. is offering day trips. The first trip went to Pier 39 via the ferry from Vallejo. SCI netted \$859 for the trip.

Facility Rentals		TOTALS				
	Jul-12	Aug-12	Sep-12	YTD		Comments
Community & Senior Center						
PAID EVENTS						
# of Events	10	6	0	16		
# of Participants	712	510	0	1222		
Revenue	\$3,002.50	\$13,539.00	\$0.00	\$16,541.50		
CITY-SPONSORED EVENTS						
# of Events	14	9	0	23		
# of Participants	778	526	0	1304		
Waived revenue	\$6,822.50	\$5,400.00	\$0.00	\$12,222.50		
Sports Park						
# of Tournament resevs.	0	0	0	0		
# of user groups	4	5	0	9		
Revenue	\$6,000.00	\$12,330.00	\$0.00	\$18,330.00		
Charles Brooks Swim Center						
	0	0	0	0		
# of Tournament resevs.	2	3	0	5		
# of user groups	2	2	0	4		
Revenue	\$13,734.00	\$7,900.00	\$0.00	\$21,634.00		

Highlights:

5 weeks straight of no rental of the Sports Park in July. The cancellations are a result of poor planning/ and over commitment from the tournament director/renters. (ONE tournament ran in the month of July.)



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: September 24, 2012

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.

- **Community Center/ Sports Park**

1. Staff has been receiving reports that there have been private groups vandalizing the goals and manually turning on the water cannons. Continued issues of this type will adversely affect our budgeted funds which could cause delays or cancellations with our scheduled maintenance.
2. The lighting control system has been experiencing several glitches of late, one being that the communication circuit to the Sports Park had ceased to communicate with the main computer. This problem has been resolved with the installation of a new fiber optic line, but in turn has brought light to a new problem that happens when reports are run on the system. Staff found that when reports are run it causes a glitch in the system that won't allow for the lights to be turned on during their regular scheduled times. Open Apps the lighting control administrator is currently working on a fix for the problem.
3. The Sports Park maintenance shed has been completely rewired by the City electrical staff. There have been several motion detected lights installed along the building which should help detour any further theft from the site. The project will be complete once PG&E reconnects the service drop.
4. It was brought to our attention by one of the users groups that several soccer goals were in urgent need of repair. Staff has hired a local welder to fabricate five new goals for the Sports Park to accommodate their needs.

- **Pioneer /Klenhard Park**

Several of the building vents have been vandalized at these Parks over the past years. Consequently, staff is currently working with a contractor to replace the damaged vents.

- **Harris Park**

1. The Yolo County Probation crew cleaned the pathway in preparation for the repaving project that will commence next month.
2. The Urban Forestry Group has raised and cleared the trees in preparation for the walking path repaving project, which is scheduled to be performed by the street crew next month.

- **General Park Maintenance**

1. **City Park**

- i. The bathrooms located by the tennis courts have been given a new coat of paint.
- ii. Staff replaced the net and crank system on the tennis courts.

2. **Everman/Crawford/Woodside** – The picnic tables at each of these parks have been given a new coat of paint.

- **Ferns Park**

The poured-in-place playground surface has been repaired. The contractor agreed to share the cost with the City allowing for a fairly inexpensive repair.

- **Irrigation Rehabilitation Project**

1. Phase III of the irrigation rehabilitation project has gotten underway. This phase will include work at Beamer Circle, Treadway, and Clark Field.
2. Due to issues with the water quality at the Ferns Park well site, a new water main has been installed, thus allowing the park to no longer rely solely on the existing troubled well for its water supply.

- **Brooks Pool**

1. Due to past years budgetary constraints, the painting of the pool bleachers had been neglected, but this year the Kiwanis Club has volunteered to paint the bleachers at their cost. Thank you Kiwanis Club for your help.
2. Roof repairs on the main building will begin the September 25th and should be completed by October 2nd depending on the amount of fascia wood damage that needs to be addressed.

- **Cemetery**

1. ***Internments*** – The Woodland Cemetery had four internments during the month of July, one cremation and three full burials; as for the month of August there were two internments, one cremation and one full burial.
2. ***Sales*** - There were \$10,930 in sales for the months of July and August.
3. ***Operations***
 - i. Temporary staff dedicated their time to mowing, string trimming, and general clean-up of the Cemetery.
 - ii. Staff has continued herbicide spraying this month which was applied in several locations, including the raised lots.

Snapshot of Parks Primary Budgets through 7/16/12				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	\$247,830.72	\$4,464.12	\$211,914.17	85.51%
Cemetery	\$331,571.97	\$3,761.60	\$291,161.74	87.81%
Gateway LLD	\$19,698.24	\$1,287.80	\$17,984.90	91.3%
General Fund Parks	\$919,194.54	\$129,634.30	\$684,859.58	74.51%
Gibson Ranch LLD	\$479,002.80	\$94,447.90	\$338,489.15	70.67%
Spring Lake LLD	\$354,272.84	\$72,185.60	\$236,269.41	66.69%
Sports Park	\$213,881.78	\$9,147.92	\$171,678.25	80.27%
Urban Forestry	\$261,042.06	\$736.75	\$231,969.82	88.86%
Spring Lake SLIF	\$27,506.21	\$0.00	\$27,506.21	100%

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

The Urban Forestry Group has received a budget of \$36,600 for Fiscal Year 12-13 contract services. A large portion of this budget will be slated for the maintenance or removal of the mature walnut trees along East Street. This will put the City even further behind on its tree pruning maintenance schedule.

- **Service Requests / Work Orders**

Currently there are 332 attached work orders and 129 unattached work orders that are open and waiting to be processed.

- **Personnel**

Congratulations to Fernando Munoz; Fernando was promoted from Tree Trimmer II to Senior Tree Trimmer. Fernando will be taking over the duties previously held by Westley Schroeder. They include the response to Urban Forestry Group service requests, responding

to hazardous tree calls, working with the City tree maintenance contractor on street tree maintenance, and continuing the upkeep of the City's maintenance management system.

We are currently recruiting for the Tree Trimmer I/II position. Hopefully we will have this position filled within the next few weeks.

- **Merit/Imidacloprid**

This program will be starting soon; Staff will be sending out letters to notify property owners that the trees that are in that city right-of-way (ROW) will be being treated for Elm Leaf Beetle and Woolly Aphids. The letter states if they would like to participate, the City would also make the treatment on their property, for the city tree which is adjacent to their property. The property owners that agree to allow us to treat on their property will receive a better coverage of chemical that the tree can take up into the canopy, which will protect the tree for the next year.

- **Tree Removals**

1. At this time large tree removals have been put on hold due to limited personnel. Trees found to pose an immediate hazard will be assessed and removed.
2. For calendar year 2012, the Urban Forestry Group has removed 40 trees of various sizes. The following trees were removed in the past month, due to imminently hazardous conditions, vandalism, or the tree being in poor health:

<u>Location</u>	<u>Tree Species</u>	<u>Reason</u>
2127 Centennial Dr.	1 Hornbeam	Dead
2716 Centennial Dr.	1 Flowering Pear	Dead
119 Court St.	1 Flowering Plum	Hazardous Condition
1603 Flores Way	1 Cork Oak	Hazardous Condition
1921 Campos Ave.	1 Chinese Elm	Dead
802 Elm Ave.	1 Oleander	Wrong Species
525 Bartlett Ave.	1 Chinese Pistache	Dead

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared by: Westley Schroeder, Park
Supervisor and Rob Sanders,
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