CITY OF WOODLAND
300 FIRST STREET
WOODLAND, CALIFORNIA

PARKS & RECREATION COMMISSION
AGENDA

NOVEMBER 26, 2012
6:30 P.M.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Communication-Public Comment

This an opportunity for the public to speak to the Commission on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Commission and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Chair may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

E. 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.

F. Minutes

F.1 Adopt the Minutes of the Commission Meeting of September 24, 2012

G. Committee Reports

G.1 Community/Senior Center/Sports Park-Jesse Salinas

H. Presentations

I. Consent Calendar

I1. Tree City USA Recertification

Recommendation: Staff recommends that the Commission support staffs decision to submit the application packet that will recertify the City of Woodland as a Tree City USA.

I2. Work Plan
Recommendation: Commission to update Work Plan for 2013

J. Report of the Staff

J1. October Recreation Division Report-Christine Engel
Recommendation: Information only

J2. November Recreation Division Report-Christine Engel
Recommendation: Information only

J3. October Parks Report/Street/Tree Report-Rob Sanders
Recommendation: Information only

J4. November Parks Report/Street/Tree Report-Rob Sanders
Recommendation: Information only

J5. Clark Field Update-Rob Sanders/Christine Engel
Recommendation: Information only

K. Adjourn

I declare under penalty of perjury that the foregoing Agenda for the Parks & Recreation Commission Regular meeting of the City of Woodland scheduled for Monday, October 22, 2012 was posted on October 19, 2012 in the outside display case at City Hall, 300 First Street, Woodland, CA, and 2001 East Street and was available to the public during normal business hours.

_____
Cathy Haynie, Administrative Secretary

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.

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

Commission Meeting Minutes September 24, 2012

Call to Order
Meeting convened at 6:33 p.m. at the Woodland Community & Senior Center, 2001 East Street, Woodland, California by Commissioner Salinas.

Commissioners Present: Stephens, Salinas, Groom, 2 Vacant
Absent: Fernandez, Romero
Staff: Sanders, Engel, Haynie

Pledge of Allegiance

Commission Minutes of July 23, 2012
Commissioner Groom made motion to accept the July 23, 2012 minutes with corrections; Commissioner Stephens seconded the motion. Motion carried 3-0.

Communications Written-Staff Reports
Recreation Division Report-Christine Engel
Engel informed the Commission that the Parks & Recreation Commission meetings were being moved back to the Council Chamber starting October 22, 2012. The Commission meetings will then be broadcast live on the WAVE. 1% Basketball currently has 18 participants, registration is open for Senior Basketball, Adult Basketball was cancelled due to low enrollment, Badminton on Mondays and Wednesdays is going well, and Fall Softball has 48 Men's teams and 40 Co-ed teams. A boxing event was held at the Community & Senior Center on October 20, 2012 with an estimate of 700 attending the event. Staff was pleased with how smoothly event that went. New program in development is a Mom & Me class to be offered weekly starting in November. The 11th Annual Father/Daughter Dance is on November 3, 2012. Staff are in the planning stages for an Open House event we are calling "Rexpo" on March 1, 2013, 4-7 p.m. The event will be a kick off event for summer 2013 activities offered by Park & Recreation. This event will be coordinated with Senior Center's Art Show and will include the YMCA's program offerings in the Fitness Center. Staff is requesting the commissioner to volunteer at this event. The City is also working on updating the program registration and facility booking programs, integration with Finance's accounting software and online registration. Commission had asked at the last meeting about City email for Commissioners, since Commissioners are considered volunteers instead of employees, the City cannot include them in the City's email system. Staff is working on changing the format of the Recreation report for the Commission.

Parks Report/Street/Tree Report-Rob Sanders

Sanders said that any ideas to improve his report were welcome. The walkway is being resurfaced at Pioneer Park. Ferns Park was closed to allow changes to the water system (taking the park off the Ferns Park well). The project is 90% complete. The playground surface has been repaired "Poured in Place" rubber was installed. The repair costs were split between the City and the Manufacturer since the original product that was installed was defective. Charles Brooks' roof repair project will begin on September 25, 2012 at a cost of $30,000 (funded by Measure E funds). Fernando Munoz has been promoted to Senior Tree Trimmer; there is a current opening for Tree Trimmer II.

Old Business-Action Items

Work Plan

Table this item to the next meeting.

Old Business-Information Items

Clark Field Update

Engel reported that Staff met with Clark Field neighbors and then the User groups separately. Staff then met together with both groups. Coaches and Manager were made aware of the residents concerns. Signs were posted "No foul ball is allowed to be retrieved from private property". Before the annual Labor Day Tournament the user groups contacted the residents and invited them to attend a barbeque. Sanders stated that staff had repaired the netting and electrical problems to the control booth and the new shop building were scheduled for October/November. Next year the backstop and new netting will be installed.

Business Items for Next Meeting:

Clark Field Update
Annual Plan-Work Plan

Next Meeting Date: October 22, 2012, 6:30 p.m.

Adjourn: meeting adjourned at 6:53 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

TO: PARKS AND RECREATION COMMISSION

DATE: October 22, 2012

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 2012 by employing staff in the Urban Forestry Group of the Public Works Department, supporting the Parks and Recreation Commission, having a tree ordinance, having a tree budget of $370K 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, Public Works ROW/Parks Infrastructure Superintendent

Gregor G. Meyer
Public Works Director

Attachments: None

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Recreation Report DATE: October 22, 2012

PREPARED BY: Parks & Recreation Department

RECOMMENDED ACTION: None. Information only.

BACKGROUND INFORMATION: The following provides highlights of the Parks & Recreation Department programs and facilities since the last report.

Parks & Recreation Administration

March 1 "ReXpo": Planning is underway for the March 1 "ReXpo", the summer recreation program kick-off event that will be held from 4 p.m. to 7 p.m. at the Community & Senior Center. Commissioners are requested to provide assistance at this event as "greeters" to the facility or in specific areas of the building. The Senior Art Show will also be held in conjunction with the summer recreation program kick-off event. Senior programs and the YMCA Fitness Center will also be showcased.

Community & Senior Center

Facility Operation & Maintenance: Staff is working with other city departments to purchase and install a backup generator at the Community & Senior Center. The addition of the generator will be beneficial since the facility is used for a heating/cooling shelter and is also the backup Emergency Operations Center for the City. The Haarberg Gym and Dance Studio will be closed from December 21, 2012 through December 30, 2012 for annual resurfacing.

Rentals: During the month of September rentals held at the Community & Senior Center included: a quinceanera, wedding reception, memorial service, Soroptimist meetings, Bayside Church meetings, Cleaner Air Partnership meeting, Woodland Healthcare Physician conference, Woodland Healthcare Annual Awards Recognition Dinner, Woodland Soccer Club meetings, Luna Vista Rotary meetings, United Way campaign kick-off and several City department sponsored meetings. Revenue for the first quarter of the fiscal year is higher than FY 11/12 ($26,296 compared to $9,067). Staff is critically reviewing fee waiver and reduction requests and ensuring the approved Fee Waiver and Reduction policy is applied consistently.

Sports Park

Tournaments: A tournament scheduling meeting was held on September 20, 2012 for out of town tournament directors to allocate weekends through Labor Day 2013 (all available weekends have been reserved). Anticipated revenue for these rentals is approximately $86,000.

Adult Softball: Adult softball is in the middle of the fall season which should end in early November. With 66 teams participating in the league, there are approximately 800 participants.

Sports Officiators Contracts: A "Request for Proposal" was sent to six different organizations to provide a proposal for officiating adult softball, youth gym sports, and adult gym sports. Three different organizations will be awarded a contract for each sport category. We are currently preparing draft contracts to be reviewed by the successful contractors. It is anticipated that the contracts will be considered by the City Council in early December.

Statue: A statue at the Sports Park was removed and vandalized (the boy with a soccer ball). We are trying to find a local artist that can either replace the missing leg and soccer ball or reuse the bronze to create a new statue.

Brooks Swim Center

Adult Aquatic Programs*:* Participation for water aerobics and lap swim has been lower this month due to the pool closure for the roofing project.

Woodland Swim Team: The Woodland Swim Team was allowed to practice all but 3 days during the roofing project. They are planning on hosting a winter swim meet the first weekend of December. We are continuing to work with the Woodland Swim Team to minimize practice disruptions due to the winter pool closure. Staff has determined the best time to complete the needed season maintenance would be between December 16, 2012 and January 6, 2013. However this decision will displace the Woodland Swim team for a period of 3 weeks depending on weather and unforeseen maintenance issues.

Water Polo Rentals*:* In an effort to utilize our facilities more we have started renting the facility for water polo tournaments. Christian Brothers rented the facility for 12 days of practice and two scrimmage dates in September. Dixon rented the facility for 6 days for scrimmages and two days for a tournament. In October we had three big weekend rentals for high school tournaments.

Adult Gym Sports

Basketball: Adult basketball did not have enough sign ups to operate a league. Senior basketball registration is currently underway. Senior basketball will run 3 leagues this season: 35 and over, 40 and over, and 50 and over starting in November.

Volleyball: Volleyball started in September and will end on October 29th. Nine teams are participating in the volleyball league. Tuesday night "drop-in" volleyball is well attended.

Youth Programs

1% Percent Club Basketball: This new program focuses on developing basketball skills. The first class was held in September and had 17 participants learning fundamental skills. Many of these players will be joining us in the winter youth basketball league.

Youth Basketball: General registration is now open for the Winter Youth Basketball League for boys and girls ages 10 through 14. Signups end November 9th. This year, we've received feedback from players younger than 10 years old wanting a more structured basketball program. We are considering opening a 10U league for 2013-2014.

Fun Club: Afterschool fun club is nearing capacity at Maxwell Elementary with 27 children participating in this afterschool program, capacity is 30. The next Recess Day is Friday November 2nd. "Recess Days" are planned days of fun activities for children kindergarten through sixth grade on most days when WJUSD is not in session.

Miscellaneous

Father Daughter Dance: The 11th annual Father/Daughter Dance will be held on November 3 at the Community & Senior Center. This semi-formal event includes a sit down dinner, dancing, raffles, and activities. Fathers (or grandfathers) and daughters of all ages attend this event. Please call 661-2000 if you would like to register for the event. Staff is receiving many calls about this event since flyers were recently distributed to the elementary schools. As of October 18th, 155 individuals have registered for this event. This year's event may be larger than last years (there were 199 tickets sold in 2011).

New Program Offering: Programs at the Community & Senior Center have historically been tailored to individuals over five years old. A new "Toddler Time" class will be starting in November and will provide an opportunity to bring parents and children together for activities (this is more so a formalized "parents group"). Additional classes for children ages 1-5 will be offered as we continue to identify community needs. The "toddler" classes should serve as a feeder program for other Parks & Recreation Department programs. Staff is also working with Maria Tebbutt on a bicycle safety class that will be offered in during summer 2013. Starting in spring 2013, a beginning Jujitsu class will be taught by Katie Stevens of Makoto Kai dojo in Woodland. It should be noted that for standard "contract classes", those that are offered in the program guide that are taught by a contractor, the City receives 30% of the program fees (and the contractor receives 70% of the fees). While adding to our programs increases the recreational opportunities for residents, it does not cost the city any money to do so.

4th of July 2013: Staff and the Fire Marshal met with the pyrotechnics company at Woodland High School to discuss the benefits and disadvantages of holding the 2013 4th of July Fireworks show at WHS. The representative from the pyrotechnics company confirmed that they are able to hold the event at either WHS or PHS. The main purpose of the meeting was to discuss the 2012 event and confirm that both locations are suitable for future events. Staff will be submitting the necessary paperwork to WHS to reserve the fields for next year.

Expense and Revenue Summaries

The first quarter fiscal year expense and revenue summaries are provided below. Twenty-five percent of the budget has been expended in the first quarter of the fiscal year. It should be noted that first quarter revenue is higher than last fiscal years ($135,058 versus $86,049). Increased revenue is related to increased rentals of the Brooks Swim Center and Community & Senior Center and increased revenue from the Fitness Center and Adult Recreation and League Programs. Also noteworthy is the revenue from the user groups of the sports facilities for Spring 2012 is $53,276 (compared to fall revenue to date of $42,059).

Snapshot of Recreation Expenses through 9/30/12				
Program	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
General Fund				
Parks & Recreation Admin	$160,342.18	$36,521.06	$120,149.02	74.93%
Community & Senior Center	$1,112,669.81	$192,117.43	$911,027.85	81.88%
Brooks Swim Center - Recreation	$131,071.82	$66,506.70	$64,565.12	49.26%
General Recreation Programs	$308,459.99	$76,370.17	$232,089.82	75.24%
Enterprise Fund				
Youth Center Enterprise	$362,180.59	$95,023.24	$229,698.82	63.42%
Total Recreation Budget	**$2,074,724.39**	**$466,538.60**	**$1,557,530.63**	**75.07%**

Snapshot of Recreation Revenue through 9/30/12			
Account Title	**FY12 Projection**	**FY12 Revenue to Date**	**% of Projection**
Red Cross Course Fee	$513	0	0.00%
MSC Sales	$843	$686.35	81.38%
Brooks Swim Center	$112,860	$23,670.92	20.97%
Senior Programs	$8,468	$1,186.50	14.01%
Community & Senior Center	$76,405	$26,296.00	34.42%
Fitness Center	$30,000	$6,909.16	23.03%
Sports Park	$130,496	$19,700.00	15.10%
General Recreation	$59,910	$10,122.50	16.90%
Yolano Recreation	$7,966	$2,393.40	30.05%
Adult Recreation & Leagues	$97,352	$27,224.00	27.96%
Recreation Contracts	$100,000	$16,870.10	16.87%
Total Recreation Revenue	**$624,812.18**	**$135,058.93**	**21.62%**

Respectfully submitted,

Christine Engel
Recreation Manager

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Recreation Report DATE: November 26, 2012

PREPARED BY: Parks & Recreation Department

RECOMMENDED ACTION: None. Information only.

BACKGROUND INFORMATION: The following provides highlights of the Parks & Recreation Department programs and facilities for October 2012.

Community & Senior Center

Facility Operation & Maintenance: The Haarberg Gym and Dance Studio will be closed from December 21, 2012 through December 30, 2012 for annual resurfacing.

Rentals: During the month of October rentals held at the Community & Senior Center included: several Celebration of Life, meetings, wedding receptions, other celebrations, and City related meetings. Staff is continuing to review fee waiver and reduction requests to ensure the approved Fee Waiver and Reduction policy is applied consistently.

Sports Park

Field Use: Soccer groups are continuing to utilize the fields at the Sports Park (fields are used by Woodland Soccer Club, Davis Alliance Soccer Academy, and two adult soccer groups). One tournament had been scheduled for soccer but it was later cancelled. Fall months are not typical months for tournament reservations (the fields are scheduled to be used nearly every weekend from December through August for tournaments).

Fall Softball: Fall softball wrapped up on November 14 with no cancellations or delays and 66 teams playing in the league. There will be a break for the winter until spring softball begins on March 1, 2013. Registration for the spring softball league closes on February 13.

Fee Analysis: As part of the Fiscal Year 12/13 budget approval, staff is evaluating the costs of operating the Sports Park and will make recommendation to the City Council if user fees need to be adjusted. The Parks & Recreation Commission will be kept apprised of the results of the analysis.

Brooks Swim Center

Adult Aquatic Programs*:* Participation for water aerobics and lap swim has been lower this month due to the pool closure for the roofing project.

Woodland Swim Team: The Woodland Swim Team was allowed to practice all but 3 days during the roofing project. They are planning on hosting a winter swim meet the first weekend of December. We are continuing to work with the Woodland Swim Team to minimize practice disruptions due to the winter pool closure. Staff has determined the best time to complete the needed season maintenance would be between December 16, 2012 and January 6, 2013. However this decision will displace the Woodland Swim team for a period of 3 weeks depending on weather and unforeseen maintenance issues.

Water Polo Rentals*:* In an effort to utilize our facilities more, we have started renting the facility for water polo tournaments. Christian Brothers rented the facility for 12 days of practice and two scrimmage dates in September. Dixon rented the facility for 6 days for scrimmages and two days for a tournament. In October we had three big weekend rentals for high school tournaments.

Adult Gym Sports

Senior Basketball: Senior basketball started on November 8 and has 3 leagues this season: 35 and over, 40 and over, and 50 over.

Volleyball: Tuesday night "drop-in" volleyball is well attended. Drop in volleyball was canceled November 13th to make room for youth basketball try outs. Volleyball will be cancelled for two weeks during December for maintenance of the gym floors.

Youth Programs

Youth Basketball: We have completed evaluating our players and have created the teams for the 2012-2013 season youth basketball program. This year, there are six 12U boys teams (2 teams less than 11-12), six 12U girls teams (2 teams more than 11-12), and four 14U coed teams (same amount of teams as 11-12). Practices begin the week of November 26 and the first games are on December 1.

Fun Club: Afterschool Fun Club is still nearing capacity at Maxwell Elementary with a daily average of 23 children participating in this afterschool program, capacity is 30. The first recess day was held on November 2nd. The next recess days will be from November 19-21. "Recess Days" are planned days of fun activities for children kindergarten through sixth grade on most days when WJUSD is not in session.

Teens Helping Seniors: Senior Center Inc. has agreed to provide the financial support to re-instate the "Teens Helping Seniors" program. The non-profit board will provide funding up to $4,500 for the program to be offered next summer. Staff will begin preparation for the program by hiring an Activity Manager to oversee the day to day program operations.

Miscellaneous

Father Daughter Dance: The 11th annual Father/Daughter Dance was held on November 3 at the Community & Senior Center. This year, 246 people attended this semi-formal event that includes a sit down dinner, dancing, raffles, and activities (199 tickets were sold in 2011). Next year the event will be planned to accommodate 300 attendees.

House on Community & Senior Center Property: There is a house located on the southern boundary of the Community & Senior Center property. This house was originally used by the contractor that built the Community & Senior Center as an office. Later the house was used for storage for Recreation Programs. Since March the house has been vandalized multiple times including a small fire being started and also continually broken into. Because the house has become an attractive nuisance, we are in the process of exploring two relocation/reuse options: 1) the house may be relocated by the grandson of the previous homeowner, or 2) the Fire Department may use the house for a training exercise. The proposed relocation/reuse plan will be considered by council in early 2013.

Expense and Revenue Summaries

Snapshot of Recreation Expenses through 10/31/12				
Program	**Beginning Balance**	**Expenditures & Encumbrances**	**Remaining Balance**	**% Remaining**
General Fund				
Parks & Recreation Admin	$160,342.18	$53,930.02	$106,412.16	66.37%
Community & Senior Center	$1,112,669.81	$278,431.34	$834,238.47	74.98%
Brooks Swim Center - Recreation	$131,071.82	$74,667.91	$56,403.91	43.03%
General Recreation Programs	$308,459.99	$96,659.67	$211,800.32	68.66%
Enterprise Fund				
Youth Center Enterprise	$362,180.59	$150,818.28	$211,362.31	58.36%
Total Recreation Budget	**$2,074,724.39**	**$654,507.22**	**$1,420,217.10**	**68.45%**

Snapshot of Recreation Revenue through 10/31/12			
Account Title	**FY12-13 Projection**	**FY12 Revenue to Date**	**% of Projection**
Red Cross Course Fee	$513	0	0.00%
MSC Sales	$843	$786.35	93.23%
Brooks Swim Center	$112,860	$27,141.42	24.05%
Senior Programs	$8,468	$1,944.80	22.97%
Community & Senior Center	$76,405	$19,276.00	25.23%
Fitness Center	$30,000	$9,211.88	30.71%
Sports Park	$130,496	$41,409.00	31.73%
General Recreation	$59,910	$17,151.50	28.63%
Yolano Recreation	$7,966	$2,938.70	36.89%
Adult Recreation & Leagues	$97,352	$35,955.00	36.93%
Recreation Contracts	$100,000	$26,205.00	26.21%
Total Recreation Revenue	**$624,812.18**	**$182,019.65**	**29.13%**

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report DATE: October 22, 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 is continuing to repair soccer goals that were deemed to be in poor condition. Most of these goals had to be fully reconstructed at a cost of $2,705; two are still awaiting repair. Additionally, a reserve set of 21' goals was purchased so staff could ensure coverage for the user groups while repairs were being done.

    2. Staff is still waiting for PG&E to reconnect the service drop to the maintenance shop. Payment has been made, so power should be restored to the building within the next few weeks.

- **Dog Park**

    1. Staff has noticed that the Dog Parks are in need of turf maintenance, in response to this Requirement they will have to close the park. The closure will start with the large dog park area, which will be closed from 10/23/12 thru 11/20/12 for aeration and reseeding. When the seed has taken we will start the same process in the little Dog Park.

- **Ferns Park**

    1. The water issues at the Park continue to persist; most of the issues have been alleviated with a new water mainline installation, but there are still some small glitches with the pressure in the restrooms. Staff is working closely with the Utilities Water Group in the hopes of fixing some of the problems relate to the antiquated plumbing system.
    2. The repaving of the walking path at Harris Park was a success, so much so that staff is looking at continuing on with a walkway path overlay project at Ferns Park. The work will be once again be performed by the Street Group, while materials will be paid for by surplus funds from our irrigation rehab project.

- **Irrigation Rehabilitation Project**

  Beamer circle and Treadway have been finished; they are in the ninety day inspection phase. Clark field has been started and should be finished very soon.

- **Brooks Pool**

  The roof repair at the pool ran into a few hiccups with scheduling, but all in all the project was a success. The cost of the repair ran about $30K and was paid for by Measure E funding.

- **Cemetery**

  1. ***Internments*** **–** The Woodland Cemetery had one full internment during the month of September.

  2. ***Sales -*** There were $1,530 in sales for the month of September.

  3. ***Operations***
     i. Temporary staff dedicated their time to mowing, string trimming, and general clean-up of the Cemetery.

     ii. In several of the raised lots, perennial flowers were also planted for aesthetics which should also reduce weeding maintenance.

     iii. Staff has continued herbicide spraying this month which was applied in several locations.

Snapshot of Parks Primary Budgets through 10/16/12

Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	$247,830.72	$49,608.40	$198,222.32	79.98%
Cemetery	$331,571.97	$75,405.44	$256,166.53	77.26%
Gateway LLD	$19,698.24	$2,223.93	$17,474.31	88.71%
General Fund Parks	$919,194.54	$309,129.53	$610,065.01	66.37%
Gibson Ranch LLD	$479,002.80	$176,185.00	$302,817.80	63.22%
Spring Lake LLD	$354,272.84	$141,880.92	$212,391.92	59.95%
Sports Park	$213,881.78	$63,172.41	$150,709.37	70.46%
Urban Forestry	$261,042.06	$57,171.38	$203,870.68	78.10%
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 contract service budget of $36,600 for FY13. 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 maintenance schedule.

- **Service Requests / Work Orders**

  Currently there are 379 attached work orders and 162 unattached work orders that are open and waiting to be processed.

- **Personnel**

  The City has made a conditional offer of employment for the Tree Trimmer I/II position. This individual possesses the wide range of knowledge and skills as they relate to urban forestry and will be a great addition to our staff. Once on board, the Urban Forestry Group will now be operating at full capacity.

- **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 45 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:

Location	Tree Species	Reason
837 Fourth St.	Chinese Pistache	Dead

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared By: Westley Schroeder, Park Supervisor and Rob Sanders, PW Infrastructure Superintendent

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report DATE: November 26, 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 is continuing to repair soccer goals that were deemed to be in poor condition. Most of these goals had to be fully reconstructed at a cost of $2,705; two are still awaiting repair. Additionally, a reserve set of 21' goals was purchased so staff could ensure coverage for the user groups while repairs were being done.

    2. PG&E has reconnected the service drop to the maintenance shop and power has been restored to the panel. Due to the distance between main power pole and shop PG&E had to install a new support pole which is located between the shop and the power transformer.

- **Ferns Park**

    1. The water issues at the Park continue to persist; most of the issues have been alleviated with a new water mainline installation, but there are still some small glitches with the pressure in the restrooms. Staff is working closely with the Utilities Water Group in the hopes of fixing some of the problems related to the antiquated plumbing system.
    2. The repaving of the walking path at Harris Park was a success, so much so that staff has continued with a walkway path overlay project at Ferns Park. The work was once again performed by the Street Group, with the materials being paid out of surplus funds from our irrigation rehab project.

- **Irrigation Rehabilitation Project**

  Beamer circle, Clark field and Treadway have been finished; they are in the ninety day inspection phase.

- **Brooks Pool**

  The roof repair at the pool ran into a few hiccups with scheduling, but all in all the project was a success. The cost of the repair ran about $30K and was paid for by Measure E funding.

- **Jack Slaven Water feature**

  The water feature has been shut down for the season, which occurred on October 15th.

- **Cemetery**

1. ***Internments*** **–** The Woodland Cemetery had one full internment during the month of September. During the month of October they had two full internments and one cremation.

2. ***Sales -*** There were $1,530 in sales for the month of September, and there were $3,698.00 for the month of October.

3. ***Operations***
   i. Temporary staff dedicated their time to mowing, string trimming, and general clean-up of the Cemetery.

   ii. In several of the raised lots, perennial flowers were also planted for aesthetics which should also reduce weeding maintenance.

   iii. Staff has continued herbicide spraying this month which was applied in several locations.

   iv. There was also four new trees planted and one dead one replaced.

Snapshot of Parks Primary Budgets through 11/19/12				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	$247,830.72	$61,482.98	$186,347.74	75.19%
Cemetery	$331,571.97	$91,816.41	$239,755.56	72.31%
Gateway LLD	$19,698.24	$2,524.79	$17,173.45	87.18%
General Fund Parks	$919,194.54	$337,796.14	$581,398.40	63.25%
Gibson Ranch LLD	$479,002.80	$191,218.81	$287,783.16	60.08%
Spring Lake LLD	$354,272.84	$157,617.56	$196,655.28	55.51%
Sports Park	$213,881.78	$78,733.91	$135,147.87	63.19%
Urban Forestry	$261,042.06	$91,984.95	$169,057.11	64.76%
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 contract service budget of $36,600 for FY13. 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 maintenance schedule.

- **Service Requests / Work Orders**

  Currently there are 372 attached work orders and 166 unattached work orders that are open and waiting to be processed.

- **Personnel**

  Unfortunately, the first two top rated eligible candidates for the Tree Trimmer I/II position have failed to move forward in the hiring process. We are currently looking at our third candidate as a viable option, and if all goes well, will be making a conditional offer of employment this week. This individual possesses the wide range of knowledge and skills as they relate to urban forestry and will be a great addition to our staff. Once on board, the Urban Forestry Group will now be operating at full capacity.

- **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 55 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:

Location	**Tree Species**	**Reason**
837 FOURTH ST	Chinese Pistache	Dead
42929 COUNTY ROAD 24	2 sycamores 1 Japanese maple	Poor health
42929 COUNTY ROAD 24	Japanese Maple	Poor health
112 PENDEGAST ST	1 Hornbeam	Dead
660 SIXTH ST	2 Chitalpa	Poor health
627 THIRD ST	1 Redbud	Dead
745 FIRST ST	1 Tulip tree	Poor health
435 COURT ST	1 Pear tree	Dead

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared By: Westley Schroeder, Park Supervisor and Rob Sanders,
PW Infrastructure Superintendent