

**CITY OF WOODLAND
300 FIRST STREET
WOODLAND, CALIFORNIA**

**PARKS & RECREATION COMMISSION
AGENDA**

**FEBRUARY 25, 2013
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. Committee Reports
- G. Presentations
 - G.1 Recreation Supervisor Dallas Tringali Programs Overview
- H. Consent Calendar
 - H.1 Adopt the Minutes of the Commission Meeting of January 28, 2013
 - H.2 Work Plan-Update National Bike Month

I. Report of the Staff

- J.1 January Recreation Department Report-Christine Engel
Recommendation: Information only
- J.2 January Parks Report/Street/Tree Report-Rob Sanders
Recommendation: Information only
- J.3 Clark Field Update-Rob Sanders

J. 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, February 25, 2013 was posted on February 22, 2013 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.

My kingdom for a soccer field

By TOM STALLARD Daily Democrat

Created:

DailyDemocrat.com

DailyDemocrat.com

One of the unsung heroes of our City's operation is the staff of our Department of Parks and Recreation.

It is actually a group of heroes, but a small one. Budget reductions have taken this hearty group from almost 20 to around 10. But improved organizational efficiency and teamwork have allowed the remaining staff to keep the bases covered.

This hard working handful of folks call the Community & Senior Center their home base, and that is where you normally go to sign up for programs, reserve facilities or to schedule an event. But in reality,

they are not only all over their very large building, but throughout the community as need demands.

The range of programs the city offers is broad, but city facilities are also much in demand including by those groups that operate their own programs. Yvette Smith, a 20-year member of the department, with the help of Luis and David take care of the facilities and rentals. She is also the organizer of the ever-popular Father-Daughter Dance that sells out every year.

It takes great diplomacy to schedule high demand facilities. It seems that we could never have enough softball or soccer fields to accommodate the demand. So sharing is required and some fields get used late into the evening hours. And even then, some folks have to be disappointed. However, most groups are good sports, wait their turn willingly, and understand that we do not have the budget to be able to accommodate the demand.

To the user, the availability of facilities might seem a simple thing. Actually, there is a great deal of work behind the scenes to not only scheduling, but insuring that the right facilities are in place for the user.

Recently, a soccer team arrived to find that there were no "goals" installed on their assigned field. They "five finger discounted" the goals from a neighboring field, lifting them over a fence to relocate them.

When another team showed up to use the field that had been the site of these goals, there were hard feelings that resulted in meetings about how we solve problems and cooperate.

Those of us attending meetings and events in the Community & Senior Center know how flexible the arrangement of the rooms can be. Room dividers must be opened or closed, tables set up or taken down, and an appropriate number of chairs in place. All these details are taken care of by our small staff all of whom will frequently drop what they are doing to help one another. I have even observed Christine Engel, our talented director of Parks and Recreation helping relocate chairs, etc.

As Woodland works through its budget challenges, many of us hope that we can see some growth in resources going to the important work of this department. While our seniors are amazingly self-sufficient in the operation of their Center, they still depend on well-maintained facilities for their many activities. Krista Bain with part time help and the assistance of the wonderful volunteers of Senior Center, Inc. provides support. Krista also takes care of tournament rentals and the adult City softball league.

Dallas Tringali is the guy who oversees all the contract classes offered, such as yoga, zumba, fencing, etc. He also operates the youth programs so important to our kids, including youth basketball and the summer youth programs that were offered last summer in Beamer, Ferns, Pioneer and Woodside parks.

Dallas also partners with the Daily Democrat in producing our twice yearly catalogue. This is available to residents at no cost thanks to the efforts of the Daily Democrat and the advertisers who support the publication. The next one is due out around Feb. 20 and will be timed with a kickoff event at the Community & Senior Center on Friday, March 1 from 4 to 7. The entire Center will be involved in the event which will also feature an exhibit of senior art. Mark your calendars and plan to come by for an enjoyable and informative visit. Who knows, you might even find a class you want to sign up for to get you moving or for just having fun with like-minded fellow Woodlanders. By the way, Route 3 and Bogle will be pouring their wines for those attending.

We also have an aquatic sports program operating out of the Charles Brooks Swim Center north of Woodland High School. Brad Petersen oversees that facility including swim lessons, lap swimming and water polo and swim team usage. He also is the go to guy for adult gym sports such as volleyball and basketball.

There is a lot of miscellaneous in our recreation program. For example, there is a remarkable boxing program offered evenings at a gym in Yolano Village off Lemen Avenue. There is "Toddler Time" which brings up to 16 toddlers and their parents to the Community & Senior Center on Thursdays for playtime and socialization. The list goes on!

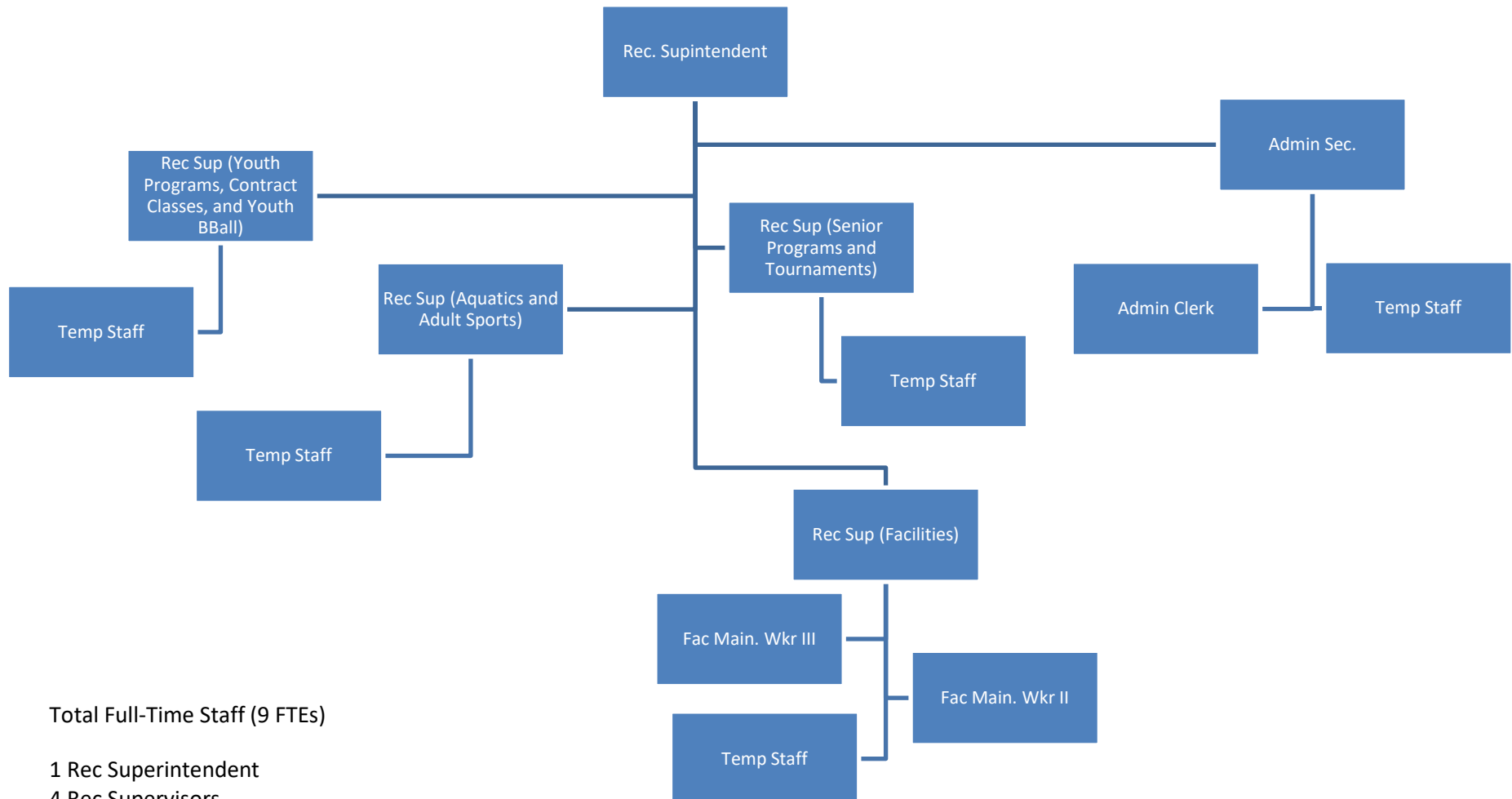
Everybody on the Parks and Rec team gets help from Cathie Hanie and Ilda Morena, who provide administrative support for all these programs, facilities and the staff. Cathy is also responsible for scheduling all of the field rentals which is a tough job when the demand regularly exceeds the available fields. Thousands of folks use our facilities and participate in our programs. There is a huge financial component to all this as well. Our net cost to operate these programs is \$1.4M. It would be much greater if there were not \$600K rental and program income to offset some of the expense. Even so, the CSC is home base for our Community Care Car and Elderly Nutrition Programs. The use of these facilities is the city's gift to these programs as they are not charged.

While we all depend on police and fire to provide for our safety and on public works to keep are streets, sidewalks, water and sewer lines and much more functional for our use, the services of our parks and recreation department are important as well. Sport and activities are part of a rich and well-rounded life. We need constructive activities for our youth to help them develop physically and emotionally.

A lot of great life lessons come from participation in youth activities where there is appropriate adult guidance and supervision. These are the services that the people of this small department provide to all of us. They deserve our thanks and appreciation. Come on out March 1 from 4 to 7 and check it all out.

-- Tom Stallard is a Woodland city councilman

Parks & Recreation Department Organizational Structure



Total Full-Time Staff (9 FTEs)

- 1 Rec Superintendent
- 4 Rec Supervisors
- 1 Admin Secretary
- 1 Admin Clerk
- 1 Facility Main. Wkr III
- 1 Facility Main. Wkr II



Parks & Recreation Commission

NAME	ADDRESS	PHONE	E-MAIL ADDRESS	Term Expiration
Vacant				
Enrique Fernandez Vice Chair	2 Tadlock Pl. Woodland CA 95776	219-9964	Eaf.fernandez@gmail.com	12/31/13
Jesse Salinas Chair	2378 Ortiz Ave. Woodland, CA 95776		jessesalinas333@gmail.com	12/31/2014
Vacant				
Nathan Stephens	429 Truckee Place Woodland, CA 95695	220-2934 (hm) 916-808-6913 (wk)	nhs@usa.net	12/31/2013
Joe Romero <i>Do not give to public</i>				12/31/2014
Vacant				

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee (handles Park Naming)

Fernandez,

Budget and Finance Committee

Salinas, Romero

Child, Youth & Playground Committee

Romero, Stephens

Community/Senior Center/Sports Park

Salinas, Fernandez

Urban Forest Committee

Romero, Stephens

Ad Hoc Committee

Salinas, Romero, Alt. Stephens

LIAISONS

Baseball: Romero

Soccer: Salinas

Swimming: Stephens

Commission typically meets the fourth Monday of each month at 6:30 p.m. at the City Council Chambers.

Online agenda and packet available at: <http://www.cityofwoodland.org>

For additional information please call 530.661.2000

N:\PRShare\Commission Parks & Rec\rosters and term info\PRC Rosters 2013.doc 2/20/2013



Commission Meeting Minutes January 28, 2013

A. Call to Order

Meeting convened at 6:33 p.m. at the City Council Chamber, 300 First Street, Woodland, California by Commissioner Salinas.

B. Roll Call

Present: Romero, Stephens, Salinas, Fernandez, 3 Vacant

Absent:

Staff: Engel, Haynie, Sanders, Schroeder,

C. Pledge of Allegiance

D. Communication-Public Comment

E. Communications-Commission/Staff Statements and Requests

Commissioner Fernandez informed the Commission that he and Vice Mayor Stallard received a tour of the Community & Senior Center from Engel. Commissioner Fernandez suggested that if the other Commissioners had not toured the facility that they do so, or if they had to do it again. Engel stated the City is updating the General Plan and at the February 5th City Council meeting there will be a General Plan update session. Engel stated that Langston "Jack" Jackson passed away; Mr. Jackson had been a vital part of the Night Hoops Drop-In Program. Mr. Jackson will leave a hole in the Department and will be missed by past and present participants of the program. Commissioners will be needed as Ambassadors for the Department at the March 1st ReXpo event.

F. Minutes of September 24, 2012

Commissioner Fernandez made motion to accept the November 26, 2012 minutes as written; Commissioner Stephens seconded the motion. Motion carried 4-0.

G. Committee Reports (None)

H. Presentations

H.1 Shelia Groom Appreciation Presentation

Engel and Sanders presented Shelia Groom with an Appreciation Plaque from the Parks & Recreation Department for her years of service on the Park & Recreation Commission. Engel appreciated Ms. Groom for her organizational skills and her ability to keep the Commission on track for their goals. Sanders will miss Ms. Groom; she was the eyes and ears in Springlake. Ms. Groom was pleased that she was allowed to serve on the Commission. Commissioner Salinas stated that he and Ms. Groom started on the Commission at the same time. The work that Ms. Groom put into the Work Plan and that process will be used by the Commission for years to come.



Parks & Recreation Commission

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

H.2 Supervisor Westley Schroeder Overview of Programs

Schroeder explained to the Commission that he was in charge of Urban Forestry. He stated that his responsibilities included maintenance of all the sports fields including the Sports Park and the L&L Parks, Pioneer and Jack Slaven Parks (with one full time employee). In the Tree Division there are two permanent staff with 15,000 trees and a budget of \$36,600.00 for maintenance. Currently the City is on a seven year tree maintenance cycle. Commissioner Fernandez complimented Schroeder and Sanders for their hard work with the budget constraints. Commissioner Romero asked how many staff Schroeder supervised. Sanders responded that there were two employees for the General Fund parks and two for the L&L parks which includes the Sports Park in addition to multiple temporary staff (and that staffing levels vary depending on the time of year).

H.3 Project Update Freeman Park, Clark Field, and Charles Brooks Swim Center

Michael Karoly, Senior Civil Engineer has been managing the Parks project since the Parks Division moved to PW. Freeman Park is the fourth stage of the Parks Irrigation System Grant which will allow staff to control the irrigation to the park remotely. In addition there will be a concrete path to replace the decomposed granite path, new picnic tables, and benches. The Park will need to be closed from July until the project is completed. Replacement of the Clark Field backstop will increase the height and length of the fencing. This will help to keep the balls in the field and out of the neighborhood. The project will begin in October 2013 at the end of the baseball season. Staff met with the user groups to discuss the project. The project should be completed in January 2014. Engel informed the Commission that the neighbors had been sent an invitation to the meeting. Karoly updated the Commission on the replaster project at the Charles Brooks Swim Center. This project will also focus on the deck and coping. In addition ADA issues will be evaluated (access and sloping of the pool). The project will begin in mid-August. Staff has been working with the user groups to determine the best time for the pool project.

I. Consent Calendar

I.1 Arbor Day

Commissioner Stephens made the motion for staff to move forward with a Council Communication proclaiming March 9, 2013 as Arbor Day in the City of Woodland; Commissioner Fernandez seconded the motion. Motion carried 4/0.

I.2 Work Plan

Item 3 of the Work Plan, National Bike Month Event was discussed and will be added to the work plan. Commissioner Fernandez will take the lead and supply Haynie with language before the next Commission meeting. Item 4 Boxing Facility Needs Assessment will not be added to the Work Plan but addressed by the Ad Hoc committee with a report to the Commission. Item 5 Re-Examine Street Tree Master List will be added to the Work Plan with Commissioner Stephens taking the lead and drafting language.



Parks & Recreation Commission

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

I.3 Roster and Terms

Commissioner Salinas is the new Chair per the change to the Parks & Recreation Commission where the Vice Chair moves into the Chair position after a year as Vice Chair. Commissioner Fernandez will take over as Vice Chair.

- Facilities Committee- Fernandez
- Budget & Finance- Salinas, Romero
- Child, Youth & Playground-Romero, Stephens
- Community/Senior Center/Sports Park- Salinas, Fernandez
- Urban Forest-Romero, Stephens
- Ad Hoc- Salinas, Romero
- Liaisons- Baseball, Romero; Soccer, Salinas; Swimming, Stephens

Commissioner Romero made the motion to accept the changes to the committees and Vice Chair; Commissioner Stephens seconded the motion. Motion carried 4/0.

J. Communications Written-Staff Reports

J.1 Recreation Division Report-Christine Engel

Engel asked if the Commission had any questions for her concerning the Recreation report. Commissioner Salinas stated that the Recreation report was very informative and that he appreciated the new format. Staff is currently working on summer programs though the report covers November and December. Commissioner Romero asked who updated the department's Facebook page. Commissioner Romero felt that the page was informative and well done. Engel informed that Commission that Haynie and her staff is in charge of the Facebook page. Commissioner Fernandez asked if there was anything the Commission could do to help promote the programs. Engel stated if there are organizations that Commissioners have contact with, it would be appreciated if the March 1 event information was shared with them. Engel stated that the March 1st event is the main focus for showcasing the summer programs and that the senior art show will also be occurring at the same time and will have wine tasting.

J.2 Parks Report/Street/Tree Report-Rob Sanders

Commissioner Salinas asked Sanders about Arbor Day then asked for the Parks report. Sanders informed the Commission that he had met with Sport-X concerning the turf. Sport-X recommended that deep grooming at the Sports Park will need to be done twice a year. This will extend the life of the fields. Commissioner Fernandez asked how long this will extend the life of the field. Sanders responded that this should insure that the fields will last the full ten years. The cost will be \$10,000-\$12,000 per year.

J.3 Clark Field Update-Rob Sanders

Sanders commended the electrical staff on updates to the electrical system at Clark Field. Commissioner Salinas asked if staff had been publishing the amazing work that staff has been doing for the facilities. Sanders responded that it would be better to publish these improvements once they are completed. Staff is planning to have events at the facilities after the completion of the projects.



Parks & Recreation Commission

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

J.4 Review Sports Park Cost Analysis

Engel informed the Commission that during the last budget process, it was assumed that a fee analysis for the adult softball program would be conducted (and fees adjusted accordingly) prior to the next fiscal year. However, staff conducted a more extensive fee analysis that evaluated the fees for all users of the Sport's Park. Tournament has 40% of the use; the balance of use is split almost equal between Soccer and the City's Adult Softball program. The fields are used every available weekend for tournaments. Engel stated that staff is trying to determine if the correct fees are being charged. Conservative staff costs, field usage, fees collected, either by field fees and/or field rental fee were used in the calculations. Currently the loss is \$20 per hour and does not address any turf replacement fees. Staff looked at other multi use facilities and found that Mather is the most similar to the City's Sports Park and the best facility to compare with. Mather charges \$60 per hour for their residents for field rentals; we currently charge youth groups \$15 per hour. Mather only charges rental fees, no player fees. We will no longer charge groups player fees and charge the rental fee only. We do not see changing the \$15 per hour rate that we charge youth groups. Mather charges \$700 per day per field for non-resident tournaments and \$560 for residents; we currently charge \$250 for resident and \$300 for non-resident per field per day. We are proposing to charge \$400 for residents and \$500 for non-resident tournaments per field per day. We need an additional \$25 per hour just for field replacement cost (however, we are not proposing to increase the fees to cover the entire replacement cost). That assumes that we had been charging the correct fees for the past five years. We are also evaluating fencing the entire Sports Park, this will allow for a gate fee to be charged. This will also help to eliminate unpermitted use of the fields. Commissioner Stephens asked if Mather collected a replacement fee. Engel responded that she assumed that fee was included in their fees. A replacement fee will be included in the new fees and the revenue will be tracked separately. Fees would go into effect January 2014 since we have already entered into agreements with tournament users.

J.5 Fourth of July Celebration

Engel requested the Commission plan and implement the 4th of July bike parade. She stated that she assumed Bayside Church would continue to help with the decoration table. Commissioner Fernandez said he would take the lead on the Bike Parade and the other commissioners will assist as needed. The time commitment on the 4th of July would be from 6:30-10:30 a.m.

Business Items for Next Meeting: *Clark Field Update, Annual Plan-Work Plan, Supervisor Overview of Program*

Next Meeting Date: February 25, 2013 6:30 p.m.

Adjourn: meeting adjourned at 7:40 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department

**FY13 Parks and Recreation Commission
Annual Work Plan
Updated December 2012**

ITEMS CONTINUED FROM FY12

1. Urban Forest Master Plan

Upon approval by City Council, develop outline of policies necessary for formalizing Urban Forest Master Plan.

Goals	Status
Formal communication asking City Council to approve the Parks and Recreation Commission request to propose policies related to further development of the Urban Forest Master Plan in FY12.	Request sent to Council June 2011
Upon Council approval, develop outline of policies necessary for formalizing Urban Forest Master Plan <i>(Potential starting point: Adding importance of Urban Master Plan to the City's General Plan, Strategic Plan and Vision, Values and Mission statement)</i>	To Urban Forest sub-committee in July 2011

2. Review Policies

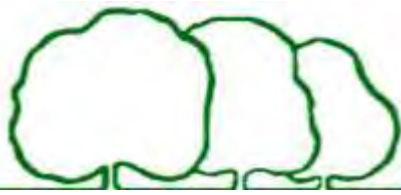
Goals	Status
Commissioners will review policies throughout the year as requested. <i>Policies Reviewed in FY13</i>	

3. National Bike Month Event (May)

Goals	Status
Commissioner will organize an even in May to promote cycling and bike safety in Woodland school.	

4. Re-Examine Street Tree Master List

Goals	Status
Review street tree master list and recommend modifications to Public Works.	



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Recreation Report

DATE: February 25, 2013

PREPARED BY: Parks & Recreation Department

RECOMMENDED ACTION:

None. Information only.

BACKGROUND INFORMATION:

The following provides highlights of the Parks & Recreation Department since the last report.

Sports Park

Sports Park Tournaments: Beginning January 4, 2013, tournament season at the Sport Park began. For the month of January, the fields were used for all weekend dates available and there were no cancellations. An adult softball tournament was held on the first weekend in January followed by three weekends of youth soccer rented by the Woodland Soccer Club. Total revenue captured for January was \$6,437.

Spring Softball: Spring softball will start on March 1, 2013. Team registration is down slightly; however, over 70 teams will be participating in this league.

Concession Stand: Over two weekends in February, thefts occurred at the concession stand at the Sports Park. On one weekend, the tires were stolen from the trailer. During the following weekend, the undercarriage of the trailer was removed; the thieves left the trailer on tire jacks. The police have been involved in both incidents.

Brooks Swim Center

Woodland and Pioneer High School swim teams have started using the pool, with over 5 kids per lane from 3:30 p.m to 6: 30 p.m. Several organizations have expressed interest in renting the swim center in 2013. We are currently working on securing Junior Olympic trials for water polo along with the California Cup. Capital Valley Water Polo and American River Water polo have started requesting dates for the spring and summer. Bella Vista Aquatics has rented the pool for Woodland's first high school swim invitational on March 1st and 2nd. This meet could attract more than 1000 athletes and their families to Woodland.

Gym Sports

Senior basketball, with three leagues (35 and over, 40 and over, and 50 over), ended their season on February 20, 2013. Tuesday night “drop-in” volleyball continues to be well attended. Youth basketball ended their season in early February. Surveys to parents and participants have been distributed to solicit input that will be used to improve the program in 2014. Participation at drop-in badminton on Mondays and Wednesday mornings also continues to increase.

Community & Senior Center

Advertising: New facility brochures have been created for the Community & Senior Center; one full booklet and one small pamphlet. Both marketing materials will be available for the March 1 “ReXpo” event. Additionally, the Parks & Recreation Department is participating in the “Trivia Pages” that are available at local restaurants as a means to advertise department programs and rental venue opportunities.

Facility Operation & Maintenance: Facility Maintenance Staff are working hard in maintaining the up keep for the Community & Senior Center. Several A/C units have been down, in the building, due to cracks in the suction line and bad fan motor. Several Companies have been contacted to get an estimate on how much it would cost to fix. Gates that are located on the patios outside the meetings rooms are also being looked at. Replacing the hinges, installing cane bolts to keep the doors open and also be adding a top gate latch to retain in closed position when needed.

Rentals: During the past few months December/January rentals held at the Community & Senior Center included: University of CA Cooperative Ext., Hunter Memorials Service, Yolo County Democratic Party District 4, Pioneer Booster Crab Feed, Water Resources Association, Davis Alliance Soccer Club Meeting, Woodland Soccer Club Meeting, Edward Jones Holiday Open House, Woodland Professional Police Association Holiday Dinner, Luna Vista Rotary meetings, Wimmer Meeting, Alzheimer’s Association Meeting, Dyett & Bhatia Urban and Regional Planners, Herndon Birthday Party and several City department sponsored meetings.

Senior Center

Tax Aid Preparation: Annual tax aid preparation by AARP volunteers is scheduled from February until mid-April to guide seniors in submitting their federal and state tax returns. Appointments are Wednesday afternoons at 1:00, 2:00, 3:00, and 4:00 p.m. and Thursday mornings at 9:00, 10:00, 11:00 a.m., and 12:00 p.m. Since the Senior Center started accepting appointments on January 21, nearly 20% of the available time slots have been reserved.

Digital Literacy Training: Following the successful tutoring dates in December and January by Woodland Community College student volunteers, additional dates to provide Digital Literacy training for seniors have been identified. The training covers basic computer and smart phone skills, teaching participants how to use a smart phone, beginning Internet, email, and Microsoft Word. Classes will be held on Fridays between 10:00 a.m. and 12:00 p.m. on February 8 and 22; March 8 and 22; and April 19.

Senior Art Show: The annual Senior Art Show will be held in conjunction with “ReXpo” the summer recreation program kick-off event. Bogle Vineyards and Route 3 Winery will be providing tastings of their wine during the art show. Community Care Car has confirmed their support in transporting seniors to and from both the Art Show and to Heritage Plaza. The senior artisans have been working diligently to complete projects for the March 1 deadline to display their artwork at the Art Show. The artwork includes paintings, drawings, ceramics, needlework, quilting, and wood-carvings. Some artwork will be available for sale.

Miscellaneous

Spring/Summer 2013 Program Guide: The new Spring/Summer Program Guide has been published and was distributed in the Daily Democrat on February 16, 2013. Copies of the guide are available at the Community & Senior Center and online on the City’s webpage.

Officiators Contract Update: A three-year agreement (with an option to extend the agreement for two years) between the City and the Greater Sacramento Softball Association was approved by the City Council on February 5, 2013. Agreements for youth and adult basketball will also be executed.

House on Community & Senior Center Property: On February 5, 2013, the City Council approved the use of the house on the Community & Senior Center property for a fire and burn down exercise by the Woodland Fire Department. This training exercise is tentatively scheduled to occur in late April. As previously reported to the Commission, the house has become an attractive nuisance and will be removed for public health and safety concerns (it was set on fire and repeatedly vandalized in 2012).

Toddler Time: The new “Toddler Time” program offering continues to be popular. This program began in November and provides an opportunity for parents/grandparents of toddlers to interact while the children enjoy crafts and interactive games. In the upcoming months, activities include crafts, music, and field trips. This class is held at the Community & Senior Center.

Boxing Center: The City has been working with the Yolo Housing Authority on identifying a location and funding sources to construct a new facility to house the City’s boxing program. The Yolo Housing Authority will be submitting applications for community development block grants for engineering work related to a new multi-use facility, as well as funding for a demolition plan and the actual demolition of an existing facility that would be the location that would house a new boxing center facility. The City and the Housing Authority are also working with community partners that may be interested in providing some funding to construct the new facility. Updates will be provided to the Commission as new information is available.

SUBJECT: Monthly Parks & Recreation Report

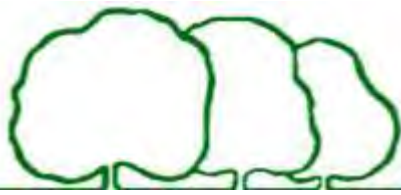
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ITEM:

Expense and Revenue Summaries

Snapshot of Recreation Expenses through 1/31/13				
Program	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$160,342.18	\$91,730.44	\$68,611.74	43%
Community & Senior Center	\$1,112,669.81	\$476,614.21	\$636,055.60	57%
Brooks Swim Center - Recreation	\$131,071.82	\$90,694.06	\$40,377.76	31%
General Recreation Programs	\$308,459.99	\$167,235.42	\$141,224.57	46%
Enterprise Fund				
Youth Center Enterprise	\$362,180.59	\$208,596.68	\$153,583.91	42%
Total Recreation Budget	\$2,074,546.88	\$1,034,870.81	\$1,039,853.58	50%

Snapshot of Recreation Revenue through 1/31/13			
Account Title	FY12-13 Projection	FY12 Revenue to Date	% of Projection
Red Cross Course Fee	\$513	0	0.00%
MSC Sales	\$843	\$976.35	116%
Brooks Swim Center	\$112,860	\$39,409.02	35%
Senior Programs	\$8,468	\$3,259.80	38%
Community & Senior Center	\$76,405	\$32,860.51	43%
Fitness Center	\$30,000	\$16,120.04	54%
Sports Park	\$130,496	\$74,748.52	57%
General Recreation	\$59,910	\$37,558.50	63%
Yolano Recreation	\$7,966	\$4,276.50	54%
Adult Recreation & Leagues	\$97,352	\$56,885.50	58%
Recreation Contracts	\$100,000	\$34,500.83	35%
Total Recreation Revenue	\$624,812.18	\$261,835.05	48%



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: February 25, 2013

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 requested a one time expenditure of \$40K in the upcoming fiscal year for a 5' tall vinyl coated chain link fence that will encompass the entire west side of the Sport Park from Sports Park Dr south to Co Rd 24C (approximately 1,300 feet). The installation of this fence would help alleviate unauthorized groups or individuals from accessing the fields. These individuals contribute to the wear and tear of the synthetic turf without having to pay our field use permit fee. Since they are not permitted, most do not adhere to the rules associated with the fields, i.e. unapproved footwear, skateboards and other items that are detrimental to the fields.

Furthermore, user groups that procure the fields for tournament play would have a means of collecting gate fees to help offset costs. This has been problematic in the past because there hasn't been a designated entry point where fees could be collected; the entry gates of the new fencing would address the issue. There is also a safety concern regarding errant soccer balls being kicked into the parking lot. Separating the parking lot from the fields would reduce the chance of children being hurt while retrieving stray balls in the parking lot.

2. The Turf Authority, a field maintenance contractor, has given us a quote for a specialized cleaning and grooming of the artificial turf at the Sports Park. This will be a reoccurring annual maintenance that has been recommended by SportEx, the manufacture of the fields. The quote of \$9,250 includes such services as power grooming, removal of surface debris, repair of seams in the material, re-leveling of infill material and a full disinfection of the fields. The contractor also quoted \$2,800 for a one time G-Max testing of the fields. This is a test to measure how safe the fields are for athletes who are using them; it is based on shock absorption ratings of the fields themselves. This service has yet to be approved in the budget.

- **Klenhard Park**

Staff has started the baseball field rehab project at Klenhard Park that will incorporate three different phases at a total cost of \$11,407. This project will be performed by Dominguez Landscapes Inc and City staff. Phase one will include removing the infield sod, after which City personnel will repair the worn out pitching mound. In phase two, Dominguez Landscape will install a new lateral line which allows Cal-Ripken to control valves that will wet down the infield. This will eliminate the old process of having to drag a hose out and manually performing this task. In phase three, the field that was previously used for girl's softball will now be converted into a baseball field for the Cal-Ripken user group.

- **Brooks Pool**

1. ***Swim Season*** – The pool was reopened in January for programming by both the Woodland Swim Team and City of Woodland Recreation Department.
2. ***Upgraded Equipment*** – A new web based chemical controller which allows staff to monitor chemical levels and temperature in the pool has recently been installed. This system will allow staff to remotely track and adjust levels as needed.

- **Cemetery**

1. ***Internments*** – The Woodland Cemetery had six internments during the month of January, three full burials and three cremation burials.
2. ***Sales*** – There was \$11,208 in sales in the month of January.
3. ***Operations*** – There was no temporary maintenance staff working at cemetery during the month of January.

Snapshot of Parks Primary Budgets through 2/20/13

Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	\$247,830.72	\$159,753.65	\$88,059.07	35.53%
Cemetery	\$331,571.97	\$147,265.90	\$184,306.07	55.59%
Gateway LLD	\$19,698.24	\$4,805.58	\$14,892.66	75.60%
General Fund Parks	\$919,194.54	\$462,913.39	\$456,344.15	49.65%
Gibson Ranch LLD	\$479,002.80	\$279,255.95	\$199,746.85	41.70%
Spring Lake LLD	\$354,272.84	\$201,863.25	\$152,409.59	43.02%
Sports Park	\$213,881.78	\$132,253.73	\$81,628.05	38.47%
Urban Forestry	\$261,042.06	\$109,759.97	\$129,682.09	49.68%
Spring Lake SLIF	\$27,506.21	\$3,637.61	\$23,868.60	86.78%

- **Arbor Day**

During this year's Arbor Day celebration, the City Parks Group will be working with the local 4-H group who has been awarded two separate grants for tree planting. These volunteers will be planting trees at Douglass and Treadway Parks; combined, they will be planting approximately 40 trees.

- **Cyclical Pruning**

West Coast Arborists has finished pruning trees in the Gibson Ranch area and will move on to East Street across from the Community Center. These are large walnut trees that will be pruned and/or removed due to their deteriorating and hazardous conditions.

- **Service Requests / Work Orders**

Currently there are 372 attached work orders and 149 unattached work orders that are open and waiting to be processed.

- **Tree Removals**

1. Reoccurring Note: Now that the UFG is fully staffed, removals that were previously on hold will be started once our stump grinding has been completed. Staff will hopefully begin the removal process in April. However, trees found to pose an immediate hazard will be assessed and removed.
2. For calendar year 2013, the Urban Forestry Group has removed 14 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>
247 Madera Court	Chinese pistache	Hazardous
2001 EAST ST	Two Atlas Cedars trees	Poor health
956 FOURTH ST	Two Bradford Pear trees	Poor health
GREEN BELT	Deodar Cedar	Poor health
1010 FOURTH ST	Hackberry	Poor Structure
509 Clover St.	Japanese cryptomeria	Dead

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared By: Westley Schroeder, Park
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