

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

**PARKS & RECREATION COMMISSION
AGENDA**

**MARCH 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 Parks Supervisor David Stewart Overview
- H. Consent Calendar
 - H.1 Adopt the Minutes of the Commission Meeting of February 25, 2013
 - H.2 Adopt Work Plan

I. Reports of the Commission

I.1 Update May Bike Month-Fernandez

I.2 Update Street Tree List - Stephens

J. Report of the Staff

J.1 March Recreation Department Report-Christine Engel
Recommendation: Information only

J.2 March Parks Report/Street/Tree Report-Rob Sanders
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, March 25, 2013 was posted on March 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.

Parks & Recreation Commission Minutes

Monday, February 25, 2013

City Hall – 300 First Street – 2nd Floor Council Chambers

Open Session

The Parks & Recreation Commission meeting was called to order by Chair Jesse Salinas at 6:40 p.m. on Monday, February 25, 2013 at the Woodland City Hall Council Chambers.

Roll Call

Commission Members Present: Chair Jesse Salinas
Commissioner Joe Romero
Commissioner Nathan Stephens

Commission Member Absent: Vice Chair Enrique Fernandez

Staff Present: Recreation Superintendent Christine Engel
Public Works Superintendent Rob Sanders
P&R Administrative Secretary Cathy Haynie

Pledge of Allegiance

Communications-Public Comment (None)

Communications-Commission/Staff Statements and Requests

Engel informed the Commission of the article in the Daily Democrat by Vice Mayor Stallard “My kingdom for a soccer field” Article highlighted the responsibilities of the staff and how well they work together to salvage the responsibilities with the loss of staff. Engel explained that the organizational chart for Recreation that shows the responsibilities of each staff member. This will help the Commission to better understand what Recreation manages, during the

coming months when the supervisors attend the Commission meetings to explain their areas of responsibility. The next item that Engel presented was the ReXpo ad that the WAVE put together. Engel thanked Carli Allen and Randy Russell from the WAVE for their efforts along with Chair Jesse Salinas for a video production for the March 1 “ReXpo” event.

Communications-Committee Reports

Presentations

Recreation Supervisor Dallas Tringali informed the Commission that he starting working for the Parks & Recreation Department in 2006 as a Coordinator. Currently Tringali is in charge of Youth Recreation and Contract Recreation. Tringali highlighted some of the programs being offered. Tringali is the organizer of the Guide with Daily Democrat who publishes the guides at no cost to the department.

Consent Calendar (Items)

Adopt Minutes of the Commission Meeting of January 28, 2013

Action: Stephens Moved/Romero Seconded:

Motion carried by the following roll call vote:

Ayes: Salinas, Stephens, Romero

Noes:

Work Plan-Update National Bike Month

Item moved to next meeting.

Reports of the Staff

Recreation Report

Haynie handed out a few items to you, a new brochure on the Community & Senior Center and the Summer Guide. Haynie spent a great deal of time working on the facility brochure with Yvette Smith. Staff should be commended for efforts on these publications. The Summer Guide is organizing by Tringali with input from

the other Supervisor and Haynie and her staff. Since the last Commission meeting there has been vandalism of the concession trailer. First the tires were removed, and then a short time later the whole under carriage of the trailer was removed. The vendor is working with his insurance to have these items replaced and is still able to operate.

Action: Received

Parks Report

Sanders and Engel have been busy with budget. One of the items Sanders has requested a five foot fence that will run on the west side of the Sport Complex at a cost of \$40,000. This fence will help in the ability of collecting gate fees and keep participants from running into the parking lot to retrieve balls. The fence should also help against unpermitted use of the facility. Klenhard Field update of irrigation and field.

Clark Field

The project is still moving forward.

Action: Received

Adjourn 7:10 p.m.

Action: Stephens Moved/Romero Seconded:

Motion carried by the following roll call vote:

Ayes: Salinas, Stephens, Romero

Noes:

FY13 Parks and Recreation Commission

Annual Work Plan

Updated March 20, 2013

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
Summary In alignment with the May is Bike Month campaign (www.mayisbikemonth.com), the Parks & Recreation Commission for City of Woodland, CA will organize a number of city-wide initiatives to promote cycling throughout the month of May 2013. Cycling is a healthy form of transportation that can reduce the carbon footprint of citizens. By decreasing the number of people regularly using forms of transportation dependent on fossil fuels, the city can reduce the amount of carbon emissions produced by its citizens as well as decrease traffic congestion. Vision This commission shall look to establish a number of initiatives that encourage community solidarity and foster the usage of bikes for transportation and recreation, throughout the month of May. This	

FY13 Parks and Recreation Commission

Annual Work Plan

Updated March 20, 2013

commission shall look to construct and promote initiatives that fall under the following categories:

- (1) City-wide Cycle Event
- (2) Weekly Neighborhood Bike Events
- (3) Bike to Work/School
- (4) Increase the Number of Participants of the Regional May is Bike Month Campaign (www.mayisbikemonth.com)
- (5) Bike Maintenance & Safety Clinic

Upon deliberation, this commission shall add or remove any of the above stated categories.

Involvement of Community

The Woodland Parks & Recreation Commission members shall be responsible for recruiting interested parties to participate in the organization and administration of this initiative. A majority of the organization and administration responsibilities for this initiative shall, eventually, be transferred to residents.

Involvement of Parks & Recreation Commission

Until the majority of organizing and administration responsibilities of this initiative are transferred to residents and interested parties, members of the Woodland Parks & Recreation Commission shall be primarily responsible for the organization and administration of this event. Members of this commission shall also be responsible for the recruitment and incorporation of interested parties and community members.

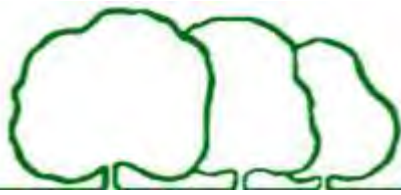
Reporting to the Parks & Recreation Commission

After the conclusion of the month of May 2013, the participating commission members and volunteers will provide a report to the Parks & Recreation Commission. The report must include: (1) the number of participants involved in all the above stated initiatives, (2) the number of miles pledged by Woodland residents, and (3) the real number of miles cycled by Woodland residents.

FY13 Parks and Recreation Commission
Annual Work Plan
Updated March 20, 2013

4. Re-Examine Street Tree Master List

Goals	Status
Subcommittee will review and discuss with staff the Master Tree Planting List and report back to the Commission by May 31st 2013. • Discussion will include: frequency of species planted, strategies to improve species diversity and add more trees that are suitable for the smaller yards of newer developments. Develop a public outreach plan to educate the community on tree planting and the importance of planting the "right tree in the right place" by reviewing the ISA guidelines for tree planting. By 6/30/2013. Coordinate with Woodland Tree Foundation, Sacramento Tree Foundation, Tree Davis and the National Arbor day Foundation to provide educational outreach for improving species diversity and tree planting.	



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Recreation Report

DATE: March 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.

General Items

ReXpo and Senior Art Show: The “ReXpo” and Senior Art Show held on Friday, March 1, drew well over 500 people to the Community & Senior Center. During the three hour event, over \$10,000 was collected in registration fees. Since the event, 346 new participants from 236 households have signed up for classes. The event provided an opportunity for those that teach the contract classes to met potential students and answer any questions they may have about the classes. Several artists were able to sell original artwork to the public. Combining the two events (summer recreation program kick-off and senior art show) was beneficial to expose the public to all programs offered at the City in addition to the Y’s Wellness and Fitness Center and Senior Center Inc.’s thrift store. Staff appreciates the Commission’s participation at the event. The event will continue to be held the first Friday of each March and is scheduled next for March 7, 2014.

4th of July Planning

The City has started it’s 4th of July festivities planning efforts. Approximately \$14,000 has been raised to date to pay for the 4th of July activities. Events to be held in the community include the bike parade and activities at Freeman Park, the Woodland Schools Foundation Fun Run, pancake breakfast, ice-cream social, public swim, and fireworks celebration at Woodland High School. Staff has started to meet with high school representatives and will start monthly meetings with all those involved in the fireworks celebration. Meetings have also started to be held to plan the bike parade and Freeman Park activities.

Sports Park

Adult Softball – Spring Season: Adult Softball started for the spring season on March 1. This season has 72 teams playing in the 8-game league. Staff is already preparing for the 10-game summer season that is scheduled to begin mid-May.

Tournaments: Tournaments have been held at the Sports Park every weekend since the first of January. There have been no cancellations by tournament directors, to date. The month of February generated \$8,700 in rental revenue to the Sports Park.

Brooks Swim Center

Three swim teams are currently using the facility: Woodland and Pioneer High Schools along with the Woodland Swim team. On April 1st Woodland Wreckers will start practices further impacting our crowded facility by adding a fourth swim team.

Several organizations have expressed interest in renting the swim center in 2013. We are currently working on securing championship swim meets and water polo tournaments for summer 2013. Bella Vista Aquatics hosted Woodland's first high school swim invitational on March 1st and 2nd. Athletes qualified in seventy-four section events at this meet.

Gym Sports

Senior basketball, with three leagues (35 and over, 40 and over, and 50 over), ended the season on February 20, 2013. Tuesday night "drop-in" volleyball continues to be well attended.

Contract Classes

Tennis Classes: Woodland Parks & Recreation issued a Request for Proposals for a new tennis instructor last month. The deadline to submit proposals was on March 13th and four complete proposals were received. Staff will review the proposals with representatives from the Woodland Tennis Club. After screening proposals and interviewing potential instructors, we will select an instructor to begin classes in June.

National Academy of Athletics: Woodland is offering several different week-long sports camps this spring and summer. For the upcoming spring break from April 1-5, there are two camps offered: "All Sorts of Sports" which covers many different sport activities, and "Baseball/Softball" for both boys and girls ages 7-12. Camps will take place at Woodland Sports Park.

Community & Senior Center

Facility Operation & Maintenance: Facility Maintenance Staff are working hard in maintaining the Community & Senior Center. One air conditioning unit that had not been working for several weeks has been fixed. Hinges on the gates by the meeting rooms need to be replaced but will not be done until the next fiscal year. Door stops have been installed on several of the doors throughout the building. Maintenance was also done recently to keep the waterfalls working properly. A fire sprinkler system check, required every 5 years, has been scheduled and will soon be completed.

Rentals: Recent rentals of rooms at the Community & Senior Center include: Water Resources Association meetings, a 16th birthday party, Bureau of Reclamation meeting, Jehovah's Witness Meeting, Farm Credit West Dinner, several celebrations of life, Yolo County Women's Luncheon, Woodland School Foundation (Burgers & Brew), Woodland Healthcare Annual Dinner/Fundraiser, Luna Vista Rotary Meetings, Woodland Soccer Club Meeting, and several City department sponsored meetings.

Senior Center

New Senior Programs: Two new game groups have recently started, both held Monday mornings. The first is a group learning how to play the card game Pedro. The second new card group is the Poker & Bunco group coordinated by Karen Wright from St. John's Retirement Village. The first week St. John's brought seven residents to learn and play Poker, St. John's also provided refreshments. The participants in attendance were taught poker and the game Tripoly.

Upcoming Speakers & Presentations: The Senior Center has received numerous requests for presentations/seminars to be made. Customary practice does not allow "for profit" organizations to present at the Senior Center, unless the Senior Center sponsors the presentation. Upcoming scheduled Senior Center sponsored presentations include "Legal and Financial Planning for Alzheimer's Disease", presented by the Alzheimer's Association; "Smart Phones and iPads Learning the In's and Outs" presented by MESA Students of Woodland Community College; "Important Documents, Version 2.0" presented by Joann Hatchet; "A Brief History of the Red Cross and Volunteerism with the Red Cross", presented by the Sacramento-Sierra Chapter of the American Red Cross; and "The ABCD's of Medicare" presented by Barbara Walters with HICAP.

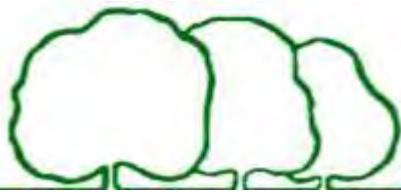
Miscellaneous

Building at Freeman Park: The Parks & Recreation Department previously occupied 1017 Main Street, adjacent to Freeman Park, until the space was too small, through approximately 1995. United Way then leased the property from 1995 through January 2013. The property has been vacant since United Way terminated their lease. On March 19, 2013, the City Council authorized the City Manager to enter into a lease agreement with Hensel Phelps Construction Co. from April 1, 2013 through June 30, 2015. Hensel Phelps Construction Co. is the construction management firm that will be overseeing the courthouse project.

Expense and Revenue Summaries

Snapshot of Recreation Expenses through 2/28/13				
Program	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$ 160,342.18	\$ 103,190.01	\$ 57,152.17	35.64%
Community & Senior Center	\$1,112,669.81	\$ 580,197.98	\$ 532,471.83	47.86%
Brooks Swim Center - Recreation	\$ 131,071.82	\$ 99,737.34	\$ 31,334.48	23.91%
General Recreation Programs	\$ 308,459.99	\$ 204,530.48	\$ 103,929.51	33.69%
Enterprise Fund				
Youth Center Enterprise	\$ 362,180.59	\$ 218,535.44	\$ 143,645.15	39.66%
TOTAL RECREATION BUDGET	\$2,074,724.39	\$ 1,206,191.25	\$ 868,533.14	41.86%

Snapshot of Recreation Revenue through 2/28/13			
Account Title	FY12-13 Projection	FY12 Revenue to Date	% of Projection
Red Cross Course Fee	\$ 512.50		0.00%
Misc Sales	\$ 843.43	\$ 936.35	111.02%
Charles Brooks Swim Center	\$ 112,859.53	\$ 45,668.02	40.46%
Senior Programs	\$ 8,468.20	\$ 3,389.80	40.03%
Community Center	\$ 76,405.40	\$ 38,935.51	50.96%
Fitness Center	\$ 30,000.00	\$ 18,536.04	61.79%
Sports Park	\$ 130,495.81	\$ 82,811.56	63.46%
General Recreation	\$ 59,910.14	\$ 39,522.50	65.97%
Boxing	\$ 7,965.66	\$ 4,542.50	57.03%
Adult Recreation	\$ 97,351.51	\$ 73,499.00	75.50%
Contract Classes	\$ 100,000.00	\$ 37,179.63	37.18%
TOTALS	\$ 624,812.18	\$ 345,020.91	55.22%



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: March 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**

The changing of seasons is requiring staff to focus on performing a higher level of field maintenance while also accommodating the major transitions that are required during this time of the year. This is the time of year in which baseball and softball tournaments are getting into full swing, whereas soccer teams are ending their seasons with final tournaments. Staff must juggle their time between setting up for soccer and baseball tournaments while also maintaining the fields for the weekly softball leagues.

- **Klenhard Park**

The baseball field rehab project at Klenhard Park is now completed. The field that was once used for girl's softball has now been converted into a baseball field for the Cal-Ripken league. The field renovation required alterations to the outfield which needed to be cutback 20' and to a depth of 4" to accommodate a deeper infield. Once done, the sprinkler system was realigned, new base pegs were installed and the removed sod was replaced with new infield mix; these alterations will now allow the fields to be used for multiple age groups, as well as allowing for flexibility with the scheduling of games. All work associated with this project was performed by Dominguez Landscapes Inc and City staff at a cost of approximately \$10K.

- **Jack Slaven Park**

Water Feature – The water feature at Jack Slaven Park will be ready for use on March 23rd with an official opening on April 1st.

- **Brooks Pool**

Swim Season – The Brooks Swimming Pool was open for the entire month of February. Events included swim and water polo meets, as well as practices by several different user groups. The usual City sponsored aquatics programs were also in full swing.

- **Cemetery**

1. **Internments** – The Woodland Cemetery had two internments during the month of February, one full burial and one cremation.

2. **Sales** – There was \$3,350 in sales in the month of February.

3. **Operations** – There was one temporary maintenance staff working at cemetery during the month of February they completed mowing, trimming and Grounds Maintenance.

Snapshot of Parks Primary Budgets through 3/19/13

Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	\$247,830.72	\$191,384.47	\$56,446.25	22.78%
Cemetery	\$331,571.97	\$168,083.21	\$163,488.76	49.31%
Gateway LLD	\$19,698.24	\$5,246.83	\$14,451.41	73.36%
General Fund Parks	\$919,194.54	\$518,371.94	\$400,822.60	43.61%
Gibson Ranch LLD	\$479,002.80	\$305,967.93	\$173,034.87	36.12%
Spring Lake LLD	\$354,272.84	\$217,581.83	\$136,691.01	38.58%
Sports Park	\$213,881.78	\$146,837.84	\$67,043.94	31.35%
Urban Forestry	\$261,042.06	\$158,930.80	\$102,111.26	39.12%
Spring Lake SLIF	\$27,506.21	\$4,083.32	\$23,422.89	85.15%

- **Arbor Day**

Arbor Day 2013 in the City of Woodland was a huge success. Approximated 140 people from all age groups and organizations attended and eagerly accepted the challenge of planting 92 trees in various parks and planter strips around the City. Individuals from such groups as the Woodland & Sacramento Tree Foundations, PG&E, 4H, Woodland Rotary Club, Re-leaf Society, Girl Scouts and Boy Scouts all showed up to help support this event.

The day started with introductions and a group photo at City Park, which was soon followed by Parks Supervisor Westley Schroeder holding a tree planting class to demonstrate proper planting techniques; his demonstration was so popular that he was actually engulfed by children fervently wanting to participate. Afterwards, the masses were broken off into groups that headed out to predestinated areas which had been previously identified and prepared by the Urban Forestry Group. The phrase “many hands make light work” really came into play on Saturday. Our trees were in the ground and staked at what seemed to be record speed, all thanks to the many participant that volunteered their time to help beautify and enrich our community.

Moreover, feedback from the community was instantaneous. Several members of the public walking the areas commented on what a wonderful thing we were doing and couldn't thank everyone enough for their efforts. All in all, it was a great day.

- **Cyclical Pruning**

West Coast Arborists are scheduled for the end of March to start pruning 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 417 attached work orders and 180 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 30 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>
22 Pershing	Two Crape myrtles	Poor placement
Springlake Green Belt	One Deodar Cedar	Poor health
2655 Ortiz Ave.	3 tupelo's 1 London plane 1 Purple Robe	Poor health

Respectfully submitted,

Gregor G Meyer
Public Works Director

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