

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

**PARKS & RECREATION COMMISSION
AGENDA**

**JULY 22, 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

H. Consent Calendar

I.1 Adopt the Minutes of the Commission Meeting of June 24, 2013

I. Other Business

J.1 Work Plan-Discussion

J. Report of the Staff

K.1 June Recreation Department Report-Christine Engel
Recommendation: Information only

K.2 June 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, July 22, 2013 was posted on July 19, 2013 in the outside display case at City Hall, 300 First Street, Woodland, CA, and 2001 East Street, City Web pages 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, June 24, 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 6:30 p.m. on Monday, June 24, 2013 at the Woodland City Hall Council Chambers.

Roll Call

Commission Members Present: Chair Jesse Salinas
 Vice Chair Enrique Fernandez
 Commissioner Joe Romero
 Commissioner Nathan Stephens
 Commissioner Ruben Morales, Jr.
 Commissioner Jon-Paul Valcarenghi
 Commissioner Carla Snyder-White

Commission Member Absent:

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

Chair Salinas welcomed the new commissioner and asked them to say a few words. Morales, Jr. graduated from WHS in 1977 with Rob Sanders and has been involved with youth sports for decades. Snyder-White has been involved with Adult, High School and Youth sports. She was raised in Woodland. Valcarenghi has lived in Woodland for the last 4 years and Yolo County for the last 14 years. Valcarenghi has three children (which is his motivation to be on the Parks & Recreation Commission).

Pledge of Allegiance

Communications-Public Comment (None)

Communications-Commission/Staff Statements and Requests (None)

Certificate of Appreciation

Commissioner Fernandez presented the Certificate of Appreciation to Maria Contreras Tebbutt for her outstanding service to the Woodland community in orchestrating multiple city-wide events to promote cycling during “May is Bike Month” and all her contributions to the Woodland Bike Campaign.

Communications-Committee Reports

Commissioner Fernandez asked new Commissioners if they could be involved in the 4th of July Bike Parade event, 7:00 a.m.-12:00 p.m. Event starts at 9:00 a.m. with decorations provided. Commissioner Valcarenghi asked if the Commission could have a brief description on what the different committees are responsible for.

Presentations

Open Streets Day-Maria Contreras Tebbutt: The Woodland Bike Campaign's number one objective is to get more people on bikes. Maria Contreras Tebbutt explained that Woodland Bike Campaign would like to start a CicLAVias in Woodland before Davis has one. CicLAVias started in Bogotá, Colombia, over thirty years ago as a response to the congestion and pollution of city streets. Now they happen throughout Latin America and the United States.

CicLAVia makes the streets safe for people to walk, skate, play and ride a bike. Commission agreed that the idea of a CicLAVia in Woodland was a good idea but the logistics could be an issue. Engel stated that the main issue currently is the funding for the closure of streets and other costs associated with this kind of event. Maria Contreras Tebbutt may consider partnering with an existing Woodland event like the Stroll Through History or the Tomato Festival. Engel suggested going before the Special Event Committee which oversees all of these kinds of events in the City. Commissioner Salinas noted that additional information was needed before the Commission could determine what role they would play in the event.

Recreation Supervisor program overview- Kris Bain: Introduced herself to the Commission stating that she has been with the Department for 12 years. The first 6 years as the Aquatic Supervisor running both pools, Hiddleson and Charles Brooks Community Swim Center, running Camp Packer Creek with week long camping for 30 participants. Currently Bain is in charge of the Senior Center, Tournament Rentals at the Sports Park and Adult Softball program. In the Department's last reorganization Bain volunteered to take over the Senior Center which offers senior services 9:00-4:00 p.m. Monday-Friday. The Community & Senior Center is a distribution site for the Elderly Nutrition's “Meals on Wheels” Program, serving 45 meals to housebound seniors Monday-Friday. The Senior Center has its own commission, the Commission on Aging and a non-profit supporter in Senior Center Inc. COA holds an annual Resource Fair in May and

the COA meets on the second Thursday of each month at 3:00 p.m. (except August and December). SCI runs the Senior Store every Tuesday and Friday; they pay for the mailing of the Senior Gram. Bain is the editor of the Senior Gram which is put online on the senior pages, emailing copies to Commissioner and Council. Commissioner Romero asked what Bain did with Adult Softball, Bain explained that she handled registration, scheduling and staffing for the league. Commissioner Fernandez stated that the numbers look lower than in years past, Bain responded that the five fields opened in 2009 with high registration but she felt that 2012 was the peak with over 98 teams participating. The newness has worn off on the Sports Park and with the current economy participants are no longer signing up for 2, 3, or 4 teams. Tournaments are still booked almost every weekend (2 open weekends this year). Bain communicates with all Tournament Directors about the use requirements at the Sports Park, processes deposits and fees, receives and tracks Tournament insurance policies. Commissioner Valcarenghi asked where the revenue went for the Tournaments. Engel explained that staff had been working on the revenue issue with the replacement of fields needing to be addressed. \$40,000.00 each year will be set aside for field replacement starting in FY 14 to help take care of the unfunded liability of Measure E. Commissioner Fernandez asked how the allotment for the Tournaments worked; Bain responded that the groups in good standing would get first choice of dates after the local user groups picked their dates. There is a "lottery" with 7-8 Directors who meet with Bain and schedule their tournaments for the next year. To be in good standing a director must have all payments current and no cancellations of tournament dates. Commissioner Snyder-White commended Bain for all the work that she does with the seniors and the variety of other duties.

Consent Calendar (Items)

Adopt Minutes of the Commission Meeting of April 22, 2013

Action: Fernandez Moved/Stephens Seconded:

Motion carried by the following roll call vote:

Ayes: Salinas, Stephens, Romero, Fernandez, Morales, Jr., Valcarenghi, Snyder-White

Noes:

Work Plan-Update

Commissioner Salinas pulled Work Plan from consent and moved it to discussion. Commissioner Fernandez reported changes to work plan by reducing the goals to one city wide event for the month of May. Commissioner Fernandez will provide a written update soon. Commissioners will provide a list of ideas for the work plan to Haynie by July 15, 2013. Currently the work plan is on a calendar year and Commission had been discussing changing this to the fiscal year so that it is on the same cycle.

Action: Information only

Reports of the Staff

Recreation Report

Engel went over the schedule of events for the 4th of July and invited all residents to attend. Engel encouraged everyone to like us on Facebook where current and upcoming events are posted weekly. 30 donors contributed over \$24,000.00 and in kind service for the 4th of July fireworks display. Budget changes to Parks & Recreation Department for FY 13/14 in terms of structuring to include Community Services. There will be some restructuring within the department including positions. Commissioner Salinas commented that in the three years he has been on the Commission that the current Recreation Report was the best report he has read. Engel responded that she had started rotating the Recreation report to each Supervisor and Kris Bain was the first supervisor to write the recreation report. Commissioner Fernandez responded that the Recreation staff was great.

Action: Received

Parks Report

Sanders reported that funding was made available for resurfacing of the small pool at Charles Brooks Swim Center. Upcoming project of the water storage tank which will help with the City's water pressure, at Dave Douglass Park. This includes restrooms, pathways and lighting. Future plans include off street parking. Project will start in August 2013 and will be completed by July 2014. Sanders stated that they have increased the service of the Landscape Contract and the contract came in \$5,000 under budget. Commissioner Valcarenghi asked if Charles Brooks Community Swim Center is it at capacity every day that it is opened. Engel responded that during the summer it is used at full capacity but it still does not make a profit. Sanders explained to the new Commissioners the shared duties for the Department that Sanders and Engel share.

Action: Received

Adjourn 7:50 p.m.

Action: Snyder-White Moved/Valcarenghi Seconded:

Motion carried by the following roll call vote:

Ayes: Salinas, Stephens, Romero, Fernandez, Morales, Jr., Valcarenghi, Snyder-White

Noes:

FY13 Parks and Recreation Commission

Annual Work Plan

Updated July 16, 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 On Hold for Funding

2. Review Policies

Goals	Status
Commissioners will review policies throughout the year as requested.	As needed
Policies Reviewed in FY13	

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 commission shall look to construct and promote initiatives that fall under the following categories: (1) City-wide Cycle Event May Upon deliberation, this commission shall add or remove any of the above	On Going Modify as needed

FY13 Parks and Recreation Commission

Annual Work Plan

Updated July 16, 2013

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 June 2013

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.

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. Target date December 2013.	On going

5. Refill & Rearrange Sub-Committees:

Goals	Status
Since all positions on the Parks & Recreation Commission are occupied, it would benefit the Woodland community to: (1) Fill all sub-committees to a capacity, where possible, (2) Rearrange all commissioners to sub-committee positions that best match their ability to serve the Woodland Community, (3) Substitute commissioners, currently holding a position on a sub-committee, with commissioners, who might better serve the Woodland Community by occupying the sub-committee position held by another commissioner. The refilling and rearranging of the Parks & Recreation Commission's sub-committees is intended to allow this Commission to effectively and efficiently serve the community it represents.	Awaiting Commission approval

6. Expand the Responsibilities of Commission Liaisons & Sub-Committees:

Goals	Status
Commission Liaisons: In attempt to gain a better understanding of how this Commission can serve the various, recreation-focused organizations within the Woodland Community, designated Commission Liaisons are obligated to fulfill the following, on a monthly basis: (1) Make one good-faith attempt to contact the organizations they are tasked with building relationships with, (2) Do so, before the monthly Parks & Recreation Commission meeting, (3) Report to the Parks & Recreation Commission on the result and substance of that outreach attempt.	Awaiting Commission approval

7. Align the Work Plan with the City of Woodland's Fiscal Year:

Goals	Status
In attempt to improve synchronization between this Commission and the city government of City of Woodland, this Commission should move to do the following: (1) Shift the Commission's work plan schedule from the calendar year to the City of Woodland's fiscal year.	Awaiting Commission approval

8. Promotion of Partnerships and Healthy Community Activities

Goals	Status
To help promote a healthy Woodland community, the Commission will work to develop a partnership with Yolo County's Health Department. Objective: To help provide leadership and coordination of activities that promotes good nutrition and various forms of exercise, such as "walking" and "biking". Activities: Work with county Health Department staff and community members to research and promote efforts and activities that encourage exercise and healthy nutrition such as a Family Walk and/or Bike Ride that can start and end at the Farmer's market, Walking and/or Biking Parties, and/or an Open Streets event. Provide the Commission updates as appropriate. Lead: Commissioner Salinas	Awaiting Commission approval

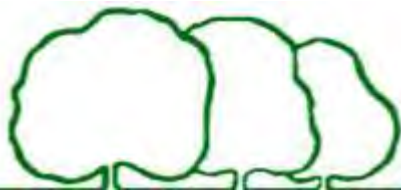
9. Participate in Strategic Planning Efforts that Promote Healthy Communities

Goals	Status
To become engaged in planning efforts that will help shape future goals and strategies to achieve a healthier community. Objective: To provide the Woodland community with a critical voice in this important planning process. Activities: Appoint a Commission member to participate in the County Health Department's strategic planning initiative called "Healthy Yolo". Over the next 18 months, the Healthy Yolo effort will be a forum for community members to share and understand the specific health concerns and strengths of their community, prioritize public health issues, and determine goals and strategies to achieve a healthier Yolo County. Provide the Commission updates as appropriate. Lead: Commissioner Salinas	Awaiting Commission approval

List of suggestions:

Volunteer Program to include all users groups of facilities.

Parks & Recreation Commission Service Award



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Recreation Report

DATE: July 29, 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.

4th of July Events

A variety of events were held by the City and other organizations on the 4th of July. The Parks & Recreation Commission, Historic Downtown Woodland Business Association, and the Woodland Bike Campaign's efforts for planning and implementing the Bike Parade and Freeman Park Family Festival resulted in a very successful event attended by approximately 300 residents. Other events in the community included a fun run, pancake breakfast, free public swim, ice-cream social, and fireworks show at Pioneer High School. Staff will be meeting with Yolo County Animal Services to discuss their concerns about holding the 2014 fireworks show at Pioneer High School (as it relates to impacts to animals at the shelter).

Fall/Winter Recreation Guide

The next edition of the recreation guide is scheduled to be released in the Daily Democrat and at the Parks & Recreation office on July 31st. This guide spans programs from September 2013-February 2014. New program offerings include a roller derby class and also a disc golf tournament on October 5th at Ferns Park.

Sports Park

Adult Softball: Summer league started on May 17th and has continued to run smoothly; the final games of the season are scheduled on August 9th. The upcoming fall league does not begin until September 9th. The four-week break from league play was planned to allow for field use for the soccer user groups as their season kicks off.

Tournament Booking: Sports Park revenue for tournaments for the calendar year through June exceeded \$65,000. Staff will finalize the 2014 tournament packet and the tournament director meeting date by the end of July. Three Woodland user groups (Woodland Soccer Club, Pioneer H.S., and Senior Softball) will host several tournaments at the Sports Park in 2014.

Aquatics

Woodland Wreckers Swim Team: Woodland Wreckers swim team (the recreational team run by City staff) participation has increased by 75% this summer compared to last year. There are over 130 youth participating on the team this season. The Wreckers championship meet is on July 20-21, 2013. They are currently in the running for 1st place in league.

Water Polo: Staff started a free recreational water polo class immediately following public swim at 4 p.m. to boost interest in the sport throughout Woodland. The program has 17 participants and runs through the end of July.

Woodland Swim Team: Woodland Swim team is currently training long course preparing for Junior Olympics and Far Westerns.

Other Pool Reservations: USA and American Water Polo are preparing to utilize the facility after the pool refurbishment. This new partnership has the potential of 8-20 tournaments for 2014 bringing athletes from the greater Northern California area to the pool. All new weekend events are scheduled around the established schedule.

Pool Closure: The pool will be closed after swim lessons have ended on August 9th for the resurfacing and decking project. It is anticipated that the pool will reopen in January.

Gym Sports

Adult Gym Sports: Adult Basketball and Volleyball leagues are scheduled to begin in August. Due to the large turn out for spring volleyball, we are planning to have two divisions for the next season. Basketball league fees were reduced to encourage more team registration. The goal for the basketball league is to have eight teams for the upcoming season.

Youth Recreation

Summer Time Fun Club: The Summer Time Fun Club wrapped up the first five-week session with 145 participants and 30 volunteers in the program. On July 10th, staff held the Second Annual Super Mega Fun Day at Jack Slaven Park. Participants and staff were treated to water games, obstacle course bounce houses, and snacks. The second 5-week session started July 15th and runs through August 15th.

Toddler Time: "Toddler Time" was created as a play date for parents and grandparents and also indirectly exposes the families to the diverse programming Parks & Recreation offers. Tailored for

young children aged 18 months to 5 years and their parents; the class meets every Thursday morning for crafting, social time, and field trips. The program has grown to a consistent 20+ participants every week.

Senior Center/Senior Recreation Opportunities

Special Presentation – Yolo Hospice’s Guide to Dementia

Yolo Hospice held a special evening presentation “Your Guide to Support Family Members with Dementia” on June 19th. After the presentation, attendees requested a further in depth look at dementia and the care-giver’s role. In August, Yolo Hospice is scheduled to return with a four-part series on “Accepting the Challenge, Providing the Best Care for People with Dementia”.

Teens Helping Seniors: Teens Helping Seniors, headed by Program Coordinator Wesley Mannering, has eight volunteer teens in the program. During the first week they volunteered at eight seniors’ homes and provided program outreach at senior apartments and Wal-Mart. The group is scheduled to swim at the Community Swim Center every Thursday as a reward for their hard work. Teens Helping Seniors continues to accept applications for Jr. High and High School-aged volunteers. The program runs through August 14th.

Senior Farmer’s Market Nutritional Program: The Senior Center is working with Elderly Nutrition and the California Department of Food & Agriculture to coordinate the dissemination of vouchers for the Farmer’s Market to any interested, qualified (based on income level) senior. This program encourages healthy eating choices for low-income seniors. The vouchers can be used to purchase fresh fruits and vegetables at any California Certified Farmer’s Market. The voucher program started on July 1 and runs until all vouchers are gone. Historically, 60-100 vouchers have been distributed at the Senior Center.

Community Center

Rentals – July: The facility was rented by/for: Luna Vista Rotary; Rotary International District Awards and Banquet, Woodland Soccer Club; a memorial service, and several City departments/organizations (Public Works, WCEA) sponsored meetings.

Facility Operation & Maintenance Projects: The filling of joint gaps (the space between the tiles at entrances to the building and at patio areas that was identified as a trip hazard primarily for those with walkers or canes) continues around the facility. Staff has been pressure washing the exterior walls and windows of the building. Additionally, staff has been maintaining and soaking the GEO thermo field to ensure it continues to operate efficiently; and an exhaust fan in a restroom was replaced. Parking lot lights continue to be inspected every morning and are in good working condition. The upcoming project for staff is to clean all vents within the facility.

Expense and Revenue Summaries

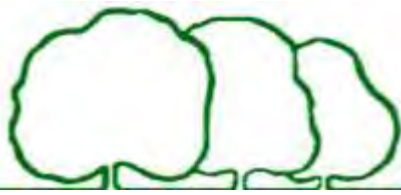
The Parks & Recreation Department finished the fiscal year essentially on track with both expenses and revenue. While there is money remaining in the budget, the remaining money is a result of budgeting for a generator that will be purchased in the new fiscal year.

RECREATION DIVISION - BUDGET SNAPSHOT thru 7/16/13

Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$ 179,434.19	\$ 147,786.36	\$ 31,647.83	17.64%
Community & Senior Center	\$ 823,953.63	\$ 718,429.82	\$ 104,024.73	12.63%
Brooks Swim Center - Recreation	\$ 133,612.61	\$ 130,001.96	\$ 3,610.65	2.70%
General Recreation Programs	\$ 304,732.07	\$ 278,846.67	\$ 25,885.40	8.49%
Enterprise Fund				
Youth Center Enterprise	\$ 367,247.39	\$ 274,775.09	\$ 68,887.79	18.76%
TOTAL RECREATION BUDGET	\$ 1,808,979.89	\$ 1,549,839.90	\$ 234,056.40	12.94%

RECREATION DIVISION - REVENUE SNAPSHOT thru 7/19/13

Account Title	FY13 Projection	FY13 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$ 512.50		0.00%
MSC. SALES	\$ 843.43	\$ 1,566.35	185.71%
C BROOKS SWIM CTR REV	\$ 112,859.53	\$ 117,388.03	104.01%
SENIOR PROGRAMS REVENUE	\$ 8,468.20	\$ 8,509.40	100.49%
COMMUNITY SENIOR CENTER MISC	\$ 76,405.40	\$ 68,948.80	90.24%
COMMUNITY FITNESS CENTER	\$ 30,000.00	\$ 28,950.04	96.50%
COMMUNITY SPORTS PARK	\$ 130,495.81	\$ 136,867.06	104.88%
GENERAL RECREATION	\$ 59,910.14	\$ 89,322.90	149.09%
YOLANO RECREATION PRG INC	\$ 7,965.66	\$ 60,603.10	760.80%
ADULT REC & LEAGUE PRGMS	\$ 97,351.51	\$ 115,306.49	118.44%
RECREATION CONTRACTS	\$ 100,000.00	\$ 73,192.97	73.19%
TOTALS	\$ 624,812.18	\$ 700,655.14	112.14%



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: July 22, 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 requested funding for the enhanced maintenance of the Sports Park was approved in the FY14 budget. This included \$20K to install a gated fence around the gravel parking lot just east of the Dog Park, goal repairs, and installing additional base anchors on the ball fields. There was also an additional \$12K added to the budget to cover deep field grooming on all of the synthetic fields.

- **Pioneer Park/Gibson Ranch Area Landscapes**

Pioneer Park was granted onetime funding in FY14 for capital improvement projects; \$25K has been slated for additional playground equipment, \$35K is earmarked to remodel the restrooms, while \$80K will be used for irrigation controllers upgrades.

- **Cemetery**

1. ***Internments*** – The Woodland Cemetery had six interments during the month of June. There were three cremations and three full burials.
2. ***Sales*** – There was \$7,983 in sales for the month of June.
3. ***Operations*** – Staff employed two temporary maintenance workers at cemetery during the months of June, they completed mowing, trimming and grounds maintenance. Herbicide applications which control broad leaf weeds in the turf have also been started. Volunteers were also able to plant flowers in several of the raised lots.

- **Jack Slavin Park Water Feature**

The water feature at Jack Slaven Park has been operational, opening in the month of May. There were some small issues with the feature pump, which were corrected to eliminate downtime on weekends.

Snapshot of Parks Primary Budgets through 7/16/13

Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	\$795,833.60	\$1,140.00	\$794,693.60	99.86%
Cemetery	\$368,011.47	\$480.00	\$367,531.47	99.87%
Gateway LLD	\$37,586.02	\$0	\$37,586.02	100.00%
General Fund Parks	\$874,802.44	\$5,167.57	\$869,634.87	99.41%
Gibson Ranch LLD	\$431,733.43	\$0	\$431,733.43	100.00%
Spring Lake LLD	\$353,040.15	\$0	\$353,040.15	100.00%
Sports Park	\$305,671.16	\$240.00	\$305,431.16	99.92%
Urban Forestry	\$355,568.31	\$610.63	\$354,957.68	99.83%
Spring Lake SLIF	\$27,124.39	\$0	\$27,124.39	100.00%

- **Urban Forestry Staffing**

Our one and only Tree Trimmer I/II position has once again become vacant. Staff revisited the hiring list that was created during the last round of interviews; unfortunately there were no viable candidates that would accept the position. A new recruitment began on 7/15/13 and will close 7/24/13. Staff is hoping the position will be filled swiftly, allowing the Urban Forestry Group to again work at full capacity.

- **Cyclical Pruning**

1. Staff has received a onetime increase of \$100K to assist with the cyclical pruning that has fallen behind since the contract services budget was cut three years ago. This will help staff with the backlog of hazardous tree removals, as well as beginning the process of reestablishing an acceptable timeline for our cyclical pruning that has fallen far behind.
2. The large walnut tree project along East St is almost finished. West Coast Arborists was not able to return to complete the project due to road work in the area. This work will begin as soon as West Coast Arborists can return to town. Due to the change, staff directed them to prune all the trees at Freeman and Woodside Parks. Since Freeman is slated to have irrigation rehabilitation starting soon, it was imperative to get these trees pruned before the project begins.

- **Service Requests / Work Orders**

Currently there are 457 attached and 225 unattached work orders that are open and waiting to be processed. This is a total of 682 pending tasks that are currently on the books waiting to be addressed. This backlog can be directly related to our current shortage of staff and underfunding of the Urban Forestry Program over the last several years.

- **Tree Removals**

1. With the loss of Tree Trimmer I/II, removals that were previously slated to be performed by internal staff will now be tasked to West Coast Arborists. Staff will be working closely with them to make sure this process goes smoothly.
2. For calendar year 2013, the UFG has removed 1 tree(s) 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>
68 Elm St.	Flowering Pear	Poor health

Respectfully submitted,

Gregor G Meyer
Public Works Director

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