

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

**PARKS & RECREATION COMMISSION
AGENDA**

**NOVEMBER 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. Consent Calendar

- G.1 Adopt the Minutes of the Commission Meeting of October 28, 2013

- H. Other Business

- H.1 City Solar Project-Marshall Echols
 - H.2 Housing Related Parks Grant Program-Dan Sokolow
 - H.3 Measure V Replacement Tax-Jim Hillard

- H.4 Appoint Subcommittee to Develop Framework for Work Plan
- H.5 Appoint Reassessment Subcommittee to assess Commission Subcommittee definitions and make up
- H.6 Discuss Election of Officers
- I. Report of the Staff
 - I.1 November Community Services Department Report-Christine Engel
Recommendation: Information only
 - I.2 November Parks Report/Street/Tree Report-Rob Sanders
Recommendation: Information only
- J. Next Meeting January 27, 2014
- 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, November 25, 2013 was posted on November 22, 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, October 28, 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, September 23, 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 Jon-Paul Valcarenghi
 Commissioner Carla White-Snyder

Commission Member Absent: Commissioner Ruben Morales, Jr.

Staff Present: Community Services Director Christine Engel
 Public Works Superintendent Rob Sanders
 CS Administrative Secretary Cathy Haynie

Pledge of Allegiance

Communications-Public Comment

Roger Vega introduced Kirk Roberts, VP of Ferns Disc Golf Course. Mr. Vega discussed a potential new disc golf course at Crawford Park and replacing baskets at Ferns Park. Staff will continue to investigate all the issues Mr. Vega discussed.

Communications-Commission/Staff Statements and Requests

Commissioner Fernandez attended the Meet & Greet for tennis instructor Michael Kwong. Commissioner Salinas stated that Maria Tebbutt is having a bike sale on October 30, November 6, and 13. Ms. Tebbutt will have a bike workshop at 575 Hays on November 2 and 9. Also a Turkey Roll on Thanksgiving Day, meeting at Heritage Plaza at 10:00 a.m. Commissioner Salinas

presented the Parks & Recreation Commission Annual Report to the City Council on October 15, 2013 and received positive feedback from Council. Commissioner Salinas also attended the General Plan Update and encouraged the other Commissioners to attend upcoming discussions of the General Plan.

Presentations

CS Administrative Secretary Cathy Haynie

Haynie reported on the duties assigned to the administrative staff which include one full time staff, Ilda Moreno, and two temporary staff. Both Engel and Sanders praised Haynie for her knowledge of the Department.

Action: Received

Discussion

WJUSD Physical Fitness Test Results

Art Williams, President, Woodland Tennis Club stated that the timing of the WJUSD press release corresponds with a planned meeting with the WJUSD to discuss adding tennis instruction in the grammar schools. Commission discussed the results for the different age groups and the changes reflected in the report.

Consent Calendar (Items)

Adopt Consent Calendar

Action Fernandez Moved/ Valcarengi Seconded:

Motion carried by the following roll call vote:

Ayes: Salinas, Romero, Fernandez, Valcarengi, White-Snyder, Stephens

Noes:

Work Plan-Update

Items to add to next months consent calendar are: Appoint a Sub Committee to reassess Work Plan format and best practices, and appoint Sub Committee to assess Committees and Liaisons, including definitions and makeup. Discuss Election of Officers.

Action Add to next months agenda.

Reports of the Staff

Recreation Report

Engel reported that Trick or Treat on Main Street is on Friday October 31 and this year Main Street will be closed for this event, which will be safer for the children. Friday is the First Friday Art Walk Downtown and Art Farm Gala. Saturday, Father/Daughter Dinner Dance which will have 253/300 attending. Movies on Main Street, was a great community partnership event with

approximately 400 people attending. The next Movies on Main Street is tentatively planned for April 25, 2014 showing "The Incredibles". The Charles Brooks Swim Center project is moving along and should be completed in December. Softball is finishing up and tournament rentals are strong. Community Center rentals are strong and Youth Basketball will begin shortly. On October 3rd, staff met with Mr. Zimmer at Crawford Park to discuss improvements that would allow for Pickleball to be played in the park. Several options were discussed, including the use of the Community & Senior Center gymnasium on Tuesday and Thursday mornings for indoor Pickleball. Engel announced that Kris Bain has been promoted to Community Services Program Manager effective November 1, 2013. Sanders and Engel updated the Commission on the soccer issue at City Park.

Action: Received

Parks Report

Sanders stated that a pathway was added to the Dog Park, this is next to the fence between the small and large dog part of the park. Dogs like to race each other next to the fence which caused damage to the turf. The needed material for the boundary fence around the Sports Park has been ordered and installation will be scheduled soon. Charles Brooks Swim Center project is moving along and the small pool resurfacing was added to the project. Freeman Park project is almost complete with staff making the restrooms look brand new again. Re-grand Opening is planned for November 19, 2013. The City has 15,000 trees with only two tree trimmers on staff. Tank project at Dave Douglass Park is on target and planned completion date is July 2014.

Action: Received

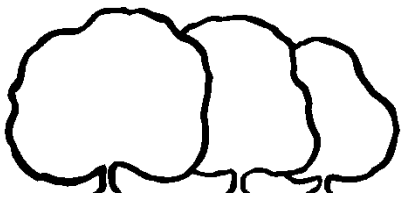
Adjourn 7:36 p.m.

Action: Fernandez Moved/ White-Snyder Seconded:

Motion carried by the following roll call vote:

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

Noes:



Parks and Recreation Commission Communication

AGENDA ITEM

TO: PARKS AND RECREATION
COMMISSION

DATE: November 25, 2013

SUBJECT: City Solar Project

Report in Brief

The City of Woodland has contracted with TerraVerde Renewable Partners to pursue a comprehensive Energy Management Program (EMP) for City facilities. The main goals of the EMP are to reduce the City's utility bills and carbon footprint. The major element of the EMP would be renewable energy generation (solar) at multiple locations, which would require the removal of a number of City trees.

Staff recommends that the Parks and Recreation Commission support staff's efforts to follow through with developing the EMP solar array concepts with implementation of a corresponding tree replacement program.

Background

Pursuant to direction from City Council, staff has been developing the EMP with TerraVerde Renewable Partners. TerraVerde held a project start-up meeting on August 23 with the City Manager and representatives of the Public Works, Community Development, and Community Services Departments. TerraVerde first identified the best opportunities both for lowering the City's use of PG&E-supplied electricity and gas and for achieving the highest avoided costs (i.e., energy savings per kilowatt-hour, which depend on the particular energy rate structure for each meter). Both these considerations are important, as they are not necessarily correlated for each metered use. For each facility considered, TerraVerde reviewed the historical consumption trends, anticipated future uses, and likely opportunities for efficiency improvements and/or space available for solar arrays. TerraVerde used the results of this engineering analysis to provide a range of potential program elements for City review. In addition to these findings, the determination of which projects the City will pursue will depend on how the City defines priorities and desired outcomes such as relative importance of greenhouse gas emissions reduction, project visibility, avoided costs, cash flow, and return on investment. Some facilities have been removed from consideration because of uncertainty about their long-term energy use.

Discussion

TerraVerde engineers and City staff have identified the following five facilities for potential solar array structures: Water Pollution Control Facility, Municipal Service Center (MSC), Community and Senior Center (CSC), Police Station (PD), and the parking lot located on the northwest corner of College Street and Court Streets. A solar array structure located in the parking lot would be connected to the City Hall and Library energy meters. City staff has worked with TerraVerde to revise the conceptual array layouts to minimize tree removal and then, where tree removal would still be unavoidable, to direct effects away from mature trees. In spite of this, many smaller City-maintained trees would need to be removed for project implementation, at the CSC, PD, and the parking lot. These are the estimated number of trees by facility (assuming all the array space is utilized):

CSC - 75

PD - 39

Parking Lot - 21

The future land use of the parking lot located at the northwest corner of College and Court is unsettled; therefore, the City may choose not to proceed with this location.

Community Development Department staff members have provided suggestions regarding design and development issues at the CSC. Consequently, TerraVerde is taking facility aesthetics and existing lighting into consideration when designing the final concepts and will work with City staff to include special design review as part of the contractor selection and project approval process for this facility.

The next steps will be TerraVerde's further refinement of the conceptual array layouts based on our input, preparation of the corresponding financial information (e.g., ROI, up-front investment required, etc.), and City Council approval (possibly Dec. 17 – or early January) to go forward with a request for proposals from solar contractors for the resulting package of solar arrays. The expectation is that we would go forward with construction early next year.

This presentation is one of several being conducted with City committees, commissions, and other stakeholders. The project has been discussed many times with the City Council Sustainability Committee, and staff is currently discussing tree replacement issues with the Woodland Tree Foundation. The Water Utility Advisory Committee will be updated on plans regarding the WPCF site. Additional presentations to the Historical Preservation Commission and Planning Commission will be provided if considered appropriate by Planning Division staff.

Support of this project would reflect the City's continuing commitment to the reduction of greenhouse gases through renewable energy generation and energy conservation while simultaneously securing a reduced utility bill for the next 20 years and beyond.

Recommendation for Action

Staff recommends that the Parks and Recreation Commission support staff's efforts to follow through with developing the EMP solar array concepts with implementation of a corresponding tree replacement program.

Prepared by: Marshall Echols, Environmental Services Conservation Coordinator

Roberta Childers, Environmental Resource Analyst

Attachments: Solar array concepts including potential tree removal locations

City of Woodland

Exhibit A - Preliminary Array Layouts

Revision 0-3



GENERAL NOTES

1. ALL SHADE STRUCTURES SHALL BE INSTALLED HAVE A TILT OF 7.49 DEGREES UNLESS OTHERWISE NOTED.
2. ALL GROUND MOUNTS SHALL BE INSTALLED HAVE A TILT OF 30 DEGREES UNLESS OTHERWISE NOTED.
3. ALL ROOF MOUNTS SHALL BE INSTALLED HAVE A TILT OF 7.49 DEGREES UNLESS OTHERWISE NOTED.
4. UNLESS OTHERWISE SPECIFIED, CONTRACTORS SHALL REMOVE ALL TREES AND LIGHTPOSTS WHICH CAUSE SHADING LOSS.
5. LOCATION OF METERS ARE DENOTED BY RED DOTS.
6. LOCATION OF ARRAYS ARE DENOTED BY YELLOW BOXES.
7. LOCATION OF EXPANSION ARRAY LOCATIONS ARE DENOTED BY ORANGE BOXES.

Client Actions

2013-11-05 - Initial sitewalk

City of Woodland

Revision 0-3



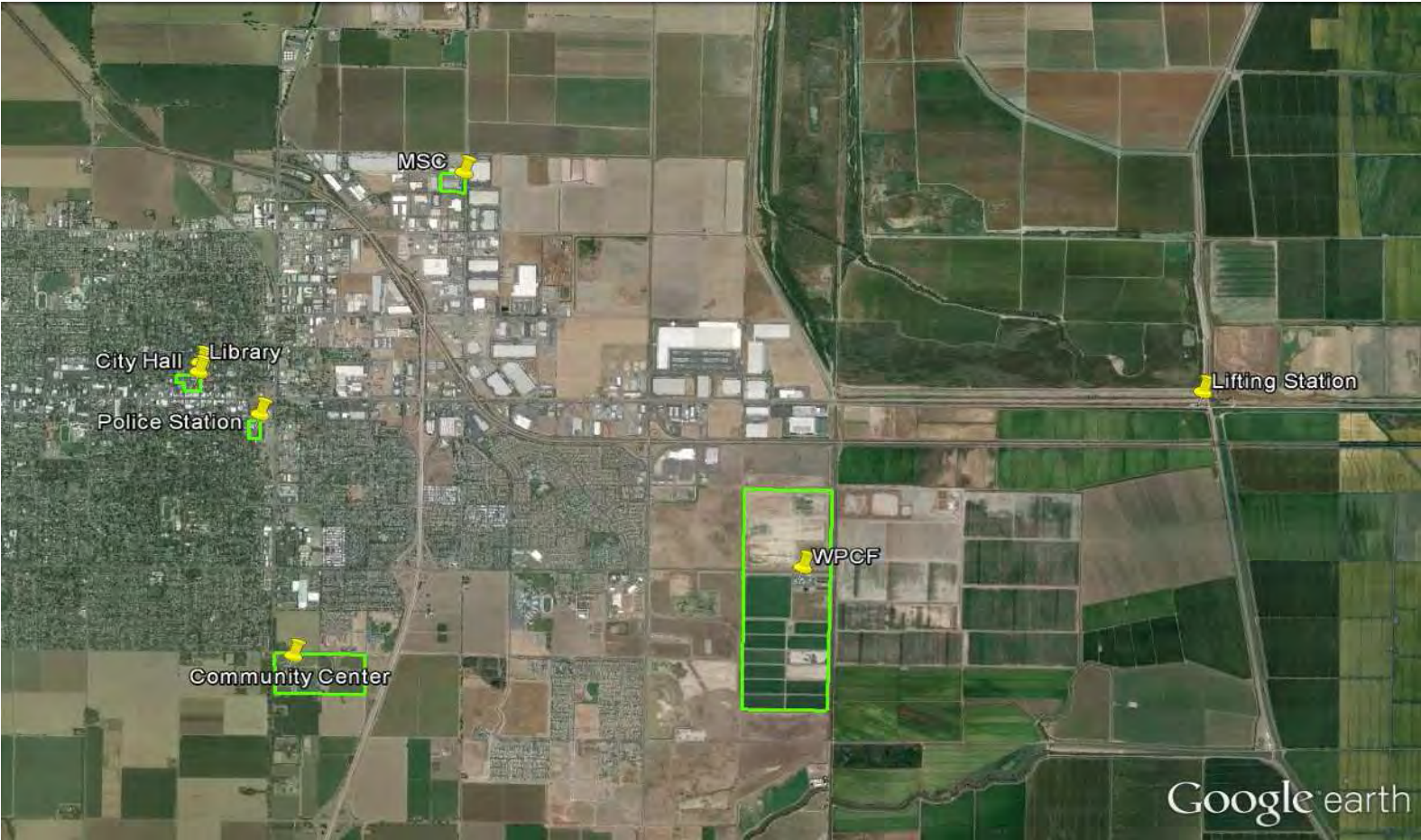
Meter Matrix

Meter Code	Service Account ID (SAID)	Meter Number	Meter Name	Meter Address	Meter Volts/Amps	System Size (kW)	Target Production (kWh/year)
1	4251770384	1003718051	WPCF	42929 COUNTY ROAD 24,GIBSON & COUNTY ROAD 102	480V/4000A	2834.3	4,053,878
2	8476055946	1004577434	Community Center	2001 EAST ST	480V/2000A	670.6	895,195
3	6306105921	1004778239	Police Station	1000 LINCOLN AVE	480V/2000A	546.1	678,045
4	5465576442	2580R7	Municipal Services	655 N PIONEER AVE	480V/1600A	152.0	201,876
5	7497862578	1004455198	City Hall	300 1ST ST	208V/1200A	130.3	158,454
6	5675219678	1004455362	Library	535 COURT ST	208V/1200A	103.6	126,116
7	4251770601	N/A (RESBCT)	Effluent Lift Station	HWY 16 / WEST LEVY,EFFLUENT LIFT STATION	N/A (RESBCT)	85.0	119,799
8	3964507297	N/A	Fire Department	1550 SPRINGLAKE CT	Removed - expected future site changes		
9	7399340016	N/A	Lighting	300 1ST ST	Removed - no meter to offset		
10	4251770186	N/A	City Well #13	1615 COTTONWOOD ST,WOODSIDE PARK	Removed - variable yearly load		
11	4251770321	N/A	City Well #11	750 FT W SOUTHWOOD & COTTONWOOD,FERNS PARK	Removed - variable yearly load		
12	4251770536	N/A	City Well #17	827 SARATOGA DR,HOLDING POND	Removed - variable yearly load		
13	7497862913	N/A	City Well #24	1699 MIEKLE DR--WELL 24	Removed - variable yearly load		
14	4251770088	N/A	City Well #19	20 SUTTER ST,SUTTER ST YARD	Removed - variable yearly load		
15	4251770022	N/A	City Well #17	1733 COLLEGE ST,CRAWFORD PARK	Removed - variable yearly load		
16	4251770438	N/A	City Well #21	315 N COTTONWOOD ST,KENTUCKY & COTTONWOOD	Removed - variable yearly load		
17	4251770406	N/A	City Well #18	1125 EAST ST,YOLO COUNTY FAIRGROUNDS	Removed - variable yearly load		
Total						4,522	6,233,363

City of Woodland

Revision 0-3

Overall Site Map



Legend	
Yellow Pins	Site Locations
Green Lines	Site Boundaries

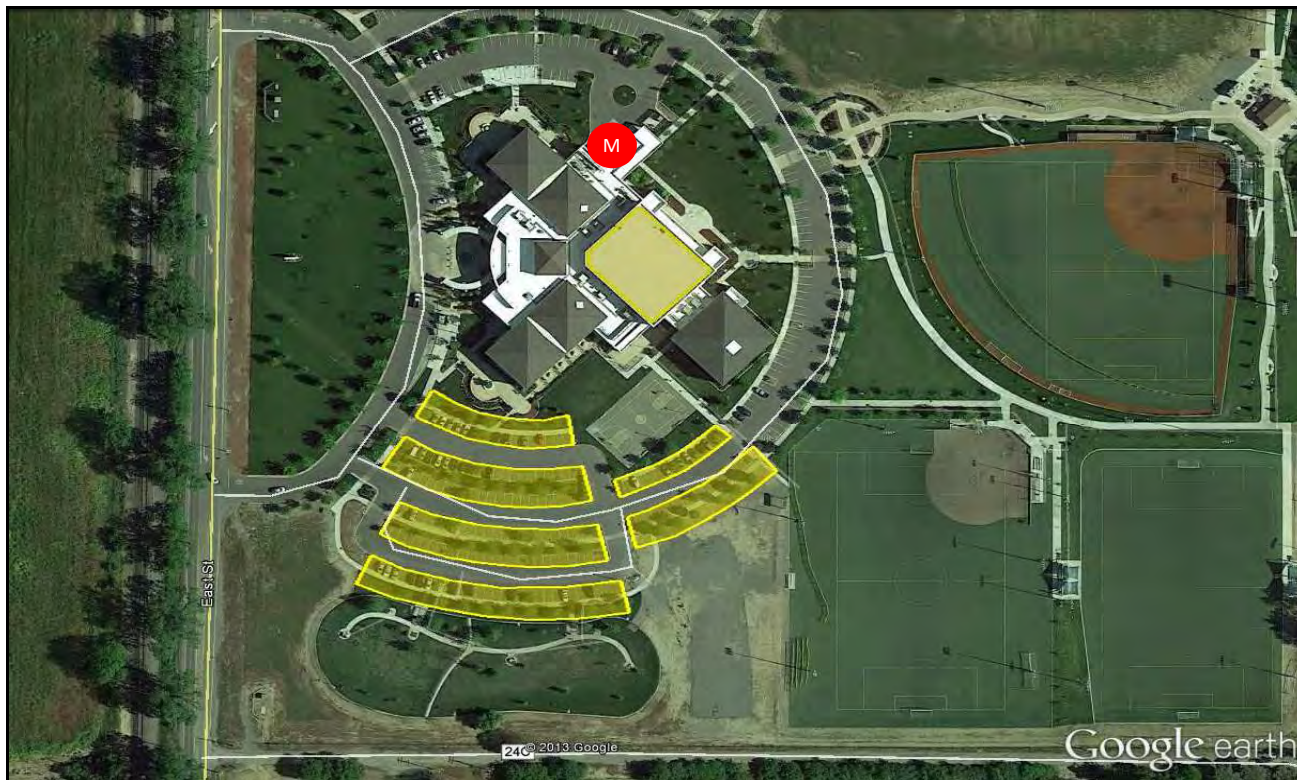


City of Woodland
Revision 0-3

WPCF
42929 COUNTY ROAD 24, GIBSON & COUNTY ROAD 102



METER CODE			1			
ARRAY NOTES						
Installation Type	Length (ft)	Width (ft)	Azimuth (degrees)	Tilt (degrees)	Shading (%)	Array Size (kW)
Ground Mount - Array 1	620.0	800.0	180.0	30.0	0.0	2834.3
NOTES: 1) Yellow area is reserved for immediate use. 2) Orange area is reserved for future expansion of array. 3) This location is where the Lifting Station RESBCT array can be tied-in (see meter code 7)						
SITE CAPACITY						
CAPACITY REQUIRED (KW)				2806		
CAPACITY DEPICTED (KW)				2834		
CAPACITY SHORTAGE (KW)				0		
SITE INFORMATION						
SERVICE ACCOUNT ID				4,251,770,384		
METER NUMBER				1003718051		
ANNUAL PRODUCTION (KWH)				4,053,878		
SWITCHBOARD VOLTAGE				480V/4000A		



City of Woodland
Revision 0-3

Community Center
2001 EAST ST



METER CODE			2			
ARRAY NOTES						
Installation Type	Length (ft)	Width (ft)	Azimuth (degrees)	Tilt (degrees)	Shading (%)	Array Size (kW)
Shade Structure - Array 1	180.0	40.0	185.0	7.5	0.0	97.7
Shade Structure - Array 2	220.0	40.0	185.0	7.5	0.0	119.4
Shade Structure - Array 3	250.0	40.0	185.0	7.5	0.0	135.7
Shade Structure - Array 4	180.0	40.0	155.0	7.5	0.0	97.7
Shade Structure - Array 5	300.0	40.0	185.0	7.5	0.0	162.9
Roof Mount - Array 6	100.0	80.0	225.0	7.5	0.0	57.1
NOTES:						
1) Because solar panels are rectangular, shade structures will not be perfectly curved.						
SITE CAPACITY						
CAPACITY REQUIRED (KW)				667		
CAPACITY DEPICTED (KW)				671		
CAPACITY SHORTAGE (KW)				0		
SITE INFORMATION						
SERVICE ACCOUNT ID				8,476,055,946		
METER NUMBER				1004577434		
ANNUAL PRODUCTION (KWH)				895,195		
SWITCHBOARD VOLTAGE				480V/2000A		



City of Woodland
Revision 0-3

Police Station
1000 LINCOLN AVE



METER CODE			3			
ARRAY NOTES						
Installation Type	Length (ft)	Width (ft)	Azimuth (degrees)	Tilt (degrees)	Shading (%)	Array Size (kW)
Roof Mount - Array 1	145.0	30.0	180.0	30.0	0.0	59.0
Roof Mount - Array 2	30.0	130.0	180.0	7.5	0.0	27.9
Shade Structure - Array 3	140.0	36.0	180.0	7.5	0.0	68.4
Shade Structure - Array 4E	180.0	80.0	90.0	7.5	0.0	195.4
Shade Structure - Array 4W	180.0	80.0	270.0	7.5	0.0	195.4
NOTES: 1) Arrays 4E and 4W are the two faces of the same shade structure. 2) The large antenna in the parking lot will either need to be moved or pass through Array 4W.						
SITE CAPACITY						
CAPACITY REQUIRED (KW)				522		
CAPACITY DEPICTED (KW)				546		
CAPACITY SHORTAGE (KW)				0		
SITE INFORMATION						
SERVICE ACCOUNT ID				6,306,105,921		
METER NUMBER				1004778239		
ANNUAL PRODUCTION (KWH)				678,045		
SWITCHBOARD VOLTAGE				480V/2000A		

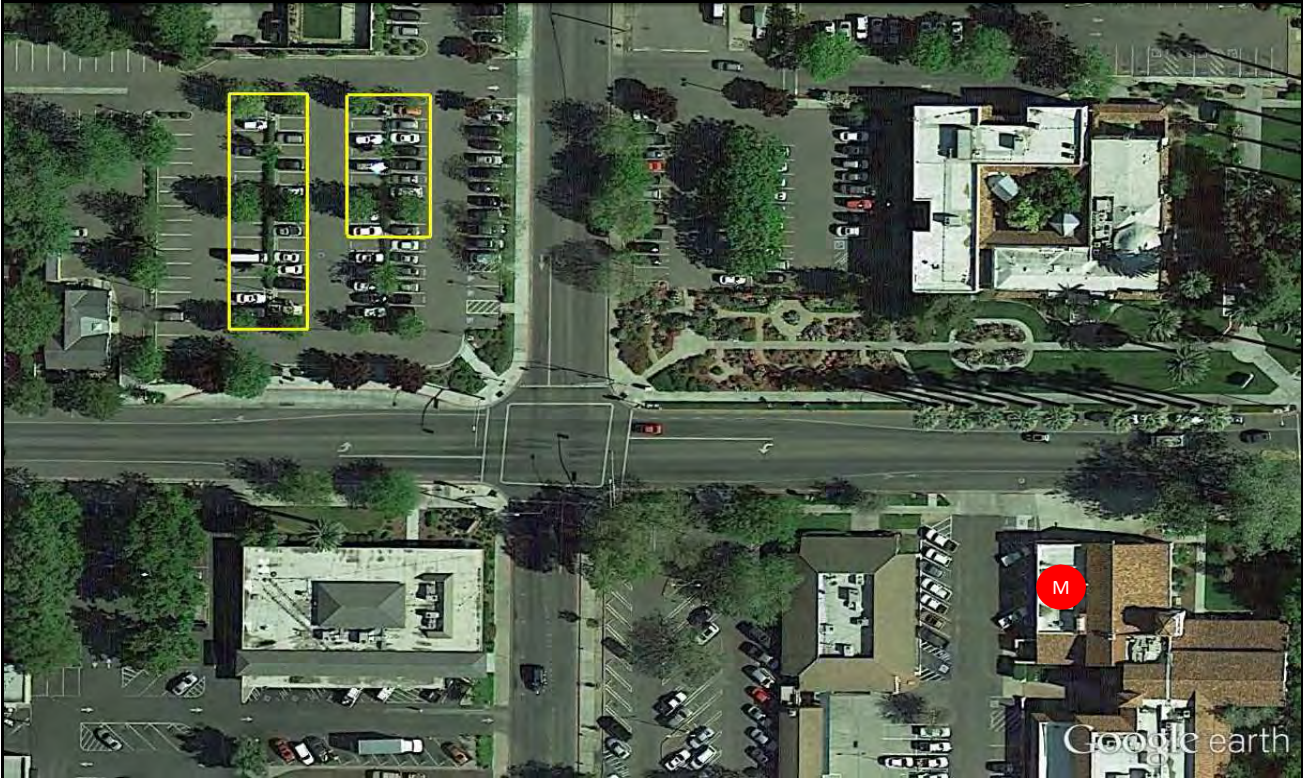


City of Woodland
Revision 0-3

Municipal Services
655 N PIONEER AVE



METER CODE			4			
ARRAY NOTES						
Installation Type	Length (ft)	Width (ft)	Azimuth (degrees)	Tilt (degrees)	Shading (%)	Array Size (kW)
Shade Structure - Array 1	280.0	40.0	180.0	7.5	0.0	152.0
SITE CAPACITY						
CAPACITY REQUIRED (KW)				150		
CAPACITY DEPICTED (KW)				152		
CAPACITY SHORTAGE (KW)				0		
SITE INFORMATION						
SERVICE ACCOUNT ID				5,465,576,442		
METER NUMBER				2580R7		
ANNUAL PRODUCTION (KWH)				201,876		
SWITCHBOARD VOLTAGE				480V/1600A		



City of Woodland
Revision 0-3

City Hall
300 1ST ST

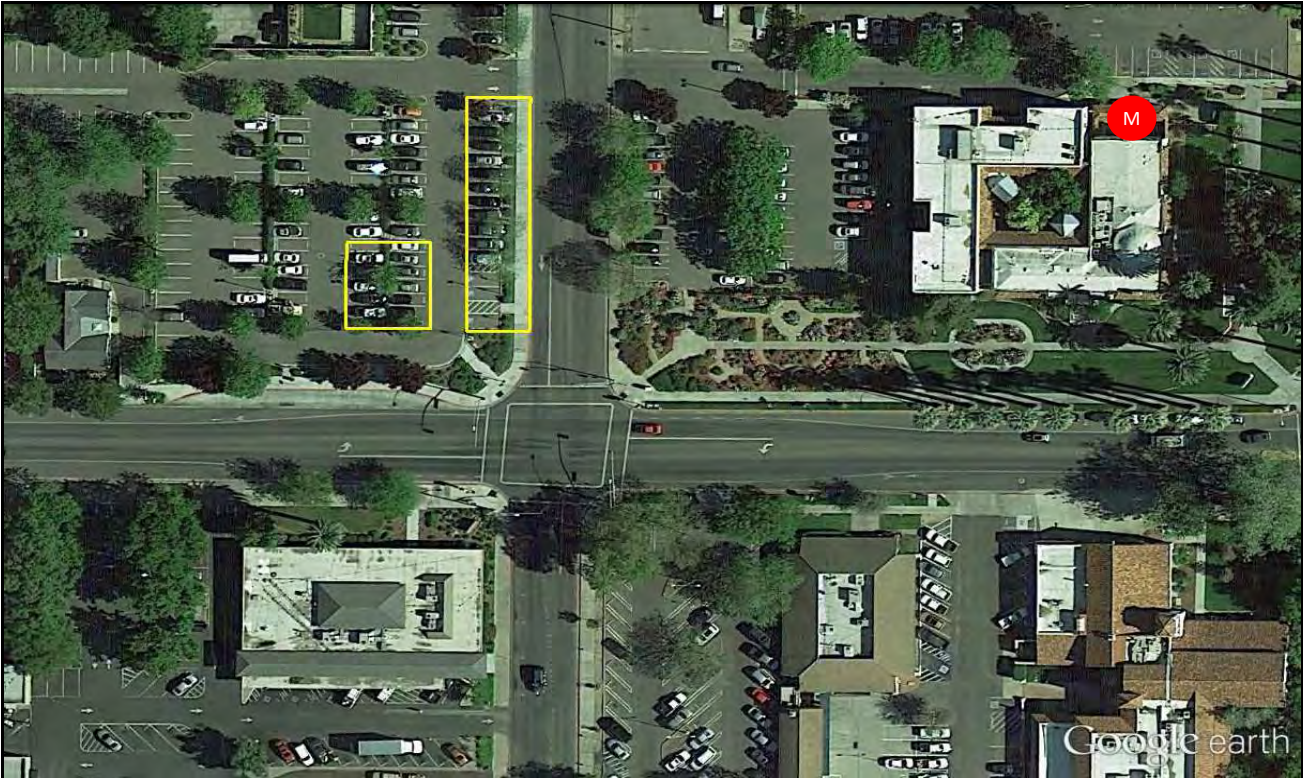


METER CODE			5			
ARRAY NOTES						
Installation Type	Length (ft)	Width (ft)	Azimuth (degrees)	Tilt (degrees)	Shading (%)	Array Size (kW)
Shade Structure - Array 1	150.0	40.0	270.0	7.5	0.0	81.4
Shade Structure - Array 2	90.0	40.0	270.0	7.5	0.0	48.9

NOTES:
1) Array 2 is the same structure as Library's Array 1.

SITE CAPACITY	
CAPACITY REQUIRED (KW)	126
CAPACITY DEPICTED (KW)	130
CAPACITY SHORTAGE (KW)	0

SITE INFORMATION	
SERVICE ACCOUNT ID	7,497,862,578
METER NUMBER	1004455198
ANNUAL PRODUCTION (KWH)	158,454
SWITCHBOARD VOLTAGE	208V/1200A

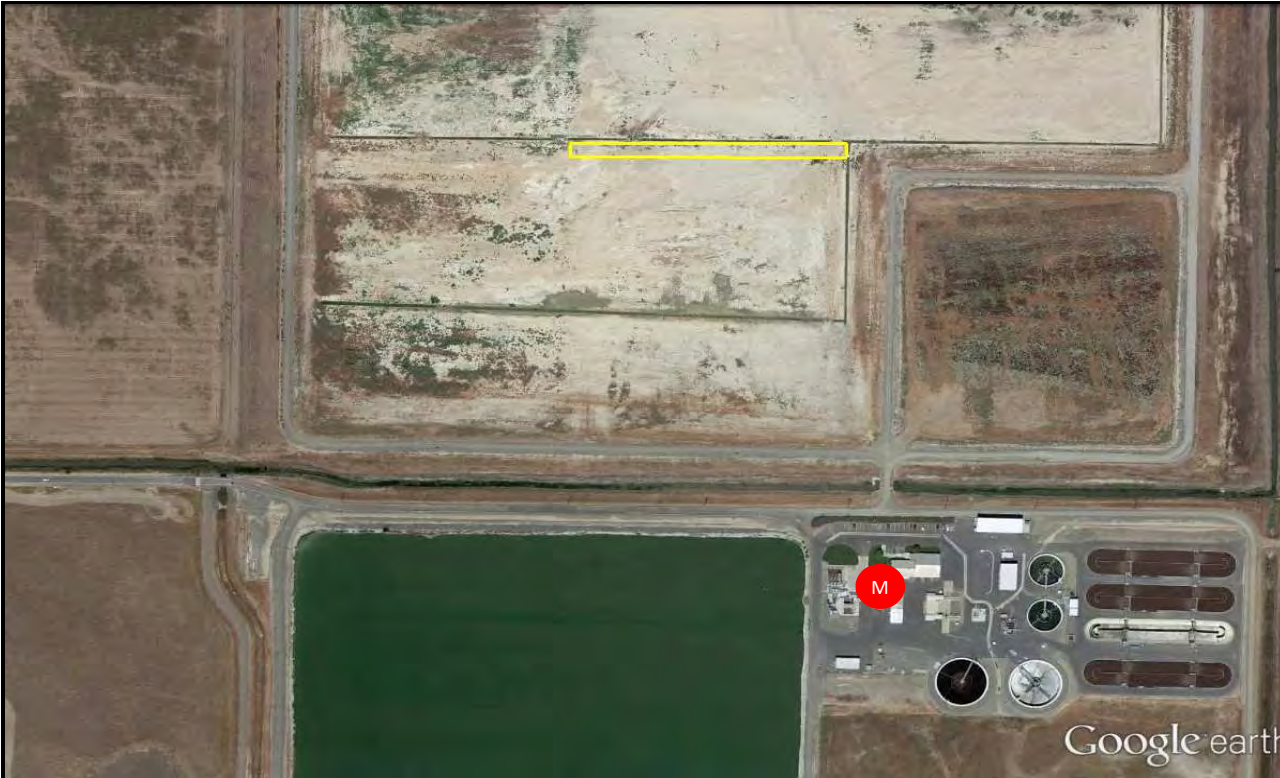


City of Woodland
Revision 0-3

Library
535 COURT ST



METER CODE			6			
ARRAY NOTES						
Installation Type	Length (ft)	Width (ft)	Azimuth (degrees)	Tilt (degrees)	Shading (%)	Array Size (kW)
Shade Structure - Array 1	60.0	40.0	270.0	7.5	0.0	32.6
Shade Structure - Array 2	145.4	36.0	270.0	7.5	0.0	71.1
NOTES: 1) Array 1 is the same structure as City Hall's Array 2.						
SITE CAPACITY						
CAPACITY REQUIRED (KW)				100		
CAPACITY DEPICTED (KW)				104		
CAPACITY SHORTAGE (KW)				0		
SITE INFORMATION						
SERVICE ACCOUNT ID				5,675,219,678		
METER NUMBER				1004455362		
ANNUAL PRODUCTION (KWH)				126,116		
SWITCHBOARD VOLTAGE				208V/1200A		



City of Woodland
Revision 0-3

Effluent Lift Station
HWY 16 / WEST LEVY, EFFLUENT LIFT STATION



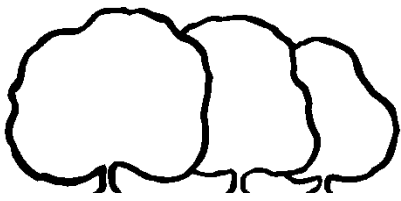
METER CODE			7			
ARRAY NOTES						
Installation Type	Length (ft)	Width (ft)	Azimuth (degrees)	Tilt (degrees)	Shading (%)	Array Size (kW)
RESBCT Array 1	620.0	24.0	180.0	30.0	0.0	85.0
NOTES: 1) This is an area reserved for RESBCT offset of the Lifting Station. 2) This array ties into the WPCF meter. 3) The financial feasibility of this array must be reviewed further.						
SITE CAPACITY						
CAPACITY REQUIRED (KW)				83		
CAPACITY DEPICTED (KW)				85		
CAPACITY SHORTAGE (KW)				0		
SITE INFORMATION						
SERVICE ACCOUNT ID				4,251,770,601		
METER NUMBER				N/A (RESBCT)		
ANNUAL PRODUCTION (KWH)				119,799		
SWITCHBOARD VOLTAGE				N/A (RESBCT)		





Lawson
Real Estate





Parks and Recreation Commission Communication

AGENDA ITEM

TO: PARKS AND RECREATION
COMMISSION

DATE: November 25, 2013

SUBJECT: Submittal of Housing Related Parks Program Grant Application for
City Park (626 Cleveland Street) Improvements

Report in Brief

The State's Housing Related Parks (HRP) Program rewards cities and counties for the construction of new residential units and/or the substantial rehabilitation of existing residential units reserved for lower-income households in their communities with grant funds for park projects. Staff purposes to submit a grant application for improvements to City Park located at 626 Cleveland Street in order to replace the existing large play structure, improve access to the play structure, and improve the park's lighting.

Staff recommends that the Parks and Recreation Commission support staff's recommendation to submit a Housing Related Parks Program grant application for improvements to City Park.

Background

The HRP Program is funded through Proposition 1C, the Housing and Emergency Shelter Trust Fund Act of 2006, and \$25 million in funding is available for the 2013 designated program year (DPY) of January 1, 2010 – June 30, 2013. The City is eligible for the non-competitive grant funds provided that the following thresholds are achieved: housing element compliance, submittal of annual progress report on implementation of the housing element, and the permitting of new residential units for lower-income households during the DPY. The City meets all of the thresholds as the State found the City's 2013 Housing Element update in compliance on November 7, 2013, received the City's annual progress reports for calendar years 2010 and 2011, and permitted (through the Department of Housing and Community Development Department, Division of Codes and Standards) 29 new affordable units at the Casa Del Sol residential project in 2011 for lower-income households.

The HRP Program grant funds may be used for the creation, development, or rehabilitation of park and recreation facilities, including, but not limited to, the acquisition of land, sport play fields, informal play areas, non-motorized recreational trails, play structures, outdoor recreation, community gardens and landscaping. In the event that the HRP Program is oversubscribed, the grant awards will be reduced on a pro-rata basis.

In 2012, the State awarded the City an HRP Program grant in the amount of \$97,775. These funds were used for the irrigation, landscaping, and walkway improvements completed recently at Freeman Park.

Discussion

Staff's recommendation to use the HRP Program grant funds for City Park is based on a number of factors. City Park is not located within an existing landscaping and lighting maintenance district. As a result, its operational and capital improvement costs are generally borne by the general fund. This year a play structure vendor completed a play equipment needs assessment for City park facilities. The vendor rated the urgency of replacements on a scale of 1 to 3 with 1 being the most urgent need. The existing large play structure at City Park was ranked in the top tier (Tier 1). Because City Park is located in a low-moderate income census tract, the City qualifies for the "disadvantaged community" funding bonus in the HRP Program. Staff estimates that the City will receive \$100,000 – 125,000 in HRP Program grant funds.

Fiscal Impact

None.

Public Contact

Posting of the Parks and Recreation Commission agenda.

Recommendation for Action

Staff recommends that the Parks and Recreation Commission support staff's recommendation to submit a Housing Related Parks Program grant application for improvements to City Park.

Prepared by: Dan Sokolow, Senior Planner

Christine Engel
Community Services Director

Attachments:

1. Play Equipment Needs Assessment, Cost Summary by Park
2. Map of Low-Moderate Income Census Tracts with Park-Related Facilities

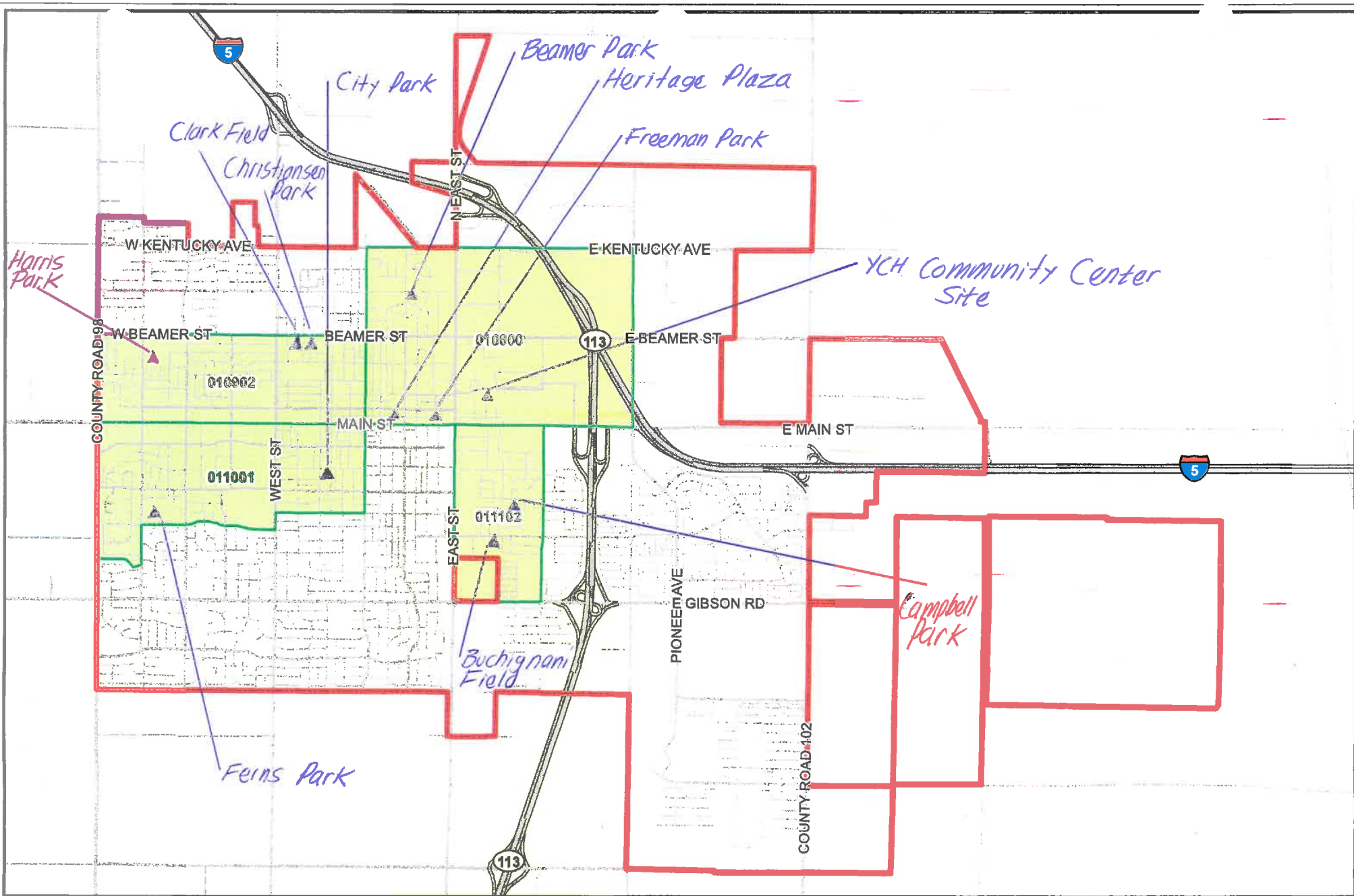
COST SUMMARY

SCHOOL	CMAS PLAY EQUIPMENT (INCLUDES TAX & FREIGHT)	DEMO/PREP/ INSTALLATION**	EST. TOTALS BY PLAY AREA
Beamer Park	\$46,800	\$18,040	\$ 64,840.00
Cambell Park	\$0	\$0	\$ -
City Park	\$69,800	\$24,900	\$ 143,740.00
Crawford Park	\$58,500	\$19,550	\$ 78,050.00
Everman Park	\$58,000	\$19,050	\$ 110,660.00
Ferns Park	\$0	\$0	\$ -
Freeman Park	\$0	\$0	\$ -
Harris Park	\$56,250	\$19,875	\$ 76,125.00
Klenhard Park	\$0	\$0	\$ -
Pioneer Park	\$0	\$0	\$ -
Roddy Park	\$0	\$0	\$ -
Schneider Park	\$0	\$0	\$ -
Slaven Park	\$0	\$0	\$ -
Southand Park	\$0	\$0	\$ -
Traynham Park	\$35,500	\$11,875	\$ 69,512.00
Woodside Park	\$0	\$0	\$ -
CMAS SUB-TOTALS:			\$ 542,927.00

	Tier 1 Priority
	Tier 2 (Replace in 3-5 yrs)

Wood Chips and Dirt removed from play boxes by installer . Client is responsible for removal and spreading to desired locale. Pricing does not reflect removal/disposal of rubber material

***Drainage alterations to be handled on case by case basis and cost to be incurred by client as a change

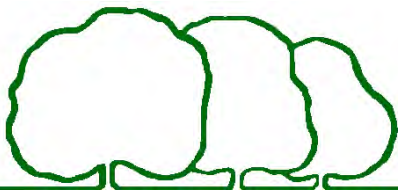


- Median Income <\$48,706
- City Boundary

LowMod Median Income by Census Tract Woodland, CA

0 0.25 0.5 1





Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks & Recreation Report

DATE: November 25, 2013

PREPARED BY: Community Services Department

RECOMMENDED ACTION:

None. Information only.

BACKGROUND INFORMATION:

The following provides highlights of the Community Services Department since the last report.

Father Daughter Dance

The 12th Annual Father Daughter Dinner Dance was held on Saturday, November 2nd at the Community Center. This year 254 fathers and daughters attended this semi-formal event that included a sit down dinner, dancing, photos, raffles, and activities. Next year this event is scheduled for November 1, 2014.

Community Center

Rentals: During the months of October/November the Community Center hosted memorial services, birthdays, trainings, a baby shower, and various meetings and training sessions (Water Resources Association, Woodland Soccer Club, Stonehaven, Luna Vista Rotary and government agencies).

Facility Operation & Maintenance: The Haarberg Gym and Dance Studio will be closed for the annual resurfacing at the end of December.

Recreation

Gym Sports: Playoffs for basketball and volleyball ended October 28th. We concluded the season with 11 volleyball teams and six basketball teams. Senior league is scheduled to begin November 14th. There are four 30/over teams, six 45/over teams, and six 55/over teams registered to play this season. The 2013-2014 Youth Basketball season is about to begin for 12U and 14U basketball. Athletes are scheduled to be evaluated on November 19th in the Haarberg gymnasium. There is still room in all divisions. Practices start December 2nd and games start December 7th.

Aquatics: The pool remains closed for the resurfacing and decking project. Renovations are anticipated to be completed in December, pending rainy weather.

Fall Softball: The fall season of adult softball finished its eight-game season. Fifty-six teams played in the fall league (25 co-ed and 31 men's teams.). The season ended as scheduled, with no weather delays. Staff will evaluate this past season to identify any problems and to make necessary changes for the upcoming seasons. The next adult softball season is scheduled to begin the first week of March 2014.

Tennis: The City of Woodland, the Cello International Tennis Academy (CITA), and the United States Tennis Association (USTA) Norcal are working together to continue to expand tennis in Woodland. On November 8th, the group met with the Woodland Joint Unified School District (WJUSD) to introduce concepts and curricula for adding tennis to PE classes and afterschool programs. Discussions are to continue as the District transitions into the Common Core curriculum.

New Classes: The Community Services Department is always seeking new and exciting classes to add to the unique regimen of recreational offerings. Class instructors should be experienced or credentialed to teach their program area. Members of the community can contact Dallas Tringali at (530) 661-2005 to discuss their ideas.

Senior Center

One Hand Can Cook Special Presentation for Stroke Support Group: The Stroke Support Group hosted a special presentation on Tuesday, October 21st. Rosanna Radding, a stroke survivor presented a One-Handed Cooking Demonstration. As a stroke survivor, Ms. Radding developed her "One Hand Can Cook" workshops to help provide growth, independence, and personal successes for other stroke survivors. The demonstration also offered a stroke survivor's perspective as well as providing medical professionals information and insights from the same perspective. Ms. Radding shared her thoughts and challenges of rehabilitation and transitioning into a "new normal", living one-handed in a two-handed world. Twenty seniors were in attendance for the presentation, many of whom were stroke survivors.

Changes in Service for Elderly Nutrition Program: Elderly Nutrition rents the Community & Senior Center facilities to serve seniors nutritious meals every weekday. They utilize the kitchen for two purposes to prepare and distribute meals for Meals on Wheels and also preparing and serving lunch for the congregate lunch program. Effective September 23rd, the Elderly Nutrition Program ended preparing and serving the home delivery meals for Woodland out of the Community & Senior Center's kitchen. The home delivery drivers now pick up meals at the main Elderly Nutrition kitchen on East Street. As a result of this change, lunch is now served 15 minutes later than before, at 11:45a.m. Elderly Nutrition made this change to utilize employees and volunteers to assist in the preparing of the home delivery packages and minimize the kitchen clean-up at the Senior Center.

SUBJECT: Monthly Parks & Recreation Report

PAGE: 3

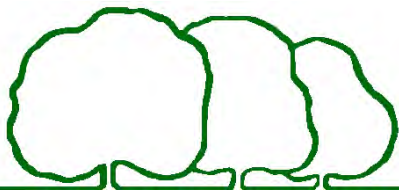
ITEM:

RECREATION DIVISION - BUDGET SNAPSHOT thru 10/31/13

Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$ 239,581.26	\$ 67,241.80	\$ 172,339.46	71.93%
Community & Senior Center	\$ 795,833.60	\$ 274,720.15	\$ 499,799.86	62.80%
Brooks Swim Center - Recreation	\$ 134,580.35	\$ 77,717.06	\$ 56,863.29	42.25%
General Recreation Programs	\$ 365,804.55	\$ 112,135.96	\$ 252,128.59	68.92%
Enterprise Fund				
Youth Center Enterprise	\$ 362,180.59	\$ 114,423.95	\$ 193,231.21	53.35%
TOTAL CS BUDGET	\$ 1,897,980.35	\$ 646,238.92	\$ 1,174,362.41	61.87%

RECREATION DIVISION - REVENUE SNAPSHOT thru 10/31/13

Account Title	FY13 Projection	FY13 Revenue to Date	% of Projection
Red Cross Course Fee	\$ 512.50		0.00%
Misc Sales	\$ 843.43	\$ 555.46	65.86%
Charles Brooks Aquatics Center	\$ 112,859.53	\$ 20,732.64	18.37%
Senior Programs	\$ 5,000.00	\$ 3,844.45	76.89%
Community Center	\$ 76,405.40	\$ 39,246.27	51.37%
Fitness Center	\$ 30,000.00	\$ 11,664.00	38.88%
Sports Park	\$ 150,000.00	\$ 52,679.15	35.12%
Youth Recreation	\$ 75,000.00	\$ 20,955.20	27.94%
Boxing	\$ 7,965.66	\$ 1,708.10	21.44%
Adult Recreation	\$ 97,351.51	\$ 34,447.00	35.38%
Contract Classes	\$ 75,000.00	\$ 26,505.66	35.34%
TOTALS	\$ 630,938.03	\$ 212,337.93	33.65%



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: November 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/Dog Park**

The fence installation around the front of the Sports Pak was scheduled to begin on 11/19/13; weather permitting.

- **Freeman Park**

The Freeman Park rehab project is completed. The park had a soft opening on the November 20th, with the Grand Reopening of the park on November 21st.

- **Cemetery**

1. ***Internments*** – The Woodland Cemetery had four interments during the month of November, as well as three cremation burials and one full burial.
2. ***Sales*** – There was \$3,820 in sales for the month of November.
3. ***Operations*** – Staff employed two temporary maintenance workers at the cemetery during the month of November, they completed mowing, trimming and grounds maintenance; herbicide applications which control broad leaf weeds in the turf was also done. Staff has completed the installation of a Mow Strip on the edge of Block #16.

Snapshot of Parks Primary Budgets through 11/19/13

Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	\$262,645.46	\$53,426.78	\$209,218.02	%79.66
Cemetery	\$368,011.47	\$112,589.73	\$255,421.74	%69.41
Gateway LLD	\$37,586.02	\$2,183.33	\$35,402.69	%94.19
General Fund Parks	\$874,802.44	\$316,770.41	\$558,032.03	%63.79
Gibson Ranch LLD	\$431,733.43	\$195,476.81	\$236,256.62	%54.72
Spring Lake LLD	\$353,040.15	\$149,966.13	\$203,074.02	%57.52
Sports Park	\$305,671.16	\$110,173.50	\$195,497.66	%63.96
Urban Forestry	\$355,568.31	\$108,934.92	\$246,633.39	%69.36
Spring Lake SLIF	\$27,124.39	\$1,801.20	\$25,323.19	%93.36

- **Cyclical Pruning**

West Coast Arborist (WCA) is scheduled to begin work on approximately thirty trees that have been identified for removal; this will also include the start of our Area 6 cyclical tree pruning. Furthermore, WCA will also be pruning approximately 60 palm trees that need to have the dead fronds removed; this is in an effort to reduce the possibility of property damage or personal injuries which could occur from falling fronds.

- **Service Requests / Work Orders**

Currently there are 468 attached and 243 unattached work orders that are open and waiting to be processed. This is a total of 711 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**

For calendar year 2013, the UFG has removed 18 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>
739 Bourn Dr.	Valley Oak	Dead

Respectfully submitted,

Gregor G Meyer
Public Works Director
Prepared By: Westley Schroeder, Park
Supervisor and Rob Sanders,
PW Infrastructure Superintendent