

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

**PARKS & RECREATION COMMISSION
AGENDA
6:30 PM
FEBRUARY 24, 2014**

- 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. Presentations

- F.1 Recognize Pioneer Junior Patriot's Junior Pee Wee Team

- G. New Business

- G.1 Consideration of Support for Measure J

- H. Committee Reports

- H.1 Develop Framework for Work Plan Subcommittee-Fernandez/Morales Jr.

- H.2 Definitions and Makeup of Subcommittees-Fernandez/Salinas/Valcarenghi

I. Consent Calendar

I.1 Adopt the Minutes of the Commission Meeting of January 27, 2014

J. Other Business

J.1 Status of Achieving Work Plan Goals

J.2 Discuss Guidelines for Recognizing Youth Organizations-Appoint Adhoc Subcommittee

J.3 Discuss Possible Expanded Teen Programming

J.4 Discuss possible Survey Questions to be asked by Commissioners at ReXpo

K. Report of the Staff

K.1 February Community Services Department Report-Christine Engel
Recommendation: Information only

K.2 February Parks Report/Street/Tree Report-Rob Sanders
Recommendation: Information only

L. Next Meeting March 24, 2014

M. Adjourn

I declare under penalty of perjury that the foregoing Agenda for the Parks & Recreation Commission Regular meeting of the City of Woodland scheduled for Monday, February 24, 2014 was posted on February 21, 2014 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.

*The City of Woodland Parks & Recreation Commission
presents*

Pioneer Junior Patriots Junior Pee Wee Team

Certificate of Appreciation

For its outstanding sportsmanship and athletic achievement in winning the 2013 Sacramento Youth Football Metro Division IV Title as well as the 2013 Division III / IV Super Bowl against the El Camino Junior Eagles.

This commission is inspired by the hard work and dedication of all players, parents, and coaches throughout the 2013 season. The 2013 Pioneer Junior Patriot's Junior Pee Wee team represents the best of Woodland and reflects the greatness Woodland youth programs are capable of achieving.

Congratulations on your success. We encourage you to continue your pursuit of athletic and moral excellence.



Jesse Salinas, Chair

February 24, 2014

Creation of Sub-Committee to Assess Purpose and Relevance of Current Sub-Committees and Liaison Positions

Structure: A three-commissioner sub-committee.

Purpose: To assess the purpose and relevance of the current sub-committees and liaison positions. Create sub-committees that facilitate involvement of the commission and the public.

Responsibilities:

- (1) Tasked with eliminating, re-defining, and creating new sub-committees and liaison positions to ensure the sub-committees and liaison positions best meet the needs of the Woodland community.
- (2) This sub-committee will determine, among other things, the structure, purpose, definition, and obligations of the sub-committees and liaison positions.
- (3) Review City Code and Work Plan to ensure that the Committees comply with the Commission's Powers and Duties as well as the Commission's current objectives
- (4) This sub-committee will report back to the commission monthly, until all sub-committees and liaison positions are assessed or reconfigured or eliminated as seen fit.

Community Service (Volunteerism) Sub-Committee

Purpose: Facilitate and encourage community outreach and engagement by developing volunteer projects and garnering public involvement. This sub-committee will also be tasked with recognizing significant volunteer contributions in the community.

- (1) The primary role of this sub-committee will be to assist city staff's recruitment, retention, and coordination of city volunteers.
 - a. This sub-committee will, in conjunction with city staff, establish, and if necessary, reformulate volunteer recruitment and retention goals.
 - b. This sub-committee will provide the commission with quarterly updates as to the status of achieving volunteer recruitment, retention, and coordination goals.
 - c. This sub-committee will be charged with establishing and executing volunteer recruitment and retention techniques to increase and/or maintain volunteer participation.
 - d. This sub-committee will be tasked with recording volunteer participation at city events and with reporting such volunteer participation to the commission quarterly.
- (2) This sub-committee will be tasked with the existing practice of identifying and recommending candidates for the Annual Parks & Recreation Commission Commendation.
 - a. This sub-committee will create the award application, the application process, and the nomination guidelines and make such information available to the public.
 - i. Application guidelines and procedures must not stipulate the awarding of more than two nominees annually or less than two candidates annually.

- ii. The award application process must be made official with nominations by commission members and formal votes.
- iii. Nominees must obtain five out of seven commission member votes to be selected as an award recipient, and no commission member shall vote for more than two nominees.
- iv. If two nominees have not received five(or four?) out of seven commission member votes, then commission members will revote to select those nominees that have not received five (or four?) votes, until two nominees have received five (or four?) votes.
- b. This sub-committee will provide the commission with copies of all award nominees and will uniformly recommend two (one?) nominee to the commission.
 - i. The award nominee recommendations this sub-committee promulgates are not determinative of the final award recipients.

Authority cited: Woodland City Code section 2-7-29 (1) and (7)

Budget and Finance Sub-Committee

Purpose: To foster participation of the commission and the general public regarding the department's allocation of program funds. To examine revenue options for existing or future programs.

- (1) Work with staff to provide the commission with quarterly reports on the Community Services Department's budget.
 - a. Quarterly reports must include review of specific expenditures within each independent spending category.
 - b. Sub-committee members are required to meet with city staff at least once per fiscal quarter to discuss the budgetary matters.
 - c. This sub-committee is free to determine the specifics of the quarterly reports.
 - d. Reports should include an emphasis on key budget issues confronting Commission related programs.
- (2) This sub-committee may make recommendations to the Commission concerning the allocation or reallocation of funds to particular programs or pre-established spending categories.
 - a. Such recommendations must be supported by conclusions based on data collected by the Program & Department Evaluation Sub-Committee.
- (3) Work Plan – Policy Review

Authority cited: Woodland City Code section 2-7-29 (3) and (4)

Program & Department Evaluation Sub-Committee

Purpose: Seek community input on department programs. Assess and evaluate the potential for new programs.

- (1) This sub-committee shall establish an evaluation survey and system to assess the public's and program participant's satisfaction with available Community Services Department programs and activities.
 - a. This sub-committee shall create a uniform survey to evaluate program participant's satisfaction with the current programs.
 - b. This sub-committee shall create a uniform survey to evaluate potential for new programs and to assess the unmet needs of program participants and the public in general.
 - c. Establish a survey distribution and collection strategy, which should be reviewed annually.
- (2) Based on community survey results recommend to the Commission and budget sub-committees the potential creation, expansion or elimination of particular programs or activities.
- (3) Report to the commission annually on participant satisfaction, program/activity relevance and effectiveness, and potential changes or additions to programs or services.

Authority cited: Woodland City Code section 2-7-29 (3) and (7)

Child & Youth Programs Committee

Purpose: Advocate for Child and Youth Programs, and Community Initiatives.

- (1) Work Plan – Policy Review, Bike Month, City Fitness Initiative

Authority cited: Woodland City Code section 2-7-29 (1), (6) and (8)

Playground & Facilities Committee

- (1) **Purpose: Assist with Parks and Facilities issues.** Park Naming
- (2) Planning of new playgrounds & Parks – Future development of Community Center
- (3) Issues concerning Parks and Facilities

Authority cited: Woodland City Code section 2-7-29 (1), (2), (5) and (8)

Community/Senior Center/Sports Park -- Eliminate

Urban Forest Committee

Purpose: Ensure consideration and review of urban forest issues.

- (1) Master Tree List
- (2) Work Plan – Urban Forest Plan may be beyond the scope of Powers and Duties, Street Tree Master List

Authority cited: Woodland City Code sections 2-7-28 and 2-7-29 (9) and (10)

Ad Hoc Sub-Committee

Purpose: To address any issue not directly related to an existing subcommittee.

Seek Commission approval as it is needed

LIAISONS

Baseball:

Soccer:

Swimming:

Softball:

Football:

Woodland, California, Code of Ordinances >> - THE CODE OF THE CITY OF WOODLAND, CALIFORNIA
>> **CHAPTER 2. - ADMINISTRATION.** >> **Article VII. - Boards, Commissions and Committees.** >> **Part E.**
Parks and Recreation Commission. >>

Part E. Parks and Recreation Commission.

Sec. 2-7-24. Creation.

Sec. 2-7-25. Composition.

Sec. 2-7-26. Appointment and removal.

Sec. 2-7-27. Terms of members.

Sec. 2-7-28. Jurisdiction.

Sec. 2-7-29. Powers and duties.

Sec. 2-7-30. Procedures.

Sec. 2-7-24. Creation.

There hereby is created and established a parks and recreation commission.

(Ord. No. 935, § 2 (part); Ord. No. 1281, § 3 (part); Ord. No. 1465, § 3 (part); Ord. No. 1467, § 3 (part).)

Sec. 2-7-25. Composition.

The parks and recreation commission shall consist of five, six, or seven members. When there are five members, three members present at a meeting shall constitute a quorum. When there are six or seven members, four members present at a meeting shall constitute a quorum.

(Ord. No. 935, § 2 (part); Ord. No. 1281, § 3 (part); Ord. No. 1412, § 3 (part); Ord. No. 1422, § 3; Ord. No. 1467, § 3 (part).)

(Ord. No. 1517, § 2, 5-4-10)

Sec. 2-7-26. Appointment and removal.

Members of the parks and recreation commission shall be appointed pursuant to Section 2-1-38 of this code.

(Ord. No. 935, § 2 (part); Ord. No. 1281, § 3 (part); Ord. No. 1412, § 3 (part); Ord. No. 1465, § 3 (part); Ord. No. 1467, § 3 (part).)

Sec. 2-7-27. Terms of members.

The term of office of each member of the parks and recreation commission shall be four years. All terms shall begin January 1st and end on December 31st. In order to establish staggered terms of office, of the members first appointed, two members shall be appointed for one-year terms, two members shall be appointed for two-year terms, and three members shall be appointed for three-year terms. If a vacancy shall occur other than by expiration, it shall be filled by appointment for the unexpired portion of the term, subject to the city council's discretion to leave the seat vacant in order to allow the size of the commission to be five or six members pursuant to Section 2-7-25. Upon expiration of such designated terms, successors shall be appointed for full four-year terms as

provided above. If the city council determines to allow the commission to be five or six members in size, the terms in office of the members shall, to the extent practical, be staggered according to a system that avoids having more than half of the commissioners' terms expire concurrently. Each member, unless sooner terminated, shall serve until his or her successor is appointed and qualified.

(Ord. No. 935, § 2 (part); Ord. No. 1233, § 2 (part); Ord. No. 1281, § 3 (part); Ord. No. 1465, § 3 (part); Ord. No. 1467, § 3 (part).)

(Ord. No. 1517, § 3, 5-4-10)

Sec. 2-7-28. Jurisdiction.

The parks and recreation commission shall act as the tree commission in an advisory capacity in matters pertaining to the planting and maintenance of trees growing on public property, including public easements, but excluding city parks, and within tree maintenance strips as defined in Section 20A-1-20.

(Ord. No. 935, § 2 (part); Ord. No. 1281, § 3 (part); Ord. No. 1412, § 3 (part); Ord. No. 1467, § 3 (part).)

Sec. 2-7-29. Powers and duties.

The parks and recreation commission shall have the following powers and duties:

- (1) To provide a forum for community discussion of current and future city-wide child care, youth, teen and adult recreation and community services programs as well as parks and recreation facility needs;
- (2) To anticipate, with recommendations, the city's need to acquire, develop and maintain parks and recreation facilities;
- (3) To make recommendations on policies, program direction, and financial matters pertaining to the parks, recreation and community services department under the commission's jurisdiction;
- (4) To review the portion of the city budget related to parks, recreation and community services as developed by the department staff (with the exception of senior citizen center and services) and make recommendations to the city council;
- (5) To advise the city council on all matters related to parks and recreation facilities, child care information services, youth, teen and adult recreation and community services programs;
- (6) To analyze local, state and national child care, parks, recreation and community services legislation;
- (7) To conduct surveys to assess the parks, recreation and community services needs of the community;
- (8) To advocate for the continued growth, availability and quality of the city parks, recreation and community services programs, services and facilities;
- (9) To conduct hearings and to act upon matters within the tree commission's jurisdiction as set forth in Sections 2-7-28 and 20A-1-80;
- (10) To recommend to the council ways to improve the appearance of the city by planting and maintaining trees;
- (11) To have a representative report to the council during April of each year on work accomplished in the past year and to outline work to be done in the coming year.

Such report, at the discretion of the council, also may be required to be submitted in writing; and

(12) To exercise such powers and perform such other duties as the council may direct.

(Ord. No. 935, § 2 (part); Ord. No. 1239, § 2 (part); Ord. No. 1281, § 3 (part); Ord. No. 1412, § 3 (part); Ord. No. 1465, § 3 (part); Ord. No. 1467, § 3 (part).)

Sec. 2-7-30. Procedures.

The parks and recreation commission shall hold regular meetings during each calendar year at such time and place in the city as the commission may fix by resolution. In addition, the commission shall adopt rules for conduct of its meetings in accordance with law and prepare and maintain a public record of its transaction of business which shall include its findings and determinations on matters within its jurisdiction.

(Ord. No. 935, § 2 (part); Ord. No. 1281, § 3 (part); Ord. No. 1465, § 3 (part); Ord. No. 1467, § 3 (part).)

Parks & Recreation Commission Minutes

Monday, January 27, 2014

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, November 25, 2013 at the Woodland City Hall Council Chambers.

Roll Call

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

Commission Member Absent: Commissioner Nathan Stephens

Staff Present: Community Services Director Christine Engel
 PW Deputy Director Rob Sanders
 CS Administrative Secretary Cathy Haynie

Pledge of Allegiance

Public Comment

Maria Contreras Tebbutt, from the Woodland Bike Campaign explained to the Commission the Cycle de Mayo Bike Ride event which has two start locations, Woodland High School and Davis High School. The goal is to have 500 riders for this 25 mile event. Riders will leave from one of the two start points and meet at Plainfield Station. Event is scheduled for May 3, 2014 and begins at 8 a.m., fees are Adults \$25, Students \$10 and Children under 12 are Free. Contact Maria at funmaria@sbcglobal.net for more information about Cycle de Mayo Bike Ride.

Communication-Commission/Staff Statements and Requests

Commissioner Valcarenghi stated that he had the opportunity to look at other agencies use of solar panels. Commissioner Valcarenghi said it was a great look and nice shade. Engel responded that the RFP for the project would be released soon.

Commissioner Fernandez stated that he will be meeting with Kelly Rathburn and Dave Wilkinson from the Tree Foundation on February 7, 2014.

Commissioner White-Snyder attended the WRF Board meeting last week. The WRF is looking for additional members. Next meeting is on March 26th at 5:30 p.m. at the Community & Senior Center.

Committee Reports

Develop Framework for Work Plan Subcommittee-Fernandez/Morales

Commissioner Fernandez reported that he and Commissioner Morales were unable to meet and will report at the next Commission Meeting.

Definitions and Makeup of Subcommittee-Fernandez/Salinas/Valcarenghi

Commissioner Valcarenghi reported that the purpose of this subcommittee was to assess the purpose and relevance of the current subcommittees and liaison positions. Creating subcommittees that facilitate involvement of the commission and the public. Commissioner Valcarenghi will discuss the Budget and Finance Committee; Commissioner Fernandez will discuss the Community Service Subcommittee and the Program & Department Evaluation Subcommittee. Each subcommittee was assigned a purpose which is intended to define the subcommittee and its duties.

- Budget and Finance Subcommittee's purpose is to foster participation of the commission and the general public regarding the department's allocation of program funds. To examine revenue options for existing or future programs.
- Program & Department Evaluation Subcommittee's purpose is to seek community input on department programs. Assess and evaluate the potential for new programs.
- Community Service Subcommittee's purpose is to facilitate and encourage community outreach and engagement by developing volunteer projects and garnering public involvement. This subcommittee will also be tasked with recognizing significant volunteer contributions in the community.

The Commission will receive quarterly reports from the various subcommittees with recommendation.

Engel stated that the current committees and subcommittees were created to cover issue of the times, construction of the Community & Senior Center, Sports Park and Jack Slaven Park are examples that needed the Commission involvement. Subcommittee needs to consider the Workplan as it relates to the development of new subcommittees. Framework for both needs to be in accordance with the City Code and City Council's goals. Engel said that the award the Commission is discussing would need a different title directly relating to the Parks & Recreation Commission and not take away from the value and significance of the City Council's annual Community Service Award. Commissioner Salinas stated that there was still committees/subcommittee that needed to be addressed.

Consent Calendar (Items)

Adopt the Minutes of the Commission Meeting of November 25, 2013

March 8, 2014 Arbor Day

Action: Fernandez Moved/ Morales Jr. Seconded:

Motion carried by the following roll call vote:

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

Noes:

Other Business

Work Plan

Recognition of Youth Sports Organizations

Commissioner Fernandez would like the Commission to recognize the Pioneer Junior Patriots Junior Pee Wee team for winning the 2013 Sacramento Youth Football Metro Division IV Title. Commissioner White-Snyder suggested that the Commission create guidelines for future awards. Commission will work on guidelines for the next meeting.

4th of July Bike Parade Planning Committee

Engel said that it is time to start planning the Bike parade. She stated that volunteers are needed for planning the event and the day of the event. Commissioner Morales Jr. and Commissioner Romero volunteered for the planning committee; Commissioners White-Snyder, Salinas and Fernandez volunteered to help as needed.

Reports of the Staff

Measure V Extension Update

Engel informed the Commission that Council was moving forward with the Measure V extension that if passed will be for eight years. Planning efforts are under way and City staff is not involved in that process. If the measure passes the department would be able to expand programs aimed at teens.

Community Services Report

Date for the grand opening of the Charles Brooks Swim Center is Friday, February 7th at 10 a.m. Commissioner Valcarengi asked if it was possible to volunteer for the ReXpo. Staff will send an email to Commission and get availability for the event. The next Movies on Main Street is scheduled for April 25th. Commissioner Salinas would like the Committee involved with surveys to have one ready to the ReXpo event. Commissioner Salinas asked about contract recreation new classes that were listed and questioned how staff came up with the new classes. Engel responded these classes were geared toward the “tween group” and had been successful at other agency. Commissioner Morales Jr. asked about the Sports Park and charging gate fees, if there were any issues with the other user groups. Sanders responded that he was going to address some of these issues in his report. Commissioner Salinas stated that the remaining budget for Administration looked pretty low. Commissioner Valcarengi asked about the revenue reported about the Sports Park. Engel explained that the revenue reported was to help off set the Department’s budget.

Action: Received

Parks Report

Sanders reported that the fence around the Sports Park has been completed. Commissioner Salinas said that he drove by the Sports Park after reading Sanders report, it looks great. Sanders updated the Commission on the Clark Field project, staff met with user groups keeping them informed of the delays. The aim for reopening Clark Field is in April 2014. The Charles Brooks Swim Center project is near completion with additional diving boards on order. The fence on the east side will be replaced with chained link fencing; in addition the fascia on the building is being replaced and painted. Commissioner Morales Jr. asked about the restriction of sunflower seeds at the Sports Park. Sanders responded that the seeds get into the turf and displace the rubber granules which in turn cause damage to the turf. Commissioner Salinas asked if Sanders could show progress on completing work orders. Sanders will supply a graph to the Commission in his report. Commissioner Valcarengi asked how he could volunteer for Arbor Day. Sander said that everyone is invited to participate.

Action: Received

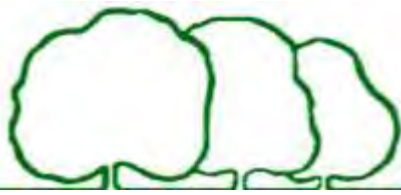
Adjourn 7:46 p.m.

Action: Morales Jr. Moved/ Romero Seconded:

Motion carried by the following roll call vote:

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

Noes:



Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks & Recreation Report

DATE: February 24, 2014

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.

Aquatics

Pool Grand Re-opening: The Charles Brooks Community Swim Center re-surfacing and decking project was completed in mid-January and the pool re-opened to the public on Friday, February 7 with a Grand Opening ceremony. After a ceremonial ribbon cutter swimmers from the Woodland Swim Team and Woodland Wreckers, as well as some members of the public, concluded the ceremony with jumping in the pool for the first time since August.

Pool Rentals/Tournaments: The Charles Brooks Community Swim Center hosted a youth water polo tournament on Saturday and Sunday, February 8 and 9. A high school invitational swim meet will be held on February 28. Woodland and Pioneer High Schools began training with their swim teams on February 10.

Woodland Wreckers: The City of Woodland's Woodland Wreckers recreational swim team is entering their seventh season this summer. Registration opened on January 2 for returning swimmers. Registration is limited to 130 swimmers, and to date, the team has nearly reached capacity.

Community Center

Rentals: During the month of January rentals held at the Community & Senior Center included: several memorial services, meetings, other celebrations, and City related meetings. The revenue total for January was \$4,690.

Facility Operation & Maintenance: Maintenance staff is obtaining quotes for the following projects: installation of locks on gates by the meeting rooms and banquet rooms, painting throughout the Community Center, lobby waterfall repairs, gymnasium wall repair, and handicap door openers (for the double doors entrance near the Youth Center and the double doors near the Thrift Store.) Locks have been installed on the doors for the restrooms to provide added security when building is being locked down.

Staff assessed the Community & Senior Center for visual safety. There are several areas within the facility with little or limited visibility on video recording. These areas include areas that seniors utilize most frequently: the Warren Meyer Game Room, the library/lounge, the Senior Center halls, the Arts & Crafts room, and the Dance/Fitness Studio. After obtaining a bid from Stanley Security, staff is proposing to have eleven new cameras installed in the high risk areas of the facility. At the upcoming Woodland Recreation Foundation meeting in March, staff is requesting funding for this project.

Contract Recreation

Tennis: The Cello International Tennis Academy (CITA) has offered classes since September 2013. Since then, nearly \$9,800 in revenue from classes and private lessons has been taken in. Head instructor Michael Kwong continues to hold free tennis clinics at City Park every Saturday: 1:00 p.m. for kids up to 15, and 2:00 p.m. for 16 and older. In addition, Michael and CITA plan to offer new tennis opportunities for the community, including: summer youth camps, a ladder-style social tennis league, and several tournaments throughout the year. CITA will be hosting its first tennis tournament at Woodland High School in early March.

Gym Sports

30 & Over and Senior Basketball: This fall, the City has accommodated three over 30 basketball divisions: 30 & over, 45 & over, and 55 & over; with 16 teams and over 130 participants. The season began mid-November the last game is scheduled on March 17.

ReXpo

The summer program exposition “ReXpo” and Senior Art Show will be held from 4:00 to 7:00 p.m. on Friday, March 7 at the Woodland Community & Senior Center. All summer programs and classes offered by the Community Services Department will be showcased during the ReXpo. The YMCA Wellness & Fitness Center will have an open house and Senior Center Inc.’s White Elephant Thrift Store will be open. Visitors will be treated to snacks, demonstrations, bounce houses, tours, and prizes. Those registering for classes will also receive an early registration discount. Marketing materials for the event such as mailers, press releases, posters, and banners have been sent out for ReXpo and staff is finalizing the details for the event. Donations for the event have been provided by Costco, Copperhill Olive Oil Company, and Story Olive Oil Company.

Senior Center

Tax Aid Preparation: Annual Tax Aid preparation offered by AARP volunteers began on Monday, February 3. The appointments are scheduled from the first of February through mid-April and aid seniors in submitting their federal and state tax returns. The Senior Center front desk is busy booking the appointments for seniors. Appointments are Monday afternoons at 1:00, 2:00, 3:00, and 4:00 p.m. and Friday mornings at 9:00, 10:00, 11:00 a.m., and 12:00 p.m.

Senior Art Show: The Senior Art Show and ReXpo is scheduled for Friday, March 7. The Senior Art Show highlights the artwork of seniors participating in classes and programs at the Senior Center. ReXpo is a recreation exposition that kicks off summer programming. To celebrate the agricultural heritage of our community, wine tasting and olive oil tasting will be a part of the Senior Art Show. This year, three wineries have confirmed their participation for free wine tasting during the art show: Bogle Vineyards, Route 3 Winery, and Simas Family Vineyards. Two olive oil vendors will be providing free olive oil tasting during the event: Story Olive Oil Company and Copperhill Olive Oil Company. Staff has been working with the artists and instructors to confirm room logistics, set up, and scheduling. The senior artwork being shown includes paintings, drawings, ceramics, needlework, quilting, wood-carvings, and new this year scrapbooking. Some artwork will be available for sale.

iphone, ipad, and other smart devices: On Monday, February 2, the Woodland Senior Center Computer Club hosted the “iphone, ipad, and other smart devices” class. Taught by Mr. Chris Cone, the class was filled to the capacity of 50 participants. This basic beginning class helped students to learn about the phones, how to use them, and other basic functions. With such a large interest in the class, the Computer Club coordinated with Mr. Crone to return during their monthly meeting on Monday, March 24 at 1:00 p.m. The monthly meeting is open to the public and will cover similar topics as discussed on February 2.

Sports Park

Sports Park Tournaments: For the month of January, the ball fields were used for all weekend dates available (youth traveling baseball leagues). Total revenue captured for tournament reservations in January was \$18,000.

Youth Recreation

Summer Job Opportunities: Applications are now being accepted for seasonal temporary positions for the Summertime Fun Club program and the Teens Helping Seniors programs. The final filing date is Friday, March 28. Interested candidates apply online at www.calopps.org. Interviews will be scheduled with candidates in April, and the applicants will be selected and notified of an intent to hire by May 1.

Youth Basketball League: The 2013-2014 Winter Youth Basketball League wrapped up on Saturday, February 15th. Each of the 16 teams played at least 10 games during the season (80 total games). The finals featured three 3rd place games and three 1st place games. Surveys were handed out to parents. Of the 20 surveys received to date, the program received favorable comments. The coaches were impressed by the organization of the league and the way talent was spread out to all teams. The next season starts in November 2014.

Miscellaneous

Activity Guide: The Community Services Department's bi-annual publication of the Activity Guide is available for pick up or on-line at www.cityofwoodland.org/communityservices. The publication contains a listing all upcoming programs and classes for March-August 2014.

Upcoming Events

March 7: ReXpo and Senior Art Show

April 5: Clark Field Grand Re-Opening (tentative)

April 25: Movies on Main Street

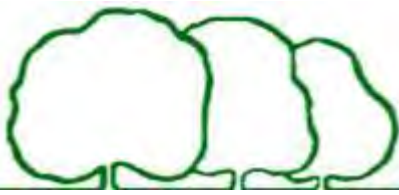
May 28: National Senior Fitness Day and Senior Resource Fair

RECREATION DIVISION - BUDGET SNAPSHOT thru 1/31/14

Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$239,581.26	\$152,358.87	\$65,990.57	27.54%
Community & Senior Center	\$795,833.60	\$497,640.94	\$289,487.50	36.38%
Brooks Swim Center - Recreation	\$134,580.35	\$92,918.78	\$40,121.57	29.81%
General Recreation Programs	\$365,804.55	\$208,856.12	\$155,408.43	42.48%
Enterprise Fund				
Youth Center Enterprise	\$362,180.59	\$171,813.35	\$148,011.25	40.87%
TOTAL RECREATION BUDGET	\$1,897,980.35	\$1,123,588.06	\$699,019.32	36.83%

RECREATION DIVISION - REVENUE SNAPSHOT thru 1/31/14

Account Title	FY13 Projection	FY13 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$512.50	\$504.00	98.34%
MSC. SALES	\$843.43	\$665.46	78.90%
C BROOKS SWIM CTR REV	\$112,859.53	\$38,623.64	34.22%
SENIOR PROGRAMS REVENUE	\$5,000.00	\$5,253.05	105.06%
COMMUNITY SENIOR CENTER MISC	\$76,405.40	\$53,826.27	70.45%
COMMUNITY FITNESS CENTER	\$30,000.00	\$17,496.00	58.32%
COMMUNITY SPORTS PARK	\$150,000.00	\$111,444.55	73.30%
YOUTH RECREATION	\$75,000.00	\$33,734.200	44.98%
YOLANO RECREATION PRG INC	\$7,965.66	\$2,993.10	37.58%
ADULT REC & LEAGUE PRGMS	\$97,351.51	\$41,065.00	42.18%
RECREATION CONTRACTS	\$75,000.00	\$43,663.65	58.22%
TOTALS	\$630,938.03	\$352,184.92	55.82%



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: January 27, 2014

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.

- **Seasons of Service**

Staff is working on our annual volunteer days with local area groups in what is called the “Seasons of Service;” a collaboration that provides the City with welcomed volunteerism. These groups will be tasked with working in several parks to move playground fiber and spreading mulch in various planter beds. Other projects will include raised lot maintenance at the Cemetery, which will consist of weed pulling, string trimming, flower planting and the painting of hose bibs throughout the facility. This is tentatively scheduled for April 26th and May 3rd.

- **Brooks Pool Update**

Brooks Pool construction project is now completed and open for business. Although the pool is in full swing, there is still some additional work that needs to be completed, e.g. installation of diving boards, new perimeter fencing, fascia board replacement and miscellaneous painting. Once completed, our facility will be one of the premier pools in the greater Sacramento area.

- **Clark Field**

The Clark Field project is near completion. While the back stop is complete, there are still repairs to the field surface that need to be addressed. Once done a punch list will be created to address any identified deficiencies.

- **Cemetery**

1. ***Internments*** – The Woodland Cemetery had one cremation interment during the month of January.
2. ***Sales*** – There was \$1,650 in sales for the month of January.
3. ***Operations*** – Staff employed no temporary maintenance workers at the cemetery during the month of January; although staff was still able to accomplish some record reconciliation and plot map work.

Snapshot of Parks Primary Budgets through 2/18/14

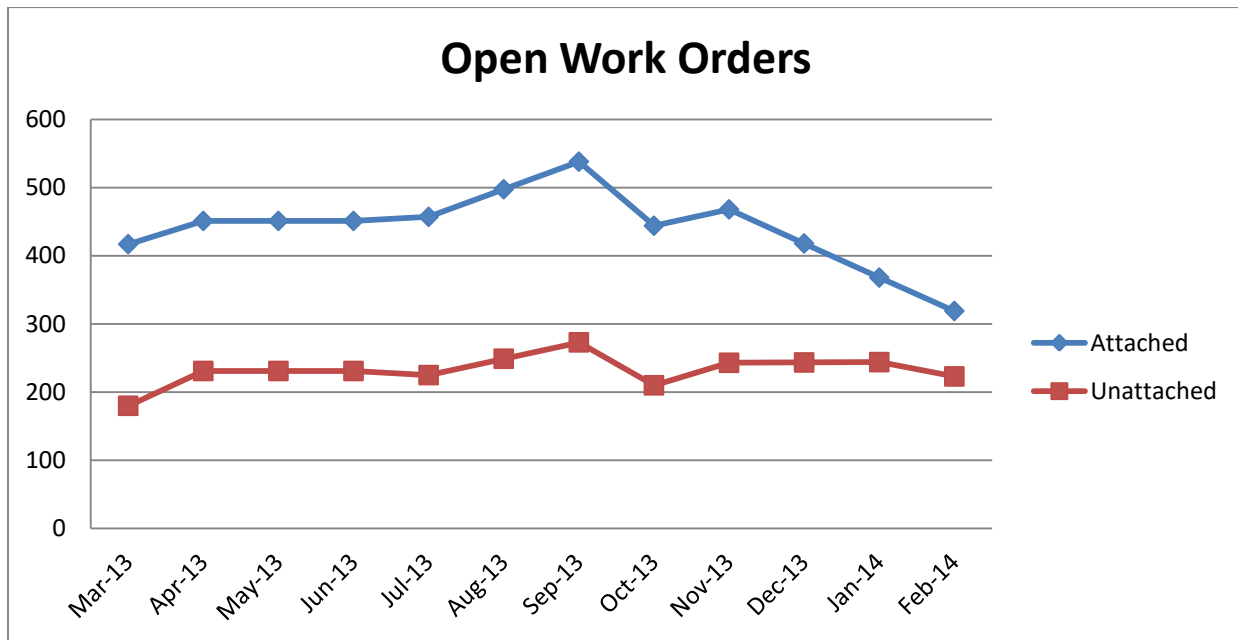
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	\$262,645.46	\$104,322.00	\$158,322.32	%60.28
Cemetery	\$368,011.47	\$191,348.17	\$176,662.79	%48.00
Gateway LLD	\$37,586.02	\$6,234.50	\$31,351.52	%83.41
General Fund Parks	\$874,802.44	\$445,237.00	\$429,565.31	%49.10
Gibson Ranch LLD	\$431,733.43	\$257,319.76	\$1174,413.86	%44.56
Spring Lake LLD	\$353,040.15	\$192,101.59	\$160,938.56	%45.59
Sports Park	\$305,671.16	\$183,525.58	\$122,145.58	%39.96
Urban Forestry	\$355,568.31	\$182,653.81	\$172,914.50	%48.63
Spring Lake SLIF	\$27,124.39	\$3,722.82	\$23,401.57	%86.28

- **Service Requests / Work Orders**

Currently there are 319 attached and 223 unattached work orders that are open and waiting to be processed. This is a total of 542 pending tasks that are currently on the books waiting to be addressed. Attached work orders are tasks that are service call generated, e.g. hazards, requests for prunings and removals, tree evaluations and plantings. Unattached work orders are tasks that are internally created, e.g. stump and tree removals, small tree care and insecticide treatments.

This backlog can be directly related to our current shortage of staff and underfunding of the Urban Forestry Program over the last several years. Although our backlog continues to be significant, the numbers began to decline in September with the addition of Sean Potvin, our Tree Trimmer II.

Below is a graph depicting the volume of work orders over the last year.



- **Tree Removals**

For calendar year 2014, the UFG has removed 57 tree(s) of various sizes.

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared By: Westley Schroeder, Park
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