

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

**PARKS & RECREATION COMMISSION
AGENDA
6:30 PM
MARCH 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 (None)
- G. New Business (None)
- H. Committee Reports
 - H.1 May is Bike Month Update
 - H.2 Bike Parade Update
 - H.3 Guidelines for Recognizing Youth Organizations

I. Consent Calendar

I.1 Adopt the Minutes of the Commission Meeting of February 24, 2014

I.2 Adopt Definitions and Makeup of Subcommittees

J. Other Business

J.1 Work Plan Goals

J.3 ReXpo Survey Results

K. Report of the Staff

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

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

L. Next Meeting April 28, 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, March 24, 2014 was posted on March 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.

Parks & Recreation Commission Minutes

Monday, February 24, 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, February 24, 2014 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:

Staff Present: CS Director Christine Engel
 CS Manager Kris Bain
 PW Deputy Director Rob Sanders
 CS Administrative Secretary Cathy Haynie

Pledge of Allegiance

Public Comment

Communication-Commission/Staff Statements and Requests

Commissioner Fernandez stated that he met with Kelly Rathburn and Dave Wilkinson from the Tree Foundation on February 7, 2014. Commissioner Fernandez received information from this meeting that will help format the Urban Forrest Committee in the Work Plan. Commissioner Salinas asked that May Bike Month and the Bike Parade be added to the agendas for updates. Engel introduced Kris Bain, Community Manager in the Community Services Department who will now be attending the Parks & Recreation Commission meetings.

Presentations

Recognize Pioneer Junior Patriot's Junior Pee Wee Team

Commissioner Fernandez presented Certificate of Appreciation to Pioneer Junior Patriots Junior Pee Wee Team for its outstanding sportsmanship and athletic achievement in winning the 2013 Sacramento Youth Football Metro Division IV Title as well as the 2013 Division II/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 is capable of achieving.

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

The framed certificate was presented to Coach Matt Bryson and copies were given to each member and photos were taken.

New Business

Consideration of Support for Measure J

Mayor Davies and Vice Mayor Stallard presented to the Commission Measure J asking that the Commission support the measure.

Measure J is an extension of the ¼ cent sales tax Measure V that expires in June 2014 and will run for 8 years. Mayor Davies also asked that members of the Commission that are interested join the steering committee for Measure J.

This is a new Measure that will not increase the sales tax. The Council has met it's obligations to the public with Measure V by completing the Charles Brooks Community Swim Center project and the Clark Field project.

In order for this measure to pass it needs 50% plus 1. The advisory measures are youth focused with the exception of Measure N which will allocate 5% of the tax revenue to support city water and sewer utility ratepayer assistance program for low-income residents.

Commissioner Romero made the motion to support Measure J; Commissioner Valcarenghi seconded the motion. Motion carried 6/0.

Committee Reports

Develop Framework for Work Plan Subcommittee-Fernandez/Morales

Commission Fernandez and Commissioner Morales goal was to make the Work Plan goal driven. Commissioner Fernandez will send draft to Haynie for inclusion in the next meetings packet. Modification from Year End to Fiscal Year may require a change to the Code to reflect this change.

Definitions and Makeup of Subcommittee-Fernandez/Salinas/Valcarenghi

Commissioner Valcarenghi reviewed the Draft of the Definitions and Makeup of Subcommittee document. Discussion followed between Commissioners concerning wording and intent of document. Commissioner Valcarenghi will provide Haynie with the updated document to put on the next agenda for Commission action.

Consent Calendar (Items)

Adopt the Minutes of the Commission Meeting of January 27, 2014

Commissioner Fernandez made the motion to approve the minutes with changes; Commission White-Snyder seconded the motion. Motion carried 6/0.

Other Business

Status of Achieving Work Plan Goals

Each Committee will be tied to a Work Plan Goal. Work Plan will guide and Subcommittees will support the Work Plan. The goal was to create a dynamic flowing document.

Discuss Guidelines for Recognizing Youth Organizations

Commissioner White-Snyder volunteered to be on the Committee that creates the guidelines.

Discuss Possible Expanded Teen Programs

Discussion included year round teen programs, homework assistance, mentoring, job training, talking with schools, camps, excursions, 3 on 3 basketball presidents physical fitness, and Civic 101.

Discuss possible Survey Questions to be asked by Commission at ReXpo

Commission discussed and supplied staff with eight questions for the survey. Staff will create survey form and supply the form to Commissioner at ReXpo.

Reports of the Staff

Community Services Report

Engel informed the Commission that the next Woodland Recreation Foundation meeting is on March 26th, 5:30 p.m. at the Community & Senior Center and invited any interested Commissioners to attend. Engel then reviewed that Community Services budget.

Action: Received

Parks Report

Sanders reviewed his report for the Commission highlighting Arbor Day event at Gibson/Farmer Central, starting at 9 a.m. Pool fence replacement, Dave Douglass project and Clark Field.

Action: Received

Adjourn 8:35 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:

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.

Volunteerism Sub-Committee

Purpose: Facilitate and encourage community outreach and engagement by recommending 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. More specifically, this sub-committee will:
 - a. Work with city staff to establish, and if necessary, reformulate volunteer recruitment and retention goals.
 - b. Provide the Commission with quarterly updates as to the status of achieving volunteer recruitment, retention, and coordination goals.
 - c. Work with staff to establish and execute volunteer recruitment and retention techniques to increase and/or maintain volunteer participation.
 - d. Record volunteer participation at city events and report 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 Certificate of Appreciation.
 - a. This sub-committee will develop the award application, establish an application process, including nomination guidelines and make such information available to the public.
 - b. This sub-committee shall make nominations for Certificate recipients to the Commission.
 - c. The award is not made official until it is approved by the Commission with a majority vote.

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 a review of expenditures and revenues.
 - b. Sub-committee members are required to meet with city staff at least once per fiscal quarter to discuss budgetary matters.
 - c. This sub-committee is free to determine the format 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. More specifically, this sub-committee shall:
 - a. Create a uniform survey to evaluate program participant's satisfaction with the current programs.
 - b. 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: To Advocate for Child and Youth Programs and Community Initiatives.

- (1) To become engaged and lead efforts that promote a healthy community.
- (2) 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

Purpose: Assist with Parks and Facilities issues.

- (1) Park Naming
- (2) Planning of new playgrounds & Parks – Future development of Community Center
- (3) Facilitate and help address issues concerning Parks and Facilities

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

Urban Forest Committee

Purpose: Ensure consideration and review of urban forest issues.

- (1) Master Tree List
- (2) Work Plan – Urban Forest Plan

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.

- (1) Establish this sub-committee as needed and seek Commission approval.

LIAISONS

Baseball:

Soccer:

Swimming:

Softball:

Football:

Revisal of Work Plan Structure

Purpose: To maximize coordination and ease of collaboration with the city staff and other city departments. Revisal of the work plan structure will provide the Commission with more focused guidance and ensure the Commission remains accountable to the projects it adopts.

(1) Eliminate the Commission’s current calendar year schedule that runs from January to December of each year. In place of the current calendar year schedule, the Commission will implement and follow the same fiscal year calendar schedule that the government of the City of Woodland has adopted.

(a) The shift shall take effect at the beginning of the city’s next fiscal year.

(2) The Commission shall formally adopt a completed work plan by the end of the fourth month after the start of the fiscal year.

(a) The adoption of a completed work plan does not preclude the incorporation of any subsequent amendments nor does it preclude the removal or elimination of items adopted by the Commission.

FY13 Parks & Recreation Commission Annual Work Plan

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. Policies Reviewed in FY13	As needed

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 stated categories. Involvement of Community The Woodland Parks & Recreation Commission members shall be responsible for recruiting interested parties to participate in the	On-Going

FY13 Parks & Recreation Commission Annual Work Plan

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.	
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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

FY13 Parks & Recreation Commission Annual Work Plan

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.	As Needed

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

Goals	Status
Structure: A three-commissioner sub-committee. Purpose: To assess the purpose and relevance of the current sub-committees and liaison positions. 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) 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.	Need to Appoint Committee

FY13 Parks & Recreation Commission Annual Work Plan

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.	Completed September 23, 2013

8. Assist in the Development and Implementation of the City's Fitness Initiative

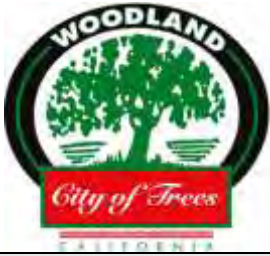
Goals	Status
To help promote a healthy Woodland community, three Commissioners will serve on the City's fitness initiative organizing committee. Objective: To help provide leadership and coordination of activities that promote the fitness initiatives objectives such as good nutrition and various forms of exercise, such as "walking" and "biking". Activities: Work with City's fitness initiative organizing committee to develop and implement a fitness initiative which is planned to be implemented citywide in January 2015. Commission members will research and promote efforts and activities that encourage exercise and healthy nutrition (the activities that are promoted are dependent on the goals identified by the organizing committee). Provide the Commission updates as appropriate.	On-Going

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.	On-Going

List of suggestions:

Volunteer Program to include all users groups of facilities
Parks & Recreation Commission Service Award



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder	whiteca@sutterhealth.org	12/31/2017
Enrique Fernandez, Vice Chair	Eaf.fernandez@gmail.com	12/31/2017
Jesse Salinas, Chair	jessesalinas333@gmail.com	12/31/2014
Ruben Morales Jr.	rubenmorales@mezgerbros.com	12/31/2015
Vacant		
Joe Romero	joeromerojr@gmail.com	12/31/2014
Jon-Paul Valcarenghi	jonpaulval@gmail.com	12/31/2016

STANDING COMMITTEES

(Max. 3 commissioners)

Facilities Committee (handles Park Naming)

Fernandez, Morales, White-Snyder

Budget and Finance Committee

Salinas, Romero, Fernandez

Child, Youth & Playground Committee

Romero, Morales

Community/Senior Center/Sports Park

Salinas, White-Snyder, Valcarenghi

Urban Forest Committee

Romero, Valcarenghi

Ad Hoc Committee

Salinas, Romero,

Liaisons

Baseball: Romero

Soccer: Salinas

Swimming:

Other: White-Snyder

Volunteerism Committee

Morales, Fernandez, Valcarenghi

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

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

For additional information please call 530.661.2000

Woodland Parks & Recreation Commission

Survey Results

March 7, 2014

Total surveys 82

1. Is this your first time coming to ReXpo? Yes **49** No **33**

2. How did you hear about the ReXpo?
 Attending Senior Art Show **4** Postcard **8** Flyer **11** Facebook **4** Newspapers **4**

 Post Card mailed to the house **4** Word of Mouth **13** Other **Wife, Friend, Work, Teaching Classes, Senior Center, Husband, COA, Dance Class, Life History Class, YMCA, Council Meeting, Mother, Staff, and Dog Park Poster Banners 7**

 Where did you see the banner? Main/East Street **13** WHS **3** PHS **6** C&SC **4**

3. Have you or your family participated in the recreation programs?

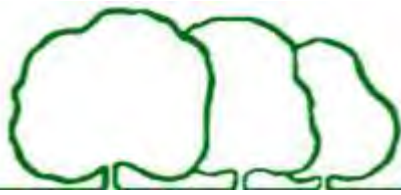
 Yes **44** No **3** *(If Yes please answer the question below.)*
 - a. What programs are you participating in?
 Zumba, Baseball, Basketball, Girls Softball, Volleyball, Swim, Special Ed Basketball, Summer Fun Club, Dog Park, Fencing, Wreckers Swim Team, Gym, Afterschool Program, Lunch Group, Soccer, Water Polo, Tennis, Toddler Time, YMCA.

4. What programs would you like to see offered?
 More Soccer Fields, Preschool Activities, Basketball for Special Ed over 18, Volleyball, Swim, Basketball, Dodge ball, Line Dancing, More Senior Trips, Dancing, Adult Horseback Riding, Yoga, Walk Club, Exercise Biking, Oil Painting, Indoor Basketball during the summer, Family programs, Evening Classes, Senior Programs.

5. How do we get the message about programs and events to your friends?
 Word of Mouth, Mail to home, School, WACHE, Church, Billboards at School, Inserts, Email, Postcard, Telephone, Newspaper, Connect with Art Walk, Monthly Senior Gram, Flyers, Facebook, Davis Senior Center, Local TV, Rec Guide, Website, Via other events, Text, Instagram.

6. What is the best way for us to communicate with you about programs and events?
 Phone, Email, Community & Senior Center, Newspaper, Social Media, Mail, flyers, and City Website.

7. Would you like to participate in a Focus Group? Yes **14** No **1**



Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks & Recreation Report

DATE: March 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

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 was held on February 28. Several other swim meets will be occurring in the near future.

As part of the pool renovation project, diving boards have been replaced with four new standards and diving boards. At the City Council meeting on March 18th, a Woodland Swim Team participant spoke during the public comment period of the meeting expressing the Team's appreciation for the renovated pool and the new diving boards.

Applications are currently being accepted for summertime positions at the pool. Interviews will be conducted in the next several weeks.

Adult Sports

30 & Over and Senior Basketball: This Winter, the Adult Basketball league accommodated 16 teams and over 130 participants. The season began mid-November and concluded on March 17.

Volleyball: Volleyball started March 17. The spring season of volleyball has eight teams enrolled: 4 teams in the A (upper) division and four teams in the B (lower) division.

Adult Softball: Spring Adult Softball league started on March 3 and is scheduled through May 5th. There are 53 teams registered for the spring softball season.

Community Center & Sports Park

Rentals: During the month of February rentals held at the Community & Senior Center included memorial services, baby showers, meetings, trainings, and exams. The total rental revenue for February was \$4,150.

During the month of March rentals held at the Community & Senior Center included the Yolo County Women History Luncheon, Farm Credit West Banquet Dinner, other celebrations, meetings, and the City's Water Wise workshops. The total rental revenue for March was \$5,205.

Facility Operation & Maintenance: A fire safety inspection was conducted by the Woodland Fire Department in February. All of the gates on site (near meeting rooms, youth center, and banquet rooms) have been fitted with gate lock carriage bolts for added security around the facility. These bolts will prevent the gates from closing during windy days.

Sports Park Tournaments: the ball fields were used for three of four weekend dates available in February with one weekend rainout. Total revenue captured for tournaments reservations in February was \$16,530.

Contract Recreation

T'ai Chi: After three years, Community Services is offering T'ai Chi classes for adults. Classes are offered by Daniel Pfister on Mondays and Wednesdays from 8:45-9:45 a.m. in the Dance/Aerobics Room. March is the first month of offering the class, and there are three participants enrolled.

Fourth of July

Donations for the 4th of July festivities are starting to be received from businesses throughout the community. To date, \$2,300 has been received. The 2014 fundraising goal is \$25,000. The contract for purchasing the fireworks has been executed for the fireworks show planned at Woodland High School. Planning efforts for the bike parade have not yet started.

ReXpo & Senior Art Show

ReXpo: The 2014 Recreation Program Exposition (“ReXpo”) was held on Friday, March 7 and it showcased Community Service’s activities and programming for the spring and summer. Many programs featured demonstrations and/or interactive activities to encourage participation. All registration taken during the event was given a 10% discount. Community partners like Woodland Soccer Club, Woodland Tennis, and Woodland Senior Softball were encouraged to attend to highlight their programs. A treasure hunt of sorts encouraged participants to find different locations throughout the facility and prizes were given to successful hunters including free park reservations and swimming lessons. It is estimated about 400 attended ReXpo and program registration for the evening mirrored the 2013 event. Feedback from participating instructors and community partners has been favorable and encouraging. Over \$11,000 in revenue for program registration was collected the day of ReXpo. Commissioners Salinas, Morales, Romero, and Valcarengi for the first time surveyed the public on their opinions related to recreation programs (this will be discussed as a separate agenda item).

Senior Art Show: The Senior Art Show held concurrently with ReXpo highlighted the artwork of seniors participating in classes and programs at the Senior Center. Two local wineries, Route 3 and Simas Family Vineyards offered for free wine tasting during the art show. Grumpy Goats Farms and Copper Hill Olive Oil Co provided olive oil tasting. The senior artwork being shown included paintings, drawings, ceramics, needlework, quilting, wood-carvings, and new this year scrapbooking. Some artwork was available for sale, including raffle tickets for a quilt made by the Needles and Friends group. Donations for the Art Show were provided by Senior Center Inc.

Senior Center

Program Update: The Senior Center has partnered with Sacramento State Nursing program to offer a 3-part series of free discussions for seniors on the health topics of: preventing falls, dementia, shingles. Discussions begin March 27 (the Feb. 27 discussion will be covered in April). All discussions will be led by students receiving their degree in Community Nursing from Sacramento State and are scheduled to graduate this May.

Youth Recreation

Summer Job Opportunities: Staff has received 50 applications to work the Summertime Fun Club program and 32 applications to work for the Teens Helping Seniors program. Final filing date for applications is March 28, after which staff will conduct interviews and make selections potential candidates.

Summertime Fun Club: Registration is open for the Summertime Fun Club. The program is scheduled to go from June 16 through August 15, Monday through Friday from 9:30 a.m. – 2:30 p.m. The program is offered at the following park sites: Ferns Park (750 W. Southwood Drive), Pioneer Park (1925 Branigan Avenue), and Woodside Park (1615 Cottonwood Street).

Fun Club Campership: The Community Services Department was given a CDBG grant for \$7,447.00 to distribute as vouchers (or “Camperships”) to kids in 1st-6th grade for 2014. There are 49 \$150 camperships available to be awarded (available for one session of the Summertime Fun Club). Each child applicant is eligible to qualify for up to two Camperships and each family can qualify for up to four. To date, staff has awarded nine camperships. The first two families who enrolled received an additional \$48.50 applied to their Summertime Fun Club registration fee.

Teens Helping Seniors: Staff is preparing for the Teens Helping Seniors program by accepting applications to fill the coordinator position to lead and direct the teens. Potential candidates will be screened for their previous experience and the ability to work with teens. It is anticipated to have the hiring for this position filled by April so the coordinator has ample time to spend planning and marketing the program to both potential volunteers and to the seniors.

Dates to Note

March 24: City Council Study Session on FY15 Budget (first budget discussion) @ 7 pm

April 4: First Friday Art Walk (Downtown Woodland) 5:30 pm - 8:30 pm.

April 5: Food Truck Mania (First Street between Lincoln and Main Street) 11 am – 2 pm

April 25: Movies on Main Street @ 5:30 pm (movie at sundown)

May 3: Cycle de Mayo

May 28: National Senior Fitness Day and Senior Resource Fair (see flyer)

June 16: Summer kicks off: First day of Summer Time Fun Club and Swimming Lessons

TBD: Clark Field Grand Re-Opening Event

RECREATION DIVISION - BUDGET SNAPSHOT thru 2/28/14

Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$239,581.26	\$184,049.75	\$49,825.36	20.80%
Community & Senior Center	\$795,833.60	\$561,898.96	\$225,442.71	28.33%
Brooks Swim Center - Recreation	\$134,580.35	\$99,059.99	\$33,980.36	25.25%
General Recreation Programs	\$365,804.55	\$239,175.33	\$125,089.22	34.20%
Enterprise Fund				
Youth Center Enterprise	\$362,180.59	\$195,432.56	\$129,659.69	35.80%
TOTAL RECREATION BUDGET	\$1,897,980.35	\$1,279,616.59	\$563,997.34	29.72%

RECREATION DIVISION - REVENUE SNAPSHOT thru 2/28/14

Account Title	FY13 Projection	FY13 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$512.50	\$1,324.00	258.34%
MSC. SALES	\$843.43	\$875.46	103.80%
C BROOKS SWIM CTR REV	\$112,859.53	\$50,985.64	45.18%
SENIOR PROGRAMS REVENUE	\$5,000.00	\$5,833.05	116.66%
COMMUNITY SENIOR CENTER MISC	\$76,405.40	\$59,461.27	77.82%
COMMUNITY FITNESS CENTER	\$30,000.00	\$23,328.00	77.76%
COMMUNITY SPORTS PARK	\$150,000.00	\$129,229.55	86.15%
YOUTH RECREATION	\$75,000.00	\$34,489.20	45.99%
YOLANO RECREATION PRG INC	\$7,965.66	\$3,997.70	50.19%
ADULT REC & LEAGUE PRGMS	\$97,351.51	\$61,852.50	63.54%
RECREATION CONTRACTS	\$75,000.00	\$48,973.50	65.30%
TOTALS	\$630,938.03	\$420,349.87	66.62%

NATIONAL SENIOR FITNESS DAY & SENIOR RESOURCE FAIR



*Presented by the City of Woodland's Commission on Aging
and the YMCA of Superior California*

Wednesday, May 28th

Fun Walk 9:30 a.m.

Resource Fair 10:00 a.m. – 1:00 p.m.

Woodland Community & Senior Center

2001 East Street, Woodland 95776

RESOURCES FOR SENIORS INCLUDING

**Health Care • Volunteerism • Legal Assistance • Health & Fitness •
Support Groups • In-Home Support • Repairs & Chores • And more**

*Seniors are encouraged to ride their bikes to the
event. Free valet bike parking will be provided!*

P&R Commission Meeting Packet 3/24/14

Woodland
Bike Campaign

EXERCISE & FITNESS SCHEDULE

9:30 Fun Walk

10:00 Low Impact Aerobics

11:00 Indoor Cycling

11:30 Senior Fitness

12:15 T'ai Ch'i



PRESENTATIONS

10:15 - Elizabeth Canevari, DPT,
Physical Therapy, Sutter Medical
Foundation

Balance & Strength

10:15 - American Medical Response
Save a life, Learn CPR

10:50 - Maria Contreras Tebbutt,
Woodland Bike Campaign

Ride your bike!

10:50 - Inga Bourdon, Elderly
Nutrition

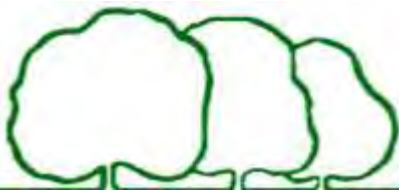
Eating Healthy

11:30 - Dr. Wagnon, Wagnon
Chiropractic

Take care of your back

12:15 - Integra Personnel Care
Avoiding slips, trips, and falls





Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: March 24, 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.

- **Arbor Day 2014**

What a success! Volunteers came together on March 8th to plant 102 bare root trees along County Road 102 between Gibson Road and Farmers Central Road in celebration of Arbor Day 2014.

Trees along this stretch of roadway have suffered over the years due to poor soil conditions and vandalism. Staff prepared the area by removing dead and distressed trees, as well as tilling and amending the soil with nutrients prior to the planting of the replacement trees.

In addition to the plantings, Environmental Services and PG&E staff was onsite to promote their services. Their booths provided a variety of information and giveaways on water conservation, green waste, tree programs, composting, and other conservation-related topics. Furthermore, our City Municipal Arborist, Westley Schroeder held a short clinic on proper tree planting techniques.

A big thank you needs to go out to all of the volunteers (who numbered over 100) that helped make this event a success. Some notable volunteers and groups included: The Woodland Tree Foundation, Vice Mayor Tom Stallard, Councilman Jim Hilliard, Parks and Recreation Commissioner's Jessie Salinas and Jon-Paul Valcarengi, students from Pioneer High School, 4-H, Cub Scout Pack 499, PG&E staff and the Woodland Sunrise Rotary Club. Thanks to all of you for your dedication and hard work. The amount of volunteerism demonstrated for this event was incredible!

- **Sports Park**

Verizon Wireless is requesting a Conditional Use Permit to allow the construction and operation of a 90-foot tall telecommunications cellular tower and the installation of related ground equipment on an approximate 780 square foot lease area at the southeast corner of Woodland Sports Park. The proposed tower will replace an existing 60 foot light standard located adjacent the southeastern most soccer field.

The existing lights from the light standard will be replaced on the new monopole at their current height (approximately 60 feet). The ground equipment will consist of an 11'6" X 25'-5 ½" pre-fabricated equipment shelter designed to match existing buildings at the park. The request also includes an amendment to the City's Wireless Telecommunication Facilities Ordinance to permit telecommunications antennas or towers on property that is owned, leased or otherwise controlled by the City through a Conditional Use Permit.

Installation of the cell tower at Woodland Sports Park shall be contingent upon an approved Lease Agreement between the applicant and the City of Woodland.

- **Clark Field**

The Clark Field renovation project is nearing completion as all major construction has been completed with the exception of a few minor repairs. The field continues to remain closed as the infield apron has had new sod laid down. The reopening is tentatively scheduled for April.

- **Cemetery**

1. ***Internments*** – The Woodland Cemetery had one cremation internment during the month of February.
2. ***Sales*** – There was \$790 in sales for the month of February.
3. ***Operations*** – Staff employed one temporary maintenance worker at the cemetery during the month of February. They performed string trimming, mowing, as well as some weed control applications.
4. ***Volunteers*** – Thank you to Eagle Scout Robbie Rupport and his family and friends for their efforts in replanting five raised lots in the cemetery as part of an Eagle Scout project. Robbie and his volunteers did a fantastic job planting donated perennials throughout the lots.

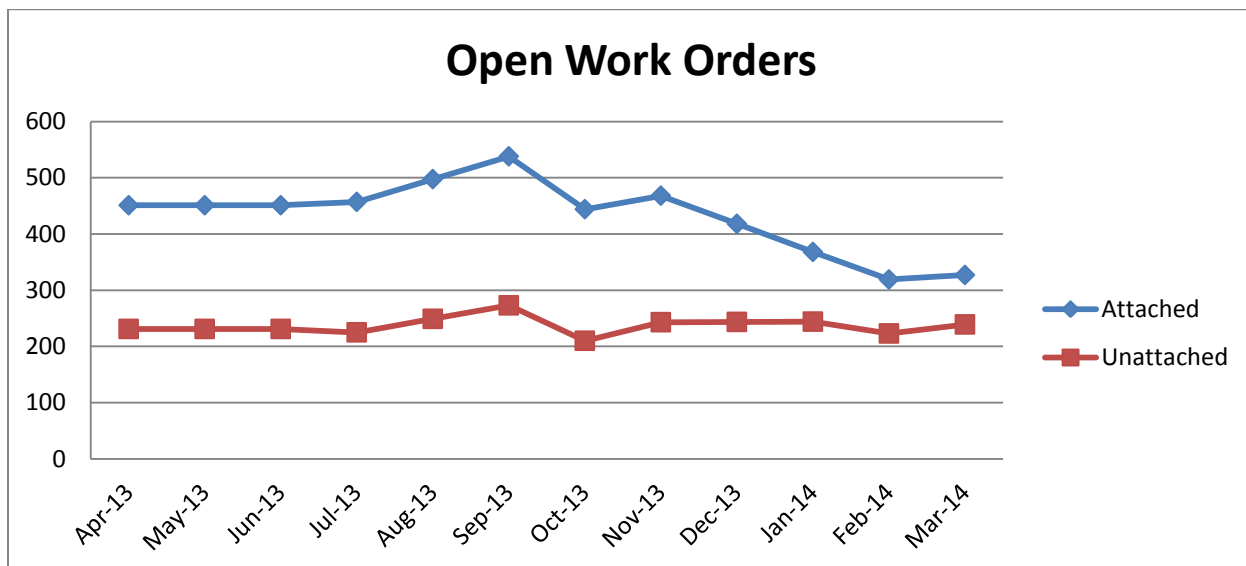
Snapshot of Parks Primary Budgets through 3/14/14

Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	\$262,645.46	\$144,168.33	\$118,477.13	%45.11
Cemetery	\$368,011.47	\$201,968.76	\$166,042.71	%45.12
Gateway LLD	\$37,586.02	\$6,256.50	\$31,329.22	%83.35
General Fund Parks	\$874,802.44	\$468,801.48	\$406,000.96	%46.41
Gibson Ranch LLD	\$431,733.43	\$267,710.16	\$164,022.43	%37.99
Spring Lake LLD	\$353,040.15	\$201,164.55	\$151,395.60	%42.88
Sports Park	\$305,671.16	\$201,066.71	\$106,650.82	%34.66
Urban Forestry	\$355,568.31	\$241,204.86	\$114,363.45	%32.16
Spring Lake SLIF	\$27,124.39	\$4,128.03	\$22,996.36	%84.78

- **Service Requests / Work Orders**

Currently there are 327 attached and 239 unattached work orders that are open and waiting to be processed. This is a total of 566 pending tasks that are currently on the books waiting to be addressed.

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



Attached work orders are tasks that are service call generated, e.g. hazards, requests for pruning 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.

- **Tree Removals**

For calendar year 2014, the UFG has removed 117 tree(s) of various sizes.

Respectfully submitted,

Gregor G Meyer
Public Works Director

Prepared By: Westley Schroeder, Park
Supervisor and Rob Sanders,
PW Deputy Director