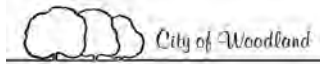


City of Woodland

*300 First Street
Woodland, CA 95695*



Meeting Agenda - Final

Monday, January 26, 2015

6:30 PM

**Council Chambers
chambers**

Parks & Recreation Commission

*Chairperson Jesse Salinas
Vice Chair Carla White-Snyder
Commissioner Joe Romero
Commissioner Jon-Paul Valcarenghi
Commissioner Enrique Fernandez
Commissioner Ruben Morales Jr
Commissioner Stephanie Miller*

- A. Call to Order
- B. Pledge of Alligenance
- C. Roll Call
- D. Public Comment
- E. Communication-Commission/Staff Statements and Requests
- F. Consent

[14-526](#)

SUBJECT: November 24, 2014 Minutes

Attachments: [112414 PRC Minutes.pdf](#)

[14-550](#)

Attachments: [Arbor Day.pdf](#)

[14-551](#)

[14-552](#)

G. Staff Reports

[14-553](#)

Attachments: [Parks report.pdf](#)

[14-554](#)

Attachments: [Recreation Report 012615.pdf](#)

Legislation Details (With Text)

File #: 14-526 **Version:** 1 **Name:** November 24, 2014 Minutes
Type: Consent Item(s) **Status:** Agenda Ready
File created: 12/30/2014 **In control:** Parks & Recreation Commission
On agenda: 1/26/2015 **Final action:**
Title: SUBJECT: November 24, 2014 Minutes
Sponsors:
Indexes:
Code sections:
Attachments: [112414 PRC Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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TO: PARKS & RECREATION COMMISSION

DATE: January 26, 2015

SUBJECT: November 24, 2014 Minutes

Recommendation for Action:

Approve the November 24, 2014 Minutes.

Background Information:

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

Staff Contact

Cathy Haynie, Community Services Administrative Supervisor, 661-2009,
cathy.haynie@cityofwoodland.org <<mailto:cathy.haynie@cityofwoodland.org>>

Respectfully submitted,

Cathy Haynie, Administrative Supervisor

Parks & Recreation Commission Minutes

Monday, November 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, November 24, 2014 at the Woodland City Hall Council Chambers.

Roll Call

Commission Members Present: Chair Jesse Salinas

Vice Chair Carla White-Snyder

Commissioner Ruben Morales Jr.

Commissioner Jon-Paul Valcarenghi

Commissioner Enrique Fernandez,

Commission Member Absent: Commissioner Joe Romero

Commissioner Stephanie Miller

Staff Present:

CS Director Christine Engel

PWAD Rob Sanders

CSM Kris Bain

CSAS Cathy Haynie

Pledge of Allegiance

Communication-Commission/Staff Statements and Requests

None

Correspondence

None

Committee Reports

Discuss and Adopt Subcommittee Assignments

Tabled for next meeting

Urban Forest Subcommittee

Commissioner Valcarenghi met with Sanders about the work orders. Explaining that one work order could generate up to four more work orders depending on who needs to be involved to complete the work order. There is a contract in place to take care of tree removal and replanting. Twenty two trees were planted in the Bush Street area.

Consent Calendar (Items)

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

Tree City USA

Action: Valcarenghi Moved to approve both the minutes of October 27, 2014 as written and Tree City USA/Morales Jr. Seconded

Motion carried by the following roll call vote:

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

Noes: 0

Abstain:

Other Business

Discuss Outreach to Non-English Speaking Communities

Commissioner Salinas indicated that Art Pimentel is interested in working with the Commission on this outreach.

Softball Update

Bain stated that the fall softball season has ended and at the last managers meeting only 4/5 managers attended. Managers requested a City run tournament for the off season. Overall the fall season was a good one with no major problems.

Discuss and Consider Support for Suggested Measure J Programs

Engel showed a slide show describing background of Measure J. Staff used surveys, focus group input and WJUSD requests in planning the Measure J programs. Measure J will fund the following programs for eight years; Youth Sports player fees will be waived, Boxing program hours will be extended, free movies with the City's new movie screen, Rec2Go Van scheduled at different parks and events throughout the City, Douglass and Lee Middle School after school programs, swim lessons offered in fall and spring, weekend free public swim, Outdoor Adventure Camps and Summer Teen Pack for 6-9 grades with scholarships and Measure J discounts offered to make the programs affordable. Commission discussed the different programs and possible promotions for Measure J.

Action: White-Snyder Moved to support the Measure J programming/Morales Jr. Seconded

Motion carried by the following roll call vote:

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

Noes: 0

Reports of the Staff

Community Services Report

Engel reported that Dallas Tringali had been promoted to CS Manager and will take over Bain's duties at the Senior Center January 1, 2015. Bain will be in charge of Measure J programming, Commit2Fit Challenge is coming to an end. Staff will engage the community with marketing the Measure J programs.

Action: Received

Parks Report

Sanders explained that playground equipment removed from Dubach was inspected for possible installation at the Sports Park at a cost of \$35,000 to have it installed. City Council approved new playground equipment for Crawford Park. With the grant for City Park playground, both projects will be planned together. Meeting with residents committee on both parks, will update Commission on progress.

Action: Received

Items for next meeting:

Discuss and Adopt Subcommittee Assignments

Adopt Minutes November 24, 2014

Discussion on Outreach to Non-English Speaking Communities

Measure J Update

January Community Services Report

January Parks/Street/Tree Report

Next Meeting January 26, 2015

Adjourn 7:28 p.m.

Action: Fernandez Moved/ Valcarengi Seconded to adjourn the meeting.

Motion carried by the following roll call vote:

Ayes: Salinas, Miller, Fernandez, Valcarengi, Morales Jr.,

Noes: none

Legislation Details (With Text)

File #: 14-550 Version: 1 Name:
Type: Consent Item(s) Status: Agenda Ready
File created: 1/21/2015 In control: Parks & Recreation Commission
On agenda: 1/26/2015 Final action:
Title: Support of Arbor Day 2015
Sponsors:
Indexes:
Code sections:
Attachments: [Arbor Day.pdf](#)

Date	Ver.	Action By	Action	Result
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TO: PARKS & RECREATION COMMISSION

DATE: January 26, 2015

SUBJECT: Support of Arbor Day 2015

Recommendation for Action: Staff recommends that the Parks and Recreation Commission approve moving forward with a Council Communication proclaiming March 14, 2015 as Arbor Day in the City of Woodland

Background Information: Arbor Day is a nationally-celebrated observance that encourages tree planting and care. The observance and celebration of Arbor Day is one of the requirements of Woodland's designation as a "Tree City USA."

Founded by J. Sterling Morton in Nebraska in 1872, National Arbor Day is usually celebrated each year on the last Friday in April, but this date varies depending on the climate of the state in which it is being held.

The observance of Arbor Day not only shows the City of Woodland's commitment to its urban forest, but will also increase awareness of the importance of trees in urban areas and provide educational opportunities to promote and improve the practice of urban tree planting and care.

As part of the day's activities, the Urban Forestry Group (UFG), Woodland Tree Foundation (WTF) and other volunteers will be gathering at Everman Park where the public will be educated onsite in proper planting techniques by our City Municipal Arborist, Westley Schroeder.

There will be a total of four trees planted at Everman Park before the volunteers break up into smaller groups. These groups will be dispatched to various pre-prepared locations throughout the City. Our goal is to get approximately 60 trees planted during this event.

In addition to the plantings, Environmental Services staff will be onsite to promote their services. Their booth

will be providing information and giveaways on water conservation, green waste, composting, and other conservation-related topics.

Staff Contact

Rob Sanders, PW Deputy Director, 661-5959, rob.sanders@cityofwoodland.org

Respectfully submitted,

Gregor G Meyer
Public Works Director

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

TO: Parks and Recreation Commission

DATE: January 26, 2015

SUBJECT: Support of Arbor Day 2015

Recommendation for Action: Staff recommends that the Parks and Recreation Commission approve moving forward with a Council Communication proclaiming March 14, 2015 as Arbor Day in the City of Woodland.

Staff Contact

Rob Sanders, Public Works Deputy Director, 661-5959

Fiscal Impact

Minimal

Report in Brief

Each year the City of Woodland celebrates Arbor Day in order to recognize the community benefits of trees and the community's heritage as "The City of Trees".

Staff recommends that the Parks and Recreation Commission approve staff moving forward with a Council Communication proclaiming March 14, 2015 as Arbor Day in the City of Woodland.

Background

Arbor Day is a nationally-celebrated observance that encourages tree planting and care. The observance and celebration of Arbor Day is one of the requirements of Woodland's designation as a "Tree City USA."

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In addition to the plantings, Environmental Services staff will be onsite to promote their services. Their booth will be providing information and giveaways on water conservation, green waste, composting, and other conservation-related topics.

Discussion

Support of this resolution reflects the City's continuing commitment to our urban forest and the quality of life that these assets provide the community.

Conclusion

Staff recommends that the Parks and Recreation Commission approve moving forward with a Council Communication proclaiming March 14, 2015 as Arbor Day in the City of Woodland.

Prepared by: Rob Sanders, Public Works Deputy Director

Reviewed by: Gregor G Meyer, Public Works Director



Legislation Details (With Text)

File #: 14-551 Version: 1 Name:

Type: Consent Item(s) Status: Agenda Ready

File created: 1/21/2015 In control: Parks & Recreation Commission

On agenda: 1/26/2015 Final action:

Title: Discussion on Outreach to the Non-English Speaking Communities

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Discussion on Outreach to the Non-English Speaking Communities

Legislation Details (With Text)

File #: 14-552 Version: 1 Name:

Type: Committee Report Status: Agenda Ready

File created: 1/21/2015 In control: Parks & Recreation Commission

On agenda: 1/26/2015 Final action:

Title: Discuss and Adopt Subcommittee Assignments

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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...title

Discuss and Adopt Subcommittee Assignments

Legislation Details (With Text)

File #: 14-553 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 1/22/2015 In control: Parks & Recreation Commission
On agenda: 1/26/2015 Final action:
Title: Parks/Trees/Streets Report for January 26, 2015
Sponsors:
Indexes:
Code sections:
Attachments: [Parks report.pdf](#)

Date	Ver.	Action By	Action	Result
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TO: PARKS & RECREATION COMMISSION

DATE: January 26, 2015

SUBJECT: Parks/Trees/Streets Report for January 26, 2015

Recommendation for Action:

None. Information only.

Background Information:

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

Staff Contact

Rob Sanders, PW Deputy Director, 661-5959, rob.sanders@cityofwoodland.org

Respectfully submitted,

Gregor G Meyer
Public Works Director

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

TO: Park and Recreation Commission

DATE: January 26, 2015

SUBJECT: Parks Staff Report

PARKS

- Klenhard Park will be receiving a new T-Ball field that is being donated by Cal-Ripken. The City will be assisting with alteration of the irrigation system to accommodate the new field and will help where needed, but Cal-Ripken volunteers will be doing the majority field installation.

The City really appreciates the efforts of this group to help address our shortage of fields. It's this type of volunteerism that keeps our community thriving and our sports programs going.

CEMETERY

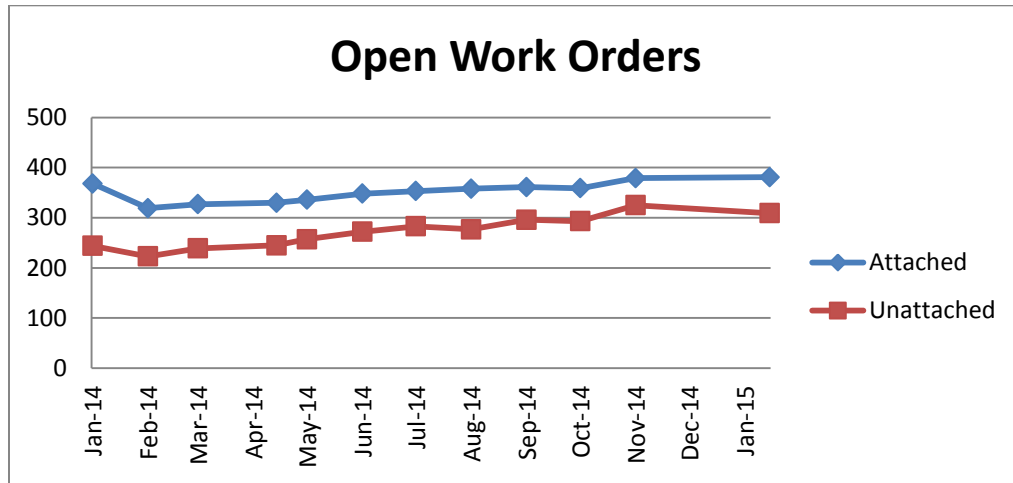
- Internments
 1. The Woodland Cemetery had five interments, three cremains and four full burials during the month of December.
- Sales
 1. The Cemetery posted \$6,930 in sales for the months of December.
- Operations
 1. Staff employed one temporary maintenance staff at the cemetery during the month of December. They performed string trimming, mowing, and some necessary housekeeping.

URBAN FORESTRY

- Our tree pruning contractor West Coast Arborist (WCA) will be back in town around January 26th to finish Area 6 before moving on to Area 13.
- Service Requests / Work Orders
 1. Currently there are 381 attached and 309 unattached work orders that are open and waiting to be processed. This is a total of 690 pending tasks that are currently on the books waiting to be addressed.
 2. The above Work Order (WO) numbers reflect separate child WO that are made to track all the different tasks associated with the full range of work associated with a removal of a tree to the planting and implementation of the data into our maintenance management program.

For example, removing a tree there are several processes that need to be followed, so that all the necessary information is logged. Once the tree is removed, staff will then make a stump grinding work order; once that is completed, we will then create a child WO for tree planting. Once this work is completed, staff will generate one last child WO for final data entry. All of this information is kept for the life of the tree and is always available for future tracking. This procedure can take up to two years to be finished with the staffing levels that the City currently has in place.

- Below is a graph depicting the volume of work orders over the last 12 months.

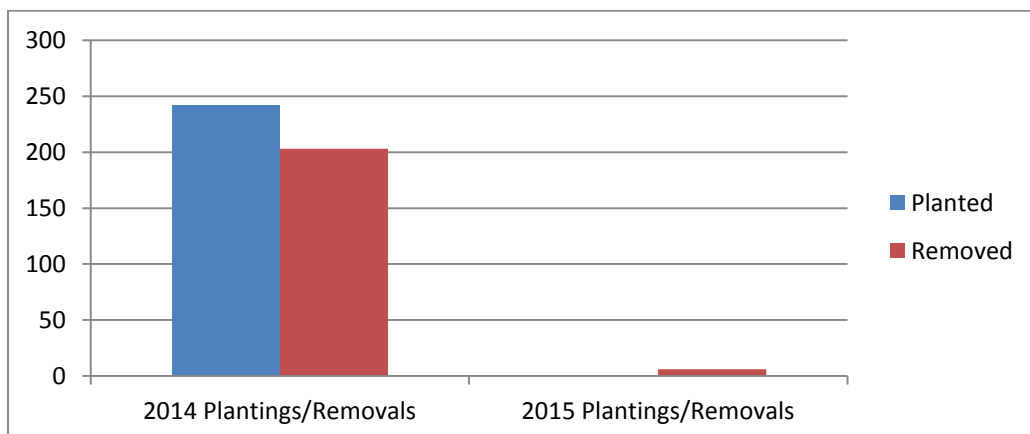


Attached work orders are tasks that are service call generated, e.g. hazards, requests for pruning and removals, tree evaluations and plantings.

Unattached work orders are tasks that are internally created, e.g. stump and tree removals, small tree care and insecticide treatments.

- Tree Removals/Plantings

- The UFG planted 242 trees compared to 203 removals in calendar year 2014.
- To date for calendar year 2015, the UFG has planted 0 trees compared to 6 removals.



BUDGETS

Snapshot of Parks Primary Budgets through 1/21/15				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	Percent Remaining
Brooks Swim Center	\$271,427.00	\$129,154.67	\$142,272.33	52.42
Cemetery	\$380,952.00	\$228,457.20	\$152,494.80	40.03
Gateway LLD	\$99,961.00	\$45,771.26	\$54,189.74	54.21
General Fund Parks	\$980,741.00	\$618,260.96	\$364,238.37	37.07
Gibson Ranch LLD	\$426,043.00	\$334,593.04	\$92,329.13	21.63
Spring Lake LLD	\$860,361.00	\$538,828.66	\$334,241.81	38.28
Sports Park	\$398,544.00	\$172,191.72	\$226,352.28	56.79
Urban Forestry	\$364,531.00	\$251,492.64	\$113,038.36	31.01
Spring Lake SLIF	\$27,173.00	\$5,897.40	\$21,275.60	78.30

Respectfully submitted,

Gregor G Meyer
Public Works Director

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

Legislation Details (With Text)

File #: 14-554 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 1/22/2015 In control: Parks & Recreation Commission
On agenda: 1/26/2015 Final action:
Title: SUBJECT: Community Services Report for January 26, 2015

Sponsors:

Indexes:

Code sections:

Attachments: [Recreation Report 012615.pdf](#)

Date	Ver.	Action By	Action	Result
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TO: PARKS & RECREATION COMMISSION

DATE: January 26, 2015

SUBJECT: Community Services Report for January 26, 2015

Recommendation for Action:

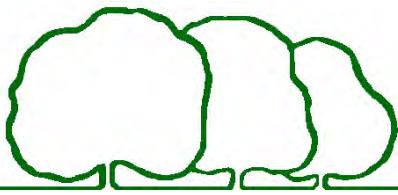
None. Information only.

Background Information:

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

Staff ContactKris Bain, Community Services Program Manager, 661-2002, krista.bain@cityofwoodland.org

Prepared by: Kris Bain
Community Services Program Manager



Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks & Recreation Report

DATE: January 26, 2015

PREPARED BY: Community Services Department

RECOMMENDED ACTION:

None. Information only.

BACKGROUND INFORMATION:

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

Measure J Updates

Boxing Program: Staff is positioning to have the Woodland Boxing Club open for longer hours starting in February. The original boxing program was scheduled from 7:30-9:30 p.m., and now it will be open from 3:30-9:30 p.m. The hiring process has been started for two part-time workers to operate the boxing facility during these extended hours. Both new staff members for the boxing program are previously program participants and have extensive boxing experience.

Middle School Activities: Staff has been preparing to implement the “Teen Pack” at Douglass Middle School by planning lunchtime activities to promote the program and gain interest from the students. Staff created oversized versions of Jenga®, Kerplunk®, and a ring toss to interact with students. The “Douglass Teen Pack” officially started January 13. Initially, this program will consist of a weekly lunch program. The purpose of the lunchtime program is for city staff to introduce the program to the students and to encourage their participation at the afterschool program. The program will transition to an afterschool program by mid-March.

Outdoor Adventures: We currently have four “Outdoor Adventure” trips planed for youth sixth through tenth grades. The trips include backpacking in Point Reyes, camping in Yosemite, a ropes course adventure in Coloma, and a camping trip in Tahoe. Dates are being finalized.

Spring Swim Lessons: An extended swim lesson schedule will be available with funding provided by Measure J. Due to space in the pool, only levels that can be taught in the training pool will be available, including the goldfish, sea horse, and swordfish levels. The new swim lesson classes will be held during the months of April and May.

Teen Movie Nights: Monthly Teen Movie Nights will start in February. Movies will be held February 20, showing *The Hunger Games*; March 27, showing *Catching Fire*; and April 17, showing *Pitch Perfect*. Promotional banners have been placed at City parks throughout town and bilingual flyers were distributed to Douglass students and to Yolano residents. Outreach for these events will be ongoing.

Adult Sports

Basketball: Senior Basketball continues league play after two weeks off for the holidays. The season concludes with tournament play the week of February 16. Registration is currently being taken until March 5 for the next Adult Basketball season that begins in early March.

Softball: Registration for the spring season is currently being taken through February 5. The manager's meeting and team alignment meeting will be held on Tuesday February 10 and the season is scheduled to begin the week of February 16.

Open Gym Volleyball: Open Gym Volleyball is available every Tuesday night, for adults 16 and over to provide players with friendly competition without the commitment of league play. The weekly average for Open Gym is 32 players each night.

Volleyball: Registration is currently being taken until March 5 for the next season of Adult Volleyball that begins in early March.

Aquatics

Facility Reservations: The swim teams for Pioneer and Woodland High Schools start practice on February 9th. The addition of the high school swim teams will add 40-60 additional swimmers who attend the facility daily through mid-May.

Water Exercise: Morning aquatics exercise and afternoon lap swim continue to show higher than average numbers with the mild winter weather, compared to 2013 (since the facility was closed in 2014.) Generally about 10 people attend the morning aquatic exercise, 10 afternoon lap swim, and 5 evening lap swim (during this time of the year.)

Woodland Wreckers: The Woodland Wrecker registration opens for priority registration on February 2nd. Staff is working with the league to set the meet schedule for the summer and is preparing to offer a clinic in March for participants looking to get a jump on the season. It is expected that this program will fill to the maximum participant level quickly. We are unable to offer additional spots (beyond 150) because of pool space.

Community Center & Sports Park

Solar Project: The City's solar array installation project, including a location at the Community & Senior Center, will begin in mid-April. Solar arrays will be installed in the parking lot south of the C&SC. During construction, this portion of the parking lot will be unavailable (which could cause parking issues with rentals and tournaments). We will continually evaluate the construction schedule relative to the Sports Park and C&SC rental schedules to minimize parking impacts.

Facility Operation & Maintenance: The biennial resurfacing of the banquet rooms and the youth center occurred in late November. The rooms were closed November 24-29 and re-opened on December 1. The annual resurfacing and repair of the flooring in the Haarberg Gym and dance studio occurred in late December. Both gymnasiums were closed December 22 - January 1 and re-opened on January 2.

Facility Reservations: During the months of December & January, rentals held at the Community & Senior Center included: an open house for Edward Jones clients; the University Retirement Party; cheerleading practices for Woodland Jr. Wolves; several meetings hosted by University Co-Op Extension, Woodland Soccer Club, Davis Alliance Soccer Club, Luna Vista Rotary, and City of Woodland departments; several private birthday parties; a celebration of life; and Dignity Heath Open Enrollment.

Sports Park Tournaments: The Sports Park was reserved for tournaments three weekends in December and five weekends in January. The revenue captured for tournament reservation for December was \$12,000 and January was \$20,000. These tournaments were varying youth baseball organizations.

ReXpo

The Community Services Department's annual summer program exposition "ReXpo" and Senior Art Show will be held on Friday, March 6 from 4:00 to 7:00 p.m. All summer programs and classes offered by the CSD will be showcased during ReXpo. Several food trucks from the SactoMoFo will be participating in the event as well. Visitors to ReXpo will be treated to program demonstrations, interactive activities, bounce houses, tours, and prizes. Those registering for classes will also receive an early registration discount.

Recreation

Contract Recreation Classes: Starting in March, Community Services will start offering a visual art class series on Wednesday evenings for youth and adults. Class topics include mixed media, painting, drawing, and sculpture. In addition, Mad Science and Play-Well TEKnologies will return this summer with eleven unique classes including Lego camps, architecture & construction camps, Flight Academy, Crime Lab, and Radical Robotics (which was a popular class last year).

Online Registration: Since December, staff has been training and programming the new registration software, Tyler Parks & Rec. It is anticipated to have registration available online beginning on February 1 for the spring and summer 2015 programs.

Tennis Court Painting: The Cello Tennis Academy is considering adding lines on the tennis courts throughout the City. Staff is currently discussing the potential project with the Woodland Tennis Club, the US Tennis Association and Cello Tennis Academy. The additional lines will reduce the court size for regulation youth-sized courts and would allow the City to offer additional youth tennis tournaments throughout the year.

Dates to Note

February 8: Food Truck Mania (downtown), 4-8 pm (2nd Sunday due to Super Bowl)

February 20: Teen Movie Night (showing The Hunger Games), 7-10 pm

March 1: Food Truck Mania (downtown), 4-8 pm

March 6: ReXpo and Senior Art Show, 4-7 pm

March 27: Teen Movie Night (showing Catching Fire), 7-10 pm

RECREATION DIVISION - BUDGET SNAPSHOT thru 12/31/14

Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Parks & Recreation Admin	\$439,997.00	\$235,665.58	\$199,331.42	45.30%
Community & Senior Center	\$793,720.00	\$442,530.40	\$330,571.04	41.65%
Brooks Swim Center - Recreation	\$229,961.00	\$171,220.44	\$58,740.56	25.54%
General Recreation Programs	\$377,164.00	\$154,288.03	\$222,875.97	59.09%
Enterprise Fund				
Youth Center Enterprise	\$362,180.00	\$180,157.75	\$132,855.72	36.68%
TOTAL RECREATION BUDGET	\$2,203,022.00	\$1,183,862.20	\$944,374.71	42.87%

SUBJECT: Monthly Parks & Recreation Report

PAGE: 5

ITEM:

RECREATION DIVISION - REVENUE SNAPSHOT thru 12/31/14

Account Title	FY15 Projection	FY15 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$500.00	\$0.00	0.00%
MSC. SALES	\$1,000.00	\$670.48	67.05%
C BROOKS SWIM CTR REV	\$103,475.00	\$52,197.50	50.44%
SENIOR PROGRAMS REVENUE	\$10,000.00	\$4,562.79	45.63%
COMMUNITY SENIOR CENTER MISC	\$85,000.00	\$29,458.18	34.66%
COMMUNITY FITNESS CENTER	\$34,992.00	\$17,495.97	50.00%
COMMUNITY SPORTS PARK	\$180,000.00	\$129,039.59	71.69%
GENERAL RECREATION	\$75,000.00	\$28,067.00	37.42%
YOLANO RECREATION PRG INC	\$7,966.00	\$2,096.00	26.31%
ADULT REC & LEAGUE PRGMS	\$97,352.00	\$33,862.00	34.78%
RECREATION CONTRACTS	\$75,000.00	\$62,626.13	83.50%
TOTALS	\$670,285.00	\$360,075.64	53.72%