City of Woodland

300 First Street
Woodland, CA 95695

Meeting Agenda - Final

Monday, February 23, 2015

6:30 PM

Council Chambers
chambers

Parks & Recreation Commission

A. Call to Order

B. Pledge of Alligenance

C. Roll Call

D. Public Comment

E. Communication-Commission/Staff Statements and Requests

Presentation

F. Consent

14-603

Attachments: 012615 PRC Minutes.pdf

G. Committee Reports

14-606

Attachments: Sub-Committee Review Work Plan.pdf
Public PRC Rosters 2015.pdf

14-607

Attachments: FY 15 Work Plan.pdf

G. Staff Reports

14-602

Attachments: Monthly Parks Report.pdf
GIBSON RANCH L&L.pdf

14-605

Attachments: Recreation Report 022315.pdf

City Hall
300 First Street
Woodland, CA 95695

Legislation Details (With Text)

File #:	14-603 **Version:** 1	**Name:**	January 26, 2014 Minutes
Type:	Consent Item(s)	**Status:**	Consent Agenda
File created:	2/19/2015	**In control:**	Parks & Recreation Commission
On agenda:	2/23/2015	**Final action:**	
Title:	January 26, 2015		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	012615 PRC Minutes.pdf		

Date	Ver.	Action By	Action	Result

TO: PARKS & RECREATION COMMISSION

DATE: February 23, 2015

SUBJECT: January 26, 2015 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, January 26, 2015

City Hall – 300 First Street – 2nd Floor Council Chambers

Call to Order

The Parks & Recreation Commission meeting was called to order by Chair Jesse Salinas at 6:32 p.m. on Monday, January 26, 2015 at the Woodland City Hall Council Chambers.

Pledge of Allegiance

Roll Call

Commission Members Present:	Chair Jesse Salinas Vice Chair Carla White-Snyder Commissioner Stephanie Miller Commissioner Ruben Morales Jr. Commissioner Joe Romero Commissioner Jon-Paul Valcarenghi
Commission Member Absent:	Commissioner Enrique Fernandez
Staff Present:	CS Director Christine Engel PW Deputy Director Rob Sanders CS Manager Kris Bain

Public Comment
None

Communication-Commission/Staff Statements and Requests
Noted that agenda items 14-551 and 14-552 are not part of the consent calendar.

Consent
Action: White-Snyder Moved/ Morales Jr. Seconded to adopt the minutes of the Commission Meeting of November 24, 2014
Motion carried by the following roll call vote:
Ayes: Miller, Morales Jr., Romero, Salinas, Valcarenghi
Noes: none

Discussion on Outreach to Non-English Speaking Communities
Commission would like to explore increasing outreach to underserved populations. Commissioners would like to see more promotional information released to the public in English and Spanish, including information for ReXpo. Commissioner Miller inquired about the languages and what percentages of each are spoken in Woodland. Commissioners Morales Jr., Salinas, Fernandez, and Art Pimentel are part of this subcommittee. Commissioner Salinas stated that initially outreach would be made to Spanish speaking community members and then to other non-English speaking community members.

Discuss and Adopt Subcommittee Assignments
(bold indicates subcommittee lead)

Ad Hoc Committee: Salinas, **White-Snyder**

Budget & Finance Committee: Miller, Romero**, Salinas**

Child, Youth & Programs Committee: **Miller**, Morales Jr., White-Snyder

Playground & Facilities Committee: **Morales Jr.**, **Romero,** White-Snyder

Program & Department Evaluation: **Fernandez**, Salinas, Valcarenghi, White-Snyder (alternate)

Urban Forrest Committee: Romero, **Valcarenghi**

Volunteerism Committee: **Morales Jr.**, Fernandez, Valcarenghi

Liaisons: Baseball: Romero   Football: Morales Jr.   Swimming: Fernandez   Soccer: Salinas
Softball: White-Snyder Tennis: Miller

Staff Reports

Parks Report
Sanders updated the commission on the plan at Camarena and Pedroia fields to ensure Little League will not continue to have concerns and issues with homeless loitering at the fields. A solution included adding fencing to reduce access to portions of the property when the field is not in use.
Action: Received

Reports of the Staff
Community Services Report
Engel reported that the solar project that has been planned for several years is moving forward this spring. Engel encouraged commissioners to attend ReXpo on March 6 and explained this year there will be outreach encouraging the participants to register for summer programs online. An update on Hiddleson Pool was also provided, stating that the next step is to dye test the pool to determine the adequacy of the filtration of pool’s pump.
Action: Received

Items for next meeting:
Discuss work plan for 2015 relative to the subcommittee assignments
Discuss status of accomplishing items in 2015
Adopt Minutes January 26, 2015
February Community Services Report
February Parks/Street/Tree Report
ReXpo survey
Next Meeting February 23, 2015

Adjourn 7:53 p.m.
Action: Valcarenghi Moved/ Miller Seconded to adjourn the meeting.
Motion carried by the following roll call vote:
Ayes: Miller, Morales Jr., Romero, Salinas, Valcarenghi
Noes: none

City Hall
300 First Street
Woodland, CA 95695

Legislation Details (With Text)

File #:	14-606 Version: 2	Name:	
Type:	Committee Report	Status:	Agenda Ready
File created:	2/20/2015	In control:	Parks & Recreation Commission
On agenda:	2/23/2015	Final action:	
Title:	Discuss work plan for 2015 relative to the subcommittee assignments		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	Sub-Committee Review Work Plan.pdf Public PRC Rosters 2015.pdf		

Date	Ver.	Action By	Action	Result

Discuss work plan for 2015 relative to the subcommittee assignments

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 Forrest 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:

Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder, Vice Chair	whiteca@sutterhealth.org	12/31/2017
Enrique Fernandez	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
Stephanie Miller	sluthe2001@yahoo.com	12/31/2018
Joe Romero	joeromerojr@gmail.com	12/31/2014
Jon-Paul Valcarenghi	jonpaulval@gmail.com	12/31/2016

STANDING COMMITTEES
(Max. 3 commissioners)

Playground & Facilities Committee
Romero, **Morales Jr**, White-Snyder

Child, Youth & Programs Committee
Romero, Morales, Salinas

Urban Forest Committee
Romero, **Valcarenghi**

Liaisons
Baseball: Romero
Football: Morales Jr.
Soccer: Salinas
Swimming: Fernandez
Softball: White-Snyder
Tennis: Miller

Budget and Finance Committee
Salinas, Romero, Miller

Program & Department Evaluation
Salinas, White-Snyder, Valcarenghi, **Fernandez**

Ad Hoc Committee
Salinas, **White-Snyder**

Volunteerism Committee
Morales Jr., Fernandez, Valcarenghi

* Bold indicates lead Commissioner for the Committee

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

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300 First Street
Woodland, CA 95695

City of Woodland

Legislation Details (With Text)

File #:	14-607 Version: 2	Name:	
Type:	Committee Report	Status:	Agenda Ready
File created:	2/20/2015	In control:	Parks & Recreation Commission
On agenda:	2/23/2015	Final action:	
Title:	Discuss status of accomplishing items in 2015		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	FY 15 Work Plan.pdf		

Date	Ver.	Action By	Action	Result

Discuss status of accomplishing items in 2015

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FY15 Parks & Recreation Commission Annual Work Plan

1. Urban Forest

Goals	Status
Discuss with staff the Master Tree Planting List.	
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. 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.	

2. Review Policies

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

3. 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.	Evaluate

4. 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.	Report

5. 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.	Report

City of Woodland

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Legislation Details (With Text)

File #:	14-602 Version: 1	Name:	
Type:	Staff Report	Status:	Agenda Ready
File created:	2/19/2015	In control:	Parks & Recreation Commission
On agenda:	2/23/2015	Final action:	
Title:	Parks/Trees/Streets Report for February 23, 2015		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	Monthly Parks Report.pdf GIBSON RANCH L&L.pdf		

Date	Ver.	Action By	Action	Result

TO: PARKS & RECREATION COMMISSION

DATE: February 23, 2015

SUBJECT: Parks/Trees/Streets Report for February 23, 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

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report DATE: February 23, 2015

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.

PARKS

- Klenhard Park is in the process of 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 three interments, one cremains and two full burials during the month of January.

- Sales

  1. The Cemetery posted $2,135 in sales for the months of January.

- Operations

  1. Staff employed one temporary maintenance staff at the cemetery during the month of January. They performed string trimming, mowing, and some necessary housekeeping.

URBAN FORESTRY

- Our tree pruning contractor West Coast Arborist (WCA) has been in town and has started on the surface streets in Area 13. This is due to the need for heavier traffic controls that are required to finish the remaining trees in Area 6.

- **Arbor Day**

  Arbor Day will be held on March 14th from 9:00am till noon. Volunteers and City staff will meet at Everman Park, located at 929 Cottage Drive. Our goal is to plant approximately 60 trees in various locations; there will be a tree planting demonstration as well as ideas for water conservation from our Environmental Services Staff.

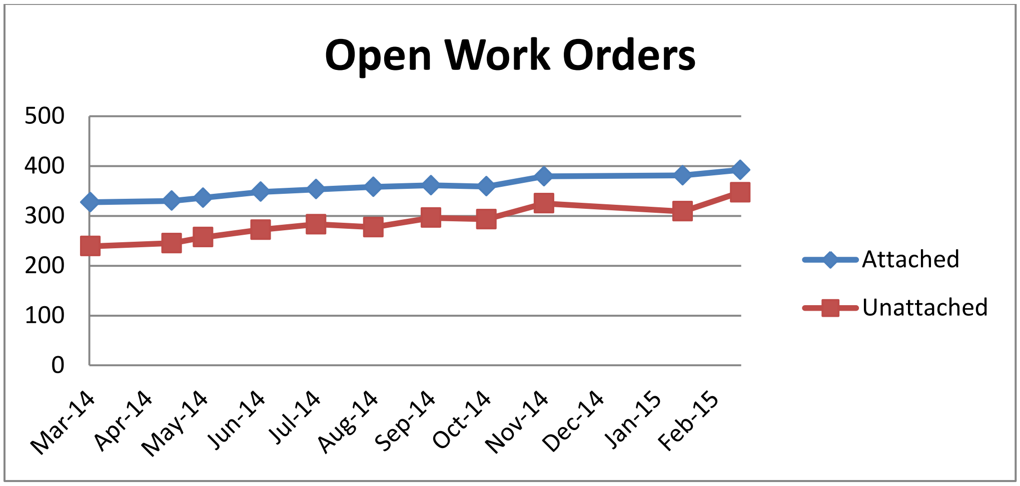
- Service Requests / Work Orders

  1. Currently there are 392 attached and 347 unattached work orders that are open and waiting to be processed. This is a total of 739 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.

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

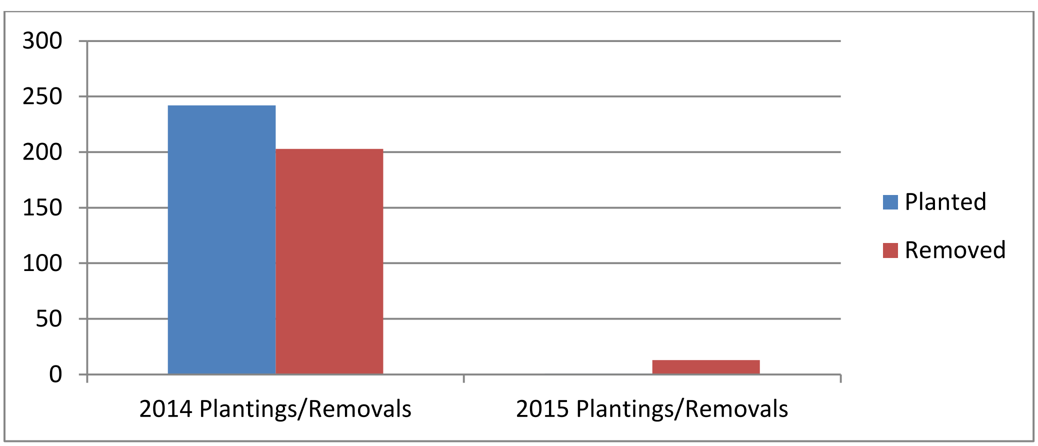


Attached work orders are tasks that are service call generated, e.g. hazards, requests for pruning and removals, tree evaluations and plantings.

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

- <u>Tree Removals/Plantings</u>

1. The UFG planted 242 trees compared to 203 removals in calendar year 2014.
2. To date for calendar year 2015, the UFG has planted 1 trees compared to 13 removals.



<u>BUDGETS</u>

Snapshot of Parks Primary Budgets through 1/31/15				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	Percent Remaining
Brooks Swim Center	$271,427.00	$153,754.01	$145,672.99	48.65
Cemetery	$380,952.00	$253,365.59	$140,586.41	35.69
Gateway LLD	$99,961.00	$48,760.52	$51,200.48	51.22
General Fund Parks	$980,741.00	$667,147.63	$390,351.70	36.91
Gibson Ranch LLD	$426,043.00	$364,419.56	$171,502.61	32.00
Spring Lake LLD	$860,361.00	$581,636.78	$321,433.69	35.59
Sports Park	$398,544.00	$194,291.58	$204,252.42	51.25
Urban Forestry	$364,531.00	$276,754.86	$87,776.14	24.08
Spring Lake SLIF	$27,173.00	$6,428.93	$20,744.07	76.34

Respectfully submitted,

Gregor G Meyer
Public Works Director

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

The following are brief descriptions and asset responsibilities associated with the improvements and services funded through the City's various L&L Districts.

GIBSON RANCH L&L

GENERAL DESCRIPTION OF THE DISTRICT:

Gibson Ranch is a large district on the east side of town; it consists of large two parks, Pioneer and Klenhard. While Pioneer is designed as more of a traditional park with a variety of playground equipment and picnic shelters, Klenhard is more geared towards recreation with its two baseball fields, with a third one on the way.

In addition to the parks, Gibson Ranch also houses lengthy landscape areas, sound walls, trees and street lights, all that fall under the district's financial obligation.

This district is now "capped out" meaning that the current funding level is static and will not continue to expand being that the district development has stopped.

GENERAL BOUNDARIES OF THE DISTRICT:

The District is located in the northwest portion of the City of Woodland and is generally bounded; South of Interstate 5, West of County Road 102 and East of County Road 101.

The District consists of all parcels located in the subdivision known as Gibson Ranch.

DIRECT COSTS:

Maintenance Costs/Labor: Includes all regularly scheduled labor and general maintenance cost including all wages, salaries, benefits and contract services required to properly maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

Utilities: The furnishing of water and electricity required for the operation and maintenance of the improvements and facilities.

Equipment and Supplies: Includes all, materials, supplies, (e.g. pipe, fertilizer, insecticides, fuel, cleaning material etc.), and equipment, communication, small tools, rentals, machinery etc.), required to operate, maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

Repairs and Miscellaneous Expenses: This item includes repairs to the improvements and facilities that are not included in the yearly maintenance costs. This may include repair of damaged amenities due to vandalism, storms, etc. Also included may be planned upgrades or replacements of the improvements and equipment that provide a direct benefit to the District.

ADMINISTRATION COSTS:

District Administration: May include all or a portion of the administrative and professional service costs associated with the coordination of District services and operations including response to public concerns and education and procedures associated with the levy and collection of assessments. This budget item also includes the costs of contracting with professionals to provide administrative, legal or engineering services specific to the District.

SPRING LAKE L&L

GENERAL DESCRIPTION OF THE DISTRICT:

Spring Lake is our largest district on the south/east side of town and currently consists of only one large park, Jack Slaven Park. As development continues to blossom in this area, others parks will begin to show up, with some currently being designed.

In addition to the park, Spring Lake is also home to lengthy landscape areas, sound walls, green belts, small parks areas, storm canals, traffic signals, a drainage pond, abundance of trees and street lights, all of which fall under the district's financial obligation.

Furthermore, as development continues move forward in this area, so has the need for more community infrastructure. This will be very evident in the upcoming years as Spring Lake continues to develop.

GENERAL BOUNDARIES OF THE DISTRICT:

The Spring Lake Specific Plan Area is located in the southeast portion of the City generally bounded to the north by East Gibson Road, to the east by County Road 102, to the south by County Road 25A, and generally to the west by County Road 101. There is a portion of the Specific Plan Area immediately north of the extension of County Road 24A that extends west of State Highway 113.

DIRECT COSTS:

Maintenance Costs/Labor: Includes all regularly scheduled labor and general maintenance cost including all wages, salaries, benefits and contract services required to properly maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

Utilities: The furnishing of water and electricity required for the operation and maintenance of the improvements and facilities.

Equipment and Supplies: Includes all, materials, supplies, equipment, communication, small tools, rentals, machinery etc., required to operate, maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

Landscaping and Appurtenant Improvements: Landscaping improvements (the "Landscaping Improvements") include but are not limited to landscaping, planting, ground cover, shrubbery, turf, trees, irrigation and drainage systems, ornamental lighting structures, playground equipment, play courts, public restrooms, masonry block walls and other fencing, entryway monuments and other appurtenant items located in right of ways, parkways, greenbelts, neighborhood parks and other easements dedicated to the City and located within the boundaries of the District.

Street Lighting/Traffic Signals and Appurtenant Improvements: Street lighting improvements (the "Street Lighting Improvements") include but are not limited to poles, signs, fixtures, bulbs, conduit, conductors, equipment including posts and pedestals, metering devices and appurtenant facilities as required to provide lighting and traffic signals in public streets and sidewalk easements, parks and other easements dedicated to the City and located within the boundaries of the District.

Repairs and Miscellaneous Expenses: This item includes repairs to the improvements and facilities that are not included in the yearly maintenance costs. This may include repair of damaged amenities due to vandalism, storms, etc. Also included may be planned upgrades or replacements of the improvements and equipment that provide a direct benefit to the District.

ADMINISTRATION COSTS:

City Administration: This includes the cost or a portion of the costs to coordinate District services including responding to property owner inquiries relating the assessments and services and contracting with professionals to provide administration, legal, and engineering services to the District that are required on an annual basis. Additionally, this includes the City's administration cost of managing the Storm Drainage Conservation Habitat Preservation Management Plan contract that is required as a condition of development of the Spring Lake Specific Plan Area.

Consultant/County Administration: This is the estimated annual cost to the District for calculating the annual assessments, monitoring parcel changes and final map approvals, preparing the Engineer's Report for City Council approval, placing the assessments on the County tax roll, and the fees the County charges to collect the assessments on the tax bill.

NORTH PARK L&L

GENERAL DESCRIPTION OF THE DISTRICT:

North Park is a district located on the north/west side of town and consists of one small park (North Park) and one small park area.

In addition to the parks, North Park also houses landscape areas, sound walls, trees and street lights, all that fall under the district's financial obligation.

GENERAL BOUNDARIES OF THE DISTRICT:

The District is located in the northwest portion of the City of Woodland and is generally bounded; North of West Kentucky Avenue; West of North West Street and East of County Road 98.

The District consists of the parcels located in the subdivisions known as North Park Unit No. 5A, Tract 3794; North Park Unit No. 5B, Tract 4147; and Woodland West, Tract 3714.

DIRECT COSTS:

Maintenance Costs/Labor: Includes all regularly scheduled labor and general maintenance cost including all wages, salaries, benefits and contract services required to properly maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

Utilities: The furnishing of water and electricity required for the operation and maintenance of the improvements and facilities. Equipment and Supplies —Includes all, materials, supplies, (e.g. pipe, fertilizer, insecticides, fuel, cleaning material etc.), and equipment, (e.g. communication, small tools, rentals, machinery etc.), required to operate, maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

Repairs and Miscellaneous Expenses: This item includes repairs to the improvements and facilities that are not included in the yearly maintenance costs. This may include repair of damaged amenities due to vandalism, storms, etc. Also included may be planned upgrades or replacements of the improvements and equipment that provide a direct benefit to the District.

ADMINISTRATION COSTS:

District Administration: May include all or a portion of the administrative and professional service costs associated with the coordination of District services and operations including response to public concerns and education and procedures associated with the levy and collection of assessments. This budget item also includes the costs of contracting with professionals to provide administrative, legal or engineering services specific to the District.

WEST WOOD L&L

GENERAL DESCRIPTION OF THE DISTRICT:

West Wood is a small district located on the north/west side of town and consists of one small park (Jeff Roddy Park).

In addition to the park, West Wood also houses landscape areas, sound walls, trees and street lights, all that fall under the district's financial obligation.

GENERAL BOUNDARIES OF THE DISTRICT:

The District is located in the northwest portion of the City of Woodland and is generally bounded; to the north by Quail Drive, to the south by W. Kentucky Avenue, to the west by Dove Drive and to the east by Mallard Drive.

The District consists of the lots, parcels and tracts of land located in Subdivision No. 4594 known as West Wood Unit, No. 1. The assessed parcels within the District consist of only single-family residential land use parcels.

DIRECT COSTS:

Maintenance Costs/Labor: Includes all regularly scheduled labor and general maintenance cost including all wages, salaries, benefits and contract services required to properly maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

Utilities: The furnishing of water and electricity required for the operation and maintenance of the improvements and facilities. Equipment and Supplies —Includes all, materials, supplies, (e.g. pipe, fertilizer, insecticides, fuel, cleaning material etc.), and equipment, (e.g. communication, small tools, rentals, machinery etc.), required to operate, maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

Repairs and Miscellaneous Expenses: This item includes repairs to the improvements and facilities that are not included in the yearly maintenance costs. This may include repair of damaged amenities due to vandalism, storms, etc. Also included may be planned upgrades or replacements of the improvements and equipment that provide a direct benefit to the District.

ADMINISTRATION COSTS:

District Administration: May include all or a portion of the administrative and professional service costs associated with the coordination of District services and operations including response to public concerns and education and procedures associated with the levy and collection of assessments. This budget item also includes the costs of contracting with professionals to provide administrative, legal or engineering services specific to the District.

STRENG L&L

GENERAL DESCRIPTION OF THE DISTRICT:

Streng is a small district located on the south/west side of town and hosts a storm retention basin that is often used as park area.

In addition to the storm retention basin, Streng also houses landscape areas, sound walls, trees and street lights, all which fall under the district’s financial obligation.

GENERAL BOUNDARIES OF THE DISTRICT:

The District is located in the northwest portion of the City of Woodland and is generally bounded; North of West Gibson Road, West of Cottonwood Street and East of County Road 98.

The District consists of all parcels located in the subdivisions known as Streng Park Unit No. 4, Tracts 3000, 3431, and 3457; and Streng Park Unit No. 5, Tract 3355.

DIRECT COSTS:

Maintenance Costs/Labor: Includes all regularly scheduled labor and general maintenance cost including all wages, salaries, benefits and contract services required to properly maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

Utilities: The furnishing of water and electricity required for the operation and maintenance of the improvements and facilities. Equipment and Supplies —Includes all, materials, supplies, (e.g. pipe, fertilizer, insecticides, fuel, cleaning material etc.), and equipment, (e.g. communication, small tools, rentals, machinery etc.), required to operate, maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

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ADMINISTRATION COSTS:

District Administration: May include all or a portion of the administrative and professional service costs associated with the coordination of District services and operations including response to public concerns and education and procedures associated with the levy and collection of assessments. This budget item also includes the costs of contracting with professionals to provide administrative, legal or engineering services specific to the District.

GATEWAY L&L

GENERAL BOUNDARIES OF THE DISTRICT:

The territory within the District consists of all lots, parcels and subdivisions of land contained within the District Boundaries. The District is generally bounded to the north by Interstate 5, to the east by County Road 102, to the south by Bronze Star Drive, and generally to the west by the City boundaries.

DIRECT COSTS:

Maintenance Costs/Labor: Includes all regularly scheduled labor and general maintenance cost including all wages, salaries, benefits and contract services required to properly maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

Utilities: The furnishing of water and electricity required for the operation and maintenance of the improvements and facilities.

Equipment and Supplies: Includes all, materials, supplies, equipment, communication, small tools, rentals, machinery etc., required to operate, maintain and ensure the satisfactory condition of all improvements and appurtenant facilities.

Landscaping and Appurtenant Improvements: Landscaping improvements (the "Landscaping Improvements") include but are not limited to landscaping, planting, ground cover, shrubbery, turf, trees, irrigation and drainage systems, ornamental lighting structures, masonry block walls and other fencing, entryway monuments and other appurtenant items located in right of ways and other easements dedicated to the City and located within the boundaries of the District.

Street Lighting/Traffic Signals and Appurtenant Improvements: Street lighting improvements (the "Street Lighting Improvements") include but are not limited to poles, signs, fixtures, bulbs, conduit, conductors, equipment including posts and pedestals, metering devices and appurtenant facilities as required to provide lighting and traffic signals in public streets and sidewalk easements and other easements dedicated to the City and located within the boundaries of the District.

Repairs and Miscellaneous Expenses: This item includes repairs to the improvements and facilities that are not included in the yearly maintenance costs. This may include repair of damaged amenities due to vandalism, storms, etc. Also included may be planned upgrades or replacements of the improvements and equipment that provide a direct benefit to the District.

ADMINISTRATION COSTS:

City Administration: This includes the cost or a portion of the costs to coordinate District services including responding to property owner inquiries relating the assessments and services and contracting with professionals to provide administration, legal, and engineering services to the District that are required on an annual basis.

Consultant/County Administration: This is the estimated annual cost to the District for calculating the annual assessments, monitoring parcel changes and final map approvals, preparing the Engineer's Report for City Council approval, placing the assessments on the County tax roll, and the fees the County charges to collect the assessments on the tax bill.

City Hall
300 First Street
Woodland, CA 95695

City of Woodland

Legislation Details (With Text)

File #:	14-605	Version: 1	Name:	
Type:	Staff Report		Status:	Agenda Ready
File created:	2/19/2015		In control:	Parks & Recreation Commission
On agenda:	2/23/2015		Final action:	
Title:	Community Services Report for February 23, 2015			
Sponsors:				
Indexes:				
Code sections:				
Attachments:	Recreation Report 022315.pdf			

Date	Ver.	Action By	Action	Result

TO: PARKS & RECREATION COMMISSION

DATE: February 23, 2015

SUBJECT: Community Services Report for February 23, 2015

Recommendation for Action:

None. Information only.

Background Information:

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

Staff Contact

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

Prepared by: Kris Bain
Community Services Program Manager

City of Woodland

Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks & Recreation Report DATE: February 23, 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.

Parks Master Plan Update

The City is in discussions with a professor at Cal Poly San Luis Obispo for her to lead graduate students in the City and Regional Planning Program on preparing a draft Parks Master Plan Update for the City of Woodland. This project would start at the end of March and be completed by the end of June. The current Parks Master Plan was prepared in 2004. The primary focus of the Master Plan Update will be to identify the current and future recreation facility needs for the residents of Woodland, consistent with the growth projections in the General Plan that is currently being prepared. Residents and user groups would be surveyed during this process. It is assumed that the Playground and Facilities Committee (Morales, Romero and White-Snyder) would be involved in meetings/review of materials (such as the scope of work), leading to the draft Master Plan that would be presented to the Parks & Recreation Commission.

Adult Sports

Basketball: The Senior Basketball league (two leagues, 40 & over and 50 & over) finished league play on February 16. The next Senior Basketball league is scheduled to begin in early November 2015.

Softball: The Spring Adult Softball league is scheduled to start Thursday February 19 and runs through the first week of May. There are 43 teams registered in the league. A team alignment meeting was held on February 10th (this is the second time where leagues have had input on which divisions each team should be located in). For this season, there are 9 men's teams on Wednesday nights, 16 men's teams on Thursday nights (8 teams in an upper division and 8 teams in a lower division), and 18 teams on Friday nights (2 co-ed divisions and 1 men's division).

Aquatics

Budget: Expenditures for temporary staff are expected to exceed the approved budget for the current fiscal year. City Council was briefed on this matter during the FY15 budget update on February 17, 2015. Additional temporary budget funds were spent (are projected to be spent) as a result of the pool being open for all 12 months during this fiscal year (it was only open for 6 months in FY 14), the increase in minimum wage, increase in the minimum number of lifeguards at the pool at a given time, and to respond to programming demands. (at the same time revenue has increased). As the overall General Fund is projected to not exceed the approved budget, no changes to the specific aquatics temporary budget were made.

Woodland Wreckers: Woodland Wrecker registration opened to returning athletes on February 2, and February 9 for new athletes. To date, there are 122 registered swimmers and all lower age groups (6 & under, 7-8, and 9-10) are full and there is limited availability in the older age groups (28 spots).

Facility Reservations: The Pioneer and Woodland High School swim teams started practicing at the pool from 3-5 pm on February 9th. The high schools' swim season (February-mid-May) heavily impacts the usage of the pool from 3-7 pm. The Woodland Swim Team also uses the pool during the same time frame. Often the pool has in excess of 200 or more athletes in the pool during peak practice times.

Commit2Fit 31-Day Challenge

Staff has started planning for the next Commit2Fit 31-Day Challenge that begins on May 1, 2015. Potential sponsors and partners have been contacted for their support in this community-wide collaborative effort to engage the community in healthy activities. The 31-Day Challenge kick off event is on April 28 from 6-7 pm at the Community & Senior Center, where participants can learn more about the program, register, and meet sponsors/partners of the program.

Community Center & Sports Park

Facility Operation & Maintenance: Staff is currently testing out cleaning products from Cintas for 30 days, including a new multi-cleaning-product dispenser, different mop heads, and other cleaning equipment.

Facility Reservations: During the month of February, rentals held at the Community & Senior Center included: a wedding, Luna Vista Rotary, CIT training classes, and the City's Community Service Awards.

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 $17,500.

Fourth of July

Donations for the Annual 4th of July Celebration are starting to be sought out from businesses throughout the community. The 2015 fundraising goal is $25,000. Planning efforts for the bike parade have not yet started, however an alternative location for the event is being considered due to planned construction on Main Street in July.

Measure J Updates

Program Outreach: In anticipation of summer recreation program registration starting and new recreation opportunities being introduced to the public as a result of Measure J funds, staff have increased outreach efforts to include the following: providing (weekly) lunch-time activities at Douglass and Lee Middle Schools, attendance at the Monsanto employee health fair, collaborating with Yolo Housing Authority on ways to increase recreation program participation by their residents, collaborating with the Woodland Ecumenical Group on ways to increase awareness and participation by their members in city programs, and attending Food Truck Mania (and creating user accounts for attendees at the various events for the new online recreation program module). Over the next several months, staff will continue to conduct outreach at various events in the community including the monthly Food Truck events, the annual Spring Fling at the Yolano Recreation Center, providing information to the Woodland Ecumenical Group to distribute to their partners and members, the Outdoor Expo at the Heidrick Agriculture Museum, and school open house events.

Rec2Go: The purchase of the Rec2Go van has been delayed due to procurement issues with the vendor Staff will update the Commission when more information is available.

Teen Movie Night: Staff will provide an oral update at the meeting following the February 20th event.

Recreation

Activity Guide: The bi-annual publication of the Activity Guide is available for pick up or on-line at www.cityofwoodland.org/CSD. The publication contains a listing all upcoming programs, classes, and events for March-August 2015.

Maxwell Afterschool Program: The Maxwell Afterschool Program will be discontinued after the completion of this school year. Staff has met with the principal at the school prior to this decision being made to determine the impact of discontinuing this program. Since the school offers another afterschool program onsite, impacts will be minimal if any. This program is being discontinued partly because it is a duplicative service being provided at the school site by the City and because enrollment is low (historically there were approximately 30 students in this program, more recently enrollment has been around 10-15 students over the past several years).

Online Registration (TPAR): All staff has been working hard testing and trouble-shooting the Tyler Parks & Recreation software to ensure to smooth transition into launching the program. All spring and summer programs have been entered and registration was tested with the Wreckers' early registration. The official launch of the program was February 19 when the public can access the public portal and can register for classes both on-line and in person in the TPAR system.

Spring Break Science Camps: Community Services contracts with Mad Science, a company that offers fun and educational camps for kids. During the WJUSD spring break (April 6-10), there will be two camps offered to children ages 6-12: "Radical Robotics," which was a popular camp in 2014; and the new "Crazy Crime Lab" camp. Additionally, Mad Science will offer a pre-Kinder class called "The Amazing You!" the week after (April 13-17).

Youth Basketball League: The City's youth basketball program wrapped up on February 14. There were 146 players divided into 16 teams. There were 20 volunteer coaches who helped during the season. Regular-season games culminated into a playoff for three divisions of teams. Overall, 80 basketball games played this season. The City contracts with the Yolo County Officials Association for professional and knowledgeable referees.

Dates to Note

March 1: Food Truck Mania (downtown), 4-8 pm
March 6: ReXpo and Senior Art Show, 4-7 pm
March 6: First Friday Art Walk (downtown), 6-9:30 pm
March 27: Teen Movie Night (showing Catching Fire), 7-10 pm
March 31: Caesar Chavez Celebration (TBD)
April 3: First Friday Art Walk (downtown), 6-9:30 pm
April 12: Food Truck Mania (downtown), 4-8 pm (2nd Sunday due to Easter)
April 17: Teen Movie Night (showing Pitch Perfect), 7-10 pm
April 28: Commit2Fit 31-Day Challenge Kick-off Event, 6-7 pm

RECREATION DIVISION - REVENUE SNAPSHOT thru 1/31/15			
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	$62,592.00	60.49%
SENIOR PROGRAMS REVENUE	$10,000.00	$5,326.79	53.27%
COMMUNITY SENIOR CENTER MISC	$85,000.00	$44,014.18	51.78%
COMMUNITY FITNESS CENTER	$34,992.00	$20,506.37	58.60%
COMMUNITY SPORTS PARK	$180,000.00	$156,242.84	86.80%
GENERAL RECREATION	$75,000.00	$30,167.00	40.22%
YOLANO RECREATION PRG INC	$7,966.00	$2,402.50	30.16%
ADULT REC & LEAGUE PRGMS	$97,352.00	$42,737.00	43.90%
RECREATION CONTRACTS	$75,000.00	$74,476.61	99.30%
TOTALS	$670,285.00	$439,135.77	66%

RECREATION DIVISION - BUDGET SNAPSHOT thru 1/31/15				
Program	**Budget**	**Expenses & Encumbrances**	**Balance**	**% Remaining**
General Fund				
Parks & Recreation Admin	$439,997.00	$267,271.76	$170,625.90	38.78%
Community & Senior Center	$793,720.00	$521,971.83	$256,459.71	32.31%
Brooks Swim Center - Recreation	$329,961.00	$187,136.27	$142,824.73	43.29%
General Recreation Programs	$377,164.00	$176,726.53	$200,437.47	53.14%
Enterprise Fund				
Youth Center Enterprise	$362,180.00	$198,906.09	$121,153.51	33.45%
Measure J				
General Recreation Programs	$190,945.00	$60,162.45	$130,892.55	68.55%
Middle School Programs	$203,983.00	$28,665.15	$175,317.85	85.95%
Aquatics	$36,000.00	$0.00	$36,000.00	100.00%
Recreation Van	$122,857.00	$32,562.96	$90,294.04	73.50%
Summer Camp	$89,632.00	$3,963.60	$85,668.40	95.58%
TOTAL RECREATION BUDGET	**$2,946,439.00**	**$1,477,366.64**	**$1,409,674.16**	**47.84%**