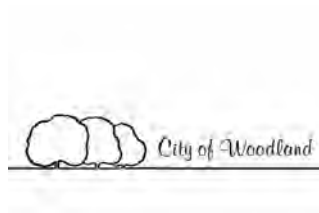


City of Woodland

*300 First Street
Woodland, CA 95695*



Meeting Agenda - Final

Monday, March 28, 2016

6:30 PM

Council Chambers

Parks & Recreation Commission

A. Call to Order**B. Roll Call****C. Pledge of Alligence****D. Communications-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. Communication-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. New Business**G. Committee Reports**

[15-123](#) Work Plan Status Update

Attachments: [FY 16 Work Plan \(1-18-16\)](#)

[15-124](#) Committee Updates

H. Consent Calendar

[15-122](#) February 22, 2016 Minutes

Attachments: [022216 Minutes](#)

I. Other Business**J. Report of the Staff**

[15-120](#) Community Services Report for March 28, 2016

Attachments: [Recreation Report 032816.pdf](#)

[15-121](#)

Parks/Trees/Streets Report for March 28, 2016

Attachments: [March 2016 Parks Report](#)**K. Next Meeting****L. 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 28, 2016 was posted on March 25, 2016 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 Supervisor

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.

Legislation Details (With Text)

File #: 15-123 **Version:** 1 **Name:**

Type: P&R Committee Reports **Status:** Agenda Ready

File created: 3/23/2016 **In control:** Parks & Recreation Commission

On agenda: 3/28/2016 **Final action:**

Title: Work Plan Status Update

Sponsors:

Indexes:

Code sections:

Attachments: [FY 16 Work Plan \(1-18-16\)](#)

Date	Ver.	Action By	Action	Result
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Work Plan items update.

FY16 Parks & Recreation Commission Annual Work Plan

The Parks and Recreation Commission is committed to promoting enhanced civic engagement on key initiatives such as Measure J, Parks Master Plan, Urban Forest, Fitness Initiative, Volunteerism, etc. We will use national best practice models for enhancing community engagement through expanded outreach and service delivery strategies that meet the needs of our ever-changing and culturally diverse community.

1. Urban Forest

Goals	Status
Work toward helping the city meet its goal of planting 2400 trees in two years AND fostering community involvement in planting and maintaining a healthy urban forest. Coordinate a project to plant shade trees along bike routes in the city. • Reach out to community organizations and individuals to partner with on this project • Identify Bike routes in need of shade • Coordinate with city staff to identify relevant zoning and code concerns • Identify available resources for materials and volunteers <i>Lead Committee: Urban Forest</i>	Approved

2. Evaluate Committee Restructuring

Goals	Status
Evaluate the changes made to the Committee structure and newly defined roles and responsibilities. Objective: Determine if the restructured committees have resulted in increased Commission engagement and improved outcomes for the community. Activities • Schedule on future agendas a mid-year check-in and year end evaluation discussion • Vote at year end to either continue with the new structure or make modifications as needed for fiscal year 2016-17 <i>Lead Committee: Ad Hoc</i>	Completed

3. Review Facility Needs

Goals	Status
Review and evaluate facility needs and make prioritized recommendations to the City Council Objective: Work with staff to prioritize recommendations and where possible help develop strategies for implementation. Activities • Review and evaluate facility needs, including parks survey results • Work with staff to develop recommendations of facility needs • Schedule discussions on Commission agendas • Make Committee assignments as needed • Develop recommendations and submit to City Council for consideration <i>Lead Committee: Facilities Committee</i>	Approved

4. Budget and Finance Review

Goals	Status
Provide budget oversight that is consistent with the Commission's charter. Objective: Work with staff on key Park and Recreation fiscal issues and simplify budget reports for the Commission and public. Activities • Work with staff on simplifying budget reports and making them more informative and user friendly for the general public • Work with staff and lead Commission discussion on key fiscal matters, such as the cost of the sports complex and Measure J • Receive budget briefing from staff at least quarterly. • Committee members and staff will jointly provide quarterly budget reports to the Commission <i>Lead Committee: Budget and Finance</i>	Approved

FY16 Parks & Recreation Commission Annual Work Plan

5. Volunteerism Committee

Goals	Status
Work with staff to review and update a volunteer list. • Reach out to individuals and organizations in the community who are willing to volunteer Identify potential projects in the community. • Talk with potential volunteers about needs/projects at the parks they use Coordinate and complete one community project with the help of local volunteers. <i>Lead Committee: Volunteerism Committee</i>	Approved

6. Review Policies

Goals	Status
Commissioners will review policies throughout the year as requested. <i>Policies Last Reviewed in FY13</i> <i>Lead Committee: Ad Hoc</i>	As needed

Legislation Details (With Text)

File #: 15-124 Version: 1 Name:

Type: P&R Committee Reports Status: Agenda Ready

File created: 12/22/2015 In control: Parks & Recreation Commission

On agenda: 3/28/2016 Final action:

Title: Committee Updates

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Committee Updates

Legislation Details (With Text)

File #: 15-122 Version: 1 Name:
Type: P&R Consent Calendar Status: Agenda Ready
File created: 2/24/2016 In control: Parks & Recreation Commission
On agenda: 3/28/2016 Final action:
Title: February 22, 2016 Minutes
Sponsors:
Indexes:
Code sections:
Attachments: [022216 Minutes](#)

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

DATE: March 28, 2016

SUBJECT: February 22, 2016 Minutes

Recommendation for Action:

Approve the February 22, 2015 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, February 22, 2016

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 6:30 p.m. on Monday, January 25, 2016 at the City Council Chambers

Pledge of Allegiance

Roll Call

Commission Members Present:

- Chair Jesse Salinas
- Commissioner White-Snyder
- Vice Chair Jon-Paul Valcarenghi
- Commissioner Fernandez
- Commissioner Stephanie Miller

Commission Member Absent: Commissioner Joe Romero

Staff Present:

- CS Director Engel
- CS Manager Kris Bain
- CS Administrative Supervisor Haynie

Public Comment

Joanie Tauzer explained that she walked her dog at Pioneer Park. There are dogs off-leash and the owners do not clean up after the dogs. Gary Wegener would like to see enforcement of the off-leash ordinance. The additional signage at the entrance to the park may help. The signs need to explain the penalties for off-leash dogs. An update on this issue will be provided at the next meeting.

Ron Brasel would like a Community Garden at Slaven Park, would need 3,000-4,000 square feet in the barked area on the west side of the park. Commissioner Valcarenghi informed Mr. Brasel that Yolo County runs two Community Gardens in Woodland.

Presentation (none)

Communication-Commission/Staff Statements and Requests

Commissioner Fernandez would like Maria Contreras Tebbutt added to the agenda to discuss the 4th of July Bike Parade. Commissioner Fernandez met with Greta Galindo to learn about the Library's Measure J programs.

New Business (none)

Committee Reports (none)

Commissioner Valcarengi stated that the Urban Forest Committee met with Sanders and Schroeder for their quarterly discussion on the Tree Canopy. Legacy Grove first tree planting of 50 Valley Oaks were completed, on Arbor Day an additional 50-75 trees will be planted on the Westside of the Dog Park.

Commissioner Miller reported that she had met with local businesses in regard to fundraising for the Yosemite Campership.

Consent Calendar

January 25, 2016 Minutes

Action:

Fernandez/White-Snyder Seconded to approve all items on the Consent calendar.

Motion carried by the following roll call vote:

Ayes: Valcarengi, White-Snyder, Fernandez, Salinas, Miller

Noes: none

Old Business

Engel reported that on March 8, 2016, Springlake Community Meeting is scheduled at the Woodland Community & Senior Center to choose the new playgrounds.

Action: Received

Staff Reports

Community Services Report

Bain informed the Commission that the Bridal Show & Event Faire was attended by 50 vendors and approximately 500 attendees. Staff will send out a survey to vendors asking about their experience at the event and asking if they would attend again. After school Teen Pack's number are up with 20 attendees on some days, up from 8-12. Douglass Middle School moved the location of Teen Pack. Rec2Go is visiting each middle school at lunch, handing out information on the two programs. Additionally staff have scheduled contractors weekly for each program (rock climbing, bull riding machine, etc.) Staff are presenting information on Teen Pack and all summer programs at PTA meetings, Yolo Housing Authority, Casa De Sol, Crosswood Housing and Service Clubs.

Action: Received

Parks Report

Engel updated the Commission on the Woodside Park Basketball Hoop installation project. Commissioner Valcarengi liked the pictures of the project in the report. Jeff Sissom has done a great job on the projects at Woodside Park.

Action: Received

Activity Guide Review

Staff and Commission reviewed each page of the Recreation Guide 2016

Action: Received

Items for next meeting:

Committee Reports

Commission Roster

Bike Parade

Work Plan

Adopt Minutes February 22, 2016

Community Services Report

Parks/Street/Tree Report

Next Meeting March 28, 2016

Adjourn 7:47 p.m.

Action: Valcarenghi/Miller Seconded to adjourn the meeting.

Motion carried by the following roll call vote:

Ayes: Valcarenghi, White-Snyder, Fernandez, Salinas, Miller

Noes: none

Legislation Details (With Text)

File #: 15-120 Version: 1 Name:
Type: P&R Report of the Staff Status: Agenda Ready
File created: 2/24/2016 In control: Parks & Recreation Commission
On agenda: 3/28/2016 Final action:
Title: Community Services Report for March 28, 2016
Sponsors:
Indexes:
Code sections:
Attachments: [Recreation Report 032816.pdf](#)

Date	Ver.	Action By	Action	Result
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TO: Parks & Recreation Commission

DATE: March 28, 2016

SUBJECT: Community Services Report for March 28, 2016

Recommendation for Action:

None. Information only.

Background Information:

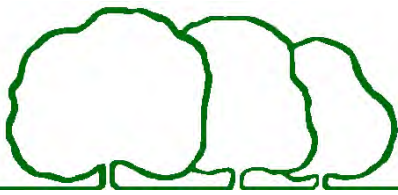
The following provides highlights of the Community Services Department since the last report.

Staff Contact

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

Prepared by: Kris Bain

Community Services Program Manager



Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Community Services Report DATE: March 28, 2016

PREPARED BY: Community Services Department

RECOMMENDED ACTION: None. Information only.

BACKGROUND INFORMATION: The following provides highlights of the Community Services Department since the last meeting.

Adult Sports

Basketball: This season we have 10 teams registered for the spring season. This is the largest basketball league for the City since 2010. League play begins the week of March 23rd and will continue through an eight game season followed by playoffs. This is the first time the City has been able to organize a group of individuals off our free agent list to form a team.

Softball: Spring season is trying to get started but rain has delayed the league start by two weeks. The league currently has 45 teams playing in 7 divisions on Wednesday, Thursday, and Friday evenings. The softball manager meeting was held on February 24th allowing the teams to decide divisions amongst themselves.

Volleyball: This spring season we have 10 volleyball teams. The league is scheduled to begin March 21st. There will be four teams in the A division and six teams in the B division. Staff is working on new rules such as no spiking in the B division to make the game more recreational for novice players. The season will consist of 8 league games followed by playoffs.

Community Center & Sports Park

Facility Reservations: Recent Community & Senior Center rentals and reservations include: State of the City Address, WJUSD teachers' training, Davis East Consulting, Luna Vista Rotary meetings, WRA board meeting, Yolo County Women's History Luncheon, Health Net members meeting, a religious service, Woodland Soccer Club meeting, YGRIP meeting, and several City department sponsored meetings.

Sports Park Tournaments: The Sports Park was reserved for several weekend tournaments during March, unfortunately due to inclement weather, there were several cancellations. Total revenue captured for tournament reservations during this time was \$10,500. Tournaments included youth/teen baseball organizations.

Facility Maintenance: Facility maintenance staff has been working on several projects around the Community & Senior Center during the last month. In the mechanical room, a backflow prevention valve was replaced and a leak was fixed in the geothermal loop. Ballasts in the banquet rooms were replaced to provide better lighting. The upper walls in the lobby and gym were prepped and painted and new lettering was installed and reads, "Kevin & Lorie Haarberg Gymnasium". The front door entrance and Thrift Store door have been adjusted and fixed. New descriptive plaques have been installed adjacent to the photos throughout the building. Faucets have been replaced in the kitchen area. Blinds were installed on the glass doors of the consultation rooms in the Senior Center for privacy.

Measure J

After School Teen Pack: Attendance for the After School Teen Pack continues to grow as staff increased programming and marketing efforts at the school sites within the last month. During the month of March, a large and exciting activity was scheduled every Wednesday afternoon. Activities included bungee basketball, rock climbing, mechanical surfing and other fun and active inflatable games. These activities provided active movement and social bonding, two things that are encouraged during the After School Teen Pack. Staff has increased on site flyer distribution after school and attends lunches once a week at each school site. Over a four week period, the program's daily average has grown from 11 (during the first part of February) to 17 (during the first part of March) at both schools.

April Pool's Day: April Pool's Day will be held on Friday, April 1st from 5:30-7:30 pm at the Community Swim Center. Two City Departments (Community Services and the Library's Teen Advisory Board) have collaborated on this event. Clubs from Woodland, Pioneer, and Woodland Christian high schools have been given an opportunity to promote and fundraise during the event. Participating clubs will be in charge of running a designated activity and selling snacks. April Pool's Day is for middle and high school students throughout the area and is free to attend. Activities during the event will consist of carnival games including an inflatable Ninja Agility Course in the pool, a tug-of-war in the pool between two kayakers, gunny sack races, giant bowling, and much more. For those attempting the Ninja Agility Course, there will be a prize for the ninja who completes the course the fastest.

Rec2Go: During the month of April, Rec2Go is scheduled to attend several community events including Food Truck Mania, the Yolo County Public Health Fair, Yolo Spring Fling, a Little League event, Dia de los Niños, and the Touch A Truck event at the Library. Additionally during Spring Break (April 11-14), Rec2Go will be going to several parks (Ferns, Woodside, Crawford, Pioneer, and Slaven) from 4:30-6:30 pm. April also starts Rec2Go's regular monthly visits to Yolo

County Housing Authority campuses of Yolano and Cross Woods. More information for Rec2Go including locations and times for the program can be found on the website www.Rec2Go.org.

Scholarship Update: Measure J provides funding for “camperships” or scholarships for youth participants of income qualified families. Camperships are scholarships, resulting in a fee reduction for the following programs (programs are not offered for free): swim lessons, SummerTime Fun Club, Summer Teen Pack, Lifeguard Training, and the Outdoor Adventure Trip to Yosemite. Campership criteria includes: being a resident of Woodland, and generally those who meet the requirements for the school lunch program. Limited camperships are still available; however we are no longer accepting campership applications for swim lessons and SummerTime Fun Club, as the funds (Lessons \$4,400 and STFC \$8,100) have been fully distributed for the program. We are still accepting applications for Summer Teen Pack, Lifeguard Training, and the Yosemite Trip as the funds remain available (\$600 remaining for Lifeguard Training, \$9,870 for Summer Teen Pack and \$1,043 for the Yosemite Trip).

Through generous donations from Sunrise Rotary and individual and businesses (Jim Hilliard, Carla White-Snyder, Enrique Fernandez, the Woodland Tennis Club, Morgan’s on Main Street, and in the memory of Angel and Maria Salinas and all the wonderful outdoor adventures they provided via Parks & Recreation Commission Chair Jesse Salinas and his wife Lisa) in the community the Outdoor Adventures Trip to Yosemite reduces the five-day, 4-night camp cost to \$49. Based on the amount of private funding received, ten scholarships will be available for low-income qualifying families and six scholarships will be available for youth based on a “First Time to Yosemite” qualification.

Summer Planning: Staff is planning for summer activities for the Summer Teen Pack and Rec2Go. Preparation for the Summer Teen Pack includes scheduling and coordinating field trips, activities, and the hiring of seasonal part-time staff. Staff has also been working to fill the Rec2Go calendar for the summer and connecting with groups (such as Yolo Housing Authority, Mutual Housing, and Casa del Sol) to provide organized activities on their campuses. During the summer Rec2Go is scheduled to attend several community events (such as the Farmer’s Market and National Night Out), regularly go to the library and the Sports Park when children will be present (such as the opening day of the summer learning program and on Co-ed softball nights) and have consistent parks sites (Pioneer, Ferns, Crawford, Beamer, Campbell, and Woodside) to attend each week.

Youth Programming

Seasonal Hiring: Community Services staff have been collecting applications for seasonal part-time staff and interviews are being scheduled with applicants for mid-April. Recruitment is being conducted for the following positions: Activity Leader I/II, Activity Manager, and Special Program Coordinator positions for the SummerTime Fun Club, Teens Helping Seniors, and Summer Teen Pack programs. All seasonal part-time staff within youth programming (for SummerTime Fun Club, Teens Helping Seniors, and Summer Teen Pack programs) will participate in a two day training event that will include leadership sessions and a CPR/First Aid certification in early June.

Miscellaneous

Woodland Police Activities League Update (submitted by Lieutenant Heath Parsons): The goal of the Woodland Police Activities League (PAL) is to reach out and enrich the lives of the youth of Woodland and to reduce juvenile crime and delinquency by uniting law enforcement officers and the youth. PAL strives to provide safe and supervised environments for recreational, athletic, social, educational, and cultural activities. This is accomplished by providing quality activities designed to develop discipline, self-esteem, mutual trust and respect. All Woodland PAL programs and events are low cost to avoid the exclusion of any child due to family income. Currently the Woodland PAL has recently become incorporated and recognized as a non-profit organization. PAL conducted a survey amongst 4-8th graders in Woodland and nearly 2,000 have been returned with youth showing interest in traditional sports such as baseball, basketball, football, and soccer. Surprising results also showed a large interest in painting, drawing, fishing, and camping. Once tabulation for the survey is complete, the results will be shared with the Parks & Recreation Commission.

Bridal Show & Event Faire: The City of Woodland Community Services Department held its first Bridal Show & Event Faire on Saturday, February 20th, 2016. The event was well received with over 45 vendors (95% of whom being Woodland-based businesses) and over 300 guests were in attendance.

Commit2Fit: Staff has started to plan for the next Commit2Fit 31-Day Challenge that begins on May 1. Sponsors for this community-wide collaborative effort to engage the community in healthy activities include: Dignity Healthy, In-Shape Fitness, Velocity Island, Cross Court, Kaia FIT, Oasis, YMCA, Yolo County, and Kuk Sol Won. The Commit2Fit campaign will also include a “May is Bike Month” youth poster creation contest courtesy of a collaboration with Yolo County’s Safe Routes to Schools. The 31-Day Challenge kickoff event is on April 28th from 5-7 pm at the Community & Senior Center, where participants can learn more about the program, register, and meet with sponsors of the program.

ReXpo: The City hosted its annual ReXpo event on March 4th from 4-7pm. ReXpo (Recreation Exposition) is an open house of all the Community Services programs and services along with City partners. Over 500 people enjoyed local cuisine, beverages, and the Senior Art Show during the event. Vendor participation increased to 30 tables compared to 23 the year before. Program registration revenue received during ReXpo was \$20,168 compared to \$14,654 in 2015.

Upcoming Dates

March 31: Cesar Chavez Celebration, 5:30-6:30 pm, Heritage Plaza

April 1: April Pool’s Day, 5:30-7:30 pm, Community Swim Center

April 3: Food Truck Mania, 4-8 pm, First Street between Main & Bush Streets

April 28: Commit2Fit 31-Day Fitness Challenge Kick Off, 5-7 pm, Community & Senior Center

April 29: Dia de los Niños, 3-6 pm, Ferns Park

April 30: Touch A Truck, 11 am-3 pm, Woodland Public Library

May 1-31: Commit2Fit 31-Day Fitness Challenge

SUBJECT: Monthly Community Services Report**PAGE: 5****ITEM:****COMMUNITY SERVICES SNAPSHOT THRU 2/29/16**

Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$458,489.00	\$262,270.52	\$196,218.48	42.80%
Community & Senior Center	\$820,958.00	\$548,670.52	\$272,287.48	33.17%
Brook Swim Center-Recreation	\$185,928.00	\$102,161.68	\$83,766.32	45.05%
General Recreation Programs	\$384,477.00	\$255,315.25	\$129,161.75	33.59%
Enterprise Fund				
Youth Enterprise	\$363,813.00	\$169,335.85	\$194,477.15	53.46%
Measure J				
General Recreation Programs	\$567,341.00	\$76,390.46	\$490,950.54	86.54%
Middle School Programs	\$325,231.10	\$168,509.52	\$156,721.58	48.19%
Aquatics	\$182,333.00	\$93,565.20	\$88,767.80	48.68%
Recreation Van	\$76,620.00	\$43,698.10	\$32,921.90	42.97%
Summer Camp	\$167,314.00	\$62,258.62	\$105,055.38	62.79%
Youth Advisory Committee and Academy	\$5,000.00	\$10.97	\$4,989.03	99.78%
TOTAL RECREATION BUDGET	\$3,532,504.10	\$1,782,175.72	\$1,750,328.38	49.55%

COMMUNITY SERVICES- REVENUE SNAPSHOT thru 2/29/16

Account Title	FY16 Projection	FY16 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$500.00	\$880.00	176.00%
MSC. SALES	\$1,000.00	\$2,385.70	238.57%
C BROOKS SWIM CTR REV	\$145,000.00	\$78,936.64	54.44%
SENIOR PROGRAMS REVENUE	\$10,000.00	\$2,597.00	25.97%
COMMUNITY SENIOR CENTER MISC	\$80,000.00	\$68,205.82	85.26%
COMMUNITY FITNESS CENTER	\$34,992.00	\$24,177.60	69.09%
COMMUNITY SPORTS PARK	\$180,000.00	\$163,784.25	90.99%
MEASURE J	\$5,000.00	\$7,386.00	147.72%
GENERAL RECREATION	\$75,000.00	\$33,862.95	45.15%
YOLANO RECREATION PRG INC	\$7,966.00	\$3,209.00	40.28%
ADULT REC & LEAGUE PRGMS	\$90,000.00	\$50,210.50	55.79%
RECREATION CONTRACTS	\$75,000.00	\$78,052.47	104.07%
TOTALS	\$704,458.00	\$513,687.93	72.92%

Legislation Details (With Text)

File #: 15-121 Version: 1 Name:
Type: P&R Report of the Staff Status: Agenda Ready
File created: 2/24/2016 In control: Parks & Recreation Commission
On agenda: 3/28/2016 Final action:
Title: Parks/Trees/Streets Report for March 28, 2016
Sponsors:
Indexes:
Code sections:
Attachments: [March 2016 Parks Report](#)

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

DATE: March 28, 2016

SUBJECT: Parks/Trees/Streets Report for March 28, 2016

Recommendation for Action:

None. Information only.

Background Information:

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

Staff Contact

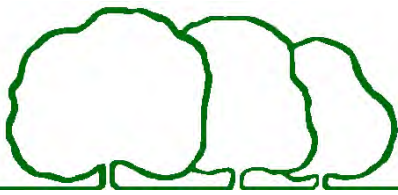
Rob Sanders, PW Deputy Director, 661-5959, rob.sanders@cityofwoodland.org

Respectfully submitted,

Gregor G Meyer

Public Works Director

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



Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report

DATE: March 28, 2016

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

- Employee Development

1. Park Supervisor Westley Schroeder attended the California Parks and Recreation Society (CPRS) annual conference March 8th-11th in Long Beach California. Westley is currently the President Elect of the Development and Operations board of CPRS. He helped organize, and was the speaker at their Ballfield Intensive Workshop.

This conference was an invaluable chance for networking, for learning about new products and services offered in the Parks and Maintenance fields, as well as for attending classes detailing many current issues faced in Parks, Recreation and Maintenance.

- Pioneer Park

1. Staff has been in contact with neighborhood resident Gary Wegener about his concerns of dogs being allowed to roam the park off-leash, and dog owners not cleaning up after their pets.

There are several ordinances that cover these issues, so staff will be installing additional signage at all of the entrance points to remind users of their legal requirement to comply with these laws when visiting the park with their pets. We have assured him that we will do what we can as it pertains to notification, but enforcement is the responsibility of Animal Control and/or Code Enforcement.

CEMETERY

- Internments

1. The Woodland Cemetery had five interments, two full burials, and three cremains internment during the month of February.

- Sales

1. The Cemetery posted \$4,900 in sales for the month of February.

- Operations

1. Staff employed one temporary maintenance staff at the cemetery during the month of February. They performed some necessary housekeeping, leaf pickup, mowing and internments.

URBAN FORESTRY

- Arbor Day/Legacy Grove Tree Planting

1. This year's Arbor Day was celebrated on March 19th and was a huge success. This event had representatives from the Woodland Tree Foundation, as well as Councilmen Jim Hilliard, Angel Barajas, Parks Commissioner Jon-Paul Valcarenghi and many volunteers from our Community all coming together to make Arbor Day 2016 a special one.

There were approximately 60 trees planted on the west side of the Dog Park to finish out the Legacy Tree Grove, and another 40 trees were planted along Sports Park Drive and around the Community Center; all-in-all, approximately 100 trees were planted during this Arbor Day celebration.

The event start at 9:00 AM with a celebration of Arbor Day, including an Arbor Day flag raising and a tree planting demonstration given by Westley Schroeder.

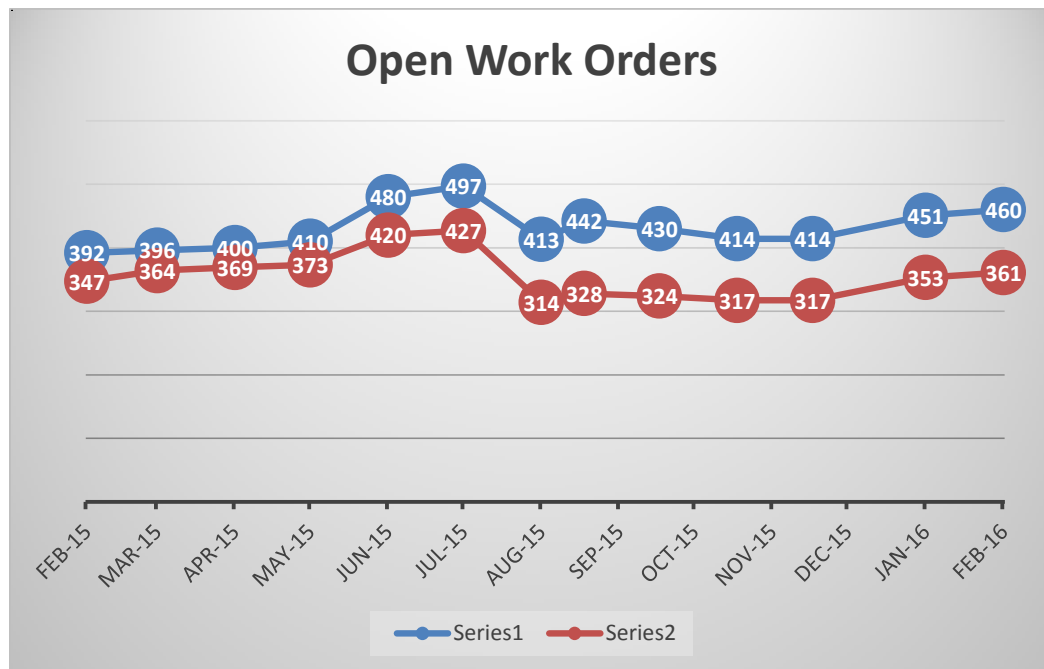
- Service Requests / Work Orders

1. Currently there are 460 attached and 361 unattached work orders that are open and waiting to be processed. This is a total of 821 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.

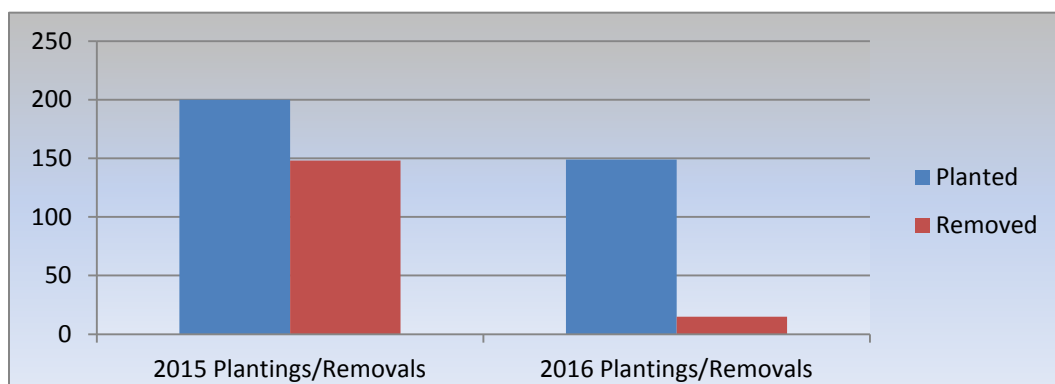
Below is a graph depicting the volume of work orders over the last 12 months.



1. 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.

1. The UFG planted 200 trees compared to 148 removals in calendar year 2015.
2. To date for calendar year 2016, the UFG has planted 149 trees compared to 15 removals.



SUBJECT: Monthly Parks Report

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ITEM:

BUDGETS

Snapshot of Parks Primary Budgets through 2/29/16				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	Percent Remaining
Brooks Swim Center	\$317,243.00	\$217,004.15	\$117,238.85	35.08
Cemetery	\$409,129.00	\$246,216.48	\$162,912.52	39.82
Gateway LLD	\$113,174.00	\$59,897.05	\$53,276.95	47.08
General Fund Parks	\$1,151,252.31	\$724,272.91	\$429,585.40	37.23
Gibson Ranch LLD	\$594,565.00	\$486,894.50	\$108,013.65	18.16
Spring Lake LLD	\$993,859.46	\$622,923.59	\$370,935.87	37.32
Sports Park	\$383,875.00	\$250,669.26	\$158,868.36	38.79
Urban Forestry	\$379,163.00	\$285,407.79	\$95,171.21	25.01
Spring Lake SLIF	\$27,312.00	\$3638.93	\$23,673.07	86.68

Respectfully submitted,

Robert G Sanders
Public Works Deputy Director

Prepared By: Westley Schroeder, Park
Supervisor