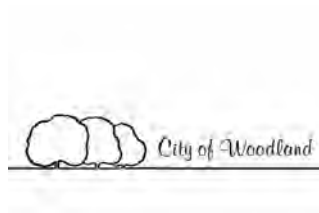


City of Woodland

*300 First Street
Woodland, CA 95695*



Meeting Agenda - Final

Monday, May 23, 2016

6:30 PM

Council Chambers

Parks & Recreation Commission

A. Call to Order**B. Roll Call****C. Pledge of Allegiance****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**

[15-228](#) Committee Updates

H. Consent Calendar

[15-302](#) Approve the April 25, 2016 Minutes

Attachments: [42516 Minutes](#)

I. Other Business

[15-230](#) Review and Update Committee Assignments

Attachments: [Public PRC Rosters March 2016](#)

[15-232](#) Discuss and Recommend Tasks for 2016/2017 Workplan

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

[15-303](#) Assign Subcommittee to evaluate Tennis Complex

J. Report of the Staff

[15-300](#) Community Services Report for May 23, 2016

Attachments: [Recreation Report 052316](#)

[15-301](#) Parks/Trees/Streets Report for May 23, 2016

Attachments: [May 2016 Parks Report\(1\)](#)
[memo-Landscape Restoration_2016.05.17](#)

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 May 23, 2016 was posted on May 20, 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 #: 15-228 **Version:** 1 **Name:**
Type: P&R Committee Reports **Status:** Agenda Ready
File created: 4/20/2016 **In control:** Parks & Recreation Commission
On agenda: 5/23/2016 **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 #: 15-302 Version: 1 Name:
Type: P&R Consent Calendar Status: Agenda Ready
File created: 5/12/2016 In control: Parks & Recreation Commission
On agenda: 5/23/2016 Final action:
Title: Approve the April 25, 2016 Minutes
Sponsors:
Indexes:
Code sections:
Attachments: [42516 Minutes](#)

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

DATE: May 23, 2016

SUBJECT: April 25, 2016 Minutes

Recommendation for Action:

Approve the April 25, 2016 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, April 25, 2016

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

Call to Order

The Parks & Recreation Commission meeting was called to order by Vice-Chair Jon-Paul Valcarengi at 6:32 p.m. on Monday, April 25, 2016 at the City Council Chambers.

Pledge of Allegiance

Roll Call

Commission Members Present:

Commissioner White-Snyder
Vice Chair Jon-Paul Valcarengi
Commissioner Fernandez (left at 7 p.m.)
Commissioner Stephanie Miller
Commissioner Joe Romero

Commission Member Absent:

Chair Jesse Salinas
Commissioner Leigh Ann Hartman

Staff Present:

CS Director Engel

Consent Calendar

March 28, 2016 Minutes

Action:

White-Snyder/Miller seconded to approve the minutes as written.

Motion carried by the following roll call vote:

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

Noes: none

Presentation

May is Bike Month

Maria Contreras Tebbutt provided an overview of the Bike Garage and information on Cycle de Mayo. Cycle de Mayo includes multiple bike rides during the month of May (instead of just once a month as in previous years). Individuals and teams are invited to sign up. Miles can be logged online and prizes can be won. Tebbutt would like the Parks & Recreation Commission and CS Department to continue to promote using bikes for families and youth. Tebbutt would like to have an open streets event, on Main Street (close the street to traffic, once a week, so people can walk and bike on the closed street). The Bike Campaign is also working with the City on the 4th of July bike parade.

Tennis Complex

Phil Cello contracted with the City for developing the tennis program. While working on developing the tennis program, the group started to evaluate developing a tennis center. The Woodland Tennis Club and Mr. Cello began working on a tennis complex proposal at the Woodland Community & Senior Center. Woodland has limited tennis resources with generally two tennis courts in each location, which is difficult for tournaments. Woodland is lacking two main components for bringing a community together, a tennis complex and another swimming pool. The buildout of the tennis complex would have 13 courts and 3 additional courts designed for younger players, and a 4000 square foot club house/lounge area. This complex would be large enough to generate revenue through memberships and tournaments. Tournaments can net \$4,000 in revenue for a 2 day tournament. WTC/Cello is ready to ask the community for donations, they just need a go-ahead from the Parks Commission and City Council (before they start soliciting donations). A list of naming and recognition opportunities was provided to generate \$1.5 million dollars. A phasing plan was also presented to phase in 6 courts and a temporary structure. The remaining 6 courts would then be added, and then the stadium court and club house.

Commissioner White-Snyder stated she assumed the \$1.5 could build the facility but wanted to know how the operation and maintenance would be funded. Cello stated that O&M would be funded by revenue (lessons, tournaments, etc.). Mr. Cello said this complex would be a self-funded facility. Mr. Cello stated that maintenance for hard courts is actually minimal (washing the courts once a month). The proposal needs to be sent to the facilities committee so they can determine the best uses for the land at the Community & Senior Center. Commissioner Fernandez responded that the facility subcommittee should meet with City staff to discuss the feasibility of the program.

Commissioner Miller wants to know how strong the tennis program is, how many students does the tennis program have, how many more is he enrolling?

Art Williams stated that the Woodland Tennis Club is fully supportive of the program and would like to move this forward.

Commissioner Miller would like this item to go to the Program & Department Evaluation Committee because this could benefit the community; others felt that the facilities committee should be the lead. White-Snyder stated that she believes this item should be considered by the Facilities committee as the type of program/land use was already determined (it is included as a land use at the sports park complex); the facilities committee could determine if the project is feasible. Commissioner Valcarengi requested that the referral to the subcommittee be discussed at the next commission meeting since not all of the commissioners were present. Tennis Club will come back to the next meeting to provide any updates including a refined construction and operation cost estimate.

Communication-Commission/Staff Statements and Requests

Commissioner Miller has a concern with the Woodside Park exercise equipment. Engel stated that PW staff would look at it and report back.

Committee Reports

Facilities Committee

Commissioner White-Snyder provided a discussion on issues staff has had with drop in use of the gym. A youth basketball team has used the drop in gym time for their basketball practice. Staff has firmed up their policy on drop in use of the gym and will notify teams that they cannot use the space for scheduled team practice. Staff will let them know that they can rent gym space if they need it. This policy needs to be extended to the outdoor courts as well. Drop in gym use rules will be posted at the court. Commissioner Valcarengi found the proposal by City staff to be very reasonable and that organized teams can't come use space that takes away from others enjoying the drop in use of the courts. Commissioner Valcarengi asked if anyone on the commission disagreed with the policy, all are in agreement and are supportive of staff

Budget Meeting

The next meeting is scheduled for May 19th at 9:30 am at the Community Center. The budget subcommittee members are White-Snyder, Romero, and Miller.

Review and Update Committee Assignments -deferred to May meeting

Discuss and Recommend Tasks for 2016/2017 Work Plan -deferred to May meeting

Staff Reports

Community Services Report

Engel provided an overview of the items in the report, specifically Commit2Fit, Adult Sports, and Lifeguard Training. Commissioner Valcarengi appreciates that staff was able to add the post-Yosemite trip gathering and encourages the commissioners to attend. Commissioner Valcarengi also commented that he is happy with the Measure J programs being identified in the quarterly report so the commission and public can see the great programs that are being offered (and staff can measure the participation).

Action: Received

Parks Report

Engel provided an overview of the report including the status of the dog park shade structure. Commissioner Valcarengi likes the pictures in the report as it helps him better understand the issue/project if he has not had a chance to see it in person. Engel stated that Public Works is moving forward this fiscal year with the installation of a playground at the sports park (the play structure from Dubach will be installed). Engel additionally stated that this Saturday is the Day of Service and that those interested in signing up can do so at www.justserve.org.

Action: Received

Next Meeting May 23, 2016

Adjourn 7:54 p.m.

Action: White-Snyder/Miller seconded to adjourn the meeting.

Motion carried by the following roll call vote:

Ayes: Valcarengi, White-Snyder, Miller, Romero

Noes: none

Legislation Details (With Text)

File #: 15-230 Version: 1 Name:

Type: P&R Other Business Status: Agenda Ready

File created: 4/20/2016 In control: Parks & Recreation Commission

On agenda: 5/23/2016 Final action:

Title: Review and Update Committee Assignments

Sponsors:

Indexes:

Code sections:

Attachments: [Public PRC Rosters March 2016](#)

Date	Ver.	Action By	Action	Result
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Review and Update Committee Assignments



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder	whiteca@sutterhealth.org	12/31/2017
Enrique Fernandez	Eaf.fernandez@gmail.com	12/31/2017
Jesse Salinas, Chair	jessesalinas333@gmail.com	12/31/2018
Leigh Ann Hartman	leighannhartman@gmail.com	12/31/2019
Stephanie Miller	sluthe2001@yahoo.com	12/31/2018
Joe Romero	joeromerojr@gmail.com	12/31/2018
Jon-Paul Valcarenghi, Vice Chair	Jon-Paul.Valcarenghi@cityofwoodland.org	12/31/2016

STANDING COMMITTEES

(Max. 3 commissioners)

Facilities Committee

Romero, Valcarenghi, White-Snyder

Program & Department Evaluation

Miller, Salinas, Fernandez

Ad Hoc Committee

Fernandez, Salinas, **White-Snyder**

Budget and Finance Committee

White-Snyder, Romero, Miller

Urban Forest Committee

Fernandez, Romero, **Valcarenghi**

Volunteerism Committee

Fernandez, Valcarenghi, Salinas

Liaisons

Baseball: Romero

Soccer: Salinas

Swimming: Fernandez

Softball: White-Snyder

Tennis: Miller

* Bold indicates lead Commissioner for the Committee

* () Indicates Alternate

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

Legislation Details (With Text)

File #: 15-232 Version: 1 Name:

Type: P&R Other Business Status: Agenda Ready

File created: 4/20/2016 In control: Parks & Recreation Commission

On agenda: 9/26/2016 Final action:

Title: Discuss and Approve Tasks for 2016/2017 Workplan

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Discuss and Approve Tasks for 2016/2017 Workplan

This record is currently unavailable.

Legislation Details (With Text)

File #: 15-303 Version: 1 Name:

Type: P&R Other Business Status: Agenda Ready

File created: 5/17/2016 In control: Parks & Recreation Commission

On agenda: 8/22/2016 Final action:

Title: Finalize Committee Assignments

Sponsors:

Indexes:

Code sections:

Attachments: [Public PRC Rosters July 2016.pdf](#)

Date	Ver.	Action By	Action	Result
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Finalize Committee Assignments

Legislation Details (With Text)

File #: 15-300 Version: 1 Name:
Type: P&R Report of the Staff Status: Agenda Ready
File created: 5/12/2016 In control: Parks & Recreation Commission
On agenda: 5/23/2016 Final action:
Title: Community Services Report for May 23, 2016
Sponsors:
Indexes:
Code sections:
Attachments: [Recreation Report 052316](#)

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

DATE: May 23, 2016

SUBJECT: Community Services Report for May 23, 2016

Recommendation for Action:

None. Information only.

Background Information:

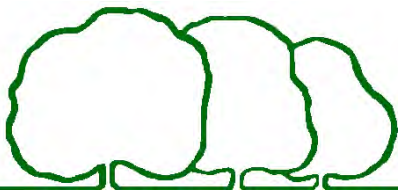
The following provides highlights of the Community Services Department since the last report.

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: May 23, 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.

Park Maintenance Proposed Reorganization

At the May 17, 2016 City Council meeting, the City Council was briefed on the proposed FY16/17 budget. The budget proposal takes into account recommendations from the Management Partners study that was conducted at the end of 2015 to evaluate the structure and operations of the Public Works Department. One recommendation in the study was to move parks maintenance, including urban forestry, from Public Works to the Community Services Department (parks maintenance was previously a part of the “Parks & Recreation Department” up until June 30, 2009 when it moved to Public Works). This reorganization would improve efficiencies of communication of staff maintaining the facilities with those programming and using the facilities. The proposed budget also includes the addition of an additional Parks Maintenance Worker. The final budget and the park maintenance reorganization will be considered for adoption by the City Council on either June 7 or 21.

Spring Lake Neighborhood Park N3

The Spring Lake Neighborhood Park N3 project is located on Mickle Avenue and Centennial Drive and near a future school site. The City hired Callander Associates to draft a master plan that included Spring Lake Specific Plan amenities as well as other City preferred amenities. The City presented the draft master plan for the park at several public meetings.

The first meeting was held on February 12, 2015 to receive input on the preferred park amenities and overall park design. Staff provided two options; one option was a 9-acre park that included 1-acre of residential development on the 2-acre commercial site and the other option was 8-acre park as shown in the current Spring Lake Specific Plan. The addition of the residential units would provide available funding an expedited construction of the park in 2016. During the meeting there were concerns from the Spring Lake residents regarding timing of the park improvements, size of the park and having residential units in the 10-acre site.

The second meeting was held June 25, 2015 to present the revised master plan that incorporated input from the first meeting and to receive additional comments. During the second meeting the residents requested that the City look into options to fund a 10-acre park without compromising timing of construction. Staff and the property owner continued to discuss options for the 10-acre option.

During the July 27 Parks and Recreation Commission Meeting staff presented the 10-acre park based on resident's requests and preliminary agreement between the City and the property owner. Due to the extra costs to purchase and improve the additional 2-acres it is estimated that there will be enough funding for 8 acres of park improvements of the 10-acre site. The other 2-acres would have to be deferred to a later date as funding becomes available. In general, the commissioners and comments from public supported this option.

The first phase will include playground areas, running track with fitness stations, bike path, picnic shelters, play fields, and restrooms. The playground was voted to be nature theme by the Spring Lake residents which include several native and drought tolerant plantings throughout the park. The second phase will include tennis courts, half basketball court, and parking lot along Miekle Avenue. Design is 90% complete and project will be out to bid this summer with construction this fall. Park opening is anticipated for spring 2017.

Aquatics Feasibility Study

Several community members have formed a committee to evaluate the need for a second pool in the community. The group is exploring the current unmet aquatic needs and will be identifying the types of pool designs that could best meet these needs and where such a pool could be located. In conjunction with the citizen committee, staff is working with an aquatics consultant to prepare an aquatics feasibility study that will incorporate public input (from the citizen committee) and identify various pool options (and locations) (staff is working with the consultant to receive a draft scope of work; funding is contingent on this item being included in the FY 16/17 budget). Members of the facility subcommittee are invited to attend these citizen meetings. The next meeting is scheduled for Wednesday, May 25 @ 6:30. Staff can provide further meeting details upon request.

Vietnam War Veteran's Honored at Flag Day Celebration

The City of Woodland will be honoring veterans, especially Vietnam era veterans, on June 14th at 8:30 am in Heritage Plaza, as part of the nation's ongoing 50th anniversary commemoration of the Vietnam War. The City of Woodland has become an official partner in the Commemoration of the Vietnam War as we reach 50 years since the conflict. This national program was passed into law and is designed to thank and honor our Vietnam Veterans and their families. According to the Department of Veterans Affairs, 9 million Americans served on active duty in the U.S. Armed Forces during the period of the Vietnam War; approximately 7 million are living today. To reach these large numbers, the Commemoration has enlisted the assistance of many thousands of Commemorative Partner organizations to conduct hometown-centric events and activities that honor Vietnam veterans and their families in their local communities.

As a commemorative partner, the City of Woodland will be honoring Vietnam Veterans during a special Flag Day event. The event will be celebrating the adoption of our flag along with thanking and honoring local veterans and their families for their service and sacrifice on behalf of the United States. All veterans and their families, especially Vietnam Veterans are encouraged to come to this event being held in their honor.

The event is scheduled for Flag Day, Tuesday, June 14th from 8:30 – 9:30 a.m. in Heritage Plaza at the corner of Main and Second streets. The event will include a short program and refreshments.

Adult Sports

The Spring season is nearly complete for the Adult Sports leagues of basketball, volleyball and softball. For basketball, there were 10 teams in the league including 6 new teams and the first ever free agent team. Basketball concludes with a playoff championship game on May 26th. The next season for basketball begins in August. For the spring softball season, there were 45 teams. Participants were especially excited about the write up and photos that were published in the Daily Democrat detailing the season's champions. The next softball begins June 1 and will run the duration of the summer. Also starting new this summer is a kickball league that begins on June 1. The volleyball league had 10 teams during the spring and the next season begins in August.

Aquatics

Seasonal Hiring: Staff has been in the process of interviewing and hiring the seasonal part-time staff for Aquatics. While there were more applicants than positions to fill, staff was able to choose the best lifeguards for the program. A total of 10 lifeguards were hired for the summer and there will be over 40 staff members working at the pool this summer. All seasonal part-time Aquatic staff will participate in a five day training that will include emergency procedures, water emergency training, CPR/First Aid, and swim lesson training prior to the pool opening in mid-June.

Water Exercise: All participants of the Commit2Fit's 31-Day Fitness Challenge are eligible to participate in the City's Water Exercise and Lap Swim program for free during the Commit2Fit program. Most of water exercise and lap swim participants have signed up for C2Fit to be granted free admission. Staff reports that several new participants have come to the pool for the water exercise and lap swim programs during the C2Fit May challenge.

Teen Programs (Measure J)

After School Teen Pack Yoga Class: On Wednesday April 27, the After School Teen Pack at Douglass Middle School had a lesson in Yoga. Minahki Sarma, a contract yoga instructor who teaches "Everyday Yoga" for the Community Services Department, was invited to teach the students the basic fundamentals of yoga. Minahki discussed with the students flexibility, strength, posture, breathing techniques, and balance; then led the group in active yoga poses. Sixteen students participated in the lesson, most of whom had never done yoga before. "I could feel my muscles really stretching and it was relaxing too" said Maya Keeble an 8th grade student. Exposing the middle school students to new activities and experiences is an example of the positive impact the After School Teen Pack is striving to make in the lives of the students at Douglass and Lee Middle Schools.

After School Teen Pack Floral Arrangement Class: The After School Teen Pack at Douglass and Lee Middle Schools had a special presentation this month. Senior Center Inc board member, Jan Bello was invited to demonstrate and teach the students about floral arranging. Mrs. Bello brought bunches of flowers and allowed students an opportunity to try putting an arrangement together and to bring their creations home. All of the sixteen students who attended the class at Douglass had never attempted floral arranging, however all enjoyed the activity. Jan recounted a seventh grade student who came up to her and said, "I thought the presentation was going to be really lame but I really liked it." Partnering with Senior Center Inc and working with seniors is another excellent example of intergenerational programming the Community Services Department provides to Woodland.

California State Parks Outdoor Recreation Leadership Training: On May 3-5 staff attended a training presented by the California State Parks on Outdoor Recreation Leadership. This training prepared recreation personnel from across the state on how to lead outdoor overnight programs; provided training on how to facilitate leadership activities and trust building among groups; covered the basics of organizing a large group on a camping trip; and discussed care and maintenance of camping equipment. Upon completion of the training, the California State Parks will provide equipment and group campsites to the City of Woodland with the expectation to expose novice campers to the value of multiple night outdoor trips in a California State Park. Staff's goal is to utilize the training and resources provided by the State Parks and include an outdoor component as a part of the Youth Committee program. The concept is to include a camping trip as a leadership development module and the trip will also provide an outdoor bonding experience as an introduction to the program. Through team building exercises and challenges, Youth Committee members will learn the value of cooperative living and working together further demonstrating the importance of

“community”. Committee members will be expected to resolve small conflicts, work together as a team, and develop leadership strategies, while learning about California and being in a natural setting outside of Woodland.

Youth Programming

Summer Time Fun Club Volunteer Program: Currently, there are 12 volunteers signed up for the Summertime Fun Club Volunteer Program. All volunteers must pass a background check before starting to volunteer at a park. The focus of the volunteer program has always been to have volunteers progress into a paid position within the program. This summer, four volunteers from 2015 were hired to work as Activity Leader I’s for the Summertime Fun Club program.

Teens Helping Seniors: Newly hired Special Program Coordinator Sarah Smith will lead the Teens Helping Seniors program this year. Sarah joins the Community Services Department with experience as a teacher for six years and as a local preschool director. Teens Helping Seniors currently has 11 registered volunteers and staff expects to have 30 volunteers by the start of summer. Volunteers are currently completing their background process if they didn’t participate with Teens Helping Seniors last year.

Toddler Time: Over the past few years, Toddler Time continues to grow in participation. For the month of April, the participants enjoyed arts and crafts celebrating the planet Earth. The participants also enjoyed other crafts with mixed media and music. The program saw a sizable increase after the new year, with 73 participant hours for the 2nd quarter (Oct-Dec) and 184 participant hours for the 3rd quarter (Jan-Mar).

Upcoming Dates

June 2: Commit2Fit 31-Day Fitness Challenge Raffle Event, 6-7 pm, Community & Senior Center

June 3: 6th Grade Graduation Party, 6-8 pm, Community & Senior Center

June 13: Summer Youth & Teen programming begins

June 14: Vietnam Veteran’s War Flag Day Celebration. 8:30-9:30 am, Heritage Plaza

June 20: Summer Aquatic programming begins

July 1: Downtown Celebration @ 7:00 pm Heritage Plaza (also First Friday Art Walk)

July 4: Annual Woodland Fourth of July Celebration, various locations

COMMUNITY SERVICES SNAPSHOT THRU 4/30/16

Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$458,489.00	\$332,478.01	\$126,010.99	27.48%
Community & Senior Center	\$820,958.00	\$689,172.84	\$131,785.16	16.05%
Brook Swim Center-Recreation	\$185,928.00	\$129,239.53	\$56,688.47	30.49%
General Recreation Programs	\$384,477.00	\$320,288.28	\$64,188.72	16.70%
Enterprise Fund				
Youth Enterprise	\$363,813.00	\$211,851.82	\$151,961.18	41.77%
Measure J				
General Recreation Programs	\$567,341.00	\$104,892.48	\$462,448.52	81.51%
Middle School Programs	\$325,231.10	\$220,234.17	\$104,996.93	32.28%
Aquatics	\$182,333.00	\$101,493.30	\$80,839.70	44.34%
Recreation Van	\$76,620.00	\$50,665.90	\$25,954.10	33.87%
Summer Camp	\$167,314.00	\$71,826.15	\$95,487.85	57.07%
Youth Advisory Committee and Academy	\$5,000.00	\$10.97	\$4,989.03	99.78%
TOTAL RECREATION BUDGET	\$3,532,504.10	\$2,232,153.45	\$1,300,361.62	36.81%

COMMUNITY SERVICES - REVENUE SNAPSHOT thru 4/30/16

Account Title	FY15 Projection	FY15 Revenue to Date	% of Projection
RED CROSS COURSE FEE	\$500.00	\$880.00	176.00%
MSC. SALES	\$2,000.00	\$710.00	35.50%
C BROOKS SWIM CTR REV	\$140,000.00	\$106,970.64	76.41%
SENIOR PROGRAMS REVENUE	\$10,000.00	\$5,063.00	50.63%
COMMUNITY SENIOR CENTER MISC	\$80,000.00	\$82,273.32	102.84%
COMMUNITY FITNESS CENTER	\$34,992.00	\$29,292.80	83.71%
COMMUNITY SPORTS PARK	\$180,000.00	\$200,631.25	111.46%
MEASURE J	\$15,000.00	\$12,867.10	85.78%
GENERAL RECREATION	\$80,000.00	\$58,496.45	73.12%
YOLANO RECREATION PRG INC	\$5,000.00	\$3,870.10	77.40%
ADULT REC & LEAGUE PRGMS	\$90,000.00	\$58,444.50	64.94%
RECREATION CONTRACTS	\$183,000.00	\$104,407.97	57.05%
TOTALS	\$820,492.00	\$663,907.13	81%

Legislation Details (With Text)

File #: 15-301 Version: 1 Name:
Type: P&R Report of the Staff Status: Agenda Ready
File created: 5/12/2016 In control: Parks & Recreation Commission
On agenda: 5/23/2016 Final action:
Title: Parks/Trees/Streets Report for May 23, 2016
Sponsors:
Indexes:
Code sections:
Attachments: [May 2016 Parks Report\(1\)](#)
[memo-Landscape Restoration 2016.05.17](#)

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

DATE: May 23, 2016

SUBJECT: Parks/Trees/Streets Report for May 23, 2016

Recommendation for Action:

None. Information only.

Background Information:

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

Staff Contact

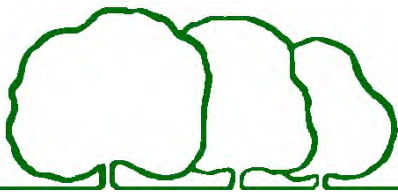
Rob Sanders, PW Deputy Director, 661-5959, rob.sanders@cityofwoodland.org

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: May 23, 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

- Sports Park Play Ground Installation

1. Staff will be moving forward with the installation of playground equipment at the Sports Park that was originally placed at the Dubach Park, now Velocity Island. The playground equipment was removed when the park was closed, and staff is now working with the manufacturer to see whether it could be utilized at the Sports Park. There have been some low cost modifications made to the structure so that the playground could be installed; mainly to bring the structure up to today's safety and ADA regulations.

A playground installation has been one of the most requested upgrades at the park. The playground will be placed between the outfield of Field C, the East Parking lot of the Community Center, and Woodland Health Care Field. This will be a huge improvement for the park, as the younger children tend to not have anywhere to play at the park while their siblings are practicing.



- Well Drilling Contract Status Update for Christenson and Ferns Parks

1. See attached report.

- Day of Service

1. Staff completed the Day of Service with the Church of Latter Day Saints, which was a planned volunteer day at several parks throughout the City. This “Day of Service” happened on April 30th at Southland, Schneider, and Woodside Parks. Volunteers, with the assistance of staff spread wood chips for the play structures. There were approximately 70 volunteers that aided in this project making it a great success; thanks to the great spirit of volunteerism, project like this really helps the City out. Due to April 30th being an overly windy day, the wood staining could not be done at Ferns Park.

Roughly 20 volunteers returned to Ferns Park on May 12th staining the smaller playground to the south and the surrounding fence. Without this sort of commitment these large projects would take a considerable amount of time to be complete. Staff thanks the volunteers for all of their commitment.

CEMETERY

- Internments

1. The Woodland Cemetery had six interments, two full burials, and four cremains internments during the month of April.

- Sales

1. The Cemetery posted \$6,618 in sales for the month of April.

- Operations

1. Staff employed six temporary maintenance staff at the cemetery during the month of April. They performed mowing, trimming and weed spraying.
2. Staff has been working with a group of kids from the Lions Club, planting and maintaining a raised burial plot in the cemetery.

URBAN FORESTRY

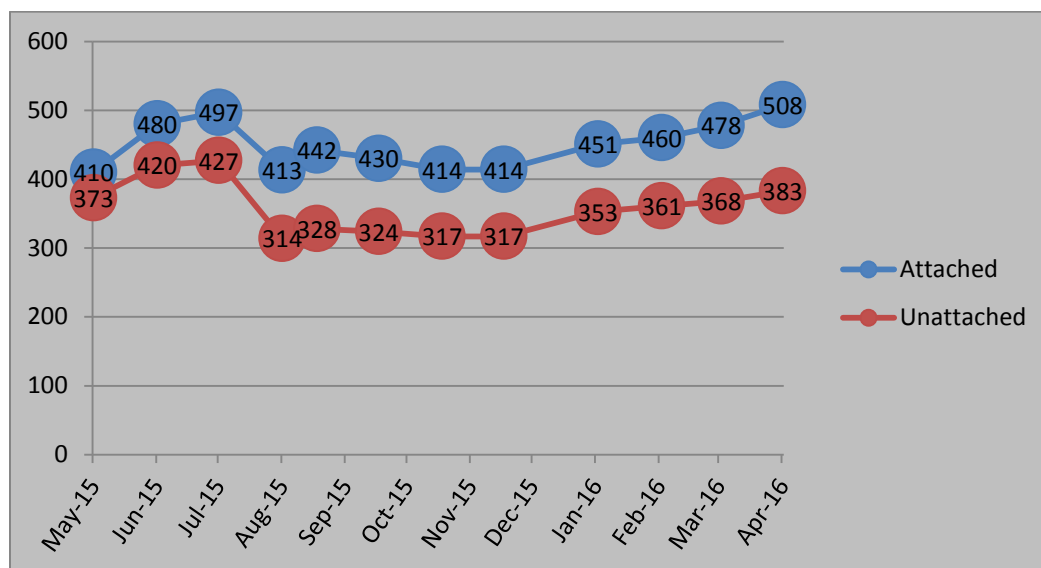
- Service Requests / Work Orders

1. Currently there are 508 attached and 383 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.

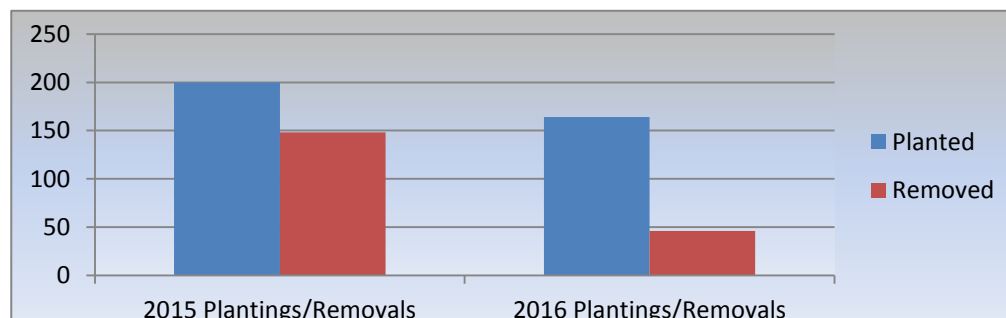
Below is a graph depicting the volume of work orders over the last 12 months.



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 164 trees compared to 46 removals.



SUBJECT: Monthly Parks Report

PAGE: 4

ITEM:

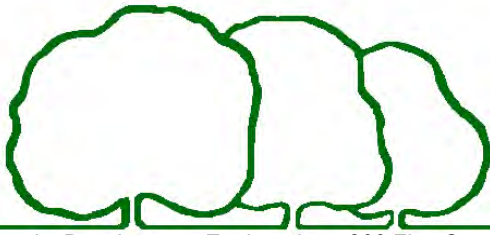
BUDGETS

Snapshot of Parks Primary Budgets through 4/30/16				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	Percent Remaining
Brooks Swim Center	\$334,243.00	\$253,653.85	\$80,589.15	24.11
Cemetery	\$409,129.00	\$295,207.14	\$113,921.86	27.84
Gateway LLD	\$113,174.00	\$67,964.70	\$45,209.30	39.95
General Fund Parks	\$1,153,858.31	\$849,135.72	\$304,722.59	26.41
Gibson Ranch LLD	\$594,565.00	\$536,076.69	\$58,831.51	09.89
Spring Lake LLD	\$993,859.46	\$741,576.90	\$252,282.56	25.38
Sports Park	\$383,875.00	\$345,298.57	\$64,239.05	15.69
Urban Forestry	\$379,163.00	\$322,978.03	\$57,600.97	15.14
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



City of Woodland

Community Development Engineering - 300 First Street, Woodland, CA 95695 (530) 661-5961 www.cityofwoodland.org

MEMORANDUM

Date: May 17, 2016
To: Christine Engle, Westley Schroeder
From: Ed Wisniewski, Associate Civil Engineer
Subject: ASR Wells #29 (Christiansen Park) and #30 (Ferns Park): Site Improvements
Associated with Well Building and Equipping Contract

Well Drilling Contract (Zim) Status Update:

Zim Industries, Inc. is nearing the completion of the drilling contract for ASR Wells #29 (Christiansen Park) and #30 (Ferns Park). Their contract requires them to restore the parks to the preconstruction condition. Zim has executed a contract with Dominguez to complete the park restoration which includes, but is not limited to the following:

- Repair and replacement of a portion of the irrigation pipe network (extent unknown until the system is recommissioned) ASAP
- Regrade turf areas to smooth out the rutting
- Scrape and pressure-wash the concrete path to Ashley Ave
- Restoration of decomposed granite area
- Mowing
- Weed abatement
- Install topsoil (15-20 cubic yards estimated)
- Hydroseeding

The area immediately surrounding the wells will not be restored at this time as the remaining work to be completed by the well building and equipping contractor will provide the final site improvements. Those improvements are described in greater detail below.

Well Building and Equipping Improvements:

The following is a summary of the site restoration/improvements associated with the City's ongoing ASR well construction project located in Christiansen and Ferns Parks.

Well 30 (Ferns Park):

Hardscape Improvements:

Construction access for the duration of the project will be off Southwood Drive. Towards the conclusion of construction, the asphalt path will be replaced in its entirety with new pavement (4" AC/12" AB).

Building Site Architecture:

The new well building will be constructed just east of the existing well #11 site in the northeast corner of the park. The building will be constructed with concrete masonry units and a prefinished standing seam metal roof (similar to Well #28 in Freeman Park). The building dimensions are approx. 65' by 30'. An 8-foot wrought iron fence will be constructed to around the perimeter of the new building.

Existing Well #11 Site Improvements:

The existing well site (Well #11) will be demolished and ultimately landscaped with turf and supporting irrigation facilities. The well itself will be converted to irrigation exclusively for the park by means of a submersible pump and the necessary electrical equipment and controls. Irrigation to the park will be maintained at all times during construction.

Landscape Improvements:

Damaged irrigation and turf areas will be restored with the building and equipping contract. The decomposed granite area will be regraded and have additional DG placed to fill any rutting or damage caused by the construction staging. There are no plans to remove existing trees at this site. Existing trees will be protected throughout construction.

Well 29 (Christiansen Park):

Hardscape Improvements:

Construction access for the duration of the project will be off Walnut Avenue. Towards the conclusion of construction, a new 15-foot asphalt road (4" AC/12" AB) will be constructed for permanent access to the well site.

Building Site Architecture:

The new well building will be constructed just east of the existing well #4 site. The building will have similar architecture to wells #28 and #30. However, this building will be slightly smaller (48' by 30') as the existing generator will be used as the backup power source.

Existing Well #4 Demolition:

The existing well building (Well #4) will be demolished, but the existing site fencing and the generator will remain.

Site Fencing:

A new 10-foot tall chain link fence will be added to the perimeter of the new building and tie into the existing fencing. Green privacy slats will be added to all chain link fences. The southern section of the fence (adjacent to homeowners) will be vinyl coated with privacy slats. There will be no barbed wire on the fence.

Landscape Improvements:

Damaged irrigation and turf areas will be restored. Two trees were removed in order to drill the new well. Two new live oak trees will be planted.