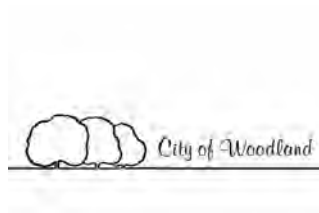


City of Woodland

*300 First Street
Woodland, CA 95695*



Meeting Agenda - Final

Monday, June 27, 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

[15-629](#) Support Staff Recommendation on Woodland Aquatic Center Feasibility Study

Attachments: [Aquatic scope of work](#)

G. Committee Reports**H. Consent Calendar**

[15-629](#) Approve the May 23, 2016 Minutes.

Attachments: [52316 Minutes](#)

I. Other Business

[15-305](#) Election of Chair and Vice Chair

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

Attachments: [FY 17 Work Plan 62316](#)

[15-303](#) Finalize Subcommittee Assignments

Attachments: [Public PRC Rosters May2016.pdf](#)

J. Report of the Staff

[15-628](#) Community Services Report for June 27, 2016

Attachments: [Recreation Report 62716](#)

[15-630](#) Parks/Trees/Streets Report for June 27, 2016

Attachments: [May 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 June 27, 2016 was posted on June 24, 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 #: 15-627 **Version:** 1 **Name:**
Type: P&R New Business **Status:** Agenda Ready
File created: 12/21/2015 **In control:** Parks & Recreation Commission
On agenda: 6/27/2016 **Final action:**
Title: Support Staff Recommendation on Woodland Aquatic Center Feasibility Study

Sponsors:

Indexes:

Code sections:

Attachments: [Aquatic scope of work](#)

Date	Ver.	Action By	Action	Result
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SUBJECT: Woodland Aquatic Center Feasibility Study

Recommendation for Action: Support Staff's Recommendation to Contract with Aquatic Design Group to prepare a feasibility study for a Woodland Aquatic Center

Background

In 2013, a group of citizens formed a committee with the goal of raising funds to reopen Hiddleson Pool, which includes the main swimming pool and a children's pool. Hiddleson Pool, located at 1127 Elm Street, was constructed in 1948 and was last operated in 2008. The City collaborated with the citizen committee and funded a needs assessment study for the facility. The 2014 study concluded that renovation costs would likely exceed \$3 million dollars and that the City may be better served by demolishing the existing facility and replacing it altogether. Renovation costs included, but were not limited to, upgrades for ADA compliance for both the pools and the restroom facility, re-plastering and re-tiling both pools, replacing the pool gutters, and improving water circulation. The citizen committee also discussed whether constructing a new pool in the Hiddleson location would be the most desirable location for a second pool in the city (was it in a central location for those not served by the Charles Brooks Swim Center, was there adequate parking, was the property large enough to accommodate the type of pool that would best serve community needs). Based on the recommendation and cost estimate from the needs assessment, the citizen committee discontinued their efforts to reopen Hiddleson Pool.

In 2015, the City was approached by a subset of members of the 2013 citizen committee to build a second pool in the community. Staff has been meeting with the group of citizens and included funding in the FY16/17 budget for the preparation of a feasibility study to determine the need, location, and cost of a second pool/pool complex in the city. The objective of the citizen committee, chaired by Nick Ponticello (current members include Pauly Van Muyden, Ineke DeWitt, Susie McGibbon, Andy Gagnon, and Melody Mathews) is

to develop one or more potential sites that would be suitable for a pool/pool complex to address the current unmet aquatic needs and future aquatic needs of the community. However, it should be noted, that the preparation of a feasibility study is merely the first step in a multi-year process because the funding source to construct and operate additional aquatic resources would need to be identified; no funding is currently available to construct or operate additional public pools in Woodland.

Discussion

A proposal was received from Aquatic Design Group (ADG) to prepare a feasibility study for an aquatic center. ADG has recently completed or is in the process of completing similar feasibility studies for Stockton, Tracy, Sacramento, Chico, Redding, Yuba City, and others (they have 30 years of aquatic design and assessment experience).

The feasibility study will evaluate the current unmet aquatic needs and future aquatic needs in the city. Current programming at Charles Brooks Swim Center will be included in the assessment of current unmet needs as well as input received from the citizen committee and a public meeting. The study will also include a site assessment of three possible pool locations (Community & Senior Center, Spring Lake, and potentially Woodland Community College) to test the capacity and feasibility of each site to accommodate an aquatic center. After public input is received and potential sites are evaluated, three conceptual design alternatives of varying degrees of scale for types of pools/complexes and cost of options, both construction and operation, will be presented at a public meeting. Input received from the public meeting and staff will then be used to generate a final recommendation on potential pool designs and locations that will be presented to the City Council. The assessment conducted by ADG will also include operational cost and recovery projections for each of the three design options (the cost to operate any aquatic center over its life will far exceed the cost to construct the center, therefore, this information will be critical in determine the financial impacts of adding a second pool in the city). It is anticipated that a final report will be presented to the City Council prior to the end of 2016. The City Council will be considering the approval of this contact at a meeting in July 2016.

Enclosures: Woodland Aquatic Center Feasibility Study Proposal



WOODLAND AQUATIC CENTER

FEASIBILITY STUDY PROPOSAL | REVISED 13 JUNE 2016





1. PROJECT APPROACH

Our approach to any project is one built on relationships and the shared creation of the best facility for the unique needs of the City of Woodland and community members (Stakeholders). Because an aquatics feasibility plan is such a comprehensive, complex, and highly specialized study, we believe that Aquatic Design Group, with our unparalleled experience in the northern California area is the key to a successful project.

Aquatic Design Group is the leader in aquatic design for projects of all sizes and perfectly positioned to deliver an assessment of existing programs within the community, and how trends and growth will shape the shifting needs for years to come. Having completed hundreds of projects in northern California, this will allow Aquatic Design Group to immediately “hit the ground running” once the study begins.

If selected, Aquatic Design Group will bring a solid working knowledge and proven track record to the City of Woodland Aquatic Center project. By using industry averages and similar facility survey reports, Aquatic Design Group can help the City understand the demographics, operations, fee structures and operating cost recovery.

The Project Team will work closely with the Stakeholders to deliver a plan for aquatics which will offer a clear picture of the present, and a comprehensive path to a better future.

Aquatic Design Group will manage the process to ensure consensus building. Our intent is to have a very hands-on approach to this study with open effective communications with the Project Team, and Stakeholders. Active involvement and participation from all parties in the process is welcomed and encouraged. We want to be seen as “partners” in the effort to complete a comprehensive study for the Woodland community. We offer the flexibility and organization to adjust our scope of work to changing demands as well as limited time constraints. We recognize that each project is unique, and customize our approach to aquatic planning to target the client’s individual needs.

The Project Team will work closely with all Stakeholders. Having a full team participating in the process provides a 360 degree look at community aquatics needs, which will result in report recommendations that represent the best possible outcome for your aquatic plan.





WORK PLAN

Below is a revised work plan that achieves the outlined Scope of Work discussed. Terms and Conditions will be provided in Project Exhibit A.

Step 1: Base Data Review

1.1 Base Data Review

Prior to the kick-off meetings the Project Team will collect and review documents, reports, and other pertinent available data.

1.2 Schedule and Materials Planning

Plan and develop schedules, questions, and materials needed for the Project Plan meeting with the Owner. Schedule meetings with: Woodland staff, other City officials, local committee and other stakeholders.

Step 2: Project Plan Confirmation, Site and Facility Tours, Public Meeting and Citizen Pool Committee Meeting

The Project Team will be in Woodland for a one-day period to perform the following tasks:

2.1 Project Planning Meeting

The City of Woodland and the Project Team will first meet to refine the plan for conducting the analysis. The purpose of this meeting is to confirm or refine the project schedule, the City's objectives, opportunities and challenges, the public engagement process, and meeting dates.

2.2 Tour of Existing Facilities and Potential Sites

The Project Team will tour sites and collect data to analyze existing conditions. The team will also tour potential aquatic sites and collect maps, utility service information, and other data needed to test the capacity and feasibility of the site.

2.3 Public Meeting

Stakeholder meetings will be conducted to gain an understanding of the needs and desires of interest groups. The meetings are designed to provide an open exchange of information and to foster a mutual understanding of community-wide needs. An outline of the meeting topics and requests for information will be submitted to attendees prior to these meetings.

2.4 Citizen Pool Committee Meeting

The Project Team will conduct a focus group session to collect information from groups and/or individuals who are not represented by stakeholders. The focus group could be families with young children, with goal of establishing the needs, gauging interest and support, and identifying challenges to the project.





2.5 Potential Site

The Project Team will continue efforts to identify and evaluate potential sites. This work builds on the work begun under task 2.2.

Deliverables:

- Meeting notes
- Statement of key project goals and objectives, i.e. who is to be served, service level, stakeholders, potential partners, etc.

Step 2 Additional Services

2.6 Meeting with Potential Development and Financial Partners

There are some potential co-development partners as well as financial partners that could bring exciting elements, greater viability and critical synergy to the project. The Project Team will meet and analyze these opportunities and how they could best effectively integrate into the overall business plan.

Step 3: Program Refinement and Site Evaluation

The next step is to refine the space program options based upon the identification of:

- Community aquatic needs and interests
- Economic development opportunities, including potential partnerships
- Cost to build
- Cost to operate and maintain
- Potential revenue
- Operating subsidy



3.1 Space Requirements

The Project Team will identify the detailed space requirements for all buildings, and land area requirements for pools, decks, lawn, circulation, parking, etc. The refined three (3) development options will serve as the basis for developing operational costs and revenue.

3.2 Potential Sites Analysis

Potential sites will be tested to determine the capacity of the site to accommodate the buildings, pools and decks, open space, service, parking, and other potential development on the site. Site diagrams will be developed to illustrate the site capacity and layout of the facilities and features.

3.3 Conceptual Design Alternatives and Costs

Develop three (3) conceptual design alternatives of varying degrees of scale for types of pools/complexes and costs of options, both construction and operational costs.

Deliverable: Revised Program Document

- Site Evaluation, Site Diagrams and Costs





Step 4: Determining Financial Feasibility

The cost to operate the aquatics center over its life will far exceed the cost to construct. It is critically important to the success of the project that the operation and maintenance of the aquatics center are financially sustainable.

The Project Team will develop an "order-of-magnitude" cost recovery potential for the three program options. These will be reviewed with the City during video conferencing.

When a preferred program is selected, a proforma budget will be prepared. It will include:

1. Line item costs for the annual operation and maintenance of the facility
2. Revenue potential from all sources based upon industry standards
3. Cost recovery potential

Revenue projections will be based upon the features, estimated market demand, and probable market capture. Cost recovery will be calculated to determine the financial viability of the preferred program. The Charles Brooks Community Swim Center pool will not be part of the analysis.

Deliverable: Operational Cost & Revenue Projections

Step 5: Public Open House

5.1 Public Open House

Conduct the open house, gather feedback, analyze preferences and incorporate input into recommendation.

Step 6: Summary of Findings and Recommendations

6.1 Meet with City and discuss preferences.

6.2 Prepare Final Recommendations

Incorporating feedback from the public and City, the Project Team will prepare a final recommendations.

6.3 Summary of Findings

The Project Team will prepare a Summary of Findings document that will report the study findings, conclusions, and recommendations. Recommendations will include guidelines to achieve the necessary building performance and efficiencies to assist in reducing annual operating costs and address long-term maintenance.

6.4 Final Summary of Findings Presentation

The next step is the creation of a slideshow and other graphic material, summarizing the findings for presentation to the City of Woodland. The Project Team will present to the City at a meeting date to be determined.

Deliverables: Summary of Findings Report and Presentation

Legislation Details (With Text)

File #: 15-311 Version: 1 Name:
Type: P&R Consent Calendar Status: Agenda Ready
File created: 6/20/2016 In control: Parks & Recreation Commission
On agenda: 7/25/2016 Final action:
Title: Approve the May 23, 2016 Minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [52316 Minutes](#)

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

DATE: July 25, 2016

SUBJECT: May 23, 2016 Minutes

Recommendation for Action:

Approve the May 23, 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>>

Parks & Recreation Commission Minutes

Monday, May 23, 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 Stephanie Miller
Chair Jesse Salinas
Commissioner Leigh Ann Hartman

Commission Member Absent:

Commissioner Fernandez
Commissioner Joe Romero

Staff Present:

CS Director Engel
PW Deputy Director Sanders
PW Park Supervisor Schroeder
CS Administrative Supervisor Haynie

Public Comment

CS Recreation Supervisor Collier introduced Zach Atlee, Youth Committee member, to the Commission. Atlee talked about the community pride he received from his participation in the Youth Committee. Atlee would like to see more interaction with community leaders as the program continues.

Jenny Lillgee asked the Commission to consider a Dog Park at Hiddleson Pool. Commission asked if Ms. Lillgee had asked the neighbors what they thought about a Dog Park at Hiddleson Pool site. Ms. Lillgee had not but noted that Southland Park did have dog walkers at the park. Sanders responded that ideas are being discussed for the Hiddleson site with no decisions made yet. Commissioner Miller asked if Ms. Lillgee had contacted the YMCA. Ms. Lillgee had not. Demolition should start in the New Year and a new use by the spring.

Communication-Commission/Staff Statements and Requests

None

Committee Reports

Commissioner White-Snyder reported that the Budget Committee met with staff to discuss the CS budget. Budget is in good shape, staff explained the separation of programs and the funding. It was important to see where money is spent. Staff did a good job explaining the budget.

Consent Calendar

April 25, 2016 Minutes

Action:

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

Motion carried by the following roll call vote:

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

Noes: none

Review and Update Committee Assignments

Following discussion by the Commission and history of the Committees by Engel, changes below were approved.

Note: Commissioner Miller would like to be included on the Committee reviewing the Tennis Complex request.

Commissioner Salinas removed from Programs & Department Evaluation and replaced with Commissioner Hartman. Commissioner Valcarenghi removed from Volunteerism Committee and replaced with Commissioner Hartman. Committee assignments will be finalized at the June 27th meeting.

Discuss and Recommend Tasks for 2016/2017 Work Plan

Floyd McCain, Woodland Tennis Club President, addressed the Commission about the need for the Tennis Complex Phil Cello presented to the Commission in May. Art Williams, former Woodland Tennis Club President would like the Sports Complex to move forward. Engel responded that staff is waiting on an updated proposal from CITA that includes numbers on maintenance and operations. Staff will be working with the Facility Committee on a study of the unutilized land at the Woodland Community & Senior Center and Sports park property. Discussion followed.

Each Committee will provide Haynie with update information for the FY16/17 Work Plan by June 15, 2016. The goal is to approve the Work Plan at the June meeting.

Staff Reports

Community Services Report

Commissioner Valcarenghi asked about the Parks Division moving to Community Services. Sanders explained that Woodland was the only City in the area who had the Parks Division in Public Works. Engel reported that 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. 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.

Action: Received

Parks Report

Sanders reported that 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. Staff completed the Day of Service with the Church of Jesus Christ 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 at 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, projects like this really help the City. Due to April 30th being an overly windy day, the wood staining could not be done at Ferns Park on the Day of Service. 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.

Action: Received

Next Meeting June 27, 2016

Adjourn 8:10 p.m.

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

Motion carried by the following roll call vote:

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

Noes: none

Legislation Details (With Text)

File #: 15-305 Version: 1 Name:

Type: P&R Other Business Status: Agenda Ready

File created: 6/22/2016 In control: Parks & Recreation Commission

On agenda: 7/25/2016 Final action:

Title: Election of Chair and Vice Chair

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Election of Chair and Vice Chair

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

This record is currently unavailable.

Legislation Details (With Text)

File #: 15-308 Version: 1 Name:
Type: P&R Report of the Staff Status: Agenda Ready
File created: 6/20/2016 In control: Parks & Recreation Commission
On agenda: 7/25/2016 Final action:
Title: Community Services Report for July 25, 2016
Sponsors:
Indexes:
Code sections:
Attachments: [CSD Report 72516.pdf](#)

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

DATE: July 25, 2016

SUBJECT: Community Services Report for July 25, 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

This record is currently unavailable.

Legislation Details (With Text)

File #: 15-630 Version: 1 Name:
Type: P&R Report of the Staff Status: Agenda Ready
File created: 6/20/2016 In control: Parks & Recreation Commission
On agenda: 7/25/2016 Final action:
Title: Parks/Trees/Streets Report for July 25, 2016
Sponsors:
Indexes:
Code sections:
Attachments:

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

DATE: July 25, 2016

SUBJECT: Parks/Trees/Streets Report for July 25, 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,

Westley Schroeder, Park Supervisor

This record is currently unavailable.