



City of Woodland

Meeting Agenda

Parks and Recreation Commission

City Hall
300 First Street
Woodland, CA 95695

Monday, June 25, 2018

6:30 PM

Council Chambers

Please Note: The numerical order of items on this agenda is for the convenience of reference; items may be taken out of order. No new items shall begin after 10:30 pm unless unanimous consent exists to continue.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Communications - Public Comment

E. Communications - Commission/Staff Statements and Requests

F. Presentation

G. New Business

H. Committee Reports

1. Standing Committee Report
 - Facilities Committee
 - Budget & Finance Committee
 - Program & Department Evaluation Committee
 - Urban Forest Committee
 - Ad Hoc Committee
 - Volunteerism Committee

I. Consent Calendar

2. Approve May 21, 2018 Minutes

J. Other Business

3. Review and Reissue Committee Assignments
4. Approve FY 18/19 Work Plan
5. Commission Absent Requests

K. Report of the Staff

6. CSD Staff Report June 2018

L. Next Meeting

7. July 23, 2018

M. Adjourn

I declare under penalty of perjury that the foregoing Agenda for the Parks and Recreation Commission Regular meeting of the City of Woodland scheduled for June 25, 2018 was posted on June 22, 2018 in the outside display case at 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.



TO: THE PARKS AND RECREATION COMMISSION
DATE: June 25, 2018
ITEM #: 1.
SUBJECT: Standing Committee Report

Recommendation for Action:

Staff recommends that the Commission give updates for the Committees.



TO: THE PARKS AND RECREATION COMMISSION
DATE: June 25, 2018
ITEM #: 2.
SUBJECT: Approve May 21, 2018 Minutes

Recommendation for Action:

Staff recommends that the Commission approve the May 21, 2018 minutes.

Staff Contact:

Cathy Haynie, Administrative Supervisor, (530) 661-2009, cathy.haynie@cityofwoodland.org

Fiscal Impact:

None

Prepared By: Cathy Haynie, Administrative Supervisor

ATTACHMENTS:

Description	Upload Date	Type
May 21, 2018 Minutes	6/19/2018	Cover Memo

City of Woodland

City Hall
300 First Street
Woodland, CA 95695



Parks and Recreation Commission Meeting Minutes

Monday, May 21, 2018

6:30 PM
Council Chambers

A. Call to Order

Absent: White-Snyder

B. Roll Call

Absent: White-Snyder

C. Pledge of Allegiance

D. Communications - Public Comment

E. Communications - Commission/Staff Statements and Requests

F. Presentation

G. New Business

1. Work Plan 2018/2019

Reviewed work plan. Discussed Clark Field volunteers.

2. Consideration of Off-Leash Dog Permits

On a motion by Andrew Foraker, seconded by Rashid Ali and carried unanimously, Motion approve staff's recommendation to not move forward with pursuing an off-leash dog permitting process. Additionally, the Commission would like the City to consider the development of additional Dog Parks.

Ayes: Ali, Foraker, Singh, Valcarenghi

Absent: White-Snyder

H. Committee Reports

3. Standing Committees

- Facilities Committee
- Budget & Finance Committee
- Program & Department Evaluation Committee
- Urban Forest Committee
- Ad Hoc Committee
- Volunteerism Committee

I. Consent Calendar

4. Approve April 23, 2018 Minutes

On a motion by Andrew Foraker, seconded by Rashid Ali and carried unanimously, Motion to accept minutes as written.

Ayes: Ali, Foraker, Singh, Valcarenghi

Absent: White-Snyder

J. Other Business

5. Commission Absent Requests

None

K. Report of the Staff

6. CSD Staff Report May 21, 2018

Absent: White-Snyder

L. Next Meeting

7. June 25, 2018

M. Adjourn

**On a motion by Rashid Ali, seconded by Andrew Foraker and,
Motion to adjourn at 7:25 p.m.**

Ayes: Ali, Foraker, Singh, Valcarenghi

Absent: White-Snyder



TO: THE PARKS AND RECREATION COMMISSION
DATE: June 25, 2018
ITEM #: 3.
SUBJECT: Review and Reissue Committee Assignments

Recommendation for Action:

Staff recommends that the Commission review and reissue committee assignments.

Staff Contact:

Cathy Haynie, Administrative Supervisor, (530) 661-2009, cathy.haynie@cityofwoodland.org

Prepared By: Cathy Haynie, Administrative Supervisor

ATTACHMENTS:

Description	Upload Date	Type
Roster	6/19/2018	Cover Memo



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder, Vice Chair	whitesnyderc@gmail.com	12/31/2020
Rashid Ali	radali@ucdavis.edu	12/31/2019
Andrew Foraker	Andrew.Foraker@cityofwoodland.org	12/31/2019
Sanjit Singh	Sanjit.singh@cityofwoodland.org	12/31/2018
Jon-Paul Valcarenghi, Chair	Jon-Paul.Valcarenghi@cityofwoodland.org	12/31/2020

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee

Valcarenghi, White-Snyder, **Singh**

Program & Department Evaluation

Ali, Foraker

Ad Hoc Committee

White-Snyder

Budget and Finance Committee

White-Snyder, Foraker, **Singh**

Urban Forest Committee

Valcarenghi, **Ali**

Volunteerism Committee

Foraker

Liaisons

Baseball:

Soccer: Swimming: **Valcarenghi**

Softball: **White-Snyder**

Tennis:

* 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



TO: THE PARKS AND RECREATION COMMISSION
DATE: June 25, 2018
ITEM #: 4.
SUBJECT: Approve FY 18/19 Work Plan

Recommendation for Action:

Staff recommends that the Commission .approve FY 18/19 Work Plan.

Staff Contact:

Cathy Haynie, Administrative Supervisor, (530) 661-2009, cathy.haynie@cityofwoodland.org

Prepared By: Cathy Haynie, Administrative Supervisor

ATTACHMENTS:

Description	Upload Date	Type
Work Plan	6/19/2018	Cover Memo

FY19 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
Partner with community groups and city staff to educate residents on our urban forest and the best ways to maintain our urban canopy. - Ideas might include hosting a planting and tree pruning workshop and working with city staff to present articles and press releases about city programs and rebates. Work with city staff to improve access to urban forest topics on the city webpage. - Ideas might include links to city programs, rebates, the master tree list, cyclical pruning updates, as well as contact numbers and forms. - Partner with community groups and city staff to finish the Legacy Grove. - Review Ad Hoc Sub-Committee recommendations related to Urban Forest <i>Lead Committee: Urban Forest</i>	

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 - Review Ad Hoc Sub-Committee recommendations related to Committee Restructuring <i>Lead Committee: Ad Hoc</i>	

3. Review Policies

Goals	Status
Commissioners will review policies throughout the year as requested. Policies Last Reviewed in FY13. This is a low volume activity and only requires resources on an ad hoc basis. <i>Lead Committee: Ad Hoc</i>	As needed

FY19 Parks & Recreation Commission Annual Work Plan

4. 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 Community & Senior Center Master Plan • Develop recommendations and submit to City Council for consideration • Review recommendations from <i>Program & Department Evaluation Committee</i> regarding facility needs for Program Expansion • -Ensure Current Parks in the community are well maintained by contractors. Park facilities are well maintained and walk through with staff on parks) <i>Lead Committee: Facilities Committee</i>	

5. 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 expansion of programs • Receive budget briefing from staff at least quarterly. • Committee members and staff will jointly provide quarterly budget reports to the Commission • Review Ad Hoc Sub-Committee recommendations related to Budget and Finance Review • Create a work plan for market downturn (recession) <i>Lead Committee: Budget and Finance</i>	

6. 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	

FY19 Parks & Recreation Commission Annual Work Plan

• Establish a process to utilize community volunteers in a productive and consistent manner. • Review Ad Hoc Sub-Committee recommendations related to Volunteerism • Co-ordinate a project on the site of the proposed ExPlorit Center Coordinate and complete one community project with the help of local volunteers. <i>Lead Committee: Volunteerism Committee</i>	
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7. Program & Department Evaluation Committee

Goals	Status
Evaluate community need for expanded programs, including, but not limited to access to additional facilities, classes, and tournaments. If so, recommend a plan to move forward featuring elements of support and resources. Objective: Evaluate current programs and future needs with input from Parks and Community Services Staff and local representative clubs. Determine if expanded facilities/programs are needed. Activities: • Meet with Parks and Community Services to determine what data they have for analysis. • Meet with members of the representative clubs (e.g. soccer clubs/baseball clubs/tennis club to get information and participant numbers and potential from them. • Determine if we should survey community members. If so, work with staff to develop and disperse a tennis survey. • Review Ad Hoc Sub-Committee recommendations related to Program & Department Evaluation <i>Lead Committee: Program & Department Evaluation</i>	



TO: THE PARKS AND RECREATION COMMISSION
DATE: June 25, 2018
ITEM #: 5.
SUBJECT: Commission Absent Requests

Recommendation for Action:

Staff recommends that the Commission request an absence if they will miss an upcoming Commission meeting.

Staff Contact:

Cathy Haynie, Administrative Supervisor, (530) 661-2009, cathy.haynie@cityofwoodland.org

Fiscal Impact:

None

Prepared By: Cathy Haynie, Administrative Supervisor

ATTACHMENTS:

Description	Upload Date	Type
Attendance Report	6/19/2018	Cover Memo

Parks & Recreation Commission Attendance (current commissioners only)
Meetings 4th Monday of each month @ 6:30 pm (no meetings in August or December)

Commissioners	7/2017	8/2017	9/2017	10/2017	11/2017	1/2018	2/2018	3/2018	4/2018	5/2018	6/2018
Jon-Paul Valcarenghi											
Carla White-Snyder			Excused (requested in May 2017)							Excused	
Sanjit Singh							Excused Absence		Unexcused Absence		
Andrew Foraker								Unexcused Absence			
Rashid Ali											
Quorum	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		

Requested:

July – No Requests

September – No Requests

October- No Requests

November- No Request

January- Sanjit Singh requested for February

February- No Requests

March- No Requests

April- Carla White-Snyder requested May

May- No Requests

Notes:



TO: THE PARKS AND RECREATION COMMISSION
DATE: June 25, 2018
ITEM #: 6.
SUBJECT: CSD Staff Report June 2018

Recommendation for Action:

Staff recommends that the Commission receive the staff report for June 25, 2018.

Staff Contact:

Kris Bain, Community Services Program Manager, (530) 661-2002, krista.bain@cityofwoodland.org

Discussion:

ADMINISTRATION

Commission Composition: At the City Council meeting on June 19, 2018, the City Council approved changing the number of seats on the Parks & Recreation Commission from 7 seats to 5 seats. See attached report to council.

PARKS AND RECREATION FACILITIES

Rick Gonzales Senior Park: At the last commission meeting, Chair Valcarengi asked staff to review the number and location of benches and bike racks at Rick Gonzales Senior Park. Since the last meeting, staff has ordered additional trash can, bike racks, and benches. These items will be installed when they are received.

Pioneer Park: After the sand removal was complete in the small child playground (work started on the Day of Service), the deteriorated poured-in-place rubber was replaced. Additionally, engineered wood fiber replaced the sand and the playground re-opened just before summer.

Gracie Hiddleston Park: The re-named Gracie Hiddleston Park had new signs installed and the old Southland Park signs were removed. A re-dedication of the park will be held after scheduled work is completed (a bench will be replaced and a plaque mounted). The ceremony is anticipated to be held this summer when the Hiddleston family is available.



Urban Forestry

CalFire Grant: The City held a public meeting on May 23 to present the Urban Forest Master Plan. Tina McKeand

with Davey Resource Group presented the composition, benefits and values of trees found in the evaluation of the City's Urban Forest. There were eight attendees at the meeting including three representatives from the Woodland Tree Foundation and one Parks Commissioner. The attendees were encouraged to provide input on the management, future vision, strategies, and actions for the urban forest over the next twenty years.

Work Orders: Staff continues to assess the types of work orders that are open and schedule work in a manner to continue to reduce the overall total of work orders.

Month	Inspections	Investigations	Planting	Pruning	Pruning-City Contract	Pruning-Maintenance only	Removal Program	Removal Program-City Contract	Hazard Response	Right of Way clearance	Stump Grinding	Cabling and Bolting	Total Work Orders
17-Jun	7	11	12	3	2	5	106	1	2	3	122	0	275
17-Jul	7	11	14	3	0	5	106	0	4	3	127	0	281
17-Aug/Sept	7	11	16	3	0	9	108	0	3	2	139	0	299
17-Oct	8	11	17	3	0	9	111	1	2	2	142	1	307
17-Nov	7	11	18	10	0	10	112	2	3	2	144	2	312
17-Dec	7	11	45	3	1	11	115	1	4	2	158	2	360
18-Jan	1	1	21	3	1	12	116	1	0	2	138	3	299
18-Feb	1	1	20	3	1	13	117	1	0	2	138	2	305
18-Mar	1	1	22	3	2	14	121	1	0	2	132	1	301
18-April	1	1	21	4	2	15	122	1	0	2	131	1	302
18-May	1	1	21	4	2	19	123	2	0	2	131	1	311

Tree Plantings and Removals: In 2017, 236 trees were planted compared to 133 tree removals. For calendar year 2018, 247 trees have been planted compared to 27 tree removals.

RECREATION

Adult Sports

Softball: The spring softball season concluded on June 22. During this season, there were 39 teams playing in five divisions over three nights: 9 teams on Wednesdays, 14 teams on Thursdays, and 16 teams on Fridays. Registration is being accepted for the summer league, which is scheduled to start on July 25.

Aquatics

General Summer Programming: Public swim opened for weekends on May 26 and for weekdays on June 11. The pool will be open for public swim through Friday, August 17. The inflatable obstacle course will be available every Friday during public swim. During the first week of summer, aquatics staff participated in a weeklong staff training. As part of their training, youth participating in Summertime Fun Club received a free swim lesson (this provides an opportunity for aquatics staff to hone their teaching skills). Youth participating in Summer Teen Pack also received "lifeguard training", led by the City's lifeguards (this provides an opportunity for the lifeguards to teach and refine their skills as well). The first session of summer swim lessons started June 18 and enrollment was filled to capacity. The first three levels of lessons (goldfish, sea horse, and swordfish) are full throughout most of the summer.

Woodland Wreckers Swim Team: On June 3, the Wreckers competed against the Highlander Dolphins of North Highlands. The next home meet will be held on June 23 hosting the Carmichael Beavers. The Wreckers' season concludes with a Northern California Swim League (Motherlode Conference) championship meet at Vista Del Lago

High School in Folsom on July 28-29.

Community Center and Sports Park

Community & Senior Center Rentals for May 2018:

Private Reservations	City-Related Reservations
Universal Church (5)	YGRIP Operational Team meeting
Yolo County Realtors (5)	Public meeting
Memorial Scholarship Event	NCPOA Luncheon - PD
Sutter Peak Charter Academy graduation	Admin Clerk III testing - HR
Woodland Soccer Club meeting	Spring Lake Fire Station public meeting - FD
Private family meeting	Police Records Specialist testing - HR
Yolo County Bar Association meeting	Yolo County Cannabis Workshop - CDD
PHS Senior Prom	

Facility maintenance projects for May 2018 include:

- Carpet, partition walls, sofa and chair cleaning throughout the building
- 20 led bulbs & ballast bypass installations to parking lot lights
- Roof top unit economizer hood cleaning & filter change out
- More Shelving was installed in gym storage room
- Cleaned basketball glass backboard scuffs
- Kitchen outside blower fan switch replacement
- Water test and treatment to fountain & waterfalls
- Installed 2 additional towel dispensers in men & women main restrooms

Woodland Sports Park Tournament Reservations: Woodland Sports Park held 8 out of 9 tournament events in May. Over 100 teams participated in competition for the month of May. The total revenue captured for these reservations was \$16,800. These tournaments were youth/teen baseball and girls fast pitch.

General Recreation Programming

Summertime Fun Club Volunteer Program: The Summertime Fun Club program is supplemented by high-school-aged volunteers that assist camp leaders with daily activities for youth. There are 16 volunteers registered for the programs, all of who have been background checked to work with the kids. This program provides opportunities for teenagers to gain experience and knowledge working with children so they can ultimately progress into paid positions in upcoming years with the City. This summer, 4 volunteers from previous years have been hired to work as Activity Leaders within the Summertime Fun Club program.

Teens Helping Seniors: The Teens Helping Seniors program takes groups of teen volunteers out to senior homes and properties to conduct housework or yard work for free. For the third consecutive year, Special Program Coordinator Sarah Smith will lead the program. Teens Helping Seniors has 30 volunteers signed up, 7 of which have returned from last summer

Measure J Programming

Sixth Grade Party: Community Services held the annual Sixth Grade Party on Friday, June 2 at the Community & Senior Center. This semi-formal party celebrated students finishing sixth grade. This year's event was very successful and highly attended with 575 students in attendance (70% of the sixth grade students in Woodland). During the party students danced with friends, sang along with karaoke, took photos at the photo booth, and several students won awards such "best actor" or "best director". The school district agreed to support the City in the distribution of tickets

to all of the sixth graders in Woodland. In addition, teachers were asked to promote the event by getting the students excited about the event. The class with the highest percentage of students in attendance was Mr. Zendejas' class from Maxwell in which 23 of 24 (96%) students attended the party. The entire class was rewarded with a pizza party during the last week of school for having the best percentage of students attend the Sixth Grade Party. The next Measure J event is the Dive-In Movie scheduled on Friday, August 24 at the Community Swim Center.

Summer at City Hall: Summer at City Hall started on June 18 with 17 participants. The program runs from 9 am - 3 pm daily for three weeks. Staff will provide an update on this program in the next commission report.

Upcoming Dates

July 4: Annual City of Woodland 4th of July Celebration, various locations

August 24: Dive-In Movie, Community Swim Center, 7:00 pm

Prepared By: Kris Bain, Community Services Program Manager

Reviewed By: Christine Engel, Community Services Director

ATTACHMENTS:

Description	Upload Date	Type
Council Report	6/19/2018	Cover Memo
Expenditure Report	6/19/2018	Cover Memo
Revenue Report	6/19/2018	Cover Memo



TO: THE HONORABLE MAYOR AND CITY COUNCIL
 DATE: June 19, 2018
 ITEM #: 29.
 SUBJECT: Recommended Revisions to Appointment Procedure and Structure for City Boards and Commissions

Recommendation for Action:

Staff recommends that the City Council provide feedback on preliminary recommendations for updating the appointment process for City Boards and Commissions and related changes to selected commission structures and terms of office.

Staff Contact:

Paul Navazio, City Manager, (530) 661-5800, paul.navazio@cityofwoodland.org

Fiscal Impact:

There is no fiscal impact related to the recommendations contained in this report. Significant staff time is allocated to support of the City's Boards and Commissions with funding included within the baseline operating budget of relevant city departments. Nominal costs are also associated with the periodic recruitment and nomination period for board and commission appointments.

Background:

At its meeting of March 20, 2018, the Council directed staff to work with the Mayor and Mayor Pro Tempore to develop recommendations for updating the appointment process for Boards and Commissions as well as address selected issues related to the structure and administration of the city's advisory bodies.

Currently, the City has 10 active boards and commissions as well as 3 citizen's advisory committees. Nine out of ten of the formal board and commissions, along with the Water Utility Advisory Committee (WUAC) follow a standard process (with minimal variations), as outlined below. Appointments to the Manufactured Home Fair Practices Commission are governed by specific provisions of Section 16-B of the City Code adopted through a voter-approved ballot measure. There is no formal structure or appointment process for the city's ad-hoc Sustainability Committee.

Earlier Council discussions have focused on the desire to address a number of concerns:

- Promote opportunities for citizen engagement through serving on city Boards and Commissions.
- Improve outreach efforts aimed at increasing public awareness and expanding pool of qualified applicants for Board and Commission appointments
- Ensure that Commission membership is reflective of the community at-large
- Review roles of selected "On-Call" Boards and Commissions and frequency of meetings in response to concern over lack of activity and opportunity for public engagement.

The process currently used to evaluate and appoint members to the majority of Boards and Commissions follows these basic steps:

1. Solicitation of applications from prospective candidates for open positions
2. Council Ad-hoc Subcommittee Assigned
 - a. Presently assigned by City Clerk on rotation basis
3. Council Sub-Committee responsible for
 - a. Conducting formal interviews of applicants
 - b. Recommending slate of candidates to full Council
4. City Council ratifies sub-committee recommendations
 - a. Name and applications of recommended candidates provided to full Council

This process generally occurs twice a year as all commissioner terms expire either on a fiscal year (June 30th) or calendar year (December 31st) cycle, as follows:

Fiscal Year Terms: July 1 – June 30

- Building Code of Appeals (On Call)
- Planning Commission
- Historical Preservation Commission
- Library Board

Calendar Year Terms: January 1 – December 31

- Parks & Recreation Commission
- Personnel Board (On Call)
- Traffic Safety Commission (On Call)
- Commission on Aging
- Manufactured Homes Fair Practices Commission (3-year terms, per ordinance) – (On-Call)

Citizen's Advisory Committees

- Utility Undergrounding Committee – Ex Officio (On Call)
- Water Utility Advisory Committee (WUAC) – (On Call)
- Citizen's Flood Advisory Committee – (On Call)

Discussion:

Based on a Council feedback at the March meeting, along with a review of board and commission processes employed by several other cities, staff –working with an ad hoc sub-committee of Mayor Fernandez and Mayor Pro Tempore Rodriguez- have developed a number of preliminary recommendations, presented herein, for Council feedback.

PRELIMINARY RECOMMENDATIONS:**APPOINTMENT PROCESS:****1) ESTABLISH A FORMAL ANNUAL BOARD AND COMMISSION RECRUITMENT PROCESS****2) Shift all Board and Commission terms to align with Fiscal Years; retain (modified) staggered terms.** *Affects: Parks and Recreation, Aging, Personnel, MHFPC, and Library Board*

- a. Board and Commission “Open House” - March
- b. Application Period – April 1st – May 15th
- c. Appointment by Council – First meeting in June

3) After close of Board and Commission “Application Period”:

- a. Continue practice of screening applicants via Council Sub-Committee (proposed as Mayor and Mayor Pro Tempore)
- b. Sub-committee presents slate of candidates to full Council for ratification, annually at First meeting in June (EXCEPTION: Planning Commission)

COMMISSION STRUCTURE / MODIFICATIONS:**4) ALL COMMISSIONS (EXCEPT PLANNING) WILL BE CONSTITUTED WITH FIVE REGULAR COMMISSION SEATS; PLANNING COMMISSION WILL RETAIN SEVEN SEATS**

- a. Park and Recreation will transition to 5 Commissioners (currently Code allows for 5, 6, or 7, stemming from 2004 consolidation with Tree Commission).
 - b. MHFPC will continue to be structured consistent with voter-approved initiative.
 - i. 5 Regular appointments (one appointed by each Council member)
 - ii. 2 Alternates appointed by the Mayor
 - c. Planning Commission will continue to have 7 members; however, proposed shifting to
 - i. **5 Commissioners (one appointed by each Council member)**
 - ii. **2 Commissioners appointed by entire Council**
- 5) Modify Terms of Office for selected existing commissioners, as needed, to:
- a. Reflect transition from Calendar Year cycle to Fiscal Year cycle
 - b. Modify terms to re-establish “staggered” terms within each commission
- 6) Re-establish and Maintain REGULAR MEETING SCHEDULE, as follows:
- a. Twice per Month – Planning Commission
 - b. Once per Month – Parks, Aging, Historic Pres., Library
 - c. As-Needed – Establish Min. 2 Meeting per Year – Bldg. Appeals. MHFPC, Personnel
- 7) Traffic Safety Commission
- a. Update role and purpose (to include Transportation / Transit / Traffic Safety)
 - b. Consider transitioning from “as needed” to regular meeting schedule.
- 8) Manufactured Home Fair Practices Commission
- a. Need to re-assign commission seats from Council members to District #'s
- 9) Board of Building Appeals
- a. Statutory requirement
 - b. If abolished, function defaults to the City Council – (NOT RECOMMENDED)
 - c. Update make-up to specify commission appointments representing specific areas of expertise

OTHER CONSIDERATIONS:

- Attendance requirements:
 - o Maintain current attendance requirement to maintain eligibility to serve on boards and commissions; however, need to work with Commission Chairs on consistent application of “excused” vs. “unexcused” absences
- Term Limits:
 - o Selected commissions have advocated for establishing term limits for commissioners
 - o If appropriate, staff would recommend cap of 12 years, which allows for four
 - § (4) successive 3-year terms, or
 - § (3) three successive 4-year terms.
- City Website:

- o Updated to provide consistent template for public to review
 - § Role of Commission
 - § Membership / Terms
 - § Meeting Schedule, Agendas and Minutes
 - § Link Commission application process

Commission/Committee Recommendation:

The recommendations included in this report have been developed in consultation with an ad hoc Council Sub-committee to include Mayor Fernandez and Mayor Pro Tempore Rodriguez.

Conclusion:

Staff recommends that the City Council provide feedback on the preliminary recommendations presented in this report. Based on feedback received, staff will return to Council with specific actions to update applicable ordinances and resolutions to implement desired modifications.

Prepared By: Paul Navazio

Reviewed By: Paul Navazio, City Manager



Paul Navazio, City Manager

ATTACHMENTS:

Description	Upload Date	Type
Commission Terms PROPOSAL	6/15/2018	Backup Material
Boards and Commissions Background Files	6/15/2018	Backup Material

RECREATION SNAPSHOT THRU 5/31/18				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$535,876.00	\$494,576.69	\$41,299.31	7.71%
Community & Senior Center	\$980,183.50	\$766,451.79	\$213,731.71	21.81%
Brook Swim Center-Recreation	\$156,677.00	\$165,811.89	-\$9,134.89	-5.83%
General Recreation Programs	\$496,929.14	\$447,907.69	\$49,021.45	9.86%
Subtotal	\$2,169,637.52	\$1,874,748.06	\$294,917.58	13.59%
Enterprise Fund				
Youth Enterprise	\$409,292.37	\$288,807.58	\$120,484.79	29.44%
Subtotal	\$409,292.37	\$288,807.58	\$120,484.79	29.44%
Measure J				
General Recreation Programs	\$655,077.38	\$380,995.09	\$274,082.29	41.84%
Middle School Programs	\$189,222.79	\$158,530.24	\$30,692.55	16.22%
Aquatics	\$235,189.00	\$138,946.85	\$96,242.15	40.92%
Recreation Van	\$85,032.22	\$65,569.45	\$19,462.77	22.89%
Summer Camp	\$184,274.79	\$74,980.10	\$109,294.69	59.31%
Youth Advisory Committee and Academy	\$5,000.00	\$0.00	\$5,000.00	100.00%
Subtotal	\$1,268,796.18	\$819,021.73	\$534,774.45	42.15%
Total Recreation Budget	\$3,847,726.07	\$2,982,577.37	\$950,176.82	24.69%

PARKS SNAPSHOT THRU 5/31/18				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$224,494.00	\$215,105.99	\$9,388.01	4.18%
Park Maintenance	\$1,508,084.05	\$1,243,008.50	\$265,075.55	17.58%
Hiddleson Maintenance	\$3,782.00	\$1,903.97	\$1,878.03	49.66%
Charles Brooks Swim Center Maintenance	\$355,098.38	\$331,144.62	\$23,953.76	6.75%
Tree Maintenance	\$401,960.49	\$330,986.88	\$70,973.61	17.66%
Subtotal	\$2,476,189.50	\$2,122,149.96	\$371,268.96	14.99%
Enterprise Fund				
Cemetery Maintenance	\$457,996.00	\$375,421.43	\$82,574.57	18.03%
Subtotal	\$457,996.00	\$375,421.43	\$82,574.57	18.03%
Lighting & Landscape District				
Gibson Ranch	\$722,530.00	\$463,264.88	\$259,265.12	35.88%
Gibson Ranch CIP	\$60,000.00	\$33,683.26	\$26,316.74	43.86%
North Park District	\$33,270.00	\$26,661.99	\$6,608.01	19.86%
Streng Pond Maintenance District	\$38,030.00	\$27,539.97	\$10,490.03	27.58%
Woodland West (Westwood)	\$27,949.00	\$16,507.51	\$11,441.49	40.94%
Springlake	\$988,560.00	\$730,926.95	\$257,633.05	26.06%
Community Sports Park Programs	\$452,966.19	\$403,975.19	\$48,991.00	10.82%
Gateway	\$110,237.00	\$57,218.98	\$53,018.02	48.09%
Subtotal	\$2,423,609.58	\$1,759,778.73	\$673,763.46	27.80%
Total Park Budget	\$5,357,795.08	\$4,257,350.12	\$1,127,606.99	21.05%

RECREATION - REVENUE SNAPSHOT thru 5/31/18			
Account Title	FY18 Projection	FY18 Revenue to Date	% of Projection
General Fund			
Red Cross Course Fee	\$500.00	\$1,635.00	327.00%
Msc. Sales	\$1,000.00	\$720.00	72.00%
C. Brooks Swim Center Revenue	\$150,000.00	\$129,145.25	86.10%
Community Senior Center Msc.	\$80,000.00	\$107,031.96	133.79%
Community Fitness Center	\$36,000.00	\$35,506.00	98.63%
Community Sports Park	\$205,000.00	\$242,256.25	118.17%
Subtotal	\$472,500.00	\$516,294.46	109.27%
Enterprise			
Recreation Contract	\$183,000.00	\$137,824.54	75.31%
General Recreation	\$110,000.00	\$94,773.76	86.16%
Senior Programs Revenue	\$10,000.00	\$12,083.80	120.84%
Yolano Recreation Program Income	\$5,000.00	\$14,204.00	284.08%
Adult Recreation & League Programs	\$80,000.00	\$64,911.00	81.14%
Subtotal	\$388,000.00	\$323,797.10	83.45%
Measure J			
Measure J	\$15,000.00	\$20,290.50	135.27%
Subtotal	\$15,000.00	\$20,290.50	135.27%
TOTALS	\$875,500.00	\$860,382.06	98%

PARKS - REVENUE SNAPSHOT thru 5/31/18			
Account Title	FY18 Projection	FY18 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$60,000.00	\$68,961.75	114.94%
Subtotal	\$60,000.00	\$68,961.75	114.94%
Enterprise Fund			
Cemetery Internment Space	\$16,000.00	\$26,357.00	164.73%
Cemetery Services	\$44,000.00	\$37,345.00	84.88%
Cemetery Products	\$30,000.00	\$22,843.00	76.14%
Endowment Care Fee	\$9,000.00	\$12,522.00	139.13%
Subtotal	\$99,000.00	\$99,067.00	100.07%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$15,000.00	\$14,887.00	99.25%
Springlake Park Revenue	\$10,000.00	\$14,607.40	146.07%
Subtotal	\$25,000.00	\$29,494.40	117.98%
TOTALS	\$184,000.00	\$197,523.15	107%

Urban Forest Master Plan

Community Workshop

May 23, 2018



DAVEY 
Resource Group

ROAD MAP

This Presentation

- What is the Urban Forest?
- Introduction
 - Urban Forest Master Plan
- What Do We Have?
 - Urban Tree Canopy
 - Public Tree Resource
 - Woodland's Urban Forest Operations
- Community Discussion
 - Dot Voting
- Want to Know More?
- What's Next?
- Conclusion



What is the Urban Forest?

Public and Private Trees

Urban Forest

- All publicly and privately owned trees within an urban area

Public Trees

- Parks and Natural Areas
- Public Right of Ways
- Trees on Public Property

Private Trees

- Residential
- Commercial
- Industrial



Introduction

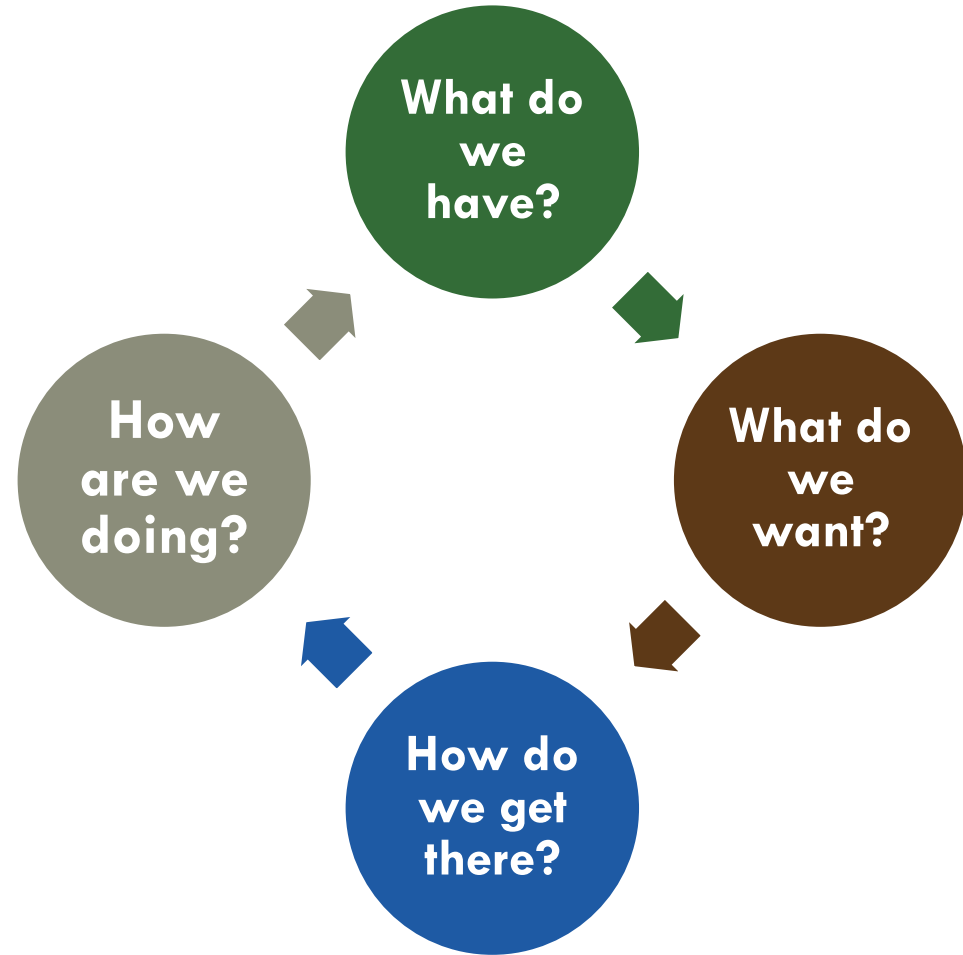
Urban Forest Master Plan (UFMP)

What is an UFMP?

- Guidance for managing the urban forest
- Long and short-term goals
- Adaptive management principles

Why is it valuable?

- Promote a shared vision
- Communicate value and benefit of trees
- Manage challenges and opportunities
- Pathway to proactive management
- Funding



What Do We Have?

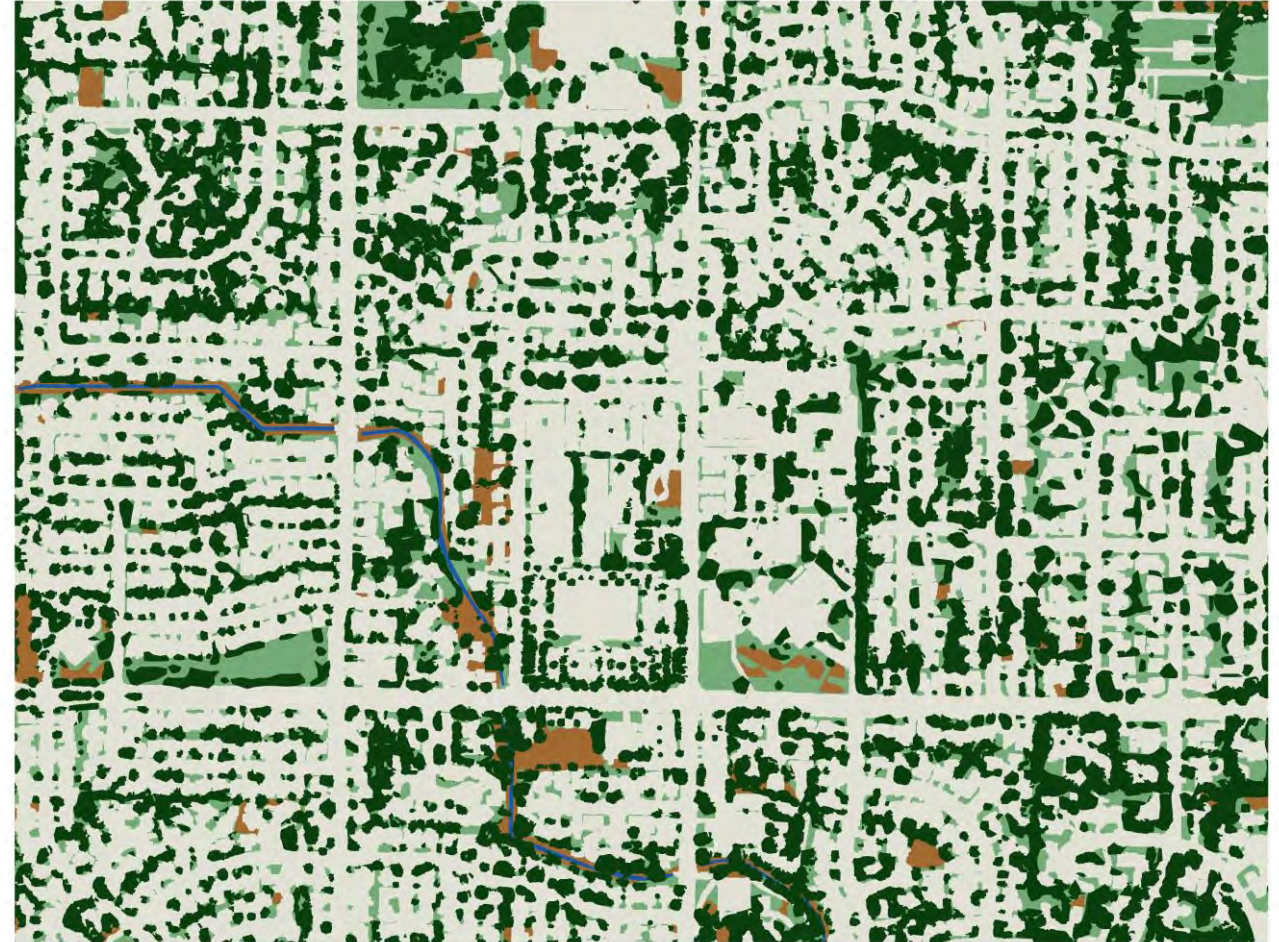
The Urban Tree Canopy (UTC)

What is the UTC?

- The percent of the city that is covered by trees, as seen from an aerial view

What is a UTC Assessment?

- Measures location and extent of UTC
- Calculates benefits created by the UTC
- Creates GIS layers
- Supports decision-making



What Do We Have?

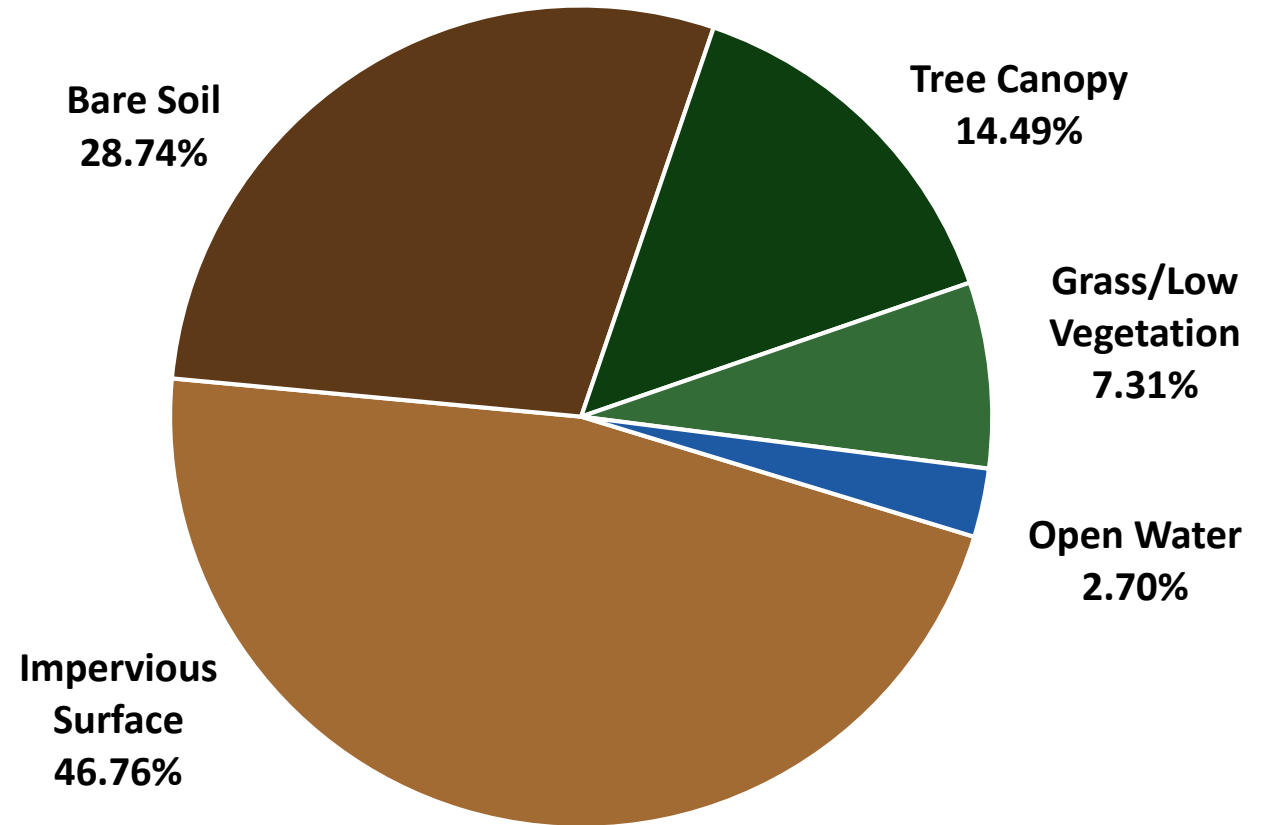
Woodland's UTC Land Cover

What we have:

- Urban Tree Canopy (14.5%)
- Potential Canopy (50.5%)

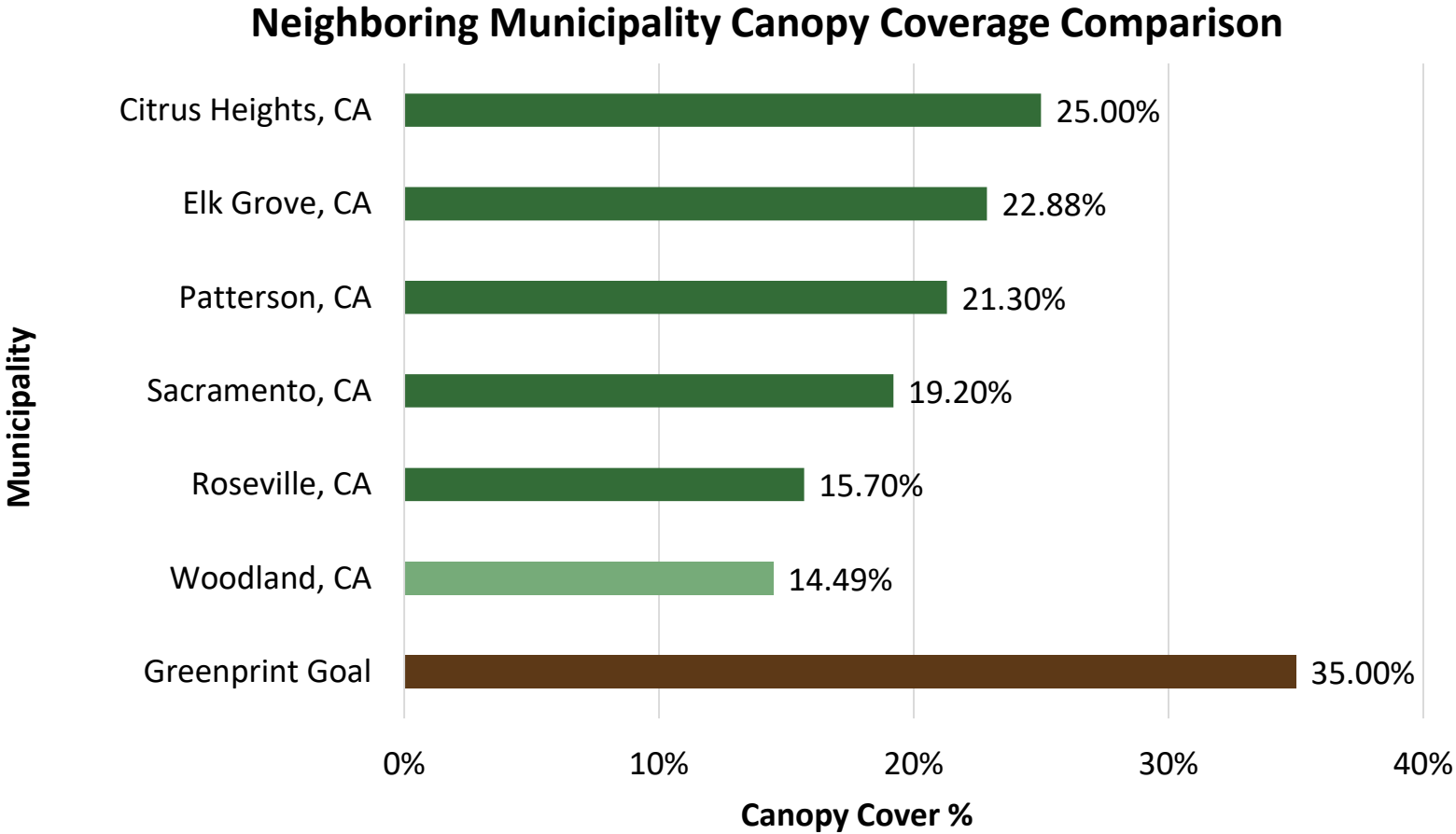
Historical change (2009 to now):

- Tree canopy cover increased 667.3 acres to 1,394.4 acres.
- Tree canopy cover increased 6.9% to 14.5%.



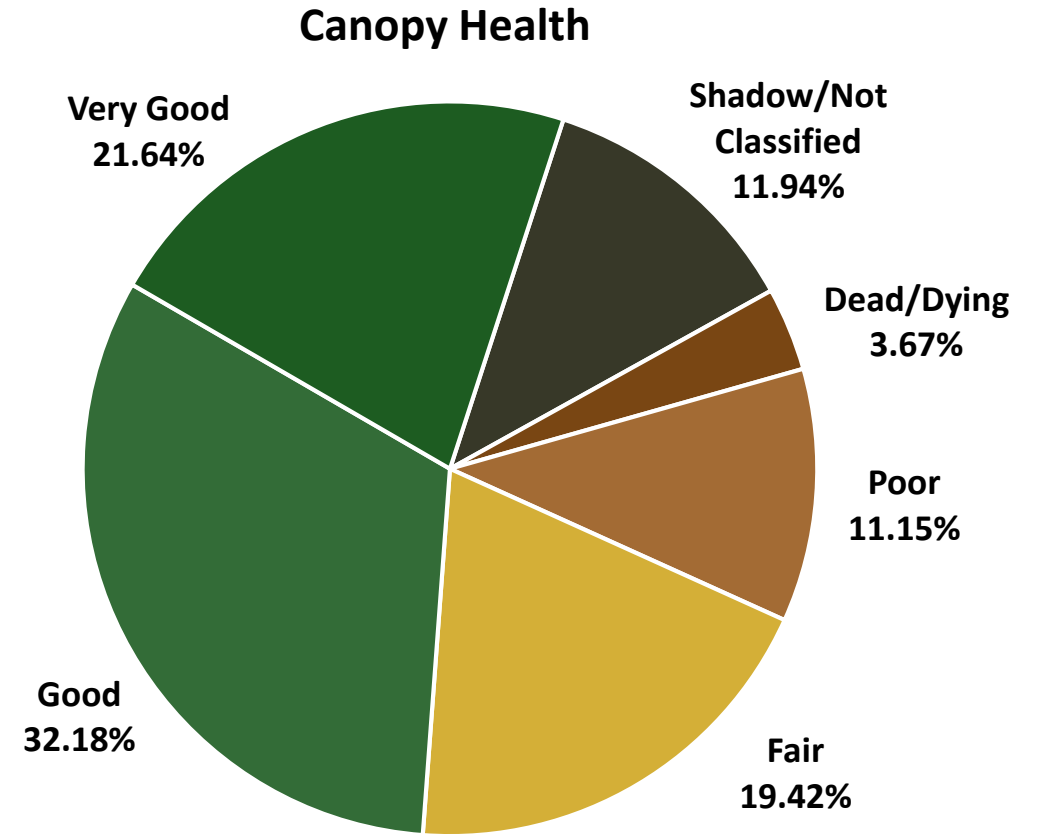
What Do We Have?

Woodland's UTC Comparison Communities



What Do We Have?

Woodland's UTC Health



What Do We Have?

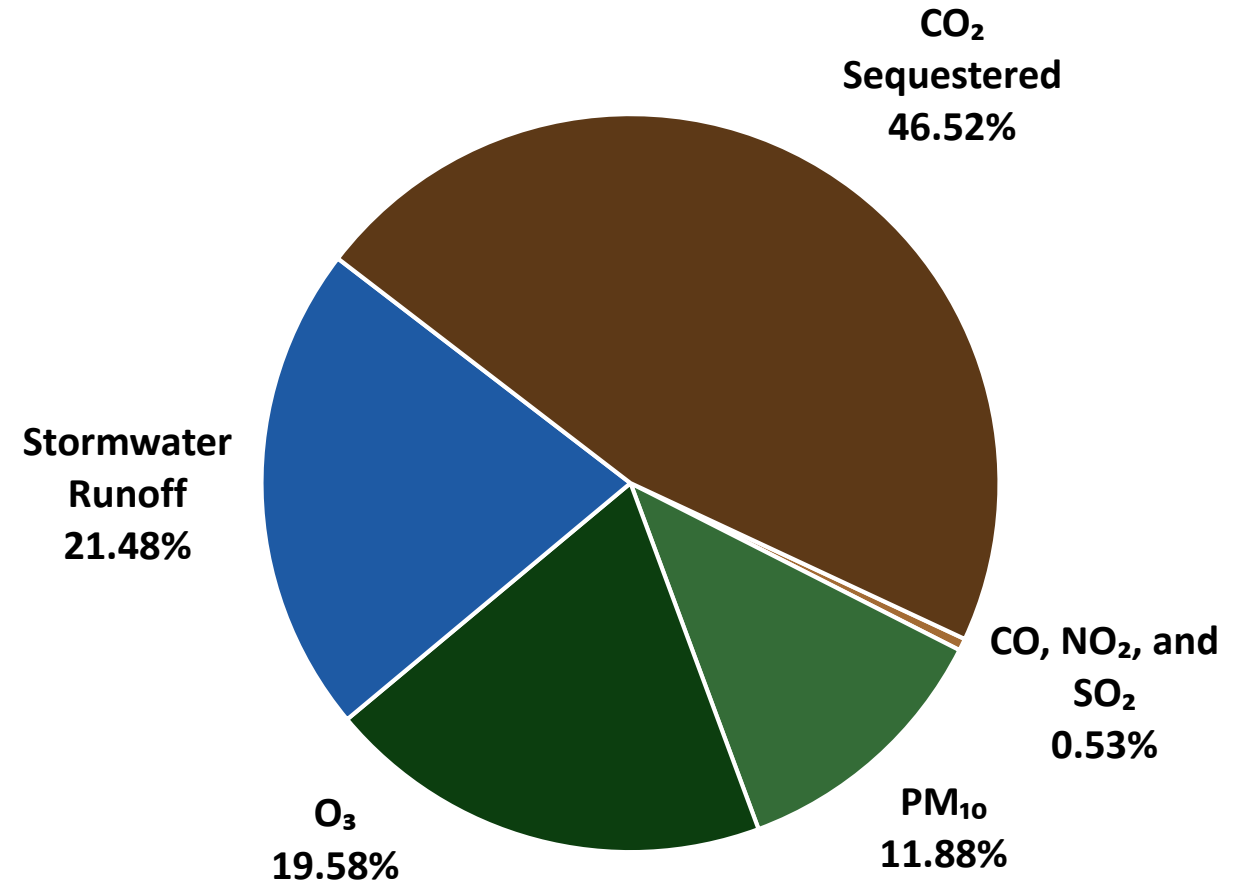
Woodland's UTC Benefits

Stored Carbon

- 148,194 tons of CO₂, valued at \$5.2 million

Annual canopy benefits

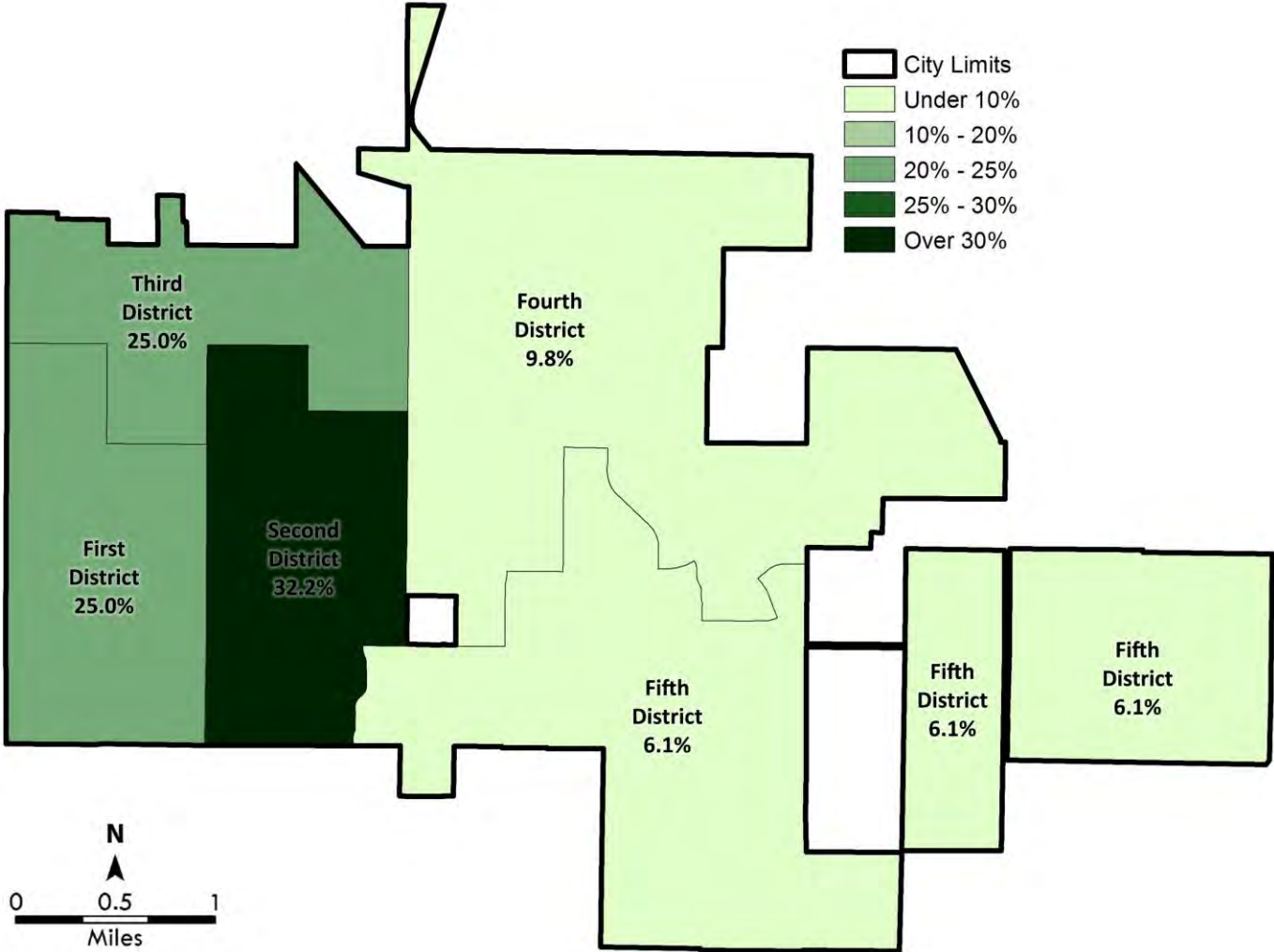
- 40 tons of air pollutants removed, valued at \$181,749
- 15.3 million gallons of stormwater runoff reduced, valued at \$122,038
- 7,496 tons of CO₂ removed, valued at \$264,288



What Do We Have?

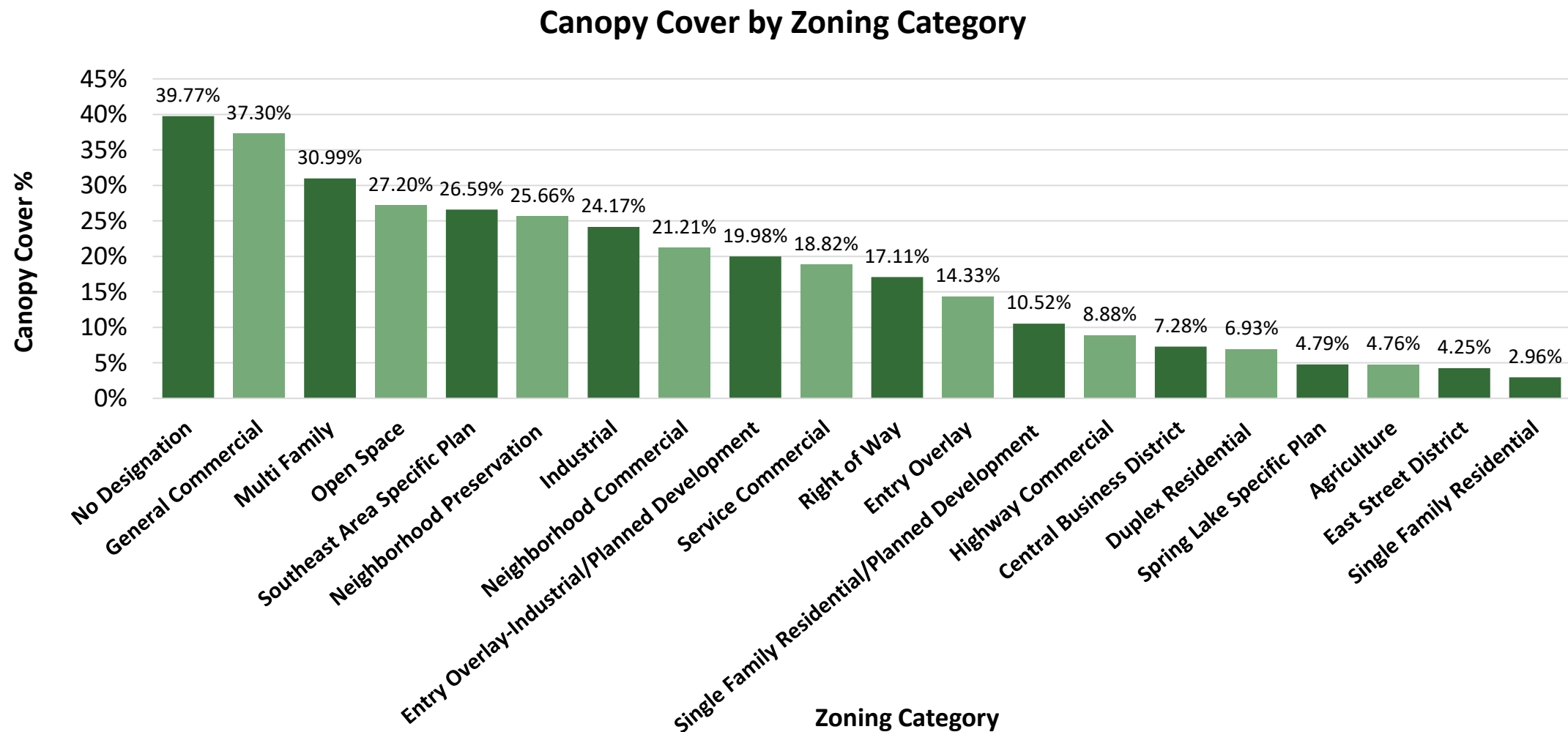
Woodland's UTC by Council Districts

Council District	Acres	Canopy %	Impervious %	Maximum UTC %
First District	1,125	24.95	58.16	41.72
Second District	1,111	32.21	55.72	44.25
Third District	1,021	24.97	56.43	43.52
Fourth District	2,956	9.84	59.38	40.21
Fifth District	3,414	6.13	26.14	66.39



What Do We Have?

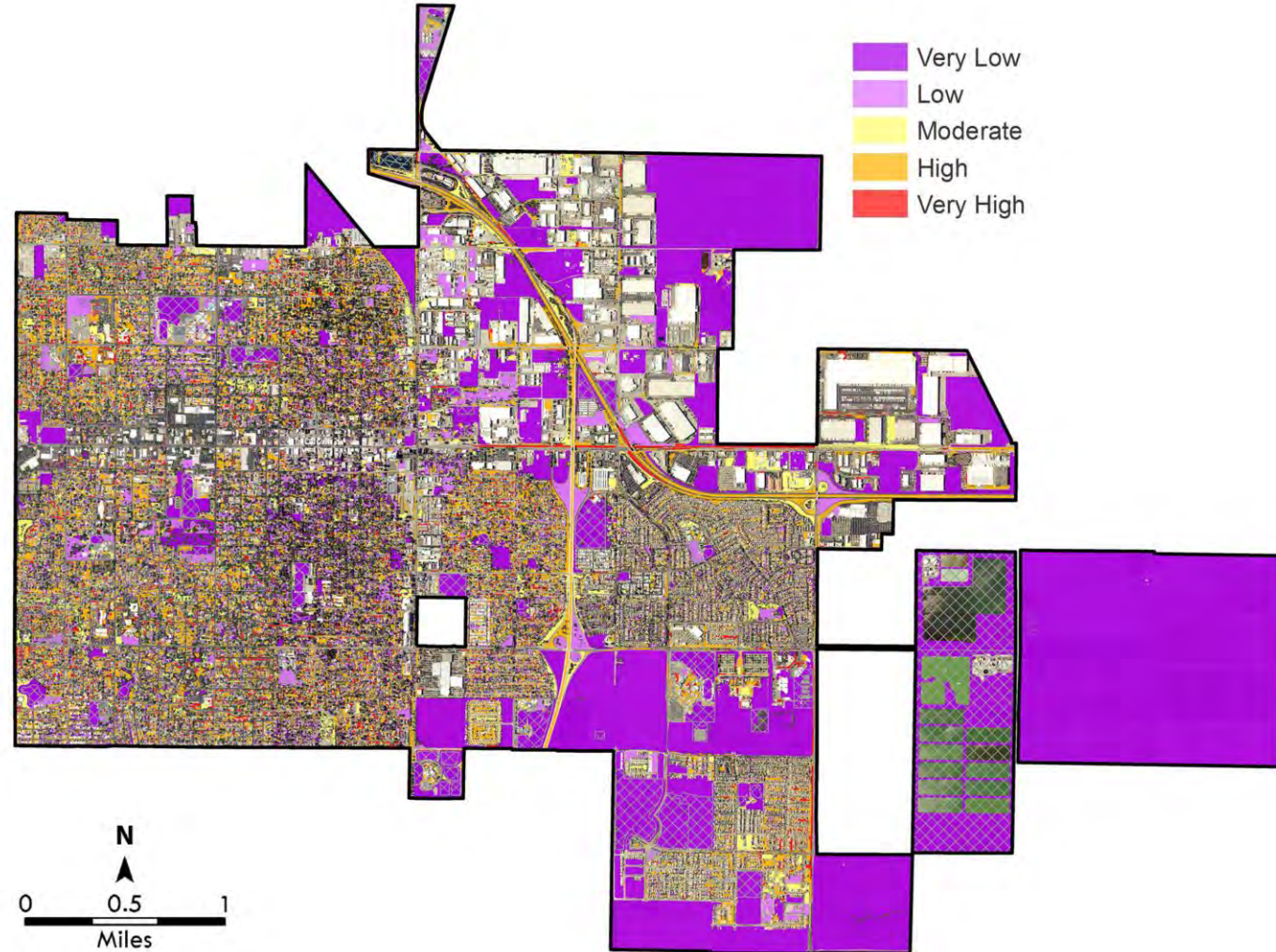
Woodland's UTC by Zoning



What Do We Have?

Woodland's UTC Priority Planting

- Very Low: 2,765 acres
- Low: 183 acres
- Moderate: 206 acres
- High: 252 acres
- Very High: 58 acres



What Do We Have?

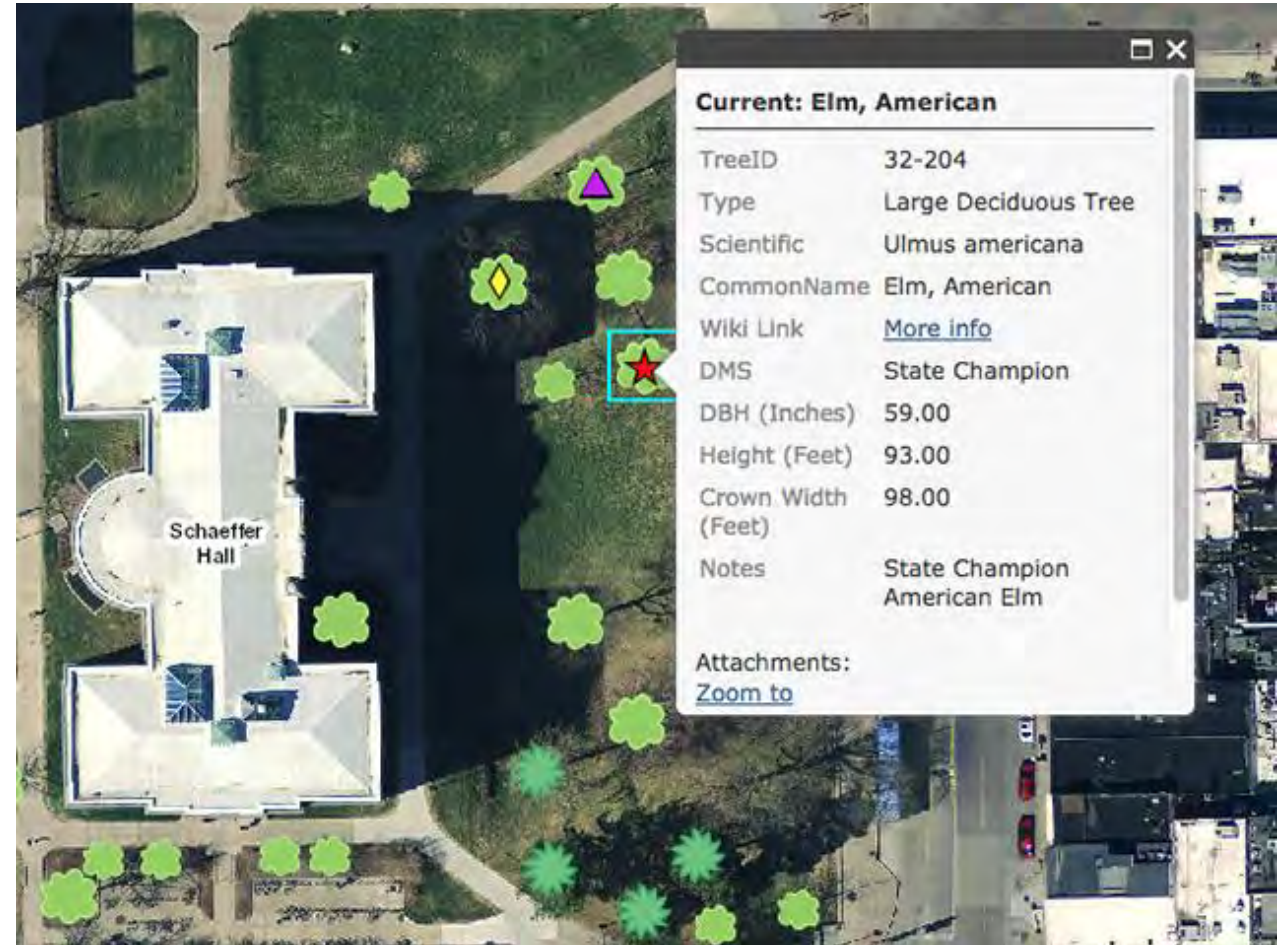
Public Tree Resource Analysis

What is the public tree resource?

- All inventoried public trees
- Streets, parks, city facilities

Why is it valuable?

- Location
- Species
- Height
- Condition
- DBH
- Benefits



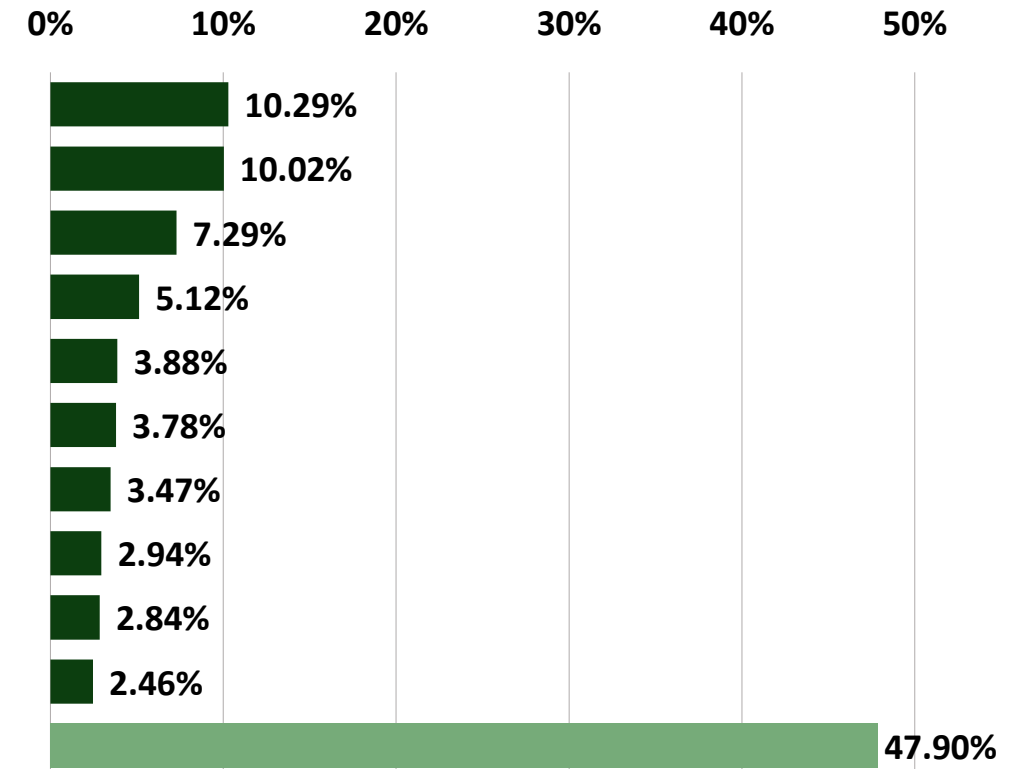
What Do We Have?

Woodland's Public Tree Resource Structure

Composition

- 14,166 trees
 - 7.8% increase since 2010 (1,026 trees)
- 170 unique species
 - 30 new species since 2010
- Top 4 species represent 32.7%
- 88.7% of trees fair or better condition.
- \$30.5 million to replace

Top 10 Most Prevalent Species in Woodland



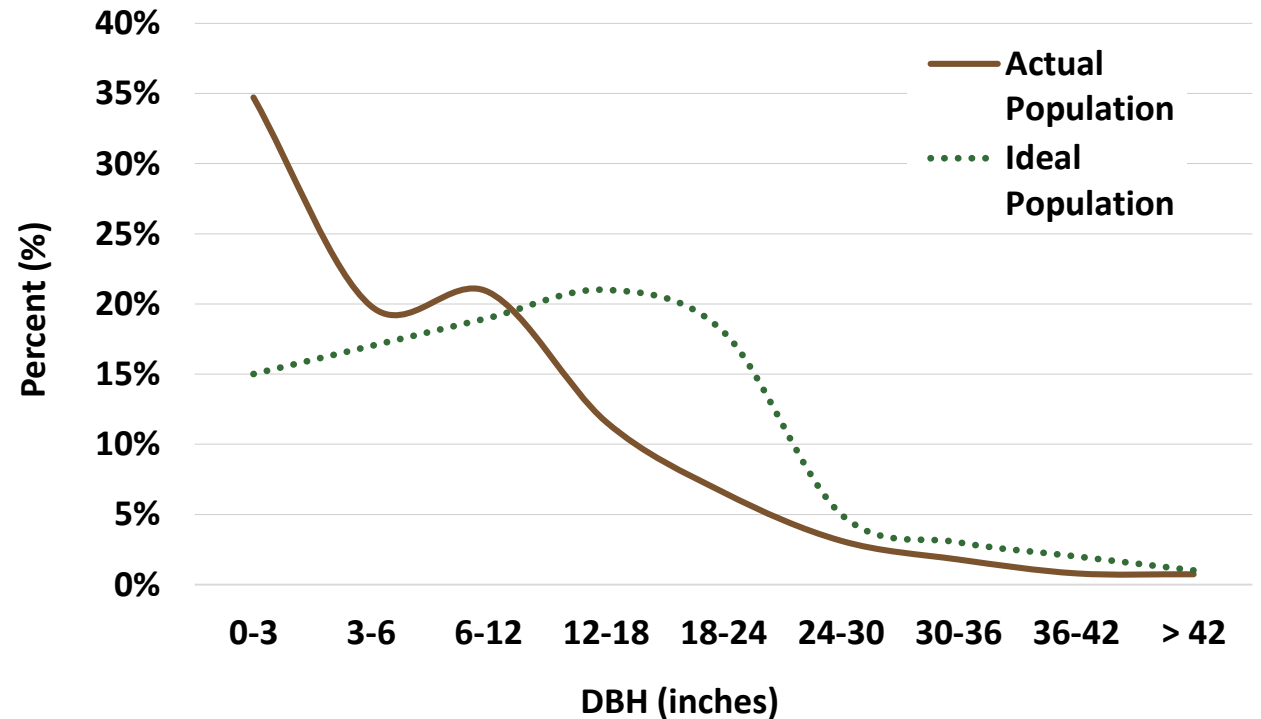
What Do We Have?

Woodland's Public Tree Resource Structure

Age Distribution

- 74.6% < 12" DBH
- 6.4% > 24" DBH

Public Tree Resource Age Distribution for Woodland



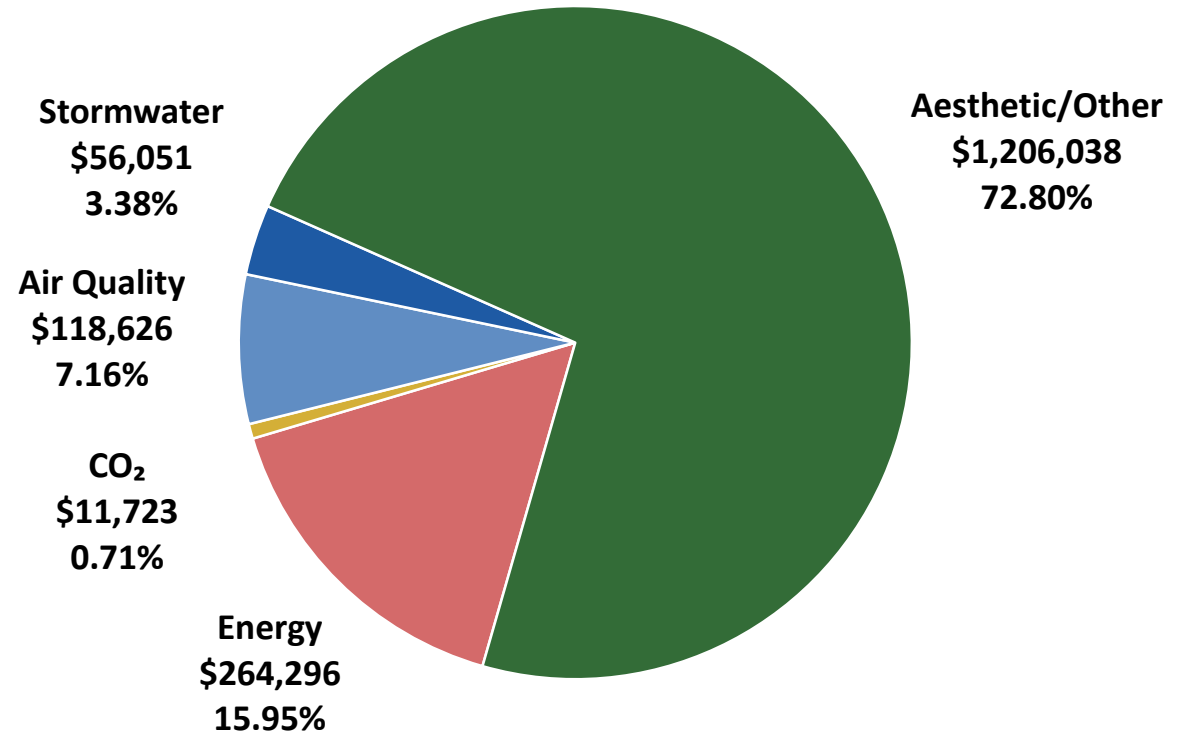
What Do We Have?

Woodland's Public Tree Resource Benefits

Annual Benefits

- \$1.7 million
 - \$264,296 energy reduction
 - 7.2 million gallons of stormwater
 - 782 tons CO₂
 - 6,381 pounds air pollutants
 - \$1.2 million property value
 - \$116.95 per tree

Benefits of the Public Tree Inventory for Woodland



What Do We Have?

Woodland's Public Tree Resource Benefits

Benefit vs Investment

- \$661,140 investment (2017)
 - \$698,397 (2010)
- \$1,656,734 gross benefit (2017)
 - \$1,049,311 (2010)
- 995,595 net benefit (2017)
 - \$350,914 (2010)
- **For every \$1 invested in public trees, the community receives \$2.51 in benefits.**



What Do We Have?

Urban Forest Operations

Services

- Tree Planting
- Maintenance
- Service Calls
- Rebates (Private Tree Plantings)
- Outreach

Partners

- Woodland Tree Foundation
- Sacramento Tree Foundation
- California Department of Forestry and Fire Protection



What Do We Want?

Discussion

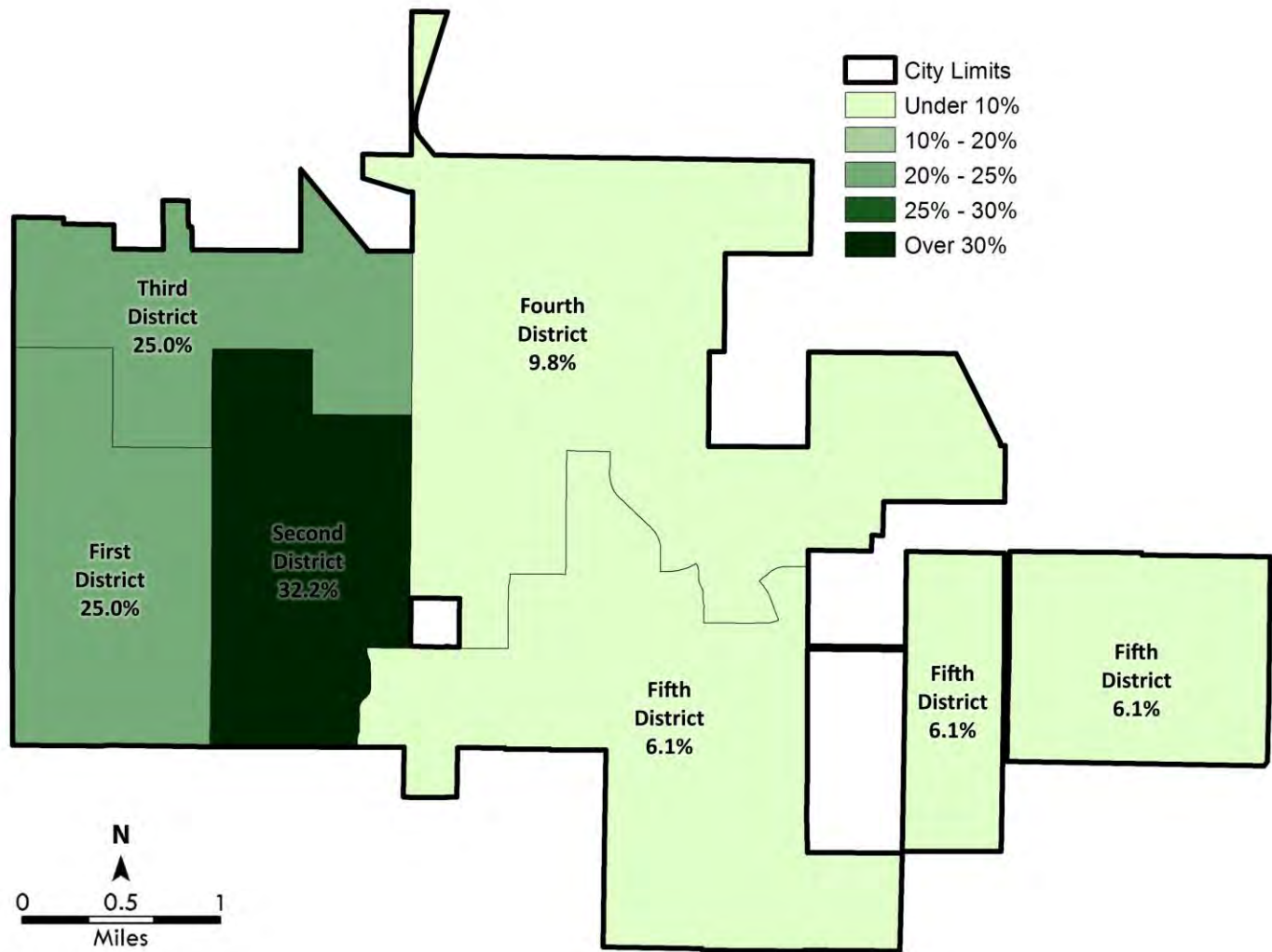
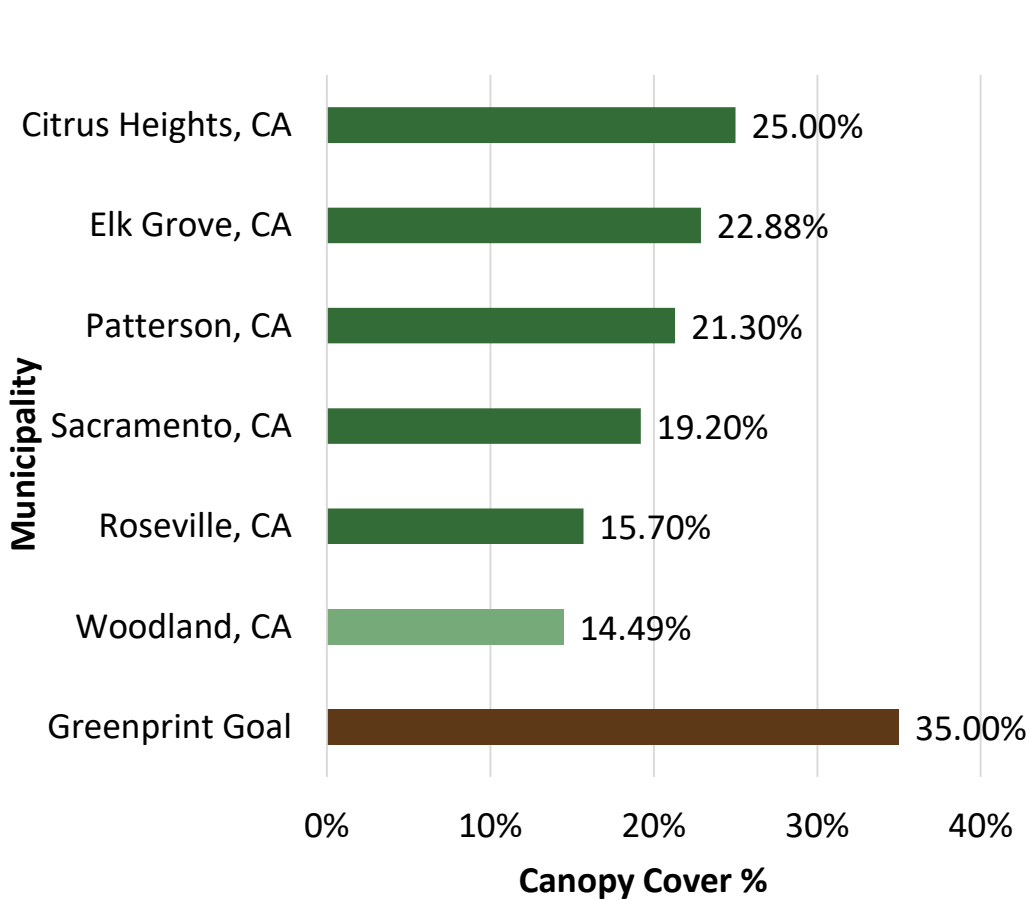
- Canopy goals
- Level of care for public trees
- Where would you like to see more trees
- What outreach works best
- Funding
- Heritage tree protection



https://en.wikipedia.org/wiki/Woodland,_California

What Do We Want?

Canopy Goals



What Do We Want?

Level of Care for Public Trees

- Minimal
- Reactive
- Proactive



What Do We Want?

Where Would You Like To See More Trees?



What Do We Want?

What Outreach Works Best?



<http://www.concordmonitor.com/Concord-Arbor-Day-Celebration-at-Rollins-Park-9544967>

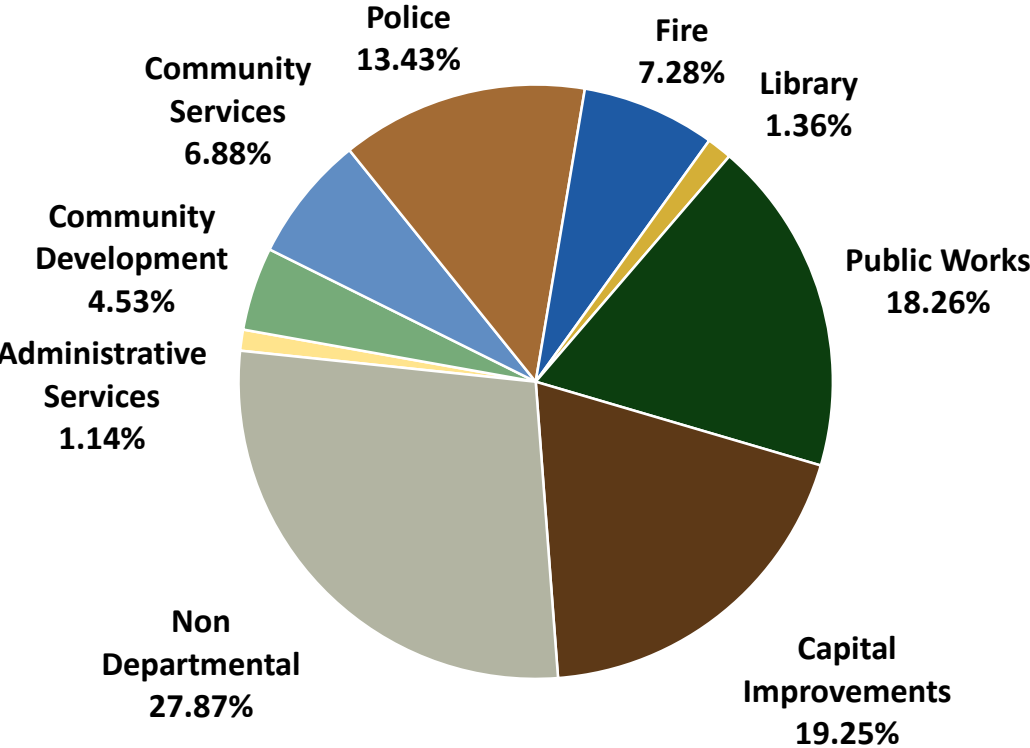


<http://www.barksdale.af.mil/News/Article-Display/Article/320339/cdc-children-plant-tree-recycle-trash/>

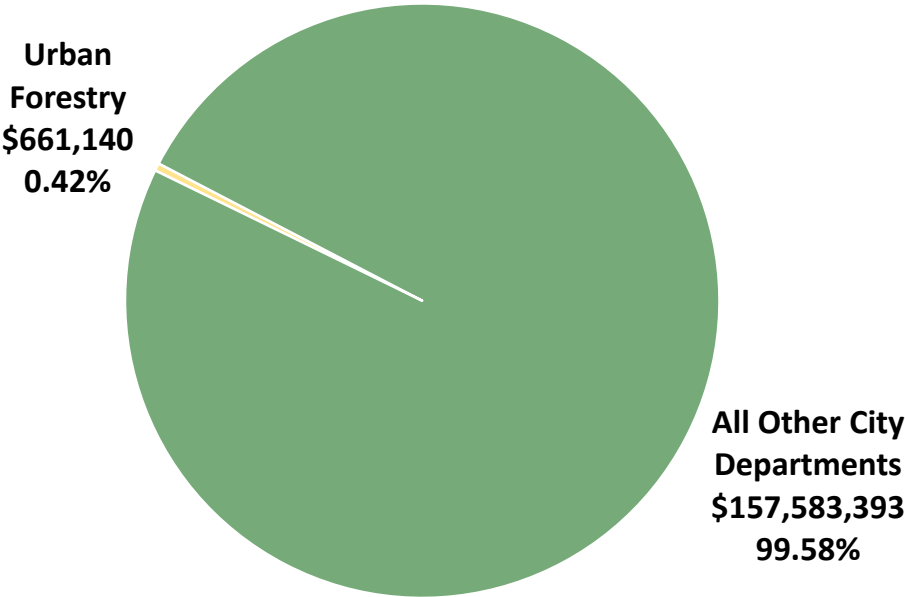
What Do We Want?

Funding

Woodland Budget by Department



Woodland Urban Forestry Budget



What Do We Want?

Heritage Tree Protection



https://upload.wikimedia.org/wikipedia/commons/6/6d/Large_Blue_Oak.jpg



<https://pixabay.com/en/protect-hands-ecology-protection-450594/>

Want to Know More?

Additional Resources



<https://www.treesaregood.org>



<https://www.itreetools.org/>

National Tree Benefit Calculator

Beta

Thank you for choosing this site to calculate the economic and ecological benefits of your tree.

Find your climate zone to get started:

Enter your zip code below:

<https://www.treebenefits.com>

What's Next?

Timeline

- May 23rd: Community Workshop
- Late May/Early June: Online Survey
- Late 2018: Final UFMP



<https://pixabay.com/en/protect-hands-ecology-protection-450594/>

Thank You!

Contacts

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(530) 661-2000

Westley Schroeder

City of Woodland Parks Superintendent

Westley.Schroeder@cityofwoodland.org

(530) 661-5958





TO: THE PARKS AND RECREATION COMMISSION
DATE: June 25, 2018
ITEM #: 7.
SUBJECT: July 23, 2018

Recommendation for Action:

Staff recommends that the Commission acknowledge date of next meeting.

Staff Contact:

Cathy Haynie, Administrative Supervisor, (530) 661-2009, cathy.haynie@cityofwoodland.org

Fiscal Impact:

None

Prepared By: Cathy Haynie, Administrative Supervisor

ATTACHMENTS:

Description	Upload Date	Type
Calendar	6/19/2018	Cover Memo

Parks & Recreation Commission 2018

Election of Officers-May Meeting

Approve Workplan 2018-July

Meeting Council Report-September Meeting

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

February

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March

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April

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May

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June

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July

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August

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September

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October

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November

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December

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