

### Parks & Recreation Commission

Location: Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

### **Agenda**

September 27, 2010 6:30 –8:00 p.m.

Commission Members Angel Barajas, Chair; John Murphy, Angie Dennie, Marina Tapia, Tabatha Chavez, Jesse

Salinas, Sheila Groom

Time Item

6:30-6:35 Call to Order

6:35-6:40 Pledge of Allegiance

6:40-6:40 Correspondence

6:40-6:45 Public Comment

**Consent Calendar** 

**6:45-6:50 Minutes:** <u>July 26, 2010</u> and <u>August 23, 2010</u>

6:50-7:00 Communications Written-Staff Reports

Recreation Report-Kris Bain, Dallas Tringali, Brad Petersen, Yvette Smith

Parks Report/Street/Tree Report-Rob Sanders

7:00-7:05 Presentations

7:05-7:15 New Business-Action Items

A. Committee Assignments

B. Streamlined Staff Reports

7:25-7:30 New Business-Information Items

C. Public Works & Parks Flow Chart

D. Recreation Flow Chart

E. Parks & Recreation Year End Report

7:30-7:35 Old Business-Action Items

Note: Times indicated are approximate For video broadcast schedule can be viewed at www.wavetv.org.

Documents for meeting are available online at www.cityofwoodland.org

For information on this meeting, contact the Parks & Recreation Department, 661-5880.

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.

7:35-7:40	Old Business-Information Items
	F. Budget Update
	G. Clark Field Update
7:40-7:45	Committee Reports
7:50-7:55	Communications-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.
7:55-8:00	Other Business
8:05-8:10	Business Items for Next Meeting
8:10-8:10	Next Meeting Date: October 25, 2010
8:15	Adjournment

Note: Times indicated are approximate For video broadcast schedule can be viewed at <a href="www.wavetv.org">www.wavetv.org</a>.

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PARKS& RECREATION

## Agenda Item: Minutes

### Parks & Recreation Commission

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

### Regular Meeting Minutes July 26, 2010

#### **Call to Order**

Meeting convened at 6:30 p.m. at the Woodland Community & Senior Center, 2001 East Street, Woodland, California by Chair Barajas.

Commissioners Present: Barajas, Groom, Salinas, Tapia, Dennie, Murphy, Chavez

Absent: None

Staff: Murphy, Haynie, Petersen, Sanders, Dexter

Pledge of Allegiance

**Correspondence (None)** 

**Public Comment** 

### **Consent Calendar**

### Minutes

### Commission Minutes of June 28, 2010 (Item 1)

Commissioner Salinas moved to accept the June 28, 2010 minutes as written. Commissioner Chavez seconded the motion. Motion carried 6-0 Dennie Abstained.

### **Communications Written-Staff Reports**

Parks Report (Item 2)
Street Tree Report (Item 4)

Recreation Report (Item 3)

### **Presentations**

### A. Division of Parks & Recreation Department-Mark Deven

CM Deven explained that the Parks Division was reassigned to the Public Works Department. New Chief of Police Bellini could not take on Parks in addition to the PD. The name of the Department and the Commission will remain the same, with the same duties. The City is still working on a permanent structural change and fiscal issues.

Commissioner Barajas asked if there would be a cost savings in the restructure and if the Commission would be receiving updates on the process? CM Deven stated that there should be efficiency savings along with fiscal saving by elimination of duplication of efforts.

Commissioner Dennie asked about the Recreation Division, CM Deven stated that Elle Murphy would be the Manager of the Recreation Division, which would be a Division of the Police Department. When asked if this was a permanent move, CM Deven stated that he could not say that it was permanent at this time.





### Parks & Recreation Commission

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Commissioner Salinas asked what the timeline was for the restructure of the City. CM Deven responded that the goal was before the end of the calendar year. The City should have a draft within ninety days. There appears to still be a \$1.3 million shortfall. Commissioner Salinas would like to have the breakdown of where money comes from and the whole budget process. CM Deven stated that this could be arranged.

#### **New Business-Information Items**

#### **New Business-Action Items**

### A. Commission Work Plan

Moving this item to August 23, 2010 meeting. Only E Murphy and Haynie need to attend from the Parks & Recreation Department. E Murphy will research other City Commission Work plans and forward information on to Commissioners.

## B. Cancel August Meeting

Commission requested that the August 23, 2010 meeting not be cancelled; have a study session on the Commission Work Plan. Only staff needed to attend would be Murphy and Haynie.

#### C. Clark Field Complaint

Parks & Recreation received an email from Brad Townsley with concerns about the baseballs landing in his backyard.

Neighbors of Clark Field represented were: Brad Townsley, 8 Grand Ave., Debra Rosales and Elisa Rosales, 16 Grand Ave., Alejandro Mora and Maria Romero-Mora, 12 Grand Ave.

All spoke on the number of baseballs that have landed in their yards, hit cars and houses. They discussed potential hazards to residents, from the baseballs. They discussed the public trespassing on their property to retrieve the errant baseballs. Damage that they had to bill to their homeowners policy, or pay out of pocket, since they were informed, (possibly by members of user groups): "The leagues could not afford to pay their claims, since they could lose their insurance and they would not be able to have baseball for the kids". The residents seemed most concerned about the safety of their children and themselves.

Residents claimed they were given misinformation about the claim process and discouraged from filling a claim with the City, they were not sure who the person was that gave them this information but it was someone at the Woodland Community & Senior Centee. Staff clarified the City Policy of paying these types of Claims and billing the user groups for the damages. Commission was concerned with the public coming onto private property to retrieve baseballs and the potential hazards that the baseball represent.

City of Woodland

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Agenda Item: Minutes

### Parks & Recreation Commission

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Rob Sanders will inform the user groups at Clark Field not to trespass on private property to retrieve baseballs. Sanders will also look into the fence height and potential solutions to the baseball issues.

Attached is the email Sanders sent to the user groups.

**Old Business-Action Items** 

**Old Business-Information Items** 

**Committee Reports (None)** 

**Communications-Commission/Staff Statements and Requests** 

Other Business (None)

### **Business Items for Next Meeting:**

Work Plan

September 27, 2010
Committee Assignments
Budget update
Clark Field update
Public Works & Recreation Flow chart

Next Meeting Date: August 23, 2010 6:30 p.m.

Adjourn: meeting adjourned at 7:45 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary Parks & Recreation Department

Agenda Item: Minutes



### Parks & Recreation Commission

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

### Study Session Meeting Minutes August 23, 2010

#### Call to Order

Meeting convened at 6:31 p.m. at the Woodland Community & Senior Center, 2001 East Street, Woodland, California by Chair Barajas.

Commissioners Present: Barajas, Groom, Salinas, Dennie, Murphy, Chavez

**Absent:** Tapia

Staff: E. Murphy, Haynie

Pledge of Allegiance

**Correspondence (None)** 

**Public Comment** 

### **Consent Calendar**

### Minutes

### Commission Minutes of July 26, 2010 (Item 1)

Commissioner Dennie was concerned that minutes did not reflect strongly enough the stated concern of the residents for the safety of their children or themselves from the errant baseballs from Clark Field. Staff will make changes and return the minutes for approval at the September 27, 2010 regular commission meeting.

**New Business-Action Items** 

**New Business-Information Items** 

**Old Business-Action Items** 

### **Old Business-Information Items**

A. Commission Work Plan

Commission discussed work plan, since the past work plans were department-driven. Commissioners discussed Oceanside's work plans discussing goals and objectives. Commission agreed on the following six items for their work plan.

- Streamline Staff Reporting
  - a. Staff will bring an example of the streamlined reporting, using June 2010 commission reports, to the September 27, 2010 meeting. The Commission will provide feedback to staff regarding desired report content.

Agenda Item: Minutes



### Parks & Recreation Commission

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

- 2. Review Tree inventory report
  - a. The Commission will review the report released last spring and discuss. The intent is to make this the first step towards the development of the Urban Forest Master Plan.
- 3. Help formulate future capital parks projects & identify creative funding sources
  - a. New projects
  - b. Existing rehabilitations
- 4. Review/Analyze recreation programs and identify creative funding sources
- 5. Develop outreach strategy to receive Community cooperation/participation
- 6. Review Policies and Procedures

### Sub Committee

- a. Clark Field issues
- b. Dedication of Memorial Field
- c. Review Field Allocation

### **Committee Reports (None)**

### **Communications-Commission/Staff Statements and Requests**

Chair Barajas wanted the Commission and Staff to discuss the issues with Woodland Soccer Club. Chair Barajas stated that he was sure that this was all a misunderstanding between Woodland Soccer Club and the City. Staff explained that there were two separate issues concerning Robert Marin, President of the Woodland Soccer Club and the City.

- 1. The violations of the Tournament Use Permit for Woodland Soccer Club on August 21 & 22, 2010. Violations occurred at both Dave Douglass Field and the Woodland Sports Park.
- 2. Failure of Robert Marin, President of Woodland Soccer Club to supply the City with all required documentation to be treated as a recognized Residential League.

An ad hoc Committee was formed of Chair Barajas, Commissioner Chavez, and Commissioner Salinas. Staff (Haynie) will arrange a meeting with Woodland Soccer Club President, Robert Marin, the ad hoc Committee, Chief Bellini, Elle Murphy, Kris Bain. Mr. Marin will be encouraged to bring other representatives from the Woodland Soccer Club. Commissioner John Murphy will contact representatives from the tournament (Peter Holmes, et al).





### Parks & Recreation Commission

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Commissioners agreed that in order to make the meeting as productive as possible, staff will prepare an agenda and minutes will be taken. No Commissioner would have verbal contact with Mr. Marin, all communication is to be in writing and no Commissioner is to meet with Mr. Marin without another Commissioner present.

### Other Business (None)

### **Business Items for Next Meeting:**

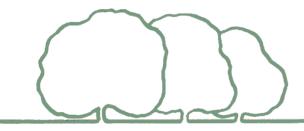
September 27, 2010
Committee Assignments
Budget update
Clark Field update
Public Works & Recreation Flow chart
Streamlined Staff Reports

Next Meeting Date: August 23, 2010 6:30 p.m.

Adjourn: meeting adjourned at 8:38 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary Parks & Recreation Department



# City of Woodland

# RECREATION DIVISION - MONTHLY COMMISSION REPORT AUGUST 2010

Administration	COUNT			
	<u> Aug-09</u>	<u> Aug-10</u>	Year To Date	Comments
Staff Reports:				
City Council Meetings	0	0	0	
Parks & Rec Commission	0	1	2	Special meeting in August
Commission on Aging	0	0	1	Do not meet in August
General Customer Service:				
Customers	1,800	1,200	1,587	
Phone Calls	2,200	2,520	5,670	Phone calls are estimate, next month will have a more accurate number.
Registrations	725	732	2,000	YTD 276 are for facility rentals
Accounting:				
Purchase Orders	20	8	21	No longer do PO's for Parks Division
Invoices	159	29	62	No longer do invoices for Parks Division,
Payments processed	\$91,503.88	\$40,896.75	\$89,957.57	Taking deposits only for C&SC Rental. Last year required Rental fees upfront and deposit 2 weeks before event.

#### Highlights:

Staff met with members of the Parks and Rec Commission ad-hoc committee members Chavez, Barajas and Salinas, along with members of the Woodland Soccer Club to discuss policy violations and resolve communication issues. Chaired by Commissioner Chavez, the meeting was productive, resulting in better understanding and commitment between staff and WSC.

Staff met with representatives from the Elderly Nutrition Program to introduce new staff members. The meeting also included discussion of the contract agreement regarding ENP's use of the facilities. Staff requested changes to ENP's use of the kitchen and parking spaces, noting issues with disorganization, improper use of the kitchen office and unathorized parking in the back loading area. ENP was very receptive and appreciated solutions offered by staff which included a better office space, allocated storage space and designated parking areas for ENP.

Staff waiting for Woodland Tennis Club to turn in documents requested in May 2010, Documents needed to determine fees for Woodland Tennis Club's use of tennis courts at City Park.

YOUTH RECREATION	TOTALS				
	Aug-09	Aug-10	Year To Date	Comments	
Maxwell Afterschool Program					
Participant hours	540	627.5	627.5	First month of operation	
Revenue	\$2,722.00	\$2,614.00	\$2,614.00		
Expenses	\$957.25	\$1,086.87	\$1,086.87		
Summertime Fun Club					
Participant hours	NA	14,457	72,286		
Revenue	NA	\$0.00	\$45,966.70	revenues brought in June10	
Expenses	NA	\$10,734.88	\$34,805.22		
Woodland Boxing Club					
Participant hours	NA	206.25	412.5		
Revenue	NA	\$350.20	\$695.20		
Expenses	\$0.00	\$0.00	\$0.00		
YOUTH RECREATION TOTALS					
Participant hours	NA	15,291	73,326		
Revenue	NA	\$2,964.20	\$49,275.90		
Expenses	NA	\$13,081.75	\$38,412.09		

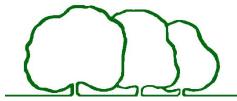
CONTRACT RECREATION		TOTALS		
	<u> Aug-09</u>	<u> Aug-10</u>	Year To Date	Comments
Special Interest Classes				
Participant hours	1,919.75	2,622.92	22,036.92	
Revenue	\$12,315.70	\$10,164.65	\$42,766.95	
Expenses	\$8,373.45	\$6,962.38	\$33,626.82	

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AQUATICS		TOTALS		
	<u>Jul-10</u>	<u> Aug-10</u>	Year To Date	Comments
Adult Aquatic Exercise				
Participant hours	45,825	11,430	57,254	Competitive and Recreational Swim Meets included.
Revenue	\$2,592.50	\$1,700.00	\$4,292.50	
Expenses	\$829.50	\$609.00	\$1,438.50	
Recreational Swim Team				
Participant hours	14,395	140	14534.5	Only one day In August
Revenue	\$11,385.00	\$13,685.00	\$25,070.00	All Revenue generated in May
Expenses	\$0.00	\$6,998.00	\$6,998.00	Total expense for 3 months
Public Swim				
Participant hours	6,653	1,545	8198.4	
Revenue	\$5,016.85	\$1,130.00	\$6,146.85	
Expenses	\$7,768.00	\$1,768.00	\$1,768.00	
AQUATICS TOTALS				
Participant hours	66,873	13,115	79987.4	
Revenue	\$18,994.35	\$16,515.00	\$35,509.35	
Expenses	\$8,597.50	\$11,143.00	\$11,143.00	

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ADULT SPORTS		TOTALS		
	<u> Aug-09</u>	<u> Aug-10</u>	Year To Date	Comments
Softball				
Participant hours	8,580	10,140	10,140	78 softball teams, 12 more from 2009
Revenue	\$27,696.00	\$35,360.00	\$35,360.00	
Expenses	\$0.00	\$0.00	\$0.00	
Open Gym	Jul-10	Aug-10		
Participant hours	179	150	329	
Revenue	\$1,964.00	\$781.00	\$2,745.00	
Expenses	\$0.00	\$0.00	\$0.00	
ADULT SPORTS TOTALS	Jul-10	Aug-10		
Participant hours	8,580	10,140	10,469	
Revenue	\$24,391.00	\$23,310.00	\$38,105.00	
SENIOR CENTER		TOTALS		
	Jul-10	Aug-10	Year To Date	Comments
Programs & Activities				-
# offered	12	19	34	different programs
# of Participants	1,231	1,579	2,895	
Revenue	\$431.00	\$474.00	\$905.00	
FACILITY RENTALS		TOTALS		
	<u>Jul-10</u>	<u> Aug-10</u>	Year To Date	<u>Comments</u>
Community & Senior Center				
PAID EVENTS				
# of Events	74	35	109	
# of Participants	830	850	1,680	
Revenue	\$6,508.00	\$11,020.00	\$17,528.00	
CITY-SPONSORED EVENTS				
# of Events	7	9	16	
# of Participants	1,000	1,200	2,200	
Waived revenue	\$0.00	\$0.00	\$0.00	
Sports Park				
Field reservations				
# of reservations	6	4	10	
# of user groups	6	64	70	
# of Participants	NA	471	471	
Revenue	\$3,190.00	\$8,070.00	\$8,070.00	

When available, August 2009 data has been provided for comparison. Otherwise, July 2010 data has been provided.



# City of Woodland

### **Parks and Recreation Commission Communication**

AGENDA ITEM
Staff Report

SUBJECT: Monthly Parks Report DATE: September 27, 2010

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.

Neighborhood Parks

1. *Jeff Roddy Park* - Staff contracted Tot Turf, a rubber surfacing contractor, to apply a new coat of resin to the poured-in-place rubberized surface around the playground equipment. This is to help keep the existing material safe and in usable condition.

- 2. *Cline Park* Staff had Tot Turf remove the damaged rubberized surface in and around the playground area and reinstall the top layer.
- 3. *Ferns Park* Staff directed Tot Turf to make repairs to the rubberized surface in and around the playground area which has been falling apart. Furthermore, we have had ongoing vandalism on the play structure which has caused numerous hours of repairs.
- 4. *Christiansen Park* New irrigation and sod was installed on September 8<sup>th</sup> and 9<sup>th</sup> as a result of the dismantling of the old water tower at Christiansen Park; weeks of trucks and heavy equipment moving through the park caused severe damage to the area. Once the tower project was complete, landscape contractors repaired or replaced broken sprinkler heads and laid out sod to cover the footprint of the former tower.
- 5. Various Parks Staff washed down the tennis courts at Beamer, Woodside and Crawford Parks; this is done on an as needed basis and as our workload permits. Staff has also made repairs on several of the park benches and tables in various areas.

SUBJECT:	Monthly Dorles Donort	PAGE: 2
SOBJECT.	Monthly Parks Report	ITEM:

### • <u>Landscape Contract</u>

- 1. As of July 1<sup>st</sup> the City has contracted out the turf maintenance and vegetation in the general fund parks, along with some of the Lighting and Landscaping District (LLD) parks. Dominguez Landscape Services (DLS) was the successful low bidder and thus awarded the contract. Staff has been working with DLS closely to ensure that they meet all the requirements of the contract so that our parks remain attractive and safe. It has taken a couple months for their crews to become familiar with the new areas and to overcome the challenges of learning the various irrigation systems we utilize.
- 2. Staff has had numerous concerns about the walking paths at Woodside and Crawford Parks being saturated with water. These older parks have sprinklers that are antiquated and need to be upgraded. We are currently looking at having these sprinklers replaced next calendar year with identified funds from the irrigation rehab project.

### • <u>Camp Packer Creek</u>

In the near future, possibly during the week of 9/20, Jeff Sissom will be meeting with group leaders from local churches to look at, and evaluate the camp. We are looking for interested groups to take over the ownership and maintenance of the facility. The City has not utilized the camp in over four years, but it still requires a level of maintenance to stay compliant with the lease agreement through the forest service. Each year we remove dead or hazardous trees and debris from around the buildings. The buildings will soon need to be painted or stained to keep them from becoming in a state of disrepair as the City no longer has the funds to continue with the upkeep of the facility.

### • Irrigation Rehab Project

Staff is moving forward with the Irrigation Rehab Project. This project will include upgrading the manual irrigation systems, head replacement, additional boost pumps, whether stations, and upgrading of controllers to be utilized from our central computer irrigation system. The project has been scheduled to take place over the next two years using Prop 50 grant funds and matching City funding. The undertaking of this project is in an effort to make our parks more water efficient. Staff is working with a consultant on the timeframes and specific task for the entire project and will have additional information over the next few months.

### Playground Fiber Replenished

Two hundred cubic yards of playground wood fiber was spread at Pioneer, Klenhard, Southland, and Christenson Parks to keep the playgrounds safe. This is part of our maintenance and inspection process for all playgrounds surfacing in order to keep them in a usable condition.

		<b>PAGE:</b> 3
SUBJECT:	Monthly Parks Report	ITEM:

### • Clark Field Update

Recently we have received bids from multiple fencing companies to retrofit the 1<sup>st</sup> base fence line at Clark Field. The contractors have proposed different options and the cost associated with each. One option would be to extend the current fence up twenty-two feet to match the height and material of the back stop for a one hundred foot stretch. Another option available would be to do half the fence chain link and the other half netting. Unfortunately, there is currently no identified funding for this project; until funding is found we will focus on education and safety awareness with all groups involved.

### • Synthetic Turf Repairs & Prevention

Over the past six months there has been extensive damage done to the synthetic turf fields at the Woodland Sports Park. The worst conditions were near the batter boxes and had become a safety concern. Contractors were hired to make the needed repairs and the fields are now playable; the biggest concern was how to prevent this in the future. We quickly determined that the cause was mostly due to our tournament user's use of high spiked cleats. To prevent this in the future we have made signs and will no longer allow the use of any cleats. The signs will be posted on the field gates stating "No Cleats; use of tennis shoes or turf shoes only." During unpermitted times, the fields will be locked to reduce wear and damage. Also we will hold all tournament users liable for damage beyond normal wear by inspecting the fields regularly before and after tournaments.

### Cemetery

- 1. *Internments* The Woodland Cemetery had a total of five internments during the month of August.
- 2. *Sales* There was a renewed interest in plot sales for the month of August which generated five sales for a total of \$7,200 including endowment care.
- 3. *Turf Preparation* As of September 1<sup>st</sup> there is over 1.2 acres of grounds ready to have turf installed. The area stretches from the Cross Street gate down towards West Street. It encompasses over two acres of total square footage. As part of this process, small additional details are being added to the cemetery maps. These details include tree locations and high lot walls.

### • <u>Pools</u>

1. Virginia Graham Baker Act – In December of 2008 the pool was required to change suction covers in the main pool and baby pool at Charles Brooks Swim center. This federal, far reaching legislation, required immediate compliance. Our proactive response put us in compliance with the Environmental Health Department well before all the details of the legislation were sorted out by the County. Staff is now working to meet requirements that have been revealed by Yolo County just this month. Our Pool Technician, Randy Davidson anticipates completion of this work by the end of September;

SUBJECT:	M 41 D 1 D	PAGE: 4
SUBJECT:	Monthly Parks Report	ITEM:

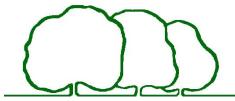
this includes upgrading the new drain covers with units that meet higher flow requirements. This would more than ensure that limb entrapment or hair entanglement would be virtually impossible on any of the intake or "suction" fittings on either pool.

- 2. *Boiler Repair* With cooler weather coming and uncertainty about when Co-Gen heat will be available, we have begun making repairs to boiler "A" at the Charles Brooks Swim Center.
- 3. *Locker Rooms* Annual maintenance of locker room facilities has begun. This will include painting and minor plumbing repairs.

Respectfully submitted,

Gregor G Meyer Public Works Director

Prepared By: Rob Sanders, Infrastructure Superintendent, Right-of-Way



# City of Woodland

# **Parks and Recreation Commission Communication**

AGENDA ITEM
Staff Report

SUBJECT: Monthly Street Tree Report DATE: September 27, 2010

PREPARED BY: Public Works Department

**RECOMMENDED ACTION:** None; Information only.

**BACKGROUND INFORMATION:** The following identifies highlights of the tree

program since the last Street Tree Report.

### Cyclical Pruning of Street Trees in City Right-Of-Way (ROW)

Reoccurring note: The Urban Forestry Group (UFG) was scheduled to start pruning in areas 3, 5, and 25 as soon as our current tree planting project is completed. Unfortunately we will fail to reach our targeted goals for cyclical punning this fiscal year due to a 75% reduction of funds in our contract maintenance budget. This reduction of funds will most certainly have a negative impact on our ability to maintain a seven year pruning cycle on our City urban forest which we have strived for, and reached over the last five years. The UFG will continue to slip further and further back in their pruning program unless funding is restored to this program in the near future; to the point where we will be jeopardizing the well being of our trees and the potential safety of the community.

### • Tree Planting

- 1. Reoccurring note: There are approximately 200 trees in the Spring Lake area that will have to be replaced due to the poor soil conditions. The UFG is working on improving the poor soil conditions through the use of organic mulches; this will help insure a better survival rate with struggling, as well as the newly planted trees.
- 2. The UFG has finished the planting of the fifty five trees in the Springlake area. Staff will soon start to prepare for the next fall planting in September of this year. The first planting of the fall is scheduled for November 6th.
- 3. To date, in the current calendar year, the UFG and the Woodland Tree Foundation have planted 204 trees.

SUBJECT:	Monthly Street Tree Donort	PAGE: 2
SUBJECT.	Monthly Street Tree Report	ITEM:

### • Tree Replacements

The UFG is replacing 55 trees before the end of the spring planting season. These new trees are replacing ones that have died throughout the Spring Lake area. The demise of the trees was due to poor soil conditions and improper planting techniques.

### • Tree Removals

To date, in the current calendar year the UFG has removed 98 trees of various sizes.

### • <u>Service Requests / Work Orders</u>

Reliability and efficiency have increased dramatically since the urban forest inventory has been completed and integrated into our GIS maintenance management program (Cityworks). As of now all service requests have been attached to corresponding work orders; currently there are 250 attached work orders and 92 unattached work orders that are currently open and waiting to be responded too. This new process has made the UFG more efficient when it comes to running reports and tracking events.

Respectfully submitted,

Gregor G Meyer Public Works Director

Prepared By: Rob Sanders, Infrastructure Superintendent, Right-of-Way



# Parks & Recreation Commission

NAME	ADDRESS	PHONE	E-MAIL ADDRESS	Term Expiration
Angel Barajas	1551 Paradise Valley Dr	730-5761 (916) cell	Barajasa23@yahoo.com	6/30/11
Chair	Woodland, CA 95776			
John Murphy	819 Del Oro St	662-4953 (hm)	john_murphy63@hotmail.com	6/30/12
Vice-Chair	Woodland, CA 95695	916-445-0809 (wk)	john.murphy@CalRecycle.ca.gov	
Angie Dennie	611 Hollister Rd	662-8945	amdennie@sbcglobal.net	6/30/11
	Woodland, CA 95695	218-4301 (cell)		
Marina Tapia	840 Bourn Dr #26	668-4778 (hm)	marinatapiam@yahoo.com	6/30/11
	Woodland, CA 95776	848-6631 (wk)		
Tabatha Chavez	515 W, Keystone Ave.	916-214-3817 (hm)	tabchavez@yahoo.com	6/30/14
	Woodland, CA 95695	916-327-4401 (wk)		
Jesse Salinas	2378 Ortiz Ave.	666-8153(hm)	jessesalinass@yahoo.com	6/30/14
Do not give out	Woodland, CA 95776	758-5278 (wk)		
contact information				
to the public.				
Sheila Groom	2382 Ackley Place	666-3835 (hm)	outamygourd@sbcglobal.net	6/30/14
	Woodland, CA 95776	752-7596 (wk)		

### **STANDING COMMITTEES**

(Max. 3 commissioners)

Facilities Committee (handles Park Naming)

Budget and Finance Committee

Dennie, Barajas Tapia, Barajas

Child, Youth & Playground Committee Community/Senior Center/Sports Park

Dennie, Barajas Murphy, Barajas

Woodland Sports Council Urban Forest Committee

Vacant until filled Dennie, Murphy

**Ad Hoc Committee** Barajas, Chavez, Salinas

LIAISONS

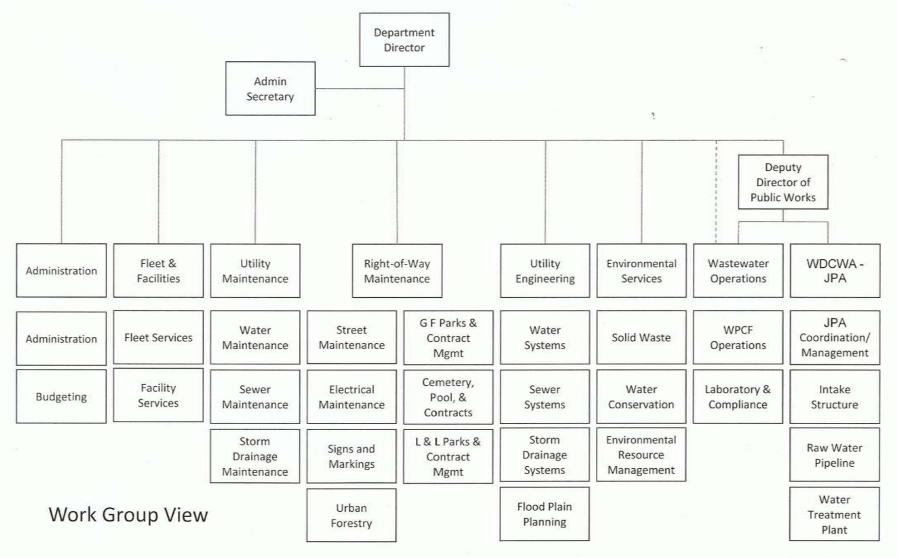
Developing (V)

Baseball: (Vacant)
Soccer: Murphy

Commission typically meets the fourth Monday of each month at 6:30 p.m. at the Community & Senior Center.

Online agenda and packet available at: <a href="http://www.cityofwoodland.org">http://www.cityofwoodland.org</a>
For additional information please call 530.661.5880

# Public Works Organization Chart – September 2010

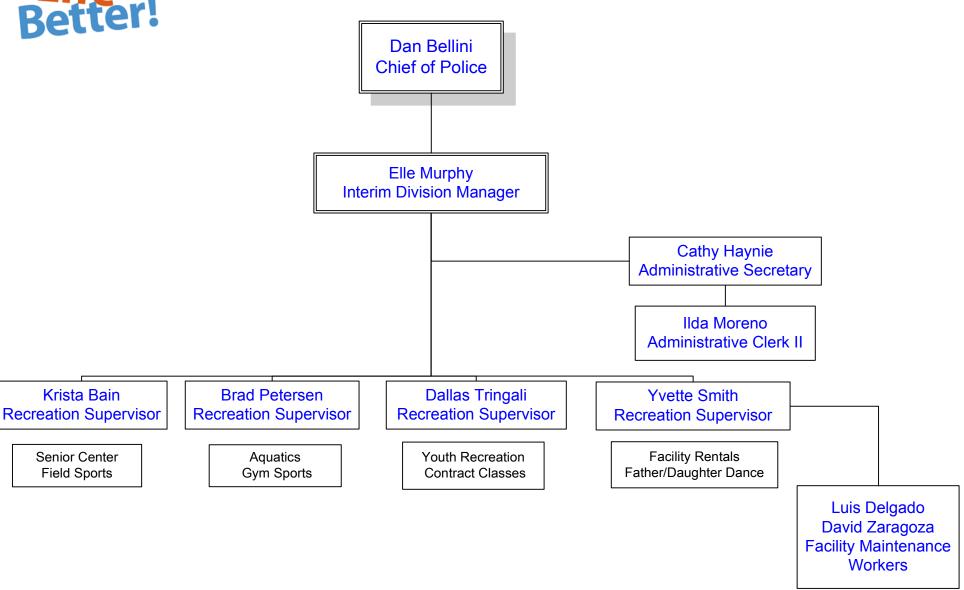


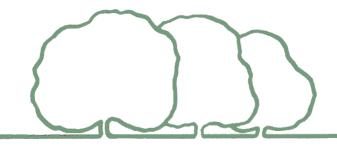
9 Divisions, 9 Direct Reports, 50 Programs, 100+ Staff



# **Recreation Division**

effective July 1, 2010





# City of Woodland

Agenda Item E.

### Recreation Division Year End Report Fiscal Year 2009-2010

The Recreation Division year-end report is organized as follows:

- 1. Administration
- 2. Recreation Programming
  - a. Youth
  - b. Contract
  - c. Aquatics
  - d. Adult Sports
  - e. Senior Center
- 3. Facility Rentals
  - a. Community and Senior Center
  - b. Woodland Sports Park

### Background

Recreation was previously a division of the Parks and Recreation Department through the end of the FY10 fiscal year with former Police Chief Carey Sullivan as the interim department director. Beginning July 1, 2010, Recreation was temporarily designated as a division under the Police Department pending the citywide reorganization. During this temporarily designation, Police Management Analyst Elle Murphy serves as the interim division manager.

This year-end report covers activities and accomplishments specific to Recreation only with the exception of the Administration sub-division which includes Parks as well. In the course of preparing this annual report, staff noted that previous year-end reports stated inaccurate statistics and revenues.

### 1. Administration

The Administration functions are broad in nature but the major workload is centered around: 1) Support for the City Manager and City Council, 2) Support for the Parks & Recreation Commission, 3) Support for the Commission on Aging, 4) Support for the Parks and Recreation Staff, 5) Development and Management of the Department's Operating and Capital Budgets, 6) Grant Development and Management, 7) Department Promotions, 8) Development and management of 15 difference major contracts and agreements for the City of Woodland, and 9) Customer Service and processing registrations for all Department Programs.

The Administration Division has two and a half full-time staff and one part-time staff. The staff include: 1) Manager, (half time) 2) Administration Secretary, 3) Two Administration Clerk II (1 part time) who accomplished the following:

- Wrote 20 staff reports for City Council Meetings.
- Wrote 22 staff reports and developed 12 sets of minutes for the Parks & Recreation Commission.
- Wrote 15 staff reports and developed 12 sets of minutes for the Commission on Aging.
- Worked with Finance to separate the Woodland Recreation Foundation program budget from the City budget and helped the Foundation in removal of their documents from the City files. Attended two meetings of the Woodland Recreation Foundation.
- Serviced approximately 25,000 customers, received 20,000 phone calls, processed 8,404 registrations, managed 790 different programs in Recware (registration software), and processed 20 different purchase orders with 2,500 invoices paid.
- Trained, formatted, programmed the new software system *Class*. Moved all existing classes and reservations into the new software from Recware.
- Successful in billing and receiving a payment on Proposition 50 Grant for Park Irrigation Project of \$190,000.00.
- Streamlined and developed policies and procedures for Leagues and User Groups of City Facilities.
- Revenue of \$745,397.94 processed through software system which includes \$45,080.20 in park reservation revenue but does not include, 11 leagues billed for use of City Field for revenue of \$44,721.86.
- Grand Opening of Jack Slaven Park, planned and hosted grand opening

- Finalized contract with YMCA for rental of Fitness Center; set up monthly billing for \$2,000.00 (rent) + \$1,696.23 (utilities). First payment June 2010.
- Updated Parks & Recreation web pages with GIS map of parks allowing visitors to follow the link to pictures of the parks, includes the new Jack Slaven Park.

### 2. Recreation Programming

a. Youth

The **Youth Recreation Programs** are for ages 4-18 and cover the following programs: Maxwell Afterschool Program (hereby known as "Afterschool Fun Club"), Father Daughter Dinner Dance, Winter Youth Basketball League, Summertime Fun Club, Nite Hoops and the Yolano Housing Recreation Center programs (Woodland Boxing Club & Folklorico Latino de Woodland). The Summertime Fun Club is the only item being reported on overlapping fiscal years.

- The **Maxwell Afterschool Program** operated for 180 days between August 13, 2009 and June 4, 2010. Participants spent a total of <u>7,677.5 participant hours</u> with the program. Temporary staff accounted for <u>1.15 FTE</u>. This program generated <u>\$26,036.00 in revenue</u> and spent <u>\$23,003.92 in expenses</u>, netting <u>+\$3,032.08</u>.
- ➤ The **Father Daughter Dinner Dance** took place on November 7, 2009. 175 daddies and daughters spent a total of <u>700 participant hours</u> with the program. This program generated <u>\$6,626.00 in revenue</u> and spent <u>\$5,167.32 in expenses</u>, netting <u>+\$1,458.68</u>.
- The **Winter Youth Basketball League** operated for 35 days (games and practices) between January 23, 2010 and March 13, 2010. 113 players spent a total of <u>1,582 participant hours</u> with the program. Volunteer coaches spent a total of <u>196 volunteer hours</u> with the program, which was a payroll savings of approximately \$1,500. This program generated <u>\$8,475.00 in revenue</u> and spent <u>\$5,932.00 in expenses</u>, netting **+\$2,543.00**.
- The **Summertime Fun Club** operated for 39 days between June 14, 2010 and August 6, 2010 at five separate locations. Participants spent a total of 72,286 participant hours with the program. Temporary staff accounted for 1.75 FTE. Volunteer leaders spent a total of 2,246 volunteer hours with the program, which was a payroll savings of approximately \$20,000. This program generated \$45,966.70 in revenues and spent \$34,805.22 in expenses, netting +\$11,161.48.
- ➤ The **Nite Hoops** program is our only truly free program and it operated for 42 days in fiscal year 2009-2010. Participants spent approximately 1,400

participant hours with the program. This program generated \$0 in revenue and spent \$1,122.38 in expenses, netting -\$1,122.38.

The **Yolano Housing Recreation Center** programs include the Woodland Boxing Club and Folklorico Latino de Woodland. In fiscal year 2009-2010, participants spent approximately 2,500 participant hours with the programs. This program is budgeted for \$17,000 from the General Fund and it received \$947.60 in private donations. This program generated \$4,218.00 in revenue and spent \$15,622.85 in expenses, netting **+\$6,542.15**.

Overall, Youth Recreation Programs accumulated <u>86,145.5 participant hours</u> and <u>3,828 volunteer hours</u>. All youth programs generated <u>\$91,321.70 in revenue</u> and spent <u>\$85,653.69 in expenses</u>, which is a net of <u>+\$23,615.61</u> (including General Fund and donations).

### b. Contract

The **Contract Recreation Programs** are for ages 1 ½ - 100+ and cover many programs such as Stepping Out (for adults with developmental disabilities), karate, fencing and dance.

Contracted special interest instructors offered 595 individual classes ending in fiscal year 2009-2010. Participants spent <u>35,905.33 participant hours</u> with these classes. This program generated <u>\$97,292.10 in revenue</u> and spent <u>\$68,799.42 in expenses</u>, netting <u>+\$28,492.68</u>.

### c. Aquatics

The *Aquatic Recreation Programs* are for all ages and cover the following programs: Lap Swim, Deep Water Aquasize, Weekend Lap Swim, Evening Lap swim, Water Exercise, Water Aerobics, and Swim Meets (all under Adult Water Exercise). The Recreational Swim Team, Public Swim and Swim lessons have separate sections.

- The **Adult Water Exercise** classes and swim meets produced 15,627 participants for 207,268 participant hours. The gross revenue for these programs was \$33,813.75 costing \$14,975.00 in staffing expenses with a net revenue of +**\$18,838.75**.
- The **Recreational Swim Team** ran from May 3, 2010 through August 1, 2010 with 119 participants. This program produced <u>28,789 participant hours</u>. The <u>gross revenue</u> for this program was <u>\$13,685</u>, costing <u>\$6,998</u> in staffing and league fees for net revenue of <u>+\$6,687</u>. All registration was taken before July 1<sup>st</sup>.

- The **Public Swim** operated for 39 days with 4,235 participants producing 12,705 participant hours. The gross revenue for this program was \$19,523.75, costing \$25,760 in staffing ending with net revenue of **- \$6,236.25**. The aquatics program accommodate the City of Woodland's summer time fun clubs weekly trips to the pool which accumulated approximately 900 total sign-ins (\$2,250 in accommodations).
- The **Swim lessons and Water Safety Classes** had 1,509 participants for a total of 6,036 participant hours. The gross revenue for these programs was \$95,205, costing \$47,900 in staffing with a net revenue of **+\$47,305**.

Overall, Aquatics Recreation Programs accumulated <u>242,093 participant hours</u>. All programs combined generated <u>\$115,192 in revenue</u> and spent <u>\$78,375 in staffing expenses</u>, which is a net of <u>+\$36,817</u>.

### d. Adult Sports

Adult Sports – Softball has three seasons, fall, spring, and summer

- The Volleyball Program had 11 teams, 110 players and generated **\$2,880 in** revenue.
- The Basketball Program had 60 teams, 600 players and generated **\$15,310** in revenue.
- The Softball Program had 182 teams, 2,366 players and generated **\$82,107** in revenue.
- ➤ The Open Gym Program for Volleyball and Basketball had 4,236 participants and generated **\$2,639 in revenue**.

### e. Senior Center

The **Senior Center** offers 55 organized and drop-in programs, with 25,264 participants, 5,453 programming hours and generates \$8,765 in revenue.

### 3. Facility Rentals

a. Community and Senior Center

The **Community & Senior Center** Rental Program is designed to generate revenue for the City of Woodland and provide a location for community events. The Community & Senior Center hosted 293 events with approximately 29,000 participants and generated \$168,419.20 in revenue. This total revenue does not include accommodations for City-sponsored (\$77,667.00) and an estimated

\$30,000 in miscellaneous discounted rentals. These "uncollected" rental revenue is estimated at \$107,667.

### b. Woodland Sports Park

The **Woodland Sports Park** is used for league, private, and tournament rentals 52 weeks a year. Tournaments are hosted by various user groups and private organizations, most are youth baseball in nature January through August. A few soccer tournaments are hosted on the five fields. Tournament rental revenue July 2009 through June 2010 totaled \$53,541.