

Parks & Recreation Commission

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

Regular Meeting Agenda Monday, March 23, 2008 at 6:30 P.M.

6:30 p.m. 6:35 p.m. 6:40 p.m. 6:45 p.m. 6:45 p.m. 6:55 p.m.	Call to Order Pledge of Allegiance Minutes: 1. February 23, 2009 Correspondence Public Comment Presentations (none)
6:55 p.m.	Consent Calendar 2. Administration Report – Dan G. 3. Parks Report – Eric Dexter 4. Recreation Report – Dan R. 5. Street Tree Report – Rob S.
7:05 p.m.	New Business - Action Items 6. Set a joint Meeting with the Commission on Aging – Dan G.
7:05 p.m.	New Business – Information Items (none)
7:05 p.m.	Old Business – Action Items
7:25 p.m.	Old Business – Information Items 7. Fitness Center update – Dan G.
7:30 p.m.	Committee Reports (none)
7:45 p.m.	Other Business
7:50 p.m.	Business Items for Next Meeting
7:55 p.m.	Next Meeting Date: April 27, 2009
8:00 p.m.	Adjourn

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 Diana Puccetti at the Parks & Recreation Department, 661-5930.

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.

Page deliberately left blank



Parks & Recreation Commission Regular Meeting Minutes of February 23, 2009

I. CALL TO ORDER

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

Commissioners

Present: Dennie, Crawford, Murphy, Tapia, Barajas

Absent: None

Staff: Gentry, Haynie, Rice, Stewart, Schroeder, Tringali

II. PLEDGE OF ALLEGIANCE

III. MINUTES

Commission Minutes of January 26, 2009 (Item 1)

Commissioner Dennie moved to approve the January 26, 2009 meeting minutes with a change to the committees, Murphy and Crawford assigned to Woodland Sports Council, instead of Tapia and Crawford; Commissioner Barajas seconded the motion. Motion carried 5-0.

IV. CORRESPONDENCE

Letter dated February 23, 2009 from Joan Taylor Warren stating her concerns with the portable restrooms at Dave Douglass Park.

V. PUBLIC COMMENT

Art Williams spoke on the Woodland Tennis club and the need for more tennis courts in Woodland.

VI. PRESENTATIONS: None

VII. CONSENT CALENDAR

Administration Report (Item 2) Recreation Report (Item 4)
Parks Report (Item 3) Street Tree Report (Item 5)

Discussion ensued on items included in the Parks and Recreation Reports in regard to: Last year's Revenue Report and the current Revenue Reports. The Woodland Community & Senior Center revenue is projected to be down approximately \$20,000 this fiscal year. Director Gentry informed the Commission that the Parks & Recreation Department had a budget savings in excess of \$400,000 this fiscal year. Commissioner Dennie moved to approve the Consent Calendar; Commissioner Crawford seconded the motion. Motion carried 5-0.

VIII. NEW BUSINESS-Action Items

Review of Spring Lake N2 Park Master Plan (Item 6)

The Architect for the Spring Lake N2 Park Master Plan explained all the amenities. Answered questions and informed Commission the cost to the City would be approximately \$75,000 to change the parks design at the time. Bruce Dennie, John Wu, Auy Cook, Hong Yang, Dr. Susan Hsu, Arthur Beauchamp, Ray Groom, Philip Matern, Deyi Zhey, Julie Dechant, Ping Chen, Art Williams, Claudette Landry, Ellen Tanf, John D. McClure, Reva Barzo, Amanda Mahler, Dr. Baoping, Arthur Beauchamp and Sarah Swent all voiced their concerns either for or against the dog park in the Spring Lake N2 Park Master Plan. Discussion ensued. Commissioner Dennie made the motion to not make any changes to the Spring Lake N2 Master plan and not to send a recommendation to Council; Commissioner Barajas seconded the motion. Motion carried 4-1 with Commissioner Murphy voting no.

Set a joint Meeting with the Commission on Aging (Item 7)

Director Gentry informed Commission that the date of April 27, 2009 was set aside for a Joint Commission meeting with the Commission on Aging. Director Gentry requested direction on the Agenda for the joint Commission meeting. Discussions ensued. Commissioner Murphy made a motion to have Commissioner Crawford contact COA Chair Karen Whright and set an agenda for a Joint Commission Meeting on April 27, 2009, time to be determined by agenda items. With the normal scheduled Parks & Recreation Commission Meeting to follow Joint Commission meeting. Commissioner Barajas seconded the motion. Motion carried 5-0.

IX. OLD BUSINESS - ACTION ITEMS

Meet & Greet Program (Item 8)

Commissioner Dennie made a motion to approve the Parks & Recreation Commissioner to develop a Meet & Greet Program with Commissioner Crawford taking the lead on this project; Commissioner Barajas seconded the motion. Motion carried 5-0

Tony Diaz Field Naming Update (Item 9)

Director Gentry reported that the Mayor suggested to staff that we designate one of the unnamed multi-use fields as a "Memorial Field". At this field a "monument" of some sort where the names of heroes like Tony could be inscribed and added to as necessary. John Gerald stated that he liked the idea of a Memorial Field and asked what the timeline would be for the monument. Director Gentry said that three months was usually what it took to get approval and designs approved. Commissioner Crawford made the motion to recommend to City Council to designate one of the unnamed Sports Park multi-use fields as a "Memorial Field"; Commissioner Dennie seconded the motion. Motion carried 5-0.

Dave Douglass Park Issues (Item 10)

Teresa Pena, Charles Gray, John Gerald, Tino Medina, Brandon Marin, Andrew LaMar, Shelly Rice, Shawn Seyk, Robert Grahn, Peter Holmes, Leah Montez, Jose Jordan, Mark Ochoa, Nikki Ochoa, Denise McGill, Robert Marin all voiced their concerns, with Soccer group stating the need for more fields and homeowners requesting less traffic, trash and an unobstructed view of the park. Discussion ensued. Commissioner Barajas made the motion table limiting Dave Douglass Park to the Facility Committee. Commissioner Crawford Seconded the motion. Motion carried 5-0.

- X. OLD BUSINESS INFORMATIONAL ITEMS (None)
- XI. COMMITTEE REPORTS (None)
- XII. OTHER BUSINESS
- XIII. BUSINESS ITEMS FOR NEXT MEETING: Naming of N2 Park Presentation City Manager, Mark Deven-Budget Joint Commission Agenda
- XIV. NEXT MEETING DATE: March 23, 2009.
- XV. ADJOURN: meeting adjourned at 10:25 p.m.

Respectfully submitted,

Cathy Haynie, Acting Administrative Secretary Parks & Recreation Department

Page deliberately left blank

REPORT TO PARK & RECREATION COMMISSION

AGENDA ITEM

TO: PARK & RECREATION COMMISSIONERS

DATE: March 23, 2009

SUBJECT: Parks & Recreation Monthly Administrative Report

Report in Brief

Each month the Parks & Recreation Department Director provides the Park & Recreation Commissioner with a Status Report of Parks and Recreation Department issues, activities, and projects. Attached is the report for March 23, 2009. No action necessary, this is informational only.

Recommendation for Action

No action required, informational report only.

Daniel W. Gentry, Director Parks & Recreation

Attachment

Page deliberately left blank

Submitted by: Director Daniel W. Gentry

Consent Calendar: Item 2

<u>Description</u>	<u>Current Activity</u>	Pending/Future Plans
1. CEMETERY MASTER PLAN IMPLEMENTATION PROJECT	Grading and sod installation.	Continued grading and soding a section at a time through Spring & Fall 2009.
Grading and soil prep for sod	Activities Since February 23, 2009 Report	

BACKGROUND:

Project is to plan for future development of the Woodland 22 Acre Cemetery and for improvement of maintenance. The Cemetery Revitalization Program culminated in execution of a construction contract with PBM Construction in March 2006. The contracted project includes:

ACTION TO DATE STAGE I:

A completely new, state of the art, automated irrigation system for the entire 22 acre site with 16 acres of turf
All new paved roadways
Upgraded electrical system
Reclamation of 1,155 new burial plot locations
(in addition to existing plots)
Installation of 89 new burial vaults

New trash enclosures
New utility enclosures
Reconfigured and upgraded access and entryways
Automated entry gate
Upgraded landscape planting
200 new in-ground flag sockets
Bids for sod installation were received August 27, 2007

Note: Stage I contract was substantially completed in the Spring of 2007. They started the 90 maintenance period the first of June 2007 and acceptance of the contract from the contractor was July 31, 2007.

SCOPE STAGE II OF THIS PROJECT INCLUDES:

- Leveling headstone (as much as possible)
- Second application of weed killing
- Grading and leveling areas

The low bid was 20% under City estimates

Submitted by: Director Daniel W. Gentry

Consent Calendar: Item 2

Soil preparation for new turf

Laying new grass throughout the cemetery

ACTION TO DATE STAGE II: About 30% of the turf (five acres) of new turf has been laved (this includes all the scope items for Stage II)

<u>Description</u> <u>Current Activity</u> <u>Pending /Future Plans</u>

2. COMMUNITY & SENIOR CENTER PHASE II	 Security Systems Av and PA systems ADA doors Improvements Blackout curtains on doors Final Punch list 	Front SignClose-out Project
	Activities Since February 23, 2009 Report	

- Hand rails in hallways
- ADA Parking Improvements completed
- Final Punch list

BACKGROUND:

Measure E, Advisory Measure "C" for the Phase II of the Project was approved by 69.37% in June 2006. This project includes:

- Dance/Aerobics Fitness Center
- Completion of Phase I finishes in the building
- Additional parking, Front Sign

- Dog Park
- Front Landscaping, etc.
- Security system in and outside the building

ACTION TO DATE:

- Council approved Phase II Plans capital budget: January 2007
- Staff met with the Designer (Stantec Consulting) on January 18, 2007 to scope and start the design work on the project.
- Council reviewed and approved the preliminary design on the Dance/Aerobic Fitness Center on February 20, 2007
- Construction documents are 100% complete and have completed plan check and review by city staff.
- Council approved Plans & Spec. and revised project budget September 4, 2007. Restroom was included as additive alternate.
 The following were included for separate procurements as budget allows: Bleachers, Black-outs Shades, Fountain, Dog Park, Sliding Partitions, Monument Sign, Donor Signs, Wainscot
- Favorable bids were received on October 16, 2007 at a level 9.8% .under the project estimate.
- Awarded contract at the November 6, 2007 Council Meeting.
- Signed contract documents, pre-construction meeting and started construction December 3rd, 2007.
- Completed parking lot next to Dog Park the week of April 21, 2008.

Submitted by: Director Daniel W. Gentry

Consent Calendar: Item 2

- Foundation slab and steel work completed the week of April 21, 2008.
- Change orders have been issued for the 1) Front landscaping, 2) Wainscot, and 3) Bleachers
- Wall is constructed in Senior Center Game Room.
- Fee resolution for the Fitness Center was passed by City Council on July 15, 2008
- Received Fitness Equipment September 2008
- Front Fountain installed the week of October 13, 2008
- Front landscaping installed week of November 17, 2008
- Bleachers

<u>Description</u> <u>Current Activity</u> <u>Pending/ Future Plans</u>

3. SPRING LAKE NEIGHBORHOOD PARKS	Approval of plans and specs by	Construction bid: Spring 2009
	City Council	• Start construction Summer 2009
	 Authorization for public bid by 	Completion: Late Fall 2009
	City Council	

Activities Since February 23, 2009 Report

- Meeting with the "PROS" and "CON" Spring Lake residents regarding the Dog Park
- Final construction estimate
- Land purchase agreement approved by City Council March 17, 2009
- CDs complete: March 2009

BACKGROUND:

With the Development of the SLSP the City of Woodland is required to build 4 new Neighborhood Parks. There are 3 eight acre parks and 1 four acre Central Park.

ACTION TO DATE:

- City Council adopted the SLIF (Spring Lake Infrastructure Fee) fee for Parks.
- Park locations were adopted with the SLSP
- Park amenities were adopted with the PRCS Master Plan
- Estimated dates for park completion: (1) N2 2009 8-acre NE off 102 KB Homes, (2) 2010 4-acre Central Park, (3) 2012 8-acre SE off 102 Russell Ranch, and (4) 2014 8-acre park.
- Council approved PPSS (capital budget) of Neighborhood Park #2 (the first SLSP park) on June 21, 2005.
- Recruitment of the Park Planner started August 1st of 2005 and ended August 31st of 2005.

Submitted by: Director Daniel W. Gentry

Consent Calendar: Item 2

- Kent Perkes, Park Planner started November 14, 2005.
- Review of draft Master Plan for the park was presented to the PRCSUF Commission on November 28, 2005.
- The Parks & Recreation Commission recommended Council adopt the N#2 Park Master Plan at the January 2006.
- City Council approved the N#2 Master Plan at the February 7, 2006 meeting.
- Interviewed landscaping companies March 23, 2006 for design review and construction documents.
- With the slowing of the housing market has delayed the park projects by at least three years.
- Development of phasing plan

Park & Recreation Commission: March 23, 2009

Consent Calendar: Item 2

<u>Description</u> <u>Current Activity</u> <u>Pending/ Future Plans</u>

4. COMMUNITY SPORTS PARK- PHASE I	•	Portable fence	•	Warranty Items
	•	ADA score table		

Activities Since February 23, 2009 Report

- Portable fencing started fabrication February 2009
- ADA score table design ordered
- Punch list close-out
- Close-out project with Council March 17, 2009

BACKGROUND:

With the development of the SLSP the City of Woodland is required to build Community Sports Park. SLSP will fund 28.39 acre Sports Park and the remaining 31.61 acres will be funded to the Master Plan Area and Measure E revenue. Measure E, Advisory Measure "C" for the Community Sports Park Phase I was approved by 69.37 in June 2006. This project includes three (3) lighted synthetic softball/soccer fields and one soccer only field.

ACTION TO DATE:

- The initial design of the Sports Park commenced with the purchase of 40 acres and development of the Community & Senior Center project.
- 2004 City of Woodland purchased the second 40 acres that was contiguous to the Community & Senior Center 40 acre property. The two properties are combined to build the Community Sports Park.
- Council approved the funding at the October 3, 2006 Council Meeting to develop the Sports Park Master Plan; Parks & Recreation Commission recommended the adoption of the Sports Park Master Plan at their November 27, 2006 meeting.
- Council adopted the capital budget for Phase I design and construction at the January 16, 2007 meeting.
- Planning Commission reviewed and adopted the Sports Park Master Plan and their January 18, 2007 meeting.
- Council reviewed the Sports Park Master Plan on February 6 & 20, 2007.
- City Council adopts the Community Sports Park Master Plan March 20, 2007. Base Bid includes: 3 large lighted synthetic multi-use fields, 1 standard lighted synthetic soccer/softball field, pre-fabricated restroom, walkways and landscaping. The following were included as alternate bid items: reduce standard soccer/softball field to soccer only, add a 4th large lighted multi-used field, add shade structures, site amenities, and colored/stamped concrete to match the Community Center.
- The bids were opened November 6, 2008 and the low base bid was 17% under the architect's estimate.
- Council prioritized bid alternative at their November 27, 2008 meeting; Council awarded a construction contract at the December 8, 2008 meeting; Contract documents were signed with Gold Valley Construction January 2008; Contractor mobilized for construction February 19, 2008.

Submitted by: Director Daniel W. Gentry

Consent Calendar: Item 2

• Grading, drainage and curbing are on schedule through May 2008; The rough grading of sports fields have been compacted to 90% required for turf installation; Parking lot asphalt; Installation of fencing and backstops; Foundations for shade structures

- Installing synthetic turf
- Cooling system for synthetic fields
- Restroom installation
- Concrete pathways, Landscaping, Lighting installation, covers for shade structures
- Grand Opening November 8, 2008
- Concession trailer

<u>Description</u> <u>Current Activity</u> <u>Pending /Future Plans</u>

6. MEASURE E / PROPOSITION 50 IRRIGATION PROJECTS	 Construction completion –March 2009 Park/Camarena & Pedroia Fields and City Park Punch list close-out 	Close-out project with Council
	Activities Since February 23, 2009 Report	
Finish soding the ParkFinish infields		

BACKGROUND:

Measure E, Advisory Measure "C" for the Phase II of the Project was approved by 69.37% in June 2006. Staff competed and was awarded \$996,200 for a Proposition 50 Grant. These will be matching funds for Measure E sales taxes dollars on the irrigation projects. The irrigation projects includes:

Phase I

- Southland Park completed
- Christiansen Park/Camarena & Pedroia Fields (2009)

Phase II (2010-2011)

- Tredway Park
- Hiddleson Pool
- Dave Douglass Park
- Wayne Cline Park

ACTION TO DATE:

- City Park (2010)
- Harris Park (2011)
- Schneider Park
- Weather Station
- Computerized Controller System
- Irrigation Head Replacement as needed

Submitted by: Director Daniel W. Gentry

Consent Calendar: Item 2

- Wednesday, June 27, 2007 the City received notice that it was awarded \$996,200 for a Prop. 50 Grant
- Council approved PPSS (capital budget) on September 18, 2007.
- Staff sent-out an RFP (request for proposals) in January 2008 for landscape architectural services.
- RFP proposals were received on February 7, 2008 and the top firms were interviewed in March 2008.
- Final selection of the top two firms was made in April 2008 and contracts were finalized in April 2008.
- Signed design contracts with both Stantec Consulting and Callander Associates Landscape Architecture, Inc.
- Development irrigation master plans for City Park, Harris Park, and Camarena & Pedroia Fields/Christiansen Park
- Awarded construction contract September 16, 2008 Christiansen Park/Camarena & Pedroia Fields.
- Received construction bids the week of October 6, 2008 City Park & Harris Park (26% under estimate)
- Construction started on Christiansen Park/Camarena & Pedroia Fields

Page deliberately left blank

To: Dan Gentry, Parks & Recreation Director From: Jeff Sissom, David Stewart, Eric Dexter Subject: Parks Division Maintenance Report

Since the last report, the maintenance staff has been involved with the following items:

- 1. **Irrigation Renovation Update:** Camarena/Christensen Park Project is nearly complete with the last section of sod installed this past month. The new turf looks outstanding and the little league is looking forward to playing on it. The Christensen Park area will continue to be fenced off for the maintenance period over the next month.
- 2. **Camarena snack bar:** If you go by the Park to look at the new turf check out the snack bar improvements. The entire outside of the building has been refurbished and with a partnership with Little League, glass windows were added as an improvement.
- 3. **Arbor Day:** Over 30 volunteers showed up to help plant tree at the annual Arbor Day event on Saturday March 14th at City Park. To carry on the tradition of having Oaks within City Park, two oak trees were planted to replace one that had to be removed last summer. After those plantings one group of volunteers helped plant trees within walking distance of City Park in city landscape areas while another group went to Campbell Park and planted nine trees.
- 4. **Baseball Start up:** It's that time of year with Babe Ruth, Cal Ripken, Little league, and Woodland High School baseball all up and running. The staff's hard work in the off season has been appreciated by the user groups. The new sports park has been a great outlet for baseball and has been used by the local three Woodland High School teams as well as Little League.
- 5. **Dog Park Re-opening:** The large dog area with be reopening on March 23rd It was closed due to over seeding of the grass. Now the small area will need to be shut down for a few months to over seed it because of the extra use it received.
- 6. **Everman & Pioneer Parks:** Installed new doors at Everman and Pioneer Park restrooms.
- 7. **Annual Maintenance:** Electrical Dept is doing their annual maintenance in the parks.
- 8. **Tree Trimming:** Scheduling Tree Contractors to trim Plane Trees at Freeman Park and trim Palms at the Cemetery.
- 9. **Inspections:** Inspections of the large valley oaks at City and Beamer Parks.
- 10. **Klenhard Field:** Spring cleanup of the ball diamonds at Klenhard.
- 11. **Landscapes:** Planting completed in cityscapes and some new color will be added to Heritage Plaza and Main Street.
- 12. **Pools:** Spring maintenance is complete and the first Swim Meet has come and gone. It looks like it will once again be very busy at CBSC.
- 13. **Cemetery:** Sod prep is off and running again with all the warm weather back. Next install date for sod is 4-8-09. New flowers have also been planted at the entrance gate at Cross St.

Page deliberately left blank

CITY OF WOODLAND PARKS AND RECREATION DEPARTMENT

INTEROFFICE MEMORANDUM MARCH 18, 2009 RECREATION DIVISION

TO: DANIEL GENTRY, DIRECTOR

FROM: DANIEL RICE, RECREATION SUPERINTENDENT

SUBJECT: PARKS AND RECREATION COMMISSION REPORT

Special Event Committee – The Committee did not meet in March. Will review in April:

Butler Amusements Carnival June? Farmer's Market April-October Concert at Sports Park TBD Holy Rosary Procession June 14

Others approved outside meeting cycle:

Rose Club Garden and Home Tour April 26 Aeromodelers April-November Radio Remote at Food 4 Less April 26, May 31, June 28 & August 2

Community & Senior Center – Upcoming rentals include:

TEAM – Every Tues. – Meeting Room

Secure Horizons – Mar. 18 – Meeting Room

Woodland Healthcare Annual Dinner – Mar. 20 – Gym

Singh Wedding Reception – Mar. 21 – Gym

Stonehaven Meeting – Mar. 24 – Meeting Room

College Financial Planning Seminar – Mar. 24 & Apr. 21 – Meeting Room

Deol Wedding Reception – Apr. 11 - Gym

Woodland Soccer Club - Apr. 16, May 14, Jun. 11, Jul. 16, Aug. 13, Sep. 10, Oct. 15, Nov.

12 & Dec. 10 – Meeting Room, Banquet Room

Ladies Retreat – April 16-18 – Banquet Room

DJUSD Teacher Orientation – Apr. 20 & 27– Meeting Rooms

Pancake Breakfast – Apr. 25 – Banquet Room

Friday Night Live Youth Awards – May 6 – Banquet Room

PHS Prom – May 9 – Banquet Room

WHS Prom – May 16 – Banquet Room

Pregnancy Support Group Annual Dinner – May 28 – Gym

WCS Graduation – May 30 - Gym

Maravilla Wedding Reception – May 30 – Banquet Room

Murillo Wedding Reception – Jun. 6 - Gym

Dr. Portalupe Seminar – Jun. 11 – Meeting Room

Ali Wedding Reception – Jun. 13 – Banquet Room

Palomino Wedding Reception – June 20 – Banquet Room

Heredia Wedding Reception – June 27 – Banquet Room

Angulo Wedding Reception – Aug. 22 – Banquet Rooms 2 & 3

Kaur Wedding Anniversary – Aug. 29 – Banquet Room

MS Vendor Fair – Sep. 26 – Banquet Room

Contreras Quinceanera – Nov. 14 - Gym

Upcoming City sponsored activities:

WRA Meeting – Mar. 19, Apr. 2, Apr. 7, Apr. 13, May 7, Jun. 4, Jul 2, Jul 9, Aug 6, Sep 3,

Oct 1, Nov 5 & Dec 3 – Meeting Room

Contract Negotiations – Mar. 20 – Conference Room

Community Service Awards – Apr. 2 – Banquet Room

Youth Conference – Apr. 4 – Whole facility

Yolo County Executive Leadership Academy – Apr. 6, May 4, & Jun. 1 – Meeting Room & Banquet Room 2

City Council Meeting & PD Awards – Apr. 7 – Banquet Room 2

CDD Meeting – April 10 – Meeting Rooms

Special Election – May 19 – Meeting Room

Upcoming potential rentals:

Dinner – Apr. 15 – Banquet Room 1

Mike Thompson Dinner – Apr. 18 – Banquet Room

Quinceanera – May 2 – Banquet Room

Farm Bureau Dinner – May 11 – Banquet Room

Community Band Concert – May 21 – Banquet Room

Hansen Memorial Service – June? – Banquet Room

CA Fish & Game – Jun.-Nov. 09 – Meeting Rooms

Wedding Anniversary – Jun. 5 – Banquet Room

Wedding Reception – June ? - Gym

Wedding Reception – Jul. 18 – Banquet Room

Wedding Reception – July 25 - Gym

Wedding & Reception – Aug. 1 – Banquet Room

Wedding Reception – Sep. 12 – Gym

Veteran's Conference – Oct. ? – Whole Facility

Quinceanera – Oct. 10 – Banquet Room

Wedding Reception – Oct. 17 – Gym

Wedding Reception – Oct. 24 – Banquet Room

Wedding Reception – Nov. 21 & 22 – Gym

Holiday Party – Dec. 18 or 19 – Banquet Room

PHS Stadium Crab Feed – Jan. 16 or 23, 2010 - Gym

Wedding Reception – Apr. 11, 2010 - Gym

Fiscal Year 08/09: We've collected \$91,600 in rental fees to date.

Fiscal Year 07/08: Same time period \$111,470

Target Income to date for Fiscal Year 08/09: \$133,336

Target Income for Fiscal Year 08/09: \$200,000

One month later we are still below last year's revenue by \$20,000. So, we are doing better by holding the line. However, we are still \$42,000 below target with about 3 ½ months left in the fiscal year. It is anticipated that we will be around \$145,000 for the year which is \$55,000 short of our goal. We are still busy with rentals almost every weekend. My goal is to sell more rentals now for next year to boost our revenues.

Other Work Topics:

Facility Marketing
Rentals
Facility Maintenance
Reorganization of Recreation Programming
Sports Facility Scheduling & Fees
Policies
Fitness/Aerobics/Sports Centers
Senior Softball Regional Tournament
Program Analysis and Prioritization
Budget
Front Gate Opening/Closing Procedures
Farmer's Market
Woodland Youth Coalition

Attached you will find Supervisor reports. If you have any questions prior to the meeting, feel free to give me a call at 661-5880.



Woodland Parks & Recreation Department

2001 East Street • Woodland, CA 95776 Phone: 530/661-5880 • Fax: 530/666-7257

COMMISSION REPORT March 2009

TO: Dan Rice, Recreation Superintendent

FROM: Kris Bain, Aquatic Supervisor

Adult Sports & Aquatics

GENERAL

Upcoming is the adult volleyball league. In addition, Spring is right around the corner, and staff is preparing to teach lifeguarding, staff recruitment, and the adult softball league.

SPORTS

<u>Basketball</u> The winter season has completed. There were 15 teams between the general division and church night. On the senior basketball side, for the over 40 and over 50, just about one hundred came out to play. We owe a huge thanks to Wayne Miller for putting together the senior basketball league again for us this year and doing such a wonderful job. Thanks, Wayne!

<u>Volleyball</u> March 16 and March 18, an adult volleyball league is beginning. Monday nights will be women only, with seven teams. Wednesday evenings is co-ed, with six teams. We had hoped to get a men's league going, but we only got one roster. We were, however, successful in converting that team into a co-ed team. The volleyball league will run until mid-May.

Sports Leagues	Teams/Participants	Program Revenue	Net Gain/Loss		
Senior Basketball	97	\$ 9,385.00	\$	470.00	
Monday Basketball	9	\$ 3,975.00	\$	729.00	
Friday Basketball	6	\$ 2,675.00	\$	235.00	
OVERALL		\$ 16,035.00	\$	1,434.00	

<u>Drop In Recreation</u> Beginning April 1, Drop In is changing. We are going to be charging \$3 per person, including ALL high school players. This is going to be huge. Many players won't attend. The number of players attending the open gym is huge, however most of them are not being charged at all. In our efforts to continue the program and no longer lose money, we have to charge everyone.

Open Gym	Total Participants	Average Monthly Attendance	Operation Hours	Progr	am Revenue	Net Gain/Loss	Cost/Part per Hour
Basketball	349	17		\$	62.00	\$ (278.00)	\$ 3.56
Volleyball	75	19	0	\$	150.00	\$ 82.00	\$ -

AQUATICS

Adult Exercise Programs February attendance seemed slower than usual, and even slower than January. The lunch-time lap swim program showed better attendance this February than in 2008, yet slightly down since January (2009). The morning water exercise class' numbers were higher than January (2009), however in comparison with last February, the numbers have significantly decreased.

Woodland Wreckers Swim Team Registration is being taken for the team. An early meeting with the parent board was held at the end of January. Parents were able to sign up for volunteer duties, as well as ask questions or comment on the upcoming season. Woodland Swim Team

The Woodland Swim Team hosted the March meet. This meet was a last-chance qualifier for the Northern California Junior Olympics. Three hundred swimmers came from areas all over including, Redding, Chico, and even Sparks, Nevada. We were blessed with wonderful weather and the meet went well.

Other The last weekend in February we hosted a tournament for the UC Davis Women's water polo club team. They brought in twenty teams for the weekend. The pool rental brought in an additional \$1,300 in revenue for the month. We will be hosting the Men's water polo club March 14 for a one-day tournament. Little tournaments and additional practices aid in achieving our revenue goals.

AQUATICS

Adult Exercise Programs	Total Participants	Average Monthly Attendance	Operation Hours	Progra	m Revenue	Net Gain/Loss	Cost/Part per Hour
ADULT LAP SWIM	231	11	31.5	\$	548.50	\$ 139.00	\$ -
WEEKEND LAP SWIM	49	5	13.5	\$	104.75	\$ (26.88)	\$ 0.44
EVENING LAP SWIM	33	2	13	\$	62.75	\$ (127.38)	\$ 7.96
WATER AEROBICS	15	2	8	\$	37.50	\$ (79.50)	\$ 5.30
DEEP WATER AQUASIZE	6	1	7	\$	15.00	\$ (87.38)	\$ 21.84
WATER EXERCISE	127	10	13	\$	309.25	\$ 119.13	\$ -
OVERALL	461	31	86	\$	1,077.75	\$ (63.00)	\$0.06

February 2009 Program Comparision

	Total Participants			Total Revenue			Avera	ge Daily Atten	dance
Adult Exercise Program	Feb-09	LAST MONTH - 1/09	LAST YEAR - 2/08	Feb-09	LAST MONTH - 1/09	LAST YEAR - 2/08	Feb-09	LAST MONTH - 1/09	LAST YEAR - 2/08
LAP SWIM	231	235	199	\$548.50	\$427.25	\$463.00	11	11	10
EVENING LAP SWIM	33	57	52	\$62.75	\$111.25	\$125.00	2	3	3
WEEKEND LAP SWIM	49	83	63	\$104.75	\$185.00	\$159.00	5	9	9
WATER EXERCISE	127	121	152	\$309.25	\$314.50	\$370.00	10	9	12
WATER AEROBICS	15	18	13	\$37.50	\$37.00	\$34.00	2	2	1
DEEP WATER AQUASIZE	6	13	5	\$15.00	\$26.50	\$12.50	1	3	2
January TOTALS	461	527	484	\$ 1,077.75	\$ 1,101.50	\$ 1,163.50	31	37	37

TO: DAN RICE, RECREATION SUPERINTENDENT

FROM: YVETTE SMITH, RECREATION SUPERVISOR

DATE: MARCH 19, 2009

SUBJECT: COMMISSION REPORT MARCH 2009

YOUTH PROGRAMS

1. <u>Maxwell Afterschool</u>: With less than three months to go before summer break, the staff and I are planning some exciting games, crafts and trips to end the program on a high note.

YOUTH SPORTS

- 1. <u>Winter Youth Basketball</u>: We just completed another successful Winter Basketball Program. Last game was March 14, 2009. Div. III (7 9 grade girls) was cancelled due to low registration. These young ladies had the choice of a refund or they could participate in Div. IV (7 9 grade boys). The majority of them did choose to participate in Div. IV. We had a total of 138 kids who participated in this year's basketball league.
- 2. **Spring Basketball**: Spring Basketball cancelled, due to low registration.

OTHER PROJECTS WORKING ON

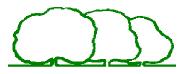
- 1. Recruiting and Hiring for Summer Employment
- 2. Revising Summer Training Manual
- 3. 4th of July Event

UPCOMING PROGRAMS

- 1. Spring Break Sports Camp April 13th April 17th
- 2. Summer Basketball Clinics

SPECIAL EVENT

1. <u>Sweetheart Dinner Dance:</u> Coming in February 2010. Make a Valentines date with your best sweetheart for the Sweetheart Dinner Dance @ the Woodland Community & Senior Center. Experience fantastic food and great wine, while enjoying music and dancing. Space will be limited so call ahead of time and put your name & address on an interest list. Semi-formal Event. Ages: 21 – over. For more information contact Yvette @ 661-5880.



Woodland Parks & Recreation Department

2001 East Street • Woodland, CA 95776 Phone: 530/661-5880 • Fax: 530/666-7257

COMMISSION REPORT March 2009

TO: Dan Rice, Recreation Superintendent

FROM: Dallas Tringali, Acting Recreation Supervisor

SPECIAL INTEREST CLASSES

Parks and Recreation is now offering two financial planning workshops for youth and adults. Joe Hruban will be putting on a college funding workshop as well as an IRA retirement workshop.

YOUTH CENTER

The Spot will be hosting a full week's worth of activities for Spring Break 2009! There is a movie matinee planned for Monday, followed by a day of goofy tournament games on Tuesday. Wednesday features a quiz show day, Thursday we're hosting a 1-on-1 basketball tournament (which promises to be a popular event). Friday, we cap it all off with a nice relaxing BBQ at the youth center.

WOODLAND SPORTS PARK

The Woodland Sports Park scheduling policy was adopted by City Council on Tuesday, March 17th. This policy will help to distribute the fields to the user groups year-round with minimal overlap. It also allows for Parks and Recreation to generate as many revenues as possible through tournament and daily field rentals.

City of Woodland Parks & Recreation Department Senior Center

Interoffice Memo

Date: March 1, 2009

To: Dan Rice, Recreation Superintendent

From: Susannah Reinhart, Senior Center Program Manager

Subject: March 2009 Staff Report

Administration

- <u>Area 4 Agency on Aging</u>: For a second grant cycle, the City of Davis has agreed to be the Grant Administrator for the Yolo County *Information & Assistance* Grant/2006-2010.
- <u>Award Recognition</u>: The Woodland Sports Park (behind the CSC) has just received the "Award of Excellence" form the *CA Park & Recreation Society* in the category of 'Facility Design' for Sports Field/Complexes in communities with 50-100,000 residents. This is the second award the Parks & Recreation Department has received. In February 2008, the CSC received the 'Award of Excellence' in the category of 'Facility Design & Park Planning' for Community Centers/Facilities.
- <u>C&SC Donor Opportunities</u>: Individuals, families, and businesses have the opportunity
 to have their names, or the names of those they wish to honor, memorialized within the
 new facility. Naming rights to the building and many of its components (including the
 Senior Center) are available. Donors may dedicate rooms, artwork, furnishings, or
 outdoor facilities as lasting remembrances. Funds raised from private donors will allow
 for many enhancements to the facility.
- <u>COW e-newsletter</u>: Monthly e-newsletters feature brief information from each City department on items of public interest, including a link to the *Senior Gram*. Email subscriptions are available at the City website, <u>www.cityofwoodland.org</u> or call Ana Gonzalez at 661.5800.

Boards/Committees

<u>Commission on Aging (COA)</u>: The next meeting will be held on Monday, March 23, 2009 at 3:30 PM at the Community & Senior Center. Public welcome. Concerned citizens are encouraged to apply for the one vacancy on the Commission. For information and an application, please contact Susannah at 661-5890.

<u>Senior Center, Inc. (SCI)</u>: The next meeting of the BOD (Board of Directors) will be held on Thursday, March 5, 2009 at 9:30 AM.

Benefit Thrift Shop: This program is coordinated by staff and utilizes many volunteers
who work diligently to make it a successful fundraiser. The February 2009 gross
revenue was \$1628. Proceeds from the Thrift Shop continue to support programming at
the Senior Center.

 Membership: The 2009 membership drive has started. Dues have increased as of 2009 and are now \$8/calendar year. SCI provides supplemental financial and advisory support for senior programs. In addition to the general membership, seniors are contributing to the Century Club (minimum \$100 donation), General Fund, and the Building Fund.

March 2009 Special Events, Activities/Programs & Services

- <u>AARP Driver Safety</u>: The next classes are scheduled from 9-1PM on May 23 & 30, 2009. Instructor: Don Campbell.
- <u>Art Workshop</u>: Seniors can work on their own art projects in the company of other artists. This program meets in the Art Room from 9:30-12:30 p.m. on Wednesdays. All mediums welcome. Facilitator: Jan Bello.
- <u>Arthritis Self-Help Group</u>: This group meets at 1 PM on the 1st Thursday, March 5, 2009. For information, call 662.9038.
- <u>Battery Checks</u>: We found that many of the recycled batteries in the buckets are still good and not ready for recycling. Before you recycle your batteries in our battery buckets, you can use our new battery tester, located in the SC hallway, to check to see if they still hold a charge.
- <u>Benefit Thrift Shop</u>: Our store is in need of clean, usable items to sell. Donations are received on Thursday mornings, 9-11 AM. The Thrift Shop is open on Fridays, 9:30-11:30 AM-seniors first. Proceeds continue to support programming at the Senior Center. Call Paula Crum for information.
- <u>Bereavement Self-Help Group</u>: This support group meets at 3:30 PM on the 3rd Thursday, March 19, 2009. Susan Willis, manager of *Vitas Hospice* facilitates the group. This group is open to all people who are suffering with the loss of a loved one, pet, health, etc.
- <u>Bingo</u>: This program is held from 12:15-2:45 PM on Wednesdays and Fridays. (Bring exact change).
- <u>Blood Pressure Clinic</u>: Blood pressures are taken from 10-12 PM on the 4th Tuesday of the month, March 24, 2009. *(new time)*
- Bridge for Fun: This program meets at 12:30 PM on Wednesdays.
- <u>Ceramics</u>: Roni Kobel teaches a weekly *Ceramics* class on Tuesdays, from 9-11:30 AM. Underglaze, glaze, dry brushing, and antiquing. Fee \$5/month; separate kiln fee. For information, call 662.0618.
- <u>Changes to Choices</u>: This *Senior Peer Counselors* discussion group meets at 10 AM on the 1st and 3rd Tuesdays, March 3 & 17, 2009. For information, call 662-3102.
- <u>Chit Chat Cafe</u>: The <u>Elderly Nutrition Program</u>'s special events include <u>Birthday Luncheon</u> on Wednesday, March 25, 2009. Reservations required by 12 noon the day prior. Check in at 11:30 AM and lunch served at 11:45 AM. NOTE: We'd like to thank 'The Californian' for making a monthly Tuesday cookie delivery. We appreciate your support!
- <u>Coffee Donations</u>: Senior Center, Inc. generously provides coffee (and supplies) for senior participants. 25-cent donation appreciated.

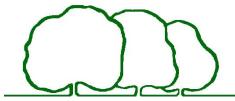
- <u>Community Care Car</u>. This all-volunteer transportation program takes seniors to local appointments Monday–Friday. Seniors must be ambulatory and be able to get into and out of the minivan on their own. *Gift Coupons* are a great gift idea from a friend, relative, or yourself! \$2.00 round-trip Rider Coupons are available at the front desk. Desk is open to take reservations from 9-2:30PM.
- Computer Club: The Computer Club's general meeting is held at 1 PM on the 4th Monday, March 23, 2009; topic is 'Knowledge Exchange'. Call for information on classes and open labs. Labs are held from 1-4 PM on Wednesdays and from 12-3 PM on Fridays. (50 cents/hour) Board meetings are held at 1 PM on the 2nd Tuesday, March 10, 2009.
- <u>Country Western Line Dance Class</u>: Sherri Fay is the instructor for the 12:30PM Wednesday *Beginner's* and 1:30PM *Intermediate* classes. It's a great exercise and lots of fun!
- Cribbage: This table game is held at 1 PM every Wednesday. Drop in welcome.
- <u>Discover Shakespeare</u>: This class format features two complete plays! Instructor Ralph Quinn will discuss Shakespeare's famous plays, 'Romeo & Juliet' and 'Henry IV-Part Two'. This program is accompanied by a musical sound track unique to this presentation (available no where else). This eight-week *Discover Shakespeare* class is held from 1-2:30 PM on Thursdays, March 12-April 30, 2009. Class will include careful explanations of Old English words and detailed scene presentations. Participants are encouraged to bring a copy of the play as an aid to understanding. Fee: \$28.
- <u>Family Caregiver Support Program</u>: Appointments may be scheduled with Peggy Phelps, Caregiver Resource Specialist from *Yolo Adult Day Health Center*. For information, call 666.8828.
- <u>Gentle Yoga</u>: This popular class is held from 4-5 PM on Wednesdays. Gentle Yoga offers postures, slow movements and breath techniques to build strength, flexibility and balance and focus the mind. Instructor: Ann Pearson-Franke.
- Handicrafters: This program meets from 9-11 AM on Mondays.
- <u>Hear! Here!</u> This self-help group meets at 2 PM on the 4th Monday of the month, March 23, 2009; topic is *'Hearing & Devices/General Technologies'*. For information, call 662.5102.
- HICAP (Health Insurance Counseling & Advocacy Program): Individual consultations are available from 1-3 PM on the 1st and 3rd Wednesdays, March 4 & 18, 2009. (Medicare concerns and supplemental health insurance). (Appointments) NOTE: 2009 HICAP Training begins March 2, 2009. For information, and to register for training, call HICAP at 916.375.3761.
- <u>Information & Assistance (I&A)</u>: Call the Senior Center at 661.5890 for specialized assistance and referrals. This program is paid, in part, through a grant by the *Area 4 Agency on Aging*. (Appointments available).
- <u>Information Available</u>: Advance Healthcare Directives, Woodland Apartment List, Battery Recycling, Book & Video Libraries, Postage Stamps, and Yolo Co. Senior Resource Guide. Seasonally available: Tax-AIDE and Flu Clinic.

- <u>Informed Choices After Death</u>: This discussion group meets from 10-11:30 AM on the 3rd Wednesday, March 18, 2009. This discussion group is sponsored by *Yolo Adult Day Health Center/Woodland Healthcare*, and is partially funded by the *Area 4 Agency on Aging*. For information, contact Peggy Phelps at 666.8828 or pphellps@dcn.org
- <u>Legal Consultations</u>: Free 15-minute consultations are scheduled from 2-4 PM on the 3rd Friday, March 20, 2009. This service is sponsored by the *Yolo County Bar Association*. (Appointments)
- <u>Life History</u>: Woodland Adult Education offers three classes held at the Community & Senior Center: 2 PM Tuesday, 9 AM Wednesday, and 1 PM Thursday. Call 662.0798 for more information and to register.
- Low Impact Aerobics: Classes are held from 8-8:30 AM and 10-10:30 AM on Mondays, Wednesdays, and Fridays. Fee is \$5/month.
- Mah Jong: Join in on learning this stimulating venerable game of Chinese Tiles at 1PM on Thursdays.
- Needles & Friends: This quilting group meets from 9-2 PM on Mondays. NOTE: Our quilters donated 20 quilts for children to 'Rotoplast', the Rotary International organization that provides facial reconstructive surgery to children worldwide. In March, this group will begin creating wheelchair lap quilts for seniors in Yolo County. These charming small quilts are perfect for new quilters, but experienced quilters have fun with more challenging patterns. For information about the group, or for fabric donation, call 753-1933.
- <u>Nugget Market Receipts</u>: This program has been cancelled. Please do <u>not</u> bring in receipts.
- <u>Outa-Sight!</u> The self-help group meets at 1:30 PM on the 1st & 3rd Tuesday, March 3 & 17, 2009. The *Speaker Series* meets at 1:30 PM on the 2nd Monday, March 9, 2009 (*'Free Home Respite'* with *Susie McGibbon R. N./Citizens Who Care*). For information, call 662.0535.
- <u>Parkinson's Self-Help Group</u>: This group meets at 1 PM on the 4th Tuesday, March 24, 2009. Each meeting begins with exercises to maintain flexibility. Wear comfortable clothing. For information, call 916.489.0226.
- <u>Partnership Advantage Health Plan</u>: David McCallum offers monthly office hours for seniors in Yolo County's MediCal program, Partnership Advantage Health Plan. By combining Medicare, MediCal and prescription drug coverage, this plan allow members to receive all of their health care benefits in one package. Consultations are held from 9-12 noon on the 2nd Tuesday, March 10, 2009. (Appointments)
- Pedro Saturday: This game is scheduled at 11:30 AM on the 3rd Saturday, March 21, 2009.
- Pedro: This program is held from 12:15-3 PM on Tuesdays.
- <u>Peripheral Neuropathy Self-Help Group</u>: This group typically meets at 3:30 PM on the 3rd Monday, March 16, 2009. For information, call 661.3238.
- <u>Ping Pong</u>: Seniors are invited to join the fun from 10-11:30 noon on Friday mornings in the Youth Center. Playing Ping Pong is a fun way to exercise your body and your brain

and meet wonderful people, too. Come and learn to play or just cheer your favorite player on! No need to sign up.

- <u>Pinochle</u>: This group meets at 6 PM on Thursdays.
- <u>Second Horizons Bingo</u>: This program meets at 6 PM on the 1st Friday of the month, March 6, 2009.
- <u>Ship Shape</u>: This chair exercise class is held from 10-10:30 AM on Tuesdays and Thursdays. Fee is \$5/month.
- <u>Stroke Self-Help Group:</u> This support group typically meets at 1 PM on the 3rd Monday, March 16, 2009. Facilitator: Debbie Porter from *Woodland Healthcare*.
- <u>T'ai Chi</u>: This standing exercise class is held from 8:45-9:45 AM on Mondays.
- <u>Tax AIDE</u>: This specialty program is a tax return preparation service sponsored by AARP, in cooperation with the IRS. Volunteer tax counselors, trained in cooperation with the Internal Revenue Service will be available throughout the tax season to provide assistance in preparing income tax returns for seniors. Appointments are available Wednesday afternoons and Thursday mornings, beginning February 4-April 9, 2009. A list of 'What-to-Bring' to your Tax AIDE appointment is available at the Welcome Desk. Forms are filed electronically. For information, and to make appointments, call the Senior Center at 661-5890.
- The Novel Book Group: This discussion group meets at 9:30 AM on the 2nd Tuesday of each month, March 10, 2009.
- <u>Trips Program</u>: The Senior Center collaborates with *Collette Vacations* to bring group sightseeing trips to local seniors. 2009 trips include: *Southern Charm* (including Savannah, Charleston) in <u>April</u>; *South Dakota/Black Hills/Badlands* in <u>June</u>; *Islands of New England* in <u>August</u>; and the *Smoky Mountains/Kentucky* in <u>October</u>. NOTE: The cost of all our trips includes Cancellation Insurance and if you have to cancel for any reason, right up to the last minute, you get a refund of all money paid with the exception of the cost of the insurance.
- <u>Volunteers Wanted</u>: There are several ongoing volunteer opportunities at the Senior Center. Please call or come by the Senior Center if you, or someone you know, would be interested in volunteering. Current opportunities are: Bingo Caller, HICAP/Medicare counseling, Front Desk receptionists, and drivers & substitute drivers for Meals on Wheels. If you are interested, or know of someone wanting to volunteer, please contact Paula Crum.
- Western Dance Party: This event will be held at 6 PM on Friday, March 13, 2009.
- Woodcarving: This program meets at 1 PM on the 1st and 3rd Wednesday, March 4 & 18, 2009 to work on projects. Experienced carvers should bring gloves, tools and something to carve. All ages and skill level are welcome, but the minimum age is 18 years. For information, call 661-3864.
- Woodland Apartment List: As of September 2008, the Commission on Aging updated
 the list of apartments in Woodland. This list is a useful tool for seniors who are looking at
 other possible places to live; the list is frequently used by families who may have parents
 moving to Woodland. This list is available at no charge.

• <u>Woodland Stompers</u>: This performance group rehearses at 3 PM on Tuesdays.



City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM
5

SUBJECT: Monthly Street Tree Report DATE: March 23, 2009

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.

• Seven Year Pruning Cycle of Street Trees in City Right-Of-Way (ROW):

- 1. Reoccurring note: West Coast Arborists (WCA) is currently working in Area 7; this area was originally slated for FY10 but has been started early with the remaining funds from our contract service budget. The early start on this area will help us on our goal of achieving a 7 year pruning cycle.
- 2. Reoccurring note: According to our records, the last time area 7 was pruned was in 2000. This is due in part to turnovers in the tree crew, funding, workload, unfilled positions and the City's urban forest becoming more mature.

• Tree Planting:

1. Reoccurring note: City staff has planted twenty-six trees where stumps were removed in 07-08. The rest of the tree planting will resume once staff has finished grinding out the remaining stumps.

Arbor Day:

1. The Sacramento Tree Foundation donated 51 trees to the City of Woodland for the Arbor Day plantings. 20 of the trees were planted on Arbor Day; the rest will be planted around the City in various locations. This donation was greatly appreciated by all involved in this project.

• Tree Removals

1. Reoccurring note: The Tree Group has started the removal list and has approximately 20 trees left to remove for 09.

SUBJECT:	Monthly Ctuant Tuan Domont	PAGE: 2
SOBJECT.	Monthly Street Tree Report	ITEM:

• Stump Grinding

1. The tree group will be playing catch up on its stump grinding and will need to get thirty stumps ground before they can plant. If the stumps can't be removed and the soil replaced before the end of the month the tree plantings will have to be rescheduled until next fall.

• Tree Inventory

- 1. Reoccurring note: The City awarded a bid to Davey Resource Group to inventory and GIS all of our Right-of-Way and Park trees. This work was scheduled to begin in February, but due to a freeze on the grant funds by the State we are unable to proceed at this time.
- 2. The Urban Forestry Group is currently working with the Technology Services Department on creating a new tree layer in our Cityworks maintenance management program for the inventorying of our urban forest.

• Staffing:

- 1. Reoccurring note: Our vacant full time Tree Trimmer I/II position has been put on hold until further notice.
- <u>Service Requests:</u> City staff has completed 8 calls for miscellaneous service requests since the last Street Tree Report. There are approximately 101 service requests that are being responded to as time permits. This includes routine maintenance requests, ROW clearance issues, rebates, abatement issues and many miscellaneous hazard calls.

Respectfully submitted,

Gregor G Meyer Public Works Director

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

Parks & Recreation Commission Communication

AGENDA ITEM 6

SUBJECT: Set Joint Meeting with Commission on DATE: March 23, 2008

Aging

PREPARED BY: Daniel W. Gentry, Director of the Parks,

Recreation Department

RECOMMENDED ACTION: Staff is recommending the Commission to set a

joint Commission Meeting with the

Commission on Aging for April 27 at 5:30 p.m.

BACKGROUND INFORMATION:

Commissioner Crawford requested a joint meeting with the Commission on Aging. Staff recommends this meeting be set for April 27 at 5:30-6:30 p.m. Topic for the meeting will be the City of Woodland 2009/10 Budget as presented by Mark Deven, City Manger.

Respectfully submitted,

Daniel W. Gentry, Director Parks, Recreation and Community Services Page deliberately left blank

PARKS & RECREATION COMMISSION COMMUNICATION

AGENDA ITEM **7**

SUBJECT: Fitness Center Update DATE: March 23, 2009

PREPARED BY: Daniel W. Gentry, Director

Parks & Recreation

RECOMMENDED ACTION:

Information only

BACKGROUND INFORMATION:

The City of Woodland invited proposals from qualified individuals, partnerships, or companies (contractor) to provide management and operation of the new Fitness Center, for a minimum 3-year period. The contract option could be extended upon mutual agreement of the City and contractor.

The contract was basically a rental agreement for the space with a three year business plan with the following increasing rate structure:

The City will charge the contractor the following monthly rental and utility fees for the facility and all utilities.

 1^{st} Calendar Year Rent: \$2,400 Utilities: \$1,800 2^{nd} Calendar Year Rent: \$3,600 Utilities: \$1,800 3^{rd} Calendar Year Rent: \$4,900 Utilities: \$1,800

Staff conducted a mandatory pre-proposal meeting for potential contractors on January 9, 3:30 p.m. at the Woodland Fitness Center. There were approximately 10 people that attended the pre-proposal meeting. On January 23, 2009 staff received one proposal from Steve M. Harris of Cross Court Athletic Club. On February 4 staff reviewed the proposal with Mr. Harris. There was a good dialogue and exchange of information between Mr. Harris and City Staff. At a second meeting with Mr. Harris on February 10, 2009 he informed staff that he would not be able to contract with the City of Woodland to manage the Fitness Center.

Currently, staff is working with possible contract fitness instructors to offers classes at the Fitness Center on a 70 (instructor) -30 (City) percentage split to offer a wide variety of fitness class from Yoga to Circuit training. Operating in this manner the City of Woodland would not have additional staff cost impact on the upcoming 2009/10 Budget.

Respectfully submitted,

Daniel W. Gentry, Director Parks & Recreation Department Page deliberately left blank