

Location: Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95666

# **Agenda**

*November 30, 2009* 6:30 –8:00 p.m.

Commission Members John Murphy, Chair; Sam Crawford, Vice-Chair; Angie Dennie, Angel Barajas, Marina Tapia,

(2) Vacancies

Time Item

6:30-6:35 Call to Order

6:35-6:40 Pledge of Allegiance

**6:15-6:30 Minutes:** October 26, 2009

6:30-6:40 Correspondence

6:40-6:45 Public Comment

6:45-6:50 Communications Written-Staff Reports

Parks Report-Dave Stewart, Eric Dexter, Jeff Sissom

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

Street/Tree Report-Rob Sanders

6:55-7:00 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.

7:05-7:05 Presentations

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

A. Fee Waiver

B. Quarterly Joint Commission Meeting with COA

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

A. Senior Center Survey

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 1<sup>st</sup>. 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.

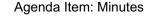
7:30-7:35	Old Business-Ation Items
	A. Revision of Contract for Instructors
	B. Donation and Memorial Policy
7:35-7:40	Old Business-Information Items
7:40-7:45	Committee Reports
7:50-7:55	Other Business
8:00-8:05	Parks & Recreation Director's Report
8:05-8:10	<b>Business Items for Next Meeting</b>
8:10-8:10	Next Meeting Date: January 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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Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

## Regular Meeting Minutes October 26, 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, Barajas, Tapia

Absent: 0

Staff: Sullivan, Haynie, Bain, Sanders, Dexter

#### II. PLEDGE OF ALLEGIANCE

#### III. MINUTES

Commission Minutes of September 28, 2009 (Item 1)

Commissioner Crawford moved to accept the September 28, 2009 minutes as written. Commissioner Barajas seconded the motion. Motion carried 5-0.

#### IV. CORRESPONDENCE None

#### V. PUBLIC COMMENT

Art Williams from the Woodland Tennis club would like to know what the class attendance numbers are for the Tennis classes offered by Parks & Recreation. Director Sullivan stated that he would have Dallas Tringali look into this.

#### VI. PRESENTATIONS: None

#### VII. CONSENT CALENDAR

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

Discussion ensued on items included in the Parks & Recreation Reports and clarification was given to Commissioners. Commissioner Dennie moved to approve the Consent Calendar; Commissioner Barajas seconded the motion. Motion carried 5-0.

#### VIII. NEW BUSINESS-Information Items

Contract Class Procedures (5)

Discussion ensued with Commissioner Dennie suggesting a focus group of Instructors.

Advertisement of all contract classes are on the Parks & Recreation Web page, with flyers made and displayed at the Community & Senior Center. Commission would like the wording of the Contract





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

with Instructors to be more specific as to what the City will provide. Staff will bring back to Commission the Contract Class Procedures with an amended contract for Instructors.

#### Park Naming Policy and Memorial Policies (6)

Commission reviewed and commented on policies for Park Naming and Memorial Dedication. Comments concerned Replacement, Allowance for Memorial Walkways, Gift Catalog, Memorial Grove, Future Parks and Front of Community & Senior Center.

#### IX. NEW BUSINESS – Action Items

# Commission Appointments (7)

Commission reviewed letter to City council requesting appointments to fill vacant Commission seats. Commissioner Dennie moved to accept the letter with one correction, Commissioner Barajas seconded the motion. Motion carried 5-0

## Tree City USA Recertification (8)

Commissioner Dennie made motion to support decision to submit the application packet that will recertify the City of Woodland as a Tree City USA, Commissioner Barajas seconded the motion. Motion carried 5-0.

## Woodland Tennis Club-fee waiver request

Commission was asked to review and recommend to Council for fee waiver for 2010 season. After discussion, Commission asked staff to relook at request for fairness and equity with other user groups of City facilities.

- X. OLD BUSINESS INFORMATIONAL ITEMS
- XI. OLD BUSINESS ACTION ITEMS (None)
- XII. COMMITTEE REPORTS

## XIII. OTHER BUSINESS

Director Sullivan reported on YMCA's partnership with the City. The YMCA will make a proposal for usage of both Grace Hiddleson Pool and the Fitness Center. Signage for the new park hours are just waiting on the correct wordage before being printed and installed. New L&L District is being considered for the Library but since the Library is run by the Library Board and not the City it would be difficult to include the Parks & Recreation Department. Creating a Parks & Recreation District is dependent on the Master Plan projections of development. Since the housing market is down it could be at lease five years before the City could consider a new L&L District.

Commissioner Crawford asked about the Bike Path project between the City of Woodland and Davis. Sanders explained the project to the Commission. After discussion, the consensus of the Commissioners was that this project was not something that they needed to be involved with, at this





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

time. As the plan develops and recreational amenities or features are discussed, the Commission should become engaged. Commissioner Crawford asked when the Parks & Recreation Master Plan would be updated, since the last one was updated in 2004. Director Sullivan stated with the staff shortages he could not say when this would happen.

XIV. BUSINESS ITEMS FOR NEXT MEETING: Senior Center Survey-if available

Revision of Procedures for Contract Classes Park Naming Policy and Memorial Policies Fee Waive Policy

XV. NEXT MEETING DATE: November 30, 2009, 6:30 p.m.

XVI. ADJOURN: meeting adjourned at 8:15 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary Parks & Recreation Department



# **Woodland Parks & Recreation Department**

2001 East Street • Woodland, CA 95776 • (530) 661-5880

# COMMISSION REPORT November 2009

TO: Carey Sullivan, Interim Director

FROM: Eric Dexter, Park Supervisor, Jeff Sissom, Park Supervisor, Dave Stewart, Park Supervisor

**Dog Park Renovation:** The large dog park have been over seeded and fertilized. We used a fescue/bluegrass mix to match the turf that is there. The area will reopen in January.

**Ball field Renovation:** Staff has replaced wear areas on the infield with sod at Klenhard Field #2 (Cal Ripken), Buchignani infield, Camarena field, and Pedroia infield.

Clark Field Project Update: Turf in the infield has been replaced including an upgrade with the irrigation. The infield had new irrigation head installed and is now on a timer so there is no more need for staff to manually water. All of this work was completed by volunteers that are helping to restore Clark Field.

**Cemetery:** 32,000 acres of sod were installed in the month of November and has already been moved and trimmed a couple of times. We are rushing to beat the weather and complete the final 18,000 feet of turf on the West half. The Veterans were unfortunately unable to put up the "Ave of Flags" for veteran's day due to a forcast of rain.

**City landscapes:** Two new landscapes were accepted into the city inventory this month. The south side of Gibson Road from the High School to Road 102 and a walkway/ greenbelt next to the Centex homes in Behgley Ranch. Gibson Road now has completed landscape from Rd 102 to Road 98. Additional Rain sensors have been installed on irrigation controllers to further reduce the likelyhood of watering landscape when it is raining.

**Pools:** The Pool is preparing to shut down for yearly maintenance. It will be closed from 12-21-09 to 1-25-10. This will also cover the furlough time citywide.

**Neighborhood Parks:** Routine maintenance performed at all parks. Weed control application to park fence lines, walkways, jogging paths and tree wells were completed at Woodside Park, Pioneer Park, Crawford Park and Ferns Park. Turf Renovation: Staff completed a turf renovation project at Klenhard Park Ball field Complex (Cal-Ripken field). Donation Tiles: Andy Gagnon Landscape installed new "donation tiles" to the Columns at Ferns Park. Water Feature: Staff closed down the water feature at Ferns Park for the winter. It will be turned back on in the spring.



# **Woodland Parks & Recreation Department**

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# COMMISSION REPORT November 2009

TO: Carey Sullivan, Interim Director

FROM: Dallas Tringali, Recreation Supervisor

#### WOODLAND BOXING CLUB & FOLKLORICO LATINO DE WOODLAND

The Woodland Boxing Club is a low-cost recreation program operating at the Yolano Housing Recreation Center.

October 2009 Woodland Boxing Club highlights include:

- 18 days operated.
- <u>24</u> total participants enrolled.

Fiscal year-to-date totals (July-September):

- 83 days operated.
- 112 total participants enrolled.

#### **SPECIAL INTEREST CLASSES**

October 2009 special interest class highlights include:

- 36 of 59 classes offered were successful.
- 215 total participants enrolled.
- 1,294.17 hours of recreation experienced by all participants.
- \$8,263.75 gross revenue earned.

Fiscal year-to-date totals (July-October):

- 123 of 194 classes offered were successful.
- 1,095 total participants enrolled.
- 28,039.92 hours of recreation experienced by all participants.
- \$50,452.75 gross revenue earned.

#### MAXWELL AFTERSCHOOL PROGRAM

October 2009 Maxwell Afterschool Program highlights include:

• <u>22 days</u> operated.

- 408 total sign-ins.
- <u>18.5</u> average daily attendance.
- \$2,838 gross revenue earned.

Fiscal year-to-date totals (August-September)

- <u>56 days</u> operated.
- 1,014 total sign-ins.
- 18.2 average daily attendance.
- \$8,402 gross revenue earned.

# **FATHER DAUGHTER DINNER DANCE**

The event was a great success! 175 daddies and daughters attended the event on Saturday, November 7<sup>th</sup> from 6:00-10:00pm. Catering was taken care of by Ludy's Main St. BBQ, photos by Channan Anchondo Photography and DJ services by Glenn Roberts of Sound Connection. Feedback from participants was generally positive.

Next year's Father Daughter Dinner Dance will be held on Saturday, November 13<sup>th</sup> 2010.

### **NITE HOOPS**

Nite Hoops is a free program for youth to play some pickup basketball. Nite Hoops takes place either at the Woodland High School gymnasium or at the Woodland Community & Senior Center on Saturday nights from 7:00p-10:00p.



# **Woodland Parks & Recreation Department**

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# COMMISSION REPORT November 2009

TO: Carey Sullivan, Interim Director

FROM: Brad Petersen, Recreation Supervisor

# **Aquatics**

#### **OVERVIEW**

Our Adult exercise numbers have started to drop with the winter weather and time change. Our Staff has determined the best time to complete the needed season maintenance would be during the December Furlough closure dates.

## **AQUATICS**

# Adult Aquatic Programs

Our morning aerobics group has grown from 131 participants September 2009 to 146 in October 2009. We are now working on implementing another training program for our evening instructors and incentive programs to retain our current instructors.

#### Woodland Recreational Swim Team

In 2007 the City of Woodland's Parks & Recreation started the Woodland Wreckers. The team has more than doubled in participants since the summer of 2007 when the team had 43 swimmers, growing to 101 swimmers by June 8, 2009. Practice will begin May 3 and the swim meets will start in June and continue through July on Saturdays. There will be a meeting on Wednesday November 18 to determine the 2010 summer schedule.

#### Woodland Swim Team

The Woodland Swim team is planning on hosting a winter swim meet the weekend of December 5-6th. We are continuing to work with the Woodland Swim team to try and overcome the upcoming Furlough dates and the displacement it will cause for their team. The Woodland Swim team will be displaced for a period of 2-4 weeks depending on weather and unforeseen maintenance issues.

#### Water Polo Rentals

Gold Country Masters Water Polo club continues to use our facility Monday nights. Christian Brothers High School hosted a high school varsity boy's tournament on October 16-17<sup>th</sup> at our facility. UCD's water polo club ran another successful college tournament on October 24th through the 26th bringing teams from all over the country to compete. American River Water polo club is interested in renting our facility next summer for Northern California's Junior Olympic trials.



# **Woodland Parks & Recreation Department**

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# COMMISSION REPORT November 2009

TO: Carey Sullivan, Interim Director

FROM: Kris Bain, Recreation Supervisor

# Adult Sports -

Check out www.teamsideline.com/woodland for all Adult Sports schedules and standings.

<u>Basketball</u> – Fall season has just kicked off as of November 16. This league is scheduled to play a 5 game season that completes the first week of January. Registration for the league is as follows:

D-1 (Mondays) 5 Teams
D-2 (Wednesdays) 4 Teams
Open Division (Fridays) 7 Teams

<u>Senior Basketball (40 & over/50 & over)</u> – This league has been very difficult to get players to register. Many former participants have lagged, bringing in registration even late. Even with this frustration, we are still able to bring in over 80 "senior" players into the league. All players have been placed on teams, and league play has just begun November 16. One point to note is that, the 35 & over team league had two teams register, so those two full rosters were moved to participate in this league. Those two teams brought in 20 new players into the league. Registration is as follows:

50 & over (Mondays) 48 players 6 Teams 40 & over (Wednesdays) 56 players 8 Teams

<u>Softball</u> – The Fall softball league has wrapped up, and surprisingly, the eight-game season has completed prior to Thanksgiving. There was only one rain date, and the rest of the nights, it was play as usual. Most league participants we happy the league was played on the Sports Complex fields, with a few exceptions. Harris Field was used as overflow for Thursday and Friday nights, as those nights had a combined 27 teams!

<u>Volleyball</u> The fall volleyball league completed last week. The number of teams for the fall dropped since last spring. There are several women's teams in which there are 2 or 3 generations of players playing on the court. The Co-Ed division continued to run with only three teams. Here are my goals for the upcoming spring season:

 Have a two definite divisions of women's volleyball. Players do not like combining the A and B divisions.

- Have at least 4, if not 6 teams in all divisions; women's A & B, and Co-Ed.
- Have the men's division field 4 teams.

#### **Drop In Recreation**

*Volleyball* The one night a week for drop-in volleyball continues to be very well attended. We continue to see at least 27 each night. We even get a few students here and there to play with their parents.

Basketball The lunch crew is beginning to grow a little larger each day, averaging 5 now. The drop in hours for students continues to be slow, yet as the weather cools and basketball season approaches, our gym is starting to be used more and more. For October, we had 7 students use the gymnasium, already November has far exceeded that number.

# **Field Reservations/Tournaments**

All field user groups will be notified of the upcoming spring allocation meeting in January. All groups wanting and needing field space for the spring and summer should attend this meeting. Priority will go to those groups who are in their prime season. And historical priority will aid in allocation of field space. Groups not in prime season will be given the remaining space after them main allocation.



# **Woodland Parks & Recreation Department**

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# COMMISSION REPORT November 2009

TO: Carey Sullivan, Interim Director

FROM: Yvette Smith, Recreation Supervisor

## **Highlighted Programs**

- Thanksgiving Potluck –Senior Center, Inc will have its annual Thanksgiving Potluck on November 20<sup>th</sup>. SCI furnishes turkey, dressing, rolls and dessert. There will be entertainment from By The Way." SCI membership drive for 2010 has started.
- Brunch with Santa —The Senior Center will have Brunch with Santa on December 11<sup>th</sup>. This will be in place of the Holiday Open House which has been held in the past. There will be no charge for the meal and there will be entertainment by We Bones" as well as door prizes and a raffle. Hope to have contributions from various senior residential facilities (The California, St. John's, Palm Gardens, and Woodland Skilled Nursing.)
- Hear!Here!November's meeti ng will feature a Hearing Dog. No meeting in December and January will be about deaf children mainstreaming in Woodland schools.
- Parkinson's -November meeting will have a presentation by Susan Goodrich from UCD Medical Center. She will speak about a program of voice exercises. No meeting in December. Regular meeting in January and also in January they will start an exercise program on Monday mornings. Schedule for 3 months and if it goes well they will continue classes.
- Stroke Support In December this group will have a holiday luncheon. In January they will have a presentation on Depression with Dr. Nancy Gregory.
- The OutaSight group will have 2 regular Self Help meetings in December. In place of a general meeting they will be having a holiday party at another location. Their November meeting featured Peggy Phelps -her topic was 'Are You Prepared.'
- Peripheral Neuropathy will not meet in December. No topic yet for January meeting.
- Tax Aid will be on Wednesday afternoons and Thursday mornings starting in February. Trained volunteers will help with tax preparation and the claims will be filed electronically. There is no cost for this service.

#### **Special Events & Activities**

- Aerobics -classes are offered Monday, Wednesda y, Friday at 8m and 10am. Fee is \$5/month.
- Ship Shape —This chair exercise class is he ld on Tuesdays & Thursdays @0am. Fee is \$5/month.
- Art Workshop —This program meets on Wednesday s @30am. Seniors can work on their own art projects in the company of other artists. Fee is \$5/month.
- Canasta Join us if you have an interest in learning the game, bushing up, or just finding game partners for Canasta. This group meets Tuesdays @2 noon in the SC Lounge.
- Ceramics -Under glaze, glaze, dry brushing and an tiquing. This class if offered on Tuesdays @ 9:30am.
- Bingo –This program is offered Wednesday & Friday (2:15pm. Bring exact change)
- Bridge for Fun —This program is offered Wednesdays @2:30pm.
- Handicrafters Program meets on every Monday @am.
- Needles & Friends Cilting group meets every Monday @am. For information about the group, or for fabric donation, call 6588
- Mah Jong —This is offered on Thursdays @pm. Join in on learning this stimulating venerable game of Chinese Tiles.
- Pedro –This program is held on Tuesday @2:15pm.
- Ping Pong Playing Ping Pong is a fun way to exercise your body and your brain and meet wonderful people. Seniors are invited to join the fun on Fridays at noon in the Teen Center.
- Pinochle this group meets (a)m on Thursdays.
- Woodcarving This class meets on the 1 st & 3rd Wednesday of the month @pm. 18and over and all skill levels are welcome. Experienced carvers should bring gloves, tools and something to carve.
- Woodland Stompers -Group rehearses on Mondays @pm.
- Cribbage This table game is held on Wednesdays @pm.
- Second Horizons Bingo This program meets on the 1 st Friday of the month @m.

## Other Programs, Services & Upcoming Events

AARP Drivers Safety Classes

Arthritis Support Group

Ballroom

Blood Pressure

Changes to Choices

Chit Chat Café

•Life History

Partnership Advantage

•Pilates

• RPEA

•Salsa Dance

Social Dance

- Community Care Car
- Computer Club Meeting
- Computer Open Lab
- Discover Shakespeare
- Family Caregiver Support
- HICAP
- Kinship
- Legal Consultations
- Library books)

•Tai Chi

•The Novel

•Thrift Shop

•User Group Meeting

•Video Library

•Western Line Dance/Party

•Woodl and Senior Travel 2010

Yoga Classes

•Zmba Gold

#### **Boards/Committees**

\*Commission on Aging (COA): The next Regular meeting will be held on Wednesday, December 2, 2009 at 3:30 PM at the Community & Senior Center. Public is welcome. Concerned citizens are encouraged to apply for the one vacancy on the Commission. For information and an application, please contact Sue Vannucci, Director of Administrative Services at 6-500.

\*Senior Center, Inc. (SCI): The next meeting of the BOD Boa rd of Directors)will be held on Thursday, December 3, 2009 at 9:30 AM.

- <u>Benefit Thrift Shop</u>: This program is coordinated by staff and utilizes many volunteers who work diligently to make it a successful fundraiser. The gross revenue August -October was \$3,**6**. Proceeds from the Thrift Shop continue to support programming at the Senior Center.
- <u>Membership</u>: Membership dues are \$&alendar 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.
- <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.

## **Facility Rentals**

• As of October 2009 our net revenue for rentals is \$53,221.26 Compared to last years October 2008 where our revenue at that time was \$21,753.8.

# Rarks Recreation November 2009 Activity Summary

#### Sports

Program	Start Date	End Date	Meetings	Min/Mtg	Class Hours	Avg. Participants per	Hrs x Part	Total Fees Collected	NR Fees Collected	Expenses	
Volleyball Open Gym	10/6/2009	10/20/2009	3	180	9	27	81	\$ 237.00			
Basketball Open Gym - lunch	10/4/2009	10/30/2009	13	60	13	7	96	\$ 168.00			
Basketball Open Gym - afternoon	10/5/2009	10/30/2009	20	120	40	0	7	\$ -			
Adult Softball - Fall League	9/15/2009	11/19/2009	8	60	8	59	475	\$ 15,522.00		\$ 6,023.60	
Adult Volleyball - Fall League	9/22/2009	11/9/2009	8	60	8	11	88	\$ 2,880.00		\$ 695.00	
	0	ctober Total:					Total Participant Hours	GROSS REVENUE		Total Expenses	NET REVENUE
							747.00	\$ 18,807.00		\$ 6,718.60	\$ 12,088.40

#### Aquatics

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Program	Start Date	End Date	Meetings	Min/Mtg	Class Hours	Avg. Participants per Unit	Hrs x Part	Total Fees Collected	NR Fees Collected	Expenses	
Adult Lap Swim - daily	10/1/2009	10/31/2009	22	90	33	12	260	\$ 623.50		\$ 429.00	
Adult Lap Swim - weekend	10/3/2009	10/31/2009	8	90	12	8	67	\$ 168.00		\$ 131.63	
Lap Swim - evening	10/1/2009	10/29/2009	17	60	17	3	58	\$ 131.75		\$ 234.00	
Water Exericse - evening	10/1/2009	10/29/2009	17	60	17	4	64	\$ 161.50		\$ 234.00	
Water Exericse - morning	10/1/2009	10/30/2009	13	60	13	11	146	\$ 355.25		\$ 190.13	
	October Total:					Total Participant Hours	GROSS REVENUE		Total Expenses	NET REVENUE	
						8	595.00	\$ 1,440,00		\$ 1.218.76	\$ 221.24

#### Contract Recreation

October Total:	Classes Offered	Success Rate	Total Participants	Total Participant Hours	GROSS REVENUE	Total NR Fees	Total Contractor Pavout	NET REVENUE	
	59	61.0%	215	1294.17	\$ 8,263.75	\$ 259.00	\$ 5,603.33	\$ 2,660.43	

Agenda Item: Street/Tree Report



# **Woodland Parks & Recreation Department**

2001 East Street • Woodland, CA 95776 • (530) 661-5880

# COMMISSION REPORT November 2009

TO: Carey Sullivan, Interim Director

FROM: Rob Sanders, Infrastructure Superintendent, Right-of-Way

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)

1. West Coast Arborist (WCA) is proceeding with work in area 15.

## • Tree Planting

- 1. On November 14<sup>th</sup> the Woodland Tree Foundation with the assistance of the Urban Forestry Group held their biannual tree planting in the downtown area; they planted 6 trees with 8new cutouts.
- 2. Reoccurring note: There are approximately 300 trees in the Spring Lake area that will have to be replaced due to the poor soil conditions. The Urban Forestry Group (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.

#### • Tree Removals

1. There are 5 trees that will still need to be removed due to the storm that occurred on October 13<sup>th</sup>. West Coast Arborist will be finishing these removals as soon as they get back into town.

## • Stump Grinding

1. Staff has temporarily postponed the scheduled 09/10 stump grinding due to unforeseen increases in their workload due to the October 13<sup>th</sup> storm event.

#### • Tree Inventory

1. The City now has a new tree layer that has been added to the Public Works Maintenance Management Program Cityworks)that shows the locations and attributes of the entire City owned urban forest. As these trees are maintained the information regarding their health, size, date removed, date replaced, species type etc. will be updated in the attribute tables of the software. This will allow the UFG to track the health of our trees and manage any pests or diseases related infestations that may affect the forest. From this inventory there will be other interesting programs that can be implemented like the amount of carbon the forest can remove from the air, the value the trees bring to the City.

Agenda Item: Street/Tree Report

# • Service Requests

1. City staff has completed &alls for miscellaneous service requests since the last Street Tree Report. There are approximately 320 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.

# **Parks & Recreation Commission Communication**

AGENDA ITEM
New Business
Action A.

SUBJECT: Community Senior Center Fe	ee Waivers DATE: November 30, 2009								
PREPARED BY: Carey F. Sullivan, Inte	rim Director								
RECOMMENDED ACTION:	Staff requests that the Commission provide feedback on fee waiver process.								
BACKGROUND INFORMATION:									
Parks & Recreation staff processes numerous requests for the use of facilities at the Community Senior Center. Many times the requestors seek reductions from the established fees. The City ordinance establishing Parks & Recreation fees does provide some flexibility in the application of fees. However no policy or procedure exists for processing requests or provide direction on how to evaluate them. Staff is interested in establishing such a procedure.									
DISCUSSION:									
The Community Senior Center was designed to offer community organizations, non-profit community gramminars and meetings. The Department's operation the cost of utilities and maintenance for the Community Senior Center rental revenue is projected.	roups, and private parties for special events, ins budget depends on this rental income to offset unity Senior Center. For FY 2009-2010 budget								
While Department staff often receives requests for	waivers of the rental fees, there is no procedure								

APPROVED BY:	
	CAREY F. SULLIVAN, INTERIM DIRECTOR
	PARKS & RECREATION DEPARTMENT
	That's & Residential (1921) inclined (1

for reviewing such requests. Department staff has no tool to evaluate such requests or to collect information for others to consider. Recognizing the need for such a tool staff has looked to other

departments for a model. Staff has developed a fee waiver/reduction application to be

SUBJECT:	Community Senior Center Fee Waivers	PAGE: 2
S020201.		ITEM:

completed by applicants. The Department has also developed a policy to provide guidance for the review of fee waiver/ reduction requests.

The application would be reviewed and a final recommendation made to the Department Director. The Department Director will make the final determination.

Staff requests that the Commission review the attached application and provide feedback.

Respectfully Submitted:

Carey F. Sullivan, Interim Director Parks and Recreation

# **City of Woodland**

# Agenda Item: New Business Action A.

# **Parks & Recreation Department**

Policy No.:	X.XX	Effective Date:	
Chapter:	Administration	Revision Date:	

## Fee Waiver/ Reduction Procedures

Purpose: To establish guidelines, standards, and procedures for processing and the evaluation of requests to waive fees associated with the use of a Parks & Recreation facility.

Policy: Public interest is well served by making facilities available to community groups and individual members for special events, meetings, and entertainment. The costs of making such facilities available are generally recovered through fees collected for the specific event. However, the public interest is also served by wa iving such fees for limited events that have direct community benefit. Firthermore, to main tain public trust procedures shall be established for the consistent, fair, and prompt evaluation of such requests.

# I. Authority

- A. The Parks & Recreation Director is authorized to approve or deny fee waiver requests.
- B. **E**e waivers will be denied or approved based on compliance with the fee waiver policy and eligibilitycriteria.

# II. Eligibility

- A. Facility and equipment fee waivers will be considered for and may be granted to those groups or individuals that meet <u>all</u> of the following:
  - 1. Can prove financial hardship and that the fee imposed will jeopardize the ability to carry on the activity for which the use of the facilityéquipment is sought, and
  - 2. Can establish that the activity for which the waiver is sought will foster or promote a program aimed at benefiting the Woodland Community, and
  - 3. Can establish that all reasonable alternative facilities or equipment sources have been sought and are not available or would be unsuitable to the group or individuals seeking the waiver.
- B. Persons or organizations are limited to two approved fee waivers within any twelve month period

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Procedures

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- C. No waivers shall be granted to groups who are sponsoring a fund raiser or where a feedonation is charged for an activity and the use of the facilityéquipment for which the waiver is sought is directly connected to that fun raiser or activity.
- D. A waiver shall not be granted for any organized group that has ongoing membership unless it can be clearly established that collection of the fee would cause a serious financial hardship upon its membership.
- E. **E** waivers are not intended for the ongoing use of a facility by a group/organization which charges membership dues.

#### III. Procedures

- A. Persons or organizations requesting a fee reduction or waiver for the use of a Parks & Recreation facility must complete an application provided by the Department except:
  - 1. Personsorganizations who are desi gnated through the adopted fee schedule as eligible for reduced/waived fees.
  - 2. **E**e reductions for promoti onal or marketing purposes.
  - 3. City of Woodland departments or recognized employee organizations with approval of the City's Personnel Officer/Assistant City Manager.
- B. Incomplete applications will be denied.
- C. An applicant organization must submit evidence as a City of Woodland community organization by completing a Community Group Self Determination form.
- D. Request that have economic development benefits may be forwarded to the Economic Development Manager for review. The Parks & Recreation Department shall maintain. Consistent with Citywide records retention policy, of fee waiver requests.

\*\*\*

# Parks & Recreation Commission Communication

AGENDA ITEM New Business Action B.

SUBJECT: Set Joint Meeting with Commission on DATE: November 30, 2009

Aging

PREPARED BY: Yvette Smith, Recreation Supervisor

**RECOMMENDED ACTION:** 

Staff would like the Commission to consider request from Commission on Aging for joint quarterly meetings.

#### **BACKGROUND INFORMATION:**

The Commission on Aging has requested Quarterly Joint Commission meetings with the Parks & Recreation Commission. With both commissions meeting on a monthly basis, the current staff limitations in the Parks & Recreation Department, quarterly joint meetings may be helpful and possibly minimize any duplication of efforts. As outlined in the Municipal Code below, the Commissions have similar powers and duties.

## Pursuant to §2-7-86. Powers and duties, of the Commission on Aging.

The commission on aging shall have the following powers, functions and duties:

- (1) To act as advisory body to the city council by studying, evaluating, and making recommendations on grant and program proposals affecting the well being of senior citizens' programs in the city;
- (2) To define unmet needs of senior citizens and to identify ways to meet these needs;
- (3) To identify and inventory various services available to senior citizens;
- (4) To disseminate information to senior citizens regarding the availability and uses of the various activities and services;
- (5) To lend strength and support to existing programs;
- (6) To discuss and recommend appropriate action on all legislative bills concerning senior citizens:
- (7) To recommend and coordinate senior citizens' programs or services of general interest, including, but not limited to, nutrition, transportation, health, housing and recreation;
- (8) To act as advisory body to the city council concerning the operation and maintenance of the senior center;
- (9) To review the portion of the city budget related to senior programs as developed by the department staff and make recommendations to the city council. (Ord. No. 1239, § 2 (part): Ord. No. 1035, § 9 (part).)

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**ITEM:** 

# Pursuant to §2-7-29. Powers and duties, of the Parks & Recreation Commission.

The parks and recreation commission shall have the following powers and duties:

- (1) To provide a forum for community discussion of current and future city-wide child care, youth, teen and adult recreation and community services programs as well as parks and recreation facility needs;
- (2) To anticipate, with recommendations, the city's need to acquire, develop and maintain parks and recreation facilities;
- (3) To make recommendations on policies, program direction, and financial matters pertaining to the parks, recreation and community services department under the commission's jurisdiction;
- (4) To review the portion of the city budget related to parks, recreation and community services as developed by the department staff (with the exception of senior citizen center and services) and make recommendations to the city council;
- (5) To advise the city council on all matters related to parks and recreation facilities, child care information services, youth, teen and adult recreation and community services programs;
- (6) To analyze local, state and national child care, parks, recreation and community services legislation;
- (7) To conduct surveys to assess the parks, recreation and community services needs of the community;
- (8) To advocate for the continued growth, availability and quality of the city parks, recreation and community services programs, services and facilities;
- (9) To conduct hearings and to act upon matters within the tree commission's jurisdiction as set forth in Sections 2-7-28 and 20A-1-80;
- (10) To recommend to the council ways to improve the appearance of the city by planting and maintaining trees;
- (11) To have a representative report to the council during April of each year on work accomplished in the past year and to outline work to be done in the coming year. Such report, at the discretion of the council, also may be required to be submitted in writing; and
- (12) To exercise such powers and perform such other duties as the council may direct.

Staff looks for Commission input on Quarterly Joint Meetings.

Respectfully submitted,

Yvette Smith, Recreation Supervisor Parks & Recreation Department

#### WOODLAND SENIOR CENTER

Rev. 10/6/09

#### **ENJOYMENT SURVEY**

# September 2009

# 1. FACILITY:

A. How do you rate the overall condition of the building?

Excellent 20 Good 13 Fair 3

Just a beautiful building! I had thought the senior portion would be larger to accommodate some growth.

B. What could be done to improve the facility?

Doors are too large and hard to open--Closer parking like front lawn area Keep Susannah as Senior Center manager (2) less air conditioning

Need more room for Seniors-- Senior area is cramped and dark

It is almost new and no improvements needed yet-Nothing – music during lunch time, no TV – opens the gym with exercise bicycles and treadmills, etc. It has been built and equipped already, too late for Cross Court to complain. Also some concerns about Seniors getting second shift to others – It's all Park & Rec, not enough Seniors – too high toned, do not cater to Seniors – Ceiling fans instead of air conditioning – Handicap parking in south lot – Have it open on Saturdays, too, particularly the Senior Center – Make it more accessible for Handicapped – Keep thermostat down during warm months, the Center is too cold.

## 2. PROGRAMS

A. How do you rate the programs, services and activities you are involved with at the Center?

Excellent 16
Good 14
Fair 1
Poor 2

B. Do Senior Center programs, services and activities meet your interests in quality and quantity?

Yes 22 No 2

Yes – much is available to choose from, large variety

Yes, except would like beginner's classes in bridge, pinochle and longer exercise/aerobic classes-Would like another Tai Chi class

Yes – perhaps more frequent classes of interest about health, aging by doctors or specialists (no cost to do)-Not quite, wish we had regular dance (not country) afternoon session with live music or records/dj, at least two times a month Yes – the exercise program is very good Yes – I do not need many services No – there is no one that can give the information that is needed.

# 3. STAFF:

A. Is the Staff courteous?

Always 31 Most of the time 7

B. Does the Staff make you feel welcome?

Always 30 Most of the time 6

Seldom 1 (selective)

C. Is the Staff efficient and effective?

Always 26 Most of the time 15

Seldom 1 (selective)

D. What is your opinion of the Staff's ability to respond to your needs?

No complaints – they try their best – excellent (2) – doing a good job –

Very good (4) Good (2) – great – not many around now – seems to be adequate –

they will find out if they don't know something – ready and willing and able, thank

you – now that they are short staffed I think the needs of the middle class or average
senior might be lost – if a person doesn't know she tries to find out from others –

very knowledgeable and friendly and helpful to all – sometimes individuals have
been rude –

Don't really know the difference between Staff and Volunteers Not good – Has been with thoughtful caring concern – Excellent! Linnie and Paula do a good job! – Excellent – They have helped me on several occasions – Well informed

## 4. VOLUNTEERS:

A. Are volunteer receptionists courteous and welcoming?

Always 28 Most of the time 8

B. Are volunteer receptionists effective and efficient"

Always 21 Most of the time 20

C. Are volunteers who lead groups/activities courteous and welcoming?

Always 28

Most of the time 4(1 - but selective)

D. Are volunteers who lead groups/activities efficient and effective?

Always 24 Most of the time 6

E. Would you like to volunteer:

Yes 3 (one gave name, one said at a later date)

Yes 6 already do

No 14

# 5. <u>FUTURE PROGRAMS, SERVICES OR ACTIVITES</u>

A. What new programs, services or activities would you like to see offered?

Have a lost and found section – dances, movies/dinner night – small outings, low cost for non-wealthy seniors – preferred the other way of listing programs in Bulletin – beginner classes for Bridge, Pinochle, etc., computer use – uncomfortable to go in with professional seniors to slow them up – more activities – canasta – day trips – movies again –Readers – theatre – Ballroom dancing – Speakers from local agencies or businesses would be informative and interesting – Monthly movie day Would like a Tai Chi class later in the day – tea dance or regular dance-

B. Are there programs, etc. presently in place that could be discontinued in order to carry out new programs?

No 5

Don't know – no comment – have a social service person available at least two days a week – turn off signage on East St. as it is a waste of money – I think spending money on the dog park was dumb – Bingo – Exercise room

# 6. OTHER

- A. What else would improve your satisfaction level with the Senior Center?

  Thanks for automatic door at side, just keep it working Please keep library as a quiet spot, has turned into a waiting room where people gather to chat (not being quiet) Also being used for cards and games, there is a large room for that, big enough for more than one group. Need full time staff Fitness Center Replacement of our leaders all!! Travel, have day trips Have a Lost and Found section in SeniorGram Open building on Saturday, at least for access to latrine Need transportation- A full time Senior site manager-It is OK No improvement needed I never know which door to go in because my classes have moved ask the person (off site) in charge of food preparation to not make the vegetables so mushy, no nutrient level is left, this is consistent. I understand crunchy may be hard for some seniors to eat but there is a difference between soft and mushy
- B. How many days each month are you at the Senior Center?

5 days or less 15 6-10 days 7 11-15 days 5 16+days 8

C. How many programs/services or activities each month do you attend?

1-5 6 6-10 6 10+

D. What is your age group?

49 or younger 1 50-60 1 61-70 8 71-80 17 81-89 8 90 1

# **Parks & Recreation Commission Communication**

AGENDA ITEM Old Business A.

SUBJECT: Contract amendment for recreation instructors	r special interest DATE: November 30, 2009
PREPARED BY: Dallas Tringali, R	Recreation Supervisor
RECOMMENDED ACTION:	Staff recommends that the Commission review amendment to recreation instructor contract and approve.
BACKGROUND INFORMATION:	
conduct classes. The contract spells out what responsible for. The City has been creating att guide for all classes offered by Parks and Rec	tructors sign a contract with the City in order to the contractor is responsible for and what the City is tractive fliers and promoting classes in the recreation creation. However language in the current contract reads and promote materials for this program, including fliers, "
DISCUSSION:	
and City. Commissioners indicated a desire to defined. Staff believes the current practice is wording in the agreement should be amended staff proposes updating the contract so that the	ibute the material within the Community Senior Center,
Staff requests that the Commission review and	d approve the updated contract language.
Respectfully Submitted:	
Dallas Tringali Recreation Supervisor	

CAREY F. SULLIVAN, INTERIM DIRECTOR PARKS & RECREATION DEPARTMENT

Parks & Recreation 11/30/09 Meeting Packet

APPROVED BY:

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Agenda Item: Attachment to A

# **CONTRACT RECREATION AGREEMENT**

CITY OF WOODLAND
PARKS AND RECREATION DEPARTMENT
2001 East St.
Woodland, CA 95776
(530) 661-5880

<b>THIS AGREEMENT</b> is made and entered into on, 20 by and between the City of Woodland ("City"), through its Parks and Recreation Department, and, a sole proprietorship ("Contractor"). City and Contractor are
sometimes hereafter referred to individually as "Party" and collectively as "Parties."
<b>WHEREAS,</b> Contractor has represented to City that it possesses the necessary, special and technical qualifications required to openly conduct classes and instruction in ("Classes"), as part and parcel of a contemplated recreational activity to be offered by City and that it is prepared to provide such instructions to persons enrolling in recreational activities of City ("Registered Participants"); and
<b>WHEREAS,</b> City contemplates offering, as a part and parcel of its overall recreation program, instruction in Classes to Registered Participants, and for this purpose desires to contract with Contractor.
<b>NOW THEREFORE,</b> for and in consideration of the mutual promises and covenants hereinafter contained, the Parties agree as follows:
1. It is the express intention of the Parties that Contractor is an independent contractor and not an employee, agent or representative of City. Nothing in this Agreement shall be interpreted or construed as creating or establishing a relationship of employer/employee between City and Contractor or between City and any employee or agent of Contractor. Any personnel performing services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel, including Contractor himself or herself, in connection with the performance of services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such personnel, including, but not limited to: social security taxes, federal and State income tax withholding, federal and State

2. Contractor agrees to provide the following services to City:

unemployment insurance, disability insurance, and workers' compensation insurance.

Parties acknowledge that Contractor is not an employee for State or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this

- A. Provide, supply and furnish all necessary work, labor, materials and supplies to carry out the terms of this Agreement and to properly and fully provide the necessary instruction to all Registered Participants;
- B. Contractor shall help promote programs and may duplicate and distribute promotional material provided by City.
- C. Contractor will be responsible for developing daily, weeky and monthly activity schedules for Registered Participants;

Agreement.

- C. Provide all necessary fully trained personnel with the necessary qualifications to provide instruction to all Registered Participants;
- D. If any or all of the participants in the Classes are minors, Contractor shall, prior to the commencement of this Agreement, provide City with his or her fingerprints and the fingerprints of any other personnel of Contractor performing any services under this Agreement. Pursuant to Penal Code section 11105.3, City may use said fingerprints to obtain from the Department of Justice criminal history information regarding Contractor and its personnel; and
- E. Contractor shall determine the method, details, and means of providing the instructional and other services required by this Agreement.
- 3. City agrees to:
  - A. Develop promotional materials for this program;
- B. Print program fliers and place in the lobby of the Woodland Community & Senior Center;
- C. Include program listing in seasonal recreation guide subject to publication submission deadlines;
- D. At the sole discretion of the City, may promote program in other City materials and mediums (IE: internet, electronic marquee, etc); and
- E. Conduct the registration of all participants and shall establish and collect the registration fees from all Registered Participants.
- 4. City shall not be obligated to conduct classes below the minimum number of paid Registered Participants mutually agreed to in writing by both Parties. Conversely, Contractor shall not be obligated to instruct classes above the maximum number of paid Registered Participants mutually agreed to in writing by both Parties. Contractor shall obtain a copy of each class registration form and roster from the City prior to the first day of each session.
  - 5. Contract amount and payment arrangements:

Α.	Contractor's Fee shall be based on <u>one</u> of the following options	<b>5</b> :
	PERCENTAGE Contractor shall be paid an amount equal to of the participant fees received by the City for the Classes.	percent (%)
	CONTRACT AMOUNT Contractor shall be paid a total of	dollars (\$).
В.	Contractor shall be paid by one of the following payment option	ns:
	INSTALLMENTS	

During the term of this Agreement, Contractor shall be paid once each month in equal installments. By the first day of each month, Contractor shall provide City an invoice showing all days worked and classes taught during the previous month. City shall review Contractor's invoice and provide Contractor with payment for services rendered by Contractor under this Agreement within thirty (30) days of receipt of the invoice.

#### □ LUMP SUM PAYMENT

Contractor shall be paid in one (1) payment, which shall be made within thirty (30) days of the completion of the Classes.

- 6. Contractor's sole compensation for the services provided under this Agreement shall be that outlined in Section 4 of this Agreement, and neither Contractor nor any personnel of Contractor shall be entitled to any other benefits afforded to City employees, including, but not limited to, health insurance, retirement benefits, sick leave pay, holiday leave pay or vacation leave pay.
- 7. This Agreement may only be terminated for cause. Either Party to this Agreement may terminate the Agreement by providing the other Party with five (5) days written notice, which notice shall clearly state the reason(s) for terminating the Agreement.
- 8. Upon termination of this Agreement, Contractor shall be compensated only for those services which have been adequately rendered to City up through the effective date of the termination. Contractor, in executing this Agreement, shall be deemed to have waived any and all claims for damages which may otherwise arise from City's termination of this Agreement. In the event of termination, City may procure from another contractor or City employee, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.
- 9. Contractor, with City's prior written consent, which consent shall not be unreasonably withheld, may assign its rights and obligations under this Agreement.
- 10. Contractor shall indemnify, defend, and hold harmless City, its officials, officers, agents, employees, and volunteers from and against all claims, demands, liability, costs, and expenses, including court costs and reasonable attorneys' fees, arising out of injury to or death of any person or persons or loss of or damage to any property resulting in any manner from any willful or negligent act of Contractor.
- 11. No registrants in the Classes provided under this agreement shall be allowed to participate in any activities unless they have executed a waiver provided by City. In the case of minors, the waiver must be executed by a parent or legal guardian and must include a "Parent/Guardian Indemnity Agreement."

12.	The	term	of	this	Agreemer	nt shall	com	nmen	ce			_, 20		and
terminate					20	Under	no	circu	umstance	es sha	ll the	term:	of	this
Agreement	excee	d one	yea	ar. I	If instruction	nal ser	vices	are	needed	beyon	d a or	าe-year	teri	m, a
new agreen	nent sl	hall be	exe	ecute	d by the Pa	arties.								

13.	This Agreement may	be modified	or amended	only by a	written	document	executed
by both Con	tractor and City.						

<ol> <li>This is an integrated Agreement counderstandings, promises and covenants exchanged between the content of the covenants.</li> </ol>	
PROGRAM INFORMA	ATION
Activity:	
Facility Location/Description:	
Dates, Days, Times of activity:	
Age range of participants:	Participants: Min. # Max. #
Special Conditions:	
CONTRACTOR INFORM	MATION
Name of Contractor:	
Address:	
Telephone Number: ( ) Social Sec	urity Number:
<b>IN WITNESS WHEREOF</b> , the parties hereto have first hereinabove written.	ve executed the Agreement on the date
City of Woodland	Date
Contractor	Date

# **Parks & Recreation Commission Communication**

AGENDA ITEM
Old Business
Action B.

SUBJECT: Donation and Memorial Poli	cy DATE: November 30, 2009			
PREPARED BY: Carey F. Sullivan, Interim DirectorDaniel W. Gentry, Director of Parks & Recreation				
RECOMMENDED ACTION:	Staff recommends that the Commission approve policy for Donation and Memorial Dedication			
BACKGROUND INFORMATION:				
At the October 26th meeting the Commission revie Commissioners determined that such a policy should the draft. A revised draft is being presented to the	ld exist. Commissioners provided comments to			
DISCUSSION:				
Department staff is developing a policy manual to a fair, methodical, and consistent manner. Among the requests to name public spaces and amenities to how brought forward to the Commission at the October	e issues department staff regularly handle are nor persons and/or serve as memorials. Staff			
Commissioners requested specific changes to the pedraft policy. These changes include:  • A section citing that donations received is n				

APPROVED BY:

CAREY F. SULLIVAN, INTERIM DIRECTOR
PARKS & RECREATION DEPARTMENT

Parks & Recreation 11/30/09 Meeting Packet

A statement of intent to establish a memorial grove.

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SUBJECT:	Donation and Memorial Policy	PAGE: 2
SUBJECT:		ITEM:

- A provision allowing for design of recognition plaques/ structures at facilities of historical significance.
- Authority to include architectural features intended to memorialize/recognize donors

In addition, staff learned that there had been discussions to allow some fee waiver for large donors. O accomplish this a provision was included that grants donors of \$50,000 or more, fee waiver for use of the Park & Recreation facilities up to the value of 10% of the donation.

Staff requests that the Commission review the revised draft policy. It is requested that the Commission review and approve the revised draft policy.

Respectfully Submitted:

Carey F. Sullivan, Interim Director Parks and Recreation

# **City of Woodland**

Agenda Item: Old Business Action Attachment B.

# **Parks & Recreation Department**

Policy No.:	X.XX	Effective Date:	
Chapter:	Administration	Revision Date:	

# **Donation and Memorial Policy**

Purpose: To establish guidelines, standards, and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation.

Policy: Public parks and recreation facilities are the property of and maintained for the benefit of all City residents. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance costs. The placement of any memorial or others recognition as the result of a donation or other contribution must provide benefit to City residents and all user of the facilities.

#### I. Procedures

- A. The Parks & Recreation Department shall be responsible for administering the Park Donation & Memorial Program, including establishing a review process for approving and installing donations. The Parks & Recreation Department may coordinate with other City departments where needed, or designate other departments to oversee certain aspects of the program.
- B. Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy.
- C. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, and long-term care of all donations made after the adoption of this policy.
- D. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, monuments (by exception only), drinking fountains, and other types of park accessories. Acceptable donations are always dependent upon the specific needs of the City of Woodland, and an updated list of acceptable donation opportunities is maintained by the Parks and Recreation Department.

#### E. Donations are not perpetual

1. The City is not responsible for replacing items, including plaques, due to excessive damage or loss. However, the City will make every effort to repair damaged donations and memorials.

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2. Should a donated item or material become unusable or unneeded, the City may remove it at its discretion with no further responsibility to the donor

3. The City will make every effort to contact the donor to inform them of the loss or removal of a donated item or plaque. The donor may replace the item and/or plaque, or provide a substitute donation, at their own expense.

#### II. Donations

- A. Donations will be accepted from public and private sources for the purposes of enhancing all City parks and park pathways, and will become the property of the City.
- B. Donations will be accepted for all parks and park pathways with the exception of those areas where human activity is discouraged to protect habitat and sensitive lands.
- C. All costs associated with the donation request should be covered by the donor.
  - 1. The City may, on a case by case basis, establish an appropriate administrative fee of no greater than 15% of the value of the donation to coordinate the project.
  - 2. For projects of large value, a reasonable administrative fee will be negotiated.
  - 3. Donations greater than \$50,000 toward a public facility entitles the donor to use of that facility or portion thereof in a cumulative amount equal to ten (10) percent of the donation. This could be a single use or multiple uses.
- D. Proposed donations may be incorporated into the landscape and facilities of parks and pathways according to the following criteria:
  - 1. Donations must be compatible with and meet a specific park facility or amenity need identified in the approved park master plan,
  - 2. In areas not covered by master plans, compatibility with existing facilities and local conditions shall be considered as long as the donation meets a specific park need.
  - 3. Age and anticipated general condition of the donation.
  - 4. Anticipated maintenance requirements.
- E. Specific Criteria:

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- 1. Cash Donations Unspecified cash donations may be used to build, repair or upgrade existing or new facilities at the City's discretion.
- 2. Structures and Site Furnishings The City has established general aesthetic standards for furnishings in parks. Donations of structures or furnishings should maintain this aesthetic. Therefore the Director will offer donors a list of pre-approved furnishings and associated costs that they may choose from. The list shall include the following items, and may be added to as necessary.
  - a) Picnic Tables
  - b) Benches
  - c) Drinking Fountains
  - d) Park/Trail Marker Signs
- F. Occasionally a donor identifies a specific park for a donation, yet the park has no need for additional amenities. In this case, donors may choose to contribute funds towards an existing park amenity.
- G. Other furnishings
  - 1. Other furnishings or structures outside of the pre-approved list such as fountains, plazas, and landscapes will be reviewed on a case by case basis.
- H. Artwork
  - 1. Donations of art or cash donations to purchase or commission art with and the location must be approved by the Commission.
- I. Plant Donations
  - 1. Donation of plant material is allowed as long as the donation is purchased from a nursery.
  - 2. Acceptance of plant material by the City is based upon whether the plant material furthers the design theme established in the park and a need exists for additional plants.

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**Policy** 

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- 3. The City's ability to hold quantities of plants until needed is limited. Therefore, only plant materials that can be planted at the time of acceptance are allowed.
- 4. Plant material occasionally must be relocated or conditions may lead to the demise of some plants. Therefore, donations will only be accepted if donors realize that plants may be relocated and that the City may not replace plant material that does not survive.

# III. Memorial & Donor Recognition

- A. Individual memorial or donation plaques may be placed directly on donated items (i.e. benches, drinking fountains, etc.).
- B. Memorial or donation plaques will not be placed on individual landscape materials. Plaques shall be of a size determined by the City.
- C. The Parks & Recreation Commission will strive to establish a "Memorial Grove" at a City facility.
- D. Park facilities of historical significance may include a design feature recognizing significant individuals.
- E. Park facilities may include architectural features intended to recognize donors toward facility construction or rehabilitation.