



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: October 2, 2007

SUBJECT: Parks & Recreation Monthly Administrative Report

Report in Brief

Each month the Parks & Recreation Department Director provides the Council with a Status Report of Parks and Recreation Department issues, activities, and projects. Attached is the report for October 2007. No action necessary, this is informational only.

Recommendation for Action

No action required, informational report only.

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Director

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City Manager

Attachment

<u>Description</u>	<u>Current Activity</u>	<u>Pending/Future Plans</u>
1. CEMETERY MASTER PLAN IMPLEMENTATION PROJECT	Bids for sod installation were received August 27, 2007. The low bid was 20% under City estimates. First 3 acres of sod will be installed the first week of October 2007.	Continued grading and sodding a section at a time through Summer 2008.

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:

- A completely new, state of the art, automated irrigation system for the entire 22 acre site
- 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 enclosure
- Reconfigured and upgraded access and entryways
- Automated entry gate
- Upgraded landscape planting
- 200 new in-ground flag sockets

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.

Stage II of this project includes:

- Leveling headstones (as much as possible)
- Second application of weed killing
- Grading and leveling areas
- Soil preparation for new turf
- Laying new grass throughout the Cemetery

<u>Description</u>	<u>Current Activity</u>	<u>Pending/Future Plans</u>
2. COMMUNITY & SENIOR CENTER PHASE II	Project is being advertised for bids. Bids will be opened October 16, 2007 at City Hall.	Review bids, include affordable alternates, and award contract in November.

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/Aerobic Fitness Center
- Completion of Phase I finishes in the building
- Additional parking, Front Sign
- Dog Park
- Front landscaping, etc.

-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 & Specifications 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-out Shades, Fountain, Dog Park, Sliding Partitions, Monument Sign, Donor Signs, Wainscot

<u>Description</u>	<u>Current Activity</u>	<u>Pending/Future Plans</u>
3. SPRING LAKE NEIGHBORHOOD PARKS	Neighborhood Park N2 Construction Documents (CDs) are being compiled.	CDs complete: December 2007 Construction bid: Spring 2008 Completion: late Fall 2008 to Spring 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.

- 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) 2007 8-acre NE off 102 KB Homes, (2) 2008 4-acre Central Park, (3) 2010 8-acre SE off 102 Russell Ranch, and (4) 2012 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 ends August 31st of 2005.
- Park Planner start date is 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 23, 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.
- Council approved a contract with RJM Design for design review and the development of construction documents April 4, 2006.
- With the slowing of the housing market this project will be delayed at least one year.

<u>Description</u>	<u>Current Activity</u>	<u>Pending/Future Plans</u>
4. COMMUNITY SPORTS PARK – PHASE I	Council authorize Bid: September 2007	Bid project Sept.- Oct. 2007 Construction: start Oct. 2007 Completion: Summer 2008

BACKGROUND:

With the development of the SLSP the City of Woodland is required to build Community Sports Park. SLSP will fund 28.39 acres of the 60 acre Sports Park and the remaining 31.61 acres will be funded to the Master Plan Remainder 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: Four (4) lighted synthetic softball/soccer fields.
- The initial design of the Sports Park commenced with the purchase of 40 acres and development of the Community & Senior Center project. In 2004 the 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 and forwarded to City Council for their review and adoption. Council adopted the capital budget for Phase I design and construction at the January 16, 2007 Meeting. Planning Commission reviewed a
- Council approved Plans & Specifications and revised project budget September 4, 2007. Base Bid includes: 3 large lighted synthetic multi-use field

<u>Description</u>	<u>Current Activity</u>	<u>Pending/Future Plans</u>
5. URBAN FOREST MASTER PLAN	September 14, 2007 staff submitted an application for State grant funds to help fund public tree inventory. An accurate tree inventory is critical for other elements of the UFMP to be realized.	Upon notice from State, advance grant application to full proposal submittal.

BACKGROUND:

On July 25, 2005, the Commission approved a recommendation to the City Council requesting their support for the development of an Urban Forest Master Plan. The City Council approved this request at their July 26, 2005 meeting.

- Staff developed planning priorities and an RFP for assistance developing an Urban Forest Master Plan in February 2006. One proposal was received which was quite costly. Staff applied for a State grant in December 2007 to help fund UFMP development. Grant was declined.
- Staff regrouped to organize performance of certain UFMP development tasks in-house.
- Staff researching alternate grant sources.

<u>Description</u>	<u>Current Activity</u>	<u>Pending/Future Plans</u>
6. SOUTHLAND PARK IRRIGATION AND TURF REHABILITATION	Project is under construction. New irrigation system is being installed.	Site will be slit-seeded October 8, 2007. Additional improvements, turf establishment, and contract maintenance period will continue through March 2008

BACKGROUND:

Project was conceived in 2002 but languished due to lack of funding.
 Certain State grant funds and Measure E dollars made the project viable in 2007.
 Construction Documents were completed in June 2007, bid held and awarded in July 2007; Construction commenced August 1.
 Project includes full irrigation and turf renovation, and new surfacing surrounding picnic areas.