City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: April 1, 2008

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 April 1, 2008. No action necessary, this is informational only.

Recommendation for Action

No action required, informational report only.

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Parks & Recreation

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City Manager

Attachment

Description	Current Activity	Pending/Future Plans
1. CEMETERY MASTER PLAN IMPLEMENTATION PROJECT	Grading and sod installation alone the West Streets. These sections are scheduled to be installed in April - May 2008 (weather permitting)	Continued grading and soding a section at a time through Fall 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:

ACTION TO DATE STAGE I:

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
The low bid was 20% under City estimates

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
- Soil preparation for new turf
- Laying new grass throughout the cemetery

ACTION TO DATE STAGE II: Four (4) acres of new turf has been laved (this includes all the scope items for Stage II)

Description	Current Activity	Pending /Future Plans
2. COMMUNITY & SENIOR CENTER PHASE II	Award separate contracts for: 1) Black-out shades, 2) Front landscaping, 3) Wainscot, 4) Front fountain 5) Bleachers, and 6) Complete parking lot next to Dog Park.	Foundation slab and steel work through April 2008

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 & 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-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.
- Foundation footings completed the week of March 14, 2008.
- Rough grading of parking lot by Dog Park completed the week of March 21, 2008.

Description	Current Activity	Pending/ Future Plans
3. SPRING LAKE NEIGHBORHOOD PARKS	Neighborhood Park N2 Construction Documents (CDs) will be prepared Fall 2008 or Spring 2009.	CDs complete: Spring 2009 Construction bid: Spring 2009 Completion: Late Fall 2009 to Summer 2010

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.
- 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.
- 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 has delayed the park projects by at least three years.

Description	Current Activity	Pending/ Future Plans
4. COMMUNITY SPORTS PARK- PHASE 1	Rough grading of the Sports Park site through Spring 2008.	Completion: Fall/Winter 2008

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 Four (4) lighted synthetic softball/soccer fields.

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.
- 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.
- 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 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.

Description	Current Activity	Pending/ Future Plans
5. URBAN FOREST MASTER PLAN	RFP proposal to do the tree inventory paid by the State Grant.	Award a contract to do the tree inventory paid by the State Grant.

BACKGROUND

On July 25, 2005, the Commission approved 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.

ACTION TO DATE:

- Staff developed planning priorities and the RFP for assistance developing and Urban Forest Master Plan in February 2006. One proposal was received which was quite costly.
- Staff applied for a State grant in December 2006 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.
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- 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.
- Council accept grant award $31,000 for the Tree Master Plan tree inventory.