Parks & Recreation Commission

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

Agenda

May 23, 2011
6:30 –8:00 p.m.

Commission Members John Murphy, Marina Tapia, Tabatha Chavez, Jesse Salinas, Sheila Groom, 2 vacant

Time	Item
6:30-6:35	**Call to Order**
6:35-6:40	**Pledge of Allegiance**
6:40-6:45	**Public Comment**
	Consent Calendar
6:45-6:50	**Minutes:** April 25, 2011
6:50-7:00	**Communications Written-Staff Reports** *Recreation Division Report-Elle Murphy* *Parks Report/Street/Tree Report-Rob Sanders*
7:00-7:00	**Presentations (None)**
7:00-7:00	**New Business-Action Items** A. Dave Douglass Park
7:00-7:10	**New Business-Information Items**
7:10-7:15	**Correspondence**
7:115-7:20	**Old Business-Action Items** A. Cricket Field B. New Officers/Committee Assignments C. Work Plan

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, 530- 668-2000.

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7:20-7:20	**Old Business-Information Item (None)**
7:20-7:20	**Committee Reports** A. Facility Committee Report- Field Allocation
7:20-7:25	**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.*
7:25-7:25	**Other Business**
7:25-7:30	**Business Items for Next Meeting**
7:30-7:30	**Next Meeting Date: June 27, 2011**
7:30	**Adjournment**

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Parks & Recreation Commission
Woodland Community & Senior Center
2001 East Street, Woodland, CA 95776

Commission Meeting Minutes April 25, 2011

Call to Order
Meeting convened at 6:35 p.m. at the Woodland Community & Senior Center, 2001 East Street, Woodland, California by V.Chair Murphy.

Commissioners Present: Groom, Murphy, Chavez, Salinas
Absent: Tapia,
Staff: E. Murphy, Haynie, Sanders, Bellini, Tringali

Pledge of Allegiance

Correspondence (this item will be addressed after the CM report)
Letter from Commission on Aging dated April 19, 2011 voicing their concerns about the elimination of Youth and Contract programs.

"We understand the discussion behind this issue is a desire to develop programs and services that specifically focus on youth and family services that will prevent youth violence. We believe that is currently being addressed by the many programs currently in place."

"Before any decision is made about redirecting funds, we think it is important to 1) determine if other community program really can have a bigger impact on prevention and early intervention; 2) get firm commitments from the identified "community resources" that they can and will run quality youth programs; 3) allow for ALL youth (high and low risk) from throughout Woodland to have an opportunity to participate in programs."

Commissioner Garman from COA presented the COA letter to P&R Commission. Informing the Commission that COA had been looking into reestablishing the Teens Helping Seniors Program. This program is an intergenerational program that benefits both seniors and youth.

E Murphy stated that staff would look into funding for this program which Tringali explained would cost $5,000 to run.

Public Comment

Consent Calendar
Commission Minutes of February 28, 2011
Commission accepted February 28, 2011 minutes.

Communications Written-Staff Reports

Recreation Division Report-Elle Murphy

Parks Report/Street/Tree Report-Rob Sanders

Commission accepted written staff reports.

New Business-Action Items

A. Field Use Allocation Process-E Murphy

E Murphy explained that the Mayor has asked that the field allocation process be reviewed by staff and the Commission to ensure relevance and fairness. The current process gives priority to City programs and to tournaments that bring economic stimulus to the City.

Staff is asking commission to either affirm the current prioritization for field use at the Sports Park as established by Council in the fee schedule, or initiate dialogue with all user groups if field use priorities need to be changed and analyze in greater detail the fiscal impact and other significant consequences of such action.

John Gerald, Woodland Soccer Club asked if Dave Douglass would be permitted for use again. Coaches are frustrated with the closure of Dave Douglass for permitted use.

Commissioner Salinas stated that it looks like a space issue and is trying to understand the attached spreadsheet.

Commissioner Murphy explained that the leagues paid per player fees, not rental fees for their field use.

Staff received an email last August from Robert Marin, WSC, informing staff/City that the WSC board has decided not to use Dave Douglass fields. After that request, the City decided to no longer permit use of Dave Douglass to organized sports.

Commissioner Murphy stated that the fields at the Sports Park were built to replace Dubach Field and were always intended for Adult Softball use. Council made the decision to have one of the fields a soccer only field.

Commissioner Chavez asked John Gerald how many players WSC had. Gerald responded that the group had 400 players in the fall and 300 in the spring.

Commissioner Murphy stated that practice was the big issue, now that the Club was a competitive club, and needs to practice two or three times a week.

John Gerald stated that WSC teams also need to practice on natural grass since they don't always play on artificial turf. This is why the group would like the use of Dave Douglass Fields again.

Commissioner Salinas asked about revenues, economic development, outside dollars and look at field use to increase tournament rentals.

Gerald stated to increase tournament use, would further limit field availability for WSC since most tournaments are on Saturday and Sunday and the club plays their games on Saturday.

Commissioner Chavez asked why WSC isn't looking for other places to practice. In the long term the clubs will need other places for practice times for competitive team needs.

Gerald stated that practice for a recreational team can happen at a park or open space but competitive teams need goals for practice.

Commissioner Murphy made the motion to initiate dialogue with all user groups if field use priorities need to be changed and analyze in greater detail the fiscal impact and other significant consequence of such changes; solution cannot be that the City spends more money. Commissioner Salinas seconded the motion. Motion carried 4-0.

B. First Ground Level Tank
Akin Okupe explained that the City is planning on installing the first ground level tank at Dave Douglass Park. Tank construction would be done in two phases; the first ground level tank is scheduled to begin construction in September 2011. Asking the Commission to authorize the construction of the first Ground Level Tank at Dave Douglass Park or Commission could not authorize this construction and give directions to staff on changes to be made.

Commissioner Murphy asked what investment has been done to date. Okupe stated that the design and analysis of the site were complete; $300,000.00 had been spent to date.

Commissioner Murphy asked if infrastructure for sewer and water for future restroom facilities would be possible.

Commissioner Salinas asked if the sprinkler lines for future recreational needs could be addressed.

Sanders assured the Commission that all plans will be coordinated.

Commissioner Chavez made the motion to authorize the construction of the first Ground Level Tank at Dave Douglass Park; Commissioner Groom seconded the motion. Motion carried 4-0.

New Business- Information Items

A. FY 11/12 Budget-CM Deven
City Manager Mark Deven went over his budget report that was presented to Council on March 29, 2011. CM Deven only addressed the report section that covered the Parks & Recreation Department (Recreation Division). CM Deven explained that with 27% or 100 positions cut from the City, the Parks division now part of the Public Works department and the Recreation Division temporarily under the Police Department some changes needed to be made.

CM Deven stated that after the 2008 shooting of a teen at Campbell Park the City has been looking into a “Youth Violence Prevention Program”. There have been meetings with church groups, the school district and other organizations that offer services for youth. The City has looked at other city models for this program. The “Mayor Gang Task Force” of San Jose looks like a model that the City of Woodland could use for the City’s prevention program.

It was determined to pursue this plan even though there was not a budget for this program in place. With that in mind CM Deven asked the Recreation staff to identify the division’s “Core Services” and those programs that could be taken over by others to provide services. When this exercise was completed, it was determined that youth programs and contract classes could be eliminated from recreation division. This would free up approximately $130,000 of the recreation budget for “Youth Violence Prevention Program”.

Commissioners asked if other groups such as the YMCA had been approached to take over the services and if they would be able to run the same quality of programs that recreation runs. CM Deven responded that the program was still a "concept" at this point.

Commissioners wonder how many participants would be affected by eliminating youth and contract programs. E Murphy stated that Recreation was being asked to refocus programs and to see what is being offered in the Community.

Commission asked if City was hoping someone would pick up the slack and willing to give up money from programs. Does this mean that the City would assist monetarily with another group taking over programming? CM Deven stated that the City will not be sub-contracting out the services.

Commission also stated that it was crucial that the school district, religious groups, Probation, Yolo County, non-profits, and District Attorney were included in these developmental discussions, eliminate duplication of efforts. Key to this program would the leadership, who will be the "leader".

Commission asked if the City thought about using the Richmond model, training of officers, positive rewards reinforcement and change interaction with kids and police. Commission also stated that the Recreation Division was going to lose this money anyway, so what would the next step be?

CM Deven stated that the next step would be to develop the framework for the program, formalize and receive green light from Council to move forward and to get everyone in the same room. When asked who would get everyone in the same room? CM Deven stated that Chief Bellini and CM Deven will get everyone in the same room.

Art Williams from Woodland Tennis Club asked how participates will be informed that the forty five (45) programs are ending? Will they transitioned out or just end at the end of current guide? What about Woodland Tennis Club, will they be able to continue use at City Park?
CM Deven stated that the programs would be transitioned out, probably not until 2012 and that current use of City facilities will not be affected.

Benjamin Garman, Commissioner from Commission on Aging, asked about price structure for services, and hoped that with the new services, Recreation would continue to offer a broad spectrum of services. Commissioner Garman would be interested in knowing which groups are being considered to take over programs.

Commission asked that baseline data and impact to participants we addressed in the planning process.

CM Deven wanted to compliment Recreation Staff for their support in this process. The staff is dedicated to customer service. Commission asked what will happen to staff that is responsible for youth and contract programs. CM Deven stated that he is not sure about relocation of staff but that 2012 would be the earliest transition time.

Public comment on this item follows:

Old Business-Action Items

Old Business-Information Items

Committee Reports

Communications-Commission/Staff Statements and Requests
Commissioner Salinas thanked staff for the new staff reports.
Commissioner Murphy asked that the Facility Committee look into developing a Master Plan for Dave Douglass, for long term use of site.

Other Business (None)

Business Items for Next Meeting:

June 27, 2011
Memorial Field Dedication
New Officers/Committee Assignments
Facility Committee-Master Plan for Dave Douglass Park
Workplan-FY 12

Next Meeting Date: March 28, 2011, 6:30 p.m.

Adjourn: meeting adjourned at 8:20 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department

City of Woodland

RECREATION DIVISION - MONTHLY COMMISSION REPORT
May-11

Administration	**TOTALS**				
	Feb-11	**Mar-11**	**Apr-11**	**Fiscal YTD**	**Comments**
Staff Reports:					
City Council Meetings	0	2	0	8	
Parks & Rec Commission	1	1	1	8	
Commission on Aging	1	1	1	7	
General Customer Service:					
Customer Transactions	564	579	799	6494	
Customer Contact: Phones/Walk-in	720	805	925	9485	
Program Registrations	462	415	582	5285	
Accounting:	0	0	0		
Purchase Orders	3	3	5	50	
Invoices	25	20	25	242	
Payments processed	$109,895.95	$45,561.35	$166,433.59	$628,698.54	

Highlights:

Summer Registration has started slowly this year. When the weather is cold and overcast, people forget that summer is just around the corner. March registration for Aquactics programs was 89 registrations. For April we have 216 registered for Aquatics Programs, 74 registered for the Summertime Fun Club program. Registration for Summer Parks Programs did not start until April.

YOUTH RECREATION	**TOTALS**				
0	**Feb-11**	**Mar-11**	**Apr-11**	**YTD**	**Comments**
Maxwell Afterschool Fun Club					
Participant hours	702.5	540	1037.5	6592.5	
Participants	22	20	27	203	
Revenue	$2,512.00	$2,273.00	$2,888.00	$23,197.00	
Expenses	$2,271.25	$2,327.81	$1,626.06	$18,225.65	
Yolano Programs					
Participant hours	0	0	0	0	
Participants	45	35	38	508	
Revenue	$310.00	$125.40	$123.00	$2,712.40	
Expenses	$1,260.00	$1,260.00	$1,260.00	$12,600.00	
Youth Basketball League					
Participant hours	678	0	0	2260	YBL
Participants	113	0	0	339	report to be included in March
Revenue	$0.00	$0.00	$0.00	$4,407.00	
Expenses	$4,267.27	$0.00	$0.00	$4,267.27	
STFC					
Participant hours	0	0	0	72286	
Participants	0	0	0	0	
Revenue	$0.00	$0.00	$0.00	$45,966.70	
Expenses	$0.00	$0.00	$0.00	$34,805.22	
YOUTH RECREATION TOTALS					
Participant hours	702.5	540	1037.5	78878.5	
Participants	67	55	65	665	
Revenue	$2,822.00	$2,398.40	$3,011.00	$76,283.10	
Expenses	$7,798.52	$3,587.81	$2,886.06	$69,898.14	

Highlights:

CONTRACT RECREATION	TOTALS				
	Feb-11	Mar-11	Apr-11	YTD	Comments
Special Interest Classes					
Participant hours	1848.5	567	561.66	29912	
Participants	166	103	93	1625	
Revenue	$8,441.05	$3,815.00	$3,205.80	$82,766.19	
Expenses	$5,763.28	$2,634.10	$2,286.90	$55,992.65	

Highlights:
Zumba is HOT this month!

AQUATICS	TOTALS				
	Feb-11	Mar-11	Apr-11	YTD	Comments
Adult Aquatic Exercise					
Participant hours	228	171	232	70064	
Participants	152	114	348	11053	
Revenue	$1,601.00	$833.00	$1,616.50	$16,100.00	
Expenses	$1,067.00	$1,270.00	$1,185.00	$9,359.00	
Recreational Swim Team					
Participant hours	0	0	900	15435	
Participants	0	0	45	45	
Revenue	$0.00	$0.00	$3,795.00	$18,819.67	
Expenses	$0.00	$0.00	$1,320.00	$8,318.00	
Swim Lessons					
Participant hours	0	0	0	8198.4	
Participants	0	0	184	184	
Revenue	$0.00	$0.00	$9,080.00	$15,226.85	
Expenses	$0.00	$0.00	$0.00	$9,536.00	
AQUATICS TOTALS					
Participant hours	228	171	1132	93697.4	
Participants	152	114	577	11282	
Revenue	$1,601.00	$6,315.30	$14,491.50	$55,628.82	
Expenses	$1,067.00	$1,270.00	$2,505.00	$27,213.00	

Highlights:

Woodland and pioneer swim teams have wrapped up their season. The pool has been switched over to longcourse for the season. Woodland Wreckers are practicing.

ADULT SPORTS	TOTALS				
	Feb-11	Mar-11	Apr-11	YTD	Comments
Softball					
Participant hours	0	0	0	10738	
Participants	1185	0	0	2119	
Revenue	$24,786.00	$0.00	$7,869.00	$87,200.00	
Expenses	$0.00	$0.00	$0.00	$62,197.00	
Basketball					
Participant hours	618	520	540	4328	
Participants	206	130	390	1138	
Revenue	$0.00	$3,860.00	$2,280.00	$20,127.00	
Expenses	$1,909.50	$1,624.80	$1,213.00	$11,091.90	
Volleyball					
Participant hours	960	1055	1055	5614	League ends in May
Participants	110	121	121	576	
Revenue	$1,601.00	$1,279.00	$0.00	$6,975.00	
Expenses	$314.50	$350.00	$938.40	$3,683.10	
Dodgeball					
Participant hours	320	0	0	825	League over
Participants	80	0	0	199	
Revenue	$0.00	$0.00	$0.00	$1,290.00	
Expenses	$96.00	$102.00	$0.00	$436.00	
Open Gym					
Participant hours	0	0	0		
Participants	0	0	0	911	
Revenue	$0.00	$0.00	$0.00	$3,482.00	
Expenses	$0.00	$0.00	$133.00	$133.00	
ADULT SPORTS TOTALS					
Participant hours	1898	1575	1595	21505	
Participants	1581	251	511	4943	
Revenue	$26,387.00	$5,139.00	$10,149.00	$119,074.00	
Expenses	$2,320.00	$2,076.80	$2,284.40	$77,541.00	

Highlights:

SENIOR CENTER	TOTALS				
	Feb-11	Mar-11	Apr-11	Fiscal YTD	Comments
Programs & Activities					
# offered	22	29	33	232	
# of Participants	1480	1690	1245	14548	
Revenue	$342.70	$2,069.42	$327.00	$6,565.95	

Highlights:
Travel with AllWest began with trip to Healdsburg - 4 riders. More trips coming for Summer and Fall.

FACILITY RENTALS	TOTALS				
	Feb-11	Mar-11	Apr-11	YTD	Comments
Community & Senior Center					
PAID EVENTS					
# of Events	6	10	8	191	
# of Participants	1250	1070	425	10648	
Revenue	$32,240.00	$8,936.10	$20,496.10	$143,120.24	
CITY-SPONSORED EVENTS					
# of Events	6	14	14	119	
# of Participants	415	549	1004	8342	
Waived revenue	$6,662.50	$19,774.10	$12,765.00	$155,322.03	
Sports Park					
Field reservations					
# of General reserves.	0	0	0	27	
# of Tournament resevs.	4	4	4	19	
# of user groups	4	0	0	78	
# of Participants	0	0	0	1821	
Revenue	$51,866.00	$9,600.00	$65,625.00	$194,087.66	

Highlights:

Tournaments/Sports Park: The snack bar vendor is back in with regular assigned times to be selling. This is good news for the tournament rentals.

RECREATION DIVISION - BUDGET SNAPSHOT thru APRIL 2011				
Program	Budget	Expenses & Encumbrances	Balance	% Spent (Goal: 83%)
General Fund				
Parks & Recreation Admin	$ 195,255.01	$ 114,318.86	$ 80,936.15	58.55%
Community & Senior Center	$ 713,731.32	$ 585,104.99	$ 128,626.33	81.98%
Brooks Swim Center - Recreation	$ 134,813.18	$ 112,729.49	$ 22,083.69	83.62%
General Recreation Programs	$ 342,099.75	$ 218,335.09	$ 123,764.66	63.82%
Enterprise Fund				
Youth Center Enterprise	$ 327,952.28	$ 274,551.65	$ 53,400.63	83.72%
TOTAL RECREATION BUDGET	**$ 1,713,851.54**	**$ 1,305,040.08**	**$ 408,811.46**	**76.15%**

RECREATION DIVISION - REVENUE SNAPSHOT thru APRIL 2011			
Account Title	FY11 Projection	FY11 Revenue to Date	% of Projection
RED CROSS COURSE FEE	$ 4,400.00	$ 1,410.00	32.05%
ADULT PARTICIPNT NON RESIDENT	$ 5,500.00	$ -	0.00%
C BROOKS SWIM CTR REV	$ 96,000.00	$ 62,057.70	64.64%
SENIOR PROGRAMS REVENUE	$ 8,400.00	$ 11,205.27	133.40%
COMMUNITY SENIOR CENTER RENTALS	$ 125,000.00	$ 85,024.52	68.02%
COMMUNITY FITNESS CENTER	$ 38,400.00	$ 34,062.65	88.70%
COMMUNITY SPORTS PARK	$ 82,000.00	$ 140,815.48	171.73%
GENERAL RECREATION	$ 88,480.00	$ 47,451.10	53.63%
YOLANO RECREATION PRG INC	$ 6,500.00	$ -	0.00%
ADULT REC & LEAGUE PRGMS	$ 134,000.00	$ 30,395.00	22.68%
RECREATION CONTRACTS	$ 92,500.00	$ 86,030.44	93.01%
TOTAL REVENUE	**$ 681,180.00**	**$ 498,452.16**	**73.17%**

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Parks Report DATE: May 23, 2011

PREPARED BY: Public Works Department

RECOMMENDED ACTION: None; Information only.

BACKGROUND INFORMATION: The following identifies highlights of the parks program since the last Parks Report.

- **Neighborhood Parks**
  1. ***Irrigation Repairs –*** Our landscape maintenance contractor has been busy with irrigation breaks and problems. Broken main lines have been restored at Christiansen, Klenhard and Woodside Parks. There have also been various valve repairs and replacement of irrigation heads and lines throughout the city.

  2. ***Slaven Park*** - The new chemical storage enclosure at Slaven Park is near completion. This storage area was added to separate all chemical storage for the water feature from any equipment (electrical and pumps). Although staff has reduced corrosion to all equipment by using non vented containers; the concern was about potential leaks that could cause damage. The spray ground water feature is schedule to open for the season on May 14th .

  3. ***Ferns Park -*** Staff placed a reconditioned bench near the two memorial trees that were recently planted in the park, unfortunately the bench has been moved around the parks quite regularly over the last few weeks by youths that frequent the area; all which was caught on video surveillance. This action prompted staff to install anchors bolts in the ground which allowed us to permanently secure the bench in place.

  4. ***Woodside Park –*** The booster repairs at this location have been completed.

- **Klenhard Playground Replacement**
  1. On Saturday April 23rd we had 27 people, the majority were kids, came out to vote for the new playground. Design #3 received the most votes and was proclaimed the winner. Park staff will be removing the old playground and a certified contractor will be installing the new one. Currently we are in the process of ordering the equipment and receiving the bids for the installation.

- **Clark Field**
  1. The Street Division and Park staff partnered with the Clark Field Restoration Committee to remove the old scoreboard beams, two foul poles and two flag poles at Clark Field on May 12th. Street Supervisor Tim Frank and his crew did an outstanding job in removing all items with minimal impact to the field. A new flag pole and the foul poles will be installed soon. Gayle Manufacturing produced and donated the labor and materials to complete the new foul poles. In addition the Clark Field Restoration Committee will be coordinating and funding work with a fence contractor to make repairs to the outfield fence and adding new gates to the field.

- **Cemetery**
  1. ***Internments -***The Woodland Cemetery had eight internments during the month of April. There were 3 cremains and 5 full services burials.

  2. ***Sales -***There was $8,615.00 in sales during the month of April.

  3. ***Turf Preparation-*** The turf project has been cancelled with no plan to complete.

  4. ***Operations -*** The new turf was spot sprayed for broadleaf weeds; this is an ongoing process throughout the growing season. Also, fertilizer with herbicide for crabgrass was applied to one areas of new turf; this is a pre-emergent and post-emergent treatment. Unpaved roadways and tree wells were all sprayed with Roundup and a mowing schedule has been put in place. Staff has been striving to meet our weekly maintenance goals with some limited success, but this schedule is often delayed by internments.

  5. ***Volunteer Day*** - On April 23rd an eager group of Rotary members spent several hours doing volunteer maintenance work at the cemetery. The work included trimming, painting hose bibs, leveling grave markers, and placing water crystals in flower vases to prevent mosquitoes. Thanks to all that participated in this event.

- **Brooks Swim Center**
  1. ***Swim Season -*** The pool is now in full operation with swim meets scheduled throughout the next few months.

- **Irrigation Rehab Project Update**
  1. On May 5th the City received five bids that were opened in the Council Chambers. On May 17th staff sent the recommendation to Council to approve the contract for construction in the amount of $1,078,658.86 to Olympic Land Construction. Upon approval, work in this Phase of the project will include the complete irrigation renovation of City and Harris Park, a pump upgrade at Douglass Park, new pump installations at Cline and Schneider Parks, new central controllers at Ferns, Pioneer, Woodside, Douglass, Cline, Schneider, Campbell, and Klenhard Parks. Also, contractors will be installing an antenna at Fire Station #1 which will allow controls at Christiansen Park, Roddy Park and other upgraded sites in that area of the City to communicate with the central computer system.

Snapshot of Parks Primary Budgets through 5/15/11				
Fund Source	Beginning Balance	Expenditures & Encumbrances	Remaining Balance	% Remaining
Brooks Swim Center	$231,987.48	$159,845.77	$72,141.71	31.10
Cemetery	$245,017.86	$221,554.76	$23,463.10	9.58
Gateway LLD	$42,388.90	$7,626.03	$34,762.87	82.01
General Fund Parks	$850,291.05	$555,282.99	$295,008.06	34.69
Gibson Ranch LLD	$451,475.02	$386,882.51	$64,592.51	14.31
Spring Lake LLD	$485,963.20	$302,589.97	$183,373.23	37.73
Sports Park	$178,415.95	$165,468.10	$12,947.85	7.26

Respectfully submitted,

Gregor G Meyer
Public Works Director

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

City of Woodland

Parks and Recreation Commission Communication

AGENDA ITEM

SUBJECT: Monthly Street Tree Report DATE: May 23, 2011

PREPARED BY: Public Works Department

RECOMMENDED ACTION: None; Information only.

BACKGROUND INFORMATION: The following identifies highlights of the tree program since the last Street Tree Report.

- **Cyclical Pruning of Street Trees in City Right-Of-Way (ROW)**
  1. Reoccurring note: The Urban Forestry Group (UFG) was scheduled to start pruning in areas 3, 5, and 25 as soon as our current tree planting project is completed. Unfortunately we will fail to reach our targeted goals for cyclical punning this fiscal year due to a 75% reduction of funds in our contract maintenance budget. This reduction of funds will most certainly have a negative impact on our ability to maintain a seven year pruning cycle on our City urban forest which we have strived for, and reached over the last five years. The UFG will continue to slip further and further back in their pruning program until funding is restored to this program. Continuing on a deferred pruning cycle could jeopardize the well being of our trees, as well as create potential safety concerns for our community.

- **Tree Planting**
  1. There are a total of 35 trees in the Gateway L&L that have died or are in poor health. To date, 16 of the 35 trees have been replaced with the remaining trees scheduled later in the season when temporary staff will be available to assist in the plantings.

  2. To date, in the current calendar year, the UFG and the Woodland Tree Foundation have planted 78 trees.

- **Merit Injection Project**
  1. Reoccurring note: This is done in an attempt to control the Elm Leaf Beatle on our Elm trees, as well as aphids on the Hackberry trees.

2. The merit injection project is completed, although there has been a report of an insect infestation in one of our green belts near Schneider Park. They have been identified as Cottony Cushion Scale which is very easy to treat. The treatment is a similar chemical to merit called Safari except that it is applied directly to the trunk of the tree. The tree absorbs the chemical through the bark and is safe as soon as the chemical is dry.

- **Tree Removals**
  1. Reoccurring note: Staff will begin the process of removing trees that have been identified as unsafe or in a declining state of health; this work will be performed after our tree planting projects have been completed.

  2. A tree at 130 Locust Street was identified as very unsafe and had to be removed. This tree removal was complicated by secondary electrical wires which ran through it about 30 feet up. The UFG staff is not certified to prune or remove trees within 10 feet of energized lines; this meant that we had to coordinate with PG&E for a safety trim. The tree's removal was finished by staff as soon as the tree was cut below the lines.

  3. To date, in the current calendar year, the UFG has removed 62 trees of various sizes.

- **Service Requests / Work Orders**
  Reliability and efficiency have increased dramatically since the urban forest inventory has been completed and integrated into our GIS maintenance management program (Cityworks). As of now all service requests have been attached to corresponding work orders; currently there are 141 attached work orders and 168 unattached work orders that are currently open and waiting to be responded to. This new process has made the UFG more efficient when it comes to running reports and tracking events.

- **UFG General Fund Budget Snapshot Through May 15th 2011**
  Beginning Budget – $315,209.34
  Expenditures and Encumbrances to Date - $244,079.08
  Balance - $71,130.26
  Percentage Remaining – 22.57%

Respectfully submitted,

Gregor G Meyer
Public Works Director

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

Parks & Recreation Commission Communication

AGENDA ITEM

SUBJECT: Develop a long term plan for Dave Douglass Park

DATE: May 23, 2011

PREPARED BY: John Murphy, Vice Chair

The Commission wishes to receive an endorsement from Council of assumptions and tasks before initiating work to develop a long-term plan for the use of Dave Douglass Park. Below are statements the Commission will use to guide all discussions and planning within the site.

Assumptions

1. The City needs additional athletic fields and Dave Douglass Park is a potential site for some fields.
2. The City has no budget to implement any formal or programmed recreational uses, make any site improvements, or to manage any site improvements made through donations at Dave Douglass Park.
3. Except for events specifically designated by the Council, Dave Douglass Park is approved for informal uses only.
4. Any athletic, recreational or casual-use activity at Dave Douglas is secondary to, and may not impinge on the primary use of the site as a storm water retention basin.

Tasks:

1. The Commission is to form a 'working group' of two commissioners along with representatives from the surrounding neighborhood, recreation advocates and others deemed to be stakeholders.
2. The 'working group' is to determine what uses are appropriate and what improvements might be necessary to allow the uses to go forward, develop a conceptual plan, and explore funding options for implementation and operation of the site.
3. It is the goal that the 'working group' will build consensus on any proposed improvements and/or additional uses at Dave Douglass.
4. The working group should report back to the Commission and Council in 6 months with an update and/or to receive further guidance.

City of Woodland
PUBLIC WORKS
MUNICIPAL SERVICE CENTER

655 N PIONEER AVENUE ▪ WOODLAND, CA 95776-6112 ▪ Telephone: 530-661-5962 ▪ Fax: 530-661-1290 ▪ www.cityofwoodland.org

May 9, 2011

Mr. John Murphy
Chairman, Parks and Recreation Commission

Subject: **RESPONSE TO MR. MURPHY'S MAY 4, 2011 QUESTIONS**

Mr. Murphy,

Thank you for the opportunity to respond to your questions. First let me apologize for the delay in getting these answers back to you. For the past several weeks we have been under a declared state of local emergency with a large sinkhole and everyone that has contributed to this response has been also working on that project.

As you know, the City's parks are under an avalanche of demands for services yet they are faced with a severely reduced amount of resources to go around. I want to start by commending the Parks Maintenance staff for their continued and dedicated attempts to maintain the levels of service desired and expected by our community. This has been a huge endeavor and especially trying given the diminishing budgets being parceled out to every General Fund Division in the City.

Unfortunately, the fiscal situation has now deteriorated to the point that we are unable to provide all the services we believe the residents of our City deserve. This 'new' fiscal reality is expected to continue for many years into the future.

With Parks staffing levels being cut by 64% (from 19 positions two years ago to our current 7 positions) there are just not enough 'bodies' to continue to meet all the real and presumed obligations for the park properties that currently exist throughout the City. Talking about a master plan for the development of additional 'park' amenities at this stormwater detention basin may be somewhat misleading and, if it can be done at all, somewhat premature. Especially given that this is not a designed park facility and it has severe restrictions on what can be done.

Please don't misunderstand me… I fully support a discussion of how the area can be used; I just don't want to give anyone a false impression that we are master planning a new park expansion while at the same time having to triage services for the existing parks in the system.

I am a firmly in support of an open and honest dialogue on the uses, both current and future, of this stormwater basin. While creating a master plan for turning the basin into a park is an idea that on the surface has merit, I would hate to go into this process with some participants missing the overarching fact that the primary use of the area is as a stormwater detention basin. This fact

can easily be overlooked when staring at the open fields and imagining all the things that could be done with the 'available' space.

The flood prevention use of this site will be incompatible with many of the ideas that may be generated for 'development' of the basin with built up sports fields and associated amenities. While regular parks are designed to have water run off or move to the periphery, away from improved areas, this particular spot is designed to hold the water right in the very place all of these improvements have been projected. As I've said before, the restoration and maintenance of most park style amenities, other than open field general use, in this site, is cost prohibitive.

My big fear is that if these park ideas come to fruition, through the work and effort of many people, there will then be an expectation that they will be maintained and remain available year after year. This does not seem likely where in any given year the potential for flooding, and the resulting damage and/or degradation of the improvements, is very probable. I worry about groups of volunteers giving of their time, money, and other resources, only to see all their work spoiled and not repaired in a timely manner; or even abandoned once the repair costs are assessed.

Having said all this, I am interested in having a more detailed discussion of this with you and other interested parties. Please see my answers below (in red) to your email questions:

From: Murphy, John [mailto:John.Murphy@CalRecycle.ca.gov]
Sent: Wednesday, May 04, 2011 12:34 PM
To: Greg Meyer
Cc: Elle Murphy
Subject: questions about Dave Douglas

Hi Greg,
In trying to prepare myself for the potential tasks ahead at Dave Douglas, I thought I had better get myself educated about the PW end of things. The following questions are gleaned from conversations I've had with soccer teams, recreation staff, and neighbors over the years.

1. What is the actual function of the basin? My assumption is that the basin was created to hold 'backup' from the storm drain system at such times as it becomes maxxed out. It looks like the water could enter the basin from the east end (the Ashley end of the panhandle) and drain back out the same way. Are there other inflow/outflow sources? It does not seem like infiltration is a big part of the basin's use - just temporary storage.

   The basin is designed to delay the flow of rainwater from being pushed into the rest of the City during large or continuous rain events. When this design is not working at its optimal settings, it only increases the already serious localized flooding in these areas.

   The current annual flood protection use of the basin has been reduced; largely due to the deteriorating and poorly functioning main gate valve (which forces the excess stormwater to flow into the basin) having to be manually operated. We are attempting to upgrade this expensive valve arrangement ($50,000 total cost) and place it on a computerized and

automated electronic valve control system; which will eliminate the need to manually supervise and operate the valve. Unfortunately this is a General Fund supported activity and finding the necessary funding has been difficult.

Once this upgrade is finished, it will significantly increase the overflow use of the basin and help with localized flooding downstream.

There is one more point of inflow from the north directly across from 828 Saratoga Drive; this is a drain inlet that overflows into the pond during rain events.

2. Is there a particular capacity the basin is intended to hold? The storage tank will obviously change the capacity of the basin, other improvements could do this as well. Is there any concern about this? This has been the main argument against any improvements in the past (loss of capacity).

   The basin design was a result of the development in the southwest part of town. It includes a 2.5 foot freeboard between the highest expected water level and the lowest point in the sidewall; where it will then overflow the basin. Whatever excess design capacity there may have been in the basin will be eliminated by the future installation of the water system improvements.

3. Is the basin planned to be a permanent part of the storm water system or does it have a life span (will other improvements to the system make the basin obsolete)?

   The basin is a permanent part of the system. It will be playing a larger role in preventing an overload of the downstream drainage structures as soon as we get it hooked up to the automatic Supervisory Control and Data Acquisition (SCADA) system. Hopefully some of the needed work will happen before the next rainy season, which will improve the efficiency of the valve.

   Once the gate improvements have been made, I expect the basin to be flooded every year except for exceptionally dry years or those years where the rain is spread out over several weeks and never falls hard enough to stress the system. With the water system improvements (tank) and subsequent capacity loss, the depth of the stormwater level in the basin is expected to be higher than in years past.

4. What sorts of things are viewed as incompatible with use of the basin for temporary storm water retention? It seems like picnic tables, trees, athletic fields and parking would be perfectly compatible. Bathrooms or electrical utilities *that could be submerged* would seem incompatible.

   Trees may be acceptable as the duration of each flooding is not long, especially at the higher east end of the basin; as long as the species selected can be submerged for short periods of time and still survive. (Please remember that our Urban Forestry crew is made up of only two staff and we can't keep up with the current forestry requirements (XX number of trees) we already have. Placing additional trees in the basin will only increase that load and reduce the already minimal maintenance on the trees in the rest of the City. The Woodland Tree Foundation has been a great help in this area and could possibly be helpful here?)

Parking area(s) within the basin area will not work due to the loss of capacity and/or maintenance requirements.

Picnic tables are acceptable if it is understood that a heavy rainfall could submerge the basin in muddy water that could leave a layer of mud on everything, including any structures and the grass. (*Please keep in mind that there are no restoration plans, other than some reseeding of the grass, after an event like this. Restoration of an athletic field, and amenities, after a flood event can be very expensive. Often more than all the maintenance costs for several years put together. With the expectation of back-to-back years of use as a flood basin, these costs become unsupportable.*)

Casual use athletic fields are perfectly acceptable as long as they don't present liability issues for the City (i.e. concrete slab in the middle of a soccer field) and there are no permanent features placed where they can be flooded and are not easily maintained and/or restored.

5. Other than mowing, is there currently any maintenance currently carried out? In the past there was a pest management contract.

   Minimal mowing and a small pest control contract are the only maintenance currently being provided for this basin. There is no budget for anything more extensive than that.

   If the budget continues to deteriorate and the City has to make some hard decisions on "what can we do with what we have left," this storm water basin will be one of those areas where services may have to be further reduced in order to keep full service parks, like Kern Park, open.

6. What conditions have led to the athletic fields getting the status of 'unplayable'? While fields are unplayable, recreation staff will not program/issue permits for organized activities.

   These fields are fully playable as long as people using the fields understand that there may be hidden gopher holes and that if patches of grass are torn up, they probably will not be repaired/replaced. As a matter of policy, anyone can use this open field. They can play soccer on it, cricket, or fly a kite… they just can't reserve the area for scheduled events and competitive games. It's a first come, first serve field. (And please don't forget the strong opposition from the surrounding neighborhood for reinstating formal soccer or other scheduled competitive sports. i.e. parking, bathrooms, trash, alcohol consumption, bad behavior, disruptive noise, etc.)

7. If the City cannot maintain the fields in playable condition, how do user groups go about getting permission to do the necessary maintenance (through monetary of in-kind donations)? If the only issue is that the ground squirrels have gotten out of control and the City doesn't have money to address them, I think that this can be easily addressed.

   The maintenance of the fields could be done by volunteer or contract work, but would require an agreement that includes liability release, agreed upon levels of maintenance, and returning the field back to its original state should they abandon the use of the site. These agreements also outline what can be done in the area… and what cannot. Anything

that is outside of the agreement would have to receive permission from the City prior to installation or execution.

A good example of this type agreement is the Clark Field agreement. (See attached) Please remember that an agreement of this type would require a responsible and responsive group that can demonstrate their ability to perform according to the agreement.

It will be good to have the answers to these questions available in a 'fact sheet' for all involved. Please feel free to add any additional questions and answers you see fit.

Thank you, jm

MEMORANDUM

DATE: May 9, 2011

TO: **John Murphy, Chairman, Parks and Recreation Commission**

FROM: Gregor G. Meyer, Public Works Director

SUBJECT: **Cricket Pitch in David Douglas Stormwater Detention Basin**

On February 26 2011, you received a presentation on the construction of a cricket pitch in the David Douglas Stormwater Detention Basin. Because this park facility has no reservations, insufficient parking or restroom facilities, it has been designated as a 'first-come, first-served' open area setting. The issue before the Commission is not whether or not to allow the game 'cricket' to be played at the park, but whether or not to recommend a large concrete slab be allowed to be constructed in the middle of the field.

Dave Douglass 'Park' is a stormwater detention basin that can be used for park activities as long as they don't impinge on the primary 'mission' of the facility. Anyone can come and play soccer, cricket, softball, etc, on the site anytime it is available. They just can't plan ongoing events where they schedule the site and expect to have use of it at any particular time. There are no reservations being issued for the facility so it's on a first-come, first-served basis. That means if someone is using the ball field, someone else can't come and set up a temporary soccer field that would impinge on the ball field. The same holds true for cricket. They cannot come and set up their cricket game in an area where someone else is playing soccer. If the group does build some form of a cricket pitch, that still does not give them any claim over that area and any other person may preempt the team's use of the pitch by being first on site.

I have four areas of concern:

1. **If the pitch is constructed in the middle of the field, does it pose a danger to others using the park; if so, does it then create a liability issue for the City?** It has been argued that a concrete slab in the middle of a park does not necessarily create a liability any more than a sidewalk passing through this basin, I would submit that a sidewalk is visible and an identifiable feature. In addition, a sidewalk is also an expected feature whereas the pitch, covered by 'outdoor carpet,' would be an unexpected hardscape feature in the middle of the field. This is especially true with our mowing schedule calling for longer periods between mowings. I believe it will pose a hazard to others playing sports or other activities and not expecting to suddenly come on a hard surface.

   Based on an opinion from our risk management firm, YCPARMIA, the city would be responsible for any foreseeable injuries that occurred from a condition that the City created (such as allowing a concrete slab to be placed in an open playing field). The placement of a concrete pad in the middle of a potential soccer field is presumably an inconsistent use for a soccer field and can be presumed to present a hazard to those running up and down the field while watching the ball and other players. Please note that I'm identifying the concrete pad as the hazard, not playing cricket.

2. **Does the construction and maintenance of the pitch lead to any expectation of repeated and/or scheduled use of the site**? If the Commission recommends, and the City allows, the construction of the cricket pitch, does not that then give the cricket team the impression that they can then schedule games with outside teams. The members of the cricket team indicated that if the pitch is allowed, they would schedule a whole season of competitive tournaments… every year. If there are teams are coming in from out of town, I believe it gives the perception that they would then have some expectation for use of that field on that day, at that time; thereby having some form of a quasi-priority over the use of the area in the vicinity of the pitch.

   Nevertheless, if some children are flying a kite in the area… its first-come, first-served… the kids have the priority until they leave. If a soccer team is practicing when the cricket team shows up, the soccer team has priority. The same holds true for the cricket team. If they are using the site first, they have priority over others wanting to use the same space.

   Part of the difficulty of allowing a concrete pitch is that locks in where the game can be played. Others would have to move out of their way not the other way around. Once again, this would give the perception of priority over that space. In the current use of that field, this could be viewed as inconsistent with the first come first served concept. Or, for that matter, the fair and equal access to the playing fields.

3. **Will the use of the pitch lead to events that last for hours and attract spectators**? Parking, restroom facilities, noise, bad behavior, alcohol use, and litter, are significant issues for both the neighborhood, others using the area, and the people participating/attending the event. While my research has indicated that the noise, bad behavior, alcohol use, and litter are not a problem, whatsoever, with this group, parking and restrooms continue to cause a great deal of concern. While the cricket team indicates they will direct players and spectators to use the bathroom facilities in another park, I don't believe this is a practical nor reliable solution to this problem. (It is even less of a solution for other sports wanting to use the field; citing the cricket teams scheduled games as the example they are following.) We are no longer allowing portable toilets to be used at the site and there are no plans or budget to build and maintain new bathroom facilities. Parking congestion will certainly be an ongoing problem for the neighborhood depending on the attraction of the event and if the popularity of the sport increases. The cricket team has indicated that cricket is one of the most rapidly expanding sports in the United States. They also told me a tournament could attract as many as 200 people for a weekend. It seems counter-intuitive to think that they will be able to direct that many, or even a quarter of that number, to other facilities during the 6 or more hours a game can last.

4. **If the cricket team is allowed to construct the pitch and agrees to maintain it. What happens if they eventually abandon the site and the pitch deteriorates**? We would need an agreement whereby they will remove the pitch and return the area to pre-pitch condition. Who will that agreement be with. Is there a responsible party on the team that will take on the liability? What happens if that person leaves the team or the team dissolves? These are questions that will require a legal review prior to any approval.

While I am in support of the field being used for 'cricket,' I don't believe it is in the best interests of the City to allow a concealed concrete pitch to be placed in the center of a general

use play area. Even if the concrete were exposed, it's placement in the center of the flat grassy zone could potentially restrict other significant use of the playing area. My determination is that I don't believe that any application that leads to an expectation of repeated and/or scheduled use of the site is appropriate for this field. Nor would any activity be deemed appropriate that is expected to last for hours and will attract spectators; due to the lack of restroom facilities and the potential parking issues that could be created by sporting participants and other users of the park.

The game of Cricket is played all over the world and I suspect that the vast majority of these fields do not have concrete pitches. When I asked the cricket representatives this question, they responded that they could have a pitch made from compacted clay or dirt, but is was more work for them.

Based on all my research to date, my recommendation to the Commission is to **not allow** a concrete pad be placed in the middle of this utility field. This slab represents a potential hazard to others who are running and playing on the field when a cricket game is not in session. Even if the slab is placed between proposed practice soccer fields, there is no guarantee that those using the field will appropriately identify the hazard and arrange their play fields to place the pitch outside the playing area. Any accidents could very well lead to significant liability issues for the City.

Having said that, I would **support the use of a 'rolled' pitch**, similar to the one in Davis. I believe this style of pitch is compatible with all uses of the field as long as it remains level with the playing surface.

Parks & Recreation Commission

NAME	ADDRESS	PHONE	E-MAIL ADDRESS	Term Expiration
John Murphy Vice-Chair	819 Del Oro St Woodland, CA 95695	662-4953 (hm) 916-445-0809 (wk)	john_murphy63@hotmail.com john.murphy@CalRecycle.ca.gov	6/30/12
Marina Tapia	840 Bourn Dr #26 Woodland, CA 95776	668-4778 (hm) 848-6631 (wk)	marinatapiam@yahoo.com	6/30/11
Tabatha Chavez	515 W, Keystone Ave. Woodland, CA 95695	916-214-3817 (hm) 916-327-4401 (wk)	tabchavez@yahoo.com	6/30/14
Jesse Salinas	[redacted]		jessesalinass@yahoo.com	6/30/14
Sheila Groom	2382 Ackley Place Woodland, CA 95776	666-3835 (hm) 752-7596 (wk)	outamygourd@sbcglobal.net	6/30/14
Vacant				
Vacant				

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee (handles Park Naming)
Groom

Budget and Finance Committee
Tapia, Chavez

Child, Youth & Playground Committee
Chavez

Community/Senior Center/Sports Park
Groom, Salinas

Woodland Sports Council
Vacant until needed

Urban Forest Committee
Murphy, Tapia

Ad Hoc Committee
Chavez, Salinas

LIAISONS

Baseball: (Vacant)
Soccer: Salinas

Commission typically meets the fourth Monday of each month at 6:30 p.m. at the Community & Senior Center.
Online agenda and packet available at: http://www.cityofwoodland.org
For additional information please call 530.668.2000

FY11 Parks and Recreation Commission
Annual Work Plan Report
May 2011

1. **Streamline Staff Reporting**
   In consideration of staffing reductions related to Parks and Recreation, the Commission recommended streamlining monthly financial reports in an effort to reduce staff workload.

Goals	Status
Budget and Finance Committee will work with staff to review the reports, finalize format revisions and determine any recommendations for additional changes.	**Completed January 2011**

2. **Review Tree Inventory Report**
   The Commission will review the report released last spring and discuss. The intent is to make this the first step towards development of an Urban Forest Master Plan.

Goals	Status
Distribute tree inventory report to all Commissioners for review.	Completed December 2010
Urban Forest Committee review report, define priorities and report back to Commission.	Completed January 2011
Commissioners come to consensus on priorities for implementation and formally request that staff submit recommendation(s) to the City Council.	Completed February 2011
Formal communication asking City Council to approve the Parks and Recreation Commission request to propose policies related to further development of the Urban Forest Master Plan in FY12.	**Council to review at May 2011 meeting**

3. **Help formulate future capital parks projects and identify creative funding sources.**
   A. New Projects
   B. Existing Rehabilitations

Goals	Status
Commissioners obtain list of new projects and planned implementation dates /priorities and prioritized list of rehab projects with estimated expenses (dollars and brief description of anticipated expenses). *Staff is currently revising the long term plan for review /approval by City Council. The approved plan will be provided to the Commission.*	List requested November 2010 **On Hold until approved long term plan is available**
Appoint ad hoc committee to review prioritized lists, determine potential funding sources and report back to Commission.	
Commission prepares report of findings and recommendations for presentation to City Council /Parks Staff.	

4. **Review /analyze recreation programs and identify creative funding sources.**

Goals	Status
Commissioners obtain list of recreation programs and needs. *Staff will be meeting in February to determine core services which will, in turn, define the programs and needs.*	**On Hold until approved long term plan is available**
Appoint ad hoc committee to review prioritized lists, determine potential funding sources and report back to Commission.	
Commission prepares report of findings and recommendations for presentation to City Council /Parks Staff.	
Additional Work Facility committee to meet with Woodland Swim Team	

5. **Develop outreach strategy to receive Community cooperation /participation.**

Goals	Status
Commissioners obtain list of current outreach activity to include distribution, frequency, and available funding. *Following discussion of specific steps needed to implement this action, the Commission decided this activity is redundant in light of items # 3 and #4 above.*	**Closed November 2010**

6. **Review Policies**

Goals	Status
Commissioners will review policies throughout the year as requested. ***Policies Reviewed in FY11*** Fee Waivers Naming of Parks and Memorials Field Use Allocation Process	**As Needed**