



Commission Meeting Minutes January 28, 2013

A. Call to Order

Meeting convened at 6:33 p.m. at the City Council Chamber, 300 First Street, Woodland, California by Commissioner Salinas.

B. Roll Call

Present: Romero, Stephens, Salinas, Fernandez, 3 Vacant

Absent:

Staff: Engel, Haynie, Sanders, Schroeder,

C. Pledge of Allegiance

D. Communication-Public Comment

E. Communications-Commission/Staff Statements and Requests

Commissioner Fernandez informed the Commission that he and Vice Mayor Stallard received a tour of the Community & Senior Center from Engel. Commissioner Fernandez suggested that if the other Commissioners had not toured the facility that they do so, or if they had to do it again. Engel stated the City is updating the General Plan and at the February 5th City Council meeting there will be a General Plan update session. Engel stated that Langston "Jack" Jackson passed away; Mr. Jackson had been a vital part of the Night Hoops Drop-In Program. Mr. Jackson will leave a hole in the Department and will be missed by past and present participants of the program. Commissioners will be needed as Ambassadors for the Department at the March 1st ReXpo event.

F. Minutes of September 24, 2012

Commissioner Fernandez made motion to accept the November 26, 2012 minutes as written; Commissioner Stephens seconded the motion. Motion carried 4-0.

G. Committee Reports (None)

H. Presentations

H.1 Shelia Groom Appreciation Presentation

Engel and Sanders presented Shelia Groom with an Appreciation Plaque from the Parks & Recreation Department for her years of service on the Park & Recreation Commission. Engel appreciated Ms. Groom for her organizational skills and her ability to keep the Commission on track for their goals. Sanders will miss Ms. Groom; she was the eyes and ears in Springlake. Ms. Groom was pleased that she was allowed to serve on the Commission. Commissioner Salinas stated that he and Ms. Groom started on the Commission at the same time. The work that Ms. Groom put into the Work Plan and that process will be used by the Commission for years to come.



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Woodland Community & Senior Center
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H.2 Supervisor Westley Schroeder Overview of Programs

Schroeder explained to the Commission that he was in charge of Urban Forestry. He stated that his responsibilities included maintenance of all the sports fields including the Sports Park and the L&L Parks, Pioneer and Jack Slaven Parks (with one full time employee). In the Tree Division there are two permanent staff with 15,000 trees and a budget of \$36,600.00 for maintenance. Currently the City is on a seven year tree maintenance cycle. Commissioner Fernandez complimented Schroeder and Sanders for their hard work with the budget constraints. Commissioner Romero asked how many staff Schroeder supervised. Sanders responded that there were two employees for the General Fund parks and two for the L&L parks which includes the Sports Park in addition to multiple temporary staff (and that staffing levels vary depending on the time of year).

H.3 Project Update Freeman Park, Clark Field, and Charles Brooks Swim Center

Michael Karoly, Senior Civil Engineer has been managing the Parks project since the Parks Division moved to PW. Freeman Park is the fourth stage of the Parks Irrigation System Grant which will allow staff to control the irrigation to the park remotely. In addition there will be a concrete path to replace the decomposed granite path, new picnic tables, and benches. The Park will need to be closed from July until the project is completed. Replacement of the Clark Field backstop will increase the height and length of the fencing. This will help to keep the balls in the field and out of the neighborhood. The project will begin in October 2013 at the end of the baseball season. Staff met with the user groups to discuss the project. The project should be completed in January 2014. Engel informed the Commission that the neighbors had been sent an invitation to the meeting. Karoly updated the Commission on the replaster project at the Charles Brooks Swim Center. This project will also focus on the deck and coping. In addition ADA issues will be evaluated (access and sloping of the pool). The project will begin in mid-August. Staff has been working with the user groups to determine the best time for the pool project.

I. Consent Calendar

I.1 Arbor Day

Commissioner Stephens made the motion for staff to move forward with a Council Communication proclaiming March 9, 2013 as Arbor Day in the City of Woodland; Commissioner Fernandez seconded the motion. Motion carried 4/0.

I.2 Work Plan

Item 3 of the Work Plan, National Bike Month Event was discussed and will be added to the work plan. Commissioner Fernandez will take the lead and supply Haynie with language before the next Commission meeting. Item 4 Boxing Facility Needs Assessment will not be added to the Work Plan but addressed by the Ad Hoc committee with a report to the Commission. Item 5 Re-Examine Street Tree Master List will be added to the Work Plan with Commissioner Stephens taking the lead and drafting language.

I.3 Roster and Terms

Commissioner Salinas is the new Chair per the change to the Parks & Recreation Commission where the Vice Chair moves into the Chair position after a year as Vice Chair. Commissioner Fernandez will take over as Vice Chair.

- Facilities Committee- Fernandez
- Budget & Finance- Salinas, Romero
- Child, Youth & Playground-Romero, Stephens
- Community/Senior Center/Sports Park- Salinas, Fernandez
- Urban Forest-Romero, Stephens
- Ad Hoc- Salinas, Romero
- Liaisons- Baseball, Romero; Soccer, Salinas; Swimming, Stephens

Commissioner Romero made the motion to accept the changes to the committees and Vice Chair; Commissioner Stephens seconded the motion. Motion carried 4/0.

J. Communications Written-Staff Reports

J.1 Recreation Division Report-Christine Engel

Engel asked if the Commission had any questions for her concerning the Recreation report. Commissioner Salinas stated that the Recreation report was very informative and that he appreciated the new format. Staff is currently working on summer programs though the report covers November and December. Commissioner Romero asked who updated the department's Facebook page. Commissioner Romero felt that the page was informative and well done. Engel informed that Commission that Haynie and her staff is in charge of the Facebook page. Commissioner Fernandez asked if there was anything the Commission could do to help promote the programs. Engel stated if there are organizations that Commissioners have contact with, it would be appreciated if the March 1 event information was shared with them. Engel stated that the March 1st event is the main focus for showcasing the summer programs and that the senior art show will also be occurring at the same time and will have wine tasting.

J.2 Parks Report/Street/Tree Report-Rob Sanders

Commissioner Salinas asked Sanders about Arbor Day then asked for the Parks report. Sanders informed the Commission that he had met with Sport-X concerning the turf. Sport-X recommended that deep grooming at the Sports Park will need to be done twice a year. This will extend the life of the fields. Commissioner Fernandez asked how long this will extend the life of the field. Sanders responded that this should insure that the fields will last the full ten years. The cost will be \$10,000-\$12,000 per year.

J.3 Clark Field Update-Rob Sanders

Sanders commended the electrical staff on updates to the electrical system at Clark Field. Commissioner Salinas asked if staff had been publishing the amazing work that staff has been doing for the facilities. Sanders responded that it would be better to publish these improvements once they are completed. Staff is planning to have events at the facilities after the completion of the projects.



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J.4 Review Sports Park Cost Analysis

Engel informed the Commission that during the last budget process, it was assumed that a fee analysis for the adult softball program would be conducted (and fees adjusted accordingly) prior to the next fiscal year. However, staff conducted a more extensive fee analysis that evaluated the fees for all users of the Sport's Park. Tournament has 40% of the use; the balance of use is split almost equal between Soccer and the City's Adult Softball program. The fields are used every available weekend for tournaments. Engel stated that staff is trying to determine if the correct fees are being charged. Conservative staff costs, field usage, fees collected, either by field fees and/or field rental fee were used in the calculations. Currently the loss is \$20 per hour and does not address any turf replacement fees. Staff looked at other multi use facilities and found that Mather is the most similar to the City's Sports Park and the best facility to compare with. Mather charges \$60 per hour for their residents for field rentals; we currently charge youth groups \$15 per hour. Mather only charges rental fees, no player fees. We will no longer charge groups player fees and charge the rental fee only. We do not see changing the \$15 per hour rate that we charge youth groups. Mather charges \$700 per day per field for non-resident tournaments and \$560 for residents; we currently charge \$250 for resident and \$300 for non-resident per field per day. We are proposing to charge \$400 for residents and \$500 for non-resident tournaments per field per day. We need an additional \$25 per hour just for field replacement cost (however, we are not proposing to increase the fees to cover the entire replacement cost). That assumes that we had been charging the correct fees for the past five years. We are also evaluating fencing the entire Sports Park, this will allow for a gate fee to be charged. This will also help to eliminate unpermitted use of the fields. Commissioner Stephens asked if Mather collected a replacement fee. Engel responded that she assumed that fee was included in their fees. A replacement fee will be included in the new fees and the revenue will be tracked separately. Fees would go into effect January 2014 since we have already entered into agreements with tournament users.

J.5 Fourth of July Celebration

Engel requested the Commission plan and implement the 4th of July bike parade. She stated that she assumed Bayside Church would continue to help with the decoration table. Commissioner Fernandez said he would take the lead on the Bike Parade and the other commissioners will assist as needed. The time commitment on the 4th of July would be from 6:30-10:30 a.m.

Business Items for Next Meeting: *Clark Field Update, Annual Plan-Work Plan, Supervisor Overview of Program*

Next Meeting Date: February 25, 2013 6:30 p.m.

Adjourn: meeting adjourned at 7:40 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department