



City of Woodland
Meeting Agenda
Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

May 20, 2019
6:30 PM

***Please Note:** The numerical order of items on this agenda is for the convenience of reference; items may be taken out of order. No new items shall begin after 8:30 pm unless unanimous consent exists to continue.*

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

F. PRESENTATION

G. NEW BUSINESS

1. Recommend to City Council Landmark TreeDesignations
2. Recommend to City Council Approval of Re-use of 0.08 acres Park/Turf area at Freeman Park for Parking

H. COMMITTEE REPORTS

3. Standing Committee Report
 - Facilities Committee
 - Program & Department Evaluation
 - Budget & Finance Committee
 - Urban Forest Committee
 - Volunteerism Committee

I. CONSENT CALENDAR

4. Approve Minutes for March 25, 2019
5. Commission Absent Request

J. OTHER BUSINESS

6. Discuss and Update Work Plan

K. REPORT OF THE STAFF

7. Community Services Staff Report for May 20, 2019 and Report for Third Quarter

L. NEXT MEETING

M. ADJOURN

*I declare under penalty of perjury that the foregoing Agenda for the Parks and Recreation Commission Regular meeting of the City of Woodland scheduled for **May 20, 2019** was posted on **May 17, 2019** in the outside display case at 2001 East Street, City Web pages and was available to the public during normal business hours*

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 requests 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 1st.

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.



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: May 20, 2019
ITEM #: G.1.
SUBJECT: Recommend to City Council Landmark Tree Designations

Attachments:

1. Landmark tree designation 5.20.2019 PARKS Staff Report
2. Att_1_Letter Wilkinson
3. Att_2_Letter Frankenbach
4. Att_3_PARKS Landmark Tree_2019



MEMORANDUM

TO: Members of the Woodland Parks and Recreation Commission

FROM: Erika Bumgardner, Senior Planner

SUBJECT: Landmark Tree Nominations

DATE: May 20, 2019

PROJECT SUMMARY: On November 9, 2018, local historian and President of the Woodland Tree Foundation, David Wilkson, submitted a letter to planning staff requesting the designation of three trees located on publicly owned land as “Landmark Trees.” Additionally, on December 6, 2018, Woodland Tree Foundation board member, Rolf Frankenbach, submitted a letter to planning staff requesting the designation of two additional trees located on land owned by the Woodland School District.

The Parks and Recreation Commission is asked to consider the historical importance of the trees and recommend to City Council the designation as Local Landmark Trees four of the five trees nominated including:

- American Elm (*Ulmus americana*) at 420 Third Street
- Cork Oak (*Quercus suber*) at the southwest corner of First Street and Marshall Avenue
- Valley Oak (*Quercus lobata*) at Lee Middle School (near West and Lincoln Street)
- Valley Oak (*Quercus lobata*) at Douglass Middle School (just south of the gym)

The fifth tree nominated, a valley oak (*Quercus lobata*), is located on the Yolo County, Gibson House (Yolo County Museum) property. Staff recommends that this tree nomination be deferred until a letter of support from the County can be obtained.

The nominated trees will be presented to the Historical Preservation Commission on May 15, 2019. Their recommendation will be reported to the Parks and Recreation Commission on the 20th.

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission:

- 1) Consider the historical significance of the four trees recommended for designation as Landmark Trees; and

- 2) Recommend City Council designate as Local Landmark Trees two native Valley Oak (*Quercus lobata*) trees, one located at Lee Middle School, approximately 200 feet south of West and Lincoln Street, the other located at Douglass Middle School, just south of the gym; an American Elm (*Ulmus americana*) located at 420 Third Street; and a Cork Oak (*Quercus suber*) located in the planting strip on the southwest corner of First Street/Marshall Avenue.

ANALYSIS:

Section 20A-1-20 of the Woodland Municipal Code defines a “Landmark tree” as a tree or stand of trees which is of historical or public significance as designated by the city council upon the recommendation of all of the following groups and/or commissions: 1) the Parks and Recreation Commission; 2) the Historical Preservation Commission; and 3) the Urban Forestry Group. The Urban Forestry Group has since merged with the Parks and Recreation Commission.

Section 12A-3-1 of the Woodland Municipal Code (pertaining to the standards for designation of historical landmarks, districts and resources) states that a building, structure, object, or particular place may be designated for preservation as a landmark if it meets the following criteria:

Historical Importance: The building, structure, object, particular place, vegetation or geology has character, interest of value, as part of the development, heritage or cultural characteristics of the city, state or nation; or is the site of an historic event with an effect upon society; or is identified with a person or group or persons which had some influence on society; or exemplifies the cultural, political, economic, social or historic heritage of the community.

As described in Section 12A-3-2, the Historical Preservation Commission by resolution may recommend to the City Council designation of a landmark.

While neither the City’s Tree Ordinance nor the Historical Preservation Ordinance (Municipal Code Chapters 20A and 12A) provide criteria for the designation of landmark trees specifically, the Historical Preservation Commission may wish to consider one or more of the following factors in its recommendation to City Council:

- Whether the tree’s age and association with a historic building or district gives the tree historical significance.
- Whether the tree represents a specimen that is particularly rare in Woodland or the region and is of considerable size and age.
- Whether the tree possesses unique characteristics or special horticultural significance.
- Whether the tree is of a significant size and/or makes a significant and outstanding aesthetic impact to its setting and is an exceptional specimen in good condition and health.

These factors correlate to the standards for designation of historical landmarks, historical districts and historical resources as described above (Municipal Code Section 12A-3-1) and are factors other communities have used to designate landmark trees.

Mr. Wilkinson and Mr. Frankenbach, in their letters to planning staff, provides a brief history of each of the trees nominated for landmark designation, including a summary of their historical importance as follows:

1. The iconic American elm (*Ulmus americana*) located at 420 Third Street. This is one of the few remaining historical American elms whose upper limbs were not “topped” by the city years ago. This tree is likely a century old and has a 62.1” diameter. It has retained its renowned and iconic spreading canopy. A beloved American tree, noted for its toughness and dappling shade, it was widely planted throughout U.S. cities until Dutch elm disease (DED) destroyed millions of elms beginning in the 1930s.

The few remaining American elms checkering Woodland streets are truly survivors. These trees were widely planted in Woodland in the nineteenth century and early twentieth century and valued for their tremendous shade properties and hardiness. By the 1930s, however, Woodland’s elms became infested with the elm leaf beetle, whose larvae feast on the leaves, denuding the tree of its canopy. According to city records, in 1936 when Woodland began spraying to control the elm leaf beetle there were about 650 elms in Woodland.

Eighty years later, there are only 75 American elm street trees cared for by the city, with a handful of others dotting private residences in the core area. Most of these trees are in decline due to their age and structural issues related to the tree topping, which weakened upper branches. One reason American elms fell out of favor as a street tree was the fear of DED infecting the elms. Consequently, few (if any) American elms were planted in Woodland after the 1930s. Fortunately, DED has never infected any of Woodland’s American elms. However, many were removed in the late twentieth century when Woodland embarked on road widening projects in the older section of town. Entire city blocks were left devoid of shade.

In recent years the Woodland Tree Foundation and city have planted hybrid Asian elms to reintroduce this valuable tree species to Woodland. And, today, disease-resistant American elms are once again being planted in the country. Landmarking the American elm at 420 Third Street and installing an interpretive sign will honor the most iconic historical shade tree planted in Woodland and explain the reasons for its disappearance. Honoring this regal tree will also serve as a bridge between the eras when this elm was widely planted and valued for its canopy and efforts being made today to reintroduce disease-resistant *Ulmus americana* to the American landscape. I would like to see the American elm re-introduced to Woodland.

2. Cork Oak (*Quercus suber*) located in the planting strip on the southwest corner of First Street and Marshall Ave. This non-native oak appears to be very old with a 61.1” diameter. It may have been planted at the time when Hesperian College moved from downtown in the 1890s to this location (see city historic marker placed along College Street, near Marshall Ave.). This site eventually became Woodland’s first public high school. There are a significant number of cork oaks in Woodland, which are well adapted to our climate and should be planted more often.

3. A valley oak (*Quercus lobata*) located at Lee Middle School. This tree is adjacent to the school building, about 200 feet south of the intersection of West and Lincoln Street. This is a very large

specimen tree; David Wilkinson and I measured the diameter (at breast height – DBH) in October 2018 at 72.9 inches. This is the fourth-largest diameter tree in Woodland. This tree is in good health and has been tastefully pruned by the Woodland School District and remains an aesthetically pleasing tree. Its location on public school property makes it a good candidate for imparting an appreciation of native trees by Lee Middle School students.

4. A valley oak located at Douglass Middle School, just south of the gymnasium. This tree has a DBH of 51.3 inches, and though it is quite smaller than the tree at Lee Middle school, it is an aesthetically pleasing tree that with continued good care by Woodland School District it will continue to grow and thrive and yield benefits for many more decades (perhaps even many generations), including cooling from shade and resulting energy savings, air pollution migration, food and habitat for native scrub jays, storm water attenuation, and beauty. It will also serve as an example of our native Sacramento Valley natural history, which by its mere presence will be noticed (perhaps helped with appropriate signage) and appreciated by current and future Douglass Middle School students. Some of these students might perhaps be inspired by this tree and develop interest in working to preserve native trees, or trees in general, or work in other areas of natural resource management.

The designation of historical landmarks within the City of Woodland is intended to protect the designated structure or vegetation from substantial modification or removal unless it becomes a threat to public safety. By designating the trees listed and described above as Landmark Trees, removal or major alteration of the trees, or improvements or modifications under the canopy or within the drip line of the designated trees, will require review and approval by the Historical Preservation Commission (HPC) unless the proposed improvements/modifications will not have a detrimental effect on the trees as determined by the City's Arborist (or a qualified arborist and reviewed by the City's Arborist). If a designated tree is found to be a public health or safety hazard as determined by the City's Arborist, it can be removed without review by the HPC. Routine maintenance of the listed trees by a qualified arborist is exempt from HPC review.

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission:

- 1) Consider the historical significance of the four trees recommended for designation as Landmark Trees; and
- 2) Recommend City Council designate as Local Landmark Trees two native Valley Oak (*Quercus lobata*) trees, one located at Lee Middle School, approximately 200 feet south of West and Lincoln Street, the other located at Douglass Middle School, just south of the gym; an American Elm (*Ulmus americana*) located at 420 Third Street; and a Cork Oak (*Quercus suber*) located in the planting strip on the southwest corner of First Street/Marshall Avenue.

ATTACHMENTS:

1. Nomination Letter from David Wilkinson
2. Nomination Letter from Rolf Frankenbach
3. Photographs and Locations of proposed Landmark Trees

November 9, 2018

Erika Bumgardner
Historical Preservation Commission
City of Woodland
300 First Street
Woodland, CA. 95695

RE: Nomination of Landmark Trees

Dear Erika,

As per City of Woodland Resolution No. 1230, I am nominating the following trees for Landmark consideration. I believe all of these trees are located on public land and due to their age, size, integrity, general health and vigor, picturesqueness, accessibility to the general public, and historical significance are justified in being considered Landmarks and worthy of preservation.

By gaining Landmark status and public notoriety these trees will broaden and deepen the public's connection to Woodland's tree heritage and cultural history and alert citizenry to the critical environmental services they provide by reducing greenhouse gases, intercepting storm water, shading public spaces, fostering wildlife, and beautifying our surroundings.

Subsequent to city approval of these nominations, it would be fitting to ceremoniously landmark the trees for Arbor Day in March 2019. Here are my nominations.

1. The valley oak (*Quercus lobata*) located at the Gibson House (Yolo County Museum). Its circumference is 261 inches, equating to 83.1 inches in diameter. According to my records, it may be the largest oak in Woodland and certainly one of the oldest. This specimen is one of the few remaining valley oaks that comprised Woodland's "first forest", ie, the natural oak woodland which preceded American settlement in the 1850s. This tree was preserved by the pioneer Gibson family who sensibly built their house near it in 1857 to utilize its massive shade canopy, which sheltered the family from the punishing afternoon heat. This tree (and other large oaks located on the historic property) and the Greek Revival style Gibson House form a strong and visceral connection to Woodland's nineteenth century history.

(Note: Yolo Arts, which manages the Gibson House, supports the nomination. YA plans to discuss the nomination with Yolo County officials and obtain a letter of support if required by the city.)

2. The iconic American elm (*Ulmus americana*) located at 430 Third Street. This is one of the few remaining historical American elms whose upper limbs were not "topped" by the city years ago. This tree is likely a century old and has a 62.1" diameter. It has retained its renowned and iconic spreading canopy. A beloved American tree, noted for its toughness and dappling shade, it was widely planted throughout U.S. cities until Dutch elm disease (DED) destroyed millions of elms beginning in the 1930s.

The few remaining American elms checkering Woodland streets are truly survivors. These trees were widely planted in Woodland in the nineteenth century and early twentieth century and valued for their tremendous shade properties and hardiness. By the 1930s, however, Woodland's elms became infested with the elm leaf beetle, whose larvae feast on the leaves, denuding the tree of its canopy. According to city records, in 1936 when Woodland began spraying to control the elm leaf beetle there were about 650 elms in Woodland.

Eighty years later, there are only 75 American elm street trees cared for by the city, with a handful of others dotting private residences in the core area. Most of these trees are in decline due to their age and structural issues related to the tree topping, which weakened upper branches. One reason American elms fell out of favor as a street tree was the fear of DED infecting the elms. Consequently, few (if any) American elms were planted in Woodland after the 1930s. Fortunately, DED has never infected any of Woodland's American elms. However, many were removed in the late twentieth century when Woodland embarked on road widening projects in the older section of town. Entire city blocks were left devoid of shade.

In recent years the Woodland Tree Foundation and city have planted hybrid Asian elms to reintroduce this valuable tree species to Woodland. And, today, disease-resistant American elms are once again being planted in the country. Landmarking the American elm at 430 Third Street and installing an interpretive sign will honor the most iconic historical shade tree planted in Woodland and explain the reasons for its disappearance. Honoring this regal tree will also serve as a bridge between the eras when this elm was widely planted and valued for its canopy and efforts being made today to reintroduce disease-resistant *Ulmus americana* to the American landscape. I would like to see the American elm re-introduced to Woodland.

Note: This American elm may be located on private property. However, it grows immediately adjacent to a city parking lot providing shade and other public benefits. I recommend the city considering negotiating a landscape easement for this magnificent tree to ensure it receives proper care, annual treatment for the elm leaf beetle, and is preserved as a historic landmark.

3. Cork Oak (*Quercus suber*) located in the planting strip on the southwest corner of First Street/Marshall Ave. This non-native oak appears to be very old with a 61.1" diameter. It may have been planted at the time when Hesperian College moved from downtown in the 1890s to this location (see city historic marker placed along College Street, near Marshall Ave.). This site eventually became Woodland's first public high school. There are a significant number of cork oaks in Woodland, which are well adapted to our climate and should be planted more often.

I look forward to discussing these nominations with you and the various city commissions. I am also forwarding a copy of this letter to Community Services Director, Christine Engel.

Sincerely,

David Wilkinson

December 6, 2018

Erika Baumgartner
Historical Preservation Commission, City of Woodland
300 First Street
Woodland, CA 95695

RE: Nominations of Landmark Trees

Dear Erika:

I would like to nominate two trees for consideration by the Historical Preservation Commission as Landmark Trees, pursuant to Woodland Resolution No. 1230. I am nominating these trees based on their individual beauty and as inspirational examples of a keystone species representing Woodland's past natural ecology, and with the hope that some remnants of which will be preserved into perpetuity. Here are my proposed candidate trees:

1. A valley oak (*Quercus lobata*) located at Lee Middle School. This tree is adjacent to the school building, about 200 feet south of the intersection of West and Lincoln Street. This is a very large specimen tree; David Wilkinson and I measured the diameter (at breast height—DBH) in October 2018 at 72.9 inches. This is the fourth-largest diameter tree in Woodland. This tree is in good health and has been tastefully pruned by the Woodland School District and remains an aesthetically pleasing tree. It's location on public school property makes it a good candidate for imparting an appreciation of native trees by Lee Middle School students.
2. A valley oak located at Douglass Middle School, just south of the gymnasium. This tree has a DBH of 51.3 inches, and though it is quite smaller than the tree at Lee Middle school, it is an aesthetically pleasing tree that with continued good care by WSD it will continue to grow and thrive and yield benefits for many more decades (perhaps even for many generations), including cooling from shade and resulting energy savings, air pollution mitigation, food and habitat for native scrub jays, storm water attenuation, and beauty. It will also serve as an example of our native Sacramento Valley natural history, which by its mere presence will be noticed (perhaps helped with appropriate signage) and appreciated by current and future Douglass MS students. Some of these students might perhaps be inspired by this tree and develop an interest in working to preserve native trees, or trees in general, or work in other areas of natural resource management.

I look forward to discussing these nominations with you or the Historical Preservation Staff. Let me know if there is any further information I can provide, or otherwise help in any way. In the meantime, I will contact the Woodland School District to request their consent in nominating these trees.

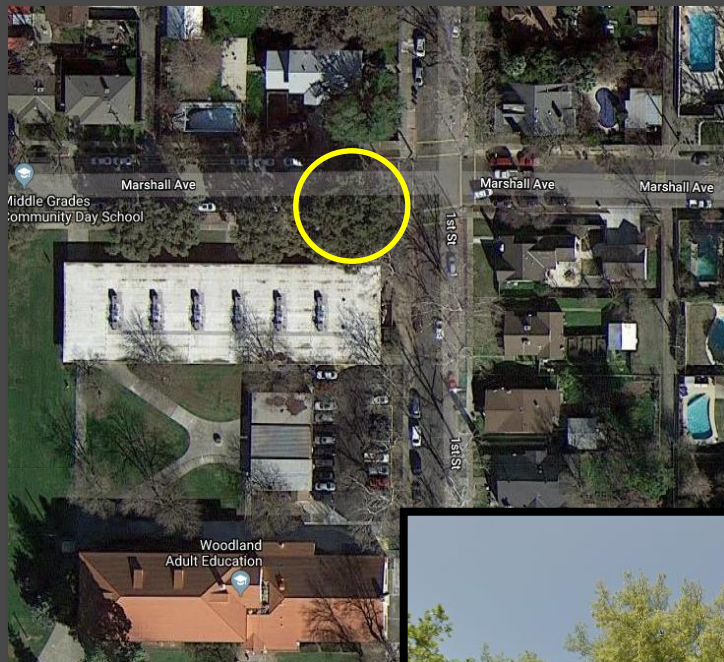
Sincerely,



Rolf Frankenbach

LANDMARK TREE NOMINATIONS

CITY OF WOODLAND
PARKS AND RECREATION COMMISSION
MAY 20, 2019



Cork Oak (*Quercus suber*)
Southwest corner of
First Street and
Marshall Avenue





American Elm (*Ulmus americana*)
420 Third Street

Valley Oak (*Quercus lobata*)
Lee Middle School



**Valley Oak (*Quercus lobata*)
Douglass Middle School**





TO: THE PARKS & RECREATION COMMISSION

AGENDA: Parks & Recreation Commission

DATE: May 20, 2019

ITEM #: G.2.

SUBJECT: Recommend to City Council Approval of Re-use of 0.08 acres Park/Turf area at Freeman Park for Parking

Attachments:

1. Parks

May 20, 2019

Recommendation for Action:

Staff recommends that the Parks & Recreation Commission:

- 1) Recommend to City Council approval of the re-use of approximately 3,500 square feet (0.08 acres) of park/turf area within Freeman Park, between the well building and Court Street, for additional parking adjacent to the park for the benefit of park users and for shared use by the guests of the approved Hilton Home2 Suites development project located adjacent to the park at 1021 Main Street.

Background:

In March 2016, the City Council approved a Conditional Use Permit and Disposition and Development Agreement (DDA) for a five-story Hilton Home2 Suites, mixed-use development project located at 1021 Main Street. The project included 81 extended-stay guest rooms (the current design accommodates 90 rooms) and 6,810 square feet of commercial space on the ground floor of the building for retail/restaurant uses along Main Street and fronting Freeman Park.

The DDA provided for the sale of approximately 0.5 acres of City property to the project applicant, Ganesh Hospitality, to allow for the construction of the project. The 0.5 acres includes the former Toy Library site, the adjacent parking lot and only a small percentage of usable park space including the current restroom location and pass through area between the Toy Library and well building. In March 2019, demolition of the former Toy Library building moved ahead of schedule due to constant break-ins, vandalism and life/safety concerns.

In April 2019, a building permit was issued for the overall project and the project went to bid. As a result of escalating construction and materials costs, a parking structure planned for the project's Sixth Street entrance is no longer financially feasible. However, the project must provide for a minimum of 90 parking spaces per Hilton franchise requirements. Without the parking structure, the project is approximately 35 parking spaces short of the required 90 spaces. As such, the project applicant is proposing to expand the City's existing 15-space parking lot located off Court Street, adjacent the well building, adding 35± parking spaces to be shared by the hotel.

Discussion:

Staff is requesting that the Parks and Recreation Commission consider approving the conversion of approximately 3,500 square feet (0.08 acres) of turf area, located at the northeast corner of Freeman Park (between the well building and Court Street) for shared parking use by park and hotel guests. The converted area would support approximately 35-40 parking spaces.

Through a Shared Use Agreement, the hotel project would be responsible for constructing and maintaining the additional parking area, but the area would remain under City ownership and would remain open and available for public use. A Reciprocal Access and Shared Use Agreement was previously approved for shared use of the existing 15-space Court Street lot.

As noted above, the proposed re-use area is located at the northwest corner of the park, in an area that is not typically used by park patrons. It is an area that is somewhat disconnected from park amenities including the playground, the gazebo and away from mature tree canopy. Three young trees were recently planted in this area of the park, but one of the trees has already been ruined by vandalism. The other two remaining trees will require relocation as a result of approved improvements to the existing Court Street lot.

Conversion of the proposed turf area would reduce park maintenance costs at Freeman Park, without substantially altering enjoyment of the park and its existing amenities. The additional parking area would require lighting and low fencing for security. The re-use request would also provide the necessary parking required for the downtown hotel project to move forward. A site plan of the proposed re-use area will be provided at the May 20th Parks and Recreation Commission meeting.



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: May 20, 2019
ITEM #: H.3.
SUBJECT: Standing Committee Report

- Facilities Committee
- Program & Department Evaluation
- Budget & Finance Committee
- Urban Forest Committee
- Volunteerism Committee

Attachments:

1. 112019 PRC Roster



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder, Vice Chair	whitesnyderc@gmail.com	6/30/2022
Rashid Ali	radali@ucdavis.edu	6/30/2020
Andrew Foraker	Andrew.Foraker@cityofwoodland.org	6/30/2022
Vacant		6/30/2019
Jon-Paul Valcarenghi, Chair	Jon-Paul.Valcarenghi@cityofwoodland.org	6/30/2021

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee

Valcarenghi, **White-Snyder**

Program & Department Evaluation

Ali, Foraker

Ad Hoc Committee

White-Snyder

Budget and Finance Committee

White-Snyder, **Foraker**,

Urban Forest Committee

Valcarenghi, Ali

Volunteerism Committee

Foraker, White-Snyder

Liaisons

Baseball:

Soccer: Swimming: Valcarenghi

Softball: White-Snyder

Tennis:

* Bold indicates lead Commissioner for the Committee

* () Indicates Alternate

Commission typically meets the fourth Monday of each month at 6:30 p.m. at the City Council Chambers.

Online agenda and packet available at: <http://www.cityofwoodland.org>

For additional information please call 530.661.2000



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: May 20, 2019
ITEM #: I.4.
SUBJECT: Approve Minutes for March 25, 2019

Recommendation for Action: Staff recommends that the Commission approve Minutes for March 25 2019

Staff Contact:

Cathy Haynie, Administrative Supervisor

Fiscal Impact:

None

Attachments:

1. 3252019 Minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission –

Monday, March 25, 2019

6:30 PM

A. CALL TO ORDER

Commission Members Present: Commissioner Rashid Ali, Commissioner Andrew Foraker, Chairperson Jon-Paul Valcarenghi, Vice-Chairperson Carla White-Snyder
Absent:
Excused:

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

F. PRESENTATION

G. COMMITTEE REPORTS

1. Standing Committee Report

- Facilities Committee
- Program & Department Evaluation
- Budget & Finance Committee
- Urban Forest Committee
- Volunteerism Committee

Verbal updates provided by Commission Members.

H. CONSENT CALENDAR

2. Approve Minutes for January 28, 2019

On a motion by Vice-Chairperson Carla White-Snyder to approve the January 28, 2019 minutes as written, seconded by Commissioner Andrew Foraker and carried unanimously.

Ayes: Commissioner Rashid Ali, Commissioner Andrew Foraker, Chairperson Jon-Paul Valcarenghi, Vice-Chairperson Carla White-Snyder

Noes: None

Absent:

3. Approve Minutes for February 25, 2019

On a motion by Commissioner Rashid Ali to approve minutes for February 25, 2019, seconded by Commissioner Andrew Foraker and carried unanimously, Approve Minutes for February 25, 2019

Ayes: Commissioner Rashid Ali, Commissioner Andrew Foraker, Chairperson Jon-Paul Valcarenghi, Vice-Chairperson Carla White-Snyder

Noes: None

Absent:

I. OTHER BUSINESS

4. Commission Absent Requests

On a motion by Vice-Chairperson Carla White-Snyder to approve Commissioner Rashid Ali absence from the May meeting, seconded by Commissioner Andrew Foraker and carried unanimously,

Ayes: Commissioner Rashid Ali, Commissioner Andrew Foraker, Chairperson Jon-Paul Valcarenghi, Vice-Chairperson Carla White-Snyder

Noes: None

Absent:

J. REPORT OF THE STAFF

5. Community Services Staff Report for March 25, 2019

Verbal updates provided by Staff.

K. NEXT MEETING

6. April 22, 2019

L. ADJOURN

On a motion by Vice-Chairperson Carla White-Snyder to adjourn the meeting at 7:00 p.m., seconded by Commissioner Rashid Ali and carried unanimously.

Ayes: Commissioner Rashid Ali, Commissioner Andrew Foraker, Chairperson Jon-Paul Valcarenghi, Vice-Chairperson Carla White-Snyder

Noes: None

Absent:



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: May 20, 2019
ITEM #: I.5.
SUBJECT: Commission Absent Request

Attachments:

1. P&R March 2019
2. 2019 Calendar

Parks & Recreation Commission Attendance (current commissioners only)
Meetings 4th Monday of each month @ 6:30 pm (no meetings in August or December)

Commissioners	7/2018	9/2018	10/2018	11/2018	1/2019	2/2019	3/2019	4/2019	5/2019	6/2019
Jon-Paul Valcarenghi			Excused							
Carla White-Snyder			Excused							
Vacant										
Andrew Foraker						Excused		Unexcused		
Rashid Ali								Unexcused	Excused	
Quorum	Yes	Yes	No	Yes	Yes	Yes	Yes	No		

Requested:

July –None

September – Valcarenghi and White-Snyder requested for October

October- No Meeting

November- Foraker requested February

January- None

February-

March- Ali request May

April –No Quorum

May-

June-

Notes:

Parks & Recreation Commission 2019

Election of Officers-May

Approve Work Plan 2019-May

Meeting Council Report-September Meeting

January

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February

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March

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31						

April

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May

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June

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July

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14	15	16	17	18	19	20
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28	29	30	31			

August

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September

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29	30					

October

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20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: May 20, 2019
ITEM #: J.6.
SUBJECT: Discuss and Update Work Plan

Discuss and Update Work Plan

Attachments:

1. FY 19 Work Plan_v_Final

FY18 Parks & Recreation Commission Annual Work Plan

The Parks and Recreation Commission is committed to promoting enhanced civic engagement on key initiatives such as Measure J, Parks Master Plan, Urban Forest, Fitness Initiative, Volunteerism, etc. We will use national best practice models for enhancing community engagement through expanded outreach and service delivery strategies that meet the needs of our ever-changing and culturally diverse community.

1. Urban Forest

	Status
Objective: Partner with community groups and city staff to educate residents on our urban forest and the best ways to maintain our urban canopy. Activities • Work towards a goal of planting 1,200 trees in three years. • Attend meetings with community groups and city staff • Review and comment on drafts of the urban forest master plan • Review policies as needed <i>Lead Committee: Urban Forest</i>	

2. Review Facility Needs

Goals	Status
Review and evaluate facility needs and make prioritized recommendations to the City Council Objective: Work with staff to prioritize recommendations and where possible help develop strategies for implementation. Activities • Review Community & Senior Center Master Plan • Develop recommendations and submit to City Council for consideration • Review recommendations from <i>Program & Department Evaluation Committee</i> regarding facility needs for Program Expansion • Ensure Current Parks in the community are well maintained by contractors and walk the parks with staff • Prioritize existing unfunded projects, including those of the proposed Sports Park Expansion <i>Lead Committee: Facilities Committee</i>	

FY18 Parks & Recreation Commission Annual Work Plan

3. Budget and Finance Review

Goals	Status
Provide budget oversight that is consistent with the Commission's charter. Objective: Work with staff on key Park and Recreation fiscal issues and simplify budget reports for the Commission and public. Activities • Receive budget briefing from staff at least quarterly. • Committee members and staff will jointly provide quarterly budget reports to the Commission • Create a work plan for market downturn (recession) <i>Lead Committee: Budget and Finance</i>	

4. Volunteerism Committee

Goals	Status
Work with staff to review and update a volunteer list. • Reach out to individuals and organizations in the community who are willing to volunteer Identify potential projects in the community. • Talk with potential volunteers about needs/projects at the parks they use • Establish a process to utilize community volunteers in a productive and consistent manner. • Assist with a project on the site of the proposed ExPlorit Center <i>Lead Committee: Volunteerism Committee</i>	

5. Program & Department Evaluation Committee

Goals	Status
Evaluate community need for expanded programs, including, but not limited to access to additional facilities, classes, and tournaments. If so, recommend a plan to move forward featuring elements of support and resources. Objective: Evaluate current programs and future needs with input from Parks and Community Services Staff and local representative clubs. Determine if expanded facilities/programs are needed. Activities: • Meet with Parks and Community Services to determine what data they have for analysis. • Evaluate the usefulness and create a broad, community wide survey that evaluates Woodland resident's use and opinion of current programs offered by the department. • Create a generic after class/activity survey to be distributed to participants. <i>Lead Committee: Program & Department Evaluation</i>	



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: May 20, 2019
ITEM #: K.7.
SUBJECT: Community Services Staff Report for May 20, 2019 and Report for Third Quarter

Recommend Action:

Staff recommends that the Parks & Recreation Commission receive the staff report for May 20, 2019 and the Third Quarter Community Services Report.

Staff Contact:

Kris Bain, Community Services Program Manager, (530) 661-2002, krista.bain@cityofwoodland.org

Background:

The staff report covers the period for the Community Services Department since the last Parks & Recreation Commission meeting.

The quarterly status report covers the period of January through March 2019. The report presents a summary of recreation and senior programming, events, affordable housing, the community development block grant entitlement programs, parks and recreation facilities operation and maintenance, and urban forestry. This report also contains a narrative description of major work performed, and/or notable Department highlights.

Conclusion:

Staff recommends that the Parks & Recreation Commission receive the staff report for May 20, 2019 and the Third Quarter Community Services Report.

Attachments:

1. CSD Staff Report 052019
2. Expenditures
3. Revenue
4. Q3_19

Community Services Department Monthly Report

May 2019

PARKS AND RECREATION FACILITIES

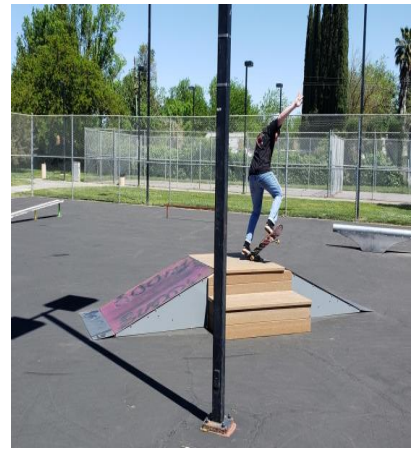
Parks and Recreation Facilities Improvement Projects: Staff has started work on several of the parks and recreation facilities improvement projects. Light poles for the lighting improvements at Crawford Park were delivered and will be installed once electrical and light standard details are determined. The ADA restroom project at the Charles Brooks Community Swim Center began on April 15 and is expected to be completed by mid-May. The modification and improvements being made on the Jack Slaven Park water feature are nearing completion. The weather was warm enough this year that the feature was available for use on April 26. Beamer Park tennis courts were resurfaced and made available for use on April 26.

Statewide Parks Project - Prop 68: The Parks and Water Bond Act of 2018 (Proposition 68) provides funding for the California Department of Parks and Recreation's competitive Statewide Park Program (SPP), among other programs. The SPP aims to create new parks and new recreation opportunities in critically underserved communities across California. Round 3 applications are due August 5, 2019 with a total of \$254,942,000 available statewide. Future, currently unscheduled round(s) will have the same application requirements with \$395,333,000 available in funding.

City staff have attended technical assistance meetings, carefully reviewed project requirements, and evaluated which City parks projects would be most the competitive to apply for funding. After deliberation across City departments, staff will be submitting an application for the expansion and renovation of Gracie Hiddleson Park. Part of the grant submittal requirement is to have five public meetings prior to submission (for maximum points). Staff will be having public input meetings during the month of May. Other projects considered were the renovation of Heritage Plaza as well as development of the new pool adjacent to Pioneer High School. Staff felt that the pool project was not feasible to complete under the quick timeline and plans to reevaluate the project for funding in future rounds. More information about the SPP can be found at www.parks.ca.gov/spp.

Crawford Park: A vandalized tennis court lighting control panel was removed and two new bollards were added to the walkway to prevent driving into the park. New LED lights were installed at the area near the shop and tables.

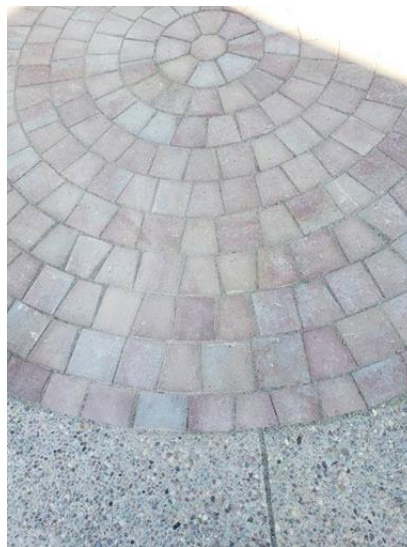
Although there are plans to develop a new skate park at the Sports Park, staff identified necessary improvements to the existing skate park. City staff resurfaced the skate park, and new skate park elements were added. Staff re-opened the skate park in late April shortly after installation of the elements was complete. We have received many favorable comments from the public and noticed an increase in use at the facility.



Crawford Park Skate Park Area

Harris Park: The asphalt roadway has been patched and a vandal resistant electrical box has been installed in the covered picnic area.

Heritage Plaza: Improvements to Heritage Plaza have been recently completed. Previously, there was a large planter area in the middle of the plaza. This area of the plaza is often used for events, including the placement of a stage over the landscaping. This landscape would then die off during this time and have to be replaced every year. The decision was made to cap off the irrigation and install decorative pavers in place of the planter. The pavers create a more useful area in the plaza.



Heritage Plaza pavers

Klenhard Park: The ballfield scoreboards, field lighting, and the public address system have been repaired at Klenhard Park.

Woodside Park: Staff was notified of a bee swarm in the park that was next to the walking path. A bee expert was contacted to remove the swarm; however they were unavailable. The bee expert advised staff on the necessary equipment to purchase and explained what needed to be done to capture the swarm safely. Staff was able to detain the swarm within a couple of hours and the bee expert later arrived to remove the hive from the park.



Woodside Park bee hive

URBAN FORESTRY

Work Orders: Staff continues to assess the types of work orders that are open and schedules work in a manner to reduce the overall total of work orders.

Month	New construction Inspections	Investigations	Planting	Pruning	Pruning-City Contract	Pruning-Maintenance only	Removal Program	Removal Program-City Contract	Hazard Response	Right of Way clearance	Stump Grinding	Cabling and Bolting	Total Work Orders
18-Jun	2	4	21	9	2	19	137	2	3	2	140	2	344
18-Jul	2	4	21	14	2	19	137	2	3	2	143	2	352
18-Aug/Sept	2	4	21	23	2	17	137	2	4	2	147	5	367
18-Oct	2	5	21	23	2	17	136	2	3	2	129	6	349
18-Nov	2	5	21	23	2	17	136	2	3	2	129	6	349
18-Dec	2	5	21	23	2	17	136	2	3	2	129	6	349
19-Jan	2	5	21	23	2	17	137	2	3	2	129	6	350
19-Feb	2	4	8	24	3	17	134	3	0	1	139	6	332
19-Mar	2	1	8	24	3	18	135	3	1	1	130	6	332
19-April	2	1	8	24	3	18	135	3	1	1	117	6	319
19-May	2	1	8	24	2	18	136	3	1	1	117	6	319

Tree Plantings and Removals: In 2018, 290 trees were planted and 50 trees were removed. For calendar year 2019, 165 trees were planted and 6 trees were removed.

CEMETERY

The Woodland Cemetery had two cremation interments for the month of March and had three in April. There were four full burials during April. These services generated \$4,960 in sales in March and \$13,813 in April.

COMMUNITY CENTER & SPORTS PARK

Community & Senior Center rentals for March & April 2019 included:

Private Reservations	City-Related Reservations
Woodland Healthcare Foundation	Interviews - HR
Yolo County Realtors (8)	Public Meeting - PD
Yolo Crisis Nursery – Crab Feed	Sexual Harassment Prevention Training - HR
Woodland Soccer Club Meeting (4)	WPD Awards Ceremony
YCCC Meeting	Legal Services of Northern California
Baby Shower	State of the City Address-Chamber
Mental Health Meeting	
Visit Yolo	
Celebration of Life	
WRA	
Gombos Company Board Meeting	
Woodland School Foundation Dinner	
Jehovah's Witnesses Memorial	
WRA Board of Director's Meeting	
Sutter Peak Charter School – State Testing (2)	

Woodland Sports Park Tournament Reservations: The Woodland Sports Park was used for 5 out of 6 tournament events in March and for 3 of 4 events during April. Additional rental events were held at the Sports Park due to wet conditions at other facilities and included youth baseball, Senior Softball, boy's high school baseball, and girl's and boy's high school soccer. Over 200 teams participated in competition during March and April. Revenue captured for these reservations was \$34,600.

Facility maintenance projects for March & April 2019 include:

- Fabricated stronger anchors for double-end bags in the boxing gym.
- Replaced lights in main gymnasium and cleaned high ledge.
- Installed new HVAC units on the roof.
- Repaired heating element on dishwasher, cleaned and sanitized ice machine, and serviced refrigerator units.
- Installed view windows and door closer in boxing room door.
- Light ballasts bypassed on exterior fixtures.
- Installed new covers for thermostats.
- Replaced paper towel dispensers in restrooms.
- Installed new paper cabinets for front desk.

Community & Senior Center Signage: New room identification signs were recently installed at the Community & Senior Center. The room signs were designed to match the font and color of current signage and will make room identification for patrons much easier.

RECREATION ACTIVITIES, EVENTS, AND PROGRAMS

ADULT SPORTS

Basketball: The spring basketball season concludes at the end of May. This season had 27 teams spread amongst six divisions (35+ upper and lower divisions, 50+ upper and lower divisions, and Open upper and lower divisions). The summer season league is scheduled to start the last week of May and will run through mid-July.

Softball: After a few weather delays the spring softball season concludes at the end of May (several nights have already finished). This season there were 35 teams playing in six divisions (Men's Wednesday, Men's Thursday D1 and D2, and Coed Friday D1, D2, D3). The summer season league is scheduled to begin the first week of June and run through mid-August .

AQUATICS

Woodland Wreckers: The City's recreational swim team "Woodland Wreckers" has 89 members registered for the 2019 season. The team hosted stroke clinics Sundays in April and practices started on April 29. The Wreckers will be participating in a different league starting this season. The league the team will compete in is the "Valley Foothill Competitive Aquatic League" (VFCAL) and will face teams including Arden Manor Pirates, Auburn Robalos, Life Time Sugar Bears, Orangevale Tiger Sharks, Placerville Dry Diggin' Dolphins, and Rancho Cordova Blue Marlins. The Wreckers' season kicks off on June 1 and concludes the last week of July.

Pool Scheduling and Reservations: Pioneer and Woodland High Schools hosted the league championship meet for the Golden Empire League (GEL) at the Charles Brooks Community Swim Center on April 12. Schools in attendance included Pioneer, Woodland, Casa Roble, Mesa Verde, Mira Loma, and Dixon. The event had approximately 350 athletes. The City supplied lifeguard personnel for the duration of the meet.

Public Swim: Public swim opens on Saturday, May 25 for weekend public swim; and is scheduled to open on Monday, June 10 for weekdays. Public Swim hours are 3:00-7:00 pm on weekends and 1:00-3:45 pm on weekdays. The inflatable obstacle course will be set up during public swim on Fridays. Public swim is free to the public and is supported by Measure J.

GENERAL RECREATION PROGRAMMING

César Chávez Celebration: The City celebrated the life and work of labor and civil rights leader César E. Chávez on March 27 at the Community & Senior Center. Live dancing was performed by the Beamer School Ballet Folklórico group. Additionally, there was a vocal performance featuring 8 year old Jimena Izquierdo. Students from Woodland High School presented personal reflections on how César Chávez affected their lives. Several local non-profit organizations and resource groups had outreach tables at the event. The keynote speaker was Mexican Consul General in Sacramento, Liliana Ferrer.

Woodland Boxing Club: On March 14, the Woodland Boxing Club held its second annual awards banquet to celebrate the participants and their families. Instructor Eddie Savala organized the event and invited guest speakers Council Member Angel Barajas and professional boxer Tony 'The Tiger' Lopez to speak about their participation and relationships in the boxing community. Over 100 people attended the event.

Seasonal Hiring: Community Services conducted its hiring process to fill several part-time positions to teach swimming lessons; lifeguard; and work with Summertime Fun Club, Summer Teen Pack, and Rec2Go. Applications were accepted through April 2 and staff conducted interviews with over 45 potential employees. Hiring for each program includes: Summertime Fun Club will have 13 returning staff members and 5 new staff (5 former volunteers); Summer Teen Pack and Rec2Go will have 13 staff members 8 returning staff members and 6 new employees (1 former volunteer); and Aquatics has 12 new staff members. Employees will undergo Human Resources processing to be ready for training on June 1. All summer programs start on June 10.

MEASURE J PROGRAMMING

Game On!: On April 12, middle school students gathered for the “Game On” event at the Woodland Community & Senior Center. Over 50 students attended the 3-hour event that consisted of laser tag in the gymnasiums, video games, board games and other group games.

UPCOMING DATES

May 31: 6th Grade Party, 6-8 pm, Community & Senior Center

June 11: First day of summer programming

July 4: City-wide 4th of July Celebration, various locations throughout Woodland

RECREATION SNAPSHOT THRU 4/30/19				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$566,385.00	\$405,670.56	\$160,714.44	28.38%
Community & Senior Center	\$1,010,957.00	\$720,897.20	\$290,059.80	28.69%
Brook Swim Center-Recreation	\$167,278.00	\$136,247.42	\$31,030.58	18.55%
General Recreation Programs	\$540,874.00	\$417,610.76	\$123,263.24	22.79%
Subtotal	\$2,285,494.00	\$1,680,425.94	\$605,068.06	26.47%
Enterprise Fund				
Youth Enterprise	\$402,349.50	\$263,227.50	\$139,122.00	34.58%
Subtotal	\$402,349.50	\$263,227.50	\$139,122.00	34.58%
Measure J				
General Recreation Programs	\$608,671.68	\$302,116.70	\$306,554.98	50.36%
Middle School Programs	\$259,523.00	\$156,837.21	\$102,685.79	39.57%
Aquatics	\$270,665.00	\$155,436.74	\$115,228.26	42.57%
Recreation Van	\$102,451.00	\$68,381.92	\$34,069.08	33.25%
Summer Camp	\$211,732.00	\$79,659.12	\$132,072.88	62.38%
Advisory Committee and Academy	\$5,000.00	\$178.59	\$4,821.41	96.43%
Subtotal	\$1,458,042.68	\$762,610.28	\$695,432.40	47.70%
Total Recreation Budget				
	\$4,145,886.18	\$2,706,263.72	\$1,439,622.46	34.72%

PARKS SNAPSHOT THRU 4/30/19				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$230,255.00	\$190,651.20	\$39,603.80	17.20%
Park Maintenance	\$1,565,956.21	\$1,234,901.02	\$331,055.19	21.14%
Hiddleson Maintenance	\$3,782.00	\$269.72	\$3,512.28	92.87%
s Brooks Swim Center Maintenance	\$375,714.00	\$326,739.67	\$48,974.33	13.04%
Tree Maintenance	\$403,497.00	\$339,721.49	\$63,775.51	15.81%
Subtotal	\$2,579,204.21	\$2,092,283.10	\$486,921.11	18.88%
Enterprise Fund				
Cemetery Maintenance	\$457,996.00	\$355,507.14	\$102,488.86	22.38%
Subtotal	\$457,996.00	\$355,507.14	\$102,488.86	22.38%
Lighting & Landscape District				
Gibson Ranch	\$744,611.40	\$439,389.54	\$305,221.86	40.99%
Gibson Ranch CIP	\$60,000.00	\$9,921.19	\$50,078.81	83.46%
North Park District	\$34,440.00	\$25,133.38	\$9,306.62	27.02%
Streng Pond Maintenance District	\$34,194.00	\$19,095.92	\$15,098.08	44.15%
Woodland West (Westwood)	\$21,534.00	\$8,152.75	\$13,381.25	62.14%
Springlake	\$1,508,268.66	\$886,683.33	\$621,585.33	41.21%
Community Sports Park Programs	\$484,093.23	\$347,075.89	\$137,017.34	28.30%
Gateway	\$114,928.00	\$57,552.36	\$57,375.64	49.92%
Subtotal	\$3,002,069.29	\$1,793,004.36	\$1,209,064.93	40.27%
Total Park Budget				
	\$6,039,269.50	\$4,240,794.60	\$1,798,474.90	29.78%

RECREATION - REVENUE SNAPSHOT thru 4/30/2019			
Account Title	FY19 Projection	FY19 Revenue to Date	% of Projection
General Fund			
Red Cross Course Fee	\$510.00	\$0.00	0.00%
Msc. Sales	\$1,000.00	\$281.00	28.10%
C. Brooks Swim Center Revenue	\$153,000.00	\$117,121.94	76.55%
Community Senior Center Msc.	\$81,600.00	\$68,248.90	83.64%
Community Fitness Center	\$36,720.00	\$32,510.00	88.53%
Community Sports Park	\$209,100.00	\$193,478.52	92.53%
Subtotal	\$481,930.00	\$411,640.36	85.41%
Enterprise			
Recreation Contract	\$183,000.00	\$105,663.68	57.74%
General Recreation	\$110,000.00	\$68,447.98	62.23%
Senior Programs Revenue	\$10,000.00	\$17,258.65	172.59%
Yolano Recreation Program Income	\$5,000.00	\$11,513.00	230.26%
Adult Recreation & League Programs	\$80,000.00	\$60,950.16	76.19%
Subtotal	\$388,000.00	\$263,833.47	68.00%
Measure J			
Measure J	\$15,000.00	\$15,323.43	102.16%
Subtotal	\$15,000.00	\$15,323.43	102.16%
TOTALS	\$884,930.00	\$690,797.26	78%

PARKS - REVENUE SNAPSHOT thru 4/30/2019			
Account Title	FY19 Projection	FY19 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$101,200.00	\$41,371.00	40.88%
Subtotal	\$101,200.00	\$41,371.00	40.88%
Enterprise Fund			
Cemetery Internment Space	\$16,000.00	\$29,228.00	182.68%
Cemetery Services	\$44,000.00	\$34,515.00	78.44%
Cemetery Products	\$30,000.00	\$24,544.00	81.81%
Endowment Care Fee	\$9,000.00	\$13,730.00	152.56%
Subtotal	\$99,000.00	\$102,017.00	103.05%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$15,000.00	\$10,622.00	70.81%
Springlake Park Revenue	\$10,000.00	\$11,865.00	118.65%
Subtotal	\$25,000.00	\$22,487.00	89.95%
TOTALS	\$225,200.00	\$165,875.00	74%

Community Services Department Quarterly Report: January-March 2019

The following provides a summary of the Community Service Department's programs, activities, and events for January through March 2019. This report refers to participant hours; the methodology for calculating participant hours is described at the end of the document. *Participant totals (total participants and total participant hours) are the total amount of participants/hours for the entire reporting period (i.e. in most cases three months).*

Quarterly Highlights

- The Recreation Guide was released and directly mailed to over 3,500 households in Woodland with children up to 16 years old. Recreation Guides were also available at outreach events and at city facilities. The publication advertised upcoming activities and events from February through September.
- During the 7th annual ReXpo over \$35,000 in program revenue was received and over 600 people were in attendance.
- Over 1,681 people participated in events such as ReXpo, the Bridal Show & Event Faire, the Martin Luther King Jr. Celebration, Teen Night, César Chávez Celebration, and Valentine's Day Cookie Decorating.
- Approximately 29,368 participant hours were recorded for aquatics; and youth, teen and adult recreation classes and programs.
- Approximately 9,362 participant hours were recorded for senior programs and senior events.
- Through generous a donation from the Woodland Kiwanis Club, the Woodland Community Services Department has camperships (scholarships) available for youth swim lessons.

Program Marketing

During this reporting period, the Department used the following marketing efforts to promote recreation program offerings as well as community events and senior programs.

- Recreation Guide: The Recreation Guide publication was released in mid-February and was mailed to 3,535 households in Woodland with children 0-16 years. Copies of the Recreation Guide are available on the City's webpage, at City facilities, and outreach events.
- School Flyers: One school flyer (Winter 2019) was distributed to WJUSD students to promote early Spring activities and events (César Chávez Celebration, Commit2Fit, Game On!, Spring Break classes, Spring Swim Lessons, Summer at City Hall, and Camperships). All flyers are in English and Spanish.
- Social Media: The Department utilizes Facebook and Instagram to advertise upcoming events and recreation programs.
- Special Events/Rec2Go Outreach: Staff attended the monthly Food Truck Events in February and March, to promote programs using the Rec2Go van. In addition, the program attended activities and events throughout the community including events at the Children's Therapy Center, Maxwell and Gibson Elementary Schools, and at the Woodland Sports Park.

Facilities

Community & Senior Center Facility Reservations

The Community & Senior Center facility rental program is designed to provide a location for community events and generate revenue for the City of Woodland.

The “Facility Rentals with Fees Waived” column, in the table below, identifies the use of the facility where fees were not charged and the dollar amount that could have been collected (had a fee waiver not been granted). Rentals with all of the fees waived are generally city events/meetings or city sponsored events. This table does not include use of rooms for senior programs or exercise classes.

	General Facility Rentals <i>Includes rentals receiving discounts</i>	Facility Rentals <i>with Fees Waived</i>
Number of Rentals	38	8
Approximate Participants	3,935	515
Total Fees	\$24,368	\$13,252 (waived)

Sports Park Tournament Reservations

Tournament reservations are available for the Sports Park Complex. Local tournament directors have the first choice of dates for the following year before a “tournament date allocation meeting” is held with non-local tournament directors. All of the available weekend dates for tournaments (from January to August and November to December) were reserved. (September and October weekends are used for soccer games by local soccer leagues). During the third quarter, the Sports Park was reserved for youth baseball and softball tournaments. Some tournaments were cancelled due to inclement weather.

Woodland High School, Pioneer High School and Lee Middle School used the Sports Park for soccer games. PHS & WHS scheduled games in the evening and paid for their light use. Lee Middle School have their games and pay the discounted rate. Woodland Christian High School used the Sports Park for baseball, softball and soccer rain dates, and pay the discounted rate. WCHS & LMS used the Sports Park 3-5 p.m. Historic users Woodland Soccer Club and Alliance Soccer Association (formerly DASA) moved or cancelled the practice times to accommodate the schools.

Sports Park Tournament Reservations	
Number of Rentals	13
Number of Teams	251
Total Fees Collected	\$47,690

Facility Maintenance Projects

The largest facility maintenance project for the third quarter was the replacement of two HVAC units on the roof of the gymnasium. This project will improve the performance of the geothermal loop field in the hottest months of the summer. Other maintenance issues included equipment fixes in the boxing gym and repairing several doors throughout the building.

Parks

Parks and urban forestry projects during the third quarter include:

Request for Proposals for Landscape Maintenance

The City issued a Request for Proposals for landscape maintenance services for the City in late 2018. The scope of work includes maintenance at parks, ball fields, landscape strips, and more. Staff reviewed the proposals that were received and have conditionally selected two contractors to maintain the three maintenance zones throughout the City. New agreements with the landscape vendors will go into effect on July 1, 2019.

Sport Park Facility Update

Staff and commissioners continued to work with girls fast pitch user groups on advancing their proposed project at the Woodland Sports Park. Staff is awaiting additional information from the soccer leagues on proposed costs and fundraising efforts to construct two new soccer fields. Once this information is received, staff will be able to present overall cost requirements (both for the City and the user groups) to the City Council for constructing the girls fast pitch fields and the soccer fields.

Parks and Recreation Facilities Improvement Projects

At the February 19, 2019 City Council meeting, the City Council approved mid-year budget adjustments including the appropriation of \$230,000 to the Community Services Department for park facility maintenance needs. The below list of projects was presented to the City Council, as well as the facilities committee of the Parks & Recreation Commission. Staff has begun to receive the necessary bids for the contracts that will need to be allocated for each of the listed projects.

1. Lighting Improvements – Installation of light poles at Crawford Park and another park to be determined (\$28,000 for poles and \$25,000 for installation)
2. Charles Brooks ADA Restroom project – Retrofit of existing restrooms to provide wheelchair access and meet ADA requirements (\$50,000)
3. Beamer Park Tennis Courts – Resurface the tennis courts in Beamer Park to fix trip hazards on the playing surface. This project also includes adding new pickleball lines. (\$20,000)
4. Charles Brooks Pool Bleacher project – Design for a bleacher replacement project that would be constructed in future year, as funding is available (\$30,000)
5. Jack Slaven Park Water Feature - Modifications and improvements to the water feature to repair deficiencies and reduce downtime (\$50,000)
6. Remaining funds of \$27,000 are not currently recommended for allocation to a specific project, but will be used for contingency funds for the listed projects. To the extent it is not needed as contingency, it will be available for other park projects.

Urban Forestry

Arbor Day

Arbor Day was celebrated by planting the Woodland Tree Foundations' 5,000th tree and included a short program at Campbell Park. Volunteers planted 51 city trees throughout the community. The Arbor Day tree-planting event is a part of the City's efforts to plant 1,200 trees through the Cal Fire Urban and Community Forestry Program and California Climate Investment grant. After eighteen months of the project, over 650 trees have been planted in Woodland. In addition, this grant allowed the City to develop an Urban Forest Master Plan.

Urban Forest Master Plan

The Urban Forest Master plan was presented to the City Council on March 19 and adopted. This document will be used to guide urban forest efforts for the next 20-years.

Charles Brooks Community Swim Center

Staff exposed the sewer line to the restrooms/shower rooms and placed a clean out in the main line. This repair provides a more accessible point when there are large crowds at the pool and the sewer has a backup.

In addition, staff also addressed concerns regarding privacy and the ability to see into the men's locker room from public areas. The work performed included the removal of some of the benches and installation of an extra dividing wall to block visibility into the locker room. The benches removed during this project were refurbished and re-installed in the center of the men's locker room and created additional seating.

Everman Park

Staff completed the demolition of the old restrooms and renovated the space into a workshop and storage area at Everman Park. Once the restroom fixtures were removed, the brick was recycled and used to close off the old restroom doors. In addition, new doors and lighting were installed on the building.

Crawford Park

While a new skate park is being planned at the Woodland Sports Park, minor improvements are being made to the existing skate park. Equipment in the skate park area identified as unsafe was removed and/or repaired. Two new ramps were ordered and will be installed upon delivery. The asphalt surface of the skate park has been cleaned in preparation for repair and resurfacing.

Events

Event	Date	Total Participants	Participant Hours	Fees Collected
Martin Luther King Jr. Celebration & Tree Planting	Jan. 19	75	75	Free Program
Game On! (Measure J)	Jan. 25	103	412	Free Program
Valentine's Day Cookie Decorating (Measure J)	Feb. 8	303	606	Free Program
Bridal & Event Fair	Feb. 23	300	300	Free Program
Arbor Day	March 2	50	150	Free Program
ReXpo	March 8	650	1,950	Free Program
César Chávez Celebration	March 27	200	200	Free Program
Total Participants		1,681	3,693	



**Mayor Xochitl Rodriguez and Yolo County Supervisor Gary Sandy
Martin Luther King Jr. Celebration and Tree Planting**

Aquatics

All aquatic programs are held at the Charles Brooks Community Swim Center. Aquatic programming is available for children as young as six months old through seniors and includes swimming lessons, lifeguard training, recreation swimming, recreation swim teams, lap swim and water aerobics. During the winter, the primary programming at the pool is lap swim, water aerobics, and the use of the pool by the Woodland Swim Team and the Woodland and Pioneer High Schools.

Aquatics Program	Total Participants	Participant Hours	Fees Collected
Lap Swim & Water Aerobics	561	561	\$514
Woodland Swim Team	n/a	n/a	\$5,730
Private Facility Reservation	n/a	n/a	\$400
Total	561	561	\$6,644

Pool Rentals

During non-programmed hours, the Charles Brooks Community Swim Center is available to reserve for other aquatic activities not affiliated with the City of Woodland. Pool reservation fees account for the facility and safety personnel onsite during the scheduled event.

Woodland Swim Team

Woodland Swim Team is a year round USA Club Team that has rented the Charles Brooks Community Swim Center for practices and meets since 1952. The Woodland Swim Team held regular practices during this quarter. Per council approval the “winter surcharge fees” of \$10,000 that are collected November-February were waived for the Club (Measure J funds were used to offset this expense). Fees Collected: \$5,730 (\$1,910 monthly rental fee)

Private Facility Reservations

The pool is available for private reservations when not in use by City programs or user groups. Woodland and Pioneer High School swim teams utilize the pool for practices and meets after school from February through April, Monday through Friday.

Youth & Teen Recreation

A variety of youth and teen recreation programs are offered by the Department year-round; however, the majority of the programs are offered during the summer. In addition to the programs listed below, please refer to the Contract Classes section for other program offerings that are available for youth and teens.

Youth Recreation Program	Total Participants (3 months)	Participant Hours (3 months)	Fees Collected (3 months)
After School Teen Pack (Measure J)	2,782	7,751	Free Program
Baby & Me (Measure J)	34	34	Free Program
Night Hoops (Measure J)	436	654	Free Program
Rec2Go (Measure J)	876	2,198	Free Program
Toddler Time	21	21	\$270
Youth Basketball League	190	3,800	\$20,172
Total	4,339	14,458	\$20,442

Youth Scholarships for Summer Programs (“Camperships”)

Camperships are available for income-qualified families of youth participants of Swim Lessons, Summertime Fun Club, Summer Teen Pack, and Lifeguard Training. “Camperships” are scholarships resulting in a fee reduction for the program (programs are not offered for free). Camperships are available on a first-come, first-served basis and are sponsored by Measure J. Woodland residents that meet the requirements for the school lunch program are generally eligible for camperships. The Woodland Kiwanis Club provided a generous donation to the Woodland Community Services Department to provide camperships for youth swim lessons (100 scholarships were provided by Kiwanis and 100 by the City).

Contract Classes

The City contracts with outside (special interest) instructors to teach a variety of recreation and leisure classes for participants of all ages. With the exception of tennis and boxing, the City retains 30% of the fees collected for each class (in addition to non-resident fees). The City retains 10% of the fees collected for the tennis program. For boxing, the City retains all of the revenues and pays the two contractors a monthly stipend.

Contract Class	Total Participants (3 months)	Participant Hours (3 months)	Fees Collected (3 months)	Total Expense (3 months)	Net Revenue (3 months)
Boxing	245	2,109	\$3,531	\$7,200	(\$3,669)
Cello Tennis Academy	232	1,102	\$6,430	\$5,787	\$643
Country Line Dance	19	76	\$114	\$80	\$34
Dynamic Dancing	47	331	\$2,671	\$1,870	\$801
Fall Prevention	20	88	\$530	\$371	\$159
Karate	21	182	\$550	\$385	\$165
Functional Fitness	115	235	\$733	\$513	\$220
Pilates	16	128	\$545	\$382	\$164
Stepping Out	17	160	\$670	\$469	\$201
Yoga	45	180	\$990	\$693	\$297
Total	777	4,591	\$16,764	\$17,750	(\$985)

Adult Sports

Adult sports offered through the City include drop-in sports as well as organized softball, basketball, and volleyball leagues. Drop-in basketball (open gym) numbers are not reported, however, participation for the other programs is listed below.

Open Gym participation	Participants	Participant Hours	Fees Collected
Volleyball	240	600	\$703
Badminton	704	1,408	Free
Pickleball	499	998	Free
Total	1,443	3,006	\$703

League participation	Teams	Participants	Participant Hours	Fees Collected
Basketball (league in progress)	26	260	2,080	\$12,105
Flag Football (NEW)	4	52	416	\$1,700
Softball (league in progress)	35	490	3,920	\$14,920
Volleyball (league in progress)	7	42	336	\$2,325
Total	72	844	6,752	\$31,050

Seniors

Programs at the Woodland Senior Center include art classes; exercise classes; games; leisure programs and activities; education resources; support groups, and special events resulting in a total of 9,362 participant hours during the third quarter.

Programs

Programs	Total Sign-ins	Participant Hours	Fees Collected
Art Classes	403	711	\$300
Exercise Classes	2,819	3,512	\$575
Games	1,221	2,622	Free Program
General Programs	1,482	1,213	\$4,014
Education Resources	127	294	Free Program
Support Groups	250	500	Free Program
Special Programs	190	190	Free Program
Total	6,492	9,042	\$4,889

Events

Events	Date	Total Participants	Participant Hours
Hand & Foot Card Party	Mar. 23	80	320

Grants & Housing

In addition to implementing recreation and senior programs, the Community Services Department also implements the Community Development Block Grant Entitlement program, grants for non-profit organizations, and affordable housing programs. The highlights of these programs for the third quarter are provided below.

2018 Continuum of Care Competition (CoC)

The U.S. Department of Housing and Urban Development (HUD) in January awarded the City three renewal grants through the 2018 CoC Competition: (2015) Permanent Supportive Housing for Chronically Homeless 2018 (\$152,936 award), Consolidated Permanent Supportive Housing for Chronically Homeless 2018 (\$91,191 award), and Bonus Project (2016) for Chronically

Homeless 2018 (\$24,761 award). The awarded grants will be used by the Yolo Wayfarer Center to provide permanent supportive housing for chronically homeless individuals and families. All of the individuals assisted by the grant will receive supportive services.

Community Development Block Grant (CDBG) Program

The City issued a notice of funding available for its Fiscal Year 2019/20 CDBG program in early February and held a workshop/public meeting later during the month for prospective applicants and to provide an opportunity for public comment on the City's CDBG program. Non-profits and one government agency submitted 16 funding applications: 5 for construction and 11 for public service activities. A review panel will meet in April to recommend activities for funding and recommend specific funding levels. A draft FY 2019/20 CDBG Action Plan will be prepared and circulated for public comment for a minimum of 30 days. Consideration of the action plan will occur during a public hearing held during a City Council meeting in June or July. At that time, the City Council will take final action on the action plan. Subsequently, the action plan will be submitted to HUD for review and approval. HUD has not released the City's CDBG funding amount for FY 2019/20; the current funding level is approximately \$500,000.

Status of CDBG Construction Activities

Fiscal Year 2017

Empower Yolo Fencing/Gates/Handrails: The work has been delayed to spring 2019

Fiscal Year 2018

New Hope Community Development Corporation Cottonwood Meadows Rehabilitation: Construction was completed in November and resulted in the replacement of several staircases. Cottonwood Meadows provides affordable housing for senior citizens.

CommuniCare Health Centers Therapeutic Playground: Subrecipient agreements have been executed with CommuniCare for the project and CommuniCare/City staff are preparing to bid out the project so the work can be completed in Spring 2019.

Fiscal Year 2019

1. City of Woodland, ADA Accessibility Program: The design and bid documents are being finalized and the project will be bid out in April.
2. Yolo Community Care Continuum (YCCC), Safe Harbor Rehabilitation: YCCC has been confirming CDBG-eligible costs and working on the scope for bidding out the project.
3. Fourth & Hope, Emergency Shelter Rehabilitation: A scope change was approved by the City Council in February. As a result, FY19 and FY18 funding will be used to rehabilitate the restrooms, the laundry area, and the office area. In addition, equipment will be replaced in the laundry area and a caretaker's living space will be established.

Sacramento Valley Fair Housing Collaborative

The Sacramento Valley Fair Housing Collaborative which includes the City of Woodland is conducting a regional housing and economic opportunity study, Analysis of Impediments to Fair Housing Choice. As an entitlement recipient of Community Development Block Grant funds, the

City is required to conduct the study and update it on a regular basis. The study will assist the City in its mission to further fair housing in the community and improve the state of fair housing in the City. Recently, the consultant (Root Policy Research) assisting the collaborative with the study released two draft chapters of the study for review by the collaborative.

No Place Like Home Application

Yolo County submitted a No Place Like Home (NPLH) loan application to the State in January on behalf of applicant Friends of the Mission (FOM). FOM, Woodland Opportunity Village, Fourth & Hope, City of Woodland, and Yolo County have partnered to put together the NPLH application for development of 60 permanent supportive housing (PSH) units on City-owned land north of the City limits. The Woodland City Council in January approved a financial commitment of \$900,000 for the PSH development. The NPLH partners have also submitted a funding application through the Federal Home Loan Bank Board's Affordable Housing Program and are pursuing funding through private foundations in support of the PSH development. Community Services worked on this effort with the Community Development Department and the City Manager's office.

Manufactured Home Fair Practices Commission

Woodland manufactured home parks Bell's Trailer Village, Royal Palm Estates, and Idle Wheel Estates submitted 2019 annual permissive adjustment applications to the Manufactured Home Fair Practices Commission in February. The Commission will meet in the spring to consider the applications. Under the City's manufactured home space rent control ordinance, manufactured home park owners may increase the space rents provided that minimum conditions are satisfied which includes passing an annual park inspection and submitting an annual registration of their park's spaces to the Commission.

Participant Hours Calculation

The Community Services Department measures programs through "participant hours". Participant hours are a calculation of total program hours multiplied by the total number of unique participants within a program. Total participant hours reports how much time participants spend within each program. The measurement breaks down to 1 person x 1 hour = 1 Participant Hour. It should be noted that a higher number of participant hours is not, by itself, a measurement of greater program success compared to the participant hours of another program. Participant Hours (PH) is calculated by:

Drop In Programs: 1 Class meeting (in hours) x Total sign-ins

Examples include Water Aerobics & Lap Swim, Badminton, and Night Hoops

Classes/Camps/Leagues: Total unique participants x total class time (in hours)

Examples include: Swim Lessons, Mad Science

Individual Entry: Each class meeting (in hours) x Total in attendance (adding each day)

Examples include: Teens Helping Seniors, Teen Pack

Event: Total Attendants x Average Time

Examples include: ReXpo, 4th of July

Participant hours and participants in this report are listed for the three-month reporting period; therefore, if 100 participants are listed, the 100 refers to the total participants for the three-month period and could double or triple count the same participants if they participated each month (i.e. drop in volleyball).