



City of Woodland
Meeting Agenda
Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

February 24, 2020
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

H. COMMITTEE REPORTS

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

I. CONSENT CALENDAR

2. Approve Minutes for January 27, 2020

J. OTHER BUSINESS

3. Commission Absent Request

K. REPORT OF THE STAFF

4. Community Services Staff Report for February 24, 2020

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 February 24, 2020 was posted on February 19, 2020 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: February 24, 2020
ITEM #: H.1
SUBJECT: Standing Committee Reports

Standing Committee Report

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

Attachments:

1. 2020 PRC Roster



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder, Vice Chair	whitesnydere@gmail.com	6/30/2022
Rashid Ali	radali@ucdavis.edu	6/30/2020
Andrew Foraker	Andrew.Foraker@cityofwoodland.org	6/30/2022
Magalean Martin	Magalean.martin@cityofwoodland.org	6/30/2023
Jon-Paul Valcarenghi, Chair	Jon-Paul.Valcarenghi@cityofwoodland.org	6/30/2021

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee

Valcarenghi, **White-Snyder**

Budget and Finance Committee

Martin, **Foraker**,

Program & Department Evaluation

Ali, Foraker

Urban Forest Committee

Valcarenghi, Ali

Ad Hoc Committee

White-Snyder

Volunteerism Committee

Martin, 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: February 24, 2020
ITEM #: I.2
SUBJECT: Approve Minutes for January 27, 2020

Recommendation for Action: Staff recommends that the Commission approve Minutes for January 27, 2020

Staff Contact:

Cathy Haynie, Administrative Supervisor 530-661-2010

Fiscal Impact:

None

Attachments:

1. 1272020 Minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission –

Monday, January 27, 2020

6:30 PM

A. CALL TO ORDER

Meeting called to order at 06:31 PM

B. ROLL CALL

Commission Members Present: Chairperson Carla White-Snyder, Commissioner Magalean Martin, Commissioner Andrew Foraker, Commissioner Rashid Ali

Absent:

Excused: Vice-Chairperson Jon-Paul Valcarenghi

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance

D. COMMUNICATIONS - PUBLIC COMMENT

No Public Comment

E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

No statements or requests

F. PRESENTATION

1. Junior Tennis Fund Grant

Commission received grant check for the Junior Tennis Fund Boardmember Carol Rose in the amount of \$1,800.00.

G. NEW BUSINESS

H. COMMITTEE REPORTS

2. Standing Committee Report

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

Verbal updates provided by Commissioner Members/Staff.

I. CONSENT CALENDAR

3. Approve Minutes for November 18, 2019

On a motion by Commissioner Rashid Ali, seconded by Commissioner Andrew Foraker and carried unanimously, Approve Minutes for November 18, 2019

Ayes: Commissioner Rashid Ali, Commissioner Andrew Foraker, Chairperson Carla White-Snyder, Commissioner Magalean Martin

Noes: None

Absent: Vice-Chairperson Jon-Paul Valcarenghi

J. OTHER BUSINESS

4. Commission Absent Request

No Requests

K. REPORT OF THE STAFF

5. Community Services Staff Report for January 27, 2020

Verbal updates provided by Staff.

6. Community Services Department Quarterly Status Report for the period of October through December 2019

Information received.

L. NEXT MEETING

7. February 24, 2020

M. ADJOURN

Meeting adjourned at 06:59 PM on a motion by Commissioner Andrew Foraker, seconded by Commissioner Rashid Ali and carried unanimously,

Ayes: Commissioner Rashid Ali, Commissioner Andrew Foraker, Chairperson Carla White-Snyder, Commissioner Magalean Martin

Noes: None

Absent: Vice-Chairperson Jon-Paul Valcarenghi

Parks & Recreation Commission 2020

Election of Officers-May

Approve Work Plan 2020-May

Meeting Council Report-September Meeting

January

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February

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June

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September

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November

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December

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27	28	29	30	31		

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

Commissioners	7/2019	9/2019	10/2019	11/2019	1/2020	2/2020	3/2020	4/2020	5/2020	6/2020
Jon-Paul Valcarenghi					Excused					
Carla White-Snyder	Excused	Excused								
Magalean Martin		Excused								
Andrew Foraker			Un-excused							
Rashid Ali										
Quorum	Cancelled									

Requested:

July –
September –
October-
November-
January- No Request
February-
March-
May
April –
May-
June-

Notes:



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: February 24, 2020
ITEM #: K.4
SUBJECT: Community Services Staff Report for February 24, 2020

Recommend Action:

Staff recommends that the Parks & Recreation Commission receive the staff report for February 24, 2020.

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.

Attachments:

1. CSD Report 022420
2. Revenue report
3. Budget Report

Community Services Department Monthly Report

February 2020

Parks & Recreation Facilities

COMMUNITY & SENIOR CENTER

Community & Senior Center rentals since the last report

Private Reservations	City-Related Reservations
UC Cooperative Extension Farmers Meeting	Sustainability Advisory Committee Mtg - PW
Yolo County Board of Realtors (4)	Regional Transportation Funding – CDD (2)
Empower Yolo Appreciation Staff Lunch	Promotional Ceremony - WPD
Celebration of Life	SB 392 Training Course - WPD
Health Net Member Education Seminar	Ag Innovation Forum - CDD

Woodland Sports Park Tournament rentals since the last report: Woodland Sports Park held 3 out of 4 tournament events in January. Over 50 teams participated in competition for the month of January. The total revenue captured for these reservations was \$10,925. These tournaments were for youth/teen baseball.

On February 8, 2020, Woodland Soccer Club held a one day “Play Date” at the Sports Park. This event brought over 1800 people to the facility with 80 teams participating in the event. The day was successful due to the pre-event planning by Woodland Soccer Club and City staff and the number of volunteers from Woodland Soccer Club assisting on the day of the event.

PROJECTS

Play Structure Project Update: Equipment for the new play structures for Beamer, Pioneer, and Treadway Parks has been received. The vendor has demolished the play structure at Beamer Park and also has started to install the new equipment. After Beamer Park, the vendor will start next on Pioneer Park and then Treadway Park.

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Ralph Harris Park	Park sign repaired and re-installed Willow trees removed
Hiddleston & Campbell Parks	Fabricated steel covers for the exterior door locks
Dog Park	Installed 100 yards certified playground fiber
Klenhard Park	Supplied Cal Ripken materials to re-roof the score keepers shed and infield mix
Christiansen Park	Installed 50 yards of playground wood fiber
Schneider Park	Installed 50 yards of playground wood fiber
Woodside Park	Installed 150 yards of playground wood fiber
I-5 and 113 land	Staff removed 690 feet of established oleander along North Pioneer Ave.

URBAN FORESTRY

Work Orders: Staff continues to assess different categories of work orders still in need of completion. We are working to develop a streamlined process for scheduling work orders that allows the Urban Forestry Group flexibility in reorganizing their workload when the City experiences inclement weather requiring hazard responses.

Staff is focusing on clearing out Removal Work Orders and has begun working on Stump Grinding Work Orders. Stump Grinding Work Orders are very labor intensive, as they have to be called in for Under Ground Service Alert (USA 811). This takes three days to clear then they have to be inspected for utilities that may be a problem during the grinding process. Staff then schedules the stump for the actual process of grinding. The next step after the stump is ground is removal of the soil and ground wood chips then the replacement of topsoil. In a few weeks staff will transition from their regular tree work to do soil injections of Imidacloprid to control aphids and elm leaf beetle. The injections will only be done for certain trees that are in major walking corridors or that have been identified as problematic trees (and only for a few species of trees like Large American Elms, Hackberry, and Crepe Myrtles).

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
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
19-June	2	1	8	26	3	18	137	3	2	1	142	6	349
19-July	3	1	8	26	2	25	138	2	7	2	83	6	306
19-Aug/Sept	3	1	8	16	2	13	136	2	2	2	83	6	274
19-Oct	4	1	8	12	2	15	133	2	1	2	90	4	275
19-Nov	3	0	13	15	0	26	127	0	3	4	96	0	287
20-Nov/Dec	0	0	37	19	0	18	18	0	0	2	116	0	216
20-Jan	0	0	73	17	0	14	15	0	0	1	105	0	231
Total completed	82												

Tree Plantings and Removals: In 2019, staff and volunteers planted 236 trees and 50 trees were removed. For calendar year 2020, 0 trees were planted and 97 trees were removed. (There is a public tree planting scheduled March 7 to celebrate California Arbor Week).

CEMETERY

The Woodland Cemetery had one cremation interment and four full burials since the last meeting. These services generated \$17,428 in sales.

Recently the Urban Forestry Group assisted with tree removals and stump grinding at the Cemetery. There are a significant amount of work orders to be completed in the Cemetery due to the difficulty of navigating equipment throughout the property. Work orders have been consolidated and organized by quadrants; this will bring order to the overwhelming amount of work to be finished at the site.

Recreation Activities, Events, and Programs

GENERAL RECREATION PROGRAMMING

Cesar Chavez Celebration: Planning for the annual César Chávez celebration is underway. The event is scheduled for Tuesday, March 31 from 5-6:30 pm at the Community & Senior Center. Students in grades 7-12 are invited to write a 500 word essay on “How has César Chávez influenced your life and what impact will his influence have on your future?” Cash prizes will be awarded and first place winners will be invited to read their speeches at the celebration. There will also be live dance and vocal performances from local school-aged children. Several local non-profit organizations and resource groups such as CABE, CAFÉ, and Unidos have been invited to have outreach tables at the event. Complimentary refreshments including tacos from Las Brasas will be provided to those in attendance.

Cello International Tennis Academy (CITA): Community Services contracts with Cello International Tennis Academy (CITA) to provide tennis lessons for youth and adults. During the month of January, CITA taught 129 tennis lessons which accounted for 256 participant hours and \$4,378 in revenue. CITA will also be leading the free lessons awarded through the Sacramento Junior Tennis Fund Scholarship (which was formally awarded to the Community Services Department at the last Parks and Recreation Commission meeting).

Osher Lifelong Learning Institute (OLLI): One of the newest City partnerships for the contract recreation program is with the Osher Lifelong Learning Institute (OLLI). OLLI’s mission is to further the pursuit of lifelong learning by offering a diverse educational program of high quality, affordable courses and events for people age 50 and older. OLLI offers a variety of courses, informative programs and cultural events to serve active minds—learning for the joy of learning. Their first two offerings in Woodland are *Women of Country Music* and *Abraham Lincoln and the Coming of the Civil War*.

Rock Steady Boxing: The Rock Steady Boxing program is an exercise class which uses a boxing-style curriculum to help combat symptoms of Parkinson’s disease. The instructor Steve Bonnel leads the program Monday and Wednesday mornings in the boxing gym. Rock Steady Boxing was heavily promoted by the Woodland Senior Center’s Parkinson’s Support Group, and the initial classes have had over 20 participants. This program requires a physician’s release. Additionally, each participant is pre-assessment to identify participant’s individual needs. Funding for this program has been provided by Skip Davies, Sunrise Rotary, and the Woodland Recreation Foundation.



Sacramento Junior Tennis Fund presenting check

ADULT SPORTS

Flag Football: The Adult Flag Football league started on February 3rd. The five-game flag football season consists of four teams and 52 players. The flag football season concludes in March with a single round playoff and a championship game. This is a new City program and is only the second time that the program has been offered.

AQUATICS

Pool Reservation for High School Swim Teams: Pioneer and Woodland High School swim teams started practice on February 10th. During the months of high school swim season (February-May), Woodland Swim Team, the City's recreational swim team (Frogs) consolidates their use to about half the pool, allowing room for the high school teams. The two schools practice concurrently on Monday-Friday from 3:00-7:00 pm (approximately 150 swimmers total).

MEASURE J PROGRAMMING

Game On: On January 24th, middle students were invited to attend the City's 'Game On' event at the Woodland Community & Senior Center. Over 50 students attended the 3-hour event that consisted of Laser Tag and virtual reality video gaming, board games and other group games. The Game On event will next be held in April. This event was funded by Measure J.

Valentine's Day Cookie Decorating: On February 7th, Woodland celebrated Valentine's Day early by decorating cookies at the Woodland Community & Senior Center. This free event, was very well attended, with over 300 people in attendance. Attendees were able to decorate their cookie using frosting, sprinkles, decorative icing, and candy hearts. Craft supplies, including construction paper, stickers, foam hearts, and stamps, were available for attendees to expand their creativity with a Valentine's Day craft. This event was funded by Measure J.

UPCOMING DATES

February 29: Bridal Show & Event Faire, Community & Senior Center, 11:00 am-3:00 pm

March 7: Arbor Day, TBD

March 13: REXPO, Community & Senior Center, 4:00-7:00 pm

March 31: César Chávez Celebration, Community & Senior Center, 5:00 pm

RECREATION - REVENUE SNAPSHOT thru 1/31/20			
Account Title	FY20 Projection	FY20 Revenue to Date	% of Projection
General Fund			
Red Cross Course Fee	\$500.00	\$4,465.00	893.00%
Msc. Sales	\$760.00	\$290.00	38.16%
C. Brooks Swim Center Revenue	\$150,000.00	\$6,024.70	4.02%
Community Senior Center Msc.	\$85,000.00	\$67,037.00	78.87%
Community Fitness Center	\$35,000.00	\$27,865.00	79.61%
Community Sports Park	\$210,000.00	\$82,703.48	39.38%
Subtotal	\$481,260.00	\$188,385.18	39.14%
Enterprise			
Recreation Contract	\$205,000.00	\$69,101.80	33.71%
General Recreation	\$110,000.00	\$34,697.17	31.54%
Senior Programs Revenue	\$12,000.00	\$2,840.55	23.67%
Yolano Recreation Program Income	\$12,000.00	\$7,247.17	60.39%
Adult Recreation & League Programs	\$80,000.00	\$25,473.00	31.84%
Subtotal	\$419,000.00	\$139,359.69	33.26%
Measure J			
Measure J	\$15,300.00	\$5,179.50	33.85%
Subtotal	\$15,300.00	\$5,179.50	33.85%
TOTALS	\$915,560.00	\$332,924.37	36%

PARKS - REVENUE SNAPSHOT thru 1/31/20			
Account Title	FY20 Projection	FY20 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$75,000.00	\$33,298.19	44.40%
Subtotal	\$75,000.00	\$33,298.19	44.40%
Enterprise Fund			
Cemetery Internment Space	\$16,000.00	\$13,445.00	84.03%
Cemetery Services	\$44,000.00	\$28,401.00	64.55%
Cemetery Products	\$30,000.00	\$9,900.00	33.00%
Endowment Care Fee	\$9,000.00	\$7,416.00	82.40%
Subtotal	\$99,000.00	\$59,162.00	59.76%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$15,000.00	\$19,729.00	131.53%
Springlake Park Revenue	\$10,000.00	\$7,530.00	75.30%
Subtotal	\$25,000.00	\$27,259.00	109.04%
TOTALS	\$100,000.00	\$60,557.19	61%

RECREATION SNAPSHOT THRU 1/31/20				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$591,186.00	\$285,595.48	\$305,590.52	51.69%
Community & Senior Center	\$1,006,845.00	\$507,260.40	\$499,584.60	49.62%
Brook Swim Center-Recreation	\$165,433.00	\$93,749.93	\$71,683.07	43.33%
General Recreation Programs	\$529,681.00	\$276,772.88	\$252,908.12	47.75%
Subtotal	\$2,293,145.00	\$1,163,378.69	\$1,129,766.31	49.27%
Enterprise Fund				
Youth Enterprise	\$398,620.00	\$289,111.66	\$109,508.34	27.47%
Subtotal	\$398,620.00	\$289,111.66	\$109,508.34	27.47%
Measure J				
General Recreation Programs	\$576,364.88	\$217,333.93	\$359,030.95	62.29%
Middle School Programs	\$225,800.00	\$102,177.36	\$123,622.64	54.75%
Aquatics	\$270,803.09	\$125,842.10	\$144,960.99	53.53%
Recreation Van	\$102,745.09	\$52,326.59	\$50,418.50	49.07%
Summer Camp	\$164,377.00	\$69,265.54	\$95,111.46	57.86%
Youth Advisory Committee and Academy	\$5,000.00	\$8.39	\$4,991.61	99.83%
Subtotal	\$1,345,090.06	\$566,953.91	\$778,136.15	57.85%
Total Recreation Budget				
	\$4,036,855.06	\$2,019,444.26	\$2,017,410.80	49.97%

PARKS SNAPSHOT THRU 1/31/20				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$295,575.00	\$227,715.23	\$67,859.77	22.96%
Park Maintenance	\$1,661,414.49	\$1,095,808.33	\$565,606.16	34.04%
Hiddleson Maintenance	\$2,421.00	\$224.16	\$2,196.84	90.74%
Charles Brooks Swim Center Maintenance	\$439,511.33	\$253,693.22	\$185,818.11	42.28%
Tree Maintenance	\$397,364.50	\$285,743.83	\$111,620.67	28.09%
Subtotal	\$2,796,286.32	\$1,863,184.77	\$933,101.55	33.37%
Enterprise Fund				
Cemetery Maintenance	\$525,933.00	\$286,574.76	\$239,358.24	45.51%
Subtotal	\$525,933.00	\$286,574.76	\$239,358.24	45.51%
Lighting & Landscape District				
Gibson Ranch	\$1,006,221.49	\$684,095.50	\$322,125.99	32.01%
Gibson Ranch CIP	\$60,000.00	\$2,189.88	\$57,810.12	96.35%
North Park District	\$57,421.00	\$29,075.95	\$28,345.05	49.36%
Streng Pond Maintenance District	\$69,736.00	\$24,297.51	\$45,438.49	65.16%
Woodland West (Westwood)	\$41,120.00	\$24,015.15	\$17,104.85	41.60%
Springlake	\$1,679,997.01	\$1,041,065.38	\$638,931.63	38.03%
Community Sports Park Programs	\$500,140.94	\$252,938.88	\$247,202.06	49.43%
Gateway	\$133,197.00	\$72,545.79	\$60,651.21	45.53%
Subtotal	\$3,547,833.44	\$2,130,224.04	\$1,417,609.40	39.96%
Total Park Budget				
	\$6,870,052.76	\$4,279,983.57	\$2,590,069.19	37.70%