



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

April 26, 2021
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. NOTICE

1. PLEASE NOTE: The April 26, 2021 Parks & Recreation Commission will be conducted pursuant to the Governor's Executive Order N-29-20. The meeting will be held via teleconference and Commission members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the Parks & Recreation Commission meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings. If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom Commission meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) If you are watching the live stream and wish to make a comment on an item as it is being heard, you may submit an email to Krista Bain at krista.bain@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line. <https://zoom.us/j/97037739346> Or Dial: +1 669 900 6833 Meeting ID: 970 3773 9346

B. CALL TO ORDER

C. ROLL CALL

D. PLEDGE OF ALLEGIANCE

E. COMMUNICATIONS - PUBLIC COMMENT

F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

G. PRESENTATION

H. BUSINESS ITEMS

I. COMMITTEE REPORTS

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

J. CONSENT CALENDAR

3. Approve Minutes for March 22, 2021

K. OTHER BUSINESS

4. Commission Absence Requests

L. REPORT OF THE STAFF

5. Community Services Staff Report for April 26, 2021

M. NEXT MEETING

6. May 24, 2021

N. 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 April 26, 2021 was posted on April 21, 2021 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.



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder	whitesnyderc@gmail.com	6/30/2022
Rashid Ali, Chair	radali@ucdavis.edu	6/30/2024
Vacant		6/30/2022
Magalean Martin, Vice Chair	Magalean.martin@cityofwoodland.org	6/30/2023
Jon-Paul Valcarenghi	Jon-Paul.Valcarenghi@cityofwoodland.org	6/30/2021

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee

Valcarenghi, **White-Snyder**

Program & Department Evaluation

Ali, Martin

Ad Hoc Committee

White-Snyder

Budget and Finance Committee

Martin, **Vacant**

Urban Forest Committee

Valcarenghi, Ali

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: April 26, 2021
ITEM #: J.3
SUBJECT: Approve Minutes for March 22, 2021

Recommendation for Action: Staff recommends that the Commission approve Minutes for March 22, 2021

Staff Contact:

Cathy Haynie, Administrative Supervisor 530-661-2009

Fiscal Impact:

None

Attachments:

1. 032221 Minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission –

Monday, March 22, 2021

6:30 PM

A. NOTICE

1. PLEASE NOTE: The March 22, 2021 Parks & Recreation Commission will be conducted pursuant to the Governor's Executive Order N-29-20. The meeting will be held via teleconference and Commission members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the Parks & Recreation Commission meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings. If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom Commission meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) If you are watching the live stream and wish to make a comment on an item as it is being heard, you may submit an email to Krista Bain at krista.bain@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line. <https://zoom.us/j/97037739346> Or Dial: +1 669 900 6833 Meeting ID: 970 3773 9346

B. CALL TO ORDER

Meeting called to order at 06:35 PM

C. ROLL CALL

Council Members Present: Chairperson Rashid Ali, Vice Chairperson Magalean Martin, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder

Absent:

Excused:

D. PLEDGE OF ALLEGIANCE

E. COMMUNICATIONS - PUBLIC COMMENT

None

F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

Verbal updates provided by Commission Members/Staff.

G. PRESENTATION

Woodland Research and Technology Park Specific Plan - Principal Planner, Erika Bumgartner, Community Development Department

Chair Person Rashid Ali recused from this item.

H. BUSINESS ITEMS

I. COMMITTEE REPORTS

2. Standing Committee Report
 - Facilities Committee
 - Program & Department Evaluation

- Budget & Finance Committee
- Urban Forest Committee
- Volunteerism Committee

No update from the Committees.

J. CONSENT CALENDAR

3. Approve Minutes for February 22, 2021

On a motion by Commissioner Carla White-Snyder to approve the minutes for February 22, 2021 as written, seconded by Commissioner Jon-Paul Valcarenghi and carried unanimously.

Ayes: Chairperson Rashid Ali, Vice Chairperson Magalean Martin, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder

Noes: None

Absent:

K. OTHER BUSINESS

4. Commission Absence Requests

No requests at this meeting.

L. REPORT OF THE STAFF

5. Community Services Staff Report for March 22, 2021

Verbal updates provided by Staff.

M. NEXT MEETING

6. April 26, 2021

N. ADJOURN

On a motion by Commissioner Magalean Martin to adjourn the meeting at 7:32 p.m., seconded by Commissioner Carla White-Snyder and carried unanimously.

Ayes: Chairperson Rashid Ali, Vice Chairperson Magalean Martin, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder

Noes: None

Absent:



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: April 26, 2021
ITEM #: K.4
SUBJECT: Commission Absence Requests

Commission Absent Request for future meetings.

Attachments:

1. 2021 Calendar
2. 11242020 Commission

Parks & Recreation Commission 2021

Election of Officers-May

Approve Work Plan 2021-May

Meeting Council Report-September Meeting

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

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21	22	23	24	25	26	27
28	29	30	31			

April

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

May

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

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27	28	29	30			

July

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	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
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	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	7/20/20	9/2020	10/2020	11/2020	1/2021	2/2021	3/2021	4/2021	5/2021	6/2021
Jon-Paul Valcarenghi										
Carla White-Snyder										
Magalean Martin	Unexcused Absence									
Vacant										
Rashid Ali				Unexcused Absence						
Quorum										

Requested:

July –
September –
October-
November-
January- February-
March-
May
April –
May-
June-

Notes:

Parks & Recreation Commission

Staff Monthly Report - April 2021

Parks & Recreation Facilities

PROJECTS

Park & Facility projects completed since last report

Ferns Park	Installed a new tire swing at the youth playground.
Community & Senior Center	Replaced grease zerks, greased and lubed all pumps and pump motors in mechanical room. Replaced a leaking pressure gauge on one of the geothermal pumps. Built, stained, and finished “picture booth” for Rec2Go. Cleaned all carpeted areas and steam-cleaned partition walls.
Dave Douglass Park	Replaced fencing on the baseball diamond to match the new back stop.
Harris Park	Due to increased levels of graffiti on the tables at the park, the tables were removed from site.  
Schneider Park	The slide on the playground was replaced.
Woodside Park	Tennis hitting wall was removed due to safety concerns and basketball court was resurfaced. 

Park Use Updates: In light of the April 15th changes to Covid-19 “gathering requirements” issued by the State, the Community Services Department will begin to accept reservations for shade structures at parks starting on May 1. The new requirements allow for outdoor gatherings for up to 50 people in the Orange Tier and 100 people in the Yellow Tier. Signs will be posted at shade structures reminding the public to practice Covid-19 prevention measures. Additionally, on May 1 the water feature at Jack Slaven Park will also be available for use by the public (similar signs for Covid-19 prevention will also be posted).

CEMETERY

In March there were four full burials and four cremains interments. These services generated \$17, 434 in sales.

URBAN FORESTRY

Work Orders: Staff continues to assess different categories of work orders still in need of completion.

Month	New construction inspections	Investigations	Planting	Pruning	Pruning-City Contract	Pruning-Maintenance only	Pruning-Program	Removal Program	Removal Program-City Contract	Hazard Response	Right of Way clearance	Stump Grinding	Cabling and Bolting	Total Work Orders
20-March, 20-April, 20-May	0	0	65	23	0	14	19	0	1	1	109	0	0	233
20-June	0	0	66	21	0	16	21	0	2	1	114	0	0	242
20-July	0	0	69	21	0	19	24	0	2	1	117	0	0	253
20-Aug	0	0	70	24	0	23	24	0	2	1	122	0	0	267
20-September/October	0	1	75	27	0	27	26	0	2	1	116	0	0	277
20-November	0	1	80	17	0	20	27	0	2	2	106	0	0	258
20-December	0	0	92	12	0	19	27	0	1	2	94	0	0	251
21-January	0	0	90	14	0	19	30	0	5	2	87	0	0	247
21-February	0	3	84	16	0	19	36	0	2	2	96	0	0	258
21-Mar	0	8	91	17	0	19	36	0	1	1	99	1	0	273
Total completed	For February: 20													

Tree Plantings and Removals: During 2020, staff and volunteers planted 56 trees and removed 105 trees. For calendar year 2021, 123 trees have been planted and 29 trees have been removed.

Circle 4- Amplify Grant: The City is working with California Urban Forest Council and West Coast Arborist on a grant effort, referred to as Circle 4. The Circle 4 project is an Invest in the Ground Up Campaign under the California Urban Forests Council. The City will ultimately have about 66 trees planted (by West Coast Arborist and volunteers) on Arbor Day on March 12, 2022. The City will assist with finding the locations of the trees and tree selection, as well as digging the holes. West Coast Arborist will be responsible for monitoring the trees for two years. The Woodland Tree Foundation also will participate in this grant effort. The grant also includes conducting educational workshops for the public. Additional information on this grant will be presented to the Commission as the planning continues.

Recreation Activities, Events, and Programs

AQUATICS

Woodland Wreckers Swim Team: The Woodland Wreckers, the City's recreation swim team, is scheduled to start for the first time since the 2019 summer. The Wreckers' season starts on May 3 and continues through July 24. Due to Covid-19 restrictions, the team has limited enrollment registration, however as the state re-opens the team anticipates expanding registration.

Lifeguard Training: During the WJUSD Spring Break (April 5-9), staff taught two Lifeguard Training certification courses. The courses certified 18 people and resulted in 14 applicants seeking employment at the pool this summer. To have enough personnel for the summer programs, staff is seeking to fill 20 vacant lifeguard positions. One success story from the lifeguard training program is that a youth that previously was a volunteer at Summer Time Fun Club received a scholarship for Lifeguard Training. This individual successfully completed the program showing dedication and the ability to continue to excel, and was therefore hired for the summer at the aquatics center.

Pool Scheduling and Reservations: WJUSD high schools' (Pioneer and Woodland) swim team usage of the pool concluded on April 24 with a league championship meet. The Woodland Swim Team hosted a dual swim meet (the first in over a year) on March 27 with more meets scheduled in May, June, and July.

Aquatics Summer Programming: Staff is looking to offer a more traditional summer schedule than the restricted and abbreviated offerings that were available in 2020. Swim lesson registration for the 2021 season is nearly full under the current county and state guidelines. However as the state re-opens, staff is looking to expand the programs for the public. Staff is hopeful to add availability for more swim lesson classes and more participants in a class. In addition, swim lessons will go back to the model of being led in the water by instructors rather than from the deck. The free Public Swim program will return to the aquatics programming, however the attendance will be limited in order to achieve social distancing while in the pool.



2021 Lifeguard Training Class

GENERAL RECREATION PROGRAMS

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 8 and staff conducted interviews with over 30 potential employees. Employees will undergo Human Resources processing to be ready for training on June 1. Summer programs start on June 14.

Distance Learning: On April 12, the City's Distance Learning program transitioned to an after school program. Because the City was able to provide transportation for program participants needing a ride after school, the youth participating in the City's distance learning program were able to return to school. Staff picks up students from four schools on Mondays, Tuesdays, Thursdays, and Fridays; the students then continue their school at the Community Center (or recreation time). On Wednesdays the students are at the facility all day.

MEASURE J PROGRAMS

Summer at City Hall: Staff continues to plan for the upcoming virtual Summer at City Hall program that will start in June. This program is another joint effort between the City and Woodland Joint Unified School District. Applications were recently due and over 70 applications were received (which is a huge increase compared to the applications received the last time the program was offered in 2020 with ultimately less than 10 participants). Staff is attributing the increase in applications to 1) youth being more comfortable right now with virtual learning, 2) expanded knowledge of the program, and 3) an increase in the stipend that is being offered to students relative to the reduced daily hours of the program. Staff will provide an update on this program in future commission reports.

RECREATION SNAPSHOT THRU 3/31/21				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$559,587.00	\$402,794.92	\$156,792.08	28.02%
Community & Senior Center	\$1,027,674.29	\$627,337.16	\$400,337.13	38.96%
Brook Swim Center-Recreation	\$175,840.00	\$129,081.50	\$46,758.50	26.59%
General Recreation Programs	\$566,187.00	\$393,260.91	\$172,926.09	30.54%
Subtotal	\$2,329,288.29	\$1,552,474.49	\$776,813.80	33.35%
Enterprise Fund				
Youth Enterprise	\$408,119.00		\$408,119.00	100.00%
Subtotal	\$408,119.00	\$0.00	\$408,119.00	100.00%
Measure J				
General Recreation Programs	\$559,032.65	\$191,486.05	\$367,546.60	65.75%
Middle School Programs	\$221,733.00	\$91,419.72	\$130,313.28	58.77%
Aquatics	\$310,803.00	\$136,037.43	\$174,765.57	56.23%
Recreation Van	\$104,309.00	\$41,264.44	\$63,044.56	60.44%
Summer Camp	\$157,745.00	\$76,211.27	\$81,533.73	51.69%
Youth Advisory Committee and Academy	\$5,000.00	\$944.48	\$4,055.52	81.11%
Subtotal	\$1,358,622.65	\$537,363.39	\$821,259.26	60.45%
Total Recreation Budget	\$4,096,029.94	\$2,089,837.88	\$2,006,192.06	48.98%

PARKS SNAPSHOT THRU 3/31/21				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$312,266.00	\$275,480.52	\$36,785.48	11.78%
Park Maintenance	\$1,604,361.00	\$1,262,924.54	\$341,436.46	21.28%
Hiddleson Maintenance	\$2,421.00	\$1,901.59	\$519.41	21.45%
Charles Brooks Swim Center Maintenance	\$442,797.00	\$317,008.75	\$125,788.25	28.41%
Tree Maintenance	\$465,091.85	\$366,259.26	\$98,832.59	21.25%
Subtotal	\$2,826,936.85	\$2,223,574.66	\$603,362.19	21.34%
Enterprise Fund				
Cemetery Maintenance	\$536,061.00	\$373,730.39	\$162,330.61	30.28%
Subtotal	\$536,061.00	\$373,730.39	\$162,330.61	30.28%
Lighting & Landscape District				
Gibson Ranch	\$782,760.00	\$538,668.34	\$244,091.66	31.18%
Gibson Ranch CIP	\$86,492.40	\$32,101.67	\$54,390.73	62.88%
North Park District	\$59,603.07	\$32,752.63	\$26,850.44	45.05%
Streng Pond Maintenance District	\$44,337.00	\$24,895.71	\$19,441.29	43.85%
Woodland West (Westwood)	\$25,711.00	\$13,080.18	\$12,630.82	49.13%
Springlake	\$1,768,292.00	\$1,312,423.69	\$455,868.31	25.78%
Community Sports Park Programs	\$463,555.79	\$294,180.32	\$169,375.47	36.54%
Gateway	\$138,653.00	\$91,843.23	\$46,809.77	33.76%
Subtotal	\$3,369,404.26	\$2,339,945.77	\$1,029,458.49	30.55%
Total Park Budget	\$6,732,402.11	\$4,937,250.82	\$1,795,151.29	26.66%

RECREATION - REVENUE SNAPSHOT thru 3/31/21			
Account Title	FY21 Projection	FY21 Revenue to Date	% of Projection
General Fund			
Misc. Sales	\$115.00	\$115.00	100.00%
C. Brooks Swim Center Revenue	\$75,000.00	\$85,877.05	114.50%
Community Senior Center Msc.	\$725.00	\$725.00	100.00%
Community Fitness Center	\$1,300.00	\$2,832.00	217.85%
Community Sports Park	\$28,000.00	\$45,545.00	162.66%
Subtotal	\$105,140.00	\$135,094.05	128.49%
Enterprise			
Recreation Contract	\$205,000.00	\$34,081.10	16.62%
General Recreation	\$159,000.00	\$109,264.45	68.72%
Senior Programs Revenue	\$12,000.00	-\$50.00	-0.42%
Yolano Recreation Program Income	\$12,000.00	\$2,142.00	17.85%
Adult Recreation & League Programs	\$80,000.00	\$0.00	0.00%
Subtotal	\$468,000.00	\$145,437.55	31.08%
Measure J			
Measure J	\$40,000.00	\$26,353.25	65.88%
Subtotal	\$40,000.00	\$26,353.25	65.88%
TOTALS	\$613,140.00	\$306,884.85	50%

PARKS - REVENUE SNAPSHOT thru 3/31/21			
Account Title	FY21 Projection	FY21 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$0.00	\$0.00	-
Subtotal	\$0.00	\$0.00	-
Enterprise Fund			
Cemetery Internment Space	\$30,000.00	\$34,768.00	115.89%
Cemetery Services	\$40,000.00	\$30,455.00	76.14%
Cemetery Products	\$30,000.00	\$21,252.00	70.84%
Endowment Care Fee	\$12,000.00	\$18,367.00	153.06%
Subtotal	\$112,000.00	\$104,842.00	93.61%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$15,000.00	\$10,175.00	67.83%
Springlake Park Revenue	\$10,000.00	-\$440.00	-4.40%
Subtotal	\$25,000.00	\$9,735.00	38.94%
Totals	\$137,000.00	\$114,577.00	132.55%



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: April 26, 2021
ITEM #: M.6
SUBJECT:

Attachments:

None