



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

April 25, 2022
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. BUSINESS ITEMS

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 March 28, 2002

J. OTHER BUSINESS

3. Approve Commissioner Absence Request

K. REPORT OF THE STAFF

4. Community Services Staff Report for April 25, 2022

L. NEXT MEETING

5. The next meeting of the Parks & Recreation Commission is scheduled for Monday, May 23, 2022.

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 **APRIL 25, 2022** was posted on **APRIL 18, 2022** 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 Meeting
DATE: April 25, 2022
ITEM #: I.2
SUBJECT:

Attachments:

1. Parks & Recreation Commission Minutes March 28, 2022

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, March 28, 2022

6:30 PM

A. PLEASE NOTE: The March 28, 2022 Parks & Recreation Commission will be conducted pursuant to the Government Code section 54953(e), which allows the City to hold meeting via teleconference during a proclaimed state of emergency, when state or local officials have imposed or recommended measures to promote social distancing. 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 Kris 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 06:32 PM

C. ROLL CALL

Parks & Recreation Commissioners Members Present: Chairperson Rashid Ali, Vice-Chairperson Magalean Martin, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder, Commissioner Henry Murrieta

Absent: None

Excused:

D. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Commissioner Jon-Paul Valcarenghi

E. COMMUNICATIONS - PUBLIC COMMENT

None

F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

Verbal updates provided by Commissioners/Staff.

Commissioner Valcarenghi requested a status update about the Spring Lake Park projects. Staff indicated they would include an update in the next report and that the item would be going to City Council in May.

Chairperson Ali provided an update regarding Spring Lake Park concerns and requested information on where to find survey results. Ali stated people wanted to

know if they could provide input on what features were added at the parks. Staff indicated public meetings had already been held and they could provide feedback in May at the City Council meeting if desired.

G. PRESENTATION

None

H. BUSINESS ITEMS

None

I. COMMITTEE REPORTS

1. Standing Committee Report

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

Urban Forestry Committee provided an update about the Arbor Day event that occurred on March 12. More details were provided about upcoming tree plantings this spring and summer.

Volunteerism Committee provided an update about Crawford Park's tennis/pickleball courts and the work that has been conducted by the volunteer group. In addition, the group is planning an additional clean-up later this spring.

J. CONSENT CALENDAR

On a motion by Commissioner Murrieta, seconded by Commissioner Martin and carried unanimously on a roll call vote, Commission Members Approve Minutes for January 24, 2022.

Ayes: Chairperson Rashid Ali, Vice-Chairperson Magalean Martin, Commissioner JonPaul Valcarenghi, Commissioner Carla White-Snyder, Commissioner Henry Murrieta

Noes: None

Absent:

2. Approve Minutes for January 24, 2022

On a motion by Chairperson Rashid Ali, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, Commission Members Approve Minutes for November 22, 2021.

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

Noes: None

Absent:

K. OTHER BUSINESS

On a motion by Chairperson Ali, seconded by Vice-Chairperson Martin and carried unanimously on a roll call vote, Commission members approved absence requests for May 23, 2022, from Commission members White-Snyder and Murrieta.

Ayes: Chairperson Rashid Ali, Vice-Chairperson Magalean Martin, Commissioner JonPaul Valcarenghi, Commissioner Carla White-Snyder, Commissioner Henry Murrieta

Noes: None

Absent:

L. REPORT OF THE STAFF

3. Community Services Staff Report for March 28, 2022

Verbal updates are provided by staff.

M. NEXT MEETING

The next Parks & Recreation Commission meeting will be held on April 25, 2022, in Council Chambers.

N. ADJOURN

On a motion by Commissioner White-Snyder, seconded by Commissioner Murritta and carried unanimously on a roll call vote, Commission members adjourned the meeting.

Ayes: Chairperson Rashid Ali, Vice-Chairperson Magalean Martin, Commissioner JonPaul Valcarenghi, Commissioner Carla White-Snyder, Commissioner Henry Murrieta

Noes: None

Absent:

Meeting adjourned at 07:06 PM.



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: April 25, 2022
ITEM #: J.3
SUBJECT:

Attachments:

1. 2022 Parks & Recreation Commission Meeting Calendar

2022 Parks & Recreation Commission

Election of Officers-May

Approve Work Plan 2022-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

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27	28					

March

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27	28	29	30	31		

April

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May

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29	30	31				

June

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July

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31						

August

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28	29	30	31			

September

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October

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23	24	25	26	27	28	29
30	31					

November

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December

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24	25	26	27	28	29	30
31						



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: April 25, 2022
ITEM #: K.4
SUBJECT: Community Services Staff Report for April 25, 2022

Recommend Action: Staff recommends that the Parks & Recreation Commission receive the staff report for April 25, 2022.

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 Staff Report April 2022
2. CSD Expenditure Report April 2022
3. CSD Revenue Report April 2022

Parks & Recreation Commission Community Services Department Monthly Report April 2022

Parks & Recreation Facilities

Spring Lake Parks Update

City staff is currently reviewing 90% construction drawings and specifications for construction of the remaining ~6 acres of Spring Lake Park, ~1.5 acres of Jack Slaven Park and ~3 acres of Rick Gonzales Sr. Park. Plans and bid authorization Council approval is currently scheduled for the May 10 Council meeting. With the bid authorization approval, project is scheduled to bid end of May. Staff anticipates City Council awarding the construction contract in June concurrently for all three parks. This timeline will allow construction to begin in Summer 2022 with expanded park areas opening by Spring 2023.

Bike Repair and Bottle Filling Stations Added at Parks

Outdoor bike repair stations, which are equipped with air pumps and tools, as well as a water bottle filler, will be placed in three parks throughout Woodland. The stations will be located in Woodside Park near the southwest shade structure, in Crawford Park near the tennis courts, and in Jack Slaven Park near the spray feature. The John and Eunice Davidson Fund has graciously donated funds to allow these repair stations to be purchased. Previously the John and Eunice Davidson Fund has provided funding for several park improvements such as installation of new play equipment installation at Crawford Park, installation of exercise stations and new play features at Ferns Park and Woodside Park, and walking path improvements at Woodside Park.



Bike Repair Station

Woodland Community & Senior Center

Reservations since the last report

Private Reservations	City-Related Reservations
Luna Vista Rotary Meeting (2)	Fire Captain Written Exam
Yolo County Association of Realtors Meeting	Yolo County Office of Emergency Services Training (2)
Empower Yolo Staff Appreciation Breakfast	

Woodland Sports Park

Reservations since the last report

Woodland Sports Park held 3 out of 4 tournament weekend events in March. Over 40 teams participated in competition for the month of March. The total revenue captured for these reservations was \$9,900. These tournaments were youth/teen baseball.

Parks & Facility Projects

Park & Facility projects completed since last report

Beamer Park	Restroom replacement complete. Staff cored the concrete and trenched new conduit and ran power to the controller panel to relocate the irrigation controller to the new restroom building.
Community & Senior Center	Tightened, realigned, toilets. Removed graffiti from restrooms. Replaced air filters. Continued with LED light conversion throughout the building.
Ferns Park	Water feature removed due to safety concerns. Drip irrigation added in the Nature Area to water new plants.
Woodland Regional Park	Provided staff assistance for event. Cleared weeds and brush in open area.

Cemetery

In March, there were five full burials and three cremains burials. The services generated \$38,970 in sales.

Urban Forestry

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
21-Mar	0	8	91	17	0	19	36	0	1	1	99	1	273
21-April	2	2	86	16	0	19	35	1	1	2	98	0	262
21-May	3	3	90	17	0	19	38	1	1	0	91	0	263
21-June	3	3	90	17	0	18	38	1	1	0	91	0	262
21-July/August	3	3	92	17	0	17	39	0	2	1	91	0	265
21-September	1	7	95	17	0	18	41	0	2	0	90	1	272
21-October	1	7	96	17	0	18	42	0	2	1	90	1	275
21-November/December	1	3	94	17	0	18	41	0	2	0	90	1	267
22-January	1	3	85	17	0	18	42	0	2	0	90	1	259
22-February	1	3	85	17	0	18	42	0	3	0	90	1	260
22-March	1	3	84	17	0	18	42	0	3	0	90	1	259
Total completed	For this reporting period: 1												

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

Tree Plantings and Removals: During 2021, staff and volunteers planted 152 trees and removed 113 trees. For calendar year 2022, 81 trees were planted and 2 trees were removed.

RECREATION ACTIVITIES, EVENTS, and PROGRAMS

Recreation Programs

Lifeguard Training: Two Lifeguard Training courses were taught to 24 participants April 18-22 during the WJUSD Spring Break week. In order to accommodate participants not on the WJUSD calendar, a third Lifeguard Training course is scheduled for April 30-May 2. Staff plans to utilize participants from the Lifeguard Training courses to fill up to 15 vacant lifeguard positions this summer season. Seasonal hiring for Aquatics is currently underway.

National Academy of Athletics: Recreation contractor National Academy of Athletics ran two 6-week Saturday Morning Mini Soccer camps for youth ages 3-5 at Jack Slaven Park. There were 38 participants that logged 108 participant hours during the two camp sessions. Another 6-week session of Saturday Morning Mini Soccer started on April 9. National Academy of Athletics has several camps scheduled this summer for youth ages 7-13.

Summer at City Hall (Measure J): Summer at City Hall is a partnership between the City of Woodland and Woodland Joint Unified School District. The three-week program that starts on June 20 provides high school students with practical experience in local government and students learn how to make changes in their community with classroom lessons in civics, opportunities to shadow local city staff, and an opportunity to participate in a mock city council meeting. Applications were accepted through April to apply for the program this summer. Upon completion of Summer at City Hall students are given elective school credits and a small stipend.

RECTREATION SNAPSHOT THRU 3/31/22				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$ 646,336.00	\$ 428,221.80	\$ 218,114.20	33.75%
Community & Senior Center	\$ 1,204,795.48	\$ 651,777.47	\$ 553,018.01	45.90%
Brook Swim Center-Recreation	\$ 180,066.00	\$ 134,851.32	\$ 45,214.68	25.11%
General Recreation Programs	\$ 595,335.00	\$ 401,667.74	\$ 193,667.26	32.53%
Subtotal	\$ 2,626,532.48	\$ 1,616,518.33	\$ 1,010,014.15	38.45%
Enterprise Fund				
Youth Enterprise	\$ 408,119.00	\$ 229,522.56	\$ 178,596.44	43.76%
Subtotal	\$ 408,119.00	\$ 229,522.56	\$ 178,596.44	43.76%
Measure J				
General Recreation Programs	\$ 719,123.88	\$ 339,613.84	\$ 379,510.04	52.77%
Middle School Programs	\$ 190,419.00	\$ 112,050.73	\$ 78,368.27	41.16%
Aquatics	\$ 367,941.29	\$ 221,528.50	\$ 146,412.79	39.79%
Recreation Van	\$ 122,865.00	\$ 59,363.32	\$ 63,501.68	51.68%
Summer Camp	\$ 141,277.00	\$ 67,504.79	\$ 73,772.21	52.22%
Youth Advisory Committee and Academy	\$ 5,000.00		\$ 5,000.00	100.00%
Subtotal	\$ 988,265.88	\$ 800,061.18	\$ 188,204.70	19.04%
Total Recreation Budget	\$ 4,022,917.36	\$ 2,646,102.07	\$ 1,376,815.29	34.22%
PARKS SNAPSHOT THRU 3/31/22				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$ 312,321.00	\$ 260,053.73	\$ 52,267.27	16.74%
Park Maintenance	\$ 1,716,145.52	\$ 1,258,807.71	\$ 457,337.81	26.65%
Hiddleson Maintenance	\$ 1,786.00	\$ 172.78	\$ 1,613.22	90.33%
Charles Brooks Swim Center Maintenance	\$ 456,910.33	\$ 335,215.92	\$ 121,694.41	26.63%
Tree Maintenance	\$ 552,488.42	\$ 407,963.06	\$ 144,525.36	26.16%
Subtotal	\$ 3,039,651.27	\$ 2,262,213.20	\$ 777,438.07	25.58%
Enterprise Fund				
Cemetery Maintenance	\$ 565,938.00	\$ 316,999.31	\$ 248,938.69	43.99%
Subtotal	\$ 565,938.00	\$ 316,999.31	\$ 248,938.69	43.99%
Lighting & Landscape District				
Gibson Ranch	\$ 806,902.90	\$ 573,635.48	\$ 233,267.42	28.91%
Gibson Ranch CIP	\$ 60,000.00	\$ -	\$ 60,000.00	100.00%
North Park District	\$ 57,151.35	\$ 48,771.57	\$ 8,379.78	14.66%
Streng Pond Maintenance District	\$ 44,114.00	\$ 38,751.63	\$ 5,362.37	12.16%
Woodland West (Westwood)	\$ 26,336.00	\$ 18,930.82	\$ 7,405.18	28.12%
Springlake	\$ 1,919,864.05	\$ 1,374,863.99	\$ 545,000.06	28.39%
Community Sports Park Programs	\$ 480,895.72	\$ 344,721.87	\$ 136,173.85	28.32%
Gateway	\$ 143,530.00	\$ 99,919.14	\$ 43,610.86	30.38%
Subtotal	\$ 3,533,917.02	\$ 2,499,594.50	\$ 1,039,199.52	29.41%
Total Park Budget	\$ 7,109,629.29	\$ 5,078,807.01	\$ 2,065,576.28	29.05%

RECREATION - REVENUE SNAPSHOT thru 3/31/22			
Account Title	FY22 Projection	FY22 Revenue to Date	% of Projection
General Fund			
Misc. Sales	\$1,000.00	\$763.84	
C. Brooks Swim Center Revenue	\$150,000.00	\$136,591.15	91.06%
Community Senior Center Msc.	\$40,000.00	\$36,084.22	90.21%
Community Fitness Center	\$18,000.00	\$13,073.00	72.63%
Community Sports Park	\$150,000.00	\$159,614.80	106.41%
Subtotal	\$359,000.00	\$346,127.01	96.41%
Enterprise			
Recreation Contract	\$205,000.00	\$63,041.38	30.75%
General Recreation	\$146,000.00	\$126,275.42	86.49%
Senior Programs Revenue	\$12,000.00	\$10.00	0.08%
Yolano Recreation Program Income	\$12,000.00	\$8,833.17	73.61%
Adult Recreation & League Programs	\$80,000.00	\$31,330.00	39.16%
Subtotal	\$455,000.00	\$229,489.97	50.44%
Measure J			
Measure J	\$24,000.00	\$12,053.25	50.22%
Subtotal	\$24,000.00	\$12,053.25	50.22%
TOTALS	\$838,000.00	\$587,670.23	70%

PARKS - REVENUE SNAPSHOT thru 3/31/22			
Account Title	FY22 Projection	FY22 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$60,000.00	\$48,241.00	80.40%
Subtotal	\$60,000.00	\$48,241.00	80.40%
Enterprise Fund			
Cemetery Internment Space	\$30,000.00	\$39,754.00	132.51%
Cemetery Services	\$40,000.00	\$53,632.00	134.08%
Cemetery Products	\$30,000.00	\$43,441.00	144.80%
Endowment Care Fee	\$12,000.00	\$26,935.00	224.46%
Subtotal	\$112,000.00	\$163,762.00	146.22%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$8,000.00	\$13,497.00	168.71%
Springlake Park Revenue	\$5,000.00	\$13,485.00	269.70%
Subtotal	\$13,000.00	\$26,982.00	207.55%
Totals	\$185,000.00	\$238,985.00	434.17%