



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

May 23, 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 April 25, 2022

J. OTHER BUSINESS

3. Approve Commissioner Absence Request

K. REPORT OF THE STAFF

4. Community Services Staff Report for May 23, 2022

L. NEXT MEETING

5. The next meeting of the Parks & Recreation Commission is scheduled for Monday, June 27, 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 **May 23, 2022** was posted on **May 17, 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
DATE: May 23, 2022
ITEM #: I.2
SUBJECT:

Attachments:

1. Parks & Recreation Commission Minutes April 25, 2022

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, April 25, 2022

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 pm

B. ROLL CALL

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

Absent:

Excused:

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

F. PRESENTATION

G. BUSINESS ITEMS

H. COMMITTEE REPORTS

Verbal updates provided by Parks & Recreation Commissioners

Facilities Committee - reported Woodland Rotary is having a fundraiser for Girls Fastpitch for the development of the future softball fields at the Woodland Sports Park
Program & Department Committee - Is working with staff to have surveys distributed during summer programs to receive feedback on program satisfaction and feedback on program fees.

Budget & Finance Committee - No update provided.

Urban Forest Committee - No update provided.

Volunteerism Committee - No update provided.

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, 2022

On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote to approve Parks & Recreation Commission Minutes for March 28, 2022.

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

Noes: None

Absent:

J. OTHER BUSINESS

3. Approve Commissioner Absence Request

On a motion by Commissioner Carla White-Snyder, seconded by Vice Chairperson Magalean Martin, and carried unanimously on a roll call vote to approve Rashid Ali absence for June 27, 2022 meeting

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

Noes: None

Absent:

K. REPORT OF THE STAFF

4. Community Services Staff Report for April 25, 2022

Verbal updates provided by Staff.

Director Engel provided an update about Rick Gonzales, Jack Slaven, and Springlake Parks park projects. Commissioners were told this item is scheduled to go to the City council on May 10. In addition, Director Engel also updated commissioners about the Woodland Sports Park master plan and fundraising efforts that had been made by the local groups.

Park Superintendent Schroeder told commissioners about the John & Eunice Davidson fund grant that will purchase bike repair/bottle fillers for Woodside, Crawford, and Jack Slaven Parks. In addition, Schroeder informed the commission that the Jack Slaven water feature was currently operational and running for the public.

Community Services Program Manager Bain provided an update for commissioners about the "camperships" available for several recreation programs, including swim lessons and Summertime Fun Club for families who meet a low-income requirement and are residents of the City of Woodland.

L. NEXT MEETING

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

M. ADJOURN

On a motion by Vice Chairperson Magalean Martin, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote to adjourn the Parks & Recreation Commission meeting at 7:01 pm.

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

Noes: None

Absent:



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: May 23, 2022
ITEM #: J.3
SUBJECT:

Attachments:

1. Commission Attendance & Absence Request
2. 2022 Parks & Recreation Commission Meeting Calendar

FY22

Parks & Recreation Commission Attendance *Current commissioners only*

Meetings 4th Monday of each month 6:30 pm in Council Chambers
No meetings in August or December

Commissioners	7/20/21	9/2021	10/2021	11/2021	1/2022	2/2022	3/2022	4/2022	5/2022	6/2022
Jon-Paul Valcarenghi	Present	Present		Present	Present		Present	Present		
Carla White-Snyder	Present	Present		Present	Present		Present	Present	Excused Absence	
Magalean Martin	Excused Absence	Present		Present	Present		Present	Present		
Henry Murrietta	Present	Present		Present	Present		Present	Present	Excused Absence	
Rashid Ali	Present	Present		Present	Present		Present	Present		Excused Absence
Quorum	yes	yes	No Meeting	yes	yes	No Meeting	yes	yes		

FY 21 Absence Request

Date	Commissioner	Commissioner
July 2021	Magalean Martin (Req)	
September 2021		
October 2021		
November 2021		
January 2022		
February 2022		
March 2022	Carla White-Snyder (Req 3/22)	Henry Murrietta (Req 3/22)
April 2022		
May 2022		
June 2022	Rashid Ali (Req 4/22)	

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

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

March

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

April

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

May

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

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26	27	28	29	30		

July

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31						

August

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28	29	30	31			

September

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25	26	27	28	29	30	

October

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

November

S	M	T	W	T	F	S
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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
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24	25	26	27	28	29	30
31						



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission
DATE: May 23, 2022
ITEM #: K.4
SUBJECT: Community Services Staff Report for May 23, 2022

Recommend Action: Staff recommends that the Parks & Recreation Commission receive the staff report for May 23, 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. May 2022 CSD Staff Report
2. May 2022 CSD Revenue Report
3. May 2022 CSD Expenditure Report

Parks & Recreation Commission

Community Services Department Monthly Report

May 2022

Parks & Recreation Facilities

Woodland Community & Senior Center

Reservations since the last report

Private Reservations	City-Related Reservations
Teach, Acquire, Thrive LLC Gathering (4)	Sustainability Advisory Committee Meeting (CDD)
Luna Vista Rotary (2)	League of Women Voters
Quinceañera	

Woodland Sports Park

Reservations since the last report

Woodland Sports Park held 4 out of 5 tournament weekend events in April. Over 50 teams participated in competition for this month. The total revenue captured for these reservations was \$11,550. These tournaments were youth/teen baseball.

Parks & Facility Projects

Park & Facility projects completed since last report

Community & Senior Center	Installed tamper-resistant protective covers on thermostats. Repaired three broken breakaway net bands on the basketball hoops. Continued to tighten toilet fixtures and seal tiles and basins in the bathrooms. Continued LED light ballast and bulb conversion from CFLs. Performed maintenance on the front fountain: drained, cleaned filters, emptied baskets, and refilled. Field mowing on northwest portion of the property.
Cline Park	Trees pruned for safety and clearance.
Ferns Park	Bench installed in the refurbished nature area.
Klenhard Park	Built a block wall as a divider.
Legacy Grove	Trees pruned and mulch was spread throughout the trees.
Schneider Park	Trees pruned for safety and clearance.
Slaven Park	Since May 2, the water feature has been down due the UV sterilizer being broken. Staff is waiting on quotes for replacement parts.
Spring Lake Park	Field mowing was completed in the undeveloped area.

Cemetery

In April, there were six cremains burials. These services generated \$7,430 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-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
22-April	1	3	85	18	1	18	55	0	10	0	90	1	282
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, 85 trees were planted and 4 trees were removed. West Coast Arborist is continuing cyclical pruning as well as removing stumps throughout the City. We are also working on planting trees after the stumps have been removed by the vendor.

RECREATION ACTIVITIES, EVENTS, and PROGRAMS

Adult Sports

Softball The spring Adult Softball league started on March 18 and had 33 teams. The Men's league had 21 teams, which played on Thursday nights and was divided into three divisions. The 12 Co-ed teams played in one division on Friday nights. The spring league concludes on May 26 and the summer league is scheduled to begin the week of June 2.

Volleyball The Adult Volleyball league returned to play for the first time since the fall league in 2019 (due to Covid). The spring league had six women's teams playing in one division on Monday evening. The next season of Adult Volleyball is scheduled for early fall. An alternative to league play for those who enjoy adult volleyball is to attend the drop-in program that occurs on Tuesday evenings. Drop-in participants must be 16 or over, all levels of play are welcome with a \$5 entry fee.

Aquatics

Woodland Wreckers Swim Team The Woodland Wreckers recreational swim team season started practices on May 2. This season, the team has its highest enrollment ever with 154 swimmers. The Wreckers participate in the Valley Foothill Competitive Aquatics League (VFCAL). The VFCAL consists of 8 teams including Auburn

Robalos, Placerville Dry Diggin' Dolphins, Arden Manor Pirates, Orangevale Tigersharks, Rancho Cordova Blue Marlins, Rio Linda Aquaknights, Lifetime Fitness Sugarbears and Woodland Wreckers. The Wreckers have 5 scheduled dual meets and the season concludes on July 24 with a championship meet to be hosted at the Charles Brooks Community Swim Center in Woodland (the Wreckers' home pool).

Seasonal Staff Hiring

Community Services conducted its hiring process to fill part-time positions for the summer to teach swimming lessons; lifeguard; and work with Summertime Fun Club, Summer Teen Pack, and Rec2Go. Applications were accepted through the end of April and staff conducted interviews with over 85 potential employees. Summertime Fun Club hired 25 staff members; of which 3 were former program volunteers and 6 were returning employees (19 of the 25 staff members are new hires to the City.) In addition, Summertime Fun Club Volunteer program is robust with 17 volunteers to assist in the delivery of STFC. Summer Teen Pack hired 7 staff members; of which, 3 are returning staff (5 are new hires to the City.) The Aquatics program hired 21 new staff members as lifeguards and swim lesson aides. The new hires will join 35 returning staff to complete a team of 56 Aquatics staff (which includes swim lesson aides, lifeguards, and pool managers.) All City employees undergo Human Resources processing to be ready for training prior to the summer. Summer youth programming starts on June 13 and Aquatics programs start on June 20.

RECREATION - REVENUE SNAPSHOT thru 4/30/22			
Account Title	FY22 Projection	FY22 Revenue to Date	% of Projection
General Fund			
Misc. Sales	\$1,000.00	\$793.84	
C. Brooks Swim Center Revenue	\$150,000.00	\$158,747.15	105.83%
Community Senior Center Msc.	\$60,000.00	\$77,821.00	129.70%
Community Fitness Center	\$18,000.00	\$14,489.00	80.49%
Community Sports Park	\$150,000.00	\$179,949.80	119.97%
Subtotal	\$379,000.00	\$431,800.79	113.93%
Enterprise			
Recreation Contract	\$205,000.00	\$69,394.56	33.85%
General Recreation	\$146,000.00	\$140,536.50	96.26%
Senior Programs Revenue	\$12,000.00	\$10.00	0.08%
Yolano Recreation Program Income	\$12,000.00	\$9,963.17	83.03%
Adult Recreation & League Programs	\$80,000.00	\$34,910.00	43.64%
Subtotal	\$455,000.00	\$254,814.23	56.00%
Measure J			
Measure J	\$20,000.00	\$16,763.25	83.82%
Subtotal	\$20,000.00	\$16,763.25	83.82%
TOTALS	\$854,000.00	\$703,378.27	82%

PARKS - REVENUE SNAPSHOT thru 4/30/22			
Account Title	FY22 Projection	FY22 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$60,000.00	\$77,821.00	129.70%
Subtotal	\$60,000.00	\$77,821.00	129.70%
Enterprise Fund			
Cemetery Internment Space	\$30,000.00	\$41,474.00	138.25%
Cemetery Services	\$40,000.00	\$58,507.00	146.27%
Cemetery Products	\$30,000.00	\$47,121.00	157.07%
Endowment Care Fee	\$12,000.00		0.00%
Subtotal	\$112,000.00	\$147,102.00	131.34%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$8,000.00	\$20,677.00	258.46%
Springlake Park Revenue	\$5,000.00	\$17,802.00	356.04%
Subtotal	\$13,000.00	\$38,479.00	295.99%
Totals	\$185,000.00	\$263,402.00	557.04%

RECTREATION SNAPSHOT THRU 4/30/22				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$ 658,086.00	\$ 489,629.61	\$ 168,456.39	25.60%
Community & Senior Center	\$ 1,175,005.85	\$ 722,975.52	\$ 452,030.33	38.47%
Brook Swim Center-Recreation	\$ 180,066.00	\$ 150,518.17	\$ 29,547.83	16.41%
General Recreation Programs	\$ 595,335.00	\$ 445,130.76	\$ 150,204.24	25.23%
Subtotal	\$ 2,608,492.85	\$ 1,808,254.06	\$ 800,238.79	30.68%
Enterprise Fund				
Youth Enterprise	\$ 408,119.00	\$ 235,967.31	\$ 172,151.69	42.18%
Subtotal	\$ 408,119.00	\$ 235,967.31	\$ 172,151.69	42.18%
Measure J				
General Recreation Programs	\$ 719,123.88	\$ 407,538.46	\$ 311,585.42	43.33%
Middle School Programs	\$ 190,419.00	\$ 127,034.59	\$ 63,384.41	33.29%
Aquatics	\$ 367,941.29	\$ 438,121.08	\$ (70,179.79)	-19.07%
Recreation Van	\$ 122,865.00	\$ 65,633.13	\$ 57,231.87	46.58%
Summer Camp	\$ 141,277.00	\$ 71,491.87	\$ 69,785.13	49.40%
Youth Advisory Committee and Academy	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
Subtotal	\$ 988,265.88	\$ 1,109,819.13	\$ (121,553.25)	-12.30%
Total Recreation Budget	\$ 4,004,877.73	\$ 3,154,040.50	\$ 850,837.23	21.25%
PARKS SNAPSHOT THRU 4/30/22				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$ 300,498.39	\$ 261,955.53	\$ 38,542.86	12.83%
Park Maintenance	\$ 1,716,145.52	\$ 1,275,680.63	\$ 440,464.89	25.67%
Hiddleson Maintenance	\$ 1,786.00	\$ 172.78	\$ 1,613.22	90.33%
Charles Brooks Swim Center Maintenance	\$ 456,910.33	\$ 366,294.31	\$ 90,616.02	19.83%
Tree Maintenance	\$ 552,488.42	\$ 421,275.31	\$ 131,213.11	23.75%
Subtotal	\$ 3,027,828.66	\$ 2,325,378.56	\$ 702,450.10	23.20%
Enterprise Fund				
Cemetery Maintenance	\$ 565,938.00	\$ 336,039.86	\$ 229,898.14	40.62%
Subtotal	\$ 565,938.00	\$ 336,039.86	\$ 229,898.14	40.62%
Lighting & Landscape District				
Gibson Ranch	\$ 806,902.90	\$ 616,268.90	\$ 190,634.00	23.63%
Gibson Ranch CIP	\$ 60,000.00	\$ 104,332.42	\$ (44,332.42)	-73.89%
North Park District	\$ 57,151.35	\$ 49,503.32	\$ 7,648.03	13.38%
Streng Pond Maintenance District	\$ 44,114.00	\$ 34,766.71	\$ 9,347.29	21.19%
Woodland West (Westwood)	\$ 26,336.00	\$ 19,483.87	\$ 6,852.13	26.02%
Springlake	\$ 1,919,864.05	\$ 1,439,182.35	\$ 480,681.70	25.04%
Community Sports Park Programs	\$ 480,895.72	\$ 370,049.22	\$ 110,846.50	23.05%
Gateway	\$ 143,530.00		\$ 143,530.00	100.00%
Subtotal	\$ 3,533,917.02	\$ 2,633,586.79	\$ 905,207.23	25.61%
Total Park Budget	\$ 7,097,806.68	\$ 5,295,005.21	\$ 1,837,555.47	25.89%