



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

July 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 June 27, 2022

J. OTHER BUSINESS

3. Election of Officers
4. Committee Assignments
5. Review and Approve Workplan for Commissioners
6. Commissioner Absence Request for upcoming meetings

K. REPORT OF THE STAFF

7. Community Services Department Quarterly Status Report

8. Community Services Staff Report for July 25, 2022

L. NEXT MEETING

9. The next meeting of the Parks & Recreation Commission is scheduled for September 26, 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 July 25 was posted on July 19 at City Hall 300 1st Street, at www.cityofwoodland.org, and was available for the public during normal business hours at Woodland Community & Senior Center, 2001 East Street.

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: July 25, 2022
ITEM #: I.2
SUBJECT: Approve Minutes for June 27, 2022

Attachments:

1. Parks & Recreation Commission Minutes June 27, 2022

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, June 27, 2022

6:30 PM

A. CALL TO ORDER

Meeting called to order at 06:30 pm.

B. ROLL CALL

Parks & Recreation Commission Members Present: Chairperson Rashid Ali, Vice Chairperson Magalean Martin, Commissioner Jon-Paul Valcarenghi, 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 - No update provided

Program & Department Evaluation Committee - No update provided

Budget & Finance Committee - No update provided

Urban Forestry - No update provided

Volunteerism Committee - No update provided

Ad Hoc - No update provided

Update about sports liaisons - There is a need to have a tennis representative. Carla & Jon Paul are willing to attend future Woodland Tennis Club meetings to report updates to the Parks & Recreation Commission.

1. Standing Committee Report

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

I. CONSENT CALENDAR

2. Approve Parks & Recreation Commission Meet Minutes for April 25, 2022
On a motion by Commissioner Carla White-Snyder, seconded by Vice Chairperson Magalean Martin and carried unanimously on a roll call vote, Council Members Approve Parks & Recreation Commission Meet Minutes for April 25, 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
No requests were made for upcoming meetings.

K. REPORT OF THE STAFF

4. Community Services Staff Report for June 27, 2022
Verbal updates provided by Staff.

Director Engel provided an update about the Mandela Washington Fellows Tree planting. She also told commissioners on June 7 the Council approved the naming of one of the Woodland Fastpitch fields as Knaggs Family Field and it is anticipated the project will break ground in Fall 2022.

Community Services Program Manager Bain provided an update for commissioners about summer recreation programs starting. She also told Commissioners about the upcoming city-wide July 4th Celebration.

L. NEXT MEETING

5. The next meeting of the Parks & Recreation Commission is scheduled for July 25, 2022

M. ADJOURN

On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote to adjourn the Parks & Recreation Commission meeting at 6:57 pm

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

Noes: None

Absent:

Meeting adjourned at 06:57 pm.



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Carla White-Snyder	whitesnyderc@gmail.com	6/30/2026
Rashid Ali, Chair	radali@ucdavis.edu	6/30/2024
Henry Murrietta	h_murrieta@yahoo.com	6/30/2026
Magalean Martin, Vice Chair	Magalean.martin@cityofwoodland.org	6/30/2023
Jon-Paul Valcarenghi	Jon-Paul.Valcarenghi@cityofwoodland.org	6/30/2025

Term duration = 4 years

STANDING COMMITTEES

(Max. 2 commissioners)

Facilities Committee
Valcarenghi, **White-Snyder**

Budget and Finance Committee
Martin, **Murrietta**

Program & Department Evaluation
Ali, Martin

Urban Forest Committee
Valcarenghi, Ali

Ad Hoc Committee
White-Snyder

Volunteerism Committee
Murrietta, Martin

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

FY21/22 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 • Continue to support community tree planting. • Attend meetings with community groups and city staff. • Continue to assist with development of revised tree ordinance. • 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 • Tour facilities and parks in person with staff • 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>	

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 • Review and communicate with staff on Measure J renewal <i>Lead Committee: Budget and Finance</i>	

FY21/22 Parks & Recreation Commission Annual Work Plan

4. Volunteerism Committee

Goals	Status
Objective: Work with staff to review and update a volunteer list. ● Reach out to individuals and organizations in the community who are willing to volunteer Activities: 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. ● Review of current volunteer lists and activities where they could use our help in gathering volunteers. ● Continue to support development of Regional Park project. <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 Meeting
DATE: July 25, 2022
ITEM #: J.6
SUBJECT:

Attachments:

1. Commissioner Attendance & Absence 072522

FY23

Parks & Recreation Commission Attendance *current commissioners only*

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

FY 23 Commissioner Attendance

Commissioners	7/25/22	9/26/22	10/24/22	11/28/22	1/23/23	2/27/23	3/27/23	4/24/23	5/22/23	6/26/23
Rashid Ali										
Magalean Martin										
Henry Murrietta										
Jon-Paul Valcarenghi										
Carla White-Snyder										
Quorum										

FY 23 Commissioner Absence Request

Date	Commissioner	Commissioner
July 2022		
September 2022		
October 2022		
November 2022		
January 2023		
February 2023		
March 2023		
April 2023		
May 2023		
June 2023		



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: July 25, 2022
ITEM #: K.7
SUBJECT: Community Services Department Quarterly Status Report

Recommendation for Action: Staff recommends that the Parks & Recreation Commission receive the Community Services Departmental Quarterly Status Report for the period from April through June 2022.

Staff Contact:

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

Discussion:

This Quarterly Status Report covers the period from April through June 2022. The report presents a summary of recreation programming, events, affordable housing, the community development block entitlement program, and parks and recreation facilities operations and maintenance. This report also contains a narrative descriptive of major work performed and/or notable Department highlights.

Conclusion:

Staff recommends that the Parks & Recreation Commission receive the Community Services Department Quarterly Status Report for the period from April through June 2022.

Prepared by: Kris Bain, Community Services Program Manager

Reviewed by: Christine Engel, Community Services Director

Attachments:

1. CSD Quarter 4 Status Report FY22

Community Services Department Fourth Quarter Report FY22

The following provides a summary of the Community Service Department's programs, activities, and events for the fourth quarter, April through June 2022.

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

- Approximately 27,093 participant hours were recorded for aquatics; and youth, teen and adult recreation classes and sports.
- Approximately 976 participant hours were recorded for senior programs and senior events.
- With funding from Measure J, approximately \$13,000 was distributed to families for camperships to help off-set program registration fees for programs such as Swim Lessons and Summertime Fun Club.
- Approximately 1,992 people attended events at the Community & Senior Center during facility rentals.
- Woodland Sports Park hosted Headfirst Honor Roll Camps June 21-24 with over 500 participants and brought in \$5,000 in revenue.

Program Marketing

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

- Direct Marketing: Staff send digital flyers promoting the summer activities and programs to current and past program participants. Staff also used banners and yard signs in strategic city locations to promote seasonal hiring and adult sports.
- School flyers: One school flyer (May 2022) was emailed to current and past customers to promote summer activities and programs.
- Senior Newsletter: The "Senior Gram" newsletter was mailed to 370 households every month. It was also available on the CSD webpage for download.
- Social Media: The Department utilizes Facebook and Instagram to advertise upcoming events and recreation programs.
- Outreach: Staff visited several school meetings (in person and virtually) to promote spring and summer programs, camperships, and upcoming events. Staff also met on campus with students to promote seasonal hiring.

- Rec2Go: Rec2Go provided departmental outreach at several community events and activities such as the Honey Festival, Downtown Farmer’s Market, the Summer Reading Program Kick-off at the Library, Food Truck Mania, a field day at Freeman Elementary, and several park events.



Local youth playing with Rec2Go at a Saturday morning Farmer’s Market

Parks & Recreation Facilities

Community & Senior Center Facility Reservations

The Community & Senior Center facility rental program is designed to both generate revenue for the City of Woodland and provide a location for community events. Types of rentals held at the Community Center include: meetings, parties (bridal and baby showers), weddings and receptions, quinceañeras, and business meetings. Reservations of the facility during the fourth quarter are shown below.

	General Facility Rentals <i>Includes rentals receiving discounts</i>	Facility Rentals <i>with Fees Waived</i>
Number of Rentals	21	14
Approximate Participants	1,156	836
Total Fees	\$20,689	\$21,750 (waived)

Sports Park Tournament Reservations

Tournament rentals are available for the Sports Park Complex. Local tournament directors have the first choice of dates for the following year during the tournament weekend allocation period each August. During the fourth quarter, the Sports Park was reserved for youth baseball, softball, and soccer tournaments.

Tournament Rentals of Sports Park	
Number of Rentals	10
Number of Teams	159
Total Fees Collected	\$31,350

Bike Repair and Bottle Filling Stations Added at Parks

The John and Eunice Davidson Fund has graciously donated funds for the purchase of outdoor bike repair stations. Stations come equipped with air pumps and tools, as well as a water bottle filler. 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.

Previously the John and Eunice Davidson Fund has provided funding for several park improvements such as installation of new play equipment at Crawford Park, installation of exercise stations and new play features at Ferns Park and Woodside Park, and walking path improvements at Woodside Park.



Parks and Recreation Facility Maintenance and Improvement Projects

Park/Recreation Facility	Projects Completed
Beamer Park	Restroom replacement completed. Cored the concrete and trenched new conduit and ran power to the controller panel to relocate the irrigation controller to the new restroom building.
Campbell Park	Welded and reinstalled light pole.
Cline Park	Pruned trees for safety and clearance.
Community & Senior Center	Installed tamper-resistant protective covers for thermostats. Repaired three broken breakaway net bands on the basketball hoops. Continuing to tighten toilet fixtures and seal tiles and basins in the bathrooms. Further LED light ballast and bulb (conversion from CFLs). Performed maintenance on the front fountain: drained, cleaned filters, emptied baskets, and refilled. Continued investigating fountain leak. Installed safe in YMCA fitness center office. Rebuilt hand wash station in kitchen back to functionality. Removed graffiti from restrooms. Replaced air filters.
Ferns Park	Bench installed in the refurbished nature area. Drip irrigation added in the Nature Area to water new plants.
Klenhard Park	Built a block wall as a divider.
Legacy Grove	Piles of mulch were staged throughout the grove for volunteers to spread amongst the trees and trees were pruned.
Pioneer Park	Planks were replaced on picnic tables and benches and playground wood fiber was added to the playgrounds
Rick Gonzales Park	Field mowing completed in the undeveloped area.
Schneider Park	Pruned trees for safety and clearance.
Slaven Park	UV filtration system for the water feature replaced and repaired.
Spring Lake Park	Field mowing completed in the undeveloped area.
Woodland Regional Park	Cleared weeds and brush in open area.



Families enjoying Jack Slaven Park water feature the day it re-opened after repairs were made

Urban Forestry

Mandela Washington Fellows Tree Planting

For the sixth year, UC Davis was selected to host 25 Mandela Washington Fellows through the Mandela Washington Fellowship, the flagship program of the Young African Leaders Initiative (YALI). This Fellowship brings exceptional young leaders from Sub-Saharan Africa to a leading University for a leadership and learning program focused on public management. This year's UC Davis Mandela Washington Fellows represented 15 countries in Sub-Saharan Africa. They are professionals and leaders in their fields and represent areas of expertise in the environment, energy, water, climate change, public health, and agriculture – areas that mesh well with UC Davis' strengths. As part of the program, the City and Woodland Tree Foundation hosted Mandela Washington Fellows for a tree planting in Woodland on June 14th. Mayor Pro Tempore Fernandez and Council Member Stallard met with the young leaders and assisted them with the tree planting at the Community & Senior Center.

Youth Camperships for Summer Programs

During this quarter, camperships were available for qualified families of youth participants of Swim Lessons, Summertime Fun Club, Summer Teen Pack, and Lifeguard Training who meet a low-income requirement. "Camperships" are scholarships that result in a fee reduction for the program (programs are not offered for free) and are available until funds are exhausted or until the program begins. Qualified applicants may receive camperships for more than one program. Over \$33,000 was earmarked within Measure J for campership distribution for Summer 2022 programs, and through the end of the fourth quarter, \$13,655 was distributed for families in the varying programs.

Applicants for camperships must complete a campership applications (online or paper) with documentation they meet all of the campership criteria. To be eligible for a campership, families must meet the following criteria:

- Be a resident of Woodland (PO Boxes and County Road addresses are not accepted).
- Meet a low-income requirement based on HUD's State Income Limits for Yolo County "Low Income" classification (50%-80% of area median income). Reference www.hcd.ca.gov/state-and-federal-income

Campership Distribution by program

Program	# Camperships given	# 1 st time Recipients	Amount provided By Measure J	Actual Program Fee	Reduced Program Fee (With Campership)
Swim Lessons	74	48	\$1,885 \$4,000 donated by Woodland Kiwanis	\$80	\$15
Summertime Fun Club	39	19	\$7,615	1 st session - \$450 2 nd session - \$400	1 st session - \$180 2 nd session - \$175
Summertime Fun Club Extended Care	5	2	\$2,250	1 st session - \$900 2 nd session - \$800	1 st session - \$450 2 nd session - \$400
Summer Teen Pack	9	1	\$1,580	1 st session - \$450 2 nd session - \$400	1 st session - \$180 2 nd session - \$175
Woodland Wreckers (Swim Team)	4	4	\$325	\$165	\$100

- Information on Summer 2022 participation will be provided in the next quarterly report

RECREATION ACTIVITIES - 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 spring, 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	4,297	4,297	\$2,133
Lifeguard Training	29	232	\$4,640
Woodland Swim Team	N/A	N/A	\$10,040
Woodland Joint Unified School District	73	N/A	\$0
Total	4,399	4,529	\$16,813

Pool Facility 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 and hosted three swim meets. Fees Collected: \$10,040 (\$1,910 monthly rental fee)

Woodland Joint Unified School District

Woodland and Pioneer High School swim teams utilize the pool for practices and meets before and after school from February through mid-May, Monday through Friday. Both teams started usage of the pool for their spring season during this period. Use of the facility is covered through the Joint Use Agreement between the City and Woodland Joint Unified School District.

RECREATION ACTIVITIES - Youth & Teen

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	1,036	2,021	Free Program
Baby & Me – Measure J	95	95	Free program
Rec2Go - Measure J	625	625	Free program
Total	1,756	2,741	<i>No fees collected</i>



Mom & baby participants of Baby & Me meet-up group

RECREATION ACTIVITIES - 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 Youth	156	4,056	\$1,602	\$1,974	\$(372)
Boxing Adult	79	2,054	\$2,067	\$3,000	\$(933)
Cello Tennis Academy	231	1,488	\$17,286	\$15,416	\$1,870
Country Line Dance	305	2,793	\$1,812	\$1,268	\$544
Dancing with Anja	11	34	\$227	\$143	\$84
Dynamic Dancing	17	121	\$1,201	\$743	\$458
Mad Science	44	660	\$6,293	\$4,405	\$1,888
National Academy of Athletics	73	438	\$1,643	\$0	\$1,643
Pilates	20	160	\$696	\$446	\$250
Rock Steady Boxing*	36	144	\$	\$650	\$(650)
Tai Chi & Qi Gong	16	64	\$640	\$448	\$192
Yoga	27	181	\$875	\$448	\$427
Total	1,015	12,193	\$34,342	\$28,941	\$5,401

* The City receives a reimbursement from the Woodland Recreation Foundation for the Rock Steady expenses.

RECREATION ACTIVITIES - Adult Sports

Adult sports activities are offered through the City. Activities 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.

Drop-In Participation	Participants	Participant Hours	Fees Collected
Badminton	864	2,592	Free
Volleyball	323	646	\$1,108
Total	1,187	3,238	\$1,108

Sports League participation	Teams	Participants	Participant Hours	Fees Collected
Softball (spring league)	33	495	3,960	\$16,500
Volleyball (spring league)	6	54	432	\$2,250
Total	39	549	4,392	\$18,750



Player participating in Co-ed Softball League at the Sports Park

RECREATION ACTIVITIES – Senior Activities

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 participant hours during the fourth quarter.

Senior Programs

Program	Total Sign-ins	Participant Hours	Fees Collected
Exercise Classes	98	49	\$0
General Programs	124	248	\$0
Support Groups	79	79	Free Program
Collette Trip: South Dakota	1	112	\$340*
Total	302	488	\$340

*The Woodland Senior Center earns 10% commission on all completed Collette trips booked with the Center.

Senior Events

Event	Total Participants	Participant Hours	Fees Collected
Senior Center Inc. Installation Dinner	100	200	\$0
Senior Resource Fair	175	88	\$0
Hand & Foot Card Party	50	200	\$0
Total	325	488	\$0

GRANTS AND 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 fourth quarter of FY22 are provided below.

Status of CDBG Construction Activities

FY 2019/20 Allocations

City of Woodland, Library ADA Restrooms Upgrades: Construction of ADA improvements for the two public restrooms is scheduled for completion in 2022. Funding includes FY 2019/20 and 2021/22 allocations.

FY 2020/21 Allocations

New Hope Community Development Corporation, Cottonwood Meadows Phase S-1 Rehabilitation: New Hope will combine funding allocations awarded for FY 2020/21 and 2021/22 and construct the improvements in 2022. The work will focus on repairing or replacing all dry-rotted T-1-11 siding on the two apartment buildings located at Cottonwood Meadows with cement fiber type materials. New Hope is in the process of designing the improvements and expects to select a contractor by September.

Friends of the Mission, 925 North Street (seven-unit affordable housing apartment complex for formerly homeless families and individuals) **and Walter's House** (44-bed transitional housing/treatment program for single women and men) **Water Heater Efficiency projects:** A construction contract has been awarded and the tankless water heater units will be installed in summer 2022. The new units will increase the energy efficiency rating from 59 to 97 percent.

FY 2021/22 Allocations

City of Woodland, ADA Accessibility Project: The project will be bid out and constructed in summer 2022. Up to twelve ADA-compliant curb ramps will be installed.

CommuniCare Health Centers, Garden & Outdoor Classroom: CommuniCare will add features in 2022 to the Garden & Outdoor Classroom located at the Hansen Family Health Center to further engage the community and make it easy for staff to conduct educational and clinical activities in the garden. The project will include the construction of a 600 square foot outdoor classroom that will host regular group education and therapy activities; the shade structure for the classroom was installed earlier this year.

Friends of the Mission, Affordable Housing Security Gates - Security gates and fencing (funding permitted) will be installed at 925 North Street, a seven-unit affordable housing complex, in 2022.

State Homekey Grant Application for Permanent Supportive Housing Project

The City of Woodland and co-applicant Friends of the Mission (FOM) were awarded a \$15 million+ State of California Homekey grant for the 61-unit Permanent Supportive Housing (PSH) project at the East Beamer Way campus. More than half of the housing units are under construction in Woodland at Cutting Edge Modular, Inc. and Cutting Edge is starting to install the units at the project site located on East Beamer Street near County Road 102.

Vista del Robles Affordable Housing Project

Chelsea Development Corporation broke ground on its 72-unit affordable housing project in April with loan assistance from the City of Woodland. The housing development is being constructed at the corner of West Main Street and Ashley Avenue and amenities for the project include a clubhouse with a lounge, computer room, offices, restrooms, kitchen, and laundry area; a multipurpose grass field; and 3,000 square foot total lot. Other features are barbeque and seating areas, outside adult exercise stations, and a basketball court.

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) are calculated using the following methodology:

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).



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: July 25, 2022
ITEM #: K.8
SUBJECT: Community Services Staff Report for July 25, 2022

Recommendations for Action: Staff recommends that the Parks & Recreation Commission receive the staff report for July 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. July 2022 CSD Staff Report
2. June 2022 CSD Expenditure Report
3. June 2022 CSD Revenue Report

Parks & Recreation Commission Community Services Department Monthly Staff Report July 2022

Parks & Recreation Facility Updates

Woodland Community & Senior Center

Reservations since the last report

Private Reservations	City-Related Reservations
Yolo County Board of Realtors	Yolo County Election Polling Place (5)
Teen Dance – Communicare/Elevate Queer Yolo	Jr. Giants Program Meeting (PAL)
Luna Vista Rotary - Members Meeting	Mass Swearing in Ceremony (Police)
Celebration of Life	2022 Mandela Washington Fellows (CSD)
	Sustainability Advisory Committee Meeting (CDD)
	County-wide job fair

Woodland Sports Park

Reservations since the last report

Woodland Sports Park held 4 out of 4 tournament weekend events in June. Over 63 teams participated in competition during the month of June. The total revenue captured for the reservations was \$13,200. The tournaments were youth/teen baseball and girls fast pitch.

Parks & Facility Projects

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Christiansen Park Camarena Field	New plumbing installed for the water fountain.
Community & Senior Center	Rebuilt fountain pump with new PVC pipes and fittings. Cleaned filters and performed maintenance on the floor riding scrubber. Repaired and rebuilt hand wash station in kitchen. Cleaned oven racks in the kitchen. Installed safe in YMCA fitness center.
Slaven Park	Replaced slide on the tot playground UV sterilization system replaced for the spray feature.
Sports Park	Received five sets of new soccer goals.

Clark Field Committee

Clark Field Committee: The Clark Field Committee was formed in February 2009. Volunteers have provided countless hours of service in maintaining Clark Field (led by Larry Martinez and Larry Hoppin) and documenting its history. Upon the start of the City's fiscal year, the group has decided to discontinue their volunteer effort for Clark Field (primarily due to health issues). An individual who has assisted Larry Martinez with field maintenance services as a paid contractor will continue to maintain the outfield and infield. Moving forward the City's user groups (Woodland High School, Babe Ruth, and American Legion)

will be responsible to prepare the field for their usage (this is similar to what is done at other fields by other leagues). The City will continue to assist with any large projects for the field and non-field maintenance. Staff will bring forward a certificate of appreciation to the City Council for the Clark Field Committee after summer recess.

Campbell Park Play Structure Replacement Project

On July 5, 2022, the City Council authorized the City Manager to execute a contract with PlayPower, Inc. for \$375,000 for the play structure replacement project at Campbell Park. Staff is currently developing a project schedule that will include public outreach and a proposed completion date of Spring 2023.

Cemetery

In June, there were two cremains burials and no full burial. The services generated \$5,410 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-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
22-May	1	3	75	18	1	18	55	1	10	1	90	1	274
22-June	1	3	75	18	1	18	55	1	15	0	90	0	277
Total completed	For the months of April and May reporting period: 18												

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, 104 trees have been planted and 7 trees have been removed.

Casa Linda Oak

Casa Linda Oak “Cookie” is on display at CA State Fair: Thanks to donations as well as organization from the City and the Woodland Tree Foundation, a “cookie” from the centuries-old Casa Linda Valley Oak that the City was forced to remove in September 2021 is on display at the California State Fair, running from July 15-31. You can find the cookie in the “Tree Circus” in exhibit halls A and B at Cal Expo. The plaque, which you can read in full at the link above, says (in part): “This magnificent tree was one of the largest of our community’s oaks (...) the growth rings show that it started life as an acorn about 270 years ago.” After its display at the State Fair, the cookie will be on permanent display at the Woodland Community & Senior Center.



Casa Linda Oak “Cookie” displayed at California State Fair

Recreation Activities, Events, and Programs

Aquatics

Woodland Wreckers

The Woodland Wreckers, the City’s recreation swim team, had 159 swimmers for the 2022 season. The team competed in six dual swim meets and concluded their season on July 23 (hosted at Brooks Pool) with a championship meet. The Wreckers generated over \$23,600 in revenue for the City and the program acts as a feeder program for the Woodland Swim Team and the two high school swim teams.

Junior Lifeguards

The Junior Lifeguard program held the first of two sessions June 20-30 and had 16 participants. The two-week Junior Lifeguards program teaches participants lifesaving skills used by lifeguards and first responders and how to work as a team in a simulated emergency. Over \$1,500 in revenue was brought in for the Junior Guard program and it totaled 256 participant hours. The second Junior Lifeguard class started on June 18. This session is full with 20 participants.

Contract Classes

Dancing with Anja

Dance Instructor, Anja Dingman, teaches Creative Ballet & Tap Dance for ages 3-5 and 6-10. The Dancing with Anja classes introduce ballet and tap dance techniques with a focus on creativity, problem-solving, and teamwork. In June, Ms. Dingman's classes had 10 participants that accounted for 30 participant hours. Dancing with Anja classes are held on Saturday mornings at the Community & Senior Center.

Mad Science

This summer, the Mad Science program has a complete offering of camps. The **Radical Robots** camp was held June 20-24 and had 16 kids registered from ages 6-10. During the camp, the kids built a working robot and took it home at the end of camp. The **Crazy Chemworks** camp was held from June 27-July 1 and taught participants how to safely experiment with chemicals. This camp had 14 registrants. Mad Science camps have brought in \$4,200 in revenue this summer. Unfortunately, the **Mad Lab** camp was scheduled for the week of July 11-15 cancelled by Mad Science due to staffing shortages.

Events

4th of July Celebration

The City held its first 4th of July Celebration since 2019. The day was planned with events throughout Woodland, which included the Firefighter's Pancake Breakfast, Bike Parade, Ice Cream Social, Swim Fest, stadium activities, and fireworks display. Many Woodlanders came out to celebrate the Fourth at one activity or another during the day. Thank you to Vice-Chair Martin for assisting with the registration at the bike parade.



Bike Parade Participant



Kids Enjoying Field Activities at Stadium Event

Youth & Teen Programming

Summer at City Hall (Measure J)

Summer at City Hall concluded on July 8. During Summer at City Hall, the 18 students in the program were introduced to civics and policy within local government through lectures, activities, and special guest speakers. Students had the opportunity to meet with many of Woodland's leaders and staff including Mayor Mayra Vega; City Manager, Ken Hiatt; Mayor Pro Tempore Vicky Fernandez; Police Chief Derrek Kaff; Fire Chief Eric Zane; and many more. The students also visited city locations such as the police station, Fire Station 1, and the Water Pollution Control Facility. In addition, the students attended the July 5 City Council meeting to observe and several introduced themselves to the council. At the conclusion of the program, students participated in a Mock City Council meeting and presented an advocacy projects to their peers. Students received WJUSD elective credits and a small stipend from the City for their participation in the program.



Summer at City Hall Participants with City Council members

RECREATION SNAPSHOT THRU 6/30/22				
Program	Budget	Expenses & Encu	Balance	% Remaining
General Fund				
Community Services Administration	\$ 658,086.00	\$ 617,138.94	\$ 40,947.06	6.22%
Community & Senior Center	\$ 1,175,005.83	\$ 965,826.68	\$ 209,179.15	17.80%
Brook Swim Center-Recreation	\$ 180,066.00	\$ 185,182.81	\$ (5,116.81)	-2.84%
General Recreation Programs	\$ 585,335.00	\$ 559,288.67	\$ 26,046.33	4.45%
Subtotal	\$ 2,598,492.83	\$ 2,327,437.10	\$ 271,055.73	10.43%
Enterprise Fund				
Youth Enterprise	\$ 408,119.00	\$ 282,974.91	\$ 125,144.09	30.66%
Subtotal	\$ 408,119.00	\$ 282,974.91	\$ 125,144.09	30.66%
Measure J				
General Recreation Programs	\$ 719,123.88	\$ 465,574.98	\$ 253,548.90	35.26%
Middle School Programs	\$ 190,419.00	\$ 162,133.19	\$ 28,285.81	14.85%
Aquatics	\$ 468,017.89	\$ 285,945.80	\$ 182,072.09	38.90%
Recreation Van	\$ 122,865.00	\$ 95,806.98	\$ 27,058.02	22.02%
Summer Camp	\$ 141,277.00	\$ 105,792.28	\$ 35,484.72	25.12%
Youth Advisory Committee and Acader	\$ 5,000.00	\$ 30.11	\$ 4,969.89	99.40%
Subtotal	\$ 1,038,265.88	\$ 1,115,283.34	\$ (77,017.46)	-7.42%
Total Recreation Budget	\$ 4,044,877.71	\$ 3,725,695.35	\$ 319,182.36	7.89%
PARKS SNAPSHOT THRU 6/30/22				
Program	Budget	Expenses & Encu	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$ 314,436.01	\$ 314,985.91	\$ (549.90)	-0.17%
Park Maintenance	\$ 1,706,145.52	\$ 1,612,863.61	\$ 93,281.91	5.47%
Hiddleson Maintenance	\$ 1,786.00	\$ 172.78	\$ 1,613.22	90.33%
Charles Brooks Swim Center Maintenan	\$ 447,910.33	\$ 382,046.89	\$ 65,863.44	14.70%
Tree Maintenance	\$ 527,488.42	\$ 490,115.12	\$ 37,373.30	7.09%
Subtotal	\$ 2,997,766.28	\$ 2,800,184.31	\$ 197,581.97	6.59%
Enterprise Fund				
Cemetery Maintenance	\$ 559,145.00	\$ 429,367.27	\$ 129,777.73	23.21%
Subtotal	\$ 559,145.00	\$ 429,367.27	\$ 129,777.73	23.21%
Lighting & Landscape District				
Gibson Ranch	\$ 808,318.90	\$ 717,125.65	\$ 91,193.25	11.28%
Gibson Ranch CIP	\$ 60,000.00	\$ -	\$ 60,000.00	100.00%
North Park District	\$ 57,151.35	\$ 45,661.14	\$ 11,490.21	20.10%
Streng Pond Maintenance District	\$ 44,114.00	\$ 36,198.77	\$ 7,915.23	17.94%
Woodland West (Westwood)	\$ 26,336.00	\$ 15,882.42	\$ 10,453.58	39.69%
Springlake	\$ 1,919,864.05	\$ 1,641,314.76	\$ 278,549.29	14.51%
Community Sports Park Programs	\$ 500,895.72	\$ 475,609.19	\$ 25,286.53	5.05%
Gateway	\$ 143,530.00	\$ 120,201.22	\$ 23,328.78	16.25%
Subtotal	\$ 3,555,333.02	\$ 3,051,993.15	\$ 508,216.87	14.29%
Total Park Budget	\$ 7,089,160.30	\$ 6,281,544.73	\$ 835,576.57	11.79%

RECREATION - REVENUE SNAPSHOT thru 6/30/22			
Account Title	FY22 Projection	FY22 Revenue to Date	% of Projection
General Fund			
Msc. Sales	\$1,000.00	\$998.84	
C. Brooks Swim Center Revenue	\$150,000.00	\$197,505.43	131.67%
Community Senior Center Msc.	\$40,000.00	\$63,043.22	157.61%
Community Fitness Center	\$18,000.00	\$17,321.00	
Community Sports Park	\$150,000.00	\$228,397.32	152.26%
Subtotal	\$359,000.00	\$507,265.81	141.30%
Enterprise			
Recreation Contract	\$205,000.00	\$99,397.19	48.49%
General Recreation	\$146,000.00	\$162,791.50	111.50%
Senior Programs Revenue	\$12,000.00	\$10.00	0.08%
Yolano Recreation Program Income	\$12,000.00	\$13,731.00	114.43%
Adult Recreation & League Programs	\$80,000.00	\$58,105.00	72.63%
Subtotal	\$455,000.00	\$334,034.69	73.41%
Measure J			
Measure J	\$24,000.00	\$18,146.78	75.61%
Subtotal	\$24,000.00	\$18,146.78	75.61%
TOTALS	\$838,000.00	\$859,447.28	103%

PARKS - REVENUE SNAPSHOT thru 6/30/22			
Account Title	FY22 Projection	FY22 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$60,000.00	\$84,691.00	141.15%
Subtotal	\$60,000.00	\$84,691.00	141.15%
Enterprise Fund			
Cemetery Internment Space	\$30,000.00	\$44,394.00	147.98%
Cemetery Services	\$40,000.00	\$62,867.00	157.17%
Cemetery Products	\$30,000.00	\$51,446.00	171.49%
Endowment Care Fee	\$12,000.00	\$31,275.00	260.63%
Subtotal	\$112,000.00	\$189,982.00	169.63%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$8,000.00	\$26,721.00	334.01%
Springlake Park Revenue	\$5,000.00	\$20,315.00	406.30%
Subtotal	\$13,000.00	\$47,036.00	361.82%
Totals	\$185,000.00	\$321,709.00	672.59%