



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

October 24, 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 September 26, 2022

J. OTHER BUSINESS

3. Approve Commissioner Absence Request
4. FY 23 Parks & Recreation Commission Workplan

K. REPORT OF THE STAFF

5. Community Services Staff Report for October 24, 2022
6. Community Services Department Quarterly Status Report for First Quarter FY23

L. NEXT MEETING

7. The next meeting of the Parks & Recreation Commission is scheduled for November 28, 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 **OCTOBER 24, 2022** was posted on **OCTOBER 19, 2022** 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: October 24, 2022

ITEM #: I.2

SUBJECT: Parks & Recreation Commission Meeting Minutes September 26, 2022

Attachments:

1. Parks & Recreation Commission Minutes September 26, 2022

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, September 26, 2022

6:30 PM

A. CALL TO ORDER

6:30 pm

B. ROLL CALL

Council Members Present: Chair Magalean Martin, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder, Vice Chair Henry Murrieta

Absent: Commissioner Rashid Ali

Excused:

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

No updates were provided by Parks & Recreation Commissioners

I. CONSENT CALENDAR

2. Approve Minutes for July 25, 2022

On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, Parks & Recreation Commissioners Approved Minutes for July 25, 2022.

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

Noes: None

Absent: Commissioner Rashid Ali

J. OTHER BUSINESS

3. Approve Commissioner Absence Request
No requests were made for upcoming meetings.
4. FY23 Parks & Recreation Commission Workplan
5. FY23 Parks & Recreation Commission Roster

K. REPORT OF THE STAFF

6. Community Services Staff Report for September 26, 2022
Verbal updates were provided by staff.

L. NEXT MEETING

7. The next meeting of the Parks & Recreation Commission is scheduled for October 24, 2022

M. ADJOURN

On a motion by Vice Chair Henry Murrieta, seconded by Commissioner Jon-Paul Valcarengi and carried unanimously on a roll call vote to adjourn the Parks & Recreation Commission meeting at 7:12 pm

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

Noes: None

Absent: Commissioner Rashid Ali

FY23

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

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	<i>present</i>	absent								
Magalean Martin	<i>present</i>	<i>present</i>								
Henry Murrietta	<i>present</i>	<i>present</i>								
Jon-Paul Valcarenghi	<i>present</i>	<i>present</i>								
Carla White-Snyder	<i>present</i>	<i>present</i>								
Quorum	Yes	Yes								

FY 23 Commissioner Absence Request

Date	Commissioner	Commissioner
July 2022	No requests made	No requests made
September 2022	No requests made	No requests made
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: October 24, 2022
ITEM #: J.4
SUBJECT: FY 23 Parks & Recreation Commission Work Plan

No action is necessary. Please continue to review the work plan throughout the year.

Attachments:

1. FY 23 Work Plan

FY22-23 Parks & Recreation Commission Annual Work Plan

The Parks and Recreation Commission is committed to promoting enhanced civic engagement on key initiatives such as Measure R, 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. • Review policies as needed <i>Lead Committee: Urban Forest Committee</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 <i>Lead Committee: Budget and Finance Committee</i>	

FY22-23 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 Committee</i>	



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: October 24, 2022
ITEM #: K.5
SUBJECT: Community Services Staff Report for October 24, 2022

Recommendations for Action: Staff recommends that the Parks & Recreation Commission receive the staff report for October 24, 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 October 2022
2. CSD Revenue Report October 2022
3. CSD Expenditure Report October 2022

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

Parks & Recreation Facility Updates

Spring Lake Parks Project Update

In May 2022, City Council approved \$4.2 million for improvements to be made at three of the Spring Lake parks: Jack Slaven Park, Rick Gonzales Park, and Spring Lake Park. Approved improvements to be made include: (Slaven) half-court basketball court, dog exercise area, and landscaping in the undeveloped area adjacent to Mickle; (Gonzales) full-court basketball court, multi-use tennis/pickleball court, completion of greenbelt trail, and landscaping in the undeveloped area adjacent to Spring Lake Elementary; and (Spring Lake) ages 5-12 play structure, restroom, picnic shelter, multi-use sports court, multi-use grass area, and landscaping in the undeveloped area of the park.

Construction at each of the three parks started in mid-August and is expected to be completed in early Summer 2023 (this includes the 90-day plant establishment period and assuming no weather/unforeseen delays). Progress made on the projects (at varying forms of completion) includes grading for each park, irrigation installation, and electrical installation.



Spring Lake Park project (10/3/22)



Slaven Park project (10/11/22)

Woodland Community & Senior Center

Reservations since the last report

Private Reservations	City-Related Reservations
Yolo County Realtors Meeting	
Celebration of Life (3)	
Yolo Sub-basin Ground Water Agency Meeting	

Parks & Facility Projects

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Community & Senior Center	Performed maintenance on basketball goals. Changed water filters in kitchen. Cleaned and sanitized ice machine. Replaced vacuum breakers on Sloan valves. Changed out both zone-valve bodies on geothermal loop to improve water flow to heat pumps.
Crawford Park	Installed bike station and bottle filler



Bike station & bottle filler at Crawford Park

Cemetery

In September, there were four cremains burials and four full burials. The services generated \$38,223 in sales.

Urban Forestry

Month	New construction Inspections	Investigations	Planting	Pruning Contract	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-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
22-July/August	1	4	92	23	2	18	58	2	0	0	102	0	302
22-September	1	4	135	31	2	18	72	3	0	0	126	0	392
Total completed	For the month of September reporting period have been closed: 30 Work Orders : 13 Service Request												

Work Orders: Staff continues to assess different categories of Work Orders still in need of completion. Work orders are increasing as the work group has had a staff vacancy in the division for several months. They are also increasing due to the assessment of stumps that have not been reported in the Work Order system. The stump grinding work orders have also increased the tree planting work orders, as staff is requesting the homeowners provide tree replacement choices so staff can get these trees replaced as soon as the weather allows.

Tree Plantings and Removals: For calendar year 2022, 105 trees have been planted and 26 trees have been removed.

Tree Ordinance: Staff has been working with the City attorney to update the City's tree ordinance consistent with the information that was previously presented to the Commission and City Council. The first reading of the ordinance will be on the November 1st City Council Agenda.

Recreation Activities, Events, and Programs

Adult Recreation – Contract Classes

Tai Chi and Qi Gong/Dance Flow

Tai Chi and Qi Gong is a class available on Monday mornings taught by Kejie “Tina” Duan. In September, she added a Dance Flow class to the offering and had 5 registrants for the month. Dance Flow is a low-medium-impact dance workout with rich content and diverse styles, including ballet, jazz, Latin, Zumba, hip-hop, line dance and kick-boxing, finishing with a whole-body stretch.

Aquatics

Swim Lessons

Community Services offered four, two-week sessions of swim lessons this summer. For the first time, swim lesson revenue surpassed \$100,000. There were 1,253 participants enrolled in the swim lesson program, which is an increase from previous years. Many parents utilized the waiting lists once classes were full and most on the waiting list were placed into the class of their choice. Scholarships were provided to 65 youth who met income qualifications with funding provided by Measure J and the Kiwanis Club.

Public Swim

Public Swim was available for free on weekends and weekdays during the summer. Public swim opened on Monday, June 13 and closed for the season on Sunday, September 11. The program was available on weekdays from 1:00-3:45 pm and on weekends from 3:00-6:00 pm. The program had over 12,000 tallied participants.

(Information on other summer programs was provided in the September 2022 staff report)

Youth & Teen Programming

After School Teen Pack (Measure R)

After School Teen Pack kicked off the school year on the first day of school, Monday, August 15. The program runs Monday through Thursday until 5:00 pm at each school and concludes at the end of the school year. Participants have painted, completed crafts, learned how to make several different do-it-yourself meals, and enjoyed several fun guests. The program daily average is 20-25 at each of the schools. To promote After School Teen Pack, staff regularly attends lunch at each school to connect with the students. In addition, the activities are promoted through daily bulletins and social media announcements.

Youth Boxing (Measure R)

The Youth boxing program operates from 4:30–6:30 pm, Monday through Friday and is run by instructors Eddie Savala and Marti Olivas. There were 37 registrants for the month of September, which amounted to nearly 1,000 participant hours. The program trains boxers looking for general recreation and those looking to compete in regional bouts.

Events

Trilogy Challenge Disc Golf Tournament

On Saturday, October 1, Community Services hosted the Trilogy Challenge Disc Golf tournament at Ferns Park. 39 golfers enrolled in three divisions: Open, Amateur, and Youth. In this event, all participants used the three discs provided to them in a 24-hole competition. The tournament has been sponsored by Blue Note Brewing Co. since 2015. Open Winners: 1st - Wyland Spencer, Woodland, 2nd - Sunny Mallinson, Woodland, 3rd - Christian Johnson, Woodland. Amateur Winners 1st - Chris Bojorquez, Woodland, 2nd - Mark Orloff, Davis, 3rd - Michael Weichel, Woodland, Youth Winners 1st - Brodie Weichel, Woodland, 2nd - Allisyn Johnson, Woodland



Participants of 2022 Trilogy Challenge Disc Golf Tournament

Fall Movie Series – Movies on Main Street

The Fall Movies Series culminated on October 14 at Movies on Main Street. Over 500 came out to watch a screening of *The Addams Family 2* on Main Street. Prior to the movie being shown, those in attendance played various spooky themed games in the Fun Zone, visited the local partner outreach tables, looked at the Woodland Street Cruiser cars and antique firetrucks, created crafts with Rec2Go, played on the inflatable attractions, and watched the magician. The Woodland Police Department, Woodland Fire Department, and Environmental Services were able to conduct outreach to the public prior to the movie.



Movies on Main 2022

RECREATION - REVENUE SNAPSHOT thru 9/30/22			
Account Title	FY23 Projection	FY23 Revenue to Date	% of Projection
General Fund			
Misc. Sales	\$760.00	\$30.00	3.95%
C. Brooks Swim Center Revenue	\$155,000.00	\$27,607.51	17.81%
Community Senior Center Msc.	\$40,000.00	\$8,955.50	22.39%
Community Fitness Center	\$18,000.00	\$4,248.00	23.60%
Community Sports Park	\$225,000.00	\$58,806.00	26.14%
Subtotal	\$438,760.00	\$99,647.01	22.71%
Enterprise			
Recreation Contract	\$211,000.00	\$14,576.82	6.91%
General Recreation	\$146,000.00	\$10,370.25	7.10%
Senior Programs Revenue	\$13,000.00	\$719.80	5.54%
Yolano Recreation Program Income	\$15,000.00	\$3,033.33	20.22%
Adult Recreation & League Programs	\$83,000.00	\$30,230.00	36.42%
Subtotal	\$468,000.00	\$58,930.20	12.59%
Measure J			
Measure J	\$30,000.00	\$1,216.00	4.05%
Subtotal	\$30,000.00	\$1,216.00	4.05%
TOTALS	\$936,760.00	\$159,793.21	17%

PARKS - REVENUE SNAPSHOT thru 9/30/22			
Account Title	FY23 Projection	FY23 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$63,000.00	\$61,654.00	97.86%
Subtotal	\$63,000.00	\$61,654.00	97.86%
Enterprise Fund			
Cemetery Internment Space	\$35,000.00	\$26,284.00	75.10%
Cemetery Services	\$44,000.00	\$19,302.00	43.87%
Cemetery Products	\$32,000.00	\$12,511.00	39.10%
Endowment Care Fee	\$20,000.00	\$11,266.00	56.33%
Subtotal	\$131,000.00	\$69,363.00	52.95%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$16,000.00	\$3,000.00	18.75%
Springlake Park Revenue	\$13,000.00	\$4,455.00	34.27%
Subtotal	\$29,000.00	\$7,455.00	25.71%
Totals	\$223,000.00	\$138,472.00	62%

RECREATION SNAPSHOT THRU 9/30/22				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$699,477.00	\$178,896.37	\$520,580.63	74.42%
Community & Senior Center	\$1,106,234.37	\$246,349.28	\$859,885.09	77.73%
Brook Swim Center-Recreation	\$196,192.00	\$46,340.43	\$149,851.57	76.38%
General Recreation Programs	\$640,553.01	\$153,341.43	\$487,211.58	76.06%
Subtotal	\$2,642,456.38	\$624,927.51	\$2,017,528.87	76.35%
Enterprise Fund				
Youth Enterprise	\$408,963.00	\$208,534.62	\$200,428.38	49.01%
Subtotal	\$408,963.00	\$208,534.62	\$200,428.38	49.01%
Measure J				
General Recreation Programs	\$796,664.88	\$158,176.31	\$638,488.57	80.15%
Middle School Programs	\$231,841.00	\$37,874.57	\$193,966.43	83.66%
Aquatics	\$510,212.59	\$385,676.06	\$124,536.53	24.41%
Recreation Van	\$113,973.00	\$28,953.08	\$85,019.92	74.60%
Summer Camp	\$168,268.00	\$57,220.08	\$111,047.92	65.99%
Youth Advisory Committee and Academy	\$5,000.00	\$0.00	\$5,000.00	100.00%
Subtotal	\$1,825,959.47	\$667,900.10	\$1,158,059.37	63.42%
Total Recreation Budget	\$4,877,378.85	\$1,501,362.23	\$3,376,016.62	69.22%

PARKS SNAPSHOT THRU 9/30/22				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$413,324.00	\$304,397.46	\$108,926.54	26.35%
Park Maintenance	\$1,833,319.91	\$845,252.98	\$988,066.93	53.89%
Hiddleson Maintenance	\$1,641.00	\$0.00	\$1,641.00	100.00%
Charles Brooks Swim Center Maintenance	\$463,571.31	\$167,870.46	\$295,700.85	63.79%
Tree Maintenance	\$519,697.51	\$324,217.20	\$195,480.31	37.61%
Subtotal	\$3,231,553.73	\$1,641,738.10	\$1,589,815.63	49.20%
Enterprise Fund				
Cemetery Maintenance	\$538,089.00	\$151,534.18	\$386,554.82	71.84%
Subtotal	\$538,089.00	\$151,534.18	\$386,554.82	71.84%
Lighting & Landscape District				
Gibson Ranch	\$848,647.80	\$330,541.26	\$518,106.54	61.05%
Gibson Ranch CIP	\$60,000.00	\$0.00	\$60,000.00	100.00%
North Park District	\$43,761.00	\$27,421.26	\$16,339.74	37.34%
Streng Pond Maintenance District	\$47,303.00	\$27,431.49	\$19,871.51	42.01%
Woodland West (Westwood)	\$27,931.00	\$16,698.87	\$11,232.13	40.21%
Springlake	\$2,111,790.29	\$1,016,080.56	\$1,095,709.73	51.89%
Community Sports Park Programs	\$510,244.00	\$165,214.80	\$345,029.20	67.62%
Gateway	\$165,024.00	\$72,587.25	\$92,436.75	56.01%
Subtotal	\$3,814,701.09	\$1,655,975.49	\$2,158,725.60	56.59%
Total Parks Budget	\$7,584,343.82	\$3,449,247.77	\$4,135,096.05	55%



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Parks & Recreation Commission Meeting
DATE: October 24, 2022
ITEM #: K.6
SUBJECT: Community Services Department Quarterly Status Report for First Quarter FY23

Recommendation for Action:

Staff recommends that the Parks & Recreation Commission receive the Community Services Department Quarterly Status Report for the First Quarter FY23.

Staff Contact:

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

Discussion:

This Quarterly Status Report covers the period from July through September 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 First Quarter FY23.

Prepared by: Kris Bain, Community Services Program Manager

Reviewed by: Christine Engel, Community Services Director

Attachments:

1. Community Services FY 23 Quarter 1 Status Report

Community Services Department Quarterly Status Report First Quarter FY23

The following provides a summary of the Community Service Department's programs, activities, and events for the first quarter, July through September 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

- Youth sports organizations that use City fields had over 1,005 youth players participating in their activities. With Measure J funds, the groups saved over \$26,000 in Player Fees for the use of the City's fields during the fall season.
- Approximately 1,900 people attended events at the Community & Senior Center during facility rentals.
- Approximately 4,050 people attended the community-wide events that included the 4th of July Celebration, the Dive-in-Movie, and the Movie in the Park.
- Recreation Programming, which includes aquatics, youth and teens, recreation classes, and adult sports had 24,584 participants (97,588 participant hours). The total fees collected for the recreation programs was \$342,958.
- For the first time, swim lesson revenue surpassed \$100,000 (1,253 participants were enrolled in the swim lesson program, which is an increase from previous years).
- The Summertime Fun Club program had 260 participants use four park sites (a new site was added this year at the Community & Senior Center). In addition, 19 volunteers accumulated over 1,238 hours in community service time assisting with this program.
- Teens Helping Seniors returned to the recreation program offering for the first time since 2019. The 25 participants enrolled in the program served 89 seniors, completed 121 jobs, and the youth provided 693 hours of community service.
- Senior Center programs totaled 5,138 in participant hours.



4th of July Bike Parade leaving from Heritage Plaza

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 directly marketed activities onsite to students and parents of Lee and Douglass Middle Schools. Flyers, posters, and banners were distributed directly to new middle school students during orientation. Staff also promoted the Adult Sports leagues, the Dive In Movie, the Park Movie Night, and Youth Basketball League with flyers, digital flyers and emails, and banners to current and past participants.
- School Flyers: One school flyer (August 2022) was distributed to WJUSD students digitally to promote fall activities and programs. All school flyers are distributed in English and Spanish.
- Senior Newsletter: The Senior Gram newsletter is mailed to 470 households each month and is available online.
- Social Media: The Department utilizes Facebook and Instagram to advertise upcoming events and recreation programs.
- Rec2Go: Rec2Go provided departmental outreach at several community events and activities such as the weekly Farmer's Market, monthly Food Truck Mania, Catalyst B2S backpack give away, orientation at Lee and Douglass Middle Schools, Dingle Elementary event, and Adulting 101.

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 first quarter are shown below.

	General Facility Rentals <i>Includes rentals receiving discounts</i>	Facility Rentals <i>with Fees Waived</i>
Number of Rentals	22	5
Approximate Participants	1,720	177
Total Fees	\$14,110	\$12,608 (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 first quarter, the Sports Park was reserved for youth baseball and softball tournaments.

Tournament Rentals of Sports Park	
Number of Rentals	4
Number of Teams	64
Total Fees Collected	\$11,000

Youth User Groups Field Use

Players Fees

Youth organizations use city-owned fields for practices and games for soccer, baseball, and softball. Historically, “Player Fees” have been charged to each organization to cover the cost for use of the field for practices. With the passage of Measure J, the “Player Fees” for Woodland residents have been waived for all youth organizations who use City fields saving the organizations thousands of dollars. Those participating in youth organizations who do not reside within city limits are deemed non-residents and pay \$46 per player per season.

Youth sports organizations who used City of Woodland fields reported for the Fall 2022 season:

- 1,005 youth players
 - 280 baseball players
 - 725 soccer players
- Received waiver of \$26,130 in City fees

Since the Fall 2014 season when Measure J started:

- 18,856 players have been served
 - 8,646 baseball players
 - 10,210 soccer players
- \$379,929 in City fees has been waived to local user groups
 - \$172,254 for baseball groups
 - \$207,675 for soccer groups

Parks and Recreation Facility Improvement Projects

Park/Recreation Facility	Projects Completed
Community & Senior Center	Repaired dish-washing station with new faucet and spray wand. Repaired broken actuators on AC units in the boxing gym. Built plaque stand for the Casa Linda cookie display in the lobby. Installed outlets in banquet and meeting spaces. Installed 120v outlets for four speaker locations. Installed new audio system in C-court. Rebuilt hand wash station in kitchen. Performed maintenance on basketball goals. Changed water filters in kitchen. Cleaned and sanitized ice machine. Replaced vacuum breakers on Sloan valves.
Christiansen Park / Camarena Field	Intalled new plumbing for the water fountain.
Gonzales Park	Installed three sets of corn-hole games near playground area.
Hiddleson Park	Installed two sets of corn-hole games and a bench adjacent to shade structure.
Klenhard Park	New lighting was installed on southeast field.
Slaven Park	Replaced slide on the tot playground Replaced UV sterilization system for the spray feature.
Sports Park	Installed five sets of new soccer goals.

Campbell Park Play Structure Replacement Project

The City Council authorized \$375,000 for the play structure replacement project at Campbell Park. Based on the input from the community, the selected play structure features a mega tower, a saucer swing, a large spinner that can hold up to 10 children, and a therapeutic swing. In addition, there is a museum grand gallery meant for inclusive play for all. It is anticipated the replacement/installation to occur in early Spring 2023 with a grand opening of the new playground to take place in May.



Conceptual design for new Campbell Park playground

RECREATION ACTIVITIES – Special Events

Event	Event Date	Total Participants	Participant Hours	Fees Collected
4 th of July Celebration	July 4	Over 3,000	Over 3,000	Free Program
Dive In Movie Night*	Aug. 26	550	550	Free program
Park Movie Night*	Sept. 16	500	500	Free Program
Total Participants		4,050	4,050	\$0

**Event made possible by Measure J*



Movie in the Park at Pioneer Park

RECREATION ACTIVITIES - Aquatics

All aquatic programs are held at the Charles Brooks Community Swim Center. Aquatics programming is available for children as young as six months old through seniors and includes swimming lessons, lifeguard training, recreation swimming, a recreation swim team, lap swim and water aerobics. Summer programming at the pool ran through September 11.

Aquatics Program	Total Participants	Participant Hours	Fees Collected
Junior Lifeguards	34	544	\$3,230
Lap Swim & Water Aerobics	5,129	5,129	\$1,225
Public Swim*	12,755	31,888	Free Program
Swim Lessons	1,253	5,012	\$100,116
Woodland Wreckers Swim Team	161	n/a	\$24,745
Pool Scheduling & Reservations	n/a	n/a	\$12,130
Woodland Swim Team (rental)	n/a	n/a	\$5,730
Total	19,332	42,573	\$147,176

*Program made possible by Measure J



City swim instructor teaching swimming lessons

Pool Scheduling & Reservations

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 one swim meet. Fees Collected: \$5,730 (\$1,910 monthly rental fee)

RECREATION ACTIVITIES - Youth & Teen Recreation

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	Participant Hours	Fees Collected
After School Teen Pack*	745	1,927	Free Program
Rec2Go*	1,688	5,954	Free Program
Summer at City Hall*	19	798	Free Program
Summer Teen Pack*	25	5,800	\$8100
Summer Time Fun Club	260	20,800	\$132,453
Summer Time Fun Club Volunteer	19	1,238	\$475
Teens Helping Seniors*	25	693	\$625
Total	2,781	37,210	\$141,653

**Program made possible by Measure J*



Summertime Fun Club at Woodside Park



Teens Helping Seniors participants performing tasks

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	Participant Hours	Fees Collected	Total Expense	Net Revenue
	(3 months)	(3 months)	(3 months)	(3 months)	(3 months)
Boxing Youth*	110	1,320	\$1,396	\$4,320	\$(2,924)
Boxing Adult*	73	876	\$1,915	\$3,938	\$(2,023)
Cello Tennis Academy	221	648	\$9,980	\$8,937	\$1,044
Country Line Dance	131	229	\$786	\$550	\$236
Dance Flow	5	20	\$74	\$52	\$22
Dancing with Anja	5	25	\$150	\$84	\$66
National Academy of Athletics	26	390	\$1,228	\$-	\$1,228
Pilates	12	96	\$436	\$277	\$158
PHS Football Conditioning	91	2,730	\$1,844	\$1,291	\$553
Mad Science	20	300	\$2,929	\$2,030	\$899
Rock Steady Boxing**	24	486	\$-	\$450	\$(450)
Scottish Country Dance	7	63	\$230	\$157	\$74
Tai Chi & Qi Gong	18	53	\$290	\$203	\$87
Yolo Stage	26	3,185	\$6,310	\$5,704	\$606
Yoga	30	142	\$746	\$505	\$241
Total	799	10,563	\$28,314	\$28,497	\$(183)

* Youth Center Enterprise Budget (253) is not used for instructor expenses.

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



Yoga class offered through Community Services at the Community Center

RECREATION ACTIVITIES - Adult Sports

Adult sports activities are offered through the City. Activities include drop-in sports as well as organized softball and basketball leagues. Drop-in basketball (open gym) numbers are not reported, however, participation for the other programs is listed below.

Open Gym	Total Participants	Participant Hours	Fees Collected
Volleyball	191	392	\$738
Badminton	833	1,666	Free
Total	1,024	2,058	\$738

League Sports	Teams	Total Participants	Participant Hours	Fees Collected
Basketball (summer league)	11	106	848	\$4,950
Softball (summer league)	39	542	4,336	\$20,865
Total	50	648	5,184	\$25,815

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 5,138 participant hours during the first quarter.

Senior Programs

Programs	Total Sign Ins	Participant Hours	Fees Collected
Art Classes	164	328	Free Programs
Exercise Classes	1,298	1,840	Free Programs
Games	914	2,160	Free Programs
General Programs	165	330	Free Programs
Support Groups	115	230	Free Programs
Total	2,656	4,888	\$0

Senior Events

Programs	Date	Participants	Participant Hours
Volunteer Appreciation Dinner	8/11/2022	100	200
Shredding Event	9/28/2022	200	50
Total		300	250

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 first quarter of FY 23 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 January 2023. Funding includes FY 2019/20 and 2021/22 allocations. The contractor for construction and contractor for lead abatement were awarded contracts in September 2022.

FY 2020/21 Allocations

New Hope Community Development Corporation, Cottonwood Meadows Phase S-1 and S-2 Rehabilitation – New Hope will combine funding allocations awarded for FY 2020/21, 2021/22, and 2022/23 and construct the improvements in Fall 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 has selected a design contractor and is in the process of designing the improvements and expects to select a contractor by October 2022.

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 Fall 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 January 2023 and constructed in Spring 2023. Up to 23 ADA-compliant curb ramps will be installed. FY 2021/22 and FY 2022/23 projects and funding will be combined.

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 Fall 2022.

FY 2022/23 Allocations

On July 19, 2022, Woodland City Council approved the Annual Action Plan and the staff recommendation for funding allocation. Staff submitted the Annual Action Plan and is awaiting approval from HUD before agreements are executed with sub-recipients.

State Homekey Grant Application for Permanent Supportive Housing Project

The City of Woodland and co-applicant Friends of the Mission (FOM) were awarded \$15,770,467 through the State of California Homekey grant for the 61-unit Permanent Supportive Housing (PSH) project at the East Beamer Way campus. All of the housing units have been constructed and installed at the project site located on East Beamer Street near County Road 102. Tenants are scheduled to move in October 2022.

Vista del Robles Affordable House 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 tot 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) is calculated by:

- Drop In Programs: 1 Class meeting (in hours) x Total sign ins
Examples include Water Aerobics & Lap Swim, Badminton
- 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, Rec2Go visits

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).