



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

November 28, 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. Parks & Recreation Commission Meeting Minutes for October 24, 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 November 28, 2022

L. NEXT MEETING

6. The next meeting of the Parks & Recreation Commission is scheduled for January 23, 2023

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 **NOVEMBER 28, 2022** was posted on **NOVEMBER 18, 2022** at City Hall, 300 1st Street, at www.cityofwoodland.org, and was available for the public during normal business hours at the 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: November 28, 2022
ITEM #: I.2
SUBJECT:

Attachments:

1. Parks & Recreation Commission Minutes October 24, 2022

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, October 24, 2022

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 pm.

B. ROLL CALL

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

Absent:

Excused:

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

Art Williams from the Woodland Tennis Club spoke about the Woodland Tennis Club fundraiser for the tennis facility. He invited the commissioners to attend the event to be held on October 29.

E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

Commissioner Murrieta informed the commission that he and some other pickleball volunteers will be working with the After School Teen Pack at Douglass and Lee Middle Schools. Starting on November 7, they will be introducing the sport of pickleball to the students two times a month through the end of the school year.

Commissioner White-Snyder discussed with the commission that she tried to play softball at Dave Douglass Park. She said the gopher holes need to be addressed at the field. Staff stated they would talk to the vendor about gopher maintenance.

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

Verbal updates provided by Commissioners.

Commissioner White-Snyder provided a facilities update for the Woodland Girls Fastpitch facility. She said the group is still seeking funding for the fields that are scheduled to be built at the Community & Senior Center.

I. CONSENT CALENDAR

2. Approve Minutes for September 26, 2022

On a motion by Vice Chair Henry Murrieta, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, Commissioners approved the Parks & Recreation Commission Meeting Minutes from September 26, 2022.

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

Noes: None

Absent:

J. OTHER BUSINESS

3. Approve Commissioner Absence Request

On a motion by Commissioner Carla White-Snyder, seconded by Commissioner Jon-Paul Valcarenghi and carried unanimously on a roll call vote to approve Commissioner Ali's absence on November 28.

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

Noes: None

Absent:

4. FY 23 Parks & Recreation Commission Workplan
Item provided for information only.

K. REPORT OF THE STAFF

5. Community Services Staff Report for October 24, 2022

Verbal updates were provided by staff about the Community Services staff report.

6. Community Services Department Quarterly Status Report for First Quarter FY23

Verbal updates were provided by staff about the Community Services 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

On a motion by Commissioner Rashid Ali, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, the Commissioners adjourned the

meeting at 7:10 pm.

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

Noes: None

Absent:

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	<i>present</i>	EXCUSED						
Magalean Martin	<i>present</i>	<i>present</i>	<i>present</i>							
Henry Murrietta	<i>present</i>	<i>present</i>	<i>present</i>							
Jon-Paul Valcarenghi	<i>present</i>	<i>present</i>	<i>present</i>							
Carla White-Snyder	<i>present</i>	<i>present</i>	<i>present</i>							
Quorum	Yes	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	Commissioner Ali 11/28/22	
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: November 28, 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: November 28, 2022
ITEM #: K.5
SUBJECT: Community Services Staff Report for November 28, 2022

Recommendations for Action: Staff recommends that the Parks & Recreation Commission receive the staff report for November 28, 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 November 2022
2. CSD Expenditure Report November 2022
3. CSD Revenue Report November 2022

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

Parks & Recreation Facility Updates

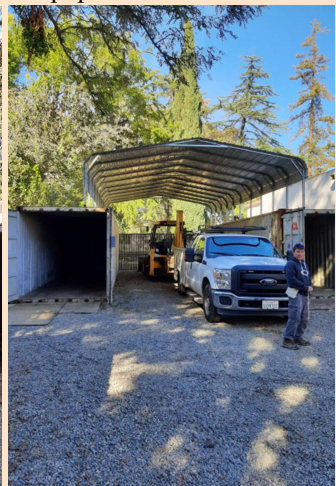
Woodland Community & Senior Center

Reservations since the last report

Private Reservations	City-Related Reservations
Wedding Reception	Lieutenant/Sergeant/Official Promotional Ceremony
Yolo County Board of Realtors	Sustainability Advisory Committee

Parks & Facility Projects

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Community & Senior Center	Made repairs in restrooms. Started the conversion of senior computer room to billiards room: switched light fixture, repaired drywall, prepared for chair rail and wainscoting. Installed 120v power supplies for banquet room projector screens. Installed mirror guard in fitness area. Cleaned drains and roof.
Rick Gonzales	Slit seeded the field   
Cemetery	Installed protective canopy cover for equipment.  

Cemetery

In October, there were three full burials. The services generated \$21,506 in sales.

Urban Forestry

Month	New construction inspections	Investigations	Planting	Pruning Contract	Pruning-City only	Pruning-Maintenance	Removal Program	Removal Program-City Contract	Hazard Response	Right of Way clearance	Stump Grinding	Cabling and Bolting	Total Work Orders
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
22-October	1	4	161	32	2	19	71	3	0	0	113	0	495
Total completed	For the month of October reporting period have been closed: 81 Work Orders : 3 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, 121 trees have been planted and 40 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 second reading of the ordinance will be on the December 6th City Council Agenda. Changes will go into effect on January 6, 2023.

Recreation Activities, Events, and Programs

Adult Recreation – Contract Classes

Scottish Country Dance

Scottish Country Dance is a contract class offered for adults taught by Michael Gregg. The class teaches the traditional social dance of Scotland, which is similar to American square or contra dance. Scottish County Dance uses the traditional and contemporary Scottish reels, jigs, and strathspeys. The September-October session of the class had 12 registrants that totaled 156 participant hours. The program occurs on Monday evenings from 6:30-8:00 pm at the Community & Senior Center.

Dynamic Dancing with Yvette

Dynamic Dancing offers several dance classes for adults taught by Yvette Corvo Misner. There were four classes taught during the fall session (September through October) Jazz+ 0, Jazz+ 1, Belly Dance 1, and Belly Dance 2/3. There were 8 participants amongst these 4 classes that accumulated 48 participant hours. Prior to 2020, Dynamic Dancing offered several classes for youth. It is anticipated that Dynamic Dancing will have more class offerings in 2023.

Adult Sports

Basketball

The Fall Basketball league that started on September 12 and concluded on November 21 included 40 year old and over and 50 year old and over divisions, in addition to an 18 year old and over division. The 40 and 50 year old and over age divisions allow players to play with athletes within their age range making games more competitive for everyone. Each division had six teams. Adult Basketball programming resumes in early spring 2023.

Softball

The fall Softball league started on August 26 and ended on November 11. During the fall season 21 men's teams played on Thursday nights, and 12 coed teams played on Friday nights. Additionally, this season was the return of the Tuesday night wood bat league that had 4 teams. The spring Adult Softball season is scheduled to begin in early March 2023.

Volleyball

The fall Volleyball league started on August 30 and concluded on November 1. Six teams played in one division on Tuesday nights. Adult Volleyball programming resumes in early spring 2023.

Events

Floating Pumpkin Patch (Measure R)

On October 28, the City held a special event at the pool, a "Floating Pumpkin Patch". Over 100 youth jumped in the water to select their pumpkins during their allotted timeframe. This event also included a haunted hall entry, caramel apples, hot apple cider, and arts and crafts presented by Rec2Go.

Cocoa with Santa Paws (Measure R)

Cocoa with Santa Paws, an event for dogs and their owners was held on Wednesday, November 16 at the Dog Park. Over 75 families with dogs came to the event. This dog and people-friendly event spread holiday cheer with cute dog photos with Santa, ornament making with dog paw prints, and snacks. All activities and snacks were dog and human-friendly. Several dog and family ensembles arrived festively dressed and participated in the contest; awards included: Most Festive Fido, Best Dog and Family, Mrs. Claus' Pick, Naughtiest Dog, Best Baby Reindeer, and Best Dressed.



Cocoa with Santa Paws – November 16

Upcoming Dates

December 5-January 3	Pool Closed for maintenance (installation of new heaters)
December 6, 7, 8	City of Woodland's (mobile) Santa Parade
December 10	Chamber of Commerce Holiday Parade
December 10	Tree Lighting Ceremony at City Hall
December 16	Parent's Night Out (CSD activity)
January 1	Polar Bear Plunge at the pool

RECREATION SNAPSHOT THRU 10/31/22				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
Community Services Administration	\$699,477.00	\$238,411.31	\$461,065.69	65.92%
Community & Senior Center	\$1,106,234.37	\$322,303.17	\$783,931.20	70.86%
Brook Swim Center-Recreation	\$196,192.00	\$64,170.09	\$132,021.91	67.29%
General Recreation Programs	\$640,553.01	\$204,710.81	\$435,842.20	68.04%
Subtotal	\$2,642,456.38	\$829,595.38	\$1,812,861.00	68.61%
Enterprise Fund				
Youth Enterprise	\$408,963.00	\$227,678.69	\$181,284.31	44.33%
Subtotal	\$408,963.00	\$227,678.69	\$181,284.31	44.33%
Measure J				
General Recreation Programs	\$0.00	\$211,465.48	-\$211,465.48	#DIV/0!
Middle School Programs	\$231,841.00	\$58,166.15	\$173,674.85	74.91%
Aquatics	\$520,012.59	\$392,073.30	\$127,939.29	24.60%
Recreation Van	\$113,973.00	\$38,774.15	\$75,198.85	65.98%
Summer Camp	\$168,268.00	\$64,435.29	\$103,832.71	61.71%
Youth Advisory Committee and Academy	\$5,000.00	\$0.00	\$5,000.00	100.00%
Subtotal	\$1,039,094.59	\$764,914.37	\$274,180.22	26.39%
Total Recreation Budget	\$4,090,513.97	\$1,822,188.44	\$2,268,325.53	55.45%

PARKS SNAPSHOT THRU 10/31/22				
Program	Budget	Expenses & Encumbrances	Balance	% Remaining
General Fund				
General Landscape Maintenance	\$413,324.00	\$303,286.45	\$110,037.55	26.62%
Park Maintenance	\$1,833,319.91	\$989,755.29	\$843,564.62	46.01%
Hiddleson Maintenance	\$1,641.00	\$0.00	\$1,641.00	100.00%
Charles Brooks Swim Center Maintenance	\$463,571.31	\$209,300.54	\$254,270.77	54.85%
Tree Maintenance	\$519,697.51	\$337,252.52	\$182,444.99	35.11%
Subtotal	\$3,231,553.73	\$1,839,594.80	\$1,391,958.93	43.07%
Enterprise Fund				
Cemetery Maintenance	\$538,089.00	\$191,120.71	\$346,968.29	64.48%
Subtotal	\$538,089.00	\$191,120.71	\$346,968.29	64.48%
Lighting & Landscape District				
Gibson Ranch	\$916,262.32	\$406,314.53	\$509,947.79	55.66%
Gibson Ranch CIP	\$60,000.00	\$0.00	\$60,000.00	100.00%
North Park District	\$43,761.00	\$29,014.77	\$14,746.23	33.70%
Streng Pond Maintenance District	\$47,303.00	\$30,245.75	\$17,057.25	36.06%
Woodland West (Westwood)	\$27,931.00	\$17,870.85	\$10,060.15	36.02%
Springlake	\$2,111,790.29	\$1,142,291.33	\$969,498.96	45.91%
Community Sports Park Programs	\$510,244.00	\$208,031.27	\$302,212.73	59.23%
Gateway	\$165,024.00	\$81,862.62	\$83,161.38	50.39%
Subtotal	\$3,882,315.61	\$1,915,631.12	\$1,966,684.49	50.66%

RECREATION - REVENUE SNAPSHOT thru 10/31/22			
Account Title	FY23 Projection	FY23 Revenue to Date	% of Projection
General Fund			
Msc. Sales	\$760.00	\$30.00	3.95%
C. Brooks Swim Center Revenue	\$155,000.00	\$30,782.73	19.86%
Community Senior Center Msc.	\$40,000.00	\$11,965.50	29.91%
Community Fitness Center	\$18,000.00	\$5,664.00	31.47%
Community Sports Park	\$225,000.00	\$65,566.00	29.14%
Subtotal	\$438,760.00	\$114,008.23	25.98%
Enterprise			
Recreation Contract	\$211,000.00	\$19,342.92	9.17%
General Recreation	\$146,000.00	\$24,897.25	17.05%
Senior Programs Revenue	\$13,000.00	\$4,386.00	33.74%
Yolano Recreation Program Income	\$15,000.00	\$3,948.33	26.32%
Adult Recreation & League Programs	\$83,000.00	\$30,230.00	36.42%
Subtotal	\$468,000.00	\$82,804.50	17.69%
Measure J			
Measure J	\$30,000.00	\$1,579.00	5.26%
Subtotal	\$30,000.00	\$1,579.00	5.26%
TOTALS	\$936,760.00	\$198,391.73	21%

PARKS - REVENUE SNAPSHOT thru 10/31/22			
Account Title	FY23 Projection	FY23 Revenue to Date	% of Projection
General Fund			
Park Revenue	\$63,000.00	\$70,760.00	112.32%
Subtotal	\$63,000.00	\$70,760.00	112.32%
Enterprise Fund			
Cemetery Internment Space	\$35,000.00	\$33,462.00	95.61%
Cemetery Services	\$44,000.00	\$27,445.00	62.38%
Cemetery Products	\$32,000.00	\$18,079.00	56.50%
Endowment Care Fee	\$20,000.00	\$14,331.00	71.66%
Subtotal	\$131,000.00	\$93,317.00	71.23%
Lighting & Landscape District			
Gibson Ranch Park Revenue	\$16,000.00	\$3,440.00	21.50%
Springlake Park Revenue	\$13,000.00	\$4,855.00	37.35%
Subtotal	\$29,000.00	\$8,295.00	28.60%
Totals	\$223,000.00	\$172,372.00	77%