



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

October 23, 2023
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

This is an opportunity for the public to speak to the Parks & Recreation Commission on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Commission and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent, if any. The Chair may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available.

Written Public Comments: Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to WoodlandCSD@cityofwoodland.org. Written Comments received at least two (2) hours prior to the scheduled start time of the Parks & Recreation Commission meeting will be provided to the Commission and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the Parks & Recreation Commission meeting and during the Commission meeting will be provided to the Parks & Recreation Commission the day following the Commission meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Parks & Recreation Commission members and staff to make comments and announcements to express concerns, or to request the Commission's consideration of any items a Commission member would like to discuss at a future Commission meeting.

F. PRESENTATION

1. Project Phoebe Update

G. COMMITTEE REPORTS

2. Standing Committee Report
 - Facilities Committee
 - Program & Department Evaluation
 - Budget & Finance Committee
 - Urban Forest Committee
 - Volunteerism Committee

H. BUSINESS ITEMS

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

I. CONSENT CALENDAR

7. SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for July 24, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the July 24, 2023 meeting.

8. SUBJECT: Revisions to Policy for Naming Parks and Recreation Facilities in Woodland

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the revisions to the Policy for Naming Parks and Recreation Facilities in Woodland

J. REPORT OF THE STAFF

9. SUBJECT: Community Services Department Staff report for October 23, 2023

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission receive the CSD staff reports for October 23, 2023

10. SUBJECT: Community Services Department Quarterly Status Report for First Quarter FY24

RECOMMENDATION: Parks & Recreation Commission receive the Community Services Quarterly Status Report for the First Quarter FY24

K. NEXT MEETING

11. The next meeting of the Parks & Recreation Commission is scheduled for November 27, 2023.

L. 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 23, 2023** was posted on **OCTOBER 18, 2023** at City Hall, 300 1st Street, at www.cityofwoodland.org, and was available to the public during normal business hours at the Woodland Community & Senior Center at 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.

FY24

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 24 Commissioner Attendance

Commissioners	7/24/23	9/25/23	10/23/23	11/27/23	1/22/24	2/26/24	3/25/24	4/22/24	5/20/24	6/24/24
Rashid Ali	X	No Quorum								
Magalean Martin	X	No Quorum								
Henry Murrieta	X	Excused								
Jon-Paul Valcarenghi	Absent	No Quorum								
Carla White-Snyder	X	No Quorum								
Quorum	YES	NO								

FY 24 Commissioner Absence Request

Date Request Made

June 2023

July 2023

September 2023

October 2023

November 2023

January 2024

February 2024

March 2024

April 2024

May 2024

Commissioner Murrieta – 9/25/23



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Rashid Ali	radali@ucdavis.edu	6/30/2024
Magalean Martin, Chair	Magalean.martin@cityofwoodland.org	6/30/2027
Henry Murrietta, Vice Chair	h_murrieta@yahoo.com	6/30/2026
Jon-Paul Valcarenghi	Jon-Paul.Valcarenghi@cityofwoodland.org	6/30/2025
Carla White-Snyder	whitesnyderc@gmail.com	6/30/2026

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: White-Snyder

* 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

Updated 6/21/2023

FY23-24 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>	

FY23-24 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 23, 2023
ITEM #: I.7
SUBJECT: SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for July 24, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the July 24, 2023 meeting.

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the July 24, 2023 meeting.

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

Attachments:

1. Parks & Recreation Commission Minutes July 24, 2023

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, July 24, 2023

6:30 PM

A. CALL TO ORDER

Meeting called to order at 06:30 PM

B. ROLL CALL

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

Absent: Commissioner Jon-Paul Valcarenghi

Excused:

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

Park Naming

Susan Cobos (on naming of the park). Frank Cobos name they recommended.

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E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Parks & Recreation Commission members and staff to make comments and announcements to express concerns, or to request the Commission's consideration of any items a Commission member would like to discuss at a future Commission meeting.

F. COMMITTEE REPORTS

1. Standing Committee Report

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

Program & Department Evaluation had an update presented by Civic Fellow Sherston Rosenfeld for the surveys she created and has sent out to program participants and part-time employees. Feedback is being sought, such as what they like about the programming, the Community Services Department, and whether the programs are valuable accessible, and affordable.

G. CONSENT CALENDAR

2. SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for May 22, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the May 22, 2023 meeting.

On a motion by Commissioner Rashid Ali, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, Commissioners voted to approve Parks & Recreation Commission Meeting Minutes for May 22, 2023.

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

Noes: None

Absent: Commissioner Jon-Paul Valcarenghi approve minutes

H. BUSINESS ITEMS

3. Approve Commissioner Absence Request

On a motion by Commissioner Rashid Ali, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, the Commissioners approved Commissioner Murrieta's absence for the September 2023 meeting.

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

Noes: None

Absent: Commissioner Jon-Paul Valcarenghi

4. Election of Officers

This item was tabled until the September 2023 meeting.

5. Committee Assignments

This item was tabled until the September 2023 meeting.

6. Review and Approve Workplan for Commissioners

Commissioners were asked to make changes and submit them to staff. This item was tabled until the September 2023 meeting.

I. REPORT OF THE STAFF

7. SUBJECT: Community Services Department Quarterly Status Report for Fourth Quarter FY23

RECOMMENDATION: Parks & Recreation Commission receive the Community Services Quarterly Status Report for Fourth Quarter FY23

Verbal updates provided by Staff.

8. SUBJECT: Community Services Department Staff report for June 26 and July 24, 2023

RECOMMENDATION FOR ACTION: Parks & Recreation Commission receive the CSD staff reports for June 26 and July 24, 2023

Verbal updates provided by Staff.

J. NEXT MEETING

9. The next meeting of the Parks & Recreation Commission is scheduled for September 25, 2023.

K. ADJOURN

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

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

Noes: None

Absent: Commissioner Jon-Paul Valcarenghi

The meeting adjourned 7:10 pm.



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: October 23, 2023
ITEM #: I.8
SUBJECT: Park and Recreation Facility Naming

Recommendation for Action: Staff recommends that the Parks & Recreation Commission approve the revisions to the Policy for Naming Parks and Recreation Facilities in Woodland

Staff Contact:

Christine Engel, Community Services Director, christine.engel@cityofwoodland.org; (530) 661-2000

Fiscal Impact:

There are no fiscal impacts as a result of the policy revision.

Background:

The current policy for naming parks and recreation facilities in Woodland was approved in 1995. The policy identifies a process for naming public parks and recreation facilities in Woodland. Recently it was identified that the policy should be broadened to include naming of other facilities.

Discussion:

As the community has grown with the addition of parks, greenbelts, and pathways, it has been identified that there should be a process to name these facilities. The current policy has been revised to expand the types of facilities that could fall under the Policy for Naming Parks and Recreation Facilities. The expanded list of facilities adds community and neighborhood parks, greenbelts, sports courts, and dedicated bike and pedestrian paths and bridges. It also adds "cultural significance" as a factor to be considered in name selection (ie the name of a facility should have.....cultural or historical significance...").

After action on this item is taken by the Parks & Recreation Commission, the item will then be brought forward to the City Council for consideration. The Council will be briefed on any input that was provided by the Commission, as well as direct staff on any changes they would like made to the policy.

Conclusion:

Staff recommends that the Parks & Recreation Commission approve the revisions to the Policy for Naming Parks and Recreation Facilities in Woodland

Prepared by: Christine Engel, Community Services Director

Attachments:

1. Draft Facility Naming Policy

Policy for Naming Parks and Recreation Facilities in Woodland

Purpose & Overview

The purpose of this policy is to provide rules and guidelines for naming public parks, greenbelts, and recreation facilities in the City of Woodland. The naming of facilities is a very important process-decision and should be handled in a prescribed manner. The decision should be made by the City Council with input from Parks, Recreation and Community Services Department staff, Parks and Recreation Commission and the general public.

Need

It is the intent of the Parks and Recreation Commission to clarify the City's policy on the naming of public parks and facilities. The term "park" is used in this document to refer to an entire park, sections of a park, park areas and park facilities. This policy is intended to govern the naming of regional and community parks, neighborhood parks, greenbelts, play areas, golf courses, picnic areas, park buildings, bleachers, groves of individual trees, etc., located within the City. The term "Recreation facilities" is used in this document to refer to ballfields, sport courts, swimming pools, gymnasiums, community and fitness centers, dedicated bike and pedestrian paths and bridges, etc. For the purposes of this policy, these parks, recreation areas and facilities will be termed as "facility" which may be construed and/or operated by joint agreement with other governmental agencies, School District, non-profit organizations, and/or commercial business.

Policy

1. Facilities should be named at least thirty (30) days before the facility is ready for use.
2. The name of a facility, if possible, should have local topographic, community, cultural, or historical significance, or relate to an unusually significant feature of the facility generally recognized and known throughout the City.
3. A facility should be named after a living or deceased person who is or was a resident of the Woodland community if one of the following conditions apply:
 - A. The facility was acquired by means of:
 - 1) A substantial gift or donation from an individual.
 - 2) A substantial gift or donation from a family, corporation, or non profit organization.
 - 3) A substantial gift or donation which carries a stipulation for naming the facility, if acceptable to the Department, Commission and City Council.
 - B. The living person has made a substantial contribution in terms of volunteer services, providing a broad recreational or environmental benefit to the residents of the Woodland community.

- C. A facility may be named after a person, or group of individuals, whose life(s) or circumstance provides a compelling community-wide interest or sentiment.
- 4. A new site selected and acquired for a facility should be named as quickly as possible to avoid prolonged use of a temporary designation. The naming of a park or recreation facility should be a reflection of the cultural diversity of our community.
- 5. The Parks and Recreation Commission may ~~ask the Commission on Aging or the Child Care Commission to seek input from other City Commissions on the naming of~~ a facility if it is deemed within their scope of responsibility.

Procedures and Implementation

- 1. The following procedures for naming a facility shall be used:
 - A. Unless otherwise directed by City Council, Whenver possible, the ~~Parks, Recreation and~~ Community Services Department and Parks and Recreation Commission will solicit suggestions and recommend a name to the City Council during the planning stages, prior to facility construction and in compliance with the "thirty (30) day" rule (as stated in #1 under "Policy").
 - B. The Parks, Recreation and Community Services Department will solicit help from historical societies, or other groups having special knowledge, when considering a name to highlight an area's geographic, ~~or~~ historical, or cultural significance.
 - C. To stimulate public interest and obtain suggestions, a part of the selection process to name a facility may include various means to stimulate public involvement. The ~~Parks, Recreation and~~ Community Services Department will conduct the process and shall consider only suggestions which meet these policy guidelines. Once suggestions are collected, they will be forwarded to the facilities subcommittee of the Parks and Recreation Commission. The subcommittee, in conjunction with the ~~Parks, Recreation and~~ Community Services staff, will evaluate the proposed name and formulate a recommendation for the Commission's consideration. The Parks and Recreation Commission shall then take the Commission's recommendation ~~approved by the Commission~~ to the City Council for final approval consideration.
 - D. To avoid duplication and confusion, all proposed names for a facility must be cleared with, and checked against, a master list of facility names, to be kept current by the ~~Parks, Recreation and~~ Community Services Department. The master list may be obtained from the Department upon request.



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: October 23, 2023
ITEM #: J.9
SUBJECT: SUBJECT: Community Services Department Staff report
for October 23, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission receive the staff report for October 23, 2023

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

DISCUSSION: The staff report covers the period for the Community Services Department since the last Parks & Recreation Commission meeting.

CONCLUSION: Staff recommends that the Parks & Recreation Commission receive the staff report for October 23, 2023

Attachments:

1. CSD Staff Report October 2023

Parks & Recreation Commission Community Services Department Monthly Staff Report

October 2023

Parks & Recreation Facility Updates

Community & Senior Center

Reservations since the last report

Private Reservations	City-Related Reservations
Yolo County Realtors (2)	Woodland Public Library – Adulting 101
Flying Needles Quilters Guild	Sustainability Advisory Committee Meeting (2)
Wedding Reception	WCC Meeting
	Kiwanis Regular Members Meeting

Parks & Facility Projects

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Community & Senior Center	Completed building the cart for volleyball equipment. Installed tow hitch on department truck. Built coat racks for the fitness center. Installed water-sourced heat pump in art & craft room. Adapted ladder in data room to be removed as needed.
Slaven Park	Replumbed the drinking fountain and replaced the air pump at the bike station.
Staff Training	Staff attended the following trainings: pesticide training, confined space training, and bio-mechanics of trees.

Cemetery

In the month of September, there were four full burials and six cremains' burials. These services generated \$20,872 in sales.

Urban Forestry

Month	New construction inspections	Investigations	Planting	Pruning	Pruning-Contract	Pruning-Contract only	Pruning-Maintenance	Removal Program	Removal Contract	Removal Program-City	Hazard Response	Right of Way clearance	Stump Grinding	Cabling and Bolting	Total Work Orders
22-September	1	4	135	31	2	18	72	3	0	0	0	126	0		392
22-October	1	4	161	32	2	19	71	3	0	0	0	113	0		406
22-November/December	1	5	162	35	2	17	64	3	0	0	0	101	0		390
23-January	2	4	201	36	2	17	48	3	0	0	0	58	0		371
23-February	1	4	199	24	2	12	51	1	0	0	0	52	0		346
23-March	1	4	166	22	2	12	51	1	0	0	0	41	0		300
23-April	1	4	171	23	1	12	53	1	0	0	0	45	0		311
23-May	1	4	147	23	1	12	41	1	0	0	0	27	0		257
23-June	1	4	143	23	1	12	31	1	0	0	0	27	0		243
23-July/August	1	4	140	17	1	7	34	1	0	0	0	38	0		243
23-September	1	4	151	8	1	7	41	1	0	0	0	40	0		254
Total completed	For the September reporting period: 48 Work Orders : 7 Service Request														

Work Orders: Staff continues to assess different categories of Work Orders still in need of completion. Staff is working with homeowners on tree replacements to identify the type of tree they would like to have planted, and then will coordinate the planting of the tree as staffing levels and weather permits (the Woodland Tree Foundation has also been assisting with these tree plantings).

Tree Plantings and Removals: For calendar year 2023, 208 trees were planted and 141 trees were removed.

Recreation Activities, Events, and Programs

Aquatics

Lap Swim/Water Exercise: The Lap Swim and Water Exercise program hours changed to the fall/winter “off-season” schedule. Program hours changed from week nights 7:30-8:30 pm to 7:00-8:00 pm and weekends from 10:00 am-12:00 pm to 10:00-11:30 am. The off-season hours continue until April and revert to the later times when there is a great demand for pool space.

Pool Scheduling and Reservations: High school water polo season started in August (the facility hosts Woodland High School and Pioneer High School teams). The teams utilize the deep half of the of the pool from 3:45-7:00 pm Monday through Friday, while the Woodland Swim Team uses the shallow half.

Dixon High School hosted a water polo tournament on Saturday, October 14. Two games were played every hour throughout the day. Hosting this one-day tournament rental generated \$1,500 in revenue. Twenty different high school teams were in attendance.

Events

Trilogy Challenge: On Saturday October 7, Community Services hosted the second annual Trilogy Challenge disc golf tournament at Ferns Park. Forty-four disc golfers entered into four divisions: Open,

Amateur, Women, and Youth. In this event, all participants used the same three golf discs provided to them in a 24-hole competition. The tournament was sponsored by Blue Note Brewing Co., who has been a partner since 2015. This is the 9th disc golf tournament hosted by CSD in the last 11 years.

Open division winners: 1st – Sunny Mallinson, Woodland; 2nd – Shelby Smith, Woodland; 3rd – Christian Johnson, Woodland. Amateur division winners: 1st – Jason Jones, Sacramento; 2nd – Mike Navarec, Vacaville; 3rd – Nick Enos, Davis. Women’s division winner: Allisyn Johnson, Woodland. Youth division winner: Edwin Manjarrez, Colusa.



Participants of the 2023 Trilogy Challenge

Movie Series: The Fall Movies Series culminated on October 13 at Movies on Main Street. Over 400 people came out to watch a screening of “Lightyear” on Main Street. Prior to the movie being shown, those in attendance visited local the partner outreach tables, had photo opportunities with the antique fire trucks and played various themed games in the Fun Zone.

Youth Recreation

Afterschool Teen Pack: The Afterschool Teen Pack program started the school year on Monday, August 14 at Douglass and Lee Middle schools. The program runs school days, Monday through Thursday from dismissal until 5:00 pm. Participants are kept active and engaged in several activities after school and have participated in activities such as snack making, sports and games, crafts, and guest speakers. New this year, staff is incorporating a STEM component to the program for fun experiments in science and technology.

Noteworthy Dates

October 27 - Floating Pumpkin Patch at the Pool



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: October 23, 2023
ITEM #: J.10
SUBJECT: SUBJECT: Community Services Department Quarterly Status Report for the First Quarter FY24

RECOMMENDATION: Parks & Recreation Commission receive the Community Services Quarterly Status Report for the First Quarter FY24

Recommendation for Action: Staff recommends that the Parks & Recreation Commission receive the Community Services Department Quarterly Status Report for the First Quarter FY24.

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 2023. 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 FY24.

Prepared by: Kris Bain, Community Services Program Manager

Reviewed by: Christine Engel, Community Services Director

Attachments:

1. Community Services First Quarter Report FY24

Community Services Department Quarterly Status Report First Quarter FY24

The following provides a summary of the Community Service Department's programs, activities, and events for the first quarter, July through September 2023.

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 1,370 people attended events at the Community & Senior Center during facility rentals.
- Approximately 4,000 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 20,341 participants (131,182 participant hours). The total fees collected for Recreation Programming was \$415,234.
- The Summertime Fun Club program had 259 participants and used four park sites (Ferns, Pioneer, Woodside, and Community Center). In addition, 13 volunteers accumulated 784 hours in community service time assisting with this program.
- Teens Helping Seniors had 20 participants enrolled in the program and served 59 seniors (62 jobs plus 14 alternative projects). The youth provided 861 hours of community service.
- The total fees collected for Swim Lessons exceeded \$100,000.
- Senior Center programs totaled 8,576 sign-ins (8,549 participant hours).



4th of July Bike Parade leaving 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 swim lesson participants and 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 Dive In Movie, the Park Movie Night, and Youth Basketball League with flyers, digital flyers and emails, and banners to current and past participants.
- Direct Mailing: A large postcard was mailed to all residents of Woodland advertising fall activities and events.
- Senior Newsletter: The Senior Gram newsletter is mailed to 470 households each month and is available online at www.cityofwoodland.org/seniors.
- 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, Empower Yolo, weekly Adult Sports visits, National Night Out, orientation events at Lee and Douglass Middle Schools, Back to School Nights, and Dingle Family Day.

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	12	10
Approximate Participants	910	460
Total Fees	\$10,486	\$16,831 (waived)

Sports Park Tournament Reservations

Tournament rentals are available for the Sports Park Complex. During the first quarter, the Sports Park was reserved for youth baseball and softball tournaments.

Tournament Rentals of Sports Park	
Number of Rentals	5
Number of Teams	75
Total Fees Collected	\$17,250

Parks and Recreation Facility Improvement Projects

Park/Recreation Facility	Projects Completed
Campbell Park	Leveled and compacted the decomposed granite path.
Camarena Ball Field	Replaced the backstop.
Community Swim Center	Replaced recirculating plumbing.
Community & Senior Center	Maintained commercial dishwasher. Maintained soap dispensers in restrooms. Installed new Smart TV display in Admin Conference Room. Continued changing out LED light panels in the Meeting Rooms. Converted to LED lights in fitness center restrooms. Cleaned and repaired dehumidifiers in boxing gym. Pressure washed banquet patio area. Repaired scoreboard on in gymnasium. Created rolling cart for volleyball equipment. Created and mounted boards for TRX mounts and bands in fitness center. Installed coat rack in fitness center. Pressure washed building and grounds, and cleaned exterior windows.
Crawford Park	Added nearly five hundred yards of engineered wood fiber to the playground.
Dave Douglass Park	Placed a new memorial bench in the park donated by the Drummond family.
Gonzales Park	Repainted restrooms.
Hiddleson Park	Added nearly seventy yards of engineered wood fiber to the playground.
Klenhard Park	Installed new lighting on southeast field.
Pioneer Park	Replaced the double slide.

Campbell Park Play Structure Replacement Project

The newly expanded and revamped playground and dog agility area project has been completed. The re-grand opening event was held on July 19th and ice cream was distributed to all in attendance.



Updated Campbell Park playground and dog agility course

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 event
Dive In Movie*	Aug. 26	750	1,500	Free event
Movie in the Park*	Sept. 15	250	500	Free event
Total Participants		4,000	5,000	\$0

* Event funded by Measure R



Dive In Movie at the pool

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 ran through August 20.

Aquatics Program	Total Participants	Participant Hours	Fees Collected
Junior Lifeguards	20	320	\$1,900
Lap Swim & Water Aerobics	4,173	4,173	\$1,978
Public Swim*	9,324	31,888	Free Program
Swim Lessons	1,200	4,880	\$103,311
Woodland Wreckers Swim Team	159	n/a	\$26,235
Pool Scheduling & Reservations	n/a	n/a	\$14,094
Woodland Swim Team (rental)	n/a	n/a	\$4,755
Total	14,876	41,261	\$152,273

*Program funded by Measure R

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. Fees Collected: \$4,775 (\$1,910 monthly rental fee)



Water Exercise participant

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 *	398	999.5	Free Program
Rec2Go*	1,270	4,300	Free Program
Summer at City Hall*	8	336	Free Program
Summer Teen Pack*	22	7,744	\$13,025
Summer Time Fun Club	259	53,460	\$154,281
Summer Time Fun Club Volunteer	13	784	\$325
Teens Helping Seniors*	20	861.5	\$500
Total	1,990	68,485	\$168,131

**Program funded by Measure R*



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)
Art with Stephanie	19	116	\$1,620	\$1,134	\$486
Boxing Youth*	126	1260	\$1,974	\$3,960	\$(1,986)
Boxing Adult*	83	830	\$2,135	\$4,800	\$(2,665)
Cello Tennis Academy	252	1008.5	\$13,158	\$11,028	\$2,130
Country Line Dance	333	1961.5	\$1,998	\$1,399	\$599
Cuban Salsa	24	96	\$903	\$588	\$315
Dance Flow/Tai Chi	64	256	\$3,036	\$2,072	\$964
Dynamic Dancing	4	16	\$173	\$107	\$66
Lego Engineering	44	660	\$8,159	\$5,698	\$2,461
National Academy of Athletics	17	255	\$811	\$0	\$811
Pilates	39	312	\$1,346	\$901	\$446
PHS Football Conditioning	82	2,460	\$1,660	\$1,162	\$498
Mad Science	52	780	\$8,164	\$5,715	\$2,449
Rock Steady Boxing**	38	390	\$-	\$650	\$(650)
Scottish Country Dance	16	128	\$543	\$371	\$172
Socceroo	42	175.5	\$3,380	\$2,310	\$1,070
Yolo Stage	34	2,975	\$9,825	\$7,703	\$2,122
Yoga	24	152	\$897	\$608	\$289
Total	1,293	13,831	\$59,782	\$50,206	\$9,577

* 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



Cello International Tennis Academy Summer Camp

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 Sign-Ins	Participant Hours	Fees Collected
Volleyball	162	382	\$648
Badminton	1,099	3,297	Free
Total	1,261	3,679	\$648

League Sports	Teams	Total Participants	Participant Hours	Fees Collected
Basketball (summer league)	22	229	726	\$11,000
Softball (summer league)	39	692	3,200	\$23,400
Total	61	921	3,926	\$34,400

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 8,549 participant hours during the first quarter.

Senior Programs

Programs	Total Sign Ins	Participant Hours	Fees Collected
Art Classes	486	1,314	Free Programs
Exercise Classes	1,986	1,366	Free Programs
Games	2,665	3,232	Free Programs
General Programs	2,130	1,822	Free Programs
Support Groups	599	200	Free Programs
Total	7,866	7,934	\$0

Senior Events

Programs	Date	Participants	Participant Hours
Ice Cream Social	Jul. 4	350	350
Volunteer Appreciation Dinner	Aug. 10	110	220
AARP Shredding Event	Sept. 27	250	45
Total		710	615



Senior Volunteers recognized for their volunteerism at the Senior Center

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 24 are provided below.

Status of CDBG Activities

FY 2022/23 Allocations

City of Woodland, ADA Accessibility Project – The project began in May 2023 and is set to be completed in August 2023. The project was combined with the FY 2021/22 project. Construction began in May 2023 and the project was completed in August 2023. Twelve ADA-compliant curb ramps were installed, five crosswalks were upgraded with yellow high visibility paint, one crosswalk was slurry sealed, and one commercial driveway was replaced.

FY 2023/24 Allocations

The City of Woodland was awarded \$452,510 in CDBG funds for FY 2023/24.

City Council approved the following projects:

Applicant	Project Title	Funding
Public Infrastructure Activities		
City of Woodland	ADA Accessibility Project	\$294,131.50
Public Service Activities		
Northern California Children's Therapy Center	Project HOPE	\$12,876.50
Legal Services of Northern California	Fair Housing Services	\$10,000
Meals on Wheels Yolo County	Operation Accelerate	\$15,000
Yolo Wayfarer Center	Emergency Shelter Services	\$15,000
Yolo Food Bank	Nurture Woodland	\$15,000
Administration		
City of Woodland	CDBG program administration	\$90,502

Continuum of Care Grants

HUD approved funding in the amount of \$348,174 for the Continuum of Care Reallocation Project for FY 2023/24. The Continuum of Care grants have funded Fourth & Hope's Supportive Housing Program in the City of Woodland for many years. The Supportive Housing Program provides permanent supportive housing and support services for individuals and families experiencing homelessness.

New Walter's House Substance Use Disorder Treatment Facility

Construction of the new Walter's House facility has official begun. The move to the East Beamer Way campus is the third phase in the overall project and will provide for an increase in the number of beds, from 44 beds at the current location to 60 beds at the East Beamer Way Campus. The facility is primarily funded through the California Department of Health Care Services' (DHCS) Behavioral Health Continuum Infrastructure Program (BHCIP) (\$12.5 million).

Vista del Robles Affordable Housing Project Phase I & Phase II

Phase 1: Chelsea Development Corporation broke ground on its 72-unit affordable housing project in April 2022 with loan assistance from the City of Woodland. Rental rates are restricted to low-income households

earning between 30 and 60 percent of the median household income, adjusted for household size. The housing development is being constructed at the corner of West Main Street and Ashley Avenue. The project is approximately 90% complete and anticipates to open as early as November 2023. To join the interest list please visit <https://www.conam.com/property/vista-del-robles-apartments/> and select “Join Our Interest List”.

Phase 2: The second phase of the project will include the construction 96 affordable units. Rental rates will also be restricted to low-income households earning between 30 and 60 percent of the median household income, adjusted for household size. The second phase will also include 20+ units for developmentally disabled individuals. The developer is currently pursuing funding for Phase 2.

The overall project will accept Project Based Vouchers and 15% of the total units will be constructed as accessible units. All the units on the first floors of Phase 1 and 2 are adaptable and can be converted to accessible units. All units of the project are restricted for low-income households earning between 30 and 60 percent of the median household income for Yolo County.

Affordable Housing

Revival Development by Tim Lewis Communities (TLC)

On August 15, 2023 City Council held a public hearing to approve an amendment to the project Development Agreement that would allow the TLC to pay affordable housing fees in lieu of constructing the remaining 14 inclusionary housing units. (TLC sold 3 affordable units in 2022). City Council approved the recommendation and conducted a second reading on September 5, 2023. The proposed fee is \$39,000 per affordable unit, which shall be paid in a lump sum equivalent to \$546,000, 30 days after the approval of the second reading of the First Amendment to Development Agreement. In-lieu fees collected in the past have supported the development of affordable multifamily rental projects and other programs that support lower income individuals/families attain homeownership.

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).