



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

November 27, 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. APPROVAL OF MINUTES

1. 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.

2. SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for October 23, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the October 23, 2023 meeting.

E. 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.

F. 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.

G. BUSINESS ITEMS

3. Standing Committee Report
 - Facilities Committee
 - Program & Department Evaluation
 - Budget & Finance Committee
 - Urban Forest Committee
 - Volunteerism Committee
4. Approve Commissioner Absence Request
5. Election of Officers
6. Review Committee Assignments

H. REPORT OF THE STAFF

7. SUBJECT: Community Services Department Staff report for November 27, 2023

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission receive the CSD staff reports for November 27, 2023

I. NEXT MEETING

8. The next meeting of the Parks & Recreation Commission is scheduled for January 22, 2024.

J. 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 27, 2023** was posted on **NOVEMBER 15, 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.



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: November 27, 2023
ITEM #: D.1
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.

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.

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

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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: November 27, 2023
ITEM #: D.2
SUBJECT: SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for October 23, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the October 23, 2023 meeting.

SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for October 23, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the October 23, 2023 meeting.

Attachments:

1. Parks & Recreation Commission Minutes October 23, 2023

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, October 23, 2023

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 pm

B. ROLL CALL

Council Members Present: Commissioner Rashid Ali, Chair Magalean Martin, Commissioner Jon-Paul Valcarenghi

Absent: Commissioner Carla White-Snyder, Vice Chair Henry Murrieta

Excused:

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

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E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

Commissioner Valcarenghi provided feedback about the newly opened dog agility area at Jack Slaven Park. He asked if a water spigot was planned to be installed and whether the dog waste station had been installed yet.

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

No committee updates were provided.

H. BUSINESS ITEMS

3. Approve Commissioner Absence Request

There were no absence requests.

4. Election of Officers

This item was tabled to the November meeting.

5. Committee Assignments

This item was tabled to the November meeting.

6. Review and Approve Workplan for Commissioners

On a motion by Commissioner Rashid Ali, seconded by Commissioner Jon-Paul Valcarenghi and carried unanimously on a roll call vote, Parks and Recreation Commissioners approved the work plan for FY24.

Ayes: Commissioner Rashid Ali, Chair Magalean Martin, Commissioner Jon-Paul Valcarenghi

Noes: None

Absent: Commissioner Carla White-Snyder, Vice Chair Henry Murrieta

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.

The item was tabled to the next meeting because only Commissioner Ali and Chair Martin could vote to approve the item, and Commissioner Valcarenghi was not present at the July 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

On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Commissioner Rashid Ali and carried unanimously on a roll call vote, the Parks and Recreation Commissioners approved the edits to the Park and Recreation Facility Naming as proposed.

Ayes: Commissioner Rashid Ali, Chair Magalean Martin, Commissioner Jon-Paul Valcarenghi

Noes: None

Absent: Commissioner Carla White-Snyder, Vice Chair Henry Murrieta

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

Verbal updates provided by staff.

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

Verbal updates provided by staff.

K. NEXT MEETING

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

L. ADJOURN

The meeting adjourned at 7:08 pm

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	X							
Magalean Martin	X	No Quorum	X							
Henry Murrieta	X	Excused	Absent							
Jon-Paul Valcarenghi	Absent	No Quorum	X							
Carla White-Snyder	X	No Quorum	Excused							
Quorum	YES	NO	YES							

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**

Program & Department Evaluation
Ali, Martin

Ad Hoc Committee
White-Snyder

Budget and Finance Committee
Martin, **Murrietta**

Urban Forest Committee
Valcarenghi, Ali

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 11/9/2023



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: November 27, 2023
ITEM #: H.7
SUBJECT: SUBJECT: Community Services Department Staff report
for November 27, 2023

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission receive the CSD staff report for November 27, 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 November 27, 2023.

Attachments:

1. CSD Staff Report November 2023

Parks & Recreation Commission Community Services Department Monthly Staff Report November 2023

Parks & Recreation Facility Updates

Community & Senior Center

Reservations since the last report

Private Reservations	City-Related Reservations
Yolo County Realtors (2)	Concilio Sister City Delegation Luncheon
Flying Needles Quilters Guild	Sustainability Advisory Committee Meeting
Wedding Reception	Kiwanis Regular Members Meeting (3)
UC Davis Community Cancer Prevention Health Fair	
Medicare Presentation	

Parks & Facility Projects

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Community & Senior Center	Continued replacement of panel lights and emergency backup lights in meeting rooms. Installed new LED lights in the Gymnasium Started roof cleaning project, including flushing out gutters and downspouts. Performed maintenance on front fountain pump. Installed exercise element holders in the fitness area. Completed the audio-visual project, new in-room microphones now installed in every reservable space. Installed battery charging station for microphones.
Camarena Ballfield	Made repairs to a vandalized dugout gate.
Clark Ballfield	Resealed the blacktop that was cut open to make repairs to a waterline.
Crawford Park	Removed and replaced walkway light pole that was hit and damaged by a car.
Freeman Park	Purchased and planted 120 plants along the western fence.
Slaven Park	Repaired damaged tables and benches in the picnic shelters.
Spring Lake Landscapes	Repaired architectural masonry on Promenade Drive and Somerset Circle damaged from a hit and run.
Woodside Park	Repaired the missing and rotted wood expansion joints in the sidewalk.
Camp clean-up	Assisted Officer Ford with clean-up on East Main Street.

Cemetery

In the month of October, there were four full burials and two cremains' burials. These services generated \$27,320 in sales.

Urban Forestry

Month	New construction Inspections	Investigations	Planting	Pruning	Pruning-City Contract	Pruning-Maintenance only	Removal Program	Removal Program-City Contract	Hazard Response	Right of Way clearance	Stump Grinding	Cabling and Bolting	Total Work Orders
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	406
22-November/December	1	5	162	35	2	17	64	3	0	0	101	0	390
23-January	2	4	201	36	2	17	48	3	0	0	58	0	371
23-February	1	4	199	24	2	12	51	1	0	0	52	0	346
23-March	1	4	166	22	2	12	51	1	0	0	41	0	300
23-April	1	4	171	23	1	12	53	1	0	0	45	0	311
23-May	1	4	147	23	1	12	41	1	0	0	27	0	257
23-June	1	4	143	23	1	12	31	1	0	0	27	0	243
23-July/August	1	4	140	17	1	7	34	1	0	0	38	0	243
23-September	1	4	151	8	1	7	41	1	0	0	40	0	254
22-October	0	0	116	9	0	4	22	1	0	0	37	0	189
Total completed	For the October reporting period: 112 Work Orders : 4 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, 229 trees were planted and 141 trees were removed.

Recreation Activities, Events, and Programs

Adult Sports

Fall Basketball League: The fall basketball league had 19 teams playing in 3 separate divisions. The league started on September 13 and concluded on November 27. Two divisions are age group leagues: 30 and over and 50 & over. The third division is an open division for all ages.

Volleyball: The fall volleyball league started on September 5 and concluded on November 14. The league consisted of six teams playing in one division on Tuesday nights.

Contract Recreation

Woodland Little League Challengers Group: Community Services partnered with Woodland Little League for the Woodland Little League Challenger Division, Little League's adaptive baseball program for individuals with physical and intellectual challenges. On November 2nd and 9th, the group of 20 utilized the basketball court for practice space. Staff is working with the WLL to provide additional space in the future for the Challenger group.

Cuban Salsa Dance: Cuban Salsa Instructor, Megan Lachowski, teaches one of CSD's newest contract classes called Cuban Salsa Dance. During the month of October her class had 27

registrants that accumulated 108 participant hours. Cuban Salsa Dance takes place on Wednesdays from 5:30-7:30 pm.

Events

Floating Pumpkin Patch: The Floating Pumpkin Patch returned to the pool for its third year (127 participants). Pumpkins are placed into the pool for participants to retrieve. Each participant was allowed approximately 15 minutes to choose their pumpkin. Participants are also treated to a sweet snack of caramel apples and hot apple cider.



Floating Pumpkin Patch 2023

Cocoa with Santa Paws: Cocoa with Santa Paws will be held on Wednesday, November 29 from 4:00-6:00 pm at the Woodland Dog Park. The event brings festive spirits to dogs and dog lovers alike offering hot cocoa, dog treats, crafts, and photos with Santa Claus. All dressed up dogs can be entered into the Festive Fido costume contest.



Photo taken from Cocoa with Santa Paws 2022

Noteworthy Dates

November 29 – Cocoa with Santa Paws at the Dog Park
December 15 – Parents Night Out at the Community Center
January 1 – Polar Bear Plunge at Books Pool