



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

February 26, 2024
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 January 22, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the January 22, 2024 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

2. Standing Committee Report

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

3. Approve Commissioner Absence Request

H. REPORT OF THE STAFF

4. SUBJECT: Community Services Department Staff report for February 26, 2024

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission receive the CSD staff reports for February 26, 2024

I. NEXT MEETING

5. The next meeting of the Parks & Recreation Commission is scheduled for March 25, 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 **FEBRUARY 26, 2024** was posted on **FEBRUARY 21, 2024** 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: February 26, 2024
ITEM #: D.1
SUBJECT:

SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for January 22, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the January 22, 2024.

Attachments:

1. P&R Commission January 2024 minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, January 22, 2024

6:30 PM

A. CALL TO ORDER

The meeting was called to order at 6:30 pm.

B. ROLL CALL

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

Absent:

Excused: Vice Chair Henry Murrieta

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF MINUTES

1. SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for November 27, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the November 27, 2023 meeting.

On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Commissioner Rashid Ali and carried unanimously on a roll call vote, Parks & Recreation Commissioners approved the Parks & Recreation Commissioner Meeting Minutes for November 27, 2023.

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

Noes: None

Absent: Commissioner Henry Murrieta

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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.

Staff provided project updates including the construction of a parking lot at the Community Center expected to start in the spring of 2024, new pool fundraising and anticipated groundbreaking in the fall of 2024, and Spring Lake Park has entered the 90-day maintenance period.

G. BUSINESS ITEMS

2. Standing Committee Report

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

The facilities committee provided a fundraising update about the Woodland Girls Fast Pitch softball fields.

The urban forestry committee provided positive feedback about the number of completed work orders staff has closed.

3. Approve Commissioner Absence Request

There were no Commissioner absence requests.

4. Election of Officers

On a motion by Commissioner Carla White-Snyder, seconded by Commissioner Rashid Ali and carried unanimously on a roll call vote, Parks & Recreation Commissioners approved to have Chair Magalean Martin resume as chair and Commissioner Henry Murrieta as Vice Chair, vote for officers in May, and for Commissioners to start new roles in July.

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

Noes: None

Absent: Vice Chair Henry Murrieta

5. Review Committee Assignments

On a motion by Commissioner Carla White-Snyder, seconded by Commissioner Jon-Paul Valcarenghi and carried unanimously on a roll call vote, Parks and Recreation Commissioners approved to leave the committees the same until June and start approved roles in July.

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

Valcarenghi, Commissioner Carla White-Snyder

Noes: None

Absent: Vice Chair Henry Murrieta

H. REPORT OF THE STAFF

6. SUBJECT: Community Services Department Staff report for January 22, 2024

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission receive the CSD staff report for January 22, 2024

Verbal updates were provided by staff.

7. SUBJECT: Community Services Department Quarterly Status Report for Second Quarter FY24

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

Verbal updates provided by Council Members/Staff.

I. NEXT MEETING

8. The next meeting of the Parks & Recreation Commission is scheduled for February 26, 2024.

J. ADJOURN

The meeting adjourned at 6:53 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	<i>present</i>	No Quorum	<i>present</i>	<i>present</i>	<i>present</i>		EXCUSED	EXCUSED		end of term
Magalean Martin	<i>present</i>	No Quorum	<i>present</i>	ABSENT	<i>present</i>					
Henry Murrieta	<i>present</i>	EXCUSED	ABSENT	<i>present</i>	EXCUSED					
Jon-Paul Valcarenghi	ABSENT	No Quorum	<i>present</i>	<i>present</i>	<i>present</i>					
Carla White-Snyder	<i>present</i>	No Quorum	EXCUSED	ABSENT	<i>present</i>					
Quorum	YES	NO	YES	YES	YES					

FY 24 Commissioner Absence Request

Date Request Made

June 2023

July 2023

Commissioner Murrieta – 9/25/23

September 2023

October 2023

November 2023

Commissioner Murrieta – 1/22/24

Commissioner Ali – 3/25/24 & 4/22/24

January 2024

February 2024

March 2024

April 2024

May 2024



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: February 26, 2024
ITEM #: H.4
SUBJECT: SUBJECT: Community Services Department Staff Report
for February 26, 2024

SUBJECT: Community Services Department Staff Report for February 26, 2024

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission receive the CSD staff reports for February 26, 2024

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

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

Attachments:

1. CSD Staff Report February 2024

Parks & Recreation Commission Community Services Department Monthly Staff Report February 2024

Parks & Recreation Facility Updates

Crawford Park Pickleball Court Conversion

A contract has been awarded for the William Crawford Senior Park Court Restoration project. The project, anticipated to start in March, will consist of the demolition of old tennis court surfacing for the install of six dedicated pickleball courts. The project will consist of the installation poles for pickleball nets, 4-foot fencing to divide each of the courts, the replacement of current surrounding fencing with new chain link fence fabric, and moving of the entry gate. In addition, the project will include gates to close off the gap in the 4' fencing between the courts, as opposed to having an opening in each area where the ball could travel through. Staff anticipates the project to be complete in Summer of 2024.

Spring Lake Parks Construction

Construction has finished and the three Spring Lake parks (Slaven Park, Rick Gonzales Sr. Park, and Spring Lake Park) are now open to the public.

Jack Slaven Park: The dog park and basketball court opened to the public on September 22, 2023.



Rick Gonzales Sr. Park: The tennis court, basketball court, and native planting areas at Rick Gonzales Sr. Park were opened December 1, 2023.



Spring Lake Park: Spring Lake Park improvements, consisting of a multi-use court, playground area, restroom, native planting areas, youth soccer field, paved and decomposed granite paths with benches, and group picnic shelter were opened to the public on February 12, 2024.



Pedestrian Overcrossing: With Spring Lake Park now open, access to the Pedestrian overcrossing path is also now open to the public.



New Aquatics Complex

The project architect is on track to make their initial submittal of the project construction documents by the end of February 2024. The plans will be circulated to the various reviewing departments within the City and County for comment. Staff is targeting mid-May to advertise the project plans and specs for construction bids, in hopes of awarding the construction contract in early August. From there, it is anticipated 1-2 months to execute the contract and issue notice to proceed to the selected contractor. Construction is expected to take approximately 14 months to complete, which puts a target grand opening in November 2025.

New Parking Lot at Community & Senior Center

A 2018 Woodland Sports Park Master Plan study concluded that additional parking capacity was needed for the operation of the facility. The project will convert the existing turf area fronting East Street to additional parking for the Community & Senior Center. Approximately 100 parking stalls (94 standard and 8 ADA) will be added to the facility. Other improvements include drainage, landscape & irrigation, and lighting. Staff is also looking to take advantage of current grant opportunities to provide vehicle charging stations at this site for the fleet of CSD vehicles. Construction is anticipated to start around summer, 2024.

Community & Senior Center

Reservations since the last report

Private Reservations	City-Related Reservations
Annual Processing Tomato Grower Meeting	Kiwanis Member Meeting (2)
Yolo County Realtors Meeting (2)	Human Trafficking Awareness Summit - WPD
Private Birthday Party	League of Women Voters Candidate Forum (2)
Flying Needles Quilters' Guild	
Yolo County Women Leadership Forum	

Woodland Sports Park

Reservations since the last report

Woodland Sports Park held 3 out of 3 tournament weekend events in January. Over 64 teams participated in competition. The total revenue captured for these reservations was \$9,600. These tournaments were youth/teen baseball & adult softball.

Parks & Facility Projects

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Campbell Park	Light pole repair and reinstall.
Community & Senior Center	Deep cleaned kitchen, including stovetops, ovens, and other elements. Replaced defrost timer on commercial freezer. Continued LED conversions throughout facility. Cleaned rooftop, downspouts, and gutters with pressure washer and snake. Repaired leaks in roof membrane, metal flashings, and roof jacks. Performed maintenance on front fountain. Replaced HVAC air filters.
Community Swim Center	Removed and reconstructed the cement wall and stairs up the north hillside.

Cemetery

Since the last reporting period, there were two full burials and four cremains' burials. These services generated \$26,645 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
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
23-October	0	0	116	9	0	4	22	1	0	0	37	0	189
23-November/December	0	0	20	3	0	1	6	0	0	0	14	0	44
24-January	0	0	12	1	0	1	4	0	0	0	13	0	31
Total completed	Work orders numbers for the reporting period: 74 Work Orders : 6 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 2024, 40 trees were planted and 19 trees were removed.

Recreation Activities, Events, and Programs

Aquatics

Pool Scheduling & Reservations: WJUSD high school swim teams started practice on February 5. During the months of high school swim season (February through first week of May), Woodland Swim Team (Frogs) consolidates their use to about half the pool, allowing room for the high school teams. The two schools practice concurrently on Monday-Friday from approximately 4:00-7:00 pm. Collectively, the two high schools have about 55 athletes.

Contract Recreation

Country Western Line Dance: Country Western Line Dance is led by instructor Judy Bechthold and is held on Tuesday nights from 6:00-8:30 pm. This program is for all levels of dancers. Once a month, the program hosts a Country Western Line Dance Party. The program fee is \$6 per dance. During the

month of January there was a total of 120 dancers during six nights of dancing. January's attendance accounted for \$720 in revenue and 180 participant hours.

Youth Boxing Program: Eddie Savala is the youth boxing program instructor. Youth boxing takes place from 4:30-6:30 pm, monthly, Monday through Friday. In January the program had 42 participants and accounted for 630 participant hours.

Youth Boxing Awards Banquet: Eddie Savala, with the assistance of CSD staff, put together the annual boxing club awards banquet. There were over 120 participants and participants' family in attendance. There were several guest speakers including professional boxers Tony Lopez and Loreto Garza, a parent of the program named Esther Santana, and Woodland Police Officer Aaron Delao. Eddie presented 48 individual awards. In addition, all program participants received a new Woodland Boxing Club t-shirt.



Youth Boxing Awards Banquet

Events

Game On! On Friday, January 26, 6th, 7th, and 8th graders were invited to attend Game On at the Woodland Community & Senior Center. Over one hundred students attended the 3-hour event that consisted of Laser Tag, interactive games, board games, and a video game truck. (Measure R)

Valentine's Day Cookie Decorating: The Valentine's Day Cookie Decorating event was held on Friday, February 9. Over 150 people attended the event with family and friends. New this year, participants were required to pre-register for the event for a nominal fee of \$5 per family. This change was to allow for better control of the amount of people who were in attendance (at the same time) and allowed for staff to adequately clean and prepare for the next group. Attendees were able to decorate their cookie using frosting, sprinkles, decorative icing, and candy hearts. Craft supplies, including construction paper, stickers, foam hearts, and stamps, were available for anyone to expand their creativity with a Valentine's Day craft or create a card for the Woodland Writes program. (Measure R)



Valentine's Day Cookie Decorating

Woodland Writes: Woodland Writes is a program to support home-bound seniors for Valentine's Day. During the three weeks leading up to Valentine's Day, the community is asked to bring, create, decorate, or make any kind of Valentine's Day card. Once cards are received, they are delivered to identified home-bound seniors within the community. Over 700 valentines were collected and distributed throughout the community. This program is a great wholesome community-wide effort that engages the most vulnerable members in our community and that provides a positive experience for all who participate. (Measure R)

Noteworthy Dates

March 2, 8:30 am – Arbor Day Celebration, *starting* at Crawford Park

March 15, 4:00-7:00 pm – REXPO and Senior Art Show, Community & Senior Center

March 28, 5:00-6:00 pm – César Chávez Community Celebration, Community & Senior Center