



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

March 25, 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 February 26, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the February 26, 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.gov. 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
4. Review Committee Assignments

H. REPORT OF THE STAFF

5. SUBJECT: Community Services Department Staff report for March 25, 2024

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission receive the CSD staff reports for March 25, 2024

I. NEXT MEETING

6. The next meeting of the Parks & Recreation Commission is scheduled for April 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 **MARCH 25, 2024** was posted on **MARCH 20, 2024** at City Hall, 300 1st Street, at www.cityofwoodland.gov, 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.

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, February 26, 2024

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 pm.

B. ROLL CALL

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

Absent: Commissioner Rashid Ali

Excused:

C. PLEDGE OF ALLEGIANCE

D. 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.

On a motion by Vice Chair Henry Murrieta, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, Parks and Recreation Commissioners approved the Meeting Minutes for January 22, 2024.

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

Noes: None

Absent: Commissioner Rashid Ali

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G. BUSINESS ITEMS

2. Standing Committee Report

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

The Budget and Finance Committee provided an update on when they met with staff to discuss the first 6 months of the fiscal year. The Urban Forestry Committee positively commented on the number of work orders that have been closed recently. The Volunteerism Committee discussed upcoming opportunities to volunteer for the Community Services Department.

3. Approve Commissioner Absence Request **There was no absence requests.**

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

Verbal updates provided by the Staff.

I. NEXT MEETING

5. The next meeting of the Parks & Recreation Commission is scheduled for March 25, 2024.

J. ADJOURN

On a motion by Vice Chair Henry Murrieta, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, the Parks and Recreation Commissioners adjourned the meeting at 6:52 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>	ABSENT	EXCUSED	EXCUSED		end of term
Magalean Martin	<i>present</i>	No Quorum	<i>present</i>	ABSENT	<i>present</i>	<i>present</i>				
Henry Murrieta	<i>present</i>	EXCUSED	ABSENT	<i>present</i>	EXCUSED	<i>present</i>				
Jon-Paul Valcarenghi	ABSENT	No Quorum	<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>				
Carla White-Snyder	<i>present</i>	No Quorum	EXCUSED	ABSENT	<i>present</i>	<i>present</i>				
Quorum	YES	NO	YES	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



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Rashid Ali	radali@ucdavis.edu	6/30/2024
Magalean Martin, Chair	Magalean.martin@cityofwoodland.gov	6/30/2027
Henry Murrietta, Vice Chair	h_murrieta@yahoo.com	6/30/2026
Jon-Paul Valcarenghi	Jon-Paul.Valcarenghi@cityofwoodland.gov	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.gov>

For additional information please call (530) 661-2000

Updated 3/20/2024



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: March 25, 2024
ITEM #: H.5
SUBJECT: SUBJECT: Community Services Department Staff Report
for March 25, 2024

SUBJECT: Community Services Department Staff Report for March 25, 2024

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission receive the CSD staff reports for March 25, 2024

STAFF CONTACT: Kris Bain, Community Services Program Manager, (530) 661-2002, kris.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 032524

**Parks & Recreation Commission
Community Services Department
Monthly Staff Report
March 2024**

Parks & Recreation Facility Updates

Bopama Park

Bopama Park was accepted by the City Council on March 19. Upon acceptance, the fences came down and the park was open to the public. Acceptance also triggered the start of the 90-day plant establishment period where the developer is required to water and maintain all new plantings to ensure they thrive in their new environment. At the conclusion of the 90 days, the will City take over all landscape maintenance responsibilities. There is also a warranty period of 1 year from acceptance of improvements, in which the developer will be responsible for correcting any defects with the new improvements.

Crawford Park Court Reconstruction Project

The Crawford Park Court Reconstruction Project is anticipated to begin on April 1. The contractor is allotted 90 working days to complete the project, yet they anticipated being finished with the work in August. The project, approved at the February 6 City Council meeting, involves the demolition and reconstruction of old tennis court surfacing into six new pickleball courts. The tennis courts at Crawford Park were constructed in the late 1970s and have since developed cracks that cannot be repaired. City staff worked with Callander Associates and the Woodland Area Pickleball Association to design the new pickleball courts, which will be the first exclusive pickleball courts in Woodland.

Community & Senior Center

Reservations since the last report

Private Reservations	City-Related Reservations
Yolo County Realtors Meeting (3)	Kiwanis Regular Meeting (2)
Flying Needles Quilters' Guild Meeting	Fire Captain Written Exam - HR
Zenith Insurance Company Safety Training	Sustainability Advisory Committee Meeting
	Pickleball Meeting
	Yolo LAFCO Governance Retreat

Woodland Sports Park

Reservations since the last report

Woodland Sports Park held 3 out of 3 tournament weekend events in February. Over 54 teams participated in competition. The total revenue captured for these reservations was \$9,000. These tournaments were youth/teen baseball & adult softball and soccer.

Parks & Facility Projects

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Community & Senior Center	Completed changing HVAC filter project. Maintained bathroom exhaust fans, replaced drive belts on motors. Repaired several leaks in various locations of the building. Replaced broken pump for lobby waterfall. Removed display monitors and brackets from reception areas. Changed outdoor lighting at Fitness Center entrance with brighter LEDs. Replaced roof flashing and repaired leaks in aerobics area. Installed sharp disposal station in senior restrooms. Installed carpet in meeting room closets.
Community Center Dog Park	Performed maintenance for drain inlets including clean out and repacked with porous material
Ferns Park	Cleaned up trees and limbs down from winter storms.
Freeman Park	Planted rose plants around the east side of the Gazebo.
Harris Park	Cleaned up trees and limbs down from winter storms.
Pioneer Park	Installed a new clock timer for walkway lights.
Sports Park	Replumbed urinals and replaced the hand dryers.
Other City locations – Regional Park	Constructed benches to be installed at the park.

Cemetery

Since the last reporting period, there was one full burial. This service generated \$4,997 in sales.

Urban Forestry

Arbor Day: On March 9, the City of Woodland celebrated Arbor Day with a tree planting. A short program was held at Crawford Park that included information about proper tree planting instructions and tree care. Urban Forestry staff provided expert training to the group of volunteers who attended to plant 90 trees. Trees were planted at Crawford, Tredway, and Traynham parks. PG&E provided funding to purchase the trees for this event.

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
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
24 February	0	0	7	2	0	1	3	0	0	0	10	0	23
Total completed	Work orders numbers for the reporting period: 27 Work Orders : 0 Service Request												

Tree Plantings and Removals: For calendar year 2024, 136 trees were planted and 23 trees were removed.

Recreation Activities, Events, and Programs

Adult Sports

Basketball League: The Spring Basketball league opened on March 11. Monday evenings host the 30 & Over and 50 & Over divisions and the Open division (18+) plays Wednesday nights. In total there are 24 teams in the Spring league, 12 teams in the Open division and 12 teams in the age group divisions.

Volleyball League: The Spring Volleyball league has 6 teams playing in one division. Their games started on February 20 and concludes with a playoff round of games on April 16.

Softball League: The Spring Softball league started league play on March 14. The Thursday night division is full with 18 teams and the Friday evening Co-ed division has 15 teams. The Spring League plays until mid-May.

Contract Recreation

Cuban Salsa: Instructor, Megan Lachowski, has grown the program to include 17 participants spanning 3 levels of dance experience. During the month of February, the program amassed 68 participant hours and \$630 in revenue.

Tai Chi & Qi Gong: Kejie “Tina” Duan has 36 participants in her two Tai Chi classes and one Dance Fitness class. The programs collectively account for 144 participant hours and \$1,646 in revenue.

Art with Stephanie: Stephanie Carlstrom held her acrylic class for 4 Thursdays in February and she had 17 registrants. They accounted for 136 participant hours and \$1,754 in revenue. She has been steadily growing the art program since it began.

Events

REXPO: The City hosted the annual REXPO event on March 15 from 4:00-7:00 pm. This event highlighted the programs offered by the Department as well as other recreation partners. This event attracted over 450 people who enjoyed the Senior Art Show, live demonstrations of CSD programs, and discounted registration. Participants enjoyed free hotdogs and beverages provided by Kiwanis, along with beer and wine tasting by Blue Note and Simas Family Vineyard. REXPO participants were able to enter a raffle for hover boards, and program promotional baskets. Program registration revenue collected during REXPO was over \$28,000 (of this, \$6000 was a donation from Kiwanis to provide scholarships for swim lessons).

Noteworthy Dates

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

April 24, 5:00-7:00 pm – Spring Lake Parks and Pedestrian Overcrossing Grand Opening (Ribbon Cutting at 5 pm on west side of overpass, Matmor Road side)