



City of Woodland

Meeting Agenda

Parks & Recreation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

July 22, 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 April 22, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the April 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.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. Election of Officers
4. Review Committee Assignments
5. Review and Approve Workplan for Commissioners
6. Approve Commissioner Absence Request

H. REPORT OF THE STAFF

7. SUBJECT: Renaming of Sports Park Complex

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the renaming of the Woodland Sports Park to the Skip and Julie Davies Sports Park Complex.
8. SUBJECT: Community Services Department Staff report for July 22, 2024

RECOMMENDATION FOR ACTION: The Parks & Recreation Commission receive the CSD staff reports for July 22, 2024
9. SUBJECT: Community Services Department Quarterly Status Report for the Fourth Quarter FY24

RECOMMENDATION FOR ACTION: Staff recommends that the Parks and Recreation Commission receive the Community Services Department Quarterly Status Report for the Fourth Quarter of FY24.

I. NEXT MEETING

10. The next meeting of the Parks & Recreation Commission is scheduled for September 23, 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 **JULY 22, 2024** was posted on **JULY 17, 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.



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: July 22, 2024
ITEM #: D.1
SUBJECT: Parks & Recreation Commission Meeting Minutes for April 22, 2024

Recommendation for Action:

Staff recommends that the Parks & Recreation Commission receive the April 2024 Parks & Recreation Commission Meeting Minutes.

Staff Contact:

Kris Bain, Community Services Program Manager, (530) 661-2002, kris.bain@cityofwoodland.gov

Discussion:

The Parks & Recreation Commission held the last Commission meeting on April 22, 2024.

Conclusion:

Staff recommends that the Parks & Recreation Commission receive the April 2024 Parks & Recreation Commission Meeting Minutes.

Prepared by: Kris Bain, Community Services Program Manager

Attachments:

1. Parks & Recreation Commission Minutes April 22, 2024

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, April 22, 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 Carla White-Snyder, Vice Chair Henry Murrieta, Commissioner Jon-Paul Valcarenghi

Absent:

Excused: Commissioner Rashid Ali

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF MINUTES

On a motion by Vice Chair Henry Murrieta, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, Parks & Recreation Commissioners approved the March 25, 2024 Parks & Recreation Commission Meeting Minutes.

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

Noes: None

Absent: Rashid Alid

1. SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for March 25, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the March 25, 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 the time available for the rest of the agenda. If 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.

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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

Verbal committee updates provided by Parks & Recreation Commissioners.

3. Approve Commissioner Absence Request

On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Vice Chair Henry Murrieta and carried unanimously on a roll call vote, Parks & Recreation Commissioners approved Commissioner Martin, Commissioner White-Snyder, and Commission Murrieta absence for May 20, thus resulting in no quorum for the May 20 meeting.

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

Noes: None

Absent: Rashid Ali

H. REPORT OF THE STAFF

4. Subject: Community Services Department Staff report for April 22, 2024

Recommendation for Action: Staff recommends the Parks & Recreation Commission receive the Community Services staff report for April 22, 2024

Verbal updates provided by Staff.

I. NEXT MEETING

5. The next meeting of the Parks & Recreation Commission is scheduled for June 24, 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, Parks & Recreation Commissioners adjourned the meeting at 6:55 pm

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

Noes: None

Absent: Rashid Ali



Parks & Recreation Commission

NAME	E-MAIL ADDRESS	Term Expiration
Adam Kirchgessner	Adam.kirch@yahoo.com	6/30/2028
Magalean Martin, Chair	loladyred@sbcglobal.net	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**

Budget and Finance Committee
Martin, **Murrietta**

Program & Department Evaluation
Vacancy, Martin

Urban Forest Committee
Valcarenghi, **Vacancy**

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.gov>

For additional information please call (530) 661-2000

Updated 6/20/2024

FY25 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>	

FY25 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>	

FY25

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	7/22/24	9/23/24	10/28/24	11/25/24	1/27/25	2/24/25	3/24/25	4/28/25	5/19/25	6/23/25
Adam Kirchgessner										
Magalean Martin										
Henry Murrieta										
Jon-Paul Valcarenghi										
Carla White-Snyder										
Quorum										

FY25 Commissioner Absence Request

Date Request Made

June 2024

July 2024

September 2024

October 2024

November 2024

January 2025

February 2025

March 2025

April 2025

May 2025



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: July 22, 2024
ITEM #: H.7
SUBJECT: Renaming of Sports Park Complex

Recommendation for Action: Staff recommends that the Parks & Recreation Commission approve the renaming of the Woodland Sports Park to the Skip and Julie Davies Sports Park.

Staff Contact:

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

Fiscal Impact:

The renaming of the Woodland Sports Park to honor Skip and Julie Davies would include the installation of a monument sign at the main entrance to the Sports Park. The approximate cost for the monument sign is \$50,000 - \$70,000. The City will contribute \$10,000 to this effort and the remainder will come through fundraising efforts.

Background:

The Woodland Sports Park complex was built in 2008. It includes 4 multi-purpose soccer/baseball fields and 1 soccer-only field. Currently, Woodland Recreation Foundation is in the process of constructing 2 fastpitch fields.

Discussion:

Throughout the years, the Community Services Department has solicited the public for potential names for future parks. During each of the park namings, the name of Skip Davies was presented as a potential name.

Skip has provided service to the community as an educator, commission member, council member, mayor, and volunteer. In these roles, he continuously shaped the lives of youth and young adults. Skip held administrative positions in education starting in 1966 as a teacher at Woodland High School (and a vice principal and principal within Woodland Joint Unified School District). He later served in administrative roles at Los Rios Community College District, Cosumnes River College (1983 through 1997); Los Rios Community College District (1997-2004); State of California Community College Chancellors Office (2005-2006); and Yuba College District (various years between 2005 and 2015). Skip was on the Parks & Recreation Commission for ten years. He served on the Woodland City Council in the role of Council Member, Vice-Mayor, and Mayor from 2006-2014. He currently serves on the Board of the Woodland Recreation Foundation and is leading the effort to construct two girls' fastpitch fields at the Woodland Sports Park. Notable projects related to youth that he was involved with over the years include fundraising and building the Weight Room at Woodland High School, the bleacher construction project at Woodland High School (when the bleachers were initially installed), and taking a lead role in proposing and implementing a sales tax initiative in Woodland to benefit Woodland youth (initially Measure J).

Most recently, during the naming process for a park located in the Prudler development, Skip Davies name was again suggested. It was discussed that while naming the newest park in Woodland after Skip Davies would be an honor, naming a smaller park after him would not be commensurate with the contributions he has made over the last fifty years to the Woodland Community. It was raised that the Woodland Sports Park should be renamed after Skip and his wife Julie, to honor the

countless hours he dedicated to youth and the betterment of Woodland over the last several decades. If the Parks & Recreation Commission approves this action, it will then be placed on a City Council agenda for final approval.

Conclusion:

Staff recommends that the Parks & Recreation Commission approve the renaming of the Woodland Sports Park to the Skip and Julie Davies Sports Park.

Attachments:

None



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: July 22, 2024
ITEM #: H.8
SUBJECT: Community Services Department Staff report for July 22, 2024

Subject: Community Services Department Staff Report for July 22, 2024

Recommendation for Action: Staff recommends the Parks & Recreation Commission receive the Community Services staff report for July 22, 2024

Staff Contact: Kris Bain, (530) 661-2002, kris.bain@cityofwoodland.gov

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

Conclusion: Staff recommends the Parks & Recreation Commission receive the Community Services staff reports for July 22, 2024

Attachments:

1. CSD Staff Report July 2024

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

Parks & Recreation Facility Updates

New Pickleball Courts at Crawford Park

With much anticipation, the newly renovated pickleball courts at Crawford Park were opened to the public on July 9. Those in attendance included Mayor Tania Garcia-Cadena and Council members Tom Stallard and Vicky Fernandez, and Parks & Recreation Commissioners Henry Murrieta and Adam Kirchgessner.



Featured Josh DeGeorge (WAPA president), Mayor Tania Cadena-Garcia, January Ferro (WAPA member), and Councilmember Vicky Fernandez at the Grand Opening of the Crawford Park Pickleball courts

Southeast Area Pool Complex

On May 21, 2024, City Council approved the project plans and specifications and authorized a bid advertisement. The basis of the award was set as the base bid for the aquatic center plus the additive alternate of the scoreboard and timing system electronics. The project was advertised for bids on June 4, 2024. On July 11, 2024, the City received 10 bids for the aquatic center in the amounts tabulated below:

	CONTRACTOR	BASE BID + ALTERNATES
1	DG Granade	\$11,981,383
2	Creekside Commercial Builders	\$12,059,000
3	Broward Builders	\$12,104,000

	CONTRACTOR	BASE BID + ALTERNATES
4	Diede Construction	\$12,228,000
5	D.L. Falk Construction	\$12,383,000
6	Bobo Construction	\$12,530,000
7	J-Walt Construction	\$12,650,000
8	Otto Construction	\$13,304,000
9	Roebbelen	\$13,499,483
10	Rodan Builders	\$13,809,000

Bids came in considerably lower than the architect's estimate of \$15.5 million. Estimates were likely conservative due to economic uncertainties, which were particularly concerning during the early stages of design. Another factor that worked in the City's favor was the high level of interest among the bidding community, which led to an extremely competitive bid with 10 qualified bids being submitted.

DG Granade (Shingle Springs, CA) has been determined to be the lowest responsible bidder providing a responsive bid and has complied with all technical submittal requirements. At the July 16, 2024 meeting, City Council approved a resolution to award the construction contract to DG Granade. Award includes the additive alternate of the scoreboard and timing system electronics. Now that construction bids are known, the total project cost, including construction, contingency, all design contracts, construction management and inspection, and project management, has been projected at \$15.3 million. The City Council approved a plan to fully fund the project.

With funds in place and Council's approval to award the construction contract, the project now moves into the construction phase. Over the course of the next month, contracts will be executed with the goal of breaking ground in August. The contract allows for a total of 330 working day to complete construction, which equates to about 15 months. Weather permitting, the project should be built and turned over to the City in the Fall of 2025.

Community & Senior Center

Reservations since the last report

Private Reservations	City-Related Reservations
Summer Seminars (12)	Sustainability Advisory Committee
Kiwanis Regular Members Meeting (2)	
Retirement Party	
Flying Needles Quilters' Guild Meeting	
Celebration of Life	

Woodland Sports Park

Tournament reservations since the last report

Woodland Sports Park Tournament Reservations: Woodland Sports Park hosted four tournaments during weekends in June and July. Over 58 teams participated in competition. The revenue captured for these reservations was \$14,400. These tournaments were youth/teen baseball and adult softball.

Parks & Facility Projects

Projects completed since the last report

Park/Recreation Facility	Projects Completed
Beamer Park	Hung new court rules signs and court numbers to the fences at the multi-use courts.
Community & Senior Center	Installed transmitter button for banquet hallway handicap door. Rebuilt pumps for geothermal loop (motors, bearings, sleeves, and bushings). Replaced two waterfall pumps in the lobby. Bypassed ballasts and installed LED lights in meeting rooms, restrooms, and data room.
Crawford Park	Pickleball court project completed.
Sports Park	Replumbed urinals and replaced the hand dryers.

Cemetery

Since the last reporting period, there were two full burials and one cremains' burial. These services generated \$32,001 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
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
24-March	0	0	11	0	0	1	3	0	0	0	16	0	31
24-April	No Quorum												
24-May	0	0	10	0	0	1	6	0	1	0	7	0	25
24-June	0	0	19	1	0	1	6	0	1	0	12	0	40
Total completed	Work orders numbers for the reporting period: 47 Work Orders : 12 Service Request												

Tree Plantings and Removals: For calendar year 2024, 137 trees were planted and 49 trees were removed.

Recreation Activities, Events, and Programs

Events

4th of July: The City's annual 4th of July Celebration had several events throughout Woodland, which included the Firefighter's Pancake Breakfast, Bike Parade, Ice Cream Social, and Swim Fest. The stadium activities and fireworks display were delayed a week and held on July 13. Woodlanders came out to celebrate the Fourth at one activity or another during the day. Thank you to Commissioner Carla White-Snyder and Commissioner Magalean Martin for assisting with the registration at the bike parade.

13th of July: Due to the unavailability of the pyrotechnic staff, the Fireworks show was rescheduled for Saturday, July 13 at Woodland High School Stadium. The gates opened at 7:00 pm and the fireworks show started around 9:15. Even with the heat, Woodlanders were happy to attend the re-scheduled event to celebrate the 4th of July on the 13th.

Aquatics

Adult Swim Lessons: Again this summer, adult swim lessons were offered by volunteer Rick Powers. This class had 19 students and was taught in English and Spanish. This class focused on teaching adults how to swim strokes freestyle, breaststroke, backstroke, and butterfly. more efficiently and effectively.

Public Swim: Public swim opened for weekends on May 25 (3:00-6:00 pm) and for weekdays (1:00-3:45 pm) on June 10 and is free to attend. The inflatable obstacle course will be set up on Fridays as an added attraction (unless the temperature is over 100 degrees).

Woodland Wreckers Swim Team: The Woodland Wreckers, the City's recreation swim team, had 146 swimmers for the 2024 season. The team competed in six dual swim meets and will conclude their season with a championship meet on July 27. The Woodland Wreckers generated over \$28,000 in revenue.

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. The Woodland Swim Team hosted a long course swim meet June 28-30 with approximately 500 swimmers. The Sacramento Swim League rented the facility for league championship meet July 20-21 with over 800 swimmers. The VFCAL swim league reserved the facility for a league championship meet scheduled on July 27. In total, these reservations generated \$12,025 in revenue.

Contract Recreation

Mad Science Camp: Mad Science held 4 camps in June during the Summer break, "Eureka!", "Castaway", "Crazy Chemworks", and "Science Rockstars". Combined, the camps brought in \$10,730 in revenue and accounted for 1,110 participant hours amongst 74 participants.

National Academy of Athletics (NAofA): NAofA held an "All Sorts of Sports" and "Basketball" camp in June. The program utilized the outdoor and indoor basketball courts, and the sports fields at the Community Center. The programs had 19 participants that accounted for 105 participant hours and \$1,110 in revenue.

Youth/Teen Recreation

Youth Volleyball Clinic & League: The Youth Volleyball Clinic & League for 4th through 8th graders kicked off on Tuesday, July 9. This new program was designed to provide participants the opportunity to learn the sport of volleyball through drills, stations, practices and recreational games. The staff recruited for the program includes Sacramento State players, a Chico State player, and local high school athletes. Seventy-two students registered for the five-week program. This program is sponsored by Measure R.



Participant of Youth Volleyball Clinic & League

Noteworthy Dates

August 23 - Dive In Movie, 6:00 pm, Community Swim Center (showing *The Super Mario Bros. Movie*)

September 13 - Movie in the Park, 6:00 pm, Rick Gonzales Sr. Park (showing *The Teenage Mutant Ninja Turtles; Mutant Mayhem*)

October 11 - Movies on Main Street, 5:30 pm, Heritage Plaza (showing *Encanto*)



TO: THE PARKS & RECREATION COMMISSION
AGENDA: Parks & Recreation Commission Meeting
DATE: July 22, 2024
ITEM #: H.9
SUBJECT: Community Services Department Quarterly Status Report
for the Fourth Quarter of FY24

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

Staff Contact:

Kris Bain, Community Services Program Manager, (530) 661-2002, kris.bain@cityofwoodland.gov

Discussion:

This Quarterly Status Report covers the period from April through June 2024. The report summarizes recreation programming, events, affordable housing, the Community Development Block Grant entitlement program, and parks & recreation facilities operations and maintenance. This report also contains a narrative of major work performed and notable department highlights.

Conclusion:

Staff recommends that the Parks and Recreation Commission receive the Community Services Department Quarterly Status Report for the Fourth Quarter of FY24.

Prepared by: Kris Bain, Community Services Program Manager

Reviewed by: Christine Engel, Community Services Director

Attachments:

1. CSD Quarter 4 FY24

Community Services Department Fourth Quarter Report FY24

The following provides a summary of the Community Service Department's programs, activities, and events for the fourth quarter, April through June 2024. This report refers to participant hours; the methodology for calculating participant hours is described at the end of the document.

Quarterly Highlights

- Coordinated and participated in the Spring Lake parks Neighborhood Celebration on April 24 at Spring Lake Park, Jack Slaven Park, and Rick Gonzales Senior Park.
- Approximately 34,161 participant hours were recorded for aquatics; and youth, teen and adult recreation classes and sports.
- Approximately 7,075 participant hours were recorded for senior programs and senior events.
- Approximately 3,586 people attended events at the Community & Senior Center during facility rentals.



City Manager Ken Hiatt and Chief Eric Zane at the Spring Lake Park event on April 24

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: Digital flyers promoting the summer activities and programs are sent to current and past program participants. Banners and yard signs were also placed in strategic city locations to promote seasonal hiring and adult sports.
- School flyers: Digital school flyers were emailed to students and parents for the promotion of the Engage program.
- Senior Newsletter: The “Senior Gram” newsletter was mailed to 725+ households every month, nearly double the number of households from last fiscal year. It was also available online at www.cityofwoodland.gov/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 Dia de los Niños event at Ferns Park, the Read Rumble, and Rev event at the Library, Woodland Downtown Farmer's Market, Healthy Kids Day, the Summer Reading Program Kick-off at the Library, Food Truck Mania, and various school and park activities.



Local youth playing with Rec2Go at event

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 fourth quarter are shown below.

	General Facility Rentals <i>Includes rentals receiving discounts</i>	Facility Rentals <i>with Fees Waived</i>
Number of Rentals	36	13
Approximate Participants	3,086	500
Total Fees	\$27,937	\$15,275 (waived)

Sports Park Tournament Reservations

Tournament rentals are available for the Sports Park Complex. Local tournament directors have the first choice of dates for the following year during the tournament weekend allocation period each August. During the fourth quarter, the Sports Park was reserved for youth baseball, softball, and soccer tournaments.

Sports Park Tournament Reservations	
Number of Rentals	8
Number of Teams	130
Total Fees Collected	\$27,000

Parks and Recreation Facility Maintenance and Improvement Projects

Park/Recreation Facility	Projects Completed
Community & Senior Center	Cleaned and polished bathroom floors and break room floor. Pressure washed building and cleared gutters and downspouts. Installed transmitter button for banquet hallway handicap door. Rebuilt pumps for geothermal loop (motors, bearings, sleeves, and bushings). Replaced two waterfall pumps in the lobby. Bypassed ballasts and installed LED lights in meeting rooms, restrooms, and data room.
Crawford Park	Removed old barbeque stations and replaced with new ones. Repaired the 4-inch watermain that supplies the irrigation system.
Dave Douglas Park	Poured a connecting space for the walking path to keep the trucks from going off the path.
Freeman Park	Planted California native and drought tolerant plants on the west side of the well. Installed a new drip irrigation system in the planter.
Legacy Grove	Poured nine pads for benches and installed the benches.
Slaven Park	Installed two pads for benches at the dog activity area and installed the benches.
Sports Park	Replumbed urinals and replaced the hand dryers.
Other City locations	
Regional Park	Installed ten benches along the pathway.
Solar Panel Parking Lot	Planted several types of roses in solar parking lot at the corner of Court.

RECREATION ACTIVITIES - Aquatics

All aquatic programs are held at the Charles Brooks Community Swim Center. Aquatic programming is available for children as young as six months old through seniors and includes swimming lessons, lifeguard training, recreation swimming, recreation swim teams, lap swim and water aerobics. During the spring, the primary programming at the pool is lap swim, water aerobics, and the use of the pool by the Woodland Swim Team and the Woodland and Pioneer High Schools.

Aquatics Program	Total Participants (3 months)	Participant Hours (3 months)	Fees Collected (3 months)
Lap Swim & Water Aerobics	7,454	7,454	\$2,827
Lifeguard Training	17	612	\$1,850
Water Polo Clinic	9	144	\$765
Pool Scheduling & Reservations UC Davis Men's Water Polo	N/A	N/A	\$800
Woodland Swim Team	N/A	N/A	\$12,438
Woodland Joint Unified School District	60	N/A	\$0
Total	7,540	8,210	\$18,680

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 and hosted two swim meets. Fees Collected: \$12,438 (\$1,910 monthly rental fee + \$6,708 swim meet fees)

Woodland Joint Unified School District: Woodland and Pioneer High School swim teams utilize the pool for practices and meets before and after school from February through mid-May, Monday through Friday. Both teams started usage of the pool for their spring season during this period. Use of the facility is covered through the Joint Use Agreement between the City and Woodland Joint Unified School District.



Lifeguard Training Class

RECREATION ACTIVITIES - Youth & Teen

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 (3 months)	Participant Hours (3 months)	Fees Collected (3 months)
After School Teen Pack - Measure R	1,132	2,993	Free program
Engage - Measure R	13	195	Free program
Rec2Go - Measure R	1,647	4,892	Free program
You've Been Egged -Measure R	17	0	\$425
Total	2,809	8,080	\$425

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 (3 months)	Participant Hours (3 months)	Fees Collected (3 months)	Total Expense (3 months)	Net Revenue (3 months)
Art with Stephanie	19	92	\$1,595	\$1,103	\$493
Boxing Youth*	161	1,061	\$2,421	\$4,080	-\$1,659
Boxing Adult*	82	820	\$2,203	\$4,800	-\$2,597
Cello Tennis Academy	252	1,523	\$17,412	\$15,497	\$1,915
530 Cheer Academy	30	480	\$3,930	\$2,681	\$1,249
Country Line Dance	302	453	\$1,812	\$1,268	\$544
Cuban Salsa	57	228	\$2,109	\$1,405	\$704
Dance Fitness & Tai Chi	88	352	\$3,992	\$2,638	\$1,354
Mad Science	74	1,110	\$10,730	\$7,511	\$3,219
National Academy of Athletics	13	78	\$807	\$0	\$807
Pilates	34	224	\$1,175	\$799	\$3756
Rock Steady Boxing**	58	702	\$1,320	\$650	\$670
Scottish Country Dance	23	322	\$798	\$554	\$244
Socceroo	38	177	\$4,728	\$3,213	\$1,515
Writing Life Stories	17	340	\$403	\$284	\$119
Yoga	31	236	\$1,224	\$826	\$398
Total	1,279	8,198	\$56,659	\$47,309	\$12,731

RECREATION ACTIVITIES - Adult Sports

Adult sports activities are offered through the City. Activities include drop-in sports as well as organized softball, basketball, and volleyball leagues. Drop-in basketball (open gym) numbers are not reported, however, participation for the other programs is listed below.

Drop-In Participation	Sign-Ins	Participant Hours	Fees Collected
Badminton	1,069	3,207	Free Program
Pickleball	62	202	Free Program
Total	1,131	3,409	No fees collected

Sports League Participation	Teams	Participants	Participant Hours	Fees Collected
Basketball (spring league)	24	240	1,920	\$14,400
Softball (spring league)	33	495	3,960	\$19,800
Volleyball (spring league)	6	48	384	\$2,520
Total	63	783	6,264	\$36,720



Adult Softball Co-Ed Spring League Champions 2024

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 participant hours during the fourth quarter.

Senior Programs

Program	Total Sign-ins	Participant Hours	Fees Collected
Art Groups	360	1,052	Free Programs
Exercise Classes	2,173	1,123	Free Programs
General Programs	87	168	Free Programs
Support Groups	222	444	Free Programs
Games	1,144	3,738	Free Programs
Total	3,986	6,525	No fees collected

Senior Events

Event	Total Participants	Participant Hours	Fees Collected
Senior Center Inc. Installation Dinner	100	200	Free Program
Senior Resource Fair	350	350	Free Program
Total	450	550	No fees collected



Senior Center Installation Banquet

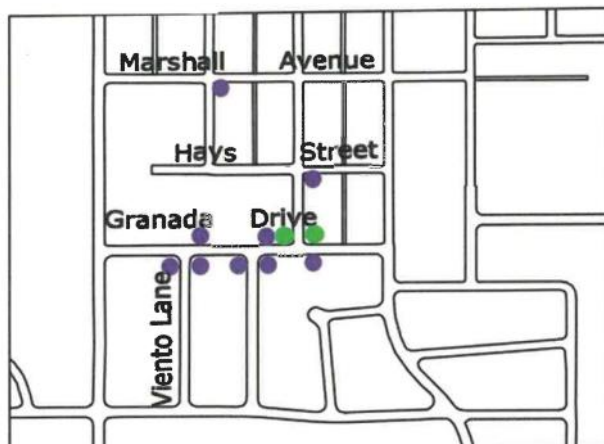
GRANTS AND HOUSING

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 fourth quarter of FY24 are provided below.

Status of CDBG Activities

FY 2023/24 Allocation

City of Woodland, ADA Accessibility Project – A contractor was selected for the project in June 2024. Nine ADA-compliant curb ramps will be upgraded in the ADA priority route. Construction is set to begin in August 2024.



Legal Services of Northern California, Fair Housing Services – LSNC hosted their 2024 Annual Fair Housing Conference on April 18, 2024 at the Yolo County Housing Authority. The conference was designed for local housing providers and the general public. Topics include disability discrimination, protections for survivors of domestic violence, protections for applications with criminal backgrounds, and other useful legal housing topics.

FY 2024/25 Allocation

The City of Woodland was awarded \$475,086 in CDBG funds for FY 2024/25. City Council approved the following projects:

Applicant	Project Title	Funding Amount
Public Infrastructure Activities		
City of Woodland	ADA Accessibility Project	\$283,805.90
Yolo Community Care Continuum	Safe Harbor Fire Suppression and Facility Improvements	\$25,000
Public Service Activities		
Northern California Children's Therapy Center	Project HOPE	\$11,000
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	\$12,000
Yolo Food Bank	Student Farmers Market	\$13,262.90
Yolo Community Care Continuum	New Dimensions Supported Housing	\$10,000
Administration		
City of Woodland	CDBG program administration	\$95,017.20

Continuum of Care Grants

HUD approved funding in the amount of \$334,193 for the Continuum of Care Reallocation Project for FY 2024/25. 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.

Other Projects

Permanent Supportive Housing Project – Community Center: Friends of the Mission completed the construction of the 2800 sq ft community center building at the 61-unit permanent supportive housing site at East Beamer Way Campus in June 2024. The building will serve as a common space for residents to enjoy daily activities as well as provide permanent office space for on-site staff and service providers.

Vista del Robles Affordable Housing Project Phase I: 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 located at 310 West Main Street. The project celebrated its grand opening in April 2024.

Freeman Garden Court Affordable Housing Project: In April 2024, City Council approved two affordable housing loans in the combined amount of \$900,000 for the development of the Freeman Garden Court Affordable Housing Project. The project will operate as under a permanent supportive housing model. Friends of the Mission (FOM), in collaboration with Woodland Opportunity Village (WOV), will construct the Freeman Garden Court project, a 12-unit “duplexed” affordable rental project on an approximately 0.45-acre lot at 334 Freeman Street (northeast corner of Freeman Street and Kentucky Avenue). Construction is anticipated to begin in the summer of 2024 with completion in the spring or summer of 2025. The housing units will be wood-frame construction on slab foundations. All units are 380 square feet, complete with one bedroom, a living room area, a kitchen, bathroom, and storage area. Amenities for the development also include a community building with laundry facilities, office space, a kitchen, an accessible bathroom, and an outdoor patio. The units will also be equipped with solar panels to offset long-term electricity costs. Additionally, a property manager will be on-site on a part-time basis. The property manager will serve as a coordinator to connect tenants to support services and case management as necessary.

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, and 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, After School Teen Pack

Event

Total Attendants x Average Time

Examples include: ReXpo, 4th of July

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 Lap Swim).