

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



**Parks & Recreation Committee
Monday, September 10, 2018
6:30 p.m.**

**Cameron Park Community Services District
2502 Country Club Drive, Cameron Park**

Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Greg Stanton (GS)
Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

1. **Walk of the Pool Deck** (M. Grassle, discuss repairs and improvements)
2. **List of Program Areas to Track for Budget** (All, oral discussion)
3. **Facility Use Survey Release** (M. Scobey, J. Ritzman)
4. **Staff Written Reports & Updates** (T. Helm and M. Grassle)
5. **Items for the October Committee Agenda**
6. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



**Parks & Recreation Committee
Monday, August 6, 2018
6:30 p.m.**

**Cameron Park Community Services District
2502 Country Club Drive, Cameron Park**

Conformed Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Greg Stanton (GS)
Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL – MS/GS

APPROVAL OF AGENDA - *Approved*

APPROVAL OF CONFORMED AGENDA - *Approved*

OPEN FORUM – *Rosemary O’Camb*

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

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DEPARTMENT MATTERS

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1. **Exeloo Restrooms** – (hand-out pamphlets and video)
2. **Pickleball Proposed New Courts** (oral report back; J. Ritzman, M. Grassle)
 - a. Reach out to Tennis advocates
 - b. Park Development Fees for Pickleball Court Improvements/Expansion
 - c. Costs for re-striping existing tennis courts to create multi-use courts
3. **Memorial Bench Program Proposals** (J. Ritzman, M. Grassle)
4. **Proposed Project List - Capital Improvement Plan** (M. Grassle)
5. **Facility Use Procedures, Survey, Fees, & Deposits** (oral update and discussion; M. Scobey, J. Ritzman)
6. **Staff Written Reports & Oral Updates** (T. Helm and M. Grassle)
 - a. Skate Park temporary closure
 - b. Kids Kamp Kudos
7. **Items for the September Committee Agenda**
 - a. Recreation Department Budget Plan of Action Steps
8. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

NOTE – THERE WAS NO AUDIO RECORDING MADE OF THIS MEETING.

Cameron Park Community Services District

Questions for Facility Use Survey – 2018

1. Do you live in the Cameron Park Community Services District (CPCSD) service area?

- Yes
 No
 Unsure

2. Have you rented/used any CPCSD facilities and/or parks in the past?

- Yes
 No

If yes, which ones?

- | | |
|---|---|
| <input type="checkbox"/> Aquatics Center | <input type="checkbox"/> Eastwood Park |
| <input type="checkbox"/> Cameron Park Lake | <input type="checkbox"/> Gateway Park |
| <input type="checkbox"/> Christa McAuliffe Park | <input type="checkbox"/> Hacienda Park |
| <input type="checkbox"/> Community Center | <input type="checkbox"/> Northview Park |
| <input type="checkbox"/> Dave West Park | <input type="checkbox"/> Rasmussen Park |
| | <input type="checkbox"/> Royal Park |

3. What should the facilities reservation priority list look like?

(A = Highest priority and D = Lowest priority)

- Registrar of Voters for elections
 Public or non-profit organizations for non-political or non-commercial uses
 Residents and businesses within the Cameron Park Community Services District (CSD) boundaries
 Other _____

4. Should the raffle and/or sale of firearms or other weapons (knives, swords, spears, etc.) be banned at the facilities/parks?

- Yes
 No

5. Should the raffle of cannabis items be banned from facilities/parks?

- Yes
 No

NOTE: The use of cannabis is still banned from public places. Basically, adults 21 years and older may use recreational cannabis in a private residence and grow prescribed amounts. (<https://www.edcgov.us/Government/CAO/Cannabis/Pages/Cannabis---FAQ.aspx>)

6. Currently, the deposits for the Community Center are:

- Community Center General Use \$300
- Kitchen Use \$300
- Alcohol Use after 4:00 p.m. \$300
- Total \$900

Should the deposits be increased by \$100? If so, which ones?

NOTE: There has been an increase in damage to the Community Center at events held after 4:00 p.m.

- Community Center
- Kitchen Use
- Alcohol Use after 4:00 p.m.

7. Should coffee carafes be available to Community Center rental customers for free without having to rent the kitchen?

- Yes
- No

8. Do current Community Center hours of operation meet customers’ needs? If not, what should the hours be (including set-up and take-down)?

-
- 8:00 a.m. to 11:00 p.m. – seven (7) days a week

 - 7:30 a.m. to 10:00 p.m. – Monday, Tuesday, Wednesday, Thursday

 - 7:30 a.m. to midnight – Friday, Saturday, Sunday

 - 7:30 a.m. to midnight – seven (7) days a week

 - Other

9. Who should receive discounts?

Facility Rentals	Classes/Passes
<input type="checkbox"/> Cameron Park residents with proof of residency within the CPCSD boundaries (10%)	<input type="checkbox"/> Military veterans (10%)
<input type="checkbox"/> Non-profit organizations with proof of 501(c)(3) status (25%)	<input type="checkbox"/> Disabled individuals (10%)
	<input type="checkbox"/> Senior Citizens (10%)
	<input type="checkbox"/> Other

Survey Distribution Options

1. CPCSD website
2. CPCSD Enewsletter
3. Direct mailing (approximately 5,000 x \$.47/each stamp = \$2,350. With return envelope plus postage 5,000 x \$.94 - \$4,700)
4. Place in businesses
5. Meetings (committees, Board of Directors, etc.)
6. Special events
7. Telephone surveys
8. Piggyback on a current mailing

Timeline of Survey

- September 24 – Distribute survey
- October 19 – Surveys due
- October 22 to 26 – Analyze surveys
- November 5 – Survey results to the Parks & Recreation Committee meeting

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: September 10, 2018

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #4: Parks & Facilities Department Report

RECOMMENDED ACTION: Receive and File

General information

Summer is starting to slow down. Staff are working hard to get the sports fields ready for soccer, baseball, and rugby, etc. Staff are working to achieve a 3" mow heights that the sports fields should be cut for our user groups. Recreation staff will be organizing a meeting in October with all the sports groups to discuss inclement weather and expectations for preventing field damage. The District is also looking into a way to be more efficient with how we clean up leaves. We are hoping to have a process in place this fall. The District's new vehicle (2018 Ford F250) is on the road and is a much needed addition to our fleet of trucks.

Cameron Park Lake

The District is utilizing a community service worker to weed eat and clean up the brush around the lake.

Sports Parks/Fields

Christa McAuliffe Park/Skate Park

- The drinking fountain at the Skate Park has been repaired.
- Staff applied a fall post emergent to help control the growth of Poe Anna grass.

Rasmussen Park

Staff discovered that the water source to the parking lot trees had been shut off/capped. Some of the trees are stressing out. Staff was able to discover the location of the shut off and are exploring what to do with the trees moving forward. This item may be addressed in the District's Budget Plan of Action tasks in browning out ornamental landscaping.

Neighborhood Parks/Landscape and Lighting Assessment Districts

Eastwood Park

- Staff cleaned up and replanted the entrance to the Eastwood subdivision, and have received positive feedback from neighbors.
- Staff are preparing to overhaul the irrigation system this fall. It could use some much needed TLC.

Gateway Park

Staff noticed a significant amount of dead limbs on large oak trees throughout the park, many of which are posing a safety issue. Staff and the Growlersberg crew will take out as much as possible to try to eliminate the cost of having a tree service come out to do the work.

Bar J A

We are currently receiving bids to have the asphalt pathway repaired as existing tree roots have starting lifting up the pathway.

Community Center

- The control panel on the kitchen ice machine failed and was repaired by Gold State Repair Appliance Company.
- Ski Air came out and repaired the damaged air conditioning unit at the life guard office.
- Staff installed 20 new plants and added 12 yards of bark to clean up the outside of the pool area.

Cal Fire / Weed Abatement

- Growlersberg crew spent several days in August clearing the creeks out at Bonanza Park which were full of blackberries. Staff went in behind Growlersberg and starting spraying herbicide to control the blackberry growth.
- Growlersberg crew cleaned out the creeks around the Community Center. Staff sprayed out all the woody brush after they completed the cleanup.

Staff Training

- Carlos Faucett and Marty Kramer will be attending the Aquatics Facilities Operators (AFO) course in October.
- Mike Merritt will be attending an irrigation class in October hosted by Rain Bird.
- Greg Dalbeck and Craig Schuler received some in-house welding training on Friday September 7th.
- All full-time maintenance staff will be attending the Elk Grove Equipment Expo on September 14th.

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: September 10, 2018

FROM: Tina Helm, Recreation Supervisor
Sarah Fridrich, Recreation Coordinator

AGENDA ITEM #4: Recreation Department Report

RECOMMENDED ACTION: Receive and File

- Labor Day at the Pool was on Monday, September 4th and over 200 people attended. Donated movie tickets were used for a raffle prize with about 75 entries, and almost 100 hot dogs were sold.
- The Fall 2018 Activity Guide was delivered on September 5th, later than expected due to a delivery truck breaking down.
- The kiosk at Cameron Park Lake is closed for the season as of Monday, September 3rd.
- The pool is only open for two more weekends, and the last day it will be open is Sunday, September 16th.
- Dave West Field, and Christa McAuliffe Field have been filled from September to November. Local leagues such as Prospector Soccer, Motherlode Rugby, and the CPCSD Flag Football program have taken over the fields after school.
- Pooch Plunge at the Lake had over 100 dogs attend to swim and walk with their owners around the Cameron Park Lake.
- Upcoming events include the Halloween Carnival and Pumpkin Patch on October 20th, the Christmas Craft Faire on November 17th, the 2nd Annual Tree Lighting on November 30th, the Santa Run and Pancake Breakfast on December 1st, and the Santa Parade on December 7th, 8th, and 9th, which is scheduled for the following weekend if it rains.
- More training on Rec Trac along with scheduled updates have helped staff learn how to better schedule facilities and add/update CSD classes.
- Summer is coming to an end. The Recreation Department has dropped from over 50 seasonal staff to about 15, and will continue to drop as the pool closes for the season and more staff leave for college.
- Staff continues to meet with the Senior Leadership Council to expand programs in a manner consistent with our plan. The Art Room has been busy with programs, and health, educational and fitness programs were also expanded in the last Activity Guide.
- Sarah Fridrich has reached her six-month mark as Recreation Coordinator as of September 7th.