

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



Parks & Recreation Committee
Monday, January 7, 2019
6:30 p.m.

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

Agenda

Members: Director Monique Scobey (MS), Director Holly Morrison (HM)
Alternate Director Ellie Wooten (EW)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL

- Nominate Committee Chair

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. **Draft Survey Regarding Interest in Allowing Dogs on leash at Cameron Park Lake** (J. Ritzman)
2. **Summer Spectacular Sponsorship Plan; Proposed Board Resolution Commemorating the 20th Anniversary** (J. Ritzman, handout)
3. **Staff Written Reports & Oral Updates** (T. Helm and M. Grassle)
4. **Items for the February Committee Agenda**
5. **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, December 3, 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 - 6:36pm

ROLL CALL – MS/GS

APPROVAL OF AGENDA - *Approved*

APPROVAL OF CONFORMED AGENDA – *move to the Board of Directors Meeting*

OPEN FORUM

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DEPARTMENT MATTERS

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1. **Pool Use Fees** (J. Ritzman)
2. **Draft Survey Regarding Interest in Allowing Dogs on Leash at Cameron Park Lake** (J. Ritzman)
3. **Review and Discuss Cameron Park Lake Facility Use Fees** (J. Ritzman)
4. **Results from Community Center Survey** (J. Ritzman)
5. **Staff Written Reports & Oral Updates** (T. Helm and M. Grassle)
6. **Items for the January Committee Agenda**
 - *Pool Use Fee MOU*
 - *Dogs at Cameron Park Lake Survey*
7. **Items to take to the Board of Directors**
 - *Hourly Pool Fees*
 - *Cameron Park Lake Facility Use Fees*

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 8:30pm



Agenda Transmittal

DATE: January 7, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #1: **REPORT BACK - DRAFT SURVEY REGARDING INTEREST IN ALLOWING DOGS ON LEASH AT CAMERON PARK LAKE**

RECOMMENDED ACTION: **REVIEW & DISCUSS**

BACKGROUND

At the November 5th Parks and Recreation Committee Meeting, community and committee members discussed the prohibition of dogs at Cameron Park Lake, why dogs are prohibited even on a leash, and if there was a chance to change the prohibition. This initiative is coming forward from a resident and dog owner who conducted an informal survey on Next Door.

The Committee asked staff to return to the December meeting with a draft survey to gauge residents' opinion about allowing dogs on leash at Cameron Park Lake. Comments were received from the community and Committee members, and revisions made.

DISCUSSION

Staff have revised the proposed survey questions and distribution plan for the Committee and community's feedback. Changes include: adding an enforcement question, adding frequency of use at Hacienda Park, additional use fee, and distribution of the survey at Community Center.

Proposed Questions

1. Do you live in Cameron Park? Yes or No.
2. Do you own a dog(s)? Yes or No.
3. How often do you visit Cameron Park Lake? (check one that applies most)
 - At least once a week
 - Twice a month
 - Once a month
 - Two to six times a year

4. What activities do you enjoy at Cameron Park Lake? (check all that apply)
 - Pickleball
 - Tennis
 - Picnicking
 - Walking around the Lake
 - Fishing
 - Swimming at Lagoon
 - Attending District special events

5. Should dogs be allowed on leash at Cameron Park Lake? Yes or No.
 - Why or why not? Please explain

6. Should dogs be allowed only on the trail around the Lake and not in other areas of the park? Yes or No.
 - Why or why not? Please explain

7. Should dogs be allowed at Cameron Park Lake on designated days a few times year?

8. Would you pay an additional fee to bring your dog on-leash to Cameron Park Lake?

9. If an owner has their dog off-leash while at Cameron Park Lake, do you have a suggestion on how to enforce a rule that dogs must be on a leash? (check all that apply)
 - Volunteers
 - Park Users
 - District Park Staff
 - Other (please describe) _____

10. If you are a dog owner, do you use the off-leash dog park at Hacienda Park?
 - At least once a week
 - Twice a month
 - Once a month
 - Two to six times a year

Distribution

The survey would be formatted on Survey Monkey and posted on the District website for two months. The survey would be promoted in the District E-Newsletter and Next Door. District staff can distribute the survey in person to park users at Cameron Park Lake and at the Community Center.

Results will be tabulated and provided to the Parks and Recreation Committee after the conclusion of the Survey.

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: January 7, 2019

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #3: Parks & Facilities Department Report

RECOMMENDED ACTION: RECEIVE AND FILE

General Information

- The holidays are officially over and the department will be working on a variety of projects over the next few months. (see list of various projects at the end of the report)
- Staff has been busy in December picking up leaves throughout the district; the new leaf vacuum is a great help.
- The floors at the Community Center were stripped and waxed the week of December 17th. Through a combined effort of district staff and Hillyard Services, the floors look good as new. Hillyard donated their equipment and staff at no charge to the district which was much appreciated.
- The District had our final fire inspection with Chief Smith on December 10th. Chief Smith signed off on the inspection. A few items continue to be addressed.
- The Parks Superintendent renewed his 2019 Qualified Applicator's Certificate with the County on December 20th.

Cameron Park Lake

- Staff repaired the damaged exterior flooring at the Parks Department shop.
- The dock closest to the lagoon cracked and started to sink. We are looking into a solution to repair the damaged section.

Parks, Fields, and LLADs

Christa McAuliffe Park

- Met with Ponderosa Little League to discuss the layout for the proposed T-Ball field.
- Conforti Plumbing repaired a plumbing leak inside the concrete wall of the women's restroom.

David West

Staff spent a few days limbing up all of the trees around the perimeter of the park. All of the trees have been limbed up to 6' or higher.

Northview Park

Staff started repairing the border for the existing decomposed granite pathway. The metal stakes that keep the border in tack need to be cut down. There are sharp pieces exposed which create a safety hazard.

Community Center

- Staff started to replace and rebuild several burnt out lights inside the main hall.
- Staff rebuilt the chlorine pump for the Community Center Pool.
- Right after Christmas, staff spent a few days deep cleaning the restroom floors. The grout was in pretty bad shape and needed to be addressed.

Cal Fire

- Growlersburg has assisted us this past month over at Bonanza Park. They have done a great job clearing around Deer Creek throughout the entire park.
- Chief Smith and the Park Superintendent will be meeting in January to discuss the District's Weed Abatement program in District park and open space properties for 2019.

Upcoming Projects:

- Install sprinkler heads in the ballfields at Rasmussen Park to help keep the dust down on the infields.
- Install new lighting at the Cameron Park Lake restrooms. Current lights will be upgraded to LEDs.
- Install a new weather based irrigation controller at Eastwood Park.
- Continue to repair and upgrade the existing irrigation systems at Cameron Park Lake, Hacienda Park, and Eastwood Park.
- Continue to map out existing irrigation systems. Mapping out the systems will allow staff to maintain and manage the irrigation systems much more efficiently.
- Clean out all of the drains on the pool deck at the Community Center.
- Continue addressing the burnt out lights at the Community Center. Several lights are not working on the interior and exterior of the building.



Agenda Transmittal

DATE: January 7, 2019

FROM: Tina Helm, Recreation Supervisor
Alyssa Kimball, Recreation Coordinator

AGENDA ITEM #3: Recreation Department Report

RECOMMENDED ACTION: **RECEIVE AND FILE**

- Staff is continuing to work with Seth Warren from Rec Trac (Vermont Systems) on the transition of the upgraded registration system. There are still some issues that have prevented the system from going live. Seth is working with DSA, the District's IT contractor, to resolve this. We hope to have this fixed and the system working no later than Monday, January 7th.
- The Annual Santa Run was held on Saturday, December 1st at the Community Center. 60 runners/walkers registered for the 5k loop. The weather was very wet this year so not as many participants this year – very few that registered the day of. The volunteers that participated were from Ponderosa Key Club and the Girl Scouts – both groups were great. (see activity report – Attachment A)
- Staff continues to meet with the Senior Leadership Council. In November new officers were elected – Jo Ann Perry – President, Bev Huffman/Lydia Roseby – Co-Secretaries, and Bill Carey – Treasurer. The Senior Leadership Council supported a Holiday Party for staff and members of the 50+ Group on December 20th. Members from the 50+ Group contributed to the potluck and joined staff for lunch. They even participated in the carol singing led by Park Maintenance staff member, Marty Kramar. Approximately 50 people were in attendance.
- Staff attended a Leadership Workshop in Sacramento sponsored by CSDA – California Special District Association.

- The Winter/Spring Activity Guide was published and delivered to the residents of the community. A design challenge and Request for Proposal will be issued in early 2019 for the Summer Edition, to provide a new look.
- Youth Basketball teams are being formatted, as well as practice schedules. The league begins January 12th.
- Upcoming events include - Free Movie Night on January 4th, On Air Concert on January 19th, and It's A Wedding Affair on February 24th.

Attachment A: Santa Run Activity Report

Cameron Park Community Services District

ACTIVITY REPORT

SANTA RUN

EVENT: Santa Run **DATE:** Saturday, December 1, 2018
LOCATION: Cameron Park Community Center **TIME:** 7am check in/Run at 8am
ESTIMATED ATTENDANCE: 60 runners registered
SUBMITTED BY: Tina Helm – Recreation Supervisor

◇	REVENUES:	\$ 1,290.00
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- Registration \$ 1,290.00

◇	EXPENDITURES:	\$ 871.04
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Marketing

- Signs/Banners/Road closure signs \$ 241.31
- Poster/Flyers \$ 87.63

Explorer Program

- Breakfast \$ 300.00

Supplies

- Prizes for runners \$ 13.29
- Gift Cards for Prizes \$ 40.00
- Santa Hats \$ 48.81

Staff/Contract

- Contract/Maintenance and Recreation staff \$ 140.00

NET REVENUE	\$ 418.96
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VOLUNTEERS:

49.5 hours – 19 volunteers

PROGRAM DESCRIPTION:

The Santa Run is held on the first Saturday of December in conjunction with the Cameron Park Explorer Pancake Breakfast held at the Community Center. Santa hats are provided for the first 50 pre-registered runners. These were handed out the morning of the run when runners checked in. Santa started the race.

Attachment 3A

The run was advertised in the Cameron Park CSD newsletter email, local paper, The Clipper, Style Magazine, and The Windfall. Flyers were placed on cars at the Apple Hill race in November.

Race registration was placed on Showclix.com so that runners could register - this ended up being very successful.

DOT was contacted earlier in the year to get the necessary paperwork for road closures. The businesses, churches and schools were contacted to approve the closure of the road in order to meet the necessary requirements for the permit process. The permit was approved.

The course was measured and the turnaround spot marked. Road closure signs went up the week of the event. The day before the run, the chalk was placed onto the road.

Volunteers were used from Ponderosa Key Club and the Girl Scouts. They all showed up at about 6:30am the morning of the run and helped with check in, race directions, water station, and the finish line. They received breakfast for their help with the run. There were 19 total volunteers that helped out.

Gift certificates were purchased from Subway and Walgreens for the top four winners of the race and placed into coffee mugs to hand to the top 2 winners of the youth race and the adult race.

SUPPLIES AND RESOURCES:

Banners were placed throughout the community and road closure signs were placed on the route two weeks before the event. Event signs with arrows were placed on the streets the week of the event. PSAs were put into The Windfall, The Clipper and Style Magazine. STAR volunteers were contacted and secured for the event. We had six of them show up: two blocked the traffic at Bass Lake and Country Club, two blocked traffic at Knollwood and Country Club, and the remaining two were at Castana and Country Club Drive.

EVALUATION:

The weather was not on our side this year. It rained the week leading up to the race – clearing enough on Friday to put the chalk out onto the course. It rained that evening – washing away some of the markers. It rained off and on throughout the morning – raining during the entire run – so lots of wet runners completed the run.

Santa arrived to start the race. There were a total of 60 runners. Bottled water was handed out to the finishers. Hot chocolate was available before and after the race. The majority of the runners came in and enjoyed the pancake breakfast prepared by the explorers. The volunteers were very helpful. The runners liked the Santa hats as they kept them warm.

Suggestions for next year:

- Continue to obtain STAR for the road closure.
- Continue to utilize the Showclix website for registration.



Holiday Kickoff

**Cameron Park
Community Center
2502 Country Club Drive
Cameron Park**

Saturday, December 1, 2018



Run with Santa Pancake Breakfast

Check in at 7am. Run starts at 8am.

A 5k fun run/walk that begins and ends at the Cameron Park Community Center. Bring the whole family to enjoy this perfect Holiday kick-off. Finish the race just in time to attend the Cameron Park Fire Department's Pancake Breakfast which runs until 12 noon. (Breakfast is included with Santa Run registration). Come prepared for weather because Santa will run come rain, shine, or snow and so will we! Pre-registration fee: \$25 adults/\$15 ages 17 & under; Race day registration fee: \$30 adults/ \$20 ages 17 & under. Register online at www.showclix.com and search "CP Santa Run and Pancake Breakfast."

**8am - 12pm
Cameron Park Explorers
Post 89 Fire Department
Pancake Breakfast**

Cameron Park CSD invites you to come enjoy breakfast with your community and local Fire Department. Breakfast includes pancakes, bacon, eggs, orange juice, coffee and raffle prizes. Show your support for the Cameron Park Fire Department. Breakfast is included with run registration.

Cost for breakfast is \$5.



For more information call (530) 677-2231 or visit us online at www.cameronpark.org

