



**Parks & Recreation Committee**  
**Monday, February 5, 2018**  
**6:30 p.m.**  
**2502 Country Club Drive, Cameron Park**

**Agenda**

Members: Director Monique Scobey (MS), 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**

- 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. **Introduction – New Park Superintendent, Mike Grassle** (J. Ritzman)
2. **Recreation Report** (T. Helm, written)
3. **Parks Report** (C. Shuler, written)
4. **Summer Spetacular – Survey Results and Discussion of New Event Ideas** (T. Helm; hand-outs)
5. **Rasmussen Park and Addition of Little League T-Ball Fields, other Park Improvements**  
(J. Ritzman, Oral Report)
6. **Draft Parks & Recreation Committee Work Plan 2018** (J. Ritzman, written)
7. **Oral Updates from Staff:**
  - **Promotions of Cameron Park Lake and Lagoon**
  - **Sales of Family Swim/Lake Passes**
  - **50+ Program Planning**
8. **Items for the March Committee Agenda**
  - **Propose Tour of Cameron Park Lake/Lagoon Facilities**
9. **Items to take to the Board of Directors**

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**



**Parks & Recreation Committee**  
**Monday, January 8, 2018**  
**5:30 p.m.**  
**2502 Country Club Drive, Cameron Park**

**DRAFT Conformed Agenda**

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Monique Scobey (MS)  
Alternate Director Holly Morrison (HM)  
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,  
Acting Parks Superintendent Craig Shuler

**CALL TO ORDER** – 5:33 p.m.

**ROLL CALL** – MM, HM            MS is absent

**APPROVAL OF AGENDA** - Approved

**APPROVAL OF CONFORMED AGENDA** - Approved

**OPEN FORUM**

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## **I. Recreation Updates**

- Google Analytics
- Newsletter Statistics, Update
- Facility Use Report
- Summer Spectacular Survey Status Report

## **II. Parks Report**

## **III. Planning Efforts for Programming for Seniors; Coordination with the Mature Leadership Council**

## **IV. Cameron Park Lake and Lagoon Operations for Summer 2018**

## **V. Items for the February Committee Agenda**

- *Ability to purchase combination swim passes online*
- *Expenses, timeline and County requirements for disc golf*
- *Summer Spectacular meeting*
- *Cameron Park Lake Lagoon promotions plan of action*
- *Introduction of new Parks Superintendent*
- *Marketing Request for Proposal (March)*

## **VI. Items to take to the Board of Directors**

### **MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT** - 6:30 p.m.

# Parks & Recreation Committee Meeting

## February 5, 2018

### 2. Recreation Updates

Submitted by: Tina Helm, Recreation Supervisor

- Google Analytics – this will be done quarterly Jan – March and will be presented at the April meeting.
- The December newsletter for 2016 was sent out to 3,453 recipients through Mailchimp. The 2017 December newsletter was sent out to 3,774 recipients through Mailchimp. This is an **increase** of 321 recipients.
- Facility Use Report: Please find the scheduled rentals from July to January Fiscal Years 2016/17 and 2017/18 compared to the rentals during the same time period. This comparison is for the auditorium/classroom rentals and does not include the gym.

|           | 2016/17 Facility Rentals<br>July 2016-<br>June 2017 | number of rentals | 2017/18 Facility Rentals<br>July 2016-<br>June 2017 | number of rentals |
|-----------|---|-------------------|---|-------------------|
| July      | \$3,387.76  | 19                | \$7,448.00  | 20                |
| August    | \$2,485.85  | 20                | \$5,615.37  | 25                |
| September | \$1,638.51  | 17                | \$3,926.50  | 16                |
| October   | \$7,485.51  | 24                | \$6,099.60  | 20                |
| November  | \$3,006.00  | 18                | \$4,455.50  | 20                |
| December  | \$4,832.71  | 24                | \$2,964.00  | 13                |
| January   | \$3,993.75  | 17                | \$1,826.50  | 13                |
| Total     | \$26,830.09   | 139               | \$32,335.47   | 114               |

- Met with Marshall Medical to discuss the Affair of the Heart Event. The event will be held on February 28<sup>th</sup> at the Community Center. The focus is Heart Health and will feature a Cardiology Session moderated by comedian Fran King. The event features healthy food and wine, health screening and exercise demos from CSD instructors.
- Met with Cameron Park Rotary, Shingle Springs/Cameron Park Chamber, Cameron Park Foundation and Channel 2 to discuss Community Showcase Event/Luau at the Pool in April. Securing entertainment and non-profit groups to participate.
- Staff is working on gathering class information from instructors for the summer activity guide.
- Staff is recruiting seasonal summer staff.

### **3. Parks Department Report**

February 5, 2018

Submitted by: Craig Shuler, Park Supervisor

#### **Cameron Park Lake**

- Removed a large oak tree which fell down on the west side – no damage.
- The bathroom sewer drains backed up, including plumb chase and concession stand. This has been resolved by Conforti Plumbing.
- Staff met with Jim Settle from Lincoln Aquatics to discuss lagoon operations for the season.
- In the process of cleaning out the breakroom and setting up the Barnco storage unit for plumbing and irrigation supplies. The breakroom will house the chlorine pump.
- The tractor has been serviced and repaired.

#### **Christa McAuliffe Park**

- Repaired the skate park sign, which had blown over.
- Reset the posts at the driveway to the ball fields in concrete.
- Removed the Christmas tree lights from the tree.
- Received a bid from Crusader Fence to repair the damaged chain-link fence (due to accident in December).
- Installed new trash can in concrete at the skate park.

#### **CAL FIRE Crews**

- Fire fuel reduction – currently working on Sudbury Drive and Cameron Park Drive. Green Valley Road has been completed.
- Cameron Valley Estates – Trimmed all shrubs in the area and completed a general clean up.

#### **Hacienda Park**

- Removed all the mole traps.
- Performed normal scheduled maintenance.

#### **Northview Park**

- Metal edging had been damaged by a resident's contractor. This has been repaired and paid for by the contractor.
- Contacting Shade Structure Company to look at the shade structures at Northview which are starting to show wear.
- Patched erosion on the pathways with decomposed granite.
- Received a complaint about flickering lights. This is being investigated.

#### **Rasmussen Park**

- Conforti Plumbing repaired the drinking fountain.
- Ongoing theft problem in the restroom (toilet paper, paper towels and soap).

**Chardi Corner**

- Performed normal scheduled maintenance.

**Eastwood Park**

- 36 yards of bark has been delivered and spread.
- Performed normal scheduled maintenance.

**Dave West**

- Performed normal scheduled maintenance.

## Cameron Park Community Services District

### Agenda Transmittal

**DATE:** February 5, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #6:** **DRAFT PARKS & RECREATION COMMITTEE WORK PLAN 2018**

**RECOMMENDED ACTION:** Provide Input to the Draft Parks & Recreation Committee Work Plan for 2018; Draft Recommendations to 2018 Committee

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**BUDGET ACCOUNT:**

**BUDGET IMPACT:**

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#### RECOMMENDATION

- Provide input to the draft 2018 Parks & Recreation Committee Work Plan;
- Develop recommendations to the 2018 Parks & Recreation Committee;
- Provide feedback on priorities.

#### BACKGROUND

In December 2017, staff proposed a Draft 2018 Parks & Recreation Committee Work Plan for consideration. In the past year or more, the Parks & Recreation Committee (Committee) provided staff with broad input and guidance on many services, facilities and programs. The proposed 2018 Work Plan is intended to:

- Set forth the highest priority projects to address in the next year;
- Establish a manageable work plan within the District's resources; and
- List programs and projects to address in future work plans.

Feedback was received from Committee members and the community. Committee members felt that all projects identified in the Work Plan are high priority. Disc golf should be a partnership with advocates and initiation could be delayed slightly.

#### DISCUSSION

In light of new Committee members, staff is bringing the 2018 Work Plan to the Committee for input and discussion.

#### Attachment A

2018 Parks and Recreation Committee Work Plan



## 2018 Parks & Recreation Committee Work Plan

| Project                       | Description  |
|-------------------------------|--|
| Summer Spectacular            | The re-fresh the District annual signature event, Summer Spectacular.  |
| Senior Programs               | Working with the Mature Leadership Council, expand and enhance senior programs and evaluate opportunities for a permanent location.  |
| Facility Use Fees & Processes | Evaluate current facility use fees and processes, and make changes to streamline processes, increase customer service and standardize fees.  |
| Rasmussen Park Permit         | Seek approval from El Dorado County Planning to re-establish a t-ball field at Rasmussen Park and address erosion. When County permit is secured (and other appropriate permits and approvals), work with Cameron Park Little League to fund and implement improvements.   |
| Cameron Park Lake             | Develop a comprehensive program plan that addresses necessary capital improvements, facility operations and maintenance requirements, and recreation programming. Plan will set forth appropriate staffing levels, program revenues, annual pass fees and budget requirements.   |
| District Marketing Plan       | Seek opportunities to enhance District marketing by releasing the Marketing Request for Proposal, review role of Recreation staff in District promotions, and seek alternative cost efficient ways to streamline messaging about the District's programs and services. Solicit feedback from the community about how they receive information about the District's programs and services; and establish priorities for communication methods. Include a plan for promotional event signs in this effort. |
| Park Improvements             | Identify and prioritize park improvements, establish estimated costs and potential funding sources. Determine potential implementation timeline. This initiative is in preparation for the possible park bond in an upcoming election.   |

### Projects on the Future Horizon

- Disc Golf Course, finalize location, identify costs and potential funding sources
- Annual Pass Policy
- Improve Park Signs