

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



**Parks & Recreation Committee**  
**Monday, March 4, 2019**  
**7:00 p.m.**

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

**Agenda**

Members: Chair Director Holly Morrison (HM), Vice Chair Director Monique Scobey (MS)  
Alternate Director Ellie Wooten (EW)  
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. Construction Warranty (oral report, Staff)**

2. **Prop 68 Statewide Park Development and Community Revitalization Program** (J. Ritzman, N. Garrison)
3. **Dog Survey Timeline** (J. Ritzman)
4. **Staff Written Reports & Oral Updates** (M. Grassle and T. Helm)
5. **Items for the April & Future Committee Agendas**
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, February 11, 2019**  
**6:30 p.m.**

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

**Conformed Agenda**

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

*(Holly Morrison was absent; Ellie Wooten, as the alternate, attended in her absence.)*

**CALL TO ORDER** - 6:30pm

**ROLL CALL** – MS/EW (HM absent)

**APPROVAL OF AGENDA** - Approved

**APPROVAL OF CONFORMED AGENDA** - Approved

**OPEN FORUM**

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*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. Presentation - Bass Lake Project** (El Dorado Hills Community Services District – Kevin Loewen, General Manager)
  - *Feedback provided regarding trails to accommodate horses, enhancing access from neighborhoods in Cameron Park.*
- 2. Proposed, New T-Ball Field at Christa McAuliffe Park** (J. Ritzman; M. Grassle)
  - *Proposal supported – move to Board of Directors Meeting*
- 3. Parks’ Maintenance Standards, Drainage & Fuel Reduction** (M. Grassle, oral presentation with handouts)
  - *Discussed presentation of Parks Maintenance Standards, Drainage & Fuel Reduction.*
- 4. Responsible Fishing Signage – Final Draft** (M. Grassle, handout)
  - *Signage supported; 4 of each sign with be posted at Cameron Park Lake.*
- 5. Staff Written Reports & Oral Updates** (M. Grassle and T. Helm)
- 6. Items for the March & Future Committee Agendas**
  - *Swim Fees*
  - *Dog Survey Posting and Results*
  - *Construction Warranty*
  - *Summer Spectacular*
- 7. Items to take to the Board of Directors**
  - *T-Ball Field at Christa McAuliffe Park*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT** – 8:26pm



## Agenda Transmittal

**DATE:** March 4, 2019

**FROM:** Jill Ritzman, General Manager  
Niki Garrison, Administrative Assistant

**AGENDA ITEM #2:** PROPOSITION 68 STATEWIDE PARK PROGRAM GRANT

**RECOMMENDED ACTION:** REVIEW AND DISCUSS

### Program Overview

Statewide Park Program (SPP) competitive grants will create new parks and new recreation opportunities in critically underserved communities across California. Total amount available for the 2019 round is \$254,942,000. Grant performance period is July 1, 2018 – June 30, 2022. Applications must be postmarked by August 5, 2019.

### Grant Amount Per Application

Maximum grant request per application/park: \$8,500,000

Minimum grant request per application/park: \$200,000

Each park requires its own, separate application. An applicant may submit multiple applications for different parks. An applicant can potentially receive multiple grant awards that total more than \$8.5 million in the same round. There is no cap to the amount of grants an applicant may receive per round. No match is required; the grant by itself may fund the entire project.

The project **MUST BE ELIGIBLE** using the following guidelines:

Using the Community FactFinder, does the project site radius have either:

- A ratio of less than 3 acres of parkland per 1,000 residents?
- OR
- A median household income below \$51,026?

## Types of Projects

A project must involve either development or a combination of acquisition and development to:

1. Create a new park, or
2. Expand an existing park, or
3. Renovate an existing park.

All projects must create or renovate at least one recreation feature. Examples of recreation features include but are not limited to the following:

- Acquisition of land:
  - Combined with development of a new recreation feature, OR
  - Already has a recreation feature for public use at close of escrow.
- Aquatic center, swimming pool, splash pad, fishing pier or paddling launch site
- Amphitheater/performing arts dance, music, and theater stage
- Athletic field (soccer, baseball, softball, football, etc.)
- Athletic courts (basketball, futsal, tennis, pickleball, etc.)
- Community gardens, botanical or demonstration gardens and orchards
- Community/recreation center (only if it will be in or adjacent to a park)
- Dog park
- Jogging and walking loop, par course, running track
- Non-motorized trail, pedestrian/bicycle bridge, greenbelt/linear park
- Outdoor gym exercise equipment (stations fixed into ground)
- Open space and natural area for public recreation use
- Picnic/bar-b-que areas
- Playground and tot lot
- Plaza, zocalo, gazebo
- Public art (mosaic tiles, sculptures, murals)
- Skate park, skating rink, and BMX or pump track (non-motorized bike tracks)
- Lighting to allow for extended night time use of a recreation feature
- Shade structure/covered park areas over a recreation feature to allow for extended day time use

A project may also include major support amenities such as:

- Restroom building, snack shack
- Parking lot, staging area, pathway for access to a recreation feature
- Landscaping or lighting that will be constructed throughout the park

Applications where the majority of the total project cost is for a major support amenity will be less competitive. Projects should create a new recreation opportunity(s) as the primary goal. Applications only for major support amenities are ineligible; a project must create or renovate at least one recreation feature.

#### Project Selection Criteria

The Project Selection Criteria are used to rank all statewide applications. Applicants are encouraged to conceptualize a new project based on the criteria. The maximum score is 100 points – all competing applications start with 0 points.

See Attachment 2A for further competitive planning information.

This Grant Program is NOT for program funding. A Community Access Program is currently in draft form.

#### Attachment:

2A – Competitive Chart

# Competitive Chart

## Statewide Park Development and Community Revitalization Program (SPP)

January 22, 2019

This Competitive Chart is an outline and planning tool for applicants.

**If the answer to any of these questions is “No”, the project may need to be reconsidered or adjusted to meet the competitive priorities.**

- Detailed guidance is found in the January 22, 2019 Final Application Guide.
  - Page citations are listed in this table.
- The Application Guide and staff contacts are available at [parks.ca.gov/spp](http://parks.ca.gov/spp)
- Technical Assistance for this program is available through the Office of Grants and Local Services. See page 56 of the Guide for a summary of assistance available.

#	Competitive Chart Questions	Application Guide Page(s)	Yes/No
1	<b>Applicant Eligibility:</b> Is the applicant an eligible entity?	4	
2	<b>Maximum Grant Amount, Process Overview:</b> <ul style="list-style-type: none"> <li>• Does the applicant understand the grant request for up to \$8.5 million per application is competitive; funding is not guaranteed?</li> </ul>	6-8	
3	<b>Project site ownership, acquisition, lease, or turn-key.</b> <ul style="list-style-type: none"> <li>• Does the applicant understand site control requirements?</li> </ul>	48	
4	<b><u>Eligible Project Site:</u></b> Using the Community FactFinder, does the project site radius have either: <ul style="list-style-type: none"> <li>• A ratio of less than 3 acres of parkland per 1,000 residents?</li> <li><b>OR</b></li> <li>• A median household income below \$51,026?</li> </ul> <b><u>Competitive Project Site:</u></b> <ul style="list-style-type: none"> <li>• Were the steps in the FactFinder Handbook followed for Project Selection Criteria #1 and #2?</li> </ul> Community FactFinder: <a href="http://ParksforCalifornia.org/communities">ParksforCalifornia.org/communities</a> FactFinder Handbook: <a href="http://parks.ca.gov/spp">parks.ca.gov/spp</a>	15-16, 57	
5	<b>Type of Project:</b> Project Selection Criterion #3 <ul style="list-style-type: none"> <li>• Create a new park? (10 points)</li> <li>• Expand an existing park? (8 points)</li> <li>• Renovate an existing park? (7 or 6 points)</li> </ul>	18, 58	
6	<b>Community Based Planning with Residents:</b> Project Selection Criteria #4 <ul style="list-style-type: none"> <li>A. Five meetings at convenient times near project site, with at least two on a weekend or evening?</li> <li>B. Invited and involved a broad representation of residents?</li> <li>C. Residents engaged to design the project concept? Photos?</li> </ul>	20-23, 49, 59-61	



7	<b>Employment or Volunteer Opportunities:</b> Project Selection Criteria #5 <ul style="list-style-type: none"> <li>At least 20 residents will receive meaningful employment or volunteer learning opportunities?</li> <li>Corps Consultation Process followed?</li> </ul>	24, 62	
8	<b>Partnerships or Committed Funding:</b> Project Selection Criteria #6 <ul style="list-style-type: none"> <li>Project involves three partners, including health organization?</li> </ul>	26, 63	
9	<b>Environmental Design:</b> Project Selection Criteria #7 <ul style="list-style-type: none"> <li>Project will include seven techniques for conservation and "place-making", or SITES, or LEED certification?</li> </ul>	27-29, 64-65	
10	<b>Fees and Hours of Operation:</b> Project Selection Criteria #8 <ul style="list-style-type: none"> <li>After completion, park will be open to public seven days a week, long daily hours; no public use fees or fees will not deter daily access?</li> </ul>	30, 66	
11	<b>Community Challenges, Project Benefits, and Readiness:</b> Project Selection Criteria #9 <ul style="list-style-type: none"> <li>Summarize community's story - challenges and project benefits</li> </ul>	31-32, 67-69	
12	<b>Project Timeline and Applicant Capacity</b> <ul style="list-style-type: none"> <li>Project timeline created with input from other responsible agencies?</li> <li>Project is achievable within Grant Performance Period?</li> <li>Applicant is capable of completing project on time? 30 year operation and maintenance?</li> </ul>	42-44, 45	
13	<b>Grant Scope/Cost Estimate</b> <ul style="list-style-type: none"> <li>The deliverables will be complete and open to public before final grant payment (20% retention of grant amount for final payment)?</li> </ul>	37-39	
14	<b>Funding Sources</b> <ul style="list-style-type: none"> <li>Grant by itself will pay for total project? Or, if other funds are needed, are the other funds committed/secured (fund raising is not needed)?</li> </ul>	40-41	
15	<b>CEQA</b> <ul style="list-style-type: none"> <li>Analysis is complete? Or will be complete within approximately three months from application due date?</li> </ul>	46-47	
16	<b>Authorizing Resolution</b> <ul style="list-style-type: none"> <li>Applicant's governing body approves filing of the application? Reviewed grant contract provisions?</li> </ul>	35-36	
17	<b>Preparing Application</b> <ul style="list-style-type: none"> <li>Use instructions/Checklist on pages 10-11 to send application</li> </ul>	10-11	



## Agenda Transmittal

**DATE:** March 4, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #3:** **TIMELINE FOR SURVEY REGARDING ALLOWING DOGS ON LEASH AT CAMERON PARK LAKE**

**RECOMMENDED ACTION:** **REVIEW AND DISCUSS**

### Proposed Timeline

April 1  
Release survey on District website for 60 days  
Promote survey with E-Newsletter, Facebook  
Ask residents to share with friends and family living in Cameron Park

April – May  
On clear sunny days  
2 weekdays, 1 Saturday, 1 Sunday  
Staff walk Cameron Park Lake and talk with residents about survey (take survey on a District iPad)

June  
Tabulate results & provide to Parks Committee

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** March 4, 2019

**FROM:** Michael Grassle, Parks and Facilities Superintendent

**AGENDA ITEM #4:** Parks & Facilities Department Report

**RECOMMENDED ACTION:** RECEIVE AND FILE

### **General Information**

- Staff has been busy cleaning up after the recent storms. Cameron Park has seen over 9 inches of rainfall in the month of February.
- The Parks and Facilities Superintendent met with the Fire Safe Council and various government agencies to discuss the Pine Hill Preserve fuel reduction program that will be happening in Cameron Park this coming March.

### **Cameron Park Lake**

- Foothill Tree Service removed a diseased Black Oak at the entrance of the park. They also removed a few hazardous oak tree limbs while they were on site.
- Staff has ordered new fishing signs emphasizing the importance of cleaning up after yourself. These signs were suggested and approved by the Parks and Recreation Committee.

### **Parks, Fields, and LLADs**

- Staff installed safety signage at Hacienda Park identifying the creek as a falling hazard.
- Sierra Bushmen's completed the property clean-up at Northview Park. This project is part of the district's ongoing weed abatement / fire fuel reduction program.

- Sierra Bushmen's starting clearing out the brush at David West Park. This specific area is located west of David West Park and has 2 retention ponds. This project is part of the district's ongoing weed abatement/fire fuel reduction program.
- Staff completed the installation of a smart irrigation controller at Eastwood Park.
- El Dorado Weed Control applied the pre and post emergent at Royal Park.

## **Community Center**

- Ski Air replaced a damaged heat exchanger and computer board on the HVAC units the controls the west side of the main hall.
- Staff have been learning more about the Metasys automated HVAC software that controls the Community Center. Hands on training will be needed in the future to utilize the system to the fullest extent.

## **Cal Fire**

- Growlersburg has been a big help over the past month helping the district comply with the CPCSD weed abatement ordinance. They have spent time clearing brush, trimming trees and burning brush piles at Bonanza Park, Gateway Park and Cameron Park Lake.
- The district met with the Fire Marshal and LDS Church on Tuesday February 26<sup>th</sup> to discuss the details of clearing the open space area at Hacienda Park.



## **Agenda Transmittal**

**DATE:** March 4, 2019

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

**AGENDA ITEM #4:** Recreation Department Report

**RECOMMENDED ACTION:** **RECEIVE AND FILE**

- Staff is continuing to work with Seth Warren from Rec Trac (Vermont Systems) on the upgraded registration system, specifically to get the camera operational to take photos for the season passes.
- The Wedding Event was held on February 24<sup>th</sup> at the Community Center. Over 100 prospective brides, future grooms, mothers, and mother-in-laws attended the event. There were 36 vendors featuring: photography, transportation, venue, accessories, catering, florists, desserts, accommodations, and music. Staff is compiling the numbers and will include an activity report next month.
- Hannah Miller has been hired as the Aquatic Coordinator for the season. She is reaching out to previous staff and recruiting new staff. She is organizing training, staff manuals, and additional items for the upcoming season.
- Caitlin Bandera will return this summer to be the Kids Kamp Leader. She is contacting prior year's staff, arranging field trips, organizing bus transportation, and compiling weekly themes.
- Staff continues to meet with the Senior Leadership Council. At the meeting in February, items discussed included: Celebrating Older American's Day on May 21, Sing & Dance Party in the fall, guest speakers, trips, and senior exercise program.
- Staff attended the Lunch n' Learn Series at Sunrise Recreation Park District. Topics included user groups, partnerships and contracts.

- A Design Challenge and Request for Proposal for the Summer Activity Guide Edition, to provide a new look, received two proposals. Staff is reviewing the proposals and offering feedback.
- Staff is gathering class dates and information from instructors for the upcoming Summer Activity Guide.
- Staff attended the Chamber Mixer at the Shingle Springs/Cameron Park Chamber Office. The Mixer was to recruit new members and share upcoming events, like the Community Showcase.
- Staff is meeting with members from the Cameron Park Rotary, Shingle Springs'/Cameron Park Chamber of Commerce, Cameron Park Community Foundation and Channel 2 to coordinate the Community Showcase Event for April 10<sup>th</sup>.
- Upcoming events include: Community Clean-up Day and Yard Sale on April 6<sup>th</sup>, Community Services Showcase on April 10<sup>th</sup>, and the Annual Easter Egg Hunt on April 20<sup>th</sup>.