



Parks & Recreation Committee
Monday, January 9, 2017
4:30 p.m.

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

Agenda

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Amy Blackmon (AB)
Alternate Director Holly Morrison (HM)
Staff: General Manager Mary Cahill, Recreation Supervisor Tina Helm,
Parks Superintendent J.R. Hichborn

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.

I. Updates

- Senior Nutrition Lunch Program

II. Recreation Updates

- Website*
 - Google Analytics – old website compared to new
 - Mailing List and Registration Statistics – monthly update
- Special Events – Events through June 30, 2017 and Future Event Status January, 2017 through June, 2017
 - Coordinating with Cameron Park Golf Course on programs/events
 - Movie Night; Doubletake Concert; Reds, Whites and Jewels; Fire Department Crab Feed; Affair of the Heart; It's a Wedding Affair; Lacy J. Dalton Concert; Easter Egg Hunt, Clean Up Day and Yard Sale; Spring Antique, Craft and Garden Show; Welcome to Summer; Summer Spectacular

III. Park Report

General Park Updates

- Bocce Ball
- Update on Project Bids/Estimates
- Draft Park Weed Abatement Report

IV. Items to be Continued at the February Meeting

- Playground Equipment
 - Repairs vs. replace
 - Determine if this item should go back to the Board
- Cameron Park Lake*
 - Extend lagoon season
- Park Overall Strategy and Park Impact Fees
- Start Park Inventory Improvement

V. Date of February Committee Meeting – suggest changing meeting date to the first Monday of the month (Exhibit D)

VI. Items for February Committee Agenda

VII. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

* The items above with asterisks (*) are the follow-up items from previous meetings.



Parks & Recreation Committee
Monday, December 12, 2016
4:30 p.m.

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

DRAFT Conformed Agenda

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Amy Blackmon (AB)
Alternate Director Holly Morrison (HM)
Staff: General Manager Mary Cahill, Recreation Supervisor Tina Helm,
Parks Superintendent J.R. Hichborn

CALL TO ORDER – 4:30 p.m.

ROLL CALL – MM, AB

APPROVAL OF AGENDA - *Approved*

APPROVAL OF CONFORMED AGENDA - *Approved*

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.

I. Updates

- Senior Nutrition Lunch Program

II. Recreation Updates

- Website*
 - Google Analytics – old website compared to new
 - Mailing List and Registration Statistics – monthly update
- Community Center Pool – Revenue and Expenses
 - Public Swim
 - Swim Lessons
 - Programs
 - Contracts
 - Rentals
 - Utilities
- Number of Holiday Rentals to Date
- Special Events – Events through June 30, 2016 and Future Event Status July 1, 2016 through December 31, 2016*
 - Coordinating with Cameron Park Golf Course on programs/events
 - Community Campout, Pooch Plunge & Laps at the Lake, Labor Day at the Pool, Country Fest, Yard Sale, Gold Bug Quilters' Quilt Show, Community Services Showcase, Halloween Carnival & Pumpkin Patch, Old Fashioned Christmas Craft Faire, Santa Run/Pancake Breakfast, Santa Visits, Santa Parade, Sacramento Jazz Orchestra Concert

III. Park Report

General Park Updates

- Bocce Ball
 - Maintenance requirements/costs
 - Longevity
 - Court estimates from other companies
 - Pearl turf info (maintenance, costs, life expectancy) vs. other turf material
 - Master plan of the courts, ADA requirements, walkways, lighting
 - Site Plan
 - Special use permit
 - Timeline
 - Funding options
- Playground Equipment
 - Price comparison to other playground equipment companies with comparable products
 - Determine if this item should go back to the Board
- Cameron Park Lake*
 - Revised Cameron Park Lake Gate Access Permit Draft
 - Key replacement fee increase
 - Cost Estimates for Resurfacing Tennis and Pickle Ball Courts
 - Kiosk Upgrade
 - Sign Board at Cameron Park Lake
 - Exercise Stations

* The items above with asterisks (*) are the follow-up items from previous meetings.

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



- Revenue and Expenses
 - Partnerships
 - Grants
 - Attendance (2014/2015/2016)
 - Gate Revenue
 - Boat Rentals
 - Concession
 - Lagoon
- Extending the Lagoon Season
- Park and Open Space Weed Abatement

IV. Items for January Committee Agenda

- Senior Meals Program
- Website Google Analytics
- Special Events
- Park Overall Strategy and Park Impact Fees
- Update on Project Bids/Estimates
- Start Park Inventory Improvement
- Extend Lagoon Season
- Play Equipment Repairs vs. Replace
- Bocce Ball – Drawing for Courts

V. Items to take to the Board of Directors

- Weed Abatement
- Cameron Park Lake Resident Key Replacement Fee Increase

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 6:25 p.m.

Parks & Recreation Committee Meeting

January 9, 2017

I. Updates

Senior Nutrition Lunch Program

The El Dorado County Health and Human Services Agency (HHSA) staff and Cameron Park Community Services District (CSD) staff met January 6th, to discuss coordination and communication upon the initiation of the Senior Nutrition Program, scheduled for February, 2017. A list of county staff will be provided to the CSD for outreach as needed. This includes the nutrition site coordinator, program manager and any other appropriate program staff. A determination will be made as to which position will present to the committees and/or the Board for program updates. The volunteer point person for this program is Ruth Greene, telephone number (530) 621-6160 and this information will be put in the District newsletter and other appropriate places to recruit volunteers. In addition, staff is working with the Budget and Administration Committee on the contract review for the facility agreement.

II. Recreation Updates

Submitted by: Tina Helm, Recreation Supervisor

A. Website

- Google Analytics – old website compared to new – please find the following information from the date range of December, 2015 and December, 2016 - see Exhibit A
- The November newsletter for 2015 was sent out to 3,257 recipients through Mailchimp. The 2016 November newsletter was sent out to 3,457 recipients through Mailchimp. This is an increase of approximately 6%.

B. Special Events

Coordinating with Cameron Park Golf Course on programs/events - staff followed up with the Executive Sales Director from the golf course and will be scheduling a meeting with the General Manger from the Golf Course and CSD staff in January. The General Manager is out for the next week so once he returns the meeting will be scheduled.

Santa Visits

Santa Visits were held December 13th, 14th, 15th & 19th. Santa visited homes and spent a short time talking to the children. We had a total of 18 visits take place close to the Christmas holidays. Event report to follow once all expenses are reconciled.

Santa Parade

The Santa Parade occurred Friday, December 9th and Sunday, December 11th. Santa Claus drove through Cameron Park accompanied by the Cameron Park Fire Department. The Saturday route took place on December 17th as December 10th was rained out.

Sacramento Jazz Orchestra Holiday Concert

The concert was held on Wednesday, December 14th with the music starting at 7pm. There were 180 tickets sold for the event. The Cameron Park Foundation sold snacks and beverages. Event report to follow once all expenses are reconciled.

Upcoming Events 2017

Free Movie Night

Friends of the Library and the CSD present the Movie "Finding Dory" on Friday, January 6th. Doors open at 6pm, movie starts at 6:30pm. \$1 food will be available – hot dogs, sodas, ice cream and popcorn. Youth program information will be available.

Doubletake Concert

The concert is scheduled for Saturday, January 21st. The doors open at 6pm with the music beginning at 7pm. Tickets are available for purchase at Bel Air, Shingle Springs/Cameron Park Chamber of Commerce, and the CSD office, or online at www.showclix.com. The Cameron Park Community Foundation will be selling snacks and beverages at this event. Doubletake Band – featuring twin performers Rob & Mike Ely – A rockin' 50s and 60s tribute band including Elvis, the Everly Brothers and Buddy Holly.

Reds, Whites & Jewels Show

The Jewelry Show is scheduled for Saturday, January 28th from 11am to 4pm. An afternoon of wine, food and jewelry shopping. Local and visiting vendors will have items for you to purchase for that special someone or find the perfect new piece for yourself.

Fire Department Crab Feed

The Crab Feed is scheduled for Saturday, February 18th. Doors open at 8pm. Come enjoy delicious crab, listen to great music and participate in the raffle and silent auction all in support of the Cameron Park Fire Department. Tickets are available at Station 89.

Affair of the Heart

The event is scheduled for Tuesday, February 21st from 4pm – 7pm. Join Marshall Medical Center and the Cameron Park CSD for this year's Affair of the Heart. This public health event will include guest speakers, health screenings, healthy food samples, wine tasting, instructor demonstrations, vendors and more.

It's a Wedding Affair

The event is scheduled for Sunday, February 26th from 10am to 2pm. Get all aspects of your wedding planned in a fun and relaxing atmosphere! This wedding show is designed for brides of every style!

Lacy J Dalton Concert

The concert is scheduled for Saturday, March 4th. The doors open at 6pm with the music beginning at 7pm. Tickets are available for purchase at Bel Air, Shingle Springs/Cameron Park Chamber of Commerce, and the District office, or on line at www.showclix.com. The Cameron Park Community Foundation will be selling snacks and beverages at this event. Lacy J Dalton is an American country singer and songwriter with a number of hits through the 1980s, 1990s and 2000s.

Easter Egg Hunt

The annual Easter Egg Hunt is scheduled for Saturday, April 15th. The bunnies will arrive at 10am, hunt begins at 10:20am. The age groups for the event are 0-3; 4-5; 6-7 and 8-10. There will be face painting and a bounce house for a nominal fee. Easter Bunnies will be available for pictures at approximately 11am.

Community Clean Up Day

The spring clean-up day is scheduled for Saturday, April 22nd from 8am to 2pm at Camerado Middle School. Cameron Park Residents can bring their unwanted items and green waste and dispose of them at this FREE event. Snowline Hospice collects gently used items and E-Waste. Cameron Park Fire Explorers will be volunteering at this event.

Community Yard Sale

The spring yard sale is scheduled for Saturday, April 22nd from 8am to 12pm in the parking lot at the Community Center. Clean out your garage, attic or closets and make some extra money. Advance space is \$20.

Spring Antique, Craft and Garden Show

The show is scheduled for Saturday, May 6th from 9am to 3pm. This large indoor/outdoor show features antiques, hand-made crafts, plants and garden accessories specific for the spring season.

Welcome to Summer

This event is scheduled for Saturday, May 27th from 12pm to 5pm at the pool. A FREE swim day held at the Community Center Pool with lots of fun activities! Plan your summer at this event and register for a variety of new summer adventures including pool passes, swim lessons, summer camps, summer programs, special events and more. Purchase your Summer Spectacular wrist bands in advance! We will have food and vendor booths, giveaways, and a thank you to our community sponsors!

Summer Spectacular

This annual event is scheduled for Saturday, June 24th at Cameron Park Lake. Gates will open at 2pm. Don't miss Cameron Park CSD's largest event of the year! Enjoy the kids' carnival, swimming at the lagoon, refreshments, food and craft vendors, exhibitors, and live music. End

the evening with the most amazing fireworks show in the area – including a low-level display. Staff is working on entertainment, vendors, rentals and volunteers.

II. Parks Updates

Submitted by: J. R. Hichborn, Parks Superintendent

General Park Information

All Park full time staff took time off between Christmas and New Year's. Part-time staff were also given time off between those two weeks, however we did have a District employee working throughout the holidays. Their primary goal was to keep things operational and in a clean manner. In addition to that, they were also given a variety of projects to complete should the day to day work not be sufficient.

Cameron Park Lake

- The memorial bench arrived last month for Paul Ryan's area. This completes the memorial area and his family was very involved with the process - from picking out colors and styles to even the hands-on work of spreading decomposed granite and planting his favorite tree.
- The annual Christmas tree drop-off spot has been designated and trees have already started showing up. The Boy Scouts will be doing their annual tree pick up on Saturday, January 6th.

Rasmussen Park

- The hearing date to permanently revise the special use permit to include the use of the t-ball field and the four bocce ball courts is scheduled for Thursday, February 9th.
- The tiles in the men's restroom were replaced from the vandalism that occurred in November.

Christa McAuliffe Park

- Staff repaired a latch on one of the gates. The latch was bent inward making it unable to properly secure the gate. There are seven gates total at Christa McAuliffe Park, all of which currently have latches on them.
- Staff installed 90 yards of playground chips in the two playground areas with the help of the CAL FIRE crew. The chips were needed for safety reasons and are a part of our annual playground maintenance plan.

Open Space and Undeveloped Parks Weed Abatement

Due to weather conditions and limited staff no work was done towards the weed abatement plan last month.

Landscape and Lighting Assessment Districts (LLADs)

Staff has been helping out at the Community Center and with the parks due to shift changes and weather conditions.

Community Center

The Social Room received some upgrading last month. A new television set was purchased and installed, the walls were painted and the chairs were shampooed. The office carpet floors were shampooed along with the chairs in the Assembly Hall. The stage received a fresh coat of paint and the pool was vacuumed several times to clean out the leaves. The drainage areas on the

roof tops at the facility were cleaned to unplug the debris. The gymnasium roof has been repaired due to a recent leak.

Vandalism

On Tuesday, December 27th there was vandalism at the dog park. Chairs in both the small and the large dog parks were smashed and debris spread all over the area. Staff filed a report with the El Dorado County Sheriff's Office and everything has been cleaned up.

Bocce Ball Site Plan

See Exhibit B.

Update on Project Bids/Estimates

This fiscal year staff has been working towards five Capital Improvement Projects. The tennis court conversion into part pickle ball, part tennis and the gazebo improvements at Cameron Park Lake. Resurfacing the parking lot and the sports field at Christa McAuliffe Park and replacing the pool heater pump at the Community Center. To date three estimates have been received for the tennis courts, two for the parking lot, one for the gazebo and two for the pool heater pump. Staff will be finalizing the tennis/pickle ball court project soon but will not be able to start until spring due to the weather requirements.

Staff completed the trail project at Northview Park. Funding came from the LLAD reserve funds and not the general fund. Staff is looking into future projects like the replacement of the kiosk, upgrade of the kiosk area and bocce ball courts for Rasmussen Park.

Draft Park Weed Abatement Report

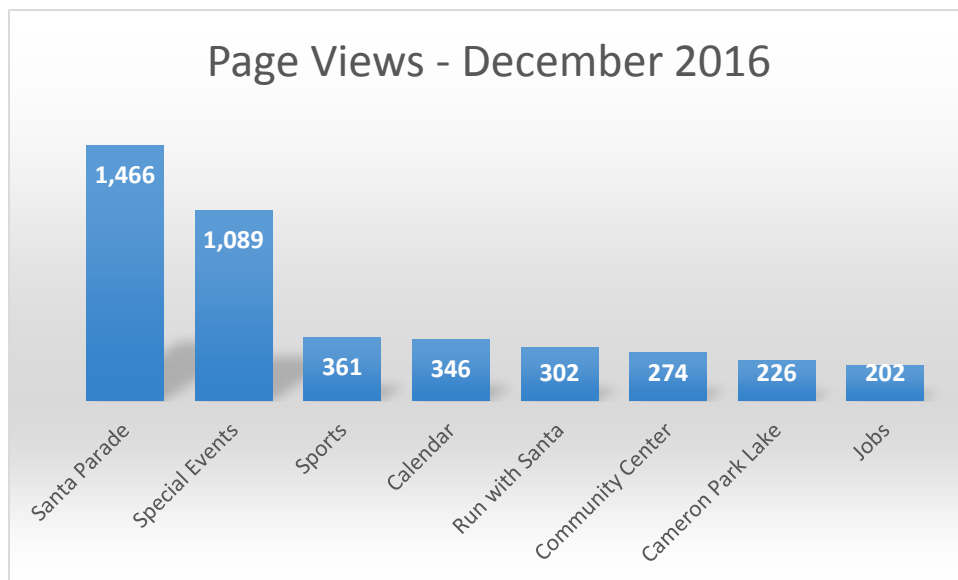
See Exhibit C.

Summary of Google Analytics on the Cameron Park Community Services District Website

The information below compares the month of December 2015 to December 2016.

<i>Item</i>	2015	2016	Difference
<i>Sessions</i> ¹	2,899	6,142	+112%
<i>Users</i> ²	2,281	4,365	+91%
<i>Pageviews</i> ³	3,905	12,248	+214%
<i>Pages/Session</i> ⁴	1.35	1.99	+46%
<i>Time Per Session</i> ⁵	1:11	1:31	+29%

Below are the most visited web pages:



¹ A “**session**” is defined as “a group of interactions that take place on the website within a given time frame.” The session starts when a user enters the website and end when they leave.

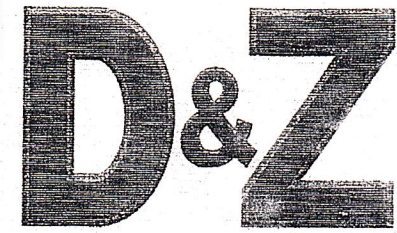
² “**Users**” defines how many people came to the website. Where sessions are created any time someone comes to the website, this number is unique to the number of people that came to the website and will not increase if someone comes multiple times.

³ The number of **pageviews** represents the overall number of times pages on the website have been viewed during the chosen timeframe. If a user navigates through a few pages during their time on the website, this number will increase every time they access a page.

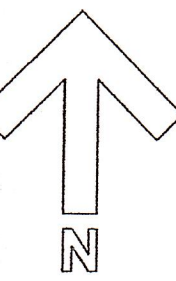
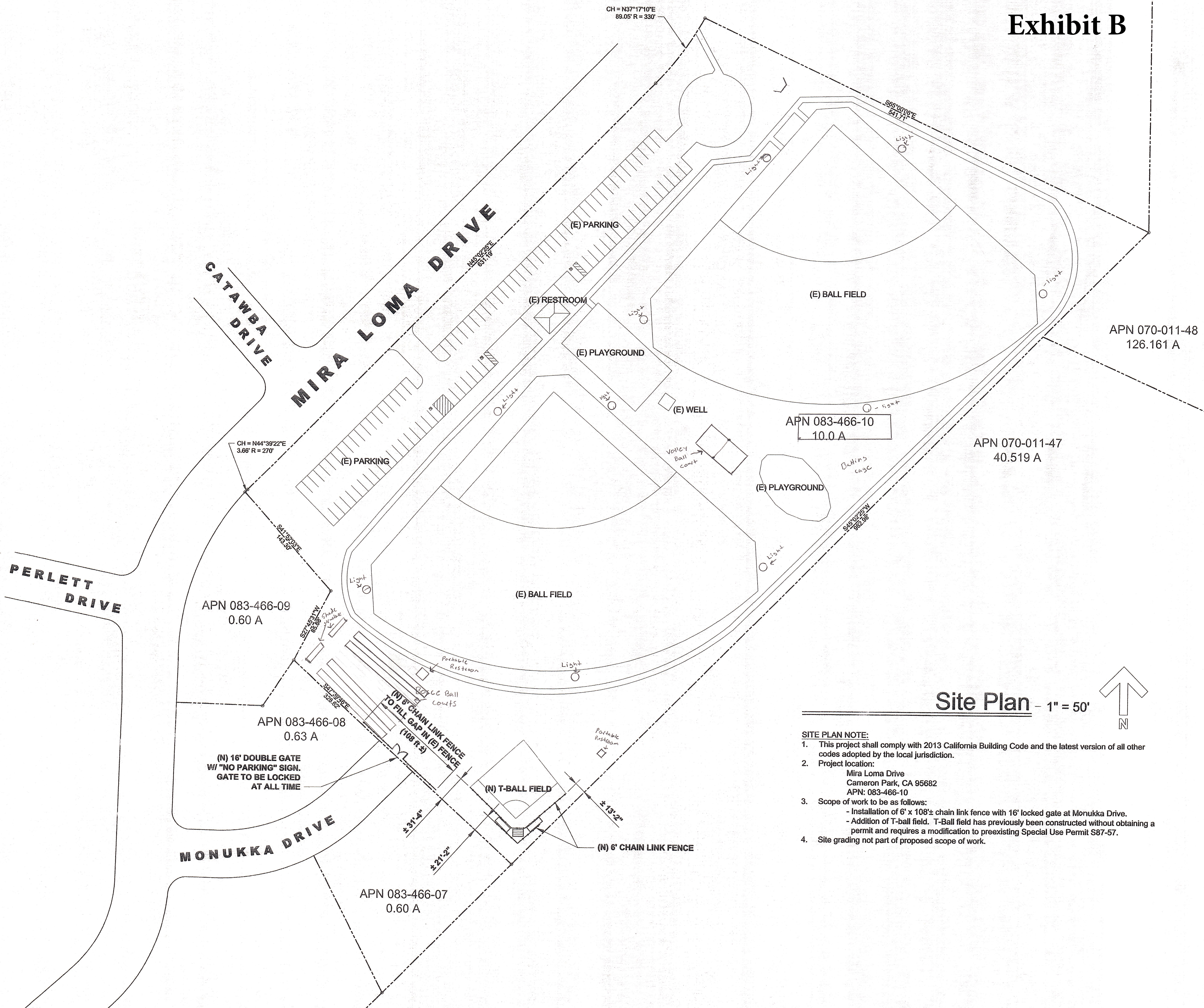
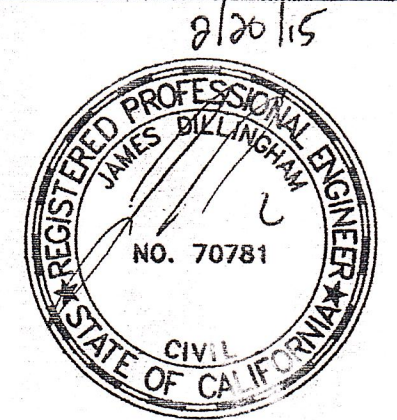
⁴ **Pages/Session** given an average representation of how many pages users visited during their time on the website.

⁵ **Time per session** measures how long users spent on the website.

Exhibit B



Structural Engineering, Inc.
 3389 Mira Loma Dr. Ste. 3
 Cameron Park, CA 95682
 Tel: (530) 677-0900
 Fax: (530) 677-0901
 www.dz-engineering.com



Site Plan - 1" = 50'

- SITE PLAN NOTE:**
- This project shall comply with 2013 California Building Code and the latest version of all other codes adopted by the local jurisdiction.
 - Project location:
 Mira Loma Drive
 Cameron Park, CA 95682
 APN: 083-466-10
 - Scope of work to be as follows:
 - Installation of 6' x 108' chain link fence with 16' locked gate at Monukka Drive.
 - Addition of T-ball field. T-Ball field has previously been constructed without obtaining a permit and requires a modification to preexisting Special Use Permit S87-57.
 - Site grading not part of proposed scope of work.

APN 070-011-48
 126.161 A

APN 070-011-47
 40.519 A

APN 083-466-10
 10.0 A

APN 083-466-09
 0.60 A

APN 083-466-08
 0.63 A

APN 083-466-07
 0.60 A

Rasmussen Park T-Ball Field
 Mira Loma Drive
 Cameron Park, CA 95682

Owner
 Cameron Park CSD

Revisions	Sym	Description	By	Date
	Δ			

Designed
 Drawn AS
 Date 2/15
 Site Plan

Sheet
C1

Cameron Park Community Services District

Undeveloped Parks and Open Space Weed Abatement

March - December 2016

Park	Size of Park	Park Description			Goal or Accomplishment	Number of Work Days	Staff Expense ¹	Labor Expense ²	Equipment Expense ³	Total Expense
		Trees	Grass	Shrubs						
Gateway	13.27 acres	80%	20%	0	30' firebreak	6	\$300	\$1,350	\$461.52	\$2,112
Sandpiper	3.13 acres	25%	25%	50%	Completely cleared	4	\$200	\$900	\$307.68	\$1,408
Dunbar	.94 acres	75%	25%	0	Completely cleared	1	\$50	\$225	\$76.92	\$352
Knollwood	6.5 acres	70%	30%	0	30' perimeter	1	\$50	\$225	\$76.92	\$352
Royal Oaks	10.4	90%	10%	0	30' perimeter	2	\$100	\$450	\$153.84	\$704
Bonanza	12.6	50%	50%	0	50' perimeter	4	\$200	\$900	\$307.68	\$1,408
Sub totals							\$900	\$4,050	\$1,384.56	
Total Cost of Weed Abatement for Undevelopment Parks										<u><u>\$6,334.56</u></u>

¹Staff Expense = \$50/day (trailer drop off, pick up and clean)

²Labor Expense = \$225/day (Growlsburg crew)

³Equipment Expense = \$76.92/day (cost of weed eaters, chain saws, gas, oil, trailers, chipper, etc.)

February 2017

Exhibit D

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	4
	5	6	7	8	9	10	11
	Proposed date for Parks & Recreation Committee Meeting	Proposed date for Budget & Admin and Fire & Emergency Services Committee Meetings					
12	13	14	Board of Directors' meeting	15	16	17	18
19	20	21	22	23	24	25	
26	27	28					