

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



**Parks & Recreation Committee
Monday, February 3, 2020
6:30 p.m.**

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

Agenda

Members: Chair Director Ellie Wooten (EW), Vice Chair Director Felicity Carlson (FC)
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, Interim Recreation Supervisor Whitney Kahn,
Parks Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

- 1. Disc Golf - Name & Logo** (M. Grassle)
- 2. Landscape Architect Request for Qualifications – Outcomes & Next Steps** (oral report and handouts; J. Ritzman, M. Grassle)
- 3. Summer Spectacular 2020 Plans** (oral report; J. Ritzman, M. Grassle, W. Kahn)

4. Finalize 2020 Committee Work Plan (discussion; all)

5. Staff Oral & Written Updates

- a. Parks & Facilities Report (M. Grassle)
- b. Recreation Report (W. Kahn)

6. Items for the March & Future Committee Agendas

- Bass Lake Park Tour, hosted by EDHCSD – Tuesday, February 18 (early afternoon)

7. 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, January 6, 2020
6:30 p.m.

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

Conformed Agenda

Members: Director Ellie Wooten (EW), Director Felicity Carlson (FC)
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, Interim Recreation Supervisor Whitney Kahn,
Parks Superintendent Mike Grassle

CALL TO ORDER - 6:52pm

ROLL CALL – EW/FC

- Nominate Committee Chair

Chair Director Ellie Wooten and Vice Chair Felicity Carlson

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.

APPROVAL OF AGENDA - Approved

APPROVAL OF CONFORMED AGENDA - Approved

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors.

DEPARTMENT MATTERS

1. Review Recreation Program Annual Calendar (W. Kahn)

- *Reviewed and discussed the Recreation Annual Calendar to orient new Parks & Recreation Committee members.*

- 2. Review Parks & Facilities Annual Calendar** (M. Grassle, report to be hand-carried)
 - *Reviewed and discussed the Parks & Facilities Annual Calendar to orient new Parks & Recreation Committee members.*
- 3. Cameron Park Lake Kiosk Revenues and Expenditures** (J. Ritzman)
 - *Reviewed and discussed Cameron Park Lake Kiosk Revenues & Expenditures.*
- 4. Wayfinding Improvements at Community Center** (M. Grassle, J. Ritzman; walk about & oral report)
- 5. Landscape Architect RFQ** (J. Ritzman)
 - *Landscape Architect RFQ posted on District website – deadline is January 24th. Landscape Architect will work with committee to determine park improvements.*
- 6. Discuss 2020 Committee Work Plan** (all; discussion)
 - *Park Improvement Plans*
- 7. Staff Oral & Written Updates**
 - a. Parks & Facilities Report (M. Grassle)
 - b. Recreation Department Report (W. Kahn)
 - c. 2nd Quarter Revenues for Community Center & Gym
 - d. Upcoming Field Trip Agenda and Objectives
- 8. Items for the February & Future Committee Agendas**
 - Bass Lake Park Plans, EDHCSD
 - Scholarships & Staff Procedures
- 9. Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 7:59pm



Agenda Transmittal

DATE: February 3, 2019

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #1: **APPROVE NAMING NEW DISC GOLF COURSE "CAMERON PARK LAKE DISC GOLF COURSE"**

RECOMMENDED ACTION: **DISCUSS AND FORWARD TO THE BOARD OF DIRECTORS**

BACKGROUND

Policy 1061 Naming of District Parks and Facilities outlines the methodology for naming District parks and facilities. Most recently, this Policy 1061 was used to name the Paul J. Ryan Memorial Park.

In September 18, 2019, the Board of Directors approved the construction of a disc golf course at Bonanza Park and a Memorandum of Understanding between the Cameron Park Community Services District (District) and El Dorado Disc Sports. The approved plans dictate that the entrance to the course is through Cameron Park Lake.

DISCUSSION

El Dorado Disc Sports and staff are recommending that the new course be named "Cameron Park Lake Disc Golf Course." The formal naming of the course will help to ensure that participants access the course by parking at Cameron Park Lake and walking to the course on the trail around the lake. Signage will note the name of the course, and directional signs will be provided from the parking lot to the course entrance.

A formal ribbon cutting to commemorate the opening is scheduled for next month.

Attachments:

1A – Policy 1061 Naming of District Parks and Facilities

1B – Logo proposed by El Dorado Disc Sports

**CAMERON PARK COMMUNITY SERVICES DISTRICT
* POLICY GUIDE SERIES - 3000 OPERATIONS***

POLICY TITLE: NAMING OF DISTRICT PARKS AND FACILITIES
POLICY NUMBER: 1061

Purpose:

These guidelines are intended to establish rules and procedures to name facilities such as park and recreation facilities, section of facilities or rooms of facilities, including Parks, park benches other community property as deemed appropriate.

Definitions:

Parks are owned and managed by the CPCSD, used for public recreation purposes and include developed and undeveloped park areas and designated open space areas.

Facilities are owned and managed by the CPCSD to conduct District business.

Specific Facilities are facilities/amenities that could be located within a park or part of a Facility. These include, but are not limited to athletic fields, gymnasiums, meeting rooms, picnic shelters, tennis and basketball courts, aquatic facilities and playground equipment.

During the master-planning phase and/or prior to Board approving final plans and specifications on any park or public building, an open period of approximately two weeks will be announced giving individuals, staff and the Board an opportunity to suggest names for the facility.

If using a community naming process, a press release will be sent out notifying the public, and interested individuals could submit the appropriate form giving staff some information regarding the suggested name. Names should be submitted to the General Manager.

Provisions of plaques and/or other physical commemorative items relating to facility naming, if not donated, are subject to normal budgeting and purchasing processes of the District.

Staff, along with an established committee or selection committee, will review all names and prioritize and recommend a name for finalization by the Board of Directors. The Board will receive all names submitted along with the staff/committee evaluation.

Land or gifts with deed restrictions may not follow these guidelines. Names must be in accordance to District policy as noted.

Policy:

A. Parks:

1. Name to reflect geographical location, historical references or feature of park, or significant or unusual natural features known throughout the community.
2. Named after a significant individual(s).
3. The intent of naming is for permanent recognition. Therefore any request of CPCSD to rename an existing park, facility or specific facility will be subject to examination so as to not diminish the original justification for the name.

B. Buildings:

1. Name to reflect the services provided in facility.
2. Name to reflect geographical location.
3. Named after significant individual(s).

C. Criteria for naming a facility after an individual:

1. Individual must have made a significant contribution to the facility by:
 - a. Donation of land or large financial contribution to the facility.
 - b. Contributed substantially and improved the quality of life in the Cameron Park Community Service District. This could relate to involvement with parks and recreation or other community involvement.
 - c. The person being memorialized died in the line of duty serving CPCSD or the United States of America.
2. Each public facility or place within parks, such as ball fields, groves, walkways, trails and buildings or special rooms in a building could be named after selected individuals in their honor as desired and appropriate.

D. Criteria for creating memorials in an individual's name:

1. Individual must have made a significant contribution to the facility by:
 - a. Donation of land or large financial contribution to the facility.
 - b. Contributed significantly and improved the quality of life in the Cameron Park Community Services District. This could relate to involvement with parks and recreation or other public agency.
2. The memorial should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a bench with a plaque. All costs of the improvement shall be the responsibility of the donor. The donor may submit information and recommendation to the General Manager regarding relevant history of the person to be memorialized, type of improvement desired and verbiage requested. Final decisions regarding the improvement, including, but not limited to, materials, equipment, location and labor will be made by the District.
3. The District must get approval from the individual or family (if available).

Procedures:

The following procedures for naming a park, CPCSD facility & specific facility will be used by the CPCSD Board:

- A. The CPCSD Board will evaluate the merit of each suggested park, CPCSD facility and specific facility name according to criteria outlined in this policy. The General Manager or designated staff shall make recommendations to the CPCSD Board for approval subject to the Board of Directors final approval.
- B. When appropriate CPCSD will solicit help/suggestions from historical societies or other groups having a specific knowledge, when considering a name to highlight an area's geographic or historic significance.
- C. To stimulate public interest and to obtain additional suggestions, a part of the selection process to name a park, facility or specific facility may include a contest or competition involving the public. Only suggestions which meet these policy guidelines will be considered.
- D. The naming of parks, facilities and specific facilities should begin prior to the first phase of development when possible.
- E. Groups or individuals may submit nominations for naming a new park, facility or specific facility in writing on a form provided by CPCSD, or in a letter that contains all pertinent information.





Agenda Transmittal

DATE: February 3, 2020

FROM: Jill Ritzman, General Manager
Mike Grassle, Parks & Facilities Superintendent
Whitney Kahn, Interim Recreation Supervisor

AGENDA ITEM #4: **PARKS AND RECREATION COMMITTEE – 2020 WORK PLAN**

RECOMMENDED ACTION: DISCUSS AND FORWARD TO THE BOARD OF DIRECTORS

INTRODUCTION

The Board of Directors' President asked Standing Committees for input on a 2020 District Work Plan. Standing Committees will forward their responses to the Board of Directors for consideration and adoption to establish District priorities for 2020.

DISCUSSION

Based on feedback from Committee members and staff discussion, the following priorities are being presented for discussion (not in priority order):

- Initiate and implement plans for Park Improvement Projects, utilizing the Park Development Impact Fees; including determining a replacement facility for the Swimming Lagoon.
- Develop new basis for operations of the Recreation Department, to improve efficiencies, to maximize revenues, reduce expenditures, maintain self-sufficiency, improve customer service, and increase overall participation in programs and use of facilities.
- Implement Summer Spectacular as a self-sufficient event, based on community and stakeholder feedback.

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: February 3, 2020

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #5A: Parks & Facilities Department Report

RECOMMENDED ACTION: RECEIVE AND FILE

General Information

- The Parks department worked around the parks shop. Tasks included: cleaning, organizing, repairing dry rot, fixing drainage, addressing safety items, removing damaged equipment, and repairing fencing.
- Training has been a focal point this winter. Staff has had the opportunity to attend irrigation and pesticide seminars.

Cameron Park Lake

- Staff met with the California Department of Water Resources on Tuesday, January 28th to inspect the dam at Cameron Park Lake. A report will follow in the next few weeks.
- Staff began troubleshooting the lights on the east side of the Lake. The lights have not worked for years, according to residents. Having the lights operational will help with safety and vandalism around the Lake at night, and reduce costs to rent lights for Summer Spectacular.
- Staff installed a new Wi-Fi based irrigation controller at the Lake.

Parks and LLADs

- Staff met with Foothill Tree Service regarding the Christmas tree at Christa McAuliffe Park. The tree is infested with spider mites. Foothill Tree Service will be injecting the tree with an insecticide to resolve the issue and a plan is developed to protect and maintain the tree.

- The lights on the Christmas tree were removed on Wednesday, January 8th.
- The parking lot at Rasmussen Park is scheduled in late March/early April to repair the damaged areas
- Sierra Pacific Fence will be relocating the T-Ball fence from Rasmussen Park to Christa McAuliffe Park on Wednesday, January 29th.

Community Center

- Community Center has been busy this winter. Having the pool open year round has been beneficial to the community. Staff is adjusting to the changed workload.

Cal Fire / Growlersburg

- *Tuesday, January 7th & 14th* – Growlersburg spent time at Northview Park installing some drainage along the west side of the path and clearing debris throughout the creek.
- *Tuesday, January 28th* – Growlersburg assisted staff with working around the parks shop. Installing drainage, brush cutting, throwing away debris, and removing the damaged back wash pool.



Agenda Transmittal

DATE: February 3, 2020

FROM: Whitney Kahn, Interim Recreation Supervisor
Alyssa Kimball, Recreation Coordinator

AGENDA ITEM #5B: Recreation Department Report

RECOMMENDED ACTION: RECEIVE AND FILE

- Staff is working hard to establish goals and objectives as we move into the New Year, taking a look at ways to increase efficiencies, be mindful of how we are utilizing our resources, and exploring ways to maximize revenues.
- The Winter/Spring Activity Guide hit mailboxes at the beginning of the month and staff is already beginning to create a timeline for the summer Activity Guide to ensure that we provide residents ways to keep active for the summer months while maximizing space at the Community Center.
- On January 10th we hosted a concert featuring Rob Ely as Elvis. 121 people purchased tickets (103 pre-sale and 18 at the door). The event was very well received and people that attended had a great time. After the positive feedback, staff is exploring ways to expand an indoor concert series targeting the demographic that was in attendance at this concert. There is a scheduled meeting with Revolution Beat – a Beatles Tribute Band to be the next concert we book in the Assembly Hall.
- Staff continues to meet with the Senior Leadership Council. At the meeting in January, items discussed were 2020 events and ideas. Gold Country Senior Living was in attendance to talk about sponsoring upcoming events. Staff will be meeting with their Marketing Director in February to figure out next steps.
- The Youth Basketball program is in full swing. There are 24 teams with approximately 215 children participating. Staff is working with coaches, officials, and families of players to ensure a smooth and successful season. Staff is also working with the

Ponderosa High School Varsity Basketball Coach to hold a coaches clinic over the President's Weekend (if there is enough interest from coaches).

- Upcoming events include: the brand new Family Sock Hop – a joint effort between the Senior Leadership Council and the Rec Department on Saturday, March 21st, at the Community Center from 6:30-8:30pm, and the Annual Easter Egg Hunt on April 11th, at Rasmussen Park from 10:00-11:00am.