



Parks & Recreation Committee
Monday, June 6, 2016
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,
Interim Park 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. Recreation Updates

- A. Summer Spectacular*
- B. Adult Softball*
- C. Seating Area Honoring the Arnolds*

D. Special Events – Events through June 30, 2016 and Future Event Status July 1, 2016 through December 31, 2016

- Pooch Plunge
- Countryfest

II. Parks Updates

- A. Cameron Park Lake*
- Purchasing Kayaks – cost, type, etc.
- B. Bocce Ball
- C. Parks Survey

III. Items for July Agenda

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

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



Parks & Recreation Committee
Monday, May 9, 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,
Interim Park Superintendent J.R. Hichborn

CALL TO ORDER – 4:30 p.m.

ROLL CALL – MM, AM

APPROVAL OF AGENDA - *Approved*

APPROVAL OF CONFORMED AGENDA - *Approved*

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I. Recreation Updates

- A. Website*
- B. Summer Spectacular*
 - Budget, event list update, list of vendors contacted, food trucks/vendors, sponsors and event itinerary

- C. Events through the Summer*
 - Budget, event list update and event itinerary
- D. Aquatic Programs Update*
 - Aquatic combination pass analysis
- E. Adult Softball*
 - List of actions for sign ups, banner rotation
- F. Status of Marketing Person for Summer*
- G. Seating Area Honoring the Arnolds*

II. Parks Updates

- A. Cameron Park Lake*
 - Purchasing Kayaks – cost, type, etc.
- B. Maintenance and Special Projects
 - Kiosk Signs
- C. Knollwood Park, Gateway Park and Bonanza Park Discussion
- D. Draft Park Survey

III. Items for June Agenda

- Summer Spectacular
- Adult Softball Update
- Bocce Ball
- Parks Survey
- Seating Area Honoring the Arnolds
- Pooch Plunge
- Countryfest
- Kayaks

MATTERS TO AND FROM COMMITTEE MEMBERS

- Congratulations to everyone on the sales of the combination aquatic/Cameron Park Lake passes and the revised website.

ADJOURNMENT – 6:11 p.m.

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

Parks & Recreation Committee Meeting

June 6, 2016

Recreation Program Updates

Submitted by: Tina Helm, Recreation Supervisor

I.A. Summer Spectacular

Previous vendors and exhibitors have been emailed and re-emailed applications for the upcoming event. We currently have a hot dog, kettle corn, sliders, salad wraps, Chinese, snow cone, ice cream, and Jamba Juice vendors confirmed. Staff is continuing to solicit food vendors as well as food trucks for participation at this year's event.

Budget – Attachment A

Task List – Attachment B

| Vendors | Goal | Confirmed | Budget Goal | Confirmed | Balance |
|------------|------|-----------|-------------|-----------|---------|
| Craft | 15 | 9 | \$1500 | \$900 | \$600 |
| Exhibitors | 19 | 9 | \$3300 | \$1600 | \$1700 |
| Food | 11 | 8 | \$3500 | \$2700 | \$800 |

Event Program – DRAFT Attachment C

I.B. Adult Softball

- Currently there are six co-ed teams registered so this program will go, and two men's teams registered (one for Mondays and one for Tuesdays) – a total of four teams on one night are needed to create the league. There has been some interest in more co-ed teams, but they have yet to register.
- The registration deadline is Friday June 3rd.

I.C. Seating Area Honoring the Arnolds

- Estimates for expanded metal thermoplastic wrapped 46" square table
 - Barco Products \$847
 - Webcoat 1,017
 - Treetop Products 776
 - Kay Park Recreation 796

I.D. Special Events

July events: Draft Budget **Attachment D**

- Cameron Park Community Campout July 23-24th – Cameron Park Lake
 - Budget is \$3500 for marketing, entertainment, supplies, manual, scholarships and staff supplies, and staff
 - Event line up is being created
- Trucks & Tunes July 27th – Christa McAuliffe Park
 - Budget \$600 for marketing, music and staff
 - Event is from 5-8pm
 - Music is Rio Mojo
 - The lineup of food trucks is not finalized yet
 - Cameron Park Community Foundation will be selling beverages at the event.

August events:

- Pooch Plunge/Laps at the Lake - August 13th – Cameron Park Lake
 - Budget \$1600 for marketing, supplies & staffing.
 - Staff is working with the Chamber on the Raffle

September events:

- Labor Day at the Pool September 5th – Community Center
 - Budget \$600 for marketing, supplies and staff
- Countryfest September 10th – Christa McAuliffe Park
 - Budget is \$3800 for marketing, music, supplies and staffing
 - Staff is working with the Chamber on the Raffle and the Cameron Park Community Foundation.
- Yard Sale/Mommy Market – September 17 – Community Center
 - Budget is \$345 for each event for marketing, supplies and staffing

October events:

- Community Showcase – October 13th – Community Center
 - Budget is \$1000 for marketing, music, food, supplies and staffing
 - Staff is working with the Chamber, Rotary and the Cameron Park Community Foundation on this event.
- Halloween Carnival – October 22nd – Cameron Park Lake
 - Budget is \$1500 for marketing, entertainment, supplies and staffing

November Events

- Craft Faire – November 19th – Community Center
 - Budget is \$1200 for marketing, supplies and staffing

December Events

- Santa Run/Pancake Breakfast – December 3rd – Community Center
 - Budget is \$1100 for marketing, food, supplies and staffing

II. Parks Department Updates

Submitted by JR Hichborn – Interim Park Superintendent

- **Cameron Park Lake**
 - Summer is here and staff has been hard at work preparing Cameron Park Lake for the season. We have had a few hiccups with the lagoon but all of which were resolved in a timely fashion. This year's lagoon lining project has had a huge positive impact on maintaining the lagoon filters. The paths are being dug every day and the concrete walkways are being hosed down every day. There are also weekend reservations occurring regularly and the weekend maintenance staff has been very accommodating to their specific needs.

- **Rasmussen Park**
 - The long awaited parking lot project kicked off last Thursday. Doug Veerkamp General Engineering, Inc., removed and replaced all of the problem areas that were unsafe due to the invasive roots of the London plane trees that provide all the much-appreciated shade for the park. The new asphalt will need two weeks to cure and then the final slurry coat will be applied and the entire parking lot will be restriped with new parking bumpers.

- **Christa McAuliffe park**
 - Last month we did our annual field prep maintenance and the turf responded incredibly well. We have struggled a little bit to get the turf down to a height appropriate for organized sports but currently the turf is at 3 ½ inches and we received positive feedback from the Recreation Department. We have also had a few events out on the field and have had to turn the water off for short periods of time. With the extra water conservation management steps we took, the turf area has responded well.

- **Hacienda Park**
 - Through the efforts and cooperation of El Dorado Dog Owners Guild (EDDOG) and the Cameron Park Community Services District, the memorial brick installation project kicked off. The currently-installed bricks are located along the fence line in between the small dog park and the large dog park.

- **District Property Vegetation Management**
 - Our biggest weed abatement project last month was the clearing of the Community Center creek. We were granted access from the adjacent property owner and let all the local agencies know of what we were doing. We started clearing Bonanza Park for both our vegetation management plan and for safety precautions concerning the upcoming Summer Spectacular. We have also proactively been in contact with Fish and Wildlife to make sure that we are not in any violation while clearing the creeks that run through many of our open space areas. Staff spent an entire day walking each parcel that has a creek with the Fish and Wildlife representative and will be putting a report together to apply for a five-year blanket vegetation management permit.

Landscape and Lighting Assessment Districts (LLADs)

- Regular maintenance is occurring at all of the landscaped LLADs. We did do a few extra improvements this month including a new drinking fountain at Northview Park and we replaced the old existing picnic tables with new ones. We also put down 60 yards of decorative bark along Meder Road, which is attached to the Eastwood LLAD. We are about 1/3 of the way done.

Community Center

- We are currently in the process of amending our special use permit to allow the Aqua Sol swim club access to the pool in off hours. Over the last two seasons we have operated under a temporary use permit and we are no longer able to do that. One of our conditions to have the permit amended was to have an acoustical study conducted. The study was done last month and the report came back with great results last week. We will be in compliance with the county noise ordinance. The pool has also been running smoothly for a month now and is receiving minor attention daily. All of the life guards have been trained in pool slide operations and so far the slide seems to still be a hit.

Vandalism

- Staff is happy to report that we did not have any vandalism over the last month.

Training

- Staff has begun the summer version of our safety training sessions. This month we have been concentrating on heat-related training. We are covering everything from heat stroke to dehydration and everything in between. The safety training is being conducted at the end of the day every other Friday.

II.A. Kayaks

The CSD has purchased two kayaks from REI. One is a Perception Tribe kayak, it is a single seated kayak with a length of 9.5'. The other is a Perception Tarpon kayak, it is a single seated kayak with a length of 10'. The Tribe cost \$509 and the Tarpon cost \$719, paddles were ordered with a 15% discount.

Comparisons were made with kayaks offered by Sam's Club, Costco, and California Canoe and Kayak in Rancho Cordova. The costs in comparison with California Canoe and Kayak ranged from \$800 to \$1200. Though the cost was slightly higher with the Perception verses the Sam's Club kayaks but there were greater benefits from the Perceptions. The Perception kayaks had padded seats, where the Lifetime (Sam's Club) kayaks only had padded backs. The Perception kayaks have a better hull shape, being longer and having an angled bottom, making them more stable and easier to control for the users, where the Lifetime kayaks were shorter (8' verses 10') and had flat bottoms. The Tarpon also has adjustable feet to make it more conforming to taller passengers, whereas the Lifetime kayaks are set sizes.

Kayaks will be available to pick up Monday, June 6, 2016.

II.B. Maintenance and Special Projects – Kiosk Signs

Park staff will pursue cost options for kiosk signs and potential sign locations. Currently Park staff is preparing the parks for summer usage.

II.C. Knollwood Park, Gateway Park and Bonanza Park Discussion

Knollwood Park, Gateway Park and Bonanza Park will require an environmental analysis and evaluation of potential opportunities. There are questions with some of the parks, areas that may require surveys to establish property boundaries. Currently staff is work with a consultant to obtain estimates for providing information on the environmental restrictions and potential opportunities for trails and other recreational usage.

| | 2012 Actual | 2013 Actual | 2014 Actual | 2015 Actual | 2016 Budget | 2016 Actual |
|---|----------------|----------------|--------------------------------|----------------|----------------|----------------|
| INCOME | | | | | | |
| Sponsors | 19,000 | 19,000 | 19,000 | 19,800 | 19,000 | 18,750 |
| Food & Beverage | 4,560 | 3,390 | 3,920 | 3,200 | 3,500 | 2700 |
| Beer Booth | 3,800 | 2,480 | 4,103 | 2,500 | 2,400 | |
| Lemonade Booth | 1,692 | 754 | 414 | 580 | 500 | |
| Crafters | 1,400 | 1,200 | 1,320 | 1,100 | 1,500 | 900 |
| Commercial | 3,135 | 3,620 | 2,890 | 3,000 | 3,300 | 1600 |
| Total vendors: | 14,587 | 11,444 | 12,647 | 10,380 | 11,200 | 5,200 |
| Gate sales | 18,923 | 11,800 | 15,583 | 15,169 | 18,000 | |
| Wristband advance sales | 4,971 | 5,447 | 4,359 | 3,678 | 5,200 | |
| | 23,894 | 17,247 | 19,942 | 18,847 | 23,200 | |
| Fun Zone (15% of Revenue) | 1,017 | 964 | 1,097 | 873 | 1,000 | |
| Total Income: | 58,498 | 48,655 | 52,686 | 49,900 | 54,400 | 23,950 |
| EXPENSES | | | | | | |
| Fireworks | 19,000 | 19,700 | 19,400 | 19,400 | 19,400 | 19400 |
| Credit Card Terminals | 800 | 0 | 0 | 0 | 0 | 0 |
| ATM Machine | 500 | 500 | 500 | 100 | 500 | 500 |
| Gate revenue transportation to bank | 720 | 720 | 720 | 720 | 720 | 720 |
| Band 1 | 2,200 | 900 | 900 | 800 | 900 | 700 |
| Band 2 | 500 | 1,250 | 1,100 | 1,200 | 1,200 | 1200 |
| Dr.Solar/Kids Entertainment * | | | -500 | 500 | 500 | 600 |
| Non-profit volunteer donation | 1,657 | 1,816 | 1,453 | 1,240 | 1,800 | 0 |
| Volunteer Food/Water | 250 | 0 | 0 | 0 | 0 | 0 |
| Volunteer shirts | 445 | 471 | 590 | 581 | 600 | |
| Band: Food | 77 | 0 | 0 | 0 | 0 | 0 |
| Beer for Beer Booth | 0 | 0 | 0 | 0 | 0 | 0 |
| Event Management & Promotion Services | 0 | 0 | 0 | 0 | 0 | 0 |
| Marketing: Advertisements | 0 | 0 | 0 | 0 | 0 | 0 |
| Marketing: Printed Materials & Distribution | 489 | 403 | 569 | 248 | 500 | 400 |
| Banner updates | 823 | 1,613 | 820 | 915 | 1,400 | |
| Program printing | 1,351 | 1,110 | 1,324 | 991 | 1,400 | |
| Wristbands/ticket | 276 | 308 | 291 | 263 | 263 | 263 |
| Decorations | 0 | 0 | 0 | 303 | 0 | 0 |
| Postage | 0 | 0 | 0 | 0 | 0 | 0 |
| Staff: event preparation and management | 2,651 | 4,079 | 4,140 | 4,200 | 4,200 | |
| Staff: clean up crew | 122 | 122 | 0 | 150 | 150 | |
| Staff: Lemonade | 216 | 243 | 0 | 0 | 0 | 0 |
| Food - Fire/clean up | | | | 526 | 0 | 0 |
| Lemonade Supplies | 702 | 652 | 0 | 0 | 0 | 0 |
| Ice Chests | 0 | 0 | 0 | 34 | 0 | 0 |
| RV Rental | 500 | 0 | 0 | 0 | 0 | 0 |
| Tables, tents, and chair rentals | 1,823 | 1,785 | 1,799 | 1,799 | 1,800 | 1761 |
| Traffic control supply rental | 319 | 385 | 350 | 412 | 400 | 412 |
| Sound, stage and lights | 2,603 | 2,603 | 2,603 | 2,603 | 2,603 | 2603 |
| Fencing | 832 | 842 | 867 | 903 | 880 | 870 |
| Golf carts | 1,172 | 1,129 | 1,129 | 744 | 1,129 | |
| Portable Toilets | 950 | 950 | 950 | 1,100 | 1,100 | 1100 |
| Power rentals | 4,500 | 4,115 | 4,685 | 5,407 | 5,500 | 5335 |
| Security (CHP) | 842 | 946 | 1,246 | 1,918 | 1,800 | 1900 |
| Security: Front Gate/Private P | 1,276 | 1,496 | 1,496 | 1,368 | 1,500 | 2100 |
| Security: Arcadia (2 traffic/2 foot) | 584 | 600 | 1,200 | 300 | 1,200 | 400 |
| Bus Transportation | | | | | 2,200 | 2000 |
| Garbage Cans | 0 | 0 | 0 | 0 | 0 | 0 |
| Master of Ceremony | | | | | 300 | 500 |
| Walkie talkie rental | 212 | 0 | 97 | 0 | 200 | 0 |
| Total Expenses: | 48,393 | 47,352 | 47,729 | 48,725 | 54,145 | 42,764 |
| NET INCOME/(LOSS) | 10,106 | 1,303 | 4,957 | 1,175 | 255 | |
| | | | * funded from external sponsor | | | |
| day of event | 3,785 | 2,360 | 3,117 | 3,034 | | |
| Pre- sales | 1,657 | 1,816 | 1,453 | 1,226 | | |
| Total | 5,442 | 4,176 | 4,570 | 4,260 | | |

DRAFT

Cameron Park Community Services District
SUMMER SPECTACULAR
FY 2015-16 Budget

Attachment A

Summer Spectacular

Task List

2016

| Completed | Department |
|--|-----------------|
| • Fireworks | Recreation |
| • Band 1 - Random Strangers | Recreation |
| • Band 2 - Gotcha Covered | Recreation |
| • Fun Zone | Recreation |
| • Tables, tents, chair rental | Recreation |
| • Sound, stage and lights | Recreation |
| • Gate Revenue Transport | Recreation |
| • Dr. Solar | Recreation |
| • Security (Arcadia) | Recreation |
| • Portable Toilets | Parks |
| • Traffic Control Rental | Fire |
| • Security (CHP) | Fire |
| • Garbage Cans | Parks |
| • Bus Transportation reserved | Recreation |
| • Walkie Talkie rental | Fire |
| • Power Rental | Parks |
| • Food Bank | Recreation |
| • Board of Supervisors letter | Fire |
| • Parking Areas | Recreation |
| • ATM Machine | Recreation |
| • Photo Booth | Recreation |
| • Fencing | Parks |
| • Art work - flyer | All departments |
| • MC – Master of Ceremony | Recreation |
| Pending Items | |
| • Apple Hill participation - need to confirm | Recreation |
| • Golf Carts – confirming price | Fire |
| • Security (Gates) | Parks |
| • T-shirt - pending | Recreation |
| • Drone for event (donation) – confirm | Recreation |
| • RV | Recreation |

2016 Summer Spectacular Schedule

2:00pm

Gates Open

Crafts, Exhibitors, Food Vendors, and Kids Game Booths

Lagoon and Fun Zone (Rides and Games)

Welcoming Announcements - MC

2:10pm - 3:10pm

Live Music – Random Strangers

3:10pm-3:25pm

MC announcements –sponsors, vendors and Board Director opportunity

3:25pm – 4:30pm

Live Music – Random Strangers

3:30pm

Bucket Brigade

4:30pm

Dr. Solar Traveling Medicine Show

4:30pm -5:00pm

MC announcements –sponsors, vendors and Board Director opportunity

5:00pm -6:00pm

Live Music - Brooke & Company

5:00pm

Beard Contest

5:30pm

Watermelon Eating Contest

6:30pm - 7:40pm

Live Music Gothca Covered

7:30pm

Dr. Solar Traveling Medicine Show

7:40pm – 8:00pm

MC announcements –sponsors, vendors and Board Director opportunity

9:20pm

Fireworks Over Cameron Park Lake

Raffles – silent auction (done throughout the day)

Gold Nugget Hunt – until nuggets are found – winners will be announced

Gold Panning Activity - 2-8:30pm tentative

Volunteer Opportunities – VIP Island, Gates, Watermelon Eating Contest, Bucket Brigade, District Booth