

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



Parks & Recreation Committee
Monday, April 6, 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, Recreation Supervisor Whitney Kahn,
Parks Superintendent Mike Grassle

Meeting has been cancelled

(See attached reports for
Parks & Recreation
Department updates)



Agenda Transmittal

DATE: April 6, 2020

FROM: Whitney Kahn, Recreation Supervisor
Recreation Department Report

RECOMMENDED ACTION: RECEIVE AND FILE

The Recreation Department has made many changes to programming and upcoming summer plans due to the COVID-19 pandemic. In this report, staff will outline the current plan based on information at the time of preparation of this report.

- While staffing has downsized and is working less hours, the Recreation Department is keeping busy maintaining essential functions such as:
 - ✓ Issuing credits and refunds to participants effected by the cancellation of classes and facility closures
 - ✓ Communicating with instructors, user groups, and summer staff about operational impacts from COVID-19
 - ✓ Putting plans together for an abbreviated summer season, should regulations be lifted for us to be able to provide some level of programming. Planning a bit now allows us to be ready at a moment's notice, should the notice be given. Priority is being placed on aquatics, day camp, and Lake kiosk operations.
 - ✓ Updating the website and social media outlets with news about the District's operations.
- The Recreation Supervisor was appointed by the General Manager as the Communications Coordinator to represent the District on El Dorado County's Community Partners Communications Group. There are 15 agencies represented that have a standing conference call every Monday, Wednesday, and Friday, as well as regular group emails and text messages. The purpose of the group is to maintain consistency in communications between all local governments, and to disseminate important news regarding COVID-19 and the County's response. The

Recreation Supervisor disseminates this information internally to staff and externally to residents and user groups.

- At this time, the Recreation Department has made the following reductions in order to better offset the current loss of revenue due to the closures and cancellation of programming:
 - ✓ Cancellation of all activities, events, and programs occurring March 13 through at least the end of April, including the Family Sock Hop and Easter Egg Hunt
 - ✓ Staffing reductions:
 - Recreation Supervisor has reduced paid hours to approximately 30 hours per week
 - The Recreation Coordinator working 30 hour per week has scaled back to 5 hours per week
 - One part-time Recreation Coordinator assigned to Aquatics that was regularly working 20-25 hours per week has been reduced to a maximum of 10 hours per week to prepare for aquatics season if restrictions are lifted
 - The other PT Recreation Coordinator assigned to sports, day camp and events has already scaled back hours and will maintain 4-7 hours per week
- Printing and distribution of the Summer Activity Guide has been cancelled. With so many unknowns, it does not make sense to have a guide produced with activities and programs that may not occur. With staff focusing only on essential services, there is not enough manpower to even go into production mode for the Guide, and the savings for not printing and mailing the Guide will be significant (around \$10,000).

We are making plans for a one-page mailer to connect with our residents to let them know there will not be a physical copy of the Guide mailed, but we encourage them to subscribe to our e-newsletter that will make them aware of any summer offerings we are able to put together.

- Planning of summer special events including the Trucks & Tunes series and the Summer Spectacular has been suspended. Similarly to the other points, there are too many unknowns at this time, and with the reduction of staff hours to essential functions, we could not justify prioritizing planning of an event that may not be able to occur. Should the regulations surrounding large gathering change significantly over the next couple of weeks, we may make a plan to have very

scaled back version of Summer Spectacular or Trucks & Tunes. We are in communication with a fireworks vendor who would be interested in coming on to work with us, in the event that we can host a highly populated event.

- Additional information worth noting:
 - Staff is in the process of developing ways to maintain a sense of community with our residents while we cannot serve them in our typical ways. The first attempt is encouraging residents to join us in Chalking Up Cameron Park! In our newsletter and on social media, we are encouraging residents to leave cheerful notes on their driveways and in their neighborhoods, and use the #ChalkItUpCP. We hope this is the first in multiple steps in finding new innovative ways to connect with our residents.
 - Our next social media campaign will be urging our residents to **Stay Home** and provide resources and tips for things to do while they are at home.
 - Staff will soon begin the RFP Process for a new website host as originally planned.

With the significant reduction in staff hours, we want to thank the Board of Directors and our community in advance for being patient with Recreation as we try to create the best path forward, as the new world we are all living in continues to develop. We appreciate all of you and hope that you and yours are staying healthy and safe in these uncertain times.

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: April 6, 2020

FROM: Michael Grassle, Parks and Facilities Superintendent
Parks & Facilities Department Report

RECOMMENDED ACTION: RECEIVE AND FILE

COVID-19 Update

The Department has made the following changes due to the Coronavirus:

- Closure of the Community Center
- Full time Parks staff have agreed to furlough two days a month to help reduce costs.
- Seasonal employees have had a reduction in hours.
- All public park restrooms have been closed until further notice.
- The District is unable to utilize the Tribe, Growlersburg, or volunteers until the Shelter in Place is lifted.

The most significant concern is the Park Department's ability to meet deadlines for the weed abatement requirements on District properties due to Growlersburg crews not being available, and the limited District staff resources. Parks is working closely with the Fire Department about this issue and concern.

Parks staff is closely monitoring park use and the social distancing requirements. The skate park was closed beginning April 2nd due to social distancing requirements not being met. Cameron Park and El Dorado Hills have both chosen to keep parks open, but are forewarning park users that the social distancing requirements must be met. Both agencies will remain in touch about future operational decisions. Signs, regarding COVID requirements, based upon a County template, are being placed in District parks.

Sports Fields and Parks

- El Dorado Weed Control finished applying all of the herbicides to the District's open space lots. District staff applied herbicides to all of the park locations.
- Staff added 12 additional yards of baseball infield mix to Rasmussen Park (prior to the coronavirus outbreak).
- The Paul J. Ryan Memorial sign was installed and dedicated on Saturday, March 12th. There were approximately 40-50 friends and family members in attendance at the dedication.
- Staff has been working on replacing old barring and belts and changing oil on District equipment as it had not been done in some time.
- Parks staff installed the spillway boards at Cameron Park Lake on Wednesday, April 1st.

LLADs

Staff will began working on various projects throughout the LLADs, including:

- Install 10 yards of black bark around the tree wells at Eastwood Park
- Install a new drip system for the perimeter trees at David West
- Locate the missing irrigation valves along Meder Rd.
- Remove the existing sod and add bark at Bar J B
- Burn debris piles at Northview Park

Community Center

Staff spent the first week of the Community Center closure steam cleaning chairs, sanding tables, detailing the kitchen, and working on the lights. At this point there is only one staff member assigned to the Community Center. During the closure, the staff's main responsibilities are: cycle the pool, disinfect the offices and main restroom, assist Senior Lunch, and take care of the existing landscaping.

Cancelled Events

- Skate Park Appreciation Day – scheduled for Monday, April 6th
- Community Volunteer Day – scheduled for Saturday, April 25th