

Appendix C: Meeting Summaries

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND TWO HUNDRED AND FORTY-SIXTH BOARD OF DIRECTORS' REGULAR MEETING

Minutes for July 20, 2011

The one thousand two hundred and forty-sixth meeting of the Fair Oaks Recreation and Park District Board of Directors was held in the Old Fair Oaks Library Building, 4200 Temescal Street, Fair Oaks, CA on Wednesday, July 20, 2011.

For the Record: Chair O'Farrell called the regular meeting to order at 6:00 p.m.

Board Members Present: Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose

Board Members Absent: N/A

Staff Present: District Administrator Maureen Zamarripa, Administrative Services Coordinator Kris Borders, Interim Parks and Facilities Supervisor Robert Matthews, Recreation Supervisor Katy Albers

Assessment Engineering
Services Consultants

Present: SCI Consulting: Consultant Maria Garcia-Adarve

Park Master Plan
Development Consultants

Present: Callander Associates: Erik Smith and Melissa Ruth

Members of the Public: 0

DISCUSSION & ACTION #1: A motion to approve the agenda was made by Director Carhart and seconded by Director Jacobs.

AYES: Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

FAIR OAKS RECREATION AND PARK DISTRICT

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DISCUSSION & ACTION #2: Agenda Item 8.1 – Upon a motion from Director Jacobs and a second by Director Carhart, Chair O'Farrell officially opened the Public Hearings regarding the Fair Oaks Recreation and Park District's special assessment districts at 6:05 P.M. and solicited comments from the public.

AYES:	Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES:	None
ABSTAIN:	None
ABSENT:	None
RECUSE:	None

DISCUSSION & ACTION #3: Receiving no comments and upon a motion from Director Rose and a second by Vice-Chair Simcoe, Chair O'Farrell officially closed the Public Hearings regarding the Fair Oaks Recreation and Park District's special assessment districts at 6:07 P.M.

AYES:	Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES:	None
ABSTAIN:	None
ABSENT:	None
RECUSE:	None

DISCUSSION & ACTION #4: The following was moved by Vice-Chair Simcoe and seconded by Director Carhart:

- Agenda Item 8.1.1 – Adopt Resolution No. 072011-01 approving the Engineer's Report, confirming Diagram and Assessment and Ordering Levy of Assessment for FY 2011-12 for the Parks Maintenance and Recreation Improvement District with a 1.52% assessment increase.
- Agenda Item 8.1.2 – Adopt Resolution No. 072011-02 approving the Engineer's Report, confirming Diagram and Assessment and ordering Levy of Assessment for FY 2011-12 for the Phoenix Field Landscape and Lighting Assessment District with no assessment increase.

FAIR OAKS RECREATION AND PARK DISTRICT

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AYES: Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES: None
ABSTAIN: None
ABSENT: None
RECUSE: None

DISCUSSION & ACTION #5: Agenda Item 9.1 – Discussion and Possible Action on Callander Associates Workplan for the Plaza/Village/Community Clubhouse Areas. Upon a motion by Director Carhart and a second by Vice-Chair Simcoe, the Board approved a work plan developed by Callander Associates for Preparation of a Master Plan for the Village Park, Fair Oaks Community Clubhouse and Plaza Park Area, with the amendment that historical information relative to the pertinent area be included as part of the work plan.

AYES: Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES: None
ABSTAIN: None
ABSENT: None
RECUSE: None

DISCUSSION & ACTION #6: Agenda Item 9.2 – Report Back on the Lighting at Miller Park and the Possible Use of Timers and/or Button Mechanisms. A motion to approve the installation of push button timers at the Miller Park Tennis Courts was made by Vice-Chair Simcoe and seconded by Director Jacobs.

AYES: Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES: None
ABSTAIN: None
ABSENT: None
RECUSE: None

DISCUSSION & ACTION #7: Agenda Item 9.3 – Report Back on the Use of Computer Tablets for Monthly Board Materials. The Board did not take formal action on this item, but did direct staff to report back at a future regular meeting.

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND TWO HUNDRED AND FORTY-SIXTH BOARD OF DIRECTORS' REGULAR MEETING

Minutes for July 20, 2011

DISCUSSION & ACTION #8: Agenda Item 9.4 – Discussion and Possible Action Regarding Fiscal Year 2011/2012 Master Plan Implementation Strategy. The Board did not take formal action on this item.

DISCUSSION & ACTION #9: A motion to approve the consent calendar was made by Director Jacobs and seconded by Director Carhart.

AYES:	Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES:	None
ABSTAIN:	None
ABSENT:	None
RECUSE:	None

DISCUSSION & ACTION #10: A motion to move to closed session @ 8:03pm was made by Director Jacobs and seconded by Director Carhart.

AYES:	Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES:	None
ABSTAIN:	None
ABSENT:	None
RECUSE:	None

DISCUSSION & ACTION #11: A motion to adjourn closed session and reconvene open session at 8:50pm was made by Vice-Chair Simcoe and seconded by Director Rose.

AYES:	Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES:	None
ABSTAIN:	None
ABSENT:	None
RECUSE:	None

The Board met in Closed Session to discuss personnel issues, with no reportable action taken.

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND TWO HUNDRED AND FORTY-SIXTH BOARD OF DIRECTORS' REGULAR MEETING

Minutes for July 20, 2011

DISCUSSION & ACTION #12: A motion to adjourn to the Park District Board Special Workshop on July 21, 2011 @ 6:00 pm was made by Vice-Chair Simcoe and seconded by Chair O'Farrell. For the record the meeting was adjourned at 8:52 p.m.

AYES:	Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES:	None
ABSTAIN:	None
ABSENT:	None
RECUSE:	None

John O'Farrell
Chair, Board of Directors

Maureen Zamarripa
District Administrator

FAIR OAKS RECREATION AND PARK DISTRICT BOARD OF DIRECTORS

ONE THOUSAND TWO HUNDRED AND FORTY-SIXTH BOARD OF DIRECTORS' REGULAR MEETING

Agenda for July 20, 2011

**THE OLD FAIR OAKS LIBRARY BUILDING
4200 TEMESCAL STREET
FAIR OAKS, CA 95628
JULY 20, 2011
6:00 P.M.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PRESENTATIONS/PROCLAMATIONS/RECOGNITION

5. AUDIENCE/PUBLIC COMMENT (NON-AGENDA ITEMS)

(Any person may address the Board upon any subject within the jurisdiction of the Fair Oaks Recreation and Park District. Each speaker is limited to a maximum of THREE (3) minutes. Any matter requiring Board action will be referred to staff or committee for a report and action at a subsequent meeting).

6. APPROVAL OF AGENDA

7. CONSENT CALENDAR

(All matters listed under the Consent Calendar are considered by the Board of Directors to be routine and will be acted upon in a single motion. There will not be separate discussions of these items unless a request is made prior to the time the Board considers the motion to approve).

- 7.1 Accept and File: Enumeration of Claims (Vendor Activity Report) – May 2011.
- 7.2 Accept and File: Payroll Report – May 2011.
- 7.3 Accept and File: Leave Liability Report – May 2011.
- 7.4 Accept and File: Contingency Fund Report – May 2011.
- 7.5 Accept and File: Fund Balance Report – May 2011.
- 7.6 Accept and File: ActiveNet Refund Report – May 2011.
- 7.7 Accept and File: Financial Report – May 2011.
- 7.8 Accept and File: Enumeration of Claims (Vendor Activity Report) – June 2011.
- 7.9 Accept and File: Payroll Report – June 2011.
- 7.10 Accept and File: Leave Liability Report – June 2011.
- 7.11 Accept and File: Contingency Fund Report – June 2011.
- 7.12 Accept and File: Fund Balance Report – June 2011.
- 7.13 Accept and File: ActiveNet Refund Report – June 2011.
- 7.14 Accept and File: Financial Report – June 2011.
- 7.15 Approval of the Minutes from the Regular Board meeting – June 15, 2011.

FAIR OAKS RECREATION AND PARK DISTRICT BOARD OF DIRECTORS

ONE THOUSAND TWO HUNDRED AND FORTY-SIXTH BOARD OF DIRECTORS' REGULAR MEETING

Agenda for July 20, 2011

8. PUBLIC HEARINGS

(Persons who wish to speak on Public Hearing items listed on the agenda will be heard when the Public Hearing is opened, except for public hearing items previously heard and closed to public comment. After the public has commented, the item is closed to further public comment and brought to the Board level for discussion and action. Further comment from the audience will not be received unless requested by the Board. No public hearing will commence after 9:00 P.M. unless approved by the majority of the Board of Directors.)

8.1 Matters relating to the Fair Oaks Recreation and Park District's Special Assessment Districts:

8.1.1 Adopt Resolution No. 072011-__ approving the Engineer's Report, confirming Diagram and Assessment and Ordering Levy of Assessment for FY 2011-12 for the Parks Maintenance and Recreation Improvement District with a 1.52% assessment increase.

8.1.2 Adopt Resolution No. 072011-__ approving the Engineer's Report, confirming Diagram and Assessment and ordering Levy of Assessment for FY 2011-12 for the Phoenix Field Landscape and Lighting Assessment District with no assessment increases.

9. AGENDA ITEMS

- 9.1 Discussion and Possible Action on Callander Associates Workplan for the Plaza/Village/Community Clubhouse Areas
- 9.2 Report Back on the Lighting at Miller Park and the Possible Use of Timers and/or Button Mechanisms
- 9.3 Report Back on the Use of Computer Tablets for Monthly Board Materials
- 9.4 Discussion and Possible Action Regarding Fiscal Year 2011/2012 Master Plan Implementation Strategy

10. BOARD/STAFF REPORTS

- 10.1 Items from the Board of Directors.

11. CLOSED SESSION

(The Board of Directors may, by law, meet in executive (Closed) session to discuss items of public business including, but not limited to: personnel matters, labor negotiations, employee discipline matters, real estate negotiations, and pending or threatened litigation).

- 11.1 Pursuant to Government Code §54957 relating to Personnel Matters

FAIR OAKS RECREATION AND PARK DISTRICT BOARD OF DIRECTORS

ONE THOUSAND TWO HUNDRED AND FORTY-SIXTH BOARD OF DIRECTORS' REGULAR MEETING

Agenda for July 20, 2011

12. ADJOURNMENT

Adjourn to the Special Workshop of July 21, 2011 @ 6:00 p.m.

I, Maureen Zamarripa, District Administrator of the Fair Oaks Recreation and Park District, do hereby certify that this agenda has been posted at 4150 Temescal Street, Fair Oaks, California at least 72 hours prior to the meeting of the Board of Directors in accordance with Government Code Section 54950.5, the Ralph M. Brown Act.

Maureen Zamarripa
District Administrator

Date

John O'Farrell
Chair, Board of Directors

Date

If you need a disability related accommodation to participate in these meetings, please contact the Park District Office at (916) 966-1036 (voice) or (916) 966-9863 (fax).

STAFF REPORT



Meeting Date: July 20, 2011

To: Board of Directors

From: Maureen Zamarripa – District Administrator

Subject: Approval of Work Plan for Preparation of a Master Plan for the Village Park, Fair Oaks Community Clubhouse and Plaza Park Area

I. Recommendations

Approve a work plan developed by Callander Associates for Preparation of a Master Plan for the Village Park, Fair Oaks Community Clubhouse and Plaza Park Area.

II. Background

The adopted Fair Oaks Recreation and Park District 2010-2020 Master Plan recommended developing a master plan for each of the District's parks. At the FY 2010/2011 Master Plan priority setting workshop in July 2010, the Board selected the Village Park, Fair Oaks Community Clubhouse and Plaza Park area as the first park facilities to be master planned.

III. Problem /Situation/ Request

On July 7, 2011 an agreement was executed with Callander & Associates for preparation of the Master Plan. Attachment A includes the scope of work for the project which is the topic for discussion this evening. Phase I included a presentation to the Board on the scope of work and solicitation of feedback on the approach.

In addition, the consultant recommended the addition of a topographic site survey, development of an additional concept alternative and cost estimates for implementation of the Master Plan. The Committee is recommending these items for inclusion in the scope of work. Attachment B includes a slightly revised workplan prepared by Callander & Associates

which includes the specified deliverables but with some slight revisions to the order for a couple of the meetings. The consultant will provide an overview of their proposed schedule, work plan and final product in their presentation to the Board.

IV. Financial Analysis

A contingency transfer equal to the \$71,500 agreement amount including a 10% contingency was made prior to the end of FY 1011. The funds were encumbered and no additional financing is required or anticipated at this time.

Respectfully Submitted,

Maureen Zamarripa
District Administrator

Attachment A: Scope of Work for Master Plan Services

Attachment B: Callander Associates Proposed Workplan and Schedule Revisions



Callander Associates
Landscape Architecture, Inc.

August 18, 2011

Meeting Summary
Village Park/Plaza Park/ Community Clubhouse Project

RE: User Group Meeting

Date: August 16, 2011

Time: 3:00 p.m. to 5:00 p.m.

Attendees: See attached Sign-in Sheet

Maureen Zamarripa, Fair Oaks Recreation & Park District
Melissa Ruth, moderator from Callander Associates
Erik Smith, moderator from Callander Associates

The purpose of this meeting was to review the site analysis plan and gather input on site issues and opportunities for the development of a park master plan for Village Park, Plaza Park and the Community Clubhouse. The following information was discussed and/or mentioned during our meeting.

1. Parking is lacking for park users.
2. Lack of parking makes access to the park chaotic during special events.
3. Many non-park users occupy the existing parking spots.
4. Expand existing parking areas along Fair Oaks Blvd., California Ave. and Temescal St.
5. There needs to be ADA access to the park.
6. The bus shelter should be removed.
7. Provide a walking loop connecting both parks.
8. Provide walking access along Park Drive.
9. Need to improve landscape and add more colorful planting at Plaza Park.
10. Important to protect palms and Christmas trees.
11. Improve access to restroom building.

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Landscape Architecture
Urban Design
Land Planning
Park and Recreation Planning
Environmental Planning

Peter E. Callander, ASLA, Principal
A. Mark Slichter, ASLA, Principal
Brian G. Fletcher, ASLA, Principal
Erik Smith, ASLA, Principal
Benjamin W. Woodside, ASLA, Principal

12. More lighting should be placed on west side of Plaza Park, eastern edge of Village Park and behind Amphitheatre.
13. Master Plan should be programmed for passive community oriented with no sports fields.
14. Incorporate the history of Fair Oaks and provide interpretive signage.
15. Access to the proposed future Amphitheatre entrances from Plaza Park should be addressed and coordinated.
16. Provide directional signage to park elements.
17. The interior of the Clubhouse needs to be upgraded.
18. Add a formal wedding area at east of the Clubhouse.
19. New town Christmas tree at Plaza Park.
20. More trees at Village Park, keeping in mind event capacity for outdoor concerts.
21. One way roads will increase parking adjacent to park.
22. A garden area is desired in front of the Clubhouse.
23. No net loss of parking.

The information above is Callander Associates' understanding of items discussed at the meeting.

Submitted by:

Melissa Ruth
Callander Associates

cc: All attendees



Callander Associates
Landscape Architecture, Inc.

August 29, 2011

Meeting Summary Village Park/Plaza Park/ Community Clubhouse Project

RE: Community Workshop #1

Date: August 24, 2011

Time: 6:00 p.m. to 8:00 p.m.

Attendees: See attached Sign-in Sheet

Maureen Zamarripa, Fair Oaks Recreation & Park District
Melissa Ruth, moderator from Callander Associates
Erik Smith, moderator from Callander Associates

The purpose of this meeting was to review the site analysis plan and gather input from the community on site issues and opportunities for the development of a park master plan for Village Park, Plaza Park and the Community Clubhouse. The following information was discussed and/or mentioned during our meeting.

1. Post the Site Analysis Plan on the District's website.
2. The Clubhouse interior could use some upgrades.
 - Paint ducts and ceiling a matte black or matte gray for the Clubhouse upper level.
 - Strip the knotty pine wall surface and re-surface with lighter varnish/stain/surface coating.
3. DOT will not allow one way traffic along the adjacent roadways.
4. An electrical plan was prepared by Brothers Electric for Plaza Park.
5. Drivable grass at Plaza Park.
6. There has not been a study of who uses the park.
7. What is the goal for these parks? Prefers passive space at Plaza Park and kid focused space at Village Park.
8. Need bike access and parking.

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Benjamin W. Woodside, ASLA, Principal

9. Incorporate the Amphitheatre design into the park.
10. Each park should have unique uses to add separate character.
11. Pedestrian scale monuments and entry gateways.
12. How do we determine proposed amenities if there is no budget?
13. Provide pedestrian pathway on the hill between Village Park and the Amphitheatre.
14. Village Park should have a family oriented feel and include a water feature.
15. ADA walking path around and between both parks.
16. Concerns about what happens to parking along Park Drive.
17. Do not lose park land for parking.
18. Integrate parks while maintaining separate functions.
19. Provide two to three different access routes to connect the two parks.
20. Access between Clubhouse and Amphitheatre is desired.
21. Accessibility to the Clubhouse needs to be addressed.
22. Keep grassy slopes for the kids to utilize.
23. The lack of lighting during Music in The Village event makes it un-safe.
24. Chickens will destroy colorful shrub plantings. Is there something that can be done about the chickens?
25. Not concerned about lack of event parking.
26. Be careful not to over-light the park or add too much parking, as it will lose the neighborhood feel.
27. Highlight the history of the site.
28. Group and single picnic spaces are desired.
29. Monuments that highlight the old families of Fair Oaks.
30. A water feature is desired as a central focal point for Plaza Park.

31. Don't clutter park with stuff. Doesn't like monuments.
32. Don't level out the Park, neighbors like the hilly character of the park.
33. Bus stop blocks views and should be removed.
34. Can park users use adjacent business's parking lots? Keep parking open for park users too.
35. For events, shuttles bring people into the park from other parking lots in town.
36. Don't think all pathways need to be ADA compliant.
37. Gateway entry at corner for Fair Oaks Boulevard and California Avenue.
38. Don't terrace the existing slopes.
39. Want to improve slope.
40. A non-modern designed Gazebo is desired in the center of Plaza Park to utilize the unused space.
41. Theme and aesthetics should match the character of Fair Oaks Village.
42. People already use Plaza Park for drumming circles and set up their own Volleyball nets.
43. Plaza Park design should focus on people going to shops, provide a homey feel, and pull people into the park space.
44. Neighbor has seen a decrease in the chicken population recently.
45. Provide more seating around the parks.
46. Add signs directing park users to the restrooms.
47. Noticed a large drop at curb along Park Drive and Fair Oaks.
48. Terrace the slope off Main Street.
49. Shade for kids play area.
50. Incorporate Amphitheatre foot print in concept plans.

51. Horseshoe pits, bocceball, lawn bowling, Frisbee golf course and bike racks at Village Park.
52. Tiered seating along Main Street with permanent shade umbrellas staggered throughout.
53. Large gazebo in the center of Plaza Park with enough room for a band or wedding party.
54. Picnic tables and benches around the perimeter path of Plaza Park.
55. Plaques all around the end of Plaza Park showing historical pictures of the Village with short descriptions of the area's history.

The information above is Callander Associates' understanding of items discussed at the meeting.

Submitted by:

Melissa Ruth
Callander Associates

cc: All attendees



Callander Associates
Landscape Architecture, Inc.

Via Hand Delivery

October 4, 2011 (revised)

MEMO TO: Maureen Zamarripa, Fair Oaks Recreation & Park District

FROM: Melissa Ruth, Callander Associates

RE: VILLAGE PARK, PLAZA PARK, COMMUNITY CLUBHOUSE/project issues

Maureen,

The purpose of this memo is to summarize the major issues that we found to be most important to the community and for the site improvements at Plaza Park and Village Park, and areas around the Community Clubhouse and the Veterans Memorial Amphitheatre (Park). Below is a list that identifies the issues, describes the components of the issue and provides recommendations for how to resolve the issue. These issues will be analyzed and resolved during the conceptual design process. This list will continue to be updated throughout the public input process based on feedback from the community.

ISSUE #1: PARK ORGANIZATION

The site consists of two independent parks, an Amphitheatre, a Community building and other tertiary buildings. An overwhelming comment from the community was to connect the spaces both visually and physically. The community also liked that each area served a specific purpose for the community.

Recommendations:

- **Park Identity:**
 1. Preserve the individual parks' identities while highlighting the connections by being consistent with materials, colors and themes.
 2. Creating one park name for the whole Park.
 3. Attract people that come to the village shops to use the park.
- **Park Entry:**
 1. Create a sense of arrival to the Park by creating a destination.
 2. Focus park users to designated entry areas.
- **Lack of Gathering Space:**
 1. Provide a place for large groups to gather with an all weather surface and shade shelter.

2. Focus the gathering space next to amenities that people will naturally gather at.
 - In front of the Amphitheatre
 - Near the band shell
 - Next to the Community Clubhouse
 - In close proximity to the retail space
- **Wayfinding/Signage:**
 1. Provide signage that lets people know what is on the other side of the amphitheatre and clubhouse.
 2. Use gateways and monuments as visual clues when directing people to other areas of the site.
- **Restroom:**
 1. Upgrade existing restroom.
 2. Not enough permanent restrooms during park events.

ISSUE #2: PARKING

An overwhelming concern from the community has been the lack of parking dedicated to park users. Plaza Park has nose in parking along Fair Oaks Boulevard and along a portion of California Avenue. This parking serves both the park and the neighboring retail shops. There is concern that these do not provide enough parking to serve both needs of the village and the park. These lots do not provide accessible paths to the park. Village Park offers parking along Park Drive and in a lot off of Temescal Street. Some of the community have concerns that these parking spaces are used as a staging area for cyclist that continue on to the American River Bike Trail. Parking for the Community Clubhouse is located in a lot near the corner of California Avenue and Temescal Street. Limited parking is also located at the rear of the building for ADA stalls and vendor/event parking. The large expanse of asphalt in this area is under utilized because of the circulation patterns and existing striping. Street parking is available on both sides of California Avenue, Temescal Streets and Main Street. Street parking on Park Drive is only available on the north side of the street. The Amphitheatre does not have any designated parking spaces which impacts all nearby parking. During events, parking becomes more of a demand yet the quantity is decreased due to a portion of California Avenue closing down for vendors.

Recommendations:

- **Lack of Parking:**
 1. Expand existing parking lots to gain additional spaces.
 2. Restripe parking lot next to the Clubhouse to make more efficient use of space.
 3. Enhance parking area along Main Street.
 4. Establish a designated public parking lot to serve the village core.
 5. Install signage that designated parking lots be used only for park users during park hours.

6. Provide bicycle parking to encourage community to bike to the park.
- **ADA stalls:**
 1. Restripe existing parking lots to accommodate ADA stalls.
 2. Provide ADA stalls near accessible paths of travel.

ISSUE #3: PEDESTRIAN CIRCULATION

The Park lacks a defined circulation pattern that takes park users from the front of Plaza Park to the back of Village Park. Obstacles such as steep slopes, buildings, parking lots, uneven pavement and visual disconnect prevent park users from accessing all of the sites amenities. The community has a desire to have access to all these amenities by way of an accessible, all weather path. Village Park lacks an accessible perimeter path to connect all the amenities within that park area.

Recommendations:

- **Access:**
 1. Provide accessible path linking Plaza Park with the Amphitheatre, the Clubhouse and Village Park.
 2. Provide accessible path from Village Park to the restroom building.
 3. Signage should direct park users to accessible path of travel.
 4. Make a connection from the Amphitheatre to the Clubhouse.
 5. Gateways and monuments should highlight entries to new areas.
 6. Designate areas for pedestrians to cross parking lots.
- **Amenities:**
 1. Path surface should be an all-weather surface such as concrete or asphalt.
 2. Add benches and fitness equipment along the path.
 3. Create gathering spaces where park users will likely congregate like at entrances, next to the amphitheatre and next to the band shell.
 4. Add active recreation amenities such as bocce ball, horseshoes, lawn bowling, and volleyball.

ISSUE #4: SAFETY

Safety is an important component of all public facilities. The Park needs to address the typical safety concerns of a neighborhood park as well as address the safety concerns of a night use park. The existing buildings block views and create hiding spots. Dense tree canopies cast dark shadows on the park. Existing parking areas create pedestrian and vehicular conflicts because there is a lack of circulation pattern or crosswalks.

Recommendations:

- **Lighting:**
 1. Safety level lighting around park pathways.
 2. Lighting design should complement the character of Fair Oaks Village.
- **Crime Prevention through Environmental Design (CPTED):**
 1. Open access and views to back sides of buildings to deter hiding spaces.

2. Relocate tertiary buildings that block site lines.
3. Define entrances.
4. Low shrub plantings.
5. Provide views into park from the street.

ISSUE #5: LANDSCAPE

Both parks have many large trees that provide shade and serve as focal elements of the park. One of the trees at Plaza Park is decorated for the holiday season. Many of these trees were planted when the parks were established and are nearing the end of their life span. Plaza Park has many large shrub beds and open grass areas. The chickens cause a mess with the mulch shrub beds by scattering mulch on the sidewalks. The grass area at Plaza Park has drainage problems in the winter. It also has wear problems due to the chickens and heavy foot traffic from the festivals. Village Park has one large open grass area and a smaller grass area on a slope. The turf has wear problems due to the heavy foot traffic during concerts in the park. The grass also is sparse under the dense shade of the trees.

Recommendations:

- **Trees:**
 1. Plant new shade trees to transition out the older trees that may be near the end of their lifespan.
 2. Plant a mix of deciduous trees and evergreen trees to allow for some sunny areas in the winter.
 3. Plant a new conifer tree to serve as the town tree for the holidays.
 4. Provide shade trees at the playground.
- **Turfgrass:**
 1. Grass should be limited to areas where it can grow successfully.
 2. Eliminate grass in high traffic areas.
 3. Install drivable grass in areas used for festivals.
 4. Program high traffic activities so there is time for grass to re-establish.
 5. Expand paved areas.
 6. Relocate high traffic activities to pavement.

ISSUE #6: SITE HISTORY

The town of Fair Oaks is rich in history. Much of it is either within the park or just around the perimeter. It is important to the community to teach people about the town's history. The Park also has many dedications on benches, trees, and buildings that need to be taken into consideration before removing or relocating amenities.

Recommendations:

- **Educational Opportunities:**
 1. Create a historical trail that describes historical elements throughout the site.

2. Provide educational signage about the history of the park and Fair Oaks Village.
 3. Provide maps of historic points of interest.
 4. Direct park users to the Museum inside the Clubhouse.
 5. Selective placement of the signage is important so that it doesn't clutter the park.
- **Preservation:**
 1. Preserve existing buildings.
 2. Preserve park dedication plaques where feasible.
 3. Existing WPA rock walls should be preserved and repaired.
 4. Make ADA compliant modifications to the entrance of the Clubhouse without changing the exterior.
 5. Restore and upgrade the interior of the Clubhouse.
 6. Renovate the kitchens in both levels of the Clubhouse.

ISSUE #7: SITE TOPOGRAPHY

Topography brings a unique character of the park. The community identifies with the hilly slopes as being distinctively Fair Oaks.

Recommendations:

- **Site Character:**
 1. Preserve the topography of the site.
 2. Build terraced slopes that match the existing site's rock walls.
- **Access:**
 1. Providing ADA accessible paths where feasible.

This memo is a work in progress and will likely change as we continue our public input process. Once that process is complete, this memo will be included in the final Master Plan for the Park site.

Thank you.



Melissa Ruth, Project Manager
Callander Associates

-END -

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND TWO HUNDRED AND FIFTY-FIRST BOARD OF DIRECTORS' REGULAR MEETING

Minutes for September 21, 2011

The one thousand two hundred and fifty-first meeting of the Fair Oaks Recreation and Park District Board of Directors was held in the Old Fair Oaks Library Building, 4200 Temescal Street, Fair Oaks, CA on Wednesday, September 21, 2011.

For the Record: Chair O'Farrell called the regular meeting to order at 6:01 p.m.

Board Members Present: Chair O'Farrell, Director Jacobs, Director Carhart, Director Rose

Board Members Absent: Vice-Chair Simcoe

Staff Present: District Administrator Maureen Zamarripa, Administrative Services Coordinator Kris Borders, Interim Parks and Facilities Supervisor Robert Matthews, Recreation Supervisor Katy Albers

Park Master Plan
Consultants Present: Erik Smith and Melissa Ruth, Callander Associates

Members of the Public
Present: 3

DISCUSSION & ACTION #1: A motion to approve the agenda was made by Director Jacobs and seconded by Director Carhart.

AYES: Chair O'Farrell, Director Jacobs, Director Carhart, Director Rose

NOES: None

ABSTAIN: None

ABSENT: Vice-Chair Simcoe

RECUSE: None

DISCUSSION & ACTION #2: Agenda Item 8.3 – Discussion and Possible Action regarding an Eagle Scout Project Proposal – Old Library Planter. Upon a motion from Director Jacobs and a second by Director Carhart, the Board approved the Eagle Scout project for the landscaping and renovation of the Old Library planter, in memory of Senator Dave Cox.

AYES: Chair O'Farrell, Director Jacobs, Director Carhart, Director Rose

NOES: None

ABSTAIN: None

ABSENT: Vice-Chair Simcoe

RECUSE: None

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND TWO HUNDRED AND FIFTY-FIRST BOARD OF DIRECTORS' REGULAR MEETING

Minutes for September 21, 2011

DISCUSSION & ACTION #3: Agenda Items 8.5 - Workshop and Report Back on Village/Plaza/Community Clubhouse Master Plan.

- The Board held a workshop session with Callander Associates regarding the Park Master Plan for the Village/Plaza/Community Clubhouse area.

DISCUSSION & ACTION #4: Agenda Item 8.2 - Report Back on Implementation Measures Associated with the Memorandum of Understanding with the Fair Oaks Recreation and Park District Employees' Association. Upon a motion from Director Rose and a second from Chair O'Farrell, the Board approved the Resolution (Res. 092111-01) revising the District's contract with CalPERS related to the District's contribution for health care for current employees and District retirees, with amended language as noted in the final version of the resolution.

AYES:	Chair O'Farrell, Director Jacobs, Director Carhart, Director Rose
NOES:	None
ABSTAIN:	None
ABSENT:	Vice-Chair Simcoe
RECUSE:	None

DISCUSSION & ACTION #5: Agenda Item 8.4 - Discussion and Possible Action regarding the District Administration Office Remodel Project – Request for Change Order Authority and Request for Reserve Release. Upon a motion from Director Jacobs and a second by Director Carhart, the Board took the following actions:

- Approved the request of the Capital Improvement and Construction Program Committee, delegating authority to the Committee to execute change orders for the District Administration Office Remodel Project up to 15% of the Project Cost or \$10,650.
- Adopted Resolution No. 092111-02 authorizing the transfer of funds, as necessary, not to exceed 15% of the project cost or \$10,650 from Reserve Fund Balance (7100000) to the Building (40420100) within the General Fund (341A), Fund Center 9349341 to fund the cost of construction related change orders for the District Administration Office Remodel. Use of Reserve funds requires a 4/5 vote of approval.

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND TWO HUNDRED AND FIFTY-FIRST BOARD OF DIRECTORS' REGULAR MEETING

Minutes for September 21, 2011

AYES: Chair O'Farrell, Director Jacobs, Director Carhart, Director Rose
NOES: None
ABSTAIN: None
ABSENT: Vice-Chair Simcoe
RECUSE: None

DISCUSSION & ACTION #6: A motion to approve the consent calendar was made by Director Jacobs and seconded by Director Carhart.

AYES: Chair O'Farrell, Director Jacobs, Director Carhart, Director Rose
NOES: None
ABSTAIN: None
ABSENT: Vice-Chair Simcoe
RECUSE: None

DISCUSSION & ACTION #7: A motion to adjourn to the Park District Regular Board Meeting on October 19, 2011 @ 6:00 pm was made by Chair O'Farrell and seconded by Director Carhart. For the record the meeting was adjourned at 7:42 p.m.

AYES: Chair O'Farrell, Director Jacobs, Director Carhart, Director Rose
NOES: None
ABSTAIN: None
ABSENT: Vice-Chair Simcoe
RECUSE: None

John O'Farrell
Chair, Board of Directors

Maureen Zamarripa
District Administrator

STAFF REPORT



Meeting Date: September 21, 2011

To: Board of Directors

From: Maureen Zamarripa – District Administrator

Subject: Report Back on the Preparation of a Master Plan for the Village/Plaza/Community Clubhouse Area

I. Recommendations

1. Receive the presentation by Callander Associates;
2. Provide feedback on the Issues Memo and two concept alternatives developed for consideration by Callander Associates for Master Plan.

II. Background

The adopted Fair Oaks Recreation and Park District 2010-2020 Master Plan recommended developing a master plan for each of the District's parks. At the FY 2010/2011 Master Plan priority-setting workshop in July 2010, the Board selected the Village Park, Fair Oaks Community Clubhouse and Plaza Park area as the first park facilities to be master planned. In June 2011, the Board approved the selection of Callander Associates for the master plan preparation. In July 2011, the Board received a presentation from Callander Associates on the project scope and schedule and with a few minor adjustments, the project scope and schedule were approved.

III. Problem /Situation/ Request

Consistent with the project scope, two meetings were held in August 2011 to solicit feedback on the project area's uses and amenities. One meeting was held for key users of the parks and Clubhouse, and a second general community meeting for anyone interested in providing input for the master plan. The comments from both meetings are included as Attachment A. Both meetings were well attended and the feedback received at the meetings along with the Consultant's own observations are the basis of the Issues Memo (Attachment B) and the concept boards presented this evening. The goal of tonight's meeting is to provide feedback to Callander

on the identified issues, priorities and concept boards prior to the next public meeting which will be held on October 3, 2011 in the Community Clubhouse.

IV. Financial Analysis

Money was transferred from Contingencies prior to the end of the fiscal year and the contract funding was encumbered prior to FY 1011 year-end. No additional costs are anticipated for this project at this time. Activities to date are consistent with the approved scope, schedule and deliverables.

Respectfully Submitted,

Maureen Zamarripa
District Administrator

Attachment A: User Group and Community Meeting Comments Summary
Attachment B: Issues Memo



Callander Associates
Landscape Architecture, Inc.

October 4, 2011

Meeting Summary Village Park/Plaza Park/ Community Clubhouse Project

RE: Community Workshop #2

Date: October 3rd, 2011

Time: 6:00 p.m. to 7:30 p.m.

Attendees: See attached Sign-in Sheet

Maureen Zamarripa, Fair Oaks Recreation & Park District
Melissa Ruth, moderator from Callander Associates
Erik Smith, moderator from Callander Associates

The purpose of this meeting was to summarize the previous public meetings, present and gather input from the community on the two conceptual plan alternatives. Below is a summary of the comments received from the community. These comments along with comments from the previous public meetings will be taken into consideration when developing the Preferred Concept Plan for the Village Park, Plaza Park and the Community Clubhouse Master Plan.

1. General Comments

- A. Post Concept Plan Alternative #1 and #2 on the District's website.
- B. Implementation of the new Master Plan will likely be in phases as funding becomes available.
- C. There is no timeline currently for implementation of the Master Plan.

2. Positive Comments on Concept Plan Alternative #1

- A. The community had a preference for the traditional style space of Plaza Park.
- B. Likes the incorporation of the Christmas Tree in the design.
 - A representative from the Christmas in the Village Committee would like to see a space designated for a tree structure that can be installed during the holiday season and removed for the remainder of the year.
 - The existing tree used during the Christmas in the Village is beloved but is not a real Christmas Tree shape.

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Landscape Architecture
Urban Design
Land Planning
Park and Recreation Planning
Environmental Planning

Peter E. Callander, ASLA, Principal
A. Mark Slichter, ASLA, Principal
Brian G. Fletcher, ASLA, Principal
Erik Smith, ASLA, Principal
Benjamin W. Woodside, ASLA, Principal

- C. Provide an area that can stage the Community Christmas Tree during the holiday season and transform into a fountain or other activity during other times of the year.
- D. The rose garden brings the focus on the Community Clubhouse.
- E. Likes the relocation of the off-street parking at the Community Clubhouse to the street.
- F. Likes that the plans preserve most of the existing trees.
- G. Prefers the curved paths of this alternative to the straight paths of Alternative #2.
- H. Prefers the design of Plaza Park in this alternative.

3. Suggested Improvements to Concept Plan Alternative #1

- A. Remove off-street parking lot north of the Arts and Crafts Room.
- B. Central green space at Plaza Park shouldn't be raised.
- C. Remove terraced green space in front of the band shell. Will be difficult for elderly to access.
- D. Make sure we address the views at the corner of Fair Oaks Blvd and California Avenue.
- E. Incorporate a central formal fountain or build structure as a focal point in Plaza Park.
- F. Incorporate an interactive splash fountain near the kid's playground in Village Park.
- G. Replace the gazebo at the corner of Temescal Street and California Avenue with a fountain or art piece.
- H. Include history and public information into a kiosk in the garden in front of the Clubhouse.

4. Positive Comments on Concept Plan Alternative #2

- A. Prefers this alternative's raised plaza space in front of the amphitheater future entry.
- B. Likes the plaza space in front of the amphitheater along California Avenue.
- C. Formal rose garden brings the focus on the Community Clubhouse.
- D. Likes that the paths cross and provide direct access to the amenities.
- E. Likes the layout of the asphalt parking lot between the commercial building and the Community Clubhouse.

- F. Likes that the restroom building will be remodeled and expanded.
- G. Prefers the design of Village Park in this Alternative.

5. Suggested Improvements to Concept Plan Alternative #2

- A. Concerned that the property owner adjacent to the Amphitheater won't want the proposed plaza space.
- B. Remove the proposed restroom at the corner of Main Street and Park Drive.
- C. Doesn't like that the paths cross and prefers a more formal, traditional layout of paths.
- D. Remove the 6' wide path that bisects the village green space at Village Park.

6. Additional Comments to the Concept Plan Alternatives #1 and #2

- A. Master Plan document should quantify the amount of park land loss and gained due to the parking design.
- B. Do we know what the signage concept will look like yet?
- C. Provide a count of how many parking spaces are lost/gained in front of the clubhouse.
- D. Include benches and picnic tables along the perimeter path thought out both parks.

The information above is Callander Associates' understanding of items discussed at the meeting.

Submitted by:

Melissa Ruth
Callander Associates

cc: All attendees

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND TWO HUNDRED AND FIFTY-THIRD BOARD OF DIRECTORS' REGULAR MEETING

Minutes for October 19, 2011

The one thousand two hundred and fifty-third meeting of the Fair Oaks Recreation and Park District Board of Directors was held in the Old Fair Oaks Library Building, 4200 Temescal Street, Fair Oaks, CA on Wednesday, October 19, 2011.

For the Record: Vice-Chair Simcoe called the regular meeting to order at 6:07 pm.

Board Members Present: Chair O'Farrell (arrived at 6:09 pm, departed at 7:35pm), Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose

Board Members Absent: N/A

Staff Present: District Administrator Maureen Zamarripa, Administrative Services Coordinator Kris Borders, Interim Parks and Facilities Supervisor Robert Matthews, Recreation Supervisor Katy Albers, Recreation Coordinator Sabrina Bernardo

Park Master Plan
Consultants Present: Erik Smith and Melissa Ruth, Callander Associates

Members of the Public
Present: 9

DISCUSSION & ACTION #1: A motion to approve the agenda was made by Director Jacobs and seconded by Director Carhart.

AYES: Chair O'Farrell, Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

DISCUSSION #2: The Board received a report back on the Village Park/Plaza Park/Community Clubhouse Master Plan from Erik Smith and Melissa Ruth of Callander Associates.

DISCUSSION #3: The Board received a presentation from Tom Gray, General Manager of the Fair Oaks Water District.

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND TWO HUNDRED AND FIFTY-THIRD BOARD OF DIRECTORS' REGULAR MEETING

Minutes for October 19, 2011

DISCUSSION & ACTION #4: Agenda Item 8.2 – Discussion and Possible Action on updates to the General and Board Meeting Policies as Recommended by the Board Policy Review Committee. Upon a motion from Director Jacobs and a second by Director Carhart, the Board approved the Policy Committee's recommended revisions to the District's Policy Manual for Section A-General Policies and Section-D Board Meeting Policies.

AYES:	Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES:	None
ABSTAIN:	None
ABSENT:	Chair O'Farrell
RECUSE:	None

DISCUSSION & ACTION #5: Agenda Item 8.3 - Report Back on Implementation of Recommendations by Disability Access Compliance related to District Improvements Associated with the Americans with Disabilities Act. Upon a motion from Director Rose and a second from Director Jacobs, the Board approve the ADA implementation plan detailing steps completed in the District's ADA Transition Plan as well as the steps remaining to be completed.

AYES:	Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES:	None
ABSTAIN:	None
ABSENT:	Chair O'Farrell
RECUSE:	None

DISCUSSION & ACTION #6: Agenda Item 8.4 - Discussion and Possible Action regarding the Submission of a vote for Special District Commissioner for the Sacramento Local Agency Formation Commission (Sac LAFCo). A motion to nominate Gil Albiani of the Cosumnes Community Services District was made by Director Carhart and seconded by Director Jacobs. The motion failed, with the following vote:

AYES:	Director Carhart
NOES:	None
ABSTAIN:	Vice-Chair Simcoe, Director Jacobs, Director Rose
ABSENT:	Chair O'Farrell
RECUSE:	None

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND TWO HUNDRED AND FIFTY-THIRD BOARD OF DIRECTORS' REGULAR MEETING

Minutes for October 19, 2011

DISCUSSION & ACTION #7: Agenda Item 8.4 (cont'd) - Discussion and Possible Action regarding the Submission of a vote for Special District Commissioner for the Sacramento Local Agency Formation Commission (Sac LAFCo). A motion to abstain from casting a ballot due to lack of candidate information was made by Director Simcoe and seconded by Director Rose.

AYES:	Vice-Chair Simcoe, Director Jacobs, Director Rose
NOES:	Director Carhart
ABSTAIN:	None
ABSENT:	Chair O'Farrell
RECUSE:	None

DISCUSSION & ACTION #8: Agenda Item 8.5 - Discussion and Possible Action regarding an Eagle Scout Project Proposal – Fair Oaks Park Planter Project #1. This item was tabled to the November regular Board meeting.

DISCUSSION & ACTION #9: A motion to approve the consent calendar was made by Director Jacobs and seconded by Director Carhart.

AYES:	Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES:	None
ABSTAIN:	None
ABSENT:	Chair O'Farrell
RECUSE:	None

DISCUSSION & ACTION #10: A motion to adjourn to the Park District Regular Board Meeting on November 16, 2011 @ 6:00 pm was made by Director Carhart and seconded by Director Jacobs. For the record the meeting was adjourned at 8:42 p.m.

AYES:	Vice-Chair Simcoe, Director Jacobs, Director Carhart, Director Rose
NOES:	None
ABSTAIN:	None
ABSENT:	Chair O'Farrell
RECUSE:	None

John O'Farrell
Chair, Board of Directors

Maureen Zamarripa
District Administrator

FAIR OAKS RECREATION AND PARK DISTRICT BOARD OF DIRECTORS

ONE THOUSAND TWO HUNDRED AND FIFTY-FIFTH BOARD OF DIRECTORS' REGULAR MEETING

Agenda for December 21, 2011

**THE OLD FAIR OAKS LIBRARY BUILDING
4200 TEMESCAL STREET
FAIR OAKS, CA 95628
DECEMBER 21, 2011
6:00 P.M.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PRESENTATIONS/PROCLAMATIONS/RECOGNITION

- 4.1 Presentation of Appreciation Plaque to Outgoing Board Chair John O'Farrell
- 4.2 Presentation by Capital Improvement and Construction Committee on Village/Plaza/Community Clubhouse Park Master Plan

5. AUDIENCE/PUBLIC COMMENT (NON-AGENDA ITEMS)

(Any person may address the Board upon any subject within the jurisdiction of the Fair Oaks Recreation and Park District. Each speaker is limited to a maximum of THREE (3) minutes. Any matter requiring Board action will be referred to staff or committee for a report and action at a subsequent meeting).

6. APPROVAL OF AGENDA

7. CONSENT CALENDAR

(All matters listed under the Consent Calendar are considered by the Board of Directors to be routine and will be acted upon in a single motion. There will not be separate discussions of these items unless a request is made prior to the time the Board considers the motion to approve).

- 7.1 Accept and File: Enumeration of Claims (Vendor Activity Report) – November 2011.
- 7.2 Accept and File: Payroll Report – November 2011.
- 7.3 Accept and File: Leave Liability Report – November 2011.
- 7.4 Accept and File: Contingency Fund Report – November 2011.
- 7.5 Accept and File: Fund Balance Report – November 2011.
- 7.6 Accept and File: ActiveNet Refund Report – November 2011.
- 7.7 Accept and File: Financial Report – November 2011.
- 7.8 Approval of the Minutes from the Regular Board meeting – November 16, 2011.

8. AGENDA ITEMS

- 8.1 Monthly Fair Oaks Youth Advisory Board Report
- 8.2 Discussion and Possible Action regarding selection of Board Chair for 2012.
- 8.3 Discussion and Possible Action regarding selection of Board Vice-Chair for 2012.

FAIR OAKS RECREATION AND PARK DISTRICT BOARD OF DIRECTORS

ONE THOUSAND TWO HUNDRED AND FIFTY-FIFTH BOARD OF DIRECTORS' REGULAR MEETING

Agenda for December 21, 2011

- 8.4 Discussion and Possible Action regarding the annual Board of Directors Meeting Calendar and Committee Assignments for 2012
- 8.5 Discussion and Possible Action regarding Submission of CalPERS Resolution Fixing the Employer's Contribution Under the Public Employee's Medical and Hospital Care Act
- 8.6 Discussion and Possible Action regarding Recommended Firm for Provision of Dental, Life and Vision Services for District Employees
- 8.7 Discussion and Possible Action regarding the Memorandum of Unrecorded Grant Agreement (MOUGA) for Land and Water Conservation Grant (C8942038)
- 8.8 Discussion and Possible Action regarding a Request to Reclassify Two Supervisor Positions to Superintendent Positions

9. BOARD/STAFF REPORTS

- 9.1 Items from the Board of Directors.

10. ADJOURNMENT

Adjourn to the Regular Meeting of January 18, 2012 @ 6:00 p.m.

I, Maureen Zamarripa, District Administrator of the Fair Oaks Recreation and Park District, do hereby certify that this agenda has been posted at 4150 Temescal Street, Fair Oaks, California at least 72 hours prior to the meeting of the Board of Directors in accordance with Government Code Section 54950.5, the Ralph M. Brown Act.

Maureen Zamarripa
District Administrator

Date

John O'Farrell
Chair, Board of Directors

Date

If you need a disability related accommodation to participate in these meetings, please contact the Park District Office at (916) 966-1036 (voice) or (916) 966-9863 (fax).