



AGENDA
RECREATION AND PARKS COMMISSION

MONDAY
MARCH 17, 2025
5:30 PM

TOWN HALL
549 MAIN STREET
PLACERVILLE, CA 95667

PUBLIC PARTICIPATION INFORMATION

You are welcomed and encouraged to participate in this meeting. Public comment is taken (3 minutes maximum) on items listed on the agenda when they are called. Comments on items not on the agenda will be taken under Item 6. Comments must not be slanderous and must relate to business within the roles and responsibilities of the appointed Recreation Commission. Advance Correspondence/Written Comments: You may submit your comments by e-mail to placervillerecreationandparks@gmail.com, or you may submit your comments to the DEPARTMENT OF COMMUNITY SERVICES, 549 MAIN STREET, PLACERVILLE 95667 by 10:00 a.m. the day of the meeting. Written Comments received the day of the meeting will be provided to the Recreation Commission during the meeting. These comments may not be read aloud but will be acknowledged. All comments will be available for review in the office of the Department of Community Services.

The Brown Act: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a public meeting. The Department of Community Services shall post the Agenda on Town Hall windows, and on the City's website: www.cityofplacerville.org.

Reasonable Accommodations: In compliance with the Americans with Disabilities Act, if you are a person with a disability and you need a disability-related modification or accommodation to participate in this meeting, please contact the Department of Community Services Office at (530) 642-5232, or placervillerecreationandparks@gmail.com. Requests must be made as early as possible and at least two full business days before the start of the meeting. Some requests may be accommodated closer to the meeting.

RECREATION COMMISSION MEMBERS

LARISSA LUJAN, CHAIR
MICHAEL POTTER, VICE-CHAIR
ANDRÉ PICHLY, COMMISSIONER
LYNNE SPENCER, COMMISSIONER
TONY WINDLE, COMMISSIONER

DENIS NISHIHARA
DIRECTOR OF
COMMUNITY SERVICES

MATT LISHMAN
RECREATION
SUPERINTENDENT

JULIE BURNSIDES
COMMUNITY SERVICES
SPECIALIST

5:30 P.M. OPEN SESSION

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO THE FLAG

2. ROLL CALL: LARISSA LUJAN, CHAIR
 MICHAEL POTTER, VICE-CHAIR
 LYNNE SPENCER, COMMISSIONER
 TONY WINDLE, COMMISSIONER
 ANDRÉ PICHLY, COMMISSIONER

3. ADOPTION OF AGENDA

4. PUBLIC COMMENT – NON-AGENDA ITEMS

This portion of the meeting is reserved for persons wishing to address the Recreation Commission **on any matter not on the agenda** that is within the subject matter jurisdiction of the City Council. The Commission Chair reserves the right to limit the speaker's time to **three minutes**. You are not allowed to make personal attacks on individuals or make comments which are slanderous, or which may invade an individual's personal privacy.

4.1 Oral Communication

4.2 Written Communication

5. TOPICS

5.1 Appreciation Isaac Rubalcava Commissioner, 2020-2024

- 5.2 Appointment of New Commissioners:
2025-2029: ANDRÉ PICHLY, COMMISSIONER
 MICHAEL POTTER, VICE-CHAIR

- 5.3 Appointment of New Commissioner Roles (D. Nishihara)
- Chairperson
 - Vice-Chair

5.4 Softball Fees and New Official's Association Contract (M. Lishman)

- 5.5 Lion's Park Project Update (D. Nishihara)**
- Verbal Update / Discussion

- 5.6 Directors Update (D. Nishihara)**
- Verbal Update / Discussion

6. ADJOURNMENT

The next meeting scheduled will be held on April 21st at 5:30pm in Town Hall.

*We are a welcoming, active and business-friendly rural
foothill community built on California's rich gold rush history.*



March 17, 2025
Recreation and Parks Commission

Prepared by: Denis Nishihara, Director
Subject: Appointment of New Commissioner Roles
Purpose: Appoint Commissioner as Chairperson and Vice Chair for 2025

Background: As stated in the City of Placerville Committee, Commission & Board Policy Manual, the Recreation and Parks Commission advises the City Council and Community Services Director on parks and public recreation. The Chairperson leads and facilitates meetings following Robert's Rules of Order (Policy Manual, Section 5, Page 18), ensuring structure and alignment with the organization's strategic plans and goals. In the Chairperson's absence, the Vice Chair assumes these duties.

Discussion: Appoint new chairperson and vice chair for the calendar year 2025.

Fiscal Impact: None

Considerations: During the last term of the previous Chairperson's term, an alternate was appointed to conclude the 2024 term.

City of Placerville
RECREATION AND PARKS COMMISSIONER
Volunteer Position Description

Volunteer Title: Recreation and Parks Commissioner
Reports To: City Council
Position Term: 4-year term

Overview

As a Recreation and Parks Commissioner, you are instrumental in enhancing the community's quality of life by offering recommendations, feedback, and guidance on parks, recreational programs, and community services. Working collaboratively, commissioners represent the interests of residents while aligning with the city's objectives and strategic priorities.

Summary

The function of the Recreation and Parks Commission shall be to act in an advisory capacity to the City Council and the Community Services Director in all matters pertaining to parks and public recreation, and to cooperate with other governmental agencies and civic groups in the advancement of sound park and recreation planning and programming

Advisory Duties

- Provide recommendations to Director of Community Services regarding park policies, recreational programming, and facility development or improvements.
- Offer input on the department's strategic plans, and community initiatives.
- Assess and recommend priorities for park and recreation projects based on community needs assessment and Master Plan.

Meeting Participation

Regular attendance at meetings is critical to the effective operation of advisory committees, commissions and boards. The City Council relies on the advice of the City's committees, commissions and boards that grows from discussions among appointed members. The City Council anticipates that members appointed to the City's committees, commissions and boards will make every reasonable effort to attend all regular meetings of their respective committee, commission or board, to attend special meetings, and to be prepared to discuss matters on their respective agendas. The staff liaison assigned to each committee, commission or board will notify the City Clerk of attendance issues.

City of Placerville
RECREATION AND PARKS COMMISSIONER
Volunteer Position Description

- Attend and actively participate in all scheduled commission meetings.
- Review and prepare for meetings by reading agenda packets, reports, and other relevant materials.
- Politely engage in thoughtful discussions and decision-making processes during meetings.

Community Engagement

- Act as a liaison between the commission and the community to gather feedback, address concerns, and promote awareness of programs and initiatives.
- Represent the commission at public events, workshops, and city-sponsored activities.
- Encourage community participation in recreational programs, volunteer opportunities, and park maintenance efforts.

Collaboration

- Work with city staff, other commissioners, and external stakeholders to achieve commission goals.
- Serve on subcommittees or task forces as assigned to address specific projects or issues.
- Support initiatives promoting environmental sustainability and inclusivity in parks and recreation services.

Expectations

- Maintain a clear understanding of the city's parks, facilities, and recreation programs.
- Act in the best interest of the community while respecting diverse perspectives.
- Uphold the City of Placerville and the Recreation and Parks Commission's Mission, Vision, and Policies while adhering to ethical standards and City Policies.

The City Council is the governing body of the City. It is vested with broad powers in the areas of legislative policy, budgetary adoption and establishment of service levels. The City Council, elected at-large, represent the entire community, and serves as the “Board of Directors” for the municipal corporation.

City of Placerville
RECREATION AND PARKS COMMISSIONER
Volunteer Position

Volunteer Title: Recreation and Parks Commission Chairperson
Reports To: Director of Community Services
Position Term: 1 year

Overview

The Chairperson of the Recreation and Parks Commission leads the commission by guiding discussions and equitable dialogue resulting in recommendations to the Director of Community Services regarding parks, recreation programs, and community services. The Chairperson ensures meetings are effective, fosters collaboration, and creates an inclusive environment where all commission members, staff, and the public can provide impartial input before final recommendations are made.

Key Roles and Responsibilities

Leadership and Meeting Facilitation

- Helps staff to plan the topics of matter, reviews the agenda, and facilitates leadership while conducting commission meetings in accordance with the City of Placerville's Commission Policy Manual.
- Fosters productive discussions, ensuring all members are provided an opportunity to contribute equally.
- Encourages consensus-building and provides framework by using effective methods of parliamentary procedure for concise decision-making.

Representation

- Represents the commission at public events, city meetings, and other relevant forums.
- Promotes safety, health and wellness in City parks, facilities, programs and trails.

City of Placerville
RECREATION AND PARKS COMMISSIONER
Volunteer Position

Coordination and Communication

- Collaborates with the Director of Community Services and/or their designee to provide input on prioritizing projects. This involves aligning efforts with the Recreation and Parks Master Plan, annual Strategic Goals, and Community Needs Assessment, while ensuring consistency with city objectives and available resources.

Strategic Oversight

- Lead the conversation pertaining to the development of recommendations for park policies, facility improvements, and recreation programs.
- Provide input on the department's annual planning and community initiatives.

Advocacy and Community Engagement

- Promote the value of recreation and parks to residents and stakeholders.
- Engage with the community to understand needs and gather feedback on programs and facilities.
- Encourage partnerships with local organizations and volunteers.

Time Commitment

- Attend and lead commission meetings (typically monthly).
- Participate in city meetings, workshops, and public outreach as needed.
- Collaborate with city staff and subcommittees outside of meetings.

On an annual basis, each Commission, Committee and Board is required to elect officers. Most Committees should reorganize following the revised appointment process in the spring of odd numbered years. A Chair and Vice-Chair are to be elected from the members to serve as presiding officers at all meetings. In the event of either's disability, resignation, or removal, the body shall elect another member to fill the unexpired term. During a temporary absence of the Chair, the Vice-Chair shall preside. If he or she is absent, the body may elect a Chair pro tem to conduct the meeting.

City of Placerville
RECREATION AND PARKS COMMISSIONER
Volunteer Position

Volunteer Title: Recreation and Parks Commission Vicechair
Reports To: Chairperson
Position Term: 1 year

Overview

The Vice Chair of the Parks and Recreation Commission assists the Chair in guiding the commission and assumes leadership responsibilities in the Chair's absence. This includes facilitating discussions and dialogues that lead to well-informed recommendations for the Director of Community Services regarding parks, recreation programs, and community services. The Vice Chair supports the Chair in ensuring meetings are effective, collaboration is encouraged, and all commission members, staff, and the public have the opportunity to provide equitable input with proper context before final decisions are made. Additionally, the Vice Chair contributes to the commission's efforts to align recommendations with city goals and community needs.

Key Roles and Responsibilities

Support Leadership and Meeting Facilitation

- Assist the Chair in planning and facilitating commission meetings.
- Assume the duties of the Chair in their absence, including presiding over meetings and representing the commission.
- Collaborate with the Chair to ensure the commission's priorities and objectives are met.

Coordination and Communication

- Maintain open communication with the Chair, other commissioners, and city staff.
- Support collaboration between the commission, city departments, and community stakeholders.

Strategic Oversight

- Actively contribute to discussions and decision-making processes during meetings.
- Promote parks and recreation initiatives within the community.
- Engage with the public to gather feedback and understand community needs.

City of Placerville
RECREATION AND PARKS COMMISSIONER
Volunteer Position

Advocacy and Community Engagement

- Promote the value of recreation and parks to residents and stakeholders.
- Engage with the community to understand needs and gather feedback on programs and facilities.
- Encourage partnerships with local organizations and volunteers.

Time Commitment

- Attend commission meetings (typically monthly).
- Be available to fulfill Chair duties as needed.
- Participate in community events, workshops, and subcommittees when appropriate.
- Collaborate with city staff and subcommittees outside of meetings.

This position shall be elected by the current members of the Recreation and Parks Commission during the first annual meeting following the appointment of Commissioners by the City Council of the City of Placerville. The individual elected to this role will serve a term of one (1) calendar year, ensuring other volunteers have the opportunity to contribute during their 4-year tenure on the Commission.

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foothill community built on California's rich gold rush history.*



March 17, 2025, Recreation and Park Commission

Prepared by: Matt Lishman, Recreation Superintendent

Subject: Support Staffs recommendation to recommend to City Council a \$4.20 per game increase in the Adult Softball team registration fee for a 10-week season for a total fee of \$776.00 per team effective June 23, 2025, and approving a three-year agreement with the Greater Sacramento Softball Association (GSSA) to provide Officials for Adult Softball Games and authorize the Director of Community Services to execute the same.

Recommendation: Support Staffs recommendation:

- A) Approving a \$4.20 per game increase in the Adult Softball team registration fee for a 10-week season for a total fee of \$776.00 per team effective June 23, 2025; and
- B) approving a three-year agreement with the Greater Sacramento Softball Association (GSSA) to provide Officials for Adult Softball Games and authorize the Director of Community Services to execute the same.

Purpose: To adjust the City's Adult Softball team registration fees to recover the associated personnel and umpire cost increase.

Strategic Plan Strategy: Fiscal Stability/Sustainability: 2a. Strategy –Increase Revenue- Complete update of the Master Fee Schedule and maintain it going forward.

Background: On January 1, 2025, California's minimum wage increased by \$.50 to \$16.50 per hour. On November 14, 2024, after working with the City for 20+ years the Folsom Officials Association gave notice that they were retiring and would no longer be running an Officials Association.

Discussion: The City's Adult Softball League takes place at Lions Park fields. There is a Spring/Summer League, and a Fall league offered. Both leagues are 10 weeks long, which include playoffs during the 10th week. Games are played Mondays, Wednesdays, Fridays, and Sundays from May through October. Tuesdays and Thursdays are available if needed. Over the past three years, there was an average of 37 teams that participated per season. Staff anticipate 76 teams will participate during 2025.

The City put out an RFP for Softball Officials and received one proposal from the Greater Sacramento Softball Association (GSSA). The per game fees will be increasing \$1.40 per umpire to \$41.40 per game. In addition, there will be a \$25 travel fee that will be charged to the first game of any assignment given the distance Placerville is in relation to the GSSA headquarters. As a bonus, if the City can pay the invoice within 20 days of the invoice date a rebate of 3% will be credited on the next invoice. These increases will have a financial impact on the City's Adult Softball League costs.

The Greater Sacramento Softball Association (GSSA) would recruit, train, and schedules officials for the City’s Adult Softball Leagues. The City would pay GSSA on a per-game basis plus the \$25 travel fee. Staff are committed to working closely with GSSA to provide the best possible service to our participants. GSSA is confident that they have the number of personnel necessary to provide qualified officials for our Adult Softball Leagues.

The content of the proposed contract is nearly identical to the Folsom Officials contract except for a 3-year agreement rather than a one-year agreement with an automatic renewal for up to three years. The proposed contract is for May 1, 2025, through December 31, 2027. Staff recommends entering into a three-year agreement since GSSA has their fees set through 2027 as shown in the table below.

**GSSA Umpire Rates
As of January 15, 2025**

Type of Assignment	Per Umpire Game Rate 2025 Includes 15% Admin Fee	Per Umpire Game Rate 2026 Includes 15% Admin Fee	Per Umpire Game Rate 2027 Includes 15% Admin Fee
1 Umpire Multiple Games	\$41.40	\$43.70	\$46
2 Umpire Multiple Games Playoffs	\$37.95	\$40.25	\$42.55
Travel Fee Per 1 st Game Assignment	\$25	\$25	\$25

Staff are committed to working closely with GSSA to provide the best possible service for our participants at an affordable price. Staff have reviewed service agreements and rate schedules provided by other Associations and Recreation Departments in the surrounding area.

The following table demonstrates the proposed agreement with GSSA Softball Officials is comparable with other agencies.

**Softball Rate Schedule Comparisons
As of January 2024**

Agency (Association)	Per Umpire Game Rate
City of Placerville Proposed Rate (GSSA)	\$41.40 plus \$25 Travel Fee
El Dorado Hills CSD (GSSA)	\$41.40 No Travel Fee
City of Folsom (GSSA)	\$41.40 Travel Fee

Staff conducted a fee comparison survey with similar agencies (Attachment B) and analyzed recent user data to attempt to establish new Adult Softball team registration fees that would generate additional revenue without discouraging participation. Staff recognize the importance of recreation programs remaining self-supporting.

The following table shows the anticipated cost increase for 2025:

Description	2023-24 Fiscal Year	2024-25 Fiscal Year	Total Increase
Part-Time Personnel Costs	\$16,013	\$16,413	\$400
Umpire Fees	\$18,720	\$21,486	\$2,766
Total Increase	\$34,733	\$37,899	\$3,166

These increases will have a financial impact on the Recreation Division’s annual operating budget. To offset the additional expenditures in the Adult Softball League, Staff is recommending a per-game increase in team registration fees equivalent to \$4.20 or \$42 per team per season. These fees will put league fees in-line with similar surrounding agencies and possibly a little on the higher side.

The following table shows expected additional revenue based on the proposed 2 season model:

No. of Teams	Proposed Increase	Additional Revenue
76	\$42.00	\$3,192

This table identifies the overall additional expense and the additional projected revenue balancing out:

Program	Additional Expenses	Additional Revenue	Balance
Adult Softball	\$3,166	\$3,192	\$26

- Options:**
1. Approve the Adult Softball fee increase and authorize the Community Services Director to enter into an agreement with GSSA to provide officiating services for the City’s Adult Softball Leagues.
 2. Do not increase fees and ask the City Council to absorb the cost in the General Fund.
 3. Direct Staff to take other action.

Environmental: Tonight’s action is not applicable.

Cost: The projected annual cost of the GSSA contract is \$21,486.00 for the 2025 season. Staff will bring back proposed fee increases or other ways to cover the officials increases in 2026 and 2027 prior to advertising those seasons.

Budget Impact: The adopted Fiscal Year 2024/2025 General Fund Budget did not include the increased cost of the GSSA contract and the proposed fee increase, which should keep the program financially self-sufficient.

Attachment A - Agency Program Fee Comparison

Attachment B - Proposed Team Registration Fee Schedule

ATTACHMENT "A"

**AGENCY PROGRAM FEE COMPARISON
as of March 10, 2025**

	City of Placerville Proposed	City of Placerville Current	Auburn ARD	City of Folsom	El Dorado Hills CSD
Adult Softball	\$776 (9 games plus playoffs to the top 4 teams)	\$734 (9 games plus playoffs to the top 4 teams)	\$650 (10 games) No Playoffs	\$530 Residents \$580 Non- residents (7 games plus playoffs 2-4 teams)	\$510 (7 games plus playoffs to top 4 teams)

ATTACHMENT “B”

City of Placerville Community Services Department

**Proposed Team Registration Fee Schedule for Adult Sports Programs
to be effective, June 23, 2025**

	CURRENT FEES	PROPOSED FEES
Adult Softball	\$734.00	\$776.00 (9 games plus playoffs to top 4 teams)