

**CITY OF FOLSOM
PARKS AND RECREATION COMMISSION
TUESDAY, FEBRUARY 07, 2023
REGULAR MEETING AGENDA
6:30 P.M.
CITY COUNCIL CHAMBERS
50 NATOMA STREET, FOLSOM, CALIFORNIA
www.folsom.ca.us**

NOTICE REGARDING REMOTE PARTICIPATION

Effective July 7, 2022, the City of Folsom is returning to all in-person City Council, Commission, and Committee meetings. Remote participation for the public will no longer be offered. Everyone is invited and encouraged to attend and participate in City meetings in person.

1. **CALL TO ORDER:**
2. **ROLL CALL:** Commission Members: Brian Wallace, Matt Hedges, Marina Leight, Tanya Morales, Jennifer Tarbox, Samantha Davidson, Bill Davis
3. **PLEDGE OF ALLEGIANCE:**
4. **BUSINESS FROM THE FLOOR:**
5. **APPROVAL OF MINUTES:**
 - A. January 19, 2023 Special Meeting Minutes
6. **SCHEDULED PRESENTATIONS:**
 - A. Certificates of Recognition for our APAPA Community Volunteers
 - B. Budget Update - Citywide and Department
7. **ACTION ITEMS:**
 - A. Zoo Sanctuary Fencing Project
8. **COMMITTEE REPORTS:**
 - Planning & Development (Leight, Davidson, Morales)
 - No meeting scheduled at this time.
 - Budget (Hedges, Wallace, Davis)
 - No meeting scheduled at this time.
 - Renovation (Wallace, Davidson, Tarbox)
 - No meeting scheduled at this time.
 - Sports & Recreation (Leight, Tarbox, Davis)
 - No meeting scheduled at this time.
 - Public Private Partnership Ad Hoc Committee (Hedges, Davidson, Morales)
 - No meeting scheduled at this time.

- Underutilized City-Owned Properties Ad Hoc Committee (Leight, Wallace)
 - No meeting scheduled at this time.

9. **INFORMATIONAL ITEMS:**

A. Director's Report

- List of Subcommittee / Ad Hoc Committee Assignments
- Department Spotlight List

10. **TENTATIVE UPCOMING MEETING TOPICS:**

March Meeting

- Parks & Recreation Department Overview

11. **COMMISSIONER COMMENTS:**

12. **ADJOURNMENT:**

*Notice: Members of the Public are entitled to directly address the Commission concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address the Commission on an issue, which is on this agenda, please complete a speaker request card, and deliver it to a staff member at the table on the left side of the Council Chambers prior to discussion of the item. When your name is called, stand to be recognized by the Chairperson and then proceed to the podium. If you wish to address the Commission on any other item of interest to the public, when the Chairperson asks if there is any "**Business from the Floor**," follow the same procedure as described above. Please limit your comments to three minutes or less.*

As presiding officer, the Chairperson has the authority to preserve order at all Parks & Recreation Commission meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Commission, and to enforce the rules of the Commission.

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the Parks & Recreation Department at (916) 461-6606, (916) 351-5931 (fax) or jburke@folsom.ca.us. Requests must be made as early as possible and at least two-full business days before the start of the meeting.

The City of Folsom provides archived webcasts of Parks & Recreation Commission meetings. The webcasts can be found on the Online Services page of the City's website www.folsom.ca.us. Any documents produced by the City and distributed to the Parks & Recreation Commission regarding any item on this agenda will be made available at the Parks & Recreation Department at 50 Natoma Street, Folsom, California during normal business hours.

**CITY OF FOLSOM
PARKS AND RECREATION COMMISSION
THURSDAY, JANUARY 19, 2023
SPECIAL MEETING MINUTES**

1. **CALL TO ORDER:** The Parks and Recreation Meeting was Called to Order at 6:30 p.m.
2. **ROLL CALL:** Commission Members: Brian Wallace, Matt Hedges, Marina Leight, Tanya Morales, Jennifer Tarbox, Samantha Davidson, Bill Davis
3. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
4. **BUSINESS FROM THE FLOOR:** None
5. **APPROVAL OF MINUTES:**
 - A. December 6, 2022 Meeting Minutes

Motion by Commissioner Leight, Second by Commissioner Davidson to approve the December 6, 2022, meeting minutes. Minutes approved with no objections.

AYES: Commission Members: Wallace, Davidson, Hedges, Leight, Morales, Tarbox, Davis

NOES: Commission Members: None

ABSENT: Commission Members: None

ABSTAIN: Commission Members: None

6. **ACTION ITEMS:**
 - A. Swearing in of New Commissioners
 - Jennifer Tarbox
 - William Davis
 - Samantha Davidson
 - Brian Wallace
 - Matt Hedges

After a welcome from Commissioner Wallace, all members of the Commission were given the opportunity to introduce themselves. Director Poggione then introduced herself as well as Parks & Recreation Staff to the Commission. Each of the newly elected Commissioners was asked to stand and raise their right hands. The Oath of Office was recited by Jennifer Burke. Each of the Commissioners affirmatively stated "I do" at the end.

B. Select New Chair and Vice Chair

Commissioner Wallace was nominated to Chair and was unanimously approved.

AYES: Commission Members: Wallace, Davidson, Hedges, Leight, Morales, Tarbox, Davis

NOES: Commission Members: None

ABSENT: Commission Members: None

ABSTAIN: Commission Members: None

Commissioner Davidson was nominated to Vice Chair and was unanimously approved.

AYES: Commission Members: Wallace, Davidson, Hedges, Leight, Morales, Tarbox, Davis
NOES: Commission Members: None
ABSENT: Commission Members: None
ABSTAIN: Commission Members: None

C. Select Subcommittee Members

Commissioner Wallace gave the Commissioners an overview of the Subcommittees and a brief description of their functions. There was a recommendation to update the title of the Youth Sports Subcommittee to the Sports & Recreation Subcommittee and all agreed. Appointments as followed:

- Sports & Recreation - Tarbox, Davis, & Leight
- Budget & Finance - Hedges, Wallace, Davis
- Planning & Development – Leight (Chair), Morales, Davidson
- Renovation - Davidson, Wallace, Tarbox

Except for the Planning & Development Subcommittee, chairs will be appointed at first meeting.

D. Select Ad-Hoc Subcommittees and Members

Commissioner Wallace gave the Commissioners an overview of the Ad-Hoc Subcommittees and a brief description of their functions. Appointments as followed:

- Public Private Partnership – Hedges, Morales, & Davidson
- Underutilized City Owned Properties - Wallace, Leight - *No Third Added*

Chairs will be appointed at first meeting.

7. **COMMITTEE REPORTS:**

As the Subcommittee members were just selected, there were no monthly reports. Each Subcommittee & Ad Hoc Subcommittee will be working to set a date for their first meetings.

8. **INFORMATIONAL ITEMS:**

A. Division Monthly Reports

B. Director's Report

- i. List of Subcommittee / Ad Hoc Committee Assignments.
- ii. Modifications to Brown Act Regarding Teleconferencing Procedures

9. **TENTATIVE UPCOMING MEETING TOPICS:**

February Meeting

Parks & Recreation Department Overview

Budget Update-Citywide and Department

APAPA Volunteer Recognition

Hinkle Creek Update

10. **COMMISSIONER COMMENTS:**

Commission Member(s) Questions and Comments:

- Commission Member Leight – Kudos to the Social Media team. They really do an excellent job highlighting the department and all that we do.
- Commission Member Wallace – Loved being able to witness the activity and engagement of our community partners.
- Commission Member Morales – Looking forward to working with everyone moving forward.
- Commission Member Davis – Very excited to be here.
- Commission Member Tarbox – Thanked everyone.
- Commission Member Davidson Welcomed all to the Commission and is looking forward to working with everyone.

11. **ADJOURNMENT:**

There being no further business before the Parks and Recreation Commission, the meeting was adjourned at 7:48 p.m.

RESPECTFULLY SUBMITTED:

Jennifer Burke, Administrative Assistant

APPROVED:

Brian Wallace, Chairperson

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TO: Parks and Recreation Commission

FROM: Lorraine Poggione, Parks & Recreation Director

BY: Brad Nelson, Park Planning Manager

**SUBJECT: STAFF DIRECTION TO PROCEED WITH THE FOLSOM ZOO
SANCTUARY PERIMETER FENCE REPLACEMENT PROJECT**

BACKGROUND/DISCUSSION

The Folsom Zoo Sanctuary (Zoo) encompasses 6.7 acres. The perimeter of the Zoo has an existing fence that has a main purpose of containing animals should they escape from their enclosures. Fencing around the Zoo also provides additional security by precluding unwanted trespassing of people and/or other animals that may attempt to enter the Zoo. The perimeter fence includes four gates that allow for maintenance vehicle access. There is also the main entry which provides a control point for guest entry/exit into the Zoo.

The United States Department of Agriculture (USDA) is responsible for enforcing the Animal Welfare Act (AWA), which was passed by the United States Congress in 1966. The AWA sets general standards for humane care and treatment that must be provided for certain animals that are bred for commercial sale, sold sight unseen (Internet sales), exhibited to the public, used in biomedical research, or transported commercially. The USDA also issues licenses which allow zoos to operate. The USDA issued license for the Zoo is renewed every year.

In compliance with the AWA, USDA sets rules and regulations which must be met in order to maintain a facility's license. The annual licensing renewal includes an inspection by a USDA official with the authority to issue notices that identify existing deficiencies and the corrective measures that must be completed to come into compliance with the regulations and standards. Historically, those inspections have not been overly thorough and consisted of only inspecting the interior of the zoo and not walking around the exterior.

In November of 2022, an inspector, visited the Zoo and conducted a perimeter walk of the facility. The inspector gave a verbal notice to Jocelyn Smeltzer, the Zoo Manager, that the perimeter fence did not meet the height requirement and necessary tree and shrub clearance from perimeter fence zone requirements. The existing perimeter fence is as low as 6' in many locations, including near the front entry. It was stated that the required height of the perimeter fencing should be 8' and that all trees and shrubs within three feet of the fence must be removed or trimmed per the requirement. The verbal notice was provided, and the inspector indicated that an extremely thorough inspection would occur in early 2024 to assess whether compliance had been achieved. Details about the requirement and timing of the next inspection were provided to the Zoo Manager. If the perimeter

fence is not changed to 8' feet high around the entire facility, a written notice of failure to comply would be issued.

Once the first inspection occurs, USDA provides up to two (2) additional inspections within a 60-day period. If the Zoo is still not in compliance, the License will not be issued, and a penalty of \$10,000 will be levied for each day of non-compliance. In addition, a cease-and-desist order will be issued, which means the Zoo would be required to close its doors and not be open to the public. Even though the Zoo would be shut down, the penalty fee would still be applied since animals are still housed in the Zoo.

USDA has launched a new 3-year licensing cycle. Based on the cohort the Zoo is in, the upcoming 2024 inspection is now treated as an extremely strict pre-license inspection.

There is an appeal process, which would allow the Zoo to contest the inspection findings. The appeal process, in the non-compliant perimeter fence case, is not applicable since the fence, in fact, does not physically meet the requirements.

The perimeter fence requirement for the Zoo is a USDA mandate, and therefore, a responsibility of the City to meet the requirement.

A rough order of magnitude cost estimate for the perimeter fence, which includes a new front entry for the Zoo, is \$1,200,000. At the January 24, 2023 City Council meeting, the City Council directed staff to reserve the \$507,700 of remaining American Rescue Plan Act (ARPA) money for the Zoo Perimeter Fence project. There was also discussion from the City Council for staff to discuss this project with the Parks & Recreation Commission. This discussion was to include how best to proceed with the project and to review potential funding sources to cover the unidentified project funding balance of \$692,300.

In an effort to address the unfunded portion, Staff is proposing to utilize the existing on-call consultant, Roach & Campbell, to prepare a conceptual plan for the project and obtain an updated cost estimate. While the cost estimate provided to City Council was based on a fencing cost we received in 2018, it is prudent to fine-tune that cost in today's market. The conceptual plan will then be developed into a bid package that can be publicly bid.

Staff will also evaluate potential funding sources such as available and timely grants. There was some discussion about the potential of raising the gate fee. While that could be an option, it is not staff's recommendation at this time. The Zoo gate fee was just increased last year by P&R Commission and City Council approval to \$7 per person. This newly increased fee is on-par with similar type of attractions in the region and instituting an additional increase would likely result in reduced visitation.

FINANCIAL IMPACT

At the January 24, 2023 City Council meeting, the City Council directed staff to reserve \$507,700 from the ARPA funding for the Zoo Perimeter Fence Project. When a conceptual plan is complete

and a corresponding updated cost estimate prepared, staff will have a better understanding of the funding still required to complete the Perimeter Fence Project.

RECOMMENDATION

Staff is recommending the following:

1. The Parks and Recreation Commission direct staff to utilize the existing on-call consultant, Roach & Campbell, to prepare a conceptual plan, and updated cost estimate.
2. The Parks and Recreation Commission direct staff to research potential funding sources for the unfunded project balance.

Director's Report



CITY OF
FOLSOM
PARKS & RECREATION
DEPARTMENT

To: Parks & Recreation Commission
From: Lorraine Poggione, Director
Date: February 7, 2023
Subject: Director's Report

Recap of City Council Meetings:

- January 10th –
 - Resolution No. 10967 – A Resolution Authorizing the City Manager to Execute Amendment No. 2 to the Agreement with Terracare Associates LLC for the Maintenance of Parks, Trails and Pet Stations, and Streetscapes/Public Works Areas for the City of Folsom
 - Resolution No. 10968 – A Resolution Rejecting all Submitted Bids for the Corten Steel Sign Manufacturing and Installation Project within Willow Creek Estates South for the City of Folsom
- January 24th –
 - Resolution No. 10978 – A Resolution Authorizing the City Manager to Execute an Agreement with PlayCore Wisconsin, Inc., DBA GameTime, for the Ed Mitchell Park Shade Structure and Site Furnishings Project
 - Resolution 10979 – A Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Contract with RRM Design Group for Additional Landscape Architectural Services for the Johnny Cash Trail Art Experience – Cash's Pick No. 1
 - Closed Session Item – Conference with Real Property Negotiator – Pursuant to Government Code section 54956.8: The Hinkle Creek Nature Center located at 7000 Baldwin Dam Road, APN 213-0060-034 Negotiating Parties: City Manager Elaine Andersen on behalf of the City of Folsom, and Kent Anderson, Executive Director, American

Director's Report



CITY OF
FOLSOM
PARKS & RECREATION
DEPARTMENT

River Natural History Association Under Negotiation: Price and Terms of Lease

Upcoming City Council Meetings

- February 14th –
 - Resolution No. 10986 – A Resolution Authorizing the City Manager to Execute a Communications Site License Agreement Between New Cingular Wireless PCS, LLC, a Delaware Limited Liability Company, and the City of Folsom
- February 28th –
 - Nothing currently on Agenda

Director's Items:

- **Volunteerism/Events**
 - The 12th annual Wild Nights and Holiday Lights event had 2 rain-out days, and still yielded over 6,000 more participants than last year with revenue of \$187,129 – about 10% or \$8,000 more than last year
- **Other Department Projects Recently Started**
 - Departmentwide Staff is working on budget items
 - Clean-up and repairs due to extreme weather conditions are keeping most divisions busy as we work to restore the City to expected functionality
 - Vandalism is still very time consuming and costly
 - Issues around the unhoused populations are presenting challenges in park bathrooms



Parks & Recreation Commission SUBCOMMITTEE APPOINTMENTS 2023-updated on 2.02.23

SPORTS & RECREATION

Jennifer Tarbox

Bill Davis

Marina Leight

Staff: Derik Perez, Chad Gunter, Tom Hellmann

BUDGET / FINANCE

Matt Hedges

Brian Wallace

Bill Davis

Staff: Lorraine Poggione, Daniele Taylor, Tom Hellmann*

PLANNING & DEVELOPMENT

Marina Leight, *Chair*

Tanya Morales

Samantha Davidson

Staff: Brad Nelson, Chris O'Keefe, Lorraine Poggione, Daniele Taylor*

PARKS & RECREATION RENOVATION PLAN

Brian Wallace

Samantha Davidson

Jennifer Tarbox

Staff: Chris O'Keefe, Brad Nelson, Lorraine Poggione*

AD HOC COMMITTEES

PUBLIC PRIVATE PARTNERSHIP

Matt Hedges

Samantha Davidson

Tanya Morales

Staff: Lorraine, Tom, Daniele, Derik

UNDERUTILIZED CITY-OWNED PROPERTIES

Brian Wallace

Marina Leight

No Third Member at this Time

Staff: Lorraine, Daniele, Tom, Derik,
Zach, Ted

*As-Needed

Upcoming Events in the City of Folsom

February:

- February 11th-12th – Owl Be Your Valentine at the Folsom City Zoo Sanctuary
- February 25th – Camellia Day

March:

- March 25th - Folsom Spartan Event Weekend
- March 25th – 26th – Folsom Spartan Event Weekend

April:

- April 8th – Spring Eggstravaganza
- April 15th – Sutter Street Sip & Stroll

****This calendar is for internal purposes only. These events are City events and other related events within the city. Dates and times may be subject to change.***