

## PARKS AND COMMUNITY ENRICHMENT COMMISSION

Sumiti Mehta, District 1  
Fatima Malik, District 2  
David Guerrero, District 3  
Julie Murphy, District 4  
Joe Flores, District 5  
Tyler Aguilar, District 6  
Devin Lavelle, District 7 (Vice-Chair)  
Chinua Rhodes, District 8  
Terri Kletzman, At Large  
Jason Law, At Large  
Rita Gallardo-Good, Mayoral (Chair)

### COMMISSION STAFF

Mario Lara, Director  
Ilee Muller, Administrative Analyst  
Sheryl Patterson, Senior Deputy City Attorney



## Agenda

### Parks and Community Enrichment Commission

915 I Street, Council Chambers - NCH

Published by the  
Youth, Parks, & Community Enrichment  
Department  
(916) 808-5172

**Thursday, February 6, 2020**

**6:00 p.m.**

**NOTICE TO THE PUBLIC**

You are welcomed and encouraged to participate in this meeting. Public comment is taken on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

**Notice to Lobbyists:** When addressing the legislative bodies you must identify yourself as a lobbyist and announce the client/business/organization you are representing (*City Code 2.15.160*).

**Speaker slips are available on the City's Website and from staff, and should be completed and submitted to the Commission Clerk.**

*Government Code 54950 (The Brown Act)* requires that a brief description of each item to be transacted or discussed be posted at least 24 hours prior to the Special meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order and estimated time for Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body.

The Agenda provides a general description and staff Recommendation; however, the legislative bodies may take action other than what is recommended. Full staff reports are available for public review on the City's website and include all attachments and exhibits. "To Be Delivered" and "Supplemental" reports will be published as they are received. Hard copies are available at the Department of Youth, Parks, & Community Enrichment and all written material received is available at the meeting for public review.

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Youth, Parks, & Community Enrichment Department at (916) 808-5172 at least 48 hours prior to the meeting.

## General Conduct for the Public Attending Parks and Community Enrichment Commission Meetings

- Members of the public attending Parks and Community Enrichment Commission meetings shall observe the same rules and decorum applicable to the Members and staff as noted in Chapters 3 and 4 of Council Rules of Procedure.
- Stamping of feet, whistles, yells or shouting, physically threatening conduct, and/or similar demonstrations are unacceptable public behavior and will be prohibited by the Sergeant-at-Arms.
- Lobbyists must identify themselves and the client(s), business or organization they represent before speaking to the Committee.
- Members of the public wishing to provide documents to the Committee shall comply with Rule 7 D of the Council Rules of Procedure.

### Members of the Public Addressing the Parks and Community Enrichment Commission

- Purpose of Public Comment. The City provides opportunities for the public to address the Board as a whole in order to listen to the public's opinions regarding non-agendized matters within the subject matter jurisdiction of the City during Regular meetings and regarding items on the Agenda at all other meetings.
  - Public comments should not be addressed to individual Members nor to City officials, but rather to the Parks and Community Enrichment Commission as a whole regarding City business.
  - While the public may speak their opinions on City business, personal attacks on Members and City officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the Committee.
  - Consistent with the Brown Act, the public comment periods on the Agenda are not intended to be "Question and Answer" periods or conversations with the Committee and City officials. The limited circumstances under which Members may respond to public comments are set out in Rule 8 D 2 of the Council Rules of Procedure.
  - Members of the public with questions concerning Consent Calendar items may contact the staff person on the report prior to the meeting to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.
- **Speaker Time Limits.** In the interest of facilitating the Committee's conduct of the business of the City, the following time limits apply to members of the public (speakers) who wish to address the Committee during the meeting.
  - **Matters not on the Agenda.** Two (2) minutes per speaker.
  - **Consent Calendar Items.** The Consent Calendar is considered a single item, and speakers are therefore subject to the two (2) minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a member's request. Such pulled Consent Calendar items will be considered individually and up to two (2) minutes of public comment per speaker on those items will be permitted.
  - **Discussion Calendar Items.** Two (2) minutes per speaker.

Time Limits per Meeting In addition to the above time limits per item, the total amount of time any one individual may address the Committee at any meeting is eight (8) minutes. Each speaker shall limit his/her remarks to the specified time allotment.

- The Presiding Officer shall consistently utilize the timing system which provides speakers with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear and will flash red at the end of the allotted time.
- In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group but with no increase in time.
- Speakers shall not concede any part of their allotted time to another speaker.

The Presiding Officer may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be applied.

# AGENDA

Thursday, February 6, 2020

6:00 p.m.

*Council Chambers, 915 I Street, Sacramento, CA 95814*

## Open Session – 6:00 p.m.

### Roll Call

### Public Comments-Matters Not on the Agenda (2 minutes per speaker)

### Consent Calendar      **Estimated Time: 5 minutes**

All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.

#### 1. **Parks and Community Enrichment Commission Meeting Minutes**

**Location:** Citywide

**Recommendation:** Approve Commission minutes for November 7, 2019

**Contact:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment

#### 2. **Parks and Community Enrichment Commission Meeting Minutes**

**Location:** Citywide

**Recommendation:** Approve Commission minutes for December 5, 2019

**Contact:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment

#### 3. **Parks and Community Enrichment Commission Meeting Minutes**

**Location:** Citywide

**Recommendation:** Approve Commission minutes for January 13, 2020

**Contact:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment

### Discussion Calendar      **Estimated Time: 60 Minutes**

Discussion Calendar items include an oral presentation including those recommending “receive and file.”

#### 4. **Selection of Volunteer Recognition Awards**

**Location:** Citywide

**Recommendation:** Pass a motion selecting award recipient(s) for the Volunteer Recognition Award

**Contact:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment

**5. Volunteer Recognition Program**

**Location:** Citywide

**Recommendation:** Pass a motion to support changes to the Volunteer Recognition Program

**Contact:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment

**Presenter:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment

**6. Futsal Amenities**

**Location:** Citywide

**Recommendation:** Informational

**Contact:** Mario Lara, Director (916) 808-1041, Department of Youth, Parks, & Community Enrichment

**7. Tara O’Sullivan Memorial Field Naming**

**Location:** Citywide

**Recommendation:** Pass a motion to support the City Council’s adoption to name Woodlake Park Softball Field as Officer Tara O’Sullivan Memorial Field

**Contact:** Brianna Moland, Assistant Planner, Parks Planning, & Development Services (916) 808-6188

**8. City Historic Cemetery Preservation Assessment**

**Location:** Citywide

**Recommendation:** Informational

**Contact:** C. Gary Hyden, Special Projects Manager, (916) 808-1949, and Andrew Macvicar, Cemetery Manager, (916) 808-1196, and Department of Youth, Parks, & Community Enrichment

**9. Youth, Parks, & Community Enrichment Director Report (Oral): Review Highlights for August and September**

**Location:** Citywide

**Recommendation:** Informational

**Contact:** Mario Lara, Director, (916) 808-1041, Department of Youth, Parks, & Community Enrichment

**Member Comments-announcements, Questions and Meeting/Conference Reports**

**Adjournment**



**Meeting Minutes of the  
Parks and Community Enrichment Commission**

**November 7, 2019**

**6:00 p.m.**

***City Hall – 915 I Street – Council Chambers***

**Open Session – 6:00 p.m.**

**Roll Call**

The meeting was called to order by Chair Flores at 6:02 p.m.

Present: Commissioner Aguilar, Mehta, Flores, Good, Guerrero, Kletzman, Lavelle, Law, Malik, Murphy, and Rhodes

Absent: None

**Public Comments-Matters Not on the Agenda**

Rose Shoen spoke during public comment regarding her experience with using the under utilized tennis courts at Southside Park for her small futsal club. She has a small futsal club and there are not many fields available for her club to use. Larger clubs pay thousands of dollars for year long contracts with the City so it is difficult for her to reserve fields for the kids she works with who cannot afford to be in the larger clubs. Her club charges lower prices to make it affordable for low income families and most kids are sponsored if they maintain grades. Recently, someone called 3-1-1 and complained about their use of the tennis courts, the gates were locked for five days, and her club was not able to use the courts. She has tried working with City staff and has been given the run-around, which is why she is speaking at today's meeting.

**Consent Calendar**

**1. Parks and Community Enrichment Commission Meeting Minutes**

**Location:** Citywide

**Recommendation:** Approve Commission minutes for October 3, 2019

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Department of Youth, Parks, & Community Enrichment

Action: Motion to approve Commission minutes.

Moved/Seconded (Lavelle/Rhodes)  
Motion carried 11-Yes 0-No

**Discussion Calendar    Estimated Time: 60 Minutes**

**2. Selection of Volunteer Recognition Awards – Category Community Enrichment**

**Location:** Citywide

**Recommendation:** Pass a motion selecting award recipient(s) for the community enrichment category

**Contact:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment

**Presenter:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment

Chair Flores mentioned that this item is a reflection of the discussion at the October meeting. Commissioners discussed having recognition event for the volunteers at the special meeting in December and will work with the Department on a separate staff recognition event as the Department is currently working on a formally vetted process.

Action: Motion to select award recipient(s) for the community enrichment category.

Moved/Seconded (Good/Rhodes)  
Motion carried 11-Yes 0-No

**3. Master Plans and Naming of Park and Garden in Mirasol Village Development**

**Location:** District 3

**Recommendation:** Pass a motion to support the City Council's adoption of a Park Master Plan, a Garden Master Plan, and naming as Mirasol Village Park and Mirasol Village Community Garden

**Contact:** Brianna Moland, Assistant Planner, (916) 808-6188, Department of Youth, Parks, & Community Enrichment

**Presenter:** Brianna Moland, Assistant Planner, (916) 808-6188, Department of Youth, Parks, & Community Enrichment

Victoria Johnson provided a presentation regarding Mirasol Village. The development plans include a neighborhood park and community garden and will be an educational and interactive site for visitors. Commissioners discussed concerns regarding traffic safety, alternate power supplies or solar, and workforce development in the development plans.

Action: Motion to support the City Council's adoption of a Park Master Plan, a Garden Master Plan, and naming as Mirasol Village Park and Mirasol Community Garden.

Moved/Seconded (Aguilar/Guerrero)  
Motion carried 10-Yes 1-No

**4. Ordinance Relating to Outdoor Vending and Sidewalk Vending to Implement SB 946**

**Location:** Citywide

**Recommendation:** Pass a motion to support City Council approval of an Ordinance regulating outdoor vending and sidewalk vending.

**Contact:** Tessa E. St. John (916) 808-4847, Department of Finance

Tessa provided an oral report regarding the Ordinance Relating to Outdoor Vending and Sidewalk Vending to implement SB 946. Public comment from Shira Lane shared concerns for the creative community, such as artists and stated that the City is creating barriers by requiring background checks and charging fees. Commissioners discussed concerns with background checks and clarification was provided by City staff.

Action: Motion to support City Council approval of an ordinance regulating outdoor vending and sidewalk vending.

Moved/Seconded (Lavelle/Good)

Motion carried 7-Yes 2-No 1-Abstain

#### 5. YPCE Audit Recommendation Update

**Location:** Citywide

**Recommendation:** Informational

**Contact:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment

Maggie Le provided an oral report regarding the YPCE Audit recommendation update. There were 20 recommendations resulting from the 2018 City Auditor report and of the 20, 11 recommendations have been implemented or partly implemented. Commissioners discussed support of analysis for cost recovery.

#### 6. Youth, Parks, & Community Enrichment Director Report (Oral): Review Highlights for May

**Location:** Citywide

**Recommendation:** Informational

**Contact:** Mario Lara, Director, (916) 808-1041, Department of Youth, Parks, & Community Enrichment

Mario Lara connected with Ms. Rose who provided public comment earlier in the meeting and will continue to work with her on the issues out at Southside Park regarding futsal.

He also provided an update on the following items for September and October:

- two internal promotions: Anthony Munoz to Recreation General Supervisor and Kevin Calhuon to Program Supervisor
- one new hire in the Admin Division: Junjie Yu as Administrative Analyst
- working on community center expansion and aiming for January for a kick off and will keep Commission updated
- this coming week, special events team working on Veterans Day parade
- Access Leisure is doing a Thanksgiving Dinner and Dance on November 16<sup>th</sup> at the Senior Hart Center
- the Department is working on Park Master Plan update and will work with Commission to include it in the workplan for next year for the Commission
- the Youth Division is working on a Program Quality Assessment

**Member Comments-Ideas, Questions and Meeting/Conference Reports**

Commissioner Malik inquired about the accident that happened at Johnston Community Center and what the City is doing to address the damage and City staff provided information regarding repairs. Commissioner Malik also mentioned that there will be a Northern Bikeway Tree Planting event on November 9, 2019.

Chair Flores attended the new Triple R site grand opening and it was a beautiful event. The Triple R site will partner with the Asian market in the plaza to prepare healthy meals for the participants of the site. Chair Flores also reminded the Commission of the recognition event in December and the meeting in January will include an item to set the calendar for the commission for the rest of the year; the Commission will have two months to think about what to include in the workplan for 2020.

Commissioner Mehta mentioned that November is Sikh American Awareness month and also mentioned the Craft Fair at north Natomas on November 16, 2019.

Commissioner Guerrero mention the Niños Parkway pilot program will be happening on November 16, 2019 through November and will be sending out emails regarding the program. He will be canvassing from El Camino to Interstate 5 to Steelhead to plant trees for those who do not have trees.

**Adjournment**

Chair Flores adjourned the meeting at 8:02 PM

Respectfully submitted:

Maggie Le, Support Services Manager  
Department of Youth, Parks, & Community Enrichment

Approved by:

Joe Flores, Chair  
Parks and Community Enrichment Commission



**Meeting Minutes of the  
Parks and Community Enrichment Commission**

**December 5, 2019**

**6:00 p.m.**

***City Hall – 915 I Street – Council Chambers***

**Open Session – 6:00 p.m.**

**Roll Call**

The meeting was called to order by Chair Flores at 6:03 p.m.

Present: Commissioner Mehta, Flores, Good, Guerrero, Kletzman, Lavelle, Malik, Murphy, and Rhodes

Absent: Aguilar and Law

**Public Comments-Matters Not on the Agenda**

None.

**Special Presentation/General Communication Estimated Time: 60 minutes**

**A. Parks and Recreation Commission Volunteer Recognition Awards – Category “Community Enrichment” and “YPCE”**

- Kameron Duvale (District 1)
- Youth Action Corps (District 1)
- Pacific Housing Inc. (District 2)
- Sacramento Tree Foundation (District 2)
- Friends of East Sacramento (District 3)
- Kenneth Duncan (District 4)
- La Esperanza (District 5)
- North City Farms Neighborhood Association (District 5)
- Día de los Muertos: Oak Park (District 5)
- Will Cannady (District 7)
- Valley High Key Club (District 7)
- Jesse Reese (District 8)

A certificate of recognition was provided to each awardee and a photo was taken with the corresponding commissioner to recognize their contribution and efforts to the community.

**Member Comments-Ideas, Questions and Meeting/Conference Reports**

None.

**Adjournment**

Chair Flores adjourned the meeting at 7:11 PM

Respectfully submitted:

Maggie Le, Support Services Manager  
Department of Youth, Parks, & Community Enrichment

Approved by:

Joe Flores, Chair  
Parks and Community Enrichment Commission



**Meeting Minutes of the  
Parks and Community Enrichment Commission**

**January 13, 2020**

**6:00 p.m.**

*Pannell Community Center - 2450 Meadowview Road, Sacramento, CA 95832*

**Open Session – 6:00 p.m.**

**Roll Call**

The meeting was called to order by Chair Flores at 6:02 p.m.

Present: Commissioner Aguilar, Flores, Good, Kletzman, Lavelle, Law, Mehta, Murphy, and Rhodes

Absent: Guerrero and Malik

**Public Comments-Matters Not on the Agenda**

None.

**Consent Calendar**

None.

**Discussion Calendar    Estimated Time: 60 Minutes**

1. **Nomination and Selection of Parks & Community Enrichment Commission Chair**  
**Location:** Citywide  
**Recommendation:** Pass a motion to select a Parks & Community Enrichment Commission Chair for the 2020 calendar year.  
**Contact:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment  
  
 Action: Motion to nominate Rita Good as Chair.  
  
 Motion carried 9-Yes 0-No

2. **Nomination and Selection of Parks & Community Enrichment Commission Vice Chair**  
**Location:** Citywide

**Recommendation:** Pass a motion to select a Parks & Community Enrichment Commission Vice Chair for the 2020 calendar year.

**Contact:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment

Action: Motion to nominate Devin Lavelle as Vice Chair.

Motion carried 9-Yes 0-No

**3. 2020 Proposed Parks & Community Enrichment Commission Workplan and 2020 Parks & Community Enrichment Commission Meeting Calendar**

**Location:** Citywide

**Recommendation:** Review and comment on the 2020 Parks & Community Enrichment Commission Workplan and 2020 Parks & Community Enrichment Commission Meeting Calendar

**Contact:** Maggie Le, Support Services Manager (916) 808-1040, Department of Youth, Parks, & Community Enrichment

Mario Lara, Director of Youth, Parks, & Community Enrichment, suggested to include Employee Recognition in June and the Volunteer Recognition in December.

Commissioners agreed that Employee Recognition should be done in June and suggested the Volunteer Recognition should be done twice a year. Commissioners provided suggested items for future agendas.

Commissioner Law suggested including items regarding youth sports, athletics, arts as part of community enrichment, and park safety.

Commissioner Mehta suggested items regarding involvement of more students and collaboration with students.

Commissioner Murphy suggested including items regarding parks safety, joint use with schools, and community enrichment programs for adults and seniors.

Commissioner Flores suggested including items regarding a youth seat on commissions and supports adding a youth seat to the commission.

Commissioner Kletzman suggested including items regarding Pop Ups and an inventory of the programs and statistics on level of participation.

Commissioner Aguilar suggested including items regarding Gifts to Share projects focused on CIPs.

Commissioner Lavelle suggested including items regarding the budget process, review of project timelines, efficiencies, accessible amenities, ranger service levels, progress from the tree survey, Prop 68 and Measure U, the Strategic Plan Update, and joint use with schools.

Commissioner Rhodes suggested including items regarding a report on the Investment Committee and Measure U Committee as well as the process for both committees,

Measure G and how that impacts the department, joint use with schools, and youth seat on commissions.

Chair Good suggested including items regarding the list of priorities of capital improvement projects, joint meeting with the Youth Commission, and information on girls and sports.

**4. Youth, Parks, & Community Enrichment Director Report - Review Highlights for December**

**Location:** Citywide

**Recommendation:** Informational

**Contact:** Mario Lara, Director, (916) 808-1041, Department of Youth, Parks, & Community Enrichment

Mario thanked Joe Flores for his service as Chair and looking forward to working with Rita Good as Chair.

Mario Lara provided an update on the following items:

- Hired a new Parks Superintendent who will be assigned to the north area
- Promoted two staff members to supervisors in the Parks Operations Division
- City Cemetery hosted a rose pruning class
- Administrative team hosted a Season Opener to walk staff through hiring process for the busy hiring season
- L&L interview participation – email was sent out requesting for interviewers to conduct interviews for L&L
- Ramping up Continuous Quality Improvement assessment and rolling out training for staff
- Community Center hours have been expanded as of January 2<sup>nd</sup>
- Hart Senior Center is scheduled for improvements at the center

**Member Comments-announcements, Questions and Meeting/Conference Reports**

Commissioner Aguilar thanked Joe Flores for serving as Chair for two years.

Commissioner Mehta thanked Mario and Shannon for coming to District 1 events and being involved.

**Adjournment**

Chair Good adjourned the meeting at 6:45 PM.

Respectfully submitted:

Maggie Le, Support Services Manager  
Department of Youth, Parks, & Community Enrichment

Approved by:

Rita Good, Chair  
Parks and Community Enrichment Commission

**Meeting Date:** 02/06/2020

**Report Type:** Discussion



**Youth, Parks, &  
Community Enrichment  
Report**

915 I Street, 3rd Floor  
[www.CityofSacramento.org](http://www.CityofSacramento.org)

**Title:** Selection of Volunteer Recognition Awards

**Location:** Citywide

**Recommendation:** Pass a motion selecting award recipient(s) for the Volunteer Recognition Awards

**Contact:** Maggie Le, Support Services Manager, (916) 808-1040, Department of Youth, Parks, & Community Enrichment

**Presenter:** Maggie Le, Support Services Manager, (916) 808-1040, Department of Youth, Parks, & Community Enrichment

**Department:** Youth, Parks, & Community Enrichment

**Division:** Administrative

**Dept ID:** 19001011

**Attachments:**

- 01 Description/Analysis
- 02 Community Enrichment and YPCE Recommended Nomination Submissions

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Submitted By: Maggie Le, Support Services Manager

Approved By: Mario Lara, Director

Signature: 

**Attachment 01 – Description/Analysis**

**Issue:** On August 2, 2018, the Parks and Community Enrichment Commission passed a motion to establish a “Volunteer Recognition Awards Program.” The awards are intended to acknowledge the outstanding achievements of individuals, groups, organizations, and businesses that have made efforts to benefit the community by assisting the City of Sacramento in providing exceptional parks and recreational facilities and programs.

The Commission established the following review schedule:

Category Nomination	Quarter	Nomination Period	Review Period	Commission Meeting	Award
Youth	1	10/1 – 12/31	February	February	March
Parks	2	1/1 – 3/31	May	May	June
Community Enrichment	3	4/1 – 6/30	August	August	September
YPCE	4	7/1 – 9/30	October	October	November

**Policy Considerations:** Not Applicable

**Economic Impacts:** Not Applicable

**Environmental Considerations:** Not Applicable

**Sustainability:** Not Applicable

**Commission/Committee Action:** Not Applicable

**Rationale for Recommendation:** The Parks and Community Enrichment Commission is to review nominations submitted and selected award recipients will be honored at a future Parks and Community Enrichment Commission meeting.

**Financial Considerations:** Not Applicable

**Local Business Enterprise (LBE):** Not Applicable

# Parks and Community Enrichment Commission Volunteer Recognition Nomination Form

Submitted On:  
November 13th, 2019 @ 5:57pm

City of Sacramento

<b>Recognition Category</b>	Community Enrichment
<b>Please identify nominee from categories below (Select all that apply)</b>	Individual
<b>Individual Name</b>	Lupita Vasquez
<b>Community Group</b>	Blood Source
<b>Non-Profit</b>	Blood Source
<b>Organization</b>	State of California Employee
<b>Business</b>	Caltrans
<b>Email</b>	[REDACTED]
<b>Phone Number</b>	[REDACTED]
<b>Council District</b>	Unknown
<b>Please include a description of the nominee's background and achievements.</b>	<p>Lupita Vasquez Proclamation Certificate from the City of Sacramento for Lupita Vasquez. She is retiring after 38 years and 3 months with the State of California Caltrans Offices in the City of Sacramento on December 12, 2019. She started her career in 1978 as a Mechanical Occupational Trainee. Then she moved up to Service Engineering Assistant, then Delineator, and Senior Delineator, and Photogrammetrist, and now as a Transportation Surveyor. She graduated from Sacramento High School in 1980, and Sacramento City College in 1983. She and her Husband Larry raised their family, a daughter, Cindy, and a son, Omar, in Sacramento then Elk Grove. She volunteered at her children's preschool. She also has volunteered in her community as the President of the Mexican Committee for Cultural Awareness Diversity celebrations each year. She has assisted with Coordination every year for the Sacramento Caltrans Blood Drives. She has also been on the Caltrans First Aid Team throughout her career. She is always there to lend a hand. She is going to be greatly missed by all her friends and colleagues. She is looking forward to taking care of her grandbaby and crocheting and travelling.</p>

## Nominator's Information

<b>Name</b>	patrice stafford
<b>Are you affiliated with any organization, business or group?</b>	Yes
<b>Name of Affiliated Group</b>	Caltrans Blood Drive Committee
<b>Email</b>	[REDACTED]

**Phone Number**

[REDACTED]

**Council District**

Uknown

# Parks and Community Enrichment Commission Volunteer Recognition Nomination Form

Submitted On:  
January 12th, 2020 @ 8:52am

City of Sacramento

<b>Recognition Category</b>	Youth
<b>Please identify nominee from categories below (Select all that apply)</b>	Community Group
<b>Community Group</b>	JFK Women's Soccer (Varsity & JV)
<b>Non-Profit</b>	na
<b>Organization</b>	na
<b>Business</b>	na
<b>Email</b>	[REDACTED]
<b>Phone Number</b>	[REDACTED]
<b>Council District</b>	District 7
<b>Please include a description of the nominee's background and achievements.</b>	<p>JFK Women's Soccer has worked with Greenhaven Soccer Club over the last five years to provide youth soccer clinics, which has evolved into a large annual Holiday Clinic every December.</p> <p>The clinics not only provide a fun way for kids in the community to engage with the beautiful game outside the normal season, get exercise and make new friends, they also help provide a connection for families to Kennedy High School, helping encouraging them to enroll their kids in local community schools, a cornerstone of every strong community.</p> <p>The clinics also serve as a fundraising opportunity for Sacramento Food Bank and Family Services and Kennedy Soccer. They have collectively raised nearly \$20,000, which has been leveraged to over \$60,000 in services from the Sacramento Food Bank and Family Services.</p>

## Nominator's Information

<b>Name</b>	Devin Lavelle
<b>Are you affiliated with any organization, business or group?</b>	No
<b>Email</b>	[REDACTED]
<b>Phone Number</b>	[REDACTED]
<b>Council District</b>	District 7

## Item #5

On August 2, 2018, the Parks & Recreation Commission passed a motion to approve the guidelines for the Commission's Volunteer Recognition Award Program based on the recommendation of the Ad Hoc Committee and Commission comments. The Commission recently reviewed the program and the members of the Ad Hoc Committee are recommending some changes to the program. On October 3, 2019, the Commission further amended guidelines for the Commission's Volunteer Recognition Award Program in a continual effort to improve the program.

The Parks and Community Commissioner has established two Recognition Nights each calendar year to recognize individuals and organizations for their volunteer work and/or donations to benefit the City of Sacramento.

- Nominations that are received for recognition by the Commission Members shall be reviewed periodically, by the following categories: Youth, Parks, and Community Enrichment. The Parks and Community Enrichment Commission would review the nominations forwarded by a Commissioner and Council District Office for approval, with a maximum of two nominees per Commissioner or District Office, per meeting. Nominations of individuals and groups, organizations, and businesses ("organizations") to be recognized by the Parks and Community Enrichment Commission shall be invited via nomination forms.
- Eligibility shall be verified by staff and then distributed to applicable Commissioners for review.
- Commissioners shall review with their represented Council Member or Mayor, as applicable, including nominations of individuals or organizations for work that is a city-wide benefit or a facility or program not located within the City (e.g., Camp Sacramento).
- Staff shall notify each commissioner if no nominations are received for their district by the end of the nomination period. An extension will then be granted until two weeks prior to the next meeting for that commissioner to submit and/or solicit a nomination.

### Review and Award Schedule

Category Nomination	Nomination Period	Review Period	Approval Meeting	Award Meeting
Youth	1/1 – 3/30	April	May	June
Parks	1/1 – 3/30	April	May	June
Community Enrichment	2/1 - 9/30 7/1 – 9/30	October	November	December
YPCE	2/1 - 9/30 7/1 – 9/30	October	November	December

Each selected nominee shall receive a Volunteer Recognition Certificate, signed by the Chair, Vice-Chair and the awarding Commissioner.

Commission recommends that recognized volunteers be publicized in the Youth, Parks, & Community Enrichment Department's social media postings and newsletters.

**Meeting Date:** 02/06/20

**Report Type:** Discussion



**Parks & Community  
Enrichment  
Commission Report**  
915 I Street, 3rd Floor  
[www.CityofSacramento.org](http://www.CityofSacramento.org)

**Title:** Review of Futsal courts/amenities Citywide

**Location:** Citywide

**Recommendation:** Receive and File

**Contact:** Mario Lara, Director, (916) 808-1041, Youth, Parks, & Community Enrichment Department

**Presenter:** Mario Lara, Director, (916) 808-1041, Youth, Parks, & Community Enrichment Department

**Department:** Youth, Parks, & Community Enrichment (YPCE)

**Division:** Fiscal and Management Services

**Dept ID:** 19001011

**Attachments:**

- 01 Description/Analysis
- 02 Futsal/ Soccer Amenity Map
- 03 New Project Request Form

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Submitted By: Mario Lara, Director

Approved By: Mario Lara, Director

Signature: 

**Attachment 01 – Description/Analysis**

**Issue:** Futsal is a form of association football (or soccer) that is played on a hard court typically made of rigid materials such as asphalt or concrete. The hard-court surface is delimited by lines. Walls or boards are not used. It is played with a smaller, harder, low-bounce ball. The City currently provides 3 futsal courts and there is an additional one at Maple School Park. Futsal is a form of soccer that is growing in popularity. In addition to the futsal courts, the City provides 107 soccer fields (see attached map).

Currently, there are two hard surface futsal courts at City park locations. The City installed the first one in 2013 at Northgate Park, where it was constructed over an existing tennis court. The second one was installed at Oak Park in 2018, at an existing basketball court through an agreement with Street Soccer USA. The cost of installation varies depending on site condition and whether constructing a brand new or renovating an existing court.

A third futsal amenity will be installed this spring at O'Neil Park also through an agreement with Soccer USA at no cost to the City.

The fourth futsal amenity was installed through a collaboration between La Familia and Sacramento Republic at Maple School Park, which is owned by the Sacramento Unified School District. This one was installed over an underutilized tennis court. The City did not contribute towards the cost of this installation, but this futsal court is open to the public when not in use by La Familia or Sacramento Republic.

How does YPCE determine where and when to install new amenities such as futsal courts? YPCE uses the City Council adopted Park Project Programming Guide process to evaluate and prioritize unfunded park development projects and utilizes the following criteria to determine priorities: 1) is there a need for the recreation facility; 2) is city funding available to cover maintenance costs; 3) is there neighborhood/community support; 4) does the amenity complete the park master plan; 5) is their additional outside funding available for construction? Scores are assigned based on these criteria and once funding becomes available high priority projects are constructed.

Community members can propose a new park development project at any time and staff will review the submittal, otherwise the programming guide is typically updated every two years. Attached is the new park project request form for community use.

YPCE is also in the process of updating its Parks and Recreation Master Plan. The current Parks Master Plan has not been updated in over a decade. The Parks Master Plan, along with our Project Programming Guide, are used to determine and prioritize future Capital Improvement Projects. Funding sources for construction and installation of new park amenities typically include Park Impact Funds and a wide range of private, local, State, and Federal grant sources.

Currently, PPDS is managing 66 projects in active construction or design phase valued at over \$23 million.

**Policy Considerations: N/A**

**Economic Impacts: N/A**

**Environmental Considerations: N/A**

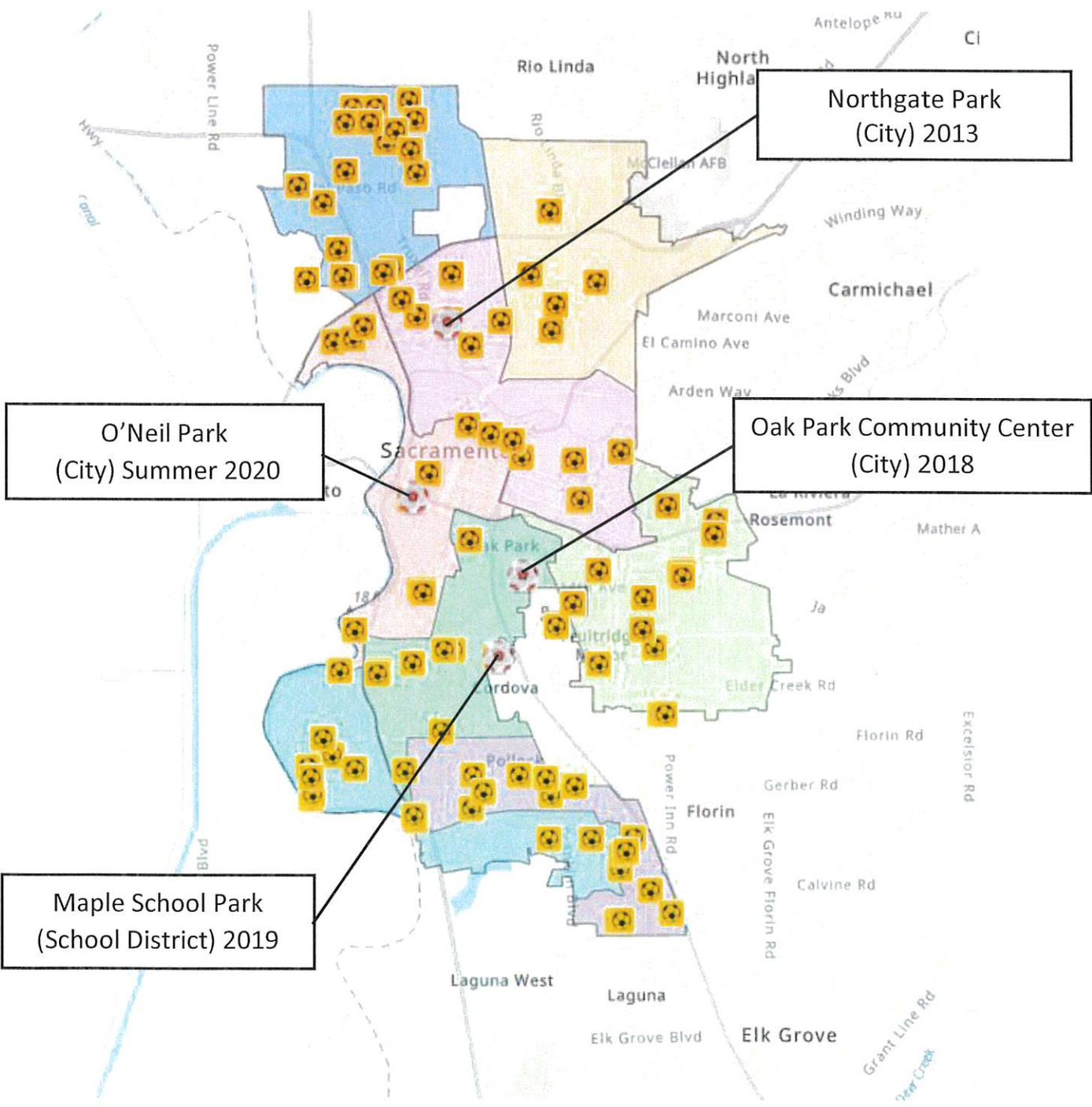
**Sustainability: N/A**

**Commission/Committee Action: None- Informational Item**

**Rationale for Recommendation: N/A**

**Financial Considerations: N/A**

**Local Business Enterprise (LBE): N/A**



Northgate Park  
(City) 2013

O'Neil Park  
(City) Summer 2020

Oak Park Community Center  
(City) 2018

Maple School Park  
(School District) 2019

**Legend**

-  Standard Soccer Fields
-  Futsal Courts

PROJECT NAME: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_ COUNCIL DISTRICT: \_\_\_\_\_

1) **What category does this project fall under?**

**NEIGHBORHOOD AND COMMUNITY PARKS**

- LAND ACQUISITION
- NEW DEVELOPMENT
- REPAIR AND REHABILITATION

**COMMUNITY FACILITIES**

- NEW DEVELOPMENT
- REPAIR AND REHABILITATION

**REGIONAL PARKS/PARKWAYS**

- LAND ACQUISITION
- NEW DEVELOPMENT
- REPAIR/REHABILITATION

2) **Please describe how this facility will address a need in the community, i.e. Neighborhood/Business Support or Cultural/Historical/Natural Elements.**

3) **Please describe the public priority or site significance of the project, i.e. Neighborhood/Business Support or Cultural/Historical/Natural Elements.**

4) **Are there any cost offsets or partnerships in this project, i.e. outside funding, existing funding, in-kind support, or volunteer support?**

- 5) **FOR ACQUISITION PROJECTS:** Please discuss the availability of the proposed site and its suitability for active/passive recreational use.

**FOR REPAIR/REHABILITATION PROJECTS:** Please discuss the public use of the facility.

**FOR DEVELOPMENT PROJECTS:** Is the project in an economically disadvantaged area?

CONTACT INFORMATION:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PLEASE SEND FORMS TO:** Raymond Costantino  
Parks & Recreation - PPDS  
915 "I" Street, 3rd Floor; Sacramento, CA 95814

**FOR QUESTIONS CALL:** Raymond Costantino Ph: 916-808-1941  
e-mail: Rcostantino@cityofsacramento.org

**SUBMITTAL CUT-OFF DATE:** On-Going Submittal

Meeting Date: 02/06/20

Report Type: Discussion



**Youth, Parks, &  
Community Enrichment  
Report**

915 I Street, 3rd Floor  
[www.CityofSacramento.org](http://www.CityofSacramento.org)

**Title:** Naming of Officer Tara O’Sullivan Memorial Field

**Location:** District 2

**Recommendation:** Pass a motion to support the City Council's adoption to name Woodlake Park Softball Field as Officer Tara O’Sullivan Memorial Field

**Contact:** Brianna Moland, Assistant Planner, (916) 808-6188, Department of Youth, Parks, & Community Enrichment

**Presenter:** Brianna Moland, Assistant Planner, (916) 808-6188, Department of Youth, Parks, & Community Enrichment

**Department:** Youth, Parks, & Community Enrichment

**Division:** Park Planning and Development Services

**Dept ID:** 19001021

**Attachments:**

- 01 Description/Analysis
- 02 Park Location Map (Woodlake Park Softball Field)

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Submitted By: Brianna Moland, Assistant Planner

Approved By: Mario Lara, Director

Signature: 

**Attachment 01 – Description/Analysis**

**Issue:** The Department of Youth, Parks, & Community Enrichment (Department) recommends that the Commission support naming Woodlake Park Softball Field as Officer Tara O’Sullivan Memorial Field. Woodlake Park is a 6.17-acre park located at 500 Arden Way in North Sacramento (Council District 2). Woodlake Park was named after the surrounding neighborhood. A new concrete sign and a new memorial plaque will be installed to reflect the naming as Officer Tara O’Sullivan Memorial Field.

Tara Christina O’Sullivan was born on May 18, 1993 in the East Bay. Tara came from a close family who supported her in achieving her goals. She graduated from California State University, Sacramento in May 2018 with a Bachelor of Arts in Child Development. Tara was described as a natural born leader who was interested in police work from a young age. She was one of the first graduates from Sac State’s Law Enforcement Candidate Scholars’ Program. She was also a member of the Martinez Police Department Youth Explorer Program and worked on issues facing youth in the area. Tara was known to love life, people, police work, and dogs.

In January 2018, Tara joined the Sacramento Police Department as a Community Service Officer. In July of that same year, she entered the Sacramento Police Academy as a police recruit, where she graduated in December 2018. She was a dedicated police officer who devoted her time helping victims of domestic violence. Despite Tara’s small stature, she dominated all physical aspects of the police academy and broke two records in the process.

On Wednesday, June 19, 2019, Tara was fatally shot while handling a domestic violence dispute in North Sacramento. She was 26 years old. Tara acted as a selfless hero who was assisting the victim retrieve belongings from her attacker’s home when she was shot multiple times. Tara will always be remembered as “a vibrant, energetic and passionate community servant who rose through the ranks to serve the community with purpose.”

**Policy Considerations:** On February 26, 2008, the City Council adopted Resolution 2008-112, establishing a Facility Naming Policy. The policy contains guidance when naming facilities or portions of facilities. One of the guiding policies encourages facilities to be named for individuals or families that have contributed significantly to the community or facility posthumously.

Providing parks and recreation facilities is consistent with the City’s strategic plan to enhance livability in Sacramento’s neighborhoods by expanding park, recreation, and trail facilities throughout the City. Park naming is part of the Park Development Process as outlined in the City of Sacramento’s 2005-2010 Parks and Recreation Master Plan.

**Economic Impacts:** The cost of a park sign, and memorial plaque is included in the Department’s Operating Budget.

**Environmental Considerations:** The proposed project consists of the construction and installation of two new small structures – a new sign and a new remembrance plaque. The construction of a new park sign, and plaque is exempt from environmental review pursuant to CEQA Guidelines Section 15303, New Construction or Conversion of Small Structures.

**Sustainability:** Not Applicable

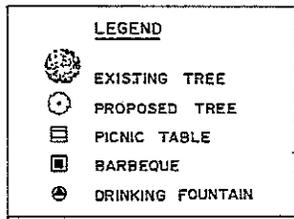
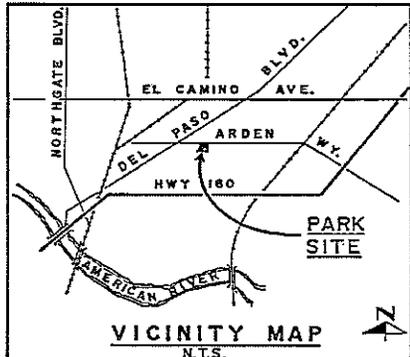
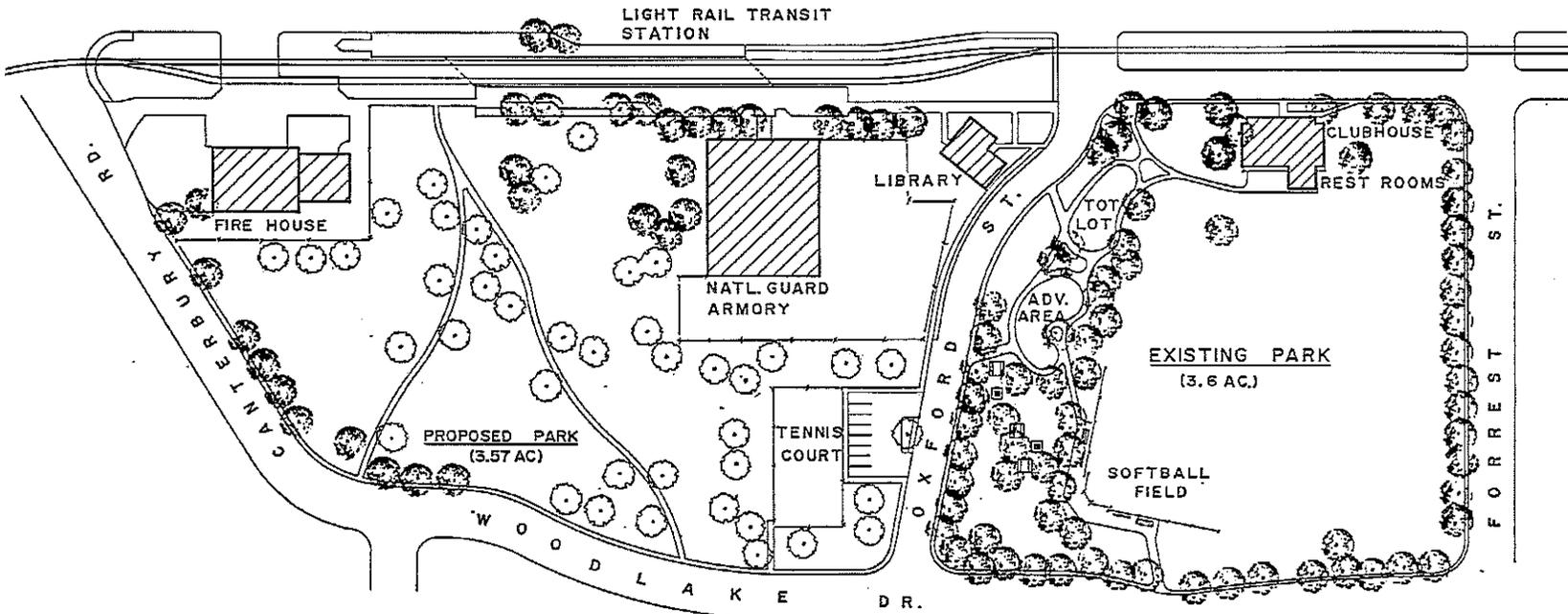
**Commission/Committee Action:** Not Applicable

**Rationale for Recommendation:** Naming Woodlake Park Softball Field as Officer Tara O'Sullivan Memorial Field is consistent with the City's Facility Naming Policy. The policy allows for facilities to be named for historical significance, distinct developmental features, neighborhood, community, or access streets, or an individual who has contributed significantly to the community or the facility at least one year after their passing.

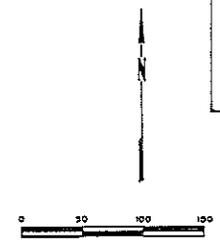
**Financial Considerations:** There is sufficient funding in the Department's FY2019/20 Operating Budget (Fund 3204) to purchase the sign and provide a plaque honoring Tara O'Sullivan.

**Local Business Enterprise (LBE):** Not Applicable

A R D E N W A Y



AREA STATEMENT	
DEVELOPED AREA	3.60 AC
UNDEVELOPED AREA	3.57 AC
TOTAL AREA	7.17 AC



REVISIONS NO.	DESCRIPTION	DATE BY

DRAWN BY K. D. [Signature]  
 DESIGNED BY \_\_\_\_\_  
 LANDSCAPE ARCHITECT \_\_\_\_\_  
 DATE 2/2/82  
 FIELD BOOK \_\_\_\_\_ SCALE 1" = 200'

**CITY OF SACRAMENTO**  
 DEPARTMENT OF COMMUNITY SERVICES



**WOODLAKE PARK (7.17 AC)**

SHEET \_\_\_\_\_  
 SHEETS \_\_\_\_\_

**Meeting Date:** 02/06/2020

**Report Type:** Discussion



**Youth, Parks, &  
Community Enrichment  
Report**

915 I Street, 3rd Floor  
[www.CityofSacramento.org](http://www.CityofSacramento.org)

**Title:** Historic City Cemetery Preservation Assessment

**Location:** City Historic Cemetery

**Recommendation:** Informational

**Contact:** C. Gary Hyden, Special Projects Manager, (916) 808-1949, and Andrew Macvicar, Cemetery Manager, (916) 808-1196, YPCE

**Presenter:** C. Gary Hyden, Special Projects Manager, (916) 808-1949, YPCE

**Department:** Youth, Parks, & Community Enrichment

**Division:** City Cemetery

**Dept ID:** 19001315

**Attachments:**

01 Description/Analysis

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Submitted By: C. Gary Hyden, Special Projects Manager

Approved By: Mario Lara, Director

Signature: 

## Attachment 01 – Description/Analysis

### Issue:

#### Background

The Historic City Cemetery was established on December 3, 1849. A Cemetery Master Plan was adopted by the City Council on December 11, 2007. On November 5, 2014, the Cemetery was listed in the National Register of Historic Places, with significance designation at the state and local level as follows:

*“The site is eligible under Criterion B at the national level of significance for its association with cemetery benefactor Margaret Crocker and as the gravesite of multiple Sacramentans of transcendent importance for whom there is no other surviving property associated with their productive lives. The site is eligible under Criterion C at the state level of significance as an example of Victorian era “rational” cemetery planning, similar to other 19th century “rural” cemetery plans but following a rectilinear plan instead of an irregular one, and as an assemblage of significant examples of funerary architecture, statuary and landscape design. The property meets the requirements of Criteria Consideration B because the moved properties have achieved significance in their own right, Criteria Consideration C because the individuals nominated are persons of outstanding importance with no other extant property, and Criteria Consideration D because it draws its significance from graves of persons of transcendent importance, age, distinctive design features, and association with historic events.”<sup>1</sup>*

To better manage the Cemetery and its considerable historic resources, the City developed an Operations and Assessment Study. The study took over two years to complete; City staff, consultants with subject matter expertise in historic landscapes and cemetery operations, as well as a technical advisory committee consisting of community stakeholders, participated in the effort which was finished in April of 2019. Since that time City staff has been implementing the recommendations of the study. One of the key recommendations that have been implemented are the hiring of a Cemetery Manager and updating the management of volunteers which assist with maintenance of the various gardens and landscapes areas.

The Cemetery contains extensive landscaping with native plants and roses. The rose garden was planted in the early 1990’s and has been recognized as a “public garden” by the American Rose Society. There are three established gardens at the Cemetery, the rose garden located throughout the Cemetery, the native plant garden, and Hamilton Square. Each plot or grave site is landscaped, and those plants require regular weed removal and plant pruning. There are also arbors that were erected which have climbing roses which also need regular maintenance.

#### Preservation Assessment

As part of the Operations and Assessment Study implementation process, the City hired a conservator to develop a Preservation Assessment and 5-Year Preservation Plan that specifically addresses the treatment of the Cemetery’s historic and cultural artifacts, which are primarily the monuments within the burial plots.

The following is a summary of the goals and recommendations made in the Preservation Assessment and 5-Year Preservation Plan. The entire document is available to the public on the YPCE website at the following address:

<sup>1</sup> National Register of Historic Places Program, Sacramento City Cemetery, Reference Number 14000889

<http://www.cityofsacramento.org/ParksandRec/Parks/Specialty-Parks/City-Cemetery>

### Preservation Plan Goals

- To implement preservation best practices.
- To reconcile the “concepts of the Cemetery as an outdoor museum and garden [as] a key part of the future of the Cemetery”
- To alleviate horticultural practices that are detrimental to the preservation of the historically significant features.
- To utilize the Preservation Assessment and the recently completed Historic City Cemetery Operations and Assessment Study for potential grant applications.

### Preservation Plan Recommendations

1. As a designated historic site and registered national landmark, all practices at the Historic City Cemetery are to be in compliance with the following guidelines:
  - - *Secretary's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes*
  - - *American Institute for Conservation Code of Ethics and Guidelines for Practice*.
2. Incorporate these standards and codes into City Ordinance 2002-020 (especially section 12.68.070 Maintenance by City Cemetery Staff), the Cemetery Manager's Job Description, the Youth, Parks, & Community Enrichment Department (YPCE), all other City departments related to the cemetery, and all other organizations contributing to maintenance and preservation of the cemetery.
3. Implement the recommended action items presented in *Appendix A 5-Year Preservation Plan* of the Preservation Assessment report. The 5-Year Plan is intended as a guide to indicate priorities via sequencing, with highest priorities to be accomplished sooner, while remaining priorities can be achieved as feasible; e.g. as resources become available.
4. The 5-Year Preservation Plan can be coordinated or integrated with the Cemetery Master Plan. In general, action items can be phased to reflect priorities as follows:
  - a. **Phase I** Planning, Policy, and Management Updates, Security Improvements
  - b. **Phase II** Site Features Survey Documentation and Conceptual Cost Estimating
  - c. **Phase III** Fundraising and Grant Writing
  - d. **Phase IV** Training and Implementation.

### Conclusion

This Preservation Assessment and 5-Year Preservation Plan, along with the previous Cemetery Operations and Assessment Study, provide a much-needed augmentation and refinement of existing Cemetery policies and procedures. These documents, along with existing City code and the approved Cemetery Master Plan create a complete structure for the management and restoration of the unique cultural and historical resource that is the City Historic Cemetery.

**Policy Considerations:** The City of Sacramento considers the Historic City Cemetery a park facility. Providing and effectively operating parks and recreation facilities is consistent with the

City's strategic plan to enhance livability in Sacramento's neighborhoods by expanding park, recreation, and trail facilities throughout the City.

**Economic Impacts:** Not Applicable

**Environmental Considerations:** This report concerns administrative activities that do not constitute a "project" as defined by the CEQA Guidelines Section 15378(b)(2).

**Sustainability:** Not Applicable

**Rationale for Recommendation:** in late 2016, the Director of YPCE assigned staff to conduct a City Historic City Cemetery Operations and Assessment Study to analyze existing conditions and develop recommendations for improvements to YPCE's management of the Cemetery. Implementation of the recommendations of that study is underway. The Preservation Assessment and 5-Year Preservation Plan is an important addition to the existing study. Therefore, staff is providing this information report to Parks and Community Enrichment Commission as an update.

**Financial Considerations:** Not applicable

**Local Business Enterprise (LBE):** Not applicable