

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
FEBRUARY 18, 2010 REGULAR MEETING**

**Directors: Borman, Brown, Dover, Safford, and Younger**

**CALL TO ORDER:** The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:00 p.m. by Chairman Younger.

**ROLL CALL:**

Directors Present: Borman, Brown, and Younger  
 Directors Absent: Dover and Safford – excused absence  
 Staff Present: Harrison, Kerth, Maddison, Penney and Yarber

**PLEDGE OF ALLEGIANCE – Boy Scout Troop 55 led the Pledge of Allegiance**

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA – Nothing to report.**

**CONSENT ITEMS:**

1. **MINUTES**  
 January 21, 2010 – Regular Meeting  
 February 6, 2010 – Special Meeting – Park Tour (Jan Dr. Park Site)  
 Committees-  
 January 20, 2010  
 February 10, 2010
2. **FINANCIAL STATEMENT**  
 December 2009
3. **ACCOUNTS PAYABLE**  
 January 2009
4. **ACCOUNTS RECEIVABLE**  
 February 2010

**Motion 1**

**M: Borman; S: Brown – The Advisory Board voted to approve Consent Items 1 through 4, as presented. Unanimous vote of those present. ABSENT: Directors Dover and Safford**

**CORRESPONDENCE:** None

**NEWSPAPER ARTICLES:** Received and Filed  
 February 10, 2010 – Carmichael Times – District Valentine’s Day Greeting

**PRESENTATION ITEM** (taken out of order):

1. **LA SIERRA LEASING UPDATE**  
Staff Presentation:  
 Tracy Kerth introduced Ken Noack of Grubb and Ellis who provided an update. He reported that the space at La Sierra was not lacking in inquiries. He has received 40 unsolicited inquiries recently, 15 of them from the advertisement in the Activity Guide. There is a call center considering the site. Ken Noack recommended setting up a model room for display. The challenge is that there is a lot of product and opportunities available for prospective tenants.  
  
Discussion:  
 Dave Young asked if the facility could support call center phone lines. Keith Maddison assured the Advisory Board that the facility could accommodate phone lines needed for a call center and reminded board members that fiber optics have been installed at La Sierra.

## **ACTION ITEMS:**

### **1. Jan Drive Park Site**

Administrator Harrison reported that the County will allow the park development without street improvements on Salamaan Avenue. The revised plan, supported by the neighborhood group includes the same amenities with more nature area. The estimate to develop the site per the revised plan is \$433,000. The District will give the Neighborhood group one year to raise \$200,000 in cash and services for the development of the park site.

Several members of the community spoke on behalf of the new plan and spoke about their volunteer service and efforts towards the plan.

### **Motion 2**

**M: Borman; S: Brown - The Advisory Board voted to support the revised master plan and direct staff to forward the plan to the County Board of Supervisors for final approval; that the neighborhood group be given one year to raise \$200,000 in cash and services for the development of the site, providing periodic update reports of their progress. Unanimous vote of those present. ABSENT: Directors Dover and Safford**

## **PRESENTATION ITEM (taken out of order):**

### **2. MID-YEAR FY 2009-2010 BUDGET UPDATE**

#### Staff Presentation:

Ingrid Penney provided a mid-year budget update for FY 2009-10, which included estimates for the year end. The staff anticipates a shortfall of revenues by the end of the year and has made reductions to operations wherever possible in order to complete the year within budget and still have a carryover equal to or better than the contingency account. The staff will continue to monitor the budget and provide updates.

## **ACTION ITEMS:**

### **2. PRELIMINARY BUDGET FY 2010-11**

Administrator Harrison made a recommendation regarding a preliminary budget for FY 2010-11. Because of recent trends, staff is projecting a shortfall of \$255,857 of funding available for operations. Staff has identified some preliminary strategies to meet this shortfall and will continue to identify others in order to meet a balanced budget for next year.

Ingrid Penney provided detailed discussion regarding current revenue trends related to property taxes and building rentals and projected operations for next year based on current trends and known factors.

### **Motion 3**

**M: Brown; S: Borman – The Advisory Board voted to approve the preliminary budget for FY 2010-11; a total of \$3,562,095, as follows: Carry Over from FY 2009-10: \$335,874, Taxes: \$1,592,424, Use of Money/Property: \$664,565, Aid-Government Agencies: \$22,0000, Charges for Service: \$885,000, Other Revenue: \$62,232; Salaries & Benefits: \$2,340,641, Services & Supplies: \$927,218, Interest & Assessments: \$94,236, and Contingency: \$200,000. Unanimous of those present. ABSENT: Directors Dover and Safford**

## **PRESENTATION ITEMS:**

### **3. CAPP UPDATE**

#### Presentation:

Administrator Harrison reported that the CAPP committee has agreed that adding the undeveloped parks to the Benefit Assessment is essential to seeing the assessment pass. The District did not budget money necessary for a Benefit Assessment election in FY 10/11. The committee plans to make a recommendation to the Advisory Board at the March 18, 2010 meeting.

## REPORTS

1. **ADVISORY BOARD MEMBER REPORTS – no additional information to report.**

2. **STAFF REPORT**

Staff Presentation:

**Keith Maddison** reported on renovation work completed at the tenant space at the LSCC; that a HVAC unit went out in Suite 270 with only one Mitsubishi HVAC unit left at La Sierra Community Center. Re: the O'Donnell park site, he reported on construction status and that the play equipment and shade structures will be ordered within the next couple weeks.

**Tracy Kerth** reported that she continues to learn the skill of being a property manager at the La Sierra Community Center. She reported on efforts to develop user agreements and improve communication with local organizations using District facilities. Alaina is working with Yolanda Griffith from the Monarchs to develop basketball camps and clinics with the District.

**Ingrid Penney** reported on the status of the draft agreements for the co-sponsored tenants, hoping to finalize the agreements for the March meeting. In the meantime, the SFAC and Chautauqua are paying the updated rates; staff is working with AT & T to convert the District phone line to the Cal Net 2 contract, which would be a cost savings to the District and allow a longer timeline to pay the bill; staff is researching liability issues and immunity for undeveloped park sites which may impact our management of the undeveloped park sites.

**Jack Harrison** Updated the Advisory Board on the status of the District's request with the County to increase the Districts Contract Authority to \$500,000 from \$250,000.

**NEW BUSINESS – none**

**FUTURE AGENDA ITEMS/UPCOMING EVENTS:**

1. Recreation Master Plan Workshops – February 11, 2010 6:00 p.m. in the LSCC Room 810; March 6, 2010, 10:00 a.m. in the Carmichael Park Community Clubhouse
2. Carmichael Aquatic and Park Projects Committee Meeting – February 24, 2010, 6:00 p.m. Community Clubhouse.
3. Friends of Jensen Garden – Pat Rhine to make a presentation at March Advisory Board Meeting
4. CAPP Recommendation – March Advisory Board Meeting
5. District Administrator Performance Evaluation and Contract – March Advisory Board Meeting

**TIME AND PLACE OF NEXT MEETING:**

1. **Regular Meeting**

Thursday, March 18, 2010, 6:00 pm, Community Clubhouse #2 at Carmichael Park

**RECESS TO CLOSED SESSION RE: PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – Rescheduled to the March 18, 2010 Regular meeting.

**ADJOURNMENT** – The meeting was adjourned at 7:28 p.m.

Respectfully submitted,

Ingrid S. Penney  
Administrative Services Manager

APPROVED BY:

ATTESTED BY:

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DAVID YOUNGER  
CHAIRMAN OF THE BOARD

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BETTY PHILLIPS  
Secretary/Receptionist  
Clerk of the Advisory Board of Directors