

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MAY 15, 2008 REGULAR MEETING**

CALL TO ORDER

Call to order: The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:00 PM by Vice Chairman Tateishi.

Roll Call:

Directors Present: Dover, Safford, Tateishi, and Younger

Directors Absent: Berns

Staff Present: Harrison, Kerth, Maddison, Murray, and Penney

FOR THE RECORD: Director Berns absence is excused. Director Younger arrived at 6:13 PM during presentation and discussion on Action Item #1.

PLEDGE OF ALLEGIANCE – Led by Director Dover

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION – No public comment was received.

CONSENT ITEMS:

1. **MINUTES**
April 17, 2008 – Regular Meeting
2. **FINANCIAL STATEMENT**
March 2008
3. **ACCOUNTS PAYABLE**
April 2008
4. **ACCOUNTS RECEIVABLE**
May 2008
5. **RANGER MONTHLY REPORT**
April 2008

Motion #1

M: Safford; S: Tateishi – The Advisory Board voted to approve the consent matters, as presented.
UNANIMOUS VOTE OF THOSE PRESENT: ABSENT: Directors Berns and Younger

CORRESPONDENCE: Letter of Appreciation from Carmichael Senior Softball League – Received and filed.

ACTION ITEMS:

1. **PROPOSED FINAL BUDGET FOR FY 2008-09 (Harrison/Penney)**
Staff made a presentation and recommendation of the FY 2008-09 Final Budget which included the FY 2008-09 Capital Improvement Program Budget.

Motion #2

M: Dover; S: Safford – The Advisory Board voted to approve and recommend to the Sacramento County Board of Supervisors the proposed final budget for FY 2008-09, as presented, a total of \$4,574,009, as follows: Revenues: Total \$4,575,009 - Carry-over Fund Balance: \$399,887 (includes deduction for transfer \$1,604 to reserves for aquatic donations) Operations (Property Taxes & Use of Money/Property, Charges for Service, and Other): \$3,514,122, In-Lieu Fees & Grants: \$640,000 Donations: \$20,000 (placeholder); Expenditures: Total \$4,575,009 - Salaries/Benefits: \$2,482,362 (includes a 4% adjustment for the Administrative Analyst salary range, reclassification of a seasonal to regular part-time position (CP Building Monitor to Custodial Assistant), Health insurance subsidy of Employee only health coverage on the lowest traditional HMO, for regular part-time employees, effective July 1, 2008, provision regarding COLA for FT EE which the Advisory Board may take separate action to grant, following further review) Services & Supplies: \$1,210,136 Interest & Assessments: \$94,236 Capital Budget: \$587,275 (re-budgets, new items, & placeholder for donations) Contingency: \$200,000. Re: the CIP budget, the Advisory Board requested that the reader board be brought back for review and approval before any final selection and purchase is made. UNANIMOUS VOTE OF THOSE PRESENT; ABSENT: Director Berns

2. CONTRACTS FOR PROPOSED PARK SITE PLANS (Harrison)

Staff made a presentation and recommendation for contracts with consulting firms to perform park site master plans for Jan Drive, O'Donnell, Capra, and Sutter. All proposal costs are within budget. Contracts would not be authorized and executed until after the Sacramento County Board of Supervisors approves the District-wide Master Plan.

Motion #3

M: Younger; S: Dover – The Advisory Board voted to approve the staff recommendation to enter into contract with consultants for the development of park site master plans for Jan Drive, O'Donnell, Capra, and Sutter, contingent on final Board of Supervisors approval of the District-wide Master Plan. UNANIMOUS VOTE OF THOSE PRESENT; ABSENT: Director Berns

PRESENTATION ITEMS:

1. PATRIOTS PARK (Harrison)

Administrator Harrison gave a status report on the project. The Ground Breaking Ceremony held on April 26, 2008 was well attended and received by participants. Staff has met with County representatives and the construction contractor to discuss the schedule and coordinate process and point of contacts. The park should be open by early next year. Staff plans to mark the progress with updates and photos on the District website.

Recreation Services Manager Kerth shared photos of the ground breaking and provided information on the Wall of Honor application process. The Sacramento Bee and the Arden-Carmichael News has agreed to run an article re: the Wall of Honor. She indicated that Sgt. Koefeldt would be the first name to go on the wall and that we hope to have a few more names recommended.

2. ADVISORY BOARD MEMBER REPORTS – No items were discussed.

3. QUARTERLY STAFF REPORT (Harrison, Kerth, Maddison, Murray, and Penney)

Quarterly reports were received and filed with updates of recent and upcoming events. Kerth shared about Relay for Life, 2008 July 4th parade and fireworks, and a Family Circus Event. She also communicated about a recent project by Victory Christian School to perform minor repairs and improvements at Carmichael Park (replace bleacher boards, painting bollards and Band Shell, etc.) Murray shared that Carmichael Little League Snack Bar improvement is complete and has received approval by the County; staff recruitment, screening, and selection for summer programs, including a new teen program on life skills leadership. Maddison presented updates of the Kids Hang-Out and LS Skate Park projects, nearing completion. Penney presented information regarding year-end processing and staff training. Harrison reported that staff will be seeking options for available tenant space at the LSCC.

4. COMMITTEE FOR CARMICHAEL AQUATICS PROJECT (Tateishi/Harrison)

Director Tateishi provided a committee update with information on the final pool assessment and staff rendering of options. Administrator Harrison indicated that staff is working on an information piece that can communicate the history of the pool, number of young people served, economic benefits to the business community, etc. to use to promote the project and funding opportunities.

5. PERSONNEL COMMITTEE REPORT (Tateishi)

Director Tateishi reported on a recent Personnel Committee meeting regarding a Salary Survey Study conducted by staff. The study will be used as a basis to evaluate future salary schedule adjustments.

NEW BUSINESS

FUTURE AGENDA ITEMS/UPCOMING EVENTS:

1. FY 2007-08 Capital Improvement Program Update – June Agenda
2. FY 2008-09 Work Plan – June Agenda

3. Advisory Board Officer Elections for FY 2008-09
4. American Cancer Society, Relay for Life – May 17 and 18, 2008 Carmichael Park.
5. The 30th Annual Cactus & Succulent Show and Sale – May 17 and 18, 2008 CP Community Clubhouse.
6. Summer Concerts begin May 31 and June 1, 2008 – 11 AM to 7 PM, Carmichael Park.
7. July 4th Parade and Fireworks Show.

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Proposed: Thursday, June 19, 2008, 6:00 pm in Community Clubhouse #2 at Carmichael Park

RECESS TO CLOSED SESSION

1. **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**
Litigation - one case.
Pursuant to California Government Code §54956.9 (a)
2. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
Pursuant to California Government Code §54957

RECONVENE TO OPEN SESSION - CLOSED SESSION REPORT

1. **Conference with Legal Counsel - Existing Litigation**
Information received. No action taken.
2. **Public Employee Discipline/Dismissal/Release**
Information received. No action taken.

ADJOURNMENT – 7:39 PM

Respectfully submitted,

Ingrid S. Penney,
Administrative Services Manager

APPROVED BY:



BONNIE BERNS
CHAIRMAN OF THE BOARD

ATTESTED BY:



CELESTE VAN ALSTYNE
CLERK OF THE BOARD