

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
NOVEMBER 19, 2009 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 6:02 p.m. by Chairman Younger.

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

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 – None

CONSENT ITEMS:

1. **MINUTES**
October 15, 2009 – Regular Meeting
2. **FINANCIAL STATEMENT**
September 2009
3. **ACCOUNTS PAYABLE**
October 2009
4. **ACCOUNTS RECEIVABLE**
November 2009

Motion 1

M: Borman; S: Dover – The Advisory Board voted to approve Consent Items 1 through 4. Unanimous vote of those present. ABSENT: Safford

CORRESPONDENCE: None to Report

NEWSPAPER ARTICLES: Received and filed.

Carmichael Times	November 11, 2009 – Community Salutes Patriots
American River Messenger	– November 2009 – Wall of Honor Event November 7
Sacramento Bee	November 16, 2009 – Arts hub: New lease, new life

ACTION ITEMS:

1. **REORGANIZATION PROPOSAL**
Staff Presentation:
 Administrator Harrison said the proposed changes were discussed with the Advisory Board Personnel Committee on November 10. The proposed changes would: Eliminate the Administrative Secretary position, designate Park Services and Recreation Services divisions as primary divisions, with Administrative Services as support, change Administrative Analyst position to Management Assistant, increasing the duties and salary, reduce the duties and salary of the Administrative Services Manager, upgrade the Secretary/Receptionist to full-time and assign Clerk of the Board duties to this position, assign the Office Manager responsibility to the Management Assistant. The proposed Organizational Chart has been revised to reflect these changes.

Motion 2

M: Brown; S: Borman – The Advisory Board voted to approve the recommended changes in Staff duties, salaries and organizational structure. Unanimous Vote of those present. ABSENT: Safford

2. **PARK NAMING POLICY REVISIONS**

Staff Presentation:

Administrator Harrison said Staff realized that with the development of Palm Ave Park Site (now Patriots Park), the District did not have a park naming policy. In July 2007 the District Advisory Board approved the current District's Park and Facility Naming Policy. Staff is now recommending improvements and clarifications to this policy.

Suggested updates are: An individual is deceased, has been a resident of CRPD and must not have been convicted of a felony. An individual or organization has made exceptional contributions to CRPD, including one or more of the following: financial gifts, public service or long term sponsorship. These updates were reviewed and endorsed by the District's Policy Committee.

Discussion:

Director Brown asked if an individual must meet at least one of the criteria.

Chairman Younger stated the intent would be to have any proposed individual live in the District and be deceased. Administrator Harrison said that change would be made to the policy showing that any individual must be deceased as well as having lived in the District.

Motion 3

M: Dover; S: Borman - The Advisory Board voted to approve current changes in the Park and Facility naming policy, with the amendment that any individual must have lived in the District and be deceased. Unanimous Vote of those present. ABSENT: Safford

PRESENTATION ITEMS:

1. **FIRST QUARTER FINANCIAL REPORT**

Staff Presentation:

Ingrid Penney said Staff anticipates meeting budget projections for revenue and expenditures. They will have better information in January, once the first allocation of property tax is distributed and several unknown factors are answered. There is a decrease in daily rentals at La Sierra – will need to monitor to see if this represents a trend or a change in community needs. There are several unknown factors which should be answered within the next couple of months and will be included in the Second Quarter/Mid Year Budget Status Report. Staff will continue to monitor and report back on a quarterly basis; will report on any trends or issues that develop which could jeopardize the District's financial position.

2. **CAPP UPDATE**

Staff Presentation:

Administrator Harrison said the Carmichael Aquatic and Park Projects Committee met Wednesday, November 18 and continues to discuss the possibility of a Benefit Assessment. The consultant from SCI presented the mailed-out survey results. A number of questions still need to be answered before the Committee formulates a recommendation to the Advisory Board. They anticipate presenting their recommendation at the December 16 Advisory Board meeting.

9,000 residents were surveyed, 2,275 returned survey - a good return according to the consultants. 62% of the Single Family homes were willing to support a tax increase for park projects. Remains to be seen if total survey returns were enough to recommend pursuing a Benefit Assessment.

Discussion:

Chairman Younger said there have been two CAPP meetings since the last Advisory Board meeting. Peter Tateishi has volunteered to be the Campaign Chair if the Benefit Assessment goes forward. Mr. Tateishi has recommended they may want to go for an August ballot instead of May, 2010. A simple majority vote on the Benefit Assessment is needed for it to pass.

Based upon the recent survey results, Administration Harrison said he believes a successful outcome will depend upon how effective education and outreach are before the vote.

3. **DOG PARK UPDATE**

Staff Presentation:

Tracy Kerth introduced Monica Garcia, who gave the presentation.

Public Presentation:

Monica Garcia, with the Carmichael Dog Park Society said the Society is made up of dog owners/volunteers. Their purpose is to promote, establish and maintain off-leash dog parks in Carmichael, promote and encourage training and education supporting responsible dog ownership and well-socialized, behaved and exercised dogs in the community. They maintain a website (www.carmichaeldogpark.com). They hold dog park cleanup days throughout the year and hold fundraisers to support the canine service stations and cleanup bags.

She said the Carmichael Dog Park averages about 200 visitors per day during summer and fall. The Society wishes to partner with the District to improve the Dog Park, improve responsible dog ownership and to inspire community pride. She brought in pictures of other dog parks in the area, notably Phoenix Dog Park in Fair Oaks, Auburn Ravine Park in Lincoln, Bear Dog Park and William Hughes Park – both in Roseville, showing ideas of possibilities for the Carmichael Dog Park.

Chairman Younger thanked the Committee for their work.

Public Comment:

Cathy O'Brien – Someone vandalized a wood bench in the Dog Park. A volunteer will provide the wood to fix, but could they provide more indestructible tables and benches?

Chairman Younger said Keith Maddison could work with them. Administrator Harrison asked them to let Tracy Kerth know what the Committee wants to do. Tracy Kerth said they are aware of some needs.

They can talk about what is needed and what can be done.

Ms O'Brien said they are willing to come and work to help maintain. Jerry Eppler is working with them on the light issue. Chairman Younger said they need to report the vandalism when it occurs.

Bobby Reagan – Is there a budget item that goes to the Dog Park? Administrator Harrison said it is part of the general park budget. There is no separate budget for the Dog Park.

Ms Reagan asked if the Dog Park can be extended. Administrator Harrison said that any wishes, etc., need to be given to Tracy in writing so the District can respond.

Deborah Finch – Capital Improvements have to be in next year's budget, but they are talking about repairs. Couldn't money be accessed for this year for repairs? Administrator Harrison said it depends on how extensive the repairs are. Ms Finch said the Dog Park doesn't have any grass.

Chairman Younger said \$540,000 had to be cut from the budget. One of the reasons they are talking about a Benefit Assessment is because things need to be fixed in all the parks. He asked her to talk to Tracy about their ideas.

Casey Ulsten – Is there a budget for regular maintenance for the Dog Park? It seems like this should have been repaired. Administrator Harrison said they are having trouble keeping up with all use-related repairs. They need to budget and plan for large expenditures.

Keith Maddison said that anyone who remembers that part of the park before the Dog Park was there remembers that it was very shady and grassy. He said it is hard to keep grass up in there with current use. They cannot water enough. Currently they can't reseed their sports fields, either, due to lack of funds.

Monica Garcia – In the spring the Dog Park is lush and green. However, now the ground has become compacted.

Susan Brown – European cities have steel girders as benches, painted nicely. They are about \$385 for 8 foot long pieces. They would like to assist Tracy in looking into artificial turf or shade enclosures. If they raise the money, will they be allowed to do these things? Administrator Harrison said to please give a prioritized list of needs/wants to Tracy so the District can evaluate the request and District ability to help.

Chairman Younger said he appreciated all the volunteers and their willingness to work together.

Janet Titus – Is there a society for Tennis or the Basketball court? Their lights are on when there's no one there.

Director Dover said the tennis people who play there took a very long time to get lights. They come to the park and clean up and they raised money to pay for the shade screens. The District is going to do the best they can to take care of the Dog Park.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS

Director Dover announced that John Baker, who was a great ambassador for Little League, recently passed away. He will be greatly missed.

2. STAFF REPORT

Tracy Kerth said the Patriots Wall of Honor event went really well. Elizabeth Crisante did a great job. She also thanked all the maintenance staff for making sure the park was in great condition. The annual Holiday Tree Lighting will be on December 10. Supervisor Susan Peters will be there, as well as Santa and live music. An H1N1 flu shot clinic will be held November 24 at La Sierra. There is some concern about 5,000 people showing up. There will be 20 nurses from Sacramento County Public Health giving the shots. Recreation is getting ready to put together the Winter/Spring Activity Guide. La Sierra Room 810 is nearly ready to rent out. Recreation is working on upcoming events including next 4th of July.

Keith Maddison – Maintenance's main focus is getting ready to lease La Sierra. They are getting two classrooms ready to show as models to prospective tenants. He said he and Ed Nicholson from O'Donnell Park Committee will resubmit O'Donnell Heritage Park plans to County on 11/25. He said they are hoping to have bid packages out soon. They are on target to start construction in January, and should be on target for park opening early next summer.

Ingrid Penney – The Preliminary Budget for FY 2010-11 is due January 29, 6 weeks earlier than normal. There's a new Web W-2 connection to Turbo Tax and H&R Block tax programs. District has a new employment verification service. There are upcoming system upgrades and training – District selected to participate in software beta testing. District purchased three new replacement workstations and four new monitors. She said she recently attended a workshop with Tracy Kerth and Alaina Lofthus – Reducing Workplace Injuries, which focused on the human factor as a possible cause of accidents. CAPRI has purchased anti-identity theft coverage for all Full Time employees and Advisory Board Members and their dependents living within their households. Open enrollment for benefits completed in October – coverage changes are effective January 1, 2010. She is working with Placer Title on La Sierra property transfer between County and District – should be completed by December 11, 2009 in time for the Board of Supervisors item on lease approvals. Working on finalizing tenant leases scheduled on Board of Supervisors agenda December 15, 2009.

Administrator Harrison – November 18 O'Donnell Park Committee made presentation to Carmichael Kiwanis. They will also be making presentation at CARPD about their partnership with the District. A reporter from the Sacramento Bee said there will be more stories about them. Jan Park Committee is getting organized. They are looking at alternative ideas for that site which would be presented to the Advisory Board in a few months. They are very enthusiastic about fundraising, and will be at the next Advisory Board meeting to present an update. The O'Donnell Park people are helping the Jan Drive Park people get organized. Sacramento County is working on new park impact fees. There's a lot of interest in making this District in line with other districts (currently CRPD as no park impact fees). Carmichael is a relatively developed community, but as economy gets better, the District would see revenues from new construction.

NEW BUSINESS – none

FUTURE AGENDA ITEMS/UPCOMING EVENTS:

1. **Silent Sleigh** – December 8, 10:30 a.m. – 1 p.m. La Sierra Community Center
2. **Carmichael Aquatic and Park Projects Committee Meeting** – December 16, 6:00 p.m. Community Clubhouse
3. **Holiday Tree Lighting** – December 10, 6 p.m. – Carmichael Park (front of park)
4. **Jingle Jamboree** – December 16, 10:30 a.m. (ages 6 and under) Carmichael Park Clubhouse

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Proposed: Thursday, December 17, 2009, 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Betty Phillips
Secretary/Receptionist

APPROVED BY:

ATTESTED BY:

DAVID YOUNGER
CHAIRMAN OF THE BOARD

INGRID S. PENNEY
Administrative Services Manager
Clerk of the Advisory Board of Directors