

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
DECEMBER 17, 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 6:00 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

For the record: Chairman Younger moved Presentation Item 1 to just ahead of Action Items

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA – None

CONSENT ITEMS:

- 1. **MINUTES**
November 19, 2009 – Regular Meeting
- 2. **FINANCIAL STATEMENT**
October 2009
- 3. **ACCOUNTS PAYABLE**
November 2009
- 4. **ACCOUNTS RECEIVABLE**
December 2009
- 5. **SIGNATURE AUTHORIZATION FORM**
Advisory Board authorization for signature authority on District fiscal documents to Sacramento County Department of Finance

Motion 1

M: Borman; S: Dover – The Advisory Board voted to approve Consent Items 1 through 5. Unanimous vote of those present. ABSENT: Safford

CORRESPONDENCE: None to Report

NEWSPAPER ARTICLES: None to Report

PRESENTATION ITEM:

- 1. **JAN DRIVE PARK PROJECT**
Administration Harrison introduced Joyce Carroll, Co-Chair of Jan Neighborhood Park Committee, who gave the presentation on Committee Activities.

Public Presentation:

Joyce Carroll thanked Administrator Harrison and Keith Maddison for working closely with their Committee. She gave a brief introduction of some of the members and overview of their activities. She reported they now have street reps passing out newsletters and are close to launching a website. She said they have identified close to \$50,000 in donated services so far.

ACTION ITEMS:

1. STAFF FURLOUGHS

Staff Presentation:

Administrator Harrison said that cost cutting measures were taken beginning in July due to the loss of a major tenant at La Sierra Community Center. Some of the most difficult were related to personnel actions, such as eliminating one position, reducing full-time positions to part-time and requiring all regular full time hourly staff to take an unpaid furlough day monthly and exempt staff to take salary reductions of five to ten percent. At the November 19 meeting, staff reported the District operating well within the FY 2009-10 projections and the Advisory Board approved a staff re-organization plan starting with the first pay period in January.

Administrator Harrison reported the District can afford to discontinue staff furloughs and pay cuts effective 1/3/2010. Funds needed to offset the discontinuation of staff furloughs for remainder of FY 2009-10 are available because of eliminating the Administrative Secretary position and other unexpected savings. He further stated it was within the District's best interest that full time staff returns to the time and pay schedule as it was prior to July 1.

Discussion:

Chairman Younger asked if the Administrator and the District would be able to operate without the eliminated Administrative Secretary position. Administrator Harrison said the Reorganization Plan approved at the last Advisory Board meeting made that possible.

Chairman Younger asked if salary restoration applies to management staff as well. Administrator Harrison said this recommendation puts everyone back to where they were prior to July 1.

Motion 2

M: Brown; S: Borman – The Advisory Board voted effective with January 3 – 16, 2010 pay period, regular staff not be required to take a one-day unpaid furlough day each month and to restore prior salaries of exempt staff. Unanimous Vote of those present. ABSENT: Safford

2. DISTRICT CONTRACTING AUTHORITY

Staff Presentation:

Administrator Harrison reported the current contracting authority has been the same since 1999, when the County Board of Supervisors increased District contracting authority for construction projects from \$150,000 to \$250,000. The District is currently able to operate the O'Donnell Heritage Park Construction project because the costs are under \$250,000. CRPD is now taking the lead (with Mission Oaks and Sunrise Recreation and Park Districts) to request the Board of Supervisors approve an increase in contract authority to \$500,000 for new construction projects. Currently, County Municipal Services Agency (MSA) administers construction contracts in excess of \$250,000.

Administrator Harrison said that if approved by the Board of Supervisors, the increased contracting authority would enable the Districts to save money. The District has demonstrated the ability with the Patriots Park project to manage larger projects.

Keith Maddison said because the District is approved to do the larger projects does not mean the District is required to handle them. If the District is uncomfortable with a particular project, they can still have the County manage it.

Motion 3

M: Dover; S: Borman - The Advisory Board voted to support staff request of the county to increase the District's contracting authority for construction projects from \$250,000 to \$500,000. Unanimous Vote of those present. ABSENT: Safford

PRESENTATION ITEMS:

2. ON CALL RANGER SERVICES

Staff Presentation:

Administrator Harrison said that in the past the District had contracted for ongoing ranger services. Due to budget and less services needed, the District stopped the ongoing ranger services. He said that although the District has chosen not to contract for ongoing ranger services, District would like to be able to call on rangers for vandalism, vagrancy, after hour issues, and the like on an "on call" basis. Fulton-El Camino Recreation and Park District has agreed, for a monthly retainer of \$100, to provide rangers on an "on-call" basis. The hourly cost is \$45, not to spend beyond the \$8,000 in District budget for this service. He further stated the costs are modest in comparison to the potential benefits.

Discussion:

Chairman Younger asked if the rangers would respond to emergencies. Administrator Harrison said a call to 911 would still be required for emergencies. The on-call rangers would be used for planned things. He said Staff wanted the Advisory Board to be aware of and concur with the logic of this agreement. Director Brown asked if there were regular patrols when Patriots Park opened and if they would do the same when other new parks were opened. Administrator Harrison said they asked rangers to make sure people new the park closed at dusk. They may do the same when O'Donnell Park opens. Director Dover said he thought this was a good deal and a fair amount for the services. All Advisory Board members present concurred with the proposed agreement with the Fulton-El Camino Recreation and Park District regarding "on-call" ranger services.

3. CPRS MAINTENANCE MANAGEMENT SCHOOL

Staff Presentation:

Keith Maddison introduced Jerry Eppler, who attended the CPRS Maintenance Management School on a \$1500 value scholarship. This was an intensive 5 day school.

Jerry Eppler reported the main focus was on innovative elements, showcased by each park. He said his presentation was on the water main renovation, which serviced a lot of neighbors and focused on how two agencies (CRPD and the Water District) worked together. He said other topics covered were leading a team with a winning attitude, speaking in public, resource management, budget development and working within reduced budgets, leadership performance and evaluation, motivating employees, and urban forestry. Another big topic was contract management, covering when it makes sense to contract out and when it does not. He said that sharing issued with others and networking were also a very large part of what made this a great experience.

4. CAPP UPDATE

Staff Presentation:

Administrator Harrison said the last CAPP meeting was December 16. There was an alternate proposal put forward, but majority preferred to leave the current proposal in place. They expect to wait until the February meeting for a final recommendation to the Advisory Board. No strong consensus has been reached yet.

Discussion:

Chairman Younger said it was an interesting meeting. The alternate proposal was a good idea. Peter Tateishi put together a good program to go forward. The Alternate Plan would give more money for park projects and provide for a smaller aquatic center. Several people on the Committee still want the Aquatic Center as it was. Both sides have plusses. By including the new parks, like Jan and Sutter, more of the public might support it. Before the District contributes \$100,000 to the election, they want to have a better chance of success.

Director Safford said people are saying it's only \$50 per year for an assessment and they can support that.

Director Dover agreed the assessment amount should not be changed.

Chairman Younger asked Staff to pass on to the Committee that the Board consensus is to make sure the assessment rate is not raised.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS

Director Younger attended and enjoyed the CAPP meeting December 16.

Director Borman went to the Tiny Tots Christmas party and enjoyed that as well.

2. STAFF REPORT

Staff Presentation:

Keith Maddison reported they are proceeding with O'Donnell Heritage Park, which has been advertised for bid. Sixteen contractors came to the walk-through. They will open bids on December 23. The Maintenance crew helped the Recreation Division put up the holiday displays. They are also working on the La Sierra leasable space.

Tracy Kerth said Maintenance staff did a great job with helping with holiday display. Unfortunately, vandals came and took virtually everything. She said she has been learning a lot about property management. She also reported Recreation has had several major community events, including Silent Sleigh and the Tree Lighting. Elizabeth Crisante is doing a great job on the events. The Jingle Jamboree got lots of interest for more kids to sign up for Tiny Tots. Latest leagues of Adult Basketball, Volleyball, and Softball have ended. They had 78 Volleyball teams this last league, and expect more teams next season. Elementary and Pee Wee Basketball start soon. Kids Hangout is open for the next two weeks

while school is out. An Eagle Scout project is going on at Jensen Gardens. He has been doing a great job. The Daughters of the American Revolution (DAR) have provided funding for the Pathway for the Blind at Jensen. Twenty two Braille signs are in progress – working with the Society for the Blind. Recreation Staff is working on the Recreation Master Plan, wrapping up the community surveys. The new Activity Guide is nearly finished and will be out in beginning of January.

Keith Maddison reported Sacramento County approved turning over ownership of the generator at La Sierra to the District. If there is a power failure, a large part of the site can still operate. It's a great benefit, with the automatic transfer switch so the generator comes on automatically.

Administrator Harrison said this is one of the good things about being a dependent district and in effect part of the County.

Ingrid Penney reported that as of December 10, the District officially owns La Sierra Community Center. This conveyance opens the way for District to continue with the additional cell tower lease with Clearwire. Staff is working with County Real Estate to complete the agreement. The District will receive \$1,500 per month for the lease. The Board of Supervisors approved the Laureate/Mathiot Group Homes lease agreements on December 15. Staff will bring a proposed preliminary budget for FY 2010-11 to the February meeting. She encouraged everyone to take advantage of the Web W-2, which enables everyone to receive W-2 forms electronically and can be merged into Turbo Tax or H&R Block tax preparation programs.

Discussion:

Chairman Younger asked how much space is open for least at La Sierra. Administrator Harrison said there are about 24,000 square feet.

Chairman Younger asked if there were any new prospective renters. Administrator Harrison said the rental agent has said there is a Bible college looking at the property. There is a second private school interested. The agent will probably come to the January or February meeting to give an update.

NEW BUSINESS – none

FUTURE AGENDA ITEMS/UPCOMING EVENTS:

2. **Carmichael Aquatic and Park Projects Committee Meeting** – January 27, 6:00 p.m. Community Clubhouse

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Thursday, January 21, 2010, 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:06 p.m.

Respectfully submitted,

Betty Phillips
Secretary/Receptionist

APPROVED BY:

ATTESTED BY:

DAVID YOUNGER
CHAIRMAN OF THE BOARD

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