

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JUNE 17, 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, Dover, Safford and Younger

Director Absent: none

Staff Present: Harrison, Kerth, Maddison 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 – None

CONSENT ITEMS:

1. **MINUTES**
May 20, 2010 . Regular Meeting
2. **FINANCIAL STATEMENT**
April 2010
3. **ACCOUNTS PAYABLE**
May 2010
4. **ACCOUNTS RECEIVABLE**
June 2010

Motion 1

M: Borman S: Dover – The Advisory Board voted to approve Consent Items 1 through 4, as presented.
Unanimous vote

CORRESPONDENCE: Received and Filed

April 27, 2010 . Save the American River Association . Requesting endorsement of grass roots efforts for funding.

May 31, 2010 . Carmichael Cactus and Succulent Society . Staff Commendation

June 5, 2010 . Carmichael Community Garden - Newsletter

NEWSPAPER ARTICLES: Received and Filed

Carmichael Times . May 26, 2010 . Carmichael Freely in Tune; Carmichael Resident Selected for Awards (Ed Nicholson)

ACTION ITEMS:

1. **ELECTION OF OFFICERS (Younger)**

Director Safford nominated Director Younger for Chairman. Director Dover seconded the nomination, saying Chairman Younger had done an excellent job this last year. Chairman Younger accepted the nomination. No further nominations.

Director Safford nominated Director Borman for Vice Chairman. Chairman Younger seconded the nomination. Director Borman accepted the nomination. No further nominations.

Director Safford nominated Director Brown for Secretary. Director Borman seconded the nomination. Director Brown accepted the nomination. No further nominations.

Director Safford volunteered to serve again on the Personnel Committee.

Chairman Younger asked if anyone wanted to change his or her current Committee assignments. They all said they were happy with what they had now. He asked them if they wanted to keep all of them the same. They said yes.

Following a discussion, the Directors decided to change the name of the Master Plan Committee to Recreation Master Plan Committee and the Carmichael Aquatics Project Committee to Carmichael Aquatics and Park Projects Committee.

Motion 2

M: Safford S: Dover – The Advisory Board voted to approve all nominations and both changes to committee names.

Unanimous vote

2. FY 2010-11 DISTRICT BUDGET

Presentation:

Administrator Harrison said the Advisory Board approved District's FY 2010-11 Preliminary Budget on February 18, 2010. Since then, adjustments were required for the Final Budget. Original projected shortfall was \$255,857. The District now projects the shortfall to be \$210,176 primarily due to staff efforts to generate additional revenue and curtail expenditures. He said he met with the Budget Committee about the recommended reductions to meet the shortfall. Staff was invited to contribute ideas and come to the Advisory Board meeting regarding the budget. In addition, he met with the District full-time and regular part-time staff to explain the proposed reductions and answer their questions. The District was able to avoid any layoffs at this time. Staff has tried to maintain as much service to the public as possible. Overall, he said they are pleased to be able to maintain the programs, and they are working on initiatives to improve revenue. They are actively working on leasing the space at La Sierra, but not anticipating any revenue from La Sierra. By midyear, they hope to have more funds and/or fewer expenses.

Discussion:

Chairman Younger asked if the \$2,442,438 for %improvements Other than Buildings+was for Capital Improvements. Administrator Harrison said yes, it was for Capra, Jan and Sutter Parks.

Chairman Younger asked to hear from the Budget Committee. Director Dover said that upon review they felt staff did the best they could in a painful situation.

Director Safford asked about the accounting fees under reductions/required increases. Administrator Harrison said District was going to do a 5 year audit to get caught up. However, County said a 3 year audit would be OK. 3 year audit costs less.

Chairman Younger said that in these tough times, he appreciates employees making sacrifices.

Director Brown asked about the Appropriation for Contingencies. Last year \$282,255 was budgeted. This year there was nothing at the end. Did District need to spend that? Administrator Harrison said there is a policy of keeping a contingency fund of at least \$200,000 on hand. Director Brown asked why the number at year end was \$0. Administrator Harrison said it was showing %0+because we do not budget to spend contingency funds. He said he would double check and get back to Director Brown.

Motion 3

M: Borman S: Safford – The Advisory Board voted to approve and recommend to the Sacramento County Board of Supervisors the Final Budget for FY 2010-11 as presented.

Unanimous vote

3. CAPRA LEASE AGREEMENT

Presentation:

Tracy Kerth said the current Capra Park Site Lease expires June 20, 2010. She has worked with County Counsel to add a paragraph to the new lease agreement, Page 3, Section 4, LESSEE'S USE OF THE PROPERTY paragraph 1. This paragraph allows the District to use the property for public events during the term of the lease. Staff will work with Lessee Mr. Crowell in advance of any event planned. He is willing to help with any public events scheduled at the site. The new lease will be for two years instead of one year. Mr. Crowell is excited about the event coming to Capra on October 9 which will have a farming theme.

Discussion:

Chairman Younger asked if the lease has an %out+clause in case District gets grant money to develop the site. Administrator Harrison said yes it does, but the grant would be for seven years and if District gets the grant funds they would be able to give the lessee at least a year notice.

Motion 4

M: Safford S: Dover – The Advisory Board voted to approve the renewal of the Capra Park Lease for the for the term June 17, 2010 – June 17, 2012

Unanimous vote

4. FY 2010-11 OBJECTIVES – WORK PLAN

Presentation:

Administrator Harrison said this is the annual Staff Work Plan to show the major items planned for next year. He said that if there was anything the Advisory Board would like to add to let him know. Any changes can be made now or during the next quarter.

Discussion:

Chairman Younger asked about the item %Clean and open up Sutter Site.+ Keith Maddison said District wants to do a trail connecting to the Garfield property. It will not take upkeep away from the other parks since it will be after Founders Day. Administrator Harrison said District would like to have safe access for the public. The path is already used by the public and District would clean it up. The public is already excited about it.

Motion 5

M: Borman S: Brown – The Advisory Board voted to approve the FY 2010-11 Work Plan as presented.

Unanimous vote

5. UNIFORM POLICY (ONE-TIME EXCEPTION)

Presentation;

Keith Maddison said this was one idea that came up in cost saving talks, brought up by Maintenance Staff. The policy currently provides for a new jacket annually for regular maintenance staff and one pair of approved footwear annually, with a maximum of three pairs within a two year period. There is no limit on the cost of the footwear. Policy exception for next year only would extend new jackets to every two years with an annual limit of \$85 and reduce new footwear to one pair annually with a limit of \$150. This would save the District \$1500 in FY 2010-11.

Discussion:

Chairman Younger asked if this was going to work for all of maintenance staff. Keith Maddison said the guys who do irrigation work do wear their boots out faster but could be encouraged to wear rubber boots

Motion 6

M: Borman S: Brown – The Advisory Board voted to suspend the current uniform policy for FY 2010-11 and allow maintenance staff one new jacket every two years with a limit of \$85 annually and one pair of new footwear annually with a limit of \$150.

Unanimous vote

6. CAPP EVALUATION COMMITTEE APPOINTMENTS

Presentation:

Administrator Harrison said this new citizens committee is needed to evaluate the proposal from the original CAPP Committee and the alternative Staff proposal approved at the March 18, 2010 Advisory Board meeting. Staff invited all former CAPP members to participate and also recruited people from the neighborhood of each park site, plus other individuals who had expressed interest in District projects and programs. Eleven of the former CAPP Committee members are interested in serving. All of the people on the recommended list have agreed to serve. Staff believes the recommended committee will provide broad community representation.

The committee will be named %CAPP Evaluation Committee+and will be directed to complete their work by the end of the year. All who have volunteered have been advised of the time frame. If approved, letters would go out to all of these volunteers Friday, June 18. First meeting would be July 1.

Administrator Harrison said Staff was also recommending that the Advisory Board Chair serve as chair of this committee.

Discussion:

Director Brown asked if there was an effort to reach out to residents at all the park sites. She said she noticed there was no one from the Jensen area on the roster. Tracy Kerth said yes, they did make that effort. Keith Maddison said Cardinal Oaks Park area, for instance, didn't have anyone interested in serving, either. Administrator Harrison said Staff told everyone the committee's focus is District-wide. Chairman Younger agreed to serve as Chair of this committee.

Motion 7

M: Safford S: Dover – The Advisory Board voted to approve the CAPP Evaluation Committee roster as presented, with the stipulation that any further nominations would be presented at the July Advisory Board meeting and then closed at that time.

Unanimous vote

PRESENTATION ITEMS:

1. EMPLOYEE – PARK USER PROJECT

Lee Ann Yarber said the District is starting a new project called the Employee as a User Project. The purpose is for District employees to see and experience what the District users see and experience when they participate in a program or event or visit one of our sites. Participation is mandatory for Full Time and Regular Part-Time employees. Staff will be able to trade 2 hours of work time off for the two hours of participation. She said, for instance she was going to the Waterwise landscaping class on Saturday and would be able to leave 2 hours early on Friday.

A form has been created for staff to complete that will be forwarded to Tracy Kerth and Keith Maddison. The District anticipates receiving valuable feedback that will result in improved service levels to the public. Three key questions asked on the form regarding visiting a park are: Did you feel safe? Did you feel pride? Would you come back on your own time?

Lee Ann Yarber said the District is inviting the Directors to participate in this program as well. A form was included in their meeting packet, or they can email her for a copy. She said Directors input would be appreciated.

Chairman Younger said this is a great idea.

Administrator Harrison said Staff will report back to the Advisory Board at the end of summer with the results. The main idea is for employees to find out what it's like to use our services and parks. Everyone will learn a lot from it.

Chairman Younger asked if, when they do this, if they should tell Staff in advance. Lee Ann Yarber said no. The idea is for them to just go, enjoy, and report back.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS

Director Borman asked if the District will be presenting anything at the recreation conference in March.

Administrator Harrison said no, but next September at the California Districts Association conference they will be making a presentation about the O'Donnell experience. The District has been given an hour, and they also asked the District to do an article for their magazine.

Chairman Younger said it should be interesting for others to find out how the neighborhood got involved and how the joint project evolved.

2. STAFF REPORT

Staff Presentation:

Tracy Kerth said Summer Day Camp programs started up this week. Voyager, Explorer, and Teen Camps. The Teen Camp was moved to next to the Skate Park. All are busy, with training held last week for the incoming camp staff. District now has two specialty drivers on staff for the two 14-passenger vans used for field trips and swimming trips.

Band Fest kicked off the summer. First Sunday concert last weekend, next concert following weekend will be SwingMasters.

Recreation Staff preparing for the 4th of July. Elizabeth has everything on the pipe. District is taking the lead on Founders Day and working on the event for O'Donnell Grand Opening on July 31.

She said she is reworking the Facility Use forms and policies and the Employee and Volunteer application.

She said she is working on wrapping up the Recreation Master Plan that will have specific goals and objectives. She will be asking the Advisory Board Master Plan Committee members to meet about this soon.

Keith Maddison said the Sheriff's work bus is no longer available. Due to budget cuts they had to cancel their program. Only way to get those workers now is to pay for them. District found this out too late to budget for any payment.

Third Patriots Park Work Day had 12 volunteers. Work focus was on raking mulch, raking and redistribution of fall zone materials in the play area, pulling weeds, using blowers, working in butterfly garden, and moving rocks back into the drainage swales.

He said O'Donnell Park sidewalk replacement along Charleston is the only remaining work on the original base contract and will be poured June 18. Contractor has begun installation of the play equipment and will be installing bricks. Volunteer efforts being tracked by Vern Chang. Volunteers are really stepping up

to help out.

Chairman Younger said it would be nice to recognize all the volunteers who made it happen.

Keith Maddison said Staff has been focused on the installation of the O'Donnell irrigation system. Seven out of 12 stations have been installed. the turf areas are complete and will be ready for sod last week in June or first week in July. The new park sign has been installed. Flag pole base is in the ground.

Lee Ann Yarber said the new District Foundation met June 15 during lunch. The Key agenda item was about looking for ways to get their name out there. They are hoping to do some marketing at the Fireworks display and at Founders Day. Peter Tateishi will emcee at Founders Day as Chairman of the Foundation.

Administrator Harrison said District is spearheading park impact fees, now scheduled for August 24 with the Board of Supervisors. Patriots Park is one of five parks being used to figure impact fee amounts. If approved, this could mean about \$1 million in future revenue if all available property is developed. He said he will report the results of the August 24 meeting at the September Advisory Board meeting.

Administrator Harrison said currently any time there is a proposed project, fees have to be paid to State Fish and Game. District paid fees at Patriots Park, but is now making a point that they are now increasing habitat with new parks, and should not have to pay wildlife mitigation fees, especially if the project has received a negative declaration during the CEQA process.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Summer Concert – SwingMasters** – Sunday, June 20, 6:30 . 8:30 pm . Carmichael Park Bandshell
2. **Summer Concert – River City Boogie Band** . Sunday, June 27, 6:30 . 8:30 pm . Carmichael Park Bandshell
3. **Carmichael Gala Parade & Annual Fireworks Show** – Sunday, July 4 . Carmichael Park and La Sierra Community Center
4. **O'Donnell Heritage Park Grand Opening Celebration** – Saturday, July 31, 10 am . noon

FUTURE AGENDA ITEMS

1. **Endorsement of County Parks Initiative**
2. **County Requirements regarding Jan Drive Park Site**
3. **Interim Use Plans for Capra and Sutter Park Sites**
4. **District Volunteer Program**

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Thursday, July 15, 2010, 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:28 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