

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
DECEMBER 16, 2010 REGULAR MEETING**

Directors: Borman, Brown, Rockenstein, 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 6:01 p.m. by Chairman Younger.

ROLL CALL:

Directors Present: Borman, Brown, Safford and Younger
Directors Absent: Rockenstein – excused absence.
Staff Present: Kerth, Maddison, Penney and Yarber; Harrison (arrived at 6:18 pm)

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 –

Jerry Eppler – Presented a letter of appreciation and certificate to Elias Bartkovsky for rebuilding the Carmichael Park sign at the entrance to Carmichael Park as his Eagle Scout project.

Elizabeth Crisante – Presented letter of appreciation and certificate to Evan Hale, who built a new kiosk for the Community Garden as his Eagle Scout project. His mentor, Dan Mattos, was also thanked for his involvement. Anne Berner, from the Community Garden, also thanked Evan for the new Community Garden kiosk.

CONSENT ITEMS:

1. **MINUTES**
November 18, 2010 – Regular Meeting
December 1, 2010 – Facility Committee Meeting
2. **FINANCIAL STATEMENT**
October 2010
3. **ACCOUNTS PAYABLE**
November 2010
4. **ACCOUNTS RECEIVABLE**
December 2010
5. **QUARTERLY ACTIVITY REPORT**
July through September 2010

Motion 1

M: Borman S: Brown – The Advisory Board voted to approve Consent Items 1 through 5. **Unanimous vote of those present**

CORRESPONDENCE: None received

NEWSPAPER ARTICLES: Received and filed

Arden-Carmichael News – November 25, 2010 – Celebrating 65 years - Carmichael Recreation and Park District continues to grow
Carmichael Times – November 24, 2010 – Help Save Jan Park – Neighbors Apply for a \$50,000 Grant from Pepsi: Your Votes Needed; Lights, action!

ACTION ITEMS:

1. **DOG PARK MASTER PLAN**

Presentation:

Keith Maddison said the 1 acre dog park located in Carmichael Park was originally a picnic area which was fenced off in 1999. Currently there is only one entrance to both small and large dog parks, which are separated by a fence. The park is open year round, with much of the park muddy during winter months. Much of the maintenance is done by the Dog Park Society, a group of volunteers. Staff has engaged the

community in three public meetings to get input regarding rehabilitation of the dog park. Staff has developed a Master Plan and implementation plan recognizing the priorities of the District and the users of the dog park. Keith introduced Keith Wilson, Wilson Design Studio, who was the architect of the Dog Park Master Plan.

Keith Wilson said they tried to have a balanced plan. Both large and small dog user groups were involved in the plan, which included five major items:

- Two separate entry points
- Loop circulation system, hard-scaped, five feet wide, enabling better park utilization
- Seating areas in each section with a water feature in the larger area
- Shared space and a common fence
- Storage in each area

Keith Maddison said some challenges had to do with working within the existing area. Estimated total cost of improvements is \$250,000. District would pay half of this amount. If the benefit assessment passes, \$40,000 from that would be split between the District and Dog Park Society. District would like to have funds in place by July 2012 and complete construction by July, 2013.

Chairman Younger asked about the current mud issue. Keith Maddison replied that it could require closing the Dog Park for some time in winter, but they could close sections only. Having the hard surface after renovation is done would take some pressure off the turf. Also drainage would be improved.

Director Brown asked if the user group raises funds earlier than July 2012, will District proceed sooner. Keith Maddison said no, the District must have funds in place as well.

Public Comments

Roy Rivera – uses Dog Park daily. Supports the plan. Thanked Lee Ann Yarber and Keith Maddison for their work on it.

Janet Titus – supports plan. Thanks to Keith Maddison and Lee Ann Yarber.

Monica Garcia – Commended Maddison and Yarber for a great job. Supports plan.

Susan Brown – member of Chihuahua meet up group. Said their information shows Dog Park averages 89 dogs weekdays, more on weekends, about half big and half small dogs each time. Supports plan.

Laverne Shell – Was there when original dog park was installed. Supports plan, but one objection to plan is that the common line between the dog parks has been moved, giving less room for large dogs to run.

Believes the 6 foot fence might be unsightly.

Jillian Françoise – Small dog owner. Thanked Keith Maddison and Lee Ann Yarber for their work on plan. Supports the plan.

Monty Mattox – Frequently uses Dog Park. There is lots of standing water due to rain – dog park needs drainage fix very soon. Said new plan is excellent.

James Sordelet – Small dog owner. In favor of plan. Hopes plan can be implemented in spite of hard times.

Sandee Bass – owns little dog. Uses dog park. Lots of small dogs come to park nearly every day. Supports plan and looking forward to better drainage.

Joan Lutz – from small dog meet up group. Lives in N. Highlands, but comes to Carmichael Park dog park for meet ups. Members come from all over the area. Appreciates all the hard work that went into the plan.

Jim Beebe – president of Carmichael Dog Park Society. Said his problem with the dog park Master Plan drawing is that a major chunk of land is for small dogs without any data to back that up. He requested the issue to be tabled until more data can be put together.

Discussion

Chairman Younger asked Lee Ann Yarber to comment on the data used. She said data was based on best practices for dog parks. Surveys were done and they looked at what other dog parks are doing.

Dog parks are still rather new. Small dogs may be small, but the small dog owners take up room, too.

Chairman Younger asked if both parts of the new arrangement will have shade. Keith Maddison said yes, they would.

Director Brown asked why the current configuration was used. Keith Maddison said it was a consensus agreement.

Chairman Younger said it was worth noting that this plan will not proceed unless/until money is raised.

Motion 2

M: Safford S: Brown – The Advisory Board voted to approve the Dog Park Master Plan and Implementation Plan as presented.

Unanimous vote.

2. CAPP EVALUATION COMMITTEE (CEC) UPDATE

Presentation

Administrator Harrison said that at the October 21, 2010 Advisory Board meeting the Board authorized Staff to engage a consulting firm to complete a Benefit Assessment Preliminary Engineer's Report. This report has been completed, presented to Staff and the CAPP Evaluation Committee (CEC). The findings have also been shared with the Mission Oaks and Arcade Creek Park Districts, since a portion of the proposed new assessment district lies within their district boundaries. He attended the Arcade Creek Advisory Board meeting December 16 to inform them of the process.

Administrator Harrison introduced Susan Barnes from SCI (the consulting firm) who could comment on the report. Administrator Harrison said the SCI report proposes two benefit assessment amounts:

- Within the Carmichael Recreation and Park District (CRPD): \$34.00 per year for 30 years
- Within the assessment district but outside CRPD: \$18.50 per year for 30 years

The next step would be to randomly survey 6,000 property owners – half within CRPD (Zone A) and half in Zone B. This would be done in February and March, 2011. The survey should determine support for the benefit assessment. The cost for the survey work is not to exceed \$20,000.

Susan Barnes from SCI explained that the boundaries are determined by a two mile radius of Carmichael Park/Aquatic Center and La Sierra Community Center. She looked at that 2 mile area and the streets involved. Boundaries should have a "rational basis," so they drove the whole area to see the logical boundaries. To determine the money amounts they went through the detailed lists and costs presented to them by the CEC. Residents in other park districts probably won't use the District neighborhood parks but would use La Sierra and Carmichael Park (including the planned Aquatic Center).

Ms Barnes explained the difference between a "special benefit" versus a "general benefit" to property being assessed. A general benefit is to people who might come from outside the "special benefit" area to use District facilities. Special benefit is to properties within the assessment district, where the property owners derive benefit to their property from the availability of these District parks/facilities. She said Benefit Assessment Law says these property owners should only have to pay for benefit to their property – the CRPD properties would derive greater benefit, since the neighborhood parks are included in the Benefit Assessment, but the properties outside CRPD but within the assessment district would only derive benefit from La Sierra Community Center and Carmichael Park.

Discussion

Chairman Younger said the CEC unanimously approved the recommendation to conduct a survey. Director Brown asked about commercial assessment factors, since there are lots of nursing homes, senior apartments and so forth in Carmichael. Ms Barnes said that is included in the County data and would probably count as apartment buildings. For instance, large residential care facilities would be treated as apartments.

Motion 3

M: Brown S: Safford – The Advisory Board voted to retain the SCI Consultants firm to conduct the mail survey as presented for a fee not to exceed \$20,000. The work is to be completed in a timely manner so that the proposed schedule can be accomplished.

Unanimous vote.

PRESENTATION ITEMS:

1. JAN PARK PROJECT

Administrator Harrison said that the District received a State grant of \$410,000 for the Jan Park Project. He thanked Lee Ann Yarber for the great job writing up the grant proposal. District plans to be in construction in May. Keith Maddison has sent out requests for consulting services proposals and will select a firm by the end of January. The Jan Park neighbors are still raising money by selling bricks for the dedication area. He said everyone is excited about putting in an "adventure playground," which would be natural-looking and a first for the area.

Administrator Harrison said earlier that morning (December 16) the County Project Review Committee was in support of the project. This project will go to the Planning Commission in January for a waiver of on-site parking requirements. A citizens committee will help pick out the play equipment. District is currently targeting September 17, 2011 for opening day.

Chairman Younger said Lee Ann Yarber did a great job, along with the entire staff.

2. EMPLOYEE AS USER PROGRAM (Yarber)

Lee Ann Yarber said back in June 2010 the District started the Employee as User (EAU) Program. The project is now complete. The idea was to learn what users experience when they use our facilities and programs. One overall perception was that they all felt safe using the parks. Anything in need of

attention was immediately reported for correction. She said staff was honest reporting back. Director Brown asked if this project will continue. Ms Yarber said probably not for a while – maybe in a couple of years.

Chairman Younger said this was a great project. He said someone from District should annually visit each park as a user and report back.

Director Safford said she agreed with Chairman Younger. She appreciates the employees reporting back what they saw.

Administrator Harrison said one of the reasons this project was done was to find out about the minor things. The public will usually call the District about the major things they see wrong.

Director Brown said she would like to have employees come as users to the Dog Park as well.

Administrator Harrison said District could survey the public to get their input. Director Borman said maybe making a name on the form optional would get more honest answers. Ms Yarber said District has a volunteer program which might be tapped for this.

Director Brown asked what kinds of surveys are done at the end of each Recreation program. Tracy Kerth said usually they do their own evaluations. Alaina Lofthus meets with Recreation staff to see how each program worked out.

Director Brown suggested surveying the parents at the end of each kids' recreation programs.

3. **PARK IMPACT FEES UPDATE**

Administrator Harrison said the Park Impact Fees program went into effect December 1, 2010. The fee for CRPD is \$5864 per unit, which is the lowest in the County. Not much building activity is going on right now. Based on empty properties, there is about a \$2million potential, but that's when/if these properties are developed.

Ingrid Penney said the District has some responsibilities –

- Setting up a separate capital facilities account within the District funds held by the County to receive impact fees collected by County and then deposited by the County to the fund on a quarterly basis.

- Reporting responsibilities – on or before October 31st, the District will provide an annual report detailing the beginning and balance in the capital facilities account, fee revenues deposited by County into the account, interest earnings on the account, and any other income in the account, the expenditures from the account, the amount of refunds from the account and any other information requested by the County.

- Annually, as part of the budget process, the District will appropriate funds to reimburse the County for its actual costs to support their services associated with the Park Impact Fee Program. Estimated annual cost is \$5,915.

Administrator Harrison said Staff will let the Advisory Board know when District begins receiving money from the Park Impact Fees.

REPORTS

1. **ADVISORY BOARD MEMBER REPORTS** – none presented

2. **STAFF REPORT**

Staff Presentation:

Ingrid Penney – said she appreciated the consideration from other management staff and her staff while she has not been in the office. A decision might need to be made at the January Advisory Board meeting regarding District involvement with the Sacramento Parks Foundation. District may be withdrawing from that foundation because District now has its own foundation. There is a need to reconstitute the board of the Sacramento Parks Foundation (SPF) in order to make a decision regarding future possible withdrawal of membership or dissolution of the entire foundation and disbursement of funds held on account. The SPF by-laws require one board member and one district resident to serve (the late Bonnie Berns served as District representative board member and Treasurer). They are looking for a volunteer from District Advisory Board and a district resident to attend a meeting planned for February 2, 2011 at 6 pm at Mission Oaks Recreation and Park District office. She asked the Directors to consider volunteering. Volunteers will be requested at the next Advisory Board meeting on January 20.

Keith Maddison – Maintenance did HVAC work on the La Sierra 200 wing. Maintenance is working with Tracy Kerth on upgrading communications – will be going to fiber optic. The Maintenance crew helped Recreation with the holiday preparations.

Director Brown thanked Keith Maddison for giving her a full tour of La Sierra and Garfield House.

Tracy Kerth – Recreation just finished with the tree-lighting. Staff did a great job. She said they are currently working on spring/summer programs for the period through August – only doing two Activity Guides now. Lots of things possible with the Recreation Master Plan 10 year plan. She said she went to a workshop on using social media which was very interesting. The District will be part of the CPRS conference in March. Recreation staff is organizing social events for this conference.

Chairman Younger said the tree lighting was very well done and it was the biggest crowd he had ever seen there. Ms Kerth said the crowd consumed 600 cookies.
Administrator Harrison – said District is coming with a mid-year budget recommendation for the February Advisory Board meeting. In anticipation, Staff is developing Capital Improvement Plans – a 10 year plan for Carmichael Park District and a 20 year plan for the La Sierra Community Center. Staff has met with the Advisory Board Facilities Committee and soon will meet with the Budget Committee to discuss these plans. An extra meeting might be needed in February for the budget.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Princess Party – Saturday, February 12, 1 – 3 pm – La Sierra Community Center Ages 8 years and under**

FUTURE AGENDA ITEMS

1. **District Capital Improvement Plan**
2. **District Recreation Master Plan**

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Proposed: Thursday, January 20, 2011, 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:59 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