

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JULY 21, 2011 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 6:00 p.m. Chairman Borman.

ROLL CALL:

Directors Present: Borman, Brown, Safford and Younger
Directors Absent: Rockenstein – excused absence
Staff Present: Harrison, 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**
June 16, 2011 Regular meeting
2. **FINANCIAL STATEMENT**
May 2011
3. **ACCOUNTS PAYABLE**
June 2011
4. **ACCOUNTS RECEIVABLE**
July 2011
5. **QUARTERLY ACTIVITY REPORT**
April through June, 2011

Motion 1

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

CORRESPONDENCE:

Received and filed
July 21, 2011 – Patrick Sahota – Update on Schweitzer grove happenings.
June 22, 2011 – Colleen Butler – Local bird watching club now coming to Schweitzer Grove Nature Area to observe.

NEWSPAPER ARTICLES:

Received and filed
Arden-Carmichael News – June 23, 2011 – “Gathering of Patriots” at Carmichael Gals, Arden Arcade parades on July 4.
Carmichael Times – July 6, 2011 – Thousands Enjoy Carmichael’s Fourth of July; July 13, 2011 – Flowers of the Market (about the new Farmer’s Market at Carmichael Park)

ACTION ITEMS:

1. **FY2011-12 FINAL BUDGET**

Presentation:

Administrator Harrison said projections of revenue and expenditure have changed since the Advisory Board approved a preliminary FY 2011-12 budget on March 17, 2011. Things are slowly getting better with respect to revenues. This is primarily due to a new La Sierra Montessori lease and expanded Gateway lease. Substantial funds will be needed to renovate the space for Montessori and the commission to Grubb and Ellis for the Montessori lease, both of which are built into the proposed final budget. Recreation revenues are proposed the same as the preliminary budget. There are some additional savings due to one employee leaving and some reduced benefit costs.
Ingrid Penney said the District is planning to secure funding through the County Fixed Asset Acquisition Fund to cover the costs of needed improvements to prepare for the Montessori tenancy. This funding will be paid off through loan proceeds obtained by way of Mission Oaks RPD with terms to include a five year payback and interest of 1.7% per annum. Liability insurance premiums have increased due to market conditions. The audit was estimated by the County at \$75,000 but actual County costs exceed that amount and new estimate is \$25,000 higher. Principal & interest to payback the County and Mission Oaks Recreation and Park District loan are included in the proposal. Additional donations received will be

used for amenities at Jan Park; separately an allocation for a shade structure at O'Donnell Heritage Park has been added. Also included is restoring the contingency fund to the Advisory Board approved minimum of \$200,000.

Discussion:

Director Brown asked for an explanation of the funds set aside for possible future use in the salaries & benefits accounts. Ingrid Penney said that since not all the estimated funding for the current budget was allocated and the contingency was restored, this available funding could be available for future consideration.

Director Younger asked since District staff is still on reduced salaries, can this money be used for personnel? Administrator Harrison said the projected shortfall caused reductions of about \$250,000. If the District had that much available, they could restore everyone to where they were, but they only have about \$67,000 right now. It's possible that at a later date (probably mid-year) the Board could decide to make those funds available for personnel costs. The District is having an all-employees meeting on August 19 to inform staff about what is going on. He said they are planning to give employees an overview of the budget and let them know that the Board will consider changes by midyear.

Motion 2

M: Younger S: Brown – The Advisory Board voted to approve and recommend to Sacramento County Board of Supervisors the proposed final budget for FY 2011-12 as presented, as follows: Fund Balance: \$405,230; Revenues - Taxes \$1,480,000; Use of Money/Property \$967,238; Aid-Government \$462,375; Charges for Service \$700,000; Other Revenues \$62,591; Expenditures – Salaries/Benefits \$2,061,262; Services/Supplies \$935,346; Other Charges \$403,086; Capital Improvements \$191,635; and Contingency \$200,000 for a total budget of \$4,077,434, which includes a rolled encumbrance of \$ 290,897 from FY 2010-11 for the Jan Park development. Unanimous vote of those present

2. FACILITY USE AGREEMENT AT LA SIERRA COMMUNITY CENTER

Presentation:

Administrator Harrison said Montessori has asked to rent additional space for the period of August 1 through December 31, 2011, while additional leased space is being prepared for lease. They decided to move their entire school over to La Sierra effective August 1. County Counsel determined that the Advisory Board and Board of Supervisors approval is required. This space is being used on a temporary basis for up to 5 months and "as is" at a rate of \$0.53 per square foot. This space is mostly up in the Gibbons area and in the 300 wing, which they will use only while waiting for their leased space to be ready. The monthly income to the District for the temporarily rented space will be \$6,198.35.

Discussion:

Director Brown asked if this rental income was included in the FY 2011-12 budget. Administrator Harrison said it was included.

Motion 3

M: Safford S: Brown – The Advisory Board voted to approve the Facility Use Agreement with Montessori as presented. Unanimous vote

PRESENTATION ITEMS:

1.* UPDATE ON USE OF LA SIERRA SPACE

Administrator Harrison said there is substantially more space being leased at La Sierra. The lease with Montessori is being revamped into a ten year lease. The net value of the lease to the District (after all costs) will be \$1,112,365. The District is giving Montessori a credit of \$55,000 in the second year to cover the costs incurred to hire security. The future revenue picture is much more encouraging. Gateway is also taking another 3,806 square feet of space that will need very minimal renovation. There is also a proposal from a Montessori preschool to take suite 170. That would bring in about \$4,000 per month. Administrator Harrison said about 72,000 square feet will be leased out of 84,000 square feet of leasable space. This includes the non-profits, like Chautauqua. If Laureate moves out after 18 months, Montessori wants that space as well. Montessori is already talking with the Fine Arts Center and Chautauqua about working on joint programs. Keith Maddison's crew is doing a great job on the space. Tracy Kerth is working out parking plans and who gets the gyms when. These are great "problems" to have.

Keith Maddison said his crew is working mostly in the 500 wing right now, which is due August 1. The new school is responsible for painting and flooring but District is responsible for all the preparation. The restrooms are getting new partitions. After August 1, half the crew will continue at La Sierra and the rest will move to Jan Park. They are working hard to make the deadline.

2.* **CRPD BENEFIT ASSESSMENT**

Administrator Harrison said he sent out an email asking the Advisory Board for a special meeting for the Benefit Assessment discussion. He said he had a meeting July 18 with the other Districts involved. The plan to go forward with all three districts next spring is now off the table. There are a couple of other options that need to be discussed. We plan to invite the public to participate as well as the former CAPP and CEC members. He asked the Directors if they were willing to have this meeting.

The consensus was that their first choice for a meeting date would be August 16 at 7 pm; second choice is September 1 at 6 pm. Since Director Rockenstein was not present, the clerk was directed to contact him for his availability for both dates, and then send out an email to the Advisory Board with the finalized meeting date and time.

3. **FY 2010-11 WORK PLAN**

Administrator Harrison said this was a final report on what was accomplished last year and a revised FY 2011-12 Work Plan. All work on last year's plan has been completed, moved to the FY 2011-12 Work Plan, or dropped because the task was not needed. Of the 155 work items on the plan, 136 (85%) were completed, 16 (10%) were carried into the new year plan, and 4 (5%) were dropped. Quarterly progress reports will be provided to the Advisory Board during the fiscal year.

Director Safford said this work plan shows how fortunate the District is to have the staff it has, working so hard in spite of all that has happened. She said she was proud of all that has been done for the community.

Administrator Harrison said Staff also has a project board in the conference room that is looked at regularly to check status. He thanked Director Safford for her positive comments.

REPORTS

1. **ADVISORY BOARD MEMBER REPORTS** – None reported

2. **STAFF REPORT**

Staff Presentation:

Keith Maddison said the Jan Park contractor was a little behind but not much. The project will still have an on-time finish. The neighbors are still coming through with the "concrete watch". The 20/30 Club is planning a work day for August 20. The District will save about \$12,000 with all the volunteer help. Play equipment installation will be contracted out. Jan Park opening day is September 17. The rest of maintenance is deferring anything they can until La Sierra is done.

Keith Maddison also reported for Tracy Kerth: On the La Sierra update – she is working with the schools on operating shared areas, drop off and pickup areas, updating the directory boards and signage. Everyone is scrambling to "make it happen" by August 17.

July 4th was very successful. Movie night at O'Donnell was also very successful with about 200 in attendance. The Departure concert drew about 1,000 attendance. Administrator Harrison said because of the large crowds at the concerts District now has security.

The Day Camps are going well. Tracy Kerth and her staff are working on the fall/winter activity guide.

Ingrid Penney said the District got the first grant reimbursement payment for Jan Park. Staff has finished the second payment request, which will go out next week. She said that she and her staff are busy working on year end closing activities, starting the new fiscal year and preparing the proposed final budget. All the staff salary adjustments are complete. The first reduced checks will be reflected on this next pay day. They have also been working on the audit schedules and follow up questions. The field work has been completed with the Management Discussion and Analysis Report to be performed once the audited financial statements have been prepared by the county audit staff.

Administrator Harrison said Staff will be evaluating the disc golf situation. They are still looking at layout and have put up some signs ("caution disc golf area") in certain places. The course is very busy, and there have been lots of positive comments. Staff will be meeting in September with the disc golf club about the layout, improvements and evaluation. The greatest concern is the safety issue. The disc golf club people have been doing a good job of trying to make this work, and so far it appears to be working well.

Maintenance Staff replaced the shade sails at Patriots Park.

Keith Maddison said Ross Norberg was mowing early in the week and found someone tried to get into the electrical boxes to steal copper at the Carmichael Park ball fields. Maintenance fixed them.

Administrator Harrison said he is getting calls from Jan Park neighbors excited about the grand opening September 17. Contractors are talking to them about what's happening. The neighbors are planning work day in Jan on August 20. The District Foundation is paying for lunch arranged by the neighbors for their work day.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Farmers Market Every Sunday** – 8am to 1 pm, Carmichael Park
2. **Movies in the Park** – Despicable Me – Friday, July 22 about 9:30 p.m. at Carmichael Park Vets Hall Lawn
3. **Concerts in the Park** – all at 6:30 pm – Gold Rush Brigade on Sunday July 24; Because (Beatles songs) on Saturday July 30; The NewzMakers on Sunday July 31; John Skinner Band on Sunday August 7; Q-Balls on Saturday August 13; Metro Swing on Sunday August 14
4. **Jan Park Grand Opening** - Saturday, September 17 at 10 am.
5. **Founders Day Celebration** – Saturday, September 24 from 11 am to 3 pm, Carmichael Park Bandshell

FUTURE AGENDA ITEMS

1. **Community Outreach regarding a Benefit Assessment**
2. **Revisions for District Fee Schedule**
3. **District Recreation Master Plan**

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Proposed: Thursday, August 18, 6:00 pm, Community Clubhouse #2 at Carmichael Park

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

Respectfully submitted,

Betty Phillips
Administrative Secretary

APPROVED BY:

ATTESTED BY:

KAREN BORMAN
CHAIRMAN OF THE BOARD

BETTY PHILLIPS
Administrative Secretary
Clerk of the Advisory Board of Directors