

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
AUGUST 18, 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. by Director Younger.

ROLL CALL:

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

PLEDGE OF ALLEGIANCE – Director Brown led the Pledge of Allegiance

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA –

Kim Knecht – She said she doesn't feel safe playing disc golf in Carmichael Park. On August 17, there was an altercation and she had to call 9-1-1. An ambulance responded and her friend was treated receiving stitches in the emergency room. She said she is now scared because confrontations have happened more than once.

Administrator Harrison said the District has been aware of incidents between park users. We have taken steps to try to make the park safe for everyone. So far we have been aware of only two or three incidents in the last two or three months. This is the most serious incident so far. The District has added signage and taken the picnic tables out of the disc golf course to discourage people from gathering there. The park is multi-use and many disc golfers have complimented the course because of improved access to parking and restrooms. He said he was very disappointed about what happened. District has added another layer of activity to a very busy park, and is trying to make adjustments and may need to become more proactive with disorderly users.

Dave Pickett – He identified himself as the one taken to the emergency room after the incident. He reported that he had just driven through the park on his way to the Advisory Board meeting and counted the same six people from the night before in the park and that they appeared to be drinking. Last night (August 17) he saw a person in jeopardy and called the sheriff's department. It took 15 minutes for them to arrive. In the meantime, because he saw the conflict escalating he got involved to try to diffuse the situation and he was hit by a man. He had never encountered such an issue at Schweitzer. The man who hit him was cited with a misdemeanor and was returned back in to the park. Dave doesn't understand why people like that are still allowed in the park. They are safety concern for all the other park users. He had to go to the emergency room and get stitches due to this confrontation. He said he had never been in Carmichael Park before disc golf was moved here. He asked the District to clean up the park.

Administrator Harrison said everyone has a right to be in the park; however, if someone violates the park rules it becomes an enforcement issue where law enforcement can be notified. He said that the District has contracted with park rangers as needed to provide spot enforcement. We will look into this matter further and determine the cost benefit and best use of the park rangers.

Director Younger asked Administrator Harrison to look into this situation and report back to the Advisory Board at the next regular meeting.

CONSENT ITEMS:

1. **MINUTES**
July 21, 2011 Regular meeting
2. **FINANCIAL STATEMENT**
June 2011 – FY End
3. **ACCOUNTS PAYABLE**
June 2011 (Revised)
July 2011
4. **ACCOUNTS RECEIVABLE**
August 2011
5. **SIGNATURE AUTHORIZATION FOR COUNTY**
For fiscal documents and payroll pickup

Motion 1

M: Safford 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

Carmichael Times – July 27, 2011 – Fido Fashionistas to Aid Park Appeal (dog park fundraiser)

ACTION ITEMS:

1.* FY 2011-12 BUDGET RATIFICATION

Ingrid Penney passed out a summary update to the Proposed Final Budget for FY 2011-12. There were only two small adjustments totaling \$234.00, due to a change from the estimated to the actual carry over fund balance from FY 2010-11. Fund Balance was reduced by \$234 offset by an increase to the FY 2011-12 final budget projections for Use of Money/Property for additional tenant lease payments/rentals. Staff estimates that more revenue increases may be realized due to current negotiations with a tenant. If necessary, staff may recommend requesting an appropriations adjustment concurrent with a final lease agreement.

Motion 2

M: Rockenstein S: Safford – The Advisory Board voted to ratify the changes to the FY 2011-12 Budget, as presented; a reduction of \$234 to the carry-over fund balance offset by an increase of \$234 to the Use of Money/Property for tenant lease/rentals. Unanimous vote

PRESENTATION ITEMS:

1.* UPDATE ON JAN PARK DEVELOPMENT / OPENING / OPERATIONS

Administrator Harrison said the Grand Opening for Jan Park is on September 17 at 10 a.m. All involved are doing a tremendous job. The contractors and staff have had great rapport; staff has been very happy with the contractor. The neighbors are actively involved as well. Everything is on schedule and within budget. A work day has been planned for Saturday involving the 20/30 Club, neighbors and staff. Donations from the neighbors will be used to purchase amenities. The District will be establishing a formal volunteer corps for Jan Park. He said Jan Park neighbors were enthusiastic about rotating volunteers to provide light maintenance and lock up the gate by the restrooms, for instance. A final report will be provided once the project is completed. He will report on the volunteer program once it is established.

Keith Maddison said things are going very well at Jan. 90 percent of the concrete work is done, the turf area has been amended, and irrigation is in. The play equipment is installed. August 20 is the volunteer work day. The 20/30 Club is projecting about 75 volunteers coming and about 25 neighbors are coming. Tracy Kerth said she had been meeting with Barrett Hills Neighborhood Association to help plan the Grand Opening event. There will be a parade and Boy Scouts raising the first flag. Chairman Borman will be the master of ceremonies for the event, and Supervisor Peters will also be there. Some of the O'Donnell folks will be helping, too.

Director Younger thanked Director Rockenstein for helping get the 20/30 Club involved.

2.* 2009/10 AND 2010/11 RECREATION PROGRAM REVIEW & POWERPOINT PRESENTATION

Tracy Kerth gave an overview of the FY 2010-11 Recreation programs. Overall, Recreation revenues this fiscal year were \$680,000; last year they were \$750,000. She thanked her staff for doing a great job with less money. Highlighted were the following activities:

Bridges After School Program: Alaina Lofthus oversees this program, with 22 staff. It had about a 9 percent reduction because San Juan School District lost one site.

Kids Hangout: Before and after school program. This fall they are eliminating the before school program – it was not making money. This year revenues were \$84,000; last year revenue was \$100,000. This came out to a 19 percent reduction.

Summer Day Camps: Very strong program. This year revenues were \$79,000; last year was \$75,000. This program showed an increase. She attributed this to excellent notification by Alaina and her staff, and giving a discount for early registration.

Summer Concerts: Elizabeth Crisante increased the number of concerts and variety of bands. These concerts are very well attended.

Skate Park fundraising: \$4,066 total has been raised to date, enough to keep the skate park open for the summer. She said in September they will be reducing the hours for the skate park and she will bring a budget plan to the Advisory Board.

Tracy Kerth thanked Alaina for increasing the adult basketball and Jr. High track and field. Overall, they are focusing on core programs. She said her staff has done an awesome job.

Elizabeth Crisante and Alaina Lofthus presented the PowerPoint on Recreation programs. Highlights from the PowerPoint included:

Girls and Boys basketball will be running at the same time this year

The Easter Egg hunt was a huge success

Capra Park spring event was better attended than last fall's event.

Health and Wellness Day of Peace event will be an annual event at Carmichael Park. Shoes collected at the event went to disaster victims.

Recreation got their procurement cards, which helped immensely.

Summer Day Camps lowered their minimum age to 5 years, which helped enrollment.

Farmers Market is going very well, with much positive feedback.

Carnival Night: about 250 in attendance.

Summer Concerts: at least 500 at each concert. Nothing but positive feedback. Sponsors are coming to Elizabeth wanting to be involved with the concerts. Last concerts will be Saturday and Sunday August 27 and 28.

4th of July parade and fireworks were great as always.

Community Garden got off to rocky start due to the weather. They have a regular newsletter and garden is looking very good. Their annual potluck will be August 24.

Tiny Tots had two summer sessions. Graduation was August 17. Their numbers looked good, with maxed out classes.

Movies in the Park had great turnouts. District will definitely do this again next year.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS – None reported

2. STAFF REPORT

Staff Presentation:

Administrator Harrison said he attended a District Administrators meeting August 18. He was reminded of the many things we take for granted in Carmichael like the Jensen Botanical Garden and the Skate Park, unique to this District. The District is blessed to have such high quality staff to run everything. He said that the districts at the meeting had two major shared issues: drunkenness in the parks and dogs off leash. There are many County ordinances, but no capability to enforce them except with the Sheriff. There was talk at the meeting about pooling resources with other districts to get enforcement. Much of the infractions happen when there is no staff there. People are also bringing dogs to events they didn't used to. The folks who came to the meeting tonight about the incident in the park were very timely. The District does not want Carmichael Park to get a reputation for being unsafe. He said he will keep the Advisory Board informed about the progress on this. The districts hope to have something put together by next summer.

Director Rockenstein asked what level of ranger service Mission Oaks Park District has. Administrator Harrison said they have the same level as Carmichael – spot checking.

Director Rockenstein asked about use of off duty Sheriffs. Keith Maddison said District used the off duty sheriffs program, but it was ineffective. Administrator Harrison said he has heard the same from other park districts about the off duty sheriffs. The Park Rangers get great feedback and are willing to expand. Tracy Kerth said they added security (Fulton El Camino rangers) to District events, which has been very helpful.

Ingrid Penney said she and her staff just closed out last fiscal year. She has received the financial reports from the audit and will prepare the management discussion and analysis. She has been looking at new IT equipment and services for the Recreation staff at La Sierra and hope to report back next month.

Director Safford asked when they will get a final audit report. Ingrid Penney said it should be about October.

Keith Maddison said Maintenance made both critical deadlines at La Sierra. They turned over some rooms days early, and the rest on schedule. There will be a follow up report with pictures. After Jan Park is completed, they will finish the other wings at La Sierra. The tenants are very happy.

Tracy Kerth said the La Sierra rooms are gorgeous and the teachers love them. Maintenance did an outstanding job. It is wonderful to see the rooms being used for teaching. She has been coordinating the common areas. She said District just signed a month to month rental agreement for a Montessori preschool in room 170. They are moving in on September 1. She said she is working on the Jan Park opening and the Recreation Master Plan.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Farmers Market Every Sunday** – 8am to 1 pm, Carmichael Park
2. **Concerts in the Park** – last 3 for summer, all at 6:30 pm – Sunday Aug 21, Capitol Pops Concert Band, Saturday August 27, Mick Martin & the Blues Rockers, Sunday August 28, River City Concert Band
3. **Jan Park Grand Opening** – Saturday, September 17th at 10 am
4. **Founders Day Celebration** – Saturday, September 24 from 11am – 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. **Special Meeting**
Proposed: Thursday, September 1 at 6:00 pm, Community Clubhouse #2 at Carmichael Park
2. **Regular Meeting**
Proposed: Thursday, September 15 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:27 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