

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JULY 19, 2012 REGULAR MEETING**

Directors: Borman, Dax-Conroy, 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 6:03 p.m. by Chairman Borman

ROLL CALL:

Directors Present: Borman, Dax-Conroy, Safford, Younger
Directors Absent: Rockenstein – excused absence
Staff Present: Harrison, Kerth, 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 –

Jim Warrick from Carmichael Elks representing the Carmichael Welcome Sign Committee – He reported that they are planning a presentation for the next Advisory Board meeting regarding the placement of a “Welcome to Carmichael” sign.

CONSENT ITEMS:

1. **MINUTES**
June 21, 2012 – Regular Meeting
July 9, 2012 – Facilities and Budget Committees
2. **FINANCIAL STATEMENT**
May 2012
3. **ACCOUNTS PAYABLE**
June 2012 – Note: Due to year end closing, June 2012 will be included with July 2012 payables for the August Advisory Board meeting.
4. **ACCOUNTS RECEIVABLE**
July 2012
5. **QUARTERLY ACTIVITY REPORT**
April through June 2011

Motion 1

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

CORRESPONDENCE: Received and filed

June 22, 2012 - Sacramento Area Creeks Council thanked the District for supporting Creek Week 2012 and thanked Elizabeth Crisante for serving on the committee and taking on additional responsibilities.

NEWSPAPER ARTICLES: Received and filed

Carmichael Times: June 27, 2012 – Art in the Park at Sutter-Jensen Community Park

ACTION ITEMS:

1. PROPOSED FINAL BUDGET FOR FISCAL YEAR 2012-13

Presentation:

Administrator Harrison: The District is required to present a balance budget to the County Board of Supervisors by August for their action in September. The proposed budget for FY 2012-13 has improved over last year, primarily due to increased leases at La Sierra Community Center. We are still spending on renovations at La Sierra, but are able to provide for funding current full time staffing levels and funding for seasonal positions in the maintenance division.

Ingrid Penney: This is the first time in two to three years the District has been able to hire some seasonal assistance for maintenance. She highlighted some of the items in the budget summary:

- Property taxes are estimated and based on the Assessor’s Roll of assessed values which indicates a decrease for FY 2012-13.
- Building rental income reflects the additional space to be leased to California Montessori Project, new leases for the Montessori Children’s School and the County Therapeutic Recreation Program and increases in daily rentals.
- Decrease in Recreation revenue for programs and services reflects a reduction in the Bridges Program which is funded through a grant.
- Aid-Other local Government Agencies includes the remaining loan proceeds from Mission Oaks RPD of \$250,000, which will be transferred before the end of July.
- Donations include Carmichael Park Dog Park funds of \$20,000.
- Salaries/Benefits proposal includes adjustments for new rates for retirement (SCERS), workers compensation (CAPRI), and health and dental benefits premiums for eligible active and retired employees.
- Utilities increased mainly because La Sierra is full.
- Planning costs - \$10,000 will be needed to cover the cost of an appraisal and County costs for a 1.4 acre portion of Del Campo Park.
- Under Capital Projects & Equipment: Carmichael Park Dog Park Improvement, \$40,000 - \$20,000 of this being raised by the Dog Park Society.
- The Contingency Fund will continue to be maintained at \$200,000.

Staff met with the Budget Committee on July 9. The budget must be submitted to the County Board of Supervisors by August 3. Staff will present final adjustments to the Advisory Board on August 16.

Discussion:

Director Younger said he met with Ingrid and Jack, and all appears to be in order. He asked Ingrid to explain the Staffing Schedule.

Ingrid Penney said the Staffing Schedule only shows full time positions. The Salary Schedule is the same one adopted in 2009, with no changes.

Motion 2

M: Younger S: Safford – The Advisory Board voted to approve and recommend to Sacramento County Board of Supervisors the proposed final budget for FY 2012-13, as presented, a total of \$4,129,000 as follows:

Revenues: Total \$4,129,000		Expenditures: Total \$4,129,000	
Carry-over Fund Balance:	\$ 419,700	Operations:	\$3,313,700
Revenues:		Salaries/Benefits:	2,321,460
Taxes:	\$1,447,479	Services & Supplies:	992,240
Use of Money/Property:	1,272,589	Interest & Assessments:	575,300
Aid-Govn’t Agencies:	317,000	Capital Budget:	40,000
Other Revenue:	52,232	Contingency:	200,000
	<u>\$4,129,000</u>		<u>\$4,129,000</u>

Staff will monitor the budget, providing quarterly updates and continue to pursue programming opportunities. Any needed changes will be addressed during the mid year review.

Unanimous vote of those present

2. FEES AND POLICIES; REGULAR USER GROUPS

Presentation:

Tracy Kerth said the Recreation Master Plan calls for the District to review fees and policies on a regular basis to keep up with the District's changing financial needs. The process included research of current trends, review of Sacramento County Ordinances, survey of local park and recreation agencies and staff input. Staff also conducted a public workshop and met with the Advisory Board Policy and Programs Committee. The proposal addresses updates and changes to the Facility Policies, Fees and Charges document and adds two new policies: the Recreation Participation Policy and the Sports Organization Policy and Application. Most changes were clarification of the language already present.

Major changes:

- Allows non-profit fundraiser facility rentals at the non-profit rate. Currently fundraisers are charged at the higher Group 1 rate.
- Clarified rental group definitions
- Allows for La Sierra tenants to rent facilities on the weekends at the non-profit rate
- Outdoor regular user groups will pay a percentage of the water costs based on the square footage of the field and the number of months used. (This was difficult to ask because the District has covered these groups for many years.) The District will continue to cover other utilities and staff costs related to field maintenance.
- All outdoor regular user groups will be required to adhere to the new Sports Organization Policy which will help District staff with facility scheduling and improve communication.
- All indoor regular user groups will be charged \$15 per hour. This fee is less than the non-profit rate. Groups can reduce their costs by reducing their hours of use. Any group using on-site storage will be charged \$100 per year (not all groups use storage).
- Fundraisers for any regular indoor or outdoor user group will be charged at the non-profit rate, with deposit waived.
- A policy was added to provide a District resident discount for all facility rentals. A residency qualification description was included.
- Facility event times were clarified... i.e., ending the event by 12 midnight and walking out by 1 am.
- Set up hours for the John Smith Hall at La Sierra were increased from 4 to 6 due to the amount of time it takes to decorate a large facility.
- La Sierra High School reunions will be charged at the regular Group 1 rate for events held at La Sierra. They are currently being charged only the set up rate of \$25 per hour.
- A new policy is created for exclusive use of outdoor park facilities.
- Included a fee for professional photographers using Jensen Gardens.
- Included an outdoor park permit fee and conditions of use.
- Authorizes a 10% discount on rentals to District residents.
- Created new fees for exclusive use of facilities including tennis courts, disc golf course, and outdoor areas.
- Creates new Recreation Participation Policy, which clarifies the mission and goals of the Recreation Division and puts in writing guidelines, participant conduct, and fees. It also allows for a District resident discount fee for recreation programs and establishes a Youth Scholarship Program.
- Implementation of all fees and policies changes to begin September 1, 2012.

Discussion:

Director Younger asked why the District is charging regular indoor user groups less than the non-profit rate. Tracy Kerth said the District is giving existing regular user groups a transition rate.

Director Dax-Conroy asked why the deposits for outdoor facilities were stopped. She said there would be no longer incentive to pick up their garbage and trash. Tracy Kerth said most groups using the outdoor facilities already clean up after themselves; there is difficulty in differentiating between rentals and public park users.

Public Comments:

Sohair Kaczmarek, representing women tennis leagues playing at Carmichael Park. They have no problem paying a user fee for the tennis courts. But they do have an issue with a charge to use the restrooms in the Clubhouse during their matches. The fee will be \$10 per match. They would rather have a fee of \$35 per season including the bathrooms. They have women coming from out of the area and need to use the restrooms.

Director Younger asked if they are currently using the restrooms in the Clubhouse.

Ms Kaczmarek said yes, they are. It's too far to walk to the park restrooms at night.

Tracy Kerth said typically the Clubhouse restrooms are locked and not available to the public.

Ms Kaczmarek said their group is very responsible and doesn't misuse the privilege of using the bathrooms.

Director Younger asked how many night matches they have per year.

Ms Kaczmarek said they have nine per year.

Director Safford said one of the reasons the District has had to have the fees is to be able to maintain these facilities for all to use.

Administrator Harrison said part of the District fees are used to maintain the restrooms. The Clubhouse has no day maintenance, so when groups use the facilities during the day office staff has to provide more supplies. No other group is being allowed to do this. If the Clubhouse door is left unlocked, there are issues. This group is only being asked to pay a small fee.

Director Safford said she didn't think that fee was unfair.

Director Younger said the amounts being charged to groups is nowhere near what it costs. The \$10 fee is a reasonable amount.

Administrator Harrison said Staff invited each and every group to meet with them and out of all these groups only one needed to come to this meeting. He recognized Tracy Kerth for all her work on the Fees and Policies and Keith Maddison for coming up with water and utilities costs for facilities and fields.

Motion 3

M: Younger S: Safford – The Advisory Board voted to approve the report as presented with implementation of fees and policies beginning September 1, 2012; approve the Facility Policies, Fees and Charges Report; approve the Recreation Participation Policy; approve the Sports Organization Policy and Application

Unanimous vote of those present

3. CRPD FOUNDATION PROJECT (Harrison)

Presentation:

Administrator Harrison said the Carmichael Park pool was permanently closed in 2004 because it was beyond repair for continued operation. In spite of various efforts by community and District staff, funding for a new aquatic center has not been identified. Given this fiscal reality, Staff is of the opinion that the defunct pool should be removed and the area be made available for public use. If funds become available at a future date for an aquatic facility, the required site demolition work will have already been accomplished.

The new project will be to demolish the defunct pool and put in turf. Estimated cost for this project, including demolition, grading, irrigation, planting, electrical and contingency is \$50,000. This was presented to the CRPD Foundation on June 29 to see if they would take it on to raise funds if the Advisory Board approved. The redeveloped area would become a very nice part of the park. The Foundation was in favor of taking on this project if the Advisory Board approves. District Staff would work with the Foundation on the project.

He introduced Peter Tateishi, President of the CRPD Foundation.

Peter Tateishi: He is a passionate supporter of a new pool. Up front, there were concerns that if the old pool was removed it would send a signal to the Community that we have given up on a new pool. However, he has been approached by members of the community about "when is the park going to get rid of that eyesore." Phase 1 of the new pool needs to move forward – getting

rid of the old pool. The Foundation will try to raise the funds for this project if approved by the Advisory Board. If the Advisory Board approves the project, the Foundation may be able to move fairly quickly. There are some interested parties who could help, and County Supervisor Susan Peters is interested in helping. They may be able to raise the funding and in-kind help within three to five months.

Peter Tateishi also said the Foundation is looking to expand the Board membership by about 4 more members. They are also planning a full park tour to see what the District has and how the Foundation can help.

Discussion:

Director Younger said his kids went to Explorer Camp and swam in that pool. He doesn't want to remember that pool as it is now.

Peter Tateishi said he is worried that someone could get injured on the site in spite of all the District's precautions.

Chairman Borman said she hopes that nothing permanent gets installed there – no large trees, for instance. She wants to see a new pool there.

Motion 4

**M: Safford S: Dax-Conroy – The Advisory Board voted to support the District Staff and CRPD Foundation recommendation to remove the defunct pool facility and restore the area for public enjoyment, if adequate funds and/or services are donated to the District.
Unanimous vote of those present.**

PRESENTATION ITEMS:

1. FY 2011-12 WORK PLAN REPORT

Administrator Harrison presented the final Work Plan accomplishments for Fiscal Year 2011-12. It has been a very busy year. Of the 115 tasks/projects, 90% were either completed (95) or dropped (9) because they were no longer needed. Of the remaining 11 tasks, 7 will be accomplished within the first quarter of Fiscal Year 2012-13. Especially significant because of their both short and long range benefits were the following:

- Completion of a District Recreation Services Master Plan
- Negotiating a low cost loan agreement with Mission Oaks Recreation and Park District for funding tenant improvements at La Sierra Community Center
- Complete re-write and updating of the District Personnel Policy
- Completion of Jan Park
- Relocation of the District disc golf course to Carmichael Park.
- Negotiating a five – year lease agreement with the California Montessori Project for most of the lease space at the La Sierra Community Center
- Completion of substantial renovation of lease facilities at the La Sierra Community Center
- “Adopt a Park” work day program, reflecting lots of community pride in their neighborhood parks
- Completed Phase 1 of a multi – year Tree Maintenance Program
- A comprehensive Fees Policy update
- New picnic area shade sails installed at O'Donnell and Jan Parks that look like they have always been there
- Completed responsibilities related to the five year County audit
- Agreement with California Montessori Project to equally share costs for a new playground at La Sierra Community Center, which is being constructed now. This playground will be used by families and Little League after school hours and during the summer
- Braille interpretive signs installed at Jensen Botanical Garden
- Agreement reached to locate County Therapeutic Recreation Program to La Sierra Community Center.

Administrator Harrison said what is not on the report is all the public comments about how great

the District staff is. There are so many things done on an ongoing basis and the public gets great service, great facilities and great parks. He thanked the Advisory Board for being so supportive. He said he is very proud of what has been accomplished this year. Director Younger – Compliments to all the District staff for all the amazing work, especially working with all the struggles we have had. It's also nice not to be sweating bullets to meet the budget this year. Director Dax-Conroy said she was amazed at all that was accomplished in 12 months.

REPORTS

1. **ADVISORY BOARD MEMBER REPORTS**

Director Safford said she has enjoyed every day of the nine years she has served on the Advisory Board.

Director Younger said he admired her great leadership on the Advisory Board and that it has been a pleasure serving with Director Safford.

Chairman Borman also thanked Director Safford for her leadership over the years and that she enjoyed working with her on the Board.

Director Safford said her eyes will still be on the District!

2. **STAFF REPORT**

Staff Presentation:

Tracy Kerth

La Sierra/Tenants – School will be starting soon. She is working with tenants on their schedules for reserving the fields and gyms.

Sacramento County Therapeutic Recreation will be moving into space in Suite 810 at La Sierra Community Center in October. She met with their staff and discussed office layout and improvements. The District will also have the use of shared space in Suite 810.

She and Ingrid Penney are working on updating leases for Sacramento Fine Arts Center, Laureate, Mathiot, Montessori and a new lease for Montessori Pre-School.

She had a meeting with recreation staff to discuss summer successes and issues.

Recreation Master Plan – The fees and policies that were approved at this meeting will now be implemented, which will require additional staff time. The computer system, website, brochures, and all written materials must be updated.

She is working with the Carmichael Chamber of Commerce on their new website, giving her experience which will help in the District's search for a new website program.

The new and improved Activity Guide will be coming out in August. There will be more sparkle to the cover and better paper quality.

Report from Recreation Staff – Summer day camp is in full operation. They are proud of the great work their staff is doing with 56 Explorer campers and 42 Voyager campers.

Fourth of July was a success. She and Barry Ross from Mission Oaks RPD announced the parade for the first time this year. Elizabeth Crisante hired a new fireworks company, new inflatable company and a new sound technician for this year. All of them worked out great.

The summer concerts are going very well. The public feedback is that they like the variety of bands.

Tracy attended the Sutter fundraiser – Art in the Park – which was a very nice event.

She introduced Alaina Lofthus, recreation supervisor.

Alaina said they had a minor outbreak of lice at the summer camp, but it is all taken care of now.

The Bridges program is starting up again soon. All the Bridges staff from last school year will be coming back. In Youth Sports, the basketball camp is going on with great numbers. Ruben Rios has provided leadership for the District youth basketball program and is doing a great job.

Adult sports are also going strong.

Director Younger said the fireworks were even better than last year, and the music was great. Compliments to the Recreation staff.

Director Safford asked Sandy Helland from the Sutter Parks group about Art in the Park. Sandy Helland said their small committee managed to pull it off again, and raised about \$2300 for the Foundation earmarked for the Sutter-Jensen project. They did better publicity this time. They are now discussing doing this regularly – maybe once or twice a year.

Keith Maddison

La Sierra Community Center – Staff working on playground construction. They have added to the project by installing a turf area and trees adjacent to the play area where the asphalt was extremely deteriorated. He said they should have project finished by August 13. Dedication will be held August 21st.

Staff has been performing irrigation systems repairs that were deferred for the last two years. They have replaced approximately 40 non-functioning sprinklers.

Staff has been working with Sacramento County Therapeutic Recreation to finalize a remodel plan of Suite 810 that will accommodate their program. Construction on the remodel will commence on July 30th and will be completed by October 15.

His division took great pride in assisting the recreation division with facilities and logistics for the July 4th celebration.

Carmichael Park - Staff has been performing irrigation systems repairs that have been deferred for the past two years. Approximately 50 non-functioning sprinklers and one valve were replaced.

Staff is working on fabrication of vandal-resistant light covers for the Band Shell. The new covers will be made of heavy gauge steel and then galvanized. These are twelve lights with pot metal louvered covers that have been repeatedly vandalized by skate boarders.

Capra Park Lease – He and Administrator Harrison interviewed the people who submitted proposals meeting the minimum requirements of the RFP. The two proposals were very similar and the final decision came down to experience. They chose the existing caretaker, Jesse Crowell, as the winning proposal. The proposed lease will be \$575 per month and will include 15% of the gross revenue generated by his boarding operation.

Schweitzer Grove Nature Area – Staff conducted a meeting regarding the Trail and Management Plan on Saturday, July 15 at the Nature Area. More than 50 people attended. The draft plan was well received without any negative comments. There seems to be neighborhood interest in fundraising to help with the project. The preliminary construction estimate is \$65,000. Staff plans to have a recommendation ready for the Advisory Board at the September meeting.

Ingrid Penney

It's the end of the fiscal year. Her staff worked on getting all the end of year bills paid and on finalized reports for the year. She was also working with Tracy Kerth on the new leases. She has been working with Administrator Harrison on the audit, which has been deferred to September. District Staff may want to engage another auditor to get their feedback on our audit by the County. She's working on an assessment of District technology.

Administrator Harrison

Master Gardener Pat Rhine, who has been the lead at Jensen Garden, is leaving that position. He would like the Advisory Board to provide a letter of appreciation for her.

On September 15 the neighbors at Jan Park are having a one-year celebration of the park opening.

NEW BUSINESS – None

UPCOMING EVENTS:

- 1. July and August Summer Concerts** – July 22 Carmichael Kiwanis Band, July 28 “On Air”, July 29 “Z.O.O.M.”, August 5 John Skinner Band, August 11 Cat Stevens Tribute Band, August 19 Capitol Pops Concert Band, August 21, “Roni & the Flight”, August 26 River City Concert Band.
- 2. Community Garden Work Day & Salsa Party** – July 21, 2012
- 3. Jensen Garden Work Day** – August 4, 2012, 9 am to 1 pm.
- 4. Community Garden’s Annual Potluck** – August 22, 2012
- 5. Founders Day** – Saturday, September 22, 2012

FUTURE AGENDA ITEMS

1. Capra Lease
2. Schweitzer Grove Trail/Management Plan
3. La Sierra Leases
4. Ratification of Proposed Final Budget Adjustments for FY 2012-13

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Thursday, August 16, 2012 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

Director Safford thanked everyone who planned and participated in the reception in her honor held just prior to the Board meeting.

ADJOURNMENT – The meeting was adjourned at 8:00 pm.

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