

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
AUGUST 16, 2012 REGULAR MEETING**

Directors: Arredondo-Carroll, Borman, Dax-Conroy, Rockenstein, 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 Rockenstein.

ROLL CALL:

Directors Present: Arredondo-Carroll, Dax-Conroy, Rockenstein, Younger
 Directors Absent: Borman – excused absence
 Staff Present: Kerth, Maddison, and Penney
 Staff Absent: Harrison – excused absence

PLEDGE OF ALLEGIANCE – Boy Scout Troop 55 led the Pledge of Allegiance

LOYALTY OATH – Chairman Rockenstein administered the oath to Joyce Arredondo-Carroll and welcomed her to the Advisory Board.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA – None

CONSENT ITEMS:

1. **MINUTES**
July 19, 2012 – Regular Meeting
2. **FINANCIAL STATEMENT**
Fiscal Year End 2011-12
3. **ACCOUNTS PAYABLE**
June 2012
July 2012
4. **ACCOUNTS RECEIVABLE**
August 2012

Motion 1

M: Younger S: Dax-Conroy – The Advisory Board voted to approve Consent Items 1 – 4. Unanimous vote of those present

CORRESPONDENCE: None.

NEWSPAPER ARTICLES: None

ACTION ITEMS:

1. **FY 2012-13 FINAL BUDGET ADJUSTMENTS**

Presentation:

Ingrid Penney: Made a presentation of the FY 2012-13 Final Budget Adjustments and provided a chart to help visualize the financial reports in a different format. Actual revenue for FY 2011-12 came in ahead of projections by \$4,952 primarily in current secured property taxes. Actual expenditures were higher than projections by \$4,544 primarily due to an interest-only payment on the FAAF bridge loan for Jan Park and a slight increase of salaries/wages paid. This increase of expenditures was offset by a decrease in service and supply costs. The difference between revenues and expenditures was an increase of \$408 reflected as an increase in carry-over balance.

The District received the new group insurance rates, effective January 1, 2013, from the County Employee Benefit Office. While Staff had planned for higher insurance costs, several of the programs except for one will have no increase, providing a savings of \$1,826 for group insurance.

The total carry-over balance and group insurance adjustments totaled \$2,234 and were placed into Contingency for FY 2012-13. The total budget is \$4,129,408.

Discussion:

Director Younger likes the new charts.

Motion 2

M: Younger S: Conroy – The Advisory Board voted to ratify and recommend to Sacramento County Board of Supervisors the net adjustments of \$408 to the proposed final budget for FY 2012-13, as presented, a total of \$4,129,408 as follows:

Revenues: Total \$4,129,408		Expenditures: Total \$4,129,408	
Carry-over Fund Balance:	\$ 420,108	Operations:	\$3,311,874
Revenues:		Salaries/Benefits:	2,319,634
Taxes:	1,447,479	Services & Supplies:	992,240
Use of Money/Property:	1,272,589		
Aid-Govn't Agencies:	317,000	Interest & Assessments:	575,300
Charges for Service:	620,000	Capital Budget:	40,000
Other Revenue:	52,232	Contingency:	202,234
	\$4,129,408		\$4,129,408

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

Unanimous vote of those present

2. MCS PRE-SCHOOL, INC., dba MONTESSORI CHILDREN'S SCHOOL LEASE

Presentation:

Tracy Kerth noted the Montessori Children's School in Suite 170. They have been renting since 2011 on month to month basis. They will now have a long-term lease. This lease will not have to be approved by the Board of Supervisors since it is less than 5 years and less than \$7,500 per month.

Discussion:

Director Younger asked how the school benefits from a long term lease. Tracy Kerth said it represents security for them. They nearly lost the space when Therapeutic Recreation became interested in it.

Director Carroll asked if it was also good for them to be there in the same facility with the Montessori School. Tracy Kerth said yes, there are 450 students registered at the Montessori School campus, many families may have pre-school age children who could benefit.

Chairman Rockenstein asked when Suite 170 was renovated. Keith Maddison said a major renovation was done several years ago and before the Montessori Children's School moved in a face-lift was done for them.

Director Younger asked why the lease was for 40 months. Tracy Kerth said this one is in line with the Montessori School, including the rate increases. It was looked at by County Counsel and Staff discussed with Lessee.

Ingrid Penney said she (Montessori Children's School) moved in when the CMP Montessori School moved in, but as a month-to-month renter. When another party became interested in the site she occupied, she wanted the lease. The rates increase at the same time as the CMP Montessori School rates.

Director Dax-Conroy asked whether the Children's School came to the facility on their own.

Tracy Kerth answered yes, and did not come through a broker.

Motion 3

M: Younger S: Carroll – The Advisory Board voted to approve the lease with MCS Preschool, Inc., dba Montessori Children's School to include Rooms 170 and the fenced area for final approval by the Sacramento Chief Deputy County Executive authorizing the execution of the lease agreement.

Unanimous vote of those present

PRESENTATION ITEMS:

1. COUNTY – DISTRICT JOINT PROJECTS

Report on new County website and dog-on-leash campaign

Tracy Kerth said Sacramento County is taking the lead to promote on-leash dog advertisement. This flyer will go into all County utility bills (318,000). They are working on a new County website where the public can enter an address and find local parks. It's supposed to go live in September.

Director Carroll asked who is paying for the new website. Tracy Kerth said the County is looking for money to pay for it. Each District will pay a couple of hundred dollars. Director Carroll asked who will pay to maintain the website. Tracy Kerth said she didn't know – probably the County.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS

Director Younger attended both concerts the weekend of August 11. It was warm outside, but the concerts were great. There seemed to be lots of alcohol in the park but no incidents. There appeared to be lots of dogs.

Chairman Rockenstein said the Farmers Market is a big hit. He and his family have been there a few times and found it accessible for strollers and kids. Tracy Kerth asked if he had noticed any dog issues at the Farmers Market and he said no.

Chairman Rockenstein also attended a meeting with Administrator Harrison and Supervisor Peters regarding the pool. It was a good brainstorming session and he was excited to see where the project might be going.

2. STAFF REPORT

Staff Presentation:

Tracy Kerth

The Chamber of Commerce held a "Storage Wars" event to benefit the Youth Recreation Scholarships in our District.

La Sierra Community Center: CMP Montessori School started again on Wednesday, August 15 with 450 students enrolled. The kids opening of the new playground was same day. Official opening with ribbon cutting will be August 21. County Therapeutic Recreation will be moving into space in October. She and Ingrid are working on updating leases for the Fine Arts Center, Laureate, Mathiot, and CMP.

Recreation Master Plan: The new fees and policies approved last month are being implemented, and this is taking a lot of time and energy. Staff is currently updating District programs, website, brochures and other written materials to reflect the new fees, as well as following up with regular user groups with invoices.

The Activity Guide will be out by the end of August. She will send it electronically to the Board members. She has improved the paper quality and the look of the Guide. She is looking for other ways to communicate with District residents to encourage participation.

The Safety Committee is meeting quarterly with formal minutes documenting the meetings.

From Recreation Staff: Tiny Tots had their graduation ceremony last week at the Carmichael Park Bandshell. Miss Kelly did a wonderful job making the children feel special and proud of their accomplishments.

Youth Sports – Staff is preparing for the start of elementary and middle school volleyball and flag football programs, which start the first week of September.

Kid's Hangout and Bridges – both programs started today (August 16), with Staff prepared to begin. Summer camp ended yesterday and Kid's Hangout began today, without a break.

Staff are preparing for San Juan furlough days at SJUSD. They have one scheduled for August 31 and there are 13 more furlough days planned which will go into effect if voters do not pass the tax increase. There is an entire week scheduled for Memorial Day week.

The concerts are a huge hit. The past weekend Beatles and Cat Stevens Tribute bands were very well received.

Keith Maddison

La Sierra Community Center: Staff has completed the installation of the La Sierra play

equipment. The equipment, enclosure, and drainage were installed by Gateway Landscape and Construction, Inc. Staff completed the installation of the additional irrigation, turf area and trees adjacent to the play area that was not in the original scope of work. Montessori School volunteers moved 200 cubic yards of playground fall zone material on August 10, when it was 108 degrees outside. That was a tremendous help. The project was completed August 14 and was ready for use by Montessori for their first day of school on August 15. A formal dedication of the new play area is planned for August 21 at 9:30 a.m.

Sacramento County Therapeutic Recreation: Construction has commenced on the rear portion of Suite 810 to accommodate the SCTR program. The demolition phase is complete, and framing and electrical will begin next week. The target completion date has been moved forward to October 1. Added to this project will be remodel of the remaining 810 space as a small hourly rental facility with a kitchen to replace the Gibbons Room.

Staff replaced a 20 year old non-operating HVAC unit on the 700 wing, which had a bad compressor. They also replaced filters in 25 HVAC units.

Staff had to jackhammer, remove concrete and repair a water main leak in the center hallway adjacent to the 300 wing.

Carmichael Park: Staff completed the fabrication and installation of 12 vandal-resistant light covers at the Band Shell. The new covers will be extremely resistant to vandals.

Del Campo Park: Staff replaced a malfunctioning irrigation valve and numerous sprinkler heads at the park.

Jensen Gardens/Garfield Property: Staff repaired malfunctioning sprinklers and leaks. They also reconfigured the sprinklers in a few plant beds to accommodate changes made by Friends of Jensen Garden volunteer group.

District Wide: Staff has worked hard trying to maintain an acceptable level on routine maintenance. Having two seasonal employees during July and August has helped.

Director Carroll asked what happened in 810 where the carpet came up. Keith Maddison said they will be putting in leveling compound.

Director Younger asked if they were working on the 300 wing yet. Keith Maddison said Staff will start working on it after Founders Day. CMP will eventually move into that wing.

Director Younger asked about CMP having two offices on the facility map. Keith Maddison said one of the offices is for this Montessori School; the other is central administration for 5 Montessori schools in the area.

Ingrid Penney

Regarding fees and charges changes: Betty Phillips updated 5,000 households in our database that were shown residing in zip code 95608, determining whether they were residents of our District. Ty Campbell is working on Fair Oaks doing the same thing and loading the new season items to the database. Ingrid is updating the fees for residents/nonresidents, setting up the database tables and links. The residents get a 10% discount.

Director Younger asked if the new Activity Guide shows these fees. Tracy Kerth said it shows Resident/Non-Resident on each one and on each class. Many people will be surprised to find they are not District residents.

Director Younger said he will be curious to see how the public perceives the new fee structure presented in the Activity Guide.

As a follow-up on the audit report, Staff has been in contact with the two dependent districts to inquire about their audits since contracting outside of the Sacramento County Audits Division – covering who performed their audits, scope of the work, timeline and costs. They also contacted the two firms they used to discuss engaging one of them to review the County audit billing issue, communication to the District Advisory Board, audit report, engagement letter and related documents for the audits performed. The consultation is part of the preparation for the audit presentation to the Advisory Board planned for the September meeting. County audit staff will be making a presentation at the same meeting.

FY 2012-13 Final Budget Adjustments and related documents have been submitted to County. MORPD has planned the second installment (originally planned for July) of the loan proceeds to the District totaling \$250,000 in their final budget submission. The transfer of the funds to our District will not occur until sometime in September following final budget deliberations.

She is assisting with the appraisal contract and the La Sierra tenant leases.

The District received and provided information covered under the California Public Records Act

– Advisory Board Minutes 2000-2008, Salary and benefit information regarding a former Advisory Board member, Form 700 filed by a former board member, etc.
She worked with logistics regarding porting over services from Integra Telecom to SureWest and clarification of services which would be disconnected.
About a week ago she attended a meeting with the County Payment Services/Payroll heads to improve communications and discuss upcoming changes and upgrades coming to the payroll system. Mission Oaks Park District also participated.
Personnel Policy Manual – Revised and reviewed the FMLA/CFRA and COBRA areas with Director Dax-Conroy. The finalized manual copies have been distributed to staff. The Personnel Policy will be reviewed again January/February 2013.
She prepared the new billing document for CMP. Their lease space expanded July 1. She put together a spreadsheet with the space they have, when their rates change and so forth. It should be a good tool for CMP and for the District.

Chairman Rockenstein and Director Dax-Conroy will be at the La Sierra Playground ribbon-cutting on August 21. If Chairman Rockenstein cannot make it, Director Dax-Conroy will speak on behalf of the Advisory Board.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **La Sierra Community Center playground dedication – Tuesday, August 21 at 9:30 am**
2. **Skate Park Concert – Saturday, August 25 at 3-8 pm at La Sierra Community Center**
3. **Summer Concerts – Final concerts all at 6:30-8:30 pm: August 19, Capitol Pops; August 25, Roni & the Flight; August 26, River City Concert Band**
4. **Founders Day – Saturday, September 22, 2012**

FUTURE AGENDA ITEMS

1. **Capra Lease**
2. **Schweitzer Grove Trail / Management Plan**
3. **La Sierra Leases with California Montessori Project and Therapeutic Recreation Program**
4. **Audit Report**
5. **Carmichael Park Aquatic Center Master Plan**

Proposed: Discuss future agenda items and announce upcoming events of relevance or interest

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Proposed: Thursday, September 20, 2012 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:02 pm.

Respectfully submitted,

Betty Phillips
Administrative Secretary

APPROVED BY:

ATTESTED BY:

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

BETTY PHILLIPS
Administrative Secretary
Clerk of the Advisory Board of Directors