

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
NOVEMBER 15, 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 6:04 p.m. by Chairman Rockenstein.

ROLL CALL:

Directors Present: Arredondo-Carroll, Borman, Dax-Conroy, Rockenstein
 Directors Absent: Younger – excused absence
 Staff Present: Harrison, Kerth, Maddison
 Staff Absent: 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**
 October 18, 2012 – Regular Meeting
 November 3, 2012 – Special Meeting Sunrise Park District Tour
2. **FINANCIAL STATEMENT**
 September 2012
3. **ACCOUNTS PAYABLE**
 October 2012
4. **ACCOUNTS RECEIVABLE**
 November 2012

Motion 1

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

CORRESPONDENCE: None

NEWSPAPER ARTICLES: Received and filed

Carmichael Times – October 24, 2012 - Country Capers at Capra Park; November 7, 2012 – Wall Restored for Patriots’ Memorial, Park Meals on Wheels a Hit

ACTION ITEMS:

1. **DISTRICT INFORMATION TECHNOLOGY (IT) POLICY**
Presentation:
 Administrator Harrison: As part of a revised FY2012-13 budget, the Advisory Board approved personnel-related recommendations, including reducing the pay for the Administrative Services Manager (ASM) by 50%. In consideration of the pay reduction, the ASM will only be expected to work a half-time schedule of 20 hours per week. The Advisory Board requested that the position duty statement be adjusted to ensure that the duties can be performed on a part-time basis. One area identified for change relates to the District IT Policy. The policy states that IT security is the responsibility of the District Administrator or the Systems Administrator (currently the ASM).
 District management staff has discussed the pros and cons of having a System Administrator (SA) function and of having that function delegated to the ASM. Some of the duties are more appropriate to the District Administrator. Other duties could be carried out by any District manager.

In order to provide the District Administrator with the flexibility to assign IT-related responsibilities where most appropriate, the IT Policy should not require a systems administrator. The responsibility to carry out District policies belongs to the District Administrator. For these reasons, the current IT Policy needs to be revised to say the "District Administrator or his/her designee" instead of "District Administrator or System Administrator."

Discussion:

Chairman Rockenstein asked who oversees IT procedures or processes. Administrator Harrison gave examples of Keith Maddison handling hardware issues and Tracy Kerth having responsibility for recreation programming.

Motion 2

M: Carroll S: Borman – The Advisory Board voted to revised the District Information Technology Security Policy by replacing "District Administrator or System Administrator" with District Administrator or his/her designee".

Unanimous vote of those present

2. SACRAMENTO COUNTY THERAPEUTIC RECREATION SERVICES LEASE

Presentation:

Tracy Kerth- Sacramento County Therapeutic Recreation Services (TRS) is settling into 810 (for office space) and 805 (for storage) at La Sierra. They will also use the gyms for floor hockey and basketball. Their mission is to provide therapeutic recreation opportunities for individuals with disabilities residing in Sacramento County. The lease has been reviewed by County Counsel. Kerth said staff just found out all of the leases the Advisory Board has approved now have to go to the County Board of Supervisors for final approval.

Discussion:

Director Conroy asked if this lease is actually with Sacramento County. Kerth said yes, it is. Director Conroy asked if Therapeutic Recreation lost its funding would the County still be obligated to this lease. Kerth said yes, but TRS is well supported and should be able to maintain their lease.

Director Conroy asked what profit the District will realize from this lease. Kerth said it covers District cost only.

Administrator Harrison said the District has different rates for different purposes. Non-profit groups have a different rate, such as Chautauqua Playhouse and the Fine Arts Center. Most of the La Sierra space is leased to for-profit groups.

Director Conroy asked if the District requires the lessee to provide proof of insurance each year. Kerth said yes, all of the tenants provide this.

Director Conroy asked for clarification of the early termination clause (#36). Kerth said the District is making sure TRS is there for at least three years to cover the cost of the renovations.

Kerth said every lease is different because different types of groups are renting.

Director Conroy said the District might want to set up a procedure to check lessee's insurance 60 days prior to the yearly anniversary.

Motion 3

M: Borman S: Conroy – The Advisory Board voted to approve the terms of the lease agreement as presented and include under Item #3B an Extended Term Rent for a three year period; for final approval with the Sacramento County Board of Supervisors.

Unanimous vote of those present

PRESENTATION ITEMS:

1.* PHASE 1 OF THE AQUATIC CENTER

Administrator Harrison – Reporting status of the demolition of buildings and pool as Phase 1 of the new aquatic center. Supervisor Peters has embraced this project,

assisting with getting the demolition permit. As of November 14, she is getting some funds from the County for this project. Keith Maddison is putting a bid package together. The site passed the asbestos survey. On November 16 the Foundation Board is meeting to discuss how to roll this project out to the community. It's probably about a \$60,000 project. Half will come from the County. Administrator Harrison said the hope is that much of the rest will come from volunteers, but the District may have to contribute some funds. If it all comes together, the plan is to do this project in February 2013. He is planning to come back to the Advisory Board in December asking to move forward on the project. Director Carroll asked if the District will need to contribute labor or cash to the project. Administrator Harrison said labor and cash would be needed, probably toward landscaping. He said the project is close to being totally funded. Director Carroll asked where the money would come from. Administrator Harrison said the revised budget did not include Laureate paying rent after September. They are current now through November. The District also has some funds in Park Impact Fees, which was also unanticipated. If funds are needed, the Budget Committee would discuss it prior to the December 20 Advisory Board meeting. Director Conroy asked if the Foundation is putting together a marketing approach for Phase 1 of the Aquatic Center. Administrator Harrison said they will be talking about ways to roll out the project to the community. They are also considering hiring a consultant to raise funds for the aquatic center. The long term goal is to make sure the community knows this is Phase 1 of the goal.

2.* DEL CAMPO SURPLUS

Administrator Harrison – A few months ago he came to the Advisory Board to discuss possibly selling some of the Del Campo property, with proceeds to go to improve Del Campo Park. He talked to the Del Campo High School principal. He also talked to the water district, who owns the parcel on the west side of the park. He talked to an appraiser to find informally what the District might expect to receive from sale of the property, which would be about \$75,000 minimum. With that figure in mind, Staff looked at what could be done at Del Campo Park. They came up with three items: A bridge over the drainage area, a small picnic shelter for about 15-20 people, and a shade structure over the play equipment. All three could be done with these funds.

He held a public meeting at the site on November 10. What came out of this meeting was that the neighbors don't want to spend any more money on the park until park patrols could be increased. The neighbors had no issue with selling the land.

Director Carroll said the Sheriff's Department can run a service record for that property. She asked what the public was saying.

Keith Maddison said the neighbors say Del Campo is quiet during the summer when school is out, but the troubles start when school starts in the fall and last until school is out.

Director Carroll asked what the teens are reported doing. Are they actually doing something to people or is just their "being there" bothering people? Administrator Harrison said some of the kids reportedly make crude or rude remarks. Some of them are sitting on play equipment meant for small children. Some are reportedly smoking pot.

Administrator Harrison said Staff believes Del Campo Park deserves improvements and the plan is to work with the community toward that goal.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS

Director Carroll said the Wall of Honor program at Patriots Park was great. Chairman Rockenstein agreed and said it was moving to talk to Mr. Warne, since he went to school with his son. Kudos also to Elizabeth Crisante and Tracy Kerth for the Food Truck event. It was very well done. He would like to see the District

do this again in the future. Everyone was orderly and patient and seemed to be having a great time.

Kerth said she is looking into the “legalities” of this event due to vendors making money on public land.

Director Conroy also said it was a fund event and she enjoyed it. There were lots of people out there for a weekday.

Administrator Harrison said these gatherings remind us that Carmichael Park is a central gathering place in Carmichael.

2. **STAFF REPORT**

Staff Presentation:

Tracy Kerth

She and Keith Maddison met with Pat Rhine and Bev Scott from Friends of Jensen Garden Volunteers. Ms Rhine is leaving the group next year and Ms Scott will be coordinating the volunteers.

She and Maddison also met with the Barrett Hills Neighborhood groups at Jan Park – The Park Watch Group and the Neighborhood group. The Sheriff had suggested forming a separate group to form the park watch. The goals for both groups are similar regarding safety issues. Both groups will work to keep the lines of communication open. The groups may be interested in fundraising for some patrol time in the future. Some issues discussed were after-hour use of the park, adopt-a-park dates, and Creek Week.

Kerth and her staff are working on Adopt-a-Park and Creek Week for next year. She said the District may have a “trunk or treat” event in Carmichael Park next year.

The Wall of Honor event was very nice. Each year the staff gets to meet more of the family members of honorees. She said everyone appreciated Del Campo ROTC and the bagpiper participating again this year.

There are lots of events coming up, including the Silent Sleigh, Holiday Food Drive, Tree lighting, the Sac Winds Holiday Concert and the Beatles Concert & Toy Drive.

Keith Maddison

Maintenance staff is mainly trying to catch up on routine maintenance throughout the District. The last of the Jan Park memory bricks have been installed.

At the La Sierra Community Center, Suite 810 Community Room and Kitchen are nearing completion. They are installing a new commercial three compartment sink, garbage disposal and ice machine in the kitchen to make it fully functional as a rental with food service capabilities. This room has now been renamed the “Cypress Room.”

Administrator Harrison

After the Advisory Board toured the Sunrise Park District facilities recently, the Sunrise Director complimented our Board. Their Board wants to come to our District for a tour sometime after the first of the year.

He had previously given a report about the coming Welcome Sign to be installed in Carmichael Park along Fair Oaks Boulevard. Agreements have now been reached with the service clubs involved. The District will build the sign, with the Carmichael Chamber providing the logos to be installed. Administrator Harrison said the hope is to have it installed in December, with the Chamber planning to have a small unveiling ceremony.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Silent Sleigh – Tuesday, December 4 – 10 am to 1 pm. La Sierra Community Center Smith Hall**
2. **9th Annual Holiday Tree Lighting – Thursday, December 6 – 6 pm. Carmichael Park (front of park)**
3. **Beatles Holiday Concert and Toy Drive – Saturday, December 15 – 4 to 6 pm.**

FUTURE AGENDA ITEMS

1. **Del Campo Surplus Property**
2. **Administrative Services Manager Job Description Revision**
3. **Sacramento Fine Arts Center Lease**

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

Bob Kerr, District employee who runs the Skate Park at the La Sierra Community Center, asked to address the Board. He asked if there had been any progress yet with Skate Park fundraising.

Tracy Kerth said she had applied for four grants, but nothing had been approved. They are promoting company banners along the Skate Park fence, but so far there had been no takers. There will be a rummage sale on December 1 to benefit the Skate Park.

Kerr said he had been to every business in the area about advertising banners. He is also working on trying to get a grant from Wal-Mart. He asked if it would be possible to run a skate shop at the skate park.

Administrator Harrison said this needs to be addressed as a Staff item. He asked Kerr to set up a meeting with Staff to discuss this request.

Chairman Rockenstein said they are all trying to find a solution that works for the skate park.

TIME AND PLACE OF NEXT MEETING:

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

ADJOURNMENT – The meeting was adjourned at 7:29 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