

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JULY 18, 2013 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, Borman, Dax-Conroy, Rockenstein and Younger
 Directors Absent: none
 Staff Present: Smith, Kerth, Maddison and Penney
 Staff Absent: none

PLEDGE OF ALLEGIANCE – Cub Scout Pack 55, Boy Scout Troop 386, and Venture Crew 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 –

John Butler – Property borders Schweitzer Grove Nature Area. He was concerned about fire danger. Also, on Sunday someone hiding in the brush cut his fence and was in the process of stealing property from his yard. He said it was his understanding that there was supposed to be a 50 foot cleared area from his fence into the park for fire break. There are what appear to be dead trees hanging over his fence from the park. He would like the trees taken out now if possible.

Director Carroll asked if the 50 foot clearance was met for the house but not for the property line. Mr. Butler said that was correct.

Director Carroll asked what kind of dead trees he was talking about. Mr. Butler said at least one is an oak. Director Carroll pointed out that there are strict regulations about removing oak trees.

Director Younger asked if the person cut the fence from the park into the yard, and was it anyone he had seen before hanging around the park. Mr. Butler said it was cut from the park side, and no, he had never seen the man before.

Director Carroll asked if a police report was made. Mr. Butler said no, he did not, since he was able to retrieve his items.

Director Carroll said there actually was a crime of vandalism and petty theft, even if Mr. Butler was able to retrieve his things from the other side of the fence. She encouraged him to report this to the Sheriff. The Board wants to know when anything like this happens.

Maddison said the area in question is probably the District's worst site for fire danger. The Fire Department requires a 30 foot break to consumable structures. After meeting with the neighbors in the past, a 50 foot break was settled on. The District also agreed with the neighbors not to take out any more oaks.

Director Younger asked if the District could get one of the Sheriff's work crews in there to do some clean up.

Director Younger asked Staff to go out to the area in question and take a look.

Administrator Smith said they will try to get out there and take a look as soon as possible.

Joan Komeromi – Also lives near Schweitzer Grove – said there have been neighborhood objections to using work crews because a bunch of oaks were cut down by work crews by accident.

CONSENT ITEMS:

1. **MINUTES**
June 20, 2013 – Regular Meeting

2. **FINANCIAL STATEMENT**
May 2013
3. **ACCOUNTS PAYABLE**
June 2013
4. **ACCOUNTS RECEIVABLE**
July 2013
5. **QUARTERLY ACTIVITY REPORT**
April through June, 2013

Motion 1

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

CORRESPONDENCE: None

NEWSPAPER ARTICLES: Received and Filed

Arden-Carmichael News: June 13, 2013 – Tarry Smith named as new administrator of Carmichael Recreation and Park District
 Carmichael Times: June 26, 2013 – New Park Chief Cuts in at Whitney Lawn; Food Truck Fest Serves Hula a Go-Go.

ACTION ITEMS:

1. FY 2013-14 PROPOSED FINAL BUDGET

Administrator Smith: This was the final time for the Advisory Board to see the budget before it goes to the Board of Supervisors for approval. It is a balanced budget, keeping at \$200,000 contingency fund. He wanted the District to be known as a park district responsive to the residents. He will be working with staff to increase District revenue. He also wants to work with the Foundation on fundraising. He will also explore grants for some trails and bridges needed in some of the District parks.

Penney: With the last of the FY 2012-13's bills and revenue accruals submitted last week, Staff will have the final numbers (minor adjustments only) at the next Advisory Board meeting.

The carry-over reflects recreation program revenue increases over the previously estimated and savings realized from reductions in operations.

For FY 2013-14, property taxes will be higher due to increases in assessed values and decreases to refunds from appeals. Reflects increases in recreation program revenue based on trends and new opportunities.

For operations, the budget reflects the new rates for SCERS retirement and CAPRI workman's compensation but does not include the District's health rates or SUI rates effective in January 2014. Staff will have information on health insurance rates in late July 2013 and on SUI rates in December 2013. Staff has reduced the allocation in some of the services and supply accounts and used the allocation to increase the allocation for conferences. Additional allocation was made to cover the increased cost of liability insurance, commission due to Grubb & Ellis for the CMP lease, and office furniture. Allocations were made to cover the payments on a number of loans outstanding. The District has only three years left on them.

Administrator Smith said the Carmichael Park Master Plan is funded in this budget. Penney said that proposed final budget identifies the funding on hand for projects and the funding that is prospective. The District will not spend money on the projects unless additional funding is identified. Recently, the District has experienced more revenue from park impact fees. As vacant property is developed, the District will see more revenue from that both in terms of fees and property taxes.

Director Carroll asked if there was any way, as funds come in, that salaries can begin to be restored. Administrator Smith said some funds cannot be used for anything but projects. But when the funds are available, this will be a priority.

Director Carroll pointed out that it would be nice to have at least a 10 percent

contingency fund. At present it is at 5 percent. She asked what the \$9,998 for office furniture was for. Administrator Smith said that was for his office, as current conditions were hard to deal with.

Maddison said the administrator's office had not been redone for 35 years. Nothing in there was ergonomic.

Director Carroll said she was satisfied with the explanation, and was glad to see the Administrator's office will be ergonomically correct.

Chairman Rockenstein said it was good to see the Recreation revenue up. Kerth said there was a former dip due to the economy, but her staff has been working very hard on programs. Administrator Smith also has some great ideas to raise the Recreation revenues. Penney reminded them there had been a hit on the Bridges program when a school closed at the same time the economy took a hit. Kerth said things are growing again now.

Penney said the tenant leases are also growing over the next few years.

Director Conroy asked if the District lost any user groups because of the increase in fees this last year. Kerth said yes, the District did lose a group, but not because of the fees. The group disbanded. For other groups, she negotiated the fees. Once she showed them the related costs, the groups were ok.

Chairman Rockenstein brought up the water bill. About a year ago, the District had a meeting with the Water District regarding park connections. Penney said the Water District is working on it, but it's not a high priority. This year we had to pay a higher water bill because it was an extra dry year. Maddison said maintenance had to turn the water on early this year and the expansions at La Sierra also raise the water bill. Director Carroll suggested that Administrator Smith call the Water District director to see about getting the connections taken care of.

Administrator Smith will report back to the Advisory Board about this.

Motion 2

M: Younger S: Borman – The Advisory Board voted to: Approve and recommend to the Sacramento County Board of Supervisors the proposed final budget for FY 2013-14, as presented, a total of \$4,037,062 as follows:

<u>Revenues</u>		<u>Expenditures</u>	
Property Taxes	\$1,474,804	Salaries & EE Benefits	\$ 2,177,656
Building Rentals	1,041,989	Services & Supplies	863,729
HOPTR & Local Gov Aid	545,820	Assessments (P&I Pmts)	232,257
Recreation Services Charges	635,000	Fixed Assets	563,420
Donations & Misc	58,832	Contingency/Reserve	<u>200,000</u>
Fund Bal & Transfer from Reserves	<u>28,617</u>	TOTAL	\$ 4,037,062
TOTAL	\$4,037,062		

Unanimous vote.

PRESENTATION ITEMS:

1. WORK PLAN REPORT

Smith – This is the final report on last fiscal year's accomplishments. In August Staff will bring the work plan for FY 2013-14.

Penney – There are 9 items pending because they are dependent upon the outcome of the Carmichael Park Master Plan.

Director Younger complimented Staff on another good year. The Advisory Board appreciates how hard everyone works. He thanked all District staff on behalf of the Advisory Board.

REPORTS

1. **ADVISORY BOARD MEMBER REPORTS**

Director Conroy said she loved the food truck event. She brought some friends and they stayed nearly till 9 pm. It was still crowded when she left. She asked what the future plans are for more of these events. Kerth said they would like to do this once per month and they are selling a lot of community booths for these events. Another event is scheduled for August 21, and they are hoping to extend the events.

Chairman Rockenstein also complimented the food truck event. He likes how this is becoming more of a community event – it was crowded when he was there.

Kerth said the vendors love the venue and the crowds, of course.

Chairman Rockenstein said the fireworks presentation was a great show.

Director Borman said it was 109 on the 4th of July, but it was still great. Kerth said some backed out of the parade because it was too hot.

Director Carroll enjoyed the 4th of July event. She said she ran into Congressman Bera. She also enjoyed the food truck event.

2. **STAFF REPORT**

Staff Presentation:

Tracy Kerth: Elizabeth Crisante and Alaina Lofthus are both very busy.

From Elizabeth - This is the second year with the new fireworks company and the District is literally getting more bang for the buck. Concerts are going well - 1,100 attended the Journey tribute concert. Staff have interns helping them, and the District is now on Facebook, Twitter, and Instagram.

From Alaina – Preschool graduation is August 1. Summer camps are going strong. They are getting ready for the kids carnival. She is hiring Bridges staff for the new school year, plus volleyball and football coaches. 5 on 5 basketball league now has “association” certified referees instead of staff referees.

The fall and winter Activity Guide is finished and will be mailed out August 1.

The California Montessori Project (CMP) lease was approved by the Board of Supervisors.

Keith Maddison: Maintenance staff is still working hard on the 200 wing at La Sierra. They are nearing completion of the remaining half of the wing and anticipate turning this portion over to CMP within the next two weeks.

Staff worked with the Recreation Division to prepare facilities at Carmichael Park and La Sierra for the 4th of July events and cleaned up the next day.

The District received the services of 5 work project busses in the last month. This labor was used for park cleanup at Carmichael Park, La Sierra (prep for 4th) and assisting with some neighborhood park cleanup.

Staff continues to maintain only the minimum service level throughout the District due to staff reductions and the demands of the renovation project at La Sierra Community Center.

Ingrid Penney: Staff has been doing pre-employment screenings and orientation for new staff. Sharon Reneau has been invaluable with this process.

Last week staff paid the last bill and set up the revenue accruals for FY 2012-13. They pay about 3,000 bills each year. Ty Campbell is very valuable with this process.

Penney is working with County staff on the District's County loans (FAAF). The transactions have been reconciled, payment made, and work started on a plan to pay the remaining balances within three years.

Acquired a new computer for Administrator Smith and a new computer and laptop for the recreation division. The Administrator's computer was the oldest in the District. It will be approximately three more weeks before his ergonomic furniture is delivered.

Worked with Sprint to replace numerous cell phones at a discount rate as the Nextel network would be dismantled at the end of the month.

Staff will bring the financial report to the August meeting, showing the final revenue and expenditures for FY 2012-13. Final adjustments to the FY 2013-14, if needed

will come to Advisory Board as well.

Administrator Smith: Assemblyman Cooley has invited him to sit on a panel on August 1.

NEW BUSINESS -

Director Carroll asked the other Directors how they would feel about having the Board meeting materials emailed to them. She understood Mission Oaks emails theirs instead of delivering paper packets. The idea would be to have paper packets here for them at the meeting. The Clerk of the Board was instructed to look into this matter with Mission Oaks and place it on the agenda for the August Advisory Board meeting.

UPCOMING EVENTS:

1. **Park Rec & Eat It – Wednesday, August 21, 5 – 9 pm. Theme is Neon Nights.**
2. **Summer Concerts Continue: July 21 – On Air, July 27 – Code Blue, July 28 – Carmichael Kiwanis Swing Dance Band, August 4 – John Skinner Band, August 10 – Roni & the Flight, August 11 – Todd Morgan & the Emblems, August 18 – Capitol Pops Concert Band**
3. **Founders Day – Saturday, September 28**

FUTURE AGENDA ITEMS

1. **Foundation Report Regarding Carmichael Park Improvements**

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Proposed: Thursday, August 15, 2013 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:35 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