

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
AUGUST 15, 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, Dax-Conroy, Rockenstein and Younger
Directors Absent: Borman – excused absence
Staff Present: Smith, Kerth, Maddison and Penney
Staff Absent: none

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

CHAIRMAN ROCKENSTEIN ANNOUNCED ACTION ITEM 5 WAS PULLED FROM THE AGENDA.

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 18, 2013 – Regular Meeting
2. **FINANCIAL STATEMENT**
Fiscal Year Ending June 2013
3. **ACCOUNTS PAYABLE**
July 2013
4. **ACCOUNTS RECEIVABLE**
August 2013

Motion 1

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

CORRESPONDENCE: None

NEWSPAPER ARTICLES: Received and Filed

Carmichael Times: July 17, 2013 – Carmichael Park: The Beat Goes On; July 24, 2013 – Boltin' Dinner: VIP at Truck Fest

SPECIAL PRESENTATIONS:

1. **FOUNDATION REPORT**
Foundation President Peter Tateishi gave an update on their research about whether a capital campaign would be profitable. They just completed the research process by Ansbach and Associates. Their question was what the community would support. The first round of the process identified about 40 individuals in the community who might be major donors. That round was positive enough to do a second process of having small gatherings of community individuals who might be

major donors. The outcome was that most of those asked were not big on having or paying for a pool that the District might not be able to sustain. They were more interested in improving what's currently in the park and park security. The maximum contributions would probably be about \$2 million. They are looking at what can be done to improve the donor possibilities. The big issue is perceived safety in the park. The Foundation and District need to have a conversation about whether an assessment is possible. Potential donors are asking for an assessment in addition to their donation. Foundation is running into the dynamic of donors who won't be using the park or a pool. Donors are saying there should be an equal share with the public such as a benefit assessment to complete the park projects. They also don't want to invest in things that the District cannot sustain (the pool, for instance). The Master Plan will need to fit into all of this as well.

When asked for his opinion about a benefit assessment next year, he said next year will be ground zero for more campaigns. Voters will be overwhelmed with calls and voter campaigns. Voters will probably not even hear a benefit assessment campaign because of voter fatigue. He thinks a campaign then would not be a good idea. An off year election cycle is a better idea. But there are many components to consider before making any decisions.

Director Younger asked if it would be possible to have a joint meeting with the Foundation.

Administrator Smith said yes, a joint meeting is possible.

Tateishi said he would be happy to also bring Ansbach to a joint meeting so everyone could pick his brain.

The next Foundation meeting is planned for September 9. Just as a reminder, the Foundation cannot engage in political campaigns. He suggested the joint meeting not be delayed past October.

The clerk was directed to send out a message to all parties for who would be available for a joint meeting the week of 9/23 – 9/27.

ACTION ITEMS:

1. FY 2013-14 FINAL BUDGET ADJUSTMENTS

Administrator Smith said the District has a balanced budget. It will be tight but Staff will make sure it works. The percentage rate for the commission due to Grubb & Ellis was reduced in half. Staff will work hard on revenue generation and spending controls.

Penney said that the adjustments were needed to account for the actual carry over fund balance from FY 2012-13 and increased costs associated with health plans and dental coverage, which will go up in January. VSP is now stand-alone, which is a better deal. The increases were offset by anticipated gains in property tax revenue and reductions on other expenditures. Based on the recent information from the Assessor's Office, property values will be increasing by 15% on one third of the properties within the District.

The combined effect of the fund balance carry over, additional identified expenses and property tax offset totals \$24,270. District staff submitted the adjustments to County staff on August 8 in order to meet the County's deadline. The Budget Hearing before the Sacramento County Board of Supervisors has been set for September 10.

Motion 2

M: Younger S: Conroy – The Advisory Board voted to: Approve and recommend to the Sacramento County Board of Supervisors the net adjustments of \$24,270 to the proposed final budget for FY 2013-14, as presented, for a total budget of \$4,061,332 as follows:

Revenues

Expenditures

Property Taxes	\$1,494,631	Salaries & EE Benefits	\$ 2,195,326
Building Rentals	1,041,989	Services & Supplies	870,329
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>285,060</u>	TOTAL	\$ 4,061,332
TOTAL	\$4,061,332		

Unanimous vote of those present. Absent: Director Borman.

2. RFP FOR CARMICHAEL PARK MASTER PLAN

Administrator Smith – Funding for a Master Plan for Carmichael Park was included and approved in the FY 2013-14 budget. The master plan consultant will be asked to look at Carmichael Park as the centerpiece of Carmichael and to look at amenities and locations of facilities to enhance the position of the park within the community. Staff requested authority to release a Request for Proposal (RFP) to consultants to create a master plan and hold public meetings to develop a vision for the future of the park. The RFP is not to exceed \$25,000 as budgeted. Staff will come back to the Advisory Board with their recommendation for the firm to hire.

Chairman Rockenstein – What is the process timeline? Administrator Smith said no later than October Advisory Board meeting.

Director Younger wondered if the budgeted amount of \$25,000 was enough to do this the way they want. Administrator Smith said they could always come back to the Advisory Board if it isn't.

Motion 3

M: Conroy S: Younger – The Advisory Board voted to approve release of a Request for Proposal (RFP) to create a new Master Plan for Carmichael Park not to exceed \$25,000 as budgeted.

Unanimous vote of those present. Absent: Director Borman

3. WORK PLAN FOR FY 2013-14

Administrator Smith – This is the proposed District Work Plan for Fiscal Year 2013-14. The District Staff created the Work Plan, which is not complete for the entire year. It's a work in progress. This plan lists the lead manager for each work item and the proposed completion date. The first quarterly progress report and any revisions will be provided at the October 2013 Advisory Board meeting.

Motion 4

M: Carroll S: Younger – The Advisory Board voted to approve the proposed FY 2013-14 Work Plan.

Unanimous vote of those present. Absent: Director Borman

4. NOMINATION TO CAPRI BOARD

Penney – For some time, the District has wanted to have a presence on the CAPRI board. The District now has someone who has the time and willingness to serve on this board if elected, Tarry Smith. If elected in the state-wide election, he would serve a four year term on the board as a member at large. The election is about two months from now, one ballot per district.

Motion 5

M: Younger S: Carroll – The Advisory Board voted to approve the nomination of

Tarry Smith for candidacy to fill the seat of Membership At Large on the CAPRI Board.

Unanimous vote of those present. Absent: Director Borman

5. SKATE PARK SURPLUS REMOVED FROM AGENDA

PRESENTATION ITEMS:

1. CARMICHAEL WATER DISTRICT

Administrator Smith – Update from last Advisory Board meeting: The Water District will switch out the Cardinal Oaks water meter the first week in November.

2. ADVISORY BOARD PACKET DELIVERY OPTIONS

Advisory Board Clerk Phillips – The Advisory Board currently receives their meeting packages in hard copy form, hand delivered on Friday before the third Thursday meeting. At the July meeting, the Board directed her to contact the Mission Oaks District Office for information on how they distribute their board packages electronically and any issues they had with this delivery.

She spoke with Debra Tierney, their office manager and Board Secretary. Mission Oaks emails their packages to their board members but offers them the option of a paper copy if they wish one. The board members must request a paper copy no later than 5 pm the day before the meeting. They then have the option of having the paper copy delivered to them or having it ready for them at the board meeting. It is not automatic.

The board members are offered a ream of paper every six months or when requested, for them to print the packages at home if they wish to do so.

Each item for the board package is sent to the office manager/board secretary electronically and saved as a pdf. Each group of items is a separate file, all attached to one email. She sends this email to their advisory board and staff and whoever else is on their mailing list for packages.

She asked Mission Oaks about any problems with sending out large files as attachments. So far, only one of their directors had any trouble with the package; it was only a temporary issue.

She outlined plusses and minuses for emailing the packages and remaining with hand delivery of hard copies. She did not have any issues with either procedure and said she would be happy to deliver the packages either way the board wished to receive them.

All of the Advisory Board directors wanted to begin receiving emailed packages beginning with the next Board meeting in September. They liked the idea of having an electronic copy of the entire package in one place. They instructed the Clerk to send a test packet message to each of the Directors within a day or two to make sure there were no issues.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS

Director Conroy said the concerts have been great and is looking forward to the next food truck event on August 21. There is always someone from the District at the concerts. Usually Lindsey. Director Conroy said maybe the District needs to give reminders at the concerts of all the other things going on in the park in the next weeks and months at the half time break. This might be something to consider for next year's concert series.

2. STAFF REPORT

Staff Presentation:

Tracy Kerth: She has been visiting with the La Sierra tenants, making sure

everything is ok. CMP has about 500 students on campus now. CMP is very happy with the new drop off and pick up system.

The final three concerts will be held in August.

The day camp ended August 14, with a very successful summer.

Kids Hang Out after school program is starting back up. They currently have 22 kids and expect more shortly.

Everyone is invited to the annual Community Garden potluck on Wednesday, September 4 from 6 to 8 pm. Gardeners provide wonderful homemade dishes from the garden. The Community Garden will be celebrating 10 years in operation. The District has been asked to be part of Carmichael Pride in conjunction with the Boulevard Brush Up on October 26. They are working on a kickoff at Founders Day. The District is having Adopt a Park in September as a separate event.

Keith Maddison: At the La Sierra Community Center 200 Wing, Staff has completed 2/3 of the east side (approximately 6,400 square feet) and will be turning it over to Montessori on Friday. He anticipates full completion in mid to late September. Immediately upon completion, his staff will begin renovation of the 300 wing.

Maintenance staff replaced five burned out lights on the Carmichael Park tennis courts. They also removed graffiti from the mural.

At Cardinal Oaks Park, they removed two large problem trees that were located on the property boundary, and clipped brush. They also removed a considerable amount of graffiti from the play structure and repaired the drinking fountain. The drinking fountain has been vandalized so many times that they have considered removing the fountain.

At Del Campo Park, they replaced four malfunctioning irrigation valves and assisted the soccer group with field renovations by providing temporary fencing monitoring the irrigation systems and schedules.

At Jensen Garden they repaired a leaking water main.

They removed graffiti at Patriots Park. This park was hit hard with graffiti that took about 12 staff hours to correct.

Staff removed two trees at Schweitzer Grove and cleared some brush and accumulated leaves from the eastern boundary. More brush will be cleared in the fall or winter months.

The District received services from four work project busses during this reporting period. This labor was used for park cleanup at Schweitzer Grove, O'Donnell Park and La Sierra Community Center.

Staff continues to perform just the minimum service level throughout the District due to the demands of the renovation project at La Sierra and short staffing levels. Director Conroy asked if Maintenance could put a garbage can over by the basketball court. The court is being used a lot and there's no place to put trash. They need more cans at the softball fields too. Maddison acknowledged that more cans are needed and this will be looked into.

Ingrid Penney: Year-end reports are released. These are provided in the board packet. An analysis report will be provided at a later meeting.

Staff met with the County Benefits Office to discuss the 2014 program. Health and dental premiums will increase in January 2014. County is exploring additional options now that Blue Shield is not a player – possibly Western Health Advantage to join Kaiser and Healthnet. Open enrollment will begin September 30 and continue to November 1. Affordable Care Act implementation has been deferred for a year.

Staff is currently working with the County debt management staff to restructure payment on the remaining balances of the FAAF ("bridge") loans for La Sierra Community Center and Jan Park.

She, Administrator Smith and Tracy Kerth met with Ken Noack to discuss the commission calculation on the CMP lease. A conflict occurred over payment because the Grubb & Ellis bankruptcy issue is not resolved. County Counsel has requested a note or letter of assignment to Newmark Knight Frank in order to be able to pay. Confirmation of concurrence has been received. Payment can now be processed.

The District Administrator's new office furniture has been installed. Financial statements have been completed and she processed Directors insurance for the Foundation.

She met with La Sierra support staff for refresher training on the District's special event liability insurance program.

Administrator Smith: He will be working on the Request for Proposal (RFP). He is planning a retreat with the Recreation staff to look at revenues in October.

He has been asked to be on the Community Pride committee.

He attended a round table with Assemblyman Cooley. Biggest emphasis is on improving and taking care of what we have.

NEW BUSINESS – none

UPCOMING EVENTS:

1. **Sunday Fundays – Sunday, 10 am to 1 pm – September 15.**
2. **Final Summer Concerts: August 18 – Capitol Pops Concert Band, August 24 – The Count, August 25 – River City Concert Band (last of the season)**
3. **Jensen Garden Work Day – Saturday, September 14, 10 am to 1 pm**
4. **Founders Day – Saturday, September 28**

FUTURE AGENDA ITEMS

1. **Social Media Policy**
2. **Approval of Carmichael Park Master Plan Consultant**
3. **Skate Park Surplus**

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Proposed: Thursday, September 19, 2013 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 8:03 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