

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JULY 17, 2014 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 Vice Chairman Younger

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 – Boy Scout Troop 55 and Cub Scout Pack 55 led the Pledge of Allegiance

RECESSED TO CLOSED SESSION AT 6:03 PM

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Government Code §54956.9(d)(1))**

RECONVENE TO OPEN SESSION AT 6:50 PM

CLOSED SESSION REPORT

Chairman Rockenstein and Director Carroll arrived during the closed session at about 6:10 pm. Nothing to report at this time.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA –

Victoria Davi – non-resident. She has a concern about the cash handling review from March and past audits. She said the deficiencies leave a door open for problems. Jim Baker – resident. He asked that the Board be extremely cautious and prudent regarding litigation.

CONSENT ITEMS:

- 1. MINUTES**
May 8, 2014 – Special Meeting
May 15, 2014 – Regular Meeting
- 2. FINANCIAL STATEMENT**
April 2014
May 2014
- 3. ACCOUNTS PAYABLE**
May 2014
- 4. ACCOUNTS RECEIVABLE**
June 2014
July 2014
- 5. QUARTERLY RECREATION ACTIVITY REPORT**
January through March, 2014

Motion 1

M: Borman S: Younger – The Advisory Board voted to: Approve Consent items 1 – 5 as presented

Vote: Unanimous

CORRESPONDENCE: None

NEWSPAPER ARTICLES:

Sacramento Bee: May 16, 2014 – Carmichael parks assessment passes; May 16, 2014 – Taxpayer group blasts park charge; June 21, 2014 – People want park improvements, security, maintenance

Carmichael Times: June 19, 2014 – Sacramento Taxpayers Association Files Lawsuit Against CRPD Over Assessment; June 26, 2014 – Commentary: Parks Are An Asset, But Recent Assessment Was Flawed and represents Bad Public Policy; Rockers and Rockabilies Continue Concert Season

SPECIAL PRESENTATIONS: None

ACTION ITEMS:

1. ADVISORY BOARD ELECTIONS (Rockenstein)

For Chair:

Motion 2: Director Conroy nominated Chairman Rockenstein to continue as Chair for the new year. Seconded by Director Borman. Chairman Rockenstein accepted the nomination.

Vote: Directors Carroll, Borman, Younger, and Conroy all voted aye.

Chairman Rockenstein abstained.

Motion Carried.

For Vice Chairman:

Motion 3: Director Younger nominated Director Carroll. Seconded by Director Rockenstein. Director Carroll accepted the nomination.

Vote: Directors Borman, Rockenstein, Younger, and Conroy all voted aye.

Director Carroll abstained.

Motion Carried.

For Secretary:

Motion 4: Director Younger nominated Director Borman. Seconded by Director Carroll.

Director Borman accepted the nomination

Vote: Directors Rockenstein, Younger, Carroll, and Conroy all voted aye.

Director Borman abstained.

Motion Carried.

Standing Committee Assignments:

Facility Committee: Director Younger, Chair; Director Conroy, Member

Personnel Committee: Director Carroll, Chair; Director Conroy, Member

Budget Committee: Director Borman, Chair; Director Younger, Member

Policy and Programs Committee: Director Carroll, Chair; Director Conroy, Member

No ad hoc committee assignments anticipated for 2014-15

2. FY 2014-15 PROPOSED FINAL BUDGET WITH CAPITAL IMPROVEMENT PLAN (CIP) PROJECT LIST FOR THE CARMICHAEL RECREATION & PARK DISTRICT AND THE ASSESSMENT - CARM RPD PARKS MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT

Administrator Smith: In April, the Advisory Board approved a preliminary budget for the General Fund for FY 2014-15; later approved by the County Board of

Supervisors in June. Since that time, projections of revenue and expenditures have slightly changed. Staff is now presenting the final budget for FY 2014-15, based on current projections and trends and reviewed with the Budget Committee. Staff is estimating available revenues of \$4,103,343 for FY 2014-15, including a carry-over fund balance from FY 2013-14 of \$382,050. The aggregate difference between the preliminary and proposed final budgets \$256.194

The operations budget has addressed funding for current staffing levels, which restores management salaries and provision for a possible COLA for all full time regular employees in January 2015 (half year), includes funding for seasonal positions in the maintenance division, and direct costs of programs for part-time seasonal staff in the recreation division and changes in benefit costs; and adjustments to several individual services and supply accounts reflective of current trends and projected needs, including a placeholder for additional services and supplies should reimbursement for the assessment process become available.

Budget includes funding for payment of debt obligations and includes a lease purchase of a mower for the maintenance division recommended in the preliminary budget.

It includes an allocation for re-budgets of the CEQA on the Master Plan for Carmichael Park, improvements at the CP Dog Park, and Sutter-Jensen improvement, and a new project, La Sierra Community Center Roof renovation project. It also provides a placeholder for a 12-passenger van for Recreation, if reimbursement from the assessment process becomes available.

The commitment for a minimum allocation of \$200,000 for Contingency/Reserve has been enhanced with additional funds to fund a total of \$270,130. Additional adjustments will be made once final revenues and expenditures for FY 2013-14 are closed, in late July.

In May, the Advisory Board adopted Resolution CP05152014-01, approving the Engineer's Report, confirming the Diagram and assessment, and ordering the levy of the Parks Maintenance and Recreation Improvement District Assessment for FY 2014-15. Since that time, Staff has worked with the County to set up a new fund, 337b. It identifies and allocates the revenue from the assessment based on the Engineer's report and estimated interest earnings. Recommended that implementation of the spending plan be placed on hold, while litigation is pending.

Public Comment:

Jim Baker – resident: Interested in a breakdown of the \$93,000 to restore managers' salaries. He indicated that property tax projections were modest and believed that there would be sufficient revenue to fund a COLA.

James Perry – CRPD Maintenance Department employee: Their division employees have been through a lot over the last several years with all the renovations and short staff. He asked the Advisory Board to consider a COLA for the employees, as token or gesture of appreciation.

Pam Pinkston – resident: Regarding rolling the cost of the assessment into the next budget. Does the District consider the cost of the ballot as admin costs? Also those attending the meeting did not get handouts of the budget. She asked that the District consider providing handouts of the budget at the meeting. Staff explained that this information is available on the District website.

Motion 5

M: Younger S: Carroll - The Advisory Board voted to:

Approve and recommend to Sacramento County Board of Supervisors the proposed final budget for FY 2014-15, as presented, a total of \$4,103,343 as follows:

REVENUES -		EXPENDITURES -	
Property Taxes	1,589,847	Salaries & EE Benefits	2,317,921
Building Rentals	1,261,131	Services & Supplies	1,031,293
HOPTR & Local Gov Aid	180,724	Assessments (P & I pmts)	336,760
Recreation Services Charges	635,000	Fixed Assets	147,239
Donations & Misc	54,591	Contingency/Reserve	270,130
Fund Bal	382,050	TOTAL	4,103,343
TOTAL	4,103,343		

Approve and recommend to Sacramento County Board of Supervisors adoption of the proposed final budget for the Carmichael Recreation and Park District’s Maintenance and Recreation Improvement District (Carmichael RPD Assessment District) for FY 2014-15, as presented, a total of \$667,210 as follows, withholding expenditures while the lawsuit is pending:

REVENUES -		EXPENDITURES -	
Interest Income	1,000	Services & Supplies	303,761
Local Gov Aid	1,287	Fixed Assets	362,449
Assessment Fees	664,923	Contingency/Reserve	1,000
Fund Balance	0	TOTAL	667,210
TOTAL	667,210		

Vote:

Ayes: Directors: Younger, Conroy, Carroll, Borman, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

PRESENTATION ITEM: None

REPORTS

1. ADVISORY BOARD MEMBER REPORTS

Director Carrol enjoyed a visit to La Sierra Community Center to observe the Summer Camp. She also had a great time at the July food truck event.

Director Borman said she was happy watching the dog park come together.

Directors Younger and Rockenstein both enjoyed the fireworks display this year.

Director Conroy said the food truck event was lots of fun. She also enjoyed the

Fourth parade and said Tracy Kerth and Barry from Mission Oaks did a great job

announcing it.

Director Conroy also thanked everyone for their sympathy and well wishes on the loss of her husband.

2. STAFF REPORT

Staff Presentation:

Tracy Kerth:

The 4th of July events were fantastic. The District was responsible for parade announcing and a float, which this year featured a big picnic basket with giant ants, forks and spoons, a giant watermelon, as well as a trailer full of children. We didn't win, but it was great fun. The fireworks went very smoothly and was extremely successful. She received many wonderful, positive comments about the event and its being free to the public.

Smart and Final opened a new store around the corner from Carmichael Park and as part of their grand opening they donated \$2500 to the Foundation.

The Montessori Children's School (the preschool) has approached the District about needing more space. Keith Maddison explored the cost of remodeling the old boiler room but its cost prohibitive. They did a walk through with Alaina of the Kids Hang Out space and think they can work out an agreement between the District and the preschool for joint use since she only needs more space from 8 am to 12:30 pm, and not in the summer. This may work nicely with our after school program during the school year and the day camps in summer. Details are being worked out.

She is researching facility use fees with neighboring districts. She will bring a report to the Advisory Board later in the fall for Board approval.

Staff is also looking into utility rates regarding indoor regular user groups.

Staff is also researching water rates for landscaping at La Sierra Community Center and Carmichael Park. They are reviewing rates for the outdoor user groups, most of which are currently paying a percentage of the water costs. These rates have not been increased in the last two years. Regular outdoor user groups include Carmichael Little League, Carmichael Girls Softball, Senior Softball, Capital Valley Youth Soccer, and Del Campo High School Soccer Teams.

The VFW post and the connected Ladies' Auxiliary have disbanded, leaving only the Disabled American Veterans (DAV) and American Legion regularly meeting in our Veterans Hall.

The first of five murals at La Sierra Community Center has been completed. Lots of people were taking pictures of it at the July 4th celebration.

Director Conroy suggested that Reports be moved to the front of the meeting. The other Directors agreed. Clerk directed to move Reports to immediately before Action Items at future meetings.

Keith Maddison:

La Sierra Community Center

1. Irrigation repair: Staff replaced numerous malfunctioning irrigation heads and made extensive adjustments to systems throughout the center.
2. July 4th event: Staff assisted the Recreation Division with preparations and logistics for the fireworks event.

Carmichael Park

1. Dog Park construction project: the contract portion of the project has been completed. Staff has completed the installation of the irrigation systems. Hydro-seeding has been completed, and the new turf has been mowed three times, fertilized and had a fungicide applied. Staff plans to plant some new trees in August before the park reopens. This project is a week ahead of schedule; they are confident about reopening in early September.
2. Staff assisted the Recreation Division with preparations and logistics for the events.
3. Irrigation repair: Staff has completed more repairs and adjustments to all

- irrigation systems in the park.
- 4. Staff repaired a broken drinking fountain at the picnic shelter.
- 5. Vehicle Access Gate Repair: Staff restored the vehicle access gate at the Sue Pam Drive entrance, which was destroyed due to an apparent motor vehicle impact.
- 6. Vets Hall HVAC Repair: Staff repaired a malfunctioning HVAC unit that services the Tiny Tots room.
- 7. Eleven foot cut Toro Mower Repair: Staff rebuilt the three recycling decks on the District's largest mower. They were completely worn out after three years of heavy use.

Glancy Oaks Park

- 1. Water main repair: Staff repaired another leaking two inch water main and made adjustments to the irrigation system.
- 2. Malfunctioning irrigation valves: Staff rebuilt two malfunctioning irrigation valves.

Jensen Botanical Garden

Staff repaired two leaking two inch water mains and made modifications to the irrigation system.

O'Donnell Heritage Park

Staff repaired a broken drinking fountain at the play area

Sutter Park

Park Sidewalk and Bridge Project: Staff has met with the volunteer architect to finalize trail layout and specifications for the completion of the construction drawings. They hoped to put this project out to bid in late August or early September but this could be delayed due to a heavy workload being experienced by the volunteer architect.

Patriots Park

- 1. Staff spent considerable time removing extensive graffiti from walkways, utility cage, monument and play equipment.
- 2. Staff made numerous modifications to the irrigation system that will reduce water consumption.

District Wide

Sheriff's work program: The District received the services of five work project busses during this reporting period. The labor was used for clean up at Carmichael Park, La Sierra Community Center, landscaping in the dog park and cleanup at Jensen Garden.

Ingrid Penney:

She was happy to be back to a full time schedule and to have Betty Phillips back. Yesterday they paid the last of fiscal year 2013-14 bills and submitted final adjustments.

Staff has been very busy responding to the public records requests that the District has received.

Staff has been busy with background screening for seasonal maintenance and recreation position applicants.

Staff is reviewing the District's desktop computers (some were acquired in 2005), printer, and copier (acquired in 2000).

Audits: District received responses from three of the four CPA firms that the District reached out to. The lowest bidder was under \$23,000, one came in at \$29,000, and the highest was \$35,000 for auditing the financial reports for FY 2010-11, 2011-12, and 2012-13. Tarry signed the engagement letter. At the pre-audit conference they discussed having the audit completed by January.

Administrator Smith:

Three Assembly bills in the works that could affect the District:

AB 230: would require coaches of minor aged children using District parks and facilities to undergo a background check and be public record.

AB 2644: nicknamed the restroom bill, would require all public restrooms to be open 24 hours a day for anyone to use. CARPD opposes this.

Another AB, unknown number: requires trash receptacles in every restroom stall, which would require the restrooms to be expanded.

SB1086: Park Bond Act. Will create Park Bond which would be funded per capita for improvements of District parks and facilities.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Movie Nights** at Sunset - Friday, July 11 at Mission North Park, 3344 Mission Avenue - Sponsored with Mission Oaks and the Church on Cypress; Friday July 18 at Carmichael Park - Sponsored with Mission Oaks and Church on Cypress.
2. **Summer Concerts in the Park** at 6:30 – 8:30 PM at Carmichael Park: July 12 - On Air, Classic Rock; July 13 - The Kick n 60's; July 20 Group Therapy, Classic Rock/R&B; July 26 - Mick Martin and the Blues Rockers, July 27 - Carmichael Kiwanis Swing Band; August 3 - John Skinner Band, Dance Band, August 9 - The Count, 60's-90's Classic Rock with a bit of soul. More to follow through the month of August.
3. **Food Trucks** at 5 – 8 PM at Carmichael Park - First Thursday of the month - August 7.

FUTURE AGENDA ITEMS

1. **Work Plan End of Year Report for FY 2013-14**
2. **Work Plan for FY 2014-15**
3. **Ratification of FY 2014-15 Final Budget Adjustments**

RECESS TO CLOSED SESSION - 8:40 pm

2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Unrepresented Employee - District Administrator
Pursuant to California Government Code §54957

RECONVENE TO OPEN SESSION – 8:53 pm

CLOSED SESSION REPORT Nothing to report

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting – Public Hearing**
Proposed: Thursday, August 21, 2014 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 8:55 p.m.

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