

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MARCH 17, 2016 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 6:08 p.m. by Chairman Rockenstein.

ROLL CALL:

Directors Present: Arredondo-Carroll, Borman, Dax-Conroy, Rockenstein and Younger
Staff Present: Smith, Kerth, Maddison, and 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 –

Bob Kerr – inquiry made as to whether the Advisory Board would support his pursuit of grants for the construction of a skate park. Chairman Rockenstein suggested that the Foundation may be able to help raise funds. Administrator Smith concurred that the Foundation would be an appropriate vehicle.

Frank Guidi – made comments about Glancy Oaks Park playground and grounds maintenance; the need to weed and feed the landscape, not just cut and spray herbicides; requested that staff avoid spraying herbicides around the playground.

CONSENT ITEMS:

1. **MINUTES**
February 18, 2016 – Regular Meeting
2. **FINANCIAL STATEMENT**
January 2016
3. **ACCOUNTS PAYABLE**
February 2016
4. **ACCOUNTS RECEIVABLE**
March 2016

Motion 1

M: Younger S: Conroy – The Advisory Board voted to approve Consent Items #1-4, as presented. Vote: Unanimous. 5/0/0/0/0

NEWSPAPER ARTICLES:

***Carmichael Times* –**

February 12, 2016: *Announcement & Events: Kids Hangout President's Week Camp; Babysitting Safety Class*

February 19, 2016: *Announcement & Events: Egg Hunt*

February 26, 2016: *Carmichael Community Update by County Supervisor Susan Peters; Announcement & Events: Indoor Pickleball Tournament*

March 4, 2016: *Announcement & Events: Indoor Pickleball Tournament; Egg Hunt*

SPECIAL PRESENTATIONS: None

REPORTS:

1. **ADVISORY BOARD MEMBERS REPORTS**

Director Carroll complemented staff, reporting observations made on a visit to the Kids Hang Out, after school program. She also attended an amazing exhibit, the American Watercolor Society traveling exhibition from New York at the Sacramento Fine Arts Center, La Sierra Community Center. Only 8 galleries nationwide were afforded this opportunity which speaks to the quality and caliber of the Gallery.

Director Borman reported on a recent visit to the Jensen Gardens; with the tulips in bloom, it's the right time to visit.

Director Younger reported on that Budget Committee had met to review the budget proposal.

Director Conroy announced that the CRPD Foundation will be holding a spring fundraiser, Antiques Bubbles and Brunch to benefit the Youth Scholarship Fund. This fund enables more kids to enroll in District programs. Sponsors are being sought.

Chairman Rockenstein said that there is growing need for access to programs; thanked Directors Borman and Conroy for their participation in the fundraiser.

2. **STAFF REPORTS**

Staff reported on current District operations, projects and events.

Recreation Division

Tracy Kerth, Recreation Services Manger – provided division highlights.

Spring/Summer Activity Guide: Has arrived in homes and online.

Events:

- Egg Hunts and Pancake Breakfast - March 26:
Jelly Belly donated \$1,020 worth of jelly beans for the event.
Kiwanis Community Band will play on the Clubhouse patio in the AM, as long as it doesn't rain.
Sacramento Fine Arts Center will have an arts and crafts booth.
Supervisor Susan Peters will have office hours at the event.
Easter bunny will be available for photos.
Purchased 5000 plastic eggs
- Creek Week Celebration - April 9 at Carmichael Park.
- CMP hosting a campus beautification day on April 6
- Victory Christian having a clean-up beautification at Carmichael Park on April 27
- Kiwanis Club of Carmichael hosting a clean-up day on April 2 at Koobs Nature Area and La Sierra.
- New radio partnership is being confirmed with K-ZAP for the Summer Concerts and Fourth of July Celebration.
- Olympic Day plans underway; Olympians Gabe Gardner and Starr Hurley are confirmed to participate again this year.

Marketing/Promotions: Facebook – 1,105 followers; Twitter – 332 followers; Instagram–198 followers

Media release & Carmichael Times: Egg Hunt, Pickleball Tournament, and upcoming District Classes

Programs:

Pickleball:

- Preparing for first tournament
- Tournament is on March 30th – April 1st
- 6 Event Sponsors
- Last day to register but expecting about 30 teams (60 players)

Adult Sports: End of winter leagues; Preparing for start of spring leagues

Youth Sports: Finishing youth basketball programs

KHO: Spring Break Camp next week
Summer Camp: Preparing Field Trips, Job Announcements, and marketing material
Tiny Tots: Program is full!

La Sierra Tenant/Regular User Group Visitation:

Visiting with County TR Services, Capital Valley Youth Soccer, Carmichael Little League, High School Rugby teams, and Sacramento Eagles
Working with CMP on new signage; proposal to come to the Advisory Board for approval
Working with SFAC on changeable artwork banners for the front of their gallery; proposal will come to the Advisory Board for approval.

Park & Facility Services Division

Keith Maddison, Park Services Manger – provided division highlights on park and facility maintenance services performed during the reporting period.

La Sierra Community Center

Gymnasiums Backstop Conversion and Inspection: Staff working on the electrical portion of the project; removed two unused center backstops in the Johnson Gym and making repairs to all backstops.

Roof Leaks: Suite 170 and the 700 Wing East repaired.

Emergency Exit Lights: Staff replaced batteries; Chautauqua Theater.

Little League Field House: Staff repaired a water heater.

Carmichael Park

Veterans Hall: Staff installed a new Handicap Parking sign and pole at the parking lot.

Ballfield 4 Scorekeeper's Booth: Staff replaced flooring in the scorekeeper's booth.

Ballfield 2 Snack Bar: Staff replaced a broken electrical conduit that feeds the main electrical service to the snack bar and replaced a dead bolt at the building.

Del Campo Park

Play Equipment Replacement: The play equipment destroyed by arson last September has been replaced under contract with Miracle Play Systems. New benches were fabricated and installed by staff during this project.

Jensen Botanical Gardens

Leaking Valve: Staff repaired a 2" water main valve.

Sutter Park

Bollards: Staff completed installation of 74 bollards adjacent to the Community Garden to prevent unauthorized vehicles from accessing the site. Staff has also widened the entrance for two way traffic and installed a new gate.

District Wide

Sheriffs Work Program: Received the services of two buses during the reporting period. Labor was used for park cleanup at Del Campo Park and bollard installation at Sutter Park.

Herbicide Application: Staff applied herbicides at Cardinal Oaks, Carmichael Park, Glancy Oaks Park, Jan Park, Sutter Park, Jensen Gardens and the Garfield Property.

Play Area Fall Zone: Material added to Bird Track Park, O'Donnell Heritage Park and Patriots Park. A total of 190 cubic yards was split between the three sites.

Administrative Services Division

Ingrid Penney, Administrative Services Manager – Provided highlights which were in addition to routine work, as follows:

State Controller Compensation Report 2015 – Due date for filing has moved up this year. We are working to complete required information regarding position salary ranges and benefits for the 102 employees paid during 2015. Because we are included under the County of Sacramento, our input is due by March 30 so that the County can meet the April 30 deadline. We have provided a link on our Website to the 2014 Report under About Us, AB 2040 Compliance and will update the 2015 link once published.

Audit of Financial Statements for fiscal years ending June 30, 2014 and 2015 – The audit has begun with the submission of required background information, various financial reports, and schedules. Field work scheduled to begin March 28.

Budget Calendar for FY 2016-17:

- June – Preliminary Budget Hearing with Sacramento County Board of Supervisors
- July 21 – Proposed Final Budget to Advisory Board
- August 18 – Ratification of Final Budget Adjustments
- September – Final Budget Hearing with Sacramento County Board of Supervisors

District Administrator

Administrator Smith – Reported on the following items:

CIP FY2015-16 –

La Sierra Sewer - technical drawings are complete, awaiting construction drawings in order to go out to bid.

ADA Master Plan – services under the contract underway

ACTION ITEMS:

1. CARMICHAEL RPD PARKS MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT (Smith)

Administrator Smith presented an overview of the recommendation to adopt Resolution # CP03172016-01. Following discussion a motion was made.

Motion 2

M: Borman S: Younger – The Advisory Board voted to adopt Resolution #CP03172016-01, directing preparation of the engineer's report for the continuation of the Parks Maintenance and Recreation Improvement District; designating SCI Consulting Group as Engineer of Work

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0

2. PROPOSED PRELIMINARY BUDGET FOR FY 2016-17(Smith/Penney)

Proposed Preliminary Budget presentations for FY 2016-17 were made for the District General Fund 337A, and the Carmichael RPD Parks Maintenance Recreation Improvement District – Assessment Fund 337B. Following review and discussion action was taken.

Motion 3

M: Younger S: Carroll – The Advisory Board voted to approve and recommend preliminary budgets for FY2016-17 for the District General Fund 337A, a total of \$4,838,224 and the Carmichael RPD Parks Maintenance Recreation Improvement District – Assessment Fund 337B, a total of \$1,988,671; review and update as needed the CIP list for the final budget proposal, looking for duplicates and/or potential conflicts between the general fund and assessment fund; preliminary budget recommendations, as follows:

Preliminary Budget for FY 2015-16 General Fund 337A- Balanced Budget:

REVENUE TOTAL:	4,838,224	EXPENDITURES TOTAL:	4,838,224
Carry-over Fund Balance:	563,747	Operations:	3,766,970
Taxes:	1,795,313	Salaries/Benefits:	2,563,075
Use of Money/Property:	1,295,480	Services & Supplies:	1,203,895
Aid-Gov'n't Agencies:	434,616	Interest & Assessments:	310,240
Charges for Service:	679,500	Capital Equip & C-I-P:	438,000
Other Revenue:	68,568	Contingency:	323,014
Total:	4,838,224	Total:	4,838,224

Preliminary Budget for FY 2015-16 Assessment Fund 337B - Balanced Budget:

REVENUE TOTAL:	1,988,671	EXPENDITURES TOTAL:	1,988,671
Carry-over Fund Balance:	1,321,461	Services & Supplies	298,338
Interest	1,000	CIP	1,444,966
Assessment Fees	666,210	Vehicles/Equip	46,500
		Contingency	198,867
Total:	1,988,671	Total:	1,988,671

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEM: None

NEW BUSINESS: None

UPCOMING EVENTS:

1. Egg Hunt & Pancake Breakfast – Saturday, March 26, 10 AM SHARP for Egg Hunt; Pancake Breakfast 7-11 AM at Carmichael Park.
2. Indoor Pickleball Tournament – March 30 – April 1, 9 AM – 3 PM, La Sierra Community Center
3. Park Rec & Eat It Monthly Food Truck Event – Thursday, April 7, 5-8 PM, Carmichael Park.
4. Creek Week Clean-Up and Celebration – Saturday, April 9, 9 AM – 2 PM, Carmichael Park.
5. Park Rec & Eat It Monthly Food Truck Event – Thursday, April 21, 5-8 p.m., Carmichael Park

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Proposed: Thursday, April 21, 2016, at 6:00 p.m., Community Clubhouse #2 at Carmichael Park

RECESS TO CLOSED SESSION

1. **PUBLIC EMPLOYMENT**
District Administrator
Pursuant to California Government Code §54957

RECONVENE TO OPEN SESSION - CLOSED SESSION REPORT

Chairman Rockenstein reported that the Advisory Board voted unanimously to approve a 7% increase retroactive to January 1, 2016 for Tarry Smith. Also, Administrator Smith is to be included in the FY 2016-17 2% COLA, effective July 1, 2016, as recommended in the preliminary budget action.

ADJOURNMENT – The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Ingrid Penney, Administrative Services Manager
For Clerk of the Advisory Board of Directors

APPROVED BY:

ATTESTED BY:

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

Ingrid Penney, Administrative Services Manager
for Clerk of the Advisory Board of Directors