

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
AUGUST 18, 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 6:00 p.m. by Chairman Rockenstein.

ROLL CALL:

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

PLEDGE OF ALLEGIANCE – Chairman Rockenstein led the Pledge of Allegiance

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) NOT SCHEDULED ON THE AGENDA – Nothing to report.

CONSENT ITEMS:

1. **MINUTES**
July 21, 2016 – Regular Meeting
August 1, 2016 – Joint Special Meeting between Carmichael and Mission RPDs
2. **FINANCIAL STATEMENT**
June 2016 – Fiscal Year End
3. **ACCOUNTS PAYABLE**
July 2016
4. **ACCOUNTS RECEIVABLE**
August 2016

Motion 1

M: Carroll S: Younger – The Advisory Board voted to approve the Consent Items, as presented. **Vote: Unanimous. 5/0/0/0/0**

NEWSPAPER ARTICLES:

Carmichael Times –

July 15, 2016: *Just Desserts at Fruit Fest; Carmichael Park Farmers Market – Chef Meet & Eat 8/21, Tomato Taste Off 8/28; Announcement & Events: Concerts in the Park*

July 22, 2016: *Announcement & Events: Concerts in the Park*

July 29, 2016: *Announcement & Events: Concerts in the Park*

August 5, 2016: *Carmichael Community Update; Announcement & Events: Concerts in the Park*

Sacramento Bee –

July 23, 2016: *Park district merger has opponents*

REPORTS:

1. **ADVISORY BOARD MEMBERS REPORTS**

Director Carroll commended the recreation division staff for the carnival event. Director Conroy joined the Friends of Jensen Garden at recent work day with weeding and cleanup. She also reported working on some park projects behind the scenes.

2. **STAFF REPORTS**

Staff reported on a few current District operations, projects and events. Regular reports dispensed due to Action item #1.

Recreation Division

Alaina Lofthus, Recreation Supervisor – reported on a few division highlights

Programs:

Youth Recreation -

- Summer Camp - increased enrollment; in July over 1,300 youth ages 5 to 8 were served; over 1,200 youth ages 9-12 were served.

Events:

- Kids Carnival – 250 children participated
- Invitation to upcoming Grand Re-Opening of the Johnson and Villareal Gymnasiums scheduled for Saturday, September 10, 10AM – 1PM, at La Sierra Community Center.
- Invitation to upcoming Jan Park Neighborhood BBQ on September 10 from 10-2pm – 11:30am lunch; a 5-year Celebration BBQ for Jan Park; planning underway in partnership with the Barrett Hills Neighborhood Association.

Park Services Division

Keith Maddison, Park Services Manager – provided a couple division highlights on park and facility maintenance service activities.

La Sierra Community Center

- Gymnasium Floors Replacement Project: The gymnasium Floors Replacement Project proceeding as planned. The installation of the new Maple hardwood flooring has been completed in both gyms. The Villareal Gym has been sanded and sealed. The sport court striping and Logo installation is in process. The Johnson Gym has been sanded sealed and they are in the process of laying out the sport court striping. The project remains on schedule.

District Wide

- SMUD Energy Audit: District staff is working with SMUD to perform an energy audit of facilities located at Carmichael Park and La Sierra Community Center. They will only be examining lighting systems throughout the two facilities to determine if there is enough potential cost savings to warrant retrofitting all lighting systems to new LED technology. They will look at any potential rebates that could help defray costs.

Administration Services Division

Ingrid Penney, Administrative Services Manager reported on a couple items.

- Final payments were made on the loans through the County of Sacramento for the Jan Park development, original amount \$153k; LSCC bridge financing, original amount \$644K.
- Audit Report target date – September meeting.

District Administrator

Administrator Smith – Reported that he met with a potential tenant interested in a portion of the former Mathiot leased space.

ACTION ITEMS

1. Consolidation Feasibility Study

Administrator Smith gave highlights of the staff report and recommendation. The public provided comments and feedback on the Study. Following board discussion the following motion was made.

Motion 2

M: Younger S: Conroy – The Advisory Board voted to recommend Option #2; that the Carmichael and Mission Oaks Recreation and Park Districts not consolidate but make operational changes based on recommendations within the Study to achieve better efficiency and cost effectiveness of programs and operations; that Carmichael RPD look at increased partnership opportunities of mutual interest and benefit with the Mission Oaks RPD. Unanimous.

Vote:

Ayes: Directors: Conroy, Younger, Rockenstein, Borman, and Carroll
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: None
Recused: Directors: None
Vote: 5/0/0/0/0

2. PROPOSED FINAL BUDGET FOR FY2016-17 (Smith/Penney)

Staff presented the adjustments to the proposed final budget for FY2016-17 for both the General Fund and the Assessment Fund. The adjustments were based on the actual fund balance carry over from FY 2015-16. Following discussion, questions, and comments from Advisory Board Members, the following motion was made.

Motion 3

M: Younger S: Carroll – The Advisory Board voted to ratify the adjustments and recommend the proposed final budget for FY 2016-17, as presented to the Sacramento County Board of Supervisors;

General Fund 337A – a total of \$5,467,273, a balanced budget
Assessment Fund 337B – a total of \$1,320,977, a balanced budget

Carmichael RPD General Fund 337A Summary:

REVENUES -	5,467,273	EXPENDITURES -	5,467,273
Carry-over Fund Balance:	1,012,723	Operations:	3,881,637
Property Taxes	1,834,583	Salaries/Benefits	2,676,305
Use of Money (Rentals)	1,231,938	Services & Supplies	1,205,332
HOPTR & Local Gov Aid (Park Fees)	576,082	Assessments (P & I)	310,240
Charges for Service (Rec Prog)/othr	742,796	CPI & Capital Equip	844,271
Donations & Misc	68,568	Contingency/Reserve	431,125
TOTAL	5,467,273	TOTAL	5,467,273

Carmichael RPD Assessment Fund 337B: Total budget of \$1,320,977

The proposed final budget for FY 2016-17 was based on the carry over fund balance from the past two year's receipts from the levy and interest earnings. Since the District has lost the lawsuit no additional levy will be collected on this fund.

Revenues –

Carry-over: \$ 1,320,977

Expenditures –

Service & Supplies: \$ 443,216

Attorney Fees: 200,000

County/District: 248,216

Assessments – Reim payments \$ 872,761*

\$ 1,320,977

***All eligible refunds will be processed; however, there are eligible expenses that are reflected in the expense allocation. If eligible refunds exceed the funds available, the District's general fund will cover said refund.**

Vote:

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

PRESENTATION ITEMS: None

NEW BUSINESS: None

UPCOMING EVENTS:

- 1. Summer Concerts – Saturdays August 20 & 27 at 6:30-8:30PM; Sunday August 28 at 5-7PM, Carmichael Park**
- 2. Community Garden Potluck, Wednesday, August 31, at 6-8PM, Sutter-Jensen Park Community Garden**
- 3. Park Rec & Eat It Monthly Food Truck Event – Thursday, September 1, 5-8PM, Carmichael Park**
- 4. Grand Re-Opening of the Johnson and Villareal Gymnasiums – Saturday, September 10, 10AM – 1PM, at La Sierra Community Center**
- 5. Picnic in the Park, Saturday, September 10, 10AM – 2PM, at Jan Park**
- 6. Founders Day – Saturday, September 24, 10AM–3PM, Carmichael Park**

RECESS TO CLOSED SESSION

1. PUBLIC EMPLOYMENT

District Administrator
Pursuant to California Government Code §54957

RECONVENE TO OPEN SESSION

Motion 4

M: Younger S: Conroy – The Advisory Board voted to approve and recommend to Sacramento County Board of Supervisors a new employment contract with Tarry Smith, District Administrator, as presented. Unanimous vote.

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

The next regular meeting of the Advisory Board is scheduled for Thursday, September 15, 2016, at 6:00 p.m., Community Clubhouse #2 at Carmichael Park.

ADJOURNMENT – The meeting was adjourned at 7:46 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