

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JULY 21, 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 – 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 – Nothing to report.

For the record: Agenda items were taken out of order with the consensus of the Advisory Board.

CONSENT ITEMS:

1. **MINUTES**
June 16, 2016 – Regular Meeting
2. **FINANCIAL STATEMENT**
May 2016
3. **ACCOUNTS PAYABLE**
June 2016 (FY2015-16 final)
4. **ACCOUNTS RECEIVABLE**
July 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 –

June 17, 2016: *Announcement & Events: Concerts in the Park*

June 24, 2016: *Carmichael Community Update; Announcement & Events: 4th of July*

July 1, 2016: *Announcement & Events: 4th of July*

July 8, 2016: *Announcement & Events: Concerts in the Park*

REPORTS:

1. ADVISORY BOARD MEMBERS REPORTS

Director Carroll attended a recent Saturday concert, part of the Concert in the Park series; attendance was high and multigenerational. Food truck events continue to be popular, providing a great variety of food, music, and fun; appealing to a diverse group of people.

Director Rockenstein reported on the July 4th activities - overall good.

Director Conroy reported on the Elks Club's 4th of July parade, encouraging District Staff involvement in planning.

2. **STAFF REPORTS**

Staff reported on current District operations, projects and events. Regular reports dispensed due to the special presentations.

Recreation Division

Alaina Lofthus, Recreation Supervisor – provided division highlights

Events:

- Summer concerts are in mid-season; 8 concerts remain.
- Annual 4th of July celebration – Parade and Fireworks events were great; CRPD won first prize for its float entry in the Elks Parade themed, “We the People”
- Olympic Day – held on June 6 was a great success. Olympians Gabe Garner and Starr Hurley donated their time and purchased medals for all the children in attendance. Gabe held volleyball clinics and Gabe spoke on Olympic values.
- Jan Park Neighborhood BBQ – September 10 from 10-2pm – 11:30am lunch; 5-year Celebration BBQ for Jan Park; planning underway in partnership with the Barrett Hills Neighborhood Association.
- Founders Day planning is ramping up

Marketing/Promotions: Fall/Winter Activity Guide in development.

Facilities/Rentals: New hires for Building/Event Monitor in process.

Programs:

Youth Recreation -

- Summer Camp - increased enrollment with additional children on a waiting list.
- Special Summer Trips planned to Six Flags and Sunsplash
- Tiny Tots – graduation planned for Friday, July 29 at Carmichael Park.

Park Services Division

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

La Sierra Community Center

- Gymnasiums Backstop Conversion and Inspection: Completed - contract portion of this project was completed by First Service and the electrical portion was completed by staff.
- Villareal Gymnasium Roof Replacement: Completed - tear off of the old roof and installation of new plywood sheeting was completed by staff. The new metal roof was installed by Madsen Roofing and Waterproofing, Inc.
- Sewer Renovation Project: Complete - contract portion of the project was completed by Murphy’s Touch, Inc. On site utility location, project layout, sidewalk replacement, irrigation systems repairs and landscape restoration was completed by staff.
- Gymnasium Floors Replacement Project: Commenced - demolition of the old floors is complete and sub-floor repairs are in progress. The project remains on schedule.
- John Smith Hall Ice Machine: Staff replaced the compressor head unit.
- Irrigation Repairs: Staff made numerous adjustments and repairs on systems throughout the Community Center.
- Sidewalk Repairs: Staff repaired multiple concrete tripping hazards on the main center hallway.

- July 4th Celebration: Staff expended every resource available to prepare La Sierra and Carmichael Park for the annual July 4th celebration. Staff worked closely with the Recreation Division support activities on the day of the event.
- Play Equipment Repair: Staff replaced a damaged component.
- Chautauqua Theatre: Staff replaced the lockset on the exterior door.
- Tree Maintenance: Staff removed one dead tree.

Carmichael Park

- Irrigation Repairs: Staff made numerous repairs and adjustment to systems throughout the park.
- Picnic Shelter BBQ Repair and Replacement: Staff installed a new BBQ at the Picnic Shelter; removed the top of the old barbeque and repaired the adjustable crank mechanism and welded the top back on. This BBQ was moved to a less used location and should provide a couple more years of service.
- Volunteer Group: Victory Christian School volunteers participated in a work day at the park. They painted picnic tables, ballfield backstops, bleachers and cleaned gutters.
- Tree Maintenance: Staff removed seven trees in the park. Most of the trees were hazardous condition having succumbed to the drought. There will be more trees in need of removal in the future. Staff removed a large Ash Tree stump.
- Park Restroom: Staff restored restroom stall partition that was stolen from the outdoor park restroom.
- Drinking Fountain: Staff poured a new concrete pad and installed a new drinking fountain adjacent to the main play area.
- Band Shell: Staff painted the Band Shell in preparation for the summer concert series.
- Play Equipment Repair: Staff removed a worn out slide and fabricated a panel to close off the component.

Bird Track Park

- Pruning and Brush Removal: Staff pruned trees, overgrown plant material and cleared brush from the site.

Cardinal Oaks Park

- Irrigation Main Line Repair: Staff repaired a leaking 3” irrigation main line, repaired a malfunctioning irrigation valve and made numerous repairs and adjustments throughout the park.
- Tree Maintenance: Staff removed two diseased trees. Two more will need to be removed in the near future.

Del Campo Park

- Irrigation Main Line Repair: Staff repaired a leaking 4” irrigation main line, three irrigation valves and made numerous repairs and adjustments on systems throughout the park.
- Graffiti: Staff removed extensive graffiti at the park on numerous occasions.

Jan Park

- Irrigation Repairs: Staff made repairs and adjustments to irrigation systems at the Park.
- Volunteer Group: A volunteer group of six people from a church came to the park for a work day. They used their own weed eaters to help clear weeds and brush for fire break protection in areas along Salmann Drive.
- Sign Relocation: Staff moved one of the park rules signs to a new location that will help discourage after hours park use.

O'Donnell Heritage Park

- Irrigation Repairs: Staff replaced a malfunctioning irrigation valve and made numerous repairs and adjustments in the Park.

Patriots Park

- Volunteer Group: American River College Horticulture Club came out as volunteers to restore the Butterfly Garden and add new plant material.

District Wide

- Sheriffs Work Program: Received the services of 13 busses during this reporting period. The labor was utilized for park cleanup and July 4th preparations at Carmichael Park and La Sierra Community Center. Buses were also used for park cleanup at Jan Park, Jensen Botanical Gardens, Patriots Park, O'Donnell Heritage Park. A bus was also used to clear a fire break on the property west of the Botanical Gardens.
- Fire Control Weed Abatement: Staff has completed the annual fire control weed abatement on the natural undeveloped areas in the following sites: Del Campo Park, Jan Park, O'Donnell Heritage Park, Schweitzer Grove Nature Area and Sutter Park.
- Irrigation Systems Power-up: Staff has completed the initial power-up of irrigation systems throughout the Park District.
- Herbicide Applications: Applications were made at Bird Track Park, Cardinal Oaks Park, Carmichael Park, Del Campo Park, Glancy Oaks Park, Jan Park, Jensen Botanical Gardens, La Sierra Community Center, O'Donnell Park and Patriots Park.
- Water Restrictions: With the State Water Resources Control Board's decision to give control back to local agencies, we have been granted relief from the severe restrictions by the Carmichael Water District. The Park District did meet its obligation to reduce water consumption by 25% during the 2015 water season.
- Drought Related Tree death and decline: There are approximately 40 trees in the district that are in need of removal due to drought related death or damage. There are at least 40 more trees that are in decline to the point that they may need to be removed in the future. This survey does not include the Eucalyptus Trees in the Schweitzer Grove Nature Area.

Administration Services Division

Ingrid Penney, Administrative Services Manager - provided division highlights.

- Staff completed the year end work to close FY 2015-16. Final year-end figures next week. County Financial Reports will be received in August.
- Over the next two months, Staff will be working on a number of fiscal year end reports for the County and other agencies. (i. e. Single Audit Package, Cash

Questionnaire, State Controller's Report, Final payroll report for the District workers comp program through CAPRI.

- FY 2016-17 Proposed Final Budget due to County next week. Final Budget hearings will be held by the Board of Supervisors in September.

District Administrator

Administrator Smith – Reported that the Legislature is moving forward to place a Park Bond on the November ballot includes a per capita program.

RECESS TO CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

(Government Code Section 54956.9(d)(1))

SACRAMENTO TAXPAYERS ASSOCIATION, a California corporation; PAMELA PINKSON, an individual; and PENNY HANSCOM and DAVE HANSCOM, as individuals and as Trustees of the Dave/Penny Hanscom Revocable Trust, Petitioners and Plaintiffs v. COUNTY OF SACRAMENTO; CARMICHAEL RECREATION AND PARK DISTRICT; ALL PERSONS INTERESTED IN THE MATTER OF THE VALIDITY OF THE PARKS MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT ASSESSMENT ADOPTED AND LEVIED BY CARMICHAEL RECREATION AND PARK DISTRICT ON MAY 15, 2014 AND RELATED MATTERS; and DOES 1 THROUGH 10. (Sacramento County Superior Court Case No. 34-2014-80001869)

RECONVENE TO OPEN SESSION

INFORMATION ITEM:

1.* Consolidation Feasibility Study

The public provided comments and feedback on the Study. Additional opportunities will be given at the joint special meeting to be held in August to provide input before the issue is brought back to the Advisory Board to make a final recommendation at the regular meeting in August 18.

ACTION ITEMS:

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

Staff presented the proposed final budget for FY2016-17 for both the General Fund and the Assessment Fund. Following discussion, questions, and comments from Advisory Board Members and the public, the following motion was made.

Motion 2

M: Younger S: Borman – The Advisory Board voted to approve and recommend to Sacramento County Board of Supervisors the proposed final budget for FY 2016-17, as presented; authorize Staff to make final adjustments to the allocation for Contingency for FY 2016-17 and Fund Balance if necessary, based on FY 2015-16 actual year end revenue, expenditures, and carry-over; direct staff to report back any such adjustments for Advisory Board ratification at the Regular Meeting scheduled on August 18, 2016.

General Fund 337A – a total of \$5,455,248, a balanced budget

Assessment Fund 337B – a total of \$1,314,357, a balanced budget

Carmichael RPD General Fund 337A Summary:

REVENUES -	5,455,248	EXPENDITURES -	5,455,248
Carry-over Fund Balance:	1,001,281	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 (Recreation Programs)	742,796	CPI & Capital Equip	844,271
Donations & Misc	68,568	Contingency/Reserve	419,100
TOTAL	5,455,248	TOTAL	5,455,248

Carmichael RPD Assessment Fund 337B: Total budget of \$1,314,357

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. Since the District has lost the lawsuit no additional levy will be collected on this fund.

Revenues –

Carry-over: **\$ 1,314,357**

Expenditures –

Service & Supplies: **\$ 448,216**

Attorney Fees: 200,000

County/District: 248,216

Assessments – Reim payments **\$ 866,141***

\$ 1,314,357

*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: Younger, Conroy, Carroll, Borman, 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 July 16, 23 & 30 and August 6, 13, & 20 at 6:30-8:30PM; Sunday August 7 at 5-7PM, Carmichael Park
2. **Summer Day Trips – Sunsplash** on Wednesday, July 27 at 9:30AM-6PM; Meet and return at La Sierra Community Center
3. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, August 4, 5-8PM, Carmichael Park
4. **Kids Carnival Night** – Thursday, July 21 6:15-8:15PM at La Sierra Community Center
5. **Movie in the Park** – Disney’s, “Inside Out” on Friday, July 22 at Sunset at Carmichael Park

TIME AND PLACE OF NEXT MEETING:

1. **Special Meeting**
A joint special meeting with the Mission Oaks RPD was scheduled to receive public comment regarding the Consolidation Feasibility Study; held on Monday, August 1, 2016 at 6:30 pm, Mission Oaks Community Center located at 4701 Gibbons Drive in Carmichael.
2. **Regular Meeting**
The next regular meeting of the Advisory Board is scheduled for Thursday, August 18, 2016, at 6:00 p.m., Community Clubhouse #2 at Carmichael Park.

ADJOURNMENT – The meeting was adjourned at 7:45 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