

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JULY 15, 2010 REGULAR MEETING**

Directors: Borman, Brown, Dover, Safford, 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 Younger.

ROLL CALL:

Directors Present: Borman, Brown, Dover, and Younger
Director Absent: Safford . excused absence
Staff Present: Harrison, Kerth, Maddison and Yarber

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

Chairman Younger led a “Moment of Silence” in memory of State Senator Dave Cox, who passed away July 13.

Chairman Younger moved Action 5 to the 1st Action Item - the presenter needed to make this same presentation to another park district’s Advisory Board.

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

Elizabeth Crisante, Recreation Supervisor, introduced Zach Yonker, who is a summer intern with the Recreation Department. Zach said he is a senior at Rio Americana High School. He got involved through the Civitas program at his school. He said his internship has been much more interesting even than he hoped it would be. He highlighted working with the Day Camp programs and appearing on the 4th of July float as Uncle Sam as fun and interesting. He also said he is much more appreciative of what the District does.

CONSENT ITEMS:

1. **MINUTES**
June 17, 2010 . Regular Meeting
July 6, 2010 . Special Meeting . Policy Committee
2. **FINANCIAL STATEMENT**
May 2010
3. **ACCOUNTS PAYABLE**
June 2010
4. **ACCOUNTS RECEIVABLE**
July 2010

Motion 1

M: Borman S: Brown – The Advisory Board voted to approve Consent Items 1 through 4, as presented. Unanimous vote of those present

CORRESPONDENCE: Received and Filed

June 22, 2010 . County of Sacramento, Therapeutic Recreation . Thank you to CRPD for allowing them to use the La Sierra Community Center for their dance for people with disabilities.

NEWSPAPER ARTICLES: Received and Filed

Carmichael Times – June 30, 2010- Carmichael’s Gala Parade & Annual Fireworks Show!
American River Messenger . Second Edition for June 2010 - Carmichael to Hold Region’s Largest Parade Event

ACTION ITEMS:

5. **REVISED PARK IMPACT FEES**

Presentation:

Administrator Harrison said that in June 2008 the Advisory Board approved the Nexus Study. The resolution the Advisory Board is being asked to adopt is the result of that study. He introduced Blair Aas from SCI, the consulting firm, who gave the presentation. Mr. Aas gave a brief PowerPoint presentation showing where the Park Impact Fee Program was being

revised and why it was being done. The Program was originally approved by the CRPD board on April 17, 2008. Since then, there has been a downturn in the real estate market. The revisions to the Fee Program are: 1) Agreement in Principle in response to the directive of the County BOS to review %fee, Costs and Standards+for all development impact fee programs, 2) Slightly lower park development cost per acre, 3) Remove aquatics facility cost component, and 4) a three-year phasing plan. He said the aquatics facility was removed because the amount of money involved was nowhere near enough to fund it. Because of the lower housing market, they are recommending a 3 year phasing plan. The next steps for the Park Districts are to consider adopting the presented Resolution. On August 24, 2010, the BOS is scheduled to hold a public hearing and conduct the first reading of an ordinance establishing the fee programs. On or about September 21, 2010, the BOS will conduct the second reading of the ordinance and consider adoption of fee programs. The fees may become effective 60 days after adoption. They could be in place by January 1, 2011.

Discussion:

Chairman Younger asked if the developer provides facilities as an alternative to the fees, does the District have any input on what is provided. Administrative Harrison said the County would insist on compliance with District Master Plan.

Director Brown asked what would trigger an increase in the fees. Mr. Aas said the fees would be established for 3 years. They are writing into the ordinance possible adjustments, which would be adjusted due to inflationary index. Five or six years out, the fee schedule would be revisited.

Motion 2

M: Dover S: Borman – The Advisory Board voted to adopt Resolution No. 2010-10, which 1) approves the Carmichael Recreation and Park District Park Impact Fee Nexus Study; 2) approves the Agreement in Principle between the District and area developers; 3) approves the phased park impact fee program; and 4) formally requests the Sacramento County Board of Supervisors adopt and implement the phased park impact fee program as proposed on behalf of the District.

Unanimous vote

1. VOLUNTEER / ADOPT A PARK POLICY

Presentation:

Lee Ann Yarber said the Recreation and Operations Divisions currently use volunteers in various capacities. The Administration Division rarely uses volunteers, but would benefit from this policy in the event the opportunity arises. Developing a volunteer/Adopt-a-Park program will improve parks and programs and enhance District relationship with the community. It also gives individuals and groups the opportunity to %give back+and show their gratitude to their community.

She said the District will track the volunteers and include an annual celebration to recognize them. The Operations Division will manage the Adopt-a-Park program.

Discussion:

Director Brown said she noticed the policy states that %fingerprinting may be required+of volunteers and asked for clarification. Lee Ann Yarber said they are working on this part of the policy. When volunteers are working in direct contact with children, fingerprinting is always required. All of this will eventually be spelled out.

Chairman Younger asked if, when fingerprinting is required, a background check is required as well. Lee Ann Yarber said yes, it is. Currently the District pays for this.

Director Borman said they also talked about celebrating or honoring the volunteers with something as simple as a certificate and a thank you from the District.

Motion 3

M: Borman S: Dover – The Advisory Board voted to approve the Volunteer / Adopt-A-Park Policy

Unanimous vote

2. COUNTY REQUIREMENTS – JAN PARK

Director Dover said because he lives in this park area he will have no comments on this item, nor will he vote on it.

Presentation:

Administrator Harrison said the County conducted an environmental review of the proposed new Jan Park as part of the approval process for the Jan Park Master Plan. This resulted in County adopting a Negative Declaration, which means a project will not have a significant effect on the environment. Following this review, the Advisory Board supported the proposed Master Plan and submitted it to the Board of Supervisors for approval. The BOS received the environmental report and approved the Master Plan on May 4, 2010. This master plan does not show any parking or street improvements. While the project received a Negative Declaration, the County environmental report identified County

requirements that need to be addressed prior to park construction: parking within the park and the potential of paying for significant street improvements. County Zoning would require 0.68 acres in on-site parking. Since it has been recognized as a neighborhood park with minimal amenities and because of abundant on-street parking, the Master Plan does not include visitor parking. The Master Plan also includes, with County concurrence, a trail parallel to Salmaan Avenue, eliminating the need for a sidewalk on the park side of the street.

Administrator Harrison said the County would like for the District to enter into a Deferred Improvement Agreement for future public street improvements along Salmaan Drive and Jan Drive. These are believed to include street widening on Salmaan and connecting Jan Drive to Salmaan Ave. County is not planning these improvements at this time, but they want to reserve the right to require District to pay for future undetermined improvements. The requirement to punch Jan Drive through to Salmaan would alienate the neighborhood in addition to costing a lot. However, as the environmental report pointed out, the park will not generate the need for street widening/extension for increased traffic and parking.

Discussion:

Chairman Younger asked if we got the Negative Declaration before approval by the BOS. Administrator Harrison said yes, it was in the CEQA, attached to the Master Plan, but CEQA chose not to oppose. Park Master Plan does not address street improvements, but this does not release the District from these requirements, per County Counsel. An Exemption would free us from the requirements. The fact that the requirements are in the document means the District must address this issue and get an exemption. District is not expecting opposition to this request.

Motion 4

M: Borman S: Brown – The Advisory Board voted to direct Staff not to enter into a Deferred Development Agreement with the County and to seek an exemption / waiver from the Board of Supervisors regarding the Zoning Code requirement for on-site parking as described in the County Environmental Report.

Ayes 3. One abstention. One absent.

3. NEW APPOINTMENT TO CEC

Presentation:

Administrator Harrison said Carmichael Creek NPA expressed interest in having a representative from their group on the CAPP Evaluation Committee. Keith Jones has attended the July 1 meeting and is current on all issues relevant to the Committee in anticipation of Advisory Board approval. This will be the final member.

Motion 5

M: Dover S: Brown – The Advisory Board voted to appoint Keith Jones of the Carmichael Creek NPA to serve on a CAPP Evaluation Committee (CEC) to review proposals made by Staff and the former CAPP Committee, and make a recommendation to the Advisory Board by Thanksgiving.

Unanimous vote

4. FACILITY USE POLICY

Presentation:

Tracy Kerth said Staff last updated the Facility Use Policies and Fees about a year ago. Staff would like to make changes and fine tune some of the policy/fee areas, including:

- Require paid rentals to rent both Clubhouse 1 and 2 on weekends. Would alleviate renters using the other half of the room without permission.
- Increase fees at the Danny Bishop Memorial Pavilion (band shell) to \$75 and require a \$150 deposit. Continue no live bands+policy at the Band Shell unless District sponsored.
- Require \$150 refundable deposits for Picnic Shelter and Jensen Gardens.
- Not allow Group II parties where fees are charged at the door. (addendum)
- Add other recommendations to current policy to maintain control over events and programs

Discussion:

Chairman Younger asked why the \$150 deposit on the Band Shell and Picnic Shelter. Tracy Kerth said this would encourage more groups to clean up after themselves. Some of them don't.

Chairman Younger asked if there is no live music allowed (except for District events), why anyone would rent the Band Shell. Tracy Kerth said they can use for dance recitals, etc., with recorded music. There were past problems with live bands. She said if a live band wants to do a community event they can work with the District and we may co-sponsor the event.

Director Borman asked if Staff is still working on a waiting period+for event approvals. Tracy Kerth said yes, they are trying to come up with a fair policy for this, however, it's not part of this policy change.

Motion 6

M: Dover S: Borman – The Advisory Board voted to approve the facility use policy and fee changes beginning August 1, 2010, including addendum of prohibiting Group II parties where fees are charged at the door.

Unanimous vote

PRESENTATION ITEMS:

1. DOG PARK MASTER PLAN

Presentation:

Keith Maddison said the District is taking the lead role in developing a Dog Park Master Plan. Staff has completed research of Dog Park Best Practices, which includes surface options, entrances protocol, and small dog versus big dog park. They are also looking at possibly shutting down the dog park in the winter, for instance. According to research, most dog parks do close down in winter to allow turf to recover.

Keith Maddison said the next step is to engage the community in the public process of developing a Dog Park Master Plan. He said District will begin workshops in September and will present the final Master Plan to the Advisory Board at the December meeting. Staff is making a special effort to include the Dog Park Society in all the workshops, as well as members of the public. They will be advertising the Dog Park Master Plan in the next Activity Guide, which will be mailed out in August.

Public Discussion:

Kathy O'Brien from the Dog Park Society Board said in regards to letting the turf rest in the winter: In the winter, no one can walk down the far end of the dog park due to mud, so it doesn't get used. The Society has put in dirt and bark in the basin+area trying to raise it up. They filled in several areas around the dog park on their clean up days.

Lee Ann Yarber said that by having three staff members (Tracy Kerth, Keith Maddison, and herself) on the committee they are hoping to address all these issues and build a plan.

REPORTS

1. ADVISORY BOARD MEMBER REPORTS

Chairman Younger said the CEC held its first meeting July 1. They started with a background on what CAPP had already accomplished. There will be a subgroup meeting with SCI on July 29. Administrator Harrison said there have been a number of court cases regarding assessments. It could be that neighboring districts may need to participate. At the subgroup meeting with SCI consultants, will ask if they need to do something different from what was originally planned. CEC will make recommendation on any differences that need to be included. District may be going to CEC in August with recommendation to hire legal consultants to make sure plans are within the newest regulations. CEC will look at this and make recommendation to Advisory Board at August Advisory Board meeting.

Chairman Younger said the new wrinkle in the discussion is that Carmichael Park is a community park, with a two mile radius that extends into Fair Oaks. Fair Oaks might be expected to pay a little toward and aquatic center. Administrator Harrison said County Counsel will also attend the July 29 CEC subcommittee meeting and be part of this recommendation.

Chairman Younger said the good news is that because the area involved is larger, the assessment per owner might be less.

2. STAFF REPORT

Staff Presentation:

Administrator Harrison said he is meeting July 16 regarding the Sutter Park Master Plan.

Tracy Kerth said Recreation is roaring along this summer. Lots of sports and events. She introduced Elizabeth Crisante, Recreation Supervisor. Elizabeth said July was Parks and Recreation Month. Lots of people have been coming to the concerts. She highly recommended the Beatles tribute band coming up Saturday, July 17. The District has Sunday concerts through August. On July 23 Carmichael Park will have a new event, %movies in the park+with free popcorn, vendors and bounce house. Movie at dark.

The grand opening of O'Donnell Park is Saturday, July 31 at 10 a.m. to noon. The Community Garden is starting their annual food donation next week. Donations go to a local food closet and on to five different locations. 30 people signed up for the Tennis Tourney. They are hoping to make it an annual event, but later in the year when it is not so hot.

Director Brown said Recreation Staff did a great job on 4th of July events . great fireworks show. It was nice to see the Fine Arts Center working with the District on that event. Tracy Kerth said it was a solid day of activities.

Chairman Younger said the band at the fireworks show was a great touch.

Keith Maddison said six people came for a fourth work day at Patriots Park, doing raking and weeding and the like. They were still enthusiastic. The park still looks very nice.

O'Donnell Park is coming along well. Shade sails due within a week. Plants were put in as of July 12. The contractor is placing the memory bricks. The goal was 400 bricks and 387 were sold. The

neighborhood has accomplished a lot of work. The landscape architect came out and personally placed the plants. O'Donnell Park will be finished on time and within budget.

Director Borman said she was out at O'Donnell recently, and people were everywhere. Nice to see so many involved.

Director Dover said O'Donnell Park is a great success story.

Lee Ann Yarber said she is taking a look at the training program. District was able to send some employees to free software training. Betty Phillips, the Advisory Board clerk, is going to Board Clerk training July 22 and 23. All but three full time employees have gotten computer training.

Lee Ann Yarber said for Jan Park she is researching %adventure play+type of playground equipment. She has been told there's lots of %play value+with these items.

Tracy Kerth said she got an email from Ken Noack. He showed La Sierra rental facility twice to a small charter school. He said they are planning to sign a letter of intent. Administrator Harrison said the school wants to be in by September, so Staff may be back to Advisory Board in August with a lease. The rooms Keith Maddison's staff fixed up as %model+rooms were selling points. This new charter school will be renting those rooms.

NEW BUSINESS – None

UPCOMING EVENTS:

1. **Summer Concert – Because – Beatles Tribute Band** – Saturday, July 17, 6:30 . 8:30 pm . Carmichael Park Bandshell.
2. **Summer Concert – Gold Rush Brigade (Dixieland Jazz)** - Sunday, July 18, 6:30 . 8:30 pm . Carmichael Park Bandshell
3. **Summer Concert – Jan & the Studebakers (50's & 60's music)** . Saturday, July 24, 6:30 . 8:30 pm . Carmichael Park Bandshell
4. **O'Donnell Heritage Park Grand Opening Celebration** – Saturday, July 31, 10 am . noon

FUTURE AGENDA ITEMS

1. **Endorsement of County Parks Initiative**
2. **Interim Use Plans for Capra and Sutter Park Sites**

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**
Thursday, August 19, 2010, 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Betty Phillips
Secretary/Receptionist

APPROVED BY:

ATTESTED BY:

DAVID YOUNGER
CHAIRMAN OF THE BOARD

BETTY PHILLIPS
Secretary/Receptionist
Clerk of the Advisory Board of Directors