

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
AUGUST 17, 2017 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, Penney, and Young

PLEDGE OF ALLEGIANCE – Boy Scout Troop #55 led the pledge

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT SCHEDULED ON THIS AGENDA ONLY. – NONE

CONSENT ITEMS:

1. **MINUTES**
July 20, 2017– Regular Meeting
2. **FINANCIAL STATEMENT**
June 2017 – Fiscal Year End Report
3. **ACCOUNTS PAYABLE**
July 2017
4. **ACCOUNTS RECEIVABLE**
August 2017

Motion 1

M: Younger S: Borman – The Advisory Board voted to approve the Consent Items, as presented.

Vote: Unanimous. 5/0/0/0

NEWSPAPER ARTICLES:

***Carmichael Times* –**

July 21, 2017: *Concerts in the Park (July and August)*

July 28, 2017: *No More Orange Cones, Carmichael Park Farmers Market – 3rd Annual Peach Festival 8/13, Concerts in the Park (July and August)*

August 4, 2017: *Peachy Masterpieces, Carmichael Park Farmers Market – 3rd Annual Peach Festival 8/13, Concerts in the Park (August), Carmichael Concert Season in Full Swing*

August 11, 2017: *Carmichael Improvement District Signs Security, Maintenance Contracts, Carmichael Park Farmers Market– 3rd Annual Peach Festival, Concerts in the Park (August)*

***The Sacramento Bee* –**

July 24, 2017: *County invests big in Fair Oaks Boulevard redo in Carmichael*

SPECIAL PRESENTATION ITEM:

1.* MINIMUM WAGE INCREASE IMPACT

Peter Tateishi shared a PowerPoint Presentation to the Advisory Board demonstrating the current and future impact of CA Minimum Wage increases.

REPORTS:

1. ADVISORY BOARD MEMBERS REPORTS

Director Carroll reported on recent Food Truck events.

Director Borman, Chairman Rockenstein and Director Conroy reported on the recent Carmichael Park Peach Festival Event, commenting on the festivities, overcrowding, and parking issues.

Director Conroy provided updates on the upcoming Dinner in the Park event and CID activities. The CID has contracted with Paladin to provide daily patrol along Fair Oaks Blvd.

2. **STAFF REPORTS**

Staff reported on a few current District operations, projects and events.

Recreation Division

Alaina Lofthus, Recreation Supervisor – reported on division highlights.

Events:

- Summer Concert Series – only three (3) concerts remain, projecting largest attendance on Saturday, 8/19 - Mumbo Gumbo to perform
- Founders Day, September 30 – Planning continues. Todd Morgan & the Emblems, headliner group, CW31 News Anchor and Carmichael resident Tina Machua, a guest judge for the new Apple Recipe contest. New sponsors: Sam's Club and Access Dental. New children's area planned.

Community Garden: Annual Potluck Brunch scheduled for Saturday, 9/16 from 9-11AM.

Youth Development:

- Summer Camp Summary:
 - 17 summer programs or camps
 - 1,599 youth participants (increase of 43 from summer 2016)
- Tiny Tots:
 - New Tiny Tot Instructor, Miss Victoria has started.
- KHO and Bridges After-School Program have begun.

Sports:

- Youth Sports –
 - Fall Sports programs (Volleyball and Flag Football) preparation

Social Media/Marketing:

- District trending up! Increase of 56 fans on Facebook, received more 5 star reviews, moving up to 4.4 Stars.
- At the 8/12 Concert, we had our first marriage proposal onstage by regular concert goers. Sharlene captured the moment and posted it on our social media accounts.
- Fall/Winter Activity Guide has arrived and distributed to households.
- New media partner, CBS Radio for Concerts in the Park dates, 8/12 & 8/26. In-kind value in on-air mentions, website ads and social media plugs on 2 different radio stations, KSFM102.5 and 1140AM Sports/Rock, valued at **\$28,500**. We hope to build on this partnership and continue working with them on other events/programs.

Maintenance Division

Keith Maddison, Park Services Manager – reported on division highlights

La Sierra Community Center

- Hazmat Inspection: Staff has completed and passed the three-year Hazardous Materials Inspection at the La Sierra Community Center.
- Irrigation Repairs: Staff made numerous repairs and adjustments to irrigation systems throughout the community center.
- Montessori School Lease Area: Staff gave extra maintenance attention to the Montessori School Lease area in preparation for new school year.

Carmichael Park

- Irrigation Repair: Staff made numerous repairs and adjustments to irrigation systems throughout the site.

Cardinal Oaks Park

- Irrigation Repair: Staff repaired two broken sprinklers in the park.
- Graffiti Removal: Staff removed graffiti from the play area.

Sutter/Jensen/Garfield

- Dinner in the Park Site Preparation: Staff has completed the installation of the water main and electrical service conduits that are necessary to support the upcoming Dinner in the Park event and restore water services to the Garfield property and bring the site up to modern codes. Staff will still need to install the wiring and make final electrical service hookups. Staff also has considerable site cleanup and preparations to perform before the event.

District Wide

- Sheriffs Work Program: The district received the services of 10 busses during this reporting period. 95% of the labor was utilized in support of the Sutter Jensen project. The Sheriff's Department really came through for us on this project.

Administration Services Division

Stephanie Young, Administrative Analyst – reported on current projects and task list

- John Smith Community Hallway Renovation update – wallpaper installation has been delayed as the materials will take longer to obtain than first anticipated.
- Lending support to the Parks and Recreation Divisions, reviewing contracts and leases to explore opportunities to increase overall revenues.
- Along with Alaina, serving on a logistics committee for the CRPD Foundation's Dinner in the Park, fundraising event.

Ingrid Penney, Administrative Services Manager – reported on division highlights

- FY2016-17 year end reports have been received and provided under Consent Items; Paid 3,045 invoices over the year compared to 2,837 in prior year; overall revenues came in at 101.5% over budget which included aggregate property taxes at 100.51%, recreation program revenues at 113.68% and daily rentals at LS @ 112.85% and at CP 106.04%; overall expenditures came in at 82% of budget.
- FY2017-18 Budget – Proposed Final Budget with adjustments was submitted CEO staff consistent with the Action Item 2; included budget write ups for program description, significant developments and changes planned.
- Staff completed upload of classes/programs from the Fall/Winter Activity Guide for online registration.

Tarry Smith, District Administrator –:

- Reported that three concrete tables have been purchased for Jan Park. Staff met with the neighbors to determine placement.

ACTION ITEMS:

1. FACILITY USE AGREEMENT (FUA) – La Sierra Community Center Soccer Fields

Lofthus made a recommendation to approve a FUA with Capital Valley Youth Soccer League/Carmichael Soccer Club for the La Sierra Community Center Soccer Fields for a term of August 18, 2017 through July 31, 2019, with a player fee based fee rate structure; to authorize District Administrator Tarry Smith to sign the agreement.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments, the following motion was made:

Motion 2

**M: Carroll S: Borman – The Advisory Board voted to approve the staff recommendation to approve the FUA with Capital Valley Youth Soccer League/Carmichael Soccer Club for the use of the La Sierra Community Center Soccer fields for a term of August 18, 2017 through July 31, 2019; to authorize District Administrator Smith to sign the Agreement, as presented:
Unanimous.**

Vote:

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

2. PROPOSED ADJUSTMENTS TO FINAL BUDGETS FOR FY2017-18

Penney recommended ratification of adjustments made to Final Budget proposals for FY 2017-18 for the District General Fund 337A, \$6,184 increase for a total final budget of \$5,467,870 and the Carmichael RPD Parks Maintenance Recreation Improvement District – Assessment Fund 337B, increase of \$4,274 for a total of \$779,291.

Following the presentation, the item was discussed by the Advisory Board and then opened for public comment. After discussion, questions, and comments, the following motion was made:

Motion 2

M: Younger S: Carroll – The Advisory Board voted to ratify the adjustments made to the final budgets for FY2017-18, as presented:

**General Fund 337A – a total of \$5,467,870, a balanced budget;
Assessment Fund 337B – a total of \$779,291, a balanced budget;**

Carmichael RPD General Fund 337A Summary:

REVENUES -	5,467,870	EXPENDITURES -	5,467,870
Carry-over Fund Balance: (Reflects \$10K Transfer-Reserves)	1,033,572	Operations:	4,284,944
Property Taxes	1,895,900	Salaries/Benefits	2,665,628
Use of Money (Rentals)	1,284,216	Services & Supplies	1,619,316
HOPTR & Local Gov Aid (Park Fees)	371,182	CIP	637,683
Charges for Service (Recreation Programs)	825,500	Capital Equip	78,000
Donations & Misc	57,500	Contingency/Reserve	467,243
TOTAL	5,467,870	TOTAL	5,467,870

Carmichael RPD Assessment Fund 337B: Total budget of \$779,291

Revenues –
Fund Balance and Interest Earnings: **\$779,291**

Expenditures – **\$779,291**

Reimburse Payments (Refunds): **\$715,974**

Capital Improvements: \$63,317
Funds the LSCC John Smith Community Hall & Hallway Project.

Vote: Unanimous.

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

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0

UPCOMING EVENTS:

Food:

1. **Weekly Farmers Market**—Sundays 9AM–2PM at Carmichael Park; Market event: Annual Tomato Taste Off for 9/10 was cancelled.
2. **Park Rec & Eat It Monthly Food Truck Event** – Thursday, September 7, 5 –8PM, at Carmichael Park

Community Events:

3. **108th Founders Day** – Saturday 9/30 at Carmichael Park; 8-11:30AM Pancake Breakfast in the CP Clubhouse, 10AM –3PM Classic Car Show, 10AM-3PM Activities & Kids Zone with live performances at the Daniel Bishop Memorial Pavilion
4. **CRPD Foundation Fundraiser, Dinner in the Park - A Carmichael Gourmet Affair** – Saturday, 9/30 at the Sutter-Jensen Community Park; proceeds to benefit the Youth Scholarship Fund and to fund park improvements

Music:

5. **Concerts in the Park** held in Carmichael Park, *Last Concerts of the Season* – Saturdays 6:30 –8:30PM: 8/19 Mumbo Gumbo, and 8/26 On Air; Sundays 5 –7PM: 8/27 River City Concert Band.

New Classes:

6. **Groovaroo Dance Classes** for Ages 6 weeks and up at the Sierra Rooms, La Sierra Community Center; Wednesday Sessions begin 8/9-8/30, 11:30AM-12:30PM
7. **Outdoor Nature Play Class** for Ages 18 months – 6 years at Carmichael Park; Friday Sessions begin 9/8-9/29, (9:15-10:15AM)

New Season:

8. **Kid's Hangout – After School Program** at La Sierra Community Center: started August 10
9. **Various Special Interest Classes and Sports** – Fall Season, for more information refer to the District's website and/or the Fall/Winter Activity Guide

TIME AND PLACE OF NEXT MEETING:

1. **Regular Meeting**

The next regular meeting of the Advisory Board is scheduled for Thursday, October 19, 2017 at 6:00 pm, Community Clubhouse #2 at Carmichael Park; the regular meeting for September has been cancelled.

ADJOURNMENT – The meeting was adjourned at 7:31 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