

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
FEBRUARY 29, 2020 SPECIAL MEETING**

**Directors: Borman, Carroll, Dax-Conroy, Judd, and Rockenstein**

**CALL TO ORDER:** The special meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 9:00 a.m. by Chairman Rockenstein.

**ROLL CALL:**

Directors Present: Borman, Carroll, Dax-Conroy, and Rockenstein  
Directors Absent: Judd - excused  
Staff Present: Blondino, Lofthus, Penney, and Perry

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED ON THIS AGENDA ONLY.** – None

Administrator Blondino asked the Advisory Board and Staff to consider what they wanted to accomplish out of the Work Plan/Goal Setting Retreat.

*Please note – PowerPoint Presentation and Retreat Notes are attached to these Minutes.*

**FY2019-20 REVIEW**

1. FY2019-20 Division Highlights to date
2. CRPD in Transition

Administrator Blondino shared a PowerPoint Presentation to highlight District staffing changes, work plan activities and accomplishments, lessons learned, and work ahead.

**WORK PLAN/GOAL SETTING FOR FY2020-21**

1. Work Plan/Goals for FY2020-21
  - A. District Re-organization/Staffing Model
  - B. FY2020-21 Work Plan
    - a. On-Boarding
    - b. Training – Investing in our Future

Administrator Blondino continued the Presentation covering the results of the Staffing Assessment Study and initial planning for FY2020-21 Work Plan. Each manager presented information on division goals for the future. The Advisory Board provided feedback and input on board priorities.

**RECESS 11:30AM – 12:00PM**

**CAPITAL IMPROVEMENT PROGRAM**

1. Review FY2019-20 Projects
2. Prioritize FY2020-21 Projects

Administrator Blondino finalized the Presentation with a review of FY2019-20 CIP; identified projects that would be re-budgeted in FY2020-21, another that may be canceled due to cost; provided a list of potential new projects for FY2020-21. Advisory Board and Staff discussed provided input on the District CIP program.

**TIME AND PLACE OF NEXT MEETING:**

**1. SPECIAL MEETING**

The next regular meeting for March 19, 2020 is cancelled. Instead, a special meeting will be held on Thursday, March 26, 2020 at 6:00 pm, Community Clubhouse #2 at Carmichael Park.

**ADJOURNMENT** – The meeting was adjourned at 1:00PM.

Respectfully submitted,

Ingrid S. 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



# **2020 ADVISORY BOARD**

**Work Plan/Goal Setting Meeting**

February 29, 2020



Our mission is to satisfy the recreational needs of the community by providing a wide range of facilities and opportunities to enrich the quality of life.

# CRPD IN TRANSITION

- New Parks Manager-April 2019
- New District Administrator-July 2019
- Rec Coordinator-Facilities, Facility Tech, and Administrative Analyst depart
  
- Lessons learned?

# FY 2019-20 WORK PLAN HIGHLIGHTS

- New Facility Use Agreement with Del Campo Youth Soccer Club, Carmichael Little League, and Carmichael Girls Softball
- Carmichael Park Playground Opening-7/12
- RFP for Master Plan Update completed. Review and interviews took place in February. Consultant contract to AB in March.
- Prop 68 Resolution Approved by AB and County Supervisors
- CP Master Plan amended to merge 4 Bocce Ball Courts into one location. Re-design currently being worked on my HLA.

# FY 2019-20 WORK PLAN HIGHLIGHTS

- Orientation of Director Borman
- 15 new Computers purchased/installed and software switch to Office365
- Skate Park equipment removed
- New Swim Program with Partners (Park Foundation and DART)
- Updated Facility Use Agreement with revised Facility Rental and Sport Rental Policies as well as Rental Fees
- Staffing Assessment completed
- Look Ahead implemented to assist Staff and AB

# FY 2019-20 WORK PLAN HIGHLIGHTS

- Updated SJUSD Joint Use Agreement
- Rotary and Foundation project for Kids Hangout room improvements (\$7,400)
- Audit Completion FY 2017-18
- LSCC Play Area Project underway
- Trip hazards at LSCC removed
- Manager Performance Evaluation and Employee Work Plan and Development Tool implemented



# RE-ORGANIZATION OF DISTRICT

## **Administrative Services Division**

- Finance Supervisor position will not be filled. Use funds for other staffing needs.
- Work to move some duties from Manager to front line staff. Explore P/T assistance.
- New On-Boarding Program and Staff Training emphasis
- Budget and HR

## **Recreation Services Division**

- 2 Front Office Staff at LSCC (transfer District Office staff person)
- Extend LCSS Front Office Hours (8 am – 6 pm) to better serve customers
- All District rentals through LSCC Office
- All Scholarships to be handled by LSCC Front Office

# RE-ORGANIZATION OF DISTRICT

## **Maintenance Division**

- New Parks Position – Parks Technician that oversees all turf, irrigation, and playground work
- Add field maintenance resources (seed, soil, fertilizer, & equipment)
- Increase pay for Regular P/T Parks Staff by \$1 in FY2020-21 and again in 2021-22. This will align them with other Regular P/T staff.

## **Administrative Analyst reclassified to Management Analyst**

- Position reports directly to District Administrator
- Oversee Projects, Contracts, Leases, Property, and Grants
- Technology (computers, software, phones, etc.)
- Internal and External Communication
- Park Foundation Liaison (all facets)



FY 2020-21 WORK PLAN

**District-wide  
Master Plan  
update!!!!**

# FY 2020-21 WORK PLAN

## **Investing in our greatest resource.....staff!!!**

- New On-Boarding Process
- 2 District-wide Staff meeting a year (first one scheduled for 3/27)
- Revamping our job descriptions to have more flexibility
  - Ex: Currently there are multiple Recreation Coordinator job descriptions and we need to having one with all disciplines
- New and improved Technology to assist staff
- Provide task related training needs to more of our employees
- Training to emphasize continued improvement and identify leaders
- At least 2 training tasks need to be in each employee's evaluation

# CAPITAL IMPROVEMENT PROGRAM PRIORITIZATION

- Projects underway:
  - LCSS Play Area Renovation
- Projects still in come in FY 2019-20:
  - Bocce Ball Courts
  - Johnson Gym Roof
  - Garfield Driveway/Jensen Parking Lot

# CAPITAL IMPROVEMENT PROGRAM PRIORITIZATION

- Projects moved to FY 2020-21:
  - John Smith Hallway (\$40,000)
  - O'Donnell Pathway (\$100,000)
  - Fair Oaks Electronic Reader Board (\$45,000)
- Project cancelled due to cost?
  - Vets Hall ( \$246,275 remaining)
    - Still needs new roof and replace AC in Tiny Tot & Vet's areas

# CAPITAL IMPROVEMENT PROGRAM PRIORITIZATION

- Possible New Projects:
  - Shade Structure for CP Small Playground (\$65K)
  - Shade Structure for Large Dog Park (\$12K-\$22K)
  - Community Garden Fence (\$30K)
  - CP LED Tennis Court Lights retro-fit (\$25K)
  - CP Tennis Court resurfacing (and Pickleball lines)
  - LSCC Gas Main Replacement



THANK YOU!!!



## RETREAT NOTES

February 29, 2020

### What do we want to see?

#### Roadmap going forward

- General plan
- Establish priorities

#### Safety

#### Projects

- Opportunities
- Community partnerships
- Small improvements to enhance impact (i.e. Paint, plants)
- Obtainable funds and staffing
- Beautification projects
  1. Schweitzer Grove Nature Area
  2. LSCC – grasses, soccer fields
  3. Take on one park

### Work Plan

#### Organization Knowledge

- Who are we? Each divisions' function
- How system works
- Collaboration
- Feedback, input process
- Opportunities (staff meetings, park standards, and tours of programs/facilities)
- Share history

#### Job Descriptions

- Identify core standard responsibilities
- Nuances on scope of work
- Job, skills, and knowledge
- Flexibility on functions/assignments

#### Training

- Budget
- Mix it up (i.e. include training opportunities for Coordinators and other operational staff too)
- Training through schools, conferences, and workshops
- Training opportunities for staff who are willing to grow

## Parks

- Vets Hall Roof
- HVAC- Vets Hall
- Painting LSCC

## Recreation

- Clear direction/goal
- Increase revenues vs. Special events/programs
- Maximize staff resources
- New programs vs improve existing programs
  1. Expand preschool
  2. Pickleball (outdoor) skate park space
  3. Expand KHO

## Administrative

- IT expansion/improvement/ integration
- Records management
- Onboarding- candidate to first 6 months and beyond
- Training (software applications)

## Projects

- Schweitzer Nature Park (congregation area)
- LSCC Fitness Track (maybe work with Alumni Dignity Health)

## Master Plan Projects

- Beautification
- Tennis courts- very visual
- Basketball courts at Carmichael Park
- Playground at Sutter Jensen
- Rotate playground replacement
- Vets Hall (include landscaping; Tiny Tots – replace blinds)
- LSCC old skatepark area, options:
  1. Pickleball – too close to preschool/KHO
  2. Sand volleyball courts (up to 3)
    - (a) Possible revenue generator
    - (b) Core test- first step
- Carmichael Park bleacher repair/replacement
- Dog Park: plastic coated benches, ADA entrance/exit