

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JULY 20, 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**
June 15, 2017– Regular Meeting
2. **FINANCIAL STATEMENT**
May 2017
3. **ACCOUNTS PAYABLE**
June 2017
4. **ACCOUNTS RECEIVABLE**
July 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:

Arden-Carmichael News –

July 14, 2017: *What's Happening Arden-Carmichael? (Event page features the Concerts in the Park)*

Carmichael Times –

June 16, 2017: *Best of Carmichael Businesses Honored, Best of Carmichael Winners, Carmichael Park Farmers Market, Concerts in the Park (June),*

June 23, 2017: *Carmichael Park Farmers Market, Concerts in the Park (June and July, Summer Season Promises Music and Dance for Carmichael, 4th of July Celebration*

June 30, 2017: *Life is Grand in Carmichael, Carmichael Community Update by County Supervisor Susan Peters, Carmichael Park Farmers Market, 4th of July Celebration,*

July 7, 2017: *Carmichael Park Farmers Market, Concerts in the Park (July)*

July 14, 2017: *Carmichael Park Farmers Market, Concerts in the Park (July)*

SacTown Magazine Blog –

June 20, 2017: *15 fun, completely free things to do in the Sacramento region this summer (Carmichael – Concerts in the Park).*

June 29, 2017: *10 fun ways to ring in the Fourth of July (Carmichael)*

REPORTS:

1. ADVISORY BOARD MEMBERS REPORTS

Director Carroll reported on a visit to the Summer Day Camp program and about her recent attendance to a Saturday Concert in the Park.

Director Borman shared that park conditions were clean the day after recent events.

Chairman Rockenstein reported on the District's Float entry in the 4th of July Parade, Fireworks Display, and the County landscape project near the Carmichael Mural Sign. Director Younger concurred with his remarks.

Director Conroy reported on the July 4th festivities; CID updates – Contracts for Maintenance Services and Security Services begin August 1; and the upcoming CRPD Foundation fundraiser updates on the Dinner in the Park event – ticket sales and volunteer recruitment.

2. STAFF REPORTS

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

Recreation Division

Alaina Lofthus, Recreation Supervisor – reported on division highlights. She reported that Sharlene has returned from leave.

Events:

- July 4th Celebration – Staff estimated 7,000 attended the Fireworks Display
- Summer Concert Series – continues; weekend triple digit temperatures have impacted recent attendance; people still having fun; experiencing positive feedback in person and through social media
- Founders Day, September 30 – Planning continues. Planned involvement from Farmers Market and local food community.

Youth Development:

- Summer Camp:
 - Weeks 2 – 6 Attendance: 789 children
 - Increase of 156 campers from last year
- Tiny Tots:
 - Conducted interviews for a new Tiny Tot Instructor, to be filled in August
- Bridges After School Program
 - Program continues to be funded through a Federal Grant and SJUSD. SJUSD increased their subsidy to address the coming Minimum Wage Increase. District signed the MOU for the 2017/18 School Year.

Sports:

- Adult Sports –
 - Summer Basketball 5-on-5 league – 16 teams
 - Summer Volleyball – Teams increase by six

Social Media/Marketing:

- Great online coverage for Concert Series and July 4th Event by Sactown Magazine
- July E-Newsletter released

Maintenance Division

Keith Maddison, Park Services Manager – reported on division highlights

La Sierra Community Center:

- John Smith Hall Electrical: Staff replaced a circuit breaker in an electrical panel.

- Irrigation Repairs: Staff made numerous repairs and adjustments to systems throughout the community center.
- Kids Hangout Plumbing Repair: Staff replaced a faucet in the Kids Hangout Boys Restroom.
- HVAC Repair: Staff repaired a transformer on one of the HVAC units at Chautauqua Theater.

Carmichael Park

- Veterans Hall Flooring: Staff replaced floor tile in the Veterans Hall men's restroom.
- Veterans Hall HVAC: Staff replaced a 25 year old HVAC system.
- District Office: Staff installed a new AC unit in the Computer Server Room.
- Irrigation Repair: Staff made numerous repairs throughout the park. Staff also made significant modifications to irrigation systems around the new landscaping along Fair Oaks Blvd. and Grant Avenue.

Cardinal Oaks Park

- Irrigation Repair: Staff made numerous irrigation repairs and adjustments on the site.

Del Campo Park

- Graffiti: Staff removed graffiti from the restroom and play equipment.
- Irrigation repair: Staff made numerous irrigation repairs and adjustments at the site.

Jan Park

- Irrigation Repairs: Staff replaced an irrigation valve.

Sutter–Jensen Community Park

- Water Main Installation: Staff has completed the process of installing a new potable water main through Jensen Gardens to service the Garfield and Sutter properties. Staff has also extended the irrigation water main to the Garfield property.
- Water and Electrical Service Installation: Next week staff will commence installation of the water and electrical services necessary to support the upcoming Dinner in the Park event. This will bring all water systems at the Sutter/Jensen/Garfield properties up to current codes and benefit future planned improvements.

Schweitzer Grove Nature Area

- Staff returned to the nature area and mowed the every possible space that the equipment can access. The amount of dead trees and fuel in the grove has increased the fire hazard.

O'Donnell Heritage Park

- Irrigation System: Staff repaired the irrigation system booster pump and made other repairs and adjustments throughout the site.

District Wide

- Service Contracts: The Janitorial and Landscape Services Contracts have begun. Staff installed cabinets in locations at La Sierra and Carmichael Park for the Janitorial Contractor to use for equipment and supplies storage.
- July 4th Event: Staff expended considerable time in preparation and support of the District's annual July 4th celebration. Staff also refurbished the maintenance equipment trailer to use as a float in the parade.
- Sheriff's Work Program: No services were received.

Administration Services Division

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

- John Smith Community Hallway Renovation update – wallpaper installation is tentatively scheduled for the end of August based on material delivery and contractor's schedule. Once complete, planning for the hallway renovation will begin.

- 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

- District received \$110,972 for reimbursement on property losses sustained totaling \$118,972 (gym floor water damage, 200 Wing water leak, LSCC gas leak, and CP Corp yard fence/gate damage and vehicle recovery). Losses covered by CAPRI, subject to \$2,000 deductible for each incident.
- Staff completed year end work to close the financial records for FY2016-17. Final reports will be available from the County by the end of July.
- Over the next two months, Staff will be working on several fiscal year end related reports for the County and other agencies.
- FY2017-18 Budget – Proposed Final Budget due to County by the end of July. Final hearings will be held in September.

Tarry Smith, District Administrator –:

- Reported on plans to invite former board member, Peter Tateishi, to a future meeting to share a special presentation on the impact of Minimum Wage increases.

ACTION ITEMS:

1. PROPOSED FINAL BUDGETS FOR FY2017-18 (Smith/Penney)

Administrator Smith presented and recommended Final Budget proposals for FY 2017-18 for the District General Fund 337A, a total of \$5,461,686 and the Carmichael RPD Parks Maintenance Recreation Improvement District – Assessment Fund 337B, total of \$775,017.

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 Budget Committee and Staff recommendation to approve and recommend the final budgets for FY2017-18, as presented:

**General Fund 337A – a total of \$5,461,686, a balanced budget;
Assessment Fund 337B – a total of \$775,017, a balanced budget;**

approval of the updated Part-time Salary Schedule, reflecting the Minimum Wage Increase; and authorize staff to make any final adjustments to Contingency, based on actual carry over fund balance, reporting back at the August Regular Meeting for final ratification;

Carmichael RPD General Fund 337A Summary:

REVENUES -	5,461,686	EXPENDITURES -	5,461,686
Carry-over Fund Balance: (Transferred \$10,000 to Reserves)	1,027,388	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	461,059
TOTAL	5,461,686	TOTAL	5,461,686

Carmichael RPD Assessment Fund 337B: Total budget of \$775,017

Revenues –
Fund Balance and Interest Earnings: \$775,001

Expenditures – \$775,001

Reimburse Payments (Refunds): \$711,700

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: 5/0/0/0/0

PRESENTATION ITEMS:

1. RECREATION ACTIVITY REPORT

Lofthus reported on recreation activities for the months of April through May 2017.

UPCOMING EVENTS:

Food:

- 1. Weekly Farmers Market** – Sundays from 9AM –2PM at Carmichael Park (Peach Festival on August 13)
- 2. Park Rec & Eat It Monthly Food Truck Event** – Thursday, August 3, 5 –8PM, at Carmichael Park

Community Events:

- 3. Movies in the Park** – Friday, 7/21 at 6 PM at Mission North Park, “Pete’s Dragon”
- 4. Kids Carnival Night** – Thursday 7/20 at 6:15 – 8:15 PM at La Sierra Community Center

Music:

- 5. Concerts in the Park** held in Carmichael Park – Saturdays 6:30 –8:30PM: 7/22 Howell Devine, 7/29 The Golden Cadillacs, 8/5 Dave Russell Band, 8/12 Latin Touch, 8/19 Mumbo Gumbo, and 8/26 On Air; Sundays 5 –7PM: 8/6 John Skinner Band and 8/27 River City Concert Band.

Camps/Day Trips/Reading Program:

- 6. Summer Day Camps (Voyager, Explorer, Teen Camps)** weekly sessions started at La Sierra Community Center: June 12 – August 8, 7AM –12:30PM or 12:30 –6PM for part time; 7AM –6PM for full time
- 7. Mad Science Summer Camp** M – F, 9AM – 12PM at La Sierra Community Center: **3) Flight Academy** held 7/24-7/28
- 8. Lego Camps** M – W, July 31 – August 2 at La Sierra Community Center, Rm 800: **Ages 5-7**, 9AM-12PM; **Ages 7-12**, 1PM – 4PM
- 9. Summer Basketball Skills Camp**, M – F at La Sierra Community Center: **Ages 8-12**, July 17–21, 9AM–12PM
- 10. Summer Day Trip – Ages 5 to 12, Sunsplash**, Wednesday, July 26, 9:30 AM – 6 PM
- 11. Summer Reading Program** begins the week of July 17 at the Carmichael Park Clubhouse. Sessions held different times and days of the week by Program Level.

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

The next regular meeting of the Advisory Board is scheduled for Thursday, August 17, 2017 at 6:00 pm, Community Clubhouse #2 at Carmichael Park

ADJOURNMENT – The meeting was adjourned at 7:20 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