

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

PHONE: (707) 839-3251
FAX: (707) 839-8456

PARKS & RECREATION OFFICE:

PHONE: (707) 839-9003
FAX: (707) 839-5964

TO: MEMBERS, PARK AND RECREATION COMMITTEE
FROM: LESLEY FRISBEE, PARKS & RECREATION DIRECTOR
SUBJECT: STAFF NOTES APRIL 17, 2024 MEETING
CC: MCSD BOARD MEMBERS
PAT KASPARI
JAMES HENRY
KIRSTEN MESSMER
JENS ANDERSEN
BRAD HAYMAN
JACK DURHAM, MAD RIVER UNION

Attached, is a copy of the agenda and meeting information for the upcoming Park and Recreation Committee meeting to be held:

April 17, 2024
Hybrid meeting: in person at 1656 Sutter Rd.
and
ZOOM Video Conference
Meeting ID: **885 0247 5376**
<https://us06web.zoom.us/j/88502475376>

Members:

Chair- Phil Heidrick
Jennifer Ortega- Vice Chair
*Scott Binder-MCSD Board Director (non-voting member)
Johnny Calkins
Charlie Caldwell
John Kulstad
Heidi Conzelmann
Jane Fusek
Jennifer Ortega
Julie Gianini-Previde
Ciara Torres
Dana Merrill
**Patti Stuart (alternate)

Please contact the Parks & Recreation office at 839-9003 if you have any questions and/or if you are unable to attend.

Thank you.

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Park And Recreation Committee (PARC)

MEETING DATE

Wednesday, April 17, 2024
6:30 p.m.

Location-Hybrid

**MCSD Office Conference Rm.
1656 Sutter Rd., McKinleyville**

**Virtual ZOOM Video Conference
Meeting ID: [885 0247 5376](https://us06web.zoom.us/j/88502475376)**

MEETING Agenda

- I. Introductions, Call to Order & Flag Salute
- II. Communications
- III. Public Comment
- IV. Rules & Regulations: Rule 47.02
- V. Community Garden Rehab Planning
- VI. Draft 2024-25 Budget Review
- VII. Parks & Recreation Director Report
- VIII. Ad Hoc Committee Reports
- IX. Discuss agenda topics for next meeting
- X. Adjournment (Estimated 8:00 pm)

<https://us06web.zoom.us/j/88502475376>

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TO: MEMBERS, RECREATION ADVISORY COMMITTEE
FROM: LESLEY FRISBEE, PARKS & RECREATION DIRECTOR
SUBJECT: STAFF NOTES FOR APRIL 17, 2024 MEETING

AGENDA ITEM I- Introductions, Call to Order & Flag Salute

AGENDA ITEM II - Communications

Staff or members may communicate any pertinent information not already scheduled to be discussed on the agenda.

AGENDA ITEM III - Public Comment

Any person may address the Committee at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville Community Services District.

AGENDA ITEM IV – Rules & Regulation: Rule 47.02

As requested by the PARC at the March 20th meeting, this item is for the revision of Rule 47.02 of the MCSD Rules and Regulations.

Current language:

RULE 47.02. MOTORIZED AND ELECTRIC VEHICLE USE PROHIBITED-Public recreation use of the Community Forest Property does not include use or operation of any motorized or electric vehicle. Recreational use must be done via pedestrian use, non-motorized/non-electric bicycle or horseback. Operation of non-motorized vehicles within the community forest property must comply with existing Rule 41.04 of these Rules & Regulations

Action

AGENDA ITEM V – Community Garden Rehab Planning

In December Charlie Caldwell presented information regarding needs for rehabilitating the community garden and stated he was in conversations with the Boys & Girls Club staff as well as the Humboldt Skatepark Collective regarding collaborative efforts to rehabilitate the garden.

Committee to discuss next steps.

Discussion

AGENDA ITEM VI – Draft 2024-25 Parks & Recreation Budget Review

The Draft 2024-25 Parks & Recreation Budget can be reviewed in **Attachment 1**. The final Draft will go to the Board of Directors for approval on June 5th.

The budget was developed based on current costs, trends, and best estimates based on historical data and experience. Costs incurred by the District typically fall into one of two categories: fixed costs and volumetric costs.

For the Parks & General Fund operating budget, the expected revenue for programs is projected to be less than the projected revenue for 2023-24 based on current actual program revenues to date. Facility rental revenue in the current fiscal year is higher than the budget projections and staff anticipates similar facility rental revenues in FY 2024-25. There is also \$1.3 million budgeted in grant revenue for the construction of the BMX Park.

For the purposes of this draft, the salary and benefits costs are based on the methodologies agreed upon during the last employee negotiations. Other operating costs have increased due to higher activity levels and inflation.

In 2023, the property owners of McKinleyville voted to increase the Measure B assessment amount. The 2024-25 Draft Measure B budget is based upon the revenues projected in the 2024-25 Engineers Report for the Measure B Assessment District Renewal and Establishment of Increased Assessment. Given that the Measure B fund is currently showing a deficit of over \$659,000 as reported in the 2022-23 Audit, Staff did not budget the entirety of the projected Measure B revenues to operations and maintenance in FY 2024-25 as it is intended that some of the projected revenue will go towards paying down the existing deficit.

Information

AGENDA ITEM VII – Parks & Recreation Director Report

Recreation Program Updates

- Drop-in Pickleball is on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball class that will run on Tuesday evenings, April 23-May 14th is full.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
 - The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old is running every Thursday from 10:30am-12:30pm.
- Pee Wee Basketball league for Kindergarten thru 2nd grades is full. The league began April 2nd and ends on May 18th.
- The Totletics T-ball program that starts on May 25th. This program is for 3-5 year olds and hosts 40 children per class series. There are currently 9 openings left in this program.
- Breakout: Skate Camp April 15-19 is running this week. Breakout is a day camp program for youth age 6-11.
- Cooking classes for kids: The May class "Mother's Day Tea" to be held on May 11th is already full.

Park & Facility Maintenance Updates

The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. and Open Space Zone landscaping. It is spring and everything is growing very quickly. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Facility Rentals & Use

- 17 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in April through May.
- 2 parties were booked through the Party Program, plus two weekly sports vendors at the Activity Center in April through May.
- 24 Activity Center Rentals April through May.
- 10 Pierson Park Rentals April through May.

Vandalism Report

Vandalism in the restrooms at both Pierson and Hiller Park are an on-going issue.

Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

The fifth wheel camper that had been parked at the pull out of the North Bank river property has been removed.

Other updates:

- Staff is preparing and planning summer specialty camps which will include, skate camp, cooking camp, tot-camp and more.
- Staff has been preparing for the Recreation database software program upgrade, slated to go live in May.
- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.

Information

AGENDA ITEM VIII – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell)

Fischer Ranch Estuary Project (Johnny Calkins)

BMX Bike Track & Park at School/Washington (Charlie Caldwell)

Community Garden (Charlie Caldwell)

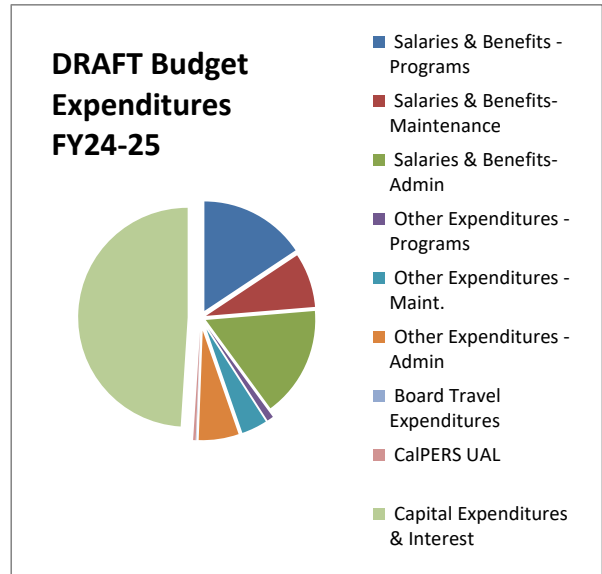
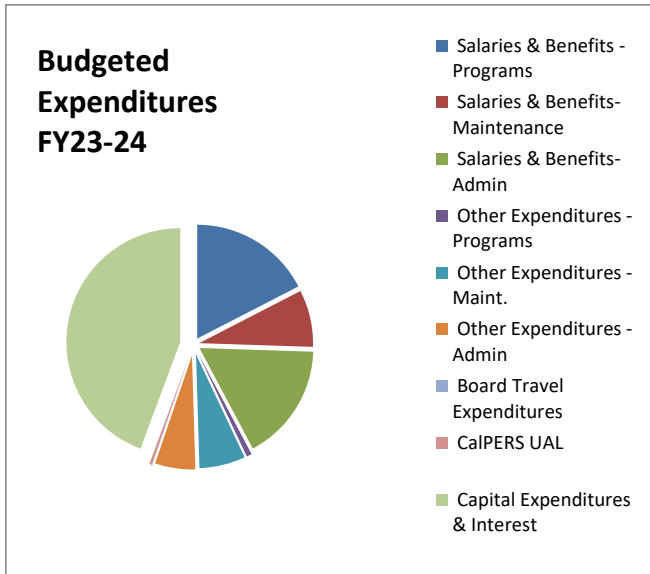
AGENDA ITEM IX – Discuss Agenda Topics for Next Meeting

Discussion

AGENDA ITEM X – Adjournment

**McKinleyville Community Services District
Parks/General Fund DRAFT Operating Budget
FY 2024-25**

Description	Parks/General Fund Approved Budget FY2023-24		Parks/General Fund DRAFT Budget FY2024-25		Difference (Memorandum Only)	
Revenues						Incr(decr)
Program Fees	324,980	13%	311,150	11%	(13,830)	-4.3%
Facility Fees	69,350	3%	84,750	3%	15,400	22.2%
Property Taxes	773,676	31%	733,794	27%	(39,882)	-5.2%
Open Space Fees	141,000	6%	157,600	6%	16,600	11.8%
Contributions & Other Program	1,500	0%	1,500	0.1%	-	0.0%
Other Revenue	33,569	1%	44,275	2%	10,706	31.9%
Quimby Fees/ Grants/Loans	1,134,000	45%	1,310,000	48%	176,000	15.5%
Interest Revenue	40,000	1.6%	75,000	2.8%	35,000	87.5%
Total Revenues	2,518,075	100%	2,718,069	100%	199,994	7.9%
Expenditures						
Salaries & Benefits - Programs	457,325	17%	415,755	16%	(41,570)	-9.1%
Salaries & Benefits- Maintenance	212,364	8%	212,867	8%	503	0.2%
Salaries & Benefits- Admin	438,481	17%	431,467	16%	(7,014)	-1.6%
Other Expenditures - Programs	19,625	1%	24,975	1%	5,350	27.3%
Other Expenditures - Maint.	171,500	7%	100,900	3.8%	(70,600)	-41.2%
Other Expenditures - Admin	150,300	6%	156,550	5.9%	6,250	4.2%
Board Travel Expenditures	1,200	0.0%	1,500	0.1%	300	25.0%
CalPERS UAL	10,000	0%	10,000	0.4%	-	0.0%
Capital Expenditures & Interest	1,163,000	44%	1,300,000	49%	137,000	11.8%
Total Expenditures	2,623,795	100%	2,654,014	100%	30,219	1.2%
Excess (Deficit)	(105,720)		64,055			



McKinleyville Community Services District
Measure B Fund DRAFT Operating Budget
FY 2024-25

Description	Measure B Fund Approved Budget FY23-24		Measure B Fund DRAFT Budget FY24-25		Difference (Memorandum Only)		
Revenues					Incr(decr)		
Measure B Assessment	224,000	96%	701,659	100%	477,659	3%	
Grants/Contributions	-	0%	-		-	-	
Other Revenue	-	0%	#	0%	-	0%	
Proceeds from Debt	-	#	-	0%	-	0%	
Quimby Fees/ ReservesDraw	-	0%	#	0%	-	0%	
Interest Revenue	8,200	3.5%	3,000	0.4%	(5,200)	-3%	
Total Revenues	232,200	100%	#	704,659	100%	472,459	67%
Expenditures							
Salaries & Benefits- Maintenance	78,368	34%	170,461	28%	92,093	118%	
Other Expenditures - Maint.	26,450	11%	141,750	23%	115,300	436%	
Meas.B Debt Svc Principal	102,304	44%	105,968	17%	3,664	4%	
Capital Expenditures & Interest	25,149	11%	189,485	31%	164,336	653%	
Total Expenditures	232,271	100%	#	607,664	100%	375,393	162%
Excess (Deficit)	(71)		#	96,995	97,066		

