

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

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McKINLEYVILLE, CA 95519



**MAIN OFFICE:**

PHONE: (707) 839-3251  
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**PARKS & RECREATION OFFICE:**

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

**TO: MEMBERS, RECREATION ADVISORY COMMITTEE**  
**FROM: LESLEY FRISBEE, RECREATION DIRECTOR**  
**SUBJECT: STAFF NOTES FOR MAY 21, 2020 MEETING**  
**CC: MCSD BOARD MEMBERS**  
**GREG ORSINI**  
**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 Recreation Advisory Committee meeting to be held:

**Thursday, May 21, 2020**  
**ZOOM Video Conference**  
Meeting ID: 941 5014 1624  
Password: 750116

Members:

Chair- John Calkins  
Scott Binder-Vice Chair  
David Couch-MCSD Board Director (non-voting member)  
John Kulstad  
Charlie Caldwell  
Jeff Dunk  
Chad Sefcik  
David Coelho  
Laura Bridy  
Beth Frink  
Ben Winker  
Joshua Zender

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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## Recreation Advisory Committee

**MEETING DATE**

Thursday, May 21, 2020

6:30 p.m.

Location

**ZOOM Video Conference**

Meeting ID: [941 5014 1624](#)

Password: [750116](#)

## MEETING Agenda

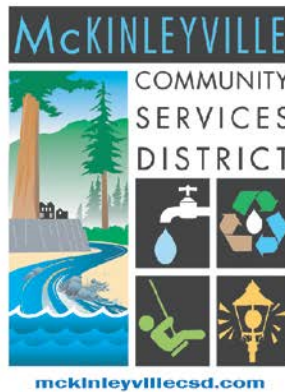
- I. Introductions, Call to Order & Flag Salute
- II. Communications
- III. Public Comment
- IV. Recreation Director Report
- V. "In Memory of George Wheeler" at Pierson Park
- VI. Facility Fee Increases
- VII. BMX Proposal for Washington and School Property
- VIII. DRAFT Parks & Recreation Operating Budget
- IX. Ad Hoc Committee Reports
- X. Discuss agenda topics for next meeting
- XI. Adjournment (Estimated 8:00 pm)

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**FROM: LESLEY FRISBEE, RECREATION DIRECTOR**  
**SUBJECT: STAFF NOTES FOR MAY 21, 2020 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 – Recreation Director Report**

Staff have been creating a plan to be able to offer a limited childcare program during the summer. The plan was submitted to the County and we have been approved to provide a childcare program from youth ages 5-12 at our facilities. See Attachment 1 for general program outline)

*Action: Information*

**AGENDA ITEM V – In Memory of George Wheeler at Pierson Park**

Committee member Chad Sefcik requested the idea of raising funds to purchase and place a park element at Pierson Park in memory of George Wheeler.

*Action: Recommendation of Request to Board of Directors*

**AGENDA ITEM VI – Facility Fee Increases**

Staff analyze and assess current facility use fees annually. Attachment 2 outlines current fees and proposed fees for the 2020-21 Fiscal Year. The proposed fees represent a 1%-1.5% increase. Typically increases range between 2%-5%, however given the current state of the economy and the rates of comparable facilities in the region which have not increased fees in the last year, staff recommends a slightly lower increase this year.

*Action: Recommendation to Board of Directors*

**AGENDA ITEM VII – BMX Proposal Washington and School Property**

RAC members inquired about a construction cost estimate budget at the April meeting. At the writing of this report, staff had not received that information.

*Action: Discussion/Recommendation*

**AGENDA ITEM VIII – DRAFT Parks & Recreation Operating Budget**

Review DRAFT Budget which will be presented to the MCSD Board on June 3<sup>rd</sup>. This Budget reflects changes based on reduced programming and facility use as a result of the COVID-19 restrictions on social interaction. (*Attachment 3*).

*Action: Discussion*

**AGENDA ITEM IX – Ad Hoc Committee Reports**

Hewitt Ranch (John Kulstad)

Skate Park (Charlie Caldwell)

Property at School Road and Washington Ave (Chad Sefcik)

Riverfront property (Jeff Dunk)

Fischer Ranch Estuary Project (Johnny Calkins)

BMX Bike Track (Charlie Caldwell)

*Action: Information*

**AGENDA ITEM X – Discuss Agenda Topics for Next Meeting**

**AGENDA ITEM XI – Adjournment**

## McKinleyville Kids Camp – Covid 19 Essential Workers Day Camp

### Registration:

- Weekly Full Day Camp Only (Ideally will sign up for all sessions), 9am-5pm (no extended care) \$150R/\$155NR per week
- Online or over the phone (Deposits allowed; each session due Friday before)
- Will have Legal review and add anything needed for COVID-19 to the Liability Release
- Sessions: 5 total, June 1-July 3 (With ability to expand as needed)
- Ages 5-12 (must have completed TK or K to attend)
- No LIT Program this summer

### Structure (elements of the structure follow all state guidelines outlined for childcare providers):

- 1 Counselors per group of 6 campers, up to two groups per facility site at three facilities (max 36 campers, 6 staff)
- Masks required for all campers/staff (except during snacks and lunch)
  - Campers to bring an extra mask (in case the get it dirty, it breaks, etc. will be left in their cubby)
- Families with multiple campers will be put in same group
- Locations (two groups of 6:1 at each site):
  - Activity Center
  - Teen Center
  - Azalea Hall
- No Free Lunch Program (At this time Food For People does not plan to offer the Free Summer Lunch program)
  - All food must be brought from home, camp cooking projects are cancelled for this summer
- Car (curb)-side Pick Up, Staff will sign in/out, take temperature, campers wash hands first thing
  - Need three non-contact thermometers
  - Temperatures taken at drop off, lunch and pick up; recorded on sign in/out sheet
- Offices are designated for campers or staff who need to be quarantined due to becoming sick (or having a high temperature) during the day. Sick campers to be picked up asap.
- Increased supervised handwashing through out the day including before and after eating. Hand sanitizer to be used when hand washing is not available
- Increased Cleaning/Sanitizing Check lists to be completed multiple times through out the day.
- Walkie-talkies will be used as usual between staff.
- Maintenance will increase bathroom deep cleaning to twice per week.
- Outdoor grass areas, parking lots (sidewalk chalk) will be utilized for outside time. Picnic Areas and the Playground will not be used until allowed to do so from the State.

- Fieldtrips will not be offered this summer

<b>ACTIVITY CENTER</b>	<b>2019-2020</b>	<b>Proposed for</b>							
	<b>Hrly Rates</b>	<b>2020-2021</b>	<b>1%</b>	<b>1.50%</b>	<b>2%</b>	<b>2.50%</b>	<b>3%</b>	<b>5%</b>	
Public/Business Rate	\$ 51.75	\$ 52.50	\$ 52.27	\$ 52.53	\$ 52.79	\$ 53.04	\$ 53.30	\$ 54.34	
Non-profit/vendor	\$ 36.50	\$ 37.00	\$ 36.87	\$ 37.05	\$ 37.23	\$ 37.41	\$ 37.60	\$ 38.33	
<b>AZALEA HALL-ENT.BLDG</b>									
Public/Business Rate	\$ 85.00	\$ 86.00	\$ 85.85	\$ 86.28	\$ 86.70	\$ 87.13	\$ 87.55	\$ 89.25	
Non-profit/vendor	\$ 64.00	\$ 64.75	\$ 64.64	\$ 64.96	\$ 65.28	\$ 65.60	\$ 65.92	\$ 67.20	
<b>AZALEA HALL-HEWITT ROOM</b>									
Public/Business Rate	\$ 62.00	\$ 62.75	\$ 62.62	\$ 62.93	\$ 63.24	\$ 63.55	\$ 63.86	\$ 65.10	
Non-profit/vendor	\$ 50.00	\$ 50.50	\$ 50.50	\$ 50.75	\$ 51.00	\$ 51.25	\$ 51.50	\$ 52.50	
All Day (12 hr) Rate	\$ 520.00	\$ 525.00	\$ 525.20	\$ 527.80	\$ 530.40	\$ 533.00	\$ 535.60	\$ 546.00	
Half Day (6 hr) Rate	\$ 315.00	\$ 318.00	\$ 318.15	\$ 319.73	\$ 321.30	\$ 322.88	\$ 324.45	\$ 330.75	
<b>AZALEA HALL-MEETING ROOM</b>									
Public/Business Rate	\$ 24.50	\$ 24.75	\$ 24.75	\$ 24.87	\$ 24.99	\$ 25.11	\$ 25.24	\$ 25.73	
Non-profit/vendor	\$ 18.25	\$ 18.50	\$ 18.43	\$ 18.52	\$ 18.62	\$ 18.71	\$ 18.80	\$ 19.16	
<b>AZALEA HALL-KTICHEN</b>									
All Users	\$ 18.25	\$ 18.50	\$ 18.43	\$ 18.52	\$ 18.62	\$ 18.71	\$ 18.80	\$ 19.16	
<b>LIBRARY CONFERENCE ROOM</b>									
Public/Business Rate	\$ 30.25	\$ 30.50	\$ 30.55	\$ 30.70	\$ 30.86	\$ 31.01	\$ 31.16	\$ 31.76	
Non-profit/vendor	\$ 27.25	\$ 27.50	\$ 27.52	\$ 27.66	\$ 27.80	\$ 27.93	\$ 28.07	\$ 28.61	
<b>TEEN CENTER-ENTIRE BLDG</b>									
Public/Business Rate	\$ 86.00	\$ 87.00	\$ 86.86	\$ 87.29	\$ 87.72	\$ 88.15	\$ 88.58	\$ 90.30	
Non-profit/vendor	\$ 69.25	\$ 70.00	\$ 69.94	\$ 70.29	\$ 70.64	\$ 70.98	\$ 71.33	\$ 72.71	
All Day (12 hr) Rate	\$ 907.00	\$ 915.00	\$ 916.07	\$ 920.61	\$ 925.14	\$ 929.68	\$ 934.21	\$ 952.35	
Half Day (6 hr) Rate	\$ 470.00	\$ 475.00	\$ 474.70	\$ 477.05	\$ 479.40	\$ 481.75	\$ 484.10	\$ 493.50	
<b>TEEN CENTER-MULTI PURPOSE RM</b>									
Public/Business Rate	\$ 48.25	\$ 48.75	\$ 48.73	\$ 48.97	\$ 49.22	\$ 49.46	\$ 49.70	\$ 50.66	
Non-profit/vendor	\$ 40.00	\$ 40.50	\$ 40.40	\$ 40.60	\$ 40.80	\$ 41.00	\$ 41.20	\$ 42.00	
<b>TEEN CENTER-MUSIC ROOM</b>									
Public/Business Rate	\$ 32.50	\$ 32.75	\$ 32.83	\$ 32.99	\$ 33.15	\$ 33.31	\$ 33.48	\$ 34.13	

Non-profit/vendor	\$ 25.50	\$ 25.75		\$ 25.76	\$ 25.88	\$ 26.01	\$ 26.14	\$ 26.27	\$ 26.78
All Day (8 hr) Rate*	\$ 210.00	\$ 212.00		\$ 212.10	\$ 213.15	\$ 214.20	\$ 215.25	\$ 216.30	\$ 220.50
<i>*available weekends only</i>									

**TEEN CENTER-KITCHEN**

All Users	\$ 36.00	\$ 36.00		\$ 36.36	\$ 36.54	\$ 36.72	\$ 36.90	\$ 37.08	\$ 37.80
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**PARKS**

				<u>1.50%</u>	<u>2%</u>	<u>2.50%</u>	<u>3%</u>	<u>5%</u>	
Pierson Park Gazebo Picnic Area	\$ 55.00	\$ 55.75	4 hrs	\$ 55.55	\$ 55.83	\$ 56.10	\$ 56.38	\$ 56.65	\$ 57.75
Pierson Park Pavilion	\$ 108.00	\$ 109.50	4 hrs	\$ 109.08	\$ 109.62	\$ 110.16	\$ 110.70	\$ 111.24	\$ 113.40
Hiller Park Picnic Area	\$ 55.00	\$ 55.75	4 hrs	\$ 55.55	\$ 55.83	\$ 56.10	\$ 56.38	\$ 56.65	\$ 57.75
Special Event	\$ 164.00	\$ 166.00	daily	\$ 165.64	\$ 166.46	\$ 167.28	\$ 168.10	\$ 168.92	\$ 172.20
Commercial Event*	\$ 265.00	\$ 268.00	daily	\$ 267.65	\$ 268.98	\$ 270.30	\$ 271.63	\$ 272.95	\$ 278.25
Commercial Event Staff (*Required)	\$ 35.50	\$ 36.00	per hr.	\$ 35.86	\$ 36.03	\$ 36.21	\$ 36.39	\$ 36.57	\$ 37.275

**SPECIAL EVENT SERVICES**

Event Staff	\$ 18.50	\$ 18.75	per hr.	\$ 18.69	\$ 18.78	\$ 18.87	\$ 18.96	\$ 19.06	\$ 19.43
<u>Set-Up</u>									
Events with less than 100 people	\$ 86.00	\$ 87.00		\$ 86.86	\$ 87.29	\$ 87.72	\$ 88.15	\$ 88.58	\$ 90.30
Events with 101-200 people	\$ 120.00	\$ 121.50		\$ 121.20	\$ 121.80	\$ 122.40	\$ 123.00	\$ 123.60	\$ 126.00
Events with more than 200 people	\$ 150.00	\$ 152.00		\$ 151.50	\$ 152.25	\$ 153.00	\$ 153.75	\$ 154.50	\$ 157.50
<u>Clean-Up</u>									
Events with less than 100 people	\$ 150.00	\$ 152.00		\$ 151.50	\$ 152.25	\$ 153.00	\$ 153.75	\$ 154.50	\$ 157.50
Events with 101-200 people	\$ 180.00	\$ 182.00		\$ 181.80	\$ 182.70	\$ 183.60	\$ 184.50	\$ 185.40	\$ 189.00
Events with more than 200 people	\$ 220.00	\$ 223.00		\$ 222.20	\$ 223.30	\$ 224.40	\$ 225.50	\$ 226.60	\$ 231.00



**McKinleyville Community Services District**  
**Parks/General Fund DRAFT Operating Budget**  
**FY 2020-21**

Description	Parks/General Fund Approved Budget FY2019-20		Parks/General Fund Proposed Budget FY2020-21		Difference (Memorandum Only)	
<b>Revenues</b>						
Program Fees	368,779	28%	206,245	19%	(162,534)	-9.0%
Facility Fees	87,375	7%	37,015	3%	(50,360)	-3.2%
Property Taxes	631,898	48%	633,841	58%	1,944	10.1%
Open Space Fees	112,162	8%	115,315	11%	3,153	2.1%
Contributions & Other Program	1,000	0%	1,300	0.1%	300	0.0%
Other Revenue	17,682	1%	16,912	2%	(770)	0.2%
Quimby Fees/ Grants/Loans	77,000	6%	39,000	4%	(38,000)	-2.3%
Interest Revenue	27,000	2.0%	45,000	4.1%	18,000	2.1%
<b>Total Revenues</b>	<b>1,322,896</b>	<b>100%</b>	<b>1,094,628</b>	<b>100%</b>	<b>(228,267)</b>	<b>-20.9%</b>
<b>Expenditures</b>						
Salaries & Benefits - Programs	366,551	28%	238,156	22%	(128,395)	-6.3%
Salaries & Benefits- Maintenance	215,857	17%	212,718	20%	(3,139)	2.9%
Salaries & Benefits- Admin	353,909	27%	357,588	33%	3,679	5.6%
Other Expenditures - Programs	28,406	2%	15,850	1%	(12,556)	-0.7%
Other Expenditures - Maint.	119,190	9%	112,075	10.3%	(7,115)	1.1%
Other Expenditures - Admin	100,421	8%	113,022	10.4%	12,601	2.7%
Board Travel Expenditures	1,300	0.1%	1,100	0.1%	(200)	0.0%
CalPERS UAL	40,000	3%	-	0.0%	(40,000)	-3.1%
Capital Expenditures & Interest	75,000	6%	39,000	4%	(36,000)	-2.2%
<b>Total Expenditures</b>	<b>1,300,634</b>	<b>100%</b>	<b>1,089,509</b>	<b>100%</b>	<b>(211,125)</b>	<b>-19.4%</b>
<b>Excess (Deficit)</b>	<b>22,262</b>		<b>5,120</b>			

