

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
FEBRUARY 3, 2024 SPECIAL MEETING**

Directors: Carroll, Ives, Leavitt, Levine, and Ross

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 Chair Carroll.

ROLL CALL:

Directors Present: Carroll, Ives, Leavitt, Levine, and Ross
Directors Absent: None
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.

1. DISTRICT HIGHLIGHTS

Each Division shared highlights of activities over the past year.

RSM Lofthus – highlighted program and revenue growth:

- a) Youth development
 - Tiny Tots – 96% Capacity
 - KHO – Averaged 46 youth/week
 - Summer Camps – Averaged 100 youth/week
- b) Sports
 - Elementary & Middle School Volleyball – 166
 - Pee Wee, Elementary, & Middle School Basketball – 331
 - Adult Volleyball Teams – 120
 - Adult Basketball Teams – 77
 - Adult Softball Teams – 33
 - Pickleball Drop-in – 35 avg/day
- c) Special Events
 - New Annual Special Event Sponsorship Program – Buck Family Automotive & Carmichael Parks Foundation
 - Summer Concerts in the Park – Best Event Award by Carmichael Chamber of Commerce
 - Founders Harvest Festival
 - Annual Tree Lighting
- d) Facilities
 - Updated Facility Rental Policy and Fees
 - New PA System in the John Smith Hall
 - Sutter Community Garden – Updated structure guidelines and created a demonstration garden.

ASM Penney – introduced the team; provided an overview of activities during the past year:

- Budget and Finance: Budget submission and financial transactions processed
- HR and Payroll: Headcount of personnel by division and classification using BambooHR; Contracts/Agreements prepared: construction/improvements, service agreements, office equipment and software, consulting services, FUAs, Tenant Leases, MOUs; and
- Insurance Program Administration: Addition of an Employee Assistance Program (EAP), EE benefits, Workers Comp, Property/Liability and other coverages.

PSM Perry – highlighted activities over the past year:

- Staffing changes – two new MW
- Equipment purchases
- CP Dog Park benches/shade purchase and installation
- CP Basketball Court w/parking lot – in partnership with Over/Under Initiative

2. FY2023-24 MID-YEAR BUDGET STATUS OVERVIEW

ASM Penney presented a high-level overview of current budget status. General Fund: Revenues projections on target/showing recovery; expenditures below the run rate of 50%. The carry over fund balance will see slight growth. Assessment Fund balance transfer planned to GF; 2022 Bond Series 2023 Budget Activity/Status to date.

3. CUMMING GROUP PRESENTATION

Huy Hoang, Senior Project Manager with the Cumming Management Group provided a Measure G Bond Program overview, which included:

- a) Overview of the Program Team
- b) Budget and Scope – \$31.9M T;
 - Series 1 Bonds Issued (2023) \$10M; Series 2 and Series 3 future issuance totaling \$10M. Planned exercise to valid CIP Program Budget
 - Parks and Facilities identified for the CIP Program with cost by park breakdowns and categories (soft costs (design & project management, design contingency; construction and construction contingency; escalation costs
- c) Series 1 (2023) CIP Planned Projects; Start 4/2024 Finish 7/2025
 - LSCC: Roofs, HVAC, Canopy Areas, Natural Turf Field
 - CP: Vets Hall Playground/surface, Asphalt paving (Phase I & II), New Outdoor Restroom
 - Cardinal Oaks: Playground, ADA Imp – path, Pedestrian lighting, Parking lot (ARPA Funds)
 - Del Campo: Creek Bridge; soccer field turf
 - Glancy Oaks: ADA – Park entry/pathway, Playground/surface
- d) Master Schedule, Strategy
 - Planning – Create consultant pools of Designers, Site Surveyors, Geotechnical Engineers, & Hazmat
 - Design – Project scope of work per park site and grouping to achieve economies of scale
 - Construction – \$1M limit no longer a factor, Bid strategy, Shorten overall schedule to save on risk of escalating costs.
- e) Next Steps Series 2 & 3

Discussion and consensus with the Advisory Board to change project timing for the Pickleball Courts. Instead of waiting until Series 2, move to Series 1, moving the Del Campo soccer field turf to Series 2 or 3.

BREAK (10:30 – 11:00)

4. CAPITAL EQUIPMENT AND IMPROVEMENT PROGRAM

PSM Perry – Reviewed FY2023-24 Projects – update on completed projects and projects planned for Spring 2024.

Administrator Blondino shared prioritized projects for FY2024-25 – projects using the available funding through Quimby/In-lieu and Park Impact Fees.

5. WORK PLAN DISCUSSION

Continued to the February 15, 2024 Regular Meeting.

6. DISCUSSION – FUTURE DIRECTION FOR CRPD

Skate Park – Strategy Discussion

- First steps: Obtain Design rendering and construction cost estimate; possibly use funds from the Park Impact fees and/or Quimby/In-lieu Fees.
- Director Levine shared the that a couple in the community would like to raise funds to build the Skate Park naming it after their son who had a tragic death.
- Meet with stakeholders, focus group to help with concepts

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: Thursday, February 15, 2024, at 6:00 pm, Hybrid Meeting location at Carmichael Park Clubhouse #2, 5750 Grant Avenue, Carmichael, CA 95608.

ADJOURNMENT – The meeting was adjourned at 12:06 PM.

Respectfully submitted,

Ingrid S. Penney, Administrative Services Manager
For Clerk of the Advisory Board of Directors

APPROVED BY:

ATTESTED BY:

JOYCE CARROLL
CHAIR OF THE BOARD

Ingrid Penney, Administrative Services Manager
for Clerk of the Advisory Board of Directors