

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
AUGUST 1, 2024 SPECIAL MEETING**

**Directors: Ives, Leavitt, Levine, Mattos, and Ross**

**CALL TO ORDER:** The special meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:17AM by Chair Ives.

**ROLL CALL:**

Directors Present: Ives, Levine and Mattos  
Directors Absent: Leavitt and Ross  
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.

**ACTION ITEMS:**

**1. FY2024-25 ADJUSTMENTS TO RECOMMENDED BUDGET PROPOSALS**

Administrator Blondino shared an introduction. ASM Penney addressed actual fiscal year end revenues and expenditures for FY2023-24, projected property tax and miscellaneous revenues for the General Fund 337A and adjustments to the Bond related funds 337L, 337M, and 337N; each manager shared proposals for General Fund division expenditures. Staff and the Budget Committee made recommendations to approve adjustments to the FY2024-25 Recommended Budget proposals for:

- Carmichael RPD General Fund 337A totaling \$7,324,337; Revenues and Expenditures to fund Operations, CIP, Equipment, Contingency, and Unrestricted Reserve;
- Capital Project Fund 337L: \$9,442,166 (A-1 Tax Exempt: \$5,131,081); (A-2 Taxable: \$3,900,849); CIP List
- Debt Service Fund 337M (Tax Exempt): \$5471,058; Revenues and expenditures sufficient to cover Interest only payment due; reserve for future payment due ahead of the tax allocation
- Debt Service Fund 337N (Taxable): \$1,823,524; Revenues and expenditures sufficient to cover Interest and principal payment due; reserve for future payments due ahead of the tax allocation;

for final approval and adoption by the County Board of Supervisors;

delegate the District Administrator to initiate Request for Proposals/Qualifications as required or necessary.

Following the presentation, the item was opened for discussion by the Advisory Board and then opened for public comment.

**Motion 1**

**M: Levine S: Mattos – The Advisory Board approved the Staff and Budget Committee recommendations to approve and recommend the adjustments for FY2024-25 Budgets for Funds 337A, 337L, 337M, and 337N for final approval and adoption by the Sacramento County Board of Supervisors; delegate the District Administrator or designee to initiate Request for Proposals/Qualifications as required or necessary, as presented. Unanimous of those present.**

**Vote:**

**Ayes: Directors: Levine, Mattos, and Ives**

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Leavitt and Ross**

**Recused: Directors: None**

**Vote: 3/0/0/2/0**

**2. RECREATION MANAGEMENT SOFTWARE (Lofthus/Penney)**

RSM Lofthus and ASM Penney shared highlights and made a recommendation to approve the purchase of software licenses with CivicPlus, an integrated recreation management software system. The initial costs include licenses, migration of data, configuration, and training.

Following the presentation, the item was opened for discussion by the Advisory Board and then opened for public comment.

**Motion 2**

**M: Mattos S: Levine – The Advisory Board approved the Staff recommendations to approve the purchase of software licenses with CivicPlus in the amount of \$24,935.28, which includes licenses, migration of data, configuration, and training; delegate the District Administrator or designee to execute the purchase agreement, as presented. Unanimous of those present.**

**Vote:**

**Ayes: Directors: Mattos, Levine, and Ives**

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: Leavitt and Ross**

**Recused: Directors: None**

**Vote: 3/0/0/2/0**

**TIME AND PLACE OF NEXT MEETING:**

**1.\* Regular Meeting –**

Proposed: The next regular meeting of the Advisory Board of Directors is scheduled for Thursday, August 15, 2024, at 6:00 pm, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

**ADJOURNMENT –** Chair Ives adjourned the meeting in memory of Tony Asaro, for his many contributions to the Carmichael Recreation and Park District and the Community. Chair Ives remembered a quote that Tony would say, “Hard work will take you places that talent alone won’t.” The meeting was adjourned at 7:23 PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

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CHRIS IVES  
CHAIR OF THE BOARD

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