

**CARMICHAEL RECREATION AND PARK DISTRICT  
MINUTES: ADVISORY BOARD OF DIRECTORS  
NOVEMBER 16, 2023 REGULAR MEETING**

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

**CALL TO ORDER:** The regular meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:02 p.m. by Chair Carroll

**PLEDGE OF ALLEGIANCE:** Pledge led by Chair Carroll

**ROLL CALL:**

Directors Present: Carroll, Ives, Leavitt, and Ross  
Directors Present  
    Virtually: Levine  
Staff Present: Blondino, Lofthus, Penney, Perry

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM(S) SCHEDULED NOT ON THIS AGENDA ONLY –**

Bob Kerr – addressed the Advisory Board regarding interest in a skate park for Carmichael Park and shared about a Read and Skate program with Sacramento Library. He introduced Roshelle Rountree, with R 2<sup>nd</sup> Chance, Inc, a thrift shop owner who is also supportive of a skate park for Carmichael Park.

Chair Carroll indicated that there is also a group of community members who share a vision for a skate park at Carmichael Park.

**CONSENT ITEMS:**

1. **MINUTES**  
October 19, 2023 – Regular Meeting
2. **FINANCIAL STATEMENT**  
September 2023
3. **ACCOUNTS PAYABLE**  
October 2023
4. **ACCOUNTS RECEIVABLE**  
November 2023
5. **POP STAT REPORT**  
October 2023
6. **FACILITY USE AGREEMENT (FUA)**  
**Request approval and delegation authority to execute FUA with American River Futbol**  
Term: March 1, 2024 to October 31, 2026  
Location: Del Campo Soccer Fields  
Field Use: March 1<sup>st</sup> to October 31<sup>st</sup> – T/TH, 5PM – 8PM; S/S, 8AM – 8PM  
Fees: \$8 per player for 2024; \$9 per player for both 2025 and 2026  
Maintenance Fees: \$82/wk (3 days/wk); \$109/wk (4 days/wk); 5% Annual Escalator
7. **FY2023-24 WORK PLAN – 1QT UPDATE**  
Status of activities July through September 2023.

**Motion 1**

**M: Ross S: Leavitt – The Advisory Board voted to approve Consent Matters, as presented. Unanimous.**

**Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

**Vote: 5/0/0/0/0**

## REPORTS:

### 1.\* ADVISORY BOARD MEMBER REPORTS (Advisory Board Members)

Report on activities of interest to the District.

Director Ross – reported on a park tour conducted by PSM Perry which included Director Leavitt.

Director Leavitt -mentioned that the tour included a little bit of history about the sites too.

Chair Carroll – reported on the Wall of Honor event; a Barrett neighborhood event where over 100 lbs of candy was distributed.

Vice Chair Ives attended the Wall of Honor event, as well. event. He also attended the Carmichael Parks Foundation Meeting.

### 2.\* STAFF REPORT (Blondino, Lofthus, Penney, and Perry)

Report on current District operations, projects, and events.

#### Recreation Division

*Alaina Lofthus, Recreation Services Manager reported on Highlights from the Recreation Division*

#### Events:

- Wall Of Honor
  - Thanked Chair Carroll, Vice Chair Ives, and Director Ross for their help with the event.
  - This event is always appreciated by the families of the fallen heroes. The Recreation Division appreciates staff efforts in all divisions to make this event happen each year.
- Tree Lighting plans –
  - The snow will be falling again this year!
  - Thursday, December 7<sup>th</sup> at Carmichael Park from 5pm – 8pm. Tree lights at 6:15pm.
  - The Snow Queen Elsa is returning as well as Santa.
  - Kiwanis Club of Carmichael will be helping with crafts and the River City Concert Band will be playing some holiday tunes!
  - Hoping for dry weather but the tree will be lit whether it's a clear or rainy evening.

#### Youth Development

- KHO –
  - Averaging 48 children a week compared to 45 at this time last year
  - Thanksgiving Break Camp is approaching in which we are open Monday – Wednesday from 7:30am – 6pm.

#### Sports

- Youth Sports
  - Middle School Boys Basketball is off to a good start.
    - 74 players registered this year compared to 55 last year
  - Taking registration for Elementary basketball leagues
- Adult Sports
  - Finishing the Fall seasons and will start up again after the winter holidays.
  - Indoor Drop-in Pickleball is now open!
    - Program runs every Tuesday and Thursday from 9am – 12pm at the La Sierra Big Gym
    - 5 Courts available
    - One Day pass at \$6 or a 10-day punch card for \$40

#### Facility Rentals

- Rentals have been busy with \$22,059 of rental revenue during this reporting period compared to \$16,486 during this time last year.
- \$5,439 from Carmichael Park and Garfield House facilities and \$16,620 from La Sierra CC

- John Smith Hall had the largest increase with close to \$10,000 worth of rentals this year compared to under \$3,000 last year.

### **Personnel**

- A candidate has been selected to move forward with the post offer, pre-employment screening process for the Youth Development Coordinator. We are hoping, if all goes well, this person would start sometime in December.

### **Park Maintenance Division**

*Administrator Blondino shared highlights from the Parks Division prepared by James Perry, Park Services Manager –*

#### **Vandalism and Property Damage –**

- Del Campo continues to be hit with graffiti; broken glass
- La Sierra had the plaque of George Villareal and the gym wall vandalized with ketchup and mustard this past Friday night. The week prior, some light graffiti to the Little League snack bar and the upper gymnasium/Sierra Room walls and windows.
- Patriots Park – During morning checks, Staff has found every piece of play equipment tagged with at least some graffiti. They've also found broken bottles, defecating on the sidewalk and fall material, it's just getting unpleasant. We have reached out to FEC and North Pop for additional services to aid in curbing this behavior.

#### **Maintenance and OM – Staff performed the following:**

- Buildings/Facilities
  - HVAC:
    - COAC performed the quarterly Districtwide HVAC P/M. Staff aids by providing filters and repairs.
    - Staff replaced two blower motors on two heating units in the Villareal gymnasium at La Sierra.
  - Lighting: Staff replaced 6 tombstones, three ballasts and 7 light bulbs in both La Sierra gyms.
  - Roofs/Gutters:
    - In preparation for the winter months, clearing roofs and gutters of material and debris at La Sierra and Carmichael Park has begun. This is an ongoing process as the leaves drop.
    - Patched/repaired two leaks on the Chautauqua/JSH roof.
  - Two new refrigerated drinking fountains with bottle fillers were installed in the Johnson gym.
  - Flooring: In preparation for the gym floors and Sierra room floor being refinished/coated next week, Staff removed the room dividers from the Sierra Room and adjusted all associated thermostats to 68 degrees.
- Parks/Grounds
  - Painting: Carmichael Park Ball Wall, a volunteer had performed repair in the previous month.
  - Site Cleanup/Landscaping/Tree Maintenance:
    - Began cleaning and organizing the Corp yard at Carmichael Park.
    - Spent a few days cleaning up and prepping for the Wall of Honor event at Patriots Park i.e.: tree work, line trimming, weed removal.
    - Work project bus edged, blew, trimmed, swept, and mulched throughout Carmichael Park. This is always a huge benefit for the District, and we look forward to having them back on the 26<sup>th</sup> where they will work around the District Office cleaning up the planter beds and spreading 10 yards of bark.
  - Turf Maintenance: Used the new turf equipment to aerate, overseed and top-dress ballfields 1 & 2 at Carmichael Park. 400 lbs. of grass seed & 50 tons of PGA sand were used.
  - Amenities:
    - Repaired drinking fountains at Carmichael, Patriots and O'Donnell Parks
    - Replaced a damaged slide and toadstool at the La Sierra playground.
    - New signs were placed at Bird Track Park.
  - Irrigation: OFF throughout the District except for: Jensen Garden and the newly seeded turf on Ballfield 1 & 2 at Carmichael Park.

### **Capital Equipment –**

- Staff repaired a hydraulic seal on the transmission for the tractor.
- The 2001 Ford F-250 authorized for surplus will be taken to the County tomorrow morning.

**Personnel:** Held interviews for the Regular Part Time position; changed the job posting to “open until filled.”

### **Projects:**

- CP Reader Board
- KHO floor leveling and covering.
- Cumming Management Meeting

## **Administration Services Division**

*Ingrid Penney, Administrative Services Manager – Report highlights*

### **Budget/Financial:**

- District Budget for FY2023-24 was uploaded to Website.
- Bonds Series 2022 –
  - Investment earnings
    - Series A-1 (Tax Exempt) Bonds: \$125,187.13 (\$70.7k+)
    - A-2 (Taxable) Bonds: \$100,528.84 (55k+ more)
  - Interest expense payments made:
    - \$91,301.64 on Tax Exempt Bonds
    - \$86,318.84 on Taxable Bonds
- District Financial Audit – Staff have been involved with Fieldwork. Most has been performed virtually; however, one member of audit team spent a day reviewing payroll, ReCPro transactions, and asset inventory. Staff continue to respond to questions on transactions – providing support documents, documenting variances between the fiscal years, preparing schedules as needed. They hope to have the initial draft wrapped up in December for Staff preparation of the Management Discussion & Analysis Report.

**Contracts:** Administrative support for various contracts – contract review, checking for completion and insurance documents.

### **Tenants –**

- MCS – Was on Consent Calendar with BOS on November 14. Approved. Lease ends November 30, 2023. Lease will be executed once we have the BOS executed materials.
- Chautauqua – Staff had a meeting scheduled with Chautauqua to discuss their financial status. Staff provided information on cost savings and marketing their program. We invited them to submit a proposal if they needed an additional subsidy.

### **Service Agreement –**

- Construction Management Service Agreement – Heard by BOS on October 24. Agreement executed by November 1. Will meet with them next week to cover budget and cash flow, bid procedures, sample contracts.

### **FUA –**

- Staff prepared the FUA for the American River Futbol Club for the November AB Mtg.

**HR:** Administrative support for ~~COVID reporting~~, personnel matters - including EDD TD and Workers Comp claims/integration; recruitment support for the RFT Rec Coordinator position and RPT Park Maintenance Worker, screening, set up, and logistics.

## **Payroll –**

- Met with County Payroll yesterday, to discuss potential enhancements to the Reports that we receive: Total hours per year; quarterly's, annual, FY, 941, etc. System builds request to have more categories for the benefit payroll liability account. They may be able to provide by the end of the fiscal year. These enhancements will improve the reconciliation processes.
- In late December, we'll make the transition to have all CRPD employees on the same pay period cycle, which will be more efficient and cause less confusion, especially for supervisors. I chose late December because there are fewer employees on payroll. There will be a bump in capturing the extra time which will be smoothed out due to the date selected.

## **Benefits –**

- Benefits Committee met on 10/25; discussed 2024 OE and reviewed sections of the Compensation Study incentives. Discussed non-cash and cash related perks. Planned to create a draft survey by 11/17 to poll regular employees for ideas. Next meeting planned for 11/29 and 12/13.
- OE closed on October 25, to submit any changes to their benefit portfolio.

## **Training –**

- BambooHR hosted their annual Customer Appreciation Day on 10/20; Virtual Summit - on November 2. Both sessions covered many HR Topics and tools, bringing in leading speakers on various topics to benefit workplace and personal life. This year the topic of the benefits of AI was introduced. To complete routine tasks, freeing up staff to cover more technical tasks.
- On 11/15, CAPRI hosted a virtual workshop on How to Score 100% on District Site Visit. RSM Loftus attended. New criteria re: playground and park facilities inspections.

## Mike Blondino, District Administrator – Report

**Master Plan Update** – The Master Plan Update will go before the BOS at their December 12<sup>th</sup> meeting for approval. It will be on the consent agenda that day

**District Re-organization** – Update to Board later in the meeting

## **Community Outreach –**

- **Kiwanis** – Attended 2 meetings this past month.
- **CID meetings** –The CID is still looking for a new Executive Director.
- **Park Foundation** – The Foundation, along with staff are working on a draft of a survey on how to engage in programming for middle school students. I also have their goals for 2024 that I'm sharing with you.
- **Chamber** – I attended the Chamber mixer with elected officials early this month.
- **Carmichael Water**- Nothing to report.

**IT** – Nothing to report.

**Misc** – I sat on the interview panel for the Orangevale District Administrator recruitment yesterday. There were several good candidates that were interviewed and since we pay more than they do I think that will bode well for our future recruitment. Also “borrowed” their questions as there were quite a few good ones that we should use.

**Look Ahead** – Reviewed with Advisory Board.

**Skate Park** – Director Levin and I had a Zoom call with the Skateboard Project. The highlight of the conversation was the list that they provide that has skate park designers and construction companies. Staff spoke with the Cumming Group about getting a cost for them to facilitate getting a skate park concept and price.

## **ACTION ITEMS:**

### **1. FACILITY RENTAL POLICY AND FEES**

RSM Lofthus made a presentation and shared the recommendation of the Budget Committee and Staff to approve revisions to the CRPD Facility Rental Policy and Rental Fees for Private Resident and Non-Resident Users, Non-Profits, and Regular /CRPD Sponsored programs Users, as presented.

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

#### **Motion 2**

**M: Ives S: Leavitt – The Advisory Board voted to approve the recommendation for revisions to the CRPD Facility Rental Policy and Rental Fees, as presented. Unanimous.**

#### **Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

**Vote: 5/0/0/0/0**

### **2. ELECTRONIC READER BOARD FOR CARMICHAEL PARK**

PSM Perry made a presentation and recommendation to award the bid from Ellis & Ellis Sign Systems for the Electronic Reader Board materials and installation. Project not to exceed \$78,438, funded through Quimby/in-lieu fees. Delegate authority to the District Administrator or designee to negotiate and execute the Contract.

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

#### **Motion 3**

**M: Ives S: Leavitt – The Advisory Board voted to approve the recommendation to award the bid from Ellis & Ellis Sign Systems for the Electronic Reader Board materials and installation in an amount not to exceed \$78,438; delegating authority to the District Administrator or designee to negotiate and execute the Contract, as presented. Unanimous.**

#### **Vote:**

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

**Noes: Directors: None**

**Abstain: Directors: None**

**Absent: Directors: None**

**Recused: Directors: None**

**Vote: 5/0/0/0/0**

## **PRESENTATION ITEM:**

### **2.\* BOND FUNDING DISCUSSION**

Administrator Blondino reported on the first work group meeting between the CRPD Management Team and Cumming Group this past Monday. A lot of background information will be provided to them by our staff on park sites and facilities. I have a follow up meeting tomorrow with Huy and Jorge from the Cumming Group. Also, our Managers and their staff will be meeting weekly starting after the Thanksgiving Holiday on a Zoom call to keep things moving along.

**Information was received and filed.**

### **1.\* RE-ORGANIZATION OF ADMINISTRATIVE SERVICES AND RECREATION DIVISIONS**

Administrator Blondino presented a proposed Organization Chart and distribution of responsibilities/tasks. **Information was received and filed.**

**UPCOMING PROGRAM AND EVENTS:**

For Updates and Latest News on Program and Events, please visit the District Website: [www.carmichaelpark.com](http://www.carmichaelpark.com)

**TIME AND PLACE OF NEXT MEETING:**

1.\*Regular Meeting –

Proposed: The next regular meeting of the Advisory Board of Directors normally scheduled for the third Thursday, which would fall on December 21, 2023, at 6:00 pm is Cancelled. Instead, the next regular meeting will be held on Thursday, January 18, 2024, in Community Clubhouse #2 at Carmichael Park and Via Zoom.

**RECESS TO CLOSED SESSION at 8:05PM**

**1.\* PUBLIC EMPLOYEE LABOR NEGOTIATION**

Unrepresented Employee: District Administrator  
Pursuant to California Government Code §54957

**RECONVENE TO OPEN SESSION at 8:26PM**

It was the consensus of the Advisory Board of Directors to recommend approval of an employment contract with Michael J. Blondino, District Administrator for the term of July 22, 2024 ending July 23, 2025, as negotiated, submitting the proposed contract to the County of Sacramento for Board of Supervisors final approval and execution.

**ADJOURNMENT** – The meeting was adjourned at 8:27PM.

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