



5750 Grant Avenue • Carmichael, California 95608-3744  
(916) 485-5322 • (916) 485-0805 fax • [www.carmichaelpark.com](http://www.carmichaelpark.com)

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April 2, 2024

The Carmichael Recreation and Park District (CRPD), a dependent district of the County of Sacramento, is looking for an executive recruitment search firm to assist in hiring for the position of District Administrator. The position of District Administrator is the senior staff member of our District and reports directly to the Advisory Board of Directors and the District 3 Sacramento County Supervisor Rich Desmond. The current District Administrator, after almost 5 years of service to our District and the community we serve, has announced his retirement to be effective on December 6, 2024. We are aiming for November 4, 2024, as the start date for the new District Administrator so there will be some cross training. Please see an in-depth description of our organization and recruitment timeline on the following pages.

CRPD is seeking proposals for full-service recruitment, including recruitment brochure, outreach and advertising, candidate screening, and coordination of interviews. There will also be several meetings with our Ad Hoc Recruiting Committee and management staff, and assistance with reference checks. CRPD has scheduled first-round interviews for July 27, 2024 at the La Sierra Community Center's Cypress Room, then a second round with County Supervisor Desmond on August 8, 2024 at his office in downtown Sacramento.

Proposals are to include:

1. Your firm's qualifications to conduct our executive search.
2. Listing of comparable searches for which your team has recently conducted successful recruitments in the field of Parks and Recreation.
3. A list of specific tasks you will undertake to make this a successful recruitment.
4. A cost proposal.

Please submit your firm's proposal to current District Administrator Mike Blondino at [mblondino@carmichaelpark.com](mailto:mblondino@carmichaelpark.com) by the deadline for submittal, which is **5:00 pm on Tuesday, April 23, 2024.**

Please also direct any questions related to this Request for Proposals to District Administrator Blondino.

As the Chair of the Board for the Carmichael Recreation and Park District, I want to thank you for your time and look forward to hearing from you through your proposal submittals.

Joyce Carroll  
Chair of the Board of Directors



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## THE ORGANIZATION

The Carmichael Recreation and Park District has been serving the needs of the community since it was established as a dependent special district in 1945. The District is chartered by the County of Sacramento to manage park land and provide recreation opportunities to Carmichael residents. The District encompasses approximately 9.25 square miles and serves nearly 42,000 residents who live within the District's boundaries including Carmichael and a small portion of Fair Oaks. The District is governed by a five-member Advisory Board, appointed by the County Board of Supervisors to serve as the policy-making body for the District. Advisory Board members can serve a maximum of two consecutive four-year terms. The Board, which typically holds its meetings on the third Thursday of the month, supervises the District Administrator who is selected by the Advisory Board and appointed by the County Board of Supervisors.

Carmichael Recreation and Park District amenities include 13 park sites totaling 177 acres, including 11 fully developed parks. Carmichael Park is the largest (38 acres) of the developed parks and is the location of the District Office. It features five ball fields and six tennis courts. The Community Clubhouse, Veterans' Memorial Building, Daniel Bishop Memorial Pavilion for the Performing Arts, Dog Park, and disc golf course are located within the park.

The La Sierra Community Center site is also home to community partners which include the Sacramento Fine Arts Center, Chautauqua Playhouse, and the County of Sacramento Therapeutic Recreation Services. The District owned property (approx. 142,000 sq ft building space) is also leased to tenants of a preschool, a large 650 student Montessori School, and office space.

Principal sources of revenue include the District's General Fund (property taxes, building rentals/leases, and recreation programs), Development Impact and Quimby/Parkland Dedication Fees, and donations from the Carmichael Recreation and Park District Foundation. Capital Improvement Projects (CIP) have been funded largely by the General Fund, Grants, and Park Impact Fees.

In November 2022, a dynamic group of residents were able to pass Measure G with over 67% support! The District now has \$30M in bond proceeds for repairs and improvements, with the first \$10M of bonds sold in 2023. There are many improvements and deferred maintenance projects slated to start in 2024 and for many years to come.

The District offers a full array of recreational programs for area residents. These include, but are not limited to, youth and adult sports, classes, summer day camps, after-school programs, preschool and seasonal events. Some of the largest events include Breakfast with the Bunny, Summer Concerts in the Park, Red, White and Blue Celebration, Dinner in the Park, Carmichael Founders Day, and the Annual Holiday Tree Lighting.

The Carmichael Recreation and Park District has built many outstanding partnerships with local organizations over the years. This includes a strong bond with the Kiwanis and Rotary Clubs on projects and programming. The District also works closely with the Chamber of Commerce and the Carmichael Improvement District.



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### Recruitment Timeline

April 23	RFP proposals due to CRPD District Administrator
April 24-26	Review of RFPs by Ad Hoc Committee and CRPD staff
May 16	Approval of Recruiting Firm by Advisory Board
June 3	Recruitment begins
June 17-24	District Administrator on vacation
June 28	Closing date for applications and resumes
July 1 – 5	District Administrator on vacation
July 8 - 12	Complete application screening
July 27	1 <sup>st</sup> round interviews with the Advisory Board (Cypress Rm - booked)
Aug 8	2 <sup>nd</sup> round interviews w/Supervisor Desmond (9am-noon - booked)
Aug 12-14	Complete background checks and references
Aug 16	Advisory Board makes conditional job offer
Aug 19 – 30	Fingerprinting, Drug Test, and Health Screening
Sept 6	County Counsel must be done with agreement for AB approval
Sept 9	Official job offer is made to candidate
Sept 19	Advisory Board approves DA contract
Sept 24	BOS approves DA contract
Nov 4	New District Administrator begins (4-week cross-training)
Dec 6	Current District Administrator's last official day