

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
FEBRUARY 4, 2023 SPECIAL MEETING**

Directors: Carroll, Ives, Judd, Levine, and Rockenstein

CALL TO ORDER: The special meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 8:08 a.m. by Chair Carroll.

ROLL CALL:

Directors Present: Carroll, Ives, Levine, and Rockenstein
Directors Absent: Judd
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.

Bob Kerr – with the passage of Measure G, requested a future meeting to discuss the development of a Skate Park in Carmichael Park, identified in the Master Plan. Shared his background and the value of skateboarding to area youth.

David – came to express support for a Skate Park which attracts a wide range of users.

Garrett – addressed interest in the construction of a Bike Park for CRPD, sharing his involvement with the Fair Oaks Bike Park located at Phoenix Park. He has a video presentation that he'd like to show at a future meeting.

Chair Carroll encouraged them to come back to a future meeting to share a full presentation.

1. DISTRICT HIGHLIGHTS

Each Division shared highlights of activities over the past year.

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: benefits of BambooHR integrated software and headcount of personnel by division and classification; Contracts/Agreements prepared: construction/improvements, service agreements, office equipment and software, consulting services, FUAs, Tenant Leases, MOUs; and Insurance Program Administration: EE benefits, Workers Comp, Property/Liability and other coverages.

RSM Lofthus – highlighted program and revenue growth following relief from COVID-19 restrictions; how participation is increasing for recreation programs, rentals returning, and expanding partnerships with other public agencies, non-profits, and local businesses to deliver programs and events (i.e. Red, White, and Blue Celebration in July with Mission Oaks RPD and the Carmichael Parks Foundation (CPF); Barktober with the Carmichael Improvement District, Project Lifelong with the CPF; Tree Lighting with Family Automotive).

PSM Perry – provided an updates: on personnel; CIP accomplished, status of the 800Wing project, planning activities for remaining projects; reported on the recent storm damage and clean up.

Chair Carroll invited the Staff and Advisory Board to introduce themselves; as well as incoming board member Ross Martin. Ross Martin shared his background, interests, and motivation for service.

2. FY2022-23 MID-YEAR BUDGET STATUS OVERVIEW

ASM Penney presented a high level overview of current budget status. General Fund: property tax projections on target/will likely be exceeded; program revenues are showing recovery; expenditures are below the run rate of 50%. The carry over fund balance will see slight growth. Assessment Fund: most of the remaining funds will be expended with a small fund balance carry over.

3. ADMINISTRATION AND RECREATION DIVISION REORGANIZATION DISCUSSION

Administrator Blondino requested direction from the Advisory Board on the reorganization of Administration and Recreation Divisions. The Parks Division has been through this process already with implementation started. Chair Carroll suggested that the remaining divisions reevaluate structure, addressing efficiencies and effectiveness through the process and report back to the Advisory Board.

BREAK (9:00 – 9:15 am)

4. CAPITAL EQUIPMENT AND IMPROVEMENT PROGRAM

- a. Measure G Funding – Administrator Blondino discussed recent activities following passage of the GO Bonds, including: County Board of Supervisors delegation authority to County Departments to collect, pay, and maintain accounts; CRPD to conduct sales and uses of the bonds. CRPD Staff working with advisors and counsel regarding the upcoming rating presentation before S & P. The advisors are recommending to move forward early before the market is flooded.
- b. Review FY2022-23 Projects – PSM Perry provided an update on the CIP activities.
- c. Prioritize Projects for FY2023-24 – Administrator Blondino led the discussion, wanting feedback from the Advisory Board regarding initial projects funded by the GO Bonds. It was the consensus of the Advisory Board that Staff prioritize the CIP List for Advisory Board input and approval during the upcoming budget process. Administrator Blondino mentioned that some of the items on the original list have been taken care of, i.e. roofs, HVAC; therefore, the list can be modified. He recommended that a reserve fund be established to address future HVAC, roofs, and other infrastructure needs from the savings realized in the General Fund that normally funded these expenses.

5. WORK PLAN ITEMS FOR FY2023-24

- a. Administration – GO Bond Program, transition to annual audits, and EE benefits evaluation
- b. Parks – Staff training, acquire maintenance software to manage and track assets/work orders, and add drinking fountain(s) in the gym(s)
- c. Recreation – Improve rentals (purchase PA Systems and Screens); reclassify a position from RPT to RFT; event enhancements – sponsorship plan through networking; develop SOPs for front desk customer service personnel; install a demonstration garden with drip irrigation at the Community Garden; increase class offerings.

For the record: Chair Carroll left at 10:55 p.m. due to a previously scheduled appointment.

6. DISCUSSION – FUTURE DIRECTION FOR CRPD

Director Ives: Measure G – identify an attractive project; Branding which considers – our culture/mission statement, strategically where are we going, and completing the statement: “CRPD is known for ...”

Director Rockenstein: strategic, focus time to consider how we may offer new initiatives that meet constituents varying interests and at various stages of life and empower the team; Measure G is a start – how can we leave things better than how we found them? Re-fresh.

Director Levine: Value CRPD EEs; their commitment to the job drives everything.

Administrator Blondino added that he has never seen a better Board; staff is strong and getting stronger, quality and demonstrate commitment.

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: Thursday, February 16, 2023, at 6:00 pm, Hybrid Meeting location at Carmichael Park Clubhouse #2, 5750 Grant Avenue, Carmichael, CA 95608 and/or via Zoom Meeting.

ADJOURNMENT – The meeting was adjourned at 11:12 AM.

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