

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
MARCH 26, 2020 SPECIAL MEETING**

Directors: Borman, Carroll, Dax-Conroy, Judd, and Rockenstein

CALL TO ORDER: The special meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:00 p.m. by Chairman Rockenstein.

ROLL CALL:

Directors Present: Borman, Carroll, Dax-Conroy, Judd, and Rockenstein
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. – None

1. DISTRICT MASTER PLAN UPDATE (Blondino)

Administrator Blondino made a presentation and recommendation to award a contract for an update to the District Master Plan to David L. Gates and Associates, Inc., in the amount of \$91,950 (includes \$4,800 for reimbursable expenses); approve delegation authority to the Mike Blondino, District Administrator to execute the contract, as presented.

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

Motion 1

M: Carroll S: Borman – The Advisory Board voted to approve the recommendation to enter into contract with David L. Gates and Associated, Inc., in the amount of \$91,950 which includes \$4,800 for reimbursable expenses; delegate authority to the District Administrator to execute the contract, as presented. Unanimous.

Vote:

Ayes: Directors: Judd, Borman, Carroll, Conroy, and Rockenstein

Noes: Directors: None

Abstain: Directors: None

Absent: Directors: None

Recused: Directors: None

Vote: 5/0/0/0/0

2. FY2020-21 RECOMMENDED BUDGET PROPOSALS

Administrator Blondino provided an overview of the proposals and CIP program. ASM shared details of the year end projections, estimated revenues, and operation budget proposals, including the anticipated impact of COVID-19. County staff recommended that the District move forward with its original budget projections and make any necessary adjustments prior to August 11. The Budget Committee and Staff made a recommendation to approve the FY2020-21 Recommended Budget proposals for the Carmichael RPD General Fund 337A totaling \$6,351,342 and Assessment Fund 337B totaling \$697,450 for final approval and adoption by the County Board of Supervisors.

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

Motion 2

M: Conroy S: Carroll – The Advisory Board voted to approve and recommend final approval by the Sacramento Board of Supervisors the Proposed Recommended Budget for FY2020-21, as amended, to reduce Contingency by \$20,000 for Fund 337A in order to include funding for a shade structure for the CP

Dog Park; General Fund 337A – a total of \$6,351,342; Assessment Fund 337B – a total of \$697,450

*Summary of Proposed Recommended Budget for FY 2020-21
General Fund 337A- Balanced Budget:*

| | | | | |
|----------------------------|------------------|------------------------|-----------|------------------|
| REVENUE TOTAL: | 6,351,342 | EXPENDITURES TOTAL: | | 6,351,342 |
| Carry-over Fund Balance: | 1,101,658 | Operations: | | 5,228,116 |
| Taxes: | 2,206,782 | Salaries/Benefits: | 3,308,088 | |
| Use of Money/Property: | 1,461,890 | Services & Supplies: | 1,920,028 | |
| Aid-Gov't Agencies/Grants: | 492,411 | | | |
| Charges for Service: | 951,500 | Capital Equip & C-I-P: | | 743,226 |
| Other Revenue: | 137,100 | Contingency: | | 380,000 |
| | | | | |
| Total: | 6,351,342 | Total: | | 6,351,342 |

*Summary of Proposed Recommended Budget for FY 2020-21
Assessment Fund 337B - Balanced Budget:*

Revenues – \$697,450

| | |
|------------------------------|--------------|
| Carry Over Fund Balance: | \$691,450 |
| Projected Interest Earnings: | <u>6,000</u> |
| | \$ 697,450 |

Expenditures – \$697,450

| | |
|--|------------------|
| Other Professional Services GL #2591: (Master Plan Update – Re-budget) | \$50,000 |
| Structures & Improvements: GL #4201: Tear off Replace Gym Roof – Re-budget CP Veteran’s Hall – Re-budget | 340,000 |
| Other Improvements: GL #4202: CP Tennis Ct Resurface & LED lights CP Dog Park Shade Structure | 165,000 |
| Contingency: GL #7901 | <u>142,450</u> |
| TOTAL | \$697,450 |

Unanimous.

Vote:

Ayes: Directors: Conroy, Carroll, Borman, Judd, and Rockenstein
Noes: Directors: None
Abstain: Directors: None
Absent: Directors: None
Recused: Directors: None
Vote: 5/0/0/0

TIME AND PLACE OF NEXT MEETING:

1. REGULAR MEETING

The next regular meeting will be held on Thursday, April 16, 2020 at 6:00 pm, Community Clubhouse #2 at Carmichael Park.

ADJOURNMENT – The meeting was adjourned at 7:50PM.

Respectfully submitted,

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

APPROVED BY:

ATTESTED BY:

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE BOARD

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