

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
JANUARY 18, 2024 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, Levine, and Ross

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 – None

CONSENT ITEMS:

1. MINUTES

November 16, 2023 – Regular Meeting

2. FINANCIAL STATEMENT

October and November 2023

3. ACCOUNTS PAYABLE

November and December 2023

4. ACCOUNTS RECEIVABLE

December 2023 and January 2024

5. POP STAT REPORT

November and December 2023

6. PART TIME EMPLOYEE SALARY SCHEDULE FOR 2024

Request approval and ratification of the Regular/Seasonal Salary Schedule for 2024, based on the State of CA Minimum Wage Increase for 2024

7. FY2023-24 Work Plan – 2 QT Update

Update for Q2 on activities related to the FY2023-24 Work Plan; October through December 2023

Motion 1

M: Ives S: Ross – 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 Leavitt -commented on the Tree Lighting event; liked the programming offered inside/outside. Everyone had a great time.

Director Ross – reported on the Tree Lighting event as well; great event for kids. The fiber light wands were cool. He also expressed his condolences to Bob Ruffner and all of us. Sharon was the first person he met at Kiwanis. She was welcoming, shared light, love, energy, excitement, and will be sorely missed. park tour conducted by PSM Perry which included Director Leavitt.

Director Levine – added that Sharon was his inspiration to get involved in the Community.

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:

- Tree Lighting – 1000 people – largest crowd we seen
- Senior Valentine's Dance
 - Saturday, February 10th
 - 1:30pm – 3:30pm at LSCC – JSH
 - Kiwanis Swing Band performing
 - \$5 per person
- Concert Series
 - Staff met with the Ad-hoc committee with Director Levine and Direct Leavitt to discuss possible alternative schedules for the concerts.
 - Staff provided feedback from the public, reports on trending weather, and input from stakeholders to the Ad-hoc committee and collaboratively would like to try for one year a new concert schedule. A pilot period could be an accurate description. Below is the proposed schedule from this committee:
 - Spring/Summer Saturday Concerts
 - Saturdays: May 4th – June 15th (Bandfest on June 1st) = 6 Concerts
 - 5:30pm – 7:30pm with encores being over prior to 8pm
 - Fall Friday Concerts
 - Fridays: September 7th – September 28th = 4 concerts
 - 6pm – 8pm with encores being over prior to 8:30pm
 - This would keep the total concerts in the series the same at 10 and would avoid the hottest part of the summer (July and August).
 - Will provide additionally lighting for area as the sun will set at different times throughout the series dates.
 - Feedback from our stakeholders is consistent with Susan Skinner stating, "You are obligated to do something about the heat/scheduling problem, and I think you've tackled it in a logical way."
 - Would the directors from the ad-hoc committee like to share anything more regarding the collaborative process and proposed new dates?
- Bleacher Party

Youth Development

- KHO – We had 91 children participate in our Winter Break Camps compared to 65 last year

Sports

- Youth Sports
 - Elementary Basketball
 - Total participation = 170 (104 boys, 66 girls) compared to 136 last year
 - Partnered with MORPD for girls' basketball leagues as we have struggled to get more than 3 teams in each of the two leagues for several years which does not make for a fun league for the participates.
 - Through this partnership we now have 7 in one league and 8 in the other so girls will get to play on different teams this year. Hoping this will help grow the program.
 - We also started Pee Wee Basketball and adult volleyball and basketball winter leagues.

Facility Rentals

- John Smith Hall new audio was installed during this reporting period and sounds great! New speakers, subwoofers, Blue toothed for music and wireless microphones. Easy for customers to use and the maximum volumes are preset so the equipment is protected, and noise rules followed.
- Entering the busiest season for the John Smith Hall – Crab Feed Season!

Personnel

- Brooke De Los Santos joined the District on December 13th as the new Recreation Coordinator focused on our youth development programs.
- Brooke earned her bachelor's degree in Recreation, Parks, and Tourism Administration at San Francisco State University and has 10 years of experience in both childcare and hospitality. She hit the ground running. We are fortunate to have such a driven and knowledgeable professional join our team!

Registration Software

- Our current Registration Software – RecPro, was bought out by DaySmart Recreation and in the future will no longer be supported. This leads to a great opportunity to see what else is out there since the district will have to make a change.
- Ingrid and I are finishing our meetings and demos with eight different Registration Software Companies this month.
- We will narrow it down to three or four and will include more staff in the demo process before narrowing it down further.
- Planning on including the new system fees in the upcoming preliminary budget discussions. Good news is that all systems are able to transfer the credit card processing fee to the customer, which the district is currently paying. These potential savings would likely cover the additional cost of a new registration software.

Park Maintenance Division

James Perry, Park Services Manager reported on highlights from the Parks Division

Vandalism and Property Damage – Staff addressed the following:

- Bike jumps at Schweitzer, O'Donnell and Patriots Parks – promptly removed
- Carmichael Park, several instances of graffiti in the outdoor restrooms and the large playground – promptly covered or cleaned.
- Del Campo Park: lawn-job on the turf and soccer field last night Damages are still being ascertained.
- CP Maintenance Shop: break-in and theft. 2019 Ford F-250 was stolen/recovered with damage, two vehicle keys missing/replaced, tools/equipment more than \$15k. The alarm system works but did not catch them coming in through the roof. Alarm system updates coming. Since this event, several changes have been made in the way we store our vehicles, tools, and equipment.

Maintenance and OM – Staff/Contractor performed the following:

- Parks/Grounds
 - Tree lighting
 - Lighting repairs with lift from tree lighting: replaced 3 lights @ tennis courts, 1 light @ Veteran's Memorial Building parking lot, 8 lights throughout the park/wooden poles, 2 lights for BF 1 & 2, 2 lights along parking lot near BF 3 & 4.
 - Work project/bus: District Office planters/bark, curbs, drains, fill holes in turf.
 - Cleaned/organized CP corp yard.
 - Asphalt patching
- Buildings/Facilities
 - LSCC - cleaned storm drains inside for CMP, combination of Staff and Rapid First efforts
 - Cleared two sewer back-ups. One at LSCC and one at CP
 - LSCC Sierra Rooms and Suite 170 - Installed temporary gutters over doorways.
 - HVAC:
 - CP: replaced transformer on a Maintenance Shop unit
 - LSCC: changed contactor on Chautauqua Theater unit; changed control boards on unit in Rooms 525 and 535 HVAC

Capital Equipment –

- All District trucks/vans - annual oil changes & safety inspections.
- Wood chipper had safety inspection/repair, oil change and PTO service.

Inspections/Permits:

- District fire extinguisher and facility inspections are being completed regularly, as required.
- CRPD annual pesticide use permit was issued for 2024 from the County Ag Commissioner.

Personnel:

- The RPT maintenance position is still open. As of today, we have enough possible applicants to schedule interviews and will look to do this next week.
- Temp Agency discussions.

Projects:

- Productive Parks Maintenance software: purchase, build and implement.
- New bleachers were received, and staff will begin removing and replacing the 7 bleachers at Carmichael Park ballfields next week. These will be completed in time for opening day.
- CP Electronic Reader Board: Project is underway, and contractor estimates a late March installation.
- KHO flooring project: Contractor invite went out yesterday. The job walk is next week, and we anticipate bringing estimates to you at next month’s meeting and requesting authority to proceed. This project is currently on pace to be completed before the Summer Camps begin this year.
- LSCC roof coating project, phase II: Project bid packet is being built and is slated to be advertised next week. We anticipate bringing this project to you during the March meeting for authorization to proceed. This project is currently proceeding as expected.
- Updates regarding tennis court 1-4 surface issues and re-coating in Spring.
- Updates regarding booster pumps/backflows and tennis court lighting.

One last item:

Our long-time paint provider has closed up shop. We are now scrambling to find a new provider for the District’s needs.

Administration Services Division

Ingrid Penney, Administrative Services Manager – Report highlights

Budget/Financial:

- District Budget for FY2023-24 is included in the Financial Statement for November in your packet. Initial allocation of property taxes and Teeter Fund made. First of several more to be distributed

Account	Budget	Realized	Balance	%
91910300 PROP TAX CUR SUP	85,000.00-	21,090.71-	63,909.29-	75.19
91910400 PROP TAX SEC DEL	14,170.00-	19,509.14-	5,339.14	37.68-
91910500 PROP TAX SUP DEL	5,415.00-	6,478.82-	1,063.82	19.65-

- Bonds Series 2023 –
Reinvested the Funds associated with the 2022 GO Bonds, Series 2023A-1 (Tax Exempt) and A-2 Taxable –have been invested in a higher yield account.
 - **Releases to date to cover CIP Program costs:**
\$301,340.30 for A-1
\$701,615.26 for A-2
No additional release has been needed/requested for January 2024.
 - **Investment earnings on Series 2023**
A-1 (Tax Exempt) Bonds: \$125,187.13 (\$70.7k+)
A-2 (Taxable) Bonds: \$100,528.84 (55k+ more)

337M: \$91,566.67 (interest/misc)
337N: \$86,318.84 (interest/misc)

- **Interest expense payments made:**
\$91,566.67 on Tax Exempt Bonds
\$86,318.84 on Taxable Bonds
- **Capital Project Fund Series 2023**
337M A-1 (Tax Exempt): no funds spent
337N A-2 (Taxable Bonds): \$388,112.27 has been spent on Roofing and HVAC unit replacement.
- District Financial Audit – Fieldwork on the Audit continues, wrapping up soon. Review of the CIP Schedule remains. Hope to wrap up in February 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** – Lease was executed between parties.
- **Chautauqua** – We invited them to submit a proposal if they needed an additional subsidy. No proposal has been submitted

Service Agreement –

- **Construction Management Service Agreement** - Agreement executed, work started
- **Common Kettle** – First Amendment next meeting.

FUA –

- American River Futbol Club executed.
- CLL draft being prepared for review by CAPRI and CC

Construction Contracts –

- **Ellis & Ellis Sign Systems** – being prepared

HR: Administrative support for personnel matters - including EDD TD integration; recruitment support for the RPT Park Maintenance Worker and RFT Rec Coordinator position screening, set up, and logistics.

Payroll/Benefits –

- In late December, we made the transition moving all CRPD employees to the same pay period cycle.
- Minimum Wage - \$16; \$32 (exempt) **effective January 1, 2024**
- Sick Leave
California Paid Sick Leave under the Healthy Workplaces, Healthy Families Act of 2014, a mandatory requirement, has **increased from 24 hours to 40 hours, effective January 1, 2024.**

CRPD provides 24 hours of paid sick leave upfront which can be used after 120 days, allowable under existing law. Beginning January 1, 2024, CRPD will provide an additional 16 hours of paid sick leave which will be available on the 200th calendar day of employment in each 12-month period.

- Staff Benefits Committee sent out a survey to regular employees in December. The Committee met yesterday to review feedback. A report will be prepared for Management Team review.
- New health insurance rates kicked in January 1, 2024. District budget is sufficient to absorb the cost largely due to estimated rate projections and vacancies.
- Personnel – Due to current staffing shortages and vacant positions, several Temporary Staffing Agencies have been contacting (looking at options – temp/ temp to hire); similar approaches to fees which include base hourly, FICA, SUI, and WComp. Because funds are in 1000s, we can AAR from 4000s into 2000s; Management Team will be evaluating possible candidates; ensure that we don't exceed our staffing budget.

Training –

- CAPRI, with Anthem is hosting EAP workshops – Work/Life Wednesdays in January, most dealing with the topic of work/life balance and stress. I have attended two of the sessions so far. Other staff plan to attend future workshops this month.
- Attended Mandatory Disclosure Training related to the District Bonds, both annual disclosure responsibilities and at issuance.1/17
- Next week: Hosting a COMPASS User Group Meeting with other Districts to assist the new Finance Manager at FEC.

Mike Blondino, District Administrator – Report

Master Plan update The Master Plan Update was approved by the BOS at their December 12th meeting.

Skate Park – Staff and Director Levine had a meeting set up with the Cumming Management Group this week, but it had to be pushed back until next Tuesday. We want to work with them to find a skateboard specific company to help with getting a rendering for a future skateboard so that we can fundraise.

Community Outreach

- **Kiwanis** – Attended several meetings in the last two months.
- **CID meetings** –The CID has hired a new District Manager. - will invite her to meet the ABI in the next few months.
- **Park Foundation** – Was a very somber meeting this month, but they are working on moving forward with new leadership and projects.
- **Chamber – CRPD** will be presented with the Public Service Award at the Annual Awards Dinner on February 29th. \$550 for a table.
- **Carmichael Water**- Nothing to report.

IT –Nothing to report.

Look Ahead -Review with Advisory Board.

ACTION ITEM:

1. ADMINISTRATIVE DIVISION REORGANIZATION PLAN (Blondino/Penney)

Administrator Blondino and ASM Penney made presentations on a recommendation to approve a reorganization of the Administrative Services Division of CRPD, involving new position titles and redistribution of functions and duties to foster efficiency and specialization.

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: Levine – The Advisory Board voted to approve the recommendation of the Personnel Committee and Staff for a reorganization of the Administrative Services Division, 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:

1.* BOND FUNDING DISCUSSION

- We've had weekly work group meeting Cumming Management Group (CM) since we last met with you. We are laying the groundwork for getting all companies lined up. A lot of background information continues to be provided to the CM by our staff.
- Just to recap...staff and the CM met with the County, and it looks like at this point we are not going to have to go through them on planning and construction management. We of course will keep them in the loop and there will be the normal fees we pay for plan checks and items like that. By not having to work with them on \$1 million projects we are going to save a significant amount of money. TBD.
- The CM will be coming to our Special Meeting on Saturday, February 3rd. They are due to give us an update on all of the work they have been doing to confirm cost estimates from the Master Plan, deferred maintenance plan and ADA work back in 2016.
- The next BOC meeting is Jan 30th. It would be good to have one Advisory Board member, if available.

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

TIME AND PLACE OF NEXT MEETING:

1.*Special Meeting –

Proposed: The next meeting of the Advisory Board of Directors, an **in-person** Special Meeting, is scheduled for Saturday, February 3, 2024, at 9:00 am, at the **Garfield House, 8516 Fair Oaks Blvd., Carmichael, CA 95608**

2.* Regular Meeting –

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

FOR THE RECORD: Chair Carroll closed the Meeting with the following heartfelt remarks regarding Sharon Ruffner.

“In a moment we will be adjourning tonight’s meeting in honor of Sharon Ruffner. First, I’d like to announce that we will be forming an ad hoc committee to identify a way of recognizing Sharon and all her contributions to the park district over many years. It will consist of two (Advisory) Board Members, Staff, and Sharon’s husband, Bob (Ruffner).

Sharon Ruffner had the Heart of a Servant. She lived 50 years in Carmichael where she worked at San Juan Unified School District for 37 of those years. She began her long-time relationship with the Park District in 1987 when she was hired to teach Aerobics at the Veterans Hall (Memorial Building). From there she expanded her offerings to include water aerobics, yoga, and more. Pivoting to online yoga classes during COVID, Sharon continued to serve her loyal students.

Sharon was President of the Carmichael Parks Foundation and Co-Chair of the Kiwanis Club of Carmichael at the time of her passing. Her tireless service to the Community of Carmichael was recognized with many awards, including 2022 Carmichael Chamber of Commerce Person of the Year and Sacramento County 2023 Outstanding Volunteer Service Award.

In honor of Carmichael's faithful Servant, Sharon Ruffner, this meeting is adjourned.”

ADJOURNMENT – The meeting was adjourned at 8:05PM.

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