

**CARMICHAEL RECREATION AND PARK DISTRICT
MINUTES: ADVISORY BOARD OF DIRECTORS
AUGUST 2, 2023 SPECIAL MEETING**

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

CALL TO ORDER: The special meeting of the Carmichael Recreation and Park District Advisory Board of Directors was called to order at 6:36 p.m. by Chair Carroll.

ROLL CALL:

Directors Present: Carroll, Ives, Leavitt, Levine and Ross
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.

ACTION ITEM:

1. FY2023-24 ADJUSTMENTS TO RECOMMENDED BUDGET PROPOSALS (Blondino/Penney)

Staff made a presentation that included a recommendation reviewed by the Budget Committee to approve adjustments to the FY2023-24 Recommended Budget proposals for:

- Carmichael RPD General Fund 337A totaling \$7,621,110; Revenues and Expenditures to fund Operations, CIP, Equipment, Contingency, and Unrestricted Reserve;
- Assessment Fund 337B totaling \$171,603; Interfund Transfer of Fund Balance to General Fund 337A;
- Capital Project Fund 337L: \$9,875,217 (A-1 Tax Exempt: \$5,404,924); (A-2 Taxable: \$4,470,293); CIP List
- Debt Service Fund 337M (Tax Exempt): \$405,281; Revenues and expenditures sufficient to cover Interest only payment due;
- Debt Service Fund 337N (Taxable): \$1,027,250; Revenues and expenditures sufficient to cover Interest only payment due and reserve for principal payments beginning in 2024;

for final approval and adoption by the County Board of Supervisors; delegate the District Administrator to initiate Request for Proposals/Qualifications as required or necessary.

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

Motion 1

M: Levine S: Leavitt – The Advisory Board voted to approve the Budget Committee and Staff recommendation to approve adjustments to the FY2023-24 Budgets for Funds 337A, 337B, 337L, 337M, and 337N, as presented; for final approval and adoption by the County Board of Supervisors; delegate the District Administrator to initiate Request for Proposals/Qualifications as required or necessary. 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

CARMICHAEL RECREATION AND PARK DISTRICT

GENERAL FUND SUMMARY - FUND 337A

ACCT NO	ACCT TITLE	ADOPTED 2022-23	ACTUAL 2022-2023	RECMNDED 2023-2024	ADOPTED 2023-24	ADOPTED vs RECMD
REVENUES						
9100 Series	Property Taxes	2,473,750	2,563,982	2,551,448	2,623,090	71,642
9400 Series	Building Rentals+	1,456,327	1,483,798	1,483,000	1,574,000	91,000
9500 Series	Intergovernmental/ Park Fees+	541,591	254,885	438,000	1,066,967	628,967
9600 Series	Rec Program Charges+	724,750	611,135	576,500	619,500	43,000
9700 Series	Other - Don, Insurance+	962,598	1,219,030	75,500	178,323	102,823
9800 Series	Surplus Sales	30,000	-	-	-	-
		6,189,017	6,132,831	5,124,448	6,061,880	937,432
	FUND BALANCE	1,175,390	1,175,390	1,135,281	1,659,230	523,949
	TRNSFR IN/OUT RESERVES				(100,000)	(100,000)
TOTAL REVENUES		7,364,406	7,308,220	6,259,729	7,621,110	1,361,381
EXPENDITURES						
1000 Series	Salaries & Benefits	3,188,932	2,719,609	3,135,252	3,380,834	245,582
2000 Series	Services & Supplies	2,238,379	1,978,343	2,119,477	2,477,458	357,981
4200 Series	CIP	1,328,400	913,049	470,000	1,201,790	731,790
4300 Series	Capital Equipment	140,400	78,527	35,000	232,631	197,631
5000 Series	Interfund Transfers	(31,705)	(31,705)	(147,693)	(171,603)	(23,910)
7900 Series	Contingency	500,000	-	647,693	500,000	(147,693)
TOTAL EXPENDITURES		7,364,406	5,657,823	6,259,729	7,621,110	1,361,381

ASSESSMENT FUND SUMMARY - FUND 337B

ACCT #/ACCT TITLE	ADOPTED 2022-23	ACTUAL 2022-2023	BALANCE
EXPENDITURES			
20259100 OTHER PROF SVC	30,394	30,000	394
20281700 ELECTION SVC	40,000	34,422	5,578
20 - SERVICES AND SUPPLIES	70,394	64,422	5,972
42420200 STRUCTURES	175,000	19,500	155,500
42 - CIP	175,000	19,500	155,500
50 - INTERFUND CHARGES	31,705	31,705	-
CONTINGENCY	2,415	-	2,415
TOTAL EXPENDITURES	279,514	115,627	163,887
REVENUES			
94941000 INTEREST INCOME	500	8,216	7,716
TOTAL REVENUES	500	8,216	7,716
FUND BALANCE	279,014	107,411	171,603

- Capital Project Fund 337L: \$9,875,217 (A-1 Tax Exempt: \$5,404,924); (A-2 Taxable: \$4,470,293); CIP List
- Debt Service Fund 337M (Tax Exempt): \$405,281; Revenues and expenditures sufficient to cover Interest only payment due;
- Debt Service Fund 337N (Taxable): \$1,027,250; Revenues and expenditures sufficient to cover Interest only payment due and reserve for principal payments beginning in 2024;

CAPITAL PROJECT FUND 337L

Fund Centers: 9337400 (Tax Exempt)

		9337500 (Taxable)					
ACCT NO	ACCT TITLE	2022-23 EST YE	2022-23 ACT YE	2023-24 RECMD	2023-24 ADJ FNL	DIFF	NOTES/COMMENTS
EXPENDITURES							
2000's	SERVICES & SUPPLIES						
20259100	Other Professional Svcs -9337400	-	-	60,000	60,000	-	CONSTRUCTION MANAGEMENT
20271000	Bond Issuance Costs - 9337400		143,838			-	
	Taxable - 9337500		119,261			-	
	OBJECT TOTAL	-	263,099	60,000	60,000	-	
4000's	FIXED ASSETS						
42420100	Structures and Buildings - 9337400	-	-	1,126,000	1,126,000	-	SEE CIP LIST
	Taxable 9337500	-	-	2,237,000	2,237,000	-	" "
42420200	Imp Other than Bldgs - 9337400	-	-	4,218,924	4,218,924	-	" "
	Taxable 9337500	-	-	2,233,293	2,233,293	-	" "
	OBJECT TOTAL	-	-	9,815,217	9,815,217	-	
	EXPENDITURE TOTAL - 9337400		143,838	5,404,924	5,404,924	-	
	Taxable - 9337500	-	119,261	4,470,293	4,470,293	-	
			263,099	9,875,217	9,875,217		
REVENUES							
94941000	Interest Income 9337400	8,985	-	35,939	44,924	8,985	Interest earnings through Pool
	Interest Income 9337500	7,175	-	28,698	35,873	7,175	Interest earnings through Pool
	OBJECT TOTAL	16,160	-	64,637	80,797	16,160	
98987000	Capital Project Fund - 9337400		9,612,210			-	
	Taxable - 9337500					-	
98987001	Premiums on Debt 9337400		445,309			-	
			10,057,519			-	
	BUDGET TOTAL	16,160	9,794,420	64,637	80,797	16,160	Combined Interest Earnings
	FUND BALANCE -9337400	5,360,000	5,360,000	5,368,985	5,360,000	(8,985)	FB Carry over from FY2022-23
	FUND BALANCE -9337500	4,434,420	4,434,420	4,441,595	4,434,420	(7,175)	FB Carry over from FY2022-23
	TOTAL PROJECTION	9,810,580	9,794,420	9,875,217	9,875,217	-	

DEBT SERVICE FUND 337M

Fund Centers: 9337200 (Tax Exempt)

ACCT NO	ACCT TITLE	2022-23 EST YE	2022-23 ACT YE	2023-24 RECMD	2023-24 ADJ FNL	DIFF	NOTES/COMMENTS
EXPENDITURES							
30 -OTHER CHARGES							
30321000	Interest Expense - 9337200	-	-	225,567	225,567	-	Interest Only Expense
30323000	Bond/Loan Redemption - 9337200	-	-	-	-	-	
	OBJECT TOTAL	-		225,567	225,567	-	
79790100	Appropriation for Contingencies	-		179,714	179,714	-	
	OBJECT TOTAL	-	-	179,714	179,714	-	
	TOTAL EXPENDITURE			405,281	405,281	-	
REVENUES							
91910100	Property Tax Current Secured			100,000	100,000	-	\$19/per 100k AV
				100,000	100,000	-	
94941000	Interest Income 9337200	1,899	-	1,911	3,810	1,899	Interest earnings through Pool
	OBJECT TOTAL	1,899	-	1,911	3,810	1,899	
98987000	ISSUANCE OF DEBT	-	301,471			-	
	OBJECT TOTAL	-	301,471			-	
	TOTAL REVENUE	1,899	301,471	101,911	103,810	1,899	
	FUND BALANCE	301,471	-	303,370	301,471	-	
	TOTAL PROJECTION	303,370	301,471	405,281	405,281	1,899	

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DEBT SERVICE FUND 337N

Fund Centers: 9337300 (Taxable)

ACCT NO	ACCT TITLE	2022-23 EST YE	2022-23 ACT YE	2023-24 RECMD	2023-24 ADJ FNL	DIFF	NOTES/COMMENTS
EXPENDITURES							
30- Other Charges							
30321000	Interest Expense - 9337300	-	-	212,639	212,639	-	INTEREST PAYMENT
30323000	Bond/Loan Redemption - 9337300	-	-	-	-	-	
	OBJECT TOTAL	-		212,639	212,639	-	
79790100	Appropriation for Contingencies	-		815,155	815,155	-	FUTURE P & I PAYMENT
	OBJECT TOTAL	-	-	815,155	815,155	-	
	EXPENDITURE TOTAL			1,027,794	1,027,794	-	
REVENUES							
91910100	Property Tax Current Secured			935,000	935,000		\$19/per 100k AV
				935,000	935,000		
94941000	Interest Income			5,931	5,931		Interest earnings through Pool
				5,931	5,931		
98987000	Issuance of Debt	-	86,319	-	-	-	
	OBJECT TOTAL	-	86,319	-	-	-	
	REVENUE TOTAL	-		940,931	940,931	-	
	FUND BALANCE	86,319	86,319	86,319	86,319	-	
	TOTAL PROJECTION	86,319	86,319	1,027,250	1,027,250	-	For future P & I payment

TIME AND PLACE OF NEXT MEETING:

1. Regular Meeting

Proposed: Thursday, August 2, 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 8:50 PM.

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