

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors
From: Ingrid S. Penney, Administrative Services Manager
Date: April 18, 2019
Subject: FY2018-19 Equipment and CIP Update

Background/Discussion:

During budget discussions, Staff made a commitment to provide quarterly reports to update spending and progress information on equipment and projects funded for the fiscal year. Attached is the third quarter report, representing invoices paid and commitments during the months of July through March.

As we come near to the end of the fiscal year, the deadline to process all invoices for equipment and project expenditures is June 14. Staff is developing timelines to meet this deadline. Any unforeseen delays or additional costs will need to be re-budgeted for the Adopted Budget (Final) submission in August. Allocations identified in the Recommended Budget for FY2019-20 will cover any of these expenditures from the FY2018-19 CIP.

Completed/Ordered Small and Capital Equipment Purchases:

Recreation Division: Tables, chairs, carts and lift gate; completed, \$618.59 under budget;
Portable Sound System, completed, \$91.85 under budget

Maintenance Division: ¾ Ton Pick-up – purchased, Tractor and accessories received 4/9 – invoices not received/processed.

Completed Capital Improvement Projects:

Sutter-Jensen Event Area (sod, plants, concrete pads), Parking lot (Sutter), and Amenities (benches, bricks, flagpole, signs, plaques, etc); \$3,056.62 under budget; main project completed. District has received additional donations for a bench and bricks installation to be completed before the end of the fiscal year.

Remaining Projects: Please refer to the report.

Current Projects/Activities to Date:

- *CIP for FY2019-20 Budgets:* The Budget/Facilities Committee plans to meet with Staff on April 16 to review project lists, opportunities, and priorities towards staff proposals for the adopted budget development.
- *Carmichael Park:* Play equipment Replacement – equipment/structures were ordered on February 5; once received, Berliner has contracted with Sam Varner to perform the demolition of the existing playground structures and installation of the new replacement. Clubhouse – Staff has received sample flooring products.
- *Chautauqua Playhouse:* Contractor (SE Technologies) running the lines for the Fire alarm, with anticipated project cost savings, the District will be able to include wiring the Villareal Gym and new pads for the LSCC.
- *Garfield House:* Staff is working on the Garfield House improvement – Electrical, HVAC, Lighting, and Flooring.
- *Sutter Jensen Community Park:* Staff has contacted USA 811 to identify underground utilities in preparation for work on the access/driveway for Garfield and the parking area of Jensen Garden; Additional improvement funded through donations– Staff has ordered a bench and bricks; installation will be performed through contract and force account.
- *LSCC Play area improvement:* The Second Amendment has been submitted to the County Board for final approval at their April 23, 2019 Meeting. Once adopted/approved, The HLA Group will order a topographical survey to be performed.

CARMICHAEL RECREATION & PARK DISTRICT
SERVICE/SUPPLIES - SMALL EQUIP, CAPITAL EQUIPMENT & CIP ALLOCATION UPDATES
FY2018-19 FINAL BUDGET
3rd Quarter - March 31, 2018

4/18/2019

EQUIP & CIP	2018-19 ADJ BDT	SPENT /COM'TD	BALANCE	COMPLETE/ STATUS
SERVICE & SUPPLIES				
Small-non capital equipment:				
Tables - 15; Table cart	5,116	5,116.26	0.00	Completed
Chairs -50; Chair cart	1,997	1,717.43	279.26	Completed
Lift gate	70	127.16	-57.16	Completed
Freight amount for Tables, Chairs, & Carts:	396	0.00	396.49	Completed
TOTAL SERVICE/SUPPLIES:	7,579	6,960.85	618.59	
CAPITAL EQUIPMENT				
Portable Sound System (funded in Svc/Sup)	6,000	5,908.15	91.85	Completed
Purchase Tractor - not lease:	79,000 *	78,355.93	644.07	Delivered 4/9 ; cost committed, invoices not yet processed
3/4 Ton Pick-up:	25,000	25,452.36	-452.36	Completed
<i>Total Capital Equipment:</i>	110,000	109,716.44	283.56	*AAR submitted/approved to transfer \$16K to Svc & Sup
TOTAL SVC/SUP & EQUIPMENT:	117,579	116,677.29	902.15	
CIP				
STRUCTURES & IMPROVEMENTS				
Carmichael Park Clubhouse	65,500	0.00	65,500.00	Pending; Flooring samples provided
Carmichael Park Kitchen	28,500	11,270.49	17,229.51	Pending; appliances installed
John Smith Hallway	35,500	0.00	35,500.00	Re-budget for FY2019-20
LSCC 800 Wing Roof frm FY2017-18	0	131.00	-131.00	Not budgeted in FY2018-19
Portable Garage/Storage	0	0.00	0.00	Deferred
Chautauqua Theatre - Fire alarm	20,000	0.00	20,000.00	Pending; Contractor installing the wiring
Garfield House - Renovation - new	121,414	59,155.00	62,259.00	In progress; deck complete; Elect/HVAC/Lghtng/Flooring
Uncommitted-tied to prospective donations	0	0.00	0.00	\$14,728 originally budgeted; available, if received
<i>Total Structures & Improvements:</i>	270,914	70,556.49	200,357.51	
OTHER IMPROVEMENTS				
Sutter-Jensen	43,344 *	41,179.70	2,164.30	Main Proj Complete; *add: bench and bricks purchase/install funded by donations
Sutter-Jensen - parking lot	7,831	7,831.00	0.00	Completed
CP Bocce Ball w/Park fees & Donations	75,000	17.32	74,982.68	No; CDBG not awarded (\$75k) - Avail budget \$53,860 frm Pk Fees/\$21,140 Donations; Project incl Rebudget FY2019-20
CP Playground Improvement - Fund 337B	269,217	112,218.00	156,999.00	Play Equip ordered 2/5 - 50% dwn pmt
CP Playground Improvement - Fund 337A	7,720	0.00	7,720.00	No; Shlne Grant not awarded (\$40k); Avail budget \$40k Project incl Rebudget FY2019-20
CP Tennis Lighting w/Grant match	40,000	0.00	40,000.00	Pending; Tree clearing complete; ordered USA 811 underground utilities detection
Jensen Garfield	47,586	1,081.61	46,504.39	Pending; ordered USA 811 underground utilities
Jensen Parking lot (level/rock)	20,000	0.00	20,000.00	Pending; Lease Amendment @County; Conceptual plan and cost est completed.
LSCC - Playground (CMP)	300,000	0.00	300,000.00	
<i>Total Other Improvements:</i>	810,698	162,327.63	648,370.37	
TOTAL CIP:	1,081,612	232,884.12	848,727.88	