

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors

From: Tarry Smith, District Administrator
Ingrid S. Penney, Administrative Services Manager

Date: January 17, 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 second quarter report, representing invoices paid and commitments during the months of July through December.

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: $\frac{3}{4}$ Ton Pick-up – purchased, Tractor ordered.

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.

Remaining Projects: Please refer to the report.

Current Projects:

- Staff has ordered appliances for the Clubhouse Kitchen.
- Staff is working on the Garfield House improvement; the deck is complete; awaiting electrical inspection.
- District was not awarded the grants applied for the Bocce Ball Courts and Tennis Court Lighting
- Staff has prepared a Draft Lease Amendment for the LSCC Playground (CMP)

CARMICHAEL RECREATION & PARK DISTRICT
SERVICE/SUPPLIES - SMALL EQUIP, CAPITAL EQUIPMENT & CIP ALLOCATION UPDATES
FY2018-19 FINAL BUDGET
2nd Quarter - December 31, 2018

1/17/2019

EQUIP & CIP	2018-19 BUDGET	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; AAR submitted to transfer funding
Purchase Tractor - not lease:	95,000	0.00	95,000.00	Ordered
3/4 Ton Pick-up:	25,000	25,452.36	-452.36	Completed
<i>Total Capital Equipment:</i>	126,000	31,360.51	94,639.49	
TOTAL SVC/SUP & EQUIPMENT:	133,579	38,321.36	95,258.08	
CIP				
STRUCTURES & IMPROVEMENTS				
Carmichael Park Clubhouse - rebudget	65,500	0.00	65,500.00	Pending
Carmichael Park Kitchen - rebudget	28,500	0.00	28,500.00	Pending; appliances acquired
John Smith Hallway - rebudget	35,500	0.00	35,500.00	Pending
Portable Garage/Storage - rebudget	95,000	0.00	95,000.00	Deferred
Chautauqua Theatre - Fire alarm - new	20,000	0.00	20,000.00	Pending
Garfield House - Renovation - new	110,000	25,874.20	84,125.80	In progress; deck complete, awaiting electrical inspection
Uncommitted-tied to prospective donations	14,728	0.00	14,728.00	available, if received
<i>Total Structures & Improvements:</i>	369,228	25,874.20	343,353.80	
OTHER IMPROVEMENTS				
Sutter-Jensen - rebudget:	41,633	38,744.88	2,887.62	Completed
Sutter-Jensen - parking lot - new:	8,000	7,831.00	169.00	Completed
CP Bocce Ball - addt'l - rebudget:	150,000	17.32	149,982.68	No; CDBG not awarded (\$75k) - Avail budget \$53,860
CP Tennis Lighting - Grant match - new	80,000	0.00	80,000.00	No; ShIne Grant not awarded (\$40k); Avail budget \$40k
Jensen Garfield - access new:	44,000	0.00	44,000.00	Pending
Jensen Parking lot (level/rock)- new:	20,000	0.00	20,000.00	Pending
LSCC - Playground (CMP)- new:	300,000	0.00	300,000.00	Pending; Draft Lease Amendment
<i>Total Other Improvements:</i>	643,633	46,593.20	597,039.30	
TOTAL CIP:	1,012,861	72,467.40	940,393.10	