

CARMICHAEL RECREATION & PARK DISTRICT

DRAFT ADJUSTMENTS/UPDATES TO RECOMMENDED BUDGET

FOR FUND 337A

FY2024-25

GENERAL OVERVIEW

Overview focuses on changes from the Recommended Budget due to the difference from the actual FY2023-24 carry over fund balance and updated projected revenues and program expenditures for FY2024-25.

Draft Adjustments/Updates for General Fund 337A include updates to the Equip & CIP Program based on the following:

- Equip & CIP Actual 4QTR/YE Update for FY2023-24
- Equip & CIP Proposed Updates for FY2024-25, which include re-budgets

New Projections and Allocations: \$7,341,998, increase of \$827,441

Revenue FY2024-25: Assumptions include:

- Fund Balance: \$869,580; reduction of \$332,519 carry over due to outstanding reimbursements from park fees for the CIP Program expenditures and from insurance proceeds for the LSCC 800 Wing property loss. A portion of the fund balance includes the \$500,000 Contingency.
- Property taxes (#s 91-Series): \$2,777,354
An increase of \$41,738 aggregate difference from the earlier budget projections. Actual year-end Current/Secured increased by 5.2%+ over the past year. Staff recommends a 3.3% increase for FY2024-25 for Current/Secured based on Actual YE for 2023-24 tax roll.
- Slight Changes to Program Revenue (#s 94- & 96- Series):
 - Program revenue – \$965,000
 - Daily rentals – \$10,000 increase compared to earlier budget projections. Reflects Recreation Division projections; allocation includes monthly rent from CAPRA and Jensen. Daily rentals have grown by 15% over the past year.
 - Recreation Service Charges – \$33,000 increase comparison. Program participation and sponsorships on the rise, a difference of nearly 10% between FY2022-23 and 2023-24.

- Operation expenditures are tied to Program Revenue; therefore, if the daily rentals or recreation service charges do not meet targeted levels, the expenditures will not be made. If the revenue projections are not made, then we are limited on how we can support these programs.
- Aid from Other Local Government Agencies (#95952200): \$721,554, an increase of \$561,845 tied to the CIP and transfers for completed funded CIP.
- ARPA Funding (#95959503): Rebudget \$325,000 Grant for the Cardinal Oaks Park Parking Lot Project. Landscape Architect hired; planning started for the addition of a parking lot. Redevelopment of the park will be funded through the 2022 Bond Series 2023.
- Insurance Proceeds (#97974000): \$212,824
 - Reflects \$207,824 reimbursement from CAPRI for the LSCC 800 Wing Property Damage based on construction/soft costs expenditures
 - Includes \$5,000 for return premium from Workers Comp deposit premium

Expenditures FY2024-25: \$7,341,998; 827,441; assumptions include:

- SW & Benefits (#10-Series): \$3,510,770, increase of \$119,403 from earlier allocation.
 - Recommended Budget Included:
 - Administrative Services Re-organization Plan
 - 3% COLA for Regular Full-time Employees
 - Implementation of the Benefit Enhancements
 - Staff recommends the following new adjustments to the Salaries and Benefits:
 - Provision for a seasonal admin Support position, (345 hrs) salary/benefits: \$9,531;
 - Hire a Lead in the Parks Division at 11/1/2024, salary/benefits: \$78,965, includes backfilling a MW should the selection involve an internal candidate;
 - Hire a seasonal MW in the Parks Division to cover weekends, starting 10/1/24; salary/benefits: \$13,857, providing for more consistent coverage throughout the week;
 - Current Minimum Wage is \$16/hour. Includes potential increase up to 12.5% increase to \$18/hour on 1/1/25 should an initiative on the ballot pass. This has an impact on seasonal/part-time salaries and on Exempt position salaries.
- Services & Supplies (#20-Series): \$2,391,867, an aggregate increase of \$83,386 from earlier allocation; based on trends and known values. Allocations also include items requested by the Recreation and Park Divisions but not included the earlier budget due to budget constraints.

Highlights of the larger increases/decreases –

- Liability Insurance - \$27,872 increase, represents actual premium for FY2024-25.
- Agricultural & Horticultural Services & Supplies - \$20k increase; additional tree maintenance.

- Building Maintenance Services - \$15k decrease; based on trend.
 - Utilities - \$24,091 aggregate decrease reflecting trend and known rate increases.
 - Other Equip Maintenance Supplies - \$7,000 increase, includes a 7,500 portable sound system for Recreation offset by a \$500 reduction in Parks Division
 - Custodial Services & Supplies - \$9,000 increase based on contract increase and impact of programming.
 - Medical Supply - \$7,500 increase; purchase first aid kits for the Parks Division
 - Accounting/Financial Services - \$20,000 decrease; based on trends and known audit costs
 - Computer Software/Licensing - \$25,000 increase, first year cost for cloud-based recreation management software.
 - Recreation Services - \$25,000 increase for programs sponsored by the Carmichael Parks Foundation
 - Recreation Supplies - \$6,605 increase for TV/Carts and AEDs
 - Other Operating Services - \$10,250 decrease, reflects changes to debit/credit card fees once the new recreation management software is implemented.
- **Capital Projects & Equipment:** \$834,361, increase of \$624,652/ No change to Equipment of \$105,000 for Mower on Order

Funding Sources:	Quimby	Park Impact Fees	ARPA	Donations	Totals
Rebudget:					
Booster Pumps	152,828.00				
Tennis Court LED Lights	50,742.00				
CP Electronic Reader Board - due	35,469.01				
CP Skatepark		35,000.00			
	239,039.01	35,000.00			274,039.01
FY2024-25 Recommended Budget:					
Doors	45,000.00				
Sutter-Jensen Post & Cable Fence	25,840.00				
District wide Improvements		68,000.00		50,000.00	
	70,840.00	68,000.00		50,000.00	188,840.00
FY2024-25 Adjustments:					
Garfield House HVAC	28,266.70				
BB Courts - O'Donnell; Patriots		18,215.00			
Cardinal Oaks Park - Parking Lot			325,000.00		
	28,266.70	18,215.00	325,000.00		371,481.70
Total:					834,360.71

- Contingency: \$500,000 – no change
- Reserves: \$55,000 – Transfer amount to Unrestricted Reserve, earmarked for future needs.

Recap:

CARMICHAEL RECREATION AND PARK DISTRICT							
GENERAL FUND SUMMARY - FUND 337A							
ACCT NO	ACCT TITLE	ADOPTED 2023-24	EST YE 2023-2024	ACTUAL 2023-2024	RECMNDED 2024-2025	ADJUSTED 2024-25	ADJUSTED vs RECMD
REVENUES							
9100 Series	Property Taxes	2,627,041	2,666,416	2,671,620	2,734,762	2,777,354	42,592
9400 Series	Building Rentals+	1,596,000	1,586,653	1,588,786	1,676,486	1,679,486	3,000
9500 Series	Intergovernmental/ Park Fees+	1,066,967	1,066,589	113,288	177,209	1,064,254	887,045
9600 Series	Rec Program Charges+	634,500	648,500	668,247	653,500	688,000	34,500
9700 Series	Other - Don, Insurance+	178,323	278,323	40,404	70,500	318,324	247,824
9800 Series	Surplus Sales	-	-	7,100	-	-	-
		6,102,831	6,246,481	5,089,446	5,312,457	6,527,418	1,214,961
	FUND BALANCE	1,324,736	1,324,736	1,324,736	1,202,099	869,580	(332,519)
	TRNSFR IN/OUT RESERVES	(55,000)	(55,000)	(55,000)		(55,000)	(55,000)
TOTAL REVENUES		7,372,567	7,516,217	6,359,182	6,514,557	7,341,998	827,441
EXPENDITURES							
1000 Series	Salaries & Benefits	3,253,070	3,029,890	3,039,020	3,391,367	3,510,770	119,403
2000 Series	Services & Supplies	2,395,379	2,172,808	2,133,245	2,308,481	2,391,867	83,386
4200 Series	CIP	1,201,790	1,201,790	431,111	209,709	834,361	624,652
4300 Series	Capital Equipment	193,931	81,233	81,330	105,000	105,000	-
5000 Series	Interfund Transfers	(171,603)	(171,603)	(171,603)	-	-	-
7900 Series	Contingency	500,000			500,000	500,000	-
TOTAL EXPENDITURES		7,372,567	6,314,117	5,513,102	6,514,557	7,341,998	827,441

Uncommitted available funding for CIP:

- Park Fees Current Uncommitted Balances: \$159,310.41
 - Quimby: \$0 (available funds allocated for re-budget items and new projects)
 - Park Impact Fees: \$159,310.41 (after re-budget items and new project)
 - Staff recommends reserving this balance for future improvement at Schweitzer Grove Nature Area. Cost estimate for the improvements total \$319,000.

2022 Bond Series 2023 A-1 (Tax Exempt) and A-2 (Taxable):

- Capital Project Fund 337L, A-1 & A-2 (Both Tax Exempt and Taxable): \$9,302,166

Represents rebudget of fund balance for Projects from bond issued funds and interest for the CIP Program. A list of the entire Series 2023 (Series I) Projects is provided for reference. Projects in area with shade-fill- green, are completed with actual costs shown.

- Debt Service Fund 337M, A-1 (Tax Exempt): \$571,058

Represents allocation of funds from property taxes and interest towards Debt Service. Debt Service is interest expense only. No principal amount will be due until 8/1/2044. In FY2023-24, only \$18/per \$100k of assessed value was collected.

The amount assessed will fluctuate based on number of parcels and assessed values. The amount assessed for property tax is related to the debt service requirement.

- Debt Service Fund 337N, A-2(Taxable): \$1,823,524

Represents allocation of funds from property taxes and interest towards Debt Service. Debt Service includes principal and interest expense. In FY2023-24, only \$18/per \$100k of assessed value was collected.

The amount assessed will fluctuate based on number of parcels and assessed values. The amount assessed for property tax is related to the debt service requirement.

- DOF – Treasury: Restricted Assets from the Bonds Issued in March 2023 are not included in the District Budget. They are held by the County Department of Finance – Treasury. Releases are made periodically to fund upcoming expenditures. The remaining funds are reinvested into a higher yield fund. Reimbursements for eligible expenditures are qualified first and made as needed.

Bonds matured in June 2023:

Series 2023 A-1 #52L0: \$5,180,000
Series 2023 A-2 #52M0: \$3,710,000

CRPD requested release, as follows:

Series 2023 A-1 #52L0: \$5,180,000 – Release \$300,000

Reinvested: 4,808,240

Available for July thru Sept: \$325,994

Interest earnings: \$288,971

Series 2023 A-2 #52M0: \$3,710,000 – No additional release requested at this time.

Available for July thru Sept: \$473,042.21 identified from previous releases for committed and anticipated expenditures related to the 2022 Bond Series 2033, A-2 CIP Program.

Interest Earnings: \$230,798

Amounts reinvested for July thru Sept 2024: Rate 5.37%

Represents allocation of funds from property taxes and interest towards Debt Service. Debt Service includes principal and interest expense. In FY2023-24, only \$18/per \$100k of assessed value was collected.

The amount assessed will fluctuate based on number of parcels and assessed values. The amount assessed for property tax is related to the debt service requirement.