

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors

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

Date: October 18, 2018

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 first quarter report, representing invoices paid and commitments during the months of July through September.

Completed/Ordered Small and Capital Equipment Purchases:

Recreation Division: Tables, chairs, carts and lift gate; completed, \$618.59 under budget.
Maintenance Division: $\frac{3}{4}$ Ton Pick-up – ordered, while slightly over budget, the Tractor should come in under budget.

Remaining purchase:

Maintenance Division: Tractor

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 is working on the Garfield House improvement;
Awaiting the outcome of grant applications applied for the Bocce Ball Courts and Tennis Court Lighting;
Initial design meetings are scheduled for the LSCC Playground Project (CMP).

CARMICHAEL RECREATION & PARK DISTRICT
SERVICE/SUPPLIES - SMALL EQUIP, CAPITAL EQUIPMENT & CIP ALLOCATION UPDATES
FY2018-19 FINAL BUDGET

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	Yes
Chairs -50; Chair cart	1,997	1,717.43	279.26	Yes
Lift gate	70	127.16	-57.16	Yes
Freight amount for Tables, Chairs, & Carts:	396	0.00	396.49	Yes
TOTAL SERVICE/SUPPLIES:	7,579	6,960.85	618.59	
CAPITAL EQUIPMENT				
Purchase Tractor - not lease:	95,000	0.00	95,000.00	No
3/4 Ton Pick-up:	25,000	26,100.00	-1,100.00	Ordered
<i>Total Capital Equipment:</i>	120,000	26,100.00	93,900.00	
TOTAL SVC/SUP & EQUIPMENT:	127,579	33,060.85	94,518.59	
CIP				
STRUCTURES & IMPROVEMENTS				
Carmichael Park Clubhouse - rebudget	60,000	0.00	60,000.00	No
John Smith Hallway - rebudget	40,000	0.00	40,000.00	No
Portable Garage/Storage - rebudget	95,000	0.00	95,000.00	No
Chautauqua Theatre - Fire alarm - new	20,000	0.00	20,000.00	No
Garfield House - Renovation - new	110,000	8,898.01	101,101.99	No
Uncommitted-tied to prospective donations	14,728	0.00	14,728.00	No
<i>Total Structures & Improvements:</i>	339,728	8,898.01	330,829.99	
OTHER IMPROVEMENTS				
Sutter-Jensen - rebudget:	41,633	38,744.88	2,887.62	Yes
Sutter-Jensen - parking lot - new:	8,000	7,831.00	169.00	Yes
CP Bocce Ball - add'l - rebudget:	150,000	0.00	150,000.00	No
CP Tennis Lighting - Grant match - new	80,000	0.00	80,000.00	No
Jensen Garfield - access new:	44,000	0.00	44,000.00	No
Jensen Parking lot (level/rock)- new:	20,000	0.00	20,000.00	No
LSCC - Playground (CMP)- new:	300,000	0.00	300,000.00	No
<i>Total Other Improvements:</i>	643,633	46,575.88	597,056.62	
TOTAL CIP:	983,361	55,473.89	927,886.61	