

CARMICHAEL IMPROVEMENT DISTRICT, INC.

Location: Carmichael Veterans Hall, 5750 Grant Avenue, Carmichael

Stated Board of Directors Meeting
Thursday, March 24, 2022 – 1:00 PM

AGENDA

Notice to the Public

You are welcomed and encouraged to participate in this meeting. Public comment taken (3-minute maximum per person) on items on the Agenda when they are called. Agenda provides a general description and, as available, staff recommendations; however, the Board of Directors may take any action whether or not it is recommended.

- | | | |
|--|--------|-------------------|
| 1. Welcome | 2 min | Andrews |
| 2. Call to Order, Quorum & Privilege | 2 min | Lorestany |
| 3. Introductions and Public Comment | 5 min | Andrews |
| 4. Executive Directors' Report | 10 min | Evans |
| 5. Consent Agenda Action Items | 5 min | Andrews |
| a. Approve February 24, 2022, board meeting minutes | | |
| b. Approve Committee minutes: Executive, Outreach, S&P, DAC, Cleaning & Maint. | | |
| c. Receive & file February 2022 financial statements | | |
| 6. Hearing Action Items | 50 min | |
| a. Levy rates available to be adjusted up by four (4) percent for the FY 2022/2023 levy to a total annual assessment of \$541,046.38, per rate schedule. | | Andrews |
| b. Bright Star Awards- State of the PBID event | | Bloise |
| c. ARPA Grant: Discussion and approval for use of funds | | Evans |
| d. Policies- Whistleblower, Conflict of Interest, Out of town | | Evans |
| e. Strategic Planning Retreat- April 28, 9:00 am-3:00 pm | | Evans |
| 7. Board Committee Report | 30 min | |
| a. Update: Supervisor Rich Desmond's office | | McCarthy-Olmstead |
| b. Executive Committee | | Andrews |
| c. Safety & Property Committee | | Andrews |
| d. Development & Advancement Committee Update | | Bloise |
| e. Outreach & Communications Committee | | Buck |
| f. Cleaning & Maintenance Committee | | Pearson |
| 8. Comments/Announcements | 3 min | |
| 9. Adjournment | | Andrews |

Brown Act Notice: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. Action may not be taken on items not posted on the agenda.

ADA Notice: Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify info@discovercarmichael.com at least 48 hours prior to the meeting.



CARMICHAEL

	Name	Company/Organization	PBID Title
1	TODD ANDREWS	Andrews Construction, Inc.	Chair
2	NICK BLOISE	Victorious Sales	Vice-Chair
3	ESMAEIL LORESTANY	AlfaRealty	Secretary
4	JOE COVINGTON	Architect/Milagro Properties	Treasurer
5	MIKE BLONDINO	Carmichael Recreation & Parks District	Board Member
6	GREGG JONES	Carmichael Village, LLC	Board Member
7	CURT PEARSON	Crossroads Church	Board Member
8	ROSIE BUCK	Buck Family Automotive	Board Member
9	JULIE DEPRADA-SCHOTT	Carmichael Chamber of Commerce	Board Member
10	VANESSA MCCARTHY-OLMSTEAD	County Supervisor Rich Desmond's Office	Board Member
11	MARK RUIZ	Law Office of Mark Ruiz	Board Member
12	RON GREENWOOD	Lyon Real Estate	Board Member
13	JAMES EOWAN	The Continental & Arlo Apts.	Board Member

EXECUTIVE DIRECTOR: REBEKAH EVANS



CARMICHAEL

CARMICHAEL IMPROVEMENT DISTRICT, INC.

Location: Crossroads Church, 7100 Fair Oaks Blvd, Carmichael, CA 95608

Board of Directors Meeting

Thursday, February 24, 2022– 1:03 PM

MINUTES

- 1. **Welcome** *Andrews*
- 2. **Call to Order, Quorum & Privilege of the Floor** *Buck (stand in)*
 - a. The meeting was called to order at 1:03 pm by Chair Andrews and the roll was called by Director Buck. A quorum was established.
 - i. PRESENT: Chair T. Andrews, Secretary E. Lorestany, Vice Chair N. Bloise, Treasurer J. Covington, R. Buck, J. DePrada-Schott, C. Pearson, V. McCarthy-Olmstead, J. Eowan, M. Ruiz, R. Greenwood, G. Jones
 - ii. ABSENT: Secretary E. Lorestany, M. Blondino,
 - iii. Others present: Hilary Gould, Maintenance; Sacramento Protective Services (SPS)- Jason Ingman & Officers; Rebekah Evans, Executive Director of the Carmichael Improvement District
- 3. **Introductions and Public Comment** *Andrews*
- 4. **Executive Director’s Report** *Evans*
 - a. A written report was included with overview of Administration duties, Outreach, Meetings, Event- State of the PBID update, Security & Maintenance updates.
- 5. **Consent Agenda Action Items** *Andrews*
- 6. Approve January 27, 2022, board meeting minutes
- 7. Approve Committee member list
- 8. Approve Committee minutes: Executive, Outreach, S&P
 - a. (Andrews) asked to pull the ‘Committee List/Action item’ for discussion. 5.b. ACTION: Motion to approve Todd Andrews as Chair of the Safety & Property Committee. (Bloise), 2nd by (Buck). **MOTION:** Approval of the January 27, 2022, Board Meeting minutes. Approval of the Committee minutes (DAC, Outreach), Executive Committee minutes. All Approved.

With no objection, consent agenda passes

- 9. Hearing Action Items
 - a. 6.a.: Receive and file January, and January 2022 financial statements. **MOTION** to approve but place in consent agenda. (Bloise), 2nd by Buck (Buck) Roll call- All Approved.
 - b. (Andrews) Pull item 6/b: To receive and file the additional line item on the financials for Non-assessed, with spreadsheet. Bring back for review and approval.
 - c. 6.c. (Pearson) **MOTION:** The Cleaning & Maintenance Committee recommends after interviewing several vendors, to enter into agreement for Maintenance of the PBID with Hilary Gould. (Andrews) **AMENDED the MOTION:** to bring the new agreement back to the Executive Committee, with updates needed and review of the financial commitment, to the Executive Committee for approval on (March 8, 2022), as current agreement ends on March 31, 2022. 2nd by (Bloise).

With no objection, All approved.

- d. 6.d.: (Buck) Discussion on the ‘Carmichael Love Campaign, branding and sales.’ (Buck) Sharing the information on the logo created by Rachael Taylor, and wanted to be used by the Chamber



of Commerce, asking board of directors for direction on using this branding campaign, or not. Discussion on the Chamber of Commerce and the CID using the same branding, adding our own logos' was brought forward with the discussion (Bloise) on sales tax, sellers permits, commission. Consider using it as a 'non-assessed and/or as a sponsorship and give away promotional items instead of selling. Board recommends bringing back item to determine the cost associated and more direction.

- e. (Andrews) Pull item 6.e.: Discussion on Board Strategic Planning Retreat in April, except Thursdays. Evans to send out a 'doodle poll' on availability.

10. Board/Committee Reports

- a. Supervisor Desmond's Office: Director McCarthy-Olmstead gave an update.
 - i. American Rescue Plan Act (ARPA) The CID will be receiving \$50,000 from the general fund and a match will be given of \$50,000, from Supervisor Desmond's funds. Must be used by 2024. A training workshop for the E.D. will take place on March 10.
- b. Executive Committee: (Andrews) Continuing to discuss the future of the District, non-assessed funding, Security, board resource binder, revision to calendar, policies and more.
- c. Safety & Property Committee (Andrews): Reported on the meeting with board policies/committee outlines, tracking SPS. Homeless are being worked with and more are noticeable due to the clean out on the American River.
 - i. Report on the Security Team and Maintenance Teams.
 - 1. SPS/Jason Ingman: Gave a report showcasing all details on calls and more data. Shared January 2022 report (which is by month), in an excel file and the SPS team customizes the report. Has asked Therms to create links that can give reports on people and more on locations, will get details in March.
 - a. Trespass Process for SPS: 1) Verbal Warning, 2) Official 602 form, (with positive ID from SSD), 3) Gaining information (1) consensual 2) detention, 3) arrest
 - i. 602 must be physically served.
- d. Outreach Committee: Director Buck reported: Discussion on 'State of the PBID,' reservations needed by all board members. Business Walk and more events will take place after this first event. (Greenwood) asked for support with the Elks Club (DePrada-Schott/Buck) will take the lead.
- e. Cleaning & Maintenance: Director Curt Pearson reported: January 2022 report was almost tripled due to the extended work and additional boundaries. Hilary Gould PBID Maintenance: Updated issues within the District and thanked the board for the contract. Next meeting: on the 2nd Thursday of each month @ 8:00 am.

- 11. Comments/Announcements: (Andrews) asked for hybrid meeting in March, as per Brown Act laws allow. (CONFIRMED: on-line meetings end on April 14, 2022.

Adjourned 2:25 pm

Transcribed by Rebekah Evans, Executive Director

Signed: _____
Esmaeil Lorestany, Secretary



CARMICHAEL IMPROVEMENT DISTRICT, INC.

Meeting location: Strings Italian Restaurant

*Development & Advancement Committee Meeting (DAC)
Monday, March 14, 2022 – 11:30 AM*

CARMICHAEL *Attending: Nick Bloise, Rosie Buck, Julie DePrada-Schott, Rebekah Evans(E.D.)
Not attending: Vanessa McCarthy-Olmstead, Mark Ruiz, Esmaeil Lorestany, Ron Greenwood, James Eowan-(called -will be late), Todd Andrews-(out of town).*

MINUTES

1. Welcome

*Chair Nick Bloise
Bloise*

Call to Order

- a. The committee meeting was called to order at 11:45 am

2. Goals for 2022: Discussion on the goals/objectives for the year, prioritized below:

- a. Why Carmichael Opportunity Kit
 - i. Why Carmichael? Brochure/Flier needs created (under Outreach Committee)
 - ii. List of Development opportunities (Vacant lots, buildings)
 - iii. Website updated landing page on all available properties (look into MLS/ LoopNet)
 1. sq. ft of property/building
 2. land use
 3. (address) location of property
 4. Overhead photo (google map link)
 5. real estate agent contact/ phone number
 6. Costs associated with parcel/building

3. Ideas discussed:

- a. Directional/ Wayfaring signage
- b. Carmichael Art (Murals, Street crossings)
- c. Street Beautification (connecting to schools- UC Davis, ARC)
 - i. Sacramento Tree Foundation - CID 'Urban Tree Project'
 - ii. Posters in Vacant buildings- encouraging 'CID who, what, why, when, where?' development (under Outreach Committee)
 - iii. Tire project (under Cleaning & Maintenance Committee)
- d. Design Opportunity ZONES for clarification of the PBID: Restaurant Isle, Industrial Alley, etc.

4. Discussion on: (Agenda to include each month)

- a. Property Ownership Changes
- b. Properties in need of some 'Carmichael Love'
 - i. Bloise will design a list for development/rehab by May 2022
- c. Long-term projects (multi-year planning/development)
 - i. Underground utilities burial/ SACOG grants (bring back for discussion)

5. Discussion on:

- a. Bright Stars Award. (Evans) to research for the 'State of the PBID' event.
- b. Intern to help in office with all these projects

Adjourned 12:48 pm *Transcribed by Rebekah Evans, Executive Director*

Signed: _____ Esmaeil Lorestany, Secretary

Monthly Financial Reports



CARMICHAEL IMPROVEMENT DISTRICT, INC.

February 2022

Board and Public Reporting

- 1) Statement of Financial Position
- 2) Statement of Financial Activities
- 3) Expenses by Vendor Detail

Carmichael Improvement District, Inc.
Statement of Financial Position
 As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
1010 Bank of the West DDA	
1010-1 2031 Renewal Fees	1,600.00
1010 Bank of the West DDA - Other	274,241.97
Total 1010 Bank of the West DDA	275,841.97
1011 Bank of the West MMA	55,244.34
Total Checking/Savings	331,086.31
Other Current Assets	
1450 Prepaid Expenses	
1453 Office lease security dep	500.00
Total 1450 Prepaid Expenses	500.00
Total Other Current Assets	500.00
Total Current Assets	331,586.31
Fixed Assets	
1600 Fixed Operating Assets	
1641 Office equipment	2,064.06
1640 Durable equipment	36,208.11
Total 1600 Fixed Operating Assets	38,272.17
1700 Accum Depreciation	-3,901.81
Total Fixed Assets	34,370.36
TOTAL ASSETS	365,956.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2300 Donations, Restricted	
2310 Formation costs	100.00
Total 2300 Donations, Restricted	100.00
Total Other Current Liabilities	100.00
Total Current Liabilities	100.00
Total Liabilities	100.00
Equity	
3200 Restricted Net Assets	
3224 Restricted- Clean & Safe	61,364.75
3223 Restricted- Streetscape	2,108.18
3222 Restricted- Economic	22,899.61
3221 Restricted- Advocacy	38,995.55
3220 Restricted- Contingency	6,630.83
Total 3200 Restricted Net Assets	131,998.92
Net Income	233,857.75
Total Equity	365,856.67
TOTAL LIABILITIES & EQUITY	365,956.67

Carmichael Improvement District, Inc.
Statement of Financial Activities
February 2022

	Feb 22	Jan - Feb 22
Ordinary Income/Expense		
Income		
4000 Non-Assessment Revenue		
4150 Interest income	2.54	5.36
Total 4000 Non-Assessment Revenue	2.54	5.36
5000 PBID Assessment Revenue	0.00	313,774.49
Total Income	2.54	313,779.85
Expense		
7010 Clean & Safe (55%)		
7011 Program Discretionary	321.26	321.26
7022 Overhead allocation	3,290.69	6,907.17
7013 Contract, Safe, base	19,122.00	38,244.00
7015 Contract, Clean (10%)	1,343.00	1,878.00
Total 7010 Clean & Safe (55%)	24,076.95	47,350.43
7020 Streetscape & Maint (23%)		
7022 Overhead allocation	3,907.70	8,225.71
7025 Contract, Clean 50%	6,715.00	9,392.50
Total 7020 Streetscape & Maint (23%)	10,622.70	17,618.21
7030 Economic Enhancement (10%)		
7032 Overhead allocation	822.67	1,758.02
7035 Contract, Clean (40%)	5,372.00	7,514.50
Total 7030 Economic Enhancement (10%)	6,194.67	9,272.52
7040 Advocacy & Image (9%)		
7042 Overhead allocation	2,262.35	4,834.63
7044 Publicity (external)	0.00	618.04
Total 7040 Advocacy & Image (9%)	2,262.35	5,452.67
8000 Administration (Allocate)	0.00	0.00
Total Expense	43,156.67	79,693.83
Net Ordinary Income	-43,154.13	234,086.02
Other Income/Expense		
Other Income		
4500 In-Kind Contributions		
4501 In-Kind Rent	250.00	500.00
Total 4500 In-Kind Contributions	250.00	500.00
Total Other Income	250.00	500.00
Other Expense		
8600 In-Kind Expenses		
8601 In-Kind Rent Expense	250.00	500.00
Total 8600 In-Kind Expenses	250.00	500.00
8500 Non-Assessment Expenses		
8501 N/A Food Costs	0.00	182.30
Total 8500 Non-Assessment Expenses	0.00	182.30
9999 Ask My Accountant	0.00	45.97
Total Other Expense	250.00	728.27
Net Other Income	0.00	-228.27
Net Income	-43,154.13	233,857.75

Carmichael Improvement District, Inc.
Expenses by Vendor Detail
February 2022

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
AT&T								
Check	02/28/2022	1172	299837618	8105 Computer & In...		1010 Bank of t...	90.95	90.95
Total AT&T							90.95	90.95
Bankcard Center								
Check	02/15/2022	1157	Zoom	8151 Owner Comm...		1010 Bank of t...	14.99	14.99
Check	02/15/2022	1157	Mailchimp	8151 Owner Comm...		1010 Bank of t...	30.99	45.98
Check	02/15/2022	1157	Chamber of C...	8141 Dues and Sub...		1010 Bank of t...	200.00	245.98
Check	02/15/2022	1157	Plaque to Nic...	8122 Board/Committ...		1010 Bank of t...	210.65	456.63
Check	02/15/2022	1157	Refund for Ro...	8141 Dues and Sub...		1010 Bank of t...	-200.00	256.63
Total Bankcard Center							256.63	256.63
CA Downtown Assn./ IDA								
Check	02/28/2022	1171	IDA Members...	8141 Dues and Sub...		1010 Bank of t...	350.00	350.00
Total CA Downtown Assn./ IDA							350.00	350.00
Gould Electric - PBID Maintenance								
Check	02/15/2022	1162	replace check...	7015 Contract, Clea...		1010 Bank of t...	424.00	424.00
Check	02/15/2022	1162	replace check...	7025 Contract, Clea...		1010 Bank of t...	2,120.00	2,544.00
Check	02/15/2022	1162	replace check...	7035 Contract, Clea...		1010 Bank of t...	1,696.00	4,240.00
Check	02/28/2022	1158		7015 Contract, Clea...		1010 Bank of t...	919.00	5,159.00
Check	02/28/2022	1158		7025 Contract, Clea...		1010 Bank of t...	4,595.00	9,754.00
Check	02/28/2022	1158		7035 Contract, Clea...		1010 Bank of t...	3,676.00	13,430.00
Total Gould Electric - PBID Maintenance							13,430.00	13,430.00
Paso Properties								
Check	02/28/2022	1159		8130 Rental / Occup...		1010 Bank of t...	675.00	675.00
Total Paso Properties							675.00	675.00
Rose Disney								
Check	02/28/2022	1160		8140 Legal/Accounti...		1010 Bank of t...	275.00	275.00
Total Rose Disney							275.00	275.00
TOTAL							15,077.58	15,077.58

Treasurer and Management Supplements

- 1) Activities Budget vs. Actual Variance
- 2) Journal Detail
- 3) Bank Reconciliation

Carmichael Improvement District, Inc.
Financial Activities Budget vs. Actual
February 2022

	Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 Non-Assessment Revenue				
4150 Interest income	2.54			
Total 4000 Non-Assessment Revenue	2.54	0.00	2.54	100.0%
Total Income	2.54	0.00	2.54	100.0%
Expense				
7010 Clean & Safe (55%)				
7011 Program Discretionary	321.26	50.00	271.26	642.5%
7022 Overhead allocation	3,290.69	3,799.36	-508.67	86.6%
7013 Contract, Safe, base	19,122.00	19,122.00	0.00	100.0%
7015 Contract, Clean (10%)	1,343.00	915.00	428.00	146.8%
Total 7010 Clean & Safe (55%)	24,076.95	23,886.36	190.59	100.8%
7020 Streetscape & Maint (23%)				
7022 Overhead allocation	3,907.70	4,511.74	-604.04	86.6%
7025 Contract, Clean 50%	6,715.00	4,575.00	2,140.00	146.8%
7023 Banners/Place Making	0.00	2,000.00	-2,000.00	0.0%
Total 7020 Streetscape & Maint (23%)	10,622.70	11,086.74	-464.04	95.8%
7030 Economic Enhancement (10%)				
7032 Overhead allocation	822.67	949.84	-127.17	86.6%
7035 Contract, Clean (40%)	5,372.00	3,660.00	1,712.00	146.8%
Total 7030 Economic Enhancement (10%)	6,194.67	4,609.84	1,584.83	134.4%
7040 Advocacy & Image (9%)				
7041 Community Engagement	0.00	100.00	-100.00	0.0%
7042 Overhead allocation	2,262.35	2,612.06	-349.71	86.6%
7044 Publicity (external)	0.00	250.00	-250.00	0.0%
Total 7040 Advocacy & Image (9%)	2,262.35	2,962.06	-699.71	76.4%
7050 PBID Contin/Renew (3%)				
7052 Renewal Costs	0.00	800.00	-800.00	0.0%
Total 7050 PBID Contin/Renew (3%)	0.00	800.00	-800.00	0.0%
8000 Administration (Allocate)				
8100 General Expense				
8120 Travel & Conferences	83.00	20.00	63.00	415.0%
8103 Office Supplies	44.89	100.00	-55.11	44.9%
8130 Rental / Occupancy	675.00	670.00	5.00	100.7%
8105 Computer & Internet	90.95	115.00	-24.05	79.1%
8108 Printing & Postage	59.56	50.00	9.56	119.1%
8140 Legal/Accounting/Bank Fees	313.00	281.00	32.00	111.4%
8151 Owner Communications	45.98	45.98	0.00	100.0%
8121 Event and meetings	0.00	1,500.00	-1,500.00	0.0%
8141 Dues and Subscriptions	350.00	100.00	250.00	350.0%
8122 Board/Committee Costs	210.65	0.00	210.65	100.0%
Total 8100 General Expense	1,873.03	2,881.98	-1,008.95	65.0%
8200 Payroll Expenses				
8230 401k Match	0.00	416.67	-416.67	0.0%
8202 Emp Benefits - Health Ins	600.00	600.00	0.00	100.0%
8203 Device allowance, employee	75.00	75.00	0.00	100.0%
8201 Employee Salary	7,083.34	7,083.33	0.01	100.0%
8210 Taxes, Employment	541.86	705.83	-163.97	76.8%
8220 Processing fees	110.18	110.18	0.00	100.0%
Total 8200 Payroll Expenses	8,410.38	8,991.01	-580.63	93.5%
8000 Administration (Allocate) - Other	-10,283.41			
Total 8000 Administration (Allocate)	0.00	11,872.99	-11,872.99	0.0%
Total Expense	43,156.67	55,217.99	-12,061.32	78.2%
Net Ordinary Income	-43,154.13	-55,217.99	12,063.86	78.2%
Other Income/Expense				
Other Income				
4500 In-Kind Contributions				
4501 In-Kind Rent	250.00			
Total 4500 In-Kind Contributions	250.00			
Total Other Income	250.00			

Carmichael Improvement District, Inc.
Financial Activities Budget vs. Actual
February 2022

	<u>Feb 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Expense				
8600 In-Kind Expenses				
8601 In-Kind Rent Expense	250.00			
Total 8600 In-Kind Expenses	250.00			
Total Other Expense	250.00			
Net Other Income	0.00			
Net Income	-43,154.13	-55,217.99	12,063.86	78.2%

Carmichael Improvement District, Inc.

Journal

February 2022

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
853	Check	02/28/2022	1158	Gould Electric - PBI... Gould Electric - PBI... Gould Electric - PBI... Gould Electric - PBI...		1010 Bank of the W... 7015 Contract, Clea... 7025 Contract, Clea... 7035 Contract, Clea...	919.00 4,595.00 3,676.00	9,190.00
							9,190.00	9,190.00
854	Check	02/28/2022	1159	Paso Properties Paso Properties		1010 Bank of the W... 8130 Rental / Occup...	675.00	675.00
							675.00	675.00
855	Check	02/28/2022	1160	Rose Disney Rose Disney		1010 Bank of the W... 8140 Legal/Accounti...	275.00	275.00
							275.00	275.00
856	Check	02/10/2022	1156	Rebekah Evans Rebekah Evans Rebekah Evans Rebekah Evans Rebekah Evans	January Milea... reimburseme... reimburseme... reimburseme...	1010 Bank of the W... 8120 Travel & Conf... 8108 Printing & Post... 8103 Office Supplies 8202 Emp Benefits - ...	83.00 59.56 44.89 600.00	787.45
							787.45	787.45
857	Check	02/15/2022	1157	Bankcard Center Bankcard Center Bankcard Center Bankcard Center Bankcard Center Bankcard Center	X-7786 Zoom Mailchimp Chamber of C... Plaque to Nic... Refund for Ro...	1010 Bank of the W... 8151 Owner Comm... 8151 Owner Comm... 8141 Dues and Sub... 8122 Board/Commit... 8141 Dues and Sub...	14.99 30.99 200.00 210.65	256.63
							200.00	200.00
							456.63	456.63
873	Check	02/15/2022	1162	Gould Electric - PBI... Gould Electric - PBI... Gould Electric - PBI... Gould Electric - PBI...	replace check... replace check... replace check... replace check...	1010 Bank of the W... 7015 Contract, Clea... 7025 Contract, Clea... 7035 Contract, Clea...	424.00 2,120.00 1,696.00	4,240.00
							4,240.00	4,240.00
875	General Journal	02/15/2022	172		Memo:DIREC... Memo:DIREC... Memo:DIREC... Memo:DIREC... Memo:DIREC...	8201 Employee Sal... 8210 Taxes, Employ... 8203 Device allowa... 1010 Bank of the W... 1010 Bank of the W...	3,541.67 270.93 37.50	2,786.46 1,063.64
							3,850.10	3,850.10
876	General Journal	02/28/2022	173		Memo:DIREC... Memo:DIREC... Memo:DIREC... Memo:DIREC... Memo:DIREC...	8201 Employee Sal... 8210 Taxes, Employ... 8203 Device allowa... 1010 Bank of the W... 1010 Bank of the W...	3,541.67 270.93 37.50	2,786.45 1,063.65
							3,850.10	3,850.10
877	Check	02/28/2022			DIRECTDEBI... DIRECTDEBI...	1010 Bank of the W... 7013 Contract, Safe,...	19,122.00	19,122.00
							19,122.00	19,122.00
878	Check	02/28/2022			DIRECTDEBI... DIRECTDEBI...	1010 Bank of the W... 8220 Processing fees	55.09	55.09
							55.09	55.09
879	Check	02/28/2022	1161			1010 Bank of the W... 7011 Program Discr...	321.26	321.26
							321.26	321.26
880	Check	02/15/2022			DIRECTDEBI... DIRECTDEBI...	1010 Bank of the W... 8220 Processing fees	55.09	55.09
							55.09	55.09
881	Check	02/15/2022				1010 Bank of the W... 8140 Legal/Accounti...	35.00	35.00
							35.00	35.00

Carmichael Improvement District, Inc.

Journal

February 2022

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
882	Check	02/01/2022			DEBIT PREVI... DEBIT PREVI...	1010 Bank of the W... 8140 Legal/Accounti...	40.00	40.00
							40.00	40.00
883	Deposit	02/01/2022			CREDIT VAL... CREDIT VAL...	1010 Bank of the W... 8140 Legal/Accounti...	40.00	40.00
							40.00	40.00
884	Check	02/07/2022				1011 Bank of the W... 8140 Legal/Accounti...	3.00	3.00
							3.00	3.00
885	Deposit	02/28/2022				1011 Bank of the W... 4150 Interest income	2.54	2.54
							2.54	2.54
894	General Journal	02/28/2022	174		Monthly OH A... Monthly OH A... Monthly OH A... Monthly OH A... Monthly OH A...	8000 Administration ... 7022 Overhead allo... 7022 Overhead allo... 7032 Overhead allo... 7042 Overhead allo...	3,290.69 3,907.70 822.67 2,262.35	10,283.41
							10,283.41	10,283.41
896	General Journal	02/28/2022	176		2031 Renewa... 2031 Renewa...	1010 Bank of the W... 1010-1 2031 Renew...	800.00	800.00
							800.00	800.00
898	General Journal	02/28/2022	178		February rent ... February rent ...	4501 In-Kind Rent 8601 In-Kind Rent E...	250.00	250.00
							250.00	250.00
899	Check	02/28/2022	1171	CA Downtown Assn.... CA Downtown Assn....	IDA Members...	1010 Bank of the W... 8141 Dues and Sub...	350.00	350.00
							350.00	350.00
900	Check	02/28/2022	1172	AT&T AT&T	299837618 299837618	1010 Bank of the W... 8105 Computer & In...	90.95	90.95
							90.95	90.95
TOTAL							54,772.62	54,772.62

Carmichael Improvement District, Inc.
Reconciliation Detail
1010 Bank of the West DDA, Period Ending 02/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						325,494.65
Cleared Transactions						
Checks and Payments - 12 items						
Check	01/31/2022	1153	Gould Electric - PBI...	X	-5,355.00	-5,355.00
Check	01/31/2022	1151	Paso Properties	X	-670.00	-6,025.00
Check	02/01/2022			X	-40.00	-6,065.00
General Journal	02/15/2022	172		X	-2,786.46	-8,851.46
General Journal	02/15/2022	172		X	-1,063.64	-9,915.10
Check	02/15/2022			X	-55.09	-9,970.19
Check	02/15/2022			X	-35.00	-10,005.19
Check	02/28/2022			X	-19,122.00	-29,127.19
General Journal	02/28/2022	173		X	-2,786.45	-31,913.64
General Journal	02/28/2022	173		X	-1,063.65	-32,977.29
Check	02/28/2022	1161		X	-321.26	-33,298.55
Check	02/28/2022			X	-55.09	-33,353.64
Total Checks and Payments					-33,353.64	-33,353.64
Deposits and Credits - 1 item						
Deposit	02/01/2022			X	40.00	40.00
Total Deposits and Credits					40.00	40.00
Total Cleared Transactions					-33,313.64	-33,313.64
Cleared Balance					-33,313.64	292,181.01
Uncleared Transactions						
Checks and Payments - 10 items						
Check	08/31/2020	2164	Rachael Taylor		-23.10	-23.10
Check	02/10/2021	1051	Rachael Taylor		-5.16	-28.26
Check	12/15/2021	1133	Bankcard Center		-399.78	-428.04
Check	01/16/2022	1154	Bankcard Center		-45.97	-474.01
Check	02/10/2022	1156	Rebekah Evans		-787.45	-1,261.46
Check	02/15/2022	1162	Gould Electric - PBI...		-4,240.00	-5,501.46
Check	02/15/2022	1157	Bankcard Center		-256.63	-5,758.09
Check	02/28/2022	1158	Gould Electric - PBI...		-9,190.00	-14,948.09
Check	02/28/2022	1159	Paso Properties		-675.00	-15,623.09
Check	02/28/2022	1160	Rose Disney		-275.00	-15,898.09
Total Checks and Payments					-15,898.09	-15,898.09
Total Uncleared Transactions					-15,898.09	-15,898.09
Register Balance as of 02/28/2022					-49,211.73	276,282.92
New Transactions						
Checks and Payments - 8 items						
Check	03/15/2022	1165	US Postal Service		-212.00	-212.00
Check	03/15/2022	1164	Sierra Display		-75.00	-287.00
Check	03/15/2022	1163	Bankcard Center		-29.61	-316.61
Check	03/31/2022	1166	Gould Electric - PBI...		-9,190.00	-9,506.61
Check	03/31/2022	1169	Rebekah Evans		-677.81	-10,184.42
Check	03/31/2022	1167	Paso Properties		-650.00	-10,834.42
Check	03/31/2022	1168	Rose Disney		-275.00	-11,109.42
Check	03/31/2022	1170	Carmichael Chambe...		-125.00	-11,234.42
Total Checks and Payments					-11,234.42	-11,234.42
Total New Transactions					-11,234.42	-11,234.42
Ending Balance					-60,446.15	265,048.50

Carmichael Improvement District, Inc.
Reconciliation Detail
1011 Bank of the West MMA, Period Ending 02/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55,244.80
Cleared Transactions						
Checks and Payments - 1 item						
Check	02/07/2022			X	-3.00	-3.00
Total Checks and Payments					-3.00	-3.00
Deposits and Credits - 1 item						
Deposit	02/28/2022			X	2.54	2.54
Total Deposits and Credits					2.54	2.54
Total Cleared Transactions					-0.46	-0.46
Cleared Balance					-0.46	55,244.34
Register Balance as of 02/28/2022					-0.46	55,244.34
Ending Balance					-0.46	55,244.34

Pursuant to action of our Board of Directors discussion in the March 24, 2022 meeting, our respective levy rates are available to be adjusted up by four (4) percent for the FY 2023/2024 levy to a total annual assessment of \$541,046.38, per the following rate schedule:

Parcel Type	Annual Lot Rate per Square Foot
Retail Trade	\$.023531 to \$.024472
Commercial/Public/Vacant	\$0.017648 to \$0.018354
Multi-Family/Private Tax-Exempt	\$0.011765 to \$0.012236
Utility	\$0.005883 to \$0.006118
FRONTAGE	Linear Front Frontage Assessment Rate (In. ft.)
Marconi Avenue	\$3.00 to \$3.12
Manzanita Avenue	\$3.00 to \$3.12
Fair Oaks Boulevard	\$3.00 to \$3.12
Winding Way	\$3.00 to \$3.12

This requested adjustment is consistent with rates provided by the District's MDP. In addition, the MDP provides opportunity for the District to periodically reallocate its budget within a limit of fifteen (15) percent. Discussion on the following budget allocation for our 2023 program year is listed below:

Budget Category	Percent of Budget	Dollar Amount
Clean & Safe Enhancements	50.0%	\$270,523.19
Streetscape & Image Enhancements	31.0%	\$167,724.38
Economic Enhancements	13.0%	\$70,336.03
Advocacy & Administration	4.0%	\$21,641.86
Contingency / Reserve	2.0%	\$10,820.92

TOTAL 100% \$520,236.90



BOARD ACTION

Carmichael Improvement District, Inc.

DATE OF BOARD MEETING December 20, 2018		PLEASE CHECK ONE: <input type="radio"/> Consent Item <input checked="" type="radio"/> Hearing Action Item	<p>As the Improvement District operates under the requirements of the Ralph M. Brown Act, no action may be taken without the action item being placed on the agenda prepared and posted 72 hours ahead of the Board Meeting.</p> <p>Board action items are placed on the agenda for the next stated meeting of the Board of Directors as either a Consent Action Item (where no discussion is anticipated) or a Hearing Action Item (where some discussion is anticipated). Of course, the Board may choose to discuss any item.</p> <p>The Complete form with any supporting material needs to be forwarded to District management 10-calander days before the meeting in which the item is to be considered.</p>
ORIGINATING COMMITTEE Development & Advancement Committee			
WORKING GROUP			
NAME OF PERSON SUBMITTING B. H. Erickson			
NAME OF SPONSORING BOARD MEMBER			
SIGNATURE OF SPONSORING BOARD MEMBER			

MOTION:
 Recognize ownership of 2018 Nominees (attached) for recipients of our inaugural "Bright Star" award.

ELABORATION (How does this action help fulfill Carmichael Improvement District's mission and purpose):
 Please see attached background on the idea of a "bright star" initiative.

Please attach supporting material or web links to inform the action.

IMPACT ON BUDGET
 Costs of plaque/recognition certificate, perhaps \$300 or less for 2018.

IMPACT ON STAFF None.	IMPACT ON SERVICE AREA Intended to affirm good effort and offer helpful inspiration to other owners in our area. Should result in progress over time.
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POSITIVE REASONS FOR TAKING THIS ACTION:
 As discussed in the attached background--Recognize good and successful effort, Inspire other owners to upgrade, Tell the story of progress, and add to a growing "All Star" collection of exemplary properties.

POTENTIAL CONCERNS, QUESTIONS, OR PROBLEMS RELATED TO THIS ACTION:
 Who are we to make this call? It is true that we are not design professionals but, like most consumers, we value and appreciate thoughtful quality when we see it. When it comes to improving Carmichael properties, visible success should be encouraged and celebrated.

ENDORSEMENT/APPROVAL OF THIS ACTION HAS BEEN RECEIVED FROM THE FOLLOWING STAKEHOLDERS IMPACTED BY THIS ACTION:
 Development and Advancement Committee

BRIGHT STAR RECOGNITION INITIATIVE



Statement of Purpose. Property and business owners who refresh and improve the face of their buildings help increase the appeal and desirability of both their own properties as well as the greater Carmichael area.

Drivers and pedestrians alike appreciate visual interest that invites and welcomes. The Carmichael Improvement District seeks to champion all efforts to create such places for properties in our service area so that greater success and vitality is achieved.

Program Scope. Each Fall, committee leadership will seek nomination and review properties in our district area for notable, distinct and beneficial changes in their structural improvements as observed from the street over the last year. When remarkable properties are found, each December, the Board of Directors will recognize the properties as exemplarity “Bright Stars” for their success.

Presentation. Early in the following year, the Board would like to present a plaque /certificate to the properties that have earned their “Bright Star” distinction at a monthly board meeting.

Telling a story. Stars can show the way. The District would like to learn each story about how the vision and work was conceived and successfully executed by the property ownership. The District would like to inspire and resource others with the telling of the story and may do so in a press release, news items, or a district-wide e-mail feed. We hope that honorees would be willing to share their stories.

A Star among Many. Over time, various “bright star” properties will join together as best-of-class “All Star” exemplarity properties that present abundant appeal and help boost the business needs of their occupants while contributing to Carmichael’s regional standing and acclaim.





2018 “Bright Star” Nominees

Property: 6448 Fair Oaks Blvd., et al

Use: Multi-tenant retail shopping center.

Why we like this: Using near exclusively paint in a palette of 4-5 Mediterranean shades, ownership made this property appealing and increased the interest and visibility of the property. The variation and “texture” of the retail strip façade is now emboldened and complimentary to the success of the businesses therein. The tone choices have a sense of durability to them that should be long lived.

Before the work: The property was painted in a monochromatic shade of off-white and sported a few striped, low profile awnings under some West facing canopy. The buildings just blended in to the urban background and did not call attention to the community or passersby.

Property: 7100 Fair Oaks Blvd.

Use: Crossroads Church

Why we like this: The buildings present a neat, orderly appearance in gray and white tones. Dated stone panels were replaced or covered with an updated, consistent mid-gray panels. Pressed sheet metal accents were mounted on the North building and a courtyard was enclosed in a short rise masonry wall topped with a short iron fence element—all together neatly constructed with a tucked in look. Lighting was updated with spare black fixtures which complement the overall design and use light as an architectural element in addition to security needs.

Before the work: The two buildings were likely constructed in the early 1960’s and features differing exposed stone panels, window treatments, and wood accent elements typical of the day. Further, the buildings were obscured by overgrown

landscape. When the County installed their “smart street” improvements, the landscaping was reworked resulting in opening the building exposures to the street. The congregation took advantage of this opportunity to install their upgrades to good effect.

Property: 6440 Fair Oaks Blvd.

Use: Trash enclosure on a parcel featuring a dental practice.

Why we like this: Successful cities feature various art elements accessible and visible to their community. Visitors and business always welcome Instagram opportunities which celebrate places and moments. Carmichael has a significant need for art across its streets and this business has created a wonderful element that complements its business while providing a detailed, interesting amenity that can be iconic and enjoyed by the whole community.

Before the work: This enclosure was a nondescript off-white square just feet from the street and sidewalk.



6448 Fair Oaks Boulevard, et al





7100 Fair Oaks Boulevard





6440 Fair Oaks Boulevard





6448 Fair Oaks Boulevard, et al





7100 Fair Oaks Boulevard





6440 Fair Oaks Boulevard





CARMICHAEL

NON-PROFIT POLICY WHISTLEBLOWER PROTECTION POLICY

Whistleblower Protection Policy

The Carmichael Improvement District- PBID (CID) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the {Carmichael Improvement District- PBID (CID)}, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the CID can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of CID code of ethics or suspected violations of law or regulations that govern Carmichael Improvement District- PBID (CID)'s operations.

No Retaliation

It is contrary to the values of the CID, for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of CID. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

The Carmichael Improvement District- PBID (CID), has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director, or a board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the CID's Executive Director or to the Chairman of the Board, who has the responsibility to investigate all reported complaints.

Compliance Officer –or Executive Director

The Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the [Executive Director and/or the Board of Directors] of all complaints and their resolution and will report at least annually to the [Treasurer/Chair of the Finance Committee/Audit Committee] on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Carmichael Improvement District- PBID (CID), Executive Director or designated Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: * {Note: The Compliance Officer may be a board member, the Executive Director, or a third party designated by the organization to receive, investigate and respond to complaints.}

Policy adopted by the Board of Directors on _____

CARMICHAEL IMPROVEMENT DISTRICT

Annual Conflicts of Interest Disclosure Statement

In accordance with Article VIII of the Conflicts of Interest Policy of CARMICHAEL IMPROVEMENT DISTRICT (“Policy”) I, _____, hereby certify that:

- I have received a copy of the Policy.
- I have read and understand the Policy.
- I agree to be bound by and comply with the Policy.
- I understand that CARMICHAEL IMPROVEMENT DISTRICT is a tax-exempt charitable organization and that, in order for it to maintain its federal and state tax-exempt status, it must engage primarily in activities that accomplish one or more of its recognized charitable and tax-exempt purposes.

I further certify that, except as shown below, I do not have any Conflict of Interest (as that term is defined in Section 2.5 of the Policy) nor have I been a party to an Excess Benefit Transaction (as that term is defined in Section 2.9 of the Policy), and that, except as shown below, I am in compliance with the disclosure requirements of Section 3.1 of the Policy.

Exceptions: _____

Signature

Date



CARMICHAEL

CID POLICY ABSENTEE (CHAIR) POLICY

ABSENTEE Policy

The vice president of a board takes over when the board president is absent or when the board president has vacated her seat. "Robert's Rule of Orders" is widely recognized as the standard for determining protocol for replacing an absent board president. If the board doesn't have a vice president, the president or chairperson has the right to identify the chair pro tem, who acts as president in the president's absence.

Policy adopted by the Board of Directors on: DATE_____

SIGNED BY:_____