Citizens Oversight Committee
Annual Report on MORPD Improvement Assessment District: FY 2012-13

TO: MORPD Board of Directors
DATE: December 10, 2013

PURPOSE: The Oversight Committee's purpose is to ensure that the Recreation & Park District meets the objectives of its voter-approved Assessment District. The committee's duties are to review the annual budget to ensure the Assessment District proceeds are expended for only purposes as set forth in the Assessment District ballot measure and to make recommendations to the Advisory Board on matters pertinent to acquisitions, improvements and maintenance services funded by the Assessment. Additionally, the Committee will present the Advisory Board with an annual written report stating whether the proposed annual Assessment District expenditures are in compliance with the Preliminary Budget/Engineer's Report and Final approved Budget document for that fiscal year. The statement shall include a summary of the fiscal year Assessment District expenditures, highlighting completed projects. This is our annual report.

INTRODUCTION: The Citizens Oversight Committee experienced some changes with members in 2013. The Committee had six members to begin the year (Nick Bartsch, Harley Dabler, Linda Grant, Steve Shiflett, Kevin Taylor, and Bill Welker). In October, Kevin Taylor informed us that he would be moving to Davis in the near future, and though he may still own property in our District, he suggested we find someone to replace him on the Committee. In early November, Bill Welker resigned from the Committee due to other obligations. Also in November, Harley Dabler informed us that he intends to sell his house in the District, and will likely need to excuse himself from the Committee in the near future. Before long, this Committee could have only three remaining members. The upcoming months will involve recruitment to fill at least two openings.

The Committee had two meetings/park tours related to the 2012-13 fiscal year. This Committee witnessed that the assessment district fees have been spent appropriately for the improvement projects needed for safety, ADA, functionality, and long-term sustainability for Mission Oaks Recreation & Park District. This report will cover the following meetings of the Citizens Oversight Committee since the last Board Report in March 2013 presented by Committee Chair, Kevin Taylor:

I. The meeting and tour on April 11, 2013

II. The meeting and tour on October 30, 2013

I. April 11, 2013 Meeting and Park Tour

In attendance were four Committee Members (Nick Bartsch, Harley Dabler, Steve Shiflett, and Kevin Taylor), three staff (District Administrator Debby Walker, Director of Recreation and Marketing Barry Ross, and Director of Parks TJ Newman), and resident/past committee member Marilyn Evans. The meeting began at the District Office at noon, where lunch and information packets were provided.

The packets contained:

- **Appendix #1:** the meeting agenda
- **Appendix #2:** the County Budget Narrative for projects for Fiscal Years 11-12 and 12-13
- **Appendix #3:** project expense sheet for fiscal year 2012-13, including construction in progress
- **Appendix #4:** a park tour summary page showing the parks and projects to be viewed and discussed during the tour

Debby explained the packet documents. She then provided an update on the fire code concerns at Mission Oaks Community Center, what the possible options are, and the impact those options may have on the District. Debby then discussed a grant we applied for that would match funds to help us complete a decomposed granite (DG) walking trail along the perimeter of Gibbons Park. She spoke about plans to alter the landscaping between the DG walkway and the perimeter fencing to include drought tolerant plants to dramatically reduce our water use at Gibbons Park. TJ showed the committee a piece of rusted galvanized pipe and swing joint as an example of the ongoing District-wide irrigation improvement project. The galvanized piping is being replaced with PVC piping at each park.

Everyone except Marilyn then proceeded to take the park tour, which included eight different park visitations.

II. October 30, 2013 Meeting and Park Tour

In attendance were three committee members (Nick Bartsch, Harley Dabler, and Steve Shiflett) and three staff (Debby Walker, Barry Ross, and TJ Newman). The meeting began at the District Office at noon, where lunch and information packets were provided.

The packets contained:

- **Appendix #5:** the meeting agenda
- **Appendix #6:** a spreadsheet of Fiscal Year 12-13 and 13-14 completed and current projects including estimated or actual project costs
- **Appendix #7:** a summary page listing the parks to be visited on the tour listing the existing park amenities and proposed improvements suggested during the Master Plan process

During the meeting, Debby discussed the status of the Assessment District budget, and the recent decision of the Advisory Board of Directors not to raise the taxes of the District's property owners,

Citizen Oversight Committee
Nick Bartsch Harley Dabler Linda Grant
Steve Shiflett Kevin Taylor

meaning the Assessment District revenue will not increase this fiscal year. Everyone then proceeded to take the park tour, which included six site visitations.

CONCLUSION: During all meetings and park tours, there was an open environment where the Committee was encouraged to ask questions and pursue further discussion for clarification on projects. It was the feeling and opinion of the Committee that MORPD is utilizing the funds from the Improvement Assessment District in a responsible and appropriate manner and as this assessment was intended. The current improvement projects, as well as those being planned for the next year, have been chosen based on highest need and impact, and the Committee is in agreement with the plan. We look forward to seeing the progress in the upcoming months, and we expect to meet again in March or April.

Signed: Harley Dabler Date: 12-10-2013

Harley Dabler, Committee Chair

Mission Oaks
Recreation & Park District

APPENDIX #1

Citizens Oversight Committee
Agenda for Meeting and Park Tour
Thursday, April 11, 2013 at Noon
Mission Oaks District Office Conference Room
3344 Mission Avenue, Carmichael, CA 95608

AGENDA

1. **Lunch and discussion of recent and upcoming facility improvements.**	Noon – 1:00 pm
2. **Park and Facilities Tour:**	1:00 – 4:00 pm
a. **Mission North Park:** Solar lighted flagpole; Future restroom building removal and installation.	1:00 - 1:10 pm
b. **Gibbons Park:** New restroom building; Future walking trail improvement plan.	1:15 – 1:30 pm
c. **Mission Oaks Community Center:** ADA remodel of restrooms; Activity Room remodel; Future improvements to the Auditorium.	1:30 – 1:50 pm
d. **Eastern Oak Park:** Interpretive landscape area; Future playground replacement.	1:55 – 2:05 pm
e. **Valley Oak Park:** Baseball fencing improvements; Nature area paths and vegetation.	2:15 – 2:25 pm
f. **Ashton Park:** New picnic shelter; New restroom building removal and installation; Future tennis court repair.	2:30 – 2:50 pm
g. **Swanston Park:** Future solar lighting to parking lot; Add turf block for Farmers Market vehicle access; Improved drainage and filtration system for the Spray Park.	3:00 – 3:15 pm
h. **Swanston Community Center:** Signage	3:15 – 3:20 pm
i. **Maddox Park:** Future picnic shelter installation	3:30 – 3:40 pm
j. **Mission Oaks Preschool:** Installation of a community Garden at the Lutheran Church of Our Redeemer.	3:45 – 3:55 pm
k. Return to District Office: End of Park Tour	4:00 pm

3. **Next meeting to be scheduled for September, 2013.**

Citizen Oversight Committee

Nick Bartsch
Steve Shiflett
Harley Dabler
Kevin Taylor
Linda Grant
Bill Welker

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Recreation & Park District

APPENDIX #2

Citizens Oversight Committee
Board of Supervisors Annual Budget Narrative
For Fiscal Years 2011-12 and 2012-13

SUMMARY OF SIGNIFICANT DEVELOPMENTS DURING 2011-12:

- Completed Sustainability projects to include HVAC computer controllers for the district office and two community centers.
- Installed a whole house fan at the district office for energy efficiency.
- Continued work for the 2012 Master Plan Update Project.
- Expanded the parking lot of Swanston Park
- Completed parking lot ADA improvements at Mission North, Ashton and Eastern Oak Parks then seal and stripe all asphalt parking lots and hard court play surfaces.
- Completed installation of a demonstration gardens to showcase sustainable landscape at 1616 Mission Avenue.
- Provided Valley Oak Park Baseball fencing and nature area improvements.
- Replaced Ashton Park aging wood picnic shelter with new steel Picnic Gazebo, picnic tables and Group BBQ.
- Provided ADA concrete walkway improvements for Mission North Park, Gibbons Park, and Eastern Oak Park
- Add new low-flow fixtures in two park restrooms.
- Replace the aging wood park sign at Gibbons Park with a new logo concrete sign.

SUMMARY OF EXPECTED SIGNIFICANT CHANGES FOR 2012-2013:

- Add additional lighting for the older parking lot at Swanston Park
- Complete and Adopt the 2012 Master Plan Update.
- Replace the existing concrete block restroom at Gibbons and Ashton Parks with a new accessible prefabricated building.
- Complete the projects at Mission Oaks Community Center improvements (at Gibbons Park) to include new lighting, acoustical tile and sound system in the activity room; women's ADA restroom improvements; chair rail and ceiling fans in the auditorium; and a boiler replacement for the entire center.
- Install a new steel picnic shelter at Maddox Park.
- Provide additional ADA concrete walkways for Gibbons Park.
- Phase I redesign and construction of Gibbons Park for Irrigation efficiency and long range "Sustainability".
- Continue to replace aging underground irrigation infrastructure throughout the park system.
- Install three solar power lighted flag poles, one at each site: District Office, Mission Oaks Community Center and the Swanston Community Center.

Citizen Oversight Committee
Nick Bartsch Harley Dabler Marilyn Evans Linda Grant
Steve Shiflett Kevin Taylor Bill Welker

Citizens Oversite Committee

APPENDIX #3

FY 12-13 Project Expenses to Date

April 11. 2013

Gibbons CC Interior Improvements
MO-ADAWRR-12

Budget:	**FY 12-13:**	**$235,000**
	FY 11-12:	**$80,000**

Vendor/Contractor	**Actual Expense**
HR Group Architects	$25,358.00
Hometown Construction	$255,109.00
Sac Metro FD	$595.53
Sac County	$7,867.94
United Site Services	$4,693.41
Sound System/IT Alarm Relocation	$3,381.45
Restroom trailer	$3,635.00
Approximate total	**$300,640.33**

Gibbons CC Auditorium/Activity Room Audio
MO-GIBAUD-13

Budget:	**$196,000**

Vendor/Contractor	**Actual Expense**
Paradyme Sound	$16,442.55
Cabinets	$3,821.54
Approximate Total	**$20,264.09**

Gibbons Park Outdoor Restroom Replacement
MO-RESTRM-13

BUDGET:	**$188,000**

Vendor/Contractor		**Actual Expense**
Public Restroom Company	$	154,071.55
Demolition	$	7,500.00
Pad Preparation	$	9,650.00
Fencing, site prep, concrete, etc	$	6,204.00
Approximate Total	$	**177,425.55**

Swanston Park Solar Parking Lot Lighting

BUDGET	**$10,000**
Vendor/Contractor	**Actual Expense**

Maddox Park Picnic Shelter

BUDGET	**$40,000**
Vendor/Contractor	**Actual Expense**

Ashton Park Restroom Replacement
MO-ASHPRR-13

BUDGET:	**$200,000**
Vendor/Contractor	**Actual Expense**
Public Restroom Company	$150,655.00
Asbestos report	$642.50
Asbestos remediation	$4,088.00
Demolition	$8,412.00
Demo change order	$2,500.00
Air quality permit	$450.75
Demolition permit	$410.19
Fencing and portable toilet	$467.00
Building permit	$3,209.26
Sac Metro Fire District permit	$853.93
Site preparation	$6,300.00
Electrical installation	$7,830.00
Approximate total to date (10 April 2013)	**$185,818.63**

Gibbons Park Phase 1 Redesign and Construction
MO-GIBRE1-13

BUDGET: **$150,000**

Vendor/Contractor	Actual Expense
Rivers and Mounds/Grading	$1,240.00
PRR/Concrete	$6,982.00
Tree Work	$1,216.00
Jensen/Grading and sod	$4,877.00
Approximate total to date (10 April 2013)	**$14,315.00**

Ashton Picnic Shelter
MO-ASHPRR-12

BUDGET **$40,000**

Vendor/Contractor	Actual Expense
Tables	$4,272.68
Installation	$7,200.00
Concrete	$6,885.00
Grill	$956.70
Sod	$1,285.00
Approximate Total	**$20,599.38**

Irrigation System Hardware Replacement
MO-IRRIGA-12

BUDGET: **$75,000**

Vendor/Contractor	Actual Expense
Parts and supplies for Oak Meadow	$8,332.52
Jensen Oak Meadow	$7,005.13
Other cages and supplies	$4,961.12
Approximate total to date (10 April 2013)	**$20,298.77**

Solar Lighted Flag Poles

BUDGET **$15,000**

Vendor/Contractor	Actual Expense

Citizens' Oversight Committee
Facility Tour - April 11, 2013

APPENDIX #4

Bold Black Font = Completed
Blue = To be completed FY 13
Green = Projected for FY 14

Arrive	Depart	Location	Viewing	Fiscal Year	Sustain-ability	Specific ADA	Specific Safety
		Ashton Park	**Parking Lot ADA improvements, seal and stripe parking lots**	**2011-12**	x	x	x
		Ashton Park	**Replace old wood picnic shelter, picnic tables and add BBQ**	**2011-12**			x
		Ashton Park	**Install low-flow water fixtures in men's park restroom**	**2011-12**	x		
		Ashton Park	Replace Outdoor Restroom Facility for ADA access, add storage	2012 - 13		x	x
		Ashton Park	Tennis Court Repair and Overlay	2013-14		x	x
		District Office	**Computer Controls for the Heating and Air Conditioning Systems**	**2011-12**	x		
		District Office	**Whole House Fan**	**2011-12**	x		
		District Office	Install a solar-lighted flagpole	2012 - 13	x		
		Eastern Oak Park	**Parking Lot ADA improvements, seal and stripe parking lots**	**2011-12**	x	x	x
		Eastern Oak Park	**Seal and Stripe the former tennis court for basketball**	**2011-12**	x		
		Eastern Oak Park	**ADA Walkway improvements**	**2011-12**		x	x
		Eastern Oak Park	Replace Play Equipment with New	2013-14		x	x
		Gibbons Park	**ADA Walkway improvements**	**2011-12**		x	x
		Gibbons Park	**Replace original wood park sign along Gibbons Drive with**	**2011-12**	x		
		Gibbons Park	**concrete Logo Sign**	**2012-13**	x		
		Gibbons Park	**Replace Outdoor Restroom Facility for ADA access, add storage**	**2012 - 13**		x	x
		Gibbons Park	Phase I redesign and construction	2012 - 13	x	x	x
		Gibbons Park	Phase I continued - Walking Trail and Improvements - grant ?	2013-14	x	x	x
		Replace Irrigation hardware	**Systematically replace old leaking swing joints and heads**	**2011 - 14**	x		
		Maddox Picnic Shelter	Add a new picnic shelter to Maddox Park	2012 - 13	x	x	
		Mission North Park	**Parking Lot ADA improvements, seal and stripe parking lots**	**2011-12**	x	x	x
		Mission North Park	**ADA Walkway improvements**	**2011-12**		x	x
		Mission North Park	**Install low-flow water fixtures in men's park restroom**	**2011-12**	x		
		Mission North Park	**Replace Outdoor Restroom Facility for ADA access, add storage**	**2013-14**		x	x
		Mision North Park	**Parking Lot Overlay, seal and stripe**		x		
		Mission Oaks Community Center	**Gibbons Park - Boiler Replacement**	**2011-12**			x
		Mission Oaks Community Center	**Indoor ADA Restroom Project**	**2012 - 13**		x	
		Mission Oaks Community Center	**Activity Room lighting, ceiling replacement, storage room, doors**	**2012 - 13**		x	x

Citizens' Oversight Committee
Facility Tour - April 11, 2013

	Mission Oaks Community Center	**Replace sound systems for the Activity Room and Auditorium**	**2012 - 13**			x

Bold Black Font = Completed
Blue = To be completed FY 13
Green = Projected for FY 14

Arrive	Depart	Location	Viewing	Fiscal Year	Sustain-ability	ADA	Specific Safety
		Mission Oaks Community Center	Auditorium Ceiling Fans, chair rail and painting (on hold)	2012 - 13	x		x
		Mission Oaks Community Center	Install a solar-lighted flagpole	2012 - 13	x		
		Swanston Community Center	**Community Center signage on building**	**2011-12**			x
		Swanston Community Center	Install a solar-lighted flagpole	2012 - 13	x		
		Swanston Park	**Install low-flow water fixtures in men's park restroom**	**2011-12**	x		
		Swanston Park	Add new solar lighting to older parking lot section	2012 - 13	x		x
		Valley Oak Park	**Baseball fencing improvements**	**2011-12**			x
		Valley Oak Park	**Nature Area paths and vegetation improvements (partial)**	**2011-12**	x		x

Mission Oaks
Recreation & Park District

APPENDIX #5

Citizens Oversight Committee
Agenda for Meeting and Park Tour
Wednesday, October 30, 2013 at Noon
Mission Oaks District Office Conference Room
3344 Mission Avenue, Carmichael, CA 95608

AGENDA

1. **Lunch at District Office and discussion of recent and upcoming facility improvements.** — Noon – 12:35pm

2. **Park and Facilities Tour:** — 12:35 – 3:30pm

   We will visit several parks to view recent facility improvements, and to show where future upgrades will take place. The tour schedule includes:

   a. District Office: 12:00 – 12:35pm
   b. Mission North Park 12:35 – 12:45pm
   c. Gibbons Park 12:50 – 1:00pm
   d. MOCC 1:00 – 1:15pm
   e. Eastern Oak Park 1:25 – 1:35pm
   f. Maddox Park 1:45 – 1:55pm
   g. Ashton Park 2:05 – 2:25pm
   h. Swanston Park/CC 2:35 – 3:00pm
   i. Return to Dist. Office 3:30pm

3. **Next meeting to be scheduled for the spring of 2014.**

Citizen Oversight Committee
Nick Bartsch Harley Dabler Linda Grant
Steve Shiflett Kevin Taylor Bill Welker

APPENDIX #6

CITIZENS' OVERSIGHT COMMITTEE
Facility Tour October 30, 2013

Order	County Code	Description	Project Amount
1	**MISSION NORTH PARK & DISTRICT OFFICE**		
	MO-MNREST-14	Mission North Park restroom building replacement (Est. Total = $ 200,000)	
		Mission North Park parking lot overlay, seal and stripe (Est. Total = $25,000)	
	MO-ADAIMP-12	Mission North Park walkway/sidewalk improvements fro ADA	$ 15,420.00
2	**GIBBONS PARK & COMMUNITY CENTER**		
	MO-RESTRM-12	Replace outdoor restroom facility for ADA access and to add storage	$ 191,156.00
	MO-ADAWRR-12	Indoor restroom ADA project	$ 330,216.00
	MO-GIBRE1-13	Gibbons Park redesign improvement phase I	$ 17,600.00
	MO-GIBAUD-13	MOCC Auditorium improvements (additional improvements scheduled for Dec. '13)	$ 22,643.00
3	**EASTERN OAK PARK**		
	MO-EASTRPG-14	Replace play equipment with new structure (Est. Total = $75,000)	
4	**MADDOX PARK**		
	MO-MADPIC-13	Add a new picnic shelter (Est. Total = $40,000)	
5	**ASHTON PARK**		
	MO-ASHPRR-13	Replace outdoor restroom facility for ADA access and to add storage	$ 201,907.00
	MO-ASHPRR-12	Replace old wooden picnic shelter and add bbq	$ 41,465.00
		Tennis court repair and overlay (Est. Total = $130,000)	
6	**SWANSTON PARK & COMMUNITY CENTER**		
		Phase I planning for outdoor restroom facility replacement for ADA (Est. Total = $25,000)	
7	**DISTRICT WIDE**		
	MO-IRRIGA-12	District-wide irrigation improvements	$ 114,667.00

Mission Oaks
Recreation & Park District

APPENDIX #7

Mission Oaks Citizens' Oversight Committee
Facility Tour
Wednesday, October 30, 2013

1 - Mission North Park

FY 13-14: Park restroom replacement (under construction). Parking lot overlay and striping (spring)

Proposed improvements: Additional walking trail with benches along trail, ½ basketball court, improved SMUD lighting

2 - Gibbons Park

FY 12-13: Completed indoor ADA restroom reconstruction and activity room improvements. Replaced outdoor restroom building for ADA compliance.

FY 13-14: Community Center Auditorium, added exit door; (winter) add ceiling fans, replace wainscot and acoustical panels and paint. Develop new park site master plan including new perimeter walking trail and other improvements.

Proposed improvements: Walking trail, reduce irrigated area, pickle ball lines on tennis courts, add ½ court basketball, musical performance area with electricity, demonstration garden with seating, bocce ball and horseshoes with shade area

3 - Eastern Oak Park

FY 13-14: Playground equipment replacement (spring)

Proposed improvements: Shaded picnic tables, basketball and pickle ball. Install .1 mile markers along existing concrete walkway and add exercise stations

4 - Maddox Park

FY 13-14: New Picnic Shelter Installation

Proposed improvements: Perimeter walking trail, picnic shelter with style and BBQ grill, upgrade play equipment to challenge older children, tree replacement ongoing, signage by nature area, and kiosk (bulletin board) for flyers

5 - Ashton Park

FY 12-13: Completed park restroom and picnic shelter replacement.

FY 13-14: Tennis court repairs and overlay (spring)

Proposed improvements: Walking trail with mile markers every .1 mile, more benches, update park rule signage, adult fitness equipment

6 - Swanston Park

FY 13-14: Two solar lights installed in northwest corner of parking lot. Begin plans for replacement of the outdoor restroom; projected facility replacement in FY 14-15.

Proposed improvements: Add gymnasium with kitchen and large lobby, perimeter walking trail with .1 mile markers, dog run (not a dog park but separate fenced off area for large and small dogs)