



Citizens Oversight Committee Annual Report on MORPD Improvement Assessment District: 2016

TO: MORPD Board of Directors

DATE: January 10, 2016

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 (**Appendix #1**) to ensure the Assessment District proceeds are expended only for 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, naming completed projects (**Appendix #2**). This is our annual report.

INTRODUCTION: The Citizens Oversight Committee has retained the same six members for two years. The committee members are: Nick Bartsch, Dave Bolland, Harley Dabler, Candace Gilmore, Linda Grant and Steve Shiflett. MORPD is expected to make every reasonable effort to maintain at least five members on this committee, and is permitted to have more than five.

The Committee had two meetings/park tours in 2016. This Committee witnessed that the assessment district fees have been spent appropriately for the improvement projects needed for safety, ADA, functionality, long-term sustainability, and park expansion for Mission Oaks Recreation & Park District. This report will cover the following meetings that involved members of the Citizens Oversight Committee since the last Board Report was presented by Committee Chair, Harley Dabler in November 2015:

1. April 29, 2016 Park Tour and Meeting
2. December 9, 2016 Park Tour and Meeting

The agendas and minutes from the two meetings are included with this report (**Appendix #3 & #4**).

Citizen Oversight Committee

Nick Bartsch

Harley Dabler

David Bolland

Candace Gilmore

Linda Grant

Steve Shiflett

CONCLUSION: During meetings/park tours, there was an open environment where the Committee was encouraged to ask questions and pursue further discussion for clarification. It is the 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 most obvious and impactful improvement of 2016 was the installment of the walking path at Mission North Park, along with the new park benches and interpretive signs. Several other improvements originally scheduled for Fiscal Years 2014-15 and 2015-16 were reassigned to Fiscal Year 2016-17 to allow the District to increase its fund balance during the uncertainty of budgeting needs for Eastern Oak Park. The current improvement projects, as well as those being planned for the upcoming years, have been chosen based on highest need and impact, and the Committee is in agreement with the plan. With some large-scale improvements on the horizon, we look forward to seeing and learning about the progress as our service on the Citizens Oversight Committee continues.

Harley Dabler, Committee Chair

Citizen Oversight Committee

Nick Bartsch Harley Dabler David Bolland
Candace Gilmore Linda Grant Steve Shiflett

Financing Detail

Revenue	FY 14-15 Approved	FY 14-15 Actual	FY 15-16 Final	Diff FY 15-16
9410 Interest Income	\$ 10,000	\$ 4,070.00	\$ 2,000	\$ (8,000)
9532 Aid to County Funds Hazelwood	\$ 20,000	\$ 30,081.77	\$ 25,000	\$ 5,000
9569 State Grant - MN Park Trail	\$ 165,000	\$ 11,934.00	\$ 153,066	
9632 Audit/Account Fees	\$ -	\$ -		\$ -
9690 Lease Property - Cell Towers*	\$ 83,000	\$ 54,861.75	\$ 45,113	\$ (37,887)
9762 Assessment Fees	\$ 920,000	\$ 945,784.00	\$ 945,000	\$ 25,000
9790 Misc Other - Sac Suburban Refund	\$ -	\$ 1,099.60	\$ -	\$ -
Total	\$ 1,198,000	\$ 1,047,831.12	\$ 1,170,179	\$ (15,887)

Revenue Fund Balance \$ (150,169)

Appropriations Summary

	FY 14-15 Approved	FY 14-15 Actual	FY 15-16 Final	Diff FY 15-16
2000 Services and Supplies	\$ 987,000	\$ 507,174	\$ 1,021,000	\$ 34,000
4000 Improvements	\$ 1,290,000	\$ 469,297	\$ 1,307,313	\$ 17,313
4300 Equipment	\$ 30,000	\$ -	\$ 35,000	\$ 5,000
5000 Interfund Charges	\$ -	\$ -		\$ -
7000 Contingencies	\$ 200,000	\$ -	\$ 200,000	\$ -
Total	\$ 2,507,000	\$ 976,471	\$ 2,563,313	\$ 56,313

Expenditure Fund Balance \$ 1,530,529

Missi Jaks Maintenance
and Improvement Assessment District

Appropriation: Tail Fund 336B

Fiscal Year .5-2016

2000 Services & Supplies	FY 14-15 Approved	FY 14-15 Actual	FY 15-16 Final	Diff FY 15-16	Description
2005 Advertising	\$ -	\$ 581			
2103 Agriculture & Horticulture Service	\$ 275,000	\$ 260,524	\$ 275,000	\$ -	Landscape contract (\$205k), Arborist services (\$50k), other services (\$20k)
2104 Agriculture & Horticulture Supply	\$ 20,000	\$ 10,444	\$ 20,000	\$ -	Irrigation and plant materials and supplies
2112 Building Maintenance Supply	\$ -	\$ -	\$ 50,000		MOCC Auditorium Ceiling fans, lights and kitchen oven replacement
2141 Land Improvement Service	\$ 230,500	\$ 26,677	\$ 285,000	\$ 54,500	Rebudget Asphalt Projects (\$215k) Playground equipment (\$20k), Park Amenities (\$25k), and Access Improvements (\$25k)
2142 Land Improvement Supply	\$ 50,000	\$ 43,753	\$ 90,000	\$ 40,000	Playground, park, and irrigation improvement/ In-ground Trash Receptacles and Lift Mechanism
2151 Mechanical Systems Maint Service	\$ 15,000	\$ 7,424	\$ 15,000	\$ -	Spray park equipment maintenance, Community Centers HVAC
2198 Water Service	\$ 145,000	\$ 80,185	\$ 100,000	\$ (45,000)	Almost All Parks and All Buildings
2265 Inventoriable Equipment	\$ 30,000	\$ -	\$ 38,000	\$ 8,000	School and Community Projects/Water Trailer
2551 Planning Services	\$ 100,000	\$ 39,797	\$ 25,000	\$ (75,000)	Capital project assistance
2552 Environmental Service	\$ -	\$ 100			
2571 Security Service	\$ 85,000	\$ 21,799	\$ 85,000	\$ -	Park Patrol some invoices coded to other Gen Ledger Accounts (FY15) in error.
2591 Other Professional Services	\$ 25,000	\$ 15,418	\$ 25,000	\$ -	ADA Audit Transition Plan and Other Services
2934 Administrative Chrgs	\$ 11,500	\$ 12,257	\$ 13,000	\$ 1,500	Prop 218 Assessment Engineering - back out to bid this year
Total Services & Supplies	\$ 987,000	\$ 518,958.72	\$ 1,021,000	\$ 34,500	

4000 Fixed Assets

4201 Structures	\$ 400,000	\$ 316,010.77	\$ 175,000	\$ (225,000)	YMCA Demolition of Buildings and Pool
4202 Improvements	\$ 890,000	\$ 156,892.48	\$ 1,132,313	\$ 242,313	Gibbons Park Walking Trail continued (\$150k); Mission North Walking Trail Grant Project (\$287,313) 50% match Spray Park events pump, UV treatment, tank and housing (\$200k) Swanston Park Volleyball Area/Future Skate Park Feature - Seat Wall (20k) Eastern Oak Park Expansion - Pickle Ball Court/Dog Park (\$475k)
4301 Equipment	\$ 30,000	\$ -	\$ 35,000	\$ 5,000	Replacement 2000 Chevy Van (Spring 2016)
Total Fixed Assets	\$ 1,320,000	\$ 472,903.25	\$ 1,342,313	\$ 22,313	

7000 Contingency Appropriation

7901 Contingency Appropriation	\$ 200,000	\$ -	\$ 200,000	\$ -	Mid Year Adjustment and Emergency Fund
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Grand Total \$ 2,507,000 \$ 991,862 \$ 2,563,313 \$ 56,313

Mission Oaks Maintenance and Improvement Assessment District

Fund 336B

Fiscal Year 2015-2016

	FY 14-15 Final	FY 14-15 Actual	FY 15-16 Final
4201 Account Buildings			
Swanston Restroom	\$ 300,000	\$ 288,636	\$ -
Mission Oaks Comm Center - Oven, Lights, and Ceiling Fans	\$ 100,000	\$ -	\$ -
Northeast YMCA Building/Pool Demolition	\$ -	\$ 47,320	\$ 175,000
4201 Sub-total	\$ 400,000	\$ 335,955	\$ 175,000

4202 Improvements Other than Buildings

Gibbons Park design/construction PHASE 1	\$ 150,000	\$ 7,056	\$ 150,000
Mission North walking path (Must fund at 100% before 50% grant reimbursement)	\$ 330,000	\$ 42,687	\$ 287,313
Ashton Tennis Court Overlay/Color Coat - USTA Grant Outcome	\$ 100,000	\$ 103,069	\$ -
Construction Pickle Ball Court - Eastern Oak Park - moved to Project A	\$ 30,000	\$ -	\$ -
Irrigation Upgrades - moved to 2142 for 15-16	\$ 25,000	\$ 11,140	\$ -
Off-Leash Dog Park - moved to Project A	\$ 35,000	\$ -	\$ -
Swanston Spray Park - Events Pump, UV Treatment, Tank & Housing	\$ 200,000	\$ 9,600	\$ 200,000
Swanston Park Volleyball Court - Skate Park Feasibility Study - Seat Wall Phase I	\$ 20,000	\$ -	\$ 20,000
Eastern Oak Park Expansion - Project A	\$ -	\$ 54,829	\$ 475,000
4202 Sub-total	\$ 890,000	\$ 228,381	\$ 1,132,313

4300 Capital Equipment

4301 Replace 2000 Chevy Van (Spring 2016)	\$ -	\$ -	\$ 35,000
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Total Capital Improvements and Fixed Assets 15-16 \$ 1,342,313

Note: Red Font identifies projects placed on hold during FY 14-15 to develop Fund Balance for Eastern Oak Park

See Revenue page for 50% grant reimbursement for Mission North Trail Project

Appendix #2

Mission Oaks Maintenance and Improvement Assessment District

Fund 336B

Fiscal Year 2015-2016

2000 Services & Supplies

	FY 14-15 Final	FY 14-15 Actual	FY 15-16 Final	NOTES
2111 Mission Oaks Comm Center - Oven, Lights, and Ceiling Fans	\$ 100,000	\$ -	\$ 50,000	Reassigned to FY 15-16 and adjusted
2141 Asphalt Projects for \$215K: seal & stripe 8 Parking Lots; repair cracks, color coat & stripe 15 Tennis Courts; color coat & stripe 4 Basketball Courts. <u>Park Amenities</u> for \$20K <u>Amenities</u> for \$25K <u>Access Improvements</u> for \$25K	\$ 230,000	\$ 26,667	\$ 285,000	\$203,333 was Reassigned to FY 15-16
2000 Sub-total	\$ 330,000	\$ 26,667	\$ 335,000	

4201 Account Buildings

	Final	Actual	Final	NOTES
Swanston Restroom	\$ 300,000	\$ 288,636	\$ -	Completed in FY 14-15
Northeast YMCA Building/Pool Demolition	\$ -	\$ 47,320	\$ 175,000	Begun in FY 14-15. Completed in FY 15-16
4201 Sub-total	\$ 300,000	\$ 335,955	\$ 175,000	

4202 Improvements Other than Buildings

	Final	Actual	Final	NOTES
Gibbons Park design/construction PHASE 1	\$ 150,000	\$ 7,056	\$ 150,000	\$142,944 was Reassigned to FY 15-16
Mission North walking path (Must fund at 100% before 50% grant reimbursement)	\$ 330,000	\$ 42,687	\$ 287,313	Balance was Reassigned to FY 15-16
Ashton Tennis Court Overlay/Color Coat (USTA Grant = \$5,000)	\$ 100,000	\$ 103,069	\$ -	Completed in FY 14-15
Eastern Oak Park Expansion - <u>Project A</u>	\$ 65,000	\$ 54,829	\$ 475,000	Completed in FY 14-15: Court conversion to Pickleball; master plan; Assigned to FY 15-16: CEQA; construction drawings. Assigned to FY 16-17: restroom building; concrete work; utility work; parking lot expansion; entrance improvements.
Swanston Spray Park - Events Pump, UV Treatment, Tank & Housing	\$ 200,000	\$ 9,600	\$ 200,000	\$190,400 Rebudgeted to FY 15-16 to develop fund balance for EOP
Swanston Park Volleyball Court - Skate Park Feasibility Study - Seat Wall Phase I	\$ 20,000	\$ -	\$ 20,000	Rebudgeted to FY 15-16 to develop fund balance for EOP
4202 Sub-total	\$ 865,000	\$ 217,241	\$ 1,132,313	
TOTALS	1,495,000	579,863	1,642,313	

Appendix #3



**Citizens Oversight Committee
Agenda for Meeting and Park Tour
Friday, April 29, 2016 at 9:00am
Mission North Park
3344 Mission Avenue, Carmichael, CA 95608**

AGENDA

1. Meet at the **Mission North Park** picnic shelter: 9:00 – 9:35am
 - Introductions
 - Provide handouts for the day
 - Review recent and upcoming improvements at Mission North Park.
 - Discuss the Stream Restoration Grant
 - Take a walk around the new pathway.

2. **Gibbons Park:** 9:40 – 9:55am
 - Review recent and upcoming improvements at Gibbons Park.
 - Discuss application for grant funding

3. **Cowan School Park:** 10:00 – 10:10am
 - Discuss plans and process for moving fencing to provide more public access to the park features.

4. **Eastern Oak Park:** 10:15 – 10:50am
 - Discuss plans, progress, and cost estimates for the park expansion project.
 - Take a walk around the park to help visualize the upcoming changes.

5. **Del Paso Manor School Park:** 10:55 – 11:05am
 - Discuss plans and process for moving fencing to provide more public access to the park features.
 - Discuss the State grant for ball fields.

6. **Valley Oak Park:** 11:10 – 11:20am
 - Discuss the new security surveillance system.

7. **Sierra Oak Park:** 11:30 – 11:40am
 - Discuss plans and process for moving fencing to provide more public access to the park features.

Citizen Oversight Committee

Nick Bartsch
Candace Gilmore

Harley Dabler
Steve Shiflett

Linda Grant
Dave Bolland

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8th November

8. **Lunch and Discussion:** Enjoy lunch at Woody's on Watt and discuss projects in more depth as desired by the Committee (i.e. budgets, timelines, factors that impact decisions related to facility improvements).

11:50am – 1pm

9. **Next meeting to be scheduled for the fall of 2016.**



**Citizens Oversight Committee
Meeting Minutes
Friday, April 29, 2016 9:00am
Mission North Park
3344 Mission Avenue, Carmichael, CA 95608**

Staff Present: Jack Harrison, Interim District Administrator; TJ Newman, Director of Parks; Barry Ross, Director of Recreation; Tamara Quinata-Tinkler, Park Specialist;

Committee Members Present: Harley Dabler, Steve Shiflett, Linda Grant, Dave Bolland

1. Mission North Park:

The staff and committee members were provided an overview of agenda items for the day along with handouts containing diagrams/drawings of projects that are currently in progress or in the planning stages of inception, as well as copies of the Assessment District Budget Narrative for their review. A brief summation of the purpose behind the creation of the Citizens Oversight Committee was followed by open dialogue regarding the successful completion of the Chicken Ranch Slough Recreational Walking Trail. The committee members had the opportunity to inspect the new 'in ground' industrial sized trash and recycling containers which will save the District vast amounts of money in trash pick up, bag replacement, and eliminate the ongoing issue of trash cans overflowing onto the ground creating a large unsightly mess. Open dialogue regarding future projects for Mission North Park included: the district's intention to apply for the Stream Restoration Grant to assist in funding a project aimed to offset the increased erosion of the Chicken Ranch Slough bank, intentions to increase accessibility to the front of the District Office building and main lobby area, and the addition of native plant species back into the nature areas of the park.

2. Gibbons Park:

A large diagram of the Gibbons Master Plan was offered to the Committee; along with discussion regarding the Districts plan to continue reducing water consumption by replacing the deteriorated irrigation with a more cost effective and responsible system. Committee members were informed of the LWCF grant that was submitted this year, with the intention (if selected) to recover costs associated with the project. The committee was also briefed on the natural features of the park intended for preservation, renovation for areas in the park where mobility is a concern, and plans for creating additional recreation areas for the community to enjoy.

3. Cowan School Park:

Staff explained to the committee the reasoning behind the use of fencing by many school districts, just like SJUSD and also elaborated on discussions with SJUSD regarding the physical adjustment of the fence so that the public can enjoy the park within their own community freely, while still maintaining the security levels required by the school district. There was also discussion of the possibility of extending the park acreage depending on agreement efforts going forward.

Citizen Oversight Committee

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4. Eastern Oak Park:

Committee members went over the diagrams and cost analysis associated with the Eastern Oaks Park project scheduled for summer 2016. The project as described included a new and modern playground area, wider more accessible walkways, restroom facilities, and a digital display sign to keep the public informed of the programs the district offers. Staff also explained that the cell tower in the southwest corner of the park created a financial opportunity where a portion of the funding for the project this summer will be paid with all of the money acquired by said opportunity.

5. Del Paso Manor School Park:

The committee members and staff discussed the movement of the perimeter fencing blocking off the park from the public during school hours. Staff also explained that it is their intention to propose a solution to SJUSD relating to Del Paso Manor and park accessibility that could potentially create additional park acreage and subsequent opportunities for the community to actively participate in team sports events. Additionally, the committee was informed of a specific grant award the district intends to apply for, which will significantly offset cost for project funding.

6. Valley Oak Park:

Staff described the security cameras scheduled to be installed within the next thirty days at this park, and further explained the vast instances of vandalism and night time noise complaints received. The security system software is accessible from any computer device, so that park patrol can see what is going on at the time they get a call. This security system is meant to dramatically minimize and/or eliminate the costs this district has sustained due to theft and vandalism in this park.

7. Sierra Oak Park:

Committee members and staff continued their dialogue regarding the negotiation of keeping children secure while also giving the public access to the park within their own community. Project timelines and possible coordination efforts were included in the conversation as well as the need to change the landscape area into Sierra Oaks because of the ongoing erosion problem and to make it more accessible to all park patrons.

AGENDA



2016 Advisory Board/Citizens Oversight Committee Tour
Friday, December 9, 2016

- 0830 Meet at Swanston Park to discuss upcoming projects and meet Fulton-El Camino Park Police Chief Shane Diller
- 0915 Drive by a potential project site on Bell Avenue
- 0920 Drive by and discuss the future of Greer School Park and property at Encina High School
- 0945 Drive by and discuss the north side of Oak Meadow Park and look at typical ADA issues on the south side
- 1015 Look at and discuss Hazelwood Greens
- 1100 Review Gibbons Park Master Plan and initial phase of development
- Noon Drive by Orville Wright Park
- 1215 Lunch at Wood'ys (sic)
- 1:30 to 2:30 New Member Orientation (Swanston CC)



Meeting Minutes

Citizens Oversight Committee

Friday December 9, 2016 at 8:30am

Swanston Community Center - 2350 Northrop Ave.,
Sacramento, CA 95825

Staff Present:

Daniel Barton, District Administrator; TJ Newman, Director of Parks, and Tamara Quinata-Tinkler, Park Specialist;

Committee Members Present:

Jana Saastad, Linda Grant, Harley Dabler, Jerry Ontiveros, Nghia Nguyen, Steve Shiflett

1. Upcoming Projects Overview and meet Fulton-El Camino Park Police Chief Shane Diller

Committee members were given an agenda for the day as well as diagrams of projects occurring in Fiscal Year 16-17 as well as diagrams of projects that address upgrades that should occur over the next five years. FEC police chief Diller introduced himself to the committee members and staff and gave a brief overview of the mission of the FEC park patrols, their main objectives, and the style in which they measure the impact of their presence for each park district that they serve.

2. Drive by a potential site on Bell Avenue/Greer School Park/Encina High School

The committee was introduced to an empty lot on Bell Avenue where the potential for a new park structure would be, which would provide a solution to the current matter regarding the inability for the public to access the park area located at Greer Elementary. The committee was driven around to the back field area, located directly behind Encina High School where staff described a plan to create a park and playground specifically designed for children and adults with disabilities and/or physical challenges. The committee commented that the location seemed ideal for such a project, not only for individuals requiring ADA accommodations, but for the entire underserved community surrounding the site.

3. Hazelwood Greens

Upon arriving at Hazelwood, discussion ensued regarding the ongoing issue of neighbors utilizing the land as a dog park. Though signs are clearly posted indicating the required use of a leash at all times, members within the immediate community had vocalized their desire to be exempt from the 'leash law' imposed by the County. Committee members and staff concurred that while they certainly empathize with the desire of certain individuals to allow their pets to roam free, the eminent risk involved with allowing such variances would not be in the best interest of the District or community as a whole. It was recommended that the staff offer those desiring such accommodations other park areas within the District designated for dogs to roam without a leash.



4. Eastern Oak Park

Committee members reviewed the plans for upgrades within Eastern Oak park, which include a memorial honoring fallen officer Danny Oliver. Staff and committee members viewed the areas where new restrooms would be built, new picnic areas will be added, and where modern playground equipment was to be placed. A short walk along the path provided the opportunity for the committee to view both the neighboring establishments, as well as an area nestled in the southwest back corner of Eastern Oak designated for dog lovers and their pets.

5. Cowan Park

Staff drove committee members by Cowan Park and described the plans to remove the immediate street side fencing to open the park up to the community. It was also mentioned that the inclusion of a walking path along the Chicken Ranch Slough, located on the south side of the athletic fields be included, which would connect three neighborhoods, and allow access for families and children in all three communities into the park.

6. Gibbons Park

The Gibbons Master Plan poster board was reviewed by committee members outlining long term project plans. It was also stated that due to the successful efforts of the park division, a grant in the amount of \$280,000 through the LWCF has been awarded to MORPD. Construction of Phase 1 needs to begin in FY 17-18 and conclude no later than February/March of 2019. Committee members were shown where new picnic areas and shade structures would be added, as well as the option for a small splash pad close to the picnic areas listed on the diagrams. The terrace area behind Gibbons Community Center was included in the park tour, and committee members and staff discussed the potential ROI upgrading the terrace for large reception parties would provide.

****Meeting and tour concluded at 11:27am****