



Citizens Oversight Committee

Annual Report on MORPD Improvement Assessment District: FY 2013-14

TO: MORPD Board of Directors

DATE: December 11, 2014

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 added two new members in 2014, and now has six members in total. The Committee began the year with four returning members (Nick Bartsch, Harley Dabler, Linda Grant and Steve Shiflett). Candace Gilmore joined the committee in April, and has attended the two park tours and meetings held this year. Dave Bolland recently joined the committee (November 18) after serving nine years on the MORPD Advisory Board of Directors. 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 related to the 2013-14 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 was presented by Committee Chair, Harley Dabler in December 2013:

1. The meeting and tour on April 16, 2014
2. The meeting and tour on September 26, 2014

[Citizen Oversight Committee](#)

Nick Bartsch

Harley Dabler

David Bolland

Candace Gilmore

Linda Grant

Steve Shiflett

I. April 16, 2014 Meeting and Park Tour

In attendance were three Committee Members (Harley Dabler, Linda Grant, and Candace Gilmore), and three staff (Debby Walker, District Administrator; Barry Ross, Director of Recreation; and TJ Newman, Director of Parks). The meeting began at the District Office at noon, where lunch and information packets were provided.

The packets contained:

- **Appendix #1:** The meeting agenda, including a list of parks to be visited, and park improvements to be viewed on the tour.
- **Appendix #2:** The budget for capital improvement projects for FY 2013-14
- **Appendix #3:** The Appropriations Detail of the Improvement District for FY 2013-14

Debby briefly recapped some projects that the Committee had seen in 2013 to provide updates. She then discussed some work being done that will not be seen during the tour. One such item is ongoing improvements to irrigation within parks. This includes ground sensors to monitor and limit watering. Another improvement is the replacement of galvanized piping with new PVC piping. The District has been meeting and exceeding its water conservation goals during the year. Another item of note is that the planning is well underway for the Gibbons Park master plan. Some community meetings have been held, and several citizens are participating in the process. Consensus has been reached that people want a perimeter walking trail and a reduction in turf to help conserve water. These goals seem attainable, along with adding other park features to increase opportunities for social gatherings, exercise, play, and overall participation. The group then proceeded to take the park tour, which included visits to six different parks and two community centers.

September 26, 2014 Meeting and Park Tour

In attendance were four committee members (Nick Bartsch, Candace Gilmore, Linda Grant 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. (Note: Harley Dabler took the same tour with Barry Ross on October 27.)

The packets contained:

- **Appendix #4:** The meeting agenda.
- **Appendix #5:** Park Tour Itinerary that detailed the parks and improvements we would be seeing, including the fiscal year work is projected for completion.

During the meeting, Debby presented the Committee with two pieces of very good news. First was the news that the District was awarded a matching grant from the State of California to develop a walking trail around the perimeter of Mission North Park. This grant will be up to \$165,000, depending on the total cost of the project, which should be completed by the end of 2015. The other news involved the District's intent to purchase the YMCA property that was for sale adjacent to Eastern Oak Park. We have subsequently received word that the sale has been finalized and the property will belong to MORPD. We understand that this will mean future improvements to the site, but none more valuable

than expanding that park and increasing park space for the District and its residents. Debby explained the need for the District to delay some scheduled improvements at Eastern Oak Park (i.e. playground, pickleball courts) until a new master plan is developed. Debby provided the Committee with a topographical map and some preliminary cost estimates for acquiring the YMCA property. She also provided a topographical site plan for the proposed new trail at Mission North Park. The Committee then toured the parks as planned.

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. 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. We have since received an updated budget for capital improvement projects for Fiscal Year 2013-14 that shows the actual costs of the projects (**Appendix #6**). 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

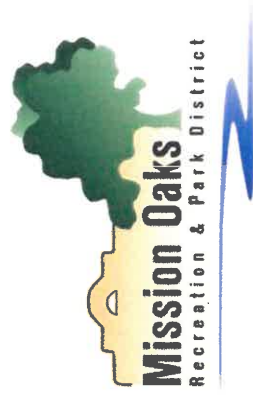
Harley Dabler

David Bolland

Candace Gilmore

Linda Grant

Steve Shiflett



APPENDIX #1

Citizens Oversight Committee
Agenda for Meeting and Park Tour
Thursday, April 16, 2014 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:**
 - a. **Mission North Park:** Restroom building and ADA Access walkways, Future DG walking trail (grant) Overlay and striping of parking lot – April-May 2014 1:00 – 4:00 pm
1:00 - 1:15 pm

 - b. **Gibbons Park:** Future walking trail and park Improvement plan – review grant proposal 1:20 – 1:35 pm

 - c. **Mission Oaks Community Center:** Improvements to the Auditorium Completed and upcoming (see #3) 1:35 – 1:45 pm

 - d. **Eastern Oak Park:** Discuss future possibilities Deferring FY 13-14 Playground replacement and FY 14-15 Pickle Ball and Parking Lot seal coat until YMCA land issue is resolved. 1:50 – 2:05 pm

 - e. **Ashton Park:** Future tennis court repair Replaced Picnic Shelter, added new tables and BBQ 2:15 – 2:30 pm

 - f. **Swanston Park:** Upcoming restroom building project; Spray Park upgrades; Potential redesign of Sand Volleyball to a Skate Plaza 2:40 – 2:55 pm

 - g. **Maddox Park:** New picnic shelter, tables and walkway 3:15 – 3:25 pm

Citizen Oversight Committee
Nick Bartsch Harley Dabler Linda Grant
Steve Shiflett Candace Gilmore

3. Other Projects:

- a. Installed Solar lights for flagpoles at Gibbons and Mission North
- b. District-wide Irrigation system upgrades for conservation and sustainability.
- c. Rebates pending for water reduction targets.
- d. Seal coating and striping of all asphalt areas (parking lots) for infrastructure preservation.
- e. Color coating and striping of all tennis and basketball courts.
- f. Develop a proposed Dog off Leash Area somewhere – perhaps at Oak Meadow Park, Gibbons or Del Paso Manor Park.
- g. Mission Oaks Community Center Auditorium – completed wainscot, chair rail and baseboard installation. Upcoming projects include painting, new lighting and ceiling fans.

4. Next meeting to be scheduled for September/October, 2014.

APPENDIX #2

Assessment District - Fund 336B
Capital Improvement Projects

FY 2013-2014

4201 Account Buildings	
Mission North Park	New Restroom
Mission Oaks Community Center	Auditorium improvements (4 ceiling fans, acoustical panels, lighting, wainscot painting, etc)
Mission Oaks Community Center	Auditorium Door
Swanston Restroom	Phase I - Plans
	4201 Sub-total \$ 431,000
4202 Improvements Other than Buildings	
Ashton Park	Tennis Court Resurfacing/Overlay
Eastern Oak	Playground Replacement
Gibbons Park	Walking Trail and Improvements
Mission North	Parking Lot Overlay/Striping (Spring 2014)
Irrigation System - District Wide	Infrastructure Replacement/Improvements
Maddox Picnic Shelter	Installation
	4202 Sub-total \$ 475,000
4301 Equipment - Gov't	
District Fleet - Equipment	Replace 2001 F250 Truck
	4301 Sub-total \$ 30,000
	Total Capital Improvements \$ 936,000

APPENDIX #3

2000 Services & Supplies	FY 12-13	FY 12-13	FY 12-13	FY 13-14	FY 13-14	FY 13-14	Description
	Final Approved	Yr End Final	Final Approved	Final Approved	Diff	%	
20210300	\$ 270,000	\$ 215,200	\$ 275,000	\$ 5,000		2%	Landscaping Contract (\$200k), Arborist Services (\$50k), other services (\$25k)
20210400	\$ 30,000	\$ 12,754	\$ 30,000	\$ -		0%	Irrigation supplies, annual plants, and trees
20214100	\$ 35,000	\$ 25,407	\$ 80,000	\$ 45,000		129%	Tennis & Basketball Courts Color Coat & Stripe
20214200	\$ 40,000	\$ 25,885	\$ 25,000	\$ (15,000)		-38%	Playground equipment and repair parts, safety surfacing, concrete, amenities, and other small project supplies.
20215100	\$ 20,000	\$ 21,276	\$ 10,000	\$ (10,000)		-50%	HVAC services
20219800	\$ 120,000	\$ 138,115	\$ 143,000	\$ 23,000		19%	Sac Suburban Rate Increase (5%)
20226500	\$ 30,000	\$ 9,065	\$ 36,500	\$ 6,500		22%	School and Community Recreation Projects/Large Propane BBQ on Trailer
20227200	\$ -	\$ 110	\$ 0	\$ 0		0%	Capital Project Assistance
20255100	\$ 5,000	\$ -	\$ 5,000	\$ -		0%	
20259100	\$ 95,000	\$ 77,952	\$ 101,000	\$ 6,000		6%	Park Patrol - (85k) Master Plan (1k) / ADA Transition Plan & Playground Safety Audits (15k)
20293401	\$ -	\$ -	\$ 11,500	\$ 11,500		0%	Prop 218 Assessment Engineering
Total Ser & Sup	\$ 645,000	\$ 525,764	\$ 717,000	\$ 72,000			

4000 Fixed Assets	FY 12-13	FY 12-13	FY 12-13	FY 13-14	FY 13-14	FY 13-14	Description
	Final Approved	Yr End Final	Final Approved	Final Approved	Diff	%	
42420100	\$ 819,000	\$ 715,314	\$ 431,000	\$ (388,000)		-47%	Auditorium Improvements, Swanson Park Restroom Plans - Phase I, Mission North Restroom
42420200	\$ 310,000	\$ 147,488	\$ 475,000	\$ 165,000		53%	Ashton Park Tennis Court, Mission North Parking Lot Overlay, Eastern Oak Playground Replacement, Gibbons Walking Trail, District-wide Irrigation Infrastructure Replacement, and Maddox Picnic Shelter Installation
43430100	\$ 4,000	\$ -	\$ 30,000	\$ 26,000		650%	New Truck for Maintenance
Total Fixed Assets	\$ 1,133,000	\$ 862,802	\$ 936,000	\$ (197,000)			

7000 Contingency Appropriation	FY 12-13	FY 12-13	FY 12-13	FY 13-14	FY 13-14	FY 13-14	Description
	Final Approved	Yr End Final	Final Approved	Final Approved	Diff	%	
79790100	\$ 160,000	\$ -	\$ 150,000	\$ (10,000)		-6%	Contingency Appropriation
	\$ 160,000	\$ -	\$ 150,000	\$ (10,000)		-6%	Could Be Used to Replace Largest AC Condensing Unit at Mission Oaks Community Center

Grand Total	\$ 1,938,000	\$ 1,388,566	\$ 1,803,000	\$ (135,000)		-7%	
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Public Notice

**Citizens Oversight Committee
Agenda for Meeting and Park Tour
Friday, September 26, 2014 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 – 12:45pm

2. **Park and Facilities Tour:** 12:45 – 4:30pm
We will visit several parks to view recent facility improvements, and to show where future upgrades will take place. The tour schedule includes:
 - a. Mission North Park 12:45 – 1:00pm
 - b. Gibbons Park 1:05 – 1:20pm
 - c. Mission Oaks CC 1:20 – 1:30pm
 - d. Eastern Oak Park 1:40 – 1:55pm
 - e. Del Paso Manor 2:05 – 2:15pm
 - f. Maddox Park 2:25 – 2:35pm
 - g. Ashton Park 2:45 – 3:00pm
 - h. Swanston Park/CC 3:10 – 3:30pm
 - i. Return to Dist. Office 3:50pm

3. **Next meeting to be scheduled for the spring of 2015.**

Nick Bartsch
Candace Gilmore

Citizen Oversight Committee
Harley Dabler
Steve Shiflett

Linda Grant



APPENDIX #5
Citizens Oversight Committee
Park Tour Itinerary
26-Oct-14
12:45 - 4:00pm

Time at Park	Park /Facility	Park Address	FY 13-14 Projects	FY 14-15 Projects	Projected FY 15-16
12:45-1:00	Mission North Park *	3344 Mission Avenue, Carm	Park Restroom, Parking lot overlay	Trail, Interpretive Signage - Grant	
1:05 - 1:20	Gibbons Park* MOCC Community Center*	4701 Gibbons Drive, Carm	Auditorium Wainscot, chair rail, Park Restroom replaced FY 11-12	Tennis court repair and color coat Parking lots seal coat and striping Adopt new site plan - Phase I priority Audit ceiling fans and new lighting, Audit painting and accoustical panels	
1:20 - 1:30				Color coat and stripe basketball court	
1:40 - 1:55	Eastern Oak Park	3127 Eastern Avenue, Sac		Develop New Master Plan Begin demolition and clean up Parking lot seal coat and striping	Phase I improvements for new area Replace Playground Equipment Convert court area to Pickle Ball
2:05 - 2:15	Del Paso Manor SP	2700 Maryal Drive, Sac	Renovation of Playground Decks	Tennis court repair and color coat	
2:25 - 2:35	Madox Park	4821 Thor Way, Carm	New Picnic Shelter and tables		Replace Playground Equipment
2:45 - 3:00	Ashton Park*	4251 Ashton Drive, Sac	Park Restroom replaced spring 2013	Tennis court overlay - USTA Grant Color coat and stripe basketball court	Playground shade
3:10 - 3:30	Swanston Park* Community Center*	2350 Northrop Avenue, Sac	Two new solar parking lot lights	Replacement of Park Restroom Add Spray Park UV filtration system Protective Shelter for spray pumps Feasibility study - skate park feature Color coat and stripe basketball court Tennis court repair and color coat	Replace Playground Equipment
3:50	TOUR CONCLUDES	3344 Mission Avenue, Carm			

*Restrooms Available

APPENDIX #6

	Budgeted	Actual	Notes
4201 Account Buildings			
Mission North Park	\$200,000.00	\$292,746.66	
New Restroom			
Mission Oaks Community Center	\$196,000.00	\$43,645.00	Ceiling fans, acoustical panels and lighting are being rebudgeted
Mission Oaks Community Center	\$10,000.00	\$0.00	This door was part of the ADA improvements for MOCC
Swanston Restroom	\$25,000.00	\$7,515.00	
Phase I - Plans			
4201 Sub-total \$431,000.00		\$343,906.66	
4202 Improvements Other than Buildings			
Ashton Park	\$130,000.00	\$0.00	Rebudgeted - FY14-15
Tennis Court Resurfacing/Overlay			
Eastern Oak	\$75,000.00	\$0.00	Rebudgeted for future FY
Playground Replacement			
Gibbons Park Redevelopment	\$145,000.00	\$23,247.34	
Mission North	\$25,000.00	\$22,500.00	
Mission North	\$25,000.00	\$22,500.00	
Irrigation System - District Wide	\$75,000.00	\$26,719.77	
Maddox Picnic Shelter	\$25,000.00	\$49,140.56	Includes materials and install
Installation			
4202 Sub-total \$475,000.00		\$121,607.67	
4301 Equipment - Gov't			
District Fleet - Equipment	\$30,000.00	\$28,949.55	
Replace 2001 F250 Truck			
4301 Sub-total \$30,000.00		\$28,949.55	
Total Capital Improvements \$936,000.00		\$494,463.88	