



## Citizens Oversight Committee

### Annual Report on MORPD Improvement Assessment District: FY 2014-15

**TO:** MORPD Board of Directors

**DATE:** November 10, 2015

**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, highlighting completed projects. This is our annual report.

**INTRODUCTION:** The Citizens Oversight Committee has retained the same six members for one year. 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 one meetings/park tour related to the 2014-15 fiscal year. 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 December 2014:

1. January 29, 2015 at Mission Oaks Community Center:  
Public workshop to discuss plans for Eastern Oak Park
2. February 14, 2015 at Eastern Oak Park:

#### Citizen Oversight Committee

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

Public meeting to show the conceptual drawings for the Eastern Oak Park expansion project, while being in the park to explain specific locations. This meeting included Futsol and Pickleball demonstrations.

3. February 26, 2015 at Mission Oaks Community Center:  
Public meeting to review revised drawings and discuss progress on Eastern Oak Park expansion project.
4. August 19, 2015: Park tour and meeting of the Citizens Oversight Committee.
5. October 16, 2015: Gibbons Park walkthrough to review the conceptual drawings from within the park.

### **August 19, 2015 Meeting and Park Tour**

In attendance were four Committee Members (Harley Dabler, Linda Grant, Nick Bartsch and Candace Gilmore), three staff (Debby Walker, District Administrator; Barry Ross, Director of Recreation; and TJ Newman, Director of Parks), and one Advisory Board member (Jerry Ontiveros) and his wife (Joan Ontiveros). The meeting began at Mission North Park at 8:30am, where information documents were provided.

The documents included:

- **Appendix #2:** The meeting agenda, including a list of parks to be visited along with a timeline.
- **Appendix #3:** Park Tour Itinerary showing the project schedules for fiscal years 14-15, 15-16, and 16-17.

The park tour began with the group meeting under the picnic shelter at Mission North Park. Debby Walker provided an update on the progress of the walking trail that is to be constructed around the park, which is to be funded by 50% by the State of California. TJ Newman then showed us the conceptual drawings of the trail, along with concepts for interpretive signs.

Our tour continued to Gibbons Park and the Mission Oaks Community Center. Inside the community center we were shown the recent improvements to the Auditorium, which include fresh interior painting and new wainscoting, chair rail and base boards. In Gibbons Park, many of us walked along the current pathway through the center of the park while staff pointed out the newly painted tennis and basketball courts, and the plans for a new perimeter walking trail.

At Eastern Oak Park the construction vehicles were removing the final remnants of the YMCA buildings. We were shown the conceptual plans for this park, and had the opportunity to discuss the plans in detail. The committee is excited about the park expansion, and look forward to learning more as the project progresses.

At Ashton Park, we walked on the newly resurfaced tennis courts while being explained the process of how this Nova Pro surfacing was applied. We are encouraged that the cracking problems these courts have repeatedly experienced will be a problem of the past.

When we arrived at Swanston Park we immediately noticed the new restroom building. During our last park tour, many of us witnessed the poor condition (inside and out) of the old building, so this improvement really stands out. TJ explained some of the grading concerns around the building, and how the walkways needed to be constructed to meet ADA standards. TJ also discussed future improvements for the splash park's chemical and filtration systems.

The tour also included Del Paso Manor, Shelfield, Valley Oak, Sierra Oaks, Orville Wright, Windemere, and Maddox Parks. We were shown the recent surfacing improvements to the tennis courts, basketball courts and parking lots. Four of our parks (Mission North, Gibbons, Swanston, and Valley Oak) also received new decorative banners on light poles to make those parks more welcoming to visitors.

**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 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. We have since received an updated budget for capital improvement projects for Fiscal Year 2014-15 that shows the actual costs of the projects (**Appendix #4**). Several improvements originally scheduled for Fiscal Year 2014-15 were reassigned to Fiscal Year 15-16 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

Appendix #1

**Mission Oaks Maintenance and Improvement Assessment District**

**Appropriations Detail Fund 336B**

**Fiscal Year 2014-2015**

2000 Services & Supplies	FY 13-14 Approved	FY 13-14 Yr End Prelim	FY 14-15 Prelim	Diff FY 14-15	%	Description
20210300	\$ 275,000	\$ 220,000	\$ 280,000	\$ 5,000	2%	Landscape contract (\$205k), Arborist services (\$50k), other services(\$25k)
20210400	\$ 30,000	\$ 10,000	\$ 20,000	\$ (10,000)	-33%	Trees and other plant material and supplies
20214100	\$ 80,000	\$ 20,000	\$ 80,000	\$ -	0%	ADA Walkway/Other Retrofits & Playground Safety Upgrades
20214200	\$ 25,000	\$ 45,000	\$ 50,000	\$ 25,000	100%	Playground surfacing, upgrades and park improvements
20215100	\$ 10,000	\$ 7,500	\$ 20,000	\$ 10,000	100%	Spray park equipment retrofit and maintenance, HVAC repairs
20219800	\$ 143,000	\$ 143,000	\$ 150,000	\$ 7,000	5%	Community Centers
20226500	\$ 36,500	\$ 20,000	\$ 30,000	\$ (6,500)	-18%	Anticipate Rate Increase
20255100	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000	100%	School and community projects
20259100	\$ 101,000	\$ 95,000	\$ 100,000	\$ (1,000)	-1%	Capital project assistance
20293401	\$ 11,500	\$ 11,500	\$ 11,500	\$ -	0%	Park Patrol - (85k) ADA Assessment (15k)
<b>Total Ser &amp; Sup</b>	<b>\$ 717,000</b>	<b>\$ 577,000</b>	<b>\$ 751,500</b>	<b>\$ 34,500</b>		Prop 218 Assessment Engineering

4000 Fixed Assets							
42420100	Structures	\$ 431,000	\$ 239,000	\$ 375,000	\$ (81,000)	-19%	For more information please turn to page 4 of the Assessment Budget
42420200	Improvements	\$ 475,000	\$ 265,000	\$ 462,500	\$ (15,000)	-3%	For more information please turn to page 4 of the Assessment Budget
43430100	Equipment	\$ 30,000	\$ 28,949	\$ -	\$ -		
<b>Total Fixed Assets</b>		<b>\$ 936,000</b>	<b>\$ 532,949</b>	<b>\$ 837,500</b>	<b>\$ (96,000)</b>	<b>-22%</b>	

7000 Contingency Appropriation						
79790100	Contingency Appropriation	\$ 160,000	\$ -	\$ 160,000	\$ (10,000)	-6%
<b>Grand Total</b>		<b>\$ 1,813,000</b>	<b>\$ 1,109,949</b>	<b>\$ 1,749,000</b>	<b>\$ (66,500)</b>	<b>-4%</b>

1/23/15



**Appendix #2**

**Public Notice**

**Citizens Oversight Committee  
Agenda for Meeting and Park Tour  
Wednesday, August 19, 2015 at 8:30am  
MORPD District Office Conference Room and Parks  
3344 Mission Avenue, Carmichael, CA 95608**

**AGENDA**

- 1. Meet at District Office:** Introductions, and review upcoming facility improvements at Mission North Park 8:30 – 8:40am
  
- 2. Park and Facilities Tour:** 8:45 – 11:40am  
We will visit several parks to view recent facility improvements, and to show where future upgrades will take place. The tour schedule includes:
  - a. Gibbons Park 8:45 – 9:00am
  - b. Eastern Oak Park 9:05 – 9:25am
  - c. Del Paso Manor 9:30 – 9:35am
  - d. Shelfield Park 9:45 – 9:55am
  - e. Valley Oak Park 10:05 – 10:10am
  - f. Ashton Park 10:20 – 10:40am
  - g. Sierra Oaks School Park 10:50 – 11:00am
  - h. Swanston Park/CC 11:10 – 11:40am
  
- 3. 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
  
- 4. Next meeting to be scheduled for the spring of 2016.**



**Appendix #3**

**Citizens Oversight Committee  
Park Tour Itinerary  
19-Aug-15**

**8:30 - 11:40am - Return to Office Approximately 1:15**

Time at Park	Park /Facility	Park Address	FY 14-15 Projects	FY 15-16 Projects	Projected FY 16-17 MP
8:30 - 8:40am	Mission North Park *	3344 Mission Avenue, Carm	Trail, Interpretive Signage - Grant	Complete the trail and signange	
8:45 - 8:50 8:50 - 9:00am	Gibbons Park* MOCC Community Center*	4701 Gibbons Drive, Carm	Auditorium Wainscot, chair rail, and baseboard, interior painting Adopt new site plan - Phase I priority Auditorium Painting, Wainscot and baseboard	Gibbons Trail: Complete CEQA and begin trail development  MOCC: Replace Ovens and install ceiling fans in auditorium & lighting Tennis court repair, color coat/stripe Parking lots seal coat and striping Color coat and stripe basketball court	Gibbons Trail: Continue work on trail
9:05 - 9:25am	Eastern Oak Park	3127 Eastern Avenue, Sac	Purchase and Master Planning Completed	Project A: list to be shared during park tour. Seal and Stripe Parking Lot	Project B: list to be shared during park tour, along with future projects. Playground Replacement FY 13-14
9:30 - 9:35am	Del Paso Manor School Park			Tennis court repair, color coat/stripe	Playground Replacement FY 15-6
9:45 - 9:55am	Shelfield Park			Tennis court repair, color coat/stripe	
10:05 - 10:10am	Valley Oak Park*	1150 Eastern Ave., Sac	New decorative banners	Seal and Stripe Parking Lot - MO half	
10:20 - 10:40am	Ashton Park*	4251 Ashton Drive, Sac	Tennis court resurfacing, ADA work including a new gate and walkway, mow strip, and tree removal	Parking lots seal coat and striping Color coat and stripe basketball court	Playground Shade
10:50 - 11:00am	Sierra Oaks School Park	2762 Huntington Rd., Sac		Tennis court repair, color coat/stripe	
11:10 - 11:40am	Swanston Park* Community Center*	2350 Northrop Avenue, Sac	Replacement of Park Restroom and new walkways	Color coat and stripe basketball court Tennis court repair, color coat/stripe Parking Lot ADA work, sealing and Striping Add Spray Park UV filtration system and pump and enclosure housing Sand Area - study skate feature and seat wall	Replace Playground Equipment
1pm approx.	Drive by Orville Wright on the way back to the office			Parking Lot ADA work, sealing and striping	
1:10pm	Drive by Windemere on the way back to the office			Basketball Court Striping	
note only	Maddox Park				Playground Replacement FY 15-16

Appendix #4

		FY 14-15 Final	FY 14-15 Actual	FY 15-16 Final	NOTES
<b>2000 Services &amp; Supplies</b>					
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</u>	\$ 230,000	\$ 26,667	\$ 285,000	\$203,333 was Reassigned to FY 15-16
	Amenities for \$25K				
	Access Improvements for \$25K				
	<b>2000 Sub-total</b>	<b>\$ 330,000</b>	<b>\$ 26,667</b>	<b>\$ 335,000</b>	

		FY 14-15 Final	Actual	FY 14-15 Final	NOTES
<b>4201 Account Buildings</b>					
	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
	<b>4201 Sub-total</b>	<b>\$ 300,000</b>	<b>\$ 335,955</b>	<b>\$ 175,000</b>	

		FY 14-15 Final	Actual	FY 14-15 Final	NOTES
<b>4202 Improvements Other than Buildings</b>					
	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 - <b>Project A</b>	\$ 65,000	\$ 54,829	\$ 475,000	<b>Completed in FY 14-15:</b> Court conversion to Pickleball; master plan; <b>Assigned to FY 15-16:</b> CEQA; construction drawings. <b>Assigned to FY 16-17:</b> 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	\$ 20,000	\$ -	\$ 20,000	Rebudgeted to FY 15-16 to develop fund balance for EOP
	- Skate Park Feasibility Study - Seat Wall Phase I				
	<b>4202 Sub-total</b>	<b>\$ 865,000</b>	<b>\$ 217,241</b>	<b>\$ 1,132,313</b>	
	<b>TOTALS</b>	<b>1,495,000</b>	<b>579,863</b>	<b>1,642,313</b>	