

**CITY OF GALT
AGENDA
PARKS & RECREATION COMMISSION MEETING
CITY COUNCIL CHAMBERS, 380 CIVIC DRIVE, GALT, CA
February 12, 2014
7:00 P.M.**

Chairperson: Don Buchanan

Commission: Brendan Moore, Janice Reuthinger, Chris Smith, Brent Steele

- 1. CALL MEETING TO ORDER**
- 2. ROLL CALL:**
 - a. **Commissioners Present:**
 - b. **Commissioners Absent:**
- 3. CHANGES TO THE ORDER OF AGENDA**
- 4. PUBLIC COMMENT:** Under Government Code Section 54954.3, members of the public may address the commission on non-agenda items. Speakers may also address the commission on any agenda item during consideration of the item. Speakers shall restrict their comments to issues that are within the subject matter jurisdiction of the commission and limit comments to a maximum of five (5) minutes. Please fill out a speaker sheet located on the table inside the entrances to the council chambers and forward the completed speaker sheet to the commission secretary. Please state your name and city of residence prior to making your comments.
- 5. ACCEPTANCE OF MINUTES OF THE MEETING OF January 8, 2013**
RECOMMENDATION: Approve minutes
- 6. OLD BUSINESS**
 - a. **Subject:** Housing Related Parks Grant Program – Solis
RECOMMENDATION: Discuss and provide direction to staff
- 7. NEW BUSINESS**
 - a. **Subject:** City of Galt's 2011 Financial Projections – Behrman (Informational)
RECOMMENDATION: Accept verbal report, discuss and take action as deemed appropriate
 - b. **Subject:** Status of Maintenance Projects from the \$10 Per Player Fee – Selby
RECOMMENDATION: Accept report, discuss and take action as deemed appropriate

**GALT PARKS AND RECREATION COMMISSION AGENDA
MEETING OF FEBRUARY 12, 2014
PAGE 2**

c. **Subject:** \$10 Per Player Fee Recommendation of August 3, 2011 – Solis
RECOMMENDATION: Discuss and take action as deemed appropriate

d. **Subject:** Galt Gator Fee Adjustment – Lopez
RECOMMENDATION: Accept report

8. STAFF COMMENTS

9. COMMISSIONERS REPORTS/COMMENTS

- a. Chairperson Buchanan
- b. Vice- Chairperson Reuthinger
- c. Commissioner Moore
- d. Commissioner Smith
- e. Commissioner Steele

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

ARMANDO SOLIS, SPECIAL PROJECTS ADMINISTRATOR: The agenda for this Parks and Recreation Commission meeting was posted in the following listed sites before 5:00 p.m. on the Friday preceding the meeting.

1. City Hall Lobby, 380 Civic Drive
2. U.S. Post Office, 600 N. Lincoln Way
3. Galt Parks and Recreation Department, 610 Chabolla Avenue

CITY OF GALT

MINUTES

**GALT PARKS AND RECREATION COMMISSION
MEETING**

**Council Chambers, 380 Civic Drive, Galt, California
Wednesday, November 13, 2013**

The meeting was called to order at 7:00 p.m. by Commissioner Moore. Roll call was taken. All Commissioners were present.

Staff members present: Special Events Coordinator Armando Solis, Street Superintendent, Adin Selby and Administrative Assistant Deborah Porteous-Toste.

CHANGES TO THE ORDER OF THE AGENDA - None

ACCEPTANCE OF MINUTES

ACTION: With no objections to the minutes were approved as presented.

PRESENTATIONS – None

OTHER BUSINESS

1. **Subject:** Election of Chairperson – Administrative Assistant to conduct election of Chairperson Administrative Assistant, Deborah R. Porteous-Toste opened up the floor for nominations for the new Chair Person for 2014 Commission.

ACTION: Commissioner Moore nominated Commissioner Buchanan for the position of Chair Person, the nomination was seconded by Commissioner Steele. The vote was called for with Commissioner Buchanan presenting the only objection. Nomination passed 4 – 1.

2. **Subject:** Election of Vice-Chairperson – Chairperson to conduct election of Vice- Chairperson Newly elected Chair Person Buchanan opened up the floor for nominations for the new Vice Chair Person for the 2014 Commission.

ACTION: Commissioner Steele nominated Commissioner Reuthinger for the position of Vice Chair Person, the nomination was seconded by Commissioner Moore. The vote was called for and nomination passed 5 -0

OLD BUSINESS

b. **Subject:** Parks and Recreation Meeting Schedule – Every other month
(Recommendation to City Council)

This item was brought back from last meeting for consideration. Armando noting that if the Commission chooses to change the meeting schedule to every other month that a special meeting can be called whenever needed.

Commissioner Moore has no objections but would like to begin in March due to the current litigation. He would like to meet in February in hopes of an update to see if there is something that is relevant and affects the Commission. Will be willing to make a motion to that effect beginning in March.

Commissioner Smith asked why we were considering every other month to meet. Was is due to lack of business? Solis responded yes. Smith noted that in the past when there was a lack of business the Commission would just cancel the meeting. Solis responded that cancelling was still an option.

GALT PARKS AND RECREATION COMMISSION MEETING OF January 8, 2014
PAGE 2

Commissioner Moore noted that in the last meeting that Council Payne brought an issue of Childhood Obesity to the Commission. Without the dynamics and nature of being together monthly and being able to discuss the issues he felt it would hinder the Commission's input in that activity.

Commissioner Steele realizes that there is a lack of business, but wonders if there truly is a lack of business or is the Commission not doing their job. Steele has mixed emotions about changing the meeting schedule. From a public stand point he feels the public expects a monthly meeting and that the citizens know when the meetings are scheduled and can show up if needed.

No motion was presented so the recommendation dies due to lack of motion.

NEW BUSINESS

A. **Subject:** Housing Related Parks Grant Program – Informational

The Housing Related Parks Grant Program was taken last night to City Council for direction. Solis apologized that this was not brought to the Commission first but the Grant had time constraints and needed to be acted on immediately to secure the funds. The City Council needed to decide on which park to provide the grant funds to. The choices were the Sports Complex or Harvey Park. Solis went into detail on the particular grant as to how the funding could be appropriated for each site. City Council chose Harvey Park which the Grant provides \$170,000. Council directed staff to bring back the items that the money could be used for.

Commissioner Steele asked how the funds would be used. Solis said that the Staff report presented to City Council had suggestions. Council wants to make sure the Commission is a part of the decision making as to how the funds are going to be used. Suggestions brought forward to Council were upgrades to irrigation, restrooms, and storage areas etc.

Council Member Payne would like to get the Commission's ideas and how the money should be spent. The GYB president and participants were present at the Council meeting. She suggested see a tot lot for the younger siblings to have something to do.

Her concern is also to have a SAFE park. Officer Tonn's death and the shooting of the teenager both in the vicinity is why and feels that more occupancy, lighting, etc would help.

Council wants Commission thoughts on the project. Solis will meet with Chris Erias and bring back ideas to the next meeting. Solis will schedule a special meeting if the Commission needs to meet sooner.

Commissioner Steele suggested cameras or even signs stating that there was surveillance as a deterrent. Increased lighting is needed not only for more visibility but for cameras to work. The cameras he saw at CPRS conference were mobile and placed in a box is mobile and the public would not know if a camera was in there or not.

Commissioner Moore asked if there were BBQ's and tables at Harvey Park. Selby responded that the BBQ's were removed due to the ordinance that allows alcoholic consumption at parks with BBQ's and tables. The intent was to make this park alcohol free.

GALT PARKS AND RECREATION COMMISSION MEETING OF January 8, 2014
PAGE 3

Commissioner Reuthinger commented that she was confused about the comment about a year ago regarding the Officer Tonn Memorial Park. The GYB group at that time\did not want anything under the trees because they wanted the area for warm up and now they are coming in supporting this new project.

Solis speculated that it may be due to the fact that they have a new president and board. Commission Reuthinger pointed out that discussion a year ago was concern about the little kids, duck and cover, bullets and wonders how their concerns and views can change so much due to a new board. Commissioner Steele commented that last year when GYB thought it was too dangerous of an area he and Commissioner Moore were not in agreement with the location concerns brought forward last year by GYB.

Solis said when he brings this back to the Commission it will be in a more constructive lay out for the Commission's review. Commissioner Steele stated what is needed versus what is wanted. The priorities will be presented for the Commission to look at and give a recommendation.

UPCOMING COUNCIL AGENDA ITEMS

A. **Subject:** Annual Report to City Council - January 21, 2014

Moore will give a verbal report 5 – 10 minutes of what has been done over the year and introduce Buchanan as the new Chair

UPCOMING EVENTS

- **Winter Bird Festival – February 1, 2014**

Solis wanted to remind the Commission of the event.

Tours all day but the actual event at McCaffrey is 9:00 a.m. - 2:00 p.m.

COMMISSIONERS REPORTS/COMMENTS

- a. Chairperson Moore
 - Looking forward to providing input into the grant program and feels that items like this is a good reason to continue the monthly meetings.
 - Congratulated Commissioner Buchanan on his election to the new Chair Person. Wanted to thank the Commission for their assistance and support during his year as Chair.
- b. Vice- Chairperson Buchanan – thanked Moore for the past year and the nomination
- c. Commissioner Reuthinger - nothing
- d. Commissioner Smith
 - Asked about the independent audit of the 06 fund that was previously done and why we are no longer doing this. It was to ensure that the City's usage of the funds were spent in compliance to the State Legislature to ensure the funds are being spent for Parks and Recreation resources. Solis will ask the Finance Director about this item.
 - Noticed when out at Lake Canyon park that the restroom door handle was not ADA compliant. Selby responded that they are in the process of coming up with a list of deferred maintenance issues that need to be addressed and prioritizing them. Also the lights for the Community Sign are burnt out
- e. Commissioner Steele – thanks Brendan – great job
 - Reference Court case. Felt at some level they need to be made aware of what is going on. Feels that when the public asks about it and their response is that they knew nothing about it.

GALT PARKS AND RECREATION COMMISSION MEETING OF January 8, 2014

PAGE 4

- Smith noted that he was there at closing arguments
- Steele asked with the Flu epidemic does the City have a clinic for the flu shot. Solis responded that no we did not have one.
- Asked about if irrigation had to be reinstated due to the lack of rain. Selby responded they did have to this week

STAFF COMMENTS

- Adin commented on the deferred maintenance list. Because the landscape clocks are manual and it takes staff 3 – 4 days to turn them back on. Selby just met with a gentleman to discuss a centralized irrigation system. They will be setting up the software at Walker Park to demo it. Selby sees this as a CIP project that will have to be phased in, hopefully in 5 years. i.e. 1st years software, 2nd years new clocks, etc. This kind of system would assist especially with overwatering as it takes time manually turn them off and on and adjust as needed.
- Staff has been working on the Sports Complex renovations
- Selby reported McCaffrey needs one more need of broadleaf spraying
- Solis reported that the Department is in full blown basketball. Went into detail who's playing when and where.
- Boyce has been given a start date is January 13th. The position of Recreation Coordinator was offered to him and he accepted the position. His primary duties will be to supervise the youth activities.
- Youth baseball start registrations February 20th. Opening date is tentatively scheduled for April 5.

FUTURE AGENDA ITEMS

Commissioner Moore would like to follow up on the Sac Bee article on the City trial referencing that the true financial situation was off the mark when Boyce was let go, but the November revenues showed additional revenue than had been projected.

Moore wanted to discuss the decisions Council made to increase and implement fees based on the reported shortfall. Wants to know what was done with the money. Should the fee changes be rescinded based on this news?

Decision were based upon projected revenues and the Commission was not made aware of City's the actual financial situation.

Solis asked for the Commission to be specific in the information being requested.

Commission Moore would like to know how the 10 per player fee has been spent. Then assess whether the fee should be continued to be collected based on any given economic changes.

Commissioner Smith noted that the decisions to implement the new fees were made based on the projected revenues at the time of the decision. Question: Why weren't the actual/final numbers that came out in November 2011 given to the Commission with the information that there was more money than previously projected?

GALT PARKS AND RECREATION COMMISSION MEETING OF January 8, 2014
PAGE 5

Commissioner Smith thought so they could would like to see actual reports and would like to compare those numbers. Solis clarified that they only want to see the reports. Commissioner Smith responded that he was requesting the Comprehensive Annual Financial Report for fiscal years 2010 -2012 and the Basic Financial statements report for fiscal years 2010-2012.

Commissioner Steele said that they used to get the reports of the fiscal status in prior years. Solis said he will look into what was provided in the past.

Commissioner Moore wanted to point out that the fees were approved at the Sept 6 City Council meeting and then implement in January 2012. He would like information about the uptake and is concerned had they had that information would they have changed their mind about the implementation of the new fees.

Solis indicated he had planned to bring back the \$10 per player to look at the definition on how the fee is implemented versus how it was intended to be implemented,

ADJOURNMENT

Being no further business before the Parks and Recreation Commission, the meeting was adjourned at 8:54 p.m.

Respectfully submitted,

Deborah Porteous-Toste, Administrative Assistant



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: February 12, 2014
Item Number:

FROM: Armando Solis, Special Projects Administrator
PREPARED BY: Monica Lopez, Recreation Supervisor
SUBJECT: GALT GATORS SWIM TEAM FEE ADJUSTMENT

RECOMMENDATION

Recommend to Galt City Council to adopt the attached resolution 1) adjusting registration fees for the Galt Gators Recreational Swim Team and 2) appropriating funds to accommodate for the Northern California Swim League Fee increase.

BACKGROUND

The Galt Gators Swim Team (Gators) was created in 1985. The Gators joined the Northern California Swim League after the League's inception in 1993. The League is currently comprised of 25 teams that are split into 5 different conferences based on such things as the size of each team, logistics, and individual swimmers' times. All teams must pay a yearly \$100 Team fee and must pay a fee per each registered swimmer. These fees are primarily used to facilitate the Championship Swim Meets for each conference at the end of each season as well as any expenses that may be related to operating the League.

In the beginning, the Gators solely operated under the supervision of the Parks & Recreation Department. In the late 1990's, it was decided that a Parent-ran Board should be created to assist in fund raising (car washes, spaghetti dinners, swim-a-thons, etc.) to purchase any extra or non-essential items for the swim team that are not normally provided to a Parks & Recreation program. For several years, the Board was able to purchase such items as a scoreboard, shade structures and computers used for the operation of swim meets.

In the past 5 years, it has grown increasingly hard to raise the additional fees needed; so the Board began collecting "Swimmer Fees" from families to help cover these costs. These fees have ranged from approximately \$20 to \$50 per swimmer/family. The process of collecting additional fees was problematic for the Board as it was difficult to collect the fees from 100% of the participants. In addition, there are no other Galt Parks & Recreation programs that require participants to pay separate fees.

PARKS AND RECREATION COMMISSION ACTION: Approved Denied Revised

AGENDA REPORT- GALT GATORS SWIM TEAM FEE ADJUSTMENT

The City chose to be responsible for these fees, so that the participants and their families would only be required to pay one fee at the time of registration and so that it would conform to a Parks and Recreation program structure. The Parks & Recreation Department reviewed the process that swimmers are required to follow and it determined that it would like to eliminate having participants pay two separate fees to two separate entities. During last year’s budget process, City Council approved the adjustment to the Aquatic Center’s budget to account for most of the costs that the Board was historically responsible for (hospitality, awards for all swimmers, office supplies, ribbons, etc.). The registration fee was not raised at this time because the City was in the process of conducting a fee survey for all programs and services. The assumption at that time was that the fee survey would be completed prior to the beginning of last year’s season. The City wide fee study will not be completed prior to the start of the 2014 swim season, so this fee is being brought forward as an individual fee recommendation.

DISCUSSION

Currently, the Galt Gators Swim Team Fee is \$85 per swimmer. Staff is recommending adjusting this fee to \$110 per swimmer to incorporate the \$20 Gator Board Fee that was eliminated in 2013 and the \$5 increase to the League fees (see below).

Starting in 2014, the Northern California Swim League raised the League Swimmer Fee from \$10 to \$15 per swimmer. The Department had originally budgeted for 239 swimmers assuming that the fee would be \$10 per swimmer. An additional \$1,195 must be appropriated to the Aquatic Center Dues line item to allow the Department to pay the full amount owed to the League in swimmer fees.

Projected Revenues:

2014 Projected:	239 swimmers at \$85/swimmer	\$20,315
2014 Proposed:	239 swimmers at \$110/swimmer	\$26,290

Estimated Expenditures:

Gators Specific	\$15,000	Staff
	900	Shirts
	2,390	Northern California Swim League Fee
	<u>2,950</u>	Costs originally assigned to Board
	\$21,240	
Additional Costs Associated with Gators	+26,347	23% of \$114,551 Aquatic Center M&O (Heat & Power, Supplies & Materials)
	<u>+1,195</u>	Requested Amount for increase in NCSL fee
	\$48,782	

Using 239 swimmers registered for the Gators, the cost per swimmer is approximately \$204. By adjusting the fee to \$110 per swimmer, the City will be subsidizing the program by 46% or \$94 per swimmer. The program fee has been \$85 per swimmer since 2008 (2001 = \$55, 2004 = \$65, 2007 = \$75 and 2008 = \$85). The Department feels that it would be detrimental to the program to raise the fees at this time more than \$25 per swimmer.

AGENDA REPORT- GALT GATORS SWIM TEAM FEE ADJUSTMENT

FINANCIAL IMPACT

An increase to the Parks & Recreation Department's Aquatic Center Revenue 006-0000-3471 (Swimming Pool Fees) by \$5,975 to account for the fee increase and Expenditure 006-2148-751-6028 (Dues) by \$1,195 to cover the increase to League fees.

ATTACHMENTS

- 1) Resolution

RESOLUTION NO. 2014-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GALT,
CALIFORNIA,**

WHEREAS, the City Council of the City of Galt, California, wishes to adjust the registration fee for the Galt Gators Swim Team from \$85 to \$110 per person; and

WHEREAS, additional funds of \$1,195 be appropriated to 006-2148-751-6028 (Dues) to accommodate for the Northern California Swim League fee increase.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Galt, California, hereby update the Galt Gators registration fee and increase 006-2148-751-6028.

BE IT FURTHER RESOLVED AND ORDERED the City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Galt, California, this 18th day of February, 2014, upon a motion by Council Member _____, seconded by Council Member _____, by the following vote, to with:

AYES:	Council members:
NOES:	Council members:
ABSTAIN:	Council members:
ABSENT:	Council members:

MAYOR, City of Galt

ATTEST:

CITY CLERK, City of Galt



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date:
Item Number:

FROM: Adin Selby, Streets Superintendent
Prepared by: Armando Solis, Special Projects Administrator
SUBJECT: \$10 PLAYER USER FEE – MAINTENACE WORK

RECOMMENDATION

Receive the informational report.

DISCUSSION

On September 6, 2011, City Council approved the \$10 Player User Fee for all Galt youth sports organizations using any City of Galt athletic field, with all revenues from the fee to be placed in an account to be used solely for athletic field maintenance and Walker Park artificial turf replacement. To date a total of \$26,720 has been collected since 2011 with \$13,360 dedicated for field maintenance and \$13,360 placed in an account dedicated for the replacement of the Walker Park artificial turf.

ATTACHMENTS

- 1) Extra Maintenance Tasks

EXTRA MAINTENANCE TASKS

Facility/Task	Task	Labor Hrs	Cost	Material	Cost	Rental Equip.	Cost	Contractor Cost
Sports Complex	Field Renovation	157	\$ 6,594.00	Infield Mix	\$ 948.29	Sod Cutter	\$ 210.04	
				Sod	\$ 467.70			
Northeast Sports Park	Field Renovation	110	\$ 4,620.00					
Community Park	Replace batting cage nets	11	\$ 462.00	2 nets	\$ 1,980.81			
	Concrete Dugouts	11	\$ 462.00	(inc. in contract)		Skid Steer	\$ 268.49	\$ 1,935.00
				Total	\$ 3,396.80	Total	\$ 478.53	
		Total Labor	\$ 12,138.00					
		Total non-labor	\$ 5,810.33					
		Total Cost	\$ 17,948.33					