

**CITY OF GALT
AGENDA
PARKS & RECREATION COMMISSION MEETING
CITY COUNCIL CHAMBERS, 380 CIVIC DRIVE, GALT, CA
May 14, 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 MEETINGS OF February 12, 2014 and April 9, 2014**
RECOMMENDATION: Approve minutes
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
 - a. **Subject:** Budget Review Date
RECOMMENDATION: Approve May 29, 2014 for a special meeting to review the 2015 & 2016 Parks and Recreation Budget Meeting.
- 8. STAFF COMMENTS**
- 9. COMMISSIONERS REPORTS/COMMENTS**
 - a. Chairperson Buchanan
 - b. Vice- Chairperson Reuthinger
 - c. Commissioner Moore
 - d. Commissioner Smith

**GALT PARKS AND RECREATION COMMISSION AGENDA
MEETING OF May 14, 2014
PAGE 2**

e. Commissioner Steele

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

ARMANDO SOLIS, PARKS AND RECREATION DIRECTOR: 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, February 12, 2014**

The meeting was called to order at 7:00 p.m. by Commissioner Buchanan. Roll call was taken. All Commissioners were present with the exception of Commissioner Reuthinger.

Staff members present: Special Events Coordinator Armando Solis, Street Superintendent, Adin Selby, City Manager Jason Behrmann, Senior Civil Engineer, Bill Forrest and Administrative Assistant Deborah Porteous-Toste.

CHANGES TO THE ORDER OF THE AGENDA - None

ACCEPTANCE OF MINUTES

ACTION: Smith moved to accept the minutes with the date change on the cover page to reflect the correct date of January 8, 2014. Steele seconded the motion. Motion carried 3-0.

PRESENTATIONS – None

OLD BUSINESS

Subject: Housing Related Parks Grant Program UPDATE – Solis

Solis reported that he had a meeting with Galt Youth Baseball (GYB), City Staff, Senior Committee, Beautification Committee and other users of Harvey Park. The group came up with the list distributed by Solis of the items they would like to use the grant fees for the Harvey Park renovation. Solis stated that the list was not in any particular priority order. The Commission is being asked to look at this list and see if there is any additional items that they would like to add to this list. Once there is a complete list Bill Forrest will put together a cost for each item. The Grant is expected to be \$170,000. GYB at the meeting offered to do some of the work on items on the list. When they decide what their organization can contribute to the list, then the revised list with costs will be brought back for the Commissions consideration.

Solis summarized the list and GYB felt lighting and a tot lot are high on their priority list. The Community Garden is something the Beautification Committee would like to see in the project.

A New Park sign is needed as the old one blew over.

Solis asked Commission for input on the list.

Buchanan asked about what GYB is planning to contribute. Solis reported that they were looking at both labor and materials after they review the list and would report back.

Steele suggested parking although not sure where. Solis will add parking to the list. Moore asked about using the Railroad property. Solis reported that he believed the City has entered into a lease with the Union Pacific Railroad's property. Behrmann added that the lease does not allow the City to make improvements,

Steele was leaning more towards parking on the property itself in the plan.

Bill Forrest from Engineering added that the alley/street between the two properties may be an area to add some parking.

Solis reminded the Commission that the grant monies are limited. Forrest gave an example of what the tot lot may cost depending on the amenities of around \$60,000. Forrest reiterated that they are putting together this laundry list of requests and costing them out prior to doing anything.

After much discussion and curiosity on what GYB can help with, Solis responded that he will be bringing back the list adding parking to the list.

NEW BUSINESS

- a. **Subject:** City of Galt's 2011 Financial Projections – Behrman (Informational)
RECOMMENDATION: Accept verbal report, discuss and take action as deemed appropriate

Behrmann came to the meeting to address the concerns brought forward at the previous Commission meeting. The questions were about the City finances, the \$10 player fee and the financial projections in 2011.

He wanted to talk generally about the questions regarding the financial situation presented to the year ends final financial position for 2011 and the statements made in the newspaper.

Behrmann explained more about where the Parks and Recreation department is financially. He wanted them to understand the difference between a budget and a CAFR. He stated it is very difficult to compare and trying to compare them you can come to draw a false conclusion, it's like comparing apples to oranges. Behrmann went on to explain why.

He went back in historically to see annually how far off the City has been annually between the budget and the CARF. Jason reported that we are actually we are getting much closer in the past four or five years than we had been in the past. He noted that in 2003 and 2004 the difference between the budget and CAFR was \$3,000,000.

Behrman explained that the Budget is where you are at or what you want to spend with capital offset. Often times you get revenues you didn't anticipate, vacant positions in staff etc. The CAFR however only captures actual expenditures through 6/30.

Behrmann presented examples of budgeted amount versus actual monies paid out in a fiscal year.

One example presented was that if we budgeted a half a million dollars on a street sweeper for this fiscal year then nearing the end of the fiscal year we haven't purchased it yet. The City has a contract on the purchase and a purchase order on a Street Sweeper but we have not taken delivery of it yet. The City then gets delivery of it in July and the invoice later for instance in August. Therefore that expenditure is reflected in the next fiscal year. So it looks like we saved \$500,000 dollars when in fact the expenditure was pushed into the next fiscal year.

Behrmann gave other examples.

Behrmann explained that situations like these that do not get paid in the fiscal year appear as a savings in the CARF (which only reflects expenditures through 6/30) when in fact they are not as the money is earmarked and frozen and paid in the next fiscal year in essence pushed forward and not truly a savings.

Behrmann provided a chart of the trends for the Department and the deficits being made up by the General Fund. The major funding sources for P & R is the Galt Market. And because the Market is the number one revenue source for the P & R Department Budget.

Behrmann handed out a Galt Market Revenue Trend chart of actual Market revenues from 2003 – 2013. He reviewed the trends over the years showing its peak versus where we are now and the significance of that decline. When your major revenue source is trending downward it affects your budget. Behrmann compared it to the other flea markets and the economy as a whole. He stated that although they hope to go back up the Market staff is working at keeping it stable.

Behrmann informed the Commission that since 2006 the General Fund has had to subsidize and backfill the Culture and Recreation Fund. There has been a steady increase.

Behrmann upon showing the 2011 budgeted amount to the actuals the finding stated that although different they were relatively close.

The \$10 fee was then discussed. Behrmann noted that this fee was not meant to help solve the City's financial situation or cover the deficit. It was meant for two things: 1) $\frac{1}{2}$ was to cover a portion of the cost of replacing the Walker Park artificial turf and 2) the other $\frac{1}{2}$ was to for additional maintenance and services for the other fields. Other cities were looked at for example cities like Elk Grove and Lodi and many have a similar fee.

The City felt that the fee was a fair one and that some level of contribution from the players to put back into some of those fields so we could reinvest in them. .

We are currently are working on the budget and will be bringing to the Commission for their review.

Solis reported that between the two staff reports presented to the Commission for consideration, the original request was a flat fee and much higher than the current rate. Then after meeting

with the organizations the \$10 fee was agreed upon knowing that the monies would be going back into the sports fields.

Steele asked what % of the General Fund goes to the P & R Department. Behrmann referenced the report provided which shows the department deficit each year which is covered by the General Fund.

Steele then asked about Walmart tax revenue and feels that Walmart will have an effect on the Flea Market and may decrease its revenue. Behrmann responded that the City of Galt has been unusual to have this revenue source because most City Recreation are funded from the General Fund. Behrmann discussed the current fee study in hopes to have cost recovery to cover more of the cost for our programs but stay competitive and provide the level of service needed to provide the programs.

Moore asked Behrmann what would happen to the programs without the Market revenue. Behrmann responded either City Council would have to subsidize the programs or pass the cost to the consumer.

Behrmann spoke of our absence of sales tax revenues and although the Market has been our lifeline, the City hopes to attract more business to Galt and increase the revenue base and not depend on the Market revenue but it be an additional revenue source. Behrmann explained by giving the Commissioners even more scenarios.

Steele asked about park development on the eastside. Behrmann spoke of the builder's impact fees for the parks. He noted that we have money to build a park but then comes the costs to maintain those parks.

Behrmann explained more about the budget process as questions were asked.

Steele asked about how the drought was affecting the City Parks and spoke about computerized water systems. He asked if there were any grants that we were aware of out there to pay for this type of system. Behrmann noted that currently water adjustments are done manually and are time consuming. Selby responded that there are no grants currently. Selby said that they are currently trying some software for centralized watering at Walker Parks and would like to phase this in all parks over the next 10 years. Moore asked if there might be private companies offering incentives to use their product.

Solis asked the Commission to accept the verbal report presented by Mr. Behrmann and make any changes to the \$10 per player fee if deemed necessary. However no motion was necessary unless any changes were to be made.

Moore was curious how the \$10 fee was being used and Selby responded that he will report on that later in the meeting.

No motion to change fees were presented at this time.

Commission thanked Behrmann for his time and the information provided.

Subject: Status of Maintenance Projects from the \$10 per Player Fee – Selby

RECOMMENDATION: Accept report, discuss and take action as deemed appropriate

Selby reported on his Agenda Report. Currently the City has collected \$26,720 in \$10 youth player fees. ½ of the amount \$13,360 is earmarked for the Walker Turf replacement and the other ½ to field maintenance. Of that amount Selby presented a spreadsheet of extra maintenance tasks above regular maintenance that have been able to be done because of that extra revenue. These tasks would not have been accomplished within the current routine maintenance budget.

Selby gave some other examples of things that are above routine maintenance that he is hoping to do with those funds. Also this money can be used for those items that arise outside the routine maintenance budget. This has allowed to enhance safety and aesthetics.

Walker Park replacement portion is being held to go towards the replacement of the turf in the future when needed.

Discussed the future phases of Walker Park. Behrmann also noted that the Department has applied twice for Prop 84 and was not awarded the funds.

Subject: \$10 per Player Fee Recommendation of August 3, 2011 – Solis

RECOMMENDATION: Discuss and take action as deemed appropriate

Solis added this item in case you wanted to take any action on the current fee. Moore asked about the process to become part of the program. It was explained by Solis.

Moore wanted to know how does a normal citizen who has questions about this fee or any other information get the answer from a Commissioner or staff. Solis responded that we will answer the questions that we can and point them to the appropriate person that can answer or assist them.

Solis offered to provide the Commission with the Current bylaws that outlines what their duties are as a Commissioner and what is expected from them as a Commissioner.

No action recommended

Subject: Galt Gator Fee Adjustment – Lopez

RECOMMENDATION: Accept report

Lopez reported on the Agenda report prepared for the Commissioners and asked for their input and for the commission to recommend in the stated staff recommendation in the report to the City Council.

Lopez provided a history of the Gators Swim Team and the Galt Gators Parent Board. The Board in the past would contribute to the program financially with the purchase of scoreboards, shade

structures and extras toward the program not required by the swim league or budgeted for by the department.

They did the majority of this through fundraising. As fundraising became more difficult the board decided to implement a mandatory Gator Board fee separate from the department registration fee. The board found it difficult to collect from all participants.

Last year the department went to City Council to get an appropriation to cover the fees required for the program which includes standard ribbons and hospitality for the volunteers at the meets. Any special awards above what the program requires i.e. High points, Gator of the Year etc. would still be the responsibility of the parent board.

Lopez continued to present the information in the Report including the financial impact to the City. The increase will cover most of the costs of the program. The fee increase is \$30. This fee covers the \$25 per swimmer to pay for the required expenses for the program (i.e. hospitality and ribbons) and the \$5 per swimmer is an increase being charged by Northern California Swim League. So the fee will be \$110 instead of the current fee of \$85 to cover these costs.

Solis reiterated what Behrmann reported earlier that the City is currently doing a fee study which includes this fee adjustment along with the other fees that the Department is looking at. Because the Gators registration is beginning prior to the review and acceptance of the fee study, this fee is being brought forward individually now for the recommended adjustment.

Smith asked if this Board was a non-profit and Lopez responded that they are part of the City but the Parent Board is trying to become a non-profit. They made the Gator Board aware of this potential increase to the registration fees.

Steele wants to make sure these fees are not going to the Parent Board. His concern was that the City is subsidizing the inability of the Parent Board fundraisers. Solis responded that the Parent Board wanted to give out more to the program than what a typical recreation program is required to provide. He stated that the fee we are collecting is what is required for the program and no extras from the City. If the Parent Board wishes to continue with the extras then they will have to pay for them.

Buchanan asked about scholarships. Lopez explained the current scholarship policy in place for our department.

Moore asked about number of participants and ages of swimmers.

After some discussion the Commission decided to accept staffs' recommendation

ACTION: Moore moved to adopt the resolution to 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 Buchanan provided a second. Vote unanimous 3- 0

STAFF COMMENTS

No additional comments from Staff

COMMISSIONERS REPORTS/COMMENTS

- a. Chairperson Buchanan – none
- b. Vice- Chairperson Reuthinger – absent
- c. Commissioner Moore – apologized for his inability to attend the scheduled meeting for him to report to the City Council on the Parks and Recreation Department and would like to reschedule to provide his report to Council. Solis said he had provided a report but if Moore wished to report to City Council his suggestion was March 4 which Moore confirmed.
He also extended his appreciation to the City Manager for the information he provided.
- d. Commissioner Smith – asked about the ADA compliance on the restroom
- e. Commissioner Steele – thanked the City Manager for his attendance and information.
He noted that he would like to see what the future holds with the anticipated sales tax revenue increases and the water saving issue

FUTURE AGENDA ITEMS

- 1. Solis will be bringing forward budget information and looking to the Commissioners for anything else to add to this budget which is a two year budget. Also a clarification of the \$10 per player fee and what was intended versus what has been approved and applied. (Galt Kids)
- 2. Moore would like staff to look into grants for water conservation or private industry giving incentives for water safety.

ADJOURNMENT

Being no further business before the Parks and Recreation Commission, the meeting was adjourned at 8:34 p.m.

Respectfully submitted,

Deborah Porteous-Toste, Administrative Assistant

CITY OF GALT

MINUTES

**GALT PARKS AND RECREATION COMMISSION
MEETING**

**Council Chambers, 380 Civic Drive, Galt, California
Wednesday, May 9, 2014**

The meeting was called to order at 7:08 p.m. by Commissioner Reuthinger. Roll call was taken. All Commissioners were present with the exception of Commissioners Buchanan and Smith.

Staff members present: Parks and Recreation Director, Armando Solis, Street Superintendent, Adin Selby, and Administrative Assistant Deborah Porteous-Toste.

CHANGES TO THE ORDER OF THE AGENDA – Solis asked that Item #7 be moved to Item #10

ACCEPTANCE OF MINUTES - Minutes not available at the time of the meeting

OLD BUSINESS

- a. **Subject:** Housing Related Parks Grant Program UPDATE – Solis

Solis reported that due to the proximity of the Park the income level qualification lowered the grant money. It will be closer to \$120,000

NEW BUSINESS

- a. **Subject:** Harvey Park Community Garden - Payne
RECOMMENDATION: Accept presentation, discuss and take action as deemed appropriate.

Council Member Payne brought forth a proposal that she will be bringing before the City Council which would be to put in a Community Park at the Harvey Park site that is not developed yet on a temporary basis.

Currently in the Park Master Plan that area is designated for a Tot lot. Presently there is no plans to do that in the near future. Council Member Payne wanted to see how the Commission felt about this idea.

After discussion the Commission liked the idea of the Community Garden as proposed on a temporary basis.

Speaker Jeannine St. Claire spoke about the renovation at the corner of C Street and 3rd. The Beautification Committee along with volunteers (providing supplies and labor) are going renovate that corner to include two benches, walking area, plants etc. Although she presented a diagram of the renovation a copy was not provided to the Commission for the record.

She went on to explain that they were having their work days on May 3 & 10 to do the renovation and part of 3rd street would be coned off for the workers and invited any and all to come out and help.

GALT PARKS AND RECREATION COMMISSION MEETING OF April 9, 2014

PAGE 2

b. **Subject:** Technical Water Source – Selby

RECOMMENDATION: Accept verbal report, discuss and take action as deemed appropriate.

Selby reported that has not found any grants or programs

c. **Subject:** Budget Review Date

RECOMMENDATION: Set a date for special Parks and Recreation Commission meeting to discuss the 2015 & 2016 budget.

Solis asked the Commission what dates in May or 1st week in June would work to like to set a special meeting for the Commission to review the budget prior to going to City Council for adoption.

Steele noted many graduations in June and suggested mid to the end of May in lieu of a June meeting.

Action: Moore moved to look at May 27, 28 or 29th to hold the Special Meeting in lieu of the June 11 regularly scheduled meeting and to decide which date at the May 14, 2014 meeting. Steele seconded. Motion passed unanimously.

STAFF COMMENTS - None

COMMISSIONERS REPORTS/COMMENTS

a. Chairperson Buchanan - absent

b. Vice- Chairperson Reuthinger – Congratulations to Armando on his promotion to the Parks and Recreation Director. She was at the Youth Baseball Opening Day and was pleased with it.

c. Commissioner Moore – Congratulations to Armando also and apologized for his tardiness

d. Commissioner Smith – Absent

e. Commissioner Steele – Congratulations to Armando

FUTURE AGENDA ITEMS

ADJOURNMENT

Being no further business before the Parks and Recreation Commission, the meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Deborah Porteous-Toste, Administrative Assistant