

**CITY OF GALT
GALT PARKS AND RECREATION COMMISSION
SPECIAL MEETING**

**Council Chambers, 380 Civic Drive, Galt, California
Thursday, May 29, 2014**

The meeting was called to order at 5:05 p.m. by Commissioner Reuthinger. Roll call was taken. All Commissioners were present with the exception of Commissioners Buchanan, Moore and Smith.

NOTE: Informational meeting due to lack of quorum – Upon Commissioner Moore's arrived at 5:22 p.m. The meeting was officially called to order.

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

CHANGES TO THE ORDER OF THE AGENDA – None

ACCEPTANCE OF MINUTES - none

OLD BUSINESS - none

NEW BUSINESS

- a. **Subject:** Parks and Recreation 2014/2015 & 2015/2016 Proposed Budget
RECOMMENDATION: Discuss and accept proposed budget.

Solis reported that he just got the budget and apologized for not having it to the Commissioners prior to the meeting. He attempted to send it out by e-mail but due to the size of the file it was undeliverable.

Solis passed out two binders. One with the full budget and the other with just the Department budget.

Solis summarized the organization chart as it applies to the Council, Commission, City Manager and Department Heads.

Solis reviewed the 06 Budget revenues and highlighted the large discrepancies/changes to the budget both Increases and decreases. He also explained what some of the line item names referred to (i.e. Turf Replacement fee). Additionally Solis explained that some of the line items have been moved from one account to another account which also explains the differences in account estimates.

Bill Forrest reported on the L & L District Budgets. He went into detail about the Lighting and Landscape Districts. Northeast and Westside assessment districts were created in 1990 prior to Assembly Bill 218 and those assessments are fixed and explain there was no provision for any increases to those fees except by a vote. L & L District# 3 was created in 2006 and this one factored in increases equivalent to the CPI or a minimum 1.5% increase annually. Forrest went to specifics of each L & L District with regards to the number of homes in each district and the location of each and the future developments which will be in District #3.

Forrest discussed the transfers out for each District which amounts to what is taken out for costs associated outside the L & L Districts (i.e. his time, Adin's time etc.).

Revenues out way the Expenditures in L & L districts 1 & 2 and because the assessments are again fixed and every year we go further into debt. District #3 is a small district so although there is a built in provision for an increase it is nominal.

Commissioner Steele noted that District #3 is the fastest growing currently. Forrest reminded the Commission that some of these subdivisions have been sitting vacant for a period of time, the City has have already been receiving the revenues for those lots. We will see only an increase in this District when "NEW" subdivisions go in.

Forrest provided suggestions to reduce expenditures i.e. reduce the services provided. There are other suggestions that are being looked at to get the needed revenues to cover the expenditures to provide the services.

Forrest continued reviewing all of the L & L Districts in detail.

Commissioner Steele asked about reducing grass or higher maintenance landscaping. Forrest explained that the City is going towards that in the new landscapes. The Carillion median replanting was an effort towards that maintenance reduction.

Forrest began to discuss the Expenditures related to each District. Personnel is the Parks staff. Maintenance and Operations covers supplies, heat, light and power, and professional services. The support for each followed in more detail in the subsequent pages. Selby explained that the Heat, Light and Power is the main expenditure of the costs and the annual increases are out of their control. He gave an example of PGE's increase is anticipated to be 9%. Commissioner Steele asked about the use of more cost efficient bulbs etc. Forrest expounded on the usage of LED lights pros and cons with the existing street lights etc. The newer subdivision will have new street lights (post arms) which can utilize the LED lights and will light the travel way versus homeowners' property.

Solis then went into the 06 Fund and again noted the major discrepancies/changes he wanted to address. He highlighted these line items and went through each one and explained each.

Selby explained the Parks portion of the 06 Budget under Public Works. He discussed the decreased payroll due to the new landscape contract which was piggybacked with CSD and by doing so ultimately saved the Department money. No layoffs occurred just staff was redirected to other tasks. He continued through the remaining line items.

Capital Equipment year one 2014 – 2015 field groomer for the Sports Complex.

Solis pointed out that this is not an approved document, so any input from the Commission will be brought forward.

Solis then went onto the Recreation part of the 06 fund which is Recreation and listed many of the programs that fall into this area. Salaries are going up due to the minimum wage increasing on July 1, 2014. This increase is only covers the minimum paid employees under the new rate and not any adjustments to any other salaries.

Solis again went over the items that had stand out discrepancies/differences and explained each. The Capital item in next year budget is 3 new scoreboards but the expenditure accounted for will be covered by sponsorships.

Moore asked about the Community Promotions line item and Solis explained that it covered the Fireworks, IDC and Lighting of the Night.

Steele asked why concessions went down and Solis responded it was due to the reduction of the tournaments

The next category is the pool. This is a combined effort by Adin (maintenance) and Solis/Lopez (staffing). Reuthinger asked about why the professional service decrease from this year to next year. Selby responded that it was due to some repairs that were needed this year. Steele asked about the telephone bill. Solis explained that there was no rhyme or reason for the budgeted amount in the past, so the Department was instructed to average out the cost. Adin added that because of the previously budgeted amounts we could possibly have been a cost savings in past years.

Reuthinger asked what the uniform allowance is for and Solis responded it is for Lifeguards shirts and hats.

The Market budget reflects the reduction in payroll due to the change in Solis's position from Special Projects Administrator to the Parks and Recreation Director.

The Market budget is status quo. One increase is due to advertisement and the new logo and branding.

Steele noted that he saw the largest expense as Solid Waste. Solis added that in reality the part time salaries are going to be the largest impact/expense due to the minimum wage implementation as the majority of the Market staff is part time employees which are currently making under \$9.00 per hour.

Library budget had some unexpected costs this year. Status quo budget for the next two years. There are some projects in the Capital improvements in the next years due to the required level of service required by the Library Authority. The Library authority will reimburse the City for these Capital improvements.

Finally the last line item is ASES program. This revenue and expenditures are place holders in effect as all expenses incurred by the City staffing we provide for this after school program is 100% reimbursable from a Grant from the School District receives.

Due to some of the typo mistakes and the changes to line item account changes to be made, Moore was concerned about approving the budget as presented. Steele wanted to make sure that the absent Commissioners could weigh in on this subject. Both have been provided the information. Solis reminded if the Commission has any additional questions they can follow up with him.

Moore asked how we would go about making changes to the budget for programs etc., not included in this budget. Solis responded that a request can be made, come to the Commission then to the City Council.

Discussion and questions continued about Dry Creek and Deadman Gulch. Adin provided the information.

Reuthinger asked about all of the new trees in the parks. Adin said they were donated by the Sacramento Tree Foundation and they replaced the infested and dead trees.

Solis asked if the Commission would like to make a motion to accept the staff recommendation as presented or just to accept the budget provided.

Action: Steele made a motion to accept the report presented by staff but due to the time constraint and inability to thoroughly review budget document was unable to provide a motion approve the budget at this time. Moore second the motion. The vote was taken and the motion passed 3 – 0.

STAFF COMMENTS – Solis provided Commissioners with the Department's softball playoff schedule.

He also advised the Commission that the City has been going through a thorough fee study for the entire City and would be bringing that back to the Commission prior to going to the City Council once it is completed.

General discussion on rates and study were discussed by Commission and staff.

COMMISSIONERS REPORTS/COMMENTS

- a. Chairperson Buchanan - absent
- b. Vice- Chairperson Reuthinger – none
- c. Commissioner Moore – none
- d. Commissioner Smith – absent
- e. Commissioner Steele – none

FUTURE AGENDA ITEMS – Solis would like to bring the Department Fee Study to the Commission before going to Council but the study is still in progress.

ADJOURNMENT

Being no further business before the Parks and Recreation Commission, the meeting was adjourned at 6:52 p.m.

Respectfully submitted,

Deborah Porteous-Toste, Administrative Assistant