



PARKS & RECREATION ADVISORY COMMITTEE MEETING

Tuesday, March 5, 2019 at 5:30 p.m.
Los Osos Community Services District Office
2122 9th Street, Suite 106, Los Osos, CA

COMMITTEE MEMBERS

Matthew Fourcroy, Chairperson
Christine Womack, Vice Chairperson
Alissa Feldman, Member
William Fitzgerald, Member
Jennifer Foronjy, Member
Andrea Lueker, Member
Shaunna Sullivan, Member

STAFF

Renee Osborne, General Manager
Marti Brand, Administrative Clerk

AGENDA

- 1. Opening at 5:30 p.m. – Call To Order; Flag Salute; and Roll Call**
- 2. Welcome 2019 Committee Chairpersons and Members**
(No Action Required)
Presented By: Chairperson Fourcroy
- 3. Approve Parks and Recreation Committee Meeting Minutes of December 4, 2018**
(Recommend approval)
Presented By: Administrative Clerk Brand
- 4. Review of Fund 900 Draft Mid-Year Budget Adjustments for Fiscal Year 2018/2019**
(Review and provide Board Recommendations, if any)
Presented By: General Manager Osborne
- 5. Discuss and Compile 2019 Work Plan for the Parks & Recreation Advisory Committee**
(Review, discuss and provide recommendations to the Board)
Presented By: Chairperson Fourcroy
- 6. Public Comments on Items NOT on this Agenda:** At this time, the public may comment on items not on this agenda. Each commenter is limited to 3 minutes and shall address the Chairperson.
- 7. Schedule Next Parks and Recreation Committee Meeting – Tuesday, April 2, 2019 at 5:30pm unless otherwise noted.**
- 8. Closing Comments by Parks and Recreation Committee Members**
- 9. Adjournment**

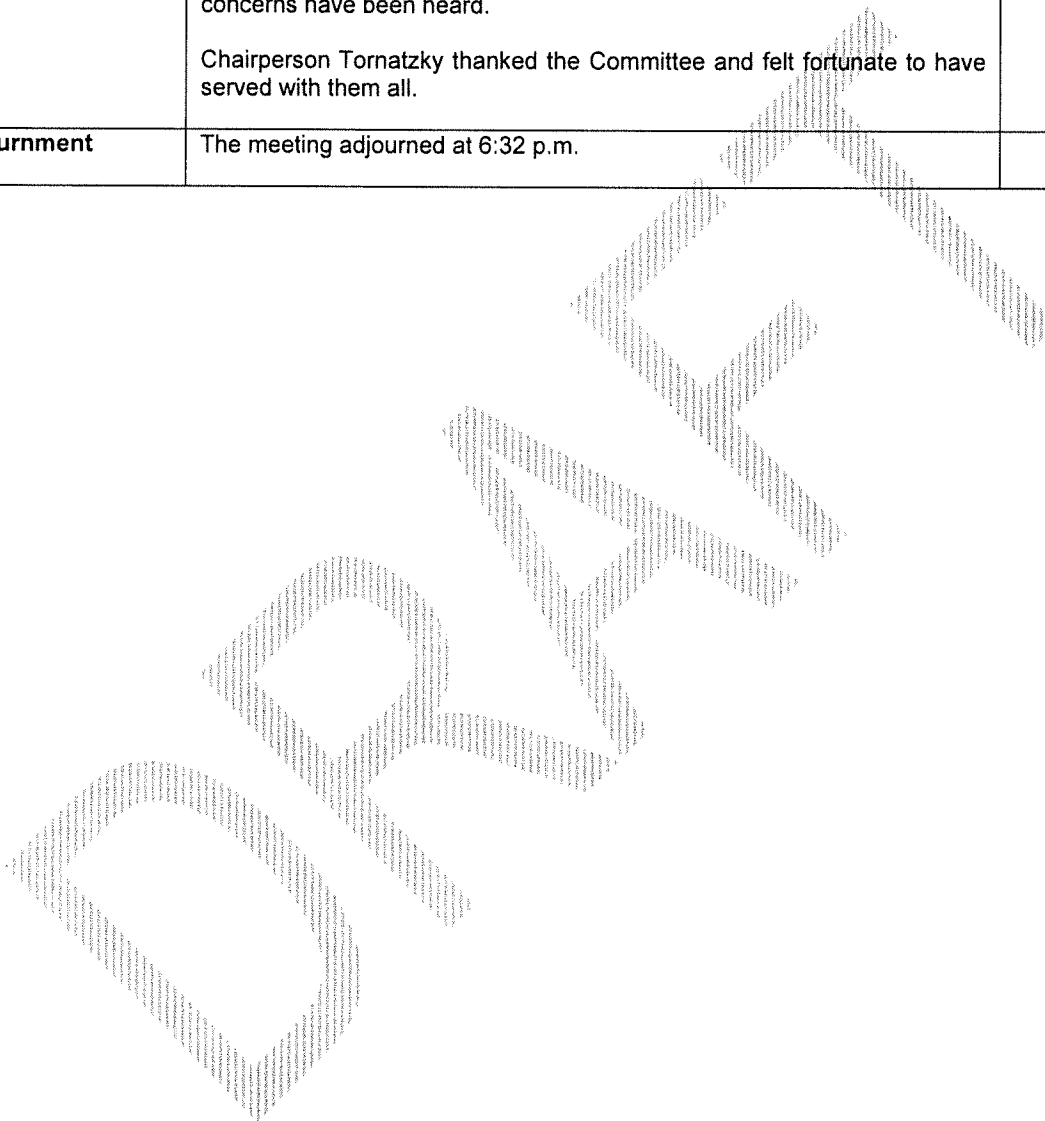
ITEM 3

**APPROVE PARKS AND RECREATION
COMMITTEE MEETING MINUTES OF
DECEMBER 4, 2018**

Los Osos Community Services District
DRAFT Minutes of the Parks & Recreation Advisory Committee Meeting
December 4, 2018 at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute, and Roll Call	<p>Chairperson Tornatzky called the meeting to order at 5:31 p.m. and led the flag salute.</p> <p><u>Roll Call:</u> Alissa Feldman, Committee Member – Absent William Fitzgerald, Committee Member - Present Jennifer Foronjy, Committee Member – Present Andrea Lueker, Committee Member – Present Shaunna Sullivan, Committee Member – Present Lou Tornatzky, Chairperson – Present</p> <p><u>Staff:</u> Renee Osborne, General Manager Marti Brand, Administrative Clerk</p>	
2. Approve Parks and Recreation Committee Meeting Minutes of November 6, 2018	<p>Administrative Clerk Brand presented the draft minutes to the Committee for approval.</p> <p>Public Comment - None</p> <p>Committee Member Lueker moved to approve the meeting minutes of November 6, 2018 as amended. The motion was seconded by Committee Member Fitzgerald and carried by unanimous consent.</p>	Action: File the approved minutes as amended.
3. Review of Committee Letter to Board of Directors Regarding Committee's Fundraising to Reimburse Parks and Recreation Funds Used for the Rubber Chip Removal Project	<p>General Manager Osborne provided a brief summary of the report as submitted with the agenda packet.</p> <p>The Committee discussed edits to the language of the letter that would be given to the Board of Directors at their January 7, 2019 meeting.</p> <p>General Manager Osborne responded that she would make the Committee's edits to the letter and prepare for the Committee's signature.</p> <p>Public Comment – Steve Best commented that the Rubber Chip Removal Project was a capital improvement that benefited the County.</p>	Action: No Action.
4. Review Fund 900 Draft Mid-Year Budget Adjustments for Fiscal Year 2018/2019	<p>General Manager Osborne provided a summary of the report as submitted with the agenda packet. She reported that the Rubber Chip Removal Project was not in the fiscal year budget of 2018/2019 with costs totaling \$12,134.41; that the fiscal year budget 2018/2019 did not include the Dog Park with estimated costs of \$6,000 for the California Environmental Quality Act (CEQA) impact report and legal expenses estimated at \$1,300; and, that District Engineer Miller would donate his time to the Dog Park for engineering and preparing the Request for Proposal (RFP). She reported that the total budget had increased from \$5,935.44 to \$24,798.27.</p> <p>Public Comment – Steve Best opposed the spending of Fund 900 for this project but supported seeking grants and fundraisers.</p> <p>Committee Member Lueker moved that the Committee recommend that the Board approve the Mid-Year Budget Adjustments of \$24,798.27. The motion was seconded by Committee Member Foronjy and carried by unanimous consent.</p>	Action: The Committee recommended that the Board approve the Mid-Year Budget Adjustments of \$24,798.27.
5. Public Comments on Items NOT on this Agenda	<p>Public Comment – Steve Best disagreed with the current County planning for the District. He opposes the time limit for Public Comment as he was the only member of the public in attendance.</p>	
6. Schedule Parks and Recreation Committee Meeting	<p>The next Parks and Recreation Advisory Committee meeting was scheduled February 5, 2019.</p>	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. Closing Comments by Parks & Recreation Committee Members	<p>The Committee and staff recognized Chairperson Tornatzky's leadership and he years of service as a District Director. The Committee hoped that he would consider becoming a member of the Parks & Recreation Advisory Committee.</p> <p>Committee Member Sullivan commented that the Rubber Chip Removal Project was significant to Mr. Best and its completion should validate his concerns have been heard.</p> <p>Chairperson Tornatzky thanked the Committee and felt fortunate to have served with them all.</p>	
8. Adjournment	The meeting adjourned at 6:32 p.m.	



ITEM 4

**REVIEW OF FUND 900
MID-YEAR BUDGET ADJUSTMENTS
FOR FISCAL YEAR 2018/2109**



February 27, 2019

TO: Parks and Recreation Advisory Committee

FROM: Renee Osborne, General Manager

SUBJECT: **Item 4 – 3/5/2019 Parks and Recreation Advisory Committee**
Review of Fund 900 Draft Mid-Year Budget Adjustments for Fiscal Year 2018/2019

President
Marshall E. Ochylski

Vice President
Charles L. Cesena

Directors
Matthew D. Fourcroy
Vicki L. Milledge
Christine M. Womack

General Manager
Renee Osborne

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
George Huang

DISCUSSION

Attached is the Fiscal Year 2018-2019 Draft Mid-Year Budget with a short summary of adjustments to each fund.

The Parks and Recreation fund expenses are covered by the Parks and Recreation Reserve with a small amount of interest income. Since the actual costs of the Rubber Chip Removal Project was not known, the project was not budgeted in the 2018-2019 fiscal budget. Total costs of the project were \$14,571.58. We received community donations totaling \$2,437.17 towards the project which decreases projects costs to \$12,134.41.

Dog Park Update

I have spoken to the County regarding the Habitat Conservation Plan (HCP). There were delays in getting the final report to Fish and Wildlife. By the time this report is completed, submitted, received and added to the Federal Registry, it will be another year before we can start work on the Dog Park.

SUMMARY

Staff recommends that we pull the \$6,000 for the California Environmental Quality Act (CEQA) Study and the extra \$1,500 from Legal from the original Mid-Year Adjustments that were designated for the Dog Park. I have added the costs of the Rubber Chip Removal Project to Professional and Consulting Services and included a small amount under Legal to begin feasibility studies on other park projects.

The original 2018/2019 fiscal budget amount for Parks and Recreation was \$5,935.44. With the mid-year adjustments, the new budget is \$23,099.23. The \$2,437.17 in donations towards the Rubber Chip Removal Project decreases the total amount needed from the Parks and Recreation Reserve to \$19,054.28.

FISCAL IMPACT

As of the Fiscal Year 2017/2018 Audit there is approximately \$291,656 in the Parks Reserve Fund.

Attachment

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900 - PARKS & RECREATION

		Fiscal YTD 1/31/2019	Total Budget - Original	Mid Year Adjustment	Notes
<u>REVENUE</u>					
Other Revenues					
4655	Donations	2,437.17	0.00	2,437.17	
		2,437.17	0.00	2,437.17	
Total Other Revenues					
Use of Money & Property					
4510	Investment Income on funds	0.00	1,607.78	1,607.78	
		0.00	1,607.78	1,607.78	
Total Use of Money & Property					
		2,437.17	1,607.78	4,044.95	
Total Revenues					
<u>EXPENDITURES</u>					
Services & Supplies					
Legal & Professional					
7320	Professional & Consulting Services	14,140.19	1,000.00	15,000.00	Increase \$14,000
7326	Legal Services	1,155.00	1,000.00	2,000.00	Increase \$1000
	Total Legal & Professional	15,295.19	2,000.00	17,000.00	
Office/Operations					
7140	General Supplies & Minor Equipment	0.00	100.00	100.00	
	Total Office/Operations	0.00	100.00	100.00	
Other Expense					
7330	Misc Operating Expenses	442.77	0.00	500.00	Increase \$500
	Total Other Expense	442.77	0.00	500.00	
	Total Services & Supplies	15,737.96	2,100.00	17,600.00	
<u>TRANSFERS</u>					
9511	Interfund Transfer Out	0.00	5,443.22	5,499.23	Increase \$56
		0.00	5,443.22	5,499.23	
Total Transfers					
		15,737.96	7,543.22	23,099.23	
Total Expenditures					
	Net Revenues over Expenditures	(13,300.79)	(5,935.44)	(19,054.28)	

ITEM 5

**DISCUSS AND COMPILE 2019 WORK PLAN
FOR THE PARKS AND RECREATION
ADVISORY COMMITTEE**



PARKS AND RECREATION ADVISORY COMMITTEE 2018 WORK PLAN

Recommendations for Parks and Recreation Committee in 2018:

President

Vicki L. Milledge

Vice President

Marshall E. Ochylski

Directors

Charles L. Cesena

Louis G. Tornatzky

Vacant

General Manager

Renee Osborne

District Accountant

Robert Stilts, CPA

Unit Chief

Scott M. Jalbert

Battalion Chief

Greg Alex

1. Produce a Request for Proposals (RFP) for an "Adopt-A- Park" organization to provide maintenance for the future site of the Dog Park
2. Recommend parameters and terms of an agreement for an RFP for an "Adopt-a-Park" organization
3. Recommendation regarding rubber chip material currently used at the Los Osos Community Park
4. Recommendations regarding potential fundraising ideas to reimburse the Parks and Recreation Reserve Fund for the Rubber Chip Removal Project expenditures

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