

## ***Lompoc City Council Agenda Item***



**Date:** January 5, 2010

**TO:** Laurel M. Barcelona, City Administrator

**FROM:** Dan McCaffrey, Director of Parks, Recreation & Urban Forestry  
d\_mccaffrey@ci.lompoc.ca.us

**SUBJECT:** City of Lompoc Park and Pool Maintenance Assessment District Statement for the Period of July 1, 2008 through June 30, 2009

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### **RECOMMENDATION:**

It is recommended that the Council review and approve the City of Lompoc Park and Pool Maintenance Assessment District Statement of Revenues, Expenditures, and Changes in Fund Balances for the Period of July 1, 2008 through June 30, 2009.

### **BACKGROUND/DISCUSSION:**

In the spring of 2002, the City developed a proposed assessment for funding a portion of the cost of a new community swimming pool, park improvements and other park and recreation maintenance services. City property owners supported, by assessment ballot of August 2002, the "Park Maintenance and City Pool Assessment District No. 2002-01," and Council approved and levied the assessments.

In May of 2003, Council adopted Resolution No. 5092(03) establishing the Park Maintenance and City Pool Assessment District 2002-01 Oversight Committee to monitor the expenditures of funds of the subject Assessment District and report to the City Council on an annual basis any findings and/or recommendations.

The City Council annually directs the consulting assessment engineer to prepare an Engineer's Report for the fiscal year. The Engineer's Report includes the proposed assessment budget and updated assessment for each parcel in the City. At the conclusion of each fiscal year, the City's Finance Department compiles the Park and Pool Maintenance Assessment District statement of revenues, expenditures, and changes in fund balances, which is then reviewed by the Oversight Committee to ensure that all funds of the Park Maintenance and City Pool Assessment District were spent as intended. The Oversight Committee met on October 27, 2009, to review the Assessment District Statement for the period of July 1, 2008 through June 30, 2009. The minutes of the meeting, attached for Council's review (Attachment A), reflect the activity and action of that meeting. On December 9, 2009, the Committee met to make recommendation to approve the annual Park Maintenance and Pool Assessment Budget and Expenditures for the period of July 1, 2008 through June 30, 2009 as presented and clarified at the meeting of October 27, 2009.

**SUMMARY:**

It is recommended that the Council review and approve the City of Lompoc Park and Pool Maintenance Assessment District Statement of Revenues, Expenditures, and Changes in Fund Balances for the period of July 1, 2008 through June 30, 2009 to ensure that all funds of the Assessment District were spent as intended.


Respectfully submitted,



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Dan McCaffrey, Director  
Parks, Recreation & Urban Forestry Department

**APPROVED FOR SUBMITTAL TO CITY COUNCIL:**



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Laurel M. Barcelona, City Administrator

**Attachments:**

- Attachment A: Oversight Committee Minutes of October 27, 2009
- Attachment A-1: Park and Pool Maintenance Assessment District Budget Statement
- Attachment A-2: Park and Pool Maintenance Assessment District Calendar  
for Fiscal Year 2009-2010
- Attachment B: Oversight Committee Minutes of December 9, 2009

**LOMPOC OVERSIGHT COMMITTEE FOR  
 PARK MAINTENANCE AND POOL ASSESSMENT  
 Annual Meeting  
 MINUTES  
 October 27, 2009  
 6:00 PM  
 Anderson Recreation Center – Conference Room  
 125 West Walnut Avenue**

The meeting was called to order at 6:00pm.

**ROLL CALL**

**Committee Members**

|                     |                                       |
|---------------------|---------------------------------------|
| Robert Kennedy, Sr. | <b>Present</b>                        |
| Patti Coggin        | <b>Present (Arrived at 6:06 p.m.)</b> |
| Ron Fink            | <b>Present</b>                        |
| Ken Ostini          | <b>Present</b>                        |

**Staff**

|               |                |
|---------------|----------------|
| Rene Vise     | <b>Present</b> |
| Dan McCaffrey | <b>Present</b> |

**Guests**

Councilmember Ann Ruhge  
 Councilmember Bob Lingl  
 Glen Wallace, Lompoc Record

**ORAL COMMUNICATIONS**

There were no oral communications at this meeting.

**WRITTEN COMMUNICATIONS**

Ron Fink presented the questions on October 23, 2009 to staff that he would be asking at the Park Maintenance and Pool Assessment Annual Meeting of 10/27/09:

**ITEMS OF BUSINESS**

1. **Review of Budget and Expenditures for the period of July 1, 2008 Through June 30, 2009.** Rene Vise, Financial Services Manager noted changes to the budget document that was emailed to committee members on October 21, 2009. Revised copies were distributed to committee members (Attachment A-1). Rene presented the revised Park and Pool Maintenance Assessment District

Statement of Revenues, Expenditures, and Changes in Fund Balances for the fiscal period of July 1, 2008 through June 2009. Rene Vise addressed Ron Fink's questions as follows:

**1. What are the specific sources for "other city funds" and how were they spent?**

As we go through each question, we will talk about how it was actually paid.

**2. Please provide a copy of the "Estimate of Costs for Fiscal year 08-09" from the Engineers report for comparison to the data provided.**

Rene provided estimated costs.

**3. What caused the reduction in Aquatic Center Operations from \$709,073 in 07-08 to \$648,477 in 08-09?**

The primary reason for this was an incorrect workers comp code in our insurance benefits. We were charging the aquatic center too much, so there was an actual reduction of about \$30,000. We found that out about a year and a half ago and adjusted the budget.

**4. Why were the Aquatic Center Operations nearly \$100,000 over budget in 08-09?**

Mr. Fink is referring to the \$549,856. Between John, Rene, the Assessment Engineer, and SCI, a mistake was made and it should have been a 6 instead of a 5. The adopted budget for the Aquatic Center is correct; the Engineer's report is incorrect. The budget on the first page should have been \$649,856. The incorrect number is in the past and will not affect anything in the future. The city budget currently in the books is correct.

**5. There was no budget for Aquatic Center Improvements in 08-09, however \$15,066 was spent. What were these improvements?**

There was \$5,000 spent with Ravatt, Albrecht & Associates, the consultants for the Aquatic Center dehumidification system, and that came out of 69100 which is the old aquatic construct fund. There is about \$50,000 left over in that fund that we use for this purpose, the initial design purposes for that account. We also spent about \$10,066 for the Chevron Fire & Security Alarm System and Chevron Lease proceeds. The Chevron lease was budgeted.

**6. There was no budget for Riverbend Park in 08-09, however \$256,511 was spent. What was it spent on?**

Rene corrected this amount, it should be \$134,834. There was \$122,000 spent. There was \$14,154 spent on operating costs from 18068 which is General Fund Riverbend Park Operating Cost - General Fund money. Out of Park Development Impact Fee funds, there was \$86,000 spent on Valley Slurry Seal and \$13,282 on Valley Rock Landscaping. Rene offered to give Ron a copy of the figures, but Ron indicated that at the end of the meeting he would be requesting that all of this information be entered into public record so that the Council has an accurate representation of what happened. \$13,197 was spent on fencing. \$2,000 was spent on Smith Pipe & Supply. These expenditures were spent from Impact Fee Money. \$6,000 was for water use. \$122,000 was actually spent. \$94,000

was a carry-over from the budget of the prior year. Fiscal Year 2008-09 was the 2nd year of the budget that the money was carried over from. Sometimes all projects are not completed, and get carried over to a future year. The list is what we would like to have done, but does not guarantee that it will get done. Mr. Fink would like to see the amounts for projects separated into prior and current year expenditures, indicating what has been carried over. Also, where the money is coming from, what it was spent on, when it was budgeted, and what fiscal year it came out of.

**7. There was no budget for Barton Park in 08-09, however \$32,899 was spent. What was it spent on?**

Barton Park is the Dog Park. On October 7, 2008, there was a City Council approval for a budget of \$30,000 based upon a staff report prepared by Dan McCaffrey. Mr. Fink would like an asterisk added to indicate resolution or budget number to explain the money, and identify that this was an add-on after the Engineer's report was released.

**8. There was no budget for Ryon Park in 08-09, however \$79,363 was spent. What was it spent on?**

It was spent on the lighting. That was for both Thompson and Ryon Parks. In addition, there was \$92,500 spent on playground equipment and that was per Council action on December 16, 2008 and March 17, 2009. That was split between Ryon, Thompson and JM Parks. That brought it up to \$124,772. There was also, for both Ryon and Thompson Park, \$29,000 for dugouts and baseline fences - \$14,500 for each site, per Council approval on March 17, 2009. That came from Park Impact Funds.

**9. There was no budget for Anderson Recreation Center in 08-09, however \$60,958 was spent. What was it spent on?**

The money was for the energy efficiency project from Chevron to install fire and security alarms. There was a carry-over from the prior year of \$199,000 to pay for that.

**10. There was no budget for Thompson Park in 08-09, however \$79,363 was spent. What was it spent on?**

This information is the same as Ryon Park (see item #8)

**11. \$7,608 was budgeted for draperies at the Civic Auditorium; \$76,208 was spent. What was it spent on?**

\$59,537 was for the energy efficiency program through Chevron to pay for fire and security alarms. There were also drapes installed for the amount of \$16,671. The Chevron money had to be used for energy-saving projects. A budget adjustment was done for the drapes in August of 2008 by Cindy McCall, Dan McCaffrey and Gary Keefe. \$7,608 was an additional cost that we added on because we did not interpret that we would have enough. We had the Chevron money and needed to add the \$7,608 to make up the difference.

**12. \$120,000 was budgeted for the PAL youth center, why were there no expenditures?**

The PAL youth center budget was from RDA and CDBG. Rene spoke with Dina, and she said that she understands that the PAL people do not have a facility set up yet. She wants to make sure that there is other financing in there to pay for a center before she gives them the money. She gets dinged from HUD if she gives them the money and the project just sits there. She has criteria that she has to meet. The lack of a facility is why there have been no expenditures. PAL does rent facilities from time to time as needed. They do not currently have a fixed facility, but they are lobbying for one so they can get back to their events. The \$120,000 was set aside for them, but is not there anymore. The money may have gone to a different project, it re-circulates.

**13. No money was budgeted for a Park Ranger but \$67,913 was spent. Should this be a budgeted item?**

\$65,252 was budgeted in account 40300, and we went over by a couple of thousand dollars. The account is Park Lighting, Safety, etc., which is an umbrella term. Mr. Fink would like to change the heading of the 40300 account because the lighting causes confusion.

**14. No money was budgeted for an Administration but \$15,288 was spent. Should this be a budgeted item?**

Administration is budgeted every year. That's below incidental costs, county collection fees and levy administration, that's for \$21,271.

**15. I see no expenditures for Community/Senior center in either 07-08 or 08-09/ was money spent for design or consultant work? If so, how much?**

\$766,133 was spent on the community center. \$246,412 spent from CDBG who purchased the building, land and parking lot. \$370,000 came from the project construction fund. The second handout by Rene was corrected compared to the first sheet that was sent by email.

Ron requested that his questions and related answers be added to the minutes.

Ron also requested that any carry-overs from the prior year, Council actions, and other related budget activity be identified in a separate column of future budget review documents. Councilmember Bob Lingl requested consideration that budget numbers and figures be presented in layman terms, footnoting details to include identifying what funds monies came from, etc. Staff acknowledged all requests for future reviews. There was no further discussion.

2. **Review of District Timeline for 2009-10.** Dan McCaffrey, Director of Parks, Recreation and Urban Forestry reviewed the Assessment District timeline for Fiscal year 2009-10 (Attachment A-2). There was no further discussion.

## **COMMITTEE MEMBER & STAFF REQUESTS**

Ron Fink requested that the committee have an opportunity to review the minutes before they are presented to Council. Fellow committee members concurred with the request. Ron again requested that his questions and related answers be added to the minutes. Ron also requested that any carry-overs from the prior year, Council actions, and other related budget activity be identified in a separate column of future budget review documents. Staff acknowledged all requests for future reviews. There was no further discussion.

Dan McCaffrey stated that he will make the minutes available in draft form via email if that is acceptable, which the committee agreed upon.

## **ADJOURNMENT**

Committee Member Patti Coggin made a motion with a second by Committee Member Ron Fink to adjourn the October 27, 2009 meeting of the Lompoc Park Maintenance and Pool Assessment Committee at 6:45pm.

| Park Maintenance & City Pool Assessment Dist. No. 2002-1 |                |                |                  |                  |                  |                  |                  |                   |
|--|----------------|----------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Summary of Budgets, Expenditures & Funding               |                |                |                  |                  |                  |                  |                  |                   |
| Fiscal Years 02-03 through 08-09                         |                |                |                  |                  |                  |                  |                  |                   |
| EXPENDITURES   | 02-03          | 03-04          | 04-05            | 05-06            | 06-07            | 07-08            | 08-09            | TOTAL             |
| AQUATIC CENTER CONST                                     | -              | 522,588        | 5,292,470        | 6,235,973        | 761,309          | -                | -                | 12,812,340        |
| AQUATIC CTR BOND DEBT SVC                                | -              | -              | 118,182          | 431,131          | 607,422          | 612,294          | 616,381          | 2,385,411         |
| AQUATIC CTR OPERATIONS                                   | -              | -              | -                | 31,870           | 568,303          | 709,073          | 648,477          | 1,957,723         |
| AQUATIC CTR IMPROVEMENTS                                 | -              | -              | -                | -                | -                | 33,639           | 15,066           | 48,705            |
| RIVERBEND PARK   | 32,316         | 74,040         | 11,653           | 6,054            | 44,225           | 306,371          | 134,844          | 609,504           |
| SENIOR/COMMUNITY CENTER                                  | -              | -              | -                | 80,147           | -                | -                | 766,133          | 846,280           |
| JM PARK-ATHELETIC FIELD LIGHTING                         | -              | 2,036          | -                | 257,193          | -                | -                | -                | 259,229           |
| BARTON PARK IMPRV  | -              | 8,826          | 5,727            | 44,270           | 1,222            | -                | 32,899           | 92,945            |
| OLD TOWN POCKET PARK                                     | -              | -              | 27,496           | 5,057            | 15,235           | 110,151          | 11,878           | 169,817           |
| KEN ADAM PARK-PLAYGROUND EQUIP                           | -              | 20,041         | 4,163            | -                | -                | -                | -                | 24,205            |
| RIVER PARK IMPRV   | 23,983         | -              | -                | -                | 10,732           | -                | -                | 34,715            |
| RYON PARK IMPRV  | -              | 114            | 333              | -                | -                | 64,075           | 124,772          | 189,295           |
| ANDERSON REC CENTER IMPRV                                | 6,097          | -              | -                | -                | -                | 40,750           | 60,958           | 107,806           |
| THOMPSON PARK IMPRV                                      | -              | -              | -                | -                | -                | 64,075           | 124,772          | 188,847           |
| JM PARK IMPROVEMENTS                                     | -              | -              | -                | -                | -                | -                | 30,848           | 30,848            |
| CIVIC AUDITORIUM-IMPRV                                   | -              | -              | -                | -                | -                | 40,109           | 76,208           | 116,317           |
| PAL Youth Center   | -              | -              | -                | -                | -                | 6,500            | -                | 6,500             |
| PIONEER PARK-PLAYGROUND RESURFACI                        | -              | 57,890         | -                | -                | -                | -                | -                | 57,890            |
| TOTAL COST OF RANGER                                     | -              | 47,398         | 47,563           | 56,790           | 66,297           | 67,823           | 67,913           | 353,785           |
| ADMINISTRATION   | -              | 15,856         | 12,668           | 15,377           | 16,643           | 15,086           | 15,288           | 90,917            |
| <b>Totals for Installation, Maint. &amp; Servicing</b>   | <b>62,396</b>  | <b>748,791</b> | <b>5,520,255</b> | <b>7,163,863</b> | <b>2,091,389</b> | <b>2,069,946</b> | <b>2,726,438</b> | <b>21,149,211</b> |
| <b>FUNDING</b>   |                |                |                  |                  |                  |                  |                  |                   |
| ASSESSMENT FUNDS   | -              | 212,297        | 259,902          | 275,471          | 244,688          | 251,885          | 250,556          | 1,494,800         |
| ASSESSMENT BOND PROCEEDS                                 | -              | -              | 2,605,000        | -                | -                | -                | -                | 2,605,000         |
| OTHER CITY FUNDS   | 62,396         | 536,493        | 2,655,353        | 6,888,392        | 1,846,701        | 1,818,061        | 2,475,882        | 16,283,278        |
| <b>TOTAL FUNDING SOURCES</b>                             | <b>62,396</b>  | <b>748,791</b> | <b>5,520,255</b> | <b>7,163,863</b> | <b>2,091,389</b> | <b>2,069,946</b> | <b>2,726,438</b> | <b>20,383,078</b> |
| <b>ENDING ASSESSMENT DIST. FUND BALANCE</b>              | <b>212,265</b> | <b>361,307</b> | <b>3,134,861</b> | <b>261,649</b>   | <b>281,219</b>   | <b>117,827</b>   | <b>117,261</b>   | <b>-</b>          |



## ESTIMATE OF COSTS

## FIGURE 2 – ESTIMATE OF COSTS FOR FISCAL YEAR 2008-09

CITY OF LOMPOC  
Park Maintenance and City Pool Assessment District No. 2002-1  
Estimate of Cost  
Fiscal Year 2008-09

|  | <i>Total Budget</i> |
|--|---------------------|
| Beginning Fund Balance   | \$13,428            |
| Installation, Maintenance & Servicing Costs <sup>1</sup>                           |                     |
| Aquatic Center Debt Service  | \$616,828           |
| Aquatic Center Operations  | \$549,856           |
| Community Center (Senior Center)   | \$2,350,000         |
| PAL Youth Center   | \$120,000           |
| Pocket Park (Negus/Balaam) - Old Town  | \$600,718           |
| Fire & Security Alarm Systems (Civic Auditorium, Andersen Rec. Ctr., Aquatic Ctr.) | \$172,886           |
| Ball Field Lighting (Ryon & Thompson Parks)  | \$231,656           |
| Draperies (Civic Auditorium)   | \$7,608             |
| Park Lighting Safety and Enhanced Park Maintenance                                 | \$65,252            |
| Totals for Installation, Maintenance and Servicing                                 | \$4,714,804         |
| Less: City Contribution <sup>2</sup>   | (\$4,463,619)       |
| Net Cost of Installation, Maintenance and Servicing                                | \$251,185           |
| Incidental Costs   |                     |
| County Collection Fees and Levy Administration <sup>3</sup>                        | \$21,271            |
| Allowance for Uncollectible and Delinquent Assessments                             | \$5,000             |
| Subtotals - Incidentals  | \$26,271            |
| Less: Beginning Fund Balance   | (\$13,428)          |
| Total Park Maintenance and Recreation Improvement District Budget <sup>4</sup>     | \$264,028           |
| (Net Amount to be Assessed)  |                     |
| <b>Budget Allocation to Property</b>   |                     |
|  | Rate per            |
| Total Budget *   | SFE Units           |
| \$264,028  | 11,781.00           |
|  | SFE Unit**          |
|  | \$22.41             |

**CITY OF LOMPOC  
PARK MAINTENANCE AND CITY POOL ASSESSMENT DISTRICT  
NO. 2002-1  
FISCAL YEAR 2009-10 LEVY TIMELINE**

| <u>Month</u> | <u>Task to be Completed</u>  | <u>Agent Responsible</u> |
|--------------|--|--------------------------|
| February     | Place Resolution 1 on Council Agenda   | City Staff               |
| March        | Consider Resolution 1<br>(Directs the preparation of the Engineer's Report)  | City Council             |
| Mar/Apr      | Create Engineer's Report   | Consultant               |
| April        | Place Resolution 2 on Council Agenda   | City Staff               |
| April        | Complete and file Engineer's Report with City  | Consultant               |
| May          | Consider Resolution 2<br>(Approves preliminary Engineer's Report and Schedules the Public Hearing)   | City Council             |
| May          | Publish Notice of Public Hearing in the <i>Lompoc Record</i> or other local periodical<br>(Must occur at least 10 calendar days before Public Hearing) | Consultant               |
|              | Place Resolution 3 on Council Agenda   | City Staff               |
| June         | Public Hearing and consideration of Resolution 3 (approving Engineer's Report and levying annual assessments for FY 09-10)                             | City Council             |
| August       | Submission of assessments to County  | Consultant               |
| Aug/Sep      | Statement of Revenues, Expenditures, and Changes in Fund Balances Prepared   | City Staff               |
| October      | Confirmation of final levies with County   | Consultant               |
| October      | Oversight Committee Reviews Statement of Revenues, Expenditures, and Changes In Fund Balances  | City Staff               |
| November     | City Council Reviews Statement of Revenues, Expenditures, and Changes in Fund Balances   | City Staff               |

**LOMPOC OVERSIGHT COMMITTEE FOR  
PARK MAINTENANCE AND POOL ASSESSMENT  
Annual Meeting  
MINUTES  
December 9, 2009  
5:30pm  
Anderson Recreation Center – Conference Room  
125 West Walnut Avenue**

The meeting was called to order at 5:30pm.

**ROLL CALL**

**Committee Members**

|                     |                |
|---------------------|----------------|
| Robert Kennedy, Sr. | <b>Present</b> |
| Patti Coggin        | <b>Absent</b>  |
| Ron Fink            | <b>Present</b> |
| Ken Ostini          | <b>Present</b> |

**Staff**

|                 |                |
|-----------------|----------------|
| Rene Vise       | <b>Present</b> |
| Dan McCaffrey   | <b>Present</b> |
| Lori Lardizabal | <b>Present</b> |

**ORAL COMMUNICATIONS**

There were no oral communications at this meeting.

**WRITTEN COMMUNICATIONS**

There were no written communications at this meeting.

**ITEMS OF BUSINESS**

**Recommendation to approve the annual Park Maintenance and Pool Assessment Budget and Expenditures for the period of July 1, 2008 through June 30, 2009 as presented and clarified at the meeting of October 27, 2009.**

**MOTION:** Committee Member Ron Fink made a motion to approve the annual Park Maintenance and Pool Assessment Budget and Expenditures as presented on October 27, 2009, with a second by Committee Member Ken Ostini. All were in favor.

### **COMMITTEE MEMBER & STAFF REQUESTS**

Ron Fink requested that the Committee have an opportunity to review the Engineer's Report, any resolutions that reflect changes, and any actions outside of the report prior to next year's meeting.

### **ADJOURNMENT**

Committee Member Ron Fink made a motion with a second by Committee Member Ken Ostini to adjourn the December 9, 2009 meeting of the Lompoc Park Maintenance and Pool Assessment Committee at 5:33pm.