

MONTEREY COUNTY PARKS COMMISSION

Cayenne Room
1441 Schilling Place, Salinas, CA, 93901
February 1, 2018
3:00 PM - 5:00 PM

DRAFT **MINUTES**

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Joe Hertlein at 3:00 p.m. There was a quorum.

<u>Commissioners</u> <u>Present</u>	<u>Commissioners</u> <u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Joe Hertlein, Chair Joanna Devers Jordan Caballero	Brian Contreras Ruben Zurita	Shawne Ellerbee Don Searle Lori Woodle Jessica Cordeiro-Martinez John Snively Sarah Trueblood Susan Rosales-Nava	None

PUBLIC COMMENT

Beth Winters
John Foster
Jim Short

COMMISSIONER COMMENTS, REQUESTS OR REFERRALS

Commissioner Jordan Caballero Informed Chair Joe Hertlein and Commissioner Joanna Devers of the Youth North County Association fundraising for a playground at Manzanita Park.

APPROVAL OF MINUTES

1. Approve the Parks Commission Minutes of December 7, 2017.

Motion: Commissioner Joanna Devers made a motion to approve the minutes for December 7, 2017, Commissioner Jordan Caballero seconded the motion and it was approved with the following vote.

AYES: Joanna Devers, Jordan Caballero and Joe Hertlein
NOES: None
ABSENT: Brian Contreras, Ruben Zurita

SCHEDULED ITEMS

2. Elect members of the Monterey County Parks Commission to serve as:

- a. 2018 Chair; and**
- b. 2018 Vice Chair**

Chair Joe Hertlein requested the election be postponed to Parks Commission March 1st meeting as Commission Ruben Zurita was absent.

PUBLIC COMMENT

No Public Comment

3. Receive an oral report on FY 2017-18 Current Year Estimate and Three-Year Forecast for FY 2018-19, FY 2019-20, for the County Parks and Lake Operations.

RMA Deputy Director of Administrative Services, Shawne Ellerbee introduced RMA Financial Team: Financial Manager II, Jessica Cordeiro-Martinez and RMA Financial Manager I, Lori Woodle responsible for managing the finances for Parks.

RMA Deputy Director of Administrative Services, Shawne Ellerbee gave a thorough verbal update with the aid of attachments A: County Parks, General Fund Current Year Estimate; B: County Parks, General Fund Current Year Estimate and Three-Year Forecast; C: Lake Operations, Fund 452 FY Current Year Estimate, and D provided at the Parks Commission Meeting. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that in previous years Parks had 12 individual budgets for each individual park facilities, administrative, historian and special events. The new structure under RMA, all 12 individual budgets have been collapsed into one and all staff is funded under the General Fund Unit.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of Attachment A, which is the current year estimate: the first column is the actual revenue and expenditures from fiscal year 16-17 that closed June 30th; the next column is the fiscal year 17-18 adopted budget (what the Board approved in June); the actuals that RMA has experienced since July through the end of December and the difference between the budget versus our actuals for six months and what that percentage represents. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of the current year estimate and three-year forecast information provided in early January and submitted to the CAO's office which is presented in County Summary in March. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero due to structural changes, she has the accounting staff and the administrative division of Parks, the Permit Center has the staff that takes the parks reservations, and Parks Planning Manager is under the Land Use - Planning Division. Shawne Ellerbee mentioned the most significant structure change that happened was when the fiscal year began and the responsibility changed for managing Laguna Seca Park and track, the CAO manages it under Assistant CAO Dewayne Woods and not RMA.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of Attachments A and B reflecting the Parks: Manzanita, Royal Oaks, Jacks Peak, Toro, San Lorenzo and the Rifle Range.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of the lower Salary & Benefits in our current year identified by vacancies: two Utility Water Systems Specialists and a Buildings & Grounds Worker. RMA is working with the centralized Human Resource to have positions filled.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair

Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero the reason for the increased expenditures on Services and Supplies is due to the replacing of equipment that has failed, projects, improvements being made, increased utilities and dealing with the remnant of the storms in fiscal year 2017 (January and February): trail and debris removal.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero on other expenditures. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers the county has an overhead it charges out to all the county departments: it is referred to as Calcap (county wide cost allocation plan). Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of a change in the Calcap plan that what was budgeted as the Auditor's Office was not able to get the allocations out in time to prepare for RMA budgets. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that every operating unit gets a charge for a Calcap. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero the State Controller Office approved the numbers for 2017-18 and the Auditor's Office has sent the revised numbers of the charges that went up.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero the General Fund contributes 1.9 million to the Parks to help balance its budget and of the \$211,000.00 shortfall. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero the CAO Office allows each county park to manage to the bottom line of its general fund. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero she has ten general fund units and is allowed to look at the bottom line and increase appropriations in one of the units that needs help and decrease it somewhere else while not affecting that bottom line of the general fund. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero Parks did not have that flexibility. Shawnee Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero overall RMA is showing a shortfall.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero Parks did not have a system or mechanism to track time spent at a Park. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that one of the benefits of being integrated in RMA is RMA has its own internal cost accounting system called WinCams which allows RMA to track time and move costs between different functions. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that if staff is budgeted from a different unit a work order is created for each time spent at various parks with a sub work order for the job being done at the parks. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero RMA will be able to give an operative amount for each park in June 2018 which was not available in the past.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of Attachment

B – Salary & Benefit: the board approved a 3% raise for the county which will affect these figures. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of the 12-million-dollar impact to the operating budget for the whole county and the amount of PERs that has gone up.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that fee increases have not been presented to the BOS and looking to modify fees in March. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that the biggest challenge in doing the reservations has been in the past staff has not been enforcing the fee articles in the Ordinances such as cleaning deposits, a walk-in fee for special events, and fees for customers parking outside the park.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that the board approved the Management Specialist II position in December to manage the volunteer program, work on the partnerships in the community, and handle special events.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero the existing program for volunteers required breaks every few months and movement among parks every six months.

RMA Administrative Operations Manager, Sarah Trueblood informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of the volunteer live on Policy 2008 which is currently with County Counsel to add the liability portion, residency and updates.

RMA Deputy Director of Administrative Services, Shawne Ellerbee mentioned Director Carl Holm is looking at a possible 218 process and partial tax assessment that would help fund county parks.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of Attachment C – Lakes Operations, Fund 452 Current Year Estimate. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of the two new events that will generate additional revenue: The Wildflower Triathlon and Dirty Bird. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of \$711,000.00 the county ended up settling and purchasing the lake properties and took out a loan to purchase that property, it is the interest on the loan and is seen on fiscal year 2016-17. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero of a one-time augmentation of \$550,000.00 to save staff. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that temporary employees and overtime is funded out of the Lakes for 2016-17. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that the lakes fund is treated differently as a propriety fund which means depreciation gets charged in this unit. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that the Auditor Controller made a change on capitalized value of the property that is what the depreciation is based on

and the reason it is substantially less than in previous years. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that the principal payment that is being made last year was \$448,000.00 and this year it is \$513,000.00 which has a net zero impact but wanted to make a note of it. Shawne Ellerbee informed Chair Joe Hertlein and Commissioners Joanna Devers and Jordan Caballero that payments on the purchase of these properties are still being made and it is anticipated to be paid off in 2024.

PUBLIC COMMENT

No Public Comment

DEPARTMENT UPDATE

RMA Deputy Direct of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein, Commissioner Joanna Devers and Commissioner Jordan Caballero of working with the contracts and purchasing to get the RFP released in February 2018 for the management of the lakes property.

RMA Deputy Direct of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein, Commissioner Joanna Devers and Commissioner Jordan Caballero of the Fee Schedule scheduled for March 1st Parks Commission meeting.

RMA Deputy Direct of Administrative Services, Shawne Ellerbee informed Chair Joe Hertlein, Commissioner Joanna Devers and Commissioner Jordan Caballero of the new Volunteer Program and the changing of the Parks Ordinances. Shawne informed Chair Joe Hertlein, Commissioner Joanna Devers and Commissioner Jordan Caballero the reason annual passes are no longer at the parks is for safety measures since there have been several break-ins reported and are of monetary value.

PUBLIC COMMENT

VI. ADJOURNMENT

Chair Joe Hertlein adjourned the meeting at 4:30 p.m.

Prepared by: Susan Rosales-Nava, Secretary

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