

# Memo



**To:** Advisory Board of Directors

**From:** Tarry Smith, District Administrator  
Ingrid S. Penney, Administrative Services Manager

**Date:** November 15, 2018

**Subject:** Appropriations Adjustment Request for FY 2018-19

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*Background:*

Over the past couple of months, staff has met with the Facilities Committee to evaluate the contracted landscape and janitorial services as well as the condition of the playground at Carmichael Park. Also, District staff has started work on the Garfield House renovation and recommends that additional funds to be set aside as a contingency.

Landscape Services Contract

Since the Sutter Jensen Community Park landscape improvement project was completed, District staff has been maintaining the additional sod and landscape areas located in the park. This has added to the workload. At the request of the Facilities Committee, staff obtained a quote from New Image Landscape Company, under District contract, to consider alternatives to expand contracted services. The annual cost for the additional landscape services came to \$7,320 per year/\$3,660 for the remainder of this fiscal year.

Janitorial Services Contract

The Facilities Committee also met with staff to consider expanding maintenance of the Outdoor Restroom in Carmichael Park for the benefit of park users and to allow staff more time to work on park turf and irrigation issues. Currently, District maintenance staff is tasked with its care and upkeep. At the request of the Facilities Committee, staff obtained a quote from Tee Janitorial, under District contract, to consider alternatives to expand contracted services. The annual cost for the additional janitorial services (five (5) days a week/52 weeks per year) came to \$15,600/ \$7,800 for the remainder of this fiscal year.

CP Playground

At the October Advisory Board meeting, committee members and staff reported on a recent Playground Safety Audit performed by a certified playground inspector on staff. The play structures located in the center of Carmichael Park were installed in the early 1990's and do not meet current standards. A recommendation was made in the report to close access to the equipment until it can be replaced. Staff has received several quotes. Demolition of the existing structures and installation of the new, sales tax, and freight can be accomplished for \$279,874.

*Discussion:*

Today Staff met with the Budget Committee to consider these needs and the funding sources available to address them.

There are sufficient funds in the budget to expand the landscape and janitorial services within the allocations made for the original contracts. No adjustment is necessary.

In order to finance the playground replacement, it will be necessary to request an appropriation adjustment (AAR) through the Sacramento County Board of Supervisors in order to come up with the \$279,874 needed. Staff has identified funds through various accounts. The District may need to move \$50,000 from Contingency (\$500,000 allocation) temporarily, reimbursing the account once the Park Bond funds are received. The remaining final amounts from each account group are not known until SMUD announces the Shine Grant award recipients. If the District is fortunate to receive the grant, additional funds will be moved from park fees.

Regarding the Garfield House renovation project, there are sufficient available and uncommitted funds to cover the \$15,000 requested for a contingency. In order to allocate the funds, the District will need an AAR to transfer the amount from available funds.

Attached is a worksheet that details funding sources and needs.

***RECOMMENDATION:*** The Budget Committee and Staff recommend approval for the expansion of landscape and janitorial contracted services, and appropriation adjustments to fund the CP Playground Replacement Project and add a contingency to the Garfield House Renovation Project. Authorize the District Administrator to submit Appropriations Adjustment Request to the Sacramento County Board of Supervisors allocating funds once the final amounts for the source of funds for the CP Playground are determined after the SMUD Shine Grant recipients are known.

Staff will report back if additional changes are needed

## FY2018-19 APPROPRIATIONS ADJUSTMENT WORKSHEET

### FUNDING SOURCES:

#### SERVICE AND SUPPLIES (savings):

*	\$43,514	Ag Horticultural Services
*	\$27,869	Custodial Services Contract
*	\$15,000	ADA Improvements
*	\$1,500	CPS HR Consulting Contract excess
*	\$7,000	Marketing Plan
	<u>\$94,833</u>	Total

#### STRUCTURES & IMPROVEMENTS:

\$95,000 (Savings from deferring/eliminating the Portable Garage/Storage Project)

\$40,000 (May be available - Dependent on SMUD Shine Grant Award)

**\*\$135,000** Total

#### PARK BOND:

**\* \$50,000**

#### PARK FEES (Current uncommitted)

**\*\$99,940**

#### ASSESSMENT FUNDS (Current uncommitted)

**\*\$16,362**

**TOTAL FUNDING SOURCES AVAILABLE: \$396,135**

### FUNDING NEED:

\* Landscape Services Contract Expansion - increase  
Add new area - **\$7,320 – ½ year = \$3,660**

\*Janitorial Services Contract Expansion – increase  
CP Outdoor Restroom (5 days per week/ 60 x 52) = **\$15,600 ½ year = \$7,800**

\*Garfield Project Contingency - **\$15,000**

\*Playground Replacement – CP (two) – **\$279,874**

**TOTAL FUNDING NEEDS: \$306,334**

**OPTION #1**

Source:	Amt Avail:	Use:	Amt Used:	Balance:	Playground Replacement Running Tally
Services & Supplies	\$94,833				
		Landscape Contract – ½ yr	\$3,660		
		Janitorial Contract – ½ yr	\$7,800		
		Playground	<u>\$83,373</u>		\$83,373
				0.00	
Structures & Imp (grant match –not needed)	\$135,000				
		Playground	\$135,000		\$135,000
				0.00	
Park Bond*	\$50,000				
		Playground	\$50,000		\$50,000
				0.00	
Park Fees*	\$99,940				
		Playground	<u>\$11,501</u>		<u>\$11,501</u>
				\$92,313	
Assessment*	<u>\$16,362</u>				
		Garfield House	<u>\$15,000</u>		
				<u>\$1,362</u>	
<b>TOTALS</b>	<b>\$396,135</b>		<b>\$306,334</b>	<b>\$89,801</b>	<b>\$279,874</b>

**OPTION #2 - SMUD Shine Grant Awarded**

Source:	Amt Avail:	Use:	Amt Used:	Balance:	Playground Replacement Running Tally
Services & Supplies	\$94,833				
		Landscape Contract – ½ yr	\$3,660		
		Janitorial Contract – ½ yr	\$7,800		
		Playground	<u>\$83,373</u>		\$83,373
				0.00	
Structures & Imp (grant awarded)	\$95,000				
		Playground	\$95,000		\$95,000
				0.00	
Park Bond*	\$50,000				
		Playground	\$50,000		\$50,000
				0.00	
Park Fees*	\$99,940				
		Playground	<u>\$51,501</u>		<u>\$51,501</u>
				\$48,439	
Assessment*	<u>\$16,362</u>				
		Garfield House	<u>\$15,000</u>		
				<u>\$1,362</u>	
<b>TOTALS</b>	<b>\$356,135</b>		<b>\$306,334</b>	<b>\$49,801</b>	<b>\$279,874</b>

**\*ADJUSTMENT TO THESE ACCOUNTS REQUIRES APPROVAL FROM COUNTY BOARD OF SUPERVISORS (AAR)**