



www.FECRPD.com

---

**FULTON-EL CAMINO RECREATION AND PARK DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING**

**CONSENT AGENDA ITEM: 4a - MINUTES**

**Thursday, August 15, 2024  
Howe Park Board Room • 2201 Cottage Way, Sacramento, CA 95825**

**CALL TO ORDER – CLOSED SESSION – 6:30 p.m.**

**ROLL CALL**

**PUBLIC COMMUNICATIONS:** Public comments on Closed Session Items only.  
No public comments.

**CLOSED SESSION:** The Public will not participate in the Closed Session, other than for Public Comments.

**CONFERENCE WITH LEGAL COUNSEL** Exposure to Litigation - One Case  
Authority: Government Code Section 54956.9(d)(2)

**ADJOURNMENT:** Adjourn to Regular Meeting.

---

**1. CALL TO ORDER – REGULAR SESSION – 7:15 p.m.**

Chair Dias called the regular meeting to order at 7:15pm.

Secretary Seaman reported that the Board met in closed session to discuss a potential litigation, and no action was taken.

The Chair led the Pledge of Allegiance.

**2. ROLL CALL**

**Board Members:**

Jessica Dias, Chair - Present  
Laura Lavallee, Vice Chair – Present  
Michael Seaman, Secretary – Present  
Kathy Stricklin, Board Director – Present  
Teresa Higgins, Board Director – Present

**Staff Members:**

Emily Ballus – Present  
Mike Chahal – Present  
Beth Johnson – Present  
Ryan Harder – Present  
Jaden Delfer – Present  
Robin Romines – via Zoom

**Public Attendees:**

Andie, Judson, ABC 10 News  
Myra Manes, via Zoom  
Jamie Nichols, via Zoom.

**3. PUBLIC COMMENT**

No public comments were made.

**4. CONSENT ITEMS (Motion)**

The Consent Calendar items are those items that are routine and noncontroversial. They will be acted upon by the Board of Directors after providing an opportunity for public comment.

**Public Comment:**

No public comments made.

- a. Approve the Minutes of the July 2024 Regular Board Meeting
- b. Summary Financial Statement of Activity July 2024 – Provided under separate cover.
- c. Program Revenue – Provided under separate cover.
- d. Payroll Report for month of July 2024
- e. Claims Report for month of July 2024
- f. Revolving Fund Report for July 2024 – Provided under separate cover.
- g. Claims Report – Included as part of item e. above.
- h. Departmental Monthly Report – Not available this month.

Director Higgins made the motion to accept the Consent Agenda and Director Stricklin seconded the motion. The motion passes with a vote of 5-0-0-0.

**5. ACTION ITEMS (Approval Required)**

**5.1 Adopt Resolutions Approving the 2024/25 Final Budget (Resolution-Motion)**

The Board reviewed the proposed Final Budget for 2024/25 and accompanying resolutions:

- a. Resolution 2024/25-6, Approving the Gann Appropriations.
- b. Resolution 2024/25-7, Approving the General Fund Final Budget for 2024/2025
- c. Resolution 2023/24-8, Approving the Parks Maintenance and Recreation Improvement District (Assessment # 1) Final Budget for 2024/2025
- d. Resolution 2024/25-9, Approving the Parks Maintenance and Recreation Improvement District (Assessment # 2) Final Budget for 2024/2025

**Staff Report**

Manager Chahal gave a summary of the FY 2024-2025 operating and capital budgets. The budget includes a five percent step increase for full-time employees effective July 1, 2024, and a five percent step increase for part-time employees effective January 1, 2025. Chahal advised the board that the budget does not have provisions for potential theft, vandalism, graffiti, and damage done via storms. The combined funds of the General Fund/342A, Assessment #1/396A and Assessment #2/396B) highlights include:

- Projected property tax revenues of \$2,545,000.
- Projected earned income of \$776,000.
- Projected operating expense of \$3,363,945.
- Budgeted capital improvement and equipment of \$730,447.
- Available grant income (received grants not expended) of \$510,447.
- The FY 2024-2025 Budget results in a net decrease in the Reserves of \$262,925
- Investment into the Police Department is projected to be \$296,000. This investment

may increase by \$100,000 for the Sacramento County Sheriff's Department (SCSD) that cover a broad array of services including use of their systems for radio, dispatch, record keeping, and property evidence room as FEC does not have the capabilities or department structure to have these services in-house. Additionally, for the 2024-2025 year Mission Oaks RPD and North Highlands RPD have terminated their contracts effective Jun 30, 2024. Mission Oaks and North Highland contracts accounted for 35 percent of the Police Department revenues.

GM Ballus stated the staff is excited about this budget as there are three received grants ready for implementation, and the District's reserve funds have exceeded \$1 million. Staff is requesting investments in capital improvement and equipment projects including a new service truck for maintenance and playgrounds facilities upgrades to make an immediate impact.

Vice Chair Lavallee asked if staff has had the opportunity to reach out to other RPDs regarding any salary step increases and COLA increases policies. Director Lavallee indicated she recommends having a policy that addresses why and when step and COLA increases are provided to staff.

GM Ballus indicated the District currently has five steps and this projected step increase will not impact steps overall. Preliminary discussions in the Personnel and Finance Committee considered eliminating step 1, and subsequently moving step 2 to step 1, and then adding a new step 5, but that discussion was not moved out of committee for the full Board's consideration.

GM Ballus indicated that peer RPDs use a combination of step and COLA increases, but that, to date, staff have not received other districts' policies that indicate when steps and COLA are to be awarded.

Public Comment:

No public comments made.

Recommendation:

Chair Dias called for a motion to approve the FY 2024-2025 budgets. Vice Chair made the motion to approve the FY 2024-2025 budget and the accompanying four resolutions for funds 342A, 396A, and 396B and the Gann Appropriations Limit. Director Higgins seconded the motion. The motion and resolutions passed with a vote of 5-0-0-0.

## **5.2 Access Between SJUSD Cottage Elementary School and FEC Cottage Park**

Staff Report

GM Ballus reported that Secretary Seaman has requested staff work with Cottage Elementary to have the gate between Cottage Elementary and Cottage Park open to the public to access either site after school hours. Staff met with Cottage Elementary staff to discuss. Cottage Elementary staff recommended that the public have access in the school via the northern side of the school property, as illustrated in the board packet handout, as that corridor is covered by security cameras and the requested gate access is not. Manger Harder reported that he attended an unrelated SJUSD meeting where school staff indicated SJUSD is making a significant investment in fencing around all school sites that will result in having only one way in and out at each school.

GM Ballus requested the Board provide staff direction on how to proceed with the gate request given SJUSD offered an alternate option.

Public Comment:

No public comments made.

Recommendation:

The Board will consider accepting access to Cottage Elementary School from Cottage Park as proposed by SJUSD.

The Chair polled each director with the Board collectively accepting SJUSD's option despite misgivings about doing so.

### **5.3 Popup Tent Use in FEC Parks**

Staff Report

GM Ballus reported that resident Tim Castleman requested staff remove park patron pop-up tents from the parks. Mr. Castleman indicated that the tent user is a homeless person and that tents are not allowed in the parks. GM Ballus advised that overnight camping is not allowed in the parks but that there is no park policy or ordinance on tent use during the day.

GM Ballus asked the Board to provide direction for staff regarding tents in parks during the day.

Public Comment:

No public comments made.

Recommendation:

The Board discussed the popup tents and use in the parks. Currently, policy does not prevent daytime usage of tents.

The Board requested staff collect information on what other park districts may mandate for tent usage.

The Board recognized that this could turn into a bigger issue and the need for a policy on tent usage may be needed. .

Secretary Seaman reported that Sheriff's Department has a Homeless Operation Team (HOT Team). Staff would need to submit a letter to the Sheriff's Department giving them permission to manage any homelessness park issues. He indicated that school districts already employ these letters for assistance. GM Ballus is already in the process of generating the letter to the Sheriff's Department to handle homeless encampments.

The Board directed staff to respond to Mr. Casselman and advise him that the board is now aware of the issue, are researching options, and to refer him to the HOT Team as an additional resource.

### **5.4 San Juan Unified School District and Fulton-El Camino Recreation and Park District Park and Trail Easement at Katharine Johnson Middle School**

Staff Report

GM Ballus reported that the easement at Katherine Johnson Middle School for access to Creekside Nature Area presented in April 2023 is being submitted again for board approval.

GM Ballus met with the SJUSD on board member requests to have a public meeting on the easement and to meet with the SJUSD school board. The school board is not inclined to hold a public meeting on the proposed easement or have shared board meetings to discuss the easement.

GM Ballus recommended the Board approve the easement as presented.

Public Comment:

No public comments made.

Recommendation:

Chair Dias asked if Directors had any clarifying questions or comments.

- Director Higgins asked about the existing fence, and will it be removed? GM Ballus stated that we do not want to take down the existing fence as it serves as border/barrier between the easement and the adjacent residents' backyards.
- Director Stricklin asked about the easement and whether it is wide enough for emergency vehicles. GM showed the Board where the emergency vehicles would access the area on the map, which is not along the easement but from Kent Lane.
- Secretary Seaman objected to the SJUSD not having a public meeting for the easement.

Vice Chair Lavallee made the motion to accept the proposed easement of 15 feet offered by the School District and requested GM Ballus get complete easement details to share with the public in a public meeting. Chair Dias seconded the motion. The motion passed with the vote of 4-0-0-1, with Secretary Seaman abstaining.

## **6. GENERAL ADMINISTRATION INFORMATION (No Action Required)**

### **6.1 General Manager's Report**

Please refer to the GM Ballus report which was provided under a separate cover.

GM Ballus provided an overview of the financial results from 2023-2024 stating that recreation, PD, and facilities rentals all exceeded revenue projections, and property taxes received were higher than projected. As a result, the combined fund balance now exceeds \$1.2 million.

GM Ballus shared photos of the increased trash left in parks that the maintenance staff must remove.

Manager Harder reported on the Blue Heron Program partnership which provides and pays companies to have people with developmental disabilities as employees. FEC now has three Blue Heron staff members paid for by Blue Heron.

## **7. COMMITTEE REPORTS**

### **Standing Committees:**

- a). Personnel and Finance – Chair, Director Lavallee gave an update regarding the discussion on personnel issues, budgetary challenges, and workable solutions.
- b). Programs, Facilities and Projects – Chair, Director Dias stated no meeting was held.
- c). Security and Community Relations – Chair, Director Stricklin gave an update on the meeting and discussions regarding the police department and the alternatives. Director Stricklin reported that the PD spends 2 hours a day in the Parks and suggested a Ranger program could do the same and have the County deal with the gang issues. Director Stricklin also stated that there needs to be community wide events that attract more than families with children, including having Emigh Hardware as a partner for a pumpkin growing

contest. Secretary Seaman and Director Stricklin discussed having the Friends of FEC more involved.

d). Park Advisory – No meeting held.

**8. DIRECTORS' COMMENTS**

Director Dias – reported that the significant news for this month is that FEC is on the November Ballot with Measure Q and the board needs to help get word out via discussions with neighbors and friends.

Secretary Seaman – reported that he attended the County's Homeless meeting which reviewed the Safeground now open on Watt Avenue. That project looks promising for actively implementing homelessness solutions. He also attended the CARPD legislators meeting.

**9. INFORMATION/CORRESPONDENCE/ANNOUNCEMENTS (No Action Required)**

- A. CSDA Article: What's Next for Historic Special District Legislation Led by NSDC?
- B. CARPD Priority Legislation (sampling)
- C. Flyer: FEC Socktober Senior Sock Drive
- D. Flyer: FEC Fall '24 Adult Softball

**10. ADJOURNMENT**

With no further business, Chair Dias adjourned the meeting at 8:38pm.

Respectfully submitted by: Mike Chahal, Director of Finance and Administration / Clerk of the Board.

APPROVED: \_\_\_\_\_  
Jessica Dias, Chair, Board of Directors

ATTEST: \_\_\_\_\_  
Michael Seaman, Secretary, Board of Directors