

ADVISORY BOARD OF DIRECTORS

AGENDA

Regular Meeting
Tuesday, December 10, 2019 at 6pm
Mission Oaks Community Center
4701 Gibbons Drive, Carmichael, 95608



Call to Order: 6pm
Pledge of Allegiance:
Roll Call:
Chairperson's Comments:
Board Comments/Discussion:

Public Comment: *Members of the public may address the Board on District topics not listed on this agenda. It is a violation of state law for the Board to discuss or act on non-agenda items. Board members may only briefly ask clarifying questions or refer matters to staff. Speakers are limited to three (3) minutes.*

***Denotes agenda items with attached information**

Information:

1. Correspondence *
2. Mission Oaks Recreation and Park District (MORPD) Park Patrol Reports for November 2019 *
3. Monthly Billing Report, Period 4, October 1-31, 2019 *
4. Administrative Services Division Report
5. Recreation Division Report *
6. Parks Division Report *
7. Photos of Interest *

Consent:

8. Approval of October 8, 2019 Regular Meeting Minutes *
9. Approval of November 12, 2019 Regular Meeting Minutes *

Discussion:

10. Discussion RE: Park Tour from November 17, 2019
11. Discussion RE: Advisory Board of Directors proposed 2020 Meeting Schedule *
12. Discussion RE: Verbal report from California Association Recreation Park District meeting

Staff Comments/Reports:

Next Regular Meeting: Tuesday, January 14, 2020 at 6pm at Mission Oaks Community Center.

Mission Oaks Recreation and Park District does not discriminate against persons with disabilities and offers an accessible facility. If you wish to attend this meeting and will require assistance to participate, please contact Debra Tierney at 916-359-1601 or 916-488-2890 no later than 24 hours prior to the meeting.

This agenda was posted and available for public review at the District Office, 3344 Mission Avenue, Carmichael, CA 95608; at Mission Oaks Community Center, 4701 Gibbons Dr., Carmichael, CA 95608; and at Swanston Community Center, 2350 Northrop Way, Sacramento, CA 95825 at least 72 hours in advance of the Regular Meeting, in accordance with the Ralph M. Brown Act. The agenda is also available online at MORPD.com. Signed December 6, 2019, Debra Tierney, Clerk of the Board.

STAFF REPORT



DATE: December 5, 2019
TO: MORPD Advisory Board of Directors
FROM: Staff
SUBJECT: Correspondence

1. Thank You note from a Project Lifelong participant.
(*attachment #A*)

Dear Debi,

Thank you for how much your park district has contributed to project Lifelong. Project Lifelong is important to me because every Thursday we get to have an amazing time with our skate community. My favorite part of project Lifelong is skating and traveling. When im skating I feel like all my problems just disappear. Thank you for helping to make this all possible.

sincerely Austin -14.



THANK YOU!!!

STAFF REPORT



DATE: December 5, 2019

TO: MORPD Advisory Board of Directors

FROM: J.R. Hichborn, Parks Superintendent

SUBJECT: Mission Oaks Recreation and Park District (MORPD)
Park Patrol Reports for November 1-December 4, 2019.

PARK PATROL ACTIVITY FROM FULTON EL CAMINO PARK POLICE:

November's report is eight (8) pages and contains all activity at MORPD parks between November 1 and December 4. The report will be available at the December 10 Advisory Board of Directors meeting. Eastern Oak Park had a little bit of police activity, a couple of Notice to Appearances were issued for having alcohol in glass containers in the park; a couple of arrests were made for possession of a controlled substance and paraphernalia. One arrest was made, a felon with an outstanding warrant. At Swanston, Mission North and Gibbons Park a couple of Notice to Appearances and citations were issued for no current registration or insurance. Maddox Park had a little bit of activity and some Notice to Appearances were issued for people being in the park after hours.

General Fund 336A				
Description - Expenditures	Budget	Actual	Remainder	% Consumed
Salaries and Employee Benefits	\$ 2,526,574.38	\$ 973,627.61	\$ 1,552,946.77	38.54%
Services and Supplies	\$ 1,182,686.00	\$ 530,395.46	\$ 652,290.54	44.98%
Interfund Chrg/Capital/Contingency	\$ 847,000.00	\$ 1,906.97	\$ 845,093.03	0.23%
Total	\$ 4,556,260.38	\$ 1,505,930.04	\$ 3,050,330.34	33.05%

Description - Revenue	Budget	Actual	Available	% Received
Property Taxes	\$ 2,766,350.00	\$ -	\$ 2,766,350.00	0.00%
Charges for Services	\$ 922,350.00	\$ 261,419.05	\$ 660,930.95	28.34%
Grants/Donations/Misc.	\$ 55,000.00	\$ 25,015.25	\$ 29,984.75	45.48%
Total	\$ 3,743,700.00	\$ 286,434.30	\$ 3,457,265.70	7.65%

Assessment Fund 336B				
Description - Expenditures	Budget	Actual	Remainder	% Consumed
Services and Supplies	\$ 365,000.00	\$ 146,036.39	\$ 218,963.61	40.01%
Interfund Chrg/Capital/Contingency	\$ 675,000.00	\$ 282,114.24	\$ 392,885.76	41.79%
Total	\$ 1,040,000.00	\$ 428,150.63	\$ 611,849.37	41.17%

Description - Revenue	Budget	Actual	Available	% Received
Assessment Fees	\$ 1,023,000.00	\$ -	\$ (1,023,000.00)	0.00%
Cell Tower and Grants	\$ 305,304.00	\$ 2,754.69	\$ (302,549.31)	0.90%
Total	\$ 1,328,304.00	\$ 2,754.69	\$ (1,325,549.31)	0.21%

MISSION OAKS RECREATION PARK DISTRICT
General Fund - 336A

October 1-31, 2019
BUDGET REPORT

Fiscal Year 2019-2020
Period 4 of 12

Commitment Item	Budget	Actual	Pending	Available	% Consumed
10111000 REGULAR EMPLOYEE	1,214,180.00	588,846.52		625,333.48	48.50
10112100 EXTRA HELP	508,568.00	959.40		507,608.60	0.19
10112400 COMMITTEE MEMBER	2500.00	450.00		2,050.00	18.00
10113200 TIME/ONE HALF OT	0.00	278.88		-278.88	
10114300 ALLOWANCES	6,000.00	2,000.00		4,000.00	33.33
10115200 TERMINAL PAY	0.00	6,881.36		-6,881.36	
10121000 RETIREMENT	377,467.00	123,072.76		254,394.24	32.60
10122000 OASDHI	25,172.00	8,171.30		17,000.70	32.46
10123000 GROUP INS	291,065.00	169,886.34		121,178.66	53.07
10123002 DENTAL PLAN ER	28,281.75	9,427.25		18,854.50	33.00
10123003 LIFE INS - ER CO	348.60	116.20		232.40	33.00
10123004 VISION INS - ER	399.03	133.01		266.02	33.00
10124000 WORK COMP INS	57,593.00	57,593.00			100.00
10125000 SUI INS	15,000.00	5,811.59		9,188.41	38.74
* 10 - SALARIES AND EMPLOYEE	2,526,574.38	973,627.61	1,552,946.77	1,552,946.77	38.54
20200500 ADVERTISING	4,151.00	662.24		3,488.76	15.95
20201500 BLUE PRINT SVC	500.00			500.00	
20202100 BOOKS/PER SVC	300.00			300.00	
20202900 BUS/CONFERENCE E	3,000.00	1,992.72		1,007.28	66.42
20203500 ED/TRAINING SVC	5,000.00	3,120.16		1,879.84	62.40
20203600 ED/TRAINING SUP	1,000.00			1,000.00	
20203900 EMP TRANSPORTATI	3,500.00	1,099.84		2,400.16	31.42
20205100 INS LIABILITY	76,775.00	74,129.23		2,645.77	97.00
20206100 MEMBERSHIP DUES	8,710.00	5,452.62		3,257.38	62.60
20206500 MICROFILM SVC	100.00	91.96		8.04	91.96
20206600 MICROFILM SUP	100.00			100.00	
20207600 OFFICE SUPPLIES	5,000.00	1,759.78		3,240.22	35.20
20208100 POSTAL SVC	11,500.00	5,665.36		5,834.64	49.26
20208500 PRINTING SVC	32,000.00	13,957.45		18,042.55	43.62
20210400 AGRI/HORT SUP		1.77		-1.77	
20211100 BLDG MAINT SVC	25,000.00	11,712.79		13,287.21	46.85
20211200 BLDG MAINT SUP/M	8,000.00	3,016.57		4,983.43	37.71
20212200 CHEMICAL SUPPLIE	2,000.00	1,157.58		842.42	57.88

MISSION OAKS RECREATION PARK DISTRICT
General Fund - 336A

October 1-31, 2019
BUDGET REPORT

Fiscal Year 2019-2020
Period 4 of 12

Commitment Item	Budget	Actual	Pending	Available	% Consumed
20213100 ELECT MAINT SVC	5,000.00			5,000.00	
20213200 ELECT MAINT SUP	2,500.00	477.64		2,022.36	19.11
20214100 LAND IMP MAINT S	20,000.00	1,429.52		18,570.48	7.15
20214200 LAND IMP MAINT S	16,000.00	1,207.94		14,792.06	7.55
20215100 MECH SYS MAINT S	13,000.00	16,951.07		-3,951.07	130.39
20215200 MECH SYS MAINT S	1,600.00	49.90		1,550.10	3.12
20216100 PAINTING SVC	5,500.00			5,500.00	
20216200 PAINTING SUP	1,500.00	1,458.72		41.28	97.25
20216700 PLUMBING MAINT S	3,000.00			3,000.00	
20216800 PLUMBING MAINT S	10,000.00	1,559.83		8,440.17	15.60
20219100 ELECTRICITY	70,000.00	36,185.07		33,814.93	51.69
20219200 NAT GAS/LPG/FUEL	9,000.00	381.45		8,618.55	4.24
20219300 REF COLL/DISP SV	16,500.00	10,787.26		5,712.74	65.38
20219500 SEWAGE DISP SVC	7,025.00	3,248.46		3,776.54	46.24
20219700 TELEPHONE SVC	22,000.00	8,617.06		13,382.94	39.17
20220500 AUTO MAINT SVC	5,000.00	3,429.28		1,570.72	68.59
20220600 AUTO MAINT SUP	2,000.00	1,062.98		937.02	53.15
20222600 EXPEND TOOLS	1,250.00	183.96		1,066.04	14.72
20222700 CELLPHONE/PAGER	5,500.00	2,101.72		3,398.28	38.21
20223600 FUEL/LUBRICANTS	16,500.00	6,786.63		9,713.37	41.13
20226200 OFFICE EQ MAINT	2,000.00	593.42		1,406.58	29.67
20226500 INVENTORIAL EQ	23,000.00	753.17		22,246.83	3.27
20227100 RADIO/ELECT MAIN	3,000.00			3,000.00	
20227200 RADIO/ELECT MAIN	500.00			500.00	
20227500 RENT/LEASE EQ	19,700.00	8,158.65		11,541.35	41.41
20228100 SHOP EQ MAINT SV	500.00			500.00	
20229100 OTHER EQ MAINT S	1,000.00			1,000.00	
20229200 OTHER EQ MAINT S	750.00	261.51		488.49	34.87
20231300 UNIFORM ALLOW	6,500.00	2,969.53		3,530.47	45.69
20231400 CLOTH/PERSONAL S	6,500.00	5,137.45		1,362.55	79.04
20232100 CUSTODIAL SVC	70,000.00	41,759.61		28,240.39	59.66
20232200 CUSTODIAL SUP	6,000.00	4,246.08		1,753.92	70.77
20233200 FOOD/CATERING SU	14,700.00	4,182.92		10,517.08	28.46
20234200 KITCHEN SUP	1,100.00	242.51		857.49	22.05

Commitment Item	Budget	Actual	Pending	Available	% Consumed
20243700 LAB MED SVC		130.00		-130.00	
20244400 MEDICAL SUP	3,000.00	1,756.54		1,243.46	58.55
20250500 ACCOUNTING SVC	2,500.00			2,500.00	64.00
20250700 ASSESSMENT COLL	48,500.00			48,500.00	
20254100 PERSONNEL SVC	5,000.00	1,159.00		3,841.00	23.18
20254400 SAFETY PROGRAM S		539.87		-539.87	
20257100 SECURITY SVC	85,000.00	75,207.61		9,792.39	88.48
20259100 OTHER PROF SVC	17,000.00	13,656.61		3,343.39	80.33
20281100 DATA PROCESSING	18,000.00	6,336.38		11,663.62	35.20
20281200 DATA PROCESSING	6,000.00	30.00		5,970.00	0.50
20281202 SOFTWARE		322.83		-322.83	
20281203 PC SUPPLIES		134.68		-134.68	
20281304 SALES TAX ADJ-BO	1,000.00	-367.10		1,367.10	-36.71
20283100 JUROR FEES/MILEA					
20283101 FEES	4,000.00	5,325.95		-1,325.95	1.33
20285100 RECREATIONAL SVC	278,000.00	93,112.35		184,887.65	33.49
20285200 RECREATIONAL SUP	21,400.00	7,261.83		14,138.17	33.93
20285300 RECREATIONAL SUP	70,000.00			70,000.00	
20287800 CREDIT CARD FEES	5,000.00			5,000.00	
20288000 PY EXPEND					
20289800 OTHER OP EXP SUP	1,500.00	136.42		1,363.58	9.09
20289900 OTHER OP EXP SVC	3,000.00	1,584.68		1,415.32	52.82
20291100 SYSTEM DEV SVC	35,250.00	21,626.15		13,623.85	61.35
20291500 COMPASS COSTS	3,775.00			3,775.00	
* 20 - SERVICES AND SUPPLIES	1,182,686.00	530,395.46		652,290.54	44.98
30345000 TAX/LIC/ASSSESS	2,000.00	1,906.97		93.03	95.35
* 30 - OTHER CHARGES	2,000.00	1,906.97		93.03	95.35
42420100 BUILDINGS	375,000.00			375,000.00	
42420200 STRUCTURES	320,000.00			320,000.00	
* 42 - Buildings	695,000.00			695,000.00	
79790100 CONTINGENCY APPR	150,000.00			150,000.00	
* 79 - Appropriation for Con	150,000.00			150,000.00	
** EXPENDITURE ACCOUNTS	4,556,261.00	1,505,930.04		3,050,330.34	33.05%

MISSION OAKS RECREATION PARK DISTRICT
General Fund - 336A

October 1-31, 2019
BUDGET REPORT

Fiscal Year 2019-2020
Period 4 of 12

Commitment Item	Budget	Actual	Pending	Available	% Consumed
91910100 PROP TAX CUR SEC	-2,525,900.00			-2,525,900.00	
91910200 PROP TAX CUR UNS	-94,000.00			-94,000.00	
91910300 PROP TAX CUR SUP	-66,000.00			-66,000.00	
91910400 PROP TAX SEC DEL	-18,000.00			-18,000.00	
91910500 PROP TAX SUP DEL	-2,500.00			-2,500.00	
91910600 PROP TAX UNITARY	-58,000.00			-58,000.00	
91912000 PROP TAX REDEMPT	-100.00			-100.00	
91913000 PROP TAX PR UNSE	-1,500.00			-1,500.00	
91914000 PROP TAX PENALTI	-350.00			-350.00	
* 91 - TAXES	-2,766,350.00			-2,766,350.00	
94941000 INTEREST INCOME	-30,000.00	-456.00		-29,544.00	1.52
94942900 BLDG RENTAL OTHE	-55,000.00	-15,490.50		-39,509.50	28.16
94944800 RECREATIONAL CON	-4,550.00			-4,550.00	
* 94 - REVENUE FROM USE OF M	-89,550.00	-15,946.50		-73,603.50	17.81
95952200 HOME PROP TAX RE	-26,500.00			-26,500.00	
95953200 AID CO FUNDS		-1,352.60		1,352.60	
95956900 STATE AID OTHER	-161,300.00	-16,477.32		-144,822.68	10.22
* 95 - INTERGOVERNMENTAL REV	-187,800.00	-17,829.92		-169,970.08	9.49
96964600 RECREATION SVC C	-645,000.00	-226,492.63		-418,507.37	35.12
96969900 SVC FEES OTHER		-1,150.00		1,150.00	
* 96 - CHARGES FOR SERVICES	-645,000.00	-227,642.63	-261,419.05	-417,357.37	35.29
97971000 CASH OVERAGES		-2.00		2.00	
97973000 DONATIONS/CONTRI	-15,000.00	-2,037.65		-12,962.35	13.58
97974000 INSURANCE PROCEE	-20,000.00	-16,057.75		-3,942.25	80.00
97979000 MISC OTHER	-20,000.00	-6,917.85		-13,082.15	35.00
* 97 - MISCELLANEOUS REVENUE	-55,000.00	-25,015.25	-25,015	-29,984.75	45.48
** REVENUE ACCOUNTS	-3,743,700.00	-286,434.30		-3,457,265.70	7.65
*** Total	812,561.00	1,219,495.74	-286,434	-408,534.74	150.28

Commitment Item	Budget	Actual	Pending	Available	% Consumed
20210300 AGRI/HORT SVC	235,000.00	87,314.00		147,686.00	37.15
20210400 AGRI/HORT SUP	5,000.00	3,786.90		1,213.10	75.74
20211100 BLDG MAINT SVC					
20211200 BLDG MAINT SUP/M					
20212200 CHEMICAL SUPPLIE					
20215100 MECH SYS MAINT S					
20215200 MECH SYS MAINT S					
20219800 WATER	125,000.00	54,599.08		70,400.92	43.68
20229200 OTHER EQ MAINT S					
20257100 SECURITY SVC					
20281304 SALES TAX ADJ-BO		-90.07		90.07	
20291900 GS CONTRACT SERV		426.48		-426.48	
* 20 - SERVICES AND SUPPLIES	365,000.00	146,036.39		218,963.61	40.01
42420100 BUILDINGS	475,000.00			475,000.00	
42420200 STRUCTURES	200,000.00	282,114.24		-82,114.24	141.06
* 42 - Buildings	675,000.00	282,114.24		392,885.76	41.79
79790100 CONTINGENCY APPR					
* 79 - Appropriation for Contingency					
** Expenditure accounts	1,040,000.00	428,150.63		611,849.37	41.17

Commitment Item	Budget	Actual	Pending	Available	% Consumed
94941000 INTEREST INCOME	-100.00	40.00		-140.00	-40.00
* 94 - REVENUE FROM USE OF M	-100.00	40.00		-140.00	-40.00
95953200 AID CO FUNDS	-29,500.00			-29,500.00	
95956900 STATE AID OTHER	-245,704.00			-245,704.00	
* 95 - INTERGOVERNMENTAL REV	-275,204.00			-275,204.00	
96969000 LEASE PROP USE C	-30,000.00			-30,000.00	
* 96 - CHARGES FOR SERVICES	-30,000.00			-30,000.00	
97973000 DONATIONS/CONTRI					
97976200 ASSESSMENT FEES	-1,023,000.00			-1,023,000.00	
97979000 MISC OTHER		-2,794.69		2,794.69	
* 97 - MISCELLANEOUS REVENUE	-1,023,000.00	-2,794.69		-1,020,205.31	0.27
** REVENUE ACCOUNTS	-1,328,304.00	-2,754.69		-1,325,549.31	0.21
*** Total	-288,304.00	425,395.94		-713,699.94	-147.55



STAFF REPORT

DATE: December 5, 2019

TO: MORPD Advisory Board of Directors

FROM: Barry Ross, Recreation Superintendent

SUBJECT: Recreation Division Report

RECENT EVENTS:

- November 20: **Thanksgiving Lunch** at MOCC.
A nice crowd of 130 attended this festive Thanksgiving catered lunch. The cost for this lunch was offset by donations raised at our Dance Showcase event in October, by a generous donation from Kiwanis Club of Carmichael, and by the many volunteers who gave generously of their time. Special thanks are extended to the Carmichael Kiwanis Club for providing the majority of volunteers.
- November 21: **Ping Pong Tournament** at MOCC.
16 adults participated in this tournament that was planned and implemented by two Sac State students as a class project. It was a successful event that led several participants asking for more.
- December 7: **Festival of Lights Parade and Tree Lighting** on Fulton Ave.
MORPD partnered with FEC Recreation & Park District and the Fulton Avenue Association for this annual community event. This is the first year that a parade will be included.

UPCOMING EVENTS:

- December 18: **Holiday Lunch** at MOCC.
This annual lunch will include a nice catered meal, live music, prizes, and a visit from Santa Claus. We appreciate the extra volunteer help we receive from the Kiwanis Club of Carmichael, and the generous donation from The Chateau on Capitol Ave., the Rivers Edge, and the Kiwanis Club of Carmichael.
- December 27: **New Year's Eve Ball** at MOCC.
Our active seniors come dressed up and ready to dance at this annual New Year's Eve Ball. There will be live music, refreshments, prizes, and a balloon drop.

YOUTH PROGRAM HIGHLIGHTS:

- The **Thanksgiving Break Camp** was held at Swanston Community Center from November 25-27. The theme was **Born to be Wild**, which included plenty of fun crafts, games, activities and special guests. Campers learned about zoo animals, their living habits and their relationship with humans and other animals. 35 campers attended each day.
- **Impact Teen Drivers** (Nov. 14) and **Start Smart** (Nov. 19) courses were held for teens and young adults who have recently earned their driver's licenses. The CHP taught the courses and provided helpful materials that warned of the dangers of distracted driving while offering helpful and important safe and responsible driving habits. A combined 34 people attended these two meetings. Others will be offered in the coming months.

STAFF REPORT



DATE: December 5, 2019
TO: MORPD Advisory Board of Directors
FROM: J.R. Hichborn, Parks Superintendent
SUBJECT: Parks Division Report

PARKS UPDATE:

Winter is here. All District irrigation has been shut off until spring. Facility staff have been addressing minor water seepage issues at the Mission Oaks Community Center and at the District Office. The recent storms have caused minor issues for District staff, but staff have responded accordingly.

Multiple Capital improvement projects have been completed recently. The new entry gates at Eastern Oak Park were installed the week of November 18th, three weeks ahead of schedule. The hallway flooring was replaced at the Mission Oaks Community Center over the Thanksgiving break. District staff decided to replace the old carpet with a nice laminate flooring.

Microsoft will now longer support Windows 7 after January 12. The District currently owns and operates 13 computers that still utilize Windows 7. The District will be replacing 11 of these personal computers this fiscal year and replace the remaining 2 computers with laptops next fiscal year.

UPCOMING PROJECTS:

The renovations for the preschool are set to begin over the Christmas holiday break. Plans have been submitted to the Sacramento planning department for the Splash Pad renovations and ADA upgrades at Swanston Park.

In addition to the capital improvement projects District staff is working on some improvements at Gibbons Park. The drainage issues on the north end of the Park will be addressed in phases. Staff plans to have a French drain system installed to address the issue. Additionally, more irrigation work is scheduled to take place at Gibbons Park to improve multiple turf areas that were identified over the summer months.

Photos of Interest: November '19

Impact Teen Drivers course at MOCC



Start Smart Teen Driving Program at MOCC



Thanksgiving Lunch at MOCC



Ping Pong Tournament at MOCC





**Advisory Board of Directors
Regular Meeting Minutes
Tuesday, October 8, 2019 at 6pm
Mission Oaks Community Center
4701 Gibbons Drive, Carmichael, 95608**

- Call to Order:** 6:05pm by Chairperson Morin.
- Pledge of Allegiance:** Led by Director Rothberg.
- Roll Call:**
- MORPD Directors Present:** Morin, Donnelly, Rothberg and Nguyen.
- MORPD Directors Absent:**
- MORPD Staff Present:** Barton, Paredes-Banville, Ross, Hichborn and Tierney.
- Public Present:** Matt Risso, student.
- Chairperson's Comments:** None.
- Board Comments/Discussion:** None.
- Public Comment:** None.
- Information:**
1. Correspondence.
 2. Mission Oaks Recreation and Park District (MORPD) August and September Park Patrol Reports by District Administrator, Daniel Barton. Daniel and Parks Superintendent, J.R. Hichborn met with the Fulton El Camino (FEC) Park Patrol to discuss park patrols. There have been concerns regarding the amount of tickets the park patrol officers issue to parked vehicles. POP Sergeant, Taylor Magaziner explained by ticketing parked cars for valid issues, criminals in the area immediately see the tickets on cars and will know that the area is patrolled often, deterring them from committing crime in the area. Director Donnelly suggests staff consider posting signs in parking lots notifying visitors of park rules and that the area is patrolled.
 3. Monthly Billing Report, Period 1, July 1-31, 2019 and Period 2, August 1-31, 2019 FY 2019-20 by Cindy Paredes-Banville.
 4. Administrative Division Report by Daniel Barton. The Carmichael Kiwanis is the largest Kiwanis club in the U.S. Last week at the Kiwanis dinner MORPD was presented with an award recognizing the District and its staff, in appreciation for Outstanding and Dedicated Service Leadership to the Kiwanis Club

Community. Staff attends the Kiwanis meetings along with partnering with the club to create an after school traveling recreation program visiting parks to invite children to participate in recreation programs in the park. Staff has also partnered with the club by co-sponsoring the Fourth of July Fireworks event and concerts. This is the first time this award has been presented.

The Sacramento Parks Foundation (SPF) is comprised of four park districts. MORPD, Fulton El Camino, Arden Manor and Arcade Creek. Administrator Daniel Barton and Director Jeff Rothberg sit on the Board of the Parks Foundation. Recently the SPF applied for a \$6.5 million grant for the inclusive play park on Bell Street. A site visit has been scheduled at the Bell Street site. The State of California has also chosen the Bell Street site to conduct training for their staff.

5. Recreation Division Report by Barry Ross. The events and camps were a big success this past year. All programs either met or exceeded their attendance expectations. Staff is trying to program some youth driven activities at MOCC; a theater and ballet program is starting soon. A free teen safety driving class is being offered soon. It is for teens with their driver's license. Teens will receive credit by attending the class, parents in return will be able to get a discount on their insurance for their teen's participation. Recreation staff meet with teens recently to find out what they are interested in, they are most interested in adult training programs that will assist them in transitioning into adulthood. They are interested in banking, cooking, shopping, auto mechanics/care and SAT exam testing. Recreation Coordinator Cameron Wiggins is working with vendors and instructors to coordinate some classes to start in January. Barry also has been in contact with Sean LaTour; he attended a skate program last week that Sean oversees. Sean looking at expanding his adventure trips to include more snowboarding, hiking, backpacking and maybe trips to Six Flags and Yosemite Park.

Director Nguyen mentioned that the \$100,000 is for new programs and not expansion of current programs but that this issue could be discussed at the Recreation Committee level.

After previous discussion about naming sports programs, staff have worked towards renaming the teen programs to Intermediate Sports that will include the age group the program is intended for.

6. Parks Division Report by J.R. Hichborn. Gates will be installed at Eastern Oak Park the second week of December.
7. Photos by staff.

Consent:

8. Approval of July 23, 2019 Special Meeting Minutes.
9. Approval of August 6, 2019 Special Meeting Minutes.

Action: After discussion, on a Motion by Director Nguyen, seconded by Director Rothberg, the Advisory Board of Directors voted to approve the Consent calendar. Directors Morin, Donnelly Nguyen and Rothberg approve the motion.

Discussion:

10. Administrative Leave Policy by Daniel Barton.
11. Proposed Process for Awarding Services Contracts by Daniel Barton and J.R. Hichborn.

12. Discuss upcoming renewal of Landscape Management Services Contract with Jensen Landscape Services, by J.R. Hichborn. Staff will be bringing the request to approve the renewal of the contract in November for December 1, 2019-November 30, 2020. There is no increase in the cost of services. Staff will prepare a Request for Proposal in time to bring information to the Advisory Board in September 2020 for discussion, then for approval in October 2020.

Staff Comments/Reports: This is Barney Donnelly's last meeting, he is resigning. He hasn't been able to devote the amount of time lately due to health issues.

Next Meeting: Tuesday, November 12, 2019 at 6pm at Mission Oaks Community Center.

Adjournment: 7:20pm

<hr/>	<u>December 10, 2019</u>
Debra Tierney, Clerk of Board	Date



**Advisory Board of Directors
Regular Meeting Minutes
Tuesday, November 12, 2019 at 6pm
Mission Oaks Community Center
4701 Gibbons Drive, Carmichael, 95608**

- Call to Order:** 6pm by Chairperson Morin.
- Pledge of Allegiance:** Led by Director Morin.
- Roll Call:**
- MORPD Directors Present:** Morin, Rothberg and Nguyen.
- MORPD Staff Present:** Barton, Banville, Ross, Hichborn, and Wiggins.
- Public Present:** None.
- Chairperson's Comments:** None.
- Board Comments/Discussion:** None.
- Public Comment:** None.

Information:

1. Correspondence.
2. Presentation by Mission Oaks Recreation Park District Park Patrol.
Officer Taylor Magaziner gave an overview of the last months park patrol and contacts. He mentioned that he was notified of a suspicious person sleeping by the swing set/playground in Gibbons Park. He contacted the person and discovered the person had a warrant for sexual assault out of San Bruno and was arrested. The person is still in custody at Sacramento County jail on felony charges.

A few questions by Chairperson Morin and Director Nguyen were on the topic of the relationship between FEC Police and the Sheriff's Department. Officer Magaziner stated the that the county officers and his officers working in tandem to make sure the parks are covered and backup each other should there be a need.

The Board thanked Officer Magaziner and the District Administrator stated that he would bring back the hardcopy of the park patrol report next month.

2. Monthly Billing Report, Period 4, October 1-31, 2019 by Finance Superintendent, Cindy Paredes-Banville.

3. Recreation Division Report. Recreation Superintendent Barry Ross gave an overview of the upcoming recreation events and annual Spooktacular Halloween Event at Swanston Park. He mentioned that the District will be working with Fulton-El Camino RPD and Fulton Ave. Business Group on the December 7 Tree Lighting and Parade event this year. Mission Oaks will be in charge of hot dogs and food service. The Swanston staff will be decorating a float for the parade.

Superintendent Ross introduced Recreation Coordinator Cameron Wiggins. He explained that Cameron would oversee Teens, Camps, Sports and Special Events. The Board welcomed Cameron.

Director Jeff Rothberg reported that visited Project Lifelong Skateboard Program at Arden Middle School and thought it was a lot of fun. He said his daughter was participating in Volleyball for Mission Oaks and that he spoke at the California Parks and Recreation Society Conference where he was able to meet up with staff. He thanked the Board and District for investing in the staff.

4. Parks Division Report. Parks Superintendent J.R. Hichborn gave an overview of the conditions of the parks due to the dry and windy weather. He talked about partnering with San Juan Unified School District for maintenance of the turf areas.

The District is on schedule for completing Swanston Splash Park and for installation of the gates at Eastern Oak Park.

A Facilities Committee meeting was held and the conceptual drawings for Orville Wright Playground were discussed. Committee Member Rothberg mentioned that he spent time talking with several neighbors of the park including seven (7) children and their parents. The consensus was that there wasn't enough adequate wheelchair access to and from the park and playground.

5. Photos of Interest by staff.

Consent Item:

6. Approval of October 8, 2019 Regular Meeting Minutes. Approval of the October 8 Minutes is tabled until clarification of Committee/Board comments.

Director Nguyen requested that her comments from the October 8, 2019 Advisory Board of Directors Meeting be included before she will approve the Minutes. She stressed that comments from Board members be considered as part of the recorded meeting minutes.

She requested that her comments be added to the October 8 Minutes.

Director Nguyen commented after the Recreation Division Report, she wants to dig deeper into the proposed \$100,000 to be sure it is being used for new programs not existing programs; she would like to discuss the meeting with the teens during the Recreation Committee meeting.

Director Nguyen also suggested that before any meetings are set up with Vendors, Instructors, or Contractors in January that staff meet with the Recreation Committee as a matter of policy and before any new programs are introduced and brought to the full board for approval.

District Administrator stated the requested comments would be added to the October meeting minutes.

Discussion Items:

- 7. Discussion RE: Park Tour from November 17, 2019. Staff reminded the Advisory Board of Directors that they are invited to join the Citizens Oversight Committee Annual Park Tour on Sunday, November 17, 2019 beginning at noon from the District Office.

Director Rothberg stated he would be joining the tour.

- 8. Discussion RE: Orville Wright Playground Replacement. Parks Superintendent J.R. Hichborn explained to the Board that he met with the Facilities Committee to review the Orville Wright playground replacement project. Mentioned were several options and themes.

The Board requested that the project be brought back to the December meeting so that they all would be given an opportunity to look over the structures/design. They also wanted to review the comments made by the neighbors of the park.

- 9. Discuss Renewal of Custodial Services with City Wide Maintenance. Parks Superintendent Hichborn informed the Board that the contract with CityWide was in its last year of a renewal contract and in FY 2020-21 the District would need to go out for an RFP. He also informed the Board that City Wide has been a good vendor to work with.

Action Items:

- 10. Approval Renewal of Custodial Services Contract with City Wide Maintenance.

Action: After discussion, on a Motion by Director Rothberg, seconded by Director Nguyen, the Advisory Board of Directors voted to approve the renewal of Custodial Services Contract with City Wide Maintenance. Directors Morin, Nguyen and Rothberg approve the motion.

- 11. Approval Renewal of Landscape Management Services Contract with Jensen Landscape Services.

Action: After discussion, on a Motion by Director Rothberg, seconded by Director Nguyen, the Advisory Board of Directors voted to approve the renewal of Landscape Management Services Contract with Jensen Landscape Services for one year. Directors Morin, Nguyen and Rothberg approve the motion.

Staff Comments/Reports: None

Next Meeting: Tuesday, December 10, 2019 at 6pm at Mission Oaks Community Center.

Adjournment: _____ pm _____ December 10, 2019
Debra Tierney, Clerk of Board Date

STAFF REPORT



DATE: December 5, 2019

TO: MORPD Advisory Board of Directors

FROM: Debra Tierney, Clerk of the Board

SUBJECT: Advisory Board of Directors proposed 2020 Meeting Schedule

BACKGROUND:

The Advisory Board of Directors should adopt an annual meeting calendar setting regular meeting dates to help facilitate and coordinate agenda scheduling and meeting preparation.

RECOMMENDATION:

That the Board adopt the 2020 Advisory Board of Directors Meeting Calendar and direct the Clerk of the Board to distribute and publish the calendar on the District's website, providing public access.

The Ralph M. Brown Act (Gov. Code §54950 et. seq) is the open meetings law for local public agencies in California. The rules pursuant to the Brown Act provide for notice to the public before the Board meeting and opportunities for the public to participate during the meeting with exceptions prescribed within the Brown Act. Adopting an annual calendar with prescribed dates allows the public greater opportunity to participate in government meetings.

DISCUSSION:

The Board holds meetings on the second Tuesday of each month beginning at 6pm. Some meetings are scheduled for a different Tuesday during the planning process when it is known that absences will result in a loss of quorum. Occasional Special Meetings are scheduled during the year; proper notice in accordance with the Brown Act occurs. All scheduled meetings are held at Mission Oaks Community Center, 3344 Mission Avenue, Carmichael, 95608 unless otherwise posted. If a change in location occurs, it is posted at the Community Centers and on the District's website 72 hours prior to the meeting.

Adopting the 2020 Advisory Board of Directors Meeting Calendar (**attachment A**) will allow the Clerk of the Board to plan appropriately for staffing needs to prepare agendas, schedule agenda items, and meet Brown Act noticing requirements timely and efficiently. It will also afford the public an opportunity to participate in local government.

PROPOSED 2020 Advisory Board of Directors Meeting Schedule

January 14, 2020

February 11, 2020

March 10, 2020

April 14, 2020

May 12, 2020

June 9, 2020

July 14, 2020

August 11, 2020

September 8, 2020

October 13, 2020

November 10, 2020

December 8, 2020