

**ADVISORY BOARD OF DIRECTORS
AGENDA**

Regular Monthly Meeting
Tuesday, April 13, 2021 at 5:30 pm



Due to the State of California's shelter in place orders our Advisory Board of Directors Meeting will be held remotely via Zoom Meetings (The Zoom platform is ADA compliant).

Due to the current closure of the district office, meeting materials may be obtained online at MORPD.com.

The public may attend and make a public comment by visiting:

<https://us02web.zoom.us/j/87486144487?pwd=RDUzMHhhbi9GZXZCUUxBT2ZjVW9adz09>

Meeting ID: 874 8614 4487, Passcode: 673735

You may also call in to 1-669-900-9128 (*long distance rates may apply*)

At the beginning of the remote meeting the Board Clerk will ask if anyone wishes to comment on either a specific agenda item or an item not on the agenda but within the jurisdiction of the board. If you need assistance or have questions, please call Debra Tierney at 916-359-1601 prior to 4 pm.

Call to Order: 5:30 pm

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. Mission Oaks Recreation and Park District (MORPD) Park Patrol Reports for March 2021 from Fulton El Camino Police and Sacramento County Sherriff Off duty Patrol for March 2021 *
2. Monthly Budget Report, February 1-28, 2021, Period 8 FY 2020-21 *
3. Administrative Division Report *
4. Recreation Division Report *
5. Parks Division Report *
6. Photos of Interest *

Consent:

7. Approval of February 9, 2021 Regular Board Meeting Minutes *

Chairperson Jeff Rothberg
Vice Chair Nghia Nguyen

Advisory Board Members

Member Michael Alcalay

Clerk Robert Evans
Member Pati Todd

8. Approval of March 9, 2021 Regular Board Meeting Minutes *

Discussion:

9. Playground standards *

Action:

10. Award Custodial Services Contract *

11. Approval of Resolution 2021 Directing Preparation of the Engineer's Report for Mission Oaks Parks and Recreation Maintenance and Improvement District *

Staff Comments/Reports:

Next Regular Meeting: Tuesday, May 11, 2021. As of the date of this notice, social distancing measures are in effect due to the COVID-19 pandemic. Parties interested in participating in the public hearing should visit the District's website at <https://www.morpd.com/advisory-board-meetings> for current information on how to provide public comment.

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 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 April 8, 2021, Debra Tierney, Clerk of the Board.

STAFF REPORT



DATE: April 8, 2021
 TO: MORPD Advisory Board of Directors
 FROM: J.R. Hichborn, Parks Superintendent
 SUBJECT: FEC Park Patrol Reports for March 2021

Fulton El Camino Park Police Patrol Logs



Ashton Park

No issues in March

Cowan Park

No issues in March

Eastern Oak Park

Parking Citations Issued

- 1) Date/Time: 2021-03-01 21:22
 V1: 9.36.065(e) SCO Parking in park after hours
- 2) Date/Time: 2021-03-29 20:34
 V1: 9.36.065(e) SCO Parking in park after hours

Warnings Issued

- 1) Date/Time: 2021-03-29 28:40
 Violation: 9,36.067
 - 2) Date/Time: 2021-03-29 20:42
 Violation: 9.36.067
-

Gibbons Park

Notice To Appear Issued

- 1) Date/Time: 2021-03-15 14:16
 Violation 1: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

2) Date/Time: 2021-03-12 19:06

Violation 1: 22210 PC Lead Cane / Baton, Severity: Mis

Parking Citations Issued

1) Date/Time: 2021-03-02 12:10

V1: 4000(a) CVC No current registration

2) Date/Time: 2021-03-02 16:15

V1: 4000(a) CVC No current registration

3) Date/Time: 2021-03-29 16:31

V1: 4000(a) CVC No current registration

Onsite Arrests Made

1) Date/Time: 2021-03-12 20:40

V1: 29800(a)(1) PC Felon in Possession of Firearm Severity: Fel

V2: 30305(a) PC Felon in Possession of Ammunition Severity: Fel

2) Date/Time: 2021-03-12 20:40

V1: 25400(A)(1) PC Possession of concealed firearm in vehicle Severity: Fel

V2: 25400(c)(6) PC Possession of firearm not registered Severity: Fel

3) Date/Time: 2021-03-12 20:40

V1: 29800(a)(1) PC Felon in Possession of Firearm Severity: Fel

V2: 30515 PC Threaded Barrell Severity: Fel

V3: 148(a)(1) PC Resist, Delay, Obstruct a Peace Officer Severity: Mis

Dispatched Calls For Service

1) Date/Time: 2021-03-22 19:09

Description: complaint did not want to file on 242 as he was head butted during a basketball game. other 1/2 is GOA.

Disposition: GOA

Hazelwood Greens

Notice to Appear Issued

1) Date/Time: 2021-03-22 17:54

Violation 1: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

Parking Citations Issued

1) Date/Time: 2021-03-01 15:11

V1: 4000(a) CVC No current registration

Maddox Park

Notice To Appear Issued

1) Date/Time: 2021-03-08 13:44

Violation 1: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

2) Date/Time: 2021-03-08 13:11

Violation 1: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

Warnings Issued

1) Date/Time: 2021-03-01 15:08

Violation: 9.36.061(a)(4)SCO

Mission North Park

Warnings Issued

1) Date/Time: 2021-03-23 21:00

Violation: 9.36.067SCO

Oak Meadow Park

No issues in March

Orville Wright Park

No issues in March

Shelfield Park

No issues in March

Sierra Oaks

No issues in March

Swanston Park

Notice To Appear Issued

1) Date/Time: 2021-03-08 13:48

Violation 1: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

2) Date/Time: 2021-03-15 15:51

Violation 1: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

3) Date/Time: 2021-03-23 17:29

Violation 1: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

Parking Citations Issued

1) Date/Time: 2021-03-22 17:23

V1: 22507.8(a) CVC Unlawful parking in disabled space

V2: 4000(a) CVC No current registration

Warnings Issued

1) Date/Time: 2021-03-01 14:40

Violation: CVC 22507.8(a)

2) Date/Time: 2021-03-23 18:00

Violation: 5200(A) cvc

Valley Oak Park

No issues in March

Windemere Park

No issues in March

STAFF REPORT



DATE: April 8, 2021
TO: MORPD Advisory Board of Directors
FROM: J.R. Hichborn, Parks Superintendent
SUBJECT: Sacramento Sherriff Off duty Patrol for March 2021

MISSION OAKS PARK PATROL

Sacramento Sheriff's Off-Duty Patrol Activity Log (employer #56)

Call Sign: **MO4**

Date:	03-12-2021	Deputy 1 / Badge:	Deputy Dutton #1310	Vehicle #:	122-338
Start Time:	1600	Deputy 2 / Badge:		Starting Mileage:	95744
End Time:	2200			Ending Mileage:	95770

Activity Notes/Summary

Time Activity Description/Disposition

1600 Hours/03-12-2021/(Friday): I, Deputy Dutton #1310 (Unit MO4) was assigned to the Sacramento County Sheriff's Office's off-duty assignment Mission Oaks Parks and Recreation (MOPRD). As always, I checked the Mission Oaks Parks email and there were no new emails concerning park operations.

Dispatched/Self-Initiated calls for service

Event/Report #: 21-74450

1906 Hours: I assisted Fulton El Camino Park (FEPD) Unit who was at Gibbons Park on a suspicious vehicle stop. The driver of the vehicle was illegally parked diagonally taking up multiple spots in the south parking lot. The driver was identified as a southerner gang member out of Los Angeles county. A search of his vehicle revealed a bat which indicated gang indicia on it. The driver was cited and was classified as a gang member.

Event/Report #: 21-74515

2040 Hours: A FEPD patrol officer and I were in the main parking lot of Gibbons Park when we heard what sounded like two (2) gunshots coming north of the park. Approximately two (2) minutes later, we observed a tan Mercedes speed past us on Gibbons Drive. The vehicle then made a turn into a court next to park and continued at a high rate of speed. We conducted a vehicle stop and there was three (3) male adults inside with one (1) having a warrant. A search of a vehicle yielded a gun casing. A search of the court yielded an unregistered firearm with a high capacity magazine. All three (3) subjects were arrested.

MISSION OAKS PARK PATROL

Sacramento Sheriff's Off-Duty Patrol Activity Log (employer #56)

Call Sign: **MO4**

Date:	03-13-2021	Deputy 1 / Badge:	Deputy Dutton #1310	Vehicle #:	122-338
Start Time:	600	Deputy 2 / Badge:		Starting Mileage:	95770
End Time:	1200			Ending Mileage:	

Activity Notes/Summary

Time Activity Description/Disposition

600 Hours/03-13-2021/(Friday): I, Deputy Dutton #1310 (Unit MO4) was assigned to the Sacramento County Sheriff's Office's off-duty assignment Mission Oaks Parks and Recreation (MOPRD). As always, I checked the Mission Oaks Parks email and there were no new emails concerning park operations.

Dispatched/Self-Initiated calls for service

Event/Report #: 21-74821

All parks were checked, and no suspicious activity were observed. Spoke with residents concerning park related issues and was addressed.

Event/Report #: 21-74821

There was lost/abandoned pit bull mix running in Eastern Oak park. I assisted a park goer and they transported to Folsom Animal Clinic to check for a chip to return to owner.

MISSION OAKS PARK PATROL

Sacramento Sheriff's Off-Duty Patrol Activity Log (employer #56)

Call Sign: **MO4**

Date:	03-26-2021	Deputy 1 / Badge:	Deputy Dutton #1310	Vehicle #:	122-338
Start Time:	1600	Deputy 2 / Badge:		Starting Mileage:	96330
End Time:	2200			Ending Mileage:	96391

Activity Notes/Summary

<u>Time</u>	<u>Activity Description/Disposition</u>
1600 Hours/03-26-2021/(Friday):	<p>I, Deputy Dutton #1310 (Unit MO4) was assigned to the Sacramento County Sheriff's Office's off-duty assignment Mission Oaks Parks and Recreation (MOPRD). As always, I checked the Mission Oaks Parks email and there was one (1) email from JR Hichborn who expressed there had been people still in Eastern Oak Park after hours making noise bothering the neighbors.</p> <p>I met Nicole and JR at the Mission Oaks Parks District Office and was provided three (3) silver keys to unlock the restroom at my request. JR expressed concerns of an unknown subject living in Mission Oaks North Park overnight, after-hours activity on futsal court at Eastern Oak Park, and human feces in new playset at Oroville Wright Park.</p>

Dispatched/Self-Initiated calls for service

Event/Report #: **21- 89455**

1921 Hours: I contacted a middle eastern subject later identified as Sayed **NASRATULLAH** (S1) who was known to me due to prior contacts at Mission North Park. As stated in the Activity/Summary, NASRATULLAH was believed to be the subject JR described as sleeping near the Mission North District Office building and lighting fires. NASRATULLAH stated he sleeps at the park only during daytime hours and denied lighting fires. At JR's request, the subject was advised of park hours of operation and further SCC violations may cause a trespassing notice to be issued.

Event/Report #: **XXX**

1952 Hours: Eastern Oak Park gates were locked, and the park was emptied. There were no complaints.

Event/Report #: **XXX**

The light pole closest to the handicapped parking is continuing flashing as if it was broken. Then it settles and starts to work again.

Event/Report #: XXX

2130 Hours: I checked Oroville Wright Park for homeless activity near play area and did not locate anyone or signs thereof. I will checked in the AM shift.

MISSION OAKS PARK PATROL

Sacramento Sheriff's Off-Duty Patrol Activity Log (employer #56)

Call Sign: **MO4**

Date:	03-27-2021	Deputy 1 / Badge:	Deputy Dutton #1310	Vehicle #:	122-338
Start Time:	0600	Deputy 2 / Badge:		Starting Mileage:	96391
End Time:	1200			Ending Mileage:	96435

Activity Notes/Summary

Time Activity Description/Disposition

0600 Hours/03-27-2021/(Saturday): I, Deputy Dutton #1310 (Unit MO4) was assigned to the Sacramento County Sheriff's Office's off-duty assignment Mission Oaks Parks and Recreation (MOPRD). As always, I checked the Mission Oaks Parks email and there were no new emails concerning the park district.

Dispatched/Self-Initiated calls for service

Event/Report #: XXX

0600 Hours: I checked Oroville Wright Park for homeless activity near play area and did not locate anyone or signs thereof.

Event/Report #: XXX

0630 Hours: I checked Mission North Park for homeless activity and did not locate anyone or signs thereof.

MISSION OAKS PARK PATROL

Sacramento Sheriff's Off-Duty Patrol Activity Log (employer #56)

Call Sign: **MO4**

Date:	4-3-2021	Deputy 1 /	Osadchik #1183	Vehicle #:	334
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<u>Time</u>	<u>Activity Description/Disposition</u>				
1600 1630	GIBBONS PARK PARK IS FULL, BASKETBALL COURT IS BUSY, TWO BDAY PARTIES WALKED PEROMETER, CHECKED RESTROOMS, SPOKE WITH SEVERAL PEOPLE// ALL OK				
2050 2115	EASTERN PARK PARK IS EMPTY/ PARKING LOT IS EMPTY// RESTROOMS LOCKED				
	Complainant				
Arrive	Clear	Location	Activity Disposition		
1640 1710	N MISSION PARK VERY BUSY PARK, PLAYGROUND ND GEERNS ALL BUSY RESTROOMS CHECKED, OK// PR WITH PEOPLE , NO CONCERNS REPORTED				
2130 2200	GIBBONS PARK NOTHING SUSPICIOUS IN/ NEAR PARK RSTROOMS CHECKED/ PERIMETER IS CLEAR				
	Complainant				
Arrive	Clear	Location	Activity Disposition		
1730 1815	SWANSTON PARK PARKING LOT IS FULL, BDAY PARTIES AND BBQ AT THE PARK WALKED PERIMETER, SPOKE WITH SEVERAL PEOPLE, PASSED " JUNIOR DEPUTY" STICKERS/ NO CONCERNS REPORTED TO ME				
	Complainant				
Arrive	Clear	Location	Activity Disposition		
1820 1830	OAK MEADOW PARK MONITORED FOR UNLEASHED DOGS PR, DID NOT SEE DOGS DURING MY PR				
	Complainant				
Arrive	Clear	Location	Activity Disposition		
1840 1900	ASHTON PARK BDAY PARTY IS OVER FEW PEOPLE CLEANING UP , FEW CARS IN THE PARKING LOT, DOGS WERE ON LEASH RESTROOMS CLEAR/ WALKED PERIMETER				
1950 2020	SHEILFIELD, MEADOW, WINDMERE PARKS ALL PARKS ARE EMPTY/ NOTHIG SUSPICIOUS AT OR NEAR THE PARKS				
	Report Number				
	Complainant				
Arrive	Clear	Location	Activity Disposition		
2030 2045	VALLEY OAK PARK WALKED PERIMETER OF THE PARK, ALL CLEAR, PARK AND RESTROOMS CLEARED				



STAFF REPORT

DATE: April 8, 2021
TO: MORPD Advisory Board of Directors
FROM: Darren Woodland, Finance Manager
SUBJECT: February 2021 Budget Reports

FINDINGS: The February 2021 budget report findings for the General Fund 336A:

1. Correcting journal entries have been made to all miscoded items. The adjustments will not show on this report because they were made in March and April, and this report shows only activity through February.
2. The Overtime Pay account shows an overage of \$155.34. This was paid on 8/28/20 & 12/18/20. Unusual circumstances related to COVID-19 and personell changes that have created a need for this expense.
3. The Terminal Pay account shows an overage of \$10,740.78. This is a result of employees separating from the district for reasons such as retirement or to pursue other employment. This is their hours of vacation paid out.
4. The Insurance Liability account shows an overage due to an unanticiapted increase in liability insurance premiums.
5. The Other Equipment Maintanance Services account and the Other Equipment Maintanance Supplies account show overages due to a small increase in spending.
6. The Medical Supplies and Medical Services accounts also show overages. These expenses are higher than were originally budgeted for. This is a direct result of COVID-19 personal protective equipment and other related expenses.

The February 2021 budget report findings for the Assessment Fund 336B are:

1. The Membership Dues account shows an overage of \$125, however, this was miscoded to the incorrect fund. It belongs in the other budget (336A) in the Membership Dues account.
2. The Farsi account shows a \$4,950.95 overage. This is an error and will be moved to the appropriate Water account.
3. The GS contract services account was also a miscoding error. This belongs in the other budget (336A).



GENERAL FUND - 336A				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SALARIES AND EMPLOYEE	\$ 2,431,007.00	\$ 1,384,477.12	\$ 1,046,529.88	56.95
SERVICES AND SUPPLIES	\$ 1,179,560.00	\$ 593,685.16	\$ 585,874.84	50.61
OTHER CHARGES	\$ 2,000.00	\$ 989.78	\$ 1,010.22	49.49
BUILDINGS	\$ 425,000.00	\$ 113,759.57	\$ 311,240.43	26.77
APPROPRIATION FOR CONTINGENCY	\$ 150,000.00	\$ -	\$ 150,000.00	-
TOTAL EXPENSE	\$ 4,187,567.00	\$ 2,092,911.63	\$ 2,091,810.76	50.06

REVENUES	BUDGET	ACTUAL	AVAILABLE	% EARN
PROPERTY TAXES	\$ (2,917,303.00)	\$ (1,768,641.61)	\$ (1,148,661.39)	60.63
REVENUE FROM USE	\$ (62,500.00)	\$ (2,758.00)	\$ (59,742.00)	4.41
INTERGOVERNMENTAL REVENUE	\$ (143,350.00)	\$ (13,889.03)	\$ (129,460.97)	9.69
CHARGES FOR SERVICES	\$ (476,440.00)	\$ (113,746.02)	\$ (362,693.98)	23.87
MISCELLANEOUS REVENUE	\$ (40,000.00)	\$ (13,748.59)	\$ (26,251.41)	34.37
TOTAL REVENUE	\$ (3,639,593.00)	\$ (1,912,783.25)	\$ (1,726,809.75)	52.55

GRAND TOTAL	\$ 547,974.00	\$ 180,128.38	\$ 367,845.62	33.47
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ASSESSMENT FUND - 336B				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SERVICES AND SUPPLIES	\$ 365,000.00	\$ 228,177.40	\$ 136,822.60	62.54
BUILDINGS	\$ 702,627.00	\$ 377,463.51	\$ 325,163.49	53.72
EQUIPMENT	\$ 75,000.00	\$ -	\$ 75,000.00	-
TOTAL EXPENSE	\$ 1,142,627.00	\$ 605,640.91	\$ 536,986.09	53.01

REVENUES	BUDGET	ACTUAL	AVAILABLE	% EARN
REVENUE FROM USE	\$ -	\$ (611.00)	\$ 611.00	-
CHARGES FOR SERVICES	\$ -	\$ (7,271.80)	\$ 7,271.80	-
MISCELLANEOUS REVENUE	\$ (1,027,346.00)	\$ (611,447.29)	\$ (415,898.71)	59.52
TOTAL REVENUE	\$ (1,027,346.00)	\$ (619,330.09)	\$ (408,015.91)	60.28

GRAND TOTAL	\$ 115,281.00	\$ (13,689.18)	\$ 128,970.18	(11.79)
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YTD Budget Report
 General Fund - 336A
 February 2021

Fiscal Year 2020-2021
 Period 8

EXPENSE - COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
10111000 REG. EMPLOYEE	\$ 1,253,384.00	\$ 704,242.26	\$ -	\$ 549,141.74	56.19
10112100 EXTRA HELP	\$ 371,570.00	\$ 186,567.77	\$ -	\$ 185,002.23	50.21
10112400 COMMITTEE MEMBER	\$ 6,000.00	\$ 1,250.00	\$ -	\$ 4,750.00	20.83
10113200 TIME/ONE HALF OT	\$ -	\$ 155.34	\$ -	\$ (155.34)	-
10114300 ALLOWANCES	\$ 6,000.00	\$ 4,000.00	\$ -	\$ 2,000.00	66.67
10115200 TERMINAL PAY	\$ 15,000.00	\$ 25,740.78	\$ -	\$ (10,740.78)	171.61
10121000 RETIREMENT	\$ 409,750.00	\$ 238,768.53	\$ -	\$ 170,981.47	58.27
10122000 OASDHI	\$ 23,039.00	\$ 12,484.95	\$ -	\$ 10,554.05	54.19
10123000 GROUP INS	\$ 239,334.00	\$ 130,295.38	\$ -	\$ 109,038.62	54.44
10123002 DENTAL PLAN ER	\$ 31,284.00	\$ 14,812.50	\$ -	\$ 16,471.50	47.35
10123003 LIFE INS - ER CO	\$ 371.00	\$ 201.60	\$ -	\$ 169.40	54.34
10123004 VISION INS - ER	\$ 75,275.00	\$ 302.08	\$ -	\$ 74,972.92	0.40
10124000 WORK COMP - ACP	\$ -	\$ 59,437.00	\$ -	\$ (59,437.00)	-
10125000 SUI - ACP	\$ -	\$ 6,218.93	\$ -	\$ (6,218.93)	-
* 10 - SALARIES AND BENEFITS	\$ 2,431,007.00	\$ 1,384,477.12	\$ -	\$ 1,046,529.88	56.95
20200500 ADVERTISING	\$ 3,600.00	\$ 1,384.64	\$ -	\$ 2,215.36	38.46
20201500 BLUE PRINT SVC	\$ -	\$ -	\$ -	\$ -	-
20202100 BOOKS/PER SVC	\$ 200.00	\$ 15.99	\$ -	\$ 184.01	8.00
20202900 BUS/CONFERENCE	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	-
20203500 ED/TRAINING SVC	\$ 2,000.00	\$ 886.00	\$ -	\$ 1,114.00	44.30
20203600 ED/TRAINING SUP	\$ 500.00	\$ -	\$ -	\$ 500.00	-
20203900 EMP TRANSPORTATION	\$ 3,725.00	\$ 640.32	\$ -	\$ 3,084.68	17.19
20205100 INS LIABILITY	\$ 112,000.00	\$ 112,355.00	\$ -	\$ (355.00)	100.32
20206100 MEMBERSHIP DUES	\$ 7,910.00	\$ 4,991.70	\$ -	\$ 2,918.30	63.11
20206500 MICROFILM SVC	\$ 100.00	\$ 79.84	\$ -	\$ 20.16	79.84
20206600 MICROFILM SUP	\$ 100.00	\$ -	\$ -	\$ 100.00	-
20207600 OFFICE SUPPLIES	\$ 5,000.00	\$ 1,430.65	\$ -	\$ 3,569.35	28.61
20208100 POSTAL SVC	\$ 11,500.00	\$ 587.60	\$ -	\$ 10,912.40	5.11
20208101 METERED MAIL	\$ -	\$ 1,668.00	\$ 417.00	\$ (2,085.00)	-
20208500 PRINTING SVC	\$ 9,000.00	\$ 1,892.97	\$ -	\$ 7,107.03	21.03
20210300 AGRI/HORT SVC	\$ -	\$ 19,537.63	\$ -	\$ (19,537.63)	-
20211100 BLDG MAINT SVC	\$ 13,000.00	\$ 619.32	\$ -	\$ 12,380.68	4.76
20211200 BLDG MAINT SUP	\$ 8,400.00	\$ 4,599.21	\$ -	\$ 3,800.79	54.75
20212200 CHEMICAL SUPPLIE	\$ 625.00	\$ 46.80	\$ -	\$ 578.20	7.49
20213100 ELECT MAINT SVC	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	-
20213200 ELECT MAINT SUP	\$ 2,500.00	\$ 101.88	\$ -	\$ 2,398.12	4.08
20214100 LAND IMP MAINT SVC	\$ 19,250.00	\$ 13,934.00	\$ -	\$ 5,316.00	72.38
20214200 LAND IMP MAINT SUP	\$ 27,000.00	\$ 13,459.84	\$ -	\$ 13,540.16	49.85
20215100 MECH SYS MAINT SVC	\$ 15,400.00	\$ 2,119.66	\$ -	\$ 13,280.34	13.76
20215200 MECH SYS MAINT SUP	\$ 2,100.00	\$ 1,279.27	\$ -	\$ 820.73	60.92
20216100 PAINTING SVC	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	-
20216200 PAINTING SUP	\$ 2,500.00	\$ 474.93	\$ -	\$ 2,025.07	19.00
20216700 PLUMBING MAINT SVC	\$ 6,500.00	\$ 3,953.83	\$ -	\$ 2,546.17	60.83
20216800 PLUMBING MAINT SUP	\$ 10,700.00	\$ 5,282.63	\$ -	\$ 5,417.37	49.37
20219100 ELECTRICITY	\$ 78,750.00	\$ 43,196.46	\$ -	\$ 35,553.54	54.85
20219200 NAT GAS/LPG/FUEL	\$ 7,000.00	\$ 5,796.20	\$ -	\$ 1,203.80	82.80
20219300 REF COLL/DISP SVC	\$ 20,000.00	\$ 19,980.02	\$ -	\$ 19.98	99.90
20219301 STREET SWEEPING	\$ -	\$ 390.26	\$ -	\$ (390.26)	-



YTD Budget Report
 General Fund - 336A
 February 2021

Fiscal Year 2020-2021
 Period 8

EXPENSE - COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20219500 SEWAGE DISP SVC	\$ 9,000.00	\$ 5,665.60	\$ -	\$ 3,334.40	62.95
20219700 TELEPHONE SVC	\$ 23,000.00	\$ 17,927.38	\$ -	\$ 5,072.62	77.95
20219800 WATER	\$ -	\$ 4,203.80	\$ -	\$ (4,203.80)	-
20220500 AUTO MAINT SVC	\$ 7,000.00	\$ 6,210.69	\$ -	\$ 789.31	88.72
20220600 AUTO MAINT SUP	\$ 2,100.00	\$ 1,181.71	\$ -	\$ 918.29	56.27
20222600 EXPEND TOOLS	\$ 3,000.00	\$ 1,267.60	\$ -	\$ 1,732.40	42.25
20222700 CELLPHONE/PAGER	\$ 7,000.00	\$ 6,630.68	\$ -	\$ 369.32	94.72
20223100 FIRE/CRASH/RESC	\$ -	\$ 5,000.00	\$ -	\$ (5,000.00)	-
20223600 FUEL/LUBRICANTS	\$ 17,000.00	\$ 10,885.74	\$ -	\$ 6,114.26	64.03
20226200 OFFICE EQ MAINT	\$ 3,800.00	\$ 570.53	\$ -	\$ 3,229.47	15.01
20226500 INVENTORIAL EQ	\$ 25,000.00	\$ 13,628.28	\$ -	\$ 11,371.72	54.51
20227100 RADIO/ELECT MAIN	\$ -	\$ -	\$ -	\$ -	-
20227200 RADIO/ELECT MAIN	\$ -	\$ -	\$ -	\$ -	-
20227500 RENT/LEASE EQ	\$ 19,800.00	\$ 8,800.28	\$ -	\$ 10,999.72	44.45
20228100 SHOP EQ MAINT SVC	\$ 500.00	\$ -	\$ -	\$ 500.00	-
20229100 OTHER EQ MAINT SVC	\$ 250.00	\$ 549.58	\$ -	\$ (299.58)	219.83
20229200 OTHER EQ MAINT SUP	\$ 500.00	\$ 794.86	\$ -	\$ (294.86)	158.97
20231300 UNIFORM ALLOW	\$ 9,800.00	\$ 9,678.13	\$ -	\$ 121.87	98.76
20231400 CLOTH/PERSONAL	\$ 6,500.00	\$ 496.99	\$ -	\$ 6,003.01	7.65
20232100 CUSTODIAL SVC	\$ 77,000.00	\$ 28,212.50	\$ -	\$ 48,787.50	36.64
20232200 CUSTODIAL SUP	\$ 17,600.00	\$ 12,256.50	\$ -	\$ 5,343.50	69.64
20233100 FOOD/CATERING SVC	\$ -	\$ 26.50	\$ -	\$ (26.50)	-
20233200 FOOD/CATERING SUP	\$ 9,000.00	\$ 975.34	\$ -	\$ 8,024.66	10.84
20234200 KITCHEN SUP	\$ 1,100.00	\$ 103.87	\$ -	\$ 996.13	9.44
20244300 MEDICAL SERVICES	\$ -	\$ 96.11	\$ -	\$ (96.11)	-
20244400 MEDICAL SUPPLIES	\$ 800.00	\$ 5,582.52	\$ -	\$ (4,782.52)	697.82
20250500 ACCOUNTING SVC	\$ 2,700.00	\$ 137.39	\$ 1,462.61	\$ 1,100.00	59.26
20250700 ASSESSMENT COLL	\$ 50,575.00	\$ 18,256.45	\$ -	\$ 32,318.55	36.10
20254100 PERSONNEL SVC	\$ 3,000.00	\$ 1,454.00	\$ -	\$ 1,546.00	48.47
20254400 SAFETY PROGRAM	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00	-
20257100 SECURITY SVC	\$ 115,200.00	\$ 66,576.54	\$ -	\$ 48,623.46	57.79
20257101 EXT CO PRO INVES	\$ -	\$ 4,745.00	\$ -	\$ (4,745.00)	-
20259100 OTHER PROF SVC	\$ 27,000.00	\$ 7,711.80	\$ -	\$ 19,288.20	28.56
20281100 DATA PROCESSING	\$ 56,500.00	\$ 12,624.97	\$ 1,382.00	\$ 42,493.03	24.79
20281101 DTECH FEE	\$ -	\$ 1,618.19	\$ -	\$ (1,618.19)	-
20281200 DATA PROCESSING	\$ 15,000.00	\$ 1,909.00	\$ -	\$ 13,091.00	12.73
20281202 SOFTWARE	\$ -	\$ 8,828.09	\$ -	\$ (8,828.09)	-
20281304 SALES TAX	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	-
20283100 JUROR FEES	\$ -	\$ 14.99	\$ -	\$ (14.99)	-
20283101 FEES	\$ -	\$ 2,310.10	\$ -	\$ (2,310.10)	-
20285100 RECREATIONAL SVC	\$ 188,000.00	\$ 29,883.34	\$ -	\$ 158,116.66	15.90
20285200 RECREATIONAL SUP	\$ 14,000.00	\$ 7,219.45	\$ -	\$ 6,780.55	51.57
20285300 RECREATIONAL SUP	\$ 70,000.00	\$ 2,371.93	\$ -	\$ 67,628.07	3.39
20287800 CREDIT CARD FEES	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	-
20289800 OTHER OP EXP SUP	\$ 1,250.00	\$ 68.51	\$ -	\$ 1,181.49	5.48
20289900 OTHER OP EXP SVC	\$ 3,950.00	\$ 2,188.17	\$ -	\$ 1,761.83	55.40
20291100 DTECH LABOR - AC	\$ -	\$ 20,366.08	\$ -	\$ (20,366.08)	-
20291500 COMPASS COSTS	\$ 3,775.00	\$ 3,951.32	\$ -	\$ (176.32)	104.67



YTD Budget Report
 General Fund - 336A
 February 2021

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* 20 - SERVICES AND SUPPLIES	\$ 1,179,560.00	\$ 593,685.16	\$ 3,261.61	\$ 582,613.23	50.61
30345000 TAX/LIC/ASSESS	\$ 2,000.00	\$ 989.78	\$ -	\$ 1,010.22	49.49
* 30 - OTHER CHARGES	\$ 2,000.00	\$ 989.78	\$ -	\$ 1,010.22	49.49
42420100 BUILDINGS	\$ -	\$ -	\$ -	\$ -	-
42420200 STRUCTURES	\$ 425,000.00	\$ 113,759.57	\$ -	\$ 311,240.43	26.77
* 42 - BUILDINGS	\$ 425,000.00	\$ 113,759.57	\$ -	\$ 311,240.43	26.77
79790100 CONTINGENCY APPR	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	-
* 79 - APPROPRIATIONS	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.00
** TOTAL EXPENSE ACCOUNTS	\$ 4,187,567.00	\$ 2,092,911.63	\$ 3,261.61	\$ 2,091,393.76	50.06

REVENUE - COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% EARN
91910100 PROP TAX CUR SEC	\$ (2,673,853.00)	\$ (1,578,750.63)	\$ -	\$ (1,095,102.37)	59.04
91910200 PROP TAX CUR UNS	\$ (94,000.00)	\$ (105,260.24)	\$ -	\$ 11,260.24	111.98
91910300 PROP TAX CUR SUP	\$ (66,000.00)	\$ (23,123.66)	\$ -	\$ (42,876.34)	35.04
91910400 PROP TAX SEC DEL	\$ (20,000.00)	\$ (24,391.88)	\$ -	\$ 4,391.88	121.96
91910500 PROP TAX SUP DEL	\$ (3,500.00)	\$ (3,762.76)	\$ -	\$ 262.76	107.51
91910600 PROP TAX UNITARY	\$ (58,000.00)	\$ (31,066.80)	\$ -	\$ (26,933.20)	53.56
91912000 PROP TAX REDEMPTION	\$ (100.00)	\$ -	\$ -	\$ (100.00)	-
91913000 PROP TAX PR UNSE	\$ (1,500.00)	\$ (1,845.90)	\$ -	\$ 345.90	123.06
91914000 PROP TAX PENALTY	\$ (350.00)	\$ (439.74)	\$ -	\$ 89.74	125.64
* 91 - TAXES	\$ (2,917,303.00)	\$ (1,768,641.61)	\$ -	\$ (1,148,661.39)	60.63
94941000 INTEREST INCOME	\$ (35,000.00)	\$ (3,873.00)	\$ -	\$ (31,127.00)	11.07
94942900 BLDG RENTAL	\$ (27,500.00)	\$ 1,115.00	\$ -	\$ (28,615.00)	(4.05)
94944800 REC CONCESSIONS	\$ -	\$ -	\$ -	\$ -	-
* 94 - REVENUE FROM USE	\$ (62,500.00)	\$ (2,758.00)	\$ -	\$ (59,742.00)	4.41
95952200 HOME PROP TAX	\$ (26,500.00)	\$ (12,914.44)	\$ -	\$ (13,585.56)	48.73
95953200 AID CO FUNDS	\$ (30,000.00)	\$ -	\$ -	\$ (30,000.00)	-
95956900 STATE AID OTHER	\$ (86,850.00)	\$ (974.59)	\$ -	\$ (85,875.41)	1.12
* 95 - INTERGOV REVENUE	\$ (143,350.00)	\$ (13,889.03)	\$ -	\$ (129,460.97)	9.69
96961406 GC 26828 WRT	\$ -	\$ 27.50	\$ -	\$ (27.50)	-
96964600 RECREATION SVC	\$ (446,440.00)	\$ (107,531.72)	\$ -	\$ (338,908.28)	24.09
96969000 LEASE PROP USE	\$ -	\$ (6,241.80)	\$ -	\$ 6,241.80	-
96969900 SVC FEES OTHER	\$ (30,000.00)	\$ -	\$ -	\$ (30,000.00)	-
* 96 - CHARGES FOR SERVICES	\$ (476,440.00)	\$ (113,746.02)	\$ -	\$ (362,693.98)	23.87
97973000 DONATIONS	\$ (10,000.00)	\$ (150.00)	\$ -	\$ (9,850.00)	1.50
97974000 INSURANCE PROCEEDS	\$ (10,000.00)	\$ (7,932.84)	\$ -	\$ (2,067.16)	79.33
97979000 MISC. OTHER	\$ (20,000.00)	\$ (5,665.75)	\$ -	\$ (14,334.25)	28.33
* 97 - MISC REVENUE	\$ (40,000.00)	\$ (13,748.59)	\$ -	\$ (26,251.41)	34.37
** TOTAL REVENUE ACCOUNTS	\$ (3,639,593.00)	\$ (1,912,783.25)	\$ -	\$ (1,726,809.75)	52.55

*** GRAND TOTAL	\$ 547,974.00	\$ 180,128.38	\$ 3,261.61	\$ 364,584.01	33.47
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YTD Budget Report
 Assessment Fund - 336B
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EXPENSE - COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20203100 BUSINESS TRAVEL	\$ -	\$ -	\$ -	\$ -	-
20206100 MEMBERSHIP DUES	\$ -	\$ 125.00	\$ -	\$ (125.00)	-
20210300 AGRI/HORT SVC	\$ 235,000.00	\$ 108,282.55	\$ -	\$ 126,717.45	46.08
20210400 AGRI/HORT SUP	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	-
20219800 WATER	\$ 125,000.00	\$ 114,564.74	\$ -	\$ 10,435.26	91.65
20283219 FARSI	\$ -	\$ 4,950.95	\$ -	\$ (4,950.95)	-
20291900 GS CONTRACT SERV	\$ -	\$ 254.16	\$ 95.31	\$ (349.47)	-
* 20 - SERVICES AND SUPPLIES	\$ 365,000.00	\$ 228,177.40	\$ 95.31	\$ 136,727.29	62.54
42420100 BUILDINGS	\$ -	\$ -	\$ -	\$ -	-
42420200 STRUCTURES	\$ 702,627.00	\$ 377,463.51	\$ -	\$ 325,163.49	53.72
* 42 - BUILDINGS	\$ 702,627.00	\$ 377,463.51	\$ -	\$ 325,163.49	53.72
43430100 EQUIPMENT-GOV'T	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	-
* 43 - EQUIPMENT	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$ -
** TOTAL EXPENSE ACCOUNTS	\$ 1,142,627.00	\$ 605,640.91	\$ 95.31	\$ 536,890.78	53.01

REVENUE - COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% EARN
94941000 INTEREST INCOME	\$ -	\$ (611.00)	\$ -	\$ 611.00	-
* 94 - REVENUE FROM USE	\$ -	\$ (611.00)	\$ -	\$ 611.00	\$ -
95953200 AID CO FUNDS	\$ -	\$ -	\$ -	\$ -	-
95956900 STATE AID OTHER	\$ -	\$ -	\$ -	\$ -	-
* 95 - INTERGOV REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
96969000 LEASE PROP USE	\$ -	\$ (5,211.80)	\$ -	\$ 5,211.80	-
96969900 SVC FEES OTHER	\$ -	\$ (2,060.00)	\$ -	\$ 2,060.00	-
* 96 - CHARGES FOR SERVICES	\$ -	\$ (7,271.80)	\$ -	\$ 7,271.80	\$ -
97976200 ASSESSMENT FEES	\$(1,027,346.00)	\$ (611,248.49)	\$ -	\$ (416,097.51)	59.50
97979000 MISC OTHER	\$ -	\$ (198.80)	\$ -	\$ 198.80	-
* 97 - MISC REVENUE	\$(1,027,346.00)	\$ (611,447.29)	\$ -	\$ (415,898.71)	59.52
** TOTAL REVENUE ACCOUNTS	\$(1,027,346.00)	\$ (619,330.09)	\$ -	\$ (408,015.91)	60.28

*** GRAND TOTAL	\$ 115,281.00	\$ (13,689.18)	\$ 95.31	\$ 128,874.87	-11.79
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STAFF REPORT



DATE: April 8, 2021
TO: MORPD Advisory Board of Directors
FROM: Daniel Barton, District Administrator
SUBJECT: Administrative Division Report

COVID/VACCINATIONS:

Staff has been eligible to get their vaccination shots for a while now. Many staff have returned to the office, however, some are teleworking for the time being. As for programs, we are currently in the red tier and hoping to go to orange tier soon so we can offer more onsite opportunities for our District.

COMMITTEE MEETINGS:

Recreation Committee: We will have this very soon. We have been trying to schedule a meeting for a while; however, the rules keep changing for Recreation. It is our hope to have a meeting within the next couple of weeks.

Personnel Committee: We are looking to schedule this meeting in the next couple of weeks to go over new hires.

Facilities Committee: J.R. has been preparing for this for the last few weeks and we hope to have a meeting near the end of April.

HIRING:

We are in the middle of hiring many part time workers again. This is good news with more and more programs ready to start. One of the issues we have found is that many of our part time workers have moved on during COVID and for many positions, we are starting from scratch. We believe we will have all positions filled; however, it has taken longer than might be expected.

CELL TOWERS VALLEY OAK:

Some exciting news: we were contacted by Dish Network, who has started a new cell phone business and they were interested in our last empty remaining cell tower to rent. They are now talking with the county and seeing if we can get a deal done. I will update you more when I have more information.

STAFF REPORT



DATE: April 8, 2021

TO: MORPD Advisory Board of Directors

FROM: Nicole Friedrich, Recreation Supervisor

SUBJECT: Recreation Division Report

Past Special Events:

- Spring Break Camp was a great success. Camp was full at 16 kids, and presented a week full of fun activities, games and more to the theme “Spirit Wars”. Camps are practicing all COVID safety guidelines including the cohorts currently limited to 16 children.
- Our eSports program has its second event on 3/29- 17 teens registered. Next session of this eSports program will be in-person Mario Kart at Swanston Community Center starting April 23rd.
- On April 10th will be Rattle Snake Avoidance Training (for dogs) at Ashton Park from 9am – 3pm. All new training spots filled, and all retraining spots filled as well.

Current in person activities:

- After School Adventures (ASA) is still running at Swanston Community Center. Weekly Sessions continue to sell out (14 participants). Kids do themed recreation activities, sports, music, gaming, STEM, homework assistance and crafts. Parents are beyond happy and very grateful that we can provide a safe space for youth in the community to use their imaginations and make new friends. They took a break from March 29 – April 2nd for Spring Break Camp.
- Tennis Lessons are currently full through April, and half of May’s sessions are sold out as well. Classes are hosted at Ashton, Gibbons, Swanston, and Sierra Oaks. There are currently 22 students enrolled.
- Pickleball Lessons are taking place in person at Gibbons Park while Eastern Oak is closed. The sessions are full at 16 participants.
- Zumba is taking place outdoors at Gibbons Park. Current enrollment is 9 participants.
- Jazzercise class is full monthly at 12 students, taking place at Swanston Park.
- Drone Racing did not get any participants in the first session, but we will be promoting a couple more sessions to drive up interest. We did get some feedback from parents that the opening of this program conflicted with the sudden reopening of schools, so we will take feedback, adjust, and make a plan that works well for families in the coming sessions.

- Zumba Gold is returning in person this month with 3 students.
- Yoga is returning in person this month with 8 students.
- Line Dancing is returning in person this month with 16 students.
- Jacki's Dance Fitness is returning in person this month with 7 students.

Current Virtual Classes:

- Chair Yoga – 12 participants
- Circuit Training – 10 participants
- Floor, Core and More – 12 participants
- Fun Fit for All – 44 participants
- Digital Photo Organizing - 5-10 participants per class
- iPhone Workshop – 9 participants
- Writing your Memoirs Beginning and Continuing – 17 participants
- Zumba – 3 participants
- Pre-School -
 - Kare Bear - 23 Participants
 - Teddy Bear - 9 Participants

Upcoming Events and Programs:

- Adulthood 101- Teen work program – named GOAT is developed and ready to launch once funding is cleared and available, we will discuss this in further detail with Rec Committee.
- We are hoping to have the Splash Park operational for summer, this is pending COVID guidelines for operation.
- Summer Camp registration is officially open. We currently have 112 participants registered for this summer. We are offering over 200 spots a week this year for summer which is significantly more than any other park district in the area. Last summer all four programs sold out almost every week.
- The Junior Leader program has been renamed to Leaders in Training. We held interviews for the Camp Kids and Camp Have A Lot of Fun Programs on April 10. Project HYPE and Camp Oak Wood will be holding interviews later in April. We expect to have approximately 50 Leaders in Training this summer.

General Information:

- We are working on a collaboration with San Juan Unified School District to help with student learning loss over the last year. San Juan stated that many of their students have learning loss from time in the classroom but also physical activity loss. If things go as planned, we would be offering opportunities at our current camp programs, as well as working with the school district to create other opportunities for students to learn and become physically active at new programs.

Overall number of participants as of April 2, 2021 for the month of April = 356* (numbers do increase around the 8th of the month after all the registration payments come in)

STAFF REPORT



DATE: April 8, 2021

TO: MORPD Advisory Board of Directors

FROM: J.R. Hichborn, Parks Superintendent

SUBJECT: Parks Division Report

PARKS UPDATE:

Knorr systems began working on the Splash Park equipment. They will be replacing the main computer system, fixing the electrical issues, replacing all the gauges, and adding an Ultraviolet filtration system, which is now required by the state of California. This project is estimated to take around three (3) to four (4) weeks.

Spring field renovations have begun. Staff is now aerating, seeding, and fertilizing all our sports fields. Areas with poor drainage due to a high clay percentage in the soil texture will be treated with a soil conditioner to break the clay apart. This will be the first year that the Ashton Park soccer field will be mowed with a reel mower as opposed to a rotary mower. The reel mower will allow the landscapers to mow the Bermuda turf at three quarters of an inch ($\frac{3}{4}$ ""). In years past, the field has been mowed at three and a half inches ($3\frac{1}{2}$ ""). The shorter turf will allow for a more competitive play environment for multiple sports.

Staff continues to sanitize the District facilities daily, and playgrounds weekly. All maintenance staff is now back to operating out of the maintenance shop. Shift hours remain staggered to help reduce the amount of staff in the facility at one time.

UPCOMING PROJECTS:

The new court surfacing is scheduled to be installed at the Eastern Oak pickleball courts beginning April 14th. The courts will need to be closed during installation of the new surfacing. Staff anticipates the surfacing to be completely installed by June 7th. Signage was put out at the courts and the District's website has been updated with the closure information.

The new shade feature at Swanston Park is anticipated to be installed in early May. Staff has noted that the number one issue park patrons have with the Splash Park has been lack of shade in the summer months. New fabric will be installed on the existing shade feature so that the two features match each other.



Eastern Oak Park



Mission North Park



Mission North Park



Swanston Park – Splash Park



Orville Wright Park



**Advisory Board of Directors
Regular Meeting Minutes
Tuesday, February 9, 2021 at 5:30 pm
Via Zoom Meeting ID 896 4665 4858**

- Call to Order:** 5:30 pm by Chairperson Rothberg.
- Pledge of Allegiance:** Announced by Chairperson Rothberg.
- Roll Call:**
- MORPD Directors Present:** Rothberg, Nguyen, Evans, Todd and Alcalay.
- MORPD Staff Present:** Barton, Hichborn, Tierney, Woodland, Ballis, Curtola, Dahlberg and Paredes-Banville.
- Public Present:** Ross Villegas, District resident, Garima Pathak and Sanwar Harshwal of Harshwal & Co. LLP, CPA
- Chairperson's Comments:** The census report is due out soon; staff will need to start to explore the masterplan process and engage in conversation.
- Board Comments/Discussion:** Director Todd thanks staff for cleanup efforts after the January 27 wind and rainstorm.
Director Nguyen requests the definition of conflict of interest from the Districts standpoint for vendors submitting request for proposals. District Administrator will provide that information. Also, would like to know why the recent teen Adulthood 101 program didn't have the same incentives as the Adulthood 101 program had last year. This will be discussed during the Recreation report.
- Announcement by Chairperson:** 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.
- Public Comment:** Ross Villegas, Eastern Oak Park area resident, comments on the use of the futsal, basketball and pickleball courts at all hours of the day, starting at 6 am. Balls and park users are coming into his backyard or knocking at his door to return balls from his yard. The noise from participants is loud and has heard that people want lights added to the courts. Adding lights will only increase the park usage during hours the park is closed. The courts are being used inappropriately; soccer is being played on futsal courts and doubles are being played on the pickleball courts, which is currently prohibited by the current health order. Director Alcalay invites Mr. Villegas to attend the Facilities Committee meeting on February 10, 2021 at 6 pm.

Information:

1. Mission Oaks Recreation and Park District (MORPD) Park Patrol Reports for January 2021 by J.R. Hichborn. Spoke with FEC police regarding parking citations. Other violations such as off leashed dogs have increased.
Director Alcalay spoke with District Administrator Barton Daniel about FEC park patrol report. MORPD staff must go to the FEC website to pull park patrol reports, they are not provided to us. He doesn't need to hear about off property citations unless they are near or in front of a park. Superintendent Hichborn explains dog citations are only given to repeat offenders, for safety reasons, we need to keep our parks safe.
2. Monthly Budget Report, September 1-30, 2020, Period 3, FY 2020-21 by Finance Manager Darren Woodland.
3. Administrative Division Report by District Administrator Barton. Staff has discussed having the Adulting 101 program with other ideas for Teen programs, which will be brought to the Recreation committee. Vice Chairperson Nguyen asks about the change in the incentives for the newer program for teens. In the previous program it was clearly stated the teens would be paid for participating, so why aren't there financial incentives offered again? This item will be discussed at the Recreation Committee meeting soon. District Administrator Barton will send the information regarding the conflict of interest tomorrow to Vice Chairperson Nguyen.
4. Recreation Division Report by Supervisor Danny Curtola. Director Evans would like to see more information about MORPD programs in the Arden Arcade publications in the future. Director Alcalay requests staff monitor photos we advertise in the future; the photos used for Fortnite were alarming.
5. Parks Division Report by J.R. Hichborn, Parks Superintendent. Director Alcalay compliments he observed Saturday at EOP; he saw Fidel Baker wearing a mask while cleaning up.
- 6.. Personnel Committee Reported. Direct Evans Robert reports. The Personnel Committee will be updating the policy personnel policy.

Consent:

7. Approval of January 12, 2021 Regular Board Meeting Minutes.

Action: After discussion, on a Motion by Director Evans, seconded by Director Todd, the Advisory Board of Directors voted to approve the January 12, 2021 Regular Meeting Minutes. A roll call vote was taken. Directors Rothberg, Nguyen, Evans, Todd and Alcalay approve the motion.

Action:

8. Appointment of 2021 Advisory Board Officers and Committee position assignments.

Action: After discussion, on a Motion by Director Alcalay, seconded by Director Evans, the Advisory Board of Directors voted to appointment the 2021 Advisory Board Officers and Committee position assignments as recommended. A roll call vote was taken. Directors Rothberg, Nguyen, Evans, Todd and Alcalay approve the motion.

9. Approve Resolution 2021-01 Declaring that Governing Body Members and Volunteers Shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for said Certain Individuals While Providing Their Services.

Action: After discussion, on a Motion by Director Alcalay, seconded by Director Evans, the Advisory Board of Directors voted to approve Resolution 2021-01 Declaring that Governing Body Members and Volunteers Shall be Deemed to be Employees of the District for the Purpose of Providing Workers'

Compensation Coverage for said Certain Individuals While Providing Their Services. A roll call vote was taken. Directors Rothberg, Nguyen, Evans, Todd and Alcalay approve the motion.

10. Approve agreement for personal services to perform the Districts Audit.

Action: After discussion, on an amended Motion by Director Nguyen, seconded by Director Alcalay, the Advisory Board of Directors voted to approve the agreement for personal services to perform the Districts Audit and include a review of the pension liabilities, and, to review the cost of living adjustment and merit increases and how they increase the budget base compared to the current revenue that is coming in, and to include an interview with the Board Chairperson during the audit process. A roll call vote was taken. Directors Rothberg, Nguyen, Evans, Todd and Alcalay reject the amended motion.

Action: After discussion, on a Motion by Director Alcalay, seconded by Director Evans, the Advisory Board of Directors voted to approve the contract with Harshwal and Company to perform the Districts Audit. A roll call vote was taken. Directors Rothberg, Nguyen, Evans, Todd and Alcalay approve the motion.

Chairperson Rothberg directs staff to work with Harshwal and Company to review the cost of living adjustment and merit increases and how they increase the budget base compared to the current revenue.

Staff Comments/Reports:

Next Regular Meeting: Tuesday, March 9, 2021 at 5:30 pm. As of the date of this notice, social distancing measures are in effect due to the COVID-19 pandemic. Parties interested in participating in the public hearing should visit the District's website at <https://www.morpd.com/advisory-board-meetings> for current information on how to provide public comment.

Adjournment: 7:17 pm

Debra Tierney, Clerk of Board

April 13, 2021

Date



**Advisory Board of Directors
Regular Meeting Minutes
Tuesday, March 9, 2021 at 5:30 pm
Via Zoom Meeting ID 856 7827 2214**

- Call to Order:** 5:30 pm by Chairperson Rothberg.
- Pledge of Allegiance:** Announced by Chairperson Rothberg.
- Roll Call:**
- MORPD Directors Present:** Rothberg, Nguyen, Evans, Todd and Alcalay.
- MORPD Staff Present:** Barton, Hichborn, Tierney, Woodland, Ballis, Curtola, Dahlberg, Friedrich, Bailey, Plumley, Cuenca, Stoakley, Eister and Tolomeo.
- Public Present:** Listed under public comment.
- Chairperson's Comments:** At the request of Vice Chairperson Nguyen items #10 and #11 will be moved to after public comment.
10. Approve Preliminary Mission Oaks Recreation and Park District Budget 336A for FY 2021-22.
11. Approve Preliminary Mission Oaks Maintenance and Improvement District Budget 336B for FY 2021-22.
- Board Comments/Discussion:** Vice Chairperson Nguyen announced she needs to exit the meeting at 6 pm to attend another meeting.
- Announcement by Chairperson:** 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.
- Public Comment:**
Elizabeth Johnson is the President of the Eastern Oak Pickleball Court. Attending to show support of the pickleball courts, to show her appreciation for the courts and to thank staff for resurfacing the courts this year.

Laura Rider agrees with Elizabeth Johnson's statement. Appreciates the opportunity to play at Eastern Oak Park (EOP) and supports the District in what they do.

Keith Dann has been coming to EOP for over a year now. He believes the EOP Pickleball Club is well managed and is all inclusive, not exclusive. He enjoys the opportunity to play at all different levels.

Iris thanks EOP for the effort of the district for what we are doing.

Lesley Lindsey thanks the district for resurfacing the courts; she enjoys playing there, the people and the park.

Mark Bonnet started coming to the park in 1975. Loves the park. Wants to keep improving the courts, wants the neighbors to enjoy the users of the courts and hopes they will not be a nuisance to anyone.

Jan Buchanan, secretary of the EOP pickleball club, shares that the members want ladders and round robin competition.

John Bennett states that MORPD has done an incredible job constructing the park and attracting users. Wants to keep making this a happy, healthy place to use.

Peter Allen is a member at several pickleball clubs. Enjoys being a part of this club.

Rich Santana was introduced to pickleball three years ago at EOP. Feels that the EOP Pickleball Club is amazing and Elizabeth developed a great organization with her leadership skills.

Louis Diaz applauds the District for creating the EOP facility. If there is a time to establish rules to use a shared resource, this could be it. If there is a direction the district would like the club to go in about how to conduct themselves, let this club know. They will make sure it gets shared and will spread the information.

Nikki Gracey shares that the club started in 2018. They have a history of working with the park district. They want to promote pickleball and use of the courts.

Vickie Onesie is the Vice President of Sunrise Pickleball Club.

Rajiv Dsouza drives 20 miles to play pickleball at EOP and loves the courts the district provides.

Action:

10. Approve Preliminary Mission Oaks Recreation and Park District Budget 336A for FY 2021-22.

Vice Chairperson Nguyen thanks Director Todd for catching and reinstating funding in the teen programming, bringing it back up to \$70,000. Vice Chairperson Nguyen also supports Director Todd in her proposal to provide a 1.3% COLA for staff in the Preliminary FY 2021-22 budget package.

Director Nguyen exits the meeting.

Vote at 6:01

Action: After discussion, on a Motion by Director Evans, seconded by Director Todd, the Advisory Board of Directors voted to approve the preliminary Mission Oaks Recreation and Park District Budget 336A for FY 2021-22. A roll call vote was taken. Directors Rothberg, Evans, Todd and Alcalay approve the motion. Vice Chairperson Nguyen has exited the meeting.

11. Approve Preliminary Mission Oaks Maintenance and Improvement District Budget 336B for FY 2021-22.

Action: After discussion, on a motion by Director Alcalay, seconded by Director Todd, the Advisory Board of Directors voted to approve the preliminary Mission Oaks Recreation and Park District Budget 336B for FY 2021-22. A roll call vote was taken. Directors Rothberg, Evans, Todd and Alcalay approve the motion. Vice Chairperson Nguyen has exited the meeting.

Information:

1. Mission Oaks Recreation and Park District (MORPD) Park Patrol Reports for February 2021 by J.R. Hichborn, Parks Superintendent. In the future, staff will only share off property reports if they state the location and if they are in or near one of our parks.
- 2.. Monthly Budget Report, January 1-30, 2021, Period 7 FY 2020-21 by Daniel Barton, District Administrator and Darren Woodland, Finance Manager. Chairperson Rothberg requests a column be added for “funds available”.
Director Todd thanks Finance Manager, Darren Woodland, for adding the extra column with detail for the Finance Committee; it has been very helpful.
3. Administrative Division Report by Daniel Barton, District Administrator. Due to extenuating circumstances, the February Meeting Minutes were not prepared in time for this meeting.
4. Recreation Division Report by Nicole Friedrich, Recreation Supervisor. Riva Ballis introduces Janai Belmonte, a new intern.
5. Parks Division Report by J.R. Hichborn, Parks Superintendent. Orville Wright Park playground will be completed by the end of the week. Oak Meadow Park will not be closed. SMUD is not replacing powerlines at the park; they have pulled that program from their agenda. Photos of completed projects will be brought to the April meeting.
6. Finance Committee Report by Daniel Barton, District Administrator and Director Todd.

Consent:

7. Approval of February 9, 2021 Regular Board Meeting Minutes.

Tabled until March 9, 2021.

Action:

8. Approve FY 2020-21 General Fund Budget 336A 2% COLA.

Action: After discussion, on a Motion by Director Evans, seconded by Director Todd, the Advisory Board of Directors voted to approve the FY 2020-21 General Fund Budget 336A 2% COLA. A roll call vote was taken. Directors Rothberg, Evans, Todd and Alcalay approve the motion. Vice Chairperson Nguyen has exited the meeting.

Chairperson Rothberg read a statement from Vice Chairperson Nguyen regarding her support of the 2% COLA increase for staff.

9. Approve Proposal for Professional Consultant Services to Prepare Engineer’s Report.

Action: After discussion, on a Motion by Director Alcalay, seconded by Director Evans, the Advisory Board of Directors voted to approve the Proposal by Francisco and Associates for Professional Consultant Services to Prepare Engineer’s Report. A roll call vote was taken. Directors Rothberg, Evans, Todd and Alcalay approve the motion. Vice Chairperson Nguyen has exited the meeting.

Staff Comments/Reports: None

Next Regular Meeting: Tuesday, April 13, 2021 at 5:30 pm. As of the date of this notice, social distancing measures are in effect due to the COVID-19 pandemic. Parties interested in participating in the public hearing should visit the District's website at <https://www.morpd.com/advisory-board-meetings> for current information on how to provide public comment.

Adjournment: 7:05 pm

Debra Tierney, Clerk of Board

April 13, 2021

Date

STAFF REPORT



DATE: April 8, 2021

TO: MORPD Advisory Board of Directors

FROM: J.R. Hichborn, Parks Superintendent

SUBJECT: Playground standards

Discussion:

In the January 2020 facilities committee meeting, a discussion was had on the selection of the District's playgrounds moving forward. In that discussion, an emphasis was made on the District going beyond compliant and being more accommodating for the District's residents. As a direct result of that meeting, the selection process for playground replacement was changed from staff selecting their best option to actual neighborhood residents selecting the new playgrounds for their neighborhood parks. The process involves staff acquiring up to three (3) possible playground renderings from three (3) different vendors and then presenting those renderings to the neighborhood via a barbeque at the park. During this barbeque, residents would have the opportunity to meet staff and board members, as well as make their vote for their favorite playground. At the conclusion of the barbeque, staff would then tally up all the votes and move forward with the playground that received the most votes.

The concern with the current selection process is that not all aspects are considered when presented with just a playground rendering. There are several factors that go into a playground that may be overlooked during our current playground selection process.

Discuss the value of the different elements involved with designing and installing a playground. Some of these elements are **Inclusiveness:** Does the playground offer an all-inclusive play experience or are there any inclusive elements to the play structure? **Surfacing:** Is the playground surfacing poured in place surfacing, wood fiber, rubber fiber, or synthetic turf? **Age appropriate:** Is the playground designed and intended for toddlers (1-2 years), preschoolers (2-5 years), or school age (5-14)? **Play value:** Are there elements on the play structure that promote creative thinking, stimulate the imagination, challenge cognitive thinking, and safety features? **Theme:** Does the play structure have an identity that kids can connect with? Often, the theme of the play structure becomes the identity of the entire park. **Size and price:** Does the size of the park influence how big the play structure should be, and how much funds are invested towards the play structure? **Color scheme:** Should the District's play structures be earth tones, to help blend the play structure with the rest of the park, or should the play structures be bright vibrant colors to help make the play structure stand out in the park?

Inclusive play structures





Playground surfacing



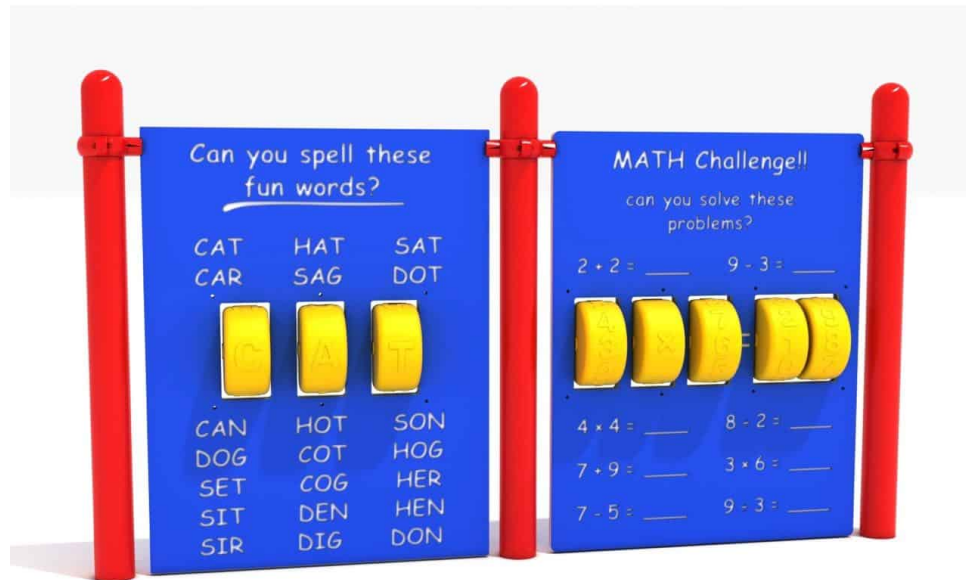


Age appropriateness





Play Value





Theme





Size and Price



Color scheme



Attachment C



FOREST



SAND



BEIGE



GREEN

Color Option: EARTH TONE



STAFF REPORT

DATE: April 8, 2021

TO: MORPD Advisory Board of Directors

FROM: J.R. Hichborn, Parks Superintendent

SUBJECT: Award Custodial Services Contract

HISTORY:

Mission Oaks currently contracts its custodial services out to City Wide maintenance in the annual amount of \$60,000. City Wide maintenance has been awarded the contract to provide custodial services to the District the last two renewal cycles for a total of five years. The contract was scheduled to expire on September 8, 2020. Due to the ever-changing custodial demands brought on by COVID-19, the District entered into a month to month contract with City Wide maintenance that expires on May 31, 2021.

PROCESS:

The “notice to bidders” for the 2021 Custodial services contract was issued on February 22, 2021. Notices were published in the Sacramento Bee, Carmichael Times, the Sacramento County Builders Exchange and on the California Special Districts Association website. A mandatory pre-bid job walk took place on Thursday, March 4, 2021, at which time the request for proposals (RFP) was given to the potential bidders. A total of three companies, Jan Pro, J’s Janitorial and City Wide maintenance, submitted bids on March 19, 2021. The submitted cost estimates are shown in the graph below.

Custodial services RFP Pricing

Company Price

Year 1-3

Jan Pro	\$	88,644
J's Janitorial	\$	329,340
City Wide	\$	70,800

Site visits and reference checks were done by staff immediately after the bids were submitted. Staff visited one (1) site for each company. Sites were chosen based on the references provided by the bidders in their submittal packets. Staff were instructed to grade the sites based on the cleanliness of the restrooms, floors, windowsills, trash receptacles and the overall appearance of the site. The results can be seen in the table below.

Site Visit Scores

	1	2	3	4	Average	Points
Jan Pro	15.6	14.6	19.6	16.6	16.6	33.2
J's Janitorial	20	20	20	20	20	40
City Wide	15.4	19	19.6	16	17.5	35

Interviews of potential vendors were conducted by the District Administrator and the Park Superintendent on Monday April 5, 2021. Interview questions focused on why each company would be the best fit for Mission Oaks. The scoring summary can be seen in the table below.

Interview Scores

	1	2		total
Jan Pro	6.87	7		13.87
J's Janitorial	9.25	10		19.25
City Wide	8.75	8		16.75

The District will be utilizing the awarding matrix approved by the board in October 2019. The valuation process will be broken down by a total possible score of 100 points. Scoring will be as follows: 40 points will be available based on price, 40 points will be available based on site visits and reference checks, and 20 points will be available based on the final interview.

RESULTS:

After carefully and diligently assessing each branch of the awarding matrix, the results can be viewed in the table below.

Final Results

	Price	Quality	Interview	Total
Jan Pro	9.08	33.2	13.87	56.15
J's Janitorial	-183.47	40	19.25	-124.22
City Wide	23.36	35	16.75	75.11

RECOMMENDATION:

That the Advisory Board of Directors supports staff decision to award the three year custodial services contract to City Wide Maintenance for the annual amount of \$70,800, with a fourth and fifth year option in the amount of \$81,120.



STAFF REPORT

DATE: April 8, 2021

TO: MORPD Advisory Board of Directors

FROM: Daniel Barton, District Administrator; Darren Woodland, Finance Manager

SUBJECT: Approval of Resolution 2021-02 Directing Preparation of the Engineer's Report for Mission Oaks Parks and Recreation Maintenance and Improvement District

BACKGROUND:

The Parks and Recreation Maintenance and Improvement District was established by a ballot measure approved by District Property Owners in 1999. A second ballot measure was approved in 2006 replacing the first. PRMID was formed and operates pursuant to the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "1972 act") and Article XIID (Proposition 218) of the Constitution of the State of California. The 1972 Act sets forth specific requirements for the annual assessment renewal process and requires the preparation of an Engineer's Report on an annual basis. Each year the District is required to approve a resolution to begin the process.

DISCUSSION:

The District wishes to continue to levy PRMID assessments for FY 2021-22 to provide additional funds for both park maintenance and capital improvements that are needed to enhance and continue existing service levels, including, but not limited to, installing and maintaining landscape services, irrigation systems, and park facilities. If approved by the Advisory Board, the PRMID assessments can be increased by the annual change in the Consumer Price Index (CPI), not to exceed 3%, for any given fiscal year.

RECOMMENDATION:

That the Advisory Board of Directors approve Resolution 2021-02 that directs Francisco & Associates, Inc. to prepare the Engineer's Report for the Mission Oaks Parks and Recreation Maintenance and Improvement District for FY 2021-22.

RESOLUTION NO. 2021-02

A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT
FOR THE
PARKS AND RECREATION MAINTENANCE AND IMPROVEMENT DISTRICT
OF THE
MISSION OAKS RECREATION AND PARK DISTRICT

RESOLVED, by the Governing Board (the "Board") of the Mission Oaks Recreation and Park District (the "District"), County of Sacramento, State of California, that

1. On May 2nd, 2006, by its Resolution No. 2006-04, this Board ordered the formation of and levied the first assessment within the Mission Oaks Recreation and Park District Parks and Recreation Maintenance and Improvement District (the "Improvement District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof).

2. The purpose of the Improvement District is for the installation, maintenance, and servicing of improvements to the Mission Oaks Recreation and Park District, as described in Section 3 below.

3. Within the District, the existing and proposed improvements are generally described as the installation, maintenance and servicing of public facilities, including but not limited to, landscaping, sprinkler systems, park grounds, park facilities, landscape corridors, ground cover, shrubs and trees, street frontages, playground equipment and hardcourt areas, senior and community centers, drainage systems, lighting, fencing, entry monuments, basketball courts, tennis courts, running tracks, swimming pools, other recreational facilities, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, for property owned and maintained by the Mission Oaks Recreation and Park District. Installation means the construction of recreational improvements, including, but not limited to, land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks and drainage, lights, playground equipment, play courts, recreational facilities and

public restrooms. Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of said improvements, including repair, removal, or replacement of all or part of any improvement; providing for the life, growth, health and beauty of landscaping; and cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti. Servicing means the furnishing of electric current or energy for the operation or lighting of any improvements, and water for irrigation of any landscaping or the maintenance of any other improvements.

4. Francisco and Associates, Inc. is hereby designated as Engineer of Work for purposes of these proceedings and is hereby ordered to prepare an Engineer's Report in accordance with Article 4 of Chapter 1 of the Act and Article XIII D of the California Constitution. Upon completion, the Engineer shall file the Engineer's Report with the Clerk of the Governing Board for submission to the Board.

PASSED AND ADOPTED this 13th day of April 2021 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair of the Board of Advisors

ATTEST:

Clerk of the Board