

# ADVISORY BOARD OF DIRECTORS AGENDA

Regular Monthly Meeting  
Tuesday, June 8, 2021 at 6 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/89983421715?pwd=RWVnMFhbk9TKytad013T0lzcThJUT09>**

**Meeting ID: 899 8342 1715, Passcode: 578784**  
**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: 6 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***

**Consent:**

1. Approval of May 11, 2021 Regular Board Meeting Minutes \*

**Action:**

2. Approve Resolution 2021-05 Approving Engineer's Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for Fiscal Year 2021-22 for the Mission Park Maintenance and Recreation Improvement District \*

***Open Public Hearing for the Mission Oaks Recreation and Park District Parks Maintenance and Recreation Improvement District.***

***Public Comment:***

***Close Public Hearing for the Mission Oaks Recreation and Park District Parks Maintenance and Recreation Improvement District.***

**Information:**

Chairperson Jeff Rothberg  
Vice Chair Nghia Nguyen

Advisory Board Members

Member Michael Alcalay

Clerk Robert Evans  
Member Pati Todd

3. Mission Oaks Recreation and Park District (MORPD) Park Patrol Reports for May 2021 from Fulton El Camino Police and Sacramento County Sherriff Off Duty Patrol for May 2021 \*
4. Monthly Budget Report, April 1-30, 2021, Period 10 FY 2020-21 \*
5. Administrative Division Report \*
6. Recreation Division Report \*
7. Parks Division Report \*
8. Photos of Interest \*
9. Recreation Committee report
10. Facilities Committee report

**Discussion:**

11. Surplus items sale procedures

**Staff Comments/Reports:**

**Next Regular Meeting:** Tuesday, July 13, 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 June 4, 2021, Debra Tierney, Clerk of the Board.*

Chairperson Jeff Rothberg  
Vice Chair Nghia Nguyen

Advisory Board Members

Member Michael Alcalay

Clerk Robert Evans  
Member Pati Todd



**Advisory Board of Directors  
Regular Meeting Minutes  
Tuesday, May 11, 2021 at 5:30 pm  
Via Zoom Meeting ID 862 0369 2996**

- 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, Woodland, Tierney, Ballis, Friedrich and Dahlberg.
- Public Present:** Cher Hill and Ed Espinoza from Francisco & Associates.
- Chairperson's Comments:** Thanks staff for their continued work during these challenging times.
- Board Comments/Discussion:** Director Todd thanks Chairperson Rothberg for sending the link to the board members on the EmPOWERment Park project.  
Director Nguyen shares that June will be her last meeting. Her term expires on June 30.

**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:** Cher Hill compliments staff on the work done at the Eastern Oak Park pickleball courts. Cher would like the tax payor funded park to remain open to anyone to play pickleball, free, at any time during the dedicated park hours that have been in place for three years. If organizations can rent the courts, only one court would be left open for the community to use.

**Consent:**

1. Approval of April 13, 2021 Regular Board Meeting Minutes.

**Action:** After discussion, on a Motion by Director Nguyen, seconded by Director Alcalay, the Advisory Board of Directors voted to approve the Consent item. A roll call vote was taken. Directors Rothberg, Nguyen, Evans, Todd and Alcalay approve the motion.

**Information:**

2. Mission Oaks Recreation and Park District (MORPD) Park Patrol Reports for April 2021 from Fulton El Camino Police and Sacramento County Sherriff Off duty Patrol for April 2021 by Superintendent, J.R. Hichborn. The preschool was broken into recently. It appeared that someone stayed the night, nothing was taken. The preschool was sanitized. Director Nguyen shares concerns about Shelfield Park off leash citations, there are no off-leash citations issued; she frequents that park and often sees off leash dogs.

Please ask Fulton El Camino police to be sure they are monitoring each park for off leash dogs. Director Alcalay recommends that J.R. Hichborn and Daniel Barton ride along with FEC police so that they can report to the board what FEC police responsibilities are and how and what they are doing.

3. Monthly Budget Report, March 1-31, 2021, Period 9 FY 2020-21 by Finance Manager, Darren Woodland.
4. Administrative Division Report by District Administrator, Daniel Barton. Picnic rentals have increased since outside gatherings can take place. The July meeting will be moved to later in July or August when the FY 2021-22 budget is ready.
5. Recreation Division Report by District Administrator, Daniel Barton and Recreation Supervisors, Nicole Friedrich, and Rodney Dahlberg. Director Nguyen shares information from the Recreation Committee meeting on May 21. There new exciting programs for teens and new outdoor activities.
6. Parks Division Report by Superintendent, J.R. Hichborn.
7. Photos of Interest.

**Action:**

8. Authorize Francisco and Associates, Inc. (FAI) to levy assessments for FY 2021-22 per the findings of the PRMID parcel audit.

**Action:** After discussion, on a Motion by Director Todd, seconded by Director Evans, the Advisory Board of Directors voted to authorize Francisco and Associates, Inc. (FAI) to levy assessments for FY 2021-22 as recommended. A roll call vote was taken. Directors Rothberg, Nguyen, Evans, Todd and Alcalay approve the motion.

9. Approve Resolution 2021-04 Declaring the Intention to Levy Assessments for Fiscal Year 2021-22 Preliminarily Approving the Engineer's Report and Providing Notice of Public Hearing of the Mission Oaks Recreation and Park District Parks and Recreation Maintenance and Improvement District.

**Action:** After discussion, on a Motion by Director Evans, seconded by Director Todd, the Advisory Board of Directors voted to approve Resolution 2021-04 as recommended. A roll call vote was taken. Directors Rothberg, Nguyen, Evans, Todd and Alcalay approve the motion.

10. Approve Resolution 2021-03 Declaring Equipment as Surplus to the needs of the District.

**Action:** After discussion, on a Motion by Director Alcalay, seconded by Director Nguyen, the Advisory Board of Directors voted to approve Resolution 2021-03 as recommended. A roll call vote was taken. Directors Rothberg, Nguyen, Evans, Todd and Alcalay approve the motion.

Director Alcalay requested to see the procedure the district follows to sell items listed as surplus equipment, prior to selling items. Staff will bring the procedure to the board in June.

**Staff Comments/Reports:**

**Next Regular Meeting:** Tuesday, June 8, 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.

**Adjournment:** 7:20 pm

\_\_\_\_\_  
Debra Tierney, Clerk of Board

June 8, 2021  
Date



## STAFF REPORT

DATE: June 3, 2021  
TO: MORPD Advisory Board of Directors  
FROM: Daniel Barton, District Administrator

SUBJECT: Approval of Resolution No. 2021-05 Approving the Fiscal Year 2021-22 Engineer's Report, Confirming Diagram and Assessments and Ordering the Levy of Assessments for Fiscal Year 2021-22 for the Mission Oaks Parks and Recreation Maintenance and Improvement District

### BACKGROUND:

The Parks and Recreation Maintenance and Improvement District (PRMID), a Lighting and Landscape Benefit Assessment District, was established by ballot measure approved by District property owners in 1999. A second ballot measure was approved in 2006, which replaced 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 "Act") and Article XIIIID (Proposition 218) of the Constitution of the State of California. The Act sets forth specific requirements for the annual assessment renewal process and requires the preparation of an Engineer's Report on an annual basis.

On April 13, 2021, the Advisory Board of Directors adopted a Resolution initiating the annual assessment renewal process and directing the preparation of the required Engineer's Report. On May 11, 2021, the Advisory Board of Directors adopted a Resolution declaring its intention to levy assessments, preliminarily approving the Fiscal Year (FY) 2021-22 Engineer's Report and setting June 8, 2021 as the date and time for the required public hearing regarding final approval of the FY 2021-22 Engineer's Report and assessments.

### DISCUSSION:

This action is the final step in the annual assessment renewal process. A public hearing is required to receive testimony regarding the proposed FY 2021-22 PRMID assessments as described in the FY 2021-22 Final Engineer's Report (**Attachment A**). A public hearing notice was published in the Carmichael Times on May 28, 2021; proof of publication is attached (**Attachment B**). Following the public hearing, the Board will consider adoption of Resolution 2021-05 (**Attachment C**) which approves the FY 2021-22 Final Engineer's Report and the levy and collection of assessments for FY 2021-22. Ed Espinoza of Francisco & Associates is in attendance to answer any questions you may have regarding the FY 2021-22 Final Engineer's Report and assessments.

The proposed assessment rate for FY 2021-22 is \$52.07 per Single-Family Equivalent (SFE) unit, which is below the maximum allowable assessment rate of \$57.78 per SFE as described in the FY 2021-22 Final Engineer's Report. The maximum allowable assessment rate is based on an annual increase tied to the change in the Consumer Price Index-All Urban Consumers for the San Francisco Bay Area (the "CPI"), with an annual increase to the maximum allowable assessment not to exceed 3.00%. The PRMID Assessment Rates and Revenue Summary (**Attachment D**) shows a history by fiscal year of the maximum allowable assessment rates and

the applied assessment rates. The Board has the authority to assess up to the maximum allowable assessment rate for any given fiscal year to meet annual budget and capital improvement plan requirements.

**Recommendation:**

It is recommended that the Board take the following actions:

1. Open the Public Hearing and receive and consider all public testimony; and
2. Close the Public Hearing; and
3. Adopt Resolution No. 2021-05 Approving the FY 2021-22 Engineer's Report, Confirming Diagram and Assessments and Ordering the Levy of Assessments for FY 2021-22 for the Mission Oaks Parks and Recreation Maintenance and Improvement District



# Parks and Recreation Maintenance and Improvement District



**Fiscal Year 2021-22  
Final Engineer's Report**

June 8, 2021

Prepared by: Francisco & Associates, Inc.

5927 Balfour Court, Suite 109  
Carlsbad, CA 92008  
(760) 438-5330

231 Market Place, Suite 543  
San Ramon, CA 94583  
(925) 867-3400



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MISSION OAKS RECREATION AND PARK DISTRICT  
PARKS AND RECREATION MAINTENANCE  
AND IMPROVEMENT DISTRICT

FISCAL YEAR 2021-22

Advisory Board Members

Nghia Nguyen  
Seat 1

Michael Alcalay  
Seat 2

Pati Brown Todd  
Seat 3

Jeff Rothberg  
Seat 4

Robert Evans  
Seat 5

County of Sacramento Board of Supervisors  
(Ex-Officio Board of Directors)

Phil Serna  
District 1

Patrick Kennedy  
District 2

Rich Desmond  
District 3

Sue Frost  
District 4

Don Nottoli  
District 5

District Staff Members

Daniel Barton  
District Administrator

Darren Woodland  
Finance Manager

*Francisco & Associates, Inc.*  
Assessment Engineer

## ENGINEER'S REPORT

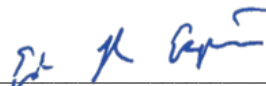
### MISSION OAKS RECREATION AND PARK DISTRICT

### PARKS AND RECREATION MAINTENANCE AND IMPROVEMENT DISTRICT

### FISCAL YEAR 2021-22

The undersigned respectfully submits the enclosed Engineer's Report as directed by the Board.

Dated: May 17, 2021

By   
Eduardo R. Espinoza, P.E.  
RCE No. 83709

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram thereto attached was filed with me on the \_\_\_ day of May 2021.

Clerk of the Board  
Mission Oaks Recreation and Park District  
Sacramento County, California

By \_\_\_\_\_

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and Assessment Diagram, thereto attached, was approved and confirmed by the Advisory Board of the Mission Oaks Recreation and Park District, Sacramento, California, on the \_\_\_ day of \_\_\_\_\_, 2021.

Clerk of the Board  
Mission Oaks Recreation and Park District  
Sacramento County, California

By \_\_\_\_\_

## SECTION 1

### INTRODUCTION

#### BACKGROUND

Mission Oaks Recreation and Park District (the “Park District”) is responsible for operating parks, recreation areas, recreation facilities and other public resources in the Arden-Arcade and Carmichael Communities. The Park District encompasses over 17,800 parcels of real property. The Park District currently owns, operates, and maintains eight neighborhood parks and three community parks, which are located throughout the developed areas of the Park District. The Park District maintains one storm retention basin owned by the County of Sacramento and three School Parks. The Park District also provides recreational facility programs at other public-school sites which are located within the Park District. For general locations of the Park District’s facilities, see the Diagram on file at the Park District. The Park District’s park and recreation sites are summarized below:

#### District Parks

- Ashton Park, (9.8 acres), 4251 Ashton Drive, Sacramento.
- Eastern Oak Park, (6.85 acres), 3127 Eastern Avenue, Sacramento.
- Gibbons Park, (17.5 acres), 4701 Gibbons Drive, Carmichael.
- Hazelwood Green Retention Basin, (1.8 acres), Hazelwood Ave, Carmichael.
- Maddox Park, (6 acres), 4821 Thor Way, Carmichael.
- Mission North Park, (12.7 acres), 3344 Mission Avenue, Carmichael.
- Oak Meadow Park, (5.5 acres), 2734 American River Drive, Sacramento.
- Orville Wright Park, (4.2 acres), 2331 St. Marks Way, Sacramento.
- Shelfield Park, (5 acres), 1849 Suffolk Way, Carmichael.
- Swanston Park, (10 acres), 2350 Northrop Avenue, Sacramento.
- Valley Oak Park, (10.2 acres), 1150 Eastern Avenue, Sacramento.
- Windemere Park, (.75 acres), Windemere Lane, Sacramento.

#### School Parks & Recreation Sites

- Arcade Fundamental Middle School, 3500 Edison Avenue, Sacramento.
- Choices Charter School, 4425 Laurelwood Way, Sacramento.
- Cowan School Park, (.5 acres), 3350 Becerra Way, Sacramento.
- Del Dayo Elementary School, 1301 McClaren Ave, Carmichael.
- Del Paso Manor School Park, (3 acres), 2700 Maryal Drive, Sacramento.
- El Camino Fundamental High School, 4300 El Camino Ave, Sacramento.
- Encina High School, 1400 Bell Street, Sacramento.
- Mira Loma High School, 4000 Edison Ave, Sacramento.
- Mission Avenue Elementary School, 2925 Mission Ave, Carmichael.
- Pasadena Avenue Elementary School, 4330 Pasadena Ave, Sacramento.
- Rio Americano High School, 4540 American River Drive, Sacramento.
- Sierra Oaks School Park, (4.6 acres), 2762 Huntington Road, Sacramento.
- Starr King Elementary and Middle School, 4848 Cottage Way, Carmichael.
- Whitney Avenue Elementary School, 4248 Whitney Ave, Sacramento.

- Winston Churchill Middle School, 4900 Whitney Ave, Carmichael.

### ASSESSMENT FORMATION

Prior to Fiscal Year 1999-00, the Park District experienced a revenue shortfall that was primarily due to escalating costs and declining State revenues. In order to continue providing an acceptable level of park maintenance, the Park District funded its revenue shortfall with reserve funds. Due to the revenue shortfall and a lack of funding for capital improvement projects at the time, the Park District decided to ask property owners if they would support a special assessment for park maintenance and improvement. Without a new local revenue source, the park and recreation facilities in the Park District would have deteriorated.

In 1999, the Park District proposed the formation of an assessment district and the levy of an assessment. Therefore, in May and June of 1999, the Park District conducted a property owner assessment ballot proceeding, proposing an assessment at the rate of \$27 per single family equivalent (SFE) for a period of ten years. This ballot proceeding was conducted pursuant to the requirements of Article XIII D of the California Constitution ("The Taxpayer's Right to Vote on Taxes Act" or the "Article") and the Landscaping and Lighting Act of 1972. The proposed formation of the assessment district (the "Parks and Recreation Maintenance and Improvement District", "PMRID", or the "Improvement District") was supported by 61.9% of the ballots returned by property owners (with each ballot weighted by the financial obligation of the property for which the ballot was submitted) and was subsequently approved by the Advisory Board of Directors of the Park District (the "Board") and then an assessment was levied and collected annually commencing with Fiscal Year 1999-00.

In the first six years that the assessment was levied and collected, the costs for park maintenance, water, and utilities increased at rates higher than its revenues. In addition, the Park District proposed additional park improvements and maintenance services that could not be funded from existing revenue sources. Therefore, the Board determined in 2005 that an increase in assessment rate should be proposed to property owners in the PMRID.

In 2006, the Park District conducted another property owner assessment ballot proceeding pursuant to the requirements of the Article and the Landscaping and Lighting Act of 1972. Property owners subject to the assessment were provided with a notice and ballot for the proposed increase in assessment. A 45-day period was provided for balloting and a public hearing was conducted on April 4, 2006. This hearing was continued to May 2, 2006 to allow adequate time for the tabulation of ballots. The proposed assessment was supported by 68.8% of the ballots returned by property owners, weighted by the financial obligation of the property for which the ballot was submitted.

As a result, the Board was authorized to approve the levy of the increased assessments for Fiscal Year 2006-07 and to continue to levy the assessment in subsequent years. The authority granted by the ballot proceeding includes the potential for an annual adjustment in the maximum assessment rate equal to the annual change in the Consumer Price Index (the "CPI") for the San Francisco Bay Area as of December of each succeeding year, with the maximum annual adjustment not to exceed 3%. If the annual change in the CPI exceeds 3%, the percentage change in excess of 3% can be cumulatively reserved and can be added to the annual change in the CPI for future years in which the CPI change is less than 3%.

IMPROVEMENT DISTRICT ANNUAL ADMINISTRATION

For each fiscal year in which the assessments will be levied, the Board must direct the preparation of an Engineer's Report (the "Report"), which includes the proposed budget and assessments for the upcoming fiscal year. After the Report is completed, the Board may preliminarily approve the Report and proposed assessments and establish the date for a noticed public hearing on the levy of the assessments.

This Report for FY 2021-22 includes the proposed budget associated with the improvements, installation, maintenance, and servicing costs that will be funded by the proposed FY 2021-22 assessments, determine the benefits received by property from such improvements and apportion the assessments to the benefitting lots and parcels. This Report and the proposed assessments are pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "Act") and the Article.

If the Board preliminarily approves this Report and the levy of assessments by resolution, a notice of public hearing must be published in a local paper at least 10 days prior to the date of the public hearing. The resolution preliminarily approving the Report and establishing the date for a public hearing is used for this notice.

Following the publishing of the notice and the minimum 10-day time period, a public hearing must be held for the purpose of allowing public testimony regarding the proposed levy of the assessments for the ensuing fiscal year. This public hearing is currently scheduled for June 8, 2021. At the public hearing, the Board will consider adoption of a resolution confirming the levy of the assessments for FY 2021-22. If so confirmed and approved, the assessments will be submitted to the County Auditor for inclusion on the property tax rolls for FY 2021-22.

Payment of the assessment for each parcel will be made in the same manner and at the same time as payments are made for ad-valorem property taxes. All funds generated through the levy of assessments must be placed in a special fund and can only be used for the purposes stated within this Report.

## SECTION II

### ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH 22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

#### PARKS AND RECREATION MAINTENANCE AND IMPROVEMENT DISTRICT

#### FISCAL YEAR 2021-22

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 Division 15 of the Streets and Highways Code of the State of California, commencing with Section 22500), and in accordance with the Resolution of Intention, being Resolution No. 2021-04 adopted by the Board of Directors of the Mission Oaks Recreation and Park District on May 11, 2021, I, Eduardo Espinoza, the duly appointed Engineer of Work, Assessment Engineer for the Parks and Recreation Maintenance and Improvement District ("PRMID") submit the following Report, consisting of Section I (Introduction), and this, Section II, which consists of five (5) parts as follows:

#### PART A: PLANS AND SPECIFICATIONS

This part describes the improvements maintained by the PRMID. Plans and specifications for the improvements are on file in the Office of the District Administrator of the Park District and are incorporated herein by reference.

#### PART B: ESTIMATE OF COST

This part contains an estimate of the cost of the proposed improvements to be maintained for FY 2021-22, including incidental costs and expenses in connection therewith. The estimate is attached hereto and is on file in the Office of the District Administrator of the Park District.

### **PART C: ASSESSMENT DISTRICT DIAGRAM**

This part incorporates a Diagram of the PRMID showing the exterior boundaries of the PRMID, the boundaries of any zones within the PRMID and the lines and dimensions of each parcel of land within the PRMID. This Diagram has been prepared by the Engineer of Work and is on file in the Office of the District Administrator of the Park District.

The lines and dimension of each parcel within the PRMID are those lines and dimensions shown on the maps of the Sacramento County Assessor for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made a part of this Report.

### **PART D: METHOD OF APPORTIONMENT OF ASSESSMENTS**

This part describes the method of apportionment of assessments, based upon each parcel's land use classification within the PRMID in proportion to the estimated special benefits to be received.

### **PART E: PROPERTY OWNER LIST & ASSESSMENT ROLL**

This part contains an assessment of the estimated cost of the improvements on each benefited parcel of land within the PRMID. The Assessment Roll is filed in the Office of the District Administrator of the Park District and is incorporated in this Report. The list is keyed to the records of the Sacramento County Assessor, which are incorporated herein by reference.

## PART A

### PLANS AND SPECIFICATIONS

The work and improvements (the “Improvements”) that have been constructed within the PMRID boundaries, and those which may be subsequently constructed, operated, maintained, and serviced are generally described below:

Acquisition, installation, maintenance and servicing of public areas and public facilities, property owned or property rights, easements and/or rights of entry, leases or dedications including, but not limited to, parks, recreation areas, recreation facilities, ground cover, shrubs, trees and other vegetation, greenbelts, playground equipment, trails, utility rights-of-way, signage, entry monuments, fencing, picnic areas, restrooms, lighting, other improvements such as irrigation or drainage and land preparation on (1) real property owned by, or encumbered by property rights held by, or maintained by, the Park District; or (2) on real property owned by, or encumbered by property rights held by, or maintained by any local agency or non-profit entity within the jurisdictional area of the Park District that participates with Park District in any of the installations, maintenance and servicing described herein.

The plans and specifications for the improvements are on file in the Office of the District Administrator of the Park District.



## PART B

### ESTIMATE OF COST

The 1972 Act provides that the total cost of installation, construction, operation, maintenance and servicing of landscaping and park and recreational facilities can be recovered by the Park District. Maintenance can include the repair and replacement of existing facilities. Servicing can include water, electrical and associated costs from a public utility. Incidental expenses, including administration of the Park District, engineering fees, legal fees, printing, posting, and mailing of notices and all other costs associated with the annual collection process can also be included. The operation, maintenance, and servicing costs for FY 2021-22, as provided by the District, are summarized in the table below.

MISSION OAKS RECREATION AND PARK DISTRICT Parks and Recreation Maintenance and Improvement District Estimate of Revenues and Costs Fiscal Year 2021-22	
<b>Revenues</b>	
Estimated Beginning Fund Balance as of July 1, 2021	\$454,443
FY 2021-22 Projected PRMID Assessment Revenue	\$1,052,493
Park District Contribution for General Benefits <sup>1</sup>	\$1,304,703
Park District Contribution for Special Benefits	<u>\$670,564</u>
<b>Total Revenues:</b>	<b>\$3,482,204</b>
<b>Expenditures</b>	
<u>Capital Improvement Projects</u>	
Cowan Park ADA sidewalk replacement	\$36,000
Cowan Park playground replacement	\$225,000
Gibbons Park HVAC replacement	\$257,000
Gibbons Park asphalt replacement behind Center	\$52,000
Gibbons Park slurry & restripe parking lot	\$18,500
Gibbons Park resurface basketball court	\$28,000
Gibbons Park resurface & repurpose tennis courts	\$185,000
Maddux Park ADA sidewalk replacement	\$55,000
Oak Meadow Park ADA sidewalk replacement	\$110,000
Replenish playground fiber for various parks	<u>\$22,000</u>
<b>Capital Improvement Projects Subtotal:</b>	<b>\$988,500</b>
<u>Operations and Maintenance Costs</u>	
Equipment/Vehicle Operations and Maintenance	\$128,800
Building Facilities and Restroom Maintenance	\$119,800
Park Maintenance and Landscaping Services	\$332,620
District Staffing and Overhead	\$1,194,509
Supplies & Materials	\$107,150
Utilities	\$110,250
Water	\$125,000
Incidentals <sup>2</sup>	<u>\$75,575</u>
<b>Operations and Maintenance Subtotal:</b>	<b>\$2,193,704</b>
<b>Total Expenditures:</b>	<b>\$3,182,204</b>
<b>FY 2021-22 PRMID Assessment Information</b>	
Zone A SFE Rate per Unit <sup>3</sup>	\$52.07
Zone A SFE Units <sup>4</sup>	<u>19,307.25</u>
<b>Zone A Revenue:</b>	<b>\$1,005,328</b>
Zone B SFE Rate per Unit <sup>3</sup>	\$43.74
Zone B SFE Units <sup>4</sup>	<u>1,081.70</u>
<b>Zone B Revenue:</b>	<b>47,313.38</b>
<b>Total Estimated FY 2021-22 PRMID Assessment Revenue<sup>5</sup>:</b>	<b>\$1,052,493</b>

Notes to Estimate of Revenues and Costs Table above:

1. As determined in the following section, at least 41% of the costs must be funded from sources other than the PRMID assessments to cover costs attributed to general benefits. The District will contribute \$1,975,267, which is in excess of the costs attributable to general benefit.
2. Incidental cost includes Assessment Engineering fees, County Collection fees, and other administrative and incidental costs.
3. The assessment rate per SFE is the total assessment amount per single family equivalent benefit unit.
4. "SFE" means single family equivalent benefit unit.
5. The assessment amounts per parcel are rounded down to the even penny for purposes of complying with the collection requirements from the County Auditor. Therefore, the total assessment amount for all parcels subject to the assessments may vary slightly from the amount shown in the previous table.

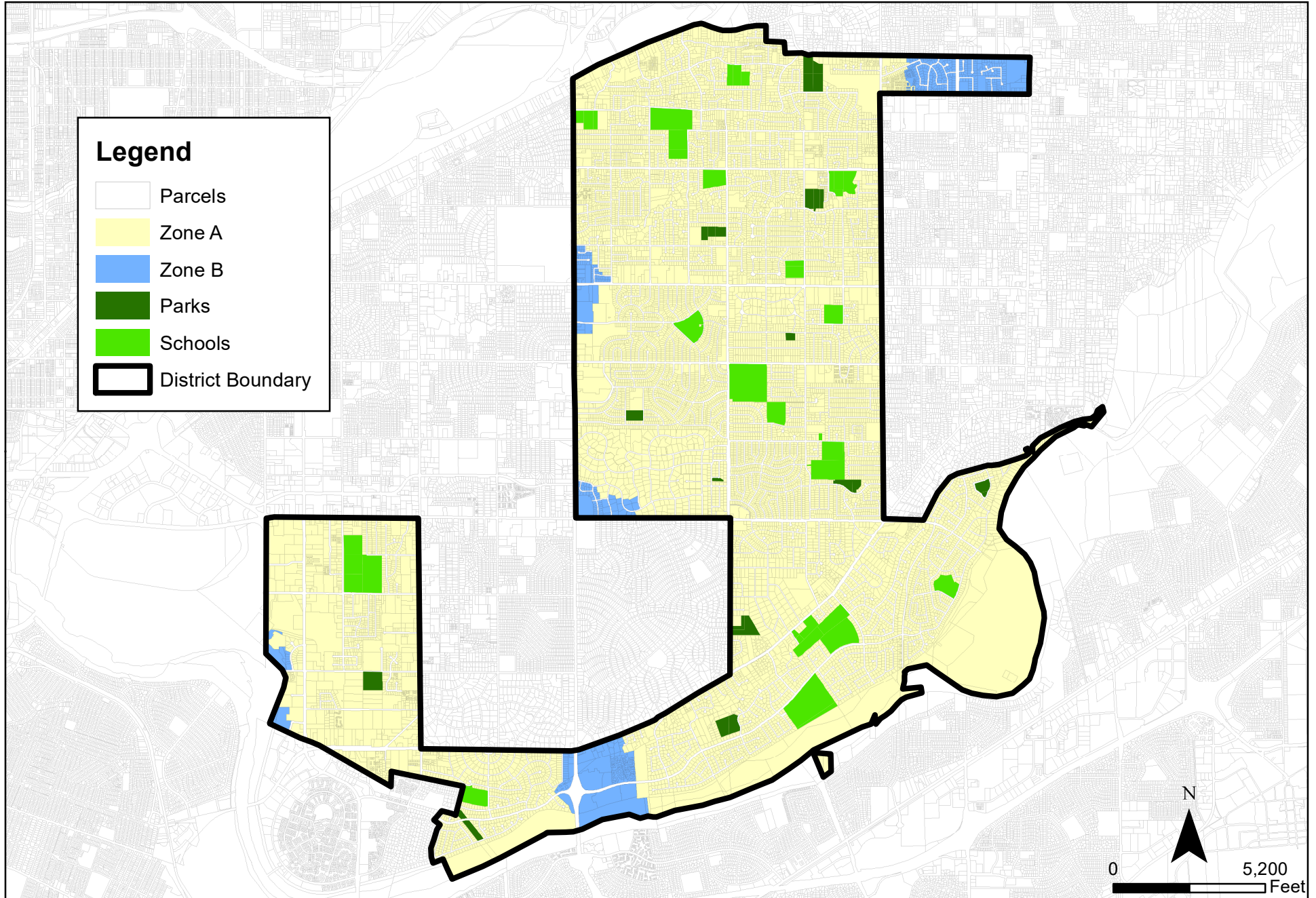
## PART C

### ASSESSMENT DISTRICT DIAGRAM

The boundaries of the Parks and Recreation Maintenance and Improvement District are contiguous with the boundaries of Park District, as defined by the Sacramento County Tax Rate Areas. The boundaries of the Parks and Recreation Maintenance and Improvement District are displayed on the Assessment Diagram on file with the Clerk of the Board. The lines and dimensions of each parcel within the Parks and Recreation Maintenance and Improvement District are those lines and dimensions shown on the maps of the Sacramento County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report.

A reduced copy of the map displaying the PRMID boundaries and Benefit Zones A and B is on the following page.

# Mission Oaks Recreation & Park District Parks and Recreation Maintenance and Improvement District Assessment Diagram



## PART D

### METHOD OF APPORTIONMENT OF ASSESSMENTS

#### GENERAL

This section of the Engineer's Report describes the special and general benefits to be derived from the Improvements to park facilities and Park District maintained property, and the methodology used to apportion the total assessment to properties within PRMID.

The Improvement District consists of all Assessor Parcels within the boundaries of the Park District. The method used for apportioning the assessment is based upon the proportional special benefits conferred to the properties over and above the general benefits conferred to real property in the Improvement District or to the public at large. Special benefit is calculated for each parcel in the Improvement District using the following process:

- 1) Identify all benefit factors derived from the improvements.
- 2) Quantify the proportion of benefits that are attributable to general benefit.
- 3) Determine the relative special benefit within different areas of the Improvement District.
- 4) Determine the relative special benefit per property type.
- 5) Calculate the specific assessment for each individual parcel based upon special vs. general benefit, location, property type, property characteristics, improvements on property and other supporting attributes.

#### DISCUSSION OF BENEFIT

In summary, the assessments can only be levied based on the special benefit to property. Any and all general benefit must be funded from another source. This special benefit received by property is over and above any general benefits from the Improvements. With reference to the requirements for assessments, Section 22573 of the Landscaping and Lighting Act of 1972 states:

*"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements. The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000)) [of the Streets and Highways Code, State of California]."*

Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property and that the value of the special benefits must reasonably exceed the cost of the assessment:

*"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority (“SVTA v. SCCOSA”). The SVTA v. SCCOSA decision clarifies that a special benefit is a service or improvement that provides a direct advantage to a parcel and that indirect or derivative advantages resulting from the overall public benefits from a service or improvement are general benefits. The SVTA v. SCCOSA decision also provides specific guidance that park improvements are a direct advantage and special benefit to property that is proximate to a park:

*The characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g. proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g. general enhancement of the district’s property values).*

Finally, Proposition 218 twice uses the phrase “over and above” general benefits in describing special benefit. (Article XIII D, sections 2(i) & 4(f)).

### **BENEFIT FACTORS**

The special benefits from the Improvements are listed below:

#### **EXTENSION OF A PROPERTY’S OUTDOOR AREAS AND GREEN SPACES FOR PROPERTIES WITHIN CLOSE PROXIMITY TO THE IMPROVEMENTS**

In large part because it is cost prohibitive to provide large recreational and/or usable land areas on property in the Improvement District, the residential, commercial, and other benefiting properties in the Improvement District do not have large outdoor areas and green spaces. The parks and other recreational lands funded by the assessments in the Improvement District provide these larger outdoor areas that serve as an effective extension of the land area for proximate properties because the Improvements are uniquely proximate and accessible to property in close proximity to the Improvements. The Improvements, therefore, provide an important, valuable and desirable extension of usable land area for the direct advantage and special benefit of properties with good and close proximity to the Improvements.

According to the industry-standard guidelines established by the National Park and Recreation Association (the “NPRA”), neighborhood parks in urban areas have a service area radius of generally one-half mile and community parks have a service area radius of approximately two miles. The service radii for neighborhood parks and neighborhood green spaces were specifically established to give all properties within these service radii close proximity and easy walking access to such public land areas. Since proximate and accessible parks serve as an extension of the usable land area for property in the service radii and since the service radii was specifically designed to provide close proximity and access, the parcels within this service area clearly receive a direct advantage and special benefit from the Improvements and this special benefit is not received by other properties or the public at large.

Moreover, almost every neighborhood park in the Improvement District does not provide a restroom or parking lot. Such public amenities were specifically excluded from neighborhood

parks because neighborhood parks are designed to be an extension of usable land area specifically for properties in close proximity, and not the public at large or other non-proximate property. The occupants of proximate property do not need to drive to their local park and do not need restroom facilities because they can easily access their local neighborhood park and can use their own restroom facilities as needed. This is further tangible evidence of the effective extension of land area provided by the Improvements to proximate parcels in PRMID and the unique direct advantage the proximate parcels receive from the Improvements.

An analysis of the service radii for the Improvements finds that all properties in the Improvement District enjoy the distinct and direct advantage of being close and proximate to parks within the Improvement District. The benefiting properties in the Improvement District therefore uniquely and specially benefit from the Improvements.

#### **PROXIMITY TO IMPROVED PARKS AND RECREATIONAL FACILITIES**

As described previously, property in the Improvement District enjoys unique and valuable proximity and access to the Improvements that the public at large and property outside the Improvement District do not share.

In absence of the assessments, the Improvements would not be provided and the parks and recreation areas in the Improvement District would be degraded due to insufficient funding for maintenance, upkeep, and repair. Therefore, the assessments provide Improvements that are over and above what otherwise would be provided. Improvements that are over and above what otherwise would be provided do not by themselves translate into special benefits but when combined with the unique proximity and access enjoyed by parcels in the Improvement District, they provide a direct advantage and special benefit to property in the Improvement District.

#### **ACCESS TO IMPROVED PARKS, OPEN SPACE AND RECREATIONAL AREAS**

As described previously, the parcels in the Improvement District enjoy uniquely close proximity to the Improvements. Access to the improvements is directly equated with proximity, as demonstrated by the neighborhood park service area radii, which is based on being within easy walking distance (access). Therefore, the parcels in the Improvement District also directly benefit from the unique close access to improved parks, open space and recreation areas that are provided by the Assessment.

#### **IMPROVED VIEWS**

The Park District, by maintaining the landscaping at its park and recreation facilities provides improved views to properties with direct line-of-sight as well as other local properties which benefit from improved views when property is accessed. Therefore, the improved and protected views provided are another direct and tangible advantage that is conferred upon property in the Improvement District.

#### **BENEFIT FINDING**

In summary, real property located within the boundaries of the Improvement District distinctly and directly benefits from closer proximity, access and views of improved parks and recreation facilities and other public resources funded by the PMRID. The Improvements are specifically designed to serve local properties in the Improvement District, not other properties, or the public at large. The public at large and other properties outside the Improvement District receive only



limited benefits from the Improvements because they do not have similar proximity, access or views of the Improvements. These are special benefits to property in the Improvement District in much the same way that sewer and water facilities, sidewalks and paved streets enhance the utility and desirability of property and make them more functional to use, safer and easier to access.

**GENERAL VERSUS SPECIAL BENEFIT**

Article XIIIIC of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

Total Benefit	=	General Benefit	+	Special Benefit
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There is not widely accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

A formula to estimate the general benefit is listed below:

General Benefit	=	Benefit to Real Property Outside the Assessment District	+	Benefit to Real Property Inside the Assessment District that is Indirect and Derivative	+	Benefit to the Public At Large
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Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The SVTA v. SCCOSA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” For this Improvement District, as noted above, properties have close and unique proximity, views and access to the Improvements and uniquely improved desirability from the Improvements and other properties and the public at large do not receive significant benefits because they do not have proximity, access or views of the Improvements. Therefore, the overwhelming proportion of the benefits conferred to property is special and is only minimally received by property outside the Improvement District or the public at large.

On May 26, 2010, the 4th District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside (“Beutz”) appeal. The Beutz case rejected an assessment for parks in large part because the general benefits were not calculated and quantified. In its decision, the Court suggests that the use of parks located in an assessment district by people who live outside of the district likely is a general benefit. The assessments described and justified in this Engineer’s Report include a specific calculation of general benefits, as described in the following section, which is based in part on such use by people outside of the Improvement District. Moreover, the proportionality of the assessments for each parcel, based in large part on proximity is established as well. Therefore, the assessments and this Engineer’s Report are consistent with the Beutz decision.

### CALCULATING GENERAL BENEFIT

In this section, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessments from the Improvement District.

### BENEFIT TO PROPERTY OUTSIDE THE IMPROVEMENT DISTRICT

Properties within the Improvement District receive almost all the special benefits from the Improvements because properties in the Improvement District enjoy unique close proximity and access to the Improvements that is not enjoyed by other properties or the public at large. However, certain properties within the proximity/access radius of the Improvements, but outside of the boundaries of the Improvement District, may receive some benefit from the Improvements. Since this benefit is conferred to properties outside the Improvement District boundaries, it contributes to the overall general benefit calculation and will not be funded by the assessments.

The properties outside the Improvement District and within the proximity radii for neighborhood parks in the Improvement District may receive benefits from the Improvements. It can be argued that any such benefits extending outside the Improvement District are offset by similar benefits from parks and recreation areas outside the Improvement District and near the borders; however, we use a more conservative approach of using the neighborhood park service area as a measure of benefits to properties outside the Improvement District. Since these properties are not assessed for their benefits because they are outside of the PMRID area that can be assessed by the Park District, this is a form of general benefit to the public at large and other property. A 50% reduction factor is applied to these properties because they are all geographically on only one side of the Improvements and are over twice the average distance from the Improvements compared to properties in the Improvement District. The general benefit to property outside of the Improvement District was calculated as follows with the parcel and data analysis performed previously by the Park District’s prior assessment engineer, SCI Consulting Group.

Assumptions:

4,243 parcels outside the Improvement District but within 0.5 miles of a park within the Improvement District.

17,731 parcels in the Improvement District.

50% relative benefit for parcels outside the Improvement District as compared to parcels within the Improvement District.

Calculation of General Benefit to Property Outside the Improvement District

$$4,243 / (17,731 + 4,243) * 0.50 = 10\%$$

Although it can reasonably be argued that Improvements inside, but near the Park District boundaries are offset by similar park and recreational improvements provided outside, but near the Park District's boundaries, we use the more conservative approach of finding that 10% of the Improvements may be of general benefit to property outside the Improvement District.

**BENEFIT TO THE PUBLIC AT LARGE AND PROPERTY WITHIN THE IMPROVEMENT DISTRICT**

The "indirect and derivative" benefit to property within the Improvement District is particularly difficult to calculate. A solid argument can be presented that all benefit within the Improvement District is special, because the Improvements are clearly "over and above" and "particular and distinct" when compared with the baseline level of service and the unique proximity, access and views of the Improvements enjoyed by benefiting properties in the Improvement District.

Nevertheless, the SVTA vs. SCCOSA decision indicates there may be general benefit "conferred on real property located in the district" A measure of the general benefits to property within the Improvement District is the percentage of land area within the Improvement District that is publicly owned and used for regional purposes such as major roads, rail lines and other regional facilities because such properties, while physically within the Improvement District, are used for regional purposes and could provide indirect benefits to the public at large. Approximately 1% of the land area within the Improvement District is used for such regional purposes, so this is a measure of the general benefits to property within the Improvement District.

The general benefit to the public at large and attributed to the Park District can be estimated by the proportionate amount of time that the Park District's parks, and recreational facilities are used and enjoyed by individuals who are not residents, employees, customers or property owners. In order to measure the general benefits from the Improvement District, the previous assessment engineer, SCI Consulting Group, conducted a survey of the users of the parks and recreation facilities to be funded by the assessments, and of other similar parks. The field survey work found that less than 25% of the park users did not live or work within the Improvement District. Therefore, this survey found a 25% level of general benefits from the Improvement District to the public at large.

When people outside the Improvement District use parks, they diminish the availability of parks for people on property within the Improvement District. This outside use somewhat diminishes the special benefit factor of access because occupied Improvements are somewhat less accessible for property located within the Improvement District. Therefore, conservatively another 5% of general benefit is allocated for people and property within the Improvement District. This is another measure of general benefits to property within the Improvement District.

**TOTAL GENERAL BENEFITS**

Summing the four measures of general benefit described above, we find that approximately 41% of the benefits conferred by the Improvements are general in nature and should be funded by sources other than the Assessment.

General Benefit Calculation	
10%	(Outside the Assessment District)
+ 1%	(Property within the District)
+ 25%	(Public at Large)
+ 5%	(Property within the District)
= 41%	(Total General Benefit)

The PMRID FY 2021-22 budget for maintenance and improvement of the Park District’s parks and recreational facilities is \$3,182,204. Of this total budget amount, the Park District will contribute \$1,975,267 from sources other than the Improvement District’s assessments. This contribution by the Park District equates to approximately 62.1% of the total budget for maintenance and improvements and constitutes more than the amount attributable to the general benefits from the Improvements.

**ZONES OF BENEFIT**

As noted, community parks in urban areas have a service area radius of approximately two miles and neighborhood parks have a service area radius of approximately ½ mile. Nearly all properties in the Park District are within these standard service area radii of neighborhood and community parks that will be improved and maintained with funds from the Improvement District. There are some areas of the Improvement District that are not within a ½ mile from a neighborhood or community park (collectively “area”) and are generally less proximate to the Improvements. Therefore, this area receives relatively lesser special benefits from the Improvements than properties located within a ½ mile from a neighborhood or community park. This area of lesser benefit is defined to include all parcels within Improvement District boundaries that are located more than a ½ mile from a park. This area is hereinafter referred to as Zone of Benefit B or Zone B and is depicted on the Assessment Diagram included with this Report. All parcels within ½ mile from a park are classified into Zone of Benefit A or Zone A.

Relative proximity and access to the Improvement District’s facilities is a measure of the level of special benefit conferred by the assessments. Parcels in Zone B are determined to receive 84% the level of benefit as those within Zone A.

### CRITERIA AND POLICIES

This sub-section describes the criteria that shall govern the expenditure of Improvement District funds and ensure equal levels of benefit for properties of similar type. The criteria established in this Report, as finally confirmed, cannot be substantially modified; however, the Board may adopt additional criteria to further clarify certain criteria or policies established in this Report or establish additional criteria or policies that do not conflict with this Report.

### ASSESSMENT FUNDS MUST BE EXPENDED WITHIN THE IMPROVEMENT DISTRICT

The net available Improvement District funds, after incidental, administrative, financing, and other costs, shall be expended exclusively for Improvements within the boundaries of the Improvement District.

### CITIZEN'S OVERSIGHT COMMITTEE

A Citizens' Oversight Committee (the "Citizens' Oversight Committee") has been established for the Improvement District. The Citizens' Oversight Committee shall review potential projects that may be funded by the assessments and shall make recommendations on the expenditure of Improvement District funds. Members of the Citizen's Oversight Committee are nominated by the Park District with ratification by the County Supervisor who represents the Park District. All members of the Citizens' Oversight Committee shall own property within Park District and shall not have conflicts of interest with the Improvement District or the Improvements and Services funded by the Assessments.

### METHOD OF ASSESSMENT

As previously discussed, the assessments provide specific Improvements that confer direct and tangible special benefits to properties within the Improvement District. These benefits can partially be measured by the occupants on property in the Improvement District because such parcel population density is a measure of the relative benefit a parcel receives from the Improvements. Therefore, the apportionment of benefit is partially based on the population density of parcels.

It should be noted that many other types of "traditional" assessments also use parcel population densities to apportion assessments. For example, the assessments for sewer systems, roads and water systems are typically allocated based on the population density of the parcels assessed. Moreover, assessments have a long history of use in California and are in large part based on the principle that benefits from a service or improvement funded by assessments that is enjoyed by tenants and other non-property owners ultimately is conferred directly to the underlying property.

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a single-family home, or, in other words, on the basis of Single-Family Equivalent (SFE). This SFE methodology is commonly used to allocate assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate allocation of assessments. For the purposes of this Report, all properties are designated a SFE value, which is each property's relative benefit in relation to a single-family home on one parcel. In this case, the "benchmark" property is the single-family detached dwelling which is one Single-Family Equivalent or one SFE.

In the process of determining the appropriate method of assessment, the Engineer considered various alternatives. For example, an assessment only for all residential improved property was considered but was determined to be inappropriate because commercial, industrial, and other properties also receive direct benefits from the Improvements.

Moreover, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because larger properties receive a higher degree of benefit than other similarly used properties that are significantly smaller. Larger properties generally support larger buildings and have higher numbers of employees, customers, and guests that would benefit from proximity and improved access to well maintained and improved parks and recreational facilities. Therefore, the potential population of employees or residents is a measure of the special benefits received by the property.

Finally, the special benefits derived from the assessments are conferred on property and are not based on a specific property owner's use of the improvements, or a specific property owner's occupancy of property or the property owner's demographic status such as age or number of dependents. However, it is ultimately people who value the special benefits described above and use and enjoy the Improvement District's park and recreational facilities. In other words, the benefits conferred to property are related to the average number of people who could potentially live on, work at, or otherwise could use a property, not how the property is currently used by the present owner. Therefore, the number of people who could or potentially live on, work at or otherwise use a property is one indicator of the relative level of benefit received by a property.

In conclusion, it was determined that the appropriate method of assessment apportionment should be based on the type and use of property, the relative size of the property, its relative population and usage potential and its proximity to parks and recreational facilities. This method is further described below.

#### **RESIDENTIAL PROPERTIES**

Certain residential properties located within the Improvement District that contain a single residential dwelling unit are assigned one Single-Family Equivalent or 1.0 SFE. Detached or attached houses, zero-lot line houses, and town homes are included in this category of single-family residential property.

Properties with more than one residential unit are designated as multi-family residential properties. These properties benefit from the improvements in proportion to the number of dwelling units attributed to each property, the average number of people who reside in multi-family residential units versus the average number of people who reside in a single-family home, and the relative size of each type of residential dwelling unit. The population density factors for the Park District, as depicted below, provide the basis for determining the SFE factors for residential properties. Using the total population in a certain residential property type in the area of the Improvement District from the 2000 Census and dividing it by the total number of such households, finds that approximately 2.60 persons occupy each single-family residence, whereas an average of 2.36 persons occupy each condominium. The ratio of 2.60 people on average for a single-family residence and 2.36 people per dwelling unit in a multi-family unit results in a population density equivalent of .91 for multi-family units. Next the relative building areas are factored into the analysis because special benefits are related to average size of a property, in

addition to average population densities. For a condominium, this calculation results in an SFE factor of .63 per dwelling unit. A similar calculation is used for the SFE Rates for other residential property types as shown in the table below.

**TABLE 1 – RESIDENTIAL POPULATION FACTORS**

Residential Property Type	Total Population	Occupied Households	Persons per Household	Population Density Equivalent	Sq. Ft. Factor	SFE Rate
Single Family Residential	32,227	12,415	2.60	1.00	1.00	1.00
Condominium	4,011	1,699	2.36	0.91	0.69	0.63
Multi-Family Residential (2+ Units) <sup>1</sup>	12,300	6,459	2.06	0.80	0.63	0.50
Mobile Home on Separate Lot	99	52	1.90	0.73	0.67	0.49

Source: 2000 Census, Sacramento County, Carmichael area (*the most recent data available when the Improvement District was established*), and Sacramento County Assessor

1. Multi-family dwelling units in excess of 20 units typically provide on-site recreational amenities that offset some of the benefits from the Improvement District. Therefore, multi-family properties are assessed 0.50 SFE per dwelling unit for the first 20 units and 0.10 SFE for any dwelling units in excess of 20.

**NON-RESIDENTIAL PROPERTIES**

Non-residential properties are generally open and operated for more limited times, relative to residential properties. Therefore, the relative hours of operation can be used as a measure of benefit since employee density also provides a measure of the relative benefit to property. Since non-residential properties are typically open and occupied by employees approximately one-half the time of residential properties, it is reasonable to assume that non-residential land uses receive one-half of the special benefit on a land area basis relative to single-family residential property. The average size of a single-family home in the Improvement District is 0.25 acres. Therefore, a non-residential property with 0.25 acres receives one-half the relative benefit of a single-family home, or a 0.50 SFE factor.

The SFE values for various non-residential land uses are further defined by using average employee densities because the special benefit factors described previously can be measured by the average number of people who work at non-residential properties.

To determine employee density factors, this Report utilizes the findings from the San Diego County Association of Governments Traffic Generators Study (the “SANDAG Study”) because these findings were approved by the State Legislature which determined the SANDAG Study to be a good representation of the average number of employees per acre of land area for non-residential properties. As determined by the SANDAG Study, the average number of employees per acre for commercial and industrial property is 24. As presented in Table 2, the SFE factors for other types of non-residential properties are determined relative to their typical employee density in relation to the average of 24 employees per acre of commercial and industrial property.

Non-residential properties in excess of 5 acres generally involve uses that are more land intensive relative to building areas and number of employees (lower coverage ratios). As a result, for non-residential parcels (except Self Storage or Parking Lots) with a land area in excess of 5 acres, the SFE rate is applied per quarter acre for the first 5 acres and per acre for each additional acre over

5 acres. Benefits to non-residential properties are attributed to the portion of each respective non-residential parcel that are used for such purposes. Therefore, if a non-residential parcel includes undeveloped land area that is clearly not related to the non-residential use of the parcel, such undeveloped land area shall not be included in the SFE benefit unit calculation.

Institutional properties that are used for residential, commercial, or industrial purposes are also assessed at the appropriate residential or non-residential rate.

**TABLE 2 – NON-RESIDENTIAL DENSITY AND ASSESSMENT FACTORS**

Type of Commercial/ Industrial Land Use	Average Employees per Acre <sup>1</sup>	SFE Units per Fraction Acre <sup>2</sup>	SFE Units per Acre After 5
Commercial	24	0.500	0.500
Office	68	1.420	1.420
Shopping Center	24	0.500	0.500
Industrial	24	0.500	0.500
Self Storage or Parking Lot	1	0.021	

1. Source: San Diego Association of Governments Traffic Generators Study.
2. The SFE factors for non-residential parcels are applied by the quarter acre of non-residential parcel area or portion thereof. Therefore, the minimum assessment for any assessable parcel in these categories is the SFE Units listed herein.

**VACANT/UNDEVELOPED PROPERTIES**

The benefit to vacant properties is determined to be proportional to the corresponding benefits for similar type developed properties; however, at a lower rate due to the lack of improvements on the property. A measure of the benefits attributed to the underlying land is determined by the ratio of average value of land in relation to average value of improvements for developed property. Based on this ratio, it is estimated that approximately 25% of the benefits are related to the underlying land and 75% are related to the improvements and the day-to-day use of the property. Therefore, the SFE rate for vacant parcels is 0.25 per parcel.

**OTHER PROPERTIES**

Article XIIIID, Section 4 of the California Constitution states that publicly owned properties shall not be exempt from assessment unless there is clear and convincing evidence that those properties receive no special benefit.

All public properties that are specially benefited are assessed. Publicly owned property that is used for purposes similar to private residential, commercial, industrial, institutional, or office uses is benefited and assessed at the same rate as such privately owned property. Public right-of-way parcels, well, reservoir or other water rights parcels that cannot be developed into other improved uses do not generate employees, residents, customers, or guests. Moreover, many of these parcels have limited economic value and, therefore, do not benefit from specific enhancement of property value. Such parcels are, therefore, not specially benefited and are not assessed.



Other properties such as parks, open space, watershed, greenbelt lands without improvements, and common areas typically offer open space, public resource and/or recreational facilities on the property that serve to offset the benefits from the Improvement District. Therefore, these parcels receive minimal benefit and are assessed an SFE factor of 0. If such parcels are converted to an assessable residential or non-residential land use, they shall be classified to such new category and shall be assessed as previously described in this Report.

#### MAXIMUM AND APPLIED ASSESSMENT RATES

The maximum assessment rate is subject to an annual adjustment tied to the change in the Consumer Price Index-All Urban Consumers for the San Francisco Bay Area (the "CPI") from December to December, with a maximum annual adjustment not to exceed 3.00%. Any change in the annual CPI in excess of 3.00% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in future years for which the CPI is less than 3.00%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2019 to December 2020 was 2.00%. Since the CPI is below 3.00% and there is an Unused CPI balance of 1.61%, the maximum assessment rate will be increased by 3.00%, resulting in a remaining Unused CPI balance of 0.61%.

Therefore, the maximum assessment rate for Fiscal Year 2021-22 is increased by 3.00% over the maximum assessment rate for Fiscal Year 2020-21 which was \$56.09, which equates to \$57.78 per single-family equivalent benefit unit. The cost estimate in this Engineer's Report proposes an applied assessment rate of \$52.07 for Fiscal Year 2021-22, which is the same assessment rate that was applied for Fiscal Year 2020-21 and below the current maximum authorized assessment rate stated above.

#### APPEALS OF ASSESSMENTS LEVIED TO PROPERTY

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment may file a written appeal with the District Administrator of the Park District or his or her designee. Any such appeal is limited to correction of an assessment during the then current fiscal year. Upon the filing of any such appeal, the District Administrator or his or her designee will promptly review the appeal and any information provided by the property owner. If the District Administrator or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the District Administrator or his or her designee is authorized to refund the property owner the amount of any approved reduction. Any dispute over the decision of the District Administrator or his or her designee shall be referred to the Advisory Board and the decision of the Board shall be final.

## PART E

### PROPERTY OWNER LIST & ASSESSMENT ROLL

A list of names and addresses of the owners of all parcels, and the description of each parcel within the Park District is shown on the last equalized Secured Property Tax Roll of the Sacramento County Assessor, which by reference is hereby made a part of this Report.

This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll, which includes the proposed assessment amounts for Fiscal Year 2021-22 apportioned to each parcel. The Assessment Roll is on file in the Office of the District Administrator of the Park District and is shown in this Report as Appendix "A".

The total proposed assessment for Fiscal Year 2021-22 is \$1,052,493.02.

APPENDIX "A"  
ASSESSMENT ROLL

(on file with the Clerk of the Board)

## PROOF OF PUBLICATION/AFFIDAVIT OF:

## PUBLIC NOTICE

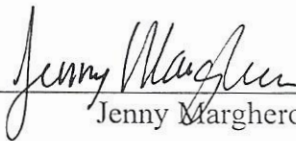
By: MISSION OAKS RECREATION & PARK  
DISTRICT

PROOF OF PUBLICATION  
STATE OF CALIFORNIA  
County of Sacramento

I am a citizen of the United States and a resident of the County afore-said, I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the Grapevine Independent, a newspaper of general circulation printed and published in the County of Sacramento, State of California, under the date of September 18, 1969, by Superior Court Order Adjudication Number 195380, that the notice, of which the annexed is printed copy (set in type not smaller than nonpareil) has been published in each regular and entire issue of said newspaper and not in any supplement therefore on the following dates, to wit:

May 28, 2021

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

  
Jenny Margherone

DATED: May 28, 2021

CARMICHAEL TIMES  
7144 FAIR OAKS BLVD., SUITE 5  
CARMICHAEL, CA 95608

## RESOLUTION NO 2021-04

**A RESOLUTION DECLARING THE INTENTION TO LEVY  
ASSESSMENTS FOR FISCAL YEAR 2021-22, PRELIMINARILY  
APPROVING THE ENGINEER'S REPORT, AND PROVIDING NOTICE  
OF PUBLIC HEARING OF THE MISSION OAKS RECREATION AND  
PARK DISTRICT PARKS AND RECREATION MAINTENANCE AND  
IMPROVEMENT DISTRICT**

WHEREAS, the Mission Oaks Recreation and Park District, Parks and Recreation Maintenance and Improvement District was authorized by an assessment ballot proceeding conducted in 2006 and approved by 68.78% of the weighted ballots returned by property owners, and such assessments were levied by the Advisory Board of Directors by Resolution No. 2006-04 passed on May 2, 2006; and

WHEREAS, on April 13, 2021 by Resolution No. 2021-02, the Board ordered the preparation of an Engineer's Report for the Parks and Recreation Maintenance and Improvement District (the "District") for fiscal year 2021-22; and

WHEREAS, pursuant to said Resolution, the Engineer's Report was prepared by Francisco and Associates, Inc., Engineer of Work, in accordance with 22565, et. seq., of the Streets and Highways Code (the "Report") and Article XIIIID of the California Constitution; and

WHEREAS, said Engineer's Report was filed with the Secretary of the Board of Directors and the Board of Directors has reviewed the Report and wishes to take certain actions relative to said Report.

NOW, THEREFORE, BE IT RESOLVED, by the Advisory Board of Directors of the Mission Oaks Recreation and Park District ("Board") that:

**SECTION 1.** The Report for the "Parks and Recreation Maintenance and Improvement District", on file with the Secretary of the Board, has been duly considered by the Board of Directors and is hereby deemed sufficient and approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under, and pursuant to, the foregoing resolution.

**SECTION 2.** It is the intention of this Board to continue to levy and collect assessments within the District for fiscal year 2021-22. Within the District, the existing and proposed improvements ("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, security guards, 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.

**SECTION 3.** The District consists of the lots and parcels shown on the assessment diagram of the District on file with the Secretary of the Board, and reference is hereby made to such map for further particulars.

**SECTION 4.** Reference is hereby made to the Report for a full and detailed description of the Improvements, the boundaries of the District and the proposed assessments upon assessable lots and parcels of land within the District. The Engineer's Report identifies all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed.

**SECTION 5.** The maximum assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 3%. Any change in the CPI in excess of 3% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2019 to December 2020 was 2.00% and the Unused CPI balance is 1.61%. Therefore, the maximum authorized assessment rate for fiscal year 2021-22 is increased by 3.00% which

... year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2019 to December 2020 was 2.00% and the Unused CPI balance is 1.61%. Therefore, the maximum authorized assessment rate for fiscal year 2021-22 is increased by 3.00% which equates to \$57.78 per single-family equivalent benefit unit. The estimate of cost and budget in the Engineer's Report proposes assessments for fiscal year 2021-22 at \$52.07 which is less than the maximum authorized assessment rate.

**SECTION 6.** The public hearing shall be held, before this Board at Mission Oaks Community Center, located at 4701 Gibbons Drive, Carmichael, California 95608 as follows: on Tuesday, June 8, 2021 at the hour of 6:00 p.m. for the purpose of this Board's determination whether the public interest, convenience and necessity require the improvements and this Board's final action upon the Report and the assessments therein. 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 June 8, 2021, 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. The Secretary of the Board is hereby authorized and directed to cause a notice of the hearing to be given by publishing a notice once, at least ten (10) days prior to the date of the hearing above specified, in a newspaper circulated in the District.

**SECTION 7.** To get additional information about the assessments or the Assessment District contact: Daniel Barton, District Administrator, Mission Oaks Recreation and Park District; 3344 Mission Avenue, Carmichael, California 95608.

PASSED AND ADOPTED this 11th day of May, 2021 by the following vote, to wit:

AYES: 5 Rothberg, Nguyen, Evans, Todd and Alcalay

NOES: 0

ABSENT: 0

ABSTAIN: 0

Jeff Rothberg, Chairperson of the Advisory Board of Directors

ATTEST: Debra Tierney, Clerk of the Board of Directors

Carmichael Times 5-28-2021

**RESOLUTION NO. 2021-05**

A RESOLUTION APPROVING THE FISCAL YEAR 2021-22 ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENTS AND ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL YEAR 2021-22 FOR THE MISSION OAKS PARKS AND RECREATION MAINTENANCE AND IMPROVEMENT DISTRICT

**WHEREAS**, on May 2, 2006, by its Resolution No. 2006-04, after receiving a weighted majority of ballots in support of the proposed assessment, the Governing Board (the "Board") of the Mission Oaks Recreation and Park District (the "District") ordered the formation of and levied the first assessment within the District's 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); and

**WHEREAS**, by Resolution No. 2021-02 the Board ordered the preparation of an Engineer's Report for the Improvement District for Fiscal Year (FY) 2021-22; and

**WHEREAS**, pursuant to said Resolution, the Engineer's Report was prepared by Francisco & Associates, Inc., Engineer of Work, in accordance with Section 22565, et. seq., of the Streets and Highways Code (the "Report") and Article XIID of the California Constitution; and

**WHEREAS**, by Resolution No. 2021-04, the Board preliminarily approved the Engineer's Report for said Improvement District and set a date for a Public Hearing; and

**WHEREAS**, the Report was duly made and filed with the Clerk of the Board and duly considered by this Board and found to be sufficient in every particular, whereupon it was determined that the Report should stand as the Engineer's Report for all subsequent proceedings under and pursuant to the aforesaid resolutions, and that June 8, 2021 at the hour of 6:00 p.m. via videoconference and teleconference as permitted by the Governor's Executive Order N-29-20, Section 3, were appointed as the time and place for a hearing by this Board on the question of the levy of the proposed assessment, notice of which hearing was given as required by law; and

**WHEREAS**, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the levy were fully heard and considered by the Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board thereby acquired jurisdiction to order the levy and the confirmation of the diagram and assessments prepared by and made a part of the Report to pay the costs and expenses thereof.

**NOW, THEREFORE, BE IT RESOLVED**, by the Advisory Board of Directors of the District that:

1. The public interest, convenience and necessity require that the levy of assessments be made.

2. The Improvement District benefited by the improvements and assessed to pay the costs and expenses thereof, and the exterior boundaries thereof, are as shown by a map thereof filed in the office of the Clerk of the Board, which map is made a part hereof by reference thereto.

3. The Report as a whole and each part thereof are finally approved and confirmed, to wit:

- (a) the Engineer's estimate of the itemized and total costs and expenses of maintaining the improvements and of the incidental expenses in connection therewith;
- (b) the diagram showing the Improvement District, plans and specifications for the improvements to be maintained and the boundaries and dimensions of the respective lots and parcels of land within the Improvement District; and
- (c) the assessment of the total amount of the cost and expenses of the proposed maintenance of the improvements upon the several lots and parcels of land in the Improvement District in proportion to the estimated special benefits to be received by such lots and parcels, respectively, from the maintenance, and of the expenses incidental thereto.

4. Final adoption and approval of the Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the assessments, as contained in the Report as hereinabove determined and ordered, is intended to and shall refer and apply to the Report, or any portion thereof as amended, modified, or revised or corrected by, or pursuant to and in accordance with, any resolution or order, if any, heretofore duly adopted or made by this Board.

5. That assessments for FY 2021-22 shall be levied at the rate of fifty-two dollars and seven cents (\$52.07) per single family equivalent benefit unit as specified in the Report for FY 2021-22 with estimated total annual assessment revenues as set forth in the Report; and

6. The assessment to pay the costs and expenses of the maintenance of the improvements for FY 2021-22 is hereby levied. For further particulars pursuant to the provisions of the Landscaping and Lighting Act of 1972, reference is hereby made to the Resolution directing preparation of the Report.

7. Based on the oral and documentary evidence, including the Report, offered and received at the hearing, this Board expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the maintenance of the improvements at least in the amount if not more than the amount, of the assessment apportioned against the lots

and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, the aforesaid finding and determination as to special benefits.

8. Immediately upon the adoption of this resolution, but in no event later than the third Monday in August following such adoption, the Clerk of the Board shall file a certified copy of the diagram and assessments and a certified copy of this resolution with the Auditor of the County of Sacramento. Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall be collected at the same time and in the same manner as County property taxes are collected and all laws providing for the collection and enforcement of County property taxes shall apply to the collection and enforcement of the assessments, after collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the District's Improvement District.

9. Upon receipt of the moneys representing assessments collected by the County, the County shall deposit the moneys in the District Treasury to the credit of the improvement fund previously established under the distinctive designation of the Improvement District. Moneys in the improvement fund shall be expended only for the maintenance, servicing, construction or installation of the improvements.

10. The Clerk of the Board shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 8th day of June, 2021 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Chair of the Board of Advisors

ATTEST: \_\_\_\_\_  
Clerk of the Board



## PRMID Assessment Rates and Revenue Summary

Fiscal Year	Calculated CPI	Unused CPI Accumulation	Unused CPI Balance Available	Maximum Allowable CPI	Maximum Allowable Assessment Rate	Applied CPI	Applied Assessment Rate	Applied Assessment Revenue
2005-06					\$27.00		\$27.00	\$588,324.00
2006-07					\$39.00		\$39.00	\$773,430.00
2007-08	3.44%	0.44%	0.00%	3.00%	\$40.17	2.97%	\$40.16	\$797,979.00
2008-09	3.84%	0.84%	0.44%	3.00%	\$41.38	1.52%	\$40.77	\$810,380.00
2009-10	0.02%	0.00%	1.28%	1.30%	\$41.91	0.00%	\$40.77	\$811,773.00
2010-11	2.61%	0.00%	0.00%	2.61%	\$43.01	5.49%	\$43.01	\$857,426.00
2011-12	1.53%	0.00%	0.00%	1.53%	\$43.67	1.51%	\$43.66	\$871,730.00
2012-13	2.93%	0.00%	0.00%	2.93%	\$44.94	2.91%	\$44.93	\$897,217.00
2013-14	2.22%	0.00%	0.00%	2.22%	\$45.94	0.00%	\$44.93	\$896,576.00
2014-15	2.58%	0.00%	0.00%	2.58%	\$47.13	4.85%	\$47.11	\$939,654.00
2015-16	2.67%	0.00%	0.00%	2.67%	\$48.39	2.67%	\$48.37	\$966,024.00
2016-17	3.18%	0.18%	0.00%	3.00%	\$49.84	3.00%	\$49.82	\$987,827.00
2017-18	3.53%	0.53%	0.18%	3.00%	\$51.33	2.97%	\$51.30	\$1,019,157.00
2018-19	2.94%	0.00%	0.71%	3.00%	\$52.87	0.00%	\$51.30	\$1,019,768.00
2019-20	4.50%	1.50%	0.65%	3.00%	\$54.46	1.50%	\$52.07	\$1,036,964.00
2020-21	2.45%	0.00%	2.15%	3.00%	\$56.09	0.00%	\$52.07	\$1,039,812.28
2021-22	2.00%	0.00%	1.61%	3.00%	\$57.78	0.00%	\$52.07	\$1,052,493.02

The maximum assessment rate is subject to an annual increase tied to the change in the Consumer Price Index-All Urban Consumers for the San Francisco Bay Area (the "CPI") from December to December, with a maximum annual adjustment not to exceed 3.00%. Any change in the annual CPI in excess of 3.00% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in future years for which the CPI is less than 3.00%.

# STAFF REPORT



DATE: June 3, 2021  
 TO: MORPD Advisory Board of Directors  
 FROM: J.R. Hichborn, Parks Superintendent  
 SUBJECT: FEC Park Patrol Reports for May 2021

## Fulton El Camino Park Police Patrol Logs



### Ashton Park

No issues in May

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### Cowan Park

No issues in May

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### Eastern Oak Park

#### Notice To Appear Issued

1) Date/Time: 2021-05-24 22:14

Violation 1: 9.36.067 SCO Park Hours, Severity: Inf

#### Parking Citations Issued

1) Date/Time: 2021-05-24 17:44

V1: 4000(a) CVC No current registration

#### Warnings Issued

1) Date/Time: 2021-05-25 17:33

Violation: 5200(a)

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## Gibbons Park

### Notice To Appear Issued

1) Date/Time: 2021-05-16 15:10

Violation 1: 9.36.066.6 SCO Cart in Park, Severity: Inf

### Parking Citations Issued

1) Date/Time: 2021-05-10 21:19

V1: 4000(a) CVC No current registration

2) Date/Time: 2021-05-14 20:35

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

3) Date/Time: 2021-05-24 15:21

V1: 4000(a) CVC No current registration

V2: 5200(a) CVC Display of two license plates required

4) Date/Time: 2021-05-31 20:12

V1: 4000(a) CVC No current registration

### Warnings Issued

1) Date/Time: 2021-05-10 16:15

Violation: 9.36.061(a)(4)

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## Hazelwood Greens

### Warnings Issued

1) Date/Time: 2021-05-10 15:15

Violation: 9.36.061(a)(4)

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## Maddox Park

### Parking Citations Issued

1) Date/Time: 2021-05-11 18:54

V1: 5200(a) CVC Display of two license plates required

V2: 5204(a) CVC Current registration tabs not properly displayed

### Dispatched Calls For Service

1) Date/Time: 2021-05-02 18:14

Description: Text of the call read: Five males drinking and smoking in the park. Upon arrival, I did not notice anybody in the park that was smoking or drinking. Just families at the playground.

Disposition: UTL

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## **Mission North Park**

### **Notice To Appear Issued**

1) Date/Time: 2021-05-14 20:00

Violation 1: 22450 CVC Stop sign violation, Severity: Inf

### **Parking Citations Issued**

1) Date/Time: 2021-05-28 20:10

V1: 5200(a) CVC Display of two license plates required

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## **Oak Meadow Park**

No issues in May

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## **Orville Wright Park**

### **Warnings Issued**

1) Date/Time: 2021-05-25 17:42

Violation: 9.36.015

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## **Shelfield Park**

### **Warnings Issued**

1) Date/Time: 2021-05-11 18:30

Violation: 9.36.061(a)(4)

2) Date/Time: 2021-05-25 18:30

Violation: 5200(a)

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## **Sierra Oaks**

No issues in May

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## **Swanston Park**

### **Notice To Appear Issued**

1) Date/Time: 2021-05-11 11:28

Violation 1: 602(k) PC Trespassing, Severity: Mis

2) Date/Time: 2021-05-11 11:28

Violation 1: 602(k) PC Trespassing, Severity: Mis

3) Date/Time: 2021-05-12 19:05

Violation 1: 11362.3(4) HS Possession of Marijuana in Vehicle, Severity: Inf

Violation 2: 4000(a) CVC No current registration, Severity: Inf

Violation 3: 16028(a) CVC No Insurance, Severity: Inf

4) Date/Time: 2021-05-13 07:57

Violation 1: 9.36.065(g) SCO Wash/Repair Vehicle in park, Severity: Inf

Violation 2: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

5) Date/Time: 2021-05-13 08:26

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

**6)** Date/Time: 2021-05-13 09:39

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

**7)** Date/Time: 2021-05-13 10:10

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

**8)** Date/Time: 2021-05-13 10:27

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

**9)** Date/Time: 2021-05-21 14:49

Violation 1: 14601.1(a) CVC Suspended License, Severity: Mis

Violation 2: 16028(a) CVC No Insurance, Severity: Inf

**10)** Date/Time: 2021-05-25 11:54

Violation 1: 12500(a) CVC Unlicensed Driver, Severity: Mis

Violation 2: 16028(a) CVC No Insurance, Severity: Inf

Violation 3: 5200(a) CVC Two license Plates Required, Severity: Inf

**11)** Date/Time: 2021-05-25 13:17

Violation 1: 12500(a) CVC Unlicensed Driver, Severity: Mis

Violation 2: 16028(a) CVC No Insurance, Severity: Inf

Violation 3: 4000(a)(1) CVC Expired Registration , Severity: Inf

**12)** Date/Time: 2021-05-28 09:25

Violation 1: 12500(a) CVC Unlicensed Driver, Severity: Mis

Violation 2: 16028(a) CVC No Insurance, Severity: Inf

**13)** Date/Time: 2021-05-28 09:07

Violation 1: 11377(a) HS Possession of a controlled substance, Severity: Mis

### **Parking Citations Issued**

**1)** Date/Time: 2021-05-10 14:23

V1: 4000(a) CVC No current registration

**2)** Date/Time: 2021-05-11 11:15

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

V2: 4000(a) CVC No current registration

**3)** Date/Time: 2021-05-11 11:15

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

V2: 4000(a) CVC No current registration

**4)** Date/Time: 2021-05-12 19:23

V1: 4000(a) CVC No current registration

**5)** Date/Time: 2021-05-14 18:00

V1: 10.16.050(b) SCO Parking in more than one space

**6)** Date/Time: 2021-05-20 12:40

V1: 4000(a) CVC No current registration

**7)** Date/Time: 2021-05-22 21:57

V1: 9.36.065(e) SCO Parking in park after hours

**8)** Date/Time: 2021-05-24 16:53

V1: 22500.1 CVC Stopping/Parking in posted fire lane

**9)** Date/Time: 2021-05-28 09:14

V1: 4000(a) CVC No current registration

**10) Date/Time: 2021-05-31 19:45**

V1: 10.24.030(b) SCO Prohibited stopping, standing, parking

### **Warrant Arrests**

**1) Date/Time: 2021-05-20 13:30**

Severity: Fel

Warrant Ammount: no bail

### **Warnings Issued**

**1) Date/Time: 2021-05-12 00:00**

Violation: 4000(a)(1) CVC

**2) Date/Time: 2021-05-13 08:00**

Violation: 4000(a)(1) CVC

**3) Date/Time: 2021-05-13 09:25**

Violation: SCO 9.36.061(a)

**4) Date/Time: 2021-05-13 08:22**

Violation: SCO 9.36.061(a)

**5) Date/Time: 2021-05-13 10:15**

Violation: 9.36.061(a)(4)

**6) Date/Time: 2021-05-13 11:11**

Violation: 9.36.061(a)(4)

**7) Date/Time: 2021-05-20 12:15**

Violation: 4000(a)(1) CVC

**8) Date/Time: 2021-05-20 12:29**

Violation: 04.54.010 sco

**9) Date/Time: 2021-05-21 12:48**

Violation: SCO 9.36.057(a)

**10) Date/Time: 2021-05-21 13:30**

Violation: 9.36.061(a)(4)

**11) Date/Time: 2021-05-21 14:13**

Violation: 4000(a)(1) CVC

**12) Date/Time: 2021-05-21 15:00**

Violation: SCO 9,36.066(a)

**13) Date/Time: 2021-05-24 17:10**

Violation: VC 5200(a)

**14) Date/Time: 2021-05-25 11:32**

Violation: SCO 9.36.061(a)

**15) Date/Time: 2021-05-25 12:58**

Violation: VC 5200(a)

**16) Date/Time: 2021-05-28 09:36**

Violation: 4000(a)(1) CVC

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**Windemere Park**

No issues in May

# STAFF REPORT



DATE: June 3, 2021  
TO: MORPD Advisory Board of Directors  
FROM: J.R. Hichborn, Parks Superintendent  
SUBJECT: Sacramento Sherriff Off Duty Patrol for May 2021

## MISSION OAKS PARK PATROL

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

Call Sign: **MO4**

Date:	05-07-2021	Deputy 1 / Badge:	Deputy Dutton #1310	Vehicle #:	122-334
Start Time:	1600	Deputy 2 / Badge:		Starting Mileage:	59922
End Time:	2200			Ending Mileage:	59995

### Activity Notes/Summary

Time                      Activity Description/Disposition

**1600 Hours/05-07-2021/(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.

**\*\*There were no calls for service at any Mission Oaks facilities.\*\***



## Dispatched/Self-Initiated calls for service

**\*Do not release or include on this form: complainant/suspect name, address (street/intersection ok) TEL, VLN, OLN or X-ref.\***

Event/Report #: **XXX**

**1620 Hours:** When I arrived at Maddox Park, I was waived down by a park goer with her small children who stated she was a new resident in the area and have noticed what she described as "drug deals" frequently occurring in the park. She further stated the most recent was 10 minutes prior to my arrival. I reassured her that this was not normal activity at the park and will conduct more frequent patrols.

Event/Report #: **XXX**

**2130 Hours:** A newer model gray Ford Expedition was left unattended at Eastern Oak Park during closing hours. I asked the cleaning crew if it was their vehicle they stated no. Subsequently, the vehicle was locked in the park. The owner of the vehicle did not appear to be homeless and the registration was current. The vehicle was not cited for after hours.

# MISSION OAKS PARK PATROL

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

Call Sign: **MO4**

Date:	05-08-2021	Deputy 1 / Badge:	Deputy Dutton #1310	Vehicle #:	122-334
Start Time:	1600	Deputy 2 / Badge:		Starting Mileage:	59995
End Time:	2200			Ending Mileage:	

### Activity Notes/Summary

Time                      Activity Description/Disposition

**0600 Hours/05-08-2021/(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 park operations.

**\*\*There were no calls for service at any Mission Oaks facilities.\*\***

## Dispatched/Self-Initiated calls for service

**\*Do not release or include on this form: complainant/suspect name, address (street/intersection ok) TEL, VLN, OLN or X-ref.\***

Event/Report #: XXX

0700 Hours: The gray Ford Expedition was still parked unattended at Eastern Oak Park. It did not appear the owner returned to the vehicle. Upon further investigation, there were no calls for service regarding the owner calling SSO to open the gates. The vehicle remained at the location for the remainder of my shift. If the vehicle still there by Monday it can be towed PP.

## MISSION OAKS PARK PATROL

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

Call Sign: **MO4**

Date:	05-28-2021	Deputy 1 / Badge:	Deputy Dutton #1310	Vehicle #:	122-310
Start Time:	1600	Deputy 2 / Badge:		Starting Mileage:	70589
End Time:	2200			Ending Mileage:	70624

### Activity Notes/Summary

Time                      Activity Description/Disposition

**1600 Hours/05-28-2021/(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. Earlier in the day, I received a weekly report from JR regarding the issues related to MO Parks District.

## Dispatched/Self-Initiated calls for service

**\*Do not release or include on this form: complainant/suspect name, address (street/intersection ok) TEL, VLN, OLN or X-ref.\***

Event/Report #: <b>XXX</b>	I checked the nature area in Mission North Park and the subject who had been reported for indecent exposure was not located. .
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Event/Report #: <b>XXX</b>	I checked Swanston Park water area and the water did not shut off at 1900 hours. Instead, it shut off at 2000 hours. There were no disturbances.
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Event/Report #: <b>XXX</b>	I checked Eastern Oak Park and there were small groups still inside the park at 2100 hours. I advised them of park hours of operation.
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# MISSION OAKS PARK PATROL

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

Call Sign: **MO4**

Date:	05-29-2021	Deputy 1 / Badge:	Deputy Dutton #1310	Vehicle #:	122-310
Start Time:	0600	Deputy 2 / Badge:		Starting Mileage:	70624
End Time:	1200			Ending Mileage:	

<u>Time</u>	<u>Activity Description/Disposition</u>
<b>0600 Hours/05-29-2021/(Saturday):</b>	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

**\*Do not release or include on this form: complainant/suspect name, address (street/intersection ok) TEL, VLN, OLN or X-ref.\***

Event/Report #: XXX

I checked the nature area in Mission North Park and the subject who had been reported for indecent exposure was not located.

Event/Report #: XXX

While patrolling Gibbons Park, I observed a small disturbance between two (2) party groups regarding picnic area reservations. One group laid out party equipment at a reserved area. I was able to contact JR who told me Memorial Day only no reservations and its 1<sup>st</sup> come 1<sup>st</sup> serve. The party was confused and thought it was for the whole weekend. I was able to mediate and give the family other alternatives.



## STAFF REPORT

**DATE:** June 3, 2021  
**TO:** MORPD Advisory Board of Directors  
**FROM:** Darren Woodland, Finance Manager  
**SUBJECT:** April 2021 Budget Reports

### FINDINGS:

The findings from the April 2021 budget report for the General Fund - 336A:

1. The Natural Gas/Fuel account shows an overage of \$595.18. This account is for payments made to PG&E. These payments belong in the SMUD/Electricity account.
2. The Refuse Collection/Disposal Service account shows an overage of \$6,945.08. This is attributed to the purchase of trash liners and outdoor trash bins. These expenses belong in the Land Improvement Maintenance Supply account.
3. The Auto Maintenance Service account shows an overage of \$2,507.96 due to an increase in auto repairs for aged vehicles the district owns. There are sufficient funds in the budget to cover these costs. These Auto Maintenance expenses will decrease in the coming fiscal year due to the purchase of new district vehicles. Less maintenance will be required.
4. The Cellphone account shows an overage of \$1,980.46. The district added more cell phones to the district phone plan due to the COVID-19 stay at home order.
5. The Uniform Allowance account shows an overage of \$2,248.75. This is due to an increase in cleaning and maintaining employee uniforms. There are sufficient funds in the budget to cover these costs as well. The district will make a change in its uniform service for the coming fiscal year.
6. The Medical Services account shows an overage of \$96.11. This expense should come out of the Medical Supplies account. The transfer has been initiated and will show on the May budget report.
7. The Software account shows an overage of \$8,828.09. These are programs needed to carryout daily tasks such as: Microsoft Office, Adobe and Zoom. Funds will be recovered from the Data Processing Services account to offset this overage.
8. The Juror Fees account shows an overage of \$14.99. This is a monthly payment for Adobe. This has been recoded to the Software account.
9. The DTech Labor – ACP account shows an overage of \$23,126.70. We do not have any budgeted funds in this account. These funds will be transferred to the Data Processing Services account.



GENERAL FUND - 336A				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SALARIES AND BENEFITS	\$ 2,431,007.00	\$ 1,666,938.26	\$ 764,068.74	68.6%
SERVICES AND SUPPLIES	\$ 1,179,560.00	\$ 702,220.95	\$ 477,339.05	59.8%
OTHER CHARGES	\$ 2,000.00	\$ 989.78	\$ 1,010.22	49.5%
BUILDINGS	\$ 425,000.00	\$ 66,030.68	\$ 358,969.32	15.5%
APPROPRIATION FOR CONTINGENCY	\$ 150,000.00	\$ -	\$ 150,000.00	0.0%
<b>TOTAL EXPENSE</b>	<b>\$ 4,187,567.00</b>	<b>\$ 2,436,179.67</b>	<b>\$ 1,748,542.72</b>	<b>58.3%</b>

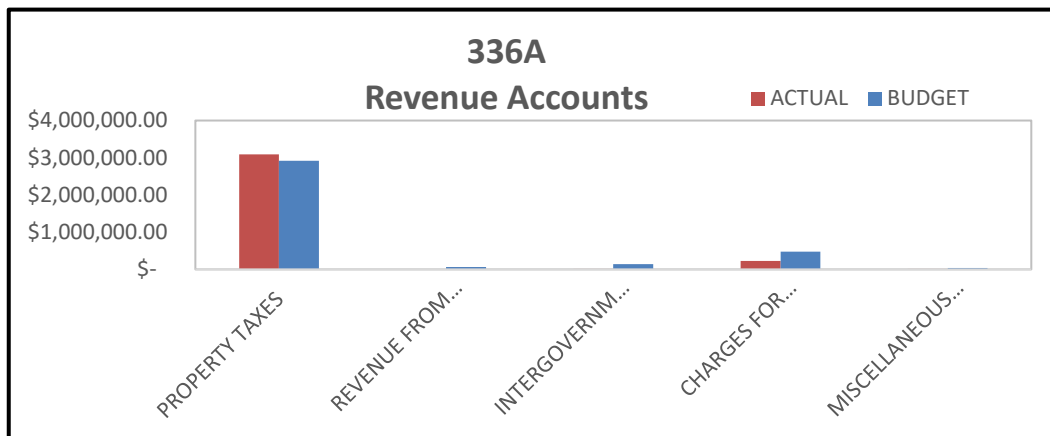
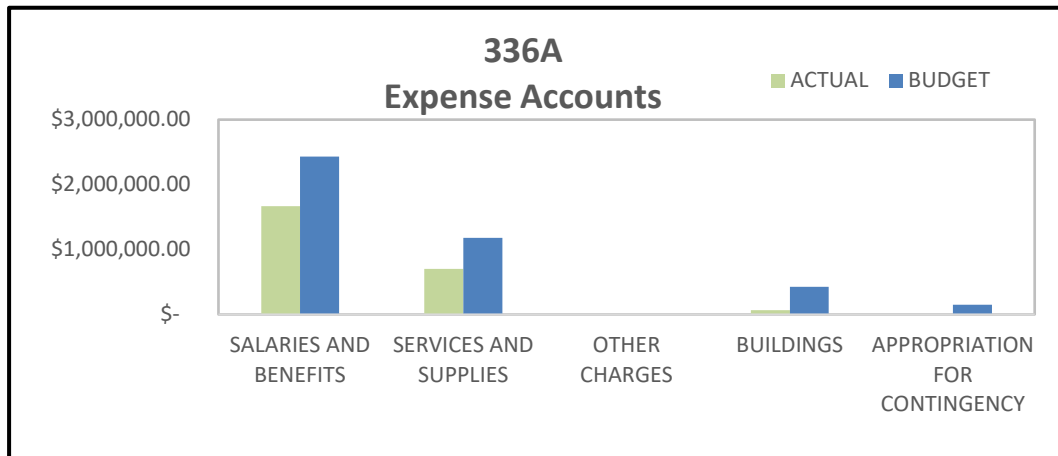
REVENUES	BUDGET	ACTUAL	AVAILABLE	% EARN
PROPERTY TAXES	\$ 2,917,303.00	\$ 3,089,262.58	\$ (171,959.58)	105.9%
REVENUE FROM USE	\$ 62,500.00	\$ 8,553.19	\$ 53,946.81	13.7%
INTERGOVERNMENTAL REVENUE	\$ 143,350.00	\$ 13,889.03	\$ 129,460.97	9.7%
CHARGES FOR SERVICES	\$ 476,440.00	\$ 229,249.40	\$ 247,190.60	48.1%
MISCELLANEOUS REVENUE	\$ 40,000.00	\$ 14,563.38	\$ 25,436.62	36.4%
<b>TOTAL REVENUE</b>	<b>\$ 3,639,593.00</b>	<b>\$ 3,355,517.58</b>	<b>\$ 284,075.42</b>	<b>92.2%</b>

<b>CARRYOVER BALANCE</b>	<b>\$ 547,974.00</b>
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<b>GRAND TOTAL</b>	<b>\$ -</b>	<b>\$ 919,337.91</b>		
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YTD Budget Report  
General Fund - 336A  
April 2021

Fiscal Year 2020-2021  
Period 10

EXPENSE - COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
10111000 FULL-TIME WAGES	\$ 1,253,384.00	\$ 869,738.66	\$ -	\$ 383,645.34	69.4%
10112100 PART-TIME WAGES	\$ 371,570.00	\$ 207,417.76	\$ -	\$ 164,152.24	55.8%
10112400 BOARD MEMBER	\$ 6,000.00	\$ 1,950.00	\$ -	\$ 4,050.00	32.5%
10113200 TIME/ONE HALF OT	\$ -	\$ 157.20	\$ -	\$ (157.20)	0.0%
10114300 ALLOWANCES	\$ 6,000.00	\$ 5,000.00	\$ -	\$ 1,000.00	83.3%
10115200 TERMINAL PAY	\$ 15,000.00	\$ 25,500.16	\$ -	\$ (10,500.16)	170.0%
10121000 RETIREMENT	\$ 409,750.00	\$ 295,331.58	\$ -	\$ 114,418.42	72.1%
10122000 OASDHI	\$ 23,039.00	\$ 15,015.07	\$ -	\$ 8,023.93	65.2%
10123000 GROUP INS	\$ 239,334.00	\$ 161,671.33	\$ -	\$ 77,662.67	67.6%
10123002 DENTAL PLAN ER	\$ 31,284.00	\$ 18,189.75	\$ -	\$ 13,094.25	58.1%
10123003 LIFE INS - ER CO	\$ 371.00	\$ 241.32	\$ -	\$ 129.68	65.0%
10123004 VISION INS - ER	\$ 350.00	\$ 368.56	\$ -	\$ (18.56)	105.3%
10124000 WORK COMP - ACP	\$ -	\$ -	\$ -	\$ -	0.0%
10124100 WORKER'S COMP	\$ 59,637.00	\$ 59,437.00	\$ -	\$ 200.00	99.7%
10125000 SUI - ACP	\$ -	\$ 6,919.87	\$ -	\$ (6,919.87)	0.0%
10125100 STATE UNEMPLOYMENT	\$ 15,288.00	\$ -	\$ -	\$ 15,288.00	45.3%
<b>* 10 - SALARIES AND BENEFITS</b>	<b>\$ 2,431,007.00</b>	<b>\$ 1,666,938.26</b>	<b>\$ -</b>	<b>\$ 764,068.74</b>	<b>68.6%</b>
20200500 ADVERTISING	\$ 3,600.00	\$ 1,419.64	\$ -	\$ 2,180.36	39.4%
20201500 BLUE PRINT SVC	\$ -	\$ -	\$ -	\$ -	0.0%
20202100 BOOKS/PER SVC	\$ 200.00	\$ 15.99	\$ -	\$ 184.01	8.0%
20202900 BUS/CONFERENCE	\$ 5,000.00	\$ 19.25	\$ -	\$ 4,980.75	0.4%
20203500 ED/TRAINING SVC	\$ 2,000.00	\$ 1,576.58	\$ -	\$ 423.42	78.8%
20203600 ED/TRAINING SUP	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
20203900 EMP TRANSPORTATION	\$ 3,725.00	\$ 995.44	\$ -	\$ 2,729.56	26.7%
20205100 INS LIABILITY	\$ 112,000.00	\$ 112,355.00	\$ -	\$ (355.00)	100.3%
20206100 MEMBERSHIP DUES	\$ 7,910.00	\$ 5,770.72	\$ -	\$ 2,139.28	73.0%
20206500 MICROFILM SVC	\$ 100.00	\$ 79.84	\$ -	\$ 20.16	79.8%
20206600 MICROFILM SUP	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
20207600 OFFICE SUPPLIES	\$ 5,000.00	\$ 1,959.23	\$ -	\$ 3,040.77	39.2%
20208100 POSTAL SVC	\$ 11,500.00	\$ 922.31	\$ -	\$ 10,577.69	8.0%
20208101 METERED MAIL	\$ -	\$ -	\$ 417.00	\$ (417.00)	0.0%
20208500 PRINTING SVC	\$ 9,000.00	\$ 2,288.22	\$ -	\$ 6,711.78	25.4%
20210300 AGRI/HORT SVC	\$ -	\$ -	\$ -	\$ -	0.0%
20211100 BLDG MAINT SVC	\$ 13,000.00	\$ 1,341.96	\$ -	\$ 11,658.04	10.3%
20211200 BLDG MAINT SUP	\$ 8,400.00	\$ 5,244.60	\$ -	\$ 3,155.40	62.4%
20212200 CHEMICAL SUPPLIE	\$ 625.00	\$ 46.80	\$ -	\$ 578.20	7.5%
20213100 ELECT MAINT SVC	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.0%
20213200 ELECT MAINT SUP	\$ 2,500.00	\$ 160.98	\$ -	\$ 2,339.02	6.4%
20214100 LAND IMP MAINT SVC	\$ 19,250.00	\$ 15,814.00	\$ 600.00	\$ 2,836.00	82.2%
20214200 LAND IMP MAINT SUP	\$ 27,000.00	\$ 16,009.39	\$ -	\$ 10,990.61	59.3%
20215100 MECH SYS MAINT SVC	\$ 15,400.00	\$ 2,387.08	\$ -	\$ 13,012.92	15.5%
20215200 MECH SYS MAINT SUP	\$ 2,100.00	\$ 1,391.04	\$ -	\$ 708.96	66.2%
20216100 PAINTING SVC	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20216200 PAINTING SUP	\$ 2,500.00	\$ 474.93	\$ -	\$ 2,025.07	19.0%
20216700 PLUMBING MAINT SVC	\$ 6,500.00	\$ 5,203.83	\$ -	\$ 1,296.17	80.1%
20216800 PLUMBING MAINT SUP	\$ 10,700.00	\$ 10,329.15	\$ -	\$ 370.85	96.5%
20219100 ELECTRICITY	\$ 78,750.00	\$ 54,458.01	\$ -	\$ 24,291.99	69.2%
20219200 NAT GAS/LPG/FUEL	\$ 7,000.00	\$ 7,595.18	\$ -	\$ (595.18)	108.5%



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EXPENSE - COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20219300 REF COLL/DISP SVC	\$ 20,000.00	\$ 26,945.08	\$ -	\$ (6,945.08)	134.7%
20219301 STREET SWEEPING	\$ -	\$ -	\$ -	\$ -	0.0%
20219500 SEWAGE DISP SVC	\$ 9,000.00	\$ 6,661.35	\$ -	\$ 2,338.65	74.0%
20219700 TELEPHONE SVC	\$ 23,000.00	\$ 29,326.30	\$ -	\$ (6,326.30)	127.5%
20219800 WATER	\$ -	\$ -	\$ -	\$ -	0.0%
20220500 AUTO MAINT SVC	\$ 7,000.00	\$ 9,507.96	\$ -	\$ (2,507.96)	135.8%
20220600 AUTO MAINT SUP	\$ 2,100.00	\$ 1,348.85	\$ -	\$ 751.15	64.2%
20222600 EXPEND TOOLS	\$ 3,000.00	\$ 1,398.78	\$ -	\$ 1,601.22	46.6%
20222700 CELLPHONE/PAGER	\$ 7,000.00	\$ 8,980.46	\$ -	\$ (1,980.46)	128.3%
20223100 FIRE/CRASH/RESCUE	\$ -	\$ -	\$ -	\$ -	0.0%
20223600 FUEL/LUBRICANTS	\$ 17,000.00	\$ 14,828.42	\$ -	\$ 2,171.58	87.2%
20226200 OFFICE EQ MAINT	\$ 3,800.00	\$ 570.53	\$ -	\$ 3,229.47	15.0%
20226500 INVENTORIAL EQUIP	\$ 25,000.00	\$ 13,628.28	\$ -	\$ 11,371.72	54.5%
20227500 RENT/LEASE EQUIP	\$ 19,800.00	\$ 14,620.20	\$ -	\$ 5,179.80	73.8%
20228100 SHOP EQ MAINT SVC	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
20229100 OTHER EQ MAINT SVC	\$ 250.00	\$ 719.73	\$ -	\$ (469.73)	287.9%
20229200 OTHER EQ MAINT SUP	\$ 500.00	\$ 862.80	\$ -	\$ (362.80)	172.6%
20231300 UNIFORM ALLOW	\$ 9,800.00	\$ 12,048.75	\$ -	\$ (2,248.75)	122.9%
20231400 CLOTH/PERSONAL	\$ 6,500.00	\$ 496.99	\$ -	\$ 6,003.01	7.6%
20232100 CUSTODIAL SVC	\$ 77,000.00	\$ 43,212.50	\$ -	\$ 33,787.50	56.1%
20232200 CUSTODIAL SUP	\$ 17,600.00	\$ 13,540.73	\$ -	\$ 4,059.27	76.9%
20233100 FOOD/CATERING SVC	\$ -	\$ -	\$ -	\$ -	0.0%
20233200 FOOD/CATERING SUP	\$ 9,000.00	\$ 1,001.84	\$ -	\$ 7,998.16	11.1%
20234200 KITCHEN SUP	\$ 1,100.00	\$ 103.87	\$ -	\$ 996.13	9.4%
20244300 MEDICAL SERVICES	\$ -	\$ 96.11	\$ -	\$ (96.11)	0.0%
20244400 MEDICAL SUPPLIES	\$ 800.00	\$ 6,767.64	\$ -	\$ (5,967.64)	846.0%
20250500 ACCOUNTING SVC	\$ 2,700.00	\$ 1,584.68	\$ 715.32	\$ 400.00	58.7%
20250700 ASSESSMENT COLL	\$ 50,575.00	\$ 36,512.90	\$ -	\$ 14,062.10	72.2%
20254100 PERSONNEL SVC	\$ 3,000.00	\$ 1,656.00	\$ -	\$ 1,344.00	55.2%
20254400 SAFETY PROGRAM	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00	0.0%
20257100 SECURITY SVC	\$ 115,200.00	\$ 86,024.86	\$ -	\$ 29,175.14	74.7%
20257101 EXT CO PRO INVES	\$ -	\$ -	\$ -	\$ -	0.0%
20259100 OTHER PROF SVC	\$ 27,000.00	\$ 7,711.80	\$ -	\$ 19,288.20	28.6%
20281100 DATA PROCESSING SVC	\$ 56,500.00	\$ 18,107.16	\$ 1,382.00	\$ 37,010.84	32.0%
20281101 DTECH FEE	\$ -	\$ -	\$ -	\$ -	0.0%
20281200 DATA PROCESSING SUP	\$ 15,000.00	\$ 2,098.00	\$ -	\$ 12,902.00	14.0%
20281202 SOFTWARE	\$ -	\$ 8,828.09	\$ -	\$ (8,828.09)	0.0%
20281304 SALES TAX	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20283100 JUROR FEES	\$ -	\$ 14.99	\$ -	\$ (14.99)	0.0%
20283101 FEES	\$ -	\$ 3,458.93	\$ -	\$ (3,458.93)	0.0%
20285100 RECREATIONAL SVC	\$ 188,000.00	\$ 41,913.91	\$ -	\$ 146,086.09	22.3%
20285200 RECREATIONAL SUP	\$ 14,000.00	\$ 8,076.66	\$ -	\$ 5,923.34	57.7%
20285300 RECREATIONAL PROG	\$ 70,000.00	\$ 2,371.93	\$ -	\$ 67,628.07	3.4%
20287800 CREDIT CARD FEES	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.0%
20289800 OTHER OP EXP SUP	\$ 1,250.00	\$ 68.51	\$ -	\$ 1,181.49	5.5%
20289900 OTHER OP EXP SVC	\$ 3,950.00	\$ 2,188.17	\$ -	\$ 1,761.83	55.4%
20291100 DTECH LABOR - ACP	\$ -	\$ 23,126.70	\$ -	\$ (23,126.70)	0.0%
20291500 COMPASS COSTS	\$ 3,775.00	\$ 3,951.32	\$ -	\$ (176.32)	104.7%
<b>* 20 - SERVICES AND SUPPLIES</b>	<b>\$ 1,179,560.00</b>	<b>\$ 702,220.95</b>	<b>\$ 3,114.32</b>	<b>\$ 474,224.73</b>	<b>59.8%</b>





YTD Budget Report  
General Fund - 336A  
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30345000 TAX/LIC/ASSESS	\$ 2,000.00	\$ 989.78	\$ -	\$ 1,010.22	49.5%
<b>* 30 - OTHER CHARGES</b>	<b>\$ 2,000.00</b>	<b>\$ 989.78</b>	<b>\$ -</b>	<b>\$ 1,010.22</b>	<b>49.5%</b>
42420100 BUILDINGS	\$ -	\$ -	\$ -	\$ -	0.0%
42420200 STRUCTURES	\$ 425,000.00	\$ 66,030.68	\$ -	\$ 358,969.32	15.5%
<b>* 42 - BUILDINGS</b>	<b>\$ 425,000.00</b>	<b>\$ 66,030.68</b>	<b>\$ -</b>	<b>\$ 358,969.32</b>	<b>15.5%</b>
79790100 CONTINGENCY APPR	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.0%
<b>* 79 - APPROPRIATIONS</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>0.0%</b>
<b>** TOTAL EXPENSE ACCOUNTS</b>	<b>\$ 4,187,567.00</b>	<b>\$ 2,436,179.67</b>	<b>\$ 3,114.32</b>	<b>\$ 1,748,273.01</b>	<b>58.3%</b>

REVENUE - COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% EARN
91910100 PROP TAX CUR SEC	\$ (2,673,853.00)	\$ (2,838,346.62)	\$ -	\$ 164,493.62	106.2%
91910200 PROP TAX CUR UNS	\$ (94,000.00)	\$ (105,692.53)	\$ -	\$ 11,692.53	112.4%
91910300 PROP TAX CUR SUP	\$ (66,000.00)	\$ (53,889.09)	\$ -	\$ (12,110.91)	81.7%
91910400 PROP TAX SEC DEL	\$ (20,000.00)	\$ (24,391.88)	\$ -	\$ 4,391.88	122.0%
91910500 PROP TAX SUP DEL	\$ (3,500.00)	\$ (3,762.76)	\$ -	\$ 262.76	107.5%
91910600 PROP TAX UNITARY	\$ (58,000.00)	\$ (60,104.37)	\$ -	\$ 2,104.37	103.6%
91912000 PROP TAX REDEMPTION	\$ (100.00)	\$ (210.32)	\$ -	\$ 110.32	210.3%
91913000 PROP TAX PR UNSE	\$ (1,500.00)	\$ (2,140.57)	\$ -	\$ 640.57	142.7%
91914000 PROP TAX PENALTY	\$ (350.00)	\$ (723.67)	\$ -	\$ 373.67	206.8%
91919900 TAXES OTHER	\$ -	\$ (0.77)	\$ -	\$ 0.77	0.0%
<b>* 91 - TAXES</b>	<b>\$ (2,917,303.00)</b>	<b>\$ (3,089,262.58)</b>	<b>\$ -</b>	<b>\$ 171,959.58</b>	<b>105.9%</b>
94941000 INTEREST INCOME	\$ (35,000.00)	\$ (8,418.19)	\$ -	\$ (26,581.81)	24.1%
94942900 BLDG RENTAL	\$ (27,500.00)	\$ (135.00)	\$ -	\$ (27,365.00)	0.5%
94944800 REC CONCESSIONS	\$ -	\$ -	\$ -	\$ -	0.0%
<b>* 94 - REVENUE FROM USE</b>	<b>\$ (62,500.00)</b>	<b>\$ (8,553.19)</b>	<b>\$ -</b>	<b>\$ (53,946.81)</b>	<b>13.7%</b>
95952200 HOME PROP TAX	\$ (26,500.00)	\$ (12,914.44)	\$ -	\$ (13,585.56)	48.7%
95953200 AID CO FUNDS	\$ (30,000.00)	\$ -	\$ -	\$ (30,000.00)	0.0%
95956900 STATE AID OTHER	\$ (86,850.00)	\$ (974.59)	\$ -	\$ (85,875.41)	1.1%
<b>* 95 - INTERGOV REVENUE</b>	<b>\$ (143,350.00)</b>	<b>\$ (13,889.03)</b>	<b>\$ -</b>	<b>\$ (129,460.97)</b>	<b>9.7%</b>
96961406 GC 26828 WRT	\$ -	\$ 27.50	\$ -	\$ (27.50)	0.0%
96964600 RECREATION SVC	\$ (446,440.00)	\$ (198,163.08)	\$ 22.50	\$ (248,299.42)	44.4%
96969000 LEASE PROP USE	\$ -	\$ (31,113.82)	\$ -	\$ 31,113.82	0.0%
96969900 SVC FEES OTHER	\$ (30,000.00)	\$ -	\$ -	\$ (30,000.00)	0.0%
<b>* 96 - CHARGES FOR SERVICES</b>	<b>\$ (476,440.00)</b>	<b>\$ (229,249.40)</b>	<b>\$ 22.50</b>	<b>\$ (247,213.10)</b>	<b>48.1%</b>
97973000 DONATIONS	\$ (10,000.00)	\$ (150.00)	\$ -	\$ (9,850.00)	1.5%
97974000 INSURANCE PROCEEDS	\$ (10,000.00)	\$ (7,932.84)	\$ -	\$ (2,067.16)	79.3%
97979000 MISC. OTHER	\$ (20,000.00)	\$ (6,480.54)	\$ -	\$ (13,519.46)	32.4%
<b>* 97 - MISC REVENUE</b>	<b>\$ (40,000.00)</b>	<b>\$ (14,563.38)</b>	<b>\$ -</b>	<b>\$ (25,436.62)</b>	<b>36.4%</b>
<b>** TOTAL REVENUE ACCOUNTS</b>	<b>\$ (3,639,593.00)</b>	<b>\$ (3,355,517.58)</b>	<b>\$ 22.50</b>	<b>\$ (284,097.92)</b>	<b>92.2%</b>

<b>*** GRAND TOTAL</b>	<b>\$ 547,974.00</b>	<b>\$ (919,337.91)</b>	<b>\$ 3,136.82</b>	<b>\$ 1,464,175.09</b>	<b>-167.2%</b>
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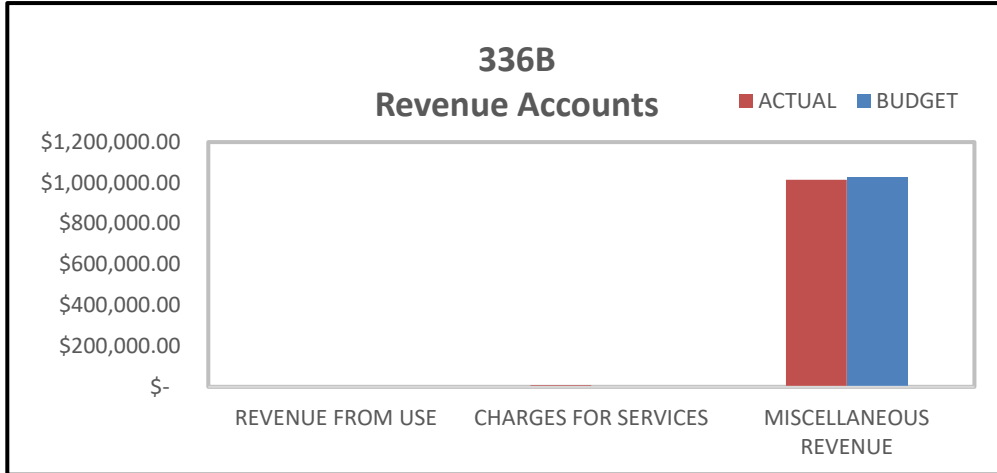
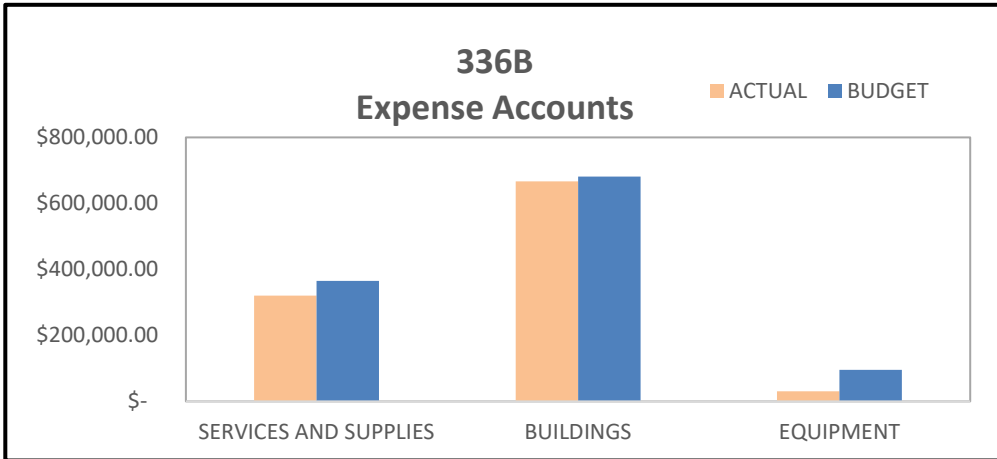


ASSESSMENT FUND - 336B				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SERVICES AND SUPPLIES	\$ 365,000.00	\$ 320,515.45	\$ 44,484.55	87.8%
BUILDINGS	\$ 681,627.00	\$ 666,827.45	\$ 14,799.55	97.8%
EQUIPMENT	\$ 96,000.00	\$ 30,591.20	\$ 65,408.80	0.0%
<b>TOTAL EXPENSE</b>	<b>\$ 1,142,627.00</b>	<b>\$ 1,017,934.10</b>	<b>\$ 124,692.90</b>	<b>89.1%</b>

REVENUES	BUDGET	ACTUAL	AVAILABLE	% EARN
REVENUE FROM USE	\$ -	\$ 1,360.00	\$ 1,360.00	0.0%
CHARGES FOR SERVICES	\$ -	\$ 8,332.70	\$ 8,332.70	0.0%
MISCELLANEOUS REVENUE	\$ 1,027,346.00	\$ 1,015,527.52	\$ 11,818.48	98.8%
<b>TOTAL REVENUE</b>	<b>\$ 1,027,346.00</b>	<b>\$ 1,025,220.22</b>	<b>\$ 21,511.18</b>	<b>99.8%</b>

<b>CARRYOVER BALANCE</b>	<b>\$ 115,281.00</b>
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<b>GRAND TOTAL</b>	<b>\$ -</b>	<b>\$ 7,286.12</b>		
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YTD Budget Report  
 Assessment Fund - 336B  
 April 2021

Fiscal Year 2020-2021  
 Period 10

EXPENSE - COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20203100 BUSINESS TRAVEL	\$ -	\$ -	\$ -	\$ -	0.0%
20206100 MEMBERSHIP DUES	\$ -	\$ -	\$ -	\$ -	0.0%
20210300 AGRI/HORT SVC	\$ 235,000.00	\$ 184,207.07	\$ -	\$ 50,792.93	78.4%
20210400 AGRI/HORT SUP	\$ 5,000.00	\$ 2,239.98	\$ -	\$ 2,760.02	44.8%
20219800 WATER	\$ 125,000.00	\$ 133,750.70	\$ -	\$ (8,750.70)	107.0%
20283219 FARSI	\$ -	\$ -	\$ -	\$ -	0.0%
20291900 GS CONTRACT SVCS	\$ -	\$ 317.70	\$ 63.54	\$ (381.24)	0.0%
<b>* 20 - SERVICES AND SUPPLIES</b>	<b>\$ 365,000.00</b>	<b>\$ 320,515.45</b>	<b>\$ 63.54</b>	<b>\$ 44,421.01</b>	<b>87.8%</b>
42420100 BUILDINGS	\$ -	\$ -	\$ -	\$ -	0.0%
42420200 STRUCTURES	\$ 681,627.00	\$ 666,827.45	\$ -	\$ 14,799.55	97.8%
<b>* 42 - BUILDINGS</b>	<b>\$ 681,627.00</b>	<b>\$ 666,827.45</b>	<b>\$ -</b>	<b>\$ 14,799.55</b>	<b>97.8%</b>
43430100 EQUIPMENT-GOV'T	\$ 96,000.00	\$ -	\$ -	\$ 96,000.00	0.0%
43430110 EQUIPMENT-PROP	\$ -	\$ 30,591.20	\$ -	\$ (30,591.20)	0.0%
<b>* 43 - EQUIPMENT</b>	<b>\$ 96,000.00</b>	<b>\$ 30,591.20</b>	<b>\$ -</b>	<b>\$ 65,408.80</b>	<b>0.0%</b>
<b>** TOTAL EXPENSE ACCOUNTS</b>	<b>\$ 1,142,627.00</b>	<b>\$ 1,017,934.10</b>	<b>\$ 63.54</b>	<b>\$ 124,629.36</b>	<b>89.1%</b>

REVENUE - COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% EARN
94941000 INTEREST INCOME	\$ -	\$ (1,360.00)	\$ -	\$ 1,360.00	0.0%
<b>* 94 - REVENUE FROM USE</b>	<b>\$ -</b>	<b>\$ (1,360.00)</b>	<b>\$ -</b>	<b>\$ 1,360.00</b>	<b>0.0%</b>
95953200 AID CO FUNDS	\$ -	\$ -	\$ -	\$ -	0.0%
95956900 STATE AID OTHER	\$ -	\$ -	\$ -	\$ -	0.0%
<b>* 95 - INTERGOV REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
96969000 LEASE PROP USE	\$ -	\$ (6,272.70)	\$ -	\$ 6,272.70	0.0%
96969900 SVC FEES OTHER	\$ -	\$ (2,060.00)	\$ -	\$ 2,060.00	0.0%
<b>* 96 - CHARGES FOR SERVICES</b>	<b>\$ -</b>	<b>\$ (8,332.70)</b>	<b>\$ -</b>	<b>\$ 8,332.70</b>	<b>0.0%</b>
97976200 ASSESSMENT FEES	\$ (1,027,346.00)	\$ (1,015,328.72)	\$ -	\$ (12,017.28)	98.8%
97979000 MISC OTHER	\$ -	\$ (198.80)	\$ -	\$ 198.80	0.0%
<b>* 97 - MISC REVENUE</b>	<b>\$ (1,027,346.00)</b>	<b>\$ (1,015,527.52)</b>	<b>\$ -</b>	<b>\$ (11,818.48)</b>	<b>98.8%</b>
<b>** TOTAL REVENUE ACCOUNTS</b>	<b>\$ (1,027,346.00)</b>	<b>\$ (1,025,220.22)</b>	<b>\$ -</b>	<b>\$ (2,125.78)</b>	<b>99.8%</b>

<b>*** GRAND TOTAL</b>	<b>\$ 115,281.00</b>	<b>\$ (7,286.12)</b>	<b>\$ 63.54</b>	<b>\$ 122,503.58</b>	<b>-6.3%</b>
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## STAFF REPORT



DATE: June 3, 2021  
TO: MORPD Advisory Board of Directors  
FROM: Daniel Barton District Administrator  
SUBJECT: Administration report/update

### **COVID/ Vaccinations**

As everyone knows June 15<sup>th</sup> has been set for the time California will be out of the tier system. As of writing this we are still waiting on new OSHA requirements along with the County of Sacramento, however, what I have heard from the county is we will be following the State guidelines with little to no changes.

### **Committee meetings**

Recreation Committee: We had a Recreation Committee meeting on May 21 which gave updates on part time hiring and our Senior phone calls during COVID.

Personnel Committee: We have a meeting set for June 17. We will be discussing wage increases for full time positions who are at or below the \$15 an hour minimum wage that will be in effect on January 1, 2022. We will also be discussing the future of the Recreation Superintendent position and possible reorganization of the Recreation Division or filling the Recreation Superintendent position as requested by the Advisory Board.

Facilities Committee: We had a Facilities Committee meeting on May 19. The topics of discussion were Eastern Oak Park neighbors' concerns with noise and safety, a new sign package, and improving security at our parks. We have scheduled another meeting for June 29, to discuss options about the neighbors concerns.

Finance Committee: We will be scheduling a Finance Committee meeting in July to go over the final budget. This may take two meetings depending on how quickly we get our final numbers from the County.

### **Summer**

Things have been a bit crazy lately as we have been gearing up for Summer activities and coming out of COVID restrictions at the same time. We have had to hire many new part time staff. Typically for summer programs in Recreation we have about 60-70% returning staff. We are looking at only about 20% of our part time staff returning this summer due to COVID restrictions last year.

As for Administration staff, they have been hard at work registering people for programs, getting the community centers back open, and working with many new staff. With everything opening back up there have been many picnic reservations, and we think the same may happen for Community Center rentals once we fully open. The Administration staff have been hard at work, and my hat goes off to them, especially Jill Bailey, and Nicole Plumley who have had their hands full, however, have handled it great.

## STAFF REPORT



DATE: June 3, 2021

TO: MORPD Advisory Board of Directors

FROM: Recreation Supervisors by Nicole Friedrich, Danny Curtola and Rodney Dahlberg

SUBJECT: Recreation Division Report

### New Events and Upcoming Programs:

- We have a new **Recreation Coordinator**. His name is Christian Carpenter he is a 2021 CSU Sacramento graduate! Christian is a certified personal trainer and is excited to start new adult sports programs and new fitness programs. Please join us in welcoming Christian to our team.
- **Summer Camp** registration is officially open for Camp Kids, Camp Oak Wood, Camp Have a Lot of Fun and Project HYPE (Health and Wellness Camp). We currently have 1,065 participants registered for this summer. We are offering over 200 spots per week, at 5 different park locations, which is significantly more than any other park district in the area. Last summer all four programs sold out almost every week.
  - **Leader in Training (LIT)**- Additionally, the Recreation Division continues to offer work experience for teens (aged 13-17) in all 5 camp locations. Teens apply, interview, and earn spots to assist the camp staff with a variety of camp jobs throughout the summer, and enjoy a lot of fun/memorable bonding experiences with staff and each other. Currently, we have approximately 55-60 total teens enrolled in this program.
- **San Juan School District** is partnering with us to offer waivers for children to attend our camps. This is a way for SJUSD to support and enhance recreational opportunities for families in our community and helps ease the process and marketing efforts for Mission Oaks to gain more attendance and serve more children.
- **New partnership** developing between Big Brothers, Big Sisters and Mission Oaks to begin collaborating on special events and programs for families in our community. Their office is located near Swanston CC, and there are plans being made on some great new programs this Fall.
- We have three new **sports camps** for Elementary and Middle School students this summer. They are Track and Field, Basketball and Football and are being ran by Arcade and Cowan Coach Ryan Dwyer. We currently have 34 participants for Basketball, 7 participants for Football and 21 participants for Track and Field.
- The **Rio Robotics class** currently has 23 enrolled participants. There will be two sessions that are each three days long. Enrollment just opened for this program!

- **G.O.A.T. Teen Adulting** (Greatest of All Teens) will begin this summer. Teens will be able to learn and complete park improvement/clean-up projects, under staff supervision, and gain knowledge of our profession, how to improve and preserve local park areas, and earn a financial stipend for their effort. We hope to begin this in June.
- The **Splash Park** at Swanston will open for the summer, and the season will run June 12-September 6 from 10am-7pm. We had a soft opening (unannounced to the public, to test out the new equipment) during the week of May 24-28. Everything ran very well, and we held a good level of attendance without any promotion that we are open.
- **Hiking 101 for Teens** - Ages 13-17, up to 10 participants can participate in the new Mission Oaks Hiking 101 for Teens. This is a great way to learn the ins and outs of hiking. This program is made for our beginning to intermediate level hikers, focused more on getting outside and moving. We cover topics such as Maps, Footwear, Clothing, First Aid, The 7 Principles of Leave No Trace and much more! The first two days will be at Swanston Community Center, where we will take you through the basic prep, gears, and steps to getting out on a hike. The final day will be hiking along beautiful Folsom Lake, where you will be able to take what you have learned and apply it.
- **Project Lifelong/SCIP**- Danny Curtola has met with the Directors of PLL/SCIP to discuss future projects and partnerships. PLL/SCIP recently had a huge overhaul of their organization but are ready to resume programs (as restrictions are lifted) the Skate Program and Arden Middle School will be a top priority.
- **Kids Love Soccer** will return to operation this Fall, this recreational soccer program is run at Sheffield Park and typically brings in 150+ youth.
- **eSports for teens**- eSports online gaming will return this summer.

#### **Past Programs and Special Events:**

- We held a blood drive at MOCC on May 5 in conjunction with Mira Loma and Vitalant.
- We will hold CPR and First Aid classes for all our summer staff on June 5 and 6. We were unable to hold classes last year due to COVID 19, so we are thrilled everyone on our summer staffs were able to attend.
- The Kare Bears had a graduation ceremony outside of the preschool on June 2. There were 25 children and their families in attendance. They were split up into five separate groups that arrived at different times throughout the day. Each child received a personalized graduation cap, diploma, and other crafts.

#### **Current in-person activities:**

- Ping Pong Club (adults) is full every day at 12 participants.
- After School Adventures (ASA) for kids aged 5-12 is running at Swanston Community Center. Weekly Sessions continue to sell out (14 participants). Kids participate in themed recreation activities, sports, music, gaming, STEM, homework assistance and crafts. The last day of ASA is June 4.
- Jacki's Dance Fitness was held indoors, there were 9 participants.
- Pickleball Lessons returned to Eastern Oak Park. The sessions are full with 32 participants in 4 classes.
- Fun Fit for All had 22 participants.
- Qugong began in June, there are 7 participants.
- Zumba has returned indoors, there are 10 participants.

- Jazzercise class is running four (4) days per week in the morning and evenings at Swanston Community Center and is full with 12 participants each class.
- Zumba Gold has 5 participants.
- Yoga has 8 participants.
- Line Dancing has 20 participants.
- Strength and Conditioning has 10 participants (Hybrid class).
- iPhone workshop has 4 participants (Hybrid class).
- Tennis Classes with Peter Haddow will begin in July at Ashton and Gibbons.
- Tennis Lessons are also offered by our other tennis Pro, Devin Knox, at Swanston and Sierra Oaks.
- Two summer preschool classes will start in person on June 4, Summer Kare Bears and Summer Teddy Bears. Both classes are full with 15 children in each class.
  - Priority registration for current students, siblings, and district residents for next year's preschool classes ended on May 28. Classes are almost full and opened to the public on June 1.
- Balance and Posture begins in June, there are currently 5 participants.
- Tap Fit Beg/Int & Adv, there are 11 participants.
- Chair Yoga (adults) returned and is full with two classes of 12 students each.
- Baby and Pre-Ballet (18 months-6 years) will begin in June at Swanston Community Center.

#### **Current Virtual Classes:**

- Chair Yoga has 9 participants.
- Floor, Core and More has 16 participants.
- Fun Fit For All has 28 participants.
- Strength and Conditioning has 5 participants and will begin in June (Hybrid class).
- iPhone Workshop has 12 participants (Hybrid class).
- Writing your Memoirs Beginning and Continuing has ended until September.

#### **General Information:**

- Overall number of participants as of June 2, 2021 for the month of June = 1,437\* (numbers do increase around the 8<sup>th</sup> of the month after all the registration payments come in).

## STAFF REPORT



DATE: June 3, 2021  
TO: MORPD Advisory Board of Directors  
FROM: J.R. Hichborn, Parks Superintendent  
SUBJECT: Parks Division Report

### **PARKS UPDATE:**

The Swanston spray park is officially opening June 12. Staff has been running the spray park earlier than the open date to work out all the new kinks before the official opening date. The new UV filtration system was causing some reprogramming issues. The water will be balanced using calcium hydrochloride pellets with an automatic soak and feed machine along with Muriatic acid to keep the chlorine levels between 3.2ppm and 3.7ppm, and the PH level between 7.2 and 7.6. A new tough shed was installed to house the chemicals and equipment needed to operate the spray park.

Staff continues to sanitize the District facilities daily, and playgrounds weekly. Reservation areas are sanitized prior to each party's arrival.

The new court surfacing has been installed at the Eastern Oak Park pickleball courts. The court surfacing is an overlay system. Different pickleballs tend to bounce differently on the courts. The Onix brand and the Spalding balls have the best bounce while the Durafast brand and indoor pickleballs struggle on the new courts.

Gibbons Park south had some irrigation issues with the centralized controller last month. The system has been replaced and the water is back on. Staff has applied an iron-based fertilizer to help bring the turf back.

We have a new full time Parks employee. Fidel Baker comes to the Mission Oaks Parks team with over 12 years of park maintenance experience. Fidel has proven to be an invaluable asset to the District time and time again. We consider ourselves lucky to have found the missing piece to our full time division.

### **UPCOMING PROJECTS:**

The new shade feature at Swanston Park is anticipated to be installed on June 7. 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.







## STAFF REPORT



DATE: June 3, 2021  
TO: MORPD Advisory Board of Directors  
FROM: J.R. Hichborn, Park Superintendent  
SUBJECT: Surplus items sale procedures

**BACKGROUND:**

Surplus assets identified at the May 2021 Advisory Board Meeting.

**DISCUSSION:**

Staff intends to follow District policy 6400 "Sale or Disposition of Used or Surplus District Property" (**Attachment A**). Staff will be listing the surplus items on Facebook Marketplace along with posting the sale at the District Office and both community centers.

6000                    RECREATION EQUIPMENT AND SURPLUS DISTRICT PROPERTY DISPOSITION

6000-6999

6100                    Sports/Recreation Equipment

6100.1                Responsibility

6100.2                Eligibility

6100.3                Rental Fees

6100.4                Lost or Damaged Equipment

6200                    Large Group Barbecue

6200.1                Eligibility

6200.2                Reserved

6200.3                Damaged Equipment

6300                    Reserved

6400                    Sale or Disposition of Used or Surplus District Property

6000                    RECREATION EQUIPMENT AND SURPLUS DISTRICT PROPERTY DISPOSITION

6100                    Sports/Recreation Equipment

The District may loan equipment upon special request from schools, recreation agencies, or other partners whom the District enjoys a reciprocity relationship.

6100.1                Responsibility:

- A.     A Recreation Supervisor (designated by Director of Marketing and Recreation) will field requests, determine eligibility for use; arrange the dissemination and collection of the equipment.
- B.     The administrative staff will assist the Recreation Supervisor with having proper forms completed by the renter, and with the assessment and receipt of the appropriate fee.

6100.2                Eligibility

Schools, recreation agencies, or other partners with whom the District enjoys a reciprocity relationship

6100.3                Rental Fees

When applicable, a fee schedule will be on file in the District office.

6100.4                Lost or Damaged Equipment

Customers shall be notified at the time of rental that they will be held responsible for replacement costs or any loss or damage to the equipment. At the discretion of the recreation supervisor, the District may choose to repair or replace any equipment returned in damaged condition and bill the customer for the cost.

6200                    Large Group Barbecue

The District owns a barbecue suitable for large group occasions and events, which is available for rent.

6200.1                Eligibility

- A.     Schools, recreation agencies, or other partners with whom the District enjoys a reciprocity relationship.
- B.     Non-profit groups and organizations which are able to provide (to the satisfaction of the administrative staff) evidence of a tax identification number; and
- C.     All other individuals and organizations, unless it can be shown that they have abused the privilege in the past.

6200.2                Reserved

6200.3                Damaged Equipment

Customers will be notified at the time of rental that the barbecue shall be returned in the same condition as when it was received, and that they may be billed for the cost of cleaning or repair necessitated by their use. A cleaning charge of \$50 may apply.

6300                    Reserved

6400                    Sale or Disposition of Used or Surplus District Property

District property, which includes miscellaneous equipment, furniture, and vehicles, which have been determined by board resolution, in accordance with county procedures to be surplus to the needs of the District, may be offered for sale or donation to other public and non-profit agencies and the general public, or be abandoned or destroyed. "General public" includes employees and volunteers of the District.

The District endorses a system where reutilization of used or surplus district property is made available to employees of the District, while providing for a way for the general public to participate in the purchase or donation of property after it has been considered unnecessary or impractical for "in house" use.

The Division that has the responsibility for the surplus item shall set an estimated sale price based on fair market value. All property shall be sold "as is" and "where is", with no expressed or implied guarantee or warranty.

The District may, after one public advertisement in a newspaper, periodical of general circulation, or reputable electronic announcements, and the posting of a "Notice of Sale" at the District Office and Community Centers, negotiate the sale of the property. Paid advertisement may be waived if it is determined that the cost of the advertisement may cost more than the estimated worth of the property.

The District reserves the right to accept or reject all or any offers or purchase. Removal of property sold or donated must be made within ten business days during regular business hours. The District will furnish a bill of sale upon receiving the money and/or at the time of removal. All proceeds shall become part of the district's general fund.

Remaining property that cannot or was not sold or donated shall be considered for abandonment or destruction, in accordance with county procedures.