

**ADVISORY BOARD OF DIRECTORS
AGENDA**

Regular Monthly Meeting-Zoom
Tuesday, January 11, 2022 at 6 pm



Mission Oaks Recreation and Park District Advisory Board of Directors Meeting will be held remotely via Zoom Meetings (The Zoom platform is ADA compliant).

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/82929027440?pwd=Qm14Snp0cmVCYnp4Z1FWdjNyU5jQT09>

Meeting ID: 829 2902 7440, Passcode: 966570

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 November 9, 2021 Regular Board Meeting Minutes *
2. Approval of December 15, 2021 Regular Board Meeting Minutes *
3. Adopt Resolution 2022-01, Authorizing Remote Teleconference Meetings for January 16, 2022 to February 15, 2022 *

Information:

4. Mission Oaks Recreation and Park District Park Patrol Reports for December 2021 from Fulton El Camino Police, Sacramento County Sheriff Off Duty Patrol *
5. Monthly Budget Reports, October 1-31, Period 4 and November 1-30, Period 5, FY 2021-22 *

Chairperson Jeff Rothberg
Member Michael Alcalay

Advisory Board Members

Vice Chair Robert Evans
Clerk Pati Todd

6. Correspondence *
7. Administrative Division Report*
8. Recreation Division Report *
9. Parks Division Report *

Committee Reports:

10. Recreation Committee (verbal) *
11. Finance Committee (verbal) *
12. Facilities Committee (verbal) *
13. Presentation (from): Citizen's Advisory Committee Park Tour Report *

Discussion:

14. Review security services RFP *

Action:

15. Adopt proposed 2022 Meeting Schedule *

Staff Comments/Reports:

Next Regular Meeting: Tuesday, February 8, 2022. 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 January 5, 2021, Debra Tierney, Clerk of the Board.*

Chairperson Jeff Rothberg
Member Michael Alcalay

Advisory Board Members

Vice Chair Robert Evans
Clerk Pati Todd



**Advisory Board of Directors
Regular Meeting Minutes
Tuesday, November 9, 2021 at 6 pm
Via Zoom Meeting ID 834 4970 1303**

- Call to Order:** 6 pm by Chairperson Rothberg.
- Pledge of Allegiance:** Announced by Chairperson Rothberg.
- Roll Call:**
- MORPD Directors Present:** Rothberg, Evans, Todd and Alcalay.
- MORPD Staff Present:** Barton, Hichborn, Woodland, Tierney, Ballis, Curtola, Dahlberg, and Hawthorne.
- Public Present:** Yufi Holloway.
- Chairperson's Comments:** None.
- Board Comments/Discussion:** Director Todd and Evans attended the Park Tour, applauded staff, the tour was well organized. Chairperson Rothberg and Director Alcalay want an ad hoc committee established to discuss a slight increase in stipends.
- 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:** Yufi Holloway would like the District to acquire the zoned, multifamily, residential, empty lot across from Greer Elementary school to be turned into a parkette for the community.
- Consent:**
1. Approval of September 14, 2021 Regular Board Meeting Minutes.
 2. Approval of October 12, 2021 Regular Board Meeting Minutes.
 3. Approve Resolution 2021-09 authorizing remote teleconference meetings for November 1-30, 2021.
Action: After discussion, on a Motion by Director Alcalay, seconded by Director Todd, the Advisory Board of Directors voted to approve Resolution 2021-09 authorizing remote teleconference meetings for November 1-30, 2021. A roll call vote was taken. Directors Rothberg, Evans, Todd and Alcalay approve the consent items.

Information:

4. Mission Oaks Recreation and Park District Park Patrol Reports for October 2021 from Fulton El Camino Police, Sacramento County Sheriff Off Duty Patrol and Tiger Security by J.R. Hichborn, Parks Superintendent.
Director Rothberg would like cameras to be installed to stop weapons from being brought into the District's parks. Director Evans agrees and suggests adding signage to inform park patrons they are being watched. Director Todd agrees to both cameras and signage. Chairperson Rothberg requests a discussion regarding park cameras, to take place at the facilities meeting.
5. Monthly Budget Reports, September 1-30, Period 3, FY 2021-22 by Darren Woodland, Finance Manager.
Director Alcalay questions if expenditures must be approved at each Advisory Board meeting since that was done in the past. Staff will look into this.
6. Administrative Division Report by Daniel Barton, District Administrator.
Staff suggest having the budget reserve workshop on December 14th, instead of the full Board meeting. Due to a scheduling conflict the meeting will be held December 15th. Directors agree.
7. Recreation Division Report by Danny Curtola and Rodney Dahlberg, Recreation Managers.
Dahlberg shares the free classes that were offered at the Craft Fair that was hosted at Mission Oaks Community Center and discusses the new therapeutic youth program being. Curtola shares the new karate class and SHOP program that uses Board approved teen program funding. Chairperson Rothberg attended the Spooktacular event at Swanston Community Center and applauded staff on a successful event.
8. Parks Division Report by J.R. Hichborn, Parks Superintendent.
*Staff notes that renovations and upkeep to the Districts fields and equipment in preparation for Winter has begun. Staff had the Sacramento Suburban Water District come out for an audit, which identified ways for the District to limit water usage. Staff has already begun making these changes toward water conservation.
Staff mentions that the resurfacing of the new pickleball court has been postponed until spring due to a delay in receiving materials.*
9. Facilities Committee Verbal Report by Director Robert Evans, Board member.
Director Alcalay wants scheduled monthly Facilities Committee meetings due to the number of facilities projects that are coming up in the next year. Director Evans requests in the future that committee meeting agendas be supplied for verbal reports.

Discussion:

10. Parks Tour Verbal Report by Director Todd and Director Evans, Board Members.
Director Evans recommends staffing a quarterly or semi-annual park tour, every year, to see the progression of the parks. Staff suggest a semi-annual tour, one being for the recreation side and the other for the facilities. Directors agree.

Action:

11. Authorize use of Prop 68 Grant Funds for a DG walking trail at Swanston Park
Action: After discussion, on a Motion by Director Todd, seconded by Director Evans, the Advisory Board of Directors voted to authorize use of Prop 68 Grant Funds for a DG walking trail at Swanston Park. A roll call vote was taken. Directors Rothberg, Todd, Evans, and Alcalay approve the motion.

12. Approve the termination of the existing contract with Brightview Landscaping services and enter a three (3) year contract with Emerald Green Landscaping Services

Action: After discussion, on a Motion by Director Alcalay, seconded by Director Rothberg, the Advisory Board of Directors voted to approve the termination of the existing contract with Brightview Landscaping services. A roll call vote was taken, Directors Rothberg, Evans, Todd and Alcalay approve the motion. Staff is directed to return to the December meeting with a recommendation enter a contract with Emerald Green Landscaping Services and include a contract for the Board to review.

Staff Comments/Reports: A Recreation Committee meeting has been scheduled for December 10, at 12pm. A Facilities Committee meeting is scheduled for December 14, at 4pm and a Finance Committee meeting is scheduled December 7th, at 5pm.

Next Regular Meeting: Wednesday, December 15, 2021 at 6 pm. As of the date of this notice, social distancing measures are in effect due to the COVID-19 pandemic. Parties interested in participating in the public hearing should visit the District's website at <https://www.morpd.com/advisory-board-meetings> for current information on how to provide public comment.

Adjourn: 7:25 pm.

Debra Tierney, Clerk of Board

January 11, 2022
Date



**Advisory Board of Directors
Regular Meeting Minutes
Wednesday, December 15, 2021 at 6 pm
Via Zoom Meeting ID 824 0316 0291**

- Call to Order:** 6 pm by Chairperson Rothberg.
- Pledge of Allegiance:** Announced by Chairperson Rothberg.
- Roll Call:**
- MORPD Directors Present:** Rothberg, Evans, Todd and Alcalay.
- MORPD Staff Present:** Barton, Hichborn, Woodland, Tierney, Curtola, Dahlberg, and Hawthorne.
- Public Present:** Brian Brooks and Yufi Holloway.
- Chairperson's Comments:** Wishes staff Happy Holidays.
- Board Comments/Discussion:** Director Todd applauds staff on offering some free classes at this time of year.

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: None

Consent:

1. Approve Resolution 2021-10, Authorizing Remote Teleconference Meetings for December 16, 2021 to January 15, 2022.
Action: After discussion, on a Motion by Director Alcalay, seconded by Director Evan, the Advisory Board of Directors voted to approve Resolution 2021-10, Authorizing Remote Teleconference Meetings for December 16, 2021 to January 15, 2022. A roll call vote was taken. Directors Rothberg, Todd, Evans and Alcalay approve the consent item.

Action:

2. Approve MORPD entering a three (3) year contract with Emerald Green Landscaping Service.
Action: After discussion, on a Motion by Director Alcalay, seconded by Director Todd, the Advisory Board of Directors voted to approve MORPD entering a three (3) year contract with Emerald Green Landscaping Service. A roll call vote was taken, Directors Rothberg, Evans, Todd and Alcalay approve the motion.

Discussion:

3. Advisory Board proposed meeting schedule 2022.
Staff notes that the July and August meeting dates/times may be subject to change.
4. Reserve Budget workshop presented by Finance Manager Darren Woodland.
Board Members are concerned why the Reserve Budget is so large and request a historical summary of statistical data showing how the District came to hold this amount over the years. District Administrator Barton states previous Board members directed staff to add more savings to the reserves each year.

Staff notes that there is a minimum 10% stated for the reserve budget in the policy but there is no maximum stated. After discussion, it is decided that 20% is an optimal maximum percentage for the Reserve Budget. Staff is directed to schedule another workshop after the amount of remaining money from the budget is determined with a recommendation of how to spend the funds. Board Members suggest rewriting the Reserve Budget Policy so that it includes the optimal maximum percentage. Staff notes that the policy will need to be brought to the Personnel Committee for review before it can be changed. Board requests a 10-year forecast from staff to determine the best- and worst-case scenario of revenue coming in for property taxes.

Board member Alcalay recommends a name change from "Personnel Committee" to "Personnel/Governance Committee".

Staff Comments/Reports: A Personnel Committee meeting will be scheduled in January. A Facilities Committee meeting is scheduled for January 26, at 2pm. Staff thanks Board and staff.

Next Regular Meeting: Tuesday, January 11, 2022 at 6 pm. As of the date of this notice, social distancing measures are in effect due to the COVID-19 pandemic. Parties interested in participating in the public hearing should visit the District's website at <https://www.morpd.com/advisory-board-meetings> for current information on how to provide public comment.

Adjourn: 6:57 pm.

Debra Tierney, Clerk of Board

January 11, 2022
Date

STAFF REPORT



DATE: January 5, 2022

TO: Advisory Board of Directors

FROM: Daniel Barton, District Administrator

SUBJECT: Adopt Resolution 2022-01 Authorizing Remote Teleconference Meetings for January 16, 2022 to February 15, 2022

BACKGROUND:

On September 16, 2021 Governor Newsom signed AB 361 (Attachment A) that allows a legislative body subject to the Brown Act to continue to meet without fully complying with the teleconferencing rules in the Brown Act. To take advantage of the AB 361, the Governor has offered a compromise that during a State of Emergency, the Advisory Board has the option to conduct meetings using the flexibility afforded by the Act.

California and the District remains under the Governor's Emergency Declaration due to COVID-19. Other declarations exist in areas devastated by wildfires, but not applicable to MORPD. The Health Office of the County of Sacramento, also issued an Order on July 29, 2021 effective July 30, 2021, based on findings that the average daily incident case rate has increased exponentially demonstrated in testing positivity rates and hospitalizations from COVID-19 in Sacramento County. The significantly more transmissible Delta variant of the SARS-CoV-2 virus has become the predominant strain.

To apply the provisions of AB 361 for meetings after September 30, 2021, the Advisory Board must adopt Resolution 2022-01 authorizing remote teleconference meetings (Attachment B). Subsequent Resolutions may come before you at your regular monthly meetings to extend these provisions for as long as the Emergency exists and/or January 1, 2024, unless extended further. Staff plans to include the initial or subsequent Resolutions in the Consent Items each month for the duration of the State of Emergency. The Resolution is only effective for 30 days.

If the initial Resolution lapses it must be reapproved.

Here are the provisions of AB 361 which apply, as follows:

- Option of participating from a remote location within or outside MORPD boundaries;
- Option of conducting a meeting with/without Board members present in-person; otherwise, a quorum would have to attend in-person;
- Due to plans to host a hybrid format, posting the Agenda of the primary location and Zoom connection link only; not the location of Board members participating remotely.
- The Board members would not have to post the Agenda at their location nor invite public participation in their remote location.

STAFF RECOMMENDATION:

Staff recommends that the Advisory Board of Directors adopt Resolution #2022-01, ratifying the Governor's Proclamations that State and Local Emergencies exist throughout the State and District; and authorizing remote teleconference meetings of the Advisory Board of Directors of the Mission Oaks Recreation and Park District for the period January 16, 2021 to February 15, 2022, pursuant to the Brown Act provisions.

Assembly Bill No. 361

CHAPTER 165

An act to add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953 of, and to add and repeal Section 11133 of, the Government Code, relating to open meetings, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor September 16, 2021. Filed with
Secretary of State September 16, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 361, Robert Rivas. Open meetings: state and local agencies: teleconferences.

(1) Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly

resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a legislative body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

The Governor's Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and

to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(4) This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.

(5) This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.

(6) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(8) This bill would declare that it is to take effect immediately as an urgency statute.

The people of the State of California do enact as follows:

SECTION 1. Section 89305.6 is added to the Education Code, to read:
89305.6. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a legislative body may hold public meetings through teleconferencing

and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body.

(b) (1) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the legislative body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the legislative body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the legislative body be physically present at the location specified in the notice of the meeting.

(c) A legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. A legislative body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a legislative body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the legislative body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each legislative body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a legislative body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the legislative body's internet website.

(f) All legislative bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to legislative body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 2. Section 11133 is added to the Government Code, to read:

11133. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a state body may hold public meetings through teleconferencing and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body.

(b) (1) For a state body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the state body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a state body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the state body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the state body be physically present at the location specified in the notice of the meeting.

(c) A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically

or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the state body allow members of the public to attend the meeting and offer public comment. A state body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a state body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the state body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each state body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.

(f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 3. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 3.1. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body

shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter

2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for

the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 4. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting

of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting,

members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 4.1. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, in person except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the

legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint

powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 5. Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections 3.1 and 4.1 of this bill shall become operative.

SEC. 6. It is the intent of the Legislature in enacting this act to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

SEC. 7. The Legislature finds and declares that Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

SEC. 8. (a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order N-29-20. Audio and video teleconference were widely used to conduct public meetings in lieu of physical location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings.

(b) The Legislature finds and declares that Section 1 of this act, which adds and repeals Section 89305.6 of the Education Code, Section 2 of this act, which adds and repeals Section 11133 of the Government Code, and Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, all increase and potentially limit the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

(1) By removing the requirement that public meetings be conducted at a primary physical location with a quorum of members present, this act protects the health and safety of civil servants and the public and does not preference the experience of members of the public who might be able to attend a meeting in a physical location over members of the public who cannot travel or attend that meeting in a physical location.

(2) By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member's private home or hotel room, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.

SEC. 9. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to ensure that state and local agencies can continue holding public meetings while providing essential services like water, power, and fire protection to their constituents during public health, wildfire, or other states of emergencies, it is necessary that this act take effect immediately.

RESOLUTION NO. 2022-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION OAKS RECREATION AND PARK DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR ORDER N-25-20 ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF MISSION OAKS RECREATION AND PARK DISTRICT FOR THE PERIOD JANUARY 16, 2022 TO FEBRUARY 15, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the MISSION OAKS RECREATION AND PARK DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of MISSION OAKS RECREATION AND PARK DISTRICT's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency declaring a state of emergency exists in California due to the threat of COVID-19, pursuant to the California Emergency Services Act (Government Code section 8625); and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the Brown Act, provided certain requirements were met and followed; and,

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 that allows a legislative body subject to the Brown Act to continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body make certain findings; and

WHEREAS, as amended by AB 361, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the

requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions and requirements; and

WHEREAS, a required condition of Government Code section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558(b); and

WHEREAS, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body holds a meeting to determine or has determined by a majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, as of the date of this Resolution, the Proclamation of a State of Emergency remains in effect as neither the Governor nor the state Legislature have exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution the state Legislature; and

WHEREAS, the California Department of Industrial Relations has issued regulations related to COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of Regulations, Section 3205(5)(D) specifically recommends physical (social) distancing as one of the measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel more than six feet, especially indoors; and

WHEREAS, on September 28, 2021, the Sacramento County Public Health Officer Dr. Olivia Kasirye issued a Teleconference Recommendation which states that utilizing teleconference options for public meetings is an effective and recommended social distancing measure to facilitate participation in public affairs and encourage participants to protect themselves and other from COVID-19; and

WHEREAS, Advisory Board of Directors has an interest in encouraging public participation in open and public meetings while protecting the health, safety and welfare of those who participate.

WHEREAS, such conditions now exist in the District, specifically, A State OF Emergency has been proclaimed as a result of the threat and spread of COVID-19; and

WHEREAS, Advisory Board members and/or District Staff exposed to COVID-19 may be temporarily unable to attend an in-person meeting due to exposure or potential exposure, illness or quarantine related to COVID-19 or social distancing measures; and

WHEREAS, the Advisory Board of Directors does hereby find that COVID-19 remains active, COVID-19 has caused, and will continue to cause, conditions of peril in the safety of persons within the District, and are likely to be beyond control of services, personnel, equipment and facilities of the District, and desires to ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of MISSION OAKS RECREATION AND PARK DISTRICT shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Notices and Agendas for Advisory Board Meetings will be posted within timeframes required by the Brown Act and will include the time and location of the meeting and/or teleconference access link that includes Meeting ID and password for public observation and address telephonically or otherwise electronically.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF MISSION OAKS RECREATION AND PARK DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Advisory Board hereby ratifies the Governor's proclamations that state and local emergencies exist throughout the State and District, and Advisory Board Members and/or District Staff exposed to COVID-19 may be temporarily unable to attend an in-person meeting due to exposure, illness, or quarantine related to COVID-19 or social distancing measures: and

Section 3. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. The Board hereby declares that the District is authorized to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act, and Staff are directed to take all actions necessary to carry out the intent and purpose of this Resolution.

Section 5. The District Staff and legislative bodies of MISSION OAKS RECREATION AND PARK DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 6. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 15, 2022, or such time the Advisory Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of MISSION OAKS RECREATION AND PARK DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of MISSION OAKS RECREATION AND PARK DISTRICT, this 11th day of January 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeff Rothberg, Chair of the Mission Oaks Recreation
And Park District Advisory Board of Directors

Debra Tierney, Clerk of the Board

STAFF REPORT



DATE: January 5, 2022
TO: MORPD Advisory Board of Directors
FROM: J.R. Hichborn, Parks Superintendent
SUBJECT: FEC Park Patrol Reports for December 2021

Fulton El Camino Park Police Patrol Logs



Ashton, Cowan, Hazelwood Greens, Maddox, Oak Meadow, Sierra Oaks, Sheffield, Valley Oak and Windemere Park

No issues in December.

Eastern Oak Park

There was (1) DUI arrest in the month of December. A vehicle was found stuck on the center divider in the parking lot. When officers arrived to assist, they noticed signs of impairment and CHP was called and determined the driver of the vehicle was intoxicated.

FEC officers issued (2) warning in the month of December, both for being in the park after hours.

There was (1) parking citations issued in the month of December, for not displaying two license plates.

Gibbons Park

FEC officers issued (1) warning in the month of December for a vehicle with no registration.

Mission North Park

Two “notice to appear” citations were issued in the month of December, both for being in the park after hours.

Officers issued (2) warnings in the month of December. Both warnings were for consuming alcohol in the park after hours. The two individuals were later cited for being in the park after hours later that night.

FEC officers issued (2) parking citations in the month of December. Both citations were for no current vehicle registration.

Swanston Park

FEC officers issued (1) “notice to appear” citation in the month of December, for an off-leash dog. The owner had received multiple warnings prior to the citation being issued.

FEC officers were dispatched (1) time in the month of December for a “shots fired” call. Once officers arrived on scene, it was determined that the noise came from fireworks being lit off at a neighboring apartment complex.

There was (1) Parking citations issued in the month of December, for no registration.

FEC officers issued (2) warnings in the month of December; (1) for an off-leash dog and (1) for consuming alcohol in the park.

STAFF REPORT



DATE: January 5, 2022
TO: MORPD Advisory Board of Directors
FROM: J.R. Hichborn, Parks Superintendent
SUBJECT: Sacramento Sherriff Off Duty Patrol for December 2021



2024 Hours/12-03-2021/(Friday) Dutton:

Mission North Park

Sherriff officer assisted FEC on a vehicle stop near Mission North Park. Per debrief, FEC contacted a subject drinking alcohol in the park. FEC cited the subject for the violation and advised not to drive their vehicle as they have been consuming alcohol. The subjects drove vehicle and FEC conducted vehicle stop. CHP was requested for a DUI evaluation and the subject was released as they were under the legal limit at this time.

0830 Hours/12-4-2021/(Saturday) Dutton:

Shelfield Park

While on routine patrol sheriff officer received a wave down by a resident walking her dog of a suspicious white male adult walking towards the park. The resident stated the subject was homeless and was acting "weird." I searched the park and surrounding neighborhood with negative results.

STAFF REPORT



DATE: January 5, 2022
TO: MORPD Advisory Board of Directors
FROM: Darren Woodland, Finance Manager
SUBJECT: Monthly Budget Reports, October 1-31, Period 4 and November 1-30, Period 5, FY 2021-22

FINDINGS:

October Budget Report (**Attachment A**), Mission Oaks Recreation and Park District is 33% through the current fiscal year.

The General Fund Budget has received 5.1% of projected revenues and has consumed 32.7% of the total budget.

The Assessment Fund Budget has received 0.3% of projected revenues and has consumed 16.7% of the total budget.

November Budget Report (**Attachment B**), Mission Oaks Recreation and Park District is 42% through the current fiscal year.

The General Fund Budget has received 6.9% of projected revenues and has consumed 38.3% of the total budget.

The Assessment Fund Budget has received 1.3% of projected revenues and has consumed 20.8% of the total budget.

Both budgets are in good condition!

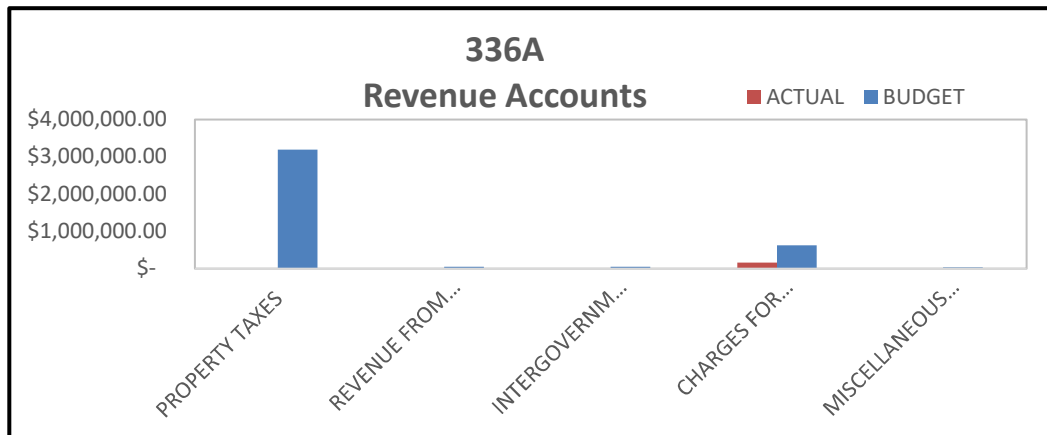
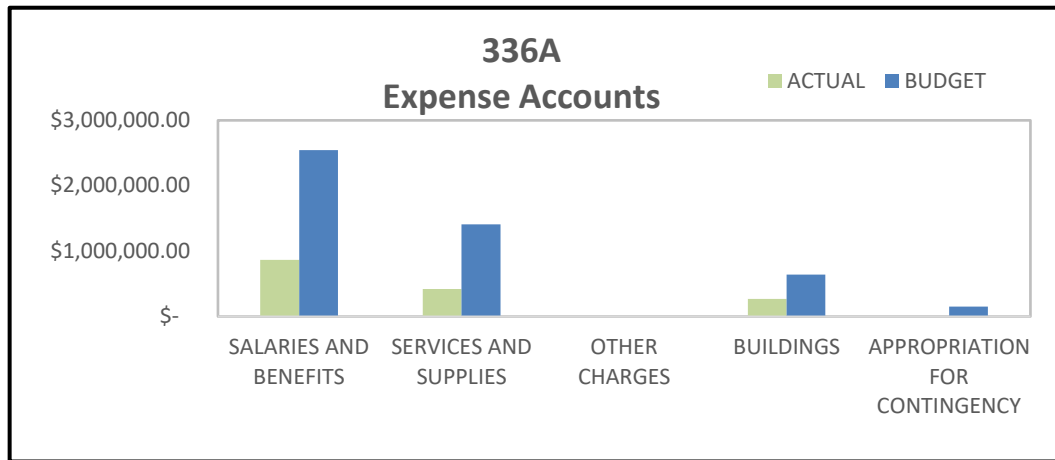


GENERAL FUND - 336A				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SALARIES AND BENEFITS	\$ 2,544,210.00	\$ 865,540.35	\$ 1,678,669.65	34.0%
SERVICES AND SUPPLIES	\$ 1,409,752.00	\$ 419,226.09	\$ 990,525.91	29.7%
OTHER CHARGES	\$ 2,263.00	\$ 1,652.86	\$ 610.14	73.0%
BUILDINGS	\$ 639,000.00	\$ 266,952.32	\$ 372,047.68	41.8%
APPROPRIATION FOR CONTINGENCY	\$ 150,000.00	\$ -	\$ 150,000.00	0.0%
TOTAL EXPENSE	\$ 4,745,225.00	\$ 1,553,371.62	\$ 3,191,853.38	32.7%

REVENUES	BUDGET	ACTUAL	UNREALIZED	% EARN
PROPERTY TAXES	\$ 3,187,355.00	\$ -	\$ 3,187,355.00	0.0%
REVENUE FROM USE	\$ 50,418.00	\$ 12,199.00	\$ 38,219.00	24.2%
INTERGOVERNMENTAL REVENUE	\$ 54,329.00	\$ 11,229.48	\$ 43,099.52	20.7%
CHARGES FOR SERVICES	\$ 629,297.00	\$ 162,816.00	\$ 466,481.00	26.1%
MISCELLANEOUS REVENUE	\$ 32,333.00	\$ 15,303.87	\$ 17,029.13	47.3%
TOTAL REVENUE	\$ 3,953,732.00	\$ 201,548.35	\$ 3,752,183.65	5.1%

CARRYOVER BALANCE	\$ 398,664.00	\$ 398,664.00	\$ 953,159.27	100.0%
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OVER/UNDER	\$ 392,829.00	\$ -	\$ -	
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COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
10111000 FULL-TIME WAGES	\$ 1,264,957.00	\$ 404,000.43	\$ -	\$ 860,956.57	31.9%
10112100 PART-TIME WAGES	\$ 410,000.00	\$ 174,101.77	\$ -	\$ 235,898.23	42.5%
10112400 BOARD MEMBER	\$ 6,000.00	\$ 550.00	\$ -	\$ 5,450.00	9.2%
10113200 TIME/ONE HALF OT	\$ 1,000.00	\$ 165.46	\$ -	\$ 834.54	16.5%
10114300 ALLOWANCES	\$ 6,000.00	\$ 2,000.00	\$ -	\$ 4,000.00	33.3%
10115200 TERMINAL PAY	\$ -	\$ -	\$ -	\$ -	0.0%
10121000 RETIREMENT	\$ 432,113.00	\$ 137,014.94	\$ -	\$ 295,098.06	31.7%
10122000 OASDHI	\$ 24,374.00	\$ 8,097.02	\$ -	\$ 16,276.98	33.2%
10123000 GROUP INSURANCE	\$ 289,644.00	\$ 74,433.00	\$ -	\$ 215,211.00	25.7%
10123002 DENTAL INSURANCE	\$ 29,640.00	\$ 7,702.50	\$ -	\$ 21,937.50	26.0%
10123003 LIFE INSURANCE	\$ 252.00	\$ 72.36	\$ -	\$ 179.64	28.7%
10123004 VISION INSURANCE	\$ 435.00	\$ 138.40	\$ -	\$ 296.60	31.8%
10124100 WORKER'S COMP	\$ 63,360.00	\$ 53,508.66	\$ -	\$ 9,851.34	84.5%
10125000 UNEMPLOYMENT - ACP	\$ -	\$ 3,755.81	\$ -	\$ (3,755.81)	0.0%
10125100 STATE UNEMPLOYMENT	\$ 16,435.00	\$ -	\$ -	\$ 16,435.00	22.9%
* 10 - SALARIES AND BENEFITS	\$ 2,544,210.00	\$ 865,540.35	\$ -	\$ 1,678,669.65	34.0%
20200500 ADVERTISING	\$ 4,200.00	\$ 95.00	\$ -	\$ 4,105.00	2.3%
20202100 BOOKS/PER SVC	\$ 400.00	\$ 87.96	\$ -	\$ 312.04	22.0%
20202200 BOOKS/PER SUP	\$ 300.00	\$ -	\$ -	\$ 300.00	0.0%
20202900 BUS/CONFERENCE E	\$ 8,300.00	\$ 1,438.64	\$ -	\$ 6,861.36	17.3%
20203500 ED/TRAINING SVC	\$ 8,835.00	\$ 771.00	\$ -	\$ 8,064.00	8.7%
20203600 ED/TRAINING SUP	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
20203900 EMP TRANSPORTATION	\$ 3,325.00	\$ 693.96	\$ -	\$ 2,631.04	20.9%
20205100 INS LIABILITY	\$ 113,750.00	\$ 108,596.93	\$ -	\$ 5,153.07	95.5%
20206100 MEMBERSHIP DUES	\$ 8,424.00	\$ 4,216.91	\$ -	\$ 4,207.09	50.1%
20206500 MICROFILM SVC	\$ 100.00	\$ 96.15	\$ -	\$ 3.85	96.2%
20206600 MICROFILM SUP	\$ 100.00	\$ 35.83	\$ -	\$ 64.17	35.8%
20207600 OFFICE SUPPLIES	\$ 6,000.00	\$ 3,288.35	\$ -	\$ 2,711.65	54.8%
20208100 POSTAL SVC	\$ 11,500.00	\$ 6,001.79	\$ -	\$ 5,498.21	52.2%
20208102 STAMPS	\$ -	\$ -	\$ -	\$ -	0.0%
20208500 PRINTING SVC	\$ 35,000.00	\$ 10,151.11	\$ -	\$ 24,848.89	29.0%
20211100 BLDG MAINT SVC	\$ 17,000.00	\$ 15,565.91	\$ -	\$ 1,434.09	91.6%
20211200 BLDG MAINT SUP	\$ 7,350.00	\$ 1,450.57	\$ -	\$ 5,899.43	19.7%
20212200 CHEMICAL SUPPLIE	\$ 3,000.00	\$ 1,519.07	\$ -	\$ 1,480.93	50.6%
20213100 ELECT MAINT SVC	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	0.0%
20213200 ELECT MAINT SUP	\$ 2,300.00	\$ -	\$ -	\$ 2,300.00	0.0%
20214100 LAND IMP MAINT SVC	\$ 32,000.00	\$ 11,653.51	\$ -	\$ 20,346.49	36.4%
20214200 LAND IMP MAINT SUP	\$ 36,450.00	\$ 7,122.97	\$ -	\$ 29,327.03	19.5%
20215100 MECH SYS MAINT SVC	\$ 11,100.00	\$ 10,012.20	\$ -	\$ 1,087.80	90.2%
20215200 MECH SYS MAINT SUP	\$ 4,400.00	\$ 1,161.90	\$ -	\$ 3,238.10	26.4%
20216100 PAINTING SVC	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20216200 PAINTING SUP	\$ 2,500.00	\$ 1,441.29	\$ -	\$ 1,058.71	57.7%
20216700 PLUMBING MAINT SVC	\$ 10,000.00	\$ 2,378.33	\$ -	\$ 7,621.67	23.8%
20216800 PLUMBING MAINT SUP	\$ 14,000.00	\$ 6,926.73	\$ -	\$ 7,073.27	49.5%
20217100 RENTS/LEASES/RL	\$ 16,000.00	\$ 6,000.00	\$ -	\$ 10,000.00	37.5%
20218500 PERMIT CHARGES	\$ 1,000.00	\$ 181.00	\$ -	\$ 819.00	18.1%
20219100 ELECTRICITY	\$ 80,000.00	\$ 16,936.71	\$ -	\$ 63,063.29	21.2%
20219200 NAT GAS/LPG/FUEL	\$ 8,300.00	\$ 42.89	\$ -	\$ 8,257.11	0.5%
20219300 REF COLL/DISP SV	\$ 30,000.00	\$ 8,620.77	\$ -	\$ 21,379.23	28.7%



YTD Budget Report
 General Fund - 336A
 October 2021

Fiscal Year 2021-2022
 Period 4
 (33% of the Year Complete)

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20219500 SEWAGE DISP SVC	\$ 9,000.00	\$ 2,292.50	\$ -	\$ 6,707.50	25.5%
20219700 TELEPHONE SVC	\$ 59,000.00	\$ 4,570.60	\$ -	\$ 54,429.40	7.7%
20220500 AUTO MAINT SVC	\$ 7,000.00	\$ 3,540.71	\$ -	\$ 3,459.29	50.6%
20220600 AUTO MAINT SUP	\$ 2,000.00	\$ 621.40	\$ -	\$ 1,378.60	31.1%
20222600 EXPEND TOOLS	\$ 3,000.00	\$ 413.71	\$ -	\$ 2,586.29	13.8%
20222700 CELLPHONE/PAGER	\$ 10,000.00	\$ 400.00	\$ -	\$ 9,600.00	4.0%
20223600 FUEL/LUBRICANTS	\$ 25,750.00	\$ 5,687.74	\$ -	\$ 20,062.26	22.1%
20226200 OFFICE EQ MAINT	\$ 3,800.00	\$ 198.26	\$ -	\$ 3,601.74	5.2%
20226500 INVENTORIAL EQUIP	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	0.0%
20227500 RENT/LEASE EQUIP	\$ 2,900.00	\$ 2,249.67	\$ -	\$ 650.33	77.6%
20228100 SHOP EQ MAINT SV	\$ 500.00	\$ 110.00	\$ -	\$ 390.00	22.0%
20229100 OTHER EQ MAINT SVC	\$ 500.00	\$ 328.93	\$ -	\$ 171.07	65.8%
20229200 OTHER EQ MAINT SUP	\$ 2,600.00	\$ 947.99	\$ -	\$ 1,652.01	36.5%
20231300 UNIFORM ALLOW	\$ 7,197.00	\$ 6,725.19	\$ -	\$ 471.81	93.4%
20231400 CLOTH/PERSONAL	\$ 6,000.00	\$ 2,536.53	\$ -	\$ 3,463.47	42.3%
20232100 CUSTODIAL SVC	\$ 74,700.00	\$ 26,050.00	\$ -	\$ 48,650.00	34.9%
20232200 CUSTODIAL SUP	\$ 16,000.00	\$ 6,022.25	\$ -	\$ 9,977.75	37.6%
20233100 FOOD/CATERING SV	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	0.0%
20233200 FOOD/CATERING SUP	\$ 10,000.00	\$ 1,863.95	\$ -	\$ 8,136.05	18.6%
20234200 KITCHEN SUP	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20244400 MEDICAL SUPPLIES	\$ 6,650.00	\$ 2,216.79	\$ -	\$ 4,433.21	33.3%
20250500 ACCOUNTING SVC	\$ 28,700.00	\$ -	\$ -	\$ 28,700.00	0.0%
20250700 ASSESSMENT COLL	\$ 50,575.00	\$ -	\$ -	\$ 50,575.00	0.0%
20254100 PERSONNEL SVC	\$ 5,000.00	\$ (221.00)	\$ -	\$ 5,221.00	-4.4%
20254400 SAFETY PROGRAM	\$ -	\$ -	\$ -	\$ -	0.0%
20257100 SECURITY SVC	\$ 171,400.00	\$ 57,398.63	\$ -	\$ 114,001.37	33.5%
20259100 OTHER PROF SVC	\$ 1,200.00	\$ 1,500.00	\$ -	\$ (300.00)	125.0%
20281100 DATA PROCESSING SVC	\$ 30,000.00	\$ 5,706.82	\$ -	\$ 24,293.18	19.0%
20281200 DATA PROCESSING SUP	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.0%
20281201 HARDWARE	\$ 2,000.00	\$ 312.00	\$ -	\$ 1,688.00	15.6%
20281202 SOFTWARE	\$ 15,144.00	\$ 12,840.49	\$ -	\$ 2,303.51	84.8%
20281304 SALES TAX	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20283101 FEES	\$ -	\$ -	\$ -	\$ -	0.0%
20285100 RECREATIONAL SVC	\$ 270,000.00	\$ 32,863.28	\$ -	\$ 237,136.72	12.2%
20285200 RECREATIONAL SUP	\$ 19,000.00	\$ 5,697.10	\$ -	\$ 13,302.90	30.0%
20285300 RECREATIONAL PROG	\$ 50,000.00	\$ 3,845.55	\$ -	\$ 46,154.45	7.7%
20285600 SPORTS FIELD SPP	\$ -	\$ 28.76	\$ -	\$ (28.76)	0.0%
20287800 CREDIT CARD FEES	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20288000 PY EXPEND	\$ 600.00	\$ -	\$ -	\$ 600.00	0.0%
20289800 OTHER OP EXP SUP	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	0.0%
20289900 OTHER OP EXP SVC	\$ 3,250.00	\$ 2,039.44	\$ -	\$ 1,210.56	62.8%
20291500 COMPASS COSTS	\$ 3,952.00	\$ 3,951.32	\$ -	\$ 0.68	100.0%
* 20 - SERVICES AND SUPPLIES	\$ 1,409,752.00	\$ 419,226.09	\$ -	\$ 990,525.91	29.7%
30345000 TAX/LIC/ASSESS	\$ 2,263.00	\$ 1,652.86	\$ -	\$ 610.14	73.0%
* 30 - OTHER CHARGES	\$ 2,263.00	\$ 1,652.86	\$ -	\$ 610.14	73.0%
42420100 BUILDINGS	\$ -	\$ -	\$ -	\$ -	0.0%
42420200 STRUCTURES	\$ 639,000.00	\$ 266,952.32	\$ -	\$ 372,047.68	41.8%
* 42 - BUILDINGS	\$ 639,000.00	\$ 266,952.32	\$ -	\$ 372,047.68	41.8%



COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
79790100 CONTINGENCY APPR	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.0%
* 79 - APPROPRIATIONS	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.0%
** TOTAL EXPENDITURES	\$ 4,745,225.00	\$ 1,553,371.62	\$ -	\$ 3,191,853.38	32.7%

91910100 PROP TAX CUR SEC	\$ (2,938,710.00)	\$ -	\$ -	\$ (2,938,710.00)	0.0%
91910200 PROP TAX CUR UNS	\$ (105,929.00)	\$ -	\$ -	\$ (105,929.00)	0.0%
91910300 PROP TAX CUR SUP	\$ (54,002.00)	\$ -	\$ -	\$ (54,002.00)	0.0%
91910400 PROP TAX SEC DEL	\$ (23,000.00)	\$ -	\$ -	\$ (23,000.00)	0.0%
91910500 PROP TAX SUP DEL	\$ (3,500.00)	\$ -	\$ -	\$ (3,500.00)	0.0%
91910600 PROP TAX UNITARY	\$ (60,104.00)	\$ -	\$ -	\$ (60,104.00)	0.0%
91912000 PROP TAX REDEMPTION	\$ (150.00)	\$ -	\$ -	\$ (150.00)	0.0%
91913000 PROP TAX PR UNSE	\$ (1,500.00)	\$ -	\$ -	\$ (1,500.00)	0.0%
91914000 PROP TAX PENALTY	\$ (460.00)	\$ -	\$ -	\$ (460.00)	0.0%
* 91 - TAXES	\$ (3,187,355.00)	\$ -	\$ -	\$ (3,187,355.00)	0.0%
94941000 INTEREST INCOME	\$ (10,418.00)	\$ (129.00)	\$ -	\$ (10,289.00)	1.2%
94942900 BLDG RENTAL	\$ (40,000.00)	\$ (12,070.00)	\$ -	\$ (27,930.00)	30.2%
* 94 - REVENUE FROM USE	\$ (50,418.00)	\$ (12,199.00)	\$ -	\$ (38,219.00)	24.2%
95952200 HOME PROP TAX	\$ (25,829.00)	\$ -	\$ -	\$ (25,829.00)	0.0%
95953200 AID CO FUNDS	\$ (27,500.00)	\$ -	\$ -	\$ (27,500.00)	0.0%
95956900 STATE AID OTHER	\$ (1,000.00)	\$ (11,229.48)	\$ -	\$ 10,229.48	1122.9%
* 95 - INTERGOV REVENUE	\$ (54,329.00)	\$ (11,229.48)	\$ -	\$ (43,099.52)	20.7%
96964600 RECREATION SVC	\$ (595,000.00)	\$ (157,231.70)	\$ (1,348.50)	\$ (436,419.80)	26.7%
96969000 LEASE PROP USE	\$ (34,297.00)	\$ (5,584.30)	\$ -	\$ (28,712.70)	0.0%
* 96 - CHARGES FOR SERVICES	\$ (629,297.00)	\$ (162,816.00)	\$ (1,348.50)	\$ (465,132.50)	26.1%
97973000 DONATIONS	\$ (10,000.00)	\$ (1,203.67)	\$ (112.00)	\$ (8,684.33)	12.0%
97974000 INSURANCE PROCEEDS	\$ (10,790.00)	\$ (6,885.00)	\$ -	\$ (3,905.00)	63.8%
97979000 MISC. OTHER	\$ (11,543.00)	\$ (7,215.20)	\$ (40.00)	\$ (4,287.80)	62.5%
* 97 - MISC REVENUE	\$ (32,333.00)	\$ (15,303.87)	\$ (152.00)	\$ (16,877.13)	47.3%
** TOTAL REVENUES	\$ (3,953,732.00)	\$ (201,548.35)	\$ (1,500.50)	\$ (3,750,683.15)	5.1%

*** GRAND TOTAL	\$ 791,493.00	\$ 1,351,823.27	\$ (1,500.50)	\$ (558,829.77)	170.6%
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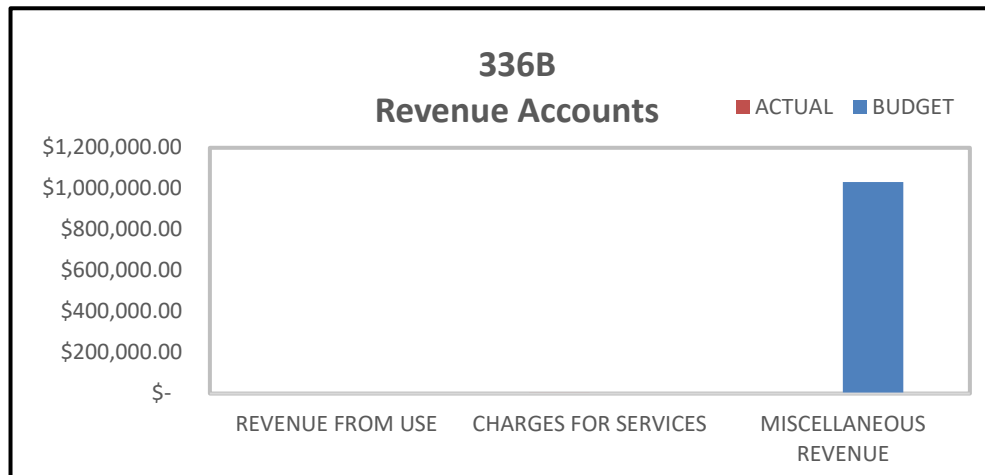
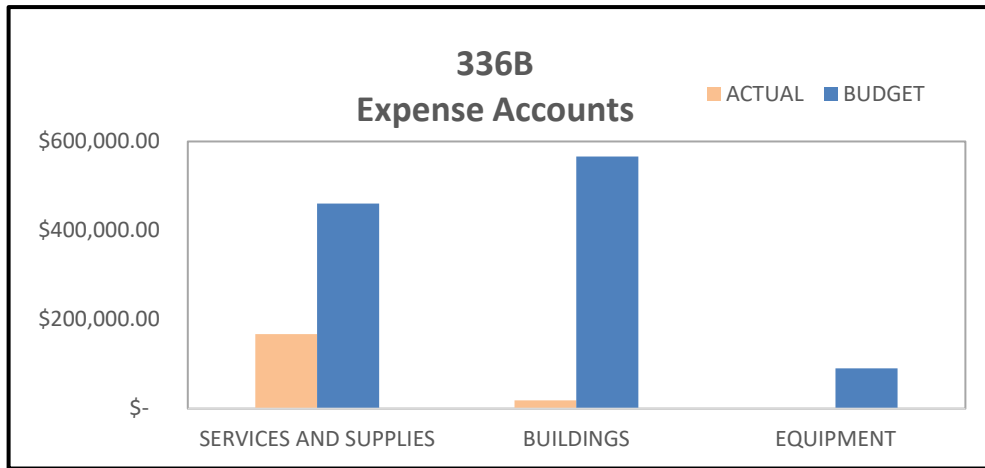


ASSESSMENT FUND - 336B				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SERVICES AND SUPPLIES	\$ 460,000.00	\$ 167,434.07	\$ 292,565.93	36.4%
BUILDINGS	\$ 565,500.00	\$ 18,666.00	\$ 546,834.00	3.3%
EQUIPMENT	\$ 90,000.00	\$ -	\$ 90,000.00	0.0%
TOTAL EXPENSE	\$ 1,115,500.00	\$ 186,100.07	\$ 929,399.93	16.7%

REVENUES	BUDGET	ACTUAL	AVAILABLE	% EARN
REVENUE FROM USE	\$ 100.00	\$ 19.00	\$ (81.00)	19.0%
CHARGES FOR SERVICES	\$ -	\$ 3,182.70	\$ 3,182.70	0.0%
MISCELLANEOUS REVENUE	\$ 1,032,486.00	\$ -	\$ 1,032,486.00	0.0%
TOTAL REVENUE	\$ 1,032,586.00	\$ 3,201.70	\$ 1,035,587.70	0.3%

CARRYOVER BALANCE	\$ 67,554.00	\$ 67,554.00	\$ 115,344.37	100.0%
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GRAND TOTAL	\$ 15,360.00	\$ -	\$ -	
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YTD Budget Report
 Assessment Fund - 336B
 October 2021

Fiscal Year 2021-2022
 Period 4
 (33% of the Year Complete)

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20210300 AGRI/HORT SVC	\$ 265,000.00	\$ 86,074.97	\$ -	\$ 178,925.03	32.5%
20210400 AGRI/HORT SUP	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.0%
20219800 WATER	\$ 175,000.00	\$ 77,871.60	\$ -	\$ 97,128.40	44.5%
20252500 ENGINEERING SVC	\$ 15,000.00	\$ 3,487.50	\$ -	\$ 11,512.50	23.3%
* 20 - SERVICES AND SUPPLIES	\$ 460,000.00	\$ 167,434.07	\$ -	\$ 292,565.93	36.4%
42420100 BUILDINGS	\$ 470,000.00	\$ -	\$ -	\$ 470,000.00	0.0%
42420200 STRUCTURES	\$ 95,500.00	\$ 18,666.00	\$ -	\$ 76,834.00	19.5%
* 42 - BUILDINGS	\$ 565,500.00	\$ 18,666.00	\$ -	\$ 546,834.00	3.3%
43430100 EQUIPMENT-GOV'T	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00	0.0%
* 43 - EQUIPMENT	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00	0.0%
** TOTAL EXPENDITURES	\$ 1,115,500.00	\$ 186,100.07	\$ -	\$ 929,399.93	16.7%

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
94941000 INTEREST INCOME	\$ (100.00)	\$ (19.00)	\$ -	\$ (81.00)	19.0%
* 94 - REVENUE FROM USE	\$ (100.00)	\$ (19.00)	\$ -	\$ (81.00)	19.0%
96969000 LEASE PROP USE	\$ -	\$ (3,182.70)	\$ -	\$ 3,182.70	0.0%
* 96 - CHARGES FOR SERVICES	\$ -	\$ (3,182.70)	\$ -	\$ 3,182.70	0.0%
97976200 ASSESSMENT FEES	\$ (1,032,486.00)	\$ -	\$ -	\$ (1,032,486.00)	0.0%
* 97 - MISC REVENUE	\$ (1,032,486.00)	\$ -	\$ -	\$ (1,032,486.00)	0.0%
** TOTAL REVENUES	\$ (1,032,586.00)	\$ (3,201.70)	\$ -	\$ (1,029,384.30)	0.3%

*** GRAND TOTAL	\$ 82,914.00	\$ 182,898.37	\$ -	\$ (99,984.37)	220.6%
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Attachment B



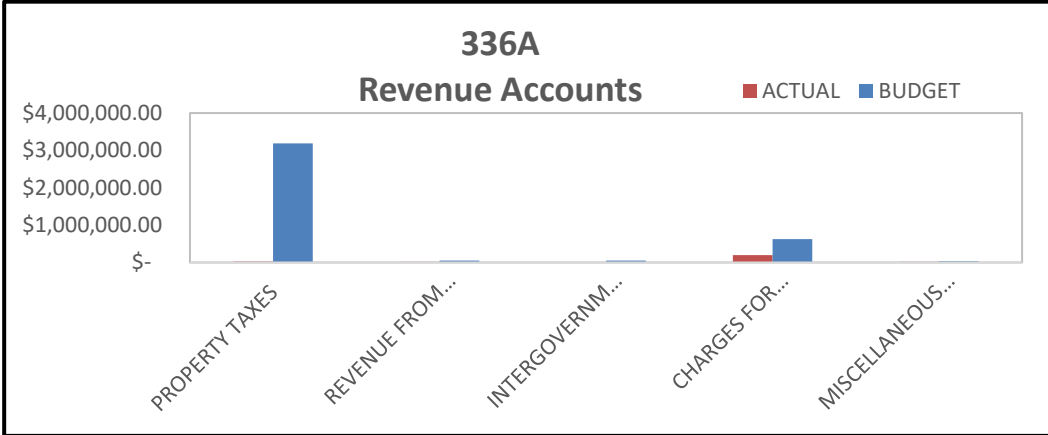
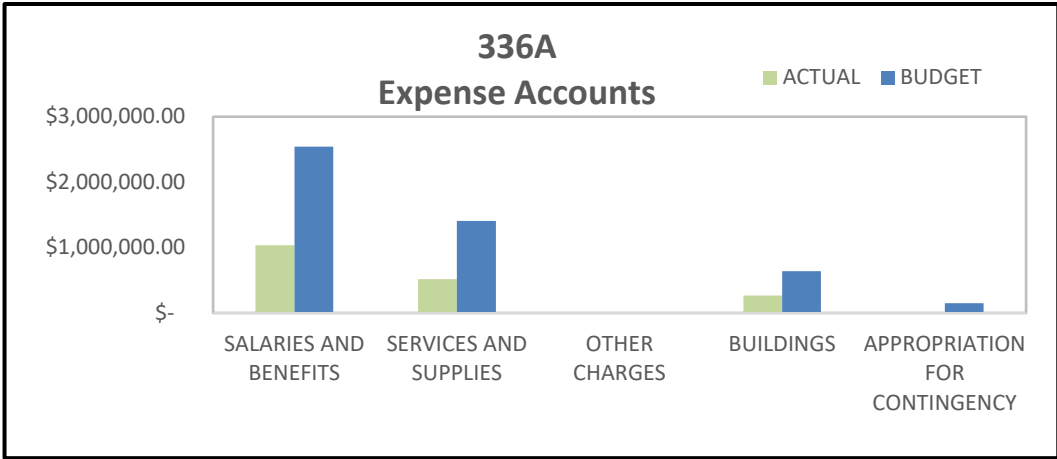
Budget Summary Report
November 2021

Fiscal Year 2021-2022
Period 5
(42% of the Year Complete)

GENERAL FUND - 336A				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SALARIES AND BENEFITS	\$ 2,544,210.00	\$ 1,034,468.33	\$ 1,509,741.67	40.7%
SERVICES AND SUPPLIES	\$ 1,409,752.00	\$ 516,041.08	\$ 893,710.92	36.6%
OTHER CHARGES	\$ 2,263.00	\$ 1,652.86	\$ 610.14	73.0%
BUILDINGS	\$ 639,000.00	\$ 266,952.32	\$ 372,047.68	41.8%
APPROPRIATION FOR CONTINGENCY	\$ 150,000.00	\$ -	\$ 150,000.00	0.0%
TOTAL EXPENSE	\$ 4,745,225.00	\$ 1,819,114.59	\$ 2,926,110.41	38.3%

REVENUES	BUDGET	ACTUAL	UNREALIZED	% EARN
PROPERTY TAXES	\$ 3,187,355.00	\$ 25,682.47	\$ 3,161,672.53	0.8%
REVENUE FROM USE	\$ 50,418.00	\$ 16,369.00	\$ 34,049.00	32.5%
INTERGOVERNMENTAL REVENUE	\$ 54,329.00	\$ 11,229.48	\$ 43,099.52	20.7%
CHARGES FOR SERVICES	\$ 629,297.00	\$ 200,136.16	\$ 429,160.84	31.8%
MISCELLANEOUS REVENUE	\$ 32,333.00	\$ 17,516.91	\$ 14,816.09	54.2%
TOTAL REVENUE	\$ 3,953,732.00	\$ 270,934.02	\$ 3,682,797.98	6.9%

CARRYOVER BALANCE	\$ 398,664.00	\$ 398,664.00	\$ 1,149,516.57	100.0%
OVER/UNDER	\$ 392,829.00	\$ -	\$ -	





YTD Budget Report
 General Fund - 336A
 November 2021

Fiscal Year 2021-2022
 Period 5
 (42% of the Year Complete)

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
10111000 FULL-TIME WAGES	\$ 1,264,957.00	\$ 501,027.24	\$ -	\$ 763,929.76	39.6%
10112100 PART-TIME WAGES	\$ 410,000.00	\$ 188,276.15	\$ -	\$ 221,723.85	45.9%
10112400 BOARD MEMBER	\$ 6,000.00	\$ 700.00	\$ -	\$ 5,300.00	11.7%
10113200 TIME/ONE HALF OT	\$ 1,000.00	\$ 165.46	\$ -	\$ 834.54	16.5%
10114300 ALLOWANCES	\$ 6,000.00	\$ 2,500.00	\$ -	\$ 3,500.00	41.7%
10115200 TERMINAL PAY	\$ -	\$ 901.74	\$ -	\$ (901.74)	0.0%
10121000 RETIREMENT	\$ 432,113.00	\$ 170,411.02	\$ -	\$ 261,701.98	39.4%
10122000 OASDHI	\$ 24,374.00	\$ 9,533.81	\$ -	\$ 14,840.19	39.1%
10123000 GROUP INSURANCE	\$ 289,644.00	\$ 93,475.76	\$ -	\$ 196,168.24	32.3%
10123002 DENTAL INSURANCE	\$ 29,640.00	\$ 9,717.00	\$ -	\$ 19,923.00	32.8%
10123003 LIFE INSURANCE	\$ 252.00	\$ 90.86	\$ -	\$ 161.14	36.1%
10123004 VISION INSURANCE	\$ 435.00	\$ 177.08	\$ -	\$ 257.92	40.7%
10124100 WORKER'S COMP	\$ 63,360.00	\$ 53,508.66	\$ -	\$ 9,851.34	84.5%
10125000 UNEMPLOYMENT - ACP	\$ -	\$ 3,983.55	\$ -	\$ (3,983.55)	0.0%
10125100 STATE UNEMPLOYMENT	\$ 16,435.00	\$ -	\$ -	\$ 16,435.00	24.2%
* 10 - SALARIES AND BENEFITS	\$ 2,544,210.00	\$ 1,034,468.33	\$ -	\$ 1,509,741.67	40.7%
20200500 ADVERTISING	\$ 4,200.00	\$ 415.64	\$ -	\$ 3,784.36	9.9%
20202100 BOOKS/PER SVC	\$ 400.00	\$ 111.95	\$ -	\$ 288.05	28.0%
20202200 BOOKS/PER SUP	\$ 300.00	\$ -	\$ -	\$ 300.00	0.0%
20202900 BUS/CONFERENCE E	\$ 8,300.00	\$ 2,843.64	\$ -	\$ 5,456.36	34.3%
20203500 ED/TRAINING SVC	\$ 8,835.00	\$ 1,277.16	\$ -	\$ 7,557.84	14.5%
20203600 ED/TRAINING SUP	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
20203900 EMP TRANSPORTATION	\$ 3,325.00	\$ 748.28	\$ -	\$ 2,576.72	22.5%
20205100 INS LIABILITY	\$ 113,750.00	\$ 108,596.93	\$ -	\$ 5,153.07	95.5%
20206100 MEMBERSHIP DUES	\$ 8,424.00	\$ 5,923.25	\$ -	\$ 2,500.75	70.3%
20206500 MICROFILM SVC	\$ 100.00	\$ 96.15	\$ -	\$ 3.85	96.2%
20206600 MICROFILM SUP	\$ 100.00	\$ 35.83	\$ -	\$ 64.17	35.8%
20207600 OFFICE SUPPLIES	\$ 6,000.00	\$ 3,852.68	\$ -	\$ 2,147.32	64.2%
20208100 POSTAL SVC	\$ 11,500.00	\$ 6,001.79	\$ -	\$ 5,498.21	52.2%
20208102 STAMPS	\$ -	\$ -	\$ -	\$ -	0.0%
20208500 PRINTING SVC	\$ 35,000.00	\$ 10,851.00	\$ -	\$ 24,149.00	31.0%
20211100 BLDG MAINT SVC	\$ 17,000.00	\$ 17,316.60	\$ -	\$ (316.60)	101.9%
20211200 BLDG MAINT SUP	\$ 7,350.00	\$ 1,755.70	\$ -	\$ 5,594.30	23.9%
20212200 CHEMICAL SUPPLIE	\$ 3,000.00	\$ 1,519.07	\$ -	\$ 1,480.93	50.6%
20213100 ELECT MAINT SVC	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	0.0%
20213200 ELECT MAINT SUP	\$ 2,300.00	\$ -	\$ -	\$ 2,300.00	0.0%
20214100 LAND IMP MAINT SVC	\$ 32,000.00	\$ 13,659.01	\$ -	\$ 18,340.99	42.7%
20214200 LAND IMP MAINT SUP	\$ 36,450.00	\$ 7,631.06	\$ -	\$ 28,818.94	20.9%
20215100 MECH SYS MAINT SVC	\$ 11,100.00	\$ 10,319.19	\$ -	\$ 780.81	93.0%
20215200 MECH SYS MAINT SUP	\$ 4,400.00	\$ 1,454.13	\$ -	\$ 2,945.87	33.0%
20216100 PAINTING SVC	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20216200 PAINTING SUP	\$ 2,500.00	\$ 1,703.93	\$ -	\$ 796.07	68.2%
20216700 PLUMBING MAINT SVC	\$ 10,000.00	\$ 2,378.33	\$ -	\$ 7,621.67	23.8%
20216800 PLUMBING MAINT SUP	\$ 14,000.00	\$ 9,565.09	\$ -	\$ 4,434.91	68.3%
20217100 RENTS/LEASES/RL	\$ 16,000.00	\$ 6,000.00	\$ -	\$ 10,000.00	37.5%
20218500 PERMIT CHARGES	\$ 1,000.00	\$ 181.00	\$ -	\$ 819.00	18.1%
20219100 ELECTRICITY	\$ 80,000.00	\$ 24,742.01	\$ -	\$ 55,257.99	30.9%
20219200 NAT GAS/LPG/FUEL	\$ 8,300.00	\$ 106.33	\$ -	\$ 8,193.67	1.3%
20219300 REF COLL/DISP SV	\$ 30,000.00	\$ 12,325.63	\$ -	\$ 17,674.37	41.1%



YTD Budget Report
 General Fund - 336A
 November 2021

Fiscal Year 2021-2022
 Period 5
 (42% of the Year Complete)

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20219500 SEWAGE DISP SVC	\$ 9,000.00	\$ 3,343.28	\$ -	\$ 5,656.72	37.1%
20219700 TELEPHONE SVC	\$ 59,000.00	\$ 9,338.49	\$ -	\$ 49,661.51	15.8%
20220500 AUTO MAINT SVC	\$ 7,000.00	\$ 3,843.63	\$ -	\$ 3,156.37	54.9%
20220600 AUTO MAINT SUP	\$ 2,000.00	\$ 621.40	\$ -	\$ 1,378.60	31.1%
20222600 EXPEND TOOLS	\$ 3,000.00	\$ 485.90	\$ -	\$ 2,514.10	16.2%
20222700 CELLPHONE/PAGER	\$ 10,000.00	\$ 440.00	\$ -	\$ 9,560.00	4.4%
20223600 FUEL/LUBRICANTS	\$ 25,750.00	\$ 8,204.85	\$ -	\$ 17,545.15	31.9%
20226200 OFFICE EQ MAINT	\$ 3,800.00	\$ 198.26	\$ -	\$ 3,601.74	5.2%
20226500 INVENTORIAL EQUIP	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	0.0%
20227500 RENT/LEASE EQUIP	\$ 2,900.00	\$ 3,016.51	\$ -	\$ (116.51)	104.0%
20228100 SHOP EQ MAINT SV	\$ 500.00	\$ 220.00	\$ -	\$ 280.00	44.0%
20229100 OTHER EQ MAINT SVC	\$ 500.00	\$ 328.93	\$ -	\$ 171.07	65.8%
20229200 OTHER EQ MAINT SUP	\$ 2,600.00	\$ 947.99	\$ -	\$ 1,652.01	36.5%
20231300 UNIFORM ALLOW	\$ 7,197.00	\$ 6,854.46	\$ -	\$ 342.54	95.2%
20231400 CLOTH/PERSONAL	\$ 6,000.00	\$ 2,536.53	\$ -	\$ 3,463.47	42.3%
20232100 CUSTODIAL SVC	\$ 74,700.00	\$ 32,900.00	\$ -	\$ 41,800.00	44.0%
20232200 CUSTODIAL SUP	\$ 16,000.00	\$ 9,072.95	\$ -	\$ 6,927.05	56.7%
20233100 FOOD/CATERING SV	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	0.0%
20233200 FOOD/CATERING SUP	\$ 10,000.00	\$ 2,350.98	\$ -	\$ 7,649.02	23.5%
20234200 KITCHEN SUP	\$ 1,000.00	\$ 3.26	\$ -	\$ 996.74	0.3%
20244400 MEDICAL SUPPLIES	\$ 6,650.00	\$ 2,962.09	\$ -	\$ 3,687.91	44.5%
20250500 ACCOUNTING SVC	\$ 28,700.00	\$ -	\$ -	\$ 28,700.00	0.0%
20250700 ASSESSMENT COLL	\$ 50,575.00	\$ -	\$ -	\$ 50,575.00	0.0%
20254100 PERSONNEL SVC	\$ 5,000.00	\$ (119.00)	\$ -	\$ 5,119.00	-2.4%
20254400 SAFETY PROGRAM	\$ -	\$ -	\$ -	\$ -	0.0%
20257100 SECURITY SVC	\$ 171,400.00	\$ 72,901.55	\$ -	\$ 98,498.45	42.5%
20259100 OTHER PROF SVC	\$ 1,200.00	\$ 3,769.42	\$ -	\$ (2,569.42)	314.1%
20281100 DATA PROCESSING SVC	\$ 30,000.00	\$ 7,088.82	\$ -	\$ 22,911.18	23.6%
20281200 DATA PROCESSING SUP	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.0%
20281201 HARDWARE	\$ 2,000.00	\$ 312.00	\$ -	\$ 1,688.00	15.6%
20281202 SOFTWARE	\$ 15,144.00	\$ 17,075.45	\$ -	\$ (1,931.45)	112.8%
20281304 SALES TAX	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20283101 FEES	\$ -	\$ -	\$ -	\$ -	0.0%
20285100 RECREATIONAL SVC	\$ 270,000.00	\$ 52,776.08	\$ -	\$ 217,223.92	19.5%
20285200 RECREATIONAL SUP	\$ 19,000.00	\$ 8,480.64	\$ -	\$ 10,519.36	44.6%
20285300 RECREATIONAL PROG	\$ 50,000.00	\$ 8,582.14	\$ -	\$ 41,417.86	17.2%
20285600 SPORTS FIELD SPP	\$ -	\$ -	\$ -	\$ -	0.0%
20287800 CREDIT CARD FEES	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20288000 PY EXPEND	\$ 600.00	\$ -	\$ -	\$ 600.00	0.0%
20289800 OTHER OP EXP SUP	\$ 1,200.00	\$ 102.33	\$ -	\$ 1,097.67	8.5%
20289900 OTHER OP EXP SVC	\$ 3,250.00	\$ 2,039.44	\$ -	\$ 1,210.56	62.8%
20291500 COMPASS COSTS	\$ 3,952.00	\$ 3,951.32	\$ -	\$ 0.68	100.0%
* 20 - SERVICES AND SUPPLIES	\$ 1,409,752.00	\$ 516,041.08	\$ -	\$ 893,710.92	36.6%
30345000 TAX/LIC/ASSESS	\$ 2,263.00	\$ 1,652.86	\$ -	\$ 610.14	73.0%
* 30 - OTHER CHARGES	\$ 2,263.00	\$ 1,652.86	\$ -	\$ 610.14	73.0%
42420100 BUILDINGS	\$ -	\$ -	\$ -	\$ -	0.0%
42420200 STRUCTURES	\$ 639,000.00	\$ 266,952.32	\$ -	\$ 372,047.68	41.8%
* 42 - BUILDINGS	\$ 639,000.00	\$ 266,952.32	\$ -	\$ 372,047.68	41.8%



COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
79790100 CONTINGENCY APPR	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.0%
* 79 - APPROPRIATIONS	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.0%
** TOTAL EXPENDITURES	\$ 4,745,225.00	\$ 1,819,114.59	\$ -	\$ 2,926,110.41	38.3%

91910100 PROP TAX CUR SEC	\$ (2,938,710.00)	\$ -	\$ -	\$ (2,938,710.00)	0.0%
91910200 PROP TAX CUR UNS	\$ (105,929.00)	\$ -	\$ -	\$ (105,929.00)	0.0%
91910300 PROP TAX CUR SUP	\$ (54,002.00)	\$ -	\$ -	\$ (54,002.00)	0.0%
91910400 PROP TAX SEC DEL	\$ (23,000.00)	\$ (21,781.56)	\$ -	\$ (1,218.44)	94.7%
91910500 PROP TAX SUP DEL	\$ (3,500.00)	\$ (3,900.91)	\$ -	\$ 400.91	111.5%
91910600 PROP TAX UNITARY	\$ (60,104.00)	\$ -	\$ -	\$ (60,104.00)	0.0%
91912000 PROP TAX REDEMPTION	\$ (150.00)	\$ -	\$ -	\$ (150.00)	0.0%
91913000 PROP TAX PR UNSE	\$ (1,500.00)	\$ -	\$ -	\$ (1,500.00)	0.0%
91914000 PROP TAX PENALTY	\$ (460.00)	\$ -	\$ -	\$ (460.00)	0.0%
* 91 - TAXES	\$ (3,187,355.00)	\$ (25,682.47)	\$ -	\$ (3,161,672.53)	0.8%
94941000 INTEREST INCOME	\$ (10,418.00)	\$ (129.00)	\$ -	\$ (10,289.00)	1.2%
94942900 BLDG RENTAL	\$ (40,000.00)	\$ (16,240.00)	\$ -	\$ (23,760.00)	40.6%
* 94 - REVENUE FROM USE	\$ (50,418.00)	\$ (16,369.00)	\$ -	\$ (34,049.00)	32.5%
95952200 HOME PROP TAX	\$ (25,829.00)	\$ -	\$ -	\$ (25,829.00)	0.0%
95953200 AID CO FUNDS	\$ (27,500.00)	\$ -	\$ -	\$ (27,500.00)	0.0%
95956900 STATE AID OTHER	\$ (1,000.00)	\$ (11,229.48)	\$ -	\$ 10,229.48	1122.9%
* 95 - INTERGOV REVENUE	\$ (54,329.00)	\$ (11,229.48)	\$ -	\$ (43,099.52)	20.7%
96964600 RECREATION SVC	\$ (595,000.00)	\$ (193,490.96)	\$ (277.00)	\$ (401,232.04)	32.6%
96969000 LEASE PROP USE	\$ (34,297.00)	\$ (6,645.20)	\$ -	\$ (27,651.80)	0.0%
* 96 - CHARGES FOR SERVICES	\$ (629,297.00)	\$ (200,136.16)	\$ (277.00)	\$ (428,883.84)	31.8%
97973000 DONATIONS	\$ (10,000.00)	\$ (2,525.67)	\$ (6.00)	\$ (7,468.33)	25.3%
97974000 INSURANCE PROCEEDS	\$ (10,790.00)	\$ (7,043.00)	\$ -	\$ (3,747.00)	65.3%
97979000 MISC. OTHER	\$ (11,543.00)	\$ (7,948.24)	\$ (13.00)	\$ (3,581.76)	68.9%
* 97 - MISC REVENUE	\$ (32,333.00)	\$ (17,516.91)	\$ (19.00)	\$ (14,797.09)	54.2%
** TOTAL REVENUES	\$ (3,953,732.00)	\$ (270,934.02)	\$ (296.00)	\$ (3,682,501.98)	6.9%

*** GRAND TOTAL	\$ 791,493.00	\$ 1,548,180.57	\$ (296.00)	\$ (756,391.57)	195.6%
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Monthly Billing Report
 General Fund - 336A
 November 2021

Fiscal Year 2021-2022
 Period 5

POSTING DATE	AMOUNT	ITEM	VENDOR
11/2/2021	\$ 2,517.11	Wex-Oct 21	WEX BANK
11/2/2021	\$ 112.00	NANCY PAUL OCT.2021	NANCY PAUL
11/2/2021	\$ 1,575.00	FLAG FOOTBALL REFS I	SACRAMENTO METRO OFFICIALS
11/2/2021	\$ 225.00	FLAG FOOTBALL REFS	SACRAMENTO METRO OFFICIALS
11/3/2021	\$ 28.76	POSTED IN WRONG ACCO	JV
11/3/2021	\$ (28.76)	POSTED IN WRONG ACCO	JV
11/4/2021	\$ 1,285.50	KYA Services- Shelfi	KYA SERVICES LLC
11/4/2021	\$ 765.00	Doug Weiss-Band Memb	DOUG WEISS
11/5/2021	\$ 24.64	Rhea Mileage Oct 21	CHRISTINA RHEA
11/5/2021	\$ 278.85	Caltronics-DO-Copies	JJR ENTERPRISES INC
11/5/2021	\$ 526.00	IES-Preventative Mai	FAMAND INC
11/5/2021	\$ 837.00	IES-Preventative Mai	FAMAND INC
11/5/2021	\$ 2.28	Emigh-Inv 955518-DO	EMIGH HARDWARE CO INC
11/5/2021	\$ 68.83	Emigh-Inv 955509-DO	EMIGH HARDWARE CO INC
11/5/2021	\$ 306.99	IES-Service Call-DO-	FAMAND INC
11/5/2021	\$ (48.44)	Emigh-Credit Memo 95	EMIGH HARDWARE CO INC
11/5/2021	\$ 14.40	Emigh-Inv 955315-DO	EMIGH HARDWARE CO INC
11/5/2021	\$ 41.57	Emigh-Inv 955414-DO	EMIGH HARDWARE CO INC
11/5/2021	\$ 34.58	Emigh-Inv 955471-Swa	EMIGH HARDWARE CO INC
11/5/2021	\$ 31.34	OK Tire-2009 Ford F3	OK TIRE STORES INC
11/5/2021	\$ 40.00	Hichborn-Cellphone R	JASON HICHBORN
11/5/2021	\$ 417.00	CIT-Konica Copier Le	C I T TECHNOLOGY FIN SERV
11/5/2021	\$ 263.55	Cintas-First Aid Sup	CINTAS CORPORATION NO 2
11/5/2021	\$ 77.00	Med7 Urgent Care-Phy	MED-7 URGENT CARE CENTER
11/5/2021	\$ 138.60	JACKI'S DANCE & FITN	KAAREN SMITH
11/5/2021	\$ 154.00	NANCY PAUL ART 4 FUN	NANCY PAUL
11/5/2021	\$ 89.25	NATHAN BEIER 9/10,9/	NATHAN BEIER
11/5/2021	\$ 89.25	ALAN GINTER 9/10,9/2	ALAN GINTER
11/5/2021	\$ 126.00	R. MACKEY OCT BALLRO	RICHARD MACKEY
11/5/2021	\$ 480.00	MEMOIR CLASSES OCT 2	KELLI WHEELER
11/5/2021	\$ 623.00	RUTH OGGINS ZUMBA SE	RUTH G OGGINS
11/5/2021	\$ 294.00	TONI EATON OCT 2021	TONI EATON
11/5/2021	\$ 308.00	WILLIAM SWAYNE OCT.2	WILLIAM SWAYNE
11/5/2021	\$ 1,332.00	A. DAMORE OCT. 2021	ANTHEA DAMORE
11/5/2021	\$ 465.50	Ruth Oggins-Zumba In	RUTH G OGGINS
11/5/2021	\$ 61.78	Emigh-Inv 955485-Rec	EMIGH HARDWARE CO INC
11/5/2021	\$ 46.27	Emigh-Inv 955483-GOA	EMIGH HARDWARE CO INC
11/5/2021	\$ 374.89	Emigh-Inv 955542-GOA	EMIGH HARDWARE CO INC
11/9/2021	\$ 271.84	Sac Co Util-2731 Ame	COUNTY OF SACRAMENTO
11/15/2021	\$ 26.26	RIVA-AMAZON-MATERIAL	US BANK CORPORATE PAYMENT
11/15/2021	\$ 294.38	DANNY-PRINT PROJECT	US BANK CORPORATE PAYMENT
11/15/2021	\$ 23.99	DANIEL-SAC BEE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 455.00	RIVA-CPRS CONFERENCE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 475.00	DANNY-CPRS ANNUAL CO	US BANK CORPORATE PAYMENT
11/15/2021	\$ 475.00	NICOLE F-CPRS CONFER	US BANK CORPORATE PAYMENT
11/15/2021	\$ 175.00	JR-CSDA-HR BOOTCAMP	US BANK CORPORATE PAYMENT
11/15/2021	\$ 75.00	FRAN-CA PARK REC SOC	US BANK CORPORATE PAYMENT
11/15/2021	\$ 106.16	DAN P-EB VIRTUAL IRR	US BANK CORPORATE PAYMENT
11/15/2021	\$ 25.00	RIVA-CPRS MEMBERSHIP	US BANK CORPORATE PAYMENT



POSTING DATE	AMOUNT	ITEM	VENDOR
11/15/2021	\$ 50.00	NICOLE F-CPRS GENERA	US BANK CORPORATE PAYMENT
11/15/2021	\$ 75.00	DANNY-CPRS SOFTWARE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 29.68	J. BAILEY-MILEAGE RE	JILL BAILEY
11/15/2021	\$ 1,674.25	DEBRA-CSDA ANNUALMEM	US BANK CORPORATE PAYMENT
11/15/2021	\$ 32.09	DAN P-1AND1.COM-COMP	US BANK CORPORATE PAYMENT
11/15/2021	\$ 341.00	DEBRA-WALKERS OFFICE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 129.10	DEBRA-WALKERS OFFICE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 27.76	NICOLE P-OFFICE SUPP	US BANK CORPORATE PAYMENT
11/15/2021	\$ 66.47	NICOLE P-OFFICE SUPP	US BANK CORPORATE PAYMENT
11/15/2021	\$ 21.80	NICOLE F- GOTPRINT-B	US BANK CORPORATE PAYMENT
11/15/2021	\$ 21.80	NICOLE F-GOTPRINT-BU	US BANK CORPORATE PAYMENT
11/15/2021	\$ 387.69	CHRIS-PRO MAX REPAIR	US BANK CORPORATE PAYMENT
11/15/2021	\$ 16.16	CHRIS-J&J LOCKSMITH-	US BANK CORPORATE PAYMENT
11/15/2021	\$ 30.47	CHRIS-BATTERIES PLUS	US BANK CORPORATE PAYMENT
11/15/2021	\$ 111.96	CHRIS-HOME DEPOT-TAR	US BANK CORPORATE PAYMENT
11/15/2021	\$ 75.43	CHRIS-AMAZON-ICE MAC	US BANK CORPORATE PAYMENT
11/15/2021	\$ 240.00	OFFICIAL PEST PREVEN	OFFICIAL PEST PREVENTION I
11/15/2021	\$ 240.00	OFFICIAL PEST PREVEN	OFFICIAL PEST PREVENTION I
11/15/2021	\$ 240.00	OFFICIAL PEST PREVEN	OFFICIAL PEST PREVENTION I
11/15/2021	\$ 263.82	FRAN-HARBOR FREIGHT-	US BANK CORPORATE PAYMENT
11/15/2021	\$ 244.27	HOME DEPOT-GLOVES &	HOME DEPOT
11/15/2021	\$ 292.23	FRAN-CAPITAL RUBBER	US BANK CORPORATE PAYMENT
11/15/2021	\$ 220.53	CHRIS-HOME DEPOT-PAI	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,476.35	DAN P-SPRINKLER SERV	US BANK CORPORATE PAYMENT
11/15/2021	\$ 20.54	DAN P-O'REILLY-IRRIG	US BANK CORPORATE PAYMENT
11/15/2021	\$ 20.02	DAN P-EMIGH-REPAIR T	US BANK CORPORATE PAYMENT
11/15/2021	\$ 70.86	DAN P-BACKFLOW DIST	US BANK CORPORATE PAYMENT
11/15/2021	\$ 611.12	DAN P-SPRINKLER SUPP	US BANK CORPORATE PAYMENT
11/15/2021	\$ 179.91	DAN P-BACKFLOW DIST.	US BANK CORPORATE PAYMENT
11/15/2021	\$ 40.77	DAN P-BACKFLOW DIST.	US BANK CORPORATE PAYMENT
11/15/2021	\$ 136.81	DAN P- HOME DEPOT-EL	US BANK CORPORATE PAYMENT
11/15/2021	\$ 81.98	DAN P-EMIGH-BACK FLO	US BANK CORPORATE PAYMENT
11/15/2021	\$ 7,805.30	DARREN-SMUD-COLLECTI	US BANK CORPORATE PAYMENT
11/15/2021	\$ 14.14	DARREN-PG&E-3344 MIS	US BANK CORPORATE PAYMENT
11/15/2021	\$ 9.67	DARREN-PG&E-1616 MIS	US BANK CORPORATE PAYMENT
11/15/2021	\$ 39.63	DARREN-PG&E-2350 NOR	US BANK CORPORATE PAYMENT
11/15/2021	\$ 344.68	DARREN-REPUBLIC SERV	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,192.41	DARREN-REPUBLIC SERV	US BANK CORPORATE PAYMENT
11/15/2021	\$ 318.79	DARREN-REPUBLIC SERV	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,220.13	DARREN-REPUBLIC SERV	US BANK CORPORATE PAYMENT
11/15/2021	\$ 478.85	SAC CO UTILITIES REF	COUNTY OF SACRAMENTO
11/15/2021	\$ 150.00	RIVERS&MOUNDS-TRASH-	RIVERS & MOUNDS INC
11/15/2021	\$ 113.70	SAC CO UTIL- 5000069	COUNTY OF SACRAMENTO
11/15/2021	\$ 4,687.19	DARREN-CONSOLIDATED	US BANK CORPORATE PAYMENT
11/15/2021	\$ 80.70	DARREN-ALLSTREAM-TEL	US BANK CORPORATE PAYMENT
11/15/2021	\$ 93.75	CHRIS-HARROLD FORD D	US BANK CORPORATE PAYMENT
11/15/2021	\$ 93.94	FRAN-GARAGE 47-OIL C	US BANK CORPORATE PAYMENT
11/15/2021	\$ 83.89	FRAN-HARROLD FORD-OI	US BANK CORPORATE PAYMENT
11/15/2021	\$ 72.19	DAN P-HOME DEPOT-WHE	US BANK CORPORATE PAYMENT



POSTING DATE	AMOUNT	ITEM	VENDOR
11/15/2021	\$ (243.21)	HOME DEPOT-RETURN-IN	HOME DEPOT
11/15/2021	\$ 350.00	HOME DEPOT- RENTAL-I	HOME DEPOT
11/15/2021	\$ 93.05	HOME DEPOT-RENTAL-IN	HOME DEPOT
11/15/2021	\$ 150.00	HOME DEPOT-EQUIPMENT	HOME DEPOT
11/15/2021	\$ 110.00	CHRIS-J&J LOCKSMITH-	US BANK CORPORATE PAYMENT
11/15/2021	\$ 129.27	FRAN-BBWW STORE-NEW	US BANK CORPORATE PAYMENT
11/15/2021	\$ 6,850.00	CITY WIDE-JANITORIAL	SCOTT WATERS
11/15/2021	\$ 432.00	FRAN-ROY COWAN RECYC	US BANK CORPORATE PAYMENT
11/15/2021	\$ 382.25	FRAN-SYBERTECH WASTE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 387.99	DARREN-MISSION LINEN	US BANK CORPORATE PAYMENT
11/15/2021	\$ 143.21	FRAN-AMAZON-NEW GARB	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,705.25	CITY WIDE-JANITORIAL	SCOTT WATERS
11/15/2021	\$ 50.80	CHRISTIAN-LITTLE CAE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 58.60	CHRISTIAN-RALEYS-SNA	US BANK CORPORATE PAYMENT
11/15/2021	\$ 46.75	CHRISTIAN-SAVEMART-S	US BANK CORPORATE PAYMENT
11/15/2021	\$ 115.88	BRANDON-SAM'S CLUB-C	US BANK CORPORATE PAYMENT
11/15/2021	\$ 125.12	ROD-FIRST CHOICE COF	US BANK CORPORATE PAYMENT
11/15/2021	\$ 46.55	ROD-FIRST CHOICE COF	US BANK CORPORATE PAYMENT
11/15/2021	\$ 41.35	CHRISTIAN-SAVEMART-C	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1.98	CHRISTIAN-RALEYS-MAR	US BANK CORPORATE PAYMENT
11/15/2021	\$ 3.26	CHRISTIAN-DOLLAR TRE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 33.21	FRAN-AMAZON-EAR PLUG	US BANK CORPORATE PAYMENT
11/15/2021	\$ 318.80	DARREN-MISSION LINEN	US BANK CORPORATE PAYMENT
11/15/2021	\$ 85.92	RIVA-COSTCO-MASKS, S	US BANK CORPORATE PAYMENT
11/15/2021	\$ 15.06	RIVA-COSTCO-MASKS	US BANK CORPORATE PAYMENT
11/15/2021	\$ 25.00	DEBRA-LIVSCAN-FINGE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 165.00	SE TECHNOLOGIES-INV	S E TECHNOLOGIES INC
11/15/2021	\$ 135.00	SE TECHNOLOGIES-INV	S E TECHNOLOGIES INC
11/15/2021	\$ 135.00	SE TECHNOLOGIES-INV	S E TECHNOLOGIES INC
11/15/2021	\$ 120.00	SE TECHNOLOGIES-INV	S E TECHNOLOGIES INC
11/15/2021	\$ 120.00	SE TECHNOLOGIES-INV	S E TECHNOLOGIES INC
11/15/2021	\$ 135.00	SE TECHNOLOGIES-INV	S E TECHNOLOGIES INC
11/15/2021	\$ 120.00	SE TECHNOLOGIES-INV	S E TECHNOLOGIES INC
11/15/2021	\$ 3,423.60	SAC CO SHERIFF'S OFF	SACRAMENTO COUNTY SHERIFF'
11/15/2021	\$ 2,269.42	DARREN-BANNCONN INC-	US BANK CORPORATE PAYMENT
11/15/2021	\$ 14.99	SHAYNE-ADOBE SUBSCRI	US BANK CORPORATE PAYMENT
11/15/2021	\$ 95.00	NICOLE F-CONSTANT CO	US BANK CORPORATE PAYMENT
11/15/2021	\$ 200.00	DEBRA-STREAMLINE-WEB	US BANK CORPORATE PAYMENT
11/15/2021	\$ 14.99	NICOLE F-ADOBE ACROB	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,890.00	NICOLE F-EPACT-EXTRA	US BANK CORPORATE PAYMENT
11/15/2021	\$ 45.00	NICOLE F-WHEN I WORK	US BANK CORPORATE PAYMENT
11/15/2021	\$ 20.99	NICOLE F-ADOBE CREAT	US BANK CORPORATE PAYMENT
11/15/2021	\$ 99.00	JR-MICROSOFT OFFICE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 14.99	DEBRA-ADOBE SUBSCRIP	US BANK CORPORATE PAYMENT
11/15/2021	\$ 160.00	JR-MICROSOFT OFFICE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,680.00	PEAK SOFTWARE-6 MO S	PEAK SOFTWARE SYSTEMS INC
11/15/2021	\$ 390.00	W. HORN OCT. DANCES	WESLEY HORN
11/15/2021	\$ 257.00	A. LLOYD OCT. BABY B	ALISON LLOYD



POSTING DATE	AMOUNT	ITEM	VENDOR
11/15/2021	\$ 446.01	RIVA-DISCOUNT SCHOOL	US BANK CORPORATE PAYMENT
11/15/2021	\$ 83.79	BRANDON-LOWES-PAINT	US BANK CORPORATE PAYMENT
11/15/2021	\$ 75.96	BRANDON-WALMART-SPOO	US BANK CORPORATE PAYMENT
11/15/2021	\$ 678.61	NICOLE F-BASKETBALL	US BANK CORPORATE PAYMENT
11/15/2021	\$ 6.57	BRANDON-DOLLAR TREE-	US BANK CORPORATE PAYMENT
11/15/2021	\$ 5.60	BRANDON-HOME DEPOT-G	US BANK CORPORATE PAYMENT
11/15/2021	\$ 687.32	NICOLE F-4IMPRINT-IT	US BANK CORPORATE PAYMENT
11/15/2021	\$ 80.12	NICOLE F-AMAZON-VINY	US BANK CORPORATE PAYMENT
11/15/2021	\$ 22.07	BRANDON-HOME DEPOT-G	US BANK CORPORATE PAYMENT
11/15/2021	\$ 134.53	BRANDON-HOME DEPOT-S	US BANK CORPORATE PAYMENT
11/15/2021	\$ 43.07	BRANDON-TARGET-SPOOK	US BANK CORPORATE PAYMENT
11/15/2021	\$ 22.63	BRANDON-WALMART-GLOW	US BANK CORPORATE PAYMENT
11/15/2021	\$ 215.41	BRANDON-SAM'S CLUB-T	US BANK CORPORATE PAYMENT
11/15/2021	\$ 9.03	BRANDON-TARGET-CUPS-	US BANK CORPORATE PAYMENT
11/15/2021	\$ 10.88	BRANDON-DOLLAR TREE-	US BANK CORPORATE PAYMENT
11/15/2021	\$ 46.58	CHRISTIAN-HOME DEPOT	US BANK CORPORATE PAYMENT
11/15/2021	\$ 10.76	CHRISTIAN-AMAZON	US BANK CORPORATE PAYMENT
11/15/2021	\$ 34.46	RIVA-AMAZON-FLASHLIG	US BANK CORPORATE PAYMENT
11/15/2021	\$ 65.34	RIVA-COSTCO-SCISSORS	US BANK CORPORATE PAYMENT
11/15/2021	\$ 14.80	DANNY-MICHAELS STORE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 28.22	RIVA-AMAZON-LAMINATI	US BANK CORPORATE PAYMENT
11/15/2021	\$ 915.61	FRAN-CAPITOL SAND GR	US BANK CORPORATE PAYMENT
11/15/2021	\$ 195.03	FRAN-CAPITOL SAND GR	US BANK CORPORATE PAYMENT
11/15/2021	\$ 487.46	FRAN-CAPITOL SAND GR	US BANK CORPORATE PAYMENT
11/15/2021	\$ 151.12	FRAN-CAPITOL SAND GR	US BANK CORPORATE PAYMENT
11/15/2021	\$ 100.75	FRAN-CAPITOL SAND GR	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,681.07	JR-GREEN ACRES-GOAT	US BANK CORPORATE PAYMENT
11/15/2021	\$ 784.39	HOME DEPOT-GOAT PROG	HOME DEPOT
11/15/2021	\$ 86.19	DAN P-BIG LOTS-POP U	US BANK CORPORATE PAYMENT
11/15/2021	\$ 16.14	DAN P-RALEYS-BATTERI	US BANK CORPORATE PAYMENT
11/16/2021	\$ 113.70	Sac Co Util-50008252	COUNTY OF SACRAMENTO
11/16/2021	\$ 271.84	Sac Co Util-50000392	COUNTY OF SACRAMENTO
11/16/2021	\$ 279.70	Sac Co Util-50002279	COUNTY OF SACRAMENTO
11/16/2021	\$ 1,382.00	NDA-October 2021	NETWORK DESIGN ASSOC INC
11/17/2021	\$ 294.00	V. JAROE SEPT. 2021	VERONICA JARBOE
11/17/2021	\$ 182.00	V.JAROE OCT 2021	VERONICA JARBOE
11/17/2021	\$ 72.75	K. MEYERS OCT DANCES	KENNETH MEYERS
11/17/2021	\$ 72.75	S. READ OCT DANCES	C STANLEY READ JR
11/17/2021	\$ 35.25	ALAN GINTER OCT 2021	ALAN GINTER
11/17/2021	\$ 72.75	MICHAEL HOOVER OCT D	MICHAEL HOOVER
11/17/2021	\$ 507.50	LINDA WAGNER OCT. YO	LINDA WAGNER
11/17/2021	\$ 136.50	T. SLATER OCT ZUMBA	TERESA SLATER
11/17/2021	\$ 9,011.20	FALL KIDZ LOVE SOCCE	NORTH AMERICAN YOUTH ACT L
11/19/2021	\$ 377.44	Caltronics-Copies-Gi	JJR ENTERPRISES INC
11/19/2021	\$ 1,903.76	Tiger Security-Inv 8	TIGER SECURITY LLC
11/19/2021	\$ 7,861.56	Tiger Security-Inv 8	TIGER SECURITY LLC
11/19/2021	\$ 1,384.00	Tiger Security-Inv 8	TIGER SECURITY LLC
11/19/2021	\$ 304.50	SWAYNE OCT LINE DANC	WILLIAM SWAYNE
11/19/2021	\$ 1,800.00	HADDOW OCT TENNIS &	PETER HADDOW



Monthly Billing Report
General Fund - 336A
November 2021

Fiscal Year 2021-2022
Period 5

POSTING DATE	AMOUNT	ITEM	VENDOR
11/30/2021	\$ 2,311.81	AFB01202200501-00000	

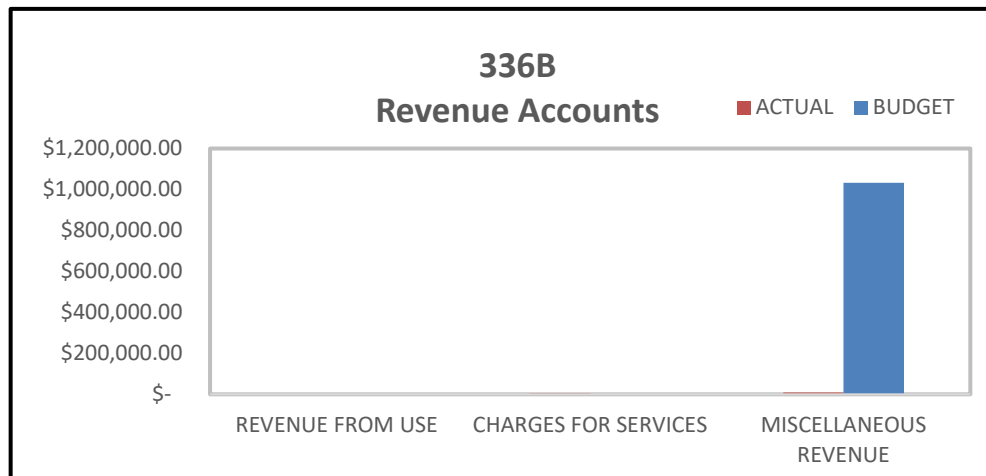
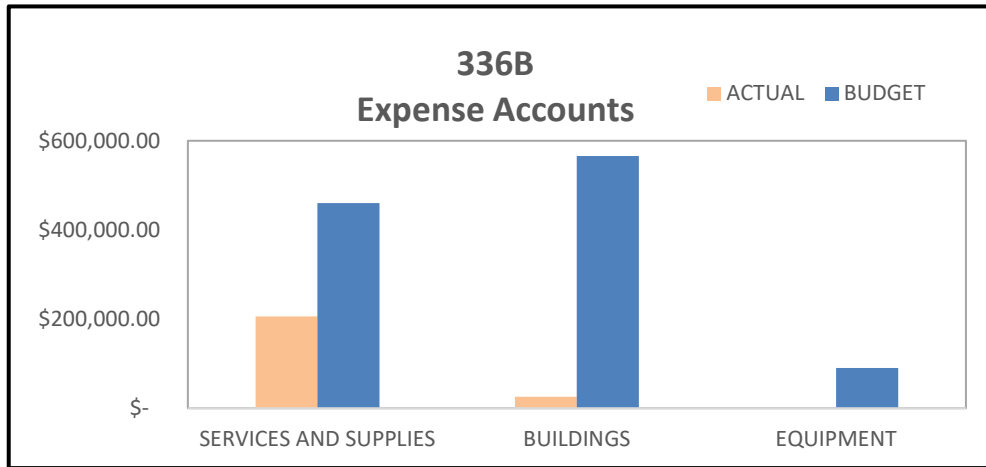


ASSESSMENT FUND - 336B				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SERVICES AND SUPPLIES	\$ 460,000.00	\$ 205,893.16	\$ 254,106.84	44.8%
BUILDINGS	\$ 565,500.00	\$ 25,981.50	\$ 539,518.50	4.6%
EQUIPMENT	\$ 90,000.00	\$ -	\$ 90,000.00	0.0%
TOTAL EXPENSE	\$ 1,115,500.00	\$ 231,874.66	\$ 883,625.34	20.8%

REVENUES	BUDGET	ACTUAL	AVAILABLE	% EARN
REVENUE FROM USE	\$ 100.00	\$ 19.00	\$ (81.00)	19.0%
CHARGES FOR SERVICES	\$ -	\$ 4,243.60	\$ 4,243.60	0.0%
MISCELLANEOUS REVENUE	\$ 1,032,486.00	\$ 9,430.72	\$ 1,023,055.28	0.9%
TOTAL REVENUE	\$ 1,032,586.00	\$ 13,693.32	\$ 1,027,217.88	1.3%

CARRYOVER BALANCE	\$ 67,554.00	\$ 67,554.00	\$ 150,627.34	100.0%
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GRAND TOTAL	\$ 15,360.00	\$ -	\$ -	
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YTD Budget Report
 Assessment Fund - 336B
 November 2021

Fiscal Year 2021-2022
 Period 5
 (42% of the Year Complete)

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20210300 AGRI/HORT SVC	\$ 265,000.00	\$ 107,816.60	\$ -	\$ 157,183.40	40.7%
20210400 AGRI/HORT SUP	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.0%
20219800 WATER	\$ 175,000.00	\$ 94,589.06	\$ -	\$ 80,410.94	54.1%
20252500 ENGINEERING SVC	\$ 15,000.00	\$ 3,487.50	\$ -	\$ 11,512.50	23.3%
* 20 - SERVICES AND SUPPLIES	\$ 460,000.00	\$ 205,893.16	\$ -	\$ 254,106.84	44.8%
42420100 BUILDINGS	\$ 470,000.00	\$ 7,315.50	\$ -	\$ 462,684.50	1.6%
42420200 STRUCTURES	\$ 95,500.00	\$ 18,666.00	\$ -	\$ 76,834.00	19.5%
* 42 - BUILDINGS	\$ 565,500.00	\$ 25,981.50	\$ -	\$ 539,518.50	4.6%
43430100 EQUIPMENT-GOV'T	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00	0.0%
* 43 - EQUIPMENT	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00	0.0%
** TOTAL EXPENDITURES	\$ 1,115,500.00	\$ 231,874.66	\$ -	\$ 883,625.34	20.8%

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
94941000 INTEREST INCOME	\$ (100.00)	\$ (19.00)	\$ -	\$ (81.00)	19.0%
* 94 - REVENUE FROM USE	\$ (100.00)	\$ (19.00)	\$ -	\$ (81.00)	19.0%
96969000 LEASE PROP USE	\$ -	\$ (4,243.60)	\$ -	\$ 4,243.60	0.0%
* 96 - CHARGES FOR SERVICES	\$ -	\$ (4,243.60)	\$ -	\$ 4,243.60	0.0%
97976200 ASSESSMENT FEES	\$ (1,032,486.00)	\$ (9,430.72)	\$ -	\$ (1,023,055.28)	0.9%
* 97 - MISC REVENUE	\$ (1,032,486.00)	\$ (9,430.72)	\$ -	\$ (1,023,055.28)	0.9%
** TOTAL REVENUES	\$ (1,032,586.00)	\$ (13,693.32)	\$ -	\$ (1,018,892.68)	1.3%

*** GRAND TOTAL	\$ 82,914.00	\$ 218,181.34	\$ -	\$ (135,267.34)	263.1%
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Monthly Billing Report
 Assessment Fund - 336B
 November 2021

Fiscal Year 2021-2022
 Period 5

POSTING DATE	AMOUNT	ITEM	VENDOR
11/5/2021	\$ 18,795.63	Brightview-Nov 2021	BRIGHTVIEW HOLDINGS INC AN
11/5/2021	\$ 2,946.00	Brightview-Oct Addit	BRIGHTVIEW HOLDINGS INC AN
11/5/2021	\$ 7,315.50	Nacht & Lewis-Innova	NACHT & LEWIS ARCHITECTS I
11/15/2021	\$ 1,770.08	DAN P-CARMICHAEL WAT	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,503.16	DAN P-CARMICHAEL WAT	US BANK CORPORATE PAYMENT
11/15/2021	\$ 221.68	DAN P-SSWD-GIBBONS C	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,672.82	DAN P-SSWD-GIBBONS S	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,315.11	DAN P-SSWD-GIBBONS	US BANK CORPORATE PAYMENT
11/15/2021	\$ 182.01	DAN P-SSWD-GIBBONS P	US BANK CORPORATE PAYMENT
11/15/2021	\$ 282.40	DAN P-SSWD-COWAN	US BANK CORPORATE PAYMENT
11/15/2021	\$ 461.80	DAN P-SSWD-WINDEMERE	US BANK CORPORATE PAYMENT
11/15/2021	\$ 99.21	DAN P-SSWD-SHOP	US BANK CORPORATE PAYMENT
11/15/2021	\$ 2,632.04	DAN P-SSWD-MISSION N	US BANK CORPORATE PAYMENT
11/15/2021	\$ 2,208.88	DAN P-SSWD-SWANSTON	US BANK CORPORATE PAYMENT
11/15/2021	\$ 506.22	DAN P-SSWD-HAZELWOOD	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,339.37	DAN P-SSWD-VALLEY OA	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,256.21	DAN P-SSWD-ASHTON	US BANK CORPORATE PAYMENT
11/15/2021	\$ 1,266.47	DAN P-SSWD-EASTERN O	US BANK CORPORATE PAYMENT
11/30/2021	\$ 50,796.48	AFB01202200501-00000	
11/30/2021	\$ 1,583.38	AFB01202200501-00000	

STAFF REPORT



DATE: January 5, 2022
TO: MORPD Advisory Board of Directors
FROM: Shayne Hawthorne, Clerk of the Board
SUBJECT: Correspondence

1. Donation from Paula and Brad Friederichs (Attachment A)

Attachment A

December 14, 2021

Daniel Barton
District Administrator
Mission Oaks Recreation and Park District
3344 Mission Avenue
Carmichael, CA 95608

Dear Mr. Barton,

We so enjoy walking in Gibbons Park especially now that you've added more pathways. We enjoy seeing all the families that come to visit. I, Paula, have lived in this area since 1965 and remember the donkey that used to live in what is now the park. I grew up on Pasadena Avenue and now live just north of the park.

Enclosed please find a check for \$1000 to used for new trees or shrubs along the new paths where appropriate. That would be our first wish anyway.

Thank you for keeping up our parks,

A handwritten signature in cursive script that reads "Paula". The signature is written in dark ink and has a long, sweeping horizontal line extending to the right.

Paula and Brad Friederichs
4129 Dena Way
Sacramento, CA 95821

STAFF REPORT



DATE: January 5, 2022
TO: MORPD Advisory Board of Directors
FROM: Daniel Barton, District Administrator
SUBJECT: Administrative Division Report

STAFF TRAINING:

All full-time staff took part in safety training on December 16, the topic was Slips, Trips and Falls.

UPCOMING ADVISORY BOARD TRAINING AVAILABLE:

1. A two day, 3-hour webinar, *Board Member Best Practices*, February 2 & 3, 2022, 9 am-12pm.
2. A two day, 3-hour webinar *SDLA Module 1: Governance Foundations*, February 16 & 17, 2022, 9 am-12pm.

Both trainings are provided by California Special Districts Association (CSDA).

STAFF REPORT



DATE: January 5, 2022

TO: MORPD Advisory Board of Directors

FROM: Rodney Dahlberg and Danny Curtola, Recreation Managers

SUBJECT: Recreation Division Report

NEW EVENTS, PARTNERSHIPS AND UPCOMING PROGRAMS:

- **Letters to Santa-** A new holiday program added by our newest hire, Elle Lippold, Recreation Coordinator. We collected over 70 Santa letters from children in the community and Santa responded to every letter. It was a big success.
- **Seasonal Day Camps-** Swanston Community Center hosted Winter Camp over the holiday break from December 27 – December 30, and the program was sold out at over 40 children.
- **Soccer Shots-** A brand new educational based soccer program will start at Gibbons Park on January 3 and is already full.
- **Dodgeball Club (adults and teens)-** River City Dodgeball Club is up and running in the Futsal Courts at Eastern Oak. They play on Saturdays and are open to teens and adults.
- **GOAT Project-** Finished final project of 2021 in December. Worked to upgrade the planter boxes in front of Swanston Community Center. Planters were cleaned out and a Japanese Maple, as well as other plants, were planted and bark was added.
- **Vinyl Design and Art Creation for Teens-** We had 8 registrants for the Vinyl Class. They learned to use Canva and create logos, stickers and how to heat press logos onto shirts.
- **Gingerbread Making Class-** mid-December. Had 8 registrations for the class.
- **Elementary and Intermediate Sports-** Elementary Girls and Intermediate Boys Basketball will begin in January 2022. Most teams are already full.
- **eSports for Teens-** Unfortunately, we didn't get enough registrations to run the game night in December. While other teen programs have increased in participation, this program has not. We will reevaluate how we're offering this program, and if we can make changes to better serve the teen population in the District.
- **Winter Wonderland Paint and Sip Night-** in the beginning of December: Had 18 registrations for the paint and sip night. It went very well.
- **Upcoming Classes at our Community Centers-** Fit Stasis for adults at Swanston Community Center, Start Smart driving class for teens at Mission Oaks Community Center, and Tai Chi at both Community Centers.

- **Sacramento County Therapeutic Recreation-** Sac RT has been running programs and special events at the Mission Oaks Community Center, such as the Thanksgiving Lunch on Tuesday, November 30 and the Holiday Dance on Tuesday, December 28.
- **Preschool-** Kare Bare and Teddy Bear classes returned from winter break on Monday, January 3rd and are full. Each have waiting lists.

SPECIAL EVENT RECAPS:

- Craft Fair (11/6): About 350 people were in attendance. The auditorium, club room and outdoor spaces were filled with 42 vendor booths. Free class trials were held in the activity room during the entirety of the event. The classes included: Zumba, Tap, Ballroom Dance, Yoga, Chair Yoga and Line Dance.
- Holiday Dance (12/28): 62 participants. There was live music from Lincoln Highway, a free raffle with prizes, refreshments, special cakes in honor of the band, and decorations.

CURRENT IN-PERSON ACTIVITIES/SERVICES:

- Vinyl/Art Design for teens at Swanston had 8 enrolled in the last session
- Health Education Council/SHOP Intervention at SCC starts in January
- Shotokan Karate at Swanston CC has 20 teens enrolled
- Kids Love Soccer at Shelfield Park currently has 87 youth enrolled.
- Ping Pong Club (adults) is full every day at 15-20 participants.
- After School Adventures (ASA) runs weekdays from 2:45-6pm and has 10 participants
- Pickleball lessons will return in February and are already full with 16 participants total.
- Jazzercise class is running four days per week in the morning and evenings at Swanston Community Center and has approximately 16-18 participants in each class.
- Zumba Toning has 10 participants.
- Yoga has 20 participants.
- Line Dance has 29 participants.
- Tap Fit Beginning/Intermediate & Advanced has 16 participants total.
- Evening Tap Beginning & Intermediate has 5 participants total.
- Adult Ballet has 4 participants.
- Chair Yoga has two classes of 30 participants total.
- Ballroom Dance class has 12 participants.
- Restorative Yoga has 3 participants.
- Jewelry Making has 2 participants.
- Jacki's Dance Fitness returned and has 9 participants.
- Tennis classes taught by Peter Haddow will return in February.
- Tennis Lessons are also offered by tennis Pro, Devin Knox, at Swanston and Sierra Oaks.
- Kare Bears is full with 21 children and Teddy Bears is full with 15 children enrolled.
- Baby and Pre-Ballet (18 months-6 years) have 18 students.
- Tuesday and Friday dances continue to average 130 dancers per week.
- CHP Age Well Drive Smart safe driving classes average 15-20 participants per class.
- Drive through Meals on Wheels lunch program is averaging 90 meals to participants per week.
- Attorney Services appointments at MOCC continue and have been full.

- Current MOCC Clubs: Ceramics, Magic, R.V., Monday Bridge, Cribbage, Cribbage for Fun, Shuffleboard, Hiking, Stitchers, Golden Needlers, 49er Ski Club, Tai Chi, Pinochle.

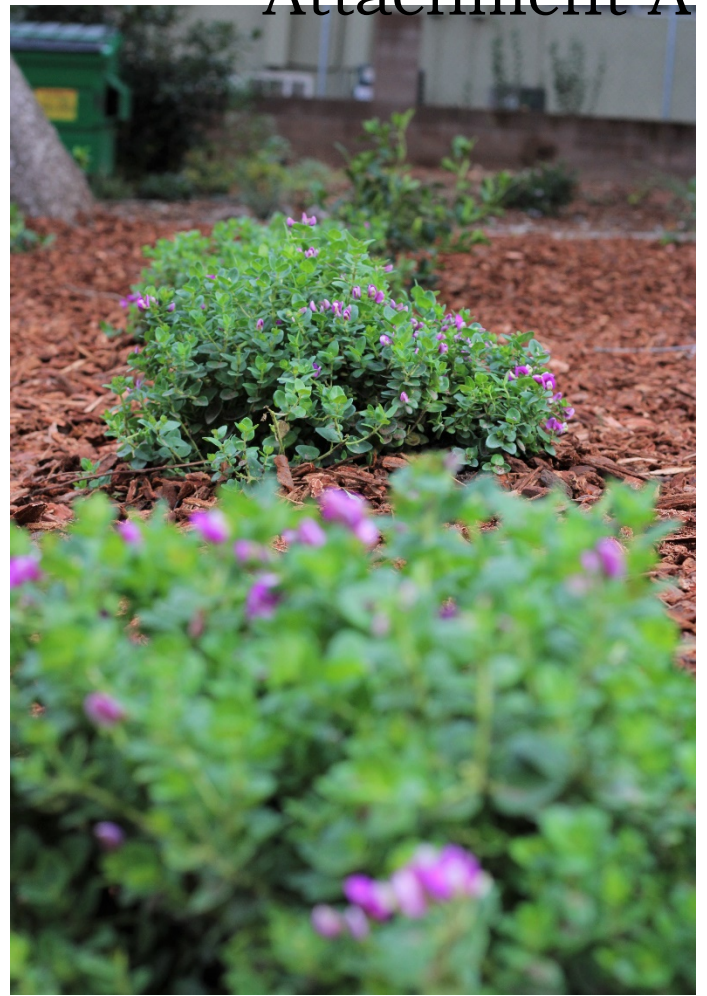
CURRENT VIRTUAL CLASSES:

- Floor, Core and More has 18 participants.
- Fun Fit For All has 26 participants.
- Strength and Conditioning has 17 participants.
- Writing your Memoirs has three classes with 22 total participants.

PHOTOS OF INTEREST:

For photos of our recent programs and events, see [\(Attachment A\)](#)

Attachment A





















STAFF REPORT



DATE: January 5, 2022
TO: MORPD Advisory Board of Directors
FROM: J.R. Hichborn, Parks Superintendent
SUBJECT: Parks Division Report

PARKS UPDATE:

Brightview Landscaping services contract was terminated on December 31, 2021. Emerald Green Landscaping started their services on January 1, 2022. Emerald Green Landscaping will be providing the District with a four-person crew until landscaping services are brought back into compliance with the contract.

December has come with several challenges for Park staff. Storms have been stronger and more consistent than previous years. Several trees and large tree limbs have come down in multiple parks. Staff has been hard at work cutting and chipping the debris. Storms have caused drains to clog and gutters to fail. Issues are being resolved as they are occurring.

The HVAC system continues to struggle at the Mission Oaks Community Center. IES was called out three times in December to get the central air system back up and running. All permits have been submitted to Sacramento County and permit fees have been paid for the new HVAC system. Natch and Lewis Engineering are waiting approval from Sacramento County before any work can begin on the facility.

Staff is continuing to work with the Sacramento Suburban Water District to qualify for more rebates at District parks. The 2021 rebate programs have expired, however there are new programs for 2022 that are rewarding water conservation. Staff will be aggressively pursuing these programs.

UPCOMING PROJECTS:

Gibbons Park- Slurry and restripe the parking lots, resurface and repurpose the tennis courts, and replace the HVAC system.

Cowan Park- Replace the playground.

Miscellaneous- Replace two District vehicles.



AGENDA

Recreation Committee Meeting
Friday, December 10, 2021, 12pm

Mission Oaks Recreation and Park District Advisory Board of Directors and Committee Meetings will be held remotely via Zoom Meetings (The Zoom platform is ADA compliant).

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/87663031586?pwd=bVJjdXJGd3BkaDk1SHk3a1dLZzlZUT09>

Meeting ID: 876 6303 1586 Passcode: 497100

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

Staff: Daniel Barton, Rodney Dahlberg, Danny Curtola, Nicole Friedrich, Debra Tierney, and Shayne Hawthorne

Members: Jeff Rothberg

****Denotes agenda items with attached information***

1. Approval of Recreation Committee Minutes from May 21, 2021*
2. Review update of programs and special events
3. Review update of recreation staffing and hiring
4. Discuss recreation and program marketing material
5. Discuss teen programming and budget

This agenda was posted and available for public review at the District Office, 3344 Mission Avenue, Carmichael, CA 95608; at Mission Oaks Community Center, 4701 Gibbons Dr., Carmichael, CA 95608; and at Swanston Community Center, 2350 Northrop Way, Sacramento, CA 95825 at least 72 hours in advance of the Regular Meeting, in accordance with the Ralph M. Brown Act. The agenda is also available online at morpd.com. *Signed December 3, 2021, Debra Tierney, Clerk of the Board.*



Agenda

Finance Committee Meeting
5 pm, Tuesday, December 7, 2021

Mission Oaks Recreation and Park District Advisory Board of Directors and Committee Meetings will be held remotely via Zoom Meetings (The Zoom platform is ADA compliant).

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/81461966507?pwd=T0RnV2RYN1BtSndZK3ZnbUpJVWcxQT09>

Join Zoom Meeting ID: 814 6196 6507, Passcode: 074934

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

Staff: Daniel Barton, J.R. Hichborn, Debra Tierney, Darren Woodland,
Danny Curtola, Rodney Dahlberg, Nicole Friedrich and Shayne Hawthorne

Committee Members: Michael Alcalay and Pati Todd

****Denotes agenda items with attached information***

1. Review and approve Minutes from the July 29, 2021 Finance Committee meeting *
2. Approve implementing the signage plan for \$30,000 per year for FY 2022-23, 2023-24 & 2024-25 *
3. Discuss Billing Reports policy *
4. Update General Ledger Account *

This agenda was posted and available for public review at the District Office, 3344 Mission Avenue, Carmichael, CA 95608; at Mission Oaks Community Center, 4701 Gibbons Dr., Carmichael, CA 95608; and at Swanston Community Center, 2350 Northrop Way, Sacramento, CA 95825 at least 72 hours in advance of the Regular Meeting, in accordance with the Ralph M. Brown Act. The agenda is also available online at morpd.com. *Signed December 3, 2021, Debra Tierney, Clerk of the Board.*



AGENDA
Facilities Committee Meeting
4 pm, Tuesday, December 14, 2021

Mission Oaks Recreation and Park District Advisory Board of Directors and Committee Meetings will be held remotely via Zoom Meetings (The Zoom platform is ADA compliant).

Meeting materials will be available online at MORPD.com.

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

<https://us02web.zoom.us/j/89783316944?pwd=L1lEWm45a21XcVISZDhpTXBSNjN0UT09>

Join Zoom Meeting ID: 897 8331 6944, Passcode: 100147

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

Staff: Daniel Barton, JR Hichborn, Debra Tierney, Shayne Hawthorne and Darren Woodland

Committee Members: Robert Evans and Michael Alcalay

****Denotes agenda items with attached information***

1. Review and approve Minutes from the October 28, 2021 Facilities Committee meeting *
2. Approve 2022 Facility Committee meetings schedule *
3. Review security services RFP *
4. Discuss vacant land on Hurley Way *
5. Review and forward to the full Advisory Board, implementing the signage plan for \$30,000 for FY 2022-23 *
6. Select Shrubs for Eastern Oak Park *

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 Facilities Meeting, in accordance with the Ralph M. Brown Act. The agenda is also available online at morpd.com. *Signed December 8, 2021 Debra Tierney,*



Mission Oaks Recreation and Park District

Citizen Oversight Committee

Park Tour Report

7 November 2021

By

Nick Bloise

I. Summary Tour of Mission Oaks Recreation and Park District:

1. Gibbons Park, 4701 Gibbons Drive
2. Orville Wright Park, 2331 Saint Marks Way
3. Oak Meadow Park, 2734 American River Drive
4. Swanston Park, 2350 Northrop Avenue

Additional Parks visited by the Committee

5. Eastern Oaks Park
6. Mission North Park

Total Parks in Mission Oaks Recreation and Park District -- 14

II. General Notes:

A. This is the first Citizens Oversight Committee Park Tour since the Fall of 2019. Each attendee drove separately to each park location rather than in one van out of precaution for the prevention of the spread of the COVID-19 virus.

B. Attendees:

1. Citizen Oversight Committee: Nick Bloise
2. Mission Oaks Staff: Daniel Barton (District Administrator); J.R. Hichborn (Parks Superintendent); Rodney Dahlberg (Recreation Manager Mission Oaks Community Center); and Danny Curtola (Recreation Manager Swanston Community Center); Debra Tierney (Admin Services Manager); Darren Woodland (Finance Manager)
3. Mission Oaks Advisory Board Members: Pati Brown Todd; Robert Evans (Carl Burton)
4. Interviewees: Brian (MORPD resident and Gibbons Park Tennis Court user – 11 years)

C. Sources of Funding

1. Primary source of funding for all these park improvements is based on the voter approved 2006 Mission Oaks Property Assessment. The property assessment primarily applies to residential homeowners in the boundaries of the Mission Oaks Recreation and Park District. Businesses pay impact fees. Some funds are also obtained through Proposition 68 State Grants.
2. Mission Oaks L&L Assessment (2006) – The Mission Oaks Recreation and Park District Parks & Recreation Maintenance and Improvement District, organized under the Landscaping and Lighting Act of 1972, was approved by district homeowners in 1999 and provides revenue primarily for capital outlay projects and maintenance of facilities. Total residential assessment revenue (Single Family Residential, Condominium, Multi-Family Residential (2+ Units) make up 90% of the annual assessment while the remaining assessment revenue is mainly from commercial and office type properties. This original measure was due to expire in January 2009. However, the district pursued another ballot measure in 2006 to renew the assessment, drop the automatic sunset and add a cola of up to 3% annually. The ballot measure passed with a 68.78% vote of property owners. The current assessment has no sunset provision, and assessment increases are voted upon in the July Public Hearing of the Advisory Board. The

Mission Oaks Property Assessment was originally \$39.00 per residential household, and now is currently \$52.06 per residential household. Average annual assessment increases are minimal ($\$52.06 \times .03 = \1.56 per year increase). There are over 12,000 single family residential homes in the Mission Oaks Park and Recreation District. In 2009, the MORPD serviced over 62,500 residents. Total Annual Assessment Revenue is approximately \$1,000,000 per year. The assessment revenue for 2021 was budgeted in two main sections as follows: 1) Maintenance Related: \$469,037 and 2) Structures: \$609,433 for park improvement projects. None of the assessed revenue went to staff salaries.

Mission Oaks PRMID Assessment Summary Fiscal Year 2020-21	
Property Type	Assessment Amount
Single Family Residential	\$717,245.50
Condominium	\$57,268.80
Multi-Family Residential (2+ Units)	\$157,790.74
Commercial	\$30,635.54
Office	\$60,930.10
Shopping Center	\$10,194.12
Industrial	\$220.26
Self Storage or Parking Lot	\$75.28
Institutional	\$5,451.94
Total:	\$1,039,812.28

D. Establishment of the Citizen’s Oversight Committee (2006 Engineer’s Report Chapter V Section C Paragraph 2)

A Citizen’s Oversight Committee (“the Citizen’s Oversight Committee”) will be established for the Assessment District. The Citizen’s Oversight Committee shall review potential projects that may be funded by the assessments and shall make recommendations on the expenditure of assessment funds. Members of the Citizen’s Oversight Committee will be nominated by the Mission Oaks Recreation and Park District with ratification by the County Supervisor who represents the Park District. All members of the Citizen’s Oversight Committee shall own property within Mission Oaks Recreation and Park District and shall not have conflicts of interest with the Assessment District or the Improvements and Services funded by the Assessments.

III. Park Tours: The Park Tours were led by Parks Supervisor J.R. Hichborn, who gave a very thorough discussion of all the assessment dollars spent in 2021, and he noted additional projects planned. Recommendations by Citizen Oversight Committee Members were made during the tour.

A. Gibbons Park, 4701 Gibbons Drive

1. Major Park Improvements: Sidewalks, DG Trail, and Playground fiber.
2. The number one goal of improvements at Gibbons Park was ADA compliance. The Citizen Oversight Committee saw the substantial work done to replace broken and exposed concrete to be more ADA compliant and accessible. In addition, concrete in the center of the park was replaced for ADA compliance as well as water mediation to reduce the impact of flooding on the park walkways and trails.



3. DG Trail was completed on the eastern side of the park thus completing a larger walking trail for MORPD residents. This was a recommendation made by the 2019 Citizen Oversight Committee that was completed in 2021.



New DG Walking trail – East Side of Gibbons Park

4. Playground fiber was installed at all playground sites. Playground fiber is similar to wood chips. Playground fiber must be replaced every two years. PIP – Pour in Place landscape was used minimally as it is very expensive. PIP landscape material feels spongy, and it is in commonly used at athletic tracks at local colleges and universities and many new athletic tracks at local high schools.



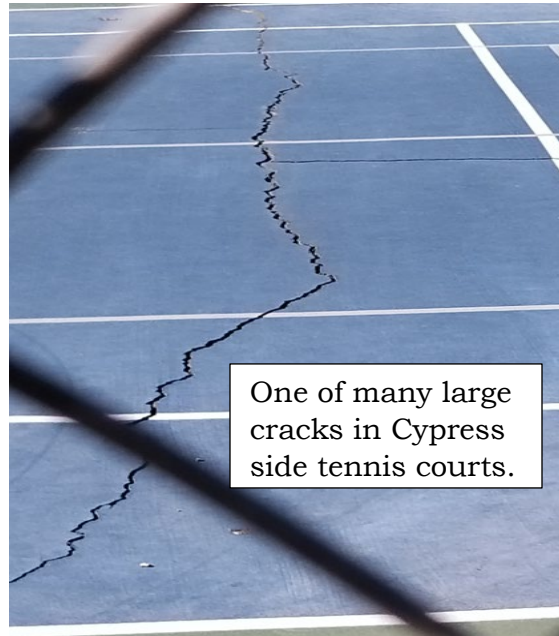
5. Trees – 3 new trees were noted at Gibbons Park. One tree is a new Oak tree located near the Cypress frontage of the park as recommended in the 2019 Citizen Oversight Committee Report. Two memorial trees were also noted: One redwood tree and one crepe myrtle.



6. Basketball courts were resurfaced and repainted.

7. Landscaping. The committee observed substandard completion of landscaping (mowing and hedge clipping) around the park. Some areas of the park were not mowed due to the contractor limiting the amount of time their staff can be on site at each park. A Request for Proposal (RFP) has been prepared to obtain a new landscaping contractor. MORPD has withheld payment on current landscaper for failure to perform duties according to the contract.

8. Tennis Courts / Cypress side – These tennis courts are currently being used for pickle ball. Plans are to overlay the current at approximate cost of \$110,000. Cracks are too deep for resurfacing. Interview with Brian, MORPD resident and Gibbons Park tennis court user, said, “current resurface of tennis courts only lasted one year at the most.” Overlay will come with a five-year warranty if there are any cracks. Once overlaid these courts will used as only two tennis courts in Gibbons Park.



9. Tennis Courts / Gibbons side – These tennis courts are continuing to be used as tennis courts. Plans are to resurface these courts at cost of \$20,000 and replace the two existing tennis courts with six pickle ball courts. Pickle ball is a popular sport that is a mix between tennis and ping pong that is played at a slower pace, and these courts require 1/3 the space of a traditional tennis court. New entrance will be installed from the center of the park rather than the current parking lot side.

10. Mission Oaks Community Center Building: HVAC quit working September 2021 and replacement needed.

11. Oversight Committee Recommendations (Gibbons Park):

- a. Repair / Replace current HVAC (Air Conditioning) system at Mission Oaks Community Center. Estimated cost to repair/replace estimated at \$350,000.
- b. Install more native Oak trees to replace the heritage oaks that have been lost in recent years. Locations should be chosen away from heavy irrigation and flooding.

B. Orville Wright Park, 2331 Saint Marks Way

1. Major Improvements: Playground

2. Acquired in 1984 from San Juan Unified School District, Orville Wright Elementary School play area. Currently the old schools' buildings were acquired by a charter school.

3. Three Story playground installed with playground fiber. Cost of project about \$175,000. Playground fiber installed instead of PIP (Pour in Place) resulting in an \$80,000 project cost savings. Residents chose a redwood theme.



4. Volleyball courts were noted in this park. Volleyball courts are being used by the public.

5. Oversight Committee Recommendations (Orville Wright Park):

a. Monitor the potential sale of charter school buildings adjacent to the park. Could be site for future community center and a cost lower than building a new facility.

b. Potential DG walking trail around the perimeter of the park if community demands.

C. Oak Meadow Park, 2734 American River Drive

1. Major Improvements: Sidewalks, Playground fiber
2. ADA Compliance / Sidewalks – A lot of sidewalks that were both cracked and raised due to tree roots were replaced in the last year.
3. Playground fiber was added to the playground equipment sites.
4. Gopher holes – Numerous gopher holes were noted throughout the park. Currently, a one-year pest control contract is underway. Small amounts of poison are placed each month to lessen the risk to animals and small children. A similar vermin eradication program was instituted at Swanston Park that was very effective. Estimated contract cost \$4,500 one time.



5. Drink Fountains – Drinking fountain that was previously in need of repair was fixed. Fountains for both humans and animals were working. Water quality was good and palatable. Drinking fountain also allows large water bottles to be filled as well with filtered water.

6. Oversight Committee Recommendations (Oak Meadow Park)

- a. MORPD residents near this park have requested installation of more shade trees (Crepe Myrtles, etc.) along the walking paths. Trees should have roots that are noninvasive to protect the sidewalk pathways. MORPD residents using the park need more shady spots on a hot day. Perhaps adding 10 or more trees would be the appropriate recommendation.
- b. Potential DG walking trail around the perimeter of the park if community demands.

D. Swanston Park, 2350 Northrop Ave

1. Major Improvements: Parking lot, sidewalks, playground fiber, Splash Park features, splash park equipment.

2. Splash Park and Splash Park Equipment

a) The Splash Park feature is fish themed with an outside shower point for children. Sheds and water processing equipment, shade structures, and fencing were installed.



b) Initial bids received for creation of the Splash Park Water Features and equipment amounted to \$1.2 Million. Special thanks to MORPD staff: Daniel Barton (District Administrator) and JR Hichborn (Parks Superintendent), for creatively bringing in multiple contractors to complete the project for \$400,000 saving MORPD taxpayers \$800,000 from the original cost estimates.



3. Oversight Committee Recommendations (Swanston Park)

DG walking trail around the perimeter of the park are scheduled to be installed using Proposition 68 State Grant funds and Impact Fees. The new DG walking trail will also provide exercise equipment along the way. The committee supports this plan.

E. Eastern Oaks Park, 3127 Eastern Ave (Off Tour Committee Visit)

1. Found Pickle Ball Courts in use. Six Pickle Ball Courts with three in use early on a Sunday morning.



2. Complete walking path around the perimeter of the park. Excellent.

F. Mission Oaks North Park, 3344 Mission Ave

1. Complete walking path around the perimeter to the park. Excellent.
2. Restroom facilities were clean and maintained. No graffiti noted.

3. Oversight Committee Recommendations (Mission Oaks North Park)

In 2019, and now again in 2021, the committee is asking for a bridge to be built connecting the East and West portions of the park together. A Creek and Streambed alteration agreement will be needed for a bridge to cross Chicken Ranch Slough. Sacramento County Department of Environmental Management and State Fish and Wildlife will likely need to be contacted. There is a perfect clearing across the slough about one third the way down from the Mission Avenue Entrance.



IV. Summary of Oversight Committee Recommendations

A. Oversight Committee Park Recommendations

1. Oversight Committee Recommendations (Gibbons Park):

- a. Repair / Replace current HVAC (Air Conditioning) system at Mission Oaks Community Center. Estimated cost to repair/replace estimated at \$350,000.
- b. Install more native Oak trees to replace the heritage oaks that have been lost in recent years. Locations should be chosen away from heavy irrigation and flooding.

2. Oversight Committee Recommendations (Orville Wright Park):

- a. Monitor the potential sale of charter school buildings adjacent to the park. Could be site for future community center and a cost lower than building a new facility.
- b. Potential DG walking trail around the perimeter of the park, if community demand.

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- a. MORPD residents near this park have requested installation of more shade trees (Crepe Myrtles, etc.) along the walking paths. Trees should have roots that are noninvasive to protect the sidewalk pathways. MORPD residents using the park need more shady spots on a hot day. Perhaps adding 10 or more trees would be the appropriate recommendation.
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DG walking trail around the perimeter of the park are scheduled to be installed using Proposition 68 State Grant funds and Impact Fees. The new DG walking trail will also provide exercise equipment along the way. The committee supports this plan.

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B. Additional Recommendations

1. Attach a copy of the Engineer's Report (MDP) for the 2006 Mission Oaks L&L Assessment in the MORPD Website on the Transparency tab. This will allow property owners to see the details of the assessment they are paying for.
2. Attach a copy of the most recent Engineer's Report (MDP) for the Fiscal Year 2020-2021 to the MORPD Website on the Transparency tab. This will give property owners current assessment rates and discussion of current assessment benefits and current assessment allocations.

STAFF REPORT



DATE: January 5, 2022
TO: MORPD Advisory Board
FROM: J.R. Hichborn, Parks Superintendent
SUBJECT: Review security services RFP

BACKGROUND:

In August 2021, the District began a trial period with a private security company to provide a third option for security. Per the direction of the Advisory Board, the District entered a three-month trial period with Tiger Security to see if acquiring their services would be beneficial to the District. Private security does not have the ability to issue citations or make arrests. However, private security services, such as Tiger Security, do act as a deterrent in parks, provide daily reports to the District, operate on a set schedule determined by the District, and provide an account manager to meet with District staff monthly. Staff goes more in depth in the Private Security Services Report ([Attachment A](#)) with the concerns, advantages, and costs that come with contracting a private security company.

The Private Security Services Report was presented to the Facilities Committee in the December meeting. After a lengthy discussion, the Facilities Committee is recommending that the District put out an RFP for security services for a one-year contract with an optional second year extension.

DISCUSSION:

Tiger Security has addressed most of the District's minor park rule violations. The biggest contribution Tiger Security has provided thus far has been having an officer at Eastern Oak Park every evening at dusk. People inside the park after hours has been a big problem for the neighbors since the park first opened in 2018. Having a security officer present at this time has helped reduce the number of park goers, especially pickleball players, after hours. Once they see the security vehicle pull into the Eastern Oak parking lot, they immediately start packing up their things and exit the park. Since Tiger Security started its contract with Mission Oaks, staff has not received a complaint regarding Eastern Oak Park from the neighbors. Tiger security has also acted as a deterrent, at several of our other parks, for people who might otherwise let their dog off a leash or play loud amplified music. Transients who normally use the parks as camping areas get nervous around uniformed officers and are less likely to camp out or misbehave in the parks.

Knowing when officers are on duty and regulating where their time is spent has been a benefit to District staff. There have been multiple times that administrative staff were uncomfortable at their assigned site because of individuals acting aggressive or abnormal. Staff has been able

to assign the security officer to be stationed at those sites until staff finished their shift or the threat left the premises.

Some areas where private security is not nearly as effective as the Districts other two security services, are the medium to large park policy violations. Often police are needed to remove criminals from the parks. While security does act as a crime deterrent, some criminals do not respect the authority of a private security officer. There have been a few times during the three-month trial period that Tiger Security needed to call law enforcement to address an incident.

The inability to issue citations has become problematic for repeat offenders of off leash dogs and camping in the parks overnight. Typically, police officers will issue a trespass notice to repeat offenders of park rules and then have those individuals removed if they enter the premises again. Private security is unable to enforce a trespass notice when confronted with individuals who have trespassed in the past.

RECOMMENDATION:

Review and discuss the security services RFP **(Attachment B)**. Release a “notice to bidders” to apply for a one-year contract with an optional second year for the security services contract with Mission Oaks Recreation and Park District.

Private Security Services Report



Background

Mission Oaks contracts its park patrol services currently with two (2) agencies; Fulton El Camino Recreation and Park District Police Department (FECRPD) and the Sacramento County Sheriff (SCS) off duty Officers. Each agency has different services that are advantageous to Mission Oaks.

Mission Oaks contracts park patrol services with FECRPD for twenty-eight (28) hours per week at \$65 per hour, \$94,640 annually. FECRPD can make arrests and issue citations when needed. FECRPD provides Mission Oaks with monthly citation reports which are presented to the Advisory Board monthly. FECRPD does not have a central dispatch and cannot respond to crimes as they occur. FECRPD does respond to requests made by Mission Oaks staff to address specific violations in the Parks during a specified window of time via emails to the police sergeant. FECRPD services are shared with several other districts in the area including the other two (2) dependent Park Districts in Sacramento County (Sunrise Recreation and Park District & Carmichael Recreation and Park District). FECRPD does not have specified shifts with Mission Oaks.

Mission Oaks also contracts with Sacramento County Sheriff off duty Officers (SCS) for park patrol services 20 hours per week at \$85.59 per hour, \$89,014 annually. SCS can make arrests and issue citations when needed. SCS have set shifts agreed upon with Mission Oaks, these shifts are typically Thursday through Saturday, 8:00pm to 2:00am in the spring and summer and 6:00pm to midnight, Friday and Saturday in the fall and winter. SCS officers communicate with Mission Oaks staff via phone calls and text messages from the deputies prior to, and during their shifts.

The Facilities Committee was presented with an idea of contracting out a third option of security during the May 2021 Facilities Committee meeting, after residents voiced their concern in the March 2021 monthly Advisory Board meeting of issues they were having at Eastern Oak Park. These issues included but were not limited to; loud amplified music, dogs off leash and park patrons staying in the park past dusk. The neighbors expressed that they were being put into a situation where they had to enforce park rules from their backyards and that they no longer felt safe doing so.

Staff were instructed to acquire three quotes from private security companies in the area. Staff put together specifications for security services outlining the need for one unarmed officer to work six-hour shifts, five days per week, Monday through Friday. Tiger security came in with the lowest quote of \$10,432.50 for a three-month contract. The proposals were presented to the Facilities Committee in June of 2021 and forwarded to the full Advisory Board for approval in the August 2021 monthly Advisory Board meeting. The Advisory Board approved entering a three-month contract with a unanimous vote. The Advisory Board was informed that private security does not have the ability to issue citations or make arrests. Private security acts as a

deterrent in parks, an ambassador of information and provides daily reports. Private security operates on a set schedule determined by Mission Oaks. Tiger security provides an account manager to meet with Mission Oaks staff monthly.

The Process

In August 2021, Mission Oaks began a trial period with a private security company to provide a third option for security. Per the direction of the Advisory Board, Mission Oaks entered a three-month trial period with Tiger Security to see if acquiring their services would be beneficial to Mission Oaks.

Staff was able to go on a ride along with Mission Oaks assigned officer at the beginning of the service contract. During that ride along staff set expectations for issues that needed to be addressed. Staff emphasized on the officer being an ambassador for Mission Oaks by being visible and approachable for park patrons to feel safe and to establish a deterrent for individuals not wanting to follow park rules. The officer was instructed to be at Eastern Oak Park every day at dusk to make sure people were leaving the park at the appropriate times. Other key points that were emphasized to the officer were checking in at the beginning of each shift with the Parks Superintendent at the District Office, locking the tennis courts up at Swanston park and watching for off leash dogs throughout the Districts Parks.

Officer Ryan, who was assigned to Mission Oaks at the time, was introduced at the September 2021 monthly Advisory Board meeting. While involved with a Q & A session, officer Ryan's past training was brought to light and he was not able to articulate in the moment of the training provided to him by Tiger Security or the future trainings scheduled for him. For obvious reasons, this raised some red flags for Board Members and staff was asked to provide the officers training to the Board Members who sit on the Facilities Committee.

Staff reached out to the Tiger security's account manager and requested officer Ryan's training records. Tiger Security instructed staff that officer Ryan had completed the 8-Hour standard BSIS guard requirements, which include: Power to Arrest and Weapons of Mass Destruction - (SC-101), Communication and its Significance (SC-102), Public Relations (SC-103), Observation and Documentation (SC-104), Liability / Legal Aspects (SC-105) and Arrests, Search and Seizure - (SC-106). Staff was told that in his first year he needs to complete 40 hours of continued training. The training could be administered by the guard's employing private patrol operator or by a Bureau-certified course provider. The power to arrest training must be completed prior to the issuance of a Security Guard Registration (BPC Sections 7583.6 and 7583.8). The thirty-two (32) hours of training in security officer skills must be completed within the first six (6) months of licensure. The training could be administered by the guard's employing private patrol operator or by a Bureau-certified course provider. Eight (8) hours of continuing training must be completed annually (BPC 7583.6 and CCR 643).

Officer Ryan had the opportunity to again meet two of Mission Oaks Advisory Board members, this time in person and out at Eastern Oak Park during his patrol. Directors Michael Alcalay and Jeff Rothberg were engaged in a game of pickleball at the newly renovated courts at Eastern Oak Park, when they spotted officer Ryan out on patrol and took the opportunity to introduce themselves and discuss some of the day-to-day operations of the services provided

to Mission Oaks. At the conclusion of their conversation, the Advisory Board members reached out to staff with a few of their concerns. The Board Members inquired about (1) Getting a Mission Oaks magnet for the security officers' car so that they are identifiable as Mission Oaks Security Service and to include the Mission Oaks logo. (2) Having business cards made with Mission Oaks Park logo, security contact information, and web address that the security officer can hand out to park patrons. (3) Tightening up the dress of the security guard to make him appear more official looking and including on the uniform a name badge, security on the back of his shirt, cap with Mission Oaks logo and the word security, and any other elements that might make him more creditable.

Staff reached out to Mission Oaks insurance company (CAPRI) about getting a Mission Oaks logo put on the security vehicle and was advised against it for liability reasons. Staff was able to get security business cards made up and had officer Ryan issued a new slimmer fitting shirt with patches sewn on.

Officer Ryan was assigned to the Mission Oaks account for the first two months until he was promoted to an armed security guard and assigned to an account that required those increased needs. For the month of November, Mission Oaks received services from three other officers and the Owner of Tiger Security (Bryan Martin).

Services Provided

Tiger Security has addressed most of the Districts minor park rule violations. The biggest contribution Tiger Security has provided thus far has been having an officer at Eastern Oak Park every evening at dusk. People inside the park after hours has been a big problem for the neighbors since the park first opened in 2018. Having a security officer present at this time has helped reduce the number of park goers, especially pickleball players, after hours. Once they see the security vehicle pull into the Eastern Oak parking lot, they immediately start packing up their things and exit the park. Since Tiger Security started its contract with Mission Oaks, staff has not received a complaint regarding Eastern Oak Park from the neighbors.

Tiger security has also acted as a deterrent, at several our other parks, for people who might otherwise let their dog off a leash or play loud amplified music. Transients who normally use the parks as camping areas get nervous around uniformed officers and are less likely to camp out or misbehave in the parks.

Knowing when officers are on duty and regulating where their time is spent has been a benefit to Mission Oaks staff. There have been multiple times that administrative staff were uncomfortable at their assigned site because of individuals acting aggressive or abnormal. Staff has been able to assign the security officer to be stationed at those sites until staff finished their shift, the threat left the premises or one of Mission Oaks other two security services were on Duty.

Some areas where private security is not nearly as effective as Mission Oaks other two security services are the medium to large park policy violations. Often police are needed to remove criminals from the parks. While security does act as a crime deterrent, some criminals do not respect the authority of a private security officer. There have been a few times during the three-month trial period that Tiger Security needed to call law enforcement to address an incident.

The inability to issue citations has become problematic for repeat offenders of off leash dogs and camping in the parks overnight. Typically, police officers will issue a trespass notice to repeat offenders of park rules and then have those individuals removed if they enter the premises again. Private security is unable to enforce a trespass notice when confronted with individuals who have trespassed in the past.

Alternative Security Options

As mentioned previously in this report all three security services contracted with Mission Oaks offer different pros and cons. Each service comes with different levels and pricing. Sacramento County Sherriff off duty Officers program (SCS) is Mission Oaks most expensive option but provides the highest most recognizable level of service, being Sacramento County's primary law enforcement agency. The SCS does not issue very many, if any, citations on behalf of Mission Oaks. When compared to FECRPD in the monthly patrol logs, their services are minimal from a reporting perspective. SCS has been extremely responsive and provide officers exclusively to the Mission Oaks Parks in accordance with a monthly schedule provided to the Parks Superintendent regularly.

Fulton El Camino Recreation and Park District Police Department (FECRPD) is Mission Oaks second most expensive contracted security service. At a cost of 76% of SCS, FECRPD provides Mission Oaks with far more citations and arrests per the monthly patrol logs submitted to the MORPD Advisory Board every month. Mission Oaks receives a percentage of the fines issued by FECRPD. FECRPD is an official police department which operates in a partnership with the Sacramento County Sheriff's office and piggybacks off their dispatch system. FECRPD services many Park Districts simultaneously, so Mission Oaks staff is not provided with a monthly schedule of when FECRPD Officers are in Mission Oaks Parks. Recently FECRPD has offered a service where an officer can be assigned to a specific park district at an assigned time for an increased rate of \$80 per hour.

Armed private security is a third option that is available but has not been explored yet by Mission Oaks. In theory, armed security has the ability to issue citations and make arrests. Citations would be turned into Sacramento County and all funds from those citations would go to Sacramento County and not to Mission Oaks. Armed security essentially can perform the same duties as FECRPD and SCS at a reduced rate but are not an official police department and would not provide the same deterrent as either FECRPD or SSC.

Unarmed private security is what Mission Oaks has just experimented with. Unarmed security has been fantastic in addressing minor issues such as removing patrons from the parks at dusk, locking gates and providing a sense of security for park patrons by acting as ambassadors to the park. The disadvantage to unarmed security are the medium and major issues that require a police presence.

Financing Private Security

Currently Mission Oaks budgets \$171,400 for security services. These services include patrol services from Fulton El Camino Recreation and Park District Police Department (FECRPD) and Sacramento County Sheriffs off duty Officers, plus Mission Oaks surveillance and alarm systems from SEC Technologies. Adding unarmed private security to Mission Oaks parks would require an estimated annual amount of about \$50,000. The five graphs below illustrate Mission Oaks current allocation of funds and possible options of reducing patrol services in other areas to provide additional private security services.

Current budget breakdown

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	28	\$ 94,640.00
Sac County Sherriff	\$ 85.59	16	\$ 71,210.88
SE Technologies	NA	NA	\$ 2,400.00
Total			\$ 168,250.88

*Below are possible options while trying to stay close to the current \$171,400

Optional budget breakdown (Unarmed Security)

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	20	\$ 67,600.00
Sac County Sherriff	\$ 85.59	12	\$ 53,408.16
Private Security Unarmed	\$ 31.00	30	\$ 48,360.00
SE Technologies	NA	NA	\$ 2,400.00
Total			\$ 171,768.16

Optional budget breakdown (Unarmed Security)

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	10	\$ 33,800.00
Sac County Sherriff	\$ 85.59	18	\$ 80,112.24
Private Security Unarmed	\$ 31.00	36	\$ 58,032.00
SE Technologies	NA	NA	\$ 2,400.00
Total			\$ 174,344.24

Optional budget breakdown (Armed Security)

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	21	\$ 70,980.00
Sac County Sherriff	\$ 85.59	6	\$ 26,704.08
Private Security Armed	\$ 45.00	30	\$ 70,200.00
SE Technologies	NA	NA	\$ 2,400.00
Total			\$ 170,284.08

Optional budget breakdown (Armed Security)

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	10	\$ 33,800.00
Sac County Sherriff	\$ 85.59	16	\$ 71,210.88
Private Security Armed	\$ 45.00	30	\$ 70,200.00
SE Technologies	NA	NA	\$ 2,400.00
Total			\$ 177,610.88

The graphs below provides a look at eliminating two security services and having a sole provider of Mission Oaks security. This sole entity would work assigned hours and days in the Parks and report to the Advisory Board upon request.

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 80.00	41	\$ 170,560.00

	\$ Per Hour	Hours per week	Annual \$
Sac County Sherriff	\$ 85.59	38	\$ 169,125.84

	\$ Per Hour	Hours per week	Annual \$
Private Security Unarmed	\$ 31.00	56	\$ 90,272.00

	\$ Per Hour	Hours per week	Annual \$
Private Security Armed	\$ 45.00	56	\$ 131,040.00

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	50	\$ 169,000.00

*FEC and SEC have increased their cost over the last two years by 15%

Summary

In summary, Mission Oaks staff feels that adding private security has been overall beneficial to the Mission Oaks Parks. In a perfect world staff would like to have Police Officers assigned to Mission Oaks on set days and times, but since that currently is not an option and police costs continue to rise every year, staff would like to see a combination of private security, Fulton El Camino Police and Sacramento County Sherriff patrol Mission Oaks Parks at various days and times.

Having different entities all working to provide security services to Mission Oaks simultaneously can be hard to manage at times but can also provide multiple perspectives and approaches on how security is handled.

Private security tends to work more during the daylight hours and is therefore more visible to the public. Police tend to work more at night when the potential for illegal activities are increased dramatically. Having both entities has provided Mission Oaks with around the clock coverage of its parks.



Mission Oaks Recreation and Park DISTRICT

Sacramento County, California

RFP DOCUMENTS

Security Services

Proposal, Contract, and Specifications

Xxxx xx, 2022

REQUEST FOR PROPOSALS FOR SECURITY SERVICES

TO WORK WITH THE MISSION OAKS RECREATION AND PARKS DISTRICT

INTRODUCTION

The purpose of this Request for Proposals (RFP) is to identify and retain a firm for the provision of security services for the Districts (3) Facilities and its (15) Public parks.

NOTICE IS HEREBY GIVEN:

That the Mission Oaks Recreation and Park District will receive proposals from firms for Security Services as outlined in this RFP by the date and at the address listed below:

PROPOSALS DUE:

2:00 PM on xxxx xx, 2022

Attn: J.R. Hichborn, Parks Superintendent
Mission Oaks Recreation and Parks District
3344 Mission Avenue
Carmichael, CA 95608

REQUEST FOR QUALIFICATIONS

SECURITY SERVICES

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SECTION 1: INTRODUCTION

1.1 Statement of Purpose

The purpose of this Request for Proposals (RFP) is to identify and retain a qualified firm for the provision of security services for the Districts (3) Facilities and its (15) public parks.

1.2 Scope of Work – See Section 10 for Additional Details and Bid Forms

The selected firm shall serve as the District's representative when designated. J.R. Hichborn, Parks Superintendent, shall oversee and facilitate the activities of the firm with other government agencies or District departments as needed. The selected firm shall provide professional services and expertise related to the provision of security services in compliance with the governing codes and applicable regulations.

1.2.1 Maintenance Specifications

The overall list of tasks that are intended to be the responsibility of the selected firm are described in the Maintenance Specifications detailed in Attachment 10.1, provided below.

1.2.2 Equipment and Supplies

The contractor shall furnish all tools, materials, supplies, and equipment to perform the tasks identified in Section 1.2.1 above.

1.2.3 Mandatory Responding Firm's Qualifications Requirements (see sections 3.15 and 5.2.2)

At the time the bid proposal is submitted, the Contractor must possess: (a) A minimum of five (5) years' experience in security services; (b) A current and valid California Driver's License; and (c) Contractors license valid in the state of California

1.2.4 Area Definitions

The following is a list of locations which are included in this RFP. If at any time, additional locations are developed or added to the contract, pricing will be negotiated by the District and the Contractor.

- Swanston Park – Facility and Park
- Ashton Park
- Valley Oak Park
- Hazelwood Greens
- Eastern Oak Park
- Mission North Park – Facility and Park
- Gibbons Park – Facility and Park
- Cowan Park (School site)
- Maddox Park
- Maintenance shop
- Oak Meadow Park
- Orville Wright Park
- Sierra Oak Park (School site)
- Shelfield Park
- Windemere Park

SECTION 2: SUBMITTAL DEADLINE

Proposals shall be submitted no later than the deadline specified on page 2. Firms shall respond to the written RFP and any exhibits, attachments, or amendments. A responding firm's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified.

Responding firms assume the risk of the method of dispatch chosen. The District assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual receipt of the proposal by the District. Late proposals shall not be accepted, nor shall additional time be granted to any responding firm.

Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

SECTION 3: GENERAL REQUIREMENTS AND INFORMATION

3.1 District Contact for Request for Proposals

The following District Representative shall be the main point of contact for this RFP.

Attn: J.R. Hichborn, Parks Superintendent
Mission Oaks Recreation and Parks District
3344 Mission Avenue Carmichael, CA 95608
Office (916) 359-1606

3.2 Required Review and Waiver of Objections by Responding Firms

Responding firms should carefully review this RFP and all attachments, including, but not limited to, the *Standard Contract*, for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). **Comments must be made in writing and received by the District no later than XXX XX at 2:00 PM** (Deadline for Written Comments). Questions can be faxed or emailed to JRHichborn@MORPD.com. This will allow issuance of any necessary amendments and help prevent the opening of defective proposals upon which contract award could not be made.

Objections shall be considered waived and invalid if not brought to the attention of the District, in writing, by the Deadline for Written Comments.

3.3 Proposals

3.3.1 Responding firm shall respond to this RFP with a proposal. One (1) original and two (2) copies of the proposal shall be submitted to the District in a sealed package and clearly marked: "***Proposal for security Services***"

3.3.2 All proposals must be submitted at the following address by the date and time identified in the Proposals Due on page 2.

Attn: J.R. Hichborn, Parks Superintendent
Mission Oaks Recreation and Park District
3344 Mission Avenue
Carmichael, CA 95608

3.4 Proposal Preparation, Interview and Negotiation Costs

The District shall not be responsible for and/or shall not pay any costs associated with the preparation, proposal, or presentation of any proposal, or costs incurred by the responding firms during the interview and negotiations phase of the solicitation process.

3.5 Proposal Withdrawal

To withdraw a proposal, the responding firm must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the responding firm may submit another proposal at any time up to the deadline for submitting proposals.

3.6 Proposal Amendment

The District shall not accept any amendments, revisions, or alterations to the proposal after the deadline for the proposal.

3.7 Proposal Errors

Responding firms are liable for all errors or omissions contained in their proposal. Responding firms shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

3.8 Incorrect Proposal Information

If the District determines that a responding firm has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the responding firm knew or should have known was materially incorrect, the proposal may be rejected in the District's sole discretion.

3.9 Prohibition of Respondent Terms and Conditions

A responding firm may not submit the firm's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the District, at its sole discretion, may reject the proposal, unless the proposed terms are in accordance with Section 5.2.1.6 below.

3.10 Assignment and Subcontracting

3.10.1 The selected firm(s) may not subcontract, transfer, or assign any portion of the contract without prior written approval from the District. Each subcontractor / subconsultant must be approved in writing by the District in its sole discretion. The substitution of one subcontractor / subconsultant for another may be made only at the discretion of the District and with prior written approval from the District.

3.10.2 Notwithstanding the use of approved subcontractor / subconsultant, the selected firm(s), if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

3.11 Proposal of Alternate Services

Proposals of alternate services (i.e., proposals that offer something different from that requested by the RFP) will be considered non-responsive and rejected.

3.12 Proposal of Additional Services

If a responding firm indicates the capability and offers services in addition to those required by and described in this RFP, these additional services may be added to the contract before contract signing, at the sole discretion of the District. The cost for any such additional services shall be mutually agreed upon by the selected firm(s) and the District and incorporated into the contract before contract signing.

3.13 Insurance

The apparent successful responding firm will be required to provide proof of insurance as set forth in the attached Standard Contract prior to commencing work.

3.14 Licensure and Special Certification

Before a contract pursuant to this RFP is signed, the selected firm(s) must hold all necessary applicable business and professional licenses, and certifications. The District may require any or all responding firms to submit evidence of proper licensure and certifications.

3.14.1 Contractor Registration. Pursuant to Labor Code section 1725.5, no contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code section 1725.5. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the DIR.

3.14.2 Prevailing Wages. Responding firms are hereby notified that the DIR has determined the general prevailing rate of wages for each craft, classification, or type of worker needed to execute the work. Copies of the current schedules for California prevailing wages are located on the Department of Industrial Relations (DIR) website, and the contents of those schedules are included herein as if set forth in full.

3.15 Conflict of Interest and Restrictions

By submitting a proposal, the responding firm certifies that no amount shall be paid directly or indirectly to an employee or official of the District as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the responding firm in connection with the procurement under this RFP.

3.16 RFP Amendment and Cancellation

The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves the right to cancel or reissue the RFP at its sole discretion. The District shall post copies of the RFP and amendments on the webpage under www.MORPD.com and it shall be the responsibility of the responding firm to monitor the posting of written responses. Responding firms shall respond to the final written RFP and any exhibits, attachments, and amendments.

3.17 Right of Rejection

3.17.1 The District reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

3.17.2 Any proposal received which does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected. Responding firms must comply with all of the terms of this RFP and all applicable state and local laws and regulations. The District may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

3.17.3 Responding firms may not restrict the rights of the District or otherwise qualify their proposals. If a responding firm does so, the District may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.

3.17.4 The District reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the District. Where the District waives variances in proposals, such waiver does not

modify the RFP requirements or excuse the responding firm from full compliance with the RFP. Notwithstanding any variance, the District may hold any responding firm to strict compliance with the RFP.

3.18 Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP procurement process become the property of the District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation and selection process. Upon the completion of the evaluation and selection process, indicated by approval of a contract for services emanating from this RFP by the District Advisory Board or by rejection of all proposals, the proposals and associated materials shall be open for review by the public to the extent required by the California Public Records Act. By submitting a proposal, the responding firm acknowledges and accepts that the contents of the proposal and associated documents shall become open to public inspection.

3.19 Proprietary Information

The master copy of each proposal shall be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law. Each responding firm may clearly label part of a proposal as "CONFIDENTIAL." In doing so, the responding firm thereby agrees to indemnify and defend the District. The failure to so label any information that is released by the District shall constitute a complete waiver of all claims for damages caused by or related to any release of the information. If a public records request for labeled information is received by the District, the District will endeavor to notify the responding firm of the request and delay access to the material until seven (7) working days after the District's receipt of the public records request. Within that time delay, it will be the duty of the responding firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

3.20 Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the District and responding firms shall be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

SECTION 4: SPECIAL REQUIREMENTS

4.1 Joint Ventures and Partnering

Proposals from joint ventures or entities partnering for a specific service must be designed to minimize any administrative burden on the District as a result of the participation of multiple entities.

4.1.1 The proposal shall clearly set forth the respective responsibilities and functions that each Principal of the joint venture or partnering entities would perform if awarded a contract pursuant to this RFP.

4.1.2 The proposal must include a copy of the joint venture or partnering agreements that identify the Principals involved, as well as their rights and responsibilities regarding a contract pursuant to this RFP.

4.1.3 The proposal transmittal letter must be signed by each Principal of the joint venture and include all required information.

SECTION 5: STATEMENT OF QUALIFICATIONS FORMAT AND CONTENT

5.1 General Proposal Requirements

5.1.1 The District discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the responding firm's capabilities to satisfy the

requirements of this RFP. Emphasis should be on conformity to the District's instructions, requirements of this RFP, and completeness and clarity of content.

5.1.2 Responding firms must follow all formats and address all portions of the RFP set forth herein providing all information requested. Responding firms may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the District's information requirements.

5.1.3 Responding firms must respond to every subsection under the proposal and fee schedule sections below. Responding firms must label each response to RFP requirements with the section and subsection numbers associated with the subject requirement in this RFP (e.g., the response to the second requirement of the Proposal Transmittal Letter would be labeled 5.2.1.2). **Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at the District's sole discretion, result in the rejection of the proposal.** Proposals must **not** contain extraneous information. All information presented in a proposal must be relevant in response to a requirement of this RFP, must be clearly labeled and, if not incorporated into the body of the proposal itself, must be referenced to and from the appropriate place within the body of the proposal. Any information not meeting these criteria shall be deemed extraneous and shall in no way contribute to the evaluation process.

5.1.4 Proposals shall be prepared on standard 8 1/2" x 11" paper. Foldouts containing charts, spread sheets, and oversize exhibits are permissible. All responses, as well as any reference material presented, must be written in English. All monetary amounts must be detailed in United States currency. All proposal pages must be numbered. Proposals shall not include unnecessary company advertisement material.

5.2 Proposal

The proposal shall be divided into the following sections:

1. Proposal Transmittal Letter,
2. Mandatory Responding Firm's Qualifications,
3. General Responding Firm's Qualifications and Experience,
4. Technical Project Approach, and
5. Cost Proposal Forms

If a proposal fails to detail and address each of the requirements detailed herein, the District may determine the proposal to be nonresponsive and reject it.

5.2.1 Proposal Transmittal Letter. The proposal must provide a written transmittal and offer of the responding firm in the form of a standard business letter. The Proposal Transmittal Letter shall reference and respond to the following subsections in sequence and attach corresponding documentation as required. Each proposal must meet the Proposal Transmittal Letter requirements and provide all required documentation. A Proposal Transmittal Letter is mandatory and failure to provide the information as required may result in the proposal being considered nonresponsive and rejected.

5.2.1.1 The letter shall state that the proposal remains valid for at least sixty (60) working days subsequent to the proposal due date and thereafter in accordance with any resulting contract between the responding firm and the District.

5.2.1.2 The letter shall provide the complete name of the individual or the firm making the proposal.

5.2.1.3 The letter shall provide the name, mailing address, and telephone number of the person the District should contact regarding the proposal.

5.2.1.4 The letter shall state whether the responding firm intends to use subcontractors. If so, clearly identify the names of the subcontractors/sub-consultants along with complete mailing addresses and the

scope and portions of the work the subcontractors / sub-consultants shall perform. **(NOTE: The selected firm(s) must obtain written approval from the District prior to the use of any subcontractors / sub-consultants).**

5.2.1.5 The letter shall state whether the responding firm or any individual who shall perform work under the contract has a possible conflict of interest and, if so, the nature of that conflict. The District reserves the right to cancel an award if any interest disclosed from any source could either give the appearance of a conflict of interest or cause speculation as to the objectivity of the offer. Such determination regarding any questions of conflict of interest shall be solely within the discretion of the District.

5.2.1.6 The letter shall also include a statement of acknowledgement that the District's *Standard Contract* (Section 10) has been reviewed and accepted with or without qualification. If qualifications are involved, those items requiring adjustment or modification must be identified and listed along with suggested modifications to the contract. If no modifications to the Contract are noted, then the District will assume that the responding firm is capable of performing all normal managerial tasks and services without reservation or qualification to the contract.

5.2.1.7 The letter shall be signed by a company officer empowered to bind the responding firm to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the company president, the letter shall attach evidence showing authority to bind the company.

5.2.2 Mandatory Responding Firm's Qualifications. Proposals shall provide responses and documentation, as required, establishing that the responding firm has met the Mandatory Responding Firm's Qualifications Requirements (see section 1.2.3). Any proposal which does not meet the mandatory requirements and provide all required documentation may be considered nonresponsive, and the proposal may be rejected.

5.2.3 General Responding Firm's Qualifications and Experience. Proposals shall provide the following information (referencing the subsections in sequence) to evidence the responding firm's experience in delivering services similar to those required by this RFP:

5.2.3.1 A brief description of the responding firm's background and organizational history.

5.2.3.2 Years in business.

5.2.3.3 A brief statement of how long the responding firm has been performing the services required by this RFP.

5.2.3.4 Location of office(s) with clear identification of the office(s) from which services will be performed.

5.2.3.5 A description of the responding firm's number of employees, longevity, client base.

5.2.3.7 Form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, joint venture, Limited Liability Company, etc.).

5.2.3.8 A statement as to whether there is any pending litigation against the responding firm, and if such litigation exists, attach an opinion of counsel as to whether the pending litigation will impair the responding firm's performance in a contract under this RFP.

5.2.3.9 A statement as to whether, in the last ten (10) years, the responding firm has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and, if so, an explanation providing relevant details.

5.2.3.10 A list, if any, of all current contractual relationships with the District and all those completed within the previous five-(5) year period.

(NOTE: Current or prior contracts with the District are NOT a prerequisite to being awarded the maximum available points for the responding firm's Qualifications and Experience category. The existence of such current or prior contractual relationships will not automatically result in the addition or deduction of evaluation points. Any such current or prior contractual relationships shall be generally considered in awarding the responding firm Qualifications and Experience category points.)

5.2.3.11 A brief descriptive statement indicating the responding firm's credentials to deliver the services sought under this RFP.

5.2.3.12 Describe in detail a maximum of ten (10) public sector or similar projects maintained in the last five (5) years that demonstrates the following:

- Experience performing tasks listed in Section 1.2.1 of the RFP.

Limit: One project per page.

5.2.3.13 Describe in detail, work that the responding firm has directly performed on a maximum of four (4) projects that shows:

- A demonstrated ability to respond to the security needs of a municipality or special district.
- A demonstrated ability to meet project deadlines, major milestone, and overall project schedule
- A demonstrated ability to provide necessary equipment to effectively maintain security needs within a seasonal timeline.

Limit: One page per project.

5.2.3.14 Provide a matrix referencing work performed relative to projects listed indicating key personnel responsible for performance and the extent of their involvement in the project. Differentiate which work was performed by subcontractor/sub-consultant if subcontractor/sub-consultant are proposed.

5.2.3.15 An organizational chart highlighting the key people who shall be assigned to accomplish the work required by this RFP and illustrating the lines of authority and designate the individual responsible for the completion of each service component and deliverable of the RFP.

5.2.3.16 A narrative description of the proposed project team, its members and organizational structure; identify the primary contact person who will lead the day-to-day work effort and serve as the primary contact to the District on a day-to-day basis.

5.2.3.17 A personnel roster and resumes of key people who shall be assigned by the responding firm and its subcontractors/sub-consultants who will be performing duties or services under the contract. Resumes shall detail each individual's title, education, current position with the responding firm or subcontractor/sub-consultant. Identify the duration of employment with the responding firm and other firms for each person listed. Describe the relevant experience and education, professional licenses, and demonstrated accomplishments of these key staff members.

5.2.3.18 Proposals shall include a list of proposed equipment inventory and staffing levels intended to service this contract. Failure of the responding firm to provide agreed upon equipment inventories and staffing levels, adjusted proportionally to growth over the term of the agreement, shall constitute material breach by the responding firm.

5.2.4 Technical Project Approach. Describe the operational or organizational approach to fulfilling the scope of work/ contract intent

Responding firm must provide a comprehensive narrative on how to accomplish required objectives and provide continuity on work efforts.

SECTION 6: COST PROPOSAL

6.1 A Cost Proposal (Exhibit A) Must be Submitted in a Separately Sealed Envelope.

6.1.1 The responding firm shall provide the following information to allow for the review of the hourly rates for the proposed services:

6.1.1.1 Provide a Schedule of Values for the responding firm and proposed subcontractors/sub-consultants, including rates for each service.

6.1.1.2 It is the District's intent to negotiate a fixed fee "not to exceed" contract for mutually agreed upon services. The selected firm will bill monthly for the contracted services based on a schedule of values of tasks performed or on a time and materials basis for extra work not to exceed the negotiated fee for each specific unit of work.

SECTION 7: EVALUATION, CONSULTANT SELECTION, AND CONTRACT AWARD

7.1 Proposal Evaluation Categories and Maximum Points

The categories that shall be considered in the evaluation of proposals are Qualifications and Experience, Cost, and Technical Project Approach. The maximum points that shall be awarded for each of these categories are:

CATEGORIES	MAXIMUM POINTS POSSIBLE
Quality (Reference checks and site visits)	40
Bid Amount	40
Technical Project Approach (Final interview)	20

7.2 Proposal Evaluation Process

7.2.1 The evaluation process is designed to award the procurement to the responding firm with the best combination of attributes based upon the evaluation criteria listed in Section 7.1.

7.2.2 The RFP Coordinator shall manage the proposal evaluation process and maintain proposal evaluation records. The evaluation team members shall be responsible for evaluating proposals.

7.2.3 All proposals shall be reviewed by the RFP Coordinator to determine compliance with basic proposal requirements as specified in this RFP.

7.2.4 The evaluation team shall evaluate responsive proposals. Each evaluator shall score the General Responding Firm's Qualifications and Experience section and the Technical Project Approach section of each proposal. The evaluation scoring shall use the pre-established evaluation criteria and weights set out in this RFP. Each evaluator shall use only whole numbers for scoring proposal.

7.2.5 The District reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all responding firms. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the District and, if held, shall be after initial evaluation of the proposal. If clarifications are made as a result of such discussion, the responding firm shall put such clarifications in writing.

7.2.6 Upon completion of proposal evaluation scoring by the evaluation team, the RFP Coordinator shall calculate the average proposal score for each proposal.

7.2.7 The top-rated firms with the highest score from the proposal evaluation scoring may be interviewed and rated. The District reserves the right, at its sole discretion, to request interviews. The interviews will be limited to an hour. Interviews will consist of oral panel questions and company presentations. Time slots for the interviews will be assigned by District staff. Consideration will be given to firms with significant driving time requirements. The interviews will be held at the District Office located at 3344 Mission Avenue Carmichael, CA 95608.

The interview should be led by the individual identified by the responding firm who will be the primary contact with the District on a day-to-day basis and if possible, members of the proposed team.

7.2.8 The District reserves the right to select a qualified firm offering the best value to the District, based on that firm's overall qualifications and cost proposal. The selected firm may not necessarily be the firm with the lowest cost proposal.

7.3 Contract Award Process

7.3.1 The District may invite the selected firm to participate in contract negotiations with the District, as the need arises.

7.3.2 If a firm fails to sign and return the contract drawn pursuant to this RFP and final contract negotiations within seven (7) working days of its delivery to the firm, the District may determine, at its sole discretion, that the firm is nonresponsive to the terms of this RFP.

7.3.3 If the District determines that the firm is nonresponsive, the District reserves the right to negotiate with the next highest-ranked selected firm(s).

7.3.4 The RFP files shall be made available for public inspection immediately following contract approval or rejection of all proposals.

SECTION 8: STANDARD CONTRACT INFORMATION

8.1 Contract Approval

The RFP and the consultant selection process' do **not** obligate the District and do **not** create rights, interests, or claims of entitlement in the apparent best evaluated responding firm or any potential consultant or sub-consultant. Contract award and District obligations pursuant thereto shall commence **only** after the contract is signed by the authorized representative of the selected firm(s) and the District.

8.2 Contract Payments

Contract payments shall be made in accordance with the Payment Terms and Conditions provision of the final contract. No payment shall be made until the contract is approved. Under no conditions shall the District be liable

for payment of any type associated with the contract or responsible for any work done by the consultant, even work done in good faith and even if the consultant is orally directed to proceed with the delivery of services, if it occurs before the contract start date specified by the contract or before contract approval by District Advisory Board.

8.3 RFP and Proposal Incorporated into Final Contract

This RFP and the successful proposal emanating from the RFP negotiation process shall be incorporated into the final contract.

8.4 Contract Monitoring

The selected firm(s) shall be responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and acceptance by the District. The District may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. At reasonable times, the District may inspect those areas of the selected firm's place of business that are related to the performance of the contract. If the District requires such an inspection, the selected firm(s) shall provide reasonable access and assistance.

8.5 Contract Amendment

During the course of this contract, the District may request the selected firm(s) to perform additional work for which the selected firm(s) would be compensated. That work shall be within the general scope of this RFP. In such instances, the District shall provide the selected firm(s) a written description of the additional work, and the selected firm(s) shall submit a time schedule for accomplishing the additional work and a price for the additional work based on the rates included in the selected firm's fee schedule to this RFP or a lump sum fixed fee that is mutually agreeable to the District and the selected firm(s), whichever is lowest. If the District and the selected firm(s) reach an agreement regarding the work and associated compensation, said agreement shall become effective by means of a contract amendment.

SECTION 9: Security SPECIFICATIONS

9.1 Specifications

ALL SITES

DAILY SERVICES

- A. Patrol Parks
 - a. Walk sensitive parks (Swanston, Gibbons, Mission North, Eastern Oak, Ashton) in their entirety.
- B. Park Gates
 - a. Lock Park entry gates after dusk (Swanston, Gibbons, Mission North, Eastern Oak, Ashton, Valley Oak, Hazelwood)
- C. Miscellaneous:
 - a. Be at Eastern Oak Park at dusk nightly and have all park patrons leave the park.
 - b. Lock the tennis courts at Swanston Park nightly
 - c. Lock the drive gate at the District office nightly
- D. Reports:
 - a. Report daily patrol logs to the park superintendent via email

Weekly services

- A. Patrol Parks
 - a. Walk all District parks in their entirety

- b. Walk into the community centers (Swanston and Gibbons) and speak with the office coordinators about any security issues they may be having that week at their sites.

9.2 District Locations

- Swanston Park – Facility and Park
- Ashton Park
- Valley Oak Park
- Hazelwood Greens
- Eastern Oak Park
- Mission North Park – Facility and Park
- Gibbons Park – Facility and Park
- Cowan Park (School site)
- Maddox Park
- Maintenance shop
- Oak Meadow Park
- Orville Wright Park
- Sierra Oak Park (School site)
- Shelfield Park
- Windemere Park

SECTION 10: WRITTEN WORK PLAN

Proposals shall all include a written work plan, per the instructions included.

10.1 Additional requirements

- A. Officer shall drive a clean, marked vehicle while on duty
- B. Officer shall have a form fitting uniform while patrolling District parks
- C. Officer shall be friendly and approachable while engaged with park patrons
- D. Officers' patches shall be sewn onto the officer's uniform.
- E. Officer shall begin each shift at the District office and check in with the Parks Superintendent unless otherwise instructed.
- F. Officers shall be identifiable at all times while patrolling District Parks

SECTION 11: PROPOSAL FORMS

Proposal Forms provided are to be completed and submitted as part of the overall Proposal submittal. Proposal Forms include: Proposal Form, Proposal Form Summary, Proposal Breakdown for Park Patrol Services.

SECTION 12: STANDARD CONTRACT

The MORPD *Standard Professional Services Contract* (provided below in Attachment 12.1) contains capitalized and bracketed items that shall be replaced with appropriate information in the final contract.

SECTION 10

LOCATION PAGES

PROPOSAL TO:

Mission Oaks Recreation and Park District

FOR THE SERVICES OF:

Security Services

Contents:

Swanston Park (2350 Northrop Avenue)
Ashton Park (4251 Ashton Drive)
Valley Oak Park (1150 Eastern Avenue)
Hazelwood Greens (4604 Hazelwood Avenue)
Eastern Oak Park (3127 Eastern Avenue)
Mission North Park (3344 Mission Avenue)
Gibbons Park (4701 Gibbons Drive)
Maddox Park (4821 Thor Way)
Maintenance shop (1616 Mission Avenue)
Oak Meadow Park (2734 American River Drive)
Orville Wright Park (23331 Saint Marks Way)
Sierra Oak Park (2762 Huntington Road)
Shelfield Park (1849 Suffolk Way)
Windemere Park (Windemere Lane)
Cowan Park (3350 Becerra Way)

SECTION 11 PROPOSAL FORM

PROPOSAL TO: **MISSION OAKS RECREATION AND PARK DISTRICT**

FOR THE SERVICES OF: **Security Services**

Company Name: _____

Business Address: _____

Contact Name: _____

Phone No. _____

Contact Email: _____

TO THE GOVERNING BODY OF THE
MISSION OAKS RECREATION AND PARK DISTRICT

The undersigned contractor, being fully familiar with the terms of the Contract Documents, local conditions affecting the performance of the contract, the character, quality, quantities, and scope of the work, and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform within the time stipulated in the contract, including all of its component parts and everything required to be performed, and to furnish any and all of the labor, material, tools, equipment, transportation, services, permits, utilities, and all other items necessary to perform the contract and complete in a workmanlike manner, all of the work required in connection with the construction of said work all in strict conformity with the plans and specifications and other contract documents, including Addenda set forth for the prices hereinafter set forth as follows:

<u>ADDENDA NO.</u>	<u>DATE ISSUED</u>
_____	_____
_____	_____
_____	_____
_____	_____

The undersigned as bidder, declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any person, firm, or corporation; and he proposes and agrees, if the proposal is accepted, that he will execute a contract with the MORPD in the form set forth in the Contract Documents and that he will accept in full payment thereof the following prices, to wit:

**PROPOSAL FORM
MISSION OAKS RECREATION AND PARK DISTRICT
FOR**

Security Services

Security COSTS	Monthly Amount Years 1-3 Security Services	Monthly Amount Years 4-5 (optional) Security Services
Mission Oaks District Parks	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL COST PER MONTH	\$	\$
TOTAL COST PER YEAR	\$	\$

Bidder's Signature: _____ Date: _____

**PROPOSAL FORM
MISSION OAKS RECREATION AND PARK DISTRICT
FOR**

Security Services

UNSCHEDULED WORK	UNIT	AMOUNT PER UNIT
Supervisor	Hour	
Armed officer	Hour	
Unarmed officer	Hour	

Bidder's Signature: _____ Date: _____

MISSION OAKS RECREATION AND PARK DISTRICT

The undersigned deposits the above-named security as a proposal guarantee and agrees that it shall be forfeited to the MORPD in case this proposal is accepted by the MORPD and the undersigned fails to execute a contract with the MORPD as specified in the Contract Documents or fails to furnish the required payment and performance bonds, or substitute, and insurance certificates and endorsements. Should the MORPD be required to engage the services of an attorney in connection with the enforcement of this bid, bidder promises to pay MORPD's reasonable attorneys' fees, incurred with or without suit.

The names of all persons interested in the foregoing proposals as principals are as follows: (NOTICE - If bidder or other interested person is a corporation, state legal name of corporation, and the president, secretary, treasurer, and manager thereof; if a general partnership, state true name of firm, and the names of all individual partners composing firm; if a limited partnership, the names of all general partners and limited partners; if bidder or other interested person is an individual, state first and last names in full; if the bidder is a joint venture, state the complete name of each venturer).

As required by Section 2.19 of the General Conditions, Bidder hereby submits the following list of contact names and phone numbers for three (3) or more agencies for whom the Bidder has constructed similar projects.

Bidder hereby confirms that it has all licenses and permits required by federal, state, and local statutes, regulations, and ordinances. The following are the CONTRACTOR'S applicable license numbers (add pages if needed):

<u>CONTRACTOR's License No.</u>	<u>Expiration Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Pursuant to the requirements of California Business and Professions Code Section 7028.15(e), a bid submitted to the MORPD by a CONTRACTOR who is not licensed pursuant to Chapter 9 of Division 3 of the Business and Professions Code shall be considered nonresponsive and shall be rejected as provided for by law.

Signature of Bidder: _____

Printed Name: _____

Title: _____

Company: _____

Dated: _____, 2022.

NOTE: If bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation and the corporate seal; if bidder is a partnership, the true name of the firm shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; if the bidder is an individual, his signature shall be placed above; if the bidder is a joint venture, the name of the joint venture shall be set forth above with the signature of an authorized representative of each venturer.

NON-COLLUSION DECLARATION

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____, [date] at _____, [City] _____. [State]

[Signature of Bidder]



STAFF REPORT

DATE: January 5, 2022
TO: MORPD Advisory Board of Directors
FROM: Shayne Hawthorne, Clerk of the Board
SUBJECT: Adopt proposed 2022 Meeting Schedule

BACKGROUND:

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

DISCUSSION:

The board holds meetings on the second Tuesday of each month beginning at 6 pm. Some meetings are scheduled for a different Tuesday during the planning process when it is known that absences will result in a loss of quorum. Occasional Special Meetings are scheduled during the year; proper notice in accordance with the Brown Act occurs. California and the District remains under the Governor's Emergency Declaration due to COVID-19, our Advisory Board of Directors Meeting will be held remotely via Zoom Meetings until further notice. Meeting agendas are posted at the District Office, Community Centers and on the District's website 72 hours prior to each meeting.

Adopting the 2022 Advisory Board of Directors Meeting calendar (*Attachment A*) in January will allow the Clerk of the Board to plan appropriately for staffing needs to prepare agendas, schedule agenda items, and meet Brown Act noticing requirements timely and efficiently. It will also afford the public an opportunity to participate in local government.

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

RECOMMENDATION:

That the board discuss and adopt the proposed 2022 Advisory Board of Directors meeting calendar.

PROPOSED 2022 Advisory Board of Directors Meeting Schedule

January 11, 2022

February 8, 2022

March 8, 2022

April 12, 2022

May 10, 2022

June 14, 2022

July 12, 2022

August 9, 2022

September 13, 2022

October 11, 2022

November 8, 2022

December 13, 2022