



AGENDA
Personnel Committee Meeting
Wednesday, January 12, 2022 5 pm

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/82228701954?pwd=WGo3d1VSTW1NbEVZbUhhZjhaN0tUQT09>

Meeting ID: 822 2870 1954, Passcode: 004924

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

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

Committee Members: Robert Evans and Pati Todd

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

1. Approval of June 17, 2021 meeting Minutes *
2. Review/Approve updates to Policy Manual *
3. Review/Discuss Advisory Board Agenda links *
4. Review/Discuss Advisory Board Agenda reformat *
5. Review/Discuss policy 2704.1 (B), vacation request *
6. Review/Discuss proposed Lost and Found Policy *
7. Discuss changing name of Personnel Committee to Personnel/Governance

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 7, 2022, Debra Tierney, Clerk of the Board.*



Personnel Committee Meeting Minutes

Thursday, June 17, 2021, 5 pm

Via Zoom Meeting ID: 859 9102 8131

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<https://us02web.zoom.us/j/85991028131?pwd=Rk4wTlBwTnMrTVBkTHZPNXdPeU9KZz09>

Meeting ID: 859 9102 8131, Passcode: 329817

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

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

Committee Members: Robert Evans and Pati Todd

Call to order: 5:10 pm

1. Approval of February 2, 2021 Meeting Minutes.
Minutes approved.
2. Approve changes to wage scales and reorganization of Recreation Division.
*Debra will check with the County to be sure we are promoting appropriately.
The changes will be incorporated and presented to the Advisory Board of Directors in the FY 2021-22 budget and will become effective upon the approval of the budget by the Board of Supervisors.
The committee will support staff's recommendation as presented at the next Advisory Board meeting.*

Adjourned: 6 pm

STAFF REPORT



DATE: January 7, 2022
TO: MORPD Personnel Committee
FROM: Daniel Barton, District Administrator
SUBJECT: Review and approve updates to Policy Manual

BACKGROUND:

The policy manual (Attachment A) hasn't been updated since 2015.

DISCUSSION:

Changes to the Policy Manual were made to remove references to regular part-time employees that no longer exist. Titles have been changed during the past few years and have also been updated in the Policy Manual. Removing outdated information regarding regular part-time employees will reduce the amount of information needed to be reviewed by staff, while updating sections of the Policy Manual.

RECOMMENDATION:

Approve the updated Policy Manual. Policy manuals will be distributed to Advisory Board members in March.

Attachment A

000-0999

<u>000</u>	<u>Purpose</u>
<u>100</u>	<u>Purpose of Written Policies</u>
<u>200</u>	<u>Organization of Manual</u>
<u>300</u>	<u>Revisions/Additions</u>
<u>400</u>	<u>Definitions</u>
<u>500</u>	<u>Distribution</u>

100

Purpose of Written Policies

Carefully organized and clearly written policies that are kept up to date can be a tremendous asset to any organization. Written policies give continuity and consistency to the Board’s position and serve as defense against undue pressure from unreasonable, self-seeking interests.

Statements of policy are valuable orientation aids to new Board members, District Administrator and other personnel. They also provide awareness to residents, community organizations, and other interested parties as to the District’s goals and objectives.

A set of written policies adds integrity to the system, assists in the employment of personnel, helps prevent impulsive Board decisions, saves administrative time, improves staff morale, and promotes good public relations.

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Organization of Manual

The material in this manual is classified by subject and numbered consecutively. A block of 1000 numbers is assigned to each chapter. Openings in the sequence of numbers may be allowed for the introduction of additional sections.

300

Revisions/Additions

The manual shall be revised, as necessary, to keep it effective and current.

Employees shall review sections of the manual as part of every full-time staff meeting, and consider revisions when determined necessary. They are encouraged to suggest or recommend additions or revisions to the manual, in writing (including the current policy, the recommended policy, justification, and financial impact), which are to be submitted to the Administrative Assistant. They will be forwarded to the District Administrator for consideration by leadership staff for submission to full-time staff for discussion.

400

Definitions

For the purposes of this manual, unless otherwise specified, the following terms shall apply, as defined below:

Adult: A person 18 years of age shall be considered an adult, as prescribed by the State of California.

Board. The local Advisory Board of Directors appointed by the Sacramento County Board of Supervisors to administer to the needs of the district.

Board of Supervisors. The Sacramento County Board of Supervisors, the supervising authority of the District.

District. Mission Oaks Recreation and Park District. When used in a statement; such as, "the District shall approve", the term "District" may apply to either the Board or subordinates.

Division. One of three organizational elements of the District: Administration and Administrative Services Division, Division of Recreation Services, and Parks Division.

District Administrator. The chief executive of the District, responsible to the Board for the operation of the District.

Division Head. Refers to the employee responsible directly to the Administrator for the administration of one of the Divisions.

Full-Time Employee. A person hired to work 80 hours per pay period or 2,088 hours per year. Those in this classification are entitled to all employee benefits. *(January 2003)*

Seasonal Employee. A person hired to work intermittently. Those in this classification are not entitled to employee benefits. *(January 2003)*

Volunteer. A person who undertakes to perform a service for the district without expectation of remuneration. Those in this classification do not receive pay and are not entitled to employee benefits. *(January 2003)*

Policy. A statement of official position, serving as a guide to the Board and staff in the organization, administration and conduct of District affairs.

Procedures. Methods designed to implement policies of the District.

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Distribution

A copy of the manual will be maintained in the administration file. One copy will be provided to each member of the Board and full-time personnel.

<u>1000</u>	<u>ORGANIZATIONAL/ADMINISTRATION</u>	1000-1999
<u>1100</u>	<u>Organization Chart</u>	
<u>1200</u>	<u>Relationships with County Government</u>	
<u>1300</u>	<u>Appointments/Powers/Duties of Advisory Boards of Dependent Recreation and Park Districts</u>	
<u>1301</u>	<u>Advisory Board of Directors</u>	
<u>1302</u>	<u>Function</u>	
<u>1303</u>	<u>Officers of the Board</u>	
<u>1303.1</u>	<u>Duties of Officers</u>	
<u>1304</u>	<u>Sacramento County Resolution 85-156, February 5, 1985, "Amending Procedures for the Board of Supervisors, Acting as the Governing Body of Sacramento County and as the Governing Board of Various Districts and Other Entities"</u>	
<u>1305</u>	<u>Election of Officers</u>	
<u>1306</u>	<u>Committees</u>	
<u>1310</u>	<u>Compensation</u>	
<u>1320</u>	<u>Absences</u>	
<u>1330</u>	<u>Advisory Board Meetings</u>	
<u>1340</u>	<u>Minutes</u>	
<u>1350</u>	<u>Quorum</u>	
<u>1360</u>	<u>Order of Business</u>	
<u>1370</u>	<u>Distribution of Meeting Agenda and Related Information</u>	
<u>1400</u>	<u>District Administrator</u>	
<u>1401</u>	<u>Responsibilities and Authority</u>	
<u>1402</u>	<u>Relationship with Board</u>	
<u>1500</u>	<u>Land Acquisition/Disposition Procedures for Dependent Park Districts</u>	
<u>1600</u>	<u>County Park Ordinance, August 20, 1982, and amendment of chapter 9.36 (removal of animal excrement), May 24, 1994.</u>	
<u>1700</u>	<u>Legal Matters and Law Enforcement</u>	

1000 ORGANIZATIONAL/ADMINISTRATION 1000-1999

1100 Organization Chart

1200 Relationship to County Government

The District is a dependent special district under the supervising authority of the Sacramento County Board of Supervisors.

Listed below are the various county departments that staff may work with in the conduct of District business.

<u>Department</u>	<u>Subject Matter</u>
Administration/Finance	Finance and budget matters
Auditor-Controller	Accounting, payroll, claims processing and auditing
County Counsel	Legal matters
Parks and Recreation	Liaison, planning, consultation
Personnel	Employee benefits (medical and dental insurance)
Public Works	Park acquisition, development, planning, contracting, inspection

1300 Appointments/Powers/Duties of Advisory Boards of Dependent Recreation and Park Districts

County Board of Supervisors resolution 82-696, July 8, 1982, relates to the appointments, powers and duties of advisory boards of dependent recreation and park districts.

(See appendix 1/1000)

1301 Advisory Board of Directors

The District is in the third supervisorial district jurisdiction. The supervisor for that district makes recommendations for appointments. The recommendations are subject to the approval of the Board of Supervisors.

1302 Function

The paramount function of the Board is to determine policy.

1303 Officers of the Board

The officers are chairperson, vice-chairperson and clerk.

1303.1 Duties of Officers

A. Chairperson

The chairperson shall preside over Board meetings and preserve order and decorum; determine questions of order and enforce rules of the Board, subject to appeal to the entire Board; call special meetings; execute all ordinances,

resolutions and contracts of the district, and other official documents on behalf of the Board; appoint Board committees; and act as liaison officer between the public and the Board.

B. Vice-Chairperson

In the absence of the chairperson or vacancy in the office of chairperson, the vice-chairperson shall perform all the duties of the chairperson.

C. Clerk

The clerk shall keep, or cause to be kept, records of the proceedings of the Board meetings; attest, as necessary, to the signature of the chairperson on ordinances, resolutions, and contracts, and other official documents on behalf of the Board; certify, as necessary, district documents as true and correct copies; call meetings to order in the absence of the chairperson and vice-chairperson and preside until an acting chairperson is elected; give or cause to be given notice of all meetings of the Board; and perform such duties as directed by the chairperson or the Board.

1304 Sacramento County Resolution 85-156, February 5, 1985, “Amending Procedures for the Board of Supervisors, Acting as the Governing Body of Sacramento County and as the Governing Board of Various Districts and Other Entities”
The resolution amends Rule 8 of the resolution to outline the election, duties and responsibilities of the Board chairperson. *(See appendix 2/1000)*

1305 Election of Officers
The election of officers normally takes place at the regular Board meeting in December, with the officers assuming office in January. Officers shall have equal power with other Board members and shall take part in the discussion and vote on all matters before the Board.

1306 Committees
Board committees, consisting of no more than two members on each, may be appointed by the chairperson to study and make recommendations regarding matters such as, finance, land acquisition, development, personnel, and recreation programs.

1310 Compensation
The Board of Supervisors has authorized compensation of Advisory Board members at a rate of fifty dollars (\$50) per meeting, not to exceed one hundred dollars (\$100) per month (Pub Res. Code, § 5784.15. subd. (a).) For the purposes of determining compensation, a meeting includes, but is not limited to regular meetings, special meetings, closed sessions, emergency meetings, board field trips, district public hearings or meetings of a committee of the board (Pub. Res. Code, § 5784.15. subd. (e).)

1320 Absences
Any member of the Board who fails to attend three consecutive regular meetings, without being excused, shall automatically forfeit office and cease to be a member of the Board. Board members may request to be excused from attending a meeting by notifying the chairperson or vice-chairperson, or the district office prior to the meeting of the reason for the absence. At the meeting, the presiding

officer shall determine, subject to the approval of the remaining majority, whether or not the absence shall be excused. Such determination shall be noted in the minutes of the meeting.

The clerk of the Board shall report to the clerk of the Board of Supervisors any member who fails, without being excused, to attend three consecutive regular Board meetings. The cast of a vote by a member who has forfeited office pursuant to this section shall not be deemed to invalidate the action upon which the vote was cast.

1330

Advisory Board Meetings

- A. Rules for Proceedings of Advisory Board Meetings
All proceedings of the Board meetings shall be conducted in accordance with MORPD resolution 91-04, "Establishing Rules for Proceedings of Board Meetings" (refer to Appendix 1/1000C), and shall meet requirements of the Brown Act and other applicable governing codes. *(See appendix 3/1000)*
- B. Regular Meetings
The Board shall determine the day and time of the regular meetings, which are normally held once each month.
- C. Special Meetings
Special meetings may be called by the chairperson, the vice-chairperson (if the chairperson is unavailable) or by a majority of the Board members. Only items appearing on the agenda may be acted upon at the meeting.
- D. Closed Sessions
A closed session is a private meeting of the Board, usually held immediately before or after a regular meeting, to discuss certain personnel matters, and litigation or pending litigation, in accordance with sec. 54957 of the Government Code, and other matters prescribed by the Brown Act.
- E. Action
The board shall act only by ordinance, resolution or motion. A majority vote of the members is required on each action taken.
- F. Conditional Resolutions
Resolutions of the Board may be adopted conditionally and referred to county counsel for drafting into proper form.

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Minutes

Written minutes shall be prepared for each meeting, which will include all official actions or decisions taken by the Board, including reports.

A permanent record of all minutes of meetings shall be kept on file in the District office.

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Quorum

A majority of the Board shall constitute a quorum. Formal action can be transacted only by a majority vote of the entire Board; i.e., if only three of five members are present, the vote must be unanimous for action to be official.

1360

Order of Business

The order of business at a regular meeting shall include the following items, which may be arranged in any order prescribed by the Board.

- I. Call to order
- II. Chairperson's report
- III. Comments and Reports from Citizens and Organizations on Any Item of Interest to the Public, Before or During the Board's Consideration of the Item, That is Within its Subject Matter Jurisdiction
- IV. Correspondence
- V. Consent Items
 - A. Billing Report
 - B. Minutes
 - C. Miscellaneous
- VI. Action Items
 - A. Old Business
 - B. New Business
- VII. Items from Board Members
- VIII. Discussion with Staff on Division Reports
- IX. Committee Reports
- X. Next Regular Meeting
- XI. Pending Agenda Items
- XII. Adjournment

1370

Distribution of Meeting Agenda and Related Information

Board members shall receive copies of the agenda and related information no later than one week in advance of the date of the Board meeting.

A. Charge for Mailing Agendas

An annual charge may be assessed to any member of the public wishing to receive copies of the meeting agendas.

1400

District Administrator

As chief executive, the District Administrator advises and makes recommendations to the Board on the operations and affairs of the District. The most important duty of the District Administrator is to carry out Board-approved District policies.

1401

Responsibilities and Authority

The District Administrator is responsible for and has commensurate authority to accomplish the duties set forth by the Board. Portions of the responsibilities, with proportionate authority for their fulfillment, may be delegated, but the District Administrator may never delegate or relinquish any portion of the accountability for results.

1402

Relationship with Board

To maintain a good understanding and proper relationship between the Board and the District Administrator, the following policy shall be endorsed:

The Board shall:

- A. Delegate executive responsibility and the administration of policy to the District Administrator.
- B. Support the District Administrator in the authorized functions of the position.
- C. Adhere to the policy-making functions of the Board.
- D. Encourage teamwork between the District Administrator and the Board.

The District Administrator shall:

- A. Provide the Board with adequate information for the decision-making process.
- B. Efficiently execute policies.
- C. Accept responsibility for achieving the goals of the District.
- D. Identify with the policies of the District.
- E. Effectively interpret policy to the staff and to the public.

1500

Land Acquisition/Disposition Procedures for Dependent Park Districts

The procedures, outlined in Sec. 2.03 of county Resolution 82-696, November 15, 1984, govern how dependent park districts conduct the business of acquiring and disposing of real property. *(See Addendum 4/1000)*

1600

County Park Ordinance, August 20, 1982, and amendment of chapter 9.36 (removal of animal excrement), May 24, 1994. *(See Addendum 5/1000)*

1700

Legal Matters and Law Enforcement

A. The Sacramento County Counsel's office serves as legal counsel for the District.

B. Actions on Claims

The Board of Supervisors on July 17, 1990, amended resolution 82-696 (which provides for the governing of dependent recreation and park districts) adding Sec. 4.12 to part 4 relating to action on claims against dependent recreation and park districts, as follows:

Any claim for money or damages for personal injury, property damage or any other cause covered by liability insurance or any cooperative liability funding program shall be denied by the Board or the District Administrator who has signature authority. Written notice of denial shall be transmitted to the claimant in the manner prescribed by the insurer or cooperative. Further action or proceedings shall be subject to the direction of the insurer.

All other claims shall be submitted to the county counsel, who shall provide advice to the district as to the proper disposition. The executive director or designee may be required to represent the district in any small claims court action (refer to Appendix 4/1000).

C. Law enforcement shall be the responsibility of the appropriate agency (federal, state, county, or local) having jurisdiction over the complaint or infraction reported.

1. Park Patrol

Security is provided through the park patrol, which is part of the district's Park Ordinance Awareness and Enforcement Program. The patrol, in conjunction with district staff, focuses its efforts on public education. Off-duty sheriff's deputies are hired to patrol the parks and facilities year round on a schedule to suit the needs of the district.

The district offers rewards, up to \$1,000, for any information leading to the arrest and conviction of anyone who commits crimes, such as vandalism or theft, on district property.

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PERSONNEL

2000-2031

2010

Recruiting and Selection Practices

2011

Nepotism

2020

Volunteers

2021

Volunteer Insurance Coverage

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Employment Requirements/Qualifications

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Physical Qualifications and Requirements

2000 PERSONNEL

2010 Recruiting and Selection Practices

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District shall not discriminate against persons with disabilities who, with reasonable accommodation, can perform the essential functions of the position in question.

The District does not operate under the civil service system.

The District shall reserve the right to deny employment when found that the applicant has misrepresented the facts on the application.

2011 Nepotism

It is the intent of this policy to avoid any situation where a conflict can arise of interest either on the part of a member of the board or full-time staff member.

Persons related by blood, or law to employees or board members may be employed by the District with the approval of the District Administrator, so long as the candidate is not related to the person who would have supervisory or evaluation responsibility for the position. The District Administrator, however, may waive this policy when standard recruitment efforts have failed and a family member is deemed to have the requisite skills and experience.

Persons related by blood or marriage may be employed in the same division or work location, with written approval from the District Administrator.

Note: Relative is defined as any person associated with an employee by bloodline and/or by law.

2020 Volunteers

The District encourages the service of volunteers to assist regular staff members in the performance of their duties and responsibilities.

2021 Volunteer Insurance Coverage

The District provides insurance coverage for volunteers for on-the-job accidents and against personal injury or property damage liability claims arising out of the performance of duties.

2030 Employment Requirements/Qualifications

All applicants for employment must:

- A. Complete the District "Application for Employment".
- B. Be a U.S. citizen or national, an alien lawfully admitted for permanent residence, or an alien authorized by the Immigration and Naturalization Service (INS) to work in the United States.
- C. Complete and pass an employment examination. Examinations may be written, oral or practical, or a combination of all three. In addition, state law requires that all employees and volunteers, who will be working with minors, provide proof of negative tuberculosis testing. All other employees will be encouraged to have this test prior to beginning work. The State of California Office of Safety and Health

Administration (CAL OSHA) requires the district to make available the Hepatitis B vaccine and vaccination series and post-exposure follow-up, at an accredited laboratory, to all employees who have occupational exposure to blood or other potentially infectious materials.

- D. Must be willing to be drug tested and submit to random drug testing.

2031

Physical Qualifications and Requirements

- A. Applicants for full-time positions will be required to undergo a physical examination, the costs to be paid by the District.

- B. Applicants for positions will be required to undergo a physical examination if the position for which they are applying has been designated in the job description as requiring a physical examination due to the nature of work required.

Note: A physical examination will be required for ~~part-time~~ seasonal positions that involve heavy or repetitive lifting, bending, stooping, pushing, pulling, carrying, twisting or climbing, i.e. grounds maintenance positions, custodial or security positions.

2100

PROCEDURES FOR EMPLOYMENT

2100-2106

2101

District Administrator Position

2102

Directors of Recreation and Marketing, Parks, and Administrative Service Positions

2103

All Other Employees

2104

Probationary Period

A. Purpose

B. Supervisor's Responsibilities

C. Termination by Either Party

2105

Letter of Employment or Promotion

2106

Exit Interviews

2100 PROCEDURES FOR EMPLOYMENT

2101 District Administrator Position

This position is hired by the Board of Supervisors under terms of a negotiated contract. Applicants shall be recruited, screened, and interviewed by a committee of the Board or a staff committee designated by the Board. The Board shall then submit names of the potential candidates to the Third District Supervisor for consideration of employment. The Supervisor shall submit the name(s) of the successful candidate to the Board of Supervisors for consideration of approval.

2102 Recreation Managers and Marketing, Parks, and Administrative Service Positions

The District Administrator shall seek, screen, interview, and select candidates for these positions and shall select one of the three top applicants for employment.

2103 All Other Employees

The District Administrator has the authority to hire all other employees. This hiring authority may be delegated to division heads, as appropriate.

2014 Probationary Period

A. Purpose

The purpose of a probationary period is to provide the staff member and the supervisor a means by which to evaluate the work situation.

A one-year probationary period is required upon initial employment as a full-time (exempt or nonexempt) or ~~regular part-time~~ employee. During this time, the person determines whether the position meets his/her expectations, and the supervisor determines whether the person has the knowledge, skills, and abilities to perform the job satisfactorily. The probationary period is a time for open communication by both parties about what is going well and what needs improvement.

A probationary period applies also to current full-time staff members who transfer into new positions within the District.

B. Supervisor's Responsibilities

During the probationary period, the supervisor should carefully evaluate the staff member's performance, attitude, and potential for success in the job. This should include:

1. Explaining the purpose of the probationary period to the staff member on the staff member's first day of work.
2. Explaining the expectations regarding performance in the new position, and
3. Provide training which covers the specific duties and responsibilities of the position.

Supervisors should not expect 100 percent efficiency in the job during the first three to six months of the job, but rather should look for a demonstrated capacity to perform the job eventually. Supervisors shall be expected to offer feedback on work performance at regular intervals during the probationary period through informal performance reviews and a formal review at its conclusion.

Approximately 30 days before the expiration of the probationary period, the supervisor shall meet with the staff member to discuss performance and determine whether the staff member is performing satisfactorily.

C. Termination by Either Party

If the staff member proves unsuitable for the position, employment should be terminated prior to end of the probationary period.

If the employee and the supervisor cannot resolve some area of dissatisfaction during the probationary period, either party may terminate the employment relationship without prior notice. For example, if the person decides to resign during the probationary period, he/she is not required to provide notice. A Recreation Manager and Supervisor may dismiss a staff member after consulting the District Administrator and/or County Counsel during the probationary period and submit a letter of termination with the final timesheet to the Administrative Services Manager with notice of the final date for payroll purposes.

2105

Letter of Employment or Promotion

All new employees or newly promoted employees, or employees who have earned or received a change in work status, shall receive from their immediate supervisor a letter of understanding stating the effective date of employment or promotion, the job title, the salary, and fringe benefits provided, and the evaluation date, the length of probation and the anticipated evaluation date.

2106

Exit Interviews

An exit interview shall be conducted on or shortly prior to an employee's final day of work for the employee to return district property, debrief work assignments, and determine whether an employee is eligible for rehire.

<u>2200.1</u>	<u>Full-Time Employees</u>
<u>2200.2</u>	<u>Exempt Status</u>
<u>2200.4</u>	<u>Seasonal</u>

(Revised 06/06)

2200.1 Full-Time Employees

An employee normally paid for 80 hours of work per pay period or 2,080 hours per year. Such employees are entitled to all employee benefits.

2200.2 Exempt Status*(Revised 06/06)*

In accordance with Federal Labor Standards Act (FLSA) and California Labor Code and Government Code guidelines, the District Administrator and Recreation Managers shall determine whether full-time positions in this classification qualify as exempt or non-exempt.

It is expected that exempt employees will be available during the normal workday. An exempt employee's salary, which is intended to cover the amount of time required to perform the job, is not determined by the specific number of hours worked. An exempt employee is "exempt" from overtime liability regulations and shall not receive overtime pay for hours worked in excess of 40 hours per week. Any hours worked in excess of 40 hours per week shall not be considered or recorded as compensating time off, and, therefore, exempt employees are only required to report leave, not time worked.

Leave is to be recorded only when the employee uses leave in half- or full-day increments. Half-day increments are defined as four-hour blocks of time.

This policy is predicated on the belief that exempt employees will not persistently abuse the opportunity provided by this policy related to time away from work by regularly taking less than a half-day of time to avoid using vacation or sick leave. If it can be substantiated that persistent time away from work compromises their ability to complete the duties and responsibilities of the position, the supervisor 1) shall offer counsel; 2) may direct that they find other means to handle their personal matters; and 3) has the responsibility to disallow similar time in the future, based on job requirements.

Employees shall notify the supervisor by the most optimum means possible (telephone, e-mail, or other electronic device) prior to taking the time allowed by this policy, and the anticipated time of return. Exempt employees who abuse the procedures may be required to seek written approval for absences, although it need not be reported as leave.

Positions in this classification include:

Office Assistant (Administrative Division)

RS II Receptionist (Community Center)

RS III Preschool Instructor, Recreation Services Coordinators, and Senior Program Coordinator (Community Center)

PM I Park Maintenance Worker I

PM II Park Maintenance Worker II

Specialist Planning & Facilities Specialist

2200.4

Seasonal

A seasonal employee is hired to work intermittently and is not entitled to employee benefits.

JOB DESCRIPTIONS

A job description shall be written for each position and shall include the job title, qualification requirements, essential functions, physical requirements, any special requirements and a description of the duties to be performed.

All job descriptions are to be approved by the District Administrator and placed on file in the District Office, with a copy placed in an electronic file with a copy placed in the employee's personnel file and a copy given to the employee at the time of employment.

ORIENTATION

Purpose: To insure those Board members and other employees, new or returning, are made aware of all District policies and procedures relating to the position for which they are hired.

A. Board Members

Initial orientation shall be provided by the District Administrator who may delegate areas of the orientation process to the Chairperson, other Board members, or staff.

Each new Board member shall be provided with various District documents, including, but not limited to, the following: a Policies and Procedures Manual; the Master Plan; the budget; copies of minutes of meetings for the past 12 months; a copy of the most recent Board meeting packet (material presented to Board members in preparation for the next meeting); the most current engineers report; a Conflict of Interest Form; an Income Tax Withholding Form; copies of relevant sections of the Brown Act; and the most recent Recreation Guide. A Board Member Checklist is to be completed by the Chairperson or the person delegated to provide the orientation.

B. District Administrator

Initial orientation shall be provided by the outgoing District Administrator, Chairperson and Division Directors. Orientation will be discussed at the Board meeting preceding such orientation and, after an initial meeting with the District Administrator; the Chairperson may delegate areas of the orientation to other Board members or staff members.

C. Division Directors and Other Employees

The District Administrator is responsible for the orientation of the head of each division. Each division head is accountable for the orientation of employees within that division. The responsibility for the actual orientation may be delegated.

The orientation shall include but not be limited to the following:

1. All employees shall be provided with a copy of the job description.
2. The person assigned to the orientation of the employee shall review all pertinent sections of the policy manual relating to the job responsibilities with the employee, who shall have access to an electronic copy.
3. The person charged with the responsibility for orientation of the new employee is to complete a New Employee Orientation Procedures Form, review each item on the list, and answer any additional questions regarding the job. The form is to be signed by both parties certifying that the employee has been properly informed concerning each item applicable to the position.

The checklist will be placed in the employee's personnel file.

DRESS POLICYA. Personal Appearance

All District employees are expected to present a clean and well-groomed appearance at all times unless the type of assigned work or activity does not allow for such compliance. *See Sec. 8230 regarding use of Safety equipment/Protective clothing when required by the work assignment.*

B. District-Wide Dress Policy and Appearance Standard

The District's dress code and mandatory uniform policies are adopted in an effort to create an image of trust and credibility and a productive work environment by addressing issues of health and safety, free of potential disturbances or controversy.

Dress code violations shall be addressed first through the employee's immediate supervisor. The employee shall be provided with an explanation of the specific violation and a means to resolve the issue, including being allowed sufficient time to leave the office in order to change clothes and return appropriately attired. Habitual violations may result in official reprimand and/or dismissal.

Safety Standards

All established safety standards and/or regulations are to be observed at all times. If there is doubt about whether an article of clothing, jewelry, or hair length is hazardous to the safety of the employee, coworkers, or the participants in activities or programs, the division head shall be consulted for a determination.

The District has wide latitude to set policy regarding its employees' personal appearance and grooming standards. District employees shall maintain a neat, professional appearance, appropriate to their assigned duties in serving the community. Dress and appearance that may be perceived by the public as inappropriate shall not be worn or exhibited. Management staff shall determine appropriateness of the dress or appearance, with the final authority vested with the District Administrator. Employees are expected to:

- (1) Wear uniforms, staff shirts or nametags (if applicable) during specified times, unless excused by a supervisor.
- (2) Wear safe and appropriate footwear for the program, class, activity, or work assignment. Bare feet are prohibited, and depending on the program, class, activity or work assignment, sandals, flats, or flip flops may not be worn.
- (3) Remove sunglasses/protective eyewear while conversing with parents, participants or any members of the public.
- (4) Remove caps or hats when indoors. All headgear shall be worn as they were intended; e.g., baseball caps shall be worn with the front facing forward.

Listed below are the minimum acceptable standards for District employees.

Condition of Clothing All clothing should be clean, neat, modest, properly fitted, and appropriate for the occasion.

Grooming All employees are expected to maintain high standards of grooming and personal hygiene.

Hair shall be clean and neat in appearance, suitable for the work environment.

Excessive use of **perfume** or cologne, or other fragrance that can be intrusive to coworkers or participants, or may cause allergic reaction, shall not be permitted.

Male employees must be clean-shaven or have neatly trimmed **facial hair**.

Excessive, distracting **makeup** is inappropriate.

While tattoos and piercings may be examples of employee self-expression, they generally are not recognized as indications of religious or racial expression and, therefore, are not protected under federal discrimination laws. Supervisors shall counsel employees that **tattoos** are to be covered, whenever possible, by clothing (or band-aids, spray-on concealing makeup or other type of device).

Jewelry may be worn when it does not conflict with job safety and is not distracting to others. No areas of the body with body piercing jewelry, other than the ear, shall be visible during work hours. Any body jewelry that may be construed (in the opinion of the supervisor) by a member of the public as inappropriate shall be removed if they can be visible during work hours

Slogans/Logos No clothing may be worn that projects a negative image, represents a conflict of interest, or otherwise is contrary to the best interests of the District. Examples may include products or events or individuals or groups with controversial slogans; products that are contrary to the District's wellness standards, i.e., alcoholic beverages, cigarettes, products that represent or advertise firearms, or other weapons; or products or events or individuals or groups that create an uncomfortable, controversial, or offensive image to the public. If there is doubt about whether an article of clothing is contrary to policy, the District Administrator shall be consulted for a determination.

The District shall accommodate exceptions to this policy if the employee can establish that it would violate the employee's religious or cultural beliefs. However, if the District can show that the accommodation would be an undue hardship, such as if the employee's manner of dress creates a safety concern, allowances may not be made.

Examples of Unacceptable Attire The list below is to be used as a reference when discussing and applying the District's dress policy with employees and is not intended to be all inclusive.

- Torn, patched/faded clothing
- Muscle shirts, halter tops, tube tops, spaghetti strap tops, or other tops defined as skimpy; thick-strapped tank tops may be acceptable

- Any underwear used as outerwear; discreet camisoles may be acceptable, however, visible bra straps or lingerie are not
- Shirts or dresses scooped out at the neck and shoulders
- Shirts or dresses with necklines that show cleavage
- Sheer clothing or those that (or might, with normal body movement) show excessive amounts of skin
- Shirts and blouses that do not cover one's midriff, back, sides, and all undergarments
- Strapless sun dresses, backless dresses, short miniskirts
- Shorts briefer than mid-thigh, spandex shorts, running shorts or low rider shorts
- Long, fake or offensively colored or decorated fingernails
- Cutoffs, defined as pants or shorts that have been ripped along the bottom
- Shirts with slogans (other than those issued by the district), large-letter advertising, offensive language or pictures
- Spandex-type pants, baggy pants, sagging pants
- Any clothing, including trousers, pants or shorts, that do not cover undergarments, including boxer shorts
- Low-rise pants or shorts that allow a view of the buttocks
- Clothing must be the appropriate size, with the waist of the garment worn as designed, unless a low waist is of the appropriate size and style

Neat and clean sweat suits/warm-up suits, sweat pants may be acceptable, depending on activity.

2600

SALARIES AND WAGES

2600-2699

<u>2600.1</u>	<u>Salary Adjustments</u>
<u>2601</u>	<u>Compensation for After Hour Response to Emergencies</u>
<u>2602</u>	<u>Cost of Living Adjustment (COLA)</u>
<u>2603</u>	<u>Payroll Errors</u>

The District shall pay salaries that:

- A. Enable it to recruit qualified employees in each position;
- B. Encourage competent employees to remain with the District;
- C. Are generally comparable with those in other similar governmental agencies;
- D. Recognize differences in job skills, difficulties, and responsibilities within an occupational group;
- E. Provide incentives for employee work performance

Market data and internal job relationships are major considerations that govern how the District determines appropriate salary levels. The District will consider salaries paid within its recruitment area for comparable positions; however, if necessary, it may use broader labor market area for certain professional, technical and administrative classes. Current District salaries bear logical relationships to one another and reflect lines of authority, as well as differences of responsibility and the amount and variety of skill and specialized knowledge required.

The District's integrated salary schedule provides uniform differentials between steps and ranges. The schedule allows across the board increases for all classes of employment on a percentage basis, which preserves the relative amount of distinction between classes at different levels of responsibility. The District will conduct periodic surveys to determine whether salaries are generally in line with prevailing practices.

Salary increases related to cost of living allowances (COLAS) (*See Sec. 2602 regarding Cost of Living Adjustments*) will be considered by the Board during the annual budget preparation process.

2600.1

Salary Adjustments

A. Full Time Employees

1. Salary Ranges and Classes

The salary range is established on the basis of comparative data for benchmark classes (key positions that others can be logically placed above, below, or equal to; that perform a clearly recognizable type of work at a well-defined level of responsibility; and for which counterparts can be found in other similar agencies).

From time to time, it may become necessary, for purposes of equity, to reassign individual classes from the established salary range due to changes for that type of employment in similar agencies. Changes in salary ranges are not intended to recognize quality of performance, length of service, or a desire for higher wages or increased prestige on the part of an employee.

2. Class Adjustments

If the duties of a position are consistent with a particular class, the position should not be assigned to a new or existing class at a higher range because the salary of the appropriate class is considered inadequate. If the salary is inadequate for one position in one class, it is equally inadequate for all positions in that class,

and the class should be moved to a new salary range consistent with prevailing wage levels.

Should it become necessary to move a class from its established salary range to a higher range due to changes in prevailing wage levels, all employees whose positions are allocated to the class should be adjusted to the corresponding step in the new range.

3. Promotions

When an employee is promoted (that is, reassigned to a position in a class with a higher maximum salary than the previous class), the salary should be adjusted to the minimum step of the new range. If, however, that minimum step is lower than the existing salary, the employee should be assigned to a step in the new range that is at least five percent more than the existing salary.

4. Salary Steps

The steps within a salary range are designed to make possible periodic salary increases up to the maximum step. The employee's advancement through the steps is intended to serve as recognition of the increased proficiency that comes with experience, and to provide an incentive for competent employees to remain with the District. Advancements may be granted at prescribed intervals upon the favorable recommendation of the supervisor or division head until the top of the salary range is reached. These movements shall relate only to the individual employee and not the class or job.

New employees are usually hired at the first step of the appropriate salary range; however, exceptions may be made if recruitment difficulties are encountered or a person with unusually high qualifications is being considered.

B. Seasonal Employees

Salaries for those in this category are not subject to the same longevity considerations as those in other categories, as these positions are considered transitory and subject to dismissal, at will, by the district, with or without cause.

C. District Administrator

The District Administrators' salary is established by contract and approved by the Board of Supervisors. Approval of all other adjustments, for staff is vested with the District Administrator on approval of the annual budget.

D. Advice and Counsel

If relevant information required to make a salary decision is not covered under this section, the District may conduct a salary study by a consultant selected through a Request For Proposal process.

2601

Compensation for After Hour Response to Emergencies

Designated employees, when called after work hours by the County of Sacramento operator or a representative of the district's alarm system company, shall respond to a park or building emergency

With the exception of exempt employees, when asked to respond to emergency situations on evenings, weekends or holidays, employees shall choose to receive a flat rate of \$50 per response, or to take reasonable time off, commensurate with the amount of time spent to respond to the emergency (a minimum of two hours), for personal use during normal working hours without loss of compensation.

The employee's immediate supervisor shall notify the Office Manager when salary compensation is warranted. The compensation will be added to the employee's next regular paycheck, and is subject to all regular deductions.

2602

Cost of Living Adjustment (COLA)

The Cost Of Living Adjustment is designed to measure the increase in living costs from year to year. Management staff will consider proposed COLAs for District staff for the Board subject to approval during the annual preliminary budget adoption process using one or more of the following criteria to determine the percentage increase:

- The San Francisco region California Consumer Price Index; and/or
- The percentage increases that similar recreation and park agencies are providing their employees; and/or
- The percentage that the County Human Resources Department is providing its unrepresented employee group (the District can be considered as part of the unrepresented group when determining cost of living adjustments).

After receipt from the County of the year-end District fund balance, the final budget may be adjusted to retain or deny the proposed adjustment.

The COLA will take effect, retroactive to July 1, pending the approval by the Board of Supervisors in September.

2603

Payroll Errors

This policy applies when the Director of Administrative Services or Office Manager determines that an error has been made in an employee's base salary, overtime cash payment, paid leave accruals, balances, usage, or for medical or life insurance premiums. In such cases, the District shall, for the purposes of future compensation, adjust such compensation to the correct amount. The Director of Administrative Services or Office Manager shall give the employee written notice of the error.

As used in this section:

- A. "Base Salary" means the biweekly rate of pay, including special pay allowances and differentials, but excluding overtime cash payment.
- B. "Overtime" means authorized pay for working in excess of forty (40) hours per week.
- C. "Paid leave" means vacation, sick leave, compensating time off and all other types of authorized leave with pay.
- D. "Overpayment" means any cash or leave (balance, usage or accruals) that has been overpaid or over credited to an employee regardless of the reason, including but not limited to administrative, clerical or system errors.

- E. “Underpayment” means any cash or leave (balance, usage or accruals) that has been underpaid or under credited to an employee regardless of the reason, including but not limited to administrative, clerical or system errors.

If the error has resulted in an overpayment the employee shall reimburse the district in the amount which has occurred within one (1) year prior to the date of the Director of Administrative Services of Office Managers initial written notice to the employee.

If the error was an underpayment, the employee will be properly compensated by the district in the amount which has occurred within one (1) year prior to the date of the Director of Administrative Services of Office Managers initial written notice to the employee.

- A. In the case of overpayment, reimbursement of the overpayment shall be made through one (1) or a combination of the following methods:

* In cash payment(s) mutually agreed to by the employee and the District

* In case of over-crediting of paid leave accruals, balances, or usage, a one-time-only leave adjustment to vacation, equivalent to the dollar amount of overpayment (sick leave may not be used unless the overpayment involved the use of sick leave). If the balances are not sufficient to cover the overpayment, payroll deductions of the overpayment from the employee’s future salary shall be made in installments until the overpayment is fully reimbursed; or the employee may make single cash payment. A charge against future accruals shall not be permitted.

* Installments through payroll deduction to cover the same number of pay period over which the error occurred. If the installments exceed ten percent (10%) of the employee’s base salary (including incentives, et cetera), lower deductions may be made providing the lower deduction is at least ten percent (10%) of the employee’s base salary including incentives, et cetera.

- B. An employee whose employment terminated prior to full reimbursement of an overpayment shall have withheld from any salary owing the employee upon termination an amount sufficient to provide full reimbursement. If that amount is not sufficient to provide full reimbursement, the District shall have the right to exercise other legal means to recover the additional amount owed.
- C. For any amount of overpayment or underpayment for a period earlier than one year prior to the date of initial written notice to the employee shall be deemed waived and not reimbursable.
- D. In case of the underpayment the District will expedite reimbursement to the employee via an in-lieu warrant, a gross pay adjustment, or a leave balance adjustment, whichever applies and is most appropriate.

The provisions of this section do not apply to grievance disputes which contend that the District has underpaid by misapplying or incorrectly interpreting the

terms of this or any previous agreement. The time limits for filing and processing of any grievance shall not be deemed to be excused, extended or otherwise modified by the provisions of this section.

Updated December 2012

<u>2700</u>	<u>BENEFITS</u>	<u>2700-2799</u>
<u>2701</u>	<u>Retirement</u>	
<u>2702</u>	<u>Group Insurance</u>	
	<u>2702.1</u>	<u>Supplemental Plans</u>
<u>2703</u>	<u>Reserved</u>	
<u>2704</u>	<u>Vacation</u>	
	<u>2704.1</u>	<u>Vacation - Full-Time Employees</u>
	<u>2704.2</u>	<u>Reserved</u>
	<u>2704.3</u>	<u>Application for Vacation</u>
	<u>2704.4</u>	<u>Maximum Vacation Full-Time Employees</u>
	<u>2704.5</u>	<u>Reserved</u>
	<u>2704.6</u>	<u>Unused Vacation</u>
<u>2705</u>	<u>Sick Leave</u>	
	<u>2705.1</u>	<u>Accrual Full-Time Employees</u>
	<u>2705.2</u>	<u>Use of Sick Leave</u>
	<u>2705.3</u>	<u>Extended Catastrophic Leave</u>
	<u>2705.4</u>	<u>Reserved</u>
	<u>2705.5</u>	<u>Accrual-Seasonal and Part Time Employees</u>
	<u>2705.6</u>	<u>Transfer of Sick Leave Between Employees</u>
	<u>2705.7</u>	<u>Family and Medical Leave Act of 1993 (FMLA)</u>
<u>2706</u>	<u>Workers Compensation Insurance</u>	
	<u>2706.1</u>	<u>Wellness Incentive Program</u>
<u>2707</u>	<u>Bereavement Leave Regular Full-Time and Regular Part-time Employees</u>	
<u>2708</u>	<u>Special Leave of Absence</u>	
<u>2709</u>	<u>Holidays</u>	
	<u>2709.1</u>	<u>Religious Holidays</u>
<u>2710</u>	<u>California State Disability Insurance (SDI)</u>	
	<u>2710.1</u>	<u>Reserved</u>
	<u>2710.2</u>	<u>Continuation of Employee Insurance and Retirement Coverage</u>
	<u>2710.3</u>	<u>Temporary Replacement of Employee</u>
<u>2711</u>	<u>Jury Duty Leave</u>	
<u>2712</u>	<u>Military Leave</u>	

(Approved August 11, 2015)

2700

BENEFITS

Full-time employees participate in the Sacramento County Employee Benefits Program. The Director of Administrative Services is responsible for administering the employee benefits program.

2701

Retirement

The District is a member of the Sacramento County Employees Retirement System (SCERS). The full-time employee and the District contribute to the retirement fund by a percentage factor determined annually by the Sacramento County Employee Retirement Fund Board, as approved by the Board of Supervisors.

2702

Group Insurance

A. Medical, Dental and Vision

Full-time employees are eligible to participate in one of the programs offered by the County to its employees.

B. Life Insurance

A basic limited plan is paid by the District for full-time employees. Higher options are available to full-time employees at their expense.

2702.1

Supplemental Plans

A. Long-Term Disability

This benefit is available for ~~regular~~ full-time and ~~regular part-time~~ employees, at their own expense.

B. Deferred Compensation Plan

This Public or Section 501 Tax-Exempt Employer Deferred Compensation Plan is offered to full-time employees, pursuant to Sec. 457 of the Internal Revenue Code. Employees bear the full cost of the plan.

2703

Reserved

2704

Vacation

It is in the District's best interest for supervisors to ensure that eligible employees take regular vacations.

Request for Leave

Employees accumulate sick time and vacation leave in accordance with District policy.

The employee's supervisor may approve vacation with notice, provided sufficient leave has been accrued and the needs of the District are considered. Unforeseen situations will be handled by the District Administrator.

2704.1

Vacation Full-Time Employees

A. Accrual

1st through 3rd year of service:	13 days per year
4th through 15th year of service:	18 days per year
After 15 years of service:	23 days per year

Full-Time employees may not accrue more than 320 hours of vacation time. Vacation time shall cease to accrue when the maximum hours have

been reached, and any vacation time taken shall be deducted from the 320 hours accrued.

B. Requests for Vacation

Requests for vacation should be made not less than three days prior to the effective date. Unforeseen situations will be resolved by the Supervisor. All requests for vacation must be approved by the employee's immediate supervisor and added to the "Scheduled Leave" calendar.

C. Unused Vacation

Unused vacation time will be paid to employee upon separation from employment.

2704.2 Reserved

2705 Sick Leave

2705.1 Accrual-Regular Full-Time Employees

Full-Time Employees accrue sick leave at the rate of ten (10) hours per month (15 workdays per year).

Limitations/Disposition

There are no limitations for accrual of sick leave for full-time employees. Those who have unused sick leave at the time of retirement will have those hours added to the total period of service for the computation of retirement benefits.

Termination prior to retirement will result in forfeiture of accrued hours.

2705.2 Use of Sick Leave

Sick leave may be used for such reasons as personal injury or illness; caring for a sick or injured spouse, child, or other close relative; and medical or dental appointments.

For maternity leave see Sec 2710.

It is the responsibility of the employee, in cases of illness, to notify his/her immediate supervisor of their illness no later than 15 minutes past the starting time of the employee's designated workday. If unable to contact his/her supervisor, the employee must notify their workplace. Failure to comply with the above procedure may result in disciplinary action.

A doctor's certificate may be required after a three day leave of absence *or* as required by their supervisor.

2705.3 Extended Catastrophic Leave

Any full-time employee who exhausts sick leave benefits may ask the District Administrator to request the Board to grant an additional paid/or unpaid leave of absence. In no case will more than 30 days paid additional leave be granted. Consideration will be based on, but not limited to, the following factors: length of service, work performance, and past sick leave usage.

2705.4

Reserved

2705.5

Front Load-Seasonal and Part-Time Employees *(Approved August 11, 2015)*

Mission Oaks Recreation and Park District will provide seasonal and part-time employees paid sick leave in accordance to AB 1522- Healthy Workplace Healthy Family Act of 2014.

Current Seasonal and Part-Time employees will receive 24 hours of sick leave to use starting July 1, 2015. This will not affect Full Time employees or Regular Part Time employees.

Current employees and employees hired after July 1, 2015 will receive 24 hours of sick leave upon hire. Sick leave will be available to use after working for 30 days and after the 90th day of employment.

Paid sick leave is available only for days on which you would have been scheduled to work.

The District requires the use of at least a minimum of one hour of leave when time is taken.

The District limits the amount of paid sick leave a part-time employee may use in one year to 24 hours. Sick leave will be capped at 24 hours.

Each employee may use accrued sick leave, up to half the time accrued per anniversary date, as kin care leave, to care for sick immediate-family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

- A “child” means a biological, adopted, or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.
- A “parent” means a biological, foster, or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered “parents for purposes of this division.
- The term “spouse” is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.
- In order to receive compensation while on sick leave, the employee, in cases of illness, must notify his/her immediate supervisor of their illness no later than 15 minutes past the starting time of the employee's designated workday. If unable to contact his/her supervisor, the employee must notify their workplace. Failure to comply with the above procedure may result in disciplinary action.
- A doctor’s certificate may be required after a three day leave of absence *or* as required by their supervisor.

Limitations/Disposition- Seasonal and Part-Time Employees

Unused sick leave will be forfeited at the time the employee leaves District employment.

Under no circumstances will unused paid sick leave be converted to cash or payment of any kind.

2705.6 Transfer of Sick Leave between Employees

The transfer of sick leave from one employee to another may be authorized by the District Administrator in cases of catastrophic illnesses and illnesses, medical treatment or procedures requiring a prolonged recovery period certified by a competent medical authority.

The employee benefiting from the transfer of sick leave between employees must first have exhausted all accrued vacation and sick leave benefits before such a transfer may be authorized.

Requests for transfer of sick leave will be prepared and signed by the potential donor and forwarded to the District Administrator for consideration of approval.

2705.7 Family and Medical Leave Act of 1993 (FMLA)

The Act requires covered employers to provide up to 12 weeks of unpaid, job-protected leave, per year (based on a rotating calendar), to eligible employees for certain family medical reasons. Employees are eligible for FMLA if they have worked for at least one year, and for 1,250 hours over the previous twelve (12) months. A complete copy of the FMLA is available for review from the Administrative Services Manager.

2706 Workers Compensation Insurance

The California Association for Parks and Recreation Indemnity (CAPRI), a joint powers authority was created in 1986. To meet the specific needs of insurance coverage's, risk management, safety, and loss prevention services. This program of self-insurance is permitted under Government Code Sections 6500 and 990.8

In return for the payment of premiums as they become due, in reliance upon the statements in the declarations made and subject to the terms and conditions of the Memorandum of Coverage, the Joint Powers Agreement and Bylaws, agrees to provide workers' compensation coverage and employer liability coverage.

This coverage applies to bodily injury by accident or disease, including death resulting therefrom: bodily injury by accident must occur during the coverage period; must be caused or aggravated by the conditions of the employment; and/or the exposure to those conditions causing or aggravating such bodily injury by disease.

- The bodily injury must arise out of and during the injured employee's employment,
- The employment must be necessary or incidental to the District's work in California,
- Injury by accident must occur during the coverage period, and
- Injury by disease must be caused or aggravated by the conditions of employment, the last day of exposure to the conditions causing or aggravating such bodily injury by disease during the coverage period.

2706.1

Wellness Incentive Program

This program will be effective January through December each year. ~~Regular~~ full-time and ~~regular part-time~~ employees who use one (1) workday or less of sick leave in a four (4) month period shall receive a wellness certificate enabling them to take one workday off during the following four (4) month period.

Period 1: January-April

Period 2: May-August

Period 3: September-December

The certificate has no monetary value.

To be eligible to earn sick leave, an employee must work a minimum of 40 hours in each two-week pay period. Employees must have been continuously on the District payroll and eligible to earn and use sick leave during the entire previous four (4) month period.

Employees shall submit a request to their supervisor to use the wellness certificate at least one week prior to the requested date. If not used by December 31st the certificate expires. If an employee leaves District employment the wellness certificate is void.

2707

Bereavement Leave Full-Time Employees

In the event of a death in the immediate family of an employee, that employee will contact their supervisor, who may authorize up to five days of leave with pay. Immediate family may include a child, spouse, parent, grandparent, grandchild, siblings, registered domestic partner, a spouse's immediate family members, foster parents, or relative residing with the employee at the time of death.

These days are not deducted from the employee's sick leave account.

2708

Special Leave of Absence Full-Time Employees

The District Administrator may approve a 30-day leave of absence, without pay, for full-time employees.

Under certain circumstances and when endorsed by the District Administrator and approved by the Board, a leave of absence for up to one year without pay, may be granted for education or training and certain other personal or professional reasons. No sick leave, vacation, or similar benefits will accrue, and group insurance costs shall be paid in full by the employee during this period. Upon returning to work, the employee may apply to purchase retirement benefits that have been lost during such period of leave.

2709

Holidays

The District office and community centers are closed, and employees are allowed the day off in observance of the following holidays, without loss of salary or wages.

New Year's Day, January 1

Martin Luther King's Birthday, 3rd Monday in January

Lincoln's Birthday (observance to coincide with the SJUSD's schedule)

Washington's Birthday (observance to coincide with the SJUSD's schedule)

Memorial Day, Last Monday in May
Independence Day, July 4
Labor Day, 1st Monday in September
Personal holiday, ~~Regular Full-Time and Regular Part-Time~~ Employee's choice (formerly Columbus Day)
Veteran's Day, November 11
Thanksgiving Day, 4th Thursday in November
Extended Thanksgiving Holiday, Friday following the holiday
Christmas Day, December 25
Personal holiday, Full-Time Employee's Choice

If a holiday falls on a Sunday, it is observed the next day; if it falls on a Saturday, it is observed the preceding Friday.

The Board has approved closure of the District Office and community centers during the Christmas and New Year's holidays, beginning Christmas Eve and ending New Year's Day. Employees have the option of taking vacation or taking time off without pay. If their duties require them to work during this week, employees will work with their supervisor to set a schedule.

At times, it may be in the best interest of the District for ~~regular part-time~~ employees to work on a holiday. In this event, employees will be paid their regular wage for each hour worked for the first eight hours and will receive a comparable number of hours added to their vacation accrual.

If employees are not scheduled to work the official holiday, they will receive an amount of paid time off, comparable to their regular daily shift.

Employees will document the number of hours worked on their timesheet.

2709.1

Religious Holidays

Full-time employees may be granted vacation to observe religious holidays. If all leave has been exhausted, the employee may be granted leave without pay.

2710

California State Disability Insurance (SDI)

It is the Districts policy to adhere to State mandated programs as required by the State of California.

An employee who is disabled because of pregnancy, childbirth, or a related medical condition is entitled to an unpaid pregnancy disability leave for up to 4 months.

1. Notice and Certification Requirements

a. Requests for pregnancy disability leave must be submitted in writing and must be approved by the employee's supervisor or Recreation Manager before the leave begins. The request must be supported by a written certification from the attending physician stating that the employee is disabled from working by pregnancy, childbirth, or a related medical condition. The certification must state the expected duration of the disability and the expected date of return to work.

b. All leaves must be confirmed in writing, have an agreed-upon specific date of return, and be submitted to the Recreation Manager prior to being taken. Requests for an extension of leave must be submitted in writing to the Recreation Manager prior to the agreed date of return and must be supported by a written certification of the attending physician that the employee continues to be disabled by pregnancy, childbirth, or a related medical condition.

2. Compensation during Leave

Pregnancy disability leaves are without pay. However, the employee may first use accrued sick leave, vacation leave, and then any other accrued paid time off during the leave.

3. Benefits during Leave for Full-Time Employees

a. An employee on pregnancy disability leave may receive any group health insurance coverage that was provided before the leave on the same terms as provided to other employees who become disabled off-duty, if: 1) the employee is eligible for concurrent family medical leave; and 2) the employee has not already exhausted this 12-week group health insurance coverage benefit in the current family medical leave eligibility period. The District may recover premiums it paid to maintain health coverage, as provided by the family and medical leave laws, if an employee does not return to work following pregnancy disability leave.

b. An employee on pregnancy disability leave who is not eligible to receive group health insurance coverage as described above, may receive health insurance coverage in conjunction with COBRA guidelines by making monthly premium payments to the District.

c. Sick and Vacation Leave Accrual: Sick leave and vacation leave do not accrue while an employee is on unpaid pregnancy disability leave.

4. Reinstatement

a. Upon the expiration of pregnancy leave and the District's receipt of a written statement from the health care provider that the employee is fit to return to duty, the employee will be reinstated to her original or an equivalent position, so long as it was not eliminated for a legitimate business reason during the leave.

b. If the employee's original position is no longer available, the employee will be assigned to an open position that is substantially similar in job content, status, pay, promotional opportunities, and geographic location as the employee's original position.

c. If upon return from leave an employee is unable to perform the essential functions of her job because of a physical or mental disability, the District will initiate an interactive process with the employee to identify a potential reasonable accommodation.

d. An employee who fails to return to work after the termination of her leave loses her reinstatement rights.

2710.1 Reserved

2710.2 Continuation of Employee Insurance and Retirement Coverage

During leave not covered by FMLA, SDI and CFRA the insurance coverage (medical, life, and dental) will expire unless the premiums are paid by the employee during the period of approved leave of absence without pay. It is the employee's responsibility to contact the County Benefits Office to arrange for such payments.

The County Benefits Office will not authorize self-payments of any insurance premiums unless provided with a copy of the approved leave of absence. In no case is insurance coverage available to employees in an unauthorized leave status.

2710.3

Temporary Replacement of Employee.

When the absence of the employee is for medical or job-related educational absence, the District may authorize a temporary replacement for the full duration of absence.

2711

Jury Duty Leave

Full-Time Employees

If employees waive the daily fees paid for jury service or turns them over to the District, regular pay is continued during jury duty. If vacation is used, jury fees need not be waived or paid to the District. Employees are entitled to keep the travel expenses paid by the court.

2712

Military Leave

The District Administrator is authorized to grant fourteen (14) days leave, with pay, to those members of the Armed Forces Reserve Program or National Guard for official business required by the military, providing the employee has completed one year of continuous service with the District.

<u>2800</u>	<u>OTHER BENEFITS</u>	<u>2800-2899</u>
<u>2801</u>	<u>Private Vehicle Mileage</u>	
<u>2802</u>	<u>Out of County Travel on Official Business</u>	
<u>2802.1</u>	<u>Lodging</u>	
<u>2802.2</u>	<u>Meals</u>	
<u>2802.3</u>	<u>Transportation</u>	
<u>2802.4</u>	<u>Reimbursable Expenses with Receipts</u>	
<u>2802.5</u>	<u>Reimbursable Expenses without Receipts</u>	
<u>2802.6</u>	<u>Non-Reimbursable Expenses</u>	
<u>2802.7</u>	<u>Optional Events At A Conference</u>	
<u>2803</u>	<u>Reserved</u>	
<u>2804</u>	<u>Travel Advances</u>	
<u>2804.1</u>	<u>Travel Advance Reconciliation</u>	
<u>2804.2</u>	<u>Delinquent Recovery</u>	
<u>2805</u>	<u>Reserved</u>	
<u>2806</u>	<u>Tuition Reimbursement</u>	
<u>2807</u>	<u>Professional Organization Membership</u>	
<u>2808</u>	<u>Credit Union</u>	
<u>2809</u>	<u>Reserved</u>	
<u>2810</u>	<u>Training and Education Programs</u>	
<u>2811</u>	<u>Employee/Family Participation in District Programs and Services</u>	
<u>2811.1</u>	<u>Reduced Fees/Rates for Employees and Board Members and Families</u>	
<u>2811.2</u>	<u>Program Registration/Reservations/Rentals</u>	
<u>2811.3</u>	<u>Restrictions</u>	

2800

OTHER BENEFITS

2801

Private Vehicle Mileage

Employees approved to use privately owned vehicles on and for District business shall be entitled to a mileage allowance for operating expenses, prescribed by the current IRS standard mileage rate. Employees must possess a valid driver’s license, have sufficient public liability and property damage insurance, at least equal to the requirements of the financial responsibility laws of the State of California (Vehicle Code Sec. 16430) and are responsible for maintaining their vehicles in proper repair. The employee is responsible for submitting completed mileage forms within 30 days to the supervisor for processing of payment.

Mileage allowance is not authorized for use of a motorcycle, moped, scooter, or other two-wheeled, motor-driven vehicle.

2802

Out of County Travel on Official Business

The District encourages the use of the I.M.P.A.C. card for all legitimate travel expenses.

Whenever any person in the service of the District is compelled to travel in the performance of his/her duties, he/she shall be reimbursed for his/her actual and necessary expenditures for registration, transportation, lodging, and meals. Reimbursement shall be as prescribed by the County Department of Personnel Management, and in accordance with pertinent subdivisions of this section. Receipts are required for registration, transportation, lodging and meals. Payment for expenses over amounts consistent with the county policy must be authorized by the District Administrator, subject to approval by the Board.

2802.1

Lodging

Reimbursement for the cost of lodging is limited to the actual cost incurred. Generally, such costs should not exceed the maximum federal rate (domestic) or the maximum *Runzheimer* rate (if higher than the IRS rate) excluding tax, per day. The District is not responsible for reimbursement for premium upgrades (ocean views, king-size beds, suites, etc.).

Domestic Per Diem Rates are available through the *Runzheimer Index*.

2802.2

Meals

Reimbursement for meals shall be made only when travel extends for a minimum of six (6) hours during the normal working day. In order to be reimbursed for the cost of meals, travel must begin before the times reflected on the following schedule:

MEAL	TRAVEL BEGINS BEFORE
Breakfast	7am
Lunch	11am
Dinner	5pm

Any combination of meal per diems cannot be combined and used for a single meal.

In addition, the trip must last for a minimum of six (6) hours, ending after 7pm, to qualify for dinner. For purposes of determining eligibility for reimbursement, travel shall be

considered to begin when the traveler departs his/her residence if the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the traveler departs his/her office.

Meals within Sacramento County not included with a conference or meeting will not be reimbursed to the employee.

Current Per Diem meal rates will be maintained by the Director of Administrative Services. All meal reimbursement requests must be accompanied by a receipt. Reimbursement will be the exact cost up to the current per diem rate.

2802.3

Transportation

Normally, travel will be by the most reasonable means available, taking into consideration requirements for reimbursement for meals and lodging and employee time devoted to travel at the expense of performance of other duties.

A. Common Carrier

1. Transportation by common carrier shall be reimbursable at actual cost.
2. Air coach will be used for air travel unless otherwise specifically authorized by the District Administrator.
3. The Employee will be responsible for the redeeming of unused tickets, or portions of unused tickets, vouchers and return funds to the District.
4. Airline tickets may be purchased on a "non-refundable" basis when it is deemed most economical for the District.
5. The Employee's Supervisor may authorize an additional day's lodging if the cost of the economy airline rate justifies an early arrival or a late departure.
6. Charges for any premium upgrades will not be paid by the District.
7. The District will reimburse fees charged for one (1) piece of luggage, additional luggage charges will not be paid by the District.

B. Travel by Private Vehicles

Authorized travel will be reimbursed at the rate per mile prescribed by the current IRS standard mileage rate for business miles driven.

If employees choose to travel by private vehicle, they must possess a valid driver's license and have sufficient public liability and property damage insurance, at least equal to the requirements of the financial responsibility laws of the State of California (Vehicle Code Sec. 16430).

2802.4

Reimbursable Expenses with Receipts

While traveling on official District business, the following expenses are reimbursable at actual cost upon presentation of original receipts:

- A. Necessary taxicab, shuttle transportation or bridge tolls as stated in the *Runzheimer Index*.
- B. Conference or seminar registration fees and associated tapes, reports, etc., which can be shown to be of significant value to the participant in his/her work for the District.
- C. Parking fees.
- D. Postage.
- E. Other expenses may be approved based on a review of the circumstances.

2802.5 Reimbursable Expenses without Receipts

While traveling on official District business, the following expenses are reimbursable at actual cost, without receipts:

- A. Metered parking and parking in unattended lots (maximum of \$6 per travel day).
- B. Bay Area Rapid Transit (BART) fares (fee schedule must be attached to final travel reimbursement request).
- C. Shuttle transportation from the destination airport to the hotel on the date of arrival will be reimbursed at \$15 per event. Shuttle transportation from the hotel to the destination airport on the date of departure will be reimbursed at \$15. Destination cities that are included in the *Runzheimer Index* will be reimbursed at the current published price or the least expensive alternative for shuttle transportation. Amounts in excess of the aforementioned rates will be reimbursed based on actual receipts only.

2802.6 Non-Reimbursable Expenses

- A. Baby-sitting fees
- B. Personal toiletries
- C. Personal care expenses
- D. Traffic fines or parking tickets
- E. Hotel luxury upgrades
- F. Expenses associated with a non-employee who accompanies the employee on official business
- G. Alcoholic beverages

2802.7 Optional Events At A Conference

The District will pay for all events included in a conference registration fee. Where a conference includes other optional events at an additional cost, the Employee must be able to justify the business relationship of the event. Networking with other attendees is not a valid business relationship. Where an optional event is not business-related and includes a meal, the traveler can be reimbursed up to the maximum meal reimbursement rate.

Example 1: A conference includes an optional dinner event at a resort with entertainment provided. The cost of the dinner trip is \$50.00. Since there is no business purpose, the employee can request reimbursement for the current maximum meal rate.

Example 2: A conference includes an optional tour of the world famous San Diego Wild Animal Park, with no meal provided. This event is not reimbursable.

Example 3: The conference of Water Quality Officials includes a tour (or a tour and a meal) of the local water treatment plant and a discussion of how the entity has utilized the latest technology. The person traveling works for the County of Sacramento in the water treatment plant. The traveler would submit a statement that this tour was related to his/her job with the County. The cost of this event would be reimbursable to the employee.

2803 Reserved

2804 Travel Advances

The District will pay 100% of registration or conference fees to the conference provider and will consider approval of requests for an advance to the traveler for up to 90 percent of the estimated lodging and meal expenses for official travel. In addition, travel advances may include up to 50 percent of the estimated personal private mileage reimbursement.

2804.1

Advance Reconciliation

Within 10 working days after return from a trip, a traveler must account for all advances pertaining to that trip by submitting all necessary receipts and a completed travel reimbursement request form to the Director of Administrative Services. Any excess of advances over expenses must be refunded immediately by check from the traveler made payable to Mission Oaks Recreation and Park District.

Reimbursement

A travel reimbursement request in the amount of the actual travel expense incurred by the traveler must be forwarded to Accounts Payable to be parked on COMPASS to complete the process.

2804.2

Delinquent Recovery

- A. The Director of Administrative Services is responsible for monitoring outstanding travel advances, and will contact the traveler within 10 working days of return if the traveler has not submitted the necessary receipts and a completed travel reimbursement request form.
- B. Failure to settle outstanding cash advances in a timely manner may result in a delay in reimbursement, and the traveler may be required to pay his/her credit card bill prior to reimbursement.
- C. The Director of Administrative Services shall issue a written memorandum to the traveler when the traveler has not completed the travel reimbursement request form within 11 days.
- D. If an outstanding travel advance has not been recovered within 20 days, after notice, the traveler's Supervisor will notify the employee that travel advance privileges have been revoked and send a copy of this revocation to the District Administrator and a collection process will begin.
- E. Unrecovered advances and/or proceeds from discount, rebate, or premium coupons on transportation tickets, which are considered a monetary benefit to the employee, are reportable to taxing authorities.

2805

Reserved

2806

Tuition Reimbursement

The District subscribes to the concept of reimbursing employees for tuition expenses related to continuing education in the area of specialty, provided approval for such expenditure is made prior to incurring the actual expenditure and funds have been specifically budgeted for that purpose.

2807

Professional Organization Membership

The Board endorses membership and participation in professional organizations and associations that will benefit the District. Funds for membership in such organizations or associations may be approved at the time the budget is adopted.

2808

Credit Union

All employees are eligible to participate in services available through the Sacramento County Employees Credit Union.

2809 Reserved

2810 Training and Education Programs

The District encourages the development of its employees through educational and training programs to increase their value to the District, as well as to enhance their personal growth. Attendance at educational and training programs (i.e., professional conferences, workshops, institutes, etc.) is encouraged to help provide for:

- A. Satisfaction of the District's needs for an effective, efficient, willing, and productive work force
- B. Development of a creative and capable work force readily adaptable and responsive to changes and the needs of the District; and
- C. Satisfaction of the employee's need for personal growth and greater job satisfaction.

Division heads and supervisors shall be responsible for developing in-house training programs for their subordinates. The training will encompass the essential duties to be performed.

2811 Employee/Board member/Families Participation in District Programs and Services

Employees, Board members and families, while exercising appropriate discretion, are welcome to participate in recreation programs and activities offered by the District, with the **exception** of the programs outlined in 2811.3.

2811.1 Reduced Fees/Rates for Employees, Board Members and Families

The Board believes it is in the best interest of the district to encourage full time, ~~regular part-time~~ employees, board members and families to take advantage of the opportunities the district offers for education, new skills, self-improvement, and enjoyment. Therefore, employees, board members and families shall be permitted, while exercising due discretion, to participate in district-sponsored classes/programs/activities and to reserve or rent identified district facilities and equipment that is made available to the public. The fee/rate shall be a cost that is fifty percent of the published fee/rate. This benefit will be extended to employees and board members' spouses and legal partners, children in their custody, and family members living in their household.

District residents will continue to enjoy first priority in registering for district programs and services. Employees, board members and families are subject to the same registration requirements as all other participants and at no time shall receive preferential treatment.

Nothing in this policy, however, will preclude employees, board members and families from participating in priority registration (if applicable and appropriate) and paying the full fee/rate, if so desired.

2811.2 Program Registration and Rental Reservations

a. Limited Enrollment Classes/Programs

Those who wish to enroll in classes/programs that have limited enrollment will be restricted to registering at the discounted fee/rate in accordance with non-resident priority guidelines.

b. Facility Use/Rentals and Reservations

1. Community Centers

The community centers may be reserved four months' in advance. Renters will be responsible for one-half the cost of all fees and charges related to the reservation, and will be required to show proof of insurance or pay the full amount for liability insurance.

2. Picnic Area

Picnic areas may be reserved at the reduced fee with six months notice, except on major holidays or weekends (Easter, Memorial Day, Fourth of July, etc).

Barbecue

The barbecue may be reserved at the reduced fee with a minimum of one-week advance notice, however, not more than one month in advance.

2811.3

Restrictions

Exceptions to this policy include participation in District sponsored trips, tours, special events, cosponsored programs, hot lunch programs, membership fees, Preschool programs, adult sports leagues and all athletic fields.

<u>2901</u>	<u>Hours of Work</u>
<u>2902</u>	<u>Normal Hours</u>
<u>2903</u>	<u>Rest Periods</u>
<u>2904</u>	<u>Lunch Breaks</u>
<u>2905</u>	<u>Time Sheets</u>
<u>2906</u>	<u>Employee Performance Evaluations</u>
<u>2906.1</u>	<u>District Administrator Evaluation</u>
<u>2906.2</u>	<u>Full-Time Employee Evaluations</u>
<u>2906.3</u>	<u>Disputed Evaluations</u>
<u>2906.4</u>	<u>Seasonal Evaluation</u>
<u>2907</u>	<u>Outside Employment</u>
<u>2908</u>	<u>Employee Discipline</u>
<u>2909</u>	<u>Reserved</u>
<u>2910</u>	<u>Reserved</u>
<u>2920</u>	<u>Grievance Rights</u>
<u>2920.1</u>	<u>Prohibition of Sexual Harassment</u>
<u>2921</u>	<u>Appeal - Grievance</u>
<u>2922</u>	<u>Processing of Decision – Finality</u>
<u>2930</u>	<u>Termination and Notice Requirement</u>
<u>2940</u>	<u>Dating in the Workplace</u>
<u>2950</u>	<u>Layoffs</u>
<u>2950.1</u>	<u>Notice of Layoff</u>
<u>2960</u>	<u>Political Activities - Employees</u>
<u>2970</u>	<u>Employee Personnel Files</u>
<u>2970.1</u>	<u>Responsibility for Personnel Files</u>
<u>2970.2</u>	<u>Letters of References</u>
<u>2970.3</u>	<u>Employment Inquiries</u>
<u>2970.4</u>	<u>Responsibility for Current Information</u>
<u>2970.5</u>	<u>Access to Personnel Files</u>
<u>2970.6</u>	<u>Inactive/Retired Personnel Files</u>
<u>2980</u>	<u>Drug-Free Work Safety Program</u>

2900 PERFORMANCE AND RESPONSIBILITIES

2901 Hours of Work

It is the responsibility of each employee to report and be ready for work at the designated time. Each employee is expected to work a full eight (8) hour day and/or forty (40) hours per week, depending upon a schedule approved by the District Administrator.

2902 Normal Hours

The normal business hours for the District are 8am to 5pm. Employees shall be scheduled in accordance with the nature of their work requirements.

2903 Rest Periods

Breaks are intended to provide rest periods during the workday. During an eight-hour shift, two 15-minute breaks are permitted. One break is allowed midway through the first four-hour period and the second, midway through the second four-hour period. Rest periods shall be scheduled in accordance with the nature of the work assignment but, in no case, shall rest periods be scheduled within one hour of the beginning or ending of a work shift or lunch period.

During a four-hour shift, one 15-minute break is permitted midway through the four hour period.

Supervisors may designate where rest periods may be taken. Rest periods begin when the employee stops work, not upon arrival at a location other than the workstation or job site. The rest periods may not be combined to provide a longer break.

2904 Lunch Breaks

Lunch breaks shall be scheduled in the middle of the employee's work shift and shall not exceed one hour.

Lunch breaks begin when the employee stops work and ends when the employee returns to work.

An employee working no more than a six-hour shift may sign a waiver waiving their lunch break. Any shift that is over 6 hours requires a lunch break to be taken.

2905 Time Sheets

All personnel are required to accurately prepare and submit a time sheet to their immediate supervisors for approval and signature. The time sheets are due no later than the Monday following the payday (every two weeks). The employee's supervisor has the responsibility of verifying each submittal as to actual time worked and will share accountability (with the employee) for the accuracy of the report. The supervisors are to submit the time sheets to the Office Manager, or their designee once approved. Supervisors will submit their own timesheets to Recreation Manager Division Directors, and the Recreation Manager Division Directors will submit their timesheets to the District Administrator for approval, after which they will be submitted to the Administrative Services Office Manager or their designee, who will review them and verify the amounts of accrued leave.

Time sheets shall be maintained on file in the District Office.

2906

Employee Performance Evaluations

Work performance is periodically appraised and reported by the employee's supervisor. The appraisal is used primarily for employee development, to commend and further develop the employee's strong points, to counsel on weak points, and determine whether the continued employment and/or an increase in pay, subject to provisions in the District's salary structure and classification as appropriate.

2906.1

District Administrator Evaluation

Prior to the hiring anniversary, the Board shall schedule an executive session for discussion of the District Administrator's performance. At least one week prior to the executive session, the District Administrator shall submit to the Board a self-appraisal of work performance for discussion. A second executive session shall be scheduled which will offer the Board an opportunity to meet with the District Administrator to discuss its evaluation of the appraisal and to comment on aspects of the District's operation. The executive sessions may be scheduled in conjunction with two consecutive regular meetings of the Board. This process must be completed prior to the District Administrator's hiring anniversary.

2906.2

Full-Time Employee Evaluations

Supervisors shall be expected to offer feedback on work performance at regular intervals during the probationary period through informal performance reviews and a formal review at its conclusion. Subsequently, employees shall be evaluated annually, which will be executed two weeks prior to the date of the employee's anniversary date of hire. Evaluations must be completed and on file prior to the employee receiving an increase in salary.

The original of the fully executed annual evaluation will be provided to the employee, with a copy placed in the employee's personnel file.

2906.3

Disputed Evaluations

A. Full-Time Employees

Should the employee disagree with all or any part of the evaluation, he/she has the right to reply to the supervisor, in writing, stating the reasons for the disagreement. Disputed evaluations shall be submitted to the District Administrator for review and discussion with both parties.

2906.4

Seasonal Evaluation

A written performance evaluation will be made at the end of an assigned program/activity or at the conclusion of a program season, whichever is appropriate. Evaluations are the responsibility of the employee's immediate supervisor. Part-time employees are entitled to dispute the comments in an evaluation, as noted in Sec. 2906.3.B.

2907

Outside Employment

In accordance with Government Code Section 1126(b), a District employee shall not engage in any employment, activity, or enterprise for compensation, which is

inconsistent, incompatible, in conflict with, or adverse to his or her duties as a District employee or with the duties, functions, or responsibilities of the District.

A District employee's outside employment, activity, or enterprise may be prohibited if it: (1) involves the use for private gain or advantage of the District's time, facilities, equipment and supplies; or the prestige or influence of his or her employment; (2) involves receipt or acceptance by the employee of any money or other consideration from anyone other than the District for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of his or her District employment or; (3) involves the time demands as would render performance of his or her duties as a District employee less efficient.

It is not the intent of this policy to prevent the employment by private business of a District employee, who is off duty, to do work related to and compatible with his/her regular employment schedule, provided the person to be employed has the approval of their supervisor.

2908

Employee Discipline

Unless otherwise specified the following constitutes the District's policy regarding disciplinary action.

A. **Policy Coverage**

The following categories of persons can be terminated at-will and have no rights to any of the pre- or post-disciplinary processes or procedures in this policy:

- ~~temporary~~ employees;
- ~~provisional or seasonal~~ employees;
- probationary employees;
- any person who serves pursuant to a contract;
- any person who is designated "at-will" in any District policy, document, acknowledgement, resolution, or ordinance.

In addition, any ~~regular~~ employee who is exempt from the overtime provisions of the FLSA is not subject to any disciplinary penalty which is inconsistent with his/her FLSA overtime-exempt status.

B. **Causes for Discipline**

Employees may be counseled, admonished, reprimanded, suspended, demoted, discharged or incur a reduction in pay for, including but not limited to, any of the following causes of discipline:

1. Violation of any District policy, ordinance or resolution;
2. Absence without authorized leave;
3. Excessive absenteeism and/or tardiness;
4. Inappropriate use of disability leave in a manner not authorized or provided for pursuant to District policies;
5. Making any false statement, omission or misrepresentation of a material fact;
6. Providing wrong or misleading information or other fraud in securing appointment, promotion or maintaining employment;
7. Unsatisfactory job performance;

8. Inefficiency;
9. Malfeasance or misconduct, which shall be deemed to include, but shall not be limited to the following acts or omissions:
 - a. Conviction of a felony. "Conviction" shall be construed to be a determination of guilt of the accused by a court, including a plea of guilty or nolo contendere, regardless of sentence, grant of probation, or otherwise.
 - b. The damaging of District property, equipment, or vehicles, or the waste of District supplies through negligence or misconduct.
10. Insubordination; or insulting or demeaning the authority of a supervisor or manager;
11. Dishonesty;
12. Theft;
13. Violation of the District's confidentiality policies, or disclosure of confidential District information to any unauthorized person or entity;
14. Misuse or unauthorized use of any District property, including, but not limited to: physical property, tools, equipment, District communication systems, District vehicles or intellectual property;
15. Mishandling of public funds;
16. Falsifying any District record;
17. Discourteous treatment of the public or other employees;
18. Failure to cooperate with employee's supervisor or fellow employees;
19. Violation of the District's Drug-Free Workplace Policy 2980
20. Violation of the District's Policy Against Harassment, Discrimination and Retaliation;
21. Failure to comply with the Districts Non-Negotiable
22. Unapproved outside employment or activity that violates the District's policy, or other enterprise that constitutes a conflict of interest with service to the District;
23. Any conduct that impairs disrupts or causes discredit to the District, the employee's District employment, to the public service, or other employee's employment;
24. Failure to comply with OSHA Safety Standards and District safety policies;
25. Altering, falsifying, and tampering with time records, or recording time on another employee's time record; or
26. Working overtime without prior authorization or refusing to work assigned overtime; and
27. Carrying firearms or other dangerous weapons at any time is prohibited.
28. Failure to respond/report for duty in the event of a declared state of emergency by Office of Emergency Services.

C. Administrative Leave

An employee may be placed on administrative leave with pay when: (1) the employee's continued presence at the work site could have detrimental consequences for District operations; or (2) pending investigation into charges of misconduct. If charges against the employee are substantiated by the investigation, appropriate disciplinary action may be taken in accordance with these procedures.

D. Types of Discipline

The types of personnel actions and/or discipline are:

1. Counseling Memo: A counseling memo shall be retained in the supervisor's file and may not be appealed.
2. Oral Admonishment or Reprimand: An oral admonishment or reprimand will be memorialized in writing and retained in the supervisor's file. An oral reprimand may not be appealed.
3. Written Admonishment or Reprimand: A written statement detailing the specific reasons for the admonishment or reprimand. A copy of the admonishment or reprimand will be retained in the employee's personnel file and may not be appealed. The employee has the right to have a written rebuttal attached to the reprimand in the employee's personnel file if the rebuttal is submitted to the Director of Administrative Services within 10 working days of the date the reprimand was received.
4. Suspension: An employee may be suspended from his/her position for cause. Documents related to a suspension shall become part of the employee's personnel file when the discipline is final. An employee subject to suspension will receive prior written notice and appeal as provided herein.
5. Demotion: An employee may be demoted from his/her position for cause. Documents related to a demotion shall become part of the employee's personnel file when the discipline is final. An employee subject to demotion will be entitled to prior written notice and appeal as provided herein.
6. Reduction in Pay: An employee's pay may be reduced for cause. A reduction in pay for disciplinary purposes may take one of two forms: (1) a decrease in salary to a lower step within the salary range; or (2) a decrease in salary paid to an employee for a fixed period of time. Documents related to a reduction in pay shall become part of the employee's personnel file when the discipline becomes final. An employee subject to a reduction in pay is entitled to prior written notice and appeal as provided herein.
7. Discharge: An employee may be discharged from his/her position for cause. Documents related to discharge shall become a part of an employee's personnel file when the discipline becomes final. A discharged employee is entitled to prior written notice and appeal as provided herein.

E. Skelly Process – Pre-Disciplinary Procedure for Suspension, Demotion, Reduction in pay or Discharge

(Definition of Skelly: The Due Process Clause of the Fourteenth Amendment to the U.S. Constitution protects a public employee's right to both a property and liberty interest in employment. The California Constitution also provides a similar protection. The California Supreme Court has stated that "when a person has a legally enforceable right to receive a government benefit, provided certain facts

exist, this right constitutes a property interest protected by due process.” Hence, under the court’s interpretation, the job is characterized as the employee’s property. This was articulated in 1975 by the California Supreme Court in the now famous case called *Skelly v. State Personnel Bd.*, 15 Cal. 3d 194.

A public employer’s personnel rules and/or policies that classify an employee as “permanent” or “career” is the usual way an employee is given an enforceable right to continued employment. Hence, the practical effect is a grant to the employee of a property interest in the employment situation. It is for this reason that most well written employee policies clearly define the probationary period and calculation of the critical date when it concludes. During the probationary period, an employee can be removed for any reason including for no reason. It is not considered a termination but simply a failure to complete probation. In short, due process rights do not normally attach during the probationary period. Once the employee completes probation, all the due process rights then attach. It should be noted here that even probationary employees are protected from retaliation for the exercise of basic constitutional rights such as free speech and freedom from discrimination for race, creed, color, sex, religion, etc.)

Only ~~regular~~ full-time, for-cause employees have the right to the conference and appeal processes outlined in this section.

1. Notice of Intent to Discipline

The employee will be provided a written notice of intent to discipline that contains the following:

- a. The level of discipline intended to be imposed;
- b. The specific charges upon which the intended discipline is based;
- c. A summary of the facts upon which the charges are based;
- d. A copy of all written materials, reports, or documents upon which the intended discipline is based;
- e. Notice of the employee’s right to respond to the Administrative Services Manager, Supervisor or designee regarding the charges within five (5) calendar days from the date of the Notice, either by requesting a conference, or by providing a written response, or both;
- f. Notice of the employee’s right to have a representative of his/her choice at the conference, should he/she choose to respond orally; and
- g. Notice that the failure to respond at the time specified shall constitute a waiver of the right to respond prior to the imposition of discipline.

2. Employee’s Response and the Skelly Conference

- a. If the employee requests a conference to respond orally to the charge(s), the conference must be scheduled at least seven (7) calendar days after the date of the Notice. The conference will be an informal meeting with the Administrative Services Manager, Supervisor or designee, at which the employee has an opportunity to rebut the charges against him/her and present any mitigating circumstances. The Administrative Services Manager, Supervisor or designee will consider the employee's presentation before any final disciplinary action.
- b. The employee's failure to make an oral response at the arranged conference time, or the employee's failure to cause his/her written response to be delivered by the date and time specified in the notice, constitutes a waiver of the employee's right to respond prior to the imposition of the discipline. In that case, the proposed disciplinary action will be imposed on the date specified.

3. Final Notice of Discipline

- a. Within five (5) calendar days of receipt of the employee's timely written response or within five (5) calendar days of the informal conference, Administrative Services Manager, Supervisor or designee will: (1) dismiss the notice of intent and take no disciplinary action against the employee; (2) modify the intended disciplinary action; or (3) impose the intended disciplinary action. In any event, the Administrative Services Manager, Supervisor or designee will prepare and provide the employee with a notice that contains the following:
 - (i). The level of discipline, if any, to be imposed and the effective date of the discipline;
 - (ii). The specific charges upon which the discipline is based;
 - (iii). A summary of the facts upon which the charges are based;
 - (iv). A copy of all written materials, reports, or documents upon which the discipline is based; and
 - (v). A statement of the nature of the employee's right to appeal.

F. **Appeal of the Final Notice of Discipline**

1. If significant discipline is imposed on an employee following a Skelly conference or after submitting a written response to the charges against him/her, the employee shall have the right to appeal the significant discipline to the District Administrator or his/her designee by giving written notice to the District Administrator of his/her request to appeal the discipline within five (5) working days after the employee receives the Final Notice of Discipline. An employee who chooses to waive the right to a Skelly conference or the right to respond to

the charges in writing allows the discipline to be imposed as stated in the Final Notice of Discipline and shall not have a right to appeal the discipline.

2. If the employee requests an appeal of discipline, it shall not prevent the discipline from being served or imposed prior to the appeal hearing.
3. The discipline appeal hearing shall be held at a date and time to be scheduled by the District Administrator or his/her designee. The District Administrator or his/her designee may, in his/her discretion, take into consideration the scheduling needs and concerns of the employee. The hearing will be closed to the public unless the employee requests in writing that the hearing be open to the public.
4. The employee may be represented at the appeal hearing by a representative of his/her choice that may or may not be an attorney.
5. The District shall be represented by any individual it so designates, who may or may not be an attorney.
6. Both the employee and the District shall have the right to call and cross-examine witnesses, subject to the following:
 - a. The employee and the District shall provide each other with a copy of all evidence (except rebuttal evidence), and a list of all witnesses (except rebuttal witnesses) intended to be called at the hearing no later than ten (10) calendar days prior to the hearing;
 - b. All witnesses shall testify under oath;
 - c. The District Administrator has authority to issue subpoenas in the name of the District prior to the commencement of the hearing. Each party is responsible for serving his/her/its own subpoenas.
7. Both the employee and the District shall have the right to present all other documentary and tangible evidence at the hearing.
8. The District Administrator or his/her designee shall preside over the hearing and has the discretion to conduct the proceedings and allow admission of evidence based upon such rules of procedure and evidence as the District Administrator or his/her designee shall choose. In no event shall the District Administrator or his/her designee impose rules of procedure or evidence more stringent than the California Rules of Civil Procedure and the California Rules of Evidence.
9. During the hearing, the District shall have the burden of proof and production that the discipline as imposed was correct based upon a preponderance of the evidence.
10. The hearing shall be transcribed by a certified court reporter.
11. The hearing shall proceed in the following order unless the District Administrator or his/her designee directs otherwise:
 - a. The District shall be permitted to make an opening statement.

- b. The employee shall be permitted to make an opening statement.
 - c. The District shall produce its evidence.
 - d. The employee shall produce his/her evidence.
 - e. The District, followed by the employee, may offer rebuttal evidence.
 - f. Closing arguments of no more than twenty (20) minutes shall be permitted at the discretion of the District Administrator. The District shall have the right to argue first, the employee may argue second, and the District may reserve a portion of its argument time for rebuttal.
12. Within thirty (30) working days following the close of the appeal hearing, the District Administrator or his/her designee shall issue a written Notice of Decision. The Notice of Decision shall specify the following:
 - i. Whether the discipline imposed is upheld, reduced, or voided; and
 - ii. The grounds upon which the decision is made.
 13. The Notice of Decision and a copy of this policy shall be mailed to the employee or his/her representative by first-class mail, postage prepaid, including a copy of a proof of service.
 14. If any portion of the discipline is reduced or voided, the employee shall be entitled to corresponding back wages and/or benefits lost, if any.
 15. The decision of the District Administrator or his/her designee shall be final and binding. There is no process for reconsideration.
 16. An employee seeking to appeal the decision of the District Administrator or his/her designee in a superior court must file a petition in a court of competent jurisdiction within ninety (90) days after the Notice of Decision is mailed to the employee or will otherwise be considered to have waived the right to do so (California Code of Civil Procedure 1094.6).
 17. An employee who chooses not to exercise his/her right to appeal an imposition of significant discipline to the District Administrator, consistent with the terms and conditions of this policy, shall be barred from appealing the imposition of such discipline in superior court for failure to exhaust administrative remedies. This shall include any employee who chooses to prematurely terminate appeal proceedings before the District Administrator or his/her designee has issued the Notice of Decision.

2909 Reserved

2910 Reserved

2920 Grievance Rights

Employees have the right to submit grievances to the District Administrator or to the Board for situations involving discrimination; e.g., racial, age, religious, sex, ethnic origin, marital status, political affiliation, physical or mental disability. Further grievances involving alleged harassment may also be submitted to the District Administrator.

2920.1

Prohibition of Sexual Harassment

It is the policy of the District to provide a work environment free of unwelcome sexual overtures or advances, and free of conduct creating an intimidating, hostile, or offensive environment for all employees of the District. It is the direction of this policy that any employee found to have committed an act of sexual harassment shall be subject to disciplinary action up to and including dismissal.

A. Definition

Federal regulations provide that harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of either a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of employment. Such conduct amounts to sexual harassment where it has the purpose or effect of substantially interfering with work performance or creating an intimidating, hostile, or offensive working environment.

State regulations regarding harassment are consistent with the federal rules except in the area of imputed knowledge of the employer. The state rules provide that the employer may have liability where it or its agents or supervisors knew of such conduct and failed to take immediate and appropriate corrective action. The federal regulations provide that the employer assumes liability regardless of whether the acts complained of were known about, or even if they were specifically forbidden by the employer. Both state and federal agencies agree that in applying the rules on sexual harassment, the rights of free speech and association must be accommodated. The charge must be considered as a whole, and the totality of the circumstances and the context in which the alleged incident occurred must all be carefully considered.

B. Dissemination of Information

A copy of the District policy shall be provided to, employees at the time of employment. Employees shall be responsible for reviewing and being familiar with the content.

C. Enforcement

1. Because of the nature of this type of charge, resolution should rest with the highest level of administration at the onset.
2. Any employee wishing to complain of an act of sexual harassment shall immediately contact his/her division director and make verbal and/or written reports of the alleged incident and the circumstances surrounding the incident. If the alleged offender is the employee's division director, the reports shall be submitted to the District Administrator.
3. All reports and investigations will be conducted in a manner designed to ensure the privacy in of all concerned. Strict confidentiality shall be a maintained.
4. The employee alleged to have committed the offense shall provide a verbal and written statement regarding the incident to his or her superior. If the complaint cannot be resolved to the satisfaction of the complainant on an informal basis, the division director shall then inform the District

Administrator of the known facts of the case and make a recommendation concerning the need for further investigation or action.

Informal resolution of the matter may include exoneration of the accused employee, a recommendation to reprimand by placing a letter in the employee's personnel file and requiring the employee to undergo counseling and/or reassignment. Complainants may be represented at all times by persons of their choice.

5. If further investigation is needed, the division director shall, in consultation with the District Administrator, invoke the provisions of section 2921, "Appeal - Grievances"
6. If the investigation substantiates the claim, the accused shall be entitled to all privileges provided in section 2908 "Disciplinary Action".
7. If it is determined that the employee committed an act of sexual harassment and no resolution acceptable to the District and the employee is reached, the District Administrator shall recommend appropriate action and procedures consistent with Section 2908, Disciplinary Action.
8. If the alleged offender is the District Administrator, the matter shall be submitted to the board chairperson for the board's consideration in accordance with these policies.

The District Administrator or the Board, depending on the nature of the grievance and to whom it is submitted, shall hear grievances and provide a decision in writing to the complainant.

Any employee who has been laid off under section 2950 may use this procedure to present a claim that he or she has been erroneously laid off. Grievances regarding layoffs must be submitted to the District Administrator, who shall hear the grievance and respond in writing to the grievance. Grievances regarding layoffs must be submitted within 10 days of service of the Notice provided the employee under section 2950.1.

2921

Appeal - Grievance

A complainant may appeal the decision of the District Administrator to the full Board. The Chairperson of the Board shall determine whether the grievance should be heard by the full Board or to appoint a Hearing Officer.

- A. If the grievance is heard by a Hearing Officer, the officer shall prepare a proposed decision in such form that the Board as the decision in the grievance may adopt it. A copy of the proposed decision will be furnished to the complainant within ten (10) days after the Board makes the proposed decision.

The Board may:

1. Adopt the proposed decision in its entirety;
2. Modify the proposal as to its desire to end the grievance in fairness to all parties;
3. Reject the proposed decision in its entirety; and
4. Elect to hear the grievance by a Committee of the Board or before the full Board.

2922

Processing of Decision-Finality

The decision of the Board shall be certified to the complainant in writing within ten (10) days following the final decision.

2930

Termination and Notice Requirement

A. Full-Time Employees, Other than District Administrator

The dismissal of other personnel is the responsibility of the District Administrator or his designee. In the event of any proposed notice of termination, the Sacramento County Counsel is to be consulted relative to the proposed course of action.

Unless an infraction justifies termination with less notice, the employee shall be given fourteen (14) days advance notice of termination. Employees are required to give fourteen (14) days advance notice of voluntary termination of services. The notice shall be in writing and should briefly describe reason for leaving and the anticipated last day of work.

B. Seasonal Employees

Employees in this classification serve at the will of the District and are subject to dismissal without notice.

2940

Dating in the Workplace

The District does not have a policy prohibiting dating of coworkers; however, employees should carefully assess the ramifications of a personal relationship if one has a reporting relationship to the other.

To protect the work environment, the full-time employees involved are required to advise the District Administrator. The District Administrator will take this opportunity to describe expectations regarding their commitment to their job responsibilities and set the guidelines for behavior during work hours to prevent potential workplace issues from occurring. When regular part-time employees and part-time employees enter into a personal relationship, they shall report to their immediate supervisor(s), who shall counsel them regarding guidelines for behavior during work hours. Employees are to use discretion during work hours in order to maintain a positive atmosphere for everyone. If a personal relationship creates conflicts of interest, causes dissension, interrupts the flow of work of the parties or other employees, or creates a negative work environment, one or both parties may be asked to leave District employment.

2950

Layoffs

When it becomes necessary, due to lack of work, lack of funds, or in the interest of economy, to reduce the number of District employees, the District Administrator shall provide direction in regard to retaining a work force that will best meet the needs of the District. The Board's direction shall be in the form of action taken in adopting a budget that identifies the positions and the related funding to be deleted. The budget shall include a memorandum explaining that the basis for the action is a lack of funds and/or making the service more efficient.

The order of separations shall provide, whenever practical and feasible, primary considerations for the following: part-time (seasonal and regular part time) employees shall be separated prior to regular full-time employees; and, in regard to regular full-time employee separation, seniority shall rank as a factor. Any employee scheduled for layoff shall have a right to demote to another position. The employee's seniority in the other

position shall be determined by total continuous service since the most recent date of appointment to that position. Whenever an employee is returned to the employee's former position following demotion due to layoff, the employee shall receive that step of the salary range, which the employee would have received, had the employee never left the former position.

2950.1 Notice of Layoff

Each employee subject to layoff shall be given written notice of layoff. The notice shall prescribe the effective date of layoff. The written notice shall either be personally handed to the employee, left at his or her last known address, or mailed to the last known address if such address is a post office box number. The last known address shall be deemed to be that address listed in the employee's personnel file.

The effective date of layoff shall be not earlier than the fourteenth day following date of service of the notice of layoff.

The notice of layoff shall contain notice to the employee of the provisions of section 2950.

2960 Political Activities - Employees

Engaging in political activities by employees is prohibited during working hours.

2970 Employee Personnel Files

A complete personnel file, which will include items, such as time records, employment application, benefits and performance evaluations, shall be maintained for each employee.

2970.1 Responsibility for Personnel Files

The Administrative Services Manager or their designee is responsible for the maintenance of all personnel files.

2970.2 Letters of References

Employees shall not write or sign any letter or memorandum that intentionally omits significant facts relating to the professional qualifications or personal fitness to perform services of any person who the writer knows will use the letter or memorandum to obtain professional employment, nor shall the writer state as fact matters which he/she does not know of his/her own knowledge to be true.

2970.3 Employment Inquiries

Inquiries made relative to the employment qualifications or fitness of a current or past employee shall be directed to the Administrative Services Manager or their designee who is directed to provide dates of employment and only general information as to whether or not the district would be willing to re-hire that person.

2970.4 Responsibility for Current Information

All employees are responsible for keeping material in their files current at all times (i.e., changes in name, address, telephone number, TB status, etc.).

2970.5

Access to Personnel Files

Personnel files are private. They may be made available to employees, division heads, or supervisors, with the approval of the Administrative Services Manager. Original files must remain onsite.

Employees are entitled to review the contents of their files at any time but must arrange for the review with the Administrative Services Manager. Designated representatives of the employee may also be authorized access to the employee's file; however, the authorization must be in writing and signed and dated by the requesting employee.

2970.6

Inactive/Retired Personnel Files

Upon termination, the employee shall be offered the file, i.e., letters of appreciation, Certificates of achievement, memoranda of record. The Administrative Services Manager then shall place the file in current-inactive status for the remainder of the calendar year.

On January 1 of the following year, the file will be placed in inactive status and maintained for a three-year period from date of separation, at which time, the file will be reviewed, and all temporary material removed and destroyed.

The original employment application, with any updated applications, and the most current W-4 form will be retained in accordance with the Districts Records Retention Policy.

2980

Drug-Free Work Safety Program

The District supports the Drug Free Workplace Act of 1988. The district's Drug-Free Work Safety Program (see [Appendix 2000/1](#)) defines the district's policy, which is to:

- Further enhance safety in the workplace for all employees
- Promote employee health and wellness
- Maintain a high level of quality in the service to the public
- Improve productivity
- Provide protection against public liability
- Promote the public's trust in the district

The use of alcohol or illegal drugs during work hours is not permitted nor tolerated. The aftereffects of off-site alcohol or illegal drug use is not permitted nor tolerated. It is neither the intent of this policy nor the desire of the district and its agents to terminate any person's employment because of this policy; however, it is recognized that employees sometimes make choices that conflict with established district policies. Any employee's whose violation of these regulations is discovered, either through investigation and/or by drug screening, will be terminated from employment.

<u>3000</u>	<u>CORRESPONDENCE AND COMMUNICATIONS</u>	3000-3999
<u>3100</u>	<u>Communications</u>	
<u>3101</u>	<u>Written Communication</u>	
<u>3102</u>	<u>Wireless Mobile Communication Equipment</u>	
<u>3200</u>	<u>Verbal Communications</u>	
<u>3201</u>	<u>Disclosure of Telephone Numbers</u>	
<u>3202</u>	<u>Speeches</u>	
<u>3203</u>	<u>Complaints</u>	
<u>3204</u>	<u>Compliments</u>	
<u>3300</u>	<u>Dissemination of Public Information</u>	
<u>3301</u>	<u>Contacts from the Media</u>	
<u>3302</u>	<u>Public Records Policy</u>	<i>See Addendum 3000/1</i>
<u>3303</u>	<u>Social Media Policy</u>	
<u>3400</u>	<u>Forms Control</u>	
<u>3401</u>	<u>Responsibility</u>	
<u>3402</u>	<u>Definition of a Form</u>	
<u>3403</u>	<u>Forms File</u>	
<u>3404</u>	<u>Minimum Form Standards</u>	
<u>3500</u>	<u>Reports</u>	
	<u>Operation Reports</u>	
<u>3501</u>	<u>Accident Report</u>	
<u>3502</u>	<u>Employee Insurance and Benefit Report</u>	
<u>3503</u>	<u>Facility Damage Report</u>	
<u>3504</u>	<u>Incident Report</u>	
<u>3505</u>	<u>Employee's Report of Occupational Injury and Illness (SB198)</u>	
<u>3506</u>	<u>Safety Audit Inspection Report</u>	
	<u>Advisory Board Report</u>	
<u>3507</u>	<u>Annual Audit Report</u>	
<u>3508</u>	<u>Monthly Expenditure Detail Report</u>	
<u>3509</u>	<u>Quarterly Revenue Detail Report</u>	
<u>3510</u>	<u>District Administrator's Report</u>	
<u>3600</u>	<u>Records Maintenance and Disposition</u>	
<u>3601</u>	<u>Definition of Records</u>	
<u>3602</u>	<u>File Plan</u>	
<u>3603</u>	<u>Temporary Files</u>	
<u>3604</u>	<u>Permanent Files</u>	
<u>3605</u>	<u>Operational Files</u>	
<u>3606</u>	<u>Project/Reference Files</u>	
<u>3607</u>	<u>Files Disposition</u>	
<u>3608</u>	<u>Records Retention Schedule</u>	<i>See Addendum 3000/2</i>

3700 Use of Computers, Computer Networks and Internet Services

See Addendum 3000/3

3800 Recordings – Advisory Board Meetings

3100Correspondence3101Written Communications

Correspondence to persons or organizations outside the District will be prepared on the District's printed stationery or other appropriate form.

Correspondence directed outside the District, which requests or commits employees or other resources, is negative or critical, or recommends an action', must be approved by the District Administrator or appropriate division head.

Correspondence directed to the Board, members of the Board of Supervisors, or other high ranking officials, attorneys, or other individuals, regarding situations where the District may have liabilities, must be approved by the District Administrator.

Internal (interoffice) written communication shall take whatever form that is appropriate.

3102Wireless Mobile Communication Equipment

The District recognizes that the performance of certain job responsibilities require or may be enhanced by the use of a cellular or Smartphone for efficiency. It is expected that certain staff be available after hours and weekends for an emergency response. These identified positions will be issued a District cellular phone or may be eligible for a monthly reimbursement for a personally-owned phone.

All usage may be subject to the Public Records Act whether a District issued phone or a private phone is used for District business. District employees should be aware that Federal and State laws and District policies, guidelines, and regulations may limit the protection of certain aspects of individual privacy in connection with the use of a cell phone under this Policy. All electronic equipment including cell phones and computers are less private than users may anticipate.

The District and its employees may be required to disclose phone records, text messages, and other electronic data and documents (including cell phone user locations at particular times, phone numbers called or texted or from whom the District employee received calls or texts, or contents of text messages sent or received) pursuant to the California public records laws, court order, or state and federal laws.

- A. Staff must comply with applicable laws regarding the use of cell phones while driving.
- B. Acknowledge that cell phone transmissions are not secure and that employees should use discretion in relaying confidential information over cell phones.

- C. Employees are prohibited from using their cellular phones in any illegal, illicit, or offensive manner.

Income Tax Exclusion: According to the IRS Publication 15-B dated 12/07/11: “The value of an employer-provided cell phone, provided primarily for noncompensatory business reasons, is excludable from an employee’s income as a working condition fringe benefit. Personal use of an employer-provided cell phone, provided primarily for noncompensatory business reasons, is excludable from an employee’s income as a *de minimis* or minimum fringe benefit.”

The IRS Publication 15-B further notes that employees may be provided a cell phone if there are substantial business reasons for providing a cell phone such as: 1) the need to contact the employee at all times for work-related emergencies; 2) that an employee be available to speak with the public at times when away from the office; and 3) employees need so speak with persons located in other time zones at times outside the employee’s normal workday.

The policy shall be implemented by the District Administrator or his/her designee. The District Administrator may authorize changes and/or adjustments to the Cell Phone Procedures.

PROCEDURES:

Cellular Phone Usage Categories:

Level I: Division Heads, Administrator and full-time park staff are frequently away from their work stations and the use of a cell phone has become an effective and expected means of communication by talk, text and/or email. Phones shall be available to these staff positions by District issue or by use of a personal phone with a monthly reimbursement.

Staff using personal phones for District business (with a reimbursement) shall be responsible for the purchase, activation, maintenance, insurance if desired, service contracts and monthly payments, repair for damage and replacement if lost, and any accessories. It is understood that personal phones have a shared use, for personal and District business. The District support will be limited to connecting a personally-owned cellular phone to District-provided services, including email, calendar and contacts. District issued phones shall only be used for District related business.

Level II: Part-time park staff working in the field. District issued phones will have talk and text capability and be used only for District related business.

Level III: Part-time Seasonal Camp Staff will be issued a shared pre-paid phone/plan. This phone is to be carried during program hours by the lead staff person on site and be used only for District related business. The phone will be kept on the charger during non-work hours at the program site.

Personally-owned Cell Phones:

- A. The reimbursement is intended to reimburse the employee for business use of the cell phone, not to pay the entire phone bill.
- B. The reimbursement should be commensurate with the requirement for business use and will be reviewed each January by Administration for change in the reimbursement amount or cancellation.

- C. The cell phone will belong to the employee, not to the District, however, employees may be required to disclose phone records, text messages, and other electronic data and documents (including cell phone user locations at particular times, phone numbers called or texted or from whom the District employee received calls or texts, or contents of text messages sent or received) pursuant to the California public records laws, court order, or state and federal laws.
- D. The monthly and phone purchase allowances are not considered part of base pay used for calculating percentage salary increases.
- E. The Division Head or Administration may also request documentation of business use to determine the appropriateness of eligibility and level of the allowance amount.
- F. Sign the Cell Phone Reimbursement Agreement form thereby certifying that he/she will provide the phone number within five days of activation and will be available for calls (in possession of the phone and have it turned on) during and after work hours.
- G. Select any cell phone carrier whose service is dependable and equal to the service range provided by District issued mobile equipment
- H. Pay all charges on his/her personal cell phone plan. If the employee leaves the position, he/she continues to be responsible for the contractual obligations of his/her cell phone plan.
- I. Early termination fees will not be paid by the District if the employee leaves the District's employment for any reason.
- J. Monthly Reimbursements. Staff defined in Level I opting to use their own personal phones for District Business shall receive a monthly reimbursement of \$40. It is understood the phone is to be on and available after hours and on weekends for District emergencies. A copy of the monthly invoice shall be submitted prior to reimbursement.

District-Provided Cell Phones:

- A. Unless otherwise authorized, all equipment purchased remains the property of the District.
- B. Calling plans must be on District approved governmental contract. No long term contracts over one year may be purchased.
- C. Devices that the District will provide to employees include chargers, both in-car and traditional outlet units, an appropriate protective cover if the employee works outdoors, and holsters or clips for ease of carrying phones.
- D. Reimbursements for Personally Necessary Calls Using District Issued Equipment: Employees should avoid making personal phone calls on District equipment. It is understood that occasional calls of short duration may be necessary. As an example, this would include contacting a family member to inform them that you will be arriving home

later than expected. Personal calls placed on District cellular phones shall be reimbursed to the District if the personal calls result in any additional costs to the District. In such a situation, the cost to the employee would only be for actual personal calls made. Employees are permitted a minimum of 30 calendar days from receipt of the call detail to make reimbursement.

3200

Verbal Communications

District employees shall handle all telephone and personal communications in a positive and courteous manner.

3201

Disclosure of Telephone Numbers

The home or business telephone numbers of Board and staff members, participants, or parents of minor participants, shall not be provided to any unauthorized person, unless permission to do so has been granted in writing by the Board or staff member, participant, or parents of minor participants.

The requesters are to be advised that the telephone numbers cannot be disclosed, however, if they will provide their telephone numbers, the Board or staff member, participant, or parents of minor participants, will be, contacted and requested to return the call at his/her earliest convenience.

3202

Speeches

Requests from service clubs, schools and other groups shall be handled in a positive manner that reflects favorably on the District's programs and activities.

3203

Complaints

A written report will be completed upon receipt of any type of complaint from the public, using the appropriate District form. The complainant's name, address and telephone number and /or email address are to be recorded unless the complainant requests anonymity. A copy of the complaint will be forwarded immediately to the District Administrator indicating which division head received the action copy.

Complaint reports received by division heads will be completed as soon as possible and forwarded to the District Administrator for appropriate action. The District Administrator shall determine which report(s) shall be presented to the Board.

3204

Compliments

A written report will be completed upon receipt of any type of compliment from the public, using the appropriate District form. The person's name, address, and telephone number and/or email address are to be recorded unless anonymity is requested.

Compliment reports are to be submitted to the District Administrator, with a copy to the appropriate division head, for proper disposition.

3300

Dissemination of Public Information

Press releases, public service announcements, public notices, and paid advertising will be coordinated through each division director or program supervisor. Staff may request that

any of the above methods of public information be prepared by using the appropriate form and timeline, and submitting to the division director or district office for processing.

3301

Contacts from the Media

Contacts by media representatives (press, radio or television) should be handled as follows:

- A. Any inquiries concerning policies or procedures must be directed to the District Administrator or appropriate division head.
- B. Requests from the media should be referred to the District Administrator or a division head. Inquiries about incidents or accidents that by their nature imply potential liability, must be referred to the District Administrator who will refer the matter to the Sacramento County Counsel or the California Association of Park and Recreation Indemnity (CAPRI) office, depending upon the nature of the incident or accident.

3302

Public Records Policy

See Addendum 3000/1

3303

Social Media Policy

This Social Media Policy establishes guidelines for the establishment and use of social media sites by Mission Oaks Recreation & Park District. The purposes of District social media sites are to market and disseminate information about District programs, facilities, activities, services and current events to members of the public. Social media also creates valuable opportunities for the District to engage in 2-way interactions with members of the public.

This policy establishes internal procedures for the use of social media sites.

The authorized Mission Oaks social media sites are:

- A. Facebook
- B. Twitter
- C. YouTube

Mission Oaks Social media pages are branded as “official” and are to include

- A. Mission Oaks Official District logo
 - a. *Parks Make Life Better* logo

The following statement must be included on all Mission Oaks Social media sites: “This is an official Mission Oaks Recreation & Park District page.”

Social Media Policy

- a. District social media sites are for official purposes only. Designated employees acting in a professional capacity may post District related information. Employee postings of a personal nature are not allowed. Employees that fail to conduct themselves in an appropriate manner may be subject to discipline up to and including termination.
- b. The District’s website morpd.com will remain the District’s primary and predominant means of District communications.
- c. The Director of Recreation & Marketing and designated employees shall monitor content on District social media sites to keep content pertinent to Mission Oaks recreation, programming and facilities activities.
- d. District social media sites will comply with usage rules and regulations required by the site provider(s), including privacy policies.

- e. The District reserves the right to terminate any District social media site at any time without notice.
- f. The Director of Recreation & Marketing and designated employees will be responsible for the posting and monitoring of the District social media sites.
- g. The content of District social media sites will only pertain to District-sponsored or District-endorsed programs, services and events. Content includes, but is not limited to, information, photographs, videos and hyperlinks.
- h. The Director of Recreation & Marketing will maintain a list of the District's authorized social media sites, including login and password information.

SOCIAL MEDIA DO'S AND DON'TS

- 1. Suggest a minimum update of one post per day and depending on the response from page users this should be increased accordingly.
- 2. Be mindful. The content you create shapes public perception of the District as a whole.
- 3. Be strategic. Before you begin, have a clear purpose. Provide info that is valuable and worthwhile.
- 4. Be welcoming. Invite readers to attend our programs and facilities.
- 5. Set a positive tone, and deal with negative comments professionally.
- 6. Don't engage if you can't commit to monitor and report back on program results.
- 7. Use correct grammar, spelling, and punctuation. Correct any mistakes in a timely fashion.
- 8. Use a multi-media approach. Include photos, links to videos, etc. When appropriate, ask fans to submit photos and videos.
- 9. Send out links to updated web content (i.e. program registrations, new programs and events, program information from our valued partners, etc.).
- 10. Be sure to respond to questions and comments in a timely manner.
- 11. Share relevant news stories/posts about MORPD.
- 12. Remember, your postings are to be professional and relevant to District news; not your personal views and opinions.

3400 Forms Control

3401 Responsibility

The District's Office Manager is responsible for a forms management program.

3402 Definition of a Form

A form is any paper or electronic format containing information or otherwise reproduced, with blank spaces left for entry of additional data or information. Forms include letterheads, letters, memoranda, envelopes, routing slips, and mailing tags.

3403 Forms File

A file will be maintained by the Office Manager of each district form. When forms are no longer needed, the Office Manager shall be notified so that the form can be removed from the file.

3404 Minimum Form Standards

Forms must meet the following minimum requirements:

- A. Each form must have a letterhead or other appropriate identification. If the form is to be restricted to the use of one Division, its name may also be shown on the letterhead or title.
- B. Each form must show a title or heading. The title should indicate its function.
- C. Forms will not show the name(s) of employees. When appropriate, position titles will be used.

3500

Reports

Required Reporting and Purpose

The purpose of reports is to provide periodic and timely information to the Board, the Board of Supervisors, other governmental agencies, staff, and the general public. The following reports are required:

Operation Reports

3501

Accident Report

Prepared immediately following any accident by a District staff member, program participant, or any person on District property or while participating in any District sponsored program or activity.

The report is to be completed and submitted to the appropriate division head within 24 hours of the occurrence. Reports must be factual and shall not contain opinions of the person reporting the accident. Opinions may be requested in follow up reports, per guidelines outlined by the district's third party administrator. CAPRI

It is required that reports involving adults be retained for seven (7) years, and twenty (20) years for those involving minors.

3502

Employee Insurance and Benefit Report

This employee benefit report, submitted monthly to the Auditor-Controller's Office, County of Sacramento, by the Director of Administrative Services, provides the monthly premium that is charged against the District's employee benefits budget. The report shall be retained for three years.

3503

Facility Damage Report

Preparation of a facility damage report is required for each occurrence of damage or vandalism requiring repair.

3504

Incident Report

Incident Reports are used to record unusual behavior of program participants, accidental or provoked vandalism, discipline problems within activities, and disturbances directly or indirectly related to a program or facility.

Reports will be submitted by the District employee in charge of or on a program or activity site or district facility, to the appropriate division head, who shall,

following review, forward the report to the Director of Administrative Services and the District Administrator for review and action as deemed appropriate.

It is required that reports involving adults be retained for seven (7) years, and twenty (20) years for those involving minors.

- 3505 Employee's Report of Occupational Injury and Illness (SB198)
The workers compensation report and the Cal OASHA Form 5020 is a log of occupational injuries and illnesses sustained by district employees. It is completed annually by the Director of Administrative Services, posted by February 1st for 30 days, and retained for five years.
- 3506 Safety Audit Inspection Report
Safety inspection surveys of the district's buildings and facilities are completed quarterly by the district's Safety Committee.
- Advisory Board Report
- 3507 Annual Audit Report
Pursuant to state law, the District is required to have performed an audit of its financial activities. The audit is to be performed no less than once every two years. Upon completion of the audit, the agency performing the audit shall submit a comprehensive report its findings. The audit report will be reviewed with the Advisory of Board Directors at a regular or special meeting. An audit agency representative shall be present at the Board meeting to address any questions or concerns the directors may have. The audits are to be permanently retained.
- 3508 Monthly Expenditure Detail Report
This monthly report is a compilation of most operational, ongoing expenses for the operation of the district. The report lists all expenditures made during that period, including the expense account charged; the name of the vendor; the division incurring the obligation; the amount obligated; a subtotal by expense code; and the grand total for the report period. Bills are processed for payment when received and approval is ratified by the Advisory Board of Directors at their next regular meeting.
- 3509 Quarterly Revenue Detail Report
This quarterly report is a compilation of the revenue earned in each budget account. It is submitted for the Advisory Board of Directors review at the end of each quarter for the current fiscal year.
- 3510 District Administrator's Report
Each month, the District Administrator shall submit a report to the Advisory Board of Directors that provides all pertinent information relative to the affairs of the District. The report shall be emailed to the Advisory Board of Directors at least five (5) days in advance of the monthly meeting. The following sections will be contained in this report: Agenda Items; Board Member Items; the Recreation and Marketing Division report; the Parks Division report and; the Administrative

Services Division report, including financial matters; legislation; and miscellaneous information relevant to parks and recreation.

Parks Division, Recreation & Marketing Division, and Administrative Services Division Reports

The director of each division is required to submit their reports approximately two weeks preceding the regular Board meeting for processing. Information is submitted to the District Administrator, with all proposed division-related meeting agenda items clearly identified, accompanied by detailed background material, which becomes a part of the District Administrator's Report to the board.

3600 Records Maintenance and Disposition

3601 Definition of Records

All documents, reports, letters, other printed, or electronic matter originated by employees of the District, and those having significance to the operation of the district, are defined as records and are considered the property of the District.

3602 File Plan

The file plan is a record of the hardcopy documents filed and in maintained the District's administrative offices. District records are categorized and placed in the District files by subject. New file categories will be added when needed. The number of files shall be kept, whenever possible, to a minimum.

3603 Temporary Files

This category of files includes communications, temporary in nature (i.e., not requiring action or informational only) and having a stated timeline after which the correspondence has no further value.

Letters, reports, and memoranda, received or written in the day-to-day operation of the District, are considered to have a life span or value of 12 months from either the date of creation or the date of receipt.

Temporary files are closed annually on December 31, retained for one additional year, and are reviewed to insure proper classification. Following review, they may be reclassified and re-filed, or discarded appropriately.

3604 Permanent Files

This category of files includes communications having historical value to the District. They are determined to have a permanent life span or value to the District, and shall be maintained permanently and backed-up electronically.

3605 Operational Files

Division staff may maintain files supplementary to the file plan, which shall be referred to as "operational" files.

3606 Project/Reference Files

Project/reference files are maintained to provide sources of information on varied subjects; i.e., maintenance, recreation, and administrative publications. These files are normally maintained as a library and, therefore, have no specific disposition

schedule. The general rule shall be to remove and destroy them when no longer needed.

3607

Files Disposition

Disposition is accomplished in several ways - destruction, retirement, or reclassification.

3608

Records Retention Schedule

See Addendum 3000/2

3700

Use of Computers, Computer Networks and Internet Services

See Addendum 3000/3

All employees shall be made aware of the policies and procedures regarding the use of district computers, computer networks, and Internet services, and shall attest to this fact in writing

3800

Recordings – Advisory Board Meetings

A record of the proceedings of all board meetings shall be kept on file, in the District office and approved by the Advisory Board of Directors.

4000	<u>FINANCE/ACCOUNTING</u>	4000-4999
<u>4100</u>	<u>Budget</u>	
<u>4100.1</u>	<u>Preparation</u>	
<u>4100.2</u>	<u>Budget Reserve</u>	
<u>4200</u>	<u>Accounting</u>	
<u>4201</u>	<u>Bank Account Authorization</u>	
<u>4202</u>	<u>Bookkeeping Procedures (District Office and SC/CC)</u>	
<u>4202.1</u>	<u>District Office</u>	
<u>4202.2</u>	<u>Senior Citizen/Community Center</u>	
<u>4203</u>	<u>Deposit Permit</u>	
<u>4204</u>	<u>Receipts and Expenditures</u>	
<u>4204.1</u>	<u>Financial Reports</u>	
<u>4205</u>	<u>Cash Responsibilities</u>	
<u>4300</u>	<u>Expenditures</u>	
<u>4301</u>	<u>Billing</u>	
<u>4302</u>	<u>Billing Report</u>	
<u>4303</u>	<u>Claims</u>	
<u>4400</u>	<u>Petty Cash</u>	
<u>4500</u>	<u>Credit Cards</u>	
<u>4600</u>	<u>Credit Vouchers</u>	

Appendix 4000/1 Fees and Charges Policy

4000 FINANCE/ACCOUNTING

4100 Budget

The budget is a financial projection of revenues and expenditures for the fiscal year, July 1 to June 30.

4100.1 Preparation

The budget is prepared in accordance with the County’s Financial Policy and Procedures Manual. The District is assigned a budget analyst from the County Executive's Office who provides advice in budget preparation.

The District Administrator has the responsibility for the preparation of the budget and shall establish a schedule for preparation and submission of budget requests to the Board. The schedule is based on the timeline established annually by the County Executive's Office. After the District Administrator's budget review with staff, it is submitted to the Finance Committee of the Board (with copies to the other board members), and a meeting with the District Administrator and management staff is scheduled. After the Committee has met with staff to review the budget, it is presented to the Board for consideration of approval at a regular meeting or special meeting. After the Board's approval, the budget is submitted to the County Executive's Office for review and preparation for presentation to the Board of Supervisors for its consideration of approval.

Sometime after the final fiscal year, accounting reports are available from the County Auditor-Controller's Office, after which revisions to the budget may be acted upon by the Board and submitted to the Board of Supervisors for final adoption, usually by mid-September.

4100.2 Budget Reserve

This policy sets a formula for determining the District’s annual reserves for its General and Assessment budgets.

The Mission Oaks Recreation and Park District reserve policy is guided by sound accounting principles. By maintaining a prudent level of financial reserves in its annual budget the District gains significant benefits including a means to accommodate savings from the previous annual budget and funds for emergency preparedness. Reserves also allow a structure for dedicating funds for future capital projects, savings for property acquisition opportunities, and be a hedge against fluctuations in property tax revenues. Should the District ever be required to borrow money, a substantial reserve will assist with its bond rating.

The District will maintain an unassigned fund balance reserve of not less than 10% of budgeted General Fund and Assessment Fund budgets. The Board may alter this amount for extenuating circumstances at the Board’s discretion.

Because amounts in the nonspendable, restricted, committed and assigned categories are subject to varying constraints on their use, the Reserve for economic uncertainties consists of balances that are otherwise unassigned.

Nonspendable Fund Balance – this fund balance classification includes amounts that cannot be spent because they are either not in spendable form (i.e. – prepaid expenses) or legally or contractually required to be maintained intact.

Restricted Fund Balance – this fund balance classification should be reported when there are constraints placed on the use of resources externally (by creditors, grant sources, contributors, etc.) or imposed by law or enabling legislation.

Committed Fund Balance – this fund balance classification can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision making authority (i.e. – fund balance designations passed by board resolution).

Assigned Fund Balance – this fund balance classification are amounts that are constrained by the government’s intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned Fund Balance – this fund balance classification is the residual classification for the general fund.

4200

Accounting

The District shall maintain a complete set of records reflecting its financial status on a daily, monthly, and annual basis.

4201

Bank Account Authorization

The District is authorized to maintain a business revenue account with the Sacramento County Treasury. All revenue received from all sources shall be deposited on a regular basis.

4202

Bookkeeping Procedures: District Office, Mission Oaks Community Center, and Swanston Community Center

Monies collected from all sources, including the District Office, Swanston and Mission Oaks Community Centers (MOCC), shall be deposited into the bank account a minimum of twice a week, with the exception of peak periods or seasons when daily deposits shall be required.

Money shall not remain un-deposited in a safe at the District office or Community Centers over the weekends or during holidays. Money totaling over \$500 shall not remain in a safe over night. All cash, checks, or money orders received for any purpose (classes, programs, trips, donations, fund-raising efforts, etc.) and related registration and waiver/release forms, shall be receipted at the time it is received or mailed to customer the following day;

and not held in an area away from the counter at the Swanston and Mission Oaks Community Centers or the front office at the District Office for any reason.

Exceptions: Programs/classes that have prior approval of the Director of Administrative Services and Office Manager; such as, mass program/class registrations, open gym programs, and water aerobics. Administrative staff shall process all related forms and fees through a computerized registration software program and recorded daily.

Receipts and ledgers shall be imprinted with the District name and address, and numbered sequentially. Commercial receipts books shall not be used for receipting revenue or fees.

A detailed summary of receipts (“close”) generated for each of the programs, including the number of registrations, shall be prepared daily, which provides total cash and checks taken in that day.

A monthly “close out” will be reconciled with the daily deposits and ledgers, as required by the Districts Auditor.

4202.1

District Office

- A) Monies received over the counter must be counted and recorded daily using computer-generated receipts and ledgers imprinted with the District’s name and address and number in sequential order.
All monies, while at the District office, shall be secured in a safe for which only the District Administrator, the Division Heads, and the Office Manager have access.
- B) The Office Manager and/or the Office Assistant shall record daily the monies received for program registrations, activities, and reservations and is responsible for preparing the deposits and taking them to the bank.
- C) Deposits from all sources shall be recorded by the Administrative Services Staff and logged daily on a calendar, noting the date, time, amount, and name of the person who delivered the monies.

4202.2

Mission Oaks Community Center and Swanston Community Center

- A) Monies received must be counted and recorded daily using computer-generated receipts and ledgers imprinted with the district’s name and address and number in sequential order.
- B) All monies, while at the MOCC and Swanston, shall be secured in a safe for which only the Supervisor of Recreation Services, the Office Assistant (or designated representative) shall have access.
- C) The Mission Oaks and Swanston Community Center Office Assistants are responsible for the daily accounting of all registration fees and charges received for programs and activities, including the coffee fund, donations, and fund-raising efforts at their respective centers.
- D) Monies collected over the counter and any other source shall be recorded and the ledger tallied by 4 p.m. daily. The registration software program is to be closed and reconciled no later than 4:30 daily and any new open till shall be recorded as the next day’s revenue.
- E) Deposits conveyed to the District office shall be noted on a monthly journal.
- F) The Office Assistants (MOCC/Swanston) shall be responsible for depositing daily revenue into the bank account; contacting the District office, prior to 1 p.m. when a delivery is not feasible so that the Administrative Services Director and/or Office Manager/Assistant can take appropriate action to take possession of deposits for banking.
- G) The Office Assistant for each center shall be accountable for auditing the daily bookkeeping and accounting of revenue (over-the-counter registrations, the coffee fund, fund-raising efforts, all donations, and any other miscellaneous revenues).
- H) Deposits shall be District Administrator secured in the safes at each site prior to be conveyed to the bank for depositing.

- I) The Office Manager/Assistant shall audit the deposits slips that are conveyed to the District Office.
- J) All monthly receipts and ledgers shall be reconciled daily and deposits made to the bank account at a minimum twice a week. And shall be reconciled to County COMPASS reports. This includes all receipts and ledgers for over-the-counter registrations, the coffee fund, fund-raising efforts, all donations, and any other miscellaneous revenues.

4203

Deposit Permit

The bank account shall be cleared monthly by reconciling daily collections and depositing revenue into the "Treasurer, County of Sacramento." This revenue is credited to the District General Ledger accounts designated on the Deposit Permit.

4204

Receipts and Expenditures

All receipts and expenditures are processed through the County's Department of Finance Auditor-Controller's Office, in accordance with the County's current policies and procedures.

4204.1

Financial Reports

The District's financial activities are reported, as outlined below:

A. Revenue

Taxes collected by the County's Tax Collector and other monthly revenues are credited to the District and shown on the "Revenue Detail Report".

B. Expenditures

Expenditures made or authorized by the District are shown on the monthly "Expenditure Detail Report".

The auditor-controller provides the following monthly reports:

- Revenue Detail and Revenue Status
- Expenditure Detail and Expenditure Status
- General Ledger
- Trial Balance

C. Timesheets

Timesheets shall be completed by each District employee and submitted to the appropriate supervisor for verification. Upon the supervisor's approval, timesheets are to be submitted to the Office Manager and/or Office Assistant for payroll preparation and filing.

Timesheets shall be submitted in a timely manner.

D. Payroll

Biweekly, the Administrative Services Division staff prepares the payroll for staff from timesheets that are submitted from Division heads.

Board members are paid \$50 per month if they attend at least one regular or special meeting each month. Not to exceed two meetings in a month.

E. Billing Report

The Director of Administrative Services and/or Office Manager, prior to each regular Board meeting, shall prepare a Billing Report for the Board's approval. The report will show all expenditures made during that period and will include:

- the expense account charged;
- the name of the vendor;
- the division incurring the obligation;
- the amount obligated;
- a subtotal by expense code; and
- the grand total for the report period.

4205 Cash Responsibilities

The Administrative Services Division has the responsibility for the over-the-counter cash receipts and maintaining cash receipts ledger at the District Office, Swanston Community Center, and Mission Oaks Community Center.

4300 Expenditures

4301 Billing

Payments made to vendors are normally paid upon receipt. When an invoice (bill) is received, it is first categorized by Division and then by expense code. The numeric expense code designates the expense account that will be charged when the invoice is paid. This information is shown on the monthly budget detail printout received from the Auditor-Controller's office.

4302 Billing Report

Following the above procedure, all obligations are entered on the monthly District Billing Report and submitted to the Board for approval at each regular monthly meeting.

Most operational, ongoing expenses are processed for payment when received and ratified at the next regular Board meeting.

4303 Claims

When invoices are received from vendors, they are submitted to appropriate divisions for proper account coding. Once returned to A/P they are then organized by division and GL account and input into the County SAP/Compass Program. A transmittal form is completed listing each vendor payment with a corresponding claim number.

After approval by a division head, the transmittal is forwarded to the District Administrator (or designated representative) and, upon signature, the originals are then taken to the County for processing. A copy of all claims is kept in a file cabinet organized by month in the A/P office.

4400 Petty Cash

The District maintains a petty cash fund (Imprest Cash Fund) in the amount of \$2,000, to purchase items that need to be obtained in an expeditious manner and that generally cost less than \$50. Expenditures of \$50 or less are allowed without prior approval; \$51-

\$149 with the approval of the Office Manager; and those exceeding \$150, with the approval of the District Administrator and/or the Director of Administrative Services or designee.

4500

Credit Cards

All credit cards authorized by the District are to be numbered sequentially and held and maintained at the District office. The Administrative Services Division shall maintain a list of employees who have use privileges. The Director of Administrative Services or designee(s) shall have the responsibility for dispensing the cards, upon the request of authorized users, and shall note such activity in a journal or index.

4600

Credit Vouchers

Credit vouchers shall be issued in lieu of a refund check. Vouchers may be redeemed toward the cost of any other district activity (class, program, trip, etc.) within one year of the date originally issued.

A reimbursement of the fee will be granted:

- A) Should an injury or health problem (occurring prior to the activity beginning or during the first week of the program) prevent or impair participation in the activity, if requested prior to the end of the program;
- B) When the district cancels a program, class, or activity; or
- C) When a completed Request for Reimbursement of Activity Fee is requested in writing, and received in the district office a minimum of three business days before the program or activity begins.
- D) Excursions, Mini-Bus, or Van Trips
A credit voucher will be issued in lieu of reimbursement of fees. However, if the space is resold, the customer may request a reimbursement of fees or request a credit voucher.
- E) Excursions. Chartered Trips
 - 1. Refunds will be granted whenever staff cancels the excursion, although customers may request a credit voucher in lieu of a reimbursement of the fee.
 - 2. A partial reimbursement of the fee shall be granted if the space is not resold (the amount to be based on the fees charged by the carrier/vendor for the unused space).

<u>5000</u>	<u>FACILITIES</u>	<u>5000-5999</u>
<u>5100</u>	<u>District Facilities (Buildings)</u>	
<u>5100.1</u>	<u>Application/Reservation of Mission Oaks Community Center</u>	
<u>5200</u>	<u>Facilities (Park Sites)</u>	<i>Revised 11/10/15</i>
<u>5200.1</u>	<u>Hours of Operation</u>	
<u>5200.2</u>	<u>Security</u>	
<u>5200.3</u>	<u>Reservations</u>	
<u>5300</u>	<u>Vandalism</u>	
<u>5300.1</u>	<u>Reward</u>	
<u>5400</u>	<u>Park Fencing</u>	
<u>5401</u>	<u>Private Fencing</u>	
<u>5402</u>	<u>Gates</u>	
<u>5500</u>	<u>Naming of Parks</u>	<i>Revised 11/10/15</i>
<u>5501</u>	<u>Procedures</u>	
<u>5600</u>	<u>Alcoholic Beverages in District Parks</u>	
<u>5700</u>	<u>Development (Parks)</u>	
<u>5800</u>	<u>Park Maintenance</u>	
<u>5800.1</u>	<u>Excess Wood Sales</u>	
<u>5900</u>	<u>Donations and Memorials/Honorarium</u>	
<u>5900.1</u>	<u>Acceptance of Donations</u>	
<u>5901</u>	<u>Memorials and Honorariums</u>	

5100District Facilities (Buildings)

The District owns three buildings – the District Office at 3344 Mission Avenue; Mission Oaks Community Center, 4701 Gibbons Drive; and Swanston Community Center at 2350 Northrop Ave.

Areas in the community centers are available for rent.

5100.1Application/Reservation of Mission Oaks Community CenterA. Priority Facility Use Schedule for Facility

1. Mission Oaks Recreation and Park District (district-sponsored and cosponsored activities). District staff has the authority to reserve the center for District-sponsored and cosponsored activities any time during the year.
2. San Juan Unified School District, local recreation and park agencies, and nonprofit groups.
3. All other groups and individuals.

Priority groups #2 and #3 shall follow the procedure below on a first-come, first served basis:

B. Application Procedure

1. All reservation requests must be made in person at the center District office using a Facility Reservation Application form, accompanied by the appropriate security deposit.
2. Applicant must be at least 18 years of age.
3. Applications will be accepted a maximum of one year in advance.

C. Insurance

The district's risk manager mandates that applicants be required to provide insurance coverage, naming the District as additionally insured, for the activity/event scheduled. Insurance may be obtained through a private agency or purchased from the District.

D. User Fee Classifications

Group #1: District-sponsored and cosponsored activities, and nonprofit groups (registered as such with the California Franchise Tax Board), when use occurs during hours that District staff would normally be on duty.

All groups granted free use will do their own set up and take down unless contracted on a fee basis.

Group #2: San Juan Unified School District, local recreation and park agencies, and nonprofit groups, when building use occurs during hours that the center would otherwise be closed. For fund-raising activities or when admission fees are charged, these groups would be reclassified into Group #3.

Group #3: All groups and individuals not already classified.

E. Fees and Charges

All fees and charges for use of facilities are reviewed and approved as part of the annual budget preparation process.

1. Two weeks prior to the activity:
 - a. All fees are due;
 - b. An Alcoholic Beverage Control (ABC) Permit, is applicable, must be on file with in the District office; and
 - c. Proof of required insurance must be on file with in the District office.
2. Rent will be charged for all the time the building monitor is required to be on duty for the event.
3. The minimum reservation for the auditorium is four hours.
4. The fee for any time reserved and paid for in advance, but not used (beyond the minimum time), will be refunded. If the time is 30 minutes or less, the renter will be entitled to one-half the hourly rate; if the time is 31 to 60 minutes, the renter will be charged at the same rate for all time used, but not reserved and paid for in advance.
5. The Director of Administrative Services will authorize the return of the security deposit less any additional costs incurred to the renter if the building is in the same condition in which it was found before use. The decision will be based on the results of the Final Inspection Report submitted by the district's Building Monitor. Denials will be transmitted in writing, citing specific reasons for all or part of the deposit being withheld.
6. Any violation of district rules or regulations by the renter of those attending the activity/event may result in denial of further permits.
7. The renter will be responsible for any restitution, including financial reimbursement, which the district may require for repair or replacement of any damage to the facility as a result of the activity or the event.
8. Use permits cannot be transferred, assigned, or sublet.

F. Cancellation or Changes in Reservation

1. The District reserves the right to cancel any scheduled event (without liability) prior to scheduled use. Refunds will be made if cancellation by the District is necessary.
2. A full refund will be granted if requested two months prior to the reservation date. Renters will receive fifty percent of the security deposit if the reservation is canceled within two months of the date of use. Refunds of the rental fee and security deposit will not be granted if cancellation is made within two weeks of the date of use.

G. Smoking Policy

Smoking of any substance (cigarettes, cigars, pipes, etc.) within buildings owned and operated by the District is forbidden. Evidence of smoking can result in the forfeit of the security deposit, in addition to any other penalty the district may impose for any damage that may have resulted due to such violation.

H. Rules

Renters will be provided with a copy of the general rules for use of the facility at the time the reservation is made. At least two weeks prior to the event, the renter or a representative is required to meet with staff at the center to review the specific rules and regulations.

5200 Facilities (Park Sites)

5200.1 Hours of Operation *Revised 11/10/15*

Neighborhood Park hours will be from sunrise until sunset.

School Parks maintained by MORPD, if requested by the San Juan Unified School District, school parks maybe closed to public use during times when school is in session.

Community Park hours will be from sunrise until 10pm (12am, if pre-approved).

5200.2 Security *Approved 1/10/12*

At staff's discretion, the district has the responsibility to hire a security firm when a renter plans to serve alcohol in one of its indoor facilities. The cost shall be borne by the rental representative. Security personnel shall be unarmed but will have the authority to request official law enforcement response when necessary to ensure the safety of the public and district property.

Staff shall notify the renter of the need for security when the rental application is submitted to the District and the cost for the security at least two weeks prior to the activity when all fees are due.

5200.3 Reservations *Revised 3/ 10/15*

Parks and facilities are available at no cost, on a first-come, first served basis to the general public, with the following exceptions:

A. Gibbons Park

The area under, and immediately surrounding, the large oak tree to the north of the Senior Citizen/Community Center and the Leif Owre Memorial Grove may be reserved in conjunction with the reservation of the center. The area must be specifically requested, with a designated starting and ending time, when reservation for the center is made, and must be so noted on the reservation form.

B. Athletic Fields

Due to the demand for soccer, baseball, and softball fields, and realizing that organized activities cause an abnormal amount of wear and tear, the district has established the reservation and fee policy for the athletic fields listed below to help offset their maintenance costs.

Ashton Park	Soccer field
Valley Oak Park	Soccer or baseball/softball and two baseball fields

Eastern Oak Park Soccer field
Greer School Park/ Soccer field or two softball fields
Jim Winthers Memorial
Sports Complex

Sierra Oaks School Park Soccer field

Swanston Park Bantam soccer field

1. Reservations will be accepted six months in advance of the Date reserved; i.e., February 1 for August 1, in accordance with the scheduling priorities shown below.
 2. A Fee will be assessed, based on a schedule approved by the Board.
 3. A season is defined as a period not to exceed five months.
 4. Scheduling Priorities
The following schedule of priorities for use of parks shall apply, except for school parks in which the school district-sponsored activities have first priority.
 - a. District-sponsored and cosponsored programs and activities.
 - b. San Juan Unified School District
 - c. Nonprofit community youth serving organizations
 - 1) Organizations and groups that have received approval for prior use
 - 2) Organizations requesting use for the first time
 - d. Nonprofit community adult and senior adult serving organizations
 - 1) Organizations that have received approval for prior use
 - 2) Organizations requesting use for the first time
 - e. All other uses
 5. Application Procedure
 - a. All requests must be submitted using the “Athletic Field Reservation Application” form
 - b. Applicants will be accepted on a first-come, first served basis, according to the priority listing in Para. 4
 - c. Fees are due and payable not later than two weeks prior to the requested use
 - d. The district’s risk manager mandates that applicants be required to provide insurance coverage, naming the District as additionally insured, for the activity/event scheduled. Insurance may be obtained through a private agency or purchased from the District.
- C. Tennis Courts
Courts will be reserved only to facilitate District-sponsored or cosponsored lessons or events. Courts will not be reserved or used by any agency or person for the purpose of paid private lessons.
- D. Prohibition
Commercial or private entities may not use public facilities for financial gain.
- E. Organized Community Use of Valley Oak Park

1. Little league will be permitted to schedule games on the ball fields, Monday through Saturday, and on Sunday afternoons between 1 and 4 p.m. during the regularly scheduled season. Sunday play should be limited to one field. The ball fields are not available for reservation to any group on Sunday mornings.
2. Amplification sound policy governs the use of amplified sound by individuals and groups at all athletic fields managed by Mission Oaks Recreation and Park District (MORPD) and is subject to the provisions in Sacramento County Code 9.36.072. It is noted that Sacramento County Code 6.68.090 exempts certain activities conducted in publicly owned parks; however the policies adopted by MORPD are intended to minimize the impacts associated with the use of Parks and Facilities by other groups.

Application:

This policy applies to all individuals and groups who have submitted and been approved for use of an Athletic Field with MORPD. This policy does not apply to MORPD events or activities.

Provisions:

- A. Subject to Sacramento County Code 9.36.072 all groups or individuals who desire to use amplified sound are required to obtain an approved application from MORPD.
- B. Permits shall be issued to individuals or groups subject to the following limitations.
 1. Speakers shall be directed away from residential areas to the extent possible.
 2. Volume shall be set at a level to minimize impacts to the surrounding community and the other users of the park or facility.
 3. Amplified sound shall not begin before 8am.

Procedures:

- A. Any group who determines the need for amplified sound shall state the request with dates and times on the Athletic Field Use Application.
- B. Request shall be evaluated by District staff. If approved by staff, the application days and times shall be posted on the MORPD website and a copy of the approved application and agreement shall be on site at all times during the event. (Note: The renter's personal contact information will not be displayed.)
- C. While not all scenarios for the use of amplified sound can be anticipated, MORPD staff shall consider the following items when reviewing the permit request.
 - Other sound applications approved for the park or facility.
 - Frequency of amplified sound at the park or facility.
 - Length of time the amplified sound will occur.

5300 Vandalism

5300.1 Reward

A reward of up to \$1,000 is offered to anyone reporting acts of vandalism, which leads to the arrest and conviction of the person or persons committing the act.

5400 Park Fencing

The District shall not erect fences on park sites except for reasons of safety. If it is determined (by action of the Board) that a fence is to be erected, it shall meet all District specifications, including height, which will be determined for each specific project. No fencing, private or District-owned, shall be erected on property boundary.

5401 Private Fencing

The District shall not share in the cost of constructing, maintaining, or replacing private fences bordering park property, except as provided below. The owner shall be responsible for all costs associated with fencing on private property adjacent to park property.

The District shall repair private fences that are damaged as a result of an accident occurring on park property (i.e., a tree on park property falling on a fence or park maintenance equipment damaging a fence).

If the District is found to be responsible for damage to a privately owned fence, and is obligated to repair or replace a the fence, the District shall request the private land owner(s) shall be required to execute an agreement with the District to the effect that:

- A. The fence shall be constructed according to District specifications, using materials similar to the original, if possible;
- B. The maintenance responsibility rests with the private property owner;
- C. The owners shall indemnify the District for any injuries or damage arising from the construction of the fence or the maintenance thereof; and
- D. The obligation to locate the fence on private property and the maintenance of it would be a covenant running with the private property for the benefit of the District's contiguous property.

The District shall encourage property owners who erect wooden fences to locate the rail frame to face the owner's side of the boundary as a security measure to discourage park users from climbing the fence to gain access to private property.

5402 Gates

The District shall not construct gates in fences owned by the District. Installation of gates in private fencing shall be at the discretion of the owner who shall assume total responsibility.

5500 Naming of Parks

Revised 11/10/15

The following criteria shall be used in the naming or renaming of District owned Parks, Park Facilities and specific areas within a Park.

1. Reflect geographical location; the name of a park should, if possible, have topographical, geographical, or historical significance generally recognized and known throughout the area.
2. Reflect significant natural features or resources of the area.
3. Honor a significant individual (see below).
4. The intent of naming is for permanent recognition. Therefore, any request of MORPD to rename an existing park, park facility or specific area will be subject to examination to not diminish the original justification for the name.

Individuals must have made a significant contribution to the park or facility, including, but not limited to:

1. Donation of land or large financial contribution to the facility.
2. Contributed substantially and improved the quality of life in the MORPD community. This could relate to involvement with Parks and Recreation or other community involvement activities towards the betterment of life in the MORPD.
3. The person being memorialized died in the line of duty serving the MORPD or the United States of America.

Each park or facility within a park, such as an athletic field, groves of trees, walkways, trails and buildings, or special rooms in a building could be named after selected individuals in their honor as desired and appropriate.

The person and/or entity requesting to “re-name” a District owned Park or Facility is responsible to pay all expenses associated with replacing the existing park or facility sign.

5501

Procedures

The following procedures shall be considered in naming a park:

- A. Assistance will be solicited from historical societies or other groups having special knowledge of the area when considering a name to highlight an area’s geographical or historical significance.
- B. To stimulate interest in obtaining suggestions, the selection process may include a contest or some type to competition, inviting the public’s participation.
- C. Names shall be submitted to an appropriate committee of the Board for selecting at least three choices (if practical) to be recommended to the Board for consideration of approval.
- D. To avoid duplication and confusion, all proposed names selected by the committee should be checked against a master list of park names throughout the county, which is maintained by the county Department of Parks and Recreation.
- E. Once the names have been checked and cleared against the master list, they will be submitted to the Board for consideration of approval.
- F. Once a name has been approved, it shall be forwarded to the county Department of Parks and Recreation for inclusion in the master list.
- G. The appropriate map publishers shall be notified so that the new name can be included on local area maps.

5600

Alcoholic Beverages in District Parks

Consumption of alcoholic beverages is not allowed in District parks.

According to Sacramento County Ordinance, Section 9.36.57.5, "Consumption of Alcoholic Beverages", no person shall possess any can, bottle or other receptacle containing any alcoholic beverage which has been opened, or a seal broken, or the contents of which has been partially removed, in any area designated as a nature trail or nature area or on or within any park or park facility that has been posted with signs prohibiting such possession.

It shall be unlawful for any person under twenty-one years of age to be in possession of an alcoholic beverage while such person is in or upon any District owned or maintained facility. Notwithstanding any other provisions of this code to the contrary, violations of the provisions of this section shall constitute an infraction, and shall be punishable pursuant to the provisions of Government Code Section 25132.

5700

Development (Parks)

Development of District parks will take into consideration the following factors:

- A. A thorough review and evaluation of each site in order to incorporate in the design any special characteristics; such as, plant or animal life, contours of the land, and any beautification or recreational additions made by the neighborhood.
- B. Consideration of undeveloped areas at each site for gardening, free play for children, ecology area, etc.
- C. There will be no fencing around parks unless there is a critical design or safety factor.
- D. There will be no development of maintenance of substantial portions of any park for activities that involve limited memberships in particular organizations.

5800

Park Maintenance

The district contracts for the majority of the maintenance of all parks and certain school/parks, in accordance with Chapter 13000 of this manual.

5800.1

Excess Wood Sales

At certain times, as a result of pruning and acts of nature, the District has wood available for sale.

The Director of Planning and Facilities is authorized to sell all excess wood, in accordance with procedures established by the County of Sacramento.

5900

Donations and Memorials/Honorarium

The District accepts donations from groups and individuals for the enhancement of district facilities. Donations may be cash, material, or services.

5900.1

Acceptance of Donations

The district reserves the right to approve the donated item, and the placement, method, and construction materials to be used.

The Executive Director and division directors are authorized to accept any donations that are in the best interest of the District. The offer of a donation may

be denied if the long term cost/benefit ratio to the District is determined to be unfavorable.

All donations shall be acknowledged with a letter of appreciation.

5901

Memorials and Honorariums

Due to safety and maintenance considerations, the District will not accept donations of raised monuments to be located in District parks. Donors will be encouraged to consider providing items such as, benches, fountains, picnic tables, etc., which may be acknowledged with a plaque. The plaque, to be provided by the donor, shall not exceed the dimensions of 8" x 10". Whenever appropriate, the plaque shall be embedded at ground level in concrete to reduce maintenance and promote safety.

6000 RECREATION EQUIPMENT AND SURPLUS DISTRICT PROPERTY DISPOSITION

6000-6999

6100 Sports/Recreation Equipment

6100.1 Responsibility

6100.2 Eligibility

6100.3 Rental Fees

6100.4 Lost or Damaged Equipment

6200 Large Group Barbecue

6200.1 Eligibility

6200.2 Reserved

6200.3 Damaged Equipment

6300 Reserved

6400 Sale or Disposition of Used or Surplus District Property

6000 RECREATION EQUIPMENT AND SURPLUS DISTRICT PROPERTY DISPOSITION

6100 Sports/Recreation Equipment

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

6100.1 Responsibility:

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

6100.2 Eligibility

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

6100.3 Rental Fees

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

6100.4 Lost or Damaged Equipment

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

6200 Large Group Barbecue

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

6200.1 Eligibility

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

6200.2 Reserved

6200.3 Damaged Equipment

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

6300 Reserved

6400 Sale or Disposition of Used or Surplus District Property

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

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

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

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

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

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

<u>7000</u>	<u>VEHICLES (District)</u>	7000-7999
<u>7010</u>	<u>Vehicle Control</u>	
<u>7020</u>	<u>Vehicle Operation</u>	
<u>7100</u>	<u>Vehicle Accident/Incident Review</u>	
<u>7200</u>	<u>Driving Privileges</u>	
<u>7201</u>	<u>Loss of Driver's License Privileges</u>	
<u>7300</u>	<u>Motor Vehicle Reviews (MVRs)</u>	
<u>7400</u>	<u>Vehicle Accident Reporting/Recording (CAPRI)</u>	
<u>7500</u>	<u>Use of Alcohol/Illegal Substances</u>	
<u>7600</u>	<u>Employees are expected to follow California State law</u>	

7000

VEHICLES (District)

The importance of proper and safe operation of District vehicles and personal vehicles used on District business cannot be stressed too highly, since aside from the risk of personal injury, the operation of any vehicle on District business may result in a liability and/or workers compensation claim against the District. Because of this exposure, strict vehicle and driver controls must be maintained at all times. These controls will be maintained through driver certification, by review of driver's records, accident investigations, and vehicle maintenance.

7010

Vehicle Control

The Director of Parks is the Vehicle Control Officer for the District, whose duties shall include, but not be limited to:

- A. Maintenance of District vehicles in good mechanical condition;
- B. Preparation and maintenance of written operation procedures for District vehicles;
- C. Preparation and maintenance of written accident procedures for District vehicles/operators;
- D. Insuring the proper use of forms for maintenance documentation and safety checks, in accordance with the requirements of the California Highway Patrol.

7020

Vehicle Operation

- A. District vehicles will be used for official use only.
- B. Vehicle operators shall observe all federal, state and local vehicle codes and laws.
- C. The Vehicle Control Officer must authorize vehicle overnight retention. Employees authorized to retain vehicles overnight must take adequate precautions to ensure maximum protection for the vehicle, equipment and accessories.
- D. Traffic citations (tickets) received while operating District vehicles will be the sole responsibility of the operator.
- E. District gas credit cards will be issued as required and will be maintained by the Director of Administrative Services.
- F. Proof of liability insurance cards will be provided for each District vehicle and will be located in the glove compartment of each vehicle. Private vehicles used on District business must also be covered and current proof of coverage will be required.

7100

Vehicle Accident/Incident Review

All accidents or incidents involving vehicles used for District business will be investigated by the Vehicle Control Officer who will review the findings with the Safety Committee at its next quarterly meeting. After determining that an accident/incident was preventable, the Safety Committee will prescribe preventive measures to be relayed to the involved employee.

All employees shall be made aware of the accident/incident review procedures concerning the determination of preventability, and informed that the review is designed to protect the interests of both the District and the drivers. The Committee actions, concerning reviews, are considered as beneficial counseling, not as a disciplinary action.

7200

Driving Privileges

The District shall consider any person possessing a valid unrestricted California driver's license is eligible to drive on District business.

7201

Loss of Driver's License Privileges

Job descriptions for some employees stipulate that continued maintenance of a valid driver's license and compliance with established District vehicle policies are conditions of continuing employment. Supervisors, have discretion to accommodate the loss of an employee's driving license privileges, unless to do so would jeopardize the effectiveness of the position or disrupt to an unacceptable degree the assignment of work responsibilities. The loss must not have been brought about by behavior or actions that might subject the employee to disciplinary action or expose the District to potential adverse legal or societal ramifications.

7300

Motor Vehicle Reviews (MVRs)

- A. Properly licensed personnel will operate District vehicles.
- B. "Driver Record Information" reports will be obtained from the California Department of Motor Vehicles (DMV) for all employees, to be used by the Vehicle Control Officer in considering the employees' eligibility to operate District vehicles.
- C. Pull Notice Program
The DMV developed the Pull Notice Program to automatically monitor and provide updated information about licensed drivers. The District will enroll in this program all employees authorized to drive District vehicles in this program. The Vehicle Control Officer will receive updated "Driver Record Information" on all drivers on the Authorized Drivers List.

7400

Vehicle Accident Reporting/Recording (CAPRI)

- A. In the event of an accident, employees are advised to not admit fault or discuss the circumstances except with a California Highway Patrol officer or other law enforcement official.
- B. Employees must complete the "Drivers Report of Accident" that is provided in each vehicle and submit it to the Director of Administrative Services who will refer it to the District's insurance carrier.

7500

Use of Alcohol/Illegal Substances

Employees will not be allowed to operate District vehicles or personal vehicles on District business if alcohol or illegal substance use is suspected. Further, the employee shall be subject to disciplinary action, per Sec. 2000 of this Manual and Drug Testing stated in appendix 2000/1.

7600

Employees are expected to follow California State law

Employees are not to use cellular phones or wireless communication devices while operating a vehicle. Employees are urged to safely stop and park the vehicle prior to initiating or responding to a call, while they talk, or otherwise conduct business using these communication devices.

<u>8000</u>	<u>SAFETY</u>	8000-8999
<u>8010</u>	<u>SAFETY (Loss Control)</u> <u>Joint Powers/California Association of Parks and Recreation Insurance</u>	
<u>8020</u>	<u>Safety Policy Statement</u>	
<u>8100</u>	<u>Safety Coordinator</u>	
<u>8110</u>	<u>Safety Committee</u>	
<u>8120</u>	<u>CAL-OSHA</u>	
<u>8200</u>	<u>Loss Control</u>	
<u>8210</u>	<u>Accidents (Non-Vehicular)-Employee</u>	
<u>8220</u>	<u>Accidents (Non-Vehicular)-Non-Employee</u>	
<u>8230</u>	<u>Safety Equipment/Protective Clothing</u>	
<u>8240</u>	<u>Use of Wireless/Cellular Phones/Communication Devices While Operating a Vehicle within the Scope of District Employment. See Sec. 7600.</u>	
<u>8300</u>	<u>Employee Safety Incentive Program</u>	
<u>8310</u>	<u>Purpose</u>	
<u>8320</u>	<u>Criteria and Procedures</u>	
<u>8330</u>	<u>Safety Incentive Awards</u>	

8000

SAFETY

8000-8999

8010

SAFETY (Loss Control)

Joint Powers/California Association of Parks and Recreation Insurance

The District is a member of the joint powers known as California Association of Parks and Recreation Indemnity (CAPRI).

8020

Safety Policy Statement

- A. Purpose. It is the intention of the members of CAPRI to develop, implement, and administer a comprehensive loss prevention program. The District maintains that the public and its employees are important assets, and division heads and supervisory personnel at all levels of the District work force are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations.
- B. Concept. Reviews of operations should include consideration of problems and/or errors that could occur as it relates to the environment, equipment, job procedures, and personnel. Most accidents are preventable. Loss prevention is to initiate such planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continual emphasis on loss prevention techniques, the refinement of work procedures, and safe working conditions, has been shown to significantly reduce injuries, property damage, and work interruption. All employees are charged with the responsibility of supporting and cooperating with the loss prevention program. All employees are expected, as a condition of employment, to adopt the concept that the safest and most efficient manner to perform a task is the only acceptable way. Safety adherence and performance will be considered an important measure of supervisory and employee performance evaluations.

8100

Safety Coordinator

The Director of Parks shall serve as the District's Safety Coordinator (DSC).

8110

Safety Committee

All regular full-time employees shall be members of the District's Safety Committee.

- A. Committee meetings shall be held quarterly and will be the first agenda item, chaired by the DSC, at the general staff meetings.
- B. The minutes of the meetings shall be recorded. Copies of the minutes, in accordance with "Program CAPRI" requirements, will be forwarded to the CAPRI Office, as well as to all committee members.

8120

CAL-OSHA

The District shall observe CAL-OSHA Standards and a copy of the Act will be maintained on file at the District.

8200

Loss Control

It shall be the responsibility of management and employees alike to provide safe working conditions throughout the District.

8210

Accidents (non-vehicular)-Employees

Injuries received in the performance of assigned duties are to be reported by the employees to their immediate supervisor, using the appropriate report form, within 24 hours of occurrence.

8220 Accidents (Non-Vehicular)-Non-Employees

Injuries to persons other than employees, occurring at any District facility or during and District program, shall be reported by the assigned employee to the appropriate supervisor as soon as possible.

8230 Safety Equipment/Protective Clothing

District employees shall wear personal protective clothing and use proper safety equipment when required by their working assignment. Equipment, clothing, and other materials specifically required by the District will be provided or the employee shall be reimbursed for their purchase.

Employees shall wear personal protective clothing and use proper safety equipment when required by their work assignment. Employees who refuse to use proper safe equipment or to wear personal protective clothing may be subject to discipline.

8240 Use of Wireless/Cellular Phones/Communication Devices While Operating a Vehicle within the Scope of District Employment. See Sec. 7600.

8300 Employee Safety Incentive Program

8310 Purpose

- A. To encourage safe work practices and procedures in compliance with the guidelines of SB 198, the “Occupational Injury and Illness Prevention Program”.
- B. To reward divisions for safe work practices (no accidents or injuries that would require reporting to the California Office of Safety and Health Administration), meeting training obligations, and no lost time due to unsafe practices.

8320 Criteria and Procedures

- A. Each supervisor will conduct pre-service safety training sessions for each employee, including orientation of all applicable safe work practices and use of special equipment, tools and machinery, and an introduction to Material Safety Data Sheets (MSDS).
- B. Each supervisor will conduct periodic safety meetings each calendar year.
- C. The DSC will conduct quarterly meetings of the Safety Committee and quarterly training meetings, and will be responsible for the district’s Investigative and Safety Audit Subcommittee (ISA) meetings, at which time; accident/incident reports and safety inspection surveys will be reviewed.

All employee accidents/injuries/illnesses involving workers compensation claims shall be reviewed by an ad-hoc committee, appointed by the ISA membership (exclusive of representatives of the division in which the accident occurred), to determine whether: a) and safety policies were violated; b) employee negligence (unnecessary risk taking, poor judgment, etc.) was a direct or contributory cause, and c) a hazardous condition existed at the time the accident occurred.

The ad-hoc committee will present its ruling at the following month's ISA Committee meeting. If, as a result of the investigation, no safety policies were violated and there exists no proof of employee negligence, the division shall not be disqualified from participating in the award program for that quarter.

- D. Supervisors will conduct safety inspection surveys/observations on a regular basis, with the frequency to be determined by heads of divisions for their respective areas of responsibility.
- E. Each division head will annually evaluate all safe work practices on an individual, as well as divisional, basis.
- F. All of the above meetings, surveys and accident investigations are to be documented in writing and placed in the division's safety binder located in the central workroom at the district office.

8330

Safety Incentive Awards

Divisions that qualify as a result of its safety record will be entitled to safety incentive awards quarterly in the following amounts: Administrative Services Division, \$50; Recreation Services Division, \$100; and Planning and Facilities Division, \$100. Awards for the Administrative Services Division are less as it is generally held that the employees in this division are exposed to fewer risks that might result in reportable injuries.

Use of the awards is to be determined collectively by division personnel, subject to the discretion of the division head and the District Administrator, and shared among the division's regular full-time and part-time employees. Use of the awards must be in accordance with October 22, 1990, correspondence from the County Counsel regarding employee incentive programs, which states, in part: *"...In general, public property (whether in kind or money) can be paid to employees or specified employees for practically any reason or purpose so long as: (i) a written policy by the Advisory Board adopted during a public meeting, which is a public record, authorizes the particular donations in specified amounts, specifically defines the circumstances under which they may be granted, and characterizes the donations as compensation for services rendered or as a component of the overall compensation and benefit program; and (ii) the actual donations are made following adoption of and in accordance with the written policies. Thus, by express Board policy, District funds or property could be expended as compensation on such divergent emoluments as birthday cards, sympathy cards, lump-sum bonuses for specified types of performance, expense accounts (without accountings, because they are characterized and taxed as compensation, not reimbursements for expenses incurred) – even cash awards or Hawaiian vacations as rewards for specified types of performance excellence, or for innovative and cost-savings ideas under employee suggestion programs. The legal concept justifying such extremes in compensation is identical to the one which defends the legal integrity of paying salary to employees who are absent from work because of illness, bereavement, vacation, etc.; employer contributions to retirement plans and group insurances; and salary step advancement based solely on years of service."*

Funding for any unearned awards will become part of the district's fund balance to be re-appropriated in the next fiscal year. The amounts of the awards shall be evaluated during the annual budget process.

<u>9000</u>	<u>KEYS</u>	9000-9999
<u>9100</u>	<u>Responsibility</u>	
<u>9200</u>	<u>Issuance</u>	
<u>9300</u>	<u>Key Deposits</u>	
<u>9400</u>	<u>Duplication</u>	
<u>9500</u>	<u>Replacement Costs</u>	

9000

KEYS

9100

Responsibility

The Director of Parks, or designated representative, shall be responsible for maintaining a master set of all keys used by employees in the operation of the District, and for the key control system, which includes issuing and receiving all keys and maintaining all related records.

9200

Issuance

The Director of Parks, or designated representative, will issue all keys, which must be:

- A. Authorized by the division heads for their respective employees
- B. Requested and approved for individuals, groups, or agencies.

9300

Key Deposits

Individuals, groups, or agencies that have been approved to receive District keys may be required to pay a deposit. Deposits will be forfeited if the keys are not returned within the prescribed period.

9400

Duplication

Keys will be duplicated only with the approval of the Director of Parks, or the designated representative.

9500

Replacement Costs

Employees who lose the keys they were issued may be assessed a security replacement fee if the loss causes the District or the school district an expense in changing locks. This charge may be consistent with the costs associated with replacement.

10000 ASSET CAPITALIZATION (Fixed Assets)

10000-10999

10100 Introduction

10101 Purpose

10102 Authority

10103 Description of Fixed Assets

10104 Additional Capital Asset Issue

10200 Intangible Asset Policy And Procedures

10201 Purpose

10202 Authority

10203 Applicability

10204 Definition

10205 Policy

10206 Procedures

10000 Asset Capitalization Policy (Fixed Assets)

10100 Introduction

10101 Purpose

The purpose of asset capitalization policy is to provide guidance to account for controlling the assets acquisition, movement, sale, disposal, and addressing areas such as useful life, minimum threshold values for capitalization, depreciation, and retirement of fixed assets.

10102 Authority

GASB Statement No. 34; GASB Statement No. 51; GASB Comprehensive Implementation Guide; and State of California Accounting Standards and Procedures for Counties

10103 Description of Fixed Assets

Fixed assets include land, buildings, and structures, equipment, infrastructures, intangible assets, or any related capital lease. These items are further defined as follows:

- A. Land includes all parcels purchased by any County entity or any improvements made to existing parcels of land. Land purchases with the exception of road beds, easements, and rights-of-way, regardless of the cost.
- B. Buildings, structures, and other related improvements include all relatively permanent improvements constructed or placed onto County-owned land or existing structures. This will also include improvements placed onto land leased by the County. Building alterations will be capitalized when they increase the value or life of the building. Any buildings, structures, and improvements with a value greater than \$25,000 should be capitalized as fixed assets or lease-hold improvements.
- C. Equipment includes movable personal property of a relatively permanent nature and of significant value, such as furniture, machines, tools, and vehicles.
 1. Relatively permanent nature should be interpreted as having a useful life greater than one year.
 2. Significant value should be defined as all equipment acquisitions with a cost greater than \$5,000, subject to the following exceptions:
 3. All calculators, cameras, camera accessories, photocopiers, fax machines, video or projections equipment and two-way radios, with a cost in excess of \$1,000, but less than \$5,000, and grant-funded equipment costing less than \$5,000 will be inventoried for control purposes only and not capitalized.
 4. The cost of equipment includes: the purchase price less discounts received; freight charges; sales, use and transportation taxes; and installation charges.

- D. Infrastructures include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems. All infrastructures are assets regardless of the cost. Buildings that are an ancillary part of a network of infrastructure assets should be considered infrastructure. An integral part of the infrastructure of other items is considered infrastructure too.
- E. Intangible assets include assets lacking physical substance, non-financial in nature, with a relatively permanent nature and significant value.
 - 1. Relatively permanent nature should be interpreted as having a useful life greater than one year.
 - 2. Significant value should be defined as all intangible assets acquisition with a cost greater than \$25,000, subject to the following exceptions:
 - Permanent easements will be treated as fixed assets, regardless of cost;
 - Computer or website software will be capitalized if the cost is greater than \$100,000.

Intangible assets should not include assets acquired or created primarily for obtaining income or profit, assets resulting from capital lease transactions reported by lessees, and goodwill created through the combination of a government and another entity.

- F. Capital leases (lease-purchase arrangements) include all arrangements to lease land, buildings and structures, or equipment with the County intending to assume ownership rights when the lease is paid off. If a purchase would normally meet the fixed asset criteria, stated above, it will be accounted for as a fixed asset regardless of the financing procedure used.
- G. This County will be in full compliance with Chapter 15 of the State Controller's Manual.

10104 Additional Capital Asset Issues

- A. Construction in Progress includes new construction or improvements to land, buildings, structures, infrastructure, or intangible assets that have not been physically completed or have not had all project costs processed by fiscal year-end and the final cost of which is expected to be greater than \$25,000, subject to the following exceptions:
 - 1. Land, infrastructure, permanent easement construction or improvements will be treated as fixed assets, regardless of cost;
 - 2. Computer or website software projects will be capitalized if the final cost is greater than \$100,000.
- B. Capital assets should be depreciated over their estimated useful lives unless they are either inexhaustible or are infrastructure assets reported using the modified approach. Inexhaustible capital assets such as land, land improvements and permanent easement should not be depreciated. The County has elected to adopt the straight-line method of depreciation. Capital assets that become fully depreciated and are still in use must remain in the financial capital accounts until they are disposed of.
- A. Capital assets may be sold, abandoned, or traded in on new assets. Assets which have been retired or disposed of must be removed from capital accounts including related accumulated depreciation.

10200 Intangible Asset Policy And Procedures

- 10201 Purpose
This policy and procedures provides guidance on accounting for intangible assets, including internally generated intangible assets.
- 10202 Authority
GASB Statement No. 34; GASB Statement No. 51; GASB Comprehensive Implementation Guide; and State of California Accounting Standards and Procedures for Counties
- 10203 Applicability
This policy applies to all County agencies included in the County’s annual financial statements, except those agencies specifically exempted by County policy.
- This policy does not apply to the following intangible assets:
- Assets acquired or created primarily for obtaining income or profit.
 - Assets resulting from capital lease transactions reported by lessees.
 - Goodwill created through the combination of a government and another entity.
- 10204 Definition
An intangible asset is an asset that possesses *all* of the following characteristics:
- It lacks physical substance. It may be contained in or on an item with physical substance, for example, software stored on a compact disc; it may be closely associated with another item that has physical substance, for example, the underlying land in the case of a right-of-way easement.
 - It is non-financial in nature, meaning it is not in monetary form and it does not represent a claim or right to assets or a prepayment.
 - It has an initial useful life of more than one year.
- Common types of intangible assets:
- Right-of-way easements
 - Other types of easements
 - Land use rights, such as mineral, water, or timber rights
 - Patents, copyrights, and trademarks
 - Computer and Web site software – purchased, internally generated, or acquired through licensing agreements
- 10205 Policy
- A. Management must ensure the proper accounting and reporting of capital assets that meet the definition of intangible assets as defined in GASB 34 and amended by GASB 51.
 - B. In addition to the specific provisions of this policy, a department/agency must apply the general guidance of County of Sacramento Asset Capitalization Policy, and in Chapter 15, Capital Assets, of the State of California Accounting Standards and Procedures for Counties manual.
 - B. The County’s capitalization thresholds for intangible assets are all \$25,000, except for permanent easements with zero threshold, and computer and website software with \$100,000 threshold. All intangible assets have a useful life greater

than one year, except permanent easements with no useful life. Record qualified as intangible assets in the appropriate capital asset general ledger (GL). Expense non-qualified intangible assets in the expenditure accounts.

All intangible assets (that are still being used), meeting the thresholds criteria, and acquired after June 30, 1980, will need to be reported as intangible assets unless it is considered internally generated (developed), then you do not have to retroactively report it. However, you may retroactively report an internally generated (developed) intangible asset if the amount is based on sound cost accounting principles that can be supported for your auditors.

It is acceptable to use an estimated historical cost for intangible assets if you are unable to determine an actual historical cost; however, it is not acceptable to estimate historical cost for internally generated (developed) intangible assets.

If a new building is currently being constructed, once the CIP is reclassified as a capital asset, in general it is NOT required to break out such intangible asset costs for a project. An exception to this would be if the software in the new building was internally developed. In this case it would be appropriate to track the costs associated with this development using the specified-conditions approach, and to expense and capitalize the appropriate activities.

Capitalizable modifications on existing internally generated intangible assets (or intangible assets) as of the effective date would be reportable. Depending on the particular facts, some modifications can result in the creation of a new asset rather than the extension of an existing asset.

According to GASBS 51, ¶ 20, “this Statement should be applied retroactively (except for internally generated intangible assets and intangible assets with indefinite useful lives) by restating financial statements, if practical, for all prior periods presented. If restatement is not practical, the cumulative effect of applying this Statement, if any, should be reported as a restatement of beginning net assets, fund balances, or fund net assets as appropriate, for the earliest period restated. In the period this Statement is first applied, the financial statements should disclose the nature of any restatement and its effect.”

- D. Consider land use rights, such as easements, water rights, timber rights and mineral rights, obtained through the purchase or donation of land as “bundled” with the land; do not record them as separate assets.
- E. Account for a land use right obtained by lease, contract or other similar agreement (without acquiring the underlying land) as a separate intangible asset. Record the obligation to make payments over the life of the agreement as a long-term liability.
- F. Account for and report intangible assets acquired or created primarily for obtaining income or profit as investments.
- G. Capitalize software acquired through a licensing agreement as an intangible asset, even if the license agreement refers to the arrangement as a lease. Record the obligation to make payments over the life of the agreement as a long-term liability.

- H. When a computer is purchased with software already installed, it is not required to break out software vs. hardware costs, especially if the useful lives of both are the same.

When a computer software system consists of more than one module or component, apply the guidance in this policy to each individual component or module separately rather than to the system as a whole.

Agencies can value software individually or group them together depending upon the purchasing time and amount. For example, larger agencies may buy 100+ computers together at one time, already equipped with software. Individually the computers and/or software are valued less than our reporting threshold. But grouped together they would definitely be above our reporting threshold. If all items are ordered at the same time and are part of the same transaction then they should be grouped together and reported, (if their total value is equal to or greater than the \$100,000 threshold). Invoices should not be split to avoid reporting.

According to GASB Implementation Guide 7.9.8, “capitalization policies adopted by a government should find an appropriate balance between ensuring that all material capital assets, collectively, are capitalized and minimizing the cost of recordkeeping for capital assets. It may be appropriate for a government to establish a capitalization policy that would require capitalization of certain types of assets whose individual acquisition costs are less than the threshold for an individual asset. Computers, classroom furniture, and library books are assets that may not meet the capitalization policy on an individual basis, yet might be considered material collectively.”

- I. Computer software is a common type of intangible asset that is often internally generated. Computer software should be considered internally generated if it is developed in-house by the government’s personnel or by a third-party contractor on behalf of the government. Commercially available software that is purchased or licensed by the government and modified using more than minimal incremental effort before being put into operation also should be considered internally generated. Any of the following activities would satisfy the “*modified using more than minimal incremental effort*” criterion: changing code, changing fields, adding special reporting capabilities, and testing any changes.
- J. Amortize intangible assets with limited lives on a straight-line basis. Do not amortize intangible assets with indefinite lives.
- K. When a department/agency sells or retires an intangible asset, remove the asset and accumulated amortization from the GL control accounts and subsidiary property ledger and recognize any gain or loss arising from the disposition.

10206

Procedures

A. Recognition

Recognize an intangible asset *only* if it is identifiable. Consider an intangible asset as identifiable if it is either (1) separable, meaning the asset is capable of being separated from the agency and sold, transferred, licensed, etc; or (2) the asset arises from contractual or other legal rights.

B. Land Use Rights Bundled with Property

Ownership of property comprises a bundle of rights that includes the right to control the use of the property. Do not report land use rights such as easements, water rights, timber rights and mineral rights obtained through the purchase or donation of land as separate assets. Although the individual rights included in the bundle of rights are separable and intangible in nature, collectively they represent the ownership of the land.

C. Land Use Rights Accounted for Separately

Account for land use rights obtained by lease, contract or other similar agreement (without acquiring the underlying land) as separate intangible assets. Record the agency's obligation to make payments over the life of the agreement as a long-term liability. Land use rights that may be obtained from a third party through a legal agreement include:

- The right to access land, such as an easement, right of way
- The right to explore or exploit natural resources, such as timber, mineral, or water rights

D. Intangible Assets Acquired or Created to Obtain Income

Assets acquired or created primarily to obtain income or profit are not subject to this policy. For example, this policy does not apply to a copyright acquired or created by a public university that the university uses primarily to generate royalty income.

However, when a department/agency uses an intangible asset, such as a trademark, both in its operations and to obtain revenues, professional judgment is required. To determine the primary purpose of the intangible asset, consider the amount of revenue expected to be generated versus the service capacity gained by using the intangible asset in the agency's operations.

E. Internally Generated Intangible Assets

Consider intangible assets "internally generated" if the agency or an entity contracted by the agency creates or produces the assets. Also, consider assets acquired from a third party as internally generated if the assets require more than minimal additional effort on the part of the agency to achieve the desired service capacity.

Under the "specified-conditions" approach, a department/agency capitalizes outlays associated with the development of internally generated intangible assets only when all of the following conditions occur:

1. The agency has determined the specific objective of the project and the service capacity expected upon completion of the project.
2. The agency has determined that it is technologically feasible to complete the project.
3. The agency has demonstrated that it intends to complete the project (or in the case of a multi-year project, to continue development of the intangible asset).

This approach provides a safeguard against the capitalization of outlays that may become impaired in the future because the agency terminated the project.

Expense outlays incurred *prior* to meeting the above criteria. Capitalize outlays incurred *subsequent* to meeting the criteria.

F. Internally Generated Computer Software

When a department/agency develops computer software in-house, by agency personnel or by a third-party contractor, consider it internally generated. Commercially available software (purchased or licensed from a third party) that requires more than minimal additional effort to put into operation is also internally generated.

The following three stages represent activities associated with developing and installing internally generated computer software:

Preliminary Project Stage	Application Development Stage	Post-implementation/ Operation Stage
Conceptual formulation of alternatives	Design of chosen path, including software configuration and software interfaces	Application training
Evaluation of alternatives	Coding	Software maintenance
Determination of existence of needed technology	Installation of hardware	
Final selection of alternatives	Testing, including parallel processing phase	

Preliminary Project Stage: When a computer software project is in the preliminary project stage, agencies should take the following actions:

1. Decide how to allocate resources – e.g., determine if programmers should develop a new accounts receivable subsidiary system or direct their efforts toward correcting existing problems in the current accounts receivable system.
2. Determine the performance requirements for the computer software project – e.g., through a user needs analysis.
3. Determine the system requirements for the computer software project and if the technology needed to achieve performance goals exists.
4. Explore alternative means of achieving specific performance goals – e.g., evaluating internal development of the computer software against purchase and modification of commercially available software.
5. Select a vendor, if a department/agency chooses to purchase software.
6. Select a consultant (internal or external) to assist in software development or installation.

For internally generated computer software, consider the criteria below to be met only when *both* of the following actions have occurred:

- The activities in the preliminary project stage are complete, and
- Management implicitly or explicitly authorizes and commits to fund the software project (at least currently in the case of a multi-year project).

Accordingly, expense outlays connected with activities in the preliminary project stage as incurred. For commercially available software that the agency will modify and consider internally generated, consider (a) and (b) above to have occurred when the agency commits to purchase or license the computer software.

Application Development Stage: Once the agency meets the criteria in paragraph 123, capitalize outlays related to activities in the application development stage. Capitalization stops no later than the point at which the computer software is substantially complete and operational.

Data conversion costs qualify as an activity of the application development stage *only* to the extent data conversion is necessary to make the computer software operational. Otherwise, treat data conversion as an activity of the post-implementation operation stage. Data conversion activities include purging or cleansing of existing data, conversion of data from the old system to the new system, and reconciliation of the data from the old system to the data in the new system.

Post-Implementation/Operation Stage: Expense outlays associated with activities in the post-implementation/operation stage as incurred.

The activities within the stages of development of internally generated computer software may occur in a different order than discussed above. For example, training staff to use the new system may occur during the application development stage. Regardless of the order of activities, base the decision to capitalize or expense outlays on the nature of the activity, not the timing of its occurrence.

G. Software Modifications, Upgrades, or Enhancements

Capitalize outlays for modification of computer software already in operation according to paragraphs 123 and 124 above, if the modification results in any of the following:

- An increase in the functionality of the computer software; e.g., the software performs tasks that it was previously incapable of performing.
- An increase in the efficiency of the software; e.g., an increase in the level of service provided by the software without the ability to perform additional tasks.
- An extension of the estimated useful life of the software.

NOTE: Modifications that extend useful life alone without adding capacity or efficiency are rare events. Generally, an extension of useful life is the result of underestimating the original useful life. When determining the useful life, consider how maintenance activities may affect the serviceability of the software.

If the software modification does not result in any of these outcomes, account for the modification as maintenance and expense the related outlays as incurred.

In theory, outlays for a maintenance contract that covers required maintenance and any unspecified upgrades should be allocated between the upgrades that meet the conditions discussed in paragraph 128 and all other upgrades/maintenance provided by the vendor. As a practical matter, agencies may choose to establish a policy that treats all unspecified upgrades as maintenance and expense the related costs as incurred.

H. Computer Software with Multiple Components

A department/agency may enter into a licensing agreement for computer software with multiple components that the agency considers internally generated (e.g., the license to use the software; modifications to meet the agency's requirements; training; routine systems maintenance; and rights to future upgrades and modifications). The agency must allocate the outlays associated with the agreement among all the individual elements based on the guidance in this policy. For example, capitalize outlays to obtain the software license as part of the application development stage and expense outlays to train the users as part of the post-implementation/operation stage.

I. Software Licensing Agreements

Software licensing agreements are not subject to Capital Leases, even if the agreement is referred to as a "lease." Agencies must capitalize the software and report it as an intangible asset. They must also record a long-term liability to recognize the obligation to make annual payments over the life of the contract.

According to GASB 51, ¶ 65: "The Board believes that outlays to acquire a license to use commercially available software that is not considered internally generated computer software will meet the description of an intangible [capital] asset and should be reported accordingly. (If the licensed software is considered internally generated computer software and, therefore, reporting of related outlays is based on the development stage approach, the Board believes that the criteria to begin capitalization of outlays related to software development are met when the government makes the decision to license the specific software. Accordingly, the licensing of the software would be an application development stage activity, and the related outlays would be capitalized.)" Given that licensed software, (or all software for that matter), is an intangible capital asset and it does not have an indefinite useful life, the proper treatment is to capitalize software licenses that meet the \$100,000 threshold.

J. Capitalized Interest

When a proprietary fund finances the acquisition of an internally generated intangible asset, the interest capitalization requirements apply. Interest capitalization starts on the date of the borrowing and continues until the date that the asset is ready for its intended use. Interest earned during this period on unspent borrowings reduces the amount the agency capitalizes. *Capitalized interest is not included as part of the cost of assets purchased with resources from governmental funds.*

K. Useful Life

The useful life of an intangible asset that arises from contractual or legal rights

must not exceed the legal term of the rights. Consider renewal periods when determining the useful life of an intangible asset, if the agency plans to seek a renewal and the anticipated costs will be minimal. If the expected outlay for renewal is more than minimal, the agency must account for the resulting transaction as a new intangible asset.

Consider an intangible asset to have an indefinite life, if there are no legal, contractual, regulatory, technological, or other factors that limit the useful life of the asset. A permanent right-of-way easement is an example of an intangible asset with an indefinite life. Do not amortize intangible assets with indefinite lives. If changes occur that cause the useful life of an intangible asset to no longer be indefinite, the agency must test the asset for impairment. Amortize the carrying value of the intangible asset, if any, following the recognition of an impairment loss over the remaining estimated useful life of the asset.

Per GASB ¶ 70, “because computer software is intangible, it does not deteriorate physically; rather, obsolescence is what decreases the service capacity of computer software. [Therefore, only modifications that defer obsolescence should be considered to extend the useful life of software.]”

If the software is no longer being used (nor is being used but considered internally generated) then you don’t need to retroactively report it.

L. Impairment

A common indicator of impairment occurs when the agency stops development due to a change in priorities. Report internally generated intangible assets impaired by development stoppage at the lower of carrying value or fair value.

11000

AWARDS

11000-11999

11010

Recognition of Donations

11020

Purpose

11030

Procedure

11100

Employee and Board Member Service Recognition

11200

Public Recognition

Recreation Guide. The names and level of service of employees, within each division, who have received service recognition for the previous year, will be published in a subsequent edition of the District's Activity and Resource Guide.

Presentation of awards. The committee will arrange for the appropriate presentation of awards to eligible recipients at a date and time to be determined annually by the committee

11300

Recognition of service of individuals and/or groups

(Approved 04/06)

It shall be the policy of the District to recognize individuals and/or community groups or organizations that have contributed to the success of the District. The names of individuals and groups shall be submitted in writing to any board member or employee at least three months prior to the next presentation event. Nominations shall be forwarded to an employee committee for determination of merit. The written nomination shall include a full description of the service provided to the District.

Following committee approval, the awards shall comply with the policy for service recognition, including the type of award to be granted, to be determined by the employee committee.

11000

AWARDS

11010

Recognition of Donations

11020

Purpose

To acknowledge contributions and donations to the District from individuals and/or organizations in an effort to foster good public relations and to provide an incentive for fund raising and volunteer services.

Acknowledgment of donations of cash and in-kind contributions (volunteer work or materials) will be in the form of letters of appreciation, board resolutions, plaques, and observance in the district brochures or newsletter, or other suitable means.

11030

Procedure

District employees will initiate recommendations for recognition by submitting justification to the appropriate Division head for consideration of approval.

A record of all awards will be maintained in the district's administrative office files.

11100

Employee and Board Member Service Recognition *(Approved 10/03)*

Purpose

To recognize the contributions board members and employees have made to the District through their years of service.

Summary

It is the policy of the District to recognize employee and board member service through presentation of service awards at benchmark years. Eligible board members and employees shall be presented with awards specifically designated for benchmark years of service.

Procedure

Employee Eligibility. Eligible employees and board members are entitled to a service award beginning with five years cumulative service time. The calculation of accumulated service time shall be based on calendar years of employment. An employee committee appointed to monitor and administer the awards process may make exceptions to the calendar year guideline, basing its decision on several factors, including the proximity of the month to the benchmark year served or the health and age of the selected recipient.

Qualifying Service

Length of service. All service time with the District counts toward an eligible employee's service award. *(See Section: Employee Eligibility)*

Dates of service. The Administrative Services Division has a record of all effective dates of hire and termination that are submitted by the division directors and supervisors. These records are used to calculate the dates of service and

cumulative service time. The Administrative Services Division also maintains service dates of board members.

Service award dates. The service award date is the date on which the employee becomes eligible to receive a service award. The District's Employee Committee will calculate service time ending prior to the annual recognition ceremonies.

Continuous service. Continuous service is any period during which an employee is employed without a break in service.

Non-continuous service. Non-continuous service includes any periods of employment characterized by breaks in service.

Break in service. All service time counts toward the total time served, even though the employee might have experienced a break in service. There are no restrictions on the length or number of breaks in service when calculating cumulative service time.

Documenting non-continuous service. Employees who wish to receive an award for their non-continuous service time must provide the appropriate division head with verifiable evidence of their dates of employment by December 1 of that year. The employee will then be considered for an award closest to the benchmark year served.

Leave of absence. Any leave of absence that does not terminate the employee from District service does not constitute a break in service. All time spent on an approved LOA counts toward the total time served.

Frequency of award presentations. Employees and board members shall be entitled to the first service award after five years of service. Subsequent awards shall be earned after every additional five years of service.

Selection of Awards

Benchmark Years of Service and Awards

The value of benchmark awards shall be reviewed, as needed, due to inflation or selection availability.

- 1 year – verbal recognition and pin
- 1-4 years – recognition in program brochure
- 5 years – district lapel pin with logo
- 10 years for employees or two four-year terms for board members – personalized brick in the Roberti-Z'Berg Memorial Grove at Mission North Park
- 15 years – \$50 - award to be determined by recipient
- 20 years – \$75-100 - award to be determined by recipient
- 25 years – \$100-125 – award to be determined by recipient
- 30 years – \$125-150 - award to be determined by recipient
- 35 years and every five years thereafter - \$150-175 –award to be determined by recipient

Determination of eligibility. Prior to the annual recognition event, the District employee committee will determine which, if any, employees or board members are eligible for an award.

Posting and ordering of awards. Prior to the annual recognition event, the District employee committee will finalize and order the appropriate awards. The committee will share the list with staff for review in an effort to assure there are no omissions.

11200

Public Recognition

District activity guide and website. The names and levels of service of employees, within each division, who have received service recognition for the previous year, will be published in a subsequent edition of the District's Activity and Resource Guide and posted on the website.

Presentation of awards. The committee will arrange for the appropriate presentation of awards to eligible recipients at a date and time to be determined annually by the committee

11230

Recognition of service of individuals and/or groups *(Approved 04/06)*

It shall be the policy of the District to recognize individuals and/or community groups or organizations that have contributed to the success of the District. The names of individuals and groups shall be submitted in writing to any board member or employee at least three months prior to the next presentation event. Nominations shall be forwarded to an employee committee for determination of merit. The written nomination shall include a full description of the service provided to the District.

Following committee approval, the awards shall comply with the policy for service recognition, including the type of award to be granted, to be determined by the employee committee.

<u>12000</u>	<u>RECREATION SERVICES PROGRAMS</u>	12000-12999
<u>12100</u>	<u>Registration</u>	
<u>12200</u>	<u>Hours/Locations</u>	
<u>12300</u>	<u>Registration Fees/Charges</u>	
<u>12400</u>	<u>Registration Priorities</u>	
<u>12500</u>	<u>Registration Exceptions</u>	
<u>12600</u>	<u>Refunds</u>	

12000

RECREATION SERVICES PROGRAMS

12100

Registration

A. All persons, groups, teams, etc., prior to participating in District classes, programs or events, must complete applicable District agreement, waiver and release forms where registration is required.

Parent(s) or guardian(s) must sign the form for any child participating in any District-sponsored activity where registration is required.

B. Altering or amending the form in any manner shall render it invalid, and participation in any District-sponsored activity where registration is required shall be prohibited until a valid form is executed.

C. Persons refusing to sign the form shall be denied participation in any District-sponsored activity where registration is required.

D. All registrations shall be administered and monitored by Administrative Services Division staff, or designee, who shall process all related forms and fees through a computerized registration program and recorded daily.

E. District-sponsored Programs and Activities
Registrations shall not be made over the phone.

1. Registrations can be made:

A. Online at morpd.com

B. In-Person at the District Office, Mission Oaks Community Center or Swanston Community Center.

C. By Mail

D. By Fax

F. School District-Sponsored Programs

The San Juan Unified School District shall have sole responsibility for program registrations offered under its auspices and shall be accountable for all monies collected at individual program sites.

G. The registration deadline shall be the advertised date or when a previously-determined number of registrations have been reached.

H. New students may register at the first class of the following month for any on-going (continuing or monthly) class or program, providing space is available.

12200

Hours/Locations

Hours of registration-District Office: 8:30 am - 4 pm

Hours of registration-MOCC 8:30 am - 4 pm

Hours of registration-SCC 8:30 am - 4 pm

12300

Registration Fees/Charges

A. Fees are payable by specified credit cards, cash, check, or by money order made payable to the District.

- B. For online registrations, customers must pay by a credit card. MORPD accepts Visa and MasterCard credit cards.
- C. A service charge shall be assessed for checks returned for non-sufficient funds or a closed account. Registrants who have a history of submitting checks for which there are non-sufficient funds shall be denied the privilege of paying for an activity by check.
- D. Reduced fees are available for programs and classes offered by the District. Applicants shall submit to the District office a copy of the San Juan Unified School District's reduced meal application as verification or other State Aid documentation.
- E. All fees and charges must be paid and appropriate waivers and release forms fully executed at the time of registration.
- F. **Preschool Program**
The fee for preschool is due and payable by the end of the first week of the month. A late fee of 10% will be assessed if payment is not received by the 10th of the month.

Parents who have a history of delinquent payments may be instructed to withdraw their child(ren) from the program unless their account is settled within an agreed-upon period of time, after which the child's space may be filled from a waiting list.

12400

Registration Priorities

District residents are generally given priority in registration (refer to Fees and Charges Policy *Appendix 4000/1*). Within that parameter, registrations shall be handled on a first-come, first-served basis. No individual or groups shall be awarded preferential treatment for any reason.

Special registrations may be scheduled for activities, such as preschool, adult sports leagues, and day camps. Registration for other programs, such as youth and adult classes, neighborhood recreation, teen, and senior adult programs, is on a first-come, first-served basis.

12500

Registration Exceptions

- A. **Preschool Program**
District residents and returning students will have priority, after which, non-residents may register. Openings may be filled by draw, if necessary.
- B. **Elementary and Teen Sports**
Students shall have priority at the schools they attend that are program sites, after which students from other schools may register.

12600

REFUNDS (refer to Sec. 4700)

<u>13000</u>	<u>PROCUREMENT</u>	<u>13000-13999</u>
<u>13001</u>	<u>Purpose</u>	
<u>13002</u>	<u>Procurement Authority</u>	
<u>13003</u>	<u>Authority to Contract</u>	
<u>13004</u>	<u>Procurement Guidelines</u>	
<u>13005</u>	<u>Splitting Purchases Prohibited</u>	
<u>13006</u>	<u>Bidder Prequalification</u>	
<u>13007</u>	<u>Purchasing Agent</u>	
<u>13008</u>	<u>Purchase Procedures</u>	
<u>13009</u>	<u>General Open Accounts</u>	
<u>13010</u>	<u>Violations of Policy</u>	
<u>13011</u>	<u>Appeals Procedure</u>	
<u>13012</u>	<u>Purchase Order Procedures</u>	
<u>13013</u>	<u>Violations of Policy</u>	
<u>13014</u>	<u>Appeals Procedure</u>	

13000 PROCUREMENT *(Approved by Board April 2007)*

13001 Purpose
This policy is adopted to establish efficient procedures for the purchase of materials, supplies, and equipment at the lowest possible costs commensurate with operational needs, to provide methods of determining and awarding contracts for services to be performed, to exercise positive financial control over such purchases and contracts and to define clearly the authority for the administration of these functions.

13002 Procurement Authority
The procurement of goods and services associated with the construction or repair of public facilities is subject to the rules set forth in Board of Supervisors Resolution 99-0589, implementing the California Uniform Public Construction Cost Accounting Act. The following Purchasing Procedures are hereby approved in accordance with Section 2.05 of Resolution No. 82-696.

13003 Authority to Contract
All contracting authority with respect to purchases of goods and maintenance services shall be vested in the Districts' advisory boards. The approval or execution of any such contract by the Board of Supervisors acting ex-officio as the district board shall not be required.

Consistent with annual budgets approved by the Board of Supervisors, the district Advisory Boards are authorized to retain firms or individuals to provide (1) employee training services; and (2) expert analysis, advice or assistance in the planning, design, development, operation, implementation, organization or rendition of District services, programs or projects, or other expert services as required to administer the functions of the district. Such experts shall be retained at or below negotiated usual and customary fees, and no contract by which the district advisory boards retain such experts shall provide for or authorize fees greater than one-hundred fifty thousand dollars (\$150,000.00).

13004 Procurement Guidelines
The procurement guidelines set forth herein shall apply only to procurement of goods, supplies or other personal property necessary for the operation and function of the Districts. These procurement guidelines shall not apply to contracts for the types of services authorized under 13003 above. Nor are these procurement guidelines intended to govern, affect or supersede Board of Supervisors Resolution No. 99-0589 or any other related Board of Supervisors resolutions governing district contracting for construction projects.

- A. Procurement of goods and services costing \$10,000.00 or less: When procuring goods or services that cost \$10,000.00 or less, price competition is not required.
- B. Procurement of goods and services costing more than \$10,000.00, but less than \$25,000.00: When procuring goods or services that cost more than \$10,000.00

but less than \$25,000.00, price competition will be secured by obtaining at least three written quotations.

- C. Procurement of goods and services that cost \$25,000.00 or more: When procuring goods or services that cost \$25,000.00 or more, price competition will be obtained by formal advertising. Notice inviting bids shall be published in a newspaper in the District at least one week before the time specified by the District's advisory board for receiving bids. Upon receiving such bids, the District's advisory board may: (1) accept a bid, (2) reject all bids and re-advertise, or (3) by a 4/5 vote elect to purchase the materials or supplies in the open market if a better price can be obtained.
- D. Emergency purchase: If an emergency occurs, the district's administrative officer may make the purchase without price competition. An emergency shall be deemed to exist when unforeseen circumstances arise in which an immediate purchase is necessary in order to avoid a substantial hazard to life or property or serious interruption in the operation of the district.
- E. Patented or proprietary items: When a district requires supplies, materials or equipment that are produced only by one manufacturer, the district's administrative officer may specify such manufacturer's make or brand in the invitation to bid and shall seek competitive bids from responsible bidders. If the manufacturer or his representative is the sole responsible bidder or sole source of supply, the administrative officer may negotiate an open market order or contract with the manufacturer or his representative at prices and on terms most advantageous to the district.

When the District requires supplies, materials or equipment that are patented or proprietary and which are obtainable in two or more equally satisfactory and competitive makes, brands, or types, the officer may list such acceptable and competitive makes, brands, or types in the invitation to bid. Such lists shall also include the phrase "or approved equivalent" to permit bidders to bid on alternate or additional makes, brands, or types. It shall be incumbent on each bidder to prove to the satisfaction of the administrative officer that the alternate make, brand, or type that he offers is equal in quality or performance to those listed in the invitation to bid.

- E. Specialized Services: If, after thorough investigation, the district determines that the services to be obtained are of a specialized nature and can only be performed by a single contractor, the administrative officer may negotiate an open market order or contract with the service provider at prices and on terms most advantageous to the District. Contract approval by the District's advisory board shall include a written finding that the contracted-for services are of a specialized nature and can only be performed by the contractor.

13005

Splitting Purchases Prohibited

Splitting or separating into smaller units of purchase any purchase or transaction covered by this policy is prohibited.

13006

Bidder Prequalification

The administrative officer may require prequalification of bidders and may require bidders to provide information for the purpose of preparing and maintaining lists of qualified bidders. Prequalification shall be based on any available information, including but not limited to information provided by the bidder. A bidder's name may be removed from a list of qualified bidders for any of the following reasons:

- A. Failure to respond to questionnaires issued by the administration officer or to provide a financial statement or other information as may requested;
- B. Failure to respond to three consecutive invitations or requests for bids or quotations on a service or item offered by the bidder;
- C. Failure to satisfactorily perform under a previous purchase order or contract;
- D. Failure to respond to any inquiry from the administrative officer regarding whether the bidder continues to be interested in doing business with the district;
- E. Submission to the administrative officer by the bidder of a written request to be removed from the list of qualified bidders;
- F. Change in qualifications of a bidder to the extent that he no longer meets the minimum requirements applicable to bidders offering the service or item offered by the bidder.

13007

Purchasing Agent

The District may request and obtain the services of the Sacramento County Purchasing Agent as provided in Section 2.56.060 of the Sacramento County Code.

13008

Purchase Procedures

Only those employees designated by the District Administrator or his/her designee, shall commit to the expenditure of District funds. Procurements may be made by issuance of a purchase order, a District credit card, or payment of a legitimately recognized invoice.

13009

General Open Accounts

District employees designated by the District Administrator or his/her designee, may open accounts with wholesalers or other suppliers for the purchase of supplies and equipment, when such expenditure is considered the best use of the District's finances.

13010

Violations of Policy

Any violation of this policy shall render the contract or transaction involved voidable at the option of the district's advisory board or the Board of Supervisors acting ex-officio as the board of directors of the District.

13011

Appeals Procedure

Any person aggrieved by a decision of the administrative officer, pursuant to this policy may appeal to the district advisory board of directors for a final determination. With regard to any appeal that relates to a contract award, appeal must be filed with the district within five days of the date of such award. No contract may be executed by district during the five-day period after the date of award and during any period while an appeal is pending before the district advisory board, unless an emergency exists.

13012

Purchase Order Procedures

Purchases may be made with a purchase order when required by the vendor. The Director of Administrative Services (or designee) is responsible for the distribution of purchase orders to staff.

13013

Violations of Policy

Any violations of this policy shall render the contract or transaction involved voidable at the option of the Board or the Board of Supervisors, acting as ex-officio directors of the District.

13014

Appeals Procedure

Any person aggrieved by a decision of the Administrative Services Manager or other District representative pursuant to this policy, may appeal to the Board for a final determination. Any appeal that relates to a contract award must be filed with the District within five (5) days of the date of such award. The District may execute no contract during this five-day period, or any period while an appeal is pending before the Board, unless an emergency exists, as specified in Sec. 13004.

STAFF REPORT



DATE: January 7, 2022

TO: MORPD Personnel Committee

FROM: Shayne Hawthorne, Clerk of the Board

SUBJECT: Review and discuss Advisory Board Agenda links

BACKGROUND:

After the November Advisory Board Meeting, there was an inquiry regarding if it was possible to add in hyperlinks to reduce the number of pages in the Districts agenda packet.

DISCUSSION:

Changes to the Agenda were made so that the number of pages being downloaded would be minimized and it would be more helpful to find the exact agenda items being looked for. Below staff has created four options, from a past agenda, for the Committee members to discuss and has added in the Districts original agenda packet for reference.

(Attachment A): Resembles the original agenda, however there are no indications that there are hyperlinks included.

(Attachment B): Each item that is not verbal, is underlined to indicate a hyperlink.

(Attachment C): Each item that is not verbal, is highlighted in the original blue hyperlink color, to indicate a hyperlink.

(Attachment D): Each item that is not verbal, is highlighted in dark green, to indicate a hyperlink and make it easier to read.

(Attachment E): The original 118-page agenda packet.

RECOMMENDATION:

Review and discuss the changes being made to the Districts agenda. Staff recommends using Option B, as the new agenda. This alternative will keep the uniform appearance while indicating with the underline the hyperlinks included. Staff recommends the Committee members decide which option they recommend. After discussion, if edits are approved, staff recommends presenting it to the Advisory Board of Directors for discussion and adoption at the February 2022 meeting.

ADVISORY BOARD OF DIRECTORS

AGENDA

Regular Monthly Meeting-Zoom Tuesday,
November 9, 2021 at 6 pm



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<https://us02web.zoom.us/j/85064150833?pwd=UWhtcWh0V1lCRStlNZ3hKME1RblBOQT09>

Meeting ID: 850 6415 0833, Passcode: 129952

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**

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6. Administrative Division Report *

7. Recreation Division Report *
8. Parks Division Report *
9. Facilities Committee Verbal Report

Discussion:

10. Park Tour

Action:

11. Authorize use of Prop 68 Grant Funds for DG walking trail at Swanston Park *
12. Approve the termination of the existing contract with Brightview Landscaping services and enter a three (3) year contract with Emerald Green Landscaping Services *

Staff Comments/Reports:

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Roll Call:

Chairperson's Comments:

Board Comments/Discussion:

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**Advisory Board of Directors
Regular Meeting Minutes
Wednesday, September 14, 2021 at 5:30 pm
Via Zoom Meeting ID 861 8310 1703**

- Call to Order:** 5:31 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, Friedrich, Curtola, Dahlberg, Hawthorne and Rhea
- Public Present:** Cher Hill
- Chairperson's Comments:** District staff held an Employee Recognition, taking time to recognize staff. During COVID-19, Advisory Board meeting time was changed to 5:30 pm, there is a request to change it back to 6 pm. All members agree to change the meetings back to 6 pm on October 12.
- Board Comments/Discussion:** Director Todd and Evans want to be sure everyone saw the article in Supervisor Desmond's newsletter about our own Lisa Davis, Hero of the Month Award.
- 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. Approval of August 4, 2021 Regular Board Meeting Minutes.
- Action:** After discussion, on a Motion by Director Evans, seconded by Director Todd, the Advisory Board of Directors voted to approve the Consent item. A roll call vote was taken. Directors Rothberg, Evans, Todd and Alcalay approve the motion.
- Information:**
2. Mission Oaks Recreation and Park District Park Patrol Reports for July and August 2021, from Fulton El Camino Police and Sacramento County Sheriff Off Duty Patrol and Tiger Security for August 2021 by J.R.

Hichborn, Parks Superintendent. Ryan Nelson from Tiger Security is introduced. Hichborn receives a four-page report log daily, by which he only reports incidents in the report. Director Alcalay requests that the Facilities Committee receive a sample of the reports once or twice a week during the contracted time to be able to determine if this is a good use of district funds.

Members of the Board voice their concerns about the lack of training Mr. Nelson had prior to assuming the position of a security officer. He reports he is currently taking classes offered by the security firm to better prepare himself for the position.

The Board doesn't want the pilot program to fail in three months because the security firm failed to provide MORPD with an adequately trained individual. The Board wants a trained security officer who is also able to act as an ambassador in our parks.

Director Rothberg suggests staff contact the security firm immediately to evaluate if the right person has been assigned the position to meet the needs of the district.

3. Monthly Budget Reports, July 1-31, Period 1, FY 2021-22 by Darren Woodland, Finance Manager. The detailed accounts reports are imported from the County to our spreadsheet. The figures are what is in the Compass accounting system. The Summary page is created in house for the board.
4. Administrative Division Report by Daniel Barton, District Administrator. New employees Christina Rhea and Shayne Hawthorne are introduced.
5. Recreation Division Report by Danny Curtola and Rodney Dahlberg, Recreation Managers.
6. Parks Division Report by J.R. Hichborn, Parks Superintendent. Brightview Landscaping has not been trimming shrubs every two weeks, clumps of grass are being left on soccer fields, parks are not being edged and parks are being skipped weekly and not being mowed. The plan is to contact the next lowest bidder and invite them to the next Board meeting. Director Alcalay requests this topic be deferred to the Facilities Committee for discussion. Four new benches have been installed at the new pickleball courts at Eastern Oak Park.
7. Photos of Interest by staff.

Action:

8. Approve Resolution 2021-07 Approving Application(s) for Per Capita Award.

Action: After discussion, on a Motion by Director Rothberg, seconded by Director Todd, the Advisory Board of Directors voted to approve Resolution 2021-07 approving Application(s) for Per Capita Award as presented. A roll call vote was taken. Directors Rothberg, Evans, Todd and Alcalay approve the motion.

Director Alcalay leaves the meeting at 7 pm after voting on Resolution 2021-07.

9. Approve Five Priorities Identified for the County's FY 2022-23 budget.

After discussion add bullet points to prohibit weapons in parks, drugs in parks and to address the homeless in parks. Director Todd will assist in rewriting the priorities. Five priorities will be brought back for approval in October.

Staff Comments/Reports:

Next Regular Meeting: Tuesday, October 12, 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: 7:20 pm.

Debra Tierney, Clerk of Board

November 9, 2021
Date

DRAFT



**Advisory Board of Directors
Regular Meeting Minutes
Wednesday, October 12, 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:** Luke and Lauren Herbelin.
- Chairperson's Comments:** Met with Director Alcalay for pickleball. Attended the Concert in the Park event in September and thanked staff for all their hard work.
- Board Comments/Discussion:** Director Todd attended the Concert in the Park event, applauded staff, the event was well done.
- 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.

Director Evans exited the meeting due to technical difficulties.

Consent:

1. Approval of September 14, 2021 Regular Board Meeting Minutes.

A Motion was made by Director Todd to approve the Minutes. After discussion, staff agreed to add additional information discussed regarding the amount of training security officers provided by Tiger Security should have. The September 14 Minutes will be updated and presented at the November 9 meeting. The motion was withdrawn by Director Todd.

Information:

2. Mission Oaks Recreation and Park District Park Patrol Reports for September 2021 from Fulton El Camino Police, Sacramento County Sheriff Off Duty Patrol and Tiger Security by J.R. Hichborn, Parks

Superintendent. Director Alcalay requested that the uniform worn by Tiger Security officer Nelson be upgraded by adding 'Security' to the back of the uniform and add a MORPD patch so that park patrons know he is a contracted park service. Director Alcalay would like to know the amount of liability insurance the District required in the contract and asks staff to report back to him and Director Evans with the information.

After reading the Sheriff's report, Director Rothberg requested that staff be sure officers are providing information to the homeless people they come in contact with, on where to obtain services such as facilities for bathing and meals.

3. Monthly Budget Reports, August 1-31, Period 2, FY 2021-22 by Darren Woodland, Finance Manager.
4. Administrative Division Report by Daniel Barton, District Administrator. A workshop will be scheduled for staff to review the reserve accounts with the Board and options available on how the funds can be used.
5. Recreation Division Report by Danny Curtola and Rodney Dahlberg, Recreation Managers. Curtola introduces Luke and Lauren Herbelin, participants in the Greatest of All Teens (G.O.A.T.) program. They shared why they are participating in the program, their wish to perform community service and offered feedback for future G.O.A.T. programs. Dahlberg shared the Carmichael Kiwanis donation of \$400 to be used for the G.O.A.T. program. During the Senior Resource Fair Riva Ballis made several connections with vendors to secure donations of goods for upcoming events, including desserts to be served at the Thanksgiving luncheon for seniors. Curtola shares the decreased demand for afterschool programs, and the huge spike in demand for afterschool activities and sports programs to keep kids active. The Recreation Guide has been mailed to over 300 homes. Chairperson Rothberg would like staff to explore inserting a message in other languages in future Recreation Guides.
6. Parks Division Report by J.R. Hichborn, Parks Superintendent. The Facilities Committee will review the services provided by Tiger Security at the October 28 committee meeting. The services will be re-evaluated in December at the end of the contract period.
7. Photos of Interest by staff.

Discussion:

8. Park tour. Each person attending will drive themselves to each park on the tour to comply with social distancing measures. All members are available on November 7 at 9 am. Barton will check to be sure the members of the Oversight Committee are available and will send an email to confirm the date.

Action:

9. Approve Resolution 2021-08 authorizing remote teleconference meetings for October 1-31, 2021.

Action: After discussion, on a Motion by Director Alcalay, seconded by Director Rothberg, the Advisory Board of Directors voted to approve Resolution 2021-08, authorizing remote teleconference meetings for October 1-31, 2021. A roll call vote was taken. Directors Rothberg, Todd and Alcalay approve the motion. Director Evans is absent.

10. Approve Five Priorities Identified for the County's FY 2022-23 budget.

Action: After discussion, on a Motion by Director Rothberg, seconded by Director Todd, the Advisory Board of Directors voted to approve Five Priorities Identified for the County’s FY 2022-23 budget. A roll call vote was taken. Directors Rothberg, Todd and Alcalay approve the motion. Director Evans is absent.

Staff Comments/Reports: A Recreation and Finance Committee meeting will be scheduled soon.

Next Regular Meeting: Tuesday, November 9, 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

November 9, 2021
Date

DRAFT

STAFF REPORT



DATE: November 5, 2021

TO: Advisory Board of Directors

FROM: Daniel Barton, District Administrator

SUBJECT: Adopt Resolution 2021-09 Authorizing Remote Teleconference Meetings for November 9 to December 8, 2021

BACKGROUND/DISCUSSION:

On September 16, 2021, Governor Newsom signed AB 361 (*Attachment 1*) 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 2021-09 authorizing remote teleconference meetings (*Attachment 2*). 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 #2021-09, 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 November 9 to December 8, 2021, 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. 2021-09

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 NOVEMBER 9, 2021 TO DECEMBER 8, 2021 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) December 8, 2021, 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 9th day of November 2021, 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: November 1, 2021
 TO: MORPD Advisory Board of Directors
 FROM: J.R. Hichborn, Parks Superintendent
 SUBJECT: FEC Park Patrol Reports for October 2021

Fulton El Camino Park Police Patrol Logs



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

No issues in October.

Eastern Oak Park

FEC officers were called for service (1) time in the month of October for a vehicle driving recklessly in the parking lot. Upon arrival, officers could not find the vehicle and left the park.

FEC officers issued (0) warning in the month of October, for not having two license plates.

There were (2) parking citations issued in the month of October. (1) for not having two license plates and (1) for not having current registration.

Gibbons Park

FEC officers issued (1) warning in the month of October for an off-leash dog.

FEC officers issued (1) parking citations in the month of October for no current registration

Mission North Park

There were (3) arrests made in the month of October. All three were related to the incident that occurred on Saturday October 2nd. At approximately 2:00pm FEC officers observed what they believed to be a narcotics transaction. During contact the officers ultimately recovered 111 ecstasy pills, 9 grams of cocaine, a loaded firearm and \$460 in cash. In total, two people went to jail for various firearms related charges and narcotics offenses. One individual, who was booked at a later time, successfully swallowed approximately 1/2 ounce of cocaine. Just as she was about to be released to the jail, she overdosed and was admitted for 24-hour monitoring. She was also later booked for narcotic sales and firearm charges. During an altercation with that suspect, the female who overdosed spit cocaine into an officer's mouth and a deputy's eyes. They were treated at Mercy San Juan for cocaine exposure and are both ok. The officer also suffered a knee injury but is ok from that too.

FEC officers were dispatched (2) times in the month of October; (1) for an individual that was unconscious on the sidewalk. When officers arrived, the suspect was heavily intoxicated and transported to the hospital by the Sac metro fire department. (1) for 15-20 juveniles fighting in the park. The juveniles were all gone when officers arrived.

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

Orville Wright Park

FEC officers were called out (1) time in the month of October, for an off-leash dog that caused a verbal confrontation between park patrons. When officers arrived the man with the off-leash German Shepard was gone.

FEC officers issued (1) warning in the month of October for an off-leash dog.

Swanston Park

FEC officers issued (2) notice to appears in the month of October; (1) for an unlicensed driver and (1) for a suspended license, no registration and no insurance.

FEC officers were dispatched (1) time in the month of October for a suspect suffering from schizophrenia and bipolar disease. Subject was off his medication and hurt. The suspect was gone when officers arrived.

There was (1) arrest made in the month of October for a felony in possession of an unregistered firearm.

There were (5) Parking citations issued in the month of October. All five were for no current registration.

FEC officers issued (2) warnings in the month of October; (1) for an off-leash dog and (1) for not properly displaying two license plates.

STAFF REPORT



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



0934 Hours/10-02-2021/(Saturday) Dutton:

Swanston Park

SSO Communications Center received a 911 call from the complainant stating she was in front on the park in a physical fight with her child's father. The call further indicated the father drove away after the fight. The SSO call taker attempted to get more information, but the complainant was very uncooperative. I shortly arrived on scene and was unable to locate the complainant. I spoke to several park guests and they did not see anything suspicious related to the call for service. While at the park, I walked the perimeter and did not observe any indication of transients sleeping in the park overnight.

1830 Hours/10-22-2021/(Friday) Dutton:

Eastern Oak Park

At closing, there were no less than (20) people still in the park after hours. They were making their way out the park when I arrived. On the most western part of the park there

was a group of (5) males in a secluded corner. I was unable to determine what they were doing because it took some time to walk across the field. The subjects were advised park hours of operation.

1630 Hours/09-24-2021/(Friday) Dutton:

Ashton Park

While on routine patrol, I observed a silver sedan with trunk open parked in the parking lot with trash surrounding it. The vehicle was damaged, and parts were held together by tape. I then observed two (2) homeless subjects who appeared to be attempting to camp inside the park. After much discussion regarding park hours of operation and SCC they decided to leave on their own. I advised trespassing notice

Gibbons Park

There was a community movie showing being played inside of the community center. I spoke with staff and they stated everything was fine. I walked the park and observed one (1) homeless male who appeared to be setting up a camp. I spoke to the subject and advised 602.

Orrville Wright Park

There was one (1) dog off leash with owner. I advised him of park hours of operation.

STAFF REPORT



DATE: November 3, 2021
 TO: MORPD Advisory Board of Directors
 FROM: J.R. Hichborn, Parks Superintendent
 SUBJECT: Tiger Security Patrol Report for October 2021



Tiger Security is part of a three-month trial approved by the Mission Oaks Advisory Board, which began on August 23, 2021 and will end on November 26, 2021. Currently the officer is working six (6) hour shifts, Five (5) days per week from 3:00pm to 9:00pm. The Facilities Committee has asked for a full report highlighting the needs, expectations, value, and performance of the private security services. If the committee would like to see the services continue, on a more permanent basis, then staff will present them with a request for proposal (RFP) outlining the scope of services for the security contract. That RFP would then be forwarded to the board with a committee recommendation.

DUTIES:

- The officer has been instructed to lock the Swanston tennis courts nightly due to issues of dog droppings being found on the courts every morning.
- The officer has been instructed to make sure that patrons leave Eastern Oak Park at dusk. The District was receiving several complaints of people in the park after dusk.
- The officer has been assisting the custodians lock up Swanston Park after they perform their custodial duties. One of the female custodians was attacked at Swanston Park a few months ago and having security there while she cleans the restrooms has been very much appreciated.
- The officer has been instructed to be very visible and pleasant as he walks the District facilities.

INCIDENTS:

- Tiger Security officer assisted in defusing a physical altercation involving 15-20 middle school aged youths at Mission North park. The officer was able to separate all of the individuals involved and collect information that was then forwarded to Winston Churchill Middle School. The school was then able to take disciplinary action on the students involved in the physical altercation. The police were called at the beginning of the incident, but all the youths had already left the premises by the time police officers arrived on sight.
- Officer issued many warnings for dogs off leash
 - The officer is getting continuous aggressive resistance to dog owners who persistently refuse to put their dogs on a leash.
- Officer issued many warnings for people picking up their kids at Mission North Park

STAFF REPORT



DATE: November 3, 2021
TO: MORPD Advisory Board of Directors
FROM: Darren Woodland, Finance Manager
SUBJECT: Monthly Budget Reports, September 1-30, Period 3, FY 2021-22

FINDINGS:

(The County of Sacramento has updated the Mission Oaks Recreation and Park District budget for the FY 2021-2022)

Mission Oaks Recreation and Park District is currently 25% through the current fiscal year.

The General Fund Budget has received 3.8% of projected revenues and has consumed 23.9% of the total budget.

The Assessment Fund Budget has received 0.3% of projected revenues and has consumed 11.9% of the total budget.

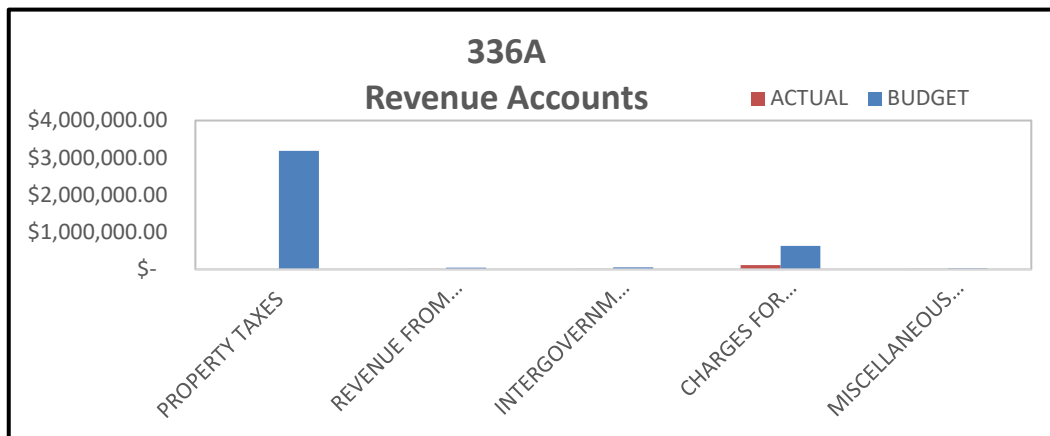
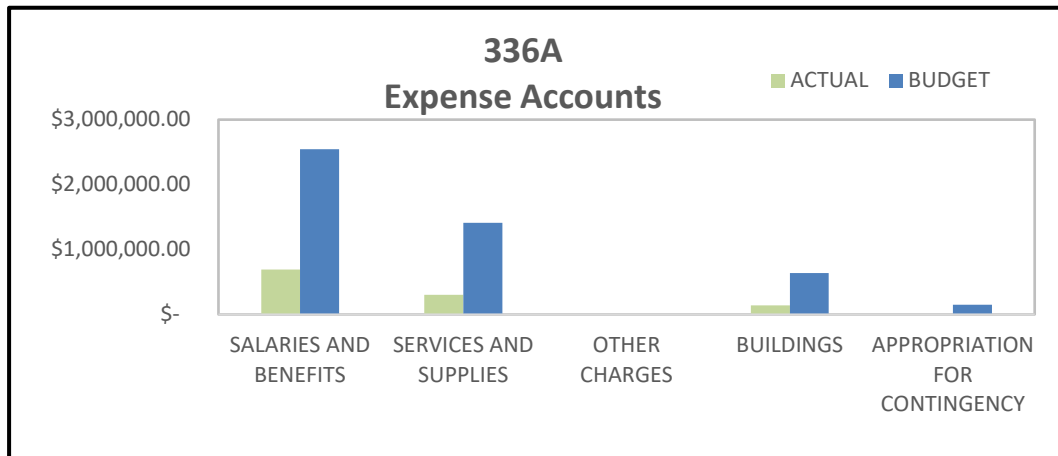
Both budgets are in good condition!



GENERAL FUND - 336A				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SALARIES AND BENEFITS	\$ 2,544,210.00	\$ 691,171.49	\$ 1,853,038.51	27.2%
SERVICES AND SUPPLIES	\$ 1,409,752.00	\$ 300,910.29	\$ 1,108,841.71	21.3%
OTHER CHARGES	\$ 2,263.00	\$ -	\$ 2,263.00	0.0%
BUILDINGS	\$ 639,000.00	\$ 140,242.92	\$ 498,757.08	21.9%
APPROPRIATION FOR CONTINGENCY	\$ 150,000.00	\$ -	\$ 150,000.00	0.0%
TOTAL EXPENSE	\$ 4,745,225.00	\$ 1,132,324.70	\$ 3,612,900.30	23.9%

REVENUES	BUDGET	ACTUAL	UNREALIZED	% EARN
PROPERTY TAXES	\$ 3,187,355.00	\$ -	\$ 3,187,355.00	0.0%
REVENUE FROM USE	\$ 50,418.00	\$ 9,535.00	\$ 40,883.00	18.9%
INTERGOVERNMENTAL REVENUE	\$ 54,329.00	\$ 11,229.48	\$ 43,099.52	20.7%
CHARGES FOR SERVICES	\$ 629,297.00	\$ 118,384.37	\$ 510,912.63	18.8%
MISCELLANEOUS REVENUE	\$ 32,333.00	\$ 9,625.59	\$ 22,707.41	29.8%
TOTAL REVENUE	\$ 3,953,732.00	\$ 148,774.44	\$ 3,804,957.56	3.8%

CARRYOVER BALANCE	\$ 398,664.00	\$ 398,664.00	\$ 584,886.26	100.0%
OVER/UNDER	\$ 392,829.00	\$ -	\$ -	





COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
10111000 FULL-TIME WAGES	\$ 1,264,957.00	\$ 300,832.43	\$ -	\$ 964,124.57	23.8%
10112100 PART-TIME WAGES	\$ 410,000.00	\$ 160,463.39	\$ -	\$ 249,536.61	39.1%
10112400 BOARD MEMBER	\$ 6,000.00	\$ 400.00	\$ -	\$ 5,600.00	6.7%
10113200 TIME/ONE HALF OT	\$ 1,000.00	\$ 165.46	\$ -	\$ 834.54	16.5%
10114300 ALLOWANCES	\$ 6,000.00	\$ 1,500.00	\$ -	\$ 4,500.00	25.0%
10121000 RETIREMENT	\$ 432,113.00	\$ 103,276.76	\$ -	\$ 328,836.24	23.9%
10122000 OASDHI	\$ 24,374.00	\$ 6,379.99	\$ -	\$ 17,994.01	26.2%
10123000 GROUP INSURANCE	\$ 289,644.00	\$ 55,390.24	\$ -	\$ 234,253.76	19.1%
10123002 DENTAL INSURANCE	\$ 29,640.00	\$ 5,688.00	\$ -	\$ 23,952.00	19.2%
10123003 LIFE INSURANCE	\$ 252.00	\$ 53.86	\$ -	\$ 198.14	21.4%
10123004 VISION INSURANCE	\$ 435.00	\$ 99.72	\$ -	\$ 335.28	22.9%
10124100 WORKER'S COMP	\$ 63,360.00	\$ 53,508.66	\$ -	\$ 9,851.34	84.5%
10125000 UNEMPLOYMENT - ACP	\$ -	\$ 3,412.98	\$ -	\$ (3,412.98)	0.0%
10125100 STATE UNEMPLOYMENT	\$ 16,435.00	\$ -	\$ -	\$ 16,435.00	20.8%
* 10 - SALARIES AND BENEFITS	\$ 2,544,210.00	\$ 691,171.49	\$ -	\$ 1,853,038.51	27.2%
20200500 ADVERTISING	\$ 4,200.00	\$ 95.00	\$ -	\$ 4,105.00	2.3%
20202100 BOOKS/PER SVC	\$ 400.00	\$ 63.97	\$ -	\$ 336.03	16.0%
20202200 BOOKS/PER SUP	\$ 300.00	\$ -	\$ -	\$ 300.00	0.0%
20202900 BUS/CONFERENCE E	\$ 8,300.00	\$ 696.00	\$ -	\$ 7,604.00	8.4%
20203500 ED/TRAINING SVC	\$ 8,835.00	\$ 391.00	\$ -	\$ 8,444.00	4.4%
20203600 ED/TRAINING SUP	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
20203900 EMP TRANSPORTATION	\$ 3,325.00	\$ 653.08	\$ -	\$ 2,671.92	19.6%
20205100 INS LIABILITY	\$ 113,750.00	\$ 107,171.22	\$ -	\$ 6,578.78	94.2%
20206100 MEMBERSHIP DUES	\$ 8,424.00	\$ 4,188.20	\$ -	\$ 4,235.80	49.7%
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	\$ 3,062.97	\$ -	\$ 2,937.03	51.0%
20208100 POSTAL SVC	\$ 11,500.00	\$ 135.11	\$ -	\$ 11,364.89	1.2%
20208500 PRINTING SVC	\$ 35,000.00	\$ 378.97	\$ -	\$ 34,621.03	1.1%
20211100 BLDG MAINT SVC	\$ 17,000.00	\$ -	\$ -	\$ 17,000.00	0.0%
20211200 BLDG MAINT SUP	\$ 7,350.00	\$ 1,287.86	\$ -	\$ 6,062.14	17.5%
20212200 CHEMICAL SUPPLIE	\$ 3,000.00	\$ 1,351.30	\$ -	\$ 1,648.70	45.0%
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	\$ 11,399.51	\$ -	\$ 20,600.49	35.6%
20214200 LAND IMP MAINT SUP	\$ 36,450.00	\$ 3,744.14	\$ -	\$ 32,705.86	10.3%
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	\$ 215.67	\$ -	\$ 2,284.33	8.6%
20216700 PLUMBING MAINT SVC	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0.0%
20216800 PLUMBING MAINT SUP	\$ 14,000.00	\$ 6,719.17	\$ -	\$ 7,280.83	48.0%
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	\$ 8,755.68	\$ -	\$ 71,244.32	10.9%
20219200 NAT GAS/LPG/FUEL	\$ 8,300.00	\$ 17.51	\$ -	\$ 8,282.49	0.2%
20219300 REF COLL/DISP SV	\$ 30,000.00	\$ 5,255.17	\$ -	\$ 24,744.83	17.5%
20219500 SEWAGE DISP SVC	\$ 9,000.00	\$ 1,250.68	\$ -	\$ 7,749.32	13.9%
20219700 TELEPHONE SVC	\$ 59,000.00	\$ 113.07	\$ -	\$ 58,886.93	0.2%



YTD Budget Report
 General Fund - 336A
 September 2021

Fiscal Year 2021-2022
 Period 3
 (25% of the Year Complete)

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20220500 AUTO MAINT SVC	\$ 7,000.00	\$ 283.60	\$ -	\$ 6,716.40	4.1%
20220600 AUTO MAINT SUP	\$ 2,000.00	\$ 621.40	\$ -	\$ 1,378.60	31.1%
20222600 EXPEND TOOLS	\$ 3,000.00	\$ 192.87	\$ -	\$ 2,807.13	6.4%
20222700 CELLPHONE/PAGER	\$ 10,000.00	\$ 280.00	\$ -	\$ 9,720.00	2.8%
20223600 FUEL/LUBRICANTS	\$ 25,750.00	\$ 3,497.49	\$ -	\$ 22,252.51	13.6%
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	\$ 1,618.37	\$ -	\$ 1,281.63	55.8%
20228100 SHOP EQ MAINT SV	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
20229100 OTHER EQ MAINT SVC	\$ 500.00	\$ 146.44	\$ -	\$ 353.56	29.3%
20229200 OTHER EQ MAINT SUP	\$ 2,600.00	\$ 714.19	\$ -	\$ 1,885.81	27.5%
20231300 UNIFORM ALLOW	\$ 7,197.00	\$ 6,380.46	\$ -	\$ 816.54	88.7%
20231400 CLOTH/PERSONAL	\$ 6,000.00	\$ 2,536.53	\$ -	\$ 3,463.47	42.3%
20232100 CUSTODIAL SVC	\$ 74,700.00	\$ 18,900.00	\$ -	\$ 55,800.00	25.3%
20232200 CUSTODIAL SUP	\$ 16,000.00	\$ 5,317.28	\$ -	\$ 10,682.72	33.2%
20233100 FOOD/CATERING SV	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	0.0%
20233200 FOOD/CATERING SUP	\$ 10,000.00	\$ 1,802.98	\$ -	\$ 8,197.02	18.0%
20234200 KITCHEN SUP	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20244400 MEDICAL SUPPLIES	\$ 6,650.00	\$ 1,207.65	\$ -	\$ 5,442.35	18.2%
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	\$ (352.00)	\$ -	\$ 5,352.00	-7.0%
20254400 SAFETY PROGRAM	\$ -	\$ -	\$ -	\$ -	0.0%
20257100 SECURITY SVC	\$ 171,400.00	\$ 32,107.78	\$ -	\$ 139,292.22	18.7%
20259100 OTHER PROF SVC	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	0.0%
20281100 DATA PROCESSING SVC	\$ 30,000.00	\$ 4,324.82	\$ -	\$ 25,675.18	14.4%
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	\$ 11,746.41	\$ -	\$ 3,397.59	77.6%
20281304 SALES TAX	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20283101 FEES	\$ -	\$ -	\$ -	\$ -	0.0%
20285100 RECREATIONAL SVC	\$ 270,000.00	\$ 24,285.78	\$ -	\$ 245,714.22	9.0%
20285200 RECREATIONAL SUP	\$ 19,000.00	\$ 3,980.15	\$ -	\$ 15,019.85	20.9%
20285300 RECREATIONAL PROG	\$ 50,000.00	\$ 2,414.15	\$ -	\$ 47,585.85	4.8%
20287800 CREDIT CARD FEES	\$ 1,000.00	\$ 10.00	\$ -	\$ 990.00	1.0%
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	\$ -	\$ -	\$ 3,250.00	0.0%
20291500 COMPASS COSTS	\$ 3,952.00	\$ 3,951.32	\$ -	\$ 0.68	100.0%
* 20 - SERVICES AND SUPPLIES	\$ 1,409,752.00	\$ 300,910.29	\$ -	\$ 1,108,841.71	21.3%
30345000 TAX/LIC/ASSESS	\$ 2,263.00	\$ -	\$ -	\$ 2,263.00	0.0%
* 30 - OTHER CHARGES	\$ 2,263.00	\$ -	\$ -	\$ 2,263.00	0.0%
42420100 BUILDINGS	\$ -	\$ -	\$ -	\$ -	0.0%
42420200 STRUCTURES	\$ 639,000.00	\$ 140,242.92	\$ -	\$ 498,757.08	21.9%
* 42 - BUILDINGS	\$ 639,000.00	\$ 140,242.92	\$ -	\$ 498,757.08	21.9%
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	\$ 1,132,324.70	\$ -	\$ 3,612,900.30	23.9%



COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
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)	\$ -	\$ -	\$ (10,418.00)	0.0%
94942900 BLDG RENTAL	\$ (40,000.00)	\$ (9,535.00)	\$ -	\$ (30,465.00)	23.8%
* 94 - REVENUE FROM USE	\$ (50,418.00)	\$ (9,535.00)	\$ -	\$ (40,883.00)	18.9%
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)	\$ (115,201.67)	\$ -	\$ (479,798.33)	19.4%
96969000 LEASE PROP USE	\$ (34,297.00)	\$ (3,182.70)	\$ -	\$ (31,114.30)	0.0%
* 96 - CHARGES FOR SERVICES	\$ (629,297.00)	\$ (118,384.37)	\$ -	\$ (510,912.63)	18.8%
97973000 DONATIONS	\$ (10,000.00)	\$ (371.67)	\$ -	\$ (9,628.33)	3.7%
97974000 INSURANCE PROCEEDS	\$ (10,790.00)	\$ (6,746.00)	\$ -	\$ (4,044.00)	62.5%
97979000 MISC. OTHER	\$ (11,543.00)	\$ (2,507.92)	\$ -	\$ (9,035.08)	21.7%
* 97 - MISC REVENUE	\$ (32,333.00)	\$ (9,625.59)	\$ -	\$ (22,707.41)	29.8%
** TOTAL REVENUES	\$ (3,953,732.00)	\$ (148,774.44)	\$ -	\$ (3,804,957.56)	3.8%
*** GRAND TOTAL	\$ 791,493.00	\$ 983,550.26	\$ -	\$ (192,057.26)	124.3%

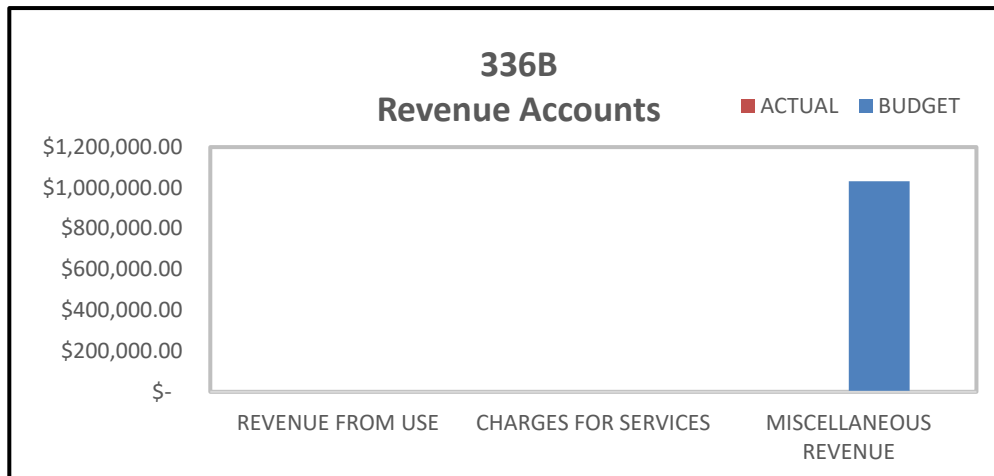
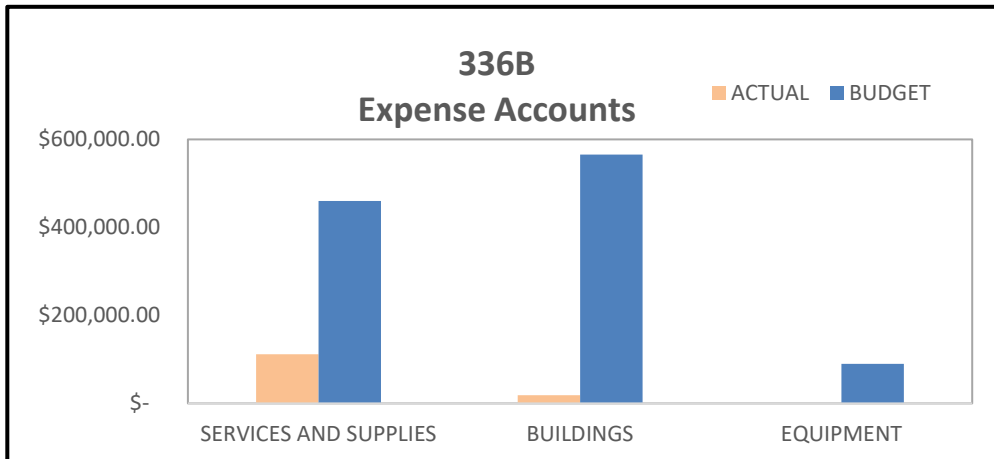


ASSESSMENT FUND - 336B				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SERVICES AND SUPPLIES	\$ 460,000.00	\$ 111,848.75	\$ 348,151.25	24.3%
BUILDINGS	\$ 565,500.00	\$ 18,666.00	\$ 546,834.00	3.3%
EQUIPMENT	\$ 90,000.00	\$ -	\$ 90,000.00	0.0%
TOTAL EXPENSE	\$ 1,115,500.00	\$ 130,514.75	\$ 984,985.25	11.7%

REVENUES	BUDGET	ACTUAL	AVAILABLE	% EARN
REVENUE FROM USE	\$ 100.00	\$ -	\$ (100.00)	0.0%
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	\$ 3,182.70	\$ 1,035,568.70	0.3%

CARRYOVER BALANCE	\$ 67,554.00	\$ 67,554.00	\$ 59,778.05	100.0%
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GRAND TOTAL	\$ 15,360.00	\$ -	\$ -	
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YTD Budget Report
 Assessment Fund - 336B
 September 2021

Fiscal Year 2021-2022
 Period 3
 (25% of the Year Complete)

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20210300 AGRI/HORT SVC	\$ 265,000.00	\$ 55,493.34	\$ -	\$ 209,506.66	20.9%
20210400 AGRI/HORT SUP	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.0%
20219800 WATER	\$ 175,000.00	\$ 56,355.41	\$ -	\$ 118,644.59	32.2%
20252500 ENGINEERING SVC	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.0%
* 20 - SERVICES AND SUPPLIES	\$ 460,000.00	\$ 111,848.75	\$ -	\$ 348,151.25	24.3%
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	\$ 130,514.75	\$ -	\$ 984,985.25	11.7%

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
94941000 INTEREST INCOME	\$ (100.00)	\$ -	\$ -	\$ (100.00)	0.0%
* 94 - REVENUE FROM USE	\$ (100.00)	\$ -	\$ -	\$ (100.00)	0.0%
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)	\$ (3,182.70)	\$ -	\$ (1,029,403.30)	0.3%

*** GRAND TOTAL	\$ 82,914.00	\$ 127,332.05	\$ -	\$ (44,418.05)	153.6%
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STAFF REPORT



DATE: October 28, 2021
TO: MORPD Advisory Board of Directors
FROM: Daniel Barton, District Administrator
SUBJECT: Administrative Division Report

STAFF TRAINING:

October 25-27 Shayne Hawthorne attended the Board Secretary training offered by California Special Districts Association (CSDA). Shayne will be assuming Board Secretary duties in November, so that Debra can focus full time on HR duties as previously planned. All full-time staff took part in Coronavirus training and Managing Stress and Anxiety training to meet our safety requirements for CAPRI. Three management staff participated in the HR Bootcamp in October provided by CSDA.

UPCOMING ADVISORY BOARD TRAINING AVAILABLE:

A one-hour webinar, *The Great Board Chair*, is free to CSDA members on December 7.
A two-hour webinar, *Board Member Best Practices*, January 10, 2022 10 am-noon.

UPDATE BUDGET RESERVE WORKSHOP:

Typically, our December Advisory Board meeting gets cancelled. We would like to, instead of having our normal meeting, cancel the Advisory Board meeting and have our budget reserve workshop on the time and date of our December meeting.

UPDATE PARK TOUR:

The park tour has been scheduled for Sunday November 7th, 2021. The park tour will start at Mission Oaks Community Center at 9am.

STAFF REPORT



DATE: November 3, 2021

TO: MORPD Advisory Board of Directors

FROM: Rodney Dahlberg and Danny Curtola, Recreation Managers

SUBJECT: Recreation Division Report

NEW EVENTS, PARTNERSHIPS AND UPCOMING PROGRAMS:

- **Seasonal Day Camps-** Swanston Community Center hosts 4 camps during the San Juan School District breaks; Thanksgiving, Winter, Presidents' Week and Spring Break. All camps are themed and usually get 40-50 children enrolled.
- **Shotokan Karate for Teens-** Started November 02, for teens at the Swanston Community Center. There are currently 14 participants signed up for this class.
- **Health Education Council/SHOP Program-** SHOP is a 6-week in-person violence prevention and intervention program that serves youth and young adults by providing mentorship and connecting them to positive social networks. SHOP was created to serve as a community resource aiming to improve academic outcomes, increase access to public health and social services, reduce disparities, increase communication, and build resilience, and reduce negative encounters with law enforcement in distressed neighborhoods. In the program, youth learn communication skills, anger management techniques, health, nutrition, stress reduction/coping mechanisms, job readiness, and gain exposure to internships and job shadowing opportunities. Each teen that completes the program gets a \$200 stipend. SHOP runs at Swanston Community Center.
- **Vinyl Design and Art Creation for Teens-** Create t-shirts and more with Mission Oaks Vinyl Design & Art Creation. This class is focused on helping teens use vinyl art to create their own clothing brand, design, and style. Participants will be using heat press machines and vinyl cutters to make their logos and designs.
- **Elementary and Intermediate Sports-** Intermediate Flag Football ended on October 27th and Elementary and Intermediate Volleyball ended on October 29. Elementary and Intermediate Basketball began on November 3rd. We will have at least 12 or more teams in the Elementary Boys league and approximately, 12 teams in the Intermediate Girls league. Elementary Girls and Intermediate Boys Basketball will begin in January 2022.
- **California Boxing and MMA-** Dahlberg and Curtola met with Director Rothberg and owner, Gilbert Zaragoza, to discuss new programs for youth/teens and seniors in the community. New classes will be offered in the coming months. Options will hopefully

include a fitness program geared for seniors with Parkinson's Disease, as well as scholarships for teens to participate.

- **Sacramento County Therapeutic Recreation-** Sac RT has been running programs and special events at the Mission Oaks Community Center over the past month, and we will continue to work on an extended partnership to provide more therapeutic recreation to the community.
- **eSports for Teens-** eSports will be kicking off eSports game nights and tournaments starting with a Rocket League Tournament online on November 13, 2021 with scheduled tournaments and game nights between November 2021 and April 2022.
- **Upcoming Classes at our Community Centers-** Adding Paint n Sip Art classes, Jewelry Making, Karate, Fitness for adults, and Coin Club.
- **Upcoming Services/Special Events-** Second Halloween Dance on Friday, October 29th sponsored by Brand New Day. The Craft Fair will be on Saturday, November 6th, including free class demonstrations.
- **Fall Pre-School-**Kare Bare and Teddy Bear classes are running and are full. Each have waiting lists.

SPECIAL EVENT RECAPS:

- Halloween Dance (10/26): 63 participants, sponsored by Anthem Blue Cross. There was live music from Lincoln Highway, a costume contest with prizes, refreshments, candy and decorations.
- Halloween Spooktacular (10/28): Our 13th Annual Halloween Spooktacular was held at Swanston Park and had over 400 in attendance. Partners included Mutual Assistance Network, Sacramento Sheriff's Dept, and the Marconi Learning Academy. This outdoor carnival included games, prizes, trick-or-treating, a photo booth, and pumpkin patch donated by Sprouts Market.

CURRENT IN-PERSON ACTIVITIES/SERVICES:

- 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 continue. There is a total of 16 participants in the 2 classes.
- Qigong has 9 participants.
- Zumba Outdoor has 12 participants.
- Jazzercise class is running four (4) days per week in the morning and evenings at Swanston Community Center and has approximately 16-18 participants in each class.
- Zumba Toning has 11 participants.
- Zumba Gold has 7 participants.
- Yoga has 17 participants.
- Line Dancing has 22 participants.
- Art 4 Fun has 5 participants
- Tap Fit Beginning/Intermediate & Advanced have 16 participants.
- Adult Ballet has 5 participants.
- Chair Yoga (adults) has two classes of 27 students total.

- Ballroom Dance class has 9 participants.
- Restorative Yoga has 6 participants.
- Tennis classes have 28 participants.
- Tennis Lessons are also offered by tennis Pro, Devin Knox, at Swanston and Sierra Oaks.
- Kare Bears is full with 21 participants and Teddy Bears 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.
- Attorney Services at MOCC.
- 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 17 participants.
- Fun Fit For All has 28 participants.
- Strength and Conditioning has 13 participants.
- Writing your Memoirs has three classes with 20 total participants.

PHOTOS OF INTEREST:

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

Attachment A



Shotokan Karate for Teens @ Swanston



Paint Party @ Swanston



Halloween Spooktacular @ Swanston



SHOP Intervention Program @ Swanston



Halloween Party at Mission Oaks Preschool



Halloween Dance at MO Community Center



MOCC Staff and Volunteers serving meals to those in need



Intermediate Flag Football– Arden Middle School

STAFF REPORT



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

PARKS UPDATE:

Fall sports field renovations have begun, staff is aerating, fertilizing, overseeding and adding soil conditioner on the Districts sports fields. This is a biannual process that staff does in the spring and fall. For the fall renovations, staff will be utilizing a fertilizer heavier in phosphate and potassium. In the spring, staff tends to use more nitrogen heavy fertilizers.

Staff had the Sacramento Suburban Water District come out to Mission North Park for a water audit last month. The water audit identified areas for potential reduction in water usage. Staff will be converting some overhead irrigation systems with drip irrigation systems. Once the conversion is completed the District will be eligible to receive a \$1,000 rebate for the project.

The spray park season has concluded, and staff has winterized the equipment. The winterizing process of the spray park equipment includes draining the surge pit, flushing out the lateral lines, cleaning all the filters and covering all of the equipment.

The landscaping services crew has been trying to get a jump on the leaves in District Parks so that they do not fall behind like they did last year. Leaves are being blown onto the curbed areas and then removed once a week by a commercial vacuum truck.

Staff had anticipated the resurfacing of the new pickleball courts to begin in early October, however due to a delay in getting materials needed to complete the project, the courts will not be resurfaced until spring to avoid cold weather conditions that would be detrimental to the curing of the new pickleball surfacing.

The basketball courts at Gibbons Park have been resurfaced. The existing cracks were filled in and staff chose a new color scheme to compliment the nearby tennis courts. The courts were shut down for a total of 4 days during this process.

UPCOMING PROJECTS:

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

Cowan Park- Replace the playground.

Miscellaneous- Replace two District vehicles.

STAFF REPORT



DATE: November 4, 2021

TO: MORPD Advisory Board

FROM: J.R. Hichborn, Parks Superintendent

SUBJECT: Authorize use of Prop 68 Grant Funds for DG walking trail at Swanston Park

BACKGROUND:

On November 6, 2018, voters passed Proposition 68 by 57.6 percent. Prop 68 is the \$4 billion "Parks, Environment, and Water Bond Act of 2018". Within Prop 68, a Per Capita Award per Park District was awarded to be disbursed later by the State Department of Parks and Recreation. Recently, the State announced award amounts. Mission Oaks Recreation and Park District qualifies for up to \$177,952 plus an additional \$37,360 for Urban County Per Capita funds, for a total of \$215,312. These funds must go towards a Capital Improvement Project (CIP).

Capital improvement projects should come from the Mission Oaks Recreation and Park District master plan, (Attachment A) which has already been approved by the Sacramento County Board of Supervisors. A list of projects (Attachment B) has been created by staff to easier identify a project for these funds to go towards.

DISCUSSION:

The Facilities Committee has recommended that funds from the Prop 68 Grant go towards the installation of a DG walking trail (Attachment C) at Swanston Park, identical to the one at Gibbons Park. Funds from Impact Fees will be used for any costs exceeding the allocated Grant monies. In addition to the DG trail, staff will have exercise equipment installed along certain sections of the trail.

RECOMMENDATION:

Staff recommends that the Advisory Board authorize staff to use funds from the Prop 68 Grant, towards the installation of a DG walking trail at Swanston Park.



Mission Oaks Recreation & Park District

Master Plan 2013-2022

Executive Summary



MISSION STATEMENT

Mission Oaks Recreation and Park District provides unique neighborhood destinations for recreation and personal enrichment.

VISION STATEMENT

Mission Oaks Recreation and Park District creates healthy, sustainable parks and recreational services that transform the communities that we serve.

Purpose and Goal of the Master Plan

- The 2012 Master Plan Summary Document provides residents with an opportunity to learn more about the Mission Oaks Recreation and Park District and its mission: provides unique neighborhood destinations for recreation and personal enrichment. In addition to its mission, the District, through its vision statement also: creates healthy, attractive, exciting and sustainable parks and recreational services that transform the communities we serve. The Plan supports both the mission and vision in ensuring excellence in parks and recreation services. The District's major strategic themes include Communications, Sustainability in Programs and Services, Succession and Staff Development, and Funding which are all detailed in various sections of the Plan.
- The Master Plan provides a snapshot of all aspects of the agency, from financial and programming trends, to information about parks, facilities, assets, and maintenance practices. The Plan not only captures the historical elements of the District and identifies strengths to build upon, but also provides information that will help position the District toward the future.
- The District strives to include resident input into decision making processes as is evidenced by its commitment to neighborhood meetings, analysis of survey results, and the use of various methods of communication processes within the Plan. This will continue as the Plan is deployed.
- Through the diligent efforts of the many staff, Board members, resource experts, and community members and partners involved in the process, the Plan is a comprehensive analysis of the agency and will assist in building upon the District's legacy. The intended goal is to continue excellence of the District by adapting to changing recreation demographics of the community and to be responsive to future needs of the community.

Table of Contents

Section 1 - Executive Summary 1

Section 2 - Historical Update, Strategic Plan and Demographics 7

Section 3 - Survey Overview 14

Section 4 - Recreation Program & Services, Strengths, Gaps and Goals 16

Section 5 - Park Descriptions, Asset Inventory, Maintenance Standards, Replacement Schedule 19

Section 6 - Guiding Principles 29

Section 7 - Revenue Resources 31

Acknowledgements 40

Board Members and District Staff

SACRAMENTO COUNTY BOARD OF SUPERVISORS

The Mission Oaks Recreation and Park District is a dependent special district whose Board of Directors is the Sacramento County Board of Supervisors.

- Susan Peters, District 3 (*representing all of the Mission Oaks District Area*)
- Phil Serna, District 1
- Jimmie Yee, District 2
- Roberta MacGlashan, District 4
- Don Nottoli, District 5

THE DISTRICT ADVISORY BOARD OF DIRECTORS

Appointed by the Sacramento County Board of Supervisors upon the recommendation of Third District Supervisor, Susan Peters.

- Chair, Eric Milstein
- Vice Chair, Michael Alcalay
- Secretary, Rita Gibson
- Member, David Bolland
- Member, Craig Locke
- Former Board Members involved during the Master Plan update process were John Skoien (*served through Feb 26, 2013 as a Board and Master Plan Committee Member*) and Denise Curl (*served through July 31, 2012*)

MISSION OAKS DISTRICT MANAGEMENT STAFF

- Debby Walker, District Administrator
- TJ Newman, Parks Director
- Barry Ross, Recreation and Marketing Director
- Cindy Paredes-Banville, Administrative Services Director
- Debra Tierney, Office Manager

Section 1 - Executive Summary

Introduction

The 2012 Master Plan includes two different documents. This document, the 2012 Master Plan Summary Document is a condensed version of the full 2012 Master Plan. The full 2012 Master Plan document can be accessed through the District's website. The full document has an extensive amount of information covering all facets of the organization. This supplemental, summary document was produced to provide more of a snapshot of the District and less cumbersome to read. The District desires to offer transparency in its planning efforts; therefore this Summary Document offers a more efficient means of finding valuable information about the District.

At the direction of the District's Master Plan Committee, staff worked diligently over two years to develop a Master Plan Update. I would like to express my sincere gratitude to all who helped produce this Master Plan Update, from the initial research to the many meetings, data crunching, historical retrieval, and more. It took a village, and I believe the District residents will be well served in the future through this Plan.

The Plan includes a wide range of data that is typically included in a Recreation and Park Master Plan, along with information about the District's park maintenance and improvement practices, policies, recreation programming, and financial trends. The research components of the District park survey and neighborhood meetings provide current facility and program needs and desires. Future plans, development, and improvements will be based upon this valuable information.

The financial section, as well as all of the other supporting documents, links, and references will provide future staff and board members with information regarding the means to carry out the projects. It will be important to refer to this plan annually to evaluate the current need for the projected projects along with new needs. As with the past two Master Plans, this document will be dynamic and referenced and updated frequently.

It has been my pleasure to work with the entire team that helped complete this project. Please see their contributions and acknowledgements found at the end of this section.

— *Debby Walker, District Administrator*

District Overview

- Established January 1975 as a dependent special district; it was previously Sacramento County Service Area #7.
- Serves a 9.1 square mile area including a large portion of the Arden Arcade Area and the west side of Carmichael.
- Population served in 2012, according to the Sacramento Area Council of Governments is 57,216.
- Staffing includes 12 full-time staff, 15 regular part-time staff, and up to 150 part-time seasonal staff.
- Developed parkland includes 102 acres fully developed with 3 community parks, 8 neighborhood parks, 4 school parks and Hazelwood Greens, a County storm water retention basin developed as a neighborhood open space..
- Major facilities include two community centers, a park operations shop and storage facility, and the District office. Park improvements include a spray park, two softball fields, three baseball fields, fifteen tennis courts, three full-size and three half basketball courts, two sand volleyball courts, four soccer fields, and many other open turf areas used for soccer practices and other activities.

Fiscal Strategy and Partnerships

- The District maintains two separate budgets: The Fiscal Year 12-13 District budget is \$3.9 million and the Benefit Assessment District is \$1.9 million
 - The District budget is funded by three main revenue sources: Property Taxes (65%), Program Fees and Charges (33%), and Facility Rentals (2%).
 - The Benefit Assessment District budget also has three main revenue sources: Annual assessment (90%), Cell Tower leases (8%), and reimbursement from Sacramento County Stormwater Department for the management of Hazelwood Storm Retention Basin (2%).
 - Both budgets have contingencies and reserves. Reserves are retained for special opportunities such as park land or facility acquisition, park improvement projects and for unforeseen operational needs.
- Other revenue for development is obtained from Quimby Land Dedication Fees and Park Impact Fees.
- The fiscal health of the District is good; however, we remain optimistically cautious in our budgetary process. Full-time staff has been reduced by 20%, or three positions, since 2011 due to retirements and reduction in staff. These positions will remain vacant for an undetermined amount of time to help strengthen the budget. Levels of service have not been reduced, but project timelines have been lengthened due to the reduction of staff support.

- **Contracted Services:** Since its formation, the District has contracted its landscape management, janitorial, construction, and other specialty services. Park Patrol services have been provided by contract with the Sacramento County Sheriff's Department since 1986.
- **Creative/Unique Features:** The District has always had very strong partnerships in the delivery of programs and services and in shared use of facilities:
 - A strong volunteer base complements staff and nurtures future leaders.
 - The District created unique park venues and features by listening to residents during neighborhood park planning meetings. These features, along with many "community build" projects, have helped our residents gain a stronger connection to and appreciation of "their parks".
 - The District works closely with the San Juan Unified School District, the Sheriff's Department, County and State Public Health staff, and the Recreation, Park and Tourism Administration, Nursing, Criminal Justice, and other departments at Sacramento State University. In addition, the District collaborates with other local recreation and park districts and our local business community and service organizations to enhance programs without incurring additional costs.
 - Swanston Community Center serves as the headquarters for the new Sheriff's Youth Services Unit serving the Andon Arcade area and the non-profit youth outreach program known as the Sheriff's Community Impact Program (SCIP).
 - Mission Oaks Community Center at Gibbons Park houses perhaps the largest active senior adult program in the region, serving 3,700 people per month. The Center frequently starts new programs for the multiple generations it serves while strategically reaching out to the growing number of "baby boomer" participants.
 - The Swanston Community Center serves as home base to "Project HYPE" (Healthy Youth for Physical Excellence). The program has many sponsors and has received grants and other support for its operation. During its third summer in 2011, the program put Sacramento County on the state map by receiving the California Governor's Council on Physical Fitness and Sports Spotlight Awards Silver Metal.
- **Current and Anticipated Needs and Trends:** According to our surveys, District residents desire the maintenance of existing facilities, making improvements to parks, and adding new programs relevant to today's needs and future trends. The District has embraced the trend toward sustainable landscapes by considering the need for redesign of parklands to reduce irrigation and management practices while retaining the capacity to meet our residents' current and future recreational needs. Additionally, the Board and staff monitor available private property for acquisition of future parks, and surplus school property for continued public recreational use.

Master Plan Document Overview

The following provides a brief description of the information and research used to develop the full Master Plan Working Document and Executive Summary.

This material is available upon request.

SECTION 1

Executive Summary includes a brief overview of the Master Plan and is also included in the full document.

SECTION 2

The 2009 District Strategic Plan was developed by a working committee of the staff and Board members in conjunction with District consultant Lisa Yates. The Strategic Plan committee revised the District Mission and Vision statements based on research gathered from a community-based survey, two focus groups, and several staff workshops.

This Historical Narrative Update, in the full 2000-2012 Master Plan, includes a recap of notable developments, events, programs, and legislation gleaned from the monthly Advisory Board reports during this period. This is the third such Historical Update; similar reports were included in the 1988 Master Plan and the 2000 Master Plan. Within the Summary Document, this information is referenced, but not included.

The District Demographics includes the most recent data available from the 2010 Census. This information was compiled pro bono by SACOG, the Sacramento Area Council of Governments, under the direction of Tina Glover, Associate Research Analyst and Demographer.

SECTION 3

The District Park Survey Report includes the results from a survey of 415 respondents. A public needs assessment is one element that is always included in a master plan, though new survey methods continue to develop. This in-depth study measured the residents' satisfaction with a variety of services including programming, ease of registration, how people obtain information about the District, new desired park amenities, and park maintenance. This study was conducted with great assistance from Dr. Lisa Jorgensen, Assistant Professor in the Department of Recreation, Park, and Tourism Administration, Sacramento State University. In addition to the survey process, 17 Neighborhood Park Meetings provided residents the opportunity to express their perspectives about the park system. Meeting notes from all of the neighborhood meetings are included in the full Master Plan document.

SECTION 4

The Recreation Programs and Services Inventory and Partnerships: This section includes a review of recreation programs, services, and partnerships. This resulted in Program Strengths, Gaps and Goals that were developed from the inventory of programs and services. Survey results were used to provide recommendations in this area. Program inventory information can be accessed in the full Master Plan Report.

SECTION 5

The Park Data, Maps, and Park Asset Inventory includes each park's location, acreage, and a summary of key features within the park.

The GPS District-wide Park Asset Inventory is included as a total listing of all District property. This is a tool to assist with the GASB 34 reporting requirements as a baseline data set for our risk management program.

The Park Standards and Landscape Management Specifications document the current standards and park operational management practices.

Infrastructure Replacement and Preventive Maintenance Projection describe the District infrastructure development and redevelopment efforts. The inventory has been used to establish a preventive maintenance program. It was valuable in developing the 10-Year Park Assessment District Projection highlighted in the next section.

SECTION 6

Proposed Capital Projects by Fiscal Year 2013 – 2022 will guide the staff and Board with annual budget development. Projects anticipated for a specific year have been projected based upon the preventive maintenance schedule shown in the previous section. Projects were based on needs identified in the survey and in park meetings. Preventive maintenance practices and infrastructure replacement will continue to be a high priority.

Ten-Year Parks Assessment Projection is a two-page summary by item, year and cost. Over this ten-year period, basic expenditures and some park improvements are anticipated to exceed \$32,000 over the projected revenue.

Many of the new desired park features will require grants and other funding mechanisms.

SECTION 7

The Revenue Resources section provides a summary of six funding sources that are used for park development, re-development, equipment and amenity replacement, ongoing maintenance, and park security. Additionally, two other potential funding mechanisms are identified.

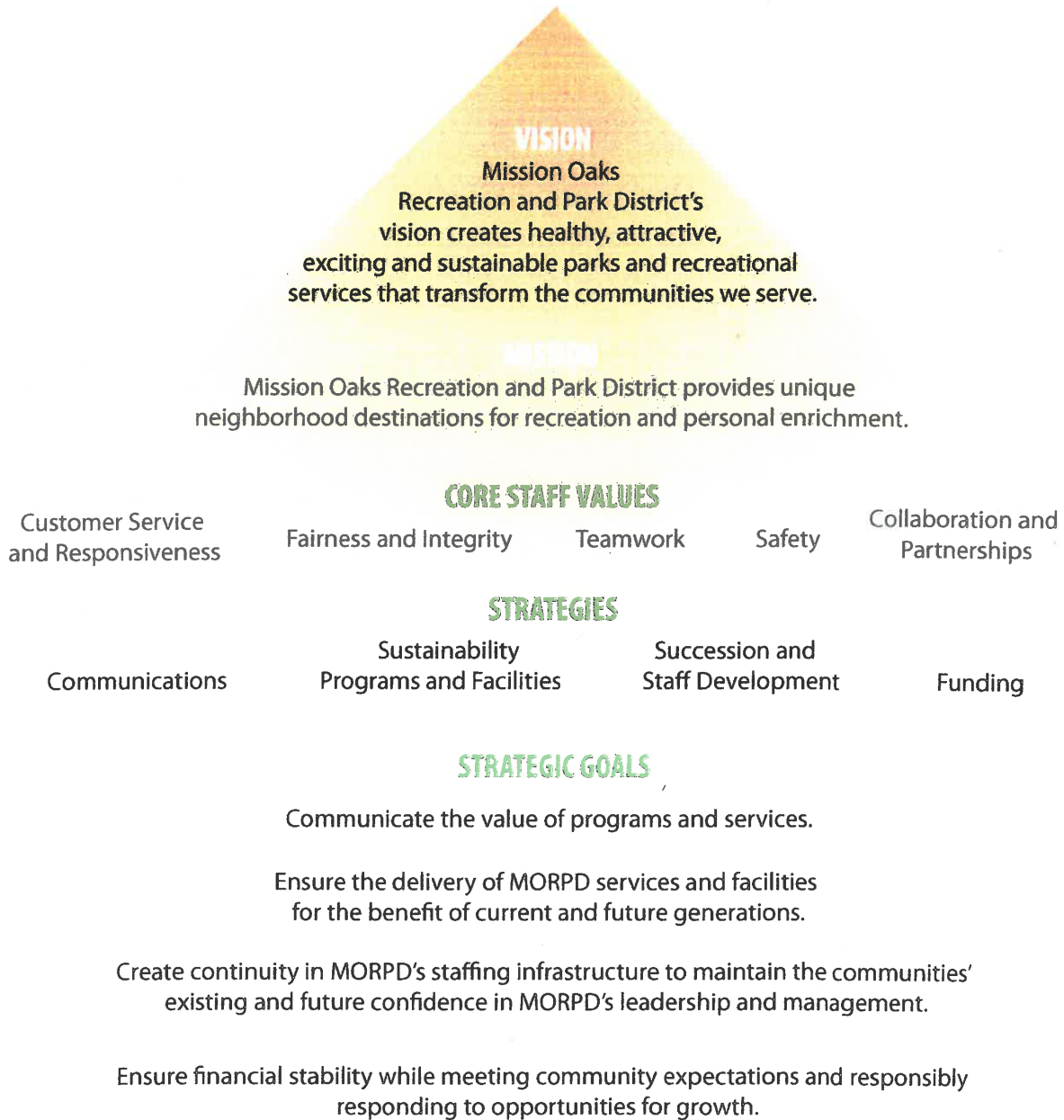
2000 – 2012 Finance Summaries demonstrate the District's past conservative financial practices that have kept this agency thriving and not merely afloat in difficult financial times. This section includes the Assessment District Budget Summaries and the District General Fund Budget Summaries. By using the District's general fund budget summaries from 1988, 2000 and 2012, one can view the financial history of the District over the past 37 years.

The Recreation Program Cost Recovery Matrix shows achievement in budget development and revenue goals for each of the programs offered by the District.

Section 2 - Historical Update, Strategic Plan and Demographics

In 2009, the Park District completed a Strategic Planning process with ACS Quantum Strategies, LLC (ACS). Strategic planning begins with a review and development of vision, mission and values.

The Plan included Vision and Mission statements and core values for staff, as follows:



Strategic Goals

The following information lists the Strategic Themes, Strategic Goals and Objectives for the District:

COMMUNICATIONS

STRATEGIC GOAL: Communicate the value of programs and services.

STRATEGIC OBJECTIVES:

1. Actively engage in marketing and communications.
2. Develop partnerships with community groups and organizations, businesses and public agencies.
3. Develop a marketing plan with designated strategies and aligned costs to increase awareness of the District's value to the communities it serves.

SUSTAINABILITY – PROGRAMS AND FACILITIES

STRATEGIC GOAL: Ensure the delivery of MORPD services and facilities for the benefit of current and future generations.

STRATEGIC OBJECTIVES:

1. Physical: Maximize the long-term viability and longevity of MORPD's physical resources.
2. Personnel: Develop a sustainable staffing infrastructure.
3. Fiscal: Remain good stewards of financial resources while continually searching for innovative funding solutions.

SUCCESSION AND STAFF DEVELOPMENT

STRATEGIC GOAL: Create continuity in MORPD's staffing infrastructure to maintain the communities' existing and future confidence in MORPD's leadership and management.

STRATEGIC OBJECTIVES:

1. Train, recruit and develop staff for advancement and mobility.
2. Network our network.
3. Create and regularly update desk procedures (policies and procedures/tasks).

FUNDING

STRATEGIC GOAL: Ensure financial stability while meeting community expectations and responsibly responding to opportunities for growth.

STRATEGIC OBJECTIVES:

1. Actively and creatively pursue funds.
2. Annually review and adjust current fee schedule.
3. Identify dollar conservation tactics.

Historical Overview of the District

A complete historical overview is included in the full Master Plan document. As background, The Mission Oaks District is located just east of the City of Sacramento and encompasses portions of the unincorporated communities of Arden-Arcade and Carmichael. The District formerly known as County Service Area No. 7, originated in 1963 to serve only a small area known as the Mission-Cottage area that was bounded by El Camino Avenue, Walnut Avenue, Arden Way and Eastern Avenue.

Initially summer recreation programs were provided for youth at Billy Mitchell and Starr King Schools. The District increased in size in 1974 as a result of the county Board of Supervisors' "Park Agency Reorganization Study", which attempted to place all non-served areas within the county into an active recreation and park agency. At that time, the administration of the service area was provided by the County Parks and Recreation Department.

On November 5, 1974, the Service Area residents approved a ballot measure which changed the Service Area to a dependent special district and annexed some formerly non-served areas in the Arden-Arcade and Carmichael communities. The District is generally bounded by the American River on the south, Ethan Way and Watt Avenue on the west, Auburn Boulevard and Cypress Avenue on the north, and Manzanita and Walnut Avenues on the East.

On January 1, 1975, Mission Oaks Recreation and Park District (MORPD) became a dependent special district under the enabling act provided by Section 5780 of the Public Resources Code and expanded to 8 and one-half square miles. At the request of the board of directors of the independent Windemere Recreation and Park District, the Windemere area was annexed to the Mission Oaks district by the Board of Supervisors in October, 1993. This 3-quarter acre area contained one park and expanded the district's service area from 8.5 to 9.1 square miles.

The MORPD is governed by a five member Advisory Board of Directors appointed by the Board of Supervisors. Advisory board members may serve up to two four-year terms. Based upon the District estimate by SCI, Inc. in the 2010 Nexus Study, the District served approximately 61,129.

The District developed and maintains 11 parks, four school parks and one county flood retention basin that serves as a park named Hazelwood Greens. The District's facilities are home to many soccer clubs and little league baseball leagues. Facilities consist of: two community centers, the District office, and the maintenance and operations headquarters/computer irrigation control center, housed in what once was a surplus fire station. This maintenance facility is located on Mission Avenue just south of Arden Way and was acquired from the Sacramento Metropolitan Fire District on March 1, 2010.

The 12,400 square foot community center in Gibbons Park, which opened in October 1982, serves all ages, while focusing on an extensive and extremely popular program for our 50 plus customers. The 5,000 square foot Swanston Community Center, which opened in April 2008, also serves the entire community with a strong focus on programs for neighborhood and at-risk youth. Partnerships with other community groups, including the Sheriff's Community Impact program, Youth Services Unit and Sacramento County Sheriff's Department, creates a strong programming base for this facility. The District's full-time staff has varied over the years based upon both need and budgetary considerations. The staff currently consists of 12 full-time and 75-150 part-time employees.

Demographics

Section 2 of the Mission Oaks Recreation and Park District Master Plan includes a Demographic report. Information for this report includes information from the 2010 Census and the 2006-2010 American Community Survey. According to the 2010 Census, the total population is 57, 216, an amount that is lower than an engineer's estimate.

The census includes population information based on Race/Ethnicity, Housing Tenure, and Gender/Age. The population information is then categorized under 14 neighborhoods. One neighborhood, (N) has been further sub-divided into three sections because of the high population within that neighborhood as well as the diversity within such a small area.

The Race and Ethnicity category is fairly consistent throughout all neighborhoods based on their size and population. However, 54% of neighborhood “N” (Arden Way to Fair Oaks Blvd. and Ethan Way to Fulton Ave.) is made up of non-white residents compared to the other neighborhoods which are predominantly white. The following reflects the percentages of Race and Ethnicity for neighborhood N:

- White, Non-Hispanic 46%
- Hispanic 24%
- Black, Non-Hispanic 16%
- American Indian Alaska Native Non-Hispanic (AIAN) 0.5%
- Asian Non-Hispanic 8%
- Native Hawaiian Other Pacific Islander Non-Hispanic 0.6%
- Other Non-Hispanic 0.2%
- Two or More Races Non-Hispanic 5.5%

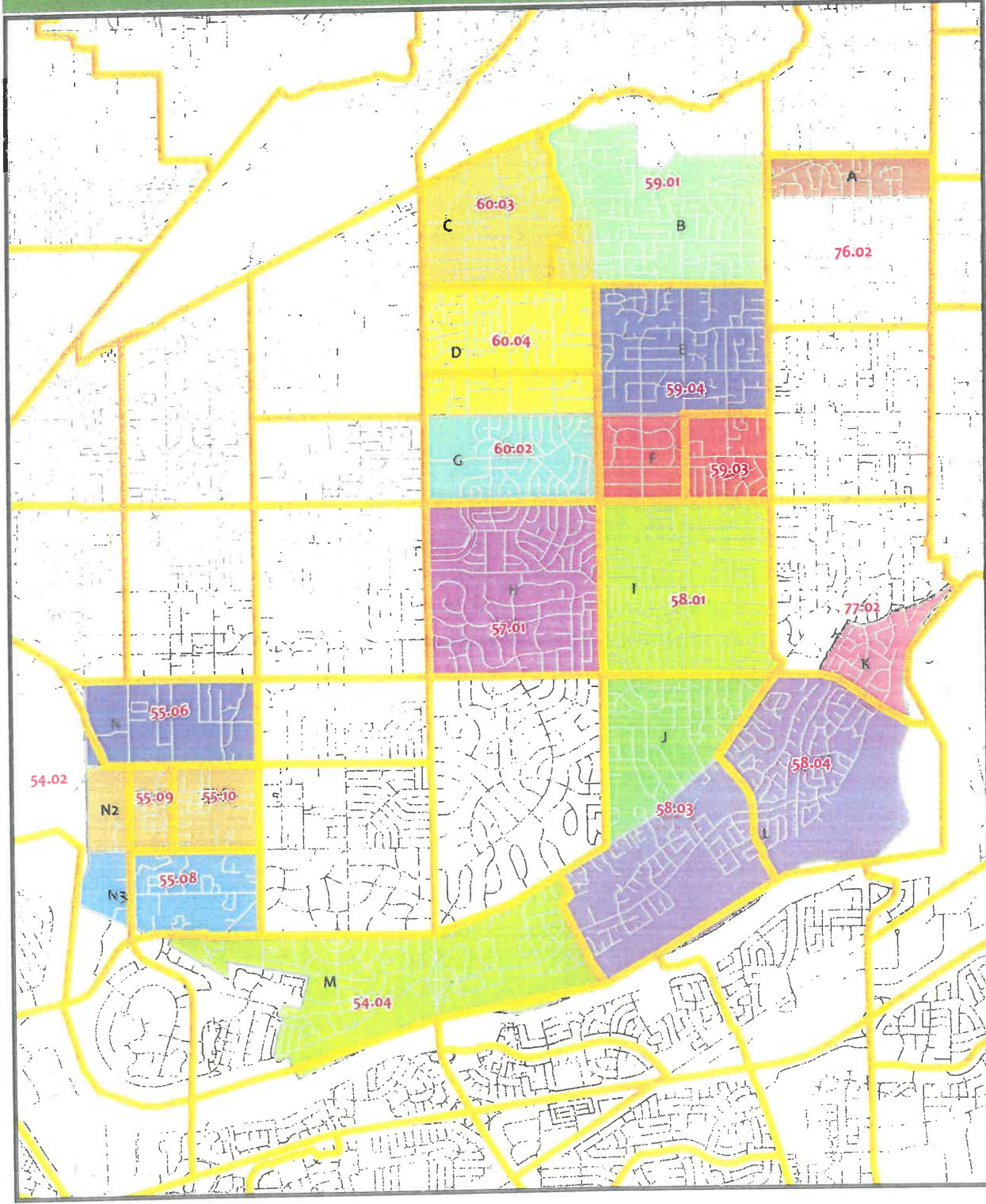
District-wide, there are 28,024 housing units. Of those, 46.1% are owned and 45.5% are rented. The vacancy rate of housing units is 8.3%. Of the housing units in neighborhood “N” 72.6% of the homes are rented. Only two other neighborhoods (C and F) have a higher rental rate versus owned rate.

The population of Mission Oaks is 57,216. Of that, 53% are women and 47% are men. The two largest age segments for women are: 20-29 year olds (15.2%) and 50-59 year olds (14.3%). For men, the two largest age segments for men are: 20-29 year olds (15.5%) and 50-59 year olds (13.9%).

Neighborhood N again shows varied numbers in the Gender and Age category with a population of 3,960 ages 20 to 29. The next closest neighborhood for the 20 to 29 age segment is neighborhood C with a population of 711. All of the other neighborhoods tend to be more evenly dispersed amongst age groups.

The American Community Survey information defines both the MORPD neighborhoods and surrounding counties in education attainments. When looking at the education levels of all neighborhoods, N2 showed the greatest percentage of population of individuals who achieved a level less than 9th grade at 10.1%. Conversely, there were three neighborhoods with over 25% of the population who achieved Graduate or Professional degrees. These were neighborhoods M, J, and L. (See map on page 12.)

Mission Oaks Recreation & Park District with Census Tracts



2010 Census Block Summaries - Population

Neighborhood	# blocks	2010 Total Pop
A	16	1,459
B	56	4,558
C	31	4,942
D	44	4,311
E	48	3,921
F	32	3,181
G	30	2,632
H	71	3,060
I	83	5,050
J	30	1,509
K	17	962
L	74	4,621
M	68	4,043
N	18	3,066
N2	32	6,201
N3	20	3,700
N (Total)	70	12,967
Totals:	670	57,216

NOTE: *Neighborhood N has been further subdivided due to diversity and to provide more detailed information to assist with grant writing.*

The comparison of numbers for Sacramento County as a whole are:

Neighborhood	Census Tract	Median Poverty Rate	Family Income	Less than 9th Grade	9th-12th grade, no diploma	High School Graduate	Some College	Associates Degree	Bachelor Degree	Pro or Graduate Degree
Entire County		13.9%	\$66,003	7.0%	14.9%	22.4%	25.6%	9.2%	19%	8.9%
Mission Oaks		12.67%	\$76,618	2.9%	4.7%	18.9%	26.5%	8.4%	24%	14.4%

Section 3 - Survey Overview

This section includes the results from an online and hardcopy survey of 415 respondents. A more detailed narrative of the results is included in the full Master Plan document. In addition, the Master Plan includes a full summary of 17 Neighborhood Park Meetings that provided residents with the opportunity to provide input into current usage and desired future park features.

The survey measured resident satisfaction in a variety of service areas. This survey was conducted in response for a need to assess if, as an agency, the District is fulfilling its mission to the community. The survey data has provided information to effectively assess and plan to meet the needs/interests of the District residents.

The survey was based on a specific purpose and objectives that were specifically measured, allowing the District to ask questions that were directly in line with our mission statement and overall service. Not only will this information allow the District to make clear decisions regarding our future, it also will strengthen our ability to compete for funding through grants and other funding resources. As a result, the District is positioning itself to “go to the table” with other public entities by demonstrating it is a mission-driven District.

SURVEY PURPOSE AND OBJECTIVES

This current survey (2012) was guided by the following purpose: to determine if MORPD is meeting its mission by providing unique neighborhood destinations for recreation, contributing to personal enrichment, and meeting the recreational interests and needs for people who live in the District.

OBJECTIVES:

1. To identify if residents are provided unique neighborhood destinations for recreation.
2. To identify if residents are provided services that contribute to their personal enrichment.
3. To identify if Mission Oaks is meeting the interests and needs of the people living in the District.
4. To identify if the staff at Mission Oaks is meeting outcomes for quality customer service.

EVALUATION SUMMARY AND MAJOR FINDINGS

- The OVERALL RATING for MORPD service was very high, with 69% of the participants in the survey giving the District an “A” grade.
- The participants of the survey defined the MORPD parks as a “unique recreation destination” by being “User Friendly,” having “Special Play Areas”, and providing “Distinctive Recreation Areas.”
- Recreating at MORPD “signature parks” are further defined as venues for participants to “Connect to Other Community Members.” This outcome aligns the District with the California Parks and Recreation Society Vision Statement; “We Create Community through People, Parks, and Programs.”
- The top reasons people visit MORPD parks for “personal enrichment” are because they offer opportunities for “Play” and “Fun.” “Physical Fitness/Exercise” is also an important reason for visiting the MORPD parks.
- MORPD is doing well in areas of providing excellent “Customer Service,” “Modes of Registration,” and offering a “Variety of Programs” for participants to attend.
- Participants’ interest in additional specialized park features suggested more areas in MORPD for community recreation (versus individualized recreation), including walking trails, swimming pools, community gardens, dog parks, and spray parks.
- Most of the survey participants did not indicate a need for additional programs. Those that did offer suggestions mentioned MORPD programs at sites that can facilitate indoor and outdoor recreation activities (e.g. programs, clubs, sports, events, and facilities).
- MORPD parks most often visited included Gibbons Park, Mission North Park, and Swanston Park (each designated “community parks”). These parks led the survey among those visited multiple times per week by customers.
- The MORPD programs attended most often (multiple times per week), included:
 - Summer Youth Camps
 - Senior Fitness and Exercise
 - Adult Fitness

Excluding the Summer Youth Camp (which was likely a consequence of the time of year the survey information was gathered), the five programs attended most often (multiple times per week) are all coordinated programs offered at a park where a facility is available for indoor and outdoor recreation activities.
- Across all services, participants rated MORPD between “Very Good” and “EXCELLENT” for the District’s level of performance to participant’s importance. Two service areas may need consideration in terms of what is important to participant and the performance of MORPD, including Sites and Facilities (upkeep of amenities,

especially providing “Clean Bathrooms”) and Distribution of Public Funds (more focus of funding in the area of “Maintenance and Repairs of Parks and Facilities” and “Replacement of Equipment “and less in the area of “Adding New Parks”).

- MORPD publications are used most often by residents when receiving hard copy information about programs/services, including The MORPD “Recreation Guide,” “Flyers Mailed to the Home,” and “Flyers Brought Home from Schools.”
- Out of the six choices for electronic sources of information, the MORPD online sources are used most often, including the “MORPD Website” and the “Email Newsletter.”
- Participants were asked their opinion on sustainability through the redesign of some of the MORPD parks. The intention of these redesigns would be to reduce dependence on water and effectively manage the District’s financial and natural resources. Overall response by participants was “Supportive.”

Section 4 - Recreation Program & Services, Strengths, Gaps and Goals

Section 4 of the Master Plan includes information about recreation services, the strengths of the services, and the gaps and goals of programs and services. The full Master Plan document includes an inventory of District Sponsored and Co-sponsored recreation programs. The last segment of Section 4 includes a chart of subsidy levels for programs. This assists in the establishment of fees and charges. Additionally, this assists in assuring equitable access to programs for all residents.

STRENGTHS:

- **Senior Adults:** MORPD offers a wide array of programs for the Senior Adult population, and has one community center that focuses primarily on programming for this population. MORPD is known throughout the region for doing excellent work in providing recreational opportunities to Senior Adults. Many of the programs, most notably the Senior Dances, attract people from outside our District boundaries.
- **Youth Camps:** MORPD offers six summer camps for youth in addition to four summer youth sports camps. As demand grows, we have the staff and space to expand. Camps are also offered during extended school breaks in November, December, February and March/April. This is a comprehensive and successful program area for MORPD.
- **Youth Sports:** MORPD offers a well rounded and attended youth sports program for the San Juan Unified School District elementary and middle schools within the Mission

Oaks District boundaries. Some private schools also participate in these youth sports programs. Sports include volleyball, flag football, basketball, track & field, and wrestling (for middle schools only). In addition to these leagues, MORPD offers various youth sports camps during the year, as well as a youth running club, youth tennis lessons, and youth soccer classes. MORPD is also a partner with the Sheriff's Community Impact Program (SCIP) in offering other sports such as golf, boxing and rugby. MORPD facilitates local youth sports programs by issuing permits for our athletic fields.

GAPS:

- **Adult Sports:** Without its own gymnasium or lighted athletic facilities, MORPD is unable to operate a comprehensive adult sports program. In 1997 MORPD cancelled its adult softball program due to declining participation. The league had been held at Greer/Winthers Park during weeknight twilight hours and/or weekends in the daylight. Neighboring districts and cities were operating leagues with lighted ball diamonds and most teams playing in MORPD leagues decided to move. MORPD has since been directing players and teams primarily to Carmichael Recreation & Park District, which offers adult sports leagues in softball, volleyball, basketball, dodgeball and kickball. There are many adult sports league options in the Sacramento area, so we feel the needs of our residents are being met elsewhere.
- **Inclusive Recreation Programs for Individuals with Special Needs:** MORPD has remained aware and conscientious about meeting requirements with the Americans with Disabilities Act in regards to equipment and facilities. MORPD accepts participants with special needs into its programs without discrimination. MORPD is lacking in the offering or facilitation of programs specifically designed for those with special needs.
- **Art Classes and Programs for Youth:** Our camps and preschools have art components, and we offer a youth Jazz Dance class, but we are not offering a well-rounded variety of art options for children.
- **Other Gaps in Programs and Facilities:** The Master Plan survey shows that a significant number of MORPD customers are interested in: 1. More *Walking Trails* in parks; 2. *Swimming Pools* and *Spray Parks*; 3. *Community Gardens*; and 4. *Dog Parks*. Aside from some walkways in most of our parks, and a spray park at Swanston, MORPD does not provide the other facilities.

GOALS TO ADDRESS GAPS:

- **Adult Sports:** Review the team rosters on file with Carmichael Recreation & Park District to determine how many (and percentage of) players reside in the Mission Oaks District. This will help us determine the level of interest our residents have in adult sports, and if our efforts to direct residents to our partner, the Carmichael Recreation and Park District, is beneficial to residents of both districts.
- **Inclusive Recreation Programs for Individuals with Special Needs:** MORPD can become more involved by seeking neighboring agencies already participating in recreation programs for those with special needs, and finding out how we can become involved either as a partner, or by offering a facility that may meet their needs for a new program. There is an adult wheelchair tennis group in the area that may want to reserve two of our courts for practices and matches. This would be an opportunity for us to be more inclusive in our program offerings.
- **Art Classes and Programs for Youth:** MORPD can research the options that are being offered to residents in our District in the area of youth art programming. It may be determined that there are plenty of options for children at a reasonable cost. If not, this would be an area for increased programming that we should offer our residents.
- **Other Gaps in Programs and Facilities:** Some of these gaps (i.e. walking trails and community gardens) are easier to accomplish from a financial and political perspective than others (i.e. swimming pools and dog parks). Financial studies and community meetings would need to be conducted in order to determine how we are to proceed with these decisions.
- **Trends:** It is important for MORPD to stay abreast of national, state and local trends in programming. With baby boomer retirement continuing to grow, the trend has been an interest among active seniors to participate in more athletic programs than prior generations of seniors. The programming at the Mission Oaks Community Center continues to become more active by keeping up with the interests of the aging populous with more dances and fitness classes. The climate may be about right for MORPD to begin offering some sports for seniors. Surveys and focus groups would help us determine what, if any athletics would be popular.

The trend of fighting childhood obesity, and the obesity of all age groups, is one that we will likely see continue for many years. MORPD will need to stay focused on this goal when creating new recreation programs.

Section 5 - Park Descriptions, Asset Inventory, Maintenance Standards, Replacement schedule

Section 5 of the Master Plan includes four sections. These include:

PARK DATA, MAPS, AND PARK ASSET INVENTORY

This section includes brief information about each of the parks in the system. The full Master Plan document has more extensive information that includes park maps and complete asset inventory of each park.

DISTRICT WIDE PARK ASSET INVENTORY

This section includes a summary of all park assets and their total value.

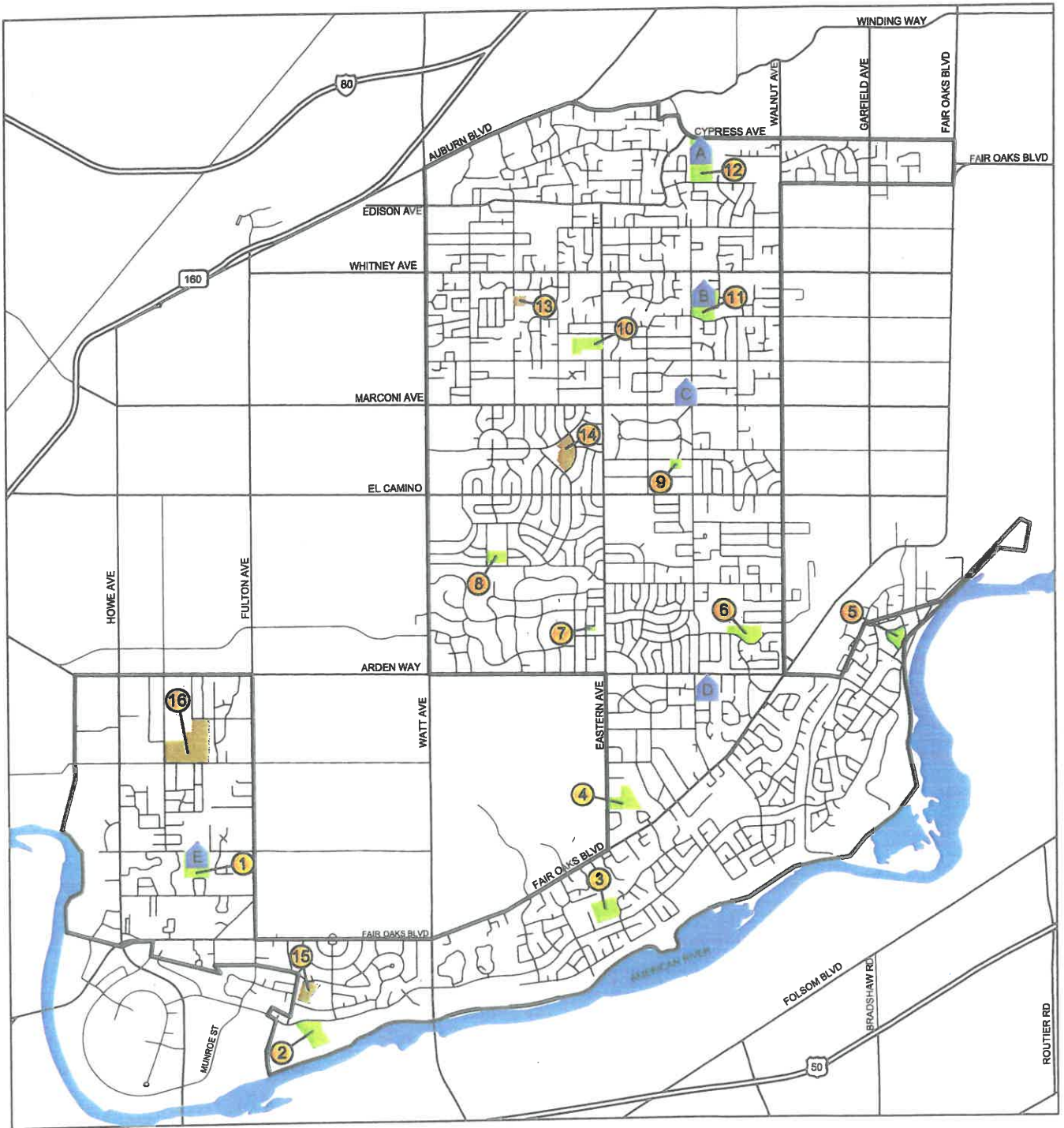
PARK STANDARDS - LANDSCAPE SPECIFICATIONS

This section describes current standards and maintenance practices.


INFRASTRUCTURE REPLACEMENT AND PREVENTIVE MAINTENANCE PROJECTION

This section includes information about replacement and preventive maintenance for park assets and equipment. Good park systems invest in the infrastructure.

MISSION OAKS DISTRICT MAP



DISTRICT MAP MATRIX

		Park acreage	Ball diamonds	Basketball Court - ♿	Play equipment - ♿	Horseshoe pits	Soccer field	Tennis Courts - ♿	Volleyball courts	Open play area	Nature Area	Off street parking - ♿	Barbeques	Community center - ♿	Picnic tables - ♿	Restrooms - ♿	Shade shelter - ♿	Reserve picnic areas - ♿	
PARKS																			
①	SWANSTON COMMUNITY PARK 2350 Northrop Ave., Sacramento	10		1.5	○		2	2	1	○		○	○	○	○	○	○	○	○
②	OAK MEADOW 2734 American River Drive, Sacramento	5.5			○					○					○			○	
③	ASHTON 4251 Ashton Drive, Sacramento	9.8		1.5	○		1	3	1	○		○	○		○	○	○	○	○
④	VALLEY OAK 1150 Eastern Ave., Sacramento	10.2	3		○		1			○	○	○			○	○	○		
⑤	SHELFIELD 1849 Suffolk Way, Carmichael	5			○	○		2		○		○			○				
⑥	MADDOX 4821 Thor Way, Carmichael	6			○				1	○	♿		○		○				
⑦	WINDEMERE Windemere Lane, Sacramento	.75		.5	○					○					○				
⑧	ORVILLE WRIGHT 2331 St. Marks Way, Sacramento	4.2			○	○			1	○		○			○				
⑨	HAZELWOOD GREENS Hazelwood Ave., Sacramento	1.8								○									
⑩	EASTERN OAK 3127 Eastern Ave., Sacramento	4.2			○	○	1			○		○			○				
⑪	MISSION NORTH 3344 Mission Ave., Carmichael	12.7			○					○		○	○		○	○			○
⑫	GIBBONS COMMUNITY PARK 4701 Gibbons Drive, Carmichael	17.5		1	○			4	2	○		○	○	○	○	○	○	○	○
SCHOOL PARKS																			
⑬	COWAN 3350 Berra Way, Sacramento	.5			○	○				○		○			○			○	
⑭	DEL PASO MANOR 2700 Maryal Drive, Sacramento	3			○	○	1	2	1	○		○			○				
⑮	SIERRA OAKS 2762 Huntington Road, Sacramento	4.6			○	○	2	2		○		○			○				
⑯	GREER/WINTHERS 2301 Hurley Way, Sacramento	6.1	2		○	○		4		○		○			○			○	
OTHER DISTRICT FACILITIES																			
A	MISSION OAKS COMMUNITY CENTER (MO/CC) 4701 Gibbons Drive, Carmichael																		
B	DISTRICT OFFICE 3344 Mission Ave., Carmichael																		
C	MISSION OAKS PRESCHOOL 4641 Marconi Ave., Sacramento																		
D	MISSION STATION PARK MAINTENANCE FACILITY 1616 Mission Ave., Carmichael																		
E	SWANSTON COMMUNITY CENTER (SCC) AND SPLASH PARK 2350 Northrop Ave., Sacramento																		





Ashton Park

4251 Ashton Drive

Acreage: 9.8 Acres

Main amenities include: Soccer field, picnic shelters, play areas and park restroom

Proposed improvements: Walking trail with mile markers every .1 mile, more benches, update park rule signage, adult fitness equipment



Cowan School Park

3350 Becerra Drive

Acreage: 1.5 Acres

Main amenities include: Playground area and picnic shelter

Proposed improvements: Kickball field, school garden and trees, outdoor performing arts theater



Del Paso Manor School Park

2700 Maryal Drive

Acreage: 3.0 Acres

Main amenities include: Picnic area, playground area, soccer field, basketball courts, tennis courts and volleyball court

Proposed improvements: Shade Sails for the soccer area, perimeter decomposed granite walking trail inside chain link fence line, Girls softball field along the western section



Eastern Oak Park

3127 Eastern Avenue

Acreage: 4.2 Acres

Main amenities include: Soccer Field, playground area, walking path, horseshoe pit, shuffleboard court

Proposed improvements: Shaded picnic tables, basketball and pickle ball. Install .1 mile markers along existing concrete walkway and add exercise stations



Gibbons Park

4701 Gibbons Drive

Acreage: 17.5 Acres

Main amenities include: A Community Center, picnic shelter, picnic areas, BBQ grill, playground area, walking path, tennis courts, volleyball court, basketball court and park restroom

Proposed improvements: Walking trail, reduce irrigated area, pickle ball lines on tennis courts, add ½ court basketball, musical performance area with electricity, demonstration garden with seating, bocce ball and horseshoes with shade area



Greer School Park

2301 Hurley Way

Acreage: 6.1 Acres

Main amenities include: Picnic area, ball diamond playground area, walking path

Proposed improvements: Bag dispensers for dog waste, Community Garden along Bell Street (undeveloped property) or location of the old Encina High Tennis Courts on Whitkop Street, swimming pool at Encina



Hazelwood Greens

Hazelwood Avenue

Acreage: 1.8 acres

Main amenities include: Variety of trees only. This area is a storm retention basin to alleviate localized flooding. No amenities were planned for this site.

Proposed improvements: Tree planting and replacement along site boundaries, alternative entrance at west end opening, open gate later and close earlier, drinking fountain and benches



Maddox Park

4821 Thor Way

Acreage: 6.0 Acres

Main amenities include: Picnic area, playground area, walking path and picnic shelter

Proposed improvements: Perimeter walking trail, picnic shelter with style and BBQ grill, upgrade play equipment to challenge older children, Tree replacement – ongoing, signage by nature area, and kiosk for flyers (bulletin board), picnic shelter



Mission North Park

3344 Mission Avenue

Acreage: 12.7 Acres

Main amenities include: District Office picnic areas, playground area, picnic shelter and park restroom

Proposed improvements: Additional walking trail with benches along trail, ½ basketball court, improved SMUD lighting



Oak Meadow Park

2734 American River Drive

Acreage: 5.5 Acres

Main amenities include: Picnic area, playground area

Proposed improvements: Shade for benches, Frisbee golf, Tricycle trail, dog park north side of American River Drive



Orville Wright Park

2331 St. Marks Way

Acreage: 4.2 Acres

Main amenities include: Picnic area, playground area, volleyball court, horseshoe pits

Proposed improvements: Playground shade, perimeter walking trail and benches, more Benches south of playground and west of sand volleyball court, movies in the park, bocce ball by horseshoes



Shelfield Park

1849 Suffolk Way

Acreage: 5.0 Acres

Main amenities include: Picnic area, playground area, tennis courts, picnic areas, horseshoe pit and walking path

Proposed improvements: Playground shade, replace plaza trees with better shade trees - California Sycamore, misting station with drinking fountain, bottle filler and doggie bowl, ½ basketball court



Sierra Oaks School Park

2762 Huntington Road

Acreage: 5.0 Acres

Main amenities include: Soccer fields, picnic area, playground area and tennis courts

Proposed improvements: Reinstall a drinking fountain with backflow, replace chain link street fencing with black chain link material



Swanston Park

2350 Northrop Avenue

Acreage: 10.0 Acres

Main amenities include: A Community Center, picnic shelters, sand volleyball court, playground area, basketball courts, tennis courts, walking path, splash-park and park restroom

Proposed improvements: Add gymnasium with kitchen and large lobby, perimeter walking trail with .1 mile markers, dog run, not a dog park but separate fenced off area for large and small dogs



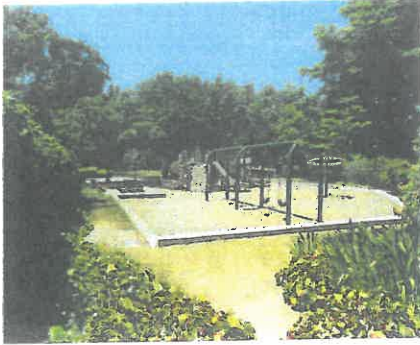
Valley Oak Park

1150 Eastern Avenue

Acreage: 10.1 Acres

Main amenities include: Baseball fields, soccer field, batting cage, picnic area, playground area, scoreboards, snack bar, nature trail and park restroom

Proposed improvements: Redevelop nature area trails with interpretive signage, more batting cages, replace frontage fence with black chain link material



Windemere Park

Windemere Lane

Acreage: .75 Acres

Main amenities include: Picnic area, playground area, basketball court, BBQ grill

Proposed improvements: Shade over playground equipment, replace Rollingwood Drive shrubs and old wood sign at corner with new smaller size concrete park sign, external lockable electrical outlet, re-landscape park area, otherwise, keep remaining area as is

Landscape Management Performance Specifications

INSPECTIONS AND DIRECTIONS

This section of the Plan details the landscape management performance specifications for contracted services. The specifications include performance criteria for a variety of functions, from mowing and edging to chemical application and restroom cleanliness. The complete list of standards is included in the full Master Plan document. The major categories of areas included in the standards are as follows:

- A. Mowing and Edging**
- B. Pest Control**
- C. Chemical Application**
- D. Weed Control**
- E. Fertilization**
- F. Policing and Garbage Disposal**
- G. Trees and Shrubs**
- H. Gates**
- I. Hazards and Maintenance Deficiencies**
- J. Restrooms**

District Wide Facility Asset Report

This section of the plan provides information about District assets and includes a total listing of all park property based upon GPS locations. This report assists with the GASB 34 reporting (Governmental Accounting Standards Board) and risk management purposes. Categories of assets include:

- Parks (picnic areas, playgrounds, sport courts, landscape, turf, spray park, irrigation, and utilities)
- Hardscapes (parking lots and paths)
- Buildings
- Signage
- Trees

Total Valuation of District Assets is \$5,349,428.44

Infrastructure Replacement and Preventative Maintenance Schedule

The last section of the Plan includes a full listing of replacement and preventative maintenance schedules for the District. This includes buildings, parking lots, playgrounds, tennis courts, basketball courts, and vehicles. Criteria for replacement include the following:

- Buildings: roof, exterior finish, and painting. This section also includes information about when the facility was built, type of roof, scheduled for roof replacement, type of exterior finish, and painting cycle.
- Parking: date of initial construction, number of spaces, overlay, rebuild, or repair schedule.
- Playground: initial date of installation, previous replacements, and future replacement schedule.
- Tennis and Basketball Courts: list of all courts by location along with the preventive maintenance and repair schedule.
- Vehicles: list of current vehicles and future replacement schedule.

Section 6 - Guiding Principles

This section of the Master Plan includes 10 Guiding Principles and Policies that will assist in guiding decision making for existing parks and programs as well as new parks and programs. The Principles are as follows:

1. Ongoing Planning and Community Involvement: The District will continue its legacy in continuously planning for the future of the system. Additionally, community input will be a cornerstone of all planning efforts.
2. The 2009 District Strategic Plan is incorporated within the Master Plan and also serves as a framework for decision making.
3. The Master Plan will be used as a Guiding Document for the Annual Budget Preparation, Park Planning, Development and Future Recreation Program implementation.
4. The District will have sufficient assets in Land, Staffing, and Equipment to meet the system's goals: The District will continuously develop asset inventories and replacement schedules, maintain a sufficient number of well-trained staff to perform their jobs and deliver the best possible service, acquire representative park acreage, and invest in the system's infrastructure.
5. The District will provide equitable access for parks, facilities, programs and services. All residents should have an opportunity to access services and programs. This includes consideration of ADA requirements, AB2404 Gender Equity Title IX, park land and facilities equitably located around the District to ensure opportunities for all, and the provision of affordable services.
6. The District is committed to listening to the "Voice of the Customer." Not only is the District interested in seeking community input into new acquisitions, development and renovation efforts, but also will have a robust process to seek to measure satisfaction levels of users in programs and services.
7. Safety from Physical Hazards and Crime is of paramount importance. The District will diligently monitor and inspect parks and facility assets to ensure patron safety.

- 8. The District’s Sustainability Policy shall be a criterion for redesign of parks to maximize water conservation.
- 9. Partnerships for Park Improvements as well as Recreation Program delivery will continue to be a high priority.
- 10. Walking trails and additional shaded areas in parks should receive a very high priority in all future park improvements. Shade from the planting of trees as well as shade over the playground equipment would satisfy this need.

This section of the report lists a spreadsheet of proposed capital expenditures for FY12-13 through FY 21-22, which is a ten year park assessment projection. Areas of detail include:

- Routine Maintenance and Service
- Capital Improvement and Replacement Projects
 - Parking lots
 - Tennis Courts
 - Basketball Courts
 - Playground Equipment
 - Park Restrooms
 - Walking Trails
 - Community Gardens
 - Equipment—Vehicle Replacement 8-10 year cycle

Total Value of Expenses listed in 2012 Dollar Values for the next 10 years is as follows:

2012-13	2013-14	2014-15	2015-16	2016-17
\$ 1,046,003	\$ 1,270,506	\$ 1,293,009	\$ 1,018,012	\$ 758,015
2017-18	2018-19	2019-20	2020-21	2021-22
\$ 860,518	\$ 903,021	\$ 878,024	\$ 948,027	\$ 983,030

Total Projected Revenue Bases in 2012 Dollar Values:

2012-13	2013-14	2014-15	2015-16	2016-17
\$ 981,857	\$ 983,120	\$ 985,601	\$ 988,166	\$ 990,817
2017-18	2018-19	2019-20	2020-21	2021-22
\$ 993,559	\$ 996,393	\$ 999,323	\$ 1,002,354	\$ 1,005,487

Section 7 - Revenue Resources

FINANCIAL RESOURCES FOR CAPITAL IMPROVEMENTS, PREVENTIVE MAINTENANCE, ONGOING PARK AND FACILITY MAINTENANCE AND REAL PROPERTY ACQUISITION

The County of Sacramento 2005 – 2030 General Plan update has identified the following as Implementation Measures for its Policies Supporting Park Operations and Maintenance: A) Continue to investigate alternative financing mechanisms for local and regional parks and recreation operations, and maintenance and B) Assist park agencies in identifying and pursuing supplementary financing mechanisms for local and regional parks and recreation services, including programs and maintenance. The last section of the full Master Plan document includes information about funding mechanisms.

There are currently six different funding mechanisms that are utilized in combination to fund the District's Annual Park Maintenance Program and Capital Improvement Projects. All of these revenue sources are combined into the Revenue Section of the Assessment District Budget.

Other funding mechanisms exist that the District could explore in the future if needed including a Parcel Tax (66 2/3% vote required) or a Community Facilities District. The Community Facilities District Act (more commonly known as Mello-Roos) was a law enacted by the California State Legislature in 1982. Mello-Roos District is an area where a special property tax on real estate, in addition to the normal property tax, is imposed on those real property owners within a Community Facilities District. These districts seek public financing through the sale of bonds for the purpose of financing public improvements and services. These services may include streets, water, sewage and drainage, electricity, infrastructure, schools, parks and police protection to newly developing areas. The tax paid is used to make the payments of principal and interest on the bonds.

The following information outlines the various funding mechanisms the District currently has in place.

1) The Quimby Act

The Quimby Act was approved through State Legislation (Government Code Section 66477), then adopted by Sacramento County as Chapter 22.40 of the Sacramento county Code. These requirements may be satisfied by a property developer by donation of land or a payment of fees in lieu of land dedication or on-site improvements per provision of Chapter 22.40. These fees are based on a minimum standard of three acres of land for parks per 1,000 population. The Mission Oaks District updated its standard in 2007 to five acres per 1,000 population

in conjunction with the Park Impact Fee Nexus Study. The District generally received these fees by notice of the county when a residential or commercial property is issued a building permit. If land is not dedicated, which occurs the majority of the time, fees in lieu of land are paid to the county and those fees may then be transferred to the District by an advisory board resolution for a specific park project or land acquisition only. These funds should be used for either the closest neighborhood park but may be used for any district community park. These fees are kept in trust in the county treasury until such time as needed and requested by the district. As a point of interest, the Quimby Act was introduced to the State Legislator by John Quimby, who was a Mission Oaks District Resident before his passing in 2012.

2) The Mission Oaks Parks and Recreation Maintenance and Improvement District

First enacted by a vote of District property owners in 1999, this Lighting and Landscaping Assessment District was renewed in 2006, again by a healthy 68.78% vote of district property owners through a special ballot measure. This measure is renewed annually by the District's advisory board of directors in July at a Public Hearing as required by Senate Bill 218. Each year the board may make a decision to set the assessment fee at the current level, increase the fee according to the San Francisco Consumer Price Index for the preceding calendar year, or another amount not to exceed 3% over the previous year's assessment.

3) Communication Tower Land Lease

Three Communication Tower Lease Agreements are currently in place and are expected to generate almost \$77,000 in fiscal year 2012-2013. Revenue from the first tower constructed at the north end of Valley Oak Park should be utilized to make annual improvements at Valley Oak Park. All other tower revenue may be used as needed throughout the district for any park improvements or maintenance. These agreements are renewed in five year increments.

In October 2012, three Wireless Communication Leases were in effect

- 1) T-Mobile - Northern most tower at Valley Oak Park – tower construction to be co-locatable
- 2) Metro PCS - Southernmost tower at Valley Oak Park
- 3) T- Mobile – A Palm Tree Tower in the Southwest corner of Eastern Oak Park

4) Sacramento County Reimbursement for the Annual Maintenance of Hazelwood Greens

Sacramento County owns and developed the Hazelwood Greens, a storm water retention basin, located on Hazelwood between Mission Avenue and Eastern Avenue. During the public hearing process for the planning and development of this project, the

local neighborhood preferred the property be maintained in a “park like” manner that could be used like a neighborhood park and locked at night rather than an undeveloped site with weed maintenance and a chain link fence. Before the county constructed the basin, they entered into an agreement with the Mission Oaks Recreation and Park District to maintain this property at the same level as all other District parks, including the services of the District’s Park Patrol Program.

The County agreed to reimburse the District annually for direct cost associated with maintenance, improvements and security. Any capital improvements for the property must be approved by the county in advance of implementation. Each May/June, the District prepares and sends an invoice to the County for payment which is completed through a journal voucher for maintenance, any improvements, security and a small amount for staff overhead. This process has worked well and provides a higher level of maintenance for this site than the County would have been able to provide. The annual reimbursement averages approximately \$20,000. (2012 dollar valuation)

5) Park Impact Fees

The District’s Park Impact Fees Nexus Study was prepared pursuant to the “Mitigation Fee Act” as found in Government Code 66000 et seq, also known as AB 1600. The purpose of this Nexus Study was to establish the legal and policy basis for the collection of park impact fees from new residential and nonresidential development within the Mission Oaks Recreation and Park District.

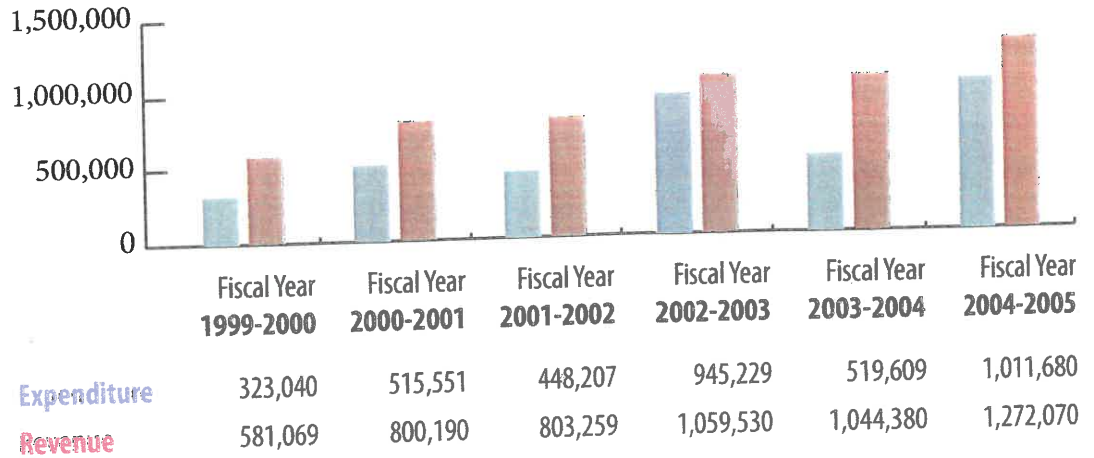
The 2010 Park Impact Fee Nexus Study was prepared by SCI Consulting Group under contract with Mission Oaks Recreation and Park District who lead the collaboration of this project to adopt fees for Mission Oaks, and seven other local recreation and park districts in Sacramento County who are considered as “in-fill” districts, those lacking large open space areas for future home development.

The adopted fee schedule will remain intact until a new Nexus Study is completed. A Nexus Fee Study must present the following findings in order to meet the procedural requirements of the Mitigation Fee Act:

- Identify the purpose of the fee
- Identify the use to which the fee is to be put
- Determine how there is a reasonable relationship between the fee’s use and the type of development project on which the fee is imposed;
- Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed
- Determine how there is a reasonable relationship or nexus between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the impact fee is imposed.

ASSESSMENT DISTRICT BUDGET COMPARISONS FOR FISCAL YEARS 2000 - 2012

The following graphs on pages 34-35 provide a historical overview of the Assessment District Revenue and Expenditures.

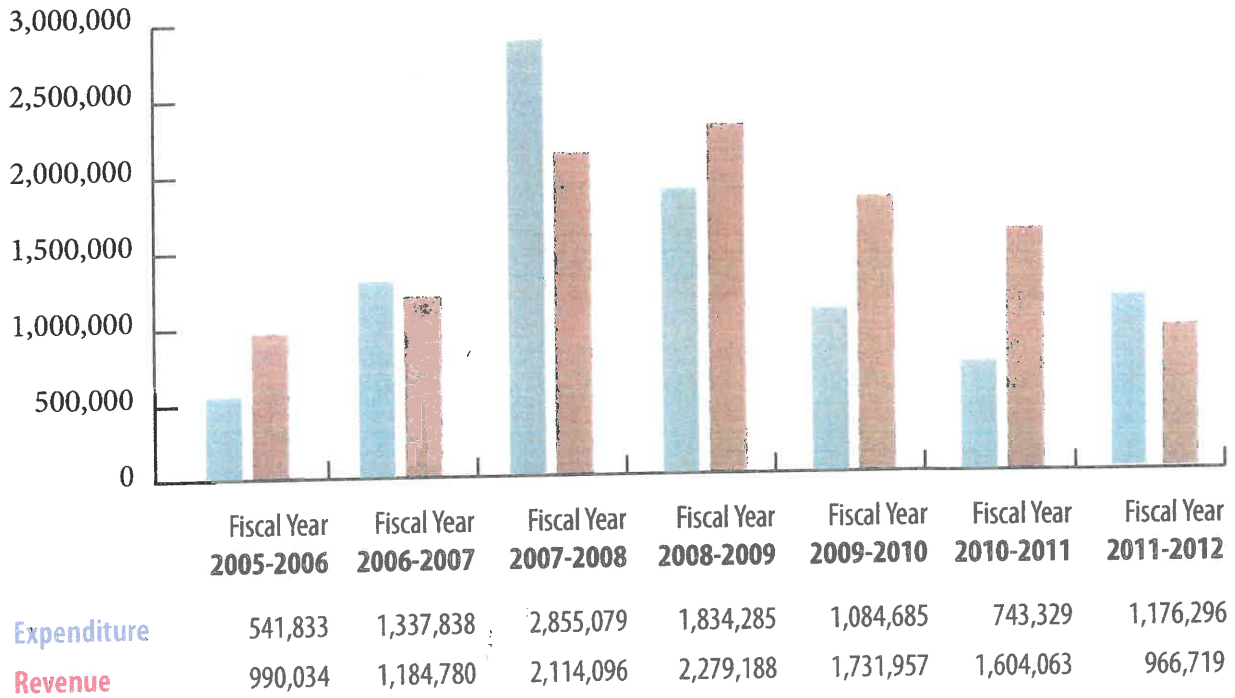


6) Grants and Donations

The District applies for appropriate grants as they become available. In the past, grants have been received for park development, community center development, and for recreation program materials and supplies. Grant funding has primarily been through various State Park Bond Measures since 1974, both for Per Capita Roberti-Z'berg-Harris funding as well as competitive funding. Other grants have been received from several health service providers. Occasionally the District is the beneficiary of a trust or other donations.

7) Annual Budget Fund Balance

The fund balance is the difference between the amount of financing available for a given fiscal year and the total amount of expenditures during that same time period. There are a number of reasons for a fund balance to be realized at the end of a fiscal year. Cost savings from bulk purchasing, renegotiated contracts, projects completed under budget, the Contingency Appropriation balance, and projects carried over to the next fiscal year may all contribute to the fund balance. The largest amount of the fund balance is typically the contingency appropriation which is generally about 10% of the entire budget amount. The final fund balance is determined by the county approximately mid-July each year. Each year the fund balance becomes part of the total available funding or revenue to help finance the following fiscal year budget. Occasionally, it becomes necessary to draw funds from the reserve account to balance the budget for a given year.



The Swanston Community Center was constructed during FY 2007-2008. Grant funds were received to restore District funding after the building was completed. The Center was dedicated on May 17, 2008.

DISTRICT GENERAL FUND BUDGET REVENUE SOURCES

The District Budget or "District General Fund Budget" is comprised of several sources of revenue but the greatest percentage by far is the Ad Valorem Property Taxes. After Proposition 13 was adopted in 1978, each special recreation and park district in Sacramento County began receiving a percentage of the 1% of property taxes assessed for all real property. The District's share of the 1% is based upon the total assessed property value x .01 or 1%, then that 1% is multiplied by .0321 = the property tax allocation provided for each recreation and park district in Sacramento County.

Of the total amount of revenue realized by the District for the Fiscal Year 2011-2012 fiscal year, property taxes represented 65.2%.

The following represents the overall percentages of General Fund Revenue for Fiscal Year 2011-12:

65.2%	All Related Property Taxes
31.1%	All Recreation Programs Fees and Charges including the Bridges After School Program Grant reimbursement and the Community Center's Trips and Tours.
1.8%	Building Rentals
0.7%	Donations and Contributions
0.6%	Insurance Proceeds (dividends)
0.3%	Other Misc. Revenue (coffee, etc)
0.2%	Interest Income from the County

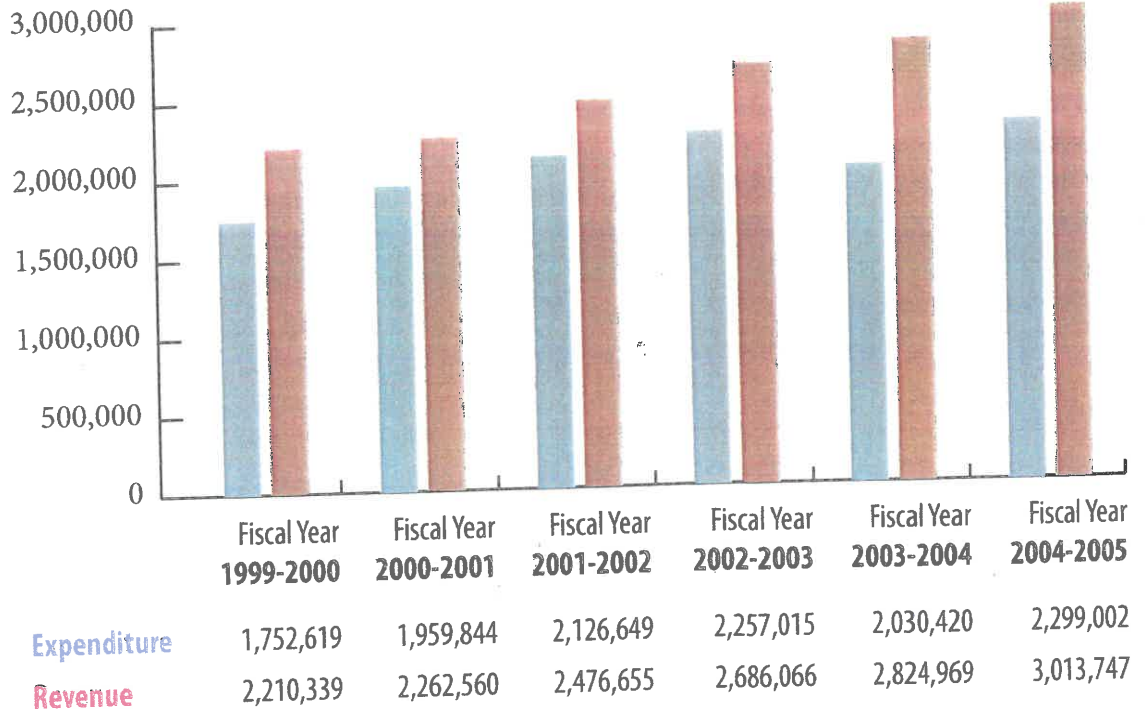
GENERAL FUND DISTRICT BUDGET FUND BALANCE

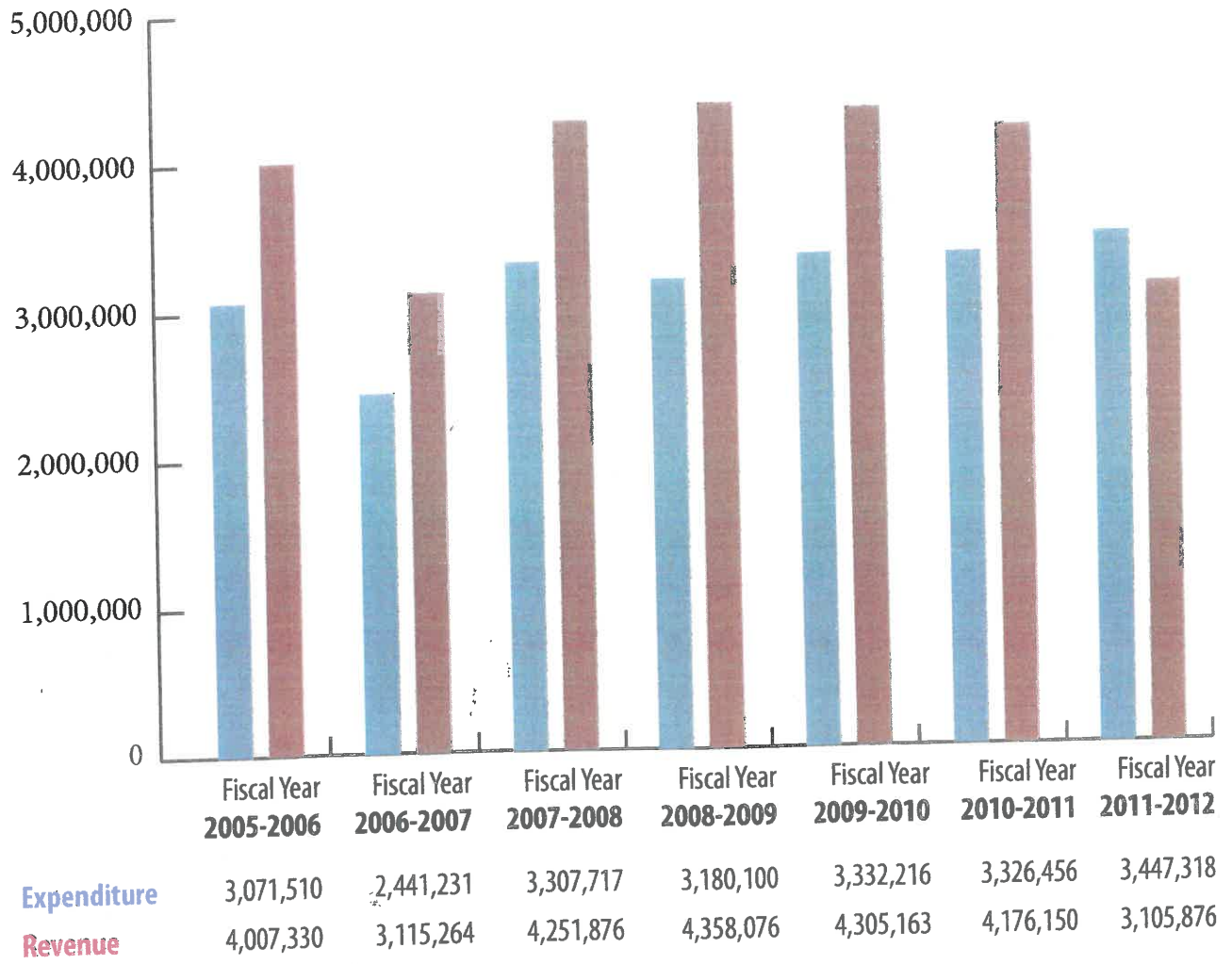
As with the Assessment District, fund balance is the difference between the amount of financing available for a given fiscal year and the total amount of expenditures during that same time period. This fund balance results from some of the same sources as the Assessment District including cost savings from bulk purchasing, renegotiated contracts, and the contingency appropriation, if not utilized, may all contribute to the fund balance for this budget.

Additional sources that are attributed to this balance are increased revenue from Recreation Programs and Services, Facility Rentals, Donations and higher than anticipated Property Tax revenues (always a moving target). Again, the largest portion of the fund balance is usually the Contingency Appropriation which is approximately 10% of the entire budget or about \$360,000 for the 2012 budget. The final fund balance is determined by the County mid-July each year. The remaining balance or fund balance at the end of the fiscal year becomes part of the total funding available for the following fiscal year's budget.

**DISTRICT GENERAL FUND BUDGET
COMPARISONS FOR FISCAL YEARS 2000 - 2012**

The following graphs on pages 38-39 provide a historical overview of the Assessment District Revenue and Expenditures.





Acknowledgements

BOARD MEMBER PARTICIPATION: A sincere thank you to the Mission Oaks Recreation and Parks District Advisory Board of Directors, Michael Alcalay, John Skoien, Eric Milstein, David Bolland, and Denise Curl for their support during the research development process including the park survey and many public meetings.

MASTER PLAN COMMITTEE: Board members Michael Alcalay, John Skoien, and District management staff Barry Ross, TJ Newman, Cindy Banville, Debra Tierney and Debby Walker worked collectively to develop final survey questions, the full Master Plan document and the Executive Summary.

Dr. Lisa Jorgensen, Associate Professor, Sacramento State Recreation, Parks, and Tourism Administration Department and Heather Everett, CSUS RPTA grad for their major role in developing the online survey instrument. Many others assisted with various research and production stages. These acknowledgements can be found in the full Master Plan.

DEMOGRAPHIC DATA PRODUCTION: Tina Glover, Associate Research Analyst and Demographer with the Sacramento Area Council of Governments, was instrumental in providing the demographic information.

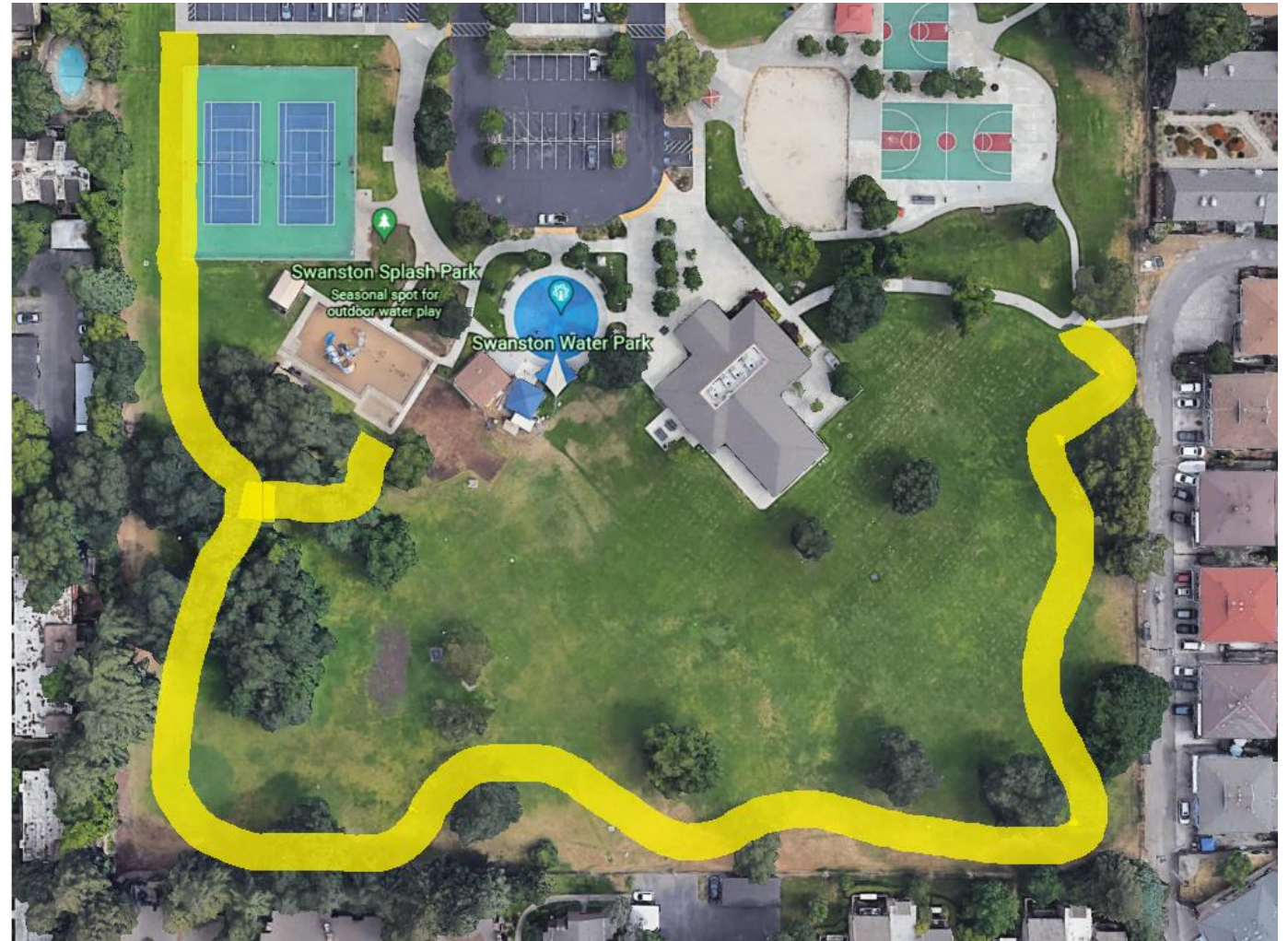
EXECUTIVE SUMMARY PRODUCTION: Produced by Heller + Heller Consulting, Inc. This document was compiled from the Full Master Plan to provide an abbreviated and user friendly summary for public review.

Master Plan projects

Ashton Park
Walking trail with mile markers
More benches
update sinage
Adult fitness equipment
Cowan
Kickball field
School garden and trees
Outdoor performing arts theatures
Eastern Oak Park
Shaded picnic tables
Basketball courts
Pickleball courts
mile markers along trail
excersize stations
Gibbons Park
Walking trail
Reduce irrigated area
Pickleball lines on tennis courts
Add half court Basketball court
Musical performance area with electricity
Demonstration garden with seating
Boccee ball courts
Horseshoe pits with shade
Hazelwood greens
Tree planting along boundries
Alternative entrance at west end
Drinking fountain and benches
Maddox Park
Perimeter walking trail
Picnic shelter with BBQ grill
Update play equipment for older kids
Tree replacement
Nature area signage
kiosk for flyers (Bulletin board)
Mission North Park
Additional walking trail with benches
Half court basketball courts
Improve SMUD lighting

Oak Meadow Park
Shade for benches
Frisbe golf
Tricycle trail
Dog Park in north area
Orrville Wright Park
Playground shade
Perimeter walking trail
More benches
Movies in the park
Boccee ball courts
Horseshoe pits
Shelfield Park
Playground shade
Replace plaza trees with better shade trees
Misting station
Drinking fountain with bottle filler and doggie bowl
Half court basketball court
Sierra Oaks
Drinking fountain
Replace street chainlink fencing with black chain link
Swanston Park
Add Gymnasium with kitchen and large lobby
Perimeter walking trail with mile markers
Dog run
Fenced off dog area
Valley Oak Park
Redevelop Nature area trails with interpretive signage
More batting cages
Replace frontage fenceing with black chain link
Windemere Park
Shade over playground
Replace Rollingwood drive shrubs
Replace wood sign with concrete sign
Electronic outlet
Re landscape park area

Potential DG trail location





7 THINK™
FITNESS SPORTS



Examples of outside fitness equipment



STAFF REPORT



DATE: November 4, 2021

TO: MORPD Advisory Board

FROM: J.R. Hichborn, Parks Superintendent

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

BACKGROUND:

On September 3, 2020 staff issued a request for proposal (RFP) for the Districts Landscape Services contract. Eleven (11) companies attended the mandatory job walk and six (6) companies submitted bids. After going through an awarding matrix that factored in multiple aspects of the companies, Brightview was awarded a three (3) year contract with an optional fourth and fifth-year extension in the amount of \$225,548 per year. The contract began on December 1, 2020.

Brightview Landscaping put their best foot forward when the contract began but as soon as we got into the spring and summer months, issues started. (Attachment A). It appears they had underbid the contract and could not keep up with the landscape services identified in the scope of work. Brightview skipped several parks, several weeks in a row (3/1 Maddox, 3/8 Oak Meadow, 3/15 Shelfield, 3/22 Shelfield, 3/29 Maddox, 4/5 Maddox, 4/12 Cowan, Hazelwood & Ashton). Staff had met with the regional manager for Northern California to discuss the shortcomings of the landscape services.

Brightview stated that they had bid the contract for a three (3) person crew, but after further review acknowledged that they would need a four (4) person crew to stay compliant with the contract during the spring and summer months. To add an additional person to the crew would require amending the contract and changing the total annual cost to reflect a \$6,000 a month increase. Staff informed Brightview's management team that the District is unwilling to amend the contract, as it was a performance-based contract, and that Brightview would need to prove, that adding a fourth person to their crew would bring the contract back into compliance at their expense.

DISCUSSION:

Staff was flooded with complaints related to the Landscape services over the spring and summer of 2020. The biggest concerns came from the user groups who rent the sports fields. On several occasions staff had to rent equipment and mow fields after the landscape crew had already been there.

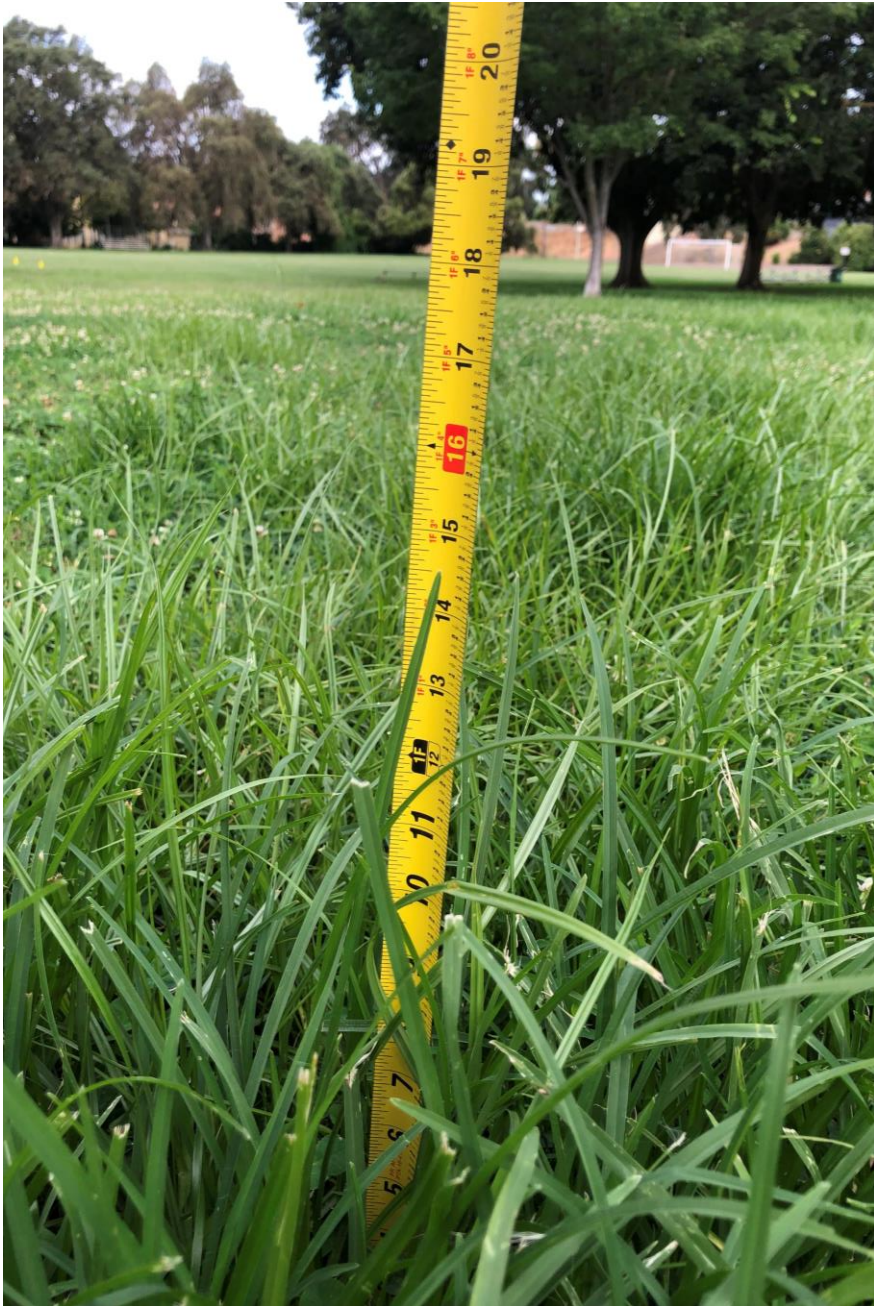
Brightview Landscaping has done a poor job with the landscaping services throughout the Districts parks. Staff would like to give Brightview Landscaping a thirty (30) day termination letter, per attachment 12.1 section 4 (Attachment B) of the service contract.

The runner up in the awarding process was a local landscaping company, Emerald Green Landscaping. Their bid came in at \$229,440. I have met with the owner of the company (Jim Nelson), and he is confident that Emerald Green Landscaping can sufficiently accommodate the scope of work identified in the landscape contract. Mr. Nelson will personally oversee and be the account manager for the Mission Oaks contract.

The Facilities Committee recommends that the contract for landscape services with Brightview Landscaping be terminated and that the District enter a three-year contract with Emerald Green Landscaping for the annual amount of \$229,440 with a fourth and fifth-year option.

RECOMMENDATION:

Staff recommends that the Advisory Board approve the termination of the existing contract with Brightview Landscaping services and enter a three (3) year contract with Emerald Green Landscaping Services, with a fourth and fifth-year option for the annual amount of \$229,440. This will result in an increase expense in the amount of \$3,892.



Grass was left too long at times, making it impossible for user groups to utilize the turf.



Weeds can be seen in the mulched areas, due to neglect.



Valve boxes needed to be edged weekly or they would become overgrown and hard to find.

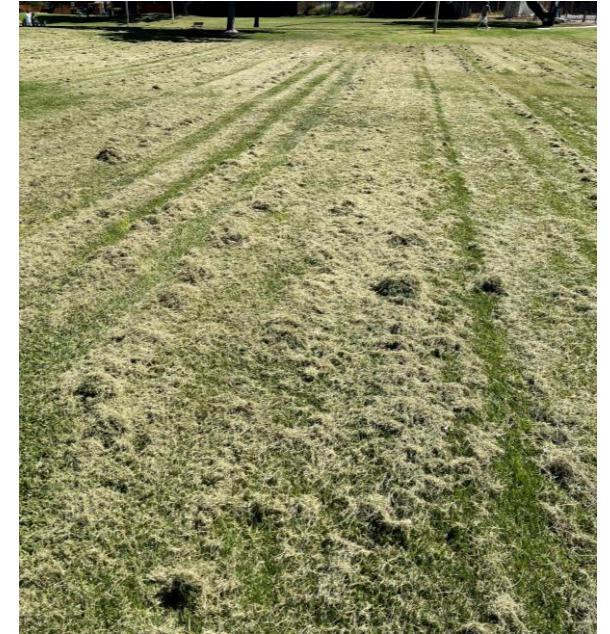


Excessive amounts of clippings were left on the sports fields every week.





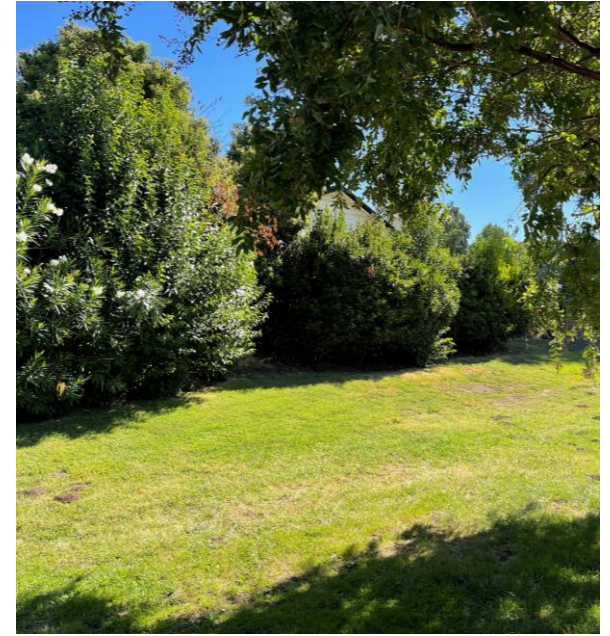
Leaves were left on the road for over a month.



Staff had to rent equipment to clean up after Brightview multiple times.



Weeds were out of control
inside the groundcover areas.



Shrubs were not being
pruned every 8 weeks.



responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions of this Agreement. CONTRACTOR shall be held responsible by DISTRICT for the performance of any Sub Contractor whether approved by DISTRICT or not.

- B. This Agreement is not assignable by CONTRACTOR in whole or in part, without the prior written consent of DISTRICT.

XXVI. AMENDMENT AND WAIVER

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon DISTRICT unless agreed in writing by DIRECTOR and counsel for DISTRICT.

XXVII. SUCCESSORS

This Agreement shall bind the successors of DISTRICT and CONTRACTOR in the same manner as if they were expressly named.

XXVIII. TIME

Time is of the essence of this Agreement.

XXIX. INTERPRETATION

This Agreement shall be deemed to have been prepared equally by both of the parties, and the Agreement and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

XXXI. DISPUTES

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between themselves. Pending resolution of any such dispute, CONTRACTOR shall continue without delay to carry out all its responsibilities under this Agreement unless the Agreement is otherwise terminated in accordance with the Termination provisions herein. DISTRICT shall not be required to make payments for any services that are the subject of this dispute resolution process until such dispute has been mutually resolved by the parties. If the dispute cannot be resolved within 15 calendar days of initiating such negotiations or such other time period as may be mutually agreed to by the parties in writing, either party may pursue its available legal and equitable remedies, pursuant to the laws of the State of California. Nothing in this Agreement or provision shall constitute a waiver of any of the government claim filing requirements set forth in Title 1, Division 3.6, of the California Government Code or as otherwise set forth in local, state and federal law.

XXXII. TERMINATION

- A. DISTRICT may terminate this Agreement without cause upon thirty (30) days written notice to the other party. Notice shall be deemed served on the date of mailing. If notice of termination for cause is given by DISTRICT to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to this paragraph (A).
- B. CONTRACTOR may terminate this Agreement without cause upon sixty (60) days written notice to the other party. Notice shall be deemed served on the date of mailing.
- C. DISTRICT may terminate this Agreement for cause immediately upon giving written notice to CONTRACTOR should CONTRACTOR materially fail to perform any of the covenants contained in this Agreement in the time and/or manner specified. In the event of such termination, DISTRICT may proceed with the work in any manner deemed proper by DISTRICT. If notice of termination for cause is given by DISTRICT to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph (A) above.
- D. DISTRICT may terminate or amend this Agreement immediately upon giving written notice to CONTRACTOR, 1) if advised that funds are not available from external sources for this Agreement or any portion thereof, including if distribution of such funds to the District is suspended or delayed; 2) if funds for the services and/or programs provided pursuant to this Agreement are not appropriated by the State; 3) if funds in DISTRICT's yearly proposed and/or final budget are not appropriated by DISTRICT for this Agreement or any portion thereof; or 4) if funds that were previously appropriated for this Agreement are reduced, eliminated, and/or re-allocated by DISTRICT as a result of mid-year budget reductions.
- E. If this Agreement is terminated under paragraph A or C above, CONTRACTOR shall only be paid for any services completed and provided prior to notice of termination. In the event of termination under paragraph A or C above, CONTRACTOR shall be paid an amount which bears the same ratio to the total compensation authorized by the Agreement as the services actually performed bear to the total services of CONTRACTOR covered by this Agreement, less payments of compensation previously made. In no event, however, shall DISTRICT pay CONTRACTOR an amount which exceeds a pro rata portion of the Agreement total based on the portion of the Agreement term that has elapsed on the effective date of the termination.
- F. CONTRACTOR shall not incur any expenses under this Agreement after notice of termination and shall cancel any outstanding expenses obligations to a third party that CONTRACTOR can legally cancel.

XXXIII. REPORTS

CONTRACTOR shall, without additional compensation therefor, make fiscal, program evaluation, progress, and such other reports as may be reasonably required by DIRECTOR concerning CONTRACTOR's activities as they affect the contract duties and purposes herein. DISTRICT shall explain procedures for reporting the required information.

STAFF REPORT



DATE: January 7, 2022
TO: MORPD Personnel Committee
FROM: Daniel Barton, District Administrator
SUBJECT: Review and discuss Advisory Board Agenda reformat

BACKGROUND:

After a discussion with Advisory Board members, it was suggested that staff modify our agenda ([Attachment A](#)) so the Board can make better use of their limited time at meetings.

DISCUSSION:

Staff have reviewed other District's agendas and have come up with some solutions that will use the District meeting time in a more efficient way. First, as was discussed earlier, the use of possible hyperlinks to reduce the number of pages while printing. Second, would be to use the consent item more, which can be pulled from the agenda and discussed if the Board wishes. Lastly, would be adding a new section called Work Plans ([Attachment B](#)), which will show the Board what projects staff is working on and approximately when it will be completed. These, Work Plans, would not include all work done by the staff, only the projects that are of Board importance. Implementing these changes will allow staff and the Board to get into discussion and action items in a timelier manner.

STAFF RECOMMENDATIONS:

Staff recommends the Personnel Committee discuss and give feedback to the possible changes toward the agenda. After discussion, if the Committee approves the changes, staff recommends to then forward it to the Advisory Board for discussion and/or approval.

Attachment A

ADVISORY BOARD OF DIRECTORS

AGENDA

Regular Monthly Meeting-Zoom
Wednesday, December 15, 2021 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/82403160291?pwd=QWZMTysveW1yQ2hrNIRPK1hKVtQzd09>

Meeting ID: 824 0316 0291, Passcode: 354614

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 October 12, 2021 Regular Meeting Minutes *
2. Approve Resolution 2021-10, Authorizing Remote Teleconference Meetings for December 16, 2021 to January 15, 2022 *
3. Mission Oaks Recreation and Park District Park Patrol Reports for October 2021 from Fulton El Camino Police, Sacramento County Sheriff Off Duty Patrol *
4. Monthly Budget Reports, September 1-30, Period 3, FY 2021-22 *
5. Administrative Division Report *
6. Recreation Division Report *
7. Parks Division Report *

8. Correspondence *

Information/Reports/Presentation

9. Staff Work Plans *
10. Committee Work Plans *

Discussion:

11. Advisory Board proposed meeting schedule 2022 *
12. Reserve Budget workshop *

Action:

13. Approve MORPD entering a three (3) year contract with Emerald Green Landscaping Service *

Staff Comments/Reports:

Next Regular Meeting: Tuesday, January 11, 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 7, 2022, Debra Tierney, Clerk of the Board.*

Advisory Board Members

Chairperson Jeff Rothberg
Member Michael Alcalay

Clerk Robert Evans
Member Pati Todd

Work Plan: January 2022

Attachment B

#	LEAD	TASK / OBJECTIVE	TARGET DATE	REVISED DATE	STAFF PROJECT/ BOARD DIRECTED	STATUS / NOTES
Personnel Committee						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

STAFF REPORT



DATE: January 7, 2022
TO: MORPD Personnel Committee
FROM: Daniel Barton, District Administrator
SUBJECT: Review/Discuss policy 2704.1 (B), vacation request

BACKGROUND:

The vacation policy needed to be updated.

DISCUSSION:

Changes to the policy were made so that managers were able to schedule employees vacation time effectively.

RECOMMENDATION:

Review and discuss the current vacation policy and changes requested. Policy 2704 (**Attachment A**) shows the current policy with edits, a final version without edits follows. After discussion, if edits are approved, staff recommends presenting it to the Advisory Board of Directors for adoption in February 2022.

Current policy with strike outs and additions in red.

2704 Vacation
It is in the District's best interest for ~~supervisors~~ **managers** to ensure that eligible employees take regular vacations.

Request for Leave
Employees accumulate sick time and vacation leave in accordance with District policy.

The employee's ~~supervisor~~ **manager** may approve vacation with notice, provided sufficient leave has been accrued and the needs of the District are considered. Unforeseen situations will be handled by the ~~Division Director~~ **District Administrator**.

2704.1 ~~Vacation-Regular-Full-Time Employees~~

A. Accrual

1st through 3rd year of service:	13 days per year
4th through 15th year of service:	18 days per year
After 15 years of service:	23 days per year

~~Regular~~ Full-Time employees may not accrue more than 320 hours of vacation time. Vacation time shall cease to accrue when the maximum hours have been reached, and any vacation time taken shall be deducted from the 320 hours accrued.

B. Requests for Vacation

Requests for vacation **more than two consecutive days off shall** be made not less than **two weeks or more** ~~three days~~ prior to the effective date. Extenuating circumstances may be considered ~~Unforeseen situations will be resolved by the~~ **employee's Supervisor manager. Leave will be approved based on the operational needs of the District. Single day off requests may be approved by the employee's manager.** All requests for vacation must be approved by the employee's ~~immediate supervisor~~ **manager** and added to the "Scheduled Leave" calendar.

Proposed policy.

2704

Vacation

It is in the District's best interest for managers to ensure that eligible employees take regular vacations.

Request for Leave

Employees accumulate sick time and vacation leave in accordance with District policy.

The employee's manager may approve vacation with notice, provided sufficient leave has been accrued and the needs of the District are considered. Unforeseen situations will be handled by the District Administrator.

2704.1

Vacation Full-Time Employees

A. Accrual

1st through 3rd year of service:	13 days per year
4th through 15th year of service:	18 days per year
After 15 years of service:	23 days per year

Full-Time employees may not accrue more than 320 hours of vacation time. Vacation time shall cease to accrue when the maximum hours have been reached, and any vacation time taken shall be deducted from the 320 hours accrued.

B. Requests for Vacation

Requests for vacation more than two consecutive days off shall be made not less than two weeks or more prior to the effective date. Extenuating circumstances may be considered by the employee's manager. Leave will be approved based on the operational needs of the District. Single day off requests may be approved by the employee's manager. All requests for vacation must be approved by the employee's manager and added to the "Scheduled Leave" calendar.

STAFF REPORT



DATE: January 7, 2022
TO: MORPD Personnel Committee
FROM: J.R. Hichborn, Parks Superintendent
SUBJECT: Review/Discuss proposed Lost and Found Policy

BACKGROUND:

Per law enforcements recommendation, the District must adopt a Lost and Found Policy to have items legally removed from District parks. Currently there is no policy in place making it difficult to remove unsightly items left by transient activities **(Attachment A)**.

DISCUSSION:

Discuss the importance of having a policy in place that gives District staff the ability to remove unsightly items from District property and facilities. The policy shall read as follows:

Lost and Found

Item(s) found unattended in a District facility or on District property may be removed by District staff and held in a designated lost and found location for 30 calendar days. Item(s) not claimed within 30-days will be either disposed of or donated to a local non-profit organization.

RECOMMENDATION:

Staff recommends bringing the proposed "Lost and Found policy" as it reads above to the full Board for approval, with a recommendation from the Personnel Committee.

