

# ADVISORY BOARD OF DIRECTORS

## AGENDA

Regular Meeting  
Tuesday, November 12, 2019 at 6pm  
Mission Oaks Community Center  
4701 Gibbons Drive, Carmichael, 95608



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

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

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

**Information:**

1. Presentation by Mission Oaks Recreation and Park District (MORPD) Park Patrol
2. Monthly Billing Report, Period 3, September 1-30, 2019 \*
3. Recreation Division Report \*
4. Parks Division Report \*
5. Photos of Interest \*

**Consent:**

6. Approval of October 8, 2019 Regular Meeting Minutes \*

**Discussion:**

7. Park Tour scheduled November 17, 2019
8. Discussion RE: Orville Wright Playground Replacement
9. Discuss renewal of Custodial Services Contract with City Wide Maintenance

**Action:**

10. Approve renewal of Custodial Services Contract with City Wide Maintenance for Custodial Services \*
11. Approve renewal of Landscape Management Services Contract with Jensen Landscape Services \*

**Staff Comments/Reports:**

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

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

This agenda was posted and available for public review at the District Office, 3344 Mission Avenue, Carmichael, CA 95608; at Mission Oaks Community Center, 4701 Gibbons Dr., Carmichael, CA 95608; and at Swanston Community Center, 2350 Northrop Way, Sacramento, CA 95825 at least 72 hours in advance of the Regular Meeting, in accordance with the Ralph M. Brown Act. The agenda is also available online at MORPD.com. Signed November 7, 2019, Debra Tierney, Clerk of the Board.

Chairperson Rick Morin

Advisory Board Members

Member Nghia Nguyen

Clerk Jeff Rothberg

**General Fund 336A**

Description - Expenditures	Budget	Actual	Remainder	% Earned
Salaries and Employee Benefits	\$ 2,526,575.00	\$ 775,396.00	\$ 1,751,179.00	30.69%
Services and Supplies	\$ 1,182,686.00	\$ 414,705.40	\$ 766,380.60	35.06%
Interfund Chrg/Capital/Contingency	\$ 847,000.00	\$ 107.00	\$ 846,893.00	0.01%
<b>Total</b>	<b>\$ 4,556,261.00</b>	<b>\$ 1,190,208.40</b>	<b>\$ 3,364,452.60</b>	<b>26.12%</b>

Description - Revenue	Budget	Actual	Available	% Received
Property Taxes	\$ 2,766,350.00	\$ -	\$ 2,766,350.00	0.00%
Charges for Services	\$ 922,350.00	\$ 198,684.39	\$ 723,665.61	21.54%
Grants/Donations/Misc.	\$ 55,000.00	\$ 20,878.68	\$ 34,121.32	37.96%
<b>Total</b>	<b>\$ 3,743,700.00</b>	<b>\$ 219,563.07</b>	<b>\$ 3,524,136.93</b>	<b>5.86%</b>

**Assessment Fund 336B**

Description - Expenditures	Budget	Actual	Remainder	% Earned
Services and Supplies	\$ 365,000.00	\$ 93,292.42	\$ 271,707.58	25.56%
Interfund Chrg/Capital/Contingency	\$ 675,000.00	\$ 267,067.59	\$ 407,932.41	39.57%
<b>Total</b>	<b>\$ 1,040,000.00</b>	<b>\$ 360,360.01</b>	<b>\$ 679,639.99</b>	<b>34.65%</b>

Description - Revenue	Budget	Actual	Available	% Received
Assessment Fees	\$ 1,023,000.00	\$ -	\$ (1,023,000.00)	0.00%
Cell Tower and Grants	\$ 305,304.00	\$ 409.82	\$ (304,894.18)	0.13%
<b>Total</b>	<b>\$ 1,328,304.00</b>	<b>\$ 409.82</b>	<b>\$ (1,327,894.18)</b>	<b>0.03%</b>

Commitment Item	Budget	Actual-GL	Pending	Available	%Consumed
10111000 REGULAR EMPLOYEE	1,214,180.00	473,211.05		740,968.95	39
10112100 EXTRA HELP	508,568.00	959.40		507,608.60	0
10112400 COMMITTEE MEMBER	2,500.00	250.00		2,250.00	10
10113200 TIME/ONE HALF OT		278.88		-278.88	0
10114300 ALLOWANCES	6,000.00	1,500.00		4,500.00	25
10115200 TERMINAL PAY		6,881.36		-6,881.36	0
10121000 RETIREMENT	377,467.00	95,230.01		282,236.99	25
10122000 OASDHI EMPLR	25,172.00	6,593.28		18,578.72	26
10123000 GROUP INS EMPLR	290,571.00	120,357.26		199,737.74	38
10123002 DENTAL PLAN EMPLR	28,749	7,175.75		-7,175.75	0
10123003 LIFE INS - EMPLR CONT	375	88.20		286.80	0
10123004 VISION INS - EMPLR	400	102.85		297.15	0
10124000 WORK COMP INS	57,593.00	57,593.00			100
10125000 SUI INS	15,000.00	5,175.66		9,824.34	35
<b>* 10 - SALARIES AND EMPLOYEE</b>	<b>2,526,575.00</b>	<b>775,396.70</b>		<b>1,751,178.30</b>	<b>31</b>
Commitment Item	Budget	Actual-GL	Pending	Available	%Consumed
20200500 ADVERTISING	4,151.00	552.75		3,598.25	13
20201500 BLUE PRINT SVC	500.00			500.00	
20202100 BOOKS/PER SVC	300.00			300.00	
20202900 BUS/CONFERENCE E	3,000.00	722.72		2,277.28	24
20203500 ED/TRAINING SVC	5,000.00	2,711.16		2,288.84	54
20203600 ED/TRAINING SUP	1,000.00			1,000.00	
20203900 EMP TRANSPORTATI	3,500.00	494.23		3,005.77	14
20205100 INS LIABILITY	76,775.00	88,527.48		-11,752.48	115
20206100 MEMBERSHIP DUES	8,710.00	3,962.62		4,747.38	45
20206500 MICROFILM SVC	100.00	91.96		8.04	92
20206600 MICROFILM SUP	100.00			100.00	
20207600 OFFICE SUPPLIES	5,000.00	1,092.26		3,907.74	22
20208100 POSTAL SVC	11,500.00	5,665.36		5,834.64	49
20208500 PRINTING SVC	32,000.00	10,970.52		21,029.48	34
20210400 AGRI/HORT SUP		1.77		-1.77	

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20211100	BLDG MAINT SVC	25,000.00	9,595.04		15,404.96	38
20211200	BLDG MAINT SUP/M	8,000.00	2,763.40		5,236.60	35
20212200	CHEMICAL SUPPLIE	2,000.00	1,098.08		901.92	55
20213100	ELECT MAINT SVC	5,000.00			5,000.00	
20213200	ELECT MAINT SUP	2,500.00	477.64		2,022.36	19
20214100	LAND IMP MAINT S	20,000.00	233.02		19,766.98	1
20214200	LAND IMP MAINT S	16,000.00	1,034.50		14,965.50	6
20215100	MECH SYS MAINT S	13,000.00	9,832.73		3,167.27	76
20215200	MECH SYS MAINT S	1,600.00			1,600.00	
20216100	PAINTING SVC	5,500.00			5,500.00	
20216200	PAINTING SUP	1,500.00	651.40		848.60	43
20216700	PLUMBING MAINT S	3,000.00			3,000.00	
20216800	PLUMBING MAINT S	10,000.00	1,559.83		8,440.17	16
20219100	ELECTRICITY	70,000.00	21,614.13		48,385.87	31
20219200	NAT GAS/LPG/FUEL	9,000.00	333.41		8,666.59	4
20219300	REF COLL/DISP SV	16,500.00	7,675.96		8,824.04	47
20219500	SEWAGE DISP SVC	7,025.00	3,248.46		3,776.54	46
20219700	TELEPHONE SVC	22,000.00	3,454.72		18,545.28	16
20220500	AUTO MAINT SVC	5,000.00	595.08		4,404.92	12
20220600	AUTO MAINT SUP	2,000.00	886.60		1,113.40	44
20222600	EXPEND TOOLS	1,250.00	136.61		1,113.39	11
20222700	CELLPHONE/PAGER	5,500.00	1,550.79		3,949.21	28
20223600	FUEL/LUBRICANTS	16,500.00	6,676.33		9,823.67	40
20226200	OFFICE EQ MAINT	2,000.00	593.42		1,406.58	30
20226500	INVENTORIAL EQ	23,000.00	753.17		22,246.83	3
20227100	RADIO/ELECT MAIN	3,000.00			3,000.00	
20227200	RADIO/ELECT MAIN	500.00			500.00	
20227500	RENT/LEASE EQ	19,700.00	8,013.65		11,686.35	41
20228100	SHOP EQ MAINT SV	500.00			500.00	
20229100	OTHER EQ MAINT S	1,000.00			1,000.00	
20229200	OTHER EQ MAINT S	750.00	33.15		716.85	4
20231300	UNIFORM ALLOW	6,500.00	2,400.31		4,099.69	37
20231400	CLOTH/PERSONAL S	6,500.00	5,094.55		1,405.45	78

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20232100 CUSTODIAL SVC	70,000.00	30,809.61		39,190.39	44
20232200 CUSTODIAL SUP	6,000.00	1,556.77		4,443.23	26
20233200 FOOD/CATERING SU	14,700.00	3,733.25		10,966.75	25
20234200 KITCHEN SUP	1,100.00	242.51		857.49	22
20244400 MEDICAL SUP	3,000.00	1,186.18		1,813.82	40
20250500 ACCOUNTING SVC	2,500.00			900.00	64
20250700 ASSESSMENT COLL	48,500.00			48,500.00	
20254100 PERSONNEL SVC	5,000.00	1,037.00		3,963.00	21
20254400 SAFETY PROGRAM S		539.87		-539.87	
20257100 SECURITY SVC	85,000.00	54,754.70		30,245.30	64
20259100 OTHER PROF SVC	17,000.00	13,656.61		3,343.39	80
20281100 DATA PROCESSING	18,000.00	6,336.38		11,663.62	35
20281200 DATA PROCESSING	6,000.00	30.00		5,970.00	1
20281202 SOFTWARE		322.83		-322.83	
20281203 PC SUPPLIES		134.68		-134.68	
20281304 SALES TAX ADJ-BO	1,000.00	-367.10		1,367.10	-37
20283100 JUROR FEES/MILEA				4,000.00	
20283101 FEES	4,000.00	4,429.34		-429.34	-9
20285100 RECREATIONAL SVC	278,000.00	71,779.59		206,220.41	26
20285200 RECREATIONAL SUP	21,400.00	5,119.58		16,280.42	24
20285300 RECREATIONAL SUP	70,000.00			70,000.00	
20287800 CREDIT CARD FEES	5,000.00			5,000.00	
20288000 PY EXPEND					
20289800 OTHER OP EXP SUP	1,500.00	41.74		1,458.26	3
20289900 OTHER OP EXP SVC	3,000.00	1,429.89		1,570.11	48
20291100 SYSTEM DEV SVC	35,250.00	12,833.16		22,416.84	36
20291500 COMPASS COSTS	3,775.00			3,775.00	
<b>* 20 - SERVICES AND SUPPLIES</b>	<b>1,182,686.00</b>	<b>414,705.40</b>		<b>766,380.60</b>	<b>35</b>
<b>Commitment Item</b>	<b>Budget</b>	<b>Actual-GL</b>	<b>Pending</b>	<b>Available</b>	<b>%Consumed</b>
30345000 TAX/LIC/ASSESS	2,000.00	107.49		1,892.51	5
<b>* 30 - OTHER CHARGES</b>	<b>2,000.00</b>	<b>107.49</b>		<b>1,892.51</b>	<b>5</b>

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42420100 BUILDINGS	375,000.00			375,000.00	
42420200 STRUCTURES	320,000.00			320,000.00	
<b>* 42 - CAPITAL EXPENSES</b>	<b>695,000.00</b>			<b>695,000.00</b>	
79790100 CONTINGENCY APPR	150,000.00			150,000.00	
<b>* 79 -APPROPRIATION CONTINGENCY</b>	<b>150,000.00</b>			<b>150,000.00</b>	
<b>** Expenditure Accounts</b>	<b>4,556,261.00</b>	<b>1,190,209.59</b>		<b>3,364,451.41</b>	<b>26</b>
<b>Commitment Item</b>	<b>Budget</b>	<b>Actual-GL</b>	<b>Pending</b>	<b>Available</b>	<b>%Consumed</b>
91910100 PROP TAX CUR SEC	-2,525,900.00			-2,525,900.00	
91910200 PROP TAX CUR UNS	-94,000.00			-94,000.00	
91910300 PROP TAX CUR SUP	-66,000.00			-66,000.00	
91910400 PROP TAX SEC DEL	-18,000.00			-18,000.00	
91910500 PROP TAX SUP DEL	-2,500.00			-2,500.00	
91910600 PROP TAX UNITARY	-58,000.00			-58,000.00	
91912000 PROP TAX REDEMPT	-100.00			-100.00	
91913000 PROP TAX PR UNSE	-1,500.00			-1,500.00	
91914000 PROP TAX PENALTI	-350.00			-350.00	
<b>* 91 - TAXES</b>	<b>-2,766,350.00</b>			<b>-2,766,350.00</b>	
94941000 INTEREST INCOME	-30,000.00			-30,000.00	
94942900 BLDG RENTAL OTHE	-55,000.00	-12,840.50		-42,159.50	23
94944800 RECREATIONAL CON	-4,550.00			-4,550.00	
<b>* 94 - REVENUE FROM USE OF M</b>	<b>-89,550.00</b>	<b>-12,840.50</b>		<b>-76,709.50</b>	<b>14</b>
95952200 HOME PROP TAX RE	-26,500.00			-26,500.00	
95953200 AID CO FUNDS		-1,352.60		1,352.60	
95956900 STATE AID OTHER	-161,300.00			-161,300.00	
<b>* 95 - INTERGOVERNMENTAL REV</b>	<b>-187,800.00</b>	<b>-1,352.60</b>		<b>-186,447.40</b>	<b>1</b>
96964600 RECREATION SVC C	-645,000.00	-183,341.29		-461,658.71	28
96969900 SVC FEES OTHER		-1,150.00		1,150.00	

<b>* 96 - CHARGES FOR SERVICES</b>	<b>-645,000.00</b>	<b>-184,491.29</b>		<b>-460,508.71</b>	<b>29</b>
97971000 CASH OVERAGES		-2.00		2.00	
97973000 DONATIONS/CONTRI	-15,000.00	-1,448.00		-13,552.00	10
97974000 INSURANCE PROCEE	-20,000.00	-1,231.00		-18,769.00	6
97979000 MISC OTHER	-20,000.00	-18,197.68		-1,802.32	91
<b>* 97 - MISCELLANEOUS REVENUE</b>	<b>-55,000.00</b>	<b>-20,878.68</b>		<b>-34,121.32</b>	<b>38</b>
<b>** REVENUE ACCOUNTS</b>	<b>-3,743,700.00</b>	<b>-219,563.07</b>		<b>-3,524,136.93</b>	<b>6</b>
<b>*** Total</b>	<b>812,561.00</b>	<b>970,646.52</b>		<b>-159,685.52</b>	<b>120</b>

Commitment Item	Budget	Actual-GL	Pending	Available	%Consumed
20210300 AGRI/HORT SVC	235,000.00	55,422.00		179,578.00	23.58
20210400 AGRI/HORT SUP	5,000.00	3,786.90		1,213.10	75.74
20211100 BLDG MAINT SVC					
20211200 BLDG MAINT SUP/M					
20212200 CHEMICAL SUPPLIES					
20215100 MECH SYS MAINT SVC					
20215200 MECH SYS MAINT SVC					
20219800 WATER	125,000.00	33,853.73		91,146.27	27.08
20229200 OTHER EQ MAINT SVC					
20257100 SECURITY SVC					
20281304 SALES TAX ADJ-BO		-90.07		90.07	
20291900 GS CONTRACT SERV		319.86		-319.86	
<b>* 20 - SERVICES AND SUPPLIES</b>	<b>365,000.00</b>	<b>93,292.42</b>		<b>271,707.58</b>	<b>25.56</b>
42420100 BUILDINGS	475,000.00			475,000.00	
42420200 STRUCTURES	200,000.00	267,067.59		-67,067.59	133.53
<b>* 42 - CAPITAL EXPENSES</b>	<b>675,000.00</b>	<b>267,067.59</b>		<b>407,932.41</b>	<b>39.57</b>
79790100 CONTINGENCY APPR					
<b>* 79 - APPROPRIATION CONTINGENCY</b>					
<b>** EXPENDITURE ACCOUNTS</b>	<b>1,040,000.00</b>	<b>360,360.01</b>		<b>679,639.99</b>	<b>34.65</b>
94941000 INTEREST INCOME	-100.00			-100.00	
<b>* 94 - REVENUE FROM USE OF M</b>	<b>-100.00</b>			<b>-100.00</b>	
95953200 AID CO FUNDS	-29,500.00			-29,500.00	
95956900 STATE AID OTHER	-245,704.00			-245,704.00	
<b>* 95 - INTERGOVERNMENTAL REV</b>	<b>-275,204.00</b>			<b>-275,204.00</b>	
96969000 LEASE PROP USE C	-30,000.00			-30,000.00	
<b>* 96 - CHARGES FOR SERVICES</b>	<b>-30,000.00</b>			<b>-30,000.00</b>	



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Commitment Item	Budget	Actual-GL	Pending	Available	%Consumed
97973000 DONATIONS/CONTRI					
97976200 ASSESSMENT FEES	-1,023,000.00			-1,023,000.00	
97979000 MISC OTHER		-409.82		409.82	
<b>* 97 - MISCELLANEOUS REVENUE</b>	<b>-1,023,000.00</b>	<b>-409.82</b>		<b>-1,022,590.18</b>	<b>0.04</b>
** REVENUE ACCOUNTS	-1,328,304.00	-409.82		-1,327,894.18	0.03
<b>*** Total</b>	<b>-288,304.00</b>	<b>359,950.19</b>		<b>-648,254.19</b>	<b>-124.85</b>



## STAFF REPORT

DATE: November 5, 2019

TO: MORPD Advisory Board of Directors

FROM: Barry Ross, Recreation Superintendent

SUBJECT: Recreation Division Report

### RECENT EVENTS:

- October 20: **Dance Showcase** at MOCC.  
This annual event helps to showcase several of our dance classes at MOCC while raising funds for our senior lunch program. 150 people attended to watch 48 of our class participants perform dance routines. We raised \$478 in donations which will help offset costs for our upcoming Thanksgiving and Holiday senior lunches.
- October 29: **Monster Mash Dance** at MOCC.  
This annual holiday dance attracted 70 enthusiastic participants, with most in costume. Live music was provided along with refreshments, interactive games and contests with prizes. We thank Kaiser Permanente who provided a generous sponsorship.
- October 30: **Spooktacular** at Swanston Park and Community Center.  
This is the 12<sup>th</sup> annual Spooktacular conducted in partnership with the Sheriffs Community Impact Program (SCIP). Approximately 450 people enjoyed a trunk-or-treat (SCIP), many games with prizes, a craft table, refreshments, and a planned National Guard helicopter landing in the park.
- November 2: **Holiday Craft Fair** at MOCC.  
This popular event had 79 vendor booths and was an excellent place to begin holiday shopping. This event began at 9am and concluded at 3pm. The nice weather helped attract a large crowd. Vendors were pleased with their high number of sales.

### UPCOMING EVENTS:

- December 7: **Festival of Lights Parade and Tree Lighting** on Fulton Ave.  
MORPD is a partner with Fulton El Camino Recreation & Park District and the Fulton Avenue Association for this annual community event. This is the first year that a parade will be included.

### YOUTH PROGRAM HIGHLIGHTS:

- Our Fall Youth Sports programming concluded on November 1. It was a successful season with a total of 350 students participating.
  - Elementary Volleyball had 40 young athletes from grades 3-6.
  - Elementary Flag Football had 6 young athletes from grades 4-6. Mission Oaks combined with Carmichael Recreation & Park District to have enough players for a program.
  - Intermediate Volleyball had 206 athletes from grades 6-8.
  - Intermediate School Flag Football had 98 athletes from grades 6-8.
- Our upcoming Winter Youth Sports programming began on November 4 with Elementary Girls Basketball (144 participants) and Intermediate Boys Basketball (170 participants). This season will conclude on January 18 and will be followed by our Elementary Boys Basketball and Intermediate Girls Basketball leagues.

### STAFF INTRODUCTION:

- We are happy to introduce Cameron Wiggins, Recreation Coordinator working with youth sports, camps, and teen programming.

## STAFF REPORT



DATE: November 5, 2019

TO: MORPD Advisory Board of Directors

FROM: J.R. Hichborn, Parks Superintendent

SUBJECT: Parks Division Report

### **PARKS UPDATE:**

With summer turning into fall, park maintenance staff have begun adjusting accordingly. Irrigation run times have been drastically reduced, trees are being pruned and sidewalks are being blown off daily. Winds have been extremely high, causing tree limbs to fall at several of the District's Parks. Staff has identified several trees as hazardous and have been working with arborists to identify and remove the hazardous limbs.

Per the Districts landscape contract, all the turf areas in the parks have received their annual fertilization. In addition to the fertilizing, all the sports fields have been aerated. The District partnered with the San Juan Unified School District for extra landscape services needed on the Sierra Oaks field.

### **UPCOMING PROJECTS:**

District staff have met with vendors and acquired conceptual drawings for the splash pad renovations along with submittal specifications. The drawing will be submitted to the county for approval in the next few weeks.

The conceptual drawings for the new playground at Orville Wright were discussed at the facilities committee meeting. Four options were presented at the meeting, Staff will move forward with the Boards recommendation.

The park entry gates at Eastern Oak Park are on schedule to be installed no later than the second week in December.

**Photos of Interest: October '19**

**Project Lifelong Skate Program at Arden Middle School**



**Intermediate Volleyball**



## Dance Showcase at MOCC



## Eastern Oak Pickleball Players Capture Gold at Fall Classic Tourney



# Monster Mash Dance at MOCC



# Spooktacular at Swanston Park





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

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



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

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

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

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

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

**Consent:**

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

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

**Discussion:**

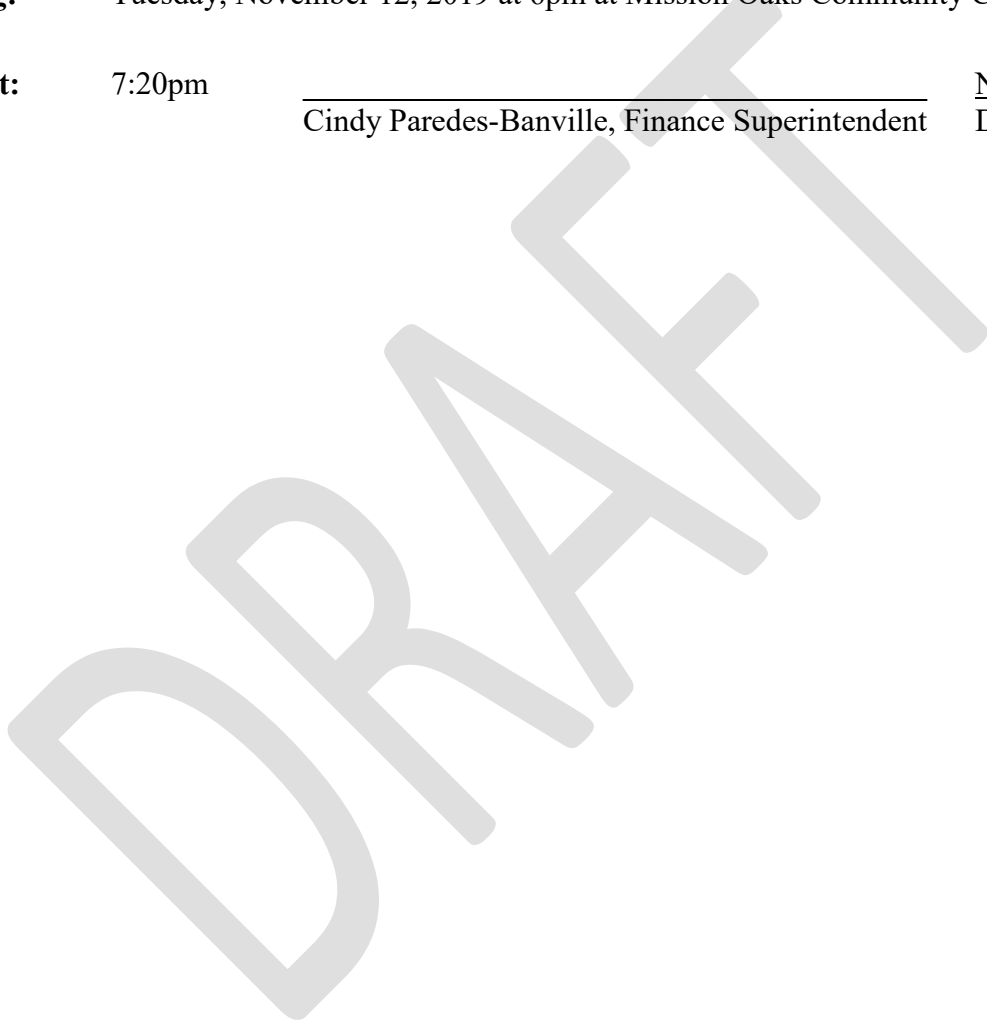
10. Administrative Leave Policy by Daniel Barton.
11. Proposed Process for Awarding Services Contracts by Daniel Barton and J.R. Hichborn.

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

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

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

**Adjournment:** 7:20pm \_\_\_\_\_ November 12, 2019  
Cindy Paredes-Banville, Finance Superintendent Date



## STAFF REPORT



DATE: November 7, 2019

TO: MORPD Advisory Board

FROM: J.R. Hichborn, Parks Superintendent

SUBJECT: Approve Renewal of Custodial Services Contract

### **BACKGROUND:**

City Wide Maintenance was awarded the contract for District custodial services on September 8, 2015. Annual costs are currently \$56,100 with the cost of consumables (e.g., paper products, soap, etc.) added as an extra cost. The terms of the contract are renewable annually for up to an additional four years. This is the final renewal of five-year renewable contract. The District will need to put a request for proposal together and go through the public bid process in FY 2020-21

### **RECOMMENDATION:**

That you authorize staff to renew the annual custodial contract #2016-01 with City Wide maintenance in the amount of \$56,100 plus consumables.

### **DISCUSSION:**

The contract covers all routine custodial services for District facilities except for the District Shop. The District Office and both community centers receive service five days a week with weekend service as needed at the centers. Park restrooms at Gibbons, Mission North, Ashton, Valley Oak, Eastern Oak and Swanston Park are serviced seven days a week. City Wide has provided satisfactory service during its fourth year of the contract.

## STAFF REPORT



DATE: November 6, 2019  
TO: MORPD Advisory Board of Directors  
FROM: J.R. Hichborn, Parks Superintendent  
SUBJECT: Approve Renewal of Landscape Management Services Contract

### **BACKGROUND:**

Jensen Landscape was awarded the contract for landscape management services at the October 13, 2015 Advisory Board of Directors meeting. The contract is effective annually from December 1 through November 30. This will be the final year of a five-year renewable contract. Staff will prepare a request for proposal (RFP) proceed with the public bid process in FY 2020-21.

### **RECOMMENDATION:**

That the Board approve the renewal of the Landscape Management Services Contract with Jensen Landscape for the period of December 1, 2019 through November 30, 2020 for an annual cost of \$210,000.

### **DISCUSSION:**

Jensen Landscape was the successful low bidder for the previous five-year contract period from 2010 through 2015 as well as the re-bid in 2015. They have been responsive and responsible in their performance. They provide mowing and routine landscape maintenance services to all 15 sites.