ADVISORY BOARD OF DIRECTORS AGENDA

Regular Monthly Meeting
Tuesday, May 14, 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. Correspondence*
2. Monthly Billing and Budget Report, FY 2018-19 Period 9, March 1-31, 2019*
3. Administrative Division Report
4. Recreation Division Report*
5. Parks Division Report
6. Photos of Interest*

Presentation:
7. Mission Oaks Parks and Recreation Maintenance and Improvement District presentation by Jeanette Hynson, SCI Consulting

Discussion:
8. Discuss proposed timeline for the Parks and Rec. Maintenance and Improvement District 2019-20 Levy*

Consent:
9. Approval of April 9, 2019 Regular Board Meeting Minutes*

Action Items:
10. Adoption of Compensatory Time Off Policy for Non-Exempt Employees*
11. Adoption Catastrophic Leave Donation Policy*

Staff Comments/Reports:

Next Regular Meeting: Tuesday, June 11, 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 916-359-2890 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 May 8, 2019, Debra Tierney, Clerk of the Board.*

Advisory Board Members

Chairperson Rick Morin
Vice Chairperson Bernard Donnelly
Member Jerry Ontiveros
Clerk Jeff Rothberg
Member Nghia Nguyen

STAFF REPORT

DATE: May 7, 2019

TO: MORPD Advisory Board of Directors

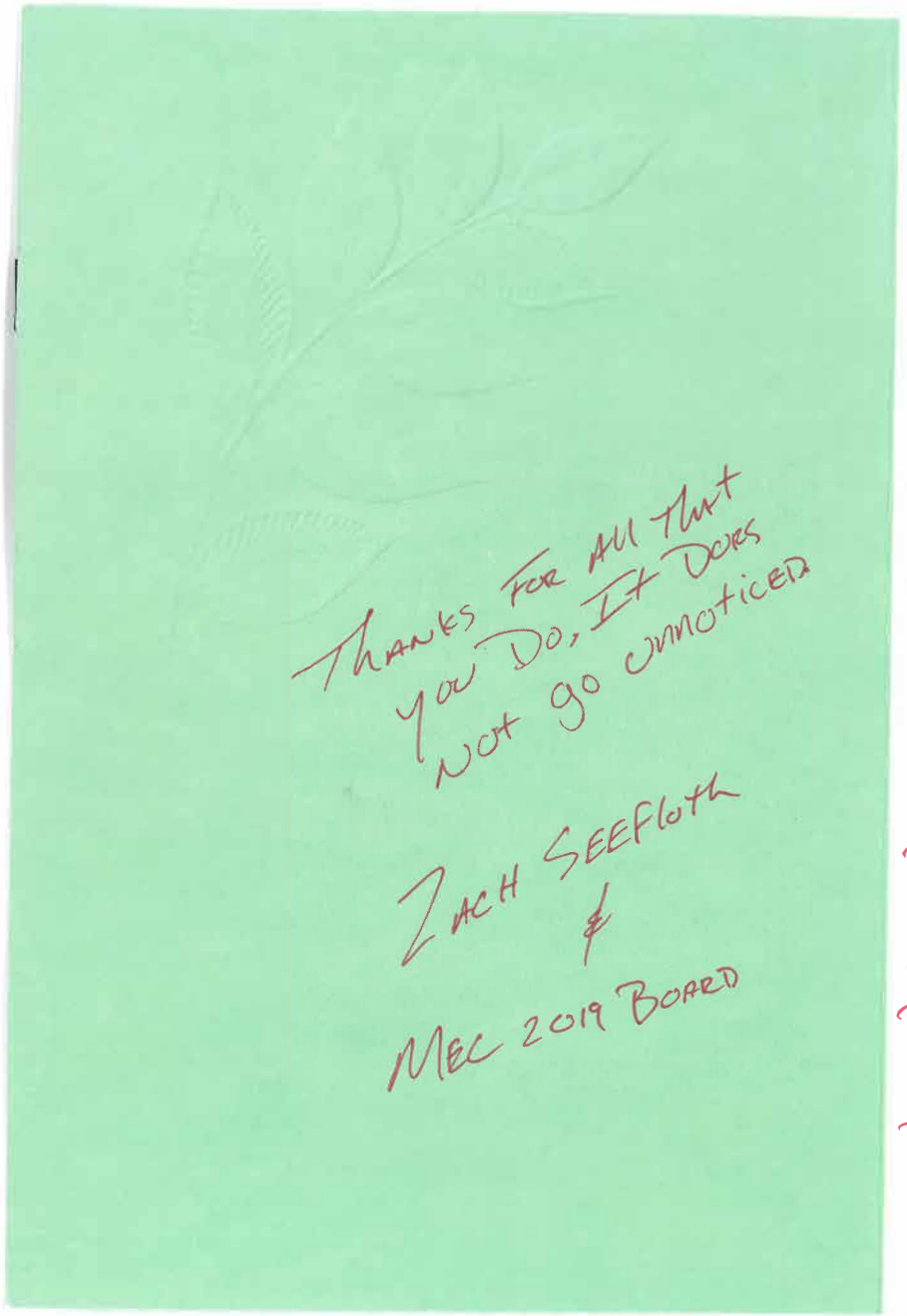
FROM: Staff

SUBJECT: Correspondence

1. Thank You card from the Mission El Camino Soccer Club (youth recreation soccer). They donated $500 to MORPD.
(*attachment #A*)

2. Article from SubMerge Magazine published April 10, 2019 featuring *Project Lifelong,* Persevere Through Skateboarding – Project Lifelong Gives Kids a Purpose.
(*attachment #B*)

Att. A



Mission El Camino Soccer Club would like To Thank all of you for your support In making our 2018 season one to Remember. The Access To the Parks In our Community Is A Vital component which allows us to Provide A wonderful Soccer Experience For our Community. Coaches & Parents Have personally Told me how Impressed they are with Eastern Oak Park. It Is Truly a wonderful space, and we are Extremely Thankful to have the opportunity to call it one of our home Fields. We Are also very grateful to have Access To Oeville Wright Park. It is the Perfect practice spot for our little U6 & U8 players, and our parents very much Appreciate It. Please except this small Donation, As we know that It will be used for needed park services In The greater Sacramento and Carmichael Area.

MEC

Att. B

PERSEVERE THROUGH SKATEBOARDING • PROJECT LIFELONG GIVES KIDS PURPOSE

Being a kid is tough. Especially if you live in a neighborhood where not having a car means not being able to access amenities that are out there, like skateparks and places to socialize. Having an outlet can really help young people identify with something bigger than themselves. Project Lifelong attempts to address this need by making skateboarding, camping, surfing and community more accessible to children and teens. Sean LaTour, founder and director of Project Lifelong, is working on expanding the program's unique offering, as more kids could benefit from his revolutionary idea.

The afterschool program gives kids a place to go, but moreover, it's a place to learn and create. It also gives teens an opportunity to become mentors and teach children how to skate.

"Project Lifelong is kind of a rendition of being blessed in my childhood and getting to go on amazing road trips with friends," explains LaTour. "We want to recreate that for kids that couldn't otherwise afford to get out of town and see the mountains, the ocean and visit great skate parks. The vision was to see kids' hearts get ignited about how the world is a lot bigger than just Arden-Arcade. There's a lot out there and it's only an hour a way.

“The project actually started as a senior project while finishing up an education-focused degree,” he continues. “It was a write-up that identified an underserved group of youth with an idea to better educate and serve them through social justice. Back in junior high, we had to hide our skateboards in trash bags because they weren’t allowed on campus. It was a bummer because we’d want to skateboard after school. Hiding my skateboard was like having to hide my identity.”

There are many kids who don’t identify with traditional sports who need some structure and programming. They need adults that support and celebrate their passion.

“If you connect it to school, these kids may have incentive to stay at school, so they can stay after school and skate,” says LaTour. “To watch kids connect to skateboarding and persevere through skateboarding on a daily basis is incredible. They learn that if they want to do something, they are going to have to work hard for it. To get that really good feeling, you have to go through some shitty feelings. If you fall, you get back up. They say the concrete is a blank canvas and skateboarders are the paintbrush. Kids are able to be self-expressive through skateboarding. They get to create something that doesn’t exist yet. And it gives them focus.”

The name for the project comes from LaTour’s group of best friends who he grew up with and is still close with today. Together, touting themselves the Lifelong Boys, they would push their limits. They skateboarded, hiked, camped and traveled. They got their first cars and realized, “Holy shit, there are skateparks everywhere,” in LaTour’s words.

They were able to discover a big world outside of Sacramento and did their best to stay out of trouble. When his best friend’s dad was killed in a car accident, LaTour says, “It made things really real for us very quickly. You get one life. The thrill-seeking and chasing that high of pushing our bodies became a staple of our friendship. Proclaiming ourselves the Lifelong Boys meant we’re always going to take care of each other. Through thick and thin. We tell the kids, ‘You need to stick together. Life is so much better enjoying experiences with other people.’”

Project Lifelong identifies underserved, low-income neighborhoods where kids aren’t able to get to skateparks, like the west end of Arden-Arcade, to determine where to host their programming. Their recently garnered Sheckler Foundation grant is allowing them to expand with their new offering of shipping container skateparks, like the one off Fruitridge and 44th where they host youth skate nights. They’re hoping to next serve North Highlands and Del Paso Heights.

“The big goal is to be everywhere, even beyond Sacramento,” states LaTour. “From a skateboarder’s perspective, Sacramento has done a fabulous job of building places to skate. There are over 10 skateparks in our county. But if you look at a map of Sacramento, the skateparks do this giant circle around freeways. For kids that are out in Arden-Arcade or North Highlands, there are a lot of parents that are struggling financially and maybe don’t have a vehicle. So just because Sacramento has so many skateparks doesn’t mean that the kids can get there. Skateboarding should be accessible for everybody.”

The shipping container skatepark idea is brilliant and turn-key for volunteers who can set them up anywhere with ramps inside, turn on some lights and make a space for kids to congregate. When the skate night is over, they can put them away and lock them up. Project Lifelong is about to order its third shipping container.

The program engages teen volunteers to mentor younger kids and has evolved from summer programming to supporting the kids year-round as they get older. The high school program gives kids a higher level of ownership of the program.

“We’ve always empowered the kids that participate by telling them that the program belongs to them,” LaTour explains. “They get to choose what skatepark trips they go on and where to go on camping trips or surfing trips. That ownership piece has been huge in getting them to connect to their passion. They get to connect to something and identify with something that is theirs. They’re in charge of the afterschool program. They show up, get the kids all geared up, and do a lot of one-on-one mentoring with kids from [*ages*] 5–12 and teach them how to skate. They learn to give back to their community.”

LaTour will pull out a paper map and draw a 90-mile radius around Sacramento.
The kids get to decide which skateparks, camping trips and surfing trips they're going to go on. And they do the research for their excursions. The biggest hit are the surfing trips. "The kids are humbled by the ocean," LaTour shares.

It's not free to join, but pretty damn close. LaTour wants Project Lifelong to be affordable for any family. You can get skate nights, surfing and camping trips for the entire year for $5 if you qualify for the free or reduced-lunch program in the school district.

"If you offer a free program, it sometimes equals a parent won't show up," says LaTour. "There's something about the psychology of paying into something that makes people feel invested."

Relying on donor contributions and grants is how the program has not only perpetuated, but grown. To become a donor, go to Projectlifelong.org/donate. Annually, donors contribute about $17,000 toward perpetuating the program. And help from friends supports the program, too. PLA Skate Shop,

Boulevard Skate Shop, Mission Oaks Recreation Park District, Porchlight Brewing, SACSCIP (their biggest contributor that allows them to exist), Sacramento County Coalition

for Youth and local rotary clubs are just some of the organizations that support Project Lifelong's endeavors.

The Sheckler Foundation will be personally delivering Project Lifelong's grant as part of a tour, and Ryan Sheckler and other pro skateboarders will host a check presentation ceremony.
Follow @projectlifelong on Instagram to stay abreast of when the event will take place. You can also visit Projectlifelong.org to see the video that they submitted to earn the Sheckler Foundation grant.

This program matters because of how it impacts children's lives, as they may be coping with really difficult circumstances.

"One of my favorite stories is a young man who is from the west end of Arden-Arcade and has more going on in his life than I've ever had to deal with," LaTour says. "We've had him since sixth or seventh grade and he got hooked on skateboarding. And he got hooked on getting to help run a skateboarding program that he identified with. He got caught shoplifting and it was a huge turning point. To be able to catch kids when they're falling—that's what Project Lifelong's all about. Creating a support system for them. This kid will ride his bike probably 30 minutes or so to be able to come volunteer and teach other kids. This kid, going through so much, was able to put Project Lifelong down on his resume and get a job, ironically really close to where he had gotten caught shoplifting. Getting to witness a kid turn his life around is an incredible experience."

Every once in a while, LaTour has the participants write up what the program means to them. One child wrote, "Project Lifelong gives me purpose."
"Every kid needs to be celebrated," says LaTour. "If a kid is celebrated and told that they can do anything, they're going to."

Once again, for more info on Project Lifelong, and to learn how you can donate or get involved, go to Projectlifelong.org.

This piece first appeared in print on pages 22 – 23 of issue #289 (April 10 – 24, 2019)

Mission Oaks Recreation and Park District

Monthly Billing Report Summary
March 1-31, 2019

Fiscal Year 2019
Period 9 out of 12

General Fund 336A

Description - Expenditures	Budgeted	Exps to Date	Bud Remain	% Consumed
Salaries and Employee Benefits	2,427,490.00	1,807,240.98	620,249.02	74%
Services and Supplies	1,001,375.00	825,418.84	171,285.62	82%
Interfund Chrg/Capital/Contingency	552,500.00	1,706.16	550,793.84	0%
Total	**3,981,365.00**	**2,634,365.98**	**1,342,328.48**	**66%**

Description - Revenue	Budgeted	Rev to Date	Rev Estimated	% Received
Property Taxes	2,649,400.00	1,590,418.12	1,058,981.88	60%
Charges for Services	968,500.00	458,562.08	471,551.69	47%
Grants/Donations/Misc.	65,000.00	123,042.63	8,137.82	189%
Total	**3,682,900.00**	**2,172,022.83**	**1,510,877.17**	**59%**

Assessment Fund 336B

Description - Expenditures	Budgeted	Exps to Date	Bud Remain	% Consumed
Services and Supplies	491,500.00	348,200.20	143,299.80	71%
Interfund Chrg/Capital/Contingency	1,120,000.00	459,364.63	660,635.37	37%
Total	**1,611,500.00**	**807,564.83**	**803,935.17**	**50%**

Description - Revenue	Budgeted	Rev to Date	Rev Estimated	% Received
Assessment Fees	1,372,225.00	582,162.00	790,062.69	42%
Cell Tower and Grants	355,500.00	21,264.19	334,235.81	6%
Total	**1,727,725.00**	**603,426.19**	**1,124,298.50**	**48%**

Commitment Item	Budgeted	Exps to Date	Pending	Bud Remain	%Consumed
10111000 REGULAR EMPLOYEE	1,129,549	685,988		443,561	61%
10112100 EXTRA HELP	564,810	302,804		262,006	54%
10112400 COMMITTEE MEMBER	5,000	1,650		3,350	33%
10113200 TIME/ONE HALF OT		456		-456	0%
10114300 ALLOWANCES	6,000	4,500		1,500	75%
10115200 TERMINAL PAY		12,938		-12,938	0%
10121000 RETIREMENT	340,768	258,337		82,431	75%
10122000 OASDHI	24,728	17,340		7,388	70%
10123000 GROUP INS	287,306	187,866		99,440	65%
10123002 DENTAL PLAN ER		20,242		-20,242	0%
10123003 LIFE INS - ER CO		232		-232	0%
10123004 VISION INS - ER		238		-238	0%
10124000 WORK COMP INS	44,850	49,099		-4,249	109%
10125000 SUI INS	24,479	13,749		10,730	56%
*** 10 - SALARIES AND EMPLOYEE**	**2,427,490**	**1,807,241**		**620,249**	**74%**
20200500 ADVERTISING	4,100	1,679		2,421	40%
20202100 BOOKS/PER SVC	300			300	0%
20202200 BOOKS/PER SUP					0%
20202900 BUS/CONFERENCE E	5,000	5,355		-355	107%
20203500 ED/TRAINING SVC	5,000	3,176		1,824	63%
20203900 EMP TRANSPORTATI	4,125	2,063		2,062	50%
20205100 INS LIABILITY	65,000	67,092		-2,092	103%
20206100 MEMBERSHIP DUES	8,710	5,679		3,031	65%
20206500 MICROFILM SVC	200	89		111	44%
20206600 MICROFILM SUP	200	23		177	11%
20207600 OFFICE SUPPLIES	5,000	3,044		1,956	60%
20208100 POSTAL SVC	10,000	11,138		-1,138	111%
20208500 PRINTING SVC	38,000	26,534		11,466	69%
20210300 AGRI/HORT SVC					0%
20210400 AGRI/HORT SUP					0%
20211100 BLDG MAINT SVC	8,000	12,211		-4,211	152%
20211200 BLDG MAINT SUP/M	8,000	6,407		1,593	80%

20212200 CHEMICAL SUPPLIE	1,500	138		1,362	93%
20213100 ELECT MAINT SVC	5,000	1,119		3,881	225%
20213200 ELECT MAINT SUP	2,500	1,037		1,463	41%
20214100 LAND IMP MAINT S	18,000	18,399		-399	102%
20214200 LAND IMP MAINT S	9,000	7,150		1,850	79%
20215100 MECH SYS MAINT S	10,000	8,169		1,831	81%
20215200 MECH SYS MAINT S	2,000	510		1,490	25%
20216100 PAINTING SVC	2,000	5,200		-3,200	260%
20216200 PAINTING SUP	2,000	757		1,243	37%
20216700 PLUMBING MAINT S	3,500	1,780		1,720	50%
20216800 PLUMBING MAINT S	1,000	9,002		-8,002	900%
20219100 ELECTRICITY	75,000	57,383		17,617	76%
20219200 NAT GAS/LPG/FUEL	7,000	6,827		173	97%
20219300 REF COLL/DISP SV	15,000	10,718		4,282	71%
20219500 SEWAGE DISP SVC	7,500	6,417		1,083	85%
20219700 TELEPHONE SVC	36,000	18,259		17,741	50%
20219800 WATER		5,286		-5,286	0%
20220500 AUTO MAINT SVC	5,000	3,146		1,854	62%
20220600 AUTO MAINT SUP	1,000	1,116		-116	111%
20222600 EXPEND TOOLS	1,250	178		1,072	14%
20222700 CELLPHONE/PAGER	9,840	3,593		6,247	36%
20223600 FUEL/LUBRICANTS	13,000	11,451		1,549	88%
20226200 OFFICE EQ MAINT	4,000	1,234		2,766	30%
20226500 INVENTORIABLE EQ	23,000	22,832		168	99%
20227100 RADIO/ELECT MAIN	3,000	960		2,040	31%
20227200 RADIO/ELECT MAIN	500			500	0%
20227500 RENT/LEASE EQ	21,000	17,122		3,878	81%
20228200 SHOP EQ MAINT SU					0%
20229100 OTHER EQ MAINT S	1,000	-130		1,130	-12%
20229200 OTHER EQ MAINT S	250	576		-326	23%
20231300 UNIFORM ALLOW	6,500	4,289		2,211	65%
20231400 CLOTH/PERSONAL S	8,000	5,015		2,985	62%
20232100 CUSTODIAL SVC	70,000	62,031		2,794	96%
20232200 CUSTODIAL SUP	3,500	9,038		-363	110%

20233200 FOOD/CATERING SU	14,000	11,755		2,245	83%
20234200 KITCHEN SUP	1,100	693		407	62%
20244400 MEDICAL SUP	3,000	2,708		292	90%
20250500 ACCOUNTING SVC	2,700	1,147	1,153	400	85%
20250700 ASSESSMENT COLL	38,000	30,912		7,088	81%
20254100 PERSONNEL SVC	4,500	3,051		1,449	67%
20255100 PLANNING SVC		559		-559	0%
20257100 SECURITY SVC		25,746		-25,746	0%
20259100 OTHER PROF SVC	34,500	1,132		33,368	328%
20281100 DATA PROCESSING	29,000	12,478		16,522	43%
20281200 DATA PROCESSING	2,000	201		1,799	10%
20281304 SALES TAX ADJ-BO	4,800			4,800	0%
20283100 JUROR FEES/MILEA		30		-30	0%
20283101 FEES		2,165		-2,165	0%
20285100 RECREATIONAL SVC	274,000	233,973		40,027	85%
20285200 RECREATIONAL SUP	19,000	13,836		5,164	72%
20287800 CREDIT CARD FEES	12,000	4,767		7,233	39%
20288000 PY EXPEND	600			600	0%
20289800 OTHER OP EXP SUP		1,038		-1,038	0%
20289900 OTHER OP EXP SVC	3,000	2,049		951	68%
20291100 SYSTEM DEV SVC	26,000	28,408		-2,408	109%
20291500 COMPASS COSTS	3,700	3,678		22	99%
*** 20 - SERVICES AND SUPPLIES**	**1,001,375**	**825,419**	**1,153**	**171,286**	**82%**
30345000 TAX/LIC/ASSSESS	2,500	1,706		794	68%
* 30 - OTHER CHARGES	2,500	1,706		794	68%
42420200 STRUCTURES	400,000			400,000	0%
* 42 - Buildings	400,000			400,000	0%
79790100 CONTINGENCY APPR	150,000			150,000	0%
* 79 - Appropriation for Con	150,000			150,000	0%
**** Expenditure Accounts**	**3,981,365**	**2,634,366**	**1,153**	**1,342,328**	**66%**

Commitment Item	Budgeted	Revenue to Date	Pending	Rev Expected	% Received
91910100 PROP TAX CUR SEC	-2,420,000	-1,402,817		-1,017,183	59%
91910200 PROP TAX CUR UNS	-85,000	-94,031		9,031	110%
91910300 PROP TAX CUR SUP	-55,000	-20,157		-34,843	36%
91910400 PROP TAX SEC DEL	-25,000	-18,950		-6,050	75%
91910500 PROP TAX SUP DEL	-2,000	-3,736		1,736	187%
91910600 PROP TAX UNITARY	-60,000	-32,131		-27,869	54%
91912000 PROP TAX REDEMPT	-100			-100	0%
91913000 PROP TAX PR UNSE	-2,000	-712		-1,288	36%
91914000 PROP TAX PENALTI	-300	-123		-177	41%
* 91 - TAXES	-2,649,400	-1,572,656		-1,076,745	59%
94941000 INTEREST INCOME	-12,000	-4,512		-7,488	37%
94942900 BLDG RENTAL OTHE	-55,000	-32,647		-22,353	63%
* 94 - REVENUE FROM USE OF M	-67,000	-37,159		-29,841	58%
95952200 HOME PROP TAX RE	-26,500	-13,251		-13,249	50%
95953200 AID CO FUNDS					0%
95956900 STATE AID OTHER	-235,000	-75,368		-159,632	32%
* 95 - INTERGOVERNMENTAL REV	-261,500	-88,618		-172,882	34%
96964600 RECREATION SVC C	-640,000	-425,915		-214,085	65%
* 96 - CHARGES FOR SERVICES	-640,000	-425,915		-214,085	65%
97971000 CASH OVERAGES		-187		187	0%
97973000 DONATIONS/CONTRI	-30,000	-10,159		-19,841	34%
97974000 INSURANCE PROCEE	-20,000	-14,191		-5,810	70%
97979000 MISC OTHER	-15,000	-23,138		8,138	115%
* 97 - MISCELLANEOUS REVENUE	-65,000	-47,675		-17,325	64%
**** REVENUE ACCOUNTS**	**-3,682,900**	**-2,172,023**		**-1,510,877**	**58%**
**** Total**	**298,465**	**495,319**		**-196,854**	**166%**

Description - Expenditures	Budgeted	Exps to Date	Pending	Bud Remain	% Consumed
20210300 AGRI/HORT SVC	250,000	150,238		99,763	60%
20210400 AGRI/HORT SUP	10,000	3,161		6,839	31%
20211100 BLDG MAINT SVC	20,000			20,000	0%
20211200 BLDG MAINT SUP/M	10,000			10,000	0%
20212200 CHEMICAL SUPPLIE	1,500	84		1,416	6%
20214100 LAND IMP MAINT S		5,115		-5,115	0%
20214200 LAND IMP MAINT S		16		-16	0%
20219800 WATER	115,000	106,337		8,663	92%
20222700 CELLPHONE/PAGER		186		-186	0%
20255100 PLANNING SVC					0%
20257100 SECURITY SVC	85,000	57,555		27,445	68%
20259100 OTHER PROF SVC		6,521		-6,521	0%
20283101 FEES		3,032		-3,032	0%
20291900 GS CONTRACT SERV		957		-957	0%
20293402 TECHNICAL SVCS		15,000		-15,000	0%
* 20 - SERVICES AND SUPPLIES	491,500	348,200		143,300	71%
42420100 BUILDINGS	100,000			100,000	0%
42420200 STRUCTURES	1,020,000	459,365		560,635	45%
* 42 - Buildings	1,120,000	459,365		660,635	41%
**** Expenditure Accounts**	**1,611,500**	**807,565**		**803,935**	**50%**

Description - Revenue	Budgeted	Rev to Date	Pending	Rev Expected	% Received
94941000 INTEREST INCOME	-10,000	-31		-9,969	0%
* 94 - REVENUE FROM USE OF M	-10,000	-31		-9,969	0%
95953200 AID CO FUNDS	-21,500			-21,500	0%
95956900 STATE AID OTHER	-280,000			-280,000	0%
* 95 - INTERGOVERNMENTAL REV	-301,500			-301,500	0%
96963200 AUD/ACCT FEES				42,466	
96969000 LEASE PROP USE C	-44,000	-21,233		-65,233	-48.26
* 96 - CHARGES FOR SERVICES	-44,000	-21,233		-22,767	48.26

97973000 DONATIONS/CONTRI	-200,000			-200,000	0%
97974000 INSURANCE PROCEE					0%
97976200 ASSESSMENT FEES	-1,172,225	-582,162		-590,063	49%
97979000 MISC OTHER					
* 97 - MISCELLANEOUS REVENUE	-1,372,225	-582,162		-790,063	42%
**** REVENUE ACCOUNTS**	**-1,727,725**	**-603,427**		**-1,124,299**	**34%**
***** Total**	**-116,225**	**172,878**	**31,260**	**-320,363**	**-175%**

STAFF REPORT

DATE: May 7, 2019

TO: MORPD Advisory Board of Directors

FROM: Barry Ross, Recreation Superintendent

SUBJECT: Recreation Division Report

RECENT EVENTS:

- April 16: **Grand Egg Roll** at Gibbons Park.
  About 200 people attended this annual event targeted primarily toward intergenerational fun for grandparents and their grandchildren. Some Recreation students from CSU Sacramento assisted in making this an extra fun event with a traditional egg hunt along with some games, crafts, music, and a visit from The Bunny.
- April 20: **Easter Blast** at Swanston Park & Community Center.
  Over 400 attended this popular springtime community event. It featured three different egg hunts, two magic shows, several games and crafts, and a big bouncing Bunny. It was a great team effort among staff and community partners.
- May 5: **Stand Up for Parkinson's** at American River College.
  MORPD had a booth at this event which is designed to bring awareness and support for Parkinson's patients, discuss progress in the battle against the disease, and to bring the community together.

UPCOMING EVENTS:

- May 25: **Splash Park Opens** at Swanston Park.
- May 29: **Senior Resource Fair** at MOCC from 8-11am.
  We anticipate about 50 vendors to be on hand to share information ranging from healthy food choices and cooking demonstrations to various senior care services and products. We thank Raley's Bel Air and Oakmont of Carmichael for being our primary vendors.
- June 5: **MORPD Employee & Board Recognition** at Eastern Oak Park, 11:45am-1:15pm.
  Lunch will be provided for staff and board members as we recognize those who have reached service milestones, those who went above and beyond, and our 2019 volunteer of the year.
- June 9: **Concert in the Park** at Swanston Park, 5-7pm.
  We are happy to have ***Take 2*** perform live for our 2019 concert at Swanston Park.

YOUTH PROGRAM HIGHLIGHTS:

- The **Spring Break Camp** at Swanston Park & Community Center had an average of 52 children per day, which is a new record for this camp. The theme was Outer Space Expedition, and there were guest speakers, fun games, crafts and activities involving that theme. This camp was held the week of April 15-19.
- The **Elementary Track** program began on April 8 and concludes on May 17 with our final meet being held on the El Camino High School track. A total of eight elementary schools are represented and approximately 200 children participating.
- **The Kiwanis Club of Carmichael** has made two generous donations to MORPD youth programs. In February they donated $300 to our Preschool for supplies. In April they donated $350 to our Camp Kids program at Gibbons Park to help support MORPD's efforts in accepting children from economically challenged households**.**

Photos of Interest: April '19

Spring Break Camp at Swanston Park

New soccer goals assembled at Eastern Oak Park

Pickleball activity at Eastern Oak Park

Grand Egg Roll at Gibbons Park

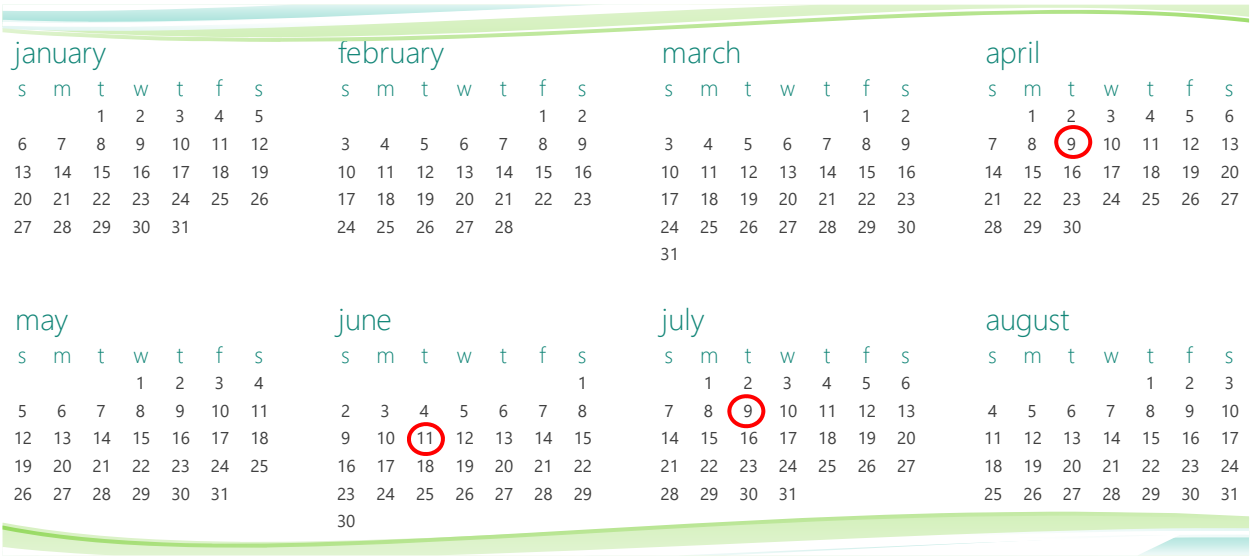
Sacramento Parks Foundation celebrates the signing of the SMUD lease

Easter Blast at Swanston Park

Mission Oaks Recreation and Park District

Parks and Recreation Maintenance and Improvement District

2019-20 Levy Administration Proposed Timeline



TENTATIVE DATE	TASKS TO BE COMPLETED (PARTIAL LIST)
April 9	**Passage of resolution directing the preparation of the Engineer's Report.**
May 20	Complete and provide items for June 11 Board Meeting; (District to Place item on Board Agenda): 1 – Engineer's Reports 2 – Resolution
June 11	**Passage of resolution preliminarily approving Engineer's Report and scheduling the Public Hearing.**
June 14	Arrange for publication of notice of public hearing (Publish Resolution of Intention, must occur 10 days before Public Hearing).
June 25	Complete and provide items for July 9 Board Meeting; (District to Place item on Board Agenda): 1 – Engineer's Reports 2 – Resolution
July 9	**Public Hearing and approval of Resolution approving Engineer's Report and levying annual assessments**
Early August	Submission of assessments to County.
October 1	Confirmation of final levies with County.
October – June	Administration of levies and collections.

It is understood that all regular meetings of the District Board are on the 2nd Tuesday of each month. SCI can meet this timeline; however, the District can also modify it as needed.

Advisory Board of Directors
Regular Monthly Meeting Minutes
Tuesday, April 9, 2019 at 6pm
Mission Oaks Community Center
4701 Gibbons Drive, Carmichael, 95608

Call to Order: 6pm by Vice-Chairperson Donnelly.

Pledge of Allegiance: Led by Director Nguyen.

Roll Call:
MORPD Directors Present: Donnelly, Nguyen and Rothberg.

MORPD Directors Absent: Morin and Ontiveros

MORPD Staff Present: Barton, Paredes-Banville, Curtola and Tierney.

Public Present: Nann White, Eastern Oak off leash dog area user.

Chairperson's Comments: None

Board Comments/Discussion: Director Rothberg would like the Park Patrol to attend the meeting to give an update on the activities and vandalism in the district. Recently there was a fire at Eastern Oak Park; two of the Lacrosse nets were set on fire.

Public Comment: Nann White requested that the Advisory Board consider changing the hours at the Eastern Oak off leash dog area. The parks are open from dawn to dusk, however the off-leash dog area doesn't open until 8am. She is asking to consider opening the area at 7am Monday through Friday. Opening at 8am makes it difficult for working people to take their dogs to this area before going to work. Daniel Barton said that it is a good neighbor policy and that the Facilities Committee will soon be reviewing dog park rules, which will include this item. Staff is directed to take this to the Facilities Committee and return to the Advisory Board with information.

Information:

1. Correspondence by staff.
2. Monthly Billing and Budget Report, FY 2018-19 Period 8, February 1-28, 2019 presented by staff. Director Donnelly compliments staff on the summary page; the report is moving in the right direction.
3. Administrative Division Report by Daniel Barton. Interviews were held last week for the Park Superintendent position. There are two strong candidates returning for a second interview on Thursday, April 11.
4. Recreation Division Report by Daniel Barton and Danny Curtola. Director Nguyen would like to offer clarification to the Board and asks staff to use the correct term in the Recreation Division Report. Under Youth Program Highlights it states "Teen Basketball League for Boys"; she informs the board that MORPD doesn't have teen programs. Director Nguyen would like to see more programs for ages 13-17.

District Administrator Barton shared information with Director Nguyen that staff has gathered with regards to teen programs prior to tonight's meeting. His goal is to have students come to a meeting before Fall; it is too late to make contact this fiscal year.

Director Donnelly voices his concern that his request to have high school students brought in to give input with regards to teen programing. Director Donnelly is frustrated that when he brings an idea up at a meeting, nothing happens for six months; he wants to be sure we make progress in this area by bringing high school students in to contribute their ideas of what is going on in the area. Staff are directed to look at other districts in the area to see that they are doing and what is successful.

5. Parks Division Report by Daniel Barton. Staff welcome new hire Joel Vaca Gonzalez, Park Maintenance Worker I; he started in March. Parks Division is fully staffed except for the Park Superintendent position. The Gibbons Park irrigation system upgrade is close to being completed.

   The Gibbons Park pathway project has been delayed due to the rains. Staff requested an extension on the grant funding for the project due to the rains.

   The Bell Street project is underway. The Sacramento Parks Foundation has signed a lease for the property and obtained insurance. Members of the Sacramento Parks Foundation sent out an RFP to playground companies to participate in the design of the universally accessible playground for free. If a grant from Prop 68 is obtained, the playground company that created the selected design may be paid. Mission Oaks will not be funding any of the park project. Once the project is complete, MORPD staff will maintain the park. The District no longer maintains Greer School Park; staff time will be reallocated to the Bell Street property. Grant applications for the development of the park are due August 5, 2019.
6. Photos presented by staff.
7. Project Lifelong Skateboard presentation by Sean LaTour**.**

Consent:

8. Approval of March 12, 2019 Regular Board Meeting Minutes.

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

Discussion:

9. Discussion of Longevity Policy.

Action:

10. Adoption of Longevity Policy.

    Action: After discussion, on a Motion by Director Nguyen, seconded by Director Rothberg, the Advisory Board of Directors voted to adopt the proposed Longevity Policy. Directors Donnelly, Nguyen and Rothberg approve the motion. Director Morin and Ontiveros are absent.

    Director Nguyen requests that in the future, any policy reviewed by committees also be reviewed by the Finance Committee to study fiscal impact prior to bringing the policy to the Advisory Board of Directors.

11. Approval of Resolution 2019-01 Directing Preparation of the Engineers Report for Mission Oaks Parks and Recreation Maintenance and Improvement District

    Action: After discussion, on a Motion by Director Rothberg, seconded by Director Nguyen, the Advisory Board of Directors voted to Approve Resolution 2019-01 Directing Preparation of the Engineers Report for Mission Oaks Parks and Recreation Maintenance and Improvement District. Directors Donnelly, Nguyen and Rothberg approve the motion. Director Morin and Ontiveros are absent.

Staff Comments/Reports: A reminder that Saturday, April 12 is Creek Week. Clean up events this weekend will take place at Mission North Park, starting at 9am.

Next Regular Meeting: Tuesday, May 14, 2019 at 6pm at Mission Oaks Community Center.

Adjournment: 7pm

_____ May 14, 2019

Debra Tierney, Clerk of the Board Date

STAFF REPORT

DATE: May 7, 2019

TO: MORPD Advisory Board of Directors

FROM: Barney Donnelly and Jerry Ontiveros, Personnel Committee
Daniel Barton, District Administrator
Cindy P. Banville, Finance Superintendent

SUBJECT: Adoption of Compensatory Time-Off (CTO) Policy for Non-Exempt Employees

BACKGROUND:
The attached policy is part of the Districts reorganization based on the Feasibility Study completed in 2015-16. The study recommended that thousands of employee hours be reduced or eliminated, therefore shifting some responsibilities and duties on to other staff. This suggested policy will assist in providing some incentive to those taking on more responsibilities and that may have to work at irregular hours or day and/or some special events. County Counsel has reviewed the policy.

PURPOSE:
The new policy will allow management and supervisors to respond to emergencies and call outs. This will assist in serving the needs of the District and community.

RECOMMENDATION:
The Advisory Board of Directors approve Compensatory Time-off (CTO) policy as presented.

2604 COMPENSATORY TIME OFF (CTO)

2604 Compensatory Time off – Non-Exempt Employees

Compensatory time, referred to as comp time, is paid time off given to a non-exempt employee instead of overtime pay. Rather than paying employees time and a half in overtime pay, a comp time policy gives paid time off from work, for the equivalent amount of time to the extra hours worked.

1. Supervisor Approval Required Before Work – A non-exempt regular full-time employee accrues CTO in lieu of cash payment for overtime worked if his/her supervisor agrees prior to overtime work being performed.

2. Accrual Rate – CTO accrues at the rate of 1.5 hours for each hour worked over 40 hours in the employee's work week. CTO cannot be accumulated more than 40 hours at any given time.

3. Employee's Requests to CTO – The District will grant an employee's request to use accumulated CTO provided that: (1) the District can accommodate the use of CTO on the day requested without undue disruption; and (2) the employee makes the request in writing to his/her supervisor no later than five (5) days prior to the date requested.

STAFF REPORT

DATE: May 7, 2019

TO: MORPD Advisory Board of Directors

FROM: Barney Donnelly and Jerry Ontiveros, Personnel Committee
Daniel Barton, District Administrator
Cindy P. Banville, Finance Superintendent

SUBJECT: Adoption of Catastrophic Leave Donation Policy

BACKGROUND:
Over the last five (5) years there has been several employees whom have had some catastrophic illness or injury within their families. The District's current catastrophic leave policy allows the donation of sick leave to the employee. The District follows the guidelines of the Family and Medical Leave Act (FMLA) which entitles eligible employees to take unpaid, job protected leave for specified family and medical reasons.

PURPOSE:
The purpose of the Catastrophic Leave Donation Policy is to enable employees who want to assist co-workers who must be absent from work in a time of verifiable personal catastrophic emergency to donate vacation leave to another employee who has exhausted paid vacation or sick leave and is eligible and willing to accept such donations of time.

RECOMMENDATION:
The Advisory Board of Directors approve the Catastrophic Leave Policy as presented.

Current Policy

Personnel Section 2000 – 2900
2700 BENEFITS AND LEAVE 2700 - 2713

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.

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 Director of Administrative Services.

Recommended Policy

MISSION OAKS RECREATION AND PARK DISTRICT

CATASTROPHIC LEAVE DONATION POLICY

PURPOSE

The purpose of the Catastrophic Leave Donation Policy is to enable employees who want to assist co-workers who must be absent from work in a time of verifiable personal catastrophic emergency to donate vacation leave to another employee who has exhausted paid vacation or sick leave and is eligible and willing to accept such donations of time.

DEFINITIONS

1. Approved Leave Recipient: An employee whose application to receive vacation leave from the account(s) of one or more donors has been approved by the employee's District Administrator.

2. Leave Donation: The voluntary transfer of vacation leave hours from the account of a donor employee to the account of an approved leave recipient in order to provide paid leave for a personal catastrophic emergency to an employee who has exhausted his/her paid leave time.

3. Leave Donor: An employee who, by voluntary written request, has requested transfer of vacation leave hours to an approved leave recipient.

4. Personal Catastrophic Emergency: A personal medical or immediate family (spouse, children, parents) emergency or other approved hardship situation, excluding disciplinary actions, causing an employee's absence from duty for a prolonged period of time which results in a substantial loss of income to the employee.

PROCEDURES

1. An employee wishing to receive donations of vacation leave shall submit a memorandum to the District Administrator. The memorandum shall include:

   - The nature of the personal emergency, with documentation; (disclosure of confidential medical information shall not be required)
   - An estimate of the amount of time required for the personal emergency; and
   - Whether the employee consents to release of this information to other employees.

   The District Administrator will forward a copy of the memorandum to the Office Manager with a signed recommendation. The Office Manager will review the request to insure it meets the "Catastrophic Leave Donation Policy" and to review other human resource policy impacts.

2. The Office Manager will verify that the employee is about to exhaust his or her leave, and is eligible for donation of leave. The Office Manager will apprise all other departments of the employee's eligibility to accept donated leave. Any information that is released regarding the approved leave recipient's emergency situation will be done in accordance with the employee's written consent and in a manner that is as discreet as possible.

3. Employees electing to donate vacation leave shall submit a *Request to Donate Vacation Leave* form to the Office Manager. The Office Manager will deduct all the donated hours from the leave donor's account upon submittal of the form.

4. The Office Manager will monitor the number of donated paid leave hours into separate designated account. This will be kept separate from the leave recipient's account to prevent an excess of hours required for the personal emergency. In the event the approved leave recipient does not use all donated leave for the personal emergency, or upon separation from District service, the Office Manager will transfer donated leave to a general pool, which may be used by a future approved leave recipient.

GUIDELINES

The Mission Oaks Recreation and Park District recognizes that employees may not always have sufficient Vacation/Sick Leave, Management Leave, or compensation time accrued when catastrophic emergencies occur. The District will facilitate donations of vacation leave time from other employees to employees with emergencies.

1. Any District employee may donate vacation leave time.

2. Donations of vacation leave shall be in increments of full hours. A donating employee shall retain a combined, minimum balance of at least five (5) days vacation leave after making a donation.

3. Vacation leave shall be donated on an hour-for-hour basis. No conversion to dollar value based on the donor's or recipient's hourly rate shall be made.

4. The donation of vacation leave is irrevocable. In the event the approved leave recipient does not use all donated leave for personal emergency, or upon separation from District service, the Office Manager will transfer donated leave to a general pool, which may be used by a future approved leave recipient.

5. The use of donated vacation leave shall not exceed twelve (12) continuous months for any one personal emergency. Carryover limitation on vacation leave shall not apply to an approved leave recipient.

6. Solicitations

    6.1 A regular District employee who has received authorization for an unpaid leave of absence and who has exhausted available leave balances is eligible to solicit for donations.

    6.2 No employee shall solicit donations of assigned leave from any subordinate employee.

        A. Any pressure either explicit or implicit directed toward any employee to make a donation shall be considered harassment.

        B. Employment decisions based on explicit or implicit pressure to make a donation shall be considered harassment.

    6.3 No solicitation shall be made by any employee during duty hours.

    6.4 Notices may be posted on bulletin boards in accordance with departmental procedure.

7. <u>Responsibilities</u>

    7.1 <u>Divisions</u>

        7.1.1 Assure that no pressure, either implicit or explicit, is placed on any District employee by any other District employee to make a donation.

    7.1.2 <u>Donee</u>

        7.1.2.a Is responsible for soliciting donations

        7.1.2.b Is responsible for notifying his/her Office Manager

        7.1.2.c Is responsible for notifying his/her Office Manager of any change in beneficiary

    7.1.3 <u>Donor</u>

7.1.3.a Completes the "Donation of Leave Authorization Form" to transfer existing hour(s).

7.1.3.b Submits the form to the Office Manager

7.1.4 Office Manager

7.1.4.a Verifies that the donor has the available accrued leave.

7.1.4.b Verifies the donee has exhausted available leave balances and is on an authorized unpaid leave of absence.

7.1.4.c Reduces the donor's leave balances by the number of hours donated.

7.1.5.d Determines if the donee is drawing State Disability Benefits or Workers Compensation Benefits.

8. Duration of Assigned Leave Benefits

8.1 The effective date warrants will be issued is the first day after the employee has received authorization for an unpaid leave of absence and has exhausted available leave balances.

8.2 Donees who remain on authorized unpaid leave of absence may continue to receive assigned leave from other regular District employees until the donee's employment with the District terminates or the donee returns to work.