

**ORANGEVALE RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
THURSDAY, DECEMBER 10, 2020**

**REGULAR MEETING 6:30 PM**

**LOCATION:**

**6826 Hazel Ave.**

**Orangevale, CA 95662**

NOTE: The Board of Directors may take up any Agenda item at any time, regardless of the order listed. Action may be taken on any item on the Agenda.

**1. CALL TO ORDER**

**2. ROLL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA**

**5. PUBLIC DISCUSSION**

Any person may address the board upon any subject within the jurisdiction of the Orangevale Recreation & Park District with each speaker being limited to three minutes. However, the Chairperson can impose reasonable limitations to the maximum time per person and per agenda item to allow the Board to complete its business. Any matter that requires action will be referred to staff or committee for a report and action at a subsequent meeting.

**6. MINUTES**

Approval of minutes of the Regular Meeting November 12, 2020 (pg 1-8)

**7. CORRESPONDENCE**

- a. Confidential envelope – Attorney billing for September 2020
- b. Letter to Mr. Benedict regarding answers to his questions (pg 9)

**8. CONSENT CALENDAR: Reading/Opportunity to Pull Items for Discussion/Board Action**

Consent items are considered routine and are intended to be acted upon in one motion, without discussion. During this portion of the meeting, the Consent Calendar will be read aloud. Prior to approval, the Chairperson will give the Board, staff, and public the opportunity to pull any item for discussion. The remaining Calendar will be acted upon. Any pulled items will then be heard and acted upon individually.

**8.1 CONSENT MATTERS GENERAL FUND**

- a. Ratification of Claims for November 2020 (pg 10)
- b. Budget Status Report for November 2020 (pg 11-13)
- c. Revenue Report for November 2020 (pg 14)

**8.2 OLLAD CONSENT MATTERS**

- a. Ratification of Claims for November 2020 (pg 15-16)
- b. Budget Status Report for November 2020 (pg 17-18)

**8.3 KENNETH GROVE CONSENT MATTERS**

- a. Ratification of Claims for November 2020 (pg 19)
- b. Budget Status Report for November 2020 (pg 20)

**9. NON-CONSENT MATTERS GENERAL FUND**

- a. Ratification of Claims for November 2020 (pg 21)

10. **STANDING COMMITTEE REPORTS**

- a. Administration & Finance
- b. Maintenance & Operation
- c. Recreation Committee
- d. Personnel & Policy
- e. Government
- f. Planning Committee
- g. Trails Committee
- h. Ad Hoc

11. **ADMINISTRATOR'S REPORT**

- a. Monthly Activity Report – November 2020 (pg 22-26)
- b. Report on Electric Greenway Trail – The City of Citrus Heights City Council selected the trail name to be *Arcade-Cripple Creek Trail* (verbal)
- c. Schedule Planning Committee Meeting for consideration of Prop 68 Per Capita Project. Tentative meeting for Friday, December 18 at 9am.

12. **UNFINISHED BUSINESS**

13. **NEW BUSINESS**

- a. Oath of Office for Newly Elected Board Members (presentation)
- b. Election of Officers for 2021 (pg 27)
- c. Discussion of Committee Assignments 2021 (pg 28)
- d. Part Time Salary Scale for 2021 to address increase in minimum wage (pg 29-31)

14. **DIRECTOR'S AND STAFF'S COMMENTS**

15. **ITEMS FOR NEXT AGENDA**

- a. Finalize Committee Assignments 2021

16. **ADJOURNMENT**

**NOTICE:**

*As presiding officer, the Chair has the authority to preserve order at all Board of Directors meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Board, and to enforce the rules of the Board.*

People with disabilities may request accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Requests for accommodations must be made with 72 hours prior notice. If you require accommodations, please contact the Orangevale Recreation & Park District main office at (916) 988-4373.

Directors can be reached at: [director@ovparks.com](mailto:director@ovparks.com)

Manie Meraz

Mike Stickney

Sharon Brunberg

Lisa Montes

Erica Swenson

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors November 12, 2020

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on Thursday, November 12, 2020 at the District Office. Director Stickney called the meeting to order at 6:35 p.m.

Directors present: Stickney, Swenson, Meraz, Brunberg, Montes  
Directors absent: None  
Staff present: Greg Foell, District Administrator  
Jennifer Von Aesch, Finance/HR Superintendent  
Horacio Oropeza, Park Superintendent  
Jason Bain, Recreation Supervisor  
Melyssa Woodford, Admin. Services Supervisor  
Nadia Roberts, Recreation Coordinator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
4. **APPROVAL OF AGENDA**  
**MOTION #1** On a motion by Director Montes, seconded by Director Brunberg, the agenda was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
6. **MINUTES**  
**MOTION #2**
  - a) Approval of Minutes of October 8, 2020 (pg 1-8): On a motion by Director Montes, seconded by Director Stickney, the minutes were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.
7. **CORRESPONDENCE**
  - a) Confidential Envelope – Attorney Billing September 2020: None discussed.
  - b) Sacramento Local Agency Formation Commission Request for Nominations for “Office B” Membership on the Special District Advisory Committee (pg 9-11): Admin Foell advised of request for nominations on LAFCO Special District Advisory Committee. No interest was expressed by any Board Members.

**8. CONSENT  
CALENDAR**

**MOTION #3**

- a) On a motion by Director Brunberg, seconded by Director Stickney, the consent calendar was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz and Montes, voting Aye. There were no Nays or Abstentions.

**8.1. CONSENT  
MATTERS  
GENERAL FUND**

- a) Ratification of Claims for September 2020 (pg 12)  
b) Budget Status Report for September 2020 (pg 13-15)  
c) Revenue Report for September 2020 (pg 16)  
d) Ratification of Claims for October 2020 (pg 17-18)  
e) Budget Status Report for October 2020 (pg 19-21)  
f) Revenue Report for October 2020 (pg 22)

**8.2. OLLAD  
CONSENT  
MATTERS**

- a) Ratification of Claims for September 2020 (pg 23-24)  
b) Budget Status Report for September 2020 (pg 25-26)  
c) Ratification of Claims for October 2020 (pg 27-28)  
d) Budget Status Report for October 2020 (pg 29-30)

**8.3. KENNETH GROVE  
CONSENT  
MATTERS**

- a) Ratification of Claims for September 2020 (pg 31)  
b) Budget Status Report for September 2020 (pg 32)  
c) Ratification of Claims for October 2020 (pg 33)  
d) Budget Status Report for October 2020 (pg 34)

**9. NON-CONSENT  
MATTERS  
GENERAL FUND**

**MOTION #4**

- a) Ratification of Claims for September 2020 (pg 35)  
On a motion by Director Stickney, seconded by Director Brunberg, the Ratification of Claims for September 2020 was approved by a vote of 4-0-1 with Directors Stickney, Swenson, Brunberg, and Meraz voting Aye. There were no Nays. Director Montes Abstained.

**MOTION #5**

- b) Ratification of Claims for October 2020 (pg 36)  
On a motion by Director Brunberg, seconded by Director Stickney, the Ratification of Claims for October 2020 was approved by a vote of 4-0-1 with Directors Stickney, Swenson, Brunberg, and Meraz voting Aye. There were no Nays. Director Montes Abstained.

**10. STANDING  
COMMITTEE  
REPORTS**

- a) Administration and Finance: No report.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: Recap of the October 7, 2020 meeting (pg 37): Admin Foell extended appreciation to Melyssa Woodford, Jason Bain, and Nadia Roberts for their efforts in providing the report presented to the Recreation Committee members which summarized the quarterly reports, COVID-19 issues, and Winter/Spring Activity Guide plans. Sacramento County restrictions have adjusted back into the Purple tier. OVparks has continually maintained the purple tier guidelines, therefore few adjustments to current programming will be necessary. Current outdoor programming adjustments will be

implemented as needed for inclement weather as indoor programming is not allowable under the purple tier guidelines.

- d) Personnel & Policy: Recap of the November 5, 2020 meeting (pg 38): Admin Foell advised this topic will be addressed as an agenda item in tonight's BOD meeting.
- e) Government: No report.
- f) Planning Committee: No report.
- g) Trails Committee: No report.
- h) Ad Hoc: No report.

## 11. ADMINISTRATOR'S REPORT

- a) Monthly Activity Report – October 2020 (pg 39-44): Admin Foell updated that progress is continuing with the four properties in escrow. Two of the four properties have closed. The final two properties are in final stages of completion for close of escrow. The City of Citrus Heights is in the final stages of their planning process. Upon completion, the design diagrams will be forwarded to Sunrise RPD and OVparks for review. Transportation Engineer Leslie Blomquist for the City of Citrus Heights is working toward reduced fees required by the park districts for the lighting. Upon determination, lighting decisions and costs will be discussed at a future Board of Directors meeting.

Area administrators continue to hold Zoom meetings to discuss COVID guidelines and implications to Districts. OVparks Staff has been working hard to implement programs and make necessary adjustments to accommodate status changes.

Park Supt. Oropeza advised the irrigation has been turned off in anticipation of the upcoming winter season. He has been working with Sacramento County to improve drainage at the disc golf course. They have cleared debris and retrenched drainage in the area. California Conservation Corp has been clearing dead wood in the Community Park. They have also removed trees and cleared the creek area by Hole 8 at the disc golf course. In addition, a large tree which had partially fallen by the horse arena has been removed. Supt. Oropeza has also been working with the Cut In Edge painters at the OVparks Community Center and the new property. They will continue painting at the pool buildings, weather permitting. Director Brunberg inquired of any issues with painting in the cooler weather. Supt. Oropeza advised most of the painting was completed approximately three weeks ago during warmer temperatures. To his knowledge cooler weather will not affect the paint quality. He will continue to monitor the progress of the painting project.

Recreation Supervisor Jason Bain advised OVparks is doing well considering the COVID-19 restrictions in place. Director Stickney was impressed with the numbers given the circumstances and had heard the Family Fright Night Drive Through was successful.

Recreation Coordinator Roberts advised the Family Fright Night Drive Through had a larger turnout than anticipated. The overall community response to the event was very positive. The upcoming Virtual Tree Lighting will be conducted through Orangevale Live to be posted on Facebook. Community members are invited to request a free tree ornament to decorate and return to OVparks for placement on the tree for decoration. In addition, online holiday themed contests will be conducted. OVparks is partnering with Dairy Queen and Les Schwab to provide a free tree ornament to decorate to community members contributing to the Orangevale/Fair Oaks Food Bank. Easy Stumps will be donating use of their lift to decorate the Orangevale Community Center tree. OVparks will recognize tree lighting sponsors on the electronic board at the Orangevale Community Center. In addition, Orangevale View will recognize Easy Stumps for their generous contribution of the use of their lift.

b) Report on Electric Greenway Trail – Trail Naming (verbal):  
Admin Foell advised the final top three names will be discussed at the City Council Meeting tonight for vote and final decision.

**12. UNFINISHED BUSINESS**

None discussed.

**13. NEW BUSINESS**

**MOTION #6**

a) Retroactive Approval of the Agreement with the California Conservation Corps to Provide Tree and Shrub Pruning/Chipping Services at Orangevale Community Park and Sundance Natural Area in the amount of 9,606.72 (pg 45-55):

Admin Foell advised he signed an agreement with the Conservation Corp for four days of tree and shrub pruning/chipping services. An agreement for six days will be submitted for the Spring of 2021.

On a motion by Director Brunberg seconded by Director Swenson, the Retroactive Approval of the Agreement with the California Conservation Corps to Provide Tree and Shrub Pruning/Chipping Services at Orangevale Community Park and Sundance Natural Area in the amount of 9,606.72 was approved by a vote of 4-0-1 with Directors Stickney, Meraz, Brunberg, & Swenson voting Aye. There were no Nays. Director Montes Abstained.

**MOTION #7**

b) Approve the Agreement with Sebastian (the Qualified Low Quote) for the Orangevale Community Park Tennis Court Electrical Panel Project in the Amount of \$9,469 (pg 56-77):  
Admin Foell extended appreciation to Supt. Oropeza for his

efforts in obtaining the three quotes for this project. Staff recommends approval of the qualified low quote acquired from Sebastian.

On a motion by Director Swenson seconded by Director Montes, the Agreement with Sebastian (the Qualified Low Quote) for the Orangevale Community Park Tennis Court Electrical Panel Project in the Amount of \$9,469 and authorize the District Administrator to execute the contract documents was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

**MOTION #8**

- c) Approve the Agreement with Champion Sports Surfaces (the Qualified Low Quote) for the Orangevale Community Park Tennis Court Renovation Project in the Amount of \$25,290 or \$32,590 (Award Determined by Selection of the Two Tennis Courts or the One Tennis and Two Pickleball Alternative) (pg 78-117): Admin Foell thanked Supt. Oropeza for obtaining quotes for this project. J&S Asphalt completed the previous surfacing at Almond Park tennis courts and the basketball courts at the Youth Center. A former employee of J&S, who was instrumental in the surfaces completed at Almond Park and the Youth Center, is now employed with Champion Sports Surfaces, the low quote submission. The third quote received was more extensive and expensive. Staff recommends approval of the qualified low bid from Champion Sports Surfaces for either the two tennis courts or one tennis court and two pickleball alternative.

On a motion by Director Stickney seconded by Director Brunberg, the Agreement with Champion Sports Surfaces (the Qualified Low Quote) for the Orangevale Community Park Tennis Court Renovation Project in the Amount of \$32,590 for the One Tennis and Two Pickleball Alternative and authorize the District Administrator to execute the contract documents was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

**MOTION #9**

- d) Discussion and Formal Approval of Incorporating the County Policy Regarding Unused Sick Leave at Retirement for Management Employees into the District Policy Manual (pg 118-119): Finance/HR Supt. Von Aesch summarized the SCERS and Sacramento County Policy regarding unused sick leave at retirement for Management Employees which was discussed at the Personnel and Policy Committee Meeting on Thursday, November 5, 2020.

OVparks, although an independent district, follows the County Policy closely in most cases. Sacramento County Policy states up to half of the balance could be paid out at the time of retirement if the employee retires the day after leaving the District. The other option provides the full amount can be applied as service

credits. The policy would apply to employees at the District Administrator and Superintendent level positions. On a motion by Director Montes, seconded by Director Brunberg, the Approval of Incorporating the County Policy Regarding Unused Sick Leave at Retirement for Management Employees, designated as District Administrator and Superintendent level positions as management employees, into the District Policy Manual was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

**MOTION #10**

- e) Retroactive Approval for Encroachment Permit with Sierra National Construction to use District Property at 6826 Hazel Avenue as a Staging Area for Construction Equipment and Material for the Hazel Avenue Improvement Project (pg 120-127): Admin Foell advised of the Sierra National Construction request to utilize District Property throughout the duration of the Hazel Avenue Improvement Project. Admin Foell has discussed an agreement with Sierra National Construction to obtain seal coat and asphalt repair to the OVparks Community Center parking lot areas plus seal coat and restripe of the Shackleton Woods asphalt trail area in exchange for use of the parking lot area. Provision has been stipulated to remove construction equipment if necessary, for OVparks events. On a motion by Director Brunberg seconded by Director Stickney, the Retroactive Approval for Encroachment Permit with Sierra National Construction to use District Property at 6826 Hazel Avenue as a Staging Area for Construction Equipment and Material for the Hazel Avenue Improvement Project was approved by a vote of 4-0-1 with Directors Stickney, Meraz, Brunberg, and Swenson voting Aye. There were no Nays. Director Montes Abstained.

**14. DIRECTOR AND STAFF COMMENTS**

Admin Foell mentioned an email received from an Orangevale resident who had fallen at the Orangevale Community park and extended appreciation to the OVparks maintenance staff who assisted her. She was very thankful for their help.

In recognition that this will likely be his last OVparks Board of Directors Meeting before his upcoming retirement, Admin Foell extended his deep appreciation to the Board of Directors, the OVparks staff, and Orangevale community as a whole for the incredible privilege of working at this wonderful District. Barry Ross will begin as District Administrator on November 30, 2020. Admin Foell will be officially retiring on December 30, 2020.

Supervisor Bain advised Facilities Host Danny Rodriguez has returned to work full time.

Supervisor Woodford advised the Winter/Spring activity guide is being finalized and expressed appreciation of the office staff for their



assistance throughout the process. Kudos to Supervisor Bain and Recreation Coordinator Roberts for their efforts to provide the Fright Night Drive Through event and the upcoming Virtual Tree Lighting to the community. She has received positive feedback and appreciation from the community for the activities OVparks has been able to provide during the COVID-19 pandemic.

Supervisor Woodford shared that Almond Heights Senior Living generously provided a puzzle insert and postage for the OVparks senior mailer recently sent to approximately eighty-five seniors who participated in the OVparks senior programming prior to the pandemic shutdown. The mailer also included a letter from OVparks staff, a Halloween themed virtual ghost hug picture and fall-themed bookmarks. Several calls, emails and thank you cards in response to receiving the correspondence have been received. Admin Foell voiced appreciation to Supervisor Woodford for her exemplary role in reaching out to the community with a personal touch.

Finance/HR Supt. Von Aesch advised the Audit went well and results will likely be received in February 2021.

Park Supt. Oropeza extended appreciation to the staff for their hard work. He also thanked Recreation Coordinator Roberts for moving forward with the coordination of the Virtual Tree Lighting.

Recreation Coordinator Roberts thanked the recreation leaders for continuing to provide a safe and fun experience to the OVparks Day Camp enrollees. She expressed appreciation to OVparks staff for their assistance and support in planning and preparing for the Virtual Tree Lighting.

Director Brunberg appreciates all the efforts of the OVparks staff during these difficult times.

Director Montes inquired about the Cemetary Haunted House. Supervisor Bain shared the Cemetary Haunted House was able to run for three days. The facilitator, Frank Babcock, had encountered multiple obstacles from various entities to obtain approval to open. He controlled the flow of traffic well and had a successful event during the time the haunted house was able to open. This year afforded him the opportunity to note any changes necessary in preparation for the event in 2021.

Director Swenson extended appreciation to the staff for their continued efforts during this challenging time.

Director Meraz noticed the pickleball courts at Pecan Park are being used frequently as well as the tennis courts at the Community Park. He mentioned that the Shady Oaks Disc Golf Course is also being utilized by people of all ages. Nice to see the community enjoying the park amenities.

Director Stickney expressed appreciation to Admin Foell for his excellent job during the past eleven years of service as District Administrator at OVparks.

**15. ITEMS FOR NEXT AGENDA**

None discussed.

**16. CLOSED SESSION**

Closed Session pursuant to Government Code Section 54957 Public Employee Performance Evaluation: District Administrator

**17. RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION**

Director Stickney resumed public session. Public Employee Performance Evaluation of the District Administrator Foell was conducted with positive feedback.

**18. ADJOURNMENT**

**MOTION #11**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:04 p.m. On a motion by Director Brunberg, seconded by Director Swenson, the adjournment was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes, voting Aye. There were no Nays or Abstentions.

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Mike Stickney, Chairperson



12/4/20

Terry Benedict  
9365 Central Avenue  
Orangevale, CA 95662

Mr. Benedict,

This letter is in response to your letters dated October 21, 2020 (4) and received October 23, 2020. All letters were in reference to the agenda and/or minutes pertaining to the Special Meeting of the Board of Directors on July 23, 2020.

1) "My question: Where is the agenda item; Select or Not Select A Candidate for District Administrator?"

Answer: It was not a specified agenda item. The special meeting was held to conduct interviews (in a Closed Session pursuant to Government Code section 54957), for the board to discuss the candidates and decide if they wished to extend an offer.

2) "My question: Where is the Boards first motion and where is the boards second motion to select a new District Administrator?"

Answer: Following the Special Meeting with a Closed Session, the board gave to District Administrator, Greg Foell.

3) "My question: Where is the Boards majority vote to select a new District Administrator?"

Answer: Same as answer #2 above.

4) "My question: Where is the Boards majority vote to authorize Chairman Michael Stickney to direct the current District Administrator, Greg Foell, to provide a conditional offer of employment to one (1) of the three (3) candidates interviewed by the Board?"

Answer: Same as answer #2 above.

Please contact me if you have any questions on this matter.

Sincerely,

A handwritten signature in cursive script that reads "Barry Ross".

Barry Ross  
District Administrator

6826 Hazel Avenue  
Orangevale, CA 95662  
916-988-4373  
OVparks.com



**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2020/2021**  
**NOVEMBER 2020**

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>1000</b>	<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
10111000	Salaries & Wages, Regular	890,000.00	56,833.12	306,977.79	583,022.21	66%
10112100	Salaries & Wages, Extra Help	390,000.00	13,469.48	118,630.96	271,369.04	70%
10112400	Salaries, Board members	12,000.00	500.00	4,400.00	7,600.00	63%
10121000	Retirement	240,000.00	18,105.07	96,129.53	143,870.47	60%
10122000	Social Security	100,000.00	5,374.45	32,685.80	67,314.20	67%
10123000	Group Insurance	265,000.00	20,734.04	103,670.20	161,329.80	61%
10124000	Worker's Comp. Ins	45,000.00		23,142.00	21,858.00	49%
10125000	Unemployment Insurance	25,000.00	108.72	3,000.08	21,999.92	88%
10128000	Health Care/Retirees	0.00		-	0.00	#DIV/0!
	<i><b>SUB-TOTAL</b></i>	<b>1,967,000.00</b>	<b>115,124.88</b>	<b>688,636.36</b>	<b>1,278,363.64</b>	<b>65%</b>
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
20200500	Advertise/Legal Notices	1,500.00		2,063.52	(563.52)	-38%
20202100	Books/Periodicals/Subscrip	1,000.00	132.98	2,789.42	(1,789.42)	-179%
20202900	Business/Conference Expense	4,000.00		-	4,000.00	100%
20203500	Education/Training Serv.	5,000.00		-	5,000.00	100%
20203600	Education /Training Supplies	500.00		-	500.00	100%
20203700	Tuition Reimbursement	500.00		-	500.00	100%
20203800	Employee Recognition	2,000.00		276.03	1,723.97	86%
20203802	Recognition Items	500.00		-	500.00	100%
20203803	Recognition Events	500.00		-	500.00	100%
20203900	Employee Transportation	3,000.00	112.48	405.11	2,594.89	86%
20205100	Liability Insurance	86,000.00		42,620.00	43,380.00	50%
20205500	Rental Insurance	4,000.00		-	4,000.00	100%
20206100	Membership Dues	10,000.00	6,345.00	8,945.00	1,055.00	11%
20207600	Office Supplies	9,000.00	416.55	1,821.37	7,178.63	80%
20207602	Signs	500.00		-	500.00	100%
20207603	Keys	350.00		-	350.00	100%
20208100	Postal Services	7,500.00		247.85	7,252.15	97%
20208102	Stamps	3,000.00		165.00	2,835.00	95%
20208500	Printing Services	28,000.00		-	28,000.00	100%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20210400	Agricultural/Horticultural Supply	1,000.00		-	1,000.00	100%
20211200	Building Maint. Supplies	500.00		-	500.00	100%
20212200	Chemicals	500.00		-	500.00	100%
20213100	Electrical Maint. Service	400.00		-	400.00	100%
20213200	Electrical Maint. Supplies	500.00		-	500.00	100%
20214100	Land Improv. Maint. Services	500.00		-	500.00	100%
20214200	Land Improv. Maint. Supplies	500.00		-	500.00	100%
20215100	Mechanical System Maint. Ser	500.00		-	500.00	100%
20215200	Mechanical System Maint. Sup	500.00		-	500.00	100%
20216200	Painting Supplies	500.00		-	500.00	100%
20216700	Plumbing Maint. Service	400.00		-	400.00	100%

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
20216800	Plumbing Maint. Supplies	500.00		-	500.00	100%
20218100	Irrigation Services	500.00		-	500.00	100%
20218200	Irrigation Supplies	500.00		-	500.00	100%
20218500	Permit Charges	3,000.00		-	3,000.00	100%
20219100	Electricity	500.00		-	500.00	100%
20219200	Natural Gas / LPG/ Fuel Oil	500.00		-	500.00	100%
20219300	Refuse Collection / Disposal Service	500.00		-	500.00	100%
20219500	Sewage Disposal Service	500.00		-	500.00	100%
20219700	Telephone Service	15,000.00	1,032.93	5,141.79	9,858.21	66%
20219800	Water	1,000.00		-	1,000.00	100%
20219900	Telephone System Maint.	500.00		-	500.00	100%
20220500	Automotive Maint. Service	500.00		-	500.00	100%
20220600	Automotive Maint. Supplies	500.00		-	500.00	100%
20221200	Construction Equip Maint Sup	500.00		-	500.00	100%
20222600	Expendable Tools	500.00		-	500.00	100%
20223600	Fuel & Lubricants	500.00		-	500.00	100%
20226100	Office Equip Maint Service	1,000.00		-	1,000.00	100%
20226200	Office Equip Maint Supplies	5,000.00		722.88	4,277.12	86%
20227500	Rents/Leases Equipment	500.00		-	500.00	100%
20228100	Shop Equip Maint Service	500.00		-	500.00	100%
20228200	Shop Equip Maint Supplies	500.00		-	500.00	100%
20229100	Other Equip Maint Service	500.00		-	500.00	100%
20229200	Other Equip Maint Supplies	500.00		-	500.00	100%
20231400	Clothing/Personal Supplies	2,000.00	588.03	588.03	1,411.97	71%
20232100	Custodial Services	1,000.00		-	1,000.00	100%
20232200	Custodial Supplies	1,000.00		-	1,000.00	100%
20244300	Medical Services	200.00		231.31	(31.31)	-16%
20250500	Accounting Services	8,000.00		-	8,000.00	100%
20250700	Assessment/Collection Service	18,000.00		373.00	17,627.00	98%
20252500	Engineering Services	6,000.00		-	6,000.00	100%
20253100	Legal Services	20,000.00		(18,418.50)	38,418.50	192%
20256200	Transcribing Services	1,000.00		-	1,000.00	100%
20257100	Security Services	5,000.00		-	5,000.00	100%
20259100	Other Professional Services	22,000.00		1,812.50	20,187.50	92%
20259101	Computer Consultants	8,000.00	502.00	6,406.00	1,594.00	20%
20281201	PC Hardware	10,000.00		-	10,000.00	100%
20281202	PC Software	6,000.00	8.30	440.30	5,559.70	93%
20281203	PC Supplies	1,000.00		1,650.00	(650.00)	-65%
20281900	Elections	0.00		-	0.00	#DIV/0!
20285100	Recreational Services	170,000.00	5,287.35	19,828.60	150,171.40	88%
20285200	Recreational Supplies	35,000.00	1,490.30	4,590.30	30,409.70	87%
20289800	Other Operating Exp - Supplies	2,000.00		109.48	1,890.52	95%
20289900	Other Operating Exp - Services	2,000.00		400.00	1,600.00	80%
20291100	System Development Services	3,000.00		-	3,000.00	100%
20296200	GS Parking Charges	200.00	5.25	21.00	179.00	90%
	<b>SUB-TOTAL</b>	<b>528,550.00</b>	<b>15,921.17</b>	<b>83,229.99</b>	<b>445,320.01</b>	<b>84%</b>
<b>3000</b>	<b>OTHER CHARGES</b>					
30321000	Interest Expense	40,000.00		85,598.58	(45,598.58)	-114%
30322000	Bond/Loan Redemption	115,000.00	429.93	27,224.64	87,775.36	76%
30345000	Taxes/Licenses/Assess Trans	2,500.00		1,539.21	960.79	38%

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
	<b>SUB-TOTAL</b>	<b>157,500.00</b>	<b>429.93</b>	<b>114,362.43</b>	<b>43,137.57</b>	<b>27%</b>
<b>4000</b>	<b>FIXED ASSETS</b>					
41410100	Land	0.00		-	0.00	
42420200	Struc. & Improvements	70,000.00	(165.29)	47,724.65	22,275.35	32%
43430300	Vehicles/Equipment	30,000.00		-	30,000.00	100%
	<b>SUB-TOTAL</b>	<b>100,000.00</b>	<b>(165.29)</b>	<b>47,724.65</b>	<b>52,275.35</b>	<b>52%</b>
<b>5000</b>	<b>INTERFUND CHARGES</b>					
50557100	Fingerprinting Service	4,000.00	128.00	501.00	3,499.00	87%
	<b>SUB-TOTAL</b>	<b>4,000.00</b>	<b>128.00</b>	<b>501.00</b>	<b>3,499.00</b>	<b>87%</b>
79790100	<i>Contingency Appropriations</i>	0.00		-	0.00	0%
	<i>Deposit into Reserves</i>	0.00		-	0.00	0%
	<b>GRAND TOTAL</b>	<b>2,757,050.00</b>	<b>131,438.69</b>	<b>934,454.43</b>	<b>1,822,595.57</b>	<b>66%</b>

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND  
REVENUE STATEMENT  
FISCAL YEAR 2020/2021  
NOVEMBER 2020**

Account	Revenue Account	2020/2021 Budgeted Revenue	Realized This Period	Collection YTD Balance	YTD Uncollected Balance	% Collected
91910100	Prop. Taxes - Current Secured	1,400,000		0.03	1,399,999.97	0.00%
91910200	Prop. Taxes - Current Unsecured	45,000		-0.15	45,000.15	0.00%
91910300	Supplemental Taxes Current	20,000		0.00	20,000.00	0.00%
91910400	Prop. Taxes Sec. Delinquent	10,000		0.00	10,000.00	0.00%
91910500	Prop. Taxes Supp. Delinq.	500		0.00	500.00	0.00%
91910600	Unitary Current Secured	12,000		0.00	12,000.00	0.00%
91910800	Prior Year Supple-Delinq	-		0.00	0.00	
91910900	Education Rev. Augment. Fund	-		0.00	0.00	
91911000	Prop. Tax - Sec. Delinq. Roll	-		0.00	0.00	
91912000	Prop. Tax - Sec. Redemption	-		0.00	0.00	
91913000	Prop. Tax Prior - Unsecured	1,000		0.00	1,000.00	0.00%
91914000	Penalty Costs - Prop. Tax	200		0.00	200.00	0.00%
91919900	Taxes - Other	-		0.00	0.00	
	<b>SUB-TOTAL TAXES 9100</b>	<b>1,488,700</b>	<b>0.00</b>	<b>-0.12</b>	<b>1,488,700.12</b>	<b>0.00%</b>
94941000	Interest Income	14,000		324.00	13,676.00	2.31%
94942900	Building Rental Other	60,000	4,745.06	21,807.01	38,192.99	36.35%
94943900	Cell Tower Leases	29,600	3,861.60	29,308.00	292.00	99.01%
94944800	Rec.Concessions Final 9	15,000	5,215.77	6,865.77	8,134.23	45.77%
94945900	Other Vending Devices	-		0.00	0.00	#DIV/0!
94949000	Concessions - Other	-		0.00	0.00	
95952200	Homeowner Prop. Tax Relief	15,000		0.00	15,000.00	0.00%
95952900	In-Lieu Taxes	100,000		0.00	100,000.00	0.00%
95956900	State Aid - Other Misc. Programs	-		0.00	0.00	
96963313	Miscellaneous Fees	1,000	868.08	1,751.10	-751.10	175.11%
96964600	Recreation Service Charges	400,000	9,985.92	112,140.39	287,859.61	28.04%
96969700	Security Services	2,000		0.00	2,000.00	0.00%
96969903	Sponsorships/Scholarships	-		0.00	0.00	
97973000	Donations & Contributions	-	500.00	700.00	-700.00	
97973200	Recreation Contributions	-		0.00	0.00	
97973300	Orangevale Clubs	-		0.00	0.00	
97974000	Insurance Proceeds	2,500		0.00	2,500.00	0.00%
97979000	Revenue - Other	500		95.71	404.29	19.1%
	<b>SUB-TOTAL OTHER MISC. INCOME</b>	<b>639,600</b>	<b>25,176.43</b>	<b>172,991.98</b>	<b>466,608.02</b>	<b>27.05%</b>
	<b>TOTAL BUDGET AMOUNT</b>	<b>2,128,300</b>	<b>25,176.43</b>	<b>172,991.86</b>	<b>1,955,308.14</b>	<b>8.13%</b>



OLLAD EXPENDITURES  
FOR THE MONTH ENDING  
NOVEMBER 30, 2020

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1906485234	20203500	US BANK NATIONAL ASSOCIAT	Education/Training Services	170.00
1906483656	20207603	CSLS INC	Keys	820.65
1906486724	20207603	AMERICAN RIVER ACE HARDWA	Keys	57.45
1906485234	20207603	US BANK NATIONAL ASSOCIAT	Keys	6.45
				<b>884.55</b>
1906485234	20210400	US BANK NATIONAL ASSOCIAT	Agriculture/Horticulture Supply	523.20
1906483691	20211200	FERGUSON ENTERPRISES INC	Building Maintenance Supply Material	277.82
1906486724	20211200	AMERICAN RIVER ACE HARDWA	Building Maintenance Supply Material	10.75
				<b>288.57</b>
1906486724	20214200	AMERICAN RIVER ACE HARDWA	Land Improvement Maintenance Supplies	19.66
1906486817	20214200	DOGPOOPBAGS COM LLC	Land Improvement Maintenance Supplies	600.00
1906486817	20214200	DOGPOOPBAGS COM LLC	TAX ACCRUAL	46.50
1906485234	20214200	US BANK NATIONAL ASSOCIAT	Land Improvement Maintenance Supplies	126.70
1906485234	20214200	US BANK NATIONAL ASSOCIAT	TAX ACCRUAL	3.96
				<b>796.82</b>
1906486724	20216200	AMERICAN RIVER ACE HARDWA	Painting Supplies	263.36
1906483634	20216800	HOME DEPOT USA INC	Plumbing Maintenance Supplies	183.14
1906486724	20216800	AMERICAN RIVER ACE HARDWA	Plumbing Maintenance Supplies	27.98
				<b>211.12</b>
1906486767	20218200	SITEONE LANDSCAPE SUPPLY	Irrigation Supplies	2,044.63
1906483593	20219200	PACIFIC GAS AND ELECTRIC	Natural Gas/LPG/Fuel Oil	393.29
1906491658	20219300	ALLIED WASTE SERVICES OF	Refuse Collection/Disposal Service	2,710.10
1906491692	20219300	ALLIED WASTE SERVICES OF	Refuse Collection/Disposal Service	1,586.62
				<b>4,296.72</b>
1906491643	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	616.52
1906485234	20219800	US BANK NATIONAL ASSOCIAT	Water	55.11
1906491651	20219800	ORANGE VALE WATER COMPANY	Water	4,542.76
				<b>4,597.87</b>
1906486769	20220600	GENERAL PARTS DISTRIBUTIO	Auto Maintenance Supplies	198.71
1906486730	20223600	FLEETCOR TECHNOLOGIES	Fuel/Lubricants	754.64
1906486779	20228200	GOLD COUNTRY TRACTOR INC	Shop Equipment Maintenance Supply	672.90
1906486779	20228200	GOLD COUNTRY TRACTOR INC	TAX ACCRUAL	6.66
				<b>679.56</b>
1906486929	20231400	UNIFIRST CORPORATION	Clothing/Personal Supplies	94.20
1906483634	20232200	HOME DEPOT USA INC	Custodial Supplies	303.67
1906483697	20232200	BURKETTS OFFICE SUPPLY IN	Custodial Supplies	374.04
1906486724	20232200	AMERICAN RIVER ACE HARDWA	Custodial Supplies	72.15
1906486929	20232200	UNIFIRST CORPORATION	Custodial Supplies	84.51
1906485234	20232200	US BANK NATIONAL ASSOCIAT	Custodial Supplies	4.27
				<b>838.64</b>
1906483689	20257100	FULTON-EL CAMINO REC & PA	Security Services	1,300.00



**ORANGEVALE RECREATION AND PARK DISTRICT - OLLAD ASSESSMENT**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2020/2021**  
**NOVEMBER 2020**

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
20203500	Education/Training Service	3,000.00	170.00	366.16	2,633.84	88%
20206100	Membership Dues	1,000.00		-	1,000.00	100%
20207600	Office Supplies	500.00		-	500.00	100%
20207602	Signs	1,000.00		-	1,000.00	100%
20207603	Keys	1,500.00	884.55	1,029.55	470.45	31%
20210300	Agricultural/Horticultural Service	12,000.00		1,387.50	10,612.50	88%
20210400	Agricultural/Horticultural Supply	15,000.00	523.20	954.31	14,045.69	94%
20211200	Building Maint. Supplies	10,000.00	288.57	395.00	9,605.00	96%
20212200	Chemicals	35,000.00		14,418.76	20,581.24	59%
20213100	Electrical Maint. Service	6,000.00		262.50	5,737.50	96%
20213200	Electrical Maint. Supplies	2,000.00		134.56	1,865.44	93%
20214100	Land Improv. Maint. Service	48,000.00		3,450.00	44,550.00	93%
20214200	Land Improv. Maint. Supplies	35,000.00	796.82	2,883.48	32,116.52	92%
20215100	Mechanical System Maint. Ser	10,000.00		886.50	9,113.50	91%
20215200	Mechanical System Maint. Sup	3,000.00		597.36	2,402.64	80%
20216200	Painting Supplies	1,500.00	263.36	592.92	907.08	60%
20216700	Plumbing Maint. Service	1,000.00		250.00	750.00	75%
20216800	Plumbing Maint. Supplies	4,000.00	211.12	661.90	3,338.10	83%
20218100	Irrigation Service	2,000.00		-	2,000.00	100%
20218200	Irrigation Supplies	18,000.00	2,044.63	8,652.03	9,347.97	52%
20218500	Permit Charges	2,000.00		1,996.00	4.00	0%
20219100	Electricity	82,000.00		28,050.67	53,949.33	66%
20219200	Natural Gas / LPG/ Fuel Oil	30,000.00	393.29	1,811.48	28,188.52	94%
20219300	Refuse Collection / Disposal Service	24,000.00	4,296.72	6,510.82	17,489.18	73%
20219500	Sewage Disposal Service	14,000.00	616.52	3,213.68	10,786.32	77%
20219700	Telephone System	3,000.00		-	3,000.00	100%
20219800	Water	53,000.00	4,597.87	35,954.11	17,045.89	32%
20219900	Telephone System Maintenance	3,000.00		1,332.00	1,668.00	56%
20220500	Auto Maintenance Service	6,000.00		427.75	5,572.25	93%
20220600	Auto Maintenance Supplies	6,000.00	198.71	1,974.95	4,025.05	67%
20221200	Construction Equip. Maint. Sup.	500.00		-	500.00	100%
20222600	Expendable Tools	4,000.00		500.42	3,499.58	87%
20223600	Fuel & Lubricants	18,000.00	754.64	3,882.78	14,117.22	78%
20227500	Rent/Lease Equipment	5,000.00		40.70	4,959.30	99%
20228100	Shop Equip. Maint. Service	2,000.00		-	2,000.00	100%
20228200	Shop Equip. Maint. Supplies	7,000.00	679.56	2,181.21	4,818.79	69%
20229100	Other Equip. Maint. Service	2,500.00		-	2,500.00	100%
20229200	Other Equip. Maint. Supplies	4,000.00		-	4,000.00	100%
20231400	Clothing/Personal Supplies	4,000.00	94.20	790.28	3,209.72	80%
20232100	Custodial Service	0.00		-	0.00	#DIV/0!
20232200	Custodial Supplies	20,000.00	838.64	6,884.02	13,115.98	66%
20250500	Accounting Services	3,000.00		-	3,000.00	100%
20252500	Engineering Services	15,000.00		7,796.68	7,203.32	48%
20253100	Legal Services	10,000.00		-	10,000.00	100%
20257100	Security Services	20,000.00	1,300.00	7,210.00	12,790.00	64%
20259100	Other Professional Services	38,000.00	1,986.50	6,950.41	31,049.59	82%
20289800	Other Operating Expenses Sup.	3,500.00		21.54	3,478.46	99%
	<b>SUB-TOTAL</b>	<b>589,000.00</b>	<b>20,938.90</b>	<b>154,452.03</b>	<b>434,547.97</b>	<b>74%</b>

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>3000</b>	<b>OTHER CHARGES</b>					
30321000	Interest Expense	0.00		-	0.00	0%
30322000	Bond/Loan Redemption	0.00		-	0.00	0%
30345000	Taxes/Licenses/Assess Trans	1,300.00		681.57	618.43	48%
	<b>SUB-TOTAL</b>	<b>1,300.00</b>	<b>-</b>	<b>681.57</b>	<b>618.43</b>	<b>48%</b>
<b>4000</b>	<b>FIXED ASSETS</b>					
42420200	Struc. & Improvements	140,000.00	33,154.24	33,154.24	106,845.76	0%
43430300	Equipment	75,000.00		-	75,000.00	0%
	<b>SUB-TOTAL</b>	<b>215,000.00</b>	<b>33,154.24</b>	<b>33,154.24</b>	<b>181,845.76</b>	<b>0%</b>
	<b>GRAND TOTAL</b>	<b>805,300.00</b>	<b>54,093.14</b>	<b>188,287.84</b>	<b>617,012.16</b>	<b>77%</b>



**ORANGEVALE RECREATION AND PARK DISTRICT - KENENTH GROVE ASSESSMENT**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2020/2021**  
**NOVEMBER 2020**

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
20200500	Advertise/Legal Notices	500.00		-	500.00	100%
20207600	Office Supplies	100.00		-	100.00	100%
20207602	Signs	48.00		-	48.00	100%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20219800	Water	800.00	39.30	196.06	603.94	75%
20223600	Fuel & Lubricants	600.00	122.85	632.08	(32.08)	-5%
20250500	Accounting Services	500.00		-	500.00	100%
20252500	Engineering Services	1,000.00		2,241.00	(1,241.00)	-124%
20253100	Legal Services	100.00		-	100.00	100%
20256200	Transcribing Services	150.00		-	150.00	100%
20259100	Other Professional Services	500.00		-	500.00	100%
20289900	Other Operating Exp - Services	300.00		-	300.00	100%
20291500	COMPASS Costs	300.00		-	300.00	100%
20296200	GS Parking Charges	30.00		-	30.00	100%
	<b>SUB-TOTAL</b>	<b>5,428.00</b>	<b>162.15</b>	<b>3,069.14</b>	<b>2,358.86</b>	<b>43%</b>
<b>4000</b>	<b>FIXED ASSETS</b>					
42420200	Struc. & Improvements	0.00		-	0.00	0%
	<b>SUB-TOTAL</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0%</b>
	<b>GRAND TOTAL</b>	<b>5,428.00</b>	<b>162.15</b>	<b>3,069.14</b>	<b>2,358.86</b>	<b>43%</b>



# STAFF REPORT



DATE: 12-10-20

TO: Board of Directors

FROM: Barry Ross, District Administrator

SUBJECT: **MONTHLY ACTIVITY REPORT – NOVEMBER 2020**

## ADMINISTRATION

- Administrator Ross participated in a CARPD Roundtable over Zoom with District Administrators throughout the state on November 30. Topics included Covid-19 restrictions on programs, events, facilities, and staff holiday/recognition plans.
- Administrator Ross participated in a tour of most District parks with Administrator Foell and Superintendent Oropeza on December 1.
- On December 2, Administrator Foell was surprised with a resolution presentation by Matt Hedges, the Chief of Staff for Supervisor Sue Frost.
- Administrator Ross participated in a County Administrators Zoom meeting on Dec. 3 to primarily discuss Covid-19 impacts to the Recreation & Park industry. The Sacramento County Office of Emergency Services also participated as they are seeking facilities that can be used as warming centers during the winter months, primarily in the unincorporated regions of the County.





**RECREATION**

November	Enrollment	Attendance	Gross Revenue
<b>Classes</b>			
Aikido	5		\$572.00
Baseball Skills	20		\$1,664.00
Basic Horsemanship	12		\$1,965.00
Beginning Tennis	11		\$903.00
Gymnastics - KinderGym	1		\$49.00
Intermediate Tennis	12		\$990.00
Internet Drivers Education	2		\$62.00
Karate - Preschool	3		\$381.00
Karate - Sa Shotokan	1		\$172.00
Pediatric CPR & First Aid	2		\$164.00
Tai-Chi Chuan	8		\$342.00
Track & Field Clinic	15		\$1,239.00
TwirlSport Tumbling	7		\$300.00
<b>Classes Sub Total</b>	<b>99</b>	<b>0</b>	<b>\$8,803.00</b>
<b>Day Camps</b>			
OVparks Day Camp 7	7		\$1,529.00
OVparks Day Camp 8	7		\$1,649.00
<b>Day Camps Sub Total</b>	<b>14</b>	<b>0</b>	<b>\$3,178.00</b>
<b>Events</b>			
Kids Night Out	8		\$212.00
<b>Events Sub Total</b>	<b>8</b>		<b>\$212.00</b>
<b>Preschool</b>			
Kinder Kidz	10		\$2,930.00
Orangelossoms	10		\$2,430.00
<b>Preschool Sub Total</b>	<b>20</b>		<b>\$5,360.00</b>
<b>GRAND TOTAL</b>	<b>141</b>	<b>0</b>	<b>\$ 17,553.00</b>

**November Gross Revenue Recap** – November OTC (over-the-counter) revenue for combined recreation and facility rentals ended at \$14,397 which is \$2,397 over the projected amount. November recreation revenue came in at \$9,968 (\$32 under projections) and facility revenue in came in at 4,429 (\$2,429 above projections). *Please note the revenue referenced here includes prepayments for future programs while the revenue figures listed in the chart on the previous page represent revenue attributed to programs occurring in November.*

**November Highlights**

- We started a baseball skills clinic which had an impressive enrollment of 20 people. The program was created to maintain social distancing but still work on the baseball fundamentals.
- Basic horsemanship has been doing well. There were 12 people enrolled up for this class.
- We have been working with Almond Heights to help us stay in contact with our seniors. For the fall we sent out 85+ mailers that included two fall themed handmade bookmarks,

pages of word searches, and a personal letter from OVparks.

Don't forget the Virutual Tree Lighting Friday December 11 at 6pm

The tree is decorated and the ornaments are coming in and going up.



## **PARKS**

### **Park Infrastructure**

#### **All Parks**

- Staff continues to do monthly playground inspections and make repairs on site if necessary.
- Staff continues to do basic maintenance to all parks.
- Staff continues to take care of the pool maintenance.
- Staff replaced a drain plug clamp to one of the pool's sand filter tanks due to a leak.

#### **Mechanics**

- Staff continues to handle mower maintenance and small engine maintenance repairs.
- Staff replaced the blades to the chipper and installed a new belt.
- Staff replaced the temperature sensor to Kubota mower.

#### **Park Irrigation**

- All irrigation systems are off during this season.

#### **Park Grounds**

##### **All Parks**

- Staff pruned all trees at Almond parking lot.
- Staff pruned all trees at Coleman Park (South and West fence line).
- Staff has been blowing and mulching leaves in all parks.

#### **Other Reports**

- Staff worked four days with Sacramento Regional Conservation Core on fire prevention priorities along the Filbert Ave. nature area of Orangevale Community Park. Several downed branches and trees were cut and chipped. Also, three large trees were removed from the northwest corner of the Horse Arena and near hole #8 of the Disk Golf Course.
- Staff helped accommodate **Cut In Edge** painting company who painted all buildings at Orangevale Community Center Park. The project has been completed.

- Staff decorated the Christmas tree at Orangevale Community Center Park. We thank *Easy Stump* tree company for donating the tree truck lift to allow us to get this job done more effectively and efficiently.
- Staff worked with volunteers and painted all concrete tables in the park, except for the ones that have a protective coating.

**Fulton-El Camino Park District Police Department**  
**Monthly activity report for: Orangevale Recreation and Park District**  
**Monthly activity report for: Orangevale Recreation and Park District**  
**Reporting Period: 2020-11-01 to 2020-11-30**

**Almond Park**  
 No issues to report

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**Norma Hamlin Park**  
 No issues to report

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**Off Property**

Notice To Appear Issued

1) Date/Time: 2020-11-07 20:42

Violation 1: 16028(a) CVC No Insurance, Severity: Inf

Violation 2: 12500(a) CVC Unlicensed Driver, Severity: Mis

Violation 3: 4000(a) CVC No current registration, Severity: Inf

Violation 4: 5200(a) CVC Two license Plates Required, Severity: Inf

2) Date/Time: 2020-11-22 20:22

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

Violation 2: 24603(e) CVC Rear Brake Lights, Severity: Inf

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

Violation 4: 4000(a) CVC No current registration, Severity: Inf

D.U.I Arrests

1) Date/Time: 2020-11-05 14:23

DUI Type: Alcohol B.A.C: NA

Warrant Arrests

1) Date/Time: 2020-11-27 20:42

Severity: Mis

Warrant Amount: no bail

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**OV Community Center**

Parking Citations Issued

1) Date/Time: 2020-11-11 17:00

V1: 4000(a) CVC No current registration

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**OV Community Park**

No issues to report

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**OV Community Park (Disc Golf)**

Parking Citations Issued

1) Date/Time: 2020-11-01 14:12

V1: 4000(a) CVC No current registration

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**Palisades Park**

No issues to report

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**Pecan Park**

Parking Citations Issued

1) Date/Time: 2020-11-11 16:33

V1: 4000(a) CVC No current registration

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**Sundance Nature Area**

Dispatched Calls For Service

1) Date/Time: 2020-11-18 11:54

Description: SUBA OUTBACK FULL OF TRASH, WINDOWS BLACKED OUT, DROVE THRU BLOCKED OFF AREA INTO THE PARK & INTO THE GREENBELT

Disposition: GOA

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**Youth Center Park**

Parking Citations Issued

1) Date/Time: 2020-11-08 16:51

V1: 4000(a) CVC No current registration

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

# STAFF REPORT



DATE: 12-10-20

TO: Board of Directors

FROM: Barry Ross, District Administrator

**SUBJECT: ELECTION OF OFFICERS FOR THE BOARD OF DIRECTORS FOR CALENDAR YEAR 2021**

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## **RECOMMENDATION**

The Board is to discuss, elect and finalize the Officers of the Board for calendar year 2021.

## **BACKGROUND**

The current Officers of the Board for calendar year 2020 are:

- Mike Stickney (Chairperson)
- Lisa Montes (Vice Chairperson)
- Erica Swenson (Secretary)

## **MOTION TO CONSIDER**

I move we approve the following Board Members as Officers of the Board for calendar year 2021:

- \_\_\_\_\_ (Chairperson)
- \_\_\_\_\_ (Vice Chairperson)
- \_\_\_\_\_ (Secretary)

# STAFF REPORT



DATE: 12-10-20

TO: Board of Directors

FROM: Barry Ross, District Administrator

SUBJECT: **DISCUSS COMMITTEE ASSIGNMENTS FOR THE BOARD OF DIRECTORS FOR CALENDAR YEAR 2021**

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## **RECOMMENDATION**

The Board is to discuss the committees they wish and intend to be on for calendar year 2021, with the goal to finalize committee assignments at the January 14 Board of Directors meeting.

## **BACKGROUND**

For calendar year 2020, the committee assignments are as follows:

<b>COMMITTEE</b>	<b>Member 1 (Chair)</b>	<b>Member 2</b>
Admin/Finance (Budget)	Sharon Brunberg	Mike Stickney
Maintenance/Operations	Mike Stickney	Erica Swenson
Recreation	Erica Swensen	Lisa Montes
Personnel/Policy	Sharon Brunberg	Lisa Montes
Planning	Manie Meraz	Mike Stickney
Government	Lisa Montes	Manie Meraz
Trails	Sharon Brunberg	Manie Meraz

# STAFF REPORT



DATE: 12-10-20

TO: Board of Directors

FROM: Barry Ross, District Administrator

**SUBJECT: APPROVE THE TEMPORARY/SEASONAL PART TIME SALARY SCALE FOR SCERS NON-ELIGIBLE EMPLOYEE CLASSIFICATION FOR CALENDAR YEAR 2021**

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## **RECOMMENDATION**

Approve the proposed temporary/seasonal part time salary scale for SCERS non-eligible employee classification for calendar year 2021.

## **BACKGROUND**

The State of California is increasing the minimum hourly wage from \$13.00 to \$14.00 on January 1, 2021. The current 2020 salary scale and the proposed 2021 scale have been provided. As the minimum wage has increased over the past five years, the hourly wage difference between part time and full time workers has decreased, causing compaction. In an effort to slow down the compaction, we propose to reduce the number of steps for these part time positions. The State is to raise the minimum wage to \$15, which is scheduled to be reached on January 1, 2022. We may want to reduce the number of steps again next year. The expectation is for the minimum wage to remain at \$15 for multiple years. At that time we can consider adding additional steps to the salary scale.

## **MOTION TO CONSIDER**

I move we approve the proposed temporary/seasonal part time salary scale for SCERS non-eligible employee classification for calendar year 2021.

**Orangevale RPD**  
**SCERS Non-Eligible Employee Classification**  
**2021 Temporary/Seasonal PT Salary Scale (DRAFT)**

Position	Step A
Rec Leader I / Office Assistant I / Lifeguard I / Swim Team Assistant I	\$14.00

Position	Step A	Step B
Rec Leader II / Office Assistant II / Finance Clerk I / Sr. Lifeguard / Swim Instructor / Swim Team Assistant II / Facility Host I / Seasonal Maintenance Worker I	\$14.25	\$14.50

Position	Step A	Step B
Senior Rec Leader / Office Assistant III / Finance Clerk II / Assistant Pool Manager / Assistant Swim Team Coach / Facility Host II / Seasonal Maintenance Worker II	\$14.75	\$15.00

Position	Step A	Step B	Step C
Recreation Specialist / Finance Clerk III / Pool Manager / Swim Team Coach / Rec Specialist-Pre School / Seasonal Maintenance Worker III	\$15.50	\$15.75	\$16.00

Position	Step A	Step B	Step C
Recreation Specialist II / Rec Specialist-Pre School II	\$17.00	\$17.50	\$18.00

**Note:** If any staff is currently earning an hourly rate above the top step on this scale, they would continue to earn that same rate in calendar year 2021.



**Orangevale RPD**  
**SCERS Non-Eligible Employee Classification**  
**2020 Temporary/Seasonal PT Salary Scale**

Position	Step A	Step B	Step C
Rec Leader I / Office Assistant I / Lifeguard I / Swim Team Assistant I	\$13.00	\$13.25	\$13.50

Position	Step A	Step B	Step C
Rec Leader II / Office Assistant II / Finance Clerk I / Sr. Lifeguard / Swim Instructor / Swim Team Assistant II / Facility Host I / Seasonal Maintenance Worker I	\$13.50	\$13.75	\$14.00

Position	Step A	Step B	Step C	Step D
Senior Rec Leader / Office Assistant III / Finance Clerk II / Assistant Pool Manager / Assistant Swim Team Coach / Facility Host II / Seasonal Maintenance Worker II	\$14.00	\$14.25	\$14.50	\$14.75

Position	Step A	Step B	Step C	Step D
Recreation Specialist / Finance Clerk III / Pool Manager / Swim Team Coach / Rec Specialist-Pre School / Seasonal Maintenance Worker III	\$15.00	\$15.50	\$16.00	\$16.50

Position	Step A	Step B	Step C	Step D
Recreation Specialist II / Rec Specialist-Pre School II	\$17.00	\$17.50	\$18.00	\$18.50