

**ORANGEVALE RECREATION & PARK DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING
THURSDAY, JANUARY 31, 2019**

**CLOSED SESSION 6:00 PM
SPECIAL MEETING 6:30 PM
LOCATION:
6826 Hazel Ave.
Orangevale, CA 95662**

CLOSED SESSION – 6:00 PM

- 1. CALL TO ORDER**
- 2. ROLL**
- 3. CLOSED SESSION**
 - a. Closed Session pursuant to Government Code Section 54956.9
Conference with legal counsel – Significant exposure to litigation pursuant to paragraph (2) of subdivision (b) of Government Code Section 54956.9: One potential case
- 4. RESUME PUBLIC SESSION & ANNOUNCE ACTIONS FROM CLOSED SESSION**

SPECIAL MEETING – 6:30 PM

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.

- 5. CALL TO ORDER**
- 6. ROLL**
- 7. PLEDGE OF ALLEGIANCE**
- 8. APPROVAL OF AGENDA**
- 9. 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.
- 10. MINUTES**
- 11. CORRESPONDENCE**
- 12. 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.
- 12.1 CONSENT MATTERS GENERAL FUND**
 - a. Ratification of Claims for December 2018 (pg 1-2)
 - b. Budget Status Report for December 2018 (pg 3-5)
 - c. Revenue Report for December 2018 (pg 6)

12.2 OLLAD CONSENT MATTERS

- a. Ratification of Claims for December 2018 (pg 7-8)
- b. Budget Status Report for December 2018 (pg 9)

12.3 KENNETH GROVE CONSENT MATTERS

- a. Ratification of Claims for December 2018 (pg 10)
- b. Budget Status Report for December 2018 (pg 11)

13. NON-CONSENT MATTERS GENERAL FUND

- a. Ratification of Claims for December 2018 (pg 12)

14. 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

15. ADMINISTRATOR'S REPORT

- a. Report on Electric Greenway Trail Public Meeting on January 8, 2019 (verbal)
- b. County of Sacramento - Hazel Avenue Sidewalk Project Update (verbal)

16. UNFINISHED BUSINESS

17. NEW BUSINESS

- a. Discussion Regarding Alternative Financing Options for Implementation of the District's Capital Improvement Plan (presentation)
- b. Discussion and Possible Approval of the Purchase of the Sacramento Metropolitan Fire District Property at 5148 Main Avenue (pg 13-16)

18. DIRECTOR'S AND STAFF'S COMMENTS

19. ITEMS FOR NEXT AGENDA

20. 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

Manie Meraz

Mike Stickney

Sharon Brunberg

Lisa Montes

Erica Swenson

GENERAL FUND EXPENDITURES
FOR THE MONTH ENDING
DECEMBER 31, 2018

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1300695345	10124000	CAPRI REBATE	Worker's Comp	-8,122.00
1906087192	20202100	US BANK CORPORATE PAYMENT	Books/Periodical/Subscriptions	244.39
1906087192 70	20203500	US BANK CORPORATE PAYMENT	Education/Training Service	100.00
1906087192	20203800	US BANK CORPORATE PAYMENT	Employee Recognition	70.71
1906072413	20203900	ANDREW MARYATT	Employee Transportation	88.50
1906074134	20203900	JENNIFER VON AESCH	Employee Transportation	84.91
1906083391	20203900	SUSAN MYREN	Employee Transportation	75.97
1906083394	20203900	ANNE-METTE VEILSTRUP	Employee Transportation	12.32
1906083399	20203900	EMILY ROMINE	Employee Transportation	7.09
1906083402	20203900	CHELSEA MCADAM	Employee Transportation	8.50
				277.29
1906072407	20207600	BURKETT'S OFFICE SUPPLY	Office Supplies	203.73
1906083389	20207600	JENNIFER VON AESCH	Office Supplies	44.79
				248.52
1906087192	20208102	US BANK CORPORATE PAYMENT	Stamps	210.00
1300695345	20208102	STAMPS	Stamps	-2.00
				208.00
1906073914	20219700	AT&T	Telephone Service	22.08
1906073917	20219700	SPRINT P C S	Telephone Service	46.01
1906080429	20219700	COMCAST	Telephone Service	624.76
109604587	20219700	AT&T	Telephone Service	18.96
1906083362	20219700	AT&T	Telephone Service	19.00
				730.81
1906079622	20226200	JJR ENTERPRISES INC	Office Equipment Maintenance Supply	143.75
1906072407	20232200	BURKETT'S OFFICE SUPPLY	Custodial Supplies	2,078.04
1906067520	20253100	DAVID MCMURCHIE	Legal Services	185.50
1906067523	20253100	DAVID MCMURCHIE	Legal Services	7,977.00
				8,162.50
1906079601	20256200	DESIREE BROWN	Transcribing Service	150.00
1906085997	20257100	TIN STAR SECURITY CO	Security Service	143.75
1906079413	20259101	REDCORT SOFTWARE INC	Computer Consultants	165.00
1906079607	20259101	ROBERT PORTER	Computer Consultants	500.00
				665.00
1906079607	20281202	ROBERT PORTER	Software	170.00
1906085977	20281900	COUNTY OF SACRAMENTO	Elections	2,008.00
1906072400	20285100	TERRY MASTEN	Recreational Services	96.00
1906074070	20285100	KORI SCOTT	Recreational Services	420.00
1906074075	20285100	FRESHI FILMS LLC	Recreational Services	34.30
1906074074	20285100	STEVEN MIRANDA	Recreational Services	942.50
1906074078	20285100	ADRIAAN JANSEN VAN VUUREN	Recreational Services	1,290.25
1906074079	20285100	ALISON LLOYD	Recreational Services	198.00
1906079401	20285100	CLINT LEMAY	Recreational Services	338.00
1906079407	20285100	ALL-AROUND KIDS INC	Recreational Services	576.80
1906079408	20285100	HOLLY COVALT HOLT	Recreational Services	201.60

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2018/2019
DECEMBER 2018**

Account Number	Expenditure Account	Budgeted 2018/2019	Current Expenditure	Expenditures to Date	Funds Available	% Left
1000	SALARIES & EMPLOYEE BENEFITS					
10111000	Salaries & Wages, Regular	835,000.00	52,920.20	349,085.07	485,914.93	58%
10112100	Salaries & Wages, Extra Help	390,000.00	11,182.02	195,851.72	194,148.28	50%
10112400	Salaries, Board members	12,000.00	500.00	3,400.00	8,600.00	72%
10121000	Retirement	210,000.00	12,578.10	85,029.24	124,970.76	60%
10122000	Social Security	90,000.00	4,810.71	41,148.66	48,851.34	54%
10123000	Group Insurance	235,000.00	16,992.10	101,353.50	133,646.50	57%
10124000	Worker's Comp. Ins	60,000.00	(8,122.00)	7,600.50	52,399.50	87%
10125000	Unemployment Insurance	25,000.00	347.75	8,412.97	16,587.03	66%
10128000	Health Care/Retirees	0.00		-	0.00	#DIV/0!
	<i>SUB-TOTAL</i>	1,857,000.00	91,208.88	791,881.66	1,065,118.34	57%
2000	SERVICES & SUPPLIES					
20200500	Advertise/Legal Notices	1,500.00	300.00	2,279.58	(779.58)	-52%
20202100	Books/Periodicals/Subscrip	750.00	244.39	660.31	89.69	12%
20202900	Business/Conference Expense	5,000.00		3,862.48	1,137.52	23%
20203500	Education/Training Serv.	3,500.00	100.00	1,700.00	1,800.00	51%
20203600	Education /Training Supplies	1,000.00		-	1,000.00	100%
20203700	Tuition Reimbursement	2,000.00		-	2,000.00	100%
20203800	Employee Recognition	2,000.00	70.71	70.71	1,929.29	96%
20203802	Recognition Items	500.00		-	500.00	100%
20203803	Recognition Events	500.00		-	500.00	100%
20203900	Employee Transportation	3,000.00	277.29	973.43	2,026.57	68%
20205100	Liability Insurance	43,000.00		23,554.00	19,446.00	45%
20205500	Rental Insurance	4,000.00		600.90	3,399.10	85%
20206100	Membership Dues	8,000.00		7,365.00	635.00	8%
20207600	Office Supplies	9,000.00	248.52	1,960.69	7,039.31	78%
20207602	Signs	500.00		-	500.00	100%
20207603	Keys	350.00		-	350.00	100%
20208100	Postal Services	6,500.00		4,296.92	2,203.08	34%
20208102	Stamps	3,000.00	208.00	504.40	2,495.60	83%
20208500	Printing Services	28,000.00		4,517.80	23,482.20	84%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20210400	Agricultural/Horticultural Supply	1,000.00		-	1,000.00	100%
20211200	Building Maint. Supplies	1,000.00		528.00	472.00	47%
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%
20216800	Plumbing Maint. Supplies	1,000.00		-	1,000.00	100%

Account Number	Expenditure Account	Budgeted 2018/2019	Current Expenditure	Expenditures to Date	Funds Available	% Left
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	730.81	4,159.45	10,840.55	72%
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	143.75	758.59	4,241.41	85%
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		-	2,000.00	100%
20232100	Custodial Services	1,000.00		-	1,000.00	100%
20232200	Custodial Supplies	1,000.00	2,078.04	2,253.95	(1,253.95)	-125%
20244300	Medical Services	200.00		310.47	(110.47)	-55%
20250500	Accounting Services	8,000.00		-	8,000.00	100%
20250700	Assessment/Collection Service	18,000.00		-	18,000.00	100%
20252500	Engineering Services	6,000.00		1,935.00	4,065.00	68%
20253100	Legal Services	15,000.00	8,162.50	9,321.00	5,679.00	38%
20256200	Transcribing Services	1,000.00	150.00	656.00	344.00	34%
20257100	Security Services	5,000.00	143.75	1,492.50	3,507.50	70%
20259100	Other Professional Services	10,000.00		20,274.14	(10,274.14)	-103%
20259101	Computer Consultants	6,000.00	665.00	3,165.00	2,835.00	47%
20281201	PC Hardware	10,000.00		4,576.39	5,423.61	54%
20281202	PC Software	6,000.00	170.00	901.10	5,098.90	85%
20281203	PC Supplies	1,000.00		291.60	708.40	71%
20281900	Elections	0.00	2,008.00	2,008.00	(2,008.00)	#DIV/0!
20285100	Recreational Services	180,000.00	11,999.45	77,564.42	102,435.58	57%
20285200	Recreational Supplies	40,000.00	1,048.83	16,067.00	23,933.00	60%
20289800	Other Operating Exp - Supplies	2,000.00	54.02	(388.98)	2,388.98	119%
20289900	Other Operating Exp - Services	2,000.00		-	2,000.00	100%
20291100	System Development Services	3,000.00		-	3,000.00	100%
20296200	GS Parking Charges	200.00	15.75	57.75	142.25	71%
	SUB-TOTAL	480,800.00	28,818.81	198,277.60	282,522.40	59%
3000	OTHER CHARGES					
30321000	Interest Expense	14,000.00		13,498.34	501.66	4%
30322000	Bond/Loan Redemption	70,000.00	429.93	65,464.87	4,535.13	6%
30345000	Taxes/Licenses/Assess Trans	2,500.00		-	2,500.00	100%
	SUB-TOTAL	86,500.00	429.93	78,963.21	7,536.79	9%

Account Number	Expenditure Account	Budgeted 2018/2019	Current Expenditure	Expenditures to Date	Funds Available	% Left
4000	FIXED ASSETS					
41410100	Land	0.00		-	0.00	
42420200	Struc. & Improvements	270,000.00		-	270,000.00	100%
43430300	Vehicles/Equipment	0.00		-	0.00	#DIV/0!
	SUB-TOTAL	270,000.00	-	-	270,000.00	100%
5000	INTERFUND CHARGES					
50557100	Fingerprinting Service	4,000.00	77.00	1,002.00	2,998.00	75%
	SUB-TOTAL	4,000.00	77.00	1,002.00	2,998.00	75%
79790100	<i>Contingency Appropriations</i>	0.00		-	0.00	0%
	<i>Deposit into Reserves</i>	0.00		-	0.00	0%
	GRAND TOTAL	2,698,300.00	120,534.62	1,070,124.47	1,628,175.53	60%

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND
REVENUE STATEMENT
FISCAL YEAR 2018/2019
DECEMBER 2018**

Account Number	Revenue Account	2018/2019 Budgeted Revenue	Realized This Period	Collection YTD Balance	YTD Uncollected Balance	% Collected
91910100	Prop. Taxes - Current Secured	1,340,000		0.00	1,340,000.00	0.00%
91910200	Prop. Taxes - Current Unsecured	40,000		0.00	40,000.00	0.00%
91910300	Supplemental Taxes Current	10,000		0.00	10,000.00	0.00%
91910400	Prop. Taxes Sec. Delinquent	10,000	9,677.62	9,677.62	322.38	96.78%
91910500	Prop. Taxes Supp. Delinq.	500	1,907.71	1,907.71	-1,407.71	381.54%
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	
	<i>SUB-TOTAL TAXES 9100</i>	<i>1,413,700</i>	<i>11,585.33</i>	<i>11,585.33</i>	<i>1,402,114.67</i>	<i>0.82%</i>
94941000	Interest Income	4,000		772.00	3,228.00	19.30%
94942900	Building Rental Other	100,000	13,506.64	57,667.73	42,332.27	57.67%
94943900	Cell Tower Leases	19,600	5,223.56	15,670.68	3,929.32	79.95%
94944800	Rec.Concessions Final 9	17,000	1,050.00	8,496.81	8,503.19	49.98%
94945900	Other Vending Devices	2,000		0.00	2,000.00	0.00%
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	270,000		0.00	270,000.00	0.00%
95956900	State Aid - Other Misc. Programs	-		0.00	0.00	#DIV/0!
96963313	Miscellaneous Fees	1,000	945.31	1,891.49	-891.49	189.15%
96964600	Recreation Service Charges	485,000	9,571.15	197,301.72	287,698.28	40.68%
96969700	Security Services	2,500	486.79	2,901.99	-401.99	116.08%
96969903	Sponsorships/Scholarships	-		0.00	0.00	
97973000	Donations & Contributions	-	458.10	1,619.79	-1,619.79	
97973200	Recreation Contributions	-		0.00	0.00	
97973300	Orangevale Clubs	-		0.00	0.00	
97974000	Insurance Proceeds	2,500	231.45	843.10	1,656.90	33.72%
97979000	Revenue - Other	500	299.09	548.84	-48.84	109.77%
	<i>SUB-TOTAL OTHER MISC. INCOME</i>	<i>919,100</i>	<i>31,772.09</i>	<i>287,714.15</i>	<i>631,385.85</i>	<i>31.30%</i>
	<i>TOTAL BUDGET AMOUNT</i>	<i>2,332,800</i>	<i>43,357.42</i>	<i>299,299.48</i>	<i>2,033,500.52</i>	<i>12.83%</i>

OLLAD EXPENDITURES
FOR THE MONTH ENDING
DECEMBER 31, 2018

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1906085392	20203500	BRUCE EDWARDS	Education/Training	40.00
1906074064	20207600	INTERLINE BRANDS INC	Office Supplies	12.94
1906074062	20210300	NORTHERN CALIFORNIA INALL	Agriculture/Horticulture Service	525.00
1906079395	20210400	NIMBUS LANDSCAPING MATERI	Agriculture/Horticulture Supply	63.33
1906063941	20211200	AMERICAN RIVER ACE HARDWA	Building Maintenance Supply	90.62
1906073928	20211200	LOWES BUSINESS ACCOUNT	Building Maintenance Supply	44.38
1906080636	20211200	UNIFIRST CORPORATION	Building Maintenance Supply	176.31
				311.31
1906073929	20212200	AQUA SOURCE INC	Chemical Supplies	271.88
1906079369	20212200	AMERICAN RIVER ACE HARDWA	Chemical Supplies	107.97
1300695345	20212200	AQUA SOURCE INC	Chemicals	-446.67
				-66.82
1906063941	20214200	AMERICAN RIVER ACE HARDWA	Land Improvement Maintenance Supply	154.02
1906074063	20214200	INTERLINE BRANDS INC	Land Improvement Maintenance Supply	80.88
1906079390	20214200	SITEONE LANDSCAPE SUPPLY	Land Improvement Maintenance Supply	268.39
1906087192	20214200	US BANK CORPORATE PAYMENT	Land Improvement Maintenance Supply	535.31
1906087192	20214200	US BANK CORPORATE PAYMENT	TAX ACCRUAL	28.82
				1,067.42
1906087192	20216800	US BANK CORPORATE PAYMENT	Plumbing Maintenance Supply	128.94
1906087192	20216800	US BANK CORPORATE PAYMENT	TAX ACCRUAL	8.43
				137.37
1906063941	20218200	AMERICAN RIVER ACE HARDWA	Irrigation Supplies	8.61
1906073912	20219100	SMUD	Electricity	5,873.92
1906079385	20219200	PACIFIC GAS AND ELECTRIC	Natural Gas/ LPG/Fuel Oil	6,867.82
1300695345	20219200	SIERRA MARLIN'S REIMBURSEMENT	Nat Gas/LPG/Fuel Oil	-2,807.70
				4,060.12
1906073927	20219300	ALLIED WASTE SERVICES OF	Refuse Collection/Disposal Service	1,883.58
1906072393	20219500	UNITED SITE SERVICES	Sewage Disposal Service	177.86
1906072391	20219500	UNITED SITE SERVICES	Sewage Disposal Service	177.86
1906073922	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	464.45
1906073924	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	377.48
1906085969	20219500	UNITED SITE SERVICES	Sewage Disposal Service	177.86
1906085966	20219500	UNITED SITE SERVICES	Sewage Disposal Service	177.86
				1,553.37
1906080434	20219800	SAN JUAN WATER DISTRICT	Water	336.86
1906083365	20219800	ORANGE VALE WATER COMPANY	Water	3,079.14
1906087192	20219800	US BANK CORPORATE PAYMENT	Water	35.53
				3,451.53
1906072328	20220600	CARQUEST	Auto Maintenance Supply	217.11
1906072328	20220600	CARQUEST	TAX ACCRUAL	0.50
1906073928	20220600	LOWES BUSINESS ACCOUNT	Auto Maintenance Supply	80.02
1906080440	20220600	CARQUEST	Auto Maintenance Supply	47.48
1906080440	20220600	CARQUEST	TAX ACCRUAL	0.11
				345.22

ORANGEVALE RECREATION AND PARK DISTRICT - OLLAD ASSESSMENT
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2018/2019
DECEMBER 2018

Account Number	Expenditure Account	Budgeted 2018/2019	Current Expenditure	Expenditures to Date	Funds Available	% Left
2000	SERVICES & SUPPLIES					
20207600	Office Supplies	500.00	12.94	12.94	487.06	97%
20207602	Signs	500.00		-	500.00	100%
20207603	Keys	2,000.00		2.69	1,997.31	100%
20206100	Membership Dues	1,000.00		150.00	850.00	85%
20210300	Agricultural/Horticultural Service	12,000.00	525.00	2,362.50	9,637.50	80%
20210400	Agricultural/Horticultural Supply	15,000.00	63.33	764.36	14,235.64	95%
20211200	Building Maint. Supplies	10,000.00	311.31	2,154.35	7,845.65	78%
20212200	Chemicals	30,000.00	(66.82)	12,108.86	17,891.14	60%
20213100	Electrical Maint. Service	6,000.00		9,463.64	(3,463.64)	-58%
20213200	Electrical Maint. Supplies	2,000.00		478.07	1,521.93	76%
20203500	Education/Training Service	3,000.00	40.00	40.00	2,960.00	99%
20214100	Land Improv. Maint. Service	20,000.00		-	20,000.00	100%
20214200	Land Improv. Maint. Supplies	46,000.00	1,067.42	7,798.75	38,201.25	83%
20215100	Mechanical System Maint. Ser	10,000.00		1,333.16	8,666.84	87%
20215200	Mechanical System Maint. Sup	3,000.00		906.70	2,093.30	70%
20216200	Painting Supplies	1,500.00		63.98	1,436.02	96%
20216700	Plumbing Maint. Service	1,000.00		610.00	390.00	39%
20216800	Plumbing Maint. Supplies	4,000.00	137.37	859.80	3,140.20	79%
20218100	Irrigation Service	2,000.00		-	2,000.00	100%
20218200	Irrigation Supplies	18,000.00	8.61	7,912.66	10,087.34	56%
20218500	Permit Charges	2,000.00		1,741.75	258.25	13%
20219100	Electricity	83,000.00	5,873.92	42,532.20	40,467.80	49%
20219200	Natural Gas / LPG/ Fuel Oil	30,000.00	4,060.12	10,813.84	19,186.16	64%
20219300	Refuse Collection / Disposal Service	24,000.00	1,883.58	11,105.85	12,894.15	54%
20219500	Sewage Disposal Service	14,000.00	1,553.37	5,552.49	8,447.51	60%
20219800	Water	51,000.00	3,451.53	35,244.12	15,755.88	31%
20219900	Telephone System Maintenance	3,000.00		18.96	2,981.04	99%
20220500	Auto Maintenance Service	6,000.00		112.51	5,887.49	98%
20220600	Auto Maintenance Supplies	6,000.00	345.22	1,678.84	4,321.16	72%
20221200	Construction Equip. Maint. Sup.	500.00		-	500.00	100%
20222600	Expendable Tools	4,000.00	900.79	929.87	3,070.13	77%
20223600	Fuel & Lubricants	18,000.00	475.77	7,844.06	10,155.94	56%
20227500	Rent/Lease Equipment	5,000.00		288.30	4,711.70	94%
20228100	Shop Equip. Maint. Service	2,000.00		79.45	1,920.55	96%
20228200	Shop Equip. Maint. Supplies	7,000.00	540.87	2,858.51	4,141.49	59%
20229100	Other Equip. Maint. Service	2,500.00		221.67	2,278.33	91%
20229200	Other Equip. Maint. Supplies	4,000.00		1,434.72	2,565.28	64%
20231400	Clothing/Personal Supplies	4,000.00	355.30	718.77	3,281.23	82%
20232200	Custodial Supplies	20,000.00	854.01	5,719.93	14,280.07	71%
20250500	Accounting Services	3,000.00		-	3,000.00	100%
20252500	Engineering Services	15,000.00		9,130.76	5,869.24	39%
20253100	Legal Services	18,000.00		14,161.50	3,838.50	21%
20257100	Security Services	16,000.00	3,575.00	7,991.17	8,008.83	50%
20259100	Other Professional Services	38,000.00	169.00	21,316.46	16,683.54	44%
20289800	Other Operating Expenses Sup.	3,500.00		222.09	3,277.91	94%
	SUB-TOTAL	567,000.00	26,137.64	228,740.28	338,259.72	60%
3000	OTHER CHARGES					
30321000	Interest Expense	0.00		-	0.00	0%
30322000	Bond/Loan Redemption	0.00		-	0.00	0%
30345000	Taxes/Licenses/Assess Trans	1,200.00		1,199.43	0.57	0%
	SUB-TOTAL	1,200.00	-	1,199.43	0.57	0%
4000	FIXED ASSETS					
42420200	Struc. & Improvements	110,000.00		-	110,000.00	100%
43430300	Equipment	70,000.00		-	70,000.00	100%
	SUB-TOTAL	180,000.00	-	-	180,000.00	100%
	GRAND TOTAL	748,200.00	26,137.64	229,939.71	518,260.29	69%

**ORANGEVALE RECREATION AND PARK DISTRICT - KENENTH GROVE ASSESSMENT
BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2018/2019
DECEMBER 2018**

Account Number	Expenditure Account	Budgeted 2018/2019	Current Expenditures	Expenditures to Date	Funds Available	% Left	Expenditures to Date
2000	SERVICES & SUPPLIES						
20200500	Advertise/Legal Notices	500.00		-	500.00	100%	-
20207600	Office Supplies	100.00		-	100.00	100%	-
20207602	Signs	50.00		-	50.00	100%	-
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%	-
20219800	Water	800.00	39.19	235.14	564.86	71%	195.95
20223600	Fuel & Lubricants	600.00	81.41	309.30	290.70	48%	227.89
20250500	Accounting Services	500.00		-	500.00	100%	-
20252500	Engineering Services	1,000.00		1,000.00	0.00	0%	1,000.00
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%	-
	SUB-TOTAL	5,430.00	120.60	1,544.44	3,885.56	72%	1,423.84
							-
4000	FIXED ASSETS						-
							-
42420200	Struc. & Improvements	0.00		-	0.00	0%	-
	SUB-TOTAL	0.00	-	-	0.00	0%	-
							-
	GRAND TOTAL	5,430.00	120.60	1,544.44	3,885.56	72%	

STAFF REPORT



DATE: 1-31-19

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE PURCHASE OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT PROPERTY AT 5148 MAIN AVENUE

RECOMMENDATION

Discussion and possible approval of the purchase of the Sacramento Metropolitan Fire District property located at 5148 Main Avenue in Orangevale.

BACKGROUND

The Sacramento Metro Fire District declared the property surplus and advertised the sale of the property in August of 2018. The Board requested the staff investigate the property for potential purchase and use by the Orangevale Recreation & Park District at the November 2018 Board of Directors meeting.

The property has appraised for \$80,000. The Fire District has not operated this station for approximately 10 years. It was vacant for two years and then the Bureau of Land Management rented the facility for approximately four years and most recently, the building has been vacant for approximately four years. The total property is in three parcels zoned "Recreation" totaling 7.37 acres of land with a 2,085 square foot building. The structure was built in 1977. There is electrical and water to the building but no natural gas. The tile roof is original from 1977 and appears to be in good condition. There is a gravel area for parking that could accommodate approximately ten vehicles. The land area outside the structure and parking area is virtually unusable as it is on a very steep grade that serves as a drainage corridor.

The structure has one large bay that was used for housing fire vehicles and equipment. The interior has a small kitchen and front room area (about the size of our CC classroom), restroom and two more small office type rooms. If the bays were renovated to be a large activity area with heating and air conditioning, the room would be serviceable for large class activities and rentals for up to 50 people. The current air conditioner and heating units appear to be approximately 10 years old upon visual observation.

The estimated acquisition costs would be approximately \$90,000 with applicable fees and legal costs. The District received an estimate of probable costs associated with the necessary facility renovations to bring the building and parking lot to current codes and safety standards. This amount totals from \$80,000 to \$94,000 depending on the necessity for expanding the parking lot. See the attached itemized estimation of renovation costs.

Staff has projected revenue for recreation programs and rentals and expenses for facility and land maintenance and utility costs. See the attached revenue and expense sheet. The estimated monthly fixed costs for water, sewer, electrical, and phone/internet are

approximately \$400 per month. Custodial supplies are estimated at \$1,000 per year. Custodial/Host costs are estimated within the recreation program at approximately 20 hours per week or \$16,000 per year. Also included are maintenance costs associated with the 7.37 acres that would be required at least twice per year in the estimated amount of \$3,200 per year.

Due to the location of the facility in the southeastern portion of the District, these estimates represent a best-case scenario regarding class offerings and rental revenue. This scenario indicates the facility operating at close to a net zero profit/loss per year with additional programming opportunities being provided in an underserved portion of the District. This at a capital cost of approximately \$160,000. An additional consideration is taking on the maintenance of the building and an additional 7.3 acres of parkland and the associated maintenance (however small) without any additional revenue source other than user fees.

It is difficult to accurately weigh the value of accepting or declining this purchase opportunity given the potential benefit compared to the many other needs the District has identified in each of our park master plans. The District could purchase the property and delay the renovation/use of the property for a period. This would allow the project to be prioritized within the capital improvement plan and after exploring financing options. Additionally, the District has been approached by a recreation related organization that may be interested in renting the building. The cost of maintaining the property in an unimproved state would be approximately \$5,000 per year not taking into consideration vandalism or vagrancy issues.

RECOMMENDED MOTION

I move the District provide the Sacramento Metropolitan Fire District with a letter stating the Orangevale Recreation & Park District's desire to (purchase/not purchase) the property located at 5148 Main Avenue in Orangevale.

Orangevale Recreation & Park District Fire House Renovation Estimate

ESTIMATE of renovations needed per walk with Greg Foell January 18, 2019
Submitted by Corey Von Aesch, Universal Maintenance

Sacramento Metro Fire Station 33
5148 Main Avenue, Orangevale, CA 95662

	<u>MATERIAL</u>	<u>LABOR</u>	<u>TOTAL</u>
<u>Garage Bays</u>			
• Frame in opening with new 4'- man door, demo fans, and old exhaust system, frame new wall around electrical switchgear	5,400	5,500	10,900
• Install new waterproof laminate flooring	1,800	1,800	3,600
<u>Interior Rooms</u>			
• Demo existing partition, walls, cabinets patch, paint drywall, replace flooring	1,500	4,500	6,000
<u>Restroom</u>			
• Demo interior, remove shower, urinal and 2nd toilet, make ADA compliant, new tile, floor and walls	7,000	5,000	12,000
• Change out interior lights for LED	2,300	1,900	4,200
<u>Parking Lot</u>			
• New van accessible ADA stall & path of travel into building /restripe lot	6,000	10,000	16,000
• Extend parking lot four more stalls			16,500
<u>Architect/Permits</u>			
• Architect fee to draw plans for permitting		8,000	8,000
• Permit Fees (2,000-3,000)		3,000	3,000
	<u>\$ 24,000</u>	<u>\$ 39,700</u>	<u>\$ 80,200</u>

Prices are without contingency (10 % or ~\$8,000) and were not calculated at prevailing wage rates on labor costs (20% or ~\$6,000) which may add approximately \$14,000 to the estimate.

**Orangevale Recreation & Park District
Projected Recreation Programs/Rentals/Maintenance Projections
for the Fire House Property**

Recreation Programs												
Program Title	Enrollment	Sessions per year	Extra Help Salaries	Rec Services	Rec Supplies	Total Expenses	Actual Revenue	Net Total Gain (Loss)	Yearly Net Gain			
Uncorked Canvas	12	4		\$ 216		\$ 216	\$ 360	\$ 144	\$ 576			
Wind Chime workshop	10	4		\$ 90		\$ 90	\$ 150	\$ 60	\$ 240			
Painting	10	9		\$ 480		\$ 480	\$ 800	\$ 320	\$ 2,880			
Youth Painting	10	9		\$ 450		\$ 450	\$ 750	\$ 300	\$ 2,700			
Beginning Drawing	10	9		\$ 450		\$ 450	\$ 750	\$ 300	\$ 2,700			
Multi Craft Workshop	10	9		\$ 420		\$ 420	\$ 700	\$ 280	\$ 2,520			
Hunter Safety	12	2		\$ 252		\$ 252	\$ 420	\$ 168	\$ 336			
Parent and Child Sign Language	10	4		\$ 330		\$ 330	\$ 550	\$ 220	\$ 880			
Fit and Fifty	10	9		\$ 600		\$ 600	\$ 1,000	\$ 400	\$ 3,600			
Parent Child Yoga	10	9		\$ 390		\$ 390	\$ 650	\$ 260	\$ 2,340			
Intro Kettle Bell Training	10	9		\$ 330		\$ 330	\$ 550	\$ 220	\$ 1,980			
Senior Chair Exercise	10	9		\$ 330		\$ 330	\$ 550	\$ 220	\$ 1,980			
Family Game night	12	8		\$ 86		\$ 86	\$ 144	\$ 58	\$ 461			
Adult Bunco/Bingo	12	8		\$ 43		\$ 43	\$ 72	\$ 29	\$ 230			
Class Total										\$ 23,423		
Host / Custodial per week		40	\$ 400			\$ 400		\$ (400)	\$ (16,000)			
Total Yearly Class Revenue										\$ 7,423		
Facility Rentals												
	Salaries/Contract	Supplies	Total Expenses	Actual Revenue	Rentals Per year	Total Yearly Expenses	Yearly Revenue	Net Total Gain (Loss)				
Week Day Rental \$75 per hour (ave 2 hour)	60	\$ 5	\$ 65	\$ 150	20	\$ 1,300	\$ 3,000	\$ 1,700				
Week End Rental \$75 per hour (ave 4 hour)	100	\$ 10	\$ 110	\$ 250	24	\$ 2,640	\$ 6,000	\$ 3,360				
Total Yearly Rental Revenue								\$ 5,060				
Facility/Land Maintenance & Utility Costs												
	Salaries/Contract	Supplies	Total Expenses	Total Yearly Expenses	Yearly Revenue	Net Total Gain (Loss)						
Maintenance of 7.37 Acre Parcel - 2X/yr	\$ 3,000	\$ 200	\$ 3,200	\$ (3,200)	\$ -	\$ (3,200)						
Building Utilities (\$400/mo)			\$ 4,800	\$ (4,800)	\$ -	\$ (4,800)						
Custodial Service/Supplies		\$ 1,000	\$ 1,000	\$ (1,000)	\$ -	\$ (1,000)						
Total Yearly Maint/Utility Costs							\$ (9,000)					
Estimated Yearly Net Revenue/Expense										\$ 3,483		