

FAIR OAKS RECREATION AND PARK DISTRICT BOARD OF DIRECTORS

ONE THOUSAND FOUR HUNDRED THIRTY-NINTH BOARD OF DIRECTORS'
REGULAR MEETING

Agenda for December 18, 2024

The regular meeting of the Board of Directors on December 18, 2024 will be conducted in person and via Zoom:

<https://us02web.zoom.us/j/87345380207>

US: +1 669 900 9128

Meeting ID: 873 453 80207

**FAIR OAKS WATER DISTRICT
10326 FAIR OAKS BLVD.
FAIR OAKS, CA 95628**

December 18, 2024

6:00 P.M.

1. SWEARING IN OF NEWLY ELECTED BOARD DIRECTORS

- 1.I. Installation Of Newly Elected Board Directors Darren Mounts, John O'Farrell And Delinda Tamagni.

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. PRESENTATIONS/PROCLAMATIONS/RECOGNITION

- 5.I. Disc Golf Updates – Moving The Course.

Documents:

[5.1 DISC GOLF UPDATES - MOVING THE COURSE.PDF](#)

6. AUDIENCE/PUBLIC COMMENT (NON-AGENDA ITEMS)

(Any person may address the Board upon any subject within the jurisdiction of the Fair Oaks Recreation and Park District. Each speaker is limited to a maximum of THREE (3) minutes. Any matter requiring Board action will be referred to staff or committee for a report and action at a subsequent meeting).

7. CONSENT CALENDAR

(All matters listed under Consent Calendar are considered by the Board of Directors to be routine and will be acted upon in a single motion. There will not be separate discussions of these items unless a request is made prior to the time the Board considers a motion to approve).

- 7.I. Accept And File: Enumeration Of Claims (Vendor Activity Report) – November 2024.

Documents:

[7.1 ENUMERATION OF CLAIMS \(VENDOR ACTIVITY REPORT\) - NOVEMBER \(PERIOD 5\).PDF](#)

7.II. Accept And File: Payroll Report – November 2024.

Documents:

[7.2A PAYROLL CONSOLIDATION AND ACTIVITY REPORT - NOVEMBER \(PERIOD 5\).PDF](#)

7.III. Accept And File: Leave Liability Report – November 2024.

Documents:

[7.3 LEAVE LIABILITY - NOVEMBER 2024.PDF](#)

7.IV. Accept And File: Contingency Fund Reconciliation Report – November 2024.

Documents:

[7.4 CONTINGENCY FUND RECONCILIATION - NOVEMBER \(PERIOD 5\).PDF](#)

7.V. Accept And File: Fund Balance Report – November 2024.

Documents:

[7.5 FUND BALANCE REPORT - NOVEMBER \(PERIOD 5\).PDF](#)

7.VI. Accept And File: Refund Report – November 2024.

Documents:

[7.6 REFUND REPORT - NOVEMBER \(PERIOD 5\).PDF](#)

7.VII. Accept And File: Financial Report – November 2024.

Documents:

[7.7 FINANCIAL REPORT - NOVEMBER \(PERIOD 5\).PDF](#)

7.VIII. Accept And File: Measure J Commitment Report – November 2024.

Documents:

[7.8 MEASURE J COMMITMENT REPORT - NOVEMBER \(PERIOD 5\).PDF](#)

7.IX. Accept And File: Construction Schedule Report – November 2024.

There is no report for this item.

7.X. Accept And File: Change Orders – November 2024.

There is no report for this item.

7.XI. Approval Of The Minutes From The Regular Board Meeting – November 20, 2024.

Documents:

[7.11 11.20.2024 1438 DRAFT.PDF](#)

8. NEW BUSINESS

- 8.I. Monthly Fair Oaks Youth Advisory Board Report.
- 8.II. Discussion And Possible Action On Operational Overview: Village Park Community Center And Fair Oaks Performing Arts Center.

Documents:

8.2 OPERATIONAL OVERVIEW VPCC AND FOPAC.PDF

- 8.III. Discussion And Possible Action Regarding Approval Of A Contract For Marketing Services.

Documents:

8.3 APPROVAL OF A CONTRACT FOR MARKETING SERVICES.PDF

- 8.IV. Discussion And Possible Action Regarding Selection Of SCI For Assessment Engineering Services.

Documents:

8.4 SELECTION OF SCI FOR ASSESSMENT ENGINEERING SERVICES.PDF

- 8.V. Discussion And Possible Action Regarding Selection Of Board Chair And Vice-Chair For 2025.

Documents:

8.6 SELECTION OF BOARD CHAIR AND VICE-CHAIR FOR 2025.PDF

- 8.VI. Discussion And Possible Action On Approval Of A Revised Salary Schedule To Reflect The Minimum Wage Increase As Of January 1, 2025.

Documents:

8.5 APPROVAL OF A REVISED SALARY SCHEDULE TO REFLECT THE MINIMUM WAGE INCREASE.PDF

- 8.VII. Discussion And Possible Action Regarding The Annual Board Of Directors Meeting Calendar And Committee Assignments For 2025.

Documents:

8.7 ANNUAL BOARD OF DIRECTORS MEETING CALENDAR AND COMMITTEE ASSIGNMENTS.PDF

9. BOARD/STAFF REPORTS

- 9.I. Items From The Board Of Directors.
- 9.II. Items From Staff.

10. ADJOURNMENT

- 10.I. Adjourn To The Regular Meeting Of January 15, 2025 @ 6:00 P.m.

I, Michael J. Aho, District Administrator of the Fair Oaks Recreation and Park District, do

hereby certify that this agenda has been posted at 10326 Fair Oaks Blvd, Fair Oaks, California and 4150 Temescal Street, Fair Oaks, California at least 72 hours prior to the meeting of the Board of Directors in accordance with Government Code Section 54950.5, the Ralph M. Brown Act.

If you need a disability related accommodation to participate in these meetings, please contact the Park District Office at (916) 966-1036 (voice) or (916) 966-9863 (fax).

To watch the meeting live on Facebook, please visit: https://www.facebook.com/FORPD/live_videos

STAFF REPORT



Meeting Date: December 18th, 2024

To: Board of Directors

From: Michael J. Aho, District Administrator

Subject: Disc Golf Update – Moving the Course

Prepared By: Sean Ventura, Parks & Facilities Manager

I. Recommendation

No recommendation is needed for this report. This item is intended to provide information to the Board based on the prior directive to continue implementing enhancements to the Miller Park Disc Golf Course as recommended by Whirlwind Disc Golf, while retaining the existing 18-hole course configuration. This update is to ensure the Board is informed of the ongoing efforts and progress in accordance with the established directive.

II. Background

Staff began receiving reports from concerned members of the community in May of 2024 regarding safety in locations where disc golf users and non-disc golfers interfaced within Miller Park.

Staff retained the services of Whirlwind Disc Golf, a professional disc golf course safety analyst, in July of 2024 with the intention of seeking a professional, critical eye in advising the District towards modifications to the course to improve the safety of all visitors to Miller Park, no matter their chosen activity.

In October of 2024, staff received the final report from Whirlwind Disc Golf and brought that report before the Board of Directors. After review of this report, the Board directed staff to enact several of the major mitigation measures proposed by the safety survey. The Board also directed staff to explore options for other park sites to host the District's disc golf course.

Staff immediately began enacting mitigation measures recommended by the safety survey, utilizing the Parks Department's operational budget. Staff simultaneously began investigating other park sites within the District for suitability for a disc course.

III. Problem /Situation/ Request

Staff's findings are as follows. These findings are organized by park site and will note both positives and negatives of each park site.

Fair Oaks Park

This park site is one of the larger sites available as an option at 6.7 acres. Fair Oaks Park only affords that much acreage if all areas not currently being utilized for other park uses are made into a disc golf course. This would present issues with the immediate adjacency of several other key features of the park: walking trails, seating areas, a rentable BBQ area, a playground, parking lots, and sports fields. The location would also require several portions of the course to play immediately alongside Madison Avenue which is a hazard both for discs flying out into traffic and also for liability by placing activities within feet of a major roadway.

If all non-utilized spaces are changed into a disc golf course, several sections would need to abut several neighbor's property lines.

The park is also one of the most frequently used parks for special events. Often, this means that the park will be shut down for an entire day or longer. This limits the amount of days and times during which the course could be used. Though this is not high on the list of factors which would lead to a negative recommendation for this site, staff thought it should be a consideration nonetheless.

The spaces which are currently unused, therefore available for a course, are discontinuous, which would lead to confusion by players and a reduction in use of the course overall. Staff also believes that creating several, disconnected sections of a disc golf course could potentially lead to confusion by non-disc golfers as to whether they were in areas with a higher likelihood of flying discs and hazards to the unaware.

Two positive elements of Fair Oaks Park are the availability of parking and the varied terrain/foliage. Staff feels that an interesting course could be created in this park, though it would likely not allow a full course with nine or eighteen holes in one area.

Fair Oaks Park is also one of the most-used parks within the District on a daily average. If the District is looking to place a disc golf course away from non-disc golfers, it is inadvisable to utilize Fair Oaks Park for this purpose.

Phoenix Park

Phoenix Park is the largest possible site for a disc golf course in the District at a potential 11 acres; however, this park suffers from many of the same issues as Fair Oaks Park and a few unique issues of its own.

Though the park is fairly under-utilized during the winter months, Phoenix Park is legitimately the District's busiest park during spring, summer, and fall when sports activities are in-season. During these times, the already limited parking is completely overloaded to meet the needs of the activities therein. Staff feels that adding additional activities to a park which already struggles under the weight of its current activities would be a decision resulting in further problems and complaints from visitors to the park.

Similar to Fair Oaks Park, Phoenix Park suffers from a lack of contiguous usable land. The areas not already reserved for dog park use, soccer, lacrosse, or little league use are small and separated by several long distances between them. The noted 11 acres includes an area within the center of the park which is currently undeveloped. This area is called out in the recently developed Phoenix Park Master plan for other uses once funding is secured to accomplish the related capital improvement projects. Without the use of this space for a potential disc golf course, the usable space drops to approximately 7.5 acres.

If a course were implemented at Phoenix Park utilizing the space outlined in the attached presentation, the course would be either immediately adjacent to or completely overlapping several walking paths, sports fields, playgrounds, major roadways (Sunset Avenue), interior roadways and parking lots. Many sections of the course would need to be placed directly adjacent to the property lines of many neighbors to the park.

From a course design perspective, Phoenix Park is possibly one of the least interesting sites due to its lack of foliage and flat terrain.

Staff strongly recommends against consideration of any of the vernal pool areas for inclusion in acreage calculations for any potential disc golf course at this location.

It is the opinion of staff that there are no major positive items to include in a discussion regarding Phoenix Park as a disc golf site. Two minor positives include the low utilization rates during winter months and that the site hypothetically has a large area which might be developed for a course.

Once more, if the District's intent is to place a disc golf course away from the usage of non-disc golfers, then it is inadvisable to consider Phoenix Park as a realistic location.

Gum Ranch Park

Gum Ranch Park has the second smallest possible acreage of all park sites under consideration at 3.5 acres of usable space, only beating out Montview Park by 0.2 acres of usable space.

As with the two previously reviewed parks, Gum Ranch Park suffers from adjacency and overlap issues with existing walking paths and nearby playgrounds. Staff believes that the overlap between walking paths and travel patterns within this park is one of the most severe cases out of all parks being presented for consideration as this site is heavily utilized by pedestrians. At the north end of the property, a disc golf course would be butted up against neighbor's property lines as well. The park is also a safe-walking corridor for children heading to the nearby school; Gum Ranch Park helps create a pathway by which those children are able to walk either on a sidewalk or within a park from their homes in the surrounding neighborhoods to their place of learning without crossing any major roadways.

Parking at the site is non-existent within the boundaries of the park. Visitors must park by way of parallel street parking which, even without disc golf usage at the park, has incurred complaints from neighbors within the area due to park visitors taking up space in front of or nearby their homes.

The area north of Arcade Creek within the park is inaccessible at this time, and the District would need to perform costly capital improvement projects in order to construct bridges in at least two locations to allow use of the entire undeveloped section of the park. Without bridges over Arcade Creek, the available space within the park for a disc golf course would be reduced to approximately 1.8 acres. Though staff are in consideration of proposing bridges such as these in the future, staff does not feel that funding is available at this time for a project of this scope.

One major positive to Gum Ranch Park as a potential site is that the terrain is varied and the foliage is plentiful. In addition, Arcade Creek as a water hazard is highly beneficial to play. If none of the above considerations were present, then staff feels that this location would be an interesting location in terms of course design and play.

Though the area shows promise due to its natural resources, the combined size and parking restrictions, and the immediately adjacent existing features create too many safety concerns for staff to recommend moving a disc golf course to this location.

Bannister Park

Bannister Park is listed as having varying available acreage for a potential disc golf course at 4-8.5 acres. This variance is due to several factors: how much of the existing multipurpose fields can be utilized, how far east

the District's property extends, and how much of the park has been encroached upon by neighbors to the east. Staff admits that the exact eastern edge of the property has not been surveyed during the period of time in which they have been serving the District. Personal investigations into the property boundaries lead staff to believe that our property likely extends to much more usable space near Minnesota Creek (near the eastern edge of the property) than is currently utilized by the District. An official survey of the property to establish boundaries would be required to say for sure. At this time, staff believes that many of the currently installed "No Trespassing" signs (east of the multipurpose fields) are on District property and are placed illegally.

Parking at Bannister Park is minimal and often utilized by people walking along the bike trail into property managed by Sacramento Regional Parks along the American River. Only about 40 spaces are available and, as such, parking is often full while the park remains completely empty. Due to the popularity of this parking lot as one of the only unpaid parking areas connecting to the American River, staff does not feel that the presence of a disc golf course would greatly increase traffic along Bannister Road in a noticeable way to the neighbors along the roadway.

Depending on course design, there are potential adjacency concerns with the bike trail, exercise area, and parking lot. Staff believes that design could very likely be created which alleviates these adjacency concerns. To the north of the park are several neighbors which could potentially be impacted by the proximity to one or more holes of a new disc golf course, and the neighbors to the east would likely be frustrated by use of a section of the park which has been historically ignored by the District and which allows a degree of privacy from the general public. Relations would likely be strained if the District were to formally establish its boundaries in this area, especially if there has been development on the land by those neighbors. The positive side of this is that there are no playgrounds or walking paths through the majority of the park, and the park itself is one of the most severely under-utilized by the general public on a regular basis. The issues seen in many other parks would not be as problematic at this location. At the southern end of the property lies Sacramento Waldorf School; staff understands that the disc golf course being adjacent to a school is currently a concern of the public but feels that the issue is less extreme in this location due to the topography of the site and the layout of the school to the south.

Acreage at this site is contiguous and could potentially allow for a circular pattern to enable play to both begin and end at the parking area, depending on how much of the multipurpose field is overtaken by a new disc golf course.

The terrain is incredibly varied on the eastern end of the park, elevation changes are extensive, and the foliage is plentiful. As far as natural

resources are concerned, staff believes this might be the most promising site from amongst those presented in this report. That being said, the site would require a great deal of labor to clear away enough dead wood to make the area safe and usable. There are also concerns with construction so close to a steep hillside leading down to a natural creek, and any potential development of the eastern edge of this site would need to be very carefully managed in conjunction with the Department of Water Resources (among other agencies as yet identified by staff).

There is also the opportunity to shift the preferred use of Bannister Park if a disc golf course is installed in this location. If the multipurpose fields were eliminated and plantings occurred throughout that area, the whole park could be utilized for development and the use of the park would see an increase rather than being a parking lot from which visitors head to other recreation opportunities outside of the District. Rentals on the multipurpose fields here provide approximately \$5000 per year which would then be lost, though creative ways to recover the loss of that revenue could then be explored on site including a pro shop for disc golf related sales, a disc golf rental kiosk, permitting charges, or possibly ticket sales to utilize the course.

Though staff currently recommends not moving Miller Disc Golf Course and continuing with Whirlwind Disc Golf's safety mitigation recommendations, if staff were required to choose a location to move the course to, Bannister Park would be the site they would recommend. Due to survey and construction requirements at the site, this would likely be the most expensive option out of the lot.

Montview Park

Montview Park was not included in the direction received by staff when tasked with exploring other park options for a disc golf course; however, in the interest of being fairly exhaustive, it is included here for informational purposes. Montview Park is the smallest potential site for consideration when moving Miller Park Disc Golf Course at 3.3 acres.

The site benefits by having a road's separation between neighboring houses and being relatively under-utilized, but it suffers from two of the same concerns as our other park sites: walking paths and a playground. Due to the small area available in the park, holes would need to be near both of these features. Also due to the small area available, the course would be short and compact which could potentially create safety issues between disc golfers playing in different areas of the course.

The parking at Montview Park is limited as well, which would force many visitors to utilize parallel parking on neighborhood streets, potentially causing conflict with residents in the area.

From a course design standpoint, the elevation changes in the park are enticing, but any excitement is tempered by a lack of vegetation and the restrictions on hole length the smaller area requires.

Primarily due to the limited space available at this site, staff believes it is inadvisable to move the District's disc golf course to this location.

IV. Financial Analysis

There is currently no financial analysis available for moving Miller Park Disc Golf Course to another location within the District. Costs would vary depending on a site selected, if any. From the staff report on the subject of the Miller Park Disc Golf Course, submitted to the Board for their October 2024 meeting, the rough estimate for moving the disc golf course is noted at a cost of \$20,000-\$40,000.

Respectfully Submitted,

Michael J. Aho
District Administrator

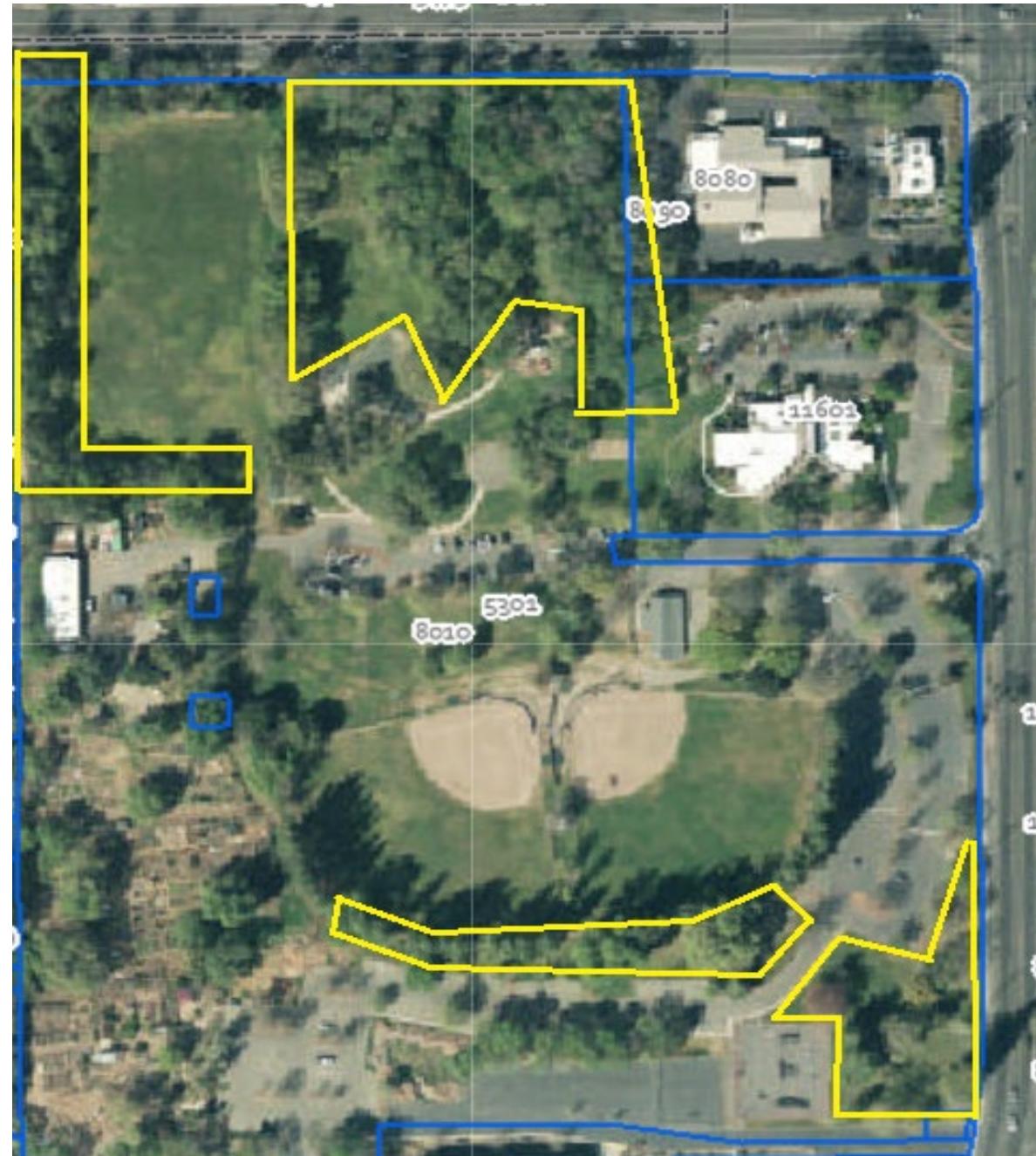
Attachment A – Miller Disc Golf Course Relocation Presentation

Disc Golf Course Mitigation

Options for Other Parks

Fair Oaks Park

- Pros
 - Varied Terrain/Foliage
 - Parking
- Cons
 - Actively Utilized Park
 - Adjacency
 - Special Event Shut-downs
 - Disconnected Spaces
- Usable Space
 - 6.7 Acres



Phoenix Park

- Pros
 - Largest Possible Site
 - Minimal Use (Winter)
- Cons
 - Extremely High Traffic (Spring/Summer/Fall)
 - Unused Spaces Minimal
 - Adjacency
 - Uninteresting for Design
 - Master Plan Conflicts
 - Disconnected Spaces
- Usable Space
 - 11 Acres



Gum Ranch Park

- Pros
 - Interesting & Varied Terrain/Foliage
 - Contiguous Space
- Cons
 - Streetside Parking Only
 - Adjacency!
 - Bridges Needed
 - Relatively Small Footprint
- Usable Space
 - 3.5 Acres



Bannister Park

- Pros
 - Underutilized
 - Potential for focusing use of park if desired
 - Interesting & Varied Terrain/Foliage
 - Contiguous Space
- Cons
 - Property Boundaries
 - Parking Minimal
 - Adjacency
 - Preparation
- Usable Space
 - 4-8.5 Acres



Montview Park

- Pros
 - Underutilized
 - Elevation Changes
 - Adjacency (homes)
- Cons
 - Smallest Overall Area
 - Parking Minimal
 - Adjacency (features)
- Usable Space
 - 3.3 Acres



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<u>VENDOR</u>	<u>EXPENSE DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
<u>AMILIA TECHNOLOGIES USA INC</u>	Admin Registration Software Monthly Svcs Oct	REGISTRATION SVC	\$806.26
		TOTAL	\$806.26
<u>ATLAS DISPOSAL INDUSTRIES LLC</u>	PARKS Pickup @ 9050 Phoenix Park B to 11/01	REF COLL/DISP SVC	\$282.94
	PARKS Pickup @ 9050 Phoenix Park B to 11/01	REF COLL/DISP SVC	\$282.94
	PARKS Pickup @ 9050 Phoenix Park A to 11/1	REF COLL/DISP SVC	\$552.03
	PARKS Pickup @ 8000 Temple Park Rd to 10/8	REF COLL/DISP SVC	\$582.24
		TOTAL	\$1,700.15
<u>CAGWIN & DORWARD</u>	PARKS FOLL BANNISTER PARK LANDSCAPE Oct	AGRI/HORT SVC	\$1,462.00
	PARKS ADMIN OFFICE LANDSCAPE Oct	AGRI/HORT SVC	\$282.00
	PARKS FOLL FAIR OAKS PARK LANDSCAPE Oct	AGRI/HORT SVC	\$5,430.00
	PARKS PRE SCHOOL LANDSCAPE Oct	AGRI/HORT SVC	\$315.00
	PARKS FOLL JIM STRENG PARK LANSCAPEEE Oct	AGRI/HORT SVC	\$696.00
	PARKS FOLL LITTLE PHOENIX PARK LANDSCAPE Oct	AGRI/HORT SVC	\$602.00
	PARKS FOLL MANANA LANDSCAPE Oct	AGRI/HORT SVC	\$442.00
	PARKS FOLL MILLER PARK LANDSCAPE Oct	AGRI/HORT SVC	\$2,172.00
	PARKS FOLL MONTVIEW PARK LANDSCAPE Oct	AGRI/HORT SVC	\$1,283.00
	PARKS FOLL OLD FAIR OAKS LIBRARY LANDSCAPE Oct	AGRI/HORT SVC	\$104.00
	PARKS FOLL PHOENIX PARK LANDSCAPE Oct	AGRI/HORT SVC	\$9,314.00
	PARKS FOLL VINTAGE WOODS PARK LANDSCAPE Oct	AGRI/HORT SVC	\$107.00
	PARKS GRLL GUM RANCH PARK LANDSCAPE Oct	AGRI/HORT SVC	\$1,288.00
	PARKS GRLL MADISON PLACE LANDSCAPE Oct	AGRI/HORT SVC	\$636.00
	PARKS PFLL MADISON AVE FLYWAY LANDSCAPE Oct	AGRI/HORT SVC	\$244.00
	PARKS PFLL SUNSET AVE / ENCLAVE LANDSCAPE Oct	AGRI/HORT SVC	\$785.00
	PARKS LA VISTA SPORTS FIELDS Oct	AGRI/HORT SVC	\$1,958.00
		TOTAL	\$27,120.00
<u>CALIFORNIA ASSOCIATION FOR PARK & R</u>	ADMIN Final PR Adjust for Workers Comp Cov FY23-24	INS LIABILITY	\$413.00
		TOTAL	\$413.00
<u>CAPS INSURANCE SERVICES INC</u>	Parks Maint Worker Dental December	GROUP INS	\$54.10
	Rec Coordinator Dental December	GROUP INS	\$54.10
	Admin Accountant Dental December	GROUP INS	\$54.10
	Parks Maint Worker Dental December	GROUP INS	\$54.10
	Rec Supervisor Dental December	GROUP INS	\$99.56
	Rec Supervisor Dental December	GROUP INS	\$99.56
	Parks Supervisor Dental December	GROUP INS	\$99.56

<u>CAPS INSURANCE SERVICES INC</u>	Parks Maint Worker Dental December	GROUP INS	\$99.56
	Parks Maint Worker Dental December	GROUP INS	\$99.56
	Admin Assistant II Dental December	GROUP INS	\$99.56
	A&E Manager Dental December	GROUP INS	\$99.56
	Rec Manager Dental December	GROUP INS	\$184.33
	Admin Manager Dental December	GROUP INS	\$184.33
	Rec Supervisor Dental December	GROUP INS	\$59.00
	Parks Manager Dental December	GROUP INS	\$59.00
	Rec Teacher Dental December	GROUP INS	\$82.00
	Admin Administrator Dental December	GROUP INS	\$65.00
	Admin Inv Fee December	GROUP INS	\$4.00
	A&E Inv Fee December	GROUP INS	\$1.00
	Parks Inv Fee December	GROUP INS	\$6.00
	Rec Inv Fee December	GROUP INS	\$6.00
	Admin Adjust. Fee December	GROUP INS	-\$3.00
		TOTAL	\$1,560.98
<u>COUNTY OF SACRAMENTO</u>	PARKS 8308 Mallee Cir to 12/07	SEWAGE DISP SVC	\$197.65
		TOTAL	\$197.65
<u>FAIR OAKS WATER DISTRICT</u>	Parks 4404 Minn. Ave (Montview Park) to 1/31	WATER	\$1,240.83
	Parks 3820 Bannister Rd to 1/31	WATER	\$820.30
		TOTAL	\$2,061.13
<u>GREATER SACRAMENTO SOFTBALL ASSOCIA</u>	Rec 9646.411 Softball Umpire Service fees Oct	PARKS/RECREATION SVC	\$1,375.40
		TOTAL	\$1,375.40
<u>J FIFFICK CORPORATION</u>	Admin Monthly Computer Services-Oct	DATA PROCESSING SVC	\$1,094.50
		TOTAL	\$1,094.50
<u>LEAD STAR SECURITY INC</u>	Parks Gum Ranch-Security Cameras August	SECURITY SVC	\$1,848.33
	Rec 9646.712 CF Security Svcs September	SECURITY SVC	\$2,701.00
		TOTAL	\$4,549.33
<u>NORMAN GIFFORD</u>	A&E Instructor svcs October	RECREATIONAL SVC	\$218.40
		TOTAL	\$218.40
<u>NORTH AMERICAN YOUTH ACT LLC</u>	Rec 9646.14 Program svcs May-June	RECREATIONAL SVC	\$1,925.00
		TOTAL	\$1,925.00
<u>PAUL POVEY</u>	Rec 9646.724 Santa activity svcs 12/9-12/10	RECREATIONAL SVC	\$480.00
		TOTAL	\$480.00
<u>PERS</u>	Rec CLASSIC PP2024-20 10/1-10/15	RETIREMENT	\$1,023.76
	Parks CLASSIC PP2024-20 10/1-10/15	RETIREMENT	\$391.23

<u>PERS</u>	Admin PEPRA PP2024-20 10/1-10/15	RETIREMENT	\$1,558.98
	Rec PEPRA PP2024-20 10/1-10/15	RETIREMENT	\$947.17
	Parks PEPRA PP2024-20 10/1-10/15	RETIREMENT	\$1,234.91
	A&E PEPRA PP2024-20 10/1-10/15	RETIREMENT	\$293.38
	Admin PEPRA PP2024-21 10/16-10/31	RETIREMENT	\$1,596.29
	Rec PEPRA PP2024-21 10/16-10/31	RETIREMENT	\$992.88
	Parks PEPRA PP2024-21 10/16-10/31	RETIREMENT	\$1,314.80
	A&E PEPRA PP2024-21 10/16-10/31	RETIREMENT	\$293.38
	Rec CLASSIC PP2024-21 10/16-10/31	RETIREMENT	\$1,023.76
	Parks CLASSIC PP2024-21 10/16-10/31	RETIREMENT	\$426.53
		TOTAL	\$11,097.07
<u>PERS HEALTH BENEFITS DIV</u>	ADMIN Health December	GROUP INS	\$18.51
	REC Health December	GROUP INS	\$18.51
	PARKS Health December	GROUP INS	\$32.38
	A&E Health December	GROUP INS	\$4.62
	RET Health December	HEALTH CARE	\$324.79
	RET Health December	HEALTH CARE	\$683.44
	RET Health December	HEALTH CARE	\$1,021.41
	RET Health December	HEALTH CARE	\$683.44
	RET Health December	HEALTH CARE	\$448.15
	RET Health December	HEALTH CARE	\$896.30
	RET Health December	HEALTH CARE	\$9.74
			TOTAL
			\$4,141.29
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	Admin Administrator Life Ins Dec FY25	GROUP INS	\$18.40
	Parks Maint Worker Life Ins Dec FY25	GROUP INS	\$13.25
	Rec Supervisor Life Ins Dec FY25	GROUP INS	\$18.40
	Rec Manager Life Ins Dec FY25	GROUP INS	\$18.40
	Rec Coordinator Life Ins Dec FY25	GROUP INS	\$14.54
	Parks Maint Worker Life Ins Dec FY25	GROUP INS	\$13.25
	Admin Accountant Life Ins Dec FY25	GROUP INS	\$17.29
	Rec Supervisor Life Ins Dec FY25	GROUP INS	\$15.65
	Rec PS Teacher Life Ins Dec FY25	GROUP INS	\$13.43
	Admin Manager Life Ins Dec FY25	GROUP INS	\$18.40
	Admin Assistant II Life Ins Dec FY25	GROUP INS	\$13.43
	Parks Supervisor Life Ins Dec FY25	GROUP INS	\$15.45
	Parks Maint Worker Life Ins Dec FY25	GROUP INS	\$18.40

<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	Admin Assistant II Life Ins Dec FY25	GROUP INS	\$12.33
	A&E Manager Life Ins Dec FY25	GROUP INS	\$18.40
	Rec Coordinator Life Ins Dec FY25	GROUP INS	\$12.15
	Parks Manager Life Ins Dec FY25	GROUP INS	\$18.40
	Parks Maint Worker Life Ins Dec FY25	GROUP INS	\$13.99
	Admin Administrator Vision Dec FY25	GROUP INS	\$20.16
	Parks Maint Worker Vision Dec FY25	GROUP INS	\$10.02
	Rec Supervisor Vision Oct 25	GROUP INS	\$20.31
	Rec Manager Vision Dec FY25	GROUP INS	\$32.50
	Rec Coordinator Vision Dec FY25	GROUP INS	\$10.02
	Parks Maint Worker Vision Dec FY25	GROUP INS	\$20.16
	Admin Accountant Vlsion Dec FY25	GROUP INS	\$20.31
	Rec Supervisor Vision Dec FY25	GROUP INS	\$20.16
	Rec PS Teacher Vision Dec FY25	GROUP INS	\$32.50
	Admin Manager Vision Dec FY25	GROUP INS	\$32.50
	Parks Supervisor Vision Dec FY25	GROUP INS	\$20.31
	Parks Maint Worker Vision Dec FY25	GROUP INS	\$20.31
	Admin Assistant II Vision Dec FY25	GROUP INS	\$20.16
	A&E Manager Vision Dec FY25	GROUP INS	\$10.02
	Rec Supervisor Vision Dec FY25	GROUP INS	\$20.16
	Parks Manager Vision Dec FY25	GROUP INS	\$20.16
	Parks Maint Worker Vision Dec FY25	GROUP INS	\$20.31
		TOTAL	\$633.63
<u>ROCKET RESTROOMS & FENCING INC</u>	Rec 9646.41 Adult Softball Restroom svcs Nov	SEWAGE DISP SVC	\$152.00
	Rec 9646.8 Tournaments Restroom svcs Nov	SEWAGE DISP SVC	\$151.99
		TOTAL	\$303.99
<u>SACRAMENTO LOCAL AGENCY FORMATION</u>	Admin-Ops-LAFCo Membership FY 24-25	MEMBERSHIP DUES	\$530.00
		TOTAL	\$530.00
<u>SACRAMENTO METRO OFFICIALS ASSOC</u>	Rec 9646.142 Flag Football Umpire Svcs Nov 2022	PARKS/RECREATION SVC	\$204.00
	Rec 9646.142 Flag Football Umpire Svcs Nov 2021	PARKS/RECREATION SVC	\$121.00
	Rec 9646.142 Flag Football Umpire Svcs Sept 2021	PARKS/RECREATION SVC	\$367.50
		TOTAL	\$692.50
<u>SACRAMENTO VALLEY ALARM SECURITY SY</u>	PARKS McMillan build keypad replacement August	SECURITY SVC	\$152.24
	PARKS McMillan build security sys monitoring Aug	SECURITY SVC	\$37.00
	PARKS McMillan build cellular srv monitoring Aug	SECURITY SVC	\$19.00
	PARKS Clubhouse water flow monitoring August	SECURITY SVC	\$46.70

<u>SACRAMENTO VALLEY ALARM SECURITY SY</u>	PARKS Clubhouse radio sys monitoring August	SECURITY SVC	\$55.00
	PARKS Clubhouse water flow monitoring Nov	SECURITY SVC	\$46.70
	PARKS Clubhouse radio sys monitoring Nov	SECURITY SVC	\$55.00
	PARKS McMillan build security sys monitoring Nov	SECURITY SVC	\$37.00
	PARKS McMillan build cellular srv monitoring Nov	SECURITY SVC	\$19.00
	PARKS Pre-School security sys monitoring Nov	SECURITY SVC	\$37.00
	PARKS Pre-School cellular srv monitoring Nov	SECURITY SVC	\$19.00
	PARKS Clubhouse sec sys monit Nov	SECURITY SVC	\$41.76
	PARKS Clubhouse radio svc Nov	SECURITY SVC	\$15.00
	PARKS Arts & Crafts bldg sec sys monit Nov	SECURITY SVC	\$33.00
	PARKS Arts & Crafts building radio svc Nov	SECURITY SVC	\$15.00
	PARKS McMillan build security sys monitor Oct	SECURITY SVC	\$37.00
	PARKS McMillan build cell srv monitor Oct	SECURITY SVC	\$19.00
	PARKS 4200 Temescal security sys monitoringNov-Jan	SECURITY SVC	\$93.00
	PARKS 4200 Temescal cell sys monitoring Nov-Jan	SECURITY SVC	\$45.00
		TOTAL	\$822.40
<u>SMUD</u>	PARKS 4200 Temescal Old Lib to 10/18	ELECTRICITY	\$926.23
	PARKS 5361 Flyway to 10/14	ELECTRICITY	\$38.20
	PARKS 9050 Phoenix Little Phoenix to 10/14	ELECTRICITY	\$89.38
	PARKS 9039 Sunset to 10/14	ELECTRICITY	\$41.81
	PARKS 4150 Temescal District Office to 10/21	ELECTRICITY	\$196.83
	PARKS 4447 Minnesota to 10/22	ELECTRICITY	\$43.35
	PARKS 5542 Cannes Unit IRR to 10/15	ELECTRICITY	\$25.06
	PARKS 4200 Main to 10/21	ELECTRICITY	\$122.86
	PARKS 8090 Grand 3603367 PreSchool to 10/21	ELECTRICITY	\$144.40
	PARKS 8090 Grand 3603369 PreSch Lights to 10/22	ELECTRICITY	\$24.18
	PARKS 5600 Tuckeroo to 10/15	ELECTRICITY	\$44.08
	PARKS 4990 Kruitof to 10/14	ELECTRICITY	\$58.31
	PARKS 8000 Temple Park FO Park to 10/21	ELECTRICITY	\$68.05
	PARKS 11549 Fair Oaks FO Park Softbl to 10/21	ELECTRICITY	\$1,157.59
	PARKS 4735 Kenneth Miller Park to 10/21	ELECTRICITY	\$1,040.12
	PARKS 9044 Windcove Unit Rear to 10/14	ELECTRICITY	\$41.41
	PARKS 4660 Hazel Phoenix Park to 10/14	ELECTRICITY	\$120.73
	PARKS 8000 Temple Park Maint Shop to 10/21	ELECTRICITY	\$223.94
	PARKS 9030 Sunset Phoenix Concessions to 10/14	ELECTRICITY	\$323.98
		TOTAL	\$4,730.51

<u>STAPLES CONTRACT AND COMMERCIAL</u>	Admin office supplies Oct FY 24/25	OFFICE SUPPLIES	\$67.83
	Rec office supplies Oct FY 24/25	OFFICE SUPPLIES	\$20.14
	Admin office supplies March FY 24/25	OFFICE SUPPLIES	\$55.34
	Admin office supplies March FY 24/25	OFFICE SUPPLIES	\$115.80
	TOTAL		\$259.11
<u>STATE INDUSTRIAL PRODUCTS</u>	Parks Ops- Janitor Supplies Sept	CUSTODIAL SUP	\$630.21
	TOTAL		\$630.21
<u>UNIFIRST CORPORATION</u>	PARKS uniform services, inv dtd 10-24	CUSTODIAL SVC	\$78.39
	PARKS uniform services, inv dtd 09-26	CUSTODIAL SVC	\$78.39
	PARKS uniform services, inv dtd 10-31	CUSTODIAL SVC	\$79.01
	PARKS uniform services, inv dtd 11-07	CUSTODIAL SVC	\$78.39
	PARKS Ops-janitor supply, inv dtd 10-24	CUSTODIAL SUP	\$98.25
	PARKS Ops-janitor supply, inv dtd 09-26	CUSTODIAL SUP	\$317.37
	PARKS Ops-janitor supply, inv dtd 10-31	CUSTODIAL SUP	\$97.63
	PARKS Ops-janitor supply, inv dtd 11-07	CUSTODIAL SUP	\$98.25
	TOTAL		\$925.68
TOTAL		\$251,058.33	

VENDOR ACTIVITY REPORT FY 24/25
341C FORPD CONSTRUCTION
*November
Period 5*

VENDOR	EXPENSE DESCRIPTION	ACCOUNT DESCRIPTION	AMOUNT
BOBO CONSTRUCTION INC	VPPR PGC - VPPR VMAR CCR: Pay App 27 September	STRUCTURES	\$163,728.45
		TOTAL	\$163,728.45
INNOVATIVE CONSTRUCTION SERVICES IN	VPPR proj mgmt services rendered October	STRUCTURES	\$9,072.50
	VMAR proj mgmt services rendered October	STRUCTURES	\$1,710.00
	CCR proj mgmt services rendered October	STRUCTURES	\$617.50
	CCT proj mgmt services rendered October	STRUCTURES	\$700.00
		TOTAL	\$12,100.00
MID PACIFIC ENGINEERING INC	VPPR Construction Testing Aggregate Base- Field Te	STRUCTURES	\$330.00
	VPPR Geotechnical Eng Analysis- Principal Engineer	STRUCTURES	\$97.50
	VPPR Construction Testing Grading- Field Technicia	STRUCTURES	\$440.00
	VPPR Const Testing Epoxy Dowell Pull- Field Techni	STRUCTURES	\$330.00
	VPPR Dep of Industrial Relations Wage Reporting to	STRUCTURES	\$175.00
	VPPR mileage to 8/30	STRUCTURES	\$104.50
		TOTAL	\$1,477.00
TOTAL			\$177,305.45



PAYROLL REPORT
(PAYROLL CONSOLIDATION)
November 2024 FY 24-25 Period 5
Pay Periods 2024-21 & 2024-22

<u>DEPARTMENT</u>	GL--> Wage Type-->	1110 7221	1110 7201	1121 7237	1124 7204	1110 7213	1143 2146 2162	<u>TOTALS</u>
		Salaried	Hourly	Extra Help	Board	Ins. Allow	Allowances	
<u>ADMINISTRATION</u>		30,282	9,900	2,837	-	807	660	44,486
<u>RECREATION</u>		28,456	9,572	6,426	-	807	80	45,341
<u>MAINTENANCE</u>		8,631	27,916	9,276	-	-	40	45,864
<u>BOARD OF DIRECTORS</u>				500			500	
SUB TOTAL		\$ 74,825	\$ 47,388	\$ 20,350	\$ 500	\$ 1,614	\$ 820	\$ 145,498

BENEFITS

PERS (Health)	34,983
- Current Employees #1230	30,916
- Retired #1280	4,067
-Prefunding CERBT/OPEB	
PERS #1210 (Retirement) Active Employees	11,075
Principal (Life & Vision) #1230	634
Capitol Assoc. (Dental) #1230	1,561
EDD (SUI) #1250	164
OASHDI #1220	3,322
CAPRI -Workers Comp.Acct 1240:	
BENEFITS TOTAL	\$ 51,740
GRAND TOTAL	\$ 197,237



PAYROLL ACTIVITY DETAIL REPORT
 November 2024 FY 24-25 Period 5
 Pay Periods 2024-21 & 2024-22
 General Fund Business Area 341A

Dept	ID	Position	10111000 Regular Pay Hourly 7201	10111000 Regular Pay Salaried 7221	10112100 Extra Help Pay 7237	10112400 Committee Members 7204	10114300 Allowances 2146	10114300 Allowances 2162	10111000 Group Insurance Subsidy 7213	Grand Total
A & E	3004766	Arts & Entertainment Manager	-	7,456	-	-	-	40	-	7,496
A & E	3005359	Arts & Entertainment Associate	-	-	1,811	-	-	-	-	1,811
A & E Total			-	7,456	1,811	-	-	40	-	9,307
ADMIN	3001178	District Administrator	-	14,296	-	-	400	100	-	14,796
ADMIN	3000547	Administrative Services Manager	-	8,631	-	-	-	40	-	8,671
ADMIN	3004151	Accountant	-	7,355	-	-	-	40	-	7,395
ADMIN	3000644	Administrative Assistant II	5,053	-	-	-	-	40	807	5,900
ADMIN	3000410	Administrative Assistant II- Tech Support	4,847	-	-	-	-	40	-	4,887
ADMIN	3005368	Administrative Assistant I-Accounting	-	-	2,837	-	-	-	-	2,837
ADMIN Total			9,900	30,282	-	-	400	260	807	41,649
BOD	3000103	Board Member	-	-	-	100	-	-	-	100
BOD	3000221	Board Member	-	-	-	100	-	-	-	100
BOD	3001138	Board Member	-	-	-	100	-	-	-	100
BOD	3002177	Board Member	-	-	-	100	-	-	-	100
BOD	3002791	Board Member	-	-	-	100	-	-	-	100
BOD Total			-	-	-	500	-	-	-	500
PARKS	3000548	Parks and Facilities Manager	-	8,631	-	-	-	-	-	8,631
PARKS	3000192	Parks Maintenance Worker	6,486	-	-	-	-	-	-	6,486
PARKS	3001238	Parks Supervisor	5,930	-	-	-	-	-	-	5,930
PARKS	3003204	Parks Maintenance Worker	5,336	-	-	-	-	40	-	5,376
PARKS	3002602	Parks Maintenance Worker	5,082	-	-	-	-	-	-	5,082
PARKS	3003205	Parks Maintenance Worker	5,082	-	-	-	-	-	-	5,082
PARKS	3004328	Park Aide	-	-	960	-	-	-	-	960
PARKS	3004216	Park Aide	-	-	1,152	-	-	-	-	1,152
PARKS	3004820	Park Aide - Reg PT	-	-	2,340	-	-	-	-	2,340
PARKS	3004841	Park Aide	-	-	1,556	-	-	-	-	1,556
PARKS	3004666	Park Aide	-	-	1,740	-	-	-	-	1,740
PARKS	3005341	Park Aide	-	-	1,528	-	-	-	-	1,528
PARKS Total			27,916	8,631	9,276	-	-	40	-	45,864
REC	3000263	Recreation Manager	-	8,631	-	-	-	40	-	8,671
REC	3000271	Recreation Supervisor	-	7,723	-	-	-	-	-	7,723
REC	3004234	Recreation Supervisor	-	6,051	-	-	-	40	-	6,091
REC	3000740	Recreation Supervisor	-	6,051	-	-	-	-	807	6,858
REC	3001065	Preschool Teacher	4,946	-	-	-	-	-	-	4,946
REC	3002002	Preschool Assistant	-	-	2,608	-	-	-	-	2,608
REC	3004823	Recreation Coordinator	4,626	-	-	-	-	-	-	4,626
REC	3004328	Recreation Leader I	-	-	960	-	-	-	-	960
REC	3004932	Senior Recreation Leader - Reg PT	-	-	2,703	-	-	-	-	2,703
REC	3004749	Senior Recreation Leader	-	-	-	-	-	-	-	-
REC	3005265	Recreation Leader I	-	-	88	-	-	-	-	88
REC	3003906	Recreation Leader I	-	-	304	-	-	-	-	304
REC	3005308	Senior Recreation Leader - Reg PT	-	-	1,504	-	-	-	-	-
REC	3005309	Recreation Leader I	-	-	1,144	-	-	-	-	-
REC	3005425	Recreation Leader I	-	-	256	-	-	-	-	-



PAYROLL ACTIVITY DETAIL REPORT

November 2024 FY 24-25 Period 5

Pay Periods 2024-21 & 2024-22

General Fund Business Area 341A

Dept	ID	Position	10111000 Regular Pay Hourly 7201	10111000 Regular Pay Salaried 7221	101121000 Extra Help Pay 7237	10112400 Committee Members 7204	10114300 Allowances 2146	10114300 Allowances 2162	10111000 Group Insurance Subsidy 7213	Grand Total
REC	3005381	Recreation Leader I			256					
REC Total			9,572	28,456	6,426	-	-	80	807	45,341
Grand Total			47,388	74,825	20,350	500	400	420	1,614	145,498



LEAVE LIABILITY - November 2024

Vacation

Name	Hourly Rate	Beginning Balance	Hours Accrued	Hours Used	Adjustments	Ending Balance	Leave Liability Hours	Dollars
Accountant	\$ 42.43	14.32	7.33	0	0.00	21.65	21.65	\$ 918.61
Accounting Assistant	\$ 20.86	7.34	3.67	0	0.00	11.01	11.01	\$ 229.67
Admin Assistant II	\$ 29.04	133.27	13.33	0	0.00	146.60	146.60	\$ 4,257.26
Admin Assistant II	\$ 26.34	208.58	10.00	8	0.00	210.58	210.58	\$ 5,546.68
Administrative Services Manager	\$ 49.79	207.99	13.33	0	0.00	221.32	221.32	\$ 11,019.52
Arts & Entertainment Manager	\$ 43.01	62.62	7.33	0	0.00	69.95	69.95	\$ 3,008.55
Arts & Entertainment Associate	\$ 23.00	11.01	3.67	14	0.00	0.68	0.68	\$ 15.64
District Administrator	\$ 86.60	162.91	13.33	0	0.00	176.24	176.24	\$ 15,262.38
Park Aide	\$ 16.69	11.71	3.67	0	0.00	15.38	15.38	\$ 256.69
Parks and Facilities Manager	\$ 49.79	175.99	13.33	10	0.00	179.32	179.32	\$ 8,928.34
Parks Maintenance Worker	\$ 27.62	83.90	7.33	8	0.00	83.23	83.23	\$ 2,298.81
Parks Maintenance Worker	\$ 27.62	29.00	10.00	0	0.00	39.00	39.00	\$ 1,077.18
Parks Maintenance Worker	\$ 35.25	165.66	13.33	50.5	0.00	128.49	128.49	\$ 4,529.27
Parks Maintenance Worker	\$ 29.00	173.47	10.00	0	0.00	183.47	183.47	\$ 5,320.63
Parks Supervisor	\$ 32.23	125.29	13.33	40	0.00	98.62	98.62	\$ 3,178.52
Preschool Assistant	\$ 20.86	91.75	3.67	0	0.00	95.42	95.42	\$ 1,990.46
Preschool Teacher	\$ 27.48	105.18	13.33	8	0.00	110.51	110.51	\$ 3,036.81
Recreation Coordinator	\$ 26.61	7.96	7.33	8	0.00	7.29	7.29	\$ 193.99
Recreation Manager	\$ 47.42	197.32	13.33	0	0.00	210.65	210.65	\$ 9,989.02
Recreation Supervisor	\$ 44.56	192.98	13.33	0	0.00	206.31	206.31	\$ 9,193.17
Recreation Supervisor	\$ 34.91	41.26	7.33	0	0.00	48.59	48.59	\$ 1,696.28
Recreation Supervisor	\$ 34.91	201.53	10.00	40	0.00	171.53	171.53	\$ 5,988.11
Senior Rec Leader-Events	\$ 18.92	14.68	3.67	0	0.00	18.35	18.35	\$ 347.18
Senior Rec Leader- Sports	\$ 18.02	29.36	3.67	0	0.00	33.03	33.03	\$ 595.20
TOTALS					0.00	0.00		\$ 98,282.80

*Please reference the FORPD Personnel Policy Manual revised 12-13-2023 & MOU approved 6-19-2021 for guidelines regarding Leave Liability.



LEAVE LIABILITY - November 2024

Sick

Name	Hourly Rate	Beginning Balance	Hours Accrued	Hours Used	Adjustments	Ending Balance	Leave Liability Hours	Dollars
Accountant	\$ 42.43	0.50	8	6.00	0	2.50	2.50	\$ 53.04
Accounting Assistant	\$ 20.86	12.00	6	6.50	0	11.50	11.50	\$ 119.95
Admin Assistant II	\$ 29.04	374.25	8	11.25	0	371.00	320.00	\$ 4,646.40
Admin Assistant II	\$ 26.34	291.00	8	0.00	0	299.00	299.00	\$ 3,937.83
Administrative Services Manager	\$ 49.79	455.34	8	0.00	0	463.34	320.00	\$ 7,966.40
Arts & Entertainment Manager	\$ 43.01	80.00	8	16.00	0	72.00	72.00	\$ 1,548.36
Arts & Entertainment Associate	\$ 23.00	18.00	6	0.00	0	24.00	24.00	\$ 276.00
District Administrator	\$ 86.60	505.00	8	34.00	0	479.00	320.00	\$ 13,856.00
Park Aide	\$ 16.69	60.00	6	12.00	0	54.00	54.00	\$ 450.63
Parks and Facilities Manager	\$ 49.79	362.00	8	8.00	0	362.00	320.00	\$ 7,966.40
Parks Maintenance Worker	\$ 27.62	88.00	8	19.00	0	77.00	77.00	\$ 1,063.37
Parks Maintenance Worker	\$ 27.62	8.00	8	0.00	0	16.00	16.00	\$ 220.96
Parks Maintenance Worker	\$ 35.25	0.00	8	0.00	0	8.00	8.00	\$ 141.00
Parks Maintenance Worker	\$ 29.00	159.00	8	8.00	0	159.00	159.00	\$ 2,305.50
Parks Supervisor	\$ 32.23	412.00	8	8.00	0	412.00	320.00	\$ 5,156.80
Preschool Assistant	\$ 20.86	187.00	6	0.00	0	193.00	160.00	\$ 1,668.80
Preschool Teacher	\$ 27.48	51.55	8	0.00	0	59.55	59.55	\$ 818.22
Recreation Coordinator	\$ 26.61	83.00	8	6.50	0	84.50	84.50	\$ 1,124.27
Recreation Manager	\$ 47.42	789.25	8	8.00		789.25	320.00	\$ 7,587.20
Recreation Supervisor	\$ 44.56	591.96	8	3.00	0	596.96	320.00	\$ 7,129.60
Recreation Supervisor	\$ 34.91	134.50	8	0.00	0	142.50	142.50	\$ 2,487.34
Recreation Supervisor	\$ 34.91	226.50	8	0.00	0	234.50	234.50	\$ 4,093.20
Senior Rec Leader-Events	\$ 18.92	24.00	6	0.00	0	30.00	30.00	\$ 283.80
Senior Rec Leader- Sports	\$ 18.02	48.00	6	0.00	0	54.00	54.00	\$ 486.54
TOTALS								\$ 75,387.60

Note: Regarding Sick-Leave hours, a Regular Full-Time employee may choose the Sick Leave payout option and utilize a maximum of 320 hours (as identified within the table above) which will be compensated at 50% of the employees current hourly rate of pay. However, upon retirement from the District, a Regular Full-Time employee December choose to utilize their accrued Sick Leave toward CalPERS service credit with no maximum limit. Employees whose Sick Leave hours exceed 320 hours are noted but the hours in excess of 320 not calculated as a liability in the table above. A Regular Part-Time employee will be compensated for a maximum of 160 hours of sick leave at 50% of the employees rate of pay upon termination.



LEAVE LIABILITY - November 2024

Compensated Time Off (CTO)

Name	Hourly Rate	Beginning Balance	Hours Accrued	Hours Used	Adjustments	Ending Balance	Leave Liability Hours	Dollars
Accountant	\$ 42.43	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Accounting Assistant	\$ 20.86	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Admin Assistant II	\$ 26.34	1.38	0.00	0.00	0.00	1.38	1.38	\$ 36.22
Admin Assistant II	\$ 29.04	0.63	0.00	0.00	0.00	0.63	0.63	\$ 18.15
Administrative Services Manager	\$ 49.79	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Arts & Entertainment Manager	\$ 43.01	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Arts & Entertainment Associate	\$ 23.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
District Administrator	\$ 82.48	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Park Aide	\$ 16.69	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Parks and Facilities Manager	\$ 49.79	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Parks Maintenance Worker	\$ 27.62	4.63	0.00	0.00	0.00	4.63	4.63	\$ 127.88
Parks Maintenance Worker	\$ 27.62	11.50	0.00	0.00	0.00	11.50	11.50	\$ 317.63
Parks Maintenance Worker	\$ 35.25	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Parks Maintenance Worker	\$ 29.00	18.39	0.00	0.00	0.00	18.39	18.39	\$ 533.31
Parks Supervisor	\$ 32.23	19.75	0.00	0.00	0.00	19.75	19.75	\$ 636.54
Preschool Assistant	\$ 20.86	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Preschool Teacher	\$ 27.48	0.77	0.00	0.00	0.00	0.77	0.77	\$ 21.16
Recreation Coordinator	\$ 26.61	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Recreation Manager	\$ 47.42	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Recreation Supervisor	\$ 44.56	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Recreation Supervisor	\$ 34.91	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Recreation Supervisor	\$ 34.91	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Senior Rec Leader-Events	\$ 18.92	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Senior Rec Leader- Sports	\$ 18.02	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
TOTAL								\$ 1,690.89

*Please reference the FORPD Personnel Policy Manual revised 12-13-2023 & MOU approved 6-19-2021 for guidelines regarding Leave Liability.



LEAVE LIABILITY - November 2024

Management Leave

Name	Hourly Rate	Beginning Balance	Hours Accrued	Hours Used	Adjustments	Ending Balance	Leave Liability Hours	Dollars
Accountant	\$ 42.43	20.60	5.34	6.00	0	19.94	19.94	\$ 846.05
Admin Assistant II	\$ 29.04	0	0.00	0.00	0	0	0	\$ -
Admin Assistant II	\$ 26.34	0	0.00	0.00	0	0	0	\$ -
Administrative Services Manager	\$ 49.79	34.86	5.34	0.00	0	40.20	40.20	\$ 2,001.56
Arts & Entertainment Manager	\$ 43.01	64.10	0.00	32.00	0	32.10	32.10	\$ 1,380.62
Arts & Entertainment Associate	\$ 23.00	0.00	0.00	0.00	0	0.00	0.00	\$ -
District Administrator	\$ 82.48	18.04	6.67	17.00	0	7.71	7.71	\$ 635.92
Park Aide	\$ 16.69	0	0.00	0.00	0	0.00	0.00	\$ -
Parks and Facilities Manager	\$ 49.79	7.73	5.34	0.00	0	13.07	13.07	\$ 650.76
Parks Maintenance Worker	\$ 27.62	0	0.00	0.00	0	0	0	\$ -
Parks Maintenance Worker	\$ 27.62	0	0.00	0.00	0	0	0	\$ -
Parks Maintenance Worker	\$ 35.25	0	0.00	0.00	0	0	0	\$ -
Parks Maintenance Worker	\$ 29.00	0	0.00	0.00	0	0	0	\$ -
Parks Supervisor	\$ 32.23	0	0.00	0.00	0	0	0	\$ -
Preschool Assistant	\$ 20.86	0	0.00	0.00	0	0	0	\$ -
Preschool Teacher	\$ 27.48	0	0.00	0.00	0	0	0	\$ -
Recreation Coordinator	\$ 26.61	0	0.00	0.00	0	0.00	0.00	\$ -
Recreation Manager	\$ 47.42	48.88	5.34	0.00	0	54.22	54.22	\$ 2,571.11
Recreation Supervisor	\$ 44.56	53.44	5.34	0.00	0	58.78	58.78	\$ 2,619.24
Recreation Supervisor	\$ 34.91	61.48	2.62	0.00	0	64.10	64.10	\$ 2,237.73
Recreation Supervisor	\$ 34.91	34.78	5.34	0.00	0	40.12	40.12	\$ 1,400.59
Senior Rec Leader-Events	\$ 18.92	0.00	0.00	0.00	0	0.00	0.00	\$ -
Senior Rec Leader- Sports	\$ 18.02	0.00	0.00	0.00	0	0.00	0.00	\$ -
TOTAL								\$ 12,942.99

*Please reference the FORPD Personnel Policy Manual revised 12-13-2023 & MOU approved 6-19-2021 for guidelines regarding Leave Liability.



CONTINGENCY FUND RECONCILIATION 2024-2025

NOVEMBER PERIOD 5

General Fund
Business Area 341A

Beginning Balance on November 1, 2024: \$50,000

TRANSFERS FOR FY 24/25

Resolution #	Transfers To	Division	Purpose	Amount
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Ending Balance November 30, 2024 (period 5): \$50,000



FUND BALANCE REPORT
341A FAIR OAKS PARK DISTRICT

November 2024
Period 5

Balance Sheet Item	Begining Balance	Period Debits	Period Credits	Ending Balance
Cash in Treasury	\$ 3,685,305.49	\$ 2,704.00	\$ (255,594.23)	\$ 3,432,415.26
Imprest Cash	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Cash with Fiscal Age	\$ (800,000.00)	\$ -	\$ -	\$ (800,000.00)
Accrued Interest Receivable	\$ -	\$ -	\$ -	\$ -
Due from Other Funds Year End	\$ -	\$ -	\$ -	\$ -
Accounts Receivable Year End	\$ -	\$ -	\$ -	\$ -
Notes & Other Long Receivables	\$ -	\$ -	\$ -	\$ -
Land	\$ 499,633.00	\$ -	\$ -	\$ 499,633.00
Building Structures	\$ 4,335,832.95	\$ -	\$ -	\$ 4,335,832.95
Equipment	\$ 503,537.37	\$ -	\$ -	\$ 503,537.37
AUC	\$ -	\$ -	\$ -	\$ -
Total Assets	\$ 8,225,308.81	\$ 2,704.00	\$ (255,594.23)	\$ 7,972,418.58
Warrants Payable	\$ (45,754.94)	\$ 44,509.01	\$ (57,382.05)	\$ (58,627.98)
Deposit Stale Warrants	\$ (11,114.81)	\$ -	\$ -	\$ (11,114.81)
Claims Payable	\$ (16,022.42)	\$ 266,364.35	\$ (251,948.89)	\$ (1,606.96)
Due to Others	\$ -	\$ -	\$ -	\$ -
PAYROLL_TAXES_N_BENEFITS	\$ 8,963.94	\$ 321,062.64	\$ (320,773.18)	\$ 9,253.40
Deposits from Others	\$ (68,597.98)	\$ -	\$ -	\$ (68,597.98)
Deferred Credits	\$ -	\$ -	\$ -	\$ -
Suspense Clearing	\$ -	\$ -	\$ -	\$ -
Payroll Clearing	\$ -	\$ 211,010.40	\$ (211,010.40)	\$ -
Borrowing Limit	\$ 1,923,061.72	\$ -	\$ -	\$ 1,923,061.72
Borrowing Limit Offset	\$ (1,923,061.72)	\$ -	\$ -	\$ (1,923,061.72)
Total Liabilities	\$ (132,526.21)	\$ 842,946.40	\$ (841,114.52)	\$ (130,694.33)
Total Deferred Inflows	\$ (164.99)	\$ -	\$ -	\$ (164.99)
Reserve Fund Balance	\$ (515,991.40)	\$ -	\$ -	\$ (515,991.40)
Fund Balance	\$ (1,458,218.69)	\$ 157,900.00	\$ (105,000.00)	\$ (1,405,318.69)
Investments in GFA	\$ (5,339,003.32)	\$ -	\$ -	\$ (5,339,003.32)
Revenues and Other Financing Sources	\$ (2,013,680.58)	\$ -	\$ -	\$ (2,013,680.58)
Expenditures/Expenses	\$ 1,339,276.38	\$ 253,765.35	\$ (2,707.00)	\$ 1,590,334.73
Estimated Revenue	\$ 3,533,985.00	\$ 3,518,859.00	\$ (3,533,985.00)	\$ 3,518,859.00
Appropriations	\$ (3,638,985.00)	\$ 3,638,985.00	\$ (3,676,759.00)	\$ (3,676,759.00)
Start of System Clearing	\$ -	\$ -	\$ -	\$ -
Total Equity and Other Accounts	\$ (8,092,617.61)	\$ 7,569,509.35	\$ (7,318,451.00)	\$ (7,841,559.26)
Total Liabilities & Equity + Other Accts	\$ (8,225,308.81)	\$ 8,412,455.75	\$ (8,159,565.52)	\$ (7,972,418.58)



FUND BALANCE REPORT
341C FO GO BOND- CAPITAL

November 2024

Period 5

Balance Sheet Item	Begining Balance	Period Debits	Period Credits	Ending Balance
Cash in Treasury	\$2,585,032.43	\$0.00	-\$196,259.80	\$2,388,772.63
Cash with Fiscal Age	\$1,799,497.34	\$0.00	\$0.00	\$1,799,497.34
Accrued Interest Receivable	\$6,655.15	\$0.00	\$0.00	\$6,655.15
Total Assets	\$4,391,184.92	\$0.00	-\$196,259.80	\$4,194,925.12
Warrants Payable	-\$18,954.35	\$196,259.80	-\$177,305.45	\$0.00
Claims Payable	\$0.00	\$177,305.45	-\$177,305.45	\$0.00
Total Liabilities	-\$18,954.35	\$373,565.25	-\$354,610.90	\$0.00
Fund Balance	-\$5,601,466.96	\$0.00	\$0.00	-\$5,601,466.96
Revenues and Other Financing Sources	-\$200,458.00	\$0.00	\$0.00	-\$200,458.00
Expenditures/Expenses	\$1,429,694.39	\$177,305.45	\$0.00	\$1,606,999.84
Estimated Revenue	\$9,580,193.00	\$9,580,193.00	-\$9,580,193.00	\$9,580,193.00
Appropriations	-\$9,580,193.00	\$9,580,193.00	-\$9,580,193.00	-\$9,580,193.00
Total Equity and Other Accounts	-\$4,372,230.57	\$19,337,691.45	-\$19,160,386.00	-\$4,194,925.12
Total Liabilities & Equity + Other Accts	-\$4,391,184.92	\$19,711,256.70	-\$19,514,996.90	-\$4,194,925.12



FUND BALANCE REPORT

343A PHOENIX LL

October 2024

Period 5

Balance Sheet Item	Begining Balance	Period Debits	Period Credits	Ending Balance
Cash in Treasury	\$41,901.72	\$0.00	\$0.00	\$41,901.72
Accrued Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00
Due from Other Funds Year End	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$41,901.72	\$0.00	\$0.00	\$41,901.72
Warrants Payable	\$0.00	\$0.00	\$0.00	\$0.00
Claims Payable	\$0.00	\$0.00	\$0.00	\$0.00
Due to Others	\$0.00	\$0.00	\$0.00	\$0.00
Borrowing Limit	\$48,122.74	\$0.00	\$0.00	\$48,122.74
Borrowing Limit Offset	-\$48,122.74	\$0.00	\$0.00	-\$48,122.74
Total Liabilities	\$0.00	\$0.00	\$0.00	\$0.00
Reserve Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance	-\$41,879.72	\$0.00	\$0.00	-\$41,879.72
Revenues and Other Financing Sources	-\$22.00	\$0.00	\$0.00	-\$22.00
Estimated Revenue	\$56,614.00	\$56,614.00	-\$56,614.00	\$56,614.00
Appropriations	-\$56,614.00	\$56,614.00	-\$56,614.00	-\$56,614.00
Total Equity and Other Accounts	-\$41,901.72	\$113,228.00	-\$113,228.00	-\$41,901.72
Total Liabilities & Equity + Other Accts	-\$41,901.72	\$113,228.00	-\$113,228.00	-\$41,901.72



FUND BALANCE REPORT
373A FAIR OAKS ASSESSMENT DISTRICT

November 2024

Period 5

Balance Sheet Item	Begining Balance	Period Debits	Period Credits	Ending Balance
Cash in Treasury	\$300,961.63	\$0.00	\$0.00	\$300,961.63
Accrued Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00
Due from Other Funds Year End	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$300,961.63	\$0.00	\$0.00	\$300,961.63
Sales Tax Due	\$0.00	\$0.00	\$0.00	\$0.00
Warrants Payable	\$0.00	\$0.00	\$0.00	\$0.00
Deposit Stale Warrants	-\$190.94	\$0.00	\$0.00	-\$190.94
Claims Payable	\$0.00	\$0.00	\$0.00	\$0.00
Due to Others	\$0.00	\$0.00	\$0.00	\$0.00
Borrowing Limit	\$514,567.04	\$0.00	\$0.00	\$514,567.04
Borrowing Limit Offset	-\$514,567.04	\$0.00	\$0.00	-\$514,567.04
Total Liabilities	-\$190.94	\$0.00	\$0.00	-\$190.94
Fund Balance	-\$150,610.69	\$150,000.00	-\$150,000.00	-\$150,610.69
Revenues and Other Financing Sources	-\$160.00	\$0.00	\$0.00	-\$160.00
Estimated Revenue	\$603,386.00	\$603,386.00	-\$603,386.00	\$603,386.00
Appropriations	-\$753,386.00	\$753,386.00	-\$753,386.00	-\$753,386.00
Total Equity and Other Accounts	-\$300,770.69	\$1,506,772.00	-\$1,506,772.00	-\$300,770.69
Total Liabilities & Equity + Other Accts	-\$300,961.63	\$1,506,772.00	-\$1,506,772.00	-\$300,961.63



FUND BALANCE REPORT

343B GUM RANCH LL

October 2024

Period 4

Balance Sheet Item	Begining Balance	Period Debits	Period Credits	Ending Balance
Cash in Treasury	\$105,659.38	\$0.00	\$0.00	\$105,659.38
Accrued Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00
Due from Other Funds Year End	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$105,659.38	\$0.00	\$0.00	\$105,659.38
Fund Balance	-\$105,603.38	\$0.00	\$0.00	-\$105,603.38
Revenues and Other Financing Sources	-\$56.00	\$0.00	\$0.00	-\$56.00
Estimated Revenue	\$103,830.00	\$103,830.00	-\$103,830.00	\$103,830.00
Appropriations	-\$103,830.00	\$103,830.00	-\$103,830.00	-\$103,830.00
Total Equity and Other Accounts	-\$105,659.38	\$207,660.00	-\$207,660.00	-\$105,659.38
Total Liabilities & Equity + Other Accts	-\$105,659.38	\$207,660.00	-\$207,660.00	-\$105,659.38



FUND BALANCE REPORT
341I FAIR OAKS PARK IMPACT FEES

November 2024

Period 5

Balance Sheet Item	Begining Balance	Period Debits	Period Credits	Ending Balance
Cash in Treasury	\$1,687,039.75	\$0.00	\$0.00	\$1,687,039.75
Accrued Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00
Notes & Other Long Receivables	\$10,782.00	\$0.00	\$0.00	\$10,782.00
Total Assets	\$1,697,821.75	\$0.00	\$0.00	\$1,697,821.75
Deposits from Others	-\$1,687,039.75	\$0.00	\$0.00	-\$1,687,039.75
Total Liabilities	-\$1,687,039.75	\$0.00	\$0.00	-\$1,687,039.75
Total Deferred Inflows	-\$10,782.00	\$0.00	\$0.00	-\$10,782.00
Total Liabilities & Equity + Other Accts	-\$1,697,821.75	\$0.00	\$0.00	-\$1,697,821.75



FUND BALANCE REPORT
088I FAIR OAKS PARK DEDICATION

November 2024

Period 5

Balance Sheet Item	Begining Balance	Period Debits	Period Credits	Ending Balance
Cash in Treasury	\$395,037.53	\$0.00	\$0.00	\$395,037.53
Accrued Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00
Due from Other Funds Year End	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$395,037.53	\$0.00	\$0.00	\$395,037.53
Deposit Stale Warrants	-\$40.00	\$0.00	\$0.00	-\$40.00
Claims Payable	\$0.00	\$0.00	\$0.00	\$0.00
Deposits from Others	-\$394,997.53	\$0.00	\$0.00	-\$394,997.53
Deferred Credits	\$0.00	\$0.00	\$0.00	\$0.00
Total Liabilities	-\$395,037.53	\$0.00	\$0.00	-\$395,037.53
Total Liabilities & Equity + Other Accts	-\$395,037.53	\$0.00	\$0.00	-\$395,037.53



FAIR OAKS PARKS AND RECREATION DISTRICT
REFUND REPORT

Period 5 - FY 24/25
November 2024

DATE	PROGRAM	REASON	AMOUNT
11/13/2024	9429.1 - Deposits	Rental Deposit Refund	\$ 200.00
11/15/2024	9646.14-5240 - Youth Sports - Kidz Love Soccer	Cancelled Purchase	\$ 169.00
11/15/2024	9646.14-5240 - Youth Sports - Kidz Love Soccer	Cancelled Purchase	\$ 169.00
11/15/2024	9646.14-5240 - Youth Sports - Kidz Love Soccer	Cancelled Purchase	\$ 169.00
11/15/2024	9646.14-5240 - Youth Sports - Kidz Love Soccer	Cancelled Purchase	\$ 169.00
11/15/2024	9646 - Recreation Revenue Support	3 practices cancelled due to weather	\$ 150.00
11/15/2024	9646.14-5240 - Youth Sports - Kidz Love Soccer	Cancelled Purchase	\$ 148.00
11/15/2024	9646.14-5240 - Youth Sports - Kidz Love Soccer	Cancelled Purchase	\$ 148.00
11/15/2024	9646.14-5240 - Youth Sports - Kidz Love Soccer	Cancelled Purchase	\$ 148.00
11/15/2024	9646.14-5240 - Youth Sports - Kidz Love Soccer	Cancelled Purchase	\$ 148.00
11/15/2024	9646.14-38920 - Youth Sports - Skyhawks Sports	Cancelled Purchase	\$ 118.00
11/15/2024	9646.14-38920 - Youth Sports - Skyhawks Sports	Cancelled Purchase	\$ 118.00
11/25/2024	9646.138 - CFO Preschool Camp	Cancelled Purchase	\$ 68.00
11/20/2024	9429.1 - Deposits	Refund of Rental Deposit 9429.1	\$ 50.00
11/20/2024	9429.1 - Deposits	Refund of Rental Deposit 9429.1	\$ 50.00
11/26/2024	9429.1 - Deposits	Refund of Rental Deposit 9429.1	\$ 50.00
11/5/2024	9646.149 - Youth Pickleball	Cancelled Purchase	\$ 49.00
11/5/2024	9646.149 - Youth Pickleball	Cancelled Purchase	\$ 49.00
11/5/2024	9646.149 - Youth Pickleball	Cancelled Purchase	\$ 49.00
11/26/2024	9646.34 - Teen DIY Classes	Cancelled Purchase	\$ 35.00
11/14/2024	8540.1-70561 - A&E - Art Shock - Susan Nicolos Family Class	Cancelled Purchase	\$ 33.25
11/5/2024	9646.5-58557 - Senior Classes & Programs - Laura Gamez	Cancelled Purchase	\$ 31.35
11/26/2024	9646.738 - Kid's DIY Series	Cancelled Purchase	\$ 25.00
11/14/2024	9646.5-58557 - Senior Classes & Programs - Laura Gamez	Cancelled Purchase	\$ 19.00
11/18/2024	9646.5-58557 - Senior Classes & Programs - Laura Gamez	Cancelled Purchase	\$ 19.00
11/18/2024	9646.5-58557 - Senior Classes & Programs - Laura Gamez	Cancelled Purchase	\$ 19.00

TOTAL REFUNDS

\$2,400.60

FINANCIAL REPORT FY 24/25
341A FORPD GENERAL FUND

FY 24/25
Period 5 (42% of FY)

Commitment Item	Budget	Actual-GL	Available	Consumed	Comments
10111000 REGULAR EMPLOYEES	\$1,502,533.00	\$613,669.42	\$888,863.58	41%	
10112100 EXTRA HELP	\$307,301.00	\$123,064.16	\$184,236.84	40%	
10112400 COMMITTEE MEMBERS	\$7,500.00	\$2,300.00	\$5,200.00	31%	
10113100 STRAIGHT TIME OT	\$0.00	\$0.00	\$0.00	0%	
10113200 TIME/ONE HALF OT	\$1,500.00	\$0.00	\$1,500.00	0%	
10114100 PREMIUM PAY	\$0.00	\$200.00	-\$200.00	0%	
10114300 ALLOWANCES	\$23,360.00	\$4,100.00	\$19,260.00	18%	
10121000 RETIREMENT - EMPLOYER COST	\$257,883.00	\$90,480.01	\$167,402.99	35%	
10122000 OASDHI - EMPLOYER COST	\$32,402.00	\$17,468.09	\$14,933.91	54%	
10123000 GROUP INS - EMPLOYER COST	\$415,962.00	\$159,283.25	\$256,678.75	38%	
10124000 WORK COMP - ACP	\$35,333.00	\$17,666.50	\$17,666.50	50%	
10125000 SUI - ALLOCATED COST PACKAGE	\$8,684.00	\$1,027.48	\$7,656.52	12%	
10128000 HEALTH CARE - RETIREES	\$54,220.00	\$20,326.61	\$33,893.39	37%	
* 10 - SALARIES AND EMPLOYEE BENEFITS	\$2,646,678.00	\$1,049,585.52	\$1,597,092.48	40%	
20200500 ADVERTISING	\$6,310.00	\$1,387.88	\$4,922.12	22%	
20201500 BLUE PRINT SVC	\$50.00	\$0.00	\$50.00	0%	
20202400 PERIODICAL/SUBSCRIPTIONS	\$100.00	\$0.00	\$100.00	0%	
20202900 BUS/CONFERENCE EXP	\$10,740.00	\$1,111.02	\$9,628.98	10%	
20203500 ED/TRAINING SVC	\$5,765.00	\$995.00	\$4,770.00	17%	
20203600 ED/TRAINING SUP	\$750.00	\$199.00	\$551.00	27%	
20203800 EMPLOYEE RECOGNITION	\$2,125.00	\$148.44	\$1,976.56	7%	
20203900 EMPLOYEE TRANSPORTATION	\$971.00	\$14.00	\$957.00	1%	
20205100 INS LIABILITY	\$147,908.00	\$73,317.50	\$74,590.50	50%	One of 2 payments made.
20206100 MEMBERSHIP DUES	\$8,250.00	\$4,521.36	\$3,728.64	55%	
20207600 OFFICE SUPPLIES	\$5,130.00	\$2,442.54	\$2,687.46	48%	
20208100 POSTAL SVC	\$6,820.00	\$245.32	\$6,574.68	4%	
20208500 PRINTING SVC	\$37,400.00	\$12,053.42	\$25,346.58	32%	
20210300 AGRI/HORT SVC	\$382,791.00	\$112,138.00	\$270,653.00	29%	
20210400 AGRI/HORT SUP	\$20,400.00	\$1,210.47	\$19,189.53	6%	
20211100 BLDG MAINT SVC	\$5,000.00	\$0.00	\$5,000.00	0%	
20211200 BLDG MAINT SUP/MAT	\$9,000.00	\$1,129.93	\$7,870.07	13%	
20213100 ELECT MAINT SVC	\$1,500.00	\$0.00	\$1,500.00	0%	
20213200 ELECT MAINT SUP	\$4,000.00	\$1,763.18	\$2,236.82	44%	
20214100 LAND IMP MAINT SVC	\$0.00	\$0.00	\$0.00	0%	
20214200 LAND IMP MAINT SUP	\$17,300.00	\$2,645.50	\$14,654.50	15%	
20215100 MECH SYS MAINT SVC	\$6,400.00	\$1,010.00	\$5,390.00	16%	
20215200 MECH SYS MAINT SUP	\$200.00	\$0.00	\$200.00	0%	
20216200 PAINTING SUP	\$4,150.00	\$989.03	\$3,160.97	24%	

FINANCIAL REPORT FY 24/25
341A FORPD GENERAL FUND

FY 24/25
Period 5 (42% of FY)

20216700 PLUMBING MAINT SVC	\$8,000.00	\$1,545.50	\$6,454.50	19%	
20216800 PLUMBING MAINT SUP	\$17,000.00	\$7,435.01	\$9,564.99	44%	
20218500 PERMIT CHARGES	\$3,050.00	\$2,783.67	\$266.33	91%	
20219100 ELECTRICITY	\$62,000.00	\$24,655.41	\$37,344.59	40%	
20219200 NAT GAS/LPG/FUEL OIL	\$10,175.00	\$247.53	\$9,927.47	2%	
20219300 REF COLL/DISP SVC	\$21,936.00	\$3,585.91	\$18,350.09	16%	
20219500 SEWAGE DISP SVC	\$22,611.00	\$8,517.33	\$14,093.67	38%	
20219700 TELEPHONE SVC	\$23,500.00	\$8,268.66	\$15,231.34	35%	
20219800 WATER	\$107,044.00	\$49,213.23	\$57,830.77	46%	
20220500 AUTO MAINT SVC	\$14,000.00	\$5,063.58	\$8,936.42	36%	
20220600 AUTO MAINT SUP	\$4,000.00	\$1,682.59	\$2,317.41	42%	
20222600 EXPEND TOOLS	\$6,000.00	\$725.87	\$5,274.13	12%	
20222700 CELLPHONE/PAGER	\$10,000.00	\$2,416.25	\$7,583.75	24%	
20223600 FUEL/LUBRICANTS	\$22,000.00	\$8,888.65	\$13,111.35	40%	
20226100 OFFICE EQ MAINT SVC	\$2,200.00	\$392.26	\$1,807.74	18%	
20227500 RENT/LEASE EQ	\$17,400.00	\$7,505.74	\$9,894.26	43%	
20229100 OTHER EQ MAINT SVC	\$2,000.00	\$0.00	\$2,000.00	0%	
20229200 OTHER EQ MAINT SUP	\$2,000.00	\$2,186.34	-\$186.34	109%	
20231400 CLOTH/PERSONAL SUP	\$26,975.00	\$3,354.51	\$23,620.49	12%	
20232100 CUSTODIAL SVC	\$12,000.00	\$2,239.47	\$9,760.53	19%	
20232200 CUSTODIAL SUP	\$24,000.00	\$12,418.88	\$11,581.12	52%	
20233200 FOOD/CATERING SUP	\$25,355.00	\$3,216.70	\$22,138.30	13%	
20244400 MEDICAL SUP	\$1,500.00	\$21.54	\$1,478.46	1%	
20250200 ACTUARIAL SVC	\$8,000.00	\$7,650.00	\$350.00	96%	
20250500 ACCOUNTING SVC	\$10,800.00	\$2,704.00	\$8,096.00	25%	
20250700 ASSESSMENT COLL SVC	\$29,000.00	\$0.00	\$29,000.00	0%	
20252500 ENGINEERING SVC	\$17,000.00	\$9,175.85	\$7,824.15	54%	
20253100 LEGAL SVC	\$6,000.00	\$9,781.86	-\$3,781.86	163%	Cell Tower sale costs
20254300 PARKS/RECREATION SVC	\$13,200.00	\$6,150.30	\$7,049.70	47%	
20257100 SECURITY SVC	\$58,155.00	\$24,650.69	\$33,504.31	42%	
20257200 SHUTTLE BUS	\$11,000.00	\$7,050.00	\$3,950.00	64%	Field trips for camp in July
20259100 OTHER PROF SVC	\$9,540.00	\$2,908.07	\$6,631.93	30%	
20281100 DATA PROCESSING SVC	\$47,430.00	\$19,802.49	\$27,627.51	42%	
20281200 DATA PROCESSING SUP	\$7,165.00	\$1,977.75	\$5,187.25	28%	
20281700 ELECTION SVC	\$55,726.00	\$0.00	\$55,726.00	0%	
20281900 REGISTRATION SVC	\$8,000.00	\$5,985.12	\$2,014.88	75%	
20285100 RECREATIONAL SVC	\$94,539.00	\$32,948.20	\$61,590.80	35%	
20285200 RECREATIONAL SUP	\$39,050.00	\$14,416.27	\$24,633.73	37%	
20289800 OTHER OP EXP SUP	\$15,100.00	\$13,781.01	\$1,318.99	91%	

FINANCIAL REPORT FY 24/25
341A FORPD GENERAL FUND

FY 24/25
Period 5 (42% of FY)

20289900 OTHER OP EXP SVC	\$6,200.00	\$7,041.28	-\$841.28	114%	
20291300 AUD/CONTROLLER SVC	\$16,000.00	\$0.00	\$16,000.00	0%	
* 20 - SERVICES AND SUPPLIES	\$1,579,711.00	\$539,709.11	\$1,040,001.89	34%	
30345000 TAX/LIC/ASSSESS	\$4,200.00	\$1,032.72	\$3,167.28	25%	
* 30 - OTHER CHARGES	\$4,200.00	\$1,032.72	\$3,167.28	25%	
42420200 STRUCTURES	\$220,000.00	\$7.38	\$219,992.62	0%	
* 42 - Buildings	\$220,000.00	\$7.38	\$219,992.62	0%	
43430300 EQUIPMENT SD NON RECON	\$90,000.00	\$0.00	\$90,000.00	0%	
* 43 - Equipment	\$90,000.00	\$0.00	\$90,000.00	0%	
79790100 CONTINGENCY APPR	\$50,000.00	\$0.00	\$50,000.00	0%	
* 79 - Appropriation for Contingencies	\$50,000.00	\$0.00	\$50,000.00	0%	
** EXPENDITURE ACCOUNTS	\$4,590,589.00	\$1,590,334.73	\$3,000,254.27	35%	
59599100 OPERATING TRANS IN	-\$913,830.00	\$0.00	-\$913,830.00	0%	
* 59 - INTERFUND REIMBRSMNT	-\$913,830.00	\$0.00	-\$913,830.00	0%	
** REIMBURSEMENT ACCOUNTS	-\$913,830.00	\$0.00	-\$913,830.00	0%	
91910100 PROP TAX CUR SEC	-\$2,219,873.00	\$0.00	-\$2,219,873.00	0%	
91910200 PROP TAX CUR UNSEC	-\$77,098.00	\$0.00	-\$77,098.00	0%	
91910300 PROP TAX CUR SUP	-\$58,480.00	\$0.00	-\$58,480.00	0%	
91910400 PROPERTY TAX SECURED DELINQUENT	-\$16,620.00	\$0.00	-\$16,620.00	0%	
91910500 PROP TAX SUP DELINQ	-\$2,417.00	\$0.00	-\$2,417.00	0%	
91910600 PROPERTY TAX UNITARY	-\$27,746.00	\$0.00	-\$27,746.00	0%	
91913000 PROP TAX PR UNSEC	-\$1,250.00	\$0.00	-\$1,250.00	0%	
91914000 PROP TAX PENALTIES	-\$350.00	\$0.00	-\$350.00	0%	
* 91 - TAXES	-\$2,403,834.00	\$0.00	-\$2,403,834.00	0%	
94941000 INTEREST INCOME	-\$22,000.00	-\$1,170.00	-\$20,830.00	5%	
94942900 BLDG RENTAL OTHER	-\$141,400.00	\$50.00	-\$141,450.00	0%	
94943900 GROUND LEASES-OTHER	-\$96,125.00	-\$1,879,873.58	\$1,783,748.58	1956%	proceeds from sale of leases
* 94 - REVENUE FROM USE OF MONEY AND PROP	-\$259,525.00	-\$1,880,993.58	\$1,621,468.58	725%	
95952200 HOME PROP TAX REL	-\$16,500.00	\$0.00	-\$16,500.00	0%	
95952900 IN LIEU TAXES-OTHER	\$0.00	\$0.00	\$0.00	0%	
* 95 - INTERGOVERNMENTAL REVENUES	-\$16,500.00	\$0.00	-\$16,500.00	0%	
96964600 RECREATION SVC CHGS	-\$518,590.00	\$25.00	-\$518,615.00	0%	
* 96 - CHARGES FOR SERVICES	-\$518,590.00	\$25.00	-\$518,615.00	0%	
97979000 MISC OTHER	-\$320,410.00	-\$132,712.00	-\$187,698.00	41%	
* 97 - MISCELLANEOUS REVENUE	-\$320,410.00	-\$132,712.00	-\$187,698.00	41%	
** REVENUE ACCOUNTS	-\$3,518,859.00	-\$2,013,680.58	-\$1,505,178.42	57%	
*** Total	\$157,900.00	-\$423,345.85	\$581,245.85	-268%	

FINANCIAL REPORT FY 24/25
341C MEASURE J CAPITAL FUND

 FY 24/25
Period 5 (42% of FY)

Commitment Item	Budget	Actual-GL	Available	Consumed	Comments
20253100 LEGAL SVC	\$5,000.00	\$0.00	\$5,000.00	0%	
20259100 OTHER PROF SVC	\$0.00	\$3,641.50	-\$3,641.50	0%	
20281100 DATA PROCESSING SVC	\$1,000.00	\$0.00	\$1,000.00	0%	
20291300 AUD/CONTROLLER SVC	\$4,500.00	\$0.00	\$4,500.00	0%	
20 - SERVICES AND SUPPLIES	\$10,500.00	\$3,641.50	\$6,858.50	35%	
42420200 STRUCTURES	\$9,569,693.00	\$1,603,358.34	\$7,966,334.66	17%	
42 - Buildings	\$9,569,693.00	\$1,603,358.34	\$7,966,334.66	17%	
EXPENDITURE ACCOUNTS	\$9,580,193.00	\$1,606,999.84	\$7,973,193.16	17%	
94941000 INTEREST INCOME	\$0.00	-\$1,016.00	\$1,016.00	0%	
94 - REVENUE FROM USE OF MONEY AND PROP	\$0.00	-\$1,016.00	\$1,016.00	0%	
97979000 MISC OTHER	-\$9,580,193.00	-\$199,442.00	-\$9,380,751.00	2%	
97 - MISCELLANEOUS REVENUE	-\$9,580,193.00	-\$199,442.00	-\$9,380,751.00	2%	
REVENUE ACCOUNTS	-\$9,580,193.00	-\$200,458.00	-\$9,379,735.00	2%	
Total	\$0.00	\$1,406,541.84	-\$1,406,541.84	0%	

FINANCIAL REPORT FY 24/25
373A FO ASSESSMENT DISTRICT

 FY 24/25
Period 5 (42% of FY)

Commitment Item	Budget	Actual-GL	Available	Consumed	Comments
50598000 OPERATING TRANS OUT	\$753,386.00	\$0.00	\$753,386.00	0%	
50 - INTERFUND CHARGES	\$753,386.00	\$0.00	\$753,386.00	0%	
EXPENDITURE ACCOUNTS	\$753,386.00	\$0.00	\$753,386.00	0%	
94941000 INTEREST INCOME	\$0.00	-\$160.00	\$160.00	0%	
94 - REVENUE FROM USE OF MONEY AND PROP	\$0.00	-\$160.00	\$160.00	0%	
96960300 SPECIAL ASSESMENT	-\$603,386.00	\$0.00	-\$603,386.00	0%	
96 - CHARGES FOR SERVICES	-\$603,386.00	\$0.00	-\$603,386.00	0%	
REVENUE ACCOUNTS	-\$603,386.00	-\$160.00	-\$603,226.00	0%	
Total	\$150,000.00	-\$160.00	\$150,160.00	0%	

FINANCIAL REPORT FY 24/25
343A PHOENIX LANDSCAPE AND LIGHTING

FY 24/25
Period 5 (42% of FY)

Commitment Item	Budget	Actual-GL	Available	Consumed	Comments
50598000 OPERATING TRANS OUT	\$56,614.00	\$0.00	\$56,614.00	0%	
50 - INTERFUND CHARGES	\$56,614.00	\$0.00	\$56,614.00	0%	
EXPENDITURE ACCOUNTS	\$56,614.00	\$0.00	\$56,614.00	0%	
94941000 INTEREST INCOME	\$0.00	-\$22.00	\$22.00	0%	
94 - REVENUE FROM USE OF MONEY AND PROP	\$0.00	-\$22.00	\$22.00	0%	
96960300 SPECIAL ASSESMENT	-\$56,614.00	\$0.00	-\$56,614.00	0%	
96 - CHARGES FOR SERVICES	-\$56,614.00	\$0.00	-\$56,614.00	0%	
REVENUE ACCOUNTS	-\$56,614.00	-\$22.00	-\$56,592.00	0%	
Total	\$0.00	-\$22.00	\$22.00	0%	

FINANCIAL REPORT FY 24/25
343B GUM RANCH MAINTENANCE ASSESSMENT

 FY 24/25
Period 5 (42% of FY)

Commitment Item	Budget	Actual-GL	Available	Consumed	Comments
50598000 OPERATING TRANS OUT	\$103,830.00	\$0.00	\$103,830.00	0%	
50 - INTERFUND CHARGES	\$103,830.00	\$0.00	\$103,830.00	0%	
EXPENDITURE ACCOUNTS	\$103,830.00	\$0.00	\$103,830.00	0%	
94941000 INTEREST INCOME	\$0.00	-\$56.00	\$56.00	0%	
94 - REVENUE FROM USE OF MONEY AND PROP	\$0.00	-\$56.00	\$56.00	0%	
96960300 SPECIAL ASSESMENT	-\$103,830.00	\$0.00	-\$103,830.00	0%	
96 - CHARGES FOR SERVICES	-\$103,830.00	\$0.00	-\$103,830.00	0%	
REVENUE ACCOUNTS	-\$103,830.00	-\$56.00	-\$103,774.00	0%	
Total	\$0.00	-\$56.00	\$56.00	0%	

FAIR OAKS RECREATION AND PARK DISTRICT
MEASURE J - COMMITMENT REPORT

FY 24/25
Period 5

Vendor	Project	Original Amount	Change Orders	Revised Amount	Paid	Balance	Notes
ARC Document Solutions	All Projects	\$ 8,000.00	\$ -	\$ 23,272.58	\$ -		
BOBO Construction	All Projects	\$ 21,750,000.00	\$ 399,777.00	\$ 22,149,777.00	\$ 17,766,093.13	\$ 4,383,683.87	
ICS	All Projects	\$ 1,100,000.00	\$ -	\$ 1,100,000.00	\$ 966,591.25	\$ 133,408.75	
Verde Design	Jim Streng Park	\$ 70,350.00	\$ 3,000.00	\$ 73,350.00	\$ 73,350.00	\$ -	Paused
Warren Consulting Engineers, Inc.	Jim Streng Park	\$ 5,000.00	\$ 7,300.00	\$ 12,300.00	\$ 11,800.00		Paused
Mid Pacific Engineering	Jim Streng Park	\$ 3,850.00	\$ 6,621.00	\$ 10,471.00	\$ 6,838.50		Paused
Playcore Wisconsin Inc. DBA Gam	Jim Streng Park	\$ 147,910.21	\$ 6,842.00	\$ 154,752.21	\$ 154,752.21	\$ -	Paused
Safe 2 Play Playground Safety Ins	Jim Streng Park	\$ 825.00	\$ -	\$ 825.00	\$ 825.00	\$ -	Paused
Olympic Land Construction	Jim Streng Park	\$ 678,100.00	\$ (19,332.00)	\$ 658,768.00	\$ 658,768.00	\$ -	Paused
Verde Design	Phoenix Park Improvements	\$ 438,250.00	\$ -	\$ 438,250.00	\$ 111,537.37		Paused
AECOM	Phoenix Park Improvements	\$ 69,943.00	\$ -	\$ 69,943.00	\$ -		Paused
Mid Pacific Engineering	Phoenix Park Improvements	\$ 9,600.00	\$ -	\$ 9,600.00	\$ 7,300.50		Paused
PARC Specialty Contractors	Village Park	\$ 134,700.00	\$ -	\$ 134,700.00	\$ 6,735.00		closed per ICS
Callander Associates Landscape A	Village Park	\$ 572,385.00	\$ 433,906.50	\$ 1,006,291.50	\$ 982,884.51	\$ 23,406.99	
CTA Engineering & Surveying	Village Park	\$ 20,500.00	\$ 4,448.13	\$ 24,948.13	\$ 24,948.13	\$ -	
Mid Pacific Engineering	Village Park	\$ 9,150.00	\$ 172,710.75	\$ 181,860.75	\$ 135,585.95	\$ 46,274.80	
Entek Consulting Group	Village Park	\$ 3,650.00	\$ 2,520.00	\$ 6,170.00	\$ 6,170.00	\$ -	
LSA Associates	Village Park	\$ 9,405.00	\$ (1,980.00)	\$ 7,425.00	\$ 7,425.50	\$ (0.50)	
AECOM	Village Park	\$ 61,853.00	\$ 7,871.20	\$ 69,724.20	\$ 69,724.20	\$ -	
Bennett Engineering	Village Park	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 8,000.00	\$ -	
Interwest Consulting	Village Park	\$ 11,190.00	\$ -	\$ 11,190.00	\$ 5,502.50		closed per ICS
Entek Consulting Group	Village Park - Clubhouse	\$ 5,115.00	\$ 26,990.00	\$ 32,105.00	\$ 25,110.00	\$ 6,995.00	
WMB Architects	Village Park - Clubhouse	\$ 180,330.00	\$ 78,626.00	\$ 258,956.00	\$ 225,863.38	\$ 33,092.62	
KMM Services Inc	Village Park - Clubhouse	\$ 10,650.00	\$ 54,440.00	\$ 65,090.00	\$ 58,130.00	\$ 6,960.00	
WMB Architects	Village Park-Amphitheatre	\$ 534,780.00	\$ 245,053.00	\$ 779,833.00	\$ 739,321.88	\$ 40,511.12	
L&M Fence Rental	Village Park-Amphitheatre	\$ 3,200.00	\$ 1,572.50	\$ 4,772.50	\$ 4,772.50	\$ -	
Total		\$ 25,846,736.21	\$ 1,430,366.08	\$ 27,269,102.29	\$ 22,081,302.09	\$ 4,674,332.65	



FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND FOUR HUNDRED AND THIRTY-EIGHTH BOARD OF DIRECTORS' REGULAR MEETING

Minutes for November 20, 2024

The one thousand four hundred and thirty-eighth meeting of the Fair Oaks Recreation and Park District Board of Directors was held on Wednesday, November 20, 2024, at the Fair Oaks Water District, 10326 Fair Oaks Blvd., Fair Oaks, CA.

For the Record: Chair Carhart called the regular meeting to order at 6:00 PM.

Board Members Present: Chair Carhart, Vice-Chair Tamagni, Director Irwin, Director Mounts, Director O'Farrell

Board Members Absent: None

Staff Present: District Administrator Mike Aho, Administrative Assistant II Ian Roberts, Administrative Services Manager Jennifer Larkin, Arts and Entertainment Manager Jennifer Schuler, Parks and Facilities Manager Sean Ventura, Recreation Manager Nick Davison, Recreation Supervisor Davey King, Recreation Supervisor Sabrina Bernardo

Members of the Public: 16

PRESENTATIONS:

Recreation Supervisor Sabrina Bernardo gave a presentation on the 2024 Chicken Festival.

Recreation Supervisor Davey King received a grant on behalf of the District for tennis programs.

Parks and Facilities Manager Sean Ventura gave a presentation on the ongoing safety efforts at the disc golf course at Miller Park.

PUBLIC COMMENT:

Chris Picard of Fair Oaks spoke to the Board regarding the disc golf course; he is not in favor of it.

James Kopperund of Fair Oaks spoke to the Board regarding the disc golf course; he is not in favor of it.

Lindsey Kopperund of Fair Oaks spoke to the Board regarding the disc golf course and her frustration at not being included in outreach or decision making.

DISCUSSION & ACTION #1: Consent Calendar

A motion to approve the consent calendar was made by Director O'Farrell and seconded by Director Mounts.

AYES: Chair Carhart, Vice-Chair Tamagni, Director Irwin, Director Mounts, Director O'Farrell

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND FOUR HUNDRED AND THIRTY-EIGHTH BOARD OF DIRECTORS' REGULAR MEETING

Minutes for November 20, 2024

DISCUSSION & ACTION #2:

Discussion and Possible Action on Approval of Public Art Policy.

A motion to approve the policy as written was made by Director O'Farrell and seconded by Vice-Chair Tamagni.

AYES: Chair Carhart, Vice-Chair Tamagni, Director Mounts, Director O'Farrell
NOES: Director Irwin
ABSTAIN: None
ABSENT: None
RECUSE: None

DISCUSSION & ACTION #3:

Discussion and Possible Action on Approval of Donation and Donor Recognition and Gift Policy.

A motion to approve the policy as written was made by Director Irwin and seconded by Mounts.

AYES: Chair Carhart, Vice-Chair Tamagni, Director Irwin, Director Mounts, Director O'Farrell
NOES: None
ABSTAIN: None
ABSENT: None
RECUSE: None

DISCUSSION & ACTION #4:

Monthly Fair Oaks Youth Advisory Report.

Matthew Cao, FOYAB Chair, gave the November report.

DISCUSSION & ACTION #5:

Convene the Fair Oaks Recreation Foundation meeting without adjourning the Board of Directors meeting.

A motion to convene the 130th Fair Oaks Recreation Foundation Board Meeting was made by Director Mounts and seconded by Irwin.

AYES: Chair Carhart, Vice-Chair Tamagni, Director Irwin, Director Mounts, Director O'Farrell
NOES: None
ABSTAIN: None
ABSENT: None
RECUSE: None

DISCUSSION & ACTION #6:

Reconvene the Fair Oaks Recreation and Park District Board of Directors meeting.

A motion to reconvene the Fair Oaks Recreation and Park District Board of Directors meeting was made by Director Mounts and seconded by Irwin.

AYES: Chair Carhart, Vice-Chair Tamagni, Director Irwin, Director Mounts, Director O'Farrell
NOES: None
ABSTAIN: None
ABSENT: None
RECUSE: None

FAIR OAKS RECREATION AND PARK DISTRICT

ONE THOUSAND FOUR HUNDRED AND THIRTY-EIGHTH BOARD OF DIRECTORS' REGULAR MEETING

Minutes for November 20, 2024

DISCUSSION & ACTION #7:

Closed session for public employee performance evaluation of position(s): District Administrator.

A motion to move to closed session was made by Director Irwin and seconded by Director Mounts.

AYES: Chair Carhart, Vice-Chair Tamagni, Director Irwin, Director Mounts, Director O'Farrell

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

Reportable Action from Closed Session: The Board voted to approve the District Administrator's contract through December of 2025 with a 5% pay increase.

DISCUSSION & ACTION #8:

Adjourn to the Regular Meeting of December 18, 2024 at 6PM.

A motion to adjourn to the regular meeting of December 18, 2024 was made by Director Irwin and seconded by Chair Carhart.

AYES: Chair Carhart, Vice-Chair Tamagni, Director Irwin, Director Mounts, Director O'Farrell

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: None

Ralph Carhart
Chair, Board of Directors

Michael J. Aho
District Administrator

STAFF REPORT



Meeting Date: December 18th, 2024

To: Board of Directors

From: Michael J. Aho – District Administrator

Subject: Operational Overview: Village Park Community Center and the Fair Oaks Performing Arts Center

Prepared By: Jen Schuler-Arts & Entertainment Manager

I. Recommendation

Approve the Operational Overview for the newly renovated Village Park Community Center and the Fair Oaks Performing Arts Center.

II. Background

The Fair Oaks Recreation and Park District (FORPD) has developed a strategic operational plan following the recent renovations of the Village Park, Veteran's Memorial Amphitheater, Community Clubhouse, and the new Fair Oaks Performing Arts Center. This plan is intricately designed to support the District's goals of celebrating community diversity, promoting inclusivity, and driving economic and cultural growth within Fair Oaks. Drawing upon insights from the AMS Planning & Research report (Attachment A), this Operational Plan provides an overview of the framework and programming strategy devised for enhancing and activating the District's updated center.

III. Problem /Situation/ Request

At the request of the Board of Directors, this overview addresses the strategic plans for facilities funded through Measure J, including the Fair Oaks Performance Art Center. As these facilities transition from development to operation, there are critical areas needing attention:

- Establish clear operational guidelines and a comprehensive programming strategy to effectively meet the community's cultural, educational, and recreational needs.

- Develop a robust framework to manage the complexities and expectations that come with moving into full operational status.
- Seeking the Board's approval to implement the outlined strategic operational plan, which includes finalizing operational frameworks and programming strategies and establishing performance metrics to gauge the facilities' success and impact on the community.

IV. Financial Analysis

Approving the operational overview will not incur initial costs but is expected to enhance facility utilization and create new revenue streams through increased class enrollments, event attendance, and partnerships. These improvements will boost operational efficiencies and enhance community engagement, leading to a positive long-term financial impact for the district.

Respectfully Submitted,

Michael J. Aho
District Administrator

Attachment A: Operational Plan



Operational Overview

Village Park Community Center and Fair Oaks Performing Arts Center

December 18th, 2024

Mike Aho
District Administrator
Fair Oaks Recreation & Park District
4150 Temescal Street
Fair Oaks, CA. 95628
tsebastian@fairoakspark.org
(916) 966 – 1036

I. Introduction

The Fair Oaks Recreation and Park District (FORPD) has developed a strategic operational plan for the newly renovated Village Park, Veteran's Memorial Amphitheater, Community Clubhouse, and the Fair Oaks Performing Arts Center. This plan aligns with the District's commitment to celebrating community diversity, promoting inclusivity, and fostering economic and cultural growth in Fair Oaks. Utilizing insights from the AMS Planning & Research report (Attachment A), this overview outlines the operational framework, programming strategy, and expected outcomes for the District's plans for activating the renovated center.

Project Timeline:

The entire Village Park facility, encompassing Plaza Park, The Veteran's Memorial Amphitheater, The Black Box Theatre, the Community Flex Rooms, Arts & Crafts Studio, Community Clubhouse, and Band Shell, is anticipated to open in mid-Spring 2025. A soft opening is planned from April through early Summer 2025 to allow for initial operations, staff training, and adjustments to programming before the official grand opening. A soft opening offers an opportunity to test facilities and services with smaller-scale events and rentals, ensuring a seamless experience for the community upon the full-scale launch. The grand opening celebration is tentatively scheduled for early Summer 2025 to formally commemorate the completion and welcome the community.

II. Guiding Principles

The operational strategy is anchored in the following principles:

- **Celebrating Community:** Leveraging arts and culture to reflect the unique identity of Fair Oaks.
- **Inclusive Access:** Ensuring programs and facilities are welcoming and accessible to all.
- **Active Collaboration:** Partnering with local organizations to enhance programming quality and diversity.
- **Pragmatic Development:** Offering programs that are both innovative and financially sustainable.
- **Proactive Engagement:** Continuously refining activities to meet evolving community needs.

III. Operational Model

The District will adopt a "**Host/Presenter**" model:

- **Host Role:** Providing spaces for key programming partners and supporting community-led events.
- **Presenter Role:** Directly organizing and promoting a curated lineup of events, including ticketed concerts, comedy shows, and family-friendly activities.

IV. Programming Highlights

V. Draft Average Monthly Program Plan (estimated per month)

I. Programs and Events

1. **Amphitheatre:**
 - 4 live musical performances featuring area artists.
 - **3 theatrical events** (community or youth theater).
 - **2 private rentals** for school-based events, graduations, or other private activities.
2. **Black Box Theatre:**
 - 2 workshops or educational classes (e.g., acting or improv).
 - **2 theatrical rentals** for performances by local organizations or schools.
 - **2 private rentals** for local organizations, private events, or school performances.
3. **Arts and Crafts Building:**
 - 4 art-based birthday parties for children.
 - 4 weekly art or craft classes for different age groups.
 - 1 private workshop rental.
4. **Community Clubhouse:**
 - **3 service club meetings.**
 - **2 rentals** for private events such as weddings, banquets, or large gatherings.
 - 2 fitness or recreational workshops.
 - 1 large community event open to the public.
5. **Outdoor and Plaza Spaces:**
 - 4 *Concerts in the Park* (weekly, summer season).
 - 1 family-friendly outdoor movie night.
 - 2 informal "pop-up" events (e.g., open-mic or cultural festival).
 - 1 private outdoor gathering (e.g., wedding or corporate event).

II. Projected Revenues (Monthly Averages) (Attachment B Proforma)

1. **Ticket Sales (Amphitheater and Arts & Entertainment Events):**
\$21,814.75 (derived from annual ticket revenue of \$261,777.08 divided evenly across 12 months).
2. **Ticket Sales Fees (Amphitheater and Arts & Entertainment Events):**
\$3,146.37 (derived from annual ticket fee revenue of \$37,756.45 divided evenly across 12 months)
3. **Rental Income (Facilities and Spaces):**
\$12,397.69 (from annual rental income of \$148,772.39).
4. **Food and Beverage Revenue:**
\$1,977.38 (based on \$23,728.63 annually).
5. **Miscellaneous Income (Merchandise, fees, etc.):**
\$839.87 (from \$10,078.55 annually).
6. **Contributed Income:** \$6,119.48 (derived from annual contributed income, i.e., Annual Memberships, Event Sponsorships, Individual Contributions, Corporate Contributions, Foundation Grants, and Program Advertising of \$73,433.85 divided evenly across 12 months).

Total Monthly Revenue:

~\$46,295.57 (\$555,546.95 divided even across 12 months)

III. Projected Expenses (Monthly Averages)**1. Personnel Costs:**

- Full-time staff: \$18,154.36 (annual \$217,852.40 / 12).
- Part-time staff: \$12,891.93 (annual \$154,703.27 / 12).

1. Programming and Event Costs:

- Event and programming costs: \$9,646.88 (from \$115,762.50 annually).
- Box Office/Front of House costs: \$683.63 (from \$8,203.64 annually)
- Fundraising Expenses: \$2,000.50 (from \$24,006.01 annually)

2. Utilities, Maintenance, and Overhead:

Estimated \$28,435.41 (based on proportional allocation from the overall budget)

Total Monthly Expenses:

~\$45,746.93 (from \$548,963.24 annually)

IV. Net Monthly Revenue (Year 3):

~\$6,583.71

VI. Operational Enhancements and Community Integration**1. Purpose and Management of Exterior Lighting:**

- Lighting has been designed to enhance security, usability, and aesthetic appeal for expanded park usage during events.
- Park hours will align with local noise ordinances and Fair Oaks Recreation and Park District policies, with amplified sound ending by 10 PM.
- During events and programs lights and sound will not automatically turn off but will be managed manually by staff as part of event operations.

2. Security and Maintenance:

- Restrooms will be locked after park hours to address security and maintenance concerns.
- Additional security will be provided during large events and those with alcohol to ensure a safe environment for attendees and the community.

3. Event Planning and Traffic Management:

- Large events will be very limited, with the focus on hosting smaller events for 200-400 people.

- Signature large events, such as Chicken Fest, Christmas in the Village, and Fiesta Days, are being considered for inclusion in the programming but have not yet been confirmed.

4. Infrastructure Improvements:

- Walkways within the park will allow users to navigate safely without walking on the roadway, enhancing pedestrian access and safety.
- These walkways are on park property and do not include bike lanes as part of this project.
- Temporary street closures may occur during events, with advance notification provided to affected residents and businesses.

VII. Financial Framework

Village Park and Fair Oaks Performing Art Center programs are projected to achieve steady growth in revenue while managing costs effectively. The following highlights key financial projections:

- **Revenue Streams:**
 - Ticket sales: \$208,800.00 Year 1, increasing to \$290,938.56 by Year 4.
 - Programming revenue: \$487,102.25 Year 1, increasing to \$595,780.03 by Year 4.
- **Personnel Costs:**
 - Full-time personnel: \$207,478.40 in Year 1, rising to \$223,865.17 by Year 4.
 - Part-time personnel: Approximately \$151,655.00 in Year 1, raising to \$154,703.27 by Year 4

VIII. Next Steps and Community Engagement

- Launch a community survey to engage the community and find the general tone of what people are most excited about.
- Launch a community awareness campaign to promote upcoming programs and rental opportunities.
- Continue to establish collaborations with local artists, schools, and cultural organizations.
- Implement feedback loops to refine programming based on audience preferences.

IX. Conclusion

The revitalized Village Park and what is now the Fair Oaks Performing Arts Center are poised to become the cultural heart of Fair Oaks. By blending community-driven and District-led initiatives, Fair Oaks Recreation & Parks District aims to deliver enriching, inclusive, and sustainable programming for residents and visitors alike.



Fair Oaks Recreation & Park District Arts & Cultural Programming Strategy

Summary Report



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1. Background & Introduction

AMS conducted a two-phase arts and cultural programming and operational study for renovated facilities in the Fair Oaks Recreation and Park District. After examining the current market and cultural environment, AMS recommended that the District consider shifting its programming approach from that of being a facility provider and landlord to an intentional strategy rooted in Board-adopted “guiding principles” where the District is an active programmer and partner, ensuring that arts and cultural programs are serving all constituencies of the community.

The following offers a summary of AMS’ research findings and modeling efforts.

AMS’s scope of work included the following steps:

- Reviewing background materials, planning documents, relevant reports on arts, entertainment, visitation, and regional growth,
- Conducting webinar and telephone interviews with regional leaders and stakeholders,
- Inventory and analysis of regional performance, conference, event, and meeting facilities,
- Review of comparable and inspirational programming venues and districts
- Development of business plan and financial forecast.



2. Research Findings

AMS began the project by researching and analyzing three key inputs: a **survey of current and potential District facility users, personal interviews with stakeholders, and a review of available historical operating data.** The team dissected current arts, culture, and entertainment programs in Fair Oaks, while listening to perceived gaps in current offerings from stakeholders and married those anecdotal inputs with quantitative responses from the user survey to form a snapshot of the current situation. Detailed information can be found in the appendices to this report. A summary of findings follows.

Potential User Survey

AMS surveyed more than 30 local and regional arts organizations, receiving 16 responses. Potential users and local business leaders were asked to provide insights into the quantity and volume of demand for different types of performing spaces. Among survey respondents, the majority were interested mostly in the Amphitheatre and Outdoor spaces for entertainment and commercial events, and the community clubhouse for indoor rental activities. This finding informed AMS' work, focusing on the market demand for those venues and ways to activate them.

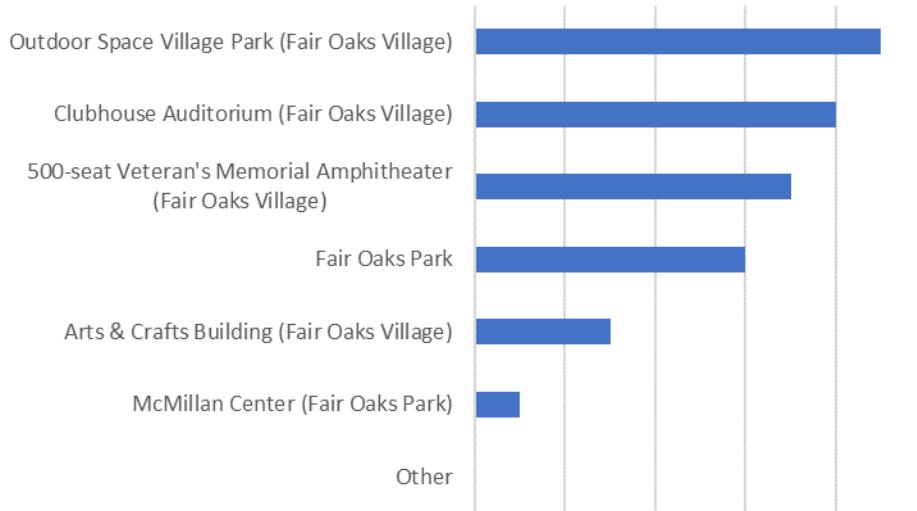


Figure 1 Survey of Potential Users: Interest in Spaces

Current Space Utilization

A review of background materials, including previous district surveys and plans, materials from regional arts organizations and service groups, and historic operational data provided context regarding the region's existing market and arts assets.

The background review also highlighted opportunities for growth in arts and entertainment activity. Under current utilization, the team presented the following findings:



Figure 2 Current Space Utilization of FORPD Facilities

Interviews

AMS interviewed a diverse cohort of representatives from 36 organizations from Fair Oaks, including arts and cultural groups, local businesses, and service organizations. Representatives from the San Juan Unified School District, as well as Sacramento area entertainment professionals, were also interviewed for added input.

We summarized the input gained through the interviews into the following themes:

- 1) Fair Oaks is eclectic and should retain that part of its special appeal and character.
- 2) Gaps in programs exist for:
 - a. Teenagers
 - b. Young Professionals
 - c. Singles Between 30-50 years old
- 3) A younger and more entrepreneurial spirit is taking hold in the Village and driving momentum for increased foot traffic.
- 4) Traditional Mainstreet businesses may be reluctant to see dramatic increases in foot traffic, car traffic, and parking need.
- 5) Boosting District programs would be an economic multiplier for the community and the economy of the Village in particular.

Definition of Success – Guiding Principles



Figure 3 Guiding Principles Graphic

Concluding the first phase, AMS synthesized feedback from the District Board and working groups, stakeholder interviews, comparable studies, and developed draft Guiding Principles which were then presented in late 2020 to the board for approval. The guiding principles serve as guard rails and constraints, but also as inspiration for the types of arts and

entertainment programs the District will seek. AMS received guidance and edits, and final approval was given for the following Guiding Principal statements:

Committed to Celebrating Our Community:	Active, Central, and Collaborative:	Diverse, Pragmatic, and Relevant:	Inclusive to All:	Proactive:
FORPD plans for a vibrant future and embraces what makes Fair Oaks unique .	The Village is an active centerpiece of the District, driving social engagement and economic impact for Fair Oaks and neighboring communities.	FORPD supports programming that attracts and engages the entire community.	FORPD strives to sustain facilities and programs that are welcoming, affordable, and inclusive.	The district regularly ensures facilities and programs remain relevant to our community by testing and adjusting programs continuously

Figure 4 Fair Oaks Recreation and Park District Guiding Principles for Arts and Entertainment Programs

With the adoption of these statements by District staff and elected board, AMS then worked with the steering committee to develop a range of

possible scenarios for future arts and cultural programming and operations. These principals provided us with the necessary ‘compass points’ to determine possible scenarios and make a recommendation.



3. Preferred Scenario

'Host/Presenter' Model

Operating Model

As we considered various scenarios, we introduced an operating framework we call the “Landlord, Host, Presenter” framework. (see figure 5 below)

As we looked at the market data, community input, guiding principals, and facilities, we landed on a model that we call the “Host / Presenter” model. Were the District plays *Host* to certain key programming partners and helps them succeed, but the District also engages in *Presenting* to augment programming and insure a diversity of offerings by having a direct hand in the presentation of events, classes, concerts, and other activities.

The following section details the operating model for a ‘presenter/host-forward’ operation.

Operating Frameworks



Presenter

- Operator is responsible for operations *and* programming.
- Operator has programming and calendar control – and the majority of risk.
- Pro-active booking of available calendar dates.

Host

- “Intentional” relationship between major tenants and owner/operator.
- Tenants provide the majority of programming.
- Owner/operator has limited programming risk – and limited control.
- Pro-active booking of available calendar dates.

Landlord

- Passive operating model, often used in public sector.
- Typically no at-risk activity by the venue.
- No pro-active booking of the facility.

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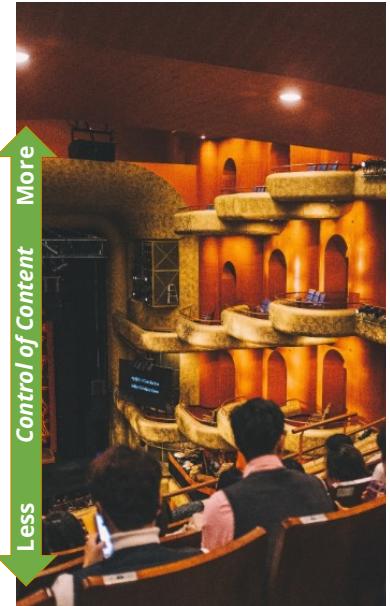


Figure 5 Operating Frameworks

As a “Host / Presenter” the District will have greater intentionality when working with facility renters and partners. It will also have intentionality when it comes to scheduling its spaces as it seeks to balance the needs of partners, its own ticketed presentations, and revenue-producing rentals, which are needed to support community-based activities that will also continue to be offered. Striking a balance in operations and programming will be key, and implementation of this model will require Board support and staff ingenuity. We believe that part of this new balance in operations will enable the District to offer an increased level of support and incentives for partners and community users that align with the Board’s principles.

Given the space assumptions outlined above and additional regional assumptions, including a full-time tax rate of 30%, facility fees of \$2.00 per ticket, and an average of 70% of capacity sold for presented activity, AMS began by modeling activity for a presenter/host season of activity. The model assumes that the volume of activity comes primarily from non-profit and local commercial event rentals, along with district subsidized educational activities. However, the bulk of revenue is derived from the 22 presented events which also drive the largest audiences/participants per event.

Based on comparable research and market understanding, AMS modeled a base year of new activity in the amphitheater and maintained existing volume and mix of education and free programmed activity in other facilities. A total of 126 annual event rentals (including commercial, government, education, and not-for-profit rentals) with over 49,000 attendees are supplemented by 22 presented events adding an estimated 17,000 additional attendees to the district.

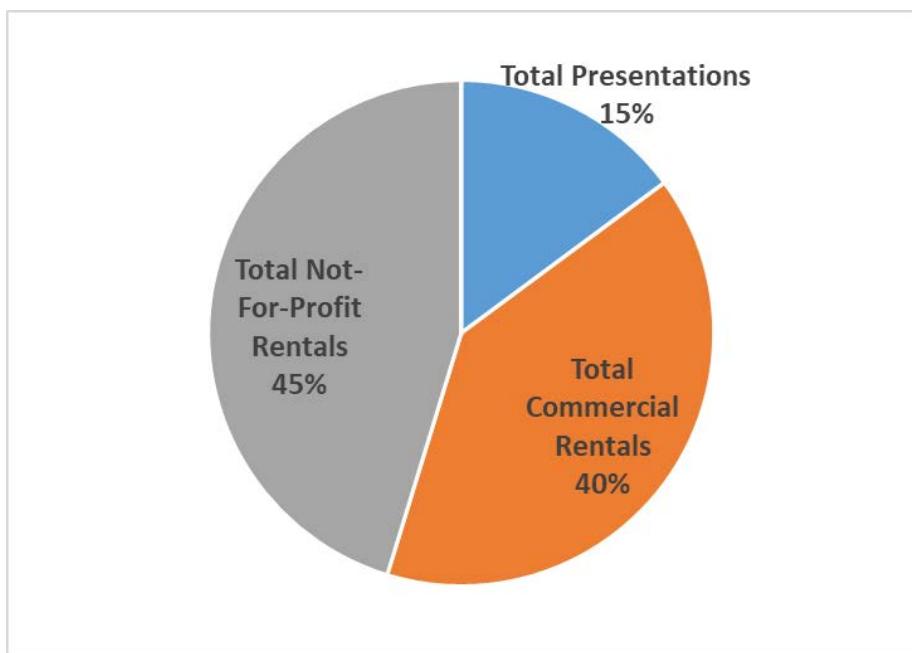


Figure 6 Performance/Event Mix of Activities

Breaking down the presented activity, we forecasted an increase in music, comedy, and family-oriented content, based on interviews with stakeholders, survey demand interest, and guidance from the District governing board (Fig. 7)

Throughout the project, AMS heard from many members of the community, that content such as a music series would thrive. Due to the formal and informal nature of venues, AMS prioritized the Amphitheater for presented activity as a ‘formal’ venue, one where there is control of tickets, seating, and stage access. Whereas the bandshell, was treated as an informal space, optimal for pop-up and free or discounted events where control is not necessarily the priority.

The breakdown of presented activity we found would work based on comparable venues, and regional research, showed that indeed commercial music was the most viable for the outdoor venue. We forecast a weekly concert series once a week during the summer months, which also considers the concerns raised by local shop owners and residents, that too much activity would be problematic. We increased the comedy series to 4, from its current 3 events, because it is highly successful, and has a lower cost than we typically see. Finally, we forecasted family-oriented programming based on the desirability we heard from residents, the District board, and survey responses.

Figure 7 represents a forecast of presented activity, which is variable, and dependent on how proactive and successful the District is at cultivating new relationships with artist promoters and co-promoters.

		Base Year			
Schedule 5: Presented & Co-Promoted Season	Base Year	Avg Ticket Price	Forecast Rev (AvgTypol)	Forecast Exp (AvgTypol)	Net Contrib (AvgTypol)
Typology		<i>Basis per Typology</i>	<i>Average per Typology</i>		
Family	4	\$10	\$15,000	\$10,000	\$5,000
Music Series	13	\$25	\$116,000	\$111,000	\$5,000
Comedy/Literary/Speakers	4	\$20	\$31,000	\$18,000	\$13,000
Summary (totals or averages):	22	\$21	\$162,000	\$139,000	\$23,000

Figure 7 Presented Activity Mix

Total revenues are just short of \$400K, with over 41% of revenue coming from ticket sales, and nearly 30% of revenue from rentals. The balance of revenue is driven by a 33% net share of food and beverage from commercial performance bar sales and banqueting activity during event rentals (provided by a F&B contractor), and chargebacks for variable labor.

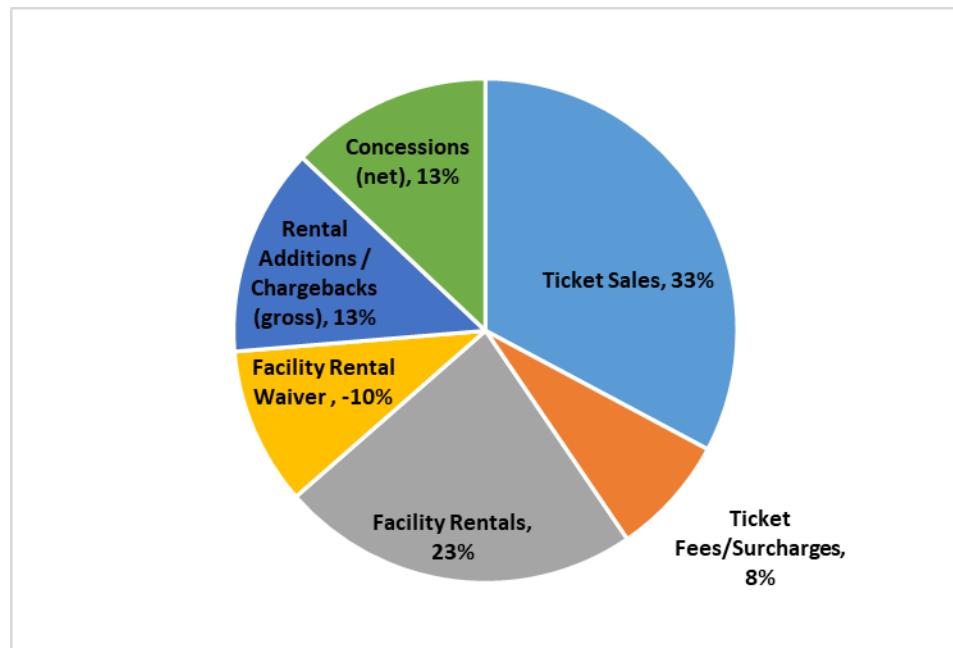


Figure 8 Revenue Summary

Within the ticket sales, we forecast \$162K in presented event revenues, largely from a new dedicated and regularly programmed music series.

Arts and Entertainment Expenses at the District of over \$320K are driven by presented season programming costs and compensation costs (Fig. 8). Compensation costs include additional staffing, plus part time and program specific staffing such as box office employees. We also built a contingency line which represents 4% of potential unexpected or unforeseen expenses which may be incurred.

Some new revenue streams for the District to capture are ticket fees and concessions. These will be important lines of business to develop and 'get right' to insure the smooth and consistent delivery of service to patrons as the goal is for them to come to expect a certain level of professionalism anytime they attend an event in the park or at any of the

facilities. A high level of service ensures return customers and, ideally, leads more people to discover the shops and restaurants of the Village as well.

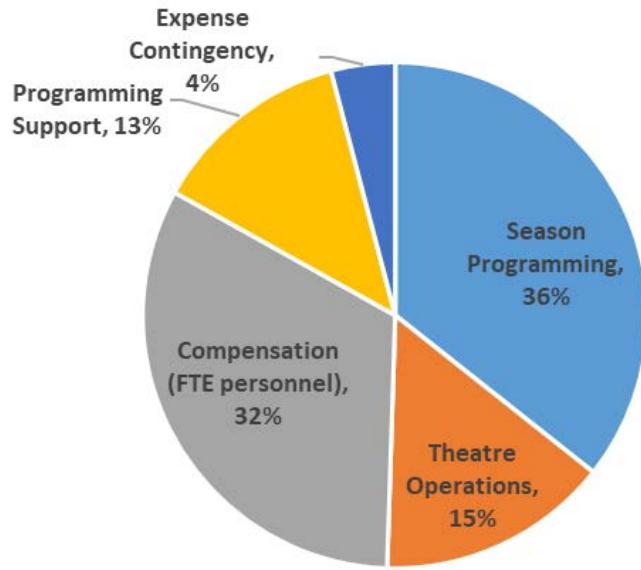


Figure 9 Expense Summary

Fair Oaks Recreation and Park District maintains a budget for building operations and administrative ‘fixed’ costs; therefore, we have omitted such costs from our modeling forecast. This includes expenses such as compensation of shared district staffing, office supplies and utilities, costs which are allocated through the District facilities already.

The compensation of \$127K represents new staffing of a Programming Director who AMS recommends is needed to engage new and existing partnerships, promoters, and rentals. The new compensation also includes at least one part time Event Coordinator to support event as necessary, such as box office set up, ticketing delivery, and engaging with renters.

A summary pro forma for the ‘presenter/host-forward’ model results in a modest net operating result of \$4,000 annually (Fig. 9). This summary represents a forecast rather than a formal budget. Each line item has variability, so AMS recommends this as a direction for a normalized,

typically third year, of operations. Subsequently, the first two years will likely require substantive investments on the part of the District to stand up the level of activity, along with implanting the additional staffing required.

Fair Oaks Recreation and Park District	
Schedule 2: Summary Pro Forma	
Operating Overview	Base Year
Earned Revenues	
Ticket Sales	\$162,000
Ticket Fees/Surcharges	\$38,000
Facility Rentals	\$114,000
Facility Rental Waiver	\$ (50,000)
Rental Additions / Chargebacks (gross)	\$66,000
Concessions (net)	\$64,000
Total Earned Revenues	\$394,000
Total Revenue	\$394,000
Operating Expenses	
Season Programming	\$139,000
Theatre Operations	\$58,000
Compensation (FTE personnel)	\$127,000
Programming Support	\$50,000
Expense Contingency	\$16,000
Total Operating Expenses	\$390,000
Net Operating Result	\$4,000

Figure 10 Summary Pro Forma

Looking Forward

In light of the research and modeling conducted, AMS submits the following questions and recommendations for further consideration:

- Can Fair Oaks Recreation and Park District increase programming support to build and sustain activity levels?
- How could summer programming and visitors factor into higher levels of activity and greater income?
- Which partners will be best suited to help the District achieve its guiding principles?

Finally, we have noted some important Next Steps and considerations. As with any new venture, achieving the ‘base year’ we have forecasted may take up to 5 years...maybe less. It will be important for this effort to be supported by the Board and to keep the vision in frame during the next few years. One thing to consider is to take-on a fundraising effort to seed this new direction to ensure success.



Will take several years to achieve ‘base year’

During this time funds will be needed to implement these changes; expenditure on new staff will need to be made *before* programming revenue comes in, for example. How can the board support contributed revenue in the short term? And long term?



Support existing users

In order to fulfill guiding principles, changes will need to be made to existing and long-standing relationships. How can board, staff and community support these organizations through this transition?



Equipping for the new model

Now that there is some view into the future operations, what modifications need to be made to the capital plans and budget to support this? What is feasible? What is set in stone?

We also believe that staff and board will need to work with existing partners to bring them along with this new vision and to re-stabilize after the park renovation is completed and COVID has passed.

Finally, we think that it would be a good idea to revisit the renovation plans and budget to see what, if any, modifications could or should be made in light of this clarified operating plan.



4. Appendices

- A. Project Kickoff Presentation (1)
- B. Press Release Exercise
- C. Phase 1 Presentation & Workshop
- D. Comparative Models & Scenarios Workshop Part I
- E. Arts and Entertainment Budget Reallocation Exercise
- F. Activity Profile & Scenarios Workshop Part II
- G. Final Presentation

FAIR OAKS PERFORMING ARTS CENTER											
A. Pro-Forma Operating Activity Summary											
Activity Summary		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Amphitheater	Live Performance Events	35	26	27	30	30	32	32	33	33	33
	Plays and Musicals	12	0	0	0	0	0	0	0	0	0
	Comedy	6	6	6	7	7	7	8	8	8	8
	Concerts/Music	6	9	10	10	10	10	10	10	10	10
	Dance/Recitals	4	3	2	3	2	3	2	3	3	3
	Speakers	2	3	4	5	6	7	7	7	7	7
	Movies and Screenings	1	1	1	1	1	1	1	1	1	1
	Events	4	4	4	4	4	4	4	4	4	4
	CP Groups Use Days	49	3	3	3	3	3	3	3	3	3
	Other Nonprofit Use Days	4	2	2	2	2	3	3	3	3	3
	Commercial Rental Use Days	2	4	4	4	4	5	5	5	5	5
	Total Use Days	160	87	90	99	99	107	107	110	110	110
	Total Ticketed Events	35	26	27	30	30	32	32	33	33	33
	Total Event Attendance	23,275	17,290	17,955	19,950	19,950	21,280	21,280	21,945	21,945	21,945
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Black Box	Live Performance Events	36	11	10	10	10	11	12	15	15	15
	Plays and Musicals	18	0	0	0	0	0	0	0	0	0
	Comedy	2	2	2	2	2	2	2	3	3	3
	Concerts/Music	5	2	2	2	2	2	3	3	3	3
	Dance/Recitals	3	2	1	1	1	2	2	3	3	3
	Speakers	2	1	1	1	1	1	1	1	1	1
	Movies and Screenings	2	2	2	2	2	2	2	2	2	2
	Events	4	2	2	2	2	2	2	3	3	3
	CP Groups Use Days	25	3	3	3	3	3	3	3	3	3
	Other Nonprofit Use Days	10	2	2	2	2	3	3	3	3	3
	Commercial Rental Use Days	4	4	4	4	4	5	5	5	5	5
	Total Use Days	147	42	39	39	39	44	47	56	56	56
	Total Ticketed Events	36	11	10	10	10	11	12	15	15	15
	Total Event Attendance	7,560	2,310	2,100	2,100	2,100	2,310	2,520	3,150	3,150	3,150
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
The Clubhouse	Live Performance Events	10	11	12	13	14	15	16	17	18	19
	Plays and Musicals	0	0	0	0	0	0	0	0	0	0
	Comedy	0	0	0	0	0	0	0	0	0	0
	Concerts/Music	1	1	1	1	1	1	1	1	1	1
	Dance/Recitals	1	1	1	1	1	1	1	1	1	1
	Speakers	0	0	0	0	0	0	0	0	0	0
	Movies and Screenings	3	3	3	3	3	3	3	3	3	3
	Events	5	6	7	8	9	10	11	12	13	14
	CP Groups Use Days	20	11	12	13	14	15	16	17	18	19
	Other Nonprofit Use Days	5	6	7	8	9	10	11	12	13	14
	Commercial Rental Use Days	2	3	4	5	6	7	8	9	10	11
	Total Use Days	37	31	35	39	43	47	51	55	59	63
	Total Ticketed Events	10	11	12	13	14	15	16	17	18	19
	Total Event Attendance	1,000	1,100	1,200	1,300	1,400	1,500	1,600	1,700	1,800	1,900
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Flex Rooms-Non Performance Rentals	FORPD Use Groups	25	26	27	28	29	30	31	32	33	34
	CP Groups Use Days	10	11	12	13	14	15	16	17	18	19
	Other Nonprofit Use Days	6	7	8	9	10	11	12	13	14	15
	Commercial Rental Use Days	3	4	5	6	7	8	9	10	11	12
	Total Use Days	44	48	52	56	60	64	68	72	76	80

FAIR OAKS PERFORMANCE ARTS CENTER											
A. 1 Pro-Forma Operating Budget Summary											
Budget Summary	Pre-Opening	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Earned Income											
Ticket Sales	\$7,000.00	\$208,800.00	\$234,325.00	\$261,777.08	\$290,938.56	\$321,895.52	\$354,737.87	\$389,559.56	\$426,458.76	\$465,538.00	\$506,904.38
Ticket Fees	\$0.00	\$31,320.00	\$34,466.25	\$37,756.45	\$41,147.65	\$44,641.91	\$48,241.36	\$51,948.14	\$55,764.44	\$59,692.48	\$63,734.51
Rental Income	\$0.00	\$140,232.25	\$144,439.22	\$148,772.39	\$153,235.57	\$157,832.63	\$162,567.61	\$167,444.64	\$172,467.98	\$177,642.02	\$182,971.28
Concessions	\$0.00	\$23,750.00	\$23,037.50	\$23,728.63	\$24,440.48	\$25,173.70	\$25,928.91	\$26,706.78	\$27,507.98	\$28,333.22	\$29,183.22
Classes and Workshops (A&E)	\$6,000.00	\$9,500.00	\$9,785.00	\$10,078.55	\$10,380.91	\$10,692.33	\$11,013.10	\$11,343.50	\$11,683.80	\$12,034.32	\$12,395.35
Total Earned Income	\$13,000.00	\$413,602.25	\$446,052.97	\$482,113.10	\$520,143.17	\$560,236.10	\$602,488.85	\$647,002.62	\$693,882.96	\$743,240.03	\$795,188.73
Contributed Income											
Annual Membership Income	\$0.00	\$50,000.00	\$48,500.00	\$49,955.00	\$51,453.65	\$52,997.26	\$54,587.18	\$56,224.79	\$57,911.54	\$59,648.88	\$61,438.35
Event/Program Sponsorships	\$5,000.00	\$7,000.00	\$6,790.00	\$6,993.70	\$7,203.51	\$7,419.62	\$7,642.20	\$7,871.47	\$8,107.62	\$8,350.84	\$8,601.37
Individual Contributions	\$7,000.00	\$4,000.00	\$3,880.00	\$3,996.40	\$4,116.29	\$4,239.78	\$4,366.97	\$4,497.98	\$4,632.92	\$4,771.91	\$4,915.07
Corporate Contributions	\$0.00	\$3,000.00	\$2,910.00	\$2,997.30	\$3,087.22	\$3,179.84	\$3,275.23	\$3,373.49	\$3,474.69	\$3,578.93	\$3,686.30
Foundation Grants	\$0.00	\$5,000.00	\$4,850.00	\$4,995.50	\$5,145.37	\$5,299.73	\$5,458.72	\$5,622.48	\$5,791.15	\$5,964.89	\$6,143.83
Program Advertising	\$0.00	\$4,500.00	\$4,365.00	\$4,495.95	\$4,630.83	\$4,769.75	\$4,912.85	\$5,060.23	\$5,212.04	\$5,368.40	\$5,529.45
Total Contributed Income	\$12,000.00	\$73,500.00	\$71,295.00	\$73,433.85	\$75,636.87	\$77,905.97	\$80,243.15	\$82,650.45	\$85,129.96	\$87,683.86	\$90,314.37
Total Income	\$25,000.00	\$487,102.25	\$517,347.97	\$555,546.95	\$595,780.03	\$638,142.07	\$682,732.00	\$729,653.06	\$779,012.92	\$830,923.89	\$885,503.10
Operating Costs											
Full-Time Personal Expense	\$211,440.58	\$207,478.40	\$213,204.69	\$217,852.40	\$223,865.17	\$223,865.17	\$228,745.10	\$228,745.10	\$228,745.10	\$228,745.10	\$228,745.10
Part-Time Personal Expense	\$32,654.00	\$151,655.00	\$153,171.55	\$154,703.27	\$154,703.27	\$157,812.80	\$159,390.93	\$160,984.84	\$160,984.84	\$162,594.69	\$164,220.63
Fundraising Expense	\$23,300.00	\$23,533.00	\$23,768.33	\$24,006.01	\$24,246.07	\$24,488.53	\$24,733.42	\$24,980.75	\$25,230.56	\$25,482.87	\$25,737.70
Box Office/Front of House	\$0.00	\$8,042.00	\$8,122.42	\$8,203.64	\$8,285.68	\$8,368.54	\$8,452.22	\$8,536.75	\$8,622.11	\$8,708.33	\$8,795.42
Programming Costs	\$10,000.00	\$105,000.00	\$110,250.00	\$115,762.50	\$121,550.63	\$127,628.16	\$134,009.56	\$140,710.04	\$147,745.54	\$155,132.82	\$162,889.46
Utilities	\$0.00	\$26,803.10	\$27,607.19	\$28,435.41	\$29,288.47	\$30,167.13	\$31,072.14	\$32,004.30	\$32,964.43	\$33,953.37	\$34,971.97
Total Operating Cost	\$277,394.58	\$522,511.50	\$536,124.19	\$548,963.24	\$561,939.29	\$572,330.33	\$586,403.38	\$595,961.79	\$604,292.59	\$614,617.18	\$625,360.28
Total Income	\$25,000.00	\$487,102.25	\$517,347.97	\$555,546.95	\$595,780.03	\$638,142.07	\$682,732.00	\$729,653.06	\$779,012.92	\$830,923.89	\$885,503.10
Annual FORPD Funding Requirements	-\$252,394.58	-\$35,409.25	-\$18,776.22	\$6,583.71	\$33,840.74	\$65,811.74	\$96,328.62	\$133,691.28	\$174,720.33	\$216,306.71	\$260,142.83

Total Operating Expense	\$249,775.58	\$522,511.50	\$574,124.19	\$587,343.24	\$602,250.12	\$611,481.77	\$625,946.33	\$635,900.17	\$646,240.21	\$662,108.23	\$679,588.30
Total Income	\$7,000.00	\$520,102.25	\$551,788.32	\$585,695.82	\$623,088.66	\$662,474.38	\$703,947.08	\$747,605.01	\$793,550.69	\$841,891.12	\$892,737.93
Annual FORPD Funding Requirements	-\$242,775.58	-\$2,409.25	-\$22,335.86	-\$1,647.42	\$20,838.54	\$50,992.61	\$78,000.75	\$111,704.84	\$147,310.48	\$179,782.89	\$213,149.64
Earned Income as % of Operating Expenses	28%	10%	10%	10%	10%	11%	11%	12%	12%	13%	13%

Fair Oaks Performing Arts Center-Total		January			February			March			April			May			June			July			August			September			October			November			Audience Days	VMA Use Days	Black Box Use	Other Use	Total Use Days			
by User	Affiliate	A	O	T	A	O	T	A	O	T	A	O	T	A	O	T	A	O	T	A	O	T	A	O	T	A	O	T	Days													
Music/Concerts	FORPD	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	11	6	5	0	11											
Lecture/Speakers	FORPD	0	0	0	1	1	0	1	1	1	0	1	1	0	1	1	1	0	1	1	0	1	1	0	0	4	3	2	0	4												
Comedy	FORPD	0	0	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	8	5	2	0	8												
Dance/Recitals	FORPD	0	0	0	1	1	0	1	1	1	1	1	1	0	1	1	0	1	1	1	1	1	1	1	1	7	3	3	0	7												
Films	FORPD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	5	1	2	0	5												
Camps	FORPD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												
Events	FORPD	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	2	1	3	2	1	3	1	1	2	2	1	3	15	12	7	12	27									
Classes	FORPD	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	30	0	0	60	60											
FORPD Subtotal		2	6	8	3	6	9	3	6	9	5	6	11	4	6	10	3	6	9	5	6	11	6	6	12	5	6	11	50	29	21	72	122									
Fair Oaks Theatre Festival	Community Partner	0	0	0	0	0	0	0	0	0	0	0	0	12	18	30	0	0	0	0	0	0	0	0	0	12	30	0	18	30												
Rotary Club	Community Partner	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	0	2	2	0	2	2	0	0	0	2	0	0	6	6											
WTC/Valkyrie	Community Partner	0	9	7	16	0	0	0	0	0	3	14	17	0	0	0	0	13	13	9	13	22	0	0	21	17	18	47	68													
Take Note Troupe	Community Partner	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	2													
Other Rentals	Community Partner	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												
Private Rentals	Commercial	0	1	3	4	1	3	4	1	3	4	1	3	4	0	0	2	3	5	1	3	4	1	3	4	1	3	4	10	17	5	27	37									
Community/Rental Subtotals		0	0	0	10	10	20	1	3	4	1	3	4	3	3	6	3	14	17	12	18	30	2	5	7	1	5	6	1	16	17	10	18	28	1	3	4	45	22	23	98	143
Total Use by Month		2	6	8	13	16	29	4	9	13	8	9	17	7	20	27	15	24	39	7	11	18	7	22	29	15	24	39	6	9	15	95	51	44	170	265						

STAFF REPORT



Meeting Date: December 18th, 2024

To: Board of Directors

From: Mike Aho, District Administrator

Subject: Marketing Services RFP Selection

Prepared by: Jen Schuler- Arts & Entertainment Manager

I. Recommendation

Staff recommends that GreyDot Media be selected to enter into contract for Marketing Services as laid out in the Marketing Services RFP (Attachment A) and that the District Administrator be authorized to execute the contract.

II. Background

The District currently does not have an exclusive contract with a marketing agency. With the expansion of programming in our parks, there is a substantial need for dedicated marketing support, particularly for branding the new Fair Oaks Performing Arts Center, promoting rental facilities, and ongoing ticket sales and event advertising.

To meet this growing demand, staff developed a Request for Proposals (RFP) for Marketing Services. The RFP outlined three primary areas of support:

1. Branding for the Fair Oaks Performing Arts Center
2. Development of marketing materials and marketing strategies for Rental Facilities
3. Ongoing marketing and ticket sales outreach for the new venue and other District events

Four organizations responded to the RFP, each presenting strong qualifications. However, the staff was especially impressed by the presentation and expertise of GreyDot Media. After thorough discussion

among the management team, staff recommends GreyDot Media as the preferred partner for the District's marketing services.

A summary of the respondents and their proposed contract amounts is included in Attachment A.

III. Problem /Situation/ Request

Due to the facility opening timeline, it is essential to select a marketing agency at the December Board of Directors meeting to ensure sufficient time for design review and strategy implementation.

We request that the Board of Directors approve the staff's recommendation to proceed with GreyDot Media as the selected respondent.

IV. Financial Analysis

The annual cost of the new contract with GreyDot Media is anticipated to vary based on specific project needs and service adjustments over time.

The initial \$48,000 funding for this contract is expected to come from the \$130,000 allocated to the Fair Oaks Recreation and Park District, provided by Sacramento County through Supervisor Rich Desmond as part of the American Rescue Plan Act (ARPA) funds.

Respectfully Submitted,

Michael J. Aho
District Administrator

Attachment A: GreyDot proposal

October 10, 2024

Jen Schuler
Arts & Entertainment Manager
Fair Oaks Recreation & Park District
4150 Temescal Street
Fair Oaks, CA 95628

Dear Ms. Schuler,

We are thrilled to submit this proposal for the Marketing Services RFP on behalf of GreyDot Media. We recognize the importance of successfully launching and promoting the Fair Oaks Performing Arts Center and enhancing the reach of FORPD's programs.

GreyDot Media has a strong track record of working with businesses and community-focused organizations, helping to create impactful campaigns and execute effective marketing strategies. Our team brings a unique combination of experience, innovation, and a deep understanding of the local community, which will be essential in meeting the District's strategic objectives.

We understand the need to build a strong brand for the Performing Arts Center, promote the renovated facility rental spaces, and maximize event attendance. Our approach will include the development of a cohesive brand identity, the creation of targeted promotional materials, and multi-channel marketing campaigns to drive engagement and revenue.

Thank you for considering GreyDot Media. We are excited about the opportunity to collaborate with the Fair Oaks Recreation & Park District and contribute to the success of these important initiatives. Please feel free to reach out to me directly with any questions.

Sincerely,
Todd Bailey
Founder, GreyDot Media
Phone: (916) 335-6688
Email: Todd@greydotmedia.com

Executive Summary

GreyDot Media is excited to present our proposal to the Fair Oaks Recreation & Park District (FORPD) for providing comprehensive marketing services to support the successful launch and promotion of the Fair Oaks Performing Arts Center, the District's facility rental programs, and event and ticket sales. Our approach is rooted in a deep understanding of digital marketing and analytics, ensuring that the District's objectives of increased participation, revenue generation, and enhanced brand visibility are achieved.

The Fair Oaks Performing Arts Center is a premier venue that will serve as a hub for arts, entertainment, and community gatherings. It requires a strong and cohesive brand identity that reflects its significance within the community. Additionally, the District's facility rental spaces offer valuable amenities that appeal to a diverse range of potential renters, from corporate clients and event planners to local community groups and individuals.

Our proposed scope of work is divided into three distinct phases:

1. **Brand Identity Development:** We will collaborate closely with FORPD to develop a new, cohesive brand identity for the Performing Arts Center. This includes logo design, color schemes, typography, and brand messaging that aligns with the District's mission and vision. We will create a comprehensive Brand Guide and integrate the new identity across all digital and physical materials.
2. **Facility Rental Marketing:** We will produce marketing materials that effectively present the value of the District's newly renovated rental spaces. This includes the creation of a detailed facility rental brochure, targeted promotional materials, and digital campaigns to increase bookings.
3. **Event and Ticket Sale Strategies:** We will develop comprehensive event promotion strategies, utilizing audience segmentation, targeted messaging, and multi-channel marketing campaigns to maximize attendance and ticket sales. This includes integrating analytics tools to track performance and optimize future campaigns.

Throughout the project, our team will provide ongoing reporting and insights to ensure full transparency and alignment with the District's goals. GreyDot Media's extensive experience in community-focused marketing and strategic advertising uniquely positions us to deliver impactful results for the Fair Oaks Recreation & Park District.

We look forward to the opportunity to collaborate with FORPD and make the Fair Oaks Performing Arts Center a centerpiece of community engagement and success.

Firm Information and Qualifications

Company Details

- **Company Name:** GreyDot Media, LLC
- **Address:** 3810 Broadway #219, Sacramento, CA 95817
- **Website:** www.greymedia.com
- **Principal Contact:** Todd Bailey
- **Phone:** (916) 335-6688
- **Email:** todd@greydotmedia.com

Company Background and History

GreyDot Media is a full-service marketing and media agency based in Sacramento, CA, dedicated to helping clients build a strong digital presence and connect with their audiences. We specialize in website design and maintenance, media production, and digital advertising. Our mission is to empower businesses and organizations by crafting compelling narratives that resonate with target audiences, ultimately driving growth and engagement. With a diverse client base and a commitment to high-quality service, GreyDot Media has established itself as a trusted partner in the marketing space for Sacramento and at large.

Founded to provide personalized marketing solutions, we understand the importance of integrating modern digital strategies with traditional marketing approaches. Our team combines creativity, technical expertise, and strategic insights to deliver projects that exceed client expectations and create lasting value. We are passionate about storytelling and view each project as an opportunity to enhance brand visibility, build community, and drive measurable results.

Experience and Expertise

At GreyDot Media, we have extensive experience working with a variety of clients, from small businesses to public institutions. Our core service areas include:

- **Website Design & Maintenance:** We offer comprehensive web design and development services, specializing in WordPress platforms. Our focus is on creating visually appealing, user-friendly, and SEO-optimized websites that provide a seamless experience for visitors. Our services range from new site builds to ongoing maintenance and optimization, ensuring that our clients' digital presence remains strong and effective.
- **Media Production:** We produce high-quality photo and video content tailored to meet the unique needs of our clients. Our services include creating promotional videos, social media clips, interviews, and podcasts. We handle the entire production process from storyboarding to final cut, ensuring that each piece of content aligns with our clients' messaging and branding goals.

- **Digital Advertising & Traffic Optimization:** We have extensive experience managing digital advertising campaigns across platforms such as Google and Meta (formerly Facebook). Our approach is data-driven, focusing on reaching the right audience and maximizing return on investment. Additionally, we implement organic SEO strategies to boost our clients' visibility on search engines and drive consistent, long-term traffic growth.

Our experience in public-facing projects and community engagement makes us an ideal partner for initiatives like the Fair Oaks Performing Arts Center, where understanding local context and community dynamics is key to success.

Certifications and Awards

- **Certified** with Google Ads and Meta for Business
- **A+ Rating** from the Better Business Bureau (BBB)

Key Personnel

- **Todd Bailey, Founder & Principal**

Todd founded GreyDot Media with the vision of helping clients tell their stories and establish meaningful connections with their audiences. With over 15 years of experience in strategic marketing, web design, and digital advertising, Todd has led numerous successful projects for both private companies and public organizations. His focus on data-driven decision-making and creative storytelling will guide the project's strategic direction and ensure alignment with FORPD's goals.

- **Justin Mendez, Project Manager & Advertising Strategist**

Justin brings a wealth of experience in project management and strategic planning, specializing in community-oriented projects. He has overseen the execution of several digital marketing campaigns for public institutions and community organizations, integrating digital solutions with traditional marketing tactics to create impactful, multi-channel strategies. His role will involve coordinating project activities, advertising campaigns, managing timelines, and serving as the primary point of contact for the FORPD team.

- **Kayli Mora, Web Designer & Developer**

Kayli has a passion for creating beautiful and functional websites that help people and businesses accomplish their goals. With a deep knowledge of user experience and user interface design principles, Kayli is able to create web pages and sites that are tailored to client needs. Her extensive experience with WordPress, HTML, and CSS allows her to deliver a truly unique web experience. Kayli's expertise ensures that all websites developed by GreyDot Media not only look great but are also highly functional and user-friendly.

Project Plan and Timeline

Our proposed project plan is structured into four distinct phases to ensure a smooth rollout of all deliverables and the achievement of the Fair Oaks Recreation & Park District's strategic objectives. Each phase will include collaborative touchpoints with the FORPD team to review progress, gather feedback, and make necessary adjustments. We will implement a detailed project timeline with key milestones to keep the project on track.

Phase 1: Brand Identity Development (Month 1-2)

1. Initial Discovery & Kickoff Meeting

- Meet with FORPD's key stakeholders to review the current branding, messaging, and vision for the Fair Oaks Performing Arts Center.
- Conduct an in-depth walkthrough of the Arts Center to ensure a complete understanding of the space and its offerings.

2. Brand Guidelines & Logo Development

- Create initial logo concepts and gather feedback from FORPD.
- Refine and finalize the logo and visual identity elements, including color scheme and typography.
- Develop a comprehensive Brand Guide to define the usage of the logo, colors, fonts, and design elements across different mediums.

3. Messaging Development for Key Audiences

- Craft core messaging for three key populations: corporate clients, community groups, and event planners.
- Integrate the new messaging framework into digital platforms and promotional materials.

4. Website & Digital Integration

- Review existing ticketing software for compatibility and integration with new branding.
- Develop and launch a dedicated landing page for the Performing Arts Center.
- Set up Google Analytics and Meta tracking software to monitor performance.

Phase 2: Facility Rental Marketing Materials Development (Month 2-3)

1. Facility Rental Brochure Design

- Design a visually engaging facility rental brochure that includes:
 - Overview of amenities and facilities.
 - High-quality photography, floor plans, and pricing details.
 - Contact information for booking inquiries.

2. Promotional Materials Creation

- Develop digital and print materials, including flyers, posters, and email marketing templates, to promote the renovated spaces.
- Design social media graphics and ad copy for targeted campaigns.

3. Targeted Outreach Campaigns

- Plan and execute outreach campaigns aimed at attracting different market segments, including:
 - Corporate clients (conference and meeting room rentals).
 - Community groups (event spaces for fundraisers and gatherings).
 - Individuals for special occasions (anniversaries, birthdays).

Phase 3: Event and Ticket Sale Strategies (Month 3-6)

1. Comprehensive Event Promotion Strategy

- Develop a multi-channel marketing strategy to promote the Performing Arts Center's events.
- Implement audience segmentation and tailor messaging for different audience groups (families, young professionals, retirees).

2. Multi-Channel Campaign Execution

- Launch digital ads on Google and Meta platforms.
- Create and distribute promotional videos for use on social media and the FORPD website.
- Develop targeted email campaigns to promote upcoming events and provide incentives for early ticket purchases.

3. Public Relations and Media Outreach

- Draft press releases and coordinate with local media outlets to gain coverage for high-profile events.
- Partner with local influencers to increase reach and visibility of the Performing Arts Center.

4. Performance Tracking and Optimization

- Monitor campaign performance using tracking tools like Google Analytics and social media insights.
- Provide monthly performance reports and recommendations for optimization.

Phase 4: Event-Specific Campaign Development and Outreach (Month 6 and Beyond)

1. Event-Specific Campaign Development

- **Creative Strategy and Design:** Develop tailored campaign strategies for individual events hosted at the Performing Arts Center. This will include unique messaging, creative concepts, and design elements that reflect the nature of each event (e.g., concerts, community performances, corporate events).
- **Multi-Channel Marketing Assets:** Design and produce digital banners, social media graphics, email templates, and video content for each event to maximize visibility and engagement.

2. Launch and Management of Event-Specific Campaigns

- **Digital Advertising:** Run targeted ads on Google, Meta, and other platforms to reach the intended audience for each event. Use precise audience segmentation and keyword targeting to optimize ad spend and performance.

- **Email Marketing Campaigns:** Launch targeted email campaigns to promote upcoming events to FORPD's mailing list. Utilize event-specific messaging and incentives (e.g., early bird discounts, VIP offers) to drive ticket sales.
 - **Social Media Campaigns:** Create a series of social media posts leading up to each event to build awareness and excitement. Implement A/B testing on posts to identify the most effective content formats and messaging.
- 3. Additional Outreach and Community Engagement**
- **Partnerships with Local Businesses:** Collaborate with local businesses and community organizations to cross-promote events and expand reach.
 - **Press and Media Outreach:** Continue engagement with local media and influencers to secure coverage for high-profile events, including interviews, behind-the-scenes content, and event previews.
- 4. Monitoring and Optimization**
- Track the performance of each event-specific campaign using Google Analytics, social media insights, and other analytics tools.
 - Provide detailed performance reports, including key metrics such as ticket sales, engagement rates, and return on investment (ROI).
 - Adjust strategies based on real-time data to optimize ongoing and future event campaigns, ensuring that each event reaches its maximum potential audience.

Technical Approach and Scope of Work

GreyDot Media's technical approach to the Fair Oaks Recreation & Park District project is grounded in a deep understanding of digital marketing, content strategy, and performance optimization. We have divided our scope of work into three key areas: **Brand Identity Development, Facility Rental Marketing, and Event and Ticket Sales Strategies**. Each area encompasses specific deliverables and action steps, detailed below.

1. Brand Identity Development

Initial Discovery and Stakeholder Consultation

We will begin with a comprehensive discovery phase, during which we will meet with key FORPD stakeholders to understand the District's vision, mission, and expectations for the Fair Oaks Performing Arts Center. This initial meeting will help us define the direction for all branding and messaging efforts.

Brand Identity Creation

- **Logo Design:** Develop multiple logo concepts that reflect the character and quality of the Performing Arts Center. We will work closely with FORPD to refine these concepts through an iterative review process, incorporating feedback until the final logo is approved.

- **Visual Identity System:** Establish a cohesive color palette, typography, and design elements to be used across all promotional materials. This will ensure a unified look and feel across digital and print platforms.
- **Brand Messaging:** Create a brand messaging framework that includes taglines, value propositions, and key messages for each target audience. This messaging will serve as the foundation for all marketing communications.

Website and Digital Integration

- Develop a landing page for the Performing Arts Center that showcases its amenities, upcoming events, and rental opportunities.
- Integrate new branding elements into existing sections of the FORPD website.
- Implement Google Analytics to monitor visitor behavior and campaign effectiveness.

2. Facility Rental Marketing

Creation of Facility Rental Brochure

- Design a comprehensive brochure that highlights each of the District's rental spaces. The brochure will include:
 - High-quality photography and messaging.
 - Floor plans, pricing, and availability information.
 - Testimonials from previous clients to build credibility and trust.

Development of Promotional Materials

- Create digital and print materials such as brochures, flyers, and posters to be distributed at local businesses, community centers, and events.
- Design social media graphics and ad copy to promote the facilities on digital channels.
- Develop email templates to be used for targeted email marketing campaigns focused on facility rentals.

Targeted Outreach Campaigns

- Develop a detailed marketing plan that segments potential renters into distinct groups (corporate clients, community groups, and individuals) and tailors messaging and outreach strategies to each group.
- Implement campaigns to promote meeting rooms, event spaces, and other rental facilities through social media, local partnerships, and direct outreach.

3. Event and Ticket Sale Strategies

Audience Segmentation and Messaging

- Segment target audiences based on demographics, interests, and historical attendance data. Create tailored messaging that resonates with each segment, whether it's families, young professionals, or retirees.
- Develop pricing strategies that include early bird discounts, group rates, and loyalty benefits to encourage ticket purchases and repeat attendance.

Multi-Channel Marketing Campaigns

- **Digital Advertising:** Launch targeted campaigns on Google Ads, using precise audience targeting and keyword strategies to reach potential attendees.
- **Social Media Campaigns:** Create a series of social media posts and videos to promote upcoming events. Utilize a mix of organic and paid social content to maximize reach and engagement.
- **Email Marketing Campaigns:** Develop a series of email campaigns that promote events, ticket sales, and venue updates. Each campaign will be tailored to specific audience segments and include clear calls-to-action.

Public Relations and Media Outreach

- Develop and distribute press releases for high-profile events and announcements.
- Coordinate with local media outlets and influencers to secure coverage, interviews, and event previews.

4. Event-Specific Campaigns and Additional Outreach

Event-Specific Campaign Development and Execution

- Create unique campaign strategies for each major event, including tailored messaging, creative design, and targeted outreach.
- Implement and monitor digital ad campaigns, email marketing, and social media promotion to ensure maximum visibility and ticket sales.

Additional Community Outreach

- Partner with local businesses, community organizations, and media outlets to amplify event promotions and build community engagement.
- Conduct grassroots outreach, such as distributing promotional materials at local gatherings and collaborating with community leaders to spread the word about upcoming events.

Performance Tracking and Optimization

- Implement comprehensive tracking tools to measure campaign effectiveness, including Google Analytics, social media insights, and email marketing metrics.

- Provide regular performance reports and optimize campaigns based on real-time data to ensure the best possible outcomes.

Proposed Fees and Cost Breakdown

Our proposed fee structure for the Fair Oaks Recreation & Park District marketing services is designed to provide comprehensive support for each phase of the project, while ensuring cost-effectiveness and maximizing the return on investment. We offer a fixed monthly fee, along with an annual cost breakdown, to cover the full range of services outlined in the scope of work.

1. Fixed Monthly Fee Structure

The fixed monthly fee is structured to include all project phases, covering:

- **Brand Identity Development:** Development of logo concepts, brand guidelines, messaging, and initial marketing materials.
- **Facility Rental Marketing:** Creation of the facility rental brochure, promotional materials, and targeted outreach campaigns.
- **Event and Ticket Sale Strategies:** Comprehensive event promotion, multi-channel marketing campaigns, and ongoing support.
- **Event-Specific Campaign Development and Outreach:** Tailored campaigns for individual events, additional outreach initiatives, and community engagement.

Each monthly fee installment will be based on the anticipated work volume and resource allocation required for that specific phase.

2. Annual Cost Breakdown

The total annual cost will be determined by the scope of work completed over the course of the project, including all deliverables and ongoing optimization efforts. The cost breakdown includes:

- **Initial Setup and Branding:** One-time costs associated with the development of the brand identity and establishment of advertising and analytics accounts.
- **Ongoing Campaign Management and Optimization:** Monthly fees that include campaign management, analytics reporting, and performance optimization.
- **Event-Specific Campaigns:** Variable costs depending on the number and complexity of event-specific campaigns launched throughout the year.

3. Value-Driven Pricing

Our pricing reflects the value of a full-service marketing team dedicated to achieving FORPD's objectives. We offer the following benefits as part of our proposal:

- **Transparent Pricing:** Clear delineation of costs for each phase of the project, with no hidden fees.
- **Flexible Adjustments:** Ability to scale services up or down based on FORPD's needs and project evolution.
- **Measurable Results:** Comprehensive performance tracking and monthly reports that demonstrate the impact of our work.

4. Payment Schedule

- **Monthly Billing:** Invoices will be sent at the end of each month based on the fixed monthly fee.
- **Quarterly Review:** A quarterly financial review will be conducted with FORPD to ensure transparency and alignment with project goals.

Important Note:

Per the RFP's instructions, our detailed fee proposal including the fixed monthly amount and total annual cost will be submitted in a separate, sealed envelope as part of this proposal submission.

Modifications and Recommendations

GreyDot Media has carefully reviewed the scope of work outlined in the Fair Oaks Recreation & Park District's RFP and has identified several opportunities to enhance the project's effectiveness. These modifications and recommendations are intended to maximize the impact of our marketing efforts and ensure the success of the Fair Oaks Performing Arts Center and other District initiatives.

1. Enhanced Digital Integration

We recommend incorporating additional digital tools and platforms to further extend the reach of marketing campaigns and streamline project management:

- **Customer Relationship Management (CRM) System Integration:** Implement a CRM system to capture and manage leads generated through marketing efforts. This would enable FORPD to maintain ongoing communication with potential renters and event attendees, track interactions, and nurture relationships over time.
- **Marketing Automation:** Utilize marketing automation tools to streamline email campaigns and social media posts. Automated workflows can help manage repetitive tasks, allowing us to focus on higher-value activities, such as strategy development and creative design.
- **Retargeting Campaigns:** Deploy digital retargeting campaigns to re-engage users who have visited the website or interacted with ads but have not completed a booking or ticket purchase. This strategy can significantly increase conversion rates and improve overall campaign performance.

2. Additional Visual Media Services

To further enhance the promotional materials for the Performing Arts Center and other rental facilities, we propose offering additional visual media services, including:

- **Virtual Facility Tours:** Create 360-degree virtual tours of rental spaces to provide potential clients with an immersive experience of the facilities. This can increase engagement and help clients make more informed booking decisions.
- **Drone Footage for Promotional Videos:** Use drone footage to capture dynamic views of the facilities and surrounding areas, adding a unique perspective to promotional content. This approach can help convey the scale and beauty of the venue more effectively than traditional ground-level footage.

3. Expanded Community Outreach

We recommend extending outreach efforts to further increase awareness and community engagement:

- **Partnership with Local Organizations and Influencers:** Develop partnerships with local community organizations, businesses, and influencers to promote the Performing Arts Center and its events. This will help build credibility and reach new audiences through trusted local sources.
- **Host Community Open Houses and Events:** Assistance in the organization of open houses or community events at the Performing Arts Center to showcase the venue and its capabilities. These events can serve as both promotional opportunities and community engagement initiatives.

4. Data-Driven Optimization

To ensure the highest level of effectiveness for all campaigns, we recommend implementing a robust data-driven optimization strategy:

- **A/B Testing for Marketing Assets:** Conduct A/B testing for various digital ads, email templates, and social media posts to determine which assets resonate most with each target audience. Use the insights gained to continuously refine and improve campaign content.
- **Advanced Analytics and Reporting:** Leverage advanced analytics tools to gain deeper insights into campaign performance, including heatmaps, session recordings, and user behavior flow analysis on the website. These insights can help identify areas for improvement and optimize the user experience.

5. Contingency Planning and Flexibility

Given the dynamic nature of event planning and marketing, we recommend building flexibility into the project plan:

- **Adaptive Marketing Strategies:** Be prepared to adjust campaign strategies or budgets based on changes in event schedules, new facility offerings, or community feedback. This flexibility will allow us to respond quickly to any shifts in priorities and ensure that our marketing efforts remain aligned with FORPD's evolving needs.
- **Crisis Communication Support:** Provide crisis communication support in the event of unforeseen circumstances that may impact events or the community. This could include developing prepared statements, managing social media responses, and coordinating with local media.

Past Performance and References

GreyDot Media has built a reputation for providing exceptional digital storytelling, creative solutions, and impactful media production. Our diverse client portfolio includes small businesses, local restaurants, arts organizations, and larger corporate clients. Our work has ranged from website design and maintenance to media production and digital advertising, each tailored to meet the unique needs of our clients.

1. Midtown Association: Media Production and Marketing Support

Client: Midtown Association, Sacramento, CA

Project Scope: Photo and video production to support the Association's community-driven initiatives and events.

Key Deliverables:

- Produced a series of professional videos showcasing the vibrant Midtown district, focusing on local businesses and community events.
- Created promotional photography and digital assets for use across the Association's website and social media channels.

Outcome: The campaign successfully elevated the visibility of Midtown Sacramento, leading to increased engagement with local businesses and community events.

2. Barwest Relaunch Campaign: Digital Media and Advertising

Client: Barwest Midtown, Sacramento, CA

Project Scope: Ongoing media production, digital advertising, influencer marketing, private event marketing, and website maintenance.

Key Deliverables:

- Developed and launched digital ad campaigns to build anticipation for a newly remodeled and relaunched restaurant and nightlife venue to promote seasonal events, private event space, menu updates, and ongoing events.
- Provided continuous website maintenance and SEO optimization to improve online visibility and customer engagement.

Outcome: GreyDot Media's support has been instrumental in driving increased traffic to the restaurant and maintaining strong community ties over multiple years.

3. Crawdads On The Lake: Grand Opening & Event Ticket Sales Ads

Client: Crawdads On The Lake, Folsom, CA

Project Scope: Web design, graphic design, media production services, Meta & EventBrite advertising for events.

Key Deliverables:

- Designed a new website that effectively showcased Crawdad's offerings and amenities, enhancing user experience.
- Produced high-quality video content to promote events and waterfront activities.

Outcome: The updated web presence and media strategy resulted in a significant increase in location traffic and event ticket sales.

Client Testimonials & References

Susie Rodgers, Marketing Manager for DOCO Merchants' Association -

Susie.Rodgers@cbre.com

"Working with GreyDot Media has truly been a game-changer for DOCO. From the very beginning, their dedicated team exhibited a thorough understanding of our brand's vision and mission, which is so crucial for effective social media management. Their approach isn't just about keeping our feeds active; it's about creating a vibrant online community that reflects our local essence."

Anna Burke, Communications Manager for Midtown Association -

anna@exploremidtown.org

GreyDot Media has worked directly with Anna for more than two years in establishing and executing the strategic narrative for Second Saturdays, Midtown Farmer's Market, and their yearly fundraiser "Midtown Love." Anna has been nothing short of thrilled to continue our storytelling partnership for their key marketing initiatives.

Lisa He, Owner of Borderlands Bakery - Lisa@BorderlandsBakery.com

"GreyDot Media is a team of passionate, creative-minded entrepreneurs who care about you and your business. They stepped in to help me grow my small business by taking on videography, website maintenance, digital advertising, and more! I've thoroughly enjoyed working with this group of committed, empathetic humans who I can count on to get the job done. Looking forward to a long, rewarding journey together."

Supporting Documentation

To further illustrate GreyDot Media's capabilities and experience, we have included the following supporting materials:

1. Our Project Portfolio

A collection of our recent projects, including website design, digital advertising campaigns, and media production. This portfolio showcases our ability to create visually engaging content and deliver effective marketing strategies can be viewed at greydota.com.

2. Performance Reports

Analytics reports from recent digital campaigns, highlighting key performance indicators (KPIs) such as website traffic growth, social media engagement, and return on ad spend (ROAS). These reports can be shared as part of a presentation for FORPD.

3. Client Testimonials and Reference Letters

Written testimonials and reference letters from past clients, attesting to GreyDot Media's professionalism, creativity, and impact on their business goals.

All supporting documentation is available upon request or can be reviewed during our presentation to the Fair Oaks Recreation & Park District.

STAFF REPORT



Meeting Date: December 18, 2024
To: Board of Directors
From: Michael J. Aho, District Administrator
Subject: Discussion and Possible Action Regarding Selection of SCI for Assessment Engineering Services
Prepared By: Jennifer Larkin, Administrative Services Manager

I. Recommendation

SCI Consulting Group be selected to enter into a three-year contract for the District's assessment engineering services and that the District Administrator be authorized to execute the contract.

II. Background

Each year the District must commission the preparation of an Engineer's Report and the submission of special assessment levies to Sacramento County for each of the District's special assessment districts. SCI Consulting has provided this service to the District since the formation of the special districts. SCI Consulting is well versed on the property assessment requirements and property data for each of the Districts. In addition SCI performs all coordination activities for the districts including serving as the primary contact for property owners and Sacramento County for assessment questions and issues.

The District follows the practice of releasing Requests for Proposals for services every 3-5 years. The RFP outlined additional items of work, enhanced overall standards of care, and increased the District's avenues for recompense when standards are not met.

Two organizations responded to the RFP, SCI Consulting Group and NBS. Both proposals were responsive and impressive and are attached (Attachments A and B). Ultimately SCI was the lower of the two bids and therefore selected by the District as its preferred provider.

SCI Consulting Group fee detail:

In consideration of the work accomplished, as outlined in the Work Plan, SCI shall be compensated as detailed below. Our professional fees are based on our understanding of the District's needs and the level of effort we expect is necessary to complete the Work Plan successfully.

TASK ¹	FY 25-26	FY 26-27	FY 27-28
Three Assessment Districts	\$16,800	\$17,300	\$17,800
Incidental Costs NTE ²	\$1,500	\$1,500	\$1,500
Total	\$18,300	\$18,800	\$19,300

NBS Fee detail:

NBS has provided the following cost proposal based on the information provided and our understanding of the overall level of effort required. Should NBS be selected as the most qualified firm to work with the District, we will endeavor to set up a fee and billing schedule that is commensurate with the tasks required that meets the needs of the District.

Annual Assessment Engineer Administration

District Name	Annual Cost
Fair Oaks Maintenance and Recreation Improvement District	\$14,500
Fair Oaks Phoenix Field Landscape & Lighting Assessment District	\$2,500
Gum Ranch Landscape and Lighting Assessment District	\$2,500
TOTAL FIXED COST	\$19,500

ESTIMATED ANNUAL ADMINISTRATION EXPENSES

Estimated annual administration expenses (as needed) \$750

III. Financial Analysis

Cost for the next three fiscal years will be budgeted in the District's general fund budget.

Respectfully Submitted,

Michael J. Aho
District Administrator

Attachment A: SCI Consulting Group Proposal
Attachment B: NBS Proposal



November 22,
2024

Proposal for Assessment Engineering and Levy Administration Services



Submitted to:



John Bliss, President
SCI Consulting Group
4745 Mangels Blvd.
Fairfield, CA 94534
john.bliss@sci-cg.com

www.sci-cg.com

Thursday, November 21, 2024

Submitted Electronically

jlarkin@forpd.org

Jennifer Larkin, Administrative Services Manager
Fair Oaks Recreation and Park District
4150 Temescal Street
Fair Oaks, CA 95628

Re: Proposal for Assessment Engineering and Related Services for the Fair Oaks Recreation and Park District

Dear Ms. Larkin,

SCI Consulting Group (“SCI”) is pleased to submit this proposal, underscoring our commitment to providing assessment engineering and levy administration services for the Fair Oaks Recreation and Park District’s (“District”) three Landscaping and Lighting Assessment Districts (“LLDs”).

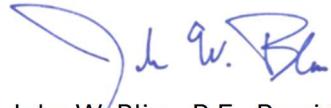
With extensive experience as the District’s levy administrator since 1998, SCI understands the critical role these special levies play in funding for the District. We ensure the accurate, legally compliant, and efficient collection of these vital revenues, navigating complex technical, procedural, and legal requirements along with rigorous reporting standards. SCI understands the Scope of Services and is confident in our ability to continue fulfilling these responsibilities effectively, supporting the District’s financial sustainability and success. We are committed to performing the work according to the timeline and specifications included in the RFP.

SCI is uniquely qualified to continue as the District’s assessment engineer and levy administrator, as demonstrated by our credentials:

- **The District’s assessment engineer and annual levy administrator since 1998**, with detailed knowledge of the methodologies and parcel data used to calculate the District’s levies.
- Annual levy administrator of **over 1,000 assessments, taxes, and fees for more than 200 public agencies** in California.
- The most comprehensive **Proposition 218 expertise** in the State.
- **Longstanding relationships** with our clients reflect our commitment to providing the highest level of service.
- **Unparalleled technical knowledge** combined with an in-depth understanding of the **legal, operational, and funding challenges** specific to Recreation and Park Districts.

We look forward to continuing to serve as the District's assessment engineer and annual levy administrator. Please feel free to contact us if you would like to discuss any aspect of our proposal. I can be reached at (707) 430-4300 or john.bliss@sci-cg.com. Alternatively, you can reach Brandon Vanleuven at (707) 430-4300, ext. 106, or at brandon.vanleuven@sci-cg.com. I am authorized to negotiate and bind our firm. This proposal shall remain valid for 60 days from the RFP due date.

Sincerely,

A handwritten signature in blue ink, appearing to read "John W. Bliss".

John W. Bliss, P.E., President
SCI Consulting Group

cc: Mike Aho, Fair Oaks Recreation and Park District
Brandon Vanleuven, SCI Consulting Group
Susan Barnes, SCI Consulting Group
Blair Aas, SCI Consulting Group

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WORK PLAN AND APPROACH

Based on our understanding of the District's requested services as detailed in the District's RFP, we propose the following work plan and approach. We confirm that we have no modifications to propose. We will deliver all services and fulfill all requirements detailed in the RFP, ensuring full compliance with its specifications, including any elements not explicitly stated herein.

Our approach is designed to provide comprehensive services that minimize the District's time and resource expenditure by adhering to solid project management principles. We ensure all project deliverables will be of the highest quality, legally defensible, and delivered on time and within budget.

Assessment Engineering and Annual Assessment Levy Administration

Assessment Engineering and Engineer's Reports. As the Assessment Engineer of Record, SCI will annually prepare the preliminary Engineer's Reports for the assessment districts. Each report will include a description of services and improvements, cost estimates, assessment methodology, the assessment diagram, and the assessment roll. We integrate any Proposition 218 developments and legal considerations that may influence the assessment levies.

In coordination with the District, SCI will establish the levy administration timeline for the upcoming fiscal year. We will obtain assessor data and other real property information required for annual assessments and upcoming year cost estimates. Additionally, SCI will research parcel attributes and ownership information to calculate and assign benefit assessments accurately. We will assist with budget preparation and prepare updated assessment diagrams and maps as needed. SCI will also prepare an updated benefit analysis, cost estimates, method of apportionment, and other assessment engineering elements for each Engineer's Report.

SCI will review the cost estimates, benefit analysis, and assessment engineering analysis with the District prior to finalizing the preliminary Engineer's Reports. Legal compliance will be ensured through a review with legal counsel and the District. Both the preliminary and final Engineer's Reports will be prepared in accordance with applicable benefit assessment laws and requirements.

Determination of Preliminary Assessment Levies. Twice a year, SCI will recalculate and confirm the assessment levies on a parcel-by-parcel basis for all subject properties. While more time-consuming than simply relying on County Assessor property characteristics and previous levy amounts, this additional step has consistently proven to result in more accurate levies and higher overall assessment revenues.

Beginning each March, based on the most current Assessor lien roll data, SCI will determine preliminary assessment levies. We will research property data changes, usage, valuations, and levy changes from the previous year for all parcels within the District's boundaries and flag all parcels requiring property research to determine the appropriate assessment levy. This process lets us

discover any issues with the Assessor's lien roll data early. It also allows us to provide the District with a timely and accurate projection of assessment revenues for the upcoming fiscal year.

Quality Assurance and Quality Control. We take great pride in our levy administration process and our stringent quality control and oversight to ensure the accuracy of assessment levies. Each year, we run over 50 checks and validation queries on each parcel to identify and resolve any issues. After the preliminary assessment levies are determined, another levy administrator at SCI will perform an independent peer review and audit, including a parcel-by-parcel confirmation of the assessment levies. Any questions or issues uncovered are fully reviewed and resolved. These multiple-stage reviews ensure the highest level of accuracy and maximize assessment levy revenues for our clients.

Determination of Final Assessment Levies. After the close of each fiscal year, SCI will determine the final assessment levies based on final lien roll data as of July 1. All new or changed parcels will be identified, and the final assessment levies will be determined on a parcel-by-parcel basis.

Levy Submittal and Confirmation. Once the assessment levies have been internally approved, SCI will prepare the final assessment levy roll for submittal to the County Tax Collector. We will meet the Tax Collector's submission requirements and provide all necessary documentation for the inclusion of the assessment levies on the County's consolidated property tax bill, ensuring deadlines are met. Electronic levy rolls sorted by Assessor Parcel Number and Property Owner's Name will also be prepared and submitted to the District. SCI will receive written confirmation of the approval of the assessment levies and communicate this confirmation with the District. We will confirm the final assessments prior to the issuance of tax bills.

Resolutions, Notices, and Staff Reports. SCI will prepare all resolutions for the preliminary and final approval of the Engineer's Report, confirmation of assessment levies, and other necessary resolutions and associated staff reports. We will prepare and publish a notice of public hearing for the continuation of the assessments and attend the public meeting to review the preliminary Engineer's Report and the public hearing for the continuation of the assessments. Additionally, SCI will assist with the publication of notices to continue the assessment levies.

Inquiries and Information Requests. SCI will work with the County Tax Collector to incorporate our taxpayer inquiry line (800-273-5167) into the tax bill, allowing property owners, title companies, and other stakeholders to contact us year-round regarding assessment inquiries. Our bilingual representatives ensure responses within 24 hours, upholding a professional image for the District and minimizing any inconvenience to taxpayers and the District.

Deliverables

- Annual Timeline (PDF)
- Project meetings as necessary (Virtual)
- Preliminary Engineer's Report (PDF)
- Final Engineer's Report (PDF)
- Final Assessment Levy Roll with APN and Property Owner Name (PDF)
- Draft resolutions (MS Word)
- Draft staff reports (MS Word)
- Draft notice of public hearing (MS Word)
- Attendance at District Board meetings as necessary
- Online Parcel Locator Program (MS Windows)
- 11 copies of the Engineer Reports (PDF)

District Resources

SCI will carry out all tasks specified in the Work Plan and any other related services, as appropriate, for the annual administration of the assessment levies. The District would be responsible for the following:

- Meet or periodically participate in video or voice conference calls with SCI as needed.
- Provide information and documentation regarding the District's assessments and additional related data as requested.
- Designate a District point of contact with authority to act on its behalf regarding the annual levy administration.
- Assist with planning, review, and coordination of action items.

Assessment Defense

SCI will provide a full response, support the assessments and provide a basis for the levy to any person who questions the levy amount or the legal basis for the levy. In the event of any legal challenge or petition against the assessments, we will provide professional assessment engineering and technical support in support of the assessments. If such services are required, they would be provided in close collaboration with the District and the District's legal counsel.

TENTATIVE LEVY ADMINISTRATIVE TIMELINE, FY 2025-26

At the beginning of each levy administration season, SCI will work with District staff to review the project tasks in detail and finalize a timeline to complete the special levies by the County's levy submission deadline, normally by August 10. The tentative timeline for FY 2025-26 is provided below.

Tentative Date	Task to Be Completed (Partial List)	Responsible Party
March 3, 2025	Submit Resolutions for March Board meeting	SCI
March 19	Passage of Resolutions directing the preparation of the Engineer's Reports	FORPD Board
May 9	Provide expected benefit units to District for budget preparation	SCI
May 23	Provide budgets to SCI for Engineer's Reports	District
June 3	Complete and file the Engineer's Reports & Resolutions for the June meeting with the District	SCI
June 18	Passage of Resolutions preliminarily approving Engineer's Reports and scheduling the Public Hearings	FORPD Board
June 25	Submit Resolutions for the July Board meeting	SCI
June 30	Publish notice of public hearings	SCI
July 16	Public Hearing and approval of Resolutions approving Engineer's Reports and levying annual assessments	FORPD Board
August	Submit assessments to the County Tax Collector	SCI
September	Confirm final levies with the County Tax Collector	SCI
Sep 2025 – Jun 2026	Administer levies and collections	SCI

The District Board typically meets on the 3rd Wednesday of every month at 6:00 p.m. in Village Hall, located at 7997 California Avenue, Fair Oaks.

FIRM AND PROJECT TEAM QUALIFICATIONS EXPERIENCE

About SCI Consulting Group

Established in 1985, **SCIConsultingGroup** is a recognized public finance consulting firm with leading expertise in assisting California public agencies with local funding of public services and improvements. SCI employs approximately 20 people at its primary location in Fairfield, California. The annual assessment engineering and administration work for this project will be conducted at the Fairfield office. SCI staff is well-experienced and well-trained in all aspects of assessment engineering, data analysis, mapping, and legal, political, and administrative work required for these services.



We also possess industry-leading expertise with the important legal and procedural requirements for establishing Community Facilities Districts, Benefit Assessment Districts, development impact fee programs, utility rate fees and charges, and other local financing mechanisms. Moreover, SCI annually administers over 1,000 special taxes, assessments, fees, and charges for over 200 public agencies throughout the State. This expertise and experience will ensure that your goals and objectives are met successfully, collaboratively, on schedule, and on budget.

SCI's Proven Expertise

1,000 + special taxes, assessments, fees, and charges administered annually.

Trusted by 200 + public agencies across California.

We respectfully offer the following for your consideration:

MOST COMPREHENSIVE LEVY ADMINISTRATION SCOPE The administration of the District's special levies is a very important fiduciary responsibility that should entail significant effort to ensure that the special levies are collected accurately and defensibly. Through the process of designing and establishing many new post-Proposition 218 benefit assessments, we have gained unparalleled and comprehensive Proposition 218 data flow and compliance expertise.

EXISTING LEVY OPTIMIZATION EXPERTISE As noted, SCI Consulting Group's primary expertise is the levy administration of assessments, fees, charges, and special taxes for public agencies. With over 39 years of experience in this specialized field, we have never missed a levy submission deadline and have an unparalleled track record of finding additional revenues for agency levies that another firm previously administered. In fact, in nearly every case in which SCI has begun to administer special levies that another firm or public agency previously handled, we have often uncovered significant additional revenues due to incorrect previous amounts or missing parcels that should be subject to the levies.

KNOWLEDGE OF THE DISTRICT AND SACRAMENTO COUNTY We have worked extensively throughout Sacramento County, including serving as the Assessment Engineer and Levy Administrator for the District since 1998.

COLLECTIVE LEGAL EXPERTISE SCI has also gained a considerable and unmatched advantage from the collective input of most of the State's leading Proposition 218 specialized attorneys with whom we worked on formations and on the continued justification of the over 175 post-Proposition 218 agency-wide assessments we created and annually reauthorized.

UNMATCHED ABILITY TO HANDLE LARGE AREA/COMPLEX LEVIES SCI has successfully formed more agency-wide benefit assessments than all other firms in the State combined. This is further evidence of our ability to form and administer large levy assessments. These include new assessments covering all parcels in Alameda, Orange, San Diego, San Joaquin, San Mateo, and Santa Clara Counties.

UNMATCHED TECHNICAL CAPABILITIES Every person in our firm, aside from our administrative staff, is a database expert. We have developed in-house, specialized programs to improve our levy administration services. We are also GIS and mapping experts. We invite you to compare, or better yet test, our database and technical expertise with the staff of any other firm.

LOW OVERHEAD/LOW-COST PROVIDER We understand that levy administration services must be provided cost-effectively, particularly to keep the District's costs within budget constraints. For this reason, we maintain the lowest overhead and leanest structure in the industry. While other firms maintain multiple offices, hierarchical administration, and much higher overhead costs, we operate more effectively and with much lower overhead out of one central office located in an economically favorable business area.

UNMATCHED RESPONSIVENESS AND CUSTOMER SERVICE We invite you to call our toll-free property owner assistance line at (800) 273-5167 and compare our level of service and responsiveness with any other firm. We answer calls directly with knowledgeable levy administration staff. We also provide the highest level of customer service and responsiveness for all our clients, including responding to all of our clients within the same day.

PARK AND RECREATION AGENCY CLIENTS (PARTIAL LIST) *

Arbuckle RPD	City of Pleasanton	Easton CSD
Arcade Creek RPD	City of Plymouth	Fair Oaks RPD
Arden Park RPD	City of Richmond	Feather River RPD
Auburn Area RPD	City of San Diego	Fulton-El Camino RPD
Bear River RPD	City of Sutter Creek	Garden Valley Ranch Estates CSD
Cameron Park CSD	City of Temple City	Georgetown Divide RD
Carmichael RPD	City of Vacaville	Monterey Peninsula Regional PD
City of Amador City	City of Vallejo	Mtn. Rec. Conservation Auth.
City of Angels	Chico Area RPD	North Highlands RPD
City of Belmont	Conejo RPD	Orangevale RPD
City of Colusa	Cordova RPD	Paradise RPD
City of Diamond Bar	Cosumnes CSD	Pleasant Valley RPD
City of Dixon	County of Amador	Rancho Simi RPD
City of Ione	County of Contra Costa	Rio Linda Elverta RPD
City of Jackson	County of El Dorado	Santa Clara Valley OSA
City of Lompoc	County of Placer	Spreckels Memorial District
City of Los Alamitos	County of Sacramento	Southgate RPD
City of Menlo Park	County of San Joaquin	Sunrise RPD
City of Moorpark	County of Solano	Truckee-Donner RPD
City of Placentia	County of Ventura	Twain Harte CSD
City of Placerville	Durham RPD	

* Park and Recreation Levy Administration Clients in **Bold**

SCI Assessment Engineering and Levy Administration Team

SCI will use a “team approach” for this project and work closely and collaboratively with the District. Such a collaborative, team-based approach helps ensure the District’s objectives are well understood and accomplished, and all technical and procedural requirements are met.

If selected for this project, John Bliss, President, will serve as the engineer-of-record and will prepare the Engineer’s Reports with special and general benefit findings. Brandon Vanleuven, Senior Consultant, will serve as the levy administrator and the District’s day-to-day contact. Susan Barnes, Vice President, will serve as the Principal-in-Charge and will assist John and Brandon as necessary. Brief biographies of our proposed project team are provided below.

John Bliss, P.E., President, License No. C52091 (ENGINEER-OF-WORK)



John Bliss, a professional engineer and President of SCI specializes in fee and assessment engineering, special and general benefit analysis, crafting legally compliant, robust Engineer’s Reports, assessment administration, cost estimating and budgeting, database design and implementation, regulatory compliance, and revenue measure formations. He has 24 years of experience in this field of expertise. Moreover, John is a recognized expert assessment engineer and Proposition 218 compliance specialist who has served as an expert witness and technical authority. He has also worked with most of the leading Proposition 218 specialized attorneys in the State, further expanding his professional and technical expertise.

During his tenure at SCI, John has served as the responsible Assessment Engineer on over 300 Fee Studies and Engineer’s Reports for new or increased fees and assessments, comprising more post-Proposition 218 new assessment engineering than any other assessment engineer in the State.

John graduated from Brown University with a Bachelor of Science in Engineering and holds a master’s degree in civil engineering from The University of California, Berkeley, where he was a Regent’s Scholar. He is a licensed professional civil engineer in California and a LEED-accredited professional.

Brandon Vanleuven, PMP, Senior Consultant (LEVY ADMINISTRATOR)



Brandon Vanleuven contributes ten years of experience in project management, administration, and analysis to SCI Consulting Group. He has expertise in Proposition 218 assessments, parcel tax analysis, and helping clients reach their revenue goals. He has worked on a wide variety of projects ranging from administering assessments for Special Districts to property tax administration for schools, cities, and counties.

Brandon earned a Bachelor of Science Degree in Business Administration & Information Technology Management from Colorado State University Global Campus and a Master of Science Degree in Management & Project Management from Colorado Technical University.

Susan Barnes, Vice President (PRINCIPLE-IN-CHARGE)



Susan Barnes has been leading projects for the formation of public agency funding measures since 2006. She enjoys leading large and complex projects, such as when she managed the formation of a property-related fee for stormwater and a benefit assessment for street lighting for the City of Berkeley at the same time, using a single ballot. She is a Proposition 218 expert, experienced in creating new funding measures using a broad range of mechanisms, from benefit assessments and property-related fees to various types of taxes. Susan has a proven track record taking projects from the exploration stage, through data analysis, design and tabulation of a public opinion survey, public outreach, design and implementation of ballots and managing ballot tabulation, as well as final calculation of levies and their submission to the County for collection.

Susan holds a Bachelor of Science degree in Business Administration from UC Berkeley and a Master's Degree in Organizational Development from Sonoma State University.

References

Below are summaries of the work from relevant projects. We encourage you to contact these clients regarding our experience and approach.

MOUNTAINS RECREATION AND CONSERVATION AUTHORITY

570 West Avenue 26, Suite 100

Los Angeles, CA 90065

(323) 221-9944 x198

CONTACT: Dash Stolarz, Director of Public Affairs

EMAIL: dash.stolarz@mrca.ca.gov

SCI successfully assisted in the formation of and provides the annual levy administration services for two benefit assessment districts and six special taxes (CFDs) for this joint power's authority in Los Angeles and Ventura counties. The Authority is comprised of the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District for the purpose of preserving, enhancing, and expanding open space resources in the Santa Monica Mountains.

MONTEREY PENINSULA REGIONAL PARK DISTRICT

60 Garden Court, Suite 325

Monterey, CA 93940

(831) 372-3196 ext. 101

Contact: Rafael Payan, General Manager

Email: payan@mprpd.org

In 2004, SCI assisted the District with the passage of a districtwide benefit assessment measure to fund parks and open space. This assessment measure encompassed over 45,000 parcels and generated more than \$1.2 million in revenue each year. In 2016, SCI assisted the District with the successful passage of a districtwide special tax measure to replace the benefit assessment, which had a 15-year sunset. This new tax has no sunset provision, so it will be able to provide a steady source of revenue for the foreseeable future.

CITY OF VACAVILLE

650 Merchant Street

Vacaville, CA 95688

(707) 449-5176

Contact: Brian McLean, Director, Public Works

Email: brian.mclean@cityofvacaville.com

SCI was initially hired in 1996 to administer over 50 existing landscaping and lighting assessments in the City and to assist the City with Proposition 218 compliance services. Upon review of all of the existing assessments, we determined that eight assessments required ballot approval to continue, pursuant to Proposition 218. SCI assisted the City with the successful ballot and assessment re-confirmation for all eight assessment districts.

In the first year of administering the assessments that previously were handled by another firm, we uncovered over \$25,000 of annual revenues that the previous firm had not correctly assessed. Since 1996, we have accurately and efficiently administered the City's assessments and assisted the City in successfully establishing over 50 new landscaping and lighting assessment districts. The City's assessment districts currently generate over \$3 million in annual revenues for the City.

FEE SCHEDULE AND MANNER OF PAYMENT

In consideration of the work accomplished, as outlined in the Work Plan, SCI shall be compensated as detailed below. Our professional fees are based on our understanding of the District's needs and the level of effort we expect is necessary to complete the Work Plan successfully.

TASK¹	FY 25-26	FY 26-27	FY 27-28
Three Assessment Districts	\$16,800	\$17,300	\$17,800
Incidental Costs NTE ²	\$1,500	\$1,500	\$1,500
Total	\$18,300	\$18,800	\$19,300

¹ The Work Plan includes up to two (2) in-person meetings annually. Additional in-person meetings will be billed at our \$550 per consultant per in-person meeting. Video and voice conferences are not considered in-person meetings in this Work Plan.

Upon submission of the assessment levies to the County Tax Collector each fiscal year, 50% of the annual fixed fees and any incidental expenses are due. The remaining 50% of the annual fixed fees and any outstanding incidental expenses shall be due on January 31 of each fiscal year.

² Customary incidental expenses, such as travel, lodging, printing, postage, data, or other out-of-pocket costs, will be billed at actual cost plus 10%, not exceeding \$1,500, without prior authorization from the District. Mileage expenses will be billed at the IRS-approved rate. It should be noted that most of these incidental expenses are for publishing the notice and purchasing assessor data.

OTHER INFORMATION

Conflict of Interest Statement

SCI has no known past, ongoing, or potential conflicts of interest for working with the District, performing the Work Plan, or any other service.

Insurance

SCI carries professional Errors and Omissions insurance in the amount of \$2 million per occurrence and \$2 million aggregate. SCI also carries general liability insurance in the amount of \$2 million per occurrence and \$4 million aggregate.

Employment Policies

SCI does not and shall not discriminate against any employee in the workplace or against any applicant for such employment or against any other person because of race, religion, sex, color, national origin, handicap, age, or any other arbitrary basis. SCI Consulting Group ensures compliance with all civil rights laws and other related statutes.

Independent Contractor

If selected, SCI shall perform all services included in this proposal as an independent contractor.

Cancellation

The District or SCI may end the engagement without cause with reasonable written notice. In the event that the engagement is canceled, payment shall still be due for all work performed, including any portion of a task, by SCI through the date of the notification of cancellation.

Indemnification

The Work Plan is provided by a design professional as defined by California Civil Code Section 2782.8(c)(1). As such, the SCI duty to defend and indemnify shall be limited as provided in California Civil Code Section 2782.8 and shall apply only to claims that arise out of, pertain to, or relate to our negligence, recklessness, or willful misconduct.

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Aerial view of Fair Oaks Recreation
and Park District via Google Earth



FAIR OAKS RECREATION AND PARK DISTRICT

Proposal for:

**Assessment Engineer and
Related Services**

November 22, 2024



870 Market Street, Suite 1223
San Francisco, CA 94102
Toll free: 800.434.8349

nbsgov.com

November 22, 2024

Jennifer Larkin
Administrative Services Manager
Fair Oaks Recreation and Park District
4150 Temescal Street
Fair Oaks, CA 95628

RE: Proposal for Assessment Engineer and Related Services

Dear Jennifer and team,

We reviewed the Fair Oaks Recreation and Parks District (District) Request for Proposal in great detail, and we understand that the District requires experienced support in managing these existing Assessment Districts. It is imperative that the Assessment Districts are proactively managed in accordance with the respective assessment formulae and normal principles. The data must be managed well to achieve accuracy and appropriate revenues. These Assessments provide needed funding for many services across the community, and the Fair Oaks staff and community expect top notch service.

As you might know, NBS has a 28-year history of providing such services and support to communities across the State. We levied \$1 Billion of similar charges on parcels across many communities this past year, as an example of our capacity to do this work.

In just the past few years, NBS has been hired many times as a new consultant to complete a full review of existing Assessment Districts, as well as parcel taxes in some cases. Our methods allow us to analyze the relevant boundaries and levy amounts, and in all of these cases, we found many errors and problems with the data. For one special district client, we were able to increase the overall levies by more than \$300K as well as correct parcels that were overcharged, resulting in a greater level of accuracy for the property owners than what had been provided by their current consultant. If hired, we are happy to offer optional additional audit services to ensure that the district is accurately levied.

We can also provide an enhanced level of service to you via our software, called D-FAST®. It would allow you and your staff full access to data for the Assessment Districts, such as ownership information, parcel data, maps, and levy amount history.

Please contact me in our San Francisco office at 800.434.8349 or via email at tseufert@nbsgov.com if you have any questions or would like to discuss our professional qualifications further. We would genuinely like to provide administration on these Assessments to allow Fair Oaks to evolve and improve for the community.

With this letter, NBS affirms that we fully understand the Scope of Services, and we will commit to perform the work according to the timeline and specifications included in herein.

Sincerely,

Tim Seufert
Managing Director

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1 | MODIFICATIONS

To ensure full compliance with the District's requirements, we have provided the Scope of Services as noted within the RFP in the left side column of the below table with NBS' recommended tasks and work flow on the right. We believe that these steps are required as part of this service to meet the District's needs, so there is in essence no additional cost associated with these tasks.

District's RFP-Provided Scope of Work Tasks	NBS' Suggested Steps
1. Meet with District staff, District Board, legal counsel and other individuals as needed to establish timeline, assist with development of budgets, review assessment data, and accomplish other tasks related to administration of the assessments.	KICK-OFF MEETING, PROJECT SCHEDULE NBS will meet with District staff, legal counsel and other interested parties to: <ul style="list-style-type: none">• Establish lines of communication.• Clarify the specific project goals, components and criteria that will meet the District's preference.• Identify and resolve any special circumstances that may be involved in the administration of the District.• Develop project schedules to meet legal requirements and provide for effective interfacing of all involved parties.• Establish meeting points consistent with schedule to achieve project milestones.• Establish and coordinate with District staff a schedule to assure completion of necessary actions and compliance with statutes.
2. Obtain current assessor data from the County Assessor and other sources for all parcels within the Assessment District boundaries.	DATABASE DEVELOPMENT NBS will update the database with current County Assessor's information including property owner names and addresses, and any other available data that will augment the existing database.
3. From Assessor records, determine the number of parcels in each land use category, excluding nontaxable parcels.	
4. Obtain copies of Assessor Parcel Maps as required.	
5. Meet with District staff, property owners, County Assessor staff and other parties as needed to obtain information or verify assessments. Update and maintain a database for each parcel within District boundaries. The data for each parcel will include the owner name(s), site address, property values, parcel number, assessment district, zone of benefit, assessment, mailing address, site address, parcel type, notes and other useful or relevant data.	MAINTAIN DISTRICT DATA NBS will annually track all parcel changes to ensure that all changes are documented. Historical parcel change data will be maintained by NBS.

6. Research change in property data, property usage, property valuations and assessment changes from the previous year for all parcels within the Assessment District. Flag all parcels that require property research to determine the appropriate assessment.	QUALITY CONTROL NBS' advanced reporting and quality control includes a year-over-year comparison to confirm levy accuracy and inform the District of any potential property owner concerns that may arise.
7. Field check those properties that are flagged for research as well as those parcels or areas designated by District staff as requiring further research.	
8. Obtain current fiscal year cost information from the District to use as a basis for the cost estimate in the Engineer's Report.	BUDGET PREPARATION NBS will meet with District staff to review the District budget for the coming fiscal year. This budget will be based on historical costs and actual and/or projected changes in costs and/or improvements to be maintained. Cost categories may include, but are not limited to capital improvements and maintenance costs, incidental costs (engineering, legal, District administration) and reserve funds.
9. Assist with the development of budgets and cost estimates for the Assessment District.	
10. Using the established assessment methodology, allocate the estimated cost of improvements and expenses to all parcels within the boundaries of the Assessment District.	ASSESSMENT COMPUTATION AND RATE ANALYSIS NBS will compute the assessment for each parcel within the District according to the Method of Assessment. NBS will provide an assessment summary which will include the maximum assessments and current year assessments, separated by zone and method of assessment categories, if applicable.
11. Compare the assessment amount calculated for each parcel with the assessment roll for the previous fiscal year and re-verify assessments for all parcels for which the assessment amount has changed.	QUALITY CONTROL NBS' advanced reporting and quality control includes a year-over-year comparison to confirm levy accuracy and inform the District of any potential property owner concerns that may arise.
12. Prepare reports of parcels with use code changes from the previous fiscal year to the current fiscal year and verify the assessments for such parcels.	
13. Prepare reports of new and deleted parcels from the previous fiscal year to the current fiscal year and verify the assessments for such parcels.	

14. Utilize other real property data information services to obtain additional property information, and to verify and confirm assessments.	<p>GIS SERVICES</p> <p>NBS utilizes GIS to ensure all parcels are captured in the levy each year. We also perform random testing via aerial views as well as onsite parcel review as needed.</p>
15. Run custom-developed queries on the assessment roll to verify and check assessment accuracy for all parcels.	<p>DATA ACCURACY</p> <p>NBS' data warehouse compares current year data with prior year data to ensure the accuracy of incoming data.</p>
16. Prepare Assessment Rolls listing parcel number, owner name, property address, Zone of Benefit and assessment amount for each Assessor Parcel within each Assessment District. Print Assessment Roll sorted by Assessor Parcel Number and owner's name.	<p>ENGINEER'S REPORT PREPARATION</p> <p>NBS will prepare the annual Engineer's Report and provide to District staff. The annual Engineer's Report does not require a Registered Professional Engineer (PE) signature and stamp unless an assessment increase, as defined by Proposition 218, occurs. The Report will consist of:</p>
17. Prepare Engineer's Reports for the Assessment Districts. Such Engineer's Report will comply with the requirements of Proposition 218 and the Landscape and Lighting Act of 1972.	<ul style="list-style-type: none"> • District background information. • A detailed and technically supported Method of Assessment.
18. File Engineer's Reports with the District Clerk.	<ul style="list-style-type: none"> • A description of the improvements and services that are being funded by the District. • A cost estimate for the improvements and services being funded. • Copy or reference to the original District Diagram. • A table showing assessment levies by zone and method of assessment categories. • An Assessment Roll listing assessments by parcel or reference a complete roll on file with the District. <p>REPORT REVIEW AND APPROVAL</p> <p>NBS will meet via conference call with District staff to review the Engineer's Report for modifications and approval.</p>
19. Attend District Board meetings, including those at which Resolutions of Intention are adopted, the Public Hearing is set, and the Engineer's Reports are approved.	<p>NOTICING AND RESOLUTION COORDINATION</p> <p>NBS will coordinate activities to ensure that required tasks are completed within the scheduled time frame. NBS will assist the District (or the District's legal counsel) with preparation of any notice of public hearing or other meetings requiring publication. NBS will assist the District (or the District's legal counsel) with preparation of the staff report, all legal notices and the associated resolutions described below:</p>
20. Present the Assessment Roll to District Board, summarize the assessment methodology, answer all questions raised and assist in finalizing the Engineer's Reports for Board approval.	

	<ul style="list-style-type: none"> • Resolution describing improvements, initiating proceedings, and ordering the engineer to prepare and file a report for the District. • Resolution preliminarily approving the Engineer's Report. • Resolution of Intention declaring the intention of the Board of Directors to levy and collect assessments and setting a date for the public hearing. • Resolution authorizing the placement of assessments on the secured property tax bills. <p>PUBLIC HEARING ATTENDANCE NBS will attend the public hearing as requested by the District.</p>
21. Develop and make available to the District a Microsoft Windows assessment administration software program that will allow District staff to quickly locate parcel data by owner name, parcel number, street address or other requested search criteria.	ACCESSIBILITY TO PARCEL DATA NBS will provide a searchable Excel or Access file and other formats as needed to inform a Microsoft Windows assessment administration software program that will allow District staff to quickly locate parcel data by owner name, parcel number, street address or other requested search criteria. In addition, NBS can make D-FAST® Online available to the District and their constituents.
22. Meet Sacramento County Auditor assessment roll submission requirements and perform tasks needed to submit the assessment levies.	LEVY SUBMITTAL NBS will submit the levy to the County Auditor-Controller in the required format. Assessments rejected by the County Auditor-Controller will be researched and resubmitted for collection on the County Tax Roll. Any parcels that are not accepted by the County for collection will be invoiced with payment to be directed to the District.
23. Prepare State Board of Equalization (SBE) list of assessed public utility parcels.	
24. File approved Assessment Roll, SBE list, Assessment Roll and Assessment Diagram with the County Auditor for inclusion of assessments on the current fiscal year tax bills.	
25. Receive exceptions list, if any, from County Auditor, make appropriate revisions and resubmit to Auditor's Office. Any parcels that are not submitted to the County for collection or are not placed on the County tax roll for any reason will be invoiced with payment to be directed to the District.	

26. Verify and validate Auditors' levy data prior to the printing of tax bills.	
27. Submit ten copies of each final Engineer's Report and one bound copy each including Assessment Roll to District.	ENGINEER'S REPORT COPIES NBS will submit ten copies of each final Engineer's Report and one bound copy each including Assessment Roll to District.
28. Provide the County Auditor with a toll-free 800 phone number so property owners can directly contact consultant throughout the fiscal year regarding specific tax levies, procedures and any other issues.	PHONE SUPPORT NBS shall provide a toll-free phone number for use by the District, other interested parties and all property owners.
29. Throughout the fiscal year, research and, if necessary, revise any assessments which property owners consider to be based upon incorrect information being used to apply the method of assessment.	APPEALS SUPPORT NBS is available throughout the year to assist property owners with any appeals or adjustments required.
30. Directly and promptly respond to any property owner inquiries, provide notice to the District of such inquiries monthly.	CUSTOMER CARE SUPPORT NBS will be available to answer questions regarding the District and the ongoing collection of assessments. Bilingual staff is available to assist Spanish-speaking property owners.
31. As requested, provide Notice of Special Tax disclosure forms to any parties. The cost for each notice, at a cost not to exceed \$5.00, and shall be charged to the requesting party.	CONSULTING SUPPORT NBS Customer Care is available to provide Notice of Special Assessment documentation to property owners as requested.
32. Provide reports coinciding with the performance of the annual administration. These reports will include a detail of the amounts submitted to the Levy or hand billed for collection and details of assessment adjustments and collections.	ANNUAL LEVY REPORT NBS will provide an annual Levy Summary Report. The report will include a parcel listing with key rate identifiers and final levy amounts. Parcel and levy data can be provided via an emailed electronic file and printed, if desired.
33. Provide other appropriate administrative services throughout the current fiscal year.	ADDITIONAL SUPPORT The NBS team is available to provide support throughout the year.
34. Other Services: a. Computer services to convert and compile Assessor data into database format and computer services to format and submit levy data for the County Auditor. b. Duplication of up to 11 copies of the Engineer's Report and Assessment Diagram.	LEVY SUBMITTAL As mentioned above, NBS will submit the levy to the County Auditor-Controller in the required format. NBS will also provide up to 11 copies of the Engineer's Report and Assessment Diagram.



D-FAST® Online Software | Optional

D-FAST® is an optional service enhancement for the District's experience that allows direct access to the relevant data. This option is not part of the base Annual Administration services and fees.

NBS developed D-FAST®, an acronym for District Fees, Assessments, and Special Taxes, which has become the industry-leading software. We use this powerful administrative tool in-house to administer a wide range of special taxes, special assessments, and other parcel charges for our clients. It is also licensed to public agencies across the United States for their internal use. D-FAST® is an optional service enhancement for the District's experience to access the data; however, this selection is completely optional and is not conditional to perform the Annual Administration services.

Our D-FAST® web portal, called **D-FAST® Online Pro**, is available to our clients (small annual subscription fee) and uniquely combines real-time D-FAST data with County parcel boundaries and Google Maps. It provides "real-time" access to districts and underlying parcel data, allowing the District to:

- Gain enhanced insight with integrated Google Map's satellite imagery, street maps, and 360° street view.
- View ownership, property information, and boundaries for each parcel.
- See detailed billing & payment history for each account.
- Understand a particular parcel's background and status.
- Confirm if there are overlapping districts on a single parcel.

The screenshot displays two main panels of the D-FAST® Online Pro interface. The left panel shows a detailed property record for "Palmdale - Property ID 3101-036-001-5". The record includes fields for Owner (MCORAY CECIL JR & GLENDA & WILHELM JOHN M & LINDA M), Care Of, Address (41574 MISSION DR), City (PALMDALE), State (CA), Postal Code (93551), Email, Phone, and various checkboxes for Primary, Tax, and Billing. The right panel shows a satellite map of a residential area with a specific property highlighted by a red marker and a white boundary box. Below the map is a table of map items, showing one entry: Map ID 3101-036-001, Property ID 3101-036-001, Status Active, Account ID 3101-036-001, District ID 2006-01, Agency ID Palmdale, County ID IA, Site Address 1 41574 MISSION DR, and Site Address 2.

With **D-FAST® Online Pro**, District staff have enhanced access to the data while NBS still provides the full administration and toll-free phone support.

Public Engagement Services | Optional

Public Engagement is a planned process where the District and the community work together to express their points of view and discover common ground. NBS recommends the District consider developing this critical stage of the governance process. We offer a unique perspective to engagement and outreach efforts because we understand the district formation and administration process. NBS offers ongoing engagement to support administration efforts and focused engagement during new formations and 218 proceedings.



INITIAL RESEARCH – KICK-OFF MEETING, PROJECT SCHEDULE

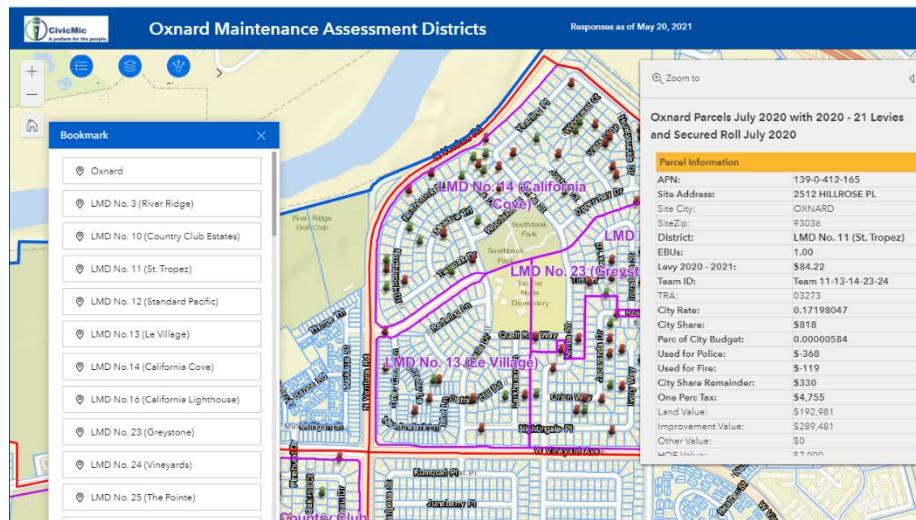
NBS will communicate with the District throughout the project's duration to clarify the District's goals, identify any particular circumstances, and develop a realistic project schedule. NBS will meet with District staff, legal counsel, and other interested parties to:

- Establish lines of communication.
- Clarify the specific project goals and criteria that will meet the District's preferences.
- Identify and resolve any special circumstances regarding the engagement process.
- Develop an annual engagement schedule to provide for effective interaction of stakeholders.

WEBPAGE CREATION – DEVELOP AND DEPLOY CONTENT TO A DEDICATED DISTRICT WEBPAGE AND SOCIAL MEDIA

This task includes but is not limited to the following items:

- Background on the need for this project and revenue.
- History on use of current funds available to the District.
- Legislative background.
- Annual reports.
- Surveys.
- Ongoing updates on maintenance.
- Meeting announcements and minutes.
- Recordings of community meetings.
- Calendar of anticipated events (such as community meetings and service schedules).
- Specialized mapping and graphics. Below is a sample map showing parcels engaged in a community on CivicMic.com:



EMAIL CAMPAIGN – ESTABLISHMENT OF AN EMAIL LIST

Using the CivicMic platform, we will establish an email contact list for most participants in this engagement. In addition, multiple postcards will be mailed out announcing the survey and community meetings and explaining how to sign up at CivicMic.com to receive updates.

MULTILINGUAL FACTSHEET

Individual Fact Sheet development and design (translated into two languages, i.e., English and Spanish).

SURVEYS – DEVELOP ONLINE/MAILED SURVEYS TO GATHER INFORMATION

Surveys will be sent at the beginning and the end of the engagement efforts to determine support for the establishment of an increased assessment and to create an educational outreach plan.

FOCUSED COMMUNITY MEETINGS – PROVIDE THE FOLLOWING MEETING SERVICES

- Hosting of virtual or in-person meetings to allow the community to discuss current issues or desired updates to their existing district.
- Creation and posting of Community Meeting notices on various outlets.
- Leading of meetings with objectives created with the District before the meeting.
- Development of action items based on feedback received at Community Meetings or from surveys and other ongoing communication efforts.
- Recordings of Community Meetings that will be shared to CivicMic.com and social media sites.

WORKING GROUP – IDENTIFY AND CONVENE

Assemble a group of individuals to provide input on the project process and solution options. The CivicMic team will work with the community to determine individuals representing various demographics within the proposed boundaries through surveys and meetings. We will then work with this group throughout the solution process to gather input and provide tools to share updates with stakeholders.

2 | DELIVERABLES

Our deliverables are detailed in Section 1, which outlines our scope of services and are further included in the Schedule within Section 3 to follow.

3 | SCHEDULE

The following is an overview of our proposed project schedule. This schedule applies to all three assessment districts. We will discuss the schedule at the kick-off meeting, along with staff input on individual tasks.

Annual Administration Timeline

Month	Activity	Deliverable
February	Notice to Proceed	Contract
February/March	Kick-Off Meeting	Detailed Timeline
March	Commence budget/cost recovery process	Draft Budget
March	Database Development	Parcel Summary Report
March/April	Council Meeting ordering Engineer's Report	Resolutions and Staff Reports
April	Prepare Draft Engineer's Report	Draft Engineer's Report
May	Refine Engineer's Report	Final Engineer's Report
May/June	Board of Directors' meeting approving Engineer's report and setting Public Hearing	Resolutions and Staff Reports
June	Public hearing and adoption of Engineer's Report and Annual Levies	Resolutions and Staff Reports
July	Prepare final levies Quality control process	Final Levy Submittal
August	Final Levy Check and review	Levies delivered to the County
September	Manage any rejected or direct bill parcels Reconcile annual levies	Direct bills Final Reconciliations
October	Prepare Annual Reports Respond to Property owner phone calls	Final Levy Summary Report
November	Respond to Property owner phone calls	Excellent Customer Service
December	Respond to Property owner phone calls	Excellent Customer Service

4 | RELATED EXPERIENCE



AT-A-GLANCE: HELPING COMMUNITIES FUND TOMORROW

28 YEARS In Business **100%** ESOP NBS is a 100% employee-owned S-Corporation

NBS HEADQUARTERS
32605 Temecula Pkwy | Suite 100
Temecula, CA 92592

SAN FRANCISCO REGIONAL OFFICE
870 Market Street | Suite 1223
San Francisco, CA 94102

CONTACT: Tim Seufert
800.434.8349
tseufert@nbsgov.com

\$1B LEVIED*

LEGAL NAME NBS Government Finance Group **DBA** NBS **55** EMPLOYEES

INDIVIDUAL AUTHORIZED TO NEGOTIATE AGREEMENT
Michael Rentner, President

Since 1996, NBS has supported California municipalities with the implementation and ongoing administration of local funding tools.

While the firm originally focused on Special Financing Districts (SFDs), specifically the formation and administration of special assessments and taxes, we have evolved with our clients' needs and now provide a full range of revenue consulting services. We focus on sustainable water and wastewater utility rate programs, cost allocation plans, cost recovery, and legally justified fee design. Across all practice areas, we have worked with more than **500 public agencies** to date, including cities, counties, school districts, utilities, and special districts.

*NBS levied over \$1 billion for FY 2024/25 across more than 6 million parcels.



District Consulting Group

The NBS District Consulting Group ensures your Special Financing Districts (SFD) and related revenue tools are well-developed from their inception, and then administered robustly over their lifetime.



We act as strong advocates for our public agency clients to ensure that any SFD or other revenue tool is appropriate and well-crafted for the need. Throughout our engagement, we provide sage guidance and recommendations. We are often called upon to present complex issues to councils, boards and interested parties.



We have supported thousands of SFDs including millions of parcels and have worked through virtually every conceivable challenge in their use. Our experience is with all manner of special assessments, special taxes – including Community Facilities Districts (CFDs) – and other fees.



Whether the need is identifying and funding negative fiscal impacts, financing needed infrastructure, or providing community-desired services, our expert consultants have deep experience and help navigate the challenges.

Similar Projects

NBS provides Special Tax and Assessment Levy services to more than 1,200 districts across nearly 200 agencies in 46 counties within three states for a total of **over \$1 billion per year** in levies, charged on more than 6 million parcels.

Among many others, we have partnered with East Bay Regional Park District and the cities of East Grove and Eastvale on similar projects. We have designed, formed, and administered Special Financing Districts as depicted in the California map, shown on the right.

For specific references regarding these three agencies, please see Section 5 | References. We have included descriptions of services performed as well as contact information.



"In the world of government financing, there is no better partner for us than NBS. They prepare you for the coming challenges and are always one step ahead."



DEAN WETTER
general manager

LMD AND CFD FORMATION, ANNEXATION AND ANNUAL ADMINISTRATION

NBS Project Team



*All work will be performed in-house by the above employee-owners of NBS.
Full resumes of key personnel are included in the Appendix.*

ADINA MCCARGO, QUALITY CONTROL

Role and Responsibilities: Adina McCargo has extensive experience in database management and will be in charge of the project approach and quality control analysis for the District's needs. As quality control manager, Adina's main focus is the accuracy and quality of work produced by NBS with an emphasis on the underlying data.

Work Experience: Adina McCargo is a Director with NBS and has more than 22 years of experience working with all aspects of SFD formation, annexation and administration including project management, budget analysis, levy calculation and submittal, continuing disclosure reporting and delinquency management as well as development of special assessment/tax formulas, and presentations. Adina is a Registered Municipal Advisor Representative and joined NBS more than 13 years ago. She has a Master of Public Administration, Public Sector Management and Leadership from California State University Northridge and a Bachelor of Science, Accounting from DeVry University.

Percent of Involvement and Time Commitment: 10% of NBS hours for this project are expected from Adina for a total of 8 hours.

AMANDA WELKER, PROJECT MANAGER

Role and Responsibilities: As Project Manager, Amanda Welker will be the key point of contact for the District and actively involved in the daily management of the administration operations.

Work Experience: Amanda is experienced with the administration of Special Financing Districts (SFDs). She currently administers dozens of SFDs across 10 counties throughout California and is responsible for managing the yearly requirements for all types of SFDs, including preparing the annual levies. She has experience with SFD administration, internal public agency processes, analysis of data, and preparation of related annual and continuing disclosure reporting. Amanda has been with NBS for more than five years. She has a Master of Public Administration from California State University Northridge and Bachelor of Arts from California Baptist University.

Percent of Involvement and Time Commitment: 20% of NBS hours for this project are expected from Amanda for a total of 16 hours.

CORINA CHAVEZ, ADMINISTRATOR

Roles and Responsibilities: Under direction of the Project Manager, Corina Chavez will be of additional support for completing day-to-day activities. She will be directly involved in facilitating data collection and reminders to District staff in order to keep efforts moving along the agreed upon timeline for the completion of each project assignment.

Work Experience: Corina Chavez is experienced with the administration of Special Financing Districts (SFDs). She currently administers hundreds of SFDs across 10 counties throughout California and is responsible for managing the yearly requirements for all types of SFDs, including preparing the annual levies. She has experience with SFD administration, analysis of data, and preparation of related annual and continuing disclosure reporting.

Percent of Involvement and Time Commitment: 60% of NBS hours for this project are expected from Corina for a total of 48 hours.

JOHN EGAN, PE, ENGINEER

Role and Responsibilities: As a Registered Professional Engineer, John Egan is responsible for the review of the Engineer's Reports. He is also available for general assessment engineering discussion on a conceptual basis.

Work Experience: John Egan has more than 50 years of professional civil and environmental engineering experience.

Percent of Involvement and Time Commitment: As needed.

JEREMY JUNG, GIS SENIOR CONSULTANT

Role and Responsibilities: Jeremy Jung will provide as-needed GIS support services to confirm boundaries and/or map District improvements.

Work Experience: Jeremy Jung has extensive experience as a GIS technician and has been with NBS since May 2019. He creates and analyzes maps and data associated with County Assessor's Parcels, District Boundaries, and custom images utilizing the latest GIS technology. In addition, Jeremy is able to display GIS

maps over satellite imagery in order to view properties and maps with a high degree of detail as well as extract GIS parcel data to compare to other data sources, such as county-secured property tax rolls. He has a Bachelor of Science in Political Science from California Polytechnic State University, Pomona, and multiple certificates in Geospatial and Geographic Information Systems.

Percent of Involvement and Time Commitment: As needed.

CUSTOMER CARE TEAM

Role and Responsibilities: Under the direction of the NBS staff, our Customer Care team will be readily available to answer all inquiries from third parties related to the District's project. Customer Care consists of tenured staff members (with decades of combined experience), fully trained and experienced in customer service support to answer all inquiries via toll free phone number and via email. NBS also offers bilingual staff to answer in Spanish.

Percent of Involvement and Time Commitment: 10% of NBS hours for this project are expected from Customer Care for a total of 8 hours.

TIM SEUFERT, CLIENT SERVICES DIRECTOR

Role and Responsibilities: As Client Services Director, Tim Seufert will ensure that the District's fundamental objectives are being met at all times and that the project is proceeding on a timely basis. He is included on the team as an active representative of our company's commitment to the highest level of service.

Work Experience: Tim Seufert has two decades of local government experience with a wide variety of revenue tools. He also has a decade of corporate financial experience. Tim has been involved with many projects from their inception and feasibility stage to their completion. He has been a presenter at dozens of training seminars, and he is an author on local government finance issues for the California League of Cities, the California Special Districts Association, California Society of Municipal Finance Officers, and other forums.

Percent of Involvement and Time Commitment: As needed.

DANIELLE WOOD, SENIOR REVIEW | OPTIONAL ENGAGEMENT

Role and Responsibilities: Danielle Wood will provide senior review on this project. She will be available as needed throughout the project to assist the project team with the analysis and technical issues as they arise.

Work Experience: Danielle Wood has more than two decades of experience as a Director at NBS. As one of the developers of CivicMic.com, an online outreach, and collaboration tool, she is a seasoned professional in outreach, public engagement, collaborative governance, special financing district formation, and administration.

MICHELLE ARGERICH-VALENTINE, PROJECT MANAGER | OPTIONAL ENGAGEMENT

Role and Responsibilities: As the Project Manager for the engagement efforts, Michelle Argerich-Valentine will communicate directly with District staff to discuss engagement milestones, create and adjust

engagement approaches and lead this effort on behalf of the District. Michelle will serve as the primary contact for this effort.

Work Experience: Michelle Argerich-Valentine is a seasoned professional with a decade of specialized experience in community engagement and outreach. Her extensive background involves fostering positive relationships with diverse community groups, while implementing strategies to address their unique needs. Known for her innovative programs and initiatives, she has consistently demonstrated her passion for creating inclusive environments and promoting social impact. With a commitment to enhancing community welfare, Michelle's work is a testament to her dedication, effective communication skills, and intuitive understanding of the intricacies of community dynamics.

JOHN SAVAGE, COMMUNICATIONS SPECIALIST | OPTIONAL ENGAGEMENT

Role and Responsibilities: John Savage will work closely with the project manager to develop content that will be used to educate the community. He will create dedicated web pages and targeted content on CivicMic.com, monitor and record community meetings, and develop engagement materials such as surveys to promote a high level of community engagement and participation.

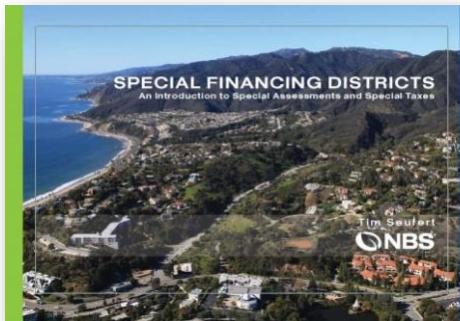
Work Experience: John Savage is an experienced communications specialist with more than a decade of professional experience in public engagement, outreach, project management, and relationship management.

Continuing Education

NBS WROTE THE BOOK ON SPECIAL FINANCING DISTRICTS

We believe in continuing education, not only for our own team, but also for our clients and municipal staff. Our Special Financing Districts Primer may be of particular interest to the District:

- **Special Financing Districts (SFDs)** has been credited as the best publication on SFDs in a decade by prominent industry professionals.



Also available is a video covering NBS' capabilities in [Special Financing District Administration](#).

As industry leaders, we have a unique set of qualifications and experience in the work we perform. In that regard, in addition to the SFD booklet noted above, we have published three additional booklets on related industry topics, per below, that can be downloaded at no charge at www.nbsgov.com/insights (click on NBS Publications). For a hard copy, please call 800.676.7516 or email contactnbs@nbsgov.com.

- **Rates, Fees and Charges Compendium** has received high regard and interest from industry professionals.
- **Stormwater: A Ten-Step Funding Plan** addresses the spectrum of stormwater needs in California.

- **Community Facilities Districts (CFDs)** explains this robust funding and financing tool for local governments in California. Check out [our video](#) on this topic.

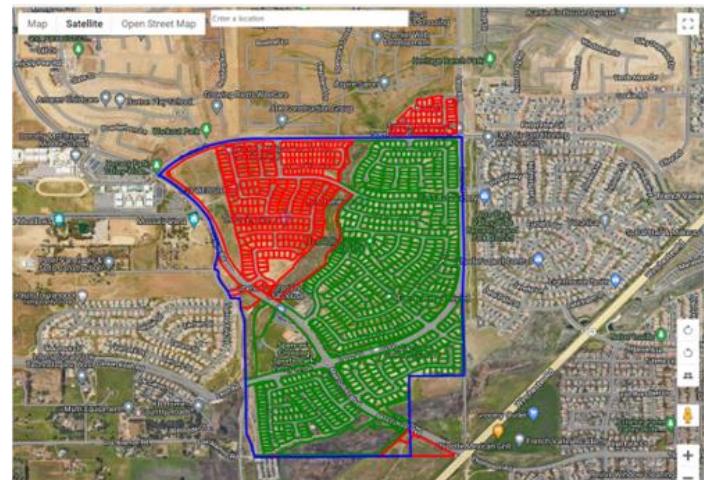


Transitioning the Work

NBS has demonstrated dozens of times our ability to shift work from the previous consultant to us: We make this process as painless as possible by providing the District key action items needed to transition the work. We have a successful process in place to "onboard" new clients and create a seamless transition for District staff. Our proprietary software, D-FAST®, allows us to view the essential data in real-time to ensure the districts retain their accuracy.

NBS completed a full review of these districts' boundaries and levies in March 2023. The result of our review was a net increase to the overall levies of the LLDs by more than \$250k and CFD 1 was increased approximately \$70k. Our review also corrected the levies for parcels that were being overcharged, resulting in a greater level of accuracy for property owners. We want to give the District peace of mind and the reassurance that their districts are being assessed accurately and completely going forward. Our experience with the District and across the many 100's of similar SFDs, as well as the systems we have developed for this purpose will ensure that. For instance, in the illustration above, the parcels highlighted in green represent properties currently levied for that specific district. The parcels highlighted in red represent those located within the district boundary but not being levied, parcels that straddle the district boundary, and those parcels located outside of the boundary that are being levied in error (district boundaries are illustrated by the dark blue outline).

At NBS, we give your data a real time application and provide the District with a visual representation to tell the story. A picture is worth a thousand words, but when it illustrates missing parcels, it could highlight millions of dollars over time. It is our goal to capture as much revenue as possible for these essential services that the District provides to its constituents. This also ensures that local dollars are being spent within the designated local communities.



This is a visual representation of D-FAST capabilities in annually reviewing districts being levied, reflecting possible issues that could happen over time if neglected.

5 | REFERENCES

Below is a sampling of projects and references similar in scope and magnitude to the District's needs.

EAST BAY REGIONAL PARK DISTRICT

CFD AND BENEFIT ASSESSMENT ANNUAL ADMINISTRATION SERVICES

Project Schedule: 2011 – Ongoing



Contact Information

Deborah Spaulding
Asst. General Manager
2950 Peralta Oaks Court
Oakland, CA 94605
P: 510.544.2401
E: dspaulding@ebparks.org

NBS Project Team:

Tim Seufert, Nick Dayhoff,
Charmane Custodio

The East Bay Regional Park District hired NBS a few years back to manage their large special assessment and tax districts, replacing their previous consultant. These existing assessments and tax districts include large parcel count districts spanning a significant geographic portion of both Alameda and Contra Costa County. Subsequently, EBPRD also recently engaged NBS to replace a 20-year parcel tax with a CFD tax. The measure was successful and encompasses nearly 240,000 parcels across two counties. NBS also led the District in pursuit of their first CFDs a couple years ago. This effort included adopting Local Goals and Policies and Board-level interaction.

CITY OF ELK GROVE

ANNUAL CFD AND ASSESSMENT DISTRICT ADMINISTRATION SERVICES

Project Dates: 2015 – Ongoing



Contact Information

Matthew Paulin
Finance Director
8401 Laguna Palms Way
Elk Grove, CA 95758
P: 916.478.2217
E: mpaulin@elkgrovecity.org

NBS Project Team:

Sara Mares, Amanda Welker

In 2015, the City of Elk Grove turned to NBS as the most-qualified consultant to administer a variety of tax roll charges. Since then, NBS has been performing Special Financing District annual administration services for the City, which includes CFD and Assessment administration.

NBS currently administers five (5) CFDs (three of which are bonded CFDs that also include services components, and two of which are maintenance CFDs with multiple annexations per year) on behalf of the City, in addition to three maintenance assessments. For FY 2024-25, NBS levied over \$42 million dollars in revenue across more than 56,000 parcels within the City's Districts. The City has also trusted NBS to provide data and support related to bond issuances.

CITY OF EASTVALE

ANNUAL LMD, BAD AND CFD ADMINISTRATION AND SFD FORMATION SERVICES

Service Dates: February 2012 – Present



Contact Information

Amanda Wells
Finance Director/City Treasurer
12363 Limonite Avenue, Ste. 910
Eastvale, CA 91752
P: 951.703.4438
E: awells@eastvalemca.gov

NBS Project Team:

Corina Chavez, Adina McCargo,
Sara Mares

The City of Eastvale in Riverside County utilizes Special Financing Districts (SFDs) including Landscape Maintenance Districts, Benefit Assessment Districts and Community Facilities Districts (CFDs) to support infrastructure and services. NBS has assisted the City since incorporation with studies relating to the parks and SFDs within the city limits. We provided assistance with the required transfers of LMDs from the County at the time and again recently from the Jurupa Community Services District. We reviewed documents relating to the transfers and formations completed by other consultants, performed fund audits, and provide regular, ongoing consulting related to the incorporation of more SFDs as they increase control over the improvements within the City boundary. NBS provides a full range of annual administration and support services for the City and is an integral part of this function. In the most recent Fiscal Year, NBS levied 107 districts containing 22,500 parcels totaling \$880K in revenue on behalf of the City. In addition, NBS has formed several SFDs for the City of Eastvale.

NBS has also assisted Eastvale with the formation of multiple maintenance assessment districts and CFDs related to new development in the community. The City has historically utilized assessment districts for maintenance funding, however NBS helped the City adjust the language in their agreements with developers to allow for the use of CFDs as a more flexible tool for maintenance funding.

6 | CONFLICTS OF INTEREST

Based on the information provided in the District's Request for Proposal, NBS does not foresee any conflicts of interest with this project.

7 | INSURANCE

NBS has reviewed and accepts the brief insurance information provided in Section 5.7 of the RFP.

8 | COST PROPOSAL

NBS has provided the following cost proposal based on the information provided and our understanding of the overall level of effort required. Should NBS be selected as the most qualified firm to work with the District, we will endeavor to set up a fee and billing schedule that is commensurate with the tasks required that meets the needs of the District.

Annual Assessment Engineer Administration

District Name	Annual Cost
Fair Oaks Maintenance and Recreation Improvement District	\$14,500
Fair Oaks Phoenix Field Landscape & Lighting Assessment District	\$2,500
Gum Ranch Landscape and Lighting Assessment District	\$2,500
TOTAL FIXED COST	\$19,500

ESTIMATED ANNUAL ADMINISTRATION EXPENSES

Estimated annual administration expenses (as needed) \$750

4

D-FAST Online Pro Web Portal | Optional

One-Time Setup Fee Waived
Annual Fee Included in base fees

D-FAST® is an optional service enhancement for the District's experience that allows direct access to the relevant data.

Public Engagement | Optional

Consulting Fee \$TBD

Pricing for Public Engagement can be provided based on the District's interest in this optional service.

EXPENSES

Customary out-of-pocket expenses will be billed to the District at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

ANNUAL FEE INCREASES

Cost of living increases may be applied to the services listed above on October 1 each year, beginning with the invoices issued on October 1, 2025. The Cost of Living Adjustment (COLA) would be the actual cost of living increase based on the 12-month change from April/May to April/May in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for all urban consumers for the applicable region.

ADDITIONAL OPTIONAL SERVICES – HOURLY RATES

The following table shows our current hourly rates. Optional services authorized by the District but not included in the scope of services will be billed at this rate or the then applicable hourly rate. This may include attendance at additional meetings, notice and ballots, etc.

Title	Hourly Rate
Director	\$250
Associate Director / Engineer	\$225
Senior Consultant / Manager	\$200
Consultant	\$175
Financial Analyst	\$150
Clerical / Support	\$110

TERMS

Administration services fees are for the first year, with possible COLA in subsequent years, as referenced above. Such fees will be invoiced at the beginning of each quarter. Expenses will be itemized and included in the next regular invoice. Fees for all other services will be invoiced upon completion of the task. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days, simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel administration contracts with 30 days' written notice.

APPENDIX | RESUMES

This appendix contains full resumes for our key project personnel.

EDUCATION

- Master of Public Administration, Public Sector Management and Leadership, California State University Northridge
- Bachelor of Science, Accounting, DeVry University

HIGHLIGHTS

- Registered Municipal Advisor Representative
- Seasoned professional and project manager for Special Financing District (SFD) consulting projects
- More than two decades of experience actively managing formations, annexations and ongoing administration
- District Formation
- District Administration
- Proposition 218
- Financial Projects
- Continuing Disclosure
- Special District Refunding

AFFILIATIONS

- CSMFO
- Served for seven years on CSMFO's Annual Conference Planning Committee
- Featured speaker at multiple CSMFO chapter luncheons

BIOGRAPHY

Adina McCargo is a Director with NBS where she oversees the District Administration practice area for NBS. Her team administers over 2,000 different Fees, Charges and Special Financing Districts (SFDs) including Property and Business Improvement Districts (BIDs), Landscape Maintenance Districts (LMDs), 1913/1915 Act Assessment Districts, and Community Facilities Districts (CFDs).

Adina has extensive experience with district formations and bond issuance/refunding analysis, as well as the ongoing management of district administration operations. She has also performed feasibility studies and related audits and financial projects. Adina has worked directly with more than 200 agencies and is a Registered Municipal Advisor Representative.

RELEVANT PROJECT EXPERIENCE

- **City of San Jacinto SFD Formation and Administration.** The City of San Jacinto utilizes a number of Special Financing Districts (SFDs) to support infrastructure and services. NBS provides formation, administration, Proposition 218 compliance and support services to the City for numerous assessment and Community Facilities Districts (CFDs). NBS administers the City's 1972 Act Landscape & Lighting Districts and 1982 Act Benefit Assessment District, including more than 72 zones used mainly for maintenance of the City's many neighborhood parks as well as other landscape and lighting and street improvements throughout the City. In addition to administration services, NBS also assists the City in the formation and annexation services for various SFDs.
- **City of Alameda SFD Financing Formation and Administration.** NBS administers the City's Special Financing Districts (SFDs), which include Assessment Districts, Community Facilities Districts, and a Citywide Sewer Charge. NBS has formed both Bonded and Non-Bonded CFDs for the City. NBS has also provided assessment engineering services for several zones of the Landscaping and Lighting District, which allowed for significant increases in revenue and the addition of inflationary factors.
- **City of Eastvale SFD Formation and Annual SFD Administration.** The City of Eastvale in Riverside County utilizes Special Financing Districts (SFDs) including Landscape Maintenance Districts, Benefit Assessment Districts and Community Facilities Districts to support infrastructure and services. NBS provides a full range of annual administration and support services for the City and is an integral part of this function. The 107 SFDs represent approximately 22,500 parcels and \$880,000 in revenue. In addition, NBS has formed several SFDs for the City.

“

NBS went above and beyond as a consultant with assisting the City through a difficult Proposition 218 process. They were always available to provide valuable insight, analysis, and technical information to the City and at Community meetings, whenever and wherever called upon. We greatly appreciate the level of expertise NBS provided.”

Shandy Dittman, Senior Management Analyst, Pomona

EDUCATION

- Bachelor of Arts, California Baptist University
- Master of Public Administration, California State University Northridge

HIGHLIGHTS

- Experienced Senior Consultant providing support to NBS' District Consulting Group
- Extensive experience in budget development and analysis
- Well-versed in CDIAC reporting requirements and an expert in report preparation including annual Continuing Disclosure
- Delivers high-quality district administration and client support
- Professional writing and editing

“

“...extremely responsive and direct with your answers. It is much appreciated ...made getting to the bottom of this painless – I can’t express enough how rare that is.”

Nicholas Wilson, Real Estate Manager, Guggenheim Partners

”

BIOGRAPHY

Amanda Welker is a Senior Consultant with NBS where she administers Special Financing Districts (SFDs) and is actively involved with district budget development/cost recovery, reporting compliance, financial analysis, delinquency management, database management, as well as other daily administration activities of various SFDs. Amanda has more than a decade of finance and management experience. Her top skills include public budgeting, account auditing, and effective project management and administration. Amanda's background in the public sector working for a City government provides an added layer to her proven abilities.

RELEVANT PROJECT EXPERIENCE

- **City of Oxnard – Annual Special Financing District Administration:** Successfully administers nearly 50 special districts including 38 complex Landscape Maintenance Districts, two Assessment Districts and seven Community Facilities Districts with outstanding bonds totaling more than \$37M. Provides support to Special District staff in the form of administrative and special project consulting, Council meeting attendance, and creating custom forms and spreadsheets for accounting, labor tracking, and other administrative activities. In 2023, developed a LMD Financial Model to integrate into the City's Consolidated LMD Engineer's Report providing improved detail and transparency to both Council and constituents.
- **City of Lincoln – Annual Administration of Bonded Special Financing Districts:** Provides extensive routine financial analysis on outstanding bond issues totaling more than \$145M. Successfully completes annual CDIAC reporting, parcel audits, and bond calls.
- **Cole County Missouri Fire Protection District – Ground Emergency Medical Transportation Cost Report:** Developed first year cost analysis and report for Federal reimbursement of qualified medical transports. Resulted in the agency's reimbursement of more than \$330,000.
- **South Lake County Fire Protection District- Parcel Audit:** Reviewed and compared GIS and Assessor's data for roughly 9,000 parcels. Resulted in the agency's increase in revenue of more than \$142,000 annually—a revenue increase of 7%.
- **City of Union City – Annual Special Financing District Administration:** Administers multiple SFDs and prepares five annual Tax Roll billings for more than 17,000 parcels.

EDUCATION

- Bachelor of Arts, Public Administration, California Baptist University

HIGHLIGHTS

- Experienced Financial Analyst providing support to NBS' District Management Consulting Group
- Extensive experience in accounting, budget management and financial reporting
- District Administration for more than 140 different SFDs
- Consistently provides high-quality client service

BIOGRAPHY

Corina Chavez is a Financial Analyst with NBS where she administers Special Financing Districts (SFDs) and is actively involved with district budget development/cost recovery, reporting compliance, financial analysis, delinquency management, database management, as well as other daily administration activities of various SFDs. Corina is experienced in the administration of multiple types of SFDs, which include 1913/1915 Act Assessment Districts (ADs), Benefit Assessment Districts (BADS), Business Improvement Districts (BIDs), Landscape and Lighting Districts (LLDs), and Mello-Roos Community Facilities Districts (CFDs) and other parcel-based charges.

RELEVANT PROJECT EXPERIENCE

- City of Eastvale.** The City of Eastvale in Riverside County utilizes Special Financing Districts (SFDs) including Landscape Maintenance Districts, Benefit Assessment Districts and Community Facilities Districts to support infrastructure and services. NBS provides a full range of annual administration and support services for the City and is an integral part of this function. The 107 SFDs represent approximately 22,500 parcels and \$880,000 in revenue. In addition, NBS has formed several SFDs for the City.
- City of Mill Valley:** Annual administration of special taxes for two (2) Community Facilities Districts, special assessments for one (1) maintenance district, as well as property related fees for stormwater and sewer service charges. Additionally, Corina completes special projects and continuing disclosures including the annual Sewerage Agency of South Marin's annual reporting project and Joint Powers Authority disclosures. For FY 2024-2025, NBS levied \$12.4MM on 5,400 parcels within the City's SFDs.
- Cosumnes Community Services District.** Annual administration services include, but are not limited to, cost recovery analysis, preparation of special parcel tax annual reporting, parcel database management, as well as preparation of annual levies and coordination of all required documents submitted to Sacramento County for two CFDs.
- Additional Administration Projects:**
 - City of Galt, Community Facilities District Administration
 - Sacramento Metropolitan Fire District, Parcel Tax Administration
 - Marin County Flood and Water Conservation District, Assessment District Administration
 - City of Novato, Community Facilities District Administration
 - City of Carson, Special Tax and Assessment Administration

LICENSE

- Registered Professional Engineer
- State of California C14853

EDUCATION

- Bachelor of Science, Civil Engineering, Iowa State University
- Master of Science, Business Administration, Anderson Graduate School of Management, University of California (Los Angeles)

PROFESSIONAL AFFILIATIONS

- American Public Works Association (APWA)
- American Society of Civil Engineers
- American Water Works Association (AWWA)
- American Academy of Environmental Engineers

BIOGRAPHY

John Egan has more than 50 years of professional civil and environmental engineering experience. John is responsible for direction of conceptual development, planning, design, and preparation of construction documents and planning studies for a variety of public works and private development projects. In this capacity, he directs and/or supervises preparation of planning, derivation and analysis of alternatives, comparative costs and design efforts, and is responsible for project administration, client coordination and construction management services.

John's related experience concerning the planning and conduct of special assessment projects includes use and/or administration of the Municipal Improvement Acts of 1913 and 1915, Mello-Roos Community Facilities Act of 1982, and the Uniform Standby Charge Procedures.

John was the Assessment Engineer/Engineer-of-Work for conduct and implementation of numerous assessment districts utilizing provisions of various assessment acts, including the Landscape and Lighting Act of 1972 and the 1913 and 1915 Municipal Improvement Acts

RELEVANT PROJECT EXPERIENCE

- **City of San Jacinto**, 90+ Landscape and Lighting District Zones of Benefit
- **City of San Leandro**, Neptune Drive Flood Control Assessment District
- **City of Union City**, Union Landing Property & Business Improvement District
- **County of Imperial**, County Service Area Formation
- **Valley-Wide Recreation and Park District**, Multiple Landscape and Lighting Districts

EDUCATION

- Bachelor of Science, Political Science, California Polytechnic State University, Pomona
- Certificate, Geospatial Technician, Victor Valley College
- Certificate, Geographic Information Systems, San Bernardino Valley College
- Certificate, Geographic Information Systems, Rio Hondo College

HIGHLIGHTS / TECHNICAL

- Configure and maintain ESRI ArcGIS applications (web maps, Dashboards, StoryMaps, Survey123, Collector, QuickCapture)
- Prepare numerous boundary maps, diagrams, and 1915 Act lien apportionments
- ArcDesktop, ArcSDE, ArcGIS Server, ArcGIS Online, Survey 123, Collector
- Python Software experience
- SQL for data manipulation and analysis
- Autodesk AutoCAD

“

Our staff appreciates the expertise, guidance and experience that the NBS teams bring to our special assessments.”

Mike Gow, General Manager / Chief Engineer, Lake Hemet Municipal Water District

”

BIOGRAPHY

Jeremy Jung is a Geographic Information Systems (GIS) Senior Consultant for NBS. He has more than 8 years of experience in the design and maintenance of GIS Geodatabases in a SDE environment, including reconciling/posting and QA/QC. He has developed new workflows and utilized Model Builder for processing parcel data that removed the need to purchase the data on a quarterly basis. Jeremy has performed spatial analysis to identify restricted areas for Cannabis Delivery Services, and utilized basic Python scripts to edit and automate GIS workflows. He has updated and maintained numerous map services for GIS applications (Cityworks, CRW Trakit, Granite XP, Internal Geoviewer, Public Viewer).

As a GIS Senior Consultant, Jeremy creates maps and analyzes data associated with county assessor's parcels, district boundaries, public facilities and improvements as well as captures custom images utilizing the latest in GIS technology. In addition, he is able to create custom web-based GIS applications for internal and external use by NBS clients.

RELEVANT PROJECT EXPERIENCE

- **CivicMic** – Successfully completed a variety of projects for CivicMic including the creation of surveys, web maps, web apps, and testing ESRI Hubs. The web applications assist with facilitating community outreach and public engagement opportunities to determine the level of public support.
- **East Contra Costa Fire Protection District** – Calculated fire stations distance drive times and half mile buffer distances within ECCFPD boundary to determine best response times for each parcel. Utilizing network analysis was instrumental in determining the calculation of special general benefit and proportionality for ECCFPD.
- **Los Angeles County Metropolitan Transportation Authority** – Accomplished creating a quarter mile and half mile buffers around approximately 60 stations to help identify assessed values for each parcel within the buffer zones.
- **City of Fairfield Lighting and Landscape Maintenance District (LLMD)** - Created visual web application dashboard which displayed numerous metrics and inventoried maintenance landscapes, parcels, streetlights, and boundaries for each district.
- **Reclamation District 1000** – Assisted with the fee study by creating a web map that showed all the parcels that belong within the district and have a filter based on Customer Class and Drainage.
- **Rio Del Mar Flats** – Assigned a benefit category for each parcel within district and submitted an assessment diagram. Created web map that displayed location of community participation.



MEMORANDUM

Meeting Date: December 18, 2024

To: Board of Directors

From: Michael J. Aho – District Administrator

Subject: Selection of Board Chair and Vice-Chair for 2025

Prepared By: Jennifer Larkin, Administrative Services Manager

There is no formal Board Report or accompanying staff recommendation for this item. However, a Board discussion is anticipated for the selection of the New Board Chair and Vice-Chair for 2025.

Generally, the Board follows a rotation based on past history. The following details the Board members who held Board Chair and Vice Chair positions each year since 2020. If the Board chooses to follow its historical process, the next chair would be Director Tamagni and Vice-Chair would be Director O'Farrell.

	2020	2021	2022	2023	2024
Chair	Tamagni	O'Farrell	Irwin	Mounts	Carhart
Vice-Chair	O'Farrell	Irwin	Mounts	Carhart	Tamagni

Respectfully Submitted,

Michael J. Aho
District Administrator

STAFF REPORT



Meeting Date: December 18, 2024
To: Board of Directors
From: Michael J. Aho - District Administrator
Subject: Revised Salary Schedule-Minimum Wage Increase
Effective January 1, 2025
Prepared By: Jennifer Larkin – Administrative Services Manager

I. Recommendation

Approve the Revised FY 2025 Salary Schedule (Attachment A) effective January 1, 2025.

II. Background

On January 1, 2025, the California minimum wage becomes \$16.50 per hour. The percentage increase from the entry-level, first step of those positions currently making minimum wage is 3%. All other part-time positions were increased by 3% at step one. This increase was assumed in the FY24/25 Final Budget preparation for part-time staff and funds were included in the Final Budget in anticipation of this increase.

III. Problem /Situation/ Request

Staff is recommending approval of the salary schedule for 2025.

IV. Financial Analysis

The minimum wage increase for part-time staff was anticipated and was included in the FY24/25 Final Budget approved in August.

Respectfully Submitted,

Michael J. Aho
District Administrator
Attachment A: Revised FY24/25 Salary Schedule

Fair Oaks Recreation and Park District
SALARY SCHEDULE FY24-25

POSITION <u>Full-Time Positions</u>	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	OTHER (negotiated)	10 Yrs. A	15 Yrs. B	20 Yrs. C
District Administrator	Salary (monthly)							\$15,010.63			
Accounting Supervisor	Salary (monthly)	\$ 5,762.99	\$ 6,051.14	\$ 6,353.70	\$ 6,671.38	\$ 7,004.95	\$ 7,355.20		\$ 7,722.96	\$ 8,109.11	\$ 8,514.57
Administrative Services Manager	Salary (monthly)	\$ 6,440.56	\$ 6,762.59	\$ 7,100.72	\$ 7,455.76	\$ 7,828.55	\$ 8,219.98		\$ 8,630.98	\$ 9,062.52	\$ 9,515.65
Administrative Assistant II	Hourly	\$ 21.66	\$ 22.75	\$ 23.89	\$ 25.08	\$ 26.34	\$ 27.65		\$ 29.04	\$ 30.49	\$ 32.01
Administrative Assistant I - Reg PT	Hourly	\$ 18.56	\$ 19.49	\$ 20.46	\$ 21.49	\$ 22.56	\$ 23.69				
Recreation Manager	Salary (monthly)	\$ 6,440.56	\$ 6,762.59	\$ 7,100.72	\$ 7,455.76	\$ 7,828.55	\$ 8,219.98		\$ 8,630.98	\$ 9,062.52	\$ 9,515.65
Recreation Supervisor	Salary (monthly)	\$ 5,762.99	\$ 6,051.14	\$ 6,353.70	\$ 6,671.38	\$ 7,004.95	\$ 7,355.20		\$ 7,722.96	\$ 8,109.11	\$ 8,514.56
Recreation Coordinator	Hourly	\$ 22.64	\$ 23.77	\$ 24.96	\$ 26.21	\$ 27.52	\$ 28.90		\$ 30.34	\$ 31.86	\$ 33.46
Preschool Teacher	Hourly	\$ 21.53	\$ 22.61	\$ 23.74	\$ 24.92	\$ 26.17	\$ 27.48		\$ 28.85	\$ 30.30	\$ 31.81
Preschool TA - Senior Rec Leader Reg PT	Hourly	\$ 18.56	\$ 19.49	\$ 20.46	\$ 21.49	\$ 22.56	\$ 23.69				
Senior Recreation Leader - Reg PT	Hourly	\$ 18.56	\$ 19.49	\$ 20.46	\$ 21.49	\$ 22.56	\$ 23.69				
Park & Facilities Manager	Salary (monthly)	\$ 6,440.56	\$ 6,762.59	\$ 7,100.72	\$ 7,455.76	\$ 7,828.55	\$ 8,219.98		\$ 8,630.98	\$ 9,062.52	\$ 9,515.65
Park Supervisor	Hourly	\$ 29.23	\$ 30.69	\$ 32.23	\$ 33.84	\$ 35.53	\$ 37.31		\$ 39.17	\$ 41.13	\$ 43.19
Lead Park Maintenance Worker	Hourly	\$ 25.92	\$ 27.22	\$ 28.58	\$ 30.01	\$ 31.51	\$ 33.09		\$ 34.75	\$ 36.48	\$ 38.31
Park Maintenance Worker	Hourly	\$ 25.05	\$ 26.30	\$ 27.62	\$ 29.00	\$ 30.45	\$ 31.98		\$ 33.57	\$ 35.25	\$ 37.02
Park Aide - Reg PT	Hourly	\$ 17.19	\$ 18.05	\$ 18.95	\$ 19.90	\$ 20.90	\$ 21.94				
Arts and Entertainment Manager	Salary (monthly)	\$ 6,440.56	\$ 6,762.59	\$ 7,100.72	\$ 7,455.76	\$ 7,828.55	\$ 8,219.98		\$ 8,630.98	\$ 9,062.52	\$ 9,515.65
Arts and Entertainment Associate - Reg PT	Hourly	\$ 18.56	\$ 19.49	\$ 20.46	\$ 21.49	\$ 22.56	\$ 23.69				
<u>Part-Time Positions</u>											
		Step 1	Step 1A	Step 2	Step 2A	Step 3	Step 3A	Step 4	Step 4A	Step 5	Step 5A
Park Aide I	Hourly	\$ 16.50	\$ 16.91	\$ 17.34	\$ 17.77	\$ 18.22	\$ 18.67	\$ 19.14	\$ 19.62	\$ 20.11	\$ 20.61
Park Aide II	Hourly	\$ 16.89	\$ 17.32	\$ 17.75	\$ 18.19	\$ 18.65	\$ 19.11	\$ 19.59	\$ 20.08	\$ 20.59	\$ 21.10
Facility Monitor	Hourly	\$ 16.50	\$ 16.91	\$ 17.34	\$ 17.77	\$ 18.22	\$ 18.67	\$ 19.14	\$ 19.62	\$ 20.11	\$ 20.61
Recreation Leader I	Hourly	\$ 16.50	\$ 16.91	\$ 17.34	\$ 17.77	\$ 18.22	\$ 18.67	\$ 19.14	\$ 19.62	\$ 20.11	\$ 20.61
Recreation Leader II	Hourly	\$ 16.89	\$ 17.32	\$ 17.75	\$ 18.19	\$ 18.65	\$ 19.11	\$ 19.59	\$ 20.08	\$ 20.59	\$ 21.10
Senior Recreation Leader	Hourly	\$ 17.60	\$ 18.04	\$ 18.50	\$ 18.96	\$ 19.43	\$ 19.92	\$ 20.42	\$ 20.93	\$ 21.45	\$ 21.99
<u>Seasonal Positions</u>											
Seasonal Coach	Stipend	STIPEND									

*District is on a semi-monthly pay schedule

MEMORANDUM



Meeting Date: December 18, 2024

To: Board of Directors

From: Michael J. Aho, District Administrator

Subject: Discussion and Possible Action regarding the Annual Board of Directors Meeting Calendar and Committee Assignments for 2025

Prepared by: Jennifer Larkin, Administrative Services Manager

There is no formal Board Report or accompanying staff recommendation for this item. However, a Board discussion is anticipated regarding the annual Board of Directors committee assignments for 2025.

The Board typically meets the third Wednesday of each month and the attached calendar reflects those meeting dates.

Respectfully Submitted,

Michael J. Aho
District Administrator

Attachment A: FORPD Board of Directors 2024 Special Committee Assignments
Attachment B: FORPD Board 2025 Meeting Calendar

Fair Oaks Recreation & Park District

Director's Special Committee Assignments

2024

Tamagni*/Irwin

Finance and Budget

O'Farrell*/Tamagni

Capital Improvements and
Construction Program

Irwin* /Mounts

Management and Personnel

Carhart*/O'Farrell

Community Resources Development

Mounts*/Carhart

Policy Review

* Designates Chair of Committee

FORPD Board of Directors 2025 Regular Meeting Schedule

2025

January '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	30	31				

April '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '25						
Su	M	Tu	W	Th	F	Sa
				1		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Notes**First Quarter**

- 1) Wednesday, January 15, 2025
 2) Wednesday, February 19, 2025
 3) Wednesday, March 19, 2025

Second Quarter

- 4) Wednesday, April 16, 2025
 5) Wednesday, May 21, 2025
 6) Wednesday, June 18, 2025

Fourth Quarter

- 10) Wednesday, October 15, 2025
 11) Wednesday, November 19, 2025
 12) Wednesday, December 17, 2025