

**Agenda Item No 3E**

**FINAL**

**MUNICIPAL SERVICE REVIEW AND SPHERE OF  
INFLUENCE UPDATE**

**MISSION OAKS RECREATION  
AND PARK DISTRICT**



**JUNE 2009**



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**MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE  
FOR MISSION OAKS RECREATION AND PARK DISTRICT**

**JUNE 2009**

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6/3/09

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## INTRODUCTION

### Background

*Mission Oaks Recreation and Park District* is a dependent special district in central Sacramento County.

- **Mission:** Mission Oaks Recreation and Park District provides unique neighborhood destinations for recreation and personal enrichment.
- **Boundary:** The American River to the South, Ethan Way and Watt Avenue to the East, Auburn Boulevard and Cypress Avenue to the North, and Manzanita and Walnut Avenues to the East.
- **Population:** 62,500 in an area of 8.5 square miles

### History

The district began as County Service Area No. 7 in 1963, serving the small Mission-Cottage area of the Arden-Arcade community, and administered by Sacramento County's Park and Recreation Department staff. It increased in size during the 1974-75 fiscal years as a result of the county study that attempted to place all un-served areas in the county in an active recreation and park agency. On November 5, 1974, residents approved a ballot measure that changed the service area to a dependent special district and annexed some formerly un-served areas in the Arden-Arcade and Carmichael communities. Thus, the Mission Oaks Recreation and Park District was officially formed in January 1975 pursuant to Public Resources Code Section 5780. Windemere Recreation and Park District was established on November 26, 1958 and merged with Mission Oaks Recreation and Park District on September 7, 1997. The Mission Oaks name itself gives honor to the history of California and the heritage of the California missions established by the early Spanish settlers and the majestic oak trees that flourish throughout the Sacramento Valley. In 1975, the population of the district was 56,000, and the budget was \$844,670. Today, the population is approximately 62,500, and the combined budget total for the Fiscal Year 2008-09 is \$4,400,285.

Through the dedication and commitment of the board, staff, and a multitude of community volunteers, the District is able to continue operation without any major disruptions or severe problems. The District's staff has witnessed a steady growth in the services that park district residents consider essential.

### Service Area

Mission Oaks Recreation and Park District is located just east of the City of Sacramento and encompasses portions of the unincorporated communities of Arden-Arcade and Carmichael with a service capacity estimated at over 62,500 residents. The District owns 11 parks (86.22 acres) and maintains and operates four school parks (14.2 acres) and the county-owned Hazelwood Avenue Stormwater Detention Facility (1.84 acres). Three of these facilities are community parks, Gibbons, Mission North, and Swanston, while the others serve as neighborhood parks. Located within the 17.5 acre, Gibbons Park is the district's 12,000 square foot senior citizen/community center with an adjacent newer .37 acre parking lot on Gibbons Park Drive which was developed on a portion of the former American River Hospital site. The district's Swanston Community Center was dedicated on May 17, 2007. It is available for rental for large social gatherings. This facility had been in the district's master plan since 1974.

The district is currently pursuing the acquisition of surplus property of the Sacramento Metro Fire District. In addition, the district hopes to develop pocket parks in underserved areas of the district with new revenue from future "Park Impact Fees". The district has completed a Nexus Study and is awaiting a hearing by the Board of Supervisors for consideration of approval both the Nexus Study and the implementation of developer Park Impact Fees. To date, Mission Oaks has not been included in any ordinance for the collection of these fees which would assist the district tremendously for future development.

## **Management and Employment Structure**

### **Management Structure**

The County Board of Supervisors acts as *ex-officio*<sup>1</sup> district directors and appoints a five member Advisory Board of Directors to oversee its affairs and operations. The district's directors must be current residents of or own property in the Mission Oaks district. Candidates are nominated by Supervisor Susan Peters and appointed by the county Board of Supervisors. The appointments are made at large and are not population based. The board delegates authority to the District Administrator to administer the District. The Board of Directors and personnel of the District strive to maintain the highest level of service possible for its citizens while sustaining a cost-effective and fiscally responsible Recreation and Park District. Directors appointed to the Advisory Board can serve a maximum of two full four-year terms.

The Mission Oaks Recreation and Park District Advisory Board of Directors usually meet once monthly on the first Tuesday at 6:30p.m. at the district office, on Mission Ave. Meeting notices There is adequate, accessible seating (capacity of 38) for most regular meetings, with ADA accessible restrooms, however, when it is anticipated that a large number of people may be attending, meetings are scheduled at a community center. No fringe benefits are provided for board members; however, they are paid \$100 per meeting for a maximum of two meetings per month.

### **Outreach**

The board encourages the public's involvement in all meetings. Monthly meeting agendas are submitted to *The Sacramento Bee*, the *Carmichael Times*, and copies are posted at the district office and in the lobby of the community centers. A notice of the regularly scheduled meetings is included in the periodic newsletters, published in *The Bee* and on the district's website (<http://www.morpd.com/>). Special meetings may be called as needed. The district's activities and resources are distributed to district residents in a newsletter, published periodically and distributed with an appropriate edition of *The Bee*. Program and trip flyers are distributed through area schools and Community Center specific newsletters are made available monthly at the respective centers and on the district website.

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<sup>1</sup> The County Board of Supervisors heads the District in name, but in daily practice they are not involved in its management.



### **Employment Structure**

The Mission Oaks Recreation and Park District employs 14 regular full-time, 15 regular part-time, and 100-150 Seasonal part-time employees. In addition, Volunteers augment the district's programs and services by serving approximately 50,000 hours annually. The District performs a classification and salary survey regularly in order to determine and compare District salaries to the local recreation & park district market trends.

For more detailed information on the employment structure, please see Attachment C.

Employees from all three divisions meet quarterly as a Safety Committee (in accordance with California Association for Park Insurance (CAPRI) guidelines). The district uses an employee safety incentive program to encourage safe work practices and procedures in compliance with the guidelines of SB 198, the "Occupational Injury and Illness Prevention Program", and to reward divisions for safe work practices, meeting training obligations, and no lost time due to unsafe practices. Safety training is conducted weekly, biweekly, and monthly at the division level, as part of staff meetings. A Policies and Procedures Manual has been developed and approved by the Board, which is accessible to each employee electronically. One hard copy is shared as a cost cutting strategy and a step toward the district's sustainability effort.

The Mission Oaks Recreation and Park District has received multiple recognitions for participating in several organizations. In 1999 and 2001, the District Administrator Debby Walker received a Presidential Award and Pat O'Brien Professional Legislative Award by the California and Pacific Southwest Recreation and Park District in recognition of outstanding leadership and dedicated services to the park and recreation profession in California and also for legislative advocacy and work on the statewide Playground Safety Committee and Regulation promulgation. In addition, the District was a recipient of the Sacramento Workplace Excellence Leader (SWEL) Award offered by the Sacramento Area Human Resources Association (SAHRA), in partnership with *The Sacramento Bee*, based on the district's commitment to its employees and customers in 2007. Annually, Mission Oaks Recreation and Park District receives a Safety and Loss Control award from CAPRI.

### **Determination**

The District has an adequate management structure, staffing, and facility sharing arrangements to ensure efficient management and provide parks and recreational service to the community at a reasonable cost. The District is efficiently structured and organized. The District provides the public with adequate information and opportunity for input and involvement in District Activities.

## DISTRICT SERVICES

### Services Provided

*Mission Oaks* provides open space and organized activities to serve the recreational needs of residents. Parks developed by Mission Oaks fall into three categories (1) Neighborhood parks (2) Community parks, and (3) School Parks

#### Existing **neighborhood parks:**

- 0.75 to 10.1 acres each
- Designed to serve residents within 0.5 mile radius
- Provide recreational amenities like open fields, playgrounds and picnic areas.
- Total 8 in the district, accounting for 62.99 acres

#### Existing **community parks:**

- 10 to 17.5 acres each
- Provide larger open spaces, more extensive onsite parking, and community centers
- Total 3 in the district, accounting for 40.2 acres
- Three community parks: Gibbons, Mission North, and Swanston.

#### Existing school parks:

- 0.5 to 6.1 acres each
- Developed by authority through a JPA with San Juan Unified District
- Provides needed developments to each of the neighborhoods served by a school park including playgrounds, soccer fields, softball fields, etc.
- Total 4 in the district, accounting for 13.7 acres.

|  | Acreege Devel. by MORPD | Maintained by MORPD | Maintained by SJUSD | Wheelchair Accessible | Ballfield with Backstop | Basketball Court - ♿ | Children's Play Equip. - ♿ | Exercise Course | Horseshoe Pits | Shuffleboard Courts Indoor | Soccer Field Seasonal | Tennis Courts - ♿ | Volleyball Courts | Open Play Area | Mature Area | Off Street Parking - ♿ | Bar-B-Cues | Benches - ♿ | Community Center - ♿ | Picnic Table Area - ♿ | Restrooms In Park - ♿ | Shade Shelter - ♿ | Reserve Picnic Areas - ♿ |  |
|--|-------------------------|---------------------|---------------------|-----------------------|-------------------------|----------------------|----------------------------|-----------------|----------------|----------------------------|-----------------------|-------------------|-------------------|----------------|-------------|------------------------|------------|-------------|----------------------|-----------------------|-----------------------|-------------------|--------------------------|--|
| <b>* Community Parks</b>                                 |                         |                     |                     |                       |                         |                      |                            |                 |                |                            |                       |                   |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| <b>** School Parks</b>                                   |                         |                     |                     |                       |                         |                      |                            |                 |                |                            |                       |                   |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| Cooperative effort with San Juan Unified School District |                         |                     |                     |                       |                         |                      |                            |                 |                |                            |                       |                   |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| (1) Jim Winthers Memorial Sports Complex                 |                         |                     |                     |                       |                         |                      |                            |                 |                |                            |                       |                   |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| <b>PARKS</b>   |                         |                     |                     |                       |                         |                      |                            |                 |                |                            |                       |                   |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 1. ASHTON<br>4251 Ashton Drive, Sacramento               | 9.8                     |                     |                     |                       |                         | 15                   |                            |                 |                |                            | 1                     | 3                 | 1                 |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 2. VALLEY OAK<br>1100 Estero Avenue, Sacramento          | 10.2                    |                     |                     |                       | 3                       |                      | ♿                          |                 |                |                            | 1                     |                   |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 3. EASTERN OAK<br>3127 Eastern Avenue, Sacramento        | 4.2                     |                     |                     |                       |                         |                      |                            |                 |                |                            | 1                     |                   |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 4. *GIBBONS<br>4791 Gibbons Drive, Carmichael            | 17.5                    |                     |                     |                       |                         | 1                    |                            |                 |                | 4                          |                       | 4                 | 2                 |                |             |                        |            |             |                      |                       | ♿                     |                   |                          |  |
| 5. MADDOX<br>4821 Thor Way, Carmichael                   | 6                       |                     |                     |                       |                         |                      |                            |                 |                |                            |                       |                   | 1                 |                | ♿           |                        |            |             |                      |                       |                       | ♿                 |                          |  |
| 6. *MISSION NORTH<br>3344 Mission Avenue, Carmichael     | 12.7                    |                     |                     |                       |                         |                      |                            |                 |                |                            |                       |                   | 2                 |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 7. OAK MEADOW<br>2734 American River Dr., Sacto.         | 5.5                     |                     |                     |                       |                         |                      |                            |                 |                |                            |                       |                   |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 8. ORVILLE WRIGHT<br>2331 St. Marks Way, Sacramento      | 4.2                     |                     |                     |                       |                         |                      |                            |                 |                |                            |                       |                   | 1                 |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 9. SHELFIELD<br>1849 Suffolk Way, Carmichael             | 5                       |                     |                     |                       |                         |                      |                            |                 |                |                            |                       | 2                 |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 10. *SWANSTON<br>2350 Northrop Ave., Sacramento          | 10                      |                     |                     |                       |                         | 15                   |                            |                 |                |                            |                       | 2                 | 1                 |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 11. WINDEMERE<br>Windemere Lane, Sacramento              | .75                     |                     |                     |                       | 1                       | 5                    |                            |                 |                |                            |                       |                   |                   |                |             |                        |            |             |                      |                       |                       | ♿                 |                          |  |
| 12. HAZELWOOD STORM<br>RETENTION BASIN                   | 1.8                     |                     |                     |                       |                         |                      |                            |                 |                |                            |                       |                   |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| <b>SCHOOL PARKS</b>                                      |                         |                     |                     |                       |                         |                      |                            |                 |                |                            |                       |                   |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 13. COWAN<br>3350 Becerra Way, Sacramento                | 5                       |                     | **                  |                       |                         |                      |                            |                 |                |                            |                       |                   |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 14. DEL PASO MANDR<br>2700 Maryal Drive, Sacramento      | 3                       |                     | **                  |                       |                         |                      |                            |                 |                |                            | 1                     | 2                 | 1                 |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 15. GREER/WINTHERS(1)<br>2301 Hurley Way, Sacramento     | 6.1                     |                     | **                  |                       | 2                       |                      |                            |                 |                |                            |                       | 4                 |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |
| 16. SIERRA OAKS<br>2762 Huntington Road, Sacramento      | 4.6                     |                     | **                  |                       |                         |                      |                            |                 |                |                            | 2                     | 2                 |                   |                |             |                        |            |             |                      |                       |                       |                   |                          |  |

At the above sites, *Mission Oaks* offers a full range of recreational activities, including leisure enrichment classes, neighborhood recreation programs, camp programs, adult sports, teen programs, senior adult programs, and special events. District residents are notified of activities through periodically recreation guides available in the Sacramento Bee, and at the community centers through the year and also through the district website. In addition, these recreation and park sites have various sports fields, picnic area, playgrounds, and Community Centers that residents have access to.

The District leases event spaces at community and neighborhood parks around the District. *Mission Oaks* also rents out a variety of facilities to suit recreation, community or business needs. Demand for these spaces is steady – rooms and picnic areas are routinely rented, especially for weddings and large meetings. Swanston Community Center is the nucleus for a growing number of special interest classes, teen and senior programs and is home to Project HYPE, (Healthy Youth for Physical Excellence) a free summer program for low income families designed to create both fit youth and family members while helping to fight childhood obesity. The Swanston Center includes a music room that is popular with people of all ages, especially young people with a keen interest in music.

The following is a break-down of Mission Oaks’s large event rental facilities:

| <b>Event Space<br/>Both offer Free Public WiFi</b>                     | <b>Location</b>      | <b>Room Capacity<br/>Assembly/Dinning</b> | <b>Additional Amenities</b>  |
|--|----------------------|---|--|
| Mission Oaks Community Center<br>➤ Auditorium<br>➤ Club and Craft Room | 4701 Gibbons Drive   | 525/250<br>77/46                          | Round tables, Full catering kitchen, free parking<br>Tables and Chairs   |
| Swanston Community Center<br>➤ Activity room<br>➤ Conference room      | 2350 Northrop Avenue | 250/125<br>25                             | Round tables, free Parking and use of Pantry/Kitchen<br>Large white board for presentations, floor access for computers/internet |

In addition, *Mission Oaks Recreation and Park District* rents out the following outdoor spaces and picnic rentals around the district:

| <b>Event Space</b>  | <b>Location</b>     | <b>Picnic Capacity</b> | <b>Additional Amenities</b>  |
|---|---------------------|------------------------|--|
| <u>Ashton Park</u><br>➤ Alder<br>➤ Redwood<br>➤ Hackberry                 | 4201 Ashton Drive   | 75-100                 | Barbequing areas, Playground, soccer and football fields, basket ball courts, and tennis court |
| <u>Mission North Park</u><br>➤ Poplar<br>➤ Oak<br>➤ Camphor               | 3344 Mission Avenue | 75-100                 | Tables, children playgrounds, restroom   |
| <u>Gibbons Park</u><br>➤ Liquidambar<br>➤ Sycamore                        | 4701 Gibbons Drive  | 100                    | Large barbecue, buffet tables and chairs.  |
| <u>Swanston Park</u><br>➤ Pine<br>➤ Walnut<br>➤ Holly Oak<br>➤ Aristocrat | 2350 Northrop Drive | 75-100                 | Shade shelter, tables, chairs, playground, sport fields and courts.                            |

### **Service Demand**

*Mission Oaks* measures service demand and infrastructure needs variously. The existing service capacity approximates the Quimby Act standards consistent with the circumstances of each park district based on a minimum of 3 acres, and a maximum of 5 acres per 1,000 population. Using telephone poll and stratified random sample surveys, including that of homeowner association input, youth athletic groups and park neighbors, the District has been able clearly understand the level of service demands. Staff has witnessed a steady growth in the services that park district residents consider essential.

The district is landlocked and population growth is slowing and changing. Age and ethnicity changes occur more rapidly than population growth. District staff works closely with San Juan Unified School District to provide programming to fit the changing student demographics by custom programming for various schools.

### **Determination**

The District is able to appropriately gauge the demand and provide parkland, recreational facilities, and recreational programming to meet the needs of the community. The District provides adequate levels of service for parks and recreational facilities. The District effectively meets the needs of existing and future populations of the service area.

## **INFRASTRUCTURE**

### **Capital Improvement Projects**

As a result of the 2000 District Master Plan update, the Mission Oaks Recreation and Park District formed an assessment district, effective January 1, 2000 that included a long range Financial Plan to facilitate the Master Plan's projected CIP program. The capital projects list contains improvement projects that the community identified and supported as its highest priority during the assessment election. Park and facility improvements are generally funded by the Assessment District budget. A list, which is part of the annual budget, identifies the plans and development projects that will be met that year.

Infrastructure needs are determined by members of the Advisory Board of Directors, district staff, youth athletic groups, community groups, school children, park neighbors, homeowner association input, stratified random sample surveys, telephone poll surveys and using the district's Master Plan. The district periodically replaces, improves, or renovates amenities in its parks in an effort to preserve the infrastructure and to provide safe and enjoyable facilities for its residents.

The District's bidding process for Capital Improvement Projects places an emphasis on the lowest responsive bidder. Acceptance of the lowest bid is contingent on staff's research of past records on other projects and the company's past work history with the district. The District's staff will analyze the cost of work projects that do not meet the bid process requirements to determine whether they can be completed less expensively in-house as opposed to contracting out the work. The district has a five-year landscape maintenance contract, renewable annually at the request of either party. This arrangement has provided a dependable business model, whom contractors have been able to work compatibly to the joint benefit of both the district and the contractor.

### **Infrastructure Duplication**

Mission Oaks Recreation and Park District relies heavily on the use of facilities with the San Juan Unified School District for its youth and teen programs. None of the District's facilities are underutilized or redundant with other agencies. Many facilities are shared with partner groups including Sacramento County, local school districts, neighboring communities, and other public and private agencies to improve services and maximize efficiency.

### **Emergency Facilities**

The district participates in the regional Sacramento Operational Area Plan for disaster mitigation and planning strategies with various county organizations and special districts from around the Sacramento area. The community centers have been identified as sites for emergency operations and will be used in whatever capacity is deemed necessary or appropriate. Both of the district's community centers have been designated as "cooling centers" during extreme heat waves and addresses have been posted on television public service announcements.

### **Determination**

The District provides adequate levels of service and park maintenance. Through the use of Financial Planning and Capital Improvement projects, the District is able to replace, improve, and renovate amenities in the park and to provide safe and enjoyable facilities for its residents.

## FINANCE

Mission Oaks has provided for acquisition and development in accordance with its master plans, without having to borrow funds or to use general obligation bonds as methods of financing, which was a recommended consideration in the first master plan adopted in 1973. The acquisition and development program has been carried out without incurring any type of long term indebtedness and the district has no outstanding obligations.

### Combined Budgets for both the District and Lighting and Landscape Assessment District

|                                    |                    |                    | Preliminary        |
|------------------------------------|--------------------|--------------------|--------------------|
| <b>Fiscal Year</b>                 | <b>FY 07-08</b>    | <b>FY 08-09</b>    | <b>FY 09-10</b>    |
| Property Taxes                     | \$2,131,392        | \$2,203,844        | \$1,917,344        |
| Interest Income                    | \$38,560           | \$22,487           | \$16,865           |
| Aid to County Funds                | 0                  | 0                  | 0                  |
| Assessment Fees                    | \$782,418          | \$893,418          | \$893,418          |
| Misc Other                         | \$124,342          | \$76,960           | \$65,000           |
| Fund Balance Previous Year (07-08) |                    | \$1,203,576        | Unknown            |
| <b>TOTAL REVENUE</b>               | <b>\$3,076,712</b> | <b>\$4,400,285</b> | <b>\$2,892,627</b> |
| <b>Reserve Funds</b>               |                    |                    |                    |
| District Budget                    |                    | \$1,089,617        |                    |
| Assessment Budget                  |                    | \$1,809,046        |                    |
| Total Reserve Funds                |                    | \$2,898,663        |                    |

The Total Reserve Fund is a combination of what is currently in the Reserve and what accrues to it at the end of the year (unspent monies.) Although an expenditure may be approved in the budget, the purchase is sometimes deferred, in the interest of fiscal prudence. The reserve funds may be used for property acquisition, emergency funding, (i.e., rainy day fund) and during dry period financing as necessary.

#### Revenue Sources

Mission Oaks Recreation and Park District receives revenue from secured and unsecured property taxes for which the County of Sacramento has been assigned the responsibility for assessment, collection, and apportionment. Local tax-related funds and some of the assessment district funds are used for basic maintenance and operation costs, while supplemental funding is sought from other governmental entities (i.e., federal, state, and county) to help provide for land acquisition, development, and renovations. Sources, other than general revenue used by the district recently for the capital outlay programs, include fees related to

1. The county's Land Dedication Ordinance;
2. SB 174 funds;
3. 1974, 1976, 1988, 2000 and 2002 state bond funds;
4. A competitive grant from the Urban Parks Act of 2001 (Part of the

2000 Park Bond Act)

5. The Mission Oaks Parks and Recreation Maintenance and Improvement District funds,
6. Gifts and donations.
7. Land and Water Conservation Fund Grants
8. Community Development Block Grants

The District leases property at Valley Oak Park to two commercial telephone companies for cell towers. The lease terms are for five successive five year periods after the first five year term, for a total of 30 years unless the company cancels the leases prior to the end of the initial lease term. A CPI rate is built into one of the lease agreements.

The *Mission Oaks Parks & Recreation Maintenance and Improvement District*, organized under the Landscaping and Lighting Act of 1972, was approved by district homeowners in 1999 and provides revenue primarily for capital outlay projects and maintenance of facilities. This measure was due to expire in January 2009. The district pursued another ballot measure in 2006 to renew the assessment, drop the automatic sunset and add a COLA of up to 3% annually. The measure passed with a 68.78% vote of property owners.

The district charges fees for reserved use of the community centers, picnic areas, and some athletic fields. All other district facilities are available on a first come, first serve basis. Mission Oaks Recreation and Park District plans to finance future upgrades, using property taxes, levies assessed in the assessment district, park dedication funds, donations and contributions, communication tower revenue, and various state and private grants and hopefully, Park Impact Fees if adopted by the Board of Supervisors.

### **Revenue Constraints**

With the current economic market, Missions Oaks Recreation and Park District has not increased Program Fee and Charges but made a special “REconomics” 5% discount coupon available to the public for a reduction of fees and charges for specifically targeted youth programs for the Spring and Summer 2009. The District must receive approval from the Board of Supervisors for the creation of Park Impact Fees for the district. The district has worked diligently with the County Infrastructure Finance Section for the last two years on this project including a Nexus Study completed and approved by the district’s advisory board.

### **Joint Facilities**

The District holds joint use agreements with

1. San Juan Unified School District for use of school facilities, particularly adult athletic facilities, and maintenance of school parks;
2. Sacramento County for the maintenance of the Hazelwood Greens Stormwater Retention Basin;
3. Lutheran Church of Our Redeemer for use of classrooms for the district’s preschool program;
4. River Oak Center for Children for joint use and maintenance of parking lot at Valley Oak Park;
5. Contract with Alliance for Excellence for afterschool grant fund programming for the Building Bridges Program;



6. A JPA with the Arden Little League for the construction of the snack/bar and restroom building at Valley Oak Park;
7. A Memorandum of Understanding between the Sunrise and Mission Oaks Recreation and Park Districts for shared construction and use of A radio tower to facilitate computerized irrigation system.

Mission Oaks is always proactively seeking opportunities to partner with community groups and other agencies.

### **Costs Avoidance**

The district has worked closely with park neighbors to coordinate “Community Builds” of many playground projects saving over \$250,000 in just a few short years. These projects have also served as excellent Eagle Scout Learning Opportunities.

Volunteers have always played a large part in the delivery of recreation and park services to the Mission Oaks Recreation and Park District. When the district kept service hours records, the annual total of volunteer hours routinely exceeded 50,000 hours per year, double that of our full-time workforce. With changes to worker’s comp insurance, the district restructured its volunteer programs and now recognizes groups that make volunteer contributions rather than individuals. People continue to serve in a voluntary capacity making contributions to both recreation programs at all levels as well as park improvements. Each employee works with volunteers in some capacity however we no longer have part-time volunteer coordinators.

### **Revenue Opportunities**

#### Mission Oaks Landscaping & Lighting Assessment District

The Mission Oaks Parks and Recreation Maintenance and Improvement District is an assessment that provides funding for park maintenance services as well as for expanding and improving park facilities to meet the growing demand placed on the parks. The assessment proceeds will be used for park improvements such as new playground equipment, security patrols and playfield and building renovations. The supplemental funding was necessitated by a revenue shortfall created by escalating costs and declining revenues. The District was established following a successful assessment ballot proceeding in 1999. The assessment was renewed with 68.78 percent weighted support by property owner respondents. In 2006-07 the rate of assessment is \$39.00 for a single family home. In future years, the assessment rate can increase by up to 3 percent per year.

### **Determination**

The District is currently financially well-positioned and has adequate financial planning practices. Though there are revenue constraints, the District is able to enhance the district’s programs and facilities by involving volunteers. This enables the district to maintain quality programming without raising fees more than needed to cover baseline expenses. The District has also initiated an Assessment District in order to continue providing improved parks and services to the community. The District also takes advantage of various grants and private donations to improve infrastructure and services provided.

## **SUMMARY OF DETERMINATIONS**

### **Management**

The District has an adequate management structure, staffing, and facility sharing arrangements to ensure efficient management and provide parks and recreational service to the community at a reasonable cost. The District is efficiently structured and organized. The District provides the public with adequate information and opportunity for input and involvement in District Activities.

### **District Services**

The District is able to appropriately gauge the demand and provide parkland, recreational facilities, and recreational programming to meet the needs of the community. The District provides adequate levels of service for parks and recreational facilities. The District effectively meets the needs of existing and future populations of the service area.

### **Infrastructure**

The District provides adequate levels of service and park maintenance. Through the use of Financial Planning and Capital Improvement projects, the District is able to replace, improve, and renovate amenities in the park and to provide safe and enjoyable facilities for its residents.

### **Finance**

The District is currently financially well-positioned and has adequate financial planning practices. Though there are revenue constraints, the District is able to enhance the district's programs and facilities by involving volunteers. This enables the district to maintain quality programming without raising fees more than needed to cover baseline expenses. The District has also initiated an Assessment District in order to continue providing improved parks and services to the community. The District also takes advantage of various grants and private donations to improve infrastructure and services provided.

## CONCLUSION

*Mission Oaks Recreation and Park District* effectively meets demand in its 8.25 square-mile area. It strives to satisfy the recreational needs of the community by providing a wide range of facilities and opportunities to enrich the quality of life. In relation to these efforts, the residents of Mission Oaks have roughly equal availability to the District's community programs. The acquisition and development program has been carried out without incurring any type of long term indebtedness and the district has no outstanding obligations. The District's Master Plan, along with the annual budget, continues to serve as the basis upon which the District will expand to meet the growing service level needs of the citizens in the community.

**MISSION OAKS RECREATION AND PARK DISTRICT**

Parks and Recreation – Urban

Address: 3344 Mission Ave.  
Carmichael, CA 95608-3111

Phone: (916) 488-7276 x 3000

Fax: (916) 488-4349

Web site: [www.morpd.com](http://www.morpd.com)

Administrative Officer: Debby Walker, District Administrator

Fiscal Data:

Budget: \$4,400,285 (2008)

Gann Limit: \$11,841,565 (2007)

No. of Acres Developed:

District Owned: 86.22

District Managed: 1.84

On School Property: 14.20

TOTAL 102.26

No. of Acres Undeveloped: 0

No. of Parks:

District Owned – Locations:

1. Ashton Park (9.8 ac.) – 4251 Ashton Drive, Sacramento
2. Eastern Oak Park (4.2 ac.) – 3127 Eastern Avenue, Sacramento
3. Gibbons Park (17.5 ac.) – 4701 Gibbons Drive, Carmichael  
Gibbons Parking Lot Annex (.37ac.)
4. Maddox Park (6.0 ac.) – 4821 Thor Way, Carmichael
5. Mission North Park (12.7 ac.) – 3344 Mission Avenue
6. Oak Meadow Park (5.5 ac.) – 2734 American River Drive, Sacramento
7. Orville Wright Park (4.2 ac.) – 2331 St. Marks Way, Sacramento
8. Shelfield Park (5.0 ac.) – 1849 Suffolk Way, Carmichael
9. Swanston Park (10.0 ac.) – 2350 Northrop Avenue, Sacramento
10. Valley Oak Park (10.1 ac.) – 1150 Eastern Avenue, Sacramento
11. Windemere Park (0.75 ac.) – Windemere Lane/Rolling Hills Road, Sacramento

School Parks – Locations:

Total No. of Acres: 13.7 acres

Cowan School Park – 3350 Becerra Way, Sacramento

Del Paso Manoir School Park – 2700 Maryal Drive, Sacramento

Greer School Park – 2301 Hurley Way, Sacramento

Sierra Oaks School Park – 2762 Huntington Drive, Sacramento

District-maintained site -- Location

1. Hazelwood Greens 4600 Hazelwood Ave, Sacramento  
(1.84 acres, owned by Sacramento County)

No. of Facilities: 3

1. District Office and Shop – 3344 Mission Avenue, Carmichael
2. Mission Oaks Senior Citizen/Community Center – 4701 Gibbons Drive, Carmichael
3. Swanston Community Center – 2350 Northrop Avenue, Sacramento
4. Snack bar & Restroom Facility – 1150 Eastern Avenue, Sacramento

Square Miles: 8.5±

Population: 62,500

Service and Operation Data:

1. Authorized and actually performed: Park and recreation services; use private contractors to provide some services.
2. Latent powers: Fire protection, garbage collection and disposal, and street lighting, if not otherwise provided and if authorized by Board of Supervisors.

Location: Arden-Arcade and Carmichael area

Remarks: Formerly County Service Area No. 7

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Historical and Political Data:

1. Established January 1975. Windemere Recreation and Park District established November 26, 1958; merged with Mission Oaks Recreation and Park District September 7, 1997.
2. Enabling Act: Public Resources Code, Section 5780. (Board of Supervisors Resolution 74-787.)
3. Governing Body: Board of Supervisors, ex officio directors; five member Advisory Board of Directors, appointed by the Board of Supervisors.
4. No. on Governing Body: 5.
5. Board meets 1<sup>st</sup> Tuesday of the month at 6:30 p.m. in the District Office.
6. Registered voters: Not known at this time.



## **ATTACHMENTS**







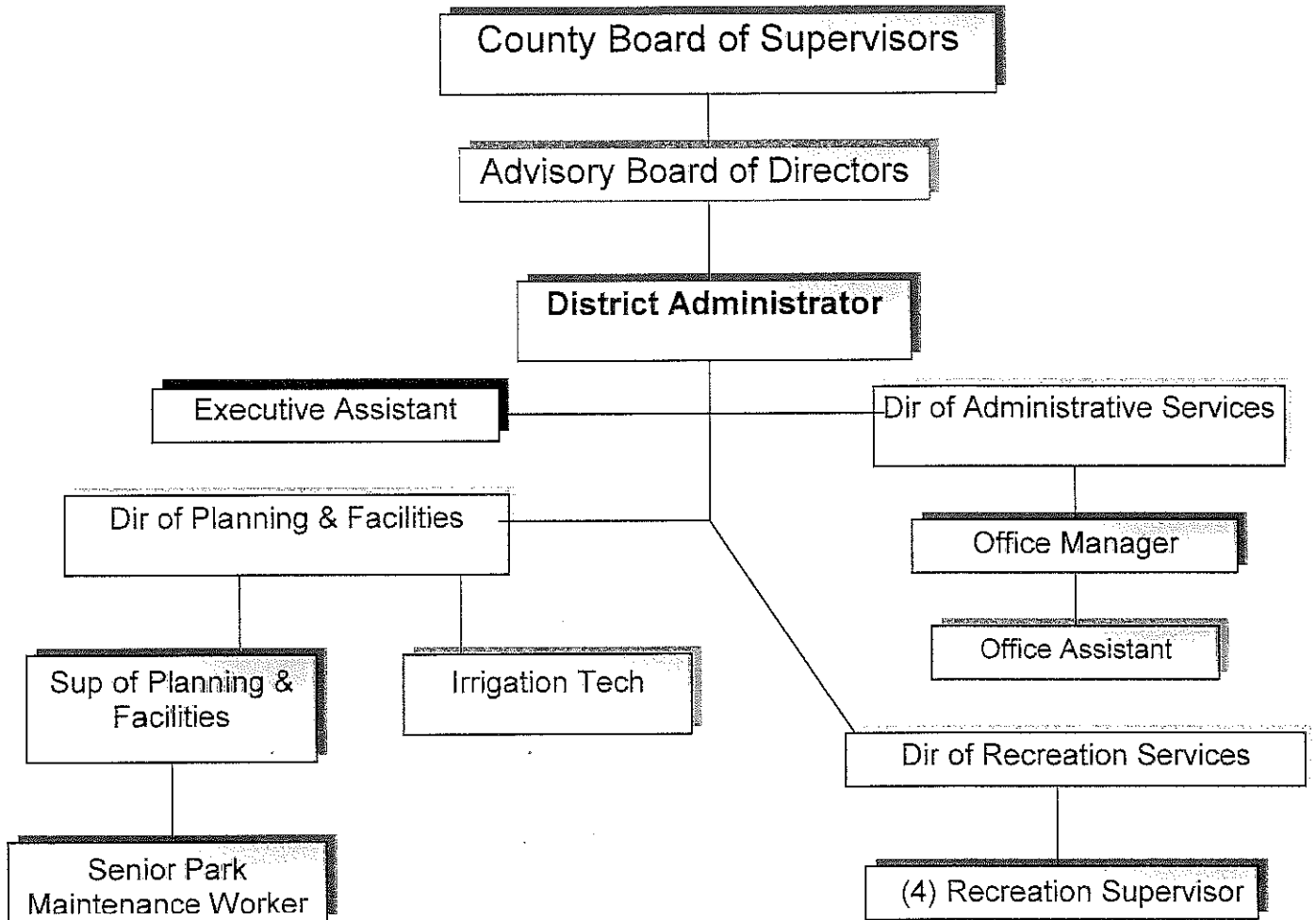


ATTACHMENT B

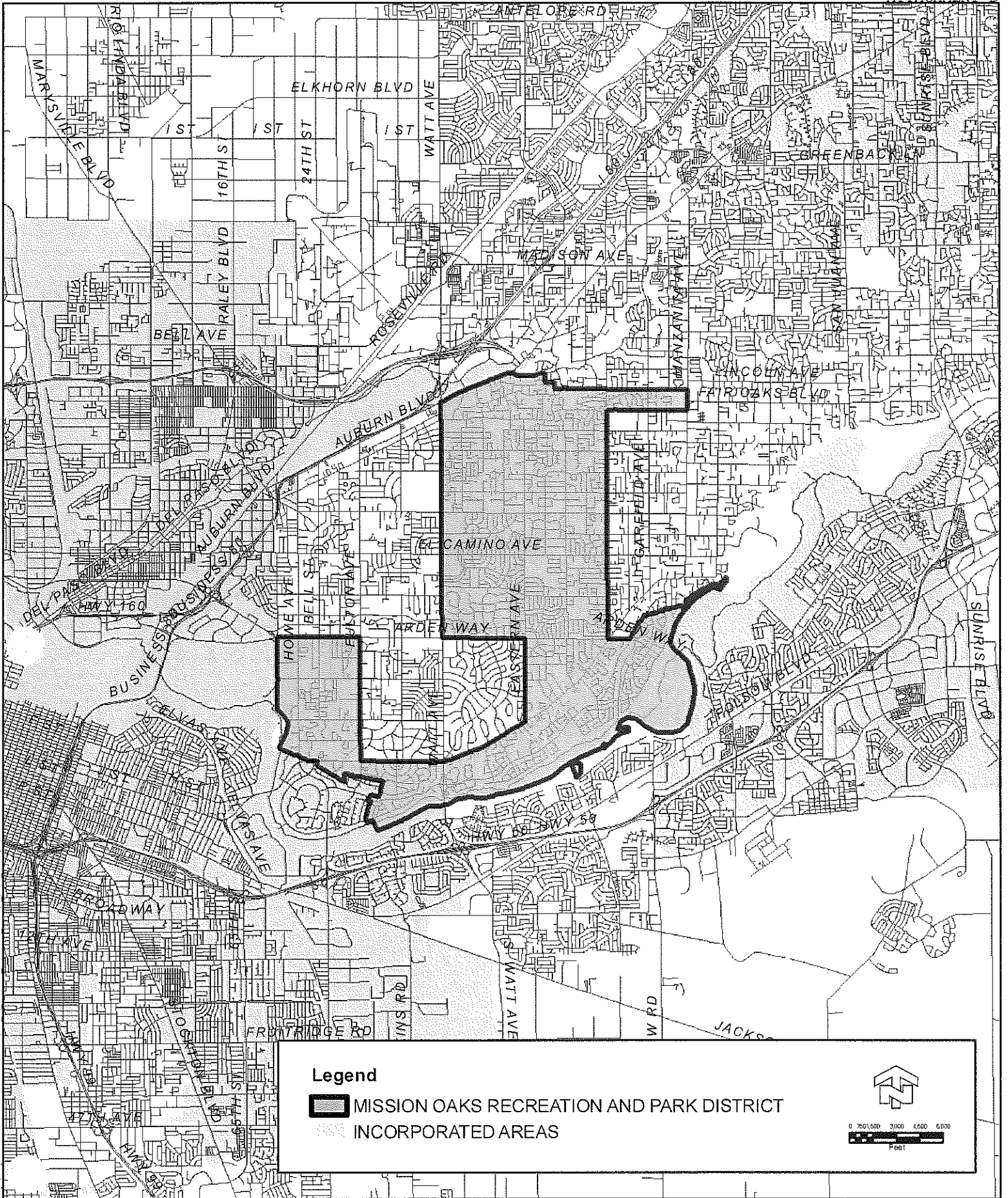
| PARKS  | SCHOOL DISTRICT FACILITIES   | COMMUNITY FACILITIES  |
|--|--|---|
| <b>1. ASHTON</b><br>4251 Ashton Dr. Sacramento               | <b>17. BILLY MITCHELL</b><br>4425 Laurelwood, Sacramento                                     | <b>8. DEVELOPMENTAL DISABILITIES SERVICE ORGANIZATION (DDSO)</b><br>2331 St. Marks Way, Sac.      |
| <b>2. VALLEY OAK</b><br>1150 Eastern Ave., Sacramento        | <b>18. STARR KING</b><br>4848 Cottage Way, Carmichael  | <b>32. CAMPUS COMMONS GOLF COURSE</b><br>2 Cadillac Drive, Sac.                                   |
| <b>1. EASTERN OAK</b><br>3127 Eastern Ave., Sacramento       | <b>19. EL CAMINO</b><br>4300 El Camino Ave., Sacramento                                      | <b>33. CARMICHAEL PARK VETERANS BLDG. &amp; COMMUNITY CLUBHOUSE</b><br>5750 Grant Ave. Carmichael |
| <b>2. GIBBONS</b><br>4701 Gibbons Ave., Sacramento           | <b>20. ENCINA</b><br>1400 Bell Street, Sacramento  | <b>34. COUNTRY CLUB LANES</b><br>2600 Watt Avenue, Sac.   |
| <b>3. MADDOX</b><br>4821 Thor Way, Carmichael                | <b>21. ARCADE FUNDAMNETAL</b><br>3500 Edison Ave., Sacramento                                | <b>35. LA SIERRA SKATE ARK</b><br>5325 Engle Rd., Carmichael                                      |
| <b>4. MISSION NORTH</b><br>3344 Mission Ave., Carmichael     | <b>22. WINSTON CHURCHILL</b><br>4900 Whitney Ave., Sacramento                                | <b>36. LAUREL RUFF</b><br>5325 Garfield Ave., Sac.  |
| <b>7. OAK MEADOW</b><br>2734 American River Dr., Sacto.      | <b>23. DEL DAYO</b><br>1301 McClaren Dr., Carmichael   | <b>37. LUTHERAN CHURCH OF OUR REDEEMER</b><br>4641 Marconi Ave., Sac.                             |
| <b>8. ORVILLE WRIGHT</b><br>2331 St. Marks Way, Sacramento   | <b>24. MISSION AVENUE</b><br>2935 Mission Ave., Sacramento                                   | <b>38. COTTAGE CENTER</b><br>3097 Cottage Way, Sac.   |
| <b>9. SHELFIELD</b><br>1849 Suffolk Way, Carmichael          | <b>25. MIRA LOMA</b><br>4000 Edison Ave., Sacramento   | <b>39. DETERDING COMMUNITY CENTER</b><br>1415 Rushden Dr., Sac.                                   |
| <b>10. SWANSTON</b><br>2350 Northrop Ave. Sacramento         | <b>26. OUR LADY OF ASSUMPTION</b><br>5055 Cottage Way, Carmichael                            | <b>40. AMERICAN RIVER COLLEGE</b><br>4700 College Oak, Sac.                                       |
| <b>11. WINDEMERE</b><br>Windemere Lane, Sacramento           | <b>27. PASADENA</b><br>4300 Pasadena, Sacramento   |   |
| <b>12. HAZELWOOD STORM RETNETION BASIN</b>                   | <b>28. PRESENTATION</b><br>3100 Norris Ave., Sacramento                                      |   |
| <b>SCHOOL PARKS</b>  | <b>29. RIO AMERICANO HIGH SCHOOL</b>   |   |
| <b>13. COWAN</b><br>3350 Becerra Way, Sacramento             | 4540 American River Dr., Sac.  |   |
| <b>14. DEL PASO MANOR</b><br>2700 Maryal Dr., Sacramento     | <b>30. WHITNEY AVENUE</b><br>4248 Whitney Ave., Sacramento                                   |   |
| <b>15. GREEN/WINTHERS (1)</b><br>2301 Hurley Way, Sacramento | <b>31. ARDEN INTERMEDIATE SCHOOL</b><br>1640 Watt Ave., Sacramento                           |   |
| <b>16. SIERRA OAKS</b><br>2762 Huntington R, Sacramento      | <b>OTHER DISTRICT FACILITIES</b>   |   |
|  | <b>4. MISSION OAKS COMMUNITY CENTER (MO/CC)</b><br>4701 Gibbons Dr., Carmichael              |   |
|  | <b>6. DISTRICT OFFICE</b><br>3344 Mission Ave., Carmichael                                   |   |
|  | <b>10. SWANSTON COMMUNITY CENTER (SCC) AND SPLASH PARK</b><br>2350 Northrop Ave., Sacramento |   |




Organizational Chart








**Legend**

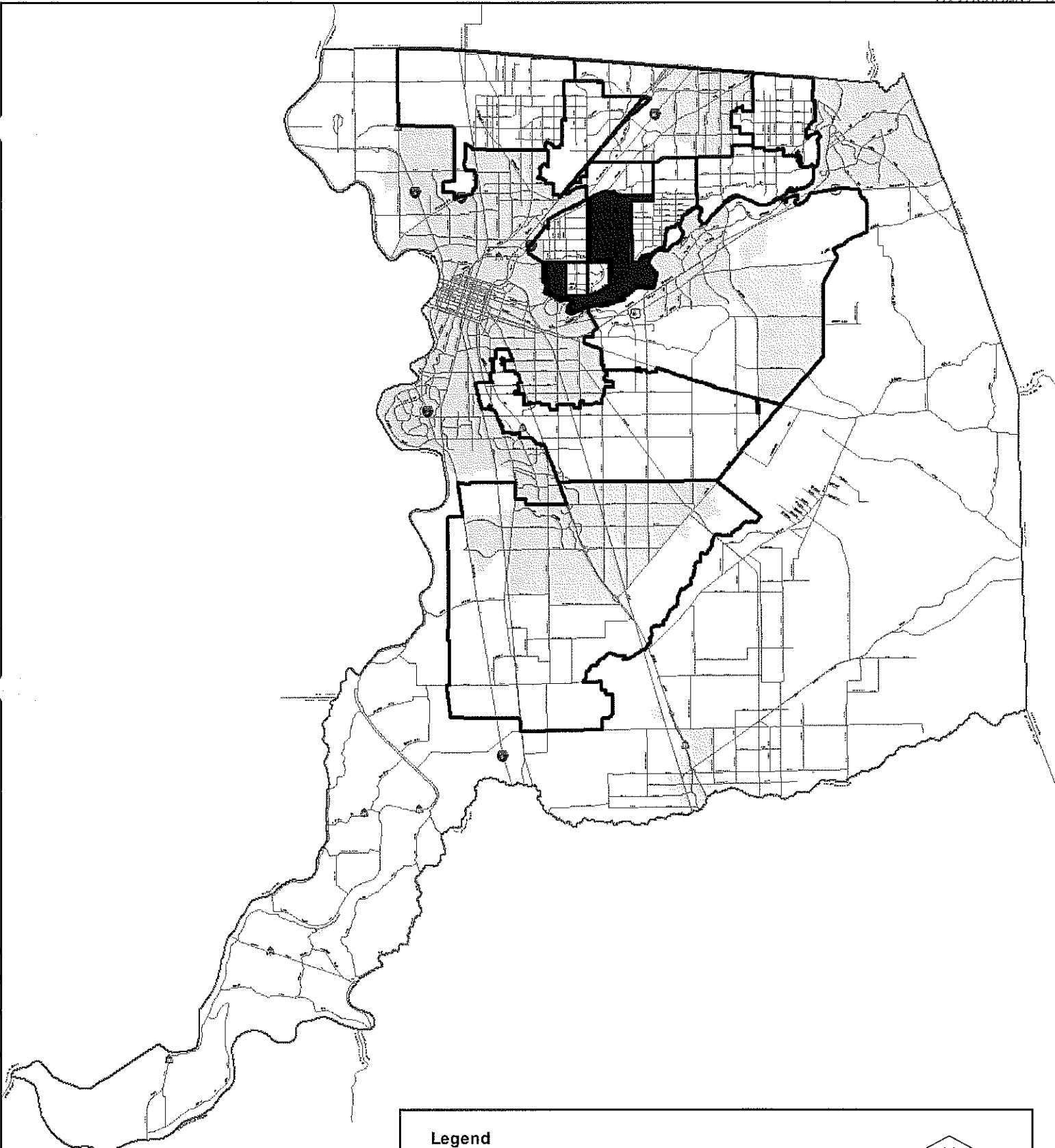
-  MISSION OAKS RECREATION AND PARK DISTRICT
-  INCORPORATED AREAS

  
  
 Feet










April 15, 2009E:\AF\COIPark Districts\MissionOaks\_Park Dist\_County letter\_0409.mxd



**Legend**

-  MISSION OAKS RECREATION AND PARK DISTRICT
-  RECREATION AND PARK DISTRICTS
-  INCORPORATED AREAS

Miles



### **Origins of Names of Parks and Areas within Parks**

Names of several parks and certain designated areas within parks have been named in honor of persons who have had a significant impact on the early history of the area or have contributed in some significant way to the district or to parks and recreation in general. In some instances, donations have been made by family and friends as memorials to loved ones- a park bench in Mission North Park for Nick Guzzi, a long time resident of the area; a playground equipment area in Oak Meadow Park for Stevie Walters, an eight year old boy who lived near the park; and two tennis courts at Swanston Park donated by Robert C. Powell in memory of his friend and former administrative assistant for former-Supervisor Sandra Smoley, Robert B. Wood. Mr. Wood was a strong supporter of parks and recreation and an avid sports enthusiast who greatly enjoyed tennis. Many other memorials include stands of trees or park benches throughout the district.

### **Parks and Community Centers**

Mission Oaks developed and maintains 11 parks (88.75 acres). Six school parks were originally developed and maintained by the park district however, two of those, Billy Mitchell and Starr King were given back to the San Juan Unified School District. The remaining four school parks comprised of 13.7 acres; Greer, Del Paso Manor, Cowan and Sierra Oaks School parks continue to be maintained by Mission Oaks. In addition, the district maintains the county-owned Hazelwood Greens (a Storm Water Detention Facility (1.8 acres), providing collectively 105.18 acres for the community's enjoyment. Three of these facilities are community parks, Gibbons, Mission North, and Swanston, while the others serve as neighborhood parks. Located in the northeast corner of the district and within the 17.5 acre Gibbons Park is the district's (1982) 12,000+ square foot community center. The district office is located on Mission Avenue within the 12.7-acre Mission North Park. The newest district development (2008) is the Swanston Community Center located within the 10 acre Swanston Park in the southwest corner of the district

### **Orville Wright Park**

Development of the northwest corner of the Orville Wright School property for a tot lot and small park area had been recommended in the original master plan. Although the allotted space was minimal in terms of neighborhood needs; however, no other vacant parcels were available in the immediate area for consideration of park development. In 1984, the district reached an agreement with the school district to purchase the 4.2 acres of open space at this site for \$84,000 through the Naylor Act.

### **Shelfield Park**

This ten-acre site, located at 1849 Suffolk Way, was not within the district boundaries when the original master plan was approved. It was annexed as part of a consolidation that occurred when Mission Oaks became a dependent recreation and park district. The property was purchased from the school district in 1975 for \$161,966.

### **Valley Oak Park**

The 1974 Master Plan recommended that a neighborhood park be considered on the playground area of the school district's Eastern Avenue adult education facility. The district fully supported retaining the three baseball diamonds, developed by little league supporters, and an existing nature area on the property. This site was originally referred to as Eastern Avenue Park.

In February 1984, after the school district declared the school surplus to its needs, Mission Oaks purchased this site from the school district through the Naylor Act, for \$335,520. The park is approximately 10.2 acres of the entire school site, which included all the open space and half the paved parking area. The school building and the other portion of the parking lot were purchased from the school district by River Oak Center for Children, Inc. (formerly known as Re-Ed West), a private, non-profit school.

### **Mission North**

In Mission North Park, there is a wonderful grove of trees that the district's Board designated as the Edwin Z'berg Memorial Grove. Mr. Z'berg was a state assemblyman who represented the area for 16 years, from 1959-1975. He was responsible for major legislation and development of park land throughout the state. Assemblyman Z'berg was one of the strongest supporters of parks and recreation programs that ever served in the California legislature. The Edwin Z'berg Memorial Grove was dedicated in ceremonies conducted in conjunction with the official dedication of the park on June 14, 1980.

### **Maddox Park**

Maddox Park, dedicated on January 13, 1979, was named in honor of the memory of Kate Herrick Maddox whose family formerly owned the land when it was part of a large walnut and olive ranch. Mrs. Maddox was born in 1875 in Maine and in 1883 moved to Sacramento where she attended local schools and graduated, along with U. S. President Herbert Hoover, from the first class at Stanford University in 1895. She was co-editor of the Stanford Quad while attending the university, active in the American Red Cross and the Belgium Relief during World War I, a co-founder of Pro-America and a member of the American Association of University Women. Mrs. Maddox, who had a great love for nature and animals, taught at Sacramento High School for 26 years until her marriage in 1921 to Elmer Lee Maddox, a retired furniture manufacturer from Michigan, who purchased the land in 1917. Mr. Maddox passed away in 1948 and Mrs. Maddox continued living on the ranch until her death in January 1972 at the age of 97.

### **Gibbons Park**

Gibbons Park, named in honor of Robert Linus Gibbons, was dedicated during ceremonies conducted on May 19, 1979. Mr. Gibbons, whose grandparents came to the area from Massachusetts in a covered wagon, was a member of the second graduating class of the University of California at Davis in 1913, at which time it was known as the University Farm School. In 1914, he married. The marriage lasted 53 years, until his death in 1966 at the age of 73. Maude Gibbons attended the dedication ceremonies, accompanied by several members of her family.

The Gibbons family came to the Carmichael area in 1921, where they became involved in the ranching and dairy business. The family sold milk directly from the farm until the retail store, Gibbons Dairy located on Walnut Avenue, opened in 1964. They owned 130 acres in the community where Mr. Gibbons was very active in civic affairs, giving of his time and energy to help make the community a better place to live. He was a charter member of the Carmichael Presbyterian Church and a member of the Carmichael Rotary Club, the Masonic Order, the Board of Trustees of the Carmichael School District, and the Carmichael Farm Bureau. He was also founder and president of the former Northridge Water District.

Within Gibbons Park is a remnant of the grove of almond and olive trees that the board has designated as the Leif Owre Grove. On June 28, 1980, the district and the Ronald Amundsen Lodge #48 of the Sons of Norway conducted ceremonies dedicating the grove in honor of the memory of Leif Owre, who was president of the lodge in 1929, 30, 31, and 35. Mr. Owen was a former owner of the land where he and his brothers, Anders and Alfred, planted and harvested crops of hay and wheat and tended horses and cattle. The family planted olive and almond trees that greatly enhanced the beauty of the park, until the 1990's when they succumbed to age and disease. Mr. Owre was involved in community and church activities and was an innovator and avid supporter of youth programs in the area.

The open space site at 4701 Gibbons Drive was purchased for \$100,000 in 1973 from the school district as a ten-acre parcel and originally designated a neighborhood park. In 1978, the district acquired an additional seven and one half acres of abandoned freeway property (known as Route 143) from the California Department of Transportation for \$281,468, which expanded the park acreage from Gibbons Drive to Cypress Avenue. The 17.5 acre site became the largest park in the district.

In the 1979-80 fiscal year, a master plan for the additional 7.5 acres was prepared for the board's approval by the county Department of Parks and Recreation's Planning Division. The plan included the re-designation from a neighborhood to a community park, and provided for a 12,000 square foot senior citizen/community center on the original ten acres. The center was completed in 1982, at a cost of \$826,987.

The center includes a club room, a crafts room, a large auditorium, a kitchen, offices and counseling rooms, a four-lane shuffleboard court, restrooms, patio, and a 72-space parking lot. An exercise course designed for senior citizen use was provided next to the center.

### **Harry Morse Shuffleboard Courts**

The four-lane shuffleboard courts are named in honor of Harry Morse who began the efforts for such a facility with a letter to the board in 1976 requesting consideration for "funds for the installation of enclosed shuffleboard courts". Mr. Morse had allowed the district free use of his one-lane enclosed court at his home from Sept. 1976 until October 1982, at which time; the courts at the center were ready for use. Mr. Morse chaired a community group that launched a grass roots fund raising drive to help secure funds for

the construction of the community center at Gibbons Park. In March 1983, at the district's request, the board of supervisors recognized Mr. Morse for his donation of over 2,286 volunteer hours.

**Swanston Park**

On June 23, 1979, Swanston Park was dedicated in memory of Charles Swanston, a man whose name was synonymous with cattle raising and ranching in the Sacramento area dating back to 1870. Mr. Swanston settled in Ohio upon his arrival to the United States from Ireland in the late 1850's and traveled to Sacramento in 1870 where he started a cattle ranch and packing plant. In 1910, he owned land encompassing approximately 3,500 acres, including most of the area between El Camino Avenue on the north to the American River on the south, to Howe Avenue on the east and the railroad tracks to the west just beyond what later became Interstate 80. Under Mr. Swanston's son, George, and George's son, Robert, C. Swanston & Sons, whose trademark of the single "S" was the fourth oldest trademark in California, purchased an additional 1,000 acres in Sacramento and from Yolo Counties where they continued raising livestock for many years.