

# STAFF REPORT



**Meeting Date:** **January 21<sup>st</sup>, 2026**

**To:** **Board of Directors**

**From:** **Michael J. Aho, District Administrator**

**Subject:** **Discussion and Possible Action on Purchasing  
District Locksmithing Supplies**

**Prepared By:** **Sean Ventura, Parks & Facilities Manager**

## **I. Recommendation**

Approve the transfer of \$6,500 from the Contingency Fund to complete the purchase of locksmithing equipment outlined in US Security Supply invoice (Attachment A) by adopting Resolution No. 021026-01:

- Amendment of the Fiscal Year 2025-2026 Budget of the General Fund (341A), Fund Center 9349341, to reflect the transfer of funds from the Contingency Account (79790100) to the Expendable Tools Account (20222600) to fund the purchase of locksmithing supplies.

## **II. Background**

At the end of 2025, staff were informed by the District's institutional locksmith that they would be retiring in early 2026. This locksmith had been servicing the District's lock, padlock, and keying needs since at least 2013. Working hand-in-hand with the Parks Superintendent, the locksmith had designed a keying system which enabled the District to consolidate key requirements and coordinate door access throughout all District parks and facilities.

Since that program was initiated, this locksmith has been cutting new keys, combining new cores, and constructing new padlocks for use throughout the District. Costs were minimal due to the familiarity of the locksmith for the system which they had designed. The District ordered new materials and tools which the locksmith used, and new access controls were then handed over to District representatives.

Since the District's locksmith announced their retirement, they have begun training Park Manager, Sean Ventura, in the craft with the intent of

handing over all District-purchased materials and equipment to the Park Manager so that the necessary work might be completed in-house.

### **III. Problem /Situation/ Request**

To date, the Park Manager has received all materials and equipment purchased by the District for use by its institutional locksmith; however, there are several key pieces of equipment which were not purchased by the District which the locksmith utilized on a regular basis to produce access control equipment.

To begin performing this necessary work in-house, the District would need to purchase those remaining pieces of equipment (outlined in Attachment A).

As the retirement was not announced until after the District's annual budgeting process, there was no way to foresee these additional equipment needs. Staff requests that the remaining items be purchased for use by District staff in order to alleviate long-term costs associated with identifying and retaining the services of a new, licensed locksmith.

### **IV. Financial Analysis**

The total cost of the required equipment would be approximately \$6500. The quoted price for the equipment itself is \$6036.72, but no shipping costs were included on the estimate. Since this was not included in the FY25-26 budget, staff is requesting to use funds from the contingency for this expense, leaving \$43,500 in the fund.

Respectfully Submitted,

Michael J. Aho  
District Administrator

Attachment A: US Security Supply invoice  
Attachment B: Resolution No. 021026-01



Project

# Quotation

Sold To:
Fair Oaks Parks and Rec 4150 Temescal Street Fair Oaks, CA 95628

Ship To
Fair Oaks Parks and Rec 4150 Temescal Street Fair Oaks, CA 95628

Quote #	Date	Terms	Rep	Entered By	Requested by:
Q168607	1/12/2026	To be Determined	T2E	Ty	Sean

Item	Description	Qty	Cost	Total
BAS-6301	CD540 Best Access - Capping / Decapping Block	1	140.00	140.00T
FIT-7	Tariff Surcharge - 7%		7.00%	9.80T
BAS-5499	CD547 Best - Hand capping pin for use with capping block	1	25.00	25.00T
FIT-7	Tariff Surcharge - 7%		7.00%	1.75T
BAS-5500	CD548 Best Access - Ejector Pin	1	15.00	15.00T
FIT-7	Tariff Surcharge - 7%		7.00%	1.05T
BAS-8627	CD549 Best - Tweezers—3" (in CD431 Kit)	1	6.00	6.00T
FIT-7	Tariff Surcharge - 7%		7.00%	0.42T
BAS-5723	AD433-A2 Stanley - Key Equipment; Key Combinator (Standard & CORMAX)	1	3,585.00	3,585.00T
FIT-7	Tariff Surcharge - 7%		7.00%	250.95T
USS-999999	QU-I.C COMBINATING TOOL Best Access SERVICE EQUIPMENT	1	1,465.00	1,465.00T
FIT-7	Tariff Surcharge - 7%		7.00%	102.55T

		<b>Subtotal</b>
		<b>Sales Tax (7.75%)</b>
		<b>Total</b>
Phone #	Fax #	Quotations are valid for 60 days, unless noted otherwise. Applicable shipping costs will be added to the Invoice
916-565-5100	916-565-1165	

U.S. Security Supply, Inc | 4135 Northgate Blvd., Suite 4 | Sacramento, CA 95834

email: [sales@ussecuritysupply.com](mailto:sales@ussecuritysupply.com)

Page 1



Project

# Quotation

Sold To:
Fair Oaks Parks and Rec 4150 Temescal Street Fair Oaks, CA 95628

Ship To
Fair Oaks Parks and Rec 4150 Temescal Street Fair Oaks, CA 95628

Quote #	Date	Terms	Rep	Entered By	Requested by:
Q168607	1/12/2026	To be Determined	T2E	Ty	Sean

Item	Description	Qty	Cost	Total
S-Ship3	Shipping charges, if applicable, will be calculated and added to the final invoice		0.00	0.00

		<b>Subtotal</b>	\$5,602.52
		<b>Sales Tax (7.75%)</b>	\$434.20
		<b>Total</b>	\$6,036.72

Phone #	Fax #	Quotations are valid for 60 days, unless noted otherwise. Applicable shipping costs will be added to the Invoice
916-565-5100	916-565-1165	

U.S. Security Supply, Inc | 4135 Northgate Blvd., Suite 4 | Sacramento, CA 95834

email: [sales@ussecuritysupply.com](mailto:sales@ussecuritysupply.com)

**RESOLUTION NO. 021026-01**

**BEFORE THE GOVERNING BOARD OF THE  
FAIR OAKS RECREATION AND PARK DISTRICT**

**County of Sacramento, State of California**

**AMENDMENT OF THE FISCAL YEAR 2025-2026 BUDGET OF THE GENERAL  
FUND (341A), FUND CENTER 9349341, TO REFLECT THE TRANSFER OF  
FUNDS FROM THE CONTINGENCY ACCOUNT (79790100) TO THE  
EXPENDABLE TOOLS ACCOUNT (20222600) TO FUND PURCHASE OF  
LOCKSMITHING SUPPLIES.**

**WHEREAS**, The Board of Directors for the Fair Oaks Recreation and Park District passed Resolution No. 021026-01, on February 10, 2026 authorizing the transfer of funds from the Contingency Fund Account (79790100) to the Account (20222600) within the General Fund (341A), Fund Center 9349341 to fund the purchase of locksmithing equipment;

**WHEREAS**, the procedure to transfer and designate these funds requires appropriate budget amendment and Board action.

**THEREFORE, IT IS HEREBY RESOLVED** that the Fair Oaks Recreation and Park District Board of Directors approved the transfers as follows:

- A. The sum of \$6,500 be released from the Contingency Fund Account (79790100), within the General Fund (341A), Fund Center 9349341.
- B. The sum of \$6,500 be transferred into the Expendable Tools Account (20222600) within the General Fund (341A), Fund Center 9349341.

Passage of the Resolution was moved by \_\_\_\_\_ and seconded by  
\_\_\_\_\_.

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**RECUSE:**

---

Raymond James Irwin  
Chair, Board of Directors

---

Michael J. Aho  
District Administrator