

Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING
THURSDAY FEBRUARY 18, 2021 @ 5:00 p.m.

TELE-CONFERENCE CALL from remote locations

Log in at <https://us02web.zoom.us/j/750518431?pwd=Um1xMExPb0pqb2xyYysyb3NRN0MzQT09>

Meeting ID: **750 518 431**

Passcode: **7RNGiH**

AGENDA

1. **5:00 p.m.**; District Counsel Derek Cole will make an educational/training presentation on the Brown Act and lead a discussion on the role of the Board and Staff in a Special District in California.
2. **Call to Order and perform Roll Call at the conclusion of the educational/training session.**
(Chair – Alex Vassar)

3. **Public Comment** – this is the opportunity for members of the public to address the Board on any topic within the Board’s jurisdiction NOT listed on the agenda. The Board will take comments only but cannot act upon any item not listed on the Agenda. **Each speaker will be limited to five minutes of time.**

The Board will not receive comments relating to District Personnel during this time. These comments must be made in writing to the General Manager and in the case of the General Manager made in writing to the Chairperson of the Board. **Questions about the daily operation of the park district should be directed to the General Manager during normal working hours when possible.**

Comments related to a specific item on the agenda will be received by the Board at that time during the meeting.

Members of the public may gain recognition by registering with the Secretary to the Board prior to the start of the meeting or by raising their hand to be recognized by the Chairperson of the Board at the time they wish to speak, and public comment is welcomed. **Public Comments will not be received once the Board Chair close the Public Comment period.**

4. **CLOSED SESSION**

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: “Portion of the Arcade Creek Nature Area between the flood wall and the rear of lots #11 and #39 on Adelaide Drive, Carmichael, CA 95608

Agency negotiator: Stephen Fraher, General Manager

Negotiating parties: [Randy & Laura Cunningham and David and Darlis Curtin]

Under negotiation: Terms of agreement and amount payment

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: General Manager

5. **Announcements**

(General Manager Fraher)

Mailing Address: PO Box 418114, Sacramento, CA 95841-8114

Physical Address: 4855 Hamilton Street, Sacramento, California 95841-3414

(916) 482-8377 Fax (916) 483-1320 Email: acrpdp@acrpdp.com

6. **Consent Agenda**—*these items are expected to be routine and noncontroversial. Any Board member may ask that an item be removed from the Consent Items list and it will be considered as a separate item under New Business. The Board by motion and second will be asked to approve all items on the list without discussion.*
- a. January 21 , 2021 and January 30, 2021 **Meeting and Board Retreat Minutes**
 - b. FY 20-21 Period 7 **Financial Reports 339A**
 - c. FY 20-21 Period 7 **Financial Reports 339D**
 - d. FY 20-21 Period 7 **Multi Accounts Revenue Reports**
 - e. FY 20-21 Period 7 **Payroll Report**
 - f. FY 20-21 Period 7 **Facility Rental Reports**
 - g. Correspondence **received and sent**
 - h. General Manager’s Report and project update report
 - i. Police Report
7. **Old Business**
- a. Follow up and report on Board Retreat Part 1 held on January 30th. Set a date for Part 2.
 - b. Discuss and authorize the pay-off of the CalPERS Unfunded Account Liability (U.A.L.) in the amount of \$274,000.00 by adopting Board Resolution 2021-01 moving \$8,000.00 from the Operations Budget to the Personnel Budget.
8. **New Business**
- a. Adopt Board Resolution 2021-02 authorizing District Volunteers be eligible to receive Workers Compensation Benefits at no additional cost to the District.
9. **Board Discussion**
- a. General discussion on topics for future meetings.
10. **Adjournment of the meeting.** The next regular Board of Directors meeting will be held Thursday March 18, 2021 at 6:00 p.m.

NOTICE

Where proper or considered necessary, the Board may act on any item listed on the Agenda; including items listed as information items. Public documents relating to any open session item(s) listed on this agenda that are distributed to the members of the Board of Directors less than 72 hours before the meeting is available for public inspection in the District’s Office at 4855 Hamilton Street, Sacramento, CA 95841.

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a related modification or accommodation to take part in this meeting, please contact the Arcade Creek Recreation and Park District office at (916) 482-8377. Requests must be made as early as possible, and at least three full business days (72-hours) before the start of the meeting.

The Agenda is posted on the District’s website (www.acrpd.com), are electronically mailed to residents whom have requested an electronic version and are posted for public inspection on the bulletin board just outside the District Office’s front door. A full hard copy is available at the front desk a minimum of 72 hours in advance.

Mailing Address: PO Box 418114, Sacramento, CA 95841-8114
Physical Address: 4855 Hamilton Street, Sacramento, California 95841-3414
(916) 482-8377 Fax (916) 483-1320 Email: acrpd@acrpd.com

Arcade Creek Recreation and Park District

MEETING DATE: February 18, 2021

AGENDA ITEM: 4 Closed Session

a. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: "Portion of the Arcade Creek Nature Area between the flood wall and the rear of lots #11 and #39 on Adelaide Drive, Carmichael, CA 95608

Agency negotiator: Stephen Fraher, General Manager

Negotiating parties: [Randy & Laura Cunningham and David and Darlis Curtin]

Under negotiation: Terms of agreement and amount payment

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: General Manager

MINUTES

Of

The Arcade Creek Recreation & Park District
Meeting of the Board of Directors

Held on

Thursday January 21, 2021 at 6:00 p.m.

Meeting conducted via Zoom Video Conference

Call to Order and Perform Roll Call: Chairperson A. Vassar called the meeting to order at 6:01 pm

Board Members Present: A. Vassar, M. Hanson, H. Gonzalez, M. Constantine, A. Gualderama

Board Members Absent:

Staff Members Present: Stephen Fraher, Kim Cook

Legal Counsel Present: Yes – Derek Cole

Auditor Present:

Presentation(s):

Visitor(s) That Signed In: Via Zoom – Madeline Snoke, student at University of Oregon and
Kim Tucker from Impact Foundry

2. PUBLIC COMMENTS: None

Adjourned Regular Session: 6:04 pm

Opened Closed Session: 6:04 pm

3. CLOSED SESSION- Public Employee Performance Evaluation
Title: General Manager

Adjourned Closed Session: 7:35 pm

Re-Opened Regular Session: 7:35 pm

REPORT FROM CLOSED SESSION:

No reportable action.

4. ANNOUNCEMENTS:

Staff shared with the Board that a donation of \$2000.00 was received 1/19/2021, by a Mr. and Mrs. Henry, neighbors near Arcade Creek Park.

The Board directed Staff to send a note of thanks.

MINUTES of Board of Directors Meeting

January 21, 2021

Page 2 of 3

4. ANNOUNCEMENTS: (cont.)

- a. Board Retreat is scheduled for Saturday January 30, 2021 from 8:30 a.m. until 5:00 p.m. via Zoom.
- b. Park District Offices will be closed in Observance of Lincoln's Birthday (Fri. February 12th) and President's Day (Monday Feb. 15, 2020)

5. CONSENT ITEMS:

- a. December 17, 2020 Meeting Minutes
- b. FY 20-21 Period 6 Financial Reports 339A
- c. FY 20-21 Period 6 Financial Reports 339D
- d. FY 20-21 Period 6 Multi Accounts Revenue Reports
- e. FY 20-21 Period 6 Payroll Report
- f. FY 20-21 Period 6 Facility Rental Reports
- g. Correspondence **received and sent**
- h. General Manager's Report and project update report
- i. Police Report

Motion No. 1: It was moved by Director M. Hanson and seconded by Director H. Gonzalez to approve consent items as presented.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent, 0 Abstained

Ayes: M. Hanson, M. Constantine, H. Gonzalez, A. Vassar, A. Gualderama

Absent:

Abstained:

6. OLD BUSINESS:

- a. Update on request by neighbors to acquire park property through a Lot Line Adjustment (LLA) and the County requirements in the process.

Staff directed to inform home owners regarding a revocable lease option.

- b. Report on the Fall 2020 Community Needs Survey-overview

Update and results received.

- c. Update on mandated trainings.

Update and reminder received.

7. NEW BUSINESS:

- a. Retreat Information/planning (Kim Tucker)

Kim Tucker, Facilitator for the upcoming Board Retreat that is scheduled for Saturday January 30, 2021, provided an overview of what would be discussed.

A decision was made to divide the meeting up into to session instead of one long one. Session one will be conducted via zoom on Saturday January 30, 2021, beginning at 9 am and concluding around 1 pm.

MINUTES of Board of Directors Meeting

January 21, 2021

Page 3 of 3

7. NEW BUSINESS: (cont.)

The follow up meeting date and time will be determined at a later date.

- b.** Chairman to appoint members of District Committee assignments (Budget/Finance, Policy Review),
 - i.** Budget – Finance Committee
 - ii.** Policy Review Committee
 - iii.** Park Advisory Committee
 - iv.** Sacramento Parks Foundation
 - 1.** Board Member Representative
 - 2.** Community Representative

Chairman A. Vassar appointed the Directors to the following committees.

Budget – Finance Committee

Director’s Heather Gonzalez and Amanda Gualderama

Policy Review Committee –

Director’s Michael Hanson and Alex Vassar

Park Advisory Committee

Director’s Miles Constantine and Heather Gonzalez

Sacramento Parks Foundation

Board Member Representative, Director Amanda Gualderama

Community Representative, Derek Jensen

8. BOARD DISCUSSION

- a.** General discussion on topics for future meetings.

Nothing at this time

9. ADJOURNMENT OF THE MEETING.

Chairperson Vassar adjourned the meeting at 8:37 pm.

The next Regular Board of Directors meeting will be held Thursday February 18, 2021 at 6:00 p.m.

MINUTES

Of

The Arcade Creek Recreation & Park District
Meeting of the Board of Directors

Held on

Saturday January 30, 2021 – Board Retreat

Meeting conducted via Zoom Video Conference

Call to Order and Perform Roll Call: Chairperson A. Vassar called the meeting to order at 9:02 am

Board Members Present: A. Vassar, M. Hanson, M. Constantine, H. Gonzalez, A. Gualderama

Board Members Absent:

Staff Members Present: Stephen Fraher, Kim Cook

Legal Counsel Present:

Auditor Present:

Presentation(s): Facilitator Kim Tucker – Impact Foundry

Visitor(s) That Signed In: Via Zoom –

2. ANNOUNCEMENTS: CARPD issued an invite to District Board Members to attend Board Member Orientation on February 23, 2021

3. PUBLIC COMMENTS: None

4. 2021 BOARD RETREAT DISCUSSION TOPICS

* Topics are for Discussion only, to provide direction to staff, no Board Action will be taken.

- a. Overview of meeting agenda-ground rules
- b. ACRPD Overview – (staff presentation)
- c. Review of community and board survey results
- d. Discussion: Our Vision, Mission, Values
Break
- e. Future Operational Options to Consider
 - i. Consolidation, should the discussions continue/restart?
 - ii. What does sustainability mean? What does it look like?
 - iii. Continue Re-organizing District Operations to creating a model for the future.
- f. Establish projects and Operational areas of focus through June 30, 2022 providing direction for preparation of FY 21-22 Budgets.
- g. Establish Session 2 agenda, date, and time

MINUTES of Board of Directors Meeting

January 30, 2021 – Board Retreat

Page 2 of 2

4. 2021 BOARD RETREAT DISCUSSION TOPICS (cont.)

h. Adjourn

Chairperson Vassar adjourned the meeting at 12:45 pm

**ACRPD 2020 - 2021
339A Budget Report**

**January 2021
Period 7 of 13**

FYTD Completed = 54%

CODE	CATEGORIES	2020-2021 Budget	January '21	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	177,741.00	15,251.04	105,805.52	71,935.48	60%
"	Part-time Salaries			-		-0-
"	P/T Monitors	28,080.00	629.25	6,474.76	21,605.24	23%
"	2 P/T Maintenance Position			-	-	#DIV/0!
"	P/T Summer Monitors-Special Events			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	250.00	1,950.00	1,550.00	56%
10113200	Salaries & Wages - Time/one half (OT)	2,500.00	57.75	325.50	2,174.50	13%
"	Salaries/Wages - Strt Time (No Retirement Contribution)			225.76	(225.76)	#DIV/0!
10121000	Retirement - Employer Cost (@10.484%)	18,634.00	1,598.91	11,020.62	7,613.38	59%
"	Retirement - UAL (1591.04 mthly or 18457.00)	18,457.00		18,457.00	-	100%
"	Retirement Acturial Cost	1,000.00		650.00	350.00	65%
10122000	Social Security (OASDHI rate=7.65%)	16,347.00	1,235.24	8,759.15	7,587.85	54%
10123000	Group Insurance - Employer Cost			-		-0-
"	Medical + Admin fee	28,551.00	2,446.78	17,090.09	11,460.91	60%
"	Dental	1,484.00	125.37	982.26	501.74	66%
"	EAP	104.00	26.10	78.30	25.70	75%
"	Vision	296.00	24.57	196.56	99.44	66%
10124000	Work Comp Ins - Employer Cost	7,243.00		5,070.11	2,172.89	70%
10125000	State Unemployment Insurance (Pool)	700.00	254.36	254.36	445.64	36%
10128000	Health Care Retirees	1,282.00	57.98	412.83	869.17	32%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)	266,273.00		-	266,273.00	0%
	TOTALS:	572,192.00	21,957.35	177,752.82	394,439.18	31%

**ACRPD 2020 - 2021
339A Budget Report**

**January 2021
Period 7 of 13**

FYTD Completed = 54%

CODE	Service & Supply	2020 Budget	January '21	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	500.00		-	500.00	0%
20202900	Business/Conference Expenses	2,200.00		-	2,200.00	0%
20203600	Education and Training Supplies	-		-	-	#DIV/0!
20205100	Insurance - Liability	51,540.00		51,540.00	-	100%
20206100	Memberships Dues	2,000.00		2,000.00	-	100%
20207600	Office Supplies	800.00		385.49	414.51	48%
20207602	Signs	1,000.00		-	1,000.00	0%
20207603	Keys	500.00		-	500.00	0%
20208100	Postage Service	148.00		148.00	-	100%
20208102	Stamps (Postal)	150.00		25.56	124.44	17%
20208500	Printing Service	3,500.00		-	3,500.00	0%
20210300	Agriculture/Horticultural Services	10,000.00		350.00	9,650.00	4%
20210400	Agricultural/Horticultural Supplies	2,500.00		-	2,500.00	0%
20211100	Building Maintenance Service	2,200.00	142.00	1,191.00	1,009.00	54%
20211200	Building Maintenance Supplies	-		-	-	#DIV/0!
20212200	Chemical Supplies (new)	-		-	-	#DIV/0!
20213100	Electrical Maintenance Services	1,000.00		-	1,000.00	0%
20213200	Electrical Maintenance Supplies	200.00		-	200.00	0%
20214100	Land Improvement Maintenance Service	4,000.00		5,711.22	(1,711.22)	143%
20214200	Land Improvement Maintenance Sup.	2,000.00		1,305.34	694.66	65%
20215100	Mechanical System Maintenance Svcs.	1,500.00	204.00	630.00	870.00	42%
20215200	Mechanical System Maintenance Sup.	-		-	-	#DIV/0!
20216200	Painting Supplies	500.00		119.53	380.47	24%
20216700	Plumbing Maintenance Service (new)	1,000.00		-	1,000.00	0%
20216800	Plumbing Maintenance Supplies	500.00		-	500.00	0%
20219100	Electricity	17,500.00	2,055.76	9,930.54	7,569.46	57%

**ACRPD 2020 - 2021
339A Budget Report**

**January 2021
Period 7 of 13**

FYTD Completed = 54%

CODE	Service & Supply	2020 Budget	January '21	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	2,500.00	477.27	702.78	1,797.22	28%
20219300	Refuse Collection/Disposal	4,000.00	189.90	1,411.28	2,588.72	35%
20219500	Sewage Services	3,000.00		395.98	2,604.02	13%
20219800	Water	30,000.00	1,285.66	18,153.54	11,846.46	61%
20220500	Automotive Maintenance Service	2,000.00		250.00	1,750.00	13%
20220600	Automotive Maintenance Supplies	300.00		-	300.00	0%
20221100	Grounds Equipment Maintenance Svcs.	4,000.00		1,948.00	2,052.00	49%
20221200	Grounds Equipment Maintenance Sup.	3,000.00	86.63	2,815.56	184.44	94%
20222600	Hand / Expendable Tools	1,200.00		117.78	1,082.22	10%
20223600	Fuel and Lubricant Supplies	4,200.00	133.90	1,942.44	2,257.56	46%
20226200	Office Equip. Maintenance Supplies	-		-	-	#DIV/0!
20227500	Rent/Lease Equipment	500.00		-	500.00	0%
20227501	Copy Machine - Lease	3,300.00	281.29	2,125.81	1,174.19	64%
20227504	Miscellaneous	1,500.00		219.46	1,280.54	15%
20229100	Other Equip Maint. Service	2,000.00		-	2,000.00	0%
20229200	Other Equip Maint. Supply	1,500.00		-	1,500.00	0%
20231400	Clothing/Personal Supplies	100.00		-	100.00	0%
20232200	Custodial Supplies	5,000.00	112.71	2,045.63	2,954.37	41%
20243700	Lab (Medical) Service (Drug Testing)	-		-	-	#DIV/0!
20244300	Medical Service (Pre-emp. testing)	-		-	-	#DIV/0!
20244400	Medical Supplies (First Aid)	350.00		32.29	317.71	9%
20250700	Assessment / Collection Services	7,600.00	3,880.32	3,979.32	3,620.68	52%
20252100	Temporary Services	-		-	-	#DIV/0!
20253100	Legal Services	6,500.00	360.00	4,727.22	1,772.78	73%
20255100	Planning Service-	-		-	-	#DIV/0!
20257100	Security Service	23,725.00	1,755.00	14,995.00	8,730.00	63%
20258200	Public Relations Service/mkting, web	5,000.00	17.43	2,560.79	2,439.21	51%
20259100	Other Professional Services	5,000.00		388.94	4,611.06	8%

**ACRPD 2020 - 2021
339A Budget Report**

**January 2021
Period 7 of 13**

FYTD Completed = 54%

CODE	CATEGORIES	2020 Budget	January '21	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	3,000.00		2,200.00	800.00	73%
20281201	Hardware (Computer)	-		59.03	(59.03)	#DIV/0!
20281265	Application Software Maint Lic Renewal	3,000.00	220.00	2,185.46	814.54	73%
20281304	Sales Tsx Adj - Board of EQ	-		-	-	#DIV/0!
20281700	Election Services	12,000.00		1,887.00	10,113.00	16%
20283102	Mileage	1,500.00		170.36	1,329.64	11%
20285100	Recreation Services	-		-	-	#DIV/0!
20285200	Recreation Supplies	2,000.00	2,897.40	2,897.40	(897.40)	145%
20285300	Recreation Supp. (P-S) ELP Program	-		-	-	#DIV/0!
20288000	Prior Year Service & Supply Expe	-		-	-	#DIV/0!
20289800	Other Operating Expenses - Supplies	1,500.00		80.44	1,419.56	5%
20289900	Other Operating Exp. - Misc. expenses	1,000.00		-	1,000.00	-0-
20291300	Auditor/Controller Services	5,500.00		5,495.00	5.00	100%
20291500	Compass Costs	1,000.00	987.83	987.83	12.17	99%
20291700	Alarm Services	1,770.00	241.63	1,314.89	455.11	74%
20298700	Telephone Services	4,000.00	300.01	2,097.30	1,902.70	52%
20298701	Cell Phones	800.00	69.40	640.64	159.36	80%
20299909	Expenditure Reimbursements	12,500.00		-	12,500.00	0%
TOTALS:		271,083.00	\$ 15,698.14	\$ 152,163.85	\$ 118,919.15	56%

**ACRPD 2020 - 2021
339A Budget Report**

**January 2021
Period 7 of 13**

FYTD Completed = 54%

CODE	CATEGORIES	2020 Budget	January '21	Expended To Date	Balance	Percent Expended
30321000	Interest Expense (Side Fund)	9,688.00	795.08	6,590.87	3,097.13	68%
30323000	Lease Obligation Retirement(Side Fund)	27,900.00	2,300.00	18,400.00	9,500.00	66%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	704.00		703.64	0.36	100%
TOTALS:		38,292.00	\$ 3,095.08	\$ 25,694.51	\$ 12,597.49	67%

FYTD Completed = 54%

CODE	CATEGORIES	2020 Budget	January '21	Expended To Date	Balance	Percent Expended
42420100	Building - Community Ctr Upgrades	-	-	-	-	#DIV/0!
TOTALS:		-	\$ -	\$ -	\$ -	#DIV/0!

FYTD Completed = 54%

79790100	Contingencies	31,033.00		-	\$ 31,033.00	0%
	Reserved Fund Balance Increase			-	\$ -	0%
Grand Total		\$ 912,600.00	\$ 40,750.57	\$ 355,611.18	\$ 525,955.82	39%

	Beginning Fund Balance Available	394,587.00		-	\$ 394,587.00	0%
	Fund Balance Decreased by	(160,000.00)			\$ (160,000.00)	0%
	Provisions for General Reserves	22,000.00		-	\$ 22,000.00	0%
TOTALS:		256,587.00	-	-	256,587.00	

**ACRPD 2020 - 2021
339A Revenue**

**January 2021
Period 7 of 13**

**FYTD Completed = 54%
Percent Received**

Account		2020 - 21 Budget	January '21	Received To Date	Unrealized	
91910100	Property Tax-Current Secured	610,000.00	4,771.16	339,147.90	270,852.10	56%
91910200	Property Tax-Current Unsecured	21,000.00	22,611.59	22,611.53	(1,611.53)	108%
91910300	Property Tax-Current Sup.	13,000.00	4,971.18	4,971.18	8,028.82	38%
91910400	Property Tax Sec. Delin.(+Teeter)	4,300.00	5,161.79	5,161.79	(861.79)	120%
91910500	Property Tax Supplemental Delin.	800.00	796.27	796.27	3.73	100%
91910600	Property Tax-Unitary	6,100.00	88.89	3,034.94	3,065.06	50%
91912000	Redemption	-	-	-	-	#DIV/0!
91913000	Property Tax Prior Unsecured	300.00	390.63	390.63	(90.63)	130%
91914000	Penalty	100.00	93.06	93.06	6.94	93%
91919600	RDA Residual Distribution	-	-	-	-	#DIV/0!
Total Taxes		\$ 655,600.00	\$ 38,884.57	376,207.30	\$ 279,392.70	57%
94941000	Interest	2,000.00	487.00	571.00	1,429.00	29%
94942900	Building Rental (Parks & Facilities)	4,674.96		840.00	3,834.96	18%
"	Building Rental (Cell Towers 4610.42)	55,325.04	9,220.84	31,972.94	23,352.10	58%
95952200	Homeowner Property Tax Relief	6,000.00	2,774.21	2,774.21	3,225.79	46%
95952900	In Lieu Taxes - Other	-	-	-	-	#DIV/0!
95953300	Redevelopment Passthru	4,000.00		-	4,000.00	0%
95956300	State-Federal Grants	-	-	-	-	#DIV/0!
95956900	Other Funds - Local (GRANT)	-	-	-	-	#DIV/0!
"	Grant = Park Sponsorships			-	-	#DIV/0!
"	Funds Transferred from 339I			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
96964600	Recreation Fees	-		-	-	#DIV/0!
97974000	Insurance Proceeds	10,000.00		-	10,000.00	0%
97979000	Miscellaneous	15,000.00	2,000.00	9,126.50	5,873.50	61%
97979900	Prior Year (Funds moved to)			-	-	#DIV/0!
98986200	Proceeds from Asset sale - Spec Dist			-	-	#DIV/0!
	Fund Balance Available =xxxxxxx.xx			-	-	#DIV/0!
Problem	**County Error In Process of Correction**	-		-	-	0%
Total Other Revenue		\$ 97,000.00	\$ 14,482.05	\$ 45,284.65	\$ 51,715.35	47%
Total Revenue		\$ 752,600.00	\$ 53,366.62	\$ 421,491.95	\$ 331,108.05	56%

Register Expense Report
FY 2020 - 2021
1/1/2021 Through 1/31/2021

			Account	339A		
Date	Num	Description	Memo	Category	Amount	
1/6/2021	23725	S CalPERS - 521	12/16 - 12/31/2020 EE Contrib	5420524	-532.14	
			12/16 - 12/31/2020 ER Contrib	121000	-796.98	
1/6/2021		23726 Central Control System - 23278	1/2021 - Wireless irrigation	281265	-220.00	
1/6/2021	23727	S Fast Break - 37998	12/2020 - Phone service	298700	-195.00	
			1/2021 - email exhcnge + Brd mbrs	298701	-40.00	
1/6/2021		23728 J&J Locksmith - 1833	Replace locks @ ACP (gate locks cut)	221200	-86.63	
1/6/2021		23729 PG&E - 1383	12/2020-Billing	219200	-477.27	
1/6/2021		23730 Republic Services - 57909	12/2020 - Billing	219300	-189.90	
1/6/2021		23731 Sacramento Control Systems - 1112	1/2021 - 3/31/2021-AES Fire Monitoring	291700	-241.63	
1/6/2021		23732 SMUD - 4025	11/2020 - SMUD Billing (rec'd 1/6/2021)	219100	-1019.26	
1/6/2021		23733 SMUD - 4025	12/2020 - SMUD Billing	219100	-1036.50	
1/6/2021		23734 Umpqua CC - 71085	12/2020 - Stmt	258200	-17.43	
1/8/2021	EFT	S Compass License Fee	FY 20/21 -Compass VPN Connection	291500	-288.00	
			FY 20/21 - Compass License Fee	291500	-699.83	
1/12/2021		23735 Cintas - 56036	1/8/2021 - Custodial	232200	-112.71	
1/12/2021		23736 Cole Huber - 54641	12/2020- Ref EE, Property	253100	-292.50	
1/12/2021		23737 Comcast - 12322	1/2021-Billing-Phone/HSI	298700	-105.01	
1/12/2021		23738 Fulton-El Camino Rec & Park - 2968	12/2020 Patrol Service	257100	-1755.00	
1/12/2021		23739 Phillips 66 - 58398	12/2020-Stmt	223600	-133.90	
1/12/2021		23740 US Bank - 68934	1/2021-Xerox Copier	227501	-281.29	
1/15/2021	P/R+Taxes	S Payroll And Taxes	Period 12/16 - 12/31/2020 Ck date 1/15/2021	111000	-7811.13	
			Brd Pay Ck date 1/15/2021	112400	-250.00	
			Time/One Half - Ck date 1/15/2021	113200	0.00	
			OASDHI - Ck date 1/15/2021	122000	-615.10	
			SUI ER Contrib Ck date 1/15/2021	125000	-124.66	
1/15/2021	EFT	# 400039157 - Health Benefits	Health Benefits Pay Date 1/15/2021	123000	-1220.46	
1/20/2021	EFT	Assessment/Collection Service	SB 2557 1st Installment	250700	-3880.32	
1/21/2021	23741	S CalPERS - 521	1/1 - 1/15/2021 EE Contrib	5420524	-535.45	
			1/1 - 1/15/2021 ER Contrib	121000	-801.93	
1/21/2021		23742 Clarke & Rusch - 8939	1/2021 - Planned Maint	215100	-204.00	
1/21/2021	23743	S GSRMA - 29229	2/2021-Dental 3- EEs	123000	-125.37	
			2/2021-Dental-1 depend	5420516	-33.60	
			2/2021-Vision- 3 EEs	123000	-24.57	
			2/2021-Vision- 1 depend	5420516	-7.56	
1/21/2021		23744 PRISM - 14746	1/2021 - 3/2021 - EAP Benefit - 3 EE's	123000	-26.10	
1/21/2021		23745 Sacramento Suburban Water - 26158	1/2021 - Garfield (ACP)	219800	-430.81	

1/25/2021	23746	S	CalPERS Health - 12733	2/2021-Medical - 3 EE's	5420516	-2440.92
				2/2021-Medical - EE Admin Fee	123000	-5.86
				2/2021-Medical - 1 Retiree	128000	-57.98
1/25/2021			23747 Cintas - 56036	1/22/2021 - Custodial	232200	-112.71
1/25/2021			23748 Fast Break - 37998	Renewal - 3 Domain Names	281265	-75.00
1/25/2021	23749	S	Umpqua Bank - 52152	2/2021 - Side Fund - Interest	321000	-795.08
				2/2020 - Side Fund - Principal	323000	-2300.00
1/27/2021	DepPermit	S	County Of Sacramento Deposit Permi	Studio / Field Space	942900	4610.42
				Event Building / GPA / Park Rentals / Cell Towers	942900	0.00
				Grants -	956300	0.00
				Misc Funds Collected	979000	2000.00
1/27/2021			23750 Sacramento Suburban Water - 26158	1/2021 - Myrtle (Oak)	219800	-735.50
1/27/2021			23751 Sacramento Suburban Water - 26158	1/2021 - HSP	219800	-119.35
1/27/2021			23752 T-Mobile - 32685	1/2021-District Cell Phones	298701	-29.40
1/29/2021	P/R+Taxes	S	Payroll And Taxes	Period 1/1 - 1/15/2021 Ck date 1/29/2021	111000	-8069.16
				Brd Pay Ck date 1/29/2021	112400	0.00
				Time/One Half - Ck date 1/29/2021	113200	-57.75
				OASDHI - Ck date 1/29/2021	122000	-620.14
				SUI ER Contrib Ck date 1/29/2021	125000	-129.70
1/29/2021	EFT		# 400039270 - Health Benefits	Health Benefits Pay Date 1/29/2020	123000	-1220.46
1/29/2021	TaxRevenu	S	Property Tax(s) Deposited Per County	1/2021-Property Tax - Current Secured	910100	4771.16
				1/2021-Property Tax - Current Unsecured	910200	22611.59
				1/2021-Property Tax - Current Sup.	910300	4971.18
				1/2021-Property Tax Sec Delin.(+Tetter)	910400	5161.79
				1/2021-Property Tax Supplement Delin.	910500	796.27
				1/2021-Properry Tax-Unitary	910600	88.89
				1/2021-Redemption	912000	0.00
				1/2021-Property Tax Prior Unsecured	913000	390.63
				1/2021-Penalty	914000	93.06
				1/2021-RDA Residual Distribution	919600	0.00
				1/2021-Interest	941000	487.00
				1/2021-Homeowner Property Tax Relief	952200	2774.21
				1/2021-Redevelopment Passthru	953300	0.00
				TOTAL 1/1/2021 - 1/31/2021		7375.15
				BALANCE 1/31/2021		38479.18
				TOTAL INFLOWS		48756.20
				TOTAL OUTFLOWS		-41381.05
				NET TOTAL		7375.15

ACRPD 2020 - 2021
339D Expenditures

January 2021
Period 7 of 13

FYTD Completed = 54%

CODE	CAPITAL OUTLAY	20-21 Budget	January '21	Expended To Date	Balance	Percent Expended
42420100	Buildings New ADA Features @ HSP	1,400.00	6.27	50.16	1,349.84	4%
42420110	Leasehold Improv. (Oakdale Park)			-	-	#DIV/0!
42420200	Structures ACP Park Improv. Proj			841.12	(841.12)	#DIV/0!
43430300	Equipment-SD Non-Recon - New Play Equip			-	-	#DIV/0!
45450300	Infr--SD-Non-Recon - ACP Pedi Bridge Proj			-	-	#DIV/0!
46460300	Other Intangible Asset-Spec Dist - HSP site plan & Locati	49,367.00		-	49,367.00	0%
46461300	Intangibles - ???			-	-	
				-	-	-0-
TOTALS:		50,767.00	\$ 6.27	\$ 891.28	\$ 49,875.72	2%

ACRPD 2020 - 2021
339D Revenue

January 2021
Period 7 of 13

FYTD Completed = 54%

Account		20-21 Budget	January '21	Received To Date	Unrealized	Percent Received
94941000	Interest Income		54.00	55.00	(55.00)	#DIV/0!
				-	-	#DIV/0!
95952900	In Lieu Fees Transfer			-	-	#DIV/0!
				-	-	#DIV/0!
95956300	State-Federal Grants(Jo Smith Pedi Bridge Proj)			-	-	#DIV/0!
"	State-Federal Grants (Dist Proj/Per Capita Funds)			-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
95956900	Other Funds - Local (Fund Source 339I Impact Fees	45,000.00		-	45,000.00	0%
"	*Jo Smith Pedi Bridge Proj			-	-	#DIV/0!
"	*ACP-Park Improvements			-	-	#DIV/0!
"	*HSP Community Ctr Improvements			-	-	#DIV/0!
"	*HSP ADA Improvements			-	-	#DIV/0!
	*HSP Planning, Accessible Parking & Pathways			45,000.00	(45,000.00)	#DIV/0!
95956910	State Match UMPQUA Bank Line of Credit			-	-	#DIV/0!
	**			-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
5506614	Investment Earns			-	-	#DIV/0!
Total Other Revenue		\$ 45,000.00	\$ 54.00	\$ 45,055.00	\$ (55.00)	100%

	<i>Beginning Fund Balance Available</i> \$5767.00			-	\$ -	0%
	<i>Fund Balance Decreased by</i>	5,767.00			\$ 5,767.00	
TOTALS:		50,767.00	54.00	45,055.00	5,712.00	

Register Expense Report
FY 2020 - 2021
1/1/2021 Through 1/31/2021

Account 339D					
Date	Num	Description	Memo	Category	Amount
1/1/2021	Interest		FY 2020/21 2nd Interest	941000	54.00
1/25/2021		202 Umpqua Bank - 52152	2/2021 Interest new project loan	420100	-6.27
			TOTAL 1/1/2021 - 1/31/2021		47.73
			BALANCE 1/31/2021		49931.01
			TOTAL INFLOWS		54.00
			TOTAL OUTFLOWS		-6.27
			NET TOTAL		47.73

**Arcade Creek Recreation and Park District
2020 - 2021 Monthly Revenue Reports**

January 2020

Period 7

339B - Grant Trust

Beginning Balance	Debits	Credits	Ending Balance
\$ -	\$ -	\$ -	\$ -

088H - Park Dedication

Beginning Balance	Debits	Credits	Ending Balance
\$ 1,196.66	\$ -	\$ 2.00	\$ 1,198.66

339C - ADA Funds

Beginning Balance	Debits	Credits	Ending Balance
\$ 1,360.59	\$ -	\$ 3.00	\$ 1,363.59

339I - Park Impact Fee's

Beginning Balance	Debits	Credits	Ending Balance
\$ 506,386.05	\$ -	\$ 904.00	\$ 507,290.05

**Arcade Creek Recreation Park District
Monthly Payroll Report**

End of

*Pay Period:

January 15, 2020

January 16, 2021

Payroll Issued:

January 31, 2021

February 15, 2021

Administration Division	5713.16	5713.16	11,426.32
Board Members = 5	0.00	500.00	500.00
Parks Division	1993.75	1760.00	3,753.75
PT Maint	0		-
Recreation Division			
Monitors, etc	420.00	562.50	982.50
Misc - Staff	0.00	0.00	-
Rec. Staff (Other)	0.00	0.00	-
\$	8,126.91	\$ 8,535.66	\$ 16,662.57
Employer Paid Taxes	749.84	Unavailable	
<i>(FICA, Medicare, SUI)</i>			

Facility Rental Report

January 2021

94942900 - SOCIAL/EVENT BUILDING/GPA RENTALS

Rental Date	Renter	Location	Amount
			0.00
	SACC (Creek Mtg's)	Sm Rm	-0-
			-0-

Total Rentals \$ -

94942900 - LONG TERM STUDIO/ FIELD SPACE RENTAL

Rental Date(s)	Renter	Location	Amount
			0.00

Totals \$ -

MISC. OTHER REVENUES

Donation	2000.00
	0.00

Totals \$ **2,000.00**

Arcade Creek Recreation and Park District

MEETING DATE: February 18, 2021

**AGENDA ITEM: 6 g Consent Agenda
Correspondence Period 7**



Board Member Orientation

*The Ins, Outs, & In-Betweens
of Serving Your Community*

FEBRUARY 23, 2021

Via Zoom

FREE

Register at caparkdistricts.org

REGISTRATION NOW OPEN
TUESDAY, FEBRUARY 23, 2021
4:00PM - 5:00PM
FREE TO CARPD MEMBERS
\$50.00 TO NON-MEMBERS

CARPD Executive Director, Matthew Duarte, will conduct this one hour session designed specifically for Board Members of Recreation & Park Districts in California. As a licensed attorney and former Board Member himself, Mr. Duarte will address the unique role of the Park District Board and his personal experiences serving his community. This training is ideal for new Board Members, but will also touch on matters new and relevant to even the most seasoned of electeds.

Topics will also include Brown Act compliance and recent updates, the Board's role as policymaker, and how to effectively collaborate with Board colleagues in the pandemic and beyond.

Space is limited so register today.

Arcade Creek

Recreation and Park District

January 22, 2021

Mr. & Mrs. Weiland Henry, III
4901 Cameron Ranch Dr.
Carmichael, CA 95608

Dear Mr. & Mrs. Henry,

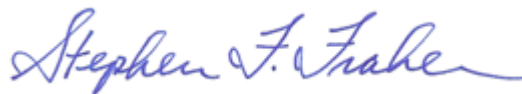
On behalf of the Arcade Creek Recreation and Park District Board of Directors, I want to thank you for your kind recognition of the work and services provided by the District and its' staff, and to thank you for your generous donation to the Arcade Creek Recreation and Park District. I informed the Board during the Thursday January 21, 2021 Board Meeting of receipt of the check you wrote in the amount of two-thousand dollars (\$2,000.00) in appreciation of the efforts to keeping the Jo Smith Nature Trail to American River College open.

The Park District appreciates the fact that you kept your pledge of nine-plus (9+) years ago. Your contribution has been deposited into the District's General Fund account, and the Board will decide how to use this generous contribution to benefit future trail users.

If you desire, please provide this letter to your tax-preparation specialist to be used as proof of a community contribution in the amount of two-thousand dollars (\$2,000.00).

On behalf of the Arcade Creek Recreation and Park District Board of Directors thank you for honoring your commitment and for the generous contribution to the District.

Sincerely,



Stephen F. Fraher, General Manager



SACRAMENTO COUNTY

Annual Investment Policy of the Pooled Investment Fund

CALENDAR YEAR 2021

*Approved by the
Sacramento County Board of Supervisors*

**December 8, 2020
Resolution No. 2020-0783**

Table of Contents

I.	Authority.....	1
II.	Policy Statement.....	1
III.	Standard of Care.....	1
IV.	Investment Objectives.....	1
	A. Safety of Principal.....	1
	B. Liquidity.....	2
	C. Public Trust.....	2
	D. Maximum Rate of Return.....	2
V.	Pooled Investment Fund Investors.....	2
VI.	Implementation.....	2
VII.	Internal Controls.....	3
VIII.	Sacramento County Treasury Oversight Committee.....	4
IX.	Investment Parameters.....	4
	A. Investable Funds.....	4
	B. Authorized Investments.....	5
	C. Prohibited Investments.....	5
	D. Credit Requirements.....	5
	E. Maximum Maturities.....	7
	F. Maximum Concentrations.....	8
	G. Repurchase Agreements.....	8
	H. Community Reinvestment Act Program.....	9
	I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers.....	9
	J. Investment Guidelines, Management Style and Strategy.....	10
	K. Approved Lists.....	10
	L. Calculation of Yield and Costs.....	10
X.	Reviewing, Monitoring and Reporting of the Portfolio.....	10
XI.	Withdrawal Requests for Pooled Fund Investors.....	10
XII.	Limits on Honoraria, Gifts and Gratuities.....	10
XIII.	Terms and Conditions for Outside Investors.....	11
	Appendix A – Comparison and Interpretation of Credit Ratings.....	12

SACRAMENTO COUNTY
Annual Investment Policy
of the Pooled Investment Fund
CALENDAR YEAR 2021

I. Authority

Under the Sacramento County Charter, the Board of Supervisors established the position of Director of Finance and by ordinance will annually review and renew the Director of Finance's authority to invest and reinvest all the funds in the County Treasury.

II. Policy Statement

This Investment Policy (Policy) establishes cash management and investment guidelines for the Director of Finance, who is responsible for the stewardship of the Sacramento County Pooled Investment Fund. Each transaction and the entire portfolio must comply with California Government Code and this Policy. All portfolio activities will be judged by the standards of the Policy and its investment objectives. Activities that violate its spirit and intent will be considered contrary to the Policy.

III. Standard of Care

The Director of Finance is the Trustee of the Pooled Investment Fund and therefore, a fiduciary subject to the prudent investor standard. The Director of Finance, employees involved in the investment process, and members of the Sacramento County Treasury Oversight Committee (Oversight Committee) shall refrain from all personal business activities that could conflict with the management of the investment program. All individuals involved will be required to report all gifts and income in accordance with California state law. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the Director of Finance shall act with care, skill, prudence, and diligence to meet the aims of the investment objectives listed in Section IV, Investment Objectives.

IV. Investment Objectives

The Pooled Investment Fund shall be prudently invested in order to earn a reasonable return, while awaiting application for governmental purposes. The specific objectives for the Pooled Investment Fund are ranked in order of importance.

A. Safety of Principal

The preservation of principal is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether they be from securities default or erosion of market value.

B. Liquidity

As a second objective, the Pooled Investment Fund should remain sufficiently flexible to enable the Director of Finance to meet all operating requirements that may be reasonably anticipated in any depositor's fund.

C. Public Trust

In managing the Pooled Investment Fund, the Director of Finance and the authorized investment traders should avoid any transactions that might impair public confidence in Sacramento County and the participating local agencies. Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

D. Maximum Rate of Return

As the fourth objective, the Pooled Investment Fund should be designed to attain a market average rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified herein. For comparative purposes, the State of California Local Agency Investment Fund (LAIF) will be used as a performance benchmark. The Pooled Investment Fund quarterly performance benchmark target has been set at or above LAIF's yield. This benchmark was chosen because LAIF's portfolio structure is similar to the Pooled Investment Fund.

V. Pooled Investment Fund Investors

The Pooled Investment Fund investors are comprised of Sacramento County, school and community college districts, districts directed by the Board of Supervisors, and independent special districts whose treasurer is the Director of Finance. Any local agencies not included in this category are subject to California Government Code section 53684 and are referred to as outside investors.

VI. Implementation

In order to provide direction to those responsible for management of the Pooled Investment Fund, the Director of Finance has established this Policy and will provide it to the Oversight Committee and render it to legislative bodies of local agencies that participate in the Pooled Investment Fund. In accordance with California Government Code section 53646, et seq., the Board of Supervisors shall review and approve this Policy annually.

This Policy provides a detailed description of investment parameters used to implement the investment process and includes the following: investable funds; authorized instruments; prohibited investments; credit requirements; maximum maturities and concentrations; repurchase agreements; Community Reinvestment Act Program; criteria

and qualifications of broker/dealers and direct issuers; investment guidelines, management style and strategy; Approved Lists; and calculation of yield and costs.

VII. Internal Controls

The Director of Finance shall establish internal controls to provide reasonable assurance that the investment objectives are met and to ensure that the assets are protected from loss, theft, or misuse. To assist in implementation and internal controls, the Director of Finance has established an Investment Group and a Review Group.

The Investment Group, which is comprised of the Director of Finance and his/her designees, is responsible for maintenance of the investment guidelines and Approved Lists. These guidelines and lists can be altered daily, if needed, to adjust to the ever-changing financial markets. The guidelines can be more conservative or match the policy language. In no case can the guidelines override the Policy.

The Review Group, which is comprised of the Director of Finance and his/her designees, is responsible for the monthly review and appraisal of all the investments purchased by the Director of Finance and staff. This review includes bond proceeds, which are invested separately from the Pooled Investment Fund and are not governed by this Policy.

The Director of Finance shall establish a process for daily, monthly, quarterly, and annual review and monitoring of the Pooled Investment Fund activity. The following articles, in order of supremacy, govern the Pooled Investment Fund:

1. California Government Code
2. Annual Investment Policy
3. Current Investment Guidelines
4. Approved Lists (see page 9, Section IX.K)

The Director of Finance shall review the daily investment activity and corresponding bank balances.

Monthly, the Review Group shall review all investment activity and its compliance to the corresponding governing articles and investment objectives.

Quarterly, the Director of Finance will provide the Oversight Committee with a copy of the Pooled Investment Fund activity and its compliance to the annual Policy and California Government Code.

Annually, the Oversight Committee shall cause an annual audit of the activities within the Pooled Investment Fund to be conducted to determine compliance to the Policy and California Government Code. This audit will include issues relating to the structure of the investment portfolio and risk.

All securities purchased, with the exception of bank deposits, money market mutual funds, and LAIF, shall be delivered to the independent third-party custodian selected by

the Director of Finance. This includes all collateral for repurchase agreements. All trades, where applicable, will be executed by delivery versus payment by the designated third-party custodian.

VIII. Sacramento County Treasury Oversight Committee

In accordance with California Government Code section 27130 et seq., the Board of Supervisors, in consultation with the Director of Finance, has created the Sacramento County Treasury Oversight Committee (Oversight Committee). Annually, the Director of Finance shall prepare an Investment Policy that will be forwarded to and monitored by the Oversight Committee and rendered to Boards of all local agency participants. The Board of Supervisors shall review and approve the Policy during public session. Quarterly, the Director of Finance shall provide the Oversight Committee a report of all investment activities of the Pooled Investment Fund to ensure compliance to the Policy. Annually, the Oversight Committee shall cause an audit to be conducted on the Pooled Investment Fund. The meetings of the Oversight Committee shall be open to the public and subject to the Ralph M. Brown Act.

A member of the Oversight Committee may not be employed by an entity that has contributed to the campaign of a candidate for the office of local treasurer, or contributed to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury, in the previous three years or during the period that the employee is a member of the Oversight Committee. A member may not directly or indirectly raise money for a candidate for local treasurer or a member of the Sacramento County Board of Supervisors or governing board of any local agency that has deposited funds in the county treasury while a member of the Oversight Committee. Finally, a member may not secure employment with, or be employed by bond underwriters, bond counsel, security brokerages or dealers, or financial services firms, with whom the treasurer is doing business during the period that the person is a member of the Oversight Committee or for one year after leaving the committee.

The Oversight Committee is not allowed to direct individual investment decisions, select individual investment advisors, brokers or dealers, or impinge on the day-to-day operations of the Department of Finance treasury and investment operations.

IX. Investment Parameters

A. Investable Funds

Total Investable Funds (TIF) for purposes of this Policy are all Pooled Investment Fund moneys that are available for investment at any one time, including the estimated bank account float. Included in TIF are funds of outside investors, if applicable, for which the Director of Finance provides investment services. Excluded from TIF are all funds held in separate portfolios.

The Cash Flow Horizon is the period in which the Pooled Investment Fund cash flow can be reasonably forecasted. This Policy establishes the Cash Flow Horizon to be one (1) year.

Once the Director of Finance has deemed that the cash flow forecast can be met, the Director of Finance may invest funds with maturities beyond one year. These securities will be referred to as the Core Portfolio.

B. Authorized Investments

Authorized investments shall match the general categories established by the California Government Code sections 53601 et seq. and 53635 et seq. Authorized investments shall include, in accordance with California Government Code section 16429.1, investments into LAIF. Authorization for specific instruments within these general categories, as well as narrower portfolio concentration and maturity limits, will be established and maintained by the Investment Group as part of the Investment Guidelines. As the California Government Code is amended, this Policy shall likewise become amended.

C. Prohibited Investments

No investments shall be authorized that have the possibility of returning a zero or negative yield if held to maturity except for securities issued by, or backed by, the United States government during a period of negative market interest rates. Prohibited investments shall include inverse floaters, range notes, and interest only strips derived from a pool of mortgages.

All legal investments issued by a tobacco-related company are prohibited. A tobacco-related company is defined as an entity that makes smoking products from tobacco used in cigarettes, cigars, or snuff or for smoking in pipes. The tobacco-related issuers restricted from any investment are any component companies in the Dow Jones U.S. Tobacco Index or the NYSE Arca Tobacco Index. Annually the Director of Finance and/or his designee will update the list of tobacco-related companies.

D. Credit Requirements

Except for municipal obligations and Community Reinvestment Act (CRA) bank deposits and certificates of deposit, the issuer's short-term credit ratings shall be at or above A-1 by Standard & Poor's, P-1 by Moody's, and, if available, F1 by Fitch, and the issuer's long-term credit ratings shall be at or above A by Standard & Poor's, A2 by Moody's, and, if available, A by Fitch. There are no credit requirements for Registered State Warrants. All other municipal obligations shall be at or above a short-term rating of SP-1 by Standard & Poor's, MIG1 by Moody's, and, if available, F1 by Fitch. In addition, domestic banks are limited to those with a Fitch Viability rating of a or better, without regard to modifiers. The Investment Group is granted the authority to specify approved California banks with Fitch Viability ratings of bbb+ but they must have a Support rating of 1 where appropriate. Foreign banks with domestic licensed offices must have a Sovereign rating of AAA from Standard and Poor's,

Moody's, or Fitch and a Fitch Viability rating of a or better, without regard to modifiers; however, a foreign bank may have a rating of bbb+ but they must have a Support rating of 1. Domestic savings banks must be rated a or better, without regard to modifiers, or may have a rating of bbb+ but they must a Support rating of 1.

Community Reinvestment Act Program Credit Requirements

Maximum Amount	Minimum Requirements
Up to the FDIC- or NCUSIF-insured limit for the term of the deposit	Banks — FDIC Insurance Coverage
	Credit Unions — NCUSIF Insurance Coverage <i>Credit unions are limited to a maximum deposit of the NCUSIF-insured limit since they are not rated by nationally recognized rating agencies and are not required to provide collateral on public deposits.</i>
Over the FDIC- or NCUSIF-insured limit	<p>(Any 2 of 3 ratings)</p> <p>S&P: A-2</p> <p>Moody's: P-2</p> <p>Fitch: F-2</p> <p style="text-align: center;">OR</p> <p>Through a private sector entity that assists in the placement of deposits to achieve FDIC insurance coverage of the full deposit and accrued interest.</p> <p>Collateral is required</p>

Eligible banks must have Community Reinvestment Act performance ratings of “satisfactory” or “outstanding” from each financial institution’s regulatory authority. In addition, deposits greater than the federally-insured amount must be collateralized. Banks must place securities worth between 110% and 150% of the value of the deposit with the Federal Reserve Bank of San Francisco, the Home Loan Bank of San Francisco, or a trust bank.

Since credit unions do not have Community Reinvestment Act performance ratings, they must demonstrate their commitment to meeting the community reinvestment lending and charitable activities, which are also required of banks.

All commercial paper and medium-term note issues must be issued by corporations operating within the United States and having total assets in excess of one billion dollars (\$1,000,000,000).

The Investment Group may raise these credit standards as part of the Investment Guidelines and Approved Lists. Appendix A provides a Comparison and Interpretation of Credit Ratings by Standard & Poor’s, Moody’s, and Fitch.

E. Maximum Maturities

Due to the nature of the invested funds, no investment with limited market liquidity should be used. Appropriate amounts of highly-liquid investments, such as Treasury and Agency securities, should be maintained to accommodate unforeseen withdrawals.

The maximum maturity, determined as the term from the date of ownership to the date of maturity, for each investment shall be established as follows:

U.S. Treasury and Agency Obligations	5 years
Washington Supranational Obligations ¹	5 years
Municipal Notes.....	5 years
Registered State Warrants.....	5 years
Bankers Acceptances	180 days
Commercial Paper	270 days
Negotiable Certificates of Deposit.....	180 days
CRA Bank Deposit/Certificates of Deposit	1 year
Repurchase Agreements	1 year
Reverse Repurchase Agreements.....	92 days
Medium-Term Corporate Notes.....	180 days
Collateralized Mortgage Obligations	180 days

The Investment Group may reduce these maturity limits to a shorter term as part of the Investment Guidelines and the Approved Lists.

The ultimate maximum maturity of any investment shall be five (5) years. The dollar-weighted average maturity of all securities shall be equal to or less than three (3) years.

¹ The International Bank for Reconstruction and Development, International Finance Corporation, and Inter-American Development Bank.

F. Maximum Concentrations

No more than 80% of the portfolio may be invested in issues other than United States Treasuries and Government Agencies. The maximum allowable percentage for each type of security is set forth as follows:

U.S. Treasury and Agency Obligations.....	100%
Municipal Notes	80%
Registered State Warrants	80%
Bankers Acceptances	40%
Commercial Paper.....	40%
Washington Supranational Obligations	30%
Negotiable Certificates of Deposit and CRA Deposit/Certificates of Deposit	30%
Repurchase Agreements.....	30%
Reverse Repurchase Agreements.....	20%
Medium-Term Corporate Notes	30%
Money Market Mutual Funds	20%
Collateralized Mortgage Obligations.....	20%
Local Agency Investment Fund (LAIF)	(per State limit)

The Investment Group may reduce these concentrations as part of the Investment Guidelines and the Approved Lists.

No more than 10% of the portfolio, except Treasuries and Agencies, may be invested in securities of a single issuer including its related entities.

Where a percentage limitation is established above, for the purpose of determining investment compliance, that maximum percentage will be applied on the date of purchase.

G. Repurchase Agreements

Under California Government Code section 53601, paragraph (j) and section 53635, the Director of Finance may enter into Repurchase Agreements and Reverse Repurchase Agreements. The maximum maturity of a Repurchase Agreement shall be one year. The maximum maturity of a reverse repurchase agreement shall be 92 days, and the proceeds of a reverse repurchase agreement may not be invested beyond the expiration of the agreement. The reverse repurchase agreement must be "matched to maturity" and meet all other requirements in the code.

All repurchase agreements must have an executed Sacramento County Master Repurchase Agreement on file with both the Director of Finance and the Broker/Dealer. Repurchase Agreements executed with approved broker-dealers must be collateralized with either: (1) U.S. Treasuries or Agencies with a market value of 102% for collateral marked to market daily; or (2) money market instruments on the

Approved Lists of the County that meet the qualifications of the Policy, with a market value of 102%. Since the market value of the underlying securities is subject to daily market fluctuations, investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day. Use of mortgage-backed securities for collateral is not permitted. Strictly for purposes of investing the daily excess bank balance, the collateral provided by the Sacramento County's depository bank can be Treasuries or Agencies valued at 110%, or mortgage-backed securities valued at 150%.

H. Community Reinvestment Act Program

The Director of Finance has allocated within the Pooled Investment Fund, a maximum of \$90 million for the Community Reinvestment Act Program to encourage community investment by financial institutions, which includes community banks and credit unions, and to acknowledge and reward local financial institutions that support the community's financial needs. The Director of Finance may increase this amount, as appropriate, while staying within the investment policy objectives and maximum maturity and concentration limits. The eligible banks and savings banks must have Community Reinvestment Act performance ratings of "satisfactory" or "outstanding" from each financial institution's regulatory authority. The minimum credit requirements are located on page 5 of Section IX.D.

I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers

All transactions initiated on behalf of the Pooled Investment Fund and Sacramento County shall be executed through either government security dealers reporting as primary dealers to the Market Reports Division of the Federal Reserve Bank of New York or direct issuers that directly issue their own securities that have been placed on the Approved List of brokers/dealers and direct issuers. Further, these firms must have an investment grade rating from at least two national rating services, if available.

Brokers/Dealers and direct issuers that have exceeded the political contribution limits, as contained in Rule G-37 of the Municipal Securities Rulemaking Board, within the preceding four-year period to the Director of Finance, any member of the Board of Supervisors, or any candidate for the Board of Supervisors, are prohibited from the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer will be sent a copy of this Policy and a list of those persons authorized to execute investment transactions. Each firm must acknowledge receipt of such materials to qualify for the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer authorized to do business with Sacramento County shall, at least annually, supply the Director of Finance with audited financial statements.

J. Investment Guidelines, Management Style and Strategy

The Investment Group, named by the Director of Finance, shall issue and maintain Investment Guidelines specifying authorized investments, credit requirements, permitted transactions, and issue maturity and concentration limits consistent with this Policy.

The Investment Group shall also issue a statement describing the investment management style and current strategy for the entire investment program. The management style and strategy can be changed to accommodate shifts in the financial markets, but at all times they must be consistent with this Policy and its objectives.

K. Approved Lists

The Investment Group, named by the Director of Finance, shall issue and maintain various Approved Lists. These lists are:

1. Approved Domestic Banks for all legal investments.
2. Approved Foreign Banks for all legal investments.
3. Approved Commercial Paper and Medium Term Note Issuers.
4. Approved Money Market Mutual Funds.
5. Approved Firms for Purchase or Sale of Securities (Brokers/Dealers and Direct Issuers).
6. Approved Banks / Credit Unions for the Community Reinvestment Act Program.

L. Calculation of Yield and Costs

The costs of managing the investment portfolio, including but not limited to: investment management; accounting for the investment activity; custody of the assets; managing and accounting for the banking; receiving and remitting deposits; oversight controls; and indirect and overhead expenses are charged to the investment earnings based upon actual labor hours worked in respective areas. Costs of these respective areas are accumulated by specific cost accounting projects and charged to the Pooled Investment Fund on a quarterly basis throughout the fiscal year.

The Department of Finance will allocate the net interest earnings of the Pooled Investment Fund quarterly. The net interest earnings are allocated based upon the average daily cash balance of each Pooled Investment Fund participant.

X. Reviewing, Monitoring and Reporting of the Portfolio

The Review Group will prepare and present to the Director of Finance at least monthly a comprehensive review and evaluation of the transactions, positions, performance of the

Pooled Investment Fund and compliance to the California Government Code, Policy, and Investment Guidelines.

Quarterly, the Director of Finance will provide to the Oversight Committee and to any local agency participant that requests a copy, a detailed report on the Pooled Investment Fund. Pursuant to California Government Code section 53646, the report will list the type of investments, name of issuer, maturity date, par and dollar amount of the investment. For the total Pooled Investment Fund, the report will list average maturity, the market value, and the pricing source. Additionally, the report will show any funds under the management of contracting parties, a statement of compliance to the Policy and a statement of the Pooled Investment Fund's ability to meet the expected expenditure requirements for the next six months.

Each quarter, the Director of Finance shall provide to the Board of Supervisors and interested parties a comprehensive report on the Pooled Investment Fund.

Annually, the Director of Finance shall provide to the Oversight Committee the Investment Policy. Additionally, the Director of Finance will render a copy of the Investment Policy to the legislative body of the local agencies that participate in the Pooled Investment Fund.

XI. Withdrawal Requests for Pooled Fund Investors

The Director of Finance will honor all requests to withdraw funds for normal cash flow purposes that are approved by the Director of Finance at a one dollar net asset value. Any requests to withdraw funds for purposes other than immediate cash flow needs, such as for external investing, are subject to the consent of the Director of Finance. In accordance with California Government Code Sections 27133(h) and 27136, such requests for withdrawals must first be made in writing to the Director of Finance. When evaluating a request to withdraw funds, the Director of Finance will take into account the effect of a withdrawal on the stability and predictability of the Pooled Investment Fund and the interests of other depositors. Any withdrawal for such purposes will be at the market value of the Pooled Investment Fund on the date of the withdrawal.

XII. Limits on Honoraria, Gifts, and Gratuities

In accordance with California Government Code Section 27133(d), this Policy establishes limits for the Director of Finance; individuals responsible for management of the portfolios; and members of the Investment Group and Review Group who direct individual investment decisions, select individual investment advisors and broker/dealers, and conduct day-to-day investment trading activity. The limits also apply to members of the Oversight Committee. Any individual who receives an aggregate total of gifts, honoraria and gratuities in excess of \$50 in a calendar year from a broker/dealer, bank or service provider to the Pooled Investment Fund must report the gifts, dates and firms to the designated filing official and complete the appropriate State forms.

No individual may receive aggregate gifts, honoraria, and gratuities from any single source in a calendar year in excess of the amount specified in Section 18940.2(a) of Title 2, Division 6 of the California Code of Regulations. This limitation was \$500 for the period January 1, 2019, to December 31, 2020, and the State Fair Political Practices Commission will update this limit for inflation by January 2021. Any violation must be reported to the State Fair Political Practices Commission.

XIII. Terms and Conditions for Outside Investors

Outside investors may invest in the Pooled Investment Fund through California Government Code Section 53684. Their deposits are subject to the consent of the Director of Finance. The legislative body of the local agency must approve the Sacramento County Pooled Investment Fund as an authorized investment and execute a Memorandum of Understanding. Any withdrawal of these deposits must be made in writing 30 days in advance and will be paid based upon the market value of the Pooled Investment Fund. If the Director of Finance considers it appropriate, the deposits may be returned at any time to the local agency.

Appendix A

Comparison and Interpretation of Credit Ratings

Long Term Debt & Individual Bank Ratings				
Rating Interpretation	Moody's	S&P	Fitch	Fitch Viability Rating
<i>Best-quality grade</i>	Aaa	AAA	AAA	aaa
<i>High-quality grade</i>	Aa1	AA+	AA+	aa+
	Aa2	AA	AA	aa
	Aa3	AA-	AA-	aa-
<i>Upper Medium Grade</i>	A1	A+	A+	a+
	A2	A	A	a
	A3	A-	A-	a-
<i>Medium Grade</i>	Baa1	BBB+	BBB+	bbb+
	Baa2	BBB	BBB	bbb
	Baa3	BBB-	BBB-	bbb-
<i>Speculative Grade</i>	Ba1	BB+	BB+	bb+
	Ba2	BB	BB	bb
	Ba3	BB-	BB-	bb-
<i>Low Grade</i>	B1	B+	B+	b+
	B2	B	B	b
	B3	B-	B-	b-
<i>Poor Grade to Default</i>	Caa	CCC+	CCC	ccc
<i>In Poor Standing</i>	-	CCC	-	
	-	CCC-	-	
<i>Highly Speculative Default</i>	Ca	CC	CC	cc
	C	-	-	c
<i>Default</i>	-	-	DDD	f
	-	-	DD	f
	-	D	D	f

Short Term / Municipal Note Investment Grade Ratings			
Rating Interpretation	Moody's	S&P	Fitch
<i>Superior Capacity</i>	MIG-1	SP-1+/SP-1	F1+/F1
<i>Strong Capacity</i>	MIG-2	SP-2	F2
<i>Acceptable Capacity</i>	MIG-3	SP-3	F3

Appendix A

Short Term / Commercial Paper Investment Grade Ratings			
Rating Interpretation	Moody's	S&P	Fitch
<i>Superior Capacity</i>	P-1	A-1+/A-1	F1+/F1
<i>Strong Capacity</i>	P-2	A-2	F2
<i>Acceptable Capacity</i>	P-3	A-3	F3

Fitch Support Ratings	
Rating	Interpretation
1	A bank for which there is an extremely high probability of external support. The potential provider of support is very highly rated in its own right and has a very high propensity to support the bank in question. This probability of support indicates a minimum Long-Term Rating floor of 'A-'.
2	A bank for which there is a high probability of external support. The potential provider of support is highly rated in its own right and has a high propensity to provide support to the bank in question. This probability of support indicates a minimum Long-Term Rating floor of 'BBB-'.
3	A bank for which there is a moderate probability of support because of uncertainties about the ability or propensity of the potential provider of support to do so. This probability of support indicates a minimum Long-Term Rating floor of 'BB-'.
4	A bank for which there is a limited probability of support because of significant uncertainties about the ability or propensity of any possible provider of support to do so. This probability of support indicates a minimum Long-Term Rating floor of 'B'.
5	A bank for which external support, although possible, cannot be relied upon. This may be due to a lack of propensity to provide support or to very weak financial ability to do so. This probability of support indicates a Long-Term Rating floor no higher than 'B-' and in many cases no floor at all.

Appendix A

Fitch Sovereign Risk Ratings	
<i>Rating</i>	<i>Interpretation</i>
AAA	Highest credit quality. 'AAA' ratings denote the lowest expectation of default risk. They are assigned only in cases of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.
AA	Very high credit quality. 'AA' ratings denote expectations of very low default risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.
A	High credit quality. 'A' ratings denote expectations of low default risk. The capacity for payment of financial commitments is considered strong. This capacity may, nevertheless, be more vulnerable to adverse business or economic conditions than is the case for higher ratings.
BBB	Good credit quality. 'BBB' ratings indicate that expectations of default risk are currently low. The capacity for timely payment of financial commitments is considered adequate but adverse business or economic conditions are more likely to impair this capacity.
BB	Speculative. 'BB' ratings indicate an elevated vulnerability to default risk, particularly in the event of adverse changes in business or economic conditions over time.
B	Highly speculative. 'B' ratings indicate that material default risk is present, but a limited margin of safety remains. Financial commitments are currently being met; however, capacity for continued payment is vulnerable to deterioration in the business and economic environment.
CCC	High default risk. Default is a real possibility.
CC	Very high levels of credit risk. Default of some kind appears probable.
C	Exceptionally high levels of credit risk. Default appears imminent or inevitable.
D	<p>Default. Indicates a default. Default generally is defined as one of the following:</p> <ul style="list-style-type: none"> • Failure to make payment of principal and/or interest under the contractual terms of the rated obligation; • The bankruptcy filings, administration, receivership, liquidation or other winding-up or cessation of the business of an issuer/obligor; or • The coercive exchange of an obligation, where creditors were offered securities with diminished structural or economic terms compared with the existing obligation.

ARCADE CREEK RECREATION AND PARK DISTRICT

February 2021

GENERAL MANAGER'S UPDATE

Park Maintenance

Staff is completing the clean up of the parks following the large storms and winds at the end of January. Anita, with the help of court appointed works collected the branches, sticks and twigs that blew out of the trees during the storm. Piles were created throughout each of the parks typically under trees or along walkways to make collection and removal easier. The green waste dumpster located at HSP fills quickly and then staff must wait for it to be dumped. This slowed the process.

Following the big storm, the weather has improved, and the grass and weeds are beginning to grow, making mowing necessary once again. This takes up most of the limited staff time available. Fortunately, we have a highly motivated person filling this position and she works extremely hard at staying ahead of tasks that are needed, but this takes away from the ability to do routine maintenance when damage or repair becomes necessary.

Nature Trail Area and Fire Abatement

Nothing more to report on this project currently.

Facility Rentals

Building rentals are non-existent due to COVID-19 Health Regulations and Standards.

Board Retreat

The Board Retreat was held on Saturday January 30, 2021 on Zoom. Good discussion was held providing direction on the development of a new set of Mission, Values, and Goal statements for the District based upon the input received from the Community Survey Response. Capital Project ideas were narrowed down for further discussion during the soon to be scheduled Part 2 of this Retreat/Planning Effort.

Disability Access Training

I have registered for four (4) additional Training Courses on this topic, as I am the Lead Person for ensuring Accessibility to District Facilities and Programs. This designation is required by the current standards. I am in the middle of the six (6) session workshop covering each of the laws governing accessibility to facilities and programs for all and covering the design standards and regulatory standards of the Laws. Bottom-line the Americans with Disabilities Act (ADA) when it was adopted became part of the landmark 1964 Civil Rights Act.

Insurance for Instructors, Renters, and Events

This program is available and will be offered through the District Office to renters and users of Park Facilities. Still an item in progress.

Lot Line Adjustment along Arcade Creek Nature Area

Direction given by the Board of Directors during the January 21st Board Meeting, based on the idea presented by Attorney Cole. Using a draft agreement for a Revocable License Agreement created by Attorney Cole, was sent to each of the property owners as an alternate to accomplishing their desired outcome. Responses have been received one verbally and one via email from each of the property owners. These will be discussed during Closed Session at the February 18th Board Meeting.

Del Paso Park Committee

The City of Sacramento is working on master plan and grant applications at the same time to make improvements to the section of Del Paso Park located within our District Boundaries. The community interest group has divergent interests, from environmental protection, stream protection, redevelopment of the site and what it becomes, to the future use of the former Science Center. There are horse back riding enthusiasts, to nature trail hiking enthusiasts involved as well. This has been an on-going discussion for many years with a variety of input and an overall lack of funds on the City's part. Some energy is now moving the reimagining of the park and natural area forward. Since the facility services ACRPD residents and is a park amenity within our District, I feel that I need to be at the table in these discussions because this does have a direct impact on ACRPD and our residents.

Flood wall issues

During the month of January, a tree service crew contracted by SMUD was working on Park District property clearing trees and branches that had the potential to negatively impact the overhead powerlines located in Arcade Creek Park and along Arcade Creek and the Jo Smith Nature Trail. Two issues did arise from this clearing; 1) SMUD obtained permission to enter the property in the fall of 2020 saying that this work would be taking place using a contractor to perform the work. I asked that the Park District be notified prior to work beginning. The Park District was not notified, and it was a surprise the day the crew showed up. 2) Along the creek the crew removed several large trees to the ground. Some were evergreen trees that neighbors called and expressed their concern over them being removed. They asked how we could let this happen and I told them that SMUD has an easement on the property for their power lines, and that they can maintain the easement and their investment preventing the possibility of the lines coming down during a storm or wind event. Our neighbors were not happy but seemed to accept the reply I gave them.

Budget – Finance Committee meeting

The Budget and Finance Committee met on Tuesday February 9th. Kim Cook, Office Manager prepared a workbook showing printouts of the various reports and systems that she has access to in preparing the monthly Financial Reports and how the revenues and expenses are tracked in-house, by the county, and then how they are presented to the Board each month at the Board Meeting. Kim went through the workbook, explaining how the District's finances are tracked, and presented examples of printout of each of the various reports from the various systems used, and how she takes the information and prepares it, reconciles it, and balances the figures from all reports.

Park Advisory Committee Meeting

The February Park Advisory Committee was held on the evening of February 9th, the number of attendees doubled compared to attendance at the February meeting. Our two attendees were Mark Hill, a retired Budget Analyst with 37 years of service to the State of California, and Delores Lara, a manager for the EDD with the State. Input provided by the participants included topics such as improved maintenance, safety, protecting/preserving nature, more ADA accessibility, use of volunteers and more community outreach, trail maintenance, fire reduction along the creek, and marketing to the community.

Program ideas include using the parks and the equipment the District has, for neighborhood Movie Nights run by volunteers for specific streets-areas. A meet your neighbors' night social picnic buffet/dessert sharing. Neighborhoods walk-a-bouts once a month where neighbors travel between identified homes, sharing treats and beverages while interacting with each other.

Miles Constantine was present for the discussion and offered the Walk-a-bout idea.

For a small group, it was a good meeting. It was determined that the group (PAC) will gather again on Tuesday March 9, 2021 at 7:00 p.m. via Zoom. It was suggested that instructions on how to obtain Zoom and sign on to it be included to attempt to increase participation. For the time being it was determined that this should be one group until there are enough people to create separate groups for each park/trail site. Those present were asked to share the invitation with their family, friends, and neighbors in the area to expand the number and level of input.

Respectfully submitted,

A handwritten signature in blue ink that reads "Stephen F. Frake". The signature is written in a cursive style and is contained within a thin blue rectangular border.

General Manager

Monthly activity report for: Arcade Creek Recreation and Park District

Reporting Period: 2021-01-01 to 2021-01-31

Arcade Creek Park

Notice To Appear Issued

No NTAs issued during this reporting period.

Parking Citations Issued

1) Date/Time: 2021-01-19 17:08

V1: 4000(a) CVC No current registration

Onsite Arrests Made

No onsite arrests made during this reporting period.

Dispatched Calls For Service

No dispatched calls for service during this reporting period.

D.U.I Arrests

No DUI arrests made during this reporting period.

Warrant Arrests

No warrant arrests made during this reporting period.

Warnings Issued

No warnings issued during this reporting period.

Hamilton Street Park

Notice To Appear Issued

1) Date/Time: 2021-01-03 16:00

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

Violation 2: 4000(a) CVC No current registration, Severity: Inf

Violation 3: 26708.5 CVC Tinted Windows, Severity: Inf

Violation 4: 12500(a) CVC Unlicensed Driver, Severity: Inf

2) Date/Time: 2021-01-17 15:29

Violation 1: 11377(a) HS Possession of a controlled substance, Severity: Mis

Parking Citations Issued

No parking citations issued during this reporting period

Onsite Arrests Made

No onsite arrests made during this reporting period.

Dispatched Calls For Service

No dispatched calls for service during this reporting period.

D.U.I Arrests

No DUI arrests made during this reporting period.

Warrant Arrests

No warrant arrests made during this reporting period.

Warnings Issued

No warnings issued during this reporting period.

Oakdale Park

Notice To Appear Issued

No NTAs issued during this reporting period.

Parking Citations Issued

No parking citations issued during this reporting period

Onsite Arrests Made

No onsite arrests made during this reporting period.

Dispatched Calls For Service

No dispatched calls for service during this reporting period.

D.U.I Arrests

No DUI arrests made during this reporting period.

Warrant Arrests

No warrant arrests made during this reporting period.

Warnings Issued

No warnings issued during this reporting period.

Off Property

Notice To Appear Issued

1) Date/Time: 2021-01-16 20:35

Violation 1: 22350 CVC Basic speed law, Severity: Inf

2) Date/Time: 2021-01-22 20:55

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

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

Violation 3: 602 WI Ward of the Court - Delinquent Minor, Severity: Inf

Parking Citations Issued

No parking citations issued during this reporting period

Onsite Arrests Made

1) Date/Time: 2021-01-10 17:05

V1: 10851 CVC Auto Theft Severity: Fel

V2: 496(d) PC Stolen Property Severity: Fel

V3: 2800.2 CVC Evading - Fel Severity: Fel

V4: 2800.1 CVC Evading - Misdo Severity: Mis

2) Date/Time: 2021-01-10 17:05

V1: 10851 CVC Auto Theft Severity: Fel

V2: 496(d) PC Stolen Property Severity: Fel

V3: 2800.2 CVC Evading - Fel Severity: Fel

V4: 2800.1 CVC Evading - Misdo Severity: Mis

3) Date/Time: 2021-01-10 17:05

V1: 11377(a) HS Possession of a controlled substance Severity: Mis

V2: 2800.4 CVC Evading - Wrong Way (Fel) Severity: Fel

Dispatched Calls For Service

No dispatched calls for service during this reporting period.

D.U.I Arrests

No DUI arrests made during this reporting period.

Warrant Arrests

No warrant arrests made during this reporting period.

Warnings Issued

No warnings issued during this reporting period.

MEETING DATE: February 18, 2021

ITEM # 7 a

SUBJECT: Follow-up on the Board Retreat Part 1 and a status report, select a date for Part 2 of the Retreat.

RECOMMENDATION: Receive the report, and select a date for the Part 2 of the Retreat.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: The Board of Directors met on Saturday January 30th for four hours in the Board Retreat and Planning session via Zoom to discuss the Mission, Goals, and Values of the District. Reviewed the results of the Fall 2020 Community Needs Survey to set priorities for projects and maintenance areas of focus for the coming year. Kim Tucker from the Impact Foundry facilitated the meeting and is compiling the notes and topics of discussion for this meeting. The Board also agreed that they will select the second session of the Retreat meeting date during the February 18th Board Meeting.

Alternatives:

- Receive the report and not continue with the process.

Analysis: The January 30th meeting was a good gathering with lots of discussion and weighing of the priorities indicated in the Community Needs Survey.

Budget/Cost Impact: \$5,000.00 total for fees for the Facilitation Services of Kim Tucker.

Attachment(s):

MEETING DATE: February 18, 2021

ITEM # 7 b i - ii

SUBJECT: Authorize staff to execute the payoff of the CalPERS Unfunded Account Liability in the amount of \$274,000.00 and approve an amendment to the FY 20-21 Budget in the amount of \$8,000.00 to pay off this amount.

RECOMMENDATION: 7i. Adopt Board Resolution 2021-01 to amend the FY 20-21 Budget; 7ii. Authorize staff to execute a payment in the amount of \$274,000.00 to pay off the CalPERS Unfunded Account Liability prior to March 31, 2021

Initiated or requested by

Board Staff

Other

Report coordinator or prepared by:

Stephen Fraher, General Manager



Attachment: Yes No Information Direction Action

Background: Many Public Agencies in the State of California that are members of CalPERS are saddled with a debt that is commonly called the Unfunded Account Liability (UAL). This amount varies from agency to agency, and the total is dependent upon how long the member agency has been a member of CalPERS and the number of employees and retirees each have. Arcade Creek Recreation and Park District joined CalPERS in July of 2006 with a total of six Full-Time employees at the time. Each of these employees were given the opportunity via the contract between the District and CalPERS to “buy-back” prior years of uncovered service (a practice that is no longer allowed). This happened and created a large growing deficit for the District. The Economic Downfall from 2008-2012 resulted in ever increasing debt for the District. The District has proactively worked to pay down portions of this debt since 2016 which has helped the overall Operating budget and the financial outlook for the District. The Arcade Creek Recreation and Park District is now in a position financially to be able to pay off this amount using funds from the District’s Fund Balance and the operating budget this year. It is expected to significantly increase the amount of funding available for District Operations in the next Fiscal Year 21-22 and beyond.

Alternatives:

- Do nothing and continue to pay this and the interest over the years with the end never in sight.
- Pay a lesser amount over the period of the next three to five years.

Analysis: Chairman Vassar will present a couple of slides showing the Impact of this Action on the District and compare it to similar sized Special Districts and agencies who are members of CalPERS in this area and how ACRPD ranks now and will rank with them in the coming year.

Budget/Cost Impact: \$274,000.00 (\$160,000.00 from Fund Balance and \$114,000.00 from the General Fund Operating Budget). It is estimated that doing this now will save the District an estimated \$207,000.00 minimum in future interest payments over 30-years.

Attachment(s):

- Board Resolution 2021-01
- Email from CalPERS showing the expected payoff amount.
- Comparison slides created by Chairman Vassar.



RESOLUTION NO. 2021-01

**RESOLUTION OF THE ARCADE CREEK RECREATION
AND PARK DISTRICT BOARD OF DIRECTORS ADOPTING A BUDGET AMENDMENT
TO THE OPERATIONS BUDGET FUND 339A – 9339339 FOR FISCAL YEAR 2020-21.**

WHEREAS, the District Board of Directors adopted the FY 2020-21 339 A Budget to fund District Operations from July 1, 2020 through June 30, 2021, and

WHEREAS, account line #10140000 is under-funded to meet projected expenses in paying off the District's CalPERS Unfunded Account Liability account, and

WHEREAS, account line #20281700 has approved funds available for the conduction of an Election which was not needed to be held in November of 2020, and are available for another use, and

WHEREAS, a transfer of \$8,000.00 is needed to cover expenses in #10140000 in order to payoff the CalPERS Unfunded Account Liability.

THEREFORE, these funds may be used for the payoff of the CalPERS Unfunded Account Liability

Decrease expense line item # 20281700

Increase expense line item #10140000

In the amount of \$8,000.00, to support a balanced budget in Fiscal Year 2020-21,

NOW, THEREFORE, BE IT RESOLVED, to amend the **FY 2020-21 Operations Budget 339 A** as stated above.

APPROVED AND ADOPTED by the Arcade Creek Recreation and Park District Board of Directors, the County of Sacramento, State of California by the following vote, to wit on February 18, 2021.

AYES:

NOES:

ABSENT:

Chairperson, Board of Directors

ATTEST: _____
Secretary, Board of Directors

Kim Cook

From: Kim Cook
Sent: Tuesday, February 02, 2021 7:35 AM
To: Stephen Fraher
Subject: FW: Acct. 6729063049

Morning,

Here is the most up to date for paying off the UAL.

Kim

*Kim Cook, Office Manager
Arcade Creek Recreation & Park District
PO Box 418114
Sacramento, CA 95841
Ph# 916-482-8377 Fax# 916-483-1320*

Email: kcook@acrpd.com

Office Located at:
4855 Hamilton Street
Sacramento, CA 95841

From: Yu, May <May.Yu@calpers.ca.gov>
Sent: Monday, February 01, 2021 4:28 PM
To: Kim Cook <kcook@acrpd.com>
Subject: RE: Acct. 6729063049

Hi Kim,

I did an estimate on UAL for the classic plan for Arcade Creek Recreation and Park District. I assumed the District will keep the 21/22 UAL payment of \$21,507, you will need from \$273,000 to \$274,000 to payoff the UAL as of March 31, 2021. If the District sends in around \$294,000 around the end of March, it will pay off the entire UAL and the 21/22 UAL payment will be reduced to \$0. All these calculations are based on June 30, 2019 annual valuation.

Please let me know if you have any questions.

May Shuang Yu
Senior Pension Actuary
CalPERS Actuarial Office
916.795.4143 office
916.837.9874 cell

From: Kim Cook <kcook@acrpd.com>
Sent: Monday, February 01, 2021 10:30 AM
To: Yu, May <May.Yu@calpers.ca.gov>
Subject: Acct. 6729063049

[External Email Caution]

Morning May,

As we have discussed not long ago. We are looking at pay off/down our current UAL sometime in March 2021.

At a quick glance of our account can you provide a ball park figure of what that may be? Our current fiscal year budget has funds set aside, but our Board is wondering how much the UAL may have changed.

Thank you!

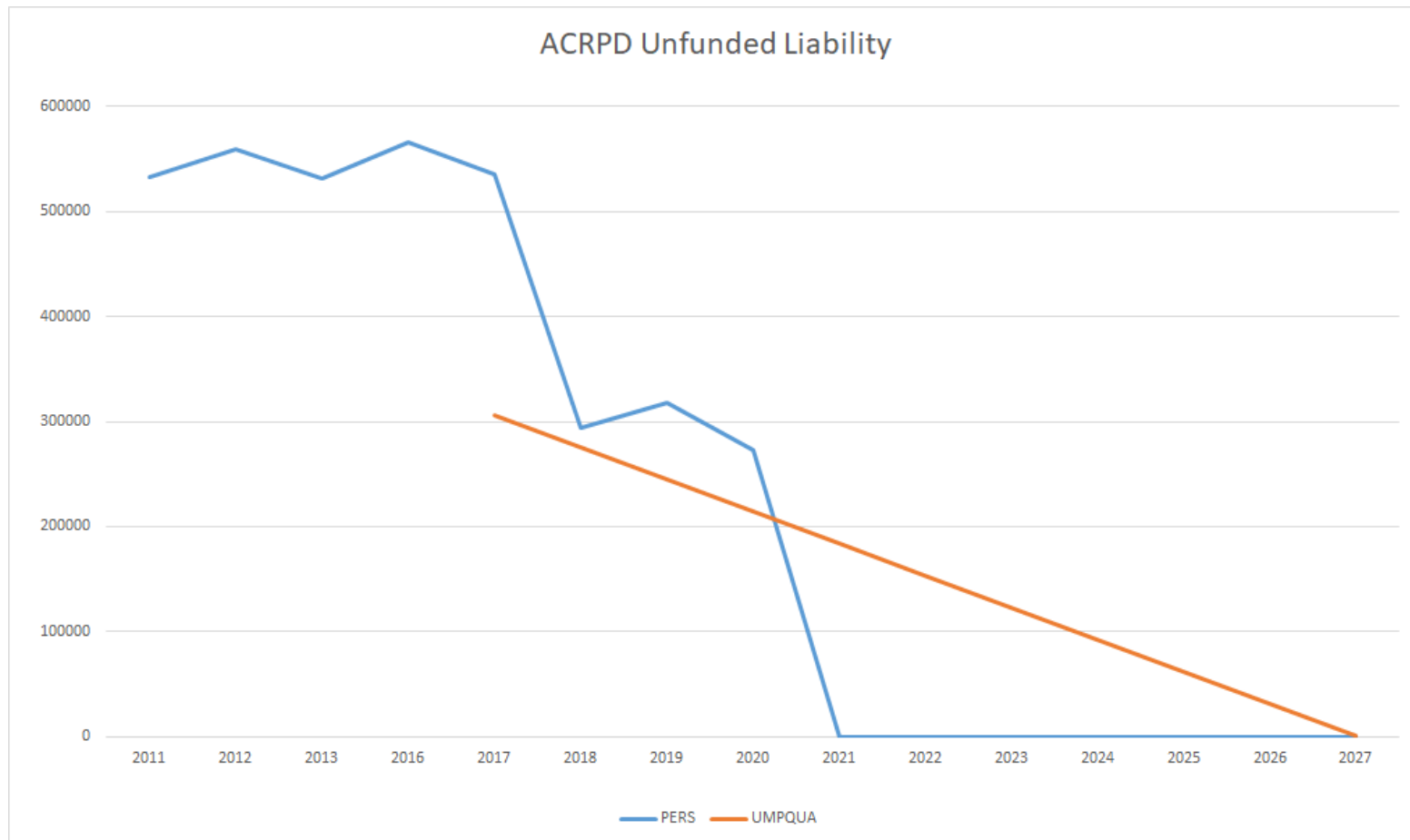
Kim

*Kim Cook, Office Manager
Arcade Creek Recreation & Park District
PO Box 418114
Sacramento, CA 95841
Ph# 916-482-8377 Fax# 916-483-1320
Email: kcook@acrpd.com*

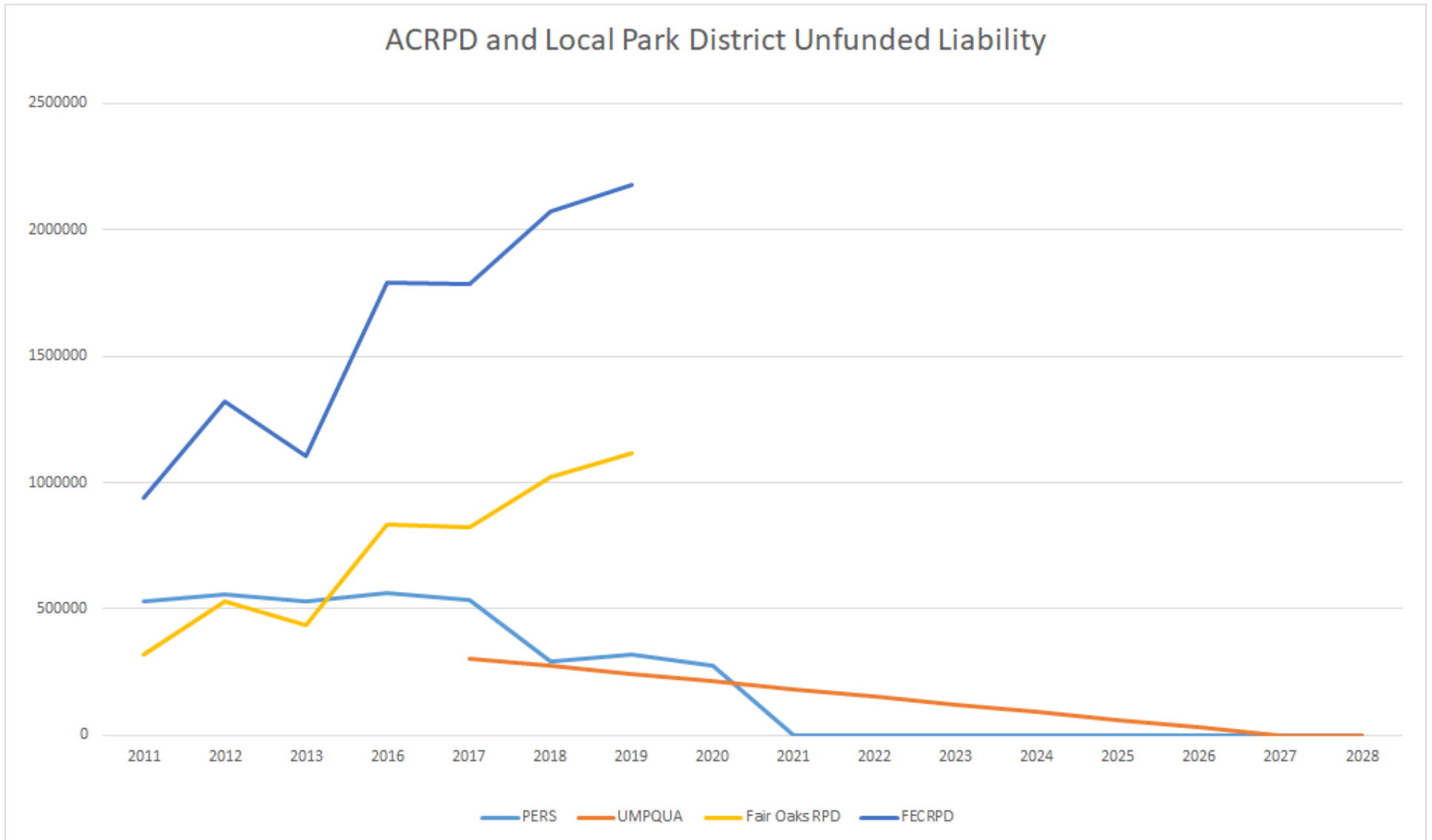
Office Located at:
4855 Hamilton Street
Sacramento, CA 95841

In 2017, the amount of money that we owed CalPERS for our unfunded retirement obligations was growing despite the district making payments according to the schedule that PERS had provided us (the blue line below). In 2017, we took the step of taking a ten year loan to pay off half of the debt (illustrated by the orange line below).

As you can see on the chart below, the performance of PERS led to the amount that we owed growing again in 2019. In 2020, PERS performed better than expected (plus we made a significant payment) resulting in the total outstanding debt dropping. Today's proposal is to pay off the remaining money owed to CalPERS (as budgeted in the current budget), dropping it to \$0.



In the same way that we have paid down the ACRPD Unfunded Liability since 2017 (and will continue to for a while), several of our neighboring park districts will likely have to face tough decisions in the next few years about paying off their own UAL. I think the biggest lesson is that the earlier you start paying it off, the easier it is.



MEETING DATE: February 18, 2021

ITEM # 8 a

SUBJECT: Board Resolution 2021-02, authorizing Workers Compensation Insurance to be made available for Board Members, Volunteers, Interns, and Work-study persons at no charge to the District.


RECOMMENDATION: Adopt Board Resolution 2021-02

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: The California Association of Parks and Recreation Indemnity (CAPRI) a Joint Powers Authority made up of the Recreation and Park Districts in the state of California. The Board of Directors of CAPRI has determined that volunteers are essential for District operations, and to support the member agencies have decided to offer Workers Compensation for the individuals who choose to volunteer to provide service to the community and to the Citizen Board Members who comprised the Board of Directors.

Alternatives:

- Do nothing.

Analysis: This is a new program being offered by CAPRI as a benefit to its' member districts. It is hoped that it will increase citizen participation in volunteering and increase the potential number of candidates for elected Board positions.

Budget/Cost Impact: No cost to the District.

Attachment(s):

- Board Resolution 2021-02
- Cover letter from CAPRI detailing the program and its benefits.
- CAPRI Volunteer guidebook.



**RESOLUTION No. 2021-02
RESOLUTION OF THE GOVERNING BODY OF
THE ARCADE CREEK RECREATION AND PARK DISTRICT,
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE
EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION
COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES**

WHEREAS, the ARCADE CREEK RECREATION AND PARK DISTRICT utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- X All Members of the Governing Body of the ARCADE CREEK RECREATION AND PARK DISTRICT as presently or hereafter constituted and/or
- X All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- X Individuals on Work-study programs
- X Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the ARCADE CREEK RECREATION AND PARK DISTRICT for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the ARCADE CREEK RECREATION AND PARK DISTRICT for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the ARCADE CREEK RECREATION AND PARK DISTRICT.

PASSED, APPROVED AND ADOPTED this 18TH day of February, 2021

Chairperson
ARCADE CREEK RECREATION AND PARK DISTRICT

ATTEST: _____
Secretary, Board of Directors
ARCADE CREEK RECREATION AND PARK DISTRICT



1075 Creekside Ridge Drive
Suite 240
Roseville, CA 95678

Phone: (916) 722-5550
Fax: (916) 722-5715
Website: capri-jpa.org

January 4, 2021

To: CAPRI Workers' Compensation Program Members

From: Matthew Duarte, Executive Director

RE: Workers' Compensation Coverage for Volunteers | Resolution Due by March 5, 2021

We know that volunteers play a large role in the delivery of recreation and park services provided by CAPRI's members. And we expect our districts will continue to rely upon the generous contributions of community volunteers for years to come. To facilitate continued volunteer service for our members, the CAPRI Board of Directors recently resolved to make District volunteers (which can include your District's Board Members) eligible to be covered under your CAPRI Workers' Compensation insurance at no additional cost. While your District may have already been extending this benefit to its volunteers, each District should **pass a new resolution and return it to CAPRI by March 5, 2021 in order to continue (or start) covering volunteers and/or its Governing Body members for the upcoming fiscal year.**

WHY Your District Should Extend Workers' Comp Coverage to Volunteers:

From a risk management standpoint, it is much preferred to extend Workers' Compensation coverage to volunteers. For example, when a volunteer (which, again, can include your District's Board of Directors) is not covered by Workers' Comp, his or her only remedy for an injury is to file a claim against your District and pursue damages through the civil court system. This can result in costly and time-consuming litigation and a significant claim has the potential to adversely impact your District's loss history and, thus, future premiums. Importantly, it can also result in unnecessary delays in obtaining competent treatment from qualified professionals.

Conversely, if a volunteer is covered under Workers' Comp, his or her exclusive remedy is through the Workers' Compensation system, which means that they would receive necessary treatment – but at a controlled cost.

HOW Your District Can Extend Workers' Comp Coverage to Volunteers:

The Labor Code allows your District to provide workers' compensation insurance for volunteers, ***but only if your Board has adopted a resolution specifically electing such coverage.*** Section 3363.5 of the California Labor Code provides:

“...a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes.”

Stated another way, these volunteers may be treated as an employee and covered for workers' compensation purposes **only if** a Resolution to that effect is adopted by your District pursuant to Labor Code § 3363.5.

It is likely that your District adopted a volunteer resolution dating back to the 1980s. Whether or not a Resolution is currently in place, please use the enclosed sample Resolution to create or update the document for your Board's approval. When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow.

To ensure accurate and timely implementation of your Resolution, please forward your Board approved Resolution to CAPRI's Administrative Analyst, Monica Breck, at mbreck@capri-jpa.org by March 5, 2021.

As noted above, as a benefit to Program members, **volunteers are covered at no additional premium**, provided that a volunteer resolution has been adopted by the District's Board. To that end, if your Board has adopted the above-resolution then **volunteers should be excluded from your District's estimated and final payroll totals** submitted each year as part of the annual insurance renewal process. More information on the annual payroll estimates will be coming soon.

CAPRI Volunteer Toolkit

Lastly, we would like to emphasize that volunteers are an asset! It is important to work with volunteers in a responsible way that minimizes the District's exposure to liability. To assist in that effort, the **CAPRI Volunteer Toolkit is now available online**. The Toolkit includes several important templates such as updated Volunteer Applications and Volunteer Waivers & Releases, among other resources and tools. If you would like more in-depth information regarding volunteer policies and procedures, please reach out to the CAPRI team.

Sincerely,



Matthew Duarte
Executive Director

enclosure



California Association for
Park & Recreation Indemnity



CAPRI

VOLUNTEER TOOLKIT



1075 Creekside Ridge Drive
Suite 240
Roseville, CA 95678

P: (916) 722-5550

F: (916) 722-5715

www.capri-jpa.org.com



PURPOSE OF THE TOOLKIT

Volunteers can play an important role in delivering recreation and park services to your community. CAPRI has compiled this toolkit to assist its members in responsibly utilizing volunteer services.

Please review the CAPRI Volunteer Toolkit and, where necessary, take advantage of the template language and processes when your District works with volunteers. Please note that not every volunteer situation requires use of all of these tools. If you have questions about the toolkit or what resources may be applied, please contact CAPRI.

TABLE OF CONTENTS

- I. Sample Resolution re: Workers Comp Coverage for Volunteers**
- II. Volunteer Log Template**
- III. Volunteer Waiver & Release Template**
- IV. Volunteer Acknowledgement Form Template**
- V. Volunteer Application Template**
- VI. Volunteer Background Questionnaire Template**
- VII. Rick Management Checklist – Volunteers**
- VIII. Mandatory Reporter Training Info**
- IX. Sexual Harassment Prevention Training Info**

Legal Disclaimer: This reference material is compiled for use by CAPRI members in the preparation, development and implementation of risk management policies, programs, and procedures. Since this document is designed to meet the needs of the general pool membership, please be aware that the present form is best considered a template for use by your agency in drafting specific documents. This template should not be construed as legal advice. Accordingly, any resulting policy, program or procedure that results from this template should always be reviewed and approved as is customary by your agency, including the purview of any necessary legal and/or governing body authorities to ensure the policy being developed meets the unique needs of your jurisdiction. Policies should be implemented after proper training has been provided.

This reference material is to be considered proprietary and confidential and may not be disclosed to any person without the express, prior permission of CAPRI. This reference material is for CAPRI member use only and does not apply in any criminal or civil proceeding. This reference material should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims.



I.

Sample Resolution re: Workers' Compensation Coverage for Volunteers

PURPOSE

Resolution triggers Workers' Compensation coverage for volunteers pursuant to California Labor Code.

WHEN SHOULD IT APPLY?

All districts desiring to treat volunteers as employees for workers' compensation purposes.

WHY SHOULD IT APPLY?

Volunteers may be treated as an employee and covered for workers' compensation purposes *only if* a Resolution to that effect is adopted by your District pursuant to Labor Code § 3363.5.

RESOLUTION No. **XXXXXXXXXX**

RESOLUTION OF THE GOVERNING BODY OF
THE **AGENCY NAME,**

**DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE
EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION
COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES**

WHEREAS, the **Agency Name** utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the **[Agency Name]** as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the **Agency Name** for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the **Agency Name** for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the **Agency Name**.

PASSED, APPROVED AND ADOPTED this **DATE:**

Name, Chairperson
Agency Name

APPROVED AS TO FORM:



II.

Volunteer Log Template

PURPOSE

All volunteer service should be tracked by the District.

WHEN SHOULD IT APPLY?

All districts utilizing volunteers.

WHY SHOULD IT APPLY?

The District should maintain a log identifying all volunteers and the nature of the service conducted on behalf of or for the benefit of the District.

VOLUNTEER LOG

Identify each volunteer providing service to the District. Total all hours worked.

Name	Facility	Date	Start Time	End Time	Total Hours

Supervisor's Name (PRINT) _____

Supervisor's Signature _____

Date _____



III.

Volunteer Agreement, Waiver, & Release Template

PURPOSE

All volunteers should execute a waiver and release prior to providing service on behalf of or for the benefit of the District.

WHEN SHOULD IT APPLY?

All districts utilizing volunteers.

WHY SHOULD IT APPLY?

The Waiver & Release identifies the parties' roles and contractual obligations and also allows the District to collect important information regarding a volunteer who can be expected to have contact with District Staff and/or the public.

RECREATION AND PARK DISTRICT

Activity Date(s)

Activity Name

VOLUNTEER AGREEMENT, WAIVER, AND RELEASE
INFORMATION TO PARTICIPANT REGARDING RISK OF INJURY

In consideration for being permitted by the **District** to participate in this volunteer assignment/activity, I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in the assignment/activity. This release is intended to discharge in advance the **District** (including its officers, employees, volunteers, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of active or passive negligence or carelessness on the part of the persons or entities mentioned above.

It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs, administrators, executors, and assigns. I agree to indemnify and to hold **District**, (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost or expense which may arise out of or connected in any way with my participation in the volunteer assignment/activity.

I fully understand that my participation in this volunteer assignment/activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that the information I provide may be verified, and I give permission to the **District** to make inquiry of others concerning my suitability to act as a volunteer. I also understand that a criminal background check may be accomplished if that action is deemed necessary. I understand that any false statements will disqualify me from the **District's** volunteer program.

I am aware that the relationship between the **District** and a volunteer is "at will" in nature, and that it may be terminated at any time without cause by either the volunteer or the District. Further, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation, health or life insurance, or other employee benefits of any kind. Finally, I agree to comply with all District rules and guidelines as well as all applicable public health rules, regulations, orders, and/or guidance in effect at the time of my participation in this volunteer activity.

PHOTOGRAPHIC RELEASE: I understand that photographs may be taken during this activity and hereby grant the District permission to use any such photo(s) for advertising or in promotional materials.

PARENTAL/GUARDIAN CONSENT: (to be completed and signed by parent/guardian if Volunteer is under 18 years of age.)

I hereby consent that my son/daughter, _____, participate as a volunteer in the above-referenced activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the District (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with said minor's participation in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature

Name (Printed)

Date



IV.

Volunteer Acknowledgment Form Template

PURPOSE

Verifies the volunteer's status, that he or she has been trained, provided with any additional materials, etc.

WHEN SHOULD IT APPLY?

Best utilized when volunteer service is ongoing or longer term.

WHY SHOULD IT APPLY?

Allows the District to confirm volunteer status, job training, WC coverage (if applicable), etc.

VOLUNTEER ACKNOWLEDGMENT FORM

I hereby acknowledge that I have received training as to how to safely complete the tasks required by volunteers of the **District**.

I hereby further acknowledge that I am not an employee of the **District**, but that I am covered under the Agency's workers' compensation plan since the District has adopted a resolution extending workers' compensation coverage to certain volunteers in specified categories pursuant to Labor Code Section 3363.5.

As a volunteer who is covered under the **District's** workers' compensation plan, I expressly agree and acknowledge that workers' compensation is my exclusive remedy for any injury suffered while performing said volunteer duties, and that I cannot and will not seek to bring any other claim or actions of any type whatsoever against the **District**, its employees, officers, agencies, other volunteers and officials.

Date: _____

Signature: _____

Print Name: _____

Parent or Guardian Signature (if minor):



V.

Volunteer Application Template

PURPOSE

Allows District to collect relevant information regarding a volunteer who can be expected to have regular contact with District staff and/or the public.

WHEN SHOULD IT APPLY?

Best utilized when volunteer service is ongoing or longer term.

WHY SHOULD IT APPLY?

District should collect and maintain basic information regarding its regular volunteers.

Volunteer Application

INSTRUCTIONS: Thank you for your interest in volunteering for the (District Name). Please fill out the following form completely and legibly.

Name: _____

Address (No. & Street) Apt. # City State Zip: _____

Phone Number: _____ Email Address: _____

Have you previously submitted a volunteer application? Yes: ____ No: __ If yes, please give date: __

Do you have any friends or relatives employed with the District? Yes: ____ No: __

If yes, state name(s) and relationship: _____ Phone Number: _____

In case of emergency, please notify: _____ Phone Number: _____

Name Relationship to you: _____

Volunteer Interest

What program would like to volunteer for? _____

Use the space below to fully describe any job-related skills, knowledge, licenses or special training you possess which relate to the position you would like to volunteer: _____

Have you ever volunteered before? Yes: ____ No: _

If yes, please indicate with what agency or organization and in what capacity: _____

Availability

When are you able to volunteer? Days: _____ Evenings: _____ Weekends: ____

How many hours per week/month are you able to volunteer? _____

If you are interested in volunteering to be a coach, can you make a commitment to volunteer for at least one season? Yes: ____ No: ____ N/A: _____

Additional Information

Indicate any languages in which you are fluent: _____

Are you at least 18 years of age? Yes: _____ No: _____

Do you have a reliable means of transportation? Yes: _____ No: _____

How did you find out about our volunteer program? _____

References

List three references not related to you who have knowledge of your work and/or volunteer performance within the last three years.

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Please Read and Initial Each Paragraph and Sign and Date Below

_____ I understand that as a volunteer for the District, I am not now and will not become an employee of the District and have no employment rights of any kind. I understand that my status as a volunteer may be terminated at any time for any reason.

_____ I hereby authorize the District to contact my references regarding my suitability for a volunteer position.

_____ I understand that my position as a volunteer is contingent upon the completion of a background questionnaire as required by Section 11105.3 of the Penal Code.

_____ In the event of an emergency, volunteers are covered under the (District Name's) Workers' Compensation Plan Policy.

I have read, understand, and fully agree to the above:

Applicant's Signature: _____ Date: _____



VI.

Volunteer Background Confidential Questionnaire Template

PURPOSE

For use when required to collect information for a lawful background check of a volunteer.

WHEN SHOULD IT APPLY?

All volunteers that have direct contact with and/or supervision of children.

WHY SHOULD IT APPLY?

Public Resources Code Section 5164 prohibits special districts from hiring an employee or volunteer for a position having supervisory or disciplinary authority over any minor if they have been convicted of certain crimes. CAPRI requires the use of a preemployment, criminal background-screening questionnaire. Moreover, all employees and volunteers who work with minors to be fingerprinted and pass a background check through the State Department of Justice.

Volunteer Background Confidential Questionnaire

Applicant's First, Middle, and Last Name (PRINT): _____

Applicant's ID Number (California ID or Drivers' License): _____

Applicant's Social Security Number: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email: _____

Section 5164 of the Public Resources Code of the State of California prohibits the (District Name) from hiring a person for employment at, or hiring a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code. Section 5164 also authorizes the (District Name) to screen any such prospective employee or volunteer for his or her criminal background. In light of your interest in being hired by the (District Name) for employment at, or being hired as a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, and in order to give effect to Section 5164 of the Public Resources Code of the State of California, please answer the following supplemental questions:

Please Note: Having a conviction record may not necessarily prevent volunteering. The nature of the conviction and length of time which has passed since the conviction will be taken into consideration, along with the current (District Name's) policies.

1. Have you ever been convicted of violation or attempted violation of any of the statutes specified in Public Resources Code Section 5164 (copy attached), including conviction for violation or attempted violation of an offense committed outside the State of California, if the offense would have been a crime as defined in the statutes referred to if committed in California? This question does not refer to a misdemeanor conviction as defined in Part B of Attachment A (copy attached), unless you have three or more misdemeanor convictions, a felony conviction, or were incarcerated for any of those crimes listed within the preceding ten (10) year period.

Yes: _____ No: _____

If your answer is **Yes**, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:

2. Are you willing to be fingerprinted in order that (District Name) may screen you for a criminal background?

Yes: _____ No: _____

3. Without in any way limiting the foregoing, have you ever been convicted of any crime involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping, robbery or carjacking? Yes: _____ No: _____

If your answer is **Yes**, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:

4. Are you currently released on bail or on your own recognizance for any crime? Yes: _____ No: _____

If your answer is **Yes**, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:

Background Investigation Agreement and Declaration

I authorize (District) to perform a thorough background investigation on all matters related to my suitability for volunteering including online background checking, and to run a fingerprint background check to screen for criminal background. I authorize investigation of all statements contained in my volunteer application. I authorize (District) to secure information about my background and experience with former employers, current employers, education institutions and any relevant agencies, and authorize those parties to provide information to (District) concerning my background and experience. I release (District) and all parties providing information to (District) about my background and experience from any liability whatsoever arising therefrom.

I, (Print Name) _____, in seeking to be a volunteer by the (District) to perform services at, any park, playground or recreational center used by the (District) for recreational purposes, in a position having supervisory or disciplinary authority over any minor, hereby declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed at:

(City) _____, California on (Date) _____

I acknowledge and agree that should any of my answers to the foregoing questions be subsequently determined to be false and not true, the (District Name) can immediately terminate my employment by it or cease allowing me to perform voluntary services, without notice. I hereby agree to indemnify and hold harmless the District, its directors, agents and employees, from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of termination of my volunteer services rendered to the District which may occur should any of my answers to the foregoing questions be subsequently determined to be false and not true and/or untrue.

Applicant's Signature: _____ Date: _____

District's Signature: _____ Date: _____

ATTACHMENT A

PROHIBITED OFFENSES UNDER CALIFORNIA PENAL CODE

Part A

A recreation and park district shall not hire anyone for employment in a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted of any violation or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code. The offenses outlined in this subsection are:

220 Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object (except assault to commit mayhem)

261 Rape

261.5 Unlawful sexual intercourse with a female under age 18

262 Rape of spouse

264.1 Rape or penetration of genital or anal openings by foreign object, etc.; acting in concert by force or use of force

266 Inveiglement or enticement of unmarried female under 18 for purposes of prostitution; aiding and abetting; procuring a female for illegal intercourse by false pretenses

266c Unlawful sexual intercourse, sexual penetration, oral copulation, or sodomy; consent procured by false or fraudulent representations with intent to create fear

266h(b) Pimping a minor

266i Pandering a minor

266j Procurement of child under age 16 for lewd or lascivious acts

267 Abduction of person under 18 for purposes of prostitution

269 Aggravated sexual assault of a child

272 Causing, encouraging, or contributing to the delinquency of persons under 18 years

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

273.d Corporal punishment or injury of a child

273.5 Corporal injury of spouse or cohabitant of opposite sex

285 Incest

286 Sodomy

286.5 Sexually assaulting an animal

287 Sodomy

288.5 Continuous sexual abuse of a child

288 Lewd or lascivious acts with child under 14

288a Unlawful oral copulation

288.2 Harmful matter sent with intent of seduction of minor (FELONY ONLY)

289 Genital or anal penetration with a foreign object

311.1 Sent or brought into state for sale or distribution; possessing, preparing, publishing, producing, developing, duplicating, or printing within state; matter depicting sexual conduct by minor.

311.2 Sending, receiving, printing, exhibiting, distributing materials depicting sexual conduct by a minor

311.3 Depicting by film, photograph, videotape, etc., sexual conduct by a person under 14

311.4 Employment of a minor to perform prohibited acts

311.10 Advertising for sale or distribution of materials depicting a person under age 18 engaging in or simulating sexual conduct

311.11 Possession or control of material depicting a person under 14 engaging in or simulating sexual conduct

314 Lewd or obscene conduct, indecent exposure, obscene exhibition

647a Engaging in or lewd or dissolute conduct in a public place or in any place open to the public

647d Loitering in or about a public toilet for the purpose of engaging in or soliciting a lewd or lascivious or unlawful act

647.6 Annoying or molesting a child under 18

This section also includes anyone committed as a mentally disordered sex offender under the Welfare and Institutions Code.

Part B

A recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been convicted of any felony or misdemeanor specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 (if a deadly or dangerous weapon was used, as provided in subsection (b) of Section 12022), Section 217.1 or Section 236 of the Penal Code, any offense specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any offense specified in subdivision (c) of Section 667.5 of the Penal Code within ten years of the date of the employer's request.

If the conviction for any specified felony is over ten (10) years old, then a recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been incarcerated for the offense within ten (10) years of the date of the request.

No record of a misdemeanor conviction will be transmitted, unless the person has a total of three (3) or more misdemeanor convictions, or a combined total of three (3) or misdemeanor and felony convictions, or has been incarcerated for any violation in this section within the preceding ten (10) years.

207 – 210 (+ 12022) Kidnapping

211 (+12022) Robbery

215 (+12022) Carjacking

Section 207-210, 211 and 215 apply only if accompanied by a concurrent finding under Section 12022 that a deadly or dangerous weapon was used in the commission of the crime.

217.1 Assault on public official

236 False imprisonment

237 False imprisonment

240 Assault

241.1 Assault upon custodial officer

241.2 Assault on school property

241.3 Assault against transportation personnel or passenger

241.4 Assault on peace officer of school district

241.7 Assault against jurors

242 Battery

243.1 Battery against custodial officer in performance of duties

243.2 Battery on school property

243.3 Battery against transportation personnel or passenger

243.4 Sexual battery

243.5 Assault or battery on school property

243.6 Assault or battery on process server

243.7 Battery against jurors

244 Assault with caustic chemicals

244.5 Assault with stun gun or laser

245 Assault with deadly weapon or force likely to produce great bodily injury

244.2 Assault with deadly weapon or force likely to produce great bodily injury on transportation personnel or passenger

245.3 Assault with deadly weapon or force likely to produce great bodily injury on custodial officer

246 Shooting at inhabited dwelling house, occupied building or vehicle, or inhabited house, car or camper

247 Shooting at unoccupied aircraft or motor vehicle

247.7 Discharge of laser at aircraft

667.5 Sentencing enhancements for various crimes of violence

Public Resource Code 5164

(a) (1) A county or city or city and county or special district shall not hire a person for employment, or hire a volunteer to perform services, at a county or city or city and county or special district operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of any offense specified in paragraph (2).

(2) (A) Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code.

(B) Any felony or misdemeanor conviction specified in subparagraph (C) within 10 years of the date of the employer's request.

(C) Any felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any of the offenses specified in subdivision (c) of Section 667.5 of the Penal Code, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor convictions, or a combined total of three or more misdemeanor and felony convictions, for violations listed in this section within the 10-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding 10 years.

(b) (1) To give effect to this section, a county or city or city and county or special district shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of any offense specified in subdivision (a). The county or city or city and county or special district shall screen, pursuant to Section 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over any minor, for that person's criminal background.

(2) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.



VII.

Risk Management Checklist -- Volunteers

PURPOSE

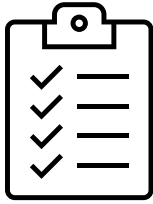
To verify certain risk management items have been addressed when dealing with volunteers.

WHEN SHOULD IT APPLY?

Best utilized when volunteer service is ongoing or longer term.

WHY SHOULD IT APPLY?

Assist District in verifying certain risk management issues are addressed.



Volunteer Check List

_____ **Recreation & Park District**

Volunteer Name: _____

- Volunteer Application Signed
- Volunteer Waiver & Release Signed
- Job Training Completed
- Background Questionnaire Completed (if necessary)
- Fingerprint & Background Cleared (if necessary)
- Mandatory Reporter Training Completed (if necessary)
- Sexual Harassment Prevention Training Completed (if necessary)



VIII.

Mandatory Reporter Training Information

PURPOSE

To provide volunteers that have direct contact with and/or supervision of children with training as to identifying and reporting child abuse and neglect.

WHEN SHOULD IT APPLY?

District are encouraged to have all volunteers that have direct contact with and/or supervision of children undergo this training.

WHY SHOULD IT APPLY?

Penal Code Section 11165.7(g) provides as follows: "Public and private organizations are encouraged to provide their volunteers whose duties require direct contact with and supervision of children with training in the identification and reporting of child abuse and neglect."

Training for Mandated Reporters

[Online Child Abuse Mandated Reporter Training](#)

Mandated reporter training is funded by the Office of Child Abuse Prevention. The training defines the various requirements of the California Child Abuse and Neglect Reporting Act and also offers specialized training for various occupational groups. The training is free and can be taken at your own pace. At the end of the training, you will receive a certificate of completion issued by the California Department of Social Services (CDSS) that you may share with your employer, if required to do so.

Reporting Guidelines and Procedures for Mandated Reporters

[Child Abuse or Neglect Identification and Reporting Guidelines](#)

Information for school personnel and those who work in our children's schools to be able to identify signs of suspected cases of child abuse and/or child neglect and to have the tools to know how to make a report to the proper authorities is described here.

[California Penal Code Section 11165.7](#)

The definition of **mandated reporter** and which personnel are designated mandated reporters is included in this Section.

[Suspected Child Abuse Report Department of Justice Form SS8572 with instructions](#)

Included in this form are internal procedures, response times, and helpful hints on completing the Child Abuse Report form.

[Reporting Tip Sheet](#) (PDF)

The document describes tips on California Mandated Reporting, laws, what must be reported, and how to file a report alleging child abuse or neglect.

Child Abuse Prevention Posters

[Abused Person vs. Non-Abused Person \(English\)](#) (PDF)

[Available Translations of Abused Person vs. Non-Abused Person](#)

[We Stand With You \(English\)](#) (PDF)

[Available Translations of We Stand With You](#)

[The Scariest Things Don't Always Hide in Our Closets \(English\)](#) (PDF)

[Available Translations of The Scariest Things Don't Always Hide in Our Closets](#)

[Hands are For Holding and Helping, not Hitting \(English\)](#) (PDF)

[Available Translations of Hands are For Holding and Helping](#)

[Abuse is More Than Meets the Eye \(English\)](#) (PDF)

[Available Translations of Abuse is More Than Meets the Eye](#)

[Help Me Please \(English\)](#) (PDF)

[Available Translations of Help Me Please](#)

Source: <https://www.cde.ca.gov/ls/ss/ap/>



IX.

Sexual Harassment Prevention Training Information

PURPOSE

To provide volunteers with training as to sexual harassment prevention training pursuant to California law.

WHEN SHOULD IT APPLY?

Best utilized when volunteer service is ongoing or longer term.

WHY SHOULD IT APPLY?

California law requires all employers of 5 or more employees to provide 1 hour of sexual harassment and abusive conduct prevention training to nonsupervisory employees and 2 hours of sexual harassment and abusive conduct prevention training to supervisors and managers once every two years. Although not explicitly required under the law, CAPRI believes it to be a best practice that regular ongoing volunteers receive sexual harassment prevention training.

Sexual Harassment Prevention Training

SB 1343 requires that all employers of 5 or more employees provide 1 hour of sexual harassment and abusive conduct prevention training to non-managerial employees and 2 hours of sexual harassment and abusive conduct prevention training to managerial employees once every two years. Existing law requires the training to include harassment based on gender identity, gender expression, and sexual orientation and to include practical examples of such harassment and to be provided by trainers or educators with knowledge and expertise in those areas. The bill also requires the Department to produce and post both training courses to its website, which employers may utilize instead of hiring a trainer.

An employer is required to train its California-based employees so long as it employs 5 or more employees anywhere, even if they do not work at the same location and even if not all of them work or reside in California.

Note→ although not explicitly required under the law, CAPRI believes it is a best practice that regular long-term volunteers receive sexual harassment prevention training.

Training Opportunities:

<https://www.dfeh.ca.gov/shpt/>

<https://www.targetsolutions.com/> (Free with CAPRI Membership)