

Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING

THURSDAY SEPTEMBER 17, 2020 @ 6:00 p.m.

TELE-CONFERENCE CALL from remote locations

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

AGENDA

1. **Call to Order and perform Roll Call** (Chair S. Gonzalez)
2. **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.**
3. **Announcements** (General Manager Fraher)
4. **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. August 20, 2020 Meeting Minutes
 - b. FY 20-21 Period 2 Financial Reports 339A
 - c. FY 20-21 Period 2 Financial Reports 339D
 - d. FY 20-21 Period 2 Multi Accounts Revenue Reports
 - e. FY 20-21 Period 2 Payroll Report
 - f. FY 20-21 Period 2 Facility Rental Reports
 - g. Correspondence received and sent
 - h. General Manager’s Report and project update report
 - i. Staff report items
 - ii. Police Report

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

5. **Old Business**
 - a. Discuss construction of a Community Survey on park improvements
 - b. Approve changes to the Personnel Policies for Policies **2049**; **2420**; **2505**; and **2575**, as discussed during the August 20th Board Meeting.
6. **New Business**
7. **Board Discussion**
 - a. General discussion on topics for future meetings
8. **Adjournment of the meeting.** The next Board of Directors meeting will be held Thursday October 15, 2020 at 6:00 p.m. via Zoom at <https://zoom.us/j/750518431?pwd=Um1xMExPb0pqb2xyYysyb3NRN0MzQT09>

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.

Arcade Creek Recreation & Park District
4855 Hamilton Street
Sacramento, California 95841

MINUTES
Of
The Arcade Creek Recreation & Park District
Meeting of the Board of Directors
Held on
Thursday August 20, 2020 at 6:00 p.m.

Meeting conducted via Zoom Video Conference

Chairperson S. Gonzales called the meeting to order at 6:05 pm

Board Members Present: Senica Gonzalez, Alex Vassar, Miles Constantine, Heather Gonzalez

Board Members Absent: Michael Hanson (joined at 6:09 pm)

Staff Members Present: Stephen Fraher, Kim Cook

Legal Counsel Present: No

Auditor Present: No

Presentation: None

Visitors That Signed In: Via Zoom
Amanda Gualderama, Julie Leber

Visitors That Did Not Sign: None

2. PUBLIC COMMENTS: None

3. ANNOUNCEMENTS:

- a. Announce the names of the Candidates who have filed to run for a position on the Board of Directors, and if the District will have a contested election.

The following filers will serve on the Board of Directors, and serve a new 4 year term:
Alex Vassar, Heather Gonzalez and Amanda Gualderama

The General Manager informed the Board that he would be taking vacation from August 31st and returning on Tuesday September 8, 2020.

Director M. Hanson joined the Zoom meeting at 6:09 pm

4. CONSENT ITEMS:

- a. July 16, 2020 **Meeting Minutes**
- b. FY 19-20 Period 13 **Financial Reports 339A, 339D & Multi-Revenues**
- c. FY 20-21 Period 1 **Financial Reports 339A, 339D & Multi-Revenues**
- d. FY 20-21 Period 1 **Payroll Report**
- e. FY 20-21 Period 1 **Facility Rental Reports**
- f. Correspondence **received and sent**
- g. General Manager's Report and project update report
 - i. Staff report items
 - ii. Police Report

Minutes of Board of Directors Meeting

August 20, 2020

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4. CONSENT ITEMS: (cont.)

Motion No. 1: It was moved by Director M. Hanson and seconded by Director M. Constantine to approve consent items a thru f as presented.

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

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

Motion No. 2: It was moved by Director M. Hanson and seconded by Director M. Constantine to approve consent item g as presented.

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

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

5. OLD BUSINESS:

- a. Adopt **Board Resolution 2020-08** to rescind adopted Board Resolution 2019-10 and approve the receipt of Proposition 68 Per Capita Funds to be used to complete the re-siding on the Community Center large building and make ADA accessibility to Hamilton St. Park as identified in the 2015 Accessibility Study adopted by the Board.

Motion No. 3: It was moved by Director M. Hanson and seconded by Director M. Constantine to Adopt Resolution 2020-08, accepting Prop 68 Per Capita funds and rescinding Board Resolution 2019-09 pertaining to the same topic.

Motion Carried: 2 Ayes, 0 Noes, 0 Absent, 3 Abstained

Ayes: M. Hanson, M. Constantine

Abstained: S. Gonzalez, A. Vassar, H. Gonzalez

Motion failed to pass

Motion No. 4: It was moved by Director M. Hanson to disregard Per Capita funds.

Motion died for lack of a second.

- b. Discuss and approve changes to the Personnel Policies for Policies **2049; 2420; 2505; and 2575**. All these policies deal with Personnel Benefit Package Items that are directly tied to the annual Budget.

Motion No. 5: It was moved by Director A. Vassar and seconded by Director M. Hanson to adopt the revised Policy 2420 Management Leave.

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

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

The following policies #2049 Mileage, 2505 Holiday Leave and 2575 Healthcare to be revised per discussion and brought back for review.

- c. Adopt the Final FY 2020-21 339 A Operating Budget, through the Approval of **Board Resolution 2020-09** and the related budget documents.

Motion No. 6: It was moved by Director M. Hanson and seconded by Director A. Vassar to adopt Board Resolution 2020-09 approving the FY 2020-21 339A Operation Budget with discussed changes.

Motion Carried: 4 Ayes, 0 Noes, 0 Absent, 1 Abstained: S. Gonzalez

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

Minutes of Board of Directors Meeting

August 20, 2020

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5. OLD BUSINESS: (cont.)

- d. Adopt the Final FY 2020-21 339 D Projects Budget through the Approval of **Board Resolution 2020-10** and related budget documents.

Motion No. 7: It was moved by Director M. Hanson and seconded by Director A. Vassar to adopt Board Resolution 2020-10 approving the FY 2020-21 339D Operation Budget as presented in the FY 2020-21 Preliminary Budget per Staffs recommendation. Pulling the \$192,439.00 and retaining the \$45, 000.00 as a place holder but **not** approved for spending.

Use the fund balance of \$5,767.00 for interest payments on the Umpqua loan set up for cash flow on dedicated District Projects and outreach for engagement with the community for desired park projects.

Motion Carried: 4 Ayes, 0 Noes, 0 Absent, 1 Abstained: S. Gonzalez
Ayes: M. Hanson, M. Constantine, A. Vassar, H. Gonzalez

6. New Business

- a. Receive a proposal from Staples Construction for the re-siding of the Community Center large building with Hardie Board siding using the Prop 68 Per Capita Funding. Discuss next steps.
- b. Discuss new restroom building project with ADA path of travel improvements, using a combination of Per Capita Funding and Impact Fees.

Direction given to staff to gather community input on future projects to wants and desire of the District residents.

Director H. Gonzalez's desire is to have an inclusive outreach in the communities (ie: bi-lingual information, etc.). Community input regardless of number in attendance.

7. Board Discussion

- a. General discussion on topics for future meetings
 - i. Begin discussions on starting work to creating a Landscape and Lighting Assessment District or a General Obligation Bond election in one of the 2022 elections.

Staff directed to find out cost involved and bring back with additional info.

Director M. Constantine would like to see funding possibilities for projects at Oakdale.

ADJOURNMENT: The Chairperson adjourned the meeting at 8:47 pm.

**The next regular meeting will be:
Thursday September 17, 2020
Via Zoom Video Conference (Due to Covid-19)
or
Herzog Community Center
4855 Hamilton Street, Sacramento, CA 95841**

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

**August 2020
Period 2 of 13**

FYTD Completed = 15%

CODE	CATEGORIES	2020-2021 Budget	August	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	177,741.00	14,867.76	31,251.44	146,489.56	18%
"	Part-time Salaries			-		-0-
"	P/T Monitors	28,080.00	1,066.50	2,264.63	25,815.37	8%
"	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	450.00	3,050.00	13%
10113200	Salaries & Wages - Time/one half (OT)	2,500.00	15.75	63.00	2,437.00	3%
"	Salaries/Wages - Strt Time (No Retirement Contribution)			105.00	(105.00)	#DIV/0!
10121000	Retirement - Employer Cost (@10.484%)	18,634.00	1,558.73	3,204.43	15,429.57	17%
"	Retirement - UAL (1591.04 mthly or 18457.00)	18,457.00		18,457.00	-	100%
"	Retirement Acturial Cost	1,000.00		300.00	700.00	30%
10122000	Social Security (OASDHI rate=7.65%)	16,347.00	1,236.22	2,605.10	13,741.90	16%
10123000	Group Insurance - Employer Cost			-		-0-
"	Medical + Admin fee	28,551.00	2,311.03	5,398.86	23,152.14	19%
"	Dental	1,484.00	121.92	365.76	1,118.24	25%
"	EAP	104.00	-	26.10	77.90	25%
"	Vision	296.00	24.57	73.71	222.29	25%
10124000	Work Comp Ins - Employer Cost	7,243.00		1,810.75	5,432.25	25%
10125000	State Unemployment Insurance (Pool)	700.00		-	700.00	0%
10128000	Health Care Retirees	1,282.00	49.46	148.49	1,133.51	12%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)	266,273.00		-	266,273.00	0%
	TOTALS:	572,192.00	21,501.94	66,524.27	505,667.73	12%

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

**August 2020
Period 2 of 13**

FYTD Completed = 15%

CODE	Service & Supply	2020 Budget	August	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		25,770.00	25,770.00	50%
20206100	Memberships Dues	2,000.00		2,000.00	-	100%
20207600	Office Supplies	800.00		90.42	709.58	11%
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	14.45	21.70	128.30	14%
20208500	Printing Service	3,500.00		-	3,500.00	0%
20210300	Agriculture/Horticultural Services	10,000.00		-	10,000.00	0%
20210400	Agricultural/Horticultural Supplies	2,500.00		-	2,500.00	0%
20211100	Building Maintenance Service	2,200.00	447.00	447.00	1,753.00	20%
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		14.22	3,985.78	0%
20214200	Land Improvement Maintenance Sup.	2,000.00	855.34	1,405.34	594.66	70%
20215100	Mechanical System Maintenance Svcs.	1,500.00		-	1,500.00	0%
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	1,890.60	3,208.95	14,291.05	18%

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

**August 2020
Period 2 of 13**

FYTD Completed = 15%

CODE	Service & Supply	2020 Budget	August	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	2,500.00	15.11	30.22	2,469.78	1%
20219300	Refuse Collection/Disposal	4,000.00	233.90	461.78	3,538.22	12%
20219500	Sewage Services	3,000.00	276.28	276.28	2,723.72	9%
20219800	Water	30,000.00	7,052.82	7,052.82	22,947.18	24%
20220500	Automotive Maintenance Service	2,000.00		-	2,000.00	0%
20220600	Automotive Maintenance Supplies	300.00		-	300.00	0%
20221100	Grounds Equipment Maintenance Svcs.	4,000.00		833.00	3,167.00	21%
20221200	Grounds Equipment Maintenance Sup.	3,000.00		989.97	2,010.03	33%
20222600	Hand / Expendable Tools	1,200.00	6.89	60.71	1,139.29	5%
20223600	Fuel and Lubricant Supplies	4,200.00	291.90	566.55	3,633.45	13%
20226200	Office Equip. Maintenance Supplies	-		-	-	#DIV/0!
20227500	Rent/Lease Equipment	500.00		-	500.00	0%
20227501	Copy Machine - Lease	3,300.00	257.93	515.86	2,784.14	16%
20227504	Miscellaneous	1,500.00		-	1,500.00	0%
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	216.78	408.68	4,591.32	8%
20243700	Lab (Medical) Service (Drug Testing)	-		-	-	#DIV/0!
20244300	Medical Service (Pre-emp. testing)	-		-	-	#DIV/0!
20244400	Medical Supplies (First Aid)	350.00	16.16	16.16	333.84	5%
20250700	Assessment / Collection Services	7,600.00		-	7,600.00	0%
20252100	Temporary Services	-		-	-	#DIV/0!
20253100	Legal Services	6,500.00	1,417.50	4,156.72	2,343.28	64%
20255100	Planning Service-	-		-	-	#DIV/0!
20257100	Security Service	23,725.00	2,145.00	5,830.00	17,895.00	25%
20258200	Public Relations Service/mkting, web	5,000.00		1,800.00	3,200.00	36%
20259100	Other Professional Services	5,000.00	261.54	261.54	4,738.46	5%

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

**August 2020
Period 2 of 13**

FYTD Completed = 15%

CODE	CATEGORIES	2020 Budget	August	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	3,000.00	2,200.00	2,200.00	800.00	73%
20281201	Hardware (Computer)	-		59.03	(59.03)	#DIV/0!
20281265	Application Software Maint Lic Renewal	3,000.00		319.99	2,680.01	11%
20281304	Sales Tsx Adj - Board of EQ	-		-	-	#DIV/0!
20281700	Election Services	12,000.00		-	12,000.00	0%
20283102	Mileage	1,500.00		-	1,500.00	0%
20285100	Recreation Services	-		-	-	#DIV/0!
20285200	Recreation Supplies	2,000.00		-	2,000.00	0%
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		-	5,500.00	0%
20291500	Compass Costs	1,000.00		-	1,000.00	0%
20291700	Alarm Services	1,770.00	80.00	411.63	1,358.37	23%
20298700	Telephone Services	4,000.00	299.48	598.95	3,401.05	15%
20298701	Cell Phones	800.00	104.37	149.37	650.63	19%
20299909	Expenditure Reimbursements	12,500.00		-	12,500.00	0%
TOTALS:		271,083.00	\$ 18,083.05	\$ 60,304.86	\$ 210,778.14	22%

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

**August 2020
Period 2 of 13**

FYTD Completed = 15%

CODE	CATEGORIES	2020 Budget	August	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	9,688.00	844.41	1,697.05	7,990.95	18%
30323000	Lease Obligation Retirement(Side Fund)	27,900.00	2,300.00	4,600.00	23,300.00	16%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	704.00		-	704.00	0%
TOTALS:		38,292.00	\$ 3,144.41	\$ 6,297.05	\$ 31,994.95	16%

FYTD Completed = 15%

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

FYTD Completed = 15%

79790100	Contingencies	31,033.00		-	\$ 31,033.00	0%
	Reserved Fund Balance Increase			-	\$ -	0%
Grand Total		\$ 912,600.00	\$ 42,729.40	\$ 133,126.18	\$ 748,440.82	15%

	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

August 2020
Period 2 of 13

FYTD Completed = 15%
Percent Received

Account		2020 - 21 Budget	August	Received To Date	Unrealized	
91910100	Property Tax-Current Secured	610,000.00	0.01	0.01	609,999.99	0%
91910200	Property Tax-Current Unsecured	21,000.00		-	21,000.00	0%
91910300	Property Tax-Current Sup.	13,000.00		-	13,000.00	0%
91910400	Property Tax Sec. Delin.(+Teeter)	4,300.00		-	4,300.00	0%
91910500	Property Tax Supplemental Delin.	800.00		-	800.00	0%
91910600	Property Tax-Unitary	6,100.00		-	6,100.00	0%
91912000	Redemption	-		-	-	#DIV/0!
91913000	Property Tax Prior Unsecured	300.00		-	300.00	0%
91914000	Penalty	100.00	-	-	100.00	0%
91919600	RDA Residual Distribution	-		-	-	#DIV/0!
Total Taxes		\$ 655,600.00	\$ 0.01	0.01	\$ 655,599.99	0%
94941000	Interest	2,000.00		-	2,000.00	0%
94942900	Building Rental (Parks & Facilities)	4,674.96	4,310.42	4,460.42	214.54	95%
"	Building Rental (Cell Towers 4610.42)	55,325.04		4,610.42	50,714.62	8%
95952200	Homeowner Property Tax Relief	6,000.00		-	6,000.00	0%
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		512.50	14,487.50	3%
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	\$ 4,310.42	\$ 9,583.34	\$ 87,416.66	10%
Total Revenue		\$ 752,600.00	\$ 4,310.43	\$ 9,583.35	\$ 743,016.65	1%

Register Expense Report
FY 2020 - 2021
8/1/2020 Through 8/31/2020

			Account	339A		
Date	Num	Description	Memo	Category	Amount	
8/6/2020	23546	S CalPERS - 521	7/16 - 7/31/2020 EE Contrib	5420524	-532.14	
			7/16 - 7/31/2020 ER Contrib	121000	-796.98	
8/6/2020		23547 Crime Alert Security - 41852	8/2020 - 9/30/2020- Office Alarm System @ new rate	291700	-80.00	
8/6/2020		23548 Crime Alert Security - 41852	Upgrade office to LTE Universal Communicator	211100	-305.00	
8/6/2020		23549 Normac - 1309	Sprinkler supplies	214200	-358.47	
8/6/2020		23550 Normac - 1309	Sprinkler supplies	214200	-273.01	
8/6/2020		23551 Orbit Station - 33714	7/2020- Fuel Chgs	223600	-142.93	
8/6/2020		23552 Sacramento Suburban Water - 26158	7/2020 - Garfield (ACP)	219800	-1477.79	
8/6/2020		23553 Sacramento Suburban Water - 26158	7/2020 - Myrtle (Oak)	219800	-2241.97	
8/6/2020		23554 Sacramento Suburban Water - 26158	7/2020 - HSP	219800	-139.15	
8/6/2020		23555 Sacramento County Utilities - 666	6/22/2020 - 8/21/2020 Billing	219500	-276.28	
8/6/2020		23556 T-Mobile - 32685	7/2020-District Cell Phones	298701	-59.37	
8/7/2020	23557	S Umpqua Bank - 52152	8/2020 - Side Fund pmt	321000	-844.41	
			8/2020 - Side Fund pmt	323000	-2300.00	
8/13/2020		23558 Cintas - 56036	8/7/2020 - Custodial	232200	-112.71	
8/13/2020	23559	S Fast Break - 37998	7/2020 - Phone service	298700	-195.00	
			8/2020 - email exhcange	298701	-45.00	
8/13/2020		23560 Fast Break - 37998	20 hrs IT Support	281100	-2200.00	
8/13/2020		23561 PG&E - 1383	7/2020-Billing	219200	-15.11	
8/13/2020		23562 Phillips 66 - 58398	7/2020-Stmt	223600	-148.97	
8/13/2020	23563	S Republic Services - 57909	7/2020-Billing	219300	-189.90	
			7/2020-Overage chg 2 cu yard container	219300	-44.00	
8/13/2020		23564 Sprinkler Service & Supply - 1388	Irrigation supplies	214200	-223.86	
8/13/2020		23565 Comcast - 12322	8/2020-Billing-Phone/HSI	298700	-104.48	
8/14/2020	P/R+Taxes	S Payroll And Taxes	Period 7/16- 7/31/2020 Ck date 8/14/2020	111000	-8020.38	
			Brd Pay Ck date 8/14/2020	112400	-250.00	
			Time/One Half - Ck date 8/14/2020	113200	-15.75	
			OASDHI - Ck date 8/14/2020	122000	-632.35	
			SUI ER Contrib Ck date 8/14/2020	125000	0.00	
8/14/2020	EFT	# 400038210 - Health Benefits	Health Benefits Pay Date 8/14/2020	123000	-1537.00	
8/18/2020	23566	S CalPERS - 521	8/1 - 8/15/2020 EE Contrib	5420524	-508.62	
			8/1 - 8/15/2020 ER Contrib	121000	-761.75	
8/18/2020	23567	S GSRMA - 29229	9/2020-Dental 3- EEs	123000	-121.92	
			9/2020-Dental-1 depend	5420516	-32.76	
			9/2020-Vision- 3 EEs	123000	-24.57	
			9/2020-Vision- 1 depend	5420516	-7.56	

8/18/2020		23568	Sacramento Suburban Water - 26158	8/2020 - Garfield (ACP)	219800	-1137.31
8/18/2020		23569	Twin Rivers USD - 41295	Subs @ ELP/ASP School YR 2019-20	259100	-261.54
8/20/2020	23570	S	CalPERs Health - 12733	92020-Medical - 3 EE's	5420516	-2305.47
				9/2020-Medical - EE Admin Fee	123000	-5.53
				9/2020-Medical - 1 Retiree	128000	-49.46
8/20/2020		23571	Cole Huber - 54641	7/2020- Ref Agenda, Personel, Attend Brd Mtg	253100	-1417.50
8/20/2020		23572	Hydrex Pest Control - 42363	8/2020- Pest Control	211100	-70.00
8/20/2020		23573	US Bank - 68934	8/2020-Xerox Copier	227501	-257.93
8/20/2020	23574	S	Umpqua CC - 71085	Registered Mail-J Leber, RFQ Mailing	208102	-14.45
				Maint tool	222600	-6.89
				Safety Mask (Covid-19)	244400	-16.16
8/25/2020		23575	Cintas - 56036	8/21/2020 - Custodial	232200	-104.07
8/25/2020		23576	Fulton-El Camino Rec & Park - 2968	7/2020 Patrol Service	257100	-2145.00
8/25/2020		23577	Hydrex Pest Control - 42363	8/2020- Pest Control - Oakdale RR	211100	-72.00
8/25/2020		23578	Sacramento Suburban Water - 26158	8/2020 - Myrtle (Oak)	219800	-1920.11
8/25/2020		23579	Sacramento Suburban Water - 26158	8/2020 - HSP	219800	-136.49
8/25/2020		23580	SMUD - 4025	7/2020 - SMUD Billing	219100	-1890.60
8/25/2020	DepPermit	S	County Of Sacramento Deposit Permi	Studio / Field Space	942900	0.00
				Event Building / GPA / Park Rentals / Cell Towers	942900	4310.42
				Grants -	956300	0.00
				Misc Funds Collected	979000	0.00
8/31/2020	EFT		# 400038299 - Health Benefits	Health Benefits Pay Date 8/31/2020 (includes correction)	123000	-768.50
8/31/2020	P/R+Taxes	S	Payroll And Taxes	Period 8/1- 8/15/2020 Ck date 8/31/2020	111000	-7913.88
				Brd Pay Ck date 8/31/2020	112400	0.00
				Time/One Half - Ck date 8/31/2020	113200	0.00
				OASDHI - Ck date 8/31/2020	122000	-603.87
				SUI ER Contrib Ck date 8/14/2020	125000	0.00
8/31/2020	P/R+Taxes	S	Property Tax(s) Deposited Per County	8/2020-Property Tax - Current Secured	910100	0.01
				8/2020-Property Tax - Current Unsecured	910200	0
				8/2020-Property Tax - Current Sup.	910300	0
				8/2020-Property Tax Sec Delin.(+Tetter)	910400	0
				8/2020-Property Tax Supplement Delin.	910500	0
				8/2020-Properry Tax-Unitary	910600	0
				8/2020-Redemption	912000	0
				8/2020-Property Tax Prior Unsecured	913000	0
				8/2020-Penalty	914000	0
				8/2020-RDA Residual Distribution	919600	0
				8/2020-Interest	941000	0
				8/2020-Homeowner Property Tax Relief	952200	0
				8/2020-Redevelopment Passthru	953300	0
TOTAL 8/1/2020 - 8/31/2020						-41,805.52

BALANCE 8/31/2020	-133,536.32
TOTAL INFLOWS	4,310.43
TOTAL OUTFLOWS	-46,115.95
NET TOTAL	-41,805.52

ACRPD 2019 - 2020
339D Expenditures

August 2020
Period 2 of 13

FYTD Completed = 15%

CODE	CAPITAL OUTLAY	20-21 Budget	August	Expended To Date	Balance	Percent Expended
42420100	Buildings New ADA Features @ HSP	1,400.00		-	1,400.00	0%
42420110	Leasehold Improv. (Oakdale Park)			-	-	#DIV/0!
42420200	Structures ACP Park Improv. Proj			-	-	#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	6.27	12.54	49,354.46	0%
46461300	Intangibles - ???			-	-	
				-	-	-0-
TOTALS:		50,767.00	\$ 6.27	\$ 12.54	\$ 50,754.46	0%

ACRPD 2019 - 2020
339D Revenue

August 2020
Period 2 of 13

FYTD Completed = 15%

Account		20-21 Budget	August	Received To Date	Unrealized	Percent Received
94941000	Interest Income			-	-	#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!
				-	-	#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!
				-	-	#DIV/0!
95956910	State Match UMPQUA Bank Line of Credit			-	-	#DIV/0!
	**			-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
5506614	Investment Earns			-	-	#DIV/0!
Total Other Revenue		\$ 45,000.00	\$ -	\$ -	\$ 45,000.00	0%

	Beginning Fund Balance Available	\$5767.00		-	\$ -	0%
	Fund Balance Decreased by	5,767.00			\$ 5,767.00	
TOTALS:		50,767.00	-	-	50,767.00	

Register Expense Report
FY 2020 - 2021
8/1/2020 Through 8/31/2020

Account 339D					
Date	Num	Description	Memo	Category	Amount
8/7/2020	195	Umpqua Bank - 52152	8/2020 Interest new project loan (need to move to 420100 via	460300	-6.27
			TOTAL 8/1/2020 - 8/31/2020		-6.27
			BALANCE 8/31/2020		5,754.75
			TOTAL INFLOWS		0
			TOTAL OUTFLOWS		-6.27
			NET TOTAL		-6.27

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

August 2020

Period 2

339B - Grant Trust

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

088H - Park Dedication

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

339C - ADA Funds

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

339I - Park Impact Fee's

Beginning Balance	Debits	Credits	Ending Balance
\$ 450,937.05	\$ -	\$ 93,158.00	\$544,095.05

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

End of

*Pay Period:

August 15, 2020

August 31, 2020

Payroll Issued:

August 31, 2020

September 15, 2020

Administration Division	5585.88	5585.88	11,171.76
Board Members = 5	0.00	250.00	250.00
Parks Division	1680.00	2021.25	3,701.25
PT Maint	<u>0</u>		-
Recreation Division			
Monitors, etc	648.00	668.25	1,316.25
Misc - Staff	0.00	0.00	-
Rec. Staff (Other)	<u>0.00</u>	<u>0.00</u>	-
	\$ 7,913.88	\$ 8,525.38	\$ 16,439.26
Employer Paid Taxes <i>(FICA, Medicare, SUI)</i>	620.87	Unavailable	

Facility Rental Report

August 2020

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
8/3-10-17-24/2020	Albree Dog Training	HSP Park	150.00
			0.00

Totals \$ 150.00

OTHER REVENUES

	0.00

Totals \$ -

Arcade Creek Recreation and Park District

MEETING DATE: September 17, 2020

**AGENDA ITEM: 4 g Consent Agenda
Correspondence Period 2**

No correspondence received.

ARCADE CREEK RECREATION AND PARK DISTRICT

September 2020

GENERAL MANAGER'S UPDATE

Park Maintenance

During the recent heat wave the District lost at least one tree along the Jo Smith Nature Trail, and branches throughout the parks. Staff and contractors are working on the clean-up.

I was directed to a company called Intergrazers, goat herding and land clearing for fire abatement. I contacted the company owner Lee Hazeltine. This effort was started by the Cameron Ranch HOA. They also contacted ARC, and I have discussed a joint grazing project with them. They are interested. The HOA also expressed an interest in sharing some of the expense. This effort is just beginning. I will keep you updated.

Facility Rentals

Building rentals are non-existent.

The discussions with the Capital Valley Football Club picked back up, they are waiting on fall registration to determine numbers and the amount of space needed if any.

No further word from the Board of Elections on using the space at Hamilton St.

The Folk-Dance instructor reconsidered his request to resume classes. He did not want to have to comply with the Health Dept. Protocols.

Park Improvements

I am still working on the final inspection approval by Sacramento County for the work done at Arcade Creek Park. The special locks have been ordered and are awaiting approval by the Sacramento County Sheriff's Department.

Park Advisory Committees (PAC's)

I have attempted to reach the Principal at Oakdale Elementary School; his name is Dr. Raja Khadar. I want to ask for his assistance in reaching out the community. This for the Community Survey and the Park Advisory Committees.

A draft Community Survey is on the agenda in September.

Vacation

I was on vacation August 31st through September 4th. Wednesday September 9th I was admitted to the hospital with an infection. I am preparing this from my hospital room.

Respectfully submitted,



General Manager

Reporting Period: 2020-08-01 to 2020-08-31

Arcade Creek Park

Notice To Appear Issued

1) Date/Time: 2020-08-29 15:50

Violation 1: 9.36.057.5 SCO Alcohol in Park, Severity: Inf

Violation 2: 9.36.057 SCO Smoking in Park, Severity: Inf

2) Date/Time: 2020-08-29 15:57

Violation 1: 9.36.057 SCO Smoking in Park, Severity: Inf

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.

Hamilton Street 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

1) Date/Time: 2020-08-16 21:30

Description: Complainant flashed his flashlight at the subjects in the vehicle, who had been doing donuts. Subjects in the vehicle were now flashing their headlights and were in verbal arguments with complainant. Upon arrival, vehicle had been GOA and complainant was not there anymore.

Disposition: GOA

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

1) Date/Time: 2020-08-02 09:54

V1: 5200(a) CVC Display of two license plates required

2) Date/Time: 2020-08-02 10:04

V1: 5200(a) CVC Display of two license plates required

3) Date/Time: 2020-08-02 09:57

V1: 5204(a) CVC Current registration tabs not properly displayed

4) Date/Time: 2020-08-02 10:06

V1: 5200(a) CVC Display of two license plates required

5) Date/Time: 2020-08-23 09:36

V1: 4000(a) CVC No current registration

6) Date/Time: 2020-08-23 09:39

V1: 4000(a) CVC No current registration

7) Date/Time: 2020-08-23 09:52

V1: 4000(a) CVC No current registration

V2: 5200(a) CVC Display of two license plates required

V3: 5204(a) CVC Current registration tabs not properly displayed

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: 2020-08-14 13:27

Violation 1: 21453(a) CVC Red Light Violation, Severity: Inf

Parking Citations Issued

No parking citations issued during this reporting period

Onsite Arrests Made

1) Date/Time: 2020-08-07 21:58

V1: 23152(b) CVC DUI Severity: Mis

V2: 23152(a) CVC Driving Under the Influence of Alcohol Severity: Mis

V3: 2800.1 CVC Evading - Misdo Severity: Mis

V4: 273a PC Child Endangerment Severity: Fel

2) Date/Time: 2020-08-07 21:58

V1: 12500(a) CVC Unlicensed Driver Severity: Inf

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: September 17, 2020

ITEM # 5 a

SUBJECT: Discuss construction of a Community Survey on park improvements

RECOMMENDATION: Provide direction to staff regarding the construction of a Community Survey to receive input on park improvements

Initiated or requested by

Board Staff

Other

Report coordinator or prepared by:

Stephen Fraher, General Manager



Attachment: Yes No Information Direction Action

Attachment(s):

- Draft of Community Parks Needs Assessment Survey

Arcade Creek

Recreation and Park District

COMMUNITY PARKS NEEDS ASSESSMENT SURVEY

The Arcade Creek Recreation and Park District Board of Directors seeks input from the District Community to assist in guiding Board decisions on park improvements, upgrade, and development of new facilities. The survey is being conducted to gain input from the residents of the ACRPD community and provide guidance to the Board of Directors on how you would like to see district resources spent.

There are several funding pools of money to accomplish this work, they are:

Impact Fees: these are monies collected at the time a new building permit is issued. The funds may only be used to build or add new capacity, in the form of amenities to park areas in the District.

Prop 68 Per Capita Funding: this is a set amount of funds approved by the voters of California in June of 2018 that may be used to rehabilitate and extend the life of existing facilities and can be used to provide new amenities.

General Fund monies: these are funds provided by the County Tax dollars collected from your property tax payment each year. These funds typically pay for District staff salaries, and operating expenses including repair work to existing facilities when available.

Please take a moment to complete this brief survey:

Are you a resident within the boundaries of the Arcade Creek Recreation and Park District?

Yes

No

List the top three things you want to see upgraded or improved in the District's parks

1.

2.

3.

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

What are the two NEW amenities you want to see installed in the parks?

- 1.
- 2.

List three things the Arcade Creek Recreation and Park District can do better.

- 1.
- 2.
- 3.

What kind of events/activities would you like to have offered to the public at this park site, or in any District indoor facility?

- 1.
- 2.
- 3.

Creating Community Priorities

Please select five (5) of the items listed below as your top priorities for areas of improvement or addition within our park facilities.

- Improved Park restroom buildings and facilities
- Renovate existing and/or add new Picnic shelters
- Paved accessible pathways in the park
- Repair the exterior appearance of existing buildings
- Tree (arbor) care – pruning and healthy management of existing trees
- Make improvements to the surfaces (turf) on the athletic fields
- Repave/resurface and stripe the parking lots
- Install directional signage in the parks

- Refurbish/repurpose athletic courts (basketball & tennis)
- Erect shade structures over existing playground areas
- Replace existing play area equipment modernizing the look
- Other: _____

Please select three (3) new features/amenities that you would like to see in the parks.

- Additional restroom facilities located closer to each use area
- Add new group picnic shelters and grills
- Off leash dog park area
- Amphitheatre for outdoor performances
- Add new playground areas
- Adult Fitness area/stations
- Redesigned landscaping increasing water efficiency
- A designated festival/farmers market area with electrical hook ups
- Repurpose the tennis courts for another usage
- Bicycle/BMX pump track
- Skateboard area
- Other: _____

Comments: _____

Are you interested in participating on a new Park Advisory Committee for the park closest to where you live? The purpose is to obtain and provide input and ideas from the community members to the elected Board of Directors.

YES

NO

If **YES**; please provide your contact information in the spaces provided.

Email address: _____
Name: _____
Address: _____
Cell #: _____ Other #: _____

Return the completed survey to:
Arcade Creek Recreation and Park District
Street address: 4855 Hamilton St. Sacramento, CA 95841
Mailing address: P.O. Box 4188114 Sacramento, CA 95841

Optional Responses below:

If so, please provide your name and contact information below.

Information will not be shared with anyone nor sold for any purpose.

Name: _____
Email: _____ Phone #: _____
Home address: _____ City _____ St. _____
Gender: M F Prefer not to say
Age: 12-24 25-40 41-55 56-70 70+
Household income:
 -\$40,000 \$40,001 to \$80,000 \$80,001 to \$120,000 \$120,000 +
Ethnicity: Hispanic Anglo African American Eastern European
 Oriental Other
Principle Language spoken in your home? _____

On behalf of the Arcade Creek Recreation and Park District thank you for participating in this survey.

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: acrpdc@acrpdc.com

MEETING DATE: September 17, 2020

ITEM # 5 b

SUBJECT: Adopt changes to the following Personnel Policies, they are **#2049 Mileage; #2420 Management Leave; #2505 Holiday Leave; and #2575 Healthcare.**

RECOMMENDATION: Adopt revised policies, as discussed during the August 20th Board Meeting.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: The Personnel Policies have been under review for a few months, these four policies included in the adopted Final Budget for the Fiscal Year 20-21.

Alternatives:

- Leave the policy as is.

Analysis: Policy #2049 Mileage, considers implementing a reimbursement to employees who use their personal vehicles to perform work related duties. The policy proposes to use the Federal mileage allowance which is currently 57.5 cents per mile.

Policy #2420 Management Leave is a clarification of existing policy to state that the General Manager will receive forty (40) hours of Management Leave per Fiscal Year.

Policy #2505 Holidays, confirms that the District will follow the Sacramento County Employee Holiday calendar.

Policy #2505 Healthcare Coverage changes effective July 1, 2020 from paying 100% of employee health coverage to paying up to median rate offered by the CalPERS Health Care Plan.

Budget/Cost Impact: Policy #2049 Mileage, will increase the budget by an estimated **\$1,500.00.**

Policy #2420 Management Leave continues existing practice but clarifies that the benefit is for the General Manager only.

Policy #2505 Holidays, nothing changes.

Policy #2575 Healthcare Coverage places a cap on the amount the District will pay at the median rate for full time employee’s healthcare coverage based on plans available through the Districts provider

Attachment(s):

- Policy #2049 Mileage, revised and redline draft
- Policy #2420 Management Leave, revised and redline draft
- Policy #2505 Holidays
- Policy #2575 Healthcare Coverage, revised and redline draft

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Personal Vehicle Usage Revised Sept. 2020
POLICY NUMBER: 2049

2049.1 When employees are authorized to use their personal vehicle in the performance of District work.

2049.2 Employees shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines and related parking fees and to paid in effect at the time of said usage, upon submission of a monthly mileage log, listing miles driven, date, and task accomplished.

2049.3 Use of personal vehicles shall not be authorized for the performance of District maintenance work when a District vehicle is available and operational.

2049.4 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

2049.5 Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work as specified by the California Association for Park and Recreation Indemnity (CAPRI)

2049.6 All employees whose job responsibilities require the ability to drive a motor vehicle shall throughout the duration of their employment with the district maintain a valid driver's license, appropriate to the kind of vehicle they are required to drive.

2049.7 All employees whose job responsibilities require the ability to drive a motor vehicle, shall maintain an acceptable driving record throughout the duration of their employment with the district. An acceptable driving record shall be defined as a driving record with five (5) or fewer points assigned by the Department of Motor Vehicles. The District does participate in the California DMV Record Pull Program to verify each employee current driving record.

2049.8 Any employee who does not maintain both a valid, appropriate driver's license and an acceptable driving record may be subject to disciplinary action up to and including suspension, demotion, transfer, or termination. Factors involved in determining such a disciplinary action shall include the employee's length of service with the district, the employee's past performance reviews, and the district's ability to modify the employee's work setting or driving responsibilities.

2049.9 When an employee experiences any change on their Driver's License, or with the Auto Insurance, they must submit a new copy of the Driver's License or Insurance Card to the District Office Manager prior to the next pay period ending

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Personal Vehicle Usage
POLICY NUMBER: 2049

~~2049.1 When an~~ employee ~~is~~ ~~are~~ authorized to use ~~his/her/their~~ personal vehicle in the performance of District work, ~~when the budget allows he/she~~

~~2049.2~~ ~~Employess~~ shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines ~~and related parking fees and to paid~~ in effect at the time of said usage, ~~upon submission of a monthly mileage log, listing miles driven, date, and task accomplished.~~

Commented [SF1]: Senica would like to discuss this.

~~2049.32~~ Use of personal vehicles shall not be authorized for the performance of District ~~maintenance~~ work ~~if~~ ~~when~~ a ~~suitable~~ District vehicle is available and ~~safely~~ operational.

~~2049.43~~ Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

~~2049.54~~ Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work ~~as specified by the California Association for Park and Recreation Indemnity (CAPRI).~~

~~2049.6~~ All employees whose job responsibilities require the ability to drive a motor vehicle shall throughout the duration of their employment with the district maintain a valid driver's license, appropriate to the kind of vehicle they are required to drive.

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~~2049.7~~ All employees whose job responsibilities require the ability to drive a motor vehicle, shall maintain an acceptable driving record throughout the duration of their employment with the district. An acceptable driving record shall be defined as a driving record with five (5) or fewer points assigned by the Department of Motor Vehicles. The District does participate in the California DMV Record Pull Program to verify each employees current driving record.

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~~2049.8~~ Any employee who does not maintain both a valid, appropriate driver's license and an acceptable driving record may be subject to disciplinary action up to and including suspension, demotion, transfer or termination. Factors involved in determining such a disciplinary action shall include the employee's length of service with the district, the employee's past performance reviews, and the district's ability to modify the employee's work setting or driving responsibilities.

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~~2049.9~~ When an employee experiences any change on their Driver's License, or with the Auto Insurance, they must submit a new copy of the Driver's License or Insurance Card to the District Office Manager prior to the next pay period ending.

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Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Management Leave Revised 9/20
POLICY NUMBER: 2420

2420.1 All salaried personnel are expected to perform tasks as assigned to meet the needs of the District and their duties may require them to work more than forty (40) hours per workweek from time to time. Salaried and exempt employees do not receive overtime for hours worked in excess of forty (40) hours per workweek or eight (8) hours per workday.

2420.2 Management Days – The General Manager shall receive 5 (five) days of additional leave annually to compensate for additional hours spent on regular or special work or in after hour meetings. Management days do not accrue from year to year.

2420.3 Payment for unused Management Days will not be made by the District upon termination or upon retirement.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: ~~Salaried Personnel~~Management Leave
POLICY NUMBER: 2420

2420.1 All salaried personnel are expected to perform tasks as assigned to meet the needs of the District and their duties may require them to work more than forty (40) hours per workweek from time to time. Salaried and exempt employees do not receive overtime for hours worked in excess of forty (40) hours per workweek or eight (8) hours per workday.

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2420.3 Payment for unused Management Days will not be made by the District upon termination or upon retirement.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Holidays

POLICY NUMBER: 2505

2505.1 This policy shall apply to all Full time employees.
Part time and seasonal employees do not receive holiday pay.

2505.2 The following days shall be recognized and observed as paid holidays:

New Years Eve (half day)
New Years Day;
Martin Luther King, Jr.'s Birthday;
Lincoln's Birthday
Washington's Birthday
Cesar Chavez Day
Memorial Day;
Fourth of July / Independence Day;
Labor Day;
Columbus Day
Veteran's Day;
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (half day)
Christmas Day

2505.3 All regular work shall be suspended and employees shall receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she was scheduled to work on said holiday, works the day before and the day after said holiday.

2505.4 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday.
Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

2505.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

2505.6 If any non-exempt employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits Revised Version 9-20

POLICY NUMBER: 2575

2575.1 Medical Expense Insurance. Accident, health, hospital insurance to cover non-occupational injuries and sickness for full-time employees in all job classifications, shall be provided by the District. The District will offer Health Care coverage for its' employees through the CalPERS Health Care Plan. The scope of coverage and the premiums to be paid by the District is subject to periodic review and revision by the Board of Directors during the annual budgetary process.

a. The District shall provide employee's medical insurance the Health Premium at 100% of the employee costs per month up to the **median premium cost** of the variety of plans offered by CalPERS Health (effective July 1, 2020).

b. Employees shall be responsible for 100% of their dependent's health care if the employee elects to cover their dependent(s). Paid through employee payroll check deductions.

2575.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2575.3 Retirement Plan. Upon achieving full-time employee status, employees shall be enrolled in the District's employee retirement plan. Full-time employee status is defined as employees who are regularly scheduled to work more than 30 hours per week.

a. Retirement benefits are provided thru CalPERS. The District contributes 7% to each qualified employee based on his or her income. Employee contributes 7% through payroll deductions.

2575.4 Dental Benefit. The District shall provide a dental benefit plan to all full-time employees. The District shall manage and pay for said benefit.

a. Employees shall be responsible for 100% of their dependent's dental care if the employee elects to cover their dependent(s). Paid through employee payroll check deductions.

2575.5 EAP Benefit. The District shall provide an Employee Assistance Plan (EAP) to all full-time employees. The District shall manage and pay for said benefit.

2575.6 Vision Care Benefit. The District shall provide a Vision Care benefit plan to all full-time employees. The District shall manage and pay for said benefit.

a. Employees shall be responsible for 100% of their dependent's Vision Care if the employee elects to cover their dependent(s). Paid through employee payroll check deductions.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2575

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a. The District shall provide employee's medical insurance the Health Premium at 100% up to a cost of \$751.00 per the employee costs per month up to the median premium cost of the variety of plans offered by CalPERS Health (effective July 1, 20142020).

b. Employees shall be responsible for 100% of their dependent's health care, if the employee elects to cover their dependent(s). Paid through employee payroll check deductions.

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