

Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING
THURSDAY NOVEMBER 19, 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)
 - a. The Park District Office and parking lot gates will be CLOSED on Thursday November 26, 2020 for Observance of the Thanksgiving Holiday. The Park District Office will be CLOSED on Friday November 27, 2020 as part of the Thanksgiving Holiday Weekend
4. **Presentation(s)**
 - a. Report from Larry Bain, C.P.A. of the FY 19-20 Annual Audit
5. **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. October 15, 2020 Meeting Minutes
 - b. FY 20-21 Period 4 Financial Reports 339A
 - c. FY 20-21 Period 4 Financial Reports 339D
 - d. FY 20-21 Period 4 Multi Accounts Revenue Reports
 - e. FY 20-21 Period 4 Payroll Report
 - f. FY 20-21 Period 4 Facility Rental Reports

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MEETING DATE: November 19, 2020

ITEM # 4 a

SUBJECT: PRESENTATION: by Larry Bain, C.P.A. of the Fiscal Year 2019-20 Annual Audit Report.

RECOMMENDATION: Receive the presentation and accept the Audit Report for FY 2019-20.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: This is a presentation of the annual Financial Audit for the Fiscal Year 2019-20.

Alternatives:

- None, this is a required action.

Analysis: This ends the process required by law for Local Government Agencies. The District is in the fourth year of a five year contract with Larry Bain, C.P.A.

Budget/Cost Impact: annual contract amount \$5,495.00

Attachment(s):

- An electronic copy of the Audit Report for FY 2019-20.

**ARCADE CREEK RECREATION
AND PARK DISTRICT**

FINANCIAL STATEMENTS

FISCAL YEAR ENDED JUNE 30, 2020

ARCADE CREEK RECREATION AND PARK DISTRICT

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LARRY BAIN, CPA

An Accounting Corporation

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Arcade Creek Recreation and Park District
Sacramento, California

We have audited the accompanying financial statements of the governmental activities and fund information which comprise the basic financial statements of Arcade Creek Recreation and Park District as of and for the fiscal year ended June 30, 2020, and the related notes to the financial statements, which collectively make up the basic financial statements, as listed in the table of contents

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our Responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and fund information of the Arcade Creek Recreation and Park District as of June 30, 2020, and the changes in financial position, of those activities and funds for the fiscal year then ended in conformity with U.S. generally accepted accounting principles.

Other Matters

Required Supplementary Information

The Arcade Creek Recreation and Park District has not presented the Management Discussion and Analysis, that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

The required supplementary information other than Management Discussion and Analysis, described as the budgetary comparison for the General fund on page 22 the Arcade Creek Recreation and Park District Employees' Retirement System Schedule of the District's Proportionate Share of the Net Pension Liability and the Retirement System Schedule of the District's Contributions on pages 23 and 24,; be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Larry Bain, CPA
An Accounting Corporation

October 16, 2020

ARCADE CREEK RECREATION AND PARK DISTRICT

**STATEMENT OF NET POSITION
JUNE 30, 2020**

	Activities
Assets	
Cash and investments	\$ 425,895
Interest receivable	6,397
Restricted cash and investments	449,437
Total Current Assets	881,729
Noncurrent assets	
Capital assets:	
Land	264,541
Buildings and improvements	7,732,637
Equipment	171,047
Less: accumulated depreciation	(3,840,989)
Total noncurrent assets	4,327,236
Total assets	5,208,965
Deferred Outflows of Resources	
Deferred outflows pensions	204,437
Liabilities	
Current liabilities:	
Claims payable	5,051
Accrued payroll	10,377
Deposits from others	294
Line of credit	3,500
Total Current Liabilities	19,222
Noncurrent liabilities:	
Due within one year	38,334
Due in more than one year	490,182
Total noncurrent liabilities	528,516
Total liabilities	547,738
Deferred Inflows of Resources	
Deferred inflows-pension	210,911
Net Position (Deficit)	
Invested in capital assets, net of related debt	4,327,236
Restricted for other	453,495
Unrestricted net position (deficit)	(125,978)
Total net position	\$ 4,654,753

The notes to the financial statements are an integral part of this statement

ARCADE CREEK RECREATION AND PARK DISTRICT

**STATEMENT OF ACTIVITIES
JUNE 30, 2020**

	Expenses	Program Revenues			Total
		Charges for Services	Capital Grants and Contributions	Operating Grants and Contributions	
Governmental Activities:					
Recreation services	\$ 950,697	\$ 93,461	\$ 21,008	\$ 121,676	\$ (714,552)
Interest on long-term debt	10,609				(10,609)
Total governmental activities	\$ 961,306	\$ 93,461	\$ 21,008	\$ 121,676	(725,161)

General Revenues:

Property tax, levied for general purposes	640,520
Investment income	14,498
Sale of assets	18,235
Other	8,282
Total general revenues	681,535
Change in net position	(43,626)
Net position - beginning	4,698,379
Net position - ending	\$ 4,654,753

The notes to the financial statements are an integral part of this statement

ARCADE CREEK RECREATION AND PARK DISTRICT

**GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2020**

	General Fund	Special Revenue Funds		Capital Project Fund	Total Governmental Funds
		Developer Deposits	Non-Major ADA Fund	District Projects	
Assets					
Cash and investments	\$ 420,036	\$ -	\$ -	\$ 5,859	\$ 425,895
Interest receivable	2,058	4,045	13	281	6,397
Restricted cash and investments		448,089	1,348		449,437
Total assets	\$ 422,094	\$ 452,134	\$ 1,361	\$ 6,140	\$ 881,729
Liabilities and Fund Balances					
Liabilities					
Claims payable	\$ 5,051	\$ -	\$ -	\$ -	\$ 5,051
Accrued payroll	10,377				10,377
Deposits from others				295	295
Line of credit	-			3,500	3,500
Total liabilities	15,428			3,795	19,223
Fund Balances					
Restricted		452,134	1,361		453,495
Assigned	160,000			2,345	162,345
Unassigned	406,666				406,666
Total fund balances	566,666	452,134	1,361	2,345	1,022,506
Total Liabilities and Fund Balances	\$ 582,094	\$ 452,134	\$ 1,361	\$ 6,140	\$ 1,041,729

The notes to the financial statements are an integral part of this statement

ARCADE CREEK RECREATION AND PARK DISTRICT
RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2020

Fund balances of governmental funds	\$ 1,022,506
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets, net of accumulated depreciation, are not current financial resources and are not included in the governmental funds.	4,327,236
Some liabilities, including long-term debt and compensated absences are not due and payable in the current period and therefore are not reported in the funds.	<u>(534,989)</u>
Net position of governmental activities	<u><u>\$ 4,814,753</u></u>

The notes to the financial statements are an integral part of this statement

ARCADE CREEK RECREATION AND PARK DISTRICT

**GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
JUNE 30, 2020**

	General Fund	Special Revenue Funds		Capital Project Fund	Total Governmental Funds
		Developer Deposits	Non-major ADA Fund	District Projects	
Revenues					
Property taxes	\$ 635,023	\$ -	\$ -	\$ -	\$ 635,023
Intergovernmental revenues	127,173			7,156	134,329
Charges for current services	24,876				24,876
Use of money and property	73,362	9,050	31	671	83,114
Other revenues	7,865	13,852	386		22,103
Total revenues	868,299	22,902	417	7,827	899,445
Expenditures					
Current:					
Recreation and park services	710,027	4,019		9,640	723,686
Debt service					
Principal	26,700				26,700
Interest	10,609				10,609
Capital outlay	60,399			101,644	162,043
Total expenditures	807,735	4,019		111,284	923,038
Excess (deficit) of revenues over (under) expenditures before other financing sources (uses)	60,564	18,883	417	(103,457)	(23,593)
Other Financing Sources (Uses)					
Sale of assets	26,670				26,670
Transfers in	10,508			134,448	144,956
Transfers (out)		(142,771)	(2,185)		(144,956)
Total other financing sources (uses)	37,178	(142,771)	(2,185)	134,448	26,670
Net Change in Fund Balances	97,742	(123,888)	(1,768)	30,991	3,077
Fund balances, beginning of fiscal year	308,924	576,022	3,129	(28,646)	859,429
Fund balances, end of fiscal year	\$ 406,666	\$ 452,134	\$ 1,361	\$ 2,345	\$ 862,506

The notes to the financial statements are an integral part of this statement

ARCADE CREEK RECREATION AND PARK DISTRICT

**RECONCILIATION OF GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN NET POSITION
TO THE STATEMENT OF ACTIVITIES
JUNE 30, 2020**

Net change in fund balances - total governmental funds	\$	3,077
Amounts reported for governmental activities in the Statement of Activities differs from the amounts reported in the Statement of Revenues, Expenditures and Changes in Fund Balances because:		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities. The costs of those assets is allocated over their estimated useful lives as depreciation expense or are allocated to the appropriate functional expense when the cost is below the capitalization threshold. This activity is reconciled as follows:		
Cost of assets capitalized		162,043
Depreciation expense		(232,309)
Disposal of capital assets		(8,435)
Changes in proportions from the pension do not effect expenditures in the governmental funds, but the change is adjusted through expense in the government-wide statement.		2,601
Payments of long-term debt are recognized as expense in the funds and as a reduction to debt in the statement of net postion		26,700
Compensated absences reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported in governmental funds.		<u>2,697</u>
Change in net position of governmental activities	\$	<u><u>(43,626)</u></u>

ARCADE CREEK RECREATION AND PARK DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2020

Note 1: Summary of Significant Accounting Policies

The District was organized in 1959 by a vote of the public. It is operated under the advisement of a five member Board of Directors duly elected and empowered by the electorate with sole authority over the District's operations. Although the District is now independent from the Sacramento County's Board of Supervisors, its financial activities are still processed through the Sacramento County Auditor-Controller's Office.

In addition to providing recreational programs and services to the community, the District maintains three park sites and areas along Koehler Creek and Arcade Creek. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to governments. The following is a summary of the more significant accounting policies:

A. Reporting Entity

The District has defined its reporting entity in accordance with accounting principles generally accepted in the United States of America, which provides guidance for determining which governmental activities, organizations and functions should be included in the reporting entity. In evaluating how to define the District for financial reporting purposes, management has considered all potential component units. The primary criterion for including a potential component unit within the reporting entity is the governing body's financial accountability. A primary governmental entity is financially accountable if it appoints a voting majority of a component unit's governing body and it is able to impose its will on the component unit, or if there is a potential for the component unit to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable if a component unit is fiscally dependent on the primary governmental entity regardless of whether the component unit has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board. Based on the aforementioned oversight criteria, there are no component units in accordance with Governmental Accounting Standards Board Statement No. 61.

B. Basis of Accounting

Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned or, for property tax revenues, in the period for which levied. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Resources not available to finance expenditures and commitments of the current period are recognized as deferred revenue or as a reservation of fund balance. The District considers property taxes available if they are collected within sixty-days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt, as well as compensated absences and claims and judgments are recorded only when payment is due. General capital acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and capital leases are reported as other financial sources.

ARCADE CREEK RECREATION AND PARK DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2020

Note 1: Summary of Significant Accounting Policies (Continued)

C. Non-Current Governmental Assets/Liabilities

GASB Statement 34 eliminates the presentation of account groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide statement of net position.

D. Basis of Presentation

The accounts of the District are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The District's resources are accounted for in these individual funds based on the purposes for which they are to be spent and the means by which spending activity is controlled. For financial reporting, these funds have been grouped into the fund types discussed below.

Governmental Fund Types

Governmental funds are used to account for the District's expendable financial resources and related liabilities (except those accounted for in proprietary and similar trust funds). The measurement focus is based upon determination of changes in financial position. The following are the District's governmental funds:

General Fund - This fund accounts for all the financial resources not required to be accounted for in another fund. This fund consists primarily of general government type activities.

Special Revenue Funds - This fund accounts for the activity impact fees and other resources that are legally restricted to expenditures for specific purposes.

Capital Project Fund- was established to account for developer fees restricted for park improvements.

E. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

F. Restricted Assets

Restricted assets are financial resources generated for a specific purpose such as construction of improvements from developer in lieu deposits. These amounts are restricted, as their use is limited by external requirements.

ARCADE CREEK RECREATION AND PARK DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020

Note 1: Summary of Significant Accounting Policies (Continued)

G. Compensated Absences

Compensated absences represent the vested portion of accumulated vacation and sick leave. In accordance with GASB 16, the liability for accumulated leave includes all salary - related payments that are directly and incrementally connected with leave payments to employees, such as Medicare taxes. A current liability is recorded in the governmental fund type to account for these vested leave accruals, which are expected to be used within the next fiscal year. The non-current (the amount estimated to be used in subsequent fiscal years) for governmental funds is maintained separately and represents a reconciling item between the fund and government-wide financial statement presentation.

H. Capital Assets

Capital assets, recorded at historical cost or estimated historical cost if actual historical cost is not available, are reported in governmental activities column of the government-wide financial statements. Contributed fixed assets are valued at their estimated fair market value. Capital assets include land, buildings and building improvements and equipment. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Depreciation is recorded in the government-wide financial statements on the straight-line bases over the useful life of the assets as follows:

<u>Assets</u>	<u>Useful Life</u>
Buildings	50 years
Building improvements	20 years
Improvements other than buildings	35 years
Equipment and machinery	5 to 20 years

I. Property Tax

The District receives property taxes from the County of Sacramento, which has been assigned the responsibility for assessment, collections, and apportionment of property taxes for all taxing jurisdictions within the County. Secured property taxes are levied on January 1 for the following fiscal year and on which date it becomes a lien on real property. Secured property taxes are due in two installments on November 1 and February 1 and are delinquent after December 10 and April 10, respectively, for the secured roll. Based on a policy by the County called the Teeter Plan, 100% of the allocated taxes are transmitted by the County to the District, eliminating the need for an allowance for uncollectible. The County, in return, receives all penalties and interest on delinquent taxes. Property taxes on the unsecured roll are due on the January 1 lien date and become delinquent if unpaid by August 31. Property tax revenues are recognized in the fiscal year they are received.

ARCADE CREEK RECREATION AND PARK DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 1: Summary of Significant Accounting Policies (Continued)

J. Interfund Transactions

Operating transfers are transactions to allocate resources from one fund to another fund not contingent on the incurrance of specific expenditures in the receiving fund. Interfund transfers are generally recorded as operating transfers in and operating transfers out in the same accounting period. Transfers between governmental funds are netted as part of the reconciliation to the government-wide presentation.

K. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District’s California Public Employees’ Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans’ fiduciary net position should be determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) should be recognized when due and payable in accordance with the benefit terms. Investments should reported at fair value.

Note 2: Cash and Investments

Cash and investments at June 30, 2020, consisted of the following:

Checking account	\$	2,092
Imprest cash		1,000
Cash and investment in the County Treasurer		872,240
Total cash and investments	\$	875,332

A. Investments Authorized by the California Government Code and the Entity’s Investment Policy

The table below identifies the **investment types** that are authorized for Arcade Creek Recreation and Park District by the California Government Code (or the District’s investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the District’s investment policy, where more restrictive) that address **interest rate risk, credit risk and concentration of credit risk**. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District investment policy.

Authorized Investment Type	Maximum Maturity	Percentage of Portfolio	Investment in One Issuer
Investment pools authorized under CA			
Statutes governed by Government Code	N/A	None	\$40 million
U.S. Treasury Obligations	5 years	None	None
Bank Savings Accounts	N/A	25%	None
Federal Agencies	5 years	75%	None
Commercial Paper	180 days	20%	None
Negotiable Certificates of Deposit	180 days	20%	None
Re-Purchase Agreements	180 days	20%	None
Corporate Debt	5 years	25%	None

ARCADE CREEK RECREATION AND PARK DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 2: Cash and Investments (Continued)

B. Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of and investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investment maturity:

Investment Type	Totals	Remaining Maturity (in Months)	
		12 Months or Less	13-48 Months
Sacramento County*	\$ 872,240	\$ 872,240	\$ -
Totals	\$ 872,240	\$ 872,240	\$ -

*Not subject to categorization

Investments made by the District are summarized below. The investments that are represented by specific identifiable investment securities are classified as to three levels of custodial credit risk within the following categories:

C. Concentrations of Credit Risk

The investment policy of the District contains limitations on the amount that can be invested in any one issuer. There are no investments to one issuer exceeding those limits.

D. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposit or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment of collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits; The California Government Code requires that a financial institution secured deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first deed mortgage notes having a value of 150% of the secured public deposits.

At June 30, 2020, the District's deposits balance was \$3,013 and the carrying amount was \$3,092. The difference between the bank balance and the carrying amount, if any, was due to normal outstanding checks and deposits in transit. Of the bank balance, all was covered by the Federal Depository Insurance and none was covered by collateral held in the pledging bank's trust department in the District's name.

ARCADE CREEK RECREATION AND PARK DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 2: Cash and Investments (Continued)

E. Investment in Government Pool

Investments are accounted for in accordance with the provisions of GASB Statement No. 31, which requires governmental entities to report certain investments at fair value in the balance sheet and recognize the corresponding change in fair value of investments in the year in which the change occurred. The District reports its investment in the Sacramento County investment pool at fair value based on quoted market information obtained from fiscal agents or other sources if the change is material to the financial statements.

Note 3: Property Plant and Equipment

Activity for general fixed assets capitalized by the District is summarized below:

	Balance July 1, 2019	Additions	Retirement/ Adjustments	Balance June 30, 2020
Capital assets, not being depreciated:				
Land	\$ 272,976	\$ -	\$ (8,435)	\$ 264,541
Construction in progress	795,012		(795,012)	-
Capital assets, being depreciated:				
Structures and improvements	6,775,621	957,016		7,732,637
Equipment	171,047			171,047
Total capital assets, being depreciated	6,946,668	957,016		7,903,684
Less accumulated depreciation	(3,608,680)	(232,309)		(3,840,989)
Total capital assets, being depreciated, net	3,337,988	724,707		4,062,695
Governmental activities, capital assets, net	\$ 4,405,976	\$ 724,707	\$ (803,447)	\$ 4,327,236

Note 4: Long-Term Liabilities

The following is a summary of changes in the Districts long-term debt for the fiscal year ended June 30, 2020:

	Balance July 1, 2019	Additions	Retirements	Balance June 30, 2020	Due within One Year
Governmental Activities					
Compensated absences	\$ 29,319	\$ 18,171	\$ (20,868)	\$ 26,622	\$ 10,434
Pension side fund loan	265,200		(26,700)	238,500	27,900
Net pension liability (Note 5)	549,407		(286,013)	263,394	
Totals	\$ 843,926	\$ 18,171	\$ (333,581)	\$ 528,516	\$ 38,334

ARCADE CREEK RECREATION AND PARK DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 4: Long-Term Liabilities (Continued)

Long-term liability obligations consist of the following:

A. Compensated Absences

The District recognizes the accumulated unpaid employee vacation and vested sick leave benefits as a liability and the long-term portion is recorded as compensated absences payable in the government-wide statement of net position. The current portion is recorded in both the fund financial statement and the government-wide financial statement.

B. Pension Side Fund Loan

On November 1, 2017 the District took out a \$305,400 loan from UMPQUA Bank. \$247,784 of the loan proceeds were used to pay off the CalPERS Side Fund liability and the cost of issuance was \$57,616. The 10 year term of the loan is from November 1, 2017 to November 1, 2027. Payments ranging from \$3,085 to \$3,178 are due monthly and the interest rate is 4.29%. The District collateralized two HSP buildings as security for the loan. There was an economic loss to the District associated with refinancing the side fund liability whereas the payments of the new loan exceeded the estimated side fund payments by \$9,233. The new debt will be amortized over the remaining years as follows:

Fiscal Year End June 30,	Principal	Interest	Total
2021	\$ 27,900	\$ 9,688	\$ 37,588
2022	29,200	8,466	37,666
2023	30,400	7,191	37,591
2024	31,800	5,859	37,659
2025	33,100	4,469	37,569
2026-2027	86,100	4,697	90,797
Totals	<u>\$ 238,500</u>	<u>\$ 40,370</u>	<u>\$ 278,870</u>

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan

A. *General Information about the Pension Plan*

Plan Descriptions – All qualified permanent and probationary employees are eligible to participate in the District’s Miscellaneous Employee Pension Plan, cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees’ Retirement System (CalPERS). Benefit provisions under the Plan is established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension Plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to Plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for the Plan is applied as specified by the Public Employees’ Retirement Law.

ARCADE CREEK RECREATION AND PARK DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

The Plan provisions and benefits in effect at June 30, 2020, are summarized as follows:

	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	2.00% @ 55	2.00% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-55	52 - 67
Monthly benefits , % of eligible compensation	2.20% to 2.70%	1.00% to 2.00%
Required employee contribution rates	7%	6.75%
Required employer contribution rates	9.68%	6.99%

Contributions – Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2020, the contributions recognized as part of pension expense for the miscellaneous Plan was as follows:

Contributions-employer	\$	64,036
------------------------	----	--------

***B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources
Related to Pensions***

As of June 30, 2020, the District reported net pension liabilities for its proportionate shares of the net pension liability of the Plan as follows:

	Proportionate share of Net pension liability	
	<u>\$</u>	<u>263,394</u>
Miscellaneous Plan		

The District’s net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2019, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2018 using standard update procedures. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension Plan relative to the projected contributions of all participating employers, actuarially determined.

ARCADE CREEK RECREATION AND PARK DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

The District's proportionate share of the net pension liability as of reporting dates June 30, 2019 and 2020 were as follows:

Proportion - June 30, 2019	0.01458%
Proportion - June 30, 2020	0.00658%
Change - Increase (Decrease)	-0.00800%

For the year ended June 30, 2020, the District recognized pension expense of \$159,256. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 16,876	\$ -
Changes of assumptions	8,107	
Net difference between projected and actual earnings on pension plan investments		(4,605)
Changes in proportion		(206,306)
Difference in contributions and the proportionate share of contributions	115,418	
District contributions subsequent to the measurement date	64,036	
Total	<u>\$ 204,437</u>	<u>\$ (210,911)</u>

\$64,036 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

**Measurement Period
Ended June 30:**

2021	\$ (7,792)
2022	23,981
2023	55,252
2024	(931)

Actuarial Assumptions – The total pension liabilities in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Actuarial Cost Method	Entry-Age Normal
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Projected Salary Increase	Varies by Entry Age and
Investment Rate of Return	7.15%

ARCADE CREEK RECREATION AND PARK DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

Discount Rate – The discount rate used to measure the total pension liability was 7.15% for the Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

CalPERS reviews all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations. CalPERS will continue to check the materiality of the difference in calculation until such time as they change the methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds’ asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1-10 (1)</u>	<u>Real Return Years 11+ (2)</u>
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28%	1.00%	2.62%
Inflation Assets	0%	0.77%	1.81%
Private Equity	8%	6.30%	7.23%
Real Estate	13%	3.75%	4.93%
Liquidity	1%	0.00%	-0.92%

(1) An expected inflation of 2.00% used for this period

(2) An expected inflation of 2.92% used for this period

ARCADE CREEK RECREATION AND PARK DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the District’s proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	Discount Rate -1% (6.15%)	Current Discount Rate (7.15%)	Discount Rate +1% (8.15%)
Misc Tier I	\$ 422,498	\$ 263,394	\$ 132,065

Note 6: Developer Impact Fees

The County maintains a restricted account for the benefit of the Arcade Creek Recreation and Park District. The corpus of the trust consists of impact fees paid by developers of subdivisions within the boundaries of the District. The use of these funds by the District is restricted for the purpose of providing park and recreation facilities to serve the population. The District maintains the activity of these funds in a special revenue fund.

Note 7: Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District together with other districts in the State carry California Association For Park And Recreation Insurance (CAPRI), a public entity risk pool currently operating as a common risk management and insurance program for member districts. The District pays an annual premium to CAPRI for its general insurance coverage. Furthermore the District carries workers compensation coverage with other districts in the State through the CAPRI. Membership in the California Association of Recreation and Park Districts is required when applying for CAPRI.

The Agreement for Formation provides that CAPRI will be self-sustaining through member premiums. CAPRI reinsures through commercial companies for general and automobile liability and all risk property insurance, including boiler and machinery coverage, is subject to a \$2,000 deductible per occurrence payable by the District. Financial statements for CAPRI are available at the District’s office for fiscal year ending June 30, 2020.

The District carries commercial insurance for other risks of loss, including employees’ health insurance.

Note 8: Net Position/Fund Balances

The government-wide activities fund financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted and unrestricted.

- *Net Investment in Capital Assets* – This category groups all capital assets, into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.
- *Restricted Net Position* – This category presents external restrictions imposed by creditors, grantors, contributors or laws and regulations of other governments and restrictions imposed by law though constitutional provisions or enabling legislation.
- *Unrestricted Net Position* – This category represents net position the District, not restricted for any project or other purpose.

ARCADE CREEK RECREATION AND PARK DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 8: Net Position/Fund Balances (Continued)

Fund Balances – Governmental Funds

The District adopted a policy for GASB Statement No. 54, Fund Balance Reporting, in the current fiscal year. GASB 54 establishes fund balance classifications that comprise a hierarchy based on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. While the classifications of fund balance in the District’s various governmental funds were revised, the implementation of this standard had no effect on total fund balance. Detailed information on governmental fund-type, fund balances are as follows:

	General Fund	Developer Fees	ADA Fees	Capital Projects
Restricted for Developer Deposits	\$ -	\$ 452,134	\$ 1,361	\$ -
Assigned for next years budget	160,000			5767
Assigned for capital projects				373
Unassigned	246,666			
Total fund balance	<u>\$ 406,666</u>	<u>\$ 452,134</u>	<u>\$ 1,361</u>	<u>\$ 6,140</u>

Note 9: Site Lease Agreements

The District entered into an agreement with AT&T whereby the District leased property to AT&T for a communications transmission tower. The lease is a term of five years with rights to extend the term for five additional terms of five years each. Payments are due and payable quarterly.

During the fiscal year ending June 30, 2004 the District entered into a site lease agreement with Metro PCS, whereby Metro PCS agreed to lease a site for a cellular tower and pay the District \$2,500 up front plus \$1,200 per month adjusted every renewal term by 15%. The initial term is five years then four additional five year options.

During the fiscal year ending June 30, 2006 the District entered into a site lease agreement with T Mobile, whereby T-Mobile agreed to lease a site for a cellular tower and pay the District \$7,500 up front plus \$2,000 per month adjusted annually by up to 3%. The initial term is five years then five additional five year options. Additionally T-Mobile will pay \$400 annually for the lease options.

On August 20, 2012, the District approved by resolution the sale of the District cell tower lease agreements noted above and assigned management of the cell tower sites to Crown Castle, Inc. The purchase price was \$574,500 for site one and \$596,000 for site two. The amount collected in advance by the District was approximately \$54,000 and then 240 monthly payments will be made for approximately \$4,600 per month. Crown Castle, Inc., was granted a 60 year (720 month) easement term and has the unilateral right to terminate the lease for any reason.

Note 10: Stewardship, Compliance and Accountability

A. Net Position (Deficit)

As of June 30, 2020 the District’s had a deficit unrestricted net position of \$125,978. This is a result of the implementation of GASB 68 for the District’s pension plan. The effect of GASB 68 on net position at June 30, 2020 is a reduction to net position of \$269,868.

ARCADE CREEK RECREATION AND PARK DISTRICT

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Note 11: Revenue Limitations Imposed by California Proposition 218

Proposition 218, which was approved by the voters in November 1996, regulates the District's ability to impose, increase, and extend taxes and assessments. Any new increase or extended taxes and assessments subject to the provisions of Proposition 218, requires voter approval before they can be implemented. Additionally, Proposition 218 provides that these taxes and assessments are subject to voter initiative and may be rescinded in the future years by the voters.

Note 12: Commitments and Contingencies

Grants

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the District expects such amounts, if any, to be immaterial.

COVID 19

In December 2019, a novel strain of coronavirus has spread around the world resulting in business and social disruption. The coronavirus was declared a Public Health Emergency of International Concern by the World Health Organization on January 30, 2020. The operations and business results of Cordelia Fire Protection District could potentially be adversely affected by this global pandemic. The extent to which the coronavirus may impact business activity or investment results will depend on future developments, which are highly uncertain and cannot be predicted, including new information which may emerge concerning the severity of the coronavirus and the actions required to contain the coronavirus. The District has not included any contingencies in the financial statements specific to this issue.

Line of Credit

At June 30, 2020 the District had \$346,500 available on its line of credit with UMPQUA Bank.

Note 13: Gann Limit

Total Tax and Interest Revenue 2019-20	\$ 675,704
Amount of limit for 2019-20	<u>1,486,767</u>
Amount (under)/over limit (all sources)	<u>\$ (811,063)</u>

**ARCADE CREEK RECREATION AND PARK DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
JUNE 30, 2020**

	Budgeted Amounts		Actual	Variance
	Original	Final		Favorable (Unfavorable)
Revenues				
Property taxes	\$ 627,075	\$ 627,075	\$ 635,023	\$ 7,948
Intergovernmental revenues	127,585	127,585	127,173	(412)
Charges for current services	25,000	25,000	24,876	(124)
Use of money and property	70,400	70,400	73,362	2,962
Other revenues	23,000	23,000	7,865	(15,135)
Total Revenues	<u>873,060</u>	<u>873,060</u>	<u>868,299</u>	<u>(4,761)</u>
Expenditures				
Salaries and benefits	501,493	501,493	443,782	57,711
Services and supplies	330,189	330,189	266,245	63,944
Debt service				
Principal expense	25,600	25,600	26,700	(1,100)
Interest expense	12,278	12,278	10,609	1,669
Capital outlay	60,399	60,399	60,399	-
Contingency	40,000	40,000		40,000
Total Expenditures	<u>969,959</u>	<u>969,959</u>	<u>807,735</u>	<u>162,224</u>
Excess (deficit) of revenues over (under) expenditures before other financing sources (uses)	<u>(96,899)</u>	<u>(96,899)</u>	<u>60,564</u>	<u>157,463</u>
Other Financing Sources (Uses)				
Sale of assets			26,670	26,670
Operating transfers in			10,508	10,508
Total other financing sources (uses)			<u>37,178</u>	<u>37,178</u>
Net change in fund balances	<u>\$ (96,899)</u>	<u>\$ (96,899)</u>	<u>97,742</u>	<u>\$ 194,641</u>
Fund balance, beginning of fiscal year			<u>308,924</u>	
Fund balance, end of fiscal year			<u>\$ 406,666</u>	

**ARCADE CREEK RECREATION AND PARK DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF THE DISTRICT'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY
JUNE 30, 2020**

<u>Reporting date</u>	<u>District's proportionate share of the net pension liability (asset)</u>	<u>District's proportionate share of the net pension liability (asset)</u>	<u>District's covered-employee payroll</u>	<u>District's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
6/30/2016	0.01978%	\$542,794	\$250,242	216.91%	56.49%
6/30/2017	0.01623%	\$563,916	\$244,577	230.57%	59.43%
6/30/2018	0.01523%	\$600,257	\$213,023	281.78%	58.40%
6/30/2019	0.01458%	\$549,407	\$224,687	244.52%	80.01%
6/30/2020	0.00658%	\$263,394	\$213,295	123.49%	80.78%

The schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, only information for those years for which information is available is presented.

**ARCADE CREEK RECREATION AND PARK DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF THE DISTRICT'S PENSION CONTRIBUTIONS
JUNE 30, 2020**

<u>Reporting date</u>	<u>Contractually required contribution</u>	<u>Contributions in relation to the contractually required contribution</u>	<u>Contribution deficiency (excess)</u>	<u>District's covered employees payroll</u>	<u>Contribution as a percentage of covered-employee payroll</u>
6/30/2016	\$78,383	(\$78,383)	\$0	\$240,210	32.63%
6/30/2017	\$81,976	(\$81,976)	\$0	\$250,080	32.78%
6/30/2018	\$83,284	(\$83,284)	\$0	\$213,023	39.10%
6/30/2019	\$31,744	(\$31,744)	\$0	\$224,687	14.13%
6/30/2020	\$36,036	(\$64,036)	\$ (28,000)	\$213,295	30.02%

The schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, only information for those years for which information is available is presented.

ARCADE CREEK RECREATION AND PARK DISTRICT

**NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2020**

Note 1: Budgets and Budgetary Accounting

As required by State law the District prepares and legally adopts a final operating budget. Public hearings were conducted on the proposed and final budget to review all appropriations and the source of financing.

The budget for the general fund is adopted on the modified accrual basis of accounting. The budget for the general fund is the only legally adopted budget. Budgets for the debt service fund are used for management and control purposes only.

At the object level, actual expenditures cannot exceed budgeted appropriations. Management can transfer budgeted amounts between expenditure accounts within an object without the approval of the Board of Directors. Significant amendments and appropriation transfers between objects or funds must be approved by the Board of Directors. Appropriations lapse at fiscal year-end.

The budgetary data presented in the final budgeted amount in the accompanying financial statements includes all revisions approved by the Board of Director.

Arcade Creek Recreation and Park District

Management Report

June 30, 2020

LARRY BAIN, CPA

AN ACCOUNTING CORPORATION

2148 Frascati Drive, El Dorado Hills, CA / 916.601-8894
lpbain@sbcglobal.net

COMMUNICATION OF MATERIAL WEAKNESS AND SIGNIFICANT DEFICIENCIES

To: Board of Directors
Arcade Creek Recreation and Park District

We have audited the financial statements of Arcade Creek Recreation and Park District as of and for the fiscal year ended June 30, 2020, and have issued our report thereon dated October 16, 2020. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

In planning and performing our audit, we considered Arcade Creek Recreation and Park District's (District) internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We consider finding 2020-001 to be a deficiency in internal control that we consider to be a material weakness.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider findings 2020-002 and 2020-003 in the following schedule of findings to be significant deficiencies in the District's internal control.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal controls over financial reporting and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control. This report is an integral part of an audit performed in accordance with auditing standards generally accepted in the United States of America in considering the District's internal control over financial reporting, accordingly this report is not suitable for any other purpose.

This report is intended solely for the information and use of the board of directors and management of Arcade Creek Recreation and Park District.

Larry Bain, CPA,
An Accounting Corporation
October 16, 2020

ARCADE CREEK RECREATION AND PARK DISTRICT
SCHEDULE OF FINDINGS
June 30, 2020

INTERNAL CONTROL FINDINGS

Significant Deficiencies Deemed Material Weaknesses

Finding 2020-001

During our audit we detected material journal entries needed as a result of our testing to reclassify \$134,448 from in State Aid revenue to interfund transfers, to reverse the prior year \$99,655 grant receivable and line of credit related to the bridge project, to reclassify \$6,751 reduction to the line of credit that was recorded to capital expense when paid, to recognize \$3,500 cost of issuance for the line of credit renewal, to reclassify \$6,140 from capital expense to service and supply for items that did not meet the definition of a capital expense, , to record \$14,074 to true up the cash holding account.

Recommendation: Because the auditor cannot be considered part of the internal control for the District, recording material journal entries so that the financial statements are presented in accordance with U.S generally accepted accounting principles (GAAP) is considered a material weakness. The District should close out the books and provide the auditor with all journal entries so that the financial statements provided to the auditor at the start of the audit are in accordance with GAAP, or consider hiring a professional accountant to assist with the closing entries.

Significant Deficiencies Not Deemed Material Weaknesses

Finding 2020-002

We noted the District had a lack of segregation of duties, as one person is capable of handling all aspects of processing certain transactions from beginning to end. A lack of segregation of duties increases the risk of potential errors or irregularities; however, due to a limited number of personnel an adequate segregation of duties is not possible without incurring additional costs. This is a common condition for entities of this size. We have noted this comment in previous audits.

Finding 2020-003

The District relies on the external auditor to ensure its financial statements are in accordance with GAAP. In addition, the District relies on the external auditor to ensure that all necessary disclosures are included in the notes to the financial statements. The District does not employ a staff member with the necessary knowledge and training to prepare governmental financial statements. In accordance with Statement of Auditing Standards No. 122c external auditors cannot be part of an entity's internal controls over preparation of the financial statements and are prohibited from auditing their own work, which would impair their independence. We have noted these conditions in the prior audit.

Recommendation: The District should consider training staff in preparing GAAP financial statements or hire an external qualified accountant to prepare the GAAP financial statements. The District could opt to take no action if it considers the cost will outweigh the benefit.

LARRY BAIN, CPA

AN ACCOUNTING CORPORATION

2148 Frascati Drive, El Dorado Hills, CA / 916.601-8894
lpbain@sbcglobal.net

October 16, 2020

To the Board of Directors
Arcade Creek Recreation and Park District

We have audited the financial statements of the business-type activities of Arcade Creek Recreation and Park District for the year ended June 30, 2020, and have issued our report thereon dated October 16, 2020. Professional standards require that we provide you with the following information related to our audit.

Our responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated March 1, 2017, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit beginning September 30, 2020 and issued our report in October 2020 in accordance with the planned scope and timing previously communicated.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Arcade Creek Recreation and Park District are described in Note 1 to the financial statements. During the current fiscal year the District adopted no new accounting policies. The application of all other existing policies were not changed during the 2019-20 fiscal year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. We noted no transactions recognized as prior period adjustments.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements was (were):

Management's estimate of the useful lives of assets for calculating depreciation expense is based on GFOA recommended useful lives. We evaluated the key factors and assumptions used to develop the useful life estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We posted all adjusting journal entries discovered during the audit and made the required journal entries to convert from the fund financial statement presentation to the full accrual government wide financial statement presentation.

Disagreements with Management

For purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significance to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 16, 2020.

Management Consultation with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The District accounting records were found to be well organized and the office manager continues to do a very good job with record keeping and with attention to detail when preparing for the audit.

This information is intended solely for the use of the Board of Directors and management of Arcade Creek Recreation and Park District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Larry Bain, CPA

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 October 15, 2020 at 6:00 p.m.

Meeting conducted via Zoom Video Conference

Chairperson S. Gonzalez called the meeting to order at 6:02 pm

Board Members Present: Senica Gonzalez, Miles Constantine, Heather Gonzalez, Michael Hanson

Board Members Absent: Alex Vassar (joined at 6:03 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

Director A. Vassar joined the Zoom meeting at 6:03 pm

3. ANNOUNCEMENTS:

Election Day is Tuesday November 3, 2020. Please make sure to VOTE.
The Park District Office will CLOSED on Wednesday November 11, 2020 in Observance of Veteran's Day.
The Park District Office and parking lot gates will be CLOSED on Thursday November 26, 2020 for Observance of the Thanksgiving Holiday. The Park District Office will be CLOSED on Friday November 27, 2020 as part of the Thanksgiving Holiday Weekend
New Board email with expanding capacity to be updated on 10/16/2020

4. CONSENT AGENDA:

- a. September 17, 2020 Meeting Minutes
- b. FY 20-21 Period 3 Financial Reports 339A
- c. FY 20-21 Period 3 Financial Reports 339D
- d. FY 20-21 Period 3 Multi Accounts Revenue Reports
- e. FY 20-21 Period 3 Payroll Report
- f. FY 20-21 Period 23 Facility Rental Reports
- g. Correspondence received and sent

Minutes of Board of Directors Meeting

October 15, 2020

Page 2 of 3

4. CONSENT AGENDA: (cont.)

- h. General Manager's Report and project update report
 - i. Staff report items
 - ii. Police Report

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

Motion Carried: 5 Ayes, 0 Noes, 0 Absent, 0 Abstained
Ayes: M. Hanson, M. Constantine, H. Gonzalez, S. Gonzalez, A. Vassar

5. OLD BUSINESS:

- a. Receive a report on the results received to date from the Community Needs Assessment Survey. Identify the highest priority items and create a ranking of need for the District.

Report received and Board provided direction to Staff.

- b. Adopt **Board Resolution 2020-11** to rescind adopted Board Resolution 2019-10 due to an incorrect layout and approve the receipt of Proposition 68 Per Capita Funds to be used to complete the projects identified through the Community Needs Assessment Survey to date.

Motion No. 2: It was moved by Director M. Hanson and seconded by Director H. Gonzalez to rescind prior resolution 2019-09 with specified project(s) and to adopt resolution 2020-11 authorizing the District to receive Prop. 68 Per Capita Grant Funds.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent, 0 Abstained
Ayes: M. Hanson, M. Constantine, H. Gonzalez, S. Gonzalez, A. Vassar

6. NEW BUSINESS

- a. Adopt changes to Board Policy #1020-Appendix A; regarding the District positions required to complete the FPPC Conflict of Interest Form 700 each year. These changes needed to be made in District Full Time staffing.

Motion No. 3: It was moved by A. Vassar and seconded by Director M. Hanson to adopt changes to Board Policy #1020-Appendix A, with noted changes referring to legal counsel.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent, 0 Abstained
Ayes: M. Hanson, M. Constantine, H. Gonzalez, S. Gonzalez, A. Vassar

- b. Discuss, adopt, and direct staff to begin work on a Capital Project using Prop 68 Per Capita Funds and Impact Fees in Hamilton Street Park. Direct Staff to submit the Project to the California State Parks Office of Grants and Local Services to begin the process.

Board provided direction to Staff

Minutes of Board of Directors Meeting

October 15, 2020

Page 3 of 3

7. BOARD DISCUSSION:

- a. General discussion on topics for future meetings
 - i. Begin discussions and set a timeline for the collection of responses on the Community Needs Assessment Survey.
 - ii. Discuss how to use the results of the Community Needs Assessment Survey in planning for the future; immediate impact, near future (2 years), and extended impact (3-5 years)
 - iii. Discuss a proposed Policy on Capital Spending authored by Senica Gonzalez
 - iv. Other topics

Proposal for Capital Spending Policy received.

ITEMS TO BE PLACED ON AGENDA FOR FUTURE DISCUSSION:

Participation to conduct oath of offices in early December 2020 in person in the Large Room

Rental / Activities, planning for post COVID-19 and re-opening

Survey updates. Overview each month. Info to be discussed and used for 2021 Board Retreat.

ADJOURNMENT: The Chair adjourned the meeting at 7:36 pm.

The next regular meeting will be:

Thursday November 19, 2020

Via Zoom at:

<https://zoom.us/j/750518431?pwd=Um1xMEExpB0pqb2xyYysyb3NRN0MzQT09>

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

**October 2020
Period 4 of 13**

FYTD Completed = 31%

CODE	CATEGORIES	2020-2021 Budget	October	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	177,741.00	14,867.76	60,986.96	116,754.04	34%
"	Part-time Salaries			-		-0-
"	P/T Monitors	28,080.00	850.50	4,417.88	23,662.12	16%
"	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	500.00	1,200.00	2,300.00	34%
10113200	Salaries & Wages - Time/one half (OT)	2,500.00	15.75	252.00	2,248.00	10%
"	Salaries/Wages - Strt Time (No Retirement Contribution)		26.26	131.26	(131.26)	#DIV/0!
10121000	Retirement - Employer Cost (@10.484%)	18,634.00	1,558.72	6,321.88	12,312.12	34%
"	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	1,240.82	5,112.27	11,234.73	31%
10123000	Group Insurance - Employer Cost			-		-0-
"	Medical + Admin fee	28,551.00	2,311.03	10,020.92	18,530.08	35%
"	Dental	1,484.00	121.92	609.60	874.40	41%
"	EAP	104.00	26.10	52.20	51.80	50%
"	Vision	296.00	24.57	122.85	173.15	42%
10124000	Work Comp Ins - Employer Cost	7,243.00		3,440.43	3,802.57	48%
10125000	State Unemployment Insurance (Pool)	700.00		-	700.00	0%
10128000	Health Care Retirees	1,282.00	49.46	247.41	1,034.59	19%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)	266,273.00		-	266,273.00	0%
	TOTALS:	572,192.00	21,592.89	112,022.66	460,169.34	20%

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

**October 2020
Period 4 of 13**

FYTD Completed = 31%

CODE	Service & Supply	2020 Budget	October	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		235.11	564.89	29%
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		21.70	128.30	14%
20208500	Printing Service	3,500.00		-	3,500.00	0%
20210300	Agriculture/Horticultural Services	10,000.00	350.00	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	1,049.00	1,151.00	48%
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	1,065.00	1,079.22	2,920.78	27%
20214200	Land Improvement Maintenance Sup.	2,000.00	(1,065.00)	1,305.34	694.66	65%
20215100	Mechanical System Maintenance Svcs.	1,500.00		426.00	1,074.00	28%
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	3,467.87	6,676.82	10,823.18	38%

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

**October 2020
Period 4 of 13**

FYTD Completed = 31%

CODE	Service & Supply	2020 Budget	October	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	2,500.00	16.15	63.04	2,436.96	3%
20219300	Refuse Collection/Disposal	4,000.00	189.90	841.58	3,158.42	21%
20219500	Sewage Services	3,000.00	(187.04)	89.24	2,910.76	3%
20219800	Water	30,000.00	3,071.19	13,287.33	16,712.67	44%
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	420.00	1,948.00	2,052.00	49%
20221200	Grounds Equipment Maintenance Sup.	3,000.00	665.60	2,387.56	612.44	80%
20222600	Hand / Expendable Tools	1,200.00		117.78	1,082.22	10%
20223600	Fuel and Lubricant Supplies	4,200.00	194.10	1,326.20	2,873.80	32%
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	1,107.78	2,192.22	34%
20227504	Miscellaneous	1,500.00	29.49	29.49	1,470.51	2%
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	898.21	1,426.07	3,573.93	29%
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	99.00	99.00	7,501.00	1%
20252100	Temporary Services	-		-	-	#DIV/0!
20253100	Legal Services	6,500.00	67.50	4,291.72	2,208.28	66%
20255100	Planning Service-	-		-	-	#DIV/0!
20257100	Security Service	23,725.00		7,390.00	16,335.00	31%
20258200	Public Relations Service/mkting, web	5,000.00	693.36	2,493.36	2,506.64	50%
20259100	Other Professional Services	5,000.00	127.40	388.94	4,611.06	8%

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

**October 2020
Period 4 of 13**

FYTD Completed = 31%

CODE	CATEGORIES	2020 Budget	October	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	979.99	2,020.01	33%
20281304	Sales Tsx Adj - Board of EQ	-		-	-	#DIV/0!
20281700	Election Services	12,000.00		-	12,000.00	0%
20283102	Mileage	1,500.00	36.28	36.28	1,463.72	2%
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	451.63	863.26	906.74	49%
20298700	Telephone Services	4,000.00	299.55	1,197.98	2,802.02	30%
20298701	Cell Phones	800.00	60.00	373.11	426.89	47%
20299909	Expenditure Reimbursements	12,500.00		-	12,500.00	0%
TOTALS:		271,083.00	\$ 11,593.48	\$ 82,290.19	\$ 188,792.81	30%

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

**October 2020
Period 4 of 13**

FYTD Completed = 31%

CODE	CATEGORIES	2020 Budget	October	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	9,688.00	819.75	4,180.96	5,507.04	43%
30323000	Lease Obligation Retirement(Side Fund)	27,900.00	2,300.00	11,500.00	16,400.00	41%
"				-	-	#DIV/0!
			-	-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	704.00	703.64	703.64	0.36	100%
TOTALS:		38,292.00	\$ 3,823.39	\$ 16,384.60	\$ 21,907.40	43%

FYTD Completed = 31%

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

FYTD Completed = 31%

79790100	Contingencies	31,033.00	-	-	\$ 31,033.00	0%
	Reserved Fund Balance Increase		-	-	\$ -	0%
Grand Total		\$ 912,600.00	\$ 37,009.76	\$ 210,697.45	\$ 670,869.55	23%

	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

October 2020
Period 4 of 13

FYTD Completed = 31%
Percent Received

Account		2020 - 21 Budget	October	Received To Date	Unrealized	
91910100	Property Tax-Current Secured	610,000.00		0.01	609,999.99	0%
91910200	Property Tax-Current Unsecured	21,000.00		(0.06)	21,000.06	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	\$ -	(0.05)	\$ 655,600.05	0%
94941000	Interest	2,000.00	84.00	84.00	1,916.00	4%
94942900	Building Rental (Parks & Facilities)	4,674.96		4,670.42	4.54	100%
"	Building Rental (Cell Towers 4610.42)	55,325.04		9,220.84	46,104.20	17%
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	\$ 84.00	\$ 14,487.76	\$ 82,512.24	15%
Total Revenue		\$ 752,600.00	\$ 84.00	\$ 14,487.71	\$ 738,112.29	2%

Register Expense Report
FY 2020 - 2021
10/1/2020 Through 10/31/2020

			Account	339A		
Date	Num	Description	Memo	Category	Amount	
10/1/2020	Interest	# 110162901	FY 2020/21 1 Qtr Interest	941000	84.00	
10/6/2020	23622	S CalPERS - 521	9/16 - 9/30/2020 EE Contrib	5420524	-520.38	
			9/16 - 9/30/2020 ER Contrib	121000	-779.36	
10/6/2020		23623 Central Control System - 23278	10/2020 - Wireless irrigation	281265	-220.00	
10/6/2020		23624 Cintas - 56036	10/2/2020 - Custodial	232200	-112.71	
10/6/2020		23625 Crime Alert Security - 41852	10/2020 - 12/31/2020- Alarm System - Office & Shop	291700	-210.00	
10/6/2020		23626 CSAC Excess Insurance Authority - 1	10/2020 - 12/2020 EAP Benefit -3 Emps	123000	-26.10	
10/6/2020	23627	S Fast Break - 37998	9/2020 - Phone service	298700	-195.00	
			10/2020 - email exhchange	298701	-30.00	
10/6/2020		23628 Orbit Station - 33714	9/2020- Fuel Chgs	223600	-103.42	
10/6/2020		23629 PG&E - 1383	9/2020-Billing	219200	-16.15	
10/6/2020	23630	S Sacramento County Utilities - 666	8/22/2020 - 10/21/2020 Billing	219500	-276.28	
			COVID-19 Credit	219500	187.04	
10/6/2020		23631 Sacramento County - Tax Collectors	(HSP- CSA1 Lights	345000	-655.74	
10/6/2020		23632 Sacramento County - Tax Collectors	(ACP - CSA1 Lights	345000	-47.90	
10/6/2020		23633 Stephen Fraher - 920476	9/2020 - Mileage	283102	-36.28	
10/7/2020	JV	S # 110150924	Re-allocate 214200 to 214100 Claim 23540	214200	550.00	
			Re-allocate 214100 from 214200 Claim 23540	214100	-550.00	
			Re-allocate 214200 to 214100 Claim 23583	214200	515.00	
			Re-allocate 214100 from 214200 Claim 23583	214100	-515.00	
10/8/2020		23634 Republic Services - 57909	9/2020 - Billing	219300	-189.90	
10/8/2020	23635	S Umpqua CC - 71085	ACP Park Imp-Knox Padlocks	227504	-405.14	
			Survey Monkey / Signage for Survey	258200	-693.36	
10/9/2020	JV	# 110152541	Re-allocate 227504 to 339D 420200 Claim 23635	227504	405.14	
10/14/2020		23636 Cole Huber - 54641	9/2020- Ref Pending questions	253100	-67.50	
10/14/2020		23637 Comcast - 12322	10/2020-Billing-Phone/HSI	298700	-104.55	
10/14/2020	23638	S GSRMA - 29229	11/2020-Dental 3- EEs	123000	-121.92	
			11/2020-Dental-1 depend	5420516	-32.76	
			11/2020-Vision- 3 EEs	123000	-24.57	
			11/2020-Vision- 1 depend	5420516	-7.56	
10/14/2020		23639 Jorgenson Co - 48104	Yrly Fire Exten. Inspection @ HSP 2 lg, 4 med, 3 vehic	259100	-127.40	
10/14/2020		23640 Phillips 66 - 58398	9/2020-Stmt	223600	-90.68	
10/14/2020		23641 Sacramento Control Systems - 1112	10/2020 - 12/31/2020-AES Fire Monitoring	291700	-241.63	
10/14/2020		23642 Sacramento Suburban Water - 26158	10/2020 - Garfield (ACP)	219800	-920.52	
10/14/2020		23643 SMUD - 4025	8/2020 - SMUD Billing	219100	-1788.85	
10/14/2020		23644 SMUD - 4025	9/2020 - SMUD Billing	219100	-1679.02	

10/14/2020		23645	US Bank - 68934	10/2020-Xerox Copier	227501	-281.29
10/15/2020	EFT		# 400038577 - Health Benefits	Health Benefits Pay Date 10/15/2020	123000	-1152.75
10/15/2020	P/R+Taxes	S	Payroll And Taxes	Period 9/16- 9/30/2020 Ck date 10/15/2020	111000	-7960.38
				Brd Pay Ck date 10/15/2020	112400	-250.00
				Time/One Half - Ck date 10/15/2020	113200	-34.13
				OASDHI - Ck date 10/15/2020	122000	-629.16
				SUI ER Contrib Ck date 9/152020	125000	0.00
10/20/2020		23646	S CalPERS - 521	10/1 - 10/15/2020 EE Contrib	5420524	-520.38
				10/1 - 10/15/2020 ER Contrib	121000	-779.36
10/20/2020		23647	S CalPERs Health - 12733	11/2020-Medical - 3 EE's	5420516	-2305.47
				11/2020-Medical - EE Admin Fee	123000	-5.53
				11/2020-Medical - 1 Retiree	128000	-49.46
10/20/2020		23648	Cintas - 56036	10/16/2020 - Custodial	232200	-112.71
10/20/2020		23649	Home Depot - 2843	Cable ties, packing boxes	227504	-29.49
10/20/2020		23650	LAFCo - 2263	FY2020-21- Special District Assessment	250700	-99.00
10/23/2020	DepPermit	S	County Of Sacramento Deposit Permi	Studio / Field Space	942900	240.00
				Event Building / GPA / Park Rentals / Cell Towers	942900	4610.42
				Grants -	956300	0.00
				Misc Funds Collected	979000	0.00
10/26/2020		23651	Cintas - 56036	9/30/2020 - 20 cases trash liners	232200	-560.08
10/26/2020		23652	Fast Break - 37998	2 Email migration license	298701	-30.00
10/26/2020		23653	Hydrex Pest Control - 42363	10/2020- Pest Control	211100	-70.00
10/26/2020		23654	Hydrex Pest Control - 42363	10/2020- Pest Control Oakdale RR	211100	-72.00
10/26/2020		23655	Sacramento Suburban Water - 26158	10/2020 - Myrtle (Oak)	219800	-1728.59
10/26/2020		23656	Sacramento Suburban Water - 26158	10/2020 - HSP	219800	-145.80
10/26/2020		23657	S Umpqua Bank - 52152	11/2020 - Side Fund pmt	321000	-819.75
				11/2020 - Side Fund pmt	323000	-2300.00
10/26/2020		23658	S Valley Truck & Tractor - 36620	Labor repairs - J Deere mower	221100	-420.00
				Repair parts - J Deere mower	221200	-665.60
10/26/2020	DepPermit	S	County Of Sacramento Deposit Permi	Studio / Field Space	942900	0.00
				Event Building / GPA / Park Rentals / Cell Towers	942900	0.00
				Grants -	956300	0.00
				Misc Funds Collected	979000	6604.00
10/30/2020	EFT		# 400038669 - Health Benefits	Health Benefits Pay Date 10/30/2020	123000	-1152.75
10/30/2020	P/R+Taxes	S	Payroll And Taxes	Period 10/1 - 10/15/2020 Ck date 10/30/2020	111000	-7757.88
				Brd Pay Ck date 10/30/2020	112400	-250.00
				Time/One Half - Ck date 10/30/2020	113200	-7.88
				OASDHI - Ck date 10/30/2020	122000	-611.66
				SUI ER Contrib Ck date 9/152020	125000	0.00
				TOTAL 10/1/2020 - 10/31/2020		-28,395.18
				BALANCE 10/31/2020		-201,521.90

TOTAL INFLOWS	13,195.60
TOTAL OUTFLOWS	-41,590.78
NET TOTAL	-28,395.18

ACRPD 2020 - 2021
339D Expenditures

October 2020
Period 4 of 13

FYTD Completed = 31%

CODE	CAPITAL OUTLAY	20-21 Budget	October	Expended To Date	Balance	Percent Expended
42420100	Buildings New ADA Features @ HSP	1,400.00	31.35	31.35	1,368.65	2%
42420110	Leasehold Improv. (Oakdale Park)			-	-	#DIV/0!
42420200	Structures ACP Park Improv. Proj		655.14	655.14	(655.14)	#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	(25.08)	-	49,367.00	0%
46461300	Intangibles - ???			-	-	
				-	-	-0-
TOTALS:		50,767.00	\$ 661.41	\$ 686.49	\$ 50,080.51	1%

ACRPD 2020 - 2021
339D Revenue

October 2020
Period 4 of 13

FYTD Completed = 31%

Account		20-21 Budget	October	Received To Date	Unrealized	Percent Received
94941000	Interest Income		1.00	1.00	(1.00)	#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!
"				-	-	#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	(45,000.00)	#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	\$ 45,001.00	\$ 45,001.00	\$ (1.00)	100%

	Beginning Fund Balance Available	\$5767.00		-	\$ -	0%
	Fund Balance Decreased by	5,767.00			\$ 5,767.00	
TOTALS:		50,767.00	45,001.00	45,001.00	5,766.00	

Register Expense Report
FY 2020 - 2021
10/1/2020 Through 10/31/2020

				Account		
				339D		
Date	Num	Description	Memo	Category	Amount	
10/1/2020	Interest		FY 2020/21 1Qtr Interest	941000	1.00	
10/7/2020	JV S	# 110150928	Re-allocate 460300 to 420100 Claim 194	460300	6.27	
			Re-allocate 420100 from 460300 Claim 194	420100	-6.27	
			Re-allocate 460300 to 420100 Claim 195	460300	6.27	
			Re-allocate 420100 from 460300 Claim 195	420100	-6.27	
			Re-allocate 460300 to 420100 Claim 196	460300	6.27	
			Re-allocate 420100 from 460300 Claim 196	420100	-6.27	
			Re-allocate 460300 to 420100 Claim 197	460300	6.27	
			Re-allocate 420100 from 460300 Claim 197	420100	-6.27	
10/7/2020	JV	# 110150933	Transferred From 339I to 339D HSP Planning, etc	956900	45,000.00	
10/8/2020		198 ACE Quality Control (Allerion Consu	ACP Picnic shelter inspection	420200	-250.00	
10/9/2020	JV	# 110152541	Re-allocate from 339A 227504 to 339D 420200 Claim	420200	-405.14	
10/26/2020		199 Umpqua Bank - 52152	11/2020 Interest new project loan	420100	-6.27	
				TOTAL 10/1/2020 - 10/31/2020	44,339.59	
				BALANCE 10/31/2020	50,081.80	
				TOTAL INFLOWS	45,026.08	
				TOTAL OUTFLOWS	-686.49	
				NET TOTAL	44,339.59	

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

October 2020

Period 4

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
\$ 544,095.05	\$ 45,000.00	\$ 7,291.00	\$506,386.05

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

End of

*Pay Period:

October 15, 2020

October 31, 2020

Payroll Issued:

October 31, 2020

November 15, 2020

Administration Division	5585.88	5585.88	11,171.76
Board Members = 5	250.00	0.00	250.00
Parks Division	1855.88	1848.00	3,703.88
PT Maint	0		-
Recreation Division			
Monitors, etc	324.00	415.13	739.13
Misc - Staff	0.00	0.00	-
Rec. Staff (Other)	0.00	0.00	-
	\$ 8,015.76	\$ 7,849.01	\$ 15,864.77
Employer Paid Taxes <i>(FICA, Medicare, SUI)</i>	615.69	Unavailable	

Facility Rental Report

October 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
10/19-26, 11/2-9/2020	Albree Dog Training	HSP Park	240.00
			0.00

Totals \$ **240.00**

OTHER REVENUES

	0.00

Totals \$ -

Arcade Creek Recreation and Park District

MEETING DATE: November 19, 2020

**AGENDA ITEM: 5 g Consent Agenda
Correspondence Period 4**

Kim Cook

From: Stephen Fraher
Sent: Tuesday, October 20, 2020 8:55 AM
To: Kim Cook
Subject: FW: Request of the Arcade Creek Recreation and Park District

Importance: High

Kim,

Please put the email below and all of the attachments in the correspondence folder for the November Board meeting. This is regarding the two neighbors who want to obtain a small tract of land between the flood wall and their back yard fences. This was presented and discussed at the May 2020 Board Meeting.

They have contacted me twice in the last 10 days and asked for this information.

Thanks,

Have a great day, enjoy part of it in a Park!

Stephen F. Fraher, General Manager
Arcade Creek Recreation and Park District
P.O. Box 418114 (new mailing address)
4855 Hamilton Street
Sacramento, CA 95841
(916) 482-8377 office
(916) 743-2281 cell
(916) 483-1320 fax

From: Stephen Fraher
Sent: Monday, October 19, 2020 4:23 PM
To: sireecurtin@gmail.com; l.elizabeth.cunningham@gmail.com; sureecurtin@gmail.com
Subject: Request of the Arcade Creek Recreation and Park District
Importance: High

Good afternoon,

Please find attached my letter dated today (10-19-2020) and the documents from the May 21, 2020 Board Meeting and a copy of the minutes from the discussion on your proposal.

I hope that these documents will help you to put together your proposal to the District.

I recommend that you keep track of all expenses in this effort to show to the Board when it comes time to discuss a sale.

Thank you,

Have a great day, enjoy part of it in a Park!

Stephen F. Fraher, General Manager
Arcade Creek Recreation and Park District
P.O. Box 418114 (new mailing address)
4855 Hamilton Street
Sacramento, CA 95841
(916) 482-8377 office
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Arcade Creek

The logo for Arcade Creek Recreation and Park District features the name "Arcade Creek" in a large, green, sans-serif font. Below the name is a stylized blue wave graphic that flows from left to right. Underneath the wave, the words "Recreation and Park District" are written in a smaller, green, sans-serif font.

Recreation and Park District

October 19, 2020

Laura Cunningham and Darlis Curtin,

Good afternoon Ladies. In response to your recent request for clarification on the status of your attempt to better secure your properties by acquiring a sliver of land between the flood wall and each of your rear fence lines. The Arcade Creek Board of Directors did discuss this at the May 21, 2020 Board of Directors meeting. I am including in this document my follow up email to Laura along with the minutes from this item, and the documents I presented to the Board that evening with your request.

Based on the Board discussion that evening, as reflected in my follow-up email; the Board did not want me spending any more of my time on this and there was no interest in spending any District resources for this to happen. The Board will entertain and proposal from the both of you to acquire the property so long as the District has no expense of funds. Until a proposal is made and presented to the Board it would be inappropriate to me to say much more.

In good faith I will support your proposal if it meets these requirements. However, I do not have a vote in the decision-making process. I believe the Board will consider a proposal that covers all their stated concerns and comes at no cost to the Park District.

Sincerely,

A handwritten signature in blue ink that reads "Stephen F. Fraher". The signature is written in a cursive style with a large initial 'S' and 'F'.

Stephen F. Fraher, General Manager

Email from 5/26/2020

Good afternoon Laura,

I hope that you had a good long weekend. The Board did discuss the proposal you made regarding the land between your yard and the Flood Wall along Arcade Creek.

When I looked at the County Assessors site and the lot map you sent, I think it makes sense to include the next three lots to the SW side of your property. That way a straight line can be surveyed and drawn. Each lot benefits differently but the rear lot lines would then mirror what was done on the properties located on the upstream side of your lot to Garfield Avenue when the flood wall was first built.

At this point the Board said they were not interested in dealing with individual property owners and they did not want me spending too much time arranging for surveyors, redrawing property lines and getting the changes recorded. They did say, if the group will bring a solid proposal to them, and offer to cover all the costs and time needed, they would then be willing to consider the deal for a minimal purchase price. Bottom line is that **they do not want this to cost the Park District; staff time or money.**

There are significant changes happening at ACRPD that will require my attention and there was a concern this would distract me from those things. This was not the only topic that had this type of discussion.

I am attaching the two maps placed in the Board information, the red line on the Google Earth photo shows the approximate location of a new rear property line placed five feet from the Flood Wall.

If the interest is there from all four property owners, or contiguous group of property owners, I will be happy to come and meet with you and answer questions.

If you have any questions please contact me. I am still working from home, but can be reached by email or telephone, my office line is forwarded to my work cell phone.

Thank you,

Have a great day, enjoy part of it in a Park!

Stephen F. Fraher, CPRP

General Manager

Arcade Creek Recreation and Park District

4855 Hamilton Street

Sacramento, CA 95841

(916) 482-8377 office

(916) 743-2281 cell

(916) 483-1320 fax

From ACRPD Board Meeting Minutes on 5-21-2020

d. Consider receiving a request from neighboring property owners to purchase a small amount of Park District property located behind the lots 5212, 5216, 5220, and 5224 Adelaide Way, Carmichael, CA 95608; to reduce itinerant encampment locations. The space between the rear fence and a line to be determined which is five SE of the floodwall in that area. (map attached of the area)

Direction provided to staff to have owners (4) submit written proposal.

MEETING DATE: May 21, 2020

ITEM # 7 d

SUBJECT: Consider a request from neighbors along the Arcade Creek Nature Area and Trail, who will to purchase a small sliver of land owned by Arcade Creek between the flood wall and their existing rear fence lines, that is a place where homeless encampments are sometimes set up.

Initiated or requested by

Report coordinated or prepared by:

- Board
- Staff
- Other



Stephen Fraher, District Administrator

Attachment Yes No Information Direction Action

Objective:

To consider the District’s ability to discuss a purchase of property by two and possibly four neighbors that would extend their rear lots lines to within five feet of the existing flood wall to provide added security for themselves.

Recommended Action:

Discuss the request and give direction to the General Manager on how to proceed or not proceed on this matter.

Background

- This is the property identified by a neighbor when the Board was on its’ tour of facilities in October when on the nature trail section that was rerouted. A neighbor adjacent to the east of this identified property owner has now contacted the General Manager on this topic.
- The land in question was formerly owned by the Los Rios Community College District and was Quit Claim Deeded to ACRPD in 2015 for the Jo Smith Pedestrian Bridge Project.
- When the flood wall was built in the early 2000’s the Park District worked with neighbors and property lines were adjusted to within five feet of the new flood wall. This appears to have stopped at the former Los Rios CCSD property line.
- Two of four potentially affected property owners have expressed an interest in acquiring the property to be included in their respective lots.

Analysis

- The Park District does not provide maintenance in the area between the flood wall and the rear property fences. This is done by the Flood Control District when it is done.
- This action would relieve the Park District of liability for this segment of land.
- A value would need to be established and parameters of a purchase agreement arrived at with the potential buyers.
- Survey work would need to be done and lot lines redrawn and recorded with the purchase of the property.

- There is likely going to be a need for a good amount of involvement by District Staff to coordinate this action.

Alternatives:

- Direct staff to proceed with discussion and more research on this project
- Table the discussion for review in the future when a new Board is seated
- Hang on to the property and do not sell it.

Coordination and Review

- Staff has done initial review of district records to gain some background on the existing situation and has studied the existing lot lines to develop a couple of options for an agreement if reached.

Budget/Cost Impact

- Unknown at this point. Staff's recommendation is that the buyers should pay all expenses incurred for the transaction plus one dollar (\$1.00) on each new parcel segment created for the purchase.
- Staff will coordinate the survey work, appraisal, and application to the County for redrawing lot lines.

Attachments:

- Map depiction of the area concerned in this proposal.

Assessor Parcel Viewer

Address or Parcel Number

🔍 📍 🗨️ 🖨️ 📄 📧

- ts
- Select Parcels
- Recent Sales
- Legend
- Help



ARCADE CREEK RECREATION AND PARK DISTRICT

November 2020

GENERAL MANAGER'S UPDATE

Park Maintenance

Irrigation has been cut back significantly with the winter rains beginning soon. Irrigation will run one day per week for about five minutes just to keep all the parts working and to flush sediment from the lines. There was a significant irrigation repair made at Arcade Creek Park. A valve on one of the stations was stuck open. It took approximately two and a half days to locate the valve, because the District does not have "as-built drawings" at ACP and at HSP. Staff and contractors spend a good deal of time when issues arise. In this case the valve was difficult to locate because the concrete walk around the edge of the park was laid on top of the valve box location this is the second instance of this sort to be found in the past three years. I believe that there is another sidewalk buried valve near the large children's play area at ACP. When staff has time or help, we will try to locate that.

Vandalism was discovered at Arcade Creek Park in the dog park area. Someone had removed most of the clips attaching the fencing to the tension wire near the ground. This caused slack in the fence, which allowed at least one dog escape and go after another animal being walked on a leash in the park. That animal was a pet pig! Fortunately, Chairman Gonzalez was present in the park when it happened, and he deescalated the situation between pet owners. Upon inspection following the incident, the fencing had been bent and vandalized in several locations. Staff called Rio Linda Fencing and they came to replace the tension wire with a new thicker gauge wire and clips as well as straightening the fencing.

The dog park area was close for 3-4 days, a notice was placed on the District's Facebook page and a header was placed on the Home page of the website.

ARC had two golf carts stolen, and security camera footage indicate that they were driven from the school property following the nature trail and using the footbridge as an escape route. Campus Police has locked the gate. The ARC campus is on lock down and the trail walkers should not be going on campus during this time. I am cooperating with Los Rios Campus Police on this issue.

The District is still waiting on the shipment of the replacement hooks and chains for the swings in the parks.

The District has a student who is doing is Community Service for school. He is helping Anita with trimming and pruning of trees around Hamilton Street Park.

Nature Trail Area and Fire Abatement

I spoke with Vincent Montoya, Director of Facilities at Los Rios Community College System. We are awaiting their staff to come up with an acreage total for grazing on the ARC Campus. At that point, an RFP will be written to receive proposals for the grazing, while agreements are reached with ARC and neighbors along the creek for the grazing/fire abatement effort. This will be a process, that will take place in the middle of May 2021 if all is successful.

Facility Rentals

Building rentals are non-existent. Today 11-10-2020 I heard that Sacramento County has been placed back in the purple tier regarding COVID-19. Gatherings are not allowed, and indoor functions are not permitted. I will be keeping an eye on what these new restrictions mean.

Community Needs Assessment Survey

Since the October Board meeting, the survey has been boosted twice on Facebook with some success. Russian, Spanish and Hmong Language versions have been added to the District's web page. Each will be recorded as a separate survey, and then I will integrate the answers into a final report. On November 9th, the number of surveys completed is at **128**; 127 English version and 1 Russian language.

Many comments have been made about Del Paso Park on Auburn Blvd. I am sharing those comments with the City of Sacramento Parks and Recreation Department staff since they are doing a plan for improvements to the site.

Playgrounds closing again

Park playgrounds across the state reopened on Thursday October 1, 2020. But now that we have gone back to the Purple Level of restrictions effective at noon on Friday November 13, 2020. The District will respond accordingly during this time. Playgrounds, park facilities will be closed to use. Wearing of facemasks, social distancing and handwashing are still being highly recommended. We are back to where the area was in April and May.

Disability Access Training

I attended a training offered through CAPRI by the new provider Disability Access Consultants. They are contracted to offer a group discount to member agencies to work with each agency to comply with Americans with Disabilities Act (ADA). In ACRPD's case they would take the 2015 Accessibility Survey that was completed, and inspect the improvements made to date and assist in creating the mandated Transition Plan for the agency. Being a small agency, the District is not required to have a written Transition Plan, but one is recommended to identify a plan of action moving forward to make the needed changes. This will be a topic for further discussion.

New GM at Fulton El Camino RPD

Emily Ballus was hired as the new General Manager at Fulton El Camino Recreation and Park District. She is on board at FEC and is working to get acquainted with the agency and staff. I have attended a couple of Zoom meetings with her, but we have not met in person yet.

Insurance for Instructors, Renters, and Events

Insurance for the above categories is available through Alliant Insurance Services. I have signed the District up to begin the program on January 1, 2021. One of the drawbacks for the instructors was finding affordable liability insurance. Doing this program through CAPRI the District can provide our park/facility users with the opportunity for the required Liability Insurance coverage and reasonable rates. Example: in 2020 a class instructor would be able to purchase the required insurance through this program for as little as \$49.00/year. I have not received the 2021 rates yet. This would cover that instructor for all classes taught in that activity for the entire calendar year and up to 125 participants in the class.

Policies are also available who rent the facilities and for individuals or organizations who wish to sponsor a community event, they will have access to a day of event Policy.

I have created a flyer featuring this information and it is included in the Agenda packet for your review.

Property Purchase

Two neighbors along Arcade Creek and the Nature Trail have contacted me again regarding the possibility of purchasing a portion of District property between the flood wall and their current rear fence line for security reasons. The space they are seeking is large enough to hold a transient/homeless encampment. This was presented to the Board during the May Board meeting; staff was directed not to spend any effort or time on the item. If the neighbors wanted to make the purchase, they would need to foot the entire bill. The owners have reached the point of having a survey done, they approached me wanting an assurance that the District will move forward with a deal if they spend this money. I told them; I do not have the authority to make that decision. I told them they could speak to the Board about it at any Board meeting or submit something in writing so that I can include it on an Agenda. In your Board Packet is correspondence relating to these discussions. I have not heard from them at the time of this writing on 11-10-20.

Office reorganization

During this time, Kim has taken on the task of reorganizing the files and records in the District Office. Following the District's Retention of Records Policy, she has been culling old files that are no longer needed. She is reorganizing and categorizing the files to be retained and placing them in an orderly fashion.

Many historical items have been found and the history of the district and the facilities has come into a better light for me. We have records and files and notes on opportunities that were not taken advantage of many years ago. If those choices had been acted upon and finished, those decisions would have done much for the visibility of this District today. I have also found records regarding the initial development of facilities and issues with construction that are related to what I see today in the parks.

This effort will help to provide a new direction and goals for the District in the coming years.

CARPD Board Member Roundtable

There will be a **Roundtable for Park District Board Members** from around the State held via Zoom on **Thursday December 10, 2020 from 12:00 to 1:00 p.m.** If your schedules permit this will provide an opportunity to interact with fellow Board Members from throughout the state. Key issues of the current time will be discussed, I am sure COVID-19 will be the leading topic. It is a good opportunity to network with other elected and appointed community leaders in the field of Parks and Recreation.

Additionally, there will be a **New Board Member Training** held on **Tuesday February 23, 2021.** Time to be announced. This will be a great opportunity to learn about the legal roles and responsibilities of an elected or appointed Board Member. Time TBA. Please mark your calendar for this date. More information will follow later.

Del Paso Park Committee

The City of Sacramento Parks and Recreation Department invited me to represent the District in a stakeholder meeting for Del Paso Park. They are working on site improvements and planning to file for a Prop. 68 Grant to make the improvements in the park, that will tie in with the Auburn Blvd bridge replacement over Arcade Creek set to occur in 2022 that will result in a summertime closure of Auburn Blvd. from Winding way SW to near the Science Center. I have raised the possibility of making design decisions for identified trail corridors along Arcade Creek.

Respectfully submitted,

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

General Manager

Reporting Period: 2020-10-01 to 2020-10-31

Arcade Creek Park

Notice To Appear Issued

1) Date/Time: 2020-10-10 16:22

Violation 1: 9.36.061(a)(4) SCO Animal leash, 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

1) Date/Time: 2020-10-03 13:08

V1: 4000(a) CVC No current registration

2) Date/Time: 2020-10-01 13:11

V1: 4000(a) CVC No current registration

3) Date/Time: 2020-10-07 13:41

V1: 4000(a) CVC No current registration

4) Date/Time: 2020-10-24 14:53

V1: 10.24.030(b) SCO Prohibited stopping, standing, parking

5) Date/Time: 2020-10-24 14:42

V1: 9.36.065(d) SCO Failure to park in designated area

6) Date/Time: 2020-10-24 14:43

V1: 9.36.065(d) SCO Failure to park in designated area

7) Date/Time: 2020-10-22 12:53

V1: 4000(a) CVC No current registration

Onsite Arrests Made

No onsite arrests made during this reporting period.

Dispatched Calls For Service

1) Date/Time: 2020-10-02 17:00

Description: A 415 between women in the park. Arrived on the park and they were GOA.
Witnesses stated there was a 415 but only verbal and they all left area.

Disposition: GOA

2) Date/Time: 2020-10-02 16:59

Description: Text of the call read: Appx 20 BFA's in loud 415 in the main parking lot. Upon arrival, all subjects had left the park. Park goers confirmed there was a 415 and that they all left.

Disposition: GOA

3) Date/Time: 2020-10-21 19:14

Description: Vehicles in the park after hours. All people adv to exit the park.

Disposition: Unfounded

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: 2020-10-04 11:28

V1: 4000(a) CVC No current registration

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

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: 2020-10-16 21:12

Violation 1: 12500(a) CVC Unlicensed Driver, Severity: Mis

Violation 2: 21453(b) CVC Failing to stop Right on Red, Severity: Inf

Violation 3: 24252(a) CVC Lighting Equip (in good working order), Severity: Inf

Violation 4: 16028(a) CVC No Insurance, Severity: Inf

Parking Citations Issued

No parking citations issued during this reporting period

Onsite Arrests Made

1) Date/Time: 2020-10-10 16:46

V1: 12500(a) CVC Driving without DL Severity: Mis

V2: 496(d) PC Stolen Property 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: November 19, 2020

ITEM # 6 a

SUBJECT: Receive a report on the results of the Request for Proposals for Facilitation Services for the development of Core Values, Mission and Goals for the District Board of Directors moving forward.

RECOMMENDATION: Authorize staff to award a contract for the Provision of these services in the amount of five-thousand dollars (\$5,000.00) to The Impact Foundry.


Initiated or requested by

Board Staff

Other

Report coordinator or prepared by:

Stephen Fraher, General Manager



Attachment: Yes No Information Direction Action

Background: The Board has had many discussions regarding developing a plan of action to establish Core Values, Mission and Goals for the District. During the preparation of the FY 20-21 Budget funding was allocated for the purpose of hiring an experienced Facilitator to work with the District Board and Staff to create this to assist the Board in creating a decision making process for the District going forward.

Alternatives:

- Put the RFP back out to groups for more input.
- Downsize the scope of the services offered to provide for a focused result.
- Not authorize the execution of the contract and continue operating as the District previously done.

Analysis: Staff prepared the Request for Proposals (RFP) after researching the profession and how this business is conducted. Four firms were sent RFPs' and one RFP was received prior to the posted deadline of October 30, 2020 at 5:00 p.m. The proposal put forth will create an Organizational Plan with action steps and goals for the District Board and staff to complete. Improving sustainability and provide a foundation for key decision-making processes.

Budget/Cost Impact: \$5,000.00

Attachment(s):

- RFP from The Impact Foundry
- Four example products that have been prepared for other organizations.

Facilitation Services Request for Proposal
Tally Sheet
October 30, 2020

Company	Sample Project Plan	Projected Timeline	3 References	Team Qualifications	Budget Analysis & Total Cost
Impact Foundry	✓	✓	✓	✓	\$5,000 50% down payment

Others sent RFP's
 Sacramento Professional Facilitators
 The Kolbe Company
 Leading Resource Inc.



30 October 2020

To: Steven Fraher, General Manager
Arcade Creek Recreation & Park District
Email to: sfraher@acrpd.com

From: Kim Tucker, Executive Director
Email: ktucker@impactfoundry.org

Re: Proposal for Strategic Planning Consultant

Thank you for the opportunity to submit this proposal in support of your strategic planning objectives. We believe Impact Foundry is an excellent partner for Arcade Creek Recreation and Park District, and we appreciate being considered to work with you.

Our Strategic Planning Approach

As northern California's nonprofit resource center, we approach all our work from a strengths-based perspective and seek to build the capacity of those who hire us. Research tells us that culture trumps strategy every time. If we don't address the cultural realities of an organization – how they get things done, who has power to persuade, Board's level of engagement, and what budget realities exist – the plan we help you develop will not be successful, no matter how great the plan is. ***In other words, we start where you are and build from there.*** Plans must include action steps and measurable milestones.

Summary of Experience

Our organization exists to provide capacity building to public causes and professional development to those who work in and help lead them (staff, volunteers, board members). We have experienced staff who lead our capacity building program, cultural responsiveness program, and our volunteer training program. We also employ a grants researcher and a community engagement professional because we have over 650 organizational members who rely on us to help them broker relationships with funders, political leaders, community influencers, and each other. Our team also produces the largest nonprofit conference in northern California, the annual What IF Conference, that attracts 900+ people.

I am responsible to my team as their executive director, working with our Board and funders to propel our mission forward. And I am the primary strategic planning facilitator in our organization. Given the scope of work for Arcade Creek, I offer this summary of my experience; and once engaged with you, will tap our team as it is appropriate to support completion of your planning effort.

Kim Tucker, Facilitator & Planning Experience

- Over 100 nonprofit facilitations per year that include small and large nonprofit service providers, statewide associations, government agencies. Recent organizations worked with include:
 - Association of Behavioral Health Contractors
 - Hope Cooperative (supportive housing and services for mentally ill homeless)
 - Sacramento Children's Home
 - Veterans Resource Centers of America (recently renamed Nation's Finest)
- Development of approximately 12 strategic plans per year. Recent projects include:
 - The Arts Education Consortium, a partnership of the 13 school districts and Sacramento County Office of Education, the Sacramento Region Community Foundation and the Friends of Sacramento Arts.
 - Friends of Sacramento Arts, a nonprofit fundraising organization to ensure arts education in public schools.
 - Chief Probation Officers of California
- Oversight of approximately 40 strategic sustainability plans per year. These plans are required outcomes of our primary capacity building program called Certified Sustainable. Examples of the plans are included in this proposal.
- Training areas of specialty include Revenue Structure, Operational Framework, Board Leadership, and Community Engagement. Recent training recipients include:
 - CARES Act funding from City of Sacramento to train 20 arts organizations on how to survive impact of COVID-19, focusing on their funding and business models.
 - Yolo Community Foundation, in partnership with the Yolo Public Library System and Impact Foundry, providing training to any nonprofit in Yolo County.
 - NAMI (National Association of Mental Illness) Solano County - Board training
 - First Five Commission – Sacramento County

Additional experience includes:

- College Degree: Social Work, Pacific Lutheran University
- Certificates of Professional Development (partial list):
 - Leadership California, Class of 2012
 - American Leadership Forum, Class of 2020
- Collective Impact: We build programs and strategic alliances within the Collective Impact framework. Partial list of current partners in these programs include:
 - College of Continuing Education, Sac State (higher education, anchor institution)
 - CxORE Consulting and Fractional Staffing (for-profit business partnership)
 - Team Giving (volunteer matching and training nonprofit)
 - First 5 Sacramento (government agency)

Facilitation Approach: Visioning what is possible is an important component of strategic planning because it allows us to be unbound by the way we've been operating. Visioning without a structure, however, leads to frustration because we will not know where we are going or why. Therefore, it is important that I support a process that is practical as well as inspirational. My job is to engage you in the process – and the 'you' includes your stakeholders and your governance leaders – and ensure your thinking links with your capacity to perform on your objectives. I put it this way, ***"Inspiration without application is hallucination."*** I'm prepared to have difficult conversations in a supportive environment to get at what is true and what is possible, and work on how we fashion a great forward focus.

Detailed Project Budget

Consideration of the scope of work results in these estimates of time by the stages outlined in your RFP:

- Stage 1 – Pre-Planning = 40 hours
- Stage 2 – Strategic Plan Creation = 80 hours
- Stage 3 – Implementation & Evaluation Follow-Up = 40 hours

At an average rate of \$75 per hour, this would result in a \$12,000 quote for services. Review of your approved budget suggests that this cost is greater than what you have available for professional assistance in your strategic planning. Therefore, ***we will cap our quote at \$5,000.***

Ideal Timeline for Scope of Work Completion

1. Tasks outlined in the RFP's Stage 1 include review of existing documents, research and benchmarking, review of the Community Needs Assessment and possibly some surveying of Board and staff. All of this work needs to be completed between date of contract award and preparation of the January 2021 Board retreat agenda, primarily because this information informs how we build the meeting agenda = ideally Q4 2020.
2. Tasks outlined in Stage 2 = Q1 2021
3. Tasks outlined in Stage 3 = Q3 & Q4 2021

Sample Project / Work Plan

Once we have been awarded the contract, it will be incumbent on us to present a project plan that lists the activities and due dates for elements within each stage of the planning process. In fairness to this effort, meeting with you to learn more about your internal capacity to provide documentation and respond to our questions will really help us build a project plan that everyone can support. In the ideal, the date ranges are noted above within each stage of the scope of work. We can add some deliverables, such as training or arranging meetings with subject matter experts in event Board members want to learn about something ahead of our planning retreat, and those topics will become evident during Stage 1 work.

We utilize Monday.com for project management. It helps us keep on track and store documentation as well as internal communications in one digital space. Their template looks like this:

Projects Overview ★ Integrate / 0 Automate / 0 1 Activities / 0 ...

Add board description

Main Table ▼ New Item Search Person Filter Sort ...

This Month		Person	Brief	Creative	Live?	Progress	Client
Project 1			Done	Done	Live	100%	Coca Cola
Project 2			Done	Working on it		34%	Whole foods
Project 3			Waiting for Approval			0%	Ikea
+ Add						45%	

Next Month		Person	Brief	Creative	Live?	Progress	Client
Project 4			Waiting for Approval			0%	Toyota
Project 5			Done			34%	Samsung
+ Add						17%	

Proposed Payment Schedule

For contracts \$10,000 or less, we prefer 50% payment when contract is signed, and 50% payment once scope of work is completed.

References

Gordon Fowler, Principal at 3fold Communications

Email: gordon@3foldcomm.com

Phone: 916-442-1394

Erin Johansen, CEO of Hope Cooperative

Email: ejohansen@hopecoop.org

Phone: 916-441-0123

Julie Gallelo, Executive Director of First 5 Sacramento

Email: GalleloJ@saccounty.net

Phone: 916-876-5867

Julie Rhoten, Executive Director of Stanford Settlement

Email: julie@stanfordsettlement.org

Phone: 916-927-1303

Sample Plans (total 4)

Appended to this proposal are the following plans:

Chief Probation Officers of California: facilitated statewide convenings and conducted individual and small group interviews; drafted report for CPOC staff to incorporate into their internal and external communications strategy.

Certified Sustainable Program Plans

We led training and technical assistance over 10-month period and facilitated board planning sessions that resulted in sustainability plans, which was the graduation requirement to complete our program. Included here are the plans for:

1. Franklin Neighborhood Development Corporation
2. Opening Doors, Inc.
3. Stanford Settlement

To help transmit our proposal, we've separated the example plans to keep overall file size manageable. If any of our samples are not received, please alert me.

Layout of Plans: We follow best practices in the layout of plans that we develop that can include this list of components. Not all final plans include everything, but we start here to ensure we include the most important information:

- Vision, Mission, Values
- History of Organization, including summary of planning effort
- Headline Goals (ideally not more than 3-4) – these reflect the values within categories of the organization's work (e.g., Provide Excellent Programs, Be an Employer of Choice)
- Within each headline goal, there are a series of:
 - Objectives – these are goals that are measurable
 - Strategies – the topic areas of activity that support meeting the goal
 - KPIs (key performance indicators) – the way we plan to measure our results
 - Tactics – activities that support the strategy
 - Measurements – of the tactics
- Fund Development Plan
- Strategic Communications Plan

Contact Information

Kim Tucker, Executive Director of Impact Foundry

Mailing and physical address: 2030 W El Camino Ave, Suite 210, Sacramento 95833

Email: ktucker@impactfoundry.org

Office Direct: 916-569-8556

Personal Mobile: 916-217-6736

Thank you for the opportunity to provide this proposal. We are available to answer any questions during your deliberation process.

Stanford Settlement Neighborhood Center

Sustainability Plan 2020-2023



STANFORD
SETTLEMENT
Neighborhood Center

Table of Contents

MAIN TOPICS

Mission and Values

Impact

History

Programs

Impact

Existing Funding Sources

External Factors

Internal Factors

Priority Pillars

Revenue Structure

Operational Framework



Mission and Values

Stanford Settlement Neighborhood Center's (SSNC) mission is to help build healthy communities through individual, family, and neighborhood services.

Services impact the overall health, well-being, and functioning of those served. Specifically, seniors are able to avoid isolation while maintaining their independence; teens have support to stay in school and stay out of trouble; children are able to bounce back from the effects of abuse and neglect demonstrating resiliency. Prevention services save thousands of dollars that would otherwise be spent on intervention later.

Agency values:

- hospitality
- dignity
- respect
- strengths-based
- resiliency
- relationships

AGENCY HISTORY

1936-2020

Stanford Settlement was founded in 1936 by the Sisters of Social Service, at the Stanford Mansion, located at 8th & N Streets in Sacramento, the former residence of Governor Leland Stanford. Along with providing a residential program for teens who were unable to live in their own homes, the Sisters formed groups and programs for young people and adults within the surrounding neighborhood.

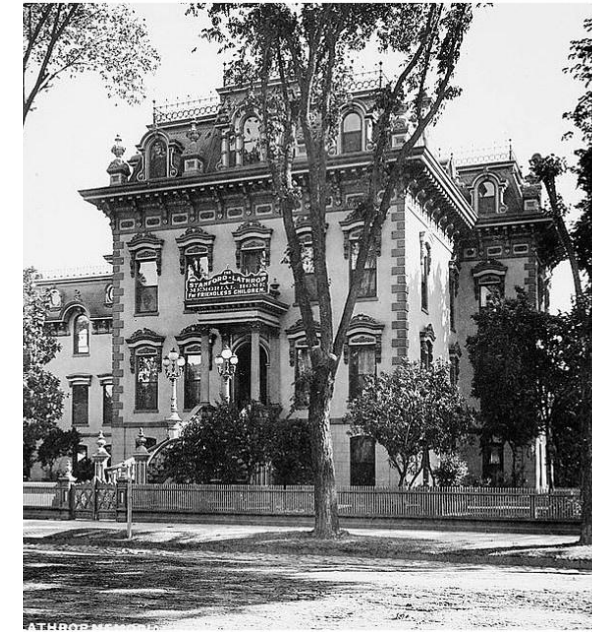
These initial vital programs and offerings flourished and expanded over several decades. Then, in 1963, Stanford Settlement became its own separate agency from Stanford Home. Upon the request from Sacramento city leaders the agency relocated to the North Sacramento community of Gardenland which was in need of innovative and responsive social service programs.

With support from United Way and a donated building from the Diocese of Sacramento, Stanford Settlement worked with the Gardenland Community Council and the local business association to ensure that city parks were built, street lights installed, and sidewalks and gutters added to make the surrounding neighborhoods safer.

In 1975, with help from locally elected officials, the County of Sacramento bought the vacant Gardenland Elementary School and deeded it to Stanford Settlement. It was at this time the agency incorporated and separated from the Diocese to become its own independent 501(c)3 agency.

Stanford Settlement has been faithful to its mission of building healthy communities through individual, family, and neighborhood services. Program services are dedicated to children, teens, seniors, and families in need. Over the years the agency has improved and enlarged physical space for programs, including the Senior Center built in 1993 and the Teen Center which was erected in 2009.

Settlement houses were the birthplace of the social work profession. Stanford Settlement fulfills a unique role being the only settlement house in the Sacramento region. As a settlement house, the agency is concerned with helping those in the immediate neighborhoods and engaging them to make improvements to their lives and their community. The long-term presence of the agency in the neighborhoods served makes it uniquely qualified to be a change agent for individuals, families, and the community at large. Stanford Settlement has been able to respond to the evolving needs of the community because it is PART of the community's fabric.



Agency Programs

Community Development

Leads efforts to identify and address community needs in collaboration with local residents, neighborhood associations, community stakeholders, and elected leadership. Provides voice and empowerment to those within the agency's service area.

Teen Center

Provides teens ages 12-17 with socio-emotional support, a safe place to be when school is out, encouragement to stay in school, and job readiness opportunities.

Emergency Assistance

Delivers crisis intervention services, emergency food assistance, and Christmas baskets, with more than 1,000 households served annually.

Senior Center

Ensures seniors have opportunities to age-in-place in the home of their choosing by offering transportation, nutrition, and wellness activities.

Children's Program

Builds resiliency in children ages 5-11 years who have been impacted by the trauma of adverse childhood experiences.

2019-2020 Impact

COVID-19 and Emergency Assistance: Since March 16, 2020, over 350 children, teens, seniors, and families received daily home visits, including delivery of meals and groceries, along with socio-emotional support and crisis intervention during the stay-at-home mandate. At the holidays, 600 households received Christmas baskets with food and gifts.

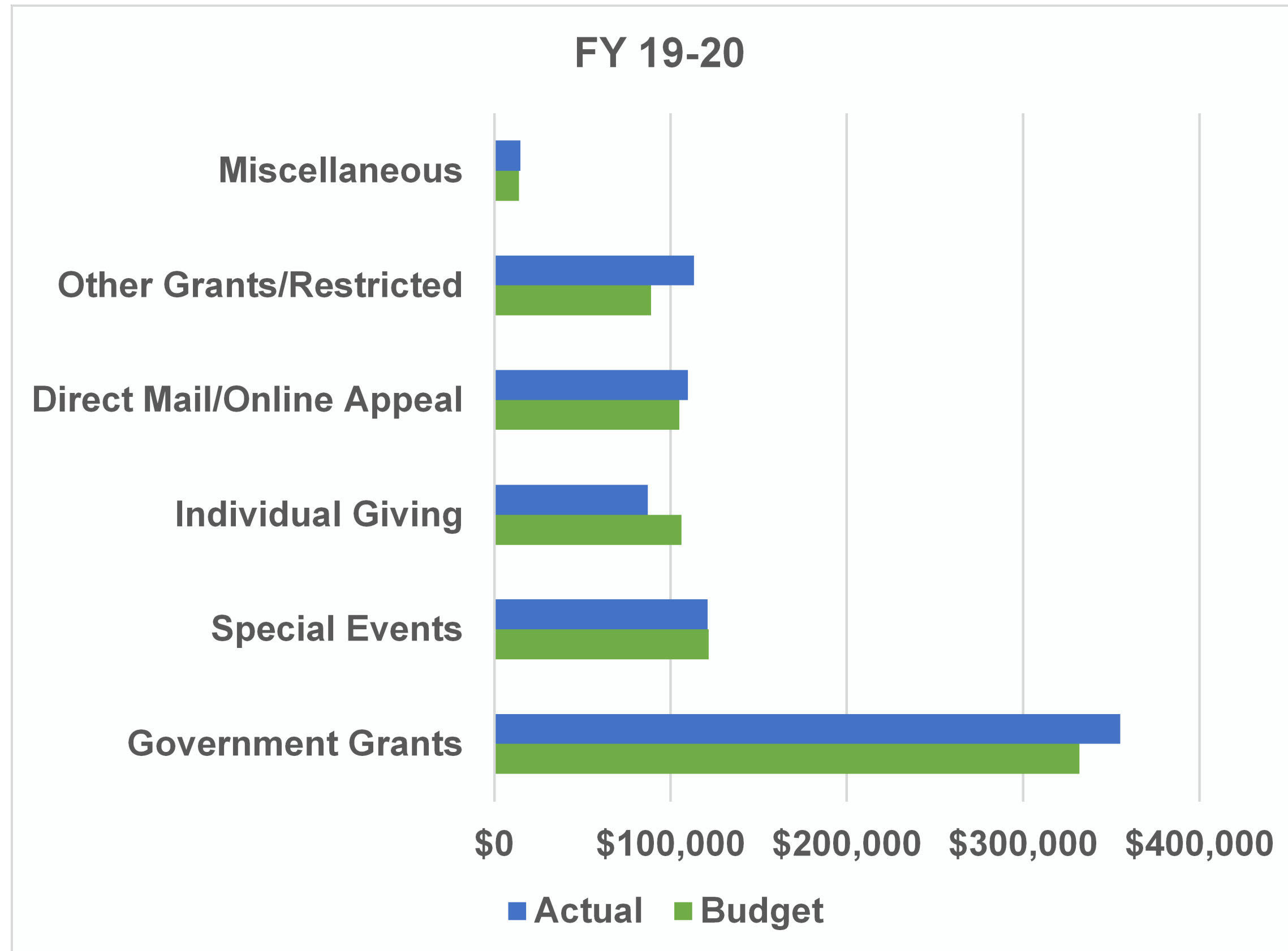
Community Development: Provided leadership in community discussions about helping homeless neighbors, safety along Northgate Blvd. and West El Camino Ave., lead efforts to share the #MaskUpSac messages with local Latino neighbors, and articulated support of #BlackLivesMatter.

Teen Center: Over 140 teens experienced a sense of belonging through meaningful participation and connections with adult mentors. 95% of teen participants successfully completed their academic year. The agency partnered with the Pop-Up initiative sponsored by the City of Sacramento and Sierra Health Foundation.

Senior Center: 200 seniors stayed connected and avoided isolation in spite of the COVID-19 stay-at-home mandate. This resulted in better overall health and increased ability for the seniors to “age-in-place,” in the home of their choosing.

Children's Program: Through After School Groups and Summer Day Camp, 130 children learned how to solve problems peacefully, increased critical thinking skills, learned to work together as a group, and developed empathy. Over 80% of children served met their program goals, resulting in more success at home and at school.

Existing Funding Sources



Existing Funding Sources

Source	Amount	Duration	Services Funded
Grants/Contracts			
County of Sacramento DCFAS	\$150,000	Renews annually	Children's Program
County of Sacramento DCFAS	\$125,000	Renews annually	Senior Center
Agency on Aging Area 4	\$79,968	RFP process every four years	Senior Center
Sierra Health Foundation	\$28,000	Renewed through December 2020	Teen Center
Diocese of Sacramento	\$21,000	Annual	General
Ann Land Bertha Henschel Memorial Trust	\$8,200	Annual	Children's Program/Teen C
Fundraising Efforts			
Sister Jeanne's Retirement	\$69,816	One time only	General
Big Day of Giving	\$80,000	Annual event	General
Monte Carlo Night	\$16,000	Annual event	General
Year End Direct Mail	\$23,000	Annually	General
Golf Tournament	\$11,000	Annual – cancelled due to COVID-19	General
Individual Gifts	\$66,871	Ongoing	General

External Factors

COVID-19 PIVOT

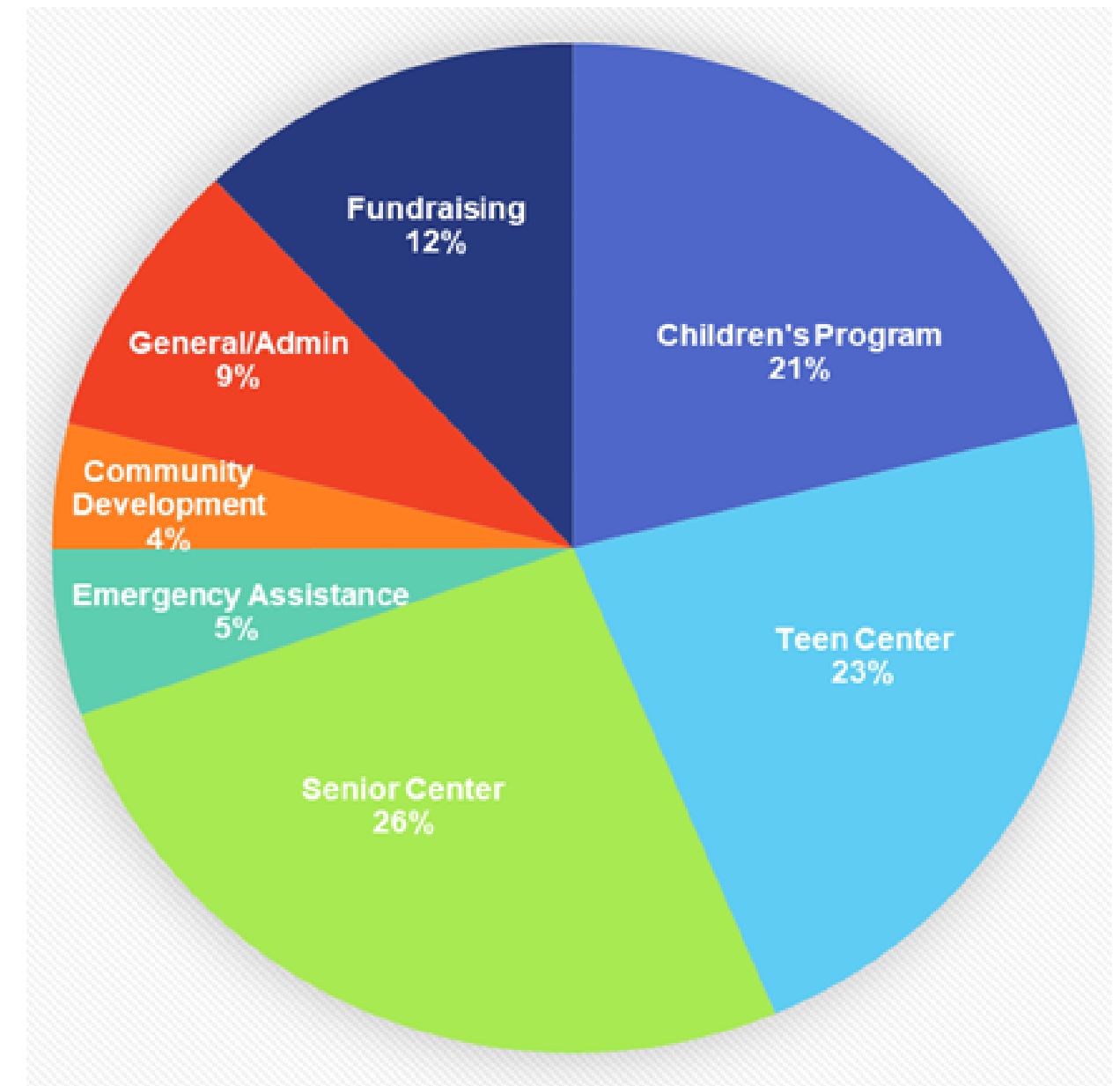
The agency's response to the COVID-19 pandemic illustrates its adaptability, responsiveness in a crisis, resiliency, and commitment to our stakeholders. When the stay-at-home mandate went into effect, staff quickly pivoted while staying focused on the mission. Within one week, all center-based programs for children, teens, seniors, and families transitioned to an outward-facing, homevisiting approach. This shift in service delivery was shared with major funding sources who applauded the quick response and agreed to continue funding the work.

COMMUNITY BENEFIT

Since moving to the Gardenland-Northgate community, agency leaders have maintained strong working relationships with local elected leadership. Everyone in the region benefits from the impact of services provided by Stanford Settlement Neighborhood Center. As a nonprofit the agency can provide services effectively and efficiently. The range of prevention services provided by SSNC can save thousands of dollars when compared to the cost of interventions for unaddressed needs.

FROM "SCRAPPY" TO SUSTAINABLE

Over the years, the agency has survived a number of economic downturns. This can be credited to strong leadership, faithfulness to the agency mission, resiliency, and hard work. It's time to move from being "scrappy" to being sustainable.



Agency Budget by Programs FY 2019-2020

Internal Factors

THE DEVELOPMENT CHALLENGE

In the past, Stanford Settlement Neighborhood Center has struggled with balancing funding of direct services to meet the mission and investing in development tasks that would result in more funding for the mission. Agency salaries for those charged with development work were not competitive enough to attract and retain the right candidate.

INCREASED CAPACITY

In the past ten years, the agency has increased its development capacity thanks to partners like Sutter Health and 3fold Communications, SVP Fast Pitch, Big Day of Giving training from Sacramento Region Community Foundation, and participation in the Impact Foundry's Certified Sustainable initiative. These efforts are paying off. Among human service nonprofits, Stanford Settlement Neighborhood Center was one of the top ten nonprofits for most funds raised on Big Day of Giving 2020. Eight out of the top ten nonprofits have not only development staff, but development departments, and large annual operating budgets.

MOMENT FOR CHANGE

The agency is on the verge of better and more stable financial health. It must prioritize investing in development tasks, PR, and marketing to increase its capacity to deliver its mission.





PRIORITY PILLARS

*Revenue
Structure
&
Operational
Framework*



Revenue Structure

Revenue Structure

The agency would benefit greatly from a more diverse group of funding sources – historically it's been too heavily reliant on government funding. However, during the COVID-19 pandemic, some government funding increased and all three government contracts are being renewed at the same or increased rates for FY 20-21.

Goals

To have more than enough resources to meet the needs of the community and carry out the mission for the next 5+ years, diversify funding sources, and increase the annual operating budget to \$1 million.

Strategies

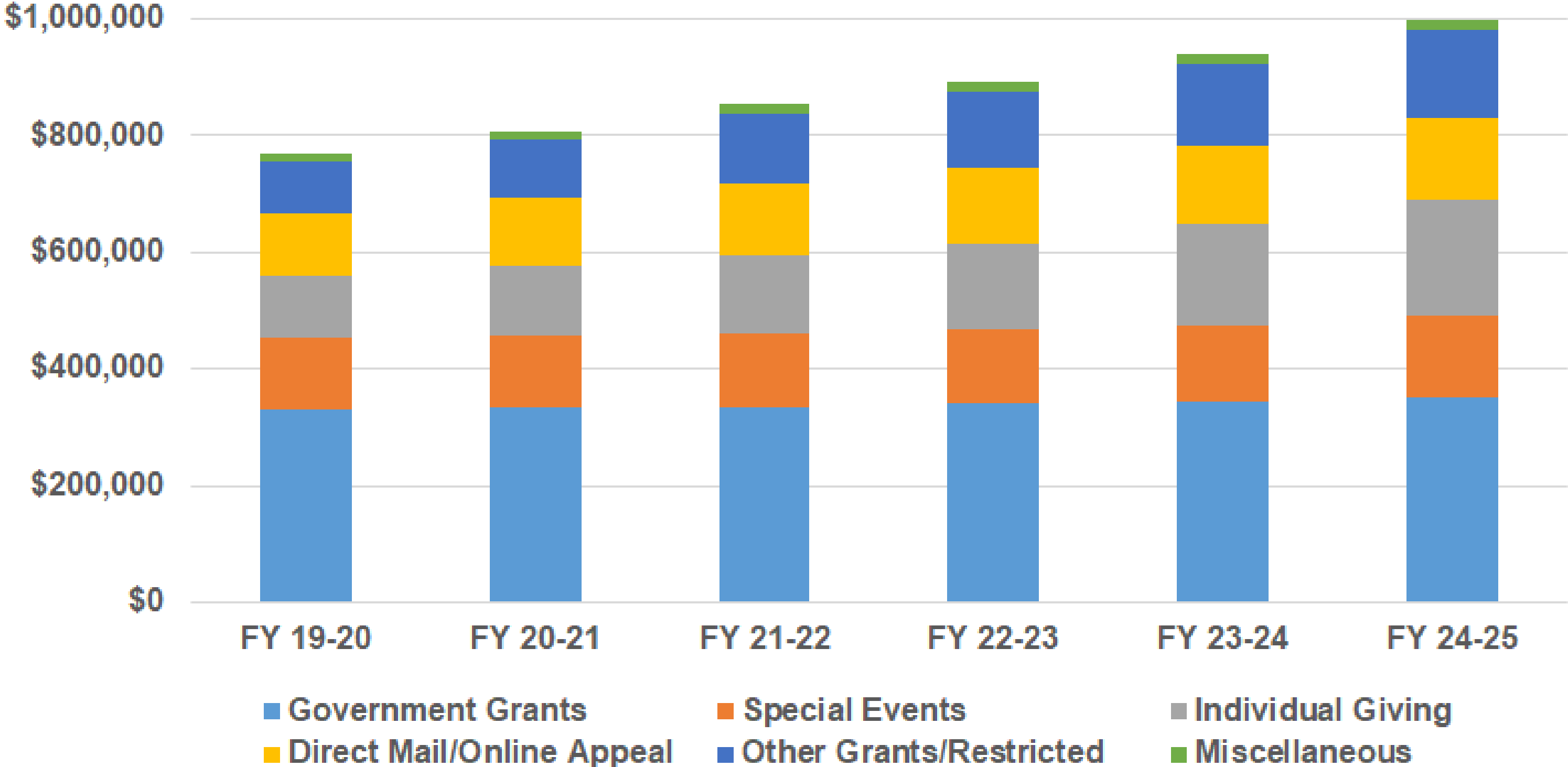
- Invest in a development staff member
- Increase funding from special events and direct mail/online campaigns
- Increase GEMs: Giving Every Month
- Increase the number of individuals who know the value and impact of Stanford Settlement Neighborhood Center

Revenue Structure Action Plan

Goal	Strategy	Timeframe	Responsible
<p>To have more than enough resources to meet the needs of the community and carry out the mission for the next 5+ years, diversify funding sources, and increase the annual operating budget to \$1 million.</p>	<p>Develop agency capacity and culture to hire development staff. Create job description, seek input from staff and board members, and dedicate funding for the position.</p>	<p>2020-2021</p>	<p>SSNC Executive Director, Staff Members, and Board of Trustees</p>
	<p>Strategize to increase fundraising efforts, focusing on special events, direct appeals, and recurring monthly donors (GEMs). Assess return on investment of existing special events and direct appeals. Identify strategies to increase monthly donors.</p>	<p>2021-2022</p>	
	<p>Increase community awareness of the mission and leadership of Stanford Settlement Neighborhood Center and its impact on the community. Invest time and funding in strategic planning. Use results to inform updated PR and marketing approach, refreshing the agency's brand.</p>	<p>2022-2023</p>	

Revenue Structure

FIVE YEAR BUDGET TARGETS



Revenue Structure

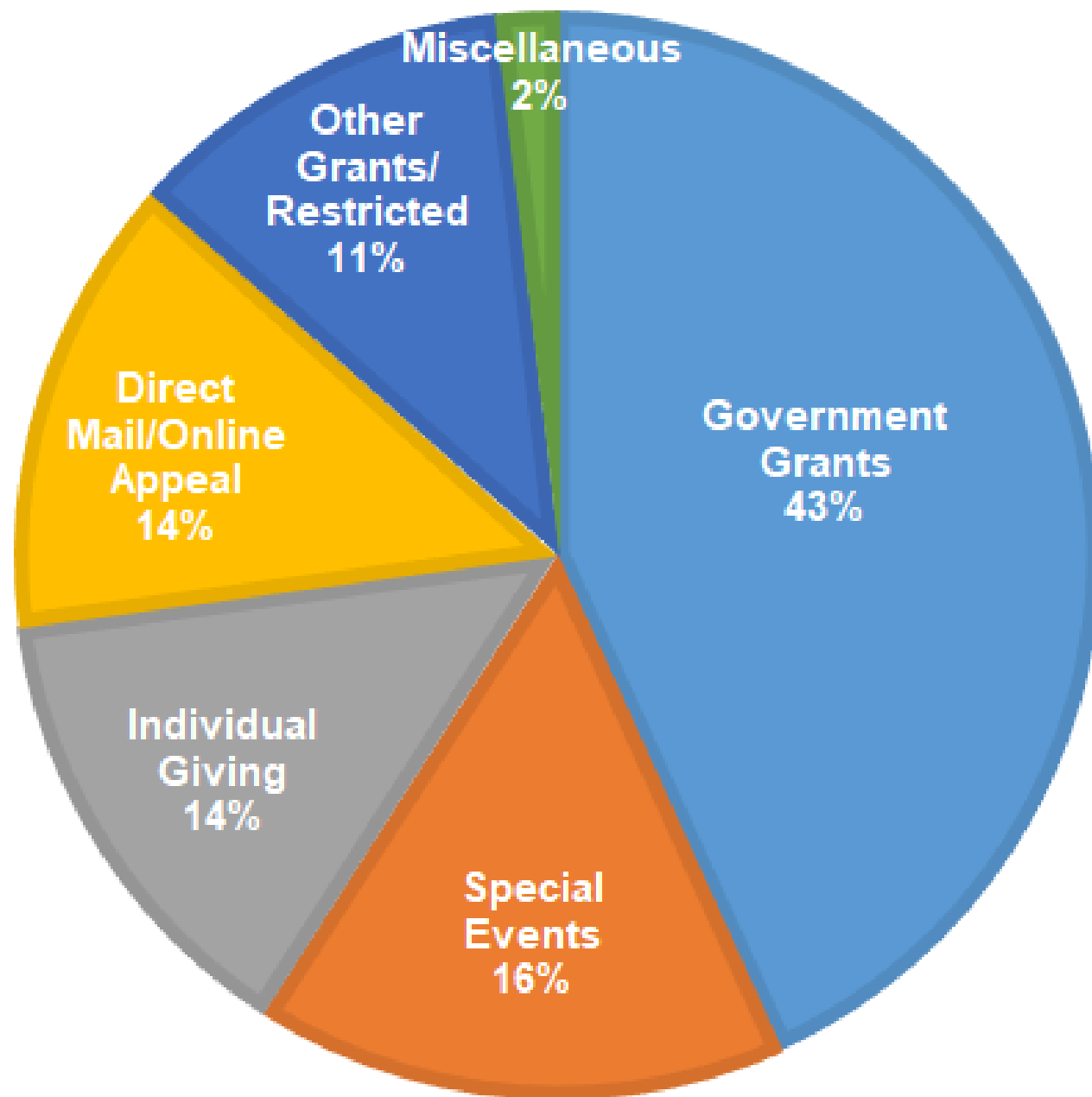
FIVE YEAR BUDGET TARGETS

Funding type	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Government Grants	\$331,940	\$335,000	\$335,000	\$340,000	\$345,000	\$350,000
Special Events	\$121,500	\$122,000	\$124,000	\$126,000	\$128,000	\$140,000
Individual Giving	\$106,100	\$120,000	\$135,000	\$150,000	\$175,000	\$200,000
Direct Mail/Online Appeal	\$105,000	\$115,000	\$125,000	\$130,000	\$135,000	\$140,000
Other Grants/Restricted	\$89,100	\$100,000	\$120,000	\$130,000	\$140,000	\$150,000
Miscellaneous	\$14,025	\$15,000	\$16,000	\$17,000	\$19,000	\$20,000
	\$767,665	\$807,000	\$855,000	\$893,000	\$942,000	\$1,000,000

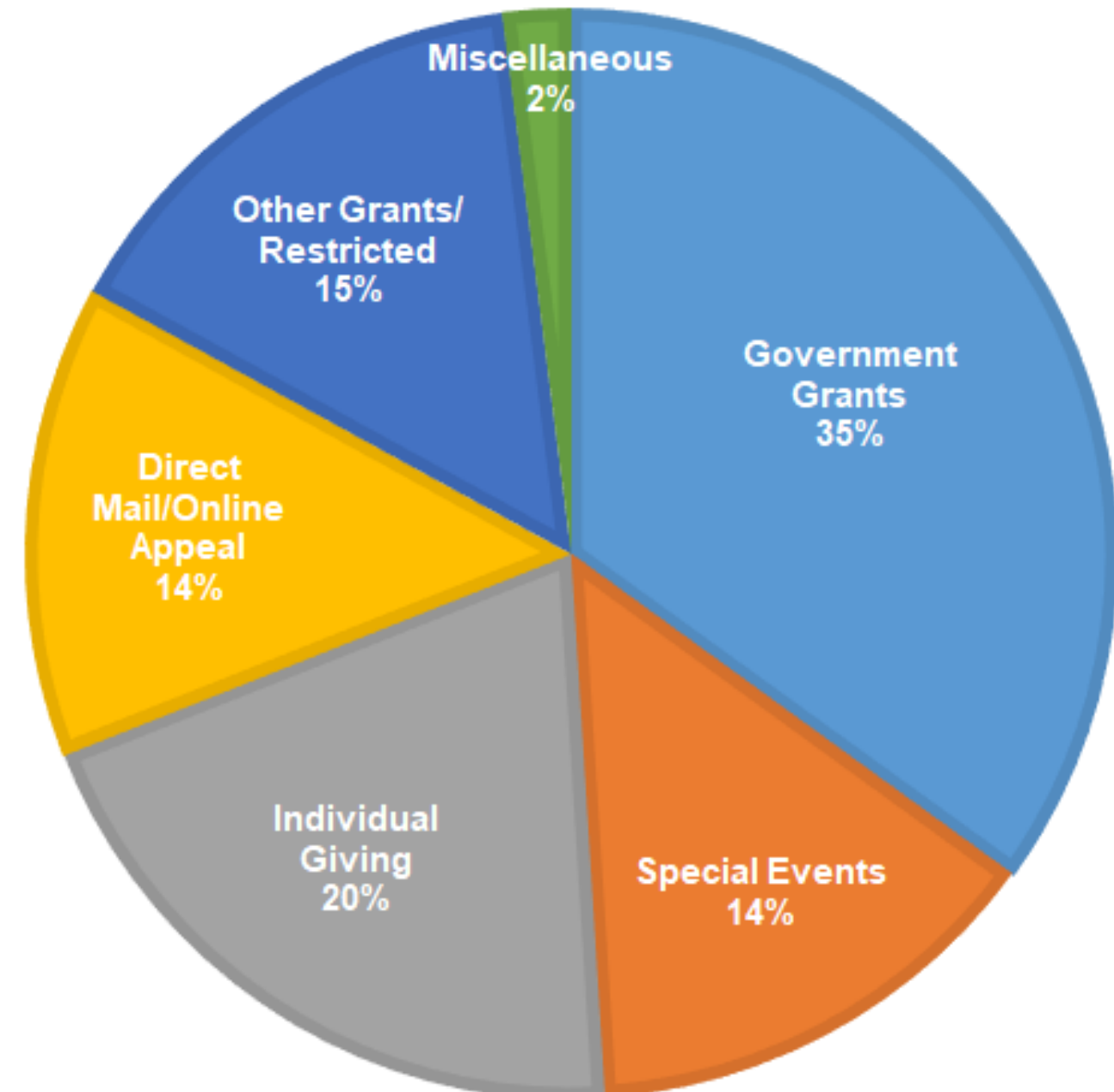
Revenue Structure

FIVE YEAR BUDGET TARGETS

FY 19-20



FY 24-25





Operational Framework

Operational Framework

Stanford Settlement has a strong foundation thanks to Sister Jeanne Felion, SSS, who served as the Executive Director for 43 years. There is a long history and a deep connection to multi-generational families in the service area. The agency has been physically located in the heart of the service area since the 1960s, and owns the property where services are provided. A robust facilities master plan, a comprehensive technology audit, and a review of data collection strategies would benefit the agency moving forward.

Goals

To strengthen the foundation of the agency, while adding efficiency and protecting physical assets for years to come.

Strategies

- Attract, hire, and retain the best employees to carry out the agency mission
- Assess technology assets and cyber security needs, to ensure information is shared safely while protecting client confidentiality
- Assess the condition of the physical property owned by the agency
- Create a comprehensive facilities master plan for its best extended life
- Intentionally seek out partners and funding for upgrades and maintenance needs

Operational Framework Action Plan

Goal	Strategy	Timeframe	Responsible
<p>To strengthen the foundation of the agency, while adding efficiency and protecting physical assets for years to come.</p>	<p>Attract and retain the best employees to carry out the agency's mission. Pursue and offer training and support professional development. Provide competitive wages and benefits to agency staff.</p>	<p>2020-2021</p>	<p>SSNC Executive Director, Staff Members, and Board of Trustees</p>
	<p>Assess technology assets are up to date. Include both hardware and web platforms, and both program use and PR & marketing use. Ensure information is shared safely while protecting client confidentiality.</p>	<p>2021-2022</p>	
	<p>Create a comprehensive facilities master plan for its best extended life. Assess the condition of the physical property owned by the agency. Intentionally seek out partners and funding for upgrades and maintenance needs.</p>	<p>2022-2023</p>	



STANFORD

SETTLEMENT

Neighborhood Center



August, 2020

5-Year Sustainability Plan



5383 Franklin Blvd, Suite C
Sacramento, CA 95820
(916) 455-2124
franklinblvddistrict.com/fndc



Organizational Background

The Franklin Neighborhood Development Corporation (FNDC) was established by leaders of the Franklin Boulevard Business District (FBBD) as a nonprofit in 2014 to facilitate community development in the Franklin District – Sacramento’s traditional Hispanic/Latino business corridor along Franklin Boulevard, and a historic “port of entry” neighborhood for many immigrants and their families.

In 2018, FNDC, in partnership with the Sacramento Area Council of Governments and City of Sacramento, was awarded a \$170,000 Transformative Climate Communities (TCC) Planning Grant from the state Strategic Growth Council to develop with the community a playbook of strategies for improving the Franklin District. The resulting Franklin District Community Climate and Revitalization Playbook was published in January 2020. The Playbook vision for the neighborhood is one with a profitable business district, more job training and workforce opportunities, increased housing affordability, expanded transportation options, and more parks, trees, energy efficiency, green space, and access to technology for all Franklin District residents, while retaining and building on the District’s Latino heritage and identity.

FNDC has begun work on implementing a variety of Playbook strategies but the future of many initiatives is unclear due to the COVID-19 pandemic. With support from the Impact Foundry, FNDC developed this sustainability plan to help us prepare for FNDC’s future in these uncertain times. The following plan identifies our current programs and initiatives, funding sources, opportunities and challenges, and goals and strategies to keep FNDC sustainable and moving ahead with Playbook implementation to benefit the Franklin District.

Mission

FNDC's mission is to improve the economy, environment, and livability of Sacramento's Franklin District.

Franklin District Profile

Residents

89% Residents of Color
48% Latino/a



\$34,000

Median household income

37%



Household poverty rate

67%

Renters



30% Do not
speak English very well

82-96% School kids qualify for
free/reduced-price meals



Businesses

500+ across the District

Include auto-related , ethnic foods,
small retail, manufacturing,
warehouse, construction, services

Mostly small/minority-owned

Significant number are
multi-generational

\$327 million estimated direct
economic output

\$556 million estimated total
economic impact

Pillar Programs



MICRO-ENTERPRISE PROGRAM

This program supports Latinx entrepreneurs in the Sacramento area. The program first launched in 2019 with funding from NALCAB. The goal is to help entrepreneurs with the knowledge, tools, and resources they need to successfully start or grow a business.

- 8-week intensive business program in Spanish
- Ongoing technical assistance, support, and referrals for program graduates
- Assistance for existing District small businesses
- Planning for an ongoing Mercado market hall/food business incubator
- Purchase of food trailers for entrepreneurs to rent
- Planning for a Franklin Night Market to expand sales opportunities



WORKFORCE AND COMMUNITY DEVELOPMENT

FNDC's strategies include increasing other workforce and job training and opportunities and community development building on District identity, arts and culture. FNDC's role includes:

- Bring more training and work experience opportunities to resident
- Support La Familia's Opportunity Center
- Help green the district with more trees, green space, parks, and community gardens
- Add more cultural murals
- Arrange mural and food tours to draw more area residents and visitors
- Organize and promote community events and holiday celebrations

Pillar Programs



TRANSPORTATION

FNDC's work supports a variety of transportation and mobility strategies that can help increase clean transportation and mobility options in the Franklin District, benefitting residents, businesses, the environment, and neighborhood livability. FNDC's role includes:

Help City with planning and funding for Franklin Boulevard Complete Street project

Support continuation of Franklin-South Sacramento Smart Ride on-demand transit service using electric shuttles

Identify and create safer bicycle routes for children and adults

Increase shared mobility services access and use

Facilitate mobility hubs

Promote more electric vehicle use and charging infrastructure



HOUSING

FNDC works to maintain and increase housing opportunities and affordability in the Franklin District. FNDC's role includes:

Identify housing opportunity sites

Facilitate partnerships with affordable housing developers

Help preserve existing affordable rentals

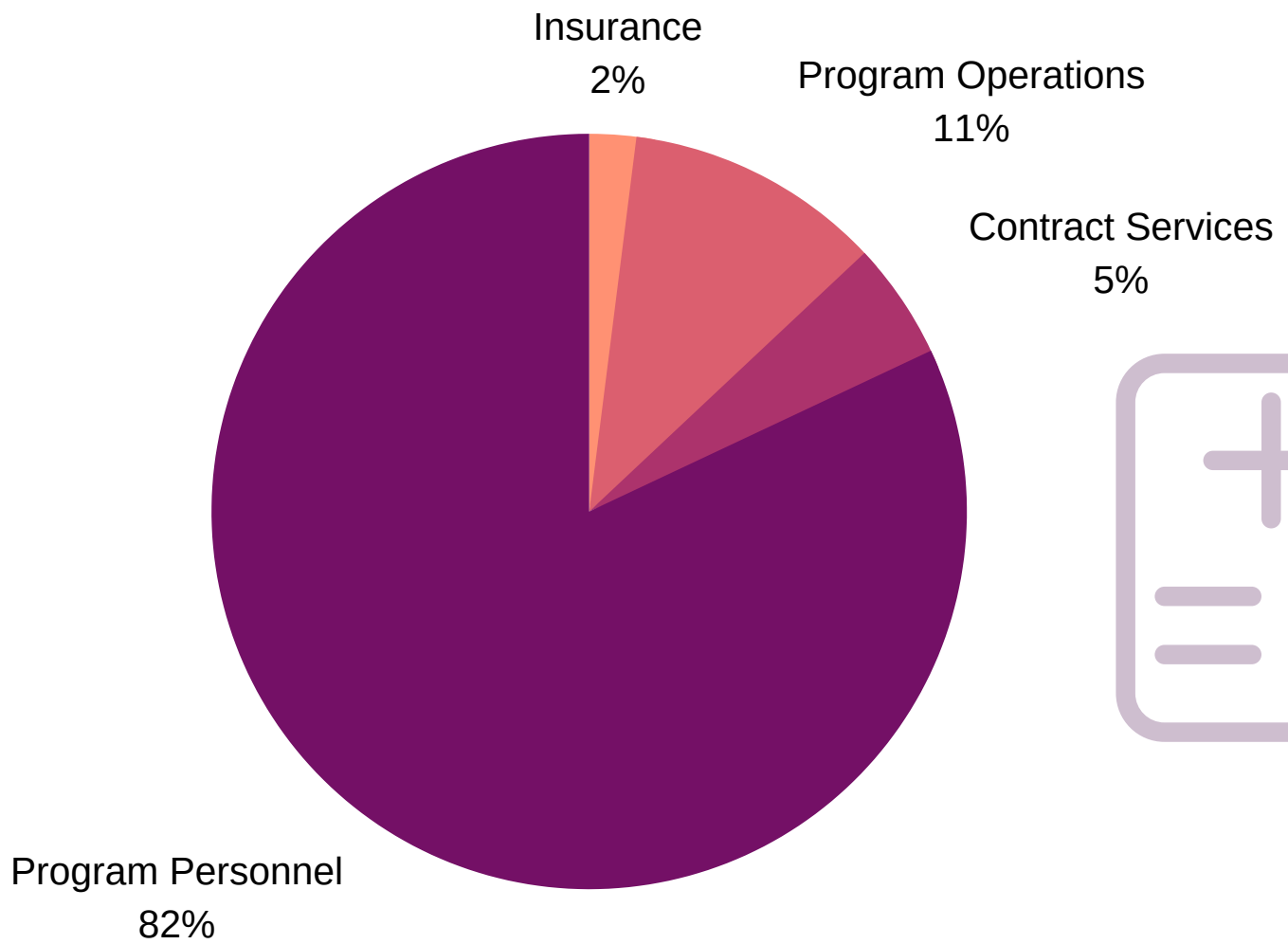
Encourage more accessory dwelling units (ADUs)

Leverage programs helping renters and homeowners with housing costs, including energy efficiency

Support policies that assist people who are homeless

Operations

Annual Operating Budget | FY 2019-20: **\$164,797**



Existing Funding Sources

Secured Funding

Source	Amount	Services Funded
Catholic Campaign for Human Development	\$47,000	Micro-enterprise program
California Capital Development Corp	\$1,900	Micro-enterprise program
NALCAB Implementation Grant	\$25,000	Micro-enterprise/ Business Assistance
FIPO	\$50,000	Micro-enterprise program
Kaiser Permanente	\$50,000	Micro-enterprise program
Sacramento Office of Arts and Culture	\$15,000	Franklin Blvd Night Market
Sutter Health	\$75,000	Playbook Implementation
The California Endowment	\$50,000	Murals

Existing Funding Sources

Proposed Efficiencies

We have been careful in managing grant funds and reduced one staff person to 75% time for FNDC. Staff has been working with various funders on revising grant tasks to meet the most pressing needs for microenterprise support and assistance to weather the COVID pandemic and extending grant deadlines where possible. We are also continuing to apply for new grants and seeking out partnerships to leverage our and other agencies' efforts.

We are planning to offer our 8-week training course to a fourth cohort of Latinx entrepreneurs in Fall 2020. The course will likely be online, reducing materials costs. We also applied to the City's CARES grant program to purchase and loan Chromebooks to entrepreneurs who do not have access to a computer so they can participate effectively.

Collaborative Efforts

FNDC actively seeks out collaborations to further our goals and leverage other resources for the Franklin District. These efforts include the following:

- FNDC and Alchemist CDC share tools and resources for our respective trainings for food entrepreneurs and are exploring options for needed commissary kitchen space
- We partner with numerous organizations to provide experts who teach micro'enterprise course sessions in Spanish at no charge
- We collaborate with business groups such as the Small Business Development Center and Hispanic Chamber of Commerce so program participants receive additional expertise and support in starting and growing their business
- We continue to obtain pro bono architectural and financial help on planning the Mercado

Existing Funding Sources

Collaborative Efforts

- We have been discussing opportunities with St. HOPE and SMUD to deploy several of our food trailers and entrepreneurs in Oak Park, and with La Familia for potential siting at the Opportunity Center they are developing
- To help plan the eventual Night Market, we are partnering with SactoMofo, Northern California's premier food truck catering and event organizer, and an expert in food trucks as a business model and incubator for food entrepreneurs
- We are working with SMUD on potential energy efficiency assistance for District businesses
- We facilitate meetings for potential property owners with City staff to obtain early guidance on potential development projects
- We engaged an intern from UC Davis to help with business and housing-related research
- We partnered with 916 Ink and the Royal Chicano Air Force on 14 murals on commercial walls along Franklin Blvd. and have applied for funding for more murals in partnership with St. Hope

Funding Needs

FNDC's funding needs are primarily for program funds to continue our micro-enterprise work, more unrestricted funds to support our Playbook implementation efforts, and capital funds for land-banking and community development projects. Ongoing fundings is vital to FNDC's ability to serve the Franklin District and achieve the long-term vision for the community.

External Factors

Opportunities

- Franklin District in Sacramento Promise Zone, Opportunity Zone, SMUD Sustainable Communities Resource Priority Area, and is a Disadvantaged Community per Cal EnviroScreen 3.0, which can support funding competitiveness
- Funders appear to be shifting priorities to COVID relief/recovery and racial equity which could help District
- Franklin Blvd. Complete Street project eligible for 2020 Active Transportation and SACOG regional funding programs
- Funds more available for affordable housing development

For businesses and micro-enterprise program graduates:

- Greater state, federal, and local funding to support small businesses in pandemic
- State legislation supporting opportunities for more minority owned/entrepreneurial businesses
- More sites coming on the market for businesses to rent or buy in the District

External Factors

Challenges

- State and county COVID-19 orders have threatened many District businesses' ability to operate and survive the pandemic
- District seeing increasing commercial vacancies
- Many District residents are low-income renters now at risk of losing their housing
- District already seeing increasing homelessness and associated problems/concerns
- FNDC without funds to acquire Mercado site or land-bank properties
- No public property in District for revitalization projects and private sites overpriced
- Sacramento Regional Transit with local funding for SmaRT Ride service only to FY 2021/22
- Economic downturn likely to impact funding availability for many programs

For businesses and microenterprise program graduates:

- Many businesses without sufficient capital to continue
- Challenging environment for business start-up or growth
- Many entrepreneurs lack business start-up funds and creditworthiness
- Many businesses do not have required documentation for loan/grant programs
- Many program graduates, District businesses lack the English or computer skills to access help
- Required commissary kitchens are not readily available or affordable to new food entrepreneurs
- Voter passage of Proposition 15 on November 2020 ballot would increase property owner tax rates and likely result in commercial rent increases

Internal Factors

Opportunities

- Three cohorts of entrepreneurs trained through micro-enterprise program as of Spring 2020
- Built entrepreneur trust in coordinator, instructors, and counselors and business capacity through culturally sensitive program design with intimate class size and ongoing support
- Built broader FNDC recognition, momentum for other projects through Playbook development
- Good relationships with many stakeholders, partners, elected officials, and public agency staff
- Staff with relationships and skills for fundraising, program development/coordination
- Board members/advisors that offer knowledge and skills
- Opportunities through NALCAB, others for technical and capacity-building assistance

Challenges

- Staff went through transition when Executive Director moved away in May 2020
- With COVID FNDC expanded services for District businesses, stretching resources thin
- Small staff (three) limits time and capacity to expand and implement other Playbook projects
- Current funds are lacking to acquire or land-bank properties or build Mercado or other assets
- Much of FNDC program support is from funders whose revenues may be shrinking due to COVID

FNDC Capacity-Building Priorities

- Staff capacity to provide more expertise to cohorts in microenterprise program and existing District businesses
- More staff time to plan and facilitate Playbook projects and programs
- Continued building and leveraging of partnerships to bring more investment to the District
- Financial capacity to purchase/land-bank properties
- Growth and sustainability of funding over time

Priority Action Areas

COVID Relief and Recovery

The ongoing COVID-19 pandemic is impacting the ability of District businesses and microenterprise program graduates to start or remain in business. As a result, keeping up with changing orders and providing businesses with information, help with COVID requirements, personal protective equipment, loan/grant programs, and referrals have been immediate priorities for FNDC.

Unlike during the Great Recession, the District is also seeing an increasing number of businesses close, leaving vacancies and properties for lease or sale. As we continue to address the impacts of COVID-19 and its aftermath, we expect that business and corridor recovery assistance will remain a priority in our sustainability plan for FNDC and the District.

COVID Relief and Recovery

FY 2020-2021

Action Steps	Fiscal Year	Quarter
Hold 4th Cohort of Spanish Language Micro-enterprise Training Program	2020/21	2
Develop contract, begin loaning laptops for entrepreneurs in program	2020/21	1,2
Distribute PPE to District businesses	2020/21	2,3
Coordinate with County health navigators to reach businesses	2020/21	2
Confirm food trailer sites and entrepreneur rentals	2020/21	2, 3
As gatherings allowed, begin monthly Franklin Night Market to offer more vendor opportunities	2020/21	2-4
Help City with Complete Street project applications for construction funding	2020/21	1-4
Seek funding for more District murals to support local visual artists	2020/21	1-4
Continue planning for Sacramento Mercado	2020/21	1-4



COVID Relief and Recovery

FY 2020-2021, 2021-2022

Action Steps	Fiscal Year	Quarter
Monitor and disseminate critical business information related to COVID-19	20/21, 21/22	Ongoing
Provide direct support/TA to micro-enterprise graduates and District businesses to adapt, continue, and become more resilient during and after COVID	20/21, 21/22	Ongoing
Market District businesses	20/21, 21/22	Ongoing
Partner on computer literacy and topical trainings to meet immediate/longer term business needs	20/21, 21/22	Ongoing
Share other resources, tools, and programs for business start-up and continuity	20/21, 21/22	Ongoing
Engage in partnerships that help increase workforce opportunities and assistance to the Latinx community in Sacramento	20/21, 21/22	Ongoing
Advocate for equitable policies/funding for minority-owned businesses during and post-COVID	20/21, 21/22	Ongoing
Organize future cohorts of microenterprise program	20/21, 21/22	3-4, 1-4



Revenue Structure

For many years, redevelopment funding supported community development corporation (CDC) and revitalization projects that helped address deteriorated commercial corridors and build community assets. FNDC became active in 2016, after the State eliminated redevelopment. FNDC's budget was limited until receipt in 2018 of the Strategic Growth Council TCC Planning Grant for development of the Franklin District Playbook. Since then, FNDC's revenue sources have grown and diversified, both for programs/projects and for capital expenditures – primarily to buy food trailers for entrepreneurs to incubate a business. However, most support has come from foundations, financial institutions, and health care community benefit programs that will likely be impacted by downturns in the economy.

FNDC's sustainability goal is to maintain and broaden our funding base, developing a revenue structure that is flexible and reliable to support FNDC programs and that includes funding for property acquisition and initiatives that benefit residents and businesses in our community.

Action Steps	Fiscal Year	Quarter
Maintain communications, coordination with current funders, partners	2020/21	Ongoing
Utilize available technical assistance on program and capital funding opportunities	2020/21	2, 3
Develop fundraising plan linked to priority programs/projects	2020/21	2, 3
Cultivate new funder and partner relationships	20/21, 21/22	Ongoing
Continue to apply for funding	20/21, 21/22	Ongoing
Continue to leverage partnerships to support District projects, investment	20/21, 21/22	Ongoing

Operational Framework

FNDC's goal is to bolster our organizational skills and ability long-term to provide effective programs and support for our District. As a relatively young agency, FNDC seeks to strengthen our organizational structure and capacity to ensure sustainability. In 2019, we shifted to an accounting firm specializing in nonprofits to improve our financial management and reporting capacity. We have been working on better tracking our work and business support to demonstrate our impact to current and potential funders. We will be collecting more data for the District as a partner in the local Inclusive Economic Development Committee. We will also continue to take advantage of high school/college internship programs, staff training webinars and offers of technical assistance from NALCAB, CAMEO, CCEDA, Impact Foundry, MEDA, and other organizations, including assistance with strategic planning for expanding our microenterprise program.

Action Steps	Fiscal Year	Quarter
Collect more District data	2020/21	2
Utilize available technical assistance/expert guidance to build FNDC capacity, including to acquire property for community development	2020/21	2, 3
Develop microenterprise program strategic plan	2020/21	2, 3
Continue and strengthen prioritization and tracking of FNDC activities, outcomes	2020/21	2, 3
Streamline financial management and reporting practices/procedures	2020/21	2, 3
Expand FNDC staff, interns	2020/21	3, 4
Participate in webinars, trainings	20/21, 21/22	Ongoing

Nonprofit Brand & Community Engagement

The process of applying for and implementing the TCC grant for developing the Franklin District Playbook significantly raised FNDC's profile with partners, stakeholders, and the community. FNDC's goal is to maintain and increase that visibility. As part of our sustainability efforts, we plan to extend our marketing and external communications reach by expanding our email list and social media contacts to more District businesses and residents. We will continue to engage partners, businesses, and community residents, including developing an Asamblea advisory board for our microenterprise program, and engaging more volunteers to help support our programs and cultural activities. We will also work to build our Board leadership and support with the staff transition.

Action Steps	Fiscal Year	Quarter
Refine marketing and communications plan	2020/21	2, 3
Increase coordination, communications with businesses, residents, neighborhood associations, community partners, government officials/staff, funders	2020/21	2, 3
Proactively encourage residents and businesses to subscribe and follow FNDC through email list, newsletter, social media	20/21, 21/22	Ongoing
Develop and staff Asamblea advisory board	20/21, 21/22	3-4, 1-4
Develop volunteer opportunities and committees with residents/businesses	20/21, 21/22	3-4, 1-4
Build Board leadership and capacity	20/21, 21/22	3-4, 1-4



FOCUS 2020

Opening Doors' Strategic and Sustainability Plans



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WWW.OPENINGDOORSINC.ORG

Opening Doors began in 1993 as a small refugee resettlement agency called the Sacramento Refugee Ministry. Over the years, our programs expanded and today we serve a wide variety of newcomers – immigrants, refugees, asylees and others – as they establish lives of stability, self-sufficiency and belonging. We provide economic prosperity, immigration legal services, English language development, survivors of human trafficking and refugee support programs.

Like many refugee resettlement agencies, our budget has been impacted by the downward trend in refugee arrivals over the past 2 years. But at the same time that we have seen new lows in refugee arrivals, demand for our other services continues to grow. In order to meet current and future needs, our strategic plan leads us to:



Expand and deepen our services to clients.



Build our operational capacity, including improved revenue.



Strengthen relationships with our community and stakeholders.

While this is a challenging period for organizations like Opening Doors and the communities we serve, our commitment to Sacramento’s newcomers remains steadfast. We are confident that the US will return to its history of welcoming those fleeing conflict and persecution, and those seeking to build better lives for their families. Our strategic plan ensures that we will be here to welcome them.



STRATEGIC GOALS

Expand and deepen our services to clients

- Develop and pilot tools, including client feedback, to assess newcomers' progress towards stability, self-sufficiency and belonging.
- Increase the number of grant-funded projects, including successfully identify and secure alternative funding for supportive services for refugees.
- Increase the number of grant-funded projects, including successfully identify and secure funding for at least one of three programmatic gaps identified in the strategic direction: Employment support, improved housing support and expanded wellness services.



Build our operational capacity, including improved revenue

- Establish program management guidelines, including standards on data and file management systems.
- Build a professional development system that provides training and support staff need to excel in their positions and clearly defines career pathways.
- Develop and implement an individual donor fundraising plan.
- Continue to build the organizational capacity in institutional fundraising.



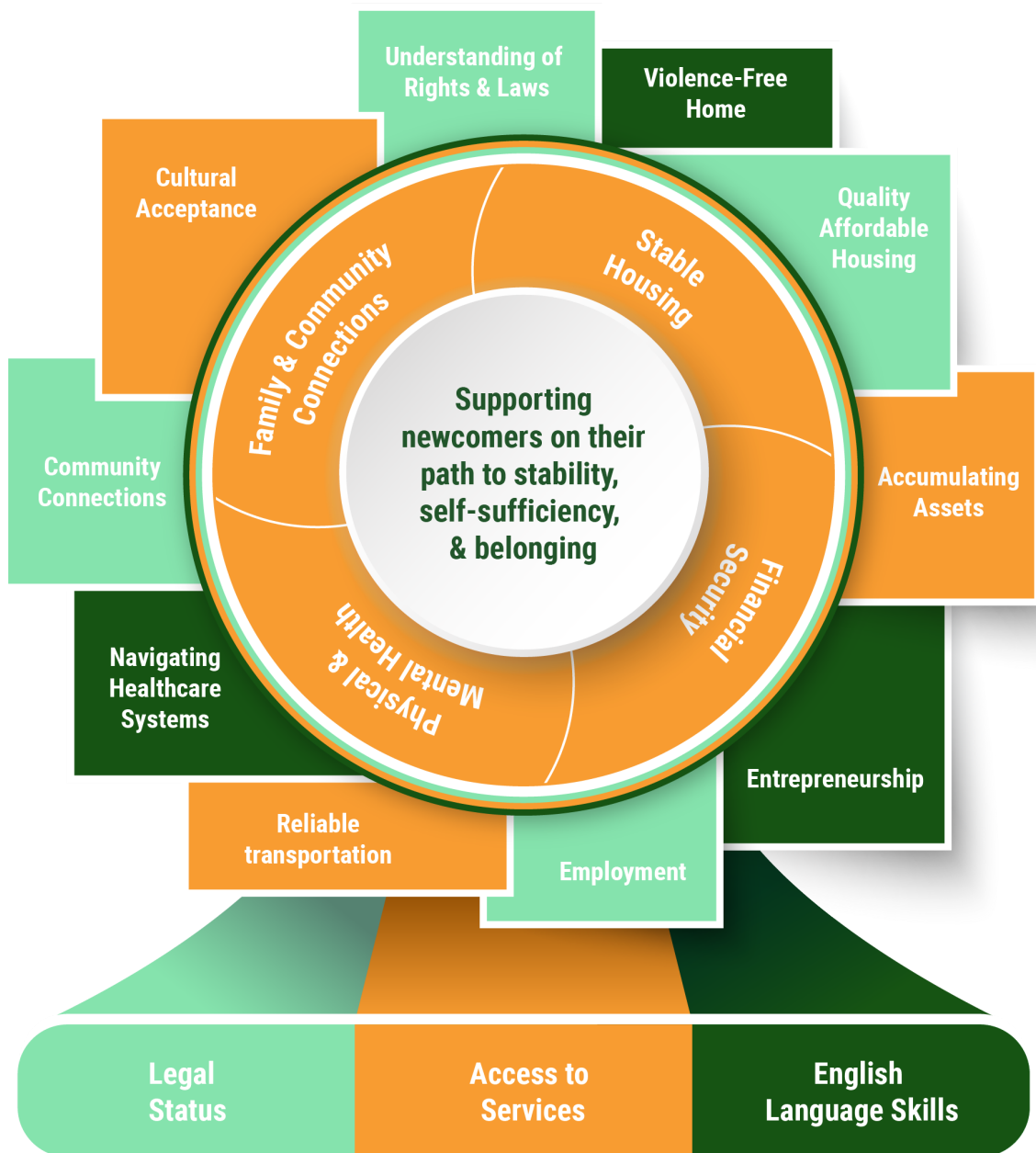
Strengthen relationships with our community and stakeholders

- Develop and implement a communication plan, including renewed focus on email and social media channels.
- Increase level and depth of volunteerism and expand our relationships with communities of diverse faiths.
- Expand opportunities for supporters to meaningfully engage with our work and clients.



We support newcomers on path to stability, self-sufficiency, and belonging.

Our model focuses on supporting newcomers' physical and mental health, family and community connections, stable housing and financial security.





Programs

Economic Prosperity Programs: Supporting newcomers to build their businesses and better understand the US financial system.

English Language Development: Providing English language and citizenship preparation classes.

Human Trafficking Program: Leading the effort to fight against human trafficking and helping survivors begin new lives.

Immigration Legal Services: Providing legal services to refugees, victims of crime, victims of human trafficking, and other low-income individuals.

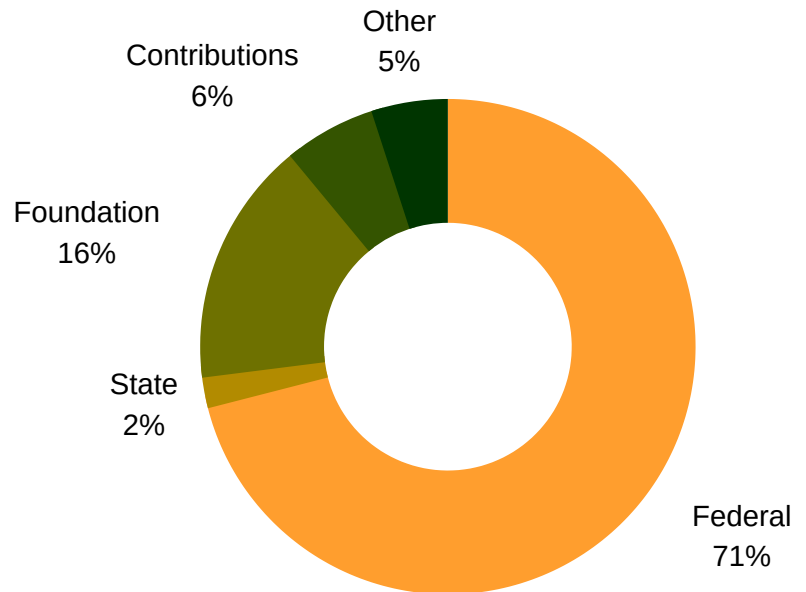
Refugee Programs: Supporting refugee families through case management, culturally-responsive counseling services, and mentorship.

REVENUE

2017

In 2017, our revenue was \$4,043,468. The federal refugee resettlement program was still operating under refugee arrival ceilings set by the Obama administration.

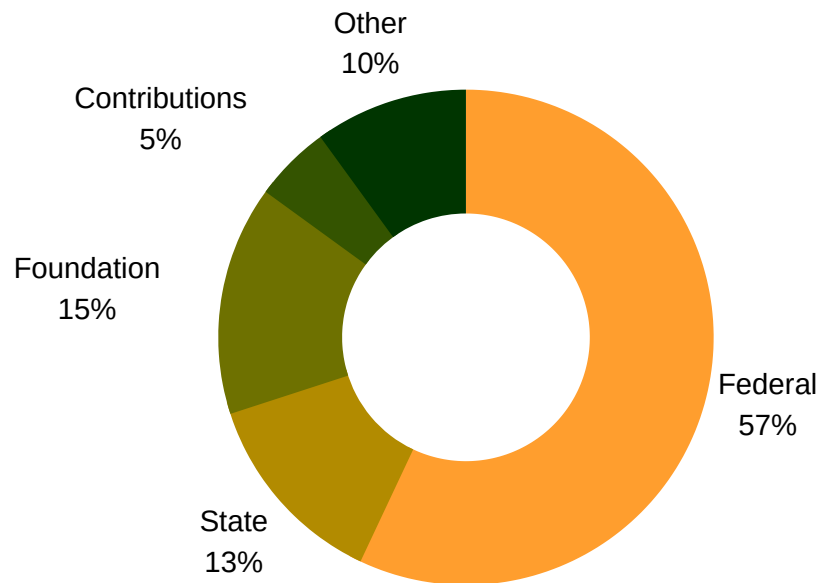
Over 70% of Opening Doors' revenue was from federal sources, predominantly the Bureau of Population, Refugees, and Migration (PRM) through our subaward with Church World Service (CWS).



2018

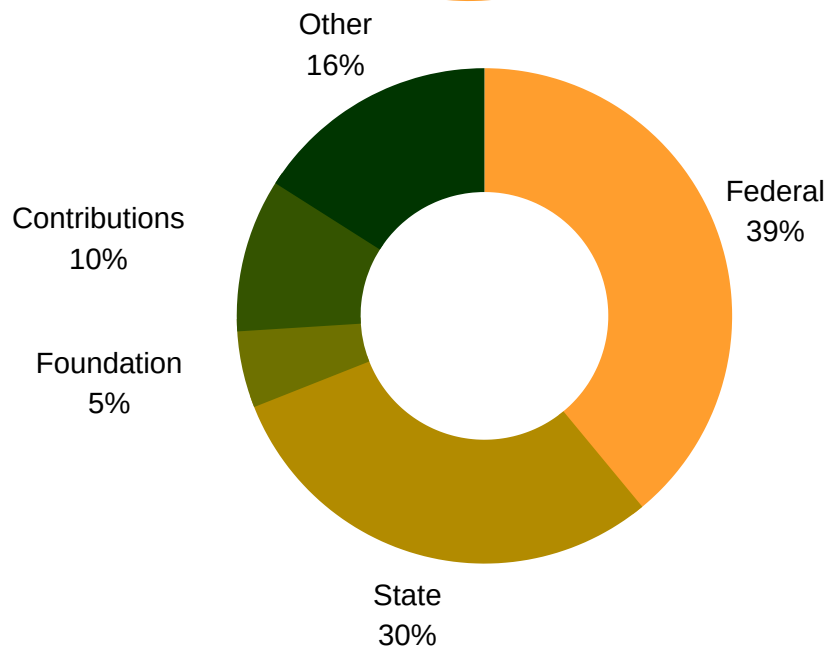
In 2018, the Trump administration slashed refugee arrival numbers, and our annual revenue fell by \$865,047, to \$3,178,421.

Revenues from State grants and Program Service fees, primarily through our partnership with Highlands Charter School, increased. Still, over half of our revenue was from federal sources.



2019

In 2019, our revenue from CWS decreased again, but not nearly as extensively as in 2018. This was offset by significant increases in both State grant revenue and Program Service fees. Our total revenue was \$3,344,356.



EXTERNAL FACTORS

The impact of state and federal policies on Opening Doors

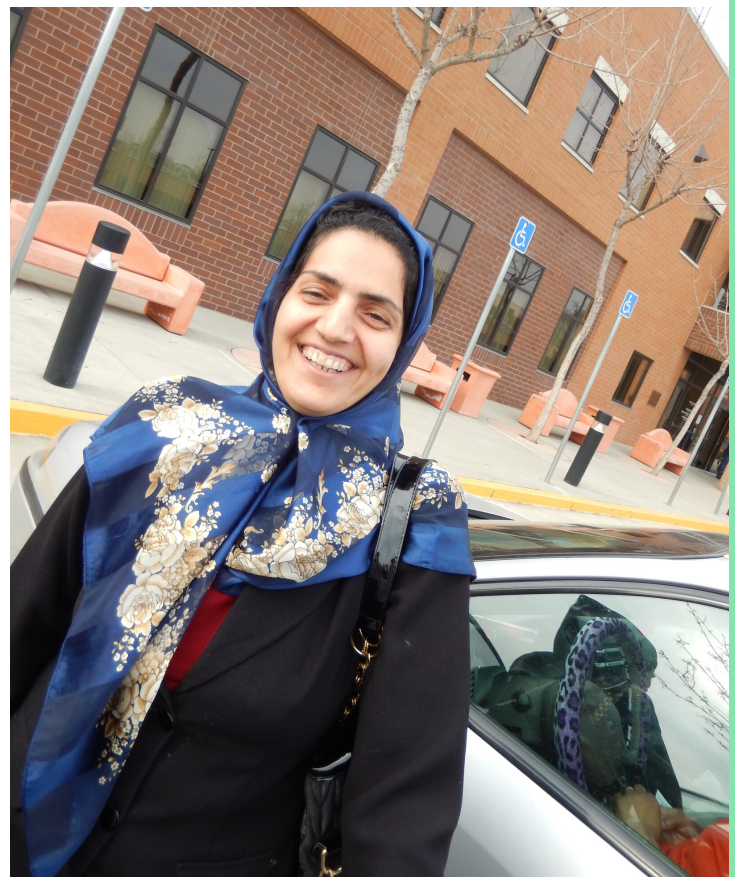
Since 2016, the current administration has proposed or implemented a wide range of policies hostile to newcomers – Everything from immigration court policies and process, the refugee resettlement program, and admissions from certain majority-Muslim countries.

Some of these changes have had quantifiable impacts on Opening Doors – Such as the budget implications stemming from the new historic lows each year in the annual ceiling for refugee admissions. Other changes have brought increased stress to staff and clients alike.

The State of California has stepped into the space created by the current hostility towards newcomers at the Federal level, enabling Opening Doors to increase its immigration legal services, along with other programs for our communities. Opening Doors also enjoys the support of a community that shares our values – and that seeks ways to lean into their opposition to the administration's attacks on newcomers.

Despite the current climate, the U.S. will continue to be a destination for those fleeing persecution and seeking to create a better life for their families.

While the specific cultural and country-of-origin groups that we serve will continue to shift over time, we are not an organization that is working itself out of a job. Rather we are building a legacy that will be here to welcome newcomers for years to come.



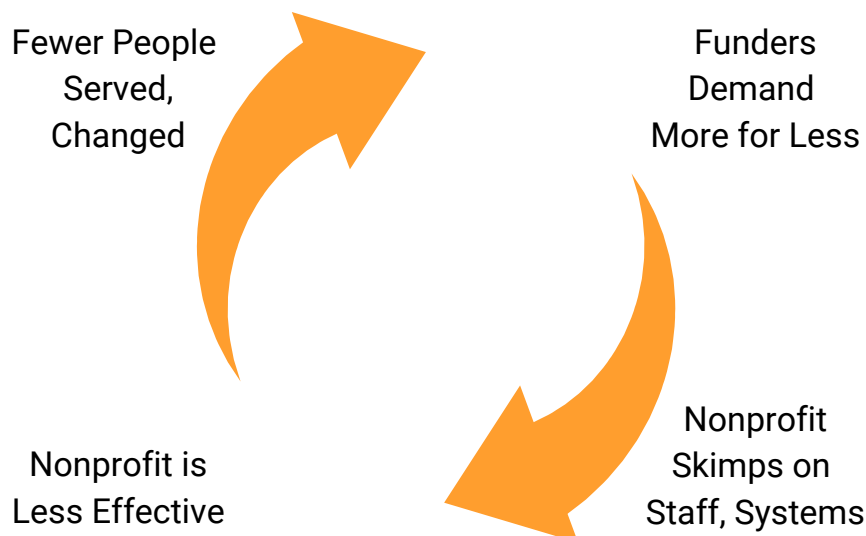
INTERNAL FACTORS

Long-term under-investment in administration and fundraising

For many years, our administration rate has hovered around nine percent, contributing to the nonprofit “starvation cycle.”¹

We have relied on restricted grants, writing grant budgets with intentionally low administrative costs. We assumed CWS would absorb the additional administrative costs, contributing to the severity of the reduced CWS funds in 2018.

While our 2020 budget includes additional investments in core mission support, with the recruitment of additional development staff, this is only the first step in investing in these core areas.



¹ Ann Goggins Gregory & Don Howard, "The Nonprofit Starvation Cycle," *Stanford Social Innovation Review*, Fall 2009.

SUSTAINABILITY GOALS



Ensure long-term financial sustainability

- Diversify revenue structure and grow revenue streams.
- Increase investment in management and administration.
- Maintain and grow cash reserves.



Build systems that will support Opening Doors to grow its impact

- Continue improving financial management.
- Create data systems for donor, contract and client management.



Strengthen Opening Doors' ability to serve current and future clients

- Build a more diverse management pipeline.
- Develop cultural fluency skills to adapt to changing client demographics.

Note: Opening Doors is half-way through its one-year 2020 Strategic Plan and intends to develop a more robust plan after the 2020 election. The sustainability goals will be revised in conjunction with the new strategic plan.

ENSURE LONG-TERM FINANCIAL SUSTAINABILITY

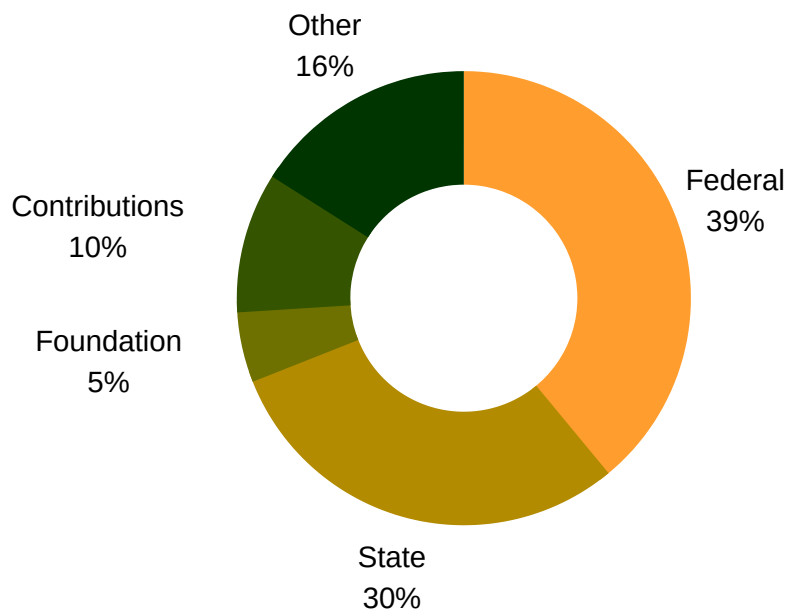
Diversify revenue structure and grow revenue streams

Our plan calls us to increase our total annual budget from \$3.5 to \$5 million. This assumes moderate increases in federal and state funding sources and significant increases in funding from private foundations and individual giving contributions.

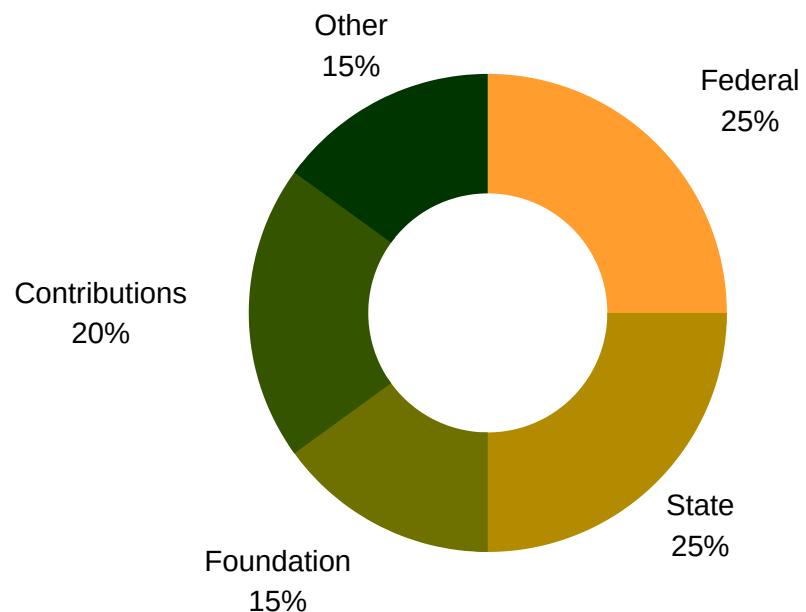
Within these targets, we will want to ensure that no one federal or state agency is responsible for an overly large proportion of the revenue.

These targets hold the dollar amount of revenue from program fees steady, even as the overall budget increases, to minimize risk related to a single partnership representing all of our program fees revenue stream.

2019 Revenue Breakdown



Target Revenue Breakdown



Increase investment in management and administration

Core mission support – strategic financial management, strong human resources, communications and marketing that invites our community to join us in our mission – is critical to achieving our strategic goals.

Over the next few years, we will increase our investment in administration and fundraising to a sector-norm of 15%. This investment has started in the 2020 budget, with new hires in both operations and fundraising, and must continue with investments in marketing, marketing, communications and technology.

Maintain and grow cash reserves

Cash reserves allow Opening Doors to manage its cash flow and make strategic program and operational investments.

Our target is to have 3 months of operational costs in reserve. An annual budget of \$3.5 million requires \$520,000 in reserve; an annual budget of \$5 million requires \$830,000 in reserve.

As of May 2020, we have \$220,000 in reserve, excluding proceeds from our Paycheck Protection Program loan.



BUILD SYSTEMS THAT SUPPORT IMPACT GROWTH

Continue improving financial management

Over the past year, we have made needed improvements in our accounting and finance processes. The next round of improvements will focus on our ability to track monthly spend rates on individual grants and administrative cost centers.

Create data systems for donor, contract and client management

We have incomplete and outdated systems for donor and contract management. In 2020, we will test Salesforce for contract management and evaluate if we want to integrate donor and volunteer data in Salesforce or continue to manage it in DonorPerfect.

As an organization, we do not have a system to track client-level data. We are unable to understand how many of our clients are unique clients and unaware of the path some clients take through our different program service areas. Impact assessment is challenging without comprehensive client-level data.

Individual programs have different databases for tracking client data, some of which are required by funders. In the first phase of the Sustainability Plan, we will assess options for tracking client data that protects client privacy and minimizes replication. The selected solution will be implemented in subsequent phases.



STRENGTHEN ABILITY TO SERVE CURRENT AND FUTURE CLIENTS



Build a diverse management pipeline

Institutionalize cross-cultural fluency skills

Opening Doors is proud of its diverse staff and board. Our front line staff, in particular, are often drawn from the communities we serve. However, we often turn outside the organization to hire for management and leadership roles.

We need to build internal career pathways and professional development opportunities so that we can promote “homegrown” talent.

Since 1993, the demographics of newcomers served by Opening Doors have shifted. These shifts will continue, as the contexts pushing new groups of people to migrate to the U.S. change. By integrating an intentional cultural responsiveness lens into our organizational values and HR systems, we can institutionalize the cross-cultural fluency skills needs to adapt to these changing demographics.

THE COVID-19 PANDEMIC

WHAT WE'VE LEARNED FROM THE PANDEMIC

Like many organizations, the COVID-19 pandemic has negatively affected our clients, upended our service delivery model and impacted our anticipated revenues for the year.

Despite the challenges presented by the pandemic, the follow factors have helped Opening Doors maintain a relatively strong position:

Cash reserves

Beginning in 2019, we intentionally focused on building our cash reserves. When the pandemic hit, we were in a position to dedicate \$25,000 from our reserves to emergency client assistance and also manage disruptions in our cash flow.

Improved program collaboration

We have made a concerted effort to reduce the siloed nature of our programs, which has made it easier to effectively and efficiently provide emergency relief to impacted clients.

Proactive risk management

Beginning in February 2020, the management team began discussing plans for what we would do if the novel coronavirus shut down our normal operations – something that at that time seemed unlikely. This advanced planning meant that we had a road map in place by the time Sacramento County announced shelter-in-place orders.

While we hope that we don't experience another global pandemic, we believe that continued focus on building our cash reserves, collaboration across programs and proactive risk management will further strengthen our position to respond to future uncertainties.



IMPACT ON OUR SUSTAINABILITY PLAN

Between the COVID-19 pandemic and the upcoming presidential election, there are a number of external factors that will influence our future program activities and revenue sources. We need to remain nimble to respond to these external factors. Given this, we define a 6 month sustainability plan with funding for activities identified in either our organizational 2020 budget and/or restricted grant awards as well as a separate set of sustainability priorities for 2021-2023 to be incorporated into our revised strategic plan.

6 MONTH SUSTAINABILITY PLAN

Sustainability Goals

Ensure long-term financial sustainability

Build systems that will support Opening Doors to grow its impact

Strengthen Opening Doors' ability to serve current and future clients

Activities

- Implement the Development Plan focusing on diversifying revenue and building network of community support. (Ongoing)
- Recruit and onboard Community Engagement Manager. (June)
- Continue to prioritize reserves as we revise the 2020 and develop the 2021 budgets. (June & October)

- Switch Accounts Receivable and Accounts Payable responsibilities between Accounting Manager and Associate in order to free up bandwidth for Manager to do more regular cost-center tracking. (June-July)
- Implement Salesforce for opportunity and contracts management. (June-August)

- Define career ladder, building opportunities for staff to build management skills. (June-September)
- Assess salary equity within career ladder rungs and relative to market rate and develop plan to address gaps. (August - September)
- Second diversity workshop; management training focusing on coaching diverse teams. (December)

Budget

- Budgeted for in board-approved 2020 budget.

- \$5,000 for Salesforce consultant to modify our implementation.

- Intern support career ladder & salary review.
- \$10,000 for training.

Responsible

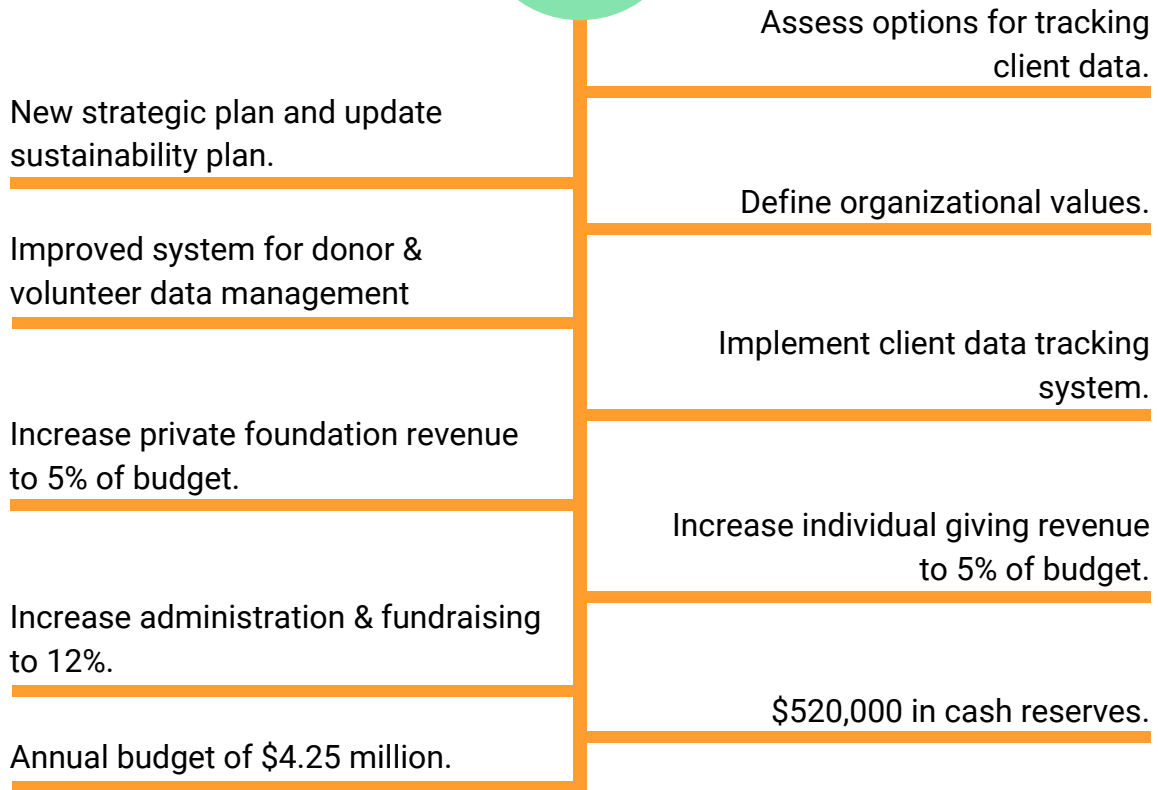
- Jessie Tientcheu, CEO

- Mohammad Hamid, Accounting Manager

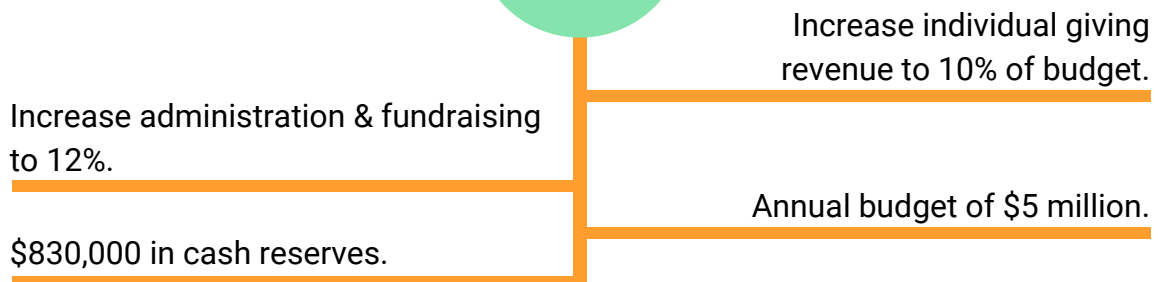
- Nayely Amador, Operations Manager
- Jessie Tientcheu, CEO

SUSTAINABILITY PRIORITIES 2021-2023

2021



2022



2023



CHIEF PROBATION

OFFICERS OF CALIFORNIA

STRATEGIC PLAN





CHIEF PROBATION OFFICERS OF CALIFORNIA

CHANGING LIVES & PREVENTING VICTIMS

CPOC is dedicated to strengthening California communities through research, training, leadership, and advocacy. Our work creates more effective probation departments and supports policies that influences positive change throughout the state.

CPOC OVERVIEW

LEADING THE CHANGE

The Chief Probation Officers of California is an association comprised of law enforcement leaders from all 58 counties. We are committed to a research-based approach to public safety that promotes positive behavior change. Our leadership guides policy and practice in the areas of prevention, community-based corrections, secure detention for youth and direct human services. Our goal is to prevent crime and delinquency, reduce recidivism, restore victims and promote healthy families and communities. We proudly serve our counties and courts.

Our multi-dimensional approach to community safety includes:

- Holding clients accountable through community supervision
- Preventing crime by changing criminal thinking
- Objectively assessing the law and facts for individuals coming before the court
- Restoring victims and preventing future victimization
- Rehabilitating our clients with evidence-informed strategies that change their behavior
- Ensuring secure and effective detention services and successful reentry

EXECUTIVE SUMMARY

CONTEXT FOR OUR PLANNING

Probation in California, and therefore the Chief Probation Officers of California (CPOC), have been in a near-continuous time of growth over the past 10 years. Now more than ever, probation is recognized as the lynchpin for a successful public safety system in California. Accepting and adapting to change is essential to our organization's survival and for retaining its critical role as the leading advocate for probation in California.

In the last decade probation has been given the enormous responsibility of implementing several historic public safety reforms in California. Based on our defining principles of accountability, evidence-based rehabilitation, objectivity, direct human services that change behavior and victim restoration and prevention, probation has been tasked by the state to implement:

- Juvenile Justice Realignment
- Youthful Offender Block Grant
- Evidence-based Practices Statewide (SB 678)
- Foster Home Reform through Continuum of Care
- Public Safety Realignment

These reforms have been historic shifts in how California handles — and treats — those who have been involved in the criminal or juvenile justice systems.

Today, probation is responsible for more than 98 percent of youth in our juvenile justice system, the treatment and supervision of those released on post-release community supervision and mandatory supervision, as well as the traditional responsibilities of probation acting as an arm of the court, overseeing rehabilitative programming, misdemeanor and felony probation, and community supervision for those on our caseloads.

This current strategic plan continues and enhances our momentum and addresses our current and future opportunities. It strengthens processes that allow probation to align on next-generation issues like the future of juvenile justice in California, pre-trial reform, effectively implementing realignment, ensuring resources are available to implement reforms successfully, and ensuring our public safety system continues to strike the correct balance of sanctions and treatment to prevent crime and protect our communities.

This plan advances a dedicated, focused level of advocacy at the state level, investment to create unmatched training for our leadership and officers, the development of a research entity to fully and adequately support informed public policies, and a clear communications strategy to properly educate policy makers and stakeholders about the work of probation.

By underscoring our commitment to serve as probation's voice and presenting a vision to strengthen probation to enable its ongoing success, this plan lays the framework for CPOC to speak and act with a louder, clearer and more compelling voice, and finds new ways to create member value to ensure the long-term sustainability of CPOC.

In short, this plan outlines our vision of how CPOC should evolve. We will always be faced with change, and in turn, we must lead and manage that change rather than react to it. This plan provides us with a system to lead, manage, and change CPOC in a well-planned, integrated manner based on our goals and strategies.

OUR GOALS

THIS STRATEGIC PLAN SETS FORTH FIVE HIGH LEVEL GOALS THAT SUPPORT THESE OUTCOMES →

- **Organizational growth** that increases CPOC's influence and effectiveness and ensures CPOC's ability to meet the needs of members.
- **Strong Chief engagement** that supports CPOC's effectiveness and our members' ability to lead in their respective communities and statewide.
- **Strengthen the field** to endure effective performance now and strong leadership into the future.
- **Thought leadership** that ensures best-practice work within the field of probation and throughout California.

California is seeing a fundamental sea change in public safety policy. This change requires the insight, intentionality and planning to be able to rise to the challenges that have been thrust upon probation to make the reforms successful.

CPOC has been stretching itself in many ways and has begun implementing a vision for an evidence-based and data driven public safety system in California. This plan intensifies that effort in fundamental and unparalleled ways.

PROBATION HAS A UNIQUE ROLE IN CALIFORNIA BECAUSE THE PROBATION INFRASTRUCTURE BRIDGES THE CRITICAL GAPS BETWEEN CALIFORNIA COURTS, THE COMMUNITIES WE SERVE AND BOTH STATE AND LOCAL CORRECTIONS.

CPOC STRATEGIC PLAN

By approval of the Board of Directors on July 12, 2018, CPOC's strategic plan consists of five headline goals. Each year, CPOC staff will prepare an operations plan that describes investments needed and work product to be performed within these five areas of focus. The operations plan will include metrics that staff will report on to reflect their progress. This strategic plan is in force until changed by the board of directors.

HEADLINE GOAL 1: RESEARCH

Grow CPOC into the premier research organization within the field of probation.

Strategic Objectives:

- 1. Research conducted will help to lead the policy discussions related to probation.**
 - a. We will leverage the intellectual capital of CPOC members to identify, participate in and lead research that improves the field of probation.
 - b. We will achieve economies of scale within the probation sector through the use of best practices and evidence-based programming.
- 2. Research will be conducted to strengthen the probation field and inform best practices.**
 - a. We will seek funding for research projects, including prevention and early intervention research projects, to further advance the expertise and effectiveness of probation's work.
 - b. We will enhance our data collection, compilation and analysis infrastructure.
- 3. CPOC will leverage research activities to increase engagement with chiefs.**
 - a. We will use research results to inform policy positions and talking points for the chiefs' use.
- 4. Research conducted will strengthen probation's reputation as key contributor to healthier communities.**
 - a. We will seek funding and research partnerships that advance probation's work within the broader context of quality of life.

HEADLINE GOAL 2: ADVOCACY

CPOC will be identified as the leader and expert in probation, criminal justice and juvenile justice.

Strategic Objectives:

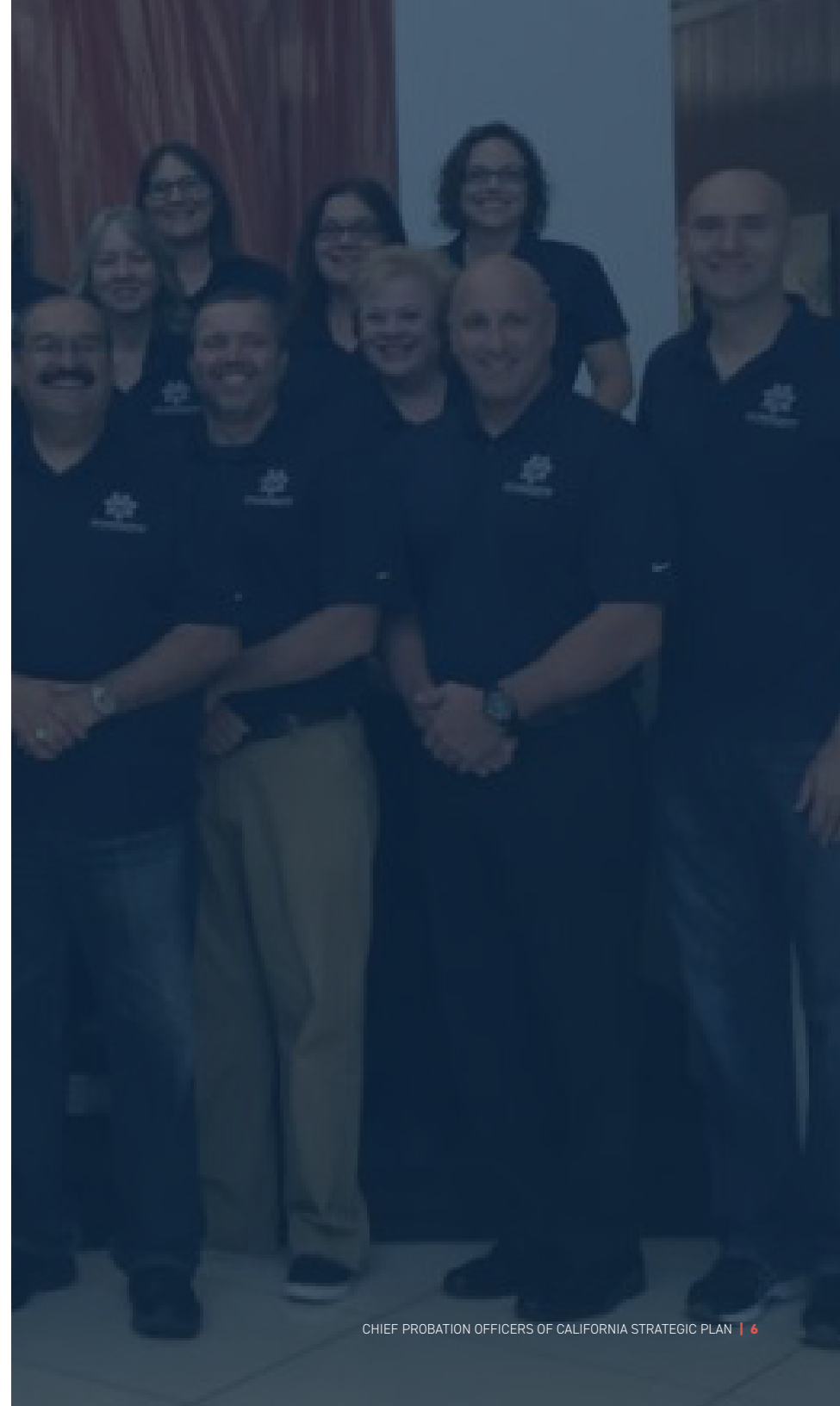
- 1. CPOC will leverage research and communications activities to strengthen statewide advocacy by staff and members.**
 - a. We will introduce our research projects to state leaders and utilize our research to inform policy discussions.
 - b. As a result of our efforts, chiefs will be prepared and selected to testify at hearings.
 - c. We will increase engagement with the judicial branch and county board of supervisors.
- 2. CPOC will leverage research and training to strengthen the chiefs' ability to advocate locally.**
- 3. CPOC will be recognized as a leading advocate for probation, criminal justice and juvenile justice by California's legislative branch, the governor's office, and state agencies with which we partner.**
 - a. We will consider the role of legal advocacy in fulfilling CPOC's mission and work by strengthening our 'litigation strength' in advance of an emerging need.
 - b. We will consider national advocacy and reform topics as we formulate our state-wide advocacy focus.

HEADLINE GOAL 3: COMMUNICATIONS

Increase awareness of CPOC and the Chiefs' influence as thought leaders in probation, criminal justice and juvenile justice.

Strategic Objectives:

- 1. Increase and continually improve communications with statewide leaders and broaden our outreach within the sector.**
 - a. We will establish and grow our website, social media, and e-newsletter digital communication tools.
 - b. We will identify and segment key audiences to ensure that our outbound communications are strategic and targeted for maximum effectiveness.
- 2. Increase and continually improve communications with our membership.**
 - a. We will provide briefing documents and develop a catalogue of talking points by topic for chiefs to access.
 - b. We will ensure the CPOC website is maintained with current information and resources, and that it contributes to growing levels of engagement.
 - c. We will host conferences and other special convenings that strengthen members' knowledge, the use of best practices, and engagement.
- 3. Increase CPOC's influence statewide as the thought leader of probation.**
 - a. We will support research, advocacy and training priorities by publishing and promoting CPOC's work.
 - b. We will provide training, technical assistance and support to chiefs, so they can extend CPOC information to the county level.
 - c. We will increase communications with statewide influencers within and beyond the field of probation.
- 4. Increase CPOC's brand.**
 - a. We will increase awareness of probation's role in client accountability, crime prevention, victim restoration, client rehabilitation, ensuring secure and effective detention services and successful re-entry.



HEADLINE GOAL 4: TRAINING & EDUCATION

CPOC will be recognized as an elite provider, maintaining the highest trained professionals in criminal justice.

Strategic Objectives:

- 1. Grow CPOC's programming into a training institute.**
 - a. We will improve our members' experience by building our technology resources that expand training opportunities and options.
 - b. We will reach more probation departments with CPOC training resources.
 - c. We will support onboarding of new chiefs with training specific for them.
 - d. We will increase training available to the field of probation.
 - e. We will identify training topics for affiliates, other partnering professional associations, and the judicial and legislative branches of state government.
 - f. We will seek continuous improvement of training programs.
 - g. We will leverage CPOC's communication priorities by incorporating them into chief and departmental training opportunities such as, media do's and don'ts training.
- 2. Utilize training standards to professionalize the probation industry.**
 - a. With the participation of chiefs, we will expand our "Train the Trainer" mentorship.
 - b. We will utilize our research projects to inform training priorities.

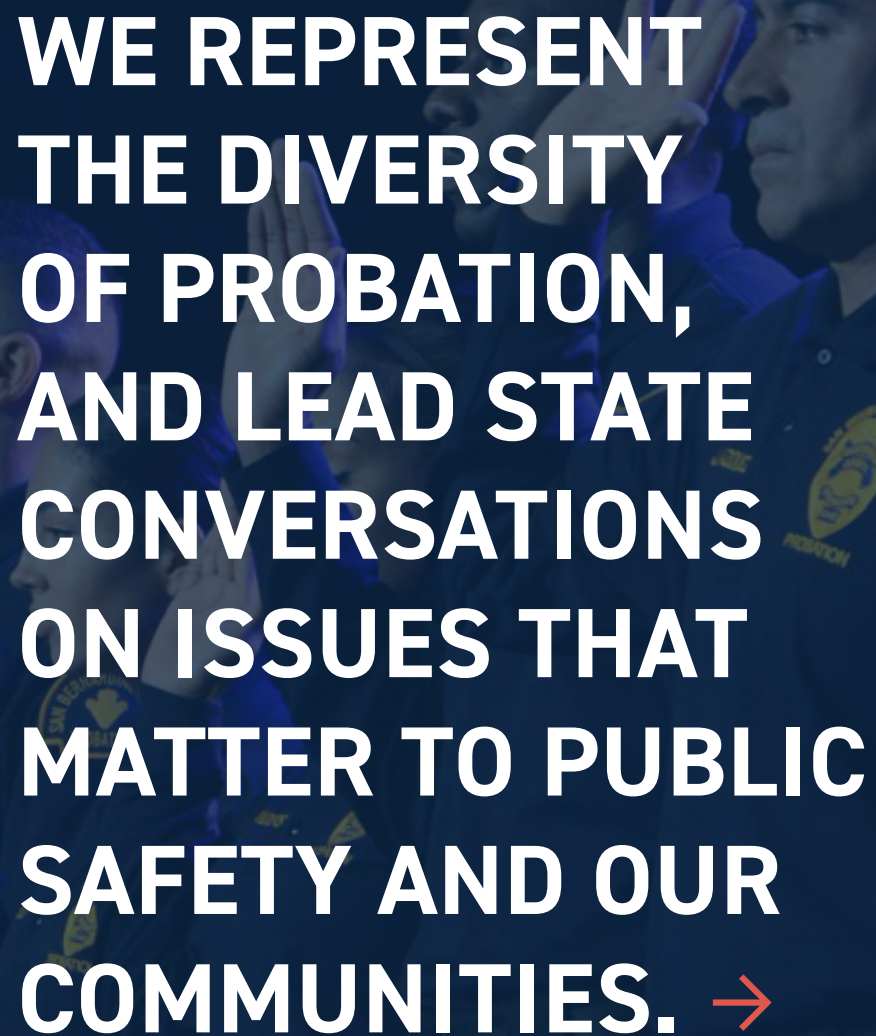
HEADLINE GOAL 5: MEMBER SERVICES

CPOC will ensure collaboration, camaraderie and inclusivity among all chief probation officers.

Strategic Objectives:

- 1. Ensure CPOC's value is clear to our members.**
 - a. We will provide support to chiefs proactively and responsively.
- 2. Increase chief engagement.**
 - a. We will seek continuous improvement of convenings, including board meetings.
 - b. We will diversify the number of chiefs on boards, committees, task forces, and as liaisons.
 - c. We will support onboarding of new chiefs with training specific to them.
- 3. Increase preparedness in leadership and succession planning for chiefs.**
 - a. We will provide training for chiefs regarding the importance of succession planning.
- 4. Examine affiliate structure to support CPOC's and the affiliates' contributions to the field of probation.**
 - a. CPOC staff have been empowered by the CPOC board of directors to research and make recommendations about any possible re-organization of affiliates within the CPOC structure.





**WE REPRESENT
THE DIVERSITY
OF PROBATION,
AND LEAD STATE
CONVERSATIONS
ON ISSUES THAT
MATTER TO PUBLIC
SAFETY AND OUR
COMMUNITIES. →**

Today, CPOC speaks with a larger and more unified voice with a shared identity as law enforcement leaders. We represent the diversity of probation, and lead state conversations on issues that matter to public safety and our communities. Today's CPOC represents what our Chiefs envisioned when they presented our last strategic plan 10 years ago: a more sophisticated, professionalized, and innovative association. We are proud that we are an association that operates successfully to shape an accurate and informed understanding of probation that leads to good public policy. We look forward to doing it more effectively with the guidance of the CPOC Strategic Plan.

MEETING DATE: November 19, 2020

ITEM # 6 b

SUBJECT: Set a closing date for the current 2020 Community Needs Assessment Survey

RECOMMENDATION: Select a date when the 2020 Community Needs Assessment Survey will end, and the on-line access will stop.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: The 2020 Community Needs Assessment Survey went live on-line on the District website using the Survey Monkey platform on September 25, 2020. More than eighty (80) responses have been received at the time this document is written. Responses have slowed to a trickle.

Alternatives:

- Spend more money to try and increase the number of responses through a direct mailing
- Collect responses through Monday November 30, 2020
- Select another date to end by.

Analysis: This effort has received four times the number of responses as the Consultant led effort when the District Master Plan was updated in 2016-17. The needs identified in the Master Plan are synonymous with the current survey’s findings. These findings provide a direction to move forward for maintenance priorities, park improvements, capital improvements to existing facilities and new facilities.

Budget/Cost Impact: none for this decision

Attachment(s):

- none

MEETING DATE: November 19, 2020

ITEM # 7 a

SUBJECT: Approve the annual audit report for FY 2019-20

RECOMMENDATION: Accept and approve the FY 2019-20 Audit Report as presented.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: This annual process required by law has been completed and the report was given earlier this evening. The Board has received printed copies of the report prior to the meeting for their review.

Alternatives:

- Not accept and adopt the Financial Audit for 2019-20 as presented

Analysis: The report is complete, and the findings are in order with two recommendations for potential changes in how the District operates. Otherwise, the District is on a good financial standing and plans to repay the CalPERS Unfunded Account Liability will further add to a more sustainable financial model.

Budget/Cost Impact: Cost of the audit amount by contract is \$5,495.00

Attachment(s):

- Printed copy delivered to each Board Member prior to the meeting.

MEETING DATE: November 19, 2020

ITEM # 7 b

SUBJECT: Select a date for the administration of the Oath of Office for three Board Members beginning a new term of Office on December 1, 2020

RECOMMENDATION: Select one of the dates presented here.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: As of the end of day on November 30, 2020, three Board positions term of office ends. Leaving two Board Members sworn into their office. This number does not equal a quorum, therefore it is imperative that the Board Members be administered the Oath of Office as soon as possible, so that the District has enough sworn Members to conduct business if needed.

Previous discussion at the end of the October Board meeting indicated the want to hold a brief, socially distant, in-person ceremony on the selected night in the Maple Room at the Herzog Community Center.

Alternatives:

- Tuesday December 1, 2020 at 6:00 p.m.
- Wednesday December 2, 2020 at 6:00 p.m.
- Thursday December 3, 2020 at 6:00 p.m.

Analysis: The meeting will be posted, with a no action note made on the notice. Limited masked guests may be invited. Six feet of separation and masks being worn will be observed.

Budget/Cost Impact: none

Attachment(s):

- none

MEETING DATE: November 19, 2020

ITEM # 7 c

SUBJECT: Discussion regarding the preparation for reopening from COVID-19 restrictions when they are lifted.

RECOMMENDATION: Provide direction to staff.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: There was a request during the October Board Meeting to discuss this topic at this meeting. The reason is to begin collecting revenues for the use of facilities once again. Most activities were shut down by the Board prior to the pandemic started due to AB-5 Contract Labor law that went into effect. Currently the District has one provider renting space in the park for conducting Dog Training Classes.

An insurance program is being developed for renters, instructors, and event organizers through Alliant Insurance. This will help protect the District’s interests and provide an affordable insurance for those who wish to teach in our facilities.

Information will also be presented on what is allowed by the County and the State Depts. Of Health during this time.

Analysis: A good discussion and sharing of information is necessary to provide essential information to the Board for making decisions.

Budget/Cost Impact: none

Attachment(s):

- Suggested guide put forth by local parks agencies for consideration by the Health Department.
- Insurance information from Alliant Insurance Services for rentals and instructors.

Event Venues

Event Halls may not host indoor gatherings.

Outdoor event venues may host marriages and cultural ceremonies, not receptions.

Attendees may only go indoors to use restroom facilities.

Receptions are not permitted.

Parks & Recreation	Widespread	Substantial	Moderate	Minimal	
Functions or Program Areas	Tier 1	Tier 2	Tier 3	Tier 4	Notes/Guidance
Trails/Open Spaces	Open	Open	Open	Open	
Playgrounds/Picnic Shelters	Closed	Open	Open	Open	Post Social Distance/Hand Wash Signage
Restrooms	Open	Open	Open	Open	Daily cleaning/provide soap dispenser
Sports Fields	Closed	Limited	Open	Open	Avoid group play/conditioning only when Limited
Golf Courses	Limited	Open	Open	Open	Avoid group play when Limited
Basketball, Futsall Courts(Outdoor)	Closed	Limited	Open	Open	Avoid group play/conditioning only when Limited
Tennis Court (Outdoor)	Limited	Open	Open	Open	Avoid group play when Limited
Skatepark (Outdoor)	Open	Open	Open	Open	
Gyms/Fitness Centers (Outdoors)	Open	Open	Open	Open	With modifications
Gyms/Fitness Centers (Indoors)	Closed	Limited - 10%	Limited - 25%	Limited - 50%	Small cohorts, reduced capacities when Limited/Registered participants only
Pools (Outdoors)	Open	Open	Open	Open	With modifications
Pools (Indoors)	Closed	Closed	Limited - 25%	Limited - 50%	
Recreation/Community Center	Limited - 10%	Limited - 10%	Limited - 25%	Limited - 50%	Small cohorts, reduced capacities when Limited/Registered participants only
Senior Center	Closed	Limited - 10%	Limited - 25%	Limited - 50%	Small cohorts, reduced capacities when Limited/Registered participants only
Special Events/Group Gatherings (Outdoor)	Closed	Limited	Limited	Open	CDPH Event application required when Limited unless specific exception per Health Order.

COVID-19 Health Mandates & Guidelines for Parks and Recreation

- Use of picnic areas/shelters-limited to No More than three Households, for no longer than two hours. 6' spacing and distancing must be observed. Masks are to be worn when not eating. Singing, chanting or yelling is not allowed.
- NO ADULT SPORTS GAMES
- Tennis and Pickleball is allowable for singles matches only.
- Outdoor volleyball is allowable for doubles only
- Youth sports training and conditioning may be done following the State Cohort regulations

Cohort Regulations for all youth activities-child care, sports conditioning training, camps=a consistent group of a maximum of 14 children and two leaders.

Currently facilities may be used at 10% of capacity

Tier 3 (orange) 25% of capacity

Tier 4 (yellow) 50% of capacity

No spectators are allowed in Tiers 1 & 2 for activities, waiting on a ruling for Tiers 3 & 4.

Arcade Creek Recreation and Park District Facility limits

Herzog Center Maple Room (large) 2,700 sq. ft. Covid capacity 45 for a group gathering (9 tables). Social gatherings are currently not permitted.

13 for an activity class

Herzog Center Oak Room (small) 2,152 sq. ft. Covid capacity 35 for a group gathering (4 tables)

10 for an activity class

- Indoor Activity classes will be allowed under Orange and Yellow, with restrictions on numbers of people, social distancing, wearing of face masks, and use of personal equipment as long as the group of people remains static. Screening needs to be done prior to the start of each activity period. Instructors will have to prepare a protocol to be followed in order to receive their permit to teach.
- Outdoor Activities may be conducted now with similar restrictions and presentation of a protocol to be followed.

All activities are subject to closing down if Health Orders change.

It is expected that restrictions will continue for the next 12 to 18 months until the Spring of 2022.

Staff must recruit people to rent space and promote the space for rent in District facilities who have the capability and willingness to work within the guidelines authorized by the County and State Departments of Public Health.



Jo Smith Nature Trail along the banks of Arcade Creek.

Park Facilities available within the District.

- Hamilton Street Park – 18 acres, located at 4855 Hamilton Street, Sacramento, CA. It has a community center, sports courts, picnic areas, horseshoe pits, two soccer fields, playgrounds, and parking areas.
- Arcade Creek Park – 10 acres located at 5613 Omni Drive, Sacramento, CA. It has sports courts, an off-leash dog park, playgrounds, picnic sites, and a 1/3-mile paved walking path.
- Oakdale Park – a 10 acres joint use school park facility located at 3708 Myrtle Avenue, North Highlands, CA. There are two soccer fields, a playground, a picnic site. and an indoor joint use mini-gym auditorium.
- Jo Smith Nature Trail connects Arcade Creek Park to American River College. A total distance of 1 mile.

Who We Are

About Us

Incorporated as an Independent Special District in 1959, originally named Del Paso Recreation and Park District. The name was changed in 1974 to the Arcade Creek Recreation and Park District to better indicate the location of the District within Sacramento County.

The District is almost five square miles in size with a total population of just under 22,000 people. The District has three parks and a nature trail area along Arcade Creek which connects to the American River College Campus.

The FY 20-21 Operating Budget is \$646,327.00, it is funded through a portion of the County Property Taxes collected each year, and fees paid to the District for the use of space.

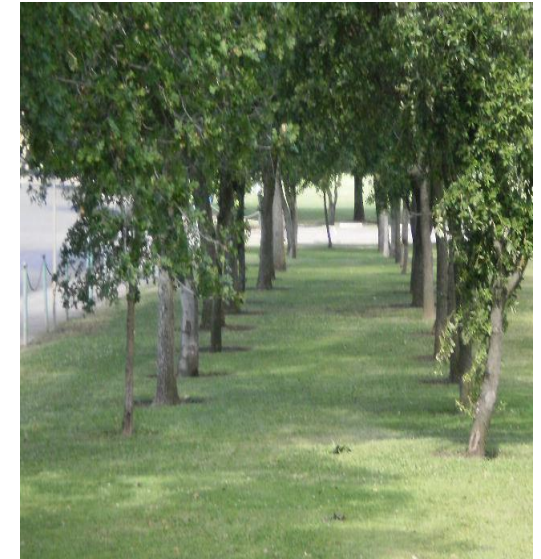
The District is governed by a five-member elected Board of Directors. The Board meets monthly on the third Thursday of the month at 6:00 p.m.

The District Office is in Hamilton Street Park.



Arcade Creek Rec. & Park District
4855 Hamilton Street
Sacramento, CA 95841

Call (916) 482-8377 for more information.



Arcade Creek Rec. & Park District

*“Creating Community
through People, Parks, &
Programs”*



Host your next event at one of our facilities.

Here are a couple of ideas: a wedding reception, family reunion, birthday party, Quinceanera, corporate event, meeting, or any other gathering idea.

The Park District requires that a reservation be made up to 12-months in advance. A special event insurance policy is required and maybe obtained through the Park District office.

For more information:

Call (916) 482-8377 or

visit www.acrpd.com

Do you have a skill or talent that you would like to share with others? Think about becoming an Activity Leader.

Do not be shy! Show them what skills and talents you have! Space is available to qualified persons to provide instruction activities to others.

Contact the District if you are interested in leading others in an activity.

Arcade Creek Recreation and Park District has both indoor and outdoor space available for rental to individuals, groups, or businesses to lead, teach and instruct in a variety of activities. Contact the District Office at (916) 482-8377. You may find more information available on the District website at www.acrpd.com.

Instructor Liability Insurance

No problem! The Park District can provide access to Liability Insurance to Instructors, if they do not have a current policy.

Call the District today to learn more: (916) 482-8377.

Insurance is provided through

Alliant Insurance Services.



Community Event at Hamilton Street Park

The Parks and Facilities are for your use.

The Arcade Creek Recreation and Park District will provide access to the space for your next event. Individuals, families, groups, and organizations are welcome to rent space in a District facility for a private or public event.

It is the District's goal to provide ease of access to a public space for you to make use of and invite others to attend as well.

Our parks are great gathering spaces for public events, such as carnivals, fairs, craft shows, car shows, and many other events.

Please contact the District Office to discuss your idea and to reserve your space as soon as possible. The District asks for a minimum of three-months lead time to arrange an event that is open to the public.

Special Event Insurance is available.

Call the District today at (916) 482-8377.

COVID-19 Guidance for Special Events and Gatherings

Background

COVID-19, also known as the novel coronavirus, is a respiratory illness that is spread through the air via respiratory droplets from an infected person or by touching contaminated surfaces.

The Sacramento County Public Health Officer in alignment with the State Health Officer Order, has prohibited gatherings of all kinds, with limited exceptions for worship services, cultural ceremonies like marriage ceremonies and funerals, and protest activities.

Events and Gatherings

A “gathering” is an event, assembly, meeting, or convening that brings together multiple people from separate households in a single space, indoors or outdoors, at the same time and in a coordinated fashion—like a conference, festival, fair, party, or performance.

Events such as marriage ceremonies, cultural ceremonies, funerals and worship services have specific guidance that applies to them and can be found at EMD.SacCounty.net

Indoor gatherings are prohibited at this time. Some outdoor gatherings are allowed as long as everyone attending the outdoor gathering strictly complies with all the requirements set forth below to reduce risk and keep everyone who attends as safe as possible.

The criteria for allowing an event includes, but is not limited to:

- The event is located outside
- The event is designed for easy social distancing of households (6 ft)
- The event does not encourage or lead to mingling and interaction of people from separate households.
- The location has support facilities (restrooms and handwashing) that can be kept stocked and sanitized.
- The event does not offer or encourage alcohol consumption.
- The event does not lead to lines or crowding of entrance or exit areas.
- The event lasts for a limited amount of time and doesn't encourage people to stay longer than the designated time.
- The event does not encourage group to cheer, laugh, or sing.
- The event is arranged to ensure social distancing between any staff and attendees

Examples of Events that are allowed

Drive in movie theater, drive-in events - Must follow [Sacramento County Drive-in Event Guidance](#)

Outdoor yoga in the park – *May be held with 6 ft. social distancing of mats*

Outdoor Art Galleries - *May operate with 6 ft. social distancing*

Recreational Classes: Art, Gardening, etc. – *May operate if held outside with 6 ft. + social distancing*

Events that are not allowed in person (virtual ok)

Movie nights in the park, Comedy in the park

Outdoor performances/plays

Indoor art galleries

Gatherings at event centers, lodges, social clubs, comedy clubs etc.

Conventions, Conferences, Product Demonstrations

Class reunions

Career Fairs

Receptions

Requirements for events that are allowed

Face Coverings

Everyone must wear a face covering at all times.

Exceptions include children under 2 years old, people for whom face coverings are medically inadvisable, or people who are hearing impaired. Face coverings can also be removed to meet urgent medical needs (for example, to use an asthma inhaler, consume items needed to manage diabetes, or to take medication).

[California Department of Public Health - Guidance for the Use of Face Coverings](#)

Signs are required at all entrances and in prominent locations within the event area.

Signs should include instructions on ***social distancing*** and ***face covering requirements***.

Signs should also be posted and information communicated requesting that people do not attend if they feel sick or have any COVID-19 symptoms including:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

Restrooms

Events must be held entirely outside, except that attendees may go inside to use restrooms as long as the restrooms are frequently sanitized.

There must be enough restrooms available that lines do not form for restrooms.

Encourage Social Distancing and Handwashing

- Request that household members must stay at least 6 feet away from people in other households at all times.
- If seating is available, it must be arranged to provide at least 6 feet of distance (in all directions—front-to-back and side-to-side) between different households.
- Ensure that handwashing facilities are stocked with soap, paper towels and hand sanitizer.
- Encourage frequently handwashing and/or the use of hand sanitizer.
- Eliminate the use of shared items. People must bring their own picnic blankets, mats, books, and similar items. Any item that is normally passed from hand-to-hand, like a donation box, must be put in a stationary place for people to place their donations into one-by-one.

Singing and Music

- Singing is allowed outside only and with a face covering.
- Any shared microphones or podiums should be sanitized after each use. Instrumental music is allowed as long as the musicians maintain at least 6-foot social distancing.

Event Venues

- Event Halls may not host indoor gatherings.
- Outdoor event venues may only host marriage ceremonies and cultural ceremonies.
- Attendees may only go indoors to use restroom facilities.
- Receptions are not permitted.

Questions

Thank you for your efforts in keeping Sacramento residents and visitors safe! If you have questions please call EMD at (916) 875-8440.

Document was prepared by the Sacramento County [Environmental Management Department](#)

Revision History

9/1/2020: Initial version; PHO 7/14/2020

COVID-19 Physical Distancing & Safety Plan Youth Sports Conditioning

Background:

COVID-19, also known as the novel coronavirus, is a respiratory illness that is spread through the air via respiratory droplets from an infected person or by touching contaminated surfaces.

Requirements may change. Please refer to the State of California COVID-19 Industry Guidance for the most current information.

Youth Sports General Guidelines

Tier 1 – Purple

If Sacramento County is in Tier 1 (Purple) youth sports conditioning is allowed **outdoors only**.

Tiers 2-4 – Red, Orange, Yellow

If Sacramento County is in Tiers 2-4 (Red, Orange, or Yellow) youth sport conditioning may take place indoors following the [fitness facility guidance](#).

Sacramento County tier - Please check to see which color tier Sacramento County is listed under before adjusting operations. Sacramento County's status can be found at <https://www.saccounty.net/COVID-19/Pages/default.aspx>

Physical distancing - At least **6 ft. of distance** must be maintained between participants.

Youth sports conditioning must be conducted in a cohort. A cohort is a stable group of ***no more than 14 children or youth*** and no more than two supervising adults in a supervised environment (or a configuration of no more than 16 individuals total in the cohort). The group stays together for all activities, including meals and recreation. Each group avoids contact with anyone not in their group.

The members of a cohort may be changed only after the member or group has not been in contact with any part of any cohort for 14 days. Examples:

- Cohorts may be assembled into different groups after a two week hiatus where no practices/conditioning takes place.
- A player who is removed from all practices and conditioning for 14 days may be placed into any existing cohort as long as cohort size is not exceeded.

Tournaments, events, or competitions are not permitted, regardless of whether teams are from the same school or from different schools, counties, or states.

Each organization shall complete a Physical Distancing and Safety Plan for Youth Sports

A template is provided on the following pages.

COVID-19 Physical Distancing & Safety Plan for Youth Sports

This checklist is intended to assist youth sports facilities with implementing a plan to prevent the spread of COVID-19.

PROGRAM NAME: _____

ADDRESS: _____

Develop, Implement, and Maintain a Written Plan

- Identify the person in charge of creating and implementing the plan.
 - Establish the capacity and registration that accommodates physical distancing requirements of 6 ft.
 - Divide participants into smaller cohort sports groups of no more than 14 youths and 2 adults (or a configuration of no more than 16 individuals total in the cohort). These groups should be consistent and rostered as such.
 - Describe how training and communication with employees will be conducted.
 - Describe how the organization will self-check for compliance with safety measures and the process for correcting any safety measures that are not being implemented properly.
 - Follow all applicable measures of the Sacramento County [Public Health Order](#).
 - Develop a plan for employees that report positive COVID-19 results.
 - Develop a plan for the possibility of repeated closures due to COVID-19 illnesses.
 - Provide a copy of this plan to all staff, volunteers, parents and guardians, and youth participants. A copy of this plan must be posted at each practice area entrance.
 - Ensure external community organizations that use the facilities also follow this plan.
 - Require all parents, guardians, and youth participants to sign a commitment to abide by the plan requirements prior to being allowed to participate or enter the practice area. This form will also outline the common symptoms of COVID-19.
- [COVID-19 Symptoms](#) [COVID-19 Fact Sheet](#)
- Acknowledge and support decisions made by youth, parents, guardians, and adult leaders who are uncomfortable participating for any reason.

Employee & Volunteer Health Protocols

- Train all employees and volunteers on the following:
 - [Preventions, transmission, and care of COVID-19 illness](#)
 - [Cleaning and disinfecting](#)
 - [Hand Hygiene](#)
 - [Respiratory etiquette](#)
 - [Proper use, removal and washing of cloth face coverings](#)
 - [Physical distancing](#)
- Screen employees and volunteers before entering practice areas.
[COVID-19 Symptoms](#)
- Ensure space is available to isolate ill staff and participants (restrooms and supervision).
- Establish procedures for contacting emergency personnel or a family member to transport anyone who is sick to their home or a healthcare provider.
- Immediately isolate and request appropriate transportation for those who are sick to their home or a healthcare provider.

- Provide adequate personal protective equipment (PPE) for staff who supervise and care for ill participants, staff, and volunteers.
- Wait more than 24 hours before cleaning and disinfecting areas used by an ill person.
- Ensure safe and correct use and storage of [EPA approved list of disinfectants](#), including storing products securely away from children.
- Do not allow participants or staff with new or worsening symptoms of COVID-19 to return until:
 - In the case of a person who was symptomatic with mild to moderate illness and thinks or knows they had COVID-19, they must isolate at home. The person may return to work when **all three** of the following criteria are met:
 1. At least 10 days have passed since symptoms first appeared; or
 2. At least 24 hours have passed since last fever without the use of fever reducing medications, and
 3. Symptoms have improved (e.g., cough, shortness of breath, etc.)
 - In the case of a person with no symptoms of illness, but tested positive for COVID-19, the employee may return to work when there has been 10 days since the first positive test **and** they continue to have no symptoms.
 - If the case of a person who has been exposed to someone who has tested positive for COVID-19, the employee may return to work following a 14 day quarantine if there have been no symptoms.
 - An exposure is defined as someone who has had close contact (less than 6 feet) for at least 15 minutes. More information on when to quarantine can be found at the [CDC website](#).
 - In the case of a person who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return until they have completed the same three step criteria listed above; if the individual has symptoms that could be COVID-19 and wants to return before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

Practice Area Health Protocols

- Each organization shall identify how the organization will provide for disinfecting of practice and drill areas and regular cleaning of high-touch surfaces.
- Frequently clean and disinfect any regularly touched surfaces (equipment, doorknobs, tables, chairs, restrooms, etc.).
- Frequently disinfect any items that come into contact with participants.
- Make hand sanitizer, disinfecting wipes, soap, and water, or similar disinfectant readily available. Place readily visible signage to remind everyone of best hygiene practices.
- Restroom: the facility will post hand washing flyers on doors and in bathrooms that include symptoms of COVID-19.

Participant Protocols

- Screen participants before entering any practice area or field for [COVID-19 Symptoms](#)
- The use of face coverings shall not be used as a modification to circumvent 6 ft distancing requirements. If social distancing cannot be maintained by the nature of the activity, the methods should be modified.

- ❑ Stagger drop-off and pickup times to avoid large groups and allow for screening.
- ❑ The organization will develop a specific plan for drop off and pick up that adheres to social distancing guidelines.
- ❑ Create pathways into and out of the practice areas so that cohort youth sports groups are not coming into contact with other cohort youth sports groups upon entering or exiting the area.
- ❑ Avoid hosting activities that promote interaction with people outside the cohort.
- ❑ Instruct participants and staff that physical contact such as hugs, high fives, etc. are not allowed.
- ❑ Hand washing stations and hand sanitizer shall be available for each cohort youth sports group.
- ❑ Require all participants to wash or sanitize their hands before entering practice area, directly after practice and at each break.
- ❑ If monetary transactions are handled on site, provide contactless payment or prepayment options whenever possible.
- ❑ Participants must be instructed to handle and care for their own equipment. Staff or volunteers will not be allowed to handle personal equipment.
- ❑ Remind participants to wash their hands/use hand sanitizer prior to and immediately following activities where equipment and/or balls are handled by multiple individuals.
- ❑ Remind participants that they should avoid touching their faces when engaging in activities where equipment and/or balls are handled by multiple individuals.
- ❑ All facilities and equipment will be washed and pre-sanitized before and after each use.
- ❑ All participant and staff personal items such as bags, cell phones, personal reusable water flasks/bottles and backpacks will only be allowed in the practice area if proper space is maintained between all items.
- ❑ Equipment should be set up and stored so that it can be retrieved without touching other equipment.
- ❑ Sports equipment must be designated and marked for each cohort youth sports group. This equipment must not be allowed to be used by any other cohort youth sports group.
- ❑ Sanitize all sports equipment for each cohort youth sports group after they are collected and before they are returned to circulation. The minimum equipment necessary must be used for practices and drills.
- ❑ All unnecessary equipment should be stored so that it is inaccessible to participants. (ie. chairs, tables, etc.)
- ❑ Schedule practice or drill times to ensure social distancing can be maintained between cohort groups.
- ❑ Participants with a cohort sports group may not arrive at the practice area until the previous group has completely left.
- ❑ At no time will the cohort youth groups or the staff assigned to that group be allowed to intermingle or move between groups.
- ❑ Breaks will be organized so that designated cohort groups will not intermingle and social distancing of 6 ft. or greater can be achieved
- ❑ Have participants bring their own meals if possible, and practice physical distancing when eating.
- ❑ Use disposable food service items (e.g., utensils and plates). If disposable items are not feasible, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- ❑ If food is provided, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils and ensure the [safety of children with food allergies](#).
- ❑ Self-serve water dispensers will be temporarily closed.
- ❑ Participants will be required to dispose of their own trash into no-touch garbage cans. Remove lids if present.

- Where appropriate, prop open doors to the facility and restrooms.
- Limit the number of participants in the restrooms to allow for users to easily maintain at least 6 ft. of distance from one another at all times.
- Locker rooms shall not be used at this time.
- To assist with physical distancing, lines must be installed with six foot marker for staff and participant to maintain safe social distances.
- Trash can should be touchless. Remove lids if present.
- Only participants and staff will be allowed to attend the practices and drills. Cohort sports youth groups will not be allowed to mingle or leave the designated area for that group.
- If parent/guardian chooses to stay and observe, they may do so from pre-designated areas, while keeping proper distancing from athletes and other parents/guardians.
- Youth sports staff will monitor participant compliance of this safety plan while on the property and physical distancing requirements will be enforced.
- Any additional sport specific measures not included here should be listed on separate pages, which the organization should attach to this document.

Resources:

[Sacramento County Public Health](#)

[Sacramento County COVID-19 updates](#)

[CDPH Guidance Related to Cohorts](#)

Document was prepared by Sacramento County's [Environmental Management Department](#)

Summary of Revisions

7/20/2020: Initial version

9/8/2020: Update to align with requirement restricting indoor practice. Include definition of cohort.

9/24/20: Added CDPH Guidance Related to Cohorts

10/1/2020: Updated guidance per current Public Health Order and movement into Red Tier.

10/21/20: Under "Participant Protocols", added instructions for handling equipment such as balls

PHO: 9/29/2020

MEETING DATE: November 19, 2020

ITEM # 7 d

SUBJECT: Adopt Board Resolution 2020-12 honoring Senica Gonzalez for his service to Arcade Creek Recreation and Park District.

RECOMMENDATION: Adopt the Resolution 2020-12 and declare November 20, 2020 Senica Gonzalez Day.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: Senica Gonzalez brought forth the idea of putting in an Outdoor Exercise/Fitness area at Arcade Creek Park. This discussion morphed into the Arcade Creek Sparkle Project which is the overall improvement project plan for Arcade Creek Park. Senica was then appointed to fill a vacant Board position in January of 2016 and he then ascended to the Vice-Chair and then Chair position on the Board a spot he has held for the past three years. Senica elected not to file to run for election in 2020. The November Board meeting will be his last on the Board of Directors

Budget/Cost Impact: none

Attachment(s):

- Resolution 2020-12



BOARD RESOLUTION 2020-12

Arcade Creek Recreation and Park District Board of Directors adopts the following;
Proclamation Relative to Expressing Thanks to Board Chair Senica Gonzalez

Whereas, The Arcade Creek Recreation and Park District has been providing parks and recreation services to residents since 1959; and

Whereas, The Arcade Creek Recreation and Park District covers about 4.6 square miles and serves the recreation needs of the approximately 21,500 residents from diverse communities; and

Whereas, Since 2015, Senica Gonzalez has been an active leader of the park community, advocating for improvements to Arcade Creek Park; and

Whereas, Since 2016, Senica Gonzalez has served as a Board Member of the Arcade Creek Recreation and Park District, including three years as Board Chair; and

Whereas, During his tenure as Chair, the Arcade Creek Recreation and Park District has successfully completed a number of projects, including the Arcade Creek Bridge connecting the Jo Smith Nature Area to the campus of American River College, as well as the construction of a Dog Park at Arcade Creek Park; and

Now, Therefore be it Resolved, That the Board of the Arcade Creek Recreation and Park District expresses, on behalf of the district and the thousands of families it serves, its sincere thanks to Senica Gonzalez for his tireless dedication to the parks and community of north Sacramento County.

Resolved, That **Friday, November 20, 2020**, is hereby declared “**SENICA GONZALEZ DAY**” in the Arcade Creek Recreation and Park District.

Dated this 19th day of November 2020.

Vote: Ayes

No

Abs

Alex Vassar, Vice Chair

Michael Hanson, Secretary