

Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING
THURSDAY OCTOBER 15, 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. Election Day is Tuesday November 3, 2020. Please make sure to VOTE.
 - b. The Park District Office will CLOSED on Wednesday November 11, 2020 in Observance of Veteran’s Day.
 - c. 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. **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. 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 3 Facility Rental Reports

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

Physical Address: 4855 Hamilton Street, Sacramento, California 95841-3414
(916) 482-8377 Fax (916) 483-1320 Email: acrpdp@acrpdp.com

- g. Correspondence **received and sent**
 - h. General Manager's Report and project update report
 - i. Staff report-Community Needs Assessment Survey data to date.
 - ii. Police Report
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.
 - 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.
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.
 - 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.
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
8. **Adjournment of the meeting.** The next Board of Directors meeting will be held Thursday November 19, 2020 via Zoom at <https://zoom.us/j/750518431?pwd=Um1xMExPb0pqb2xyYysyb3NRN0MzQT09>

NOTICE

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

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

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

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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 September 17, 2020 at 6:00 p.m.

Meeting conducted via Zoom Video Conference

Chairperson S. Gonzalez called the meeting to order at 6:01 pm

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

Board Members Absent: Michael Hanson (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

Visitors That Did Not Sign: None

2. PUBLIC COMMENTS: None

3. ANNOUNCEMENTS:

Staff informed that Board that the office would be closed on 10/12/2020 in observance of
Columbus Day

Director M. Hanson joined the Zoom meeting at 6:03 pm

4. CONSENT AGENDA:

- a. August 20, 2020 **Meeting Minutes**
- b. FY 20-21 Period 2 **Financial Reports 339A**
- c. FY 20-21 Period 2 **Financial Reports 339D**
- d. FY 20-21 Period 2 **Multi Accounts Revenue Reports**
- e. FY 20-21 Period 2 **Payroll Report**
- f. FY 20-21 Period 2 **Facility Rental Reports**
- g. Correspondence **received and sent**
- h. General Manager's Report and project update report
 - i. Staff report items
 - ii. Police Report

Minutes of Board of Directors Meeting

September 17, 2020

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4. CONSENT AGENDA: (cont.)

Motion No. 1: It was moved by Director A. Vassar and seconded by Director M. Hanson 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. Discuss construction of a Community Survey on park improvements.

Board members provided input and direction to the Staff after discussion.

- b. Approve changes to the Personnel Policies for Policies **2049**; **2420**; **2505**; and **2575**, as discussed during the August 20th Board Meeting.

Staff informed the Board that Policy #2420 Management Leave had been approved during the August 20, 2020 meeting and did not need to be discussed further.

Chairperson S. Gonzalez turned the meeting over to Vice-Chair A. Vassar at 7:19 pm and left the meeting.

Director M. Hanson presented Policy #2049 Vehicle Usage that he restructured to meet the needs of the District.

Motion No. 2: It was moved by Director H. Gonzalez and seconded by Director M. Hanson to approve Policy #2019 Vehicle Usage as presented, with secretarial changes.

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

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

Motion No. 3: It was moved by Director M. Hanson and seconded by Director M. Constantine to approve Policy #2505 Holidays as presented, with secretarial changes.

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

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

Motion No. 4: It was moved by Director M. Hanson and seconded by Director M. Constantine to approve Policy #2575 Health and Welfare Benefits as presented.

Motion Carried: 3 Ayes, 0 Noes, 1 Absent: S. Gonzalez,

1 Abstained: A. Vassar

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

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7. BOARD DISCUSSION:

a. General discussion on topics for future meetings.

Staff requested guidance with regards for proceeding further on the Per Capita Funds.

After much discussion, the Board gave guidance to Staff to report survey results collected to date at the October Board Meeting.

Chairperson S. Gonzalez rejoined the meeting at 8:30 pm.

ADJOURNMENT: The Vice-Chair adjourned the meeting at 8:44 pm.

The next regular meeting will be:

Thursday October 15, 2020

Via Zoom at:

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

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

**September 2020
Period 3 of 13**

FYTD Completed = 23%

CODE	CATEGORIES	2020-2021 Budget	September	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	177,741.00	14,867.76	46,119.20	131,621.80	26%
"	Part-time Salaries			-		-0-
"	P/T Monitors	28,080.00	1,302.75	3,567.38	24,512.62	13%
"	2 P/T Maintenance Position			-	-	#DIV/0!
"	P/T Summer Monitors-Special Events			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	250.00	700.00	2,800.00	20%
10113200	Salaries & Wages - Time/one half (OT)	2,500.00	173.25	236.25	2,263.75	9%
"	Salaries/Wages - Strt Time (No Retirement Contribution)			105.00	(105.00)	#DIV/0!
10121000	Retirement - Employer Cost (@10.484%)	18,634.00	1,558.73	4,763.16	13,870.84	26%
"	Retirement - UAL (1591.04 mthly or 18457.00)	18,457.00		18,457.00	-	100%
"	Retirement Acturial Cost	1,000.00	350.00	650.00	350.00	65%
10122000	Social Security (OASDHI rate=7.65%)	16,347.00	1,266.35	3,871.45	12,475.55	24%
10123000	Group Insurance - Employer Cost			-		-0-
"	Medical + Admin fee	28,551.00	2,311.03	7,709.89	20,841.11	27%
"	Dental	1,484.00	121.92	487.68	996.32	33%
"	EAP	104.00	-	26.10	77.90	25%
"	Vision	296.00	24.57	98.28	197.72	33%
10124000	Work Comp Ins - Employer Cost	7,243.00	1,629.68	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	197.95	1,084.05	15%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)	266,273.00		-	266,273.00	0%
	TOTALS:	572,192.00	23,905.50	90,429.77	481,762.23	16%

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

**September 2020
Period 3 of 13**

FYTD Completed = 23%

CODE	Service & Supply	2020 Budget	September	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	144.69	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		-	10,000.00	0%
20210400	Agricultural/Horticultural Supplies	2,500.00		-	2,500.00	0%
20211100	Building Maintenance Service	2,200.00	460.00	907.00	1,293.00	41%
20211200	Building Maintenance Supplies	-		-	-	#DIV/0!
20212200	Chemical Supplies (new)	-		-	-	#DIV/0!
20213100	Electrical Maintenance Services	1,000.00		-	1,000.00	0%
20213200	Electrical Maintenance Supplies	200.00		-	200.00	0%
20214100	Land Improvement Maintenance Service	4,000.00		14.22	3,985.78	0%
20214200	Land Improvement Maintenance Sup.	2,000.00	965.00	2,370.34	(370.34)	119%
20215100	Mechanical System Maintenance Svcs.	1,500.00	426.00	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		3,208.95	14,291.05	18%

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

**September 2020
Period 3 of 13**

FYTD Completed = 23%

CODE	Service & Supply	2020 Budget	September	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	2,500.00	16.67	46.89	2,453.11	2%
20219300	Refuse Collection/Disposal	4,000.00	189.90	651.68	3,348.32	16%
20219500	Sewage Services	3,000.00		276.28	2,723.72	9%
20219800	Water	30,000.00	3,163.32	10,216.14	19,783.86	34%
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	695.00	1,528.00	2,472.00	38%
20221200	Grounds Equipment Maintenance Sup.	3,000.00	731.99	1,721.96	1,278.04	57%
20222600	Hand / Expendable Tools	1,200.00	57.07	117.78	1,082.22	10%
20223600	Fuel and Lubricant Supplies	4,200.00	565.55	1,132.10	3,067.90	27%
20226200	Office Equip. Maintenance Supplies	-		-	-	#DIV/0!
20227500	Rent/Lease Equipment	500.00		-	500.00	0%
20227501	Copy Machine - Lease	3,300.00	310.63	826.49	2,473.51	25%
20227504	Miscellaneous	1,500.00		-	1,500.00	0%
20229100	Other Equip Maint. Service	2,000.00		-	2,000.00	0%
20229200	Other Equip Maint. Supply	1,500.00		-	1,500.00	0%
20231400	Clothing/Personal Supplies	100.00		-	100.00	0%
20232200	Custodial Supplies	5,000.00	119.18	527.86	4,472.14	11%
20243700	Lab (Medical) Service (Drug Testing)	-		-	-	#DIV/0!
20244300	Medical Service (Pre-emp. testing)	-		-	-	#DIV/0!
20244400	Medical Supplies (First Aid)	350.00	16.13	32.29	317.71	9%
20250700	Assessment / Collection Services	7,600.00		-	7,600.00	0%
20252100	Temporary Services	-		-	-	#DIV/0!
20253100	Legal Services	6,500.00	67.50	4,224.22	2,275.78	65%
20255100	Planning Service-	-		-	-	#DIV/0!
20257100	Security Service	23,725.00	1,560.00	7,390.00	16,335.00	31%
20258200	Public Relations Service/mkting, web	5,000.00		1,800.00	3,200.00	36%
20259100	Other Professional Services	5,000.00		261.54	4,738.46	5%

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

**September 2020
Period 3 of 13**

FYTD Completed = 23%

CODE	CATEGORIES	2020 Budget	September	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	440.00	759.99	2,240.01	25%
20281304	Sales Tsx Adj - Board of EQ	-		-	-	#DIV/0!
20281700	Election Services	12,000.00		-	12,000.00	0%
20283102	Mileage	1,500.00		-	1,500.00	0%
20285100	Recreation Services	-		-	-	#DIV/0!
20285200	Recreation Supplies	2,000.00		-	2,000.00	0%
20285300	Recreation Supp. (P-S) ELP Program	-		-	-	#DIV/0!
20288000	Prior Year Service & Supply Expe	-		-	-	#DIV/0!
20289800	Other Operating Expenses - Supplies	1,500.00		80.44	1,419.56	5%
20289900	Other Operating Exp. - Misc. expenses	1,000.00		-	1,000.00	-0-
20291300	Auditor/Controller Services	5,500.00		-	5,500.00	0%
20291500	Compass Costs	1,000.00		-	1,000.00	0%
20291700	Alarm Services	1,770.00		411.63	1,358.37	23%
20298700	Telephone Services	4,000.00	299.48	898.43	3,101.57	22%
20298701	Cell Phones	800.00	163.74	313.11	486.89	39%
20299909	Expenditure Reimbursements	12,500.00		-	12,500.00	0%
TOTALS:		271,083.00	\$ 10,391.85	\$ 70,696.71	\$ 200,386.29	26%

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

**September 2020
Period 3 of 13**

FYTD Completed = 23%

CODE	CATEGORIES	2020 Budget	September	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	9,688.00	1,664.16	3,361.21	6,326.79	35%
30323000	Lease Obligation Retirement(Side Fund)	27,900.00	4,600.00	9,200.00	18,700.00	33%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	704.00		-	704.00	0%
TOTALS:		38,292.00	\$ 6,264.16	\$ 12,561.21	\$ 25,730.79	33%

FYTD Completed = 23%

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

FYTD Completed = 23%

79790100	Contingencies	31,033.00		-	\$ 31,033.00	0%
	Reserved Fund Balance Increase			-	\$ -	0%
Grand Total		\$ 912,600.00	\$ 40,561.51	\$ 173,687.69	\$ 707,879.31	19%

	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

September 2020
Period 3 of 13

FYTD Completed = 23%
Percent Received

Account		2020 - 21 Budget	September	Received To Date	Unrealized	Percent Received
91910100	Property Tax-Current Secured	610,000.00		0.01	609,999.99	0%
91910200	Property Tax-Current Unsecured	21,000.00	(0.06)	(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	\$ (0.06)	(0.05)	\$ 655,600.05	0%
94941000	Interest	2,000.00		-	2,000.00	0%
94942900	Building Rental (Parks & Facilities)	4,674.96	210.00	4,670.42	4.54	100%
"	Building Rental (Cell Towers 4610.42)	55,325.04	4,610.42	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	\$ 4,820.42	\$ 14,403.76	\$ 82,596.24	15%
Total Revenue		\$ 752,600.00	\$ 4,820.36	\$ 14,403.71	\$ 738,196.29	2%

Register Expense Report
FY 2020 - 2021
9/1/2020 Through 9/30/2020

Account 339A

Date	Num	Description	Memo	Category	Amount
9/2/2020	23581	S CalPERS - 521	8/16 - 8/31/2020 EE Contrib	5420524	-520.38
			8/16 - 8/31/2020 ER Contrib	121000	-779.36
9/2/2020	23582	CalPERS - 19732	GASB-68 Pooled Actuarial FY1/20 report	121000	-350.00
9/2/2020	23583	Carson Landscape Indus. - 18136	HSP Irrigation repair	214200	-515.00
9/2/2020	23584	Inland Business Systems - #1536	Qtrly copy/scan S/H chg	227501	-5.40
9/2/2020	23585	Orbit Station - 33714	8/2020- Fuel Chgs	223600	-159.48
9/2/2020	23586	PG&E - 1383	8/2020-Billing	219200	-16.67
9/2/2020	23587	Republic Services - 57909	8/2020 - Billing	219300	-189.90
9/2/2020	23588	Rio Linda Fence - 57446	HSP-Fence repair @ soccer field area	214200	-450.00
9/2/2020	23589	Staples Business Advantage - 14122	Asst 2021 calendars	207600	-94.78
9/2/2020	23590	Staples Business Advantage - 14122	Accu-stamp	207600	-15.85
9/10/2020	23591	CAPRI - 8761	2ndt Qtr W/C FY 2020-21 (w/10% Prem Reduction)	124000	-1629.68
9/10/2020	23592	S Central Control System - 23278	8/2020 - Wireless Irrigation	281265	-220.00
			9/2020 - Wireless Irrigation	281265	-220.00
9/10/2020	23593	Cintas - 56036	9/4/2020 - Custodial	232200	-112.71
9/10/2020	23594	Cole Huber - 54641	8/2020- Ref Closed session @ EE	253100	-67.50
9/10/2020	23595	S Crime Alert Security - 41852	Office Alarm Panel - Labor	211100	-460.00
			Shop alarm battery	222600	-30.00
9/10/2020	23596	Fulton-El Camino Rec & Park - 2968	8/2020 Patrol Service	257100	-1560.00
9/10/2020	23597	S Sacramento For Tractors - 64608	Labor repairs - Land Pride	221100	-330.00
			Repair parts - Land Pride	221200	-553.21
9/10/2020	23598	S Sacramento For Tractors - 64608	Labor repairs - Kubota	221100	-165.00
			Repair parts - Kubota	221200	-90.84
9/10/2020	23599	Staples Business Advantage - 14122	A-Z file sorter	207600	-34.06
9/10/2020	23600	T-Mobile - 32685	8/2020-District Cell Phones	298701	-59.37
9/10/2020	23601	US Bank - 68934	9/2020-Xerox Copier (w/late fee)	227501	-305.23
9/14/2020	23602	All Pro Backflow - 69926	Backflow test @ OAK -4	215100	-284.00
9/14/2020	23603	All Pro Backflow - 69926	Backflow test @ ACP - 2	215100	-142.00
9/14/2020	23604	Comcast - 12322	9/2020-Billing-Phone/HSI	298700	-104.48
9/14/2020	23605	Phillips 66 - 58398	8/2020-Stmt	223600	-87.92
9/14/2020	23606	S Umpqua Bank - 52152	9/2020 - Side Fund pmt	321000	-836.19
			9/2020 - Side Fund pmt	323000	-2300.00
9/15/2020	P/R+Taxes	S Payroll And Taxes	Period 8/16- 8/31/2020 Ck date9/15/2020	111000	-8102.13
			Brd Pay Ck date 9/15/2020	112400	-250.00
			Time/One Half - Ck date 9/15/2020	113200	-173.25
			OASDHI - Ck date 9/15/2020	122000	-650.66

				SUI ER Contrib Ck date 9/15/2020	125000	0.00
9/15/2020	EFT		# 400038378 - Health Benefits	Health Benefits Date 9/15/2020	123000	-1152.75
9/16/2020	23607	S	CalPERS - 521	9/1 - 9/15/2020 EE Contrib	5420524	-520.37
				9/1 - 9/15/2020 ER Contrib	121000	-779.37
9/16/2020	23608	S	Fast Break - 37998	8/2020 - Phone service	298700	-195.00
				9/2020 - email exhchange	298701	-45.00
9/16/2020	23609	S	Home Depot - 2843	Staple gun, staples	222600	-27.07
				6-comet cleanser	232200	-6.47
				2 pk Copper wear face mask	244400	-16.13
9/16/2020			23610 Hunt & Sons - 1306	12- 10w30 oil / 2- 5 gal Well pump oil	223600	-318.15
9/16/2020			23611 Sacramento Suburban Water - 26158	9/2020 - Garfield (ACP)	219800	-1257.01
9/21/2020	23612	S	Bar-Hein Co. - 1463	Labor-repair blower	221100	-100.00
				Repair parts - blower	221200	-44.74
9/21/2020	23613	S	Bar-Hein Co. - 1463	Labor-repair chain saw	221100	-100.00
				Repair parts - chain saw	221200	-43.20
9/21/2020	23614	S	CalPERs Health - 12733	10/2020-Medical - 3 EE's	5420516	-2305.47
				10/2020-Medical - EE Admin Fee	123000	-5.53
				10/2020-Medical - 1 Retiree	128000	-49.46
9/21/2020	23615	S	GSRMA - 29229	10/2020-Dental 3- EEs	123000	-121.92
				10/2020-Dental-1 depend	5420516	-32.76
				10/2020-Vision- 3 EEs	123000	-24.57
				10/2020-Vision- 1 depend	5420516	-7.56
9/21/2020	TaxRevenu	S	Property Tax(s) Deposited Per County	9/2020-Property Tax - Current Secured	910100	0.00
				9/2020-Property Tax - Current Unsecured	910200	-0.06
				9/2020-Property Tax - Current Sup.	910300	0.00
				9/2020-Property Tax Sec Delin.(+Tetter)	910400	0.00
				9/2020-Property Tax Supplement Delin.	910500	0.00
				9/2020-Properry Tax-Unitary	910600	0.00
				9/2020-Redemption	912000	0.00
				9/2020-Property Tax Prior Unsecured	913000	0.00
				9/2020-Penalty	914000	0.00
				9/2020-RDA Residual Distribution	919600	0.00
				9/2020-Interest	941000	0.00
				9/2020-Homeowner Property Tax Relief	952200	0.00
				9/2020-Redevelopment Passthru	953300	0.00
44,102.00	DepPermit	S	County Of Sacramento Deposit Permit	Studio / Field Space	942900	210.00
				Event Building / GPA / Park Rentals / Cell Towers	942900	4610.42
				Grants -	956300	0.00
				Misc Funds Collected	979000	0.00
44,103.00			23,616.00 Cintas - 56036	9/18/2020 - Custodial	232200	-112.71
9/29/2020			23617 Dave Weber - 54010	ACP Clear tree from trail path	210300	-350.00
9/29/2020			23618 Sacramento Suburban Water - 26158	9/2020 - Myrtle (Oak)	219800	-1769.82

9/29/2020		23619 Sacramento Suburban Water - 26158	9/2020 - HSP	219800	-136.49
9/29/2020		23620 T-Mobile - 32685	9/2020-District Cell Phones	298701	-59.37
9/29/2020	23621	S Umpqua Bank - 52152	10/2020 - Side Fund pmt	321000	-827.97
			10/2020 - Side Fund pmt	323000	-2300.00
9/30/2020	EFT	# 400038493 - Health Benefits	Health Benefits Pay Date 9/30/2020	123000	-1152.75
9/30/2020	P/R+Taxes	S Payroll And Taxes	Period 9/1- 9/15/2020 Ck date9/30/2020	111000	-8068.38
			Brd Pay Ck date 9/30/2020	112400	0.00
			Time/One Half - Ck date 9/30/2020	113200	0.00
			OASDHI - Ck date 9/30/2020	122000	-615.69
			SUI ER Contrib Ck date 9/152020	125000	0.00
			TOTAL 9/1/2020 - 9/30/2020		<u>-39590.40</u>
			BALANCE 9/30/2020		-173126.72
			TOTAL INFLOWS		4820.42
			TOTAL OUTFLOWS		-44410.82
			NET TOTAL		-39590.40

ACRPD 2020 - 2021
339D Expenditures

September 2020
Period 3 of 13

FYTD Completed = 23%

CODE	CAPITAL OUTLAY	20-21 Budget	September	Expended To Date	Balance	Percent Expended
42420100	Buildings New ADA Features @ HSP	1,400.00		-	1,400.00	0%
42420110	Leasehold Improv. (Oakdale Park)			-	-	#DIV/0!
42420200	Structures ACP Park Improv. Proj			-	-	#DIV/0!
43430300	Equipment-SD Non-Recon - New Play Equip			-	-	#DIV/0!
45450300	Infr--SD-Non-Recon - ACP Pedi Bridge Proj			-	-	#DIV/0!
46460300	Other Intangible Asset-Spec Dist - HSP site plan & Locati	49,367.00	12.54	25.08	49,341.92	0%
46461300	Intangibles - ???			-	-	
				-	-	-0-
TOTALS:		50,767.00	\$ 12.54	\$ 25.08	\$ 50,741.92	0%

ACRPD 2020 - 2021
339D Revenue

September 2020
Period 3 of 13

FYTD Completed = 23%

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

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

Register Expense Report
FY 2020 - 2021
9/1/2020 Through 9/30/2020

Account					
339D					
Date	Num	Description	Memo	Category	Amount
9/14/2020	196	Umpqua Bank - 52152	9/2020 Interest new project loan (need to move to 420100 via JV	460300	-6.27
9/29/2020	197	Umpqua Bank - 52152	10/2020 Interest new project loan (need to move to 420100 via JV	460300	-6.27
TOTAL 9/1/2020 - 9/30/2020					-12.54
BALANCE 9/30/2020					5,742.21
TOTAL INFLOWS					0
TOTAL OUTFLOWS					-12.54
NET TOTAL					-12.54

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

September 2020

Period 3

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	\$ -	\$ -	\$544,095.05

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

End of

*Pay Period:

September 15, 2020

September 30, 2020

Payroll Issued:

9/31/2020

October 15, 2020

Administration Division	5585.88	5585.88	11,171.76
Board Members = 5	0.00	250.00	250.00
 Parks Division	 1848.00	 1882.13	 3,730.13
PT Maint	0		-
 Recreation Division			
Monitors, etc	634.50	526.50	1,161.00
Misc - Staff	0.00	0.00	-
Rec. Staff (Other)	0.00	0.00	-
	\$ 8,068.38	\$ 8,244.51	\$ 16,312.89
 Employer Paid Taxes <i>(FICA, Medicare, SUI)</i>	 615.69	 Unavailable	

Facility Rental Report

September 2020

94942900 - SOCIAL/EVENT BUILDING/GPA RENTALS

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

Total Rentals \$ -

94942900 - LONG TERM STUDIO/ FIELD SPACE RENTAL

Rental Date(s)	Renter	Location	Amount
8/31-9/14-21-28/2020	Albree Dog Training	HSP Park	210.00
			0.00

Totals \$ **210.00**

OTHER REVENUES

	0.00

Totals \$ -

Arcade Creek Recreation and Park District

MEETING DATE: October 15, 2020

**AGENDA ITEM: 4 g Consent Agenda
Correspondence Period 3**

No correspondence received.

ARCADE CREEK RECREATION AND PARK DISTRICT

October 2020

GENERAL MANAGER'S UPDATE

Park Maintenance

Irrigation has been cut back as the temperature and daylight hours have reduced. These hours will be significantly cut when the winter rains begin on a regular basis.

I have ordered new swing seats, chains, and swing joint pieces for all the swings in the Park District, along with a replacement spring for the teeter-totter device at Hamilton Street Park (HSP). That spring costs \$1,500.00 by itself. A whole new device is \$3,500.00, it is like replacing the transmission in your car. It is a safety issue that must be taken care of.

I also dealt with Sacramento County Solid Waste Services and our Contractor Republic Waste Services. Beginning in January there is a new law on the books that states that solid waste must be divided in three ways, recycling, garbage, and food waste. This would require the District to obtain a food waste dumpster.

I have serious concerns about this, and other Unfunded Mandates made by State Government. This means providing three containers where we now have one container, that the District would then need to purchase color coded trash can liners identified with each waste product. I anticipate it will take more staff time to deal with this process.

My big question is what happens if a park user refuses to follow the new protocols, will the District be held accountable. Some users simply do not care and if they decide to throw something away, they will deposit it in whatever container they want to. This is one more thing that the District's meager staff must be concerned with.

Downed tree occurred in the Nature Area at Arcade Creek Park. Staff called out Dave Weber who has done some clearing and fire abatement tractor work for the District previously to move the tree out of the way. Neighbors who heat their house with a wood burning fire place asked to have the wood if they cut it up, permission was granted to them to do so, saving staff time and expense of contracting it out, because the tree trunk was too large for the chain saw the District owns.

Staff discovered a stuck valve in the irrigation system at Arcade Creek Park (ACP). Together with Anita, we were unable to correct the situation in house, and called out Carson Landscape to help with the situation and take care of it. I am awaiting the quote for the work at this the time of this writing.

Nature Trail Area and Fire Abatement

I have received concerns from the Cameron Ranch HOA requesting Fire Abatement measures along Arcade Creek and the Nature Trail, including the ARC campus. The Director of Facilities of Los Rios Community College District contacted me. Both agencies had received a letter from the Fire Inspector's Office. I responded to the FD Inspectors email and informed her of the discussions that were beginning, and the route being considered.

Together the Park District and the Community College District met with Lee Hazeltine of Intergrazers, a contractor who provides grazing goats to reduce the fuel load. Intergrazers was featured in an article in the Sacramento Bee regarding their services.

The Community College District indicated that they did not want to be the lead agency in this because of the contract regulations they have to follow. They want to enter an MOU with ACRPD to provide the financial resources necessary to graze the college land on the east bank of Arcade Creek and maybe additional land within the college campus.

Mr. Hazeltine and I toured the trail area and looked at the portions of Arcade Creek Park that can use grazing as well. The more acres involved in the plan, the less the cost there is per acre. The ACRPD land that would be involved, totals approximately 11.5 acres of land, Mr. Hazeltine is waiting for maps from the College to determine the acres they need to have grazed.

I spoke with Sacramento County Dept. of Water Resources to determine what type of permit if any is needed to have goats graze along the creek and in the creek channel. The animals are not permitted in the creek channel from mid-October until May 1st. So, the earliest this could happen is in the spring of 2021. Intergrazers is reasonably priced to the vendors I found a year or two ago. Until the whole proposal is put together, I will not speculate as to what the final price per acre may be.

Facility Rentals

Building rentals are non-existent.

A couple of phone calls have been received regarding potential rental dates at the end of 2020. Staff have asked the folks to call us back as we get closer and we know what the trends may be closer to the time.

Park Improvements

I got the Final Inspection from the Fire Inspector and new Knox Locks are installed at ACP. I am working on resolving a miscommunication issue with Sacramento County for a fee that has been assessed for a missed inspection on 10-7-2020. I scheduled the inspection for this date, the window was from 8:00 – 4:00. In the past I received a phone call 15-20 minutes prior to the inspector's arrival so I can meet them there with the paperwork and the permit. This did not happen, so I am awaiting a phone call back from a manager who can waive the missed fee. Even the Cable Company will give you a courtesy call!

Community Needs Assessment Survey

Since the September Board meeting, the Survey Monkey platform was purchased, the survey was entered and created on the site. Working with the staff at Streamline a link was created to the District webpage and then working with Survey Monkey staff, I learned how to have a QR code created. The Mutual Assistance Network through Heather Gonzalez and Liberty Towers agreed to provide translation of the survey into Spanish, Russian, and Dari/Pashtu. That work continues and when all translations are ready, links will be placed on the web site to link to the specific language documents in the Survey Monkey Platform. Each will be recorded as a separate survey, and then I will integrate the answers into a final report.

I learned of another print shop within our District, this is Costello Printing located on Myrtle Avenue between Auburn Blvd. and College Oak. They printed survey banners in three languages that are most prevalent in the District according to the Parks and Recreation Master Plan data; those are English, Spanish, and Russian. Those banners were hung in the park on Tuesday 10-6-2020.

I have been working to identify the least expensive and most productive way to do a mailing to District residents. That work continues, but I believe the best course of action is to focus on the Oakdale/North Highlands area of the District, and the area from I-80 to ARC. My research shows that this area contains over 4,700 home addresses. The District can mail up to 5,000 postcards at one time on Every Door Direct Mailing (EDDM) for 17.2 cents per piece. I have not yet gotten a quote for a 6"x9" post card for this.

Playgrounds opened again

Park playgrounds across the state reopened on Thursday October 1, 2020. The State Health Department created wording signs suggested for posting, basically telling people what to do, I took the basic required information; (six feet of spacing, wearing a mask, and a max of 30 minutes on the playground). I printed these in house on address labels and staff stuck them on all play equipment so that there are constant visual reminders for our park guests.

There has been difficulty in maintaining official looking signage in the parks, so going this minimalistic route serves the purpose and gets the point across without being overbearing. Since there is a 30-minute limit on park use, the restrooms remain closed, and because the District cannot meet the cleaning standards recommended.

Requests for Proposals

I completed the RFP for Facilitation Services and had this reviewed by Derek Cole, District Counsel. This will be mailed to local Sacramento Facilitators on October 9, 2020 asking for their proposals by Friday October 30, 2020. I hope to have finalists to present to the Board during the November meeting and then finish with a selection of an individual or group to Facilitate the discussion at the annual planning retreat scheduled in late January or early February. The Facilitator will use the time over the holidays to prepare and meet with each Board member and use their techniques to create a plan of action for the retreat. Based on information I have found on-line the District can expect to spend between \$3,000 to \$4,000 dollars on this service.

I also have constructed the RFP for engineering site design services to have it ready when a project is decided upon by the Board for the use of the Per Capita Funds and potential Impact Fees.

Respectfully submitted,

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

General Manager

Reporting Period: 2020-09-01 to 2020-09-30

Arcade Creek Park

Notice To Appear Issued

1) Date/Time: 2020-09-07 17:23

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

2) Date/Time: 2020-09-11 20:34

Violation 1: 148(a)(1) PC Resist, Delay, Obstruct a Peace Officer, Severity: Mis

Violation 2: 9.36.067 SCO Park Hours, Severity: Inf

Violation 3: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

3) Date/Time: 2020-09-11 20:34

Violation 1: 148(a)(1) PC Resist, Delay, Obstruct a Peace Officer, Severity: Mis

Violation 2: 9.36.067 SCO Park Hours, Severity: Inf

Violation 3: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

Parking Citations Issued

1) Date/Time: 2020-09-11 20:57

V1: 9.36.065(e) SCO Parking in park after hours

2) Date/Time: 2020-09-22 21:36

V1: 9.36.065(e) SCO Parking in park after hours

3) Date/Time: 2020-09-22 21:30

V1: 4000(a) CVC No current registration

V2: 9.36.065(e) SCO Parking in park after hours

Onsite Arrests Made

No onsite arrests made during this reporting period.

Dispatched Calls For Service

No dispatched calls for service during this reporting period.

D.U.I Arrests

No DUI arrests made during this reporting period.

Warrant Arrests

No warrant arrests made during this reporting period.

Warnings Issued

No warnings issued during this reporting period.

Hamilton Street Park

Notice To Appear Issued

1) Date/Time: 2020-09-05 20:30

Violation 1: 11350(a) HS Possession of narcotic controlled substance, Severity: Mis

Violation 2: 11377(a) HS Possession of a controlled substance, Severity: Mis

Violation 3: 1203.2 PC Violation of Probation, Severity: Mis

Violation 4: 9.36.067 SCO After Park Hours, Severity: Inf

2) Date/Time: 2020-09-05 20:31

Violation 1: 9.36.067 SCO Park Hours, Severity: Inf

3) Date/Time: 2020-09-27 19:09

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

Violation 2: 11364 HS Paraphernalia, Severity: Mis

4) Date/Time: 2020-09-27 19:09

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

Violation 2: 14601.1(a) CVC Suspended License, Severity: Mis

Violation 3: 5200(a) CVC Two LP Required, Severity: Inf

Parking Citations Issued

1) Date/Time: 2020-09-07 16:49

V1: 4000(a) CVC No current registration

2) Date/Time: 2020-09-07 16:55

V1: 4000(a) CVC No current registration

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

3) Date/Time: 2020-09-07 17:01

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

4) Date/Time: 2020-09-07 17:04

V1: 4000(a) CVC No current registration

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

5) Date/Time: 2020-09-14 20:50

V1: 4000(a) CVC No current registration

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

V3: 10.24.030(b) SCO Prohibited stopping, standing, parking

V4: 22502(a) CVC Curb parking, right wheel 18" from curb

6) Date/Time: 2020-09-23 15:43

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

7) Date/Time: 2020-09-24 13:53

V1: 4000(a) CVC No current registration

Onsite Arrests Made

No onsite arrests made during this reporting period.

Dispatched Calls For Service

No dispatched calls for service during this reporting period.

D.U.I Arrests

No DUI arrests made during this reporting period.

Warrant Arrests

No warrant arrests made during this reporting period.

Warnings Issued

No warnings issued during this reporting period.

Oakdale Park

Notice To Appear Issued

No NTAs issued during this reporting period.

Parking Citations Issued

1) Date/Time: 2020-09-23 15:30

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

1) Date/Time: 2020-09-05 19:03

Severity: Fel

Warrant Ammount: NO BAIL

Warnings Issued

No warnings issued during this reporting period.

Off Property**Notice To Appear Issued**

1) Date/Time: 2020-09-11 16:40

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

2) Date/Time: 2020-09-15 19:23

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

Parking Citations Issued

No parking citations issued during this reporting period

Onsite Arrests Made

No onsite arrests made during this reporting period.

Dispatched Calls For Service

No dispatched calls for service during this reporting period.

D.U.I Arrests

No DUI arrests made during this reporting period.

Warrant Arrests

No warrant arrests made during this reporting period.

Warnings Issued

No warnings issued during this reporting period.

MEETING DATE: October 15, 2020

ITEM # 5 a

SUBJECT: Receive an update on the result of the Community Needs Assessment Survey to date.


RECOMMENDATION: Receive the update report to use as background information for future discussions on priorities for operations, repairs, and improvements.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: Staff constructed a survey that was reviewed by the Board during the September 17, 2020 Board Meeting. Receiving direction, staff produced the survey on the Survey Monkey platform and linked it to the District web site with a URL and a QR code. The survey is currently posted in English and translations are being done into Spanish, Russian, and Dari/Pashtu. Banners have been completed and were placed around the parks this week in English, Spanish and Russian languages, with the QR code on them.

Links to the survey have been sent throughout the community to the Cameron Ranch HOA, Nextdoor, Facebook and boosted, Oakdale School, former ACRPD Board Members and other individuals who have contacted the District recently.

Research has been done to cost effectively do a targeted mailing to the areas of the District with a lesser number of responses. This is an effort to keep expenses at a minimal level.

Alternatives:

- None

Analysis: Receive the report of responses received in a statistical format to indicate levels of interest in different projects and ideas around the District.

Budget/Cost Impact: Currently the cost is at approximately \$700.00, with the costs of the Survey Monkey platform and the cost of printing the banners. No costs determined yet on mailings

Attachment(s):

- Survey Results printed report.

Arcade Creek Rec & Park District Community Needs Assessment Survey

REPORT TO THE BOARD OF RESULTS THROUGH OCTOBER 8, 2020

71 SURVEYS COMPLETED

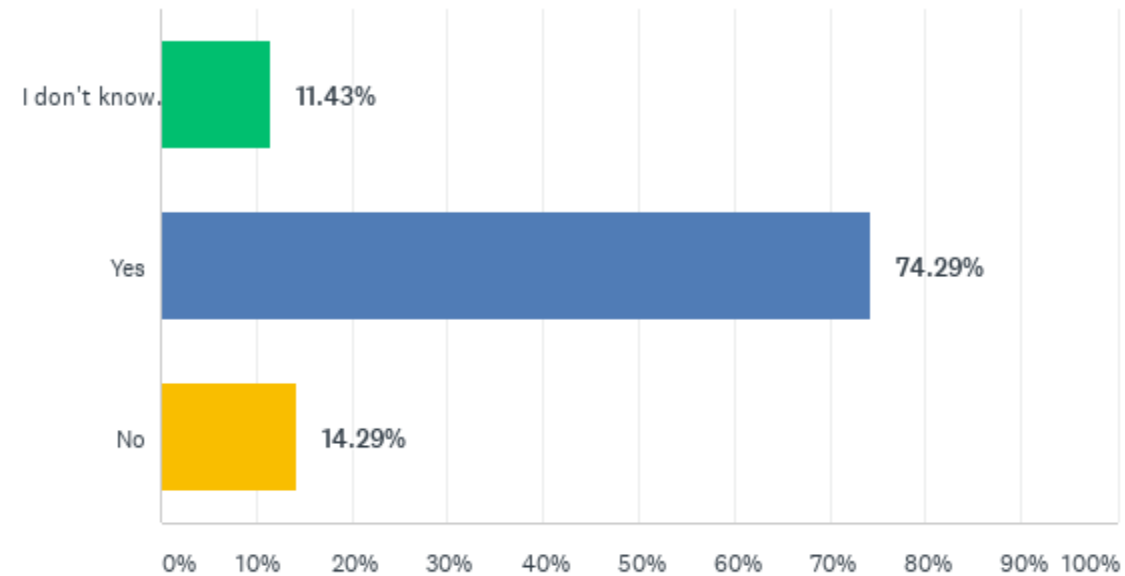
MEETING DATE:

OCTOBER 15, 2020

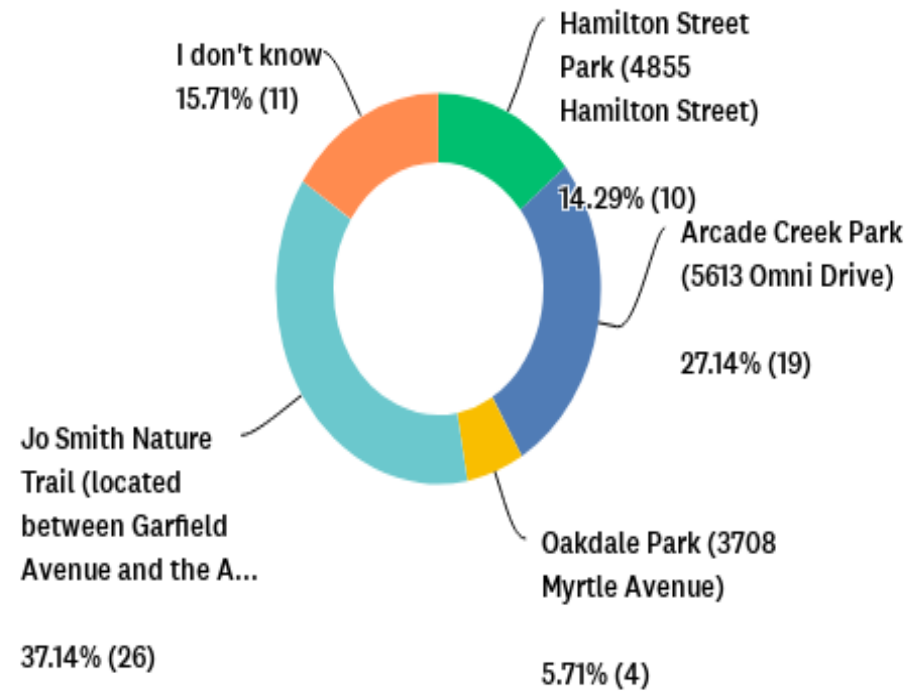
Completed Surveys as of October 8, 2020

- Total Surveys completed 71

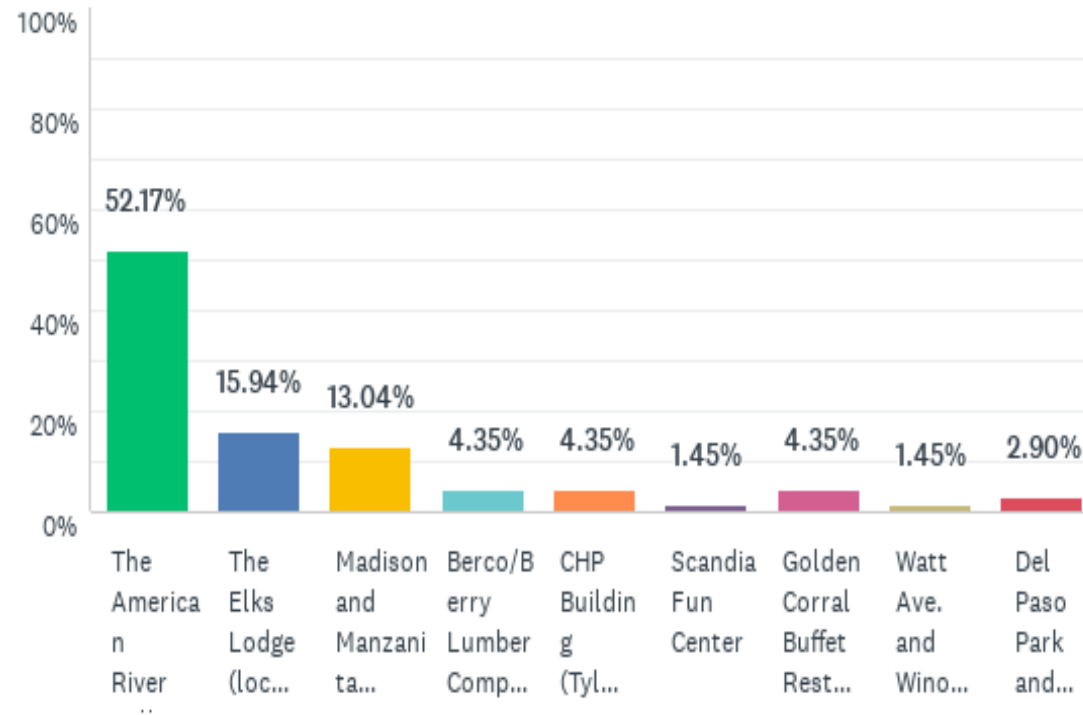
Q1 Do you live within the Arcade Creek Recreation and Park District boundaries?



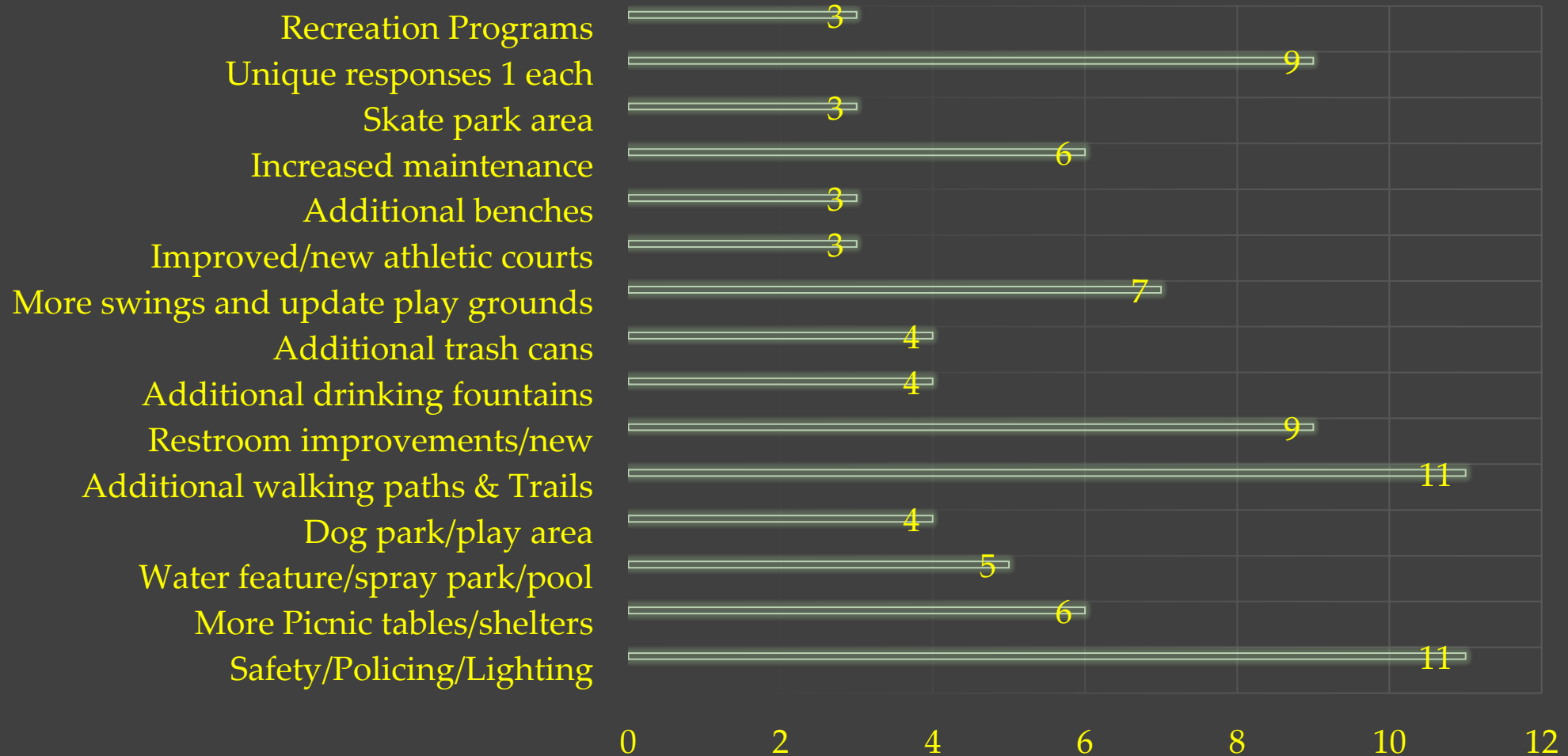
Q2 Which Arcade Creek Recreation and Park District Facility is closest to your home?



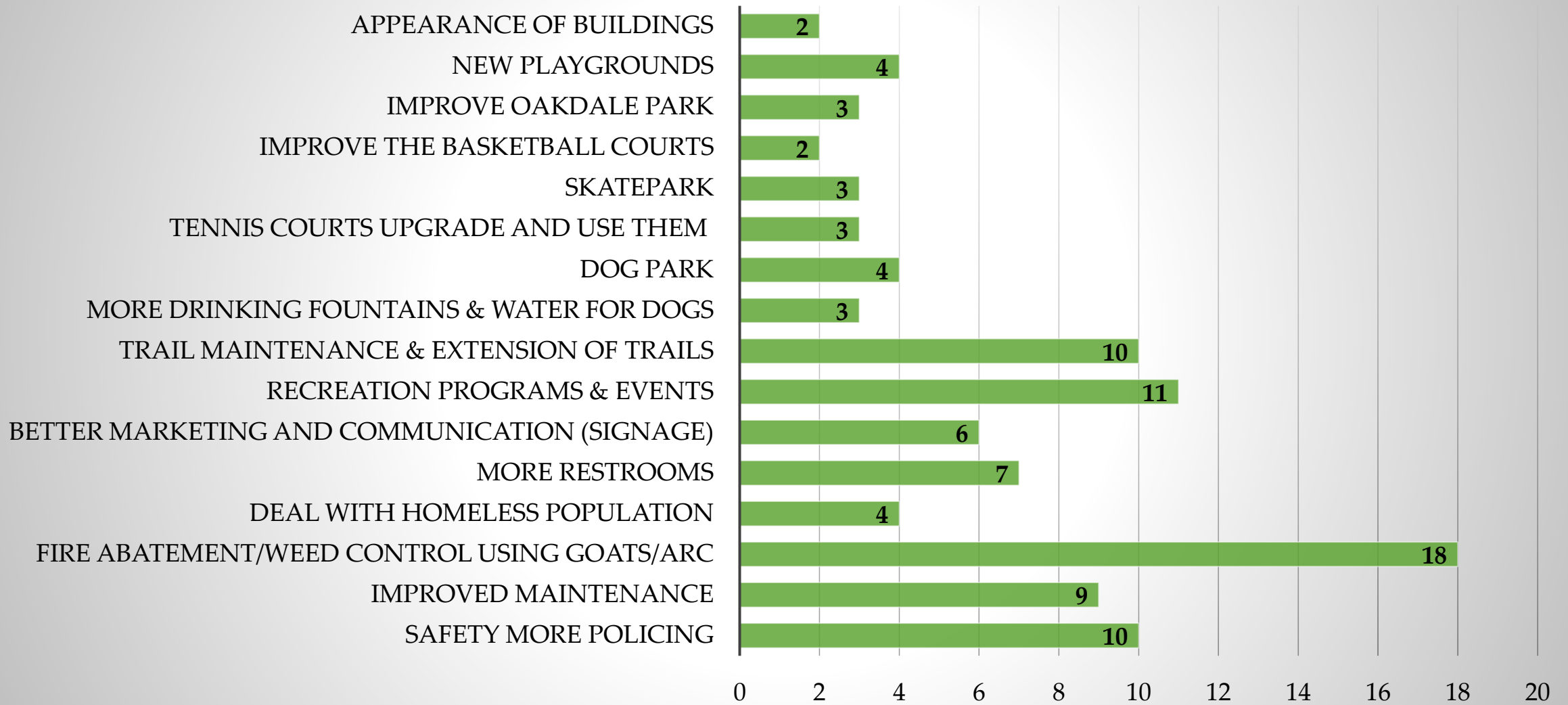
Q3 Which landmark/business/intersection is closest to your home?



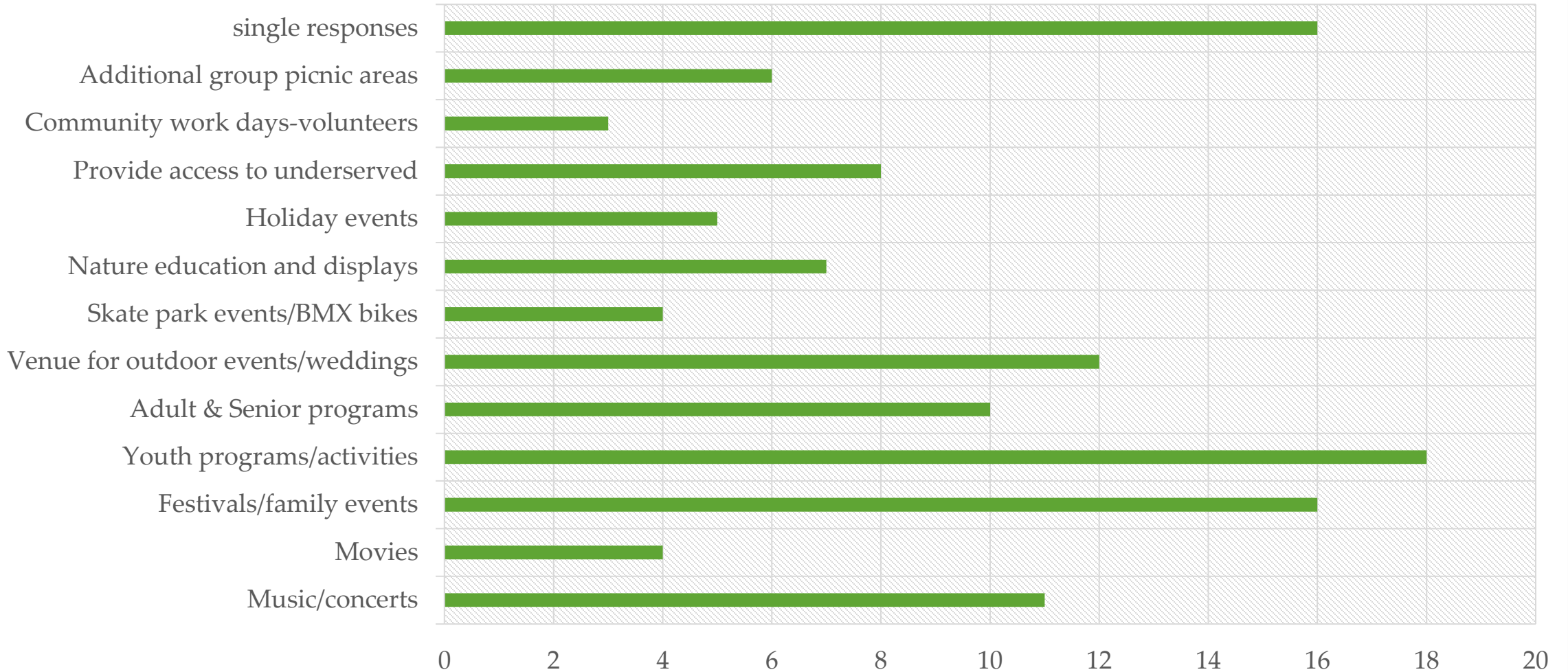
Q.4 List two amenities to add in the parks



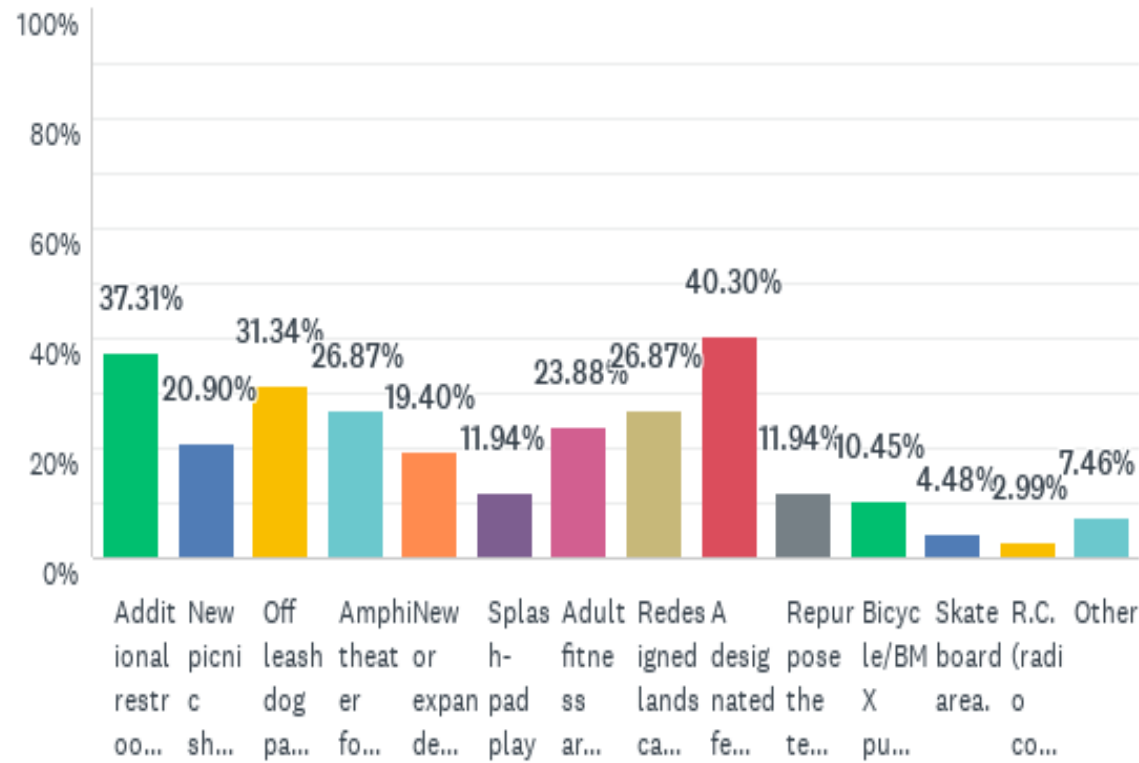
Q. 5 List two things the Park District can improve upon.



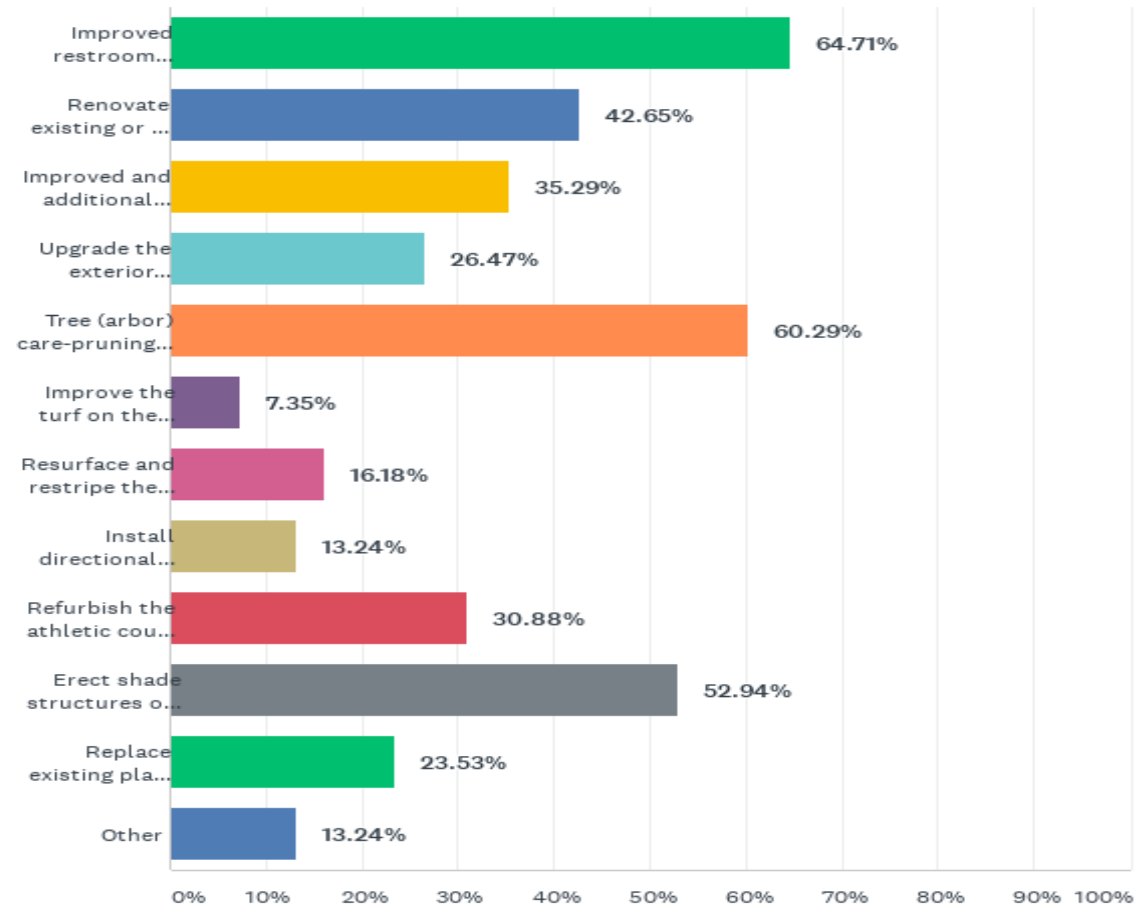
Q. 6 What type of events, activities or offerings would you like to see occurring in the parks?



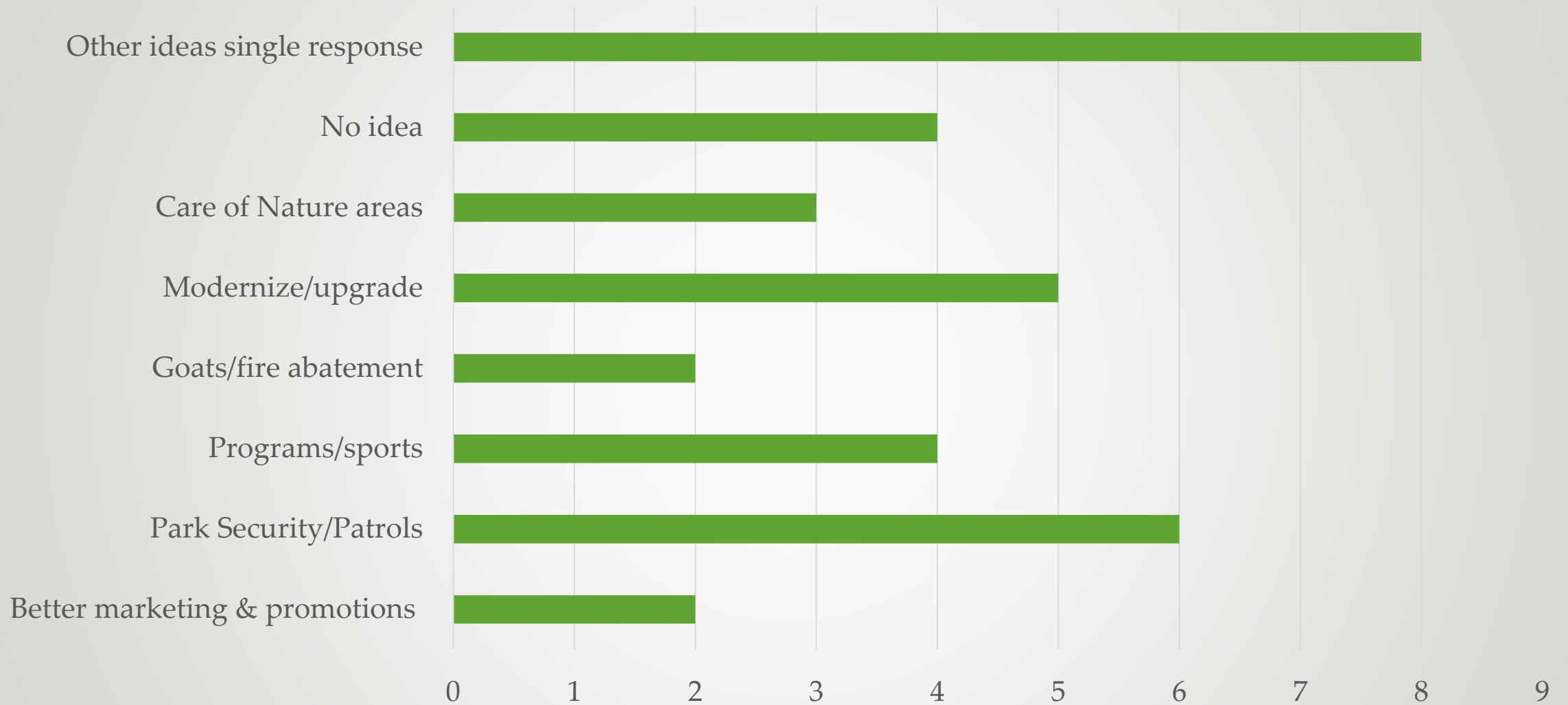
Q7 Please select no more than three NEW features you would like to see added to the Parks.



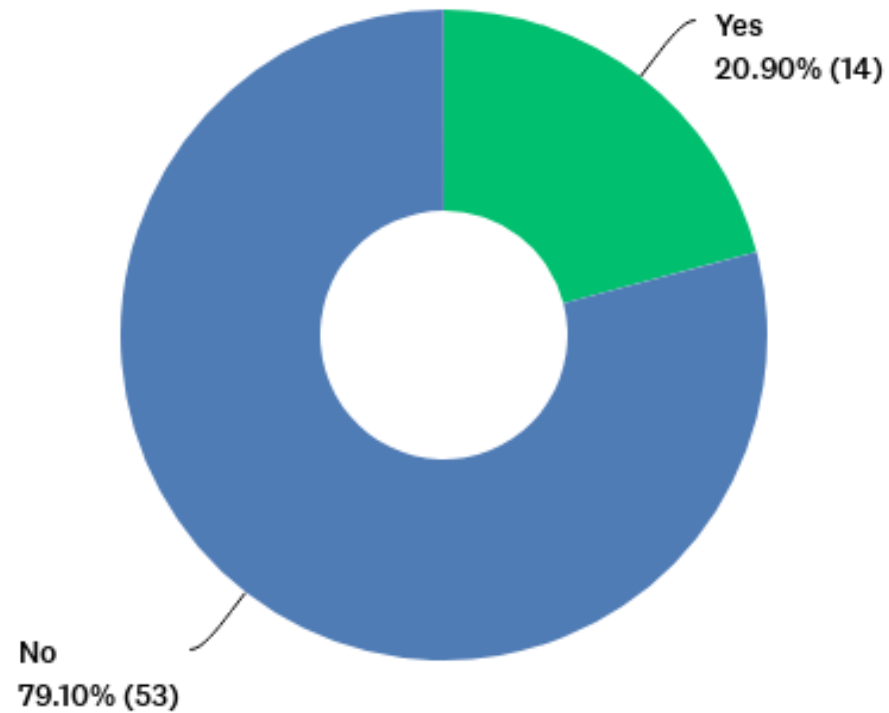
Q8 Please select Five (5) of the items listed as your top priorities for areas of improvement within the ACRPD Parks.



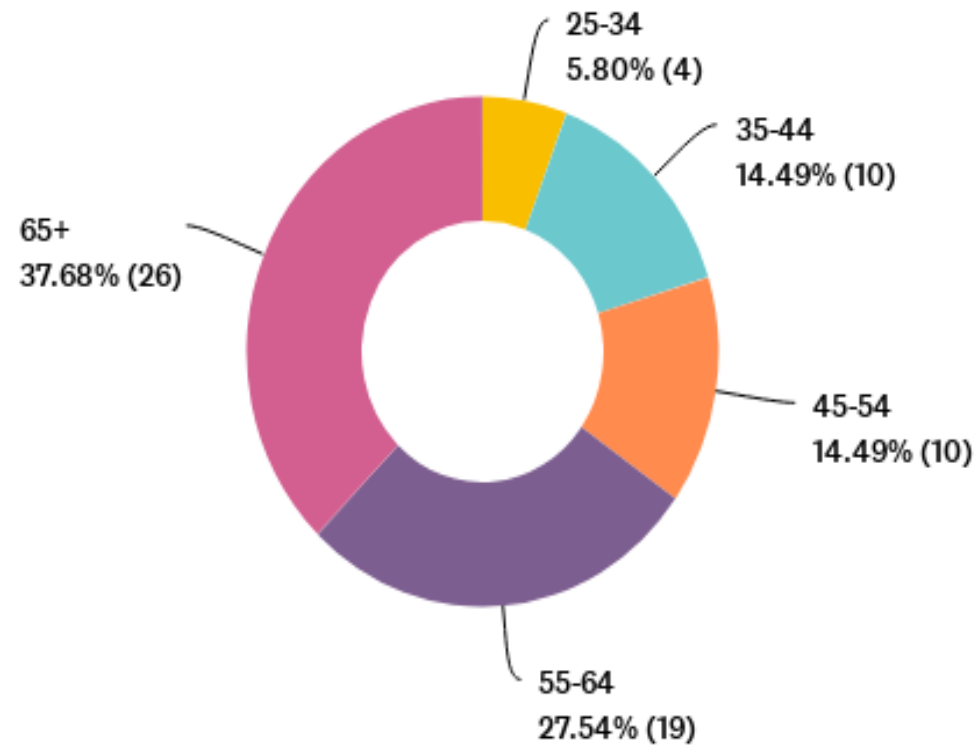
Q. 9 List any other services you would like to see in the District



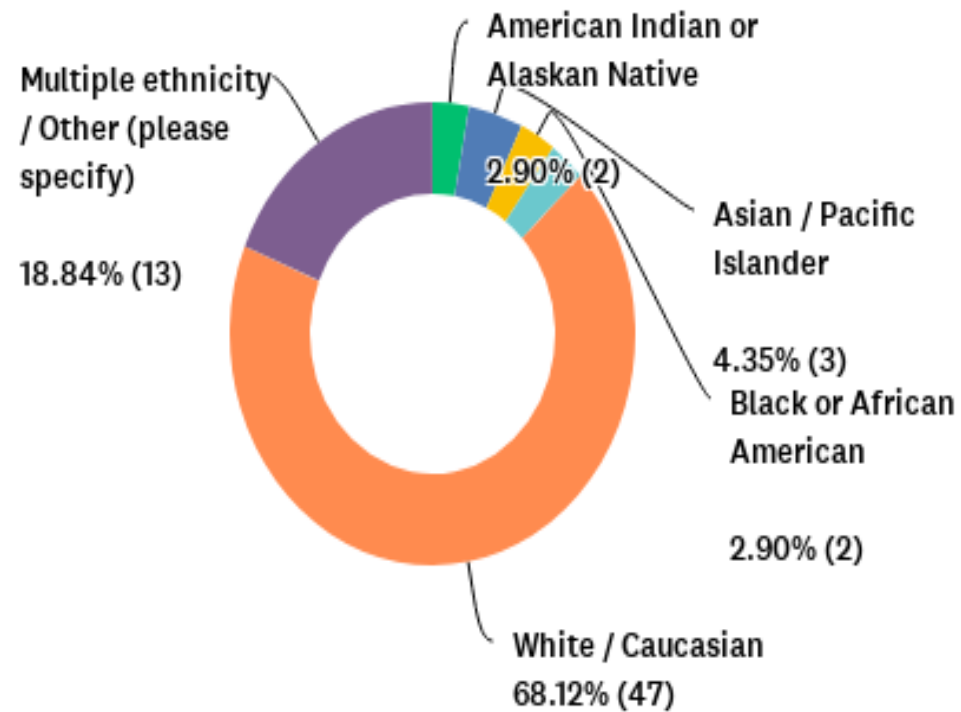
Q10 Are you willing to serve on the new Park Advisory Committees that are being formed for each facility?



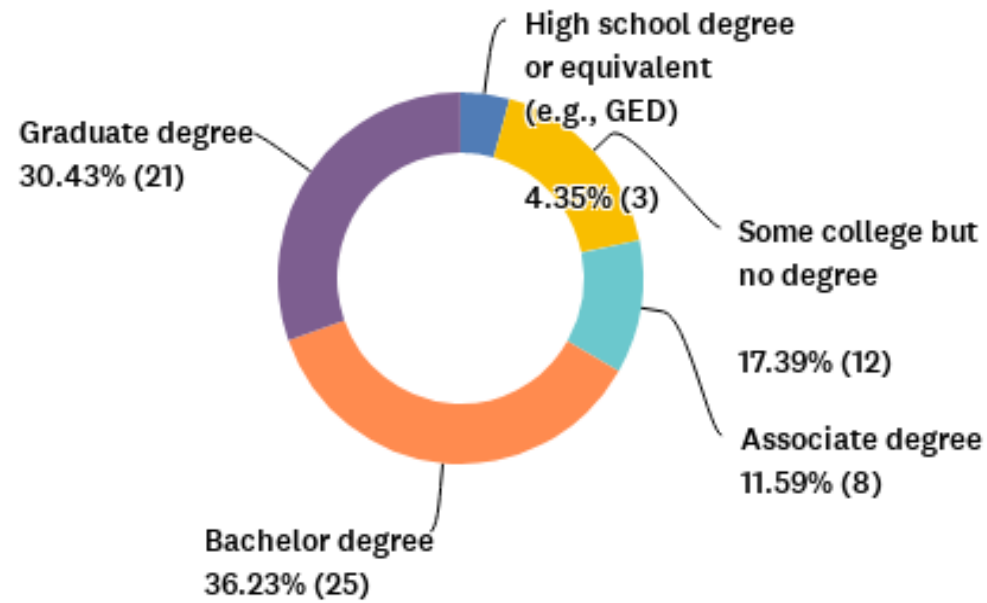
Q11 What is your age?



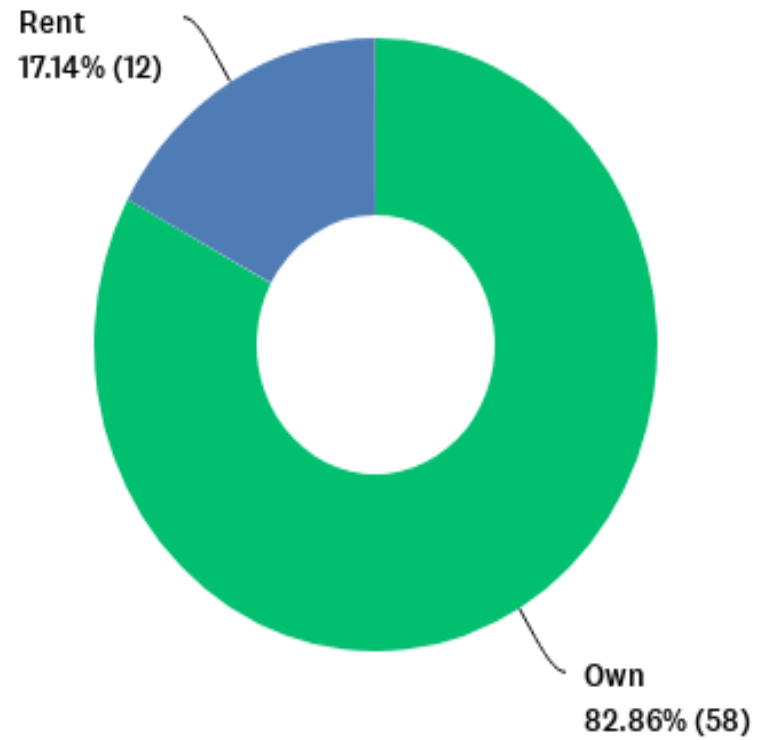
Q12 Which race/ethnicity best describes you? (Please choose only one.)



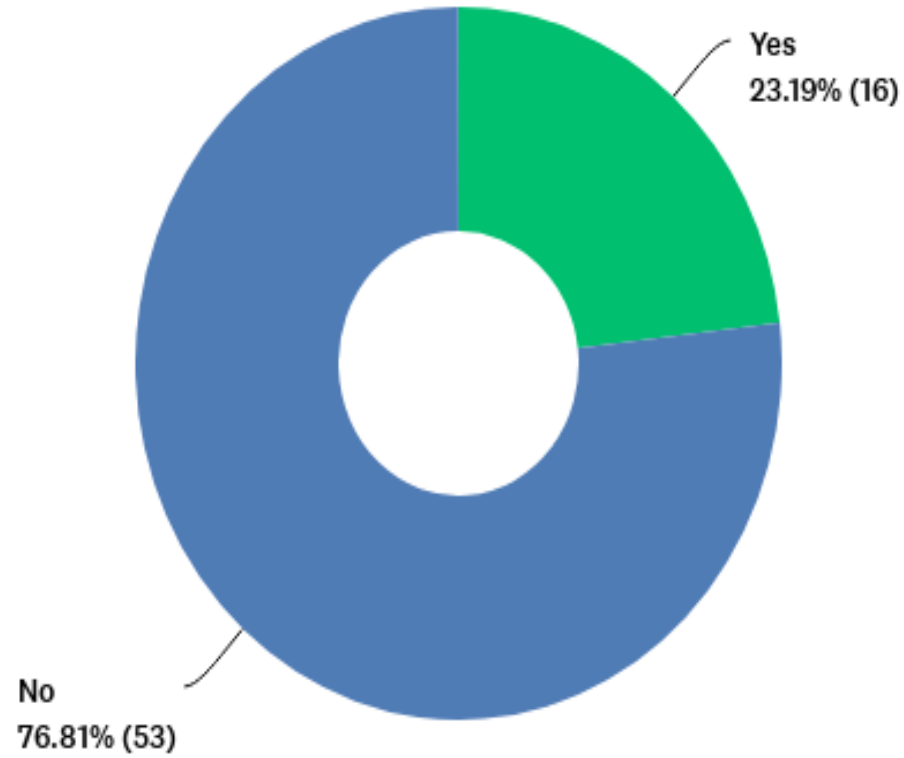
Q13 What is the highest level of school you have completed or the highest degree you have received?



Q14 Do you rent or own the place where you live?



Q17 Do you have any children under 18?



Q. 19 Results by Zip Code

North Highlands	95660	3
Old Foothill Farms	95841	15
Carmichael	95608	35
Arden-Arcade	95621	5
non-residents	all others	9

MEETING DATE: October 15, 2020**ITEM # 5 b**

SUBJECT: Adopt Board Resolution **2020-11** to accept the receipt of funds from the Prop. 68 Per Capita Grant Fund in the total amount of one hundred ninety-two thousand, three hundred-forty-three dollars (\$192,343.00) to complete projects identified through the Community Needs Assessment Survey.

RECOMMENDATION: Adopt Resolution **2020-11** authorizing the Arcade Creek Recreation and Park District to receive the Prop. 68 Per Capita Grant Funds and direct staff to begin the necessary steps in project identification and costing to bring that back to the Board for submission to the State Parks Department.

Initiated or requested by

 Board Staff Other

Report coordinator or prepared by:

Stephen Fraher, General Manager



Attachment: Yes No Information Direction Action

Background: This topic has been discussed previously by the Board, and at Board Direction the Community Needs Assessment Survey was developed and posted to receive comments from the residents on what they want to see in the parks and what services provided by the Park District. The survey will provide guidance to the Board of Directors in determining priorities for this Grant Opportunity and for future Capital Projects over the next two to three years.

The Resolution does not identify a specific project. It authorizes District staff to complete the necessary paperwork to submit agreeing to accept the Grant Funds for the soon to be identified project. The Project must be identified by December of 2021 and completed by December of 2023.

The Board previously adopted Resolution 2019-09 for a specific project in anticipation of the Notice of Funding in August of 2019. That NOF was delayed, and the wording of the Resolution was updated by the State. District priorities and discussions brought additional ideas to the forefront necessitating the Community Survey. If adopted this Resolution 2020-11 will rescind and replace Resolution 2019-09.

Alternatives:

- Decline to accept the grant refusing the \$192,343.00 in voter approved funding with no District matching funds required.
- Wait until the specific project is identified.

Analysis: The entire process for the Per Capita Funding has been subjected to several delayed start notices and limited correspondence from the Office of Grants and Local Services. The Funding period began on July 1, 2018 at the State, however Notice of Funding was not received

until after July 1, 2020. The General Manager followed verbal instructions from State staff to be prepared and expected a NOF in the Fall of 2019 that did not come. The Board of Directors approved an extension of the Construction Loan with Umpqua Bank in December of 2019 to provide cash flow to the District, that will be paid back when then Project Reimbursements are sent from the State. Similar to how the Jo Smith Bridge project was managed in 2018.

Budget/Cost Impact: Revenues to the District will be increased by \$192,343.00 to fund this project, and expenses will be booked in the 339 D Capital Improvements Project Budget.

Attachment(s):

- Resolution 2020-11



Resolution Number: (2020-11)

RESOLUTION OF THE BOARD OF DIRECTOR OF THE ARCADE CREEK RECREATION AND PARK DISTRICT APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS the grantee will enter a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the ARCADE CREEK RECREATION AND PARK DISTRICT BOARD OF DIRECTORS hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the Arcade Creek Recreation and Park District's Parks and Recreation Master Plan and the findings of the 2020 Community Needs Assessment Survey (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the Arcade Creek Recreation and Park District Board of Directors have and will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations, and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.

(C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations, and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor, and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
11. Delegates the authority to the General Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
12. Agrees to comply with all applicable federal, state, and local laws, ordinances, rules, regulations, and guidelines.

Approved and adopted the 15th day of October 2020.

I, the undersigned, hereby certify that the foregoing Resolution Number 2020-11 was duly adopted by the Arcade Creek Recreation and Park District Board of Directors following a roll call vote:

Ayes:

Noes:

Absent:

Board Chair

Board Secretary/Treasurer

MEETING DATE: October 15, 2020

ITEM # 6 a

SUBJECT: Adopt changes to Board Policy #1020-Appendix A; regarding the listing of District positions required to complete the FPPC Conflict of Interest Form 700 each year.

RECOMMENDATION: Adopt the proposed change and direct staff to submit to Sacramento County Board of Elections.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: The changes in the level of staffing that went into effect on July 1, 2020 has made it necessary for the Board to adopt these changes in Board Policy #1020 and Appendix A for submittal to the County Board of Elections.

Staff is recommending additional changes to list each Board position generically, rather than by specific Board Member name to avoid having to update the Policy and Amendment after each change in office.

Alternatives:

- None, this is a required action.

Analysis: The elimination of the Community Resources Director position in the FY 20-21 Budget is the cause for this action, as well as the upcoming change over in one Board position. The change recommended generalizes the policy to enable it to be in place from one year to another.

Budget/Cost Impact: No cost.

Attachment(s):

- Revised Policy #1020-Attachment A, the list of staff and Board positions who are obligated by law to file a Form 700 each year with the County and the FPPC. It is noted that the process is done electronically on-line and must be completed by April of each year.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

APPENDIX A – Conflict of Interest Statement List

As referenced in Policy 1020, Conflict of Interest, the following list indicates those that have submitted conflict of interest statements, including board members and designated employees:

Staff Position

General Manager

Office Manager

~~Community Resource Director~~ — Position Eliminated in FY 2020-2021 Budget

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Legal Counsel

~~Cota-Cole LLP~~

<u>Position</u>	<u>Name</u>	<u>Beginning</u>	<u>Term Ends</u>
Board Member	Michael Hanson	12/18/2014	12/2022
Board Member	Alex Vassar	12/1/2016	11/2020
Board Member	Senica Gonzalez	1/19/2017	11/2020
Board Member	Miles Constantino	4/19/2018	11/2022
Board Member	Heather Gonzalez	12/13/2018	11/2020

MEETING DATE: October 15, 2020

ITEM # 6 b

SUBJECT: Discuss and provide direction to staff using the results of the 2020 Community Needs Assessment Survey to identify and name the project(s) to be carried out using the Prop 68 Per Capita Funding and collected Impact Fees.

RECOMMENDATION: Provide direction to staff to identify the project and compilation the Project paperwork and information to be submitted to California State Parks to receive a Grant Contract for consideration and approval.

Initiated or requested by

Board Staff

Other

Report coordinator or prepared by:

Stephen Fraher, General Manager



Attachment: Yes No Information Direction Action

Background: Several various projects have been discussed during meetings over the past year. Using the results of the Community Needs Assessment Survey, they indicate a direction on which to move forward, based on the responses received to date.

Alternatives:

- Improved or new restrooms are currently a top priority for the community.
- An off-leash dog park area is indicated as a high-ranking need.
- Improved accessibility and paths are also ranked high.
- Also, high ranking, are shade structures over the play areas.
- Additional benches and picnic areas received comments.

Analysis: The survey results indicate a route in which to proceed.

Budget/Cost Impact: Using the Per Capita Funding \$192,000.00 and Impact Fees previously dedicated in the amount of \$225,000.00 for a total project budget amount of near \$417,000.00.

Attachment(s):

- Survey Results printed report used as the attachment for 5 a.

MEETING DATE: October 15, 2020

ITEM # 7 a

SUBJECT: Board Discussion on topics for future meetings

RECOMMENDATION: have open discussion on the topics listed below for consideration at future meetings and to provide direction to staff to prepare those items as needed.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: Board discussion happens on each agenda and is a time for Board Members to bring new ideas to the group to possibly be discussed as action items at future meetings when the topic is agendized.

Alternatives:

- Discuss and provide guidance on setting a deadline on the Community Needs Assessment Survey
- Begin discussion on how to best use the results from the Community Needs Assessment Survey for future planning, including how this may assist with developing the Annual Operating Budget.
- Receive a proposal from Chair Senica Gonzalez proposing a Board Policy on Capital Spending, setting parameters to follow in future years. (See Attachment)
- Other topics not mentioned here.

Attachment(s):

- Propose Policy on Capital Spending authored by Senica Gonzalez.

Board Policy

#....

Spending of Per Capita Funds

1. The policy is to guide budget spending in excess of \$75,000. This policy is not limited to governing individual purchases, but rather any amount of money in excess of \$75,000.
 - a. For example
 - i. Painting a building - \$15,000
 - ii. New Swings - \$20,000
 - iii. Tennis Court Remodel - \$50,000
 - b. While these items individually may be needed in the district, they may not be important to the community. Together, the spending exceeds \$75,000. These projects cumulatively fall under the guidance of this policy.
2. Whenever an amount of money that is available to the district to spend that exceeds \$75,000, the district should seek community input on how to spend the funds. The money may come from but not limited to grants, loans, impact fees, fund balance, and donations.
 - a. This policy should not govern donations that are made as an earmark for a specific project.
 - b. Grants that are awarded for a specific project.
3. Community Input should
 - a. NOT discriminate based on region, income, gender, race, religion[....]
 - b. HAVE the lowest barrier of entry so that all constituents may participate and have their voice heard
 - c. NOT have an agenda or try and sway the vote of the community in any way
 - d. SERVE the entire district.
 - e.
4. If Community Input is deemed by the board as unreasonable given the board's knowledge of budget, timelines, or other discerning factors, the board may at its discretion approve fund usage and give direction for projects that may be outside or the Community's desires.
 - a. For example, if the Community is lobbied and requests a water park, that may be outside the vision and goals of the district. The district may in its discretion approve another project from the Community Input.
5. Community Input and desires should not be an excuse to skirt the responsibility of the district to maintain existing facilities.
6. Community Input should be accepted by the board as complete when:
 - a. A online survey on a distributable platform has been created and sent out to the constituents.

- b. Flyers have been created and distributed.
 - c. Social media platforms have been posted to about the survey.
 - d. A budget of at least \$200 has been spent boosting the survey on social media to the districts geo-graphic location.
 - e. [anything else?]
 - f. A good faith effort has been given and can be shown by the employees of the district to distribute the above to all constituents of the district.
7. If a Community Input outreach has been done in the prior 9 months, that may be referenced in lieu of a new effort.
8. If an outreach effort produces less than 1% of a response (of the estimated contact made, not the constituents):
- a. The results of a previous outreach in the last three years may be used or combined with the current responses.
 - b. If the responses are heavily from one area of the district, the board may use it's discretion on how to proceed; keeping with our rotational spending in the parks
 - i. 1. Hamilton
 - ii. 2. Oakdale
 - iii. 3. Arcade Creek
 - iv. 4. Repeat 1