

Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING
THURSDAY JUNE 18, 2020 @ 6:00 p.m.

TELE-CONFERENCE CALL from remote locations

Log in at <https://zoom.us/j/750518431?pwd=Um1xMExPb0pqb2xyYysvb3NRN0MzQT09>

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 filing period begins on Monday July 13, 2020 at the County Board of Elections Office, and the filing period closes at 5 p.m. on Friday August 7, 2020. Three Board positions are up for election to a four-year term on the Board of Directors until December 2024.
 - b. The District Office will be closed for the Independence Day Holiday on Friday July 3, 2020.
4. **CLOSED SESSION (two items)**
 - a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (§ 54956.9) Beliso v. Twin Rivers Unified School District and Insured Arcade Creek Recreation and Park District; Case #34-2018-00238205
 - b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (§ 54956.9(b))
Number of Cases: 1
 - c. RECONVENE AND REPORT FROM CLOSED SESSION

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. May 21, 2020 **Meeting Minutes**
 - b. FY 19-20 Period 11 **Financial Reports (339A)**
 - c. FY 19-20 Period 11 **Financial Reports (339D)**
 - d. FY 19-20 Period 11 **Revenues Report (Multi-Accounts)**
 - e. FY 19-20 Period 11 **Payroll Report**
 - f. FY 19-20 Period 11 **Facility Rental Reports**
 - g. Correspondence **received and sent**
 - h. General Manager's Report and project update report
 - i. Staff report items
 - ii. Police Report
 - iii. Committee Reports
 1. Budget Finance Committee
 2. Personnel Policy Review report
6. **Old Business**
- a. Demonstration of the new District website on the Streamline platform, update on preparation for the site going live on-line on July 1, 2020.
 - b. Receive a report and comments on the proposed changes to the Personnel Policy, provide direction to the Personnel Committee for their further work.
 - c. Adopt **Board Resolution 2020-06** approving the Preliminary FY 2020-21 Budget and authorize staff to submit it to the County Finance Department.
7. **New Business**
- a. **339-D Project Budget** Presentation and Board discussion identifying the work to be done with Impact Fee funds in FY 2020-21. Staff proposal is to fund site planning and design work for a new Restroom building and associated ADA path of travel and parking improvements in Hamilton Street Park.
 - b. Adopt **Board Resolution 2020-07** approving the Preliminary FY 2020-21 339 D Project Budget and authorize staff to submit it to the County Finance Department.
 - c. Approve the Contract for Police services with Fulton El Camino Recreation and Park District in the amount of \$23,725.00 for twelve months of Park Police patrol and responses to calls to 911.
8. **Board Discussion**
- a. General discussion on topics for future meetings
9. **Adjournment of the meeting.** The next Board of Directors meeting will be held Thursday July 16, 2020 at the Margi Herzog Community Center at 4855 Hamilton St. Sacramento, CA 95841

NOTICE

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

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

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

Arcade Creek Recreation and Park District

MEETING DATE: June 18, 2020

AGENDA ITEM: 4 CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING
LITIGATION (§ 54956.9)
Beliso v. Twin Rivers Unified School District and Insured Arcade Creek
Recreation and Park District; Case #34-2018-00238205

b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED
LITIGATION (§ 54956.9(b))
Number of Cases: 1

MINUTES
Of
The Arcade Creek Recreation & Park District
Meeting of the Board of Directors
Held on
Thursday May 21, 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: Alex Vassar, Michael Hanson, Miles Constantine, Heather Gonzalez, Senica Gonzalez

Board Members Absent: None

Staff Members Present: Stephen Fraher, Kim Cook

Legal Counsel Present: No

Auditor Present: No

Presentation: None

Visitors That Signed In: Julie Leber (via Zoom)

Visitors That Did Not Sign: None

2. PUBLIC COMMENTS: None

3. ANNOUNCEMENTS:

- CARPD Virtual Even 5/28 and 5/29/2020
- Office will be closed on May 25, 2020
- Parks remain closed due to Covid-19 restrictions

4. CONSENT ITEMS:

- a. April 16, 2020 **Meeting Minutes**
- b. FY 19-20 Period 10 **Financial Reports (339A)**
- c. FY 19-20 Period 10 **Financial Reports (339D)**
- d. FY 19-20 Period 10 **Revenues Report (Multi-Accounts)**
- e. FY 19-20 Period 10 **Payroll Report**
- f. FY 19-20 Period 10 **Facility Rental Reports**
- g. Correspondence **received and sent**
- h. General Manager's Report and project update report
 - i. Staff report items
 - ii. Police Report
 - iii. Committee Reports

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

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

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

Minutes of Board of Directors Meeting

May 21, 2020

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4. CONSENT ITEMS: (cont.)

The Board requested that a copy of the agreement between Twin Rivers USD and ACRPD concerning Oakdale Land, Park and Gymnasium.

5. PUBLIC HEARING: FY 2020-21 Proposed Budget presentation and to receive public comments on the document.

Board received a letter from Julie Leber as Public Comments.

It was requested that a summery regarding all of the funds received and expended be provided to the Board regarding the ELP After School Program.

6. OLD BUSINESS:

a. Redesign of the District website

Motion No. 2: It was moved by Director M. Constantine and seconded by Director M. Hanson authorizing staff to have the District's website redesigned and platform changed to Streamline.

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

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

Abstained: H. Gonzalez, A. Vassar

b. Personnel Policy update and distribution of copies with changes to Board for review

Each Board member received a PDF copy of the proposed Personnel Policy for review and was asked to submit feed back by Wednesday June 6, 2020 with any proposed changes.

7. NEW BUSINESS:

a. Adopt Board Resolution 2020-03 authorizing the General Manager Stephen Fraher to serve a two-year term on the Board of Directors of the California Association of Recreation and Park Districts if re-elected to the position during the upcoming annual meeting.

Motion No. 3: It was moved by Director M. Hanson and seconded by Director M. Constantine to approve Resolution 2020-03, authorizing Stephen Fraher to serve on the CARPD Board of Directors if re-elected to another two-year term.

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

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

No: H. Gonzalez, A. Vassar

b. Adopt Board Resolution 2020-04 calling the Election of Directors for the Arcade Creek Recreation and Park District, requesting that it be held in conjunction with the Presidential Election on November 3, 2020, and requesting the Sacramento County Elections Bureau to consolidate the election and set forth the exact form of the election and declaring a method by which any tie in vote totals will be decided. Authorizing staff to prepare, submit and post Notice of Election documents as required.

Motion No. 4: It was moved by Director A. Vassar and seconded by Director M. Hanson to adopt Resolution 2020-04 calling for the election of Board Members during the November 2020 General Election.

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

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

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7. NEW BUSINESS: (cont.)

- c. Adopt Board Resolution 2020-05, authorizing staff to enter an agreement with Umpqua Bank to open a purchase card/Credit Card with a total amount available of \$20,000.00 split between staff cards. This will replace the existing VISA Card through US Bank in the same amount.

Motion No. 5: It was moved by Director M. Hanson and seconded by Director M. Constantine to approve Resolution 2020-05, authorizing staff to execute documents to obtain new District Purchase Credit cards for conducting District business with Umpqua Bank as the provider.

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

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

Abstained: H. Gonzalez, A. Vassar

- 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.

- e. Consider a proposal to create Park Advisory Councils (PAC) for each of the District's Park Sites. Each council will be made up of residents of Arcade Creek Recreation and Park District who are park and open space advocates and concerned individuals of all ages. The proposal is to begin in the 2020-21 Fiscal Year as soon as group gatherings become legal. Each committee will be chaired by one or two elected Board Members and the General Manager. Purpose is to receive input ideas and create community involvement around each facility.

Motion No. 6: It was moved by Director H. Gonzalez and seconded by Director M. Constantine to have staff begin the process of creating a Park Advisory Committees (PAC) for each site in ACRPD.

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

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

Director H. Gonzalez requested that input be brought to the Board for review. And Director M. Constantine would like one of the FECRPD PAC persons to attend a future meeting and discuss the program with our Board.

8. BOARD DISCUSSION

- a. General discussion on topics for future meetings.

ADJOURNMENT: The Chairperson adjourned the meeting at 8:43 pm.

**The next regular meeting will be:
Thursday June 18, 2020
Herzog Community Center
4855 Hamilton Street, Sacramento, CA 95841**

ACRPD 2019 - 2020
339A Budget Report
May 2020
 Period 11 of 13

FYTD Completed = 85%

CODE	CATEGORIES	19-20 Budget	May	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	240,990.00	17,195.52	201,208.56	39,781.44	83%
"	Part-time Salaries			-		-0-
"	P/T Monitors	24,336.00	1,275.75	12,834.40	11,501.60	53%
"	2 P/T Maintenance Position	6,000.00		-	6,000.00	0%
"	ELP/ASP P/T Staff	67,000.00	6,230.62	54,829.57	12,170.43	82%
"	ELP fund balance for staff	1,200.00		-	1,200.00	0%
"	ELP Special Camp	200.00		-	200.00	0%
"	P/T Summer Monitors-Special Events	1,323.00		581.36	741.64	44%
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	250.00	2,800.00	700.00	80%
10113200	Salaries & Wages - Time/one half (OT)	2,500.00	354.38	2,528.53	(28.53)	101%
"	Salaries/Wages - Strt Time (No Retirement Contributio	-		312.59	(312.59)	#DIV/0!
10121000	Retirement - Employer Cost (@9.680%)	23,328.00	1,664.52	19,398.86	3,929.14	83%
"	Retirement - UAL (1295.69 mthly or 15014.00)	15,014.00		15,014.00	-	100%
"	Retirement Acturial Cost	350.00		750.00	(400.00)	214%
10122000	Social Security (OASDHI rate=7.65%)	25,983.00	1,932.91	21,010.63	4,972.37	81%
10123000	Group Insurance - Employer Cost			-		-0-
"	Medical + Admin fee	35,036.00	3,082.30	31,974.80	3,061.20	91%
"	Dental	2,250.00	487.68	1,965.84	284.16	87%
"	EAP	175.00	-	139.20	35.80	80%
"	Vision	450.00	98.28	393.12	56.88	87%
10124000	Work Comp Ins - Employer Cost	19,308.00		19,308.00	-	100%
10125000	State Unemployment Insurance (Pool)	4,000.00	124.65	1,411.40	2,588.60	35%
10128000	Health Care Retirees	550.00	49.57	547.31	2.69	100%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)	28,000.00		28,000.00	-	100%
	TOTALS:	501,493.00	32,746.18	415,008.17	86,484.83	83%

ACRPD 2019 - 2020
339A Budget Report
May 2020
 Period 11 of 13

FYTD Completed = 85%

CODE	Service & Supply	19-20 Budget	May	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	300.00		279.26	20.74	93%
20202900	Business/Conference Expenses	3,000.00	149.90	2,038.57	961.43	68%
20203600	Education and Training Supplies			-	-	#DIV/0!
20205100	Insurance - Liability	43,794.00		43,794.00	-	100%
20206100	Memberships Dues	2,000.00		1,670.00	330.00	84%
20207600	Office Supplies	1,000.00		444.29	555.71	44%
20207602	Signs	500.00		1,354.89	(854.89)	271%
20207603	Keys	50.00		28.45	21.55	57%
20208100	Postage Service			-	-	#DIV/0!
20208102	Stamps (Postal)	150.00	61.95	184.06	(34.06)	123%
20208500	Printing Service	500.00		-	500.00	0%
20210300	Agriculture/Horticultural Services	2,000.00		775.00	1,225.00	39%
20210400	Agricultural/Horticultural Supplies	1,000.00		244.23	755.77	24%
20211100	Building Maintenance Service	3,000.00		1,605.00	1,395.00	54%
20211200	Building Maintenance Supplies			-	-	#DIV/0!
20212200	Chemical Supplies (new)			-	-	#DIV/0!
20213100	Electrical Maintenance Services	800.00		2,598.00	(1,798.00)	325%
20213200	Electrical Maintenance Supplies	500.00		-	500.00	0%
20214100	Land Improvement Maintenance Service			1,705.00	(1,705.00)	#DIV/0!
20214200	Land Improvement Maintenance Sup.	5,000.00	726.00	2,583.13	2,416.87	52%
20215100	Mechanical System Maintenance Svcs.	1,000.00		1,020.00	(20.00)	102%
20215200	Mechanical System Maintenance Sup.			-	-	#DIV/0!
20216200	Painting Supplies	500.00	42.78	128.52	371.48	26%
20216700	Plumbing Maintenance Service (new)			149.50	(149.50)	#DIV/0!
20216800	Plumbing Maintenance Supplies	2,000.00		-	2,000.00	0%
20219100	Electricity	16,000.00	1,855.47	14,433.18	1,566.82	90%

ACRPD 2019 - 2020
339A Budget Report
May 2020
Period 11 of 13

FYTD Completed = 85%

CODE	Service & Supply	19-20 Budget	May	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	2,000.00	130.10	1,962.25	37.75	98%
20219300	Refuse Collection/Disposal	5,000.00	189.90	3,197.55	1,802.45	64%
20219500	Sewage Services	2,000.00		2,181.40	(181.40)	109%
20219800	Water	30,000.00	588.02	24,636.12	5,363.88	82%
20220500	Automotive Maintenance Service	2,000.00		3,428.86	(1,428.86)	171%
20220600	Automotive Maintenance Supplies	500.00		236.51	263.49	47%
20221100	Grounds Equipment Maintenance Svcs.	3,000.00	357.50	2,978.30	21.70	99%
20221200	Grounds Equipment Maintenance Sup.	1,500.00	697.35	2,368.36	(868.36)	158%
20222600	Hand / Expendable Tools	1,200.00	47.08	852.03	347.97	71%
20223600	Fuel and Lubricant Supplies	4,500.00	485.53	3,567.50	932.50	79%
20226100	Office Equipment Maintenance Svcs.			-	-	#DIV/0!
20226200	Office Equip. Maintenance Supplies			-	-	#DIV/0!
20227500	Rent/Lease Equipment			266.64	(266.64)	#DIV/0!
20227501	Copy Machine - Lease	3,000.00	263.59	2,947.87	52.13	98%
20229100	Other Equip Maint. Service			-	-	#DIV/0!
20229200	Other Equip Maint. Supply			-	-	#DIV/0!
20231400	Clothing/Personal Supplies	600.00		39.57	560.43	7%
20232200	Custodial Supplies	6,500.00	434.63	6,742.39	(242.39)	104%
20243700	Lab (Medical) Service (Drug Testing)	-		-	-	#DIV/0!
20244300	Medical Service (Pre-emp. testing)			52.00	(52.00)	#DIV/0!
20244400	Medical Supplies (First Aid)			-	-	#DIV/0!
20250700	Assessment / Collection Services	7,600.00		7,520.28	79.72	99%
20252100	Temporary Services	15,000.00		9,146.00	5,854.00	61%
20253100	Legal Services	4,000.00	2,812.50	8,837.34	(4,837.34)	221%
20255100	Planning Service-			-	-	#DIV/0!
20257100	Security Service	22,800.00	2,420.00	26,840.00	(4,040.00)	118%
20258200	Public Relations Service/mkting, web	2,000.00		311.01	1,688.99	16%
20259100	Other Professional Services	28,508.28		19,453.21	9,055.07	68%

Resolution 2020-01 Budget Amendment to Increase 20259100 by \$10508.28 - Payment For SCI Nexus Study

ACRPD 2019 - 2020
339A Budget Report
May 2020
 Period 11 of 13

FYTD Completed = 85%

CODE	CATEGORIES	19-20 Budget	May	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	3,500.00		792.05	2,707.95	23%
20281201	Hardware (Computer)			-	-	#DIV/0!
20281202	Software (Computer)			-	-	0%
20281265	Application Software Maint Lic Renewal	3,500.00	220.00	2,649.99	850.01	76%
20281304	Sales Tsx Adj - Board of EQ			(108.44)	108.44	#DIV/0!
20281700	Election Services			-	-	#DIV/0!
20285100	Recreation Services	22,000.00		17,785.18	4,214.82	81%
20285200	Recreation Supplies	3,000.00		2,474.03	525.97	82%
20285300	Recreation Supp. (P-S) ELP Program	17,077.00	308.03	9,227.10	7,849.90	54%
"	Recreation Supplies ELP/ASP (Extra)	7,000.00		2,349.67	4,650.33	34%
"	Recreation Supplies -Special Insturct.	1,500.00		-	1,500.00	0%
"	Recreation Supplies - Camp/Trips	1,200.00		-	1,200.00	0%
"	Recreation Supplies - Misc(Uniforms)	300.00		-	300.00	0%
20288000	Prior Year Service & Supply Expe			-	-	#DIV/0!
20289900	Other Operating Exp. - Misc. expenses	12,000.00		-	12,000.00	-0-
20291300	Auditor/Controller Services	5,500.00		5,495.00	5.00	100%
20291500	Compass Costs	1,000.00		919.45	80.55	92%
20291700	Alarm Services	1,500.00		1,320.52	179.48	88%
20298700	Telephone Services	4,006.00	298.67	3,483.85	522.15	87%
20298701	Cell Phones	1,600.00	133.59	1,395.21	204.79	87%
20299909	Expenditure Reimbursements	20,000.00		2,268.21	17,731.79	11%
TOTALS:		329,485.28	\$ 12,222.59	\$ 252,652.09	\$ 76,833.19	77%

**ACRPD 2019 - 2020
339A Budget Report
May 2020
Period 11 of 13**

FYTD Completed = 85%

CODE	CATEGORIES	19-20 Budget	May	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	12,278.00	860.86	10,608.79	1,669.21	86%
30323000	Lease Obligation Retirement(Side Fund)	25,600.00	2,300.00	26,700.00	(1,100.00)	104%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	704.00		703.64	0.36	100%
TOTALS:		38,582.00	\$ 3,160.86	\$ 38,012.43	\$ 569.57	99%

FYTD Completed = 85%

CODE	CATEGORIES	19-20 Budget	May	Expended To Date	Balance	Percent Expended
42420100	Building - Community Ctr Upgrades	60,399.00		60,399.00	-	100%
TOTALS:		60,399.00	-	\$ 60,399.00	-	100%

FYTD Completed = 85%

79790100	Contingencies	40,000.00	-	-	\$ 40,000.00	0%
	Reserved Fund Balance Increase	10,000.00	-	-	\$ 10,000.00	0%
Grand Total		\$ 979,959.28	\$ 48,129.63	\$ 766,071.69	\$ 173,887.59	78%

	Beginning Fund Balance Available			-	\$ -	0%
	Fund Balance Decreased by				\$ -	0%
	Provisions for General Reserves	-	-	-	\$ -	0%
TOTALS:		-	-	-	-	

ACRPD 2019 - 2020

339A Revenue

May 2020

Period 11 of 13

FYTD Completed = 85%
Percent Received

Account		19 - 20 Budget	May	Received To Date	Unrealized	
91910100	Property Tax-Current Secured	583,000.00	(0.13)	568,718.40	14,281.60	98%
91910200	Property Tax-Current Unsecured	20,000.00		21,316.95	(1,316.95)	107%
91910300	Property Tax-Current Sup.	12,500.00	41.67	11,274.16	1,225.84	90%
91910400	Property Tax Sec. Delin.(+Teeter)	4,200.00		4,048.38	151.62	96%
91910500	Property Tax Supplemental Delin.	800.00		870.47	(70.47)	109%
91910600	Property Tax-Unitary	6,100.00		5,816.96	283.04	95%
91912000	Redemption	-		29.63	(29.63)	#DIV/0!
91913000	Property Tax Prior Unsecured	400.00	5.92	259.63	140.37	65%
91914000	Penalty	75.00	3.41	78.16	(3.16)	104%
91919600	RDA Residual Distribution	-		2,189.42	(2,189.42)	#DIV/0!
Total Taxes		\$ 627,075.00	\$ 50.87	614,602.16	\$ 12,472.84	98%
94941000	Interest	400.00	(0.15)	1,259.85	400.00	315%
94942900	Building Rental (Parks & Facilities)	14,675.00		13,379.50	1,295.50	91%
"	Building Rental (Cell Towers 4610.42)	55,325.04	4,610.42	46,104.20	9,220.84	83%
95952200	Homeowner Property Tax Relief	6,000.00		4,672.31	1,327.69	78%
95952900	In Lieu Taxes - Other	-		-	-	#DIV/0!
95953300	Redevelopment Passthru	4,000.00		3,663.04	336.96	92%
95956300	State-Federal Grants	-		-	-	#DIV/0!
95956900	Other Funds - Local (GRANT-ELP/ASP)	107,077.00	11,447.10	89,233.08	17,843.92	83%
"	Grant = Camp	-		-	-	#DIV/0!
"	Grant = Park Sponsorships	-		-	-	#DIV/0!
"	Funds Transferred from 339I	10,508.28		10,508.28	-	100%
96964600	Recreation Fees	25,000.00		24,876.01	123.99	100%
97974000	Insurance Proceeds	10,000.00		2,268.21	7,731.79	23%
97979000	Miscellaneous	13,000.00		3,618.78	9,381.22	28%
97979900	Prior Year (Funds moved to)			-	-	#DIV/0!
98986200	Proceeds from Asset sale - Spec Dist			26,670.00	(26,670.00)	#DIV/0!
	Fund Balance Available =xxxxxxx.xx			-	-	#DIV/0!
Problem	**County Error In Process of Correction**	-		-	-	0%
Total Other Revenue		\$ 245,985.32	\$ 16,057.37	\$ 226,253.26	\$ 20,991.91	92%
Total Revenue		\$ 873,060.32	\$ 16,108.24	\$ 840,855.42	\$ 33,464.75	96%

Resolution 2020-01 Budget Amendment to Increase 95956900 by \$10508.28 Funds from 339I- Payment For SCI Nexus Study

Register Report - May1 2020
5/1/2020 Through 5/31/2020
FY 19-20 - 339A

Account					
Date	Num	Description	Memo	Category	Amount
5/6/2020	23431	Bar-Hein Co. - 1463	Trimmer head	221200	-78.20
5/6/2020	23432	S CalPERS - 521	4/16- 4/30/2020 EE Contrib	5420524	-601.85
			4/16 - 4/30/2020 ER Contrib	121000	-832.26
5/6/2020	23433	Carson Landscape Indus. - 18136	HSP Irrigation repair	214200	-726.00
5/6/2020	23434	Central Control System - 23278	5/2020-Wireless irrigation	281265	-220.00
5/6/2020	23435	Cintas - 56036	5/1/2020 - Custodial	232200	-99.66
5/6/2020	23436	Fast Break - 37998	4/2020- Phone Service	298700	-194.85
5/6/2020	23437	Fast Break - 37998	5/2020-email exchange	298701	-44.85
5/6/2020	23438	Josephine Oaties - 69360	12/2019-Yoga, Zumba	285300	-60.00
5/6/2020	23439	Josephine Oaties - 69360	1/2020-Yoga, Zumba	285300	-120.00
5/6/2020	23440	Josephine Oaties - 69360	2/2020-Yoga, Zumba	285300	-120.00
5/6/2020	23441	Josephine Oaties - 69360	3/2020-Yoga, Zumba	285300	-60.00
5/6/2020	23442	PG&E - 1383	4/2020-Billing	219200	-130.10
5/6/2020	23443	Republic Services - 57909	4/2020 - Billing	219300	-189.90
5/6/2020	23444	S Sacramento For Tractors - 64608	Labor repairs - Kubota	221100	-357.50
			Repair parts - Kubota	221200	-550.96
5/6/2020	23445	T-Mobile - 32685	4/2020-District Cell Phones	298701	-88.74
5/6/2020	23446	Valley Truck & Tractor - 36620	J Deere mower - parts	221200	-53.19
5/6/2020	23447	Valley Truck & Tractor - 36620	J Deere mower - parts (freight chg)	221200	-15.00
5/13/2020	23448	Cintas - 56036	4/28/2020 - 2 cases office trash liners	232200	-35.99
5/13/2020	23449	Cintas - 56036	5/8/2020 - Custodial	232200	-99.66
5/13/2020	23450	Cole Huber - 54641	3/2020-Review Agenda(s), Personel items	253100	-2812.50
5/13/2020	23451	Comcast - 12322	5/2020-Billing-Phone/HSI	298700	-103.82
5/13/2020	23452	Fulton-El Camino Rec & Park - 2968	4/2020 Patrol Service	257100	-2420.00
5/13/2020	23453	Phillips 66 - 58398	4/2020-Stmt	223600	-485.53
5/13/2020	23454	US Bank - 68934	5/2020-Xerox Copier	227501	-257.93
5/14/2020	23455	SMUD - 4025	3/2020 - SMUD Billing	219100	-1123.07
5/14/2020	23456	SMUD - 4025	4/2020 - SMUD Billing	219100	-732.40
5/15/2020	EFT	# 400037629	Health Benefits Pay Date 5/15/2020	123000	-1537.00
5/15/2020	P/R+Taxes	S Payroll And Taxes	Period 4/16 - 4/30/2020 Ck date 5/15/2020	111000	-12496.07
			Brd Pay Ck date 5/15/2020	112400	-250.00
			Time/One Half - Ck date 5/15/2020	113200	-70.88
			OASDHI - Ck date 5/15/2020	122000	-979.02

			SUI ER Contrib Ck date 5/15/2020	125000	-66.28	
5/20/2020	23457	S	CalPERS - 521	5/1 - 5/15/2020 EE Contrib	5420524	-601.85
				5/1 - 5/15/2020 ER Contrib	121000	-832.26
5/20/2020	23458		Cintas - 56036	5/15/2020 - Custodial	232200	-99.66
5/20/2020	23459	S	GSRMA - 29229	4/2020-Dental 4- EEs	123000	-162.56
				4/2020-Dental-1 depend	5420516	-32.76
				4/2020-Vision- 4 EEs	123000	-32.76
				4/2020-Vision- 1 depend	5420516	-7.56
5/20/2020	23460	S	GSRMA - 29229	5/2020-Dental 4- EEs	123000	-162.56
				5/2020-Dental-1 depend	5420516	-32.76
				5/2020-Vision- 4 EEs	123000	-32.76
				5/2020-Vision- 1 depend	5420516	-7.56
5/20/2020	23461	S	GSRMA - 29229	6/2020-Dental 4- EEs	123000	-162.56
				6/2020-Dental-1 depend	5420516	-32.76
				6/2020-Vision- 4 EEs	123000	-32.76
				6/2020-Vision- 1 depend	5420516	-7.56
5/20/2020	23462		Home Depot - 2843	12 volt battery - Office alarm system	222600	-30.17
5/22/2020	23463	S	CalPERs Health - 12733	6/2020-Medical - 4 EE's	5420516	-3073.96
				6/2020-Medical - EE Admin Fee	123000	-8.30
				6/2020-Medical - 1 Retiree	128000	-49.57
5/22/2020	23464		Inland Business Systems - #1536	Qtrly copy/scan S/H chg	227501	-5.66
5/22/2020	23465		Sacramento Suburban Water - 26158	5/2020 - Garfield (ACP)	219800	-588.02
5/22/2020	23466	S	Umpqua Bank - 52152	6/2020 - Side Fund pmt	321000	-860.86
				6/2020 - Side Fund pmt	323000	-2300.00
5/26/2020	23467		Cintas - 56036	5/22/2020 - Custodial	232200	-99.66
5/26/2020	23468	S	Home Depot - 2843	Paint & supplies	216200	-42.78
				Nuts, bolts, washers, etc	222600	-16.91
5/26/2020	23469	S	US Bank (Cal Card) - 38925	Zoom Video Conference - 1 year	202900	-149.90
				Postage-Return receipt - Activenet	208102	-6.95
				Postage stamps	208102	-55.00
				Credit ELP/ASP supplies	285300	51.97
5/26/2020	DepPermit	S	County Of Sacramento Deposit Permi	Rentals	942900	4610.42
				Classes	964600	0.00
				Misc	979000	1329.81
				Grants -	956300	0.00
				Grants- ELP/ASP	956900	13990.90
				Grants-TRUSD Summer Camp	956900	0.00
5/29/2020	P/R+Taxes	S	Payroll And Taxes	Period 5/1 - 5/15/2020 Ck date 5/29/2020	111000	-12205.82
				Brd Pay Ck date 5/29/2020	112400	0.00

		Time/One Half - Ck date 5/29/2020	113200	-283.50
		OASDHI - Ck date 5/29/2020	122000	-953.89
		SUI ER Contrib Ck date 5/29/2020	125000	-58.37
5/29/2020 EFT	# 400037713	Health Benefits Pay Date 5/29/2020	123000	-1537.00
5/29/2020 TaxRevenu S	Property Tax(s) Deposited Per County	5/2020-Property Tax - Current Secured	910100	-0.13
		5/2020-Property Tax - Current Unsecured	910200	0.00
		5/2020-Property Tax - Current Sup.	910300	41.67
		5/2020-Property Tax Sec Delin.(+Tetter)	910400	0.00
		5/2020-Property Tax Supplement Delin.	910500	0.00
		5/2020-Properry Tax-Unitary	910600	0.00
		5/2020-Redemption	912000	0.00
		5/2020-Property Tax Prior Unsecured	913000	5.92
		5/2020-Penalty	914000	3.41
		5/2020-RDA Residual Distribution	919600	0.00
		5/2020-Interest	941000	-0.15
		5/2020-Homeowner Property Tax Relief	952200	0.00
		5/2020-Redevelopment Passthru	953300	0.00
		TOTAL 5/1/2020 - 5/31/2020		<u>-32,546.40</u>
		BALANCE 5/31/2020		45,187.69
		TOTAL INFLOWS		20,034.10
		TOTAL OUTFLOWS		-52,580.50
		NET TOTAL		-32,546.40

ACRPD 2019 - 2020

339D Expenditures

May 2020

Period 11 of 13

FYTD Completed = 85%

CODE	CAPITAL OUTLAY	19-20 Budget	May	Expended To Date	Balance	Percent Expended
42420100	Buildings New ADA Features @ HSP	330,000.00	6.27	2,224.07	327,775.93	1%
42420110	Leasehold Improv. (Oakdale Park)			-	-	#DIV/0!
42420200	Structures ACP Park Improv. Proj	103,027.00	2,020.31	61,604.48	41,422.52	60%
43430300	Equipment-SD Non-Recon - New Play Equip	123,838.71		27,093.77	96,744.94	22%
45450300	Infr--SD-Non-Recon - ACP Pedi Bridge Proj	21,161.29		21,161.29	-	100%
46460300	Other Intangible Asset-Spec Dist - HSP Comm. Ctr Impro.			-	-	#DIV/0!
46461300	Intangibles - ???			-	-	
				-	-	-0-
TOTALS:		578,027.00	\$ 2,026.58	\$ 112,083.61	\$ 465,943.39	19%

Resolution 2019-15 Budget Amendment to Increase 45450300 by \$1161.29 & Decrease 43430300 by Same to pay off ACP Bridge Proj Loan Acct

ACRPD 2019 - 2020

339D Revenue

May 2020

Period 11 of 13

FYTD Completed = 85%

Account		19-20 Budget	May	Received To Date	Unrealized	Percent Received
94941000	Interest Income			390.00	(390.00)	#DIV/0!
				-	-	#DIV/0!
95952900	In Lieu Fees Transfer			-	-	#DIV/0!
				-	-	#DIV/0!
95956300	State-Federal Grants(Jo Smith Pedi Bridge Proj)	20,000.00		-	20,000.00	0%
"	State-Federal Grants (Dist Proj/Per Capita Funds)	200,000.00		-	200,000.00	0%
"				-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
				-	-	#DIV/0!
95956900	Other Funds - Local	380,000.00		-	380,000.00	0%
"	*Jo Smith Pedi Bridge Proj			43,134.29	(43,134.29)	#DIV/0!
"	*ACP-Park Improvements			69,190.97	(69,190.97)	#DIV/0!
"	*HSP Community Ctr Improvements			-	-	#DIV/0!
"	*HSP ADA Improvements			2,184.66	(2,184.66)	#DIV/0!
"	HSP Park Improvements			27,093.77	(27,093.77)	#DIV/0!
95956910	State Match UMPQUA Bank Line of Credit			-	-	#DIV/0!
	*Jo Smith Pedi Bridge Proj			-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
5506614	Investment Earns			-	-	#DIV/0!

Total Other Revenue \$ 600,000.00 \$ - \$ 141,993.69 \$ 458,006.31 24%

	<i>Beginning Fund Balance Available \$XXXXX</i>			-	\$ -	0%
	<i>Fund Balance Decreased by</i>				\$ -	

TOTALS: 600,000.00 - 141,993.69 458,006.31

Register Report - May 2020
5/1/2020 Through 5/31/2020
FY 19-20 - 339D

Account					
Date	Num	Description	Memo	Category	Amount
5/22/2020	191	Umpqua Bank - 52152	6/2020 Interest new project loan	420100	-6.27
5/26/2020	192	Outdoor Creations, Inc - 20118	ACP Park Imp - 2 picnic tables	420200	-2,020.31
TOTAL 5/1/2020 - 5/31/2020					-2,026.58
BALANCE 5/31/2020					7,937.34
TOTAL INFLOWS					0
TOTAL OUTFLOWS					-2,026.58
NET TOTAL					-2,026.58

**Arcade Creek Recreation and Park District
2019 - 2020 Monthly Revenue Reports**

May 2020

Period 11

339B - Grant Trust

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

088H - Park Dedication

Beginning Balance	Debits	Credits	Ending Balance
\$ 1,186.66	\$ -	\$ -	\$ 1,186.66

339C - ADA Funds

Beginning Balance	Debits	Credits	Ending Balance
\$ 1,347.59	\$ -	\$ -	\$ 1,347.59

9/24/2019 Transferred \$2184.66 to 339D HSP ADA Improvements

339I - Park Impact Fee's

Beginning Balance	Debits	Credits	Ending Balance
\$ 446,902.05	\$ -	\$ -	\$ 446,902.05

- 8/23/2019 Transferred \$12500.00 to 339D ACP Bridge Proj - complete project
- 8/23/2019 Transferred \$7500.00 to 339D ACP Bridge Proj - pay off Umpqua Loan w/final reimbursement rec'd
- 8/23/2019 Transferred \$51108.57 to 339D ACP Park Imp ACP Picnic Shelter
- 8/23/2019 Transferred \$21973.00 to 339D ACP Bridge Proj - apply to deficit from FY 2018-19
- 1/21/2020 Transferred \$10508.28 to 339A Payment for SCI Nexus Study (20259100)
- 1/22/2020 Transferred \$4018.11 to Sac County to pay for Admin Fee's FY17/18 & 18/19
- 4/27/2020 Transferred \$1161.29 to 339D Complete ACP Bridge Proj
- 4/27/2020 Transferred \$10926.65 to 339D ACP Park Imp - Picnic Awning, BBq
- 4/27/2020 Transferred \$27093.77 to 339D HSP Play Equip - Swing, BBq

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

End of

*Pay Period:

May 15, 2020

May 31, 2020

Payroll Issued:

May 31, 2020

June 15, 2020

Administration Division	6749.76	6641.61	13,391.37
Board Members = 5	0.00	250.00	250.00
Parks Division	2131.50	1735.13	3,866.63
PT Maint	0		-
Recreation Division			
Monitors, etc	492.75	756.00	1,248.75
ELP/ASP - Staff	3115.31	2548.89	5,664.20
Rec. Staff (Other)	0.00	0.00	-
\$	12,489.32	\$ 11,931.63	\$ 24,420.95
Employer Paid Taxes	1,012.26	Unavailable	
<i>(FICA, Medicare, SUI)</i>			

Facility Rental Report

May

2020

SOCIAL BUILDING/GPA RENTALS

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

Total Rentals \$ -

LONG TERM STUDIO/ FIELD SPACE RENTAL

Rental Date(s)	Renter	Location	Amount
			0.00

Totals \$ -

OTHER REVENUES

Funds Actually Received

ELP/ASP @ Oakdale	Our Staff	ELP/ASP-3/2020	13,990.90
ELP/ASP @ Oakdale	Our Staff	ELP/ASP Stipend	-
ELP/ASP @ Oakdale	Our Staff	ELP/ASP Prof. Develop	-
Camp Parkside	Our Staff	Week #xx	-

Totals \$ 13,990.90

Arcade Creek Recreation and Park District

MEETING DATE: June 18, 2020

**AGENDA ITEM: 5 g Consent Agenda
Correspondence Period 11**

No correspondence received.

ARCADE CREEK RECREATION AND PARK DISTRICT

May 2020

GENERAL MANAGER'S UPDATE

Park Maintenance

Staff is attempting to stay on top of the mowing and performing regular inspections of playgrounds, irrigation, and facilities. Maintenance hours have been adjusted to 6 a.m. until 2:30 p.m. each day to avoid the heat of the summer afternoons.

Facility Rentals

Rentals are non-existent at this point, and I do not expect them to pick up until the current restrictions are lifted for some period. At least two of the Instructors have expressed an interest in restarting once restrictions are lifted or lessened to allow for gatherings. A youth soccer organization has contacted me about using our field at both Hamilton Street and Oakdale Parks for their teams to practice and play games.

Information will be redeveloped for marketing on our rental facilities to be instituted with the kickoff of the new website platform.

Park Improvements

The gas line contractor working on Omni Drive is providing the District with soil to finish out the fine grading around the new picnic shelter. Final Inspection will be called in next week for this facility.

Business Operations Reorganization

The Banking business shift has taken place. I will be closing the Bank of America account prior to the end of the Fiscal Year. The information on the new website has been installed. Staff is undergoing training in the next two weeks on how to manage it on a daily basis. I have been able to upload a good number of the required documents needed for the compliance issues. This will be shown in a demonstration during the Board Meeting.

Arcade Creek bike riders

As soon as group gatherings are permitted in Sacramento County, I will convene a meeting to find a Resolution regarding this issue and hopefully meet the concerns of as many people as possible. The Executive Director at CAPRI the District's Insurance provider told me when I discussed this situation with him, that the bike riders and other users are trespassing because the changes they are making are not approved by the Board.

I hope that a reasonable discussion can be had and a resolution to the situation can be found and these groups will work with the District to create a positive resolution to the situation that meets many needs. If they do not cooperate in this effort, then I think

providing an enforcement measure would be appropriate if not compliant with the Board's wishes.

Budget Finance Committee

As requested, a report was completed and delivered to the Budget Finance Committee members showing the direct costs for Full-time staff involvement at the Afterschool Program. Depending upon the calculation used based on straight salary compared to loaded rate salary the estimated amount of FT staff time spent on the program was between 48 to 52 percent of the time during the school year. This equates to 21 hours per week. The space below is a copy of the report sent to the committee:

Arcade Creek Recreation and Park District						
Oakdale Elementary School Extended Learning Program (ELP)						
Category	<u>2018-19</u>	<u>2019-20</u>				
Grant amount Budgeted	107,076.60	114,471.00				
End of Year Funds	0.00	0.00				
Training Stipend (available per Grant) *	1,500.00	2,500.00				
Total Funds Available	108,576.60	116,971.00				
*Stipend received at discretion of TRUSD						
Operating Expenses					% of pay	
Loaded P.T. Staff Wages	72,832.34					
Operating Expenses/Supplies	14,013.71					
Administration Fee (10% of Actual Grant Amt)	10,701.00					
Director Charges for hours worked	9,529.55				20.60%	
Total Expenditures	107,076.60	0.00				
Actual Funds Received						
Grant Fund Receipts	91,015.11					
Training Stipend (rec'd per Grant)	1,252.50					
Funds recvd after end of FY (16,046.43					
Total Funds Received	108,314.04	0.00				
Cash Flow (+/-)	1,237.44	0				
note: Full funding is not reimbursed, if a minimum attendance percentage is not met each month.						
ACRPD Direct Costs	hourly rate	Ave. ELP Hrs/wk	Amt./wk	# of wks	total of annual	% of yrly wage
C.S.D. salary	32.15	30	964.50	36	34,722.00	48.23%
C.S.D. Loaded salary rate w/Benefits, W/C, etc)	42.76	30	1,282.80	36	46,180.80	51.92%
Annual Straight Salary	71,988.80	40	1,799.72			
Loaded Salary with Benefits	88,940.80	40	2,223.52			
ELP Hours each day (daily ave.)	Direct Program	3.5				
	Administration	2.5				
Administration accounts for non school year hiring and planning hours attributed to the ELP						
Other ACRPD Staff Costs	hourly rate	Ave. ELP Hrs/wk	Amt./wk	# of wks	total	
Office Mgr salary	26.99	2.5	67.475	36	2,429.10	
Office Manager Loaded salary	36.59	2.5	91.475	36	3,293.10	
GM salary	37.46	1	37.46	36	1,348.56	
General Manager Loaded salary	49.04	1	49.04	36	1,765.44	
C.S.D. = Community Services Director position						

Responses to Questions regarding Full-time staff hours used on the after-school program.

During the 2018-19 school year the Community Services Director (CSD), was estimated to have spent six (6) hours per day working on the Extended Learning Program at Oakdale School. This is from two and half to four hours per school day at the site. In addition another one to two hours were spent in the office on Administrative duties for the program including (meeting with counselors, dealing with parents of children, ordering supplies, dealing with the School District reporting/meetings as called and arranging for special activities). During the off-season and at times in season time was spent on recruiting, interviewing, and processing new staff for hiring. As a result, I am accounting for staff time spent on this program at six (6) hours per day multiplied by the 180 days accounted for in the annual school calendar.

This total of hours worked by the Community Services Director equals 1,080 hours; an amount equal to more than one half (51.92%) of the time allotted to a Full-time position which is 2,080 hours per year.

The other remaining hours were then to be used for the other duties identified in the job description, approximately 18 hours per week. (Recreation Programming, Special Events, community outreach, District website, marketing, and manning the office as needed). In review, not enough time to do any of the tasks well by themselves, let alone all of them together.

Twin Rivers Unified School District changed their accounting of the program for the 2018-19 School Year and every dollar had to be accounted for to the school district. Thus, District reporting accounted for almost two-hundred twenty-three (223) hours of CSD staff time to the program. The reality being that the CSD was serving the role of a full Afterschool staff person on most days to provide for a proper ratio of staff to children. That is equivalent to 1.25 hours per school day. On-site time is estimated at 2.5-3.0 hours per day.

The District did receive ten percent (10%) of the grant fee toward Administrative charges, this is for all the paperwork, payroll, accounts payable, monthly billing for reimbursement and non-contact hours for planning. In 2018-19 this amount was stipulated to be **no** more than ten percent (10%) **of** the grant contract amount. Accounting for FT staff time was adjusted.

Discussions began prior to FY 18-19 regarding the After-School Program at the Board level and whether it was worth the District's investment. A deeper look was taken, when the CSD went on leave.

Findings: The program was running well with the staff on site, the General Manager checked in 1-2 times per week initially and met staff requests when they were made. Then in early 2020 a deeper look began at the District's Finances and an even more in-depth study revealed the numbers listed above and the full impact on the General Fund Budget of the District. Talks began and continued at the Board level during the Board Retreat in early February and many scenarios were discussed, until the decision was made not to proceed with the program further.

Staff were notified of the impending situation effective at the end of the 19-20 School Year on Friday May 22, 2020 of the situation effective at the end of the scheduled school year (June 4, 2020). TRUSD was notified prior to that of the District's intent to not continue with the program.

Additionally, FT District Staff attended a meeting regarding the new school year. Many things were undecided. But one thing was stated that the Oakdale Program would increase the number students participating from 85 to a number to be determined.

The second topic revolves around the structure of the school day. At that time

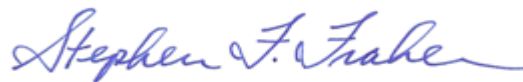
one option was to have students in school on two different shifts, with the ELP running day long, this would require additional PT staff time and hiring additional PT staff members to lead the program. This would be difficult to manage and accomplish any other CSD duties for ACRPD.

It seems this decision is being made at the right time.

Personnel Policy Review

The document was sent to the Board for review and response. Board member Constantine responded with a detailed spread sheet of his questions and findings. I am working off that to make additional changes to the document and then have discussions. There are several discussion topic items for the Board to consider, where the Personnel Policy is being recommended for change. That is the purpose of this effort, to work through these issues so that there is concurrence on the proposed changes before sending the document off for legal review. The Board sets policy, as a staff member, the General Manager can only recommend ideas for adoption.

Respectfully submitted,



Stephen F. Fraher, CPRP, General Manager

Monthly activity report for: Arcade Creek Recreation and Park District

Reporting Period: 2020-05-01 to 2020-05-31

Arcade Creek Park

Notice To Appear Issued

1) Date/Time: 2020-05-13 18:28

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

2) Date/Time: 2020-05-16 17:48

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

Violation 2: 11364 HS Paraphernalia, Severity: Mis

Parking Citations Issued

1) Date/Time: 2020-05-09 16:07

V1: 4000(a) CVC No current registration

2) Date/Time: 2020-05-11 15:11

V1: 4000(a) CVC No current registration

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

3) Date/Time: 2020-05-13 18:50

V1: 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.

Hamilton Street Park

Notice To Appear Issued

1) Date/Time: 2020-05-16 09:57

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

2) Date/Time: 2020-05-16 10:21

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

3) Date/Time: 2020-05-16 14:13

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

Violation 2: 11364 HS Paraphernalia, Severity: Mis

4) Date/Time: 2020-05-27 14:16

Violation 1: 9.36.066.6 SCO Cart In Park, Severity: Inf

Violation 2: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

5) Date/Time: 2020-05-30 14:11

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

Parking Citations Issued

1) Date/Time: 2020-05-01 20:17

V1: 4000(a) CVC No current registration

2) Date/Time: 2020-05-11 16:00

V1: 4000(a) CVC No current registration

3) Date/Time: 2020-05-11 00:00

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

4) Date/Time: 2020-05-18 19:10

V1: 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.

Oakdale Park

Notice To Appear Issued

1) Date/Time: 2020-05-30 09:23

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

Parking Citations Issued

1) Date/Time: 2020-05-20 13:46

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: 2020-05-17 17:37

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

Violation 2: 1203.2 PC Violation of Probation, Severity: Mis

2) Date/Time: 2020-05-17 17:37

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

Violation 2: 11364 HS Paraphernalia, Severity: Mis

Violation 3: 21453(a) CVC Red Light Violation, Severity: Inf

3) Date/Time: 2020-05-12 15:14

Violation 1: 21460(a) CVC Cross Double Yellow Line, Severity: Inf

Violation 2: 16028(a) CVC No Insurance, Severity: Inf

4) Date/Time: 2020-05-23 17:45

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

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

Violation 3: 16028(a) CVC No Insurance, Severity: Inf

5) Date/Time: 2020-05-17 17:37

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

Violation 2: 11350(a) HS Possession of narcotic controlled substance, Severity: Mis

Violation 3: 11364 HS Paraphernalia, 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

1) Date/Time: 2020-05-22 23:14

DUI Type: Alcohol B.A.C: 0.12

Warrant Arrests

No warrant arrests made during this reporting period.

Warnings Issued

No warnings issued during this reporting period.

MEETING DATE: June 18, 2020

ITEM # 6 a

SUBJECT: Demonstration of the new District website on the Streamline platform

RECOMMENDATION: Receive the report and provide direction to staff prior to the going "live" date of July 1, 2020.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: The Board of Directors approved the change to the District website moving it from the GoDaddy platform to the Streamline platform. Staff has been training on how to use the new site and updating the information listed on this site, to be compliant with Accessibility standard and State regulations for open and transparent government.

Alternatives:

- Provide input for suggestions to the site to staff to implement.

Analysis: Performing the work to update and ensure compliance the requirements needed have identified areas where new policy needs to be developed and adopted by the Board going forward. This work should be completed prior to the end of 2020.

Budget/Cost Impact: \$1,800.00/year but it comes with 24/7 support and help.

Attachment(s):

- None

MEETING DATE: June 18, 2020

ITEM # 6 b

SUBJECT: Receive committee report and Board comments submitted on recommended changes to the Personnel Policy


RECOMMENDATION: Receive the report and provide direction to the Committee to proceed with crafting a document for review by legal.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: Committee member proposals that were shared with the Board members for input, feedback, questions, and suggestions, have been submitted. These will be discussed, and direction given to the committee for them to construct a revised document for legal review and then Board approval.

Alternatives:

- Leave the policies as they are.

Analysis: The Personnel Policy was rewritten and reorganized in 2013, and sections have been updated since then. This is a full review of all the policies and identifying where change is needed to be made. Some employment laws have changed and there is a need to check for compliance with the law.

Budget/Cost Impact: Minimal, legal review will be completed by an employment law attorney provided through the District’s Insurance carrier CAPRI.

Attachment(s):

- Miles Constantine’s submitted comments

	A	B	C	D
1	approx page	Category	Para number	Statement
2		2 administrative	2003.3.2	Bad reference. Second sentence: Sick leave... per Policy 2520-PT
3		2 Clarification	2003.4	Last sentence. Where did the 999 hours come from versus the old rate of 1020 (one half year= 1040 hours)?
4		3 administrative	2003.4	PT
5		9 legal	2019.9	Should check with California property abandonment law and clarify.
6		12 ambiguous	2028.2	Sixth sentence "tattoos that may be offensive..." "where possible" presents a problem in who judges and what should happen if not possible.
7		12 clarification	2028.3	Board & Special meeting attire. We don't comply with this for our board meetings. Should possibly be changed to "as appropriate."
8		14 Typo	2029.4	Corrected "s-afety."
9		14 Compliance	2029.4	Hearing protection is not addressed. Need compliance with OSHA 85dB included.
10		23 Policy	2049.1	Also referenced in 2058.2.5 (approx page 27) How do we want this situation addressed vis-à-vis liability, etc.
11		24 Policy	2052.2	This is a nice benefit for staff.
12		25 administrative	2055.2	Rephrase. Place "When allotted..." ahead of first sentence: When allotted in the budget, the District will reimburse..."
13		25 Clarification	2055.4.1	Meetings shall not require pre-approval by..." Membership/activity in these groups were questioned in last board meeting
14		27 administrative	2058.2.6	30 days for reimbursement seems excessive. Would like clarification from staff this time should be shortened for expenditure tracking.
15		28 Clarification	2062.2	New paragraph insertion. Where else is this spelled out? Not disagreeing but we should have an execution paragraph.
16		31 Policy	2067.4.1	What has caused this to change from 10 to 5 days to report?
17		32 administrative	2067.4.3	This should be Level I as changes to the prior Level I became Preliminary Informal Resolution.
18		32 administrative	2	2067.4.2. Third sentence: "... may appeal to the next level." Should this read "to the Board of Directors" for continuity?
19		37 typo	2076.1.1	Remove "," after \$50.00
20		37 administrative	2076.1.2	Propose changing "receiver" to "recipient."
21		38 administrative	2082.3	Set reminder to insert (date) after approval and prior to publication

	A	B	C	D
22	39	Policy	2085.3	This new policy needs to be addressed by the board. This includes the six month time frame and whether this should be a discretionary decision. Needs legal review.
23	40	administrative	2085.3	Unattached statement follow the cited paragraph. (signature an date blocks)
24	42	legal	2040.1	Last sentence. Needs attorney review.
25	44	Policy	2200.2.	Provisional employees are not identified anywhere else in document.
26	44	administrative	2200.2.2. 6	Drop" ... "and,"
27	45	administrative	2200.3.1. 5	Spell out paragraph rather than using symbol for continuity.
28	45	legal	2200.3.1. 6	Does this run afoul of EEO laws? Need attorney clarification.
29	45	Typo	2200.3.2	Third sentence: run on word. "General Managershall"
30	46	administrative	2200.4.4	Spell out paragraph rather than using symbol for continuity.
31	49	administrative	2220.5.4	Spell out paragraph rather than using symbol for continuity.
32	50	administrative	2230	There is a footnote annotation on the Policy Title. Should it be removed? Can't find the footnote.
33	55	legal	2320	Does this go into and/or recorded in the employee record. Clarification required.
34	57	typo	2330.2.2	"Board of Director's" . Remove posseive hyphen
35	57	Policy	2330.2.3	Change in remployment reduced from 12 to 6 months.This is a policy change that needs to be reviewed by Board of Directors and legal.
36	58	Typo	2330.4	First sentence: change "whichever is greater, provided than" to "... that"
37	61	Typo	2345.1	Change "General Managermay" to "...Manager may..."
38	64	Legal	2410.2	Grammar: change 'make up' to 'make-up' possible change in entire section. Is this personnel task in compliance with California labor law?
39	65	Legal	2420.1	This sounds like asking employees to work without compensation. Needs legal review.
40	65	Policy	2420.2	Is this a new option or just clarification of old policy?
41	68	Policy	2500.2	This is a policy change that needs board and legal approval. It reduces a current employee benefit by capping paid vacations to 15 days
42	68	Policy	2500.9	Adding sick leave to category is a benefits change that needs to be addressed by Board and Legal. Does this run counter to FMLA law?
43	69	Policy	2505.2	Clarification for me. Are we giving both Washington and Lincoln birthday off versus "President's Day"? When MLK day was created, they combined the two President's days into one so MLK could be honored.
44	69	administrative	2505.6	Cites the wrong policy number (2010). Replace with policy #2400

	A	B	C	D
45	70	Clarification	2510.4	2510.1 states LOA of 6 months. 2510.4 is a carve out of that policy stating 3 months LOA allowed. Needs board and legal review as it changes a current employee benefit.
46	72	Policy	2520.7	This is a significant change in policy that needs to be addressed by the Board and Legal
47	73	Policy	2520.8.1	2520.2 conflicts with current policy. This is a change that needs to be looked at by Legal and Board. Is this a CALPERS change? It conflicts with Fed employment which treats sick leave as an additive. The former 2520.8.2 reads as a double dip. Should be one or the other.
48	74	Clarification	2525.3	Where did the 1,250 hours derive from? Is this part of FMLA? It seems like it was just randomly selected but I do not know.
49	78	Clarification	2535.2	With the use of National Guard in long term commitments are these policies in compliance with Federal Law (which generally protects the rights of citizen-soldiers)?
50	81	Policy	2545.8	Policy change removes employee protections without an avenue to disagree. Needs to be cleared by legal before Board review and approval
51	83	Policy	2553.1	Adds a benefit. This type of donation is usually restricted to vacation donations and needs to be looked at by legal. I'm in favor of allowing both but review should be done.
52	84	Clarification	2555.1	This restricts the option to using vacation time only. Could it also be addressed using Make-up time and still be in compliance with the law? Same question, 2555.2.
53	88	Incomplete	2600.2.1	Sets policy but doesn't address optional employee duties if under a Doctor's care with prescribed drugs. Needs legal review.
54	109	Compliance	2825.4.2	Will this type of action be addressed via the proposed new website organizer or is it incumbent on the Office manager to create an actionable item on their activity calendar and if so, have we done it?

MEETING DATE: June 18, 2020

ITEM # 6 c

SUBJECT: Adopt Board Resolution 2020-06 approving the Fiscal Year 20-21 Preliminary Budget.

RECOMMENDATION: Adopt the Resolution 2020-06 and authorize staff to submit the Preliminary Budget for FY 2020-21 to Sacramento County Department of Finance.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: Discussion on the budget has been ongoing since early February 2020. Significant changes have been made due to the recent downturn in the economy, the pandemic and other factors. As presented the budget is balanced and provides for the pay-off of the CalPERS Unfunded Account Liability (UAL) during the coming fiscal year. The budget reduces the size of staff and eliminates the provision of the Afterschool Program at Oakdale Elementary School.

Alternatives:

- None a Preliminary budget is required to be submitted as an operating place holder for District operations funding until the Final Budget is approved in August.

Analysis: the total Operations Budget Amount is \$644,826.72 with an additional \$266,273.00 amount provided for the pay-off of the CalPERS UAL. This will save an estimated \$250,000 in future interest payments if not done now. In the next Fiscal Year, an additional \$100,000.00 estimated will be available to spend on District needs and deferred maintenance items.

Budget/Cost Impact: \$911,099.72

Attachment(s):

- In-house FY 20-21 Budget worksheets
- Resolution 2020-06 and accompanying budget sheets for submittal to the County.

339 A FY 20-21 Preliminary Budget Public Hearing Workbook		Actual	Actual	Final	Preliminary	
		2017-18	2018-19	2019-20	2020-21	
91910100	PROP TAX CUR SEC	527,869.69	548,131.91	583,000.00	610,000.00	
91910200	PROP TAX CUR UNSEC	18,627.95	20,057.37	20,000.00	21,000.00	
91910300	PROP TAX CUR SUP	14,789.50	15,347.58	12,500.00	13,000.00	
91910400	PROPERTY TAX SECURED DELINQUENT	3,688.96	4,133.29	4,200.00	4,300.00	
91910500	PROPERTY TAX SUPPLEMENTAL DELINQUENT	660.10	814.78	800.00	800.00	
91910600	PROPERTY TAX UNITARY	6,052.93	5,716.30	6,100.00	6,100.00	
91912000	PROPERTY TAX REDEMPTION	28.32	23.10	0.00	0.00	
91913000	PROP TAX PR UNSEC	552.29	224.89	400.00	300.00	
91914000	PROP TAX PENALTIES	105.51	106.37	75.00	100.00	
91916000	RDA RESIDUAL DISTRIBUTION	4,923.14	7,019.70	0.00	0.00	
		514.39				
Object 91	Sub-total	577,812.78	601,575.29	627,075.00	655,600.00	
94941000	Interest	500.00	4,425.87	400.00	500.00	
94942900	BLDG RENTAL OTHER	72,240.41	69,677.19	70,000.00	60,000.00	Changed because of COVID 19
Object 94	Sub-total	72,240.41	74,103.06	70,400.00	60,500.00	
95952200	HOME PROP TAX REL	5,845.58	5,605.82	6,000.00	6,000.00	
95952900	IN LIEU FEES		49,000.00	0.00	0.00	
95953300	REDEVELOPMENT PASS THROUGH	4,640.59	5,912.46	4,000.00	4,000.00	
95956300	CONSTRUCTION ST	0.00	0.00	0.00	0.00	
95956900	STATE AID OTHER MISC PROGRAMS	107,976.60	92,267.61	107,077.00	0.00	
Object 95	Sub-total	118,462.77	152,785.89	117,077.00	10,000.00	
96964600	RECREATION SVC CHGS	26,442.48	24,984.89	25,000.00	0.00	
Object 96	Sub-total	26,442.48	24,984.89	25,000.00	0.00	
97979000	MISCELLANEOUS OTHER REVENUES	11,829.51	13,692.65	13,000.00	15,000.00	
97974000	INSURANCE PROCEEDS	10.00	26,727.17	10,000.00	10,000.00	
Object 97	Sub-total	11,839.51	40,419.82	23,000.00	25,000.00	
98986200	PROCEEDS from Asset sale-Spec. Dist.	0.00	0.00	0.00	0.00	
Object 98	Sub-total	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	806,797.95	893,868.95	862,552.00	751,100.00	

Reserve Funds available see last page for areas of use					
FUND BALANCE AVAILABLE	157,362.00	197,975.00	292,770.00	325,322.00	(EST.) Fund balance @ end of FY 19-20
FUND BALANCE USED	98,272.00	108,069.00	-106,899.00	-160,000.00	For use in FY 20-21 to pay down UAL
ADDITIONAL AMOUNT TO GENERAL RESERVE		5,394.00	10,000.00	0.00	
CURRENT GENERAL RESERVE FUND 7-1-19		6,606.00	12,000.00	22,000.00	Reserved FB at end of 19-20
UPDATED GENERAL RESERVE AMOUNT 8-8-19		12,000.00	22,000.00	0.00	
FUND BALANCE (Reserved & Unreserved)	59,090.00	101,906.00	197,871.00	187,322.00	Total Projected Fund Balance for FY 20-21

Fund Balance Funding Sources for FY 20-21					
Allocation from Fund Balance to General Fund		74,093.00	106,800.00	160,000.00	
Allocation from Fund Balance for ELP Program unspent in previous years		33,976.00	11,400.00	0.00	included in Fund Balance used line
Total taken from General Operating Fund Balance		40,117.00	95,400.00	160,000.00	

339 A		Ref: Payroll / Benefits / Emps	Adopted	Actual	Final	Projected	Preliminary	Explanation
County Chart of Acct			2018-19	2018-19	2019-20	2019-20	2020-21	
10111000	1110	SALARIES & WAGES - REGULAR EMPLOYEES	241,693.00	224,254.83	240,990.00	223,103.00	177,741.00	
10112200		SALARIES & WAGES - EXTRA HELP IN LIEU	121,941.00	104,189.69	98,659.00	76,648.00	27,440.00	
		Two Monitors for a total 36 hrs. per week x 52 weeks @ \$14/hr	23,240.00	14,563.51	24,336.00	15,382.00	27,440.00	evening and weekend staffing
		120 hours of Summer Park Special Event Monitors @\$12/hr	1,500.00	277.73	1,323.00	0.00	0.00	
	"	ASES/ASP Staff 180 days (8 staff)	65,000.00	63,218.81	67,000.00	60,493.00	0.00	from grant funds
		two (2) seasonal PT maintenance employees @ 1040 hours x \$15.30	30,600.00	24,870.00	6,000.00	773.00	0.00	
10113200	1132	Over-time wages if needed	1,601.00	1,259.64	2,500.00	2,500.00	2,500.00	
10112400	1124	5 Board of Directors Members stipend	3,000.00	3,100.00	3,500.00	3,300.00	3,500.00	\$50/board mtg stipend
10121000	1210	RETIREMENT - EMPLOYER COST (3 FT Employees)	21,491.00	19,902.15	23,328.00	21,518.00	18,634.37	Employer contribution @ 10.484%
10121000	1210	RETIREMENT - U.A.L. Actuarial Payment	11,765.00	11,765.04	15,014.00	15,014.00	18,457.00	set actuarial-lump sum paid in July
10121000		RETIREMENT Actuarial Cost		350.00	350.00	750.00	1,000.00	
10122000	1220	OASDHI - EMPLOYER COST	28,555.00	25,003.11	25,983.00	26,264.00	16,346.60	Social Security at .0765%
10123000	1230	GROUP INS - EMPLOYER COST (Medical/Dental/EAP) ***	38,338.00	36,017.67	37,911.00	37,547.00	31,083.75	set rate by contract
		Medical Insurance	35,665.00	33,491.91	35,036.00	35,049.00	29,127.55	
	"	Group Dental Insurance	2,106.00	1,993.44	2,250.00	1,966.00	1,536.20	
		Employee Assistance Program	154.00	139.20	175.00	139.00	110.00	
		Vision Insurance Plan for Full time employees	413.00	393.12	450.00	393.00	310.00	
10124000	1240	WORK COMP INS - EMPLOYER COST						
		Worker's Compensation	22,150.00	22,149.00	19,308.00	19,308.00	13,000.00	CAPRI Insurance Policy amount
10125000	1250	SUI INS - EMPLOYER COST	5,000.00	2,409.58	4,000.00	1,596.00	700.00	
10128000	1280	Health Care Retiree (10.00/month)	500.00	453.43	550.00	547.00	1,000.00	
10140000	1400	Cost Reduct Factor (CalPERS U.A.L.)			28,000.00	28,000.00	266,273.00	pay off UAL using budget & Fund Balance
			494,433.00	449,594.50	500,093.00	456,095.00	577,675.72	

339 A		Services and Supplies	Adopted	Actual	Adopted	Projected	Preliminary	Explanation
	County Chart of Acct		2018-19	2018-19	2019-20	2019-20	2020-21	
20200500	200500	ADVERTISING/LEGAL NOTICES	600.00	283.76	300.00	279.00	500.00	Payments for ads in print required by law, EE Posters
20202900	202900	BUSINESS/CONFERENCE EXPENSE	10,000.00	3,214.90	3,000.00	1,889.00	2,200.00	CARPD Conference attendance
20203600	203600	EDUCATION & TRAINING SUPPLIES	620.00	0.00	0.00	0.00	0.00	
20203804	203804	WORKPLACE AMENITIES - Water Machines	0.00	0.00	0.00	0.00	0.00	
20203900		EMPLOYEE TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	
20205100	205100	INSURANCE - LIABILITY	35,074.00	34,677.00	43,794.00	43,794.00	48,173.00	CAPRI Premiums increase
20206100	206100	MEMBERSHIP DUES	2,800.00	1,995.00	2,000.00	1,670.00	1,700.00	CARPD
20207600	207600	OFFICE SUPPLIES	3,500.00	779.95	1,000.00	544.00	800.00	Paper, ofc items, pens, etc.
20207602	207602	SIGNS	7,500.00	5,456.93	500.00	1,355.00	1,000.00	For replacement of signs and new signage needs
20207603	207603	KEYS	100.00	16.16	50.00	11.00	50.00	Locksmith and key services
20208100	208100	POSTAL SERVICES	200.00	0.00	0.00	0.00	148.00	Post Office box rate \$148.00/12 months
20208102	208102	STAMPS	200.00	100.00	150.00	122.00	150.00	Postage stamps for office mailings
20208500	208500	PRINTING SERVICES	2,000.00	15.00	500.00	0.00		District printed materials for community outreach
20210300	210300	AGRICULTURE/HORTICULTURE SERVICES	3,000.00	0.00	2,000.00	775.00	10,000.00	Outsourced services for park maintenance-tree care
20210400	210400	AGRICULTURE/HORTICULTURE SUPPLIES	1,500.00	366.37	1,000.00	245.00	2,500.00	Maintenance supplies for parks (fertilizer, weed killer,etc
20211100	211100	BUILDING MAINTENANCE SERVICE	10,000.00	5,464.20	3,000.00	1,747.00	2,200.00	pest control, misc. repairs
20211200	211200	BUILDING MAINTENANCE SUPPLIES	500.00	0.00	0.00	0.00	0.00	
20212200	212200	CHEMICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	
20213100	213100	ELECTRICAL MAINTENANCE SERVICE	500.00	1,271.75	800.00	2,598.00	1,000.00	Call out electrical service
20213200	213200	ELECTRICAL MAINTENANCE SUPPLIES	500.00	142.46	500.00	0.00	200.00	materials if needed for call out service
20214100	214100	LAND IMPROVEMENT MAINTENANCE SERVICES	0.00	0.00	0.00	0.00	4,000.00	Outsourced Irrigation work and repair
20214200	214200	LAND IMPROVEMENT MAINTENANCE SUPPLIES	14,000.00	11,110.17	5,000.00	4,511.00	2,000.00	Irrigation and turf supplies, fencing, park trash cans, etc.
20215100	215100	MECHANICAL SYSTEMS MAINTENANCE SERVICE	1,000.00	2,353.00	1,000.00	1,224.00	1,500.00	HVAC service
20215200	215200	MECHANICAL SYSTEMS MAINTENANCE SUPPLIES	0.00	0.00	0.00	0.00	0.00	
20216200	216200	PAINTING SUPPLIES	4,500.00	226.26	500.00	86.00	500.00	Paint and equipment as needed for projects & work days
20216700	216700	PLUMBING MAINTENANCE SERVICES	15,000.00	821.00	0.00	150.00	1,000.00	Outsourced necessary plumbing work as needed
20216800	216800	PLUMBING MAINTENANCE SUPPLIES	750.00	59.26	2,000.00	0.00	500.00	Supplies for plumbing work as needed
20219100	219100	ELECTRICITY	17,000.00	14,663.40	16,000.00	16,773.00	17,500.00	SMUD-electric service
20219200	219200	NATURAL GAS / LPG / FUEL OIL	2,000.00	2,407.07	2,000.00	2,172.00	2,500.00	PG&E-natural gas service
20219300	219300	REFUSE COLLECTION/DISPOSAL SERVICES	3,500.00	3,596.26	5,000.00	3,300.00	4,000.00	Allied Waste Management + large containers (\$500)
20219500	219500	SEWAGE DISPOSAL SERVICES	2,400.00	2,464.87	2,000.00	2,858.00	3,000.00	Pump out pit toilet at ACP, Sac County Utilities
20219700		TELEPHONE SERVICE	0.00	0.00	0.00	0.00	0.00	
20219800	219800	WATER	28,000.00	26,064.16	30,000.00	29,938.00	30,000.00	SSWD-water service for parks and buildings at HSP
20220500	220500	AUTOMOTIVE MAINTENANCE SERVICE	2,000.00	1,341.97	2,000.00	3,200.00	2,000.00	Vehicle Service and repair
20220600	220600	AUTOMOTIVE MAINTENANCE SUPPLIES	650.00	90.32	500.00	237.00	300.00	Vehicle Repair parts as needed
20221100	221100	EQUIPMENT MAINTENANCE SERVICE	2,000.00	2,868.68	3,000.00	3,500.00	4,000.00	Tractor and mower service, Maint. Equipment service
20221200	221200	EQUIPMENT MAINTENANCE SUPPLIES	1,000.00	6,366.08	1,500.00	2,409.00	2,000.00	Tractor parts and blades as needed
20222600	222600	HAND TOOLS	2,150.00	1,399.03	1,200.00	1,305.00	1,200.00	Power tools and equipment service and repair (misc)
20222700		CELLPHONE/PAGER	0.00	0.00	0.00	0.00	0.00	
20223600	223600	FUEL & LUBRICANTS	4,000.00	4,443.82	4,500.00	3,820.00	4,200.00	Gas, fuel, oil for equipment
20226100		OFFICE EQUIPMENT MAINTENANCE SERVICE	200.00	0.00	0.00	0.00	0.00	
20226102	226102	EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	0.00	
20226200	226200	OFFICE EQUIPMENT MAINTENANCE SUPPLIES	0.00	0.00	0.00	0.00	0.00	
20227500	227500	RENT/LEASES EQUIPMENT	1,000.00	0.00	0.00	267.00	500.00	Rental equipment if needed
20227501	227501	COPY MACHINES	3,000.00	3,220.21	3,000.00	3,240.00	3,300.00	contract amount
20227504	227504	MISCELLANEOUS	0.00	0.00	0.00	0.00	5,000.00	Random needed items
20229100	229100	EQUIPMENT MAINTENANCE SERVICE	8,000.00	0.00	0.00	0.00	2,000.00	Play ground repairs by others.

20229200	229200	OTHER EQUIPMENT MAINTENANCE SUPPLIES	0.00	0.00	0.00	0.00	1,500.00	Play ground and picnic table items
20231400	231400	CLOTHING/PERSONAL SUPPLIES	800.00	819.86	600.00	39.57	100.00	Work apparel and safety equipment for staff
20232200	232200	CUSTODIAL SUPPLIES	6,500.00	6,349.25	6,500.00	6,789.00	5,000.00	CINTAS-switch to bi-weekly deliveries
20243700		LABORATORY (MEDICAL) SERVICE/drug testing	0.00	0.00	0.00	0.00	0.00	
20244300	244300	MEDICAL SERVICE/pre-emp. testing	500.00	329.00	0.00	52.00	0.00	Staff & DOJ etc.
20244400	244400	MEDICAL SUPPLIES/ First aid	500.00	0.00	0.00	0.00	350.00	Supplies for first aid boxes and PPE for employess
20250500		ACCOUNTING SERVICES	0.00	0.00	0.00	0.00		
20250700	250700	ASSESSMENT / COLLECTIONS SERVICES	7,600.00	7,370.52	7,600.00	7,600.00	7,600.00	Sac County Assessor Fees
20252100	252100	TEMPORARY SERVICES	0.00	0.00	15,000.00	9,146.00	0.00	
20253100	253100	LEGAL SERVICES	4,000.00	3,158.18	4,000.00	7,000.00	6,500.00	Cole - Huber as needed
20255100	255100	PLANNING SERVICES (Master Plan Update)	0.00	0.00	0.00	0.00	0.00	
20257100	257100	SECURITY SERVICES (FEC PARK POLICE)	22,800.00	13,585.00	22,800.00	27,000.00	23,725.00	4 hrs/week patrol and response to dispatches
20258200	258200	PUBLIC RELATIONS SERVICES/marketing, web design	2,250.00	300.64	2,000.00	311.00	5,000.00	web site redesign and compliance monitoring, marketing
20259100	259100	OTHER PROFESSIONAL SERVICES	20,000.00	9,417.48	28,508.28	20,000.00	5,000.00	Contracted services-Facilitator for Board Retreat, etc.
20281100	281100	DATA PROCESSING SERVICES	2,500.00	3,296.29	3,500.00	742.00	3,000.00	Service agreement with Fast Break Tech, misc others
20281201	281201	HARDWARE	1,400.00	0.00	0.00	0.00	0.00	District computer needs if required
20281265	281265	APPLICATION SOFTWARE MAINT LICENSE RENEWALS	3,500.00	3,131.57	3,500.00	3,000.00	3,000.00	Irr. Controller, Domain names, MS Office Software
20281304	281304	SALES TAX Adj. Board of EQ		0.00	0.00	-108.00	0.00	
20281700	281700	ELECTION SERVICES	13,000.00	2,008.00	0.00	0.00	13,500.00	*Expense only if election held on Nov 3
20283102	283102	MILEAGE	0.00	0.00	0.00	0.00	0.00	
20285100	285100	RECREATIONAL SERVICES	20,000.00	18,683.31	22,000.00	17,785.00	0.00	
20285200	285200	RECREATIONAL SUPPLIES	7,500.00	2,791.04	3,000.00	1,088.00	2,000.00	Rec Equipment, field paint, nets, movies, etc.
20285300	285300	RECREATIONAL SUPPLIES (P-S) ELPPprogram supplies	26,620.00	14,086.03	17,077.00	17,929.00	0.00	Not needed
20288000	288000	PRIOR YEAR SERVICE & SUPPLY EXPENSES	0.00	0.00	0.00		0.00	
20289800	289800	OTHER OPERATING EXPENSE - SUPPLIES	0.00	0.00	0.00	0.00	1,500.00	For miscellaneous supplies not covered in other lines
20289900	289900	OTHER OPERATING EXPENSE - SERVICES	10,000.00	0.00	12,000.00	0.00	3,000.00	For required unexpected and unplanned expenses
20291300	291300	AUDITOR/CONTROLLER SERVICES	5,500.00	5,495.00	5,500.00	5,495.00	5,500.00	Larry Bain contract amount
20291500	291500	COMPASS COSTS	1,000.00	919.45	1,000.00	919.00	1,000.00	Sac County for accounts payable and payroll
20291700	291700	ALARM SERVICES	1,500.00	1,434.52	1,500.00	1,324.00	1,500.00	Building alarms and monitoring
20298700	298700	TELEPHONE SERVICES	4,000.00	3,793.21	4,006.00	3,857.00	4,000.00	Office phones and Internet connection
20298701	298701	CELL PHONES	1,600.00	1,573.19	1,600.00	1,525.00	1,600.00	Staff cell phones
	299909	EXPENDITURE REIMBURSEMENTS	21,000.00	30,727.17	20,000.00	2,268.00	15,000.00	Expenses incurred for insurance claim repairs
			374,814.00	266,547.75	319,485.28	267,780.57	270,996.00	

339 A		Long-Term Debt	Adopted	Actual	Adopted	Projected	Preliminary	Explanation
County Chart of Acct			2018-19	2018-19	2019-20	2019-20	2020-21	
30321000	3210	INTEREST EXPENSE	12,278.00	12,154.73	12,278.00	10,879.00	9,688.00	Interest on CalPERS Side Fund loan
30323000	3230	LEASE OBLIG RETIRE	25,600.00	25,600.00	25,600.00	26,700.00	27,900.00	CalPERS Side Fund Principal
	"							
		Myrtle (land) Prop Principal on loan						
30345000	3450	TAX/LIC/ASSESS	704.00	703.64	704.00	703.64	704.00	Annual Assessments charged
			38,582.00	38,458.37	38,582.00	38,282.64	38,292.00	

Arcade Creek Recreation and Park District
4855 Hamilton Street
Sacramento, CA 95841

Proposed for FY 2020-21

Postion	Exempt?	Position	Hiring	Step 1	Step 2	Step 3	Step 4	Step 5	Current Wage/Yearly
<i>Monthly</i>									
General Manager	Yes	FT	\$5,342	\$5,610	\$5,890	\$6,184	\$6,493	\$6,818	6,493.00 mthly / 77,916 Yrly
Office Manager	Yes	FT	\$3,892	\$4,086	\$4,290	\$4,504	\$4,730	\$4,966	4,678.75 mthly / 56,145.00 Yrly
Comm Res Director	Yes	FT	\$3,778	\$4,780	\$5,054	\$5,307	\$5,572	\$5,851	
<i>Hourly</i>									
Park Supervisor	No	FT	\$18.06	\$19.02	\$19.97	\$20.96	\$22.01	\$23.11	Vacant as of 9/30/2014
Park Leadworker	No	FT	\$17.16	\$18.02	\$18.92	\$20.27	\$21.28	\$22.35	21.00 hrly / 43,680.00 Yrly
Park Maint. III	No	FT	\$16.64	\$17.47	\$18.35	\$19.26	\$20.23	\$21.24	Vacant
Park Maint. II	No	FT	\$15.86	\$16.65	\$17.49	\$18.36	\$19.28	\$20.24	Vacant
Park Maint. I	No	FT	\$15.07	\$15.82	\$16.61	\$17.45	\$18.32	\$19.23	Vacant
Seasonal/Hourly	No	PT	\$15.00	\$15.30	\$16.07	\$16.87	\$17.71	\$18.60	Vacant
Monitor	No	PT	\$14.00	\$15.00	\$16.00	\$16.50			2 positions \$14-\$16/hour-18 hrs/week
Recreation Leader	No	PT	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00		Vacant

Minimum Wage	
Jan-19	12.00
Jan-20	13.00
Jan-21	14.00
Jan-22	15.00



BOARD OF DIRECTORS
County of Sacramento, State of California
RESOLUTION 2020-06
ADOPTING the PRELIMINARY BUDGET for FUND 339-A

WHEREAS, hearings have been ended during which time all additions and deletions to the PRELIMINARY BUDGET for FISCAL YEAR 2020-21 for FUND 339A were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Board Policy 1090 regarding the Budget Preparation of the Preliminary Budget for the Fiscal Year 2020-21 for Fund 339-A be and is hereby adopted in accordance with the following:

1. Salaries and employee benefits	<u>\$577,675.72</u>
2. Services and Supplies	<u>\$270,996.00</u>
3. Other Charges	<u>\$ 38,292.00</u>
4. Fixed Assets	
a. Land	<u>\$ 0.00</u>
b. Structures and Improvements	<u>\$ 0.00</u>
c. Equipment	<u>\$ 0.00</u>
5. Expenditure Transfers	<u>\$ 0.00</u>
6. Contingencies	<u>\$ 24,316.00</u>
7. Provision for reserve increases	<u>\$ 0.00</u>
TOTAL BUDGET REQUIREMENTS	\$911,279.72

BE IT FURTHER RESOLVED that means of financing the expenditures program will be by monies derived from Revenue to Accrue, Fund Balance Available, and Property Taxes.

BE IT FURTHER RESOLVED that the Preliminary Budget be and hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

ATTACHMENTS: Financing Requirements Summary Schedule, Expenditure Detail Sheet, Revenue Detail Sheet and the Appropriations Limit Sheet.

PASSED AND ADOPTED by the Arcade Creek Recreation and Park District Board of Directors, the County of Sacramento, State of California by the following vote, to wit on June 18, 2020.

AYES:
NOES:
ABSENT:

ATTEST: _____
Secretary Board of Directors

Chairperson, Board of Directors

FIXED ASSETS TO BE ACQUIRED

FISCAL YEAR 20-21

DISTRICT NAME:ARCADE CREEK RECREATION AND PARK DISTRICT - FOR FUND 339A

<u>DESCRIPTION</u>	<u>LAND</u>	<u>BUILDING</u>	<u>STRUCTURES & IMPROVEMENT</u>	<u>EQUIPMENT</u>
	41410100	42420100	42420200	43430300
TOTAL FUND 339A	-	-	-	-

FISCAL YEAR 2020-21 PRELIMINARY BUDGET

FINANCING REQUIREMENTS SCHEDULE FOR FUND 339A ARCADE CREEK REC AND PARK DISTRICT

<u>APPROPRIATIONS BY OBJECT OF EXPENDITURE</u>		<u>MEANS OF FINANCING THE BUDGET REQUIREMENTS</u>			
<u>OBJECT 10 - SALARIES AND EMPLOYEE BENEFITS</u>	\$ 577,676	<u>ESTIMATED REVENUE</u>	\$ 751,100		
<u>OBJECT 20 - SERVICES AND SUPPLIES</u>	\$ 270,996	<u>RESERVES TO BE DECREASED</u>			
<u>OBJECT 30 - OTHER FINANCING USES</u>		<u>GENERAL RESERVES DECREASE</u>	-		
<u>LOAN AND LEASE REPAYMENTS</u>		<u>ENCUMBRANCE DECREASE</u>	-		
<u>INTEREST AND PRINCIPAL</u>	\$ 37,588	<u>OTHER RESERVE DECREASE</u>			
<u>TAXES/LICENSES/ASSESSMENTS</u>					
<u>JUDGEMENTS/DAMAGES</u>	704				
<u>TOTAL OBJECT 30 - OTHER FINANCING USES</u>	\$ 38,292	<u>TOTAL RESERVES TO BE DECREASED</u>	-		
<u>OBJECT 40 - FIXED ASSETS</u>		<u>FUND BALANCE AVAILABLE DECREASE</u>	160,000		
<u>OBJECT 41 - LAND ACQUISITION</u>	\$ -	<u>ESTIMATED LONG-TERM LOAN PROCEEDS</u>			
<u>OBJECT 42 - STRUCTURES AND IMPROVEMENTS</u>	-	<u>TOTAL AVAILABLE FINANCING</u>	\$ 911,100		
<u>OBJECT 43 - EQUIPMENT</u>	-				
<u>TOTAL OBJECT 40 - FIXED ASSETS</u>	\$ -				
<u>OBJECT 50 - FUNDS TRANSFERS OUT</u>		<u>FUND EQUITY SCHEDULE</u>		<u>BALANCE</u>	<u>ADJUSTED FUND</u>
<u>OBJECT 59 - FUNDS TRANSFERS IN</u>	\$ -	<u>RESERVES</u>		<u>EST. 06/01/20</u>	<u>INCREASES</u>
<u>OBJECT 60 - INTRAFUND TRANSFERS IN OR OUT</u>		<u>GENERAL</u>	\$ 22,000	\$ -	\$ -
<u>OBJECT 79 - APPROPRIATIONS FOR CONTINGENCIES</u>	24,136	<u>ENCUMBRANCE</u>	-	-	-
<u>OBJECT 80 - OTHER COMMODITIES</u>	-	<u>OTHER</u>	-	-	-
<u>PROVISIONS FOR RESERVE INCREASES</u>		<u>FUND BALANCE</u>			
<u>GENERAL RESERVES</u>	-	<u>AVAILABLE (EST.)</u>	325,322	-	160,000
<u>OTHER RESERVES</u>	-	<u>TOTALS</u>	\$ 347,322	\$ -	\$ 160,000
<u>TOTAL BUDGETARY REQUIREMENT</u>	\$ 911,100	<u>APPROPRIATIONS LIMIT</u>	\$ -		
<u>TOTAL DIFFERENCE:</u>		<u>APPROPRIATIONS SUBJECT TO LIMIT</u>	-		
\$ -		<u>OVER/UNDER LIMIT</u>	\$ -		

REVENUE DETAIL SCHEDULE - FY 2020-21 PRELIMINARY BUDGET
SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	Final FY 17-18	Final FY 18-19	Adopted FY 19-20	Projected FY 19-20	Preliminary FY 20-21
FUND	339A	ARCADE CREEK REC & PARK DISTRICT					
9339339	91910100	PROP TAX CUR SEC	(527,869.69)	(548,131.91)	(583,000.00)	(568,718.40)	(610,000.00)
9339339	91910200	PROP TAX CUR UNSEC	(18,627.95)	(20,057.37)	(20,000.00)	(21,316.95)	(21,000.00)
9339339	91910300	PROP TAX CUR SUP	(14,789.50)	(15,347.58)	(12,500.00)	(11,300.00)	(13,000.00)
9339339	91910400	PROPERTY TAX SECURED DELINQUENT	(3,688.96)	(4,133.29)	(4,200.00)	(4,048.38)	(4,300.00)
9339339	91910500	PROPERTY TAX SUPPLEMENTAL DELINQUENT	(660.10)	(814.78)	(800.00)	(870.47)	(800.00)
9339339	91910600	PROPERTY TAX UNITARY	(6,052.93)	(5,716.30)	(6,100.00)	(5,816.96)	(6,100.00)
9339339	91912000	PROP TAX REDEMPTION	(28.32)	(23.10)	0.00	(29.63)	0.00
9339339	91913000	PROP TAX PR UNSEC	(552.29)	(224.89)	(400.00)	(265.00)	(300.00)
9339339	91914000	PROP TAX PENALTIES	(105.51)	(106.37)	(75.00)	(78.16)	(100.00)
9339339	91919600	RDA RESIDUAL DISTRIBUTION	(5,437.53)	(7,019.70)	0.00	(2,189.42)	0.00
		Object 91	(577,812.78)	(601,575.29)	(627,075.00)	(614,633.37)	(655,600.00)
9339339	93931000	VEHICLE CODE FINES	0.00	0.00	0.00	0.00	0.00
		Object 93	0.00	0.00	0.00	0	0.00
9339339	94941000	INTEREST INCOME	(500.00)	(4,425.87)	(400.00)	(1,259.85)	(500.00)
9339339	94942900	BLDG RENTAL OTHER	(72,240.41)	(69,677.19)	(70,000.00)	(68,704.50)	(60,000.00)
		Object 94	(72,740.41)	(74,103.06)	(70,400.00)	(69,964.35)	(60,500.00)
9339339	95952200	HOME PROP TAX REL	(5,845.58)	(5,605.82)	(6,000.00)	(4,672.31)	(6,000.00)
9339339	95952900	IN LIEU FEES	0.00	(49,000.00)	0.00	0.00	0.00
9339339	95953300	REDEV PASSTHRU	(4,640.59)	(5,912.46)	(4,000.00)	(3,663.04)	(4,000.00)
9339339	95956300	CONSTRUCTION ST	0.00	0.00	0.00	0.00	0.00
9339339	95956900	STATE AID OTHER MISC PROGRAMS	(107,976.60)	(92,267.61)	(107,077.00)	(112,127.20)	0.00
		Object 95	(118,462.77)	(152,785.89)	(117,077.00)	(120,462.55)	(10,000.00)
9339339	96964600	RECREATION SVC CHGS	(26,442.48)	(24,984.89)	(25,000.00)	(24,876.01)	0.00
9339339	96965300	LANDSCAPING MAINT CH	0.00	0.00	0.00	0.00	0.00
9339339	96969700	LAW ENFORCEMENT SVC	0.00	0.00	0.00	0.00	0.00
		Object 96	(26,442.48)	(24,984.89)	(25,000.00)	(24,876.01)	0.00
9339339	97974000	INSURANCE PROCEEDS	(10.00)	(26,727.17)	(10,000.00)	(2,268.21)	(10,000.00)
9339339	97979000	MISCELLANEOUS OTHER REVENUES	(11,829.51)	(13,692.65)	(13,000.00)	(3,618.78)	(15,000.00)
9339339	98,986.200	PROCEEDS FROM ASSET SALE-SPEC. DIST.				(26,670.00)	0.00
		Object 97	(11,839.51)	(40,419.82)	(23,000.00)	(32,556.99)	(25,000.00)
		FUND CENTER 9339339	(807,297.95)	(893,868.95)	(862,552.00)	(862,493.27)	(751,100.00)
		FUND TOTAL 339A	(807,297.95)	(893,868.95)	(862,552.00)	(862,493.27)	(751,100.00)

EXPENDITURE DETAIL SCHEDULE - FY 2020-21 PRELIMINARY BUDGET

SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	Final Expenses FY 17 - 18	Final Expenses FY 18-19	Adopted Budget FY 19-20	Projected Budget FY 19-20	Preliminary Budget FY 20-21
FUND 339 A Arcade Creek Recreation and Park District							
9339339	10111000	SALARIES & WAGES - REGULAR EMPLOYEES	291,239.00	329,141.99	341,049.00	278,789.00	205,181.00
9339339	10112400	SALARIES & WAGES - COMMISSION & CO	2,050.00	3,100.00	3,500.00	3,100.00	3,500.00
9339339	10113200	OVER-TIME WAGES (if needed)	723.00	1,259.64	2,500.00	2,700.00	2,500.00
9339339	10121000	RETIREMENT - EMPLOYER COST	83,602.00	32,017.19	38,692.00	36,500.00	38,091.37
9339339	10122000	OASDHI - EMPLOYER COST	21,833.00	25,003.11	25,983.00	22,944.00	16,346.60
9339339	10123000	GROUP INS - EMPLOYER COST	42,590.00	36,017.67	37,911.00	38,140.00	31,083.75
9339339	10124000	WORKERS COMP INS - EMPLOYER COST	23,605.00	22,149.00	19,308.00	19,308.00	13,000.00
9339339	10125000	SUI INS - EMPLOYER COST	2,475.00	2,409.58	4,000.00	2,100.00	700.00
9339339	10128000	HEALTH CARE - RETIREES	365.00	453.43	550.00	597.00	1,000.00
9339339	10140000	COST REDUCTION FACTOR (U.A.L. FUND)	0.00	0.00	28,000.00	28,000.00	266,273.00
Object 10			468,482.00	451,551.61	501,493.00	432,178.00	577,675.72
9339339	20200500	ADVERTISING/LEGAL NOTICES	397.00	283.76	300.00	279.26	500.00
9339339	20202400	BOOKS/PERIODICAL SUPPLY	0.00	0.00	0.00	0	0.00
9339339	20202900	BUSINESS/CONFERENCE EXPENSE	3,834.00	3,214.90	3,000.00	2,038.57	2,200.00
9339339	20203100	BUSINESS TRAVEL	0.00	0.00	0.00	0.00	0.00
9339339	20203600	EDUCATION & TRAINING SUPPLIES	0.00	0.00	0.00	0.00	0.00
9339339	20203800	EMPLOYEE RECOGNITION	0.00	0.00	0.00	0.00	0.00
9339339	20205100	INSURANCE - LIABILITY	31,172.00	34,677.00	43,794.00	43,794.00	48,173.00
9339339	20206100	MEMBERSHIP DUES	2,160.00	1,995.00	2,000.00	1,670.00	1,700.00
9339339	20207600	OFFICE SUPPLIES	615.00	779.95	1,000.00	550.00	800.00

EXPENDITURE DETAIL SCHEDULE - FY 2020-21 PRELIMINARY BUDGET

SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	Final Expenses FY 17 - 18	Final Expenses FY 18-19	Adopted Budget FY 19-20	Projected Budget FY 19-20	Preliminary Budget FY 20-21
9339339	20207602	SIGNS	259.00	5,456.93	500.00	1,354.89	1,000.00
9339339	20207603	KEYS	10.00	16.16	50.00	28.45	50.00
9339339	20208100	POSTAL SERVICES	225.00	0.00	0.00	0.00	148.00
9339339	20208102	STAMPS	60.00	100.00	150.00	184.06	150.00
9339339	20208500	PRINTING SERVICES	50.00	15.00	500.00	0.00	
9339339	20210300	AGRICULTURE/HORTICULTURE SERVICE	1,000.00	0.00	2,000.00	775.00	10,000.00
9339339	20210400	AGRICULTURE/HORTICULTURE SUPPLIES	381.00	366.37	1,000.00	244.23	2,500.00
9339339	20211100	BUILDING MAINTENANCE SERVICE	1,396.00	5,464.20	3,000.00	1,605.00	2,200.00
9339339	20211200	BUILDING MAINTENANCE SUPPLIES	3,932.00	0.00	0.00	0.00	0.00
9339339	20212200	CHEMICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
9339339	20213100	ELECT MAINT SVC	292.00	1,271.75	800.00	2,598.00	1,000.00
9339339	20213200	ELECT MAINT SUPPLIES	0.00	142.46	500.00	0.00	200.00
9339339	20214100	LAND IMPROVEMENT MAINTENANCE SER	0.00	0.00	0.00	1,705.00	4,000.00
9339339	20214200	LAND IMPROVEMENT MAINTENANCE SUP	12,508.00	11,110.17	5,000.00	3,100.00	2,000.00
9339339	20215100	MECHANICAL SYSTEMS MAINTENANCE S	937.00	2,353.00	1,000.00	1,020.00	1,500.00
9339339	20215200	MECHANICAL SYSTEMS MAINTENANCE S	308.00	0.00	0.00	0.00	0.00
9339339	20216200	PAINTING SUPPLIES	525.00	226.26	500.00	128.52	500.00
9339339	20216700	PLUMBING MAINTENANCE SERVICES	0.00	821.00	0.00	149.50	1,000.00
9339339	20216800	PLUMBING MAINTENANCE SUPPLIES	536.00	59.26	2,000.00	0.00	500.00
9339339	20218500	PERMIT FEES	0.00	0.00	0.00	0.00	0.00
9339339	20219100	ELECTRICITY	15,120.00	14,663.40	16,000.00	16,300.00	17,500.00

EXPENDITURE DETAIL SCHEDULE - FY 2020-21 PRELIMINARY BUDGET

SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	Final Expenses FY 17 - 18	Final Expenses FY 18-19	Adopted Budget FY 19-20	Projected	Preliminary Budget FY 20-21
						Budget FY 19-20	
9339339	20219200	NATURAL GAS/LPG/FUEL OIL	2,091.00	2,407.07	2,000.00	2,062.00	2,500.00
9339339	20219300	REFUSE DISPOSAL	2,750.00	3,596.26	5,000.00	3,388.00	4,000.00
9339339	20219500	SEWAGE DISP SVC	2,063.00	2,464.87	2,000.00	2,181.40	3,000.00
9339339	20219700	TELEPHONE SERVICE	0.00	0.00	0.00	0.00	0.00
9339339	20219800	WATER	26,336.00	26,064.16	30,000.00	27,500.00	30,000.00
9339339	20220500	AUTOMOTIVE MAINTENANCE SERVICE	2,031.00	1,341.97	2,000.00	3,428.86	2,000.00
9339339	20220600	AUTOMOTIVE MAINTENANCE SUPPLIES	556.00	90.32	500.00	236.51	300.00
9339339	20221100	CONSTRUCTION EQUIPMENT MAINTENANCE	5,148.00	2,868.68	3,000.00	3,250.00	4,000.00
9339339	20221200	CONTRUCTION EQUIPMENT MAINTENANCE	6,726.00	6,366.08	1,500.00	2,668.36	2,000.00
9339339	20222600	EXPENDABLE TOOLS	1,100.00	1,399.03	1,200.00	900.00	1,200.00
9339339	20223600	FUEL & LUBRICANTS	3,601.00	4,443.82	4,500.00	4,053.50	4,200.00
9339339	20226100	OFFICE EQUIPMENT MAINTENANCE SER	0.00	0.00	0.00	0.00	0.00
9339339	20227500	RENT/LEASES EQUIPMENT	0.00	0.00	0.00	266.64	500.00
9339339	20227510	COPY MACHINE LEASE	2,740.00	3,220.21	3,000.00	3,211.46	3,300.00
9339339	20227504	MISCELLANEOUS					5,000.00
9339339	20229100	OTHER EQUIPMENT MAINTENANCE SERV	0.00	0.00	0.00	0.00	2,000.00
9339339	20229200	OTHER EQUIPMENT MAINTENANCE SUPP	0.00	0.00	0.00	0.00	1,500.00
9339339	20231400	CLOTHING/PERSONAL SUPPLIES	552.00	819.86	600.00	39.57	100.00
9339339	20232200	CUSTODIAL SUPPLIES	6,292.00	6,349.25	6,500.00	7,000.00	5,000.00
9339339	20244300	MEDICAL SERVICE	0.00	329.00	0.00	52.00	0.00
9339339	20244400	MEDICAL SUPPLIES	109.00	0.00	0.00	0.00	350.00

EXPENDITURE DETAIL SCHEDULE - FY 2020-21 PRELIMINARY BUDGET

SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	Final Expenses FY 17 - 18	Final Expenses FY 18-19	Adopted Budget FY 19-20	Projected Budget FY 19-20	Preliminary Budget FY 20-21
9339339	20250700	ASSESSMENT/COLLECTIONS SERVICES	7,559.00	7,370.52	7,600.00	7,520.28	7,600.00
9339339	25210000	TEMPORARY SERVICES	0.00	0.00	15,000.00	9,146.00	0.00
9339339	20253100	LEGAL SERVICES	14,807.00	3,158.18	4,000.00	10,500.00	6,500.00
9339339	20255100	PLANNING SERVICES	0.00	0.00	0.00	0.00	0.00
9339339	20257100	SECURITY SERVICES	16,775.00	13,585.00	22,800.00	26,840.00	23,725.00
9339339	20258200	PUBLIC RELATIONS SERVICES	549.00	300.64	2,000.00	311.01	5,000.00
9339339	20259100	OTHER PROFESSIONAL SERVICES	11,970.00	9,417.48	28,508.28	22,000.00	5,000.00
9339339	20281100	DATA PROCESSING SERVICES	2,500.00	3,296.29	3,500.00	792.05	3,000.00
9339339	20281201	HARDWARE	2,282.00	0.00	0.00	0.00	0.00
9339339	20281265	APPLICATION SOFTWARE MAINT LICENSE	3,577.00	3,131.57	3,500.00	2,870.00	3,000.00
9339339	20281700	ELECTION SERVICES	0.00	2,008.00	0.00	0.00	13,500.00
9339339	20281900	REGISTRATION SERVICES	0.00	0.00	0.00	0.00	0.00
9339339	20283102	MILEAGE	0.00	0.00	0.00	0.00	0.00
9339339	20285100	RECREATIONAL SERVICES	19,491.00	18,683.31	22,000.00	17,785.18	0.00
9339339	20285200	RECREATIONAL SUPPLIES	3,087.00	2,791.04	3,000.00	2,474.03	2,000.00
9339339	20285300	RECREATIONAL SUPPLIES (P-S)	14,056.00	20,545.72	27,077.00	11,576.77	0.00
9339339	20289800	OTHER OPERATING EXPENSE - SUPPLIES					1,500.00
9339339	20289900	OTHER OPERATING EXPENSE - SERVICE **	2,238.00	0.00	12,000.00	0.00	3,000.00
9339339	20291300	AUDITOR/CONTROLLER SERVICES	5,495.00	5,495.00	5,500.00	5,495.00	5,500.00
9339339	20291500	COMPASS COSTS	919.00	919.45	1,000.00	919.45	1,000.00
9339339	20291700	GENERAL SERVICES ALARM SERVICES	1,315.00	1,434.52	1,500.00	1,441.00	1,500.00

EXPENDITURE DETAIL SCHEDULE - FY 2020-21 PRELIMINARY BUDGET

SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	Final Expenses FY 17 - 18	Final Expenses FY 18-19	Adopted Budget FY 19-20	Projected Budget FY 19- 20	Preliminary Budget FY 20-21
9339339	20298700	GS TELEPHONE SERVICES	3,810.00	3,793.21	4,006.00	3,782.52	4,000.00
9339339	20298701	CELL PHONES	1,544.00	1,573.19	1,600.00	1,528.80	1,600.00
9339339	20299909	EXPENDITURE REIMBURSEMENTS	20,498.00	30,727.17	20,000.00	2,268.21	15,000.00
Object 20			270,284.00	273,007.44	329,485.28	265,013.08	270,996.00
9339339	30321000	INTEREST EXPENSE	7,588.00	12,154.73	12,278.00	10,608.79	9,688.00
9339339	30323000	LEASE OBLIGATION RETIREMENT	14,600.00	25,600.00	25,600.00	26,700.00	27,900.00
9339339	30345000	TAX/LICENSES/ASSESSMENTS	704.00	703.64	704.00	703.64	704.00
Object 30			22,892.00	38,458.37	38,582.00	38,012.43	38,292.00
9339339	42420100	BUILDINGS	0.00	31,921.76	60,399.00	60,399.00	0.00
9339339	42420110	LEASEHOLD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
9339339	42420200	STRUCTURES	0.00	0.00	0.00	0.00	0.00
Object 42			0.00	31,921.76	60,399.00	60,399.00	0.00

EXPENDITURE DETAIL SCHEDULE - FY 2020-21 PRELIMINARY BUDGET

SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	Final Expenses FY 17 - 18	Final Expenses FY 18-19	Adopted Budget FY 19-20	Projected Budget FY 19- 20	Preliminary Budget FY 20-21
9339339	45450300	INFRASTRUCTURE-SD-NON-RECON	0.00	0.00	0.00	0	0.00
Object 45			0.00	0.00	0.00	0	0.00
9349339	46460300	OTHER INTANGIBLE ASSET-SPEC DIST	0.00	0.00	0.00	0	0.00
Object 43			0.00	0.00	0.00	0	0.00
9339339	79790100	CONTINGENCY APPR	65,000.00	38,000.00	40,000.00	0	24,136.00
Object 79			65,000.00	38,000.00	40,000.00	0.00	24,136.00
Reserve Fund Balance Increase			0.00	0.00	10,000.00	10,000.00	0.00
FUND CENTER 9339339 total expenditures			826,658.00	832,939.18	979,959.28	805,602.51	911,099.72

MEETING DATE: June 18, 2020**ITEM # 7 a**

SUBJECT: Budget Discussion on the FY 20-21 339 D Project Budget**RECOMMENDATION:** Discuss the staff proposal for the Hamilton Street Park new Restroom project and paths of travel/parking required.

Initiated or requested by

Report coordinator or prepared by:

 Board Staff

Stephen Fraher, General Manager

 Other

Attachment: Yes No Information Direction Action

Background: Receive and discuss the proposed 339 D Budget to fund the site planning and layout for a new restroom structure and accessible paths of travel and parking at Hamilton Street Park. The funds when approved will allow for the hiring of an engineer and design firm to do the work. Funding will come from Impact Fees collected from new development in the District.

Alternatives:

- Other ideas proposed.

Analysis: The hold placed on the Prop. 68 Per Capita Funding by the State is the reason for this proposal. Building a new restroom structure at Hamilton Street Park and placing it in a centrally located spot will increase the use and capacity of the park and is an allowable use of Impact Fees. County Building Standards requires that a minimum of ten percent of the total project cost be committed to making accessibility requirements, this allows for some of the ADA access issues to be addressed at the same time.

Staff has consulted with an outside engineering firm for the site assessment, utility assessment and accessible parking/path of travel layout alignment. This dollar figure is reflected in the requested budget amount.

When the site selection is complete and construction costs developed, then a new proposal will be presented to move forward using the design documents for the work to be done. This will require Board approval and a budget amendment to fund the construction at some point in the future. Adoption of this budget will direct staff to develop a Request for Proposals to be submitted to perform this work on behalf of the Arcade Creek Recreation and Park District.

Budget/Cost Impact: \$45,000.00 from Impact Fees**Attachment(s):**

- In-house FY 20-21 Preliminary 339 D Budget worksheets

FY 18-19 Preliminary Budget Workbook for 339 D

<u>Fund</u>	<u>Available Funds in 339 D Revenue Lines</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>Notes on how the fund use can be used</u>
339-C	ADA RESTRICTED FUND	450.25	2,627.00	3,129.25		ADA upgrades
339-I	IMPACT FEES FROM DEVELOPMENT	103,155.22	140,269.00	574,885.72		New facilities only
088-H	IN LIEU FEES (QUIMBY ACT)	584.66	677.00	1,135.66		Maint., upgrades & new facilities
	STATE-FED GRANTS			200,000.00		Anticipated Revenue from Per Capita Funding
339-A	GENERAL FUND TRANSFER	0.00	0.00	0.00		
	Total Funds available	104,190.13	143,573.00	779,150.63		

<u>Source Fund</u>	<u>Fund sources for 339 D Budget</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	
339-C	ADA RESTRICTED FUND					ADA upgrades
339-I	IMPACT FEES FROM DEVELOPMENT				45,000.00	
088-H	IN LIEU FEES (QUIMBY ACT)					Maint., upgrades & new facilities
	STATE-FED GRANTS (Bridge Proj.)			20,000.00		
	STATE-FED GRANTS (per capita)			200,000.00		
339-A	GENERAL FUND TRANSFER	10,000.00				Funds dedicated from 339-A
97979000	ADA RESTRICTED FUND	2,000.00		2,000.00		
	IMPACT FEES FROM DEVELOPMENT	105,713.00	107,000.00	500,000.00		New facilities only
	IN LIEU FEES (QUIMBY ACT)	10,000.00		0.00		
	Sacramento Parks Foundation (donations)	5,000.00	12,500.00	7,000.00		
	Other agency contributions	59,169.54	462,500.00	0.00		
	Fund Balance Forward and available		70,507.00	96,150.78		
	Total Funds Available	191,882.54	652,507.00	825,150.78	45,000.00	

<u>Account</u>	<u>Line Item</u>	<u>Expense Description</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	
9339343	42420100	Buildings (Repair & ADA)	9,432.39	0.00	330,000.00		HSP RR renovation , new dog park area, new paths, and new GPA
	42420110	Leasehold Improvements (Oakdale)	1,616.25	0.00			
	42420200	Structures (ACP Park Improvement Proj)	42,272.43	65,764.43	125,000.00		
		Object 42 Total	53,321.07	65,764.43	455,000.00	0.00	
	43430300	Equipment-SD (New Play Equipment)			125,000.00		
		Object 43 Total			125,000.00	0.00	
	45450030	Infrastructure-(Park Trails)		0.00	0.00		Planning and site design for new RR at HSP
	45450300	Infrastructure (Bridge Project)	15,736.36	490,084.79	20,000.00		
		Object 45 Total	15,736.36	490,084.79	20,000.00	0.00	
	46460300	Other Intangibles (HSP new RR & access paths)	40,798.01	0.00	0.00	45,000.00	
	46461300	Intangibles	12,063.62	0.00	0.00		
		Object 46 Total	52,861.63	0.00	0.00	45,000.00	

	79790100	Appropriation for Contingencies		0.00	0.00	
		Fund Center 9339343	121,919.06	555,849.22	600,000.00	45,000.00
		Fund Total 339-D	121,919.06	555,849.22	600,000.00	45,000.00
		District Total provided by Sac County				

Contingency costs if needed

MEETING DATE: June 18, 2020

ITEM # 7 b

SUBJECT: Adopt Board Resolution 2020-07 approving the Fiscal Year 20-21 Preliminary 339 D Budget.

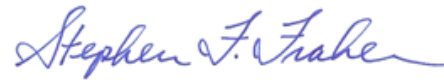
RECOMMENDATION: Adopt the Resolution 2020-07 and authorize staff to submit the Preliminary Budget for FY 2020-21 to Sacramento County Department of Finance and to develop an RFP process for design services.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: The proposed 339 D Budget provides funding for site design and layout services for a new public restroom facility in Hamilton Street Park and the associated Accessible paths of travel and parking required by Code.

Alternatives:

- None a Preliminary budget is required to be submitted as an operating place holder for District operations funding until the Final Budget is approved in August.

Analysis: the total Project Budget is \$45,000.00 for the design services proposed. This information will then be used to construct the project at the appropriate time and with the appropriate process.

Budget/Cost Impact: \$45,000.00

Attachment(s):

- Resolution 2020-07 and accompanying budget sheets for submittal to the County.



BOARD OF DIRECTORS
County of Sacramento, State of California
RESOLUTION 2020-07
ADOPTING the PRELIMINARY BUDGET for FUND 339-D

WHEREAS, hearings have been ended during which time all additions and deletions to the PRELIMINARY BUDGET for FISCAL YEAR 2020-21 for FUND 339-D were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Board Policy 1090 regarding the Budget Preparation of the Preliminary Budget for the Fiscal Year 2020-21 for Fund 339-D be and is hereby adopted in accordance with the following:

1. Salaries and employee benefits	\$ 0.00
2. Services and Supplies	\$ 0.00
3. Other Charges	\$ 45,000.00
4. Fixed Assets	
a. Land	\$ 0.00
b. Structures and Improvements	\$ 0.00
c. Equipment	\$ 0.00
5. Expenditure Transfers	\$ 0.00
6. Contingencies	\$ 0.00
7. Provision for reserve increases	\$ 0.00
TOTAL BUDGET REQUIREMENTS	\$ 45,000.00

BE IT FURTHER RESOLVED that means of financing the expenditures program will be by monies derived from Revenue to Accrue, Fund Balance Available, and Property Taxes.

BE IT FURTHER RESOLVED that the Preliminary Budget be and hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

ATTACHMENTS: Financing Requirements Summary Schedule, Expenditure Detail Sheet, Revenue Detail Sheet and the Appropriations Limit Sheet.

PASSED AND ADOPTED by the Arcade Creek Recreation and Park District Board of Directors, the County of Sacramento, State of California by the following vote, to wit on June 18, 2020.

AYES:
NOES:
ABSENT:

Chairperson, Board of Directors

ATTEST: _____
Secretary Board of Directors

FISCAL YEAR 2020-21 PRELIMINARY BUDGET for 339D

FINANCING REQUIREMENTS SCHEDULE FOR FUND 339 D ARCADE CREEK RECREATION AND PARK DISTRICT PROJECT ACCOUNT

<u>APPROPRIATIONS BY OBJECT OF EXPENDITURE</u>	<u>MEANS OF FINANCING THE BUDGET REQUIREMENTS</u>			
<u>OBJECT 10 - SALARIES AND EMPLOYEE BENEFITS</u>	\$ -	<u>ESTIMATED REVENUE</u>	\$ 45,000	
<u>OBJECT 20 - SERVICES AND SUPPLIES</u>	\$ -	<u>RESERVES TO BE DECREASED</u>		
<u>OBJECT 30 - OTHER FINANCING USES</u>		<u>GENERAL RESERVES DECREASE</u>	-	
<u>LOAN AND LEASE REPAYMENTS</u>		<u>ENCUMBRANCE DECREASE</u>	-	
<u>INTEREST AND PRINCIPAL</u>	\$ -	<u>OTHER RESERVE DECREASE</u>		
<u>TAXES/LICENSES/ASSESSMENTS</u>				
<u>JUDGEMENTS/DAMAGES</u>	-			
<u>TOTAL OBJECT 30 - OTHER FINANCING USES</u>	\$ -	<u>TOTAL RESERVES TO BE DECREASED</u>	-	
<u>OBJECT 40 - FIXED ASSETS</u>		<u>FUND BALANCE AVAILABLE DECREASE</u>	-	
<u>OBJECT 41 - LAND ACQUISITION</u>		<u>ESTIMATED LONG-TERM LOAN PROCEEDS</u>		
<u>OBJECT 42 - STRUCTURES AND IMPROVEMENTS</u>	-	<u>TOTAL AVAILABLE FINANCING</u>	\$ 45,000	
<u>OBJECT 43 - EQUIPMENT</u>	-			
<u>OBJECT 44 - COMPUTER SOFTWARE</u>	\$			
<u>OBJECT 45 - INFRASTRUCTURE</u>	\$ -			
<u>OBJECT 46 - INTANGIBLES</u>	\$45,000			
<u>TOTAL OBJECT 40 - FIXED ASSETS</u>	\$ 45,000			
<u>OBJECT 50 - FUNDS TRANSFERS OUT</u>	\$ -	<u>FUND EQUITY SCHEDULE</u>	<u>EST. BALANCE</u>	<u>ADJUSTED FUND</u>
<u>OBJECT 59 - FUNDS TRANSFERS IN</u>		<u>RESERVES</u>	<u>AS OF 07/01/18</u>	<u>INCREASES</u>
<u>OBJECT 60 - INTRAFUND TRANSFERS IN OR OUT</u>	-	<u>GENERAL</u>		<u>DECREASES</u>
<u>OBJECT 79 - APPROPRIATIONS FOR CONTINGENCIES</u>	-	<u>ENCUMBRANCE</u>		<u>BALANCE</u>
<u>OBJECT 80 - OTHER COMMODITIES</u>	-	<u>OTHER</u>		
<u>PROVISIONS FOR RESERVE INCREASES</u>		<u>FUND BALANCE AVAILABLE</u>		
<u>GENERAL RESERVES</u>		<u>TOTALS</u>	\$ -	\$ -
<u>OTHER RESERVES</u>	-		\$ -	\$ -
<u>TOTAL BUDGETARY REQUIREMENT</u>	45,000	<u>APPROPRIATIONS LIMIT</u>	\$ -	
<u>TOTAL DIFFERENCE:</u>		<u>APPROPRIATIONS SUBJECT TO LIMIT</u>	-	
\$ 90,000		<u>OVER/UNDER LIMIT</u>	\$ -	

REVENUE DETAIL SCHEDULE - FY 2020-21 PRELIMINARY BUDGET
SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	FINAL for FY 2017-18	Final for FY 2018-19	Final Budget FY 2019-20	Preliminary Budget FY 2020-21
FUND	339 D	ARCADE CREEK RECREATION AND PARK DISTRICT				
9339343	79790100	CONTINGENCY APPR	0	0	0	0.00
			0	0	0	0.00
9339343	94941000	INTEREST INCOME	0	0	0	0.00
9339343	94941105	Contributions Special Dist (SPF/Donations/Etc)	0	0	0	0.00
9339343	94942900	BLDG RENTAL OTHER	0	0	0	0.00
		Object 94	0	0	0	0.00
9339343	95952900	In Lieu Taxes - (339-I)	0		0	(1,186.66)
9339343	95956300	STATE-FED GRANTS (Dist Proj/Bridge Proj)		(475,000)	(20,000)	0.00
"	"	STATE-FED GRANTS (Dist Proj/Per Capita Funds)			(200,000)	0.00
9339343	95956900	STATE AID OTHER MISC PROG (339I-Impact Fees)	(110,713)	(107,000)	(380,000)	(45,000.00)
9339343	95956910	STATE MATCH (Umpqua Line of Credit)		0	0	0.00
		Object 95	(110,713)	(582,000)	(600,000)	(46,186.66)
		Object 96	0	0	0	0.00
		Object 97	0	0	0	0.00
		FUND CENTER 9339343	(110,713)	(582,000)	(600,000)	(46,186.66)
		FUND TOTAL 339 D	(110,713)	(582,000)	(600,000)	(46,186.66)
		DISTRICT TOTAL (supplied by County)				

**EXPENDITURE DETAIL SCHEDULE - FY 20120-21 PRELIMINARY BUDGET for 339 D
SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT**

Fund Center	Commitment Item	Description	Actual for FY 17-18	Actual for FY 2018-19	Final FY 2019-20	Final FY 2020-21
FUND 339 D ARCADE CREEK RECREATION AND PARK DISTRICT						
9339343	20289900	OTHER OPERATING EXPENSE - SERVICE	0	0	0	0.00
		Object 20	0	0	0	0.00
9339343	30321000	INTEREST EXPENSE	0	0	0	0.00
9339343	30322000	BOND/LOAN REDEMPTION	0	0	0	0.00
		Object 30	0	0	0	0.00
9339343	42420100	BUILDINGS (REPAIR & ADA @ HSP)	9,432	25,000	330,000	0.00
9339343	42420110	LEASEHOLD IMP (OAKDALE PARK)	1,616	0	0	0.00
9339343	42420200	STRUCTURES (ACP Park Improvements)	42,272	55,000	103,027	0.00
		Object 42	53,320	80,000	433,027	0.00
9339343	43430300	EQUIPMENT -SD - NON-RECON (New Play Equip)	0	0	125,000	0.00
		Object 43	0	0	125,000	0.00
9339343	44440300	COMPUTER SOFTWARE	0	0	0	0.00
		Object 44	0	0	0	0.00
9339343	45450300	INFRASTRUCTURE (BRIDGE PROJECT)	15,736	496,000	20,000	0.00
		Object 45	15,736	496,000	20,000	0.00
9339343	46460300	INTANGIBLES (HSP site plan & location)	40,798	76,000	0	45,000.00
9339343	46461300	INTANGIBLES	12,064	0	0	0.00
		Object 46	52,862	76,000	0	45,000.00
		FUND CENTER 9339343	121,918	652,000	578,027	45,000.00
		FUND TOTAL 339 D	121,918	652,000	578,027	45,000.00

MEETING DATE: June 18, 2020

ITEM # 7 c

SUBJECT: Approve a contract with the Fulton El Camino Recreation and Park District for Park Police Services in FY 2020-21

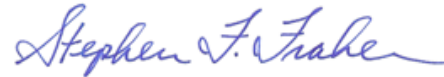
RECOMMENDATION: Approve the attached contract for Park Police services in FY 20-21

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: Arcade Creek Recreation and Park District has contracted with the FECRPD Park Police since 2016-17.

Alternatives:

- Not approve the contract and rely on the Sacramento County Sheriff's Department to respond to requests for assistance in the District's facilities.

Analysis: the proposed contract is at the rate of \$65.00/hour for patrol services. The contract is for 365 hours of service in the coming 12 months. Staff is working with the staff at FEC Park Police to develop a plan to use these funds prudently and allow for response to critical needs and issues without a concern of going over budget. This will appear with 3-4 days of patrol per week and then time for response to calls through 911 and the time taken for any arrests and bookings made from incidents on Arcade Creek RPD facilities.

Budget/Cost Impact: \$23,725.00

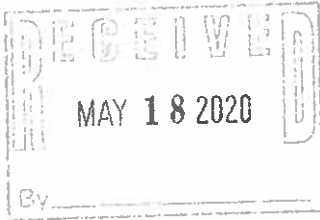
Attachment(s):

- Contract for Police Services for FY 2020-21.



Fulton-El Camino Park District Police Department

James R. Brown, CHIEF



May 14, 2020

To: General Managers
Contract Recreation and Park Districts

I hope this document finds all of you in good health and doing well. I have attached the 2020-21 Contract Order for each specific contract district. I was waiting for the insurance verification from CAPRI before sending this out, but I know we are all working on budgets and revised budgets, so I felt it was paramount I get these out to you sooner rather than later. I will have Sergeant Magaziner forward the insurance verification for the Fulton-El Camino Rec & Park District as soon as CAPRI provides it via email. This is in reference to pages (11-14) of the attached agreements.

As a result of most personnel working from home, we elected to mail the documents rather than attempt hand delivery service.

Please review the attached documents, sign them and return the original to us. Please do not forget to make a copy for your records prior to returning the contract orders. I will need all documents returned by June 1st if possible. If you would like an officer to stop by and retrieve the signed Contract Order, please submit this request via email to Sergeant Magaziner.

If you see minor correction which are needed, please scan the corrections to me and I will address each correction on a case by case basis. Once the correction is made, I will return the document via email. Please be sure to hang on to the signature page, so you can include it with the corrected copy on your end.

If you have any questions, concerns or comments, please do not hesitate in reaching out to Sgt. Magaziner or myself. We are here to help.

Respectfully,

James R. Brown
Chief of Police
jbrown@fecrpd.com
Cell: (916) 602-9036

Fulton-El Camino Park District Police Department
James R. Brown, CHIEF



Contract Order

June 1, 2020

To: District Administrator

From: James R. Brown, Chief

Subject: **Contract Order 2020-21 Arcade Creek Rec & Park District Contract Services**

This agreement is made and entered into as of July 1st, 2020, by and between the Arcade Creek Recreation and Park District, a political subdivision of the State of California formed pursuant to Public Resources Code Section 5780, et seq, hereinafter referred to as "ACRPD" and the Fulton-El Camino Recreation and Park District, political subdivision of the State of California formed pursuant to Public Resources Code Section 5780, et seq, hereinafter referred to as "FECRPD".

I. STANDING SERVICES

ACRPD contracts for police patrol services at an average of seven (7) hours a week through June 30, 2021. ACRPD expects these hours to be spread over several days a week, using more hours in spring and summer and less in the fall and winter. Park Police supervision will incorporate these hours into varied patrol shifts throughout the year based on needs and requests. Officers scheduled to provide services to ACRPD will incorporate patrol coverage of ACRPD properties and events into their daily shifts. Patrol at ACRPD is to be done in the uniform of the day, as prescribed by the Watch Commander, and use a marked police vehicle unless otherwise directed for a special assignment.

The focus of services for ACRPD will be to discourage violations of park regulations, disorderly conduct, and criminal activity through the issuance of warnings, citations and the making of arrests when necessary. Officers of this department will utilize the tools at their discretion to change the behavior of those who are violating county, state or federal ordinances laws and ordinances. Some tools are, but not limited to, in-custody arrests, citations and providing an individual with resource information to assist in resolving the root cause of any problem. ACRPD wants a specific focus on after hour activity at Hamilton Street Park and along Arcade Creek.

FECRPD Officers will track the time spent on ACRPD patrol and in court via their time sheets separate from other activities. Officers who spend more than the allotted time on an ACRPD

event will contact their supervisor and advise them of the reason for the additional time, so future service hours can be adjusted.

Calls for Service-

Should officers become aware of a pending call for service in ACRPD during a time period that patrol coverage is not scheduled, the officers may respond to the call for service if the call fits the following criteria:

- A. The call is a priority 5 or higher
- B. The available officer is within a 20 minute response time
- C. The type of call is such; the likelihood the reported activity will still be occurring when FECPD officers arrive is high
- D. Insufficient personnel with the Sacramento Sheriff's Office are already responding

Only upon supervisor approval should an officer respond to a pending call for service in ACRPD that falls outside the above listed criteria.

Officers that respond to calls for service outside scheduled ACRPD hours must notify their supervisor before the end of their shift, so future service hours can be modified to compensate for the response. This information should be forwarded to the scheduling sergeant.

II. TERM

This agreement shall be effective and commence as of the date first written above and shall continue in full force and effect until terminated by one of the parties pursuant to paragraph XXI herein.

III. NOTICE

Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

To: ACRPD

Administrator, ACRPD
3344 Mission Avenue
Carmichael, CA 95608

To: FECPD

General Manager, FECPD
2201 Cottage Way
Sacramento, CA 95825

Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt.

IV. COMPLIANCE WITH LAWS

FECRPD and ACRPD shall observe and comply with all applicable Federal, State, and local regulations and ordinances.

V. GOVERNING LAWS AND JURISDICTION

This Agreement shall be deemed to have been executed and to be performed within the State of California and shall be construed and governed by the laws of the State of California. Any legal proceedings arising out of or relating to this Agreement shall be brought in Sacramento County, California.

VI. LICENSES AND PERMITS

- a. FECRPD and its personnel shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Sacramento and all other appropriate governmental agencies related to Park Police. Failure to maintain the licenses, permits, certificates and credentials by FECRPD to provide services under this Agreement shall be deemed a material breach of this Agreement and constitute grounds for termination by ACRPD.
- b. FECRPD further certifies to ACRPD that it and its principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. FECRPD certifies that it shall not contract with any Subcontractor that is so debarred or suspended.

VII. PERFORMANCE STANDARDS

FECRPD shall perform its services under this Agreement in accordance with the industry and/or professional standards applicable to FECRPD services.

VIII. STATUS OF CONTRACTOR

- A. It is understood and agreed that FECRPD, including its employees, is an independent contractor and that no relationship of employer-employee exists between the parties hereto. FECRPD's assigned personnel shall not be entitled to any benefits payable to employees of ACRPD. ACRPD is not required to make any deductions or withholdings from the compensation payable to FECRPD under the provision of this Agreement, and as an independent contractor. FECRPD hereby indemnifies and holds ACRPD harmless from any and all claims that may be made against ACRPD based upon any contentions by any third party that an employer-employee relationship exists by reason of this Agreement.
- B. It is further understood and agreed by the parties hereto that FECRPD in the performance of its obligation here under is subject to the control of direction of ACRPD as to, only, the designation of tasks to be performed. ACRPD has no authority or control over FECRPD as to the means, methods, or sequence used to perform the designated tasks. ACRPD has no

authority to supervise the means, methods, or sequences used by FECRPD in performing the designated tasks. ACRPD has no authority or responsibility to train FECRPD employees on how to properly perform the designated tasks.

- C. If, in the performance of this Agreement, any third persons are employed by FECRPD, such person shall be entirely and exclusively under the direction, supervision, and control of FECRPD. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging, or any other terms of employment or requirements of law, shall be determined by FECRPD, and ACRPD shall have no right or authority over such persons or the terms of such employment.
- D. It is further understood and agreed that as an independent contractor and not an employee of ACRPD, neither FECRPD nor their assigned personnel shall have any entitlement as a ACRPD employee, right to act on behalf of ACRPD in any capacity whatsoever as agent, nor to bind ACRPD to any obligation whatsoever, FECRPD and their assigned personnel shall not be covered by worker's compensation; nor shall FECRPD or their assigned personnel be entitled to compensated sick leave, vacation leave, retirement entitlement, participation in group health, dental, life and other insurance programs, or entitled to other fringe benefits payable by ACRPD to employees of ACRPD.
- E. It is further understood and agreed that FECRPD must issue W-2 and 941 Forms for income and employment tax purposes, for all of FECRPD's assigned personnel under the terms and conditions of this Agreement.

COMPLIANCE WITH CHILD, FAMILY AND SPOUSAL SUPPORT REPORTING OBLIGATIONS

- A. CONTRACTOR's failure to comply with state and federal child, family and spousal support reporting requirements regarding a contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Agreement.
- B. CONTRACTOR's failure to cure such default within 90 days of notice by COUNTY shall be grounds for termination of this Agreement.

IX. BENEFITS WAIVER

FECRPD acknowledges and agree FECRPD is not entitled to receive the following benefits and or compensation from ACRPD: medical, dental, vision and retirement benefits, life and disability insurance, sick leave, bereavement leave, jury duty leave, parental leave, or any other similar benefits or compensation otherwise provided to permanent civil service employees pursuant to the County Charter, the County Code, the Civil Service Rules, the Sacramento county Employees' Retirement System and/or any and all memoranda of understanding between ACRPD and its employee organizations. Should FECRPD or any employee or agent of FECRPD seeks to obtain such benefits from ACRPD, FECRPD agrees to indemnify and hold harmless ACRPD from any and all claims that may be made against ACRPD for such benefits.

X. CONFLICT OF INTEREST

FECRPD and their officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property or source of income which could be financially effected by or otherwise conflict in any manner or degree with the performance of services required under this Agreement.

XI. NONDISCRIMINATION IN EMPLOYEMENT, SERVICES, BENEFITS AND FACILITIES

- A. FECRPD agrees and assumes ACRPD and any subcontractors shall comply with all applicable federal, state and local anti-discrimination laws, regulations, and ordinances and to not unlawfully discriminate, harass, or allow harassment against any employee, applicant for employment, employee or agent of ACRPD, or recipient of services contemplated to be provided or provided under this Agreement, because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age (over 40), medical condition, or physical or mental disability. FECRPD shall ensure that the evaluations and treatment of its employees and applicants for the employment the treatment of ACRPD employees and agents, and recipients of services are free from such discrimination and harassment.
- B. FECRPD represents that it is in compliance with and agrees that it will continue to comply with all equal employment laws including, but not limited to Title VII of the Civil Rights Act of 1964 (42 USC 2000 et seq.) the Americans with Disabilities ACT of 1990 (42 U.S.C. 12101 et seq.), the Fair Employment and Housing Act (Government Code 12900 et seq.), and regulations and guidelines issued pursuant thereto.
- C. FECRPD agrees to compile data, maintain records and submit to permit effective enforcement of all applicable antidiscrimination laws and this provision.
- D. FECRPD shall include this nondiscrimination provision in all subcontracts related to this Agreement.

XII. INDEMNIFICATION

To the fullest extent permitted by law, FECRPD shall indemnify, defend, and hold harmless ACRPD and the County of Sacramento, their governing Boards, officers, directors, officials, employees, and authorized volunteers and agents, (individually "Indemnified Party" and collectively "Indemnified Parties"), from and against any and all claims, demands, actions, losses, liabilities, damages, and all expenses and costs incidental thereto (collectively "Claims"), including cost of defense, settlement, arbitration, expert fees, and reasonable attorneys' fees, resulting from injuries to or death of any person, including employees of either party hereto, and damage to or destruction of any property, or loss of use or reduction in value thereof, including the property of either party hereto, and recovery of monetary losses incurred by the Indemnified Parties directly attributable to the performance of FECRPD, arising out of, pertaining to, or

resulting from the acts or omissions of FECRPD, its officers, employees, or agents, or the acts or omissions of anyone else directly or indirectly acting on behalf of FECRPD, or for which FECRPD is legally liable under law except only such injury, death, or damage, to the extent it is caused by the negligence of an Indemnified Party. FECRPD shall not be liable for Claims caused by the sole negligence or willful misconduct of an Indemnified Party.

The provisions contained herein include any violation of applicable law, ordinance, regulation or rule, including where the claim, loss, damage, charge or expense was caused by deliberate, willful, or criminal acts of FECRPD or any of its agents, officers, employees, or volunteers in its or their performance hereunder.

The right to defense and indemnity under this Section arises upon occurrence of an event giving rise to a Claim and, thereafter, upon tender in writing to FECRPD. FECRPD shall defend the Indemnified Parties with counsel reasonably acceptable to Indemnified Parties. Notwithstanding the foregoing, the Indemnified Parties shall be entitled, on their own behalf, and at the expense of FECRPD, to assume control of their defense or the defense of an Indemnified Party in any legal action, with counsel reasonably selected by the Indemnified Parties. Should the Indemnified Parties elect to initially assume control of their defense, or the defense of any Indemnified Party, they do so without prejudice to their right to subsequently request that FECRPD thereafter assume control of the defense and pay all reasonable attorneys' fees and costs incurred thereby.

This indemnity shall not be limited by the types and amounts of insurance or self-insurance maintained by the Contractor or the Contractor's Subcontractors.

Nothing in this Indemnity shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party.

The provisions of this Indemnity shall survive the expiration or termination of the Agreement.

XIII. INSURANCE

Without limiting FECRPD's indemnification, they shall maintain in force at all times during the term of this Agreement and any extensions or modification thereto, insurance as specified in Exhibit A. It is the responsibility of FECRPD to notify its insurance advisor or insurance carries regarding coverage, limits, forms and other insurance requirements specified in Exhibit A. It is understood and agreed that ACRPD shall not pay any sum to FECRPD under this agreement unless and until ACRPD is satisfied, by receipt of a copy of the policy or Certificate of Insurance, that all insurance required by this Agreement are in force at the time services hereunder are rendered.. Failure to maintain insurance as required in this Agreement may be grounds for material breach of this Agreement.

XIV. COMPENSATION AND PAYMENT OF INVOICES LIMITATIONS

A. Compensation under this Agreement is as follows:

1. ACRPD agrees to compensate FECRPD for all Park Police hours necessary to respond to and resolve calls for law enforcement services requested by ACRPD and/or the general public, at the rate of \$65.00 per hour, per Park Police Officer, including their use of a police vehicle.
 2. In the case of "Special or Rental Events", a patrol vehicle will be included with one and/or two officers. The rate charged will be \$70.00 per hour, per officer.
- B. Invoices shall be submitted to ACRPD no later than the fifteenth (15th) day of each month following the invoice period and ACRPD shall pay FECRPD within thirty (30) days after receipt of an appropriate and correct invoice.
- C. FECRPD shall maintain for four (4) years following termination of this agreement full and complete documentation of all services and expenditures associated with performing the services covered under this Agreement. Expense documentation shall include: time sheets or payroll records for each employee; receipts for supplies; applicable subcontract expenditures; and, applicable overhead and indirect expenditures.
- D. In the event FECRPD fails to comply with any provisions of this Agreement, ACRPD may withhold payment until such non-compliance has been corrected.

XV. SUBCONTRACTS ASSIGNMENT

- A. FECRPD shall obtain prior written approval from ACRPD before subcontracting any of the services delivered under this agreement. FECRPD remains legally responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions of this Agreement. FECRPD shall be held responsible by ACRPD for the performance of any subcontractor whether approved by ACRPD or not. Failure to obtain the prior written approval from ACRPD prior to subcontracting any of the services required under this Agreement shall be considered a material breach of this Agreement.
- B. This Agreement is not assignable by FECRPD in whole or in part, without the prior written consent of ACRPD.

XVI. AMENDMENT AND WAIVER

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder.

No interpretation of any provision of this Agreement shall be binding upon ACRPD unless agreed in writing by ACRPD's Administrator and counsel for ACRPD.

XVII. SUCCESSORS

This Agreement shall bind the successors of ACRPD and FECRPD in the same manner as if they were expressly named.

XVIII. TIME

Time is of the essence of this Agreement.

XIX. INTERPRATION

This Agreement shall be deemed to have been prepared equally by both of the parties, and the Agreement, and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

XX. DISPUTES

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between them-selves. Pending resolution of any such dispute, FECRPD shall continue without delay to carry out all its responsibilities under this Agreement unless the Agreement is otherwise terminated in accordance with the Termination provisions herein. ACRPD shall not be required to make payments for any services that are the subject of this dispute resolution process until such dispute has been mutually resolved by the parties. If the dispute cannot be resolved within 15 calendar days of initiating such negotiations or such other time period as may be mutually agreed to by the parties in writing, either party may pursue its available legal and equitable remedies, pursuant to the laws of the State of California. Nothing in this Agreement or provision shall constitute a waiver of any of the government claim filing requirements set forth in Title 1, Division 3.6, of the California Government Code or as otherwise set forth in local, state and federal law.

XXI. TERMINATION

- A. Either party may terminate this Agreement without cause upon forty-five (45) days written notice to the other party. Notice shall be deemed served on the date of receipt.
- B. ACRPD may terminate this Agreement for cause immediately upon giving written notice to FECRPD should FECRPD materially fail to perform any of the covenants contained in this Agreement in any time or manner specified.
- C. FECRPD shall not incur any expenses under this Agreement after notice of termination and shall cancel any outstanding expenses' obligations to a third party that FECRPD can legally cancel.

REPORTS

CONTRACTOR shall, without additional compensation therefor, make fiscal, program evaluation, progress, and such other reports as may be reasonably required by DIRECTOR concerning CONTRACTOR's activities as they affect the contract duties and purposes herein. COUNTY shall explain procedures for reporting the required information.

XXII. AUDITS AND RECORDS

Upon ACRPD's request, ACRPD or its designee shall have the right at reasonable times and intervals to audit, at FECRPD's premises, FECRPD's financial and program records as ACRPD deems necessary to determine FECRPD's compliance with legal and contractual requirements and the correctness of claims submitted by FECRPD. FECRPD shall maintain such records for a period of four years following termination of the Agreement, and shall make them available for copying upon ACRPD's request at FECRPD expense. ACRPD shall have the right to withhold any payment under this Agreement until FECRPD has provided access to FECRPD's financial and program records related to this Agreement.

XXIII. PRIOR AGREEMENTS

This Agreement constitutes the entire contract between ACRPD and FECRPD regarding the subject matter of this Agreement. Any prior agreements, whether oral or written, between ACRPD and FECRPD regarding the subject matter of this Agreement are hereby terminated effective June 30, 2020 upon full execution of this Agreement.

SEVERABILITY

If any term or condition of this Agreement or the application thereof to any person(s) or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Agreement are declared severable.

FORCE MAJEURE

Neither CONTRACTOR nor COUNTY shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism, or other disasters, whether or not similar to the foregoing, and acts or omissions or failure to cooperate of the other party or third parties (except as otherwise specifically provided herein).

XXIV. SURVIVAL OF TERMS

All services performed and deliverables provided pursuant to this Agreement are subject to all of the terms, conditions, price discounts and rates set forth herein, notwithstanding the expiration of the initial term of this Agreement or any extension thereof. Further, the terms, conditions and warranties contained in this Agreement that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Agreement shall so survive.


XXV. DUPLICATE COUNTERPARTS

This Agreement may be executed in duplicate counterparts. The Agreement shall be deemed executed when it has been signed by both parties. Signatures scanned and transmitted electronically shall be deemed original signatures for purposes of this Agreement, with such scanned signatures having the same legal effect as original signatures. This Agreement may be executed through the use of an electronic signature and will be binding on each party as if it were physically executed.

XXVI. AUTHORITY TO EXECUTE

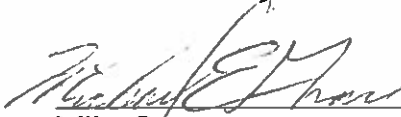
Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement for or on behalf of the parties to this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.



James R. Brown
Chief of Police

05/01/2020
Date



Mike Grace
FEC District Administrator

5/7/2020
Date

Stephen Fraher
ACRPD District Administrator

Date

Fulton-El Camino Park District Police Department Insurance Requirements

Without limiting FECRPD's indemnification, FECRPD shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the FECRPD, his agents, representatives or employees. ACRPD shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If in the opinion of the County's Risk Management Office the insurance provisions in these requirements do not provide adequate protection for ACRPD and for members of the public, ACRPD may require FECRPD to obtain insurance sufficient in coverage, form and amount to provide adequate protection. ACRPD's requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

Verification of Coverage

FECRPD shall furnish ACRPD with certificates evidencing coverage required below. **Copies of required endorsements must be attached to provide certificates.** ACRPD may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interests of ACRPD and the general public is adequately protected. All certificates or evidences of self-insurance are to be received and approved by ACRPD before performance commences. ACRPD reserves the right to require that FECRPD provide complete copies of any policy of insurance offered in compliance with these specifications. As an alternative to insurance certificates, FECRPD's insurer may voluntarily provide complete copies of all required insurance policies, including endorsements, affecting the coverage required by these specifications.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **GENERAL LIABILITY:** Insurance Services Office's Commercial General Liability occurrence coverage form CG 0001. Including, but not limited to Premises/Operations, Products/Completed Operations, and Personal & Advertising Injury, without exclusions or limitations unless approved by County Risk Management Office.
2. **AUTOMOBILE LIABILITY:** Insurance Services Office's Commercial Automobile Liability coverage form CA 0001, auto coverage symbol "1" (any auto). If there are no owned or leased vehicles, symbols 8 and 9 for non-owned and hired autos shall apply.
3. **WORKERS' COMPENSATION:** Statutory requirements of the State of California and Employer's Liability Insurance.
4. **UMBRELLA or Excess Liability** policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverage that at

least follows from over the underlying insurance requirements where necessary for Commercial General Liability, Automobile Liability, Employers' Liability, and any other liability coverage designated under the Minimum Scope of Insurance.

5. PROFESSIONAL LIABILITY or Errors and Omissions Liability insurance.

Minimum Limits of Insurance

FECRPD shall maintain limits no less than:

1. General Liability shall be on an Occurrence basis (as opposed to Claims Made basis). Minimum limits and structure shall be:

General Aggregate:	\$5,000,000
Products Comp/Op Aggregate:	\$5,000,000
Personal & Adv. Injury:	\$1,000,000
Each Occurrence:	\$5,000,000

2. Automobile Liability: \$2,000,000 Combined Single Limit per accident for bodily injury and property damage.
3. Workers' Compensation: Statutory.
4. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
5. Professional Liability or Errors and Omissions Liability: \$5,000,000 per claim and aggregate.

Deductibles and Self-Insured Retention

Any deductibles or self-insured retention must be declared to and accepted by ACRPD.

Claims Made Professional Liability Insurance

If professional liability coverage is written on a Claims Made form:

- a. The "Retro Date" must be shown, and must be on or before the date of the agreement or the beginning of Agreement performance by FECRPD.
- b. Insurance must be maintained and evidence of insurance must be provided for at least one (1) year after completion of the Agreement.
- c. If coverage is cancelled or non-renewed, and not replaced with another claims made policy form with a "Retro Date" prior to the contract effective date, FECRPD must purchase "extended reporting" coverage for a minimum of one (1) year after completion of the Agreement.

Other Insurance Provisions

The insurance policies required in this Agreement are to contain, or be endorsed to contain, as applicable, the following provisions:

1. **ADDITIONAL INSURED STATUS:** ACRPD and the County of Sacramento, their respective governing boards, officers, directors, employees and authorized agents and volunteers are to be endorsed as additional insureds as respects: liability arising out of activities performed by or on behalf of the FECRPD; products and completed operations of the FECRPD; premises owned, occupied or used by the FECRPD; or automobiles owned, leased, hired or borrowed by the FECRPD. The coverage shall contain no endorsed limitations on the scope of protection afforded to Regional San and the County of Sacramento, their respective governing boards, officers, directors, employees and authorized agents and volunteers. Applicable to General Liability and, Auto Liability Policies.

The additional insured endorsement to the general liability policy shall be provided by issuance of both ISO Form CG 2010 1001 and ISO Form CG 2037 1001 additional insured endorsements, or such other endorsement or coverage form as acceptable to the Risk Management Department.

2. **PRIMARY INSURANCE:** For any claims related to this agreement, the FECRPD's insurance coverage shall be endorsed to be primary insurance as respects ACRPD and the County of Sacramento, their respective governing boards, officers, directors, employees and authorized agents and volunteers. Any insurance or self-insurance maintained by ACRPD or the County of Sacramento, their respective governing boards, officers, directors, officials, employees, and authorized agents and volunteers shall be excess of the FECRPD's insurance and shall not contribute with it. This is applicable to General Liability and Auto Liability policies.
3. **FAILURE TO COMPLY:** Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to ACRPD and the County, their respective governing boards, officers, directors, officials, employees, agents or volunteers. Applies to policies in which ACRPD and the County are named as an additional insured.
4. **SEVERABILITY OF INTEREST:** FECRPD's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. This is applicable to General Liability and Auto Liability policies.
5. **MAINTENANCE OF INSURANCE COVERAGE:** The FECRPD shall maintain all insurance coverages in place at all times and provide Regional San with evidence of each policy's renewal within ten (10) days of its anniversary date. FECRPD is required by this Agreement to immediately notify Regional San if they receive a communication from their insurance carrier or agent that any required insurance is to be canceled, non-renewed, reduced in scope or limits or otherwise materially changed.

FECRPD shall provide evidence that such cancelled or non-renewed or otherwise materially changed insurance has been replaced or its cancellation notice withdrawn without any interruption in coverage scope or limits. Failure to maintain required insurance in force shall be

considered a material breach of the Agreement. Applicable to all policies.

6. **WORKERS' COMPENSATION WAIVER OF SUBROGATION:** The workers' compensation policy required hereunder shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against ACRPD and the County, their respective governing boards, officers, directors, employees and authorized agency and volunteers, which might arise by reason of payment under such policy in connection with performance under this Agreement by the FECRPD.

7. **PROFESSIONAL LIABILITY:**
PROFESSIONAL LIABILITY PROVISION: Any professional liability or errors and omissions policy required hereunder shall apply to any claims, losses, liabilities, or damages, demands, and actions arising out of or resulting from professional services provided under this Agreement.

ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII. The County Risk Manager may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of Regional San and the general public are adequately protected.

8. **SUBCONTRACTORS:** FECRPD shall require all subcontractors to maintain adequate insurance. Subcontractors shall name FECRPD as additional insured on their General Liability policies. FECRPD shall maintain copies of certificates of insurance and additional insured endorsements as provided by FECRPD's subcontractors. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

9. **NOTIFICATION OF CLAIM:** If any claim for damages is filed with FECRPD or if any lawsuit is instituted against FECRPD, that arise out of or are in any way connected with FECRPD's performance under this Agreement and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect ACRPD and County, FECRPD shall give prompt and timely notice thereof to ACRPD and County. Notice shall not be considered prompt and timely if not given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.