

Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING
THURSDAY JULY 16, 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 began on Monday July 13, 2020 at the County Board of Elections Office, and runs through Friday August 7, 2020 at 5:00 p.m. Three Board positions are up for election to a four-year term on the Board of Directors until December 2024.
4. **CLOSED SESSION (one item)**
 - a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (§ 54956.9(b)
Number of Cases: 1
 - b. Reconvene in Open Session and Report actions taken in Closed Session (if any).
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. June 18, 2020 Meeting Minutes
 - b. FY 19-20 Period 12 Financial Reports (339A)
 - c. FY 19-20 Period 12 Financial Reports (339D)
 - d. FY 19-20 Period 12 Revenues Report (Multi-Accounts)
 - e. FY 19-20 Period 12 Payroll Report
 - f. FY 19-20 Period 12 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. Discuss proposed changes to the Personnel Policy, provide direction to the Personnel Committee for their final work.
 - b. Discuss receipt of the Notice of Award for the Proposition 68 Per Capita Funding, discuss potential project ideas to use this funding on providing direction to staff.

- 7. **New Business**
 - None

- 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 August 20, 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 & Park District
4855 Hamilton Street
Sacramento, California 95841

MINUTES
Of
The Arcade Creek Recreation & Park District
Meeting of the Board of Directors
Held on
Thursday June 18, 2020 at 6:00 p.m.

Meeting conducted via Zoom Video Conference

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

Board Members Present: Alex Vassar, Michael Hanson, Miles Constantine, Senica Gonzalez

Board Members Absent: Heather Gonzalez

Staff Members Present: Stephen Fraher, Kim Cook

Legal Counsel Present: Yes, D. Ritchie

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:

- 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.

Adjourned Regular Session: 6:05 pm

Opened Closed Session: 6:05 pm

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

Adjourned Closed Session: 6:49 pm

Re-Opened Regular Session: 6:49 pm

Minutes of Board of Directors Meeting

June 18, 2020

Page 2 of 3

4. CLOSED SESSION: (cont.)

REPORT FROM CLOSED SESSION:

No reportable action. Direction given to staff.

5. CONSENT ITEMS:

- 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

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

Motion Carried: 4 Ayes, 0 Noes, 1 Absent, 0 Abstained

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

Absent: H. Gonzalez

Motion No. 2: It was moved by Director M. Hanson and seconded by Director A. Vassar to approve consent items g – General Manager's report.

Motion Carried: 4 Ayes, 0 Noes, 1 Absent, 0 Abstained

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

Absent: H. Gonzalez

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.

Staff demonstrated the ease of maintaining the Districts new website on the Streamline platform.

The Board requested that Staff confirm the domain name link has the correct wording.

- b. Receive a report and comments on the proposed changes to the Personnel Policy, provide direction to the Personnel Committee for their further work.

Report received and direction provided to the Committee to proceed with the review.

Director M. Constantine submitted comments and Director A. Vassar had prepared comments that would be submitted for further review of the Personnel Policies.

Minutes of Board of Directors Meeting

June 18, 2020

Page 3 of 4

6. OLD BUSINESS: (cont.)

- c. Adopt **Board Resolution 2020-06** approving the Preliminary FY 2020-21 Budget and authorize staff to submit it to the County Finance Department.

Motion No. 3: It was moved by Director M. Hanson and seconded by Director A. Vassar to adopt Resolution 2020-06 approving the Fiscal Year 20-21 339A Preliminary Budget as written.

Motion Carried: 3 Ayes, 0 Noes, 1 Absent, 1 Abstained

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

Absent: H. Gonzalez

Abstained: S. Gonzalez

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.

Staff proposal presented.

- b. Adopt **Board Resolution 2020-07** approving the Preliminary FY 2020-21 339D Project Budget and authorize staff to submit it to the County Finance Department.

Motion No. 4: It was moved by Director M. Constantine and seconded by Director M. Hanson to adopt Resolution 2020-07 approving the Fiscal Year 20-21 339D Preliminary Budget as written.

Motion Carried: 3 Ayes, 0 Noes, 1 Absent, 1 Abstained

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

Absent: H. Gonzalez

Abstained: S. Gonzalez

- 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.

Motion No. 5: It was moved by Director M. Hanson and seconded by Director M. Constantine to approve the contract for Park Police as updated with correction of District address on page 2 of the contract.

Motion Carried: 3 Ayes, 0 Noes, 1 Absent, 1 Abstained

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

Absent: H. Gonzalez

Abstained: S. Gonzalez

The Board requested a copy of the FECRPD Police policies.

Minutes of Board of Directors Meeting

June 18, 2020

Page 4 of 4

8. BOARD DISCUSSION

- a. General discussion on topics for future meetings.

Continue review of Personnel Policies

ADJOURNMENT: The Chairperson adjourned the meeting at 8:31 pm.

**The next regular meeting will be:
Thursday July 16, 2020
Herzog Community Center
4855 Hamilton Street, Sacramento, CA 95841**

ACRPD 2019 - 2020
339A Budget Report
June 2020
Period 12 of 13

FYTD Completed = 92%

CODE	CATEGORIES	19-20 Budget	June	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	240,990.00	16,919.37	218,127.93	22,862.07	91%
"	Part-time Salaries			-		-0-
"	P/T Monitors	24,336.00	1,404.00	14,238.40	10,097.60	59%
"	2 P/T Maintenance Position	6,000.00		-	6,000.00	0%
"	ELP/ASP P/T Staff	67,000.00	3,681.73	58,511.30	8,488.70	87%
"	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	3,050.00	450.00	87%
10113200	Salaries & Wages - Time/one half (OT)	2,500.00	39.38	2,567.91	(67.91)	103%
"	Salaries/Wages - Strt Time (No Retirement Contributio	-	15.75	328.34	(328.34)	#DIV/0!
10121000	Retirement - Employer Cost (@9.680%)	23,328.00	1,637.78	21,036.64	2,291.36	90%
"	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	1,703.61	22,714.24	3,268.76	87%
10123000	Group Insurance - Employer Cost			-		-0-
"	Medical + Admin fee	35,036.00	3,074.00	35,048.80	(12.80)	100%
"	Dental	2,250.00		1,965.84	284.16	87%
"	EAP	175.00		139.20	35.80	80%
"	Vision	450.00		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	48.38	1,459.78	2,540.22	36%
10128000	Health Care Retirees	550.00		547.31	2.69	100%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)	28,000.00		28,000.00	-	100%
	TOTALS:	501,493.00	28,774.00	443,782.17	57,710.83	88%

ACRPD 2019 - 2020
339A Budget Report
June 2020
 Period 12 of 13

FYTD Completed = 92%

CODE	Service & Supply	19-20 Budget	June	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	300.00		279.26	20.74	93%
20202900	Business/Conference Expenses	3,000.00		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	1,048.02	2,402.91	(1,902.91)	481%
20207603	Keys	50.00		28.45	21.55	57%
20208100	Postage Service			-	-	#DIV/0!
20208102	Stamps (Postal)	150.00	6.95	191.01	(41.01)	127%
20208500	Printing Service	500.00		-	500.00	0%
20210300	Agriculture/Horticultural Services	2,000.00	600.00	1,375.00	625.00	69%
20210400	Agricultural/Horticultural Supplies	1,000.00		244.23	755.77	24%
20211100	Building Maintenance Service	3,000.00	142.00	1,747.00	1,253.00	58%
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		2,583.13	2,416.87	52%
20215100	Mechanical System Maintenance Svcs.	1,000.00	71.00	1,091.00	(91.00)	109%
20215200	Mechanical System Maintenance Sup.			-	-	#DIV/0!
20216200	Painting Supplies	500.00		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	870.27	15,303.45	696.55	96%

**ACRPD 2019 - 2020
339A Budget Report
June 2020
Period 12 of 13**

FYTD Completed = 92%

CODE	Service & Supply	19-20 Budget	June	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	2,000.00	16.16	1,978.41	21.59	99%
20219300	Refuse Collection/Disposal	5,000.00	227.88	3,425.43	1,574.57	69%
20219500	Sewage Services	2,000.00	100.14	2,281.54	(281.54)	114%
20219800	Water	30,000.00	3,967.06	28,603.18	1,396.82	95%
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	70.00	3,048.30	(48.30)	102%
20221200	Grounds Equipment Maintenance Sup.	1,500.00	80.76	2,449.12	(949.12)	163%
20222600	Hand / Expendable Tools	1,200.00		852.03	347.97	71%
20223600	Fuel and Lubricant Supplies	4,500.00	361.82	3,929.32	570.68	87%
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	257.93	3,205.80	(205.80)	107%
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	426.87	7,169.26	(669.26)	110%
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)		118.53	118.53	(118.53)	#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	1,080.00	9,917.34	(5,917.34)	248%
20255100	Planning Service-			-	-	#DIV/0!
20257100	Security Service	22,800.00	2,365.00	29,205.00	(6,405.00)	128%
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
June 2020
 Period 12 of 13

FYTD Completed = **92%**

CODE	CATEGORIES	19-20 Budget	June	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	2,869.99	630.01	82%
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	240.00	9,467.10	7,609.90	55%
"	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	298.82	3,782.67	223.33	94%
20298701	Cell Phones	1,600.00	138.07	1,533.28	66.72	96%
20299909	Expenditure Reimbursements	20,000.00		2,268.21	17,731.79	11%
TOTALS:		329,485.28	\$ 12,707.28	\$ 265,359.37	\$ 64,125.91	81%

**ACRPD 2019 - 2020
339A Budget Report
June 2020
Period 12 of 13**

FYTD Completed = 92%

CODE	CATEGORIES	19-20 Budget	June	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	12,278.00		10,608.79	1,669.21	86%
30323000	Lease Obligation Retirement(Side Fund)	25,600.00		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	\$ -	\$ 38,012.43	\$ 569.57	99%

FYTD Completed = 92%

CODE	CATEGORIES	19-20 Budget	June	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 = 92%

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	\$ 41,481.28	\$ 807,552.97	\$ 132,406.31	82%

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

ACRPD 2019 - 2020

339A Revenue

June 2020

Period 12 of 13

FYTD Completed = 92%
Percent Received

Account		19 - 20 Budget	June	Received To Date	Unrealized	
91910100	Property Tax-Current Secured	583,000.00	7,540.47	576,258.87	6,741.13	99%
91910200	Property Tax-Current Unsecured	20,000.00		21,316.95	(1,316.95)	107%
91910300	Property Tax-Current Sup.	12,500.00	3,061.76	14,335.92	(1,835.92)	115%
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		259.63	140.37	65%
91914000	Penalty	75.00		78.16	(3.16)	104%
91919600	RDA Residual Distribution	-	7,206.82	9,396.24	(9,396.24)	#DIV/0!
Total Taxes		\$ 627,075.00	\$ 17,809.05	632,411.21	\$ (5,336.21)	101%
94941000	Interest	400.00		1,259.85	400.00	315%
94942900	Building Rental (Parks & Facilities)	14,675.00	(120.00)	13,259.50	1,415.50	90%
"	Building Rental (Cell Towers 4610.42)	55,325.04	9,220.84	55,325.04	-	100%
95952200	Homeowner Property Tax Relief	6,000.00	824.53	5,496.84	503.16	92%
95952900	In Lieu Taxes - Other	-		-	-	#DIV/0!
95953300	Redevelopment Passthru	4,000.00	3,425.35	7,088.39	(3,088.39)	177%
95956300	State-Federal Grants	-		-	-	#DIV/0!
95956900	Other Funds - Local (GRANT-ELP/ASP)	107,077.00	39,428.90	128,661.98	(21,584.98)	120%
"	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	1,978.31	5,597.09	7,402.91	43%
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	\$ 54,757.93	\$ 281,011.19	\$ (33,766.02)	114%
Total Revenue		\$ 873,060.32	\$ 72,566.98	\$ 913,422.40	\$ (39,102.23)	105%

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

Register Report - June 2020
6/1/2020 Through 6/30/2020
FY 19-20 - 339A

Account						
Date	Num	Description	Memo	Category	Amount	
6/2/2020	23470	S CalPERS - 521	5/16 - 5/31/2020 EE Contrib	5420524	-582.52	
			5/16 - 5/31/2020 ER Contrib	121000	-805.52	
6/2/2020	23471	Cintas - 56036	5/29/2020 - Custodial	232200	-99.66	
6/2/2020	23472	Dave Weber - 54010	ACP clear trail	210300	-600	
6/2/2020	23473	Orbit Station - 33714	5/2020- Fuel Chgs	223600	-122.34	
6/2/2020	23474	PG&E - 1383	5/2020-Billing	219200	-16.16	
6/2/2020	23475	Sacramento Suburban Water - 26158	5/2020 - Myrtle (Oak)	219800	-1,181.96	
6/2/2020	23476	Sacramento Suburban Water - 26158	5/2020 - HSP	219800	-137.82	
6/2/2020	23477	S Sacramento County Utilities - 666	4/22/2020-6/21/2020 Billing	219500	-276.28	
			COVID-19 Credit	219500	176.14	
6/2/2020	23478	T-Mobile - 32685	5/2020-District Cell Phones	298701	-93.07	
6/10/2020	23479	S Fast Break - 37998	5/2020 - Phone service	298700	-195	
			6/2020 - email exhcange	298701	-45	
6/10/2020	23480	Cole Huber - 54641	5/2020- Ref ELP, EE issues	253100	-1,080.00	
6/10/2020	23481	Comcast - 12322	6/2020-Billing-Phone/HSI	298700	-103.82	
6/10/2020	23482	Phillips 66 - 58398	5/2020-Stmt	223600	-239.48	
6/10/2020	23483	Republic Services - 57909	5/2020 - Billing	219300	-227.88	
6/10/2020	23484	Signs in 1-Day	ACP accessible path of travel signs	207602	-1,048.02	
6/10/2020	23485	SMUD - 4025	5/2020 - SMUD Billing	219100	-870.27	
6/10/2020	23486	US Bank - 68934	6/2020-Xerox Copier	227501	-257.93	
6/10/2020	23487	S Valley Truck & Tractor - 36620	Labor repairs - J Deere mower	221100	-70	
			Repair parts - J Deere mower	221200	-80.76	
6/15/2020	EFT	# 400037824	Health Benefits Pay Date 6/15/2020	123000	-1,537.00	
6/15/2020	P/R+Taxes	S Payroll And Taxes	Period 5/16 - 5/31/2020 Ck date 6/15/2020	111000	-11,642.25	
			Brd Pay Ck date 6/15/2020	112400	-250	
			Time/One Half - Ck date 6/15/2020	113200	-39.38	
			OASDHI - Ck date 6/15/2020	122000	-911.19	
			SUI ER Contrib Ck date 6/15/2020	125000	-36.07	
6/18/2020	23488	All Pro Backflow - 69926	Backflow test @ HSP	215100	-71	
6/18/2020	23489	S CalPERS - 521	6/1 - 6/15/2020 EE Contrib	5420524	-601.85	
			6/1 - 6/15/2020 ER Contrib	121000	-832.26	
6/18/2020	23490	Central Control System - 23278	6/2020-Wireless irrigation	281265	-220	
6/18/2020	23491	Cintas - 56036	6/5/2020 - Custodial	232200	-158.29	

6/18/2020	23492 Cintas - 56036	6/12/2020 - Custodial	232200	-99.67
6/18/2020	23493 Fulton-El Camino Rec & Park - 2968	5/2020 Patrol Service	257100	-2,365.00
6/18/2020	23494 Hydrex Pest Control - 42363	6/2020- Pest Control	211100	-70
6/18/2020	23495 Hydrex Pest Control - 42363	6/2020- Pest Control - Oakdale RR	211100	-72
6/22/2020	DepPermit S County Of Sacramento Deposit Permi	Rentals	942900	4,490.42
		Classes	964600	0
		Misc	979000	648.5
		Grants -	956300	0
		Grants- ELP/ASP	956900	10,175.20
		Grants-TRUSD Summer Camp	956900	0
6/23/2020	23496 Cintas - 56036	6/18/2020 - Safety mask (COVID-19)	244400	-118.53
6/23/2020	23497 Cintas - 56036	6/19/2020 - Custodial	232200	-69.25
6/23/2020	23498 S US Bank (Cal Card) - 38925	Registered Mail - J Leber	208102	-6.95
6/24/2020	23499 Sacramento Suburban Water - 26158	6/2020 - Garfield (ACP)	219800	-767.57
6/24/2020	23500 Sacramento Suburban Water - 26158	6/2020 - Myrtle (Oak)	219800	-1,684.70
6/24/2020	23501 Sacramento Suburban Water - 26158	6/2020 - HSP	219800	-195.01
6/24/2020	23502 Twin Rivers USD - 41295	ELP/ASP-Printing- Villarreal, Velychko	285300	-96
6/24/2020	23503 Twin Rivers USD - 41295	ELP/ASP-Printing- Woodson, Reynaga, Santiago	285300	-144
6/30/2020	DepPermit S County Of Sacramento Deposit Permi	Rentals	942900	0
		Classes	964600	0
		Misc	979000	0
		Grants -	956300	0
		Grants- ELP/ASP	956900	15,262.80
		Grants-TRUSD Summer Camp	956900	0
6/30/2020	P/R+Taxes S Payroll And Taxes	Period 6/1 - 6/15/2020 Ck date 6/30/2020	111000	-10,378.60
		Brd Pay Ck date 6/30/2020	112400	0
		Time/One Half - Ck date 6/30/2020	113200	0
		OASDHI - Ck date 6/30/2020	122000	-792.42
		SUI ER Contrib Ck date 6/30/2020	125000	-12.31
6/30/2020	EFT # 400037903	Health Benefits Pay Date 6/30/2020	123000	-1,537.00
6/30/2020	TaxRevenu S Property Tax(s) Deposited Per County	6/2020-Property Tax - Current Secured	910100	7,540.47
		6/2020-Property Tax - Current Unsecured	910200	0
		6/2020-Property Tax - Current Sup.	910300	3,061.76
		6/2020-Property Tax Sec Delin.(+Tetter)	910400	0
		6/2020-Property Tax Supplement Delin.	910500	0
		6/2020-Properry Tax-Unitary	910600	0
		6/2020-Redemption	912000	0
		6/2020-Property Tax Prior Unsecured	913000	0
		6/2020-Penalty	914000	0

		6/2020-RDA Residual Distribution	919600	7,206.82
		6/2020-Interest	941000	0
		6/2020-Homeowner Property Tax Relief	952200	824.53
		6/2020-Redevelopment Passthru	953300	3,425.35
6/30/2020	23504 Cintas - 56036	6/26/2020 - Custodial	232200	-92.05
6/30/2020	23505 T-Mobile - 32685	6/2020-District Cell Phones	298701	-90.16
		TOTAL 6/1/2020 - 6/30/2020		<u>9,787.99</u>
		BALANCE 6/30/2020		54,975.68
		TOTAL INFLOWS		52,811.99
		TOTAL OUTFLOWS		-43,024.00
		NET TOTAL		9,787.99

ACRPD 2019 - 2020

339D Expenditures

June 2020

Period 12 of 13

FYTD Completed = 92%

CODE	CAPITAL OUTLAY	19-20 Budget	June	Expended To Date	Balance	Percent Expended
42420100	Buildings New ADA Features @ HSP	330,000.00		2,224.07	327,775.93	1%
42420110	Leasehold Improv. (Oakdale Park)			-	-	#DIV/0!
42420200	Structures ACP Park Improv. Proj	103,027.00	2,451.05	64,055.53	38,971.47	62%
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	\$ 2,451.05	\$ 114,534.66	\$ 463,492.34	20%

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

June 2020

Period 12 of 13

FYTD Completed = **92%**

Account		19-20 Budget	June	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%

	Beginning Fund Balance Available \$XXXXX			-	\$ -	0%
	Fund Balance Decreased by				\$ -	

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

Register Report - May 2020
6/1/2020 Through 6/30/2020
FY 19-20 - 339D

Date	Account Num	Description	Memo	Category	Amount
6/17/2020	193	Game Time - 1920	ACP Park Imp - Picnic Awning + install (5% retention)	420200	<u>-2,451.05</u>
			TOTAL 6/1/2020 - 6/30/2020		-2,451.05
			BALANCE 6/30/2020		5,486.29
			TOTAL INFLOWS		0
			TOTAL OUTFLOWS		-2,451.05
			NET TOTAL		-2,451.05

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

June 2020

Period

12

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:

June 15, 2020

June 30, 2020

Payroll Issued:

June 30, 2020

July 15, 2020

Administration Division	6749.76	7101.80	13,851.56
Board Members = 5	0.00	200.00	200.00
Parks Division	1848.00	1848.00	3,696.00
PT Maint	<u>0</u>		-
Recreation Division			
Monitors, etc	648.00	648.00	1,296.00
ELP/ASP - Staff	1132.84	0.00	1,132.84
Rec. Staff (Other)	<u>0.00</u>	<u>0.00</u>	-
	\$ 10,378.60	\$ 9,797.80	\$ 20,176.40
Employer Paid Taxes	804.73	Unavailable	
<i>(FICA, Medicare, SUI)</i>			

Facility Rental Report

June

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-4/2020	10,175.20
ELP/ASP @ Oakdale	Our Staff	ELP/ASP-5/2020	12,719.00
ELP/ASP @ Oakdale	Our Staff	ELP/ASP-6/2020	2,543.80
Camp Parkside	Our Staff	Week #xx	-

Totals \$ 25,438.00

Arcade Creek Recreation and Park District

MEETING DATE: July 16, 2020

**AGENDA ITEM: 5 g Consent Agenda
Correspondence Period 12**

No correspondence received.

ARCADE CREEK RECREATION AND PARK DISTRICT

June-July 2020

GENERAL MANAGER'S UPDATE

Park Maintenance

Staff is monitoring irrigation in the parks. The increase in temperatures is showing where we need to look and investigate further. The computer says everything is running, but that is not always the case in the field. Anita and I completed a system check at Arcade Creek Park on Tuesday 7-7-20. Some more investigation is needed at this site. As staff time permits, we will do the same at Hamilton Street and Oakdale.

Facility Rentals

Building rentals are non-existent. On Monday July 6, 2020, an activity space rental began again for the Dog Obedience Training Class. They will be meeting weekly on Monday nights and are following the protocols established by the Sacramento County Health Department.

I have had significant discussions with Capital Valley Football Club, a youth soccer organization that provide Recreational and Competitive Soccer programs to the area. We are currently discussing a field use agreement for the Recreational divisions to practice and play on Park District Fields at Hamilton Street and Oakdale.

The organization has submitted their protocols for conducting sports conditioning and training with small groups of athletes (10 or less) that will be approved by the Sacramento County Health Department. These training sessions will follow all current requirements in place at the State and County levels. They are hoping to achieve a long-term relationship with Arcade Creek Recreation and Park District. This will bring organized activities to the parks on weeknights and Saturdays when games are permitted to begin. Eighty percent of their program is Recreational soccer, which will meet the community opportunity goal that I have for local resident participation. Being successful in these discussions will result in an additional new revenue stream for the Park District.

I hope to have a presentation from the organization for the August Board meeting.

Park Improvements

I am still working on the final inspection approval by Sacramento County. The District was required to make some adaptations for the Sacramento Metro Fire Department regarding access at Arcade Creek Park. Including buying Knox Locks that can only be opened by first responders if the gates are locked. Anita had to paint the curbs on the

entry and exit driveways red and stencil in wording saying it is a Fire Lane. Nothing to do with the Picnic structure, but these are the requirements that must be met.

I have completed the Request for Proposal (RFP) for the Engineering/Site layout work for the new restroom project at Hamilton Street Park. It has passed legal review by attorney Derek Cole. I will be sending this out for Proposals to be made by the end of the month.

Rumor has it, that the Per Capita Funds from Proposition 68 are being released. As of this time of writing, the District has not received this notification of funding or an amount, which may impact the scope of the Engineering and site design work discussed above.

Business Operations Reorganization

The District website went live on the Streamline platform on July 2, 2020 after locating where the District's domain name resided. It is now hosted by Streamline. Check out the new site at www.acrpd.com

Park Advisory Committees (PAC's)

A banner has been designed, and flyers laid out. I consulted with Board Members Hanson and Constantine, who are the two Board Members that are sure to remain for the next two years. The discussion preferred having initial meetings in person but those type of gatherings are not permitted by the State and County Health Officers. I plan to kick this program off with an initial virtual meeting done on the Zoom platform. The initial meeting will not be site specific by park. It will be a District wide effort.

Advertising will ask interested residents to contact the office or me to obtain the log in information for the meeting. Doing this I hope to garner contact information to begin building a list of District wide contacts to expand the District's reach in the area. The first meeting will be held on Thursday July 30, 2020. I will obtain an opinion on if there is a regulation on the number of Board Members who are able to attend, so that we comply with Brown Act.

Finance Report

Staff was able to close out the FY 2019-20 Budget completely within the FY 19-20 fiscal year calendar ending June 30, 2020. District Revenues exceeded what was expected in the adopted Budget by \$39,102.23. This is a result of the sale of the Holyoke property and the fact that a reimbursement for the Month of May 2019 for the Afterschool Program was not received until late July 2019.

A lid was kept on Expenses overall during the past Fiscal Year. Staff estimates look promising, but the final numbers will not be received from Sacramento County until late July when the Final Budget paperwork is received. Staff expects to see a substantial increase in the District's Fund Balance.

Respectfully submitted,

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

, General Manager

Reporting Period: 2020-06-01 to 2020-06-30

Arcade Creek Park

Notice To Appear Issued

1) Date/Time: 2020-06-15 21:14

Violation 1: 9.36.067 SCO Park Hours, Severity: Inf

Violation 2: 9.36.066.6 SCO Cart In Park, Severity: Inf

Parking Citations Issued

1) Date/Time: 2020-06-15 20:39

V1: 4000(a) CVC No current registration

Onsite Arrests Made

No onsite arrests made during this reporting period.

Dispatched Calls For Service

No dispatched calls for service during this reporting period.

D.U.I Arrests

No DUI arrests made during this reporting period.

Warrant Arrests

No warrant arrests made during this reporting period.

Warnings Issued

No warnings issued during this reporting period.

Hamilton Street Park

Notice To Appear Issued

No NTAs issued during this reporting period.

Parking Citations Issued

1) Date/Time: 2020-06-29 21:25

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

Onsite Arrests Made

No onsite arrests made during this reporting period.

Dispatched Calls For Service

No dispatched calls for service during this reporting period.

D.U.I Arrests

No DUI arrests made during this reporting period.

Warrant Arrests

No warrant arrests made during this reporting period.

Warnings Issued

No warnings issued during this reporting period.

Oakdale Park

Notice To Appear Issued

No NTAs issued during this reporting period.

Parking Citations Issued

1) Date/Time: 2020-06-11 11:41

V1: 4000(a) CVC No current registration

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

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

2) Date/Time: 2020-06-17 11:54

V1: 4000(a) CVC No current registration

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

3) Date/Time: 2020-06-28 08:47

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.

Off Property

Notice To Appear Issued

1) Date/Time: 2020-06-07 21:49

Violation 1: 24252(a) CVC Lighting Equip (in good working order), Severity: Inf

2) Date/Time: 2020-06-27 19:09

Violation 1: 27315(d)(1) CVC Fail to use seat belt, Severity: Inf

Parking Citations Issued

No parking citations issued during this reporting period

Onsite Arrests Made

1) Date/Time: 2020-06-06 01:46

V1: 10851 CVC Auto Theft Severity: Fel

V2: 11350(a) HS Possession of narcotic controlled substance Severity: Mis
V3: 11364 HS Paraphernalia Severity: Mis
V4: 496(d) PC Stolen Property Severity: Fel
2) Date/Time: 2020-06-20 01:13
V1: 10851 CVC Auto Theft Severity: Fel
V2: 496(d) PC Stolen Property Severity: Fel
3) Date/Time: 2020-06-20 01:13
V1: 25400(A)(1) PC Possession of concealed firearm in vehicle Severity: Fel
V2: 25850(A) PC Poss. of Loaded Firearm in public Severity: Fel
V3: 25850(C)(4) PC Carrying loaded firearm by a prohibited person Severity: Fel
V4: 25850(C)(6) PC Carry loaded firearm: Not the owner Severity: Fel
4) Date/Time: 2020-06-20 01:13
V1: 10851 CVC Auto Theft Severity: Fel
V2: 496(d) PC Stolen Property Severity: Fel
5) Date/Time: 2020-06-20 01:13
V1: 25400(A)(1) PC Possession of concealed firearm in vehicle Severity: Fel
V2: 25850(A) PC Poss. of Loaded Firearm in public Severity: Fel
V3: 25850(C)(6) PC Carry loaded firearm: Not the owner Severity: Fel

Dispatched Calls For Service

No dispatched calls for service during this reporting period.

D.U.I Arrests

1) Date/Time: 2020-06-06 23:07
DUI Type: Alcohol B.A.C: 0.18

2) Date/Time: 2020-06-06 22:14
DUI Type: Alcohol B.A.C: 0.18

Warrant Arrests

No warrant arrests made during this reporting period.

Warnings Issued

No warnings issued during this reporting period.

MEETING DATE: July 16, 2020

ITEM # 6 a

SUBJECT: Discuss proposed changes to the Personnel Policy items identified by Board members

RECOMMENDATION: Discuss and provide direction to the Personnel subcommittee on these items.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: Committee members questions and suggestions are shared with the Board members in this packet for input, feedback, questions, and suggestions, by the whole Board 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.

Grammar edits, and secretarial changes have been identified and have been or will be changed.

Final draft will be presented for Board approval at the August 20th meeting, then to be sent for legal review prior to Final Adoption this Fall.

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

Attachment(s):

- Policies to be discussed (17)
- Board member Vassar's comments and questions
- Board member Constantine's comments and questions

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Executive Officer
POLICY NUMBER: 2000

2000.1 The General Manager shall be the Executive Officer of the Arcade Creek Recreation and Park District and for the Board of Directors.

2000.2 The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. The agreement of employment shall be for the period of time as specified therein.

2000.3 Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, **said agreement of employment shall prevail.**

Commented [SF1]: Legally what should prevail

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Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Employee Status
POLICY NUMBER: 2003

2003.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period. Written confirmation from the General Manager or supervisor stating that the probationary period has been satisfied will confirm this status.

2003.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than 12 continuous months of service with the District. Upon completion of 12 months of continuous service with the District in said classification, and upon the District General Manager's decision to retain said employee, said employee shall be granted regular employee status.

2003.2.1 A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as he/she becomes eligible. A probationary employee will not be eligible for a leave of absence.

[2003.2.2 A position job description that is eliminated or changed to different duties, may be assigned to an employee in the regular employee status. When this is done that individual will be placed on a six \(6\) months' probation in the new classification, and upon the District General Manager's decision to retain said employee, said employee shall be granted regular employee status.](#)

2003.3 A "Temporary or Seasonal" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to an undetermined length of continuous service up to ten (10) months of continuous service.

2003.3.1 Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary/seasonal employees..employees.

2003.3.2 A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will he/she accrue seniority or leave of absence rights. Sick leave shall apply per Policy 2520-PT (in accordance with AB 1522-Healthy Workplace Healthy Family Act of 2014)

2003.3.3 If a temporary employee is reclassified to probationary or regular status, he/she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him/her in his/her new status.

2003.4 A "Part-time" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The part-time employee works whenever the District's workload increases to a level that

regular employees cannot accommodate it. He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime". A Part-time employee does not earn holiday pay, vacation, Sick leave shall apply per Policy 2520-PT (in accordance with AB 1522-Healthy Workplace Healthy Family Act of 2014 or other benefits. ~~a~~And shall not exceed ~~1020-999 (nine hundred ninety-nine)~~ hours per year.

2003.5 A "Full-Time" employee is one whose position is regular in ~~nature, and~~nature and is scheduled to work 2080 hours per year for the district. There are three classifications of full-time employees.

2003.5.1 A Full-Time hourly employee is one whose duties routinely require direct supervision.

2003.5.2 A Full-Time non-exempt salaried employee is one whose duties do not routinely require direct ~~supervision;~~supervision; however, they do not meet the duties standard for exempt status, or the minimum salary requirement of at least twice the minimum wage.

2003.5.3 A Full-Time exempt salaried employee is one whose job duties meet the Executive, Administrative, or Professional designations as defined in the Federal Labor Code and whose salary is at least twice the minimum wage.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Cellular Telephone Usage
POLICY NUMBER: 2040

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2040.1 Administrative. Employees may be provided with a business cell phone and/or camera for conducting official business. At times an employee may have to use a personal cell phone to conduct ~~emergency-District~~ business on behalf of the agency or in event of an emergency. All uses of cell phones and/or cameras shall be done in conformance with this policy and federal/State law.

2040.1.1 Personal cellular telephones may have to be used by employees during hours of work for essential personal calls, or ~~for an occasional personal business call~~ District business when needed. Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc. or are work related

2040.1.2 To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

2040.2 Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities, for safety reasons.

2040.3 Personal and District-owned cellular telephones are to be turned off or set to vibration mode during meetings ~~and~~ training sessions, ~~or during work hours~~.

2040.4 Employees are expected to operate District vehicles and equipment in a safe and prudent manner. California law prohibits all drivers from using a handheld wireless phone while driving, unless that phone is specifically designed and configured to allow hands-free listening and talking (California Vehicle Code §23123). Drivers under the age of 18 may not use a wireless telephone or hands-free device at all while driving (California Vehicle Code §23124.) California law also prohibits a driver from writing, sending or reading text-based communication on an electronic wireless communications device while driving (Vehicle Code §23123.5).

Exemptions to these laws are granted to emergency service professionals if they are operating an authorized emergency vehicle in the course and scope of his or her duties. (California Vehicle Code §23123 (d) & 23123.5 (e))

2040.5 Phones with cameras shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms, training rooms or offices wherein employees or the public may not want cameras used.

2040.6 Text messaging devices ~~shall not~~ may be used by employees to communicate during working hours ~~unless specifically authorized for District purposes by a supervisor or unless for official business and emergency situations~~ or ~~the~~ need to communicate with another employee ~~regarding~~ work related ~~items~~ matters.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Personal Vehicle Usage
POLICY NUMBER: 2049

2049.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, when the budget allows he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

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2049.2 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

2049.3 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

2049.4 Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work or when operating District owned vehicles and motorized equipment.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Compensation for Meetings and Travel
POLICY NUMBER: 2058

2058.1 The Arcade Creek Recreation and Park District recognizes that, for the benefit and in the interests of the District, it is necessary for District staff and Directors to attend meetings and to travel in order to conduct District business. The Arcade Creek Recreation and Park District is committed to wise and prudent use of its entrusted public funds, to conserve District resources and to keep expenses within community standards. The Arcade Creek Recreation and Park District is also committed to providing effective and responsive services to its constituents. This policy sets forth guidelines for travel and meeting attendance on District business and for the reimbursement of expenses.

2058.2 All actual and necessary travel and incidental receipts for expenses shall be reimbursed upon submission of the District's expense reimbursement form and accompanying receipts for preapproved training and educational courses and events. The expense reimbursement form must be submitted within 30 days of the qualifying travel or expense. All receipts are to be turned into the office for a final trip accounting.

2058.2.1 Meals: Expenditures for food will be moderate and reasonable as determined by the board using current State or County guidelines. Compensation or reimbursement for meals shall be made only when travel extends for a minimum of six (6) hours during a normal working day. In order to be compensated or reimbursed for the cost of meals, travel must begin before the times reflected on the following schedule:

* Unless meal(s) are provided at meeting.

MEAL	TRAVEL BEGINS BEFORE
Breakfast	6:00 am
Lunch	11:00 am
Dinner	5:00 pm

In addition, the trip must last for a minimum of six (6) hours, ending after 7:00 pm, to qualify for dinner. For purposes of determining eligibility for meals, travel shall be considered to begin when the traveler departs his/her residence ~~if~~ the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the traveler departs his/her office.

2058.2.2 All itemized receipts are to be submitted.
No alcoholic beverages will be reimbursed or paid for by the District.

2058.2.3 Lodging: If lodging is in connection with a conference or educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, comparable lodging will be used. Government and group rates for lodging will be used whenever possible.

2058.2.4 Transportation: Government and group rates for transportation will be used when available.

2058.2.5 Mileage: Mileage ~~will~~ may be reimbursed at the IRS published mileage rate when the budget allows and a personal vehicle is authorized and utilized for travel while on District business.

2058.2.6 Cash advance: Subject to approval of the ~~District Administrator~~ General Manager, a cash advance to cover the anticipated expenses for authorized travel may be offered by the District. An expense reimbursement form must be submitted within thirty (30) days of the travel, and any unused cash advanced must be returned to the District once the activity is completed.

2058.2.7 Cash advance: Cash advances will be made from the Petty Cash account.

2058.3 All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2058.4 Regardless of how it may occur, misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

2058.4.1 Loss of reimbursement privileges,

2058.4.2 Restitution to the District,

2058.4.3 Civil penalties for misuse of public resources,

2058.4.4 Disciplinary action up to or including termination, and

2058.4.5 Prosecution for misuse of public resources.

2058.5 This policy shall be consistent with state law (AB 1234) and comply with state law if it changes from time to time.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Professional Licenses and/or Certifications
POLICY NUMBER: 2061

2061.1 Licenses and/or certifications may be required as a condition of employment in accordance with Federal or State Law. The Board of Directors and/or General Manager may specify additional licenses and/or certifications for each job classification as may be deemed necessary to carry out the duties and responsibilities of specific job classifications.

2061.2 The District ~~shall~~ may pay the required professional certification fees for employees whom have cleared probationary status and the current budget allows for this type of expenditure.

2061.3 When a Professional Certification(s) are required by law, ordinance or statute. Initial certification must be obtained by the employee at their expense. At each renewal date the employee will be reimbursed by the district. employee shall submit receipts or other proof of certification fees paid prior to reimbursement.

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Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Grievance Procedure
POLICY NUMBER: 2067

2067.1 This policy shall apply to all regular employees in all classifications.

2067.2 The purpose of this policy is to provide a procedure by which an employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

2067.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

2067.4 Grievance Procedure Steps.

2067.4.1 Level, Preliminary Informal Resolution. Any employee who believes he/she has a grievance shall present the evidence thereof orally to ~~his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.~~

~~2067.4.2~~ Level II, the District General Manager. ~~If the grievance has not been resolved at Level I,~~ I the grievant may present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten-five (5) working days after the occurrence of the act or omission giving rise to the grievance.

2067.4.2.1 The statement shall include the following:

- (a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- ~~(c) The decision rendered by the immediate supervisor at Level I;~~

(d) The specific remedy sought.

2067.4.2.2 The General Manager shall communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the ~~next~~ level: Board of Directors. Time limits for appeal shall begin the day following receipt of the District General Manager's written decision. Within the above time limits, either party may request a personal conference with the other.

2067.4.3 Level III, Board of Directors'. In the event the grievant is not satisfied with the decision ~~at Level II of the General Manager~~, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District Board of Directors' standing Personnel Committee within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by the District General Manager; and a clear, concise statement of the reasons for the appeal to ~~Level III~~ the Board.

2067.4.3.1 The Board of Directors shall, as soon as possible, schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.

2067.5 Basic Rules.

2067.5.1 If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

2067.5.2 By agreement in writing, the parties may extend any and all time limitations specified above.

2067.5.3 The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

2067.5.4 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

Appendix "A"

EMPLOYEE GRIEVANCE FORM
Arcade Creek Recreation and Park District

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Reductions in the Work Force
 ie: Re-assignment or Termination
POLICY NUMBER: 2085

2085.1 Under some circumstances, Arcade Creek Recreation and Park District may need to restructure or reduce its workforce. Arcade Creek Recreation and Park District maintains its exclusive right to make decisions on staffing and work requirements for employees. If restructuring our operations or reducing the number of employees becomes necessary, Arcade Creek Recreation and Park District will attempt to provide reasonable advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite. Notifications shall be conducted in accordance with this policy or any applicable employment contract in force.

2085.2 In determining which employees will be subject to layoff, Arcade Creek Recreation and Park District will take into account, among other things, operational and workload requirements; the skill, productivity, ability, and past performance of those employees involved, and also, when feasible, the employee's length of service. For purposes of these Policies, length of service shall be defined as the total number of days on paid status as an employee for the District.

2085.3 The General Manager at his discretion after informing the Board of Directors may Furlough employees for a period of time up to six (6) months and then extend by a month to month review process after that time. During this time, an employee will continue to retain their District provided benefit package (Health Insurance, Dental Insurance, Vision Insurance, and an Employee Assistance Program or EAP)

Received By: _____

Date: _____

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Rest & Meal Periods
POLICY NUMBER: 2310

2310.1 All regular, full-time employees may take periods of rest during the workday consisting of a ten-minute rest period in the morning, another ten-minute rest period in the afternoon, and a minimum of one half hour (30 minutes) or a maximum one-hour (60 minutes) meal period.

a. ~~a.~~ In California, an employer may not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than thirty minutes, except that if the total work period per day is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee.

b. The mid-period meal break must be taken before five (5) hours and thirty (30) minutes of work time have elapsed from the time the work day began, including the required fifteen (15) minute break.

2310.2 Employees are required to notify their immediate supervisor, where feasible, at the beginning of any break or meal periods. Please keep in mind that when employees are not on a break, they are expected to devote their full efforts to their duties.

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Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Wage Garnishments
POLICY NUMBER: 2320

2320. A garnishment is a legal levy by a creditor against an employee's pay. Arcade Creek Recreation and Park District expects all employees to manage their personal finances so as not to involve Arcade Creek Recreation and Park District where ever possible.

2320.1 All garnishments and other attachment orders that are required by law and submitted to Arcade Creek Recreation and Park District will be honored. When a garnishment action is received, any and all paperwork received at the District office will be forwarded to the County of Sacramento's Department of Finance, Payroll Department.

Per County Counsel, the County of Sacramento is the employer of record and it is their responsibility to administer the garnishment including formally notifying the employee via US mail of details regarding when enforcement will commence.

2320.2 An employee who suspects that a garnishment action may happen to him/her should review the situation with the Office Manager immediately.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Compensation
POLICY NUMBER: 2330

2330.1 This policy shall apply to all District employees.

2330.2 Compensation at Hiring.

2330.2.1 Salary Range. All positions are assigned a salary range by the Board of Directors. The salary range shall be reviewed periodically.

2330.2.2 New Employees. "Placement within a salary range at time of initial employment or transfer is at the ~~Board of Directors' General Manager's~~ discretion." with approval by the Board of Director's for compliance within the approved annual budget.

2330.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within ~~twelve (12)~~six (6) months from the date of said termination.

2330.3 Merit Advancement Within Range. Employees will be eligible for merit advancements within range when budget allows and based on the criterion outlined below.

2330.3.1 Performance Evaluation Required. The General Manager shall authorize a merit advancement within the salary range only when the annual approved budget allows it and after evaluating the employee's performance and determining that it meets the guidelines for a merit advancement in pay. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2330.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

2330.3.2.1 New Employees. A person hired as a new employee shall have a merit advancement date which is 12 months following the appointment date.

2330.3.2.2 Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall be one year from the date of promotion or demotion.

2330.3.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.

2330.3.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

2330.3.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is one year following the effective date of the position reclassification.

2330.3.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective one year from the date of said adjustment.

2330.3.3 Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The General Manager may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the District Administrator's authorization. If authorization for merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

2330.4 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range shall receive no less than one range increase [~~or from 1% to 3%~~, and in certain cases up to 5% to 10%, etc.], at the same step, in rate.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Salaried Personnel
POLICY NUMBER: 2420

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

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

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

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Holidays
POLICY NUMBER: 2505

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

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

New Years Eve (half day)
New Years Day;
Martin Luther King, Jr.'s Birthday;
Lincoln's Birthday
Washington's Birthday
Cesar Chavez Day ~~(March 31st)~~
Memorial Day;
Fourth of July / Independence Day;
Labor Day;
Columbus Day
Veteran's Day;
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (half day)
Christmas Day

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

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

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

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

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2520

2520.1 This policy shall apply to probationary and regular full time employees in all classifications.

2520.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the General Manager.

2520.3 Employees shall earn sick leave at the rate of one working day per month, cumulative to a maximum of 1040 days, six (6) months. The determination of total accumulated sick leave days shall be made on January 2 of each year.

2520.4 Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate-family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

2520.4.1 A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.

2520.4.2 A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.

2520.4.3 The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

2520.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work-day, or as soon thereafter as practical.

2520.6 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager.

2520.7 Unused sick-leave will not be reimbursed ~~by the District at a rate of one-half (1/2) day for each whole day accrued~~ upon termination of employment from the District. Effective July 1, 2020. Current employees with time accumulated prior to this date will continue to be reimbursed for 50% of the balance of time on record as of

July 1, 2020. If the value of the sick hours accrued falls below that amount at a later date then the employee will only receive reimbursement of the actual hours remaining if any at the time of their voluntary separation from the District by resignation or retirement. Termination results in a loss of this privilege.

2520.8 At official retirement from the District and the process is started to receive CalPERS payments the employee will choose one of the following:

2520.8.1 Working with District Administrative staff, they will calculate the number of Sick Leave Days available to determine a final date of work for the employee prior to the actual retirement date. The accrued Sick Leave will be paid at the regular wage rate and all benefits will remain in place until the "official" retirement date.

Note: Unused Vacation Time may be combined with the unused Sick Leave to lengthen this period.

~~**2520.8.2** — The employee may choose to work until their retirement date, at which time they will receive a payout for the unused Sick Leave in a lump sum and the time will be added to their time served within CalPERS.~~

Note: Unused Vacation Time may not be credited to time served in CalPERS.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Catastrophic Time Bank
POLICY NUMBER: 2553

2553.1 ~~The District does not recognize this program.~~ When needed employees may contribute voluntarily to another employee who has exhausted their accrued leave (vacation or sick) because of a medical health crisis, up to forty (40) hours of their own accrued sick leave for the fellow employee to use if necessary.

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2575

2575.1 Medical Expense Insurance. Accident, health, hospital insurance to cover non-occupational injuries and sickness for full-time employees in all job classifications, shall be provided by the District. The scope of coverage and the premiums to be paid by the District is subject to periodic review and revision by the Board of Directors.

- a. The District shall provide employee's medical insurance the Health Premium at 100% up to a cost of ~~\$754800.00~~ per employee per month (effective July 1, ~~2016~~2020).
- b. Employees shall be responsible for 100% of their dependent's health care, if the employee elects to cover their dependent(s). Paid through employee payroll check deductions.

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

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

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

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

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

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

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

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

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Substance Abuse
POLICY NUMBER: 2605

2605.1 Policy

Arcade Creek Recreation and Park District is concerned about employees being under the influence of alcohol and/or drugs at work and the use of such substances in the work environment. Moreover, Arcade Creek Recreation and Park District takes the position that any measurable amount of drugs or alcohol while on company time is counter-productive to the goal and mission of this organization. Arcade Creek Recreation and Park District is also concerned about the possession, distribution, purchase or sale of illegal drugs and controlled substances in the workplace.

These activities may adversely affect an employee's work performance, efficiency, safety and health, and therefore seriously impair their value as an employee. In addition, they constitute a potential danger to the welfare and safety of other employees, and expose the District to risks of property loss or damage, or injury to other persons.

Arcade Creek Recreation and Park District has established the following policy:

2605.1.1 Any employee who, while on duty or on District premises, sells, distributes, manufactures, possesses, and offers for sale or distribution any illegal drugs or controlled substances will be subject to immediate disciplinary action up to and including termination.

2605.1.2 Any employee who, while on duty or Company premises, uses or consumes alcoholic beverages or illegal drugs or controlled substances will be subject to immediate disciplinary action up to and including termination. (Unless at a social gathering where alcohol is permitted).

2605.1.3 Any employee who violates this policy in any way will be subject to immediate disciplinary action up to and including termination.

2605.1.4 Any employee required to be tested for drugs and/or alcohol under the terms of this policy must comply with all procedures.

2605.1.5 All potential full time employees will be subject to pre-employment drug and/or alcohol testing.

2605.1.6 All District employees (full and part-time) will be subject to reasonable suspicion, post-accident and post injury drug and/or alcohol testing.

2605.2 Purpose

The purpose of this policy is to assure and to protect our employees and the public from risks posed by the use of alcohol and controlled substances. These policies also help prevent any employee from performing those functions if they test positive.

If any provision of an existing District policy, or rule is inconsistent or in conflict with any provisions of this policy or any state or Local laws, this policy and the State or Local laws shall take precedence; if any provision of this policy is inconsistent or in conflict with any State or Local law, the State or local law shall take precedence.

2605.3 Consequences of Misuse/Abuse:

The cost of substance misuse/abuse is devastating to society, the workplace, the family and individuals. Two thirds of all homicides are committed by people who use drugs or alcohol prior to the crime. Two-thirds of all Americans will be involved in an alcohol-related accident during their lifetimes.

The medical costs of illnesses related to substance misuse/abuse are staggering. Each year 30,000 people will die due to alcohol-caused liver disease. Another 10,000 will die due to alcohol-induced brain disease or suicide.

Symptoms of Substance Abuse Problems:

Tardiness	Alcohol odor on breath
Overreaction to real or imagined criticism	Mood swings
Borrowing money from coworkers	Subject of complaints from clients or co-workers
Avoidance of associates	Stealing small items from co-workers or employers
Lowered job efficiency	Confusion
Difficulty in concentration	Accidents on the job
Absenteeism	Leaving work early
Excessive sick leaves	Frequent unscheduled short-term absences
Higher absentee rate than other employees	

Besides the very real costs just described, substance-abusing employees create very real business costs and legal liabilities for their employers:

- Direct and measurable costs, such as the additional health care benefits claimed by substance abusers.
- Less tangible and difficult-to-measure costs, such as the negative impact on employee morale or the diminished sub-standard job performance of substance-abusing employees.
- Potential costs or "liabilities," such as the potential costs of a lawsuit filed by an injured party after an accident caused by an impaired employee.

These costs arise as a result of the effects of substance abuse in many areas, including:

- | | |
|--------------------|-------------------|
| - Employee Health | - Productivity |
| - Decision-Making | - Security |
| - Safety | - Employee Morale |
| - Image of Company | |

2605.4 Applicability

2605.4.1 Drug and Alcohol Testing Policy for Employees: Under the Arcade Creek Recreation and Park District drug and alcohol policy it is a requirement for a potential full

time employee to have a drug and alcohol testing performed prior to the final hiring process, job offers for full time staff will be contingent upon a negative test result prior to beginning work. Employees who are injured on the job or have an accident involving District owned vehicles or equipment are required to take a drug screening test immediately following the accident or injury, while receiving Emergency Medical Care. Employees who exhibit suspicious behaviors, actions or ineffective work patterns may be required to submit to drug screening by the Administrator

Additionally, Arcade Creek Recreation and Park District has adopted the State of California Drug Free Workplace Act of 1990.

2605.4.2 All employees whether full time or part time are affected by this policy in the event of reasonable-suspicion.

2605.5 Prohibitions

2605.5.1 Prohibited Substances

"Prohibited Substances" addressed by this policy include the following:

2605.5.2 Prohibited Drugs. Arcade Creek Recreation and Park District specifically prohibits the use of the following illegal substances and requires testing for their presence under certain circumstances: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine ("Prohibited Drugs"). Employees may be tested at any time while on duty or on Arcade Creek Recreation and Park District property.

Commented [SF1]: What is the status of marijuana?

NOTE: The drugs listed above are an example of a DOT panel. This does not mean that the employer cannot choose to test for more drugs than the above panel.

2605.5.3 Alcohol. The consumption of beverages containing alcohol or substances including any medication such that alcohol is present in the body while performing duties is prohibited. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. (The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.)

2605.5.4 Legal Drugs. The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected should be reported to supervisory personnel prior to beginning an assigned task. Medical advice should be sought, as appropriate, before performing duties.

2605.5.5 PROHIBITED CONDUCT

- **Manufacture, Trafficking, Possession, and Use of Controlled Substances.** The manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace is prohibited. A "controlled substance" is any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812), and as further defined by 21 CFR 1300.11-1300.15. Any employee in violation of this act will be subjected to disciplinary action, up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.
 - **Intoxication/Under the Influence.** Any employee who is reasonably suspected of being intoxicated or under the influence of a prohibited drug shall be immediately relieved from their job duties, and sent for drug/alcohol screening. Any employee who tests positive on a drug or alcohol test will be subject to disciplinary action up to and including termination.
 - **Alcohol Use.** Arcade Creek Recreation and Park District has a "zero" tolerance policy for the use of alcohol while on company property and/or during scheduled working hours.
 - **No employee should report for duty or remain on duty when his or her ability is adversely affected by alcohol or when his or her blood alcohol concentration is 0.02 or greater.** No employee shall use alcohol while on duty or while performing job functions.
 - **NOTE:** 0.02 is the concentration level that the DOT has implemented in the FMCSA 382 Regulations. This is a recommended level.
- A. **Compliance with Testing Requirements:** Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately. Refusal can include an inability to provide a specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.
- B. **NOTIFYING THE DISTRICT OF CRIMINAL DRUG CONVICTION:** Pursuant to the "Drug Free Workplace Act of 1988," any employee who fails to immediately notify the District of any criminal controlled substance statute conviction shall be subject to disciplinary action, up to and including termination of employment.

2605.6 Testing For Prohibited Substances

2605.6.1 Procedures for Testing

2605.6.2 Testing shall be conducted in a manner to assure a high degree of accuracy and reliability using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS). Testing for prohibited drugs and alcohol on employees shall be conducted in accordance with the procedures set forth in 49 CFR Part 40 of the Department of Transportation (DOT), although employees are not subject to Federally mandated drug and alcohol testing, Arcade Creek Recreation and Park District chooses to use the same standards as the DOT.

2605.6.3 **PROPER APPLICATION OF THE POLICY:** The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial

manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates shall be subject to disciplinary action, up to and including termination of employment.

2605.6.4 TESTING FOR PROHIBITED SUBSTANCES: Drug tests will be done from a urine specimen. Each urine sample will be collected into a primary and a split sample. The urine samples will be sent under seal, with required chain of custody forms, to a laboratory approved by the Substance Abuse and Mental Health Services Administration (SAMHSA). At the laboratory, specimens are placed in secure storage. An initial drug screen will be conducted on each primary specimen. For those specimens that are not negative, a confirmatory Gas Chromatography /Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40. Under these testing rules the laboratory is allowed to make a determination of pH or tests for specific gravity, creatinine concentration or presence of adulterants. If the result of the primary specimen is positive, the split sample will be retained in frozen storage for at least 60 days from the date the laboratory receives it. All positive specimens will be retained by the laboratory in frozen storage for at least one year.

The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process.

2605.6.5 Alcohol Testing: Alcohol tests will be performed by a certified breath alcohol technician (BAT) in accordance with the procedures established by the DOT's Part 40 - Procedures for Transportation Workplace Drug and Alcohol Testing Programs. The BAT will use an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration (NHTSA) in the administration of the breath alcohol test. In order to maintain quality assurance, EBTs must be externally calibrated in accordance with plan developed by the manufacturer of the device. If the initial test on an employee indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test.

2605.6.6 The Arcade Creek Recreation and Park District will designate a representative who will receive and handle all the alcohol and drug testing results. All results will be handled in a confidential manner.

2605.7 Medical Review Officer

All drug test results shall be interpreted and evaluated by an MRO, who shall be a licensed physician. The MRO shall comply with the drug testing procedures set forth in 49 CFR Part 40. The MRO will not review alcohol test results. When a confirmed positive urine test is reported from the testing laboratory, it is the MRO's responsibility to: (a) review the individual's medical history, including any medical records and biomedical information provided; (b) contact the employee and afford the employee an opportunity to discuss the test results with him/her; (c) determine whether there is a legitimate medical explanation for the result, including legally prescribed medication.

The MRO shall not convey test results until the MRO has made a definite decision that the test result was positive or negative. The MRO may request the laboratory to analyze the original

sample again in order to verify the accuracy of the test result. When the MRO reports the result of the verified positive test, the MRO may disclose the drug (s) for which there was a positive test. The MRO may only reveal the levels of a positive drug test result to the employer, the employee, or the decision-maker in lawsuit, grievance or other proceeding initiated by the employee and arising from a verified positive result.

If the MRO declares a drug test to be invalid for any reason, that test is considered canceled, and neither positive nor negative.

2605.8 Types of Testing

The Arcade Creek Recreation and Park District requires the following types of testing for controlled substances for employees: Pre-employment for full time position, pre-promotion or transfer to a full time position. Any reasonable-suspicion, post-accident, and after an on the job injury claim for all employees (full time and part-time).

2605.8.1 Pre-Employment Testing

- A pre-employment drug test shall be conducted for a full time position prior to a job offer being confirmed and beginning work for the Arcade Creek Recreation and Park District. This includes new employees and current employees transferring into a full time position.

2605.8.2 Reasonable Suspicion Testing

- All employees or any persons employed by Arcade Creek Recreation and Park District shall be subject to reasonable-suspicion testing, to include appropriate urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance or the employee has violated the District's alcohol or drug prohibitions. A reasonable-suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with short-term effects of substance abuse. Reasonable-suspicion tests for the presence of alcohol shall only be made just prior, during or just after performance of a job function.
- Persons designated to determine whether reasonable suspicion exists shall have received at least 60 minutes of training to detect and document the physical, behavioral, speech, and performance indicators of alcohol misuse and an additional 60 minutes of training that covers the indicators of controlled substance use.
NOTE: This is not mandatory, but is good practice.

2605.8.3 Post-Accident, Post-Incident, Post-Injury Testing

- A Post-Accident, Post Incident and Post-Injury test will be required under the following circumstances:
 - Any accident or incident that occurs while operating a District owned vehicle (or personal vehicle while on District duty) or mechanical equipment
 - Any on the job injury that requires more than first aid
- Documentation should always follow any Post-Accident, Post-Incident or Post Injury testing determinations.
- Alcohol tests conducted by authorized federal, state, or local officials will fulfill post-accident or post-injury testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

2605.8.4 Employee-Requested Drug Re-Testing

- Any employee who questions the results of a drug test under this section of this policy may, within 72 hours of having been notified of a verified positive test by the MRO, request that an additional test be conducted on the original specimen by a different SAMHSA certified laboratory. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

2605.8.5 Consequences of Positive Test Results

- All employees will be subject to termination of employment if they are found to be in violation of the District's policy and the prohibitions stated herein.
- An employee, who violates the District's prohibitions related to drugs and alcohol, shall receive from the District upon termination, the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems.

2605.8.6 Refusal to Submit to an Alcohol or Controlled Substance Test

- A refusal to test means that an employee:
 - Engages in conduct that clearly obstructs or does not allow for the successful completion of the testing process, including refusal to sign consent forms.
 - Fails to provide adequate breath for alcohol testing as required by Arcade Creek Recreation and Park District without a valid medical explanation (as determined by a medical evaluation);
 - Fails to provide an adequate urine sample for controlled substances testing as required by Arcade Creek Recreation and Park District without a genuine inability to provide a specimen as determined by a medical evaluation.

2605.8.7 Substance Abuse Program Contact

Any questions regarding this policy or any other aspect of the Arcade Creek Recreation and Park District Substance Abuse Program should be directed to the office of the General Manager.

General Manager
C/O Arcade Creek Recreation and Park District
Address: 4855 Hamilton Street
Sacramento, CA 95841

Telephone Number: (916) 482-8377

2605.9 Revisions to the Policy and Program

- This policy and program is subject to revision and will be disseminated by Official Notice.
- All revisions will be adopted by the Board of Directors of the Arcade Creek Recreation and Park District

From: avassar@acrpd.com
To: [Stephen Fraher](#); [Senica Gonzalez](#); [Kim Cook](#)
Subject: Alex comments on Personnel Policies
Date: Thursday, June 18, 2020 8:25:06 PM

Policy Refresh Team,

Below are my thoughts on the District Personnel Policies we've been discussing.

Policy 2000 - I don't think the board should be able to agree to things that violate board policy; if needed, board policy can be changed. Also, if the employment agreement is currently the defining document, the board should be provided with a copy.

Policy 2003 - I'd suggest deferring action on taking this change until all current or potential personnel assignment changes are resolved. Policy 2003.4 references Policy 2520-PT.

Policy 2010 - This policy, and Policy 2330.3.1, require a scheduled performance review prior to merit advancement. Were performance reviews conducted prior to the last merit increases?

Policy 2040: Why restricting it to administrative staff when it's a "may issue" policy?

Policy 2049: Section 2049.1 should have the section reading "when the budget allows" removed. If use of a private vehicle is approved, and that vehicle is driven for district business, the reimbursement should occur.

Because policy extends insurance coverage to private vehicles, it should require that employees certify that the vehicle meets certain street-legal standards.

Policy 2058: The "Compensation for Meetings and Travel" policy should just match the state policy, found at <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203>

Policy 2061: 2062.2 should be renumbered 2061.3. Under 2062.2, add "employee shall submit receipts or other proof of certification fees paid prior to reimbursement."

Policy 2064: Apparently I need to have 2064.1 explained to me. I read it and it doesn't make sense.

Policy 2067: I am not in support of the changes. Having a preliminary verbal reporting stage prior to a written complaint seems wise to me.

Policy 2085 - I'd suggest deferring action on taking this change until all current or potential personnel assignment changes are resolved.

Policy 2310 - Meal and Rest. Combine with ???

Policy 2330.4: Increases the maximum promotional raise from a maximum of 5% to a max of 10%.

Policy 2420 - I've never heard of this benefit before (and. Is this an industry standard? Not interested in changing it, just had never heard of it before.

Policy 2505.2 - This is more holidays than either state or county employees receive (it appears to combine the holidays observed by both). This has been very generous, but should be amended to read "The Arcade Creed Recreation and Park District shall observe the paid holidays according to the annual schedule set by Sacramento County.

Policy 2520.7 - I don't think that we should adjust the employment benefits of existing employees. I would change the rewriting of this policy to permit existing employees to continue to receive this benefit, but instead limit it only to existing employees as of July 1, 2020. So it would be amended to read: Employees of the Arcade Creed Recreation and Park District with continuous employment prior to July 1, 2020.... Employees of the Arcade Creed Recreation and Park District hired after July 1, 2020 shall not be eligible for this benefit.

Policy 2553.1 - Because of the large range in pay received by district employees, it doesn't make sense to permit transfers of leave hours between positions. Also, because of the small size of the district staff, it seems like a bad idea to start this program.

Policy 2575 - Again, I don't think that we should adjust the employment benefits of existing employees. However, this benefit seems more generous than I've seen with other government employment and think that the cost of insurance should be divided between district and employee. I'd like to see this policy continued for existing employees but change the text of 2575.1(a) to read:

a. For employees of the district with continuous employment prior to July 1, 2020, the District shall provide employee's medical insurance the health premium at 100% up to a cost of \$751 per employee per month (effective July 1, 2020).

b. For employees of the district hired on or after July 1, 2020, the District shall provide employee's medical insurance the health premium at 80% up to a cost of \$751 per employee per month (effective July 1, 2020).

c. The text about dependent healthcare previously located at 2575.1(b) would be moved here.

Policy 2605.5.2 - Amend it to just refer to all illegal drugs or prescription drugs used without a prescription or in a manner other than the prescribed use.

	A	B	C	D
	approx page	Category	Para number	Statement
1				
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)? Bad reference. Third sentence: Change to: A Part-time... holiday pay or vacation. Sick leave... per Policy 2520-
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-safety."
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... " Membersip/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	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.	
27	45	administrative	2200.3.1.	Drop" ... "and,"
28	45	legal	2200.3.1.	Spell out paragraph rather than using symbol for continuity.
29	45	Typo	2200.3.2	Does this run afoul of EEO laws? Need attorney clarification.
30	46	administrative	2200.4.4	Third sentence: run on word. "General Managershall"
31	49	administrative	2220.5.4	Spell out paragraph rather than using symbol for continuity.
32	50	administrative	2230	Spell out paragraph rather than using symbol for continuity.
33	55	legal	2320	There is a footnote annotation on the Policy Title. Should it be removed? Can't find the footnote.
34	57	typo	2330.2.2	Does this go into and/or recorded in the employee record. Clarification required.
35	57	Policy	2330.2.3	"Board of Director's" . Remove possesive hyphen
36	58	Typo	2330.4	Change in employment reduced from 12 to 6 months.This is a policy change that needs to be reviewed by Board of Directors and legal.
37	61	Typo	2345.1	First sentence: change "whichever is greater, provided than" to " ... that"
38	64	Legal	2410.2	Change "General Managermay" to " ...Manager may..."
39	65	Legal	2420.1	Grammar: change 'make up' to 'make-up' possible change in entire section. Is this personnel task in compliance with California labor law?
40	65	Policy	2420.2	This sounds like asking employees to work without compensation. Needs legal review.
41	68	Policy	2500.2	Is this a new option or just clarification of old policy?
42	68	Policy	2500.9	This is a policy change that needs board and legal approval. It reduces a current employee benefit by capping paid vacations to 15 days
43	69	Policy	2505.2	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?
44	69	administrative	2505.6	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.
				Cites the wrong policy number (2010). Replace with policy #2400

	A	B	C	D
45				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	70 Clarification		2510.4	
	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: July 16, 2020

ITEM # 6 b

SUBJECT: Proposition 68 Per Capita Funding Receipt of Notice of Funding Award


RECOMMENDATION: Discuss and provide direction to staff and the Finance Committee to develop a plan of action for the August 20, 2020 Board Meeting, and for funding to be allotted in the Final 339 D Budget.

Initiated or requested by

Report coordinator or prepared by:

Board Staff

Stephen Fraher, General Manager



Other

Attachment: Yes No Information Direction Action

Background: In June of 2018, the voters of the State of California passed Proposition 68 creating a Parks, Open Space and Water Quality Expense Bill. A portion of these funds was committed to a Per Capita Grant Program. All eligible Park and Recreation Agencies across the state would be able to receive funding for projects based on the Population of their service area. Initially it appeared that this funding was on a Fastrack but due to slow responses from eligible agencies a final calculation could not be made on the minimum amount each agency would receive.

During the fall of 2019 it appeared that funding would be coming soon, staff was told to prepare the necessary documents to submit to the State Office of Grants and Local Services (OGALS) so that when the notice of funding was received Arcade Creek would be ready to go and have their paper work ready to submit to minimize any lag time. The Board of Directors Adopted three Resolutions to this effect on August 8, 2019 in preparation for this Grant award. In December of 2019, the District obtained a Project Loan from Umpqua Bank to provide cash flow during the project.

The work envisioned in these documents includes improvements and additions to the ADA paths of travel and accessible parking areas, with a restroom renovation or replacement, and the installation of a new off-leash dog park area.

Funding remained delayed and then the COVID-19 Pandemic hit, and operations slowed down across the state. The General Manager received word of a Notice of Funding via email on Wednesday July 8, 2020 (the email and the previously approved documents are attached for your reference.

During the preparation of the Preliminary 339-D Project Budget, forty-five thousand (\$45,000) in funding was approved using Impact Fees to engineer and create a site design for a new modular restroom building at Hamilton Street Park with the necessary ADA paths of access and parking that will be required by Sacramento County Building Standards in the Building Permit approval. An RFP has been developed and reviewed by Legal Counsel to seek Proposals for utility location, site location and path of travel design for a new modular restroom building at Hamilton Street Park.

This design work is essential and required for obtaining a building permit for this project.

The Grant award for the Prop 68 Per Capita Program is \$177,952.00 for Arcade Creek, an additional amount of \$14,487 is coming from the Urban Counties Per Capita Grant for service areas serving less than 50,000 people. Arcade Creek is eligible to receive a total of \$192,439.00 in Grant funding from both sources. Which has a required match of \$48,109.75 which the District will need to take from the accrued Impact Fees for a total project value of \$240,548.75.

Source funding uses must be considered. Per Capita Funding may be used for new amenities or capital upgrades of existing facilities. Impact Fees must be used on brand new facilities or expansion of facilities which increases the community use capacity.

Alternatives:

- Move forward with the documents from the previous discussions
- Change the focus of the previous discussions and identify new project focus'
- Through the Engineering and Site Design for the restroom, use input from public input to provide guidance on the scope of the project.
- Do nothing and wait for COVID to clear.

Analysis: This source of funding combined with current District resources from Impact Fees collected provide \$590,000.00 or more of funding availability for improvements at Hamilton Street Park

Budget/Cost Impact: TBD-a minimum of \$240,548.75

Attachment(s):

- Email notice of funding dated July 8, 2020
- Copies of three Board Resolutions adopted on August 8, 2019 for the Per Capita Project

Kim Cook

From: Stephen Fraher
Sent: Friday, July 10, 2020 9:12 AM
To: Kim Cook
Subject: FW: Per Capita allocation

Please use this for Item 6b.

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

Stephen F. Fraher, CPRP

General Manager

Arcade Creek Recreation and Park District

4855 Hamilton Street

Sacramento, CA 95841

(916) 482-8377 office

(916) 743-2281 cell

(916) 483-1320 fax

From: Baker, Barbara@Parks <Barbara.Baker@parks.ca.gov>
Sent: Wednesday, July 8, 2020 3:44 PM
To: Stephen Fraher <sfraher@acrpdpd.com>
Cc: Willett, Lydia@Parks <Lydia.Willett@parks.ca.gov>
Subject: Per Capita allocation

Hi Steve,

Here is the information regarding your agency's per capita allocation:

The California Department of Parks and Recreation's Office of Grants and Local Services (OGALS) is announcing the allocations for the Per Capita program, funded through the Parks and Water Bond Act of 2018 (Proposition 68).

The allocation for the Arcade Creek RPD is \$177,952.

The timeline for the Per Capita program is as follows:

- Grant Performance Period: [July 1, 2018 – June 30, 2024](#)
- Resolution: Grantee submits to OGALS no later than [December 31, 2020](#)
- Application Packet(s): Grantee submits to OGALS no later than [June 30, 2021](#)
- Project Completion Packet: Grantee completes project and submits completion documents to OGALS no later than [March 31, 2024](#).

OGALS will be holding on-line application workshops, which all agencies are required to attend. Eligible agencies will receive further information about the workshops in a future notice.

Funds are available for local park rehabilitation, creation, and improvement. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors.

Information on the program is available on the [Per Capita Website](#), and the [Procedural Guide](#) provides details on how to submit an application.

If you have questions, contact your project officer Lydia Willett by email at Lydia.willett@parks.ca.gov.

Barbara Baker, Supervisor
Office of Grants and Local Services

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Arcade Creek

Recreation and Park District

RESOLUTION NO. 2019-08

RESOLUTION OF THE ARCADE CREEK RECREATION AND PARK DISTRICT BOARD OF DIRECTORS AUTHORIZING THE DESIGNATION OF FUNDS COLLECTED FROM IMPACT FEES BE RESERVED FOR THE PROJECTS IDENTIFIED IN THIS DOCUMENT.

WHEREAS, the District Board of Directors adopted the implementation and collection of Impact Fees on new development within the District in 2010,

WHEREAS, the District has a current total of \$574,885.72 in the 3391 holding account that are not designated, and

WHEREAS, the District is involved with a project to use four hundred thousand (\$400,000.00) in funds to increase user capacity in Hamilton Street Park with the installation of an off-leash dog park, swings, picnic shelter and accessible parking and pathways in Hamilton Street Park (\$255,000.00), and to install a picnic shelter at Arcade Creek Park (\$125,000.00), and (\$20,000.00) for additional work at the Jo Smith Nature Bridge Project, and

WHEREAS, the Board of Directors by this Resolution reserves four hundred thousand \$400,000.00 of these Impact Fee funds to increase capacity in these District facilities. Now,

THEREFORE, these funds shall be used for the Hamilton Street Park and Arcade Creek Park Improvements identified above,

BE IT RESOLVED as stated that by this action these funds are designated for the purpose described above,

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 August 8, 2019.

AYES: 3 - S. Gonzalez, M. Harrison, M. Constantine

NOES: 0

ABSENT: 1 - H. Gonzalez

Abstain: A. Vassar


Chairperson, Board of Directors

ATTEST:


Secretary, Board of Directors

Arcade Creek

Recreation and Park District

RESOLUTION NO. 2019-09

RESOLUTION OF THE ARCADE CREEK RECREATION AND PARK DISTRICT BOARD OF DIRECTORS APPROVING AN APPLICATION FOR PER CAPITA GRANT FUNDS.

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

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Arcade Creek Recreation and Park District Governing Body to certify by resolution the approval of the project application before submission of said applications to the State; and

WHEREAS, the Arcade Creek Recreation and Park District will enter into a contract with the State of California to complete the said project(s).

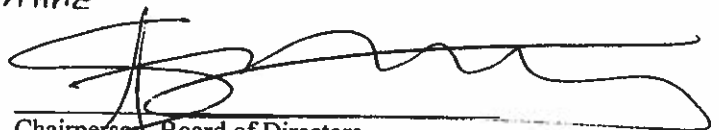
NOW THEREFORE, BE IT RESOLVED that the Arcade Creek Recreation and Park District Board of Directors hereby:

1. Approves the filing of the project application for the Per Capita Grant projects; Restroom renovation and ADA Accessible pathways/parking along with an off-leash dog park,
2. Certifies that the Arcade Creek Park District has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project, and
3. Certifies that the Arcade Creek Park District has sufficient funds and staff to operate and maintain the project facilities, and
4. Certifies that the project proposed is consistent with the park and recreation element of the Arcade Creek Recreation and Park District Master Plan as adopted in 2017 (PRC, #80063(a)), and
5. Certifies that these funds will supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC #80062(d)), and
6. Certifies that it will comply with the provisions of #1771.5 of the State Labor Code.

BE IT RESOLVED to adopt this project and the related guidelines stated here, to provide for Accessibility improvements to the existing restrooms and parking/pathways at Hamilton Street Park, in addition to creating a new off-leash dog area.

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 May 21, 2015.

AYES: 3 - S Gonzalez, M Harrison, M Constantine
NOES: 0
ABSENT: 1 - H Gonzalez
Abstain: 1 - A Vassar


Chairperson, Board of Directors

ATTEST:


Secretary, Board of Directors



RESOLUTION NO. 2019-10

**RESOLUTION OF THE ARCADE CREEK RECREATION AND PARK DISTRICT BOARD OF DIRECTORS
ADOPTING A CEQA NOTICE OF EXEMPTION FOR THE HAMILTON STREET PARK IMPROVEMENT
PROJECT.**

WHEREAS, the Arcade Creek Recreation and Park District Board of Directors desires to use Proposition #68 Per Capita Funds and District Impact Fees to make improvements to the existing park restroom structure and improve the accessibility to meet current ADA Codes at the building and connecting to existing park infrastructure, and in addition will increase capacity of the park by adding the following amenities to the site; an off leash dog park, a swing area and a new picnic shelter; and

WHEREAS, said improvements fall under the Categorical Exemptions listed in Sections #15300, #15302, and #15304 of the California Environmental Quality Act (CEQA); and

WHEREAS, the Arcade Creek Recreation and Park District will enter into a contract with the State of California to complete the said projects, which include the restroom and ADA/accessibility improvements and the off-leash dog park as part of the Proposition 68 Per Capita Funding, and the remaining items will be done with Park District Impact Fees in order to expand the capacity of the park.

NOW THEREFORE, BE IT RESOLVED that the Arcade Creek Recreation and Park District Board of Directors hereby:

1. Approves the filing of the project application for the Per Capita Grant projects; Restroom renovation and ADA Accessible pathways/parking along with an off-leash dog park,
2. Certifies that the Arcade Creek Recreation and Park District will have available, prior to commencement of construction utilizing Per Capita funding, sufficient funds to complete the projects; and
3. Certifies that the Arcade Creek Recreation and Park District has sufficient resources to maintain and operate the projects; and
4. Certifies, that all projects proposed are consistent with the park and recreation element of the Arcade Creek Recreation and Park District Master Plan (PRC #80063(a)); and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2019 (PRC #80062 (d)); and
6. Certifies that it will comply with the provisions of #1771.5 of the State Labor Code, and
7. (PRC #80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum—Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the Arcade Creek Recreation and Park District will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring ne environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
 - (D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
 - (E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, as appropriate, that target diverse populations.
 - (F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas and programs.
 - (G) Identifying possible staff liaisons to diverse populations.

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

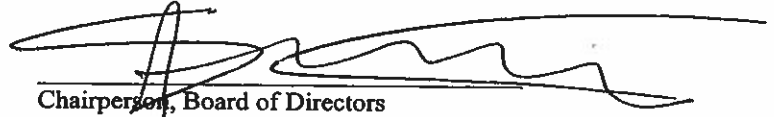
APPROVED AND ADOPTED by the Arcade Creek Recreation and Park District Board of Directors, the County of Sacramento, State of California by the following vote, to wit on August 8, 2019.

AYES: 3 - S. Gonzalez, M. Hanson, M. Constantine

NOES: 0

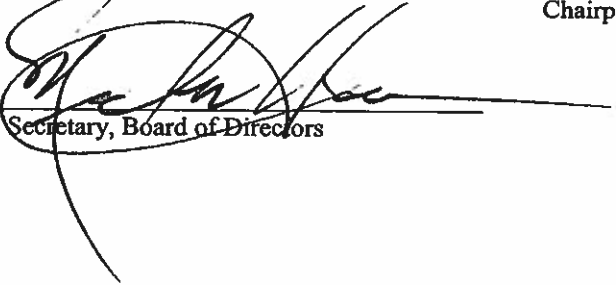
ABSENT: 1 - H. Gonzalez

Abstain: 1 - A. Vasquez



Chairperson, Board of Directors

ATTEST:



Secretary, Board of Directors

Arcade Creek

Recreation and Park District

Proposition 68 Per Capita Program

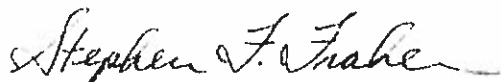
CEQA Compliance Certification for the Hamilton Street Park Improvement Project

Project Description: The Park District intends to use the Prop. 68 Funds available to renovate the existing park restroom structure and make it handicap accessible under the Americans with Disabilities Act (ADA). The project will install new fixtures, rework existing plumbing, and create connections to existing pathways that exist but that are not currently connected, as well as install a six (6') foot wide accessible pathway from the front parking area to the restroom and tying in with the existing parking lot.

Combined with Per Capita monies, the District will use Impact Fees to install a new path of access from Myrtle Avenue into the park, along with the creation of a new off leash dog fenced area that is approximately 8,250 square feet in size on an existing turf area, the natural turf will remain. This work will include accessible parking and pathways across the park driveways. A new drinking fountain will be provided in this area for the animals and their owners. Additionally, a new swing area will be added in a current vacant plot of land in the park, a concrete curb will be installed around the area and it will be filled with recycled rubber material. Near the restroom and sidewalk connections a new 24'x30' picnic shelter will be added near the children's play area.

This property (18 acres) was acquired by the Park District in 1975 and has been in use as a public park since that time. The plans discussed above are considered Categorical Exemptions under Section #15300, #15301, #15302, and #15304 of the California Environmental Quality Act (CEQA).

Submitted by:



Stephen F. Fraher, CPRP
General Manager
sfraher@acrpd.com