

# Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING  
THURSDAY DECEMBER 17, 2020 @ 6:00 p.m.

**TELE-CONFERENCE CALL from remote locations**

Log in at <https://us02web.zoom.us/j/88057566309?pwd=NkxwTE9FWjBqdjlOdGV3dGpQbWs0Zz09>

**Meeting ID # 750 518 431**

**Password 7RNGiH**

## AGENDA

1. **Call to Order and perform Roll Call** (Vice Chair – Alex Vassar)
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. **Selection of Board Officers for the next year**
  - a. Positions up for election; Chair, Vice-Chair, Secretary/Treasurer
4. **Announcements** (General Manager Fraher)
  - a. The Park District Office and parking lot gates will be CLOSED on Christmas Eve December 24<sup>th</sup>, Christmas Day Friday December 25<sup>th</sup>, and Dec. 26-27. Additionally, parking areas will be closed on New Year’s Day January 1<sup>st</sup> and Jan. 2-3, 2021 so that District staff may spend each Holiday weekend with their families.
  - b. COVID-19 Announcement as needed/required.
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. November 19, November 24, and December 3, 2020 **Meeting Minutes**
  - b. FY 20-21 Period 5 **Financial Reports 339A**
  - c. FY 20-21 Period 5 **Financial Reports 339D**
  - d. FY 20-21 Period 5 **Multi Accounts Revenue Reports**

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

Physical Address: 4855 Hamilton Street, Sacramento, California 95841-3414

(916) 482-8377 Fax (916) 483-1320 Email: [acrpdp@acrpdp.com](mailto:acrpdp@acrpdp.com)

- e. FY 20-21 Period 5 **Payroll Report**
  - f. FY 20-21 Period 5 **Facility Rental Reports**
  - g. Correspondence **received and sent**
  - h. General Manager's Report and project update report
    - i. Police Report
- 6. Old Business**
- a. Update on request by neighbors to acquire park property through a Lot Line Adjustment (LLA) and the County requirements in the process.
  - b. Select either Saturday January 30<sup>th</sup> or Saturday February 6<sup>th</sup> as the date for the Board Retreat, and the type of meeting to be conducted (in-person or Zoom).
- 7. New Business**
- a. Required Trainings for Board Members and Staff and discuss selecting a date for Brown Act presentation with District Counsel.
  - b. Discuss and select a method for Board Members to receive District Policies and other pertinent documents of length.
  - c. Consider nominating a Board Member for election to the LAFCO Special Districts Advisory Board.
- 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 January 21, 2021 at 6:00 p.m.

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

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

## **MINUTES**

Of

The Arcade Creek Recreation & Park District

Meeting of the Board of Directors

Held on

**Thursday November 19, 2020 at 6:00 p.m.**

Meeting conducted via Zoom Video Conference

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

Board Members Present: Senica Gonzalez, Miles Constantine, Heather Gonzalez, A. Vassar

Board Members Absent: Michael Hanson

Staff Members Present: Stephen Fraher, Kim Cook

Legal Counsel Present: No

Auditor Present: Larry Bain

Presentation: Yes – FY 19-20 Annual Audit

Visitors That Signed In: Via Zoom – Amanda Gualderama, Kim Tucker with Impact Foundry, Julie Leber, Daniel Curtin, Laura Cunningham

Visitors That Did Not Sign: None

### **2. PUBLIC COMMENTS:**

Daniel Curtin and Laura Cunningham, neighbors of the Arcade Creek Park whose property runs along the existing flood wall located along the creek, expressed a desire to obtain the area of property that is located behind their back fence and the flood wall. They requested that the District provide information on how to proceed with this request.

### **3. ANNOUNCEMENTS:**

The Park District Office and parking lot gates will be CLOSED on Thursday November 26, 2020 for Observance of the Thanksgiving Holiday. The Park District Office will be CLOSED on Friday November 27, 2020 as part of the Thanksgiving Holiday Weekend

### **4. PRESENTATION(S)**

a. Report from Larry Bain, C.P.A. of the FY 19-20 Annual Audit

Information was provided to the Board.

Director A. Vassar requested info regarding the materiality level for the government-wide statements and the funds.

Request for info was to be provided per the request.

## Minutes of Board of Directors Meeting

November 19, 2020

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### 5. CONSENT AGENDA:

- a. October 15, 2020 Meeting Minutes
- b. FY 20-21 Period 4 Financial Reports 339A
- c. FY 20-21 Period 4 Financial Reports 339D
- d. FY 20-21 Period 4 Multi Accounts Revenue Reports
- e. FY 20-21 Period 4 Payroll Report
- f. FY 20-21 Period 4 Facility Rental Reports
- g. Correspondence received and sent
- h. General Manager's Report and project update report
  - i. Staff report items
  - ii. Police Report

**Motion No. 1:** It was moved by Director M. Constantine and seconded by Director H. Gonzalez to approve consent items as presented.

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

### 6. OLD BUSINESS:

- a. Receive report on the results of the Request for Proposals for Facilitation Services for development of Core Values, Mission, and Goals for the District Board. Authorize staff to execute a contract with the selected firm/agency.

It was discovered during the meeting that the Staff report did not reflect this item to be an Action item.

Item tabled, to be brought back as an action item.

- b. Set a closing date for the 2020 Community Needs Assessment Survey.

Directed to keep open until end of year.

### 7. NEW BUSINESS:

- a. Approve annual audit report for FY 2019-20 from Larry Bain, C.P.A.

**Motion No. 2:** It was moved by Director A. Vassar and seconded by Director H. Gonzalez to accept and approve FY 2019-20 Audit as presented.

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

- b. Set date for administration of the Oath of Office for three Board Members elected for the 2020-2024 Term.

It was decided by the Board to administer the Oath of Office on Thursday, December 3, 2020 at 6:00 pm

A Special Called meeting will be held on Tuesday November 24, 2020 at 6 pm to re-address New Business item #6 the RFP for Facilitation Services.

And discuss if the District should increase the funds for the current survey.

## Minutes of Board of Directors Meeting

November 19, 2020

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### 7. NEW BUSINESS: (cont.)

- c. Preparation for reopening from COVID-19 Restrictions, and new practices moving forward.

Board received information.

At 7:41 pm, Chairperson S. Gonzalez turned the meeting over to Vice-Chair A. Vassar

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

**Motion No. 3:** It was moved by Director M. Constantine and seconded by Director H. Gonzalez to adopt Resolution 2020-12, declaring November 20,2020 Senica Gonzalez Day, in appreciation of his services to the Arcade Creek Recreation and Park District Board of Directors

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

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

**Absent:** M. Hanson

**Abstained:** S. Gonzalez

At 7:46 pm, Vice-Chair A. Vassar returned to meeting back to Chairperson S. Gonzalez

### 8. BOARD DISCUSSION:

Staff informed the Board that the County was making changes with regards to payroll advices and suggested that members that currently receive an actual check, consider changing to auto deposit.

- a. General discussion on topics for future meetings

Director M. Constantine brought up an article that he read regarding CalPERS health insurance increases being considered and wondered if it might impact the current FY budget.

Director H. Gonzalez stated that she wants to make sure the Board Members are receiving the proper training that is required by law. She also requested that each Director receives copies of District policies.

### ITEMS TO BE PLACED ON AGENDA FOR FUTURE DISCUSSION:

**ADJOURNMENT:** The Chair adjourned the meeting at 8:07 pm.

**The next regular meeting will be:**

**Thursday December 16, 2020**

**Via Zoom at:**

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

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 November 24, 2020 at 6:00 p.m.**

The Special Called meeting of the Arcade Creek Recreation and Park District Board of Directors for Tuesday November 24, 2020 at 6:00 p.m. via Zoom Conference call was cancelled at 6:20 p.m. due to lack of accessibility to the Public to log on to the meeting.

The meeting was rescheduled for Thursday December 3, 2020 at 5:45 p.m. via Zoom Conference call.

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 December 3, 2020 at 5:45 p.m.**

Meeting conducted via Zoom Video Conference

Oath of Office administered to Director Heather Gonzalez by Incumbent Board Secretary Michael Hanson

The following Oaths of Office took place on 12/1/2020:

Director Alex Vassar by Incumbent Board Secretary Michael Hanson

Amanda Gualderama by Director Alex Vassar

Vice-Chairperson A. Vassar called the meeting to order at 5:52 pm

Board Members Present: Michael Hanson, Senica Gonzalez, Heather Gonzalez, Alex Vassar

Board Members Absent: Miles Constantine (joined at 6:06 pm)

Staff Members Present: Stephen Fraher, Kim Cook

Legal Counsel Present: No

Auditor Present: No

Presentation: None

Visitors That Signed In: Via Zoom – Amanda Gualderama

Visitors That Did Not Sign: None

**3. Selection of Board Officers for the next year December 3, 2020-December 31, 2021.**

Tabled until next regular scheduled Board meeting.

**4. PUBLIC COMMENTS:**

None

**5. ANNOUNCEMENTS:**

None

**6. CONSENT AGENDA:**

None

**Minutes of Board of Directors Meeting**

December 3, 2020

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**7. OLD BUSINESS:**

- a. Authorize staff to execute a contract, in the amount of five-thousand (\$5,000.00) dollars with The Impact Foundry to provide Facilitation Services to the District for planning purposes.

**Motion No. 1:** It was moved by Director M. Hanson and seconded by Director S. Gonzalez to authorize staff to inter into the contract with The Impact Foundry to provide facilitation services to the District for planning purposes.

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

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

**Absent:** M. Constantine

Director M. Constantine joined the Zoom meeting at 6:06 pm

- b. Authorize the expenditure of up to three hundred (\$300.00) dollars for continued promotion of the 2020 Community Needs Assessment Survey.

**Motion No. 2:** It was moved by Director S. Gonzalez and seconded by Director H. Gonzalez to authorize staff to spend no more than three-hundred dollars for the purpose to continue the promotion of the 2020 Community Needs Assessment Survey.

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

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

**8. NEW BUSINESS:**

None

**9. BOARD DISCUSSION:**

Staff requested that if there were any topics that the Board would like added to the next Board meeting scheduled for Thursday December 17, 2020, to please submit the topic to Staff by no later than Tuesday December 8<sup>th</sup>, 2020.

**ADJOURNMENT:** The Vice-Chair adjourned the meeting at 6:11 pm.

**The next regular meeting will be:**

**Thursday December 17, 2020**

**Via Zoom at:**

**<https://us02web.zoom.us/j/750518431?pwd=Um1xMExPb0pqB2xyYvsyb3NRN0MzQT09>**

**Meeting ID: 750 518 431 Passcode: 7RNGiH**



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

**November 2020  
Period 5 of 13**

**FYTD Completed = 38%**

CODE	CATEGORIES	2020-2021 Budget	November	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	177,741.00	14,699.76	75,686.72	102,054.28	43%
"	<b>Part-time Salaries</b>			-		-0-
"	<b>P/T Monitors</b>	28,080.00	799.88	5,217.76	22,862.24	19%
"	<b>2 P/T Maintenance Position</b>			-	-	#DIV/0!
"	<b>P/T Summer Monitors-Special Events</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	-	1,200.00	2,300.00	34%
10113200	Salaries & Wages - Time/one half (OT)	2,500.00	-	252.00	2,248.00	10%
"	Salaries/Wages - Strt Time (No Retirement Contribution)		94.50	225.76	(225.76)	#DIV/0!
10121000	Retirement - Employer Cost (@10.484%)	18,634.00	1,541.11	7,862.99	10,771.01	42%
"	Retirement - <b>UAL</b> (1591.04 mthly or 18457.00)	18,457.00	-	18,457.00	-	100%
"	Retirement Acturial Cost	1,000.00	-	650.00	350.00	65%
10122000	Social Security (OASDHI rate=7.65%)	16,347.00	1,189.86	6,302.13	10,044.87	39%
10123000	Group Insurance - Employer Cost			-		-0-
"	<b>Medical + Admin fee</b>	28,551.00	2,311.03	12,331.95	16,219.05	43%
"	<b>Dental</b>	1,484.00	121.92	731.52	752.48	49%
"	<b>EAP</b>	104.00	-	52.20	51.80	50%
"	<b>Vision</b>	296.00	24.57	147.42	148.58	50%
10124000	Work Comp Ins - Employer Cost	7,243.00		3,440.43	3,802.57	48%
10125000	State Unemployment Insurance (Pool)	700.00		-	700.00	0%
10128000	Health Care Retirees	1,282.00	49.46	296.87	985.13	23%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)	266,273.00		-	266,273.00	0%
	<b>TOTALS:</b>	<b>572,192.00</b>	<b>20,832.09</b>	<b>132,854.75</b>	<b>439,337.25</b>	<b>23%</b>

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

**November 2020  
Period 5 of 13**

**FYTD Completed = 38%**

CODE	Service & Supply	2020 Budget	November	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	500.00		-	500.00	0%
20202900	Business/Conference Expenses	2,200.00		-	2,200.00	0%
20203600	Education and Training Supplies	-		-	-	#DIV/0!
20205100	Insurance - Liability	51,540.00		25,770.00	25,770.00	50%
20206100	Memberships Dues	2,000.00		2,000.00	-	100%
20207600	Office Supplies	800.00	150.38	385.49	414.51	48%
20207602	Signs	1,000.00		-	1,000.00	0%
20207603	Keys	500.00		-	500.00	0%
20208100	Postage Service	148.00		148.00	-	100%
20208102	Stamps (Postal)	150.00		21.70	128.30	14%
20208500	Printing Service	3,500.00		-	3,500.00	0%
20210300	Agriculture/Horticultural Services	10,000.00		350.00	9,650.00	4%
20210400	Agricultural/Horticultural Supplies	2,500.00		-	2,500.00	0%
20211100	Building Maintenance Service	2,200.00		1,049.00	1,151.00	48%
20211200	Building Maintenance Supplies	-		-	-	#DIV/0!
20212200	Chemical Supplies (new)	-		-	-	#DIV/0!
20213100	Electrical Maintenance Services	1,000.00		-	1,000.00	0%
20213200	Electrical Maintenance Supplies	200.00		-	200.00	0%
20214100	Land Improvement Maintenance Service	4,000.00		1,079.22	2,920.78	27%
20214200	Land Improvement Maintenance Sup.	2,000.00	4,632.00	5,937.34	(3,937.34)	297%
20215100	Mechanical System Maintenance Svcs.	1,500.00		426.00	1,074.00	28%
20215200	Mechanical System Maintenance Sup.	-		-	-	#DIV/0!
20216200	Painting Supplies	500.00		119.53	380.47	24%
20216700	Plumbing Maintenance Service (new)	1,000.00		-	1,000.00	0%
20216800	Plumbing Maintenance Supplies	500.00		-	500.00	0%
20219100	Electricity	17,500.00	1,197.96	7,874.78	9,625.22	45%

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

**November 2020  
Period 5 of 13**

**FYTD Completed = 38%**

CODE	Service & Supply	2020 Budget	November	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	2,500.00	27.58	90.62	2,409.38	4%
20219300	Refuse Collection/Disposal	4,000.00	189.90	1,031.48	2,968.52	26%
20219500	Sewage Services	3,000.00	276.28	365.52	2,634.48	12%
20219800	Water	30,000.00	754.63	14,041.96	15,958.04	47%
20220500	Automotive Maintenance Service	2,000.00		-	2,000.00	0%
20220600	Automotive Maintenance Supplies	300.00		-	300.00	0%
20221100	Grounds Equipment Maintenance Svcs.	4,000.00		1,948.00	2,052.00	49%
20221200	Grounds Equipment Maintenance Sup.	3,000.00	341.37	2,728.93	271.07	91%
20222600	Hand / Expendable Tools	1,200.00		117.78	1,082.22	10%
20223600	Fuel and Lubricant Supplies	4,200.00	306.55	1,632.75	2,567.25	39%
20226200	Office Equip. Maintenance Supplies	-		-	-	#DIV/0!
20227500	Rent/Lease Equipment	500.00		-	500.00	0%
20227501	Copy Machine - Lease	3,300.00	455.45	1,563.23	1,736.77	47%
20227504	Miscellaneous	1,500.00	185.33	214.82	1,285.18	14%
20229100	Other Equip Maint. Service	2,000.00		-	2,000.00	0%
20229200	Other Equip Maint. Supply	1,500.00		-	1,500.00	0%
20231400	Clothing/Personal Supplies	100.00		-	100.00	0%
20232200	Custodial Supplies	5,000.00	225.42	1,651.49	3,348.51	33%
20243700	Lab (Medical) Service (Drug Testing)	-		-	-	#DIV/0!
20244300	Medical Service (Pre-emp. testing)	-		-	-	#DIV/0!
20244400	Medical Supplies (First Aid)	350.00		32.29	317.71	9%
20250700	Assessment / Collection Services	7,600.00		99.00	7,501.00	1%
20252100	Temporary Services	-		-	-	#DIV/0!
20253100	Legal Services	6,500.00	75.50	4,367.22	2,132.78	67%
20255100	Planning Service-	-		-	-	#DIV/0!
20257100	Security Service	23,725.00	2,535.00	9,925.00	13,800.00	42%
20258200	Public Relations Service/mkting, web	5,000.00	10.00	2,503.36	2,496.64	50%
20259100	Other Professional Services	5,000.00		388.94	4,611.06	8%

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

**November 2020  
Period 5 of 13**

**FYTD Completed = 38%**

CODE	CATEGORIES	2020 Budget	November	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	3,000.00		2,200.00	800.00	73%
20281201	Hardware (Computer)	-		59.03	(59.03)	#DIV/0!
20281265	Application Software Maint Lic Renewal	3,000.00	545.47	1,525.46	1,474.54	51%
20281304	Sales Tsx Adj - Board of EQ	-		-	-	#DIV/0!
20281700	Election Services	12,000.00		-	12,000.00	0%
20283102	Mileage	1,500.00	77.10	113.38	1,386.62	8%
20285100	Recreation Services	-		-	-	#DIV/0!
20285200	Recreation Supplies	2,000.00		-	2,000.00	0%
20285300	Recreation Supp. (P-S) ELP Program	-		-	-	#DIV/0!
20288000	Prior Year Service & Supply Expe	-		-	-	#DIV/0!
20289800	Other Operating Expenses - Supplies	1,500.00		80.44	1,419.56	5%
20289900	Other Operating Exp. - Misc. expenses	1,000.00		-	1,000.00	-0-
20291300	Auditor/Controller Services	5,500.00	5,495.00	5,495.00	5.00	100%
20291500	Compass Costs	1,000.00		-	1,000.00	0%
20291700	Alarm Services	1,770.00		863.26	906.74	49%
20298700	Telephone Services	4,000.00	299.55	1,497.53	2,502.47	37%
20298701	Cell Phones	800.00	99.37	472.48	327.52	59%
20299909	Expenditure Reimbursements	12,500.00		-	12,500.00	0%
<b>TOTALS:</b>		<b>271,083.00</b>	<b>\$ 17,879.84</b>	<b>\$ 100,170.03</b>	<b>\$ 170,912.97</b>	<b>37%</b>

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

**November 2020  
Period 5 of 13**

**FYTD Completed = 38%**

CODE	CATEGORIES	2020 Budget	November	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	9,688.00	811.53	4,992.49	4,695.51	52%
30323000	Lease Obligation Retirement(Side Fund)	27,900.00	2,300.00	13,800.00	14,100.00	49%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	704.00		703.64	0.36	100%
<b>TOTALS:</b>		<b>38,292.00</b>	<b>\$ 3,111.53</b>	<b>\$ 19,496.13</b>	<b>\$ 18,795.87</b>	<b>51%</b>

**FYTD Completed = 38%**

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

**FYTD Completed = 38%**

79790100	Contingencies	31,033.00		-	\$ 31,033.00	0%
	Reserved Fund Balance Increase			-	\$ -	0%
<b>Grand Total</b>		<b>\$ 912,600.00</b>	<b>\$ 41,823.46</b>	<b>\$ 252,520.91</b>	<b>\$ 629,046.09</b>	<b>28%</b>

	Beginning Fund Balance Available	394,587.00		-	\$ 394,587.00	0%
	Fund Balance Decreased by	(160,000.00)			\$ (160,000.00)	0%
	Provisions for General Reserves	22,000.00		-	\$ 22,000.00	0%
<b>TOTALS:</b>		<b>256,587.00</b>	<b>-</b>	<b>-</b>	<b>256,587.00</b>	

**ACRPD 2020 - 2021**  
**339A Revenue**

**November 2020**  
**Period 5 of 13**

**FYTD Completed = 38%**  
**Percent Received**

Account		2020 - 21 Budget	November	Received To Date	Unrealized	
91910100	Property Tax-Current Secured	610,000.00		0.01	609,999.99	0%
91910200	Property Tax-Current Unsecured	21,000.00		(0.06)	21,000.06	0%
91910300	Property Tax-Current Sup.	13,000.00		-	13,000.00	0%
91910400	Property Tax Sec. Delin.(+Teeter)	4,300.00		-	4,300.00	0%
91910500	Property Tax Supplemental Delin.	800.00		-	800.00	0%
91910600	Property Tax-Unitary	6,100.00		-	6,100.00	0%
91912000	Redemption	-		-	-	#DIV/0!
91913000	Property Tax Prior Unsecured	300.00		-	300.00	0%
91914000	Penalty	100.00		-	100.00	0%
91919600	RDA Residual Distribution	-		-	-	#DIV/0!
<b>Total Taxes</b>		<b>\$ 655,600.00</b>	<b>\$ -</b>	<b>(0.05)</b>	<b>\$ 655,600.05</b>	<b>0%</b>
94941000	Interest	2,000.00		84.00	1,916.00	4%
94942900	Building Rental (Parks & Facilities)	4,674.96	240.00	600.00	4,074.96	13%
"	Building Rental (Cell Towers 4610.42)	55,325.04	4,610.42	18,141.68	37,183.36	33%
95952200	Homeowner Property Tax Relief	6,000.00		-	6,000.00	0%
95952900	In Lieu Taxes - Other	-		-	-	#DIV/0!
95953300	Redevelopment Passthru	4,000.00		-	4,000.00	0%
95956300	State-Federal Grants	-		-	-	#DIV/0!
95956900	Other Funds - Local (GRANT)	-		-	-	#DIV/0!
"	<b>Grant = Park Sponsorships</b>			-	-	#DIV/0!
"	<b>Funds Transferred from 339I</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
96964600	Recreation Fees	-		-	-	#DIV/0!
97974000	Insurance Proceeds	10,000.00		-	10,000.00	0%
97979000	Miscellaneous	15,000.00	6,604.00	7,116.50	7,883.50	47%
97979900	Prior Year (Funds moved to )			-	-	#DIV/0!
98986200	Proceeds from Asset sale - Spec Dist			-	-	#DIV/0!
	Fund Balance Available =xxxxxxx.xx			-	-	#DIV/0!
<b>Problem</b>	**County Error In Process of Correction**	-		-	-	0%
<b>Total Other Revenue</b>		<b>\$ 97,000.00</b>	<b>\$ 11,454.42</b>	<b>\$ 25,942.18</b>	<b>\$ 71,057.82</b>	<b>27%</b>
<b>Total Revenue</b>		<b>\$ 752,600.00</b>	<b>\$ 11,454.42</b>	<b>\$ 25,942.13</b>	<b>\$ 726,657.87</b>	<b>3%</b>

**Register Expense Report  
FY 2020 - 2021  
11/1/2020 Through 11/30/2020**

Account 339A

Date	Num	Description	Memo	Category	Amount
11/3/2020	23659	S CalPERS - 521	10/16 - 10/31/2020 EE Contrib	5420524	-520.38
			10/16 - 10/31/2020 ER Contrib	121000	-779.36
11/3/2020		23660 Cintas - 56036	10/30/2020 - Custodial	232200	-112.71
11/3/2020	23661	S Fast Break - 37998	10/2020 - Phone service	298700	-195.00
			11/2020 - email exhcnage + Brd mbrs	298701	-40.00
11/3/2020		23662 J&J Locksmith - 1833	HSP - Park RR repair	221200	-341.37
11/3/2020		23663 Larry Bain, CPA - 26727	FY 19/20-Audit	291300	-5495.00
11/3/2020		23664 Orbit Station - 33714	10/2020- Fuel Chgs	223600	-219.08
11/3/2020		23665 Pet Waste Eliminator - 69321	Pet trash liners	227504	-185.33
11/3/2020		23666 Stephen Fraher - 920476	10/2020 - Mileage	283102	-77.10
11/3/2020		23667 SMUD - 4025	10/2020 - SMUD Billing	219100	-1197.96
11/3/2020		23668 T-Mobile - 32685	10/2020-District Cell Phones	298701	-59.37
11/6/2020		23669 Carson Landscape Indus. - 18136	ACP Irrigation repair	214200	-2775.00
11/6/2020		23670 Fulton-El Camino Rec & Park - 2968	9/2020 Patrol Service	257100	-2535.00
11/6/2020		23671 PG&E - 1383	10/2020-Billing	219200	-27.58
11/6/2020		23672 Republic Services - 57909	10/2020 - Billing	219300	-189.90
11/6/2020		23673 Rio Linda Fence - 57446	ACP - Repair dog park fencing	214200	-1857.00
11/13/2020	EFT	# 400038749 - Health Benefits	Health Benefits Pay Date 11/13/2020	123000	-1152.75
11/13/2020	P/R+Taxes	S Payroll And Taxes	Period 10/16- 10/31/2020 Ck date 11/13/2020	111000	-7849.01
			Brd Pay Ck date 11/13/2020	112400	0.00
			Time/One Half - Ck date 11/13/2020	113200	0.00
			OASDHI - Ck date 11/13/2020	122000	-598.89
			SUI ER Contrib Ck date 11/13/2020	125000	0.00
11/13/2020		23674 Cole Huber - 54641	10/2020- Ref Audit Response	253100	-75.50
11/13/2020		23675 US Bank - 68934	11/2020-Xerox Copier	227501	-281.29
11/16/2020		23676 Cintas - 56036	11/13/2020 - Custodial	232200	-112.71
11/16/2020		23677 Comcast - 12322	11/2020-Billing-Phone/HSI	298700	-104.55
11/16/2020	23678	S GSRMA - 29229	12/2020-Dental 3- EEs	123000	-121.92
			12/2020-Dental-1 depend	5420516	-32.76
			12/2020-Vision- 3 EEs	123000	-24.57
			12/2020-Vision- 1 depend	5420516	-7.56
11/16/2020		23679 Phillips 66 - 58398	10/2020-Stmt	223600	-87.47
11/16/2020		23680 Staples Business Advantage - 14122	Lables, Bankers boxes	207600	-60.14
11/16/2020	23681	S Umpqua CC - 71085	Stamps-Address, Bank endorsments/headphones	207600	-90.24
			ACP Park Improv-County Inspect(move to 339D)	227504	-185.98
			Marketing - FaceBook	258200	-10.00

11/23/2020		23682	The Active Network - 37882	1/2020 - 3/2020 Billing	281265	-545.47
11/23/2020	23683	S	CalPERS - 521	11/1 - 11/15/2020 EE Contrib	5420524	-508.62
				11/1 - 11/15/2020 ER Contrib	121000	-761.75
11/23/2020	23684	S	CalPERs Health - 12733	12/2020-Medical - 3 EE's	5420516	-2305.47
				12/2020-Medical - EE Admin Fee	123000	-5.53
				12/2020-Medical - 1 Retiree	128000	-49.46
11/23/2020	23685	S	Inland Business Systems - #1536	Qtrly copy/scan S/H chg	227501	-5.66
				Copy overage chg 8/18 /2020- 11/17/2020	227501	-168.50
11/23/2020		23686	Sacramento Suburban Water - 26158	11/2020 - Garfield (ACP)	219800	-1030.91
11/23/2020	23687	S	Umpqua Bank - 52152	12/2020 - Side Fund pmt	321000	-811.53
				12/2020 - Side Fund pmt	323000	-2300.00
11/23/2020	JV		# 110187201	Re-allocate 227504 to 339D 420200 Claim 23681	227504	185.98
11/25/2020	DepPermit	S	County Of Sacramento Deposit Permi	Studio / Field Space	942900	240.00
				Event Building / GPA / Park Rentals / Cell Towers	942900	4610.42
				Grants -	956300	0.00
				Misc Funds Collected	979000	10.00
11/30/2020	EFT		# 40003886 - Health Benefits	Health Benefits Pay Date 11/30/2020	123000	-1152.75
11/30/2020	P/R+Taxes	S	Payroll And Taxes	Period 11/1- 11/15/2020 Ck date 11/30/2020	111000	-7745.13
				Brd Pay Ck date 11/30/2020	112400	0.00
				Time/One Half - Ck date 11/30/2020	113200	0.00
				OASDHI - Ck date 11/30/2020	122000	-590.97
				SUI ER Contrib Ck date 11/13/2020	125000	0.00
11/30/2020		23688	Cintas - 56036	11/25/2020 - Custodial	232200	-112.71
11/30/2020		23689	College Oak Towing - 617236	Recover 2009 Ford - Stuck @ ACP	220500	-250.00
11/30/2020		23690	Fulton-El Camino Rec & Park - 2968	10/2020 Patrol Service	257100	-1690.00
11/30/2020	23691	S	Sacramento County Utilities - 666	10/22/2020 - 12/21/2020 Billing	219500	-276.28
				COVID-19 Credit	219500	245.82
11/30/2020		23692	Sacramento Suburban Water - 26158	11/2020 - Myrtle (Oak)	219800	-1428.01
11/30/2020		23693	Sacramento Suburban Water - 26158	11/2020 - HSP	219800	-131.17
11/30/2020		23694	T-Mobile - 32685	11/2020-District Cell Phones	298701	-29.37
				TOTAL 11/1/2020 - 11/30/2020		-44,009.55
				BALANCE 11/30/2020		-245,531.45
				TOTAL INFLOWS		5,292.22
				TOTAL OUTFLOWS		-49,301.77
				NET TOTAL		-44,009.55



**ACRPD 2020 - 2021**  
**339D Expenditures**

**November 2020**  
**Period 5 of 13**

**FYTD Completed = 38%**

CODE	CAPITAL OUTLAY	20-21 Budget	November	Expended To Date	Balance	Percent Expended
42420100	Buildings <b>New ADA Features @ HSP</b>	1,400.00		31.35	1,368.65	2%
42420110	Leasehold Improv. <b>(Oakdale Park)</b>			-	-	#DIV/0!
42420200	Structures <b>ACP Park Improv. Proj</b>		185.98	841.12	(841.12)	#DIV/0!
43430300	Equipment-SD Non-Recon - <b>New Play Equip</b>			-	-	#DIV/0!
45450300	Infr--SD-Non-Recon - <b>ACP Pedi Bridge Proj</b>			-	-	#DIV/0!
46460300	Other Intangible Asset-Spec Dist - <b>HSP site plan &amp; Locati</b>	49,367.00		-	49,367.00	0%
46461300	Intangibles - ???			-	-	
				-	-	-0-
<b>TOTALS:</b>		<b>50,767.00</b>	<b>\$ 185.98</b>	<b>\$ 872.47</b>	<b>\$ 49,894.53</b>	<b>2%</b>

**ACRPD 2020 - 2021**  
**339D Revenue**

**November 2020**  
**Period 5 of 13**

**FYTD Completed = 38%**

Account		20-21 Budget	November	Received To Date	Unrealized	Percent Received
94941000	Interest Income			1.00	(1.00)	#DIV/0!
				-	-	#DIV/0!
95952900	In Lieu Fees Transfer			-	-	#DIV/0!
				-	-	#DIV/0!
95956300	State-Federal Grants(Jo Smith Pedi Bridge Proj)			-	-	#DIV/0!
"	State-Federal Grants (Dist Proj/Per Capita Funds)			-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
95956900	Other Funds - Local (Fund Source 339I Impact Fees	45,000.00		-	45,000.00	0%
"	*Jo Smith Pedi Bridge Proj			-	-	#DIV/0!
"	*ACP-Park Improvements			-	-	#DIV/0!
"	*HSP Community Ctr Improvements			-	-	#DIV/0!
"	*HSP ADA Improvements			-	-	#DIV/0!
	*HSP Planning, Accessible Parking & Pathways			45,000.00	(45,000.00)	#DIV/0!
95956910	State Match UMPQUA Bank Line of Credit			-	-	#DIV/0!
	**			-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
5506614	Investment Earns			-	-	#DIV/0!
<b>Total Other Revenue</b>		<b>\$ 45,000.00</b>	<b>\$ -</b>	<b>\$ 45,001.00</b>	<b>\$ (1.00)</b>	<b>100%</b>

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

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

**November 2020**

**Period 5**

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**339B - Grant Trust**

<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Ending Balance</b>
\$ -	\$ -	\$ -	\$ -

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**088H - Park Dedication**

<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Ending Balance</b>
\$ 1,196.66	\$ -	\$ -	\$ 1,196.66

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**339C - ADA Funds**

<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Ending Balance</b>
\$ 1,360.59	\$ -	\$ -	\$ 1,360.59

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**339I - Park Impact Fee's**

<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Ending Balance</b>
\$ 506,386.05	\$ -	\$ -	\$506,386.05

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

End of

\*Pay Period:

November 15, 2020

November 30, 2020

Payroll Issued:

November 30, 2020

December 15, 2020

<b>Administration Division</b>	5585.88	5585.88	11,171.76
<b>Board Members = 5</b>	0.00	250.00	250.00
 <b>Parks Division</b>	 1774.50	 1848.00	 3,622.50
PT Maint	0		-
 <b>Recreation Division</b>			
Monitors, etc	384.75	229.50	614.25
Misc - Staff	0.00	0.00	-
Rec. Staff (Other)	0.00	0.00	-
<b>\$</b>	<b>7,745.13</b>	<b>\$ 7,913.38</b>	<b>\$ 15,658.51</b>
 <b>Employer Paid Taxes</b> <i>(FICA, Medicare, SUI)</i>	 <b>590.97</b>	 <b>Unavailable</b>	

**Facility Rental Report**

**November 2020**

**94942900 - SOCIAL/EVENT BUILDING/GPA RENTALS**

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

*Total Rentals* \$ -

**94942900 - LONG TERM STUDIO/ FIELD SPACE RENTAL**

Rental Date(s)	Renter	Location	Amount
11/30 - 12/7-14-21/2020	Albree Dog Training	HSP Park	240.00
			0.00

*Totals* \$ **240.00**

**OTHER REVENUES**

<b>Donation</b>	10.00
	0.00

*Totals* \$ **10.00**

**Arcade Creek Recreation and Park District**

**MEETING DATE: December 17, 2020**

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

**None**

# ARCADE CREEK RECREATION AND PARK DISTRICT

December 2020

## GENERAL MANAGER'S UPDATE

### **Park Maintenance**

Irrigation had been cut back significantly when it rained, but the irrigation has been reactivated during the current dry spell. When significant rain happens again, the system will be cut back to one day per week for a minimal amount of time through the winter.

The District is still waiting on the shipment of the replacement parts for the swings in the parks. The factory where the parts are made had a shut down due to COVID, affecting shipments, we are still waiting for the parts to arrive.

The District has a student who is doing is Community Service for school. He is helping Anita with trimming and pruning of trees around Hamilton Street Park. Please take some time to take a walk around the Hamilton Street Park, the trees being limbed up is noticeable.

Leaves have been an issue lately. Juanita is doing a good job staying on top of the accumulation, she uses the mulching function on the mowers to chop the leaves up. Prior to Christmas the Sheriff's Department work crew will be on-site to assist in the leaf and debris removal.

### **Nature Trail Area and Fire Abatement**

Nothing more to report on this project currently.

### **Facility Rentals**

Building rentals are non-existent. I have contacted the County OES Office regarding possibility of using the Herzog Center as a warming center for homeless people. They want access to the building a no charge, I told them that we need to collect a minimal fee (non-profit rate) to cover the District's cost for utilities and staff to open and close the buildings. I have not heard back from them as of this writing. I told them a waiver of fees would need to be a Board Decision.

### **Community Needs Assessment Survey**

Board Member Heather Gonzalez will report on the success of getting materials out to the community through her contact and e-introduction with Twin Rivers School District. As of this writing (December 10, 2020) a total of 143 surveys have been completed. Board Member Miles Constantine posted the survey on the Next-Door app again. I Boosted the announcement of the Survey on Facebook to a 3-mile radius through December 31, 2020, and multi-language flyers were sent to TRUSD for distribution to these families.

### **Parks and Playgrounds remain open**

The new Stay at Home Order based upon the availability of ICU beds in Sacramento County went into effect at 11:59 p.m. on Thursday December 10, 2020 for a minimum of three (3) weeks. During this time Parks and Playgrounds that are outside will remain open. Guidelines for use are as follows:

## Outdoor Playground Definition:

- Fully outdoors
- Free to enter and use
- Designed primarily to serve nearby residents within a half a mile
- Can provide State-mandated outdoor space for preschools (which could be scheduled in advance to avoid overlapping use)
- Typically includes recreational equipment, like play structures, slides, swings, etc. intended to enrich children's physical health and development

Visitors to outdoor community playgrounds must comply with the following requirements:

1. Face masks over the mouth and nose are always required for everyone 2 years of age or older with caregiver supervision to ensure face mask use.
2. Do not use the playground when different households are unable to maintain a physical distance of 6 feet or when the capacity limit has been reached.
3. Caregivers must monitor to keep adults and children from different households at least 6 feet apart.
4. Consider coming on different times or days to avoid wait times and potential crowded times.
5. No eating or drinking in playground, to ensure face masks are always worn.
6. Wash or sanitize hands before and after using the playground.
7. Elderly and persons with underlying medical conditions should avoid playground when others are present.
8. Limit visit to 30 min per day when others are present

**Note:** Facility operators [should download and print this flyer](#) to post at all outdoor playgrounds.

All playground facilities operators should review and follow these recommendations:

1. An adult must actively supervise each child at all times to make sure that children two years of age or older keep their face covering over their nose and mouth and stay 6 feet away from adults and children outside their household.
  - a. Children who are supervised by the same adult must always stay together in the same play area or play structure, to allow active supervision.
  - b. If an infant or child requires attention (nursing, diapering) that precludes an adult from actively supervising other children using the playground, the adult should ask the other children to leave the play structure/area and stay by the adult's side until needed care is complete.



2. People standing outside the playground, including people waiting to enter the playground, should remain 6 feet away from areas of the playground used by children and adults.
3. Maintain six-foot distancing between children and adults from different households including children using or waiting to use play structures or play areas, and families waiting to enter the playground.
4. Increase cleaning of frequently touched surfaces, daily as practicable.
5. To the extent feasible, provide handwashing stations or sanitizer to facilitate hand hygiene, especially during times of heavy usage. Use a hand sanitizer containing (60% ethanol or 70% isopropanol). Never use hand sanitizers with methanol due to its high toxicity to both children and adults.
6. Post the maximum number of children allowed at the entrance of each playground.
  - a. Determine and post the maximum occupancy of each play structure, (e.g., climbing structures, slides, swings, spinning structures, and sand areas) with 6 foot vertical and horizontal distancing.
  - b. Determine and post the maximum occupancy for supervising adults to ensure that each adult can maintain six feet of distance from other adults and children.
  - c. Provide directions on how to wait in line when maximum playground occupancy has been reached.
7. Mark playgrounds to help children and adults maintain 6-foot distancing.
  - a. Mark spaces for families to stand while waiting to enter the playground. The spaces should be far enough apart to allow 6 feet of distance between households.
  - b. For play structures or play areas that can hold more than one child while allowing 6-foot distancing:
    - i. Post the maximum number of children allowed on each structure/in each area to allow 6-foot distancing vertically and horizontally.
    - ii. For play structures or areas that can hold more than 1 child, consider marking with tape or other visual indicators to help children assess whether they are 6 feet apart.
  - c. Mark designated spaces 6 feet apart for children to stand while waiting to use a play structure/area.

From the County Health Order Guidelines effective at 11:59 p.m. on 12-10-2020.

### **Disability Access Training**

I have registered for four (4) additional Training Courses on this topic, as I am the Lead Person for ensuring Accessibility to District Facilities and Programs. This designation is required by the current standards.

### **Insurance for Instructors, Renters, and Events**

Kim and I will be meeting during December to work through the details of this and prepare for having the program ready when reopening occurs.

### **Lot Line Adjustment**

Two neighbors along Arcade Creek and the Nature Trail have contacted me about obtaining small portions of land between their rear property lines and the flood wall. This is property that the Park District owns but does not manage. I consulted with District Counsel Derek Cole and he told me of the Lot Line Adjustment process. I researched this and will report more details on the process during the Board Meeting in December.

### **Office reorganization**

Staff must now find a firm to shred documents that can be destroyed under the Open Records Act. This is the next step in making the office area more functional.

### **Del Paso Park Committee**

I have been contacted by City of Sacramento Parks and Recreation staff regarding how to line up grazing animals. I am trying to see if a joint contract can be done to save all agencies some money so that we schedule grazing on consecutive time-period to minimize the hauling costs of the animals.

### **Flood wall issues**

The neighbors and HOA of the Cameron Ranch subdivision have voiced concerns regarding individuals walking or sitting on top of the flood wall and surveilling their property (back yards). The flood wall sits on an easement on Park District property. The owners have contacted the Storm Water Department regarding the issue. FEC Park Police have told them that the wall must be posted with signage indicating that is off limits. The HOA is willing to pay for and have the signage installed next to the wall. I have agreed to this process if there is no cost to the Park District.

However, it may become necessary for the ACRPD Board to adopt an Ordinance on this issue if the existing County Ordinances do not cover this situation. I hope to have more information on this topic if needed at the January Board Meeting.

Respectfully submitted,

A handwritten signature in blue ink that reads "Stephen F. Fraher". The signature is written in a cursive style and is positioned above a thin horizontal line.

General Manager

**Reporting Period: 2020-11-01 to 2020-11-30**

**Arcade Creek Park**

**Notice To Appear Issued**

1) Date/Time: 2020-11-16 17:54

Violation 1: 9.36.067 SCO Park Hours, Severity: Inf

2) Date/Time: 2020-11-16 17:46

Violation 1: 9.36.067 SCO Park Hours, Severity: Inf

3) Date/Time: 2020-11-16 17:50

Violation 1: 9.36.067 SCO Park Hours, Severity: Inf

**Parking Citations Issued**

1) Date/Time: 2020-11-01 14:39

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.

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**Hamilton Street Park**

**Notice To Appear Issued**

No NTAs issued during this reporting period.

**Parking Citations Issued**

No parking citations issued during this reporting period

**Onsite Arrests Made**

No onsite arrests made during this reporting period.

**Dispatched Calls For Service**

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.

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**Oakdale Park****Notice To Appear Issued**

1) Date/Time: 2020-11-16 12:53

Violation 1: 9.36.061a4ii SCO animal prohibited, Severity: Inf

**Parking Citations Issued**

1) Date/Time: 2020-11-09 13:00

V1: 4000(a) CVC No current registration

2) Date/Time: 2020-11-09 13:00

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.

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**Off Property****Notice To Appear Issued**

1) Date/Time: 2020-11-07 20:42

Violation 1: 16028(a) CVC No Insurance, Severity: Inf

Violation 2: 12500(a) CVC Unlicensed Driver, Severity: Mis

Violation 3: 4000(a) CVC No current registration, Severity: Inf

Violation 4: 5200(a) CVC Two license Plates Required, Severity: Inf

2) Date/Time: 2020-11-22 20:22

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

Violation 2: 24603(e) CVC Rear Brake Lights, Severity: Inf

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

Violation 4: 4000(a) CVC No current registration, Severity: Inf

**Parking Citations Issued**

No parking citations issued during this reporting period

**Onsite Arrests Made**

No onsite arrests made during this reporting period.

**Dispatched Calls For Service**

No dispatched calls for service during this reporting period.

**D.U.I Arrests**

1) Date/Time: 2020-11-05 14:23

DUI Type: Alchohol B.A.C: NA

**Warrant Arrests**

1) Date/Time: 2020-11-27 20:42

Severity: Mis

Warrant Ammount: no bail

**Warnings Issued**

No warnings issued during this reporting period.

**MEETING DATE:** December 17, 2020

**ITEM # 6 a**

**SUBJECT:** Update on Lot Line Adjustment requested by neighbors along Arcade Creek

**RECOMMENDATION:** Receive the update and provide direction to staff as needed.

Initiated or requested by

Report coordinator or prepared by:

Board             Staff

Stephen Fraher, General Manager



Other

Attachment:  Yes     No         Information         Direction         Action

**Background:** The neighbors along the Nature Trail made a request to the Board during the November 19<sup>th</sup> Board Meeting, to acquire a portion of District property to realign their property line in an attempt to obtain an area that is at times used as a camping spot by the homeless. The neighbors are concerned for their safety and protection of their property. This location is a spot that is wider than average for all the other property owners along the creek between their fence lines and the flood wall.

The Board has previously provided direction that the District would be interested in considering an offer if the process requires minimal staff time and no other costs to the Park District. During the November Board Meeting the General Manager was advised to contact District Counsel on the situation, which was done, and the process is called a Lot Line Adjustment. Staff then researched this process and learned it involves the County Department of Planning.

The process is extensive and must be approved by the Planning Commission. The cost of going through the process can be in the range of \$20,000.00 dollars to complete. The information has been shared with the neighbors, as of this writing the GM is waiting on a response from them to see if they are willing to consider moving forward at this expense.

A portion of the application fees must be paid prior to approval and are non-refundable if the approval is not granted. There are additional costs involved, which add up to the fee mentioned above.

**Alternatives:**

- Stop the process now.
- Move forward with the process if the property owners are willing to do so.
- Agree to share a portion of the expense with the property owners.

**Analysis:** The GM has discussed this with the property owners, believing it was a simple property sale. After speaking with Legal Counsel on the how to handle this, the Lot Line Adjustment (LLA) was identified as the proper process. The GM reached out to the County after internet research showed that fees were involved. Information was received from an Assistant Land Surveyor with

Sacramento County, laying the extensive process that must be followed and the information that the application could be denied, and fees paid to that point would be forfeited.

**Budget/Cost Impact:** TBD

**Attachment(s):**

- Copy of the email from the County Assistant Land Surveyor

Email received 12-8-2020

From County Planning and Land Survey Department

Stephen,

I think that I should give you a basic run down of how a lot line adjustment is completed. We have worked with park districts in the past to complete lot line adjustments (LLAs) that were part of the district's specific plan. In cases like that, the park district is actively acquiring property with the help of their own engineers, surveyors, title agents. Our office will provide guidance and requirements for the district and it's agents to follow in such a case.

Your case seems wholly different, as your district is willing to allow the changes, but not pursuing it as part of your own plan. I'd say that your proposed project would follow a more familiar path, one that we see between two private property owners all the time.

The park district property does offer possible issues that you'd need to look into such as how your funding may be affected by the boundary change. The zoning and tax rate code is also different between the park property and the residential property. It's best to figure out these issues prior to committing to the LLA project, as the cost is essentially the same if the project is denied or approved. The Planning Department would be the department to consult about the zoning and general land use. The Assessor's office can help with the tax rate code. I can help you make contact with a planner and the assessor if you would like.

Once you've made the decision to complete the project the following steps will need to be taken:

1-Hire a Land Surveyor and a Title Company

2-The land surveyor will prepare the legal documents required as part of the LLA submittal\*

3-Title Co will prepare the documents required as part of the LLA submittal

4-My department will review and approve the documents provided by the surveyor

5-All due taxes for all property involved must be paid, all properties with a deed of trust must have trust holder's approval (usually a bank loan)

6-Approval from various County departments- usually not an issue aside from planning and assessor as mentioned above.

7-Final approved documents are prepared and recorded by your Title Company. This includes at least one transfer of property (grant deed) from the park district, as you are selling a bit of property to the adjoining neighbor.

\*It is possible that a Record of Survey would be needed, which is another additional cost. This is fairly rare, and it does depend on the details of the land transfer. If all parties are flexible, we can usually avoid this step.



The fee to my office for the process is \$2547.71 for the LLA. The majority of the cost of the process is going to be the Surveyor and Title Company. My guess for the cost for the whole thing (excluding the sale price of the park land) is something like \$10-15,000. That is a guess, and consultation with the surveyor and title would likely produce a much better estimate.

Let me know what you think.

-Ron

***Ron Almeida***, *Assistant Land Surveyor*

Office of Development & Code Services

County Engineering Division - Survey Section

827 7<sup>th</sup> Street, Room 101, Sacramento, CA 95814

**MEETING DATE: December 17, 2020**

**ITEM # 6 b**

**SUBJECT:** Select a date for the annual retreat Facilitated by Kim Tucker with The Impact Foundry, and the type of meeting this will be (in-person or Zoom conference).

**RECOMMENDATION:** Select a date to hold the retreat and the type of meeting.

Initiated or requested by

Report coordinator or prepared by:

Board       Staff

Stephen Fraher, General Manager



Other

Attachment:  Yes     No       Information       Direction       Action

**Background:** Annually the Board of Directors meets at the end of January or early February to hold a strategic planning session and to set priorities for the upcoming year. This year Kim Tucker with The Impact Foundry has been hired to Facilitate the meeting and to create a District action plan that will create a common Core Values, Mission, Vision, and a strategic plan for operating the District moving forward.

With the COVID-19 Pandemic, how the meeting is to be conducted must be considered and decided upon. The District has sufficient space for the Board, Staff and Facilitator to meet in-person in the Maple Room (Large Room) of the Herzog Community Center, where the proper distancing can be implemented, with mask wearing and temperature check at the beginning may be implemented. The alternative is to hold the meeting via Zoom. The drawback to on-line is the need for the meeting to be an all-day affair with significant discussion to create goals and objectives.

**Date Alternatives:**

- Saturday January 30, 2021 8:30 a.m. to 5:00 p.m.
- Saturday February 6, 2021 8:30 a.m. to 5:00 p.m.

**Meeting Alternatives:**

- In-person, physically distanced, masked, temp checked
- Zoom video conference

**Analysis:** This is an unusual time, but necessary work and effort is needed. The decision will be affected by the State/County Health Guidelines in place on the date of the meeting. Maximum effort will be made for the safety of all Board, Staff, and Consultants involved to gain positive results.

**Budget/Cost Impact:** \$5,000.00 for Facilitation and \$150.00 for lunch, drinks, and snacks for the day.

**Attachment(s):**

- None

**MEETING DATE: December 17, 2020**

**ITEM # 7 a**

**SUBJECT:** Required Trainings for Board Members and Staff, and to discuss setting a meeting date for a Brown Act presentation by District Counsel

**RECOMMENDATION:** Receive report and update on trainings and discuss and provide direction to staff on setting a date for the Brown Act presentation by District Counsel.

Initiated or requested by

Report coordinator or prepared by:

Board       Staff

Stephen Fraher, General Manager



Other

Attachment:  Yes     No       Information       Direction       Action

**Background:** The Park District uses access to Target Training Solutions provided through CAPRI the District’s Insurance JPA. Information on this has been provided to the Board and Staff and the required trainings have been assigned on Harassment training and Ethics. These courses are taken on-line and are asked to be completed by January 21, 2021. The Board also needs to decide to ask District Counsel Derek Cole to come to a future meeting and present and lead a discussion on the Brown Act for the Board to ensure that District business is transacted appropriately.

**Alternatives:**

- None, as these are requirements of all local government Office holders and Administrative Staff in California.

**Analysis:** The trainings were set upon the request made during the November 19<sup>th</sup> Board Meeting by Board Member Heather Gonzalez. The Session with District Counsel Cole is something that has not been done in a couple of years

**Budget/Cost Impact:** No cost for the on-line training through Target Solutions as a benefit from the District’s Liability Insurance from CAPRI. There is a cost for District Counsel’s time, which is \$225.00/hour. Brown Act training sessions are at least two hours in length. = \$450.00 for Brown Act Training.

**Attachment(s):**

- None

**MEETING DATE: December 17, 2020**

**ITEM # 7 b**

**SUBJECT:** Discuss and select a format for Board Members to receive District Policy Manuals and other documents.

**RECOMMENDATION:** Have a discussion on the topic and provide direction to staff to provide the materials requested as determined.

Initiated or requested by

Report coordinator or prepared by:

Board       Staff

Stephen Fraher, General Manager



Other

Attachment:  Yes     No       Information       Direction       Action

**Background:** In 2017 the Board of Directors provided direction to digitize all the Board Policy and the Personnel Policy Manuals, along with the Comprehensive Master Plan and ADA Accessibility Study. Electronic copies of each have been provided since that time. The basis for the decision was to save paper, staff time, and provide for more accurate updates of the Policies when they are updated.

A desire has been expressed to have a binder(s) containing these materials distributed to all Board Members for the current Board.

**Alternatives:**

- Direct staff to print and produce sufficient copies of each manual to provide a hard copy to each Board Member, a public access copy, and copies for the office staff.
- Post all manuals and documents on the Arcade Creek website like how it appears on the Fulton El Camino website, with one printed copy in the office for public reference.
- A combination version of the two ideas.

**Analysis:** The adopted policies and other documents mentioned are Public Records and must be supplied to the public when requested. The District may charge the individual making the request a fee to cover the cost of reproducing the documents needed. However, posting the document on the District website, the individual may be referred to the on-line downloadable documents and they can print what they need at their home.

**Budget/Cost Impact:** will include 2 reams of paper, printing at .03 cents per page, supplies for each set of documents produced in this manner, multiplied by 8 times, and staff time involved. This should also include the cost for printing all the documents and the 3-4 days of staff time needed to produce the binders, plus any supplies (section dividers, 3-ring binders, etc.). **Estimated amount \$1,550.00** (loaded staff wages \$1,050; printing \$240; paper \$60; and supplies \$200). Posting it on the website, est. staff time 6 hours each for the GM and OM totals **\$480.00**.

**Attachment(s):**

- None

**MEETING DATE:** December 17, 2020

**ITEM # 7 c**

**SUBJECT:** Consider a call for nominations to the LAFCO Special District Advisory Board.

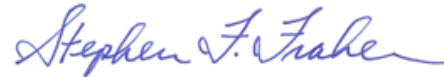
**RECOMMENDATION:** Determine if there is a current Board Member who wishes to have their name placed into nomination for election to this Board.

Initiated or requested by

Report coordinator or prepared by:

Board             Staff

Stephen Fraher, General Manager



Other

Attachment:  Yes     No         Information     Direction         Action

**Background:** The Local Agency Formation Commission for Sacramento County is seeking nominees for the Special Districts Advisory Committee, seven seats are up for a two-year term, in the Term "B". Positions are available to any local elected officials. A pool of candidates will be assembled from the nominations made by each of the individual Special Districts in Sacramento County.

**Alternatives:**

- Place the name(s) of interested individuals into nomination.
- Do not nominate anyone since Michael Hanson is already serving on the Board.

**Analysis:** This is a standard procedure each year.

**Budget/Cost Impact:**

- None

**Attachment(s):**

- Cover letter and nominating forms for completion.



## SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

[www.saclafco.org](http://www.saclafco.org)

**DATE:** October 26, 2020  
**TO:** All Independent Special District Boards  
**SUBJECT:** Nominations for "Office B" Membership on SDAC - CLARIFICATION

You are cordially invited to nominate a Member of your Board to join the Special District Advisory Committee (SDAC). The purpose of the Committee is to provide Sacramento LAFCo with input on issues related to Special Districts, as well as to receive information on issues before the Commission.

The SDAC membership of seventeen is composed of the two LAFCo Special District Commissioners, and the Alternate Special District Commissioner, and representatives from recreation and park, fire, water, flood control, cemetery and other types of special districts. SDAC members serve 2 year terms without compensation. Currently there are *seven (7) vacant seats for Office "B"* on the Committee. New members will be selected by the SDAC *Sub-committee on Membership* from the pool of nominees provided by the Special Districts.

SDAC meetings are held quarterly on the fifth Tuesday, or as needed. The SDAC meets at 7:00 PM @ SMUD Customer Service Center (CSC) (6301 S Street) Sacramento, in the Rubicon Room.

A nomination form is attached. If you wish to nominate a member of your Board, please complete the form and return it to LAFCo no later than **Monday, February 15, 2021.**

*Please feel free to contact Special District Commissioners **Gay Jones (916.208.0736)** or **Lindsey Liebig (916.513.1619)** if you care to further discuss the SDAC.*

Very truly yours,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

  
Donald J. Lockhart, AICP  
Executive Officer  
(916) 874-6458

[Donald.Lockhart@SacLAFCo.org](mailto:Donald.Lockhart@SacLAFCo.org)

Enclosure: Nomination Form  
Current Roster

SDAC\_Nom\_2021

*Donald J. Lockhart AICP, Executive Officer; Diane Thorpe, Commission Clerk*

[www.saclafco.org](http://www.saclafco.org)





**SPECIAL DISTRICT ADVISORY COMMITTEE**  
**Nomination Form**  
**"OFFICE B"**

*Recommendation to the **SDAC Selection Committee***

In accordance with the bylaws of the Special District Advisory Committee, the Governing Board of the \_\_\_\_\_ District nominates \_\_\_\_\_ (Board Member) for the following **"Office B"** position on the SDAC:

Two year term **(ends 12/31/22)**

Signature: \_\_\_\_\_  
Board Chairperson

Date: \_\_\_\_\_  
**Please attach resume of Nominee.**

ATTEST:

\_\_\_\_\_  
District Manager or District Secretary

\_\_\_\_\_  
Please print e-mail address

**Please attach resume of Nominee.**

**Please send completed nominations to:**

Diane Thorpe, Commission Clerk  
Sacramento LAFCo  
1112 "I" Street; Suite 100  
Sacramento CA 95814  
[Diane.Thorpe@SacLAFCo.org](mailto:Diane.Thorpe@SacLAFCo.org)



**OFFICE "A" TERMS 1/20 -- 12/21**

Initial	First	Last	District	Phone	Form 700	Email address
	Michael	Hansen	Arcade Creek R&PD	510-386-0345		mhanson2013@outlook.com
	Joseph	Guardino	Wilton FPD			Joe_Guardino@wilton-fire.org
	Terri	Leimbach	Cordova R&PD	916-353-8563		tleimbach@crpd.com
	Rod	Brewer	Cosumnes CSD	916-208-8841		reodbrewer5@gmail.com
	<b>Vacant</b>					
	<b>Vacant</b>					
	<b>Vacant</b>					

**VACANT OFFICE "B" TERMS 1/21 - 12/22**


**OFFICE "C" COMMISSIONERS**

	Lindsey	(Chair) Liebig	Herald FPD	916-513-1619		<a href="mailto:lindsey@heraldfire.com">lindsey@heraldfire.com</a>
	Gay	Jones	Sacramento Metropolitan Fire District	916-208-0736		<a href="mailto:l2ogay@pacbell.net">l2ogay@pacbell.net</a>
	Charlea	Moore (Alt.)	Rio Linda/Elverta RPD	916-275-3275		charhorseranch@aol.com