

# Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING  
THURSDAY JANUARY 21, 2021 @ 6:00 p.m.

**TELE-CONFERENCE CALL from remote locations**

Log in at <https://us02web.zoom.us/j/750518431?pwd=Um1xMExPb0pqb2xyYysyb3NRN0MzQT09>

Meeting ID: **750 518 431**

Passcode: **7RNGiH**

## AGENDA

1. **Call to Order and perform Roll Call** (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. **CLOSED SESSION**  
  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: General Manager
4. **Announcements** (General Manager Fraher)
  - a. Board Retreat is scheduled for Saturday January 30, 2021 from 8:30 a.m. until 5:00 p.m. via Zoom.
  - b. Park District Offices will be closed in Observance of Lincoln’s Birthday (Fri. February 12<sup>th</sup>) and President’s Day (Monday Feb. 15, 2020)
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. December 17, 2020 Meeting Minutes
  - b. FY 20-21 Period 6 Financial Reports 339A
  - c. FY 20-21 Period 6 Financial Reports 339D

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)

- d. FY 20-21 Period 6 **Multi Accounts Revenue Reports**
  - e. FY 20-21 Period 6 **Payroll Report**
  - f. FY 20-21 Period 6 **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. Report on the Fall 2020 Community Needs Survey-overview
  - c. Update on mandated trainings.
- 7. New Business**
- a. Retreat Information/planning (Kim Tucker)
  - b. Chairman to appoint members of District Committee assignments (Budget/Finance, Policy Review,
    - i. Budget – Finance Committee
    - ii. Policy Review Committee
    - iii. Park Advisory Committee
    - iv. Sacramento Parks Foundation
      - 1. Board Member Representative
      - 2. Community Representative
- 8. Board Discussion**
- a. General discussion on topics for future meetings.
- 9. Adjournment of the meeting.** The next regular Board of Directors meeting will be held Thursday February 18, 2021 at 6:00 p.m. Preceded by a two-hour Brown Act Training seminar.

### **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 and Park District**

**MEETING DATE: January 21, 2021**

**AGENDA ITEM: 3 Closed Session**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: General Manager**

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

**Meeting conducted via Zoom Video Conference**

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**Call to Order and Perform Roll Call:** Vice - Chairperson A. Vassar called the meeting to order at 6:07 pm

**Board Members in Attendance:** Alex Vassar, Michael Hanson, Miles Constantine, Heather Gonzalez,  
Amanda Gualderama

**Board Members Absent:** None

**Staff Members Present:** Stephen Fraher, Kim Cook

**Legal Counsel in Attendance:** No

**Auditor in Attendance:** No

**Presentation(s):** None

**Visitor(s) That Signed In:** Via Zoom – Julia B.

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**2. PUBLIC COMMENTS:** None

**3. SELECTION OF BOARD OFFICERS FOR THE NEXT YEAR:**

a. Positions up for election; Chair, Vice-Chair, Secretary/Treasurer

**Motion No. 1:** It was moved by Director M. Constantine and seconded by Director H. Gonzalez to nominate Vice-Chair Alex Vassar to position of Chair.

Director A. Vassar accepted.

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

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

Absent:

Abstained:

**Motion No. 2:** It was moved by Director A. Gualderama and seconded by Director M. Hanson to nominate Director Heather Gonzalez to position of Vice-Chair.

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

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

Absent:

Abstained:

## MINUTES of Board of Directors Meeting

December 17, 2020

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### 3. SELECTION OF BOARD OFFICERS FOR THE NEXT YEAR: (cont.)

**Motion No. 3:** It was moved by Director H. Gonzalez and seconded by Director M. Hanson to nominate Director Amanda Gualderama to position of Secretary/Treasurer

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

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

Absent:

Abstained:

### 4. ANNOUNCEMENTS:

- 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 ITEMS:

- 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**
- 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

Director A. Gualderama requested to pull Consent Item 5 b Period 5 Financial Reports 339A

Director M. Hanson requested to pull Consent Item 5 h, GM's report

**Motion No. 4:** It was moved by Director M. Hanson and seconded by Director M. Constantine to approve consent items a, c, d, e, f and g as presented.

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

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

Absent:

Abstained:

**Motion No. 5:** It was moved by Director M. Hanson and seconded by Director A. Gualderama to approve consent items b and h.

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

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

Absent:

Abstained:

## MINUTES of Board of Directors Meeting

December 17, 2020

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### 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.

Update received.

- 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).

**Motion No. 6:** It was moved by Director A. Gualderama and seconded by Director H. Gonzalez to hold the retreat on Saturday January 30, 2021 from 8:30 am to 5pm and to conduct the meeting via Zoom video conference.

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

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

Absent:

Abstained:

### 7. NEW BUSINESS

- a. Required Trainings for Board Members and Staff-discuss selecting a date for Brown Act presentation with District Counsel.

Report received and direction provided to Staff to make arrangements with the District's Legal Counsel to provide training on the Brown Act.

- b. Discuss and select a method for Board Members to receive District Policies and other pertinent documents of length.

The Board directed Staff to provide the Board Policy, Personnel Policy Manuals, Comprehensive Master Plan and ADA Accessibility Study with electric copies.

- c. Consider nominating a Board Member for election to the LAFCo Special Districts Advisory Board.

Director Heather Gonzalez expressed interest the position on the LAFCo SDAC.

**Motion No. 7:** It was moved by Director M. Hanson and seconded by Director A. Gualderama to nominate Director H. Gonzalez to be recommended to the SDAC selection committee for Office B.

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

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

Absent:

Abstained:

### 8. BOARD DISCUSSION:

- a. General discussion on topics for future meetings.

### 9. ADJOURNMENT OF THE MEETING:

The Chair adjourned the meeting at 7:25 pm.

The next Board of Directors meeting will be held Thursday January 21, 2021 at 6:00 p.m.

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

**December 2020  
Period 6 of 13**

**FYTD Completed = 46%**

CODE	CATEGORIES	2020-2021 Budget	December	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	177,741.00	14,867.76	90,554.48	87,186.52	51%
"	<b>Part-time Salaries</b>			-		-0-
"	<b>P/T Monitors</b>	28,080.00	627.75	5,845.51	22,234.49	21%
"	<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	500.00	1,700.00	1,800.00	49%
10113200	Salaries & Wages - Time/one half (OT)	2,500.00	15.75	267.75	2,232.25	11%
"	Salaries/Wages - Strt Time (No Retirement Contribution)			225.76	(225.76)	#DIV/0!
10121000	Retirement - Employer Cost (@10.484%)	18,634.00	1,558.72	9,421.71	9,212.29	51%
"	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	1,221.78	7,523.91	8,823.09	46%
10123000	Group Insurance - Employer Cost			-		-0-
"	<b>Medical + Admin fee</b>	28,551.00	2,311.36	14,643.31	13,907.69	51%
"	<b>Dental</b>	1,484.00	125.37	856.89	627.11	58%
"	<b>EAP</b>	104.00	-	52.20	51.80	50%
"	<b>Vision</b>	296.00	24.57	171.99	124.01	58%
10124000	Work Comp Ins - Employer Cost	7,243.00	1,629.68	5,070.11	2,172.89	70%
10125000	State Unemployment Insurance (Pool)	700.00	-	-	700.00	0%
10128000	Health Care Retirees	1,282.00	57.98	354.85	927.15	28%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)	266,273.00		-	266,273.00	0%
	<b>TOTALS:</b>	<b>572,192.00</b>	<b>22,940.72</b>	<b>155,795.47</b>	<b>416,396.53</b>	<b>27%</b>

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

**December 2020  
Period 6 of 13**

**FYTD Completed = 46%**

CODE	Service & Supply	2020 Budget	December	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	51,540.00	-	100%
20206100	Memberships Dues	2,000.00		2,000.00	-	100%
20207600	Office Supplies	800.00		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	3.86	25.56	124.44	17%
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	4,632.00	5,711.22	(1,711.22)	143%
20214200	Land Improvement Maintenance Sup.	2,000.00	(4,632.00)	1,305.34	694.66	65%
20215100	Mechanical System Maintenance Svcs.	1,500.00		426.00	1,074.00	28%
20215200	Mechanical System Maintenance Sup.	-		-	-	#DIV/0!
20216200	Painting Supplies	500.00		119.53	380.47	24%
20216700	Plumbing Maintenance Service (new)	1,000.00		-	1,000.00	0%
20216800	Plumbing Maintenance Supplies	500.00		-	500.00	0%
20219100	Electricity	17,500.00		7,874.78	9,625.22	45%



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

**December 2020  
Period 6 of 13**

**FYTD Completed = 46%**

CODE	Service & Supply	2020 Budget	December	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	2,500.00	134.89	225.51	2,274.49	9%
20219300	Refuse Collection/Disposal	4,000.00	189.90	1,221.38	2,778.62	31%
20219500	Sewage Services	3,000.00	30.46	395.98	2,604.02	13%
20219800	Water	30,000.00	2,825.92	16,867.88	13,132.12	56%
20220500	Automotive Maintenance Service	2,000.00	250.00	250.00	1,750.00	13%
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		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	175.79	1,808.54	2,391.46	43%
20226200	Office Equip. Maintenance Supplies	-		-	-	#DIV/0!
20227500	Rent/Lease Equipment	500.00		-	500.00	0%
20227501	Copy Machine - Lease	3,300.00	281.29	1,844.52	1,455.48	56%
20227504	Miscellaneous	1,500.00	4.64	219.46	1,280.54	15%
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	281.43	1,932.92	3,067.08	39%
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		4,367.22	2,132.78	67%
20255100	Planning Service-	-		-	-	#DIV/0!
20257100	Security Service	23,725.00	3,315.00	13,240.00	10,485.00	56%
20258200	Public Relations Service/mkting, web	5,000.00	40.00	2,543.36	2,456.64	51%
20259100	Other Professional Services	5,000.00		388.94	4,611.06	8%

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

**December 2020  
Period 6 of 13**

**FYTD Completed = 46%**

CODE	CATEGORIES	2020 Budget	December	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	3,000.00		2,200.00	800.00	73%
20281201	Hardware (Computer)	-		59.03	(59.03)	#DIV/0!
20281265	Application Software Maint Lic Renewal	3,000.00	440.00	1,965.46	1,034.54	66%
20281304	Sales Tsx Adj - Board of EQ	-		-	-	#DIV/0!
20281700	Election Services	12,000.00	1,887.00	1,887.00	10,113.00	16%
20283102	Mileage	1,500.00	56.98	170.36	1,329.64	11%
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	5.00	100%
20291500	Compass Costs	1,000.00		-	1,000.00	0%
20291700	Alarm Services	1,770.00	210.00	1,073.26	696.74	61%
20298700	Telephone Services	4,000.00	299.76	1,797.29	2,202.71	45%
20298701	Cell Phones	800.00	98.76	571.24	228.76	71%
20299909	Expenditure Reimbursements	12,500.00		-	12,500.00	0%
<b>TOTALS:</b>		<b>271,083.00</b>	<b>\$ 36,295.68</b>	<b>\$ 136,465.71</b>	<b>\$ 134,617.29</b>	<b>50%</b>

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

**December 2020  
Period 6 of 13**

**FYTD Completed = 46%**

CODE	CATEGORIES	2020 Budget	December	Expended To Date	Balance	Percent Expended
30321000	Interest Expense (Side Fund)	9,688.00	803.30	5,795.79	3,892.21	60%
30323000	Lease Obligation Retirement(Side Fund)	27,900.00	2,300.00	16,100.00	11,800.00	58%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	704.00		703.64	0.36	100%
<b>TOTALS:</b>		<b>38,292.00</b>	<b>\$ 3,103.30</b>	<b>\$ 22,599.43</b>	<b>\$ 15,692.57</b>	<b>59%</b>

**FYTD Completed = 46%**

CODE	CATEGORIES	2020 Budget	December	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 = 46%**

79790100	Contingencies	31,033.00		-	\$ 31,033.00	0%
	Reserved Fund Balance Increase			-	\$ -	0%
<b>Grand Total</b>		<b>\$ 912,600.00</b>	<b>\$ 62,339.70</b>	<b>\$ 314,860.61</b>	<b>\$ 566,706.39</b>	<b>35%</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**

**December 2020**  
**Period 6 of 13**

**FYTD Completed = 46%**  
**Percent Received**

Account		2020 - 21 Budget	December	Received To Date	Unrealized	
91910100	Property Tax-Current Secured	610,000.00	334,376.73	334,376.74	275,623.26	55%
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	2,946.05	2,946.05	3,153.95	48%
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>\$ 337,322.78</b>	<b>337,322.73</b>	<b>\$ 318,277.27</b>	<b>51%</b>
94941000	Interest	2,000.00		84.00	1,916.00	4%
94942900	Building Rental (Parks & Facilities)	4,674.96	240.00	840.00	3,834.96	18%
"	Building Rental (Cell Towers 4610.42)	55,325.04	4,610.42	22,752.10	32,572.94	41%
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	10.00	7,126.50	7,873.50	48%
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>\$ 4,860.42</b>	<b>\$ 30,802.60</b>	<b>\$ 66,197.40</b>	<b>32%</b>
<b>Total Revenue</b>		<b>\$ 752,600.00</b>	<b>\$ 342,183.20</b>	<b>\$ 368,125.33</b>	<b>\$ 384,474.67</b>	<b>49%</b>

**Register Expense Report  
FY 2020 - 2021  
12/1/2020 Through 12/31/2020**

Account 339A

Date	Num	Description	Memo	Category	Amount
12/3/2020	23695	S	CalPERS - 521	11/16 - 11/30/2020 EE Contrib	5420524 -520.38
				11/16 - 11/30/2020 ER Contrib	121000 -779.36
12/3/2020		23696	Orbit Station - 33714	11/2020- Fuel Chgs	223600 -109.99
12/3/2020		23697	PG&E - 1383	11/2020-Billing	219200 -134.89
12/3/2020		23698	Republic Services - 57909	11/2020 - Billing	219300 -189.90
12/3/2020		23699	Stephen Fraher - 920476	11/2020 - Mileage	283102 -56.98
12/8/2020		23700	CAPRI - 8761	3rd Qtr W/C FY 2020-21 (w/10% Prem Reduction)	124000 -1629.68
12/8/2020		23701	Capri - 8761	7/2020-6/2021-2nd half Liability Ins Coverage	205100 -25770.00
12/8/2020		23702	Central Control System - 23278	12/2020 - Wireless irrigation	281265 -220.00
12/8/2020		23703	Crime Alert Security - 41852	1/2021 - 3/31/2021- Alarm System - Office & Shop	291700 -210.00
12/8/2020	23704	S	Fast Break - 37998	11/2020 - Phone service	298700 -195.00
				12/2020 - email exhchange + Brd mbrs	298701 -40.00
12/8/2020		23705	US Bank - 68934	12/2020-Xerox Copier	227501 -281.29
12/8/2020	JV	S	# 11098204	Re-allocate 214200 to 214100 Claim 23669	214200 2775.00
				Re-allocate 214100 from 214200 Claim 23669	214100 -2775.00
12/8/2020	JV	S	# 11098205	Re-allocate 214200 to 214100 Claim 23673	214200 1857.00
				Re-allocate 214100 from 214200 Claim 23673	214100 -1857.00
12/9/2020	23706	S	Umpqua CC - 71085	Postage due on re-routed Audits	208102 -3.86
				Interest on Oct Stmt	227504 -4.64
				Marketing - FaceBook	258200 -40.00
12/15/2020	EFT		# 400038962 - Health Benefits	Health Benefits Pay Date 12/15/2020	123000 -1152.75
12/15/2020	P/R+Taxes	S	Payroll And Taxes	Period 11/16 - 11/30/2020 Ck date 12/15/2020	111000 -7663.38
				Brd Pay Ck date 12/15/2020	112400 -250.00
				Time/One Half - Ck date 12/15/2020	113200 0.00
				OASDHI - Ck date 12/15/2020	122000 -603.84
				SUI ER Contrib Ck date 12/15/2020	125000 0.00
12/16/2020	23707	S	CalPERS - 521	12/1 - 12/15/2020 EE Contrib	5420524 -520.38
				12/1 - 12/15/2020 ER Contrib	121000 -779.36
12/16/2020		23708	Cintas - 56036	12/11/2020 - Custodial	232200 -168.72
12/16/2020		23709	Comcast - 12322	12/2020-Billing-Phone/HSI	298700 -104.76
12/16/2020		23710	Phillips 66 - 58398	11/2020-Stmt	223600 -65.80
12/16/2020		23711	Sacramento Suburban Water - 26158	12/2020 - Garfield (ACP)	219800 -409.80
12/17/2020	23712	S	CalPERS Health - 12733	1/2021-Medical - 3 EE's (New Rate)	5420516 -2440.92
				1/2021-Medical - EE Admin Fee	123000 -5.86
				1/2021-Medical - 1 Retiree	128000 -57.98
12/17/2020		23713	Fulton-El Camino Rec & Park - 2968	11/2020 Patrol Service	257100 -1625.00

12/21/2020		23714	County Of Sacrament - Voters Registr	2020 -General Election (3 seats)	281700	-1887.00
12/21/2020		23715	Central Control System - 23278	11/2020 - Wireless irrigation (rec'd Inv 12/17/2020)	281265	-220.00
12/21/2020	23716	S	GSRMA - 29229	1/2021-Dental 3- EEs	123000	-125.37
				1/2021-Dental-1 depend	5420516	-33.60
				1/2021-Vision- 3 EEs	123000	-24.57
				1/2021-Vision- 1 depend	5420516	-7.56
12/21/2020		23717	Sacramento Suburban Water - 26158	12/2020 - Myrtle (Oak)	219800	-699.17
12/21/2020		23718	Sacramento Suburban Water - 26158	12/2020 - HSP	219800	-157.77
12/21/2020	23719	S	Umpqua Bank - 52152	1/2021 - Side Fund - Interest	321000	-803.30
				12/2020 - Side Fund - Principal	323000	-2300.00
12/28/2020	DepPermit	S	County Of Sacramento Deposit Permi	Studio / Field Space	942900	4610.42
				Event Building / GPA / Park Rentals / Cell Towers	942900	0.00
				Grants -	956300	0.00
				Misc Funds Collected	979000	0.00
12/28/2020	TaxRevenu	S	Property Tax(s) Deposited Per County	12/2020-Property Tax - Current Secured	910100	334376.73
				12/2020-Property Tax - Current Unsecured	910200	0.00
				12/2020-Property Tax - Current Sup.	910300	0.00
				12/2020-Property Tax Sec Delin.(+Tetter)	910400	0.00
				12/2020-Property Tax Supplement Delin.	910500	0.00
				12/2020-Properry Tax-Unitary	910600	2946.05
				12/2020-Redemption	912000	0.00
				12/2020-Property Tax Prior Unsecured	913000	0.00
				12/2020-Penalty	914000	0.00
				12/2020-RDA Residual Distribution	919600	0.00
				12/2020-Interest	941000	0.00
				12/2020-Homeowner Property Tax Relief	952200	0.00
				12/2020-Redevelopment Passthru	953300	0.00
12/29/2020		23720	Cole Huber - 54641	11/2020- Ref Brown Act	253100	-67.50
12/29/2020		23721	Game Time - 1920	Play ground ewuip parts @ HSP and ACP	285200	-2897.40
12/29/2020		23722	Hydrex Pest Control - 42363	12/2020- Pest Control	211100	-70.00
12/29/2020		23723	Hydrex Pest Control - 42363	12/2020- Pest Control Oakdale RR	211100	-72.00
12/29/2020		23724	T-Mobile - 32685	12/2020-District Cell Phones	298701	-29.39
12/31/2020	EFT		# 400039054 - Health Benefits	Health Benefits Pay Date 12/31/2020	123000	-1152.75
12/31/2020	P/R+Taxes	S	Payroll And Taxes	Period 12/1 - 12/15/2020 Ck date 12/31/2020	111000	-7832.13
				Brd Pay Ck date 12/31/2020	112400	-250.00
				Time/One Half - Ck date 12/31/2020	113200	-15.75
				OASDHI - Ck date 12/31/2020	122000	-617.94
				SUI ER Contrib Ck date 12/31/2020	125000	0.00
				TOTAL 12/1/2020 - 12/31/2020		276,635.48
				BALANCE 12/31/2020		31,104.03

TOTAL INFLOWS	346,565.20
TOTAL OUTFLOWS	-69,929.72
NET TOTAL	276,635.48

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

**December 2020**  
**Period 6 of 13**

**FYTD Completed = 46%**

CODE	CAPITAL OUTLAY	20-21 Budget	December	Expended To Date	Balance	Percent Expended
42420100	Buildings <b>New ADA Features @ HSP</b>	1,400.00	12.54	43.89	1,356.11	3%
42420110	Leasehold Improv. <b>(Oakdale Park)</b>			-	-	#DIV/0!
42420200	Structures <b>ACP Park Improv. Proj</b>			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>\$ 12.54</b>	<b>\$ 885.01</b>	<b>\$ 49,881.99</b>	<b>2%</b>



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

**December 2020**  
**Period 6 of 13**

**FYTD Completed = 46%**

<b>Account</b>		<b>20-21 Budget</b>	<b>December</b>	<b>Received To Date</b>	<b>Unrealized</b>	<b>Percent Received</b>
<b>94941000</b>	Interest Income			1.00	(1.00)	#DIV/0!
				-	-	#DIV/0!
<b>95952900</b>	In Lieu Fees Transfer			-	-	#DIV/0!
				-	-	#DIV/0!
<b>95956300</b>	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!
<b>95956900</b>	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!
<b>95956910</b>	State Match <b>UMPQUA Bank Line of Credit</b>			-	-	#DIV/0!
	**			-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
<b>5506614</b>	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>

	<i>Beginning Fund Balance Available</i> \$5767.00			-	\$ -	0%
	<i>Fund Balance Decreased by</i>	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>	

**Register Expense Report**  
**FY 2020 - 2021**  
**12/1/2020 Through 12/31/2020**

**Account**  
**339D**

<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Category</b>	<b>Amount</b>
12/21/2020	201	Umpqua Bank - 52152	1/2021 Interest new project loan	420100	-6.27
			TOTAL 12/1/2020 - 12/31/2020		-6.27
			BALANCE 12/31/2020		49,883.28
			TOTAL INFLOWS		0
			TOTAL OUTFLOWS		-6.27
			NET TOTAL		-6.27

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

**December 2020**

**Period 6**

**339B - Grant Trust**

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

**088H - Park Dedication**

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

**339C - ADA Funds**

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

**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:

December 15, 2020

December 31, 2020

Payroll Issued:

December 31, 2020

January 15, 2021

<b>Administration Division</b>	5585.88	5585.88	11,171.76
<b>Board Members = 5</b>	250.00	250.00	500.00
<b>Parks Division</b>	1863.75	2016.00	3,879.75
PT Maint	0		-
<b>Recreation Division</b>			
Monitors, etc	398.25	209.25	607.50
Misc - Staff	0.00	0.00	-
Rec. Staff (Other)	0.00	0.00	-
<b>\$</b>	<b>8,097.88</b>	<b>\$ 8,061.13</b>	<b>\$ 16,159.01</b>
<b>Employer Paid Taxes</b>	<b>617.94</b>	<b>Unavailable</b>	
<i>(FICA, Medicare, SUI)</i>			

**Facility Rental Report**

**December 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
			0.00

*Totals* \$ -

**OTHER REVENUES**

	0.00
	0.00

*Totals* \$ -

**Arcade Creek Recreation and Park District**

**MEETING DATE: January 21, 2021**

**AGENDA ITEM: 5 g Consent Agenda  
Correspondence Period 6**

**None**

# ARCADE CREEK RECREATION AND PARK DISTRICT

January 2021

## GENERAL MANAGER'S UPDATE

### **Park Maintenance**

The swing parts and play equipment repairs were completed with the assistance of Thomas Oakes from GameTime Play Core Company. The teeter totter at HSP was repaired, the swings were installed on the newly installed swing frame at HSP, and the repairs were made to the spinner device at ACP.

Staff contacted the Sheriff's Department Work Crew to assist with the removal of leaves and fallen branches from HSP and ACP locations. Having a crew of 20-25 is a great assistance to staff to help keep the parks looking neat and tidy. The use of this service is typically an annual occurrence.

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

Nothing more to report on this project currently.

### **Facility Rentals**

Building rentals are non-existent. Nothing more to report on this topic.

### **Community Needs Assessment Survey**

The Survey was closed out at the end of the day on December 31, 2020 at 11:59 p.m. A total of 147 surveys were completed. 146 in English and 1 in Russian. The questions that created charts and graphs are included in the Board Packet. The open-ended questions will be presented during the Board Retreat at the end of the month. I believe that these results will provide guidance to the District Board for the next 18 months, by providing the information necessary to establish priorities for decision making and budgeting.

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

As of January 13, 2021, the State has lifted the Stay-at-Home Order and restrictions. This area is now in the COVID Purple Tier #1, which is the beginning of the reopening of our community and the services provided here. This decision was made on the four-week projection of ICU beds being available in this area. Mask recommendations, social distancing, and hand washing are still in place for our health and safety.

### **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. I will be attending another course on January 14, 2021.

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

This program is available and will be offered through the District Office to renters and users of Park Facilities.

### **Lot Line Adjustment**

I am awaiting offers to purchase/acquire from the property owners involved. Another option has come to light, which would allow for a revocable lease on the land which would grant the neighbors the right of access and improvements without owning the property. They would need to indemnify the Park District with liability insurance coverage for this usage. The District would retain the right to revoke the usage of the property in the future.

### **Del Paso Park Committee**

I continue to work in this role to discuss the potential improvements to this key facility within the District boundaries but owned by the City of Sacramento. I put forth an idea for a joint development effort to attempt to obtain a Regional Park Grant, with the partners being the City of Sacramento, County of Sacramento, Arcade Creek Recreation and Park District to prepare a grant application to receive the Prop 68 Regional Park and Trails Grant for the Del Paso Park area, specifically in improved trails. The first meeting was a good discussion and left with the County Parks Director checking with her superiors to see if this something the County will be interested in partnering on. I offered the use of data gathered in the ACRPD Community Survey, because there are a few responses regarding extending trails and making improvements to Del Paso Park. Improving and upgrading this site will provide a facility that offers an additional opportunity to the residents of the Arcade Creek Recreation and Park District.

### **Flood wall issues**

The recent holidays and break have slowed these discussions, the Cameron Ranch HOA has an offer on the table to pay for the signs and having them installed. I will continue my work to coordinate this effort. This is to stop people from climbing on the flood wall and walking on top of it, making our neighbors feel uncomfortable because of the peering into their rear yards.

### **Website updates**

The Board's direction to post District Policies to the website was completed prior to Christmas and can be viewed from the home page of the District website.

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



Monthly activity report for: Arcade Creek Recreation and Park District

**Reporting Period: 2020-12-01 to 2020-12-31**

**Arcade Creek 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.

---

**Hamilton Street Park**

**Notice To Appear Issued**

1) Date/Time: 2020-12-03 14:09

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

2) Date/Time: 2020-12-19 16:25

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

3) Date/Time: 2020-12-20 12:44

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

4) Date/Time: 2020-12-21 18:20

Violation 1: 11357(b)(2) HS Possession of MJ more than 1 oz, Severity: Mis

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

Violation 3: 23222(a) CVC Open container of Alcohol, Severity: Inf

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

**Parking Citations Issued**

1) Date/Time: 2020-12-07 19:24

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

2) Date/Time: 2020-12-27 12:14

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

3) Date/Time: 2020-12-27 12:18

V1: 4000(a) CVC No current registration

V2: 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.

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

No NTAs issued during this reporting period.

**Parking Citations Issued**

1) Date/Time: 2020-12-20 12:15

V1: 4000(a) CVC No current registration

2) Date/Time: 2020-12-20 12:20

V1: 4000(a) CVC No current registration

3) Date/Time: 2020-12-27 11:54

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**

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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**MEETING DATE: January 21, 2021****ITEM # 6 a**

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**SUBJECT:** Update on Lot Line Adjustment requested by neighbors along Arcade Creek and receive possible offer to acquire land from the property owners involved.

**RECOMMENDATION:** Receive the update, offer if made and provide direction to staff as needed.

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Initiated or requested by

 Board       Staff Other

Report coordinator or prepared by:

Stephen Fraher, General Manager



---

Attachment:  Yes     No       Information       Direction       Action

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**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 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.

An alternative method has been researched and is possible, that is granting a revocable multi-year "right to use" lease on the property in question. This is a less cumbersome process and should prove less expensive.

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.
- Consider alternate options, such as a multi-year revocable lease.

**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.

The GM had further conversations with District Counsel and learned of the revocable lease option as a possibility. This idea was presented to the property owners just before Christmas. The GM is awaiting a response back.

Staff also researched the realignment of the lot lines up stream tied to the construction of the flood wall. There were several methods used by the property owners, from a simple offer to buy, to Park District funded financing for the purchase of the property rights, to court action happening. The property owners making an offer to the Park District for the purchase of the land seemed to be the easiest route to go. Precedence has been established.

**Budget/Cost Impact:** TBD

**Attachment(s):**

- Copy of the email from Derek Cole regarding the revocable lease option.

Stephen F. Fraher  
General Manager, Arcade Creek and Recreation Park District  
4855 Hamilton St.  
Sacramento, CA 95841 (via email, sfraher@acrpd.com)

Dear Mr. Fraher:

Thank you Mr. Fraher for visiting to get a first-hand view of our request concerning transfer of several small, isolated parcels of property, that are literally stranded, on the north-east side of the Jo Smith Nature Area between the flood wall and our backyards at 5216 and 5212 Adelaide Way. They have been an anomaly since the flood wall was built as a result of flooding in 1991. We purchased our property in 1986 and as far as I am aware there are no other residents in our immediate neighborhood that share this problem.

In its existing configuration the property appears to have no value to the Park District but under certain circumstances, injuries or accidents and trash issues, may constitute a liability for the Park. My wife is alone during the day and feels unsafe with the easy accessibility and visibility to potential loitering or overnight camping.

We would like to build a fence for visibility and safety concerns adjacent to the wall but are in limbo as to our authority to do so.

We understand and appreciate the Park District concern about expenditure of limited funds on this issue. You suggested that an informal estimate from the County Engineering Division could cost between \$10,000 and \$20,000. You also indicated the Park may be able to offer a long-term lease or license agreement for a nominal fee as another alternative.

We and our neighbors would like to suggest the Park consider a "quitclaim" deed to transfer the property. It is the process the Park District used to resolve a similar issue with the Lehrs, our neighbors at 5208 Adelaide Way, before the wall was built.

We recognize that these are difficult times to conduct even routine business and appreciate your efforts. Again, thank you for your consideration.

Sincerely,  
*Daniel M. Curtin*  
5216 Adelaide Way  
Carmichael, CA 95608

June 6, 1990

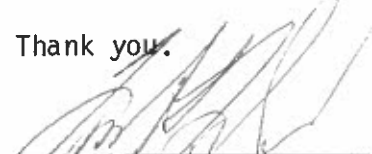
Board of Directors  
Arcade Creek Recreation and Park District  
4855 Hamilton Street  
Sacramento, CA 95841

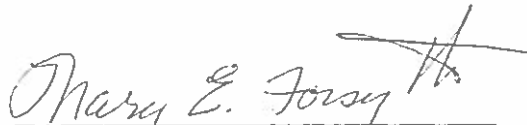
Dear Board:

This letter is an offer and Contract To Purchase the area of property adjacent to my property, as indicated on the attached Preliminary Print" owned by the Arcade Creek Recreation and Park District for the amount of \$2,500 (Two thousand five hundred and 00/100 Dollars). I will pay for Title and recording fees, and the legal description.

Signatures below of the Chairperson of the Board of Directors and my wife and myself will constitute acceptance of the offer and Contract to Purchase and Sales Agreement.

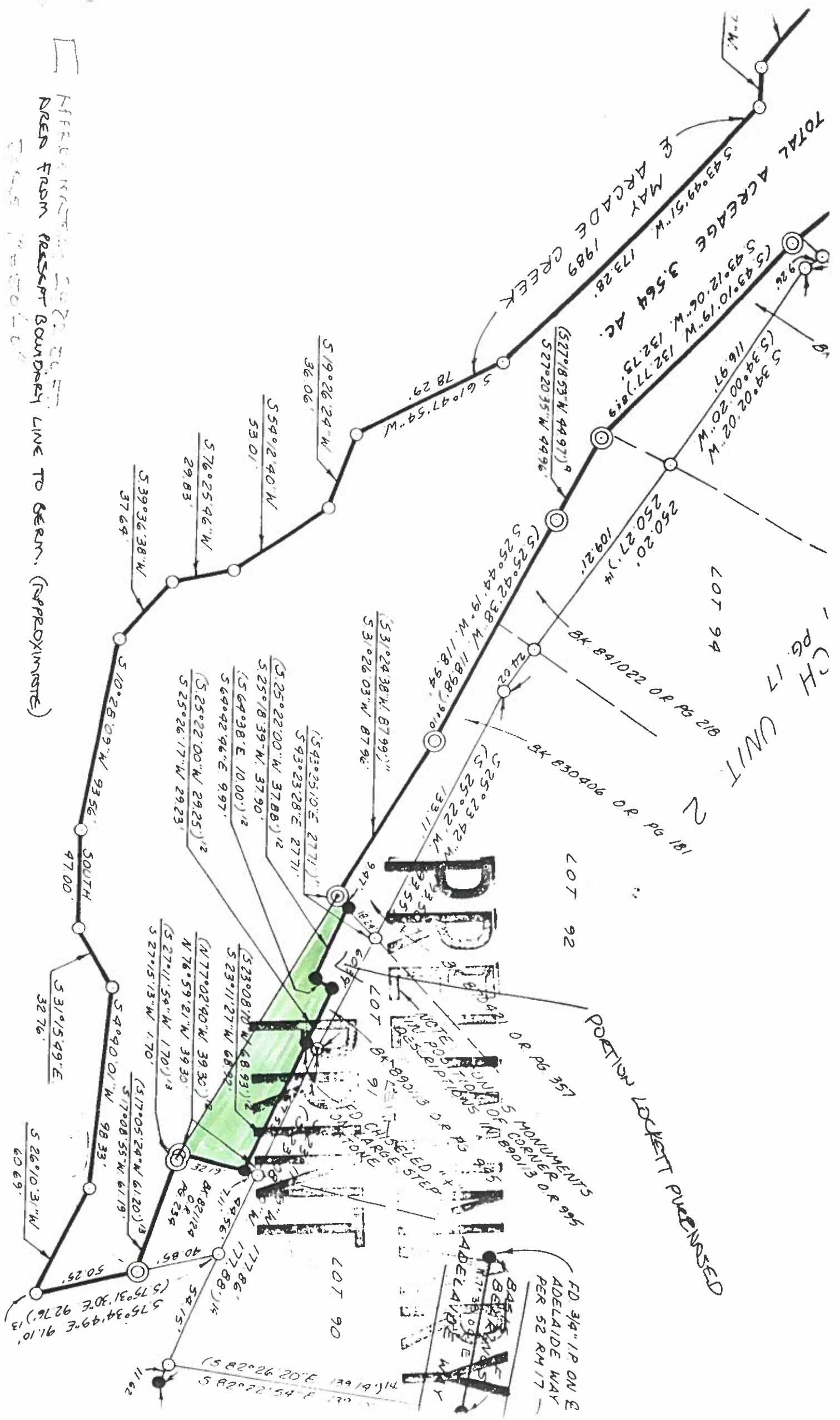
Thank you.

  
Lester E. Lehr

  
Mary E. Forsy  
Chairperson  
Board of Directors

  
Marjorie R. Lehr

5208 Adelaide Way  
Sacramento, CA 95841



DIFFERENCE FROM RESERVATION BOUNDARY LINE TO BERN. (APPROXIMATE)

TOTAL ACREAGE 3.564 AC.

E MAX ARCADE CREEK 1989

LOT 94

LOT 92

LOT 90

CH PG 17 UNIT 2

BK 841022 OR PG 218  
BK 830406 OR PG 181

LOT 92

PORTION LOCKETT PURCHASED

PD UNIT 2

NOTE POINTS OF MONUMENTS IN POSITIONS OF CORNER OR 995

CHISELED OR PG 357

ADelaide Way

FD 3/4" IP ON E ADELAIDE WAY PER 52 RM 17

BASED ON BEARINGS

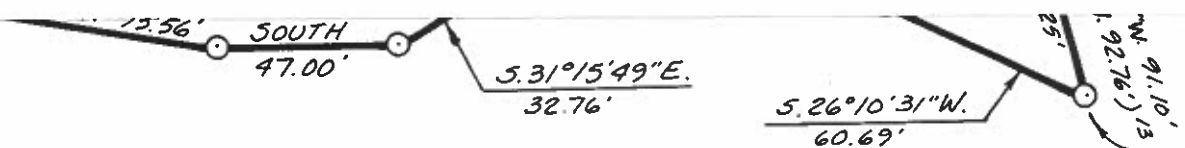
1985



OKOP

A parcel of land located in Sacramento County California more particularly described below

BEGINNING at a 5/8 inch rebar with plastic cap marked "LS 3851" as shown on map recorded in Book 47 of Surveys at Page 42 Sacramento County Records from which the southwest corner of lot 9<sup>1</sup> Cameron Ranch Unit 2 as recorded in Book 52 of Record Maps at Page 17 Sacramento County Records bears S76°59'21"E 7.11 feet; thence from said point of beginning N23°11'29"E 68.92 feet to a chiseled "X" on large step stone; thence N25°23'42"E 29.23 feet to a 5/8 inch rebar with plastic cap marked "LS 3851"; thence N64°36'18"W 9.97 feet to a 5/8 inch rebar with plastic cap marked "LS 3851"; thence N25°23'42"E 37.88 feet to a 5/8" rebar with plastic cap marked "LS 3851"; thence N43°23'28"W 9.47 feet to a 5/8 inch rebar with plastic cap marked "LS 3480"; thence S29°18'08"W 146.65 feet to a 5/8 inch rebar with plastic cap marked "LS 3480"; thence S76°59'21"E 32.19 feet to the point of beginning containing 3055.4 square feet.





4855 Hamilton Street  
Sacramento, CA 95841

Arcade Creek Rec. & Park Dist.

August 27, 1990  
Escrow No. 330297SS  
Page 1

Closing Date:

Property:  
Portion of AP#230-0092-032

CLOSING STATEMENT

	DEBITS:	CREDITS:
Consideration:		
Total Consideration		2,500.00
Check Herewith	2,500.00	
Totals	2,500.00	2,500.00

Upon receipt of the 1990-1991 tax bill, please forward to the buyer at the following address: Portion of AP#230-0092-032

SAVE FOR INCOME TAX PURPOSES

*Rec'd*  
*9/6/90*

CERTIFIED TO BE A TRUE COPY  
STEWART TITLE OF SACRAMENTO  
BY

**MEETING DATE:** January 21, 2021

**ITEM # 6 b**

**SUBJECT:** Report of results of the 2020 Community Needs Assessment Survey Results

**RECOMMENDATION:** Receive the update.

Initiated or requested by

Report coordinator or prepared by:

Board  Staff

Stephen Fraher, General Manager



Other

Attachment:  Yes  No  Information  Direction  Action

**Background:** During the Fall of 2020, District staff at the Direction of the Board of Directors purchased a Survey Monkey license and constructed a Community Needs Assessment Survey. Through community assistance the survey was prepared and posted in four languages. Flyers and advertising were sent through community groups and neighborhood organizations. The survey was posted on the District website, it was posted on the Facebook page and boosted four times.

A total of one hundred forty-seven (147) surveys were completed, 146 in English and 1 in Russian.

Responses are in graph form on some answers, and the open-ended answers will be compiled and presented during the Board Retreat on January 30, 2021.

**Alternatives:**

- Using the results and the number of responses given, the Board will be able to establish priorities for the district projects soon.
- An additional survey may be needed to further drill down into the leading results obtained to create a priority ranking for moving forward.

**Analysis:** The GM opinion is that sufficient information has been collected to determine short term goals and objectives for the next twelve to eighteen months through the end of FY 2021-22. The survey also identifies community wants regarding the maintenance, upkeep, and operation of the parks.

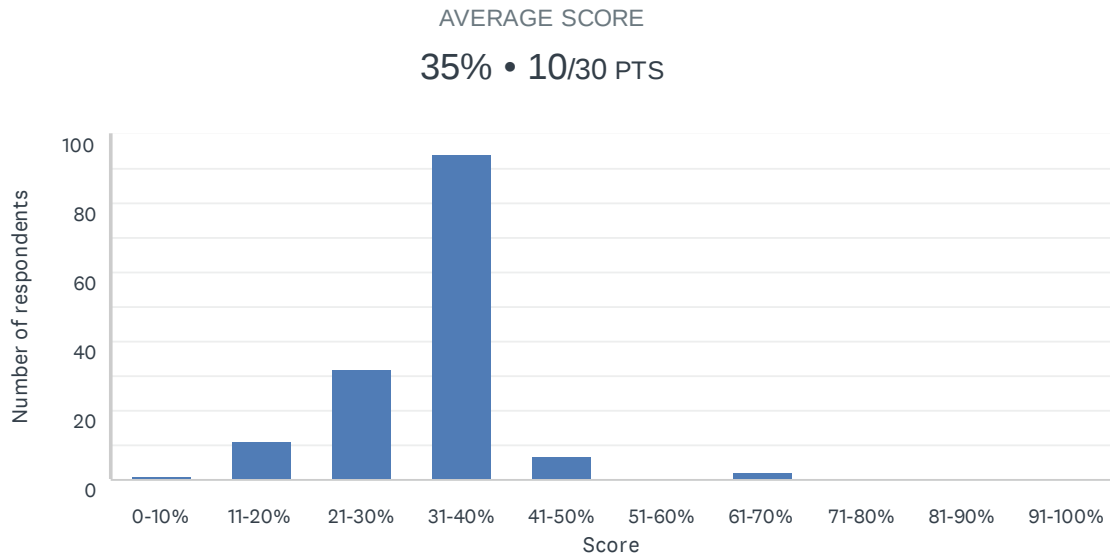
This 2020 Community Needs Assessment Survey provides more community input and information to the District Board of Directors than has been received by similar efforts in the previous ten (10) years. The response is seven times greater than what was received when the District Master Plan was updated.

**Budget/Cost Impact:** The District has spent approximately five hundred (\$500.00) plus staff time to construct and deliver the survey into the community.

**Attachment(s):**

- Survey Chart results without the open-ended question responses.

## Quiz Summary



### STATISTICS

Lowest Score	Median	Highest Score
13%	37%	70%

Mean: 35%

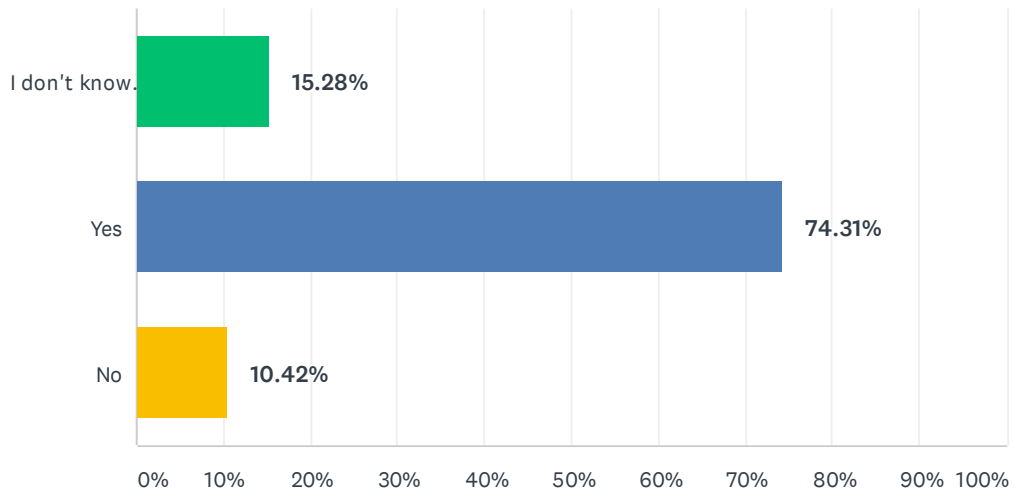
Standard Deviation: 8%

### Question Ranking

QUESTIONS (6)	DIFFICULTY	AVERAGE SCORE
<b>Q7</b> Please select no more than three NEW features you would like to see added to the Parks.	1	22%
<b>Q1</b> 1. Do you live within the Arcade Creek Recreation and Park District boundaries?	2	33%
<b>Q8</b> Please select Five (5) of the items listed as your top priorities for areas of improvement within the ACRPD Parks.	3	34%
<b>Q2</b> Which Arcade Creek Recreation and Park District Facility is closest to your home?	4	100%
<b>Q10</b> Are you willing to serve on the new Park Advisory Committees that are being formed for each facility?	4	100%
<b>Q3</b> Which landmark/business/intersection is closest to your home?	4	100%

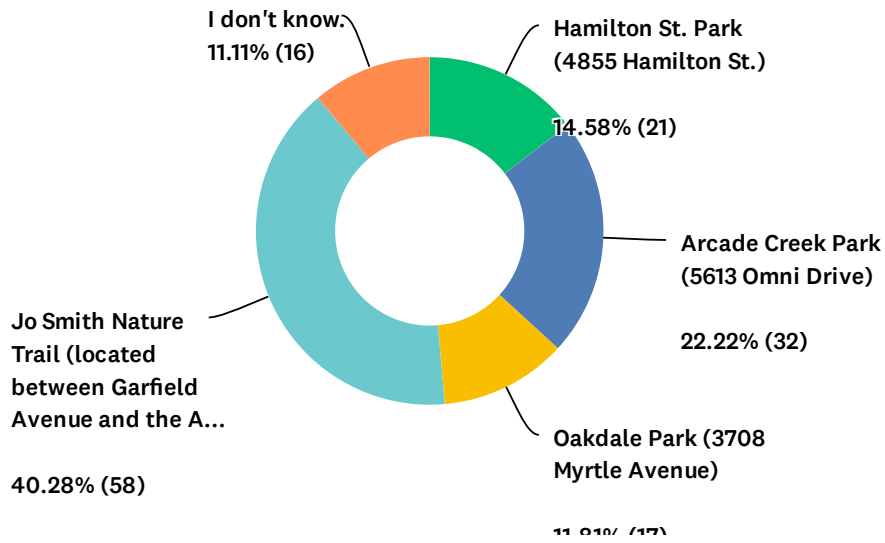
# Q1 1. Do you live within the Arcade Creek Recreation and Park District boundaries?

Answered: 144 Skipped: 3



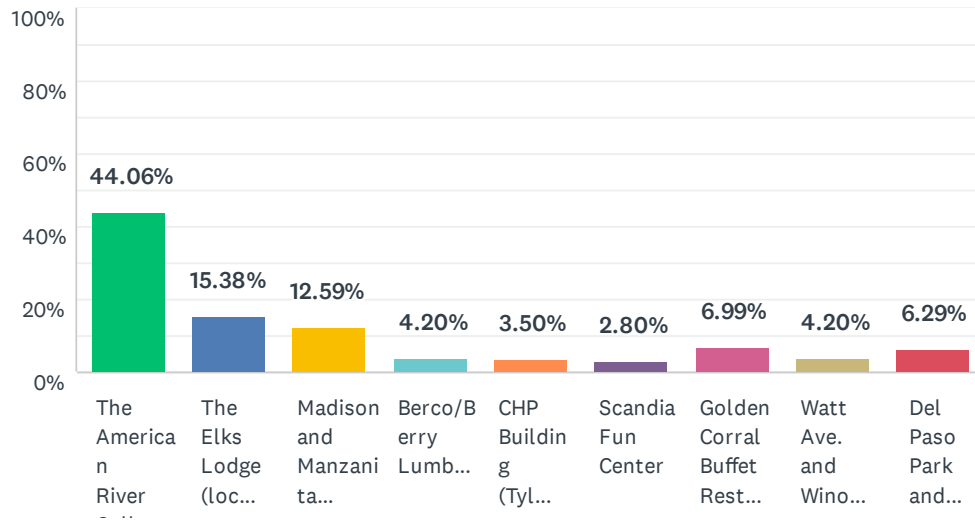
## Q2 Which Arcade Creek Recreation and Park District Facility is closest to your home?

Answered: 144 Skipped: 3



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

Answered: 143 Skipped: 4



## Q4 List two new amenities that you would like to see added in one of the parks.

Answered: 127 Skipped: 20

ANSWER CHOICES	RESPONSES	
#1	100.00%	127
#2	81.89%	104



## Q5 List two items that the Park District can improve.

Answered: 124 Skipped: 23

ANSWER CHOICES	RESPONSES	
#1	100.00%	124
#2	75.00%	93

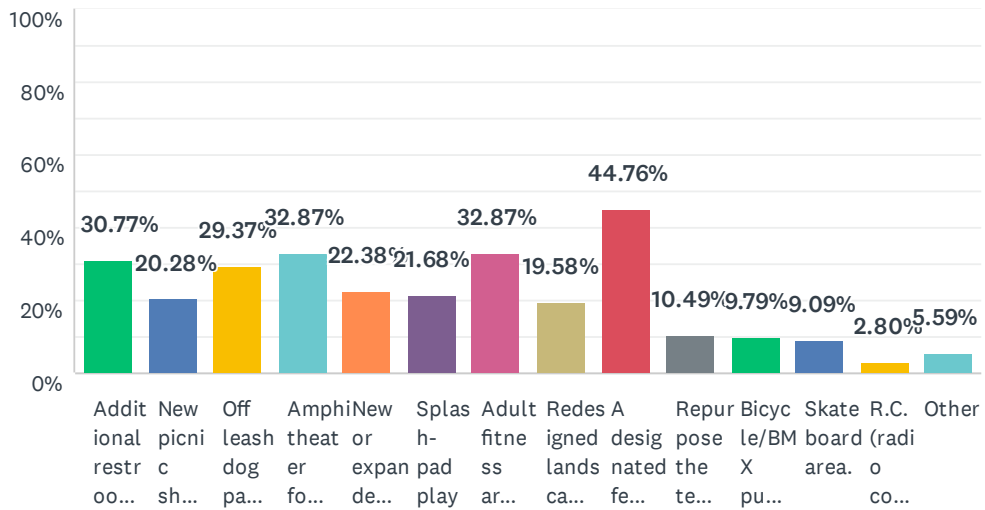
## Q6 What type of events, activities or offerings would you like to see occurring in the parks?

Answered: 115 Skipped: 32

ANSWER CHOICES	RESPONSES	
#1	100.00%	115
#2	73.04%	84
#3	58.26%	67

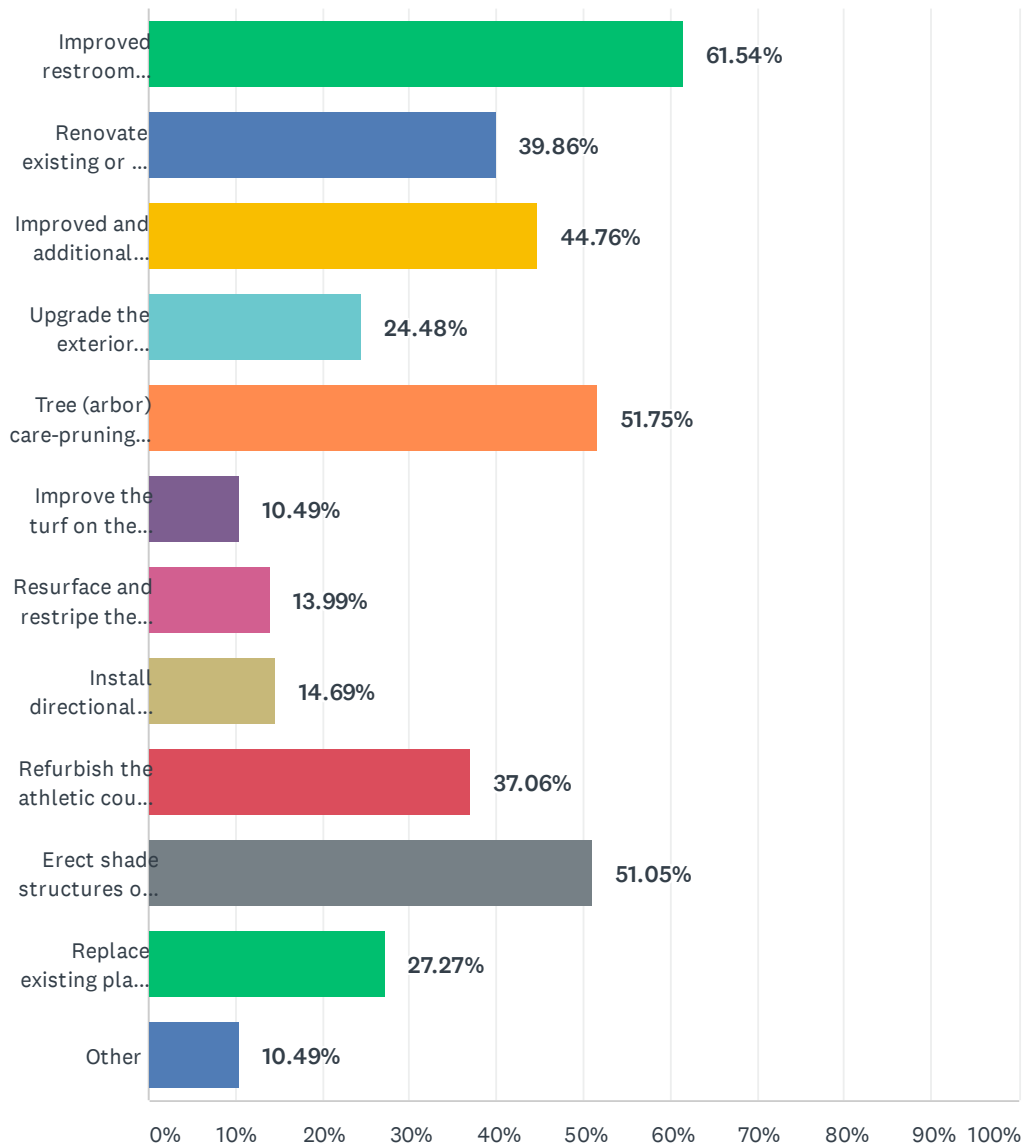
## Q7 Please select no more than three NEW features you would like to see added to the Parks.

Answered: 143 Skipped: 4



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

Answered: 143 Skipped: 4

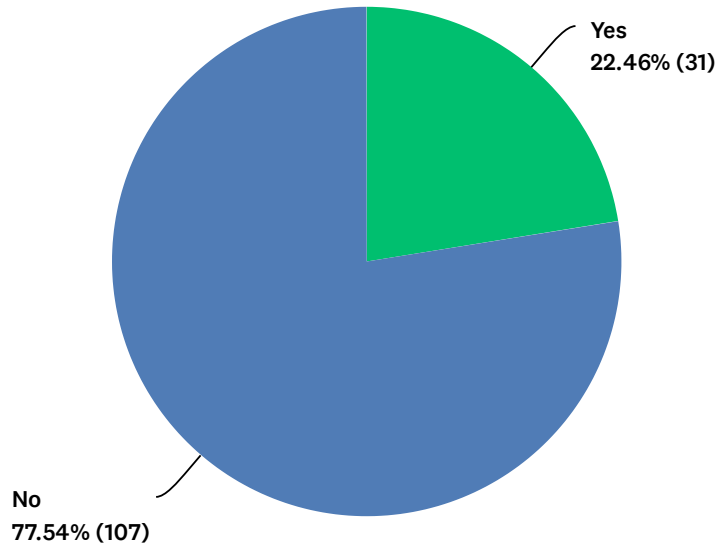


**Q9 Please list any other ideas you have for park facilities in the District.**

Answered: 69 Skipped: 78

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

Answered: 138 Skipped: 9



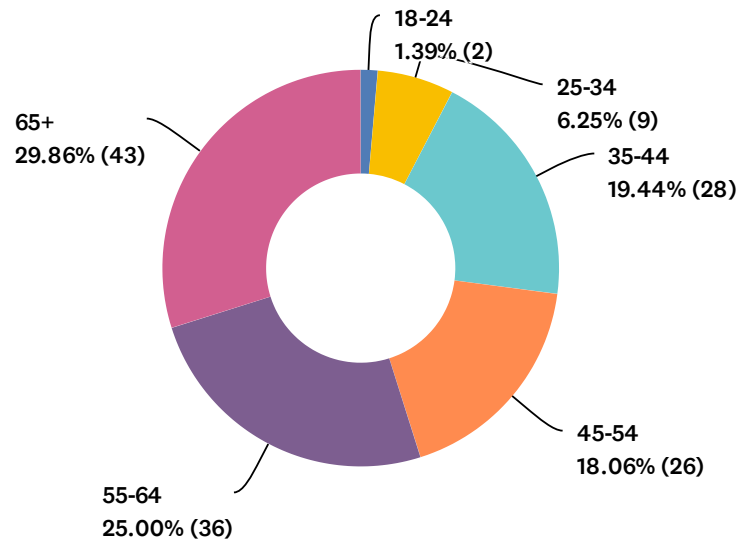
QUIZ STATISTICS			
Percent Correct	Average Score	Standard Deviation	Difficulty
94%	1.0/1.0 (100%)	0.00	4/6

ANSWER CHOICES	SCORE	RESPONSES	
✓ Yes	1/1	22.46%	31
✓ No	1/1	77.54%	107
<b>TOTAL</b>			<b>138</b>

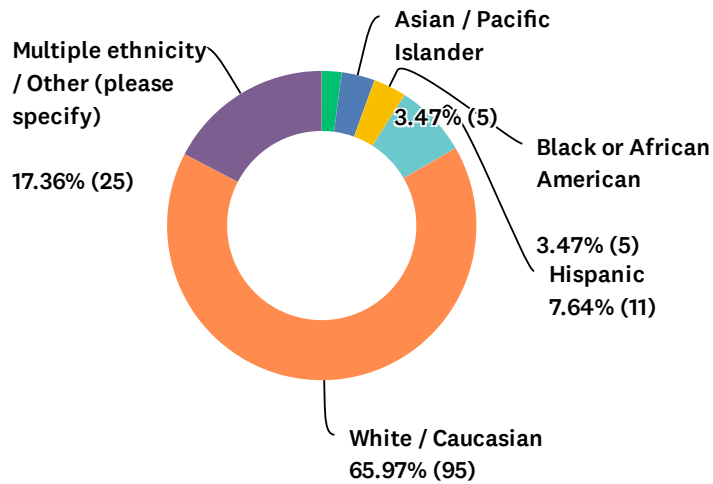
## Q11 What is your age?

Answered: 144 Skipped: 3



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

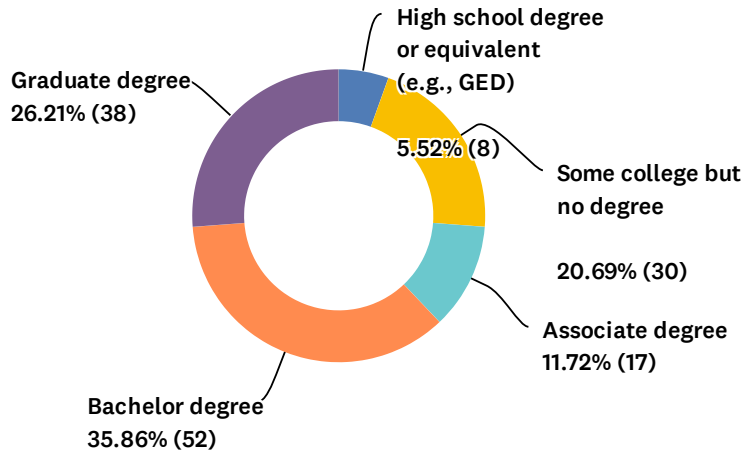
Answered: 144 Skipped: 3





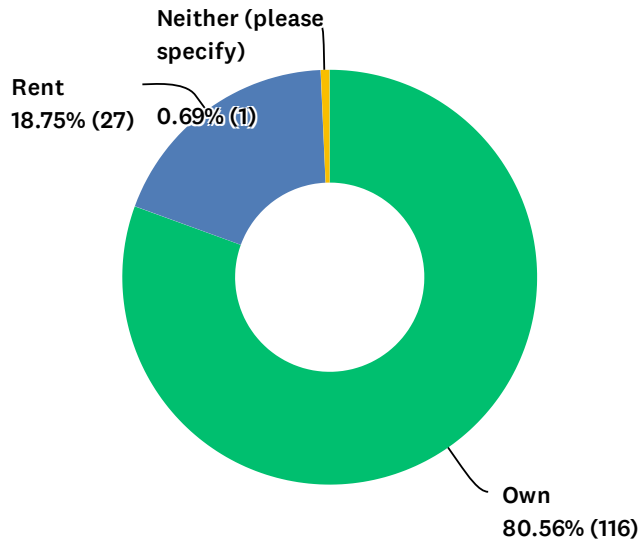
# Q13 What is the highest level of school you have completed or the highest degree you have received?

Answered: 145 Skipped: 2



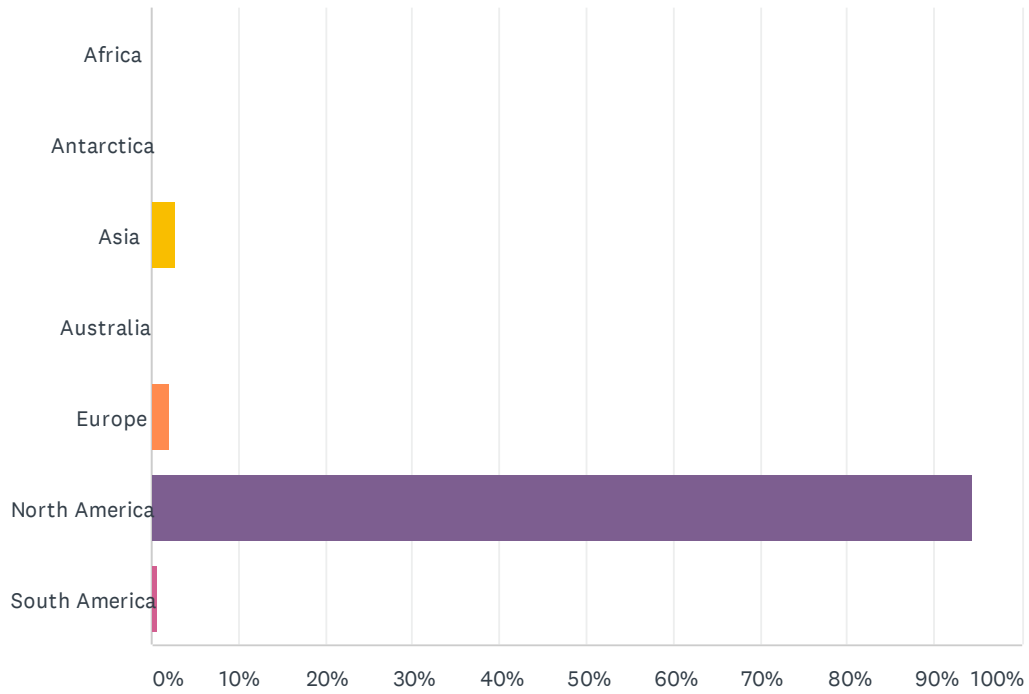
## Q14 Do you rent or own the place where you live?

Answered: 144 Skipped: 3



## Q15 On which continent were you born?

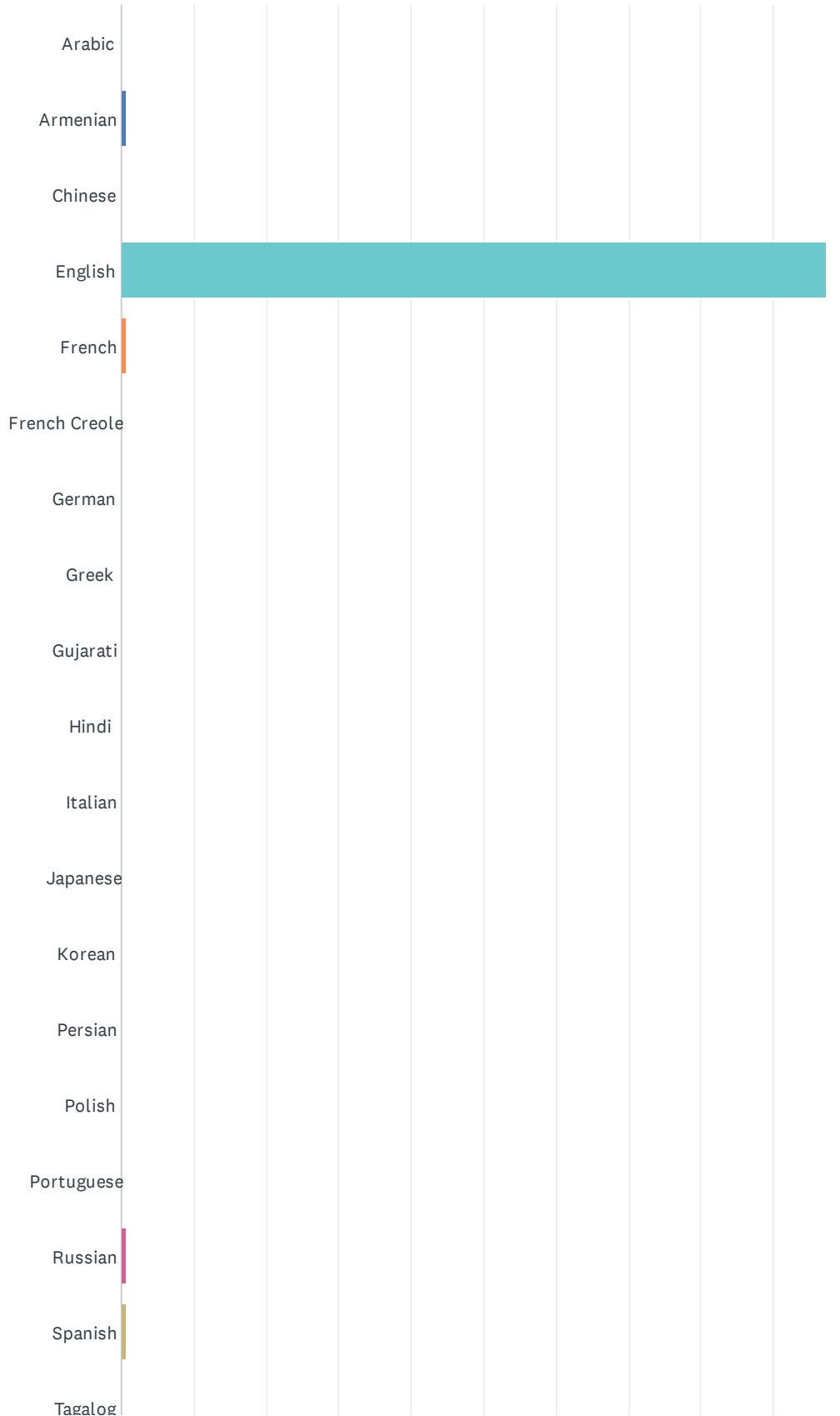
Answered: 144 Skipped: 3



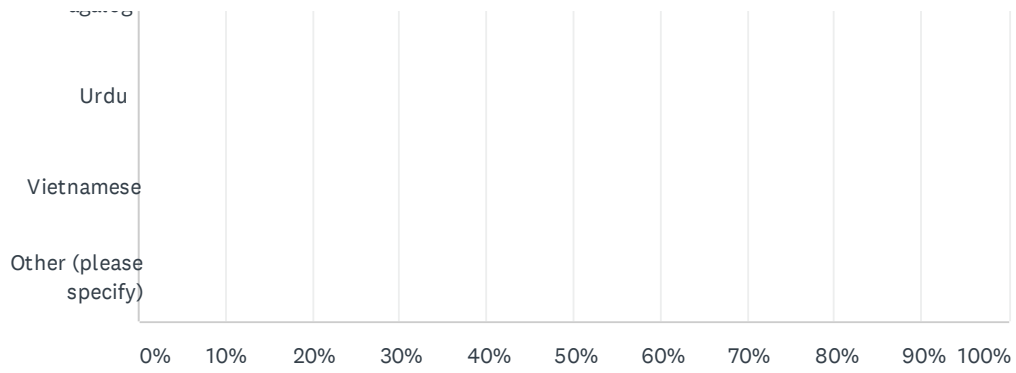
ANSWER CHOICES	RESPONSES
Africa	0.00% 0
Antarctica	0.00% 0
Asia	2.78% 4
Australia	0.00% 0
Europe	2.08% 3
North America	94.44% 136
South America	0.69% 1
<b>TOTAL</b>	<b>144</b>

## Q16 In what language do you speak most often?

Answered: 145 Skipped: 2



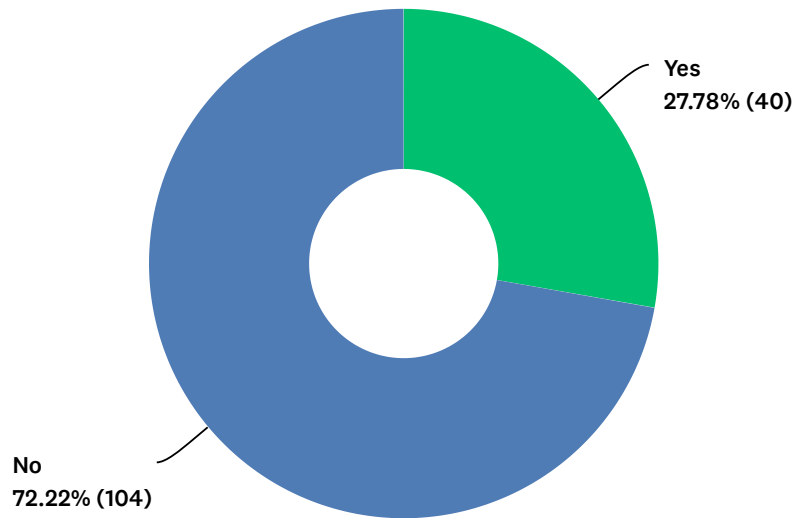
## 2020 Arcade Creek Recreation and Park District Community Needs Survey



ANSWER CHOICES	RESPONSES	
Arabic	0.00%	0
Armenian	0.69%	1
Chinese	0.00%	0
English	97.24%	141
French	0.69%	1
French Creole	0.00%	0
German	0.00%	0
Greek	0.00%	0
Gujarati	0.00%	0
Hindi	0.00%	0
Italian	0.00%	0
Japanese	0.00%	0
Korean	0.00%	0
Persian	0.00%	0
Polish	0.00%	0
Portuguese	0.00%	0
Russian	0.69%	1
Spanish	0.69%	1
Tagalog	0.00%	0
Urdu	0.00%	0
Vietnamese	0.00%	0
Other (please specify)	0.00%	0
<b>TOTAL</b>		<b>145</b>

## Q17 Do you have any children under 18?

Answered: 144 Skipped: 3



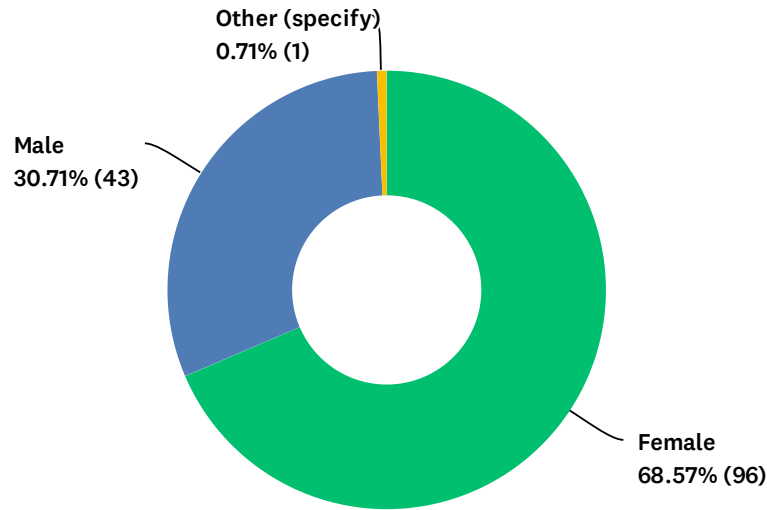
ANSWER CHOICES	RESPONSES	
Yes	27.78%	40
No	72.22%	104
<b>TOTAL</b>		<b>144</b>

**Q18 In what ZIP code is your home located? (enter 5-digit ZIP code; for example, 00544 or 94305)**

Answered: 144 Skipped: 3

## Q19 What is your gender?

Answered: 140 Skipped: 7



ANSWER CHOICES	RESPONSES	
Female	68.57%	96
Male	30.71%	43
Other (specify)	0.71%	1
<b>TOTAL</b>		<b>140</b>



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**MEETING DATE:** January 21, 2021

**ITEM # 6 c**

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**SUBJECT:** Report on the mandated Ethics Training and Harassment Training for Supervisors.

**RECOMMENDATION:** Receive the update.

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Initiated or requested by

Report coordinator or prepared by:

Board       Staff

Stephen Fraher, General Manager



Other

---

Attachment:  Yes     No       Information       Direction       Action

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**Background:** Using the Target Solutions platform for on-line Trainings, sessions were scheduled for all the elected Board Members and Staff required to complete these trainings.

**Alternatives:**

- None, mandated by State Government Code

**Analysis:** The purpose is to assess the current status of completions and encourage the complete fulfillment of these requirements

**Budget/Cost Impact:** None, the service is provided through CAPRI the District's JPA Liability Insurance provider.

**Attachment(s):**

- None

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**MEETING DATE:** January 21, 2021

**ITEM # 7 a**

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**SUBJECT:** Report and update on Retreat Planning.

**RECOMMENDATION:** Receive updates as needed.

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Initiated or requested by

Report coordinator or prepared by:

Board             Staff

Stephen Fraher, General Manager



Other

---

Attachment:  Yes     No             Information             Direction             Action

---

**Background:** The Board Retreat is scheduled for Saturday January 30, 2021 as an all-day discussion to determine the Core Values, Mission and Goals for the Park District and to establish priorities for projects and operations through June of 2022. The process is also intended to establish long term processes and measurements to determine success in the future.

The District has hired a Facilitator to lead the group discussion and to facilitate action steps for the District moving forward. The role of a Facilitator is to keep the focus of the discussion moving forward and to find common objectives and work with the group to come to consensus on developing these goals and objectives.

**Alternatives:**

- None, currently.

**Analysis:** This process is designed to create a beginning road map for a community-based decision-making plan and to build a sense of unity among the Board Members in order to operate in the best interest of the District.

**Budget/Cost Impact:** \$5,000.00 for the cost the Facilitator’s Performance Contract.

**Attachment(s):**

- None

**MEETING DATE:** January 21, 2021

**ITEM # 7 b**

**SUBJECT:** Board Chair’s appointment of District Committee Members


**RECOMMENDATION:** Affirm the Chair’s appointments

Initiated or requested by

Report coordinator or prepared by:

Board  Staff

Stephen Fraher, General Manager



Other

Attachment:  Yes  No  Information  Direction  Action

**Background:** Each year the Board Chair makes committee appointments of Board Members to a variety of District Committees and assigned duties. These are standing committees who will work with staff in creating the District operating budget, policy reviews, Park Advisory Committees, and representation on the Sacramento Parks Foundation Board of Directors.

**Alternatives:**

- The chair may name as many committees as necessary to carry out the intention of the Board.

**Analysis:** Committees: Budget-Finance, Policy Review, Park Advisory Committee, Sacramento Parks Foundation-Board Member Representative and Sacramento Parks Foundation-Community Representative

**Budget/Cost Impact:** None

**Attachment(s):**

- None