



**ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**AGENDA**

**Thursday, October 17, 2024 @ 6pm**

Herzog Community Center Oak

4855 Hamilton Street Sacramento, CA 95841

(916) 482-8377

info@acrpd.com

acrpd.com

**Board of Directors**

Scott Miller, Chair

Travis Dworetzky, Vice Chair

Greg Wilson, Treasurer

Alex Vasser, Board Director

Michael Hanson, Board Director

**ACRPD Mission Statement**

*Arcade Creek Recreation and Park District enhances the quality of life for District residents, through the provision of well maintained, safe parks, facilities, natural resources, and by offering meaningful family oriented recreation experiences.*

**1. CALL TO ORDER/ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC COMMENT (Non-Agenda Items)**

*Members of the public may address the Board on topics within the District's jurisdiction that are not listed on this agenda. Comments are limited to three (3) minutes. It is a violation of state law for the Board to discuss or take action on non-agenda items. Board members may only briefly ask clarifying questions or refer the matter to staff. Members of the public desiring a response to a specific question are encouraged to contact the General Manager. If members want to express a public comment about an agenda item, please submit a public comment card and the Chair will call for comments at the appropriate time.*

**4. CONSENT ITEMS (Motion & Roll Call Vote)**

*Consent Agenda items are considered administratively routine and will be acted upon in one motion, unless separate action on a specific item is necessary. The Chairperson will consider any requests for discussion on the items prior to approval of the Consent Agenda.*

a. Minutes of Regular Meeting of the Board of Directors on 9/19/24

b. Financial Report - FY 24-25 Period 3

**5. GENERAL ADMINISTRATION INFORMATION (Non-Agenda Items & No Action Required)**

a. General Manager Report

**6. STANDING COMMITTEE REPORTS (No Action Required)**

*In compliance with Government Code Section §54954.2(a)(3), Board members shall provide brief reports on meetings attended at the expense of the District at the next Regular Board meeting.*

a. Finance/Budget Committee Report - (none)

b. Policy/Personnel Committee Report - (none)

c. Ad Hoc Committee Report - (none)

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS (Motion & Roll Call Vote)**

a. Approve Annual Five-Year Findings Report – Resolution 2024-07

**9. INFORMATION/CORRESPONDENCE/ANNOUNCEMENTS (No Action Required)**

a. CAPRI Board Elections – Jill Nunes

b. Encampment Email Correspondence

**10. BOARD OF DIRECTORS' COMMENTS (Non-Agenda Items & No Action Required)**

*General discussion on topics for future meetings or comments on items of interest to the Board*

a. General Manager Goals/Evaluation

**11. ADJOURNMENT (Motion & Roll Call Vote)**

The next regular Board of Directors meeting will be held Thursday November 21, 2024 @ 6PM

**ADA Compliance Statement**

The District will provide reasonable accommodations for persons with disabilities planning to participate in Board Meetings who contact the main District Office at least 48 hours before the meeting at 916-482-8377.

**Release of Board Package Documents**

Non-confidential Board Package materials will be made available to the public at the same time they are made available to the Board of Directors. Copies of the Board Package are available online at [www.acrpd.com](http://www.acrpd.com) and a hard copy is available 72 hours in advance of the board meeting at the District Office during business hours.

4. a. Minutes of Regular Meeting of  
the Board of Directors on 9/19/24



**ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**DRAFT MINUTES**

**Thursday, September 19, 2024 @ 6pm**

Herzog Community Center Oak

4855 Hamilton Street Sacramento, CA 95841

(916) 482-8377

info@acrpd.com

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**Board of Directors**

Scott Miller, Chair

Travis Dworetzky, Vice Chair

Greg Wilson, Treasurer

Alex Vasser, Board Director

Michael Hanson, Board Director

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**1. CALL TO ORDER**

**Directors Present:**  Chair Miller  Vice Chair Dworetzky  Treasurer Wilson  
 Director Vasser  Director Hanson

**Staff Present:**  Wade, General Manager  Pattee, Account Clerk  Peterson, Parks

**Call to Order – Chair Miller at 6:01 PM**

**2. PLEDGE OF ALLEGIANCE**

**Led by:**  Chair Miller  Vice Chair Dworetzky  Treasurer Wilson  
 Director Vasser  Director Hanson

**3. ROLL CALL**

**4. PUBLIC COMMENT (Non-Agenda Items)**

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- **Erin Matz: Commented on lack of shop maintenance progress.**
- **Randy Smith: Commented on the homeless camps on the Joe Smith Trail and the need for signage.**

**5. CONSENT ITEMS (Motion & Roll Call Vote)**

*Consent Agenda items are considered administratively routine and will be acted upon in one motion, unless separate action on a specific item is necessary. The Chairperson will consider any requests for discussion on the items prior to approval of the Consent Agenda.*

a. Minutes of Regular Meeting of the Board of Directors on 7/18/24

b. Minutes of Board of Directors Budget Workshop Meeting 8/3/24

c. Minutes of Regular Meeting of the Board of Directors on 8/15/24

d. District Financial Report - FY 24-25 Period 2

e. District Payroll Report - FY 24-25 Period 2

f. Receipt of Resource – CSDA (California Special District Association) Special District Board Member Handbook

g. Receipt of Resource – 2024 Brown Act Handbook published by RWG LAW

**ACTION:**  Approved (As Presented / As Amended)  Not Approved  Continued

**MOTION:**  Chair-Miller  Vice-Chair Dworetzky  Treasurer Wilson

Director Vasser  Director Hanson

**2<sup>ND</sup>:**  Chair-Miller  Vice-Chair Dworetzky  Treasurer Wilson

**(ACRPD DRAFT MINUTES)**

Director Vasser     Director Hanson

**ROLL CALL VOTE:**  Chair-Miller     Vice-Chair Dworetzky     Treasurer Wilson

Director Vasser     Director Hanson

**ABSTAIN:** Chair Miller

**6. GENERAL ADMINISTRATION INFORMATION (Non-Agenda Items & No Action Required)**

a. General Manager Report

**7. STANDING COMMITTEE REPORTS (No Action Required)**

*In compliance with Government Code Section §54954.2(a)(3), Board members shall provide brief reports on meetings attended at the expense of the District at the next Regular Board meeting.*

a. Administration/Finance Committee Report - (none)

b. Personnel/Policies Committee Report - (none)

c. Ad Hoc Committee Report - (none)

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS (No Action Required)**

a. Discussion Regarding Creation and Use of Board Subcommittees

- **Derek Cole, ACRPD attorney, discussed the purpose of subcommittees and Brown Act requirements related to subcommittees.**

b. Coordination Regarding Mandatory Board Member Trainings

- **Derek Cole, ACRPD attorney, discussed the required trainings for Board Members; sexual harassment, ethics, and workplace violence. Mr. Cole further encouraged members to schedule a Brown Act training once incoming new Board Members have started.**

**10. INFORMATION/CORRESPONDENCE/ANNOUNCEMENTS (No Action Required)**

a. Articles / Correspondence / Public Outreach

**11. BOARD OF DIRECTORS' COMMENTS (Non-Agenda Items & No Action Required)**

*General discussion on topics for future meetings or comments on items of interest to the Board*

a. Recreation & Community Center Space

- **Vice-Chair Dworetzky shared his interest in starting a baseball card club as a recreational program. General Manager Wade requested setting a meeting to discuss details further.**

b. Standing Committee - Chair and Vice Chair Assignments

- **Discussed having assignments for committee leads for future committees.**

**12. ADJOURNMENT (Motion & Roll Call Vote)**

The next regular Board of Directors meeting will be held Thursday October 17, 2024 @ 6PM

**ACTION:**  **Move to Adjourn Meeting – TIME 7:33 PM**

**MOTION:**  Chair-Miller     Vice-Chair Dworetzky     Treasurer Wilson

Director Vasser     Director Hanson

**2<sup>ND</sup>:**  Chair-Miller     Vice-Chair Dworetzky     Treasurer Wilson

Director Vasser     Director Hanson

**ROLL CALL VOTE:**  Chair-Miller     Vice-Chair Dworetzky     Treasurer Wilson

Director Vasser     Director Hanson

**ADA Compliance Statement**

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**(ACRPD DRAFT MINUTES)**

## 4. b. Financial Report – FY 24-25 Period 3



**ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**STAFF REPORT**

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**DATE:** 10-11-2024  
**TO:** ACRPD BOARD OF DIRECTORS  
**FROM:** BRANDY WADE, GENERAL MANAGER  
**SUBJECT:** FINANCE REPORT – Period 3

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**OBJECTIVE**

To provide an update of the ACRPD's current financial status.

**BACKGROUND**

This report is developed in conjunction with ACRPD Staff.

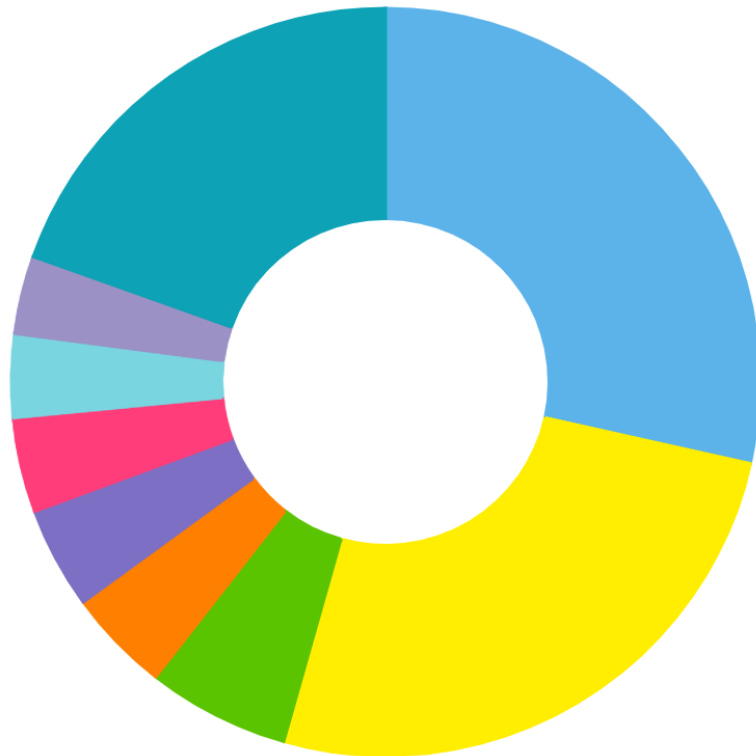
**SUMMARY**

<b>Fund</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Current Balance</b>
339 B – Grant Trust	-	-	-
088 H – Park Dedication	-	-	\$7,202.66
339 C – ADA Funds	-	-	\$1,832.59
339 I – Park Impact Fees	-	\$14,414.20	\$126,245.65
339 A – General Fund	(\$53,737.61)	\$18,196.37	\$718,328.24
339 D – CIP Development	(\$21,800)	-	\$124,811.59

**ATTACHMENTS**

- Quicken Report

**Spending by Category - Last month**  
 09/01/2024 through 09/30/2024  
 All Accounts, All Categories, All Tags, All Payees



420200 Structures (P...	\$21,300.00	28.50%
111000 Salaries & Wages	\$19,347.04	25.89%
123000 Health Insura...	\$4,590.61	6.14%
219800 Water	\$3,327.83	4.45%
122000 OASDHI	\$3,278.63	4.39%
5420516 Insurance (C...	\$3,064.23	4.10%
323000 Lease Oblig R...	\$2,700.00	3.61%
121000 Retirement ER Cost	\$2,516.58	3.37%
Everything else	\$14,612.69	19.55%
<b>Total</b>	<b>\$74,737.61</b>	



## Spending by Category - Last month

09/01/2024 through 09/30/2024

All Accounts, All Categories, All Tags, All Payees

Category	Date	Account	Payee	Amount
Expenses				-\$74,737.61
420200 Structures (Projects @ ACP)				-\$21,300.00
	09/30/2024	339D -Est.2015	Rawles Engineering - 65152	-\$21,300.00
111000 Salaries & Wages				-\$19,347.04
	09/30/2024	FY 2024-25 339A	Sept Payroll	-\$9,868.34
	09/15/2024	FY 2024-25 339A	Sept Payroll	-\$9,478.70
123000 Health Insurance(s)				-\$4,590.61
	09/25/2024	FY 2024-25 339A	CalPERS Health - 12733	-\$172.70
	09/25/2024	FY 2024-25 339A	CalPERS Health - 12733	-\$4,270.49
	09/25/2024	FY 2024-25 339A	GSRMA - 29229	-\$122.85
	09/25/2024	FY 2024-25 339A	GSRMA - 29229	-\$122.85
219800 Water				-\$3,327.83
	09/25/2024	FY 2024-25 339A	Sacramento Suburban Water District - 36568	-\$1,688.58
	09/25/2024	FY 2024-25 339A	Sacramento Suburban Water District - 36568	-\$176.14
	09/25/2024	FY 2024-25 339A	Sacramento Suburban Water District - 36568	-\$1,463.11
122000 OASDHI				-\$3,278.63
	09/30/2024	FY 2024-25 339A	Sept Payroll	-\$1,639.23
	09/15/2024	FY 2024-25 339A	Sept Payroll	-\$1,639.40
5420516 Insurance (Clearing Acct)				-\$3,064.23
	09/25/2024	FY 2024-25 339A	CalPERS Health - 12733	-\$3,064.23

## Spending by Category - Last month

09/01/2024 through 09/30/2024

All Accounts, All Categories, All Tags, All Payees

Category	Date	Account	Payee	Amount
323000 Lease Oblig Retirement Side Fund				-\$2,700.00
	09/25/2024	FY 2024-25 339A	Umpqua Bank - 52152	-\$2,700.00
121000 Retirement ER Cost				-\$2,516.58
	09/25/2024	FY 2024-25 339A	CalPERS- 521	-\$475.33
	09/25/2024	FY 2024-25 339A	CalPERS - 521	-\$653.13
	09/25/2024	FY 2024-25 339A	CalPERS - 521	-\$653.13
	09/25/2024	FY 2024-25 339A	CalPERS - 521	-\$401.00
Everything else				-\$14,612.69
206100 Membership Dues				-\$2,500.00
	09/25/2024	FY 2024-25 339A	CARPD - 12261	-\$2,500.00
124000 Workers Comp				-\$2,493.50
	09/25/2024	FY 2024-25 339A	CAPRI - 8761	-\$2,493.50
211100 Building Maint. Service				-\$1,842.00
	09/25/2024	FY 2024-25 339A	Restoration Landscape - 71858	-\$1,700.00
	09/25/2024	FY 2024-25 339A	Defender Termite & Pest - 71461	-\$142.00
219100 Electricity				-\$1,786.67
	09/25/2024	FY 2024-25 339A	SMUD - 4025	-\$1,786.67
298700 Telephone Services				-\$796.93
	09/25/2024	FY 2024-25 339A	Comcast - 12322	-\$170.93
	09/25/2024	FY 2024-25 339A	Fast Break - 37998	-\$195.00

## Spending by Category - Last month

09/01/2024 through 09/30/2024

All Accounts, All Categories, All Tags, All Payees

Category	Date	Account	Payee	Amount
	09/25/2024	FY 2024-25 339A	Fast Break Tech - 37998	-\$431.00
216700 Plumbing Maint. Service				-\$776.63
	09/25/2024	FY 2024-25 339A	America's Plumbing - 70141	-\$776.63
223600 Fuel & Lubricant Supplies				-\$582.63
	09/25/2024	FY 2024-25 339A	Phillips 66 - 58398	-\$140.04
	09/25/2024	FY 2024-25 339A	Phillips 66 - 58398	-\$430.00
	09/25/2024	FY 2024-25 339A	Orbit Station - 33714	-\$12.59
244300 Medical Service -EE & Live Scan				-\$478.00
	09/25/2024	FY 2024-25 339A	State Of CA-Dept Of Justice - 8186	-\$64.00
	09/25/2024	FY 2024-25 339A	Carmichael Box Shop - 59986	-\$154.00
	09/25/2024	FY 2024-25 339A	Kaiser On The Job - 4839	-\$260.00
113200 OT & Straight Time				-\$434.73
	09/30/2024	FY 2024-25 339A	Sept Payroll	-\$161.76
	09/15/2024	FY 2024-25 339A	Sept Payroll	-\$272.97
222600 Hand - Expendable Tools				-\$402.17
	09/25/2024	FY 2024-25 339A	Home Depot - 2843	-\$402.17
321000 Interest Expense				-\$397.18
	09/25/2024	FY 2024-25 339A	Umpqua Bank - 52152	-\$397.18
221200 Ground Equip Maint. Supplies				-\$390.81

## Spending by Category - Last month

09/01/2024 through 09/30/2024

All Accounts, All Categories, All Tags, All Payees

Category	Date	Account	Payee	Amount
	09/25/2024	FY 2024-25 339A	Bar-Hein Co. - 1463	-\$390.81
215100 Mechanical Sys Maint. Services				-\$360.00
	09/26/2024	FY 2024-25 339A	All Pro Backflow - 69926	-\$360.00
232200 Custodial Supplies				-\$259.10
	09/25/2024	FY 2024-25 339A	Cintas - 56036	-\$259.10
112400 Stipend Commission & Board				-\$250.00
	09/30/2024	FY 2024-25 339A	Sept Payroll	-\$250.00
291700 Alarm Services				-\$240.00
	09/25/2024	FY 2024-25 339A	Crime Alert Security - 41852	-\$240.00
219300 Refuse Collection-Disposal				-\$189.90
	09/25/2024	FY 2024-25 339A	Republic Services - 57909	-\$189.90
253100 Legal Services				-\$175.00
	09/25/2024	FY 2024-25 339A	Cole Huber - 54641	-\$175.00
257100 Security Services				-\$96.30
	09/25/2024	FY 2024-25 339A	Home Depot - 2843	-\$96.30
125000 SUI Insurance (ER Cost)				-\$82.64
	09/30/2024	FY 2024-25 339A	Sept Payroll	-\$39.45
	09/15/2024	FY 2024-25 339A	Sept Payroll	-\$43.19

**Spending by Category - Last month**  
 09/01/2024 through 09/30/2024  
 All Accounts, All Categories, All Tags, All Payees

Category	Date	Account	Payee	Amount
216800 Plumbing Maint. Supplies				-\$68.81
	09/25/2024	FY 2024-25 339A	Home Depot - 2843	-\$68.81
128000 Retiree Health Benefits				-\$9.69
	09/25/2024	FY 2024-25 339A	CalPERS Health - 12733	-\$9.69
Everything else (Others)				-\$622.34
Everything else (Others)				-\$3,356.33
<b>OVERALL TOTAL</b>				<b>-\$74,737.61</b>

## 5. a. General Manager's Report



**ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**STAFF REPORT**

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**DATE:** 10-11-2024  
**TO:** ACRPD BOARD OF DIRECTORS  
**FROM:** BRANDY WADE, GENERAL MANAGER  
**SUBJECT:** GENERAL MANAGER STAFF REPORT

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**OBJECTIVE**

To provide an update as to the current operational status. Information included in this report is non-aggrieved items.

**BACKGROUND**

This report is developed in conjunction with ACRPD Staff.

**SUMMARY**

- Administrative:
  - 9/24/24 – Meeting Crime Alert held regarding the addition of non-existent fire/smoke alarms and additional surveillance coverage for office parking lot at District office. Security among the parks and District office is a deep concern of staffs. About every other week unstable individuals have let themselves into the office, have knocked the slider doors off the tracks, staff's vehicles have been vandalized, and there was an unsafe altercation with staff and residents at ACP that needed Sacramento Sheriff's assistance. Staff will continue to look into additional security measures.
  - 9/25/24 – Staff met with the General Manager at Cordova Recreation & Park District to share resources and information.
  - 10/1/24 – Staff attended General Manager Zoom call. Topics included board member trainings, elections, available resources through CARPD.
  - 10/2/24 – Crime Alert Camera Training held with District Staff
  - 10/4/24 – Staff held a team building event for fulltime staff.
  - 10/4/24 – Staff held a meeting at ACP and HSP with staff from the Sacramento Tree Foundation regarding future collaboration in our parks and along the creek bed.
  - 10/7/24 - CalPERS Training held at District Staff
  - 10/8/24 – Staff had a meeting with Derek Cole, District Attorney, in regards to the ACP Restroom project. It has been advised that a construction audit be performed.
  - 10/8/24 - Staff spoke with Sacramento Sheriff's Department HOT in regards to managing encampments and Letter of Agency.
  - 10/10/24 – Staff attended CARPD Legislative Zoom call. Topics included 2024 legislative updates, topics for future bills, and the ability to gain more visibility for Parks & Recreation at the Capitol.
  - 10/17/24 – Staff will be holding an introduction meeting with several HOA groups and River Alliance to discuss future collaborations and volunteer opportunities.
  - Staff are currently working on developing ACRPD contracts for capital improvement projects.
  - Staff are working with the county to set up multiple trainings for additional computer systems; such as CalPERS, the county's Compass accounting system.
  - Fastbreak replaced our front office computer with the same laptop system previously ordered. This was a necessity given the outdated system that conflicted with the county's accounting system. The older office computer is now being utilized for the

- District's security camera system.
  - Staff have developed new signage for all ACRPD parks and the proofs are currently being reviewed by the Sacramento Sheriff's Department for compliance.
  - Staff worked with SCI – Public Finance Consulting Services, and Sacramento County to compile ACRPD's Impact Fee Study and county required annual report. The proposed SCI report is presented for approval during this monthly meeting.
  - Staff developed t-shirt uniforms for ACRPD staff and volunteers. Part-time staff and volunteers will be required to wear identifiable uniform shirts, easily seen lime green, to wear while working in the parks. These items are on order and proof is attached.
  - Staff have worked diligently to set the District up for success at our upcoming audit on 10/29 and 10/30. Staff have also worked with the county to deliver missing audits that the county had yet to receive.
  - Staff initiated the application process for a (.gov) website as required for all government agencies. The process can take 6-10 weeks to obtain a domain. The domain requested is acrpd.gov
- Parks:
  - Hamilton Street Park (HSP)
    - Maintenance Shop/Yard
      - Siding – West Standard Construction has been selected to place cement siding on the top portion of the shop and work will begin on 10/21/24. Contract is attached to this report.
    - Community Center
      - American Plumbing addressed and fixed the overflowed toilets.
    - Restroom
      - Restoration Construction is in the process of creating a new stall door for the women's bathroom, has removed the leaking toilet, and is in the process of widening the access to the remaining working toilet and stall.
    - General
      - Projects currently placed on hold at HSP: basketball court and district office maintenance.
      - Crime Alert has started the installation of additional cameras for our office parking lot and has already installed a front door camera.
      - Staff replaced tires on equipment trailer and had Ford truck smogged.
  - Arcade Creek Park (ACP)
    - Restroom – Sacramento County has required new electrical and ADA sidewalk to clear this project for opening. This new quote for additional work has brought concerns regarding the process and payments of this amenity. Staff is working with CAPRI to help shed light on these concerns. Additionally a new water meter was installed at the entrance to the park due to the ACP Restroom project as well as the completion of the new, smaller, backflow device. Staff is also working with Public Restroom Company to fix building leaks, drainage, and automatic locks. Staff will be meeting with PRC on 10/11/24 to address these issues.
    - 10/3/24 - Sacramento Sewer District – Staff met with project leaders and finalized the completion of the project. Sacramento Sewer District staff went above and beyond helping to reseed, fill dirt areas, attend to the sides of the creek bed, and other details.
    - 10/4/24 - Staff walked the Jo Smith Nature Trail with representatives of Sacramento Tree Foundation and discussed possible collaboration ideas.
    - Rio Linda Fencing enclosed the older backflow device at the entrance to ACP.
    - Jo Smith Nature Trail Bridge (ARC entrance side) – was updated with metal rods welded in place due to ongoing vandalism; causing thousands in damages each year. This update to the bridge eliminates the parts that continue to be stolen, work was completed by Rio Linda Fencing.
    - Raul's Tree Service removed North-West privets and lower branches along paved sidewalk and creek bed. Staff also cleaned up and removed debris and



previous burned debris. This will help mitigate the encampments along the shrubbery, creek, and sidewalk.

- Oakdale
  - Twin Rivers School District has been attentive to irrigation issues at Oakdale and will be replacing irrigation lines shortly. Staff hope to meet with Oakdale Elementary staff between October and November's board meeting.
- General Maintenance
  - Irrigation –irrigation auditor has been placed on hold due to ACP RR project.
  - Staff met with Restoration Construction regarding an installation for a French drain, additional driveway area, and removal of debris in the shop area. This is an area that needs to be address prior to the winter months.
  - Equipment – Staff have been working with vendors to secure pricing quotes and details on a new commercial grade mower and fixing the deck of our current residential mower.
- Recreation:
  - Staff has on going correspondence with GameTime to replacement the ADA swing bar, damaged by previous storms. It appears acquiring the total quote for this project is more complicated than anticipated. In addition the smaller replacement merry-go-round quote is contingent on the mounting surface that has yet to be assessed by GameTime staff.
  - American River College Recreation Intern, Gina, has started volunteering with parks staff to help with upkeep of the parks.

## **ATTACHMENTS**

- Maintenance Shop Siding Contract
- ACRPD's Uniform Shirts
- ACRPD Annual Impact Fee Report created for Sacramento County



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 Phone: (916) 573 - 9378  
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**License No.: 1112023**

**BRANDY**

4855 Hamilton Street  
 Sacramento, California 95841  
 brandy@acrpd.com  
 (916) 743 - 2281

**ESTIMATE**

Estimate #: **EST-054586**  
 Estimate Date: **Oct. 7th, 2024**  
 Expiration Date: **Oct. 22nd, 2024**  
 Assigned To: **Yaroslav Bielikov**  
 Status: **Approved**

**Fiber Cement Vertical Siding Installation (Shop Building)**

ITEM(S)	RATE & QTY	MATERIALS	TOTAL
<b>Existing Siding Demo</b> Remove 1 layer of existing wood siding from the exterior walls of the house.	\$1,496.00 \$136.00/SQ	-	
<b>Replace Framing for new</b> Replace any damaged or rotted framing for new, including beams and studs.  Price includes labor and material.	\$3,000.00 \$3,000.00/Unit	-	
<b>Hauling Away Debris</b> 10 SQ of existing material per trailer load	\$350.00 \$350.00/Unit	-	
<b>7/16" OSB Installation</b> Prepare the existing backing by installing 7/16" OSB sheathing, ensuring it is properly secured and level.	\$748.00 \$68.00/SQ	\$1,122.00 1 Item(s)	
<b>Weather-Resistant Barriers And Flashing Installation</b>	\$1,496.00 \$136.00/SQ	\$374.00 2 Item(s)	

<p>Install James Hardie Weather Barrier on all exterior walls</p> <p>Install James Hardie Flashing Tape where needed</p> <p>Install Forty Flash around windows and doors</p>			
<p><b>James Hardie Primed HZ10 Fiber Cement Sierra 8 Panel Siding 48-in x 96-in</b></p> <p>Install James Hardie Primed HZ10 Fiber Cement Sierra 8 Panel Siding 48-in x 96-in</p> <p>Install James Hardie Trim HZ10 5/4 in. x 3.5 in. x 144 in. Primed Fiber Cement Rustic Grain</p>		<p>\$4,950.00 \$450.00/SQ</p>	<p>\$6,395.00 3 Item(s)</p>
<p><b>Painting of new siding and eaves</b></p> <p>2 Sherwin Williams Duration Exterior Acrylic Latex Colors</p> <ul style="list-style-type: none"> <li>- Clean the surface thoroughly to remove dirt, mildew, and loose paint.</li> <li>- Mask off areas such as windows, doors, trim, and other surfaces with painter's tape</li> <li>- Apply multiple coats as needed for full coverage, allowing each coat to dry completely before applying the next.</li> <li>- Remove all masking, clean up all tools and paint.</li> </ul>		<p>\$1,980.00 \$1.80/Sq. Ft.</p>	<p>\$836.00 1 Item(s)</p>
<p><b>Clean Up / Final Inspection</b></p> <ul style="list-style-type: none"> <li>- Remove all construction debris.</li> <li>- Check for any loose nails or areas that may</li> </ul>		<p>-</p>	<p>-</p>

need additional attention.

\$22,747.00

<b>Items Total</b>	<b>\$14,020.00</b>
<b>Materials Total</b>	<b>\$8,727.00</b>
<b>Subtotal</b>	<b>\$22,747.00</b>
<b>Total</b>	<b>\$22,747.00</b>

#### Payment Schedule

Deposit Due (10.00%) on Estimate Approval	<b>\$2274.70</b>
Upon Mobilization (40.00%)	<b>\$9098.8</b>
Progress Payment (40.00%)	<b>\$9098.8</b>
Final (10.00%)	<b>\$2274.7</b>

## Note:

START DATE - October 21st.

Upon completion of the project, West Standard Construction will provide a 5 year workmanship warranty.

James Hardie Fiber Cement Siding is providing a 30 year product guarantee upon completion of the project.

If customer desires, permit can be obtained by the contractor. Permit fees will be payed by the customer.

If there is no insulation found it can be installed at the rate of 2\$ per square foot.

Pictures of previous project:

<https://weststandardconstruction.com/portfolio>

# CONTRACT & TERMS

This AGREEMENT is made this **7th** day of **October** between **Brandy** (hereinafter called the Client), and **Yaroslav Bielikov** of **West Standard Construction** (hereinafter called the Contractor).

WHEREAS the client is desirous of having certain works (as described in the Schedule hereto), carried out on the premises located at **4855 Hamilton Street, Sacramento, California 95841**.

**IT IS HEREBY AGREED that:**

## **1. TERMS AND CONDITIONS**

- a. The Contractor shall carry out and complete all works indicated in the schedule to this contract in good substantial and workmanlike manner.
- b. The Contractor shall complete the works within the time specified under the Contract Period, or any such extension of time as may be agreed upon by the Client thereafter.
- c. Any works not included in the schedule of works shall be deemed to be VARIATIONS TO CONTRACT and all terms and conditions of the original contact shall apply.
- d. The Client agrees to pay to the Contractor the Total sum of \$22,747.00 per the terms of invoices sent (each invoice will have it's own respective due date).

## **2. The Client shall extend the Contract period by a fair and reasonable amount of time if the Contractor:**

- a. Has to spend extra time on the work as a result of variations in the schedule of work.
- b. Cannot finish on time for reasons beyond their control, including, but not limited to any delays caused by the Client.

## **3. VARIATIONS TO THE CONTRACT**

- a. The Client reserves the right to vary the contract, during the period of this Contract and it is only the Client that can change the work details of this Contract.
- b. The Contractor is bound to carry out any such variations as directed by the Client. The Client agrees to reasonably compensate the Contractor for any additional labor required of the Contractor as a result of variations made by the Client.

#### **4. SUB-CONTRACTING**

Sub-contracting of the works is permitted without the consent of the Client, unless this was agreed upon prior to the commencement of such work.

#### **5. MATERIALS**

- a. All materials supplied by the Client shall remain the property of the Client.
- b. Where the Contractor supplies materials and the Contract does not include the supply of the same, the Contractor shall provide invoices to show the extent of supply and the Client is bound by this contract to reimburse the Contractor in the sum stated on the invoices submitted.

#### **6. TERMINATION OF THE CONTRACT**

- a. The Client may terminate this Contract if the Contractor:
  - i. is absent regularly in the performance of his contractual obligations; or
  - ii. does not meet the agreed date of completion; or
  - iii. is incompetent or negligent in the execution of his contractual obligations; or
  - iv. if the works executed are of an unacceptable quality and standard and the Contractor does not correct the matter upon notice of the same.
- b. The Contractor may terminate this Contract if the Client:
  - i. fails to pay any amount due, without giving a reasonable explanation;
  - ii. Prevents or obstructs the Contractor from the performance of his contractual obligations

#### **7. EFFECT OF TERMINATION ON COMPENSATION**

- a. In the event that the Client terminates the Contract, he will be obligated to pay the sums due to the Contractor for any work that's been completed.
- b. In the event that the Contractor terminates this Contract, the Client will be obligated to pay for the works properly executed.
- c. Both the Client and Contractor may terminate this Agreement, and any obligations stated hereunder, with reasonable cause, by providing written notice of a material breach of the other party; or any act exposing the other party to liability to others for personal injury or property damage.

## **8. BUSINESS LICENSES, PERMITS, AND CERTIFICATES**

The Contractor represents and warrants that all employees and personnel associated shall comply with federal, state, and local laws requiring any required licenses, permits, and certificates necessary to perform the Services under this Agreement.

## **9. FEDERAL AND STATE TAXES**

Under this Agreement, the Client shall not be responsible for withholding FICA, Medicare, Social Security, or any other federal or state withholding taxes from the Contractor's payments to employees or personnel or make payments on behalf of the Contractor; Make federal or state unemployment compensation contributions on the Contractor's behalf; and the payment of all taxes incurred related to or while performing the Services under this Agreement, including all applicable income taxes and, if the Contractor is not a corporation, all applicable self-employment taxes. Upon demand, the Contractor shall provide the Client with proof that such payments have been made.

## **10. INDEMNIFICATION**

The Contractor shall indemnify and hold the Client harmless from any loss or liability from performing the Services under this Agreement.

## **11. CONFIDENTIALITY**

The Contractor acknowledges that it will be necessary for the Client to disclose certain confidential and proprietary information to the Contractor in order for the Contractor to perform their duties under this Agreement. The Contractor acknowledges that disclosure to a third party or misuse of this proprietary or confidential information would irreparably harm the Client. Accordingly, the Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the Client without the Client's prior written permission except to the extent necessary to perform services on the Client's behalf.

Proprietary or confidential information includes, but is not limited to: The written, printed, graphic, or electronically recorded materials furnished by Client for Contractor to use; Any written or tangible information stamped "confidential," "proprietary," or with a similar legend, or any information that Client makes reasonable efforts to maintain the secrecy of business or marketing plans or strategies, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries, and improvements of any kind, sales projections, and pricing information; and information belonging

## **12. NO PARTNERSHIP**

This Agreement does not create a partnership relationship between the Client and the Contractor. Unless otherwise directed, the Contractor shall have no authority to enter into contracts on the Client's behalf or represent the Client in any manner.

## **13. SEVERABILITY**

This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus, limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

## **14. ASSIGNMENT AND DELEGATION**

The Contractor may assign rights and may delegate duties under this Agreement to other individuals or entities acting as a subcontractor ("Subcontractor"). The Contractor recognizes that they shall be liable for all work performed by the Subcontractor and shall hold the Client harmless of any liability in connection with their performed work.

The Contractor shall be responsible for any confidential or proprietary information that is shared with the Subcontractor in accordance with Sections XVI & XVII of this Agreement. If any such information is shared by the Subcontractor to third (3rd) parties, the Contractor shall be made liable.

#### **15. GOVERNING LAW**

This Agreement shall be governed under the laws in the State of **California**.

#### **16. BREACH WAIVER**

Any waiver by the Client of a breach of any section of this Agreement by the Contractor shall not operate or be construed as a waiver of any subsequent breach by the Contractor.

#### **17. INDEPENDENT CONTRACTOR STATUS**

The Contractor, under the code of the Internal Revenue Service (IRS), is an independent contractor, and neither the Contractor's employees or contract personnel are, or shall be deemed, the Client's employees.

In its capacity as an independent contractor, Contractor agrees and represents: Contractor has the right to perform services for others during the term of this Agreement; Contractor has the sole right to control and direct the means, manner, and method by which the Services required by this Agreement will be performed. Contractor shall select the routes taken, starting and ending times, days of work, and order the work is performed; Contractor has the right to hire assistant(s) as subcontractors or to use employees to provide the services required under this Agreement. Neither Contractor, nor the Contractor's employees or personnel, shall be required to wear any uniforms provided by the Client; The Services required by this Agreement shall be performed by the Contractor, Contractor's employees or personnel, and the Client will not hire, supervise, or pay assistants to help the Contractor; Neither Contractor nor Contractor's employees or personnel shall receive any training from the Client in the professional skills necessary to perform the services required by this Agreement; and Neither the Contractor nor Contractor's employees or personnel shall be required by the Client to devote full-time to the performance of the Services required by this agreement.

#### **18. LIABILITY INSURANCE**

The Contractor agrees to bear all responsibility for the actions related to themselves and their employees or personnel under this Agreement. In addition, the Contractor agrees to obtain comprehensive liability insurance coverage in case of bodily or personal injury, property damage, contractual liability, and cross-liability ("Liability Insurance").

### **REQUIRED DEPOSIT & SCHEDULE OF PAYMENTS**

There is a \$2,274.70 deposit required immediately upon estimate approval.

40.00% (\$9,098.80) will be due for Upon Mobilization .

40.00% (\$9,098.80) will be due for Progress Payment .

10.00% (\$2,274.70) will be due for Final .



BW

Signed on: Oct. 8th, 2024 4:01 PM  
IP address: 98.41.222.4  
Client Signature

## Documents

File	Title
<a href="#">James Hardie Warranty.pdf</a>	-
<a href="#">West Standard Construction 5 year workmanship warranty.pdf</a>	-
<a href="#">Anlin Lifetime Warranty.pdf</a>	-







Lime Green 2000  
Gildan® Ultra Cotton® 100% US Cotton T-Shirt  
Left Chest- aprx 3" wide w/ black print  
Back - aprx 11" wide w/ black print



Forest Green 2000  
Gildan® Ultra Cotton® 100% US Cotton T-Shirt  
Left Chest- aprx 3" wide w/ white print  
Back - aprx 11" wide w/ white print



**IMPORTANT**

**CONTENT:** CHECK ALL SPELLING, PUNCTUATION, GRAMMAR AND PLACEMENT OF TEXT AND GRAPHICS. ONCE YOU HAVE APPROVED YOUR ORDER BY EMAIL OR FAX, IT WILL BE DECORATED AS SHOWN IN THE PROOF. ARTWORK HAS BEEN SCALED SMALLER FOR PROOFING PURPOSES.

**COLOR AND RESOLUTION:** DUE TO THE SETTINGS OF YOUR MONITOR, THE COLORS AND RESOLUTION SEEN IN AN EMAILED PROOF MAY DIFFER FROM THE ACTUAL PRODUCT. ANY PANTONE COLORS USED IN YOUR GRAPHICS ARE LISTED ON THE PROOF AND WILL BE REPRODUCED AS ACCURATELY AS POSSIBLE. IF YOU CANNOT READ THIS TEXT WE'LL BE HAPPY TO RESEND A LARGER PROOF. THANK YOU!

# Arcade Creek

Recreation and Park District

## DEVELOPMENT IMPACT FEE ANNUAL REPORT

FISCAL YEAR ENDING  
JUNE 30, 2024

Prepared for:

County of Sacramento  
Board of Supervisors

Prepared by:

Arcade Creek Recreation and Park District

Mailing Address:

PO Box 418114  
Sacramento, CA 95841-8114

Physical Address:

4855 Hamilton Street  
Sacramento, CA 95841

# DEVELOPMENT IMPACT FEE ANNUAL REPORT – FY 23-24

## Arcade Creek Recreation & Park District’s Impact Fee Program

### Arcade Creek Recreation & Park District Park Improvement Development Fee

**Brief description of the type of fee in the fund:**

The Arcade Creek Recreation and Park District’s Park improvement impact fee was established to finance basic park improvements.

**Amount of the fee:** See attached fee schedule for ACRPD Fee Program

**Beginning fund balance FY 23/24:** \$381,924.28

**Amount of fees collected FY 23/24:** \$25,401.27

**Interest earned FY 23/24:** \$8798.00

**Admin Fee for FY: 23/24 + Nexus Fee** \$ 4294.10

**Committed (moved) Funds as of June 30, 2024:** \$300,000

**Ending fund balance FY 23/24:** \$111,829.45

**List of public improvements on which development impact fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with the fees:**

Public Improvement Project Title	Project Assigned to GL #	Funds Committed Prior FY’s (moved prior yrs)	Amount Committed FY 23/24(moved)	Amount Expended FY 23/24	% Funded With Fees
HSP Playground Structure	42420200		250,000	250,000	100%
HSP Pickleball	42420200		50,000	50,000	100%
<b>Total Expenditures</b>		<b>\$0</b>		<b>300,000</b>	

\*\*Current plans consist of new amenities, etc.

**List of public improvements for which sufficient funding has been collected, but the public improvement remains incomplete:**

Public Improvement Project Title	Approximate Date Construction Will Begin

**List of interfund transfers, loans or committed items:** None

**List of refunds made pursuant to subdivision (e)of Section 66001 of Government Code:** **None**

# Arcade Creek Recreation and Park District

## Park Development Impact Fee Program

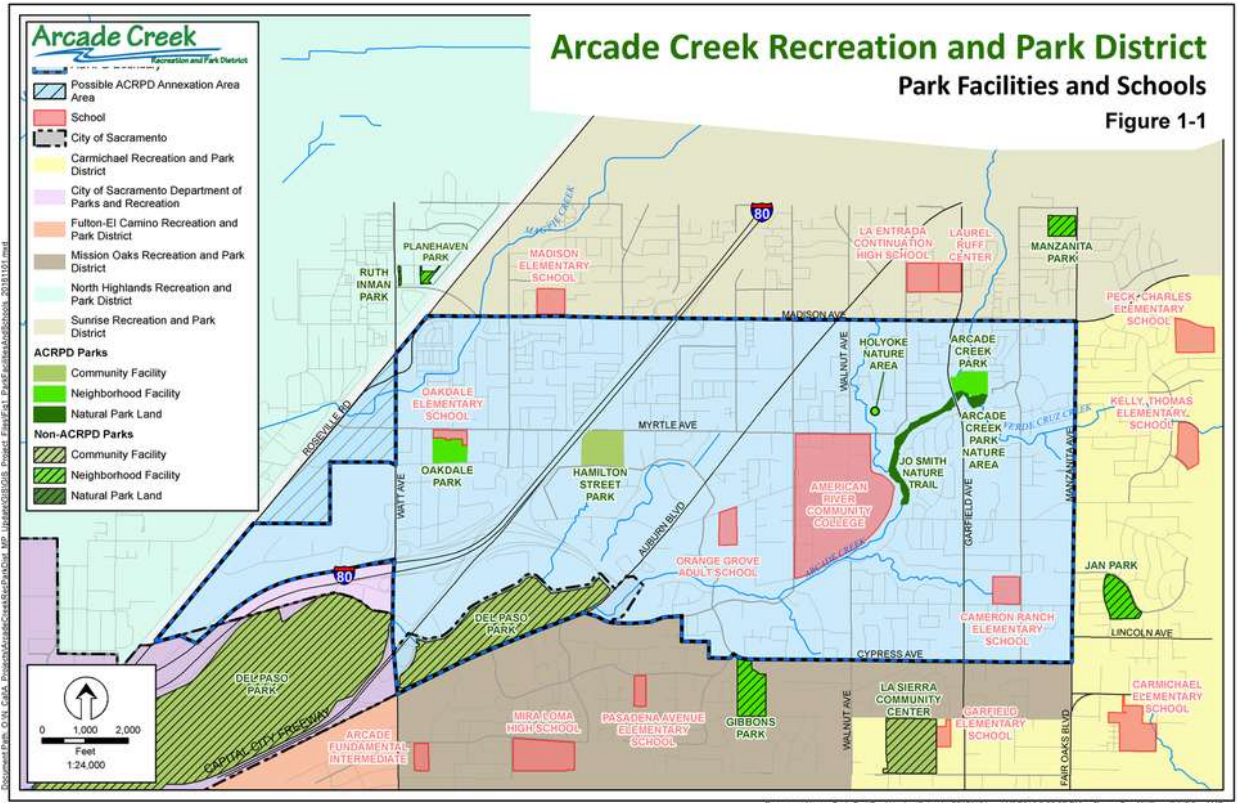
### Fee Schedule Effective March 1, 2024

#### Year # 14

Fee Category	Fee Amount
<b>Residential</b>	<b>Per Dwelling Unit</b>
Single-Family Detached Residential	\$7,917
2 to 4 Unit Attached Residential	\$7,595
5 + Unit Attached Residential	\$6,280
Mobile Homes	\$5,797
Second Residential Units	**
<b>Non-Residential</b>	<b>Per Sq. Ft.</b>
Retail / Other	\$0.45
Office	\$0.71
Industrial	\$0.30

\*\* Accessory Dwelling Units (ADU) 850 SF or less and 1,000 SF and less multi-bedroom ADUs are exempt. All other ADUs shall be charged an amount which is the lesser of a proportionate amount in relation to the square footage of the primary dwelling unit based upon the amount that the primary dwelling unit would pay or the ADU rate listed above.





**Oakdale Park**

Community Center – Gymnasium – Library-Media Center – Multi-use fields

**Hamilton Street Park**

Community Center – Tennis Courts – Soccer / multi use Fields – Group Picnic Area – Basketball Court – Horseshow Pits - Tot Lot – Play Lot – Picnic Tables and BBQ’s

**Arcade Creek Park**

Tennis Courts – Basketball Court – Tot Lot – Play lot – Picnic Tables –Group Picnic Area - Multi-Use fields – Natural Riparian Areas along Verde Cruz Creek and Arcade Creek

**Arcade Creek Nature Area – The Jo Smith Nature Trail**

The Jo Smith Nature Trail begins at Arcade Creek Park, the eastern terminus connecting to the American River College trail, to the west. The Trail runs along the south side of Arcade Creek Park and in the Verde Cruz Creek floodplain.



8. a. Annual Five-Year Findings Report –  
Resolution 2024-07



**ARCADE CREEK RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**STAFF REPORT**

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**DATE:** 10-11-2024  
**TO:** ACRPD BOARD OF DIRECTORS  
**FROM:** BRANDY WADE, GENERAL MANAGER  
**SUBJECT:** Annual Five-Year Findings Report - Park Impact Fee Program

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**OBJECTIVE**

Staff recommends that the Arcade Creek Recreation and Park District (“District”) Board of Directors (“Board”) adopt the attached resolution approving the District’s Annual Report and Five-Year Findings Report for the Park Impact Fee Program in compliance with Government Code Sections 66006 and 66001. Approval of the resolution and subsequent adoption by the County Board of Supervisors later this year will ensure the District remains compliant with Government Code Sections 66006 and 66001 regarding the Park Impact Fee Program.

**BACKGROUND**

Pursuant to the Mitigation Fee Act (AB 1600), codified in Government Code Section 66000 et seq., public agencies may establish development impact fees when there is a demonstrated reasonable relationship between the development project and the public services being funded. The County of Sacramento (“County”), on behalf of the District, has established park impact fee program to fund necessary park improvements resulting from new development within the District’s boundaries. Government Code Sections 66001(d) and 66006(b) require the District to make an annual accounting of fees collected and expended and conduct a Five-Year Findings Report for any remaining funds in the impact fee fund.

**SUMMARY**

The attached resolution acknowledges the receipt and review of the District’s Annual and Five-Year Findings Reports for Fiscal Year 2023-24. These reports provide an overview of the Park Impact Fee Program, including an accounting of collected fees, expenditures, and any future improvements or projects to be funded by the fees. No refunds or reallocations of fees are required at this time, and the District is in full compliance with the applicable sections of the Government Code.

**ATTACHMENTS**

- Resolution No. 2024-07
- Annual Report and Five-Year Findings Report, FY 2023-24

**RESOLUTION NO. 2024-07  
OF THE BOARD OF DIRECTORS OF THE ARCADE CREEK  
RECREATION AND PARK DISTRICT  
OCTOBER 17, 2024**



**RESOLUTION APPROVING THE ARCADE CREEK  
RECREATION AND PARK DISTRICT ANNUAL REPORT  
AND FIVE-YEAR FINDINGS REPORT FOR THE PARK  
IMPACT FEE PROGRAM IN COMPLIANCE WITH  
GOVERNMENT CODE SECTIONS 66006 AND 66001**

**WHEREAS**, AB 1600 was passed and codified in California Government Code Section 66000 (“Mitigation Fee Act”), allowing the establishment of a development impact fee as a condition of approval where the purpose and use of the fees are identified, and a reasonable relationship to the development project can be demonstrated; and

**WHEREAS**, Sacramento County Code Chapter 16.155 sets forth the requirements for the establishment and administration of development impact fees collected by the County on behalf of a special district within the County; and

**WHEREAS**, the County, at the request of the Arcade Creek Recreation and Park District (“District”) has established park impact fees (“Reportable Fees”) for the District within the District’s boundaries; and

**WHEREAS**, Government Code Sections 66001(d) and 66006(b) require the District to make an annual accounting of the Reportable Fees collected and expended and to make additional findings every five years if there are any funds remaining in the Reportable Fees fund at the end of the prior fiscal year; and

**WHEREAS**, pursuant to Government Code Section 66001(e) and (f), the District shall make certain findings when sufficient Reportable Fees have been collected to complete the financing of incomplete improvements, and any improvements remain incomplete; and

**WHEREAS**, the District’s Annual Report and Five-Year Findings Report for the Park Impact Fee Program, FY 2023-24 (“Report”) contain the requisite information and proposed findings concerning the collection and expenditure of Reportable Fees pursuant to Government Code Sections 66006 and 66001.

**NOW, THEREFORE BE IT RESOLVED**, that the Board makes the following finds and takes the stated actions regarding the program as required by and in accordance with Government Code Section 66006(b):

- 1) The Board finds and determines that the foregoing recitals and determinations are correct.

- 2) Pursuant to Government Code Section 66001(d), the Board has received and approves the Five-Year Findings Report which is incorporated by this reference and contains the following proposed findings:
  - (A) Identification of the purposes to which the Reportable Fees are to be put;
  - (B) Demonstration of a reasonable relationship between the Reportable Fees and the purpose for which they are charged;
  - (C) Identification of all sources and amounts of funding anticipated to complete incomplete improvements of the District; and
  - (D) Designation of the approximate dates on which the funding referred to in paragraph (3) is expected to be deposited into the respective District account(s).
  
- 3) Pursuant to Government Code Sections 66006(b)(1) and (2), the Board reviewed the Annual Report which is incorporated by this reference and contains the following proposed findings:
  - (A) A brief description of the type of Reportable Fees in the Reportable Fees fund;
  - (B) The amount of the Reportable Fees;
  - (C) The beginning and ending balance of the Reportable Fees Account;
  - (D) The amount of Reportable Fees collected, and the interest earned;
  - (E) An identification of each improvement on which Reportable Fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the improvement that was funded with Reportable Fees;
  - (F) An identification of an approximate date by which the construction of the improvement will commence if the District determines that sufficient funds have been collected to complete financing on an incomplete improvement, as identified in Section 66001(a)(2), and the improvement remains incomplete;
  - (G) A description of each interfund transfer or loan made from the Reportable Fees fund, including the improvement on which the transferred or loaned Reportable Fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the Reportable Fees fund will receive on the loan; and
  - (H) The amount of refunds made pursuant to Section 66001(e) and any allocations pursuant to Section 66001(f).
  
- 4) The findings required by Government Code Section 66001(d) are made at the same time as the findings as that information required by Government Code Section 66006(b).

- 5) The Board determines that the District is in compliance with Government Code Section 66000, et seq., regarding the receipt, deposit, investment, expenditure and refund of Reportable Fees received and expended relative to improvements for Fiscal Year 2023-24.
- 6) The Board determines that no refunds and allocations of Reportable Fees, as required by Government Code Sections 66001(e) and 66006(b)(1)(H), are deemed payable at this time for Fiscal Year 2023-24.

**PASSED AND ADOPTED** by the Board of Directors of the Arcade Creek Recreation and Park District at a regularly scheduled meeting held on the 17<sup>th</sup> of October 2024, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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President, Board of Directors  
Scott Miller, Board Chair

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Secretary to the Board  
Brandy Wade, General Manager



# **ARCADE CREEK RECREATION AND PARK DISTRICT**

## **PARK IMPACT FEE PROGRAM FIVE-YEAR FINDINGS REPORT**

**FISCAL YEAR ENDING  
JUNE 30, 2024**

PREPARED FOR:

**BOARD OF DIRECTORS  
ARCADE CREEK RECREATION AND PARK DISTRICT**

AND

**BOARD OF SUPERVISORS  
COUNTY OF SACRAMENTO**

PREPARED BY:

  
**SCI Consulting Group**  
4745 MANGLES BOULEVARD  
FAIRFIELD, CALIFORNIA 94534  
PHONE 707.430.4300  
FAX 707.430.4319  
[www.sci-cg.com](http://www.sci-cg.com)

## EXECUTIVE SUMMARY

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### INTRODUCTION

The Mitigation Fee Act (Government Code Section 66000 et. seq., hereafter the “Act”) requires local agencies to report, every year and every fifth year, certain financial information regarding their development impact fee programs. These reporting requirements are applicable to the park impact fee (“Reportable Fee”) program of the Arcade Creek Recreation and Park District (“District”) that became effective on October 24, 2022, upon adoption by the County of Sacramento (“County”) Board of Supervisors on behalf of the District.

This *Five-Year Findings Report* provides the findings required by Section 66001(d)(1) of the Act for the District’s Park Impact Fee Fund for fiscal year ending June 30, 2024. The District’s last Five-Year Findings Report for their Park Impact Fee Funds was provided for fiscal year ending June 30, 2019.

### BACKGROUND

Section 66006(b) of the Act requires that the following information, entitled “*Annual Report*,” be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

The District has prepared a timely Annual Report every fiscal year since fiscal year 2010-11.

In addition to the Annual Report, local agencies are required, for the fifth fiscal year following the first receipt of any development impact fee proceeds and every five years thereafter, to comply with Section 66001(d)(1) of the Act by affirmatively demonstrating that the local agency still needs unexpended development impact fee revenue to achieve the purpose for which it was originally imposed and that the local agency has a plan on how to use the unexpended balance to achieve that purpose.

Specifically, local agencies must make the following findings, entitled “*Five-Year Findings Report*,” with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

In addition to the requirements set forth above, Section 66001(e) of the Act states that when sufficient funds have been collected to complete financing on incomplete public improvements, and the public improvements remain incomplete, the local agency shall identify, within 180 days of the determination that sufficient funds have been collected, an approximate date by which the construction of the public improvement will be commenced, or shall refund to the then-current record owner or owners of the lots or units, as identified on the last equalized assessment roll, of the development project or projects on a prorated basis, the unexpended portion of the fee, and any interest accrued thereon.

However, 66001(f) of the Act states that if the administrative costs of refunding unexpended revenues exceed the amount to be refunded, the local agency, after a public hearing, notice of which has been published and posted in three prominent places within the area of the development project, may determine that the revenues shall be allocated for some other purpose for which fees are collected and which serves the project on which the fee was originally imposed.



## **FIVE-YEAR FINDINGS REPORT (FISCAL YEAR ENDING JUNE 30, 2024)**

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In accordance with Government Code Section 66001(d)(1), the District affirmatively demonstrates that the District still needs the unexpended park impact fee revenue to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose.

### **UNEXPENDED REPORTABLE FEE FUND BALANCE**

The District's Park Impact Fee ("Reportable Fee") fund balance, as of June 30, 2024, was \$111,929.45.

### **PURPOSE OF THE REPORTABLE FEE FUND BALANCE**

The purpose of the Reportable Fee imposed and collected on new development within the District is to fund the construction of new park and recreational facilities, including community use facilities, to serve the new service population created by new development within the District. Specifically, the District's unexpended Reportable Fee fund balance will fund the installation of a new (added) shade structure and BBQ pit at Hamilton Street Park (\$125,000).

### **RELATIONSHIP BETWEEN UNEXPENDED REPORTABLE FEE BALANCE AND THE PURPOSE OF THE FEE**

There is a reasonable relationship between the unexpended Reportable Fee balance and the purpose of the Reportable Fee by reason of the fact that the additional service population generated by the development projects that paid the Reportable Fee created the need for new park and recreational facilities, including community use facilities, to maintain the District's level of service. The District intends to use the unexpended Reportable Fee fund balance to fund the installation of a new (added) shade structure and BBQ pit at Hamilton Street Park, which will expand the District's park facilities to serve the District's growing service population.

### **SOURCES OF FUNDING FOR INCOMPLETE IMPROVEMENTS FUNDED BY UNEXPENDED REPORTABLE FEE**

The estimated cost of the District's incomplete improvements funded by the unexpended Reportable Fee and the sources and amounts of funding anticipated to complete the financing of the incomplete improvements are shown in Figure 1 on Page 5.

### **APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING**

The approximate dates on which the funding anticipated to complete the financing of the District's incomplete improvements is expected to be deposited into the Reportable Fee fund is shown in Figure 2 on page 6.

**FIGURE 1 - ANTICIPATED FUNDING TO COMPLETE FINANCING OF INCOMPLETE IMPROVEMENTS**

Incomplete Improvement	Anticipated Funding Amount							Estimated Cost
	Unexpended Reportable Fees <sup>1</sup>	Future Reportable Fees <sup>2</sup>	General Fund Contribution <sup>3</sup>	Donations <sup>4</sup>	Quimby In-Lieu Fees <sup>5</sup>	Grants	Other	
New (Added) Picnic Shelter and BBQ Pit at Hamilton Street Park	\$111,829	\$0	\$13,171	\$0	\$0	\$0	\$0	\$125,000
<b>TOTAL</b>	<b>\$111,829</b>	<b>\$0</b>	<b>\$13,171</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>

Source: Arcade Creek Recreation and Park District

Notes:

- <sup>1</sup> Park impact fees collected and unexpended as of June 30, 2024.
- <sup>2</sup> Park impact fees collected after June 30, 2024.
- <sup>3</sup> Anticipates funding from the District General Budget that is funded through property taxes.
- <sup>4</sup> Anticipated donations dedicated to the projects indicated.
- <sup>5</sup> Quimby in-lieu fees dedicated to the projects indicated.

**FIGURE 2 - APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING**

Incomplete Improvement	Anticipated Deposit Date of Funding							Approximate Construction Completion Date
	Unexpended Reportable Fees	Future Reportable Fees	General Fund Contribution	Donations	Quimby In-Lieu Fees	Grants	Other	
Arcade Creek Park New (Added) Picnic Shelter and BBQ Pit at Hamilton Street Park	Balance as of June 30, 2024	NA	FY 2024-25	NA	NA	NA	NA	Spring 2025

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## 9. a. CAPRI Board of Elections – Jill Nunes



October 2, 2024

CAPRI Membership  
c/o Matt Duarte, Executive Director  
California Association for Park and Recreation Indemnity  
1075 Creekside Drive, Suite 240, Roseville, CA 95678

**SUBJECT: Letter of Interest for Continued Service on the CAPRI Board of Directors**

**Fellow CAPRI Members,**

Thank you for selecting me to serve on the CAPRI Board four years ago. I am writing to express my interest in continuing to serve on the CAPRI Board of Directors in the “At-Large” category. Since joining the Board in January 2021, I have gained a deeper appreciation and understanding of the risk management and insurance coverage issues affecting our member districts.

Special districts, particularly recreation and park districts, enhance community quality of life by focusing on their core mission and providing tailored parks, facilities, programs, and services. As the Director of Parks & Recreation for the Cordova Recreation & Park District, I oversee a comprehensive parks and recreation department serving over 133,000 residents. As the director, it is my responsibility to ensure compliance with policies, procedures, safety standards, risk management, and the achievement of staff and agency goals.

It has been a privilege to support the CAPRI Board and staff and the many accomplishments over the past four years:

- **RIO:** Establishing the Recreation Insurance Organization (RIO) a tax-exempt, pure captive, has allowed us to better manage risk and diversify our investment portfolio, resulting in a higher ROI for the pool.
- **EAP:** The Employee Assistance Program (EAP) has provided our members and their employees with access to mental health services, significantly improving the overall health and wellness of our membership.
- **Member Portal:** Our dedicated website has become the central hub for risk control trainings and resources, as well as the main entry point for admin and staff to report claims.

It would be an honor to continue serving you on the CAPRI Board.

Sincerely,

*Jill Nunes*

Jill Nunes, CPRE  
Director of Parks & Recreation  
[jnunes@cordovarpd.gov](mailto:jnunes@cordovarpd.gov)  
916-842-3316

c: Cordova Recreation & Park District Board of Directors  
Patrick Larkin, General Manager, Cordova Recreation & Park District



# Jill Nunes, CPRE

*Director of Parks & Recreation  
Cordova Recreation & Park District*

## for CAPRI Board Member At-Large



**// I am eager to continue my commitment to serving YOU in the upcoming election.**

### THANK YOU

#### For Your Continued Support

I am grateful for what we have achieved together over the past 4 years. With your support, I will continue to put my passion for CAPRI and our Members to work for our future.

#### Connect With Me!

 [jnunes@cordovarpd.gov](mailto:jnunes@cordovarpd.gov)

 <https://bit.ly/linkedin-jnunes>

### MY VISION



#### Passion for Our Profession

Like all of you, I am truly passionate about our parks and recreation profession and community. I am dedicated to ensuring we have the resources needed to succeed and continue the foundation of working together.



#### Commitment to Service

My goal is to serve our member districts and support CAPRI's continued efforts to offer a high-level service while putting the members first.

#### Dedicated Service

As your Member at Large Representative, I will continue to dedicate the time needed to serve your agency and create partnerships that provide effective insurance coverage, risk management, safety, and loss prevention services for all Member Districts.



#### Policy & Leadership

I am committed to making policy decisions that prioritize our members' interests, fostering continuous improvement, and building lasting professional networks.

## 9. b. Encampment Email Correspondence



# Sacramento Sheriff HOT (Homeless Outreach Team)

## Email Correspondence 9/12-10/10/24

**Subject:** Two camps along Arcade Creek, Jo Smith Trail

**Date:** September 16, 2024 at 11:34:47 AM PDT

**To:** NorthHOT <[northhot@sacsheriff.com](mailto:northhot@sacsheriff.com)>

**Cc:** [info@acrpd.com](mailto:info@acrpd.com), David Ingram <[David@tennantingram.com](mailto:David@tennantingram.com)>, Lisa Sanchez <[lisa.j.sanchez02@gmail.com](mailto:lisa.j.sanchez02@gmail.com)>, Lori Kirk <[lorikaykirk35@gmail.com](mailto:lorikaykirk35@gmail.com)>

Sheriff HOT

Yesterday, 9-15-24, while visiting Arcade Creek Park at 5613 Omni Dr, local residents walked under the Garfield Ave bridge along the Joe Smith trail. We noticed what appeared to be tarps set up under the trees covering two hidden camps on the north side of Arcade Creek. The camp locations are accurately circled on the Google map below. Camp 1 is under the fig tree on the north side of Arcade Creek just west of the Garfield Ave bridge. Camp 2 is on the north side of Arcade Creek behind the house at 4925 Cameron Ranch Drive.

Please inform us (reply to all) when these camps are vacated so volunteers can help ACRPD maintenance staff remove any remaining camp debris before the coming rains wash it into the creek, where it is much more difficult to remove.

Randy Smith  
916-955-7933



**Sent:** Friday, October 4, 2024 11:22 PM  
**To:** NorthHOT <[northhot@sacsheriff.com](mailto:northhot@sacsheriff.com)>  
**Cc:** [info@acrpd.com](mailto:info@acrpd.com)  
**Subject:** Camp in Arcade Creek along Jo Smith Trail

Sheriff HOT

Today, 10-4-24, while walking the Joe Smith trail along Arcade Creek west of Garfield Avenue I noticed a camp in the creek bed that was reported to Sheriff HOT 9-16-24. That camp (camp 2 in the 9-16-24 email below) is expanding and bringing more debris into the creek. I have attached today's photo and location.

Since this is public land, will Sheriff work crews remove this debris, or will park maintenance crews and volunteers have to remove it before it rains? Please inform.

Randy Smith  
916-955-7933



**Subject:** R  
**Date:** Oct 1  
**To:** Randy Smith <[randallas70@gmail.com](mailto:randallas70@gmail.com)>

Thank you for your email.

We have added this location to our list of camps that need to be contacted in Sacramento County. Someone from the Homeless Outreach Team will attempt to locate and contact anyone in the camp as soon as possible.

If you are contacting the Homeless Outreach Team regarding an occupied car, truck, RV, or a small encampment, and would like someone to make contact right away, please contact the Sheriff's non-emergency line. The Sheriff's patrol deputies can be dispatched 24 hours a day, 7 days per week, and will be able to address immediate needs. The number to the Sheriff's non-emergency line is 916-874-5115 (press option "0" to reach the dispatcher).

Deputy James Pinkston #1455  
Sacramento County Sheriff's Office  
Homeless Outreach Team (HOT)  
Phone: (916) 874-1025  
Mon, Tues, Wed, Thur  
[northhot@sacsheriff.com](mailto:northhot@sacsheriff.com)  
[www.sacsheriff.com](http://www.sacsheriff.com)

"Service with Concern"

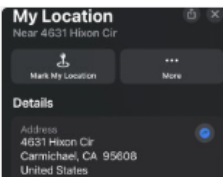


**trinity gleckler** <[tgleckler@gmail.com](mailto:tgleckler@gmail.com)>

To: NorthHOT <[NorthHOT@sacsheriff.com](mailto:NorthHOT@sacsheriff.com)>



Thu 10/10/2024 1:04 PM



3 attachments (6 MB) Save all to OneDrive - Arcade Creek RPD Save All Attachments

Hello,

We live at 5248 Adelaide Way and have seen a white male hanging behind our home and in between Arcade Creek. We have smelled a campfire and cooking throughout the night. Today we confirmed the location of the camp along the creek with lots of trash and debris as well as signs that this individual has had an open flame. This is very concerning given how dry it is along the nature area and close to homes.

Thank you for your response,

Trinity  
916-524-8461