

Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING
THURSDAY JUNE 17, 2021 @ 6:00 p.m.
At the Herzog Community Center Oak (Small) Room
4855 Hamilton Street, Sacramento, CA 95841
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.
Although public comments on agenda items are welcomed during each discussion, public comments of a general nature will not be received once the Board Chair has closed the Public Comment period.
3. **Closed session**
 - a. Conference with Legal Counsel – Anticipated Litigation:
Significant exposure to litigation pursuant to § 54956.9(b) - Number of Cases: 1
 - b. Appointment of Public Employee (General Manager)
4. **Announcements** (Staff)
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. **Draft Meeting Minutes:** Board Meeting 5/20/2021, Budget Committee 6/1/2021, Park Tour 6/5/2021
 - b. FY 20-21 Period 11 **Financial Reports 339A**
 - c. FY 20-21 Period 11 **Financial Reports 339D**
 - d. FY 20-21 Period 11 **Multi Accounts Revenue Reports**
 - e. FY 20-21 Period 11 **Payroll Report**
 - f. FY 20-21 Period 11 **Rental & Misc. Revenue Report**
 - g. Correspondence **received and sent**
 - h. Patrol Report
 - i. Interim General Managers Report

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: acrpdpd@acrpdpd.com

6. Old Business

- a. Policy Review: Policy 2520.7 (Unused Sick Leave)
- b. Update General Manager Recruitment
- c. Adopt Board Resolution 2021-03 approving the Preliminary FY 2021-22 Budget for 339A Operating Budget and authorized staff to submit to the County Finance Department.
- d. Adopt Board Resolution 2021-04 approving the Preliminary FY 2021-22 Budget for 339D District Projects and authorized staff to submit to the County Finance Department.
- e. Policy Review: Policies 3105 (Budget Preparation), and 5010.1 (Board Meetings),
- f. Options regarding the bollards on the perimeter of Hamilton Street Park.
- g. Follow up to park tour
- h. Discuss District Projects using Per Capita and 339I Impact Fee Funds and Adopt Board Resolution 2021-05 with the project of repairing District parking lots and ADA Improvements.

7. New Business

- a. District acquisition of a new commercial mower.
- b. Adopt Resolution 2021-06 Approving Park Impact Fee Nexus Study Update 2021

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 July 15, 2021 at 6:00 p.m.

NOTICE

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

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

The Agenda is posted on the District's website (www.acrpd.com), 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: June 17, 2021

AGENDA ITEM: 3 Closed Session

- a. Conference with Legal Counsel – Anticipated Litigation:
Significant exposure to litigation pursuant to § 54956.9(b) - Number of Cases: 1**

- b. Appointment of Public Employee (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 May 20, 2021 at 6:00 p.m.

Meeting conducted via Zoom Video Conference

Call to Order and Perform Roll Call: Chairperson A. Vassar called the meeting to order at 6:03 pm

Board Members Present: Alex Vassar, Michael Hanson, Travis Dworetzky, Christopher Juell

Board Members Absent: Amanda Gualderama arrived at 6:33 pm

Staff Members Present: Kim Cook, Juanita Petersen

Legal Counsel Present: Derek Cole

Auditor Present: No

Presentation(s): No

Visitor(s) That Signed In: Via Zoom: Julie Leber

2. PUBLIC COMMENT: None

Chairperson A. Vassar changed to order of business to allow District Legal Counsel to join the meeting for the closed session.

4. ANNOUNCEMENTS:

Director Travis Dworetzky was sworn in on April 15, 2021 after the Board meeting and Director Christopher Juell was sworn in on Saturday April 17, 2021.

The District will be observing Memorial Day on Monday May 31st.

5. CONSENT ITEMS:

- a. **Meeting Minutes:** Board Meeting 4/15/2021, Budget Committee 5/4/2021
- b. FY 20-21 Period 10 **Financial Reports 339A**
- c. FY 20-21 Period 10 **Financial Reports 339D**
- d. FY 20-21 Period 10 **Multi Accounts Revenue Reports**
- e. FY 20-21 Period 10 **Payroll Report**
- f. FY 20-21 Period 10 **Rental & Misc. Revenue Report**

MINUTES of Board of Directors Meeting

May 20, 2021

Page 2 of 5

5. CONSENT ITEMS: (cont.)

- g.** Correspondence **received and sent**
- h.** Patrol Report
- i.** Interim General Manager's Report

Motion No. 1: It was moved by Director M. Hanson and seconded by Director T. Dworetzky to approve consent items as presented.

Motion Carried: 4 Ayes, 0 Noes, 1 Absent, 0 Abstained
Ayes: M. Hanson, T. Dworetzky, A. Vassar, C. Juell
Absent: A. Gualderama
Abstained:

Adjourned Regular Session: 6:17 pm

Opened Closed Session: 6:17 pm

3. CLOSED SESSION:

- a.** Conference with Legal Counsel – Anticipated Litigation:
Significant exposure to litigation pursuant to § 54956.9(b) - Number of Cases: 1

Adjourned Closed Session: 6:36 pm

Re-opened Regular Session: 6:36pm

Chairperson reported that Director A. Gualderama joined the meeting at 6:33 pm

REPORT FROM CLOSED SESSION:

The Board met with District Counsel. Direction given to Counsel by the Board.

7. NEW BUSINESS

- a.** Discuss parking lot hours issue (sundown vs 10 pm)

Motion No. 2: It was moved by Director A. Gualderama and seconded by Director M. Hanson to change all three parks to be opened at sunrise and close at sunset.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent, 0 Abstained
Ayes: M. Hanson, T. Dworetzky, A. Vassar, C. Juell, A. Gualderama
Absent:
Abstained:

- b.** Options regarding the bollards on the perimeter of Hamilton Street Park.

Discussion tabled.

MINUTES of Board of Directors Meeting

May 20, 2021

Page 3 of 5

7. NEW BUSINESS: (cont.)

c. Policy Review

Motion No. 3: It was moved by Director M. Hanson and seconded by Director T. Dworetzky to make minor technical correction to the following.

- In Policies 2003, 2028, 2070, 2200.3, 2200.3.3, 2230.1, 2230.1.1, 2230.1.2, add a space after “General Manager” to correct spelling errors.
- Change references to the “District Administrator” to “General Manager” in policies 2003.2, 2035.1, 2525.3.2,
- In Policy 2605.8.7, update the mailing address for the District’s office to the P.O. Box.

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

Ayes: M. Hanson, T. Dworetzky, A. Vassar, C. Juell, A. Gualderama

Absent:

Abstained:

Motion No. 4: It was moved by Director T. Dworetzky and seconded by Director A. Gualderama to abolish/remove the following policy.

Policy 2420.2 (Relating to “Management Days”) provides the General Manager with “five days of additional leave annually to compensate for additional hours spent on regular or special work or in after hour meetings.”

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

Ayes: M. Hanson, T. Dworetzky, A. Vassar, C. Juell, A. Gualderama

Absent:

Abstained:

No action was taken on suggested change to Policy 2520.7 “unused sick-leave”.

The Directors would like to have three options to review for new District Employees.

Item to be added to the agenda for the next meeting of the Board.

6. OLD BUSINESS:

a. Budget Committee report and proposal for FY 2021 – 2022 Preliminary Budgets.

Budget was presented and there were no public comments. Director M. Hanson voiced concern with regards to Object 10’s Salaries and Employee Benefits needing to reflect changes for the new FY.

MINUTES of Board of Directors Meeting

May 20, 2021

Page 4 of 5

6. OLD BUSINESS: (cont.)

Staff explained that since this was the preliminary budget no changes were made but would be reviewing and making appropriate changes for the final budget that would be presented and adopted in August 2021.

b. Update General Manager Recruitment

An update was provided the Directors.

Director C. Juell questioned whether the District really needed a full time GM.

Director A. Gualderama believes that a GM should be more involved with Grant Writing, Fund Raising, etc.

Director T. Dworetzky posed a question to Director A. Gualderama as to whether a GM's writing of Grants and Fund Raising should assist in covering their wages. Her reply was "yes" and should spend time in parks and assist staff where assistance is needed or requested.

Director T. Dworetzky asked Director A. Vassar, who has been acting as Interim GM, if a full time GM was actually needed. He replied that it could possibly be done with less hours but would currently have plenty to do.

With much discussion the Board requested this be re-addressed at a future meeting.

c. Choose between the following two dates for a tour of District facilities with Maintenance Lead Juanita Peterson. June 5 or June 12th and set time.

Motion No. 5: It was moved by Director A. Gualderama and seconded by Director M. Hanson to schedule the tour of the District facilities on Saturday June 5th, 2021. Meeting at Hamilton Street Park at 10 am.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent, 0 Abstained
Ayes: M. Hanson, T. Dworetzky, A. Vassar, C. Juell, A. Gualderama
Absent:
Abstained:

8. BOARD DISCUSSION

a. General discussion on topics for future meetings.

Director T. Dworetzky would like to discuss the possibility of the District acquiring a new commercial mower.

Director A. Gualderama requested that the Interim GM provide a list of projects and the estimated cost for each.

MINUTES of Board of Directors Meeting

May 20, 2021

Page 5 of 5

9. ADJOURNMENT OF THE MEETING.

Chairperson A. Vassar adjourned the meeting at 7:48 pm.

DRAFT

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

Tuesday June 1, 2021 – Budget Finance Committee Meeting

Meeting held at the District Office

Call to Order and Perform Roll Call: Treasurer Amanda Gualdarma called the meeting to order at 6:08 pm

Budget Committee Members Present: A. Gualderama, T. Dworetzky

Budget Committee Members Absent: None

Board Members Present: A. Vassar

Staff Members Present: Kim Cook

Visitor(s): None

2. PUBLIC COMMENTS: None

3. BUSINESS:

- a. Review and finalize both Preliminary 339A General Budget for FY 2021-22 and 339D District Projects Budget to be presented at the June 17, 2021 Board Meeting. Both budgets will be presented for adoption by the Board.

Preliminary budgets reviewed and no changes made.

- b. Discuss future project to be presented.

Chairperson A. Gualderama requested that discussion of District projects be placed on the June 17th, 2021 Agenda and a Resolution be drafted with the specific projects listed. Funds for specified project(s) will come from Per Capita Funds and 339I Impact Fees.

The Budget Committee had discussions regarding Objects 10, 20 and 30's that will impact the final budget for the new fiscal year 2021-22.

Staff was instructed to have old records destroyed (based on the District's record retention schedule) and to place the order for 50, 30 gallon trash cans.

Treasurer adjourned the meeting at 7:17 pm

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
Saturday June 5, 2021 at 10:00 am

Meeting began in the District Office and a Tour of the District Parks.

Call to Order and Perform Roll Call: Vice - Chairperson A. Vassar called the meeting to order at 10:00 am

Board Members Present: Alex Vassar, Travis Dworetzky, Michael Hanson, Amanda Gualderama

Board Members Absent: Chris Juell

Staff Members Present: Kim Cook, Juanita Petersen

Legal Counsel Present: David Ritchie

Auditor Present:

Presentation(s):

Visitor(s) That Signed In:

2. PUBLIC COMMENTS: None

3. BUSINESS:

- a. Discussion of Policy 2520.7 Unused Sick Leave for future District Employees.

Legal Counsel, David Ritchie provided the Board with options for revising the District's Unused Sick Leave Policy 2520.7.

Item will be placed on the Board Agenda for review and action during the next regular meeting.

- b. Tour the Districts Facilities to review and identify deferred maintenance issues. Tour to begin at Hamilton Street.

Park Maintenance Lead, Juanita Petersen led the tour starting at Hamilton Street Park, Oakdale Park and concluding the tour at Arcade Creek Park.

The purpose was to allow the Board to see areas that need to be repaired.

4. ADJOURNMENT OF THE MEETING. Chairperson Vassar adjourned the meeting at 2:24 pm.

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

**May 2021
Period 11 of 13**

FYTD Completed = 85%

CODE	CATEGORIES	2020-2021 Budget	May	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	177,741.00	8,629.32	156,874.30	20,866.70	88%
"	Part-time Salaries			-		-0-
"	P/T Monitors	28,080.00	1,200.00	10,716.01	17,363.99	38%
"	2 P/T Maintenance Position			-	-	#DIV/0!
"	P/T Summer Monitors-Special Events			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	-	3,200.00	300.00	91%
10113200	Salaries & Wages - Time/one half (OT)	2,500.00	915.75	2,511.75	(11.75)	100%
"	Salaries/Wages - Strt Time (No Retirement Contribution)		88.00	734.51	(734.51)	#DIV/0!
10115200	Termination Pay			1,978.26	(1,978.26)	#DIV/0!
10121000	Retirement - Employer Cost (@10.484%)	18,634.00	904.69	16,374.62	2,259.38	88%
"	Retirement - UAL (1591.04 mthly or 18457.00)	18,457.00		18,457.00	-	100%
"	Retirement Actuarial Cost	1,000.00		650.00	350.00	65%
10122000	Social Security (OASDHI rate=7.65%)	16,347.00	828.72	13,435.60	2,911.40	82%
10123000	Group Insurance - Employer Cost			-		-0-
"	Medical + Admin fee	28,551.00	2,444.83	26,873.31	1,677.69	94%
"	Dental	1,484.00	83.58	1,358.37	125.63	92%
"	EAP	104.00	-	95.70	8.30	92%
"	Vision	296.00	16.38	270.27	25.73	91%
10124000	Work Comp Ins - Employer Cost	7,243.00	-	6,699.79	543.21	93%
10125000	State Unemployment Insurance (Pool)	700.00	19.20	413.93	286.07	59%
10128000	Health Care Retirees	1,282.00	117.13	763.05	518.95	60%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)	274,273.00		273,118.00	1,155.00	100%
	TOTALS:	580,192.00	15,247.60	534,524.47	45,667.53	92%

Resolution 2021-01 Budget Amendment to Increase 10140000 by \$8,000.00 & Decrease 20281700 by Same to pay off CalPERS UAL

2,444.83 to be corrected by County Payroll in June 2021 - Error on their part

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

**May 2021
Period 11 of 13**

FYTD Completed = 85%

CODE	Service & Supply	2020 Budget	May	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	500.00	250.00	414.79	85.21	83%
20202900	Business/Conference Expenses	2,200.00	149.90	179.78	2,020.22	8%
20203600	Education and Training Supplies	-		-	-	#DIV/0!
20205100	Insurance - Liability	51,540.00		51,540.00	-	100%
20206100	Memberships Dues	2,000.00		2,000.00	-	100%
20207600	Office Supplies	800.00	17.21	402.70	397.30	50%
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		82.16	67.84	55%
20208500	Printing Service	3,500.00		-	3,500.00	0%
20210300	Agriculture/Horticultural Services	10,000.00	1,600.00	1,950.00	8,050.00	20%
20210400	Agricultural/Horticultural Supplies	2,500.00		216.58	2,283.42	9%
20211100	Building Maintenance Service	2,200.00	284.00	1,475.00	725.00	67%
20211200	Building Maintenance Supplies	-		145.40	(145.40)	#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		6,711.22	(2,711.22)	168%
20214200	Land Improvement Maintenance Sup.	2,000.00	491.96	1,864.18	135.82	93%
20215100	Mechanical System Maintenance Svcs.	1,500.00	204.00	1,038.00	462.00	69%
20215200	Mechanical System Maintenance Sup.	-		-	-	#DIV/0!
20216200	Painting Supplies	500.00	9.22	128.75	371.25	26%
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	729.05	13,399.58	4,100.42	77%

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

**May 2021
Period 11 of 13**

FYTD Completed = 85%

CODE	Service & Supply	2020 Budget	May	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	2,500.00	85.91	2,062.13	437.87	82%
20219300	Refuse Collection/Disposal	4,000.00	189.90	2,170.88	1,829.12	54%
20219500	Sewage Services	3,000.00		627.91	2,372.09	21%
20219800	Water	30,000.00	2,872.21	25,422.78	4,577.22	85%
20220500	Automotive Maintenance Service	2,000.00	375.00	656.34	1,343.66	33%
20220600	Automotive Maintenance Supplies	300.00	172.80	172.80	127.20	58%
20221100	Grounds Equipment Maintenance Svcs.	4,000.00		4,373.00	(373.00)	109%
20221200	Grounds Equipment Maintenance Sup.	3,000.00	136.92	5,065.94	(2,065.94)	169%
20222600	Hand / Expendable Tools	1,200.00	712.92	948.05	251.95	79%
20223600	Fuel and Lubricant Supplies	4,200.00	779.54	3,662.66	537.34	87%
20226200	Office Equip. Maintenance Supplies	-		-	-	#DIV/0!
20227500	Rent/Lease Equipment	500.00		-	500.00	0%
20227501	Copy Machine - Lease	3,300.00	260.58	3,287.88	12.12	100%
20227504	Miscellaneous	1,500.00	3.76	565.76	934.24	38%
20229100	Other Equip Maint. Service	2,000.00		600.00	1,400.00	30%
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	871.81	4,502.86	497.14	90%
20243700	Lab (Medical) Service (Drug Testing)	-		-	-	#DIV/0!
20244300	Medical Service (Pre-emp. testing)	-		-	-	#DIV/0!
20244400	Medical Supplies (First Aid)	350.00	35.04	67.33	282.67	19%
20250700	Assessment / Collection Services	7,600.00		7,859.64	(259.64)	103%
20252100	Temporary Services	-		-	-	#DIV/0!
20253100	Legal Services	6,500.00	67.50	8,799.72	(2,299.72)	135%
20255100	Planning Service-	-		-	-	#DIV/0!
20257100	Security Service	23,725.00	2,600.00	23,250.00	475.00	98%
20258200	Public Relations Service/mkting, web	5,000.00		2,651.33	2,348.67	53%
20259100	Other Professional Services	5,000.00		4,388.94	611.06	88%

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

**May 2021
Period 11 of 13**

FYTD Completed = 85%

CODE	CATEGORIES	2020 Budget	May	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	3,000.00		2,260.00	740.00	75%
20281201	Hardware (Computer)	-	83.30	1,300.64	(1,300.64)	#DIV/0!
20281265	Application Software Maint Lic Renewal	3,000.00	220.00	3,140.46	(140.46)	105%
20281304	Sales Tsx Adj - Board of EQ	-		-	-	#DIV/0!
20281700	Election Services	4,000.00		1,887.00	2,113.00	47%
20283102	Mileage	1,500.00		170.36	1,329.64	11%
20285100	Recreation Services	-		-	-	#DIV/0!
20285200	Recreation Supplies	2,000.00	52.95	2,950.35	(950.35)	148%
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		196.52	1,303.48	13%
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		987.83	12.17	99%
20291700	Alarm Services	1,770.00		1,766.52	3.48	100%
20298700	Telephone Services	4,000.00	300.15	3,297.62	702.38	82%
20298701	Cell Phones	800.00	98.82	918.26	(118.26)	115%
20299909	Expenditure Reimbursements	12,500.00	1,990.00	6,990.00	5,510.00	56%
TOTALS:		263,083.00	\$ 15,644.45	\$ 214,192.65	\$ 48,890.35	81%

Resolution 2021-01 Budget Amendment to Increase 10140000 by \$8,000.00 & Decrease 20281700 by Same to pay off CalPERS UAL

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

**May 2021
Period 11 of 13**

FYTD Completed = 85%

CODE	CATEGORIES	2020 Budget	May	Expended To Date	Balance	Percent Expended
30321000	Interest Expense (Side Fund)	9,688.00	761.47	9,687.89	0.11	100%
30323000	Lease Obligation Retirement(Side Fund)	27,900.00	2,400.00	27,900.00	-	100%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	704.00		703.64	0.36	100%
TOTALS:		38,292.00	\$ 3,161.47	\$ 38,291.53	\$ 0.47	100%

FYTD Completed = 85%

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

FYTD Completed = 85%

79790100	Contingencies	31,033.00	-	-	\$ 31,033.00	0%
	Reserved Fund Balance Increase		-	-	\$ -	0%
Grand Total		\$ 912,600.00	\$ 34,053.52	\$ 787,008.65	\$ 94,558.35	86%

	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%
TOTALS:		256,587.00	-	-	256,587.00	

ACRPD 2020 - 2021
339A Revenue

May 2021
Period 11 of 13

FYTD Completed = 85%
Percent Received

Account		2020 - 21 Budget	May	Received To Date	Unrealized	
91910100	Property Tax-Current Secured	610,000.00	2,164.11	611,900.86	(1,900.86)	100%
91910200	Property Tax-Current Unsecured	21,000.00		22,704.39	(1,704.39)	108%
91910300	Property Tax-Current Sup.	13,000.00	18.87	11,601.57	1,398.43	89%
91910400	Property Tax Sec. Delin.(+Teeter)	4,300.00		5,161.79	(861.79)	120%
91910500	Property Tax Supplemental Delin.	800.00		796.27	3.73	100%
91910600	Property Tax-Unitary	6,100.00		5,874.19	225.81	96%
91912000	Redemption	-		44.50	(44.50)	#DIV/0!
91913000	Property Tax Prior Unsecured	300.00		452.99	(152.99)	151%
91914000	Penalty	100.00		153.15	(53.15)	153%
91919600	RDA Residual Distribution	-		5,417.77	(5,417.77)	#DIV/0!
91919900	Taxes - Other	-		0.17	(0.17)	#DIV/0!
Total Taxes		\$ 655,600.00	\$ 2,182.98	664,107.65	\$ (8,507.65)	101%
94941000	Interest	2,000.00		1,251.26	748.74	63%
94942900	Building Rental (Parks & Facilities)	4,674.96	1,915.00	4,065.00	609.96	87%
"	Building Rental (Cell Towers 4610.42)	55,325.04	4,610.42	50,414.62	4,910.42	91%
95952200	Homeowner Property Tax Relief	6,000.00	1,941.95	4,716.16	1,283.84	79%
95952900	In Lieu Taxes - Other	-		-	-	#DIV/0!
95953300	Redevelopment Passthru	4,000.00		4,163.45	(163.45)	104%
95956300	State-Federal Grants	-		-	-	#DIV/0!
95956900	Other Funds - Local (GRANT)	-		-	-	#DIV/0!
"	Grant = Park Sponsorships			-	-	#DIV/0!
"	Funds Transferred from 339I			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
96964600	Recreation Fees	-		-	-	#DIV/0!
97974000	Insurance Proceeds	10,000.00		-	10,000.00	0%
97979000	Miscellaneous	15,000.00		9,174.13	5,825.87	61%
97979900	Prior Year (Funds moved to)			-	-	#DIV/0!
98986200	Proceeds from Asset sale - Spec Dist			-	-	#DIV/0!
	Fund Balance Available =xxxxxxx.xx			-	-	#DIV/0!
Problem	**County Error In Process of Correction**	-		-	-	0%
Total Other Revenue		\$ 97,000.00	\$ 8,467.37	\$ 73,784.62	\$ 23,215.38	76%
Total Revenue		\$ 752,600.00	\$ 10,650.35	\$ 737,892.27	\$ 14,707.73	98%

Register Expense Report
FY 2020 - 2021
5/1/2021 Through 5/31/2021

			Account	339A	Not Cleared		
Date	Num	Description	Memo	Category	Cleared	Amount	
5/4/2021		23855 BSN Sports - 21480	6/basketball nets	285200	c	-52.95	
5/4/2021	23856	S CalPERS - 521	4/16 - 4/30/2021 EE Contrib	5420524	c	-308.19	
			4/16 - 4/30/2021 ER Contrib	121000	c	-461.57	
5/4/2021		23857 Central Control System - 23278	5/2021 - Wireless irrigation	281265	c	-220.00	
5/4/2021		23858 Cintas - 56036	4/27/2021 -2 cases/20 boxes blk gloves	232200	c	-614.18	
5/4/2021		23859 Cintas - 56036	4/30/2021 -Custodial	232200	c	-113.74	
5/4/2021		23860 Defender Termite & Pest - 71461	2/2021 Pest Control (rec'd inv 4/27/2021)	211100	c	-70.00	
5/4/2021		23861 Defender Termite & Pest - 71461	2/2021 Pest Control Oakdale RR (rec'd inv 4/27/2021)	211100	c	-72.00	
5/4/2021		23862 Defender Termite & Pest - 71461	4/2021 Pest Control	211100	c	-70.00	
5/4/2021		23863 Defender Termite & Pest - 71461	4/2021 Pest Control Oakdale RR	211100	c	-72.00	
5/4/2021	23864	S Fast Break - 37998	4/2021- Phone service	298700	c	-195.00	
			5/2021 - email exhcange + Brd mbrs	298701	c	-40.00	
5/4/2021		23865 Normac - 1309	Sprinkler supplies	214200	c	-429.53	
5/4/2021		23866 Orbit Station - 33714	4/2021- Fuel Chgs	223600	c	-179.37	
5/4/2021		23867 PG&E - 1383	4/2021-Billing	219200	c	-85.91	
5/4/2021		23868 Republic Services - 57909	4/2021 - Billing	219300	c	-189.90	
5/4/2021		23869 T-Mobile - 32685	4/2021-District Cell Phones	298701	c	-29.41	
5/4/2021	23870	S Umpqua CC - 71085	CSDA - GM recruitment posting	200500	c	-250.00	
			Zoom	202900	c	-149.90	
			Keyboard front desk	281201	c	-83.30	
5/11/2021		23871 Carson Landscape Indus. - 18136	SP Repair irrigation -issued caused by uprooted Oak Tr	299909	c	-640.00	
5/11/2021	23872	S Bar-Hein Co. - 1463	Parts- weed eater, edger blades	221200	c	-136.92	
			6 pack / 6.4 oz oil	223600	c	-15.09	
5/11/2021		23873 Cole Huber - 54641	4/2021 Ref- Overtime	253100	c	-67.50	
5/11/2021		23874 Comcast - 12322	5/2021-Billing-Phone/HSI	298700	c	-105.15	
5/11/2021		23875 Phillips 66 - 58398	4/2021 - Stmt	223600	c	-585.08	
5/11/2021		23876 SMUD - 4025	4/2021 - SMUD Billing	219100	c	-729.05	
5/11/2021	23877	S Staples Business Advantage - 14122	Calculator tape / red & blue pens	207600	c	-17.21	
			First aid - eye wash	244400	c	-26.44	
5/11/2021		23878 Staples Business Advantage - 14122	First aid - tape	244400	c	-8.60	
5/11/2021	23879	S US Bank - 68934	5/2021 - Xerox copier	227501	c	-281.29	
			4/2021 - Unapplied credit	227501	c	26.11	
5/14/2021	EFT	# 400039928 - Health Benefits	Health Benefits Pay Date 5/14/2021	123000	c	-1220.46	
5/14/2021	P/R+Taxes	S Payroll And Taxes	Period 4/16/2021 - 4/30/2021 Ck date 5/14/2021	111000	c	-4965.16	
			Brd Pay Ck date 5/14/2021	112400	c	0.00	
			Time/One Half - Ck date 5/14/2021	113200	c	-264.00	

				OT Straight Pay - Ck date 5/14/2021	113200	c	-88.00
				OASDHI - Ck date 5/14/2021	122000	c	-406.75
				SUI ER Contrib Ck date 5/14/2021	125000	c	-9.00
				Termination Pay	115200	c	0.00
5/18/2021	23880	S	CalPERS - 521	5/1 - 5/15/2021 EE Contrib	5420524	c	-295.87
				5/1 - 5/15/2021 ER Contrib	121000	c	-443.12
5/18/2021			23881 Cintas - 56036	5/14/2021 -Custodial	232200	c	-113.74
5/18/2021			23882 Clarke & Rusch - 8939	4/14/2020-Planned Maint	215100	c	-204.00
5/18/2021	23883	S	GSRMA - 29229	6/2021-Dental - 2 EEs	123000	c	-83.58
				6/2021-Vision - 2 EEs	123000	c	-16.38
5/18/2021	23884	S	Home Depot - 2843	2/31 gal trash cans	214200	c	-62.43
				Paint	216200	c	-9.22
				Updated/replaced hand tools	222600	c	-641.18
				Custodial cleaner	232200	c	-2.16
5/18/2021	23885	S	JM Equipment - 8110	Labor - Ele vehicle	220500	c	-375.00
				Repair parts Ele vehicle	220600	c	-172.80
5/18/2021			23886 Sacramento Suburban Water - 26158	5/2021 -Garfield (ACP)	219800	c	-832.61
5/25/2021			23887 Fulton-El Camino Rec & Park - 2968	4/2021 - Patrol Service	257100	c	-2600.00
5/25/2021			23888 Inland Business Systems - #1536	Qtrly copy/scan S/H chg	227501	c	-5.40
5/25/2021	23889	S	Juanita Petersen - 910220	Paper plates	227504	c	-3.76
				6/ 3.78 ltr Bleach	232200	c	-27.99
5/25/2021			23890 Sacramento Suburban Water - 26158	5/2021 - Myrtle (Oak)	219800	c	-1893.30
5/25/2021			23891 Sacramento Suburban Water - 26158	5/2021 - HSP	219800	c	-146.30
5/25/2021			23892 Staples Business Advantage - 14122	Barricade Tape - Danger Keep Out	222600	c	-71.74
5/25/2021	23893	S	Umpqua Bank - 52152	6/2021 - Side Fund - Interest	321000	c	-761.47
				6/2021 - Side Fund - Principal	323000	c	-2400.00
5/25/2021			23894 #NAME?	HSP Repairs Concrete path damaged from uprooted tree	299909	c	-1350.00
5/25/2021	DepPermit	S	County Of Sacramento Deposit Permi	Studio / Field Space	942900	c	180.00
				Event Building / GPA / Park Rentals / Cell Towers	942900	c	6345.42
				Grants -	956300	c	0.00
				Misc Funds Collected	979000	c	0.00
5/26/2021	23895	S	CalPERS Health - 12733	6/2021-Medical - 2 EE's	5420516	c	-1627.28
				6/2021-Medical - EE Admin Fee	123000	c	-3.91
				6/2021-Medical - 2 Retirees	128000	c	-117.13
5/26/2021			23896 T-Mobile - 32685	5/2021-District Cell Phones	298701	c	-29.41
5/28/2021	EFT		#400040011 - Health Benefits	Health Benefits Pay Date 5/28/2021	123000	c	-1220.46
5/28/2021	P/R+Taxes	S	Payroll And Taxes	Period 5/1/2021 - 5/15/2021 Ck date 5/28/2021	111000	c	-4864.16
				Brd Pay Ck date 5/28/2021	112400	c	0.00
				Time/One Half - Ck date 5/28/2021	113200	c	-651.75
				OT Straight Pay - Ck date 5/28/2021	113200	c	0.00
				OASDHI - Ck date 5/28/2021	122000	c	-421.97
				SUI ER Contrib Ck date 5/28/2021	125000	c	-10.20

5/31/2021	TaxRevenue S	Property Tax(s) Deposited Per County	Termination Pay	115200	c	0.00
			5/2021-Property Tax - Current Secured	910100	c	2164.11
			5/2021-Property Tax - Current Unsecured	910200	c	0.00
			5/2021-Property Tax - Current Sup.	910300	c	18.87
			5/2021-Property Tax Sec Delin.(+Tetter)	910400	c	0.00
			5/2021-Property Tax Supplement Delin.	910500	c	0.00
			5/2021-Properry Tax-Unitary	910600	c	0.00
			5/2021-Redemption	912000	c	0.00
			5/2021-Property Tax Prior Unsecured	913000	c	0.00
			5/2021-Penalty	914000	c	0.00
			5/2021-RDA Residual Distribution	919600	c	0.00
			5/2021-Interest	941000	c	0.00
			5/2021-Homeowner Property Tax Relief	952200	c	1941.95
			5/2021-Redevelopment Passthru	953300	c	0.00
			5/2021-Taxes-Other	919900	c	0.00
			TOTAL 5/1/2021 - 5/31/2021			<u>-24,034.51</u>
			BALANCE 5/31/2021			-88,082.69
			TOTAL INFLOWS			10,676.46
			TOTAL OUTFLOWS			-34,710.97
			NET TOTAL			-24,034.51

ACRPD 2020 - 2021
339D Expenditures

May 2021
Period 11 of 13

FYTD Completed = 85%

CODE	CAPITAL OUTLAY	20-21 Budget	May	Expended To Date	Balance	Percent Expended
42420100	Buildings New ADA Features @ HSP	1,400.00	6.27	75.25	1,324.75	5%
42420110	Leasehold Improv. (Oakdale Park)			-	-	#DIV/0!
42420200	Structures ACP Park Improv. Proj			841.12	(841.12)	#DIV/0!
43430300	Equipment-SD Non-Recon - New Play Equip			-	-	#DIV/0!
45450300	Infr--SD-Non-Recon - ACP Pedi Bridge Proj			-	-	#DIV/0!
46460300	Other Intangible Asset-Spec Dist - HSP site plan & Locati	49,367.00		-	49,367.00	0%
46461300	Intangibles - ???			-	-	
				-	-	-0-
TOTALS:		50,767.00	\$ 6.27	\$ 916.37	\$ 49,850.63	2%

ACRPD 2020 - 2021
339D Revenue

May 2021
Period 11 of 13

FYTD Completed = 85%

Account		20-21 Budget	May	Received To Date	Unrealized	Percent Received
94941000	Interest Income			135.00	(135.00)	#DIV/0!
				-	-	#DIV/0!
95952900	In Lieu Fees Transfer			-	-	#DIV/0!
				-	-	#DIV/0!
95956300	State-Federal Grants(Jo Smith Pedi Bridge Proj)			-	-	#DIV/0!
"	State-Federal Grants (Dist Proj/Per Capita Funds)			-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
95956900	Other Funds - Local (Fund Source 339I Impact Fees	45,000.00		-	45,000.00	0%
"	*Jo Smith Pedi Bridge Proj			-	-	#DIV/0!
"	*ACP-Park Improvements			-	-	#DIV/0!
"	*HSP Community Ctr Improvements			-	-	#DIV/0!
"	*HSP ADA Improvements			-	-	#DIV/0!
	*HSP Planning, Accessible Parking & Pathways			45,000.00	(45,000.00)	#DIV/0!
95956910	State Match UMPQUA Bank Line of Credit			-	-	#DIV/0!
	**			-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
5506614	Investment Earns			-	-	#DIV/0!
Total Other Revenue		\$ 45,000.00	\$ -	\$ 45,135.00	\$ (135.00)	100%

	Beginning Fund Balance Available \$5767.00			-	\$ -	0%
	Fund Balance Decreased by	5,767.00			\$ 5,767.00	
TOTALS:		50,767.00	-	45,135.00	5,632.00	

Register Expense Report
FY 2020 - 2021
5/1/2021 Through 5/31/2021

		Account			339D	Not Cleared		
Date	Num	Description	Memo	Category	Cleared	Amount		
5/25/2021	206	Umpqua Bank - 52152	6/2021 Interest new project loan	420100	c	-6.27		
			BALANCE 5/31/2021			49,985.92		
			TOTAL INFLOWS				0	
			TOTAL OUTFLOWS				-6.27	
			NET TOTAL				-6.27	

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

May 2021

Period 11

339B - Grant Trust

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

088H - Park Dedication

Beginning Balance	Debits	Credits	Ending Balance
\$ 1,201.66	\$ -	\$ -	\$ 1,201.66

339C - ADA Funds

Beginning Balance	Debits	Credits	Ending Balance
\$ 1,365.59	\$ -	\$ -	\$ 1,365.59

339I - Park Impact Fee's

Beginning Balance	Debits	Credits	Ending Balance
\$ 508,695.58	\$ 2,811.56	\$ 9.03	\$ 505,893.05

5/7/2021 Transferred \$2,811.56 to Sac County to pay for Admin Fee's FY 19/20

Rental & Misc. Revenue Report

May 2021

94942900 - SOCIAL/EVENT BUILDING/GPA RENTALS

Rental Date	Renter	Location	Amount
5/8/2021	D. Prieto	ACP GPA	100.00
5/9/2021	K. Mirauta	HSP GPA	90.00
Sundays in May 2021	S Aguirre	HSP Soccer	450.00
Sundays in May 2021	S Aguirre	Oakdale Soccer	300.00
M-F 5/18-5/28/2021	A. Ponomar	HSP Soccer	90.00
5/22 & 5/29/2021	A. Ponomar	HSP Soccer	120.00
	SACC (Creek Mtg's)	Sm Rm	-0-

Total Rentals **\$ 1,150.00** **A**

94942900 - LONG TERM STUDIO/ FIELD SPACE RENTAL

Rental Date(s)	Renter	Location	Amount
5/10-17-24 & 6/7/2021	Albree Dog Class	HSP	180.00

Totals **\$ 180.00** **B**

94942900 - CELL TOWER REVENUE

May-21	Site ID 810224 HSP- 810224 = 2,260.42 and 810213 ACP-810213 = \$2,350.00	4,610.42
--------	---	----------

Totals **\$ 4,610.42** **C**

97979000 - MISC. OTHER REVENUES

Totals **\$ -** **D**

\$ 1,150.00	A
\$ 180.00	B
\$ 4,610.42	C
\$ -	D
\$ 5,940.42	Total

Arcade Creek Recreation and Park District

MEETING DATE: June 17, 2021

**AGENDA ITEM: 4 g Consent Agenda
Correspondence Period 11**

No correspondence received.

Monthly activity report for: Arcade Creek Recreation and Park District
Reporting Period: 2021-05-01 to 2021-05-31

Arcade Creek Park

Notice To Appear Issued

No NTAs issued during this reporting period.

Parking Citations Issued

1) Date/Time: 2021-05-24 19:59

V1: 4000(a) CVC No current registration

Onsite Arrests Made

1) Date/Time: 2021-05-23 16:35

V1: 529 PC False personation Severity: Fel

V2: 4000(a)(1) CVC Expired Registration Severity: Inf

V3: 1203.2 PC Violated Terms of Prob Severity: Fel

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

1) Date/Time: 2021-05-23 16:35

Severity: Fel

Warrant Ammount: NO BAIL

Warnings Issued

1) Date/Time: 2021-05-24 20:12

Violation: 9.36.061(a)(4)

Hamilton Street Park

Notice To Appear Issued

No NTAs issued during this reporting period.

Parking Citations Issued

1) Date/Time: 2021-05-16 14:41

V1: 4000(a) CVC No current registration

2) Date/Time: 2021-05-24 20:59

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

3) Date/Time: 2021-05-31 20:58

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.

Oakdale 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.

Off Property

Notice To Appear Issued

1) Date/Time: 2021-05-01 23:17

Violation 1: 22350 CVC Basic speed law, Severity: Inf

2) Date/Time: 2021-05-23 21:16

Violation 1: 23109 c CVC EXHIBITION OF SPEED, Severity: Mis

Violation 2: 23103 CVC Reckless Driving, Severity: Mis

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

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

Parking Citations Issued

No parking citations issued during this reporting period

Onsite Arrests Made

1) Date/Time: 2021-05-08 19:46

V1: 10851 CVC Auto Theft Severity: Fel

V2: 496(d) PC Stolen Property Severity: Fel

V3: 1203.2 PC Violation of Probation Severity: Fel

V4: 14601.2 CVC Suspended License DUI Severity: Mis

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.

Arcade Creek

Recreation and Park District

Board of Directors

Travis Dworetzky
Amanda Gualderama
Michael Hanson
Chris Juell
Alex Vassar

Mailing Address

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Arcade Creek Park

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Sacramento, CA

Hamilton Street Park

4855 Hamilton Street
Sacramento, CA

Oakdale Park

3708 Myrtle Avenue
North Highlands, CA

June 11, 2021

Dear Board of Directors,

I am writing to provide an update on events at the District during the second half of May and the first part of June. First, I'd like to commend Juanita Petersen. During the past few months, she has done an amazing job ensuring the continued maintenance of the district facilities while also quickly tackling a number of projects as they've been identified. In particular, she has made significant progress in improving the restrooms at Hamilton Street Park and beginning the replacement of the pergola at the park's picnic area.

I'd also like to thank the Board for joining staff on a tour of facilities this past weekend. I don't think it's at all an exaggeration to say that it was an important turning point in the recent history of the district as well as more information than many of us were prepared for.

GameTime Merry-go-Round

It's not all good news; I want to mention as part of our permanent record the frustration that I'm feeling about the customer service our staff (and local residents) have received from GameTime, a subsidiary of Playcore. In April, a welded joint failed on the merry-go-round at Hamilton Street Park. With the full acknowledgement that I am not a welder nor an engineer, it appeared to me that the failure of the ride was inevitable due to the full weight of the merry-go-round being supported by relatively light welding.

Our staff has been reaching out to the local GameTime sales representative since the initial damage was noted. I have been severely disappointed by their slow response times and seeming lack of motivation to get the issue resolved. Although I will be in my Interim General Manager role for only a limited time, moving forward I will have a strong reluctance to trusting GameTime with any more district funds.

Recruitment of a new General Manager

Although I have learned a lot (and enjoyed the experience of being the Interim General Manager), I am happy to say that Vice Chair Hanson and I have made significant progress in the selection of a new General Manager. Although not yet complete at the time I write this, I am hopeful that we will have a solid recommendation at the June meeting.

And Lastly...

As a continuation of my including pictures in the General Managers Reports, I am including two photographs (on a following page) of a dog found wandering through Hamilton Street Park on June 10th. I'm very happy to report that, with the quick work of our staff, we were able to reunite Rosie with her humans within a few hours.

As always, if you have any concerns or if I can answer any questions, please don't hesitate to contact me.


Your neighbor,

A handwritten signature in blue ink that reads "Alex Vassar". The signature is written in a cursive, flowing style.


Alex Vassar
Interim General Manager




Arcade Creek Recreation and Park District

Meeting Date June 17, 2021		Item # 6 a
Subject: Review of Policy 2520.7 Unused Sick Leave for future District Employees.		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by  Alex Vassar, Interim General Manager
Objective Consider changes to the District's policy related to unused sick leave.		
Background The District's policies include a number of benefits provided to staff (which are not standard benefits provided to state employees). It's appropriate to for the Board to decide whether to continue to offer these benefits to staff hired in the future. This is a continuation of the discussion held at the May 2021 Regular Meeting.		
Analysis Policy 2520.7 permits staff to cash out unused sick leave to be paid upon separation at 1/2 of what their value would be if used.		
Budget/Cost Information Moderate cost savings.		
Proposed Action Consider ratification of the policy changes.		
Alternative Actions Defer this decision.		
Coordination and Review Staff consulted with legal counsel.		Attachment(s) None.

Arcade Creek Recreation and Park District

Meeting Date June 17, 2021		Item # 6 b
Subject: General Manager Recruitment Update		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by  Alex Vassar, Interim General Manager
<p>Objective To provide an update to the Board of Directors on the recruitment of a new district General Manager.</p> <p>Background Arcade Creek Recreation and Park District needs to fill a vacancy in the office of General Manager. When the District last hired a General Manager, it formed a Personnel Committee which has received applications and conducted interviews of the candidates whose professional backgrounds were closest to that in the job posting.</p> <p>Analysis Of the applications, the Personnel Committee interviewed three candidates and has selected what it believes is the most qualified candidate. The Personnel Committee would respectfully request that the full board approve their selection and approve the start of employment negotiations.</p> <p>Budget/Cost Information Significant costs associated with this item.</p> <p>Proposed Action 1) Approve the selection of and start of employment negotiations. 2) Continue this agenda item within five days for approval of terms of employment.</p> <p>Alternative Actions Not approve this candidate.</p>		
Coordination and Review This agenda item has been coordinated with the district's legal counsel.		Attachment(s) None.

Meeting Date June 17, 2021		Item # 6 c
Subject: Adopt Board Resolution 2021-03 approving the Preliminary FY 2021-22 Budget for 339A Operating Budget and authorize submission to the County Finance Dept.		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by  Alex Vassar, Interim General Manager
Objective Adopt Board Resolution 2021-03 approving the Preliminary FY 2021-22 Budget for 339A Operating Budget and authorize submission to the County Finance Dept.		
Background A final budget is generally approved early in the new fiscal year (July or August) to make any additional changes to the budget. In order to meet the requirements imposed by the County of Sacramento, the District must approve a first budget in advance of the new fiscal year (July 1, 2021).		
Analysis The Board must adopt the budget at this meeting, or at another meeting held prior to July 1st.		
Budget/Cost Information Major. This agenda item would adopt the district's proposed 2021-22 Budget.		
Proposed Action Adopt Board Resolution 2021-03 approving the Preliminary FY 2021-22 Budget for 339A Operating Budget and authorize submission to the County Finance Dept.		
Alternative Actions Defer action and meet at a special meeting prior to July 1st.		
Coordination and Review This is standard practice of the board.		Attachment(s) Attachments provided by the Finance Committee.

Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS
County of Sacramento, State of California

RESOLUTION 2021-03
ADOPTING the PRELIMINARY BUDGET for FUND 339-A

WHEREAS, hearings have been ended during which time all additions and deletions to the PRELIMINARY BUDGET for FISCAL YEAR 2021-22 for FUND 339A were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Board Policy 1090 regarding the Budget Preparation of the Preliminary Budget for the Fiscal Year 2021-22 for Fund 339-A be and is hereby adopted in accordance with the following:

1. Salaries and employee benefits	<u>\$305,919.00</u>
2. Services and Supplies	<u>\$294,961.00</u>
3. Other Charges	<u>\$ 40,924.00</u>
4. Fixed Assets	
a. Land	<u>\$ 0.00</u>
b. Structures and Improvements	<u>\$ 0.00</u>
c. Equipment	<u>\$ 0.00</u>
5. Expenditure Transfers	<u>\$ 0.00</u>
6. Contingencies	<u>\$122,411.00</u>
7. Provision for reserve increases	<u>\$ 0.00</u>
TOTAL BUDGET REQUIREMENTS	\$764,215.00

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

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

ATTACHMENTS: Financing Requirements Summary Schedule, Expenditure Detail Sheet, Revenue Detail Sheet.

PASSED AND ADOPTED by the Arcade Creek Recreation and Park District Board of Directors, the County of Sacramento, State of California by the following vote, to wit on June 17, 2021.

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson, Board of Directors

Secretary Board of Directors

FISCAL YEAR 2021-22 PRELIMINARY BUDGET

FINANCING REQUIREMENTS SCHEDULE FOR FUND

339A ARCADE CREEK REC AND PARK DISTRICT

<u>APPROPRIATIONS BY OBJECT OF EXPENDITURE</u>		<u>MEANS OF FINANCING THE BUDGET REQUIREMENTS</u>			
<u>OBJECT 10 - SALARIES AND EMPLOYEE BENEFITS</u>	\$ 305,919	<u>ESTIMATED REVENUE</u>	\$ 764,215		
<u>OBJECT 20 - SERVICES AND SUPPLIES</u>	\$ 294,961	<u>RESERVES TO BE DECREASED</u>			
<u>OBJECT 30 - OTHER FINANCING USES</u>		<u>GENERAL RESERVES DECREASE</u>	-		
<u>LOAN AND LEASE REPAYMENTS</u>		<u>ENCUMBRANCE DECREASE</u>	-		
<u>INTEREST AND PRINCIPAL</u>	\$ 40,220	<u>OTHER</u>			
<u>TAXES/LICENSES/ASSESSMENTS</u>		<u>RESERVE</u>			
<u>JUDGEMENTS/DAMAGES</u>	704				
<u>TOTAL OBJECT 30 - OTHER FINANCING USES</u>	\$ 40,924	<u>TOTAL RESERVES TO BE DECREASED</u>	-		
<u>OBJECT 40 - FIXED ASSETS</u>		<u>FUND BALANCE AVAILABLE DECREASE</u>			
<u>OBJECT 41 - LAND ACQUISITION</u>	\$ -	<u>ESTIMATED LONG-TERM LOAN PROCEEDS</u>			
<u>OBJECT 42 - STRUCTURES AND IMPROV</u>	-	<u>TOTAL AVAILABLE FINANCING</u>	\$ 764,215		
<u>OBJECT 43 - EQUIPMENT</u>	-				
<u>TOTAL OBJECT 40 - FIXED ASSETS</u>	\$ -				
<u>OBJECT 50 - FUNDS TRANSFERS OUT</u>		<u>FUND EQUITY SCHEDULE</u>	<u>BALANCE</u>	<u>ADJUSTED FUND</u>	
<u>OBJECT 59 - FUNDS TRANSFERS IN</u>	\$ -	<u>RESERVES</u>	<u>EST. 6/30/2021</u>	<u>INCREASES</u>	<u>DECREASES</u>
<u>OBJECT 60 - INTRAFUND TRANSFERS IN OR OUT</u>		<u>GENERAL</u>	\$ 22,000	\$ -	\$ -
<u>OBJECT 79 - APPROPRIATIONS FOR CONTINGENCIES</u>	122,411	<u>ENCUMBRANCE</u>	-	-	-
<u>OBJECT 80 - OTHER COMMODITIES</u>	-	<u>OTHER</u>	-	-	-
<u>PROVISIONS FOR RESERVE INCREASES</u>		<u>FUND BALANCE</u>			
<u>GENERAL RESERVES</u>	-	<u>AVAILABLE (EST.)</u>	368,874	-	-
<u>OTHER RESERVES</u>	-	<u>TOTALS</u>	\$ 390,874	\$ -	\$ -
<u>TOTAL BUDGETARY REQUIREMENT</u>	\$ 764,215	<u>APPROPRIATIONS LIMIT</u>	\$ -		
<u>TOTAL DIFFERENCE:</u>		<u>APPROPRIATIONS SUBJECT TO LIMIT</u>	-		
\$ -		<u>OVER/UNDER LIMIT</u>	\$ -		

Final For Adoption

REVENUE DETAIL SCHEDULE - FY 2021-22 PRELIMINARY BUDGET

**Revenues
339A**

General Fund

SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	History FY 18-19	History FY 19-20	Adopted Budgeted FY 20-21	Ending Projection FY 20-21	Preliminary Budget FY 21-22
FUND	339A	ARCADE CREEK REC & PARK DISTRICT					
9339339	91910100	PROP TAX CUR SEC	(548,132.00)	(577,387.00)	(610,000.00)	(609,737.00)	(650,000.00)
9339339	91910200	PROP TAX CUR UNSEC	(20,057.00)	(21,480.00)	(21,000.00)	(22,704.00)	(20,000.00)
9339339	91910300	PROP TAX CUR SUP	(15,348.00)	(15,605.00)	(13,000.00)	(11,583.00)	(5,000.00)
9339339	91910400	PROPERTY TAX SECURED DELINQUENT	(4,133.00)	(4,048.00)	(4,300.00)	(5,162.00)	(4,300.00)
9339339	91910500	PROPERTY TAX SUPPLEMENTAL DELINQUENT	(815.00)	(870.00)	(800.00)	(796.00)	(700.00)
9339339	91910600	PROPERTY TAX UNITARY	(5,716.00)	(5,822.00)	(6,100.00)	(5,874.00)	(5,000.00)
9339339	91912000	PROP TAX REDEMPTION	(23.00)	(30.00)	0.00	(45.00)	0.00
9339339	9191300	PROP TAX PR UNSEC	(225.00)	(285.00)	(300.00)	(453.00)	(300.00)
9339339	9191400	PROP TAX PENALTIES	(106.00)	(99.00)	(100.00)	(153.00)	(90.00)
9339339	9191960	RDA RESIDUAL DISTRIBUTION	(7,020.00)	(9,396.00)	0.00	(5,418.00)	0.00
9339339	91919900	TAXES - OTHER	0.00	0.00	0.00	0.00	0.00
		Object 91	(601,575.00)	(635,022.00)	(655,600.00)	(661,925.00)	(685,390.00)
9339339	93931000	VEHICLE CODE FINES	0.00	0.00	0.00	0.00	0.00
		Object 93	0.00	0.00	0.00	0.00	0.00
9339339	94941000	INTEREST INCOME	(4,426.00)	(4,777.00)	(2,000.00)	(1,251.00)	(500.00)
9339339	94942900	BLDG RENTAL OTHER	(69,677.00)	(68,585.00)	(60,000.00)	(52,564.00)	(59,325.00)
		Object 94	(74,103.00)	(73,362.00)	(62,000.00)	(53,815.00)	(59,825.00)
9339339	95952200	HOME PROP TAX REL	(5,606.00)	(5,497.00)	(6,000.00)	(2,774.21)	(5,000.00)
9339339	95952900	IN LIEU FEES	0.00	0.00	0.00	0.00	0.00
9339339	95953300	REDEV PASSTHRU	(5,912.00)	(7,088.00)	(4,000.00)	(4,163.45)	(4,000.00)
9339339	95956300	CONSTRUCTION ST	0.00	0.00	0.00	0.00	0.00
9339339	95956900	STATE AID OTHER MISC PROGRAMS	(92,268.00)	(139,170.00)	0.00	0.00	0.00
		Object 95	(103,786.00)	(151,755.00)	(10,000.00)	(6,937.66)	(9,000.00)
9339339	9696460	RECREATION SVC CHGS	(24,985.00)	(24,876.00)	0.00	0.00	0.00
9339339	96965300	LANDSCAPING MAINT CH	0.00	0.00	0.00	0.00	0.00
9339339	96969700	LAW ENFORCEMENT SVC	0.00	0.00	0.00	0.00	0.00
		Object 96	(24,985.00)	(24,876.00)	0.00	0.00	0.00
9339339	97974000	INSURANCE PROCEEDS	(26,727.00)	(2,268.00)	(10,000.00)	(5,000.00)	(8,000.00)
9339339	97979000	MISCELLANEOUS OTHER REVENUES	(13,693.00)	(5,597.00)	(15,000.00)	(9,174.00)	(2,000.00)
		Object 97	(40,420.00)	(7,865.00)	(25,000.00)	(14,174.00)	(10,000.00)
9339339	98986200	PROCEEDS FROM ASSET SALE-SPEC. DIST.	0.00	0.00	0.00	0.00	
9339339			0.00	0.00	0.00	0.00	
		Object 98	0.00	0.00	0.00	0.00	0.00
		FUND CENTER 9339339	(844,869.00)	(892,880.00)	(844,869.00)	(736,851.66)	(764,215.00)
		FUND TOTAL 339A General Fund	(844,869.00)	(892,880.00)	(752,600.00)	(736,851.66)	(764,215.00)
			History FY 18-19	History FY 19-20	Budgeted FY 20-21	Ending Projection For FY 20-21	Preliminary Budget FY 21-22

**EXPENDITURE DETAIL SCHEDULE - FY 2021-22 PRELIMINARY BUDGET
SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT**

339A

General Fund

Fund Center	Commitment Item	Description	History Expenses FY 18-19	History Expense FY 19-20	Adopted Budgeted FY 20-21	Ending Projection For FY 20-21	Preliminary Budget FY 21-22
FUND	339 A Arcade Creek Recreation and Park District						
9339339	10111000	SALARIES & WAGES - REGULAR EMPLOYEES	327,882.00	291,459.00	205,821.00	177,750.00	205,821.00
9339339	10112400	SALARIES & WAGES - COMMISSION & CO	3,100.00	3,050.00	3,500.00	3,700.00	3,500.00
9339339	10113200	OVER-TIME WAGES (if needed)	1,260.00	2,896.00	2,500.00	2,743.00	2,500.00
9339339	10115200	TERMINAL PAY	0.00	0.00	0.00	1,978.26	0.00
9339339	10121000	RETIREMENT - EMPLOYER COST	32,017.00	36,801.00	38,091.00	36,576.93	38,091.00
9339339	10122200	OASDHI - EMPLOYER COST	25,003.00	22,714.00	16,347.00	14,357.00	16,347.00
9339339	10123000	GROUP INS - EMPLOYER COST	36,018.00	37,547.00	30,435.00	27,763.00	30,435.00
9339339	10124000	WORKERS COMP INS - EMPLOYER COST	22,149.00	19,308.00	7,243.00	6,699.79	7,243.00
9339339	10125000	SUI INS - EMPLOYER COST	2,410.00	1,460.00	700.00	434.73	700.00
9339339	10128000	HEALTH CARE - RETIREES	453.00	547.00	1,282.00	763.92	1,282.00
9339339	10140000	COST REDUCTION FACTOR (U.A.L. FUND)	0.00	28,000.00	274,273.00	273,118.00	0.00
		Object 10	450,292.00	443,782.00	580,192.00	545,884.63	305,919.00
9339339	20200500	ADVERTISING/LEGAL NOTICES	284.00	279.00	500.00	164.79	300.00
9339339	20202400	BOOKS/PERIODICAL SUPPLY		0	0.00		
9339339	20202900	BUSINESS/CONFERENCE EXPENSE	3,215.00	2,039.00	0.00	29.88	2,000.00
9339339	20203100	BUSINESS TRAVEL	0.00	0.00	0.00		
9339339	20203600	EDUCATION & TRAINING SUPPLIES	0.00	0.00	2,200.00		
9339339	20203800	EMPLOYEE RECOGNITION	0.00	0.00	0.00		
9339339	20205100	INSURANCE - LIABILITY	34,677.00	43,794.00	51,540.00	51,540.00	67,002.00
9339339	20206100	MEMBERSHIP DUES	1,995.00	1,670.00	2,000.00	2,000.00	2,000.00

EXPENDITURE DETAIL SCHEDULE - FY 2021-22 PRELIMINARY BUDGET

339A

General Fund

SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	History Expenses FY 18-19	History Expense FY 19-20	Adopted Budgeted FY 20-21	Ending Projection For FY 20-21	Preliminary Budget FY 21-22
9339339	20207600	OFFICE SUPPLIES	780.00	444.00	800.00	410.00	800.00
9339339	20207602	SIGNS	5,457.00	2,403.00	1,000.00	0.00	1,000.00
9339339	20207603	KEYS	16.00	28.00	500.00	0.00	250.00
9339339	20208100	POSTAL SERVICES	0.00	0.00	148.00	148.00	188.00
9339339	20208102	STAMPS	100.00	191.00	150.00	82.16	150.00
9339339	20208500	PRINTING SERVICES	15.00	0.00	3,500.00		
9339339	20210300	AGRICULTURE/HORTICULTURE SERVICE	0.00	1,375.00	10,000.00	2,000.00	20,000.00
9339339	20210400	AGRICULTURE/HORTICULTURE SUPPLIES	366.00	244.00	2,500.00	216.58	500.00
9339339	20211100	BUILDING MAINTENANCE SERVICE	5,464.00	1,747.00	2,200.00	1,475.00	2,200.00
9339339	20211200	BUILDING MAINTENANCE SUPPLIES	0.00	0.00	0.00	145.40	
9339339	20212200	CHEMICAL SUPPLIES	0.00	0.00	0.00		
9339339	20213100	ELECT MAINT SVC	1,272.00	2,598.00	1,000.00		2,500.00
9339339	20213200	ELECT MAINT SUPPLIES	142.00	0.00	200.00		200.00
9339339	20214100	LAND IMPROVEMENT MAINTENANCE SER	11,110.00	1,705.00	4,000.00	6,711.22	4,000.00
9339339	20214200	LAND IMPROVEMENT MAINTENANCE SUP	0.00	2,583.00	2,000.00	2,000.00	2,000.00
9339339	20215100	MECHANICAL SYSTEMS MAINTENANCE S	2,353.00	1,091.00	1,500.00	1,242.00	1,500.00
9339339	20215200	MECHANICAL SYSTEMS MAINTENANCE S	0.00	0.00	0.00		
9339339	20216200	PAINTING SUPPLIES	226.00	129.00	500.00	119.53	500.00
9339339	20216700	PLUMBING MAINTENANCE SERVICES	821.00	150.00	1,000.00		1,000.00
9339339	20216800	PLUMBING MAINTENANCE SUPPLIES	59.00	0.00	500.00		500.00
9339339	20218500	PERMIT FEES	0.00	0.00	0.00		

**EXPENDITURE DETAIL SCHEDULE - FY 2021-22 PRELIMINARY BUDGET
SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT**

339A

General Fund

Fund Center	Commitment Item	Description	History Expenses FY 18-19	History Expense FY 19-20	Adopted Budgeted FY 20-21	Ending Projection For FY 20-21	Preliminary Budget FY 21-22
9339339	20219100	ELECTRICITY	14,663.00	15,303.00	17,500.00	15,200.00	17,500.00
9339339	20219200	NATURAL GAS/LPG/FUEL OIL	2,407.00	1,978.00	2,500.00	2,176.00	2,500.00
9339339	20219300	REFUSE DISPOSAL	3,596.00	3,425.00	4,000.00	2,380.00	4,000.00
9339339	20219500	SEWAGE DISP SVC	2,465.00	2,282.00	3,000.00	928.00	3,000.00
9339339	20219700	TELEPHONE SERVICE	0.00	0.00	0.00		
9339339	20219800	WATER	26,064.00	28,603.00	30,000.00	29,000.00	30,000.00
9339339	20220500	AUTOMOTIVE MAINTENANCE SERVICE	1,342.00	3,429.00	2,000.00	581.00	2,000.00
9339339	20220600	AUTOMOTIVE MAINTENANCE SUPPLIES	90.00	237.00	300.00	300.00	300.00
9339339	20221100	CONSTRUCTION EQUIPMENT MAINTENANCE	2,869.00	3,048.00	4,000.00	4,373.00	4,000.00
9339339	20221200	CONTRUCTION EQUIPMENT MAINTENANCE	6,366.00	2,449.00	3,000.00	4,929.02	3,000.00
9339339	20222600	EXPENDABLE TOOLS	1,399.00	852.00	1,200.00	306.87	500.00
9339339	20223600	FUEL & LUBRICANTS	4,444.00	3,929.00	4,200.00	4,083.00	4,200.00
9339339	20226100	OFFICE EQUPMENT MAINTENANCE SER	0.00	0.00	0.00		15,000.00
9339339	20227500	RENT/LEASES EQUIPMENT	0.00	267.00	500.00		500.00
9339339	20227510	COPY MACHINE LEASE	3,220.00	3,206.00	3,300.00	3,627.00	296.00
9339339	20227504	MISCELLANEOUS	0.00	0.00	1,500.00	562.00	500.00
9339339	20229100	OTHER EQUIPMENT MAINTENANCE SERV	0.00	0.00	2,000.00	600.00	2,000.00
9339339	20229200	OTHER EQUIPMENT MAINTENANCE SUPP	0.00	0.00	1,500.00		1,500.00
9339339	20231400	CLOTHING/PERSONAL SUPPLIES	820.00	40.00	100.00		100.00
9339339	20232200	CUSTODIAL SUPPLIES	6,349.00	7,261.00	5,000.00	4,091.00	5,000.00
9339339	20243700	LABORATORY (Medical)-Service/Drug Testing	0.00	0.00	0.00		100.00

**EXPENDITURE DETAIL SCHEDULE - FY 2021-22 PRELIMINARY BUDGET
SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT**

339A

General Fund

Fund Center	Commitment Item	Description	History Expenses FY 18-19	History Expense FY 19-20	Adopted Budgeted FY 20-21	Ending Projection For FY 20-21	Preliminary Budget FY 21-22
9339339	20244300	MEDICAL SERVICE	329.00	52.00	0.00		300.00
9339339	20244400	MEDICAL SUPPLIES	0.00	119.00	350.00	67.29	350.00
9339339	20250605	SERVICE FEES (Bank Loan Item)	0.00	0.00	0.00		3,500.00
9339339	20250700	ASSESSMENT/COLLECTIONS SERVICES	7,371.00	7,520.00	7,600.00	7,859.64	7,600.00
9339339	25210000	TEMPORARY SERVICES	0.00	9,146.00	0.00		
9339339	20253100	LEGAL SERVICES	3,158.00	9,917.00	6,500.00	12,000.00	6,500.00
9339339	20255100	PLANNING SERVICES	0.00	0.00	0.00		5,000.00
9339339	20257100	SECURITY SERVICES	13,585.00	29,205.00	23,725.00	24,650.00	23,725.00
9339339	20258200	PUBLIC RELATIONS SERVICES	301.00	311.00	5,000.00	2,651.33	5,000.00
9339339	20259100	OTHER PROFESSIONAL SERVICES	9,417.00	19,453.00	5,000.00	6,888.94	0.00
9339339	20281100	DATA PROCESSING SERVICES	3,296.00	792.00	3,000.00	2,260.00	3,000.00
9339339	20281201	HARDWARE	0.00	0.00	0.00	1,217.34	
9339339	20281265	APPLICATION SOFTWARE MAINT LICENSE	3,132.00	2,870.00	3,000.00	3,360.46	3,000.00
9339339	20281304	Sales Tax Adj-Board of EQ	0.00	-108.00			
9339339	20281700	ELECTION SERVICES	2,008.00	0.00	4,000.00	1,887.00	
9339339	20281900	REGISTRATION SERVICES	0.00	0.00	0.00		
9339339	20283102	MILEAGE	0.00	0.00	1,500.00	170.36	1,500.00
9339339	20285100	RECREATIONAL SERVICES	18,683.00	17,785.00	0.00		
9339339	20285200	RECREATIONAL SUPPLIES	2,791.00	1,088.00	2,000.00	2,947.40	2,000.00
9339339	20285300	RECREATIONAL SUPPLIES (P-S)	20,546.00	13,203.00	0.00		
9339339	20289800	OTHER OPERATING EXPENSE - SUPPLIES	0.00	0.00	1,500.00	196.52	

**EXPENDITURE DETAIL SCHEDULE - FY 2021-22 PRELIMINARY BUDGET
SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT**

339A

General Fund

Fund Center	Commitment Item	Description	History Expenses FY 18-19	History Expense FY 19-20	Adopted Budgeted FY 20-21	Ending Projection For FY 20-21	Preliminary Budget FY 21-22
9339339	20289900	OTHER OPERATING EXPENSE - SERVICE **	0.00	0.00	1,000.00		200.00
9339339	20291300	AUDITOR/CONTROLLER SERVICES	5,495.00	5,495.00	5,500.00	5,495.00	11,000.00
9339339	20291500	COMPASS COSTS	919.00	919.00	1,000.00	987.83	1,000.00
9339339	20291700	GENERAL SERVICES ALARM SERVICES	1,435.00	1,321.00	1,770.00	1,766.52	1,900.00
9339339	20298700	GS TELEPHONE SERVICES	3,793.00	3,783.00	4,000.00	3,597.77	4,000.00
9339339	20298701	CELL PHONES	1,573.00	1,623.00	800.00	878.64	800.00
9339339	20299909	EXPENDITURE REIMBURSEMENTS	30,727.00	2,268.00	12,500.00	8,000.00	10,000.00
Object 20			273,005.00	265,541.00	263,083.00	228,303.49	294,961.00
9339339	30321000	INTEREST EXPENSE	12,155.00	10,609.00	9,688.00	9,688.00	8,500.00
9339339	30323000	LEASE OBLIGATION RETIREMENT	25,600.00	26,700.00	27,900.00	27,900.00	31,720.00
9339339	30345000	TAX/LICENSES/ASSESSMENTS	704.00	704.00	704.00	703.64	704.00
Object 30			38,459.00	38,013.00	38,292.00	38,291.64	40,924.00
9339339	42420100	BUILDINGS	31,922.00	60,399.00	0.00	0.00	0.00
9339339	42420110	LEASEHOLD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
9339339	42420200	STRUCTURES	0.00	0.00	0.00	0.00	0.00
Object 42			31,922.00	60,399.00	0.00	0.00	0.00

EXPENDITURE DETAIL SCHEDULE - FY 2021-22 PRELIMINARY BUDGET


339A

General Fund

SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	History Expenses FY 18-19	History Expense FY 19-20	Adopted Budgeted FY 20-21	Ending Projection For FY 20-21	Preliminary Budget FY 21-22
9339339	45450300	INFRASTRUCTURE-SD-NON-RECON	0.00	0	0.00	0.00	0.00
Object 45			0.00	0.00	0.00	0.00	0.00
9349339	46460300	OTHER INTANGIBLE ASSET-SPEC DIST	0.00	0	0.00	0.00	0.00
Object 43			0.00	0.00	0.00	0.00	0.00
9339339	79790100	CONTINGENCY APPR	0.00	0	31,033.00	0.00	122,411.00
Object 79			0.00	0.00	31,033.00	0.00	122,411.00
FUND CENTER 9339339 total expenditures			793,678.00	807,735.00	912,600.00	812,479.76	764,215.00

Arcade Creek Recreation and Park District

Meeting Date June 17, 2021		Item # 6 d
Subject: Adopt Board Resolution 2021-04 approving the Preliminary FY 2021-22 Budget for 339D District Projects and authorize submission to the County Finance Dept.		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by  Alex Vassar, Interim General Manager
Objective Adopt Board Resolution 2021-04 approving the Preliminary FY 2021-22 Budget for 339D District Projects and authorize submission to the County Finance Dept.		
Background A final budget is generally approved early in the new fiscal year (July or August) to make any additional changes to the budget. In order to meet the requirements imposed by the County of Sacramento, the District must approve a first budget in advance of the new fiscal year (July 1, 2021).		
Analysis The Board must adopt the budget at this meeting, or at another meeting held prior to July 1st.		
Budget/Cost Information Major. This agenda item would adopt the district's proposed 2021-22 Budget.		
Proposed Action Adopt Board Resolution 2021-04 approving the Preliminary FY 2021-22 Budget for 339D District Projects and authorize submission to the County Finance Dept.		
Alternative Actions Defer action and meet at a special meeting prior to July 1st.		
Coordination and Review This is standard practice of the board.		Attachment(s) Attachments provided by the Finance Committee.



BOARD OF DIRECTORS
County of Sacramento, State of California
RESOLUTION 2021-04
ADOPTING the PRELIMINARY BUDGET for FUND 339-D

WHEREAS, hearings have been ended during which time all additions and deletions to the PRELIMINARY BUDGET for FISCAL YEAR 2021-22 for FUND 339-D were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Board Policy 1090 regarding the Budget Preparation of the Preliminary Budget for the Fiscal Year 2021-22 for Fund 339-D be and is hereby adopted in accordance with the following:

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

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

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

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

PASSED AND ADOPTED by the Arcade Creek Recreation and Park District Board of Directors, the County of Sacramento, State of California by the following vote, to wit on June 17, 2021.

AYES:
NOES:
ABSENT:
ABSTAIN:

Chairperson, Board of Directors

Secretary Board of Directors

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: acrpd@acrpd.com

FISCAL YEAR 2021-22 PRELIMINARY BUDGET for 339D

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

<u>APPROPRIATIONS BY OBJECT OF EXPENDITURE</u>		<u>MEANS OF FINANCING THE BUDGET REQUIREMENTS</u>			
<u>OBJECT 10 - SALARIES AND EMPLOYEE BENEFITS</u>	\$ -	<u>ESTIMATED REVENUE</u>			\$ -
<u>OBJECT 20 - SERVICES AND SUPPLIES</u>	\$ -	<u>RESERVES TO BE DECREASED</u>			
<u>OBJECT 30 - OTHER FINANCING USES</u>		<u>GENERAL RESERVES DECREASE</u>	45,000		
<u>LOAN AND LEASE REPAYMENTS</u>		<u>ENCUMBRANCE DECREASE</u>		-	
<u>INTEREST AND PRINCIPAL</u>	\$ -	<u>OTHER RESERVE DECREASE</u>			
<u>TAXES/LICENSES/ASSESSMENTS</u>					
<u>JUDGEMENTS/DAMAGES</u>	-				
<u>TOTAL OBJECT 30 - OTHER FINANCING USES</u>	\$ -	<u>TOTAL RESERVES TO BE DECREASED</u>			45,000
<u>OBJECT 40 - FIXED ASSETS</u>		<u>FUND BALANCE AVAILABLE DECREASE</u>			
<u>OBJECT 41 - LAND ACQUISITION</u>		<u>ESTIMATED LONG-TERM LOAN PROCEEDS</u>			
<u>OBJECT 42 - STRUCTURES AND IMPROVEMENTS</u>	-	<u>TOTAL AVAILABLE FINANCING</u>			\$ 45,000
<u>OBJECT 43 - EQUIPMENT</u>	-				
<u>OBJECT 44 - COMPUTER SOFTWARE</u>	\$ -				
<u>OBJECT 45 - INFRASTRUCTURE</u>	\$ -				
<u>OBJECT 46 - INTANGIBLES</u>	\$ 45,000				
<u>TOTAL OBJECT 40 - FIXED ASSETS</u>	\$ 45,000				
<u>OBJECT 50 - FUNDS TRANSFERS OUT</u>	\$ -	<u>FUND EQUITY SCHEDULE</u>		<u>EST. BALANCE</u>	<u>ADJUSTED FUND</u>
<u>OBJECT 59 - FUNDS TRANSFERS IN</u>		<u>RESERVES</u>		<u>AS OF 6/30/2021</u>	<u>INCREASES</u>
<u>OBJECT 60 - INTRAFUND TRANSFERS IN OR OUT</u>	-	<u>GENERAL</u>			<u>DECREASES</u>
<u>OBJECT 79 - APPROPRIATIONS FOR CONTINGENCIES</u>	-	<u>ENCUMBRANCE</u>			<u>BALANCE</u>
<u>OBJECT 80 - OTHER COMMODITIES</u>	-	<u>OTHER</u>			
<u>PROVISIONS FOR RESERVE INCREASES</u>		<u>FUND BALANCE AVAILABLE</u>		49,992	
<u>GENERAL RESERVES</u>		<u>TOTALS</u>		\$ 49,992	\$ -
<u>OTHER RESERVES</u>	-				\$ 45,000
<u>TOTAL BUDGETARY REQUIREMENT</u>	45,000	<u>APPROPRIATIONS LIMIT</u>		\$ -	\$ 4,992
<u>TOTAL DIFFERENCE:</u>		<u>APPROPRIATIONS SUBJECT TO LIMIT</u>		\$ -	
	\$ -	<u>OVER/UNDER LIMIT</u>		\$ -	

Final For Adoption

Revenues

REVENUE DETAIL SCHEDULE - FY 2021-22 PRELIMINARY BUDGET

339D

District Projects

SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	History FY 18-19	History FY 19-20	Adopted Budgeted FY 20-21	Ending Projection FY 20-21 As Of 4/30/2021	Preliminary Budget FY 21-22
FUND	339 D	ARCADE CREEK REC & PARK DISTRICT					
9339343	94941000	INTEREST INCOME	(1,041)	(671)	0.00	(25)	0
9339343	94941105	Contributions Special Dist (SPF/Donations/Etc)	0	0	0.00	0	
Object 94			(1,041)	(671)	0	(25)	0
9339343	95952900	In Lieu Taxes -		0	0.00	0	
9339343	95956300	STATE-FED GRANTS (Dist Proj/Bridge Proj)	0	0	0.00	0	
"	"	STATE-FED GRANTS (Dist Proj/Per Capita Funds)		0	0.00	0	
9339343	95956900	STATE AID OTHER MISC PROG (339I-Impact Fees)	(127,191)	(141,604)	(45,000)	(45,000)	(45,000)
9339343	95956910	STATE MATCH (Umpqua Line of Credit)	(335,137)	0	0.00	0	
Object 95			(462,328)	(141,604)	(45,000)	(45,000)	(45,000)
FUND CENTER 9339343			(463,369)	(142,275)	(45,000)	(45,025)	(45,000)
FUND TOTAL 339D District Projects			(463,369)	(142,275)	(45,000)	(45,025)	(45,000)
			History FY 18-19	History FY 19-20	Budgeted FY 20-21	Ending Projection For FY 20-21	Preliminary Budget FY 21-22

REVENUE DISTRICT TOTAL (supplied by County) 339A + 339D (1,308,238) (1,035,155) (797,600) (476,128)
 (As of 2/28/21)

Final For Adoption

EXPENDITURE DETAIL SCHEDULE - FY 2021-22 PRELIMINARY BUDGET

339D

Expenses
District Projects

SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	History Expenses FY 2018-19	History Expenses FY 2019-20	Adopted Budgeted FY 20-21	Ending Projection for FY 20-21	Preliminary Budget FY 21-22
FUND 339 D ARCADE CREEK RECREATION AND PARK DISTRICT							
9339343	42420100	BUILDINGS (REPAIR & ADA @ HSP)	0	2,224	1,400	82	
9339343	42420110	LEASEHOLD IMP (OAKDALE PARK)	0	0	0	0	0
9339343	42420200	STRUCTURES (ACP Park Improvements)	65,764	64,056	0	841	
Object 42			65,764	66,280	1,400	923	0
9339343	43430300	EQUIPMENT -SD - NON-RECON (New Play Equip)	0	27,094	0		
Object 43			0	27,094	0	0	0
9339343	45450300	INFRASTRUCTURE (BRIDGE PROJECT)	490,085	21,161	0		
Object 45			490,085	21,161	0	0	0
9339343	46460300	INTANGIBLES (HSP site plan & location)	0	0	49,367		45000
9339343	46461300	INTANGIBLES	0	0	0		
Object 46			0	0	49,367	0	45,000
FUND CENTER 9339343			555,849	114,535	50,767	923	45,000
FUND TOTAL 339 D			555,849	114,535	50,767	923	45,000
			History Expenses FY 2018-19	History Expenses FY 2019-20	Adopted FY 2020-21	Ending Projection for FY 20-21	Preliminary Budget FY 21-22

EXPENSES DISTRICT TOTAL (supplied by County) 339A + 339D 1,349,527 922,270 963,367 388,780

(As of 2/28/21)



FIXED ASSETS TO BE ACQUIRED

FISCAL YEAR 2021-22 PRELIMINARY BUDGET

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

<u>DESCRIPTION</u>	<u>BUILDING</u> 42420100	<u>STRUCTURES & IMPROVEMENT</u> 42420200	<u>EQUIPMENT</u> 43430300	<u>COMPUTER SOFTWARE</u> 44440300	<u>INFRASTRUCTURE</u> 45450300	<u>INTANGIBLE</u> 46460300
Buildings - Repair/ADA & HSP Improvements						
Arcade Creek Park Improvement Project						0
Pedestrian Bridge RTP Grant Project						
Community Center residing						
HSP Site Plans & Location						45,000
TOTAL FUND 339D	0	0	0	0	0	45,000

Arcade Creek Recreation and Park District

Meeting Date June 17, 2021		Item # 6 e
Subject: Policy Review: Budget Preparations and Board Hearings		
Initiated or requested by <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by  Alex Vassar, Interim General Manager
Objective To complete adoption of Policies 3015 and 5010.1.		
Background Board Policy 3015 formalizes the schedule for the sharing and adoption of the district's budget. Policies 3015.3 and 3015.4 have a to-be-filled-in blank reading "Month" which should be replaced with the name of a month. Similarly, 5010.1 identifies the day of the month for our regular monthly meeting.		
Analysis According to the standard practice of the district, the proposed budget is shared at the regular meeting of the Board in May and adopted at the regular board meeting in June (so that it is approved prior to the start of the new fiscal year on July 1st. Preliminary review would be the month of May in 3105.3 and June in 3105.4. Final budget would be adopted in August.		
Budget/Cost Information None.		
Proposed Action Adopt the proposed changes to Policy 3105.		
Alternative Actions Maintain the status quo, with the policy in effect but not indicating the names of actual months.		
Coordination and Review This is a review of existing policy.		Attachment(s) - Existing Policy 3105 - Proposed changes to Policy 3105 - Proposed changes to Policy 5010.1 

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3105

3105.1 An annual budget proposal shall be prepared by the General Manager.

3105.2 Prior to review by the Board of Directors, the Board's standing Finance Committee shall meet with the General Manager and review his/her annual budget proposal.

3105.3 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in [MONTH].

3105.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in [MONTH].

Proposed Changes to Policy 3105

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3105

3105.1 An annual budget proposal shall be prepared by the General Manager.

3105.2 Prior to review by the Board of Directors, the Board's standing Finance Committee shall meet with the General Manager and review his/her annual budget proposal.

3105.3 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in **May**.


3105.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in **June**.

Proposed Changes to Policy 5010.1


POLICY TITLE: Board Meetings

POLICY NUMBER: 5010


5010.1 Regular meetings of the Board of Directors shall be held on the ~~second~~ *third* Thursday of each calendar month at 6:00 PM in the Herzog Community Center Oak Room located at 4855 Hamilton Street, Sacramento, California, or at another site within the District decided on and announced during the prior month's Board meeting. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board (January meeting each year). When Board of Directors find it necessary to change the date, time, or place of their regular meeting, the changes are to be published 72 hours advance notice.

Meeting Date June 17, 2021		Item # 6 f
Subject: Discussion about the use of bollards around the parking lots at Hamilton Street Park.		
Initiated or requested by <input type="checkbox"/> Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	Report coordinated or prepared by  Alex Vassar, Interim General Manager
<p>Objective Permit the Board to receive testimony from local resident Victoria Roy regarding the use of bollards at Hamilton Street Park (HSP).</p> <p>Background For many years, Hamilton Street Park had a chain fence around the park supported by bollards (metal posts). These bollards are well past their useful life and have been gradually removed as staff scheduling permitted. The fences have been removed on the northern side of the park, but remain on most of the east and south sides of the park.</p> <p>Analysis In April, HSP neighbor Victoria Roy reported that she has seen vehicles enter the northern side of the park after-hours by driving over the curb and around the closed gates. She was on the Board when the bollards were initially installed and believes that they should be replaced by new bollards or with boulders or other obstructions that would prevent unauthorized access to the park.</p> <p>Budget/Cost Information This is a discussion item. However, a decision to install new fencing or boulders would be a significant to major cost.</p> <p>Proposed Action Discuss the issues as part of the Board's ongoing review of deferred maintenance actions.</p> <p>Alternative Actions Decline to hear this item. Defer this topic to a later meeting.</p>		
Coordination and Review This item is related to maintenance and/or long-term planning of park facilities.		Attachment(s) None on this item.

Arcade Creek Recreation and Park District

Meeting Date June 17, 2021		Item # 6 g
Subject: Follow up to the tour of District facilities.		
Initiated or requested by <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by  Alex Vassar, Interim General Manager
Objective Discuss the tour of district facilities.		
Background The Finance Committee has identified a number of deferred maintenance issues to be addressed in future budgets. On Saturday June 5th, at a Special Meeting, Maintenance Lead Juanita Petersen provided a tour of district facilities for members of the Board of Directors and interested members of the public.		
Analysis This site visit took approximately four hours and included Oakdale, Arcade Creek, and Hamilton Street Parks.		
Budget/Cost Information None		
Proposed Action Discuss the tour.		
Alternative Actions Defer this activity.		
Coordination and Review None.		Attachment(s) None on this item.

Arcade Creek Recreation and Park District

Meeting Date June 17, 2021		Item # 6 h
Subject: Discuss District use of Per Capita and Impact Fee Funds and Adopt Board Resolution 2021-05.		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by  Alex Vassar, Interim General Manager
<p>Objective To discuss using Per Capita and 339I Impact Fee Funds and Adopt Resolution 2021-05 to repair District parking lots and ADA Improvements.</p> <p>Background Several projects have been discussed during meetings over the past year. Recently the discussion has been to utilize the funds to repair parking lots and improve accessibility.</p> <p>Analysis The District needs to specify specific projects for the Per Capita Funds to be spent on. The Board must adopt these goals at this meeting, or at another meeting prior to July 1st.</p> <p>Budget/Cost Information Significant. Each designated project would be paid for out of the Per Capita Funds and Impact Fee's and accounted for in the Districts 339D Project Account.</p> <p>Proposed Action Adopt Board Resolution 2021-05 identifying the two projects and adding them to the FY 2021-22 Final Budget for 339I District Projects.</p> <p>Alternative Actions Defer action and meet at a special meeting prior to July 1st.</p>		
Coordination and Review This is standard practice of the board.		Attachment(s) Resolution 2021-05



RESOLUTION NO. 2021-05

**RESOLUTION OF THE ARCADE CREEK RECREATION
AND PARK DISTRICT BOARD OF DIRECTORS
APPROVING THE USE OF PER CAPITA GRANT FUNDS AND 339I IMPACT FEE FUNDS**

WHEREAS, the District Board of Directors adopted the Preliminary FY 2021-22 339D Budget to fund District Projects

WHEREAS, the District Budget Committee has identified two projects to be completed using said funding sources from the Per Capita Grant and 339I Impact Fees

WHEREAS, the District will adopt a Final FY 2021-22 339D District Project and name the following projects to be: Repairing District Parking Lots and ADA improvements

NOW, THEREFORE, BE IT RESOLVED, that the District Board of Directors ("Board") approve the suggested projects in the Final FY 2021-22 339D Project Budget


APPROVED AND ADOPTED by the Arcade Creek Recreation and Park District Board of Directors, the County of Sacramento, State of California by the following vote, to wit on June 17, 2021


AYES:
NOES:
ABSENT:
ABSTAINED:

Chairperson, Board of Directors

ATTEST: _____
Secretary, Board of Directors

Arcade Creek Recreation and Park District

Meeting Date June 17, 2021		Item # 7 a
Subject: Discuss acquisition of a new commercial mower.		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by  Alex Vassar, Interim General Manager
<p>Objective Discuss the current equipment used by district staff in the maintenance of the district's facilities. To discuss acquiring a new commercial mower and methods to fund the purchase.</p> <p>Background During conversations between the Board Members and the maintenance staff, it has been brought to their attention the length of time it takes to mow the parks and the amount of time that the current mowers breakdown and are out of commission.</p> <p>Analysis The District is currently using "non" commercial mowers that are not built to handle the heavy use and strain as commercial grade mowers. This District has three parks comprising a total of 40 acres which are maintained by district staff. By reasonable standards, commercial-grade equipment should be purchased.</p> <p>Budget/Cost Information Moderate, although likely long term savings through reduced frequency of repairs. Also, there is the potential for offsets through the sale of unused district equipment.</p> <p>Proposed Action Determine what pieces of equipment could be deemed surplus and use these funds and funds from the 339A General Fund to make said purchase.</p> <p>Alternative Actions Take no action and continue to use the current equipment. Defer this topic to a later meeting.</p>		
Coordination and Review This item is related to maintenance and/or long-term planning of park facilities.		Attachment(s) None on this item.

Meeting Date June 17, 2021		Item # 7 b
Subject: Consideration of Park Impact Fee Nexus Study and Resolution		
Initiated or requested by <input type="checkbox"/> Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by  Alex Vassar, Interim General Manager
<p>Objective Receive the Park Impact Fee Nexus Study Update created by SCI Consulting and consideration adoption of the of Park Impact Fee Nexus Resolution.</p> <p>Background A major source of revenue for the district is Impact Fees (one-time fees received by the district in order to provide additional park resources) paid as part of the building process in Sacramento County. Last year, this board approved payment to SCI for the creation of this document, which will allow us to continue to receive Impact Fees from the County.</p> <p>Analysis This report is a product previously purchased by this board. It, and the adoption of the attached resolution, will permit the district to receive fees that it's entitled to.</p> <p>Budget/Cost Information <i>Approval of this item will preserve an existing source of district revenue.</i></p> <p>Proposed Action <i>Accept the report and adopt the resolution.</i></p> <p>Alternative Actions Decline to hear this item. Defer this topic to a later meeting. Refuse to adopt the resolution.</p>		
Coordination and Review This item is related to the delivery of new park facilities.		Attachment(s) <i>Park Impact Fee Nexus Study Update Park Impact Fee Nexus Resolution 2021-06</i>



ARCADE CREEK RECREATION AND PARK DISTRICT

PARK IMPACT FEE NEXUS STUDY UPDATE

FEBRUARY 2021
FINAL REPORT

PREPARED FOR:

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

PREPARED BY:

**SCI Consulting Group**
4745 MANGLES BOULEVARD
FAIRFIELD, CALIFORNIA 94534
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FAX 707.430.4319
www.sci-cg.com

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ARCADE CREEK RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS

Senica Gonzalez, Chairperson

Alex Vassar, Vice-Chairperson

Michael Hanson, Secretary/Treasurer

Miles Constantine, Board Member

Heather Gonzalez, Board Member

GENERAL MANAGER

Stephen Fraher

OFFICE MANAGER

Kim Cook

IMPACT FEE CONSULTANT

Blair Aas, SCI Consulting Group

ACKNOWLEDGMENTS

This Park Impact Fee Nexus Study Update was prepared by SCI Consulting Group (“SCI”) under contract with the Arcade Creek Recreation and Park District. The work was accomplished under the general direction of Stephen Fraher, General Manager for the District.

We would like to acknowledge the special efforts made by individuals and organizations to this project:

Kim Cook, Arcade Creek Recreation and Park District
Susan Goetz, Sacramento County Special Districts Section
Dorothy Kodani, Sacramento County Special Districts Section
Bob Davison, Sacramento County Engineering Division
Sacramento County Assessor’s Office
Sacramento County Auditor’s Office

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
INTRODUCTION.....	1
AGREEMENT IN PRINCIPLE.....	2
METHODOLOGY / APPROACH.....	3
SUMMARY OF KEY FINDINGS.....	4
SUMMARY OF KEY RECOMMENDATIONS.....	6
PER CAPITA COST COMPONENTS	7
POPULATION PROJECTION.....	7
DEVELOPED PARKS	7
PARK DEVELOPMENT COST PER CAPITA.....	8
DETERMINATION OF THE RESIDENTIAL PARK IMPACT FEE	9
PARK IMPACT FEE COST COMPONENTS.....	9
RESIDENTIAL LAND USE CATEGORIES	10
DWELLING UNIT OCCUPANCY FACTOR	11
RESIDENTIAL PARK IMPACT FEE DETERMINATION.....	12
PROJECTED PARK IMPACT FEE REVENUE.....	13
NEXUS FINDINGS FOR RESIDENTIAL PARK IMPACT FEE.....	14
DETERMINATION OF THE NONRESIDENTIAL PARK IMPACT FEE	16
RESIDENTIAL EQUIVALENT FACTOR.....	16
NONRESIDENT EMPLOYEE FACTOR	17
COST PER EMPLOYEE	17
NONRESIDENTIAL LAND USE CATEGORIES	18
NONRESIDENTIAL PARK IMPACT FEE DETERMINATION	18
NEXUS FINDINGS FOR NONRESIDENTIAL PARK IMPACT FEE.....	19
COMPARISON OF CURRENT AND MAXIMUM PARK IMPACT FEES	21
FEE PROGRAM ADOPTION REQUIREMENTS	22
FEE PROGRAM ADMINISTRATION REQUIREMENTS	23
ACCOUNTING REQUIREMENTS	23
REPORTING REQUIREMENTS	23
ANNUAL INFLATIONARY ADJUSTMENT	25
FEE EXEMPTIONS.....	25
FEE CREDITS.....	25

TABLE OF CONTENTS (CONTINUED)

APPENDICES 26

 APPENDIX A – AGREEMENT IN PRINCIPLE 27

 APPENDIX B – COST ESTIMATES FOR PARK AND RECREATION FACILITIES 29

 APPENDIX C – DISTRICT PARK INVENTORY 31

 APPENDIX D – DISTRICT MAP 32

LIST OF FIGURES

FIGURE 1 – CURRENT PARK IMPACT FEE SCHEDULE.....	4
FIGURE 2 – MAXIMUM PARK IMPACT FEE SCHEDULE.....	5
FIGURE 3 – CURRENT AND PROJECTED DISTRICT POPULATION.....	7
FIGURE 4 – PARK DEVELOPMENT COST PER CAPITA.....	8
FIGURE 5 – PARK IMPACT FEE COST COMPONENTS.....	9
FIGURE 6 – DWELLING UNIT OCCUPANCY FACTOR.....	11
FIGURE 7 – MAXIMUM RESIDENTIAL PARK IMPACT FEE	12
FIGURE 8 – PROJECTED PARK IMPACT FEE REVENUE	13
FIGURE 9 – SUMMARY OF ALLOWABLE AND PROHIBITED USES OF FEE REVENUE	14
FIGURE 10 – RESIDENTIAL EQUIVALENT FACTOR.....	16
FIGURE 11 – NONRESIDENT EMPLOYEE FACTOR	17
FIGURE 12 – COST PER EMPLOYEE	17
FIGURE 13 – MAXIMUM NONRESIDENTIAL PARK IMPACT FEE	19
FIGURE 14 – COMPARISON OF CURRENT AND MAXIMUM PARK IMPACT FEES	21
FIGURE 15 – TYPICAL 5-ACRE NEIGHBORHOOD PARK CONSTRUCTION COSTS.....	29
FIGURE 16 – TYPICAL 20-ACRE CONSTRUCTION PARK CONSTRUCTION COSTS	30
FIGURE 17 – DISTRICT PARK INVENTORY	31

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EXECUTIVE SUMMARY

INTRODUCTION

Since December 1, 2010, the County of Sacramento ("County"), on behalf of the Arcade Creek Recreation and Park District ("District") has imposed a park impact fee on new residential and nonresidential development within the service area of District. The purpose of the park impact fee is to fund the one-time cost of expanding the District's parks and recreational facilities to meet the impact of new development.

The legal and policy basis for imposing the current park impact fee is supported by the District's Park Impact Fee Nexus Study, Revised Final Report dated July 2010, which was approved by the District Board of Directors on July 22, 2010, by Resolution No. 2010-08 and later adopted by the Sacramento County Board of Supervisors on September 14, 2010, by Resolution No. 2010-0714. This fee program was adopted in conjunction with the adoption of similar fee programs for seven other Sacramento County Recreation and Park Districts ("Park Districts" or "RPD"). These RPDs include Carmichael RPD, Fair Oaks RPD, Mission Oaks, North Highlands RPD, Orangevale RPD, Rio Linda Elverta RPD, and Sunrise RPD.

This Park Impact Fee Nexus Study Update ("Nexus Study") was prepared pursuant to the "Mitigation Fee Act," as found in Government Code § 66000 et seq. and Sacramento County Code Chapter 16.155. The purpose of this Nexus Study is to establish the legal and policy basis for the continued imposition and update of the District's park impact fee. For purposes of this Nexus Study, "parks" shall mean mini-parks, neighborhood parks, and community parks. The term "recreational facilities" shall mean, but not be limited to, playground equipment, fields, courts, shade structures, and restroom buildings.

In order to impose such fees, this Nexus Study will demonstrate that a reasonable relationship or "nexus" exists between new development and the need for additional parks and recreational facilities with the District as a result of new development. More specifically, this Nexus Study will present findings in order to meet the substantive requirements of the Act, which are as follows:

- Identify the **purpose** of the fee.
- Identify the **use** to which the fee is to be put.
- Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed ("**benefit relationship**").

- Determine how there is a reasonable relationship between the need for the parks and recreational facilities and the type of development project on which the fee is imposed (“**impact relationship**”).
- Determine how there is a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed (“**proportional relationship**”).

Additionally, the Act specifies that the fee shall not include costs attributable to existing deficiencies in public facilities but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with the general plan.

AGREEMENT IN PRINCIPLE

In late 2009 thru early 2010, the eight RPD administrators, SCI Consulting Group, and Sacramento County Special Districts staff worked closely with the North State Building Industry Association and area developers to establish reasonable park impact fee programs that would serve the RPDs needs and the needs of the development community as well. From these meetings, an Agreement in Principle was reached that outlined a framework for establishing and implementing the park impact fee programs. The Agreement in Principle was subsequently approved by the County Board of Supervisors on March 24, 2010.

The provisions of the Agreement in Principle are summarized below and provided in detail in Appendix A.

1. The park impact fee programs shall be reflective of current average park development costs.
2. In general, the calculation of the average park development cost per acre shall be limited to certain costs and amenities.
3. The park impact fee programs may include a community use facility cost component.
4. The park impact fee programs may include an aquatics facility of equal or lesser cost in lieu of a community use facility.
5. The park impact fee programs shall be based on District Master Plan levels of service.
6. The RPDs shall work with the school district(s) and/or other public entities within their respective boundaries to achieve joint use by combining parks with school and/or other public sites when possible.
7. Implementation of any new infill park fee programs shall be phased.

8. A credit for facilities or improvements constructed in-lieu of the park impact shall be provided based upon the provisions and unit prices in the park impact fee program.

This Nexus Study Update and updated fee program complies with the terms of the Agreement in Principle.

METHODOLOGY / APPROACH

To update the District's park impact fee program consistent with the **substantive requirements** of the Act and the Agreement in Principle, this Nexus Study utilizes a per capita standard-based methodology. Under this method, the cost components are based on the District's level of service ("LOS") standards and defined on a per capita basis. For the residential park impact fee, the total per capita costs are applied to five residential land use categories according to their respective dwelling unit occupancy factor to establish a cost/fee per new dwelling unit. For the nonresidential park impact fee, an equivalent cost per employee is determined and applied to three nonresidential land uses according to their respective employment density factors to establish a cost/fee per square foot of new nonresidential building area.

It is important to note that the maximum park impact fee determined by this Nexus Study is not directly influenced by the level of development in the District. The park impact fee is determined with an open-end approach based on the District's level of service standards rather than a definite facility plan and a definite level of future development. Therefore, if the actual level of development is significantly higher or lower rate than projected, no revision of the park impact fee program would be necessary.

The Nexus Study also details the **procedural requirements** for the adoption of the Nexus Study and updated park impact fee program ("fee program"). Also, the Act contains specific requirements for the **annual administration** of the fee program. These statutory requirements and other important information regarding the imposition and collection of the fee are provided in the last two sections of the Nexus Study.

SUMMARY OF KEY FINDINGS

The following key findings are presented:

1. Park impact fees are needed to ensure that the District can develop park and recreation facilities and improvements needed for the resident and nonresident employee growth created by new development in the communities served by the District.
2. Sacramento County, on behalf of the District, currently imposes the following park impact fees on new residential and nonresidential development in the District's service area.

FIGURE 1 – CURRENT PARK IMPACT FEE SCHEDULE

Land Use Category	Unit ¹	Current Park Impact Fee ²
Single-Family Detached Housing	DU	\$7,322
2 to 4 Unit Attached Housing	DU	\$7,014
5 + Unit Attached Housing	DU	\$5,578
Mobile Homes	DU	\$4,332
Accessory Dwelling Unit	See Note 3	
Retail / Commercial	BSQFT	\$0.52
Office	BSQFT	\$0.84
Industrial	BSQFT	\$0.35

Notes:

¹ DU means dwelling unit; BSQFT means building square feet.

² To become effective March 1, 2021; established by Sacramento County Board of Supervisors on September 4, 2010 by Resolution No. 2010-0714.

³ ADUs 850 square feet or less and multi-bedroom ADUs 1,000 square feet or less are exempt from the park impact fee. For all other ADUs, the park impact fee shall be imposed proportionately in relation to the square footage of the primary dwelling unit.

3. Since 2010, the District has collected \$987,821.92 in park impact fees and has expended \$532,128.57 on various recreational improvements at existing District parks. These improvements include Oakdale Park Soccer Field & Restroom, Oakdale Park Bollard, Jo Smith Pedi Bridge, Hamilton Street Park public water Hookup, playground, restroom improvement and Arcade Creek Park picnic awning. After accounting for interest earned and administrative costs, the District's unexpended park impact fee fund balance was \$450,937.05 as of June 30, 2020.

4. For subdivided residential land, the District receives the dedication of land, payment of fees-in-lieu of land, or combination thereof under the Quimby Act and Sacramento County Code Chapter 22.40.
5. According to the District's adopted Master Plan and the Sacramento County's General Plan, the District's goal is to provide 5.0 acres of neighborhood parks and community for every 1,000 residents.
6. Based on the District's current population and existing park acres, the District's existing level of service is 1.64 acres of developed parks for every 1,000 residents.
7. Consistent with nexus requirements of the Act, this Nexus Study demonstrates that there is a reasonable relationship between new development, the amount of the proposed fee, and parks and recreational facilities funded by the fee.
8. The District may approve, and the County may adopt the fees in Figure 2 at or below the maximum levels determined by this Nexus Study. If the District and County choose to adopt lower fees, the adopted fee for each land use category must be reduced by the same percentage.

FIGURE 2 – MAXIMUM PARK IMPACT FEE SCHEDULE

Land Use Category	Unit ¹	Maximum Park Impact Fee ²
Single-Family Detached Housing	DU	\$6,741
2 to 4 Unit Attached Housing	DU	\$6,467
5 + Unit Attached Housing	DU	\$5,347
Mobile Homes	DU	\$4,936
Accessory Dwelling Unit	See Note 3	
Retail / Commercial	BSQFT	\$0.39
Office	BSQFT	\$0.61
Industrial	BSQFT	\$0.26

Notes:

¹ DU means dwelling unit; BSQFT means building square feet.

² See Figures 7 and 13.

³ ADUs that are 850 square feet or less and multi-bedroom ADUs 1,000 square feet or less are exempt from the park impact fee. For all other ADUs, the park impact fee shall be imposed proportionately in relation to the square footage of the primary dwelling unit.

SUMMARY OF KEY RECOMMENDATIONS

Based on the findings presented in the Nexus Study, the following key recommendations are presented:

1. The park impact fee should be collected from new development in addition to land dedication and in-lieu fees pursuant to the Sacramento County Code Chapter 22.40.
2. The park impact fee should be adopted in accordance with Government Code Sections 66016, 66017, and 66018.
3. The District and the County should comply with the annual reporting requirements under Government Code § 66006(b).
4. Following the fifth fiscal year after the first deposit of fee revenue and every five years thereafter, District and the County should comply with the reporting requirements under Government Code § 66001(d).
5. The cost estimates presented in this Nexus Study are in January 2021 dollars. The adopted park impact fee should be adjusted annually by averaging the net percentage change in the Engineering News-Record Construction Cost Index for San Francisco and the Engineering News-Record 20 U.S. Cities Construction Cost Index for the preceding year.
6. In order to comply with the Act and recent court decisions, a fee credit must be given for demolished existing dwelling units or existing nonresidential building square footage as part of a new development project.

PER CAPITA COST COMPONENTS

The Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the amount of the fee and the cost of the parks and recreational facilities attributable to the new development on which the fee is imposed. This section presents the calculation of the total cost per capita for developed parks based on the District's master plan level of service for such facilities.

POPULATION PROJECTION

Figure 3 presents the District's current and projected population through 2036 for the District. The District's current population is based on projected population figures from the District's 2017 Parks and Recreation Master Plan Update. The District's 2036 population was projected based on the District's recent historical annual growth rate of 0.23% or about 50 housing units per year. As shown below, it is estimated that the District's population, as of January 2021, is approximately 22,216. It is projected that the District will grow by 1,050 residents to a household population of 22,995 by 2036.

FIGURE 3 – CURRENT AND PROJECTED DISTRICT POPULATION

Population Projection	2021	2025	2030	2036	Growth 2021 thru 2036
Arcade Creek RPD	22,216	22,420	22,680	22,995	1,050

Source: Parks and Recreation Master Plan Update 2017-2030

DEVELOPED PARKS

According to the District's Master Plan, neighborhood parks are typically a combination of playground and park designed primarily for non-supervised, non-organized recreational activities. They are typically 2 – 10 acres in size. Community parks, ranging from 10 acres to 100 acres in size, are designed for organized groups or team sports, while also providing facilities for individual and family activities.

The District has two (2) developed neighborhood parks, and one (1) developed community park totaling acres or 1.64 acres for every 1,000 residents. However, the District's adopted Master Plan standard for developed parks is 5.0 acres per 1,000 residents. Therefore, to accommodate the anticipated population growth of 1,050 new residents by 2036, an additional 5.25 acres of developed parks will be required.

To achieve their adopted Master Plan goal, the District will need to fund existing development share of needed parks, and any other improvements not identified, with other funding sources. Other potential sources of funds include, but are not limited to, a general obligation bond measure, state and federal grants, the District's general fund, and existing or new special tax and assessment proceeds, if allowable.

PARK DEVELOPMENT COST PER CAPITA

Figure 4 below calculates the per capita cost of developing new parks in the District. As presented, the 5.0 acres per 1,000 population Master Plan standard is multiplied by the estimated average per acre cost for park development to arrive at a per capita cost. The average park development cost per acre shown represent the weighted average construction cost per acre (in 2021 dollars) for neighborhood and community parks per recent cost estimates.

FIGURE 4 – PARK DEVELOPMENT COST PER CAPITA

Cost Component	Acres per 1,000		Average	Cost per
	Population ¹	Acres per Capita ¹	Development Cost per Acre ²	Capita
	Calc	a	b = a / 1,000	c
		a	b = a / 1,000	c
Developed Parks		5.00	0.00500	\$439,500
				d = b * c
				\$2,197.50

Source: Arcade Creek Recreation and Park District, Master Plan Update 2012

Notes:

¹ Based on District's Master Plan Level of Service.

² See Appendix B.

DETERMINATION OF THE RESIDENTIAL PARK IMPACT FEE

This section presents the calculation of the total cost per capita for parks and recreational facilities. The total cost per capita for each is then applied to five residential land use categories in proportion to the demand they create as measured by their respective dwelling unit occupancy factor.

PARK IMPACT FEE COST COMPONENTS

The figure below summarizes the per capita cost components from the previous section and includes an additional four percent for the administration of the park impact fee program. The fee program administrative cost component is designed to recover the cost collection, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates, and other costs reasonably related to compliance with the Act. In 2010, the District had planned for the construction of a new gymnasium/community center. This facility is no longer part of the District's current long-term facility plan, and therefore, is not included as a cost component in this fee update. As shown, the total per capita cost component is \$2,285.40.

FIGURE 5 – PARK IMPACT FEE COST COMPONENTS

Cost Component	Per Capita Cost
Park Development	\$2,197.50
Fee Program Administration (4%) ¹	\$87.90
Total Cost per Capita	\$2,285.40

Notes:

¹ Collection, accounting, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates and other costs reasonably related to compliance with the Act.

RESIDENTIAL LAND USE CATEGORIES

The Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed. Since the demand for / need for park and recreational services is inherently driven by population and since different residential land uses have varying household occupancies, the residential park impact fee is expressed on a per dwelling unit basis based on their respective dwelling unit occupancy factor for four residential land uses. This Nexus Study also incorporates the addition of another residential unit to a single-family property as a fifth category (labeled as "Accessory Dwelling Unit").

For the purpose of this fee program, a "dwelling unit" means one or more rooms in a building or structure or portion thereof designed exclusively for residential occupancy by one or more persons for living or sleeping purposes and having kitchen and bath facilities.

The five residential land use categories are as follows:

- ***"Single-family detached housing"*** means detached one-family dwelling units;
- ***"2 to 4 unit attached housing"*** means buildings or structures designed for two through four families for living or sleeping purposes and having a kitchen and bath facilities for each family, including two-family, group and row dwelling units;
- ***"5 + unit attached housing"*** means buildings or structures designed for five or more families for living or sleeping purposes and having kitchen and bath facilities for each family, including condominiums and cluster developments;
- ***"Mobile home"*** means a development area for residential occupancy in vehicles which require a permit to be moved on a highway, other than a motor vehicle designed or used for human habitation and for being drawn by another vehicle; and
- ***"Accessory dwelling unit"*** means a dwelling unit, or "granny flat," either a detached or attached dwelling unit, which provides complete, independent living facilities for one or more persons with provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the primary residence.

DWELLING UNIT OCCUPANCY FACTOR

Figure 6 below presents the calculation of the dwelling unit occupancy factor for the four residential land uses. The calculation is based on information from the *2013-2017 American Community Survey 5-Year Estimate* from the 2010 U.S. Census for Census Tracts 74.13,75.03,75.04 and 76.01, which are found to be representative of the boundaries of the District. However, the occupancy density for mobile homes is based on the countywide average due to inadequate sample size.

FIGURE 6 – DWELLING UNIT OCCUPANCY FACTOR

Land Use Categories	Occupied		Total Number of Occupants	Dwelling Unit Occupancy Factor
	Calc	a		
Single-Family Detached Housing		2,952	8,708	2.95
2 to 4 Unit Attached Housing		2,348	6,645	2.83
5 + Unit Attached Housing		2,014	4,705	2.34
Mobile Homes ¹		NA	NA	2.16

Source: 2010 U.S. Census for Census Tracts 74.13,75.03,75.04 and 76.01

Notes:

¹ Occupancy density for mobile homes is based on the countywide average due to inadequate sample size.

RESIDENTIAL PARK IMPACT FEE DETERMINATION

Figure 7 below presents the calculation of the maximum park impact fee. As shown, the per dwelling unit fees for four residential land uses are determined by multiplying the total cost per capita by their respective dwelling unit occupancy factor. The park impact fee for an ADU greater than 850 square feet and a multi-bedroom ADU that is greater than 1,000 square feet shall be imposed proportionately in relation to the square footage of the primary dwelling unit. All other ADUs are exempt from the park impact fee. For example, the calculation of the maximum park impact fee for the construction of a 900 square foot accessory dwelling unit on a single-family parcel with a 2,250 square foot single-family home would be $(900 / 2,250) * \$6,741 = \$2,696$.

The District may approve, and the County may adopt fees lower than the maximum, justified amounts shown below, provided that they are reduced by the same percentage for each land use category.

FIGURE 7 – MAXIMUM RESIDENTIAL PARK IMPACT FEE

Land Use Category	Unit	Total Cost Per Capita ¹	Dwelling Unit	Maximum Park Impact Fee ³
			Occupancy Factor ²	
	Calc	a	b	c = a * b
Single-Family Detached Housing	DU	\$2,285.40	2.95	\$6,741
2 to 4 Unit Attached Housing	DU	\$2,285.40	2.83	\$6,467
5 + Unit Attached Housing	DU	\$2,285.40	2.34	\$5,347
Mobile Homes ¹	DU	\$2,285.40	2.16	\$4,936
Accessory Dwelling Unit ²		NA	NA	See Note 4

Notes:

¹ See Figure 5.

² See Figure 6.

³ Maximum park impact fee is rounded down to the nearest dollar.

⁴ ADUs 850 square feet or less and multi-bedroom ADUs 1,000 square feet or less are exempt from the park impact fee. For all other ADUs, the park impact fee shall be imposed proportionately in relation to the square footage of the primary dwelling unit.

PROJECTED PARK IMPACT FEE REVENUE

Figure 8 projects park impact fee revenue through 2036. Total fee revenue (in 2021 dollars) is estimated by multiplying the total cost per capita by the resident population growth estimated for the period for the District. As shown, it is projected the District may generate approximately \$2.4 million (in 2021 dollars) by 2036. Certainly, arguments can be made for higher or lower population growth. However, the projected population growth and fee revenue are merely estimates for planning purposes. The maximum fee amounts do not depend upon the timing and level of development.

FIGURE 8 – PROJECTED PARK IMPACT FEE REVENUE

Land Use Category	Total Cost per Capita ¹	Projected Population Growth (2036) ²	Projected Park Impact Fee Revenue (2021\$)
Calc	a	b	c = a * b
Residential Development	\$2,285.40	1,050	\$2,399,670

Notes:

¹ See Figure 5.

² See Figure 3.

The fee revenue must be deposited into a separate park impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the County.

The fee revenue will be restricted to the funding of new or expanded parks and recreational facilities that add to the park and recreational service capacity of the District. Additionally, the use of fee proceeds for rehabilitation of existing parks and recreational facilities is limited in that they may only cover the portion of an improvement that expands service capacity. For example, if the District planned to replace a shade structure with an existing park with a significantly larger shade structure, park impact fee proceeds could fund the portion equal to the percentage increase in the square footage of the larger shade structure, or by another reasonable measurement of capacity. (See Figure 9 for more information.)

Fee revenue will also be used to cover fee program administration costs such as collection, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates, and other costs reasonably related to compliance with the Act.

Fee revenue may not be used to fund 1) the renovation or replacement of existing facilities and 2) operational, maintenance or repair costs.

NEXUS FINDINGS FOR RESIDENTIAL PARK IMPACT FEE

This section summarizes the nexus findings required to demonstrate the legal justification of the residential park impact fee.

PURPOSE OF THE FEE

The purpose of the residential park impact fee is to fund new or expanded parks and recreational facilities, to meet the needs of the new resident population generated by new residential development in the District.

USE OF FEE REVENUE

Park impact fee revenue will be used to fund the development and/or acquisition of new or expanded parks and recreational facilities to serve new development. A summary of the allowable and prohibited uses of the fee revenue is provided in figure 9 below.

FIGURE 9 – SUMMARY OF ALLOWABLE AND PROHIBITED USES OF FEE REVENUE

<u><i>Allowable Uses</i></u>	<u><i>Prohibited Uses</i></u>
<ul style="list-style-type: none"> ▪ <i>The cost of new or expanded parks and recreational facilities (100%)</i> ▪ <i>The cost of new recreational facilities in <u>existing</u> parks that that expand service capacity (100%)</i> ▪ <i>Parks and recreational facility costs already incurred that provide growth-related capacity (100%)</i> ▪ <i>The proportional cost of parks and recreational facility renovation projects that expand service capacity</i> ▪ <i>Collection, accounting, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates, and other costs reasonably related to compliance with the Act.</i> 	<ul style="list-style-type: none"> ▪ <i>Existing deficiencies, such as renovation or replacement of existing recreational facilities that do not expand service capacity</i> ▪ <i>Parkland acquisition, construction of indoor community use facilities, swimming pools, and purchase or lease of vehicles.¹</i> ▪ <i>Operational, maintenance or repair costs</i>

¹ Swimming pool and community use facility construction costs are a prohibited use of fee revenue under this proposed fee program. However, in a future fee program update, the District may include a community use facility cost component or an aquatics facility cost component of equal or lesser cost in lieu of a community use facility cost component.

BENEFIT RELATIONSHIP

The fee will be collected as development occurs. To maintain its level of park and recreation services, fee revenue will be used to fund new and expand the parks and recreational facilities, to meet the additional demand generated by the new residents created by new development projects.

Fee revenue will be deposited into a separate park impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the District or County. The fee revenue will be restricted to the uses described in the “Use of Fee Revenue” finding. These actions ensure that a development project paying the park impact fee will benefit from its use.

IMPACT RELATIONSHIP

Since the need for park and recreational services is inherently population-driven, new residential development in the District will generate the need for new park and recreational services and the corresponding need for various facilities. The need is measured in proportion to average household occupancy for five residential land use categories. The District’s Master Plan park standard is 5.0 improved park acres for every 1,000 residents. The fees’ use (funding new or expanded parks and recreational facilities) is therefore reasonably related to the type of project (new residential development) upon which it is imposed.

PROPORTIONALITY

The amount of park and recreational facilities needed to serve a unit of development is based on the District’s LOS standard for such facilities. The cost of new and expanded parks and recreational facilities, community use facilities, and fee program administrative costs are defined on a cost per capita basis. These per capita costs are then applied to five residential land use categories based on their respective dwelling unit occupancy factor.

The use of average dwelling unit occupancy for five residential land use categories to determine the park impact fee schedule achieves proportionality across the types of development on which the fee is imposed. In general, a single-family home will generate a higher number of persons than a multifamily unit, and as a result, will pay a higher fee. Thus, the application of the park impact fee schedule to a specific project ensures a reasonable relationship between the fee and the cost of the parks and recreational facilities attributable to that residential development project.

DETERMINATION OF THE NONRESIDENTIAL PARK IMPACT FEE

In addition to the residents of the District, employees who work in the District also use and place demands upon the District's park facilities. Just as future growth in the residential population will impact park facilities, future growth in the District's employee population will also impact park facilities and additional parks, and recreational facilities are required for the future growth in employees within the District. Therefore, this section determines a park impact fee for nonresidential land uses.

RESIDENTIAL EQUIVALENT FACTOR

Employees use park and recreational facilities in a variety of ways. They participate in lunchtime activities, gym use, community center functions, before-work and after-work group functions, weekend company functions, company-sponsored sports leagues, lunchtime trail use, etc. However, one employee is generally not considered to have the same demand for or impact upon park facilities as one resident. Therefore, this Nexus Study utilizes a residential equivalent factor which is determined by the number of hours an employee is within the District divided by the number of hours in a year available to a full-time employee to use the District's park and recreation facilities while in the District as the ratio of the demand one employee will have on park facilities, as compared to one resident.

In general, residents of the District can use the District's park and recreation facilities year-round. Conversely, park and recreation facility use by employees in the District is generally limited to shorter periods before and after work and during lunch or break times. This time available for park usage within the District is estimated to be 2 hours per day, 5 days per week. In order to establish an employee park usage factor of equivalence with residents, each resident is assumed to be able to use parks 16 hours per day, 365 days per year. Thus, for purposes of this Nexus Study, one employee is considered to have the equivalent park facilities demand of 0.09 residents, as shown in figure 10 below.

FIGURE 10 – RESIDENTIAL EQUIVALENT FACTOR

Total Park Hours Available per Year ¹	5,840
Hours Available to Employees per Year for Park Use ²	520
Residential Equivalent Factor	0.09

Notes:

¹ 365 days per year, 16 hours per day.

² 52 weeks per year, 5 days per week, 2 hours per day out of a 10 hour day.

NONRESIDENT EMPLOYEE FACTOR

In order to measure the impact from nonresident employees that do not live in the District, a nonresident employee factor is determined using figures from the 2000 U.S. Census for census tracts 74.13,75.03,75.04, and 76.01. (Unfortunately, the 2010 U.S. Census does not provide similar data.) This factor was not included in the 2010 park impact fee program. As shown below, of the 8,207 employees who worked in the District in 2000, 6,980 were not residents of the District. Therefore, for purposes of this Nexus Study, it is assumed that 85 percent of employees generated by new nonresidential development with the District will reside outside the District. 2000 Census figures are found to be reasonably representative of the same ratio today.

FIGURE 11 – NONRESIDENT EMPLOYEE FACTOR

	Calc	
Work In Place of Residence	a	1,227
Work Outside Place of Residence	b	6,980
Total Workers in Place	$c = a + b$	8,207
Nonresident Employee Factor	$d = b / c$	0.85

Source: 2000 U.S. Census for Census Tracts 74.13,75.03,75.04, and 76.01

COST PER EMPLOYEE

Figure 12 below presents the calculation of the cost per nonresident employee based on the per capita cost multiplied by the residential equivalent factor and nonresident employee factor. As shown, the cost per nonresident employee is \$173.07, or the equivalent of 7.6% of the per capita cost for a District resident.

FIGURE 12 – COST PER EMPLOYEE

Land Use	Per Capita Costs ¹	Residential	Nonresident	Cost per Employee
		Equivalent Factor ²	Employee Factor ³	
Calc	a	b	c	$d = a * b * c$
Nonresidential	\$2,285.40	0.09	0.85	\$173.07

Notes:

¹ See Figure 5

² See Figure 10

³ See Figure 11

NONRESIDENTIAL LAND USE CATEGORIES

As mentioned earlier, the Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed. Since nonresidential land uses have varying employment densities, the nonresidential park impact fee is expressed on a per square footage basis based on their respective employment density for three nonresidential land use categories.

Pursuant to County Code Section 16.155.020, nonresidential development means a permit for the original construction or installation of three categories of structures, including retail and commercial, office, and industrial or similar nonresidential occupancy. These categories are defined below.

- *“Retail / Commercial”* means buildings to be used for retail, general commercial, hotel/motel, private school, and similar nonresidential occupancy.
- *“Office”* means a building to be used for general business services, professional office, medical office, and similar nonresidential occupancy.
- *“Industrial”* means a building to be used for manufacturing, fabrication, assembly, storage, distribution, and similar nonresidential purposes.

The nonresidential fee shall be charged for “covered and enclosed space” within the perimeter of a nonresidential structure. Any storage areas incidental to the principal use of the development, garages, parking structures, unenclosed walkways, or utility or disposal areas shall not be subject to the fee.

NONRESIDENTIAL PARK IMPACT FEE DETERMINATION

In order to determine the nonresidential park impact fees, the cost per employee is applied to the three nonresidential land uses by their employment density to arrive at nonresidential park impact fees per square foot. The nonresidential park impact fees for retail/commercial, office, and industrial land uses are shown in Figure 13 on the following page. The District may approve, and the County may adopt fees lower than the maximum amounts justified by this Nexus Study provided that they are reduced by the same percentage for each land use category.

FIGURE 13 – MAXIMUM NONRESIDENTIAL PARK IMPACT FEE

Nonresidential Land Use Category	Cost per	Employees per	Maximum
	Employee ¹	1,000 Sq. Ft. ²	Nonresidential Park Impact Fee ³
Calc	a	b	c = a / (1,000 / b)
Retail / Commercial	\$173.07	2.25	\$0.39
Office	\$173.07	3.50	\$0.61
Industrial	\$173.07	1.50	\$0.26

Notes:

¹ See Figure 12.

² Employment density figures based on the SCAG "Employment Density Study" dated October 31, 2001 prepared by The Natelson Company, Inc.

³ Fee is rounded to the nearest cent.

The employment density figures are based on the commonly cited Southern California Association of Government ("SCAG") "Employment Density Study" dated October 31, 2001, prepared by The Natelson Company, Inc. The previous employment density figures were based on a now outdated San Diego Association of Governments ("SANDAG") Traffic Generator Study. All density figures are expressed in terms of the number of employees per 1,000 square feet of building area. For the purpose of this Nexus Study, these figures are considered to be representative of the employment density of future nonresidential development.

NEXUS FINDINGS FOR NONRESIDENTIAL PARK IMPACT FEE

This section summarizes the nexus findings required to demonstrate the legal justification of the nonresidential park impact fee.

PURPOSE OF THE FEE

The purpose of the nonresidential park impact fees is to fund new or expanded parks and recreational facilities, to meet the needs of new employees created by new nonresidential development within the District.

USE OF FEE REVENUE

Park impact fee revenue will be used to fund the development and/or acquisition of new or expanded parks and recreational facilities to serve new nonresidential development. A summary of the allowable and prohibited uses of the fee revenue is provided in Figure 9 previously.

BENEFIT RELATIONSHIP

The fee will be collected as new nonresidential development occurs. Fee revenue will be used to fund new and expanded parks and recreational facilities to meet the additional demand generated by the employees created by new development projects. Fee revenue will be deposited into a separate park impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to the uses described in the "Use of Fee Revenue" finding. These actions ensure that a nonresident development project paying the park impact fee will benefit from its use.

IMPACT RELATIONSHIP

Since the need for park and recreational services is inherently service population-driven, new nonresidential development will generate additional demand for park services and the associated need for new or expanded parks and recreational facilities. The demand is measured in proportion to the residential equivalent factor, the nonresident employee factor, and the average employment density for retail/other commercial, office, and industrial land use categories. The fees' use (funding new or expanded parks and recreational facilities) is therefore reasonably related to the type of project (new nonresidential development) upon which it is imposed.

PROPORTIONALITY

The amount of park and recreational facilities needed to serve a unit of nonresidential development is determined by dividing the cost per employee by the employment density for retail/other commercial, office, and industrial land uses.

The use of employment density to determine the nonresidential park impact fee schedule achieves proportionality across the types of nonresidential development on which the fee is imposed. In general, an office will generate a higher number of employees than an industrial facility on a square footage basis, and as a result, will pay a higher fee. Thus, the application of the park impact fee schedule to a specific nonresidential project ensures a reasonable relationship between the fee and the cost of the parks and recreational facilities attributable to that nonresidential development project.

COMPARISON OF CURRENT AND MAXIMUM PARK IMPACT FEES

The figure below compares the current park impact fee schedule, to be adjusted on March 1, 2021, with the maximum park impact fee schedule justified by this Nexus Study. The decrease is largely due to no community use facilities cost component and the addition of the nonresident employee factor for the nonresidential park impact fees. The increase in mobile homes is due to an increase in the dwelling unit occupancy factor from 1.63 persons per mobile home in 2010 to the countywide average of 2.16 persons per mobile home in 2021.

FIGURE 14 – COMPARISON OF CURRENT AND MAXIMUM PARK IMPACT FEES

Land Use Category	Unit ¹	Current Park	Maximum	\$ Change	% Change
		Impact Fee ²	Park Impact Fee		
	Calc	a	b	c = a - b	d = c / a - 1
Single-Family Detached Housing	DU	\$7,322	\$6,741	(\$581)	-7.9%
2 to 4 Unit Attached Housing	DU	\$7,014	\$6,467	(\$547)	-7.8%
5 + Unit Attached Housing	DU	\$5,578	\$5,347	(\$231)	-4.1%
Mobile Homes	DU	\$4,332	\$4,936	\$604	13.9%
Accessory Dwelling Unit			----- See Note 3 -----		
Retail / Commercial	BSQFT	\$0.52	\$0.39	(\$0.13)	-25.0%
Office	BSQFT	\$0.84	\$0.61	(\$0.23)	-27.4%
Industrial	BSQFT	\$0.35	\$0.26	(\$0.09)	-25.7%

Notes:

¹ DU means dwelling unit; BSQFT means building square feet.

² To become effective March 1, 2021; established by Sacramento County Board of Supervisors on September 4, 2010 by Resolution No. 2010-0714.

³ ADUs that are 850 square feet or less and multi-bedroom ADUs 1,000 square feet or less are exempt from the park impact fee. For all other ADUs, the park impact fee shall be imposed proportionately in relation to the square footage of the primary dwelling unit.

FEE PROGRAM ADOPTION REQUIREMENTS

The following is a summary of the statutory procedural requirements for adoption of the fee program by the County Board of Supervisors on behalf of the District. The specific statutory procedural requirements for the adoption of the fee program may be found in the California Government Code Sections 66016, 66017 and 66018, and County Code Chapter 16.155.

1. The Board of Supervisors shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the requested fee program.
2. At least 14 days before the meeting, the County shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least ten days before the meeting, the County shall make available to the public the Nexus Study for review.
4. At least ten days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication, not counting such publication dates.
5. After the public hearing, the County Board of Supervisors shall adopt a resolution updating the proposed fee program on behalf of the District.
6. The fee shall become effective 60 days after the adoption of the resolution or longer as specified by the resolution.

FEE PROGRAM ADMINISTRATION REQUIREMENTS

This section summarizes the statutory requirements and general recommendations for the annual administration of the park impact fee program. The specific statutory requirements for the administration of the fee program may be found in California Govt. Code § 66000 et seq.

ACCOUNTING REQUIREMENTS

Proceeds from the park impact fee should be deposited into a separate fund or account so that there will be no commingling of fees with other revenue. The park impact fees should be expended solely for the purpose for which they were collected. Any interest earned by such account should be deposited in that account and expended solely for the purpose for which originally collected.

REPORTING REQUIREMENTS

The following information, entitled "*Annual Report*," must 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 and County shall review the Annual Report at the next regularly scheduled public meeting, not less than 15 days after the Annual Report is made available to the public. Notice of the time and place of the meeting, including the address where this information may be reviewed, shall be mailed, at least 15 days prior to the meeting, to any interested party who files a written request with the County for mailed notice of the meeting. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The District Board may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service.

For the fifth fiscal year following the first receipt of any park impact fee proceeds, and every five years thereafter, the District must comply with Government Code Section 66001(d)(1) by affirmatively demonstrating that the District still needs unexpended park impact fees 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. Specifically, the District shall 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.

The County shall provide for the refund of all or any part of such unexpended or unappropriated fee revenue, together with any actual interest accrued thereon, in the manner described in Government Code § 66001 (e) of the, to the current record owner of any property for which a fee was paid; provided that if the administrative costs of refunding such fee revenue exceed the amount to be refunded.

ANNUAL INFLATIONARY ADJUSTMENT

All costs and the associated park impact fees determined by this Nexus Study are in January 2021 dollars. Pursuant to County Municipal Code Section 16.155.190, the park impact fee shall be adjusted with notice to the District Administrators automatically without any further action by the Board of Supervisors on March 1 by averaging the net percentage change Engineering News-Record Construction Cost Index for San Francisco and the 20 U.S. Cities Index for the preceding year.

FEE EXEMPTIONS

Pursuant to County Municipal Code Section 16.155.150, the following are exempted from payment of the fee:

- Any replacement or reconstruction of an existing dwelling unit; and
- Additions to single-family residential structures provided no change in use occurs and a second full kitchen is not added; and
- Additions to multifamily residential structures that do not create additional units; and
- Supporting use square footage in multifamily projects, such as the office and recreation areas required to directly serve the multifamily project; and
- Nonhabitable residential structures such as decks, pools, pool cabanas, sheds, garages, etc., and
- Construction of ADUs that are 850 square feet or less and multi-bedroom ADUs that are 1,000 square feet or less; and
- Mobile or manufactured homes with no permanent foundation.

FEE CREDITS

Pursuant to County Municipal Code § 16.155.170, the Act, and recent court cases, the following circumstances must receive a fee credit:

- Demolished existing dwelling units or building square footage as part of a development project.
- If a developer dedicates land or builds specific park facilities under a turn-key agreement, the fee imposed on that development project may be adjusted to reflect a credit for the parks and recreational facilities constructed.

APPENDICES

Appendix A – Agreement-In-Principle

Appendix B – Cost Estimates for Parks and Recreational Facilities

Appendix C – Inventory of District Park Facilities

Appendix D – District Map

APPENDIX A – AGREEMENT IN PRINCIPLE

1. The estimate of costs within the eight proposed park fee programs relating to infill development shall be reflective of current average park construction costs. The park districts will compare recent cost estimates and bids to the cost estimates within the proposed fee programs and adjust the fee programs as appropriate to reflect current costs, taking into consideration the highs and lows of the recently volatile bid climate for public construction projects.
2. In general, the average park development cost component within the proposed fee programs of the park districts may include the following costs and amenities (as appropriate to park size and function per park district master plans)
 - Reasonable design, engineering, fees, and soft costs
 - On-site improvements including site grading, utility connections, soil preparation and amendments, lighting, automatic irrigation, planting, and concrete pathways
 - Street frontage and off-street parking
 - Children's play area
 - Shade structure(s)
 - Picnic Area(s)
 - Restroom(s)
 - Regulation or practice field or court facility(s)
3. All costs will be periodically adjusted based on an agreed-upon construction cost index.
4. Park impact fee programs may include a community center facility cost component. Construction of community centers will be phased depending on the availability of funding from anticipated sources, including park impact fees. Park impact fee programs can only charge new development for its fair share of the cost for community centers. The park districts will need to fund the remaining costs for community centers from other sources.
5. At the discretion of each park district, proposed park fee programs may include in its park fee program proposal an aquatics facility of equal or lesser cost in lieu of a community center facility. Construction of aquatics facilities will be phased depending on the availability of funding from anticipated sources, including park fees. The Fee Programs can only charge new development for its fair share of the cost for such aquatic facilities based on a cost equal or lesser than a community center. The Districts will need to fund the remaining costs for aquatics facilities from other sources.

6. The Fee Programs shall be based on each park district's master plan level of service ("LOS"), which is 5.0 acres of parks per 1,000 residents for each district except for Sunrise RPD (Foothill Farms) with a LOS of 4.5 acres of parks per 1,000 residents.
7. The Districts shall work with the school district(s) and/or other public entities within their respective boundaries to achieve joint use by combining parks with school and/or other public sites when possible.
8. Implementation of any new infill park fee programs shall be phased. The parties have discussed a three-year phasing plan similar to the phasing plan for the recently adopted transportation impact fee adjustment (that specified one-third of the justified fee implemented upon adoption and increased an additional one-third each subsequent year until full implementation).
9. If a development project is conditioned (or otherwise agreement is achieved by mutual consent between the developer and park district) to construct park and recreation facilities or improvements that are included within an implemented park fee program, a credit for such facilities or improvements constructed shall be provided based upon the provisions and unit prices in the park fee program. A development project shall not be conditioned to construct park and recreation facilities that are not included within the proposed fee program unless a funding source is identified and credit for such facilities or improvements constructed is provided, and there is a mutual agreement between the developer and the park district.

APPENDIX B – COST ESTIMATES FOR PARK AND RECREATION FACILITIES

FIGURE 15 – TYPICAL 5-ACRE NEIGHBORHOOD PARK CONSTRUCTION COSTS

Item	Units		Unit Cost ¹	2021 \$ ¹
	Calc	a	b	c = a * b
Basic Park Development		5 acre	\$283,000	\$1,415,000
Parking Lots		20 stall	\$4,000	\$80,000
Soccer Field		1 each	\$16,000	\$16,000
Restroom Building		1 each	\$310,300	\$310,300
Playground Equipment - Large		1 each	\$374,500	\$374,500
Basketball Court (1/2 Court)		1 each	\$48,100	\$48,100
Shade Structure - Large (50 people)		1 each	\$96,600	\$96,600
Total Project Cost				<u>\$2,340,500</u>
Average Cost Per Acre (rounded)				\$468,000

Sources: County of Sacramento and SCI Consulting Group

Notes:

¹ Based on park and recreation capital improvement estimates for the Florin Vineyard Community Plan as of January 1, 2019 and adjusted 5.9% for cost inflation based on the average change in ENR CCI SF from January 2019 (12114.87) to January 2021 (13097.91) and the ENR CCI 20-Cities from January 2019 (11206) to January 2021 (11628).

FIGURE 16 – TYPICAL 20-ACRE CONSTRUCTION PARK CONSTRUCTION COSTS

Item	Units		Unit Cost ¹	2021 \$ ¹
	Calc	a	b	c = a * b
Basic Park Development		20 acre	\$224,600	\$4,492,000
Playground Equipment - Small		2 each	\$187,200	\$374,400
Playground Equipment - Large		1 each	\$374,500	\$374,500
Soccer Field		2 each	\$16,000	\$32,000
Youth Baseball / Softball Fields		3 each	\$64,200	\$192,600
Tennis Court with Fence (Set of 2)		4 each	\$107,000	\$428,000
Sports Lighting		1 each	\$41,700	\$41,700
Basketball Court (1/2 Court)		3 each	\$48,100	\$144,300
Shade Structure - Large (50 people)		2 each	\$96,600	\$193,200
Shade Structure - Small (25 people)		2 each	\$49,400	\$98,800
Restroom Building		4 each	\$310,300	\$1,241,200
Parking Lots		150 stall	\$4,000	\$600,000
Total Project Cost				<u>\$8,212,700</u>
Average Cost Per Acre (rounded)				\$411,000

Sources: County of Sacramento and SCI Consulting Group

Notes:

¹ Based on park and recreation capital improvement estimates for the Florin Vineyard Community Plan as of January 1, 2019 and adjusted 5.9% for cost inflation based on the average change in ENR CCI SF from January 2019 (12114.87) to January 2021 (13097.91) and the ENR CCI 20-Cities from January 2019 (11206) to January 2021 (11628).

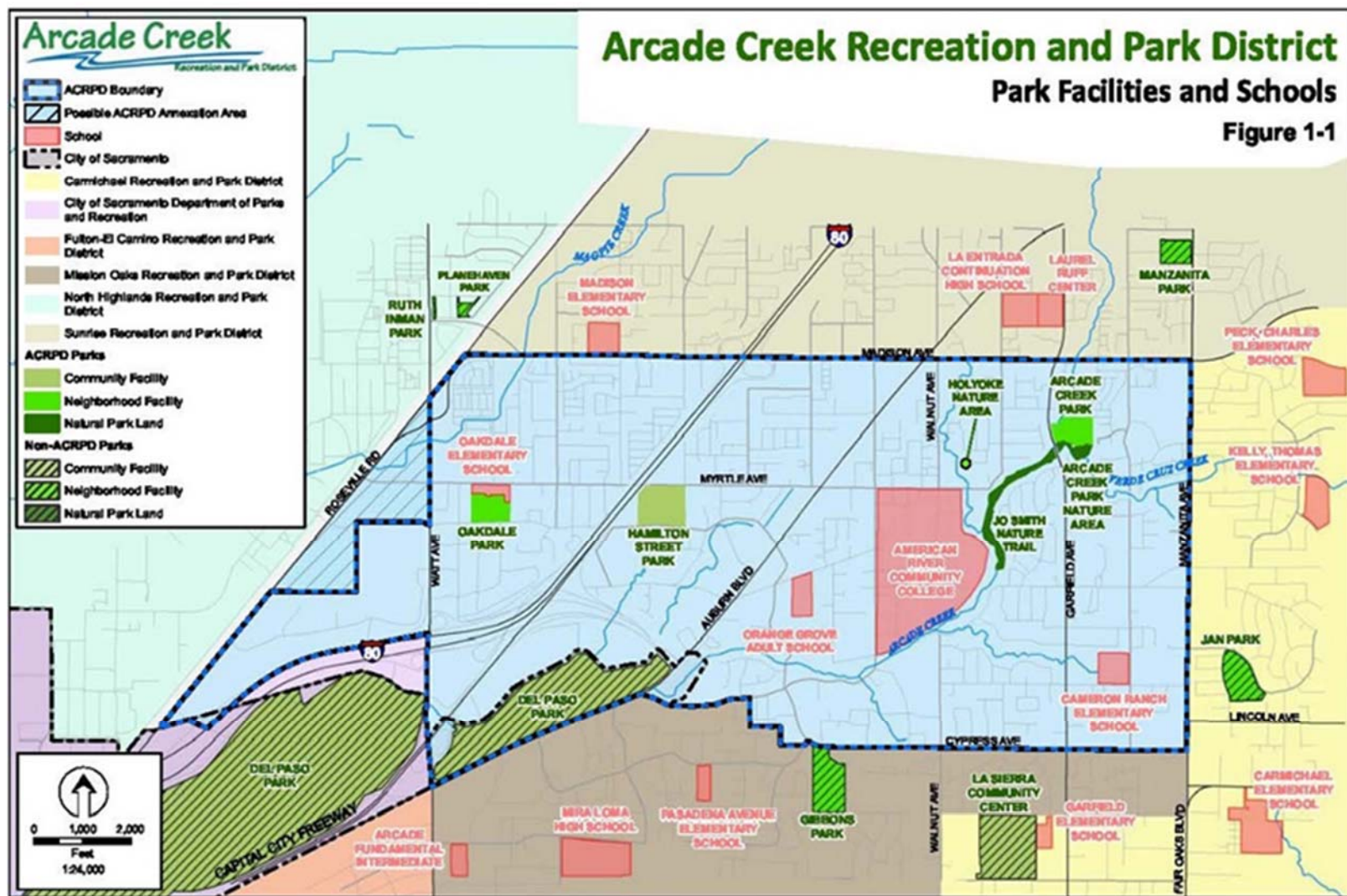
APPENDIX C – DISTRICT PARK INVENTORY

FIGURE 17 – DISTRICT PARK INVENTORY

Name of Park / Area	Total Acres	Improved Acres	Unimproved Acres
Arcade Creek Park	9.05	9.05	
Arcade Creek Nature Area	2.15		2.15
Hamilton Street Park	17.02	17.02	
Jo Smith Nature Trail	9.90		9.90
Oakdale Park	10.00	10.00	
Total Parks	48.12	36.07	12.05

Source: Arcade Creek Recreation and Park District, Parks and Recreation Master Plan Update 2017-2030

APPENDIX D – DISTRICT MAP



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**RESOLUTION NO. 2021-06
OF THE BOARD OF DIRECTORS
OF THE ARCADE CREEK RECREATION AND PARK DISTRICT**

**RESOLUTION APPROVING THE ARCADE CREEK RECREATION AND
PARK DISTRICT PARK IMPACT FEE NEXUS STUDY UPDATE AND
REQUESTING THE SACRAMENTO COUNTY BOARD OF SUPERVISORS
ADOPT AND IMPLEMENT THE UPDATED PARK IMPACT FEE PROGRAM
ON BEHALF OF THE DISTRICT**

WHEREAS, the Board of Directors (“the District Board”) of the Arcade Creek Recreation and Park District (“District”) has determined that current park and recreational facilities will not be adequate for future population growth; and

WHEREAS, AB 1600 was adopted and codified in California Government Code Section 66000 et seq. allowing the establishing, increasing, or imposing of a development fee as a condition of approval where the purpose and use of the fee were identified, and reasonable relationship to the development project was demonstrated; and

WHEREAS, the District Board approved the District’s current park impact fee program on July 22, 2010, by their Resolution No. 2010-08; and

WHEREAS, the Sacramento County Board of Supervisors (“County Board”) established the District current park impact fee program on September 14, 2010, by their Resolution No. 2010-0714; and

WHEREAS, the Board has received and considered the Park Impact Fee Nexus Study Update prepared by SCI Consulting Group dated February 2021 (“Nexus Study Update”) that provides all information necessary to meet the requirements of California Government Code Section 66000 et al.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Arcade Creek Recreation and Park District that:

- 1) The Board hereby receives and approves the Nexus Study Update.
- 2) After considering the Nexus Study Update, this Resolution, and after considering the public testimony, the Board hereby makes the following findings;
 - a) The park impact fees justified by the Nexus Study Update and approved pursuant to this Resolution are for the purpose of funding the cost of new or expanded parks and recreational facilities to meet the needs of the resident population and nonresident employees generated by new development in the District; and
 - b) The park impact fees justified by the Nexus Study Update and approved pursuant to this Resolution will be used to fund the cost of new or expanded

park and recreation facilities and administrative costs associated with the park impact fee program; and

- c) The uses of the park impact fees justified by the Nexus Study Update and approved pursuant to this Resolution are reasonably related to the types of development projects on which the fees are imposed in that fee revenue will be used to fund new and expanded parks and recreational facilities to meet the additional demand generated by the residents and nonresident employee created by new development. Fee revenue will be deposited into a separate park impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to the allowable uses described in Nexus Study Update. These actions ensure that a new development project paying the park impact fee will benefit from its use; and
- d) The park impact fees justified by the Nexus Study Update and approved pursuant to this Resolution bear a reasonable relationship to the need for park and recreational facilities in that each new development project will generate additional need for park and recreational services and the associated need for park and recreational facilities. The need is defined by the District's level of service standards for such facilities; and
- e) The Nexus Study Update demonstrates that there is a reasonable relationship between the amount of the park impact fee and the cost of the park and recreation facilities attributable to the development on which the fee is imposed. For residential park impact fees, park and recreational facility costs are defined on a per capita basis and applied to five residential land use categories according to their respective average household population. For nonresidential park impact fees, costs are defined on a per employee basis based on a residential equivalent factor and nonresident employee factor and then applied to three nonresidential land use categories according to their respective average employment density.

- 3) The Board does hereby approve the following updated park impact fees.

ACRPD Proposed Park Impact Fee Schedule

Land Use Category	Unit¹	Proposed Park Impact Fee
Single-Family Detached Housing	DU	\$6,741
2 to 4 Unit Attached Housing	DU	\$6,467
5 + Unit Attached Housing	DU	\$5,347
Mobile Homes	DU	\$4,936
Accessory Dwelling Unit	See Note 2	
Retail / Commercial	BSQFT	\$0.39
Office	BSQFT	\$0.61
Industrial	BSQFT	\$0.26

Notes:

¹ DU means dwelling unit; BSQFT means building square feet.

² ADUs that are 850 square feet or less and multi-bedroom ADUs 1,000 square feet or less are exempt from the park impact fee. For all other ADUs, the park impact fee shall be imposed proportionately in relation to the square footage of the primary dwelling unit.

- 4) The Board finds pursuant to the California Environmental Quality Act (“CEQA”), this action is not a “project” because the Resolution provides a mechanism for funding the acquisition and development of park and recreational facilities but does not involve a commitment to any specific project for such purposes that may result in a potentially significant impact on the environment. (CEQA Guidelines § 15378.)
- 5) Pursuant to County Municipal Code Section 16.155.190, the park impact fee shall be adjusted with notice to the District automatically without any further action by the Board of Supervisors on March 1 by averaging the net percentage change Engineering News-Record Construction Cost Index for San Francisco and the 20 U.S. Cities Index for the preceding calendar year.
- 6) If any portion of this Resolution is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution.

BE IT FURTHER RESOLVED that the District Board formally requests that the County Board adopt and implement the updated park impact fee program on behalf of the District.

PASSED AND ADOPTED this 17th day of June 2021, by the following vote:

AYES :

NOES:

ABSENT:

ABSTAIN:

Chairperson – Alex Vassar

Secretary Board of Directors

Arcade Creek Recreation and Park District

MEETING DATE: June 17, 2021

AGENDA ITEM: a

General discussion on topics for future meetings