NOTICE: ***THIS MEETING WILL BE HELD IN ACCORDANCE WITH THE GOVERNOR'S NEW EXECUTIVE ORDER N-29-20, ISSUED ON MARCH 17, 2020, REGARDING THE OPEN MEETING REQUIREMENTS OF THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE SECTION 54950, ET SEQ.), AND THE FEDERAL AMERICANS WITH DISABILITIES ACT IN AN EFFORT TO HELP AVOID THE SPREAD OF COVID-19, TO MAXIMIZE TRANSPARENCY, AND PROVIDE PUBLIC ACCESS TO CITY COUNCIL MEETINGS.***

THE CITY OF RIVERBANK REGULAR CITY COUNCIL AND LOCAL REDEVELOPMENT AUTHORITY BOARD MEETINGS

(City Council also serves as the LRA Board)

TUESDAY, AUGUST 25, 2020 – 6:00 P.M.

VIA TELECONFERENCE OR VIRTUAL PLATFORM ONLY – NO OPEN PUBLIC LOCATION

(CITY HALL IS LOCATED AT 6707 THIRD STREET, RIVERBANK. CA 95367)

A G E N D A

(THE AGENDA PACKET IS AT HTTP://WWW.RIVERBANK.ORG/AGENDACENTER)

CALL TO ORDER: Mayor/Chair Richard D. O'Brien

FLAG SALUTE: Mayor/Chair Richard D. O'Brien

INVOCATION: Riverbank Ministerial Association

ROLL CALL: Mayor/Chair Richard D. O'Brien
Vice Mayor/Chair Luis Uribe (CM-D1)
Council/Authority Member District 2 Cindy Fosi
Council/Authority Member District 3 Cal Campbell
Council/Authority Member District 4 Darlene Barber-Martinez

CHANGES TO THE AGENDA: Mayor/Chair Richard D. O'Brien

CONFLICT OF INTEREST

Any Council/Authority Member or Staff who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time.

1. PRESENTATIONS

Item 1.1: Recycled Water / Wastewater Master Plan Status Update

2. PUBLIC COMMENTS (No Action Can Be Taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the City Council/LRA Board. Individual comments will be limited to a **maximum of 3 minutes or as stated by the presiding Officer.** Under State Law, matters presented during the public comment period cannot be discussed or acted upon.

Refer to Page 6 for the public comment instructions.

3. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council/LRA Board unless requested by an individual Council/Authority Member or member of the public for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by motion of the City Council/LRA Board.

Item 3.A: Waive Readings. All Readings of ordinances and resolutions, except by title, are waived.

Item 3.B: A **Resolution** Adopting by Reference Fair Political Practices Commission Title 2, Division 6, California Code Sections 18730 and 18730.1; the 2020 Conflict of Interest Code List of Designated City Positions; and the Related Economic Interest Disclosure Categories.

Item 3.C: A **Resolution** to Affirm the CARES Coronavirus Relief Fund (CRF) Allocation Spending Plan.

Recommendation: Approval of the Consent Calendar items by roll call vote.

4. UNFINISHED BUSINESS

There are no items to consider.

5. PUBLIC HEARINGS

There are no items to consider.

6. NEW BUSINESS

Item 6.1: **Citywide Park Master Plan Final Draft Presentation** – It is recommended that the City Council receive the presentation of the final draft of the City's Citywide Park Master Plan and provide direction. With its acceptance, it is further recommended, that a resolution approving the Master Plan would then be developed and scheduled for adoption at the September 22, 2020 City Council meeting.

Item 6.2: **Authorization for Peace Officer Memorial – Volunteer Project** – It is recommended that the City Council authorize a Peace Officer Memorial Plaque to be placed at the Police Department by volunteer Joey Timpone and staff.

Item 6.3: **A Resolution Authorizing the Approval of a Subrecipient Agreement between the City of Riverbank and the County of Stanislaus for the Community Development Block Grant Program for FY 2020-2021** – It is recommended that the City Council authorize the approval of a Subrecipient Agreement between the City of Riverbank and the County of Stanislaus for the Community Development Block Grant Program for FY 2020-2021.

Item 6.4: **A Resolution Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto from 2020 Community Development Block Grant Program – Coronavirus Response Round 1 (CDBG-CV1) NOFA Dated June 5, 2020** – It is recommended that the City Council consider approving a resolution authorizing the submittal of a grant application and the execution of a grant agreement and any amendments thereto (if awarded) for the 2020 Community Development Block Grant Program – Coronavirus Response Round 1 (CDBG-CV1) Notice of Funding Availability.

Item 6.5: **A Resolution Authorizing Up To $90,000 In Budgetary Authority to Initiate Design Engineering for the Sewer Collection Capacity Upgrade on Roselle and Crawford (Crossroads West Development)** – It is recommended that the City Council consider approving the attached resolution authorizing budgetary authority in an amount not to exceed $90,000 for the City Manager to initiate design phase engineering for the Sewer Collection Upgrade Project on Roselle and Crawford to create sufficient sewer collection capacity for the Crossroads West Development.

Item 6.6: **Riverbank Business Assistance Grant Program – Update** – It is recommended that the City Council receive an update, discuss the matter, and provide any direction to staff as deemed necessary.

Item 6.7: **General Local Public Health COVID-19 Update** – It is recommended that the City Council receive an update, discuss the matter, and provide any direction to staff as deemed necessary.

7. COMMENTS/REPORTS

A brief report on notable attendance of a meeting or conference or other notable topics of City business shall be made. The Brown Act does not allow for discussion or action of items by the City Council during this time.

Item 7.1: Staff

Item 7.2: Council/Authority Member

Item 7.3: Mayor/Chair

8. CLOSED SESSION

The public will have a limit of 3 minutes to comment on Closed Session item(s) as set forth on the agenda prior to the City Council/LRA Board recessing to Closed Session.

Item 8.1: **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Pursuant to Government Code Section 54956.8
Property APN: 062-031-005, 062-031-006, 062-031-007
Agency Negotiator: Sean Scully, City Manager
Property Negotiator: Aemetis, Inc.
Under Negotiation: Price, terms of payment, or both

Item 8.2: **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Pursuant to Government Code § 54956.9(a)
Name of Case: Stanislaus Consolidated Fire Protection District v. City of Riverbank and (Others) DOES 1-20
Stanislaus County Superior Court Case No. CV-19-004402

ADJOURNMENT – THE PUBLIC PORTION OF THE MEETING

(The next regular meeting is on Tuesday, September 9th at 6:00 p.m.)

9. REPORT FROM CLOSED SESSION

The Mayor's report on the Closed Session Items will be made to the City Clerk, and the report will be reflected in the Minutes of this meeting. Anyone interested in obtaining the report from Closed Session may contact the City Clerk at cityclerk@riverbank.org or call (209) 863-7198.

ADJOURNMENT OF 8/25/2020 REGULAR MEETING

AFFIDAVIT OF POSTING
I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted on an accessible public location, and the City's website 72 hours prior to the meeting in accordance to the California Ralph M. Brown Act. **Posted this 20th day of August, 2020** /s/ *Annabelle H. Aguilar, CMC, City of Riverbank*

ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, and the Governor's Executive Order N-29-20, the City will make every effort to make reasonable modifications or accommodations from individuals with disabilities. Contact the Administration Dept. at (209) 863-7122 or the City Clerk at aaguilar@riverbank.org at least (48) hours prior to the meeting to enable the City to make reasonable arrangements for accessibility.

NOTICE REGARDING NON-ENGLISH SPEAKERS

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Riverbank City Council/LRA Board shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

PUBLIC PARTICIPATION PROCEDURES FOR THE CITY COUNCIL/LRA MEETINGS HELD IN A TELECONFERENCE OR VIRUAL PLATFORM IN CONFORMANCE WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20

CHANGES TO THIS NOTICE OF PROCEDURES

In accordance with the Governor's Executive Order, should the meeting procedures change, the City may use the most rapid means of communication available at the time including, but not limited to, posting the notice of changes on the City's website.

PUBLIC "LIVE" VIEWING

- Charter Government Channel – 2
- AT&T U-VERSE Government Channel – 99
- YouTube Live Stream https://www.youtube.com/watch?v=7UN98ekdzdk
- Via ZOOM Platform (See instructions below)

SUBMITTING PUBLIC COMMENTS

- ***Via Mail Service:*** Mail comments to City of Riverbank, Attn. City Clerk, 6707 Third Street, Suite A, Riverbank, CA 95367. (Must be received **by 4:00 p.m.** on the day of the meeting.)

Via Email to cityclerk@riverbank.org:

- Written comments via Email *before* the meeting: (Will be distributed to the City Council)
  - **Submit No later than 4:00 p.m.** on the day of the meeting; and
  - Indicate Agenda Item # in the ***subject line***.
- Emails *during* the meeting:
  - Indicate Agenda Item # in the subject line.

Join via ZOOM Platform:

- Visit https://zoom.us/j/94943925973?status=success for a free account or to download the app.
- Join by this link: https://us02web.zoom.us/j/84907577939
- Join by accessing website: https://zoom.us/join
  - Webinar ID: 849 0757 7939
- Join by telephone: 1 669 900 9128 OR 1 346 248 7799

- *HOW DO I COMMENT?* The Mayor will announce when public comment may be made for the agenda item, at which time you will:
  - Using a computer – click on the "raise hand" feature in the webinar controls. This will let us know you wish to speak.
    - Once you confirm that you want to be unmuted, your 3 minutes will begin for you to make your comments.
  - Using a Phone – Dial *9, which will notify us that you have a "raised hand"
    - Once you are told "you may make your comments" you will have 3 minutes to make your comments.

1. *Learn about using ZOOM* - **Visit** https://support.zoom.us/hc/en-us/categories/201146643

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 1.1

SECTION 1: PRESENTATIONS

Meeting Date:	August 25, 2020
Subject:	Recycled Water / Wastewater Master Plan Status Update
Submitted by:	Sean Scully, City Manager

RECOMMENDATION

It is recommended that the City Council receive the update by Neal Colwell of KSN Engineering on the City of Riverbank Recycled Water Planning Study.

BACKGROUND

In 2018 the City of Riverbank was awarded two planning grants through the State Water Resources Control Board. The planning grants funded a master plan study to evaluate plant upgrades needed to produce recycled water at the Wastewater Treatment Plant and to create a plan for the possible sale of that water. The combination of these analysis work toward a Wastewater Master Plan for the treatment facility and could provide a roadmap for eventual upgrade of the plant. In 2019 the City Council authorized matching funds to move forward with the study. Since that time Neal Colwell and his team at KSN Engineering have been developing the study with cooperation with City staff. Mr. Colwell will provide Council an informational update as to the status and initial findings of the study.

RIVERBANK CITY COUNCIL / LRA AGENDA ITEM NO. 3.A

SECTION 3: CONSENT CALENDAR

Meeting Date:	August 25, 2020
Subject:	Waiver of Readings
From:	Sean Scully, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk / LRA Recorder

RECOMMENDATION

It is recommended that the City Council / LRA Board approve the waiver of readings of any proposed ordinances and resolutions for consideration, except by title.

SUMMARY

In lieu of reading the entire text of a proposed ordinance or resolution that is introduced for consideration for adoption and approval, by majority vote, the City Council/LRA Board may waive the reading of the text and introduce the ordinance or resolution by title only for the record.

The full text of the proposed ordinances and resolutions, and any related documents that are part of the agenda packet, are available for review by the public on the City's website and in the City Clerk's office at City Hall (North) upon distribution to a majority of the City Council/LRA Board; typically 72 hours prior to the scheduled date and time of the meeting.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENTS

There are no attachments to this report.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.B

SECTION 3: CONSENT CALENDAR

Meeting Date:	August 25, 2020
Subject:	A **Resolution** Adopting by Reference Fair Political Practices Commission Title 2, Division 6, California Code Sections 18730 and 18730.1; the 2020 Conflict of Interest Code List of Designated City Positions; and the Related Economic Interest Disclosure Categories
From:	Sean Scully, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

It is recommended that City Council adopt the Resolution to amend the City's Conflict of Interest Code.

SUMMARY

The Political Reform Act (Government Code Sections 81000-91014) requires local government officials and certain employees to publicly disclose their personal assets and income. They must also disqualify themselves from participating in decisions which may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Local government agencies must adopt a local Conflict of Interest Code ("Code"). This Code must designate positions that make or participate in the making of decisions which may foreseeably have a material effect on any financial interest. This Code must be reviewed biennially to determine if it is accurate or if it requires amending, as determined by the City Attorney, to include positions that are at a level of which recommendations and/or decisions made by the position may foreseeably have a material effect on economic interests.

The City's existing Code currently requires the addition of the following position and the level of full disclosure:

DESIGNATED POSITION:	DISCLOSURE CATEGORIES (**Refer to Exhibit-B)
Public Works Director/Interim LRA Director	1, 2, & 3

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENTS

1. Resolution
2. Exhibit-A and Exhibit-B
3. FPPC Title 2, Division 6, California Code Sections 18730 and 18730.1

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, ADOPTING BY REFERENCE FPPC TITLE 2, DIVISION 6, CALIFORNIA CODE SECTIONS 18730 AND 18730.1, AND THE 2020 CONFLICT OF INTEREST CODE LIST OF DESIGNATED CITY POSITIONS AND THE RELATED ECONOMIC INTEREST DISCLOSURE CATEGORIES

WHEREAS, under the Political Reform Act ("Act"), Government Code Section 81000, et seq., requires all public agencies to adopt and publicize a Conflict of Interest Code ("Code"); and,

WHEREAS, the Act provides the main body of the Code and includes such provisions as the manner to report financial interests, the disqualification procedures, and when to file a report; and,

WHEREAS, the Act provides that the Code must designate City positions for which a Statement of Economic Interests, form 700, must be filed; and,

WHEREAS, the Form 700 is a public document intended to alert public officials and members of the public to the type of financial interests that may create conflicts of interests when participating in the decision-making process; and,

WHEREAS, the Act provides that the Code must assign disclosure categories specifying the types of interests to be reported by employees serving in the designated positions; and,

WHEREAS, the City of Riverbank will continue to incorporate by reference the standard Conflict of Interest Code model adopted by the Fair Political Practices Commission (FPPC), Title 2, Division 6, California Code Sections 18730 and 18730.1, and amendments to it, which will minimize the actions required by the City Council to keep its Code in conformity with the Political Reform Act; and

WHEREAS, the designated list of positions attached herein as **Exhibit A**, is hereby amended to include all current designated City positions as determined by the City Attorney; and,

WHEREAS, the corresponding disclosure categories herein attached as **Exhibit B** shall be used by the employees serving in those designated positions to determine the level of disclosure required in filing a FPPC Statement of Economic Interests, Form 700.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank does hereby declare, determine, and order as follows:

1. The terms of Title 2, Division 6, Sections 18730 and 18730.1 of the California Code and any amendments to it duly adopted by the FPPC, along with the attached **Exhibit A and Exhibit B** in which designated positions and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the City of Riverbank.

2. Persons holding designated positions listed in the Code shall file Statements of Economic Interests, Form 700, pursuant to the Code; with the City Clerk, who shall be deemed the FPPC Filing Officer and who shall make the statements available for public inspection or reproduction.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 25th day of August, 2020; motioned by Councilmember _____, seconded by Councilmember ______, and upon roll call was carried by the following City Council vote of ___:

AYES:
NAYS:
ABSENT:
ABSTAINED:

ATTEST:	**APPROVED:**
________________________	________________________
Annabelle H. Aguilar, CMC **City Clerk**	**Richard D. O'Brien** **Mayor**

Attachments: Exhibit A – 2020 COI Designated Positions
Exhibit B – 2020 COI Disclosure Categories
Copy of FPPC Title 2, Division 6, California Code of Regulations § 18730 and § 18730.1

EXHIBIT – A

CITY OF RIVERBANK
2020 CONFLICT OF INTEREST CODE DESIGNATED CITY POSITIONS
REQUIRED TO COMPLETE AN FPPC FORM 700
(Per CC Resolution No. 2020-___)

DESIGNATED POSITIONS:	DISCLOSURE CATEGORIES (Refer to Exhibit-B)
Accounting Manager	2
Administrative Analyst II	2
Administrative Analyst II/Human Services Specialist	2
Assistant City Manager/Administrative Services Director	1, 2, & 3
City Clerk	2
Chief of Police	1, 2, & 3
City Mechanic	2
Consultants	1, 2, & 3
Development Services Administration Manager	1, 2, & 3
Director of Finance	1, 2, & 3
Director of Parks and Recreation	1, 2, & 3
Executive Director of the Local Redevelopment Authority	1, 2, & 3
Housing & Economic Development Specialist II	2
Human Resources Manager	2
Human Resources Analyst	2
Parks and Facilities Supervisor	2 & 3
Planning and Building Manager	1, 2, & 3
Project Coordinator	2
Public Works Director	1, 2, & 3
Public Works Director/Interim LRA Director	1, 2, & 3
Public Works Superintendent	1, 2, & 3
Public Works Supervisor	2 & 3

EXHIBIT – A (continued)

DESIGNATED POSITIONS:	DISCLOSURE CATEGORIES (Refer to Exhibit-B)
Recreation Supervisor	2
Wastewater Treatment Plant Supervisor	2 & 3
Water Supervisor	2 & 3
Riverbank Designated Local Authority	1, 2, & 3
Riverbank Successor Oversight Board	1, 2 & 3

EXHIBIT – B

CONFLICT OF INTEREST CODE
ECONOMIC INTEREST DISCLOSURE CATEGORIES

By virtue of the designated employee's position, an investment, interest in real property, or income (including gifts, loans, and travel payments) must be reported on Economic of Interests Statement Form 700 if the business entity in which the investment is held, the interest in real property, or the income or source of income may *foreseeably affect* the employee's economic interests through the participation of collectively making a decision or individually making the decision.

City employees serving in the designated positions as listed in **Exhibit-A** must disclose their economic interest(s) pursuant to the following corresponding disclosure category/categories as follows:

DISCLOSURE CATEGORIES

Disclosure Category – 1:

a) All interest in real property, which are located in whole or in part within the City.

b) Investment in or incomes from persons or business entities engaged in the business of acquisition or disposal of real property within the City.

Disclosure Category – 2:

a) Investments in any business entity, which within the last two (2) years, has contracted, or disposal of real property within the City.

b) Income from any source which, within the last two (2) years has contracted, or foreseeably in the future may contract with the City of Riverbank to provide services, supplies, materials, machinery, or equipment to the City of Riverbank.

c) Status as a director, officer, sole owner, partner, trustee, employee, or holder of a position of management in any contracted or in the foreseeable future, may contract with the City of Riverbank to provide services, supplies, materials, machinery, or equipment to the City of Riverbank.

d) Investments and income otherwise reportable under paragraphs a) and b) of category 2, shall not be reportable unless the total amount or all contracts by the business entity to provide services, supplies, materials, machinery, or equipment to the City of Riverbank was more than $1,000.00 in the prior calendar year, or unless the total amount of all foreseeable contracts by the business entity to provide services, supplies, materials, machinery, or equipment to the City of Riverbank will be more than $1,000.00 in the next calendar year.

EXHIBIT – B (continued)

Disclosure Category – 3:

a) Investment in any business entity, which within the last calendar year has been regulated by the City of Riverbank or foreseeably, may be regulated by the City of Riverbank in the next calendar year.

b) Each source of income, provided that the income was furnished by or on behalf of any business entity, which within the last calendar year has been regulated the City of Riverbank or foreseeably may be regulated by the City of Riverbank in the next calendar year.

c) Status as a director, officer, sole owner, partner, trustee, employee, or any position of management in any business entity, which within the last calendar year has been regulated by the City of Riverbank, in the next calendar year.

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.)

§ 18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies.1

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.2

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property3 is required to be reported,4 the statement shall contain the following:

1. A statement of the nature of the investment or interest;

2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

3. The address or other precise location of the real property;

4. A statement whether the fair market value of the investment or interest in real property equals or exceeds $2,000, exceeds $10,000, exceeds $100,000, or exceeds $1,000,000.

(B) Personal Income Disclosure. When personal income is required to be reported,5 the statement shall contain:

1. The name and address of each source of income aggregating $500 or more in value, or $50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was $1,000 or less, greater than $1,000, greater than $10,000, or greater than $100,000;

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,6 the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than $10,000.

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of $500.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than $500 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed $500 at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of $500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of $100 or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than $250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth $2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth $2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating $500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $500 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value $1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

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[1] Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

[2] See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

[3] For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

[4] Investments and interests in real property which have a fair market value of less than $2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

[5] A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

[6] Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

HISTORY

1. New section filed 4-2-80 as an emergency; effective upon filing (Register 80, No. 14). Certificate of Compliance included.

2. Editorial correction (Register 80, No. 29).

3. Amendment of subsection (b) filed 1-9-81; effective thirtieth day thereafter (Register 81, No. 2).

4. Amendment of subsection (b)(7)(B)1. filed 1-26-83; effective thirtieth day thereafter (Register 83, No. 5).

5. Amendment of subsection (b)(7)(A) filed 11-10-83; effective thirtieth day thereafter (Register 83, No. 46).

6. Amendment filed 4-13-87; operative 5-13-87 (Register 87, No. 16).

7. Amendment of subsection (b) filed 10-21-88; operative 11-20-88 (Register 88, No. 46).

8. Amendment of subsections (b)(8)(A) and (b)(8)(B) and numerous editorial changes filed 8-28-90; operative 9-27-90 (Reg. 90, No. 42).

9. Amendment of subsections (b)(3), (b)(8) and renumbering of following subsections and amendment of Note filed 8-7-92; operative 9-7-92 (Register 92, No. 32).

10. Amendment of subsection (b)(5.5) and new subsections (b)(5.5)(A)-(A)(2) filed 2-4-93; operative 2-4-93 (Register 93, No. 6).

11. Change without regulatory effect adopting Conflict of Interest Code for California Mental Health Planning Council filed 11-22-93 pursuant to title 1, section 100, California Code of Regulations (Register 93, No. 48). Approved by Fair Political Practices Commission 9-21-93.

12. Change without regulatory effect redesignating Conflict of Interest Code for California Mental Health Planning Council as chapter 62, section 55100 filed 1-4-94 pursuant to title 1, section 100, California Code of Regulations (Register 94, No. 1).

13. Editorial correction adding History 11 and 12 and deleting duplicate section number (Register 94, No. 17).

14. Amendment of subsection (b)(8), designation of subsection (b)(8)(A), new subsection (b)(8)(B), and amendment of subsections (b)(8.1)-(b)(8.1)(B), (b)(9)(E) and Note filed 3-14-95; operative 3-14-95 pursuant to Government Code section 11343.4(d) (Register 95, No. 11).

15. Editorial correction inserting inadvertently omitted language in footnote 4 (Register 96, No. 13).

16. Amendment of subsections (b)(8)(A)-(B) and (b)(8.1)(A), repealer of subsection (b)(8.1)(B), and amendment of subsection (b)(12) filed 10-23-96; operative 10-23-96 pursuant to Government Code section 11343.4(d) (Register 96, No. 43).

17. Amendment of subsections (b)(8.1) and (9)(E) filed 4-9-97; operative 4-9-97 pursuant to Government Code section 11343.4(d) (Register 97, No. 15).

18. Amendment of subsections (b)(7)(B)5., new subsections (b)(8.2)-(b)(8.4)(C) and amendment of Note filed 8-24-98; operative 8-24-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 35).

19. Editorial correction of subsection (a) (Register 98, No. 47).

20. Amendment of subsections (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 5-11-99; operative 5-11-99 pursuant to Government Code section 11343.4(d) (Register 99, No. 20).

21. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-6-2000; operative 1-1-2001 pursuant to the 1974 version of Government Code section 11380.2 and Title 2, California Code of Regulations, section 18312(d) and (e) (Register 2000, No. 49).

22. Amendment of subsections (b)(3) and (b)(10) filed 1-10-2001; operative 2-1-2001. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 2).

23. Amendment of subsections (b)(7)(A)4., (b)(7)(B)1.-2., (b)(8.2)(E)3., (b)(9)(A)-(C) and footnote 4. filed 2-13-2001. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 7).

24. Amendment of subsections (b)(8.1)-(b)(8.1)(A) filed 1-16-2003; operative 1-1-2003. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District,

nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2003, No. 3).

25. Editorial correction of History 24 (Register 2003, No. 12).

26. Editorial correction removing extraneous phrase in subsection (b)(9.5)(B) (Register 2004, No. 33).

27. Amendment of subsections (b)(2)-(3), (b)(3)(C), (b)(6)(C), (b)(8.1)-(b)(8.1)(A), (b)(9)(E) and (b)(11)-(12) filed 1-4-2005; operative 1-1-2005 pursuant to Government Code section 11343.4 (Register 2005, No. 1).

28. Amendment of subsection (b)(7)(A)4. filed 10-11-2005; operative 11-10-2005 (Register 2005, No. 41).

29. Amendment of subsections (a), (b)(1), (b)(3), (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 12-18-2006; operative 1-1-2007. Submitted to OAL pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2006, No. 51).

30. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 10-31-2008; operative 11-30-2008. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2008, No. 44).

31. Amendment of section heading and section filed 11-15-2010; operative 12-15-2010. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of*

Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2010, No. 47).

32. Amendment of section heading and subsections (a)-(b)(1), (b)(3)-(4), (b)(5)(C), (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) and amendment of footnote 1 filed 1-8-2013; operative 2-7-2013. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2013, No. 2).

33. Amendment of subsections (b)(8.1)-(b)(8.1)(A), (b)(8.2)(E)3. and (b)(9)(E) filed 12-15-2014; operative 1-1-2015 pursuant to section 18312(e)(1)(A), title 2, California Code of Regulations. Submitted to OAL for filing and printing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2014, No. 51).

34. Redesignation of portions of subsection (b)(8)(A) as new subsections (b)(8)(B)-(D), amendment of subsections (b)(8.1)-(b)(8.1)(A), redesignation of portions of subsection (b)(8.1)(A) as new subsections (b)(8.1)(B)-(C) and amendment of subsection (b)(9)(E) filed 12-1-2016; operative 12-31-2016 pursuant to Cal. Code Regs. tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision,

April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2016, No. 49).

35. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-12-2018; operative 1-11-2019 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing and printing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2018, No. 50).

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.C

SECTION 3: CONSENT CALENDAR

Meeting Date:	August 25, 2020
Subject:	A **Resolution** to Affirm the CARES Coronavirus Relief Fund (CRF) Allocation Spending Plan
From:	Sean Scully, City Manager
Submitted by:	Marisela H. Garcia, Assistant City Manager/Administrative Services Director

RECOMMENDATION

It is recommended that the City Council consider adopting a Resolution to affirm the CARES Coronavirus Relief Fund (CRF) Allocation Spending Plan.

SUMMARY

On June 9, 2020 the Stanislaus County Board of Supervisors allocated $15 million, to be distributed based on population, for eligible expenditures related to COVID-19. Riverbank will be receiving approximately $536,015 from the County. In addition, the City is entitled to a direct allocation of $309,049 in CRF funding from the State. On July 28, 2020 the City Council provided feedback regarding the spending plan for these funds. Tonight's action affirms this spending plan.

BACKGROUND

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by the federal government. This economic relief package is intended to provide funding for the costs incurred to protect residents from the public health and economic impacts of COVID-19. Stanislaus County qualified for direct funding and received $96.1 million from the U.S. Treasury to provide much needed financial relief.

The City will be receiving a direct allocation of CRF funding from the State of California in the amount of $ 309,049. In addition, on June 9, 2020 the Stanislaus County Board of Supervisors approved their spending plan for CARES Act funds and allocated $15 million to local cities in Stanislaus County. Of this share, Riverbank is eligible to receive $536,015. The County has asked all agencies to provide a spending plan for the use of these funds. Funding may only be used to cover costs that:

1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2) Were not accounted for in the budget most recently approved as of March 27, 2020 for the State or government; and
3) Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The U.S. Department of the Treasury issued guidance for allowable spending of CRF funds. Although the guidance continues to evolve and be clarified, it generally provides that direct and indirect expenses incurred after March 1, 2020 in response to the COVID-19 pandemic are an allowable use of the funds. The funds can be used for actual payments issued between March 1, 2020 and December 30, 2020 and expire after December 30, 2020.

SPENDING PLAN

On July 28, 2020 the City Council provided direction to staff to include the following items in the spending plan:

Activity	Activity Type	Program Description
Business Assistance Program	Economic Support	Small Business Assistance Grants/Loans to mitigate impacts of COVID-19 closures.
PPE/Mask Program	Public Health	Purchase of PPE for staff and for the general public. Currently being distributed to food banks, non-profits, faith-based organizations for their clients.
COVID Payroll Cost Offset	Compliance Facilitation	Costs associated with providing employees with the Emergency Paid Sick Leave and Expanded FMLA authorized by the FFCRA.
Telework	Compliance Facilitation	Costs associated with upgrading capabilities for employees to telework, including purchase of laptops, online meeting capabilities for City Council & Planning Commission.
Disinfection Costs	Public Health	Costs to disinfect public areas including parks & park restrooms.
Law Enforcement Contract Offset	Public Safety	Offset costs of first responders for enforcement (state allocation only)

STRATEGIC PLAN

This report directly relates to the City's Strategic Plan goal to "Ensure Financial Stability".

FINANCIAL IMPACT

There is no direct financial impact to the City's funds associated with this report. Spending plan will allow for reimbursement via the CARES CRF Allocation.

ATTACHMENT

1. Resolution

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, TO AFFIRM THE CARES CORONAVIRUS RELIEF FUND (CRF) ALLOCATION SPENDING PLAN

WHEREAS, On March 27, 2020 the Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by the federal government; and

WHEREAS, This economic relief package is intended to provide funding for the costs incurred to protect residents from the public health and economic impacts of COVID-19; and

WHEREAS, Stanislaus County qualified for direct funding and received $96.1 million from the U.S. Treasury to provide much needed financial relief; and

WHEREAS, on June 9, 2020 the Stanislaus County Board of Supervisors approved their spending plan for CARES Act funds and allocated $15 million to local cities in Stanislaus County, of this share Riverbank is eligible to receive $536,015; and

WHEREAS, On July 28, 2020 the City Council provided direction to staff to include the following items in the spending plan:

Activity	**Activity Type**	**Program Description**
Business Assistance Program	Economic Support	Small Business Assistance Grants/Loans to mitigate impacts of COVID-19 closures.
PPE/Mask Program	Public Health	Purchase of PPE for staff and for the general public. Currently being distributed to food banks, non-profits, faith-based organizations for their clients.
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Disinfection Costs	Public Health	Costs to disinfect public areas including parks & park restrooms.
Law Enforcement Contract Offset	Public Safety	Offset costs of first responders for enforcement (state allocation only)

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank Affirms the CARES Coronavirus Relief Fund (CRF) Allocation Spending Plan.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 25th day of August, 2020; motioned by Councilmember , seconded by Councilmember , and upon roll call was carried by the following City Council vote of :

AYES:
NAYS:
ABSENT:
ABSTAINED:

ATTEST:

____
Annabelle H. Aguilar, CMC
City Clerk

APPROVED:

____
Richard D. O'Brien
Mayor

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.1

SECTION 6: NEW BUSINESS

Meeting Date:	August 25, 2020
Subject:	Citywide Park Master Plan Final Draft Presentation
From:	Sean Scully, City Manager
Submitted by:	Sue Fitzpatrick, Director of Parks and Recreation

RECOMMENDATION

It is recommended that the City Council receive the presentation of the final draft of the City's Citywide Park Master Plan and provide direction. With its acceptance, it is further recommended, that a resolution approving the Master Plan would then be developed and scheduled for adoption at the September 22, 2020 City Council meeting.

SUMMARY

At the April 23, 2019 City Council meeting Resolution No. 2019-030 was approved authorizing the City to award the bid to PROS Consulting for completion of the Citywide Park Master Plan. On May 28th, 2019 the City Council authorized the City Manager to enter into a contract with PROS consulting for this project.

Michael Svetz, our consultant with PROS Consulting, will present the final draft of the Citywide Park Master Plan for final review.

BACKGROUND

The City of Riverbank advertised a Request for Proposals (RFP) on January 13, 2019 seeking to hire a consultant or team of consultants to prepare a Parks and Recreation Master Plan that would be a shared process tapping the opinions and ideas of community stakeholders. A master plan that is designed to be flexible, providing a high-level framework that will help the department build the systems and processes that will lead to success over time. A master plan that must shape the delivery of department-provided parks and recreation services in a manner that is consistent with Riverbank's sustainability goals and meets the community's level of service standards.

In April of 2019, after a competitive selection process, a consultant team led by PROS Consulting, including ETC Institute was chosen to develop and deliver the first Citywide Park Master Plan for the City of Riverbank.

The process for delivering the City of Riverbank Master Plan started with a review of existing park facilities, maintenance practices, and programs. Included in this review was data collection to gauge the condition of the Riverbank's park infrastructure, as well as to analyze the distribution of park facilities relative to Riverbank's current and planned growth in population. Additionally, the initial phases of the project included meetings with department and executive staff, as well as stakeholders and community groups, to secure their input and expectations for the resulting document. A variety of methods were used to gather community and stakeholder input regarding the Parks and Recreation system, including public open house meetings, stakeholder meetings, an on-line comment site, and a random household survey. The results of random survey effort was over 400 individual responses that were received establishing a 95% level of confidence with a margin of error of +/- 5% gauging of community opinion. Additionally, an analysis was conducted to measure the economic impact of Riverbank's Parks and Recreation system, and a benchmark analysis was performed to gauge how Riverbank's Parks and Recreation system compares to the national average. Finally, current trends were studied to see how Riverbank is keeping up with changing expectations.

OPTION ANALYSIS:

The Council may choose to:

a.) Direct staff to create the resolution for adoption of the City of Riverbank Citywide Park Master Plan, **OR**

b.) Decline development of resolution for approving the Master Plan, **OR**

c.) Direct staff to pursue other options

ACTION OPTION:

It is recommended that the Mayor and Council receive this presentation and review of the final draft of the Citywide Park Master Plan. The presentation will inform the Mayor and Council regarding the project team's findings, recommendations, and prioritized action plan based on the analysis of the Parks and Recreation system over the past 12 months. Parks and Recreation staff and the consultants are available for any questions from the Mayor and Council.

STRATEGIC PLAN

The Citywide Park Master Plan Project is relevant to the Strategic Plan's vision; ***The City of Riverbank is a regional leader in sustainable development offering a unique, culturally diverse, safe, and welcoming community with a thriving downtown,***

recreational opportunities for all ages and sustainable economy that supports our growing population.

FINANCIAL IMPACT

There is no financial impact with this report. The Capital Improvement Plan and strategic funding resources are included in the Citywide Park Master Plan document.

ATTACHMENT

1) Citywide Park Master Plan Final Draft

City of Riverbank
Parks and Recreation Master Plan

2020

CITY OF RIVERBANK
CITY OF ACTION
EST. 1922

RIVERBANK PARKS AND RECREATION DEPARTMENT MISSION

TO PROVIDE COMMUNITY THROUGH PEOPLE, PARKS, AND PROGRAMS.

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CHAPTER ONE – EXECUTIVE SUMMARY

1.1 PROJECT PURPOSE AND GOAL

The purpose of the City of Riverbank's Parks and Recreation Master Plan is to provide a roadmap for future development of recreational facilities and opportunities for the City over the next 10 years, consistent with the General Plan 2025 requirements. This plan is based on recognized park planning principles and standards and reflects input from residents and stakeholders in Riverbank, City staff, and City Council.

The City of Riverbank Parks and Recreation Master Plan (Master Plan) focuses on identifying the City's current and future recreation needs to aid City staff and decision-makers in providing and expanding and equitable distribution of recreational facilities and opportunities to Riverbank residents and stakeholders. This includes preserving the City's open space areas and expanding the City's trails network to better connect people to nature, recreation and outdoor education opportunities. Primary outcomes of the Master Plan include:

- Evaluation of the existing parks, trails and open space system;
- Establishing the vision, goals and policies to guide decision-making;
- Documenting priorities and needs of the current and projected population growth based on data-driven input;
- Creating design standards to guide the development of new parks;
- Developing a 10-year capital improvement plan that outlines projects, anticipated costs, potential funding sources, operation and maintenance implications and implementation strategy;
- Providing a record of issues discussed and decisions made;
- Evaluation of current user fees charged and establishing cost thresholds; and
- Evaluation of total cost of ownership of constructing and operating the parks and recreation system.

1.2 PROJECT PROCESS

The foundation of the Master Plan was to incorporate a variety of data and mine local knowledge using a comprehensive stakeholder participation process and community surveys. The stakeholder input process incorporated a variety of methods that included interviews, focus group meetings, and public forums/presentations. The data generated from these critical community interactions helped to define the true unmet recreation needs of the community, as well as address key operational issues, provide recommendations for business-related changes, and strategize on how to best position the City and Parks and Recreation Department to move forward for optimum results.

1.2.1 PLANNING EFFORTS CONSIDERED

A number of local planning efforts helped guide the development of the Master Plan. The following highlights some of these efforts:

- City of Riverbank 2025 General Plan
- Parks and Recreation Performance Reports
- Park Development Guidelines
- Department Policies and Procedures

1.2.2 ELEMENTS OF THE PLAN

The planning process for the *Master Plan* was completed with City staff and included:

- The collection of available information;
- Data analysis to determine inventory and condition of current facilities;
- Determination of supply and demand within the community; and
- Developing recommendations for meeting the needs of the community through an analysis of programs and facilities.

The data collected from the staff and onsite facility assessments was utilized to identify key factors, issues, and concerns regarding the parks and recreation system and how the City's Parks and Recreation Department manages operations.

1.3 RIVERBANK MASTER PLAN ORGANIZATION

This *Master Plan* presents the overall analysis, findings, and recommendations for the next 10 years. This study begins with an Executive Summary that provides an overview, and the following sections respond to the primary outcomes, determine needs and offer operational and capital improvement recommendations.

1.4 SUMMARY OF COMMUNITY PROFILE AND NEEDS

Following the assessment of the City's parks and recreation system, a variety of key findings were identified to support the implementation of the *Master Plan.* These key findings help to guide decision-making for the next five to ten years.

POPULATION

- The population is increasing and is projected to experience 82% population growth over the next 15 years.
- With a fast-growing population due to annexation, park and recreation services will need to strategically invest, develop, and maintain parks and facilities in relation to current and future housing development areas.

AGE SEGMENTATION

- Riverbank currently has a very broad and balanced age segmentation with the largest group being 0-17.
- Over the next 15 years, the 0-17 age segment, which currently is the largest age segment in Riverbank, will decrease by 42.8% while those who are 55 and older are projected to increase by 3.2%, making up 24.1% of the population by 2035.
- This is assumed to be a consequence of a vast amount of the Baby Boomer generation shifting into the senior age segment.
- This is significant as providing access to services and programs will need to be focused on multitude of age segments simultaneously as age segmentation is a strong determinant of recreational preferences.
- Equal distribution across all age segments will require the City to continue to provide programs, services, parks and facilities that appeal to all residents of the community.

RACE AND ETHNICITY

- A diverse and diversifying population will likely focus the City on providing traditional and non-traditional programming and service offerings while always seeking to identify emerging activities and sports.

HOUSEHOLDS AND INCOME

- With median and per capita household income averages at or below, local state and national averages, it is important for the City to prioritize providing offerings that are first class with exceptional customer service while modestly seeking opportunities to create revenue generation.

1.5 COMMUNITY INPUT KEY FINDINGS

Input from the community confirmed that Riverbank's parks are loved by many, but there are gaps in service and amenities and additional City investment is needed to maintain and develop new parks for the growing community. Participants see the system as one that is well-maintained with great staff. They also enjoy the numerous programs and amenities offered. Unmet needs exist as the demand for select services is currently outweighing the available facilities and/or existing amenities. The following summarizes the themes of community input:

ECONOMIC DEVELOPMENT THROUGH PARK DEVELOPMENT

Opportunity exists for park development to enhance and/or advance economic development. There is also an opportunity for economic development to enhance and support park development.

- Parks and recreation can play a significant role in business attraction, residential development, and the overall quality of life attributes desired by the community.
- Investment in parks reflects the community's value set and the City's overall attitude of being an active player in the betterment of the community.
- The further development of Jacob Myers Park can potentially serve as an economic catalyst.

INVESTING IN THE EXISTING PARKS SYSTEM

- Continue to focus on reinvesting in, and maintaining existing parks.
- Opportunities exist to, in part, help meet the recreational needs of the community, in partnership with the development community given recent annexation, the Riverbank Unified School District and the Army Corps of Engineers and the Friends of Jacob Myers Park.

TRAILS AND CONNECTIVITY

- Desire for a connected, accessible recreational trail system that also supports active transportation and Safe Routes to School initiatives.

ADVOCACY AND AWARENESS

- Increased and targeted Communication/Marketing is needed to develop more advocacy for, and the awareness of, the parks and recreation system.

FUNDING THE PARKS AND RECREATION SYSTEM

- Multiple funding strategies are required to meet the needs of the community.
- Securing funding through Prop 68 and other grant programs will be critical for funding park development over the next 10 years.
- Sustainable funding for park maintenance, park renovations and lifecycle replacement.

1.6 PROGRAM AND FACILITY PRIORITY RANKINGS

The purpose of the Program and Facility Priority Rankings is to provide a prioritized list of facility/amenity needs, art and culture program needs and recreation program needs for the community served by the City. The analysis completed evaluated both quantitative and qualitative data.

The results of the priority rankings are tabulated into three categories: High Priority (top third), Medium Priority (middle third), and Low Priority (bottom third) and are summarized below:

Recreation Program/Service	Priority
Programs & services for adults 55+	High
Fitness & wellness programs	High
Community special events	High
Performing arts programs	High
After school programs/out-of-school camps	High
Outdoor environmental programs	High
Picnic shelter reservations	High
Water fitness programs/lap swimming	High
Youth learn to swim programs	Medium
Open swim	Medium
Youth enrichment programs	Medium
Indoor meeting space reservations	Medium
Programs for people with special needs	Medium
Youth basketball/volleyball programs	Medium
Golf lessons/clinics	Medium
Youth soccer programs	Medium
Youth baseball/softball programs	Medium
Tennis lessons & leagues	Medium
Open gymnasium for pick-up basketball/volleyball	Medium
Adult basketball/volleyball programs	Medium
Recreation/competitive swim team	Low
Youth football programs	Low
Athletic field reservations	Low
Pickleball programs	Low
Sand Volleyball programs	Low

Facility/Amenity	Priority
Paved walking and biking trails	High
Soft surface walking and biking trails	High
Covered picnic areas	High
Small neighborhood parks	High
Open space conservation areas/trails	High
Indoor exercise facility	High
Swimming pools/water parks/splash pads	High
Off-leash dog parks	High
Adventure area	High
Community gardens	Medium
Large community parks	Medium
Playgrounds	Medium
Environmental education center	Medium
Outdoor basketball/volleyball courts	Medium
Baseball/softball fields	Medium
Gymnasium	Low
Tennis courts	Low
Football/lacrosse/soccer fields	Low
Equestrian trails	Low
Pickleball courts	Low
Skateboarding/bicycle parks	Low
Historical facilities	Low

1.7 SUMMARY OF LEVEL OF SERVICE ANALYSIS

Based on a thorough review of the parks and recreation system and public input, it is recommended that the City pursue further development of specific parks and recreation amenities that meet the needs listed in the *High Priority Program and Facility Rankings* and address the gaps per park type to increase the current level of service standard for the projected population in 2035.

- Riverbank currently provides a **total LOS of ONLY 3.52 acres of parks per 1,000 residents based on the City's population.**
- **The consulting team is recommending to increase the LOS standard for community and neighborhood parks to 5.0 acres/1,000 population as a goal**.
- The top two park needs the City is deficient in the future are Community parks, Regional parks and Sports Complex parks.
- The City will need to add amenities to the park system to meet 2035 standards for most outdoor park amenities, including an athletic fields, outdoor sport courts, a dog park, picnic shelters and playgrounds.

The table on the following page details the current and recommended LOS for the Riverbank's Parks and Recreation System. PLEASE NOTE: Trails were not calculated in this population-based service level analysis because they are based on connected networks rather than population.

RIVERBANK LEVEL OF SERVICE STANDARDS

	2019 Park Inventory		Current Service Levels			Recommended Developed Park Service Levels			2020 Standards			2035 Standards		
Park Type	City of Riverbank	Total Inventory	Current Service Level			Recommended Developed Park Service Levels			Meet Standard/ Need Exists	Additional Developed Parks/Facilities/ Amenities Needed		Meet Standard/ Need Exists	Additional Developed Parks/Facilities/ Amenities Needed	
Mini Park	6.99	6.99	0.27	acres per	1,000	0.10	acres per	1,000	Meets Standard	-	Acre(s)	Meets Standard	-	Acre(s)
Neighborhood Parks	64.11	64.11	2.51	acres per	1,000	1.50	acres per	1,000	Meets Standard	-	Acre(s)	Need Exists	6	Acre(s)
Community Parks	12.20	12.20	0.48	acres per	1,000	1.00	acres per	1,000	Need Exists	13	Acre(s)	Need Exists	34	Acre(s)
Regional Parks	0.50	0.50	0.02	acres per	1,000	1.25	acres per	1,000	Need Exists	31	Acre(s)	Need Exists	58	Acre(s)
Sports Complex Parks	5.00	5.00	0.20	acres per	1,000	1.00	acres per	1,000	Need Exists	21	Acre(s)	Need Exists	41	Acre(s)
Special Use Parks	1.00	1.00	0.04	acres per	1,000	0.15	acres per	1,000	Need Exists	3	Acre(s)	Need Exists	6	Acre(s)
Total Developed Neighborhood Park Acreage	89.81	89.81	3.52	acres per	1,000	5.00	acres per	1,000	Need Exists	68	Acre(s)	Need Exists	145	Acre(s)
OUTDOOR AMENITIES														
Baseball Field	2	2.00	1.00	field per	12,759	1.00	field per	12,000	Meets Standard	-	Field(s)	Need Exists	2	Field(s)
Outdoor Basketball Courts	6	1.00	4.00	court per	6,380	1.00	court per	6,500	Meets Standard	-	Court(s)	Need Exists	6	Court(s)
Football Field	1	1.00	1.00	site per	25,518	1.00	site per	30,000	Meets Standard	-	Site(s)	Need Exists	1	Site(s)
Picnic Shleter	4	4.00	1.00	site per	6,380	1.00	site per	6,500	Meets Standard	-	Site(s)	Need Exists	3	Site(s)
Playground Equipment	11	11.00	1.00	site per	2,320	1.00	site per	3,000	Meets Standard	-	Site(s)	Need Exists	4	Site(s)
Skate Park	1	1.00	1.00	site per	25,518	1.00	site per	50,000	Meets Standard	-	Site(s)	Meets Standard	-	Site(s)
Soccer Field	1	1.00	1.00	field per	25,518	1.00	field per	10,000	Need Exists	2	Field(s)	Need Exists	4	Field(s)
Swimming Pool	1	1.00	1.00	site per	25,518	1.00	site per	50,000	Meets Standard	-	Site(s)	Meets Standard	-	Site(s)
Tennis Court	1	1.00	1.00	court per	25,518	1.00	court per	30,000	Meets Standard	-	Court(s)	Need Exists	1	Court(s)
Pickleball Court	4	4.00	1.00	court per	6,380	1.00	court per	6,000	Meets Standard	-	Court(s)	Need Exists	4	Court(s)
Volleyball Court	-	-	1.00	court per	#DIV/0!	1.00	court per	30,000	Need Exists	1	Court(s)	Need Exists	2	Court(s)
Dog Park	1	1.00	1.00	site per	25,518	1.00	site per	30,000	Meets Standard	-	Site(s)	Need Exists	1	Site(s)
INDOOR RECREATION CENTER														
Indoor Recreation Center Space (square feet)	21,164	21,164	0.83	SF per	person	1	SF per	Person	Need Exists	4,354	Square Feet	Need Exists	25,328	Square Feet

1.8 CAPITAL IMPROVEMENT PLAN

To plan and prioritize capital improvement projects, recommendations include balancing the maintenance of current assets with the development of new facilities. The departmental Capital Improvement Plan (CIP) framework is utilized to determine CIP projects in concert with an implementable financial plan. A key priority is also focused on maintaining the integrity of the current infrastructure and facilities before expanding and/or enhancing programs and facilities. Maintaining current infrastructure with limited funding will inhibit the City's ability to take care of all existing assets and build new facilities.

A three-tier plan is recommended to help guide the decision-making process for CIP investments. The three-tiered plan acknowledges a fiscal reality, leading to the continuous rebalancing of priorities and their associated expenditures. Each tier reflects different assumptions about available resources. A complete list of the projects in each is identified in Chapter 7. The three tiers include:

- **Sustainable -** Critical maintenance projects, including lifecycle replacement, repair of existing equipment, and safety and ADA improvements. Many of these types of improvements typically require one-time funding and are not likely to increase annual operations and maintenance costs. In many cases, these types of projects may reduce annual operations and maintenance costs.
- **Expanded Services -** Projects that include strategic changes to the existing parks system to better meet the unmet needs of the community. These types of improvements typically require one-time funding and may trigger slight increases in annual operations and maintenance costs, depending on the nature of the improvements.
- **Visionary -** Complete park renovation, land acquisition and new park/trail development. These improvements will likely increase annual operations and maintenance costs. Visionary projects also include planning efforts to support new/future development.

1.8.1 CAPITAL IMPROVEMENT PLAN SUMMARY

The following tables summarize the three-tier approach to the development of the capital improvement plan associated with the Master Plan.

Tier	Estimated Total Project Cost
Sustainable Projects	$2,700,000
Expanded Service Projects	$1,850,000
Visionary Projects	$55,100,000
TOTAL	**$59,650,000**

Term	Estimated Total Project Cost
Short Term (Years 1-5)	$9,600,000
Long Term (Years 6-10)	$50,050,000
TOTAL	**$59,650,000**

1.9 FUNDING THE MASTER PLAN

To achieve the outcomes identified in the key findings and recommendations as presented in the Master Plan, a reliable and sustainable funding plan is needed. Staff identified and analyzed 36 funding sources that may be used to fund portions of the capital improvement plan as part of the Master Plan process. The following summarizes the primary funding sources that should be pursued to develop the CIP.

1.10 PRIMARY FUNDING SOURCES

1.10.1 GRANTS

The grant market continues to grow annually. Grant writers and researchers are essential if the Department is to pursue grants. Matching dollars are required for most federal grants and many state grants.

1.10.2 COMMUNITY PARKS FOUNDATION

The creation of a Riverbank Parks Foundation would be a joint-development funding source with Riverbank. The foundation would operate as a non-profit organization, working on behalf of the public agency to raise needed dollars to support its vision and operational needs.

The dollars that would be raised by the foundation are tax-exempt. Foundations promote specific causes, activities, or issues that Riverbank's Parks and Recreation Department needs to address. They offer a variety of means to fund capital projects, including capital campaigns, gifts catalogs, fundraisers, endowments, sales of park-related memorabilia, etc.

Private donations may be received in the form of cash, securities, land, facilities, recreation equipment, art, or in-kind services.

1.10.3 CAPITAL IMPROVEMENT FEES

Many park and recreation systems add a capital-improvement fee onto an existing user fee when they develop or enhance major recreation facilities. This is usually applied to golf courses, aquatic facilities, recreation centers, ice rinks, amphitheaters, and special-use facilities like sports complexes. The dollars gained either offset the cost of the capital improvement or the revenue bond that was used to develop or enhance the special-use facility. Once the capital improvement is paid off, the fee typically expires and is discontinued.

1.10.4 PARK DEVELOPMENT FEES

Many municipalities seek developer contributions for parklands and for the development of trails that run through the property being developed. The developer perceives the enhanced value such improvements mean for her or his development. Park or trail dedication as a requirement of subdivision development is a reliable means for maintaining equity of access to parks and trails.

1.10.5 PARK, OPEN SPACE, AND TRAIL BOND ISSUES

Agencies typically seek park bonds to meet park related needs. The key is to use debt financing through bonds to address needs that are both unmet and clearly a community priority. It is best to propose a capital-bond project that serves a variety of users and needs. Even in the worst economic downturn, most bond issues have been passing because communities are the direct recipient of the money, and the funding directly benefits residents.

1.10.6 PARTNERSHIPS

Partnerships are joint-development funding sources or operational funding sources formed between separate agencies, such as two government entities, a non-profit and a public agency, or a private business and a public agency. Partners jointly develop revenue-producing park and recreation facilities and share risk, operational costs, responsibilities, and asset management based on the strengths of each partner.

1.10.7 FRIENDS ASSOCIATION

Friends associations are typically formed to raise money for a single purpose, such as a specific park facility or program that will better the community.

1.11 IMPLEMENTING THE MASTER PLAN

The Master Plan Implementation Matrix can be utilized by the Department to develop and prioritize work plans. The key to success for the Department is to continue to build on current achievements while adding programs, services, and facility improvements that will generate revenue, reduce operational expenditures, and enhance recreation experiences for the residents of Riverbank.

CHAPTER TWO – ECONOMIC IMPACT OF PARKS AND RECREATION

The following summarizes the research findings from 2015 when the National Recreation and Parks Association (NRPA) joined forces with the Center for Regional Analysis at George Mason University to estimate the impact of spending by local park and recreation agencies on the U.S. economy. The research adds to the growing body of evidence that the benefits of parks extend well beyond their role as a public amenity and an enhancement to quality of life in their communities.

The analyses covered three areas: a national-level study, state-level assessments, and economic impacts of selected case study parks. Key characteristics of the research include the following:

- The study is focused exclusively on the direct, indirect (business transactions of park agency vendors) and induced (employees spending their earnings) effects local and regional park agencies' spending have on economic activity. The research does not measure the effects of visitor spending or the benefits local and regional park agencies generate for the environment, health and wellness, and property values.
- Data for this analysis comes from the U.S. Census Bureau survey of local government employment and spending data from 1,169 local and regional park agencies accessed from NRPA's PRORAGIS database and/or park system budget data posted online. Data for the case study park analyses were supplied by the relevant park agencies.
- The analyses provide estimates of economic activity (output or the value of transactions), value added (equivalent to gross domestic product), labor income (salaries, wages and benefits) and employment (headcount jobs).

2.1 KEY FINDINGS FROM THE NATIONAL STUDY

The U.S. Census Bureau reports that local park and recreation agencies had nearly 371,000 people on their payrolls in 2015. That translates into nearly $31 billion of operations spending by these agencies. That $31 billion ripples through the U.S. economy as park and recreation employees spend their paychecks, and park and recreation agency vendors hire workers and purchase products and services to serve their clients.

As a result, $31 billion of local park and recreation agency operations spending expanded to nearly $91 billion in total economic activity during 2015. That activity boosted real gross domestic product (GDP) by $48.7 billion and supported more than 732,000 jobs that accounted for nearly $34 billion in salaries, wages and benefits across the nation.

Further, local park and recreation agencies also invested an estimated $23.2 billion on capital programs in 2015. The capital spending led to an additional $63.6 billion in economic activity, a contribution of $32.3 billion to GDP, $21.3 billion in labor-related income and nearly 378,000 jobs.

Combining the impact of operations and capital spending finds the nation's local park and recreation agencies generated $154.4 billion in economic activity in 2015, nearly $81.1 billion in value added and more than 1.1 million jobs that boosted labor income by $55.1 billion. Operations and capital spending by local and regional public park agencies generated over $154 billion in economic activity and supported almost 1.1 million jobs in 2015.

2.2 WHAT THE RESULTS MEAN

These estimates of the economic impact generated from park and recreation agency spending come from an input-output model that estimates direct, indirect and induced effects of those expenditures.

- Direct Effects are the spending by local park and recreation agencies, whether for operations or capital programs, and include spending for equipment, utilities, goods, services and personnel.
- Indirect Effects capture the spending associated with local park and recreation agencies' vendors. An example is an agency contracting with a local company to spray for mosquitoes. The pest control company will need to hire employees, purchase pesticides and contract with a bookkeeping service. The bookkeeping service rents office space, hires workers, and purchases office supplies, etc.
- Induced Effects reflect the impact of consumer spending (from wages) by park and recreation agency employees and employees working for an agency's vendors.

The model estimates the total effects on output, labor income, value added and employment. Output is essentially a measure of the value of transactions. Labor income includes salaries, wages and benefits. Value added is the measure most equivalent to GDP and includes property income, dividends, corporate profits and other measures. Employment is the number of headcount jobs. The databases used to build the economic input-output model account for fulltime versus part-time employment in the relevant sectors of the economy.

2.3 ADDITIONAL ECONOMIC BENEFITS

Riverbank's Parks and Recreation Department generates additional economic benefits. While the figures presented in this report are significant, they represent only one aspect of the economic benefits of public parks, and consequently are conservative estimates of the full economic benefits of local parks and recreation.

Beyond the impact of local park and recreation agency spending, other critical economic contributions from public parks include:

- **Economic Development**: Parks and recreation improves the quality of life in communities and benefits the local economic development of a region. A recent survey notes that three-quarters of corporate executives' rate quality-of-life features as important factors when choosing a location for a headquarters, factory or other company facility.
- **Visitor Spending**: Many local park and recreation agency amenities spur tourism to their respective locales, generating significant economic activity, including (but not limited to) increased sales at local restaurants/bars and hotels. The August 2017 NRPA Park Pulse poll found that park and recreation amenities—such as beaches, parks, trails and secluded and relaxing places—are important to people when choosing a vacation destination.
- **Health and Wellness:** Parks and recreation promotes improved physical and mental health. This not only helps people feel better but can also help lower medical and insurance costs for those people taking advantage of those facilities and activities. Three in five respondents to the November 2017 NRPA Park Pulse poll indicate they would take up walking or jogging in local parks, trails or around their neighborhoods if advised by their doctors to be more physically active.
- **Conservation and Resiliency:** Park and recreation agencies' protection of land, water, trees, open spaces and wildlife improves air and water quality in communities. Through effective land management methods and green infrastructure investments, parks and recreation services make communities more resilient to natural disasters, reducing disaster recovery and insurance costs, Eighty-seven percent of respondents to the 2017 NRPA Americans' Engagement with Parks Survey agree that their local government and local park and recreation agency should make the needed investments to ensure their communities are more resilient to natural disasters.
- **Property Values**: Economic research has demonstrated consistently that homes and properties located near parklands have higher values than those farther away. Higher home values not only benefit the owners of these properties but, in many communities across the United States, add to the tax base of local governments. Eighty-five percent of respondents to the 2017 NRPA Americans' Engagement with Parks Survey seek high-quality park and recreation amenities when they are choosing a place to live.

2.4 SUMMARY

Park and recreation agencies advance our nation's communities in many ways. Not only are parks leading the way in terms of conservation, health and wellness and social equity, they are also engines of significant economic activity.

The powerful impact parks and recreation has on economic activity, when combined with the ability to deliver healthier and happier communities, highlights the fact that these offerings are not merely a "nice-to-have," luxury government service. Rather, parks and recreation facilities, programs and services are a critical aspect of what makes a City, City or County a vibrant and prosperous community.

CHAPTER THREE - COMMUNITY PROFILE

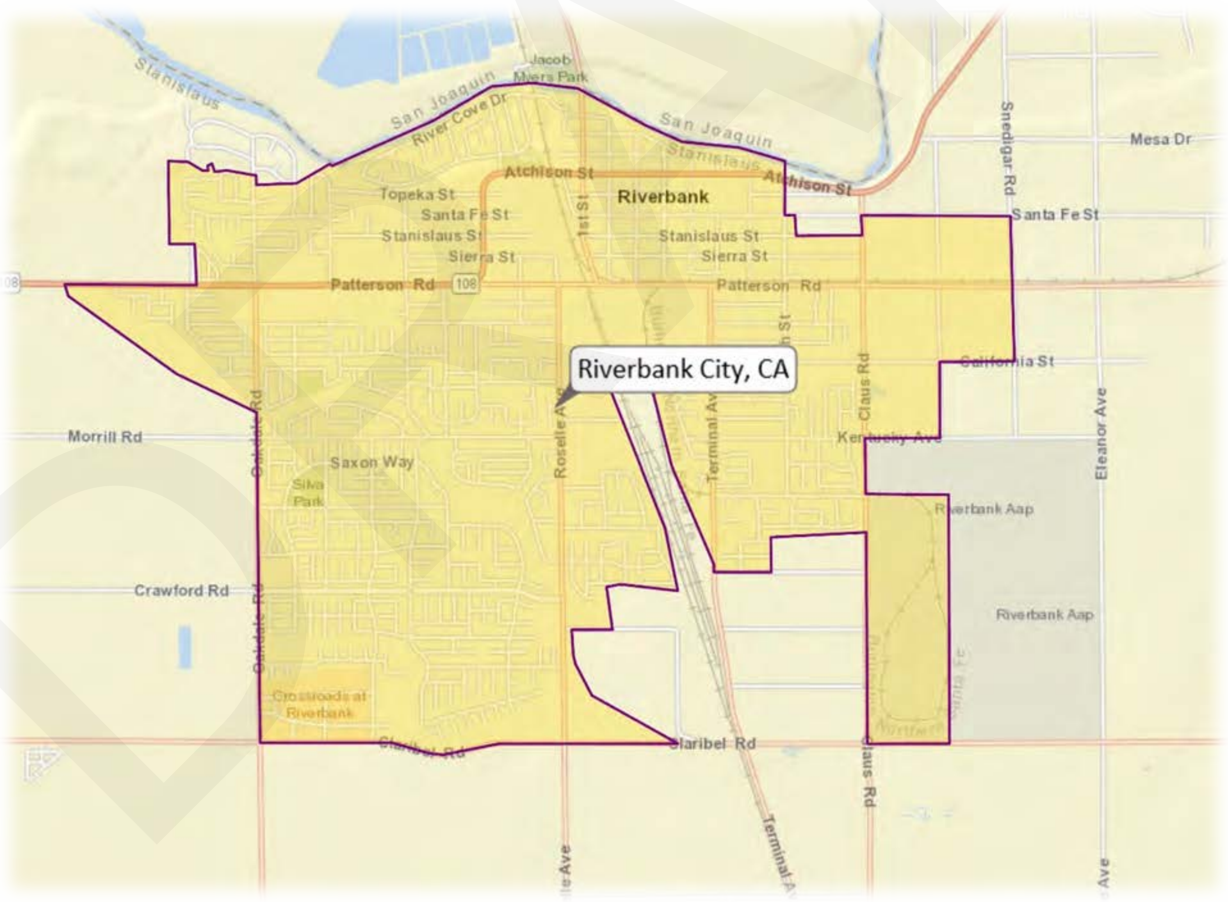
3.1 DEMOGRAPHIC ANALYSIS

The Demographic Analysis provides an understanding of the population of Riverbank, California. This analysis reflects the total population, and its key characteristics such as age segments, income levels, race, and ethnicity.

Future projections are all based on historical patterns. Unforeseen circumstances during or after the time of the projections could have a significant bearing on the validity of the final projections.

3.2 METHODOLOGY

Demographic data used for the analysis was obtained from U.S. Census Bureau and from ESRI, the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends. All data was acquired in March 2020 and reflects actual numbers as reported in the 2010 Censuses, and estimates for 2020 and 2025 as obtained by ESRI and the City of Riverbank. Straight line linear regression was utilized for projected 2030 and 2035 demographics. This information will help support the development of the Parks and Recreation Master Plan Update.



3.3 RACE AND ETHNICITY DEFINITIONS

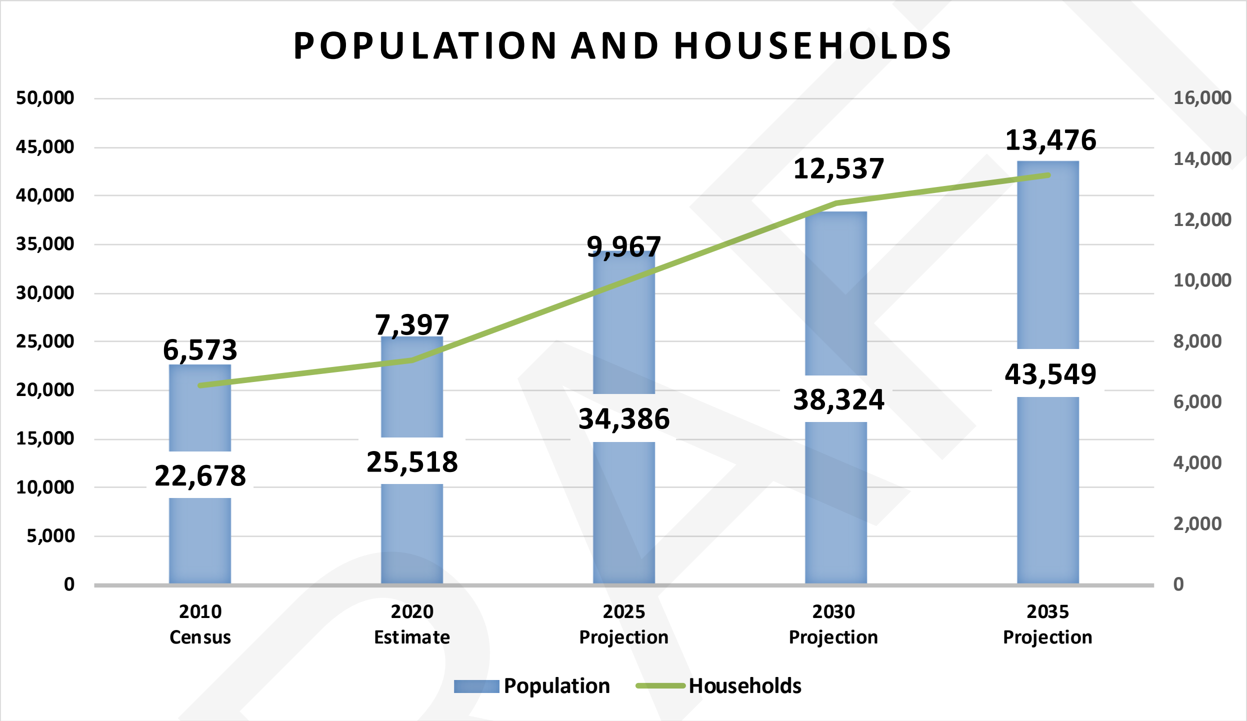
The Census 2010 data on race are not directly comparable with data from the 2000 Census and earlier censuses; caution must be used when interpreting changes in the racial composition of the US population over time. The latest (Census 2010) definitions and nomenclature are used within this analysis as follows:

- American Indian – This includes a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment
- Asian – This includes a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- Black – This includes a person having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander – This includes a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White – This includes a person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- Some Other Race - Includes all other responses not included in the "White", "Black or African American", "American Indian and Alaska Native", "Asian" and "Native Hawaiian and Other Pacific Islander" race categories described above.
- Two or more races - People may have chosen to provide two or more races either by checking two or more race responses
- Hispanic or Latino – This is an ethnic distinction, a subset of a race as defined by the Federal Government; this includes a person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race

3.4 RIVERBANK POPULACE

3.4.1 POPULATION

The City's population has experienced a growing trend in recent years and is estimated at 25,518 individuals in 2020. Projecting ahead, the total population is expected to continue to grow aggressively due to annexation over the next 15 years. Based on predictions through 2035, the City is expected to have 43,549 residents living within 13,476 households.

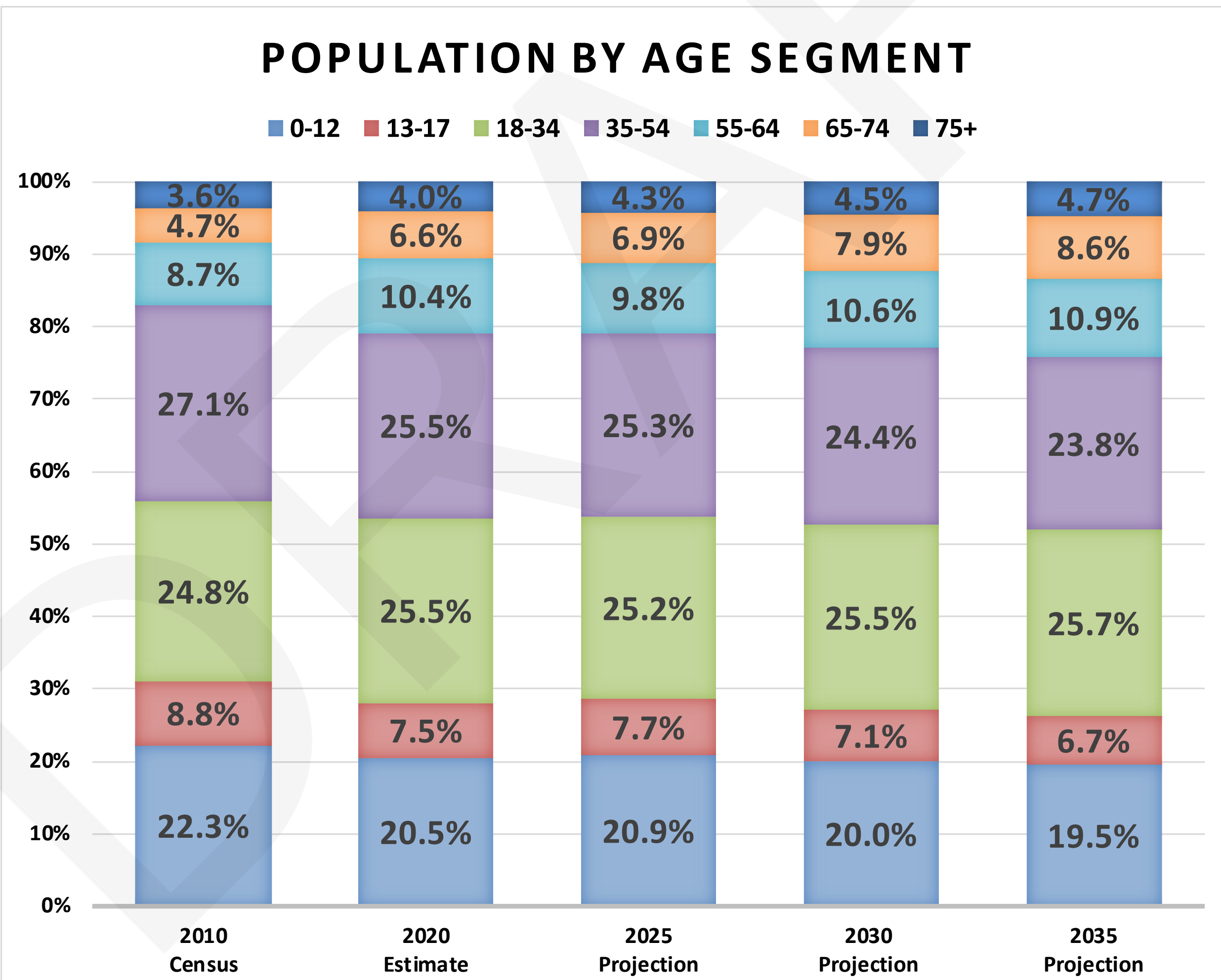


3.4.2 AGE SEGMENT

Evaluating the population by age segments, the City exhibits a balanced distribution among the major age segments. Currently, the largest grouping of age segments is the 0-17 segment, making up 28% of the population.

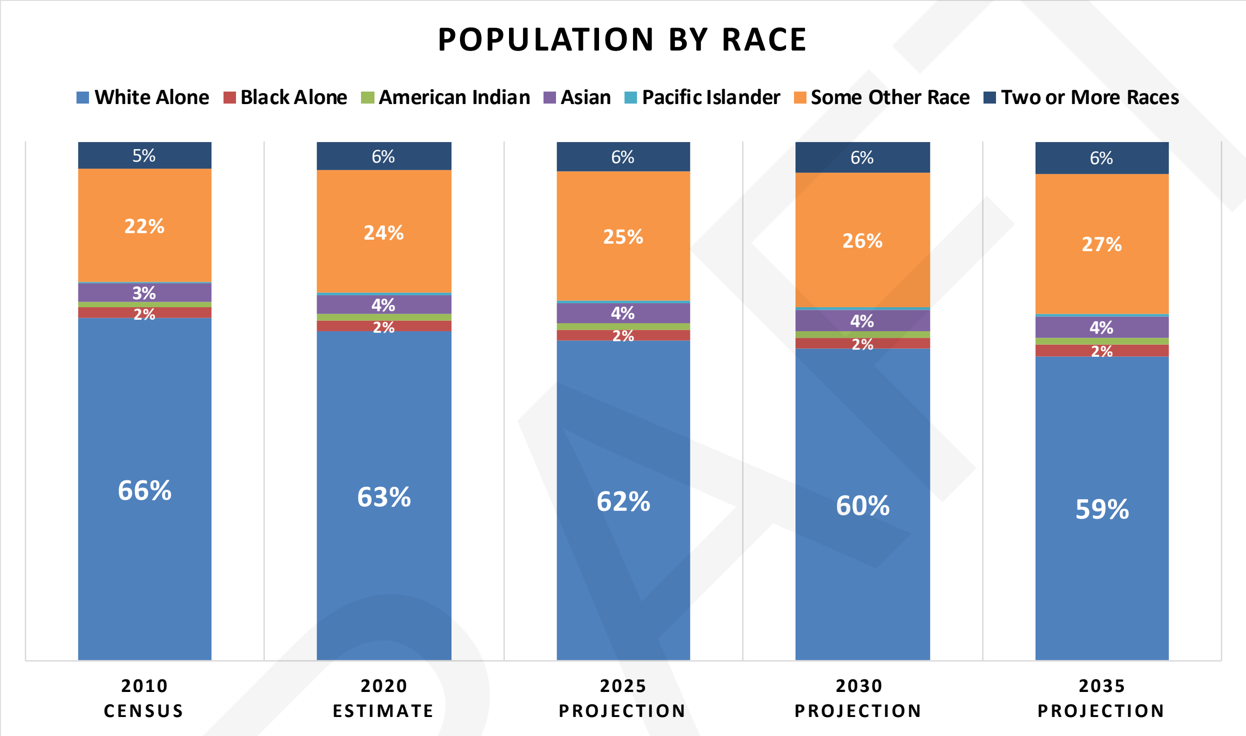
The overall age composition of the population within the City is projected to undergo an aging trend while still remaining balanced. Over the next 15 years, the 0-17 age segment, which currently is the largest age segment in Riverbank, will decrease by 2.8% while those who are 55 and older are projected to increase by 3.2%, making up 24.1% of the population by 2035. This is assumed to be a consequence of a vast amount of the Baby Boomer generation shifting into the senior age segment**.**

Given the differences in how the active adults (55 and older) participate in recreation programs, the trend is moving toward having at least two to three different program age segments for older adults. When developing the park and recreation system, the City should evaluate recreation experiences that would cater to active adults who are 55-64, 65–74, and 75+ age segments.

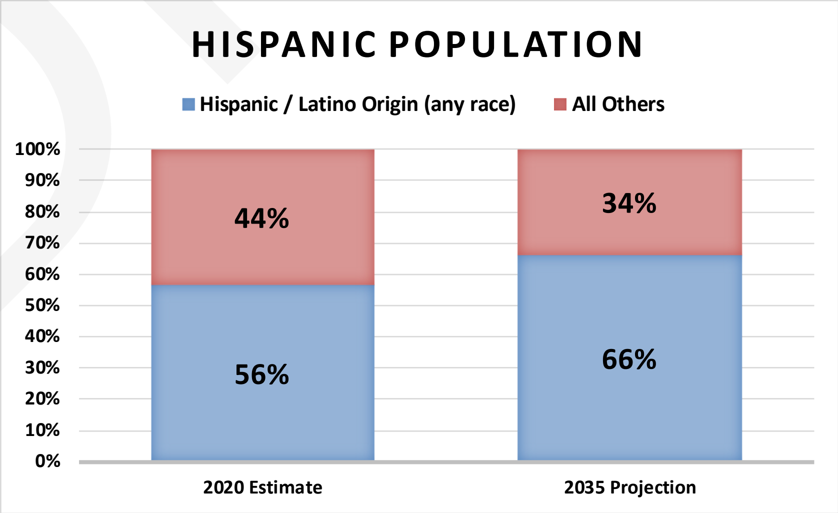


3.4.3 RACE AND ETHNICTY

In analyzing race, the City's current population is diverse. The 2020 estimates show that 63% of the City's population falls into the White Alone category, while the Some Other Race category (24%) represents the largest minority. The predictions for 2035 project that the City's population by race will diversity even more with a decrease in the White Alone population by approximately 4% while the Some Other Race Category will increase by 3%.

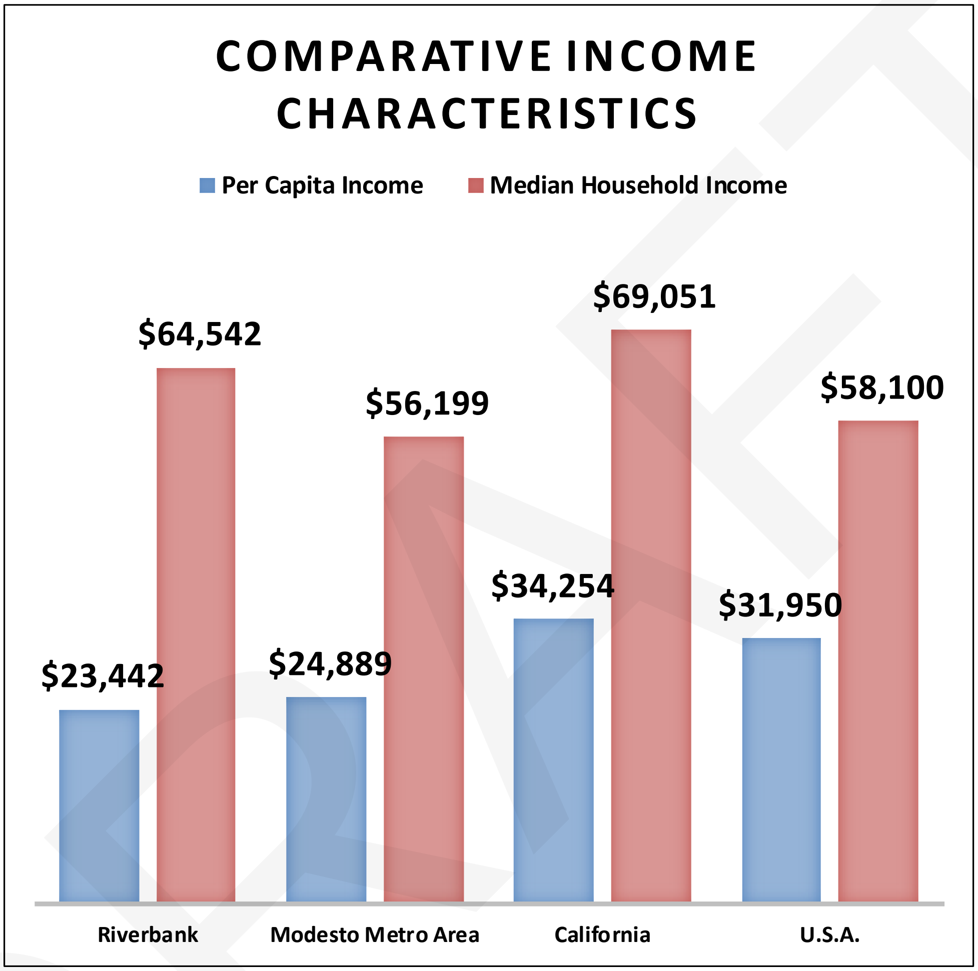


Based on the 2020 estimate, those of Hispanic/Latino origin represented 41% of the City's total population. The Hispanic/Latino population is expected to experience a significant increase to 48% by 2035.



3.4.4 HOUSEHOLDS AND INCOME

The City's per capita income level is in-line with the Modesto Metro Area but below that of state and national averages. The City's median household income levels are higher than both the Modesto Metro Area and national averages, but lower than that of the state.



3.5 RIVERBANK DEMOGRAPHIC IMPLICATIONS SUMMARY

The following implications are derived from the analyses provided above.

POPULATION

- The population is increasing and is projected to experience 82% population growth over the next 15 years.
- With a fast-growing population due to annexation, park and recreation services will need to strategically invest, develop, and maintain parks and facilities in relation to current and future housing development areas.

AGE SEGMENTATION

- Riverbank currently has a very broad and balanced age segmentation with the largest group being 0-17.
- Over the next 15 years, the 0-17 age segment, which currently is the largest age segment in Riverbank, will decrease by 2.8% while those who are 55 and older are projected to increase by 3.2%, making up 24.1% of the population by 2035.
- This is assumed to be a consequence of a vast amount of the Baby Boomer generation shifting into the senior age segment.
- This is significant as providing access to services and programs will need to be focused on multitude of age segments simultaneously as age segmentation is a strong determinant of recreational preferences.
- Equal distribution across all age segments will require the City to continue to provide programs, services, parks and facilities that appeal to all residents of the community.

RACE AND ETHNICITY

- A diverse and diversifying population will likely focus the City on providing traditional and non-traditional programming and service offerings while always seeking to identify emerging activities and sports.

HOUSEHOLDS AND INCOME

- With median and per capita household income averages at or below, local state and national averages, it is important for the City to prioritize providing offerings that are first class with exceptional customer service while modestly seeking opportunities to create revenue generation.

3.6 NATIONAL RECREATION TRENDS ANALYSIS

The Trends Analysis provides an understanding of national, regional, and local recreational trends as well recreational interest by age segments. Trends data used for this analysis was obtained from Sports & Fitness Industry Association's (SFIA), National Recreation and Park Association (NRPA), and Environmental Systems Research Institute, Inc. (ESRI). All trends data is based on current and/or historical participation rates, statistically-valid survey results, or NRPA Park Metrics.

3.6.1 METHODOLOGY

The Sports & Fitness Industry Association's (SFIA*) Sports, Fitness & Recreational Activities Topline Participation Report 2020* was utilized in evaluating the following trends:

- National Recreation Participatory Trends
- Core vs. Casual Participation Trends
- Non-Participant Interest by Age Segment

The study is based on findings from surveys carried out in 2019 by the Physical Activity Council (PAC), resulting in a total of 18,000 online interviews. Surveys were administered to all genders, ages, income levels, regions, and ethnicities to allow for statistical accuracy of the national population. A sample size of 18,000 completed interviews is considered by SFIA to result in a high degree of statistical accuracy. A sport with a participation rate of five percent has a confidence interval of plus or minus 0.32 percentage points at a 95 percent confidence level. Using a weighting technique, survey results are applied to the total U.S. population figure of 302,756,603 people (ages six and older).

The purpose of the report is to establish levels of activity and identify key participatory trends in recreation across the U.S. This study looked at 122 different sports/activities and subdivided them into various categories including: sports, fitness, outdoor activities, aquatics, etc.

CORE VS. CASUAL PARTICIPATION

In addition to overall participation rates, SFIA further categorizes active participants as either core or casual participants based on frequency of participation. Core participants have higher participatory frequency than casual participants. The thresholds that define casual versus core participation may vary based on the nature of each individual activity. For instance, core participants engage in most fitness activities more than 50-times per year, while for sports, the threshold for core participation is typically 13-times per year.

In a given activity, core participants are more committed and tend to be less likely to switch to other activities or become inactive (engage in no physical activity) than causal participants. This may also explain why activities with more core participants tend to experience less pattern shifts in participation rates than those with larger groups of casual participants.

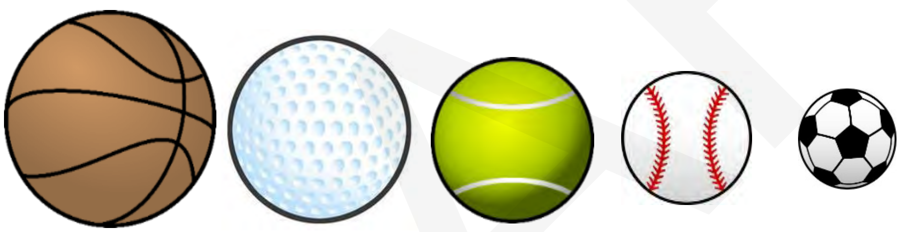
3.7 NATIONAL SPORT AND FITNESS PARTICIPATORY TRENDS

3.7.1 NATIONAL TRENDS IN GENERAL SPORTS

PARTICIPATION LEVELS

The sports most heavily participated in the United States were Basketball (24.9 million) and Golf (24.3 million), which have participation figures well in excess of the other activities within the general sports category. Followed by Tennis (17.7 million), Baseball (15.8 million), and Outdoor Soccer (11.9 million).

The popularity of Basketball, Golf, and Tennis can be attributed to the ability to compete with relatively small number of participants. Basketball's success can also be attributed to the limited amount of equipment needed to participate and the limited space requirements necessary, which make basketball the only traditional sport that can be played at the majority of American dwellings as a drive-way pickup game. Even though Golf has experienced a recent decrease in participation in the last 5-years, it still continues to benefit from its wide age segment appeal and is considered a life-long sport. In Addition, target type game venues or Golf Entertainment Venues have increased drastically (84.7%) as a 5-year trend. Using Golf Entertainment has a new alternative to breathe life back into the game of golf.



Basketball 24.9 Million | Golf 24.3 Million | Tennis 17.7 Million | Baseball 15.8 Million | Soccer 11.9 Million

FIVE-YEAR TREND

Since 2014, Golf- Entertainment Venues (84.7%), Pickleball (40.5%), and Flag Football (23.1%) have emerged as the overall fastest growing sports. During the last five-years. Similarly, Baseball (20.2%) and Indoor Soccer (17.8%) have also experienced significant growth. Based on the trend from 2014-2019, the sports that are most rapidly declining include Ultimate Frisbee (-49.4%), Squash (-23.4%), Touch Football (-21.5%), Badminton (-15.1%), and Tackle Football (-14.6%).

ONE-YEAR TREND

In general, the most recent year shares a similar pattern with the five-year trends; with Boxing for Competition (8.2%), Golf- Entertainment Venues (6.7%), and Pickleball (4.8%) experiencing the greatest increases in participation this past year. However, some sports that increased rapidly over the past five years have experienced recent decreases in participation, such as Rugby (-10.8%) and Gymnastics (-1.5%). Other sports including Ultimate Frisbee (-15.5%), Sand Volleyball (-7.8%), Roller Hockey (-6.8%), and Touch Football (-6.3) have also seen a significant decrease in participate over the last year.

CORE VS. CASUAL TRENDS IN GENERAL SPORTS

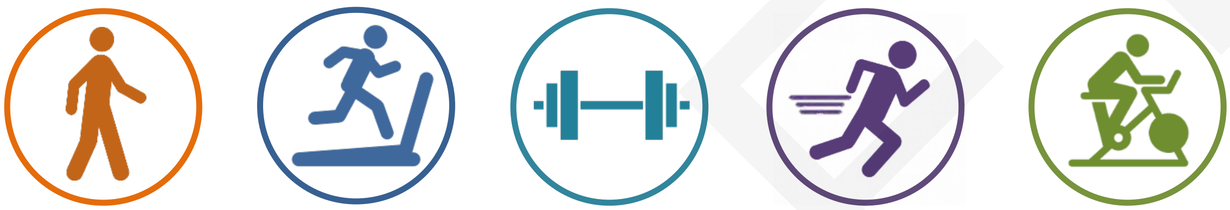
Highly participated in sports, such as Basketball, Baseball, and Slow Pitch Softball, have a larger core participant base (participate 13+ times per year) than casual participant base (participate 1-12 times per year). In the past year, Ice Hockey and Softball -Fast Pitch have increased core participation, while less mainstream sports, such as Boxing for Competition, Roller Hockey, Badminton, and Racquetball have larger casual participation base.

National Participatory Trends - General Sports					
Activity	Participation Levels			% Change	
	2014	2018	2019	5-Year Trend	1-Year Trend
Basketball	23,067	24,225	24,917	8.0%	2.9%
Golf (9 or 18-Hole Course)	24,700	24,240	24,271	-1.7%	0.1%
Tennis	17,904	17,841	17,684	-1.2%	-0.9%
Baseball	13,152	15,877	15,804	20.2%	-0.5%
Soccer (Outdoor)	12,592	11,405	11,913	-5.4%	4.5%
Golf (Entertainment Venue)	5,362	9,279	9,905	84.7%	6.7%
Softball (Slow Pitch)	7,077	7,386	7,071	-0.1%	-4.3%
Football, (Flag)	5,508	6,572	6,783	23.1%	3.2%
Volleyball (Court)	6,304	6,317	6,487	2.9%	2.7%
Badminton	7,176	6,337	6,095	-15.1%	-3.8%
Soccer (Indoor)	4,530	5,233	5,336	17.8%	2.0%
Football, (Touch)	6,586	5,517	5,171	-21.5%	-6.3%
Football, (Tackle)	5,978	5,157	5,107	-14.6%	-1.0%
Gymnastics	4,621	4,770	4,699	1.7%	-1.5%
Volleyball (Sand/Beach)	4,651	4,770	4,400	-5.4%	-7.8%
Track and Field	4,105	4,143	4,139	0.8%	-0.1%
Cheerleading	3,456	3,841	3,752	8.6%	-2.3%
Pickleball	2,462	3,301	3,460	40.5%	4.8%
Racquetball	3,594	3,480	3,453	-3.9%	-0.8%
Ice Hockey	2,421	2,447	2,357	-2.6%	-3.7%
Ultimate Frisbee	4,530	2,710	2,290	-49.4%	-15.5%
Softball (Fast Pitch)	2,424	2,303	2,242	-7.5%	-2.6%
Lacrosse	2,011	2,098	2,115	5.2%	0.8%
Wrestling	1,891	1,908	1,944	2.8%	1.9%
Roller Hockey	1,736	1,734	1,616	-6.9%	-6.8%
Boxing for Competition	1,278	1,310	1,417	10.9%	8.2%
Rugby	1,276	1,560	1,392	9.1%	-10.8%
Squash	1,596	1,285	1,222	-23.4%	-4.9%
NOTE: Participation figures are in 000's for the US population ages 6 and over					
Legend:	Large Increase (greater than 25%)	Moderate Increase (0% to 25%)	Moderate Decrease (0% to -25%)	Large Decrease (less than -25%)	

3.7.2 NATIONAL TRENDS IN GENERAL FITNESS

PARTICIPATION LEVELS

Overall, national participatory trends in fitness have experienced strong growth in recent years. Many of these activities have become popular due to an increased interest among Americans to improve their health and enhance quality of life by engaging in an active lifestyle. These activities also have very few barriers to entry, which provides a variety of options that are relatively inexpensive to participate in and can be performed by most individuals. The most popular general fitness activities amongst the U.S. population include: Fitness Walking (111.4 million), Treadmill (56.8 million), Free Weights (51.4 million), Running/Jogging (49.5 million), and Stationary Cycling (37.1 million).



Fitness Walking 111.4 Million

Treadmill 56.8 Million

Dumbbell Free Weights 51.4 Million

Running/ Jogging 49.5 Million

Stationary Cycling 37.1 Million

FIVE-YEAR TREND

Over the last five years (2014-2019), the activities growing most rapidly are Trail Running (46.0%), Yoga (20.6%), Cross Training Style Workout (20.2%), and Stationary Group Cycling (17.5%). Over the same time frame, the activities that have undergone the biggest decline include: Traditional Triathlon (-9.2%), Running/Jogging (-8.7%), Free Weights (-8.3%), and Fitness Walking (-1.0%)

ONE-YEAR TREND

In the last year, activities with the largest gains in participation were Trail Running (9.9%), Dance, Step, & Choreographed Exercise (7.0%), and Yoga (6.0%). From 2018-2019, the activities that had the largest decline in participation were Traditional Triathlons (-7.7%), Non-Traditional Triathlon (-7.4%), Bodyweight Exercise (-2.8%), and Running/Jogging (-2.6%).

CORE VS. CASUAL TRENDS IN GENERAL FITNESS

The most participated in fitness activities all have a strong core users base (participating 50+ times per year). These fitness activities include: Fitness Walking, Treadmill, Free Weights, Running/Jogging, Stationary Cycling, Weight/Resistant Machines, and Elliptical Motion/Cross Training, all having 48% or greater core users.

National Participatory Trends - General Fitness					
Activity	**Participation Levels**			**% Change**	
	2014	**2018**	**2019**	**5-Year Trend**	**1-Year Trend**
Fitness Walking	112,583	111,001	111,439	-1.0%	0.4%
Treadmill	50,241	53,737	56,823	13.1%	5.7%
Free Weights (Dumbbells/Hand Weights)	56,124	51,291	51,450	-8.3%	0.3%
Running/Jogging	54,188	50,770	49,459	-8.7%	-2.6%
Stationary Cycling (Recumbent/Upright)	35,693	36,668	37,085	3.9%	1.1%
Weight/Resistant Machines	35,841	36,372	36,181	0.9%	-0.5%
Elliptical Motion Trainer	31,826	33,238	33,056	3.9%	-0.5%
Yoga	25,262	28,745	30,456	20.6%	6.0%
Free Weights (Barbells)	25,623	27,834	28,379	10.8%	2.0%
Dance, Step, & Choreographed Exercise	21,455	22,391	23,957	11.7%	7.0%
Bodyweight Exercise	22,390	24,183	23,504	5.0%	-2.8%
Aerobics (High Impact/Intensity Training HIIT)	19,746	21,611	22,044	11.6%	2.0%
Stair Climbing Machine	13,216	15,025	15,359	16.2%	2.2%
Cross-Training Style Workout	11,265	13,338	13,542	20.2%	1.5%
Trail Running	7,531	10,010	10,997	46.0%	9.9%
Stationary Cycling (Group)	8,449	9,434	9,930	17.5%	5.3%
Pilates Training	8,504	9,084	9,243	8.7%	1.8%
Cardio Kickboxing	6,747	6,838	7,026	4.1%	2.7%
Boot Camp Style Cross-Training	6,774	6,695	6,830	0.8%	2.0%
Martial Arts	5,364	5,821	6,068	13.1%	4.2%
Boxing for Fitness	5,113	5,166	5,198	1.7%	0.6%
Tai Chi	3,446	3,761	3,793	10.1%	0.9%
Barre	3,200	3,532	3,665	14.5%	3.8%
Triathlon (Traditional/Road)	2,203	2,168	2,001	-9.2%	-7.7%
Triathlon (Non-Traditional/Off Road)	1,411	1,589	1,472	4.3%	-7.4%
NOTE: Participation figures are in 000's for the US population ages 6 and over					
Legend:	Large Increase (greater than 25%)	Moderate Increase (0% to 25%)	Moderate Decrease (0% to -25%)	Large Decrease (less than -25%)	

3.7.3 NATIONAL TRENDS IN OUTDOOR RECREATION

PARTICIPATION LEVELS

Results from the SFIA report demonstrate a contrast of growth and decline in participation regarding outdoor/adventure recreation activities. Much like the general fitness activities, these activities encourage an active lifestyle, can be performed individually or within a group, and are not as limited by time constraints. In 2019, the most popular activities, in terms of total participants, from the outdoor/adventure recreation category include: Day Hiking (49.7 million), Road Bicycling (39.4 million), Freshwater Fishing (39.2 million), and Camping within ¼ mile of Vehicle/Home (28.2 million), and Recreational Vehicle Camping (15.4 million).

Hiking (Day) **49.7 Million**

Bicycling (Road) **39.4 Million**

Fishing (Freshwater) **39.2 Million**

Camping (<¼mi. of Car/Home) **28.2 Million**

Camping (Recreational Vehicle) **15.4 Million**

FIVE-YEAR TREND

From 2014-2019, BMX Bicycling (55.2%), Day Hiking (37.2%), Fly Fishing (20.1%), Salt Water Fishing (11.6%), and Mountain Bicycling (7.2%) have undergone the largest increases in participation. The five-year trend also shows activities such as In-Line Roller Skating (-20.5%), Archery (-11.7%), and Adventure Racing (-9.5%) experiencing the largest decreases in participation.

ONE-YEAR TREND

The one-year trend shows activities growing most rapidly being BMX Bicycling (6.1%), Day Hiking (3.8%), and Birdwatching (3.8%). Over the last year, activities that underwent the largest decreases in participation include: Climbing (-5.5%), In-Line Roller Skating (-4.4%), and Camping with a Recreation Vehicle (-3.5%).

CORE VS. CASUAL TRENDS IN OUTDOOR RECREATION

A majority of outdoor activities have experienced participation growth in the last five- years. Although this a positive trend, it should be noted that all outdoor activities participation, besides adventure racing, consist primarily of casual users. This is likely why we see a lot of fluctuation in participation numbers, as the casual users likely found alternative activities to participate in.

National Participatory Trends - Outdoor / Adventure Recreation					
Activity	**Participation Levels**			**% Change**	
	2014	**2018**	**2019**	**5-Year Trend**	**1-Year Trend**
Hiking (Day)	36,222	47,860	49,697	37.2%	3.8%
Bicycling (Road)	39,725	39,041	39,388	-0.8%	0.9%
Fishing (Freshwater)	37,821	38,998	39,185	3.6%	0.5%
Camping (< 1/4 Mile of Vehicle/Home)	28,660	27,416	28,183	-1.7%	2.8%
Camping (Recreational Vehicle)	14,633	15,980	15,426	5.4%	-3.5%
Fishing (Saltwater)	11,817	12,830	13,193	11.6%	2.8%
Birdwatching (>1/4 mile of Vehicle/Home)	13,179	12,344	12,817	-2.7%	3.8%
Backpacking Overnight	10,101	10,540	10,660	5.5%	1.1%
Bicycling (Mountain)	8,044	8,690	8,622	7.2%	-0.8%
Archery	8,435	7,654	7,449	-11.7%	-2.7%
Fishing (Fly)	5,842	6,939	7,014	20.1%	1.1%
Skateboarding	6,582	6,500	6,610	0.4%	1.7%
Roller Skating, In-Line	6,061	5,040	4,816	-20.5%	-4.4%
Bicycling (BMX)	2,350	3,439	3,648	55.2%	6.1%
Climbing (Traditional/Ice/Mountaineering)	2,457	2,541	2,400	-2.3%	-5.5%
Adventure Racing	2,368	2,215	2,143	-9.5%	-3.3%
NOTE: Participation figures are in 000's for the US population ages 6 and over					
Legend:	Large Increase (greater than 25%)	Moderate Increase (0% to 25%)	Moderate Decrease (0% to -25%)	Large Decrease (less than -25%)	

3.7.4 NATIONAL TRENDS IN AQUATICS

PARTICIPATION LEVELS

Swimming is deemed as a lifetime activity, which is most likely why it continues to have such strong participation. In 2019, Fitness Swimming was the absolute leader in overall participation (28.2 million) amongst aquatic activities, largely due to its broad, multigenerational appeal.

Swimming (Fitness) 28.2 Million

Aquatic Exercise 11.2 Million

Swimming (Competition) 2.8 Million

FIVE-YEAR TREND

Assessing the five-year trend, all aquatic activities have experienced growth. Aquatic Exercise stands out having increased (22.7%) from 2014-2019, most likely due to the ongoing research that demonstrates the activity's great therapeutic benefit, followed by Fitness Swimming (11.5%) and Competition Swimming (4.1%).

ONE-YEAR TREND

From 2018-2019, Competive Swimming (-7.3%) was the only aquatic activity that declined in particpation. While both Aquatic Exercise (6.4%) and Fitness swimming (2.3%) experienced increases when assessing their one-year trend.

CORE VS. CASUAL TRENDS IN AQUATICS

All aquatic activities have undergone increases in participation over the last five years, primarily due to large increases in casual participation (1-49 times per year). From 2014 to 2019, casual participants for Aquatic Exercise (35.7%), Competition Swimming (22.7%), and Fitness Swimming (18.4%) have all grown significantly. However, all core participation (50+ times per year) for aquatic activities have decreased over the last five-years.

National Participatory Trends - Aquatics

Activity	Participation Levels			% Change	
	2014	2018	2019	5-Year Trend	1-Year Trend
Swimming (Fitness)	25,304	27,575	28,219	11.5%	2.3%
Aquatic Exercise	9,122	10,518	11,189	22.7%	6.4%
Swimming (Competition)	2,710	3,045	2,822	4.1%	-7.3%
NOTE: Participation figures are in 000's for the US population ages 6 and over					
Legend:	Large Increase (greater than 25%)	Moderate Increase (0% to 25%)	Moderate Decrease (0% to -25%)	Large Decrease (less than -25%)	

3.7.5 NATIONAL TRENDS IN WATER SPORTS / ACTIVITIES

PARTICIPATION LEVELS

The most popular water sports / activities based on total participants in 2019 were Recreational Kayaking (11.4 million), Canoeing (8.9 million), and Snorkeling (7.7 million). It should be noted that water activity participation tends to vary based on regional, seasonal, and environmental factors. A region with more water access and a warmer climate is more likely to have a higher participation rate in water activities than a region that has a long winter season or limited water access. Therefore, when assessing trends in water sports and activities, it is important to understand that fluctuations may be the result of environmental barriers which can greatly influence water activity participation.

Kayaking 11.4 Million | **Canoeing 9.0 Million** | **Snorkeling 7.7 Million** | **Jet Skiing 5.1 Million** | **Sailing 3.6 Million**

FIVE-YEAR TREND

Over the last five years, Stand-Up Paddling (29.5%) and Recreational Kayaking (28.5%) were the fastest growing water activity, followed by White Water Kayaking (9.9%) and Surfing (8.9%). From 2014-2019, activities declining in participation most rapidly were Water Skiing (-20.1%), Jet Skiing (-19.6%), Scuba Diving (-13.7%), Wakeboarding (-12.7%), and Snorkeling (-12.5%).

ONE-YEAR TREND

Similarly, to the five-year trend, Recreational Kayaking (3.3%) and Stand-Up Paddling (3.2%) also had the greatest one-year growth in participation, from 2018-2019. Activities which experienced the largest decreases in participation in the most recent year include: Boardsailing/Windsurfing (-9.7%), Sea Kayaking (-5.5), and Water Skiing (-4.8%)

CORE VS. CASUAL TRENDS IN WATER SPORTS/ACTIVITIES

As mentioned previously, regional, seasonal, and environmental limiting factors may influence the participation rate of water sport and activities. These factors may also explain why all water-based activities have drastically more casual participants than core participants, since frequencies of activities may be constrained by uncontrollable factors. These high causal user numbers are likely why a majority of water sports/activities have experienced decreases in participation in recent years.

National Participatory Trends - Water Sports / Activities					
Activity	Participation Levels			% Change	
	2014	2018	2019	5-Year Trend	1-Year Trend
Kayaking (Recreational)	8,855	11,017	11,382	28.5%	3.3%
Canoeing	10,044	9,129	8,995	-10.4%	-1.5%
Snorkeling	8,752	7,815	7,659	-12.5%	-2.0%
Jet Skiing	6,355	5,324	5,108	-19.6%	-4.1%
Sailing	3,924	3,754	3,618	-7.8%	-3.6%
Stand-Up Paddling	2,751	3,453	3,562	29.5%	3.2%
Rafting	3,781	3,404	3,438	-9.1%	1.0%
Water Skiing	4,007	3,363	3,203	-20.1%	-4.8%
Surfing	2,721	2,874	2,964	8.9%	3.1%
Wakeboarding	3,125	2,796	2,729	-12.7%	-2.4%
Scuba Diving	3,145	2,849	2,715	-13.7%	-4.7%
Kayaking (Sea/Touring)	2,912	2,805	2,652	-8.9%	-5.5%
Kayaking (White Water)	2,351	2,562	2,583	9.9%	0.8%
Boardsailing/Windsurfing	1,562	1,556	1,405	-10.1%	-9.7%
NOTE: Participation figures are in 000's for the US population ages 6 and over					
Legend:	Large Increase (greater than 25%)	Moderate Increase (0% to 25%)	Moderate Decrease (0% to -25%)	Large Decrease (less than -25%)	

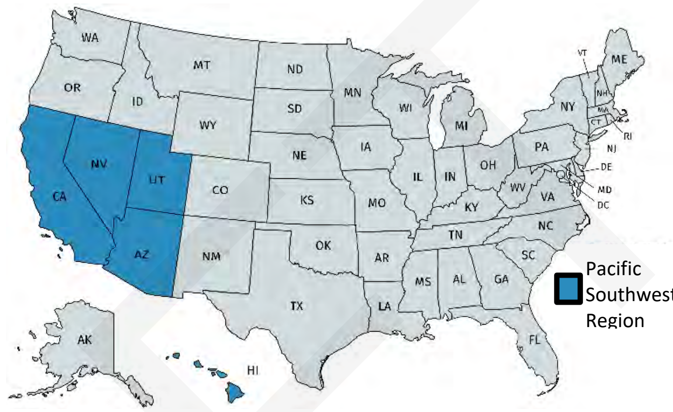
3.8 NON-PARTICIPANT INTEREST BY AGE SEGMENT

In addition to participation rates by generation, SFIA also tracks non-participant interest. These are activities that the U.S. population currently does not participate in due to physical or monetary barriers, but is interested in participating in. Below are the top five activities that each age segment would be most likely to partake in, if they were readily available.

Overall, the activities most age segments are interested in include: Camping, Bicycling, Fishing, and Swimming for Fitness. All of which are deemed as low-impact activities, making them obtainable for any age segment to enjoy.

3.9 NATIONAL AND REGIONAL PROGRAMMING TRENDS

PROGRAMS OFFERED BY PARK AND RECREATION AGENCIES (PACIFIC SOUTHWEST REGION)



NRPA's *Agency Performance Review 2019* summarize key findings from NRPA Park Metrics, which is a benchmark tool that compares the management and planning of operating resources and capital facilities of park and recreation agencies. The report contains data from 1,069 park and recreation agencies across the U.S. as reported between 2015 and 2019.

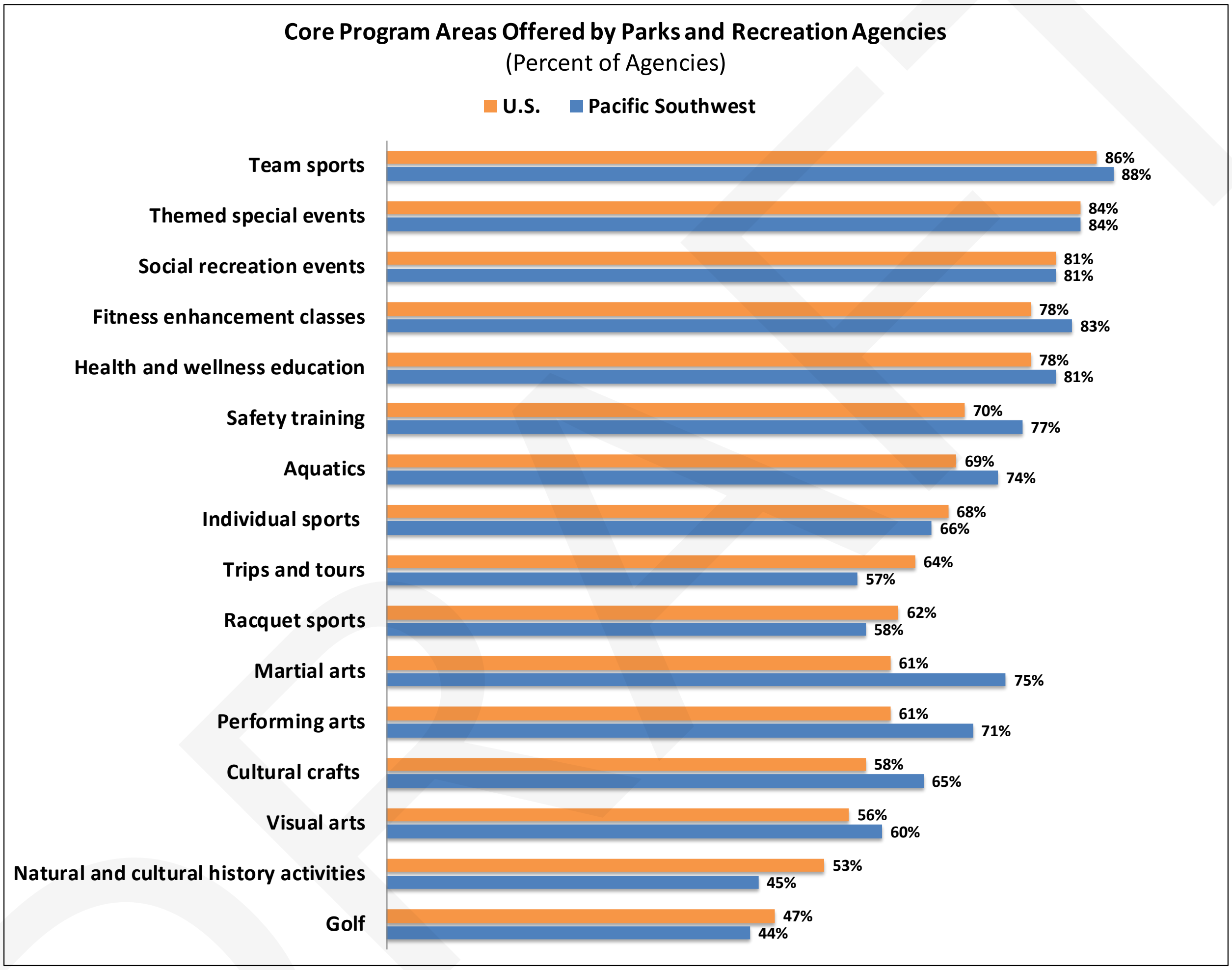
The report shows that the typical agencies (i.e., those at the median values) offer 161 programs annually, with roughly 60% of those programs being fee-based activities/events.

According to the information reported to the NRPA, the top five programming activities most frequently offered by park and recreation agencies, both in the U.S. and regionally, are described in the table below.

When comparing Pacific Southwest agencies to the U.S. average, team sports, themed special events, social recreation events, fitness enhancement classes, and health and wellness education were all identified as the top five most commonly provided program areas offered regionally and nationally.

Top 5 Most Offered Core Program Areas (Offered by Parks and Recreation Agencies)	
U.S. (% of agencies offering)	Pacific Southwest Region (% of agencies offering)
• Team sports (86%)	• Team sports (88%)
• Themed special events (84%)	• Themed special events (84%)
• Social recreation events (81%)	• Fitness enhancement classes (83%)
• Fitness enhancement classes (78%)	• Social recreation events (81%)
• Health and wellness education (78%)	• Health and wellness education (81%)

In general, Pacific Southwest park and recreation agencies offered programs at a slightly higher rate than the national average. Based on a discrepancy threshold of 5% or more, Pacific Southwest agencies are offering fitness enhancement classes, safety training, aquatics, martial arts, performing arts, and cultural crafts at a higher rate than the national average. Contradictory, the Pacific Southwest Region is trailing the national average in regards to trips and tours and natural and cultural history activities. A complete comparison of regional and national programs offered by agencies can be found below.



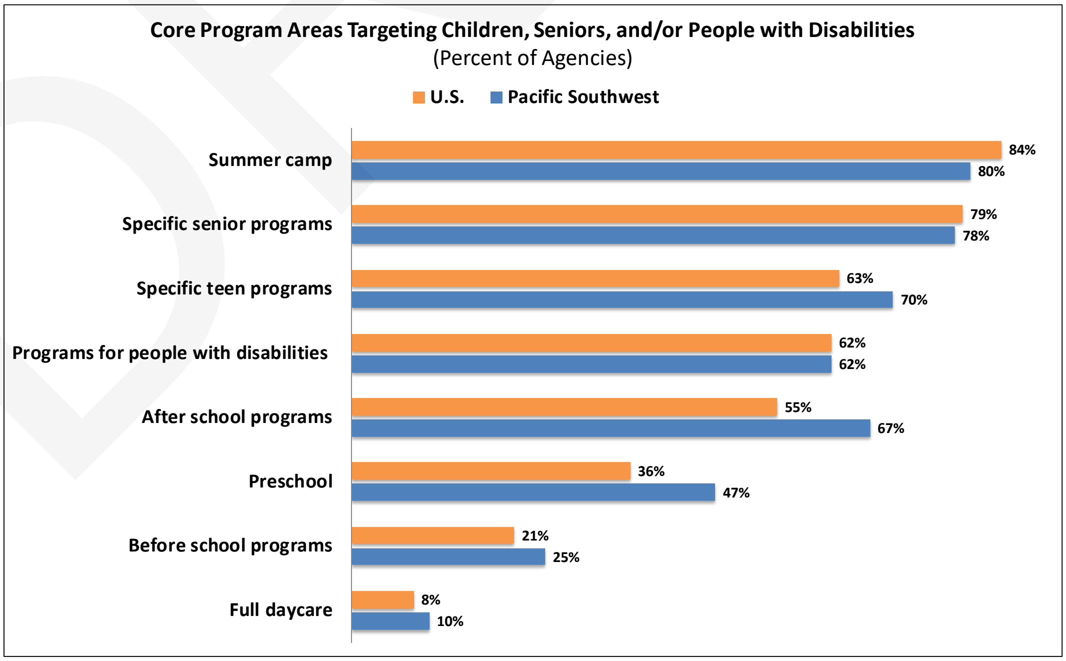
3.9.1 TARGETED PROGRAMS FOR CHILDREN, SENIORS, AND PEOPLE WITH DISABILITIES

For better understanding of targeted programs by age segment, the NRPA also tracks program offerings that cater specifically to children, seniors, and people with disabilities, on a national and regional basis. This allows for further analysis of these commonly targeted populations. According to the 2018 NRPA Agency Performance Review, approximately 79% of agencies offer dedicated senior programming, while 62% of park and recreation agencies provide adaptive programming for individuals with disabilities.

Based on information reported to the NRPA, the top three activities that target children, seniors, and/or people with disabilities most frequently offered by park and recreation agencies are described in the table below.

Top 3 Most Offered Core Program Areas **(Targeting Children, Seniors, and/or People with Disabilities)**	
U.S. **(% of agencies offering)**	Pacific Southwest Region (% of agencies offering)
• Summer camp (84%)	• Summer camp (80%)
• Senior programs (79%)	• Senior programs 78%)
• Teen programs (63%)	• Teen programs (70%)

Agencies in the Pacific Southwest tend to offer targeted programs at a significantly higher rate than the national average. This is especially evident when looking at specific teen programs, after school programs, and preschool school programs. A complete comparison of regional and national programs offered by agencies can be found below.



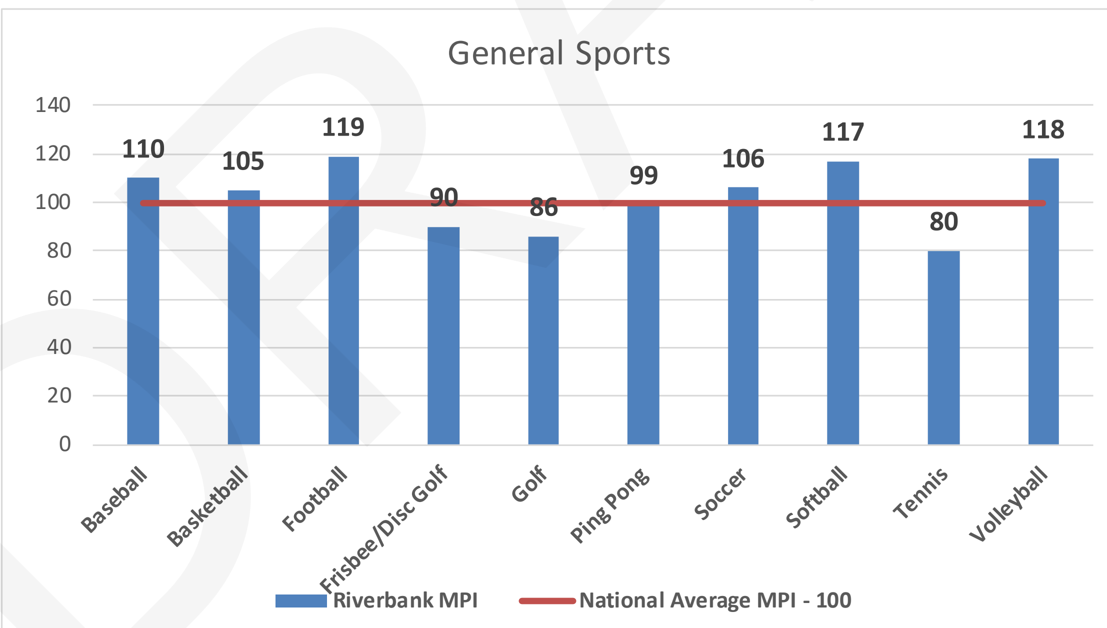
3.10 LOCAL SPORT AND MARKET POTENTIAL

The following charts show sport and leisure market potential data from ESRI. A Market Potential Data (MPI) measures the probable demand for a product or service within the City and its surrounding City of Riverbank. The MPI shows the likelihood that an adult resident of the target area will participate in certain activities when compared to the US National average. The national average is 100, therefore numbers below 100 would represent a lower than average participation rate, and numbers above 100 would represent higher than average participation rate. The City is compared to the national average in three (3) categories – general sports, fitness and outdoor activity.

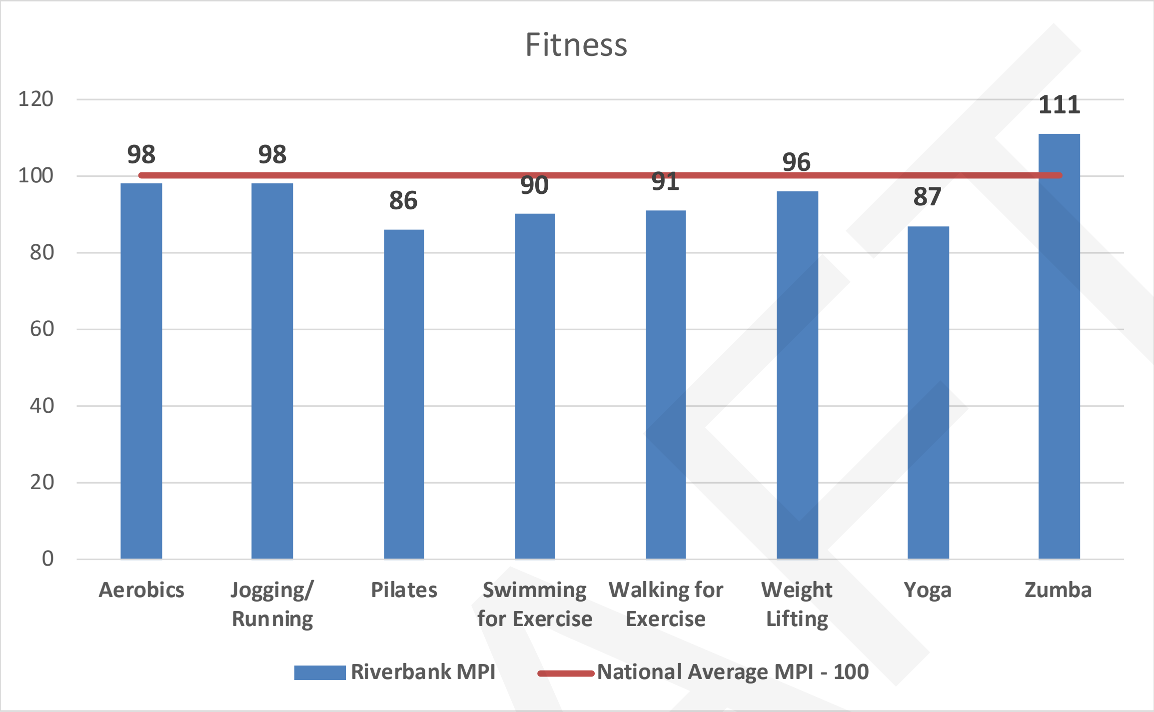
Overall, Riverbank demonstrates average to below average market potential index (MPI) numbers. Looking at the three categories (general sports, fitness and outdoor activity), even though they each have a few activities with MPI scores at or above the national averages, a majority of the activities' MPI scores are below 100+. These overall MPI scores show that Riverbank has below average participation rates when it comes to recreational activities. This becomes significant for when the City considers building new facilities or starting up new programs; giving them a strong tool to estimate resident attendance when utilized in combination of other data points.

High index numbers (100+) are significant because they demonstrate that there is a greater potential that residents of the City will actively participate in offerings provided by the City.

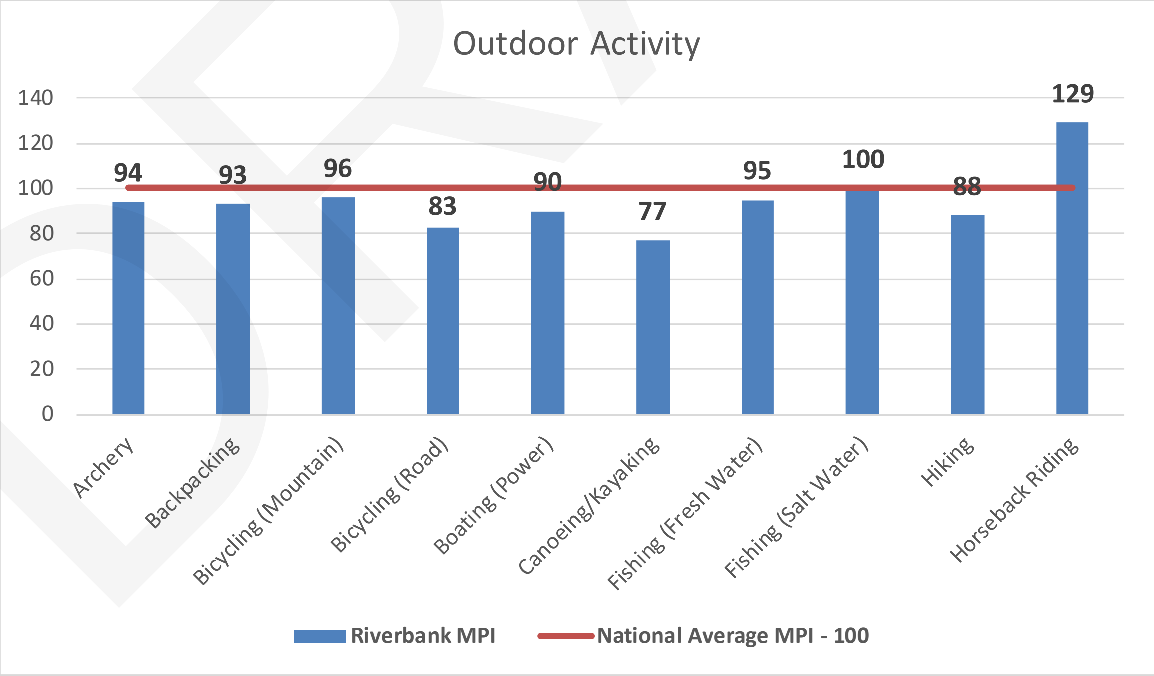
3.10.1 GENERAL SPORTS MPI



3.10.2 GENERAL FITNESS MPI



3.10.3 OUTDOOR ACTIVITY MPI



3.11 TRENDS SUMMARY

It is critically important for the Riverbank Parks and Recreation Department to understand the local and national participation trends in recreation activities. In doing so, the Department can gain general insight into the lifecycle stage of recreation programs and activities (emerging, stable and declining) and thereby anticipate potential changes in need and demand for the programs and activities that it provides to the residents of Riverbank. Here are some major takeaways for local and national recreation trends:

- Basketball remained the most popular sport nationally while football is the most popular sport locally.
- Nationally, pickleball has emerged as the overall fastest growing sport offered at by local park and recreation agencies and it has made its presence felt in Riverbank.
- Tackle football and touch football are losing participants nationally, however participation remains strong in Riverbank.
- All listed aquatic activities have experienced strong participation growth over the last five years, both locally and nationally though competition swimming has seen a decrease in the last year.
- Fitness walking remained the most popular fitness activity nationally and will likely grow in popularity in Riverbank as the trail system expands over the next 10 years.
- Outdoor recreational activities are on the rise nationally. Hiking is extremely popular both nationally and locally.
- Based on national measurements, income level has a negative impact on inactivity rate. Lower income households tend to have higher inactivity rate.
- Age is also a significant factor to inactivity level. Generation Z (age 6-17) had the lowest inactivity rate while the boomers (age 55+) had the highest inactivity rate.
- Besides income and age factors, non-participants are more likely to join sports or fitness activities if a friend accompanies them.
- Ownership of health and fitness tracking devices has increased in recent years.

CHAPTER FOUR - COMMUNITY NEEDS ASSESSMENT

The efforts in creating this Master Plan were based in an evaluation of existing resources and capacity as well as community input. Thus, a key consideration to creating a vision for parks and recreation in Riverbank is to understand current community values, needs, and desires. The assessment of these values is accomplished by triangulating information generated from focus groups with staff, public input received via the project website, a statistically valid survey, and reinforced through intercept and electronic surveys. The surveys were written to reflect issues and wishes that emerged from the qualitative data gathered through discussions with staff. Triangulation occurs when findings of the qualitative work is supported by the quantitative work. The following sections discuss this process and resulting findings.

4.1 QUALITATIVE INPUT SUMMARY

In the spring and summer of 2019, the consultant team conducted a series of focus group, stakeholder and public meetings, in partnership with Riverbank staff, that included, but wasn't limited to, representatives from various stakeholder groups, including Riverbank Unified School District, business owners, athletic organizations, the Army Corps of Engineers, Friends of Jacob Myers Park and the development community. The results of these focus group discussions were condensed to a series of key themes that emerged.

Discussion with staff, community leaders and citizens revealed the following key themes related to parks and recreation in Riverbank.

ECONOMIC DEVELOPMENT THROUGH PARK DEVELOPMENT

Opportunity exists for park development to enhance and/or advance economic development. There is also an opportunity for economic development to enhance and support park development.

- Parks and recreation can play a significant role in business attraction, residential development, and the overall quality of life attributes desired by the community.
- Investment in parks reflects the community's value set and the City's overall attitude of being an active player in the betterment of the community.
- The further development of Jacob Myers Park can potentially serve as an economic catalyst.

INVESTING IN THE EXISTING PARKS SYSTEM

- Continue to focus on reinvesting in, and maintaining existing parks.
- Opportunities exist to, in part, help meet the recreational needs of the community, in partnership with the development community given recent annexation, the Riverbank Unified School District and the Army Corps of Engineers and the Friends of Jacob Myers Park.

TRAILS AND CONNECTIVITY

- Desire for a connected, accessible recreational trail system that also supports active transportation and Safe Routes to School initiatives.

ADVOCACY AND AWARENESS

- Increased and targeted Communication/Marketing is needed to develop more advocacy for, and the awareness of, the parks and recreation system.

FUNDING THE PARKS AND RECREATION SYSTEM

- Multiple funding strategies are required to meet the needs of the community.
- Securing funding through Prop 68 and other grant programs will be critical for funding park development over the next 10 years.
- Sustainable funding for park maintenance, park renovations and lifecycle replacement.

4.2 STATISTICALLY VALID SURVEY

4.2.1 OVERVIEW

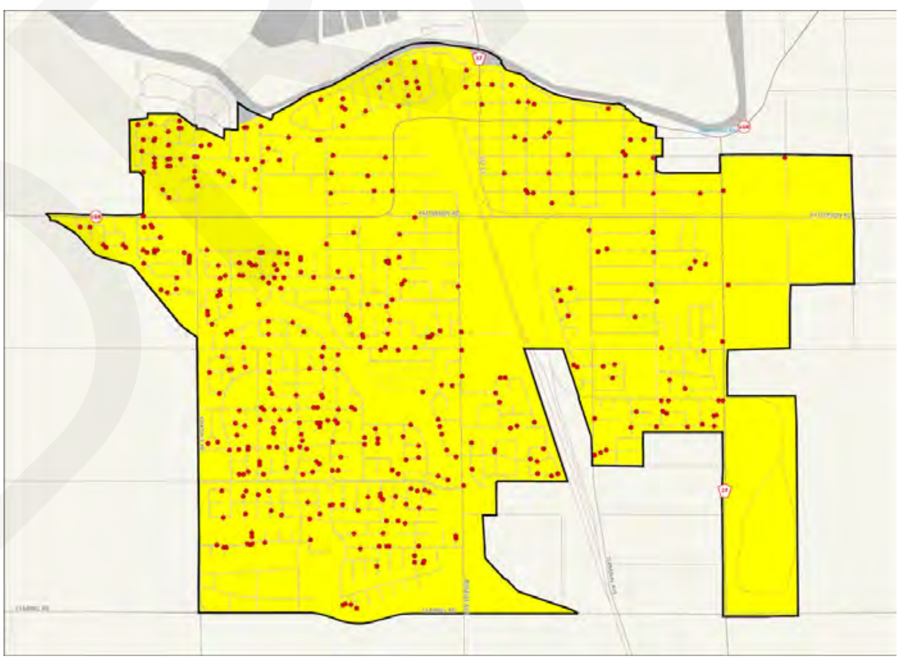
ETC Institute administered a needs assessment survey for Riverbank during the fall of 2019. The survey was administered as part of the City's Parks and Recreation Master Plan for their residents. The survey results will aid Riverbank in taking a resident-driven approach to making decisions that will enrich and positively affect the lives of residents.

4.2.2 METHODOLOGY

ETC Institute mailed a survey packet to a random sample of households in Riverbank. Each survey packet contained a cover letter, a copy of the survey, and a postage-paid return envelope. Residents who received the survey were given the option of returning the survey by mail or completing it on-line.

A few days after the surveys were mailed, ETC Institute sent emails and placed phone calls to the households that received the survey to encourage participation. The emails contained a link to the on-line version of the survey to make it easy for residents to complete the survey. To prevent people who were not residents of Riverbank from participating, everyone who completed the survey on-line was required to enter their home address prior to submitting the survey. ETC Institute then matched the addresses that were entered on-line with the addresses that were originally selected for the random sample. If the address from a survey completed online did not match one of the addresses selected for the sample, the on-line survey was not counted.

The goal was to obtain completed surveys from at least 375 residents. The goal was exceeded with a total of 421 households completing the survey. The overall results for the sample of 421 households have a precision of at least +/-4.8% at the 95% level of confidence. The following scatterplot graph indicates where completed surveys were received from residents in Riverbank.

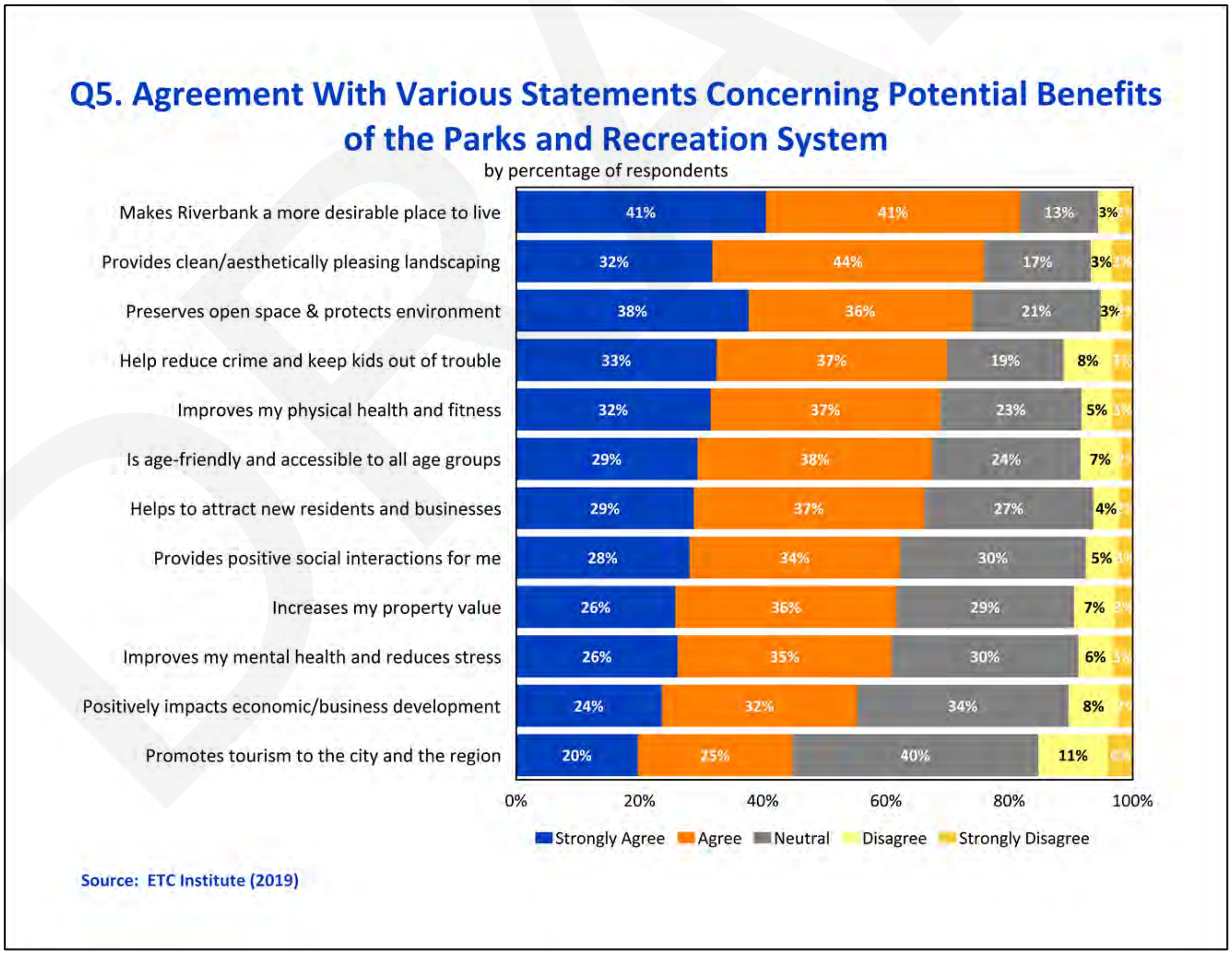


The major findings of the survey are summarized below and on the following pages. Complete survey results are provided as a separate document.

4.2.3 AGREEMENT WITH THE BENEFITS OF PARKS AND RECREATION

Respondents were asked to indicate their level of agreement with the benefits of Riverbank's Recreation system.

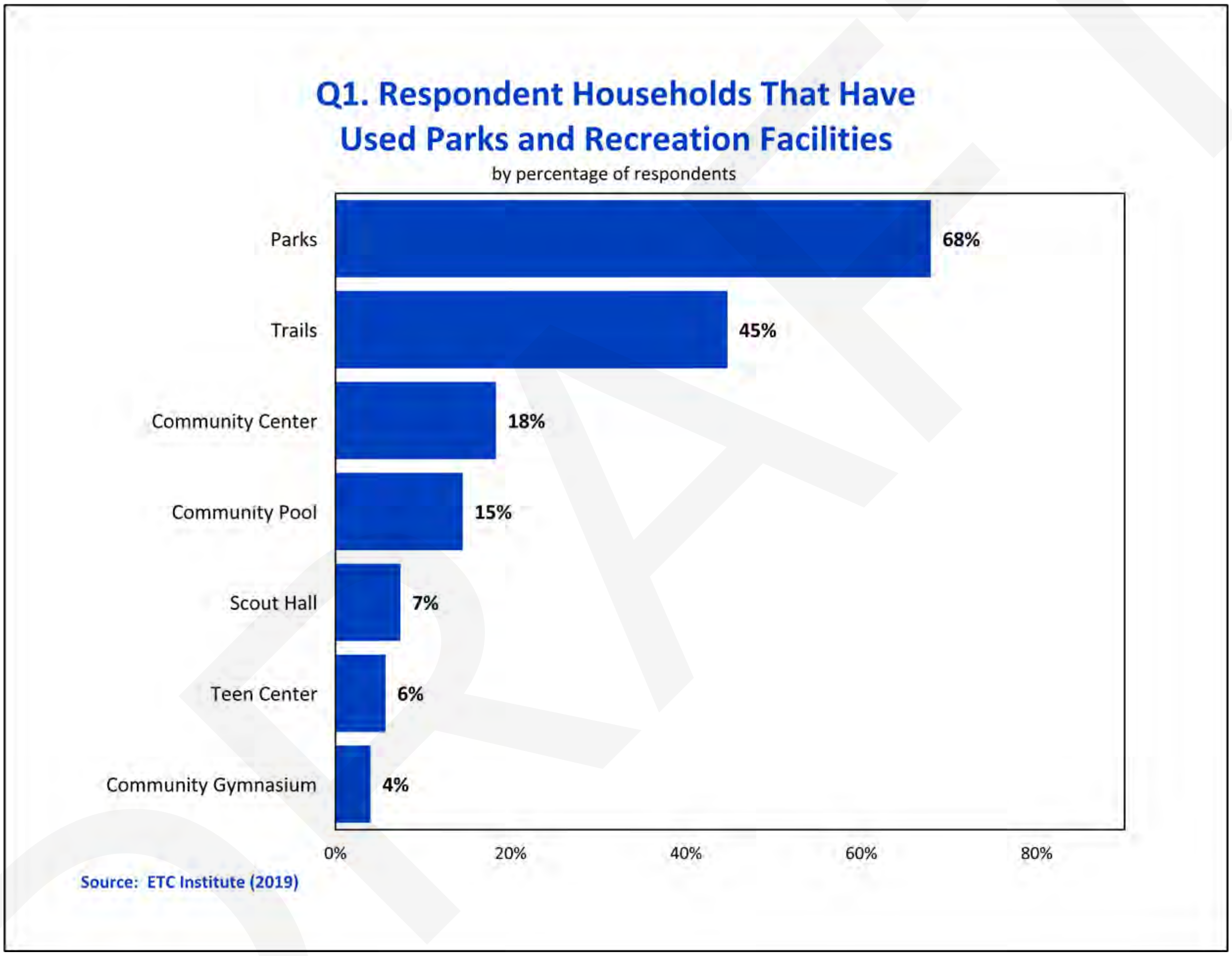
- Eighty-seven percent (82%) indicated that the system Makes Riverbank a More Desirable Place to Live.
    - Other benefits most agreed with include:
        - Provides Clean/Aesthetically pleasing Landscaping (76%).
        - Preserves Open Space and Protects the Environment (74%).
        - Helps to Reduce Crime (70%).
        - Improves My Physical Health and Fitness (69%).
        - Is Age-Friendly to All People (67%).
        - Helps to Attract New Residents and Businesses (67%).
        - Provides Positive Social Interactions for Me (66%).
        - Increases My Property Value (62%).



4.2.4 PARK AND FACILITY UTILIZATION AND CONDITION RATINGS

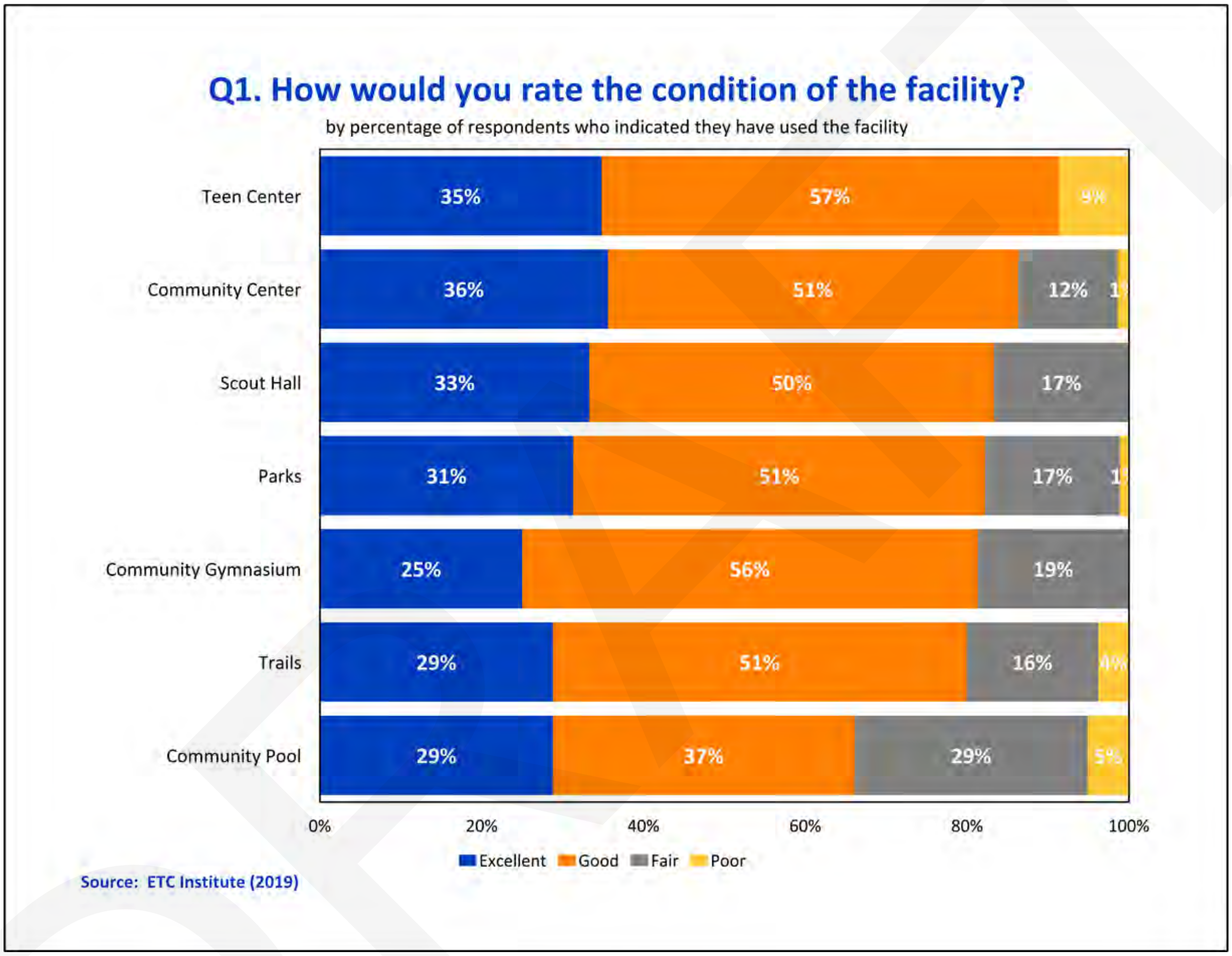
- **Utilization:**
  - Eighty-eight percent (68%) of households used parks and 45% used trails over the past 12 months.

The national benchmark for park and trail utilization is 76%.



- **Condition Ratings of Parks:**
    - o Twenty-nine percent (29%) of households rated the condition of the parks and facilities as excellent.

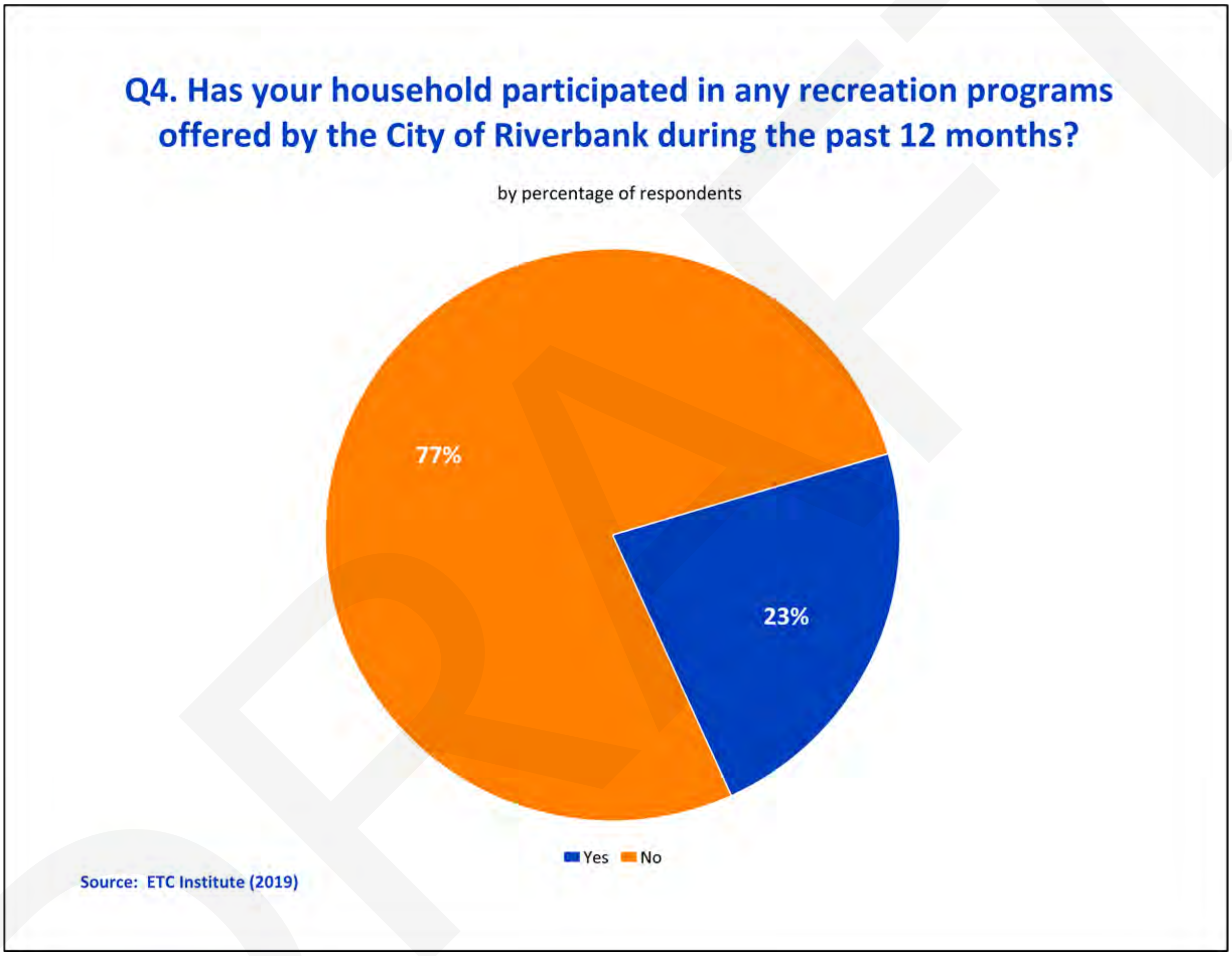
The national benchmark for excellent is 29%.



4.2.5 PROGRAM PARTICIPATION AND QUALITY RATINGS

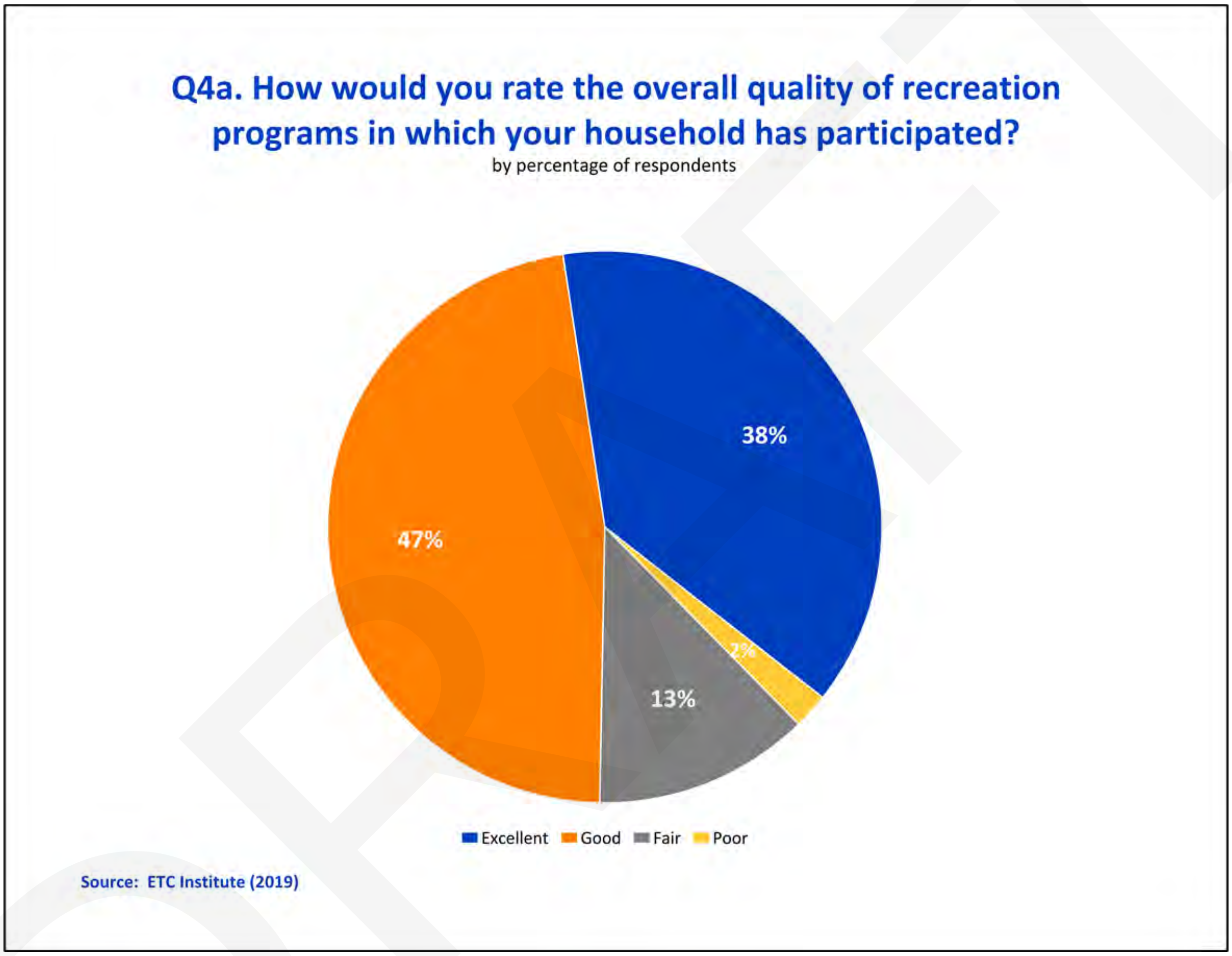
- **Program Participation and Ratings:**
    - Twenty-three percent (23%) of households participated in Riverbank Parks and Recreation Department programs and services over the past 12 months.

The national benchmark for program participation is 33%.



- **Program Quality:**
    - Of households who participated in programs, 38% rated the programs as "excellent".

The national benchmark for excellent is 33%.

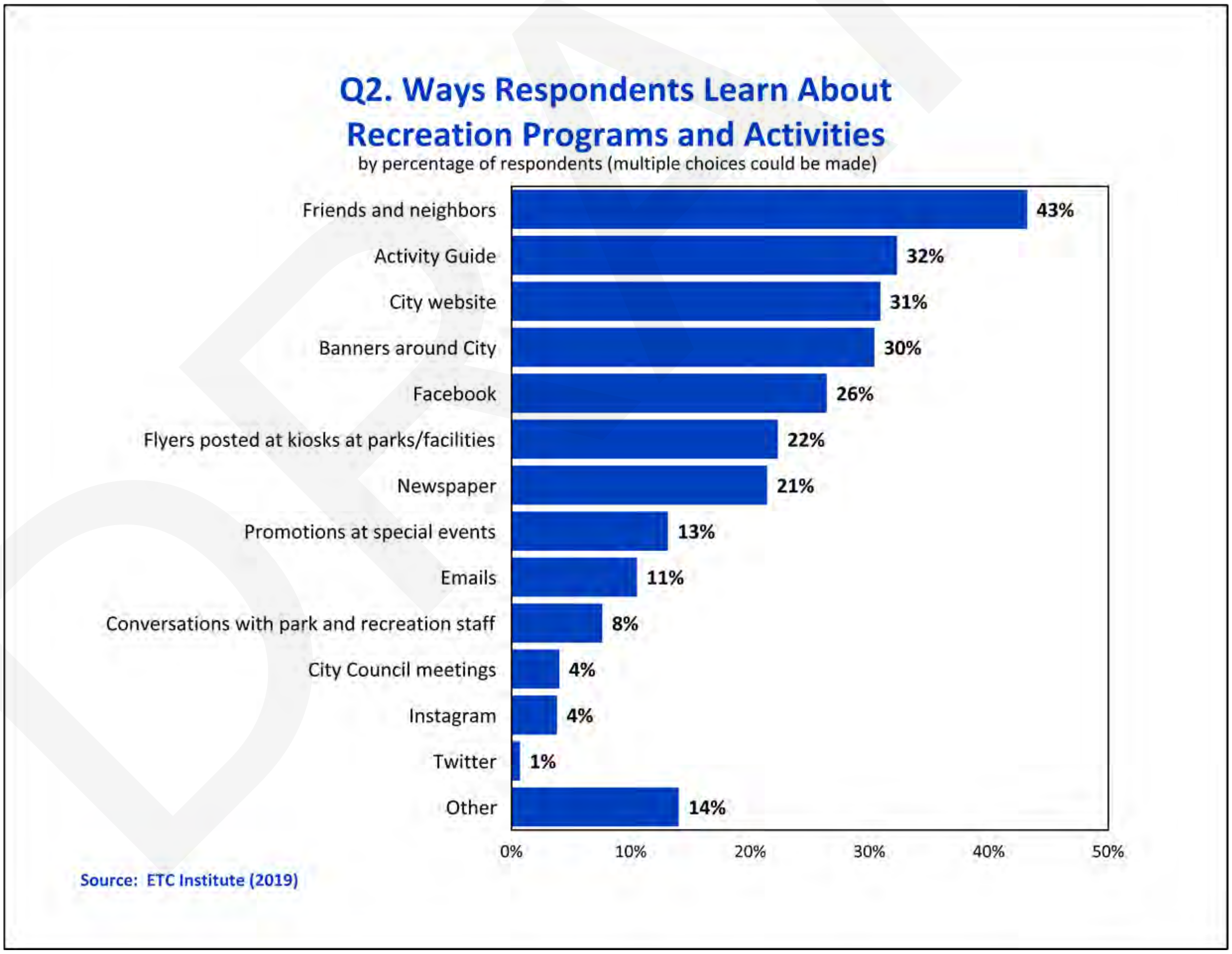


4.2.6 WAYS HOUSEHOLDS **CURRENTLY LEARN** ABOUT PROGRAMS AND ACTIVITIES

- **From Friends and Neighbors Was the Most Utilized Source of Information When Learning About Program and Activity Offerings.**
  - o Forty-three percent (43%) of households indicated they utilize Friends and Neighbors as an information source.
  - o Other most used sources include:
    - Activity Guide (32%).
    - City Website (31%).
    - Banners around the City (30%).
    - Facebook (37%).

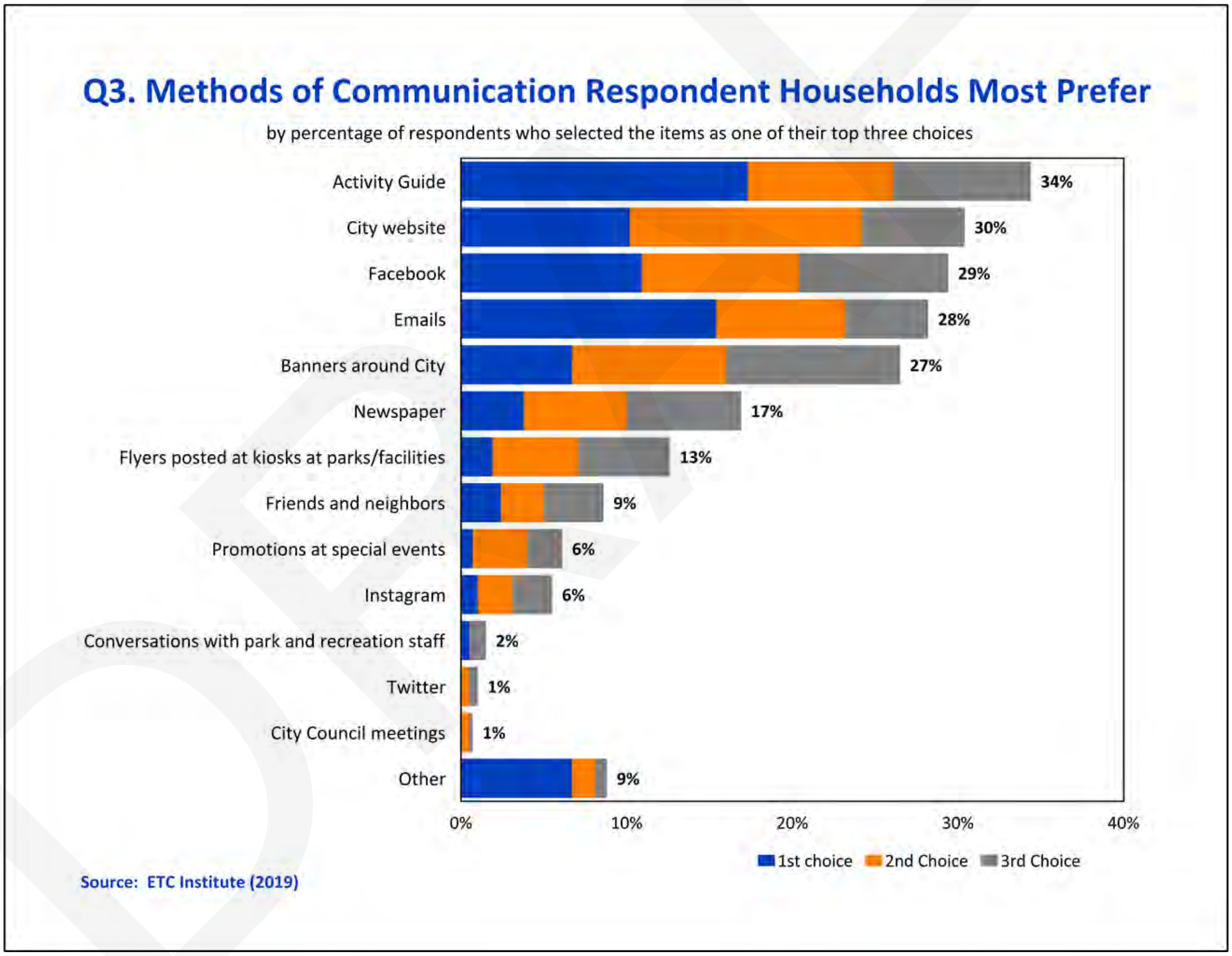
The national benchmark for from friends and neighbors is 43%.

The national benchmark for website is 31%.



4.2.7 WAYS HOUSEHOLDS **WOULD PREFER TO LEARN** ABOUT PROGRAMS AND ACTIVITIES

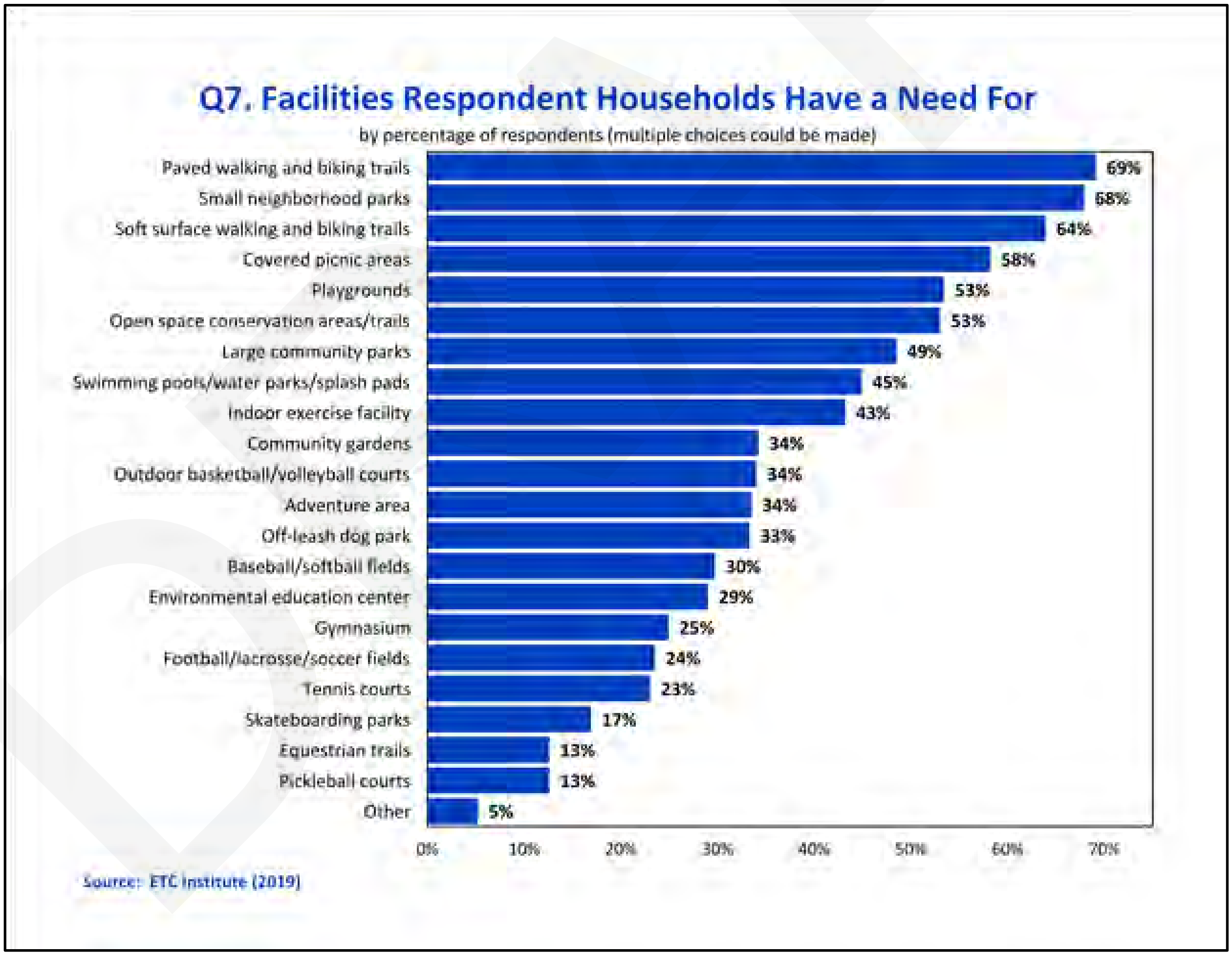
- **Activity Guide Was the Most Preferred Source of Information When Learning About Program and Activity Offerings.**
  - Thirty-four percent (34%) of households indicated they would prefer to continue to receive parks and recreation information source via the Activity Guide.
  - Other most preferred sources include:
    - City Website (30%).
    - Facebook (29%).
    - Emails (28%).
    - Banners Around the City (27%).



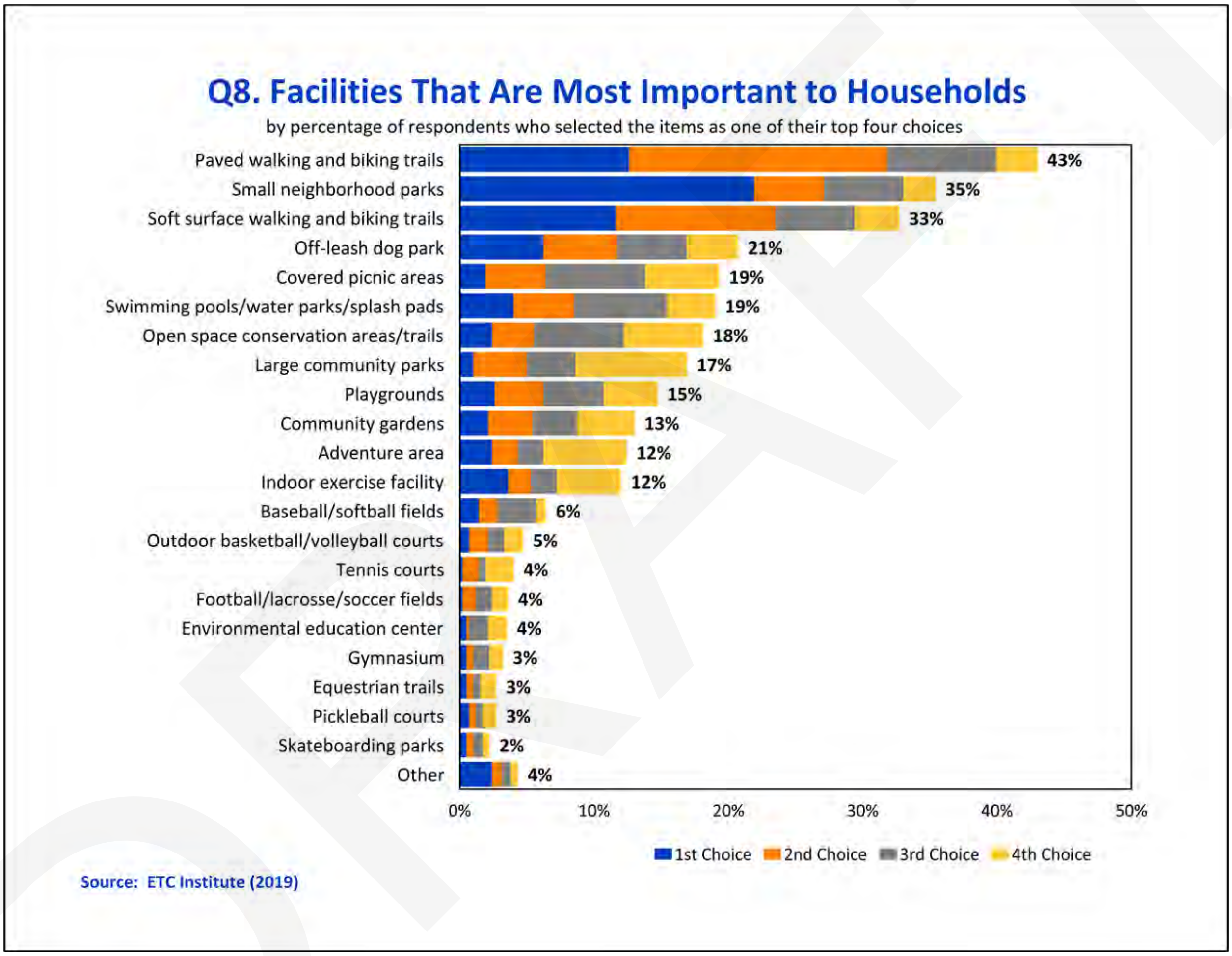
4.2.8 FACILITY IMPORTANCE AND UNMET NEEDS

Respondents were asked to indicate from a list of facilities/amenities whether or not they had a need. If the respondent indicated a need for the facility, they were then asked to rate how well their needs were being met.

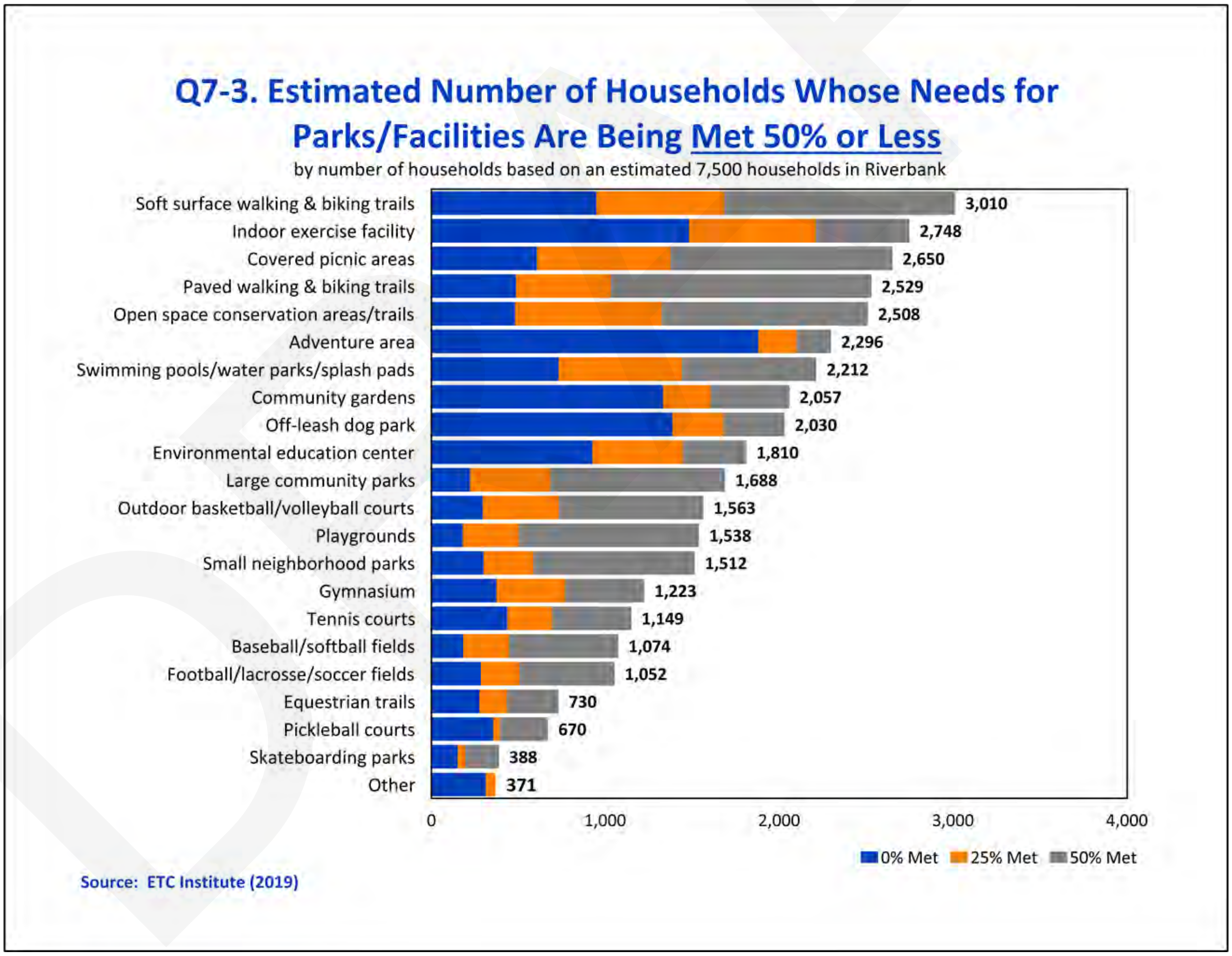
- **Facility Needs:**
  - Sixty-nine percent (69%) indicated a need for paved walking and biking trails.
  - Other most needed facilities include:
    - Small Neighborhood Parks (multi-use paved) (68%).
    - Soft Surface Walking and Biking Trails (64%).
    - Covered Picnic Areas (58%).
    - Playgrounds (53%).
    - Open Space Conservation Areas/Trails (53%).



- **Facility Importance:**
  - Based on the sum of respondents' top four choices, 43% indicated Paved Walking and Biking Trails were the most important to their household.
  - Other most important facilities include:
    - Small Neighborhood Parks (35%).
    - Soft Surface Walking and Biking Trails (33%).

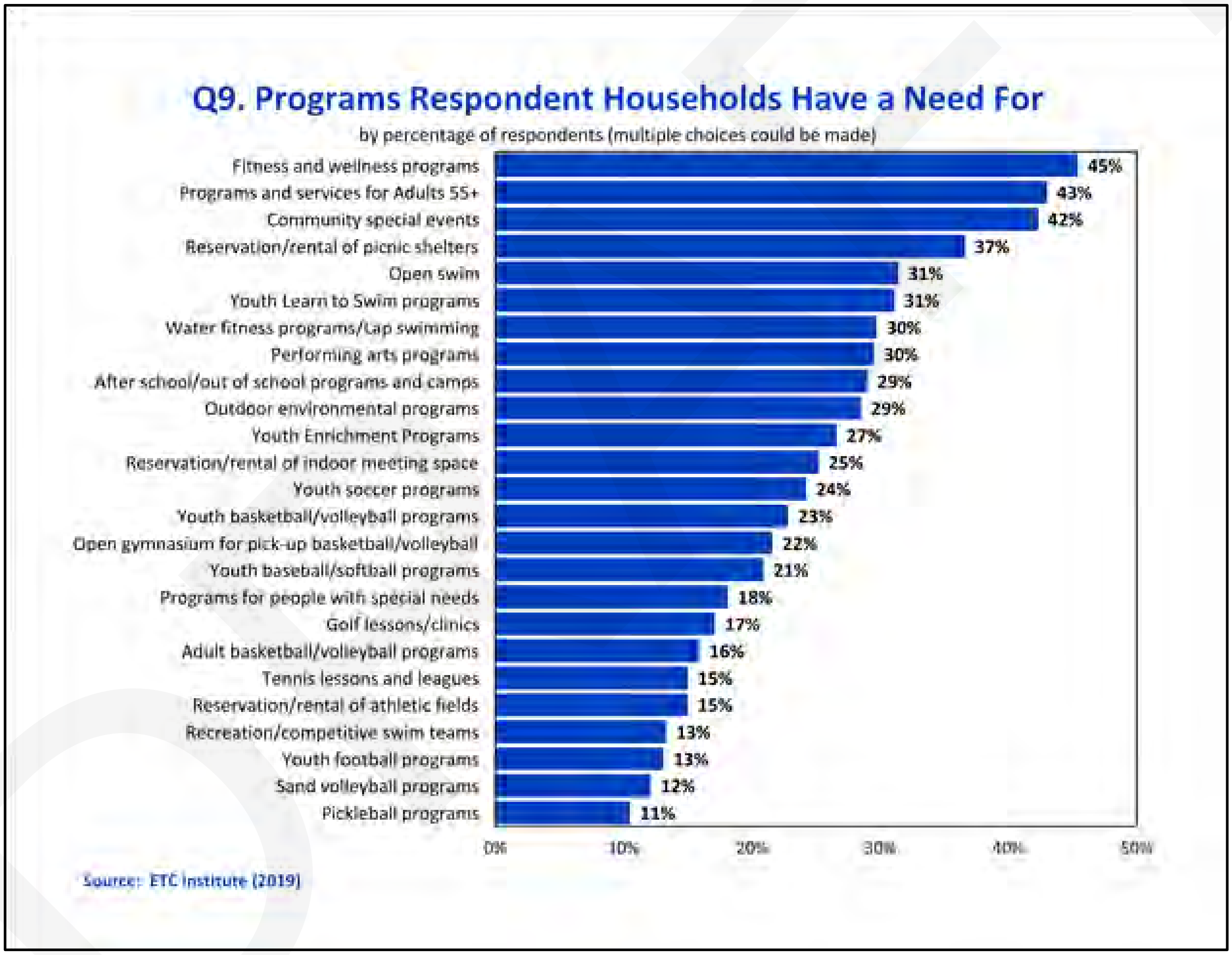


- **How Well Household Needs Are Being Met for Facilities:**
    - Based on the number of households who indicated their needs were only being met 50% or less, 3,010 households (or 40%) indicated an unmet need for Soft Surface Walking and Biking Trails.
    - Other unmet needs include:
        - Indoor Exercise Facility (2,748 households or 37%).
        - Covered Picnic Areas (2,650 households or 35%).
        - Paved Walking and Biking Trails (2,529 households or 34%).
        - Open Space Conservation Areas/Trails (2,508 households or 33%).
        - Adventure Area (2,296 households or 31%).
        - Swimming Pools/Water Parks/Splash Pads (2,212 households or 30%).

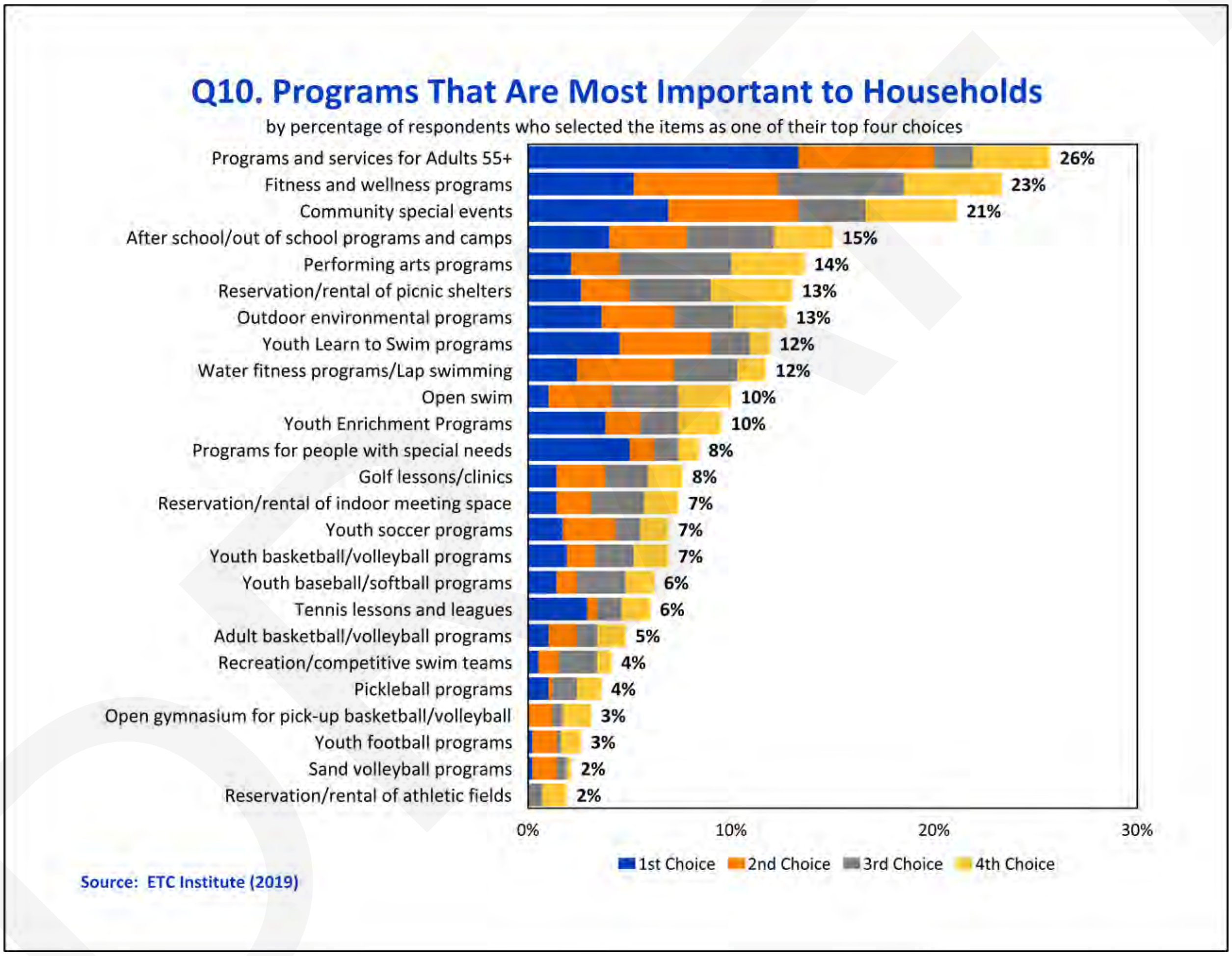


4.2.9 PROGRAM NEEDS, UNMET NEEDS AND IMPORTANCE

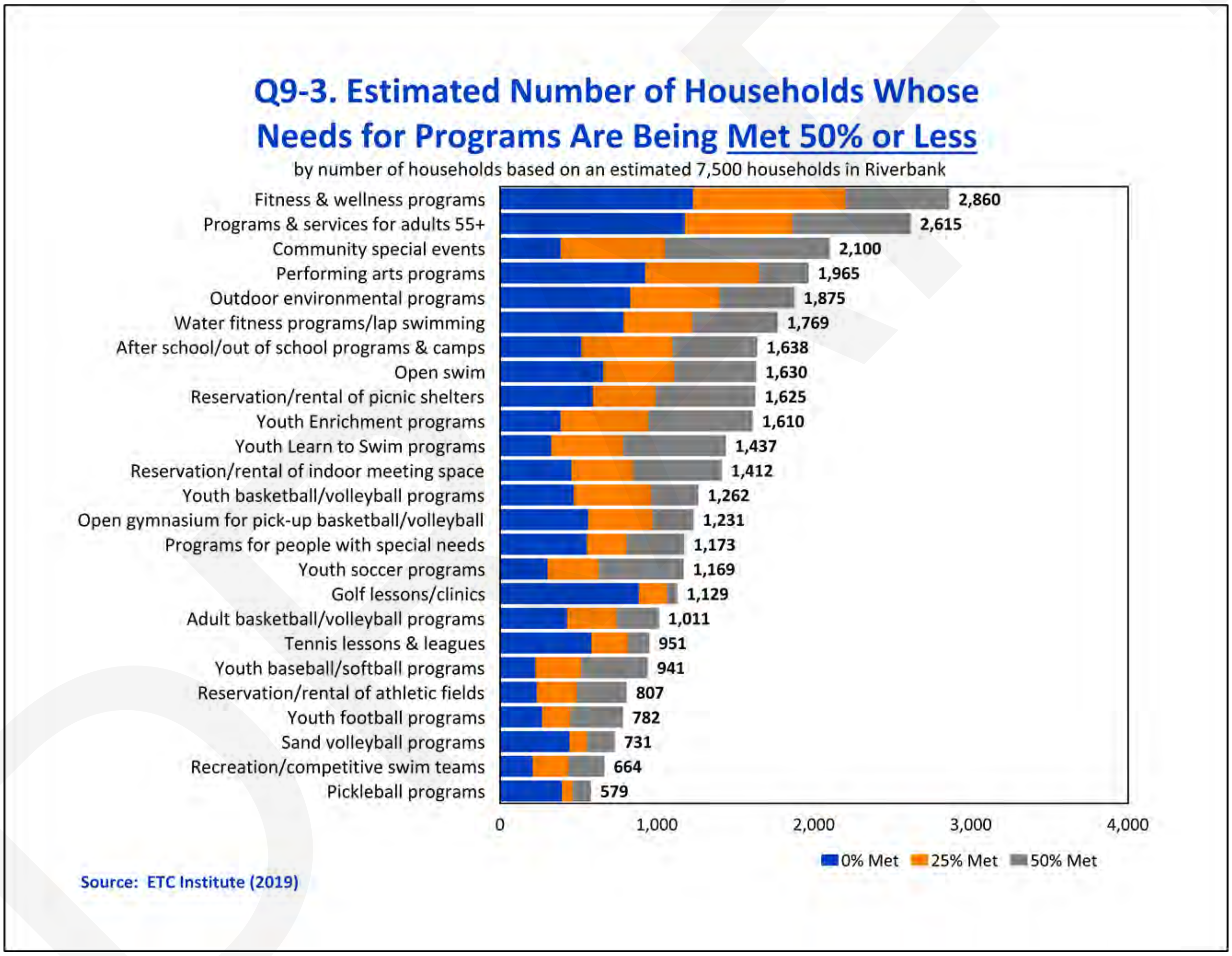
- **Recreation Program Needs:**
  - Forty-five percent (45%) of households indicated a need for Fitness and Wellness Programs. 7
  - Other most needed programs include:
    - Programs and Services for Adults 55+ (43% of households).
    - Community Special Events (42% of households).
    - Reservation/Rental of Picnic Shelters (37% of households).



- **Recreation Program Importance:**
  - Based on the percentage of households who indicated the program as one of their top four choices, 26% indicated Programs and Services for Adults 55+ were the most important to their household.
  - Other most important recreation programs include:
    - Fitness and Wellness Programs (23%).
    - Community Special Events (21%).
    - After School/Out-of-School Programs and Camps (15%).

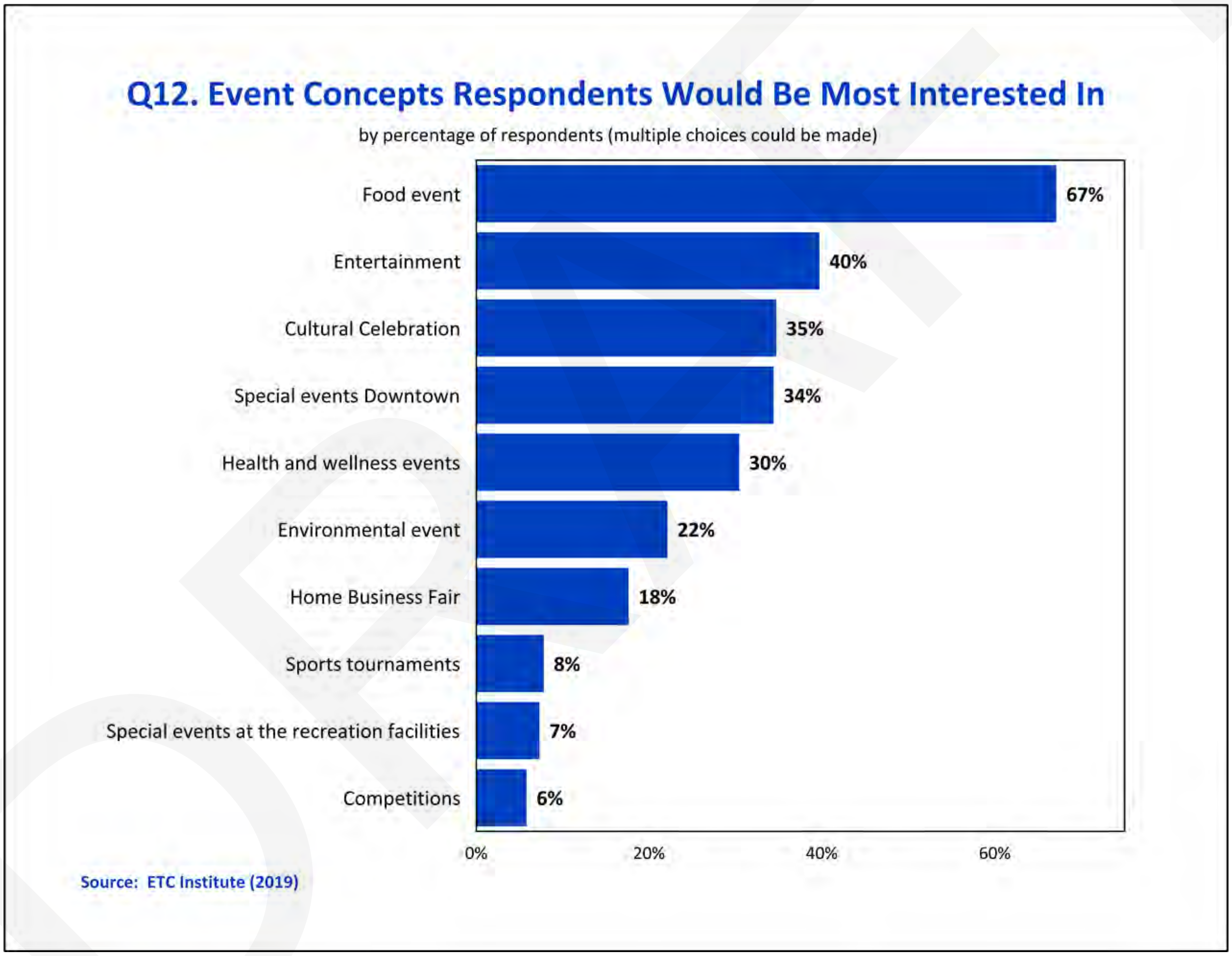


- **How Well Needs Are Being Met for Programs:**
    - Based on the number of households who indicated their needs were only being met 50% or less, 2,860 households (or 38%) responded that Fitness and Wellness Programs had the greatest level of unmet need.
    - Other unmet needs include:
        - Programs and Services for Adults 55+ (2,615 households or 35%).
        - Community Special Events (2,100 households or 28%).
        - Performing Arts Programs (1,965 households or 26%).
        - Outdoor Environmental Programs (1,875 households or 25%).



4.2.10 SPECIAL EVENT CONCEPTS MOST INTERESTED IN

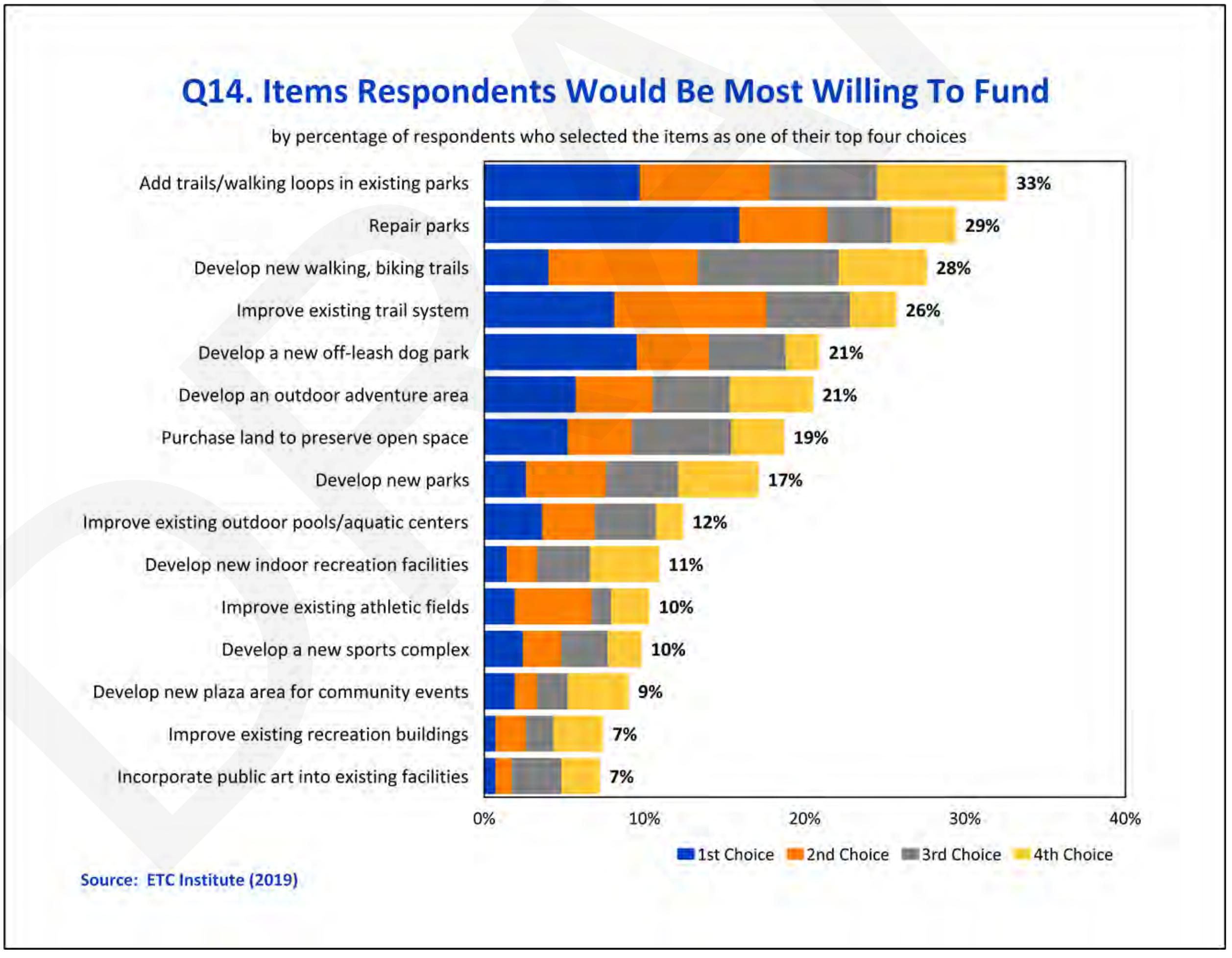
- Based on the percentage of households who indicated a concept as one of their top three choices, 67% indicated Food Events were the concept most interesting to their household.
    - Other special event concepts most interested in include:
        - Entertainment (40% of households).
        - Cultural Celebration (35% of households).
        - Special Events Downtown (34% of households).
        - Health and Wellness Events (30% of households).



4.2.11 POTENTIAL IMPROVEMENTS MOST WILLING TO FUND

Respondents were asked to indicate their level of funding support for the improvements to the Riverbank parks, trails, and recreation system.

- Based on the percentage of households who indicated support for improvements, 33% were most supportive of Adding Trails/Walking Loops in Existing Parks.
- Other most supported actions include:
    - Repair Parks (29%).
    - Develop New Walking and Biking Trails (28%).
    - Improve Existing Trail System (26%).
    - Develop a New Off-Leash Dog Park (21%).
        - Please note: a new off-leash dog park at Jacob Myers Park opened shortly after the completion of the survey.
    - Develop an Outdoor Adventure Area (21%).



4.3 NEEDS ASSESSMENT PRIORITY RANKINGS

The purpose of the Program and Facility Priority Rankings is to provide a prioritized list of facility/amenity needs and recreation program needs for the community served by Riverbank Parks and Recreation. This model evaluates both quantitative and qualitative data.

- Quantitative data includes the statistically valid survey and the electronic community survey, which asked residents to list unmet needs and rank their importance.
- Qualitative data includes resident feedback obtained in community input, stakeholder interviews, staff input, local demographics, recreation trends, and planning team observations.
- A weighted scoring system was used to determine the priorities for recreation programs.

These weighted scores provide an overall score and priority ranking for the system as a whole. The results of the priority ranking are tabulated into three categories: High Priority (top third), Medium Priority (middle third), and Low Priority (bottom third).

4.3.1 PROGRAM RANKINGS – RECREATION AND ARTS/ENTERTAINMENT

Recreation Program/Service	Priority
Programs & services for adults 55+	High
Fitness & wellness programs	
Community special events	
Performing arts programs	
After school programs/out-of-school camps	
Outdoor environmental programs	
Picnic shelter reservations	
Water fitness programs/lap swimming	
Youth learn to swim programs	Medium
Open swim	
Youth enrichment programs	
Indoor meeting space reservations	
Programs for people with special needs	
Youth basketball/volleyball programs	
Golf lessons/clinics	
Youth soccer programs	
Youth baseball/softball programs	
Tennis lessons & leagues	
Open gymnasium for pick-up basketball/volleyball	
Adult basketball/volleyball programs	
Recreation/competitive swim team	Low
Youth football programs	
Athletic field reservations	
Pickleball programs	
Sand Volleyball programs	

4.3.2 FACILITY RANKINGS - OVERALL

Facility/Amenity	Priority
Paved walking and biking trails	High
Soft surface walking and biking trails	
Covered picnic areas	
Small neighborhood parks	
Open space conservation areas/trails	
Indoor exercise facility	
Swimming pools/water parks/splash pads	
Off-leash dog parks	
Adventure area	
Community gardens	Medium
Large community parks	
Playgrounds	
Environmental education center	
Outdoor basketball/volleyball courts	
Baseball/softball fields	
Gymnasium	Low
Tennis courts	
Football/lacrosse/soccer fields	
Equestrian trails	
Pickleball courts	
Skateboarding/bicycle parks	
Historical facilities	

CHAPTER FIVE - PROGRAM AND SERVICES ASSESSMENT

5.1 ASSESSMENT FRAMEWORK

As part of the Master Plan development process, the consulting team performed a Recreation Program Assessment of the services offered by the Riverbank Parks and Recreation Department. The assessment offers an in-depth perspective of program and service offerings and helps identify strengths, challenges, and opportunities regarding programming. The assessment also assists in identifying core programs, program gaps within the community, key system-wide issues, areas of improvement, and future programs and services for residents and visitors.

The consulting team based these program findings and comments from a review of information provided by the Agency including program descriptions, financial data, statistically significant survey feedback, demographic information, and workshops with staff. This report addresses the program offerings from a systems perspective for the entire portfolio of programs, including programming that is important to energize facilities.

5.2 OVERVIEW OF PRIORITIES AND CORE PROGRAM AREAS

The Riverbank Parks and Recreation Department has a professional staff that annually provides and/or facilitates over 60 programs and services. Department staff are responsible for the management and implementation of a diverse array of recreation programs, special community-wide events, and the operation of multiple facilities. Employees are engaged year-round in planning, implementing, conducting, and evaluating programs and events. All functions within the Department combine to provide hundreds of offerings in the areas of athletics & classes, summer camps, aquatics, teens and therapeutic recreation. But in addition to the provision of services provided directly by the Department, partnerships with other organizations are utilized throughout the service area.

5.2.1 CORE PROGRAM APPROACH

The mission of the Riverbank Parks and Recreation Department is to ensure access to outstanding programs, services and community amenities that contribute to the quality of life in Riverbank. Part of realizing this vision involves identifying *Core Program Areas* to create a sense of focus around activities and outcomes of greatest importance to the community as informed by current and future needs. However, public recreation is challenged by the premise of being all things to all people. The philosophy of the Core Program Area assists staff, policy makers, and the public focus on what is most important. Program areas are considered as Core if they meet a majority of the following categories:

- Offered to the community for a long period of time (over 4-5 years)
- Utilizes a relatively large portion (5% or more) of the agency's overall budget
- Programs/services provided to the community 3-4 seasons per year
- Wide demographic appeal
- Tiered level of skill development available within the programs area's offerings
- Full-time staff responsible for the program area
- Existing facilities designed specifically to support the program area
- Agency controls a significant percentage (20% or more) of the local market

5.2.2 THE RIVERBANKPARKS AND RECREATION CORE PROGRAM AREAS

The Department currently offers programs and services in seven Core Program Areas, identified in the table below:

Core Program Area	Brief Description	Internal Goals and/or Desired Outcomes
Aquatics	Swim Lessions, Recreaitonal Swim, Swim Team, Pool Rentals, and Aquatics Classes at the Riverbank Community Pool	Teach residents of all ages and abilities how to swim, provide lifeguards for recreational swim hours daily, pool rentals, and aquatic fitness to the community.
Camps	Provide camps as a quality method of day care for adults who work in the summer and on long school breaksand provide opportunities for kids to have fun over the summer and during school breaks.	Provide a place for children to go in the summer for families where both parents are working. Also to provide a quality program that teaches kids something throughout the week, builds them socially, and creates a space to have fun!
Community Events	Large and small events that bring the community together including residents, surrounding communities and local businesses.	Celebrate a season, bring the community together, provide spaces to promote local businesses/vendors, elevate the work that non-profits are doing, and bring people to downtown Riverbank.
Enrichment Programs	Provide classes and programs that promote growth and development, or teach a skill for target age groups.	Prepare toddlers for Kindergarten through socialization, give particpants avenues for creativity, develop youth and teenagers in skills and personal growth, and provide all ages opportunities to engage in activities that they are interested in.
Health & Wellness	Provide opportunities to increase physical and mental health through movement, exercise, engagement in life-giving activitites	Offer classes that give people options and opportunities to get active and improve their overal health. I believe from a broader perspective, the goal is to increase physical health, decrease mental health issues such as anxiety and depression, and give participants a way to engage in activity with others that they enjoy.
Rental Spaces	Provide quality indoor and outdoor spaces that residents and non-residents can reserve to administer their personal events and activities, and special groups a space to have meetings	Provide a space for weddings, quinceneras, birthday parties, work gatherings, baby and bridal showers, etc. Our community has many large families that need a space to gather. We provide large and small, indoor and outdoor spaces to do so through our reservations system.
Teen Center	Provides a space for Junior High and High School Students to go after school that allows them the appropriate amount of freedom.	Provide a safe positive low cost environment for teens with activites that students are interested in engaging in, and staff that care about their personal development. Service is provided at no or low cost for those that might not have the financial means to participate in fee based activities.
Theraputic Recreation	Programs for children with physical and developmental disabilities. These programs are usually volunteer-run and free for participants. Programs include E-Basketball, E-Dance, E-Drums, and Sharks & Mermaids Sensory Swim.	For the population of residents who have disabilities, or family members have disabilities, the goal is that we have a place for them to recreate in a safe, fun envirnment. Another priority is to bring families together that have similar situations, and be able to connect and engage with each other.

5.2.3 ENSURING THE RIGHT CORE PROGRAM MIX

The Core Program Areas provided by the Riverbank currently appears to meet some of the major needs of the Riverbank community, but the program mix must be evaluated on a regular and reoccurring basis to ensure that the offerings within each Core Program Area – and the Core Program Areas themselves – align with changing leisure and recreation trends, demographics, and needs of residents. The National Recreation and Park Association (NRPA) recommends that six determinants be used to inform what programs and services are provided by the Department. According to NRPA, those determinants are:

1. **Conceptual foundations of play, recreation, and leisure** – Programs and services should encourage and promote a degree of freedom, choice, and voluntary engagement in their structure and design. Programs should reflect positive themes aimed at improving quality of life for both individuals and the overall community.
2. **Organizational philosophy, mission, and vision** – Programs and services should support the Department's mission and vision statements, values, goals, and objectives. These generally

center on promoting personal health, community well-being, social equality, environmental awareness, and economic vitality.

3. **Constituent interests and desired needs** – Departments should actively seek to understand the recreational needs and interests of their constituency. This not only ensures an effective (and ethical) use of taxpayer dollars, but also helps to make sure that programs perform well and are valued by residents.
4. **Creation of a constituent-centered culture** – Programs and services do reflect a Departmental culture where constituents' needs are the prime factor in creating and providing programs. This should be reflected not only in program design, but in terms of staff behaviors, architecture, furniture, technology, dress, forms of address, decision-making style, planning processes, and forms of communication.
5. **Experiences desirable for clientele** – Programs and services should be designed to provide the experiences desirable to meet the needs of the participants/clients in a community and identified target markets. This involves not only identifying and understanding the diversity of needs in a community, but also applying recreation programming expertise and skills to design, implement, and evaluate a variety of desirable experiences for residents to meet those needs.
6. **Community opportunities** – When planning programs and services, a Department should consider the network of opportunities afforded by other organizations such as nonprofits, schools, other public agencies, and the private sector. Departments should also recognize where gaps in service provision occur and consider how unmet needs can be addressed.

5.3 SURVEY FINDINGS

The program and service priority rankings resulting from this analysis are as follows: As part of the process for developing a Park and Recreation Master Plan, the results of the statistically valid survey conducted by ETC Institute in the fall of 2019 to identify satisfaction with park and recreation facilities, identify needed park and recreation facilities and programs, and gain input from citizens that will assist City officials in park and recreation resource allocation, budget and policy decisions. The program and service priority rankings resulting from this analysis are shown in the table to the right:

Recreation Program/Service	Priority
Programs & services for adults 55+	High
Fitness & wellness programs	
Community special events	
Performing arts programs	
After school programs/out of school camps	
Outdoor environmental programs	
Picnic shelter reservations	
Water fitness programs/lap swimming	
Youth learn to swim programs	Medium
Open swim	
Youth enrichment programs	
Indoor meeting space reservations	
Programs for people with special needs	
Youth basketball/volleyball programs	
Golf lessons/clinics	
Youth soccer programs	
Youth baseball/softball programs	
Tennis lessons & leagues	
Open gymnasium for pick-up basketball/volleyball	
Adult basketball/volleyball programs	
Recreation/competitive swim team	Low
Youth football programs	
Athletic field reservations	
Pickleball programs	
Sand Volleyball programs	

5.4 AGE SEGMENT ANALYSIS

The table below depicts each program along with the age segments they serve. Recognizing that many programs serve multiple age segments, primary and secondary markets were identified.

AGES SERVED Primary Market or Secondary Market							
Core Program Area	Preschool (5 and Under)	Elementary (6-12)	Teens (13-17)	Young Adult (18-34)	Adult (35-54)	Active Older Adult (55-64)	Senior (65+)
Aquatics	Primary	Primary	Primary	Secondary	Primary	Secondary	Secondary
Camps	Primary	Primary		Secondary	Secondary		
Community Events	Primary	Primary	Primary	Primary	Primary	Primary	Primary
Enrichment Programs	Primary	Primary	Primary	Primary	Primary	Primary	Primary
Health & Wellness		Primary		Primary	Primary	Primary	Primary
Rental Spaces				Primary	Primary	Primary	Primary
Teen Center			Primary		Secondary		
Theraputic Recreation	Primary	Primary	Secondary		Secondary		
Total	**5**	**6**	**4**	**4**	**5**	**4**	**4**

5.4.1 AGE SEGMENT ANALYSIS – CURRENT SEGMENTS SERVED

Findings from the analysis show that the Department does provide a balance of programs across all age segments as each age segment falls into the category of primary market served by three or more core program areas.

This Department should continue to provide best practice age segment balance by targeting each age segment as a primary market served by three or more core program areas. The Department should update this Age Segment Analysis every year to note changes or to refine age segment categories. Given the growing population trend for residents ages 55 and over and the growing demand for services in this age bracket, it is also recommended that the Department further segment this group into 65-74 and 75+. These two sub-segments will have increasingly different needs and expectations for programs and services in coming years, and program planning will be needed to provide differing requirements.

Age Segment Analyses should ideally be done for every program offered by the Department. Program coordinators/managers should include this information when creating or updating program plans for individual programs. An Age Segment Analysis can also be incorporated into Mini Business Plans for comprehensive program planning.

5.5 LIFECYCLE ANALYSIS

A lifecycle analysis involves reviewing every program identified by City staff to determine the stage of growth or decline for each as a way of informing strategic decisions about the overall recreation program portfolio. The various stages of program lifecycles are as follows:

- Introduction - New program; modest participation
- Take-Off - Rapid participation growth
- Growth - Moderate, but consistent participation growth
- Mature - Slow participation growth
- Saturated - Minimal to no participation growth; extreme competition
- Decline - Declining participation

This analysis is not based on strict quantitative data, but rather on staff's knowledge of their program areas. The table below shows the percentage distribution of the various lifecycle categories of the Department's recreation programs. These percentages were obtained by comparing the number of programs in each individual stage with the total number of programs listed by staff.

Overall Programs: Lifecycle Stage				
	Percentage	Number	Actual Distribution	Best Practice Distribution
Introduction	8%	4	42.0%	50-60%
Take-Off	8%	4		
Growth	26%	13		
Mature	30%	15	30.0%	40%
Saturated	24%	12	28.0%	0-10%
Decline	4%	2		
Total	**100%**	**50**		

Recreation Program Lifecycle Analysis - Current Distribution and Recommendations

Overall, the lifecycle analysis results indicate an adequate distribution of all programs across the lifecycle. A combined total of 28% of programs fall into the Saturated and Declined. The core program areas most responsible for the higher than desired percentage of programs in this distribution segment are Aquatics and Camps. The consulting team recommends keeping as few programs as possible in these two stages, but it is understood that programs eventually evolve into saturation and decline. If programs never reach these stages, it is an indication that staff may be "over-tweaking" their offerings and abbreviating the natural evolution of programs. This prevents programs from reaching their maximum participation, efficiency, and effectiveness. For Departments challenged with doing the most they can with limited resources, this has the potential to be an area of concern.

As programs enter into the Decline stage, they must be closely reviewed and evaluated for repositioning or elimination. When this occurs, the consulting team's recommendation is to modify these programs to begin a new lifecycle with the introductory stage or to add new programs based upon community needs and trends.

While it is important to provide new programs to align with trends and help meet the evolving needs of the community, it is also important to have a stable core segment of programs that are in the **Mature** stage. Currently, the Department has 30% of its programs in this category. The consulting team recommends this be approximately 40% so as to provide stability to the overall program portfolio, but without dominating the portfolio with programs that are advancing to the later stages of the lifecycle. Programs in the **Mature** stage should be closely monitored to determine if they are entering the Saturated or Decline stages. There should be an ongoing process to evaluate program participation and trends to ensure that program offerings continue to meet the community's needs.

A total of 42% of programs are in the Introduction, Take-Off and Growth stages, which is in relative alignment with the recommended distribution point of 50-60%. The consulting team recommends that the City practice patience and allow these programs one to two years to reach the maturation stage. This patience will prevent the City from canceling programs too soon after introducing them to the community.

Staff should complete a lifecycle review on an annual basis and ensure that the percentage distribution closely aligns with desired performance.

Lifecycle analysis of the City's recreation programs by Core program area have been provided separately to Department staff.

5.6 PARTICIPATION ANALYSIS

A participation analysis involves reviewing every program identified by Division staff to determine participation rates for each as a way of informing strategic decisions about the overall recreation program portfolio. The levels of program participation rates are as follows:

- 0% - indicates that program had no enrollment
- 1-24% - indicates enrollment of 1-24% of the maximum enrollment for the program
- 25-49% - indicates enrollment of 25-49% of the maximum enrollment for the program
- *50-74% - Indicates enrollment of 50-74% of the maximum enrollment for the program
- 75-99% - Indicates enrollment of 75-99% of the maximum enrollment for the program
- 100+% - indicates enrollment of 100% or greater of the maximum enrollment for the program

* Achieving 50% enrollment is typically viewed as the threshold in which a program will be held.

This analysis is based on strict quantitative data collected for program enrollment for calendar year 2019. The tables below show the distribution of the various program participation categories of the Division's recreation programs.

TOTAL PROGRAMS OFFERED	TOTAL POSSIBLE MAXIMUM ENROLLMENT	ACTUAL ENROLLMENT	PERECENTAGE OF ACTUAL ENROLLMENT TO MAX ENROLLMENT
50	43,612	26,966	**62%**

TOTAL PROGRAMS OFFERED	PERCENTAGE of Programs with 0% of Max enrollment	PERCENTAGE of Programs with 1-24% of Max Enrollment	PERCENTAGE of Programs with 25-49% of Max Enrollment	PERCENTAGE of Programs with 50-74% of Max Enrollment	PERCENTAGE of Programs with 75-99% of Max Enrollment	PERCENTAGE of Programs with 100+% of Max Enrollment
50	2.0%	2.0%	22.0%	34.0%	38.0%	2.0%
	1	1	11	17	19	1

With an overall participation rate of 62% coupled with 74% of all programs offered meeting the minimum 50% enrollment rate, the overall analysis indicates an effective and efficient approach to delivering recreation programs to Riverbank residents.

The Consulting Team recommends least a 50% enrollment rate and no more than 10% of programs offered falling below this threshold. The majority of programs that fall below the 50% threshold are within the Aquatics and Camps core program areas.

5.7 PROGRAM AND SERVICE CLASSIFICATION

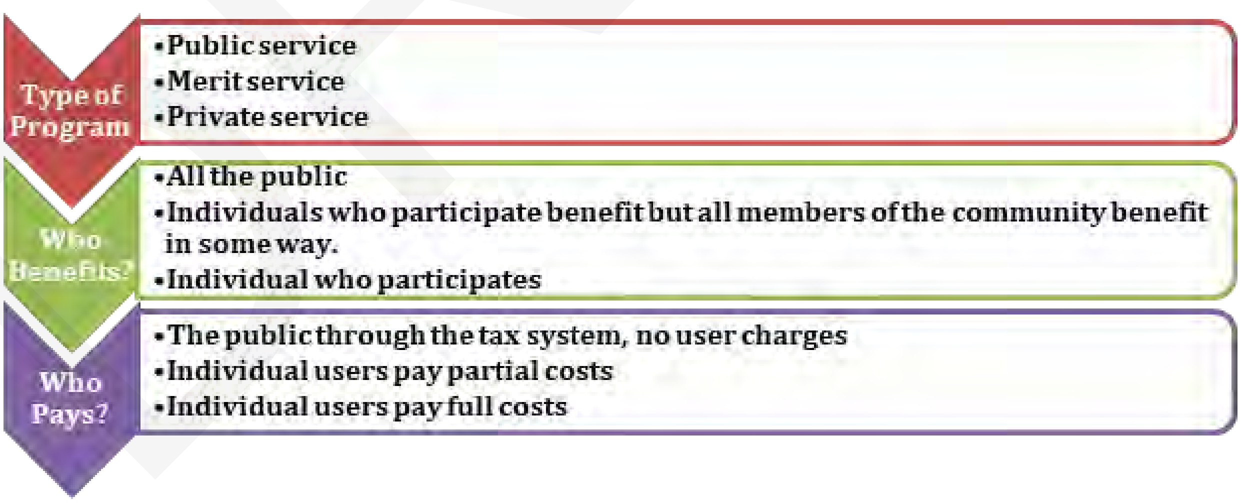
The Parks and Recreation Department currently does not classify its programs and services. Classifying programs and services is an important process for an agency to follow in order to remain aligned with the community's interests and needs, the mission of the organization, and to sustainably operate within the bounds of the financial resources that support it. The criteria utilized and recommended in program classification stems from the foundation's concept detailed by Dr. John Crompton and Dr. Charles Lamb. *In Marketing Government and Social Services*, they purport that programs need to be evaluated on the criteria of type, who benefits, and who bears the cost of the program. This is illustrated below:

The approach taken in this analysis expands classifying services in the following ways:

- For whom the program is targeting
- For what purpose
- For what benefits
- For what cost
- For what outcome

5.7.1 PARAMETERS FOR CLASSIFYING PROGRAM TYPES

The first milestone is to develop a classification system for the services and functions of the department. These systems need to reflect the statutory obligations of the agency, the support functions performed, and the value-added programs that enrich both the customer's experience and generate earned revenues in mission-aligned ways to help support operating costs. In order to identify how the costs of services are supported and by what funding source, the programs are to be classified by their intended purpose and what benefits they provide. Then funding source expectations can be assigned and these data used in future cost analysis. The results of this process are a summary of classification definitions and criteria, classification of programs within the Riverbank Parks and Recreation Department and recommended cost recovery targets for each service based on these assumptions.



Program classification is important as financial performance (cost recovery) goals are established for each category of services. This is then linked to the recommendations and strategies for each program or future site business plan. These classifications need to be organized to correspond with cost recovery expectations defined for each category. In this section of the Master Plan, each program area will be assigned specific cost recovery targets that align with these expectations.

5.7.2 SERVICE CLASSIFICATION PROCESS

The service classification process consists of the following steps:

1. Develop a definition for each program classification that fits the legislative intent and expectations of the division; the ability of the Department to meet public needs within the appropriate areas of service; and the mission and core values of the Riverbank Parks and Recreation Department.
2. Develop criteria that can be used to evaluate each program and function within the division and determine the classification that best fits.

5.7.3 PROGRAM CLASSIFICATION DESCRIPTIONS

The program classification matrix was developed as a guide for the division staff to follow when classifying programs, and how that program needs to be managed regarding cost recovery. By establishing clarification of what constitutes a "Essential Public Service", "Important Public Service", and "Value Added Service" it will provide the division and its stakeholders a better understanding of why and how to manage each program area as it applies to public value and private value.

Additionally, the effectiveness of the criteria linked to performance management expectations relies on the true cost of programs (direct and indirect cost) being identified. Where a program falls within this matrix can help to determine the most appropriate cost recovery rate that should be pursued and measured. This includes being able to determine what level of public benefit and private benefit exists as they apply to each program area. Public benefit is described as, "everyone receives the same level of benefit with equal access". Private benefit is described as "the user receives exclusive benefit above what a general taxpayer receives for their personal benefit".

5.7.4 CLASSIFICATION OF SERVICES-KEY RECOMMENDATIONS

In order to improve the fiscal performance and delivery of programs and services, the consulting team makes the following recommendations.

- **Implement the Classification of Services and Cost Recovery Goals:** Through the program assessment analysis, the major functional program areas were assessed and classified based on the criteria established in the previous section of the plan. This process included determining which programs and services fit into each classification criteria. Then cost recovery goals were established based on the guidelines included in this plan. The percentage of cost recovery is based on the classification of services and will typically fall within these ranges, although anomalies will exist:
    - Essential 0-25%
    - Important 25-75%
    - Value Added 75%+

The following tables represent a summary of programs and services, the classification of those programs, as well as, recommended cost recovery goals.

AQUATICS

Core Program/Service Area	Core Program/Service Area	Benefit Level	Classification	Pricing Strategy	Cost Recovery Goal
AQUATICS	Aquatic Fitness & Lap Swim	Merit	Important	User Fees/General Fund	50%
AQUATICS	Free Family Swim (Fridays)	Individual	Value Added	User Fees	75 - 100%
AQUATICS	Log Rolling	Individual	Value Added	User Fees	75 - 100%
AQUATICS	Pool Rentals	Individual	Value Added	User Fees	75 - 100%
AQUATICS	Recreational Swim	Community	Essential	General Fund	0-25%
AQUATICS	Swim Lessons	Community	Essential	General Fund	0-25%
AQUATICS	Swim Team	Individual	Value Added	User Fees	75 - 100%

CAMPS

Core Program/Service Area	Core Program/Service Area	Benefit Level	Classification	Pricing Strategy	Cost Recovery Goal
CAMPS	Day Camps	Merit	Important	User Fees/General Fund	50%
CAMPS	Half Day Camps	Individual	Value Added	User Fees	75 - 100%
CAMPS	Mini Camps	Merit	Important	User Fees/General Fund	50%

COMMUNITY EVENTS

Core Program/Service Area	Core Program/Service Area	Benefit Level	Classification	Pricing Strategy	Cost Recovery Goal
COMMUNITY EVENTS	Cheese & Wine Festival	Individual	Value Added	User Fees	75 - 100%
COMMUNITY EVENTS	Christmas Parade Craft Fair	Individual	Value Added	User Fees	75 - 100%
COMMUNITY EVENTS	Fun Run Events	Individual	Value Added	User Fees	75 - 100%
COMMUNITY EVENTS	Halloween Haunted Hayride	Individual	Value Added	User Fees	75 - 100%
COMMUNITY EVENTS	Movies in the Park	Individual	Value Added	User Fees	75 - 100%
COMMUNITY EVENTS	Summer Concert Series	Individual	Value Added	User Fees	75 - 100%

HEALTH AND FITNESS

Core Program/Service Area	Core Program/Service Area	Benefit Level	Classification	Pricing Strategy	Cost Recovery Goal
ENRICHMENT	Ballet Folklorico	Individual	Value Added	User Fees	75 - 100%
ENRICHMENT	Creative Arts	Individual	Value Added	User Fees	75 - 100%
ENRICHMENT	Golden Agers	Merit	Important	User Fees/General Fund	50%
ENRICHMENT	Paint Nights	Individual	Value Added	User Fees	75 - 100%
ENRICHMENT	Senior Meals	Community	Essential	General Fund	0-25%
ENRICHMENT	Tot Time	Merit	Important	User Fees/General Fund	50%
ENRICHMENT	Volunteer Opportunities	Community	Essential	General Fund	0-25%

RENTALS

Core Program/Service Area	Core Program/Service Area	Benefit Level	Classification	Pricing Strategy	Cost Recovery Goal
RENTALS	Facility Rentals	Individual	Value Added	User Fees	75 - 100%
RENTALS	Park Rentals	Merit	Important	User Fees/General Fund	50%

TEEN CENTER

Core Program/Service Area	Core Program/Service Area	Benefit Level	Classification	Pricing Strategy	Cost Recovery Goal
TEEN CENTER	Drop-In	Community	Essential	General Fund	0-25%
TEEN CENTER	Teen Trips	Merit	Important	User Fees/General Fund	50%

THERAPEUTIC RECREATION

Core Program/Service Area	Core Program/Service Area	Benefit Level	Classification	Pricing Strategy	Cost Recovery Goal
THERAPEUTICS	E-Basketball	Community	Essential	General Fund	0-25%
THERAPEUTICS	E-Dance	Community	Essential	General Fund	0-25%
THERAPEUTICS	E-Drums	Community	Essential	General Fund	0-25%
THERAPEUTICS	Sensory Sharks & Mermaids	Community	Essential	General Fund	0-25%

5.8 UNDERSTANDING THE FULL COST OF SERVICE

To properly fund all programs, either through tax subsidies or user fees, and to establish the right cost recovery targets, a Cost of Service Analysis should be conducted on each program, or program type, that accurately calculates direct (i.e., program-specific) and indirect (i.e., comprehensive, including administrative overhead) costs. Completing a Cost of Service Analysis not only helps determine the true and full cost of offering a program but provides information that can be used to price programs based upon accurate delivery costs. The figure below illustrates the common types of costs that must be accounted for in a Cost of Service Analysis.

The methodology for determining the total Cost of Service involves calculating the total cost for the activity, program, or service, then calculating the total revenue earned for that activity. Costs (and revenue) can also be derived on a per unit basis. Program or activity units may include:

- Number of participants
- Number of tasks performed
- Number of consumable units
- Number of service calls
- Number of events
- Required time for offering program/service

Agencies use Cost of Service Analyses to determine what financial resources are required to provide specific programs at specific levels of service. Results are used to determine and track cost recovery as well as to benchmark different programs provided by the Riverbank Parks and Recreation Department between one another. Cost recovery goals are established once Cost of Service totals have been calculated. Department staff should be trained on the process of conducting a Cost of Service Analysis and the process undertaken on a regular basis.

The Riverbank Parks and Recreation Department worked with the Consultant Team to establish cost recovery targets for recreation programs and services offered by the Department. These targets were based on best practice benchmarks established by high performing park and recreation agencies in California that are similar in size and demographics to the City as well as current cost recovery achieved by the Department. The following table outlines current cost recovery as well as targeted cost recovery and the increase in net revenue for each program if the targets were achieved.

Program	Number of Participants	Total Direct Expenditures	Total Indirect Expenditures	Total Revenues	Net Revenues Over (under) Total Expenditures	Total Investment Per Participant	Current Cost Recovery	Level of Benefit	Classification	Proposed Cost Recovery	Net Revenue Increase
Aquatics	2677	$46,491.00	$26,869.00	$47,351.00	($26,009)	($9.72)	65%	Merit	Important	75%	$19,507
Camps	133	$7,313.00	$8,575.00	$8,724.00	($7,164)	($53.86)	55%	Merit	Important	50%	$0
Community Events	11115	$7,587.00	$17,809.00	$3,390.00	($22,006)	($1.98)	13%	Individual	Value Added	75%+	$16,505
Enrichment Programs	4782	$13,617.00	$9,235.00	$20,060.00	($2,792)	($0.58)	88%	Merit	Important	100%+	$0
Health & Wellness	5277	$6,439.00	$6,596.00	$8,538.00	($4,497)	($0.85)	66%	Individual	Value Added	75%+	$3,373
Rental Spaces	12537	$76,800.00	$20,125.00	$101,000.00	$4,075	$0.33	104%	Individual	Value Added	100%+	$0
Teen Programs	2944	$26,544.00	$7,115.00	$1,500.00	($32,159)	($10.92)	4%	Community	Essential	0-25%	$0
Theraputic Recreation	100	$0.00	$1,319.00	$0.00	($1,319)	($13.19)	0%	Community	Essential	0-25%	$0
TOTALS	39,565	$184,791	$97,643	$190,563	($91,871)	($90.78)	67%				$39,384

To more accurately track cost of service and cost recovery, the consulting team recommends the following:

- **Develop New Pricing Policy Based on Classification of Programs and Services:** Given the recommended shift in philosophical approach, it is important to refocus the division on cost recovery goals by functional program area or line of service. Pricing based on established operating budget recovery goals will provide flexibility to maximize all pricing strategies to the fullest. Allowing the staff to work within a pricing range tied to cost recovery goals will permit them to set prices based on market factors and differential pricing (prime-time/non-primetime, season/off-season rates) to maximize user participation and also encourage additional group rate pricing where applicable.

  To gain and provide consistency, a revised pricing policy should be adopted in order for the Riverbank Parks and Recreation Department to operate effectively and efficiently to meet the program cost recovery goals identified above.

  It is recommended that the Riverbank City Council adopt the recommended cost recovery goals for the Parks and Recreation Department as presented in this Master Plan. In order to achieve the cost recovery goal, it is expected that the Riverbank Parks and Recreation Department will strive to continue to meet the cost recovery goals established for each program area as recommended. In order to continue to meet these goals, efforts must be made to:

- Consistently deliver high quality programs and services
- Strategically price programs and services
- Solicit sponsorships and donations to develop a sustainable earned income stream
- Expand marketing to increase the volume of participation in programs and services

The cost recovery goals are expected to be achieved over a 5-year period and there should be no expectation that they be realized immediately. It is expected that an iterative implementation process of introducing the classification methodology and a new pricing policy along with the refinement of Department's cost of service analysis will occur over the next five years. This process will have an impact on cost recovery as it will result in the refinement of foundational business elements including but not limited to service levels, service delivery, pricing and the guidelines developed to secure external operational funding sources such as grants, donations and partnerships. Additionally, external factors such as economic conditions and changes to the City's financial policies will have a bearing on achieving cost recovery goals.

- **Develop Pricing Strategies:** As the Riverbank Parks and Recreation Department embarks on the implementation of a new pricing policy, it will be necessary to expand and develop pricing strategies that will not only increase sales but also maximize the utilization of the City's parks, programs and recreation facilities.

Currently, the Riverbank Parks and Recreation Department utilizes three pricing strategies:

- By Cost Recovery Goals - department cost recovery goals influence price points
- By Customer's Ability to Pay - scholarships, subsidies, discounted rates offered for low-income residents
- Residency - different prices for resident vs non-resident
- Market Competition - Competitors' prices influence price points

By creating pricing options, customers are given the opportunity to choose which option best fits their schedule and price point. The consulting team recommends that the Riverbank Parks and Recreation Department continue to explore pricing strategies that create options for the customer.

The following table offers examples of pricing options.

• Primetime	• Incentive Pricing
• Non-primetime	• Length of Stay Pricing
• Season and Off-season Rates	• Cost Recovery Pricing for all programs
• Multi-tiered Program Pricing	• Level of Exclusivity Pricing
• Group Discounting and Packaging	• Age Segment Pricing
• Volume Pricing	• Level of Private Gain Pricing

The most appropriate strategies for the Riverbank to consider are as follows:

- Primetime and Non-primetime pricing strategy – The price is set based on the time of the day. Primetime is considered to be the time of day in which the demand for the service is highest. Fees for the rental of a park facilities during this time would be set at rate that would recover 125-150% of costs incurred. To lessen the demand for "primetime", the

Department can lower prices for rentals of the park facilities during times in which demand is lower. This will assist in maximizing the utilization of its facilities.

- Premium pricing - The price set is high to reflect the exclusiveness of the product. An example of this would be a user group paying higher rental fees for the exclusive use of a facility that prohibits the general public or other groups from participating.

5.9 PROGRAM MANAGEMENT

5.9.1 KEY FINDINGS

- **Program Evaluation: A general a**ssessment/evaluation tool to measure the success of programs and services are in place, but not utilized consistently for all programs and services**.**
- **Customer Satisfaction and Retention:** The Department does not consistently track customer satisfaction ratings.
- **Customer Retention:** The Department does not currently track customer retention percentages.
- **Staff Training/Evaluation:** The Department has a basic staff training program and evaluation methods in place.
- **Public Input:** The Department does not have methodology in place to continually gather feedback on needs and unmet needs for programming.
- **Marketing:** The Department utilizes a number of marketing strategies to inform City residents of the offerings of the community; however its current Marketing Plan should be updated to include target marketing strategies.

5.9.2 RECOMMENDATIONS

- **Participation Data Analysis:** Through consistent participation data analysis across all core program areas, refine recreation program offerings to reduce low enrollment or cancelled programs due to no enrollment.
- **Expand programs and services in the areas of greatest demand:** Ongoing analysis of the participation trends of programming and services in the Riverbank is significant when delivering high quality programs and services. By doing so, staff will be able to focus their efforts on the programs and services of the greatest need and reduce or eliminate programs and services where interest is declining. Specific efforts should be made to increase programming in the areas of greatest UNMET need as identified in the statistically valid survey.
- **Partnerships:** The Department should memorialize all partnerships in formal agreements.
- **Evaluation:** Implement the program assessment and evaluation tool as recommended. The assessment/evaluation tool is provided as an Excel spreadsheet as a stand-alone separate document.

5.10 PERFORMANCE MEASURES

5.10.1 KEY FINDINGS

Currently, the Department utilizes a Citywide template for tracking performance measures that does not quantitatively measure the success of the operation. The quantitative use of performance measures can inform organizations about how successful their products and services perform, their intended outcomes, and the processes that produce them. They are a critical tool that assists in the understanding, management, and improvement of organizations. Performance measures provide organizations with the information necessary to make intelligent decisions about work that is performed.

Performance measures can tell us:

- How work is being performed successfully
- If there is statistical control of the processes
- If goals are being met
- If and where improvements are necessary
- If customers are satisfied

5.10.2 KEY RECOMMENDATIONS

Performance measures in recent years have become the backbone of successful organizations. They have moved beyond the simple collection of facts that measure volume of work. The key components of modern performance measurement are:

- **Outcomes** are the benefits or changes for participants in programs or recipients of services during or after the program or strategy is implemented.
- **Inputs** are the physical, financial, and human resources allocated to or consumed to do work.
- **Activities** are what the program or strategy does with the inputs provided. Activities include the tasks, steps, methods, techniques, and operations performed.
- **Outputs** are the elements of operation or level of effort, the products or services resulting from the implementation or accomplishment of work.
- **Efficiency** is measured by the unit cost required to perform the work in terms of dollars. "How well did the organization "use" the budget to perform work?"
- **Effectiveness** is a service quality measure of the work performed. Effectiveness is measured in % of work set out to be performed.

PROS Consulting recommends that the Department utilizes the template found below to develop three to five key performance measures for each line of service, including but not limited to, cost recovery, program service delivery, facility maintenance, and marketing and technology solutions to determine and, in turn, communicate the level of success they are achieving on an annual basis.

Line of Service	**Activity Goal** (what, whom, why)	**Input** (Budget and Resources)	**Output** (End Product - Volume)	**Efficiency** (Unit Cost)	**Effectiveness** (Service Quality)
Facility Maintenance	Determine, then strike the optimum balance between resources needed to maintain facilities and facility operation to minimize unplanned closures.	Inclusive of all operational costs: Staff, Utilities, PM, etc as well as lost revenue	# of days of unplanned closures due to maintenance	Cost per day of facility closure (includes funds expended to re-open facility as well as lost revenue)	Unplanned closure days as a % of total annual operating days
Programs & Services	Provide fee assistance to low-income/marginalized Aspen residents to maximize their participation in programs and services provided by the division.	Funding provided	# of low-income/marginalized Aspen residents that received fee assistance	Cost/Funding per participant	Fee-assisted participants as % of a total participants
Business Services	Provide and manage technology services that aid the Aspen community in conveniently registering for products and services on-line	Resources required to manage and maintain online services	# of online registrations successfully processed	Cost per successful online registration	Online registrations as a % of total registrations. Online registration costs as a % of total registration costs

5.11 SUMMARY

The Department is delivering quality programs, services and events to the community, ***however, does have opportunity for improvement.*** The chart below provides a summary of the recommended actions that the Department should implement in developing a program plan to meet the needs of residents.

Recreation Program/Service	Action	Timeline
Programs & services for adults 55+	**CONTINUE/EXPAND**	IMMEDIATELY
Fitness & wellness programs	**CONTINUE/EXPAND**	IMMEDIATELY
Community special events	**CONTINUE/EXPAND**	IMMEDIATELY
Performing arts programs	**IMPLEMENT**	IMMEDIATELY
After school programs/out of school camps	**CONTINUE/EXPAND**	IMMEDIATELY
Outdoor environmental programs	**IMPLEMENT**	IMMEDIATELY
Picnic shelter reservations	**CONTINUE**	IMMEDIATELY
Water fitness programs/lap swimming	**CONTINUE/EXPAND**	IMMEDIATELY
Youth learn to swim programs	**CONTINUE**	SHORT-TERM
Open swim	**CONTINUE**	SHORT-TERM
Youth enrichment programs	**CONTINUE**	SHORT-TERM
Indoor meeting space reservations	**CONTINUE**	SHORT-TERM
Programs for people with special needs	**CONTINUE**	SHORT-TERM
Youth basketball/volleyball programs	**FACILITATE**	SHORT-TERM
Golf lessons/clinics	**CONSIDER**	LONG-TERM VIA PARTNERSHIP
Youth soccer programs	**FACILITATE**	SHORT-TERM
Youth baseball/softball programs	**FACILITATE**	SHORT-TERM
Tennis lessons & leagues	**FACILITATE**	SHORT-TERM
Open gymnasium for pick-up basketball/volleyball	**CONTINUE**	SHORT-TERM
Adult basketball/volleyball programs	**FACILITATE**	SHORT-TERM
Recreation/competitive swim team	**CONTINUE/EVALUATE**	SHORT-TERM
Youth football programs	**FACILITATE**	SHORT-TERM
Athletic field reservations	**FACILITATE**	SHORT-TERM
Pickleball programs	**FACILITATE**	SHORT-TERM
Sand Volleyball programs	**CONSIDER**	LONG-TERM

CHAPTER SIX – PARK CLASSIFICATION AND DESIGN PRINCIPLES

6.1 OVERVIEW

In developing design principles for parks, it is important that each park be programmed, planned, and designed to meet the needs of its service area and classification within the overall parks and recreation system. The term programming, when used in the context of planning and developing parkland, refers to a list of uses and facilities and does not always include staff-managed recreation programs. The program for a site can include such elements as ball fields, spray parks, shelters, restrooms, game courts, trails, natural resource stewardship, open meadows, nature preserves, or interpretive areas. These types of amenities are categorized as lead or support amenities. The needs of the population of the park it is intended to serve should be considered and accommodated at each type of park.

Every park, regardless of type, needs to have an established set of outcomes. Park planners and designers design to those outcomes, including operational and maintenance costs associated with the design outcomes.

Each park classification category serves a specific purpose, and the features and facilities in the park must be designed for the number of age segments the park is intended to serve, the desired length of stay deemed appropriate, and the uses it has been assigned. Recreation needs and services require different design standards based on the age segments that make up the community that will be using the park. A varying number of age segments will be accommodated with the park program depending on the classification of the park.

Terminology utilized in Park Design Principles

- **Land Usage**: The percentage of space identified for either passive use or active use in a park. A Parks and Recreation Master Plan should follow land usage recommendations.
- **Programming**: Can include active or passive programming. Active means it is organized and planned with pre-registration by the user. Examples of active programming include sports leagues, day camps, and aquatics. Passive programming is self-directed by the user at their own pace. Examples of passive programming include playground usage, picnicking, disc golf, reading, or walking the dog.
- **Park/Facility Classifications:** Includes Pocket Park, Neighborhood Park, Community Park, Regional Park, Sports Complex Facility, Recreation/Special Use Park and Greenbelts and Conservation.
- **Revenue Facilities:** These include facilities that charge to play on them in the form of an access fee, player fee, team fee, or permit fee. These could include pools, golf courses, tennis courts, recreation centers, sport field complexes, concession facilities, hospitality centers, reservable shelters, outdoor or indoor theatre space, and special event spaces.
- **Signature Facility/Amenity:** This is an enhanced facility or amenity which is viewed by the community as deserving of special recognition due to its design, location, function, natural resources, etc.

Over the last 10 years, the City of Riverbank's park system has expanded and grown more diverse in the experiences that it provides to its residents. As the park system has evolved so has the need for classification system that the City utilizes to classify its parks. The consulting team recommends the adoption of the park classification system and design principles found in the following sections.

6.2 GENERAL PARK DESIGN

Intent: To provide the City of Riverbank with parks that are centerpieces of neighborhoods, places that people use regularly and care for, are aesthetically pleasing, universally accessible, safe, allow for both individual and group activities and both formal and impromptu use, are successfully maintained, and are programmed, planned, and designed to meet the needs of its surrounding neighborhood(s) and typology within the overall parks and recreation system.

General Design Guidelines:

- Parks should be designed to be aesthetically pleasing, inviting, innovative, universally accessible, connect people with place, and create value and a sense of ownership among its users.
- Park entries and edges should be inviting and well maintained. Bounding streets should be integrated into the design (planting street trees, repaving sidewalks, etc.) as feasible and appropriate. Entries should be clearly marked with park signage.
- Path circulation should provide access to amenities as well as loops for walking.
- Restroom buildings should be located near recreation fields, children's play areas, and group picnic areas, if possible. Restroom buildings should be aesthetically pleasing, and well-maintained, and can be opportunities for unique architectural and artistic expression in the park.
- Parks should be designed to ensure safety and the perception of safety, through visibility, activation, and other applicable strategies of Crime Prevention Through Environmental Design (CPTED).
- Parks should have sufficient lighting to ensure safety, day and night.
- Care should be made to preserve valuable existing trees, and especially heritage oaks. (Riverbank Municipal Code xxx, Heritage Oaks.)
- New parks should be a central feature of a neighborhood and should be located where it can be easily accessed by residents and visitors of all ages and abilities.
- Parks should be programmed, planned, and designed to meet the needs of the surrounding neighborhood and classification within the overall parks and recreation system. Please refer to Riverbank's Park Classifications, including minimum acreage, and typical amenities, when creating design goals.
- The designer should establish a set of outcomes or design goals, based on Riverbank's Park Classifications, and should design to those outcomes, including operational and maintenance costs associated with the design outcomes.

6.3 PARK CLASSIFICATIONS

6.3.1 MINI PARKS

A mini (or pocket) park is a small outdoor space, usually less than 0.1 acres up to 1.5 acres, most often located in an urban or residential area surrounded by commercial buildings or houses. Mini parks are small spaces that may serve a variety of functions, such as: small event space, play areas for children, spaces for relaxing and socializing, taking lunch breaks, etc. Successful mini parks have four key qualities: they are accessible; allow people to engage in activities; are comfortable spaces and inviting; and are sociable places. In general, mini parks offer minimal amenities on site and are not designed to support programmed activities. The service area for mini parks is usually less than a quarter-mile and they are intended for users within close walking distance of the park.

- Retention Basins: While joint use is acceptable, park related uses in storm-drainage basins typically do not satisfy City requirements for amounts of parkland needed to serve local populations.

6.3.2 NEIGHBORHOOD PARKS

A neighborhood park should be 1.5 to 10 acres; however, some neighborhood parks are determined by use and facilities offered and not by size alone. The service radius for a neighborhood park is typically 1/2 of a mile. Neighborhood parks should have safe pedestrian access for surrounding residents; parking typically not provided for neighborhood parks less than 5 acres in size, but if included accounts for less than ten cars and provides for ADA access. Neighborhood parks serve the recreational and social focus of the adjoining neighborhoods and contribute to a distinct neighborhood identity. There may be opportunities to create joint-use sites that serve as both neighborhood parks and recreational space for schools.

- Service radius: 1/2 mile radius, to either a Neighborhood or Community Park.
- Site Selection: On a local or collector street. If near an arterial street, provide natural or artificial barrier. Where possible, next to a school. Encourage location to link subdivisions and linked by trails to other parks.
- Length of stay: One to four hours.
- Amenities: One signature amenity (e.g. playground, spray ground park, sport court, gazebo); restrooms unless a signature amenity is not present; may include one non-programmed sports field; playgrounds for ages 2-5 and 5-12; one reservable shelter for parks 3 acres in size or greater; loop trails; one type of sport court; benches, small shaded area next to play areas.
- Landscape Design: Appropriate design to enhance the park theme/use/experience.
- Revenue facilities: none.
- Land usage: 85 percent active/15 percent passive.
    - Retention Basins: While joint use is acceptable, park related uses in storm-drainage basins typically do not satisfy City requirements for amounts of parkland needed to serve local populations.
- Programming: Typically, none, but a signature amenity may be included which is programmed.
- Maintenance Standards: Provide the highest-level maintenance with available funding. Seek a goal of Level 2 maintenance standards. Some amenities may require Level 1 maintenance.
- Signage: Directional signage and facility/amenity regulations to enhance user experience.
- Parking: Design should include widened on-street parking area adjacent to park. Goal is to maximize usable park space. As necessary, provide 5-10 spaces within park including accessible spaces. Traffic calming devices encouraged next to park.
- Lighting: Security only.
- Size of park: Typically, 1.5 to 10 acres.

6.3.3 COMMUNITY PARKS

Community parks are intended to be accessible to multiple neighborhoods and should focus on meeting community-based recreational needs, as well as preserving unique landscapes and open spaces. Community parks are generally larger in scale than neighborhood parks, but smaller than regional parks and are designed typically for residents who live within a three-mile radius. When possible, the park may be developed adjacent to a school. Community parks provide recreational opportunities for the entire family and often contain facilities for specific recreational purposes: athletic fields, tennis courts, extreme sports amenity, loop trails, picnic areas, reservable picnic shelters, sports courts, restrooms with drinking fountains, large turfed and landscaped areas and a playground or spray ground. Passive outdoor recreation activities such as meditation, quiet reflection, and wildlife watching also take place at community parks.

Community parks in Riverbank generally range from 10 to 50 acres. Community parks serve a larger area – radius of two to three miles and contain more recreation amenities than a Neighborhood park. They also have the capacity to function as Neighborhood Parks for the local area.

- Service radius: Two to three-mile radius.
- Site Selection: On two collector streets minimum and preferably one arterial street. If near an arterial street, provide natural or artificial barrier. Minimal number of residences abutting site. Preference is streets on four sides, or three sides with school or municipal use on fourth side. Encourage trail linkage to other parks.
- Length of stay: Two to three hours experience.
- Amenities: Four signature amenities at a minimum: (e.g., trails, sports fields, large shelters/ pavilions, community playground for ages 2-5 and 5-12 with some shaded elements, recreation center, pool or family aquatic center, sports courts, water feature); public restrooms with drinking fountains, ample parking, and security lighting. Sport Fields and Sport Complexes are typical at this park.
- Revenue facilities: One or more (e.g. pool, sports complex, pavilion).
- Land usage: 65 percent active and 35 percent passive.
    - Retention Basins: While joint use is acceptable, park related uses in storm-drainage basins typically do not satisfy City requirements for amounts of parkland needed to serve local populations.
- Maintenance Standards: Provide the highest-level maintenance with available funding. Seek a goal of Level 2 maintenance standards. Some amenities may require Level 1 maintenance.
- Parking: Sufficient to support the amenities; occupies no more than 10 percent of the park. Design should include widened on-street parking area adjacent to park. Goal is to maximize usable park space. Traffic calming devices encouraged within and next to the park.
- Lighting: Amenity lighting includes sport field light standards.
- Signage: Directional signage and facility/amenity regulations to enhance user experience. May include kiosks in easily identified areas of the facility.
- Landscape Design: Appropriate design to enhance the park theme/use/experience. Enhanced landscaping at park entrances and throughout park.

- Other: Strong appeal to surrounding neighborhoods; loop trail connectivity; linked to Regional Park, trail or recreation facility.
- Size of park: Typically 10 to 50 acres.

6.3.4 REGIONAL PARK

A regional park functions as a destination location that serves a large area of several communities, residents within a City, city or county, or across multiple counties. Depending on activities within a Regional park, users may travel as many as 60 miles for a visit. Regional parks include recreational opportunities such as soccer, softball, golf, boating, camping, conservation-wildlife viewing and fishing. Although regional parks usually have a combination of passive areas and active facilities, they are likely to be predominantly natural resource-based parks.

A common size for a regional park is 50 to 1,000 acres but some parks can be 2,000 to 5,000 acres in size. A regional park focuses on activities and natural features not included in most types of parks and often based on a specific scenic or recreational opportunity. Facilities could include those found in a community park and have specialized amenities such as an art center, amphitheater, boating facility, golf course, or natural area with interpretive trails. Regional parks can and should promote tourism and economic development. Regional parks can enhance the economic vitality and identity of the entire region.

- Service radius: Three mile or greater radius.
- Site Selection: Prefer location which can preserve natural resources on-site such as wetlands, streams, and other geographic features or sites with significant cultural or historic features. Significantly large parcel of land. Access from public roads capable of handling anticipated traffic.
- Length of stay: All or multiple day experience.
- Amenities: Six to 12 amenities to create a signature facility (e.g. dog parks, fishing/boating access, golf course, tennis complex, sports complex, lake, regional playground, 3+ reservable picnic shelters, camping, outdoor recreation/extreme sports, recreation center, pool, gardens, trails, zoo, specialty facilities); restrooms with drinking fountains, concessions, restaurant, ample parking, special event site.
- Revenue facilities: Typically, park designed to produce revenue to offset operational costs.
- Land usage: Up to 50 percent active/50 percent passive.
- Maintenance Standards: Provide the highest-level maintenance with available funding. Seek a goal of Level 2 maintenance standards. Some amenities may require Level 1 maintenance.
- Parking: Sufficient for all amenities. Traffic calming devices encouraged within and next to park.
- Lighting: Amenity lighting includes sport field light standards.
- Signage: Directional signage and facility/amenity regulations to enhance user experience, may include kiosks in easily identified areas of the facility.
- Landscape Design: Appropriate design to enhance the park theme/use/experience. Enhanced landscaping at park entrances and throughout park.

- Other: Linked to major trails systems, public transportation available, concessions, and food and retail sales available, dedicated site managers on duty. Wi-Fi and Telephone/Cable TV conduit.
- Size of park: Typically, 50 to 1,000 acres.

6.3.5 SPORTS COMPLEX

Sports complexes at community parks, regional parks, and stand-alone sports complexes are developed to provide 4 to 16+ fields or courts in one setting. A sports complex may also support extreme sports facilities, such as BMX and skateboarding. Sports complexes can be single focused or multi-focused and can include indoor or outdoor facilities to serve the needs of both youth and adults. Outdoor fields should be lighted to maximize value and productivity of the complex. Agencies developing sports complexes focus on meeting the needs of residents while also attracting sport tournaments for economic purposes to the community.

Sport field design includes appropriate field distances for each sport's governing body and support amenities designed to produce revenue to offset operational costs.

Signature sports complexes include enhanced amenities such as artificial turf, multipurpose field benches and bleachers, scoreboards, amplified sound, scorer's booths, etc. Enhanced amenities would be identified through discussion between City and Schools and/or sports associations and dependent upon adequate funding.

- Service radius: Determined by community demand.
- Site Selection: Stand-alone sports complexes are strategically located on or near arterial streets. Refer to community or regional Park sections if sport complex located within a park. Preference is streets on four sides, or three sides with school or municipal use on fourth side.
- Length of stay: Two to three hours experience for single activities. Can be all day for tournaments or special events.
- Amenities: Four to sixteen or more fields or sports courts in one setting; restrooms, ample parking, turf types appropriate for the facility and anticipated usage, and field lighting.
- Revenue facilities: Four or more (e.g. fields, concession stand, picnic pavilion).
- Land usage: 95 percent active and 5 percent passive.
    - Retention Basins: While joint use is acceptable, park related uses in storm-drainage basins typically do not satisfy City requirements for amounts of parkland needed to serve local populations.
- Programming: Focus on active programming of all amenities.
- Parking: Sufficient to support the amenities. Traffic calming devices encouraged within and next to park.
- Lighting: Amenity lighting includes sport field light standards.
- Signage: Directional signage and facility/amenity regulations to enhance user experience. May include kiosks in easily identified areas of the facility.
- Landscape Design: Appropriate design to enhance the park theme/use/experience. Enhanced landscaping at entrances and throughout complex.

- Size of park: Preferably 20 or more acres for stand-alone complexes.

6.3.6 SPECIAL USE PARKS

Special use parks are those spaces that don't fall within a typical park classification. A major difference between a special use facility and other parks is that they usually serve a single purpose whereas other park classifications are designed to offer multiple recreation opportunities. It is possible for a special use facility to be located inside another park. Special use facilities generally fall into the following categories:

- **Cemeteries -** burial-ground that is generally viewed as a large public park or ground laid out expressly for the interment of the dead. Cemeteries are normally distinct from churchyards, which are typically consecrated according to one denomination and are attached directly to a single place of worship. Cemeteries can be viewed as historic sites.
- **Historic/Cultural/Social Sites** – unique local resources offering historical, educational, and cultural opportunities. Examples include historic downtown areas, plaza parks, performing arts parks, arboretums, display gardens, performing arts facilities, indoor theaters, churches, and amphitheaters. Frequently these are located in community or regional parks.
- **Nature Parks** – parks where people can experience a preserved or enhanced natural environment and a refuge from active, urban life. This classification is appropriate for areas where the human experience is emphasized.
- **Golf Courses** – Nine and 18-hole complexes with ancillary facilities such as club houses, driving ranges, program space and learning centers. These facilities are highly maintained and support a wide age level of males and females. Programs are targeted for daily use play, tournaments, leagues, clinics and special events. Operational costs come from daily play, season pass holders, concession stands, driving range fees, earned income opportunities and sale of pro shop items.
- **Indoor Recreation Facilities** – specialized or single purpose facilities. Examples include community centers, senior centers and community theaters. Frequently these are located in community or regional Parks.
- **Outdoor Recreation Facilities** – Examples include baseball stadiums, aquatic parks, disc golf, skateboard, BMX, and dog parks, which may be located in a park.
  - Size of park: Depends upon facilities and activities included. Their diverse character makes it impossible to apply acreage standards.
  - Service radius: Depends upon facilities and activities included. Typically serves special user groups while a few serve the entire population.
  - Site Selection: Given the variety of potential uses, no specific standards are defined for site selection. As with all park types, the site itself should be located where it is appropriate for its use.
  - Length of stay: varies by facility.
  - Amenities: varies by facility.
  - Revenue facilities: Due to nature of certain facilities, revenue may be required for construction and/or annual maintenance. This should be determined at a policy level before the facility is planned and constructed.

- Land usage: varies by facility.
  - Retention Basins: While joint use is acceptable, park related uses in storm-drainage basins typically do not satisfy City requirements for amounts of parkland needed to serve local populations.
- Programming: varies by facility.
- Maintenance Standards: Provide the highest-level maintenance with available funding. Seek a goal of Level 2 maintenance standards. Some amenities (i.e., rose gardens) will require Level 1 maintenance.
- Parking: On-street or off-street parking is provided as appropriate. Goal is to maximize usable park space. As necessary, provide a minimum of five to 10 spaces within park including accessible spaces. Traffic calming devices encouraged next to park.
- Lighting: Security or amenity only.
- Signage: Directional and regulation signage to enhance user experience.
- Landscape Design: Appropriate design to enhance the park theme/use/experience.

6.3.7 OPEN SPACE/CONSERVATION LANDS

Open space/conservation lands are undeveloped but may include natural or paved trails. Open space/conservation lands contain natural resources that can be managed for recreation and natural resource conservation values such as a desire to protect wildlife habitat, water quality and endangered species. Open space/conservation lands also can provide opportunities for nature-based, unstructured, low-impact recreational opportunities such as walking and nature viewing.

- Amenities: May include paved or natural trails, wildlife viewing areas, mountain biking, disc golf, interpretation and education facilities.
- Maintenance standards: Demand-based maintenance with available funding. Biological management practices observed.
- Lighting: None.
- Signage: Interpretive kiosks as deemed appropriate.
- Landscape Design: Generally, none. Some areas may include landscaping, such as entryways or around buildings. In these situations, sustainable design is appropriate.

6.3.8 GREENBELTS/TRAILS

Greenbelts are recognized for their ability to connect people and places while serving as active transportation facilities. Linking neighborhoods, parks, recreation facilities, attractions, and natural areas with a multi-use trail fulfills three guiding principles simultaneously: 1) protecting natural areas along river and open space areas, 2) providing people with a way to access and enjoy them, and 3) providing a safe, alternative form of active transportation.

- Site Selection: Located consistent with an approved Bicycle, Pedestrian and Trails Master Plan.
- Amenities: Parking and restrooms at major trailheads. May include small parks along the trail.

- Maintenance standards: Demand-based maintenance with available funding. Biological management practices observed.
- Lighting: Security lighting at trailheads and along trail is preferred.
- Signage: Mileage markers at ¼ mile intervals. Interpretive kiosks at all trailheads and where deemed necessary.
- Landscape Design: Coordinated planting scheme in urban areas. Limited or no planting in open space areas.
- Other: Connectivity to parks or other City attractions and facilities is desirable.
- Size: Typically, at least 30 ft. width of unencumbered land for a Greenbelt. May include a trail to support walk, bike, run, equestrian type activities. Typically, an urban trail is 8-10 feet wide to support pedestrian and bicycle uses. Trails incorporate signage to designate where a user is located and where the trails connect in the City.

6.3.9 MULTI-USE DETENTION BASINS FOR PARK AND RECREATIONAL USES

General Online detention facilities, which pass the entire flood through them, are well suited for joint-uses such as open space, wetlands and wildlife habitat that can tolerate frequent inundations. Off-line detention facilities, which bypass the frequent flows and allow only the excess flow into the detention basin are well suited for intensive recreational uses such as playgrounds and play fields since they are flooded less frequently. The uses should be combined at the time of development.

STORMWATER DETENTION AND RETENTION BASIN GUIDELINES

The following guidelines direct the recreational use of stormwater basins and channels:

- Informal turf areas and passive vegetation zones may be placed within the average annual storm flood zone (1-yr 85th percentile storm) and up to the 10year storm.
- Recreational sports fields (e.g. soccer, baseball, softball) shall be placed at or above the 10-year 24-hr storm event elevation.
- Hard court game surfaces and group picnic areas shall be placed at or above the 50-year storm event.
- Habitable structures, swimming pools, skate parks, children’s play grounds, and parking lots shall be placed at or above the 100-year storm event.
- Storm basins may be contoured to provide a natural look. The use of gently curving, variable contouring to establish design grades within a dual use detention basin is encouraged to provide for a more aesthetically interesting design.
- Side slopes of storm basins shall be 6:1 or flatter to facilitate the ease of mowing and accessibility for residents. The use of irregular configuration and gentle side slopes is encouraged.
- Basin bottoms shall have a minimum cross-slope of 2 percent to allow for positive drainage.
- Contouring within the detention facilities is recommended to create internal elevation variations (or tiers) that have differing frequencies and depths of inundation and differing flood risk.

Joint-use detention/park facilities will require site specific designs to be coordinated with the City's planning and engineering departments during conceptual and final design to ensure the facilities meet both water quality/detention and park needs while minimizing maintenance requirements.

6.4 PARK AMENITY DESIGN GUIDELINES

6.4.1 SPORTS FIELD AMENITIES

Basic sport field amenities provided by the City are listed below.

BASEBALL FIELD AMENITIES

- Youth Field Size: Preferred: 225-foot outfield fence with minimum 4-foot high outfield fence. Alternate: 215-foot outfield fence with 6-foot high outfield fence.
- Teen/Adult Field Size: Preferred: 300-foot outfield fence at each foul-line increasing to 400 feet in centerfield with minimum 8-foot high outfield fence.
- Youth Field Baselines and infield: 60-foot and 70-foot skinned baseline w/ base sleeves w/ grass infield. Ball field mix extends from backstop down sidelines to fence opening at end of dugout. Home plate included. Bases specified by City and provided by user groups.
- Teen/Adult Field Baselines and infield: 105-foot (first and third base) and 140-foot (second base) skinned baseline with base sleeves w/ grass infield. Ball field mix extends from backstop down sidelines to fence opening at end of dugout. Home plate included. Bases at 90 foot.
- Permanent backstop. Preferred: 2-foot high concrete block w/ safety padding and 18-foot vertical fence (black vinyl coated chain link).
- Fencing: 8-foot high fence (Preferred: black vinyl coated chain link) from backstop to end of skinned infield. Foul poles at outfield fence. 12-foot wide dual-gate opening on one sideline fence for field maintenance equipment access.
- Concrete block bin: 6-foot by 6-foot for ball field mix located adjacent to 12-foot fence opening.
- Dugout: 21-foot by 7-foot including 15-foot long players bench with backrest. 8-foot high fencing around dugout. Dugout opens onto field at home base side of dugout. 2-foot safety wing fencing inside dugout to prevent foul ball entry. Slatted roof over dugout.
- Youth Field Pitching Mound: Raised pitching mound with two pitching rubbers (46-foot and 50-foot to home plate).
- Teen/Adult Field Pitching Mound: Raised pitching mound with one pitching rubbers (60-foot, 6-inches to home plate).
- Interior warm up/practice pitching mound along sideline fences backing up to outfield fence (46-foot distance from pitching rubber to plate). Slats or padding in fence to maintain fence longevity.
- Three row covered bleachers (21-foot long) on concrete pad both baselines.
- 12-foot by 8-foot concrete pad for storage box. Equipment storage unit funded by user group – approved and installed by City maintenance staff on same side as field mix bin.
- Conduit and pull boxes from power source to backstop, and from backstop to outfield field for future scoreboard. Scoreboard/controller provided by user group.

- Remotely Controlled Athletic Field Lighting as specified by manufacturer.
- Concrete behind dugouts and in dugouts connected to park walkways on all fields.
- Quick disconnect for water behind pitcher's mound.
- Synthetic Turf Preferred

SOFTBALL FIELD AMENITIES – YOUTH SIZE

- Field size: Preferred: 225-foot outfield fence with 10-foot warning track with 4-foot high outfield fence. Alternate: 215-foot outfield fence with 8-foot high outfield fence.
- Baselines and infield: 50-foot and 60-foot baseline w/ base sleeves on completely skinned infield. Home plate included. Bases specified by City and provided by user groups.
- Permanent backstop. 2-foot high concrete block w/ safety padding and 18-foot vertical fence (black vinyl coated chain link).
- Fencing: 8-foot high fence (black vinyl coated chain link) from backstop to end of skinned infield. On 225-foot field, 4-foot high sideline and outfield fence (black vinyl coated chain link). include bottom rail and mow strip as a standard. On 215-foot field, outfield fence increases to 8-foot high. Yellow safety top on outfield fence. Foul poles at outfield fence. 12-foot wide dual-gate opening on one sideline fence for field maintenance equipment access.
- Concrete block bin: 6-foot by 6-foot for ball field mix located adjacent to 12-foot fence opening.
- Dugout: 21-foot by 7-foot including 15-foot long players bench with backrest. 8-foot high fencing around dugout. Dugout opens onto field at home base side of dugout. 2-foot safety wing fencing inside dugout to prevent foul ball entry. Slatted roof over dugout.
- No pitching mound. Three pitching rubbers (30-foot/35-foot/40-foot to home plate). Equipment installed by City maintenance staff.
- Interior warm up/practice pitching area along sideline fences backing up to outfield fence (30-foot/35-foot/40-foot to home plate distance from pitching rubber to plate). Slats or padding in fence to maintain fence longevity.
- Three row covered bleachers (21-foot long) on concrete pad both baselines.
- 12-foot by 8-foot concrete pad for storage box. Equipment storage unit funded by user group – approved and installed by City maintenance staff on same side as field mix bin.
- Conduit and pull boxes from power source to backstop, and from backstop to outfield field for future scoreboard. Scoreboard/controller provided by user group.
- Remotely Controlled Athletic Field Lighting at community and regional parks.
- Concrete behind dugouts and in dugouts connected to park walkways on all fields.
- Quick disconnect for water behind pitcher's mound.
- Synthetic Turf Preferred

SOFTBALL FIELD AMENITIES – ADULT SIZE

- Field size: 300-foot outfield fence with 10-foot warning track and 8-foot high outfield fence.
- Baselines and infield: 60-foot/ 65-foot/ 70-foot/ 80-foot baseline w/ base sleeves on skinned infield. Home plate included. Bases specified by City and provided by user groups.
- Permanent backstop. 2-foot high concrete block w/ safety padding and 18-foot vertical fence (black vinyl coated chain link).
- Fencing: 8-foot high fence (black vinyl coated chain link) from backstop to end of skinned infield. 8-foot high sideline and outfield fence (black vinyl coated chain link). Include bottom rail and mow strip as a standard. Foul poles at outfield fence. 12-foot wide dual-gate opening on one sideline fence for field maintenance equipment access.
- Concrete block bin: 6-foot by 6-foot for ball field mix located adjacent to 12-foot fence opening.
- Dugout: 27-foot by 9-foot including 21-foot long players bench with backrest. 8-foot high fencing around dugout. Dugout opens onto field at home base side of dugout. 2-foot safety wing fencing inside dugout to prevent foul ball entry. Slatted roof over dugout.
- No pitching mound. Two pitching rubbers (50-foot /54-foot to home plate). Equipment installed by City maintenance staff.
- Three row covered bleachers (21-foot long) on concrete pad both baselines.
- 12-foot by 8-foot concrete pad for storage box. Equipment storage unit funded by user group – approved and installed by City maintenance staff on same side as field mix bin.
- Conduit and pull boxes from power source to backstop, and from backstop to outfield field for future scoreboard. Scoreboard/controller provided by user group.
- Remotely Controlled Athletic Field Lighting at community and regional parks.
- Concrete behind dugouts and in dugouts connected to park walkways on all fields.
- Quick disconnect for water behind pitcher's mound.
- Synthetic Turf Preferred

MULTIPURPOSE FIELDS (SOCCER/FOOTBALL/LACROSSE/FIELD HOCKEY)

- Field size: Regulation field – 360-foot by 240-foot. Limited space field– 210-foot by 150-foot. 25-foot buffer on same plane as field with no obstructions or drainage fixtures. Buffer applies to both field sizes.
- Goals: Portable, with size specified by user group and provided by City.
- Bleachers or players benches: Portable.
- Remotely Controlled Athletic Field Lighting at community and regional parks.
- Synthetic Turf Preferred

6.4.2 RESTROOM/CONCESSION BUILDING

- Restroom: typically installed at 1 per 20 acres of Community Park, Regional Park, or Sports Complex. Minimum of one restroom with drinking fountains at parks with programmed fields.
- Concession Building: Provided when three or more fields exist at a Community Park or Regional Park. Owned by City. Rental agreement required for user group use of facility, which includes cost of building depreciation, building upkeep, and utilities. Building includes shelving, electrical, three-partition sink with hot water, and separate sink for hand washing. Facility built to health code requirements. Equipment supplied by user group.

6.4.3 SOIL PREPARATION

Intent: To ensure a high level of quality in soil preparation, care and maintenance in Riverbank's parks, as proper soil preparation ensures the long-term health of a landscape and reduces overall maintenance.

Design Guidelines:

- Native topsoil & vegetation should be retained and protected where practical.
- Any soil preparation or amendments should be based on soil testing results from a certified agronomic testing laboratory.
- Disturbed soils should be restored to healthy soil function, by:
- Stockpiling & reusing good quality site soil, or
- Tilling compost into site soils, or
- Loosening and amending topsoil to a minimum depth of the planting root zone (typically 8" for turf, 12" for shrubs and groundcover and 24" for trees, at minimum)
- Special soil treatments should be considered for turf areas subject to higher use (e.g. multi-use fields, sports fields), such as sand layers to reduce compaction and improve drainage.
- Organic fertilizers and mycorrhizae should be used when possible, and are encouraged.
- Compacted subsoil should be loosened by ripping to 12" depth.
- Shrub and groundcover beds should be mulched after planting.
- Restored soils should be protected from erosion or re-compaction by heavy equipment.
- Erosion control best management practices should be used during construction and integrated into the design and management of the park.

Standards:

- A soil test for horticultural suitability and infiltration rates shall be required at time of landscape plan submittal. Soils shall be prepared and/or amended as per the soils test report to encourage successful plant growth.
- Planting soils protection and preparation plan shall be prepared to address reuse, import, amendment, compaction, for each planting type (turf, shrub/groundcover, tree).

6.4.4 PLANTING (TREES, SHRUBS, GROUNDCOVER)

Intent: To provide the City of Riverbank with planted landscapes that are aesthetically pleasing, functionally appropriate and successfully maintained, while utilizing plants that celebrate and support the region's ecosystem and water conservation strategies.

Design Guidelines:

- Planting should be appropriate and adaptable to Riverbank's environment and climate. Native plants should be utilized where feasible and appropriate, to encourage beneficial insects.
- Planting should provide variety in color, texture, size and seasonal interest and the design should incorporate a balance of trees, shrubs and groundcover.
- Planting should protect and enhance native plant and wildlife habitat and diversity wherever feasible, and provide an opportunity for environmental education, wherever appropriate.
- Planting should be low-water-use and drought tolerant in all non-wetland settings, requiring minimal water once established, and the overall design should conserve water as much as possible.
- Planting should promote healthy soils and reduce stormwater flow and pollutants where appropriate.
- Turf areas should be limited and replaced with low water use plants, while balancing programmatic needs. Turf shall only be used for active play or multi-use areas.
- Natural buffer areas near waterways, slopes, and other sensitive areas should be protected or restored.
- Planting should be low maintenance to ensure the health, longevity and aesthetic quality of plants. The designer is encouraged to involve park maintenance and program staff in the design process to ensure successful maintainability.
- A maintenance strategy should be developed as part of the design process to ensure future maintenance success.
- Environmentally sustainable land management should be utilized, including pesticide and hazardous chemical use reduction/elimination.
- Planting strategies should keep sightlines clear, cover ground for weed prevention, and screen utilities.
- Street trees should be planted along bounding streets as part of the project, if feasible.
- Planting should comply with the City approved species list.

Standards:

- Planting shall comply with the California Department of Water Resources Model Water Efficient Landscape Ordinance (MWELO).
- Ninety percent (90%) of plants selected in non-turf areas shall be drought tolerant.
- Existing trees shall be protected during construction. If existing trees need to be removed, they shall be replaced by____(per xxx of Riverbank Municipal Code).
- Noxious or invasive plants shall not be utilized.

- A mulch ring shall be placed around trees in turf.
- Edging shall be placed between turf and shrub/groundcover areas.
- A minimum of three inches (3”) of mulch shall be added to non-turf areas after planting, with care being taken to avoid mulching over crown of plants.

6.4.5 WATER SAVINGS AND CONTROLS

Intent: To ensure that Riverbank’s parks are designed and maintained for water conservation, in keeping with state and local regulations.

Design Guidelines:

- Plantings should be grouped based on water need.
- Turf should be replaced with low-water-use plants.
- Natural drainage should be conserved.
- Green infrastructure[1] should be integrated wherever possible.
- A central control irrigation system should be used to reduce maintenance and operation time and maximize water savings.

Standards:

- All planting, irrigation and grading design shall comply with the State Model Water Efficient Landscape Ordinance (MWELO).
- The irrigation system shall minimize overspray onto impervious surfaces, such as building, sidewalks, parking areas, and the like, through the use of such techniques as low-trajectory spray nozzles or underground low volume applicators. (Riverbank Municipal Code, Chapter 157)
- Water application rates shall not exceed the infiltration rate of the soil.
- All irrigation system controllers shall be set in compliance with the day and hour watering requirements of the city and shall be designed to minimize water use by installing automatic systems such as multi-start controllers and soil moisture sensors. (Riverbank Municipal Code, Chapter 157)
- City of Riverbank Municipal Code regulations governing water waste and outdoor watering times shall be adhered to for the design and operation of the irrigation system.
- Locations of all irrigation equipment to be used shall be shown on plan.
- Refer to City of Riverbank irrigation equipment standards when available.

[1] Green infrastructure is"...the range of measures that use plant or soil systems, permeable pavement or other permeable surfaces or substrates, stormwater harvest and reuse, or landscaping to store, infiltrate, or evapotranspiration of stormwater and reduce flows to sewer systems or to surface waters." (Clean Water Act, Section 502)

6.4.6 PLAYGROUNDS

Intent: To ensure that Riverbank's parks incorporate playground design that balances function and aesthetics, with accessibility, safety, durability and maintainability.

Design Guidelines:

- Playgrounds should enhance children's physical, social and cognitive development.
- Playgrounds should be safe, while providing users with play features that are fun, physically challenging, provide learning and discovery opportunities, stimulate the imagination, encourage social and cooperative play, and allow for free and nature play.
- Playgrounds should be aesthetically pleasing for all park users and incorporate natural and recycled materials where feasible and appropriate.
- All play areas should be ADA accessible and utilize inclusive design for all abilities.
- Playgrounds should be cost-effective in terms of maintenance and utility needs.
- Play equipment should be durable, with a design life of 15- 20 years or more.
- Play areas should be functionally appropriate for the target age group and/or ability range.
- Playgrounds should incorporate adult seating and water fountain(s), located at a safe but visible distance from play area.
- Playgrounds should be amply shaded by trees and planting, where possible, and by built structures if planting is not feasible.
- Playgrounds that promote nature play and creative play are encouraged.
- Custom design and equipment should be considered for special parks; playgrounds can be opportunities for unique architectural and artistic expression in the park.
- Playground design should consider playability for people of diverse abilities, age, race, gender, ethnicity and culture.
- Play areas should be consistent with the demographic characteristics and predominant needs and wishes of the surrounding neighborhood, and when appropriate and feasible, playground equipment and amenities should be differentiated from park to park to create a diversity of experiences provided across the city.

Standards:

- Play equipment and surfacing shall conform to ADA and all required safety regulations.
- Playgrounds shall be at the minimum 80% shaded during peak hours, 10:00 AM-2:00 PM, with special attention given to play structures and metal slides and elements. If trees are planted as part of the shade strategy, shade structures shall be erected until trees are sufficiently grown to provide shade.

6.4.7 SIGNAGE

Intent: To ensure a high level of aesthetic quality, consistency, durability and clarity in Riverbank's park signage.

Design Guidelines:

- Park signage types include identity, informational or interpretive, and regulatory signage. Signage should be uniform in design within types, complimentary across types, and signage design should complement the overall park design.
- Signage should be limited to the smallest size and amount that is necessary to relay information and be legible.
- Park identification/entry signs:
- Should be prominently placed near the main entrance to the park.
- Should use a consistent material and design across parks.
- Should not use more than two font styles. Sans-serif is encouraged.
- Should be simple, clear and attractive, and made of metal, with simple posts/features in either FSC certified wood or masonry.
- Should utilize easy to maintain, long lasting materials and design.
- Should integrate anti-graffiti coating.
- When appropriate, interpretive signage should include historical, educational, and informative, and/or otherwise interesting information regarding the feature being described.

Standard:

Refer to City of Riverbank park signage standards when available.

6.4.8 FURNISHINGS AND AMENITIES

Intent: To ensure a high level of aesthetic quality, consistency, comfort and durability in the furnishing and amenities of Riverbank's parks.

Design Guidelines:

- To ensure uniformity and ease of maintenance, furnishing should be consistent throughout the park system, unless the specific park design, theme or programming necessitates otherwise.
- Park furnishing design should be complementary across the furniture palette, and utilize similar and/or complementary colors and materials, where applicable.
- Recycled content (steel, aluminum, aggregate) should be used when feasible and still maintain aesthetic quality.
- Furnishing should be uniform, high quality, durable, attractive and well-maintained.
- Benches should be metal with FSC certified wood elements or concrete.
- Picnic tables should be FSC certified wood to be complementary to the bench design or concrete.

- Trash cans should provide space for both trash and recycling refuse, either integrated or as two separate receptacles, and be made of metal or concrete.
- Water fountains should be metal and complement the rest of the furniture palette. Bottle fillers and dog bowls should be utilized where appropriate.
- Light poles and lighting elements should provide safety as well as enhance the aesthetic quality of the park by tying into the overall furniture palette. Lighting should be energy efficient and maintain dark-sky-compliant light levels. Light poles should be appropriate in size, color, material and scale to the setting. Automatic sensor controls should be used for efficiency.
- Barbeques should be attractive and functional. Provide hot ash disposal containers at rate of 1 per 10 BBQs.
- Furniture typologies and design should be made appropriate to the specific requirements of the park, its design and the needs of its constituents. Deviation from standard designs should be made for the sake of aesthetic, thematic or functional purposes at the discretion of the designer and with the permission of City of Riverbank staff.
- All furnishing should be easy to maintain, utilizing long lasting materials and designs. The designer is encouraged to involve park maintenance and program staff in the design process to ensure successful maintainability.

Standards:

- Refer to City of Riverbank furnishing palette standards when available.

CHAPTER SEVEN - PARK ASSESSMENTS AND LEVEL OF SERVICE ANALYSIS

7.1 CURRENT PARK ASSESSMENTS

An assessment and general onsite inspection of each park, facility and grounds property managed by the Department was completed utilizing the following asset condition rating system. An inventory and overall assessment for the entire system has been provided as separate stand-alone documents.

7.2 CONDITION RATING

A = Excellent

- Looks new and is in excellent mechanical and aesthetic condition.

B = Very Good

- Has minor mechanical and equipment defects but is in excellent mechanical and aesthetic condition.

C = Good

- Has some repairable mechanical and equipment defects and is free of major problems.

D = Fair

- Has some mechanical and equipment defects that require major repair and/or replacement.

F = Poor

- Has major defects and requires significant lifecycle replacement.

Park Name	Address	Park Classification	Park Assessment	Acreage	Baseball Field	Outdoor Basketball	Football Field	Picnic Shleter	Playground	Skate Park	Soccer Field	Swimming Pool	Tennis Court	Pickleball Court	Volleyball Court	Dog Park
Castleberg Park	5845 8th Street	Community	Poor	12.2	2.0	2.0		1.0	1.0							
Community Center Park	3600 Santa Fe Avenue	Neighborhood	Good	3.1				1.0	1.0			1.0				
Harless Park	5600 Litt Road	Neighborhood	Excellent	2.9		1.0			1.0							
Hutcheson Park	3411 High Street	Mini	Good	1.0												
Jacob Myers Park	23653 S. Santa Fe Avenue	Regional	Very Good	28.0				1.0	1.0							1.0
Pioneer Park	3017 High Street	Neighborhood	Fair	3.0		0.5			1.0							
Plaza Del Rio	6702 3rd Street	Mini	Excellent	0.2												
Rotary Centennial Park	5690 Prospectors Parkway	Neighborhood	Very Good	3.1					1.0							
Safreno Park	2308 McAllister Lane	Neighborhood	Good	5.3					1.0							
Silva Park	5800 Antique Rose Way	Neighborhood	Excellent	8.2		1.0		1.0	1.0							
Sorensen Park	2522 Donner Trail	Neighborhood	Very Good	5.3					1.0							
Sports Complex	2119 Morrill Road	Sports Complex	Very Good	11.0			1.0				1.0					
Staley Park - Skate Park	3036 Santa Fe Street	Special Usa Area	Good	0.5						1.0						
Whorton Park	6082 Tennessee Avenue	Mini	Very Good	1.0		0.5			1.0							
Zerillo Park	2800 Briarcliff Drive	Neighborhood	Good	5.0		1.0			1.0				1.0	4.0		

7.3 TECHNICAL NEEDS ANALYSIS KEY FINDINGS

7.3.1 SERVICE AREA EQUITY MAPPING

The Riverbank Parks and Recreation system has "evolved over time" and distribution of sites and facilities throughout the community is reflected in the current site locations.

To further illustrate the distribution of current park types and park assets of the parks and recreation system across the entire community, an equity-mapping analysis was conducted. The maps included show the service areas of the *current* inventory of park types and park assets based on the *recommended* level-of-service standard. The recommended standard established per 1,000 residents per acre of park type or number of residents per type of park asset are also indicated in the map title.

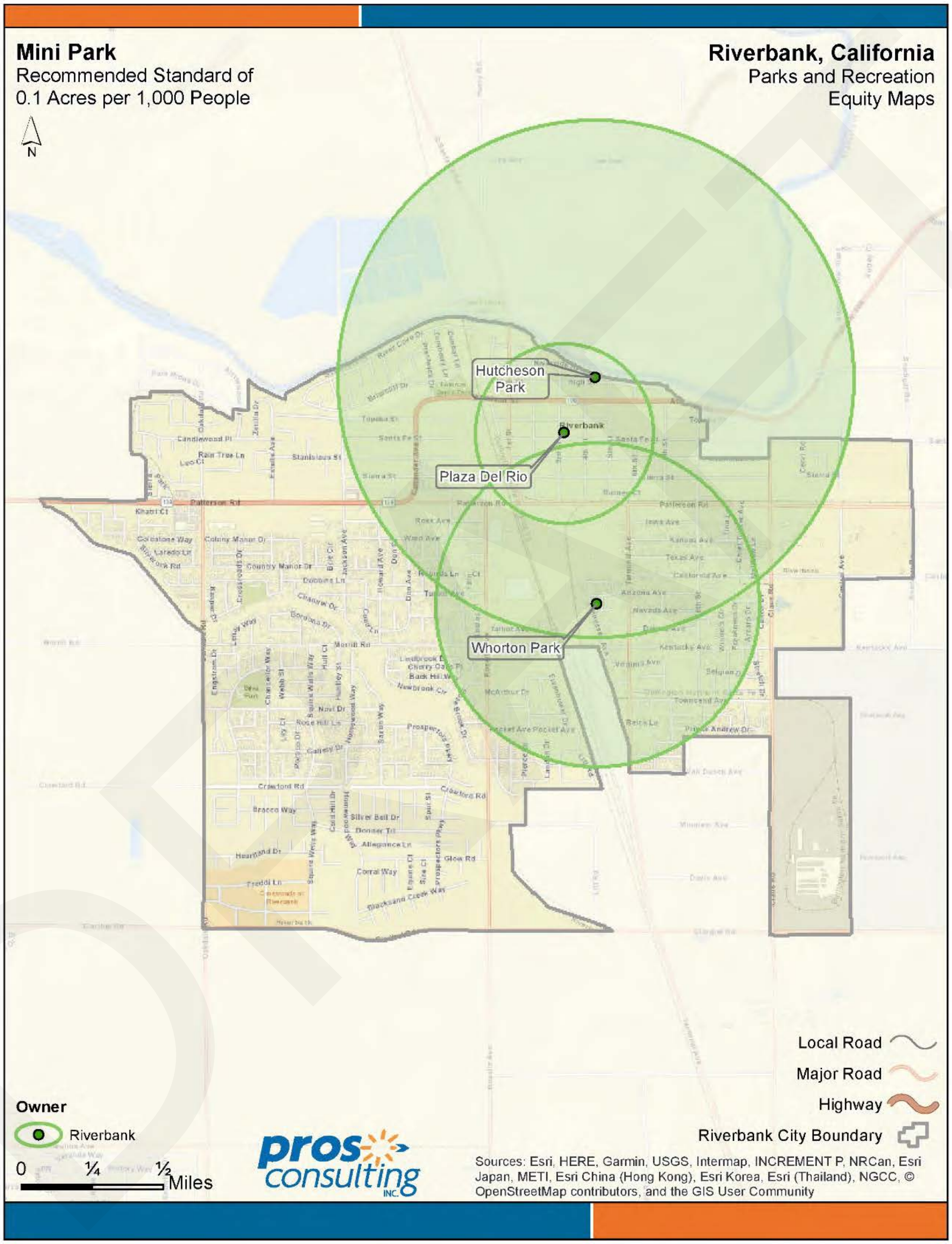
The service area is calculated by the quantity of inventory of each site extended in a uniform radius until the population served by the recommended standard is reached. Shaded areas indicate the extent of the service area based on recommended inventories; unshaded areas indicate locations that would remain outside of the standard service area for each park type or park asset. Unshaded areas are not always the most appropriate location for future parks or park assets. They only represent areas that might be more thoroughly reviewed for potential additional facilities.

Although there are occasions when the service area may extend beyond Riverbank borders, only Riverbank's population was utilized for calculating service area standards in this analysis.

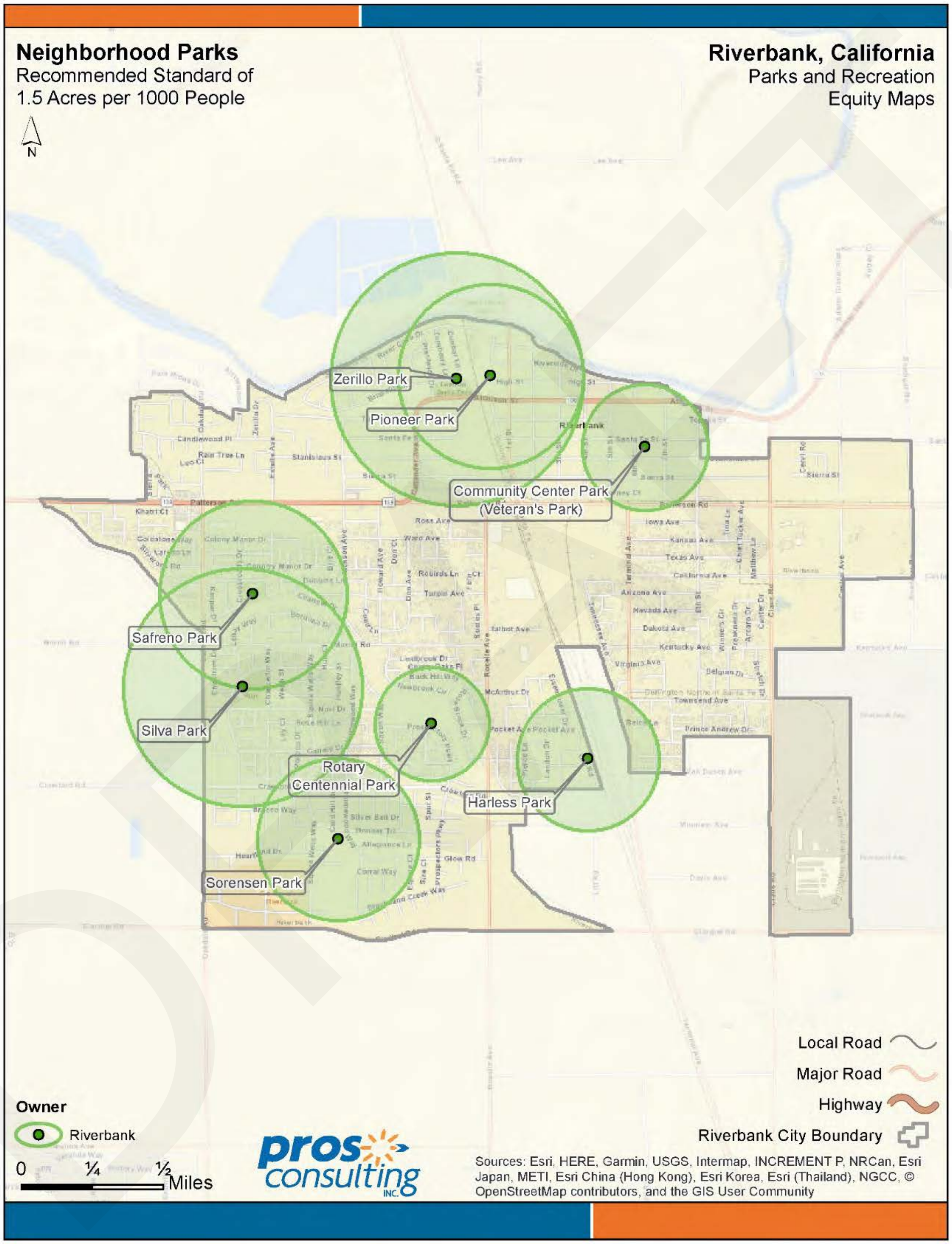
Community-wide maps of park types, or classifications, identified in this Needs Assessment, as well as the major park assets, are provided in the pages that follow. The maps on the following pages identify:

1. Mini Parks
2. Neighborhood Parks
3. Community Parks
4. Regional Parks
5. Special Use Parks
6. Sports Complex Parks
7. Indoor Recreation Facilities
8. Swimming Pool
9. Baseball Fields
10. Football Fields
11. Soccer Fields
12. Skatepark
13. Playgrounds
14. Tennis Courts
15. Outdoor Basketball Courts
16. Pickleball Courts
17. Picnic Shelters
18. Dog Park

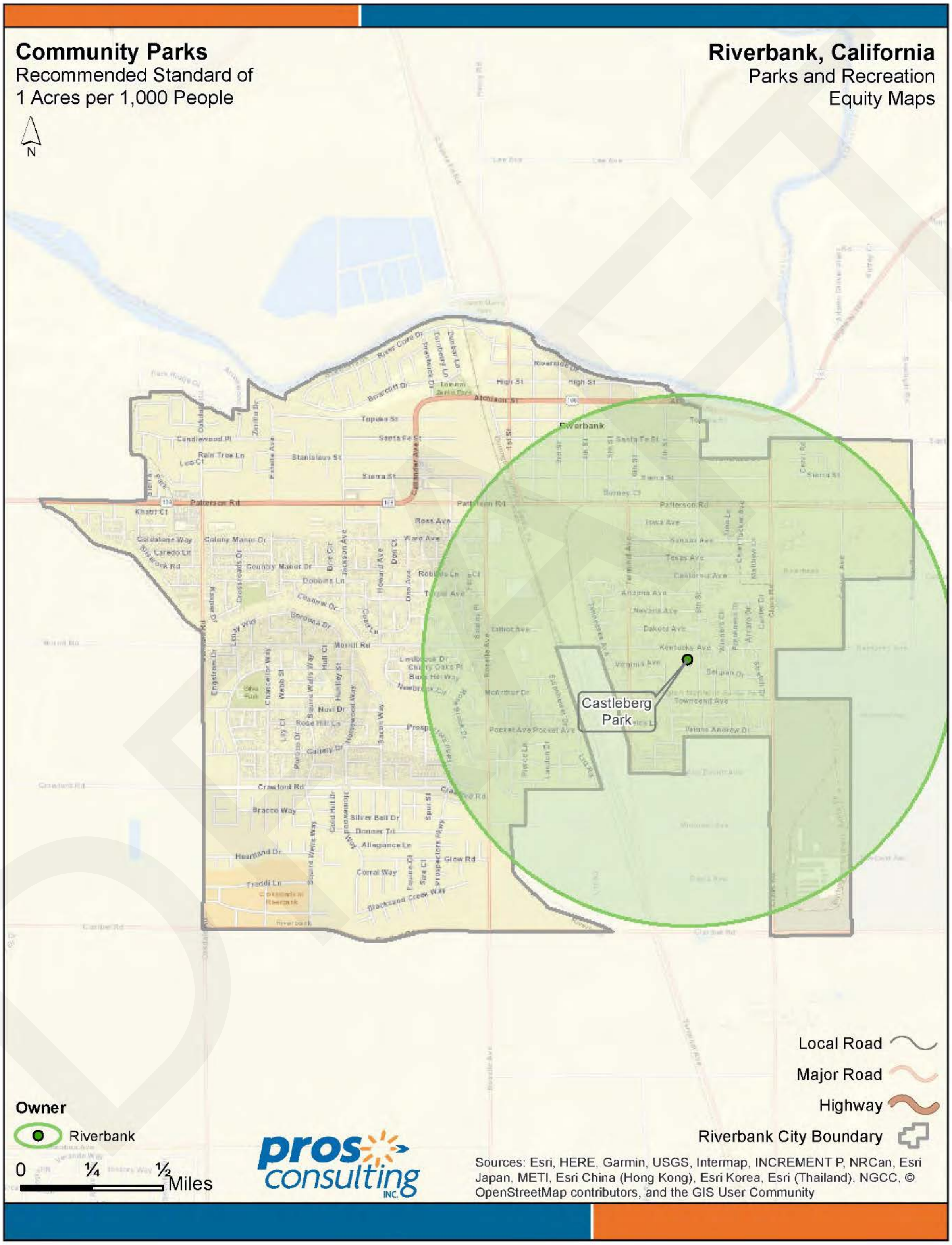
MINI PARKS


Mini Park
Recommended Standard of
0.1 Acres per 1,000 People
N
Riverbank, California
Parks and Recreation
Equity Maps
Hutcheson Park
Plaza Del Rio
Whorton Park
Local Road
Major Road
Highway
Riverbank City Boundary
Owner
Riverbank
0 ¼ ½ Miles
pros consulting INC.
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

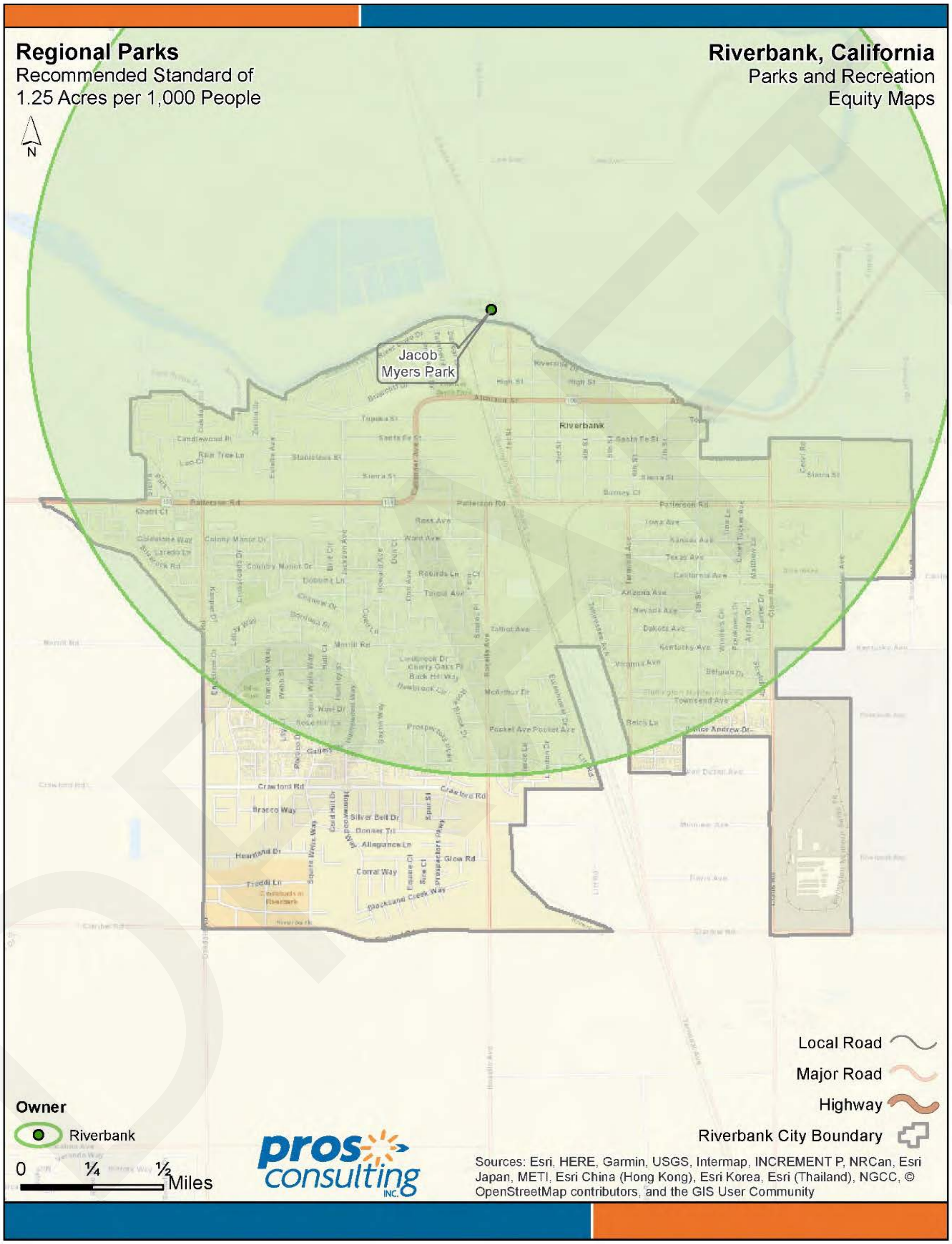
NEIGHBORHOOD PARKS



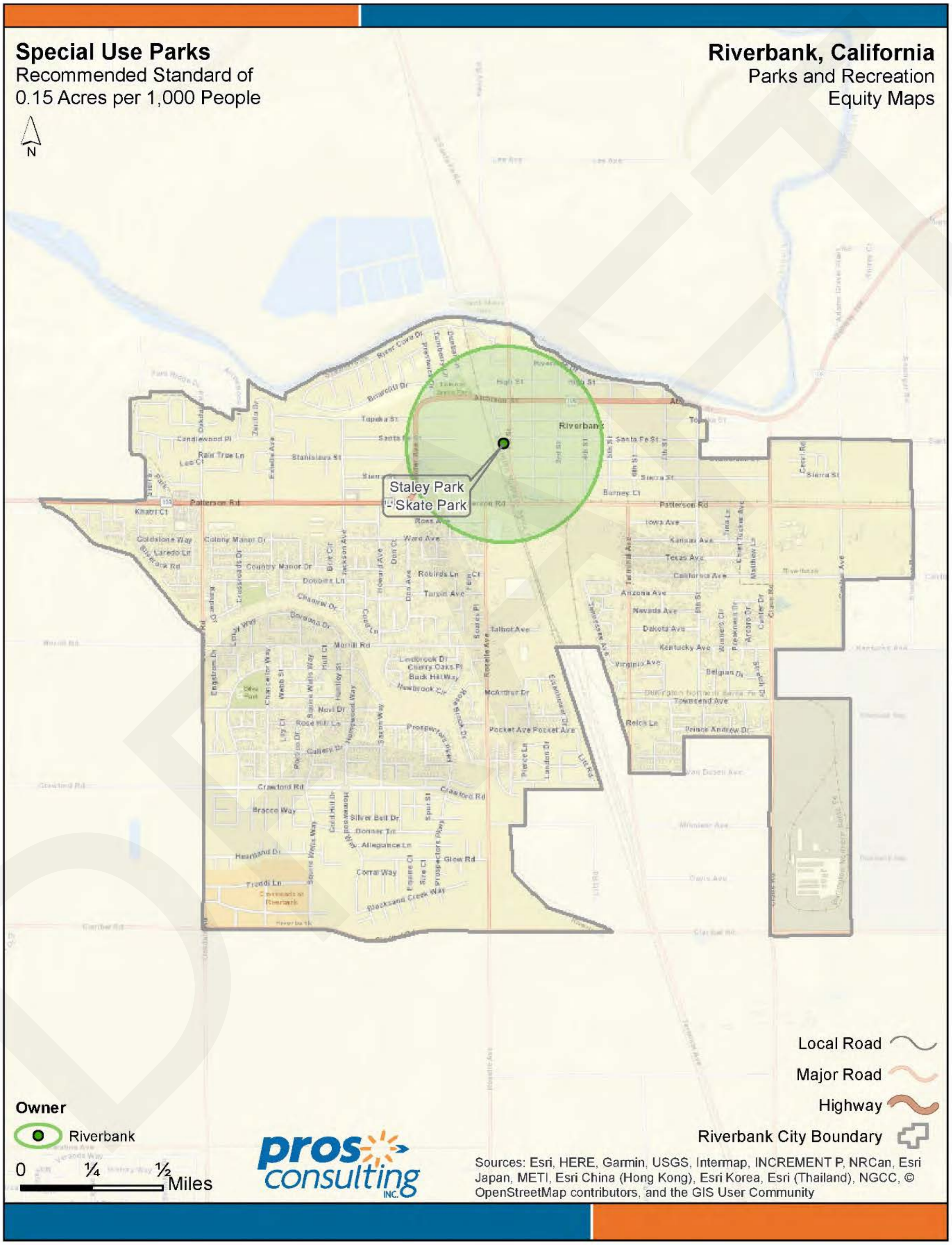
COMMUNITY PARKS



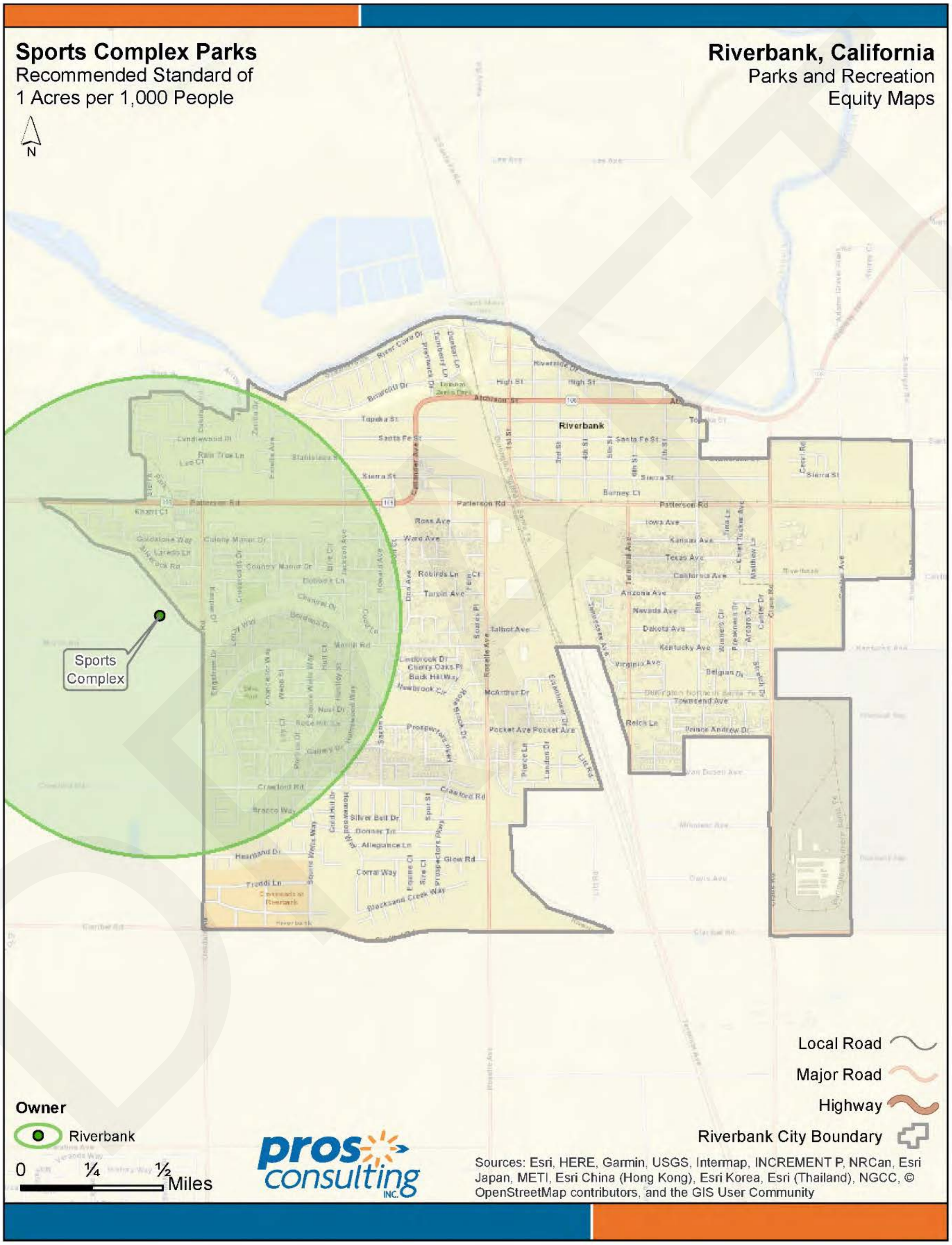
REGIONAL PARKS



SPECIAL USE PARKS



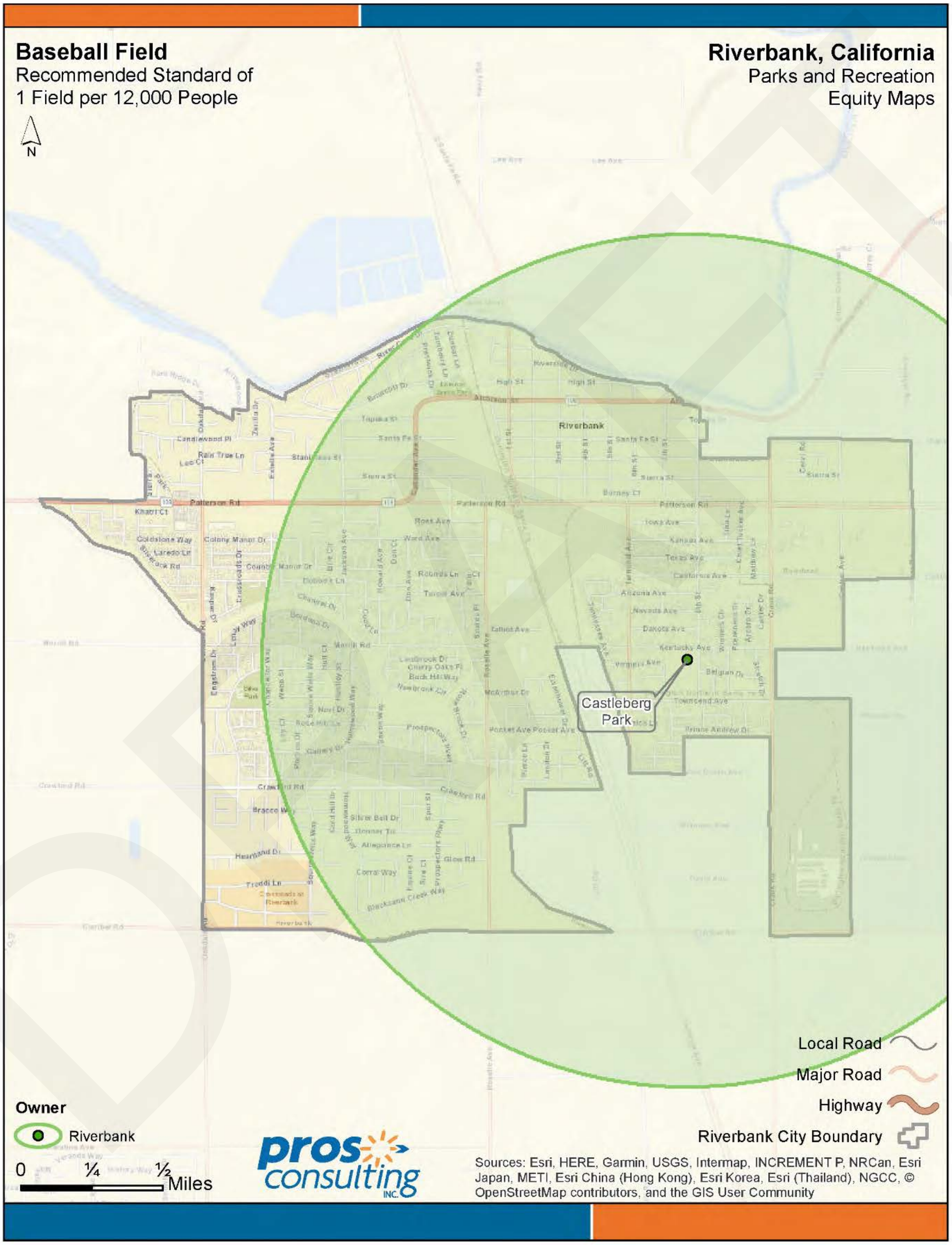
SPORTS COMPLEX PARKS



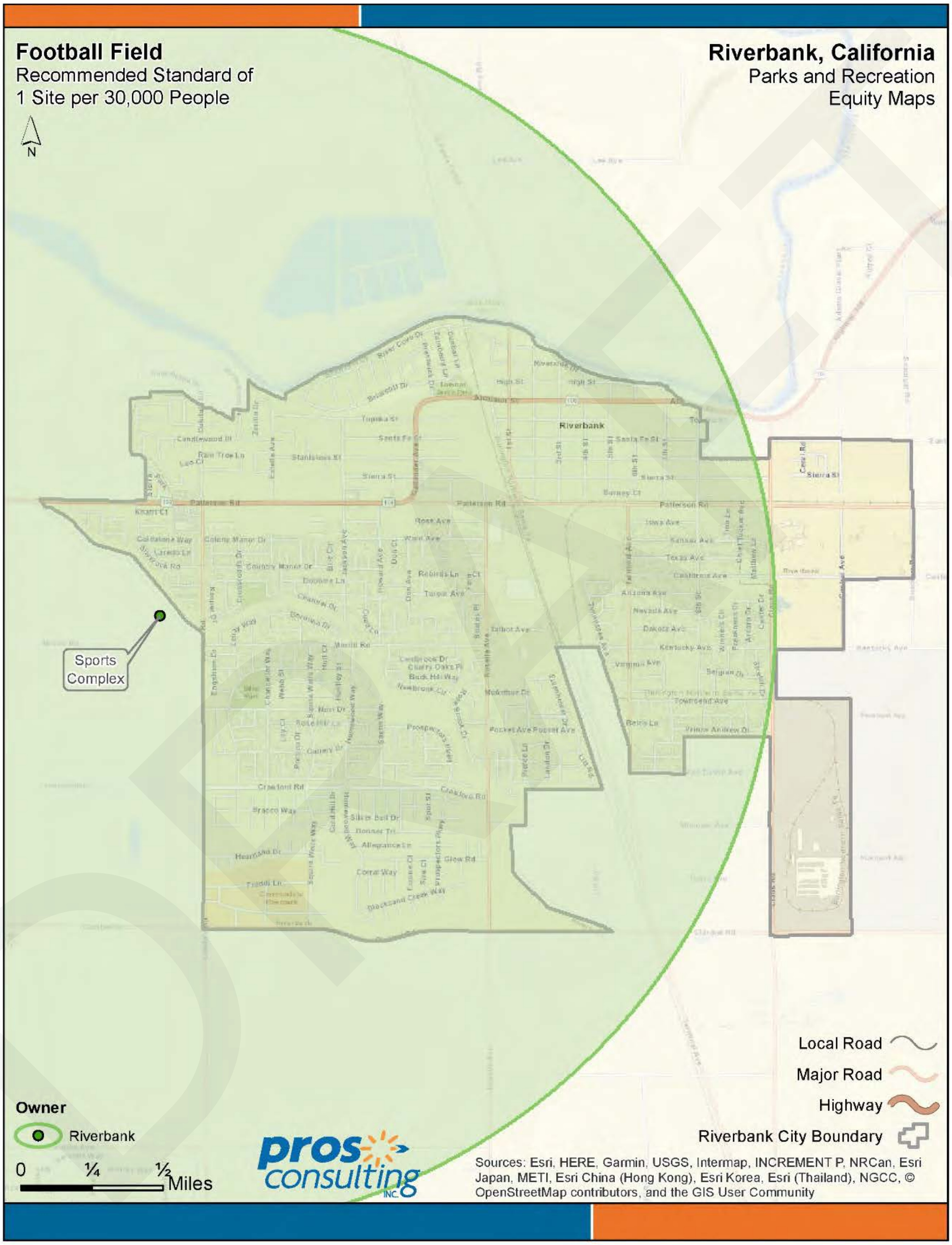
INDOOR RECREATION FACILITIES

SWIMMING POOL

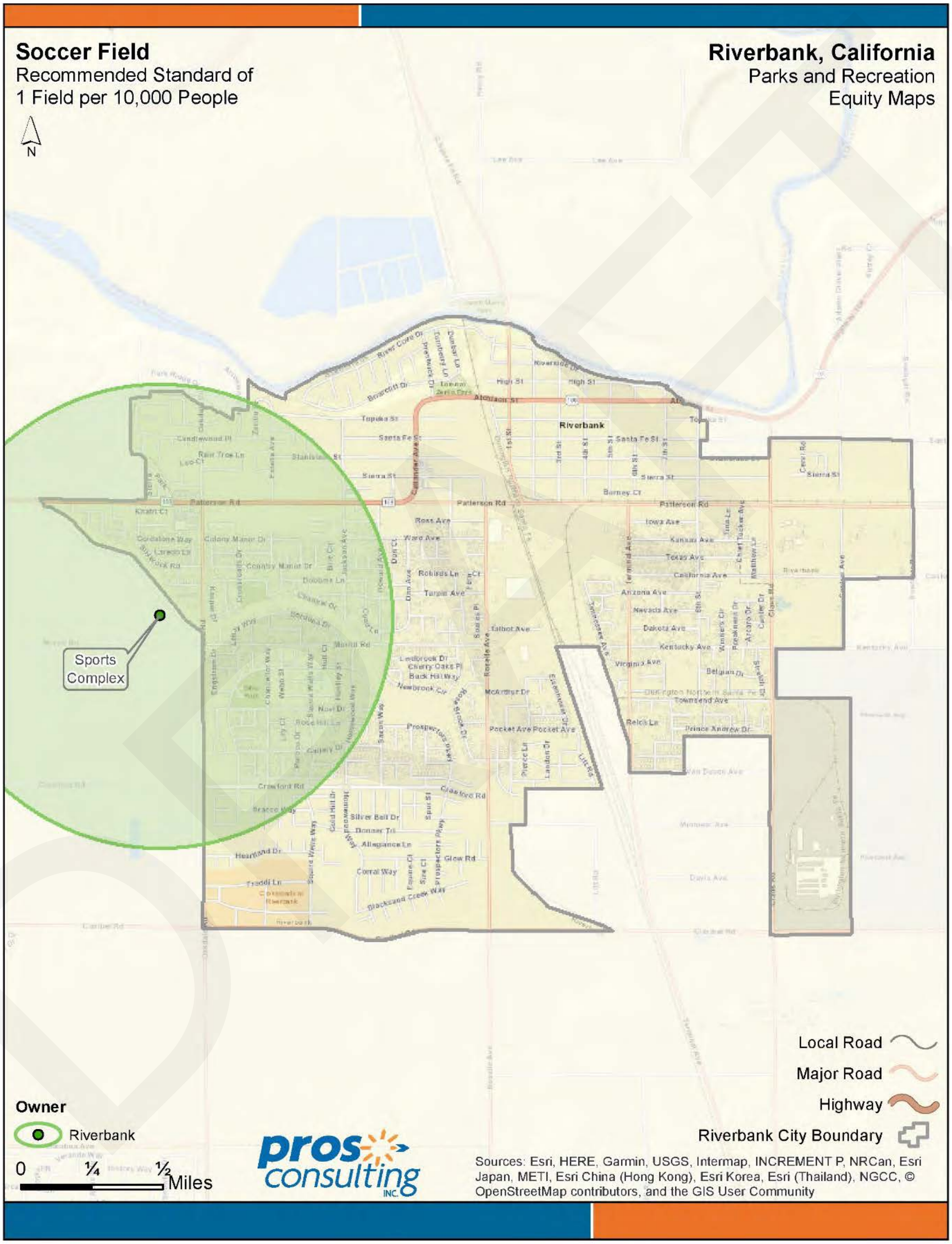
BASEBALL FIELDS



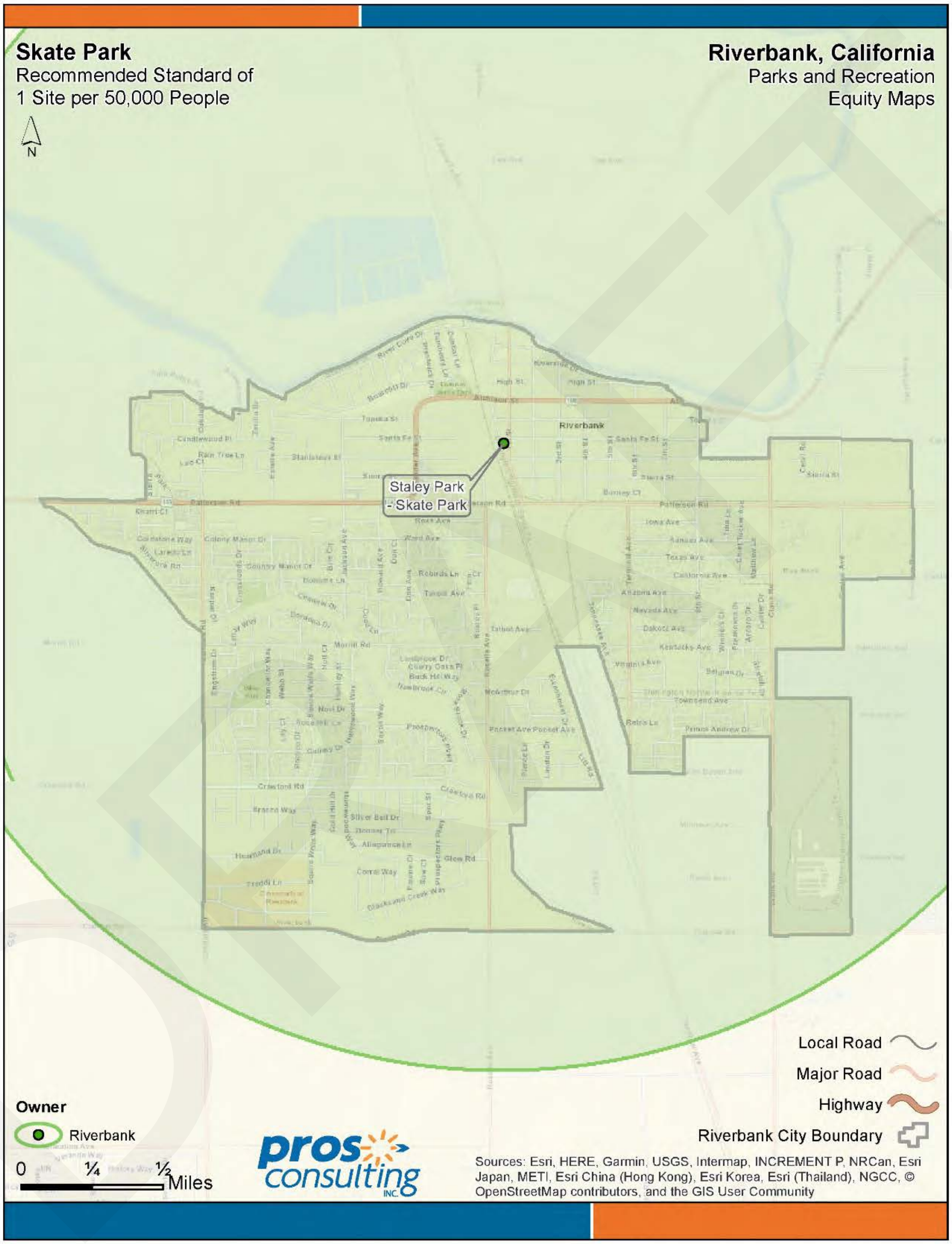
FOOTBALL FIELDS



SOCCER FIELDS



SKATEPARK



Skate Park
Recommended Standard of
1 Site per 50,000 People
N
Riverbank, California
Parks and Recreation
Equity Maps
Staley Park
- Skate Park
Riverbank
Local Road
Major Road
Highway
Riverbank City Boundary
Owner
Riverbank
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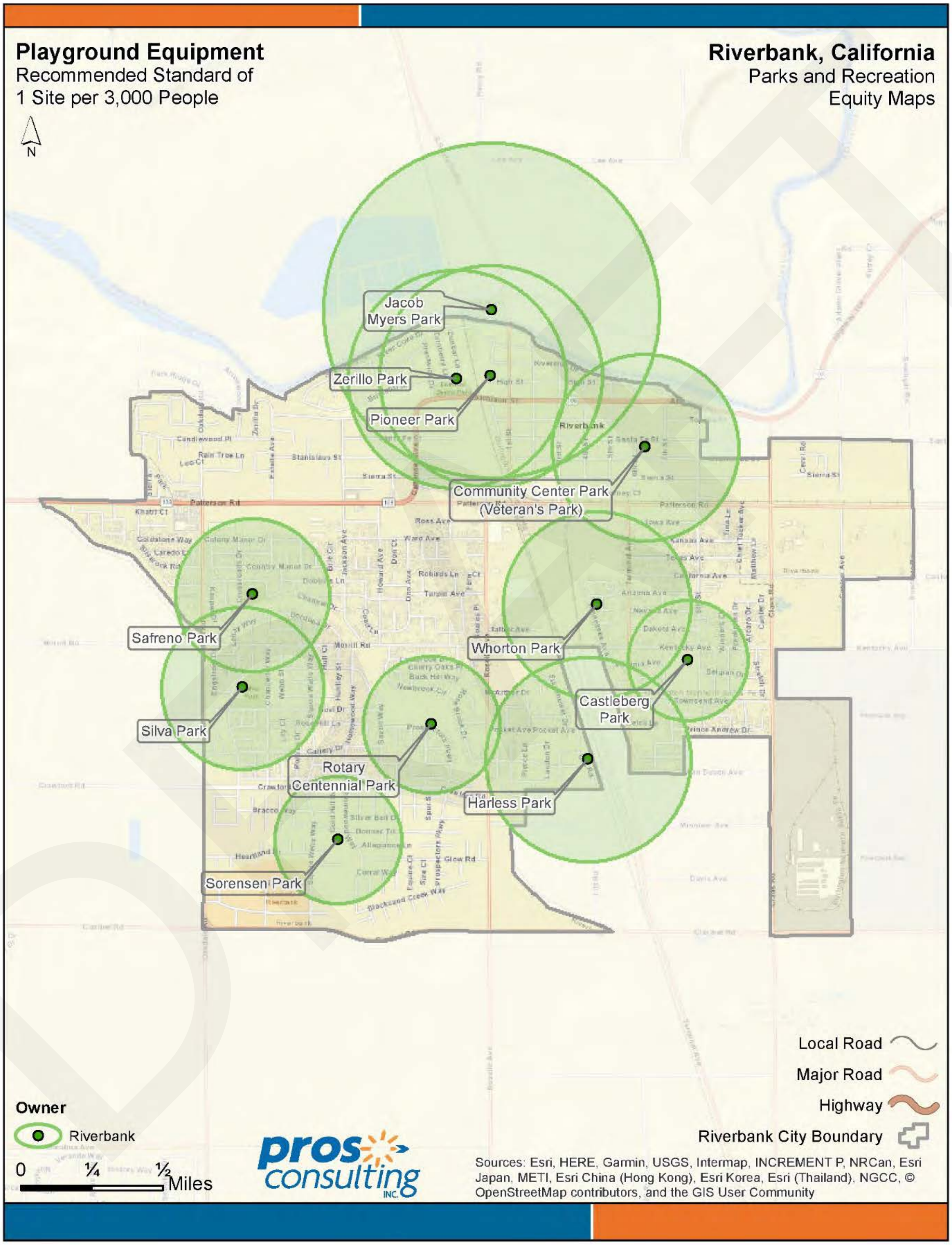
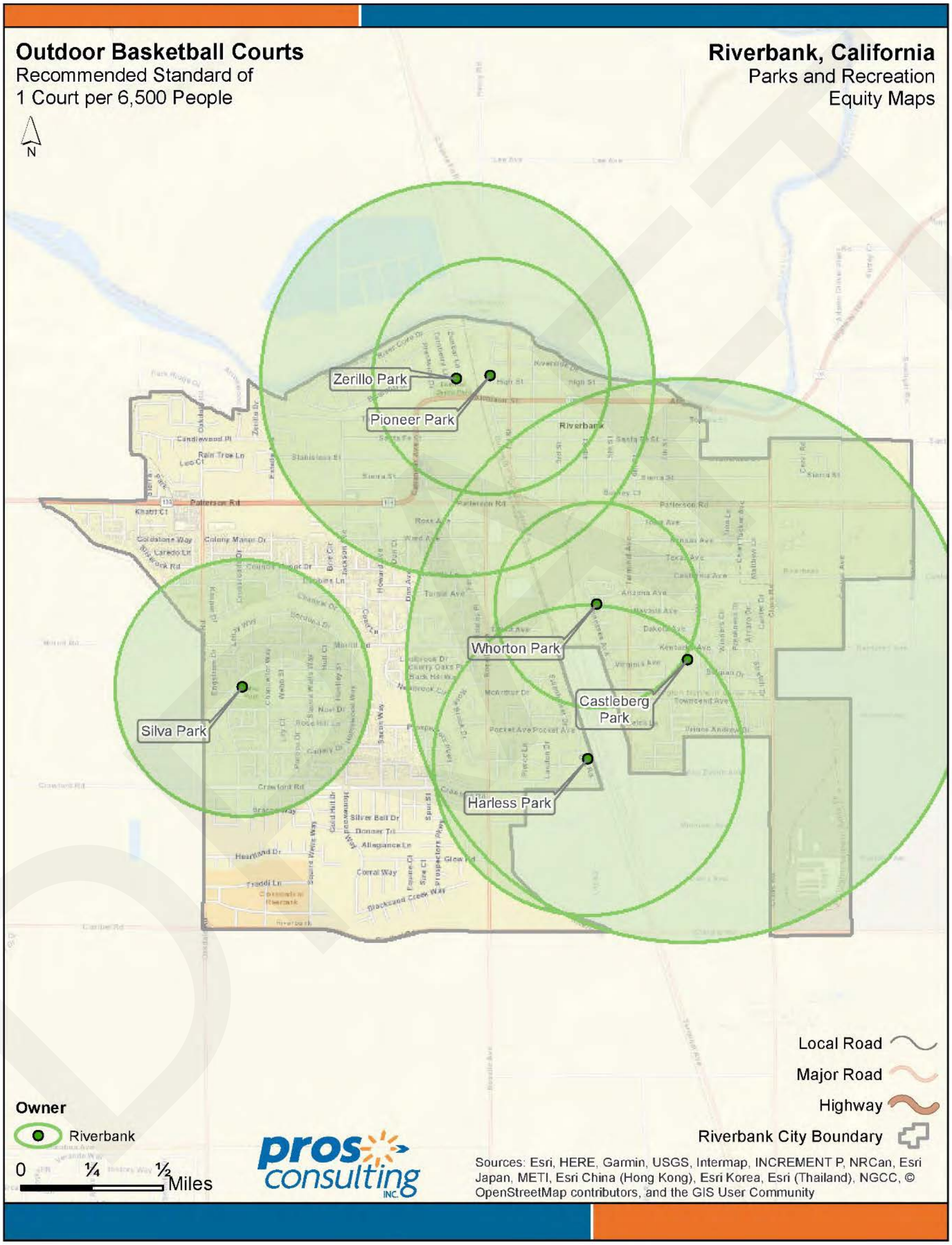
Miles
pros consulting INC.
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

PLAYGROUNDS

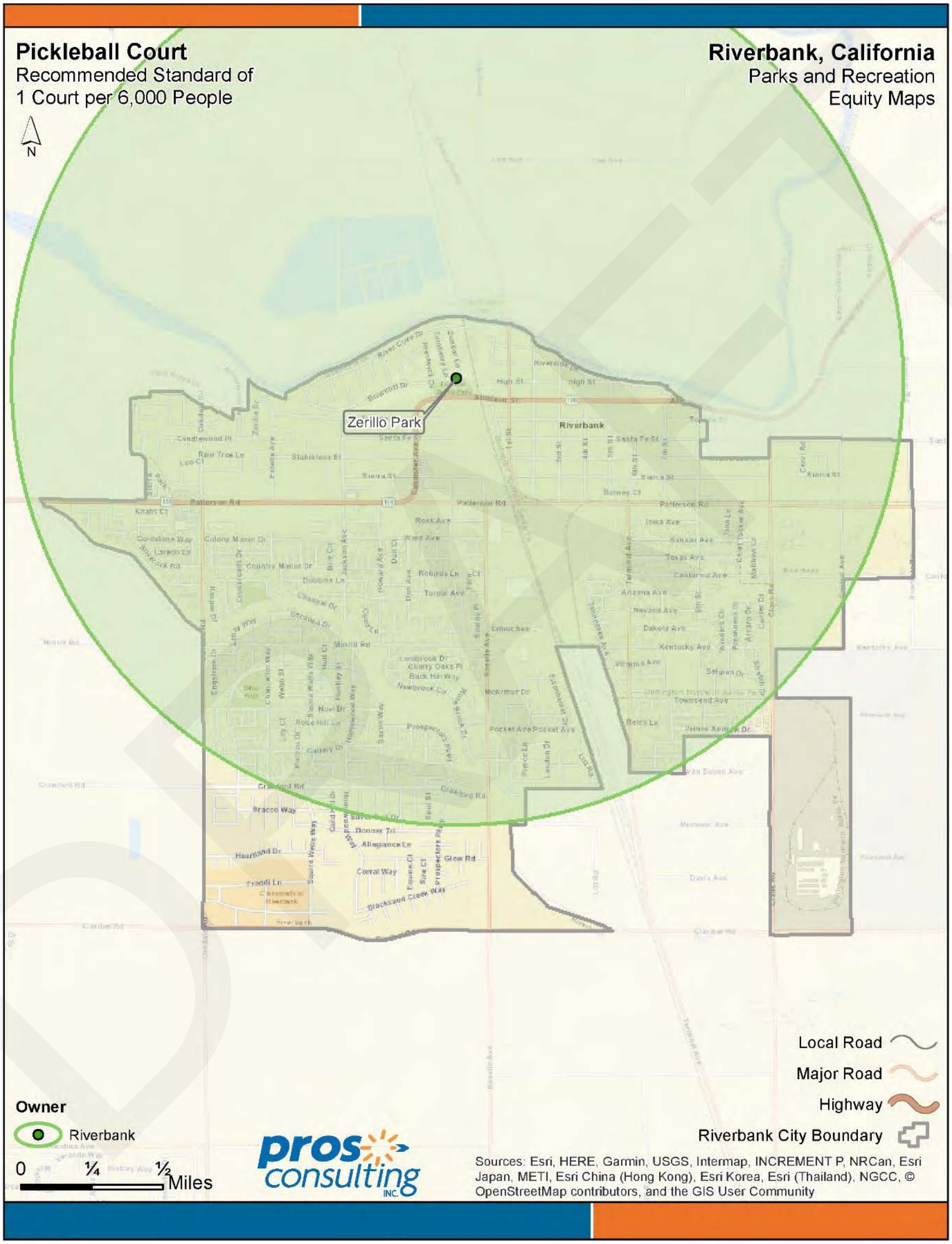


TENNIS COURTS

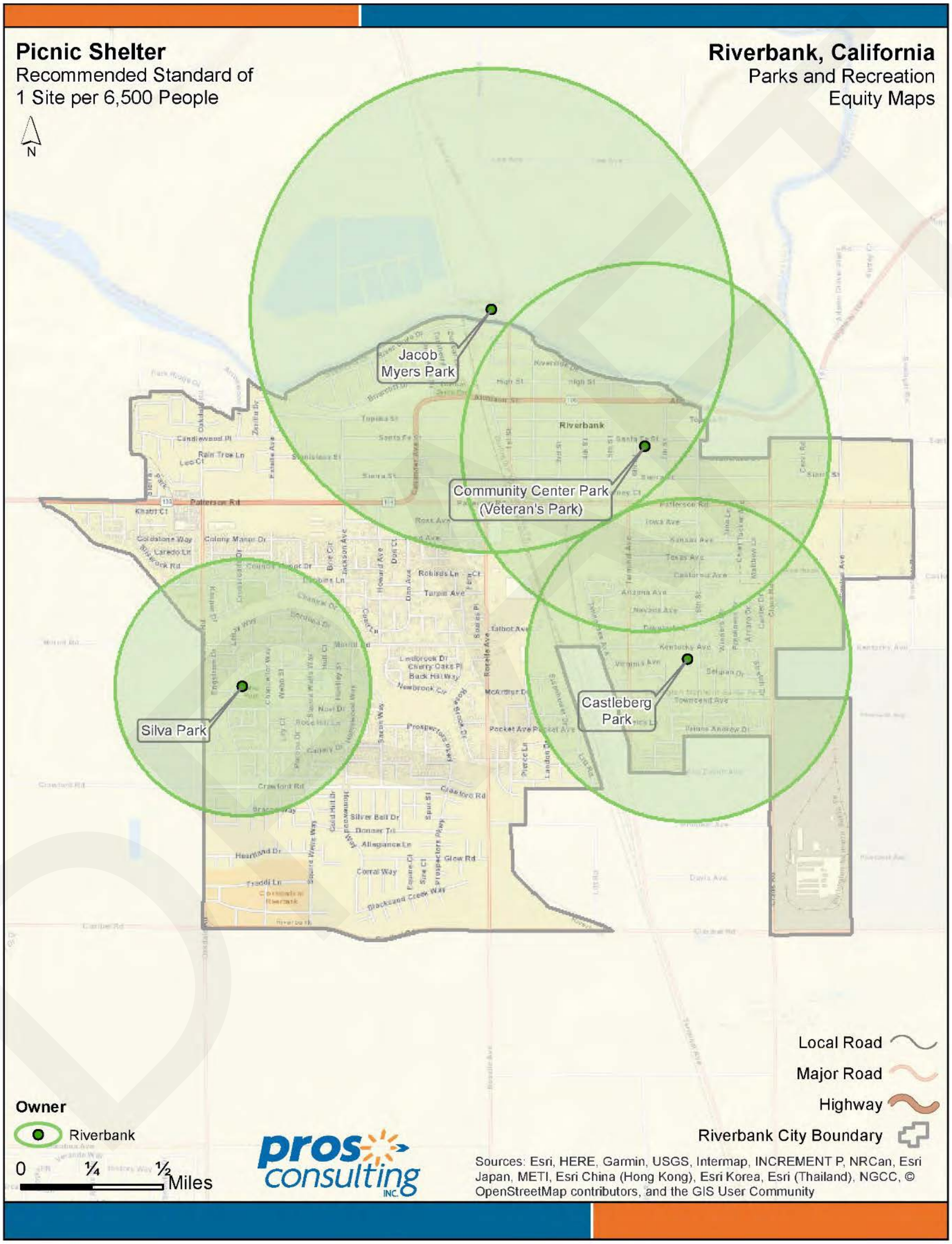
OUTDOOR BASKETBALL COURTS



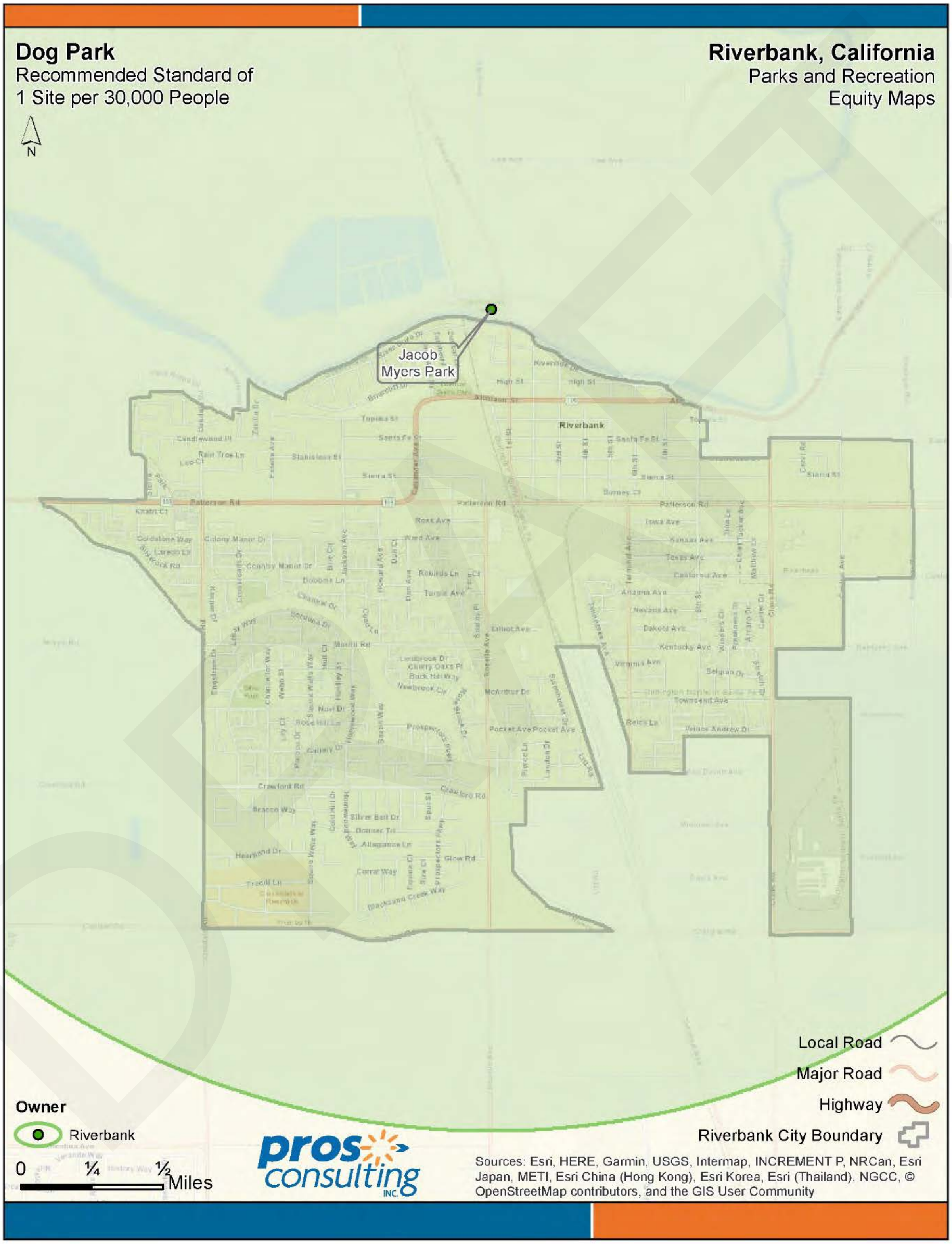
PICKLEBALL COURTS



PICNIC SHELTERS



DOG PARK


Dog Park
Recommended Standard of
1 Site per 30,000 People
Riverbank, California
Parks and Recreation
Equity Maps
N
Jacob
Myers Park
Local Road
Major Road
Highway
Riverbank City Boundary
Owner
Riverbank
0
¼
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Miles
pros consulting INC.
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

7.4 LEVEL OF SERVICE STANDARDS

Level of Service (LOS) standards are guidelines that define service areas based on population that support investment decisions related to parks, facilities and amenities. LOS standards can and will change over time; as the population increases, the need to acquire additional land and develop parks also increases as will the costs to do so.

PROS evaluated LOS standards using a combination of resources. These resources included:

- 2025 General Plan Policy Document; Public Services and Facilities Element.
- National Recreation and Park Association (NRPA) guidelines.
- Recreation activity participation rates reported by the Sports & Fitness Industry Association's (SFIA) 2019 Study of Sports.
- Recreation participation as it applies to activities that occur in the United States and Riverbank area.
- Community and stakeholder input including statistically valid survey and general observations. This information allowed standards to be customized to the Riverbank Parks and Recreation system.
- Planned yet not developed parks within each park classification system in Riverbank.
- The ability for the City to financially sustain a high-quality park system.

The LOS standards should be coupled with conventional wisdom and judgment related to the particular situation and needs of the community. These standards should be used to inform decisions when planning to develop new parks, facilities, and amenities. By applying these standards to the population of Riverbank, gaps and surpluses in park and facility/amenity types are revealed.

Based on a thorough review of the parks and recreation system and public input, it is recommended that the City pursue further development of specific parks and recreation amenities that meet the needs listed in the *High Priority Program and Facility Rankings* and address the gaps per park type to increase the current level of service standard for the projected population in 2035.

- Riverbank currently provides a **total LOS of ONLY 3.52 acres of parks per 1,000 residents based on the City's population.**
- **The consulting team is recommending to increase the LOS standard for community and neighborhood parks to 5.0 acres/1,000 population as a goal**. To keep up with the projected population growth, the City will need to develop and add a total of 145 acres of parks to the system by the year 2035 in order to achieve the recommended standard.
- The top two park needs the City is deficient in the future are Community parks, Regional parks and Sports Complex parks.
- The City will need to add amenities to the park system to meet 2035 standards for most outdoor park amenities, including an athletic fields, outdoor sport courts, a dog park, picnic shelters and playgrounds.

The table on the following page details the current and recommended LOS for the Riverbank's Parks and Recreation System. PLEASE NOTE: Trails were not calculated in this population-based service level analysis because they are based on connected networks rather than population.

RIVERBANK LEVEL OF SERVICE STANDARDS

	2019 Park Inventory		Current Service Levels			Recommended Developed Park Service Levels			2020 Standards			2035 Standards		
Park Type	City of Riverbank	Total Inventory	Current Service Level			Recommended Developed Park Service Levels			Meet Standard/ Need Exists	Additional Developed Parks/Facilities/ Amenities Needed		Meet Standard/ Need Exists	Additional Developed Parks/Facilities/ Amenities Needed	
Mini Park	6.99	6.99	0.27	acres per	1,000	0.10	acres per	1,000	Meets Standard	-	Acre(s)	Meets Standard	-	Acre(s)
Neighborhood Parks	64.11	64.11	2.51	acres per	1,000	1.50	acres per	1,000	Meets Standard	-	Acre(s)	Need Exists	6	Acre(s)
Community Parks	12.20	12.20	0.48	acres per	1,000	1.00	acres per	1,000	Need Exists	13	Acre(s)	Need Exists	34	Acre(s)
Regional Parks	0.50	0.50	0.02	acres per	1,000	1.25	acres per	1,000	Need Exists	31	Acre(s)	Need Exists	58	Acre(s)
Sports Complex Parks	5.00	5.00	0.20	acres per	1,000	1.00	acres per	1,000	Need Exists	21	Acre(s)	Need Exists	41	Acre(s)
Special Use Parks	1.00	1.00	0.04	acres per	1,000	0.15	acres per	1,000	Need Exists	3	Acre(s)	Need Exists	6	Acre(s)
Total Developed Neighborhood Park Acreage	89.81	89.81	3.52	acres per	1,000	5.00	acres per	1,000	Need Exists	68	Acre(s)	Need Exists	145	Acre(s)
OUTDOOR AMENITIES														
Baseball Field	2	2.00	1.00	field per	12,759	1.00	field per	12,000	Meets Standard	-	Field(s)	Need Exists	2	Field(s)
Outdoor Basketball Courts	6	1.00	4.00	court per	6,380	1.00	court per	6,500	Meets Standard	-	Court(s)	Need Exists	6	Court(s)
Football Field	1	1.00	1.00	site per	25,518	1.00	site per	30,000	Meets Standard	-	Site(s)	Need Exists	1	Site(s)
Picnic Shleter	4	4.00	1.00	site per	6,380	1.00	site per	6,500	Meets Standard	-	Site(s)	Need Exists	3	Site(s)
Playground Equipment	11	11.00	1.00	site per	2,320	1.00	site per	3,000	Meets Standard	-	Site(s)	Need Exists	4	Site(s)
Skate Park	1	1.00	1.00	site per	25,518	1.00	site per	50,000	Meets Standard	-	Site(s)	Meets Standard	-	Site(s)
Soccer Field	1	1.00	1.00	field per	25,518	1.00	field per	10,000	Need Exists	2	Field(s)	Need Exists	4	Field(s)
Swimming Pool	1	1.00	1.00	site per	25,518	1.00	site per	50,000	Meets Standard	-	Site(s)	Meets Standard	-	Site(s)
Tennis Court	1	1.00	1.00	court per	25,518	1.00	court per	30,000	Meets Standard	-	Court(s)	Need Exists	1	Court(s)
Pickleball Court	4	4.00	1.00	court per	6,380	1.00	court per	6,000	Meets Standard	-	Court(s)	Need Exists	4	Court(s)
Volleyball Court	-	-	1.00	court per	#DIV/0!	1.00	court per	30,000	Need Exists	1	Court(s)	Need Exists	2	Court(s)
Dog Park	1	1.00	1.00	site per	25,518	1.00	site per	30,000	Meets Standard	-	Site(s)	Need Exists	1	Site(s)
INDOOR RECREATION CENTER														
Indoor Recreation Center Space (square feet)	21,164	21,164	0.83	SF per	person	1	SF per	Person	Need Exists	4,354	Square Feet	Need Exists	25,328	Square Feet

CHAPTER EIGHT – 10-YEAR CAPITAL IMPROVEMENT PLAN

To plan and prioritize capital improvement projects, recommendations include balancing the maintenance of current assets with the development of new facilities. The departmental Capital Improvement Plan (CIP) framework is utilized to determine CIP projects in concert with an implementable financial plan. A key priority is also focused on maintaining the integrity of the current infrastructure and facilities before expanding and/or enhancing programs and facilities. Maintaining current infrastructure with limited funding will inhibit the City's ability to take care of all existing assets and build new facilities.

A three-tier plan is recommended to help guide the decision-making process for CIP investments. The three-tiered plan acknowledges a fiscal reality, leading to the continuous rebalancing of priorities and their associated expenditures. Each tier reflects different assumptions about available resources. A complete list of the projects in each is identified in this chapter. The three tiers include:

- **Sustainable -** Critical maintenance projects, including lifecycle replacement, repair of existing equipment, and safety and ADA improvements. Many of these types of improvements typically require one-time funding and are not likely to increase annual operations and maintenance costs. In many cases, these types of projects may reduce annual operations and maintenance costs.
- **Expanded Services -** Projects that include strategic changes to the existing parks system to better meet the unmet needs of the community. These types of improvements typically require one-time funding and may trigger slight increases in annual operations and maintenance costs, depending on the nature of the improvements.
- **Visionary -** Complete park renovation, land acquisition and new park/trail development. These improvements will likely increase annual operations and maintenance costs. Visionary projects also include planning efforts to support new/future development.

8.1 10-YEAR CAPITAL IMPROVEMENT PLAN DEVELOPMENT – GENERAL ASSUMPTIONS

The following are the general assumptions utilized in the development of the recommended 10-year capital improvement plan:

- All projects must be financially viable.
- Only projects likely to be implemented within 10-year plan period are included in the plan.
- Projects must be consistent with other planning efforts, where applicable.
- A 5% cost escalator has been applied for each year, to estimate total costs of the CIP.

8.2 SUSTAINABLE PROJECT RECOMMENDATIONS – MAINTAINING WHAT WE HAVE

This section outlines the projects that focus on the repair and lifecycle replacement of existing parks and trails as well as administrative planning efforts.

SUSTAINABLE PROJECTS (Repair Existing)			
Asset	**Brief Description**	**Estimated Total Project Cost**	**Time Frame**
Castleberg Park	Lifecycle Replacement Allowance for Restroom/Concession/Storage, Picnic Shelter, Playground, Sports Courts, Athletic Field Lighting/Amenities, etc.	$750,000	Long-term (6-10 years)
Hutcheson Park	Lifecycle Replacement of Trail and ADA improvements	$200,000	Long-term (6-10 years)
Jacob Myers Park	Lifecycle Replacement of Playground, Benches, Trash Cans; Parking Lot - Crack Seal/Overlay	$500,000	Short-term (1-5 years)
Pioneer Park	Playground Equipment Replacement with Shade	$200,000	Long-term (6-10 years)
Rotary Centennial Park	Playground Equipment Replacement with Shade	$200,000	Long-term (6-10 years)
Silva Park	Playground Equipment Replacement with Shade	$200,000	Long-term (6-10 years)
Sorenson Park	Lifecyle Replacement Allowance for Playground with shade and small picnic shelter, picnic table	$200,000	Long- term (6-10 yeard)
Whorton Park	Lifecycle Replacement Allowance for Playground Equipment, Basketball Court, Furniture	$350,000	Long-term (6-10 years)
Zerillo Park	Parking Lot Replacement	$100,000	Long-term (6-10 years)
	TOTAL SUSTAINABLE PROJECTS	**$2,700,000**	

8.3 EXPANDED SERVICES RECOMMENDATIONS – IMPROVING WHAT WE HAVE

Options described in this section provide the extra services or capital improvement that could be undertaken to meet need(s) with a focus on enhancements to existing facilities. The following provides a summary of the expanded service options.

EXPANDED SERVICE PROJECTS (Upgrade and Renovation)			
Asset	**Brief Description**	**Estimated Total Project Cost**	**Time Frame**
Castleberg Park	Conversion of One Basketball Court into Four Pickleball Courts	$550,000	Long-term (6-10 years)
Jacob Myers Park	Lower Parking Lot Development; Addition of Amphitheater	$500,000	Long-term (6-10 years)
Pioneer Park	Add Picnic Shelter	$100,000	Long-term (6-10 years)
Plaza Del Rio	Addition of Shade Sails	$50,000	Short-term (1-5 years)
Silva Park	Addition of Splash Pad	$350,000	Long-term (6-10 years)
Staley Park - Skate Park	Addition of Shade Sails	$50,000	Short-term (1-5 years)
Zerillo Park	Addition of Large Picnic Shelter	$250,000	Long-term (6-10 years)
	TOTAL EXPANDED SERVICE PROJECTS	**$1,850,000**	

8.4 VISIONARY RECOMMENDATIONS – DEVELOPING NEW OPPORTUNITIES

Recommendations described in this section represent the complete set of services and facilities desired by the community. It can help provide policy guidance by illustrating the ultimate goals of the community, and by providing a long-range look to address future needs and deficiencies. The following new development and redevelopment projects have been identified as relevant to the interests and needs of the community and are relevant to the City's focus because they feature a high probability of success.

VISIONARY PROJECTS (New/Major Upgrade)			
Asset	**Brief Description**	**Estimated Total Project Cost**	**Time Frame**
Community Center Park (Veteran's Park)	Implement Site Specific Master Plan pending Prop 68 Grant Approval	$9,000,000	Short-term (1-5 years)
Harless Park	Site Specific Master Plan and Implementation	$500,000	Long-term (6-10 years)
Hetch Hetchy Property	Site Development for Trail and/or Dog Park	$250,000	Long-term (6-10 years)
Jacob Myers Park	Addition of 30 acres via Agreement with Corps of Engineers	$100,000	Long-term (6-10 years)
Safreno Park	Site Specific Master Plan and Implementation	$250,000	Long-term (6-10 years)
Sports Complex	Site Specific Master Plan and Implementation for Expansion in Conjunction with Development Community	$10,000,000	Long-term (6-10 years)
New Park Development	Neighborhood and Community Park Expansion - Land Acquisition and Development Commensurate with Population Growth - 70 acres at $500,000 per acre	$35,000,000	Long-term (6-10 years)
	TOTAL VISIONARY PROJECTS	**$55,100,000**	

8.5 CAPITAL IMPROVEMENT SUMMARY BY TIER

The following table summarizes the three-tier approach to the development of the capital improvement plan associated with the Master Plan.

Tier	Estimated Total Project Cost
Sustainable Projects	$2,700,000
Expanded Service Projects	$1,850,000
Visionary Projects	$55,100,000
TOTAL	**$59,650,000**

8.6 CAPITAL IMPROVEMENT SUMMARY BY PROJECT TYPE AND TIMELINE

The following tables summarize the capital improvement plan associated with the Master Plan by project type and timeline.

Term	Estimated Total Project Cost
Short Term (Years 1-5)	$9,600,000
Long Term (Years 6-10)	$50,050,000
TOTAL	**$59,650,000**

8.6.1 YEARS 1-5 HIGHLIGHTS

- **Park Improvements:** Projects include, but not limited to, the lifecycle replacement of picnic shelters, irrigation systems, playgrounds, benches, signage, parking lots, and restrooms buildings.
- **Trail Improvements:** Minor repaving projects.

8.6.2 YEARS 6-10 HIGHLIGHTS

- **Park Improvements:** Projects include addition of shade, splashpads and site specific master plans for Harless and Safreno Park.
- **New Park Development:** Projects include the development of 70 new acres of neighborhood parks and build out of Jacob Myers Park.

8.7 PROJECT PRIORITIZATION CRITERIA

In order to help prioritize projects based on limited funding sources, staff developed draft criteria for evaluating a project's ability to meet a variety of park and recreation needs and provide additional benefits. The criteria are shown in the table on the following page and focus on the following:

- **Financial Viability** – All projects must demonstrate that funding is available for both capital and long-term operations and maintenance costs. The City should not take on a project that it cannot afford to maintain.
- **Immediate Projects** - Projects needed due to health, safety, legal and/or ADA issues, as well as to protect the City's current investment in facilities.
- **Benefit-Driven Projects** - Projects that meet the park land and amenity needs of the community, complete a partially-developed project and/or serve as a potential catalyst for economic development.
- **Opportunity-Driven Projects** - Projects that leverage resources and offer partnership opportunities, are located on a significant site and/or promote economic development opportunities.

City of Riverbank
Parks and Recreation Master Plan Update
Project Prioritization Criteria

	Category	Description
For All Projects	**1. Financial Viability**	All projects must demonstrate that funding is available for capital AND long-term operation/maintenance costs.
Immediate	**2. Health/Safety/ Legal/ADA**	Immediate health & safety risk, ADA improvements, settlement requirements.
	3. Taking Care of Existing Investments	Lifecycle replacement and enhancement of existing parks, trails and building facilities.
Benefit-Driven	**4. High Unmet Need**	Development of amenities based on unmet needs identified in the Level of Service (LOS) analysis.
	5. Parkland Deficiency	Land/project is located in a park-poor area (deficient in meeting 5.0 acres of parkland/ per 1,000 residents and/or contributes park land needed based on the LOS analysis.
	6. Completeness	Site or trail is partially improved. Benefits are limited until site is fully developed.
	7. Economic Revitalization	Potential for project to serve as a catalyst for other investment.
Opportunity-Driven	**8. Ability to Leverage Resources**	Are other projects occurring on or near the site or are there other funding sources available?
	9. Partnership Opportunities	Partnership will help fund improvements and/or long-term operation/maintenance costs.
	10. Site Significance	Site has been identified as a public priority.

CHAPTER NINE – CAPITAL IMPROVEMENT PLAN FUNDING

In order to continue to build and maintain the parks and recreation system, funding should be pursued for operations and capital improvement projects, such as those presented in this plan.

New, sustainable funding sources are essential to implementing a capital improvement plan. There is substantial potential for increasing revenues for the parks and recreation system while still providing affordable recreation opportunities. The following are high level funding options that should be vetted as the Department updates its Needs Assessment and develops a one to ten-year capital improvement program in 2021.

9.1 PRIMARY FUNDING SOURCES

9.1.1 GRANTS

The grant market continues to grow annually. Grant writers and researchers are essential if the Department is to pursue grants. Matching dollars are required for most federal grants and many state grants.

9.1.2 COMMUNITY PARKS FOUNDATION

The creation of a Riverbank Parks Foundation would be a joint-development funding source with Riverbank. The foundation would operate as a non-profit organization, working on behalf of the public agency to raise needed dollars to support its vision and operational needs.

The dollars that would be raised by the foundation are tax-exempt. Foundations promote specific causes, activities, or issues that Riverbank's Parks and Recreation Department needs to address. They offer a variety of means to fund capital projects, including capital campaigns, gifts catalogs, fundraisers, endowments, sales of park-related memorabilia, etc.

Private donations may be received in the form of cash, securities, land, facilities, recreation equipment, art, or in-kind services.

9.1.3 CAPITAL IMPROVEMENT FEES

Many park and recreation systems add a capital-improvement fee onto an existing user fee when they develop or enhance major recreation facilities. This is usually applied to golf courses, aquatic facilities, recreation centers, ice rinks, amphitheaters, and special-use facilities like sports complexes. The dollars gained either offset the cost of the capital improvement or the revenue bond that was used to develop or enhance the special-use facility. Once the capital improvement is paid off, the fee typically expires and is discontinued.

9.1.4 PARK DEVELOPMENT FEES

Many municipalities seek developer contributions for parklands and for the development of trails that run through the property being developed. The developer perceives the enhanced value such improvements mean for her or his development. Park or trail dedication as a requirement of subdivision development is a reliable means for maintaining equity of access to parks and trails.

9.1.5 PARK, OPEN SPACE, AND TRAIL BOND ISSUES

Agencies typically seek park bonds to meet park related needs. The key is to use debt financing through bonds to address needs that are both unmet and clearly a community priority. It is best to propose a capital-bond project that serves a variety of users and needs. Even in the worst economic downturn, most bond issues have been passing because communities are the direct recipient of the money, and the funding directly benefits residents.

9.1.6 PARTNERSHIPS

Partnerships are joint-development funding sources or operational funding sources formed between separate agencies, such as two government entities, a non-profit and a public agency, or a private business and a public agency. Partners jointly develop revenue-producing park and recreation facilities and share risk, operational costs, responsibilities, and asset management based on the strengths of each partner.

9.1.7 FRIENDS ASSOCIATION

Friends associations are typically formed to raise money for a single purpose, such as a specific park facility or program that will better the community.

9.2 OTHER FUNDING OPTIONS

9.2.1CORPORATE AND PERSONAL LEAD GIVING

Corporate and personal giving involves the Department seeking corporate funds or personal gifts via a foundation partner or through personal contacts that are used to catalyze wider giving in support of a specific project or operation. The lead donations set the precedent for additional giving over a period of one year up to five years.

9.2.2 DONATIONS

Private donations are a popular form of fundraising by public agencies, particularly for facilities and services that are highly visible and valued by the public. Donations can be channeled through a foundation or friends group aligned with the parks and recreation system's priorities. Donations can be made through one or more of the following methods:

- Donations of cash to a specific park or trail segment by community members and businesses
- Donations of services by large corporations to reduce the cost of park or trail implementation, including equipment and labor to construct and install elements of a specific park or trail
- Reductions in the cost of materials purchased from local businesses that support parks and trails implementation, and can supply essential products for facilities

9.2.3 USER FEES

User fees are fees paid by a user of recreational facilities or programs to offset the costs of services in operating a park or a recreation facility, or in delivering programs. A perception of "value" needs to be instilled in the community for the benefits the agency is providing to the user for exclusive use. Future fees could be charged by the agency based on cost-recovery goals for the parks and core recreation services, based on the level of exclusivity the user receives compared to the general taxpayer.

9.2.4 RECREATION SERVICE FEES

This is a dedicated user fee for the purpose of constructing and maintaining recreation facilities. The fee can apply to all activities that require a reservation. Examples of such activities include adult basketball, volleyball, tennis, and softball leagues, youth baseball, soccer, football and softball leagues, and special-interest classes. The fee allows participants an opportunity to contribute toward the upkeep of the facilities being used.

9.2.5 PARK REVOLVING FUND

This is a dedicated fund replenished on an ongoing basis from various funding sources such as grants, sponsorships, advertising, program-user fees, and rental fees within one or more parks. The agency could establish a revolving fund to support maintenance at multiple parks.

9.2.6 ADVERTISING SALES

Advertising can occur with trash cans, playgrounds, dog parks, trails, flower pots, and as part of special events to pay for operational costs.

9.2.7 MAINTENANCE ENDOWMENT FUND

This is a fund dedicated exclusively for a park's maintenance and is funded by a percentage of user fees from programs, events, and rentals. The fee is paid by users and is added to a dedicated fund for facility and equipment replacement, such as fitness equipment, water slides, lights, artificial turf, and park-maintenance equipment.

9.2.8 CATERING PERMITS AND SERVICES

This allows caterers to work in the park-and-recreation system on a permit basis with a set fee or a percentage of food sales returning to the Department. Many Departments have their own catering-service contracts and receive a percentage (10-15%) from the sale of food and drinks. This may be most suitable for large or special events occurring on publicly-owned properties. Another form of fee income is the temporary business license.

9.2.9 PRIVATE CONCESSIONAIRES OPERATING WITHIN A LAND LEASE

Contracts with private businesses to provide and operate desirable recreational activities provide compensation to the agency through a land lease. Contractors may include coffee shops, grill and food concessions, small restaurants, ice cream shops, bicycle shops, farmers markets, and small businesses. Land leases are usually based on 15% of the value of the land plus a percentage of gross revenues from the contractor on an annual basis.

CHAPTER TEN – PARKS MAINTENANCE ASSESSMENT

Parks, facilities and amenities that are clean and functioning efficiently are a critical element to delivering high quality programs and services. The charts below illustrate the acreage and square footage maintained by the City of Riverbank Parks and Recreation Department.

Parks	Address	Park Acreage
Castleberg Park	5845 8th Street	12.20
Community Center Park (Veteran's Park)	3600 Santa Fe Avenue	3.11
Harless Park	5600 Litt Road	2.89
Highway 108 - Water Feature	Highway 108	0.10
Hutcheson Park	3411 High Street	1.00
Jacob Myers Park	23653 S. Santa Fe Avenue	28.00
Pioneer Park	3017 High Street	3.00
Plaza Del Rio	6702 3rd Street	0.22
Rotary Centennial Park	5690 Prospectors Parkway	3.10
Safreno Park	2308 McAllister Lane	5.28
Silva Park	5800 Antique Rose Way	8.20
Sorensen Park	2522 Donner Trail	5.31
Sports Complex	2119 Morrill Road	11.00
Staley Park - Skate Park	3036 Santa Fe Street	0.50
Whorton Park	6082 Tennessee Avenue	1.00
Zerillo Park	2800 Briarcliff Drive	5.00

Facilities	Address	Facility Square Footage
City Hall North and South (combined)	6617 Third Street/6707 Third Street	9,113
Community Center Building	3600 Santa Fe Avenue	6,887
Corp Yard and Trailer	2901B High Street	4,778
Scouts Hall	3017 High Street	3,638
Sheriff Building	6727 3rd Street	9,063
Teen Center	3600 Santa Fe Avenue	2,639

10.1 PARK MAINTENANCE OVERVIEW

Parks have played a major role in the livability of Riverbank since its inception. Today, the park system consists of approximately 90 acres of developed, natural area, and green spaces woven throughout the city. Today, park facilities include three indoor facilities, one outdoor pool, 11 playgrounds, four picnic shelters, one skate park, one tennis court, four pickle ball courts, six outdoor basketball courts, four athletic fields and miles of hard and soft surface multi-use trails. The Core Services that the Park Maintenance Division provides are:

- Park Lands Management and Maintenance
- Facility and Building Management and Maintenance
- Community Partnerships and Events

10.2 KEY FINDINGS

- **Lines of Service:** The core lines of service (functions) performed by the Parks Division are numerous and are as follows:

Park Maintenance Lines of Service
Aquatic Facility Maintenance
Athletic Field Maintenance
Citizen Inquiries
Custodial Services/Cleaning
Department Special Event Support
Dog Park Maintenance
Education and Outreach
Equipment Maintenance
Facility Grounds Maintenance
Facility Repair
Floor Maintenance
Furniture, Fixtures, Systems (lighting, etc.) Maintenance and Repair
Integrated Pest Management
Irrigation Systems
Lake Management
Maintenance Yard Management
Natural Resource/Open Space
Park Building Maintenance
Park Permit/Special Event Facilitation
Pathway and Trail Maintenance
Preventative Facility Maintenance
Restroom Custodial Services
Trash Removal
Tree Maintenance
Turf Management

- **Maintenance Standards and Development of Work Plans** – Through the review of data and workshops with staff, the PROS Consulting team determined that the Parks division does have best practice maintenance standards in place including:
  - Aquatics
  - Athletic Fields

- Facilities
- General Parks
- Trails

- **Work Order Management System -** The Parks Division should consider a Work Order Management System that identifies maintenance and asset replacement schedules.
- **Resources:** Staff lacks the necessary equipment or resources to perform tasks at a best practice level and the lack of staff creates hardships when managing turf, trees and landscaping.
- **Third Party Contracting of Services -** Given the "varying" cycles of the economy, it is imperative that the division continually evaluates the capacity and cost of service in the private sector. Currently, the City of Riverbank has one primary third party contract to provide basic turf management maintenance across the system as well as an enhanced level of service at the Sports Complex.
- **Task Time Analysis:** As part of the park maintenance operations analysis, the Riverbank Parks Division conducted a high-level task time analysis of full-time employees in the core areas in which it performs regular routine maintenance. The following chart provides a summary of the results of this effort.

Riverbank Parks Maintenance Task Time Analysis

Task	# of Staff	Hours Spent	Per	Total Annual Manhours	Percentage of Time
Morning Load	5.00	0.75	Weekly	187.50	2%
Windshield Time	5.00	3.40	Weekly	850.00	7%
Break	5.00	2.25	Weekly	562.50	5%
Athletic Field Maintenance	2.00	0.63	Weekly	62.50	1%
Custodial Maintenance (trash, litter, restrooms)	6.00	12.08	Weekly	3624.00	29%
Equipment Repair	3.00	2.00	Weekly	300.00	2%
Integrated Pest Management (insecticides, pesticides, etc.)	4.00	0.88	Weekly	175.00	1%
Irrigation	3.00	0.88	Weekly	132.00	1%
Playground Maintenance	5.00	3.00	Weekly	750.00	6%
Recreation Facility Cleaning (floors, windows, etc.)	4.00	4.38	Weekly	875.00	7%
Recreation Facility Systems Maintenance	3.00	3.34	Weekly	501.00	4%
Routine Landscape Beautification Maintenance	3.00	0.42	Weekly	62.55	1%
Routine Park Facility Maintenance	4.00	2.25	Weekly	450.00	4%
Routine Parks Maintenance	7.00	3.00	Weekly	1050.00	8%
Routine Trail Maintenance	1.00	0.75	Weekly	37.50	0%
Tree Inspections and Protection	4.00	0.31	Weekly	62.60	1%
Tree Pruning and Maintenance	4.00	1.20	Weekly	239.20	2%
Admin duties	1.00	250.00	Annually	250.00	2%
Meetings	5.00	102.00	Annually	510.00	4%
Trainings	5.00	34.00	Annually	170.00	1%
Repair/Graffiti Maintenance - parks, facilities, trails, etc.	3.00	43.00	Annually	129.00	1%
Special Event/Park Shelter Rental/Rental Support	3.00	60.00	Annually	180.00	1%
Special Projects (for other Departments/Partners)	5.00	114.40	Annually	572.00	5%
Swimming Pool - End of Season Closing	2.00	16.00	Annually	32.00	0%
Swimming Pool - In Season Maintenance	4.00	93.25	Annually	373.00	3%
Swimming Pool - Opening for Season	2.00	20.00	Annually	40.00	0%
Tree Planting	0.00	0.00	Annually	0.00	0%
End of Day Unload	5.00	0.75	Weekly	187.50	2%
			TOTAL	**12364.85**	**100%**
TOTAL ANNUAL "UNPRODUCTIVE TIME"		**1787.50**			**14%**

- 86% of all labor efforts for general parks and grounds maintenance is attributed to scheduled maintenance. This equates to 6.88 hours of every 8-hour day per person.
- Only 14% of all labor efforts for general parks and grounds maintenance is expended on traveling from location to location as well as "loading and unloading" of equipment at

the beginning and end of each work day. This equates to ONLY 1.12 hours of every 8-hour day per person, well below best practice guideline of 2.75 hours per day.

- Overall, approximately 6.88 hours (or 86%) of every 8-hour work day per person is spent performing actual work in the field. This exceeds the best practice guideline of 5.6 hours.

- **Annual Park/Facility Funding/Cost of Service:** The following charts provide a cost of service/funding analysis for the maintenance of parks and facilities in Riverbank. The below chart illustrates the following:
  - Acreage/square footage for each park/facility maintained
  - Annual funding allocated for park/facility maintenance
  - Annual funding allocated across each park/facility for maintenance
  - Total annual funding expended on maintenance for each park/facility
  - Cost per acre/square foot expended on maintenance for each park/facility
  - Best practice cost per acre/square foot expended on maintenance for each park/facility
  - Additional annual funding needed to meet best practice cost per acre for each park/facility

THIRD PARTY CONTRACT ANALYSIS

Third Party Contract Cost of Service Analysis

Park	Acreage	General Fund Funding	Cost per acre	Best Practice Cost Per Acre	Additional Funding Needed to Meet Best Practice
		$ 93,200			
Castleberg Park	12.20	$ 15,000	$ 1,230	$ 1,200	$ (361)
Community Center	3.10	$ 6,280	$ 2,026	$ 1,500	$ (1,630)
Highway 108 - Water Feature	0.10	$ 1,140	$ 11,400	$ 11,000	$ (40)
Hutcheson Park	1.00	$ 3,000	$ 3,000	$ 3,000	$ -
Jacob Myers Park	8.00	$ 15,100	$ 1,888	$ 2,000	$ 900
Pioneer Park	3.00	$ 4,200	$ 1,400	$ 1,500	$ 300
Plaza Del Rio and Downtown Area	0.22	$ 11,700	$ 52,308	$ 50,000	$ (516)
Safreno Park	5.28	$ 7,140	$ 1,352	$ 1,500	$ 780
Sports Complex	11.00	$ 23,700	$ 2,155	$ 5,000	$ 31,291
Teen Center	0.72	$ 2,400	$ 3,333	$ 3,000	$ (240)
Whorton Park	1.00	$ 3,540	$ 3,540	$ 3,000	$ (540)
TOTAL UNDERFUNDED					29,943.09

- As noted in the chart above, the funding allocated for third party turf management and maintenance is underfunded by approximately $30,000 annually.
  - Generally, the third party contractor's cost per acre is in-line with best practice.
  - The Sports Complex is underfunded and this is due in part to the lack of best practice scope of work included in the contract.

CITY OF RIVERBANK PARK MAINTENANCE ANALYSIS

City of Riverbank Park Maintenance Cost of Service Analysis

Park	Riverbank Acreage	Personnel Costs	Non-Personnel Expenditures	Cost per acre	Best Practice Cost Per Acre	Additional Funding Needed to Meet Best Practice
		$ 426,800	$ 168,400			
Castleberg Park	12.20	$ 66,901	$ 12,800	$ 6,533	$ 7,500	$ 11,791
Community Center Park (Veteran's Park)	3.11	$ 20,676	$ 34,400	$ 17,724	$ 17,500	$ (695)
Harless Park	2.89	$ 18,169	$ 6,000	$ 8,370	$ 8,500	$ 374
Highway 108 - Water Feature	0.10	$ 6,690	$ 2,000	$ 86,900	$ 85,000	$ (190)
Hutcheson Park	1.00	$ 13,010	$ 2,000	$ 15,010	$ 15,000	$ (10)
*Jacob Myers Park	28.00	$ 85,449	$ 12,400	$ 3,495	$ 3,500	$ 151
Pioneer Park	3.00	$ 24,725	$ 11,000	$ 11,908	$ 12,000	$ 275
Plaza Del Rio	0.22	$ 9,960	$ 7,400	$ 77,612	$ 85,000	$ 1,653
Rotary Centennial Park	3.10	$ 8,447	$ 3,500	$ 3,849	$ 3,500	$ (1,083)
Safreno Park	5.28	$ 9,602	$ 10,000	$ 3,713	$ 5,000	$ 6,797
Silva Park	8.20	$ 17,475	$ 12,400	$ 3,643	$ 3,500	$ (1,176)
Sorensen Park	5.31	$ 10,342	$ 3,500	$ 2,609	$ 3,500	$ 4,727
Sports Complex	11.00	$ 14,352	$ 16,200	$ 2,778	$ 5,000	$ 24,439
Staley Park - Skate Park	0.50	$ 19,496	$ 12,400	$ 63,792	$ 65,000	$ 604
Whorton Park	1.00	$ 13,807	$ 10,000	$ 23,801	$ 20,000	$ (3,802)
Zerillo Park	5.00	$ 23,927	$ 12,400	$ 7,265	$ 8,500	$ 6,173
					TOTAL UNDERFUNDED	$ 50,028.12

*Please note: Analysis does not include an analysis of the separate Jacob Meyers Park enterprise fund as the majority of the enterprise fund funds the management and operations of the park, not the maintenance of the park.

- As noted in the chart above, the funding allocated for general park maintenance is underfunded by approximately $50,000 annually.
    - Generally, the Division's cost per acre is in-line with best practice.
    - Parks maintenance is most significantly underfunded at the Sports Complex and Castleberg Park.

CITY OF RIVERBANK FACILITY MAINTENANCE ANALYSIS

City of Riverbank Facilities Maintenance Cost of Service Analysis

	Facility Square Footage	Personnel Costs	Non-Personnel Costs	Cost per Square Foot	Best Practice Cost Per Square Foot	Additional Funding Needed to Meet Best Practice
Total Funding		$ 119,000	$ 101,073			
City Hall North and South (combined)	9,113	$ 62,361	$ 17,387	$ 6.84	$ 6.50	$ (3,127)
Community Center Building	6,887	$ 22,408	$ 17,387	$ 3.25	$ 7.50	$ 29,245
Corp Yard and Trailer	4,778	$ 29,672	$ 16,387	$ 6.21	$ 6.50	$ 1,385
Scouts Hall	3,638	$ 18,454	$ 15,412	$ 5.07	$ 5.00	$ (264)
Sheriff Building	9,063	$ 27,379	$ 17,153	$ 3.02	$ 3.00	$ (190)
Teen Center	2,639	$ 19,593	$ 17,347	$ 7.42	$ 7.50	$ 200
					TOTAL UNDERFUNDED	27,248.50

- As noted in the chart on the previous page, the funding allocated for general facility maintenance is underfunded by approximately $27,000 annually.
    - Generally, the Division's cost per square foot is in-line with best practice.
    - Facility maintenance is most significantly underfunded at the Community Center.

ANNUAL PARK/FACILITY FUNDING/COST OF SERVICE SUMMARY

The Parks and Facility Maintenance Division is currently underfunded by approximately $107,000:

- $30,000 in additional funding for third party contract services
- $50,000 in additional funding for general parks maintenance
- $27,000 in additional funding for general facilities maintenance

- **Staffing:** The Parks Division is comprised of approximately six FTEs (4 FTE for parks and 2 FTE for facilities maintenance) with an additional three FTEs of service provided by third party contract turf maintenance. Best practice ratio of staff per park acres maintained at a best practice Level 2 maintenance standard for mini, neighborhood, community and regional parks is 1:10 acres. With the responsibility of actively managing 90 acres, the division DOES NOT have the staffing capacity to manage the developed parks system consistently at a Level 2 maintenance standard as the current ratio of combined FTEs to park acres is 1:12.9 acres. Staffing levels are deficient by approximately 2 FTE's in order to meet the staffing requirements for Best Practice Staff Levels.
- This equates to approximately an additional $80,000 annually for parks maintenance personnel (or 75% of the overall additional $107,000 annual funding for parks maintenance).
- It will be important to maintain this staffing level ratio as the park system expands in the future.

10.3 KEY RECOMMENDATIONS

- **Implement a Work Order Management System**: A work order system should be used to track lifecycle maintenance requirements that are tied to weekly and monthly work orders. This will help the staff to stay ahead of preventative maintenance and limit breakdowns. Further, utilizing the system will provide staff the necessary "actual cost" data for work being performed.
- **Systematic Approach to Contracting Services:** Through the refinement of management processes, the Parks Division should track unit activity costs through the implementation of a work order management system and in turn, continually analyze the unit cost to perform work internally against the unit cost to perform work by a third-party vendor.
- **Annual Park/Facility Operation and Maintenance Funding:** It is recommended that the parks division be allocated an additional $107,000 for parks maintenance functions within the next three years to meet best practice cost per acre standards.
- **Parks Division Staffing:** PROS Consulting recommends maintaining the current staffing the addition of 2 maintenance worker FTEs within the next three years.
- **Update Work Plans Based on Maintenance Standards as needed:** Maintenance standards are based on a Level (1), (2) and (3) modes (tasks and frequencies of each task) and follow best practices as established by the National Recreation and Park Association. The division can continue to customize the standards based on the park and recreation values of the Riverbank

community and need to be adopted and implemented by staff and followed regardless of whether work is performed by City staff or third-party contractors. **Updating of maintenance standards for the Sports Complex is of the highest priority for the Division. The following chart provides a guideline for the maintenance standards that are recommended for the Sports Complex.**

Task	Frequency	Timeframe
Athletic Fields - Baseball / Softball / Soccer / Multi-use - Level 1		
Goal: To provide a high-quality and safe field that encourages greater use among the community for practice, games and tournaments		
Mow/Trim (1 1/2") March 1 through March 31	1x/7 days	Growing Season
Mow/Trim (2") April 1 through October 31	1x/7 days	Growing Season
Mow/Trim (2")November 1 through November 30	1x/7 days	Growing Season
Mow/Trim (2") December 1 through February 28	1x/ 7 days	Growing Season
Overseed	1x/year	Spring, Summer
Fertilizer	3x/year	Spring, Summer, Fall
Aerate	3x/year	Spring, Summer, Fall
Drag / Line fields for games	7x/week	Year Round
Pick up trash and clean during events	7x/day	Year Round
Inspect bleachers /scoreboards / security lighting	1x/week	Year Round
Water (1 inch / week)	As needed	Year Round
Concession Building - Level 1 Maintenance		
Goal: Provide a clean, inviting area to eat.		
Clean, sweep, vacuum	7x/week	Year-round
Remove and/or replace Garbage Bags and Trash cans	7x/week	Year-round
Clean and stock restrooms	7x/week	Year-round
Clean windows	1x/week	Year-round
Check Lighting	7x/week	Year-round
Check Heating / Cooling	7x/week	Year-round
Clean and wipe tables	7x/week	Year-round
Check and clean storage areas	1x/week	Year-round
Wash areas outside concession stands	7x/week	Year-round
Update and paint signage	1x/year	Year-round
Clean Patio	7x/week	Year-round
Major Mechanical System Inspection (Preventative Maintenance)	1x/month	Year-round
Schedule Lighting, Mechanical Systems	1x/week	Year-round
Inspect furniture	1x/week	Year-round

- **Cost Avoidance:** Maintenance operations are typically spent in divisions that do not have direct revenue sources that can offset expenditures. There are opportunities, however, to reduce expenditures through the following strategies.
  - **Adopt-a-Trail Programs:** These are typically small-grant programs that fund new construction, repair or renovation, maps, trail brochures, and facilities (bike racks, picnic areas, birding equipment, etc.), as well as providing maintenance support. These programs are similar to the popular "adopt-a-mile" highway programs most states utilize. Adopt-a-trail programs can also take the form of cash contributions in the range of $12,000 to $16,000 per mile to cover operational costs.

  - **Adopt-a-Park Programs:** These are small-grant programs that fund new construction and provide maintenance support. Adopt-A-Park programs can also take the form of cash contributions in the range of $1,000 to $5,000 per acre to cover operational costs.

  - **Operational Partnerships:** Partnerships are operational funding sources formed from two separate agencies, such as two government entities, a non-profit and a public agency, or a private business and a public agency. Two partners jointly share risk, operational costs, responsibilities, and asset management based on the strengths of each partner.

CHAPTER ELEVEN - STRATEGIC IMPLEMENTATION

The consultant synthesized its findings to develop a framework of strategic recommendations for the City of Riverbank Parks and Recreation Department. It is recommended that the strategies align with seven major categories of best practices:

1. Growing the Park System.
2. Trails.
3. Park Land Improvements.
4. Economic Development through Parks.
5. Programming.
6. Operations and Staffing.
7. Financing the Park System.

The implementation matrix should be evaluated and refined as development, economic and political circumstances shift and be used to validate the City's vision and mission. A complete implementation plan matrix, including tactics, accountability, timelines and performance measures, will be provided as a separate document.

	1. Growing the Park System
	Increase the proportion of park acres per population through a variety of park type amenities, and open space options.
Strategy	Collaborate with local partners, to develop innovative parks, recreation facilities, and spaces to achieve the levels of service targeted in this plan and that are aligned with other planning efforts including, but not limited, to the 2025 General Plan.
Strategy	Develop a network of parks, trails and open spaces that protect the natural areas in public spaces in Riverbank and connect to population centers that will support the needs of all residents through well designed parks and recreation amenities.
Strategy	Utilize the design principles in this plan for each type of park to guide the development community and landscape architects when designing parks and operational staff to follow for maintaining the park or amenity after it is developed.
Strategy	Determine if any current or future parks (other than Jacob Myers Park) are to be defined as destination location parks that frame the highest quality of land management maintenance and park related services.
Strategy	Continually update the lifecycle asset management plan for the Department.

	2. Trails
	Establish connectivity between parks and greenways that is accessible by pedestrians, bikes and parks and open space in Riverbank.
Strategy	Work with other City departments to identify and connect sidewalk and bike lanes to trails to improve access to desirable destinations.
Strategy	Prioritize existing City-owned land and future land acquisition decisions to focus investments in a bike pedestrian trail system that achieves active transportation strategies and the development of a contiguous network.
Strategy	Continually update the lifecycle asset management plan for the ongoing maintenance of the trail system.
Strategy	Continually encourage and seek funding for the development of trails and trail amenities, and construct in appropriate areas of the City. Consider partnerships for the maintenance of the trails in particular at Jacob Myers Park.

	3. Park Land Improvements
	Provide a park and recreation system offering the community a variety of parks and services that integrate environmental design, safety, community needs and emerging trends.
Strategy	Utilizing the General Plan 2025 as a guide, implement improvements that are mindful of environmental stewardship to aid in the protection of park resources and ensure that they will be protected for future generations.
Strategy	Continue to utilize the formal Public Art Program to continue to encourage art in parks and public spaces to generate interest and appreciation.
Strategy	Make all parks and services welcome and accessible to all level of users, i.e., adults, children, seniors, and all-abilities through clean restrooms when feasible, seating or benches, running water fountains or water stations, and park features usable for all abilities in parks (ADA).
Strategy	Consider the incorporation of technology into the design of parks and programming through partnerships to produce a state-of-the-art park system (systems such as cameras, irrigation, Wi-Fi, pedestrian counters, automated restrooms, solar, Sybertech trash receptables, etc.).

	4. Economic Development through Parks
	Invest in infrastructure/services as the parks systems expands due to population growth.
Strategy	Develop athletic fields that can support sports tourism through mid-scale baseball, softball and soccer tournaments as part of expansion of the Sports Complex.
Strategy	Complete Jacob Myers Park in a way that supports the interests of people desiring open space, walking trails and outdoor recreation.

	5. Recreation Programming
	Maintain community participation in programs at 33% in an effort to continually exceed national standards.
Strategy	Refine core program services that align with community need.
Strategy	Track lifecycles of programs and drop programs in their down cycle by adding new programs to take their place.
Strategy	Create additional target marketing strategies to inform residents of the services being provided.
Strategy	Develop a yearly program plan specifically for the core program areas.
Strategy	Update the special event policy to ensure equitable utilization of City resources when supporting external events.
Strategy	Engage volunteers in the delivery of programs and services to build advocacy and support for the park and recreation system.

	6. Operations and Staffing
	Empower and train current department employees while growing staff to meet the emerging needs of the community.
Strategy	Ensure job descriptions are reviewed and updated and salary assessments is completed to meet pay levels that keep salaries competitive.
Strategy	Create a succession plan for the Department.
Strategy	Continually encourage and seek funding to meet the emerging functions of the Department, including, but not limited to, trail maintenance, work order management, urban forest management, open space management, etc.

	7. Financing the Parks System
	Pursue adequate funding to support existing parks, new parks, and other park types.
Strategy	Ensure a fiscally sustainable parks system by leveraging financially-driven decisions.
Strategy	Ensure the Development Impact Fee for Parks and funding from other funding sources, including grants, are pursued to maintain the current level of service for parks and recreation within the community.
Strategy	Seek additional funding opportunities to support capital and operational needs as identified in the Plan.

CHAPTER TWELVE - CONCLUSION

The City of Riverbank's Parks and Recreation Master Plan was developed to provide the organization a roadmap for the future using knowledge gained from community input, park and program inventory review, comparison to national standards and trends and an assessment of the current economic and political climate. The planning process incorporated a comprehensive series of discovery and analysis strategies to understand the workings of the organization and included a strong community engagement process. Several strategic recommendations resulted from this effort and were aligned into the seven major categories of implementation actions found in Chapter 11.

Overall, the park system is highly valued by community residents and leaders. It serves multiple purposes including recreational, environmental, educational, social, economic development and higher quality of life. Adequate funding for upkeep of existing parks is a priority for residents as well as developing new parks and facilities. Improved communication between the community and the Department is another opportunity for enhancing programs, services and project activities. In short, investment in the City's park and recreation system should be a priority.

Programmatically, the Riverbank Parks and Recreation Department is meeting some of the major needs of the community, but a regular review of offerings will ensure successful outcomes.

Operationally, the department is meeting expectations. The continued development of processes that will allow for improved maintenance decision-making and utilization of contractual services is recommended as staffing and funding levels are below needs.

The City of Riverbank is a growing community and based on population projections will continue to grow. While growth can be positive it can also stress the existing park system if strategies and policies are not in place to meet the new growth. As of today, the City lacks sufficient park land to meet the needs of residents particularly in neighborhood and community park types. As a result, other amenities provided through these park types are in shortage such as athletic fields, indoor facility space and reservable picnic shelters. While most will require long-term solutions, some areas of improvement in the short-term can be accomplished with enhanced partnerships such as joint-use opportunities with Humboldt Unified School District as well as close coordination with the development community.

To ensure that the City has a plan for capital projects, a three-tier approach was developed that organizes projects into the following categories: Sustainable projects, Expanded Services projects and Visionary projects. Each of these approaches provides a way to categorize and prioritize projects which ultimately furnished a comprehensive capital improvement plan totaling $59M to be accomplished over the next 10 years.

The Parks and Recreation Master Plan includes a system-wide approach for accomplishing short and long-term goals, initiatives, tactics and measurements to ensure that as the City grows in population, the Department does so as well – effectively, efficiently and sustainably – while providing high quality services, programs, parks, and facilities to the community for many years to come.

APPENDIX A – RECREATION PROGRAM STANDARDS

Recreation program standards are developed to support core recreation services. The standards focus on delivering a consistent high-quality experience while achieving operational and cost recovery goals as well as marketing and communication standards that are needed to create awareness and customer loyalty.

To assist staff in its continual pursuit of delivering high quality consistent programs to the community and in achieving the cost recovery goals, the following standards may be considered for implementation.

HIGH-QUALITY EXPERIENCE STANDARDS

For core services, the following standards must be in place to promote a high-quality experience:

- Instructor or program coordinators' qualifications are consistent with in-the-field experience in the program specialty for which they are responsible.
- The instructor-to-participant ratios are appropriate for the participant to feel safe and attended to.
- The program is provided in the appropriate safe and clean recreation space, either indoor or outdoor, designed for that program.
- Minimum and maximum numbers of participants are set for the program or class that will allow for a high-quality experience.
- Recreation equipment or supplies that are used by the participant are high quality, safe, and appropriate for the participants to use or consume.
- The length of the program is commensurate with the attention capability of the participants to respond effectively and enjoy themselves in the activity.
- Appropriate support staff or volunteers are in place to help guide participants and support teachers or program supervisors.
- Staff is trained in first aid and CPR. Volunteers are trained in first aid and CPR when appropriate.
- A first aid kit is readily available and accessible in less than a minute.
- Staff and volunteers are trained in customer service and diversity training to make all participants feel welcome and appreciated.
- Customer feedback methods are in place to seek input from participants on their expectations of the program and the results of their experience. This should include pre- and/or post-evaluation focus groups or trailer calls.
- Pricing of services is explained to participants and/or parents on the level of investment they are making in the program and the level that Riverbank Parks and Recreation Department is investing in their experience.
- Each instructor or program supervisor will be provided a toolbox that includes their class or program roster, with phone numbers or email addresses, name tags for participants, customer evaluations for users, registration forms, a program guide, pertinent recreation information and emergency phone numbers, thank you cards for participants at the end of the class, and an introduction sheet of what will occur in the program or class, how it will be conducted, and what outcomes we hope to achieve.

- All class or program policies are available to the instructor or program supervisor to adequately explain policies to the user.
- Appropriate recognition and awards are given at the end of the program to participants based on outcomes achieved or skills learned.
- New staff, volunteers, and contract employees working with children will have background checks.
- Any disciplinary actions taken by an instructor or program supervisor with a program participant will be written and documented.
- Class, program curriculum, or work plans will be prepared by the instructor and program supervisor before the class or program begins and is signed off by the appropriate program staff within the Parks and Recreation Department.
- Staff will be dressed in the appropriate Riverbank recreation uniform that includes a nametag.
- Drivers that transport participants must have the appropriate license, certifications, and authorization.
- Equipment or program space will be inspected prior to the class or program; noted by the instructor or program supervisor; and recorded daily, weekly, and monthly.
- Performance measures tracked will be shared with instructors or program staff at the end of each session.
- Exit interviews will be conducted with part-time staff before they leave each season and noted in their file as to re-hire or not.
- A class or program budget will be prepared for each activity and shared with the instructor or supervisor on how class monies are spent. Final budget results will be documented at the end of the program area and shared with the supervisor or manager.
- Appropriate required licenses and certifications set by law will be reviewed and filed before programs begin.

OPERATIONAL AND PRICING STANDARDS FOR PROGRAMS

- Pricing of services will be established based on cost-of-services and overlaid into programs or classes based on primetime and non-primetime rates, location, time, age segment, group, and level of exclusivity that users receive over and above use by general taxpayers. Staff will be trained in setting prices.
- Scholarship programs will be in place for those that require financial assistance in order to participate in Riverbank Parks and Recreation Department recreation facilities and programs.
- Results of cost of service for programs will be posted and shared with staff on all services regardless of whether they are underperforming, meeting, or exceeding the recovery goals.
- On a regular basis, competitor and other service providers will be benchmarked and evaluated for changes they are making and how they compare with division efforts in their core services provided.
- Partnerships with core program services will be updated yearly, their level of contribution will be documented, and tracking performance measures will be shared with each partner.

- Non-core services will be evaluated yearly and reduced, eliminated, or transferred to other service providers reducing the impact on staff time.
- Maintenance and recreation staff will discuss standards for programs taking place in recreation amenities in Riverbank Parks and Recreation Department annually.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.2

SECTION 6: NEW BUSINESS

Meeting Date:	August 25, 2020
Subject:	Authorization for Peace Officer Memorial – Volunteer Project
Submitted by:	Sean Scully, City Manager

RECOMMENDATION

It is recommended that the City Council authorize a Peace Officer Memorial Plaque to be placed at the Police Department by volunteer Joey Timpone and staff.

BACKGROUND

Roughly 8 months ago Riverbank resident Joey Timpone approached City Management and then RPS Chief Erin Kiely requesting a meeting to discuss a project he wanted to complete for his Eagle Scout certification. Typically Eagle Scouts will complete a public service project in their communities as part of their final steps toward becoming an Eagle Scout. Mr. Timpone was interested in creating a plaque listing the names and dates of officers/deputies who have died while in the service of the City of Riverbank as a memorial.

Tragically, Riverbank will have two names to list on the plaque of individuals who have died in the line of duty while serving our community. The first name is Riverbank Police Officer Harold B. Harless who died in service on October 17th of 1965. Officer Harless was struck while conducting a roadblock on Patterson Road. A suspect was being pursued by the California Highway Patrol, the suspect's vehicle struck Officer Harless's vehicle at what was estimated to be 100 mph. It was believed that Officer Harless was killed instantly during the collision. Officer Harless was survived by his wife and five children. He was 42 years old and had served as a Police Officer for 7 years at the time of his death.

The second name is Deputy Antonio "Tony" Hinostroza III, died while responding to a vehicle pursuit that originated in the City of Riverbank. On November 25th, 2018 Deputy Hinostroza responded to assist with a vehicle pursuit in Riverbank, upon reaching Claribel and Terminal Ave Deputy Hinostroza's vehicle left the roadway and struck a utility pole at the intersection ultimately resulting in his death. Deputy Hinostroza was 45 years old and had been in law enforcement for 19 years. Additionally, Deputy Hinostroza had previously served as a U.S. Marine Corps veteran. He was survived by his adult son.

Joey Timpone has worked with Chief Ridenour on the details and design of the plaque (a concept will be available for viewing at the time of the meeting) which would be placed at an appropriate location on the Police Department. Additionally Mr. Timpone has been fundraising within the community to accumulate enough funds to pay for the cost of the plaque (approximately $1300 is needed in total).

While there is no specific section within the Riverbank Municipal Code requiring Council approval for memorial type installations it has been common practice for Council to provide feedback and authorization when memorials are proposed on public property. These types of memorials are common in many Police Departments across the country and serve as an opportunity to remember those who have given their life while in public service. It is our hope that there never be another name added to this list.

STRATEGIC PLAN

The recommended action supports a number of the City of Riverbank Strategic Plan Initiatives, however it probably most notably connects to two key core values expressed in the general plan, those values are “Integrity” and “Respect”.

FINANCIAL IMPACT

Fundraising has taken place for the time, at the time the staff report was being finalized it appears as though sufficient funds have been raised to purchase the plaque. Sufficient funds exist within the administration’s budget to cover any minor shortfall in funding to ensure the project is completed and installed.

ATTACHMENT

None

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.3

SECTION 6: NEW BUSINESS

Meeting Date:	August 25, 2020
Subject:	A **Resolution** Authorizing the Approval of a Subrecipient Agreement between the City of Riverbank and the County of Stanislaus for the Community Development Block Grant Program for FY 2020-2021
From:	Sean Scully, City Manager
Submitted by:	Marisela H. Garcia, Assistant City Manager/Admin. Services Dir.

RECOMMENDATION

It is recommended that the City Council authorize the approval of a Subrecipient Agreement between the City of Riverbank and the County of Stanislaus for the Community Development Block Grant Program for FY 2020-2021.

SUMMARY

In June 2019, the City became part of the Stanislaus County Urban County ("Urban County") Consortium for a direct allocation of Community Development Block Grant (CDBG) funding from the federal Department of Housing and Urban Development (HUD). The County requires an annual approval of the Subrecipient Agreement which sets forth the stipulations on the allocation, administration, reporting, and use of the funds and designates the City of Riverbank as a subrecipient of said funds.

BACKGROUND

Upon joining the Stanislaus County Urban County, the City of Riverbank became an entitlement City for a direct allocation of Community Development Block Grant (CDBG) funding from the Department of Housing & Urban Development. Stanislaus County administers the funding and has developed a Subrecipient Agreement which designates the City of Riverbank as a subrecipient of these funds and sets forth all of the necessary regulations to ensure the proper expending of these funds.

Allocations to the member cities are based on a poverty and population formula developed by the Department of Housing & Urban Development. Based on this formula, for the 2020-2021 Fiscal Year, the City is entitled to receive $147,549 in program funds with an additional $13,797 available for city administration of this funding.

As approved at the February 25, 2020 City Council meeting, the Annual Action Plan (Attachment 3) sets forth the projects for this upcoming fiscal year and includes the rehabilitation of the Castleberg Park Trail.

STRATEGIC PLAN

This report is in conformance with the City of Riverbank's Strategic Plan goal to "Maintain a High Quality of Life".

FINANCIAL IMPACT

For Fiscal Year 2020-21, the City will receive $147,549 in program funds with an additional $13,797 available for city administration of this funding.

ATTACHMENT

1. Resolution
2. Stanislaus Urban County Community Development Block Grant (CDBG) Subrecipient Agreement
3. CDBG FY 20-21 Annual Action Plan

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, AUTHORIZING THE APPROVAL OF A SUBRECIPIENT AGREEMENT BETWEEN THE CITY OF RIVERBANK AND THE COUNTY OF STANISLAUS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR FY 2020-2021

WHEREAS, On May 28, 2019 the Riverbank City Council adopted a Resolution authorizing the City to participate in the CDBG Stanislaus County Urban County and HOME Consortium; and

WHEREAS, The City's participation entitles Riverbank to a direct allocation of funds from the Department of Housing & Urban Development CDBG Program; and

WHEREAS, The County of Stanislaus desires to enter into an agreement designating the City of Riverbank as a Subrecipient of these funds; and

WHEREAS, The City agrees to abide by all stipulations set forth in the agreement for the administration, reporting, and use of the funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank approves the Subrecipient Agreement between the City of Riverbank and the County of Stanislaus for Fiscal Year 2020-2021.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 25th day of August, 2020; motioned by Councilmember , seconded by Councilmember , and upon roll call was carried by the following City Council vote of :

AYES:
NAYS:
ABSENT:
ABSTAINED:

ATTEST:

____
Annabelle H. Aguilar, CMC
City Clerk

APPROVED:

____
Richard D. O'Brien
Mayor

Attachment: Stanislaus Urban County Community Development Block Grant (CDBG) Subrecipient Agreement

STANISLAUS URBAN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SUBRECIPIENT AGREEMENT

This Subrecipient Agreement ("Agreement") is made by and between the County of Stanislaus (the "County") and the Cities of Ceres, Hughson, Newman, Oakdale, Patterson, Riverbank and Waterford (the "City" individually or "Cities" collectively) on July 1, 2020.

WITNESSETH

WHEREAS, Stanislaus County applied for and is qualified to receive an entitlement grant under the Community Development Block Grant ("CDBG") program for Fiscal Year 2020-2021 (July 1, 2020 to June 30, 2021) in the amount $2,310,165 as an "Urban County" as set forth under Title I of the Housing and Community Development Act of 1974; and

WHEREAS, County has received a Community Development Block Grant ("CDBG") from the U.S. Department of Housing and Urban Development ("HUD") under Title I of the Housing and Community Development Act of 1974, as amended (42 USC 5301 et seq.; the "Act"); and

WHEREAS, pursuant to such grant and to the Board of Supervisors Board Resolution No. **2020-0216** County is undertaking certain programs and services necessary for the planning, implementation, or execution of such a Community Development Program; and

WHEREAS, COUNTY and CITIES desire to enter into this Subrecipient Agreement for the purpose of designating the City as a CDBG subrecipient; and

WHEREAS, the parties desire that CDBG entitlement funds received by the County as an "Urban County" be shared proportionally, as determined by poverty and population formula, among the parties;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. FUNDING PROVISIONS

1.1. The County and each City shall receive an allocation based upon a population and poverty calculation as set forth below:

Jurisdiction	Poverty & Population
Stanislaus County	$ 344,263
Ceres	$ 219,870
Hughson	$ 165,187
Newman	$ 152,110
Oakdale	$ 170,901
Patterson	$ 183,508
Riverbank	$ 147,549
Waterford	$ 233,726
TOTAL	**$ 1,617,114**

1.2. The County and each City shall also receive an amount not to exceed twenty percent of the total Fiscal Year 2020-2021 CDBG entitlement funds for eligible general administrative services as defined in 24 CFR Part 570.206, which amount shall be set aside prior to any allocation of funds to the County and Cities under Section 1 of this Agreement.

(1) An amount not to exceed $462,034 of the available administrative funds shall allocated to the County and each City as follows:

Jurisdiction	Administration
Stanislaus County	$ 340,455
Ceres	$ 13,797
Hughson	$ 13,797
Newman	$ 13,797
Oakdale	$ 13,797
Patterson	$ 13,797
Riverbank	$ 13,797
Waterford	$ 13,797
TOTAL	**$ 437,034**

(2) An amount not to exceed $25,000 of the available administrative funding shall be allocated for Urban County Fair Housing activities, as defined in 24 CFR Part 570.206 (c).

1.3. An amount not to exceed fifteen percent of the total Fiscal Year 2020-2021 CDBG entitlement funds, $231,017, shall be allocated for eligible public services, as defined in 24 CFR Part 570.201, and related projects under the Urban County CDBG Public Service Grant Program.

1.4. Upon notification of a City's intent to apply for grants available to Urban Counties under applicable law, the County, as lead agency, shall apply for such grants on behalf of that City.

1.5. Activities proposed by the Cities insofar as they are consistent with applicable statutes and regulations, shall be processed for inclusion by County in the Consolidated Plan and Annual Action Plan.

1.6. Each party has the responsibility to ensure its activities comply with the HUD Certified Fiscal Year 2020-2021 Stanislaus Urban County Annual Action Plan.

1.7. Each party agrees to comply with reporting requirements set forth in 2 CFR 200.500 et seq. (formerly OMB A-133) regarding standards for obtaining consistency and uniformity among Federal agencies for the audit of States, local governments expending Federal awards.

1.8. Each party shall be strictly accountable for all CDBG entitlement funds allocated to that party.

1.9. If the Cities have any unspent CDBG administration funds by June 30, 2021 those funds will be made available to the corresponding City for approved project activities (not including administration) in the next Fiscal Year.

2. <u>SCOPE OF WORK</u>

2.1. **General Scope.** City shall utilize CDBG funds to deliver its activities as described in the Fiscal Year 2020-2021 Stanislaus Urban County Annual Action Plan, as certified by HUD.

2.2. **Term.** This Agreement shall be in effect until June 30, 2021, or until all Fiscal Year 2020-2021 CDBG funds are disbursed to City. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which City remains in control of CDBG funds or other CDBG assets, including program income.

3. COMPENSATION

3.1. **Allocation Amount.** City shall be paid the total compensation amount as indicated in sections A and B above for CDBG activities and administrative activities respectively.

3.2. **Quarterly Draws.** All requests for grant fund draws shall be drawn at least once per quarter as follows: (1) City must request a first draw by October 1, 2020 (2) A second draw by January 15, 2021; (3) A third draw by April 16, 2021; and (4) A fourth and final draw by July 6, 2021. Additional draws may be required and shall be provided as requested by the County. .

3.3. **Certification of Expenses.** In every case, draws will be dispersed to City subject to receipt of a Request for Funds "RFF" specifying and certifying that such expenses are in conformance with this Agreement, and that City is entitled to receive the amount requisitioned under the terms of this Agreement. With each RFF an official authorized to bind Organization shall certify that "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

Grant fund draw requests will be dispersed upon request provided: (1) The RFF is returned with original authorized signatures; (2) That all requests are accompanied with back-up documentation verifying all requested expenses are specific to carrying out the grant activity scope.

3.4. **Authorized Personnel.** Person executing this agreement on behalf of City shall notify County in writing of all authorized personnel who shall be empowered to file requests for funds pursuant to this Agreement.

3.5. **Salaries.** The salaries paid under this Agreement shall be in accordance with the following provision of 2 CFR 200.430 (formerly OMB Circular A-87) and 24 CFR 570.206 Program Administrative Costs. City shall submit time sheets to document expenses for staff. Time sheets shall list the grant specifically and hours spent on the grant noted. Only hours spent on the grant will be paid, based on the hourly rate. If the employee is on salary, salary will be calculated based on the hours worked. If the total number of hours worked is not listed, then hourly rate will be based on an average 40 hour work week.

Fringe benefits, which includes taxes and insurance costs paid by the City on behalf of the staff person working on the grant, but does not include overhead costs, are limited to 20% of total salary costs. Paid Time-off (PTO), paid to employees during periods of authorized absences from the job, such as vacation leave, sick leave, military leave, and the like, are NOT eligible expenses. Such costs are considered basic costs, not related to specific grant activity, and shall be covered by the City. Overtime or bonuses are not allowable expenses. Expenses related to travel are ineligible, except where gas costs have been incurred directly related to implementation of program activities.

4. USE OF FUNDS

4.1. **General Use of Funds.** Use of funds received pursuant to this Agreement shall be in accordance with the requirements of the Housing and Community Development Act of 1974 (as amended), 24 CFR Part 570, and other regulations governing the Community Development Block Grant Program, and any amendments or policy revisions thereto which shall become effective during the term of this Agreement. Further, any funded activity must be designed or so located as to principally benefit low/moderate income persons, aid in the prevention or elimination of slums or blight, or meet urgent community development needs, as defined in the program regulations.

4.2. **Compliance with Local Code.** City agrees to implement all activities supported with CDBG grant funds in compliance with all local codes and ordinances, including obtaining all necessary permits for such activities.

4.3. **Ineligible Uses of Funds.** In the event that City is found to have expended grant funds for ineligible activities, pursuant to 24 CFR 570.207 and 2 CFR 200.420-200.475 (formerly OMB Circular No. A-87 "Cost Principles for State, Local, and Indian Tribal Governments"), such funds shall be returned to the County.

4.4. **Program Income.** Program income shall be handled in accordance with Section 24 CFR 570.504(c). City shall report to County any income generated by the expenditure of CDBG funds. Such program income may be retained by City to be used for CDBG eligible activities and must be accounted for and kept separately from other funds in compliance with CDBG regulations. County has the responsibility for monitoring and reporting to HUD on the use of program income, thereby requiring appropriate record keeping and reporting by City as may be needed for this purpose.

4.5. **Termination of Contract.** Pursuant to 2 CFR 200.339, suspension or termination of this Agreement may occur if City materially fails to comply with any term of the grant agreement, or for convenience, as set forth in section 13 below.

(1) City may not terminate an Assignment of Proceeds and Grant of Lien without written consent of County. All reports or accounting provided for herein shall be rendered whether or not falling due within the Agreement period.

4.6. **Reversion of Assets.** Upon grant expiration, termination, or upon City becoming insolvent, City shall transfer to County any grant funds on hand at the time of expiration and any accounts receivable attributable to the use of said grant funds. Any real property under City's control that was acquired or improved in whole or in part with grant funds (including grant funds provided to City in the form of a loan) shall be utilized in accordance with Section 3.1 General Use of Funds, of this Agreement, as long as needed for that purpose. When such property is no longer needed for the originally authorized purpose set forth in Section 4.1. of this Agreement, County shall obtain disposition instructions from HUD which shall provide for one of the disposition alternatives set forth in 2 CFR 200.311. All returned grant funds or payments, if any, shall be treated by County as program income.

5. PROGRAM ACTIVITY ELIGIBILITY

5.1. **General Eligibility.** Eligibility of program activities shall be evaluated and documented by City prior to identifying in Annual Action Plan to determine if activities meet the eligibility criteria established under 24 CFR 570.208. Eligibility of program activities, including an evaluation for consistency with an Urban County approved and HUD certified, Annual Action Plan shall be conducted prior to any release of funds by the County.

5.2. **Income Standards.** City agrees to use the standards, in effect at the time of assistance to determine income eligibility and the verification requirements for entry into the CDBG Program. The method of income eligibility must be determined based on the National Objective being met and scope of CDBG activity to be carried out.

5.3. **Eligible Urban County Areas.** Program beneficiaries must reside within the income eligible Urban County areas as defined by HUD and Stanislaus County. These areas include the CDBG eligible Census Block Groups within the Cities of Ceres, Hughson, Newman, Oakdale, Patterson, Riverbank, Waterford, and the unincorporated areas of Stanislaus County.

5.4. **Environmental Review Record.** City is responsible for preparing the environmental review record for any project assisted through this Agreement in compliance with the California Environmental Quality Act, the National Environmental Protection Act, and 24 CFR 58. A copy of any such review shall be sent to the County for County's review, approval, and formal signature as the Responsible Entity, prior to City entering into a commitment of CDBG funds for the subject activity. The environmental review record shall include, but not be limited to, all documents which have been prepared, circulated, posted, or published to reflect an environmental determination made by the City. The City's CDBG administration funds may be used to cover costs associated with environmental review compliance by the County, if outside consulting services are required to be used by the County. An estimate of costs associated with environmental review compliance shall be provided by the City to the County for review and approval prior to any expenditure.

(1) Any CDBG funding used to cover costs associated with the environmental review record shall be an administrative cost. No activity funds shall be utilized or encumbered until County approval of the environmental record has occurred.

6. DATA COLLECTION, REPORTING & MAINTENANCE OF RECORDS

6.1. **Documentation.** Implementation of program activities, including determinations of eligibility, evidence of eligible activity costs, fiscal management, and CDBG contract and subcontract records shall be documented.

6.2. **Quarterly/Closeout Reports.** City agrees to submit quarterly program status reports to County, in conformance with the requirements of CDBG and 2 CFR 200.301, including an estimate of the number of jobs created and/or retained by CDBG funds as well as any other information that is requested on the date of their monitoring appointment or by the deadline indicated within their monitoring letter. In addition, Organization shall submit, no later than 30 days after the expiration of this Agreement, any required close-out report, in conformance with the requirements of 2 CFR 200.343.

6.3. **HUD Sponsored Research.** Upon request, City shall participate in HUD-sponsored research and evaluation of CDBG during or after the completion of the program.

6.4. **DUNS Number Requirement.** City shall maintain an updated and valid DUNS number, which requires registering with Dun and Bradstreet and completing and annually renewing their registration in the Central Contractor Registration (CCR).

6.5. **Data Required.** City shall maintain activity beneficiary data such as area demographics, number of housing units, and number of people who will benefit from activities funded with grant funds. City also agrees to report the number of jobs created with CDBG funds, if applicable, in the quarterly report to be provided to County.

6.6. **General Records.** City shall keep and maintain all project records, books, papers and documents for a period of not less than five (5) years after the project terminates and grants County the option of retention of the project records, books, papers and documents. City agrees to keep all necessary books and records, including property, personnel and financial records, in connection with the operations and services performed under this Agreement, and shall document all transactions so that all expenditures may be properly audited. County, HUD, and any authorized representatives shall have access to and the right to examine all records, books, papers or documents related to the project for the purposes of making audit, evaluation, examination, excerpts and transcripts during normal business hours and during the period such records are to be maintained by City. Further, County and HUD shall have the right at all reasonable times to audit, inspect or otherwise evaluate the work performed or being performed under this Agreement.

6.7. **Privacy Procedures.** City shall develop and implement reasonable procedures to ensure: (1) The confidentiality of records pertaining to all program participants; and (2) That program participant's addresses will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the City.

6.8. **Audit Provision.** City agrees to provide to County, at City's cost, a certified audit performed by an accredited certified public accountant, of all funds received or utilized by City, including the distribution of any CDBG Grant Funds for Fiscal Year 2020-2021 and previous fiscal years. City agrees to provide additional audits upon request.

7. UNIFORM ADMINISTRATIVE REQUIREMENTS

7.1. **General Uniform Administrative Requirements.** City shall comply with 24 CFR 570.502-Applicability of Uniform Administrative Requirements and the requirements and standards of 2 CFR 200.420-200.475 (formerly OMB Circular No. A–87, "Cost State, Local, and Indian Tribal Governments").

7.2. **Reasonable Grant Costs.** The County reserves the right to determine whether or not a request for CDBG grant fund reimbursement is reasonable. A cost is considered to be reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. In determining the reasonableness of a given cost, consideration shall be given to: (1) Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the City or the performance of the award; (2) The restraints or requirements imposed by such factors as generally accepted sound business practices, arms length bargaining, federal and state laws and regulations, and terms and conditions of the award; (3) Whether the individuals concerned acted with prudence in the circumstances, considering their responsibilities to the City, its members, employees, and clients, the public at large, and the Federal Government; and (4) Significant deviations from the established practices of the City which may unjustifiably increase the award costs.

7.3. **Allocable Grant Costs.** The County reserves the right to determine whether or not a request for CDBG grant fund reimbursement is allocable, consistent with applicable federal regulations. A cost is considered to be allocable if it: (1) Is incurred specifically for the award; (2) Benefits both the award and other work and can be distributed in reasonable proportion to the benefits received; or (3) Is necessary to the overall operation of the City, although a direct relationship to any particular cost objective cannot be shown.

8. HOLD HARMLESS AND INDEMNITY AGREEMENT

8.1. **General Indemnification.** City shall hold the County, its agents, officers, employees, and volunteers, harmless from and save, defend, and indemnify them against any and all claims, losses, liabilities and damages from every cause, including but not limited to injury to person or property or wrongful death, with the indemnity to include reasonable attorney's fees, and all costs and expenses, arising directly or indirectly out of any act or omission of City, whether or not the act or omission arises from the sole negligence or other liability of City, or its agents, officers, employees, or volunteers relating to or during the performance of its obligations under this Agreement.

8.2. **Liability and Fees.** County shall not be responsible or liable for any debts, actions, obligations, negligence, or liabilities committed or incurred by City, its staff or program participants, and City hereby agrees to defend, hold harmless and indemnify County from and against any and all liabilities for debts, obligations, and negligence. No draw, however, final or otherwise, shall operate to release City from any obligations under this Agreement. Should either party be required to bring a legal action to enforce the provisions of this Agreement, the prevailing party shall be reimbursed for all court costs and all reasonable attorney's fees incurred in the prosecution or defense of said action.

9. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

9.1. **Compliance with Fair Housing and Civil Rights Laws.** During the performance of this Agreement, City and its officers, employees, agents, representatives or subcontractors shall not unlawfully discriminate in violation of any federal, state or local law, rule or regulation against any employee, applicant for employment or person receiving services under this Agreement because of race, religious creed, color, national origin, ancestry, physical or mental disability including perception of disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military and veteran status.

City shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

City shall provide a system by which recipients of service shall have the opportunity to express and have considered their views, grievances, and complaints regarding the City's delivery of services.

(1) City agrees to comply with all applicable fair housing, non-discrimination and civil rights requirements including all applicable Federal, State and local laws and regulations related to non-discrimination and equal opportunity, including without limitation; (a) the County's nondiscrimination policy; (b) the California Fair Employment and Housing Act (California Government Code sections 12900 et seq.); (c) Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended; (d) California Labor Code sections 1101, 1102 and 1102.1; the Federal Civil Rights Act of 1964 (P.L. 88-352), as amended; (e) Section 504 of the Rehabilitation Act of 1973; (f) Section of Title I of the Housing and Community Development Act of 1974; (g) Title II of the Americans with Disabilities Act of 1990; (h) Section 24 CFR 5.105 of the Code of Federal Regulations 24 CFR 5.105; (i) all applicable regulations promulgated in the California Code of Regulations or the Code of Federal Regulations.

(2) City agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause

(3) City will, in all solicitations or advertisements for employees placed by or on behalf of City, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap, sexual orientation, ancestry, national origin, familial status, or any other basis prohibited by applicable law.

(4) If the procedures that the grantee intends to use to make known the availability of services are unlikely to reach persons of any particular race, color, religion, sex, age, national origin, familial status, or

disability who may qualify for such services, then City must establish additional procedures that will ensure that such persons are made aware of the services.

9.2. **Equal Participation of Religious Organizations.** Under CDBG, religious Organizations retain their independence from federal, state, and local governments, and may continue to carry out their mission, including the definition, practice, and expression of their religious beliefs, provided that they do not use direct CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Faith-based organizations may use space in their facilities to provide CDBG-funded services, without removing religious art, icons, scriptures, or other religious symbols. If CDBG funds are to be used to acquire, construct, rehabilitate or renovate a structure which will be used for both grant eligible and inherently religious activities, CDBG funds may not exceed the cost of those portions of the acquisition, construction, or rehabilitation that are attributable to eligible activities. In addition, a CDBG-funded religious City retains its authority over its internal governance, and it may retain religious terms in its City's name, select its board members on a religious basis, and include religious references in its City's mission statements and other governing documents. An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

9.3. **HUD Section 3 Compliance.** City agrees to comply with the rules and regulations set forth under Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u), as amended, and the HUD regulations issued pursuant thereto under 24 CFR Part 135. This act requires that, to the greatest extent feasible, opportunities for training and employment be directed to low and very-low income persons, particularly those recipients of government assistance for housing, and to business concerns that provide economic opportunities to low and very-low income persons.

9.4. **Americans with Disabilities Act (ADA) of 1990 and Architectural Barriers Act of 1968.** City shall comply with the Architectural Barriers Act of 1968 (42 U.S.C. § 4151, et seq.), which insures that all federally funded facilities be designed, constructed, or altered to insure accessibility and use by disabled persons, and the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101, et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines.

9.5. **Labor Standards and Davis-Bacon and Related Act Requirements.** City shall comply with all applicable federal labor standards, as set forth in section 110(a) of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301, et seq.) and Davis Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5.

9.6. **Displacement, Relocation, Acquisition & Replacement of Housing.** Consistent with 24 CFR 570.606 and the Stanislaus Urban County's Anti-Displacement and Relocation Policy Plan, City shall take all reasonable steps to minimize the displacement of all persons as a result of Project activities.

9.7. **Eligibility Restrictions.** City agrees to comply with applicable eligibility restrictions for certain resident aliens, as set forth in 24 CFR 570.613 and 24 CFR Part 49.

10. CONSTRUCTION CONTRACTS

10.1. **Contract Provisions.** City and the County agree to include the following contract provisions in any construction contracts utilizing funds received pursuant to this Agreement:

(1) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all construction contracts shall include the equal opportunity clause provided under 41 CFR 60-1.4(b).

(2) Davis-Bacon Act. All prime construction contracts in excess of $2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148). Contractors shall

pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must pay wages not less than once a week. City or County shall include a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. City or County shall report all suspected or reported violations to HUD.

(3) Copeland "Anti-Kickback" Act. All construction contracts shall include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3), prohibiting the contractor from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. City shall report all suspected or reported violations to HUD.

(4) Contract Work Hours and Safety Standards. Any construction contract in excess of $100,000 that involves the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5, which require each contractor to compute the wages of mechanics and laborers on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for hours worked in excess of the standard 40 hour work week. In addition, no laborer or mechanic shall be required to work in surroundings or under conditions which are unsanitary, hazardous, or dangerous.

(5) Byrd Anti-Lobbying Amendment. Any construction contract in excess of $100,000 shall require the contractor to file the required Byrd Anti-Lobbying certification, certifying that the contractor will not and has not used Federal funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a Federal contract, grant, or award, the contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

10.2. **Debarment and Suspension.** No contract may be awarded to parties listed on the government-wide exclusions in the System for Award Management, in accordance with the OMB guidelines at 2 CFR 180.

11. CONFLICTS OF INTEREST

11.1. **Hatch Act Incorporated.** Neither City program nor the funds provided therefore, nor the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of the Hatch Act (Chapter 15 of Title 5, United States Code).

11.2. **Conflict of Interest.** City shall comply with 2 CFR 200.112 (formerly 24 CFR 84.42) and all applicable federal standards of ethical conduct, which prohibit any employee, officer, or agent of City from participating in the selection, award, or administration of a federally funded contract if a real or apparent conflict of interest would be involved. With respect to all other decisions involving the use of CDBG funds, the following restriction shall apply: No person who is an employee, agent, consultant, officer, or elected or appointed official of the City and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.

11.3. **Lobbying and Disclosure Requirements.** City certifies that no state or federal appropriated funds have been paid, or will be paid for lobbying activities, in contravention of 2 CFR 200.450 or the Byrd Amendment (31 U.S.C. 1352) and its implementing regulations at 24 CFR part 87. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence this Agreement, City shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

11.4. **Campaign Contribution Disclosure.** City certifies that it has complied with the campaign contribution disclosure provisions of the California Levine Act (Government Code § 84308) and has provided the appropriate disclosures to County.

12. DRUG-FREE WORKPLACE

12.1. **Drug-free Workplace.** City will maintain a drug free workplace and will comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD's implementing regulations at 24 CFR part 21.

13. ENVIRONMENTAL LAW COMPLIANCE

13.1. **Lead Poisoning Prevention Act.** City agrees to uphold the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R.

13.2. **Clean Air Act and Federal Water Pollution Control Act.** Organization agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended. (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

14. TERMINATION OF SERVICES & REVERSION OF ASSETS

14.1. **Termination of Contract and Reversion of Assets.** It is expressly understood and agreed that either party shall have the right to terminate this Agreement upon fifteen (15) days written notice to the other party. Such notice shall include the reasons for termination. (1) City may not terminate an Assignment of Proceeds and Grant of Lien without written consent of County. All reports or accounting provided for herein shall be rendered whether or not falling due within the Agreement period. (2) County reserves the right to terminate this Agreement or to reduce the Agreement compensation amount for cause, or if City fails to comply with the terms and conditions of an award, including: (a) Failure of City to file required reports; (b) Failure of City to meet project dates; (c) Expenditure of funds under this Agreement for ineligible activities, services or items; (d) Failure to comply with written notice from County of substandard performance in scope of services under the terms of this Agreement. (3) Should County choose to terminate this Agreement the following steps shall be followed: (a) Written warning to City by County including steps to bring project into compliance with time frame; (b) Notification by County that said project has been determined deficient and that continued support of the project is not providing an adequate level of services to low/moderate income people; (c) Written notification from County that said Agreement is to be terminated and program funds curtailed, withdrawn, or otherwise restricted. (4) Upon expiration or termination of this Agreement, City shall transfer to the County any CDBG funds on hand at the time of expiration or termination and any accounts receivable attributable to the use of CDBG funds.

14.2. **Insolvency.** If the City becomes insolvent, all unused CDBG funds shall be returned to the County for disposition.

15. GENERAL TERMS AND CONDITIONS

15.1. **Other program requirements.** City agrees to carry out each activity in compliance with all Federal laws and regulations described in subpart K of 24 CFR 570, except that City does not assume County responsibility for initiating the process of reviewing federal financial assistance programs under the provisions of 24 CFR 52.

15.2. **Assignment.** Without written consent of County, this Agreement is not assignable by City, either in whole or in part.

15.3. **Amendment.** No amendment to, alteration of or variation in the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

15.4. **Provisions Required by Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein, and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Agreement shall forthwith be physically amended to make such insertion or correction.

15.5. **Construction.** Headings or captions to the provisions of this Agreement are solely for the convenience of the parties, are not part of this Agreement, and shall not be used to interpret or determine the validity of this Agreement. Any ambiguity in this Agreement shall not be construed against the drafter, but rather the terms and provisions hereof shall be given a reasonable interpretation as if both parties had in fact drafted this Agreement.

15.6. **Integration.** This Agreement represents the entire understanding of County and City as to those matters contained herein and supersedes all prior negotiations, representations, or agreements, both written and oral. This Agreement may not be modified or altered except in accordance with section 15.3. or 15.4.

15.7. **Notice.** Any notice, communication, amendment, addition or deletion to this Agreement, including change of address of either party during the term of this Agreement, which City or County shall be required or may desire to make shall be in writing and may be personally served or, alternatively, sent by prepaid first class mail to the respective parties as follows:

To County:	County of Stanislaus Department of Planning and Community Development Attention: Business Manager 1010 Tenth Street, Suite 3400 Modesto, CA 95354
To City:	See Attachment 1 – Urban County City Notice Information

15.8. **Governing Law and Venue.** This Agreement shall be deemed to be made under and shall be governed by and construed in accordance with, the laws of the State of California. Any action brought to enforce the terms or provisions of this Agreement shall have venue in the County of Stanislaus, State of California.

15.9. **Authorization.** City has authorized the undersigned person signing as officers on behalf of City, to enter into this Agreement on behalf of said City and to bind the same to this Agreement, and, further that said City has authority to enter into this Agreement and that there are no restrictions or prohibitions contained in any article of incorporation or bylaws against entering into this Agreement.

15.10. **Counterparts**. This Agreement may be signed in counterparts and shall bind each signatory to the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first hereinabove written.

{Signatures begin on the following page.}

COUNTY OF STANISLAUS:

By ______________________________
Jody Hayes
Chief Executive Officer

____
Dated

APPROVED AS TO CONTENT:
Angela Freitas, Director
Planning and Community Development Department

By Angela Freitas (Jul 10, 2020 19:04 PDT)
Angela Freitas
Director

APPROVED AS TO FORM:
Thomas E. Boze
County Counsel

By ______________________________
G. Michael Ziman
Deputy County Counsel

CITY OF RIVERBANK:

By ____________________________
Richard D. O'Brien
Mayor

____
Dated

ATTEST:

By ____________________________
Annabele Aguilar
City Clerk

APPROVED AS TO CONTENT:

By ____________________________
Sean Scully
City Manager

APPROVED AS TO FORM:

By ____________________________
Tom Hallinan
City Attorney

Attachment 1
Urban County City Notice Information

City of Ceres
Department of Planning and Building
2720 Second Street
Ceres, CA 95307

City of Hughson
Department of Community Development
P.O. Box 9
Hughson, CA 95326

City of Newman
Department of Community Development
P.O. Box 787
Newman, CA 95360

City of Oakdale
Department of Community Development
455 S. Fifth Street
Oakdale, CA 95361

City of Patterson
Department of Community Development
P.O. Box 667
Patterson, CA 95363

City of Riverbank
Department of Economic Development and Housing
6707 3rd Street
Riverbank, CA 95367

City of Waterford
City Manager's Office
P.O. Box 199
Waterford, CA 95386

CDBG

FY 20-21 ANNUAL ACTION PLAN

FY 2020-21 - AAP

Project	Location	Cost Estimate
Castleberg Park Trail	Kentucky & 8th Street	$110,000
Castleberg Park ADA Improvements	Kentucky & 8th Street	$25,000
Pioneer Park ADA Improvements	1st & High Street	$12,600
Total FY 2020-21		**$147,600**

Project: *Castleberg Park Trail*

Description: Projects includes rehabilitation and repairs for pedestrian safety improvements to the walkway/trail loop located at Castleberg Park on the corner of Kentucky and 8th Street. This will improve the safety of the trail for pedestrians and add ADA accessibility to areas of the park that were previously inaccessible. Project will include design, engineering, and construction costs.

Objective: Improve the need for pedestrian and ADA accessibility within the City's Parks

Project: *Castleberg Park ADA Improvements*

Description: ADA accessibility improvements to Castleburg Park located at the corner of Kentucky & 8th Street. Project will include ADA enhancements to ensure accessibility by the disabled community to areas such as the playground, restrooms, and the baseball fields. This is a multi-year project that will be phased based on funding availability and will include design, engineering, and construction costs.

Objective: Improve ADA accessibility to our disabled residents in conformance with the City of Riverbank adopted ADA Transition Plan

Project: *Pioneer Park ADA Improvements*

Description: ADA accessibility improvements to Pioneer Park located at the corner of 1st and High Street. Project will include ADA enhancements to ensure accessibility by the disabled community to areas such as the playground, restrooms, and the Scouts Hall Event Center. This is a multi-year project that will be phased based on funding availability and will include design, engineering, and construction costs.

Objective: Improve ADA accessibility to our disabled residents in conformance with the City of Riverbank adopted ADA Transition Plan

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.4

SECTION 6: NEW BUSINESS

Meeting Date:	August 25, 2020
Subject:	A **Resolution** Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto from 2020 Community Development Block Grant Program – Coronavirus Response Round 1 (CDBG-CV1) NOFA Dated June 5, 2020
From:	Sean Scully, City Manager
Submitted by:	Marisela H. Garcia, Assistant City Manager/Administrative Services Director

RECOMMENDATION

It is recommended that the City Council consider approving a resolution authorizing the submittal of a grant application and the execution of a grant agreement and any amendments thereto (if awarded) for the 2020 Community Development Block Grant Program – Coronavirus Response Round 1 (CDBG-CV1) Notice of Funding Availability.

SUMMARY

The City of Riverbank has been deemed eligible to apply for an allocation of CDBG-CV1 funds. Tonight's action authorizes the submittal of an application for funding for up to $102,273

BACKGROUND

On June 5, 2020 the California Department of Housing and Community Development (HCD) announced the Notice of Funding Availability (NOFA) for CDBG Coronavirus Response Round 1 (CDBG-CV1) funds that have been allocated as part of the Coronavirus Aid, Relieve, and Economic Security (CARES) Act. The City of Riverbank was deemed eligible to apply and based on prior discussions with the City Council, is moving forward with submittal of an application for funding.

Under this NOFA, HCD has set forth the following permitted Activities:

1. Community Development
    a. Public Services to respond to COVID-19 impacts
    b. Public Facility Improvements to increase capacity for health care

    c. Public Facility Acquisition, provided the end use increases capacity for health care
    d. Acquisition and/or improvement of housing facilities for persons experiencing homelessness

2. Economic Development with a focus on job retention
    a. Business Assistance
    b. Microenterprise assistance

The Activity selected must meet one of the following National Objectives:

1. Low-To Moderate Income National Objective: funds shall benefit low-to moderate-income individuals or households.
2. Urgent Need National Objective: funds shall assist where the existing conditions in a community pose a serious or immediate threat, are of recent origin, applicant is unable to finance the Activity, and other resources are not available to carry out the activity.

ACTIVITY DESCRIPTION

As a result of COVID-19 many residents continue to face financial difficulties due to the closure of non-essential businesses. These financial difficulties have led to households who may face the possibility of evictions or foreclosures due to an inability to make rental or mortgage payments, and turn off of utilities (water, electric, etc.) due to delinquencies in payment. Based on prior conversations with the City Council, it is the City's desire to apply for CDBG-CV1 funding in order to establish a utility payment assistance program for residents who are considered low-to moderate income. This will allow these residents to make payment towards delinquent utilities that they would otherwise not be able to make, particularly if they are delinquent several months due to lack of work. The City will seek to partner with non-profit agencies who provide this service in other local cities to ensure that the proper documentation process is conducted.

STRATEGIC PLAN

This report is in conformance with the City of Riverbank's Strategic Plan goal to "Maintain a High Quality of Life".

FINANCIAL IMPACT

There is no financial impact associated with applying for this grant. Should the grant be awarded, the City will have the ability to use a portion of the funding received for administration of the program.

ATTACHMENT

1. Resolution

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – CORONAVIRUS RESPONSE ROUND 1 (CDBG-CV1) NOFA DATED JUNE 5, 2020

WHEREAS, The California Department of Housing and Community Development announced the availability of approximately $18.7 million in new federal funds for the Community Development Block Grant Coronavirus Response Round 1 (CDBG-CV1) funding for local assistance; and

WHEREAS, It is the desire of the Riverbank City Council to apply for this funding to aid in providing public services to residents in respond to the impacts suffered due to COVID-19.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Riverbank as follows:

SECTION 1: The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of $102,273 for the following CDBG-CV1 activities, pursuant to the June 2020 CDBG-CV1 NOFA:

Public Service- Utility Payment Assistance Program $ 102,273

General Administration Not To Exceed 17% of Grant Award ($17,386)

SECTION 2: The City hereby approves the use of Program Income in an amount not to exceed $0 for the CDBG-CV1 activities described in Section 1.

SECTION 3: The City acknowledges compliance with all state and federal public participation requirements in the development of its application.

SECTION 4: The City hereby authorizes and directs the City Manager to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

SECTION 5: If an application is approved, the City Manager is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6: If an application is approved, the City Manager is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 25th day of August, 2020; motioned by Councilmember , seconded by Councilmember , and upon roll call was carried by the following City Council vote of :

AYES:
NAYS:
ABSENT:
ABSTAINED:

APPROVED:

____
Richard D. O'Brien
Mayor

STATE OF CALIFORNIA
City of Riverbank

I, Annabelle Aguilar, City Clerk of the City of Riverbank, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 25th day of August, 2020.

ATTEST:

____
Annabelle H. Aguilar, CMC
City Clerk of the City of Riverbank, State of California

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.5

SECTION 6: NEW BUSINESS

Meeting Date:	August 25, 2020
Subject:	A **Resolution** Authorizing Up To $90,000 In Budgetary Authority to Initiate Design Engineering for the Sewer Collection Capacity Upgrade on Roselle and Crawford (Crossroads West Development)
From:	Sean Scully, City Manager

RECOMMENDATION

It is recommended that the City Council consider approving the attached resolution authorizing budgetary authority in an amount not to exceed $90,000 for the City Manager to initiate design phase engineering for the Sewer Collection Upgrade Project on Roselle and Crawford to create sufficient sewer collection capacity for the Crossroads West Development.

SUMMARY

In early 2019 the City Council approved the annexation of the Crossroads West Specific Plan area (380 acres), the approval also included a development agreement for the commercial portion of the project. In August of 2019 the City Council approved development agreements and preliminary maps for the residential portions of Crossroads West. Since that time developers have been working to coordinate kick off of the first phases of the project. A large portion of the coordination includes working with the City to make sure that all backbone infrastructure needed for this development is moving forward so services (water and sewer primarily) are available when residential and commercial buildings begin to be constructed.

Along these lines, the developer has requested that the City consider taking the lead on the design improvements for the Crossroads West Off-Site Wastewater Phase 1 improvements. This initiation of these improvements is critical to facilitating the initial phases of the development due to deficiencies that exist in the sewer collection lines that run along Crawford road and feed into the Roselle Sewer lift station. The improvements will coordinate service of the entire Crossroads West area. Additional benefits include solution of long term issues in terms of capacity at the Roselle life station.

The primary benefits to the City taking the lead on design for this project is to make sure that the most important improvements are designed and are ready for bid for construction in order to encourage kick off of the development within Crossroads West. Crossroads

West serves as an important future location for needed housing within the Riverbank area in addition to critical commercial area.

The project is included in the Capital Improvement Plan and System Development Fee program for the City of Riverbank. While the City would bear the initial cost for design of the improvement, the City will be repaid through the payment of system development fees by builders during Crossroads West construction. The alternative to this scenario would be to have the builder fund this design and reimburse/provide system development fee credits when homes are built. As stated previously the primary value for the City advancing funding of this project is to prepare for and encourage development within the Crossroads West Specific Plan area.

FINANCIAL IMPACT

Approximately $90,000 in System Development Fees from the Sewer (collections) account. The fund balance for the SDF for Wastewater is currently $886,458.61, as such sufficient balance exists to pre fund this project. The actual effect is generally neutral to the fund because the fees will be recovered as Crossroads West construction begins and projects begin to pay the SDF fees. Staff is in the process of soliciting quotes for the engineering work for appropriate engineering firms.

ATTACHMENTS

1. Resolution 2020-XXXX

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK AUTHORIZING UP TO $90,000 IN BUDGETARY AUTHORITY TO INITIATE DESIGN ENGINEERING FOR THE SEWER COLLECTION CAPACITY UPGRADE ON ROSELLE AND CRAWFORD

WHEREAS, the City Council approved the Crossroads West project in 2019 annexing approximately 380 acres of commercial and residential land into City limits; and

WHEREAS, significant infrastructure improvements are needed in order to serve the newly annexed area for future growth; and

WHEREAS, the key initial infrastructure improvements relate to the sewer collection system; and

WHEREAS, sufficient capacity does not currently exist in the sewer collection system along Crawford and Roselle and

WHEREAS, in order to facilitate development of Crossroads West in a timely manner it is critical to move forward with the design phase of the Sewer Collection Capacity Upgrades on Roselle and Crawford; and

WHEREAS, the project is identified within the System Development Fee program; and

WHEREAS, the funds expended will be reimbursed through the payment of System Development Fees during the construction of the Crossroads West development; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby declares the following:

1. The City Council authorizes the City Manager budgetary authority of $90,000 to move forward with contracting with an engineering firm for the design and associated bid documents for this improvement project.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 25th day of August, 2020; motioned by Councilmember ______, seconded by Councilmember ______, and upon roll call was carried by the following vote of ___:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:	**APPROVED:**
______________________	______________________
Annabelle H. Aguilar, CMC **City Clerk**	**Richard D. O'Brien** **Mayor**

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.6

SECTION 6: NEW BUSINESS

Meeting Date:	August 25, 2020
Subject:	Riverbank Business Assistance Grant Program - Update
From:	Sean Scully, City Manager

RECOMMENDATION

It is recommended that the City Council receive an update, discuss the matter, and provide any direction to staff as deemed necessary.

SUMMARY

At the July 28th City Council meeting the City Council discussed allocation of CARES act funding received by the State and Federal government (shared by the County). Council discussed a number of different avenues for expending the funds in a way that will help aid in addressing the COVID-19 crisis locally as well as the collateral damage the crisis has caused.

One such idea was allocating a portion of the CARES act funding ($250,000) toward forgivable loan/grant programs intended to fund Riverbank businesses who have been affected by COVID 19 interruptions and closures. Council expressed interest in the plan and directed staff to move forward as quickly as possible to stand up a program and begin providing support to Riverbank businesses. As was discussed at the last City Council meeting, a third party administrator for the program is critical in order to appropriate administer the program in a timely manner. Immediately upon receiving Council direction staff contacted Opportunity Stanislaus to inquire whether there was interest in assisting with the program. Fortunately Opportunity Stanislaus was very excited to partner in this effort and given the fact that they have extensive business connections in the County they provide a unique opportunity to reach Riverbank businesses regarding this program. Staff has negotiated a reasonable administrative cost for their assistance and work has already begun on application materials, evaluation criteria, and a website for online applications.

The process that has been designed would include marketing, application receipt, application screening and preliminary analysis to be completed by Opportunity Stanislaus. After the applications have been received and screened they will be transmitted to the City Administration department for review. Similar to how Riverbank conducts housing loan review, we intend to create an internal loan/grant review subcommittee of staff to review and score the applications. Once scored, grant awardees will be notified and checks cut shortly thereafter. The City will retain the opportunity to audit and verify that the funds have been appropriately spent in compliance with CARES act guidelines. As long as funds are used appropriately by the applicant the funding would be a grant and not repayable to the City.

Generally, the program will be modeled in a similar manner to the business assistance program offered by Stanislaus County. Small businesses and medium sized businesses will have the opportunity to apply for a grant in the $10,000 to $20,000 levels to fund operational expenses such as rent and payroll costs. Staff has created a program that is intended to fund Riverbank businesses with the intention to helping to bridge the gap between now and when the economy opens fully again. Staff are in the process of finalizing the broad scope of evaluation criteria and will share more detailed information with Council on the night of the meeting.

DIRECTION

Council should provide additional direction on this program based on the information provided.

FINANCIAL IMPACT

No direct financial impact to the City as this program will be funded with CARES act funding.

ATTACHMENTS

None

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.7

SECTION 6: NEW BUSINESS

Meeting Date:	August 25, 2020
Subject:	General Local Public Health COVID-19 Update
From:	Sean Scully, City Manager

RECOMMENDATION

It is recommended that the City Council receive an update, discuss the matter, and provide any direction to staff as deemed necessary.

SUMMARY

As Council is aware, the spread of the COVID-19 virus has increased greatly within Stanislaus County over the past 90 days. At the time this staff report was written there were 12,541 confirmed cases within Stanislaus County with approximately 198 deaths. As a comparison point, staff presented a COVID-19 update on June 9th reporting approximately 767 confirmed cases within Stanislaus County. This represents a 1531% increase in a 77 day period. Initially the COVID-19 infection data showed a slow but manageable start to the virus within the County, toward late June infection rates along with many other data indicators had begun to increase dramatically. By July a variety of concerns relating to infection rate, hospital capacity, vulnerable subpopulations and community transmission had taken over the forefront of the emergency response.

In early June the County had been granted an expanded Stage 2 Variance by the State. This allowed a variety of businesses to reopen with modifications. After the case count continued to increase Governor Newsom quickly ordered re-closure of a number of business sectors in the worst affected Counties (35+). Shortly thereafter on July 13th sector closures in all areas of the State were ordered, those sectors are:

- Dine-in restaurants
- Wineries and tasting rooms
- Movie theaters
- Family entertainment centers (for example: bowling alleys, miniature golf, batting cages and arcades)
- Zoos and museums
- Cardrooms

Counties that remain on the State monitoring list for 3 or more continuous days (such as Stanislaus County and a number of our neighboring Counties) have additional sector closures unless those sectors can modified to operate outside. Those sectors are:

- Gyms and fitness centers
- Places of worship and cultural ceremonies, like weddings and funerals
- Offices for non-critical infrastructure sectors
- Personal care services, like nail salons and body waxing
- Hair salons and barbershops
- Shopping malls

Pursuant to Council direction Code Enforcement staff have attempted to enforce the State order within Riverbank. In addition, State "Strike Teams" have been dispatched to various areas of the state to ensure compliance with the State order. The closure requirements have been devastating for Riverbank businesses with some businesses opting to close operations for good. In general, compliance in Riverbank has been good with most businesses complying voluntarily and only a minimal amount of citations have been needed. Staff has worked with many businesses within Riverbank to coordinate the transition of operations into outdoor areas so that the businesses can continue to operate (even in a limited manner). There has been (understandably) significant frustration on the part of business owners who have found it difficult if not impossible to continue to operate. Staff continues to watch very closely any news of sector reopening at the State level so that can be communicated to effected businesses.

In mid-July Council adopted a mandatory mask order requiring that all businesses require masks be worn within their commercial locations by staff and customers alike. Generally, compliance with this ordinance with Riverbank businesses has been excellent. Even those businesses initially non-compliant have quickly adjusted necessary protocols to comply.

Staff have also worked with Council on the development of a number of programs to provide some proactive aid during this crisis. Council has (now three times) eliminated utility bill penalties and due dates for utility customers. Additionally, the City has bulk purchased masks/other PPE and is distributing it (at no cost) to anyone in the community who needs it. The program has been very successful with thousands of masks given away already. Finally, the Council also authorized allocation of $250,000 in CARES act funding to provide grants/loans to businesses affected by COVID-19 related closures.

Some City facilities (such as parks) continue to remain open with modifications. Other City facilities (such as the Community Center, City Hall offices) remain closed at this time. Additionally management has continued to amend work schedules for City employees as the virus infection rate has become much more serious in order to ensure protection for the employees while still protecting the critical charge to provide ongoing reliable services to the community.

ADDITIONAL ANALYSIS

While a general review of the data related to local COVID infection rates is critical in determining local public policy, it is also helpful to consider and review state and nationwide data related to the virus. Aside from the State COVID website very little advance or additional information is being provided by the State beyond the regular ongoing briefings provided by the Governor. Recently there has been concern locally and at a Statewide level regarding the accuracy or possible under reporting of COVID19 cases. Due to this fact Stanislaus County has removed the data from the dashboard which gave more advanced information related to infection rates, City infection numbers, hospitalization etc. It is stated that this information will be reinstated once the California Department of Public Health has resolved any data inaccuracies in their system.

Attached to this staff report is an infographic that shows details relating to the 628,031 positive cases in California. It is important to note that all Counties colored in dark yellow (including Stanislaus) have been on the monitoring list for more than 3 days, these areas represent the vast majority of California and most major population centers.

DIRECTION

Council should provide additional direction on operational items related to City services as well as local emergency response and policy. Due to the rapidly changing nature of this emergency, additional up to date data and analysis will be provided at the time of the meeting.

FINANCIAL IMPACT

Specifics of overall financial impact of the emergency to the City budget are unknown at this time. However, it is highly likely that the City will see a decline in sales tax revenues over estimated figures. This will be addressed during final budget deliberations by Council.

ATTACHMENTS

1.State Covid Infographic

California Statistics

Total Population: **40,129,160**

Note: There were 6,469 newly recorded confirmed cases Sunday. Numbers do not represent true day-over-day change as these results include cases from prior to yesterday.

113,130
New Cases (Last 14 Days)

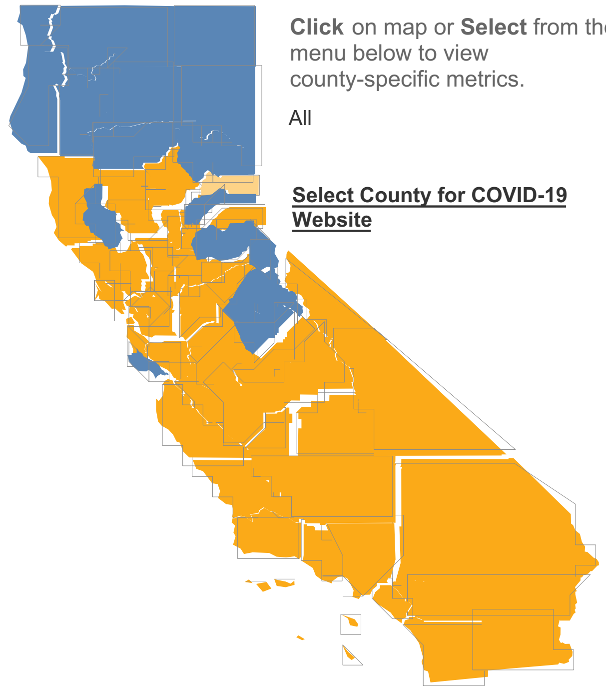
281.9 Per 100K
628,031 Total Cases

1,854
New Deaths (Last 14 Days)

4.6 Per 100K
11,242 Total Deaths

1,749,083
Tests Reported (Last 14 Days)

6.5% Test Positivity
3.1 Daily per 1,000 Residents
9,933,780 Total Tests Reported



Click on map or **Select** from the menu below to view county-specific metrics.

All

Select County for COVID-19 Website

- Not on Monitoring List
- On Monitoring List for <3 days
- On Monitoring List for 3+ days, new restrictions in place

Hospitals

Total vs Last 14 day change
369 Hospitals Reporting (**70,343** Hospital Beds)

6,332
Hospitalized COVID-19 Patients (Suspected + Positive)
-1,313 Patients
-17.2% Decrease

1,811
ICU Hospitalized COVID-19 Patients (Suspected + Positive)
-258 Patients
-12.5% Decrease

30%
ICU Beds Available

66%
Ventilators Available

Equipment Distributed

100,475,903
N-95 Respirators

318,944,332
Procedure Masks

26,167,128
Gowns

16,964,134
Face Shields

128,712,683
Gloves

Updated August 17, 2020 at 11:00 am.