

# Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING  
THURSDAY APRIL 21, 2022 @ 6:00 p.m.  
At the Herzog Community Center Maple (Large) Room  
4855 Hamilton Street, Sacramento, CA 95841  
AGENDA

1. **Call to Order and perform Roll Call.** (Chair – Alex Vassar)
2. **Public Comment** – this is the opportunity for members of the public to address the Board on any topic within the Board’s jurisdiction NOT listed on the agenda. The Board will take comments only but cannot act upon any item not listed on the Agenda.

**Each speaker will be limited to five minutes of time.**

The Board will not receive comments relating to District Personnel during this time. These comments must be made in writing to the General Manager and in the case of the General Manager made in writing to the Chairperson of the Board.

**Questions about the daily operation of the park district should be directed to the General Manager during normal working hours when possible.**

Comments related to a specific item on the agenda will be received by the Board at that time during the meeting. Members of the public may gain recognition by registering with the Secretary to the Board prior to the start of the meeting or by raising their hand to be recognized by the Chairperson of the Board at the time they wish to speak, and public comment is welcomed.

**Although public comments on agenda items are welcomed during each discussion, public comments of a general nature will not be received once the Board Chair has closed the Public Comment period.**

3. **Announcements** (Staff)
4. **Consent Agenda**—*these items are expected to be routine and noncontroversial. Any Board member may ask that an item be removed from the Consent Items list, and it will be considered as a separate item under New Business. The Board by motion and second will be asked to approve all items on the list without discussion.*

- a. **Draft Meeting Minutes:** Finance-Budget Meeting 3/15/2022 and Board Meeting 3/17/2022
- b. **FY 21-22 Period 9 Financial Reports 339A**
- c. **FY 21-22 Period 9 Financial Reports 339D**
- d. **FY 21-22 Period 9 Multi Accounts Revenue Reports**
- e. **FY 21-22 Period 9 Payroll Report**
- f. **FY 21-22 Period 9 Rental & Misc. Revenue Report Attributed To Stated Period**
- g. **Correspondence received and sent**
- h. **Patrol Report**
- i. **General Managers Report**
- j. **AB 361 Subsequent Resolution 2022-07**

## 5. Old Business:

- a. Update on Prop 68
- b. Rental Facility Policy 3400 Use/rental of District Facility
- c. Annual Board Retreat

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## **6. New Business:**

- a. Adopt Board Resolution 2022-08 calling for the Election of Directors for the Arcade Creek Recreation and Park District, requesting that it be held in conjunction with the statewide general election on November 8, 2022
- b. Status of tennis courts repairs
- c. One year engagement contract with auditor Larry Bain, CPA

## **7. Board Discussion**

- a. General discussion on topics for future meetings

## **8. Adjournment of the meeting.**

The next regular Board of Directors meeting will be held Thursday May 19, 2022, at 6:00 pm.

### **NOTICE**

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

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

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

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

**MINUTES**

Of

The Arcade Creek Recreation & Park District  
Meeting of the Board of Directors

Held on

**Tuesday March 15, 2022 – Finance - Budget Committee Meeting**

**Meeting held at the District Office**

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**Call to Order and Perform Roll Call:** Treasurer Amanda Gualdarma called the meeting to order at 6:02 pm

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

**Budget Committee Members Absent:** None

**Staff Members Present:** Lisa Gonzalez, Kim Cook

**Visitor(s):** None

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**2. PUBLIC COMMENTS:** None

**3. BUSINESS**

- a. ACP Projects Review  
Staff provided current update.
- b. Review current 339A & 339D budget as of end of February 2022 Period 8  
Items received.
- c. Begin process of developing 339A Operating budget for FY 2022 – 2023  
Per recommendations of Finance-Budget Committee, GM is to prepare annually routine evaluation of employees.  
  
Staff to prepare an updated salary range that would reflect a 5% COLA for full-time employees over a 5-year period.  
  
Address vandalism and determine what is needed to deter and the amount that may be required.  
  
Begin the process of planning programs and the start up funds needed to accomplish.
- d. Begin process of developing 339D District Project budget for FY 2022 – 2023  
Staff advised to review available funds from other sources and begin the process of using them to complete task that have been deferred or apply to ADA compliance projects.
- e. Review current rental fee schedule, consider increases and changes  
Staff directed to remove the Oakdale Gym from the current list of available rental facilities.  
Re-address current fees at next meeting. Staff to make recommendations.

Treasurer adjourned the meeting at 7:42 pm

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

**MINUTES**

Of

The Arcade Creek Recreation & Park District  
Meeting of the Board of Directors

Held on

**Thursday March 17, 2022 at 6:00 p.m.**

**Meeting conducted in the Herzog Community Center Maple (Large) Room**

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**Call to Order and Perform Roll Call:** Chairperson A. Vassar called the meeting to order at 6:01 pm

**Board Members Present:** Alex Vassar, Michael Hanson, Travis Dworetzky, Scott Miller

**Board Members Absent:** Amanda Gualderama

**Staff Members Present:** Lisa Gonzalez, Kim Cook

**Legal Counsel Present:** Derek Cole

**Auditor Present:** No

**Presentation(s):** No

**Visitor(s) That Signed In:** Yalda H., Diane, Jamie Adao, Linda Peters

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**2. PUBLIC COMMENTS:**

Chair moved Public Comments ahead of Closed Session.

Diane, a neighbor near Hamilton Street Park brought the following concerns to the current Board of Directors.

- Condition of the shop building, it is an eyesore to the community.
- Holes created by the ground squirrels and the safety concerns it poses to park patrons, especially children.
- Bollards (metal with chain link) around Hamilton Street Park. Chairperson A. Vassar informed her that they are being removed as time permits.

**Adjourn / Closed Regular Session:** 6:20 pm

**Opened Closed Session:** 6:20 pm

**CLOSED SESSION:**

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: Along the Arcade Creek Nature Area and trail.

Located behind the lots 5212, 5216 Adelaide Way, Carmichael, CA.

Agency negotiator: Lisa Gonzalez, General Manager, and Derek Cole, General Counsel

Negotiating Parties: Laura Cunningham, Darlis Curtin

Under Negotiation: Price and terms.

## MINUTES of Board of Directors Meeting

March 17, 2022

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**CLOSED SESSION: (cont.)**

**Re-Opened Regular Session: 6:32 pm**

**Report out from closed session: 6:34 pm**

### Report out of closed session:

This board met with real property negotiator.

Chair moved New Business item 6 c up in the agenda.

- c. SASD Presentation & Discussion Regarding New Sewer Pipe Proposed in the Arcade Creek Area.

Jamie Adao and Linda Peters representatives for the Sacramento Area Sewer District provided information to the Directors and allowed them the opportunity to pose questions, with regards to the new sewer pipes construction and replacement that are being proposed at Arcade Creek Park.

### 3. ANNOUNCEMENTS:

2022 CARPD Conference Charting the Course will be held May 18 - 21, at the Lake Tahoe Resort Hotel.

### 4. CONSENT ITEMS:

- a. **Draft Meeting Minutes:** Board Meeting 2/17/2022
- b. FY 21-22 Period 8 **Financial Reports 339A**
- c. FY 21-22 Period 8 **Financial Reports 339D**
- d. FY 21-22 Period 8 **Multi Accounts Revenue Reports**
- e. FY 21-22 Period 8 **Payroll Report**
- f. FY 21-22 Period 8 Rental & Misc. Revenue Report Attributed To Stated Period
- g. Correspondence received and sent
- h. Patrol Report
- i. General Managers Report
- j. AB 361 Subsequent Resolution 2022-05

Staff pointed out that the Agenda reflected the incorrect year. Stated as 2021 and should have been 2022.

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

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

Ayes: A. Vassar, M. Hanson, T. Dworetzky, S. Miller

Absent: A. Gualderama

Abstained:

Vacant:

### 5. OLD BUSINESS:

- a. Update on Prop 68  
Report received.

## **MINUTES of Board of Directors Meeting**

March 17, 2022

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### **6. NEW BUSINESS:**

- a. Amend 339D District Projects FY 2021-22 Final Budget with Resolution 2022-06

**Motion No. 1:** It was moved by Director T. Dworetzky and seconded by Director M. Hanson to adopt resolution 2022-06 amending the final 339D FY 2021-22 Budget as presented.

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

Ayes: A. Vassar, M. Hanson, T. Dworetzky, S. Miller

Absent: A. Gualderama

Abstained:

Vacant:

- b. Review Rental Facility Policy 3400 – Use/rental of District Facility

Chairperson A. Vassar created a special commission to review Policy 3400 Use/rental of District Facility. He appointed Director T. Dworetzky and Director M. Hanson.

It was requested that this item be returned to the April Agenda.

### **7. BOARD DISCUSSION**

- a. General discussion on topics for future meetings.

Director S. Miller requested that an update on the tennis courts be placed on the April Agenda.

Chairperson A. Vassar turned the meeting over to Vice-Chair M. Hanson.

### **8. ADJOURNMENT OF THE MEETING.**

Director A. Vassar motioned to adjourn the meeting, stating that this meeting be adjourned it is in memory of Richard Charles Paul of Sacramento. Seconded by Director S. Miller.

Adjourned at 7:27 pm.

**ACRPD 2021 - 2022  
339A Budget Report**

**March 2022  
Period 9 of 13**

**FYTD Completed = 69%**

CODE	CATEGORIES	2021-22 Budget	March	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	186,776.00	15,617.74	131,763.84	55,012.16	71%
"	<b>Part-time Salaries</b>			-		-0-
"	<b>P/T Monitors</b>	29,400.00	1,605.00	14,407.50	14,992.50	49%
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	200.00	1,850.00	1,650.00	53%
10113200	Salaries & Wages - Time/one half (OT)	2,500.00	115.50	1,537.25	962.75	61%
"	Salaries/Wages - Strt Time OT(No Retirement Contribution)	1,000.00	93.50	937.75	62.25	94%
10121000	Retirement - Employer Cost (@ 10.34%)	12,235.00	909.89	8,271.24	3,963.76	68%
"	Retirement - Employer Cost (@ 8.650%)	7,078.00	589.76	4,128.32	2,949.68	58%
"	Retirement - <b>UAL</b> (1,792.25 mthly or 20,792.00)	20,792.00		20,792.00	-	100%
"	Retirement Acturial Cost	1,000.00		350.00	650.00	35%
10122000	Social Security (OASDHI rate=7.65%)	17,073.00	1,348.82	11,512.97	5,560.03	67%
10123000	Group Insurance - Employer Cost			-		-0-
"	<b>Medical + Admin fee</b>	30,148.00	2,577.61	19,974.21	10,173.79	66%
"	<b>Dental</b>	1,510.00	126.33	1,132.17	377.83	75%
"	<b>Vision</b>	296.00	24.57	221.13	74.87	75%
"	<b>EAP</b>	110.00		69.60	40.40	63%
10124000	Work Comp Ins - Employer Cost	4,865.00	1,216.10	5,877.61	(1,012.61)	121%
10125000	State Unemployment Insurance (Pool)	1,000.00	25.68	589.84	410.16	59%
10128000	Health Care Retirees	1,526.00	137.00	1,251.38	274.62	82%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)			-	-	#DIV/0!
	<b>TOTALS:</b>	<b>320,809.00</b>	<b>24,587.50</b>	<b>224,666.81</b>	<b>96,142.19</b>	<b>70%</b>

**ACRPD 2021 - 2022  
339A Budget Report**

**March 2022  
Period 9 of 13**

**FYTD Completed = 69%**

CODE	Service & Supply	2021-22 Budget	March	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	300.00		167.11	132.89	56%
20202900	Business/Conference Expenses	2,000.00	275.00	275.00	1,725.00	14%
20203600	Education and Training Supplies	15,000.00		-	15,000.00	0%
20205100	Insurance - Liability	63,668.00		63,668.00	-	100%
20206100	Memberships Dues	2,000.00		5,454.34	(3,454.34)	273%
20207600	Office Supplies	1,200.00		817.01	382.99	68%
20207602	Signs	1,000.00		77.46	922.54	8%
20207603	Keys	250.00		-	250.00	0%
20208100	Postage Service (PO Box)	188.00		188.00	-	100%
20208102	Stamps (Postal)	150.00		-	150.00	0%
20208500	Printing Service	-		-	-	#DIV/0!
20210300	Agriculture/Horticultural Services	20,000.00		4,500.00	15,500.00	23%
20210400	Agricultural/Horticultural Supplies	500.00		404.15	95.85	81%
20211100	Building Maintenance Service	2,200.00		568.00	1,632.00	26%
20211200	Building Maintenance Supplies	-		175.19	(175.19)	#DIV/0!
20212200	Chemical Supplies (new)	-		-	-	#DIV/0!
20213100	Electrical Maintenance Services	2,500.00		-	2,500.00	0%
20213200	Electrical Maintenance Supplies	200.00		-	200.00	0%
20214100	Land Improvement Maintenance Service	4,000.00		2,700.00	1,300.00	68%
20214200	Land Improvement Maintenance Sup.	5,000.00		4,601.70	398.30	92%
20215100	Mechanical System Maintenance Svcs.	1,500.00	229.00	4,850.00	(3,350.00)	323%
20215200	Mechanical System Maintenance Sup.	-		-	-	#DIV/0!
20216200	Painting Supplies	500.00		831.71	(331.71)	166%
20216700	Plumbing Maintenance Service (new)	1,000.00		-	1,000.00	0%
20216800	Plumbing Maintenance Supplies	500.00		-	500.00	0%
20219100	Electricity	17,500.00	1,029.94	11,556.69	5,943.31	66%



**ACRPD 2021 - 2022  
339A Budget Report**

**March 2022  
Period 9 of 13**

**FYTD Completed = 69%**

CODE	Service & Supply	2021-22 Budget	March	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	2,500.00	446.06	2,112.90	387.10	85%
20219300	Refuse Collection/Disposal	4,000.00	189.90	2,521.11	1,478.89	63%
20219500	Sewage Services	3,000.00		1,342.13	1,657.87	45%
20219800	Water	30,000.00	1,567.03	20,955.38	9,044.62	70%
20220500	Automotive Maintenance Service	2,000.00		2,412.93	(412.93)	121%
20220600	Automotive Maintenance Supplies	300.00		1,358.16	(1,058.16)	453%
20221100	Grounds Equipment Maintenance Svcs.	4,000.00		1,070.00	2,930.00	27%
20221200	Grounds Equipment Maintenance Sup.	3,000.00		788.62	2,211.38	26%
20222600	Hand / Expendable Tools	500.00		88.41	411.59	18%
20223600	Fuel and Lubricant Supplies	4,200.00	272.44	3,108.93	1,091.07	74%
20226200	Office Equip. Maint.Supplies/NEW Copier Items	-		923.37	(923.37)	#DIV/0!
20227500	Rent/Lease Equipment	500.00		-	500.00	0%
20227501	Copy Machine - Lease	600.00		562.58	37.42	94%
20227504	Miscellaneous (Bottled Water for Staff)	500.00		121.32	378.68	24%
20229100	Other Equip Maint. Service	2,000.00		-	2,000.00	0%
20229200	Other Equip Maint. Supply	1,500.00		-	1,500.00	0%
20231400	Clothing/Personal Supplies	100.00		-	100.00	0%
20232200	Custodial Supplies	5,000.00	224.18	3,314.67	1,685.33	66%
20243700	Lab (Medical) Service (Drug Testing)	100.00		-	100.00	0%
20244300	Medical Service (Pre-emp Testing/Live Scan)	300.00		212.00	88.00	71%
20244400	Medical Supplies (First Aid)	350.00		-	350.00	0%
20250605	Service Fees (Bank Loan Item)	3,515.00		3,506.06	8.94	100%
20250700	Assessment / Collection Services	7,600.00		4,022.13	3,577.87	53%
20252100	Temporary Services	-		-	-	#DIV/0!
20253100	Legal Services	6,500.00	202.50	4,757.50	1,742.50	73%
20255100	Planning Service-	5,000.00		-	5,000.00	0%
20257100	Security Service	23,725.00		13,812.50	9,912.50	58%
20258200	Public Relations Service/mkting, web	5,000.00		1,800.00	3,200.00	36%

**ACRPD 2021 - 2022  
339A Budget Report**

**March 2022  
Period 9 of 13**

**FYTD Completed = 69%**

CODE	CATEGORIES	2021-22 Budget	March	Expended To Date	Balance	Percent Expended
20259100	Other Professional Services	-		(1,500.00)	1,500.00	#DIV/0!
20281100	Data Processing -Computer Services	3,000.00		2,308.00	692.00	77%
20281201	Hardware (Computer Items)	-		1,400.35	(1,400.35)	#DIV/0!
20281210	PC Laptop <b>Printer</b> (Copier) Purchase	1,000.00		1,400.74	(400.74)	140%
20281265	Application Software Maint Lic Renewal	3,000.00	220.00	2,154.99	845.01	72%
20281304	Sales Tsx Adj - Board of EQ	-		-	-	#DIV/0!
20281700	Election Services	-		-	-	#DIV/0!
20283102	Mileage	1,500.00				0%
20285100	Recreation Services	-		-	-	#DIV/0!
20285200	Recreation Supplies	2,000.00	62.47	254.17	1,745.83	13%
20285300	Rec. Supplies (P-S) ELP/ASP Program	-		-	-	#DIV/0!
20288000	Prior Year Service & Supply Expe			-	-	#DIV/0!
20289800	Other Operating Expenses - Supplies			-	-	#DIV/0!
20289900	Other Operating Exp. - Fire Extinguisher Check	200.00		109.00	91.00	-0-
20291300	Auditor/Controller Services	11,000.00		5,495.00	5,505.00	50%
20291500	Compass Costs	1,000.00		987.83	12.17	99%
20291700	Alarm Services	1,900.00	210.00	1,564.89	335.11	82%
20298700	Telephone Services	4,000.00	301.35	2,514.25	1,485.75	63%
20298701	Cell Phones	800.00	117.74	1,588.22	(788.22)	199%
20299909	Expenditure Reimbursements	10,000.00	13,240.00	15,649.45	(5,649.45)	156%
<b>TOTALS:</b>		<b>296,346.00</b>	<b>\$ 18,587.61</b>	<b>\$ 203,551.95</b>	<b>\$ 92,794.05</b>	<b>69%</b>

**ACRPD 2021 - 2022  
339A Budget Report**

**March 2022  
Period 9 of 13**

**FYTD Completed = 69%**

CODE	CATEGORIES	2021-22 Budget	March	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	8,500.00	675.31	7,142.49	1,357.51	84%
30323000	Lease Obligation Retirement(Side Fund)	29,200.00	2,500.00	24,200.00	5,000.00	83%
30345000	Taxes, Licenses & Assessments	704.00		703.64	0.36	100%
<b>TOTALS:</b>		<b>38,404.00</b>	<b>\$ 3,175.31</b>	<b>\$ 32,046.13</b>	<b>\$ 6,357.87</b>	<b>83%</b>

**FYTD Completed = 69%**

CODE	CATEGORIES	2021-22 Budget	March	Expended To Date	Balance	Percent Expended
42420100	Building - Community Ctr Upgrades			-	-	#DIV/0!
43430300	Equipment SD (Commerical Mower + Gator)	50,000.00		28,310.54	21,689.46	57%
<b>TOTALS:</b>		<b>50,000.00</b>	<b>-</b>	<b>28,310.54</b>	<b>21,689.46</b>	<b>57%</b>

**FYTD Completed = 69%**

79790100	Contingencies	122,411.00		-	\$ 122,411.00	0%
	Reserved Fund Balance Increase			-	\$ -	0%
<b>Grand Total</b>		<b>\$ 827,970.00</b>	<b>\$ 46,350.42</b>	<b>\$ 488,575.43</b>	<b>\$ 216,983.57</b>	<b>59%</b>

	Beginning Fund Balance Available			-	\$ -	0%
	Fund Balance Decreased by				\$ -	0%
	Provisions for General Reserves	-		-	\$ -	0%
<b>TOTALS:</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**ACRPD 2021 - 2022**  
**339A Revenue**

**March 2022**  
**Period 9 of 13**

**FYTD Completed = 69%**  
**Percent Received**

<b>Account</b>	<b>2021-22 Budget</b>	<b>March</b>	<b>Received To Date</b>	<b>Unrealized</b>	<b>FYTD Completed = 69%</b>	<b>Percent Received</b>
91910100	Property Tax-Current Secured	656,047.00		354,193.68	301,853.32	54%
91910200	Property Tax-Current Unsecured	20,000.00	(71.38)	22,050.69	(2,050.69)	110%
91910300	Property Tax-Current Sup.	14,186.00	3,505.35	9,347.71	4,838.29	66%
91910400	Property Tax Sec. Delin.(+Teeter)	4,448.00		4,679.01	(231.01)	105%
91910500	Property Tax Supplemental Delin.	800.00		837.98	(37.98)	105%
91910600	Property Tax-Unitary	6,000.00		3,148.08	2,851.92	52%
91912000	Property Tax Redemption	-	59.18	59.18	(59.18)	#DIV/0!
91913000	Property Tax Prior Unsecured	300.00		239.12	60.88	80%
91914000	Property Tax Penalty	100.00	24.92	130.70	(30.70)	131%
91919600	RDA Residual Distribution	10,000.00	3,304.15	3,654.16	6,345.84	37%
91919900	Taxes - Other			-	-	#DIV/0!
<b>Total Taxes</b>		<b>\$ 711,881.00</b>	<b>\$ 6,822.22</b>	<b>398,340.31</b>	<b>\$ 313,540.69</b>	<b>56%</b>
94941000	Interest	3,485.00		343.00	3,142.00	10%
94942900	Building Rental (Parks & Facilities)	5,999.00	240.00	5,880.00	119.00	98%
"	Building Rental (Cell Towers 4610.42)	55,326.00	5,750.42	42,433.78	12,892.22	77%
95952200	Homeowner Property Tax Relief	5,500.00		2,719.70	2,780.30	49%
95952900	In Lieu Taxes - Other	-		-	-	#DIV/0!
95953300	Redevelopment Passthru	7,000.00	4,543.38	4,740.01	2,259.99	68%
95956300	State-Federal Grants	-		-	-	#DIV/0!
95956900	Other Funds - Local (GRANT)	-		-	-	#DIV/0!
"	<b>Grant = Park Sponsorships</b>			-	-	#DIV/0!
"	<b>Funds Transferred from 339I</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
96964600	Recreation Fees (Service Charges)	-		-	-	#DIV/0!
97974000	Insurance Proceeds	8,000.00		17,240.00	(9,240.00)	216%
97979000	Miscellaneous	10,000.00		2,965.99	7,034.01	30%
97979900	Prior Year (Funds moved to )			-	-	#DIV/0!
98986200	Proceeds from Asset sale - Spec Dist			-	-	#DIV/0!
	Fund Balance Available =xxxxxxx.xx			-	-	#DIV/0!
<b>Problem</b>	**County Error In Process of Correction**	-		-	-	0%
<b>Total Other Revenue</b>		<b>\$ 95,310.00</b>	<b>\$ 10,533.80</b>	<b>\$ 76,322.48</b>	<b>\$ 18,987.52</b>	<b>80%</b>
<b>Total Revenue</b>		<b>\$ 807,191.00</b>	<b>\$ 17,356.02</b>	<b>\$ 474,662.79</b>	<b>\$ 332,528.21</b>	<b>59%</b>

**Register Expense Report**  
**Period 9**  
**Account**

**FY 2021 - 2022**  
**3/1/2022 Through 3/31/2022**  
**339A**

**Not  
Clrd**

Date	Num	Description	Memo	Category	Clrd	Amount
3/7/2022	24222 S	CalPERS - 521	2/16 - 2/28/2022 EE Contrib	05420514 Retirement (EE Contribution)	c	(295.67)
			2/16 - 2/28/2022 ER Contrib	121000 Retirement ER Cost	c	(436.75)
3/7/2022	24223 S	CalPERS - 521	2/16 - 2/28/2022 EE Contrib	05420514 Retirement (EE Contribution)	c	(238.63)
			2/16 - 2/28/2022 ER Contrib	121000 Retirement ER Cost	c	(294.88)
3/7/2022	24224	CAPRI - 8761	4th Qtr W/C FY 2021-22	124000 Workers Comp	c	(1,216.10)
3/7/2022	24225	Central Control System - 23278	3/2022 - Wireless irrigation	281265 Application Software Maint. Lic	c	(220.00)
3/7/2022	24226	Clarke & Rusch - 8939	3/2/2022 Planned Maint. (New Rate)	215100 Mechanical Sys Maint. Services	c	(229.00)
3/7/2022	24227	Crime Alert Security - 41852	4/2022 - 6/30/2022- Alarm System - Office & Shop	291700 Alarm Services	c	(210.00)
3/7/2022	24228 S	Fast Break - 37998	2/2022 - Phone service	298700 Telephone Services	c	(195.00)
			3/2022 - email exhchange + Brd mbrs	298701 Cell Phones	c	(55.00)
3/7/2022	24229	KK Concrete & Construction - 72654	HSP Vandalism 9/2021 Claim	299909 Expenditure Reimb. (Ins Claims)	c	(13,240.00)
3/7/2022	24230	Orbit Station - 33714	2/2022- Fuel Chgs	223600 Fuel & Lubricant Supplies	c	(125.96)
3/7/2022	24231	PG&E - 1383	2/2022 - Billing	219200 Natural Gas Service	c	(446.06)
3/7/2022	24232	Republic Services - 57909	2/2022 - Billing	219300 Refuse Collection-Disposal	c	(189.90)
3/7/2022	24233	Sacramento Suburban Water - 26158	2/2022 - Myrtle (Oak)	219800 Water	c	(760.32)
3/7/2022	24234	Sacramento Suburban Water - 26158	2/2022 - HSP	219800 Water	c	(147.61)
3/7/2022	24235 S	T-Mobile - 32685	2/2022 - District Cell Phone	298701 Cell Phones	c	(29.40)
			GM phone (purchase pmt)	298701 Cell Phones	c	(33.34)
3/7/2022	24236	Umpqua CC - 71085	2/2022 Stmt	202900 Business Conference Expenses	c	(275.00)
3/15/2022	P/R+Taxes S	Payroll And Taxes	Period 2/16/2022 - 2/28/2022 Ck date 3/15/2022	111000 Salaries & Wages	c	(8,300.37)
			Brd Pay Ck date 3/15/2022	112400 Stipend Commission & Board	c	(200.00)
			Time/One Half - Ck date 3/15/2022	113200 OT & Straight Time	c	(82.50)
			OT Straight Pay - Ck date 3/15/2022	113200 OT & Straight Time	c	(66.00)
			OASDHI - Ck date 3/15/2022	122000 OASDHI	c	(661.64)
			SUI ER Contrib Ck date 3/15/2022	125000 SUI Insurance (ER Cost)	c	(10.67)
			Termination Pay	115200 Terminal Pay	c	-
3/15/2022	EFT	# 400042021	Health Benefits Pay Date 3/15/2022	123000 Health Insurance(s)	c	(1,285.59)
3/15/2022	DepPermit	County Of Sacramento Deposit Permit	EE#3003535 CalPERS Retirement Fund	05420514 Retirement (EE Contribution)	c	214.00
3/17/2022	24237	ACRPD Revolving Account - 8213	Check 1012 - Reimb R MacFarlane Horse shoe pit item:	285200 Recreation Supplies	c	(62.47)
3/17/2022	24238 S	CalPERS - 521	3/1 - 3/15/2022 EE Contrib	05420514 Retirement (EE Contribution)	c	(320.31)
			3/1 - 3/15/2022 ER Contrib	121000 Retirement ER Cost	c	(473.14)
3/17/2022	24239 S	CalPERS - 521	3/1 - 3/15/2022 EE Contrib	05420514 Retirement (EE Contribution)	c	(238.63)
			3/1 - 3/15/2022 ER Contrib	121000 Retirement ER Cost	c	(294.88)
3/17/2022	24240	Cintas - 56036	3/4/2022 - Custodial	232200 Custodial Supplies	c	(113.74)
3/17/2022	24241	Cole Huber - 54641	2/2022 Ref: Excess Prop issue	253100 Legal Services	c	(202.50)
3/17/2022	24242	Comcast - 12322	3/2022-Billing-Phone/HSI	298700 Telephone Services	c	(106.35)
3/17/2022	24243 S	GSRMA - 29229	4/2022 -Dental - 3 EEs	123000 Health Insurance(s)	c	(126.33)
			4/2022 -Vision - 3 EEs	123000 Health Insurance(s)	c	1 (24.57)

				Date Printed	4/7/2022
3/17/2022	24244	Phillips 66 - 58398	2/2022 - Stmt	223600 Fuel & Lubricant Supplies	c (146.48)
3/17/2022	24245	SMUD - 4025	2/2022 - SMUD Billing	219100 Electricity	c (1,029.94)
3/21/2022	DepPermit S	County Of Sacramento Deposit Permit	Studio / Field Space	942900 Building Rental + Other	c 240.00
			Event Building / GPA / Park Rentals / Cell Towers	942900 Building Rental + Other	c 5,750.42
			Grants -	956300 State - Federal Grants	c -
			Misc Funds Collected	979000 Misc Other Revenues	c -
3/22/2022	24246	S CalPERS Health - 12733	4/2022 - Medical - 3 EE's	5420516 Insurance (Clearing Acct)	c (2,571.18)
			4/2022 - Medical - EE Admin Fee	123000 Health Insurance(s)	c (6.43)
			4/2022 - Medical - 2 Retirees	128000 Retiree Health Benefits	c (137.00)
3/22/2022	24247	Cintas - 56036	3/18/2022 - Custodial	232200 Custodial Supplies	c (110.44)
3/22/2022	24248	Sacramento Suburban Water - 26158	3/2022 Garfield (ACP)	219800 Water	c (659.10)
3/22/2022	24249	S Umpqua Bank - 52152	4/2022 - Side Fund Interest	321000 Interest Expense	c (675.31)
			4/2022 - Side Fund Principal	323000 Lease Oblig Retirement Side Fun	c (2,500.00)
3/30/2022	EFT	# 400042118	Health Benefits Pay Date 3/30/2022	123000 Health Insurance(s)	c (1,285.59)
3/30/2022	P/R+Taxes S	Payroll And Taxes	Period 3/1/2022 - 3/15/2022 Ck date 3/30/2022	111000 Salaries & Wages	c (8,922.37)
			Brd Pay Ck date 3/30/2022	112400 Stipend Commission & Board	c -
			Time/One Half - Ck date 3/30/2022	113200 OT & Straight Time	c (33.00)
			OT Straight Pay - Ck date 3/30/2022	113200 OT & Straight Time	c (27.50)
			OASDHI - Ck date 3/30/2022	122000 OASDHI	c (687.18)
			SUI ER Contrib Ck date 3/30/2022	125000 SUI Insurance (ER Cost)	c (15.01)
			Termination Pay	115200 Terminal Pay	c -
3/30/2022	TaxRevenu S	Property Tax(s) Deposited Per County C	3/2022 - Property Tax - Current Secured	910100 Prop Tax Current Secured	c -
			3/2022 - Property Tax - Current Unsecured	910200 Prop Tax Current Unsecured	c (71.38)
			3/2022 - Property Tax - Current Sup.	910300 Prop Tax Current Sup	c 3,505.35
			3/2022 - Property Tax Sec Delin.(+Tetter)	910400 Prop Tax Sec Delinquent + Teete	c -
			3/2022 - Property Tax Supplement Delin.	910500 Prop Tax Supplemental Delinque	c -
			3/2022 - Properry Tax-Unitary	910600 Prop Tax Unitary	c -
			3/2022 - Redemption	912000 Prop Tax Redemption	c 59.18
			3/2022 - Property Tax Prior Unsecured	913000 Prop Tax Prior Unsecured	c -
			3/2022 - Penalty	914000 Prop Tax Penalties	c 24.92
			3/2022 - RDA Residual Distribution	919600 RDA Residual Distribution	c 3,304.15
			3/2022 - Interest	941000 Interest	c -
			3/2022 - Homeowner Property Tax Relief	952200 Homeowner Prop Tax Relief	c -
			3/2022 - Redevelopment Passthru	953300 Redevelopment Passthru	c 4,543.38
			3/2022 -Taxes Other	919900 Taxes Other	c -
				TOTAL 3/1/2022 - 3/31/2022	(32,444.82)
				BALANCE 3/31/2022	(44,907.04)
				TOTAL INFLOWS	17,641.40
				TOTAL OUTFLOWS	(50,086.22)

Date Printed 4/7/2022  
NET TOTAL (32,444.82)

Quicken (In House Ledger)

339A General Budget

7/1/2021 thru 3/31/2022

Date Printed 4/7/2022

Date	Num	Description	Memo	Clr	Amount
<b>EXPENSES</b>					
200500 Advertising - Legal Notices					
2/3/2022	24206	S Umpqua CC - 71085	2022 EE Poster & Pamphlets	c	(167.11)
<b>TOTAL 200500 Advertising - Legal Notices</b>					(167.11)
202900 Business Conference Expenses					
3/7/2022	24236	Umpqua CC - 71085	2/2022 Stmt	c	(275.00)
<b>TOTAL 202900 Business Conference Expenses</b>					(275.00)
205100 Insurance - Liability					
7/27/2021	23958	CAPRI - 8761	7/2021-6/2022 -1st half Liability Ins Coverage	c	(31,834.00)
1/6/2022	24149	CAPRI - 8761	7/2021-6/2022 -2nd half Liability Ins Coverage	c	(31,834.00)
<b>TOTAL 205100 Insurance - Liability</b>					(63,668.00)
206100 Membership Dues					
7/27/2021	23959	CARPD - 70968	FY 2021-22 Dues	c	(2,000.00)
10/7/2021	24060	S Umpqua CC - 71085	CSDA Membership 8/21 thru 12/31/2021	c	(2,403.00)
12/6/2021	24127	CSDA - 8529	2022 - Membership Dues	c	(1,051.34)
<b>TOTAL 206100 Membership Dues</b>					(5,454.34)
207600 Office Supplies					
8/4/2021	23977	Staples Business Advantage - 14122	Banker boxes - 2 cases paper - 2022 Wall Calen & Planner	c	(157.91)
8/13/2021	23988	Staples Business Advantage - 14122	Desk top organizer trays 3	c	(36.93)
8/24/2021	24002	Staples Business Advantage - 14122	Mech pencils, Note pads, Post its, White out pens	c	(65.11)
9/2/2021	24014	S Umpqua CC - 71085	Office chair - GM office	c	(295.88)
10/7/2021	24057	Staples Business Advantage - 14122	Folder labels, file & hanging folders	c	(41.45)
10/7/2021	24060	S Umpqua CC - 71085	Business cards - GM	c	(60.99)
11/2/2021	24095	S Umpqua CC - 71085	Office white board supplies	c	(35.84)
1/20/2022	24181	Staples Business Advantage - 14122	File Folders, Date Stamp, Desk Calendar	c	(90.59)
2/3/2022	24206	S Umpqua CC - 71085	Small area heater	c	(32.31)
<b>TOTAL 207600 Office Supplies</b>					(817.01)
207602 Signs					
2/3/2022	24206	S Umpqua CC - 71085	Fire lane & Surveillance signs	c	(77.46)
<b>TOTAL 207602 Signs</b>					(77.46)

208100 Postage Service (PO Box)



8/4/2021 23978 S Umpqua CC - 71085

District PO Box 1 Yr

**Date Printed<sup>c</sup> 4/7/2022**  
**TOTAL 208100 Postage Service (PO Box)** (188.00)  
(188.00)

210300 Agriculture-Horticultural Service

8/4/2021 23975 S Raul's Tree Care - 69419	ACP - Clean up fallen tree	c	(1,100.00)
	HSP - Clean up fallen branch (Oak tree)	c	(200.00)
8/13/2021 23986 Raul's Tree Care - 69419	ACP Fallen tree & Cleared tree canopy	c	(1,500.00)
11/17/2021 24111 S Raul's Tree Care - 69419	HSP - Chip, cut downed trees	c	(1,500.00)
	ACP - clear log blocking trail	c	(200.00)
	<b>TOTAL 210300 Agriculture-Horticultural Service</b>		<b>(4,500.00)</b>

210400 Agricultural-Hort. Supplies

2/3/2022 24196 S Home Depot - 2843	Pest Control Products	c	(19.33)
2/15/2022 24211 Normac - 1309	2/2.5 gal Round Up Promax	c	(384.82)
	<b>TOTAL 210400 Agricultural-Hort. Supplies</b>		<b>(404.15)</b>

211100 Building Maint. Service

8/4/2021 23968 Defender Termite & Pest - 71461	7/2021 HSP Pest Control	c	(70.00)
8/4/2021 23969 Defender Termite & Pest - 71461	7/2021 Oakdale RR Pest Control	c	(72.00)
10/7/2021 24046 Defender Termite & Pest - 71461	9/2021 HSP Pest Control	c	(70.00)
10/7/2021 24047 Defender Termite & Pest - 71461	9/2021 Oakdale RR Pest Control	c	(72.00)
11/22/2021 24116 Defender Termite & Pest - 71461	11/2021 HSP Pest Control	c	(70.00)
11/22/2021 24117 Defender Termite & Pest - 71461	11/2021 Oakdale RR Pest Control	c	(72.00)
2/3/2022 24192 Defender Termite & Pest - 71461	1/2022 HSP Pest Control	c	(70.00)
2/3/2022 24193 Defender Termite & Pest - 71461	1/2022 Oakdale RR Pest Control	c	(72.00)
	<b>TOTAL 211100 Building Maint. Service</b>		<b>(568.00)</b>

211200 Building Maint. Supplies

11/17/2021 24107 Home Depot - 2843	2/pkgs 9 volt batteries	c	(31.33)
11/17/2021 24108 S Jorgenson Co - 48104	Purchase 2 med fire exten & Parts	c	(143.86)
	<b>TOTAL 211200 Building Maint. Supplies</b>		<b>(175.19)</b>

214100 Land Improvement Maint. Services

10/7/2021 24042 Carson Landscape Indus. - 18136	ACP Irrigation repair	c	(2,700.00)
	<b>TOTAL 214100 Land Improvement Maint. Services</b>		<b>(2,700.00)</b>

214200 Land Improvement Maint. Supplies

8/24/2021 23998 S Home Depot - 2843	Chain link	c	(6.34)
9/9/2021 24019 Industrial Container Services - 57801	50/30gal Park Trash Cans	c	(2,577.49)

9/21/2021	24035	Normac - 1309
10/13/2021	24069	S Home Depot - 2843
11/2/2021	24095	S Umpqua CC - 71085
1/12/2022	24169	Rio Linda Fence - 57446
2/3/2022	24200	Rio Linda Fence - 57446

Irrigation supplies	c	(446.60)
Picnic table repair items Comm Service Day	c	(83.06)
HSP picnic table boards	c	(288.21)
HSP Replaced damaged fence near soccer field	c	(750.00)
HSP Repairfence near soccer field	c	(450.00)
<b>TOTAL 214200 Land Improvement Maint. Supplies</b>		<b>(4,601.70)</b>

Date Printed<sup>c</sup> 4/7/2022

215100 Mechanical Sys Maint. Services

8/13/2021	23980	All Pro Backflow - 69926
8/13/2021	23981	All Pro Backflow - 69926
9/2/2021	24008	Clarke & Rusch - 8939
10/13/2021	24064	Clarke & Rusch - 8939
12/15/2021	24136	Clarke & Rusch - 8939
3/7/2022	24226	Clarke & Rusch - 8939

Backflow test @ ACP 2	c	(142.00)
Backflow test @ Oak 4	c	(284.00)
8/23/2021-Planned Maint	c	(204.00)
HSP Lg rm - replace compressor & txv	c	(3,787.00)
12/9/2021 Planned Maint.	c	(204.00)
3/2/2022 Planned Maint. (New Rate)	c	(229.00)
<b>TOTAL 215100 Mechanical Sys Maint. Services</b>		<b>(4,850.00)</b>

216200 Painting Supplies

7/7/2021	23944	Umpqua CC - 71085
8/4/2021	23971	Home Depot - 2843
8/4/2021	23978	S Umpqua CC - 71085
8/24/2021	23998	S Home Depot - 2843
10/13/2021	24069	S Home Depot - 2843

6/2021 - Stmt	c	(148.13)
ACP Graffiti clean up items	c	(57.52)
Stripping Paint - parking lots	c	(74.07)
Paint supplies - HSP GPA	c	(261.50)
Paint - Comm Service Day	c	(290.49)
<b>TOTAL 216200 Painting Supplies</b>		<b>(831.71)</b>

219100 Electricity

7/15/2021	23954	SMUD - 4025
8/13/2021	23987	SMUD - 4025
9/9/2021	24020	SMUD - 4025
10/7/2021	24058	SMUD - 4025
11/17/2021	24114	SMUD - 4025
12/15/2021	24142	SMUD - 4025
1/6/2022	24162	SMUD - 4025
2/15/2022	24214	SMUD - 4025
3/17/2022	24245	SMUD - 4025

6/2021 - SMUD Billing	c	(1,410.44)
7/2021 - SMUD Billing	c	(1,781.84)
8/2021 - SMUD Billing	c	(1,643.75)
9/2021 - SMUD Billing	c	(1,679.74)
10/2021 - SMUD Billing	c	(1,231.96)
11/2021 - SMUD Billing	c	(758.88)
12/2021 - SMUD Billing	c	(863.27)
1/2022 - SMUD Billing	c	(1,156.87)
2/2022 - SMUD Billing	c	(1,029.94)
<b>TOTAL 219100 Electricity</b>		<b>(11,556.69)</b>

219200 Natural Gas Service

7/7/2021	23939	PG&E - 1383
8/4/2021	23973	PG&E - 1383

6/2021-Billing	c	(17.76)
7/2021-Billing	c	(16.68)

9/2/2021 24011 PG&E - 1383  
 10/7/2021 24052 PG&E - 1383  
 11/2/2021 24089 PG&E - 1383  
 12/6/2021 24128 PG&E - 1383  
 1/6/2022 24156 PG&E - 1383  
 2/3/2022 24198 PG&E - 1383  
 3/7/2022 24231 PG&E - 1383

8/2021-Billing  
 9/2021-Billing  
 10/2021-Billing  
 11/2021-Billing  
 12/2021-Billing  
 1/2022 - Billing  
 2/2022 - Billing

Date Printed<sup>C</sup> 4/7/2022  
 (15.64)  
 (15.64)  
 (69.56)  
 (186.48)  
 (600.41)  
 (744.67)  
 (446.06)  
**TOTAL 219200 Natural Gas Service** (2,112.90)

219300 Refuse Collection-Disposal

7/7/2021 23941 S Republic Services - 57909  
  
 8/4/2021 23974 Republic Services - 57909  
 9/2/2021 24012 Republic Services - 57909  
 10/7/2021 24054 Republic Services - 57909  
 11/17/2021 24112 S Republic Services - 57909  
  
 12/6/2021 24129 Republic Services - 57909  
 1/6/2022 24158 Republic Services - 57909  
 2/3/2022 24199 S Republic Services - 57909  
  
 3/7/2022 24232 Republic Services - 57909

6/2021 - Billing c (189.90)  
 6/2021 - ACP Trail 40yd Yard Waste c (422.88)  
 7/2021 - Billing c (189.90)  
 8/2021 - Billing c (189.90)  
 9/2021 - Billing c (189.90)  
 10/2021 - Billing c (189.90)  
 10/2021 40 yd waste - HSP Comm. Clean up c (301.13)  
 11/2021 - Billing c (189.90)  
 12/2021 - Billing c (189.90)  
 1/2022 Billing c (189.90)  
 1/2022 Overage chg c (88.00)  
 2/2022 - Billing c (189.90)

**TOTAL 219300 Refuse Collection-Disposal** (2,521.11)

219500 Sewage Services

8/4/2021 23976 S Sacramento County Utilities - 666  
  
 10/7/2021 24056 Sacramento County utilities - 666  
 11/17/2021 24098 Advanced Septic - 631769  
 12/6/2021 24130 Sacramento County utilities - 666  
 2/3/2022 24201 Sacramento County utilities - 666

6/22/2021 - 8/21/2021 Billing c (276.28)  
 Credit Adj c 162.99  
 8/22/2021 -10/21/2021- Billing c (276.28)  
 ACP-Pump out RR c (400.00)  
 10/22 -12/21/2021- Billing c (276.28)  
 12/22 -2/21/2022- Billing c (276.28)

**TOTAL 219500 Sewage Services** (1,342.13)

219800 Water

7/27/2021 23962 Sacramento Suburban Water - 26158  
 7/27/2021 23963 Sacramento Suburban Water - 26158  
 7/27/2021 23964 Sacramento Suburban Water - 26158  
 8/24/2021 23999 Sacramento Suburban Water - 26158  
 8/24/2021 24000 Sacramento Suburban Water - 26158

7/2021 - Garfield (ACP) c (1,613.00)  
 7/2021 - Myrtle (Oak) c (3,064.86)  
 7/2021 - HSP c (148.84)  
 8/2021 - Garfield (ACP) ( w/46.12 credit applied) c (1,312.16)  
 8/2021 - Myrtle (Oak) (w/78.84 credit applied) c (2,086.26)

				Date Printed <sup>c</sup>	4/7/2022
8/24/2021	24001 Sacramento Suburban Water - 26158	8/2021 - HSP ( w/9.68 credit applied)			(139.16)
9/16/2021	24029 Sacramento Suburban Water - 26158	9/2021 - Garfield (ACP) (w/ applied 46.12 credit)			(1,165.30)
9/21/2021	24037 Sacramento Suburban Water - 26158	9/2021 - Myrtle (Oak)			(2,500.44)
9/21/2021	24038 Sacramento Suburban Water - 26158	9/2021 - HSP			(154.36)
10/20/2021	24080 Sacramento Suburban Water - 26158	10/2021 - Garfield (ACP)			(1,272.14)
11/2/2021	24092 Sacramento Suburban Water - 26158	10/2021 - Myrtle (Oak)			(1,219.80)
11/2/2021	24093 Sacramento Suburban Water - 26158	10/2021 - HSP			(147.46)
11/17/2021	24113 Sacramento Suburban Water - 26158	11/2021 - Garfield (ACP)			(580.76)
12/6/2021	24131 Sacramento Suburban Water - 26158	11/2021 - Myrtle (Oak)			(738.18)
12/6/2021	24132 Sacramento Suburban Water - 26158	11/2021 - HSP			(143.32)
12/15/2021	24141 Sacramento Suburban Water - 26158	12/2021 - Garfield (ACP)			(426.20)
1/6/2022	24160 Sacramento Suburban Water - 26158	12/2021 - Myrtle (Oak)			(734.04)
1/6/2022	24161 Sacramento Suburban Water - 26158	12/2021 - HSP			(141.94)
1/20/2022	24180 Sacramento Suburban Water - 26158	1/2022 - Garfield (ACP)			(439.00)
2/3/2022	24202 Sacramento Suburban Water - 26158	1/2022 - Myrtle (Oak)			(763.16)
2/3/2022	24203 Sacramento Suburban Water - 26158	1/2022 - HSP			(149.03)
2/15/2022	24213 Sacramento Suburban Water - 26158	2/2022 - Garfield (ACP)			(448.94)
3/7/2022	24233 Sacramento Suburban Water - 26158	2/2022 - Myrtle (Oak)			(760.32)
3/7/2022	24234 Sacramento Suburban Water - 26158	2/2022 - HSP			(147.61)
3/22/2022	24248 Sacramento Suburban Water - 26158	3/2022 Garfield (ACP)			(659.10)
				<b>TOTAL 219800 Water</b>	<b>(20,955.38)</b>

220500 Automotive Maint. Service

9/16/2021	24027 S OK Tire - 14277	Labor - Maint 2010 Ford			(544.75)
10/13/2021	24066 College Oak Towing - 617236	Tow 96 Chevy to OK Tire (from HSP)			(180.00)
10/13/2021	24071 S OK Tire - 14277	Labor - Repair 96 Chevy			(807.61)
11/2/2021	24095 S Umpqua CC - 71085	AAA Roadside Mbrship / towing chg 96 Chevy			(274.00)
12/15/2021	24138 S OK Tire - 14277	2010 Ford Smog test			(57.95)
		2010 Ford Tire repair			(30.67)
12/15/2021	24139 OK Tire - 14277	1996 Chevy Smog Test			(57.95)
1/20/2022	24176 College Oak Towing - 617236	Recover - Stuck Mower @ Oakdale			(230.00)
2/3/2022	24206 S Umpqua CC - 71085	Recover stuck mower at Oakdale			(230.00)
				<b>TOTAL 220500 Automotive Maint. Service</b>	<b>(2,412.93)</b>

220600 Automotive Maint. Supplies

9/16/2021	24027 S OK Tire - 14277	Parts - Maint 2010 Ford			(303.95)
10/7/2021	24060 S Umpqua CC - 71085	Jumper cables			(48.48)
10/13/2021	24071 S OK Tire - 14277	Parts - Repair 96 Chevy			(962.74)
11/17/2021	24109 OK Tire - 14277	2010 Ford Wiperblades			(42.99)

221100 Grounds Equip Maint. Services

9/2/2021	24004	S	Bar-Hein Co. - 1463	Labor-	c	(45.00)
10/7/2021	24061	S	Valley Truck & Tractor - 36620	Labor repairs - J Deere Mower 2011	c	(362.50)
11/17/2021	24115		Valley Truck & Tractor - 36620	Labor repairs J Deere 2021 Z997R	c	(72.50)
1/20/2022	24179	S	PAPE - 18032	Labor - J Deere 2011 Z920	c	(290.00)
1/25/2022	24187	S	Sacramento For Tractors - 64608	Labor repairs - Kubota	c	(300.00)
<b>TOTAL 221100 Grounds Equip Maint. Services</b>						<b>(1,070.00)</b>

221200 Ground Equip Maint. Supplies

7/15/2021	23956		Valley Truck & Tractor - 36620	J Deere mower - parts	c	(69.52)
9/2/2021	24004	S	Bar-Hein Co. - 1463	Parts - 2 chains - Stihl chainsaw	c	(65.27)
10/7/2021	24060	S	Umpqua CC - 71085	2/Diesel gas containers	c	(49.54)
10/7/2021	24061	S	Valley Truck & Tractor - 36620	Repair parts - J Deere Mower 2011	c	(161.38)
12/6/2021	24134		Valley Truck & Tractor - 36620	Parts - J Deere 2021 Z9979	c	(62.39)
1/20/2022	24179	S	PAPE - 18032	Repair Parts - J Deere 2011 Z920	c	(115.21)
1/20/2022	24182		Valley Truck & Tractor - 36620	Parts - J Deere 2021 Z9979 - Seat Cover	c	(48.48)
1/25/2022	24187	S	Sacramento For Tractors - 64608	Repair parts - Kubota	c	(123.97)
2/22/2022	24215		Bar-Hein Co. - 1463	Parts - Maint equip	c	(64.65)
2/22/2022	24216		Bar-Hein Co. - 1463	Parts - Maint equip	c	(28.21)
<b>TOTAL 221200 Ground Equip Maint. Supplies</b>						<b>(788.62)</b>

222600 Hand - Expendable Tools

10/7/2021	24060	S	Umpqua CC - 71085	spring links, rope, work gloves	c	(26.06)
2/3/2022	24196	S	Home Depot - 2843	Hose, trowel, ratchet straps	c	(62.35)
<b>TOTAL 222600 Hand - Expendable Tools</b>						<b>(88.41)</b>

223600 Fuel & Lubricant Supplies

7/7/2021	23938		Orbit Station - 33714	6/2021- Fuel Chgs	c	(418.03)
8/4/2021	23972		Orbit Station - 33714	7/2021- Fuel Chgs	c	(357.77)
8/13/2021	23985	S	Phillips 66 - 58398	Credit from Stmt 5/2021	c	13.39
				7/2021 Stmt	c	(20.53)
9/2/2021	24010		Orbit Station - 33714	8/2021- Fuel Chgs	c	(269.25)
9/16/2021	24028		Phillips 66 - 58398	8/2021 - Stmt	c	(59.70)
10/7/2021	24051		Orbit Station - 33714	9/2021- Fuel Chgs	c	(216.84)
10/7/2021	24060	S	Umpqua CC - 71085	Grease	c	(17.10)
10/13/2021	24072		Phillips 66 - 58398	9/2021 - Stmt	c	(172.59)
11/2/2021	24088		Orbit Station - 33714	10/2021- Fuel Chgs	c	(109.13)

11/17/2021	24110 Phillips 66 - 58398	10/2021 - Stmt (w/late fee)		(323.00)
12/6/2021	24125 Orbit Station - 33714	11/2021- Fuel Chgs	<b>Date Printed</b> C	4/7/2022 (44.33)
12/15/2021	24140 Phillips 66 - 58398	11/2021 - Stmt (interest & late fee)	c	(47.41)
1/6/2022	24155 Orbit Station - 33714	12/2021- Fuel Chgs	c	(110.52)
1/12/2022	24167 Phillips 66 - 58398	12/2021 - Stmt	c	(325.03)
2/3/2022	24197 Orbit Station - 33714	1/2022- Fuel Chgs	c	(136.67)
2/15/2022	24212 Phillips 66 - 58398	1/2022 - Stmt	c	(221.98)
3/7/2022	24230 Orbit Station - 33714	2/2022- Fuel Chgs	c	(125.96)
3/17/2022	24244 Phillips 66 - 58398	2/2022 - Stmt	c	(146.48)
		<b>TOTAL 223600 Fuel &amp; Lubricant Supplies</b>		<b>(3,108.93)</b>

226200 Office Equip Maint Supplies

8/24/2021	23995 S Encompass - 18796	Toner - Xerox C405 Hi Yield	c	(894.29)
8/24/2021	23996 Encompass - 18796	Xerox C405 Waste toner cartridge	c	(29.08)
		<b>TOTAL 226200 Office Equip Maint Supplies</b>		<b>(923.37)</b>

227501 Copy Machine - Lease

7/15/2021	23955 US Bank - 68934	7/2021-Xerox Copier	c	(281.29)
8/13/2021	23989 US Bank - 68934	8/2021-Xerox Copier	c	(281.29)
		<b>TOTAL 227501 Copy Machine - Lease</b>		<b>(562.58)</b>

227504 Misc (Bottled Water for Staff)

7/27/2021	23961 Juanita Petersen - 910220	Reimb - 6 cases water for staff	c	(40.44)
9/16/2021	24030 Juanita Petersen - 910220	Reimb - 6 cases water for staff	c	(40.44)
2/3/2022	24204 Smart & Final - 22935	6 cases water for staff	c	(40.44)
		<b>TOTAL 227504 Misc (Bottled Water for Staff)</b>		<b>(121.32)</b>

232200 Custodial Supplies

7/15/2021	23949 Cintas - 56036	7/9/2021 -Custodial	c	(113.74)
8/13/2021	23983 Cintas - 56036	7/23/2021 -Custodial	c	(113.74)
8/13/2021	23984 Cintas - 56036	8/6/2021 -Custodial	c	(113.74)
8/24/2021	23992 Cintas - 56036	8/20/2021 -Custodial	c	(113.74)
8/24/2021	23998 S Home Depot - 2843	Bleach	c	(5.37)
9/9/2021	24016 Cintas - 56036	7/16/2021 - 1 case paper towels	c	(37.71)
9/9/2021	24017 Cintas - 56036	9/3/2021 - Custodial	c	(113.74)
9/16/2021	24022 Cintas - 56036	8/4/2021 - 30 cases Park trash liners	c	(1,034.08)
9/21/2021	24034 Cintas - 56036	9/17/2021 - Custodial	c	(104.99)
10/7/2021	24044 Cintas - 56036	10/1/2021 - Custodial	c	(113.74)
10/13/2021	24063 Cintas - 56036	8/11/2021 - 4 cases office trash liners	c	(64.61)

11/2/2021	24084 Cintas - 56036	10/15/2021 - Custodial	c	(113.74)
11/2/2021	24085 Cintas - 56036	10/29/2021 - Custodial	c	(113.74)
11/17/2021	24103 Cintas - 56036	11/12/2021 - Custodial	c	(113.74)
12/15/2021	24135 Cintas - 56036	12/10/2021 - Custodial	c	(113.74)
1/12/2022	24165 Cintas - 56036	1/7/2022 - Custodial	c	(113.74)
1/20/2022	24174 Cintas - 56036	11/26/2021 - Custodial	c	(113.74)
1/20/2022	24175 Cintas - 56036	12/23/2021 - Custodial	c	(113.74)
1/25/2022	24184 Cintas - 56036	1/21/2022 - Custodial	c	(113.74)
2/3/2022	24196 S Home Depot - 2843	Sprayers - 2 gal & 1.5 gal	c	(35.49)
2/15/2022	24207 Cintas - 56036	2/4/2022 - Custodial	c	(102.14)
2/22/2022	24220 Cintas - 56036	2/18/2022 - Custodial	c	(113.74)
3/17/2022	24240 Cintas - 56036	3/4/2022 - Custodial	c	(113.74)
3/22/2022	24247 Cintas - 56036	3/18/2022 - Custodial	c	(110.44)
<b>TOTAL 232200 Custodial Supplies</b>				<b>(3,314.67)</b>

Date Printed<sup>c</sup> 4/7/2022

244300 Medical Service -EE & Live Scan

9/16/2021	24026 Kaiser On The Job - 4839	Pre placement exam - Gonzalez	c	(65.00)
9/21/2021	24036 Preferred Alliance - 34429	Non-Random Test - Pre-placement - Gonzalez	c	(43.00)
1/20/2022	24172 S Carmichael Box Shop - 59986	Live Scan - Jacobs	c	(20.00)
		DOJ Report - Jacobs	c	(32.00)
1/20/2022	24173 S Carmichael Box Shop - 59986	Live Scan - Gonzalez	c	(20.00)
		DOJ Report - Gonzalez	c	(32.00)
<b>TOTAL 244300 Medical Service -EE &amp; Live Scan</b>				<b>(212.00)</b>

250605 Service Fees (Bank Loan Item)

7/7/2021	23946 S Umpqua Bank - 52152	7/2021 Interest Project Loan	c	(6.06)
		7/2021-Maturity Pay Off Project Loan	c	(3,500.00)
<b>TOTAL 250605 Service Fees (Bank Loan Item)</b>				<b>(3,506.06)</b>

250700 Assessment - Collection Services

1/6/2022	24154 LAFCo - 2263	FY2021-22 - Special District Assessment	c	(109.00)
1/25/2022	EFT Assessment/Collection Service	SB 2557 1st Installment	c	(3,913.13)
<b>TOTAL 250700 Assessment - Collection Services</b>				<b>(4,022.13)</b>

253100 Legal Services

7/15/2021	23950 Cole Huber - 54641	6/2021 Ref-AB-5, Attend Brd Mtgs,Sick Leave,New GM	c	(2,835.00)
8/24/2021	23993 Cole Huber - 54641	7/2021 Ref-Brd Pkt review	c	(112.50)
9/16/2021	24023 Cole Huber - 54641	8/2021 Ref- EE agreement review / Brd Pkt review attend mtg	c	(1,305.00)
10/13/2021	24065 Cole Huber - 54641	9/2021 Ref: Audit response	c	(100.00)

11/17/2021	24104 Cole Huber - 54641	10/2021 Ref: AB361 Resolution			(135.00)
1/25/2022	24185 Cole Huber - 54641	11/2021 Ref: Doc Review		<b>Date Printed</b>	<b>4/7/2022</b>
3/17/2022	24241 Cole Huber - 54641	2/2022 Ref: Excess Prop issue			(67.50)
					(202.50)
				<b>TOTAL 253100 Legal Services</b>	<b>(4,757.50)</b>
<b>257100 Security Services</b>					
7/27/2021	23960 Fulton-El Camino Rec & Park - 2968	6/2021 - Patrol Service 18/1 Hours			(1,235.00)
10/7/2021	24049 Fulton-El Camino Rec & Park - 2968	7/2021 - Patrol Service 17/26 Hours			(2,795.00)
10/7/2021	24050 Fulton-El Camino Rec & Park - 2968	8/2021 - Patrol Service 13/12 Hours			(1,625.00)
11/22/2021	24118 Fulton-El Camino Rec & Park - 2968	10/2021 - Patrol Service 15/16 Hours			(2,015.00)
1/6/2022	24152 Fulton-El Camino Rec & Park - 2968	11/2021 - Patrol Service 16/19 Hours			(2,275.00)
1/20/2022	24177 S Fulton-El Camino Rec & Park - 2968	9/2021 Patrol Service 21/10 hours			(2,015.00)
		12/2021 Patrol Service 9/14 hours			(1,495.00)
2/15/2022	24209 Fulton-El Camino Rec & Park - 2968	1/2022 - Patrol Service 3/2.5 Hours			(357.50)
				<b>TOTAL 257100 Security Services</b>	<b>(13,812.50)</b>
<b>258200 Public Relations Services</b>					
7/7/2021	23943 Streamline - 57252	Streamline Website 1 yr			(1,800.00)
				<b>TOTAL 258200 Public Relations Services</b>	<b>(1,800.00)</b>
<b>259100 Other Professional Services</b>					
8/24/2021	JV # 110404646	Re-allocate Claim 23767 FY 2020-21 from 339A to 339I			1,500.00
				<b>TOTAL 259100 Other Professional Services</b>	<b>1,500.00</b>
<b>281100 Data Processing -Computer Service</b>					
10/13/2021	24068 Fast Break - 37998	20 hrs IT Support			(2,200.00)
2/3/2022	24195 Fast Break - 37998	3/BitDefender - Computer Security			(108.00)
				<b>TOTAL 281100 Data Processing -Computer Service</b>	<b>(2,308.00)</b>
<b>281201 Hardware (Computer Items)</b>					
9/2/2021	24014 S Umpqua CC - 71085	Monitor - GM office			(188.16)
9/9/2021	24018 Fast Break - 37998	Computer - GM Office			(1,212.19)
				<b>TOTAL 281201 Hardware (Computer Items)</b>	<b>(1,400.35)</b>
<b>281210 PC Laptop Printer-Copier Purchase</b>					
8/24/2021	23995 S Encompass - 18796	Purchase Xerox C405 Printer			(915.86)
9/9/2021	24021 S US Bank - 68934	Purchase Xerox 6655I Copier (Previous Lease)			(450.00)
		7.75% Tax accrual			(34.88)
				<b>TOTAL 281210 PC Laptop Printer-Copier Purchase</b>	<b>(1,400.74)</b>



281265 Application Software Maint. Lic

7/7/2021	23934 Central Control System - 23278	7/2021 - Wireless irrigation	c	(220.00)
7/15/2021	23952 Fast Break - 37998	1 yr Renewal - Microsoft Office 365	c	(99.99)
8/4/2021	23967 Central Control System - 23278	8/2021 - Wireless irrigation	c	(220.00)
9/2/2021	24007 Central Control System - 23278	9/2021 - Wireless irrigation	c	(220.00)
10/7/2021	24043 Central Control System - 23278	10/2021 - Wireless irrigation	c	(220.00)
11/17/2021	24102 Central Control System - 23278	11/2021 - Wireless irrigation	c	(220.00)
12/6/2021	24126 Central Control System - 23278	12/2021 - Wireless irrigation	c	(220.00)
1/6/2022	24150 Central Control System - 23278	1/2022 - Wireless irrigation	c	(220.00)
1/25/2022	24186 Fast Break - 37998	Renewal - 3 Domain Names	c	(75.00)
2/3/2022	24191 Central Control System - 23278	2/2022 - Wireless irrigation	c	(220.00)
3/7/2022	24225 Central Control System - 23278	3/2022 - Wireless irrigation	c	(220.00)
<b>TOTAL 281265 Application Software Maint. Lic</b>				<b>(2,154.99)</b>

285200 Recreation Supplies

11/17/2021	24097 ACRPD Revolving Account - 8213	Check 1011 - Reimb R MacFarlane Community Service Horse s	c	(191.70)
3/17/2022	24237 ACRPD Revolving Account - 8213	Check 1012 - Reimb R MacFarlane Horse shoe pit items @ HSF	c	(62.47)
<b>TOTAL 285200 Recreation Supplies</b>				<b>(254.17)</b>

289900 Other Oper Exp Fire Extingusher

11/17/2021	24108 S Jorgenson Co - 48104	2021 Fire Exten Inspection @ HSP	c	(109.00)
<b>TOTAL 289900 Other Oper Exp Fire Extingusher</b>				<b>(109.00)</b>

291300 Auditor Controller Services

11/2/2021	24087 Larry Bain, CPA - 26727	FY 20/21-Audit	c	(5,495.00)
<b>TOTAL 291300 Auditor Controller Services</b>				<b>(5,495.00)</b>

291500 Compass Costs

8/2/2021	EFT S Compass License Fee	FY 21/22 -Compass VPN Connection	c	(288.00)
		FY 21/22 - Compass License Fee	c	(699.83)
<b>TOTAL 291500 Compass Costs</b>				<b>(987.83)</b>

291700 Alarm Services

7/7/2021	23935 Crime Alert Security - 41852	7/2021 -9/30/2021- Alarm System - Office & Shop	c	(210.00)
7/7/2021	23942 Sacramento Control Systems - 1112	7/2021 - 9/30/2021-AES Fire Monitoring	c	(241.63)
10/7/2021	24045 Crime Alert Security - 41852	10/2021 - 12/31/2021- Alarm System - Office & Shop	c	(210.00)
10/7/2021	24055 Sacramento Control Systems - 1112	10//2021 - 12/31/2021-AES Fire Monitoring	c	(241.63)
12/6/2021	24123 Crime Alert Security - 41852	1/2022 - 3/31/2022- Alarm System - Office & Shop	c	(210.00)

1/6/2022 24159 Sacramento Control Systems - 1112  
 3/7/2022 24227 Crime Alert Security - 41852

1/2022 - 3/31/22 -AES Fire Monitoring  
 4/2022 - 6/30/2022- Alarm System - Office & Shop

Date Printed<sup>C</sup> 4/7/2022<sup>C</sup> (241.63)

TOTAL 291700 Alarm Services (210.00)  
 (1,564.89)

298700 Telephone Services

7/7/2021 23936 S Fast Break - 37998  
 7/15/2021 23951 Comcast - 12322  
 8/4/2021 23970 S Fast Break - 37998  
 8/24/2021 23994 Comcast - 12322  
 9/2/2021 24009 S Fast Break - 37998  
 9/16/2021 24024 Comcast - 12322  
 10/7/2021 24048 S Fast Break - 37998  
 10/13/2021 24067 Comcast - 12322  
 11/2/2021 24086 S Fast Break - 37998  
 11/17/2021 24105 Comcast - 12322  
 12/6/2021 24124 S Fast Break - 37998  
 12/15/2021 24137 S Comcast - 12322  
  
 1/6/2022 24151 S Fast Break - 37998  
 1/12/2022 24166 Comcast - 12322  
 2/3/2022 24194 S Fast Break - 37998  
 2/15/2022 24208 Comcast - 12322  
 3/7/2022 24228 S Fast Break - 37998  
 3/17/2022 24242 Comcast - 12322

6/2021- Phone service c (195.00)  
 7/2021-Billing-Phone/HSI c (104.45)  
 7/2021- Phone service c (195.00)  
 8/2021-Billing-Phone/HSI c (104.30)  
 8/2021- Phone service c (195.00)  
 9/2021-Billing-Phone/HSI c (104.30)  
 9/2021- Phone service c (195.00)  
 10/2021-Billing-Phone/HSI c (104.19)  
 10/2021- Phone service c (195.00)  
 11/2021-Billing-Phone/HSI c (104.19)  
 11/2021- Phone service c (195.00)  
 12/2021 Billing Phone/HSI c (104.19)  
 11/2021 Late Fee c (10.00)  
 12/2021- Phone service c (195.00)  
 1/2022-Billing-Phone/HSI (new rate) c (105.93)  
 1/2022 - Phone service c (195.00)  
 2/2022-Billing-Phone/HSI c (106.35)  
 2/2022 - Phone service c (195.00)  
 3/2022-Billing-Phone/HSI c (106.35)

TOTAL 298700 Telephone Services (2,709.25)

298701 Cell Phones

7/7/2021 23936 S Fast Break - 37998  
 7/27/2021 23965 T-Mobile - 32685  
 8/4/2021 23970 S Fast Break - 37998  
 9/2/2021 24009 S Fast Break - 37998  
 9/2/2021 24013 S T-Mobile - 32685  
  
 10/7/2021 24048 S Fast Break - 37998  
 10/7/2021 24059 S T-Mobile - 32685  
  
 11/2/2021 24086 S Fast Break - 37998  
 11/2/2021 24094 S T-Mobile - 32685

7/2021 - email exhcnge + Brd mbrs c (40.00)  
 7/2021-District Cell Phones c (29.40)  
 8/2021 - email exhcnge + Brd mbrs c (40.00)  
 9/2021 - email exhcnge + Brd mbrs c (55.00)  
 8/2021 - District cell phone c (29.40)  
 GM new phone (partial purchase price) c (492.99)  
 10/2021 - email exhcnge + Brd mbrs c (55.00)  
 9/2021 - District cell phone c (29.40)  
 GM phone (purchase pmt) c (33.34)  
 11/2021 - email exhcnge + Brd mbrs c (55.00)  
 10/2021 - District cell phone c (29.40)  
 GM phone (purchase pmt) c (33.34)



7/27/2021	23966	S	Umpqua Bank - 52152	8/2021 - Side Fund Principal		(2,400.00)
8/24/2021	24003	S	Umpqua Bank - 52152	9/2021 - Side Fund Principal	Date Printed <sup>c</sup>	4/7/2022
9/21/2021	24039	S	Umpqua Bank - 52152	10/2021 - Side Fund Principal	c	(2,400.00)
11/2/2021	24096	S	Umpqua Bank - 52152	11/2021 - Side Fund Principal	c	(2,400.00)
11/22/2021	24119	S	Umpqua Bank - 52152	12/2021 - Side Fund Principal	c	(2,400.00)
12/28/2021	24146	S	Umpqua Bank - 52152	1/2022 - Side Fund Principal	c	(2,400.00)
1/25/2022	24188	S	Umpqua Bank - 52152	2/2022 - Side Fund Principal	c	(2,400.00)
2/22/2022	24221	S	Umpqua Bank - 52152	3/2022 - Side Fund Principal	c	(2,500.00)
3/22/2022	24249	S	Umpqua Bank - 52152	4/2022 - Side Fund Principal	c	(2,500.00)
<b>TOTAL 323000 Lease Oblig Retirement Side Fund</b>						<b>(24,200.00)</b>

345000 Taxes, Licenses & Assessments

10/13/2021	24073		Sacramento County - Tax Collectors Office - 472{HSP - CSA1 Lights		c	<b>(655.74)</b>
10/13/2021	24074		Sacramento County - Tax Collectors Office - 472{ACP - CSA1 Lights		c	<b>(47.90)</b>
<b>TOTAL 345000 Taxes, Licenses &amp; Assessments</b>						<b>(703.64)</b>

430300 Equip SD

10/7/2021	24062		Deere & Company - 34154	Z997R J Deere Diesel mower, mulch kit, Weidmann Canopy kit	c	(21,283.98)
10/20/2021	24075		Deere & Company - 34154	2022 Gator Utility Vehicle	c	(7,026.56)
<b>TOTAL 430300 Equip SD</b>						<b>(28,310.54)</b>

**TOTAL EXPENSES** (263,908.62)

**OVERALL TOTAL** (263,908.62)

**ACRPD 2021-2022  
339D Expenditures**

**March 2022  
Period 9 of 13**

**FYTD Completed = 69%**

CODE	CAPITAL OUTLAY	2021-22 Budget	March	Expended To Date	Balance	Percent Expended
42420100	Buildings <b>New ADA Features @ HSP</b>			-	-	#DIV/0!
42420110	Leasehold Improv. <b>(Oakdale Park)</b>			-	-	#DIV/0!
42420200	Structures <b>ACP Park Improv. Proj</b>	38,969.00		-	38,969.00	0%
"	ACP Restroom Building			-	-	
"	ACP Parking Lot Repaving	45,012.00		-	45,012.00	0%
"				-	-	
43430300	Equipment-SD Non-Recon - <b>New Play Equip</b>	11,017.00		11,016.28	0.72	100%
45450300	Infr--SD-Non-Recon - <b>ACP Pedi Bridge Proj</b>			-	-	#DIV/0!
46460300	Other Intangible Asset-Spec Dist - <b>HSP Comm. Ctr Impro.</b>			-	-	#DIV/0!
46461300	Intangibles - ???			-	-	
				-	-	-0-
<b>TOTALS:</b>		<b>94,998.00</b>	<b>\$ -</b>	<b>\$ 11,016.28</b>	<b>\$ 83,981.72</b>	<b>12%</b>

*\*Resolution 2022-06 Budget Amendment to increase 42420200 by \$45,012.00 (from \$38,969.00 to \$83,981.00) Repaving of ACP parking lot.*

**ACRPD 2021-2022  
339D Revenue**

**March 2022  
Period 9 of 13**

**FYTD Completed = 69%**

<b>Account</b>		<b>2021-22 Budget</b>	<b>March</b>	<b>Received To Date</b>	<b>Unrealized</b>	<b>Percent Received</b>
<b>94941000</b>	Interest Income			507.00	(507.00)	#DIV/0!
				-	-	#DIV/0!
<b>95952900</b>	In Lieu Fees Transfer			-	-	#DIV/0!
				-	-	#DIV/0!
<b>95956300</b>	State-Federal Grants(Jo Smith Pedi Bridge Proj)			-	-	#DIV/0!
"	State-Federal Grants (Dist Proj/Per Capita Funds)			-	-	#DIV/0!
"				-	-	#DIV/0!
"				-	-	#DIV/0!
				-	-	#DIV/0!
<b>95956900</b>	Other Funds - Local			-	-	#DIV/0!
"	*Jo Smith Pedi Bridge Proj			-	-	#DIV/0!
"	*ACP-Park Improvements	45,012.00	45,012.00	45,012.00	-	100%
"	*HSP Community Ctr Improvements			-	-	#DIV/0!
"	*HSP ADA Improvements			-	-	#DIV/0!
				-	-	#DIV/0!
<b>95956910</b>	State Match <b>UMPQUA Bank Line of Credit</b>			-	-	#DIV/0!
	*Jo Smith Pedi Bridge Proj			-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
<b>5506614</b>	Investment Earns			-	-	#DIV/0!

**Total Other Revenue \$ 45,012.00 \$ 45,012.00 \$ 45,519.00 \$ (507.00) 101%**

	<i>Beginning Fund Balance Available \$XXXXX</i>			-	\$ -	0%
<b>7400000</b>	<i>Fund Balance Decreased by</i>	49,986.00			\$ 49,986.00	

**TOTALS: 94,998.00 45,012.00 45,519.00 49,479.00**

*Via JV#110567289 Transferred \$45,012.00 from 339I - Funds borrowed to allow cash flow for ACP Parking lot work (ref: Prop 68 Grant)*

**Correction 4/5/2022: Moved \$437.00 from 95952900 (In Lieu Fees transfer) to 94941000 (Interest Income)-Original entry appeared Period 8 for Feb 2022.**

**Register Expense Report**  
**Period 9**  
 Account

**FY 2021 - 2022**  
**3/1/2022 Through 3/31/2022**  
**339D Project Account**

**Not  
Clrd**

Date	Num	Description	Memo	Category	Clrd	Amount
3/22/2022	JV	# 110567289	Transf from 339I ACP Parking lot proj (Borrowed ref Prop 68	956900 Other Funds - Local (GRANTS)	c	45,012.00
<b>TOTAL 3/1/2022 - 3/31/2022</b>						45,012.00
<b>BALANCE 3/31/2022</b>						84,606.64
<b>TOTAL INFLOWS</b>						45,012.00
<b>TOTAL OUTFLOWS</b>						0
<b>NET TOTAL</b>						45,012.00

Quicken (In House Ledger)

339D Projects

7/1/2021 thru 3/31/2022

Date Printed 4/7/2022

Date	Num	Description	Memo	Clr	Amount
INCOME					
941000 Interest					
44,470.00	Interest		FY 2021/22 1st Qtr Interest	c	2.00
1/1/2022	Interest		Fy 2021/22 2nd Qtr Interest	c	68.00
44,600.00	JV	# 110535148 - Processed Per County's Instruction	Clear Doc 108912320 Reflects 4 Qtr Inter FY 15-16	c	294.00
2/8/2022	JV	# 110535148 - Processed Per County's Instructio	Clear Doc 108997043 Reflects 1 Qtr Inter FY 16-17	c	143.00
<b>TOTAL 941000 Interest</b>					507.00
956900 Other Funds - Local (GRANTS)					
3/22/2022	JV	# 110567289	Transf from 339I ACP Parking lot proj (Borrowed ref Prop 68)	c	45,012.00
<b>TOTAL 956900 Other Funds - Local (GRANTS)</b>					45,012.00
<b>TOTAL INCOME</b>					45,519.00
EXPENSES					
430300 Equip SD					
10/7/2021	207.00	Game Time - 1920	HSP Shredded Rubber (Proj Yr 2019-20) Inv Recd 6/9/2021 (9/25/20	c	(11,016.28)
<b>TOTAL 430300 Equip SD</b>					(11,016.28)
<b>TOTAL EXPENSES</b>					(11,016.28)
<b>OVERALL TOTAL</b>					34,502.72



**Arcade Creek Recreation and Park District  
2021 - 2022 Monthly Revenue Reports**

**March 2022**

**Period 9**

**339B - Grant Trust**

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

**088H - Park Dedication**

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 6,503.66	\$ -	\$ -	\$ 6,503.66

**339C - ADA Funds**

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 1,371.59	\$ -	\$ -	\$ 1,371.59

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

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 509,076.05	\$ 49,485.76		\$ 459,590.29

- 7/20/2021 \$2,560.00 Credit received in period 1
- 8/24/2021 Transferred \$1,500.00 from 339A Claim 23767 GL 20259100 to cover FY18-19 Annual & 5 Yr Nexus Study
- 3/7/2022 Transferred \$4,473.76 to County of Sac - to cover Admin Fee's FY 2020-21
- 3/22/2022 Transferred \$45,012.00 to 339D ACP Parking Lot Project (funds borrowed ref Prop 68)



**Rental & Misc. Revenue Report**

**March**

**2022**

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

Rental Date	Renter	Location	Amount
M-F in March 2022	Legends Soccer	HSP Soccer	130.00
Sat. 3/5-12-19/2022	Legends Soccer	HSP Soccer	180.00
Sunday 3/27/2022	Legends Soccer	HSP Soccer	60.00
	SACC (Creek Mtg's)	Sm Rm	-0-

*Total Rentals* **\$ 370.00**

**A**

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

Rental Date(s)	Renter	Location	Amount
3/14-21-28 & 4/4/2022	Albree Dog Class	HSP	240.00

*Totals* **\$ 240.00**

**B**

**94942900 - CELL TOWER REVENUE**

Mar-22	Site ID 810224 HSP- 810224 = 2,260.42 and 810213 ACP-810213 = \$2,350.00	4,610.42
--------	---	----------

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

**C**

**97979000 - MISC. OTHER REVENUES**


*Totals* **\$ -**

**D**

\$ 370.00	<b>A</b>
\$ 240.00	<b>B</b>
\$ 4,610.42	<b>C</b>
\$ -	<b>D</b>
<b>\$ 5,220.42</b>	<b>Total</b>

**Arcade Creek Recreation and Park District**

**MEETING DATE: April 21, 2022**

**AGENDA ITEM: 4 g Consent Agenda  
Correspondence Period 9**

**No correspondence received.**

# FULTON EL-CAMINO PARK DISTRICT POLICE DEPARTMENT

James R. Brown, Chief of Police



**Monthly activity report for:** Arcade Creek Park District, **Reporting Period:** 2022-03-01 to 2022-03-31

**Summary of enforcement actions**

	Park Hours:	
	Drugs:	
	Weapons:	
NTA Issued:	Alcohol:	
	Animals:	
	Vehicle Code:	
	Probation Violation:	
	Other:	
	Drugs:	
	Weapons:	
	Assault/Battery:	
Onsite Arrests:	Sex Crimes:	
	Theft:	
	Probation Violation:	
	Other:	
Calls For Service:		0
Parking Citations:		0
Warrant Arrests:		0
DUI Arrests:		0
Stolen Vehicles:		0
Warnings Issued:		1

<b>Notice To Appear (NTA)</b>	<b>Date/Time</b>	<b>Violations</b>	<b>Severity</b>	<b>Notes</b>
Arcade Creek Park	No NTA issued during this reporting period			
Hamilton Street Park	No NTA issued during this reporting period			
Oakdale Park	No NTA issued during this reporting period			
Off Property	No NTA issued during this reporting period			
<b>Arrests Made</b>	<b>Date/Time</b>	<b>Violations</b>	<b>Severity</b>	<b>Notes</b>
Arcade Creek Park	No arrests reporting during this period			
Hamilton Street Park	No arrests reporting during this period			
Oakdale Park	No arrests reporting during this period			
Off Property	No arrests reporting during this period			
<b>Calls For Service</b>	<b>Date/Time</b>	<b>Description</b>	<b>Disposition</b>	<b>Notes</b>
Arcade Creek Park	No calls for service during this reporting period			
Hamilton Street Park	No calls for service during this reporting period			
Oakdale Park	No calls for service during this reporting period			

Off Property No calls for service during this reporting period

<b>Arrest Warrants</b>	<b>Date/Time</b>	<b>Warrant Type</b>	<b>Bail Amount</b>	<b>Notes</b>
------------------------	------------------	---------------------	--------------------	--------------

Arcade Creek Park	No warrant arrests during this reporting period			
-------------------	---	--	--	--

Hamilton Street Park	No warrant arrests during this reporting period			
----------------------	---	--	--	--

Oakdale Park	No warrant arrests during this reporting period			
--------------	---	--	--	--

Off Property	No warrant arrests during this reporting period			
--------------	---	--	--	--

<b>DUI Arrests</b>	<b>Date/Time</b>	<b>DUI Type</b>	<b>BAC</b>	<b>Notes</b>
--------------------	------------------	-----------------	------------	--------------

Arcade Creek Park	No DUI arrests during this reporting period			
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Hamilton Street Park	No DUI arrests during this reporting period			
----------------------	---	--	--	--

Oakdale Park	No DUI arrests during this reporting period			
--------------	---	--	--	--

Off Property	No DUI arrests during this reporting period			
--------------	---	--	--	--

<b>Warnings</b>	<b>Date/Time</b>	<b>Violation</b>	<b>Notes</b>
-----------------	------------------	------------------	--------------

Arcade Creek Park	No warnings during this reporting period		
-------------------	--	--	--

Hamilton Street Park	No warnings during this reporting period		
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Oakdale Park	2022-03-18 22:52	CVC 5200(a)		
--------------	------------------	-------------	--	--

Vehicle had wrong plates, but belonged to the D1 . The vehicle itself belonged to the driver. D1 had gotten wrong information from DMV regarding plate usage. D1 removed the plates while I was there and he was advised to contact DMV for new plates.

Off Property	No warnings during this reporting period		
--------------	--	--	--

<b>Parking Citations</b>	<b>Date/Time</b>	<b>Violations</b>
--------------------------	------------------	-------------------

Arcade Creek Park	No Parking citations issued during this reporting period	
-------------------	--	--

Hamilton Street Park	No Parking citations issued during this reporting period	
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Oakdale Park	No Parking citations issued during this reporting period	
--------------	--	--

Off Property	No Parking citations issued during this reporting period	
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# Arcade Creek

Recreation and Park District

## Board of Directors

Travis Dworetzky  
Amanda Gualderama  
Michael Hanson  
Chris Juell  
Alex Vassar

## Mailing Address

P.O. Box 418114  
Sacramento, CA 95841

## Telephone

(916) 482-8377

## Email

acrpd@acrpd.com

## Arcade Creek Park

5613 Omni Drive  
Sacramento, CA

## Hamilton Street Park

4855 Hamilton Street  
Sacramento, CA

## Oakdale Park

3708 Myrtle Avenue  
North Highlands, CA

April 21, 2022

Dear Board of Directors,

## Happy Easter!

Construction is complete on the ACP parking lot. Our goal was to get the parking lot done first and it was completed in 3 days except for some repairs due to a heavy truck driving across it before it was completely dry. We are starting the next phase in the construction with Staples Construction where we will prepare for the restroom project at ACP park.

I asked for and received a bid for the “whirl” from Innovative Playgrounds whom I worked with in Coalinga when we had a Measure N Bond. The bid was to replace the “whirl” at Hamilton Street Park and the cost was \$27,099.58 The “whirl” would not be paid with Impact Fees because we are replacing the old equipment with new equipment in the same location. I do not think this is cost effective for the district at this time.

I had a meeting with Russell Corby with Security Lines US on Monday, April 4, 2022. I also worked with Russell in Coalinga and Huron. When we installed these lights, it corrected our vandalism immediately at both locations. These are the same cameras that Police and Sherriff use and the recordings at our parks can be sent directly to local law enforcement. I am still waiting for the bid and hopefully will have it for you at the next meeting.

All our Auction items have been sold and picked up by owners and the district will collect \$4,309.

We are going out to bid for the Hamilton Street Park Vandalism repair of the Men’s restroom. I hope to have those bids by April 18<sup>th</sup> so I can get that taken care of and turned in to CAPRI.

I am attending a CSDA training at their office in downtown Sacramento on April 22<sup>nd</sup> from 8:30am to 1:30 pm. The class teaches us how to properly deal with the media and we practice roll playing to get constructive feedback on how to improve.

Best Regards,

*Lisa Gonzalez*



**RESOLUTION NO. 2022-07  
(Subsequent to Original # 2021-09)**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ARCADE CREEK  
RECREATION AND PARK DISTRICT PROCLAIMING A LOCAL EMERGENCY,  
RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY, AND  
AUTHORIZING REMOTE TELECONFERENCE MEETINGS**

**WHEREAS**, the **Arcade Creek Recreation and Park District** is committed to preserving and nurturing public access and participation in public meetings; and

**WHEREAS**, all meetings of the Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code sections 54950 – 54963), so that any member of the public may attend, participate, and watch the Board conduct its business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, such conditions now exist within the territory of the District; and

**WHEREAS**, the Board of Directors does hereby find that the Covid-19 emergency has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and



**WHEREAS**, as a consequence of the local emergency, the Board of Directors finds that it shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the District of the **Arcade Creek Recreation and Park District** proclaims that a local emergency continues to exist throughout the territory of the District, requiring persons to meet in public, without providing an option for remote participation, would present an imminent risk to public health to those for whom remote participation would be optimal for medical reasons.

**BE IT FURTHER RESOLVED** that the General Manager and Chair of the Board of Directors are authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the date of its adoption, or (ii) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District of **Arcade Creek Recreation and Park District** may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the Arcade Creek Recreation and Park District on this 21<sup>st</sup> day of April, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

VACANT:

**ATTEST:**

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**Alex Vassar, Chairperson, Board of Directors**

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**Kim Cook, Secretary, Board of Directors**

<b>Meeting Date</b> <b>April 21, 2022</b>		<b>Item #</b> <b>5a</b> <b>Old Business</b>
<b>Subject: Update Prop 68</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Lisa Gonzalez</i>  Lisa Gonzalez, General Manager
<b>Objective</b> To submit application and prepare and complete construction project by September 2022		
<b>Background</b> The parking lot was completed by Staples Construction and now we are working on the ADA assessable pathway to restroom location. We have found the water, power, and sewer outlets. ACRPD will be paying the county of Sacramento permits and a Civil Engineer to draw plans which is a requirement. Staples will also lay the foundation for where the restroom will be secured. Handicap accessible parking will be established near the new restroom building. Cost of this project is \$150,000. The price of the parking lot at ACP was \$45,011.45. The total for the entire project is \$195,001.45. These costs are an estimate and will be paid by the Prop 68 grant which is \$192,439. The difference will be \$2,562.45.		
<b>Budget/Cost Information</b>  The budget for the restroom building is \$175,044 and will paid by impact fees. The Prop 68 grant amount is \$192,439 and pays for all pre-construction costs, ADA pathway, ADA parking, County permits, foundation for restroom and hook up for sewer, water, and electricity.		
<b>Proposed Action</b> None		
<b>Alternative Actions</b> None		
<b>Coordination and Review</b> This is a standard practice of the Board.	<b>Attachment(s)</b>	

<b>Meeting Date</b> April 21, 2022		<b>Item # 5 b</b> <b>Old Business</b>
<b>Subject: Review Rental Facility Policy 3400 – Use/rental of District Facility</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Kim Cook</i>
<b>Objective</b>  Review and discuss Policy Handbook Use/rental of District Facility 3400		
<b>Background</b>  At the March 17, 2022 Board meeting, Chairperson Vassar created a special commission to review the current policy 3400 Use/rental of District Facility.  Directors Travis Dworetzky and Michael Hanson were selected to review the policy and provide feedback and suggested changes to the Board and Staff.		
<b>Budget/Cost Information</b>  None		
<b>Proposed Action</b>  Discussion		
<b>Alternative Actions</b>  Review and make no changes		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b> Policy 3400 Use/rental of District Facility

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Use/rental of District Facility

**POLICY NUMBER:** 3400

**3400.1** The District owns and operates various facilities and has determined that the public or other entities may be considered to rent or use facilities that have been identified as appropriate for such use. The Board of Directors of the District reserve the right to limit or prohibit use of facilities as may be necessary from time to time. The District's procedure for use of facilities is as follows:

**3400.1.1** Organizations or individuals shall submit requests to the General Manager or their designee in advance for use of one or more facilities. The request shall include the date(s), times and proposed uses including information deemed pertinent by the General Manager in order to verify that the use is acceptable. The General Manager or their designee will notify the applicant of approval or denial of the request within 5 business days unless more information is required for a decision.

**3400.1.2** Organizations or individuals whose request is denied by the General Manager or their designee may request a hearing with the General Manager if denied by their designee. A hearing shall be scheduled within thirty (30) days of receipt of such a request in writing outlining the reasons for the request and any explanation of the factors appealed by the applicant. If not satisfied with the General Manager's ruling, then an appeal may be made to the District Board of Directors for reconsideration of the request at a regularly scheduled meeting of the Board of Directors where the item will be placed on the agenda for discussion and possible Board action.

**3400.2** The Board of Directors may establish a user fees and deposit fees schedule for various facilities by resolution using criteria and costs borne by the district for operation and maintenance of such facilities. The user fee will be gauged and adjusted periodically to reflect changes in costs of use and maintenance of the facility. District staff shall collect the deposit and estimated user fees in advance of reserving a facility. The deposit shall be a set fee based on the estimated impact on the District's man-power resources to perform clean up and repair work if needed. Fees will be based on the expenses to maintain and prepare the facility along with the administrative costs for handling the reservation. The deposit may be refundable to the extent that clean up costs are less than the deposit, minus the administrative processing costs and the refund (\$25.00).

**3400.3** A priority schedule for use of facilities may be established using the following general criteria:

- A. District organized activities
- A. Organizations who provide recreation level youth athletic programs
- B. Organizations who provide competitive level youth athletic programs
- C. Organizations who provide athletic programs for adults and seniors
- D. School districts, charter schools, and other governmental agencies
- E. Public or non-profit organizations for non-political or non-commercial uses

**3400.4** Any organization or individual requesting use of District facilities may be required to provide special liability insurance coverage, on a form acceptable to the District, or compensate the District for special use insurance coverage if deemed necessary by the District. Any organization or individual requesting use of District facilities shall execute a waiver

of liability form as deemed necessary by the District for each event in advance of final approval of the use of the facility. This shall be in the form of an endorsement of additional insured

**3400.5** All requesting organizations will be required to comply with federal, state and local laws in the use of District facilities. If special permits such as large gathering permits, fire or building code or use of alcohol permits are required, any preliminary approval of a use will be contingent upon satisfactory proof of compliance with all permit requirements before a final approval will be issued. Failure to complete final permits requirements may be grounds for rejection or revocation of use approval and grounds for denial of future use requests.

**3400.6** Priority and/or right of first refusal is granted to groups/organizations who rent/use facilities on a seasonal long term basis (minimum of 8 weeks) and fees are paid in advance.

**3400.7** Facilities are available on a first come/first serve basis if they are not reserved. Individuals must leave an area if a group has the proper facility reservation paperwork. Groups of fifty (50) or more people will be subject to paying a day use fee that may be collected by Park District staff.

**3400.8** Alcohol use permit: Private groups/gatherings may request an alcohol use permit as long as the event is not celebrating an event that is honoring a minor (age 20 or younger). A fee will be charged along with an increased damage deposit. Glass containers/bottles are not allowed, nor are kegs of beer. Failure to obtain a permit may cause a party to be evicted from the park grounds.

**3400.9** Facilities available for rental use include:

- B. Athletic Fields (soccer)
  - Hamilton Street Park (Large field and Small field)
  - Oakdale Park (Large field, Medium Field, Small Field, Lg. Field A, Lg. Field B)
- C. Herzog Community Center
  - Maple Room (large room)
  - Oak Room (small room)
- D. Covered Group Picnic Area
- E. Picnic Area (natural)
  - Hamilton Street Park Oak Grove
  - Hamilton Street Park South Lawn
  - Hamilton Street Park Playground Area
  - Arcade Creek Park Eucalyptus Grove
- F. Individual Picnic sites
- G. Oakdale Gym
- H. Tennis Courts
  - Hamilton Street Park Courts #1, #2, #3, #4
  - Arcade Creek Park Courts #1, #2

**3400.10** Reservations and dates will not be confirmed until payment of at least the deposit and/or a portion of the fee to the District is made.

**3410.11** Fees and Charges: All fees and charges will be adopted annually by the Board of Directors during the annual budget process. Please refer to the attached sheet for related information.

Arcade Creek Recreation and Park District

Meeting Date <b>April 21, 2022</b>		Item # 5 c Old Business
Subject: Annual Board Retreat Determine Possible New Date and Location		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Kim Cook</i>
<b>Objective</b> To determine a new date for the Annual Board Retreat		
<b>Background</b> At the January 13, 2022 Board Meeting, the Board set Saturday April 30, 2022 as the date for the Board Retreat.		
<b>Analysis</b> Since the original date was set, some of the Directors have since discovered the date conflicts with their schedule.		
<b>Budget/Cost Information</b> Minimal cost, between Board Stipends and any food items that might be supplied.		
<b>Proposed Action</b> Select a new date and time to meet and select topics for discussion.		
<b>Alternative Actions</b> Maintain original date of April 30, 2022. Not meet.		
<b>Coordination and Review</b> This is a standard practice of the Board.	<b>Attachment(s)</b>	

<b>Meeting Date April 21, 2022</b>		<b>Item # 6 a</b>
		<b>New Business</b>
<b>Subject: Consider and adopt Board Resolution 2022-08 calling for the Board Election on November 8, 2022</b>		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Kim Cook</i>
<b>Objective</b> To consider and adopt Board Resolution 2022-08 calling for the election of Board Members during the November 2022 General Election.		
<b>Background</b> The Bi-annual process is required every even numbered, to have Sacramento County Bureau of Elections administer the District Board Election process.  In November 2022, there will be two four-year terms (2022 thru 2026) and one two-year term (2022 thru 2024) that will need to be filled.		
<b>Analysis</b> This complies with State and County Election Code. This is required to have the District election listed on the ballot within the District Boundaries.		
<b>Budget/Cost Information</b> \$1,800.00 to \$15,000.00 +/-		
<b>Proposed Action</b> Adopt Resolution 2022-08 to comply with State Election Code and the County Board of Elections.		
<b>Alternative Actions</b> Administer the election at the District level, this would be cost prohibitive to the District.		
<b>Coordination and Review</b> Coordinate with the County Board of Elections to ensure the proper steps are taken.		<b>Attachment(s)</b> Resolution 2022-08



**RESOLUTION 2022-08  
RESOLUTION CALLING PRESIDENTIAL GENERAL ELECTION**

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

WHEREAS, an election will be held within the Arcade Creek Recreation and Park District, that will affect a portion of NE Sacramento county and a statewide general election will be held within the County of Sacramento on November 8, 2022, for the purpose of electing two (2) members to four year terms and one (1) member to complete a two year term, ending 2024;

WHEREAS, Elections Code #10403 requires jurisdictions to file with the Board of Supervisors, and a copy with the Registrar of Voters, a resolution requesting consolidation with a statewide election.

WHEREAS, in the case of a tie vote, the winner of a two-way tie will be determined by a coin flip, in a multi-way tie, the winner will be determined by the drawing of straws, the shortest straw being declared the winner. This step if needed will be posted and made known publicly before the final recordation deadline. Performed in the election's office by the General Manager of the Park District and an officer appointed by the Board of Elections.

THEREFORE, BE IT RESOLVED, that the Arcade Creek Recreation and Park District requests the Board of Supervisors of Sacramento County to consolidate the regularly scheduled Presidential General Election with the statewide election to be held on November 8, 2022; and

BE IT FURTHER RESOLVED, that the

- Candidate pays at the Voter Registration and Elections office, or
- Candidate will be billed by the district, or
- District pays for the candidate statement

for the publication of the candidate's statement, pursuant to Elections Code #13307. The limitation on the number of words that a candidate may use in his/her candidate's statement is 200 words and

BE IT FURTHER RESOLVED that the District agrees to reimburse the Registrar of Voters for actual costs accrued for each election, such costs to be calculated by the proration method set forth in the County's current Election Cost to Allocation Procedures.

PASSED AND ADOPTED by the following vote on April 21, 2022.

Yes votes: \_\_\_\_\_

No votes: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Chair of the Board of Directors

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Secretary of the Board of Directors



Arcade Creek Recreation and Park District

<b>Meeting Date</b> April 21, 2022 <b>Item #</b> 6b		
<b>Subject:</b> Status of tennis court repairs		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Lisa Gonzalez</i>  Lisa Gonzalez, General Manager
<b>Objective:</b> To find out if ACRPD can qualify for a grant to have 2-4 tennis courts resurfaced and renovated.		
<b>Background:</b> I researched the United States Tennis Association (USTA) and filled out the request to receive an application. I then filled out the application submitted the application with the district information and they will assign me a Project Manager that will consult with me on the grant. It is a very competitive grant that could take 4-6 months before a decision to release a funding application is determined.		
<b>Budget/Cost Information:</b> If we are eligible for the grant, we would have to pay 50% of the cost to Renovate the courts. Please look for cost on the sheet attached.		
<b>Proposed Action:</b> Recommendation by the Board of Directors on how to proceed		
<b>Alternative Actions</b> None		
<b>Coordination and Review</b> This is a standard practice of the Board.	<b>Attachment(s)</b> Email regarding receipt of USTA application. 2022 Guide to Tennis Venue Services.	

**From:** [Lisa Gonzalez](#)  
**To:** [Kim Cook](#)  
**Subject:** FW: 22CA29546 Hamilton Street Park, Sacramento, CA  
**Date:** Wednesday, April 13, 2022 11:24:50 AM

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This is for the USTA grant to go behind the cover sheet.

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**From:** Lynne Schachte <lynne.schachte@contractor.usta.com>  
**Sent:** Thursday, April 7, 2022 4:20 AM  
**To:** Lisa Gonzalez <lgonzalez@acrpd.com>; Darren Wenger <wenger@norcal.usta.com>  
**Subject:** 22CA29546 Hamilton Street Park, Sacramento, CA

My name is Lynne Schachte. I have received your USTA Facility Services form and will serve as your project manager.

### **Overview:**

Based on the information represented on your form, you are looking to resurface tennis courts at a local park.

For a full description and an overview of the above services and grant funding levels, please click [HERE](#) to see the **2022 Guide to USTA's Tennis Venue + Design Group**

### **Process:**

Please understand the following:

1. The grant process can be comprehensive
  - It is possible that it could take up to 4-6 months before a decision to release a funding application is made.
2. These grants are extremely competitive. To be extended a funding application you must meet the following criteria:
  - Completion of the technical review

- Financially viable project
- Courts are accessible to the public
- Present evidence of a detailed program plan
- Compliance with the Americans with Disabilities Act (ADA) -Provide full paved access from paved parking to courts (full paved sidewalk that directly leads to gate entries that are a minimum of 36" width)
- Install 36' and 60' blended playing lines to tennis courts

3.If you will be fundraising in your community, please click [HERE](#) to access the USTA Community Advocacy Handbook

4. **Please do not begin any construction on the project until our technical review has been completed and we have determined that we can release a funding application. Doing so will jeopardize potential funding.**

### **First Steps:**

Please submit the following information by electronic mail so we can begin our review:

(Note: We cannot send your project for review until we receive **all** of the outlined documents.

Please refer for a checklist on what is needed to begin our review).

1. 6-8 pictures of court conditions. Please keep in full resolution jpegs (do not send them embedded in a pdf. Photos should

include the following:)

- o Configuration of the courts
- o Location of access gates
- o Demonstrated wheelchair accessibility (include parking lots, sidewalks, and gates)
- o Show how lawn areas are sloped in relation to the tennis courts

2. Sketch of the court layout with dimensions noted in feet and inches. Measurements should include the following

- o Sideline to fence
- o Baseline to fence
- o Distance between court sidelines
- o Distance and/or location of any light posts inside the court fencing
- o Number your courts please

3. Contractor's written estimate with detailed scope of work:

- o Please click [HERE](#) to access a contractor resurfacing proposal form that provides all the details that USTA recommends be included in your scope of work estimates. We encourage you to provide this document to your contractors

and request all these items be addressed in their tennis court resurfacing proposal to ensure that your contract has details that align with current tennis industry standards.

4. In the event that the courts are badly cracked or settling, we will require a written opinion from a local engineer describing what measures should be taken to ensure that water is deployed away from the tennis court battery in order to help keep the surface and subbase dry.

We encourage you to reach out to your USTA section for any programming or training needs that you may have....

**Section Assistance:**

If you have yet to do so, please reach out to your USTA Northern California section for local assistance and guidance in this process. Darren Wenger and your Northern California section can be a great asset to you as you move along with your project. His contact info is below, and I am copying his on our correspondence as well.

Darren Wenger

[wenger@norcal.usta.com](mailto:wenger@norcal.usta.com)

Please reference your USTA project number in the email subject line in your response(s) and any future communications so I can readily access your file. I am happy to review the program and to hear more about your plans. If you would like to chat by phone, please let me know your availability.

*Thank you,*

*Lynne Schachte*  
*United States Tennis Association*  
*National Facilities Services Grant Consultant*  
919-454-3511  
[lynne.schachte@contractor.usta.com](mailto:lynne.schachte@contractor.usta.com)

*go ahead check out our new eMag [HERE](#)*

Please note the sender of this email is a contractor for the USTA and does not have the authority to bind the USTA.

Any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the USTA. Contractors of USTA are instructed not to make defamatory statements or infringe or violate the rights of any third parties (including but not limited to copyright, trademark, patent, etc.). Any such communication is contrary to USTA policy.

# 2022 Guide to Tennis Venue Services

SEE BELOW FOR HELPFUL HINTS AND AVAILABLE RESOURCES



## BUSINESS SERVICES

- USTA assistance and support with liaising between public and private developers.
- Forecasting and financial recommendations that help determine project cost estimates.
- Identifying potential partners and funding sources
- Assistance with business plan preparation and review
- Providing recommendations for operations and staffing

## TECHNICAL SERVICES

- Assessment of existing facility to address any problems with tennis courts, lights, etc.
- Preparation of existing facility rehabilitation or renovation plans
- Review of contract bids
- Review of construction documents to ensure all project details are clear, accurate and concise • Recommendations for alternative or cost saving methods for construction, grading and drainage plans

## ADVOCACY SERVICES

- Complimentary [USTA Community Advocacy Handbook](#)
- Assist project leaders in developing their project's position and identifying a special proposal
- Provide tennis research and data to outline opportunities

## DIGITAL TOOLS

- Create custom online programs and manage financial transactions with ease
- Oversee court bookings, sell and manage services, and connect with customers in one place
- Promote your business with easy email marketing and a free custom website

## FACILITY FUNDING

- The USTA offers a competitive grant to facilities that meet additional requirements outlined below:

Categories	Funding Description	USTA Contribution
<b>CATEGORY I</b>	Basic facility improvements, including fixed court amenities (i.e. backboards, fencing, windscreens, etc.) and blended line installation on existing courts.	Up to 50% of total project cost (\$5,000 maximum)
<b>CATEGORY II</b>	Resurfacing of existing 36', 60' and 78' courts. Converting an existing 78' court to stand-alone 36' courts. Lighting costs.	Up to 50% of total project cost (\$25,000 maximum) 2 - 3 courts = \$7,500 max 4 - 11 courts = \$15,000 max 12+ courts = \$25,000 max
<b>CATEGORY III</b>	New construction or existing facility reconstruction of 36', 60' and 78' courts.	Up to 50% of total project cost (\$50,000 maximum) 2 - 3 courts = \$20,000 max* 4 - 11 courts = \$35,000 max* 12+ courts = \$50,000 max

*\*Additional funds may be available for indoor projects.*

**CONTACT US**

**EMAIL [FACILITIES@USTA.COM](mailto:FACILITIES@USTA.COM) TO GET YOUR PROJECT STARTED TODAY**

<b>Meeting Date April 21, 2022</b>		<b>Item # 6 c</b>
		<b>New Business</b>
<b>Subject: One year engagement contract with Auditor Larry Bain, CPA</b>		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Kim Cook</i>
<p><b>Objective</b> Follow up on request for engagement with Auditor Larry Bain, CPA and engage into a one-year agreement to provide services to conduct the audit for FY 2021-22.</p> <p><b>Background</b> The District has used the professional services of Larry Bain, CPA for auditor services. This provider is local and has provided quality service over the past five (5) years. The last agreement ended in 2021, which produced the audit for FY 2020-21.  At the end of the Districts last audit, the GM requested verbally if Mr. Bain would be interested in providing his services for the FY 2021-22 audit.  Staff requested that Mr. Bain submit an engagement letter to provide the services.</p> <p><b>Budget/Cost Information</b> Audit cost for FY 2021-22 is written, to not exceed \$6,500.00, the prior cost for services was \$5,495.00 per year.</p> <p><b>Proposed Action</b> Enter into the agreement dated March 7, 2022 for services to be provided by Larry Bain, CPA for one year.</p> <p><b>Alternative Actions</b> Do not enter into the agreement. Direct the GM to issue an RFP for this service.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b> Letter of engagement dated March 7, 2022



# LARRY BAIN, CPA

## AN ACCOUNTING CORPORATION

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2148 Frascati Drive, El Dorado Hills, CA 95762 / (916)601-8894

[lbain@sbcglobal.net](mailto:lbain@sbcglobal.net)

March 7, 2022

Board of Directors  
Arcade Creek Recreation & Park District  
P.O. Box 418114  
Sacramento, CA 95841-8114

We are pleased to confirm our understanding of the services we are to provide Arcade Creek Recreation and Park District for the year ended June 30, 2022.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, and the general fund, which collectively comprise the basic financial statements of Arcade Creek Recreation and Park District as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Arcade Creek Recreation and Park District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Arcade Creek Recreation and Park District's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Budget comparison schedules
- 2) Pension information required by GASB 68

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about

whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Arcade Creek Recreation and Park District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

## **Other Services**

We will also assist in preparing the state controller financial transaction report and the financial statements of Arcade Creek Recreation and Park District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the State Controller financial transaction report and the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior

management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Larry Bain, CPA, An Accounting Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Larry Bain, CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to State Controller's Office or its designee. The State Controller or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Larry Bain, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately October 6, 2022 and to issue our reports no later than December, 2022.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$6,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### **Reporting**

We will issue a written report upon completion of our audit of Arcade Creek Recreation and Park District's financial statements. Our report will be addressed to management and those charged with governance of Arcade Creek Recreation and Park District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Arcade Creek Recreation and Park District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Larry Bain, CPA  
An Accounting Corporation

RESPONSE:

This letter correctly sets forth the understanding of Arcade Creek Recreation and Park District.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Arcade Creek Recreation and Park District**

**MEETING DATE: April 21,2022**

**AGENDA ITEM: 7 a**

**General discussion on topics for future meetings**