

# Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING  
THURSDAY DECEMBER 14, 2023 @ 6:00 p.m.  
At the Herzog Community Center Oak (Small) Room  
4855 Hamilton Street, Sacramento, CA 95841  
AGENDA

1. **Call to Order and perform Roll Call.** (Chair – Alex Vassar)
2. **Public Comment** – this is the opportunity for members of the public to address the Board on any topic within the Board’s jurisdiction NOT listed on the agenda. The Board will take comments only but cannot act upon any item not listed on the Agenda.  
**Each speaker will be limited to five minutes of time.**  
The Board will not receive comments relating to District Personnel during this time. These comments must be made in writing to the General Manager and in the case of the General Manager made in writing to the Chairperson of the Board.  
**Questions about the daily operation of the park district should be directed to the General Manager during normal working hours when possible.**  
Comments related to a specific item on the agenda will be received by the Board at that time during the meeting. Members of the public may gain recognition by registering with the Secretary to the Board prior to the start of the meeting or by raising their hand to be recognized by the Chairperson of the Board at the time they wish to speak, and public comment is welcomed.  
**Although public comments on agenda items are welcomed during each discussion, public comments of a general nature will not be received once the Board Chair has closed the Public Comment period.**
3. **Announcements** (Staff)
4. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Title: General Manager
5. **Task Started, Revised or Accomplished**
6. **Consent Agenda**-*these items are expected to be routine and noncontroversial. Any Board member may ask that an item be removed from the Consent Items list and it will be considered as a separate item under New Business. The Board by motion and second will be asked to approve all items on the list without discussion.*
  - a. **Draft Meeting Minutes:** Board Meeting 11/16/2023
  - b. FY 23-24 Period 5 **Financial Reports 339A**
  - c. FY 23-24 Period 5 **Financial Reports 339D**
  - d. FY 23-24 Period 5 **Multi Accounts Revenue Reports**
  - e. FY 23-24 Period 5 **Payroll Report**
  - f. FY 23-24 Period 5 **Rental & Misc. Revenue Report Attributed To Stated Period**
  - g. Correspondence **received and sent**
  - h. General Managers Report

Mailing Address: PO Box 418114, Sacramento, CA 95841-8114  
Physical Address: 4855 Hamilton Street, Sacramento, California 95841-3414  
(916) 482-8377 Email: [acrpd@acrpd.com](mailto:acrpd@acrpd.com)

## **7. Old Business:**

- a. Monthly update on Nature Trail at Arcade Creek Park
- b. Director Dworetzky and Director Wilson - Discuss District Salary Ranges
- c. Sick Leave Policy Discussion
- d. Draft Policy 2900 General Manager
- e. Proposed Successor Agreement Between TRUSD and ACRPD

## **8. New Business:**

- a. Change in Board Officers' Position for 2024 will be voted on at the January 2024 meeting.
- b. Discuss and establish office hours
- c. Pickleball Courts Vandalism

## **9. Board Discussion**

- a. General discussion on topics for future meetings

## **10. Adjournment of the meeting**

The next regular Board of Directors meeting will be held Thursday January 18, 2024, at 6:00 p.m.

### **NOTICE**

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

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

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

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**Arcade Creek Recreation and Park District**

**MEETING DATE: December 14, 2023**

**AGENDA ITEM: 4 Closed Session**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

**Title: General Manager**



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

**MINUTES**

Of

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

Held on

**Thursday November 16, 2023 at 6:00 p.m.**

**Meeting conducted in the Herzog Community Center Oak (Small) 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:** A. Vassar, T. Dworetzky, S. Miller, G. Wilson

**Board Members Absent:** M. Hanson arrived at 6:04 pm

**Staff Members Present:** Lisa Gonzalez, Kim Cook, Juanita Petersen, Mike Mitchell

**Legal Counsel Present:** Derek Cole

**Auditor Present:** Larry Bain, CPA

**Presentation(s):** Yes – Audit for FY 2022/2023

**Visitor(s) That Signed In:** Jhason Wint, Richard and Marilyn Clothier

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**2. PUBLIC COMMENTS:**

Jhason Wint, expressed interest in a seat on the Board if an opportunity arises.

Director Hanson arrived at 6:04 pm

Jack Arent, a neighbor living in the Cameron Ranch area near Arcade Creek Park, attended to commend the park maintenance staff on the work that they do to deal with the homeless groups and the clean up that is done on a continuous basis.

Mr. Arent stated that he has concerns about the new restroom that is being installed at Arcade Creek Park.

Lisa Boatman wanted to confirm that the pickleball courts were ready to be used and when would they be available.

**3. ANNOUNCEMENTS:**

None

**MINUTES of Board of Directors Meeting**

November 16, 2023

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**ACRPD 2023 - 2024  
339A Budget Report**

**November 2023  
Period 5 of 13**

**FYTD Completed = 38%**

CODE	CATEGORIES	2023-24 Budget	November	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	252,114.00	21,113.63	91,928.41	160,185.59	36%
"	<b>Part-time Salaries</b>			-		-0-
"	<b>P/T Monitors</b>	31,360.00	544.00	5,404.00	25,956.00	17%
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	250.00	950.00	2,550.00	27%
10113200	Salaries & Wages - Time/one half (OT)	4,000.00	235.37	830.09	3,169.91	21%
"	Salaries/Wages - Strt Time (No Retirement Contribution)		46.96	179.79	(179.79)	#DIV/0!
10121000	Retirement - ER Cost 6502 (@11.84%)	14,245.00	1,217.72	5,735.19	8,509.81	40%
"	Retirement - ER Cost 30003 (@10.1%)	13,312.00	759.20	3,652.99	9,659.01	27%
"	Retirement - ER Cost 26990 (@7.68%)		254.36	474.85	(474.85)	#DIV/0!
"	Retirement - <b>UAL</b> (-0- mthly or -0-)			-	-	#DIV/0!
"	Retirement Acturial Cost #6502 & 30003	1,000.00		700.00	300.00	70%
10122000	Social Security (OASDHI rate=7.65%)	22,260.00	1,697.50	7,595.85	14,664.15	34%
10123000	Group Insurance - Employer Cost			-		-0-
"	<b>Medical + Admin fee</b>	45,213.00	3,666.66	15,595.27	29,617.73	34%
"	<b>Dental</b>	1,986.00	167.16	877.59	1,108.41	44%
"	<b>Vision</b>	413.00	32.76	171.99	241.01	42%
"	<b>EAP</b>	171.00	-	74.76	96.24	44%
10124000	Work Comp Ins - Employer Cost	5,225.00	471.00	3,083.50	2,141.50	59%
10125000	State Unemployment Insurance (Pool)	1,000.00	63.50	165.35	834.65	17%
10128000	Health Care Retirees	2,002.00	153.72	922.40	1,079.60	46%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)			-	-	#DIV/0!
	<b>TOTALS:</b>	<b>397,801.00</b>	<b>30,673.54</b>	<b>138,342.03</b>	<b>259,458.97</b>	<b>35%</b>



**ACRPD 2023 - 2024  
339A Budget Report**

**November 2023  
Period 5 of 13**

**FYTD Completed = 38%**

CODE	Service & Supply	2023-24 Budget	November	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	220.00		75.00	145.00	34%
20202900	Business/Conference Expenses	2,200.00		144.94	2,055.06	7%
20203600	Education and Training Supplies			-	-	#DIV/0!
20203807	Workplace Amenities			-	-	#DIV/0!
20205100	Insurance - Liability	81,497.00		40,748.50	40,748.50	50%
20206100	Memberships Dues	6,050.00		2,665.00	3,385.00	44%
20207600	Office Supplies	1,650.00	194.88	347.15	1,302.85	21%
20207602	Signs	1,100.00		110.98	989.02	10%
20207603	Keys	220.00		-	220.00	0%
20208100	Postage Service	226.00		226.00	-	100%
20208102	Stamps (Postal)	165.00		-	165.00	0%
20208500	Printing Service			-	-	#DIV/0!
20210300	Agriculture/Horticultural Services	27,500.00		11,900.00	15,600.00	43%
20210400	Agricultural/Horticultural Supplies	550.00		13.24	536.76	2%
20211100	Building Maintenance Service	2,200.00	142.00	284.00	1,916.00	13%
20211200	Building Maintenance Supplies	550.00		-	550.00	0%
20212200	Chemical Supplies (new)			-	-	#DIV/0!
20213100	Electrical Maintenance Services	5,914.00		-	5,914.00	0%
20213200	Electrical Maintenance Supplies	220.00		-	220.00	0%
20214100	Land Improvement Maintenance Service	12,000.00	930.00	7,113.20	4,886.80	59%
20214200	Land Improvement Maintenance Sup.	5,500.00		33.20	5,466.80	1%
20215100	Mechanical System Maintenance Svcs.	45,000.00		769.00	44,231.00	2%
20215200	Mechanical System Maintenance Sup.	3,300.00		-	3,300.00	0%
20216200	Painting Supplies	1,650.00		29.89	1,620.11	2%
20216700	Plumbing Maintenance Service (new)	1,100.00	785.52	785.52	314.48	71%
20216800	Plumbing Maintenance Supplies	550.00		-	550.00	0%
20219100	Electricity	22,000.00	770.21	7,337.42	14,662.58	33%

**ACRPD 2023 - 2024  
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**November 2023  
Period 5 of 13**

**FYTD Completed = 38%**

CODE	Service & Supply	2023-24 Budget	November	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	3,300.00	24.52	99.14	3,200.86	3%
20219300	Refuse Collection/Disposal	3,300.00	189.90	993.50	2,306.50	30%
20219500	Sewage Services	2,200.00		552.56	1,647.44	25%
20219800	Water	38,500.00	1,515.73	9,461.72	29,038.28	25%
20220500	Automotive Maintenance Service	3,850.00		-	3,850.00	0%
20220600	Automotive Maintenance Supplies	550.00		-	550.00	0%
20221100	Grounds Equipment Maintenance Svcs.	4,400.00	1,531.25	1,683.75	2,716.25	38%
20221200	Grounds Equipment Maintenance Sup.	4,400.00	775.26	1,071.04	3,328.96	24%
20222600	Hand / Expendable Tools	550.00	86.18	179.10	370.90	33%
20223600	Fuel and Lubricant Supplies	5,500.00	651.67	1,963.03	3,536.97	36%
20226200	Office Equip. Maintenance Supplies	1,100.00		29.08	1,070.92	3%
20227500	Rent/Lease Equipment	550.00		-	550.00	0%
20227501	Copy Machine - Lease			-	-	#DIV/0!
20227504	Miscellaneous	550.00		73.63	476.37	13%
20229100	Other Equip Maint. Service	2,200.00		-	2,200.00	0%
20229200	Other Equip Maint. Supply	2,200.00		-	2,200.00	0%
20231400	Clothing/Personal Supplies	110.00		84.81	25.19	77%
20232200	Custodial Supplies	6,600.00	699.58	2,160.84	4,439.16	33%
20243700	Lab (Medical) Service (Drug Testing)	110.00		-	110.00	0%
20244300	Medical Service (Pre-emp. testing)	220.00		100.00	120.00	45%
20244400	Medical Supplies (First Aid)	330.00		-	330.00	0%
20250700	Assessment / Collection Services	8,690.00		114.00	8,576.00	1%
20252100	Temporary Services			-	-	#DIV/0!
20253100	Legal Services	8,800.00		2,985.63	5,814.37	34%
20255100	Planning Service-	10,000.00		750.00	9,250.00	8%
20257100	Security Service	5,000.00		-	5,000.00	0%
20258200	Public Relations Service/mkting, web	1,200.00		1,200.00	-	100%
20259100	Other Professional Services	5,500.00		-	5,500.00	0%

**ACRPD 2023 - 2024  
339A Budget Report**

**November 2023  
Period 5 of 13**

**FYTD Completed = 38%**

CODE	CATEGORIES	2023-24 Budget	November	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	2,750.00		-	2,750.00	0%
20281201	Hardware (Computer)			-	-	#DIV/0!
20281265	Application Software Maint Lic Renewal	3,300.00		1,039.99	2,260.01	32%
20281304	Sales Tsx Adj - Board of EQ			-	-	#DIV/0!
20281700	Election Services			-	-	#DIV/0!
20283102	Mileage	550.00	14.51	78.68	471.32	14%
20285100	Recreation Services	3,300.00		-	3,300.00	0%
20285200	Recreation Supplies	3,300.00		-	3,300.00	0%
20285300	Recreation Supp. (P-S) ELP Program			-	-	#DIV/0!
20288000	Prior Year Service & Supply Expe			-	-	#DIV/0!
20289800	Other Operating Expenses - Supplies	350.00		344.79	5.21	99%
20289900	Other Operating Exp. - Misc. expenses	220.00		-	220.00	-0-
20291300	Auditor/Controller Services	7,150.00	6,500.00	6,500.00	650.00	91%
20291500	Compass Costs	1,180.00		1,095.83	84.17	93%
20291700	Alarm Services	4,928.00		2,292.26	2,635.74	47%
20298700	Telephone Services	4,400.00	341.24	1,703.74	2,696.26	39%
20298701	Cell Phones	1,650.00	30.55	848.69	801.31	51%
20299909	Expenditure Reimbursements	22,000.00		-	22,000.00	0%
<b>TOTALS:</b>		<b>396,150.00</b>	<b>\$ 15,183.00</b>	<b>\$ 109,988.85</b>	<b>\$ 286,161.15</b>	<b>28%</b>

**ACRPD 2023 - 2024  
339A Budget Report**

**November 2023  
Period 5 of 13**

**FYTD Completed = 38%**

CODE	CATEGORIES	2023-24 Budget	November	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	5,860.00		2,569.30	3,290.70	44%
30323000	Lease Obligation Retirement(Side Fund)	31,800.00		13,000.00	18,800.00	41%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	775.00		703.64	71.36	91%
<b>TOTALS:</b>		<b>38,435.00</b>	<b>\$ -</b>	<b>\$ 16,272.94</b>	<b>\$ 22,162.06</b>	<b>42%</b>

**FYTD Completed = 38%**

CODE	CATEGORIES	2023-24 Budget	November	Expended To Date	Balance	Percent Expended
42420100	Buildings - HSP Shop Renovation	450,000.00	-	15,794.00	434,206.00	4%
"	Buildings - HSP Retrofit Lighting Proj	25,000.00	-	23,922.81	1,077.19	96%
"	Buildings - HSP Pickleball Conversion	5,000.00	-	-	5,000.00	0%
42420100	Building - Community Ctr Upgrades		-	-	-	#DIV/0!
<b>TOTALS:</b>		<b>480,000.00</b>	<b>\$ -</b>	<b>\$ 39,716.81</b>	<b>\$ 440,283.19</b>	<b>8%</b>

**FYTD Completed = 38%**

79790100	Contingencies	382,969.00		-	\$ 382,969.00	0%
	Reserved Fund Balance Increase			-	\$ -	0%

**Grand Total \$ 1,695,355.00 \$ 45,856.54 \$ 304,320.63 \$ 1,391,034.37 18%**

*Grand Total Corrected to  
include GL79790100  
Contingencies amount*

**ACRPD 2023 - 2024  
339A Budget Report**

**November 2023  
Period 5 of 13**

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

**ACRPD 2023-2024**  
**339A Revenue**

**November 2023**  
**Period 5 of 13**

**FYTD Completed = 38%**  
**Percent Received**

<b>Account</b>		<b>2023-24 Budget</b>	<b>November</b>	<b>Received To Date</b>	<b>Unrealized</b>	
91910100	Property Tax-Current Secured	700,000.00		-	700,000.00	0%
91910200	Property Tax-Current Unsecured	23,000.00		-	23,000.00	0%
91910300	Property Tax-Current Sup.	18,000.00		-	18,000.00	0%
91910400	Property Tax Sec. Delin.(+Teeter)	4,000.00		-	4,000.00	0%
91910500	Property Tax Supplemental Delin.	1,000.00		-	1,000.00	0%
91910600	Property Tax-Unitary	6,000.00		-	6,000.00	0%
91912000	Redemption	50.00		-	50.00	0%
91913000	Property Tax Prior Unsecured	400.00		-	400.00	0%
91914000	Penalty	150.00		-	150.00	0%
91919600	RDA Residual Distribution	10,000.00		191.42	9,808.58	2%
<b>Total Taxes</b>		<b>\$ 762,600.00</b>	<b>\$ -</b>	<b>\$ 191.42</b>	<b>\$ 762,408.58</b>	<b>0%</b>
94941000	Interest	2,000.00		-	2,000.00	0%
94942900	Building Rental (Parks & Facilities)	4,674.00	240.00	3,270.00	1,404.00	70%
"	Building Rental (Cell Towers 4610.42)	55,326.00	4,610.42	23,052.10	32,273.90	42%
95952200	Homeowner Property Tax Relief	5,000.00		-	5,000.00	0%
95952900	In Lieu Taxes - Other			-	-	#DIV/0!
95953300	Redevelopment Passthru	7,000.00		141.62	6,858.38	2%
95956300	State-Federal Grants			-	-	#DIV/0!
95956900	Other Funds - Local (GRANT)			-	-	#DIV/0!
"	<b>Grant = Park Sponsorships</b>			-	-	#DIV/0!
"	<b>Funds Transferred from 339I</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
96964600	Recreation Fees			-	-	#DIV/0!
97974000	Insurance Proceeds	18,000.00		-	18,000.00	0%
97979000	Miscellaneous	5,000.00		78.90	4,921.10	2%
97979900	Prior Year (Funds moved to )			-	-	#DIV/0!
98986200	Proceeds from Asset sale - Spec Dist			-	-	#DIV/0!
	Fund Balance Available =xxxxxxx.xx			-	-	#DIV/0!
<b>Problem</b>	**County Error In Process of Correction**	-		-	-	0%
<b>Total Other Revenue</b>		<b>\$ 97,000.00</b>	<b>\$ 4,850.42</b>	<b>\$ 26,542.62</b>	<b>\$ 70,457.38</b>	<b>27%</b>
<b>Total Revenue</b>		<b>\$ 859,600.00</b>	<b>\$ 4,850.42</b>	<b>\$ 26,734.04</b>	<b>\$ 832,865.96</b>	<b>3%</b>

**Register Expense Report**  
**Period 5**  
**Account**

**FY 2023/2024**  
**11/1/2023 Through 11/30/2023**  
**339A**  
**November Report**

**Not**  
**Clrd**

Date	Num	Description	Memo	Category	Clrd	Amount
11/6/2023	24978	S CalPERS - 521	10/16 - 10/31/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(366.76)
			10/16 - 10/31/2023 ER Contrib	121000 Retirement ER Cost	c	(620.35)
11/6/2023	24979	S CalPERS - 521	10/16 - 10/31/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(263.09)
			10/16 - 10/31/2023 ER Contrib	121000 Retirement ER Cost	c	(379.60)
11/6/2023	24980	S CalPERS - 521	10/16 - 10/31/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(133.92)
			10/16 - 10/31/2023 ER Contrib	121000 Retirement ER Cost	c	(132.71)
11/6/2023	24981	Cintas - 56036	10/25/2023 - Custodial	232200 Custodial Supplies	c	(125.50)
11/6/2023	24982	Defender Termite & Pest - 71461	10/19/2023 - HSP Pest Control	211100 Building Maint. Service	c	(70.00)
11/6/2023	24983	Defender Termite & Pest - 71461	10/19/2023 - Oakdale RR Pest Control	211100 Building Maint. Service	c	(72.00)
11/6/2023	24984	Fast Break - 37998	10/2023 Phone service	298700 Telephone Services	c	(195.00)
11/6/2023	24985	Kim Cook - 919996	10/25/2023- Mileage Reimb	283102 Mileage	c	(14.51)
11/6/2023	24986	Orbit Station - 33714	10/2023 - Fuel Chgs	223600 Fuel & Lubricant Supplies	c	(651.67)
11/6/2023	24987	S PAPE - 18032	Labor - J Deere Z920A	221100 Grounds Equip Maint. Services	c	(862.50)
			Repair Parts - J Deere Z920A	221200 Ground Equip Maint. Supplies	c	(430.96)
11/6/2023	24988	S PAPE - 18032	Labor - J Deere Z997R	221100 Grounds Equip Maint. Services	c	(668.75)
			Repair Parts - J Deere Z997R	221200 Ground Equip Maint. Supplies	c	(344.30)
11/6/2023	24989	PG&E - 1383	10/2023 - Billing	219200 Natural Gas Service	c	(24.52)
11/6/2023	24990	Republic Services - 57909	10/2023 - Billing	219300 Refuse Collection-Disposal	c	(189.90)
11/6/2023	24991	Staples Business Advantage - 14122	Office supplies	207600 Office Supplies	c	(194.88)
11/6/2023	24992	T-Mobile - 32685	10/2023 District Cell phone	298701 Cell Phones	c	(30.55)
11/15/2023	EFT	# 400046072 - Health Benefits	Health Benefits Pay Date 11/15/2023	123000 Health Insurance(s)	c	(1,827.48)
11/15/2023	P/R+Taxes	S Payroll And Taxes	Period 10/16/2023 - 10/31/2023- Ck date 11/15/2023	111000 Salaries & Wages	c	(11,061.85)
			Brd Pay Ck date 11/15/2023	112400 Stipend Commission & Board	c	(250.00)
			Time/One Half - Ck date 11/15/2023	113200 OT & Straight Time	c	(235.37)
			OT Straight Pay - Ck date 11/15/2023	113200 OT & Straight Time	c	-
			OASDHI - Ck date 11/15/2023	122000 OASDHI	c	(883.35)
			SUI ER Contrib Ck date 11/15/2023	125000 SUI Insurance (ER Cost)	c	(34.76)
			Termination Pay	115200 Terminal Pay	c	-
11/15/2023	24993	America's Plumbing - 70141	Plumbing Service HSP Water heater connection	216700 Plumbing Maint. Service	c	(785.52)
11/15/2023	24994	Carson Landscape Indus. - 18136	HSP Irrigation repair	214100 Land Improvement Maint. Servic	c	(930.00)
11/15/2023	24995	Cintas - 56036	11/8/2023 - Custodial/2 cases TP, 5 cases Blk trash bag	232200 Custodial Supplies	c	(537.54)
11/15/2023	24996	Comcast - 12322	11/2023 - Billing-Phone/HSI	298700 Telephone Services	c	(146.24)
11/15/2023	24997	S GSRMA - 29229	12/2023 - Dental - 4 EEs	123000 Health Insurance(s)	c	(167.16)
			12/2023 -Vision - 4 EEs	123000 Health Insurance(s)	c	(32.76)
11/15/2023	24998	S Home Depot - 2843	Hose	222600 Hand - Expendable Tools	c	(86.18)

			Custodial items	232200 Custodial Supplies	c	(36.54)
11/15/2023	24999 Larry Bain, CPA - 26727		FY 22/23 - Audit	291300 Auditor Controller Services	c	(6,500.00)
11/15/2023	25000 Sacramento Suburban Water - 26158		11/2023 - Garfield (ACP)	219800 Water	c	(558.03)
11/15/2023	25001 SMUD - 4025		10/2023 - SMUD Billing	219100 Electricity	c	(770.21)
11/16/2023	DEP S	4850.42	Studio / Field Space	942900 Building Rental + Other	c	240.00
			Event Building / GPA / Park Rentals	942900 Building Rental + Other	c	-
			Cell Tower	942900 Building Rental + Other	c	4,610.42
			Grants -	956300 State - Federal Grants	c	-
			Misc Funds Collected / Received	979000 Misc Other Revenues	c	-
			Rental Refunds	942900 Building Rental + Other	c	-
11/21/2023	25002 S CalPERS - 521		11/1- 11/15/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(353.17)
			11/1 - 11/15/2023 ER Contrib	121000 Retirement ER Cost	c	(597.37)
11/21/2023	25003 S CalPERS - 521		11/1- 11/15/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(263.09)
			11/1 - 11/15/2023 ER Contrib	121000 Retirement ER Cost	c	(379.60)
11/21/2023	25004 S CalPERS - 521		11/1- 11/15/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(122.76)
			11/1 - 11/15/2023 ER Contrib	121000 Retirement ER Cost	c	(121.65)
11/21/2023	25005 S CalPERS Health - 12733		12/2023 - Medical - 4 EE's	5420516 Insurance (Clearing Acct)	c	(3,654.96)
			12/2023 - Medical - EE Admin Fee	123000 Health Insurance(s)	c	(11.70)
			12/2023- Medical - 2 Retirees	128000 Retiree Health Benefits	c	(153.72)
11/21/2023	25006 CAPRI - 8761		Final W/C FY 2022-23	124000 Workers Comp	c	(471.00)
11/21/2023	25007 Kim Cook - 919996		11/2023- Mileage Reimb	283102 Mileage	c	(30.26)
11/21/2023	25008 S OK Tire - 14277		Smog - 2010 Ford	220500 Automotive Maint. Service	c	(62.95)
			Labor - 2010 Ford	220500 Automotive Maint. Service	c	(256.52)
			4 Tires & parts 2010 Ford	220600 Automotive Maint. Supplies	c	(1,213.08)
11/21/2023	25009 Sacramento Suburban Water - 26158		11/2023 - Myrtle (Oak)	219800 Water	c	(795.34)
11/21/2023	25010 Sacramento Suburban Water - 26158		11/2023 - HSP	219800 Water	c	(162.36)
11/30/2023	P/R+Taxes S Payroll And Taxes		Period 11/16/2023 - 11/30/2023- Ck date 12/15/2023	111000 Salaries & Wages	c	(10,345.78)
			Brd Pay Ck date 12/15/2023	112400 Stipend Commission & Board	c	(250.00)
			Time/One Half - Ck date 12/15/2023	113200 OT & Straight Time	c	(46.96)
			OT Straight Pay - Ck date 12/15/2023	113200 OT & Straight Time	c	-
			OASDHI - Ck date 12/15/2023	122000 OASDHI	c	(814.15)
			SUI ER Contrib Ck date 12/15/2023	125000 SUI Insurance (ER Cost)	c	(28.74)
			Termination Pay	115200 Terminal Pay	c	-
11/30/2023	EFT # 400046158 - Health Benefits		Health Benefits Pay Date 11/30/2023	123000 Health Insurance(s)	c	(1,827.48)
				<b>TOTAL 11/1/2023 - 11/30/2023</b>		<b>(47,726.68)</b>
				<b>BALANCE 11/30/2023</b>		<b>(304,819.29)</b>
				<b>TOTAL INFLOWS</b>		<b>4,850.42</b>
				<b>TOTAL OUTFLOWS</b>		<b>(52,577.10)</b>



**NET TOTAL** (47,726.68)

Period 1 thru 5						
Date	Num	Description	Memo	Clr	Amount	
200500 Advertising - Legal Notices						
8/4/2023	24876	S Umpqua CC - 71085	CPRS - Job poeting Maint Wkr 1	c	(75.00)	
					<b>TOTAL 200500 Advertising - Legal Notices</b>	(75.00)
202900 Business Conference Expenses						
7/6/2023	24836	Umpqua CC - 71085	6/2023 Stmt	c	(40.40)	
8/4/2023	24876	S Umpqua CC - 71085	Business lunch	c	(34.54)	
9/6/2023	24916	S Umpqua CC - 71085	CPRS Expo / Carmichael Dist	c	(70.00)	
			CPRS Expo - Double billed - requesting refund	c	(45.00)	
10/3/2023	24953	S Umpqua CC - 71085	CPRS Expo CREDIT	c	45.00	
					<b>TOTAL 202900 Business Conference Expenses</b>	(144.94)
205100 Insurance - Liability						
7/6/2023	24823	CAPRI - 8761	7/2023-6/2024 -1st half Liability Ins Coverage	c	(40,748.50)	
					<b>TOTAL 205100 Insurance - Liability</b>	(40,748.50)
206100 Membership Dues						
7/6/2023	24824	CARPD - 12261	FY 2023-24 Dues	c	(2,500.00)	
7/6/2023	24825	CPRS - 8165	2024 Membership Renewal - Gonzalez, L	c	(165.00)	
					<b>TOTAL 206100 Membership Dues</b>	(2,665.00)
207600 Office Supplies						
9/19/2023	24928	J&J Locksmith - 1833	Office file cabinet - replace lock	c	(152.27)	
11/6/2023	24991	Staples Business Advantage - 14122	Office supplies	c	(194.88)	
					<b>TOTAL 207600 Office Supplies</b>	(347.15)
207602 Signs						
10/3/2023	24953	S Umpqua CC - 71085	Signs-No Parking & Restricted Entrance	c	(110.98)	
					<b>TOTAL 207602 Signs</b>	(110.98)
208100 Postage Service (PO Box)						
8/4/2023	24876	S Umpqua CC - 71085	1 Yr Renewal PO Box	c	(226.00)	
					<b>TOTAL 208100 Postage Service (PO Box)</b>	(226.00)
210300 Agriculture-Horticultural Service						

7/18/2023	24850	Raul's Tree Care - 69419	HSP - Trim, clear, haul (courts)	c	(1,600.00)
7/18/2023	24851	Raul's Tree Care - 69419	ACP - Trim, clear, haul (new RR)	c	(1,600.00)
7/27/2023	24858	Dave Weber - 54010	ACP Disk & clear lot	c	(700.00)
8/14/2023	24886	Raul's Tree Care - 69419	ACP - Clear trail on Garfield	c	(1,500.00)
10/11/2023	24958	Raul's Tree Care - 69419	HSP - Live Oak - remove, grind stump @ Myrtle Ave	c	(2,500.00)
10/11/2023	24959	Raul's Tree Care - 69419	HSP - Live Oak -lg branch near lg blding parking lot	c	(1,800.00)
10/11/2023	24960	Raul's Tree Care - 69419	HSP - Live Oak -pruned Live Oak near parking lot	c	(2,200.00)
<b>TOTAL 210300 Agriculture-Horticultural Service</b>					(11,900.00)

210400 Agricultural-Hort. Supplies

10/3/2023	24942	S Home Depot - 2843	Wasp spray	c	(7.55)
10/3/2023	24943	S Juanita Petersen - 910220	Pest control	c	(5.69)
<b>TOTAL 210400 Agricultural-Hort. Supplies</b>					(13.24)

211100 Building Maint. Service

8/9/2023	24877	Defender Termite & Pest - 71461	8/3/2023 - HSP Pest Control	c	(70.00)
8/9/2023	24878	Defender Termite & Pest - 71461	8/3/2023 - Oakdale RR Pest Control	c	(72.00)
11/6/2023	24982	Defender Termite & Pest - 71461	10/19/2023 - HSP Pest Control	c	(70.00)
11/6/2023	24983	Defender Termite & Pest - 71461	10/19/2023 - Oakdale RR Pest Control	c	(72.00)
<b>TOTAL 211100 Building Maint. Service</b>					(284.00)

214100 Land Improvement Maint. Services

7/27/2023	24859	S Electrical Service Company - 75974	HSP - Installed/welded 6 Bbq base plates	c	(870.00)
8/22/2023	24893	S Electrical Service Company - 75974	HSP - Weld gate handle on retention chain	c	(100.00)
10/3/2023	24942	S Home Depot - 2843	HSP - Tennis court light controls	c	(4,814.00)
11/15/2023	24994	Carson Landscape Indus. - 18136	HSP - Freight chg - Cabinet tennis court control	c	(390.00)
			Sakrete	c	(9.20)
			HSP Irrigation repair	c	(930.00)
<b>TOTAL 214100 Land Improvement Maint. Services</b>					(7,113.20)

214200 Land Improvement Maint. Supplies

8/22/2023	24887	ACRPD Revolving Account - 8213	Check 1013 - Reimb R Clothier items to attach gate to tennis c	c	(33.20)
<b>TOTAL 214200 Land Improvement Maint. Supplies</b>					(33.20)

215100 Mechanical Sys Maint. Services

8/14/2023	24882	Clarke & Rusch - 8939	8/9/2023 Planned Maint.	c	(229.00)
8/22/2023	24888	All Pro Backflow - 69926	Backflow test -ACP = 2 / Oak = 4	c	(540.00)
<b>TOTAL 215100 Mechanical Sys Maint. Services</b>					(769.00)

216200 Painting Supplies

9/6/2023 24905 S Home Depot - 2843

Paint items

c

(29.89)

**TOTAL 216200 Painting Supplies**

(29.89)

216700 Plumbing Maint. Service

11/15/2023 24993 America's Plumbing - 70141

Plumbing Service HSP Water heater connection

c

(785.52)

**TOTAL 216700 Plumbing Maint. Service**

(785.52)

219100 Electricity

7/12/2023 24843 SMUD - 4025

6/2023 - SMUD Billing

c

(1,614.13)

8/9/2023 24880 SMUD - 4025

7/2023 - SMUD Billing

c

(1,879.49)

9/6/2023 24914 SMUD - 4025

8/2023 - SMUD Billing

c

(1,711.87)

10/11/2023 24963 SMUD - 4025

9/2023 - SMUD Billing

c

(1,361.72)

11/15/2023 25001 SMUD - 4025

10/2023 - SMUD Billing

c

(770.21)

**TOTAL 219100 Electricity**

(7,337.42)

219200 Natural Gas Service

7/6/2023 24831 PG&E - 1383

6/2023 - Billing

c

(27.20)

8/4/2023 24872 PG&E - 1383

7/2023 - Billing

c

(16.68)

9/6/2023 24909 PG&E - 1383

8/2023 - Billing

c

(15.11)

10/3/2023 24946 PG&E - 1383

9/2023 - Billing

c

(15.63)

11/6/2023 24989 PG&E - 1383

10/2023 - Billing

c

(24.52)

**TOTAL 219200 Natural Gas Service**

(99.14)

219300 Refuse Collection-Disposal

7/6/2023 24833 Republic Services - 57909

6/2023 - Billing

c

(189.90)

8/4/2023 24873 Republic Services - 57909

7/2023 - Billing

c

(189.90)

9/6/2023 24910 Republic Services - 57909

8/2023 - Billing

c

(189.90)

10/3/2023 24948 S Republic Services - 57909

9/2023 - Billing

c

(189.90)

9/2023 - overage chg

c

(44.00)

11/6/2023 24990 Republic Services - 57909

10/2023 - Billing

c

(189.90)

**TOTAL 219300 Refuse Collection-Disposal**

(993.50)

219500 Sewage Services

8/4/2023 24874 Sacramento County utilities - 666

6/22 - 8/21/2023 - Billing

c

(276.28)

10/11/2023 24964 Sacramento County utilities - 666

8/22 - 10/21/2023 - Billing

c

(276.28)

**TOTAL 219500 Sewage Services**

(552.56)

219800 Water

7/18/2023	24852 Sacramento Suburban Water - 26158	7/2023 Garfield (ACP)	c	(785.88)
7/27/2023	24861 Sacramento Suburban Water - 26158	7/2023 Myrtle (Oak)	c	(777.70)
7/27/2023	24862 Sacramento Suburban Water - 26158	7/2023 HSP	c	(150.60)
8/22/2023	24896 Sacramento Suburban Water - 26158	8/2023 Garfield (ACP)	c	(1,470.90)
9/6/2023	24912 Sacramento Suburban Water - 26158	8/2023 Myrtle (Oak)	c	(790.93)
9/6/2023	24913 Sacramento Suburban Water - 26158	8/2023 HSP	c	(157.95)
9/19/2023	24931 Sacramento Suburban Water - 26158	9/2023 Garfield (ACP)	c	(1,134.27)
10/3/2023	24950 Sacramento Suburban Water - 26158	9/2023 Myrtle (Oak)	c	(801.22)
10/3/2023	24951 Sacramento Suburban Water - 26158	9/2023 HSP	c	(157.95)
10/17/2023	24972 Sacramento Suburban Water - 26158	10/2023 - Garfield (ACP)	c	(746.19)
10/24/2023	24975 Sacramento Suburban Water - 26158	10/2023 - Myrtle (Oak)	c	(810.04)
10/24/2023	24976 Sacramento Suburban Water - 26158	10/2023 - HSP	c	(162.36)
11/15/2023	25000 Sacramento Suburban Water - 26158	11/2023 - Garfield (ACP)	c	(558.03)
11/21/2023	25009 Sacramento Suburban Water - 26158	11/2023 - Myrtle (Oak)	c	(795.34)
11/21/2023	25010 Sacramento Suburban Water - 26158	11/2023 - HSP	c	(162.36)
			<b>TOTAL 219800 Water</b>	<b>(9,461.72)</b>

220500 Automotive Maint. Service

11/21/2023	25008 S OK Tire - 14277	Smog - 2010 Ford	c	(62.95)
		Labor - 2010 Ford	c	(256.52)
			<b>TOTAL 220500 Automotive Maint. Service</b>	<b>(319.47)</b>

220600 Automotive Maint. Supplies

11/21/2023	25008 S OK Tire - 14277	4 Tires & parts 2010 Ford	c	(1,213.08)
			<b>TOTAL 220600 Automotive Maint. Supplies</b>	<b>(1,213.08)</b>

221100 Grounds Equip Maint. Services

7/18/2023	24849 S PAPE - 18032	Labor - Kubota Mower	c	(62.50)
10/11/2023	24954 S Bar-Hein Co. - 1463	Labor - Echo Blower	c	(90.00)
11/6/2023	24987 S PAPE - 18032	Labor - J Deere Z920A	c	(862.50)
11/6/2023	24988 S PAPE - 18032	Labor - J Deere Z997R	c	(668.75)
			<b>TOTAL 221100 Grounds Equip Maint. Services</b>	<b>(1,683.75)</b>

221200 Ground Equip Maint. Supplies

7/18/2023	24849 S PAPE - 18032	Repair Parts - Kubota Mower (battery)	c	(102.44)
9/6/2023	24898 S Bar-Hein Co. - 1463	Chain, spark plug	c	(33.67)
9/6/2023	24906 J&J Locksmith - 1833	8 locks	c	(150.33)
10/11/2023	24954 S Bar-Hein Co. - 1463	Parts - Echo Blower	c	(9.34)
11/6/2023	24987 S PAPE - 18032	Repair Parts - J Deere Z920A	c	(430.96)

11/6/2023	24988	S	PAPE - 18032	Repair Parts - J Deere Z997R	c	(344.30)
				<b>TOTAL 221200 Ground Equip Maint. Supplies</b>		<b>(1,071.04)</b>
<b>222600 Hand - Expendable Tools</b>						
9/6/2023	24898	S	Bar-Hein Co. - 1463	Prunner, 2/rakes	c	(70.01)
9/6/2023	24905	S	Home Depot - 2843	Sanding disc	c	(8.91)
10/3/2023	24942	S	Home Depot - 2843	Bucket, rope, ele. tape	c	(14.00)
11/15/2023	24998	S	Home Depot - 2843	Hose	c	(86.18)
				<b>TOTAL 222600 Hand - Expendable Tools</b>		<b>(179.10)</b>
<b>223600 Fuel &amp; Lubricant Supplies</b>						
7/12/2023	24841		Orbit Station - 33714	6/2023 - Fuel Chgs	c	(198.82)
7/12/2023	24842		Phillips 66 - 58398	7/2023 - Stmt (interest & late fee)	c	(33.86)
8/4/2023	24871		Orbit Station - 33714	7/2023 - Fuel Chgs	c	(91.48)
8/14/2023	24885		Phillips 66 - 58398	8/2023 - Stmt	c	(248.63)
9/6/2023	24898	S	Bar-Hein Co. - 1463	6pk oil	c	(18.30)
9/6/2023	24905	S	Home Depot - 2843	Gumout starting fluid	c	(4.28)
9/6/2023	24908		Orbit Station - 33714	8/2023 - Fuel Chgs	c	(151.18)
9/12/2023	24921		Phillips 66 - 58398	9/2023 - Stmt (w/late fee)	c	(395.00)
10/3/2023	24945		Orbit Station - 33714	9/2023 - Fuel Chgs	c	(169.81)
11/6/2023	24986		Orbit Station - 33714	10/2023 - Fuel Chgs	c	(651.67)
				<b>TOTAL 223600 Fuel &amp; Lubricant Supplies</b>		<b>(1,963.03)</b>
<b>226200 Office Equip Maint Supplies</b>						
10/3/2023	24939		Encompass - 18796	Waste Toner Cartridge	c	(29.08)
				<b>TOTAL 226200 Office Equip Maint Supplies</b>		<b>(29.08)</b>
<b>227504 Misc (Bottled Water for Staff)</b>						
8/4/2023	24875	S	Smart & Final - 22935	5 cases water for staff	c	(36.20)
				Kitchen items	c	(37.43)
				<b>TOTAL 227504 Misc (Bottled Water for Staff)</b>		<b>(73.63)</b>
<b>231400 Clothing - Personal Supplies</b>						
10/3/2023	24943	S	Juanita Petersen - 910220	Staff T-shirts	c	(38.79)
10/17/2023	24970		Home Depot - 2843	1/ Field staff raim boots	c	(46.02)
				<b>TOTAL 231400 Clothing - Personal Supplies</b>		<b>(84.81)</b>
<b>232200 Custodial Supplies</b>						
7/12/2023	24838		Cintas - 56036	7/6/2023 - Custodial	c	(125.50)

7/25/2023	24854 Cintas - 56036	7/19/2023 - Custodial	c	(125.50)
8/4/2023	24866 Cintas - 56036	1 case Blk gloves	c	(118.53)
8/4/2023	24867 Cintas - 56036	8/2/2023 Custodial & 2 cases PT	c	(197.74)
8/22/2023	24892 Cintas - 56036	8/16/2023 - Custodial	c	(125.50)
9/6/2023	24902 Cintas - 56036	8/30/2023 - Custodial	c	(125.50)
9/6/2023 24905	S Home Depot - 2843	Custodial items	c	(52.68)
9/19/2023	24926 Cintas - 56036	9/13/2023 - Custodial	c	(125.50)
10/3/2023	24938 Cintas - 56036	9/27/2023 - Custodial	c	(115.57)
10/3/2023 24942	S Home Depot - 2843	Custodial items	c	(44.23)
10/11/2023	24956 Cintas - 56036	10/11/2023 - Custodial	c	(115.57)
10/17/2023	24971 Home Depot - 2843	Custodial - Vacuum, cleanser	c	(189.44)
11/6/2023	24981 Cintas - 56036	10/25/2023 - Custodial	c	(125.50)
11/15/2023	24995 Cintas - 56036	11/8/2023 - Custodial/2 cases TP, 5 cases Blk trash bags	c	(537.54)
11/15/2023 24998	S Home Depot - 2843	Custodial items	c	(36.54)
			<b>TOTAL 232200 Custodial Supplies</b>	<b>(2,160.84)</b>
244300 Medical Service -EE & Live Scan				
9/12/2023	24918 Carmichael Box Shop - 59986	Live Scan - Mitchell	c	(25.00)
9/19/2023	24930 Preferred Alliance - 34429	Non-Random Test - Pre-placement - Mitchell	c	(43.00)
9/19/2023	24932 State Of CA-Dept Of Justice - 8186	DOJ- Mitchell	c	(32.00)
			<b>TOTAL 244300 Medical Service -EE &amp; Live Scan</b>	<b>(100.00)</b>
250700 Assessment - Collection Services				
9/19/2023	24929 LAFCo - 2263	FY2023-24 - Special District Assessment	c	(114.00)
			<b>TOTAL 250700 Assessment - Collection Services</b>	<b>(114.00)</b>
253100 Legal Services				
7/12/2023	24839 Cole Huber - 54641	6/2023 Ref: TRUSD Prop	c	(292.50)
8/14/2023	24883 Cole Huber - 54641	7/2023 Ref: TRUSD Prop	c	(472.50)
9/12/2023	24919 Cole Huber - 54641	8/2023 Ref: TRUSD Prop	c	(2,137.50)
10/17/2023	24968 Cole Huber - 54641	9/2023 Ref: TRUSD Prop, Respond audit letter	c	(83.13)
			<b>TOTAL 253100 Legal Services</b>	<b>(2,985.63)</b>
255100 Planning Services				
7/27/2023	24857 Anderson Project Mgmt Solutions - 13376	Proj: Shop Renovation	c	(150.00)
9/19/2023	24922 Anderson Project Mgmt Solutions - 13376	Proj: HSP Playground	c	(600.00)
			<b>TOTAL 255100 Planning Services</b>	<b>(750.00)</b>
258200 Public Relations Services				

7/6/2023	24835	Streamline - 57252	Streamline Website 1 yr	c	(1,200.00)
			<b>TOTAL 258200 Public Relations Services</b>		<b>(1,200.00)</b>
281265 Application Software Maint. Lic					
8/9/2023	24879	Fast Break - 37998	1 Yr Renewal - Microshoft Office 365	c	(99.99)
9/6/2023	24901	S Central Control System - 23278	7/2023 Wireless Irrigation	c	(220.00)
			8/2023 Wireless Irrigation	c	(220.00)
			9/2023 Wireless Irrigation	c	(220.00)
10/3/2023	24953	S Umpqua CC - 71085	Adobe Acrobat 2020 Program	c	(60.00)
10/11/2023	24955	Central Control System - 23278	10/2023 - Wireless irrigation	c	(220.00)
			<b>TOTAL 281265 Application Software Maint. Lic</b>		<b>(1,039.99)</b>
283102 Mileage					
7/27/2023	24860	Kim Cook - 919996	7/26/2023- Mileage Reimb	c	(14.51)
8/22/2023	24895	Lisa Gonzalez - 932917	7/2023 - Mileage Reimb	c	(10.81)
9/6/2023	24,907.00	Kim Cook - 919996	8/23/2023- Mileage Reimb	c	(14.51)
9/25/2023	24933	Kim Cook - 919996	9/20/2023- Mileage Reimb	c	(14.51)
10/3/2023	24944	Lisa Gonzalez - 932917	9/2023 - Mileage Reimb	c	(6.55)
10/24/2023	24974	Lisa Gonzalez - 932917	10/17/2023 - Mileage Reimb	c	(3.28)
11/6/2023	24985	Kim Cook - 919996	10/25/2023- Mileage Reimb	c	(14.51)
11/21/2023	25007	Kim Cook - 919996	11/2023- Mileage Reimb	c	(30.26)
			<b>TOTAL 283102 Mileage</b>		<b>(108.94)</b>
289800 Other Operating Exp - Supplies					
7/6/2023	24830	S Pet Waste Eliminator - 69321	Pet waste bags	c	(341.69)
			Tax Accrual S/H	c	(3.10)
			<b>TOTAL 289800 Other Operating Exp - Supplies</b>		<b>(344.79)</b>
291300 Auditor Controller Services					
11/15/2023	24999	Larry Bain, CPA - 26727	FY 22/23 - Audit	c	(6,500.00)
			<b>TOTAL 291300 Auditor Controller Services</b>		<b>(6,500.00)</b>
291500 Compass Costs					
8/28/2023	EFT	S Compass License Fee	FY 23/24 -Compass VPN Connection	c	(396.00)
			FY 23/24 - Compass License Fee	c	(699.83)
			<b>TOTAL 291500 Compass Costs</b>		<b>(1,095.83)</b>
291700 Alarm Services					
7/6/2023	24826	Crime Alert Security - 41852	7/2023- 9/30/2022 Alarm System Office & Shop	c	(240.00)



7/6/2023	24834	Sacramento Control Systems - 1112
7/18/2023	24846	S Crime Alert Security - 41852
8/4/2023	24868	S Crime Alert Security - 41852
9/6/2023	24903	Crime Alert Security - 41852
10/3/2023	24949	Sacramento Control Systems - 1112

7/2023 - 9/30/2023 - AES Fire Monitoring	c	(246.13)
6/1 - 8/31/2023 - Alarm system Bldings	c	(135.00)
6/1 - 8/31/2023 - Alarm System Cameras	c	(525.00)
9/1 - 11/30/2023 - Alarm system Bldings	c	(135.00)
9/1 - 11/30/2023 - Alarm System Cameras	c	(525.00)
10/2023- 12/31/2023 Alarm System Office & Shop	c	(240.00)
10/2023 - 12/31/2023 - AES Fire Monitoring	c	(246.13)
<b>TOTAL 291700 Alarm Services</b>		<b>(2,292.26)</b>

298700 Telephone Services

7/6/2023	24828	Fast Break - 37998
7/12/2023	24840	Comcast - 12322
8/4/2023	24869	Fast Break - 37998
8/14/2023	24884	Comcast - 12322
9/6/2023	24904	Fast Break - 37998
9/12/2023	24920	Comcast - 12322
10/3/2023	24941	Fast Break - 37998
10/11/2023	24957	Comcast - 12322
11/6/2023	24984	Fast Break - 37998
11/15/2023	24996	Comcast - 12322

6/2023 Phone service	c	(195.00)
7/2023 - Billing-Phone/HSI	c	(145.06)
7/2023 Phone service	c	(195.00)
8/2023 - Billing-Phone/HSI	c	(145.60)
8/2023 Phone service	c	(195.00)
9/2023 - Billing-Phone/HSI	c	(145.60)
9/2023 Phone service	c	(195.00)
10/2023 - Billing-Phone/HSI	c	(146.24)
10/2023 Phone service	c	(195.00)
11/2023 - Billing-Phone/HSI	c	(146.24)
<b>TOTAL 298700 Telephone Services</b>		<b>(1,703.74)</b>

298701 Cell Phones

7/6/2023	24827	Fast Break - 37998
7/27/2023	24863	S T-Mobile - 32685
9/6/2023	24915	S T-Mobile - 32685
10/3/2023	24952	T-Mobile - 32685
11/6/2023	24992	T-Mobile - 32685

1 year - email exchange + Board Mbrs	c	(660.00)
7/2023 - District Cell Phone	c	(30.54)
GM phone (purchase pmt)	c	(33.34)
8/2023 - District Cell Phone	c	(30.54)
GM phone (final purchase pmt)	c	(33.18)
9/2023 District Cell phone	c	(30.54)
10/2023 District Cell phone	c	(30.55)
<b>TOTAL 298701 Cell Phones</b>		<b>(848.69)</b>

321000 Interest Expense

7/6/2023	24837	S Umpqua Bank - 52152
7/25/2023	24856	S Umpqua Bank - 52152
8/22/2023	24897	S Umpqua Bank - 52152
9/25/2023	24934	S Umpqua Bank - 52152
10/24/2023	24977	S Umpqua Bank - 52152

7/2023 - Side Fund Interest	c	(539.82)
8/2023 - Side Fund Interest	c	(530.53)
9/2023 - Side Fund Interest	c	(511.63)
10/2023 - Side Fund Interest	c	(502.65)
11/2023 - Side Fund Interest	c	(484.67)
<b>TOTAL 321000 Interest Expense</b>		<b>(2,569.30)</b>

323000 Lease Oblig Retirement Side Fund

7/6/2023	24837	S	Umpqua Bank - 52152	7/2023 - Side Fund Principal	c	(2,600.00)
7/25/2023	24856	S	Umpqua Bank - 52152	8/2023 - Side Fund Principal	c	(2,600.00)
8/22/2023	24897	S	Umpqua Bank - 52152	9/2023 - Side Fund Principal	c	(2,600.00)
9/25/2023	24934	S	Umpqua Bank - 52152	10/2023 - Side Fund Principal	c	(2,600.00)
10/24/2023	24977	S	Umpqua Bank - 52152	11/2023 - Side Fund Principal	c	(2,600.00)
<b>TOTAL 323000 Lease Oblig Retirement Side Fund</b>						(13,000.00)

345000 Taxes, Licenses & Assessments

10/11/2023	24961		Sacramento County - Tax Collectors Office - 4728	HSP - CSA1 Lights	c	(655.74)
10/11/2023	24962		Sacramento County - Tax Collectors Office - 4728	ACP - CSA1 Lights	c	(47.90)
<b>TOTAL 345000 Taxes, Licenses &amp; Assessments</b>						(703.64)

420100 Building

7/18/2023	24847		Green Energy Products - 67286	HSP Lighting Retrofit (SMUD Program)	c	(23,922.81)
8/4/2023	24870		JM Environmental - 635473	HSP Shop Reno Proj - Asbestos Removal	c	(11,790.00)
9/6/2023	24911		Restoration Landscape - 71858	HSP Shop Reno Proj - Shore up blding	c	(780.00)
10/3/2023	24940		Electrical Service Company - 75974	HSP - Shop Electrical Wiring	c	(3,224.00)
<b>TOTAL 420100 Building</b>						(39,716.81)

**TOTAL EXPENSES** (167,541.41)

**OVERALL TOTAL** (167,541.41)

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**ACRPD 2023-2024**  
**339D Expenditures**

**November 2023**  
**Period 5 of 13**

**FYTD Completed = 38%**

CODE	CAPITAL OUTLAY	2023-24 Budget	November	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>			-	-	#DIV/0!
	Structures <b>ACP Park Improv. Restroom</b>	149,949.00	51,306.31	105,059.68	44,889.32	70%
	Structures <b>HSP Play Ground Equip</b>	250,000.00		-	250,000.00	0%
	Structures <b>HSP Pickleball Proj</b>	50,000.00		-	50,000.00	0%
43430300	Equipment-SD Non-Recon - <b>New Play Equip</b>			-	-	#DIV/0!
45450300	Infr--SD-Non-Recon - <b>ACP Pedi Bridge Proj</b>			-	-	#DIV/0!
46460300	Other Intangible Asset-Spec Dist - <b>HSP Comm. Ctr Impro.</b>			-	-	#DIV/0!
46461300	Intangibles - ???			-	-	#DIV/0!
				-	-	#DIV/0!
<b>TOTALS:</b>		<b>449,949.00</b>	<b>\$ 51,306.31</b>	<b>\$ 105,059.68</b>	<b>\$ 344,889.32</b>	<b>23%</b>

**ACRPD 2023-2024**  
**339D Revenue**

**November 2023**  
**Period 5 of 13**

**FYTD Completed = 38%**

Account		2023-24 Budget	November	Received To Date	Unrealized	Percent Received
94941000	Interest Income			-	-	#DIV/0!
				-	-	#DIV/0!
95952900	In Lieu Fees Transfer			-	-	#DIV/0!
				-	-	#DIV/0!
95956300	State-Federal Grants(Jo Smith PEDI Bridge Proj)			-	-	#DIV/0!
"	State-Federal Grants (Dist Proj/Per Capita Funds)	128,408.00		-	128,408.00	0%
"				-	-	#DIV/0!
"				-	-	#DIV/0!
				-	-	#DIV/0!
95956900	Other Funds - Local (Derived from 339I)			-	-	#DIV/0!
"	*Jo Smith PEDI Bridge Proj			-	-	#DIV/0!
"	*ACP-Park Improvements (Restroom)			-	-	#DIV/0!
"	*HSP Community Ctr Improvements			-	-	#DIV/0!
"	*HSP ADA Improvements			-	-	#DIV/0!
	*HSP Pickle Ball	50,000.00		50,000.00	-	100%
	*HSP New Playground Equip	250,000.00		250,000.00	-	100%
				-	-	#DIV/0!
95956910	State Match UMPQUA Bank Line of Credit			-	-	#DIV/0!
	*Jo Smith PEDI Bridge Proj			-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
5506614	Investment Earns			-	-	#DIV/0!

**Total Other Revenue \$ 428,408.00 \$ - \$ 300,000.00 \$ 128,408.00 70%**

	Beginning Fund Balance Available \$XXXXX			-	\$ -	0%
	Fund Balance Decreased by	21,541.00			\$ 21,541.00	

**TOTALS: 449,949.00 - 300,000.00 149,949.00**

Register Expense Report  
**Period 5**  
 Account

FY 2023/2024  
 11/1/2023 Through 11/30/2023  
**339D**  
**November Report**

**Not  
 Clrd**

Date	Num	Description	Memo	Category	Clrd	Amount
11/6/2023	217	Staples Construction - 52639	Proj104685.00-ACP RR (Prop 68 Funding)	420200 Structures (Projects @ ACP)	c	-51,306.31
				TOTAL 11/1/2023 - 11/30/2023		-51,306.31
				BALANCE 11/30/2023		225,651.12
				TOTAL INFLOWS		0
				TOTAL OUTFLOWS		-51,306.31
				NET TOTAL		-51,306.31

Period 1 thru 5

Date	Num	Description	Memo	Clr	Amount
956900 Other Funds - Local (GRANTS)					
10/24/2023	JV	# 111045836	Transfer from 339I - HSP Playground	c	250,000.00
10/24/2023	JV	# 111045836	Transfer from 339I - HSP Convert Tennis to Pickleball Courts	c	50,000.00
<b>TOTAL 956900 Other Funds - Local (GRANTS)</b>					300,000.00
<b>TOTAL INCOME</b>					300,000.00
EXPENSES					
420200 Structures (Projects @ ACP)					
10/3/2023	215	Staples Construction - 52639	Proj104685.00-ACP RR (Prop 68 Funding)	c	-46,029.47
10/24/2023	216	SMUD - 39769	ACP RR Proj (339I Funds) De-energize power lines	c	-7,723.90
11/6/2023	217	Staples Construction - 52639	Proj104685.00-ACP RR (Prop 68 Funding)	c	-51,306.31
<b>TOTAL 420200 Structures (Projects @ ACP)</b>					-105,059.68
<b>TOTAL EXPENSES</b>					-105,059.68
<b>OVERALL TOTAL</b>					194,940.32

**Arcade Creek Recreation and Park District  
2023 - 2024 Monthly Revenue Reports**

**November 2023**

**Period 5**

**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>
\$ 6,812.66	\$ -	\$ 40.00	\$ 6,852.66

**339C - ADA Funds**

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 1,424.59	\$ -	\$ -	\$ 1,424.59

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

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 81,999.88		\$ 15,927.00	\$ 97,926.88

10/24/2023 Transferred \$250,000.00 to 339D HSP Playground

10/24/2023 Transferred \$50,000.00 to 339D HSP Tennis Court Conversion to Pickleball Courts







**Arcade Creek Recreation and Park District**

**MEETING DATE: December 14, 2023**

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

**No correspondence received.**

# Arcade Creek

Recreation and Park District

## Board of Directors

Travis Dworetzky  
Greg Wilson  
Michael Hanson  
Scott Miller  
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

December 14, 2023

Dear Board of Directors,

What a great year this has been for new projects! The restroom building was placed at Arcade Creek Park on November 22, 2023 after waiting for 2 + years.

The Restroom building and pre-construction will be completed by December 14, 2023. I will be able to send in the request for payment to the Prop 68 grant for reimbursement.

We have added a new amenity with our 6 pickleball courts and the word is getting out. We are keeping the courts locked due to vandals that have broken our gates and Anita and Mike are repairing them. We have a key in the office to unlock gates for the pickleball players who come to the park on Fridays and hopefully additional days of the week.

Virg Anderson ordered the playground equipment, and we hope the equipment will be shipped to Hamilton Street Park by [REDACTED]

The permits for the shop will be approved quickly and the project will take place over a 2-week period so that will be great as well.

We have had a successful year with all the projects the Board of Directors have approved and I really appreciate the support.

Merry Christmas to you all!

*Lisa Gonzalez*

Arcade Creek Recreation and Park District

<b>Meeting Date: December 14, 2023</b>		<b>Item # Old Business 7 a</b>
<b>Subject: Update on the Nature Trail at Arcade Creek Park</b>		
<b>Initiated or requested by</b> <input 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>
<p>This is the update on the Hot Sherriff reports from August 2023- November 2023</p> <p>The following reports were emailed to Hot Sherrif or called in and left a message.</p> <p>08/21/23 Homeless encampment on Garfield at Arcade Creek Park          08/22/23 Homeless set garbage can on fire at Arcade Creek Park          08/29/23 Homeless man has 5 dogs running wild with dogs not on a leash that scare patrons in the park          09/08/23 Several homeless encampments in park          10/05/23 Two complaints on Homeless man that goes by "God Bless" who is yelling in the park.          11/13/23 Staff responded to illegal dumping, shopping carts and debris left behind          11/17/23 SMUD Substation was vandalized          11/17/23 Park neighbor contacted GM about his family being harrassed by loose dogs          11/21/23 Sherriff called out for 2 suspicious men in the park          11/28/23 Illegal Dumping Maintenance staff called out for illegal dumping          11/28/23 Staff called Sherriff and SPCA for loose dogs in park          11/28/23 Maintenance staff responded to illegal dumping          11/28/23 Illegal camp on Garfield near Arcade Creek Park. Maintenance remove everything          11/30/23 GM emailed Hot Sherriff pictures of homeless encampments</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b>  NONE

<b>Meeting Date December 14, 2023</b>		<b>Item # 7 b</b>
		<b>Old Business</b>
<b>Subject: Discuss District Salary Ranges</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 checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <b>Director T. Dworetzky and Director G. Wilson</b>
<p><i>Item originally appeared on the August 17, 2023, September 21, 2023, October 19, 2023, November 16, 2023 agenda</i></p> <p>It has been several years since the District reviewed and updated the salary ranges for staff.</p> <p>Director Dworetzky, as a member of the current Finance Committee, offered to lead the discussion.</p> <p>During the November 16<sup>th</sup> Board Meeting, Director Wilson offered his assistance to Director Dworetzky to work on this task.</p> <hr/> <p><b>Background</b></p> <p>California statutes require a wage range or salary scale to be disclosed when advertising for open employment positions. The District has historically done this by including a wage range as part of each position's job description. There is a desire to update that approach to a more formal salary scale. It is also needed as recruitment for a general manager is expected to begin soon. CalPERS has certain requirements when a published salary scale is utilized.</p> <p><b>Analysis</b></p> <p>This discussion is solely to agree to a general approach and methodology for establishing benchmarks and applicable market data.</p> <p><b>Budget/Cost Information</b></p> <p>No impact to the budget at this time. However, depending on whether an adopted salary scale establishes higher or lower wages than are currently being paid, the budget could be impacted.</p> <p><b>Proposed Action</b></p> <p>Review CalPERS requirements. Then discuss and develop general agreement on</p> <ol style="list-style-type: none"> <li>1.) a format for a district wide salary scale,</li> <li>2.) comparative market data to inform its development, and</li> <li>3.) a compensation philosophy.</li> </ol> <p><b>Alternative Actions</b></p> <ol style="list-style-type: none"> <li>1.) Continue the current practice of including a wage range on individual job descriptions and update those from time to time,</li> <li>2.) contract with a consulting firm to develop salary scales or wage ranges.</li> </ol>		

CalPERS Checklist

<https://www.calpers.ca.gov/page/employers/policies-and-procedures/compliance-in-compensation-reporting/publicly-available-pay-schedule-checklist>

**Coordination and Review**

This is a standard practice of the Board.

**Attachment(s)**

Sample scale for discussion purposes

**Arcade Creek Recreation and Park District**  
**4855 Hamilton Street**  
**Sacramento, CA 95841**

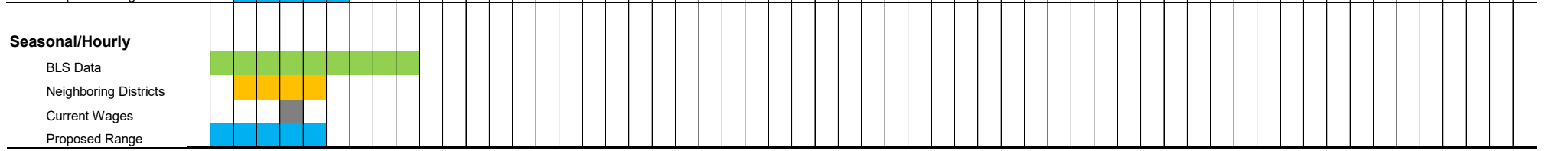
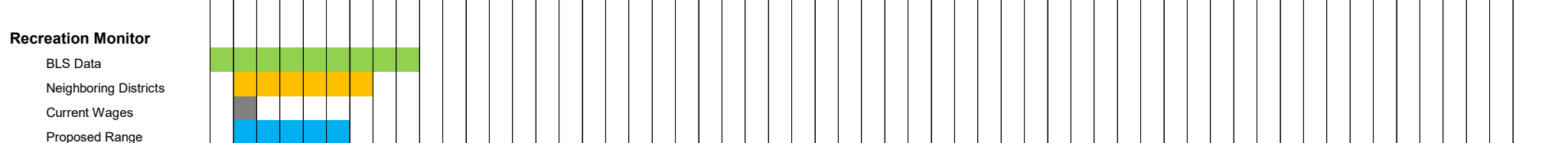
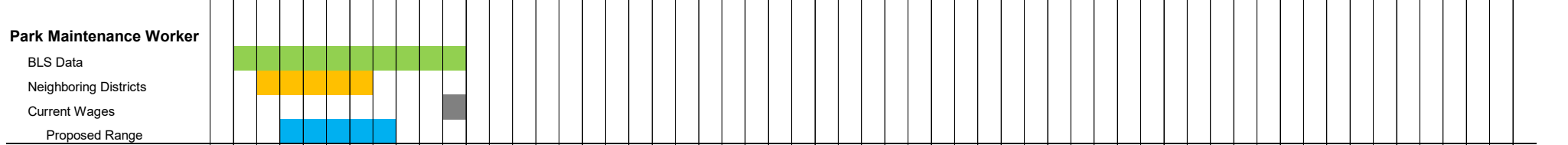
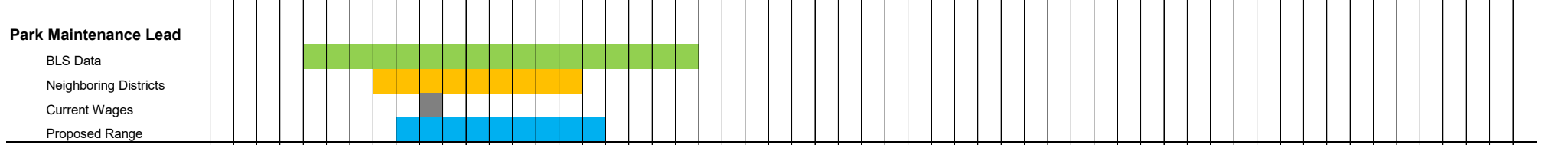
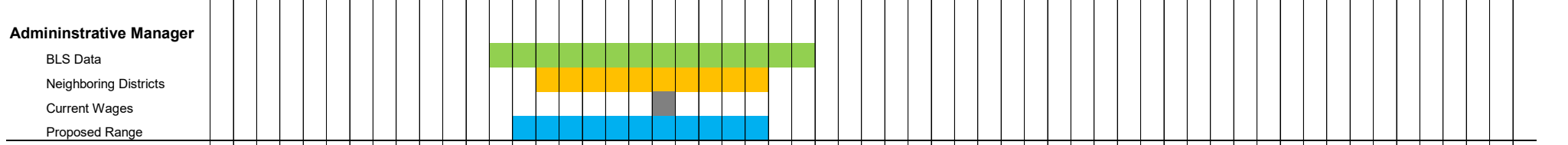
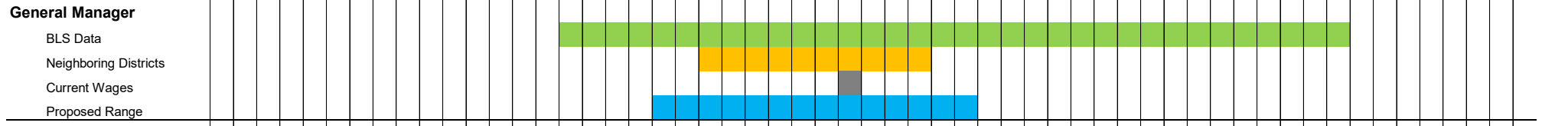
**SAMPLE DATA**

**THIS DATA IS FOR REFRENECE ONLY. DOES NOT REFLECT ACTUAL DISTRICT INFORMATION**

Postion	Exempt?	Base	Position	Job code	Range	<u>Hourly</u>					<u>Annualized</u>				
						Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
<b>General Manager</b>	Yes	Monthly	FT	11-1021	40%	33.86	36.80	40.00	43.20	46.66	70,420.48	76,544.00	83,200.00	89,856.00	97,044.48
<b>Admininstrative Manager</b>	Yes	Monthly	FT	43-6011	40%	27.08	29.44	32.00	34.56	37.32	56,336.38	61,235.20	66,560.00	71,884.80	77,635.58
<b>Park Maintenance Lead</b>	No	Hourly	FT	37-1012	30%	22.09	23.50	25.00	26.50	28.09	45,947.20	48,880.00	52,000.00	55,120.00	58,427.20
<b>Park Maintenance Worker</b>	No	Hourly	FT	37-3011	25%	18.95	19.95	21.00	22.05	23.15	39,421.20	41,496.00	43,680.00	45,864.00	48,157.20
<b>Recreation Monitor</b>	No	Hourly	PT	39-9032	25%	16.51	17.38	18.29	19.20	20.16	34,333.99	36,141.04	38,043.20	39,945.36	41,942.63
<b>Seasonal/Hourly</b>	No	Hourly	PT	39-3091	25%	15.50	16.32	17.18	18.04	18.94	32,250.30	33,947.68	35,734.40	37,521.12	39,397.18

Revision date 11/28/2023  
 Adopted by the Board on TBD

14.00 15.00 16.00 17.00 18.00 19.00 20.00 21.00 22.00 23.00 24.00 25.00 26.00 27.00 28.00 29.00 30.00 31.00 32.00 33.00 34.00 35.00 36.00 37.00 38.00 39.00 40.00 41.00 42.00 43.00 44.00 45.00 46.00 47.00 48.00 49.00 50.00 51.00 52.00 53.00 54.00 55.00 56.00 57.00 58.00 59.00 60.00 61.00 62.00 63.00 64.00 65.00 66.00 67.00 68.00 69.00 70.00 71.00





#### 11-1021 General and Operations Managers

Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.

#### 43-6011 Executive Secretaries and Executive Administrative Assistants

Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014).

#### 43-4031 Court, Municipal, and License Clerks

Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees. Clerks of Court are classified in "Managers, All Other" (11-9199).

#### 37-1012 First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers

Directly supervise and coordinate activities of workers engaged in landscaping or groundskeeping activities. Work may involve reviewing contracts to ascertain service, machine, and workforce requirements; answering inquiries from potential customers regarding methods, material, and price ranges; and preparing estimates according to labor, material, and machine costs.

#### 37-3011 Landscaping and Groundskeeping Workers

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units. Excludes "Farmworkers and Laborers, Crop, Nursery, and Greenhouse" (45-2092).

#### 39-9032 Recreation Workers

Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.

#### 39-3091 Amusement and Recreation Attendants

Perform a variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.

# Agenda Report

**Meeting Date December 14, 2023**

**Item # 7 c  
Old Business**

**Subject: SB 616 Sick Leave Policy Discussion**

**Initiated or requested by**

- Board
- Staff
- Other

**Item Type**

- Informational
- Direction
- Action

**Report coordinated or prepared by**

*Kim Cook and  
Director G. Wilson*

***Item originally appeared on the November 16, 2023 Agenda. This report has been updated to reflect changes and options.***

**Objective**

To review and discuss the current policy and practices of applying sick leave including the new SB 616 Sick Leave Policy to District employees, both full-time and part-time.

**Background**

Current full-time employees accrue sick leave at 4 hours per pay period or 8 hours per month, this equates to 12 days per fiscal year.

Employees that were hired before June 17, 2021, accrued sick leave hours are capped at 1040 hours. An employee hired after June 17, 2021, accrued sick leave hours cap at 480 hours.

Part time employees began accruing sick leave in accordance with AB 1522 – Healthy Workplace Health Family Act of 2014. Sick leave is accrued at a rate of one hour per every 30 hours worked, The District limited the amount of paid sick leave a part-time employee could use in one year to 24 hours, accrued sick leave hours cap at 48 hours.

During the Board meeting held on October 19, 2023, the Directors adopted the revised Policy 2901 Office, referring to the Administrative Manager. This policy adopted 7 days of sick leave.

In January 2024, SB 616 expands California’s paid sick leave law, increasing the amount of required paid sick leave employers must provide to employees to five days or 40 hours. This law applies to “all” District employees.

Employers may limit annual use and accrual, although at a higher level than before.

**Discussion**

The current sick leave policies for full-time and part-time employees need to be updated to encompass

the changes that will be taking place.

Items to consider for the policy for part-timers are:

**Opt 1 (current 1 for 3 accruals with higher cap):**

**Pros** - Simple and most similar to what employees know and current spreadsheet practices. Complies with SB616.

**Cons** - Some new employees that need sick time early might not have enough accrued. That could mean some employees might end up with negative balances. More work for staff to keep track of actual accrued time off compared to time off required by SB 616.

**Opt 2 (change accrual to 3 hrs per period):**

**Pros** - simple and easy to explain and keep track of. Minimal change to spreadsheets. Complies with SB 616 and new employees would always have sufficient accrued time off.

**Cons** - Faster sick time accrual than current policy. But cap stays the same so ultimate total cost is same as current policy.

**Opt 3 (provide all hours upfront)**

**Pros** - complies with SB 616 and easy to keep track of. Less staff work since there would be no spreadsheet for part-time employees. Payroll software might be able to keep track of it.

**Cons** - Could be slightly more costly to the district if newer employees took advantage of time off early in their employment.

**Budget/Cost Information**

Impact on the budget will depend on the direction provided by the Board.

**Coordination and Review**

This is a standard practice of the Board.

**Attachment(s)**

- Policy 2520 Sick Leave Full Time Employee
- Policy 2520 PT Sick Leave Option 1
- Policy 2520 PT Sick Leave Option 2
- Policy 2520 PT Sick Leave Option 3
- Paid Benefits Factsheet US Bureau of Labor Statistics

# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

POLICY TITLE: Sick Leave, Fulltime Employees  
POLICY NUMBER: 2520

2520.1 This policy shall apply to probationary and regular full-time employees in all classifications.

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2520.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the General Manager.

2520.3 Any employee of the district hired on or before June 17, 2021 shall earn sick leave at the rate of one working day per month, cumulative to a maximum of 1040 hours. The determination of total accumulated sick leave days shall be made on January 2 of each year, a per pay period basis.

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2520.3.1 Any employee of the district, hired after June 17, 2021 shall earn sick leave at the rate of one working day per month, cumulative to a maximum of 480 hours.

2520.4 Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate-family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

2520.4.1 A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.

2520.4.2 A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.

2520.4.3 The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

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2520.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2520.7 For employees of the district hired on or before June 17, 2021, unused sick-leave may be reimbursed by the District at a rate of one-half (1/2) day for each whole day accrued upon termination of employment from the District.

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**2520.7.1** Any employee of the district, hired after June 17, 2021 shall not be eligible to receive cash pay-out of any sick leave accrued, upon termination of employment.

**2520.8** At official retirement from the District and the process is started to receive CalPERS payments the employee will choose one of the following:

**2520.8.1** Working with District Administrative staff, they will calculate the number of Sick Leave Days available to determine a final date of work for the employee prior to the actual retirement date. The accrued Sick Leave will be paid at the regular wage rate and all benefits will remain in place until the "official" retirement date.

**Note:** Unused Vacation Time may be combined with the unused Sick Leave to lengthen this period.

**2520.8.2** The employee may choose to work until their retirement date, at which time they will receive a payout for the unused Sick Leave in a lump sum and the time will be added to their time served within CalPERS.

**Note:** Unused Vacation Time may not be credited to time served in CalPERS.

DRAFT

# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

POLICY TITLE: Sick Leave, Part Time Employees  
POLICY NUMBER: 2521

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2521.1 This policy shall apply to part time employees in all classifications.

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2521.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave providing that prior notice is given to the General Manager or Supervisor.

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2521.3 Arcade Creek Recreation and Park District will provide part-time employees paid sick leave in accordance to AB 1522- Healthy Workplace Healthy Family Act of 2014 as amended by SB 616 effective January 2024.

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2521.3.1 Sick leave will begin accruing on July 1, 2015 for current employees and on the first day of actual work for new hires.

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2521.3.2 Current employees, as of July 1, 2015 are eligible to take leave as it is accrued (see 2521.3.5).

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2521.3.3 Employees hired after July 1, 2015, are eligible to take accrued leave after the 90<sup>th</sup> day that sick leave has begun being accrued.

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2521.3.4 Part-time employees shall earn one hour for every 30 (thirty) hours worked.

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2521.3.5 The District requires the use of at least a minimum of one hour of leave when taken.

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2521.3.6 The District limits the amount of paid sick leave a part-time employee may use in one year fiscal year to forty (40) hours. Accrued sick leave will be capped at eighty (80) hours.

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2521.3.7 There will be "no" pay-out of unused accrued sick leave upon separation of employment.

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2521.3.8 If an employee separates and is rehired within one year, previously unused paid sick leave will be reinstated.

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2521.3.9 Accrual and tracking of sick leave information will be provided to each employee in writing each designated pay date.

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Adopted 5/21/2015

PT2521-

2521.4 Each employee may use accrued sick leave, up to half the time accrued per ~~anniversary date~~ fiscal year, as kin care leave, to care for sick immediate-family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

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2521.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time of beginning the regular work day, or as soon thereafter as practical.

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

POLICY TITLE: Sick Leave, Part Time Employees  
POLICY NUMBER: 2521

2521.1 This policy shall apply to part time employees in all classifications.

2521.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave providing that prior notice is given to the General Manager or Supervisor.

2521.3 Arcade Creek Recreation and Park District will provide part-time employees paid sick leave in accordance to AB 1522- Healthy Workplace Healthy Family Act of 2014 as amended by SB 616 effective January 2024.

2521.3.1 Sick leave will begin accruing on July 1, 2015 for current employees and on the first day of actual work for new hires.

2521.3.2 Current employees, as of July 1, 2015 are eligible to take leave as it is accrued (see 2521.3.5).

2521.3.3 Employees hired after July 1, 2015, are eligible to take accrued leave after the 90<sup>th</sup> day that sick leave has begun being accrued.

2521.3.4 Part-time employees shall earn three (3) hours sick time for each pay period the employee has worked one or more hours.

2521.3.5 The District requires the use of at least a minimum of one hour of leave when taken.

2521.3.6 The District limits the amount of paid sick leave a part-time employee may use in one year to forty (40) hours. Accrued sick leave will be capped at eighty (80) hours.

2521.3.7 There will be "no" pay-out of unused accrued sick leave upon separation of employment.

2521.3.8 If an employee separates and is rehired within one year, previously unused paid sick leave will be reinstated.

2521.3.9 Accrual and tracking of sick leave information will be provided to each employee in writing each designated pay date.

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# Arcade Creek Recreation and Park District

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2521.3.2 Current employees, as of July 1, 2015 are eligible to take leave as it is accrued (see 2521.3.5).

2521.3.3 Employees hired after July 1, 2015, are eligible to take accrued leave after the 90<sup>th</sup> day that sick leave has begun being accrued.

2521.3.4 Part-time employees shall be provided twenty-four (24) hours of sick time upon hire and an additional sixteen (16) hours on the 200<sup>th</sup> calendar day of their employment.

2521.3.5 The District requires the use of at least a minimum of one hour of leave when taken.

2521.3.6 The District limits the amount of paid sick leave a part-time employee may use in one year to forty (40) hours. All sick leave unused as of the end of a calendar fiscal year is forfeited by the employee. On the first of July of each subsequent fiscal year of employment each part-time employee shall be provided forty (40) hours of sick leave to be available during that fiscal year.

2521.3.7 There will be "no" pay-out of unused accrued sick leave upon separation of employment.

2521.3.8 If an employee separates and is rehired within one year, previously unused paid sick leave will be reinstated.

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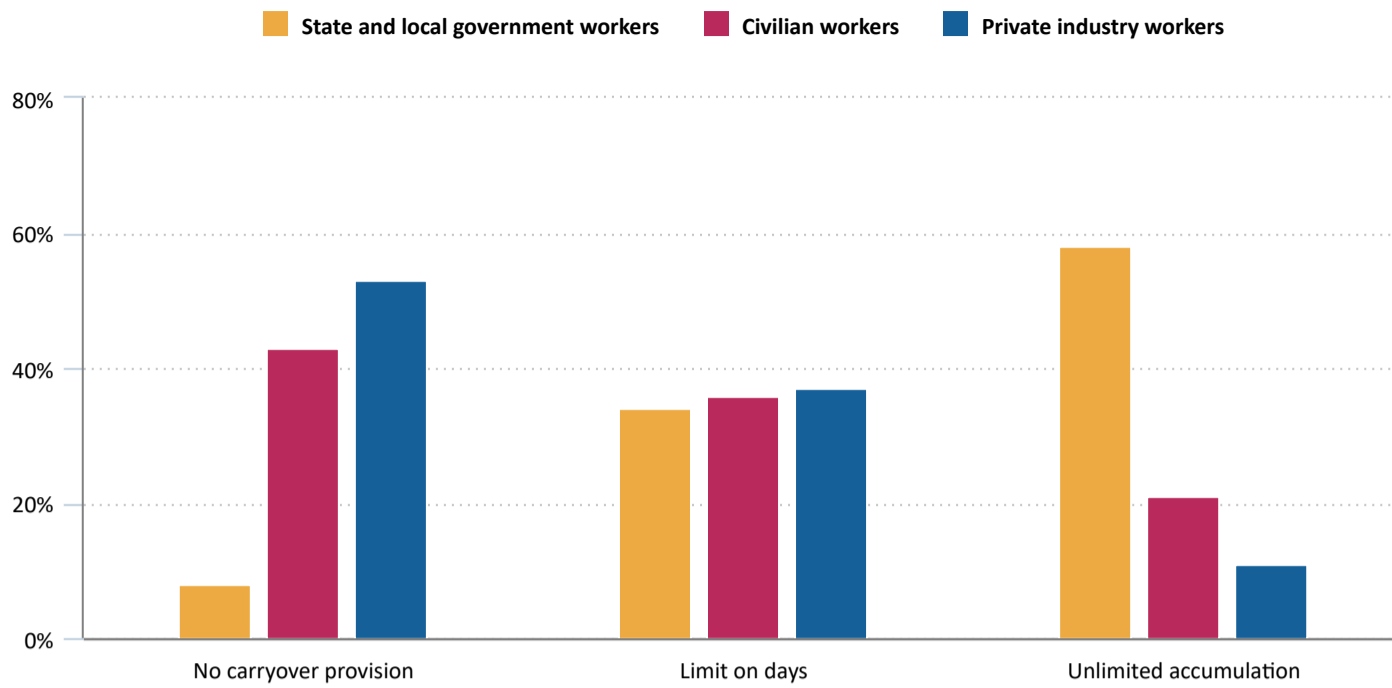
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**Chart 2. Percentage of workers with fixed number of days sick leave plans by carryover provisions, March 2020**



Click legend items to change data display. Hover over chart to view data.  
 Source: U.S. Bureau of Labor Statistics, National Compensation Survey.



For 68 percent of workers with paid sick leave, sick leave plans provide a fixed number of days per year(3) with an average of 8 days available for their use. Three percent of workers have an as-needed sick leave plan; that is, the plan does not specify the maximum number of days. For the remaining 30 percent, their sick leave plan is part of a consolidated leave plan, which provides a single amount of time off for workers to use for multiple purposes such as vacation, illness, or other personal business.

For workers with fixed number of days per year sick leave plans, 57 percent have a carryover provision, which allows them to accumulate unused sick leave from year to year. An unlimited carryover provision is available for 21 percent of workers while 36 percent have a limit on the number of days they can accumulate from one year to the next. Carryover provisions are not available for 43 percent of workers with a fixed number of days per year sick leave plan.

(Chart 2. Percentage of workers with fixed number of days sick leave plans by carryover provisions, March 2020 State and local government workers Civilian workers Private industry workers No carryover provision Limit on days Unlimited accumulation 0%20%40%60%80% Click legend items to change data display. Hover over chart to view data.)

Source: U.S. Bureau of Labor Statistics, National Compensation Survey.

<b>Meeting Date December 14, 2023</b>		<b>Item # 7 d</b>
		<b>Old Business</b>
<b>Subject: Draft Review Policy 2900 General Manager</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input checked="" 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>  <b>Director T. Dworetzky &amp; Kim Cook</b>
<p><i>Item originally appeared on the November 16, 2023 agenda.</i></p> <p><b>Objective</b> To review and update Policy 2900 that relates to the Districts General Manager.</p> <p><b>Background</b> The last update on Policy 2900 was Board approved in August 2018.</p> <p>Since the current GM has stated that their intent is to retire in late 2024, this is the opportunity to review and make necessary changes to the policy.</p> <p><b>Budget/Cost Information</b> The current fiscal year budget should have no impact.</p> <p>Any impact would take place if the hiring of a replacement GM occurs before the end of FY 2023-24, and depending on what salary range is agreed upon, as well as any other factors such as vacation and sick leave in the new policy.</p> <p><b>Proposed Action</b> For the Directors to review and discuss the proposed policy, making changes that would serve as a positive guideline for a new General Manager.</p> <p><b>Alternative Actions</b> Continue using current policy.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b> 1. Draft Policy 2900 dated 11/2023 2. Current Policy 2900 approved 8/2018

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** General Manager

**POLICY Number:** 2900

**SALARY RANGE:** TBD per year

### JOB DESCRIPTION FOR GENERAL MANAGER

#### WHO WE ARE:

The Arcade Creek Recreation and Park District was established August 31, 1959. The district is in the north central section of Sacramento County including portions of Arden-Arcade, North Highlands, Carmichael, and Foothill Farms. It is bounded by Madison Avenue on the north, Manzanita Avenue on the east, Cypress Avenue and Winding Way on the south and Watt Avenue on the West. The five square mile district has approximately 23,000 residents.

***This position requires the candidate to be in-office and to work in a team environment.***

#### SUMMARY:

Under the direction of the Board of Directors, the General Manager is responsible for overseeing the overall operations and strategic direction of Arcade Creek Recreation and Park District (ACRPD). This role requires a visionary leader with a passion for community engagement and recreation. Additionally, the General Manager ensures the office operates smoothly, efficiently, securely, and effectively.

#### ESSENTIAL FUNCTIONS:

- The General Manager will work closely with staff, stakeholders, and the Board of Directors to ensure the effective management of all parks, facilities, nature trails, and programs that align with ACRPD's mission and goals.
- Recruit, train, mentor, supervise, and evaluate staff and volunteers to ensure a high level of performance.
- Supervise all park maintenance, development, and District facilities.
- Review and approve all claims, invoices, and payroll.

- Prepare agenda items and reports for monthly board meetings.
- Advises the Board of Directors on issues, financial status, and programs; prepares and recommends short- and long-term plans.
- Oversees and participates in the the preparation of the District budget(s) with the finance committee for Board consideration and approval.
- Collaborate with the Board of Directors and other stakeholders to develop and implement strategic plans, goals, and other objectives for ACRPD.
- Create a diversified recreation program, including partnerships with neighboring park districts, school districts, and other agencies.
- Oversee the day-to-day operations of parks, facilities, and programs, ensuring they are well-maintained, safe, and accessible.
- Foster strong relationships with the local community, government agencies, and other organizations to enhance collaboration and partnerships.
- Organize, participate, and represent the District in community events, workshops, and outreach activities to promote park district offering and engage the community.
- Interpret District policy for bid processes, revenue streams, and construction.
- Administer policies adopted by the Board of Directors.
- Prepare and administer grant applications and related materials.
- Provide recommendations on issues presented to the Board of Directors.
- Develop and implement a Master Plan.
- Negotiate contracts.
- Performs other related duties as directed by the Board of Directors.

**REQUIRED SKILLS/ABILITIES:**

- Excellent communication and organizational skills.
- Strong attention to detail.
- Ability to work collaboratively with all staff and public with minimal supervision.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing.
- Ability to make effective and persuasive presentations to the public, District staff, Board of Directors, outside agencies, neighborhood associations, etc.
- Ability to understand and apply District and departmental policies and procedures.

- High level of management experience, customer service, planning, policy, and program administration.
- Ability to adapt to new or changing processes quickly and efficiently.
- Ability to problem solve, using data analytics.
- Strong computer skills required with proficiency in MS Office.
- Proven ability to manage multiple projects while maintaining strict attention to detail.
- Budget and general administrative procedures.
- Possession of or ability to obtain a valid class C California driver's license.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in recreation management, business or public administration, or another related field. Equivalent experience can be used in the absence of a bachelor's degree.

### **SUPERVISORY RESPONSIBILITY:**

Oversees District staff.

### **WORK ENVIRONMENT:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and printers.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to stand, walk, reach, twist and turn, kneel, bend, squat, grasp, and make repetitive hand movements in the performance of their daily duties. The ability to lift paper and equipment weighing 25 pounds or more is required.

### **TRAVEL:**

This position may require travel between different park locations within the district and district business conducted at the Sacramento County Office, banking, and other areas of district business.



**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive list of all job functions. Duties and responsibilities may change at any time with or without notice.

**JOB TYPE:**

Full-time

**BENEFITS:**

10 - 20 vacation days per year depending on length of service.

Sick leave includes 12 days per year.

13 paid holidays per year.

District paid medical, dental, and vision for employees.

Retirement benefits include contributions towards social security and the district participates in the CalPERS retirement program.

**SCHEDULE:**

Standard business hours with some evenings and weekends.

**PRE-EMPLOYMENT CONDITIONS:**

- Department of Justice fingerprint clearance.
- Medical exam and drug testing clearance.

**EQUAL OPPORTUNITY STATEMENT:**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Arcade Creek Recreation and Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Further, the District does not discriminate based on race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status, or pregnancy.

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# Arcade Creek Recreation and Park District

## **POLICY HANDBOOK**

**POLICY TITLE:** General Manager

**POLICY NUMBER:** 2900

**SALARY RANGE** \$64,104 - \$81,816 per Year

### **JOB DESCRIPTION**

- The General Manager works independently managing a full service recreation and park district. The General Manager serves at the pleasure of an elected Board of Directors supervising and leading a small dedicated staff to carry out the District's mission, and goals and objectives.
- The General Manager provides direction and supervision in all areas of the District's operations including, but not limited to, budget and finance, facilities development, land acquisition, personnel, maintenance of all parks, nature areas and trails, planning, and recreation program development.
- The General Manager serves as a technical advisor and consultant to the District by keeping abreast of local, state and federal legislation, and community issues involving parks, recreation, and open

### **DUTIES, RESPONSIBILITIES, FUNCTIONS**

- District budget preparation
- Administers the expenditure of funds and collection of fees, including researching and securing loans, grants, property tax, other revenue sources
- Facilities development including interpreting District policy for bid process, revenue stream, construction
- Administers the policies adopted by the Board of Directors, including the District
- Master Plan and local, state statutes governing Special Districts
- Prepares Board agenda for monthly meetings, including necessary written reports, minutes and correspondence
- Prepares or supervises office correspondence, fiscal records, monthly and annual reports and statements; purchases or requisitions District supplies
- In accordance with adopted procedures, selects, and generally supervises District employees and volunteers
- Supervises all park maintenance and development
- Supervises maintenance for District facilities
- Supervises a diversified recreation program, including partnering with neighboring park districts, school districts or other public and private agencies
- Represents the District in a variety of community and civic organizations and activities

## **QUALIFICATIONS**

- Candidates will need to be innovative and flexible when working with a small staff to carry out the District's business. Excellent organizational skills are essential, as well as strong written and verbal
- Graduation from a recognized college or university with a Bachelor's degree in recreation and parks administration, public administration or related field.
- Completion of a Master's Degree in recreation and parks or related field may be substituted for two years work experience.
- In addition, 5-years successful and progressive work experience in a recreation and parks supervisory or management capacity is preferred.
- Possession of the category of California Driver's license required by the state Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license and compliance with established district vehicle operation standards are a condition of continued employment
- Successful applicants for employment must pass a pre-employment medical examination administered by the district's physician.
- Person in this position sits for extended periods; frequently stands and walk; exhibits manual dexterity and eye-hand coordination and verbal communication skills; and uses office equipment, including computer terminals, telephone, calculators, copiers and fax. Also must be able to do light lifting, bending, pulling, and pushing when assisting staff in their functions. Some of these requirements may be accommodated for otherwise qualified persons requiring and requesting such accommodation.

## **BENEFITS**

- Vacation 10 to 20 vacation days per year depending upon length of service.
- Twelve days sick leave per year.
- Thirteen paid holidays per year
- 40 hours Administrator's leave per fiscal year
- District paid medical for employee
- Retirement: In addition to social security, the District participates in CalPERS Retirement System.

## **EQUAL OPPORTUNITY STATEMENT**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Arcade Creek Recreation and Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Further, the District does not discriminate based on race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status or pregnancy.

<b>Meeting Date December 14, 2023</b>		<b>Item # 7 e</b>
		<b>Old Business</b>
<b>Subject: Proposed Successor Agreement between TRUSD and ACRPD</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 checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report coordinated or prepared by</b> <p style="text-align: center;"><b>Derek Cole</b> <b>Legal Counsel</b></p>
<p><b>Background:</b> On September 8, 1977, the Rio Linda Union School District and ACRPD entered into an agreement for the joint use of property owned by the Rio Linda Union School District , on and around which the Oakdale Elementary School is located (“1977 Agreement”). The 1977 Agreement allowed ACRPD to use designated school district-owned property for athletic fields, playgrounds, and other recreational uses. The 1977 Agreement was for a term of one year, but by its terms automatically renews each year unless expressly terminated. The 1977 Agreement has never been terminated and remains in effect. Through the 1977 Agreement, ACRPD has historically provided and maintained the park known as Oakdale Park, the boundaries of which are identified as the “Joint Use Agreement Area.”</p> <p>The Rio Linda Union School District and ACRPD entered into a separate Lease Agreement on January 9, 1978 (“1978 Agreement”) for the shared use of the school district’s property adjacent to the Oakdale Elementary School. The Rio Linda Union School District and ACRPD then entered into a successor, 30-year Lease Agreement to the 1978 Agreement for the continued shared use of the property adjacent to the Oakdale Elementary School by a new Lease Agreement dated April 12, 2004 (“Current Lease Agreement”). The Current Lease Agreement has an expiration date of April 11, 2034. The area it accompanies is referred to as the “30-Year Lease Area.”</p> <p>Prior to the execution of, and in conjunction with, the Current Lease Agreement, the Rio Linda Union School District and ACRPD entered into a Memorandum of Understanding dated April 29, 2002 (“Memorandum of Understanding”). The Memorandum of Understanding governs the Parties’ relationship and obligations concerning the Oakdale School Park Community Center (“Community Center”), through which youth center and park facilities are provided during school and after school hours. The Community Center is located on the same property as the 30-Year Lease Area.</p> <p>TRUSD became the successor to the Rio Linda Union School District effective July 1, 2008. At TRUSD’s request, ACRPD executed a Letter of Clarification effective February 7, 2011, recognizing TRUSD as the successor to the Rio Linda Union School District under the 1977 Agreement, Current Lease Agreement, and Memorandum of Understanding.</p> <p>ACRPD has expressed to TRUSD that ACRPD no longer uses, nor has a need to use, the Community Center for the purpose of providing ACRPD-administered programs after school hours. In light of the foregoing, TRUSD has agreed to release ACRPD from its obligations under the Memorandum of</p>		

Understanding, and the Parties have agreed to a mutual rescission of the same. The Parties propose to have a new, single agreement that will replace the existing agreements.

**Alternatives:** If the proposed agreement is not executed, the agreements described above will remain in effect. This will include the obligation for ACRPD to continue using the Oakdale Community Center.

**Analysis:** Under the proposed new agreement, TRUSD and ACRPD will supersede and replace the 1977 Agreement and Current Lease Agreement and reaffirm and restate, in a single agreement, the terms and conditions by which ACRPD shall continue to maintain the Joint Use Agreement Area and 30-Year Lease Area. Effectively, ACRPD will continue to maintain these two areas, but it will be released from any further obligation concerning the Community Center. ACRPR will be required to vacate from the Community Center by January 15, 2024. The agreement will be for a three-year term, and the parties can mutually extend the agreement for any future terms before expiration.

**Budget/Cost Impact:** If the proposed agreement is executed, ACRPD will incur expenses associated with the obligations to maintain the two areas covered in the proposed agreement. At this time, however, those obligations exist, so effectively the potential fiscal impact for the current and next fiscal years would likely be the same.

**Coordination and Review**

This is a standard practice of the Board.

**Attachment(s)**

Proposed Successor Agreement

**SUCCESSOR AGREEMENT REGARDING CONTINUED MAINTENANCE OF  
FIELD AREAS AND RESCINDING PRIOR AGREEMENT  
CONCERNING USE OF COMMUNITY CENTER BUILDING**

This Successor Agreement Regarding Continued Maintenance of Field Areas and Rescinding Prior Agreement Concerning Use of Community Center Building (“**Successor Agreement**”) is made effective this 15th day of December, 2023 (“**Effective Date**”) by and between the Twin Rivers Unified School District (“**TRUSD**”) and the Arcade Creek Recreation and Park District (“**ACRPD**”), each individually referred to within as a “**Party**,” and both collectively referred to as “**Parties**.”

**RECITALS**

A. On September 8, 1977, the Rio Linda Union School District and ACRPD entered into an agreement for the joint use of property owned by the Rio Linda Union School District, on and around which the Oakdale Elementary School is located, the address for which is 3708 Myrtle Avenue, North Highlands, California (“**1977 Agreement**”). The 1977 Agreement allowed ACRPD to use designated school district-owned property for athletic fields, playgrounds, and other recreational uses. The 1977 Agreement was for a term of one year, but by its terms automatically renews each year unless expressly terminated. As of the date of this Successor Agreement, the 1977 Agreement has never been terminated and remains in effect. Through the 1977 Agreement, ACRPD has historically provided and maintained the park known as Oakdale Park, the boundaries of which are identified as the “**Joint Use Agreement Area**” in the site map attached as Exhibit A.

B. The Rio Linda Union School District and ACRPD entered into a Lease Agreement on January 9, 1978 (“**1978 Agreement**”) for the shared use of the school district’s property adjacent to the Oakdale Elementary School.

C. The Rio Linda Union School District and ACRPD entered into a successor, 30-year Lease Agreement to the 1978 Agreement for the continued shared use of the property adjacent to the Oakdale Elementary School by a new Lease Agreement dated April 12, 2004 (“**Current Lease Agreement**”). The Current Lease Agreement has an expiration date of April 11, 2034. The area this lease encompasses is depicted in Exhibit A as the “**30-Year Lease Area**.”

D. Prior to the execution of, and in conjunction with, the Current Lease Agreement, the Rio Linda Union School District and ACRPD entered into a Memorandum of Understanding dated April 29, 2002 (“**Memorandum of Understanding**”). The Memorandum of Understanding governs the Parties’ relationship and obligations concerning the Oakdale School Park Community Center (“**Community Center**”), through which youth center and park facilities are provided during school and after school hours. The Community Center is located on the same property as the 30-Year Lease Area.

E. TRUSD became the successor to the Rio Linda Union School District effective July 1, 2008. At TRUSD's request, ACRPD executed a Letter of Clarification effective February 7, 2011, recognizing TRUSD as the successor to the Rio Linda Union School District under the 1977 Agreement, Current Lease Agreement, and Memorandum of Understanding.

F. ACRPD has expressed to TRUSD that ACRPD no longer uses, nor has a need to use, the Community Center for the purpose of providing ACRPD-administered programs after school hours.

G. In light of the foregoing, TRUSD has agreed to release ACRPD from its obligations under the Memorandum of Understanding, and the Parties have agreed to a mutual rescission of the same, on the terms and conditions described within.

H. The Parties further desire to supersede and replace the 1977 Agreement and Current Lease Agreement and reaffirm and restate, in a single agreement, the terms and conditions by which ACRPD shall continue to maintain the Joint Use Agreement Area and 30-Year Lease Area.

NOW, THEREFORE, TRUSD and ACRPD agree as follows:

1. The above recitals are incorporated as material terms of this Successor Agreement.

#### **Rescission of and Replacement of Prior Agreements**

2. The Memorandum of Understanding shall, as of the Effective Date, be mutually rescinded and shall be of no further force or effect on and after that date. By this mutual rescission, the Parties intend that ACRPD's occupation of the Community Center shall cease, as provided in Paragraphs 5 and 6 of this Successor Agreement.

3. The Parties intend that this Successor Agreement shall supersede and replace in their entireties the 1977 Agreement and Current Lease Agreement and intend that ACRPD's obligations concerning the maintenance of the Joint Use Agreement Area and 30-Year Lease Area shall continue through this Successor Agreement, as stated in Paragraphs 7 through 11. For avoidance of doubt, the 1977 Agreement and Current Lease Agreement shall be null and void in their entirety as of the Effective Date of this Successor Agreement.

4. The initial term of this Successor Agreement shall be from the Effective Date through December 15, 2026 ("Term"), unless earlier terminated as provided herein. The Parties may mutually agree in writing to extend the Term prior to the expiration of the Term.

#### **Vacation of the Community Center Building**

5. In light of the mutual rescission of the Memorandum of Understanding provided in Paragraph 2, on and after the Effective Date, ACRPD shall have no right to occupy, nor any responsibility regarding the condition, maintenance, repair, or upkeep of, the Community Center.

6. ACRPD shall remove all of its solely-owned possessions and items of personal property from the Community Center by no later than January 15, 2024 (“**Surrender Date**”). By the Surrender Date, ACRPD shall have restored the Community Center to a condition no worse than the condition the Community Center was in when ACRPD first occupied the Community Center. ACRPD shall not claim, nor have any right to, any reimbursement from TRUSD for any funds it spent on or contributed to the construction, maintenance, repair, or upkeep of the Community Center, nor shall ACRPD have any right to possession of any fixtures associated with the Community Center. Before the Surrender Date, ACRPD shall provide to TRUSD any plans, architectural drawings, construction documents, grant applications, and related records in ACRPD’s possession regarding the Community Center.

**Continued Maintenance of Joint Use Agreement Area and 30-Year Lease Area**

7. For the term of this Agreement, ACRPD will use the Joint Use Agreement Area and 30-Year Lease Area for athletic fields and as public park areas.

8. ACRPD agrees that it shall continue to maintain, in a neat and attractive appearance, and provide at its sole expense the equipment and staffing necessary to take the following actions concerning, the Joint Use Agreement Area and 30-Year Lease Area:

- a. Provide for irrigation and application of fertilizers necessary to sustain vegetation;
- b. Provide lawn-care services;
- c. Prune shrubs, tree plantings, and trees to control extraneous growth;
- d. Replace unhealthy or dead plantings when observed or within a reasonable period of time;
- e. Expediently maintain, replace, repair or remove from service any landscaping system component that has become unsafe or unsightly;
- f. Maintain, repair and operate the irrigation systems in a manner that prevents water from flooding or spraying parked and moving automobiles, spraying pedestrians on public sidewalks/bike paths, or leaving surface water that becomes a hazard to vehicular or pedestrian/bicyclist travel; and
- g. Control weeds through application of weed sprays (herbicides) that comply with all applicable laws, rules, and regulations, including those established by the California Department of Food and Agriculture.

9. ACRPD at its sole cost and expense shall obtain and maintain at least all of the following minimum insurance requirements. ACRPD must provide an affidavit of self-insurance, or pooled insurance if any.



a. Comprehensive general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate per coverage year. If ACRPD's use of the Joint Use Agreement Area and 30-Year Lease Area requires ACRPD to work directly with students or requires ACRPD to be in a site when students are present, Sexual Abuse/Molestation Coverage must be included under General Liability or obtained in separate policy in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

b. Automobile liability insurance in an amount not less than \$1,000,000 per occurrence.

c. Workers' Compensation insurance as required under California law with statutory limits and Employers' Liability limits of \$1,000,000 per disease or accident. The Workers' compensation policy shall be endorsed with a Waiver of Subrogation in favor of TRUSD for all work performed by ACRPD, its employees, and agents.

d. Special Provisions: The foregoing requirements as to the types and limits of insurance coverage to be maintained by ACRPD, and any approval of said insurance by TRUSD, or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by ACRPD pursuant to this Successor Agreement, including but not limited to, the provisions concerning indemnification.

10. To the extent ACRPD interacts with TRUSD students pursuant to the terms of this Successor Agreement, ACRPD agrees to require its employees, contractors and volunteers to comply with the fingerprinting requirements of Education Code section 45125.1 with respect to all individuals who may have contact with TRUSD students in the course of ACRPD's use of the Joint Use Agreement Area and 30-Year Lease Area. The California Department of Justice must determine that none of those employees, contractors or volunteers has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of such cleared individuals who may come in contact with TRUSD students during the term of this Successor Agreement will be maintained by ACRPD and made available to TRUSD upon request.

11. If the work performed under this Successor Agreement is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public work" in that it is construction, alteration, demolition, installation, repair, or maintenance work under Labor Code section 1771, ACRPD shall conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles 1-7. ACRPD agrees to include prevailing wage requirements in its contracts for public works.

As applicable, ACRPD shall require its contractors to include prevailing wage requirements in all subcontracts when the work to be performed by the subcontractor under this Successor Agreement is a "public work" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in ACRPD's contracts.

### **Additional Terms and Conditions**

12. ACRPD shall indemnify, defend, and hold harmless TRUSD, its officers, employees, contractors, and agents for every type of injury, damage, or claim asserted in any legal or administrative forum related to any action, error, or omission of ACRPD under this Successor Agreement, except when such injury, damage, or claim is alleged to be caused by the sole negligence or intentional acts or omissions of TRUSD or the alleged dangerous condition of TRUSD property not asserted to have been created, in whole or in part, by ACRPD.

TRUSD shall indemnify, defend, and hold harmless ACRPD, its officers, employees, contractors, and agents for every type of injury, damage, or claim asserted in any legal or administrative forum related to any action, error, or omission of TRUSD under this Successor Agreement, except when such injury, damage, or claim is alleged to be caused by the sole negligence or intentional acts or omissions of ACRPD or the alleged dangerous condition of TRUSD property not asserted to have been created, in whole or in part, by TRUSD.

When negligence or responsibility for injury or damages is determined to have been shared, principles of comparative negligence will be followed and each Party shall bear the proportionate cost of any loss, damage, expense, and liability attributable to that Party's negligence.

The provisions of this Paragraph shall survive this Successor Agreement.

13. Nothing within this Successor Agreement is intended to create duties or obligations to or rights in third parties not party to this Successor Agreement or affect the legal liability of either party to this Successor Agreement by imposing any standard of care respecting the maintenance of the 30-Year Lease Area and Joint Use Agreement Area, different from the standard of care imposed by law.

14. This Successor Agreement, including the attached Exhibit A, along with any amendments thereto, is the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written or entered into between the Parties prior to the execution of this Successor Agreement. No statements, representations, or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding.

15. This Successor Agreement shall remain in full force and effect until the expiration of the Term or upon the election of either Party to terminate this Successor Agreement upon six months' written notice to the other Party. Notice of termination shall be delivered by United States Mail to the current business address of the other Party and addressed to the attention of the officer of the other Party signing below.

16. This Successor Agreement has been jointly negotiated and drafted. The language of this Successor Agreement shall be construed as a whole according to its fair meaning, and not strictly for or against any Party.

17. This Successor Agreement may be executed in counterparts.

SO AGREED.

TWIN RIVERS UNIFIED SCHOOL DISTRICT

\_\_\_\_\_  
Ryan DiGiulio  
Chief Business Official

\_\_\_\_\_  
Date

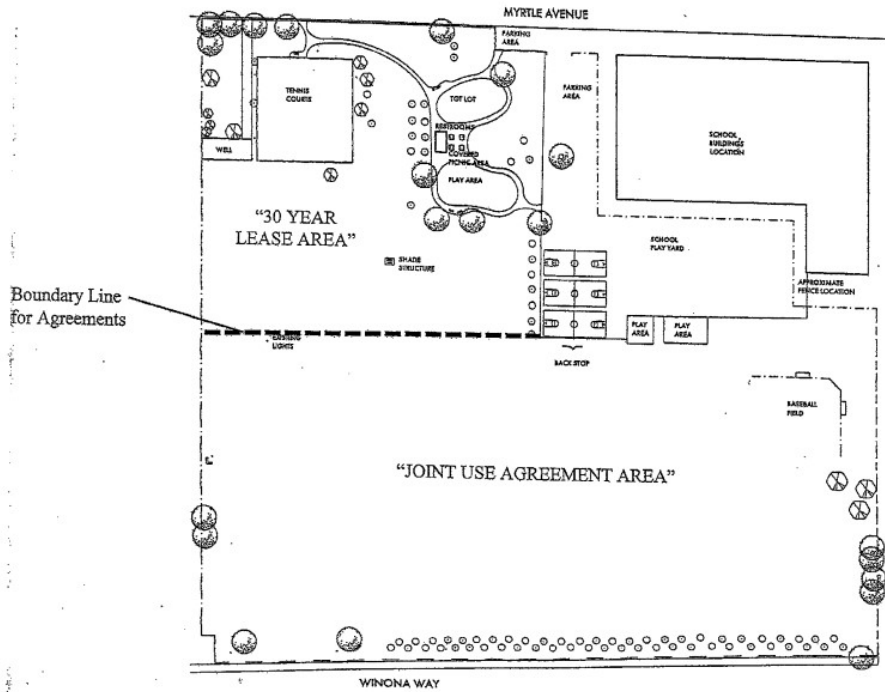
ARCADE CREEK RECREATION AND PARK DISTRICT

\_\_\_\_\_  
Lisa Gonzalez  
General Manager

\_\_\_\_\_  
Date

**EXHIBIT A**

**Continued Maintenance Areas**



Boundary Line for Agreements

Site Map  
Exhibit B

EXISTING CONDITIONS  
**OAKDALE PARK**



DATE: 02-12-2011

**QUADRICA**  
Landscape Architecture & Planning, Inc.  
Specialty Services Division

Arcade Creek Recreation and Park District

<b>Meeting Date: December 14, 2023</b>		<b>Item # 8 a</b>
		<b>New Business</b>
<b>Subject:</b> Discussion of Nominations for Board Officers Positions for 2024		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input checked="" 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> Office Manager
<b>Objective</b> To receive interest from Board members for desired positions.		
<b>Background</b> Typically, the Board elects a Chair, Vice-Chair and Secretary/Treasurer during the first Board meeting of each year.		
<b>Analysis</b> The Board Policy stipulates those officers shall be nominated and elected during the first Board meeting of each year.		
<b>Budget/Cost Information</b> None.		
<b>Proposed Action</b> To consider leadership positions with the District.		
<b>Alternative Actions</b> Maintain the status quo and vote by acclamation at the January 2024 meeting.		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b>

Arcade Creek Recreation and Park District

<b>Meeting Date December 14, 2023</b>		<b>Item # 8 b</b>
		<b>New Business</b>
<b>Subject: Discuss and Establish Office Hours</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 checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Director T. Dworetzky</i>
<p>Director Dworetzky requested that this be placed on the agenda to discuss and establish the hours of operations for the District Office.</p> <p>Currently the office is open by 7:30 in the morning and closes at 4 pm on most days during the work week.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b>

Arcade Creek Recreation and Park District

<b>Meeting Date:</b> December 14, 2023		<b>Item #</b> New Business 8c
<b>Subject:</b> Update on the Pickleball courts		
<b>Initiated or requested by</b> <input 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>
<p>Since the pickleball courts were completed in early November the courts have been attacked by vandals. As of writing this only 3 nets are still up on the 6 courts. The 3 nets have been sat on, wires cut that hold up the nets. We had to get the gate repaired so no one could break in. It is incredibly sad this is happening in our park. I have ordered Pickleball signs to hang on the courts which will get installed this week. I also have pictures taken by Anita I will attach to this report. You must see it to believe it. Kids, dogs, skateboards are even on the new courts. We were locking the gates and the pickleball players were upset. Lisa Boatman and I are working on a campaign to get more pickleball players out to our court which will prevent vandalism. We also plan to have availability with a code for the pickleball players that they can use on a lock box. I am going to contact First Serve to see if they can repair the courts for us. I will ask JR Hichborn from Mission Oaks if he knows of anyone who can do the repairs that is local. There is a Pickleball app that we can register our courts on which will help us get more players out to the courts.</p> <p>Kim Cook looked into our security cameras to for the pickleball courts. We would have to have the capability to have a continuous 110 volt to have cameras.</p> <p>I look forward to hearing the Board of Directors' suggestions to solve the problem we are having now.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b>  YES

## Kim Cook

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**From:** Lisa Gonzalez  
**Sent:** Tuesday, December 05, 2023 2:47 PM  
**To:** Kim Cook

Attachments for Pickleball Board Reports.

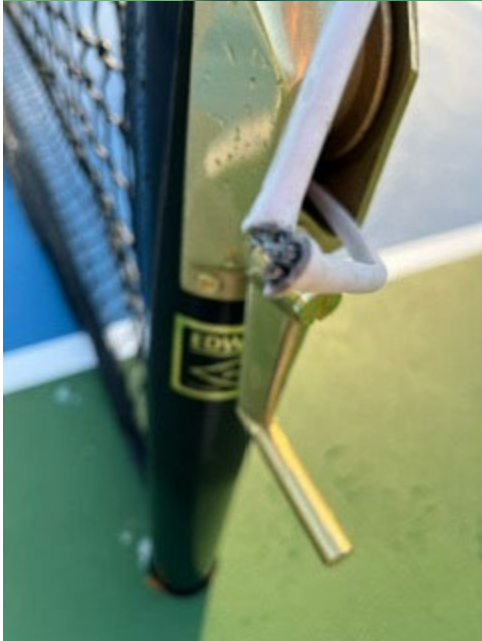
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**From:** Juanita Petersen <nitap1654@aol.com>  
**Sent:** Monday, December 4, 2023 10:54 AM  
**To:** Lisa Gonzalez <lgonzalez@acrpd.com>; Lisa Gonzalez <lgonzalez@acrpd.com>  
**Subject:** Pickleball

Sent from my iPhone













**Arcade Creek Recreation and Park District**

**MEETING DATE: December 14, 2023**

**AGENDA ITEM: 9 Board Discussion**

**General discussion on topics for future meetings.**