



**BOARD OF DIRECTORS MEETING  
THURSDAY  
June 20, 2024 @ 6:00 p.m.**

**LOCATION:**  
Herzog Community Center Oak (Small) Room  
4855 Hamilton Street  
Sacramento, CA 95841

**AGENDA**

**1. Call to Order and perform Roll Call. (Chair – Scott Miller)**

**2. Public Comment** – this is the opportunity for members of the public to address the Board on any topic within the Board’s jurisdiction NOT listed on the agenda. The Board will take comments only but cannot act upon any item not listed on the Agenda. **Each speaker will be limited to five minutes of time.**

The Board will not receive comments relating to District Personnel during this time. These comments must be made in writing to the General Manager and in the case of the General Manager made in writing to the Chairperson of the Board. **Questions about the daily operation of the park district should be directed to the General Manager during normal working hours when possible.** Comments related to a specific item on the agenda will be received by the Board at that time during the meeting.

Members of the public may gain recognition by registering with the Secretary to the Board prior to the start of the meeting or by raising their hand to be recognized by the Chairperson of the Board at the time they wish to speak, and public comment is welcomed.

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

**3. Closed Session:**

a. None

**4. Guest:** Legal Counsel, Auditor, Presentations, Follow up, etc.

a. None

**5. Announcements:** Staff

a. Hamilton Street Park New Playground Dedication Event – Friday, July 12<sup>th</sup> @ 6PM

**6. Tasks Started / Accomplished:** Staff

**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. 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 05/16/2024
- b. FY 23-24 Period 11 **Financial Reports 339A**
- c. FY 23-24 Period 11 **Financial Reports 339D**
- d. FY 23-24 Period 11 **Multi Accounts Revenue Reports**
- e. FY 23-24 Period 11 **Payroll Report**
- f. FY 23-24 Period 11 **Rental & Misc. Revenue Report Attributed To Stated Period**
- g. District Correspondence **Received and Sent**
- h. General Information **Received**
- i. Monthly update on Nature Trail at Arcade Creek Park
- j. General Managers **Report**

**8. Old Business:**

- a. Installation of water filtration system at Hamilton Street Park well – Update
- b. Review and discuss HSP Shop Renovation to develop phased plan of action

**9. New Business:**

- a. NEW General Manager Goals and Expectations
- b. Approval of new positions:
  - i. Account Clerk (1.0 – FTE)
  - ii. Recreation Aide (0.46 – FTE)
  - iii. District Intern (0.46 – FTE)
- c. Approval of revised Salary Scale to include new staff positions
- d. Approval of Resolution 2024-02 to adopt the District’s Fiscal Year 2024-2025 Preliminary Budget for 339A General Fund
- e. Approval of Resolution 2024-03 to adopt the District’s Fiscal Year 2024-2025 Preliminary Budget for 339D District Projects

**10. Board Discussion:**

- a. General discussion on topics for future meetings.

**11. Adjournment of the meeting:**

The next regular Board of Directors meeting will be held Thursday July 18, 2024 @ 6PM

**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: June 20, 2024**

**AGENDA ITEM: 5 Announcements**



# DEDICATION

*Survey!*



## HAMILTON STREET PARK NEW PLAYGROUND

FRIDAY, JULY 12TH

**Parks  
Make  
Life  
Better!**

6pm - Ribbon Cutting  
4855 Hamilton Street  
Sacramento, CA 95841



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:

**March 21, 2024**

Meeting conducted in the Herzog Community Center Oak (Small) Room

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1. **Call to Order and Perform Roll Call:** *Chair S. Miller* **Time:** *6:00PM*  
**Board Members Present:** *S. Miller, G. Wilson, and T. Dworetzky*  
**In Attendance Virtually:** *A. Vassar*  
**Board Members Absent:** *M. Hanson*  
**Staff Members Present:** *A. Peterson, and D. Nishihara*  
**Legal Counsel Present:** *D. Ritchie*  
**Auditor Present:** *None*  
**Guests:** *None*  
**Public Attending:** *D. Watson (Resident)*
2. **PUBLIC COMMENTS:** *Mr. Watson requested information pertaining to the grazing plan for the Nature Trail and the completion of the Arcade Creek Park Restrooms. Staff were able to meet with Mr. Wilson during closed session to provide follow up information.*
3. **CLOSED SESSION: Public Employee Appointment**  
*Closed Session started at 6:05pm and concluded at 8:31PM.  
No reportable action taken.*
4. **GUESTS:** *\*Order of items revised. Item 4B followed by Item 4A*
  - 4a. **Old Business: Anderson Project Management – Update**  
*Mr. Anderson was unable to attend. Project anticipated to be completed by Memorial Day. Additional parts on order and final concrete work pending completion of installation.*
  - 4b. **New Business: Approve Employment Agreement for General Manager**  
*Board Member G. Wilson made a motion to approve the Employment Contract for the new General Manager. Board Member A. Vassar seconded the motion. Chairperson S. Miller called for a vote to approve the agreement.*  
  
*A. Vassar, G. Wilson, T. Dworetzky, and S. Miller voted Yes.  
M. Hanson was absent.  
Motion passed 4-Yes and 1-Absent.*



**5. ANNOUNCEMENTS:** None

**6. TASKS STARTED / ACCOMPLISHED:**

*Report received by Board. No action taken.*

**7. CONSENT:**

**Items 7a to 7j were presented for approval.**

*Board Member G. Wilson made a motion to approve the consent items. Board Member T. Dworetzky seconded the motion. Chairperson S. Miller called for a vote to approve the agreement.*

*A. Vassar, G. Wilson, T. Dworetzky, and S. Miller voted Yes. M. Hanson was absent. Motion passed 4-Yes and 1-Absent.*

**8. OLD BUSINESS:**

**8a. HSP Well Repair Update**

*Staff are in process of researching other vendors for cost comparisons. Non-action item.*

**9. NEW BUSINESS:**

**9a. FY2024-25 Preliminary Budget Review and Discussion**

*Staff presented funding details for FY24/25 pertaining to 339A and 339D. The balanced budget would reflect estimated tax revenue with general fund. Whereas existing fund balance would not be incorporated into general fund, but reallocated and identified for specific reserves.*

*Board outlined priorities for FY24/25 as follows:*

- 1. Hamilton Street Park Maintenance Shop*
- 2. Hiring of New Staff person to backfill for new GM*
- 3. Tree Assessment*
- 4. Deferred Maintenance*
- 5. Erosion Control – Nature Trail*

*Maintenance and project priorities to be established as presented by Project Committee, recommended by Finance Committee and approved by the Board of Directors. In accordance with District policies.*

*\*Director Vasser signed off early virtually from the meeting at approx. 10:10pm due to a previous commitment.*

**9b. Goat usage on Jo Smith Nature Trail**

*Board member T. Dworetzky made a motion to approve goat grazing and G. Wilson seconded the motion.*

*Chairperson S. Miller called for a vote.*

*G. Wilson, T. Dworetzky, and S. Miller voted Yes.*

*A. Vassar and M. Hanson were absent.*

*Motion passed 3-Yes and 2-Absent.*

**10. DISCUSSIONS: Future Board Items Requested**

*None*

**11. ADJOURNMENT: Meeting Ended at 10:45pm**

*Board Member T. Dworetzky motioned to close the meeting.*

*Board Member G. Wilson seconded the motion.*

*Motion passed 4-Yes and 1-Absent.*

*A. Vassar, G. Wilson, T. Dworetzky, and S. Miller voted Yes.*

*M. Hanson was absent.*

DRAFT



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

**May 2024  
Period 11 of 13**

**FYTD Completed = 85%**

CODE	CATEGORIES	2023-24 Budget	May	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	287,114.00	19,653.33	234,196.68	52,917.32	82%
"	<b>Part-time Salaries</b>			-		-0-
"	<b>P/T Monitors</b>	31,360.00	624.00	11,740.00	19,620.00	37%
"	<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	500.00	2,700.00	800.00	77%
10113200	Salaries & Wages - Time/one half (OT)	4,000.00	950.85	2,260.69	1,739.31	57%
"	Salaries/Wages - Strt Time (No Retirement Contribution)			1,077.23	(1,077.23)	#DIV/0!
10115200	Termination Pay	-	23,949.85	23,949.85	(23,949.85)	#DIV/0!
10121000	Retirement - ER Cost 6502 (@11.84%)	14,245.00	597.37	12,260.30	1,984.70	86%
"	Retirement - ER Cost 30003 (@10.1%)	13,312.00	632.37	8,081.36	5,230.64	61%
"	Retirement - ER Cost 26990 (@7.68%)		669.28	3,829.44	(3,829.44)	#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	3,494.38	21,108.24	1,151.76	95%
10123000	Group Insurance - Employer Cost			-		-0-
"	<b>Medical + Admin fee</b>	45,213.00	5,133.25	43,852.55	1,360.45	97%
"	<b>Dental</b>	1,986.00	40.95	1,901.34	84.66	96%
"	<b>Vision</b>	413.00	8.19	376.74	36.26	91%
"	<b>EAP</b>	171.00	-	89.00	82.00	52%
10124000	Work Comp Ins - Employer Cost	5,225.00	-	5,696.00	(471.00)	109%
10125000	State Unemployment Insurance (Pool)	1,000.00	9.99	838.00	162.00	84%
10128000	Health Care Retirees	2,002.00	439.03	2,064.71	(62.71)	103%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)			-	-	#DIV/0!
	<b>TOTALS:</b>	<b>432,801.00</b>	<b>56,702.84</b>	<b>376,722.13</b>	<b>56,078.87</b>	<b>87%</b>

**10111000 Salaries & Wages - Increased by \$35,000.00 - To cover underfunding due to un-projected expense for retiring employee**

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

**May 2024  
Period 11 of 13**

**FYTD Completed = 85%**

CODE	Service & Supply	2023-24 Budget	May	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	220.00		1,173.88	(953.88)	534%
20202900	Business/Conference Expenses	2,200.00		361.42	1,838.58	16%
20203600	Education and Training Supplies			-	-	#DIV/0!
20203807	Workplace Amenities			-	-	#DIV/0!
20205100	Insurance - Liability	81,497.00		81,497.00	-	100%
20206100	Memberships Dues	6,050.00		6,056.00	(6.00)	100%
20207600	Office Supplies	1,650.00	401.50	1,159.39	490.61	70%
20207602	Signs	1,100.00		803.25	296.75	73%
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	862.00	1,572.00	628.00	71%
20211200	Building Maintenance Supplies	550.00	58.29	86.24	463.76	16%
20212200	Chemical Supplies (new)			-	-	#DIV/0!
20213100	Electrical Maintenance Services	5,914.00		942.40	4,971.60	16%
20213200	Electrical Maintenance Supplies	220.00		-	220.00	0%
20214100	Land Improvement Maintenance Service	12,000.00	1,440.00	9,103.20	2,896.80	76%
20214200	Land Improvement Maintenance Sup.	5,500.00	1,246.52	2,025.26	3,474.74	37%
20215100	Mechanical System Maintenance Svcs.	45,000.00		13,830.31	31,169.69	31%
20215200	Mechanical System Maintenance Sup.	3,300.00		29,596.45	(26,296.45)	897%
20216200	Painting Supplies	1,650.00		91.20	1,558.80	6%
20216700	Plumbing Maintenance Service (new)	1,100.00		785.52	314.48	71%
20216800	Plumbing Maintenance Supplies	550.00		22.92	527.08	4%
20219100	Electricity	22,000.00	869.05	12,296.89	9,703.11	56%

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

**May 2024  
Period 11 of 13**

**FYTD Completed = 85%**

CODE	Service & Supply	2023-24 Budget	May	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	3,300.00	193.93	2,783.79	516.21	84%
20219300	Refuse Collection/Disposal	3,300.00	189.90	2,132.88	1,167.12	65%
20219500	Sewage Services	2,200.00	276.28	1,657.68	542.32	75%
20219800	Water	38,500.00	1,440.21	16,761.47	21,738.53	44%
20220500	Automotive Maintenance Service	3,850.00		2,820.40	1,029.60	73%
20220600	Automotive Maintenance Supplies	550.00		4,681.05	(4,131.05)	851%
20221100	Grounds Equipment Maintenance Svcs.	4,400.00		2,717.87	1,682.13	62%
20221200	Grounds Equipment Maintenance Sup.	4,400.00	1,340.65	3,145.90	1,254.10	71%
20222600	Hand / Expendable Tools	550.00		805.07	(255.07)	146%
20223600	Fuel and Lubricant Supplies	5,500.00	817.61	5,229.54	270.46	95%
20226200	Office Equip. Maintenance Supplies	1,100.00		1,771.37	(671.37)	161%
20227500	Rent/Lease Equipment	550.00		-	550.00	0%
20227501	Copy Machine - Lease			-	-	#DIV/0!
20227504	Miscellaneous	550.00	83.01	317.72	232.28	58%
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		606.13	(496.13)	551%
20232200	Custodial Supplies	6,600.00	153.49	6,037.07	562.93	91%
20233200	Food/Catering Supplies	-		-	-	#DIV/0!
20243700	Lab (Medical) Service (Drug Testing)	110.00		-	110.00	0%
20244300	Medical Service (Pre-emp. testing)	220.00		369.00	(149.00)	168%
20244400	Medical Supplies (First Aid)	330.00		-	330.00	0%
20250700	Assessment / Collection Services	8,690.00	4,206.67	8,365.10	324.90	96%
20252100	Temporary Services			-	-	#DIV/0!
20253100	Legal Services	8,800.00	1,050.00	10,435.63	(1,635.63)	119%
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**

**May 2024  
Period 11 of 13**

**FYTD Completed = 85%**

CODE	CATEGORIES	2023-24 Budget	May	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	2,750.00		108.00	2,642.00	4%
20281201	Hardware (Computer)			1,189.25	(1,189.25)	#DIV/0!
20281265	Application Software Maint Lic Renewal	3,300.00	1,100.00	3,434.99	(134.99)	104%
20281304	Sales Txn Adj - Board of EQ			-	-	#DIV/0!
20281700	Election Services			-	-	#DIV/0!
20283102	Mileage	550.00		168.66	381.34	31%
20285100	Recreation Services	3,300.00		-	3,300.00	0%
20285200	Recreation Supplies	3,300.00		212.70	3,087.30	6%
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		192.39	27.61	-0-
20291300	Auditor/Controller Services	7,150.00		6,500.00	650.00	91%
20291500	Compass Costs	1,180.00		1,095.83	84.17	93%
20291700	Alarm Services	4,928.00	900.00	5,256.52	(328.52)	107%
20298700	Telephone Services	4,400.00	355.46	3,800.87	599.13	86%
20298701	Cell Phones	1,650.00	36.29	1,066.79	583.21	65%
20299909	Expenditure Reimbursements	22,000.00	18,340.05	40,590.05	(18,590.05)	185%
<b>TOTALS:</b>		<b>396,150.00</b>	<b>\$ 35,360.91</b>	<b>\$ 310,091.08</b>	<b>\$ 86,058.92</b>	<b>78.28%</b>

**FYTD Completed = 85%**

CODE	CATEGORIES	2023-24 Budget	May	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	5,860.00	881.24	5,775.72	84.28	99%
30323000	Lease Obligation Retirement(Side Fund)	31,800.00	2,700.00	29,100.00	2,700.00	92%
30322000	Bond Loan Redemption	-	2,700.00	2,700.00	(2,700.00)	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	775.00		703.64	71.36	91%
<b>TOTALS:</b>		<b>38,435.00</b>	<b>\$ 6,281.24</b>	<b>\$ 38,279.36</b>	<b>\$ 155.64</b>	<b>99.60%</b>

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

**May 2024  
Period 11 of 13**

**FYTD Completed = 85%**

CODE	CATEGORIES	2023-24 Budget	May	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	-	100%
"	ACP/RR Project	-	8,172.00	8,300.40	(8,300.40)	#DIV/0!
42420100	Building - Community Ctr Upgrades			-	-	#DIV/0!

**TOTALS: 480,000.00 \$ 8,172.00 \$ 53,017.21 \$ 426,982.79 11%**

**42420100 Per Board Action on 03/21/24 - \$35,000 approved for use on ACP/RR Project - from HSP Shop Renovation.**

**FYTD Completed = 85%**

79790100	Contingencies	347,969.00	-	-	\$ 347,969.00	0%
	Reserved Fund Balance Increase		-	-	\$ -	0%

**Grand Total \$ 1,695,355.00 \$ 106,516.99 \$ 778,109.78 \$ 917,245.22 46%**

*Grand Total Corrected to  
include GL79790100  
Contingencies amount*

**79790100 Contingencies - Decreased by \$35,000.00 - To cover underfunding due to un-projected expense for retiring employee**

	Beginning Fund Balance Available			-	\$ -	0%
	Fund Balance Decreased by				\$ -	0%
	Provisions for General Reserves	-	-	-	\$ -	0%

**TOTALS: - - - -**

**ACRPD 2023-2024  
339A Revenue**

**May 2024  
Period 11 of 13**

**FYTD Completed = 85%  
Percent Received**

<b>Account</b>	<b>2023-24 Budget</b>	<b>May</b>	<b>Received To Date</b>	<b>Unrealized</b>	<b>FYTD Completed = 85% Percent Received</b>	
91910100	Property Tax-Current Secured	700,000.00	326,005.58	717,276.59	(17,276.59)	102%
91910200	Property Tax-Current Unsecured	23,000.00	43.61	25,643.03	(2,643.03)	111%
91910300	Property Tax-Current Sup.	18,000.00	6,195.12	12,446.61	5,553.39	69%
91910400	Property Tax Sec. Delin.(+Teeter)	4,000.00	-	5,673.09	(1,673.09)	142%
91910500	Property Tax Supplemental Delin.	1,000.00	-	1,883.99	(883.99)	188%
91910600	Property Tax-Unitary	6,000.00	3,688.01	7,746.49	(1,746.49)	129%
91912000	Redemption	50.00	22.78	22.78	27.22	46%
91913000	Property Tax Prior Unsecured	400.00	63.56	226.81	173.19	57%
91914000	Penalty	150.00	50.05	112.17	37.83	75%
91919600	RDA Residual Distribution	10,000.00	-	5,709.75	4,290.25	57%
<b>Total Taxes</b>		<b>\$ 762,600.00</b>	<b>\$ 336,068.71</b>	<b>776,741.31</b>	<b>\$ (14,141.31)</b>	<b>102%</b>
94941000	Interest	2,000.00	-	13,193.00	(11,193.00)	660%
94942900	Building Rental (Parks & Facilities)	4,674.00	4,610.42	11,884.70	(7,210.70)	254%
"	Building Rental (Cell Towers 4610.42)	55,326.00	300.00	46,404.20	8,921.80	84%
95952200	Homeowner Property Tax Relief	5,000.00	1,813.61	4,404.48	595.52	88%
95952900	In Lieu Taxes - Other			-	-	#DIV/0!
95953300	Redevelopment Passthru	7,000.00		5,554.40	1,445.60	79%
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	234.28	592.34	4,407.66	12%
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>\$ 6,958.31</b>	<b>\$ 82,033.12</b>	<b>\$ 14,966.88</b>	<b>85%</b>
<b>Total Revenue</b>		<b>\$ 859,600.00</b>	<b>\$ 343,027.02</b>	<b>\$ 858,774.43</b>	<b>\$ 825.57</b>	<b>99.90%</b>



Register Expense Report  
**Period 11**

FY 2023/2024  
 5/1/2024 Through 5/31/2024

Account

339A

Not  
 Clrd

May Report

Date	Num	Description	Memo	Category	Clrd	Amount
5/3/2024	25206	S	CalPERS - 521	4/16-4/30/2024 EE Contrib	05420514 Retirement (EE Contribution) c	-353.17
				4/16-4/30/2024 ER Contrib	121000 Retirement ER Cost c	-597.37
5/3/2024	25207	S	CalPERS - 521	4/16-4/30/2024 EE Contrib	05420514 Retirement (EE Contribution) c	-263.09
				4/16-4/30/2024 ER Contrib	121000 Retirement ER Cost c	-379.6
5/3/2024	25208	S	CalPERS - 521	4/16-4/30/2024 EE Contrib	05420514 Retirement (EE Contribution) c	-337.69
				4/16-4/30/2024 ER Contrib	121000 Retirement ER Cost c	-334.64
5/3/2024	25209	S	Central Control System - 23278	04/2024 - Wireless Irrigation	281265 Application Software Maint. Lic c	-220
				05/2024 - Wireless Irrigation	281265 Application Software Maint. Lic c	-220
5/3/2024	25210	S	Crime Alert Security - 41852	06/01/2024-08/31/2024 Monitoring	291700 Alarm Services c	-135
				06/01/2024-08/31/2024 Video Monitoring	291700 Alarm Services c	-525
5/3/2024	25211		Fast Break - 37998	02/2024 Phone Service	298700 Telephone Services c	-195
5/3/2024	25212		Orbit Station - 33714	04/2024 - Fuel Chgs	223600 Fuel & Lubricant Supplies c	-470.36
5/3/2024	25213		Republic Services - 57909	04/2024 - Billing	219300 Refuse Collection-Disposal c	-189.9
5/3/2024	25214		PG&E - 1383	04/2024- Billing	219200 Natural Gas Service c	-193.93
5/3/2024	P/R+Taxes	S	Payroll And Taxes	Period 4/01/2024 - 4/15/2024 - Ck date 4/30/2024	111000 Salaries & Wages c	-13,693.12
				Brd Pay Ck date 4/30/2024	112400 Stipend Commission & Board c	0
				Time/One Half - Ck date 4/30/2024	113200 OT & Straight Time c	-54.59
				OT Straight Pay - Ck date 4/30/2024	113200 OT & Straight Time c	0
				OASDHI - Ck date 4/30/2024	122000 OASDHI c	-1,051.69
				SUI ER Contrib Ck date 4/30/2024	125000 SUI Insurance (ER Cost) c	-8.51
				Termination Pay	115200 Terminal Pay c	0
5/13/2024	25215	mento	Suburban Water District - 36568	05/2024 - ACP/RR/Water Meter Install / SSWD - Fees	420100 Building c	-8,172.00
5/15/2024	EFT		# 400047260 - Health Benefits	Health Benefits Pay Date 5/15/2024	123000 Health Insurance(s) c	-2,553.55
5/15/2024	P/R+Taxes	S	Payroll And Taxes	Period 4/16/2024 - 4/30/2024 - Ck date 5/15/2024	111000 Salaries & Wages c	-13,785.11
				Brd Pay Ck date 5/15/2024	112400 Stipend Commission & Board c	-250
				Time/One Half - Ck date 5/15/2024	113200 OT & Straight Time c	0
				OT Straight Pay - Ck date 5/15/2024	113200 OT & Straight Time c	-593.4
				OASDHI - Ck date 5/15/2024	122000 OASDHI c	-2,951.23
				SUI ER Contrib Ck date 5/15/2024	125000 SUI Insurance (ER Cost) c	-9.99
				Termination Pay Chk date 5/15/2024	115200 Terminal Pay c	-23,949.85
5/22/2024	25216	S	Umpqua Bank - 52152	5/2024- Side Fund Interest	321000 Interest Expense c	-445.45
				5/2024 - Side Fund Principal	23000 Lease Oblig Retirement Side Fund c	-2,700.00
5/22/2024	25217	S	CalPERS Health - 12733	5/2024 - Medical - 5 EE's	5420516 Insurance (Clearing Acct) c	-5,107.05
				5/2024 - Medical - EE Admin Fee	123000 Health Insurance(s) c	-16.34
				5/2024 - Medical - 2 Retirees	128000 Retiree Health Benefits c	-175.82
5/22/2024	25218	S	CalPERS Health - 12733	6/2024 - Medical - 5 EE's (\$5.53 Interest Fee - Late)	5420516 Insurance (Clearing Acct) c	-3,069.76

			6/2024 - Medical - EE Admin Fee	123000 Health Insurance(s) c	-9.81
			6/2024 - Medical - 4 Retirees	128000 Retiree Health Benefits c	-263.21
5/22/2024	25219		Landscape Management (BLM) 432262	05/2024 - Locate lost valve (HSP) 14100 Land Improvement Maint. Services c	-190
5/22/2024	25220	S	CalPERS - 521	5/01-5/15/2024 EE Contrib 05420514 Retirment (EE Contribution) c	-149.44
				5/01-5/15/2024 ER Contrib 121000 Retirement ER Cost c	-252.77
5/22/2024	25221	S	CalPERS - 521	5/01-5/15/2024 EE Contrib 05420514 Retirment (EE Contribution) c	-337.69
				5/01-5/15/2024 ER Contrib 121000 Retirement ER Cost c	-334.64
5/22/2024	25222	S	Crime Alert Security - 41852	06/01/2024-08/31/2024 Monitoring 291700 Alarm Services c	0
				06/01/2024-08/31/2024 Video Monitoring 291700 Alarm Services c	0
				03/01/2024 - Security Services 291700 Alarm Services c	-240
5/22/2024	25223		Comcast - 12322	05/2024 - Billing-Phone/HSI 298700 Telephone Services c	-160.46
5/22/2024	25224		Cole Huber - 54641	05/2024 Ref: TRUSD MOU, Attend Brd mtg 253100 Legal Services c	-1,050.00
5/22/2024	25225		Fast Break - 37998	4 - MS Exchange / Office 365 / District Staff and Board 281265 Application Software Maint. Lic c	-660
5/22/2024	25226	S	Phillips 66 - 58398	Fuel 223600 Fuel & Lubricant Supplies c	-290.67
				Late Fee c	-39.99
				Interest CCRD c	-16.59
5/22/2024	25227	S	GSRMA - 29229	5/2024 - Dental - 3 EEs 123000 Health Insurance(s) c	-40.95
				5/2024 - Vision - 3 EEs 123000 Health Insurance(s) c	-8.19
5/22/2024	25228	S	Home Depot - 2843	Handjack 222600 Hand - Expendable Tools c	0
				bolts and security signs 211200 Building Maint. Supplies c	-58.29
				pain 216200 Painting Supplies c	0
5/22/2024	25229	S	Restoration Landscape - 71858	05/2024 - Labor / HSP Irrigation Repair (Leak) 14100 Land Improvement Maint. Services c	-1,250.00
				05/2024 - Supplies / HSP Irrigation Repair (Leak) 14200 Land Improvement Maint. Supplies c	-1,246.52
5/22/2024	25230		Restoration Landscape - 71858	Insurance Repair (Weather Damage) Feb 2024*HSP 299909 Expenditure Reimb. (Ins Claims) c	-14,290.00
5/22/2024	25231		Restoration Landscape - 71858	Insurance Repair (Weather Damage) Feb 2024*ACP 299909 Expenditure Reimb. (Ins Claims) c	-4,050.05
5/22/2024	25232		Sacramento Suburan Water - 26158	05/2024 - Hamilton (HSP) 219800 Water c	-156.67
5/22/2024	25233		Sacramento Suburan Water - 26158	05/2024 - -Myrtle (Oak) 219800 Water c	-816.25
5/22/2024	25234		Sacramento Suburan Water - 26158	05/2024 - -Garfield (ACP) 219800 Water c	-467.29
5/22/2024	25235		SMUD - 4025	04/2024 - SMUD Billing 219100 Electricity c	-869.05
45,440.00	25,236.00		Bar-Hein Co. - 1463	05/2024 - Weedeater 221200 Ground Equip Maint. Supplies c	-377.11
5/28/2024	25237		Cintas - 56036	05/2024 - Custodial Supplies 232200 Custodial Supplies c	-129.55
45,440.00	25238	S	Sacramento For Tractors - 64608	Labor 221100 Grounds Equip Maint. Services c	-720
				Parts, Fees and Taxes 221200 Ground Equip Maint. Supplies c	-963.54
45,440.00	25239	S	Smart & Final - 22935	10 cases water for staff 227504 Misc (Bottled Water for Staff) c	-83.01
				Custodial - bleach, cleaner 232200 Custodial Supplies c	-23.94
45,440.00	25,240.00		Sacramento County utilities - 666	04/22 - 06/21/2024 - Billing 219500 Sewage Services c	-276.28
5/28/2024	25241		Staples Business Advantage - 14122	Office supplies - Screen 207600 Office Supplies c	-315.45
45,440.00	25,242.00		Staples Business Advantage - 14122	Office supplies - badges 207600 Office Supplies c	-86.05
45,440.00	25,243.00		<b>T-Mobile - 32685</b>	05/2024 District Cell phone + WiFi 298701 Cell Phones c	-36.29
5/28/2024	25244	S	<b>Umpqua Bank - 52152</b>	6/2024- Side Fund Interest 321000 Interest Expense c	-435.79
				6/2024 - Side Fund Principal 23000 Lease Oblig Retirement Side Fund c	-2,700.00
5/31/2024	EFT		<b>#400047357 - Health Benefits</b>	Health Benefits - Pay date 05/31/2024 123000 Health Insurance(s) c	-2,553.55
45,443.00	P/R+Taxes	S	<b>Payroll And Taxes</b>	Period 5/01/2024 - 5/15/2024 - Ck date 5/31/2024 111000 Salaries & Wages c	-6,492.22
				Brd Pay Ck date 5/31/20204 112400 Stipend Commission & Board c	-250

Time/One Half - Ck date 5/31/2024	113200 OT & Straight Time c	-302.86
OT Straight Pay - Ck date 5/31/2024	113200 OT & Straight Time c	-54.59
OASDHI - Ck date 5/31/2024	122000 OASDHI c	-543.15
SUI ER Contrib Ck date 5/31/2024	125000 SUI Insurance (ER Cost) c	0
Termination Pay Chk date 5/31/2024	115200 Terminal Pay c	0
	<b>TOTAL 5/1/2024 - 5/31/2024</b>	-126,594.12
	<b>BALANCE 5/31/2024</b>	-331,837.38
	<b>TOTAL INFLOWS</b>	0
	<b>TOTAL OUTFLOWS</b>	-126,594.12
	<b>NET TOTAL</b>	-126,594.12

Period 1 thru 11

Date	Num	Description	Memo	Clr	Amount
8/4/2023	24876	S Umpqua CC - 71085	CPRS - Job poeting Maint Wkr 1	c	-\$75.00
12/5/2023	25030	Umpqua CC - 71085	CPRS - Job Posting Office Position	c	-\$75.00
1/5/2024	25071	S Umpqua CC - 71085	Indeed - Posting for Office Admin Position	c	-\$170.00
2/6/2024	25111	S Umpqua CC - 71085	2024 Labor Law Posters	c	-\$145.70
3/5/2024	25150	S Umpqua CC - 71085	Posting for Office Admin Position	c	-\$30.18
4/3/2024	25187	S Umpqua CC - 71085	03/2024 - GM Job Postings	c	-\$678.00
			<b>TOTAL 200500 Advertising - Legal Notices</b>		<b>-\$1,173.88</b>
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
1/5/2024	25071	S Umpqua CC - 71085	Lunch - Interview staff & staff lunch	c	-\$216.48
			<b>TOTAL 202900 Business Conference Expenses</b>		<b>-\$361.42</b>
7/6/2023	24823	CAPRI - 8761	7/2023-6/2024 -1st half Liability Ins Coverage	c	-\$40,748.50
12/5/2023	25015	CAPRI - 8761	7/2023-6/2024 - 2nd half Liability Ins Coverage	c	-\$40,748.50
3/18/2024	25153	CAPRI - 8761	7/1/2023-6/30/2024 - Workers Comp Coverage	c	<b>-\$1,306.25</b>
4/9/2024	JV S	#111187128	Reallocate correction to 10124000	c	\$1,306.25
			<b>TOTAL 205100 Insurance - Liability</b>		<b>-\$81,497.00</b>
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
12/5/2023	25018	CSDA - 8529	20234 - Membership Dues	c	-\$3,391.00
			<b>TOTAL 206100 Membership Dues</b>		<b>-\$6,056.00</b>
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
1/5/2024	25071	S Umpqua CC - 71085	Disputed PayPal Charges	c	-\$184.00

2/6/2024	25111	S	Umpqua CC - 71085	Disputed PayPal Charges	c	\$184.00
				Flashdrive and Printing - Oakdale Maps	c	-\$59.08
3/5/2024	25147		Staples Business Advantage - 14122	Office supplies	c	-\$208.42
3/25/2024	25170		Staples Business Advantage - 14122	Office supplies	c	-\$143.24
5/28/2024	25241		Staples Business Advantage - 14122	Office supplies - Screen	c	-\$315.45
5/28/2024	25242		Staples Business Advantage - 14122	Office supplies - badges	c	-\$86.05
				<b>TOTAL 207600 Office Supplies</b>		<b>-\$1,159.39</b>
10/3/2023	24953	S	Umpqua CC - 71085	Signs-No Parking & Restricted Entrance	c	-\$110.98
1/5/2024	25071	S	Umpqua CC - 71085	Signs - CA ADA Parking, Pickleball Court	c	-\$692.27
				<b>TOTAL 207602 Signs</b>		<b>-\$803.25</b>
8/4/2023	24876	S	Umpqua CC - 71085	1 Yr Renewal PO Box	c	-\$226.00
				<b>TOTAL 208100 Postage Service (PO Box)</b>		<b>-\$226.00</b>
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>		<b>-\$11,900.00</b>
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>		<b>-\$13.24</b>
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
12/19/2023	25049		Defender Termite & Pest - 71461	12/7/2023 - HSP Pest Control	c	-\$70.00

12/19/2023	25050		Defender Termite & Pest - 71461	12/7/2023 -Oakdale RR Pest Control	c	-\$72.00
2/16/2024	25116		Defender Termite & Pest - 71461	02/01/2024 -HSP Pest Control	c	-\$70.00
2/16/2024	25117		Defender Termite & Pest - 71461	02/01/2024 -Oakdale RR Pest Control	c	-\$72.00
4/25/2024	25202		Defender Termite & Pest - 71461	04/04/2024 - HSP Pest Control		-\$70.00
4/25/2024	25203		Defender Termite & Pest - 71461	04/04/2024 - Oakdale RR Pest Control		-\$72.00
				<b>TOTAL 211100 Building Maint. Service</b>		<b>-\$710.00</b>
12/5/2023	25022		J&J Locksmith - 1833	HSP - Public Womens RR Repair	c	-\$140.00
12/11/2023	25034	S	Home Depot - 2843	Rails for Rental Facility	c	-\$10.99
3/5/2024	25140	S	Home Depot - 2843	cardboard for leak, bug spray	c	-\$16.96
5/22/2024	25228	S	Home Depot - 2843	bolts and security signs	c	-\$58.29
				<b>TOTAL 211200 Building Maint. Supplies</b>		<b>-\$226.24</b>
7/27/2023	24859	S	Electrical Service Company - 75974	HSP - Installed/welded 6 Bbq base plates	c	-\$870.00
				HSP - Weld gate handle on retention chain	c	-\$100.00
8/22/2023	24893	S	Electrical Service Company - 75974	HSP - Tennis court light controls	c	-\$4,814.00
				HSP - Freight chg - Cabinet tennis court control	c	-\$390.00
10/3/2023	24942	S	Home Depot - 2843	Sakrete	c	-\$9.20
11/15/2023	24994		Carson Landscape Indus. - 18136	HSP Irrigation repair	c	-\$930.00
12/11/2023	25038		Rio Linda Fence - 57446	HSP - Repaired Pickleball Court gates	c	-\$550.00
5/22/2024	25219		Bianco Landscape Management (BLM) 432262	05/2024 - Locate lost valve (HSP)	c	-\$190.00
5/22/2024	25229	S	Restoration Landscape - 71858	05/2024 - Labor / HSP Irrigation Repair (Leak)	c	-\$1,250.00
				<b>TOTAL 214100 Land Improvement Maint. Services</b>		<b>-\$9,103.20</b>
8/22/2023	24887		ACRPD Revolving Account - 8213	Check 1013 - Reimb R Clother items to attach gate to tennis co	c	-\$33.20
12/11/2023	25032		ACRPD Revolving Account - 8213	Check 1018 - Reimb L Botaman locks for Pickleball Court	c	-\$31.52
12/19/2023	25051		Home Depot - 2843	HSP Gate latches - Pickleball Courts	c	-\$17.71
1/5/2024	25064		Normac - 1309	Irrigation supplies - 15/ rotors, 6/HD covers	c	-\$696.31
5/22/2024	25229	S	Restoration Landscape - 71858	05/2024 - Supplies / HSP Irrigation Repair (Leak)	c	-\$1,246.52
				<b>TOTAL 214200 Land Improvement Maint. Supplies</b>		<b>-\$2,025.26</b>
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
12/11/2023	25035	S	Odell's Pump & Motor Service - 38345	Labor - HSP Well		-\$12,603.31



12/19/2023	25046		Clarke & Rusch - 8939	12/11/2023 Planned Maint.	c	-\$229.00
3/5/2024	25137		Clarke & Rusch - 8939	02/29/2024 Planned Maint.	c	-\$229.00
3/13/2024	25151	S	Odell's Pump & Motor Service - 38345	Labor - HSP Well Correct Claim #25035	c	\$12,603.31
				See Claim 25035 Old vendor #38345	c	-\$12,603.31
				<b>TOTAL 215100 Mechanical Sys Maint. Services</b>		<b>-\$13,830.31</b>
12/11/2023	25035	S	Odell's Pump & Motor Service - 38345	Parts repair - HSP Well		-\$29,596.45
3/13/2024	25151	S	Odell's Pump & Motor Service - 38345	Parts repair - HSP Well Correct Claim #25035	c	\$29,596.45
				See Claim 25035 Old vendor #38345	c	-\$29,596.45
				<b>TOTAL 215200 Mechanical Sys Maint. Supplies</b>		<b>-\$29,596.45</b>
9/6/2023	24905	S	Home Depot - 2843	Paint items	c	-\$29.89
12/5/2023	25021	S	Home Depot - 2843	Paint Supplies	c	-\$31.16
12/11/2023	25034	S	Home Depot - 2843	Paint supplies	c	-\$6.98
3/5/2024	25140	S	Home Depot - 2843	pain	c	-\$23.17
5/22/2024	25228	S	Home Depot - 2843	pain	c	\$0.00
				<b>TOTAL 216200 Painting Supplies</b>		<b>-\$91.20</b>
11/15/2023	24993		America's Plumbing - 70141	Plumbing Service HSP Water heater connection	c	-\$785.52
				<b>TOTAL 216700 Plumbing Maint. Service</b>		<b>-\$785.52</b>
1/5/2024	25061	S	Home Depot - 2843	2/J pipes	c	-\$46.40
				Credit 2/Jpipes returned	c	\$46.40
1/5/2024	25062		Juanita Petersen - 910220	Reimb - P-trap HSP public RR	c	-\$22.92
				<b>TOTAL 216800 Plumbing Maint. Supplies</b>		<b>-\$22.92</b>
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
12/11/2023	25039		SMUD - 4025	11/2023 - SMUD Billing	c	-\$848.30
1/18/2024	25090		SMUD - 4025	12/2023 - SMUD Billing	c	-\$1,112.01

2/16/2024	25124	SMUD - 4025	01/2024 - SMUD Billing	c	-\$1,145.45
3/18/2024	25167	SMUD - 4025	02/2024 - SMUD Billing	c	-\$984.66
4/18/2024	25197	SMUD - 4025	03/2024 - SMUD Billing	c	-\$942.40
5/22/2024	25235	SMUD - 4025	04/2024 - SMUD Billing	c	-\$869.05
<b>TOTAL 219100 Electricity</b>					<b>-\$13,239.29</b>

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
12/5/2023	25026	PG&E - 1383	11/2023 - Billing	c	-\$192.97
1/5/2024	25067	PG&E - 1383	12/2023 - Billing	c	-\$524.72
2/6/2024	25107	PG&E - 1383	1/2024 - Billing	c	-\$801.05
3/5/2024	25143	PG&E - 1383	02/2024- Billing	c	-\$580.42
4/3/2024	25183	PG&E - 1383	03/2024 - Billing	c	-\$391.56
5/3/2024	25214	PG&E - 1383	04/2024- Billing	c	-\$193.93
<b>TOTAL 219200 Natural Gas Service</b>					<b>-\$2,783.79</b>

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
12/11/2023	25037	Republic Services - 57909	11/2023 - Billing	c	-\$189.90
1/18/2024	25085	Republic Services - 57909	12/2023 - Billing	c	-\$189.90
2/6/2024	25108	Republic Services - 57909	1/2024 - Billing	c	-\$189.90
3/5/2024	25146	Republic Services - 57909	2/2024 - Billing	c	-\$189.88
4/3/2024	25184	Republic Services - 19896	03/2024 - Billing	c	-\$189.90
5/3/2024	25213	Republic Services - 57909	04/2024 - Billing	c	-\$189.90
<b>TOTAL 219300 Refuse Collection-Disposal</b>					<b>-\$2,132.88</b>

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

12/5/2023	25027	Sacramento County utilities - 666	10/22 - 12/21/2023 - Billing	c	-\$276.28
2/6/2024	25109	Sacramento County utilities - 666	12/22 - 01/21/2024 - Billing	c	-\$276.28
4/3/2024	25178	Sacramento County utilities - 666	02/22 - 04/21/2024 - Billing	c	-\$276.28
5/28/2024	25240	Sacramento County utilities - 666	04/22 - 06/21/2024 - Billing	c	-\$276.28
<b>TOTAL 219500 Sewage Services</b>					<b>-\$1,657.68</b>

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
1/18/2024	25086	Sacramento Suburban Water - 26158	12/2023 - Garfield (ACP)	c	-\$509.52
1/18/2024	25087	Sacramento Suburban Water - 26158	12/2023 - Myrtle (Oak)	c	-\$792.40
1/18/2024	25088	Sacramento Suburban Water - 26158	12/2023 - HSP	c	-\$157.95
2/16/2024	25121	Sacramento Suburban Water - 26158	01/2024 - Garfield ACP	c	-\$506.81
2/16/2024	25122	Sacramento Suburban Water - 26158	01/2024 - Myrtle Oakdale	c	-\$810.17
2/16/2024	25123	Sacramento Suburban Water - 26158	01/2024 - HSP	c	-\$156.67
3/18/2024	25164	Sacramento Suburban Water - 26158	02/2024 - Myrtle (Oak)	c	-\$898.79
3/18/2024	25165	Sacramento Suburban Water - 26158	02/2024 - HSP	c	-\$173.86
3/18/2024	25163	Sacramento Suburban Water - 26158	02/2024 - Garfield (ACP)	c	-\$509.85
4/18/2024	25194	Sacramento Suburban Water - 26158	03/2024 - Myrtle (Oakdale)	c	-\$735.23
4/18/2024	25195	Sacramento Suburban Water - 26158	03/2024 - Garfield (ACP)	c	-\$465.77
4/18/2024	25196	Sacramento Suburban Water - 26158	03/2024 - Hamilton (HSP)	c	-\$142.52
5/22/2024	25232	Sacramento Suburban Water - 26158	05/2024 - Hamilton (HSP)	c	-\$156.67
5/22/2024	25233	Sacramento Suburban Water - 26158	05/2024 - -Myrtle (Oak)	c	-\$816.25
5/22/2024	25234	Sacramento Suburban Water - 26158	05/2024 - -Garfield (ACP)	c	-\$467.29
<b>TOTAL 219800 Water</b>					<b>-\$16,761.47</b>

11/21/2023	25008	S	OK Tire - 14277	Smog - 2010 Ford	c	-\$62.95
				Labor - 2010 Ford	c	-\$256.52
12/5/2023	25023	S	OK Tire - 14277	Labor - New Battery 2010 Ford Truck	c	-\$185.17
12/5/2023	25024	S	OK Tire - 14277	Labor - 1996 Chevy	c	-\$751.29
1/5/2024	25065	S	OK Tire - 14277	Smog - 1996 Chevy	c	-\$62.95
				Labor - 1996 Chevy	c	-\$382.81
2/6/2024	25100		College Oak Towing - 641046	Recover - Winch 96' Chevy S10	c	-\$253.00
2/6/2024	25105	S	OK Tire - 14277	Labor - 2010 Ford F150	c	-\$865.71
				<b>TOTAL 220500 Automotive Maint. Service</b>		<b>-\$2,820.40</b>
11/21/2023	25008	S	OK Tire - 14277	4 Tires & parts 2010 Ford	c	-\$1,213.08
12/5/2023	25023	S	OK Tire - 14277	Parts - 75 mth Battery 2010 Ford Truck	c	-\$199.13
12/5/2023	25024	S	OK Tire - 14277	Parts - 1996 Chevy - Brakes, Oil Chg, Coolant, etc	c	-\$845.76
1/5/2024	25065	S	OK Tire - 14277	Parts - 1996 Chevy - catalytic converter	c	-\$1,671.68
2/6/2024	25105	S	OK Tire - 14277	Parts - 2010 Ford F150 radiator	c	-\$751.40
				<b>TOTAL 220600 Automotive Maint. Supplies</b>		<b>-\$4,681.05</b>
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
1/25/2024	25094	S	PAPE - 18032	Labor - J Deere Z920A	c	-\$560.00
3/18/2024	25166	S	Sacramento For Tractors - 64608	Labor Repairs - Mower	c	-\$271.02
5/28/2024	25238	S	Sacramento For Tractors - 64608	Labor	c	-\$720.00
				<b>TOTAL 221100 Grounds Equip Maint. Services</b>		<b>-\$3,234.77</b>
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
1/25/2024	25094	S	PAPE - 18032	Repair Parts - J Deere Z920A	c	-\$302.73

3/5/2024	25131	S	Bar-Hein Co. - 1463	Oil	c	-\$78.20
				Parts - Trimmer head	c	-\$36.62
3/18/2024	25166	S	Sacramento For Tractors - 64608	Repair Parts - mower	c	-\$203.10
4/3/2024	25172	S	Bar-Hein Co. - 1463	Parts/Supplies - weed eater	c	-\$104.84
4/3/2024	25173		Bar-Hein Co. - 1463	Trimmer Head	c	-\$72.50
5/28/2024	25236		Bar-Hein Co. - 1463	05/2024 - Weedeater	c	-\$377.11
5/28/2024	25238	S	Sacramento For Tractors - 64608	Parts, Fees and Taxes	c	-\$963.54
				<b>TOTAL 221200 Ground Equip Maint. Supplies</b>		<b>-\$3,209.68</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
12/5/2023	25021	S	Home Depot - 2843	Asst Tools	c	-\$170.41
1/5/2024	25061	S	Home Depot - 2843	Impact drill, gloves, caution tape	c	-\$63.15
1/18/2024	25082		Home Depot - 2843	Ear Plugs - Tarps - Tools - ladder	c	-\$68.26
2/16/2024	25120	S	Home Depot - 2843	hex bolts, washers, gaskets	c	-\$174.38
3/5/2024	25140	S	Home Depot - 2843	Handjack	c	-\$149.77
5/22/2024	25228	S	Home Depot - 2843	Handjack	c	\$0.00
				<b>TOTAL 222600 Hand - Expendable Tools</b>		<b>-\$805.07</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
12/5/2023	25025		Orbit Station - 33714	11/2023 - Fuel Chgs	c	-\$277.51
1/5/2024	25066		Orbit Station - 33714	12/2023 - Fuel Chgs	c	-\$319.78
2/6/2024	25106		Orbit Station - 33714	1/2024 - Fuel Chgs	c	-\$407.99
3/5/2024	25141		Hunt & Sons - 1306	12- 10w30 oil	c	-\$269.99
3/5/2024	25142		Orbit Station - 33714	02/2024 - Fuel Chgs	c	-\$293.55

4/3/2024	25172	S	Bar-Hein Co. - 1463	Greese	c	-\$30.24
4/3/2024	25182		Orbit Station - 33714	03/2024 - Fuel Chgs	c	-\$369.62
4/18/2024	25193		Phillips 66 - 58398	04/2024 - Stmt	c	-\$473.84
5/3/2024	25212		Orbit Station - 33714	04/2024 - Fuel Chgs	c	-\$470.36
5/22/2024	25226	S	Phillips 66 - 58398	Fuel	c	-\$290.67
<b>TOTAL 223600 Fuel &amp; Lubricant Supplies</b>						<b>-\$5,166.58</b>
10/3/2023	24939		Encompass - 18796	Waste Toner Cartridge	c	-\$29.08
2/16/2024	25118		Encompass - 18796	2 - Black Toner	c	-\$430.98
3/5/2024	25138		Encompass - 18796	Toner waste box	c	-\$29.08
4/3/2024	25180		Encompass - 18796	Toner: Yellow/Cyan/Magenta - Img Kit	c	-\$1,282.23
<b>TOTAL 226200 Office Equip Maint Supplies</b>						<b>-\$1,771.37</b>
8/4/2023	24875	S	Smart & Final - 22935	5 cases water for staff	c	-\$36.20
				Kitchen items	c	-\$37.43
12/5/2023	25028	S	Smart & Final - 22935	10 cases water for staff	c	-\$92.40
3/5/2024	25148		Smart & Final - 22935	02/2024 -10 cases water for staff	c	-\$68.68
5/28/2024	25239	S	Smart & Final - 22935	10 cases water for staff	c	-\$83.01
<b>TOTAL 227504 Misc (Bottled Water for Staff)</b>						<b>-\$317.72</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
12/11/2023	25036		Rally Factory - 47200	Staff Shirts	c	-\$19.40
12/19/2023	25052		Home Depot - 2843	Staff sweat shirts	c	-\$150.83
1/5/2024	25071	S	Umpqua CC - 71085	Work boots - Petersen, Mitchell	c	-\$281.06
1/18/2024	25081		Home Depot - 2843	Staff sweat shirt	c	-\$70.03
<b>TOTAL 231400 Clothing - Personal Supplies</b>						<b>-\$606.13</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
12/5/2023	25016		Cintas - 56036	11/22/2023 - Custodial	c	-\$125.50
12/5/2023	25028	S	Smart & Final - 22935	Custodial - bleach, cleaner	c	-\$33.38
12/11/2023	25033		Cintas - 56036	12/6/2023 - Custodial	c	-\$125.50
12/11/2023	25034	S	Home Depot - 2843	2 gal Sprayer	c	-\$30.13
12/19/2023	25044		Cintas - 56036	11/8/2023 - Balance due claim #24995	c	-\$31.93
12/19/2023	25045		Cintas - 56036	11/14/2023 - 40 cases Blk trash liners	c	-\$1,982.17
1/5/2024	25057		Cintas - 56036	12/20/2023 - Custodial	c	-\$125.50
1/5/2024	25058		Cintas - 56036	1/4/2024 - Custodial	c	-\$125.50
1/18/2024	25077		Cintas - 56036	01/17/2024 - Custodial Supplies	c	-\$125.50
2/6/2024	25099		Cintas - 56036	01/31/2024 - Custodial Supplies	c	-\$125.50
2/16/2024	25112		Cintas - 56036	02/14/2024 - Custodial Supplies	c	-\$125.83
2/16/2024	25120	S	Home Depot - 2843	comet, fabuloso, fabrez	c	-\$37.44
3/5/2024	25136		Cintas - 56036	02/28/2024 - Custodial Supplies	c	-\$129.55
3/5/2024	25150	S	Umpqua CC - 71085	8x - Angle Brooms	c	-\$81.11
3/18/2024	25158		Cintas - 56036	03/13/2024 - Custodial Supplies	c	-\$129.55
4/3/2024	25177		Cintas - 56036	03/27/2024 - Custodial Supplies	c	-\$129.55
4/18/2024	25189		Cintas - 56036	04/10/2024 - Custodial Supplies	c	-\$129.55
4/25/2024	25201		Cintas - 56036	04/24/2024 - Custodial Supplies	c	-\$129.55
5/28/2024	25237		Cintas - 56036	05/2024 - Custodial Supplies	c	-\$129.55
5/28/2024	25239	S	Smart & Final - 22935	Custodial - bleach, cleaner	c	-\$23.94
<b>TOTAL 232200 Custodial Supplies</b>						<b>-\$6,037.07</b>

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
1/18/2024	25075		Carmichael Box Shop - 59986	Live Scan - Nishihara	c	-\$25.00
1/18/2024	25083		Kaiser On The Job - 4839	Pre placement exam - Nishihara	c	-\$65.00
1/18/2024	25084		Preferred Alliance - 34429	Non-Random Test - Pre-placement - Nishihara	c	-\$43.00

1/18/2024	25089	State Of CA-Dept Of Justice - 8186	DOJ- Nishihara	c	-\$32.00
4/18/2024	25188	Carmichael Box Shop - 59986	Live Scan - Nishihara / Custodian of Records	c	-\$104.00
<b>TOTAL 244300 Medical Service -EE &amp; Live Scan</b>					<b>-\$369.00</b>
9/19/2023	24929	LAFCo - 2263	FY2023-24 - Special District Assessment	c	-\$114.00
1/23/2024	EFT	Assessment/Collection Service	SB 2557 1st Installment	c	-\$4,044.43
<b>TOTAL 250700 Assessment - Collection Services</b>					<b>-\$4,158.43</b>
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
12/19/2023	25047	Cole Huber - 54641	11/2023 Ref: TRUSD MOU, Brd agenda review	c	-\$375.00
1/25/2024	25092	Cole Huber - 54641	12/2023 Ref: TRUSD MOU, Attend Brd mtg	c	-\$825.00
2/16/2024	25113	Cole Huber - 54641	01/2024 Ref: TRUSD MOU, Attend Brd mtg	c	-\$875.00
3/18/2024	25160	Cole Huber - 54641	02/2024 Ref: TRUSD MOU, Attend Brd mtg	c	-\$2,875.00
4/18/2024	25190	Cole Huber - 54641	03/2024 Ref: TRUSD MOU, Attend Brd mtg	c	-\$1,450.00
5/22/2024	25224	Cole Huber - 54641	05/2024 Ref: TRUSD MOU, Attend Brd mtg	c	-\$1,050.00
<b>TOTAL 253100 Legal Services</b>					<b>-\$10,435.63</b>
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>
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>
2/6/2024	25103	Fast Break - 37998	3bitDefender - Computer Security	c	-\$108.00
<b>TOTAL 281100 Data Processing -Computer Service</b>					<b>-\$108.00</b>
3/18/2024	25161	Fast Break - 37998	03/2024 - New Laptop w/software & set up	c	-\$1,189.25
<b>TOTAL 281201 Hardware (Computer Items)</b>					<b>-\$1,189.25</b>

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
1/18/2024	25076	S	Central Control System - 23278	11/2023 - Wireless Irrigation	c	-\$220.00
				12/2023 - Wireless Irrigation	c	-\$220.00
				01/2024 - Wireless Irrigation	c	-\$220.00
1/25/2024	25093		Fast Break - 37998	Renewal - 3 Domain Names	c	-\$75.00
3/5/2024	25135	S	Central Control System - 23278	02/2024 - Wireless Irrigation	c	-\$220.00
				03/2024 - Wireless Irrigation	c	-\$220.00
4/3/2024	25187	S	Umpqua CC - 71085	03/2024 - Adobe software	c	-\$120.00
5/3/2024	25209	S	Central Control System - 23278	04/2024 - Wireless Irrigation	c	-\$220.00
				05/2024 - Wireless Irrigation	c	-\$220.00
5/22/2024	25225		Fast Break - 37998	05/2024 - MS Exchange / Office 365 / District Staff and Board	c	-\$660.00
				<b>TOTAL 281265 Application Software Maint. Lic</b>		<b>-\$3,434.99</b>
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	24907		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
1/5/2024	25063		Kim Cook - 919996	12/2023- Mileage Reimb	c	-\$15.26
2/6/2024	25104		Kim Cook - 919996	01/2024 - Mileage	c	-\$14.82
3/25/2024	25169		Kim Cook - 919996	02/2024 - Mileage	c	-\$15.07
4/3/2024	25179		Denis Nishihara - 920246	03/2024 - Mileage	c	-\$14.75
				<b>TOTAL 283102 Mileage</b>		<b>-\$168.84</b>
1/18/2024	25079	S	Game Time - 1920	Playground Safety Sign	c	-\$209.98
				a/o Tax accural	c	-\$2.72

7/6/2023	24830	S	Pet Waste Eliminator - 69321	Pet waste bags	c	-\$341.69
				Tax Accrual S/H	c	-\$3.10
1/5/2024	25071	S	Umpqua CC - 71085	Prop 68 Signs	c	-\$56.69
2/7/2024	JV		# 111135010	Re-allocate to 339D 420200 from 339A 289800 (Prop 68 Proje	c	\$56.69
				<b>TOTAL 289800 Other Operating Exp - Supplies</b>		<b>-\$344.79</b>

12/19/2023	25053		Jorgenson Co - 48104	2023 Yrly Fire Exten. Inspection @ HSP	c	-\$192.39
				<b>TOTAL 289900 Other Oper Exp Fire Extingusher</b>		<b>-\$192.39</b>

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>

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>

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	7/2023 - 9/30/2023 - AES Fire Monitoring	c	-\$246.13
7/18/2023	24846	S	Crime Alert Security - 41852	6/1 - 8/31/2023 - Alarm system Bldings	c	-\$135.00
				6/1 - 8/31/2023 - Alarm System Cameras	c	-\$525.00
8/4/2023	24868	S	Crime Alert Security - 41852	9/1 - 11/30/2023 - Alarm system Bldings	c	-\$135.00
				9/1 - 11/30/2023 - Alarm System Cameras	c	-\$525.00
9/6/2023	24903		Crime Alert Security - 41852	10/2023- 12/31/2023 Alarm System Office & Shop	c	-\$240.00
10/3/2023	24949		Sacramento Control Systems - 1112	10/2023 - 12/31/2023 - AES Fire Monitoring	c	-\$246.13
12/5/2023	25017	S	Crime Alert Security - 41852	12/1 - 2/29/2024 - Alarm system Bldings	c	-\$135.00
				12/1 - 2/29/2024 - Alarm System Cameras	c	-\$525.00
1/5/2024	25068		Sacramento Control Systems - 1112	1/2024 - 3/31/2024 - AES Fire Monitoring (new rate)	c	-\$252.13
2/6/2024	25101	S	Crime Alert Security - 41852	3/1 - 5/31/2024 - Alarm system Bldings	c	-\$135.00
				3/1 - 5/31/2024 - Alarm System Cameras	c	-\$525.00
2/16/2024	25115		Crime Alert Security - 41852	01/01/202- 03/31/2024 Alarm System Office & Shop	c	-\$240.00
4/3/2024	25185		Sacramento Control Systems - 1112	4/1/2024 - 6/30/2024 - AES Fire Monitoring	c	-\$252.13

5/3/2024	25210	S	Crime Alert Security - 41852	06/01/2024-08/31/2024 Monitoring	c	-\$135.00
				06/01/2024-08/31/2024 Video Monitoring	c	-\$525.00
5/22/2024	25222	S	Crime Alert Security - 41852	06/01/2024-08/31/2024 Monitoring	c	\$0.00
				06/01/2024-08/31/2024 Video Monitoring	c	\$0.00
				03/01/2024 - Security Services	c	-\$240.00
<b>TOTAL 291700 Alarm Services</b>						<b>-\$5,256.52</b>

7/6/2023	24828		Fast Break - 37998	6/2023 Phone service	c	-\$195.00
7/12/2023	24840		Comcast - 12322	7/2023 - Billing-Phone/HSI	c	-\$145.06
8/4/2023	24869		Fast Break - 37998	7/2023 Phone service	c	-\$195.00
8/14/2023	24884		Comcast - 12322	8/2023 - Billing-Phone/HSI	c	-\$145.60
9/6/2023	24904		Fast Break - 37998	8/2023 Phone service	c	-\$195.00
9/12/2023	24920		Comcast - 12322	9/2023 - Billing-Phone/HSI	c	-\$145.60
10/3/2023	24941		Fast Break - 37998	9/2023 Phone service	c	-\$195.00
10/11/2023	24957		Comcast - 12322	10/2023 - Billing-Phone/HSI	c	-\$146.24
11/6/2023	24984		Fast Break - 37998	10/2023 Phone service	c	-\$195.00
11/15/2023	24996		Comcast - 12322	11/2023 - Billing-Phone/HSI	c	-\$146.24
12/5/2023	25019		Fast Break - 37998	11/2023 Phone service	c	-\$195.00
12/19/2023	25048		Comcast - 12322	12/2023 - Billing-Phone/HSI	c	-\$146.24
1/5/2024	25059		Fast Break - 37998	12/2023 Phone service	c	-\$195.00
1/18/2024	25078		Comcast - 12322	01/2024 - Billing-Phone/HSI	c	-\$149.62
2/6/2024	25102		Fast Break - 37998	01//2024 Phone service	c	-\$195.00
2/16/2024	25114		Comcast - 12322	02/2024 - Billing-Phone/HSI	c	-\$149.62
3/5/2024	25139		Fast Break - 37998	02/2024 Phone Service	c	-\$195.00
3/18/2024	25159		Comcast - 12322	03/2024 - Billing-Phone/HSI	c	-\$160.73
4/3/2024	25181		Fast Break - 37998	03//2024 Phone service	c	-\$195.00
4/18/2024	25191		Comcast - 12322	03/2024 - Billing-Phone/HSI	c	-\$160.46
5/3/2024	25211		Fast Break - 37998	02/2024 Phone Service	c	-\$195.00
5/22/2024	25223		Comcast - 12322	05/2024 - Billing-Phone/HSI	c	-\$160.46
<b>TOTAL 298700 Telephone Services</b>						<b>-\$3,800.87</b>

7/6/2023	24827		Fast Break - 37998	1 year - email exchange + Board Mbrs	c	-\$660.00
7/27/2023	24863	S	T-Mobile - 32685	7/2023 - District Cell Phone	c	-\$30.54
				GM phone (purchase pmt)	c	-\$33.34
9/6/2023	24915	S	T-Mobile - 32685	8/2023 - District Cell Phone	c	-\$30.54
				GM phone (final purchase pmt)	c	-\$33.18

10/3/2023	24952	T-Mobile - 32685	9/2023 District Cell phone	c	-\$30.54
11/6/2023	24992	T-Mobile - 32685	10/2023 District Cell phone	c	-\$30.55
12/5/2023	25029	T-Mobile - 32685	11/2023 District Cell phone	c	-\$30.55
1/5/2024	25069	T-Mobile - 32685	12/2023 District Cell phone	c	-\$30.55
2/6/2024	25110	T-Mobile - 32685	1/2024 District Cell phone	c	-\$30.55
3/5/2024	25149	T-Mobile - 32685	02/2024 District Cell phone	c	-\$30.55
4/3/2024	25186	T-Mobile - 32685	03/2024 District Cell phone	c	-\$30.55
4/25/2024	25205	T-Mobile - 32685	04/2024 District Cell phone	c	-\$29.06
5/28/2024	25243	T-Mobile - 32685	05/2024 District Cell phone + WiFi	c	-\$36.29
<b>TOTAL 298701 Cell Phones</b>					<b>-\$1,066.79</b>

3/5/2024	25144	Raul's Tree Care - 69419	HSP - Oak tree removal near play ADA swing	c	-\$14,750.00
3/5/2024	25145	Raul's Tree Care - 69419	ACP- Tree removal, chip brush, storm clean up	c	-\$7,500.00
5/22/2024	25230	Restoration Landscape - 71858	Insurance Repair (Weather Damage) Feb 2024*HSP	c	-\$14,290.00
5/22/2024	25231	Restoration Landscape - 71858	Insurance Repair (Weather Damage) Feb 2024*ACP	c	-\$4,050.05
<b>TOTAL 299909 Expenditure Reimb. (Ins Claims)</b>					<b>-\$40,590.05</b>

7/6/2023	24837	S Umpqua Bank - 52152	7/2023 - Side Fund Interest	c	-\$539.82
7/25/2023	24856	S Umpqua Bank - 52152	8/2023 - Side Fund Interest	c	-\$530.53
8/22/2023	24897	S Umpqua Bank - 52152	9/2023 - Side Fund Interest	c	-\$511.63
9/25/2023	24934	S Umpqua Bank - 52152	10/2023 - Side Fund Interest	c	-\$502.65
10/24/2023	24977	S Umpqua Bank - 52152	11/2023 - Side Fund Interest	c	-\$484.67
12/5/2023	25031	S Umpqua Bank - 52152	12/2023 - Side Fund Interest	c	-\$474.76
1/5/2024	25070	S Umpqua Bank - 52152	1/2024- Side Fund Interest	c	-\$465.47
1/25/2024	25095	S Umpqua Bank - 52152	2/2024- Side Fund Interest	c	-\$465.10
2/22/2024	25130	S Umpqua Bank - 52152	3/2024- Side Fund Interest	c	-\$464.75
3/25/2024	25171	S Umpqua Bank - 52152	4/2024- Side Fund Interest	c	-\$455.10
5/22/2024	25216	S Umpqua Bank - 52152	5/2024- Side Fund Interest	c	-\$445.45
5/28/2024	25244	S Umpqua Bank - 52152	6/2024- Side Fund Interest	c	-\$435.79
<b>TOTAL 321000 Interest Expense</b>					<b>-\$5,775.72</b>

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
12/5/2023	25031	S	Umpqua Bank - 52152	12/2023 - Side Fund Principal	c	-\$2,600.00
1/5/2024	25070	S	Umpqua Bank - 52152	1/2024- Side Fund Principal	c	-\$2,700.00
1/25/2024	25095	S	Umpqua Bank - 52152	2/2024 - Side Fund Principal	c	-\$2,700.00
2/22/2024	25130	S	Umpqua Bank - 52152	3/2024 - Side Fund Principal	c	-\$2,700.00
3/25/2024	25171	S	Umpqua Bank - 52152	4/2024 - Side Fund Principal	c	-\$2,700.00
5/22/2024	25216	S	Umpqua Bank - 52152	5/2024 - Side Fund Principal	c	-\$2,700.00
5/28/2024	25244	S	Umpqua Bank - 52152	6/2024 - Side Fund Principal	c	-\$2,700.00
<b>TOTAL 323000 Lease Oblig Retirement Side Fund</b>						<b>-\$31,800.00</b>
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>						<b>-\$703.64</b>
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
12/5/2023	25020		First Serve Productions - 61682	HSP - Prepwork Pickleball Conversion	c	-\$5,000.00
5/13/2024	25215		Sacramento Suburban Water District - 36568	05/2024 - ACP/RR/Water Meter Install / SSWD - Fees	c	-\$8,172.00
<b>TOTAL 420100 Building</b>						<b>-\$52,888.81</b>
4/25/2024	25204		Daily Journal - 1630	Legal Notice-ACP/RR Water Meter Install RFP	c	-\$128.40
<b>TOTAL 420200 Structures (Projects @ ACP)</b>						<b>-\$128.40</b>
<b>TOTAL EXPENSES</b>						<b>-\$396,976.88</b>
<b>TOTAL Balance Forward</b>						<b>\$0.00</b>
<b>OVERALL TOTAL</b>						<b>-\$396,976.88</b>

**ACRPD 2023-2024  
339D Expenditures**

**May 2024  
Period 11 of 13**

**FYTD Completed = 77%**

CODE	CAPITAL OUTLAY	2023-24 Budget	May	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		146,326.76	3,622.24	98%
	Structures <b>HSP Play Ground Equip</b>	250,000.00	11,522.80	28,868.53	221,131.47	12%
	Structures <b>HSP Pickleball Proj</b>	50,000.00		45,888.00	4,112.00	92%
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>\$ 11,522.80</b>	<b>\$ 221,083.29</b>	<b>\$ 228,865.71</b>	<b>49%</b>

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

**May 2024**  
**Period 11 of 13**

**FYTD Completed = 77%**

<b>Account</b>		<b>2023-24 Budget</b>	<b>May</b>	<b>Received To Date</b>	<b>Unrealized</b>	<b>Percent Received</b>
<b>94941000</b>	Interest Income			4,865.00	(4,865.00)	#DIV/0!
				-	-	#DIV/0!
<b>95952900</b>	In Lieu Fees Transfer			-	-	#DIV/0!
				-	-	#DIV/0!
<b>95956300</b>	State-Federal Grants(Jo Smith Pedi Bridge Proj)			-	-	#DIV/0!
"	State-Federal Grants (Dist Proj/Per Capita Funds)	128,408.00		-	128,408.00	0%
"				-	-	#DIV/0!
"				-	-	#DIV/0!
				-	-	#DIV/0!
<b>95956900</b>	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!
<b>95956910</b>	State Match <b>UMPQUA Bank Line of Credit</b>			-	-	#DIV/0!
	*Jo Smith Pedi Bridge Proj			-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
<b>5506614</b>	Investment Earns			-	-	#DIV/0!

**Total Other Revenue \$ 428,408.00 \$ - \$ 304,865.00 \$ 123,543.00 71%**

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

**TOTALS: 449,949.00 - 304,865.00 145,084.00**

**Register Expense Report**  
**Period 11**  
 Account

**FY 2023/2024**  
**5/1/2024 Through 5/31/2024**  
**339D**  
**May Report**

**Not  
Clrd**

<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Category</b>	<b>Clrd</b>	<b>Amount</b>
5/23/2024	224	Restoration Landscape - 71858	Installation of playground curbing @ HSP (40%)	420100 Building	c	-11,522.80
				<b>BALANCE 5/31/2024</b>		114,492.51
				<b>TOTAL OUTFLOWS</b>		-11,522.80
				<b>NET TOTAL</b>		-11,522.80

Period 1 thru 11						
Date	Num	Description	Memo	Clr	Amount	
941000 Interest						
1/1/2024	Interest		FY 2023/24 2nd Qrt Interest	c	1,889.00	
4/1/2024	Interest		FY23/24 4th Qtr Interest	c	2,976.00	
					<b>TOTAL 941000 Interest</b>	4,865.00
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>	304,865.00
EXPENSES						
420100 Building						
4/24/2024	223	Restoration Landscape - 71858	Installation of playground curbing @ HSP (60%)	c	-17,284.20	
5/23/2024	224	Restoration Landscape - 71858	Installation of playground curbing @ HSP (40%)	c	-11,522.80	
					<b>TOTAL 420100 Building</b>	-28,807.00
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	
12/5/2023	218	First Serve Productions - 61682	HSP - Pickleball Court (339I Funds)	c	<b>-45,888.00</b>	
12/5/2023	219	J&J Locksmith - 1833	ACP New RR Locks (339I Funds)	c	-129	
12/5/2023	220	Public Restroom Company - 429070	ACP RR Project (339I Funds)	c	-20,018.00	
12/19/2023	221	Staples Construction - 52639	Proj104685.00-ACP RR (Prop 68 Funding)	c	-21,063.39	
2/6/2024	222	Daily Journal - 1630	Legal Notice-HSP Playground Curb	c	-61.53	
2/7/2024	JV	# 111135010	Re-allocate to 339D 420200 from 339A 289800 (Prop 68 Project)	c	-56.69	
					<b>TOTAL 420200 Structures (Projects @ ACP)</b>	-192,276.29
					<b>TOTAL EXPENSES</b>	-221,083.29
					<b>OVERALL TOTAL</b>	83,781.71

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

**May-24**

**Period 11**

**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>
\$ 7,012.66	\$ -	\$ 20.00	\$ 7,032.66

**339C - ADA Funds**

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 1,390.59	\$ -	\$ 405.00	\$ 1,795.59

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

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 105,264.74	\$ -	\$ 2,519.71	\$ 107,784.45

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 Park District Monthly Payroll Report

<b>Start of Pay Period</b>	May 1, 2024	May 16, 2024
<b>End of Pay Period</b>	May 15, 2024	May 31, 2024
<b>Payroll Issued:</b>	May 31, 2024	June 15, 2024

<b>Administration Division</b>	2773.34	3832.03	6,605.37
<b>Board Members = 5</b>	250.00	0.00	250.00
<b>Parks Division</b>	4076.33	4329.89	8,406.22
PT Maint	0	0.00	-
<b>Recreation Division</b>			
Monitors, etc	0.00	784.00	784.00
Misc - Staff	0.00	0.00	-
Rec. Staff (Other)	0.00	0.00	-
<b>\$</b>	<b>7,099.67</b>	<b>\$ 8,945.92</b>	<b>\$ 16,045.59</b>
<b>Employer Paid Taxes</b> <i>(FICA, Medicare, SUI)</i>	2,961.22	<i>Unavailable</i>	

**Rental & Misc. Revenue Report**

**May**

**2024**

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

Rental Date	Renter	Location	Amount
6/15/2024	Powell	HSP / GPA	220.00

*Total Rentals* \$ **220.00** **A**

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

Rental Date(s)	Renter	Location	Amount

*Totals* \$ **-** **B**

**94942900 - CELL TOWER REVENUE**

Apr-24	Site ID 810224 HSP- 810224 = 2,260.42 and 810213 ACP-810213 = \$2,350.00	4,610.42
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*Totals* \$ **4,610.42** **C**

**97979000 - MISC. OTHER REVENUES**


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

\$ 220.00	<b>A</b>
\$ -	<b>B</b>
\$ 4,610.42	<b>C</b>
\$ -	<b>D</b>
<b>\$ 4,830.42</b>	<b>Total</b>



## **Arcade Creek Recreation and Park District**

**MEETING DATE: June 20, 2024**

**AGENDA ITEM: 7 g Consent Agenda  
Correspondence Ending Period 11**

**No District specific correspondence received.  
Information in this section pertains directly  
to operational details to be shared with  
Board of Directors.**

**Item 7 h – General Information Received**

The item(s) in this section are categorized as GENERAL INFORMATION for your reference and overall knowledge. Material contained in this segment does not pertain directly to the content of this monthly meeting. Information may consist of other district's activities, various elected board actions and other pertinent information supportive to the overall direction of Arcade Creek Recreation and Park District.

Date: June 20, 2024

## OVERVIEW

This conference content is based on CSDA’s Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Attend for the first time and complete all four modules of the Special District Leadership Academy:

- Governance Foundations
- Setting Direction/Community Leadership
- Board’s Role in Human Resources
- Board’s Role in Finance and Fiscal Accountability

Already completed the academy? Take a deep dive into common opportunities and challenges facing special districts by registering for the advanced track.

## SPONSOR

### SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA) Join us for a lively evening of networking and refreshments.

## NORTHERN LOCATION



**NOVEMBER 3 - 6, 2024  
SAN RAFAEL**

Embassy Suites San Rafael,  
Marin County  
101 McInnis Parkway  
San Rafael, CA 94903

[Register Now](#)



## EXPERIENCE THE CONFERENCE

### Hear From A First Time SDLA Attendee



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[CSDA HomePage](#)

# FIRST-TIME ATTENDEE SCHEDULE

## 2024 SDLA Conferences

### DATES & LOCATIONS

- February 4 - 7, 2024 | San Luis Obispo
- April 14 - 17, 2024 | San Diego
- November 3 - 6, 2024 | San Rafael

### SUNDAY

**5:30 – 7:00 p.m.**

### REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

### MONDAY

**8:30 – 10:00 a.m.**

### BUILDING A FOUNDATION FOR GOOD GOVERNANCE

*\*This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this conference session, the instructor will lay the groundwork for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall wellbeing of the district
  - The traits of effective board members
  - What good governance means and how to effectively put it into practice
  - How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building
- 

**10:00 – 10:30 a.m.**

**BREAK (ALL ATTENDEES)**

---

**10:30 a.m. – 12:30 p.m.**

**BUILDING A FOUNDATION FOR GOOD GOVERNANCE (CONTINUED)**

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**12:30 – 1:30 p.m.**

**LUNCH PROVIDED (ALL ATTENDEES)**

**1:45 – 3:00 p.m.**

**DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS**

*\* This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources
  - Recognizing HR red flags and positive indicators
  - Developing and maintaining essential HR policies
  - Covering confidentiality and legal liabilities
  - Evaluating the general manager
- 

**3:00 – 3:30 p.m.**

**BREAK**

---

**3:30 – 4:30 p.m.**

**DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS (*CONTINUED*)**

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**5:30 p.m. – 7:00 p.m.**

**SIP AND SAVOR EVENING RECEPTION**

Sponsored by the Special District Risk Management Authority (SDRMA)



**TUESDAY**

**8:30 – 10:00 a.m.**

**FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE**

*\* This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership*

This conference session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

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**10:00 – 10:30 a.m.**

**BREAK (*ALL ATTENDEES*)**

---

**10:30 a.m. – 12:00 p.m.**

**FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE (*CONTINUED*)**

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**12:00 – 1:00 p.m.**

**LUNCH PROVIDED (*ALL ATTENDEES*)**

**1:15 – 2:45 p.m.**

## GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

*\* This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership*

This conference session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences
- Responding to public input
- Media relations
- Legislative outreach and advocacy

---

**2:45 – 3:00 p.m.**

**BREAK (ALL ATTENDEES)**

---

**3:00 – 4:00 p.m.**

**GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH  
(CONTINUED)**

---

**4:00 - 5:00 p.m.**

## CSDA BENEFITS B-I-N-G-O SPONSORED BY CALIFORNIA CLASS

We love maximizing the benefits we offer. You love winning prizes! Let's all do what we love at the Special District Leadership Academy Conference. We start with an exploration of membership benefits to make sure your district is taking full advantage of all we provide. Along the way, you'll win prizes and enjoy refreshing beverages!

**WEDNESDAY**

**8:30 – 10:00 a.m.**



## SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

*\* This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability*

This conference session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts.

Attendees will learn:

- How to ask the right questions
- How to link the finance process to the district mission and goals
- Budget process, budget assessment, and communicating budget information to the public
- How to develop and analyze capital improvement plans and reserve guidelines.

---

**10:00 – 10:15 a.m.**

**BREAK (ALL ATTENDEES)**

---

**10:15 a.m. – 12:00 p.m.**

**SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES? (CONTINUED)**

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**12:00 p.m.**

**GRADUATION CERTIFICATE DISTRIBUTION**

*First-time attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.*

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**From:** [US Federal Contractor Registration](#)  
**To:** [Denis Nishihara](#)  
**Subject:** Disaster Relief Contractors Needed! Are you prepared?  
**Date:** Tuesday, June 4, 2024 9:17:21 AM

el-nino-disaster-relief-USFCR



Denis,

Your expertise is a lifeline for communities during storms. With hurricane season here, it's essential to keep your **SAM** registration active for eligibility in federal disaster relief contracts and rapid deployment. Renew your SAM now to be ready to **support your community.**



- **Prepare Your Operations:** Utilize your equipment and facilities to battle against severe weather.
- **Update Your Registration:** Verify your SAM registration is current to be eligible for rapid deployment.
- **Review Your Capabilities:** Ensure your services align with federal needs, such as debris removal, emergency repairs, and infrastructure rebuilding.

If you're already registered, you can be mobilized immediately when disaster strikes. If not, ***now is the time to prepare!***



US Federal Contractor Registration  
15950 Bay Vista Dr, Suite 250, Clearwater FL, 33760  
(877) 252-2700  
[Unsubscribe](#) | [Manage Preferences](#)

# Activity Snacking

How to move more and get more out of it



“You need to get more exercise.” Chances are you’ve heard that from your doctor, a well-meaning friend or family member, or your inner critic. And maybe you’ve thought, “No kidding? Thanks for the generally unhelpful and frustrating advice!”

Then, maybe you stormed out for a brisk walk or did a little anger dance to blow off steam. In which case, great job, you just exercised! Time for a reward cookie.

Just kidding. About the cookie, not about you having just exercised. Recent research shows that even short bursts of activity can help with our fitness and health.

What if the key to “getting more exercise” is to sneak more of these movement moments into our day?

## Movement Matters

It’s well-documented that physical activity is critical to overall health and wellbeing. Thanks to wearable devices and evolving science, we’re constantly gaining even deeper understanding. For instance, we’re learning that different kinds of exercise and activity carry different benefits:

- ➔ Getting as few as **2,300** steps per day has been shown to reduce the risk of dying from cardiovascular disease. – *European Journal of Preventive Cardiology*
- ➔ People who get at least **150** minutes of moderate to vigorous activity per week have nearly half the healthcare utilization compared to those who don’t. – *American Journal of Lifestyle Medicine*
- ➔ As little as **4 ½** minutes of vigorous daily activity can lower rates of cancer by more than **30%**. – *Journal of the American Medical Association*

From these studies and others like them, we’re learning that a varied and balanced exercise menu—much like a balanced diet—is key to optimizing health and wellbeing.

## Like Food Groups, Only for Exercise

To get a well-balanced exercise diet, it can be helpful to group movement into three categories.



### FUNCTIONAL

Essential movement for mobility and balance like walking, stretching, reaching, and bending.



### FITNESS

Athletic movement for strength, stamina, and coordination like weightlifting, jogging, resistance/endurance training, or practicing sports skills.



### FUN

Joyful movement for a mood boost or building social connections like dancing, playing a sport, taking a fitness class, or other shared physical activities.

## Making Snackactivities Work for You

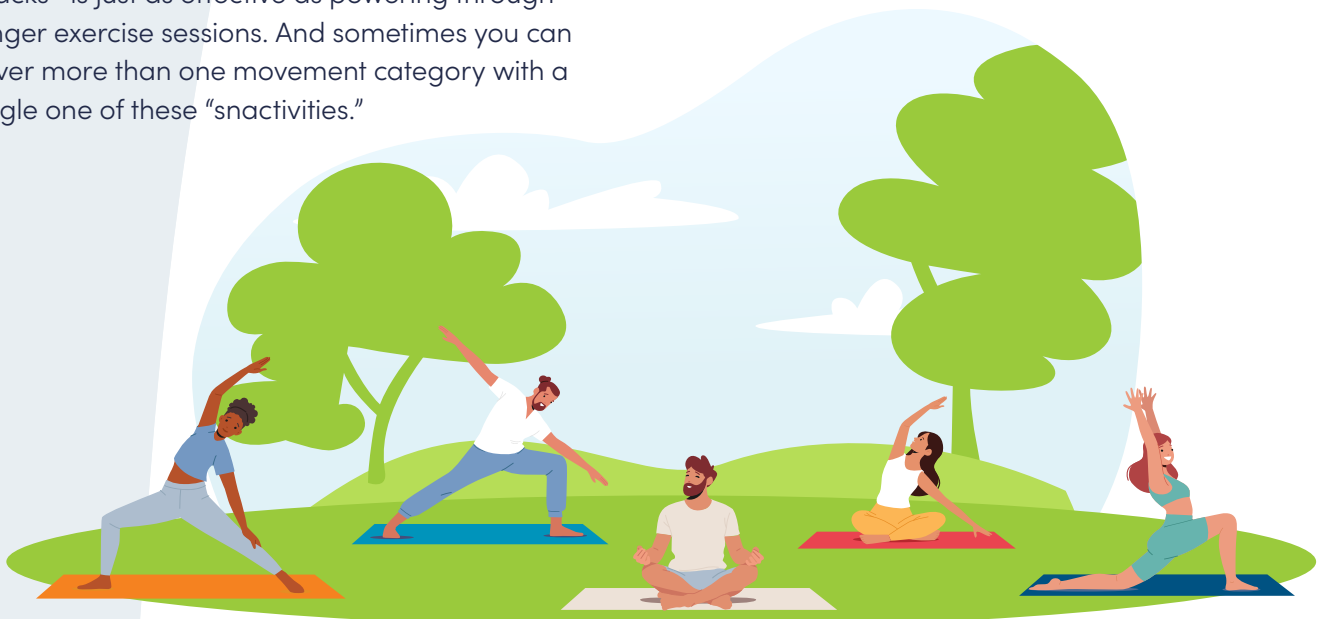
Here are some examples of accessible activity snacks and the categories they cover:

Snactivity	Category
A 2-minute walk	Functional
10 cross-body toe-touches (sitting or standing)	Functional, Fitness
10 pushups against a wall or desk (or floor pushups if you can)	Fitness
A jog up and down a flight of stairs	Fitness
5 sets of crane stretches, alternating between standing on your left and right foot	Functional, Fitness
20 chair squats	Fitness, Functional
Doing any of the above with an activity buddy or colleague	Fun

Now, you may be thinking, “Ugh! It’s hard enough to find time to exercise at all without worrying about different types!” Don’t worry. You don’t need to cram in big epic sessions under each category.

Science shows that meeting movement requirements through frequent, short, bursts of effort—or activity snacks—is just as effective as powering through longer exercise sessions. And sometimes you can cover more than one movement category with a single one of these “snactivities.”

The trick is to work in as many one to two-minute snactivities as you can every day—ideally one every 30 – 45 minutes. Then, if you’d like, you can supplement with a couple of longer activities each week for even greater benefits.





### Some final tips:



Use the longer sessions to work in more fitness intensity (brisk long-distance walk, a weightlifting session) and more fun (an aerobics or dance class, a pickleball game, a softball league.)



Try for consistency. It can be hard to fit a rigid schedule around work responsibilities, so be flexible, focusing less on the exact timing and more on the goal of fitting in 8 – 10 snackivities at some point throughout the day, every day.



Explore new options matched to your likes and your level of fitness and mobility by searching online video platforms for different bodyweight exercises, stretches, and short workout routines. There's something out there for everyone, and it can be part of the fun to devise new snackivities based on what you find.



Use [Concern's Digital Platform](#) to visit eM Life for fitness-focused on-demand programs like *Getting Active* for a fitness/fun boost, or the *7 Day Guide to Mindful Movement* to meet your functional and fitness activity needs.



#### ONE FINAL TIP:

Start slowly with exercises or activities you enjoy and build from there. The more you like it, the more likely you are to stick with it!

For customized tools and resources, visit Concern's Digital Platform by logging in to [employees.concernhealth.com](https://employees.concernhealth.com), and selecting the "Get Services" button in the upper right menu.

This newsletter is intended for informational purposes only, and should not be used to replace professional advice.

If you find your level of stress is impacting your wellbeing, you can contact us for additional help and support.

**Call: 800.344.4222**  
[employees.concernhealth.com](https://employees.concernhealth.com)



<b>Meeting Date:</b> June 20, 2024		<b>Item # 7 i</b> Consent Item
<b>Subject:</b> Monthly update on Nature Trail at Arcade Creek Park		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>D. Nishihara</i> General Manager
<p><b>UPDATE AS OF JUNE 2024:</b></p> <p><b>Trial Maintenance / Creek Erosion</b> – While conducting a site visit to the creek trail to address an unpermitted camp site near the site of erosion it appears the pathway has deteriorated since February / March during the last heavy rain. The pathway’s width from edge to edge seems to be approx. 5’ wide. This is directly adjacent to the creek’s ledge which drops an estimated 10’. Although there is no current data as to the level of trail usage, safety of the trail usage is essential. District staff-initiated contact with Matt Hirkala Project Manager, CA Delta Section Regulatory Division, Sacramento District U.S. Army Corps of Engineers, Ken Wright, Public Affairs Specialist U.S. Army Corps of Engineers Sacramento District, Herbel, Kelley C CIV USARMY USACE (USA) who is a point of contact for projects within Sacramento County. Kelley is happy to help with our inquiry about erosion along Arcade Creek and potential trail realignment, Jay Davis, SAFCA Project Ombudsman, Gualco Consulting on behalf of Sacramento Area Flood Control Agency (SAFCA), Amittoj Thandi, P.E., CFM, Principal Civil Engineer – Drainage, Sacramento County Department of Water Resources, Rod Goss, P.E., Senior Civil Engineer – Drainage, Sacramento County Department of Water Resources and Sacramento County Department of Water Resources Office, Jordan Mai-Duc.</p> <p>Jordan indicated the potential for a permit should the District so choose to reroute the trail away from the edge. Sacramento County contacts do not have a clear understanding of property ownership, or responsible parties. Staff will be meeting with Matt Hirkala Project Manager, CA Delta Section Regulatory Division, Sacramento District U.S. Army Corps of Engineers for a site visit in the next month to review options and recommendations. However, based on the deferred responses received from 5 of the 7 individuals emailed and 3 public agencies contacted the outreach for significant support to repair the creek is simply initiated. Staff estimates more contacts and meetings are required to gain significant traction for sufficient support from other agencies.</p> <p><b>Grazing Completed</b> – As we are all aware trail grazing started during the end of the first week in June. Mr. Lee was able to accommodate our delayed order for services. The herd started their efforts at American River College and concluded their journey on Tuesday, June 11<sup>th</sup>. The District received a total of 3 phone calls pertaining to the grazing. One individual is concerned the herd would consume too much of the natural habitat producing an unsightly moonscape and the potential for overgrowth from added fertilization. Staff assured them we were monitoring the project closely and the primary concern was for line of site safety due to various unpermitted campers along the creek and fire. They were pleased we understood their concerns and satisfied the District would do the best possible in the</p>		

situation. The other 2 callers were complements based on the sheep in the area.

**Creek Clean Up** – Staff is in communication with the [Sacramento Area Creek Council](#) representative Bill Templin who is passionate about keeping Arcade Creek Clean and the health of the salmon population. Their partners Lisa Sanchez, Daivd Engram, and others worked with Anita (District Staff) to clean out some of the creek near ACP along the trail. Staff were able to support their efforts by removing garbage and debris collected by local volunteers. Mr. Templin is an enthusiastic volunteer interested in working with the District and with the River City Waterway Alliance (RCWA) to keep our creeks clean. Staff are in the process of connecting with RCWA for collaborative efforts.

**Homeless Outreach** – Staff scheduled an appointment for Wednesday, June 26<sup>th</sup> to receive a formal [Letter of Agency \(LOA\) from the Sacramento Sheriff's Office](#). Law enforcement officers do not normally have the authority to go onto private property, which is not open to the public, and remove individuals or request them to leave without the consent or authority of the property owner. If an officer observes someone on private property when the business is closed, or a problem is reported by someone who does not have the authority to sign a trespass complaint, the officer must contact the person who is legally responsible for the property. Due to the overwhelming amount of unsafe or hazardous encounters impacting residents and staff while using the parks, the goal when encountering trespassing issues on District property will be to partner with the Sheriff's Office. They currently enforce "No Trespass Sacramento County Code 9.80.010 and Penal Code 602". However, the Letter of Agency (LOA) program would allow deputies to respond to issues on park property and address trespass complaints without needing to be present every time.

According to the website and local business currently utilizing the LOA, this is an extremely useful tool and is strongly recommended for vacant properties, vacant lots, businesses or any properties upon which public nuisance activity and/or crime problems, including transient activity, drug activity, graffiti, or general trespass, are occurring. District staff have been currently working with the Homeless Outreach Team (HOT) to resolve issues along the trail on a regular basis. The District will need to ensure all postings and codes meet the standards established within the LOA program. This is an added tool for support.

**Coordination and Review**

This is a standard practice of the Board.

**Attachment(s)**

None



<b>Meeting Date:</b> June 20, 2024		<b>Item #</b> 7 j General Manager's Report
<b>Subject:</b> District Update		
<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 &amp; Prepared by</b> <i>D. Nishihara</i> General Manager
<p><b>Objective:</b> To provide an update as to the current operational status. Information included in this report is non-agendized items.</p> <p><b>Background:</b> This report is developed in conjunction with Park Staff and Administrative Staff.</p> <p><b>Summary:</b>  <u>ACP/RR Project</u> – Staff and Project Manager (PM) were able to meet with Rawles Inc to confirm the installation project start date is pending approval from Sacramento Suburban Water District and County of Sacramento. PM received feedback from Community Development Department as to minor revisions for the plans. He was able to revise the information and according to the Supervising Engineering Technician from CDD with the County of Sacramento there is a target date of July 2<sup>nd</sup>. CDD stated the District should process a request with the Sacramento Area Sewer District (SASD) to have SASD review the plans so CDD can approve it. According to Staples Construction, once approved, they can apply for the access permit, which will take at least ten business days. That said, the Regional Manager's area will shut down from 6/17 to 6/23. If SASD cannot approve the request before the 6/17, they are stating the project must wait until the Regional Manager returns on 6/24. Staples believes it is also possible that the project lingers to 7/2, as stated above. At that point the timeline will add ten days for the access permit. Staples will also need to factor in their subcontractor's availability. The Regional Manager is looking into that now and will follow up. Staples further stated it could be after the July 4th holiday or later, but they will try their best to adjust and remobilize. Staff replied to Staples fundamentally that the goal is to complete the project prior to the weather shifting and we would not want to extend this beyond August. Tentatively Staples indicated they could be completed by September.</p> <p><u>HSP Playground</u> – As indicated in the weekly updates and the District's press release, the HSP Playground was officially certified on Monday, June 3<sup>rd</sup>. Minor adjustments were made to meet compliance on the morning of Tuesday, June 4<sup>th</sup> and the fence was removed in the afternoon. The playground was opened and operational by Wednesday, June 5<sup>th</sup>. The project budget for the playground was \$250,000 and the actual cost totaled \$251,047.39 due to the change order for the extended concrete ramp access, security fence and playground certification.</p> <p><u>Prop 68</u> – The District received the total amount requested of \$118,456.00 less the remaining retention of \$9,952.00 which will be awarded at the conclusion of the project. Final completion steps include but are not limited to permanent signage with a minimum lifespan of 4-years, reconfiguration of ADA parking and the inclusion of a permanent staff parking near the facility.</p>		

CalFire Grant / Tree Inventory – Over a 2-day period Staff was able to submit a grant to CalFire to support offsetting the cost for a comprehensive tree inventory and potential funding for a vocational training program for tree maintenance. The extensive application included registration for a SAM identification number to acquire Federal Funding, cost analysis with the inclusion of a certified arborist and replanting partnerships which may include the Sacramento Tree Foundation. Staff have made significant efforts to contact local partners and will continue to follow up as needed. Due to the expedited nature of the application the contingency plan will be to utilize the information in preparation for the next fiscal year.

Tree Maintenance – General Manager and Lead Park Maintenance staff were able to meet with the District’s Tree Care contractor Raul Carbajal. During the park tour and review of HSP it was determined the undertaking would be significant to address all the needs. Staff requested an itemized cost assessment categorized in three phases: RED1, RED2 and YELLOW. R1 trees would be assessed by a certified arborist and addressed due to significant safety issues for visitors or the tree. R2 level trees would be identified as high priority or emergency trees requiring either significant maintenance or potential removal due to the health or nature of the tree. The Y category would be classified as general and preventative maintenance, which should be addressed in the near future but not as an emergency. Staff will be working with Mr. Carbajal over the next few months in preparation for the final budget adoption in August. The goal will be to at minimum address all R1 trees until more funding can be identified or components of the R2 level meet the existing budgets limitations.

**Budget Impact:**

N/A

**Coordination and Review**

This is a standard practice of the Board.

**Attachment(s)**

None

<b>Meeting Date:</b> June 20, 2024		<b>Item #</b> 8a Old Business
<b>Subject:</b> Filtration system for HSP well		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report Coordinated &amp; Prepared by</b>  <i>D. Nishihara</i> General Manager
<p><i>Item discussion initiated during January 2024 Board Meeting, continued at February 2024 meeting, and requested to continue discussion at March 2024 meeting. This item has been rescheduled for the April 2024, continued to May 2024 and added to the June 2024</i></p>		
<p><b>OBJECTIVE:</b>          To purchase a filtration system for the well at Hamilton Street Park (HSP) to clean out debris prior to water entering the water tank. This will prohibit deterioration of irrigation system and buildup/clogging of pipes throughout system.</p>		
<p><b>BACKGROUND:</b>          The well at HSP was installed circa 1950. O’Dell’s Pump and Motor Company (OPMC) has been repairing the system for many years. Staff have made multiple attempts to arrange a meeting with Chris Cantanini an experienced park maintenance professional of over 30+ years from Bianco Landscape Management (BLM) to discuss the need for a Filtration system and to get a price quote for the installation of a filtration system. On Friday, February 8<sup>th</sup> District Staff met with BLM Rep and OPMC to discuss and develop a plan of action for the installation of a filtration system for the well at HSP. The plan includes an assessment of the existing irrigation system to identify sprinkler issues for repair, the installation of a filtration system to be attached to the water tank and an assessment to be conducted by BLM of the existing irrigation system identifying repair and water waste issues. Once the filtration system is installed BLM will work with staff to clean out water tank and assess HSP irrigation system for long term maintenance.</p>		
<p><b>UPDATE:</b>  <i>Staff are in the process of collecting more information from a pool of vendors and researching in detail the specific issues the entire irrigation system is experiencing. During the past month there has been a need for significant repair to one of the valves in the middle of the primary soccer field. This caused a potential impact on paying users and repairs were concluded within a day. The repair was a clear indication that the issue needs to be resolved. However, staff need to do more research as to the cause and effect of the well, the impact of a non-filtered system and a revision to the irrigation map outlining the system.</i></p>		
<p><b>BUDGET IMPACT:</b>          OPMC initial verbal quote is \$6,500 filtration parts only. They are currently in the process of pricing concrete, labor, etc. The cost for BLM to troubleshoot sprinkler issues will cost \$840.</p>		
<p><b>As of March 2024</b> – OPMC has provided a quote for the well filtration system <b>\$29,039.03</b>, see attachment for details and itemized costs.</p>		

**As of April 2024** - BLM has continued to support repair and assessment efforts. Restoration Landscaping was hired to repair a broken pressure valve approx. 3' in the ground. The repair was necessary due to the fact league play was imminent for our rental use.

**As of May 2024** – Park Maintenance staff have repaired and/or replaced over 30 sprinkler heads at Hamilton Street Park while sustaining a proper mowing schedule and daily operations. BLM has continued to support repair and assessment efforts. Based on the conversation pertaining to the well operations at HSP staff have initiated researching other cost options to compare with the estimate from ODL. Details of cost comparison are available; however, staff are still in the process of analyzing the overall situation to develop a definitive plan of action. This item was not included in the preliminary budget for repair.

**PROPOSED ACTION:**

None

**ALTERNATIVE ACTIONS:**

None

**Coordination and Review**

This is a standard practice of the Board.

**Attachment(s)**

1. None

<b>Meeting Date:</b> June 20, 2024		<b>Item #8 b</b>
<b>Subject:</b> Review and discuss HSP Shop Renovation to develop phased plan of action		
<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 &amp; Prepared by</b> <i>Denis Nishihara</i> General Manager
<p><b>Objective</b>          Discuss, formulate and review project plan for Hamilton Steet Park Maintenance Shop providing direction to the Project Committee regarding scoped parameters.</p> <p><b>Background</b>          There is a longstanding goal of residents, Board of Directors, staff and the District to address the ascetics and use of the existing maintenance shop located in Hamilton Street Park. The existing structure was constructed circa 1959 and prior to the District’s ownership it was utilized as a residential unit. According to previous staff and contractors the facility is still classified as a residential facility. However, the District is currently utilizing it as a maintenance shop, storage and garage for equipment. The facility may be classified as blighted condition as indicated in typical municipal code regulations. The focus of the District is to rectify the condition of the building by mitigating the ascetics of the exterior structure and as an investment repurpose the space for compliant and functional use.</p> <p><b>Analysis</b>          Based on conversations with staff and Board Members the consensus is to address the ascetics as so far, the District is remaining fiscally responsible. The building provides storage space for maintenance equipment, tools and supplies. District vehicles are stored in the garage which could be repurposed as a maintenance shop. Use of a maintenance facility provides large area space of oversized equipment and tractors. Utilizing an enclosed structure for large equipment significantly sustains the longevity of the depreciating value.</p> <p>In addition to resolving both ascetics and compliant use of the facility there is a difficult concern that requires resolve prior to rehabilitation of the Maintenance Shop. Due to inaccurate past practices the area identified in the two attached site photos (outlined in RED) contains used equipment which was removed from service and buried underground. This situation needs to be addressed and the equipment must be properly disposed of and added to the surplus, as needed to meet requirements. The equipment is believed to have exhausted the lifespan, but due to the various unknown factors Staff recommends proper assessment of the area as part of next year’s general fund maintenance. This may impact the one-time fund balance projected for reserves.</p> <p><b>Budget Impact</b>          Under review</p> <p><b>Proposed Action</b>          Option 1 – Resolve ascetics by completing a general repair of existing building based on original cost estimate provided by Restoration Landscaping.</p>		

**Alternative Actions**

Option 2 – To develop a comprehensive Project Plan, an investment of at least \$25,000 is required. The plan will encompass park planning, structural engineering, electrical engineering, and cost analysis. Additionally, potential options for a usable and visually appealing maintenance shop will be explored as part of the research and development. For further details, please refer to attachments 3 and 4.

The initial estimated cost for a basic shop with a specific design is up to \$50,000, which may also cover installation in some cases. These options will be incorporated into the proposed Project Plan.

**Coordination and Review**

This is a standard practice of the Board.

**Attachment(s)**

1. Overview Map 1
2. Overview Map 2
3. Sample Shop 1
4. Sample Shop 2
5. Sample Shop 3

<b>Meeting Date:</b> June 20, 2024		<b>Item #9</b> a New Business
<b>Subject:</b> NEW General Manager Goals and Expectations		
<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 &amp; Prepared by</b> <i>D. Nishihara</i> General Manager
<p><b>Objective</b> Review and discuss the annual performance review framework for the new General Manager.</p> <p><b>Background</b> Based on the conversation at the conclusion of the contractual agreement adoption by the Board between the District and the new General Manager (GM) the GM was directed to outline a few recommendations as to the milestones of accomplishments in which he/his performance would be reviewed. Upon the conclusion of this item, the Board may, as a starting point, consider the objectives and achievements presented by the GM to utilize as a starting point to developing an enriched and equitable performance review.</p> <p><b>Analysis</b> The attached plan outlines three stages over a period of 1 year and/or up to 5 years based on both the quantity and qualitative level of output. Specific aspects of each milestone range from basic to advanced centered on the number of revisions and restructuring required to establish effective levels of service for park maintenance, facility management and program offerings. Whereas other fundamental goals require development over a period of time. Restructuring of staffing and operational functions will be an ongoing process due to the need for further assessments, such as but not limited to time studies and Lean Sigma Six protocols for DOWNTIME.</p> <p><b>Budget Impact</b> N/A</p> <p><b>Proposed Action</b> None</p> <p><b>Alternative Actions</b> None</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b> 1) GM Recommendations 2) Lean Sigma 6 DOWNTIME (PDF)

# GENERAL MANAGER – RECOMMENDATIONS

## Goals & Expectations

### 1 YEAR

**Optimize Daily Operations (Parks and Administration)** – reorganization of staffing and potential restructuring of operations based on levels of service for both recreation, parks and facilities. The main goal is to optimize the current level of resources with the appropriate expectation of services. Long term sustainability and a focus on deferred maintenance will be the initial plan to support the foundation of parks and recreation services for the Special District of Arcade Creek.

**Capital Improvement Project(s)** – Arcade Creek Park Restroom Project (ACP/RR) was initiated in November 2021 and remains unfinished today. Following a year’s start date of construction the project has experienced significant delays. Conclusion of this project also includes the reconciliation of Prop 68 and collection of the remaining retention. In addition, the existing vault toilet must be properly decommissioned and repurposed.

The Hamilton Street Park (HSP) Maintenance Shop Project is another improvement project requiring multiple layers of planning, resource allotment and management. This construction project will encompass a significant amount of time and resources when compared to the HSP Playground.

**Deferred Maintenance Projects** – Tree Maintenance Plan and Revitalization of Primary Amenities. This area would encompass a viable tree inventory including but not limited to the development of a phased solution. Currently there are over 80 trees throughout the District in need of maintenance and/or removal due to safety issues and past due maintenance.

Revitalization of particular amenities as prioritized by the Board involves community involvement and collaboration. As it stands, there is a plethora of vital amenities important to residents and users. To date the list is as follows: tennis courts, basketball courts, HSP restrooms, and ADA Standard applications based on the study received by the District a few years ago.

### 2-3 YEARS

**Community Engagement Opportunities** – Communication and Marketing (Public Relations)

Rebranding, marketing and public relations must be at the forefront of our efforts as a public agency with the goal of utilizing fiscal resources for the betterment of the community. Events, programs, social media presence and community meetings are essential to setting priorities and outlining strategic plans of action for both short- and long-term milestones. Hosting events, meetings and providing informational press releases on a regular basis is vital to the success of our investments.

**Revise District Policies** – Review entire existing policy manual, revise as needed and implement Staff Handbook and Standard Operation Procedures (SOP). This works in conjunction with the restructuring of operations and setting District priorities.

### 4-5 YEARS

**Establish Sustainable Reserve Fund(s)** – Savings and Calculation of depreciation

**Development of New Revenue Sources** – Grants, Rentals, Program Fees and Leases

**New Programs and Events Launched** – Children, Youth, Adults, Seniors and Families.



**DOWNTIME** is an acronym for the 8 types of waste that can exist in a process. The primary purpose of DOWNTIME is to ensure we are observing a process, identifying waste, and identifying how to eliminate the waste.

## The 8 Wastes

To remember The 8 Wastes, you can use the acronym "DOWNTIME."

# D



**DEFECTS**  
Efforts caused by rework, scrap, and incorrect information.

# O



**OVERPRODUCTION**  
Production that is more than needed or before it is needed.

# W



**WAITING**  
Wasted time waiting for the next step in a process.

# N



**NON-UTILIZED TALENT**  
Underutilizing talents, skills, & knowledge.

# T



**TRANSPORTATION**  
Unnecessary movements of products & materials.

# I



**INVENTORY**  
Excess products and materials not being processed.

# M



**MOTION**  
Unnecessary movements by people (e.g., walking).

# E



**EXTRA-PROCESSING**  
More work or higher quality than is required by the customer.

# 8 Types of Waste: DOWNTIME

The 8 Wastes	Examples
 <b>DEFECTS</b>	<p><b>Efforts caused by rework, scrap, and incorrect information</b></p> <ul style="list-style-type: none"> <li>Faulty or damaged products that have to be repaired or scrapped</li> <li>Incorrectly completed application that has to be redone</li> <li>Incomplete forms</li> </ul>
 <b>OVERPRODUCTION</b>	<p><b>Production that is more than needed or before it is needed</b></p> <ul style="list-style-type: none"> <li>Making what you can</li> <li>Producing reports that no one uses</li> <li>Pushing work downstream before the next person is ready</li> <li>Entering repetitive information.</li> </ul>
 <b>WAITING</b>	<p><b>Wasted time waiting for the next step in a process</b></p> <ul style="list-style-type: none"> <li>Product in a work queue</li> <li>Job waiting for approval</li> <li>Waiting for information, resources or approvals</li> <li>Dependency on others to complete tasks</li> <li>System response and down time</li> </ul>
 <b>NON-UTILIZED TALENT</b>	<p><b>Non or underutilizing people's talents, skills, and knowledge</b></p> <ul style="list-style-type: none"> <li>Not listening to team member's improvement suggestions</li> <li>Not doing an activity that should be done</li> <li>Staff hired to do X but spending more time on Y</li> <li>Underutilization of equipment (printers, scanners, etc.)</li> </ul>
 <b>TRANSPORTATION</b>	<p><b>Unnecessary movements of products and materials</b></p> <ul style="list-style-type: none"> <li>Moving the product from one location to another</li> <li>Unnecessary information exchange between departments</li> <li>Unorganized work spaces</li> <li>Multiple handoffs</li> <li>Out-dated distribution lists</li> </ul>
 <b>INVENTORY</b>	<p><b>Building and storing extra materials/products than needed</b></p> <ul style="list-style-type: none"> <li>Extra stock in inventory in case of breakdown</li> <li>Keeping several jobs open without completing any</li> <li>Filing and storing the same document in multiple locations</li> <li>Buying and storing more products, forms, and reports than needed</li> </ul>
 <b>MOTION</b>	<p><b>Unnecessary movement of people that does not add value</b></p> <ul style="list-style-type: none"> <li>Walking to and from locations to fetch things</li> <li>Looking in different locations to get information for one task</li> <li>Poorly designed work environments</li> <li>Searching for work documents and supplies</li> <li>Frequency of trips to a copier or printer</li> </ul>
 <b>EXTRA-PROCESSING</b>	<p><b>More work or higher quality than is needed by customer</b></p> <ul style="list-style-type: none"> <li>Running a small part on a large machine</li> <li>Entering the same data into more than one system</li> <li>Requiring too many signatures</li> <li>Can some tasks be combined or eliminated?</li> <li>Too much time spent on unnecessary task</li> </ul>

<b>Meeting Date:</b> June 20, 2024		<b>Item #</b> 9 b New Business
<b>Subject:</b> Approval of New Staff Positions		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report Coordinated &amp; Prepared by</b> <i>Denis Nishihara</i> General Manager
<p><b>Objective</b></p> <p>Approve and adopt new and revised job descriptions for the following positions:</p> <ul style="list-style-type: none"> <li>• Account Clerk</li> <li>• District Intern</li> <li>• Recreation Aide</li> <li>• Park Maintenance Aide</li> </ul>		
<p><b>Background</b></p> <p>The District priorities are as such the positions indicated about meet the business needs for administration, recreation and park services. All the positions listed are essential to the facilitation of daily operations. Although only a few will be hired during the FY24/25 fiscal year the long-term plan for the District as outlined in the Master Plan and within our vision statement, is to provide programs in addition to park maintenance. This typical structure of positions is standard for flat organizations to provide cost savings and flexibility. Positions shall be appointed to salary ranged based on level of experience and skill set in accordance with the adopted annual budget. Sustaining a basic level of service while ensuring there is a delineation of duties for line level staff is imperative to accuracy of numbers, increase the quality of work and standardization. Compliance with regulatory agencies within administration, parks and recreation protects the District from liability and prevents marginal past practices.</p>		
<p><b>Analysis</b></p> <p>Since January 2024 the District’s administrative processes have been under review and staff have identified each task and assignment based on the roles and responsibilities of the Administrative Manager, Office Manager and General Manager. Utilizing Lean Sigma 6 processing to address streamlining steps within accounts payable, accounts receivable, payroll, and office management there are eliminations and additions necessary to save time and resources. Each position has a particular role and responsibility to provide adequate District services. In certain cases, there are components of overproduction of reports with identical data and extra processing. These are only two of the 8 areas of potential wasted resources. Hiring one full-time staff person for a specific role and various part-time employees for various roles enhances the capabilities of the team to address the vast amount of needs the District will encounter over the next 8-10 months.</p>		

**Budget Impact**

No impact to current preliminary budget as to be adopted by resolution.

**Proposed Action**

General Manager recommends the additional positions and job descriptions to be added to District’s organizational chart and policies. Due to the expedited nature of this request because of 2 of the 3 Administrative staff retiring – staff recommends revisions to the draft be inclusive to the adoption of Job Descriptions.

**Coordination and Review**

This is a standard practice of the Board.

**Attachment(s)**

1. Job Description – Account Clerk
2. Job Description – Recreation Aide
3. Job Description – District Intern
4. Job Description – Maintenance Aide

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

POLICY TITLE: Account Clerk I  
POLICY NUMBER: 2922

SALARY RANGE: \$45,136.00 - \$54,863.09 per Year  
FSLA STATUS: Non-exempt

### JOB DESCRIPTION

Under general direction of the General Manager, the Account Clerk I, will be responsible for a variety of clerical accounting duties involving the preparation, maintenance, review, auditing, and processing of financial and statistical records, reports, and claims. The ACI will facilitate clerical tasks for the District, including but not limited to basic compilation for review of weekly, monthly and quarterly financial reports, accounts payable and accounts receivable.

The ideal candidate will have the ability to work independently and to successfully complete a variety of clerical accounting duties involving the preparation, maintenance, review, auditing, and processing of financial and statistical records, reports, and claims. They should be able to calculate solutions to math problems involving addition, subtraction, division, multiplication, percentages, decimals, and fractions, post and make arithmetical computations rapidly and accurately, track/reconcile information between accounts and ledgers and accurately proofread details, noting and detecting errors.

### DUTIES, RESPONSIBILITIES, FUNCTIONS

- Provides administrative support to ensure efficient operation of the District office
- Order District supplies and research cost effective options and potential suppliers
- Bookkeeping and general accounting tasks
- Creating and maintaining spreadsheets utilizing primarily MS Excel and Compass Software
- Operating data terminals calculators and other standard office equipment
- Performing clerical work and interoffice support including receiving and processing mail
- Invoicing and reconciliation of statements for District operations
- Maintaining and promoting excellent vendor relations
- Assembling, sorting and tabulating codes and filing data
- Verifying accuracy of claims and processing orders and/or deposit slips in preparation for General Manager authorization

- Assist in preparing the department budget reports; assist in budget implementation; participates in forecasting plan of action identifying the need for additional funds as it pertains to staffing, equipment, materials, and supplies and coordinates information sharing as it pertains to District's annual budget
- Research and prepare reports and written correspondence, as needed
- Delivery of items such as, but not limited to documentation and deposits to County of Sacramento Offices, Bank Deposits regularly.
- Performs all other duties as assigned

## **BASIC QUALIFICATIONS**

- High school diploma and/or GED
- Minimum of 1 year of bookkeeping, administrative assistant, office assistance and/or other related experience
- Proficient in MS Office (Primary use: Outlook, Excel and PowerPoint)
- Ability to understand basic principles and procedures of bookkeeping and record-keeping
- Accuracy in accounting and mathematical solutions
- Knowledge of business-level English, both verbal and written
- Ability to foster and maintain business and client relationships
- Physical ability to access filing storage and carry up to 25 pounds
- Strong organizational skills
- Possession of a valid California driver's license or ability to obtain one within twenty (20) days of hiring. Possession of automobile insurance.
- Modern office procedures, methods, and computer technology skills.
- Basic understanding of public agency budgeting procedures and policies and/or the ability to learn them.
- Successful applicants for employment must pass a pre-employment medical examination.
- Entry level comprehension of principles and practices of leisure, parks and recreation services.
- Familiarity with email scheduling tools
- Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and depth vision; occasional color vision. (4) Dexterity: frequent repetitive motion: frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or co-worker contact; occasional working alone. (7) Environmental: frequent exposure to noise; occasional exposure to outdoor environment.

## **DESIRABLE QUALIFICATIONS AND EXPERIENCE:**

- Bilingual in English and (other)
- Basic ability to understand, explain and interpret fiscal related policies and general accounting
- Pertinent federal, state, and local laws, regulations and rules.
- 6-months increasing experience with leisure, parks or recreation service agency.

- An AA Degree in related field and/or pathway development toward a bachelor's degree in leisure or recreation management, senior studies, business administration, or closely related field from an accredited college or university.

## **BENEFITS**

- Vacation: 10-20 vacation days per year depending upon length of service.
- Seven (7) days of sick leave per year.
- Thirteen paid holidays per year.
- The District provides paid full medical, dental and vision for employee only. Non-credit offset.
- Retirement: In addition to social security, the District participates in the CalPERS retirement program.

## **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.

Received By: \_\_\_\_\_

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

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# Arcade Creek Recreation and Park District

## **POLICY HANDBOOK**

**POLICY TITLE:** District Intern (Communications)  
**POLICY NUMBER:** 29## (TBD)

**SALARY RANGE:** \$16.00 to \$19.45 per hour  
**FSLA STATUS:** Non-exempt

### **JOB DESCRIPTION**

Under the general direction of the General Manager, or designee District Intern shall provide clerical assistance, public policy review and development or revision of District policies. Fulfilling tasks assigned by a supervisor. Performing clerical duties. Managing social media accounts. Event handling or planning. Job shadowing. Learning technical skills related to the industry

Prepares and assists General Manager and Board of Directors in drafting and/or amending District policies, procedures and directives, review of local ordinances, potential amendments and ongoing resolutions. Support the arrangement for publication of documents and District ordinance codification and municipal code updates. Ensures necessary retention of such documents included but not limited to public meeting agenda development and Meeting minutes.

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

- Perform a variety of word processing duties, such as composing and/or typing correspondence and preparing documents.
- Ethically maintain confidentiality of participants, public officials, and other internal and/or external customers
- Must be able to work Thursdays and a weekly flexible schedule depending upon District needs
- Excellent written and oral communications skills
- Must have a positive welcoming attitude with excellent customer service skills
- Proficient with Microsoft Office programs, including, MS Office, MS Excel and MS Word
- Strong quantitative, analytical and organizational skills
- Ability to prioritize, multitask, and work under strict deadlines in a fast-paced environment
- Performs all other duties as assigned



## KNOWLEDGE, SKILLS, AND ABILITIES

- Basic communication skills for public interaction
- Organizational abilities to support record management
- Attention to detail as it relates to proofreading and grammatical accuracy
- Self-motivated and able to complete assignments in a timely manner
- Ability to understand and follow oral instructions
- Ability to read and interpret documents and existing District policies and procedures
- Basic and elementary knowledge of Ralph M. Brown Act
- Ability to show and keep effective working relationships with supervisors, coworkers, and the public.
- Ability to take part in stand-by duty and report back to work if called.

## QUALIFICATIONS, EXPERIENCE AND REQUIREMENTS

- High school diploma and/or GED
- Driver's license with submitted acceptable driving record
- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 100 pounds of force occasionally, and/or up to 25 pounds of force often, and/up to 20 pounds of force constantly to move objects.
- May participate periodically in public meetings during the evening
- Work hours may vary as to not exceed 10-12 hours per week on average

## DESIRABLE QUALIFICATIONS AND EXPERIENCE:

- Bilingual in English and (other)
- One year/season of relevant experience in grounds and/or facility maintenance needed, including equipment operation and specialized trades work; or an equivalent level of experience.
- Possession of a valid commercial California driver's license and provide approved proof of auto insurance for qualified individuals over the age of 17

## BENEFITS

- Seasonal positions with the District are not eligible for any district provided benefits other than those required by law
- District Intern is unclassified, and assignments are extra help/temporary compensated at an hourly rate. Specialized skillsets may be paid at the higher end of the range. Work hours are limited to no more than 10-12 hours per week and shall not exceed a maximum of 960 hours per fiscal year.

## 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.

Received By: \_\_\_\_\_

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

DRAFT

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Maintenance Aide (Seasonal)  
**POLICY NUMBER:** 29## (TBD)

**SALARY RANGE:** \$16.00 to \$19.45 per hour  
**FSLA STATUS:** Non-exempt

### JOB DESCRIPTION

Under general direction of the Lead Maintenance Worker, or designee, Maintenance Aide(s) participate in the work of landscaping, park maintenance, and public facility and infrastructure maintenance and repair. This position does not qualify for benefits. This position's distinguishing features of the class is the employee performs a wide variety of park maintenance functions under direct supervision of a full time District employee. Work includes basic carpentry, irrigation, painting, and maintenance projects as assigned by Lead. Employee is responsible for interpreting and following all applicable safety regulations when using equipment and tools. Work subjects the employee to inside and outside environmental conditions, extremes in temperatures, and hazards associated with equipment operation including fumes, oils, gases and mist. The Park Maintenance Lead Worker will assign and supervise work.

### DUTIES, RESPONSIBILITIES, FUNCTIONS

- Perform, as part of a team, a wide variety of maintenance tasks such as removing trash, leaves, debris from facilities and public areas, repairing and keeping all district facilities and buildings in good order.
- Manage, supervise and give direction to staff workers from work placement programs and the Court's Alternative Sentencing program
- Perform general maintenance tasks for public recreation areas, playground equipment, and athletic fields. Seed, fertilize, and irrigate ball fields, parks, and other areas; prepare fields for athletic events.
- Plant and maintain shrubs, flowers, trim trees and shrubbery, and perform related landscape maintenance tasks in parks, medians and at District facilities; apply pesticides for weed control
- Perform basic irrigation trouble shooting and repair tasks as they are discovered
- Operate all equipment necessary to complete assigned tasks, including light to heavy vehicles and power tools. Ability to operate, maintain and repair equipment such as a tractor, hand tools, and mowing machines preferred
- Participates in stand-by status during natural disasters or inclement weather
- Performs all other duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- The area of assigned work including landscaping, and park facility maintenance
- Knowledge of standard practices, materials, tools, and equipment used
- Basic knowledge of building skills – carpentry, plumbing, electrical, or masonry.
- knowledge of work hazards and applicable safety precautions associated with assigned area of work.
- Working knowledge of commercial irrigation systems, trouble shooting, repair, and diagnosis of issues.
- Working knowledge of athletic field preparation and proper markings.
- Ability to understand and follow oral instructions.
- Ability to read and interpret documents and construction drawings.
- Ability to show and keep effective working relationships with supervisors, coworkers, and the public.
- Ability to take part in stand-by duty and report back to work if called.

## **QUALIFICATIONS, EXPERIENCE AND REQUIREMENTS**

- High school diploma and/or GED
- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 100 pounds of force occasionally, and/or up to 25 pounds of force often, and/up to 20 pounds of force constantly to move objects.
- Must have the visual acuity to run equipment and motor vehicles, perform trades tasks, inspect the work of others, and review work for accuracy, neatness, and thoroughness.
- Must undergo a physical exam and back x-ray by a physician selected by the District.

## **DESIRABLE QUALIFICATIONS AND EXPERIENCE:**

- Bilingual in English and (other)
- One year/season of relevant experience in grounds and/or facility maintenance needed, including equipment operation and specialized trades work; or an equivalent level of experience.
- Possession of a valid commercial California driver's license and provide approved proof of auto insurance for qualified individuals over the age of 17

## **BENEFITS**

- Employees in this position are limited to 960 hours per calendar year
- Temporary positions with the District are not eligible for any district provided benefits other than those required by law

**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.

Received By: \_\_\_\_\_

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

DRAFT

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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Recreation Aide (Seasonal)  
**POLICY NUMBER:** 29## (TBD)

**SALARY RANGE:** \$16.00 to \$19.45 per hour  
**FSLA STATUS:** Non-exempt

### JOB DESCRIPTION

Under the direction of the General Manager, or their designee, Recreation Leader(s) organizes and leads an array of program types. Such as but not limited to special event support, recreational activities, athletics for all ages, monitors facilities and rentals, basic tasks as it pertains to maintaining parks, facilities and supplies.

Recreation Leaders plan and conduct activities, support special events and programs at various worksites throughout the District, including but not limited to parks, schools, recreational facilities, parks and administrative offices.

### DUTIES, RESPONSIBILITIES, FUNCTIONS

- Planning and implementation of the recreation and leisure activities
- Supervision of participants and approved volunteers
- Various programs including academic assistance, enrichment programs, arts and crafts, STEAM, and recreation and sports activities. Other activities may be administered.
- Program and/or curriculum development and support
- Equipment inventory and disbursement
- Management of program paperwork
- Guidance, counseling and mentoring of program participants, volunteers and staff
- Developing relationships with customers, visitors, parents, participants and other organizations or administrations
- Assists with the organization, implementation, coordination and marketing of department programs, events and activities;
- Maintains records and prepares reports as required; conducts and guides recreational activities such as arts and crafts, science, nature, drama, and sports in a recreational setting. They may be called upon to

conduct the same events at other settings occasionally for special events or other services provided by the District

- Conducts activities which supplement school learning such as homework, STEM activities other learning programs or classes
- Maintains order and assists in the promotion of and adherence to the department rules, regulations, and policies; assists in instruction of volunteer personnel in in-service training and recreation workshops for leaders
- Interact with and assist supervision of participants in games and activities and in proper use of playground apparatus.
- Maintain safety and positive behavior of participants or visitors.
- Promote and enforce safety procedures; render first aid and CPR as required and certified to do so
- Notify appropriate staff of any problems regarding facility, staff, customers, minors and parents.
- Build and maintain positive working relationships with co-workers, other employees, and the public using principles of good customer service.
- Assist food prep and with concessions and/or program needs. Food Certification will be required if the position involves components food service.
- Performs a variety of reception, clerical, custodial and administrative tasks as necessitated by the assignment.
- Performs all other duties as assigned

## QUALIFICATIONS

- High school diploma and/or GED
- Minimum 6 months experience working with youth and/or the public or customer services setting. *Volunteer experience within the prevue of recreation, public service or team engagement may qualify based on type or role and responsibilities.*
- Knowledge of materials, methods, and equipment used in a park and/or recreation setting.
- Plan, organize, and implement activities with children in a variety of settings
- Read, write and speak the English language at a level necessary for efficient and effective job performance
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with public, children and other employees
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment
- Maintain mental capacity which allows for effective interaction and communication with others.
- Ability to put up banquet tables and chairs, vacuuming, mopping, light custodial, dump garbage
- Ability to walk distances appropriate to observe and the safety of participants.
- Work is performed in a typical outdoor, classroom, office or park environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and depth vision; occasional color vision. (4) Dexterity: frequent repetitive motion: frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making

and concentration; frequent public and/or co-worker contact; occasional working alone. (7) Environmental: frequent exposure to noise; occasional exposure to outdoor environment.

- Must be at least 16 years of age at the time of employment

**DESIRABLE QUALIFICATIONS AND EXPERIENCE:**

- Bilingual in English and (other)
- Basic ability to understand, explain and interpret fiscal related policies and general accounting
- Pertinent federal, state, and local laws, regulations and rules.
- 1-year of increasing experience within a leisure, parks or recreation service agency setting
- Currently possess a Cardiopulmonary Resuscitation (CPR) certificate and Multi-Media and/or Standard First Aid certificates or has the ability to obtain certification within 6 months at the worksite.
- Recreation Leaders over the age of 17 must possess a California Class C driver's license and provide proof of Automobile insurance.

**BENEFITS**

Temporary positions with the District are not eligible for any district provided benefits other than those required by law. Employees in this position shall not exceed 960 hours worked per calendar year.

**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.

Received By: \_\_\_\_\_

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



<b>Meeting Date:</b> June 20, 2024		<b>Item #9 c</b> New Business
<b>Subject:</b> Adoption of revised District Salary Scale		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report Coordinated &amp; Prepared by</b> <i>Denis Nishihara</i> General Manager
<p><b>Objective</b> Review and Adopt revised District Salary Scale</p> <p><b>Background</b> Based on the new amount of the minimum wage in California, certain non-exempt hourly rates in the previously adopted salary scale fall below the \$16.00 based rate. The current level of services and the scope of work required for optimal efficiency is recommended to be revised. Certain aspects of roles and responsibilities as they pertain to the General Manager, Office Manager and Administrative Manager must be reallocated.</p> <p><b>Analysis</b> The General Manager conducted a concise market review of the positions as they relate to the needs of District business. The study resulted in fair and competitive rate for the new range allocated for the position of Account Clerk. The revised salary scale provides the District ample opportunities to meet the current level of services needs as well as expand vital areas of services responsibly. This scale is an essential tool to advancing the efforts outlined in the District’s mission to, “Create Community through People, Parks and Programs.”</p> <p><b>Budget Impact</b> No impact to current preliminary budget as to be adopted by resolution.</p> <p><b>Proposed Action</b> Discuss, review and adopt the attached revised salary scale as formulated in attachment.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b> 1) Current Salary Scale 2) Revised Salary Scale 3) Market Survey Calculations

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

**CURRENT SCALE**

Salary Scale as Proposed

Position	Exempt?	Base	FTE	Job code	Range	Hourly					Annualized				
						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	2080	11-1021	25%	44.22	46.54	48.99	51.44	54.01	91,968.72	96,809.18	101,904.40	106,999.62	112,349.60
<b>Administrative Manager</b>	Yes	Monthly	2080	43-6011	25%	32.00	33.68	35.45	37.23	39.12	66,554.95	70,057.85	73,745.10	77,432.36	81,303.97
<b>Park Maintenance Lead</b>	No	Hourly	2080	37-1012	25%	26.96	28.37	29.87	31.36	32.96	56,067.27	59,018.18	62,124.40	65,230.62	68,492.15
<b>Park Maintenance Worker</b>	No	Hourly	2080	37-3011	25%	17.23	18.14	19.09	20.05	21.08	35,838.09	37,724.31	39,709.80	41,695.29	43,780.05
<b>Monitor</b>	No	Hourly	960	39-9032	25%	17.11	18.01	18.96	19.90	20.93	35,584.67	37,457.55	39,429.00	41,400.45	43,470.47
<b>Seasonal/Hourly</b>	No	Hourly	960	39-3091	25%	15.42	16.23	17.09	17.94	18.87	32,079.00	33,767.37	35,544.60	37,321.83	39,187.92

Revision date: **01/18/2024**

Adopted by the Board on: **02/29/2024**

Sacramento Region Company	Title Position	Range		Relevant Experience		Relevant Field		Applicable Experience		Notes
		min	max	Yes	No	Yes	No	Yes	No	
AMPAC Services, Inc	Accounting Assistant	\$ 21.70	\$ 23.00	x			x	x		Private
Account-it Bookkeeping Solutions	Accounting Assistant	\$ 25.00	\$ 30.00	x			x	x		Private
Leverage IT Consulting	Accounting Assistant	\$ 20.00	\$ 21.00		x		x	x		Entry level support role
Associated Students Inc, Sacramento State University	Business Office Admin (0301)- Accounting Assistant I	\$ 16.50	\$ -	x		x		x		Part-Time
AKT Investments, Inc	Accounts Payable Specialist	\$ 23.00	\$ 28.00	x			x	x		Not in recreation or parks
California Air Resources Board	Accounting Analyst	\$ 23.15	\$ 35.84	x		x		x		Public Agency
County of Sacramento	Account Clerk Level I/II	\$ 19.59	\$ 27.06	x		x		x		Public Agency
<i>Total Calculate / Median</i>		<i>\$ 148.94</i>	<i>\$ 164.90</i>							
Avg Hourly Rate:		\$ 21.28	\$ 23.56							
ACRPD	Account Clerk I	\$ 21.70	\$ 24.89	x		x		x		Hire based on need of organization

Step Increments	Hourly	Annual	5%
Step 1	\$ 21.70	\$ 45,136.00	\$ -
Step 2	\$ 22.79	\$ 47,392.80	\$ 1.09
Step 3	\$ 23.92	\$ 49,762.44	\$ 1.14
Step 4	\$ 25.12	\$ 52,250.56	\$ 1.20
Step 5	\$ 26.38	\$ 54,863.09	\$ 1.26

Arcade Creek Recreation and Park District  
 4855 Hamilton Street  
 Sacramento, CA 95841  
 2024 Salary Scale

**Proposed Revision**

Position	Exempt	Base	%	FTE	Step 1	Step 2	Step 3	Step 4	Step 5
<b>General Manager</b>	Yes	Monthly	1.0	2080	\$44.22	\$46.54	\$48.99	\$51.44	\$54.01
					\$91,968.72	\$96,809.18	\$101,904.40	\$106,999.62	\$112,349.60
<b>Administrative Manager</b>	Yes	Monthly	1.0	2080	\$32.00	\$33.68	\$35.45	\$37.23	\$39.12
<b>Vacant</b>					\$66,554.95	\$70,057.85	\$73,745.10	\$77,432.36	\$81,303.97
<b>Park Maintenance Lead</b>	No	Hourly	1.0	2080	\$26.96	\$28.37	\$29.87	\$31.36	\$32.96
					\$56,067.27	\$59,018.18	\$62,124.40	\$65,230.62	\$68,492.15
<b>Account Clerk</b>	No	Monthly	1.0	2080	\$21.70	\$22.79	\$23.92	\$25.12	\$26.38
					\$45,136.00	\$47,392.80	\$49,762.44	\$52,250.56	\$54,863.09
<b>Park Maintenance Worker</b>	No	Hourly	1.0	2080	\$17.23	\$18.14	\$19.09	\$20.05	\$21.08
					\$35,838.40	\$37,731.20	\$39,709.80	\$41,695.29	\$43,780.05
<b>Monitor</b>	No	Hourly	0.46	960	\$17.11	\$18.01	\$18.96	\$19.90	\$20.93
					\$16,425.60	\$17,289.60	\$18,201.60	\$19,104.00	\$20,092.80
<b>Seasonal / Hourly / Intern</b>	No	Hourly	0.46	960	\$16.00	\$16.80	\$17.64	\$18.52	\$19.45
<b>Vacant</b>					\$15,360.00	\$16,128.00	\$16,934.40	\$17,779.20	\$18,672.00
<b>Seasonal / Hourly / Intern:</b>	No	Hourly	0.46	960	\$16.00	\$16.80	\$17.64	\$18.52	\$19.45
<b>Park Aide - Seasonal</b>					\$15,360.00	\$16,128.00	\$16,934.40	\$17,779.20	\$18,672.00
<b>Seasonal / Hourly / Intern:</b>	No	Hourly	0.46	960	\$16.00	\$16.80	\$17.64	\$18.52	\$19.45
<b>Recreation Aide - Seasonal</b>					\$15,360.00	\$16,128.00	\$16,934.40	\$17,779.20	\$18,672.00
<b>Seasonal / Hourly / Intern:</b>	No	Hourly	0.46	960	\$16.00	\$16.80	\$17.64	\$18.52	\$19.45
<b>District Intern - Intern</b>					\$15,360.00	\$16,128.00	\$16,934.40	\$17,779.20	\$18,672.00

Revision date: 01/18/2024

Adopted by the Board on: 02/29/2024

**Revision DRAFT REQUEST for Board approval on: 06/20/2024rev**

<b>Meeting Date:</b> June 20, 2024		<b>Item #9d</b> New Business
<b>Subject:</b> Resolution 2024-02		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report Coordinated &amp; Prepared by</b> <i>Denis Nishihara</i> General Manager
<p><b>Objective</b> Adopt Resolution 2024-02 PRELIMINARY BUDGET for FISCAL YEAR 2024-25 for FUND 339A</p> <p><b>Background</b> A Public Hearing was held on May 16<sup>th</sup> to review the FY24/25 Budget for fund 339A, as such all additions and deletions to the PRELIMINARY BUDGET for FISCAL YEAR 2024-25 for FUND 339A were recommended and facilitated in accordance with Board Policy 1090 regarding the Budget Preparation of the Final Budget for the Fiscal Year 2024-25 for Fund 339-A</p> <p><b>Analysis</b> The preliminary budget shall be submitted to the County of Sacramento Department of Finance (DOF) on Friday, June 21<sup>st</sup> based on their operational policy. The final budget shall be adopted in August 2024 and delivered to the DOF in September.</p> <p><b>Budget Impact</b> None</p> <p><b>Proposed Action</b> Adoption of Resolution 2024-02</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b> 1. Budget 339A 2. Resolution 2024-02

**FISCAL YEAR 2024-25 PRELIMINARY BUDGET**

**FINANCING REQUIREMENTS SCHEDULE FOR FUND**

**339A ARCADE CREEK REC AND PARK DISTRICT**

<u>APPROPRIATIONS BY OBJECT OF EXPENDITURE</u>		<u>MEANS OF FINANCING THE BUDGET REQUIREMENTS</u>			
<u>OBJECT 10 - SALARIES AND EMPLOYEE BENEFITS</u>	\$ 414,184	<u>ESTIMATED REVENUE</u>	\$ 882,478		
<u>OBJECT 20 - SERVICES AND SUPPLIES</u>	\$ 429,910	<u>RESERVES TO BE DECREASED</u>			
<u>OBJECT 30 - OTHER FINANCING USES</u>		<u>GENERAL RESERVES DECREASE</u>	-		
<u>LOAN AND LEASE REPAYMENTS</u>		<u>ENCUMBRANCE DECREASE</u>	-		
<u>INTEREST AND PRINCIPAL</u>	\$ 37,570	<u>RESERVE</u>			
<u>TAXES/LICENSES/ASSESSMENTS</u>		<u>DECREASE</u>			
<u>JUDGEMENTS/DAMAGES</u>	814				
<u>TOTAL OBJECT 30 - OTHER FINANCING USES</u>	\$ 38,384	<u>TOTAL RESERVES TO BE DECREASED</u>	-		
<u>OBJECT 40 - FIXED ASSETS</u>		<u>FUND BALANCE AVAILABLE DECREASE</u>			
<u>OBJECT 41 - LAND ACQUISITION</u>	\$ -	<u>ESTIMATED LONG-TERM LOAN PROCEEDS</u>			
<u>OBJECT 42 - STRUCTURES AND IMPROV</u>	-	<u>TOTAL AVAILABLE FINANCING</u>	\$ 882,478		
<u>OBJECT 43 - EQUIPMENT</u>	-				
<u>TOTAL OBJECT 40 - FIXED ASSETS</u>	\$ -				
<u>OBJECT 50 - FUNDS TRANSFERS OUT</u>		<u>FUND EQUITY SCHEDULE</u>		<u>BALANCE</u>	<u>ADJUSTED FUND</u>
<u>OBJECT 59 - FUNDS TRANSFERS IN</u>	\$ -	<u>RESERVES</u>	<u>EST. 6/30/2024</u>	<u>INCREASES</u>	<u>DECREASES</u>
<u>OBJECT 60 - INTRAFUND TRANSFERS IN OR OUT</u>		<u>GENERAL</u>	\$ 22,000	\$ -	\$ -
<u>OBJECT 79 - APPROPRIATIONS FOR CONTINGENCIES</u>		<u>ENCUMBRANCE</u>	-	-	-
<u>OBJECT 80 - OTHER COMMODITIES</u>	-	<u>OTHER</u>	-	-	-
<u>PROVISIONS FOR RESERVE INCREASES</u>		<u>FUND BALANCE AVAILABLE (EST.)</u>	782,706	-	-
<u>GENERAL RESERVES</u>	-	<u>TOTALS</u>	\$ 804,706	\$ -	\$ -
<u>OTHER RESERVES</u>	-				
<u>TOTAL BUDGETARY REQUIREMENT</u>	\$ 882,478	<u>APPROPRIATIONS LIMIT</u>	\$ -		
<u>TOTAL DIFFERENCE:</u>		<u>APPROPRIATIONS SUBJECT TO LIMIT</u>	-		
\$ -		<u>OVER/UNDER LIMIT</u>	\$ -		

**REVENUE DETAIL SCHEDULE - FY 2024-25 PRELIMINARY BUDGET**

**339A SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT**

Fund Center	Commitment Item	Description	History FY 18-19	Revenue History 19-20 Received	Revenue History 20-21 Received	Revenue History 21-22 Received	Revenue History 22-23 Received	Actual Adopted 23-24 Final	Ending Projection FY 23-24	Preliminary Budget FY 24-25
<b>FUND</b>	<b>339A</b>	<b>ARCADE CREEK REC &amp; PARK DISTRICT</b>								
9339339	91910100	PROP TAX CUR SEC	(548,132.00)	(577,387.00)	(620,829.73)	(642,925.41)	(683,418.17)	(700,000.00)	(700,000.00)	(721,000.00)
9339339	91910200	PROP TAX CUR UNSEC	(20,057.00)	(21,480.00)	(22,755.24)	(22,234.69)	(23,204.69)	(23,000.00)	(20,000.00)	(23,690.00)
9339339	91910300	PROP TAX CUR SUP	(15,348.00)	(15,605.00)	(16,264.77)	(23,580.59)	(26,384.50)	(18,000.00)	(18,000.00)	(18,540.00)
9339339	91910400	PROPERTY TAX SECURED DELINQUENT	(4,133.00)	(4,048.00)	(5,161.79)	(4,679.01)	(4,123.09)	(4,000.00)	(4,000.00)	(4,120.00)
9339339	91910500	PROPERTY TAX SUPPLEMENTAL DELINQUENT	(815.00)	(870.00)	(796.27)	(837.98)	(1,575.62)	(1,000.00)	(1,000.00)	(1,030.00)
9339339	91910600	PROPERTY TAX UNITARY	(5,716.00)	(5,822.00)	(5,888.66)	(6,183.24)	(7,093.69)	(6,000.00)	(6,000.00)	(6,180.00)
9339339	91912000	PROP TAX REDEMPTION	(23.00)	(30.00)	(44.50)	(59.18)	(75.54)	(50.00)	(50.00)	(52.00)
9339339	91913000	PROP TAX PR UNSEC	(225.00)	(285.00)	(472.87)	(477.60)	(246.40)	(400.00)	(400.00)	(412.00)
9339339	91914000	PROP TAX PENALTIES	(106.00)	(99.00)	(174.38)	(285.89)	(185.94)	(150.00)	(150.00)	(155.00)
9339339	91919600	RDA RESIDUAL DISTRIBUTION	(7,020.00)	(9,396.00)	(13,962.80)	(10,304.75)	(13,828.97)	(10,000.00)	(6,073.00)	(10,299.00)
9339339	91919900	TAXES - OTHER	0.00	0.00	(0.17)	0.00		0.00	0.00	0.00
<b>Object 91</b>			<b>(601,575.00)</b>	<b>(635,022.00)</b>	<b>(686,351.18)</b>	<b>(711,568.34)</b>	<b>(760,136.61)</b>	<b>(762,600.00)</b>	<b>(755,672.60)</b>	<b>(785,478.00)</b>
9339339	93931000	VEHICLE CODE FINES	0.00	0.00					0.00	0.00
<b>Object 93</b>			<b>0.00</b>	<b>0.00</b>					<b>0.00</b>	<b>0.00</b>
9339339	94941000	INTEREST INCOME	(4,426.00)	(4,777.00)	(2,464.98)	(2,531.89)	(19,111.10)	(2,000.00)	(26,163.00)	(2,000.00)
9339339	94942900	BLDG RENTAL OTHER	(69,677.00)	(68,585.00)	(59,870.04)	(63,326.04)	(60,875.04)	(60,000.00)	(90,000.00)	(60,000.00)
<b>Object 94</b>			<b>(74,103.00)</b>	<b>(73,362.00)</b>	<b>(62,335.02)</b>	<b>(65,857.93)</b>	<b>(79,986.14)</b>	<b>(62,000.00)</b>	<b>(116,163.37)</b>	<b>(62,000.00)</b>
9339339	95952200	HOME PROP TAX REL	(5,606.00)	(5,497.00)	(5,548.42)	(5,439.40)	(5,283.68)	(5,000.00)	(5,000.00)	(5,000.00)
9339339	95952900	IN LIEU FEES	0.00	0.00				0.00	0.00	0.00
9339339	95953300	REDEV PASSTHRU	(5,912.00)	(7,088.00)	(8,131.35)	(7,586.84)	(10,707.00)	(7,000.00)	(7,000.00)	(7,000.00)
9339339	95956300	CONSTRUCTION ST	0.00	0.00				0.00	0.00	0.00
9339339	95956900	STATE AID OTHER MISC PROGRAMS	(92,268.00)	(139,170.00)				0.00	0.00	0.00
<b>Object 95</b>			<b>(103,786.00)</b>	<b>(151,755.00)</b>	<b>(13,679.77)</b>	<b>(13,026.24)</b>	<b>(15,990.68)</b>	<b>(12,000.00)</b>	<b>(12,000.00)</b>	<b>(12,000.00)</b>
9339339	96964600	RECREATION SVC CHGS	(24,985.00)	(24,876.00)					0.00	0.00
9339339	96965300	LANDSCAPING MAINT CH	0.00	0.00					0.00	0.00
9339339	96969700	LAW ENFORCEMENT SVC	0.00	0.00					0.00	0.00
<b>Object 96</b>			<b>(24,985.00)</b>	<b>(24,876.00)</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>	<b>0.00</b>

REVENUE DETAIL SCHEDULE - FY 2024-25 PRELIMINARY BUDGET

**339A SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT**

Fund Center	Commitment Item	Description	History FY 18-19	Revenue History 19-20 Received	Revenue History 20-21 Received	Revenue History 21-22 Received	Revenue History 22-23 Received	Actual Adopted 23-24 Final	Ending Projection FY 23-24	Preliminary Budget FY 24-25
9339339	97974000	INSURANCE PROCEEDS	(26,727.00)	(2,268.00)	(4,990.00)	(17,240.00)	(29,895.77)	(18,000.00)	(35,000.00)	(18,000.00)
9339339	97979000	MISCELLANEOUS OTHER REVENUES	(13,693.00)	(5,597.00)	(9,174.13)	(7,310.26)	(42,208.07)	(5,000.00)	(3,000.00)	(5,000.00)
<b>Object 97</b>			<b>(40,420.00)</b>	<b>(7,865.00)</b>	<b>(14,164.13)</b>	<b>(24,550.26)</b>	<b>(72,103.84)</b>	<b>(23,000.00)</b>	<b>(35,000.00)</b>	<b>(23,000.00)</b>
9339339	98986200	PROCEEDS FROM ASSET SALE-SPEC. DIST.							0.00	
9339339			0.00	0.00					0.00	
<b>Object 98</b>			<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>	<b>0</b>
<b>FUND CENTER 9339339</b>			<b>(844,869.00)</b>	<b>(892,880.00)</b>	<b>(776,530.10)</b>	<b>(815,002.77)</b>	<b>(928,217.27)</b>	<b>(859,600.00)</b>	<b>(918,835.97)</b>	<b>(882,478.00)</b>
<b>FUND TOTAL 339A General Fund</b>			<b>(844,869.00)</b>	<b>(892,880.00)</b>	<b>(776,530.10)</b>	<b>(815,002.77)</b>	<b>(928,217.27)</b>	<b>(859,600.00)</b>	<b>(918,835.97)</b>	<b>(882,478.00)</b>
			<b>History FY 18-19</b>	<b>Revenue History 19-20 Received</b>	<b>Revenue History 20-21 Received</b>	<b>Revenue History 21-22 Received</b>	<b>Revenue History 22-23 Received</b>	<b>Actual Adopted 23-24 Final</b>	<b>Ending Projection FY 23-24</b>	<b>Preliminary Budget FY 24-25</b>



# For ADOPTION @ 6/20/2024 Board Meeting

## EXPENDITURE DETAIL SCHEDULE - FY 2024-25 PRELIMINARY BUDGET

### 339A SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	History Expense FY 21-22	History Expenses 22-23	Actual Adopted 23-24	Ending Projection For FY 23-24	Preliminary Budget FY 24-25
FUND	339 A Arcade Creek Recreation and Park District		Actual	Actual	Final	Forecast	
9339339	10111000	SALARIES & WAGES - REG EMPLOYEES	200,426.00	248,990.00	283,474.00	287,114.00	273,968.20
9339339	10112400	SALARIES & WAGES - COMMISSION & CO	2,400.00	3,500.00	3,500.00	3,500.00	4,750.00
9339339	10113200	OVER-TIME WAGES (if needed)	3,168.00	4,000.00	4,000.00	4,000.00	5,000.00
	10115200	TERMINAL PAY	-		0.00	-	0.00
9339339	10121000	RETIREMENT - EMPLOYER COST	38,150.00	21,515.00	28,557.00	33,877.00	38,826.26
9339339	10122200	OASDHI - EMPLOYER COST	15,759.00	19,622.00	22,260.00	22,260.00	21,704.44
9339339	10123000	GROUP INS - EMPLOYER COST	29,451.00	33,976.00	48,895.00	47,701.00	54,518.82
9339339	10124000	WORKERS COMP INS - EMPLOYER COST	5,878.00	5,595.00	7,000.00	9,500.00	10,032.00
9339339	10125000	SUI INS - EMPLOYER COST	691.00	1,000.00	1,000.00	1,000.00	1,000.00
9339339	10128000	HEALTH CARE - RETIREES	1,525.00	1,914.00	1,952.00	2,000.00	4,384.38
9339339	10140000	COST REDUCTION FACTOR (CalPERS UAL)	-		0.00	-	
<b>Object 10</b>			<b>297,448.00</b>	<b>340,112.00</b>	<b>400,638.00</b>	<b>410,952.00</b>	<b>414,184.10</b>
9339339	20200500	ADVERTISING/LEGAL NOTICES	167.00	200.00	220.00	2,130.00	220.00
9339339	20202400	BOOKS/PERIODICAL SUPPLY	-			-	0.00
9339339	20202900	BUSINESS/CONFERENCE EXPENSE	1,114.00	2,000.00	2,200.00	2,200.00	3,190.00
9339339	20203100	BUSINESS TRAVEL	-		0.00	-	0.00
9339339	20203600	EDUCATION & TRAINING SUPPLIES	-		0.00	-	700.00
9339339	20203800	EMPLOYEE RECOGNITION	-		0.00	-	0.00
	20203807	WORKPLACE AMENITIES	-		0.00	-	420.00

9339339	20205100	INSURANCE - LIABILITY	63,668.00	73,218.00	80,540.00	82,000.00	83,941.91
9339339	20206100	MEMBERSHIP DUES	5,454.00	5,500.00	6,050.00	6,100.00	7,270.01
9339339	20207600	OFFICE SUPPLIES	1,106.00	1,500.00	1,650.00	1,700.00	1,699.50
9339339	20207602	SIGNS	84.00	1,000.00	1,100.00	1,100.00	2,200.00
9339339	20207603	KEYS	-	200.00	220.00	220.00	226.60
9339339	20208100	POSTAL SERVICES	188.00	215.00	237.00	226.00	232.78
9339339	20208102	STAMPS	-	150.00	165.00	165.00	169.95
9339339	20208500	PRINTING SERVICES	-		0.00	-	1,000.00
9339339	20210300	AGRICULTURE/HORTICULTURE SERVICE	8,875.00	25,000.00	27,500.00	27,500.00	34,375.00
9339339	20210400	AGRICULTURE/HORTICULTURE SUPPLIES	417.00	500.00	550.00	550.00	275.00
9339339	20211100	BUILDING MAINTENANCE SERVICE	710.00	1,000.00	2,200.00	1,100.00	1,100.00
9339339	20211200	BUILDING MAINTENANCE SUPPLIES	175.00	500.00	550.00	550.00	550.00
9339339	20212200	CHEMICAL SUPPLIES	-		0.00	-	0.00
9339339	20213100	ELECT MAINT SVC	-	1,000.00	1,100.00	4,970.00	4,435.50
9339339	20213200	ELECT MAINT SUPPLIES	68.00	200.00	220.00	-	220.00
9339339	20214100	LAND IMPROVEMENT MAINTENANCE SER	5,150.00	10,000.00	11,000.00	6,000.00	18,000.00
9339339	20214200	LAND IMPROVEMENT MAINTENANCE SUP	5,152.00	5,000.00	5,500.00	3,200.00	8,250.00
9339339	20215100	MECHANICAL SYSTEMS MAINT SERVICE	4,926.00	2,000.00	2,200.00	14,000.00	11,250.00
9339339	20215200	MECHANICAL SYSTEMS MAINT SUPPLIES	-	1,000.00	1,100.00	1,100.00	9,900.00
9339339	20216200	PAINTING SUPPLIES	877.00	1,500.00	1,650.00	1,000.00	1,650.00
9339339	20216700	PLUMBING MAINTENANCE SERVICES	-	1,000.00	1,100.00	1,100.00	6,600.00
9339339	20216800	PLUMBING MAINTENANCE SUPPLIES	-	500.00	550.00	-	1,100.00
9339339	20218500	PERMIT FEES	-		0.00		0.00
9339339	20219100	ELECTRICITY	14,668.00	20,000.00	22,000.00	22,000.00	23,100.00
9339339	20219200	NATURAL GAS/LPG/FUEL OIL	2,507.00	3,000.00	3,300.00	3,300.00	3,465.00
9339339	20219300	REFUSE DISPOSAL	3,091.00	3,000.00	3,300.00	3,300.00	3,399.00
9339339	20219500	SEWAGE DISP SVC	1,895.00	2,000.00	2,200.00	2,200.00	2,200.00

9339339	20219700	TELEPHONE SERVICE	-		0.00	-	0.00
9339339	20219800	WATER	26,988.00	35,000.00	38,500.00	38,500.00	40,040.00
9339339	20220500	AUTOMOTIVE MAINTENANCE SERVICE	2,531.00	3,500.00	3,850.00	4,000.00	4,812.50
9339339	20220600	AUTOMOTIVE MAINTENANCE SUPPLIES	1,608.00	500.00	550.00	8,000.00	990.00
9339339	20221100	CONSTRUCTION EQUIPMENT MAINTENANCE	2,473.00	4,000.00	4,400.00	4,400.00	5,280.00
9339339	20221200	CONSTRUCTION EQUIPMENT MAINTENANCE	1,267.00	4,000.00	4,400.00	4,400.00	5,280.00
9339339	20222600	EXPENDABLE TOOLS	242.00	500.00	550.00	1,000.00	2,200.00
9339339	20223600	FUEL & LUBRICANTS	4,552.00	5,000.00	5,500.00	5,500.00	5,775.00
9339339	20226100	OFFICE EQUIPMENT MAINTENANCE SER	-		0.00	2,200.00	0.00
9339339	20226200	OFFICE EQUIPMENT MAINTENANCE SUPPLIES NEW Copier Items	2,001.00	1,000.00	1,100.00	1,100.00	1,100.00
9339339	20227500	RENT/LEASES EQUIPMENT	-	500.00	550.00	550.00	0.00
9339339	20227501	COPY MACHINE LEASE	563.00	-	0.00	-	0.00
9339339	20227504	MISCELLANEOUS	202.00	500.00	550.00	550.00	110.00
9339339	20229100	OTHER EQUIPMENT MAINTENANCE SERV	-	2,000.00	2,200.00	2,200.00	1,540.00
9339339	20229200	OTHER EQUIPMENT MAINTENANCE SUPP	-	2,000.00	2,200.00	2,200.00	1,540.00
9339339	20231400	CLOTHING/PERSONAL SUPPLIES	27.00	100.00	110.00	675.00	550.00
9339339	20232200	CUSTODIAL SUPPLIES	5,361.00	6,000.00	6,600.00	6,600.00	8,580.00
	20243700	Laboratory (Medical)-Service/Drug Testing	-	100.00	110.00	110.00	110.00
9339339	20244300	MEDICAL SERVICE	212.00	200.00	220.00	425.00	330.00
9339339	20244400	MEDICAL SUPPLIES	-	300.00	330.00	330.00	825.00
	20250605	SERVICE FEES (Bank Loan Item)	3,506.00	-	0.00	-	0.00
9339339	20250700	ASSESSMENT/COLLECTIONS SERVICES	7,935.00	7,900.00	8,690.00	8,690.00	9,559.00
9339339	25210000	TEMPORARY SERVICES	-	-	0.00	-	0.00
9339339	20253100	LEGAL SERVICES	5,568.00	8,000.00	8,800.00	10,000.00	9,680.00
9339339	20255100	PLANNING SERVICES	-		10,000.00	10,000.00	5,000.00
9339339	20257100	SECURITY SERVICES	18,850.00	25,000.00	5,000.00	5,000.00	5,000.00
9339339	20258200	PUBLIC RELATIONS SERVICES	1,800.00	2,000.00	1,512.00	1,200.00	1,260.00

9339339	20259100	OTHER PROFESSIONAL SERVICES	(1,500.00)	-	5,500.00	5,500.00	3,850.00
9339339	20281100	DATA PROCESSING SERVICES	2,308.00	2,500.00	2,750.00	2,750.00	2,750.00
9339339	20281201	HARDWARE	1,400.00	-	0.00	1,200.00	0.00
	20281210	PC LAPTOP PRINTER (Copier Purchase)	1,401.00	-	0.00	-	0.00
9339339	20281265	APPLICATION SOFTWARE MAINT LICENSE	2,815.00	3,000.00	3,300.00	3,300.00	3,465.00
9339339	20281304	Sales Tax Adj-Board of EQ	-	-	0.00	-	0.00
9339339	20281700	ELECTION SERVICES	-	15,000.00	0.00	-	28,000.00
9339339	20281900	REGISTRATION SERVICES	-	-	0.00	-	0.00
9339339	20283102	MILEAGE	86.00	500.00	550.00	550.00	316.65
9339339	20285100	RECREATIONAL SERVICES	-	3,000.00	3,300.00	3,300.00	1,320.00
9339339	20285200	RECREATIONAL SUPPLIES	846.00	3,000.00	3,300.00	3,300.00	1,320.00
9339339	20285300	RECREATIONAL SUPPLIES (P-S) (Used for After School Supplies)	-	-	-	-	-
9339339	20289800	OTHER OPERATING EXPENSE - SUPPLIES (Pet Waste Stations / Supplies)	666.00	200.00	220.00	350.00	1,050.00
9339339	20289900	OTHER OPERATING EXPENSE - SERVICE (Yrly Fire Extinguisher)	109.00	200.00	220.00	220.00	660.00
9339339	20291300	AUDITOR/CONTROLLER SERVICES	5,495.00	6,500.00	7,150.00	7,500.00	7,865.00
9339339	20291500	COMPASS COSTS	988.00	1,072.00	1,180.00	2,300.00	1,239.00
9339339	20291700	GENERAL SERVICES <b>ALARM SERVICES</b>	1,807.00	2,000.00	4,928.00	4,928.00	6,160.00
9339339	20298700	GS TELEPHONE SERVICES	3,613.00	4,000.00	4,400.00	4,400.00	5,280.00
9339339	20298701	CELL PHONES	1,809.00	1,500.00	1,650.00	1,650.00	1,732.50
9339339	20299909	EXPENDITURE REIMBURSEMENTS	21,649.00	20,000.00	22,000.00	34,896.83	24,200.00
<b>Object 20</b>			<b>249,470.00</b>	<b>331,755.00</b>	<b>344,572.00</b>	<b>381,485.83</b>	<b>429,909.90</b>
9339339	30321000	INTEREST EXPENSE	8,466.00	7,191.00	5,860.00	5,860.00	4,470.00
9339339	30323000	LEASE OBLIGATION RETIREMENT	29,200.00	30,400.00	31,800.00	31,800.00	33,100.00
9339339	30345000	TAX/LICENSES/ASSESSMENTS	704.00	704.00	775.00	775.00	814.00
<b>Object 30</b>			<b>38,370.00</b>	<b>38,295.00</b>	<b>38,435.00</b>	<b>38,435.00</b>	<b>38,384.00</b>

9339339	42420100	BUILDINGS	-		450,000.00	79,716.81	-
9339339	42420110	LEASEHOLD IMPROVEMENTS	-			-	-
9339339	42420200	STRUCTURES	-			-	-
<b>Object 42</b>			-	-	<b>450,000.00</b>	<b>79,716.81</b>	-
	43430300	Equip SD Non Rec	28,311.00	-	-	-	-
<b>Object 43</b>			<b>28,311.00</b>	-	-	-	-
9339339	45450300	INFRASTRUCTURE-SD-NON-RECON	-			-	-
<b>Object 45</b>			-			-	-
9349339	46460300	OTHER INTANGIBLE ASSET-SPEC DIST	-			-	-
<b>Object 46</b>			-			-	-
9339339	79790100	CONTINGENCY APPR		555,977.00	100,000.00	-	-
<b>Object 79</b>			-	<b>555,977.00</b>	<b>100,000.00</b>	-	-
<b>FUND CENTER 9339339 total expenditures</b>			<b>613,599.00</b>	<b>1,266,139.00</b>	<b>1,333,645.00</b>	<b>910,589.64</b>	<b>882,478.00</b>
			<b>History Expense FY 21-22</b>	<b>History Expenses 22-23</b>	<b>Actual Adopted 23-24</b>	<b>Ending Projection For FY 23-24</b>	<b>Preliminary Budget FY 24-25</b>

**For ADOPTION @ 6/20/2024 Board Meeting**

**FIXED ASSETS TO BE ACQUIRED**

**FISCAL YEAR 2024-25**

**PRELIMINARY BUDGET**

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

DESCRIPTION	GL Code	LAND 41410100	BUILDING 42420100	STRUCTURES & IMPROVEMENT 42420200	EQUIPMENT 43430300
<b>TOTAL FUND 339A</b>		-	-	-	-

# Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS  
County of Sacramento, State of California  
**RESOLUTION 2024-02**  
**ADOPTING PRELIMINARY BUDGET FUND 339-A**

**WHEREAS**, hearings have been ended during which time all additions and deletions to the PRELIMINARY BUDGET for FISCAL YEAR 2024-25 for FUND 339A were made, and

**THEREFORE, IT IS HEREBY RESOLVED** in accordance with Board Policy 1090 regarding the Budget Preparation of the Final Budget for the Fiscal Year 2024-25 for Fund 339-A be and is hereby adopted in accordance with the following:

1. Salaries and employee benefits	<u>\$414,184.00</u>
2. Services and Supplies	<u>\$429,910.00</u>
3. Other Charges	<u>\$38,384.00</u>
4. Fixed Assets	
a. Land	<u>\$ 0.00</u>
b. Structures and Improvements	<u>\$ 0.00</u>
c. Equipment	<u>\$</u>
5. Expenditure Transfers	<u>\$ 0.00</u>
6. Contingencies	<u>\$ 0.00</u>
7. Provision for reserve increases	<u>\$ 0.00</u>
TOTAL BUDGET REQUIREMENTS	<u>\$882,478.00</u>

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

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

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

**PASSED AND ADOPTED** by the Arcade Creek Recreation and Park District Board of Directors, the County of Sacramento, State of California by the following vote, to wit on June 20, 2024.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Chairperson, Board of Directors

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Secretary Board of Directors

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

<b>Meeting Date:</b> June 20, 2024		<b>Item #9e</b> New Business
<b>Subject:</b> Resolution 2024-03		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report Coordinated &amp; Prepared by</b> <i>Denis Nishihara</i> General Manager
<p><b>Objective</b> Adopt Resolution 2024-03 PRELIMINARY BUDGET for FISCAL YEAR 2024-25 for FUND 339D</p> <p><b>Background</b> A Public Hearing was held on May 16<sup>th</sup> to review the FY24/25 Budget for fund 339D, as such all additions and deletions to the PRELIMINARY BUDGET for FISCAL YEAR 2024-25 for FUND 339D were recommended and facilitated in accordance with Board Policy 1090 regarding the Budget Preparation of the Final Budget for the Fiscal Year 2024-25 for Fund 339-D</p> <p><b>Analysis</b> The preliminary budget shall be submitted to the County of Sacramento Department of Finance (DOF) on Friday, June 21<sup>st</sup> based on their operational policy. The final budget shall be adopted in August 2024 and delivered to the DOF in September.</p> <p><b>Budget Impact</b> None</p> <p><b>Proposed Action</b> Adoption of Resolution 2024-03</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b> 1. Budget 339D 2. Resolution 2024-03



**FISCAL YEAR 2024-25 PRELIMINARY BUDGET for 339D**

**FINANCING REQUIREMENTS SCHEDULE FOR FUND 339D DISTRICT PROJECTS - ARCADE CREEK RECREATION AND PARK**

<u>APPROPRIATIONS BY OBJECT OF EXPENDITURE</u>		<u>MEANS OF FINANCING THE BUDGET REQUIREMENTS</u>			
<u>OBJECT 10 - SALARIES AND EMPLOYEE BENEFITS</u>	\$ -	<u>ESTIMATED REVENUE</u>			\$ 128,408
<u>OBJECT 20 - SERVICES AND SUPPLIES</u>	\$ -	<u>RESERVES TO BE DECREASED</u>			
<u>OBJECT 30 - OTHER FINANCING USES</u>		<u>GENERAL RESERVES DECREASE</u>	-		
<u>LOAN AND LEASE REPAYMENTS</u>		<u>ENCUMBRANCE DECREASE</u>	-		
<u>INTEREST AND PRINCIPAL</u>	\$ -	<u>OTHER RESERVE DECREASE</u>	-		
<u>TAXES/LICENSES/ASSESSMENTS</u>					
<u>JUDGEMENTS/DAMAGES</u>	-				
<u>TOTAL OBJECT 30 - OTHER FINANCING USES</u>	\$ -	<u>TOTAL RESERVES TO BE DECREASED</u>			225,000
<u>OBJECT 40 - FIXED ASSETS</u>		<u>FUND BALANCE AVAILABLE DECREASE</u>	-		
<u>OBJECT 41 - LAND ACQUISITION</u>	\$ -	<u>ESTIMATED LONG-TERM LOAN PROCEEDS</u>			
<u>OBJECT 42 - STRUCTURES AND IMPROVEMENTS</u>	128,408	<u>TOTAL AVAILABLE FINANCING</u>			\$ 353,408
<u>OBJECT 43 - EQUIPMENT</u>	225,000				
<u>OBJECT 44 - COMPUTER SOFTWARE</u>	\$ -				
<u>OBJECT 45 - INFRASTRUCTURE</u>	\$ -				
<u>OBJECT 46 - INTANGIBLES</u>					
<u>TOTAL OBJECT 40 - FIXED ASSETS</u>	\$ 353,408				
<u>OBJECT 50 - FUNDS TRANSFERS OUT</u>	\$ -	<u>FUND EQUITY SCHEDULE</u>	<u>EST. BALANCE</u>	<u>ADJUSTED FUND</u>	
<u>OBJECT 59 - FUNDS TRANSFERS IN</u>		<u>RESERVES</u>	<u>AS OF 6/30/2024</u>	<u>INCREASES</u>	<u>DECREASES</u>
<u>OBJECT 60 - INTRAFUND TRANSFERS IN OR OUT</u>	-	<u>GENERAL</u>		\$ -	\$ -
<u>OBJECT 79 - APPROPRIATIONS FOR CONTINGENCIES</u>	-	<u>ENCUMBRANCE</u>	-	-	-
<u>OBJECT 80 - OTHER COMMODITIES</u>	-	<u>OTHER</u>	-	-	-
<u>PROVISIONS FOR RESERVE INCREASES</u>		<u>FUND BALANCE AVAILABLE</u>	229,000	-	-
<u>GENERAL RESERVES</u>		<u>TOTALS</u>	\$ 229,000	\$ -	\$ 225,000
<u>OTHER RESERVES</u>					\$ 4,000
<u>TOTAL BUDGETARY REQUIREMENT</u>	353,408	<u>APPROPRIATIONS LIMIT</u>	\$ -		
<u>TOTAL DIFFERENCE:</u>	\$ -	<u>APPROPRIATIONS SUBJECT TO LIMIT</u>	-		
		<u>OVER/UNDER LIMIT</u>	\$ -		

# For Adoption @ 6/20/2024 Board Meeting

# Revenues

## REVENUE DETAIL SCHEDULE - FY 2024-25 PRELIMINARY

## District Projects

### SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	Actual Adopted 21-22 Received	Actual Adopted 22-23 Received	Actual Adopted 23-24 Final	Ending Projection FY 23-24	Preliminary Budget FY 24-25
<b>FUND</b>	<b>339 D</b>	<b>ARCADE CREEK REC &amp; PARK DISTRICT</b>					
9339343	94941000	INTEREST INCOME	(720.00)	0.00	-	(4,865.00)	-
9339343	94941105	Contributions Special Dist (SPF/Donations/Etc)	-	-		-	
<b>Object 94</b>			<b>(720.00)</b>	<b>-</b>	<b>-</b>	<b>(4,865.00)</b>	<b>-</b>
9339343	95952900	In Lieu Taxes -	-		-		
9339343	95956300	STATE-FED GRANTS (Dist Proj/Bridge Proj)	-		-		
"	"	STATE-FED GRANTS (Dist Proj/Per Capita Funds)	-	(147,427.00)	(128,408.00)	(50,000.00)	(128,408.00)
9339343	95956900	STATE AID OTHER MISC PROG (339I-Impact Fees)	(45,012.00)	0.00	(300,000.00)	(250,000.00)	(225,000.00)
9339343	95956910	STATE MATCH (Umpqua Line of Credit)	-	(175,044.00)	-	-	
<b>Object 95</b>			<b>(45,012.00)</b>	<b>(322,471.00)</b>	<b>(428,408.00)</b>	<b>(300,000.00)</b>	<b>(353,408.00)</b>
9339343	<b>8036000</b>	<b>Appropriations</b>					
		<b>FUND CENTER 9339343</b>	<b>(45,732.00)</b>	<b>(322,471.00)</b>	<b>(428,408.00)</b>	<b>(304,865.00)</b>	<b>(353,408.00)</b>
		<b>FUND TOTAL 339D District Projects</b>	<b>(45,732.00)</b>	<b>(322,471.00)</b>		<b>(304,865.00)</b>	<b>(353,408.00)</b>
			<b>Actual Adopted 21-22</b>	<b>Actual Adopted 22-23</b>	<b>Actual Adopted 23-24</b>	<b>Ending Projection FY 21-22</b>	<b>Preliminary Budget FY 23-24</b>

<b>REVENUE DISTRICT TOTAL (supplied by County) 339A + 339D</b>	<b>(860,735)</b>	<b>(1,032,633)</b>	<b>0</b>
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# For ADOPTION @ 6/20/2024 Board Meeting

## EXPENDITURE DETAIL SCHEDULE - FY 2024-25 PRELIMI 339D

### SPECIAL DISTRICT - ARCADE CREEK RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	History Expense FY 21-22	History Expense FY 22-23	Actual Adopted 23-24	Ending Projection FY 23-24	Preliminary Budget FY 24-25
FUND	339 D	ARCADE CREEK RECREATION AND PARK DISTRICT	Actual	Actual	Final		
9339343	20227504	MISCELLANEOUS		31,410.00			
		Object 20		31,410.00			
	42420100	BUILDINGS					128,408.00
9339343	42420110	LEASEHOLD IMP (OAKDALE PARK)	-				-
9339343	42420200	STRUCTURES (ACP & HSP Improvements)	53,409.00	165,648.39			
		Object 42	53,409.00	165,648.39		-	128,408.00
9339343	43430300	EQUIPMENT -SD - NON-RECON (New Play Equip)	11,016.00				225,000.00
		Object 43	11,016.00	-		-	225,000.00
9339343	45450300	INFRASTRUCTURE (BRIDGE PROJECT)	-				
		Object 45	-	-		-	-
9339343	46460300	INTANGIBLES (HSP site plan & location)	-				
9339343	46461300	INTANGIBLES	-				
		Object 46	-	-		-	-
<b>FUND CENTER 9339343</b>			<b>64,425.00</b>	<b>197,058.39</b>		<b>-</b>	<b>353,408.00</b>
<b>FUND TOTAL 339 D</b>			<b>64,425.00</b>	<b>197,058.39</b>		<b>-</b>	<b>353,408.00</b>
			<b>History Expense FY 21-22</b>	<b>History Expense FY 22-23</b>	<b>Actual Adopted 22-23</b>	<b>Ending Projection FY 22-23</b>	<b>Preliminary Budget FY 23-24</b>

# For ADOPTION @ 6/20/2024 Board Meeting

## FIXED ASSETS TO BE ACQUIRED

**FISCAL YEAR 2024-25**      **PRELIMINARY BUDGET**

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

DESCRIPTION	GL Code	STRUCTURES &		EQUIPMENT	COMPUTER SOFTWARE	INFRASTRUCTURE	INTANGIBLE
		BUILDING 42420100	IMPROVEMENT 42420200				
<hr/>							
Buildings - Repair/ADA & HSP Improvements							
Arcade Creek Park Improvement Project							0
ACP Improvements (Prop 68 Per Capita							
ACP Restroom			128,408				
HSP Playground				225,000			
Pedestrian Bridge RTP Grant Project							
Community Center residing							
HSP Site Plans & Location							
<hr/>							
		0	128,408	225,000	0	0	0

# Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS  
County of Sacramento, State of California  
**RESOLUTION 2024-03**  
**ADOPTING PRELIMINARY BUDGET FUND 339-D**

**WHEREAS**, hearings have been ended during which time all additions and deletions to the PRELIMINARY BUDGET for FISCAL YEAR 2024-25 for FUND 339D were made, and

**THEREFORE, IT IS HEREBY RESOLVED** in accordance with Board Policy 1090 regarding the Budget Preparation of the Final Budget for the Fiscal Year 2024-25 for Fund 339-D be and is hereby adopted in accordance with the following:

1. Salaries and employee benefits	\$ 0.00
2. Services and Supplies	\$ 0.00
3. Other Charges	\$ 0.00
4. Fixed Assets	\$353,408.00
a. Land	\$ 0.00
b. Structures and Improvements	\$128,408.00
c. Equipment	\$225,000.00
5. Intangibles	\$ 0.00
6. Expenditure Transfers	\$ 0.00
7. Contingencies	\$ 0.00
8. Provision for reserve increases	\$ 0.00
TOTAL BUDGET REQUIREMENTS	\$353,408.00

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

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

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

**PASSED AND ADOPTED** by the Arcade Creek Recreation and Park District Board of Directors, the County of Sacramento, State of California by the following vote, to wit on June 20, 2024.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Chairperson, Board of Directors

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Secretary Board of Directors

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