

# Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING  
THURSDAY October 19, 2023 @ 6:00 p.m.  
At the Herzog Community Center Oak (Small) Room  
4855 Hamilton Street, Sacramento, CA 95841  
AGENDA

1. **Call to Order and perform Roll Call.** (Chair – Alex Vassar)
2. **Public Comment** – this is the opportunity for members of the public to address the Board on any topic within the Board’s jurisdiction NOT listed on the agenda. The Board will take comments only but cannot act upon any item not listed on the Agenda.  
**Each speaker will be limited to five minutes of time.**  
The Board will not receive comments relating to District Personnel during this time. These comments must be made in writing to the General Manager and in the case of the General Manager made in writing to the Chairperson of the Board.  
**Questions about the daily operation of the park district should be directed to the General Manager during normal working hours when possible.**  
Comments related to a specific item on the agenda will be received by the Board at that time during the meeting. Members of the public may gain recognition by registering with the Secretary to the Board prior to the start of the meeting or by raising their hand to be recognized by the Chairperson of the Board at the time they wish to speak, and public comment is welcomed.  
**Although public comments on agenda items are welcomed during each discussion, public comments of a general nature will not be received once the Board Chair has closed the Public Comment period.**
3. **Announcements** (Staff)
4. **Task Started, Revised or Accomplished**
5. **Consent Agenda**-*these items are expected to be routine and noncontroversial. Any Board member may ask that an item be removed from the Consent Items list and it will be considered as a separate item under New Business. The Board by motion and second will be asked to approve all items on the list without discussion.*
  - a. **Draft Meeting Minutes:** Board Meeting 9/21/2023
  - b. FY 23-24 Period 3 **Financial Reports 339A**
  - c. FY 23-24 Period 3 **Financial Reports 339D**
  - d. FY 23-24 Period 3 **Multi Accounts Revenue Reports**
  - e. FY 23-24 Period 3 **Payroll Report**
  - f. FY 23-24 Period 3 **Rental & Misc. Revenue Report Attributed To Stated Period**
  - g. Correspondence **received and sent**
  - h. General Managers Report

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

## 6. Old Business:

- a. Appoint to fill vacancy on ACRPD Board
- b. Proposals for new playground at Hamilton Street Park
- c. Monthly update on Nature Trail at Arcade Creek Park
- d. Director Dworetzky - Discuss District Salary Ranges

## 7. New Business:

- a. Planning: Recruitment for GM
- b. ~~General Manager Recruitment~~ Update Policy 2901

## 8. Board Discussion

- a. General discussion on topics for future meetings

## 9. Adjournment of the meeting

The next regular Board of Directors meeting will be held Thursday November 16, 2023, at 6:00 p.m.

### **NOTICE**

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

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

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

<b>8. Tasks Started or Accomplished</b>			<b>10/19/2023 Meeting</b>		
<i>File: District Planning Goals/Task Started or Accomplished</i>					
<b>Priority Legend</b>					
<b>1</b>	To Do ASAP				
<b>2</b>	Request John w/Resotation Landscape				
<b>3</b>	22/23 - Budget Year To Do				
<b>4</b>	Future Budget Years				

<b>Safety</b>			<b>Appearances</b>			<b>Amenities</b>		
<b>Priority</b>	<b>Description</b>	<b>Status</b>	<b>Priority</b>	<b>Description</b>	<b>Status</b>	<b>Priority</b>	<b>Description</b>	<b>Status</b>
1	Tow sign / tow trucks	<b>UNDERWAY</b>	1	Interior lights HSP rental facilities	<b>STARTED</b>	2	Remove baseball diamond backstop frame	<b>STARTED</b>
2	Park benches/ tables		1	ACP - Basketball rims		3	Basketball courts @ HSP & ACP	
3	HSP lights - Park restrooms, facilities, office		2	HSP Group picnic area		3	HSP Playground equipment (update/add)	
3	ACP lights - Park restrooms		3	Signs on Jo Smith Nature Trail		3	Pickle Ball Courts	
4	Creek Erosion		3	Maintenance shop		3		
2	Skunk trapping at office 7 skunks caught		3			3	Euclpytus tree fell down on fence	
2			2	Tagging @ HSP 11/5/2022				
2	Raised rails on bridge for summer Trees down at HSP		2	HSP poles & chains removed & holes filled in				
3	Repaired and painted exterior of Large room		1	Additional trees fell down during rain/wind				

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

**MINUTES**

Of

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

Held on

**Thursday September 21, 2023 at 6:00 p.m.**

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

---

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

**Board Members Present:** A. Vassar, M. Hanson, T. Dworetzky, S. Miller

**Board Members Absent:** One vacant seat

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

**Legal Counsel Present:** No

**Auditor Present:** No

**Presentation(s):** None

**Visitor(s) That Signed In:** None

---

**2. PUBLIC COMMENTS:**

None

**3. ANNOUNCEMENTS:**

Staffed informed the Director's that the office manager, Kim Cook had tendered a letter stating that she would be retiring in 2024.

**4. TASK STARTED, REVISED OR ACCOMPLISHED:**

Item received.

It was requested that staff remove the completed task item(s) from the list after completion.

**5. CONSENT ITEMS:**

**a. Draft Meeting Minutes:** Board Meeting 8/17/2023

**b. FY 23-24 Period 2 Financial Reports 339A**

**c. FY 23-24 Period 2 Financial Reports 339D**

**d. FY 23-24 Period 2 Multi Accounts Revenue Reports**

**e. FY 23-24 Period 2 Payroll Report**

**f. FY 23-24 Period 2 Rental & Misc. Revenue Report Attributed To Stated Period**

**g. Correspondence received and sent**

**h. General Managers Report**

## MINUTES of Board of Directors Meeting

September 21, 2023

Page 2 of 3

### 5. CONSENT ITEMS: (cont.)

Director Hanson requested that item “h” be pulled from the consent items.

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

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

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

Absent: Abstained: Vacant: one seat

It was requested by the Director’s that notification/alert reports that are emailed to the Homeless Outreach Team (HOT) be cc’d to the board members and a government official(s), and to provide a log count of how many reports have been sent each month.

**Motion No. 2:** It was moved by Director M. Hanson and seconded by Director T. Dworetzky to approve consent “h”.

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

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

Absent: Abstained: Vacant: one seat

Several items were elevated or changed in the agenda order: the minutes reflect these changes.

### 7. NEW BUSINESS:

**a.** Discuss appointment process to fill vacant Board position

Information was received that Director Amanda Gualderama had resigned from the Board of Directors.

Staff informed the Board that the process to find a replacement would begin the following day. Notice of the vacancy would be posted within the park boundaries and it would be posted on the district’s website.

**b.** Select/elect a Secretary/Treasurer for the Board to fill a vacancy

**Motion No. 3:** It was moved by Director S. Miller to nominate Director Dworetzky as the new Secretary/Treasurer and seconded by Director T. Dworetzky.

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

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

Absent: Abstained: Vacant: one seat

**c.** Planning

Director Miller stated that long-term planning needed to be started to find replacements for the office manager, general manager and three of the board members whose terms will end in 2024.

### 6. OLD BUSINESS:

**a.** Proposals for new playground at Hamilton Street Park

Return to October agenda.

It was requested that staff send an email copy of the bid items that were submitted.

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

September 21, 2023

Page 3 of 3

### **6. OLD BUSINESS: (cont.)**

- b.** Update on pickleball courts  
Information and update received.
  
- c.** Monthly update on Nature Trail at Arcade Creek Park  
Update received.
  
- d.** Director Dworetzky - Discuss District Salary Ranges  
Return to October agenda.

### **7. NEW BUSINESS: (cont.)**

- d.** Approval to close Umpqua Project Fund checking account xxxx9025

**Motion No. 4:** It was moved by Director T. Dworetzky and seconded by Director S. Mill to close the Umpqua checking account ending in xxxx9025.

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

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

Absent: Abstained: Vacant: one seat

### **8. BOARD DISCUSSION**

- a.** General discussion on topics for future meetings.  
Recruitment for the General Manager.

Possible training by CAPRI to present information on the Boards functions and the Brown Act.

### **9. ADJOURNMENT OF THE MEETING.**

The chairperson adjourned the meeting at 7:30 pm.

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

**September 2023  
Period 3 of 13**

**FYTD Completed = 23%**

CODE	CATEGORIES	2023-24 Budget	September	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	252,114.00	17,372.69	50,724.40	201,389.60	20%
"	<b>Part-time Salaries</b>			-		-0-
"	<b>P/T Monitors</b>	31,360.00	1,072.00	3,740.00	27,620.00	12%
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	250.00	500.00	3,000.00	14%
10113200	Salaries & Wages - Time/one half (OT)	4,000.00	270.72	521.94	3,478.06	13%
"	Salaries/Wages - Strt Time (No Retirement Contribution)		118.40	132.83	(132.83)	#DIV/0!
10121000	Retirement - ER Cost 6502 (@11.84%)	14,245.00	1,188.12	3,368.69	10,876.31	24%
"	Retirement - ER Cost 30003 (@10.1%)	13,312.00	741.12	2,134.59	11,177.41	16%
"	Retirement - ER Cost 26990 (@7.68%)					
"	Retirement - <b>UAL</b> (-0- mthly or -0-)			-	-	#DIV/0!
"	Retirement Acturial Cost #6502 & 30003	1,000.00		700.00	300.00	70%
10122000	Social Security (OASDHI rate=7.65%)	22,260.00	1,459.88	4,254.86	18,005.14	19%
10123000	Group Insurance - Employer Cost			-		-0-
"	<b>Medical + Admin fee</b>	45,213.00	2,752.92	8,261.95	36,951.05	18%
"	<b>Dental</b>	1,986.00	125.37	501.48	1,484.52	25%
"	<b>Vision</b>	413.00	24.57	98.28	314.72	24%
"	<b>EAP</b>	171.00	-	32.04	138.96	19%
10124000	Work Comp Ins - Employer Cost	5,225.00	1,306.25	2,612.50	2,612.50	50%
10125000	State Unemployment Insurance (Pool)	1,000.00	6.40	43.88	956.12	4%
10128000	Health Care Retirees	2,002.00	153.72	614.96	1,387.04	31%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)			-	-	#DIV/0!
	<b>TOTALS:</b>	<b>397,801.00</b>	<b>26,842.16</b>	<b>78,242.40</b>	<b>319,558.60</b>	<b>20%</b>

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

**September 2023  
Period 3 of 13**

**FYTD Completed = 23%**

CODE	Service & Supply	2023-24 Budget	September	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	220.00		75.00	145.00	34%
20202900	Business/Conference Expenses	2,200.00	115.00	189.94	2,010.06	9%
20203600	Education and Training Supplies			-	-	#DIV/0!
20203807	Workplace Amenities			-	-	#DIV/0!
20205100	Insurance - Liability	81,497.00		40,748.50	40,748.50	50%
20206100	Memberships Dues	6,050.00		2,665.00	3,385.00	44%
20207600	Office Supplies	1,650.00	152.27	152.27	1,497.73	9%
20207602	Signs	1,100.00		-	1,100.00	0%
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		5,400.00	22,100.00	20%
20210400	Agricultural/Horticultural Supplies	550.00		-	550.00	0%
20211100	Building Maintenance Service	2,200.00		142.00	2,058.00	6%
20211200	Building Maintenance Supplies	550.00		-	550.00	0%
20212200	Chemical Supplies (new)			-	-	#DIV/0!
20213100	Electrical Maintenance Services	5,914.00		-	5,914.00	0%
20213200	Electrical Maintenance Supplies	220.00		-	220.00	0%
20214100	Land Improvement Maintenance Service	12,000.00		6,174.00	5,826.00	51%
20214200	Land Improvement Maintenance Sup.	5,500.00		33.20	5,466.80	1%
20215100	Mechanical System Maintenance Svcs.	45,000.00		769.00	44,231.00	2%
20215200	Mechanical System Maintenance Sup.	3,300.00		-	3,300.00	0%
20216200	Painting Supplies	1,650.00	29.89	29.89	1,620.11	2%
20216700	Plumbing Maintenance Service (new)	1,100.00		-	1,100.00	0%
20216800	Plumbing Maintenance Supplies	550.00		-	550.00	0%
20219100	Electricity	22,000.00	1,711.87	5,205.49	16,794.51	24%



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

**September 2023  
Period 3 of 13**

**FYTD Completed = 23%**

CODE	Service & Supply	2023-24 Budget	September	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	3,300.00	15.11	58.99	3,241.01	2%
20219300	Refuse Collection/Disposal	3,300.00	189.90	569.70	2,730.30	17%
20219500	Sewage Services	2,200.00		276.28	1,923.72	13%
20219800	Water	38,500.00	2,083.15	5,268.23	33,231.77	14%
20220500	Automotive Maintenance Service	3,850.00		-	3,850.00	0%
20220600	Automotive Maintenance Supplies	550.00		-	550.00	0%
20221100	Grounds Equipment Maintenance Svcs.	4,400.00		62.50	4,337.50	1%
20221200	Grounds Equipment Maintenance Sup.	4,400.00	184.00	286.44	4,113.56	7%
20222600	Hand / Expendable Tools	550.00	78.92	78.92	471.08	14%
20223600	Fuel and Lubricant Supplies	5,500.00	568.76	1,141.55	4,358.45	21%
20226200	Office Equip. Maintenance Supplies	1,100.00		-	1,100.00	0%
20227500	Rent/Lease Equipment	550.00		-	550.00	0%
20227501	Copy Machine - Lease			-	-	#DIV/0!
20227504	Miscellaneous	550.00		73.63	476.37	13%
20229100	Other Equip Maint. Service	2,200.00		-	2,200.00	0%
20229200	Other Equip Maint. Supply	2,200.00		-	2,200.00	0%
20231400	Clothing/Personal Supplies	110.00		-	110.00	0%
20232200	Custodial Supplies	6,600.00	303.68	996.45	5,603.55	15%
20243700	Lab (Medical) Service (Drug Testing)	110.00		-	110.00	0%
20244300	Medical Service (Pre-emp. testing)	220.00	100.00	100.00	120.00	45%
20244400	Medical Supplies (First Aid)	330.00		-	330.00	0%
20250700	Assessment / Collection Services	8,690.00	114.00	114.00	8,576.00	1%
20252100	Temporary Services			-	-	#DIV/0!
20253100	Legal Services	8,800.00	2,137.50	2,902.50	5,897.50	33%
20255100	Planning Service-	10,000.00	600.00	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**

**September 2023  
Period 3 of 13**

**FYTD Completed = 23%**

CODE	CATEGORIES	2023-24 Budget	September	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	2,750.00		-	2,750.00	0%
20281201	Hardware (Computer)			-	-	#DIV/0!
20281265	Application Software Maint Lic Renewal	3,300.00	660.00	759.99	2,540.01	23%
20281304	Sales Tsx Adj - Board of EQ			-	-	#DIV/0!
20281700	Election Services			-	-	#DIV/0!
20283102	Mileage	550.00	29.02	54.34	495.66	10%
20285100	Recreation Services	3,300.00		-	3,300.00	0%
20285200	Recreation Supplies	3,300.00		-	3,300.00	0%
20285300	Recreation Supp. (P-S) ELP Program			-	-	#DIV/0!
20288000	Prior Year Service & Supply Expe			-	-	#DIV/0!
20289800	Other Operating Expenses - Supplies	350.00		344.79	5.21	99%
20289900	Other Operating Exp. - Misc. expenses	220.00		-	220.00	-0-
20291300	Auditor/Controller Services	7,150.00		-	7,150.00	0%
20291500	Compass Costs	1,180.00		1,095.83	84.17	93%
20291700	Alarm Services	4,928.00	240.00	2,046.13	2,881.87	42%
20298700	Telephone Services	4,400.00	340.60	1,021.26	3,378.74	23%
20298701	Cell Phones	1,650.00	63.72	787.60	862.40	48%
20299909	Expenditure Reimbursements	22,000.00		-	22,000.00	0%
<b>TOTALS:</b>		<b>396,150.00</b>	<b>\$ 9,717.39</b>	<b>\$ 81,799.42</b>	<b>\$ 314,350.58</b>	<b>21%</b>

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

**September 2023  
Period 3 of 13**

**FYTD Completed = 23%**

CODE	CATEGORIES	2023-24 Budget	September	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	5,860.00	502.65	2,084.63	3,775.37	36%
30323000	Lease Obligation Retirement(Side Fund)	31,800.00	2,600.00	10,400.00	21,400.00	33%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	775.00		-	775.00	0%
<b>TOTALS:</b>		<b>38,435.00</b>	<b>\$ 3,102.65</b>	<b>\$ 12,484.63</b>	<b>\$ 25,950.37</b>	<b>32%</b>

**FYTD Completed = 23%**

CODE	CATEGORIES	2023-24 Budget	September	Expended To Date	Balance	Percent Expended
42420100	Buildings - HSP Shop Renovation	450,000.00	780.00	12,570.00	437,430.00	3%
"	Buildings - HSP Retrofit Lighting Proj	25,000.00		23,922.81	1,077.19	96%
"	Buildings - HSP Pickleball Conversion	5,000.00		-	5,000.00	0%
42420100	Building - Community Ctr Upgrades			-	-	#DIV/0!
<b>TOTALS:</b>		<b>480,000.00</b>	<b>\$ 780.00</b>	<b>\$ 36,492.81</b>	<b>\$ 443,507.19</b>	<b>8%</b>

**FYTD Completed = 23%**

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

**Grand Total \$ 1,695,355.00 \$ 40,442.20 \$ 209,019.26 \$ 1,486,335.74 12%**

*Grand Total Corrected to  
include GL79790100  
Contingencies amount*

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

**September 2023  
Period 3 of 13**

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

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

**September 2023**  
**Period 3 of 13**

**FYTD Completed = 23%**  
**Percent Received**

<b>Account</b>		<b>2023-24 Budget</b>	<b>September</b>	<b>Received To Date</b>	<b>Unrealized</b>	<b>FYTD Completed = 23%</b>	<b>Percent Received</b>
91910100	Property Tax-Current Secured	700,000.00		-	700,000.00	0%	
91910200	Property Tax-Current Unsecured	23,000.00		-	23,000.00	0%	
91910300	Property Tax-Current Sup.	18,000.00		-	18,000.00	0%	
91910400	Property Tax Sec. Delin.(+Teeter)	4,000.00		-	4,000.00	0%	
91910500	Property Tax Supplemental Delin.	1,000.00		-	1,000.00	0%	
91910600	Property Tax-Unitary	6,000.00		-	6,000.00	0%	
91912000	Redemption	50.00		-	50.00	0%	
91913000	Property Tax Prior Unsecured	400.00		-	400.00	0%	
91914000	Penalty	150.00		-	150.00	0%	
91919600	RDA Residual Distribution	10,000.00		-	10,000.00	0%	
<b>Total Taxes</b>		<b>\$ 762,600.00</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 762,600.00</b>	<b>0%</b>	
94941000	Interest	2,000.00		-	2,000.00	0%	
94942900	Building Rental (Parks & Facilities)	4,674.00		2,690.00	1,984.00	58%	
"	Building Rental (Cell Towers 4610.42)	55,326.00	4,610.42	13,831.26	41,494.74	25%	
95952200	Homeowner Property Tax Relief	5,000.00		-	5,000.00	0%	
95952900	In Lieu Taxes - Other			-	-	#DIV/0!	
95953300	Redevelopment Passthru	7,000.00		-	7,000.00	0%	
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		-	5,000.00	0%	
97979900	Prior Year (Funds moved to )			-	-	#DIV/0!	
98986200	Proceeds from Asset sale - Spec Dist			-	-	#DIV/0!	
	Fund Balance Available =xxxxxxx.xx			-	-	#DIV/0!	
<b>Problem</b>	**County Error In Process of Correction**	-		-	-	0%	
<b>Total Other Revenue</b>		<b>\$ 97,000.00</b>	<b>\$ 4,610.42</b>	<b>\$ 16,521.26</b>	<b>\$ 80,478.74</b>	<b>17%</b>	
<b>Total Revenue</b>		<b>\$ 859,600.00</b>	<b>\$ 4,610.42</b>	<b>\$ 16,521.26</b>	<b>\$ 843,078.74</b>	<b>2%</b>	

**Register Expense Report**  
**Period 3**  
**Account**

**FY 2023/2024**  
**9/1/2023 Through 9/30/2023**  
**339A**  
**September Report**

**Not**  
**Clrd**

Date	Num	Description	Memo	Category	Clrd	Amount
9/6/2023	24898	S Bar-Hein Co. - 1463	Chain, spark plug	221200 Ground Equip Maint. Supplies	c	(33.67)
			Prunner, 2/rakes	222600 Hand - Expendable Tools	c	(70.01)
			6pk oil	223600 Fuel & Lubricant Supplies	c	(18.30)
9/6/2023	24899	S CalPERS - 521	8/16 - 8/31/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(349.26)
			8/16 - 8/31/2023 ER Contrib	121000 Retirement ER Cost	c	(590.75)
9/6/2023	24900	S CalPERS - 521	8/16 - 8/31/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(250.56)
			8/16 - 8/31/2023 ER Contrib	121000 Retirement ER Cost	c	(361.52)
9/6/2023	24901	S Central Control System - 23278	7/2023 Wireless Irrigation	281265 Application Software Maint. Lic	c	(220.00)
			8/2023 Wireless Irrigation	281265 Application Software Maint. Lic	c	(220.00)
			9/2023 Wireless Irrigation	281265 Application Software Maint. Lic	c	(220.00)
9/6/2023	24902	Cintas - 56036	8/30/2023 - Custodial	232200 Custodial Supplies	c	(125.50)
9/6/2023	24903	Crime Alert Security - 41852	10/2023- 12/31/2023 Alarm System Office & Shop	291700 Alarm Services	c	(240.00)
9/6/2023	24904	Fast Break - 37998	8/2023 Phone service	298700 Telephone Services	c	(195.00)
9/6/2023	24905	S Home Depot - 2843	Paint items	216200 Painting Supplies	c	(29.89)
			Sanding disc	222600 Hand - Expendable Tools	c	(8.91)
			Gumout starting fluid	223600 Fuel & Lubricant Supplies	c	(4.28)
			Custodial items	232200 Custodial Supplies	c	(52.68)
9/6/2023	24906	J&J Locksmith - 1833	8 locks	221200 Ground Equip Maint. Supplies	c	(150.33)
9/6/2023	24907	Kim Cook - 919996	8/23/2023- Mileage Reimb	283102 Mileage	c	(14.51)
9/6/2023	24908	Orbit Station - 33714	8/2023 - Fuel Chgs	223600 Fuel & Lubricant Supplies	c	(151.18)
9/6/2023	24909	PG&E - 1383	8/2023 - Billing	219200 Natural Gas Service	c	(15.11)
9/6/2023	24910	Republic Services - 57909	8/2023 - Billing	219300 Refuse Collection-Disposal	c	(189.90)
9/6/2023	24911	Restoration Landscape - 71858	HSP Shop Reno Proj - Shore up blding	420100 Building	c	(780.00)
9/6/2023	24912	Sacramento Suburban Water - 26158	8/2023 Myrtle (Oak)	219800 Water	c	(790.93)
9/6/2023	24913	Sacramento Suburban Water - 26158	8/2023 HSP	219800 Water	c	(157.95)
9/6/2023	24914	SMUD - 4025	8/2023 - SMUD Billing	219100 Electricity	c	(1,711.87)
9/6/2023	24915	S T-Mobile - 32685	8/2023 - District Cell Phone	298701 Cell Phones	c	(30.54)
			GM phone (final purchase pmt)	298701 Cell Phones	c	(33.18)
9/6/2023	24916	S Umpqua CC - 71085	CPRS Expo / Carmichael Dist	202900 Business Conference Expenses	c	(70.00)
			CPRS Expo - Double billed - requesting refund	202900 Business Conference Expenses	c	(45.00)
9/12/2023	24917	CAPRI - 8761	2nd Qtr W/C FY 23/24	124000 Workers Comp	c	(1,306.25)
9/12/2023	24918	Carmichael Box Shop - 59986	Live Scan - Mitchell	244300 Medical Service -EE & Live Sca	c	(25.00)
9/12/2023	24919	Cole Huber - 54641	8/2023 Ref: TRUSD Prop	253100 Legal Services	c	(2,137.50)
9/12/2023	24920	Comcast - 12322	9/2023 - Billing-Phone/HSI	298700 Telephone Services	c	(145.60)
9/12/2023	24921	Phillips 66 - 58398	9/2023 - Stmt (w/late fee)	223600 Fuel & Lubricant Supplies	c	(395.00)

9/14/2023	DepPermit	S	County Of Sacramento Deposit Permit	Studio / Field Space	942900 Building Rental + Other	c	-
				Event Building / GPA / Park Rentals	942900 Building Rental + Other	c	-
				Cell Tower	942900 Building Rental + Other	c	4,610.42
				Grants -	956300 State - Federal Grants	c	-
				Misc Funds Collected / Received	979000 Misc Other Revenues	c	-
				Rental Refunds	942900 Building Rental + Other	c	-
9/15/2023	P/R+Taxes	S	Payroll And Taxes	Period 8/16/2023 - 8/31/2023- Ck date 9/15/2023	111000 Salaries & Wages	c	(9,208.92)
				Brd Pay Ck date 9/15/2023	112400 Stipend Commission & Board	c	(250.00)
				Time/One Half - Ck date 9/15/2023	113200 OT & Straight Time	c	(225.23)
				OT Straight Pay - Ck date 9/15/2023	113200 OT & Straight Time	c	(57.75)
				OASDHI - Ck date 9/15/2023	122000 OASDHI	c	(745.24)
				SUI ER Contrib Ck date 9/15/2023	125000 SUI Insurance (ER Cost)	c	(6.40)
				Termination Pay	115200 Terminal Pay	c	-
9/15/2023	EFT		# 400045685 - Health Benefits	Health Benefits Pay Date 9/15/2023	123000 Health Insurance(s)	c	(1,370.61)
9/19/2023			24922 Anderson Project Mgmt Solutions - 133'	Proj: HSP Playground	255100 Planning Services	c	(600.00)
9/19/2023	24923	S	CalPERS - 521	9/1- 9/15/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(353.17)
				9/1- 9/15/2023 ER Contrib	121000 Retirement ER Cost	c	(597.37)
9/19/2023	24924	S	CalPERS - 521	9/1- 9/15/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(263.09)
				9/1- 9/15/2023 ER Contrib	121000 Retirement ER Cost	c	(379.60)
9/19/2023	24925	S	CalPERS Health - 12733	10/2023 - Medical - 4 EE's	5420516 Insurance (Clearing Acct)	c	(3,654.96)
				10/2023 - Medical - EE Admin Fee	123000 Health Insurance(s)	c	(11.70)
				10/2023- Medical - 2 Retirees	128000 Retiree Health Benefits	c	(153.72)
9/19/2023			24926 Cintas - 56036	9/13/2023 - Custodial	232200 Custodial Supplies	c	(125.50)
9/19/2023	24927	S	GSRMA - 29229	10/2023 - Dental - 3 EEs	123000 Health Insurance(s)	c	(125.37)
				10/2023 -Vision - 3 EEs	123000 Health Insurance(s)	c	(24.57)
9/19/2023			24928 J&J Locksmith - 1833	Office file cabinet - replace lock	207600 Office Supplies	c	(152.27)
9/19/2023			24929 LAFCo - 2263	FY2023-24 - Special District Assessment	250700 Assessment - Collection Services	c	(114.00)
9/19/2023			24930 Preferred Alliance - 34429	Non-Random Test - Pre-placement - Mitchell	244300 Medical Service -EE & Live Sca	c	(43.00)
9/19/2023			24931 Sacramento Suburban Water - 26158	9/2023 Garfield (ACP)	219800 Water	c	(1,134.27)
9/19/2023			24932 State Of CA-Dept Of Justice - 8186	DOJ- Mitchell	244300 Medical Service -EE & Live Sca	c	(32.00)
9/25/2023			24933 Kim Cook - 919996	9/20/2023- Mileage Reimb	283102 Mileage	c	(14.51)
9/25/2023	24934	S	Umpqua Bank - 52152	10/2023 - Side Fund Interest	321000 Interest Expense	c	(502.65)
				10/2023 - Side Fund Principal	323000 Lease Oblig Retirement Side Fur	c	(2,600.00)
9/29/2023	EFT		# 400045773 - Health Benefits	Health Benefits Pay Date 9/29/2023	123000 Health Insurance(s)	c	(1,370.61)
9/29/2023	P/R+Taxes	S	Payroll And Taxes	Period 9/1/2023 - 9/15/2023- Ck date 9/29/2023	111000 Salaries & Wages	c	(9,235.77)
				Brd Pay Ck date 9/29/2023	112400 Stipend Commission & Board	c	-
				Time/One Half - Ck date 9/29/2023	113200 OT & Straight Time	c	(45.49)
				OT Straight Pay - Ck date 9/29/2023	113200 OT & Straight Time	c	(60.65)
				OASDHI - Ck date 9/29/2023	122000 OASDHI	c	(714.64)
				SUI ER Contrib Ck date 9/29/2023	125000 SUI Insurance (ER Cost)	c	-
				Termination Pay	115200 Terminal Pay	c	-
					TOTAL 9/1/2023 - 9/30/2023		(40,702.82)

BALANCE 9/30/2023	(207,927.32)
TOTAL INFLOWS	4,610.42
TOTAL OUTFLOWS	-45,313.24
NET TOTAL	-40,702.82



Period 1 thru 3

Date	Num	Description	Memo	Clr	Amount
200500 Advertising - Legal Notices					
8/4/2023	24876	S Umpqua CC - 71085	CPRS - Job poeting Maint Wkr 1	c	(75.00)
<b>TOTAL 200500 Advertising - Legal Notices</b>					(75.00)
202900 Business Conference Expenses					
7/6/2023	24836	Umpqua CC - 71085	6/2023 Stmt	c	(40.40)
8/4/2023	24876	S Umpqua CC - 71085	Business lunch	c	(34.54)
9/6/2023	24916	S Umpqua CC - 71085	CPRS Expo / Carmichael Dist	c	(70.00)
			CPRS Expo - Double billed - requesting refund	c	(45.00)
<b>TOTAL 202900 Business Conference Expenses</b>					(189.94)
205100 Insurance - Liability					
7/6/2023	24823	CAPRI - 8761	7/2023-6/2024 -1st half Liability Ins Coverage	c	(40,748.50)
<b>TOTAL 205100 Insurance - Liability</b>					(40,748.50)
206100 Membership Dues					
7/6/2023	24824	CARPD - 12261	FY 2023-24 Dues	c	(2,500.00)
7/6/2023	24825	CPRS - 8165	2024 Membership Renewal - Gonzalez, L	c	(165.00)
<b>TOTAL 206100 Membership Dues</b>					(2,665.00)
207600 Office Supplies					
9/19/2023	24928	J&J Locksmith - 1833	Office file cabinet - replace lock	c	(152.27)
<b>TOTAL 207600 Office Supplies</b>					(152.27)
208100 Postage Service (PO Box)					
8/4/2023	24876	S Umpqua CC - 71085	1 Yr Renewal PO Box	c	(226.00)
<b>TOTAL 208100 Postage Service (PO Box)</b>					(226.00)
210300 Agriculture-Horticultural Service					
7/18/2023	24850	Raul's Tree Care - 69419	HSP - Trim, clear, haul (courts)	c	(1,600.00)
7/18/2023	24851	Raul's Tree Care - 69419	ACP - Trim, clear, haul (new RR)	c	(1,600.00)
7/27/2023	24858	Dave Weber - 54010	ACP Disk & clear lot	c	(700.00)
8/14/2023	24886	Raul's Tree Care - 69419	ACP - Clear trail on Garfield	c	(1,500.00)
<b>TOTAL 210300 Agriculture-Horticultural Service</b>					(5,400.00)

211100 Building Maint. Service

8/9/2023	24877	Defender Termite & Pest - 71461	8/3/2023 - HSP Pest Control	c	(70.00)
8/9/2023	24878	Defender Termite & Pest - 71461	8/3/2023 - Oakdale RR Pest Control	c	(72.00)
<b>TOTAL 211100 Building Maint. Service</b>					<b>(142.00)</b>

214100 Land Improvement Maint. Services

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)
<b>TOTAL 214100 Land Improvement Maint. Services</b>					<b>(6,174.00)</b>

214200 Land Improvement Maint. Supplies

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

215100 Mechanical Sys Maint. Services

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

216200 Painting Supplies

9/6/2023	24905	S Home Depot - 2843	Paint items	c	(29.89)
<b>TOTAL 216200 Painting Supplies</b>					<b>(29.89)</b>

219100 Electricity

7/12/2023	24843	SMUD - 4025	6/2023 - SMUD Billing	c	(1,614.13)
8/9/2023	24880	SMUD - 4025	7/2023 - SMUD Billing	c	(1,879.49)
9/6/2023	24914	SMUD - 4025	8/2023 - SMUD Billing	c	(1,711.87)
<b>TOTAL 219100 Electricity</b>					<b>(5,205.49)</b>

219200 Natural Gas Service

7/6/2023	24831	PG&E - 1383	6/2023 - Billing	c	(27.20)
8/4/2023	24872	PG&E - 1383	7/2023 - Billing	c	(16.68)
9/6/2023	24909	PG&E - 1383	8/2023 - Billing	c	(15.11)
<b>TOTAL 219200 Natural Gas Service</b>					<b>(58.99)</b>

219300 Refuse Collection-Disposal

7/6/2023	24833	Republic Services - 57909	6/2023 - Billing	c	(189.90)
----------	-------	---------------------------	------------------	---	----------

8/4/2023	24873	Republic Services - 57909	7/2023 - Billing	c	(189.90)
9/6/2023	24910	Republic Services - 57909	8/2023 - Billing	c	(189.90)
<b>TOTAL 219300 Refuse Collection-Disposal</b>					(569.70)
219500 Sewage Services					
8/4/2023	24874	Sacramento County utilities - 666	6/22 - 8/21/2023 - Billing	c	(276.28)
<b>TOTAL 219500 Sewage Services</b>					(276.28)
219800 Water					
7/18/2023	24852	Sacramento Suburban Water - 26158	7/2023 Garfield (ACP)	c	(785.88)
7/27/2023	24861	Sacramento Suburban Water - 26158	7/2023 Myrtle (Oak)	c	(777.70)
7/27/2023	24862	Sacramento Suburban Water - 26158	7/2023 HSP	c	(150.60)
8/22/2023	24896	Sacramento Suburban Water - 26158	8/2023 Garfield (ACP)	c	(1,470.90)
9/6/2023	24912	Sacramento Suburban Water - 26158	8/2023 Myrtle (Oak)	c	(790.93)
9/6/2023	24913	Sacramento Suburban Water - 26158	8/2023 HSP	c	(157.95)
9/19/2023	24931	Sacramento Suburban Water - 26158	9/2023 Garfield (ACP)	c	(1,134.27)
<b>TOTAL 219800 Water</b>					(5,268.23)
221100 Grounds Equip Maint. Services					
7/18/2023	24849	S PAPE - 18032	Labor - Kubota Mower	c	(62.50)
<b>TOTAL 221100 Grounds Equip Maint. Services</b>					(62.50)
221200 Ground Equip Maint. Supplies					
7/18/2023	24849	S PAPE - 18032	Repair Parts - Kubota Mower (battery)	c	(102.44)
9/6/2023	24898	S Bar-Hein Co. - 1463	Chain, spark plug	c	(33.67)
9/6/2023	24906	J&J Locksmith - 1833	8 locks	c	(150.33)
<b>TOTAL 221200 Ground Equip Maint. Supplies</b>					(286.44)
222600 Hand - Expendable Tools					
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)
<b>TOTAL 222600 Hand - Expendable Tools</b>					(78.92)
223600 Fuel & Lubricant Supplies					
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)	
				<b>TOTAL 223600 Fuel &amp; Lubricant Supplies</b>		<b>(1,141.55)</b>	
 227504 Misc (Bottled Water for Staff)							
8/4/2023	24875	S	Smart & Final - 22935	5 cases water for staff	c	(36.20)	
				Kitchen items	c	(37.43)	
				<b>TOTAL 227504 Misc (Bottled Water for Staff)</b>		<b>(73.63)</b>	
 232200 Custodial Supplies							
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)	
				<b>TOTAL 232200 Custodial Supplies</b>		<b>(996.45)</b>	
 244300 Medical Service -EE & Live Scan							
9/12/2023	24918		Carmichael Box Shop - 59986	Live Scan - Mitchell	c	(25.00)	
9/19/2023	24930		Preferred Alliance - 34429	Non-Random Test - Pre-placement - Mitchell	c	(43.00)	
9/19/2023	24932		State Of CA-Dept Of Justice - 8186	DOJ- Mitchell	c	(32.00)	
				<b>TOTAL 244300 Medical Service -EE &amp; Live Scan</b>		<b>(100.00)</b>	
 250700 Assessment - Collection Services							
9/19/2023	24929		LAFCo - 2263	FY2023-24 - Special District Assessment	c	(114.00)	
				<b>TOTAL 250700 Assessment - Collection Services</b>		<b>(114.00)</b>	
 253100 Legal Services							
7/12/2023	24839		Cole Huber - 54641	6/2023 Ref: TRUSD Prop	c	(292.50)	
8/14/2023	24883		Cole Huber - 54641	7/2023 Ref: TRUSD Prop	c	(472.50)	
9/12/2023	24919		Cole Huber - 54641	8/2023 Ref: TRUSD Prop	c	(2,137.50)	
				<b>TOTAL 253100 Legal Services</b>		<b>(2,902.50)</b>	
 255100 Planning Services							
7/27/2023	24857		Anderson Project Mgmt Solutions - 13376	Proj: Shop Renovation	c	(150.00)	

9/19/2023	24922 Anderson Project Mgmt Solutions - 13376	Proj: HSP Playground	c	(600.00)
		<b>TOTAL 255100 Planning Services</b>		(750.00)
258200 Public Relations Services				
7/6/2023	24835 Streamline - 57252	Streamline Website 1 yr	c	(1,200.00)
		<b>TOTAL 258200 Public Relations Services</b>		(1,200.00)
281265 Application Software Maint. Lic				
8/9/2023	24879 Fast Break - 37998	1 Yr Renewal - Microshoft Office 365	c	(99.99)
9/6/2023	24901 S Central Control System - 23278	7/2023 Wireless Irrigation	c	(220.00)
		8/2023 Wireless Irrigation	c	(220.00)
		9/2023 Wireless Irrigation	c	(220.00)
		<b>TOTAL 281265 Application Software Maint. Lic</b>		(759.99)
283102 Mileage				
7/27/2023	24860 Kim Cook - 919996	7/26/2023- Mileage Reimb	c	(14.51)
8/22/2023	24895 Lisa Gonzalez - 932917	7/2023 - Mileage Reimb	c	(10.81)
9/6/2023	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)
		<b>TOTAL 283102 Mileage</b>		(54.34)
289800 Other Operating Exp - Supplies				
7/6/2023	24830 S Pet Waste Eliminator - 69321	Pet waste bags	c	(341.69)
		Tax Accrual S/H	c	(3.10)
		<b>TOTAL 289800 Other Operating Exp - Supplies</b>		(344.79)
291500 Compass Costs				
8/28/2023	EFT S Compass License Fee	FY 23/24 -Compass VPN Connection	c	(396.00)
		FY 23/24 - Compass License Fee	c	(699.83)
		<b>TOTAL 291500 Compass Costs</b>		(1,095.83)
291700 Alarm Services				
7/6/2023	24826 Crime Alert Security - 41852	7/2023- 9/30/2022 Alarm System Office & Shop	c	(240.00)
7/6/2023	24834 Sacramento Control Systems - 1112	7/2023 - 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)

## 298700 Telephone Services

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)
<b>TOTAL 298700 Telephone Services</b>						(1,021.26)

## 298701 Cell Phones

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)
<b>TOTAL 298701 Cell Phones</b>						(787.60)

## 321000 Interest Expense

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)
<b>TOTAL 321000 Interest Expense</b>						(2,084.63)

## 323000 Lease Oblig Retirement Side Fund

7/6/2023	24837	S Umpqua Bank - 52152	7/2023	- Side Fund Principal	c	(2,600.00)
7/25/2023	24856	S Umpqua Bank - 52152	8/2023	- Side Fund Principal	c	(2,600.00)
8/22/2023	24897	S Umpqua Bank - 52152	9/2023	- Side Fund Principal	c	(2,600.00)
9/25/2023	24934	S Umpqua Bank - 52152	10/2023	- Side Fund Principal	c	(2,600.00)
<b>TOTAL 323000 Lease Oblig Retirement Side Fund</b>						(10,400.00)

## 420100 Building

7/18/2023	24847	Green Energy Products - 67286	HSP	Lighting Retrofit (SMUD Program)	c	(23,922.81)
8/4/2023	24870	JM Environmental - 635473	HSP	Shop Reno Proj - Asbestos Removal	c	(11,790.00)
9/6/2023	24911	Restoration Landscape - 71858	HSP	Shop Reno Proj - Shore up bldg	c	(780.00)
<b>TOTAL 420100 Building</b>						(36,492.81)

**TOTAL EXPENSES** (130,776.86)

**OVERALL TOTAL** (130,776.86)

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

**September 2023**  
**Period 3 of 13**

**FYTD Completed = 23%**

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



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

**September 2023**  
**Period 3 of 13**

**FYTD Completed = 23%**

<b>Account</b>		<b>2023-24 Budget</b>	<b>September</b>	<b>Received To Date</b>	<b>Unrealized</b>	<b>Percent Received</b>
<b>94941000</b>	Interest Income			-	-	#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	0%
	*HSP New Playground Equip	250,000.00		-	250,000.00	0%
				-	-	#DIV/0!
<b>95956910</b>	State Match UMPQUA Bank Line of Credit			-	-	#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 \$ - \$ - \$ 428,408.00 0%**

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

**TOTALS: 449,949.00 - - 449,949.00**

**Register Expense Report**  
**Period 3**  
Account

**FY 2023/2024**  
**9/1/2023 Through 9/30/2023**  
**339D**  
**September Report**

**Not**  
**Clrd**

Date	Num	Description	Memo	Category	Clrd	Amount
------	-----	-------------	------	----------	------	--------

Date Num

Description

Memo

Clr

Amount



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

**September 2023**

**Period 3**

**339B - Grant Trust**

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

**088H - Park Dedication**

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 6,812.66	\$ -	\$ -	\$ 6,812.66

**339C - ADA Funds**

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

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

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 381,924.28	\$ -	\$ 75.60	\$ 381,999.88

**Arcade Creek Recreation Park District  
Monthly Payroll Report**

<b>Start of Pay Period</b>	<b>September 1, 2023</b>	<b>September 16, 2023</b>
<b>End of Pay Period</b>	<b>September 15, 2023</b>	<b>September 30, 2023</b>
<b>Payroll Issued:</b>	<b>September 30, 2023</b>	<b>October 15, 2023</b>

<b>Administration Division</b>	6668.89	6668.89	13,337.78
<b>Board Members = 5</b>		200.00	200.00
 <b>Parks Division</b>	2241.02	3380.80	5,621.82
PT Maint	0		-
 <b>Recreation Division</b>			
Monitors, etc	432.00	592.00	1,024.00
Misc - Staff	0.00	0.00	-
Rec. Staff (Other)	0.00	0.00	-
<b>\$</b>	<b>9,341.91</b>	<b>\$ 10,841.69</b>	<b>\$ 20,183.60</b>
 <b>Employer Paid Taxes</b> <i>(FICA, Medicare, SUJ)</i>	714.64	<b>Unavailable</b>	

**Rental & Misc. Revenue Report**

**September 2023**

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

Rental Date	Renter	Location	Amount
Practice 20 days	Legends Soccer Club	HSP Soccer Field	200.00
Practice 10 days	Victory Christian School	HSP Soccer Field	100.00
Games 3 Saturdays	Legends Soccer Club	HSP Soccer Field	360.00
Games 2 Sunday	Legends Soccer Club	HSP Soccer Field	240.00
9/20/2023	Pest Pros Pest	HSP GPA	100.00

*Total Rentals* **\$ 1,000.00** **A**

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

Rental Date(s)	Renter	Location	Amount
September 2023 - Mondays	Albree Dog Training	HSP	240.00

*Totals* **\$ 240.00** **B**

**94942900 - CELL TOWER REVENUE**

Sep-23	Site ID 810224 HSP- 810224 = 2,260.42 and 810213 ACP-810213 = \$2,350.00	4,610.42
--------	---	----------

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

**97979000 - MISC. OTHER REVENUES**


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

\$ 1,000.00	<b>A</b>
\$ 240.00	<b>B</b>
\$ 4,610.42	<b>C</b>
\$ -	<b>D</b>
<b>\$ 5,850.42</b>	<b>Total</b>

**Funds Collected and Some Previously Deposited But Attributed to Month Of Report**

**Arcade Creek Recreation and Park District**

**MEETING DATE: October 19, 2023**

**AGENDA ITEM: 5 g Consent Agenda  
Correspondence Period 4**

**No correspondence received.**

# Arcade Creek

Recreation and Park District

**Board of Directors**

Travis Dworetzky  
Amanda Gualderama  
Michael Hanson  
Chris Juell  
Alex Vassar

**Mailing Address**

P.O. Box 418114  
Sacramento, CA 95841

**Telephone**

(916) 482-8377

**Email**

acrpd@acrpd.com

**Arcade Creek Park**

5613 Omni Drive  
Sacramento, CA

**Hamilton Street Park**

4855 Hamilton Street  
Sacramento, CA

**Oakdale Park**

3708 Myrtle Avenue  
North Highlands, CA

October 19, 2023

Dear Board of Directors,

Virg Anderson has been creating Request for Proposals for the playgrounds, the shop, and a concrete curb around the playground in advance to installation of the playground. I emailed the 4 Options of the playground selections on Monday, October 2, 2023.

Due to our well needing repair we have had no water for 3 weeks. Not only is this bad for our turf but we cannot start the pickleball courts without a water source for the men working on site.

Public restroom on course for the week of October 24-26<sup>th</sup> at Arcade Creek Park. We are on pins and needles to see if SMUD can wrap the wiring for us or deenergize the overhead wires when we plant the building. We are waiting to hear the cost of that.

Virg Anderson will be presenting the 4 different playgrounds, with cost and pictures of each playground and we will have it on the agenda for a vote.

Thank you for your continued support,

*Lisa Gonzalez*



Arcade Creek Recreation and Park District

<b>Meeting Date October 19, 2023</b>		<b>Item # 6a</b>
		<b>Old Business</b>
<b>Subject: Appointment to fill vacancy on ACRPD Board</b>		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <a href="#">Kim Cook</a>
<b>Objective</b> To appoint a new member to the board of the Arcade Creek Recreation and Park District.		
<b>Background</b> Board Member Amanda Gualderama resigned on September 18, 2023. The California Elections Code gives this board sixty (60) days to name a replacement to the board position, if the Board does not act the County Board of Supervisors may appoint a citizen/resident to fill the position.		
<b>Analysis</b> Two resumes were submitted. Lisa Boatman and Greg Wilson will be in attendance at the meeting. Both candidates reside within the District’s boundaries and are qualified to hold the office.		
<p><b>NOTE:</b> Sacramento County requires that the Oath of Office documents be physically signed. Newly appointed members will not vote on agenda items until after signing the Oath.</p>		
<b>Budget/Cost Information</b> Board members earn \$50/month, a cost for which has been budgeted. Failure to appoint within 60 days may result in a special election, costing the District a considerable amount of money.		
<b>Proposed Action.</b> A vote by the majority of the Board determines which candidate will assume the current vacant seat. The Oath of Office will be administered to the appointed individual.		
<b>Alternative Actions</b> Leave the seat vacant and allow the County Board of Supervisors to appoint a citizen/resident to fill the position.		
<b>Coordination and Review</b> This is a standard practice of the Board.	<b>Attachment(s)</b> Letter of introduction and Resume: Lisa Boatman Greg Wilson	

To whom it may concern,

I am writing to express interest in the role of board member for the Arcade Creek Recreation and Park District. I am interested in collaborating on and improving the parks and recreation areas within our district. I live near Hamilton Street Park and I am looking forward to the improvements that are currently underway there, as well as those happening at Arcade Creek Park and Oakdale Park. I look forward to helping make decisions regarding any and all future improvements to the parks for the benefit and beautification of our community.

As previously stated, I live in the area, as do six of my grandchildren with whom I enjoy spending time. We enjoy going to the parks for pickle ball every Friday, and the younger ones love the play structures, walking paths, and fields for running around.

Thank you,

Lisa K. Boatman  
[lisakboatman@gmail.com](mailto:lisakboatman@gmail.com)  
(916)710-4505

# LISA K. BOATMAN

---

916-710-4505

lisakboatman@gmail.com

5043 Pasadena Ave.

Sacramento, CA

95841

---

## PROFILE

Retired real estate agent and office manager. Pickle-ball player, avid bowler, and nature enthusiast with a desire to help the community and parks grow. I enjoy spending time with my grandchildren as well as cycling and walking outdoors.

## EXPERIENCE

### Retired, Sacramento, CA — 2016- Present

Watching and caring for my 4 grandchildren.

### Realtor, Lyon Real Estate; Sacramento, CA — 1995-2017

Started as an office assistant and worked my way up to management after a successful career selling and listing houses. Wrote and implemented a new training program that is still used today.

### Manager, Starbucks; Sacramento, CA — 2013-2015

Managed a team of 15 in a retail environment. Was responsible for training, scheduling, profit and loss statements, ordering, and inventory control.

### Manager, Grocery Industry; Sacramento, CA — 1979- 1995

Started as a courtesy clerk and worked my way up to management.

## EDUCATION

**Los Rios Community Colleges — In Progress, Accounting and Computer Science**

## SKILLS

Training of real estate agents and instructors, curriculum development and implementation, Profit and Loss reporting and analyzing, scheduling of employees, conflict management, ordering and inventory control, as well as leading office meetings.

## AWARDS

Master's Club Committee Member (appointed)

Top 10% Sales Associate at Lyon Real Estate (2002-2014)

# Greg Wilson

4221 Elva Way Sacramento, CA 95821

916-752-9172

wilson.j.greg@gmail.com

Arcade Creek Recreation and Park District  
Attn: Kim Cook, Clerk of the Board  
PO Box 418114  
Sacramento, CA 95841-8114

Dear Kim Cook,

I am writing to express interest in the appointed board position with the Arcade Creek Recreation and Park District. With a background marked by two master's degrees and nearly three decades of experience in nonprofit management, I believe I possess the qualifications and dedication necessary to contribute significantly to the ongoing success and development of the district.

My educational background has equipped me with a solid foundation in public policy. I hold a Master of Public Policy Administration (MPPA) degree, which has honed my skills in public policy analysis, program evaluation, and effective governance. This educational background has instilled in me a strong commitment to ethical and transparent leadership, as well as a deep understanding of the complex interactions between government agencies and the communities they serve.

My professional journey in nonprofit management spans nearly 30 years, during which I have held senior leadership roles in a variety of organizations committed to improving the well-being of communities and individuals. Throughout my career, I have been instrumental in developing and implementing innovative programs, securing funding, and fostering strategic partnerships. My ability to navigate the intricate landscape of nonprofit governance and my proven track record of enhancing organizational effectiveness make me well-suited to contribute value and expertise to the Arcade Creek Parks and Recreation District board.

I am eager to collaborate with fellow board members, district residents, and other stakeholders to further advance the district's goals, promote accessibility to facilities and programs, and ensure the sustainable management of these invaluable community resources. I am excited about the potential to contribute my skills and expertise to help shape the future of the [Local Parks and Recreation District] and serve the residents of our community. I welcome the opportunity for consideration to this position.

Sincerely,

Greg Wilson

enclosure

# Greg Wilson, MPPA, CAE

4221 Elva Way, Sacramento, CA 95821

wilson.j.greg@gmail.com | 916-752-9172 | [www.linkedin.com/in/gregwilsoncae](http://www.linkedin.com/in/gregwilsoncae)

---

Results oriented leader with more than twenty-five years of experience at member-based associations and social service nonprofits. Pragmatic decision maker and critical thinker who can apply extensive education and experience to a variety of situations with humor and grace. Working background in finance, systems management, facilities, and human resources with additional education and experience in communications, and legislative advocacy. Successes in improving operational processes, cost savings, and member and employee relations.

- Financial Management
- Research & Analysis
- Revenue Generation
- Program Planning
- Conference Planning
- Strategic Planning
- Education & Training
- Public Relations
- Legislative Action

## PROFESSIONAL EXPERIENCE

---

### **Executive Director, Child Support Directors Association, April 2018 to June 2022**

At this \$1.2 million member-based organization, I led the development of a new advocacy and lobbying program while simultaneously overseeing multiple annual educational conferences, an annual legal publication, semi-annual member directories, and frequent engagement with state agency oversight and interested stakeholders. Realized success included:

- Designing and implementing an annual 'Child Support Legislative Day' allowing the membership to engage with elected Legislators on current bills and regulatory proposals affecting the child support program
- Increasing the frequency of financial reporting, strengthening oversight of the employee 401K plan, cleaning up property tax reporting, and implementing the corporation's first investment strategy
- Mitigating financial losses due to pandemic-related cessation of in-person events while navigating local, state and federal economic support programs realizing no significant financial loss nor employee layoffs

### **Director of Operations, California District Attorneys Association, July 2013 to March 2018**

At this \$6.5 million multi-grant funded 501(c)(6) association, my responsibilities included personnel staffing, wages and benefits, facilities, IT, database management, budget planning and development, financial reporting, regulatory compliance, and strategic planning. I realized successes through:

- Implementing membership software which increased retention, revenue and member engagement
- Creating and managing a subsidiary 501(c)(3) Foundation and a Political Action Committee
- Introducing a new investment strategy resulting in a ten-fold increase in related revenue
- Implementing a new operational plan for the dept to achieve Board and strategic plan goals
- Improving monthly interim financial reporting and achieving five years of clean financial audits

### **CFO, Lilliput Children's Services, Inc., November 2012 – June 2013**

At this \$7.7 million multi-grant funded 501(c)(3) foster care and adoption nonprofit, my responsibilities included: financial reporting, internal and external audits, payroll, accounting, information technology, facilities, and risk management. I realized successes through:

- Increasing program revenue and unrestricted contributions
- Improving financial reporting and accuracy of monthly interim reports
- Drafting a financial dashboard to report financial information to the Board

**Director of Finance and Operations, Sacramento Association of Realtors, May 2007 – December 2012**

Under my leadership of this \$3 million 501(c)(6) Association -- with oversight of accounting, human resources, IT, insurance, and finance -- this 501(c)(6) Association achieved strategic goals and realized bottom-line savings through:

- Active management of data and revenue transfers between local, state, and national components including daily data sync and monthly dues and contributions remittances
- Designing, implementing, and analyzing annual survey to improve membership relations
- Increasing net investment revenues through active portfolio management
- Developing and actively managing program and overall budgets in a declining economy to strengthen net bottom line with minimal impact to member services

**Executive Director, Children's Choice for Hearing and Talking, July 2006 – March 2007**

During my brief tenure at this \$1.0 million 501(c)(3) non-public early childhood special education school for deaf and hard of hearing young children, I achieved the following:

- Successfully reorganized the corporation resulting in significant expense savings
- Increased fundraising revenue and billed attendance
- Improved financial reporting systems and employee performance metrics

**Controller, California Association for Health Services at Home, December 2004 – July 2006**

With specific responsibility for the human resource and accounting functions of this \$1.9 million, 501(c)(6) corporation. I achieved Association and departmental goals by:

- Reducing time to publication for annual member directory with improved processes and data tracking
- Mitigating possible litigation exposure via review and modification of employment policies and handbook

**Director of Administration, The Effort, Inc., September 2001 – August 2004**

With responsibility for HR and accounting/finance functions of this \$2.5 million 501(c)(3) 100+ employee nonprofit. With a team of seven employees, I achieved organizational and departmental goals through:

- Increasing organizational/revenue capacity through successful grant proposals to several foundations, and by replacing aging equipment through grant funded purchases
- Amplifying the charity's reputation within the community through improved response times for grantor and governmental reports and audit compliance

**Accounting Manager, Meadowview Community Action, Inc., September 1999 – September 2001**

Held responsibility for administrative functions of this child and young-adult focused \$1.7 million 501(c)(3) social services nonprofit corporation. With a team of three employees, I achieved organizational goals and increased the company's success by:

- Leveraged grant funds with increased in-kind donations, community activities, and an ask campaign
- Enhancing the organization's public image with the creation of its first web presence

---

## EDUCATION

**MA -- Public Policy and Administration:** CSU, Sacramento (December 2008)

**MA -- English** [emphasis in TESOL]: CSU, Sacramento (June 2002)

**BA -- Public Relations** (minors in Business, Philosophy, and Art): CSU, Humboldt (May 1991)

---

## VOLUNTEER ACTIVITIES & AFFILIATIONS

- Meals on Wheels; volunteer driver 2022-2023
- Carmichael Community Services; Food bank distribution worker 2022-2023
- California Society of Association Executives; Board member, Officer, Treasurer and committees 2010-2017
- Lilliput Children's Services; Treasurer 2008 – 2009
- California Mothers Against Drunk Driving; Treasurer 2003 – 2007

<b>Meeting Date:</b> <b>October 19, 2023</b>		<b>Item #</b> <b>6b</b> <b>Old Business</b>
<b>Subject:</b> <b>Proposals for new playground</b>		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Lisa Gonzalez</i>
<p><b>Objective</b>          To choose a playground from 4 Options which will be presented by Project Manager Virg Anderson. The dots for the playground will be on the back side of the proposal. Virg will explain the play factors on each playground option.</p> <p><b>Background</b>          The finance committee met and came up with different projects we could do at Hamilton Street Park. One of those projects was a new playground.</p> <p><b>Budget/Cost Information</b>          The budget was up to \$220,00 and will be paid by impact fees.          All the 4 options are under \$220,000. The most important factor in considering your decision as a board is which playground would bring more interaction and play experience. I will continue to ask families in the park which is their favorite and record that decision on the back of the project.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.	<b>Attachment(s)</b>  Revised contract received May 22, 2023	

<b>Meeting Date:</b> <b>October 19,2023</b>		<b>Item #</b> <b>6 c</b>
<b>Subject:</b> <b>Monthly update on the Nature Trail at Arcade Creek Park</b>		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Lisa Gonzalez</i>
<b>Update</b>  <p>The Nature Trail has been maintained by Anita and Mike daily. There are several homeless encampments in the park. Anita and Mike continue to pick up trash and loads the trash in the work truck where she brings it to the dumpster at Hamilton Street Park.</p> <p>I have emailed the HOT sheriff 7 times and left phone messages 6 times. I receive emails from the property owners, and I forward them to The Sherrif's office and write down every time I email HOT Sherrif and when our residents at ACP send emails that come to me and that is how I know to contact the Homeless Outreach Team. I also gave them our website address where the Homeless Outreach team notice is posted.</p> <p>Currently SMUD has been at ACP with their construction of their pipe work which is going on in the month of September/October. Staples Construction has also started with the prep for the restroom project.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.	<b>Attachment(s)</b>  NONE	



Arcade Creek Recreation and Park District

<b>Meeting Date October 19, 2023</b>		<b>Item # 6 d</b>
		<b>Old Business</b>
<b>Subject: Discuss District Salary Ranges</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <b>Director T. Dworetzky</b>
<p><i>Item originally appeared on the August 17, 2023 and September 21, 2023 agenda</i></p> <p>It has been several years since the District reviewed and updated the salary ranges for staff.</p> <p>Director Dworetzky, as a member of the current Finance Committee, offered to lead the discussion.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b>

<b>Meeting Date October 19, 2023</b>		<b>Item # 7 a</b>
		<b>New Business</b>
<b>Subject: Planning for General Manager Recruitment</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <b>Kim Cook</b>
<p><b>Objective</b>          Begin the process of creating an updated job description for the General Manager position and create a Personnel Committee to determine how and when to begin the recruitment efforts.</p> <p><b>Background</b>          The current General Manager has informed the current Board of Directors of her intent to retire sometime in 2024.          Arcade Creek Recreation and Park District needs to fill a vacancy in the office of the General Manager. When the District last hired a General Manager, it formed a Personnel Committee to oversee the recruitment of a new General Manager including conducting preliminary interviews in advance of evaluation of candidates by the full board.</p> <p><b>Analysis</b>          It is important for the board to reach a consensus on the duties and expectations of the General Manager. This will allow potential applicants to determine their interest in working for the district and allow the Board to have solid metrics by which to evaluate candidates. The District cannot begin recruitment until a Job Description is agreed upon.</p> <p><b>Budget/Cost Information</b>          This action will hopefully end in the selection of a General Manager. This is an existing position and will not impact the number of district employees.</p> <p><b>Proposed Action</b>          To begin the process of putting a plan together to begin the timeline for the recruitment of the General Manager.</p> <p><b>Alternative Actions</b>          Determine a plan for recruitment later.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b>

<b>Meeting Date October 19, 2023</b>		<b>Item # 7 b</b>
		<b>New Business</b>
<b>Subject: Update Policy 2901</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <b>Director T. Dworetzky &amp; Kim Cook</b>
<b>Objective</b> To update and update Policy 2901, originally titled Office Manager.		
<b>Background</b> Policy 2901 was adopted 8/15/2013, with a wage revision on 4/19/2018.		
<b>Analysis</b> Many areas of the policy needed to be updated to reflect the actual jobs, duties, responsibilities, and functions and updated the salary range to reflect current to today's wages.  The policy title will change to "Office" and the job description will reflect "Administrative Manager," currently the policy is Office Manager.  Director Dworetzky reviewed the old policy and utilized his skills and research to update the policy to today's standards.		
<b>Budget/Cost Information</b> The updated policy will impact budgeting in the future, as replacements for the current position changes with new hires.		
<b>Proposed Action</b> Approve and adopt the updated Policy 2901.		
<b>Alternative Actions</b> Retain the current policy originally adopted 8/15/2013.		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b> Updated Policy 2901 Original Policy 2901 adopted 8/2013

---

# Arcade Creek Recreation and Park District

## **POLICY HANDBOOK**

**POLICY TITLE:** Office

**POLICY TITLE:** 2901

**SALARY RANGE:** \$50,000 - \$90,000 per year

### **JOB DESCRIPTION FOR ADMINISTRATIVE MANAGER**

#### **WHO WE ARE:**

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

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

#### **SUMMARY:**

The Administrative Manager plays an integral role in maintaining, preparing, and reviewing operational reports and budgets for the park district. Key responsibilities include developing, reviewing, and improving policies, systems, and procedures. Additionally, the Administrative Manager ensures the office operates smoothly, efficiently, securely, and effectively.

#### **ESSENTIAL FUNCTIONS:**

- Reconcile receipts, bank deposits and revenue ledgers.
- Manage all onboarding and offboarding employees, accounts payable, accounts receivable, and daily accounting functions.
- Work with the County and outside auditors on district records.
- Responsible for the development and maintenance of time and leave records, payroll entry and tracking.

- Responsible for the security of personnel records and maintaining files on all district employees.
- Responsible for the development and maintenance of the District Board of Director's records.
- Serve as Secretary to the Board of Directors, which can include taking minutes at board meetings, preparing correspondence and reports, and assembly and distribution of materials for monthly board meetings.
- Handles program and facility registration and fee collection.
- Responsible for all financial and personnel matters in the district, in the General Manager's absence.
- Act as District's Risk Manager, scheduling and organizing Safety meetings, training, and inspections.
- Maintains and processes workers' compensation claims and general liability claims.
- Responsible for keeping an inventory of district office supplies.
- Maintenance of District files, records, and archives.
- Serves as receptionist and provides front office customer service to the public.
- Assist with special events and other district programs as needed.
- Other work as assigned.

#### **REQUIRED SKILLS/ABILITIES:**

- Excellent communication and organizational skills.
- Strong attention to detail.
- Ability to work collaboratively with all staff and public with minimal supervision.
- Ability to adapt to new or changing processes quickly and efficiently.
- Ability to problem solve, using data analytics.
- Strong computer skills required with proficiency in MS Office.
- Proven ability to manage multiple projects while maintaining strict attention to detail.
- Budget development and fiscal control.
- Possession of or ability to obtain a valid class C California driver's license.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in accounting, business or public administration, finance, or another related field. Equivalent experience in an Administrative Manager role can be used in the absence of a bachelor's degree.

**SUPERVISORY RESPONSIBILITY:**

None.

**WORK ENVIRONMENT:**

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

**PHYSICAL DEMANDS:**

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

**TRAVEL:**

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

**OTHER DUTIES:**

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

**JOB TYPE:**

Full-time

**BENEFITS:**

- Paid time off includes 10 - 20 vacation days per year depending on length of service.
- Sick leave includes 12 days per year.
- 13 paid holidays per year.
- District paid medical, dental, and vision for employee.
- Retirement benefits include contributions towards social security and the district participates in the CalPERS retirement program.

**SCHEDULE:**

- 8-hour shift
- Monday to Friday

**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.

---

# Arcade Creek Recreation and Park District

## **POLICY HANDBOOK**

**POLICY TITLE:** Office Manager

**POLICY TITLE:** 2901

**SALARY RANGE** \$45,792 - \$58,425 per Year

### **JOB DESCRIPTION**

- Under direction of the General Manager, this exempt position provides front office customer service,
- Organizes and supervises the functions and operations of the district's offices Including, Human Relations, Accounts payable and receivables, daily receipts, and daily accounting.
- Responsible for the development and maintenance of the District Board of Directors records,
- Serving as Secretary to the Board of Directors;
- Manages facility use and registration and related software;
- Supervises the district's part-time building monitors and volunteers;
- Manages the District's Safety Committee;
- Is responsible for all financial and personnel matters in the district, in the Administrators absence
- And does other work as required.

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

- Recruits, hires, trains, evaluates, disciplines and schedules part-time office, building monitors and volunteers;
- Organizes and leads staff Safety Committee meetings, volunteer meetings, and various training sessions.
- Coordinates office operations with other District operations and functions; has responsibility for the development and maintenance of time and leave records, payroll entry and tracking; has responsibility for administration and processing of all employee benefits including appropriate payroll reports and records for benefit providers and other government agencies; has responsibility for the security of personnel records and maintaining files on all district employees;
- Handles program and facility registration and fee collection;
- Maintains and processes Workers Compensation claims and general liability claims;



- Maintains accounts receivables and payables; reconciles receipts, bank deposits and revenue ledgers; works with the County and outside auditors on district records; has responsibility for keeping an inventory of district office supplies;
- Works with staff and their vendors to assure accurate and timely payments;
- Serves as Board secretary, taking minutes at board meetings, preparing correspondence, reports, and other written communication; responsible for assembly and distribution of material for monthly Board meetings; responsible for development and maintenance of District files, records, and archives;
- Serves as receptionist and provides front office customer service to the public;
- Responsible for customer service; explains district programs, policies, etc. to public; coordinates with the Community Services Director in communicating with program instructors regarding the status of classes and programs; and responds and directs inquiries and complaints on various District functions and services to the appropriate staff;
- Assists with special events and other district programs as needed;
- Acts as District's Risk Manager, scheduling and organizing Safety meetings, training, and inspections.
- Principles, practices, and procedures of the organization, and general office management;
- Payroll processing and reporting requirements;
- Workers Compensation insurance and liability and property claim procedures and laws;
- Methods, practices and terminology of financial and statistical record keeping in the local government setting;
- Methods of project coordination and scheduling;
- Budget development and fiscal control;
- Public purchasing methods and procedures;
- Computers and software for general office tasks finance and registration functions;
- Principles of supervision, employee development and performance evaluation;
- Occupational hazards and standard safety practices.

## **QUALIFICATIONS**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Office Manager. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in a supervisory position, including extensive knowledge of daily office management, financial transactions and record keeping, customer service, computer registration software, Microsoft Office applications, use and operations of all office equipment and staff supervision.

An Associates' Degree or higher in Business or Public Administration or a related field is highly desirable. Practical work experience will be considered in lieu of the educational component.

- Possession of or ability to obtain, a valid class C California driver's license.
- Plan, organize, manage, and supervise the District office operations and functions;

- Select, train, supervise and evaluate staff and volunteers;
- Develop and maintain the District payroll, accounts payable and accounts receivable;
- Maintains Workers Compensation cases and liability claims;
- Work with the Community Resources Director regarding facility rentals and utilization; responsible for scheduling part time Building Monitor staff to ensure appropriate coverage.
- Use a computer and applicable software packages in the performance of office management, financial, payroll, benefit and insurance functions; Develop and maintain effective working relationships with community organizations, the general public, co-workers, business community, and other government agencies.
- The position requires sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties.
- The position also requires both near and far vision when reading correspondence, statistical data and using a computer.
- The need to lift, drag, and push files, paper and equipment weighing 25 pounds or more is also required.

#### **BENEFITS**

- Vacation: 10-20 vacation days per year depending upon length of service.
- Twelve days sick leave per year.
- Thirteen paid holidays per year.
- District paid medical for employee
- 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.