

Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING
THURSDAY February 29, 2024 @ 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 – 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 (As Needed)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

Old Business:

a. Proposed Successor Agreement Between TRUSD and ACRPD

b i. Report from Anderson Project Management

b ii. Update regarding Maintenance Building (Shop)

New Business:

c. Award of BID for the Hamilton Street Park Play Curb Project

5. Announcements (Staff)

6. Task Update

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

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 01/18/2024
- b. FY 23-24 Period 7 **Financial Reports 339A**
- c. FY 23-24 Period 7 **Financial Reports 339D**
- d. FY 23-24 Period 7 **Multi Accounts Revenue Reports**
- e. FY 23-24 Period 7 **Payroll Report**
- f. FY 23-24 Period 7 **Rental & Misc. Revenue Report Attributed To Stated Period**
- g. Correspondence **received and sent**
- h. General Managers Report

8. Old Business:

- a. FY23/24 General Fund Budget Amendment Resolution 2024-01 – *offset personnel expense*
- b. Filtration system for HSP well
- c. Discuss budget priorities for FY 2024-25
- d. Draft Policy 2900 General Manager
- e. Director Dworetzky and Director Wilson - Discuss District Salary Ranges
- f. Discuss and establish office hours – New Policy 2405 Hours of Operation
- g. Monthly update on Nature Trail at Arcade Creek Park

9. New Business

- a. Sacramento County – Annual Investment Policy of the Pooled Investment Fund 2024
- b. Proposal for Grazing Services for Arcade Creek Nature Trail and Area
- c. ACP Security Cameras / Alarm System
- d. Board Stipend Policy 4030
- e. Assign Project Committee
- f. GM Recruitment Information

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 March 21, 2024 at 6:00 p.m.

NOTICE

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

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

The Agenda is posted on the District's website (www.acrpd.com), 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: February 29, 2024

AGENDA ITEM: 3 Closed Session

“PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE”

Meeting Date February 29, 2024		Item # 4 a Old Business
Subject: Proposed Successor Agreement between TRUSD and ACRPD		
<p>Per Legal Counsel - Updated agreement to be provided prior to start of meeting.</p>		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by <p style="text-align: center;"> Derek Cole Legal Counsel </p>
<p><i>Item originally appeared on the December 14, 2023 agenda, and January 18, 2024</i></p>		
<p>Background: On September 8, 1977, the Rio Linda Union School District and ACRPD entered into an agreement for the joint use of property owned by the Rio Linda Union School District , on and around which the Oakdale Elementary School is located (“1977 Agreement”). The 1977 Agreement allowed ACRPD to use designated school district-owned property for athletic fields, playgrounds, and other recreational uses. The 1977 Agreement was for a term of one year, but by its terms automatically renews each year unless expressly terminated. The 1977 Agreement has never been terminated and remains in effect. Through the 1977 Agreement, ACRPD has historically provided and maintained the park known as Oakdale Park, the boundaries of which are identified as the “Joint Use Agreement Area.”</p>		
<p>The Rio Linda Union School District and ACRPD entered into a separate Lease Agreement on January 9, 1978 (“1978 Agreement”) for the shared use of the school district’s property adjacent to the Oakdale Elementary School. The Rio Linda Union School District and ACRPD then entered into a successor, 30-year Lease Agreement to the 1978 Agreement for the continued shared use of the property adjacent to the Oakdale Elementary School by a new Lease Agreement dated April 12, 2004 (“Current Lease Agreement”). The Current Lease Agreement has an expiration date of April 11, 2034. The area it accompanies is referred to as the “30-Year Lease Area.”</p>		
<p>Prior to the execution of, and in conjunction with, the Current Lease Agreement, the Rio Linda Union School District and ACRPD entered into a Memorandum of Understanding dated April 29, 2002 (“Memorandum of Understanding”). The Memorandum of Understanding governs the Parties’ relationship and obligations concerning the Oakdale School Park Community Center (“Community Center”), through which youth center and park facilities are provided during school and after school hours. The Community Center is located on the same property as the 30-Year Lease Area.</p>		
<p>TRUSD became the successor to the Rio Linda Union School District effective July 1, 2008. At TRUSD’s request, ACRPD executed a Letter of Clarification effective February 7, 2011, recognizing TRUSD as the successor to the Rio Linda Union School District under the 1977 Agreement, Current Lease Agreement, and Memorandum of Understanding.</p>		

ACRPD has expressed to TRUSD that ACRPD no longer uses, nor has a need to use, the Community Center for the purpose of providing ACRPD-administered programs after school hours. In light of the foregoing, TRUSD has agreed to release ACRPD from its obligations under the Memorandum of Understanding, and the Parties have agreed to a mutual rescission of the same. The Parties propose to have a new, single agreement that will replace the existing agreements.

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

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

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

Coordination and Review

This is a standard practice of the Board.

Attachment(s)

Per Legal Counsel - Updated agreement to be provided prior to start of meeting.

Meeting Date: February 29, 2024		Item # 4 bi. Old Business
		Follow up
Subject: Project Manager Update on Shop, Playground and Restroom Building		
Initiated or requested by <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	Report coordinated or prepared by <i>Lisa Gonzalez & Virg Anderson</i>
<p>Objective To provide an update on the progress of the current construction projects.</p> <p>Background</p> <p>Shop – The plans have been submitted to the County for their review, additional information has been added, plans revised and resubmitted.</p> <p>Due to the demolition phase of this project, 8 conditions have been placed on this project, most of them are meant to keep the different County Departments in the information loop and not to miss anyone.</p> <ol style="list-style-type: none"> Sac Air Quality – It is normal for Air Quality to approve demolition projects. With the asbestos being abated, they should not have any issues with this project unless asbestos is found in the paper under the corrugated roofing material. We will not know this until we lift the tin and see what is underneath the metal roofing. Fire Letter Required – Fire review is required of most projects. Licensed Professional to Be Determined - When a Contractor is awarded the contract, we will list his name on the application. LDSIR Review Required – If Civil plans are included with the building plans, then Land Development and Site Improvement Review must be completed. At this stage we are using conventional framing to avoid the need to use Civil Engineers for the project, in doing so we should be exempt from this review. Planning Signoff Required – Hopefully, we suspect either be an over-the-counter approval, or no approval needed. SASD Sewer Fee - The building has no sewer connection currently or proposed therefore there should be no sewer fees. County DOT Fee – This is determined by SIPS at their discretion for additional road use during the duration of the project. Update the plans to list the applicable codes – Plans have been updated Update the plans to include floor plans of the second story – Plans have been updated. 		

Playground Equipment– The equipment has been ordered and should be arriving around the first part of April 2024.

Playground Curb - The RFP for the Curb has been disseminated to the local builder's exchange and we should have bids ready for Board Action at the March Board Meeting.

Restroom – The County needs signature from Sac Metro Fire and Sacramento Suburban Water District (SSWD) before it will authorize the connection to the sewer main.

We have the signature and authorization from Sac Metro Fire.

Sacramento Suburban Water is proving to be more challenging as they are asking for ACRPD to bring the Park's service up to the current code. SSWD has asked for the district to submit an application for a new domestic water service along with two printed sets of plans and an application fee of \$900 for a new service. There will be new costs associated with a new service which will be a new monthly cost on our SSWD.

The ACRPD will need to add a domestic line to their account with SSWD.

Arcade Creek Park has two back flow units, one for irrigation and a second for the drinking fountain. The contractor had planned to connect into the drinking fountain line for the restroom.

SSWD's specifications call for Backflow units to be installed to Sac County Specifications. The drinking fountain line is connected to the 4-inch riser for the irrigation backflow unit. Most water agencies do not allow any trees between the Meter and the Backflow. SSWD also does not allow two backflows connected to one meter. This means that the district will need to install a new meter which is outside the scope of this project.

Additionally, the County standard calls for the 4-inch riser to be Ductile Iron Pipe, the exiting 4-inch backflow has been fabricated from 4-inch Schedule 80 PVC. In preliminary talks with SSWD, the Water purveyor does not require the 4- inch Backflow to be brought up to the current standard, only the domestic line.

The Contractor and I will be meeting with SSWD Jan 10th 2024 to resolve the water connection issues and obtain their signature.

We have been told by County Planning staff that this is the last hurdle in obtaining permission to be able to connect to the sewer.

Budget/Cost Information

SHOP - The Shop/Maintenance building has a preliminary builder's estimate in the mid \$80,000's This estimate was made through verbal discussion with a contractor before he had the opportunity to review the plans.

We have a rough estimate for the demo and reroof permit fees of less than \$1,000. This does not include any fees imposed by LDSIRS, Sac Metro Fire, Technical fees, and DOT road use fees, etc.

At this point I would not be surprised if the project is closer to \$100,000 to complete unless the competitive bids come in much lower than the verbal estimate.

Playground Equipment and Installation - On budget- this amount is locked into a not to exceed amount.

Playground Curb – Although we have made our best estimate, the last time, we bid out curbing in 2021, the bids for this project will be based upon the current prevailing wage and current material cost. We will find out the current market cost when the bids are received.

Restroom – The existing Backflow(s) do not meet SSWD specifications. A new meter will need to be installed for a potable water source and replumbed to Sac County Standards.

In discussions with SSWD, the estimates for a ¾” metered service, at under \$10,000.
The work would need to be performed by a contractor bonded with the water district.

This work is outside the scope of the contact

Proposed Action.

To be determined

Coordination and Review

This is a standard practice of the Board.

Attachment(s)

NONE

Meeting Date: February 29, 2024		Item # 4b ii. Old Business
		Project Manager Report (Shop Building)
Subject: Project Manager Update on Maintenance Building followed by Board direction		
Initiated or requested by <input type="checkbox"/> Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by <i>AndersonPMS for: Lisa Gonzalez</i>
<p>Objective Update the Board on the current status for the maintenance building’s County of Sacramento plan approval process and to receive the Boards direction</p> <p>Background</p> <p>This Board directed Anderson Project Management Solutions to develop plans for the removal of the second story of the Maintenance Building and lowering the roof to the single-story level to match the north end of the building.</p> <p>The Asbestos siding was removed so the we could see the extent of dry rot in the structure. This left us in the current state so we could observe with diagonal boards that give the building it’s shear strength.</p> <p>Due to the dry rot along the ends of the diagonal boars, the building has lost the shear strength that it originally had. A diagonal 1x4 or Simpson strap is an economical method that could be used on the interior of the walls to regain the shear strength lost in the dry rot of the exterior diagonal boards. The exterior boards could then be removed and replaced by exterior siding. A few studs would also need to be replace by the windows on the south end of the building.</p> <p>The top plate, which is the 2 x 6 wood that is on top of the block and under the joist, is loose and has areas of dry rot. This wood should be removed, replaced and re-anchored and constitutes the major reason for a major remodel. It is difficult to replace this wood without lifting (jacking up) the second story. This step could be eliminated if the dry rot areas were insignificant enough not to required replacement and the areas could be treated and we discovered anchors by looking inside the buildings top plate. A structural Engineer should be hired by the District to verify a recommendation.</p> <p>There is no telling what additional work we may run into when the top plate is removed. It would be prudent to advertise adding anchors in the bid document as an “Additive Alternate”, meaning we would pay only if we needed to and we could do it on a quantity basis.</p> <p>Plans have been drawn and submitted to the County. They will need a check for the <i>Estimated Plan Review Amount</i> of \$1,508.08 before they can proceed with the plan check. This fee is non-refundable. Prior to issuing a building permit, the County has given the District an additional <i>estimated Fee</i> schedule of \$2,408.22. for a total of \$3,916,40 with the caveat that this is only an <i>estimate</i> of the building fees. The Building department originally estimated the permit fees to be under \$1,000 with no other departments needing to be involved in the approval process. This was not the case after the plans were</p>		

drawn and submitted.

Before the plans were drawn, an estimate was received to perform to work in the mid \$80,000.00. This was a non-bid estimate and could change (up or down) after the county adds their comments to the plans and it goes out to competitive bid.

Anderson Project Management Solutions wanted to make the ACRPD Board aware of the cost increases prior to total commitment to the path of this project in case they wanted opt for a less expensive route.

If the district would like to reconsider residing and painting the building, the estimate for that came in at around \$40,000 with the permit for re-siding to be under \$1,000.

Budget/Cost Information

It is recommended that the District allow up to \$100,000 for the remodel work to cover the cost of construction, permitting and project management.

To re-side and paint the building the building, it is recommended that the District budget \$50,000 to cover the cost of construction, permitting and project management.

Proposed Action.

Direction is needed continue with “demolish the second story and reroof” with an increase in the project budget to \$100,000.

Alternative Action.

A motion is needed to change the project from “demolish the second story and reroof” to “reside & repaint.” For a project budget not to exceed \$50,000.

Coordination and Review

This is a standard practice of the Board.

Attachment(s)

- **Sac County Fee Summary**
- **Shop Reroof Plans**

9700 Goethe Rd, Ste. A
Sacramento, CA 95827
Fax (916) 854-9228

827 7th St. Rm. 102
Sacramento, CA 95814
Fax (916) 854-9229

All permits that have no activity for 180 days (field inspections and/or plan check response by applicant) shall expire. All permits expired for 1 year or more shall be closed. All permits shall expire 2 years after the initial permit issuance date. (Project must be completed within two years of permit issuance date) Upon permit expiration or closure, standardized re-activation fees shall apply.

Fee Summary

Application Type: Building/Commercial/Building Combo Alt TI/CBAC
Application: CBAC2024-00008
Application Name: TI (RETROFIT) - 4855 HAMILTON ST
Application Status: Pending Payment
Address: 4855 HAMILTON ST, SACRAMENTO, CA 95841-3414
Applicant Name: Virg Anderson

Invoice #	Invoice Date	Fee Item	Line No	Fee Due	Fee Paid	Date Paid
1627558	1/8/2024	Plan Review	75100	\$1,334.67	\$0.00	
1627558	1/8/2024	Zone Check	23000	\$173.51	\$0.00	
				\$1,508.18	\$0.00	

Current Balance Due: **\$1,508.18** **FEEES SUBJECT TO CHANGE UPON PLAN REVIEW**

Coding Information For Sacramento County Use Only								
LINE NO	Fund	Fund Ctr	Cost Ctr	Account	Order	WBS	Department	Amount
23000	001A	5725722	5725722000	96964300			Planning and Env. Review	\$173.51
75100	021A	2152152		92925000		BI-CC1200-31	Building Inspection	\$1,334.67
Total:								\$1,508.18

Estimated Fees Not Due At This Time

Bldg Permit a2 alteration/remodel/TI	\$2,002.00
Long Range Planning	\$233.57
Green Bldg Stds SB1473	\$4.00
IT Recovery Fee	\$168.65
Total Additional Fees:	\$2,408.22

Fee Summary is based on information provided during intake and is ONLY an estimate. Ultimate fees may change due to Plan Review issues and other department fees. You are responsible to obtain/confirm fee quotes from other Departments/Special Districts.

Standard Notes:

SPECIFICATIONS: SEE THE GENERAL PROVISIONS, SPECIAL PROVISIONS, GENERAL REQUIREMENTS, AND TECHNICAL SPECIFICATIONS FOR ADDITIONAL INFORMATION AND REQUIREMENTS. TECHNICAL SPECIFICATIONS ARE AN INTEGRAL PART OF THESE DRAWINGS. UPON GIVING A BID PRICE, IT IS ASSUMED THAT THE CONTRACTOR IS FAMILIAR WITH THE PROJECT SITE CONDITIONS AND HAS READ AND UNDERSTANDS ALL INFORMATION CONTAINED THEREIN. THE COUNTY OF SACRAMENTO STANDARD CONSTRUCTION SPECIFICATIONS, SEPTEMBER 2001, REVISED MARCH 2004, REVISED JANUARY 2016, REVISED JANUARY 2017, REVISED FEBRUARY 2017, REVISED JANUARY 2008, AVAILABLE FOR DOWNLOAD AT www.saccountyspecs.net. ARE HEREBY MADE A PART OF THESE CONSTRUCTION DOCUMENTS.

UNAUTHORIZED CHANGES AND USES: ACRPD WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY SRPD.

CONTRACTOR: ALL WORK IS TO BE PERFORMED BY A LICENSED CONTRACTOR AND EXPERIENCED WORKERS. THE CONTRACTOR SHALL CONFORM TO ALL LOCAL CODES AND OBTAIN AND PAY FOR ALL PERMITS NECESSARY TO COMPLETE THE WORK.

JOB SITE CONDITIONS: THE CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES THAT THE CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY, AND HOLD THE OWNER AND ACRPD. TEMPORARY FENCING SHALL BE PROVIDED AND MAINTAINED AROUND SITE PERIMETER AND AT LOCATIONS DEEMED NECESSARY BY CONTRACTOR. TEMPORARY FENCING SHALL BE 6' CHAIN LINK WITH PEDESTAL TYPE BASE. RELOCATE AS NECESSARY DURING CONSTRUCTION.

UTILITIES: PRIOR TO CONSTRUCTION, THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING THE UTILITY COMPANIES INVOLVED IN THE VICINITY OF CONSTRUCTION AND REQUESTING A VISUAL VERIFICATION OF THE LOCATIONS OF THEIR FACILITIES. MOST UTILITY COMPANIES ARE MEMBERS OF THE UNDERGROUND SERVICE ALERT (U.S.A.) ONE-CALL PROGRAM. THE CONTRACTOR OR ANY SUBCONTRACTOR FOR THIS CONTRACT SHALL NOTIFY MEMBERS OF THE U.S.A. 48 HOURS IN ADVANCE OF PERFORMING EXCAVATION WORK BY CALLING THE TOLL-FREE NUMBER (800) 227-2600. EXCAVATION IS DEFINED AS BEING 6 OR MORE INCHES IN DEPTH BELOW THE EXISTING SURFACE. A REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND DELINEATE ALL KNOWN UNDERGROUND UTILITIES. THE CONTRACTOR IS CAUTIONED THAT ONLY EXCAVATION WILL REVEAL THE TYPES, EXTENT, SIZES, LOCATION, AND DEPTHS OF SUCH UNDERGROUND UTILITIES. DISTRICT DOES NOT ASSUME RESPONSIBILITY FOR THE ACCURACY OR COMPETITION OF THE DELINEATION OF SUCH UTILITIES, OR FOR THE EXISTENCE OF BURIED OBJECTS OR UTILITIES WHICH ARE NOT SHOWN ON THESE DRAWINGS.

COORDINATION: THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE SCHEDULING OF CONSTRUCTION OPERATIONS WITH THE CONSTRUCTION OPERATIONS OF OTHERS WORKING ON OR NEAR THE PROJECT SITE. CLOSURES OF THE MAIN DRIVE SHALL BE COORDINATED WITH THE PROJECT MANAGER TWO WEEK PRIOR TO CLOSURE TO GIVE AMPLE TIME TO NOTIFY PROGRAM PARTICIPANTS.

EMISSIONS: THE CONTRACTOR SHALL MAINTAIN AND OPERATE CONSTRUCTION EQUIPMENT TO MINIMIZE DUST EMISSIONS. DURING THE CONSTRUCTION, TRUCKS AND EQUIPMENT SHALL BE OPERATED ONLY WHEN NECESSARY AND ENGINES SHALL BE SHUT OFF WHEN TRUCKS ARE BEING LOADED OR UNLOADED OR OTHERWISE STATIONARY. EQUIPMENT SHALL BE MAINTAINED IN GOOD CONDITION AND WELL-TUNED TO MINIMIZE EXHAUST EMISSIONS. EMISSIONS SHALL CONFORM TO ALL STATE AND LOCAL REQUIREMENTS.

EROSION PREVENTION: THE CONTRACTOR SHALL MAINTAIN SWPPP BEST MANAGEMENT PRACTICES TO PREVENT SOIL AND OTHER CONTAMINANTS FROM ENTERING THE STORM WATER SYSTEM. ALL DOWN STREAM D.I.'S SHALL BE BAGGED THROUGHOUT THE COURSE OF THIS PROJECT. VEHICLES SHALL NOT TRACK SOIL ONTO ROADWAY.

TRAFFIC ENCROACHMENT PERMITS: ARE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE OBTAINED FROM THE COUNTY OF SACRAMENTO.

TREE PROTECTION: THE CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF EXISTING TREES TO REMAIN UTILIZING PROTECTIVE FENCING, SIGNAGE, AND OTHER MEASURES AS DEEMED NECESSARY. THIS INCLUDES DAMAGE TO BARK, STEM, LIMBS AND ROOTS AS WELL AS SOIL COMPACTION IN THE ROOT ZONE. IN THOSE AREAS WHERE IT IS NECESSARY TO WORK WITHIN THE DRIP LINE OF THE TREES TO BE PROTECTED DUE TO LOCATION OF THE FEATURES TO BE CONSTRUCTED, THE CONTRACTOR WILL MEET WITH SRPD TO DETERMINE THE MOST EFFECTIVE METHODS TO PROTECT THE TREES. AN ARBORIST APPOINTED BY SRPD WILL BE ON-SITE DURING EXCAVATION IN SUCH AREAS TO SUPERVISE THE WORK. THE ARBORIST SHALL HAVE THE AUTHORITY TO ADJUST, STOP CONSTRUCTION, OR ADJUST PROTECTION MEASURES BASED UPON SUBSURFACE CONDITIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING TREES, OTHER THAN SPECIFICALLY AUTHORIZED, AND SHALL MITIGATE ANY SUCH DAMAGE TO SRPD'S SATISFACTION. MITIGATION MAY REQUIRE REPAIR OR REPLACEMENT WITH TREES OF EQUAL SIZE TO THOSE DAMAGED. ADDITIONALLY, CONTRACTOR SHALL ABIDE BY ALL REQUIREMENTS OF THE COUNTY OF SACRAMENTO TREE ORDINANCE.

Prime Contractor and all Sub Contractors performing work below grade are required to call underground Service Alert 72 hour prior to excavation and maintain the ticket during the duration of the project.



PERMITS: THE DISTRICT IS RESPONSIBLE FOR THE BUILDING PERMIT AND THE DEMO PERMIT FOR THIS PROJECT UNLESS OTHERWISE NOTED. THE CONTRACTOR IS RESPONSIBLE FOR ALL OTHER PERMITS THAT MAY BE NECESSARY AND FOR ALL REQUIRED LICENSING.

ADDENDUMS AND PROJECT UPDATES PRIOR TO BID DATE:

ALL QUESTIONS REGARDING THIS PROJECT SHOULD BE SUBMITTED IN WRITING TO THE PROJECT MANAGER VIRG ANDERSON BY EMAIL (AndersonPMS@vnadka.com)

ADDENDUMS AND ANSWERS TO ALL QUESTIONS WILL BE FOUND ON THE DISTRICTS WEBSITE AT: arcadecreek.com ALL QUESTIONS SHOULD BE SUBMITTED 72 HOURS PRIOR TO BID DUE DATE AND TIME. QUESTIONS WILL BE POSTED ON THE DISTRICT'S WEBSITE 24 HRS PRIOR TO BID DEADLINE. COMPLETE BID SET IS AVAILABLE ON THE DISTRICTS WEBSITE LISTED ABOVE.

SUSTAINABILITY: MORE THAN 50% OF MATERIALS BY WEIGHT SHALL BE RECYCLED IN ACCORDANCE TO REQUIREMENTS SET FORTH BY SACRAMENTO COUNTY. WEIGHT SLIPS FOR ALL DISPOSAL SHALL INDICATE BY WEIGHT QUANTITIES RECYCLED AND QUANTITIES SENT TO A LANDFILL.

Demo Scope of Work

Items shall be Demolished and Disposed of correctly. Exposed asbestos has been removed. If any materials are discovered that might contain asbestos, then Contractor shall inform Regas Group environmental Consultant of this discovery. Proper disposal is considered critical to this project. Weight slips and records must be kept and certified that county requirements for proper disposal has been met. The Contractor is responsible for demolition Best Management Practices and demo permits.

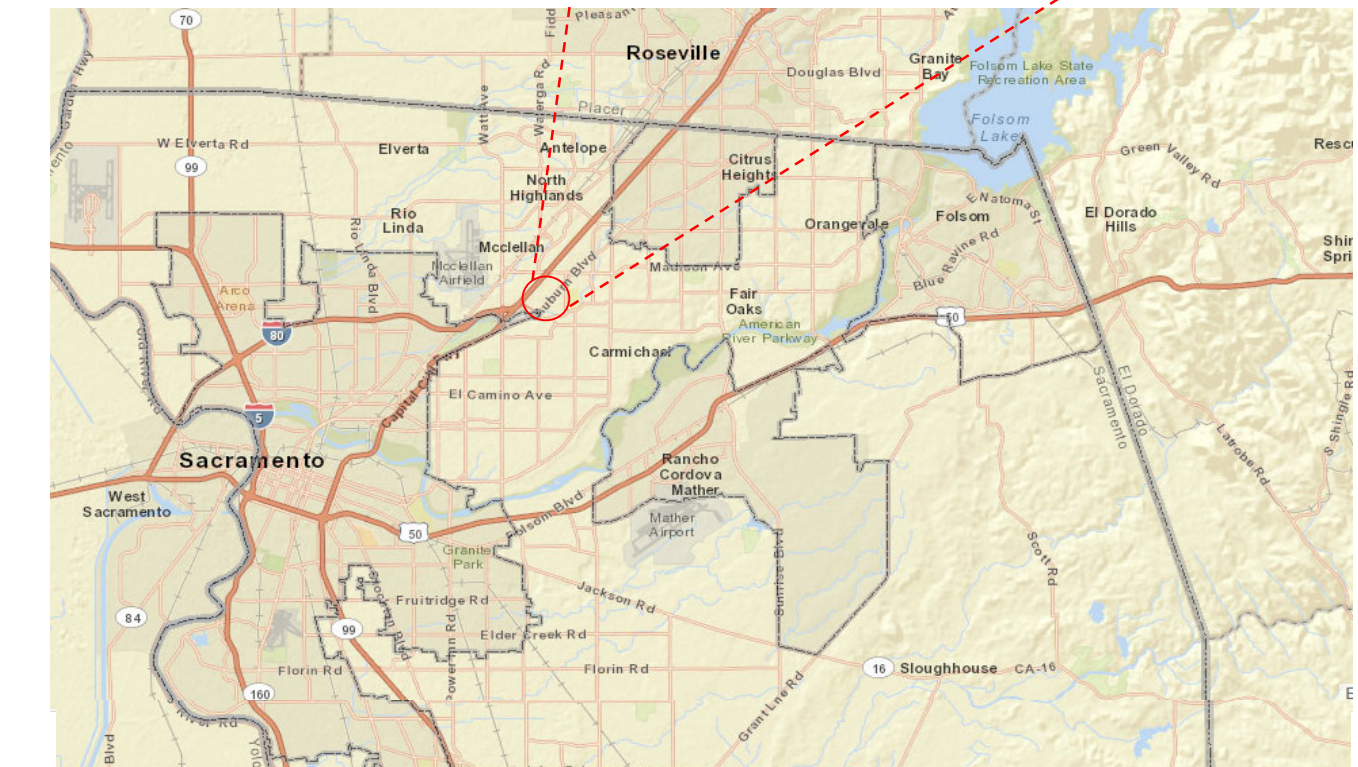
- A.) DEMO THE 2ND FLOOR OF THE MAINTENANCE BUILDING. The existing 3x12 joist shall be preserved and reused as joist in the framing of the new roof. some of the existing joist have been exposed to the weather and may not be suitable for reuse.
- B.) Construction debris to be recycled and weight slips returned to owner.
- C.) CMU block wall is to remain.
- D.) With coordination with Park Staff, the maintenance yard may be used for staging & temporary storage but assumes no liability for damage or missing supplies.
- E.) Protect & Preserve Established Trees as designated by the Project Manager.

Maintenance Building Scope of Work

- A.) The second story of the maintenance building shall be demolished and hauled to a Sacramento County Construction Waste Disposal site and logs and weight slips shall be kept as outlined in the Demolition Scope of Work above.
- B.) Existing 3x12 floor joist's shall be preserved from the demolition of the 21' x21' portion of this building, the balanced of this building will remain undisturbed. The existing roof over the north end of the building shall not be disturbed. The 3x12's shall be reused as ceiling joist after the installation of the new pressure treated top plate.
- C.) Prior to installation of the top plate - the top of CMU wall will need to be leveled and anchors may need to be added if the existing anchors are not feasible to be used.
- D.) The new roof to be framed to match the existing roof on the north end of the building. Roof sheeting, trim and gutters shall be of the same material as the north end roof.
- E.) Both South and North gable siding shall be removed and replaced with T1-11 siding, Extend siding 2" below the top of CMU wall. Primer and paint the bottom edge of all siding extending prior to installation.
- F.) Entire building and trim to be primed and painted with an elastomeric paint installed to the paint manufactures specifications.
- G.) Deviation from these plans must be approved in advance and be consistent with County building requirements. Paint manufacture's name to be listed in the proposal.
- H.) Deviation from these plans must be approved in advance and be consistent with County building

PROJECT LOCATION

MAINTENANCE BUILDING
RENOVATION PROJECT
HAMILTON STREET PARK
4855 HAMILTON STREET
SACRAMENTO, CA 95841



SHEET INDEX

SHEET

- 1 Cover Page
- 2 Site Plan
- 3 Demo & Floor Plan
- 4 Project Overview
- 5 Reroof Details

APPLICABLE CODES & Standards

2017	Sacramento Standard Construction Specifications
2022	California Building Standards Code Part 1 Title 24 CCR
2022	California Building Code
2022	California Electrical Code (CEC)
2022	California Fire Code (CFC) Part 9, Title 24, Title 24 CCR
2022	California Code of Regulations Title 8
Other Codes, laws or regulation applicable to the Work or Contract	

PROJECT OVERVIEW

LEAD AND ABESTOS HAS BEEN ABATED BY JM ENVIRONMENTAL OF ROSEVILLE.

WHEN DEMOMOLITION OF THE SECOND STORY COMENSES, SAVE THE 3 X 12 x 21' FLOOR JOIST FOR REUSE AS CEILING JOIST.

HAUL CONSTRUCTION DEBRIS TO SAC COUNTY APPROVED CONSTRUCTION DEBRIS RECYLER AND MAINTAIN WEIGHT LOGS.

FABRICATE A NEW ROOF TO BLEND WITH THE NORTH PORTION OF THE BUILDING. INCLUDE TRIM AND GUTTERS.

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THIS IS A PREVAILING WAGE JOB. BIDDING CONTRATORS SHALL BE REGISTERED WITH DIR PRIOR TO BIDDING.

PRIME CONTRACTOR MUST BE RESPONCIBLE FOR MORE THAN 50% OF THE WORK.

ALL CONTRACTORS PERFORMING WORK ON THIS PROJECT SHALL BE LICENSED WITH THE STATE OF CALIFORNIA

REVISIONS	NO.	DATE	BY
	1	1/6/23	VNA

PROJECT MANAGER
VIRG ANDERSON
(916) 764-8995

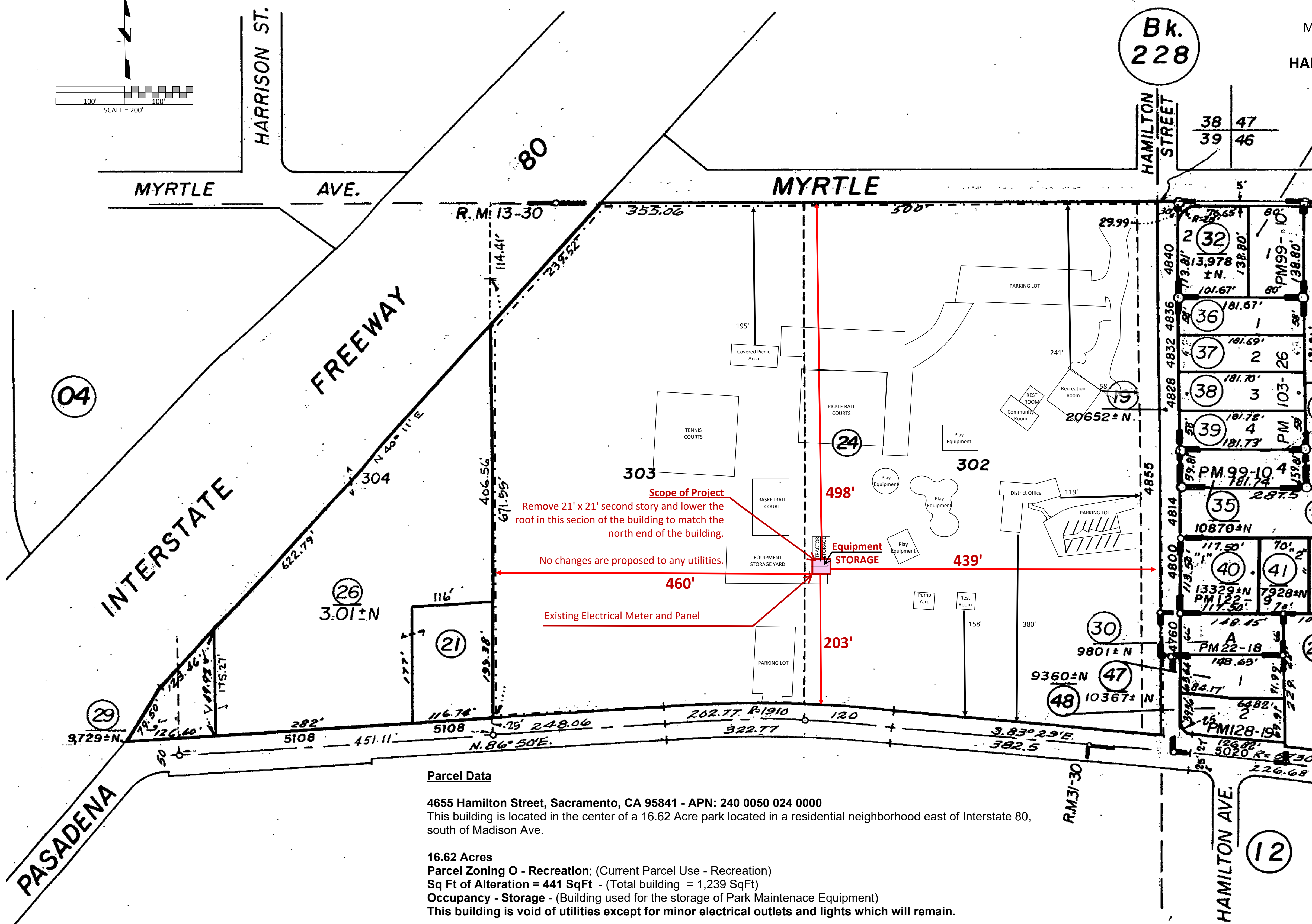
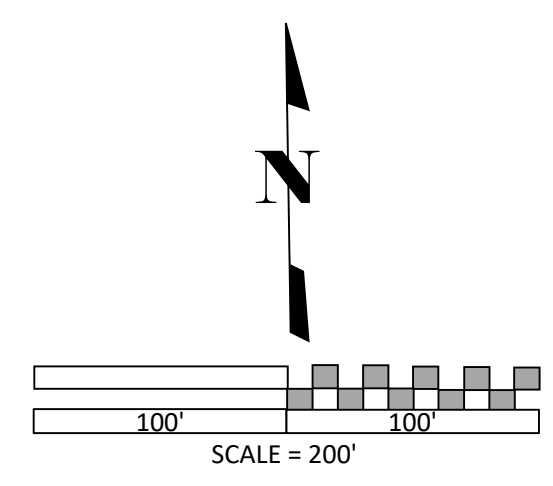
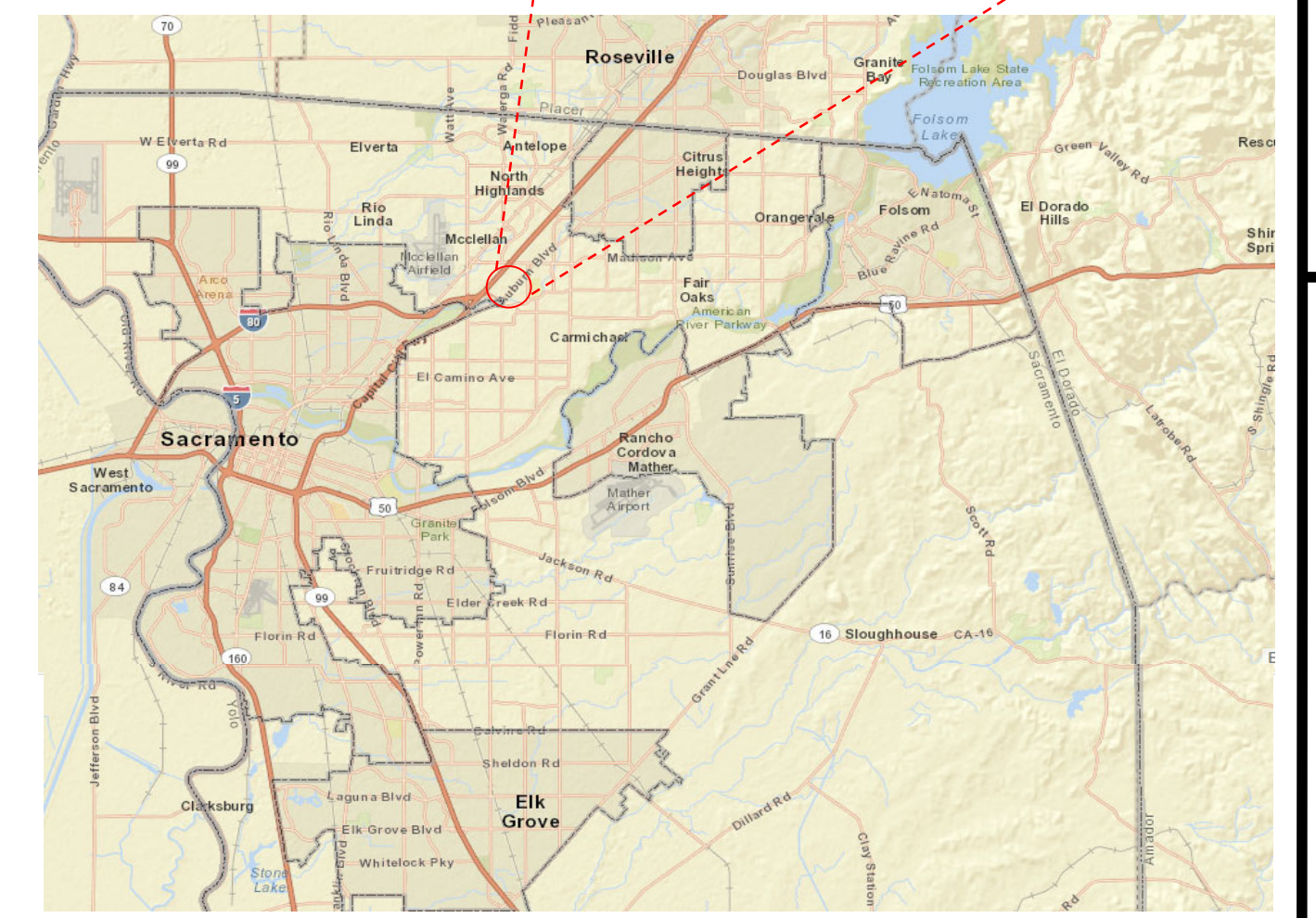
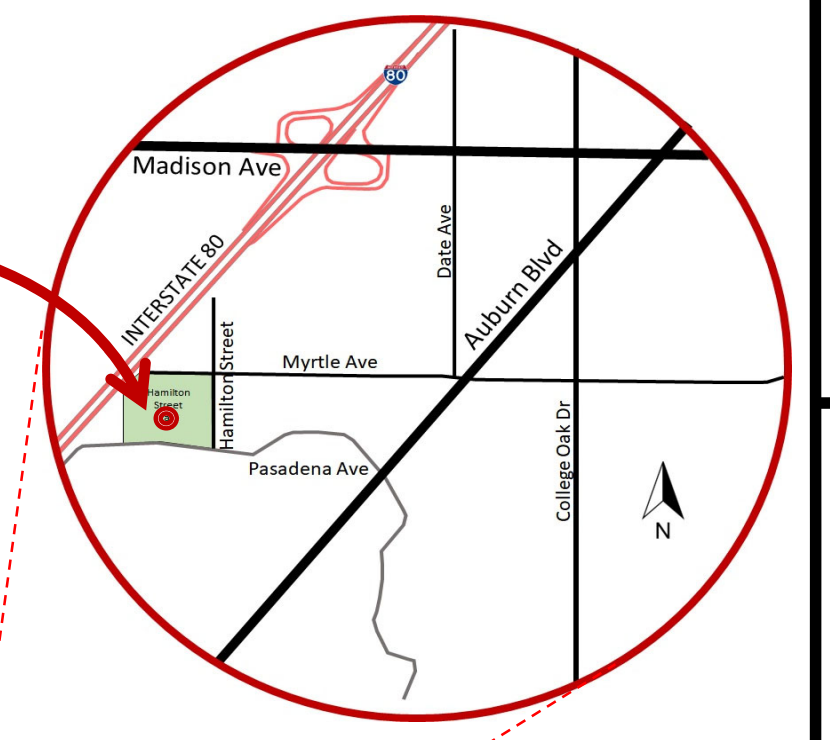
MAINTENANCE BUILDING REROOF PROJECT
4855 HAMILTON STREET
SACRAMENTO, CA 95841
APN: 240-0050-024

ARCADE CREEK RECREATION AND PARK DISTRICT
4855 HAMILTON STREET
SACRAMENTO, CA 95841
(916) 482-8377
12-16-2023

Reroof Project
2023-7-HSP
COVER PAGE

PROJECT LOCATION

MAINTENANCE BUILDING
RENOVATION PROJECT
HAMILTON STREET PARK
4855 HAMILTON STREET
SACRAMENTO, CA 95841



Parcel Data
4655 Hamilton Street, Sacramento, CA 95841 - APN: 240 0050 024 0000
This building is located in the center of a 16.62 Acre park located in a residential neighborhood east of Interstate 80, south of Madison Ave.

16.62 Acres
Parcel Zoning **O - Recreation**; (Current Parcel Use - Recreation)
Sq Ft of Alteration = **441 SqFt** - (Total building = 1,239 SqFt)
Occupancy - **Storage** - (Building used for the storage of Park Maintenance Equipment)
This building is void of utilities except for minor electrical outlets and lights which will remain.

Existing Building Historical Use: This building was built in the mid 50s and was used as a horse stable and tack room. The lower portion is built of CMU Block. The second story is wood framed and was used as a hayloft. The second story is now not needed by the Park District. The plans are to remove the second story and lower the roof to be one story.
There are no plans to install any new utilities in this building as it is used as equipment and tractor storage.

There are other structures on the parcel but are not part of this re-roofing project.
No Trees will be disturbed during the course of this work.

Scope of Project
Remove 21' x 21' second story and lower the roof in this section of the building to match the north end of the building.

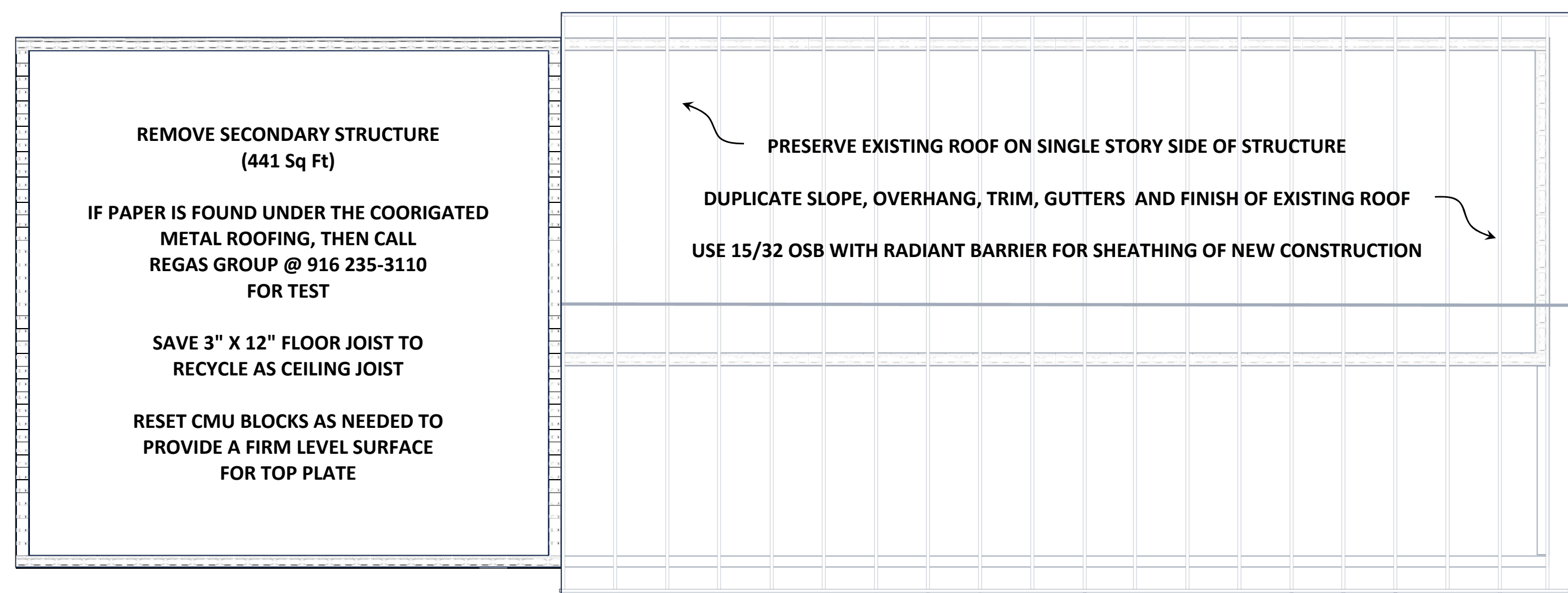
No changes are proposed to any utilities.

Existing Electrical Meter and Panel

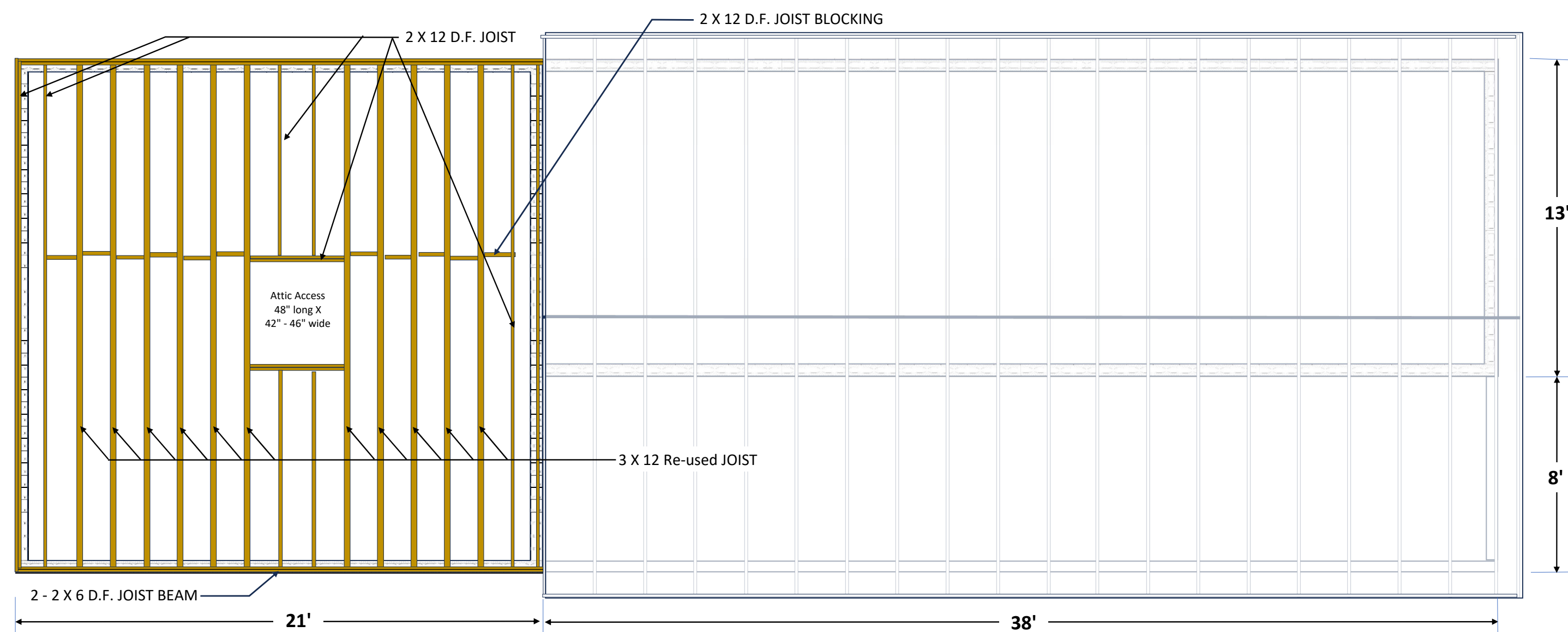


Prime Contractor and all Sub Contractors performing work below grade are required to call underground Service Alert 72 hour prior to excavation and maintain the ticket during the duration of the project.

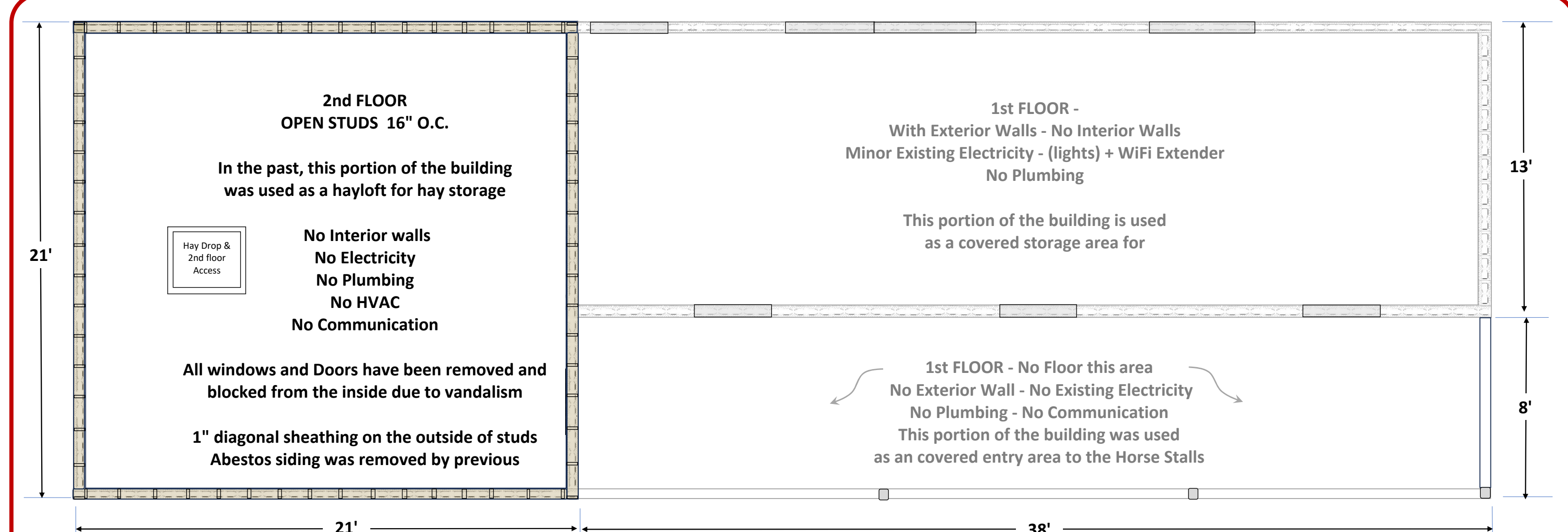
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ARCADE CREEK RECREATION AND PARK DISTRICT	4855 HAMILTON STREET SACRAMENTO, CA 95841 (916) 482-8377		
Reroof Project	# 2023-7-HSP SITE PLAN		
		12-20-2023	



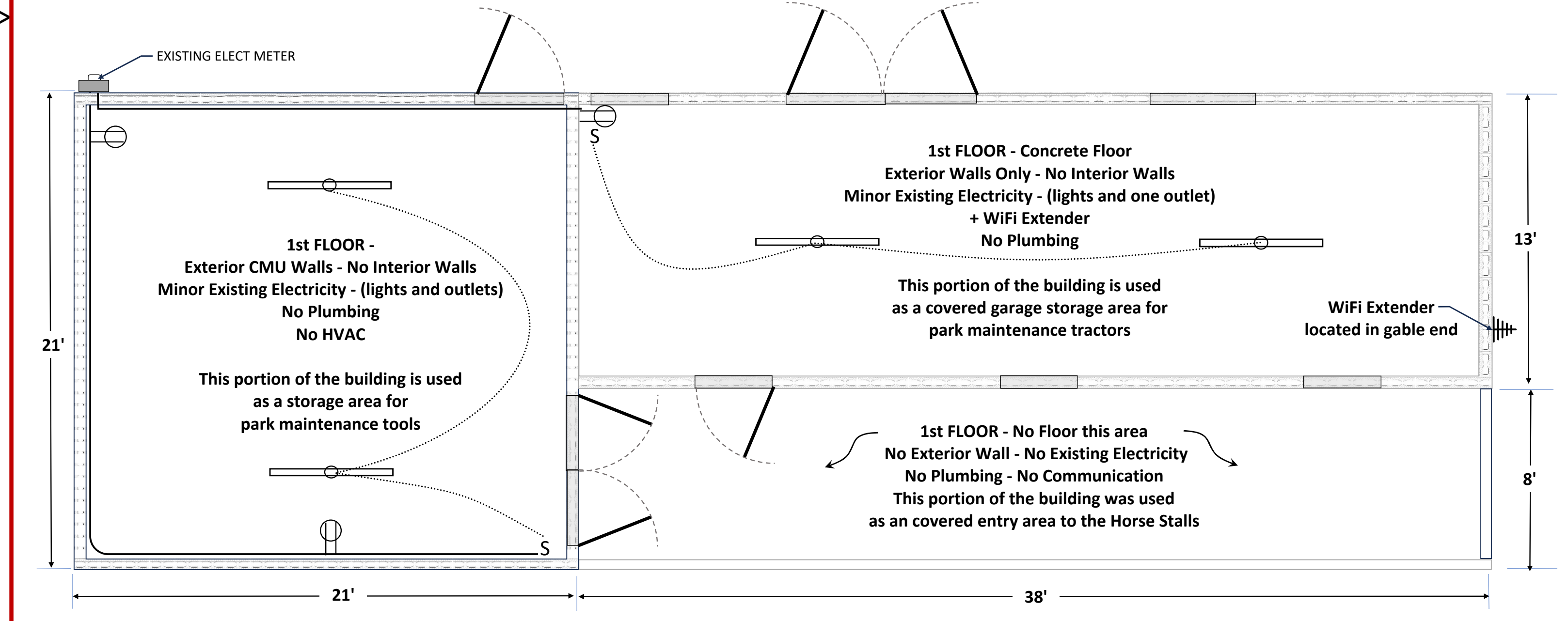
Top View - Remove Second Story



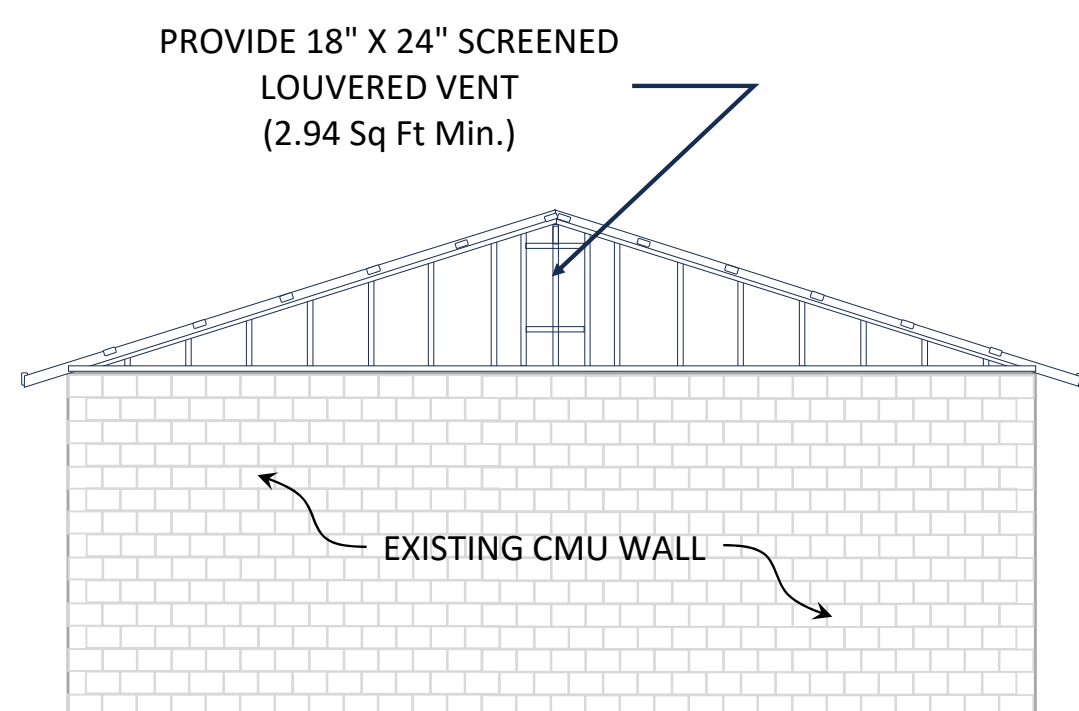
Top View - INSTALL RECYCLED 3 X 12 FLOOR JOIST ON NEW TOP PLATE (this detail for reference - SEE SHEET 4 & 5)



SECOND STORY FLOOR PLAN - 1/4" scale



FIRST STORY FLOOR PLAN - 1/4" scale



South View - Framing of Gable End



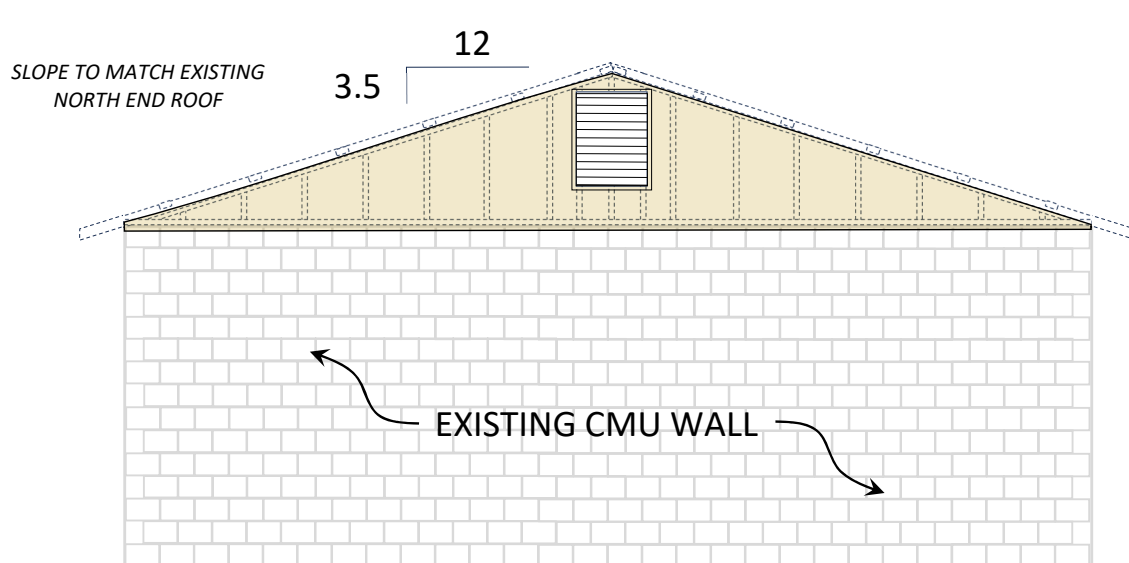
North View



East View



North-West View



South View
Install T1-11 Plywood siding on both Gable Ends



South View



West View



North East View

DEMO OVERVIEW

LEAD AND ABESTOS HAS BEEN ABATED BY JM ENVIRONMENTAL OF ROSEVILLE.

WHEN DEMOMOLITION OF THE SECOND STORY COMENSES, SAVE THE 3 X 12'S FLOOR JOIST FOR REUSE AS CEILING JOIST. RETAIN THE CMU WALLS.

SAVE THE SOLAR LIGHT ON THE WEST SIDE AND RETURN TO ACRPD FOR REUSE.

REMOVE AND SEAL EMPTY ABANDONED CONDUIT

HAUL CONSTRUCTION DEBRIS TO SAC COUNTY APPROVED CONSTRUCTION DEBRIS RECYLER AND MAINTAIN WEIGHT LOGS.

THIS IS A PREVAILING WAGE JOB. BIDDING CONTRATORS SHALL BE REGISTERED WITH DIR PRIOR TO BIDDING.

PRIME CONTRACTOR MUST BE RESPONSIBLE FOR MORE THAN 50% OF THE WORK.

ALL CONTRACTORS PERFORMING WORK ON THIS PROJECT SHALL BE LICENSED WITH THE STATE OF CALIFORNIA

NO.	DATE	BY
1	1/6/23	VNA

PROJECT MANAGER
VIRG ANDERSON
(916) 764-8995

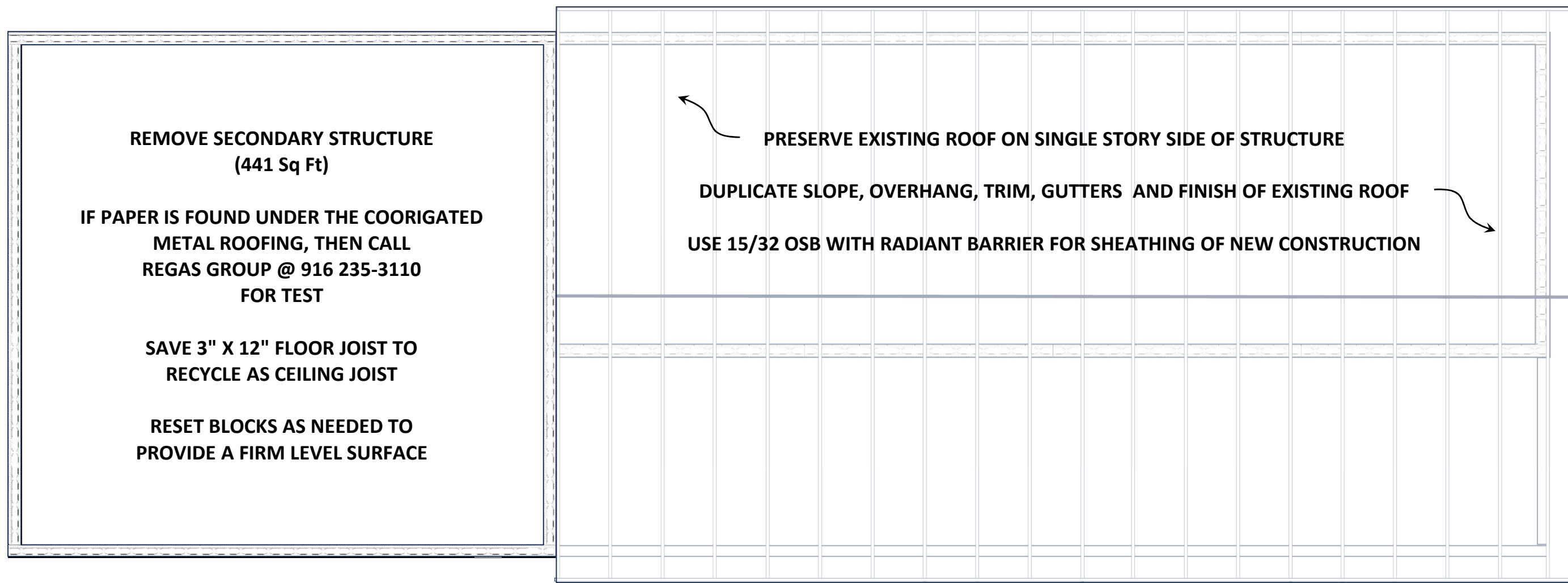
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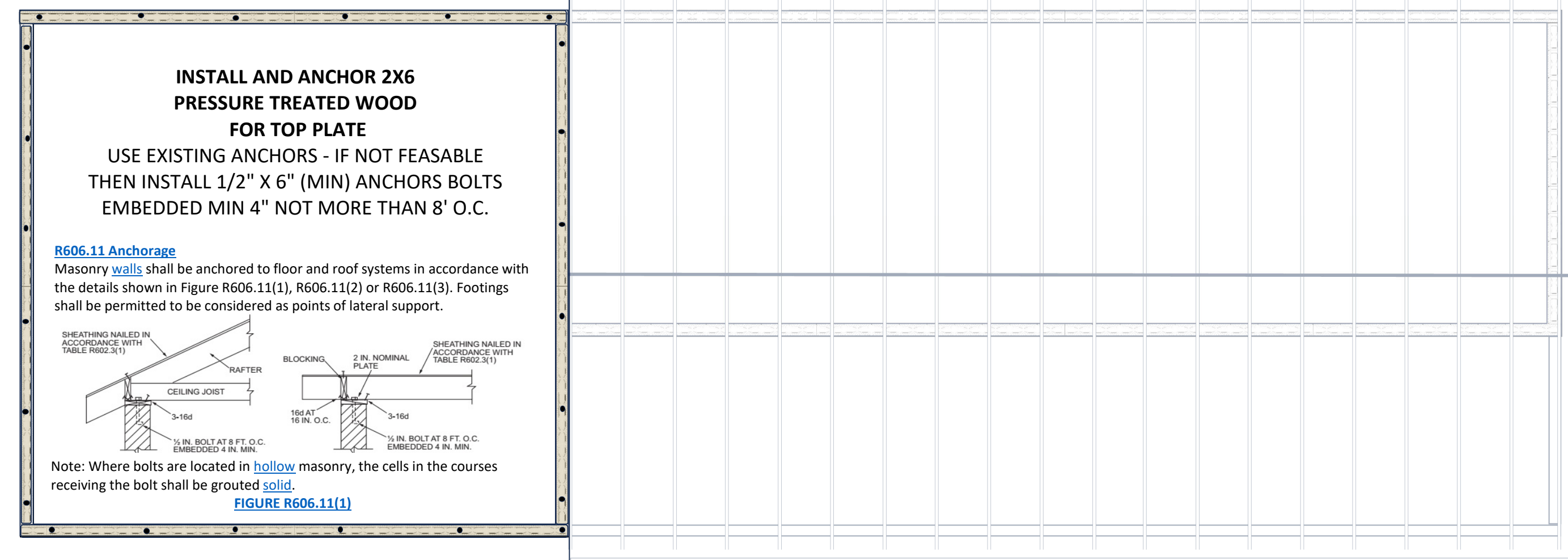
11-16-2023

2nd STORY DEMO & Floor Plan

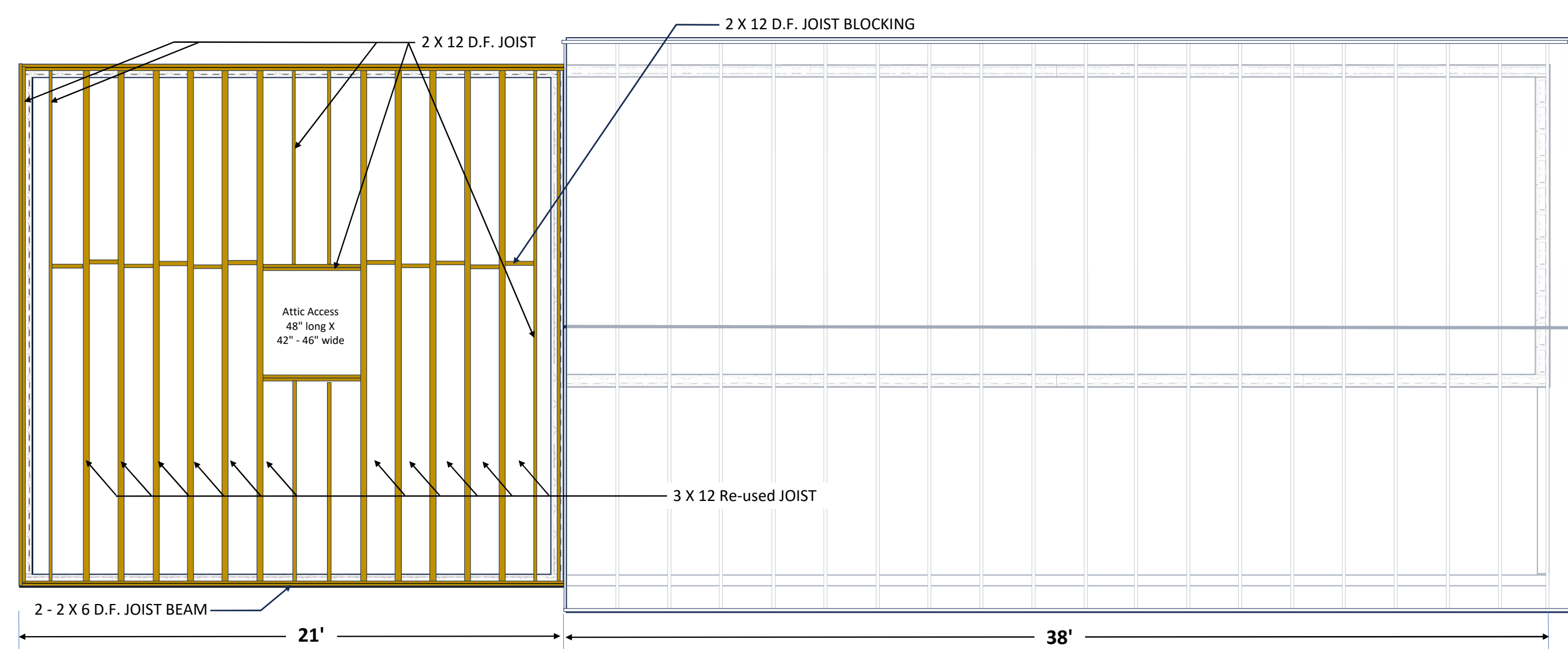
SHEET 3 OF 5



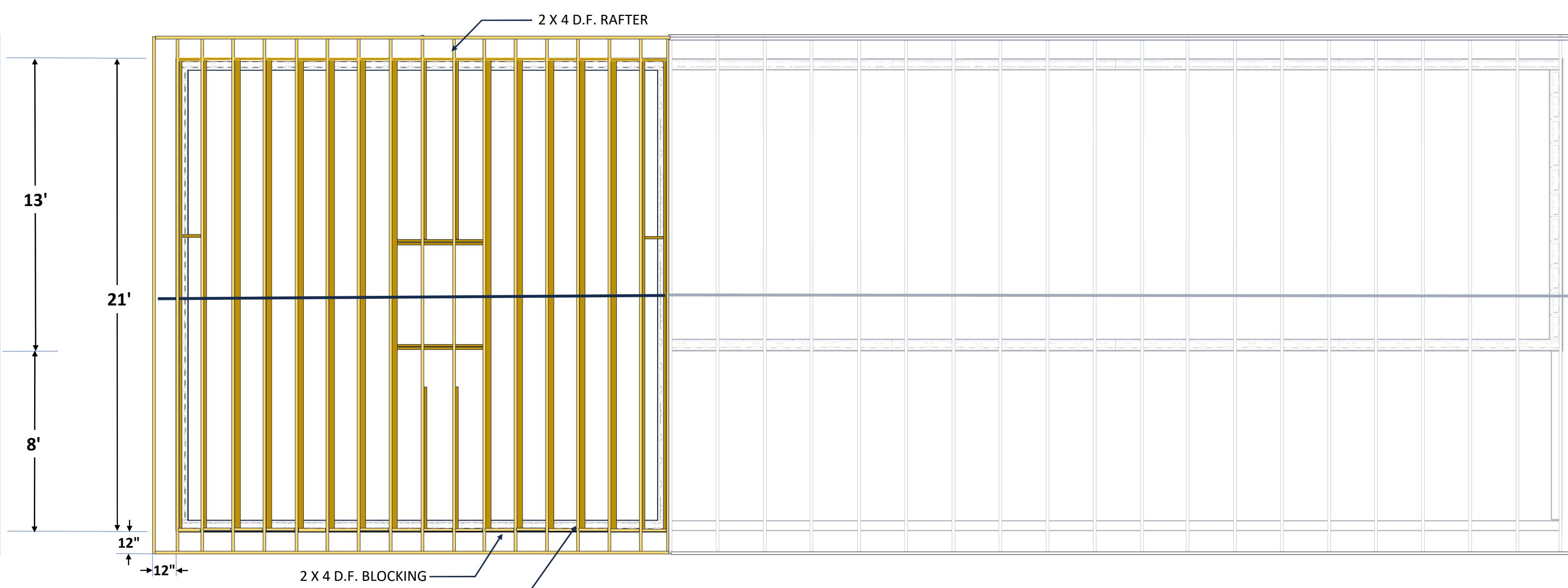
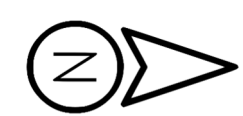
Top View - Remove Second Story - NTS



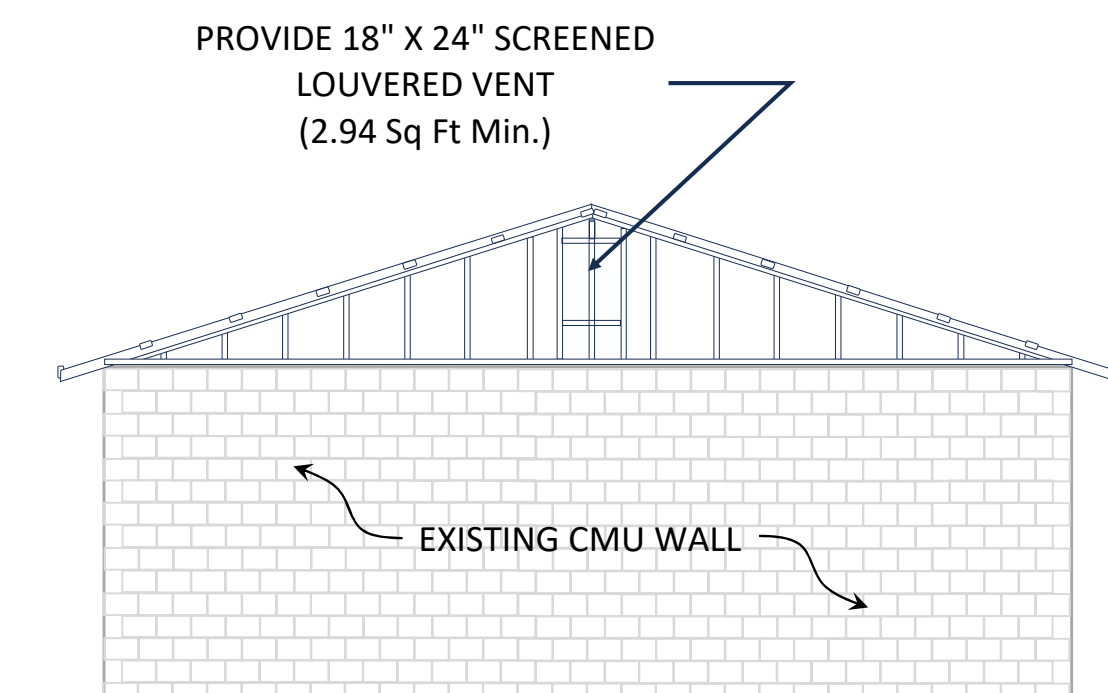
Top View - Install New Pressure treated Top Plate - NTS



Top View - INSTALL RECYCLED 3 X 12 FLOOR JOIST ON NEW TOP PLATE - NTS - Dimentions Shown



Top View - Install New Rafters, Facia, Sheathing, Flashing, Gutters & Metal Roofing to Match North End



South View - Framing of Gable End



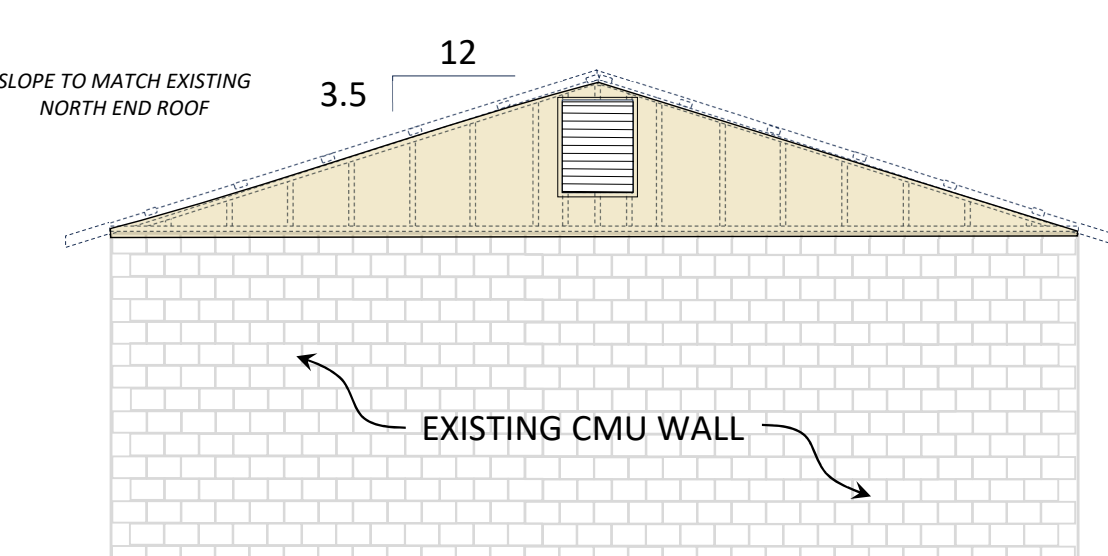
North View



East View



North-West View



South View
Install T1-11 Plywood siding on both Gable Ends



South View



West View



North East View

PROJECT OVERVIEW

LEAD AND ABESTOS HAS BEEN ABATED BY JM ENVIRONMENTAL OF ROSEVILLE.

WHEN DEMOMOLITION OF THE SECOND STORY COMENSES, SAVE THE 3 X 12'S FLOOR JOIST FOR REUSE AS CEILING JOIST. RETAIN THE CMU WALLS AND THE SOLAR LIGHT ON THE WEST SIDE OF 2ND STORY

HAUL CONSTRUCTION DEBRIS TO SAC COUNTY APPROVED CONSTRUCTION DEBRIS RECYLER AND MAINTAIN WEIGHT LOGS.

FABRICATE A NEW ROOF TO BLEND WITH THE NORTH PORTION OF THE BUILDING. INCLUDE TRIM AND GUTTERS.

REMOVE & REPLACE THE SIDING ON THE NORTH GABLE END

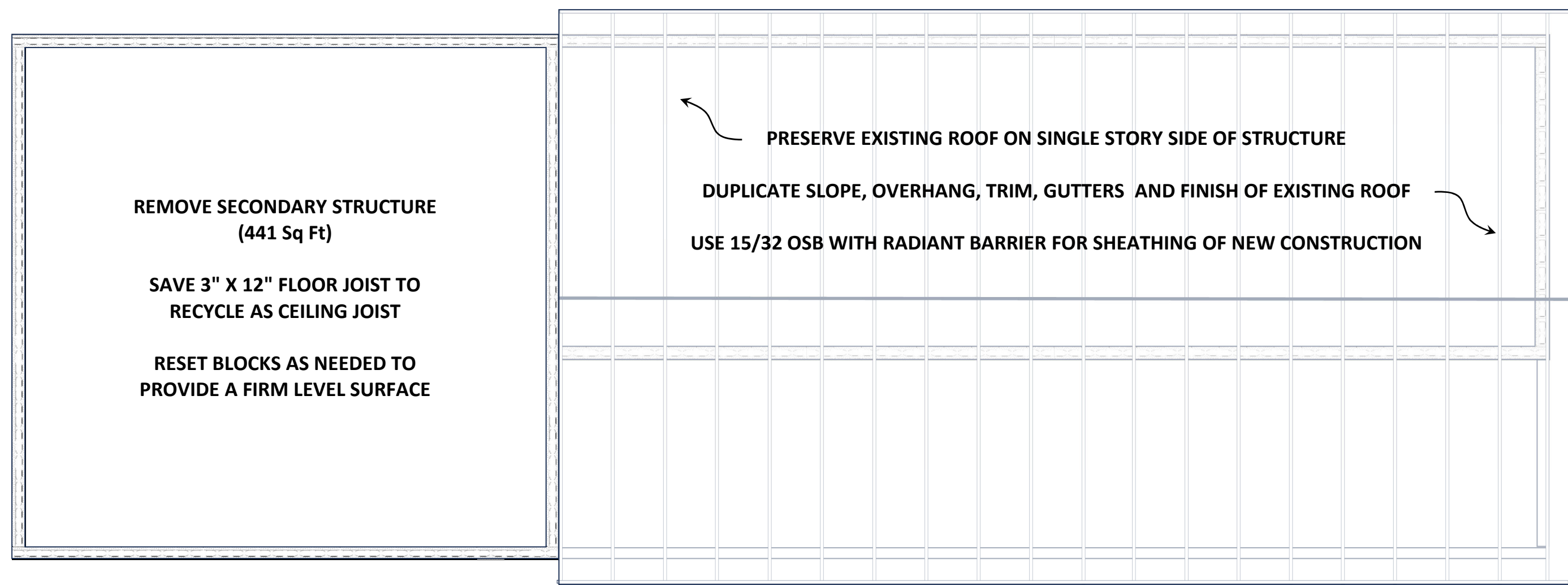
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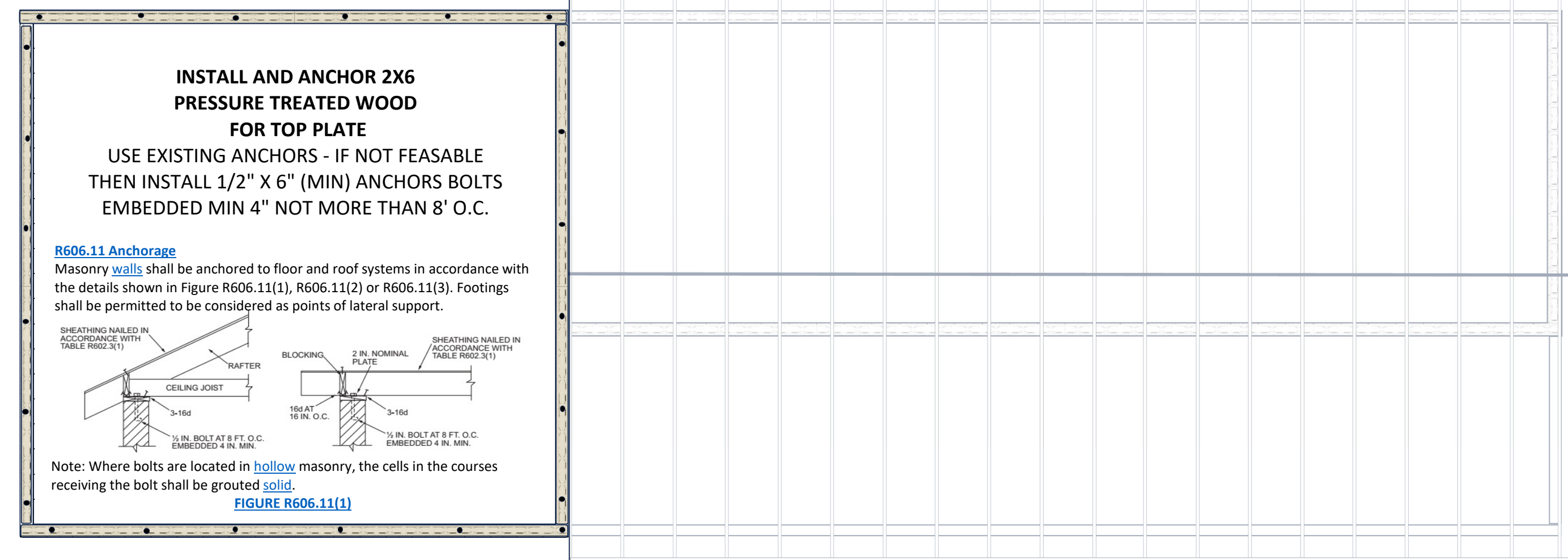
PRIME CONTRACTOR MUST BE RESPONSIBLE FOR MORE THAN 50% OF THE WORK.

ALL CONTRACTORS PERFORMING WORK ON THIS PROJECT SHALL BE LICENSED WITH THE STATE OF CALIFORNIA

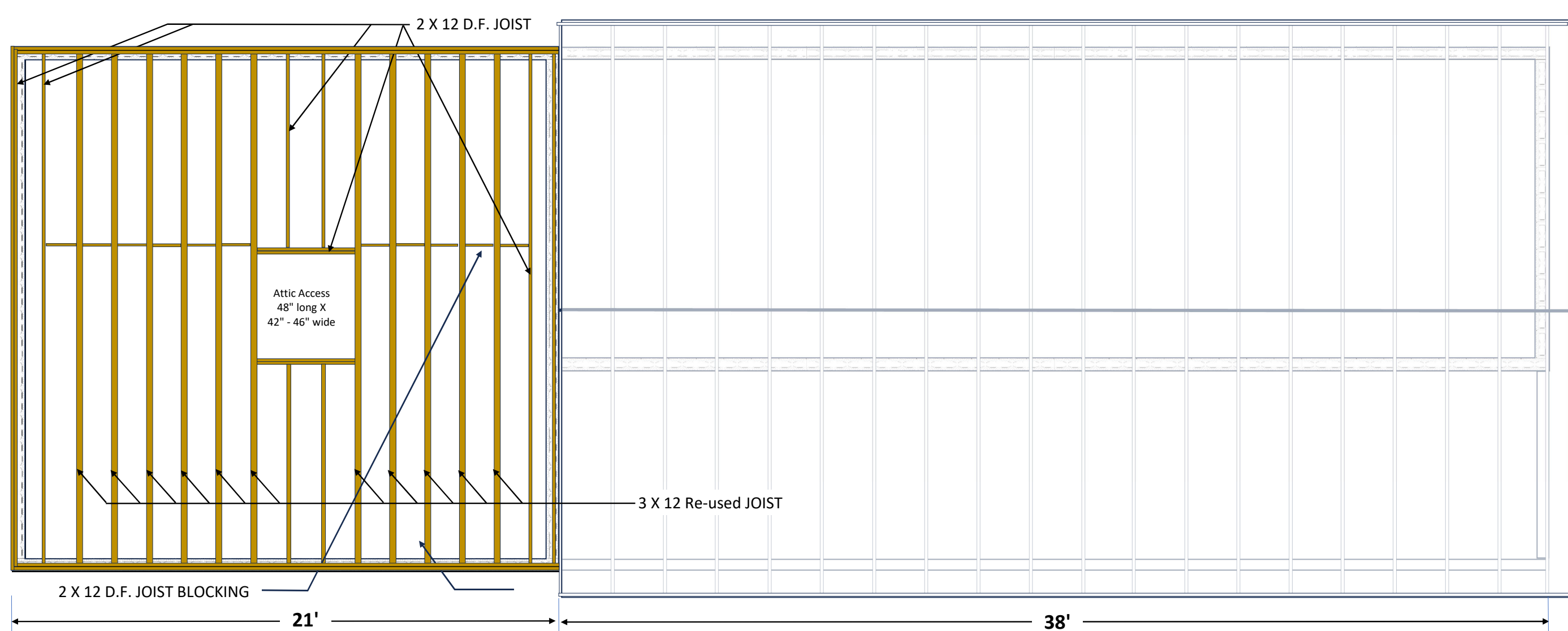
REVISIONS NO. _____ DATE _____ BY _____	PROJECT MANAGER VIRG ANDERSON (916) 764-8995	MAINTENANCE BUILDING REROOF PROJECT 4855 HAMILTON STREET SACRAMENTO, CA 95841 APN: 240-0050-024	ARCADE CREEK RECREATION AND PARK DISTRICT 4855 HAMILTON STREET SACRAMENTO, CA 95841 (916) 482-8377
SHEET 4 OF 5			



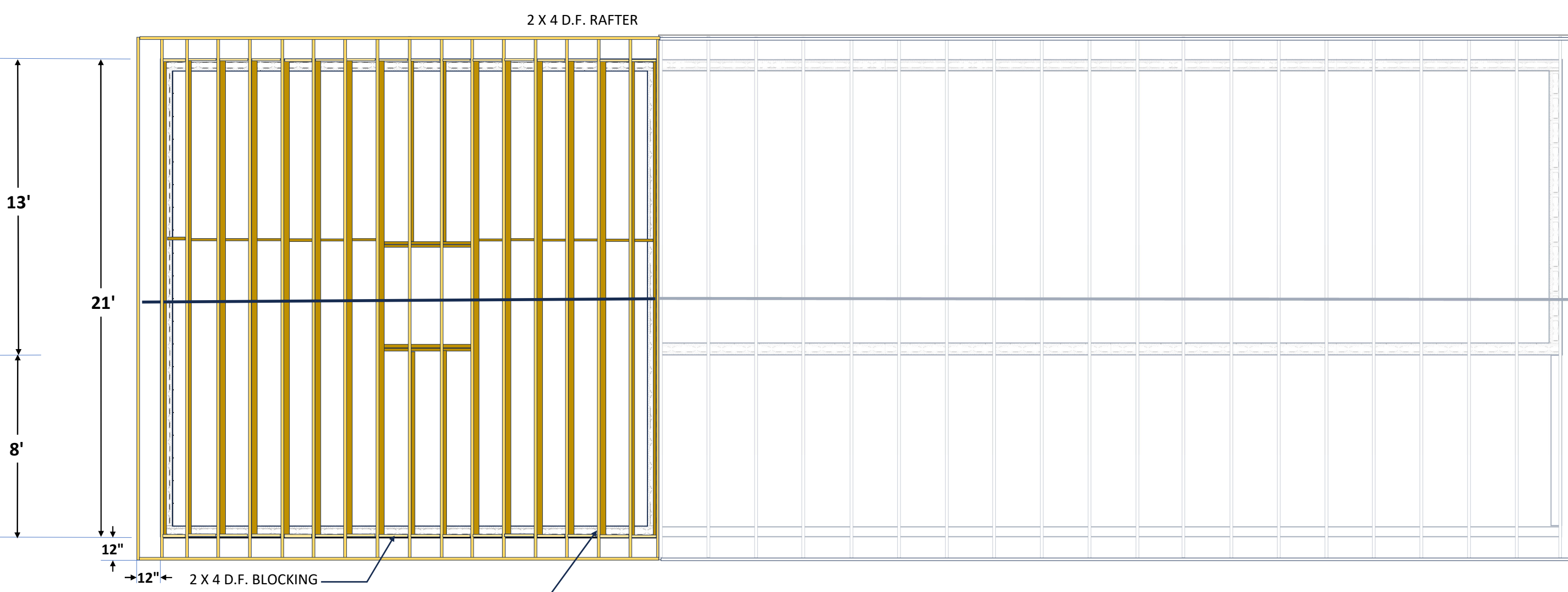
Top View - Remove Second Story - NTS



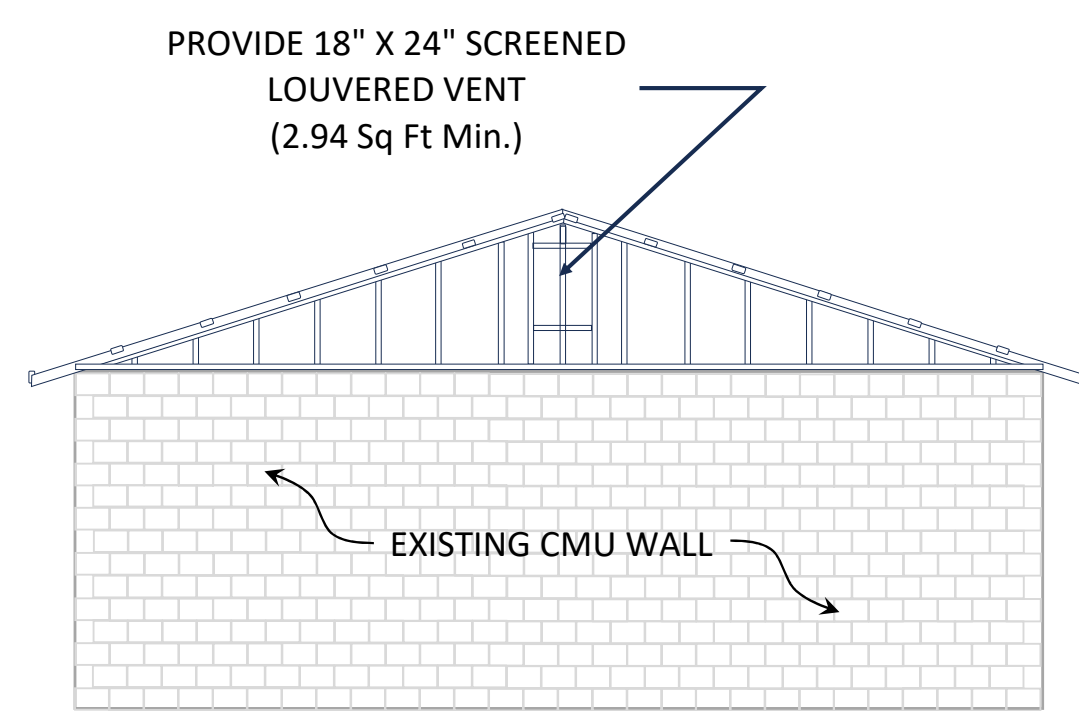
Top View - Install New Top Plate - NTS



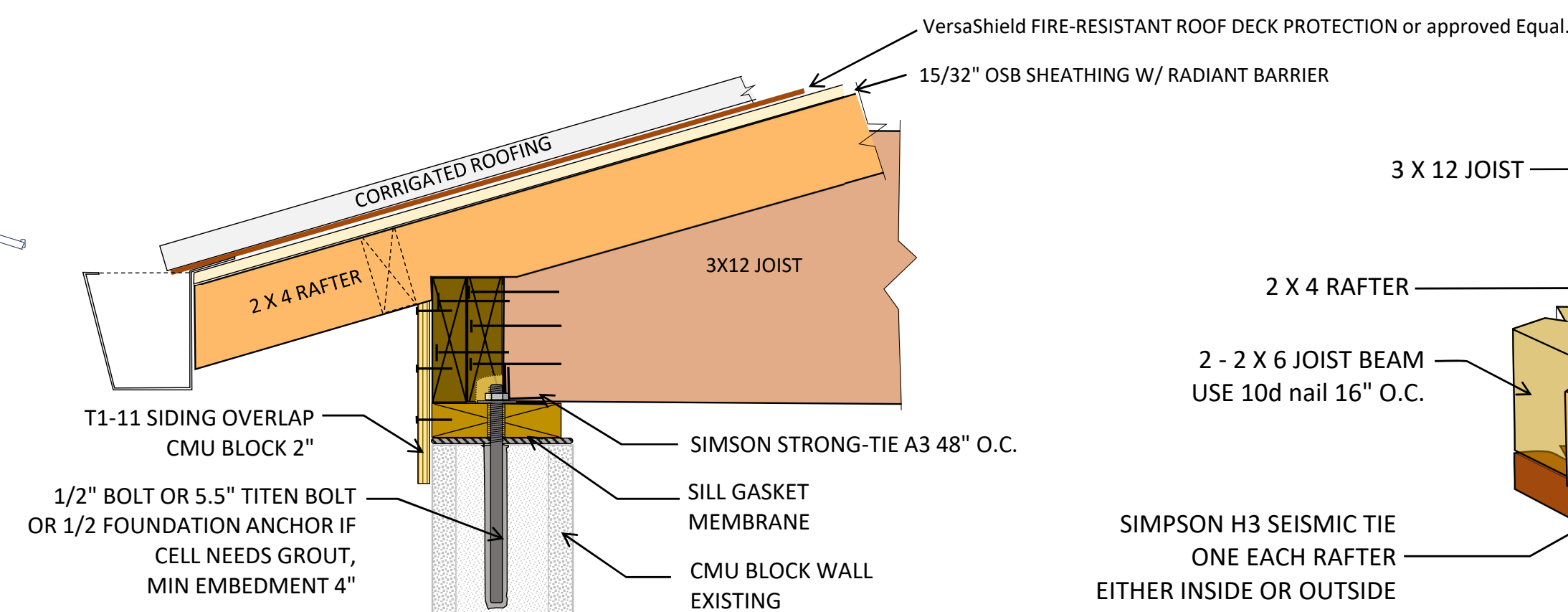
Top View - INSTALL RECYCLED 3 X 12 FLOOR JOIST ON NEW TOP PLATE - NTS - Dimensions Shown



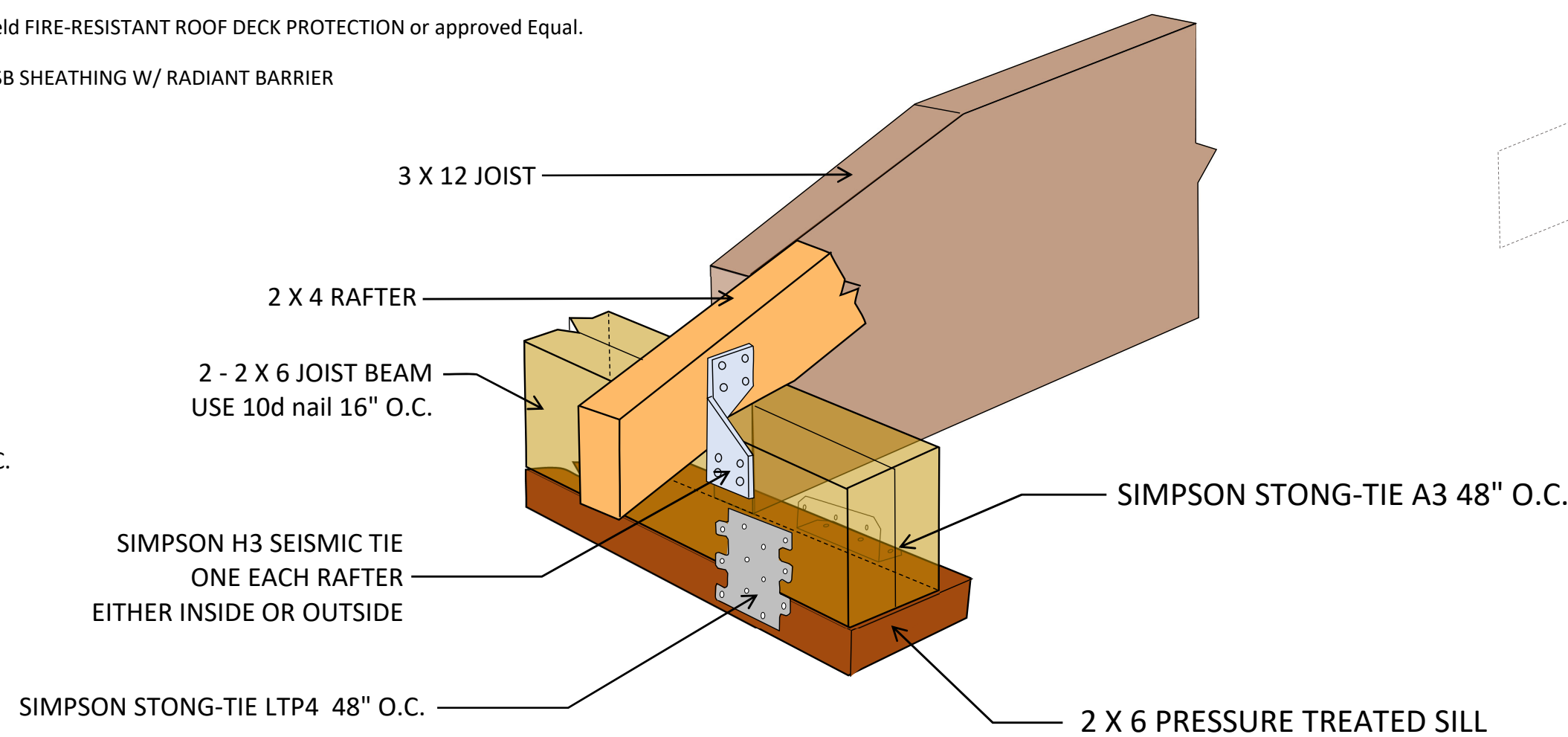
Top View - Install New Rafters, Fascia, Sheath, Flashing, Gutters & Metal Roofing to Match North End - NTS



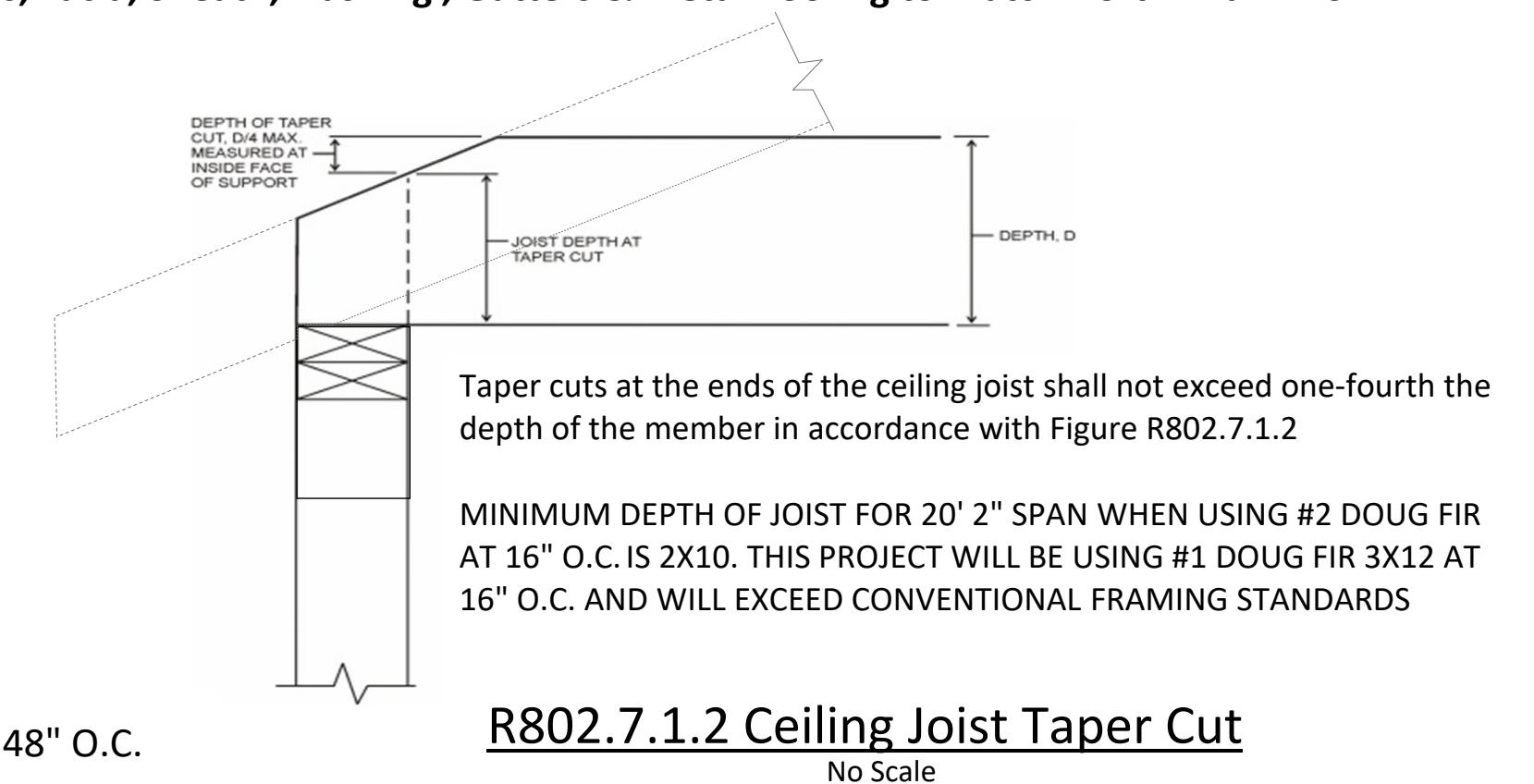
South View - Framing of Gable End TYP
No Scale



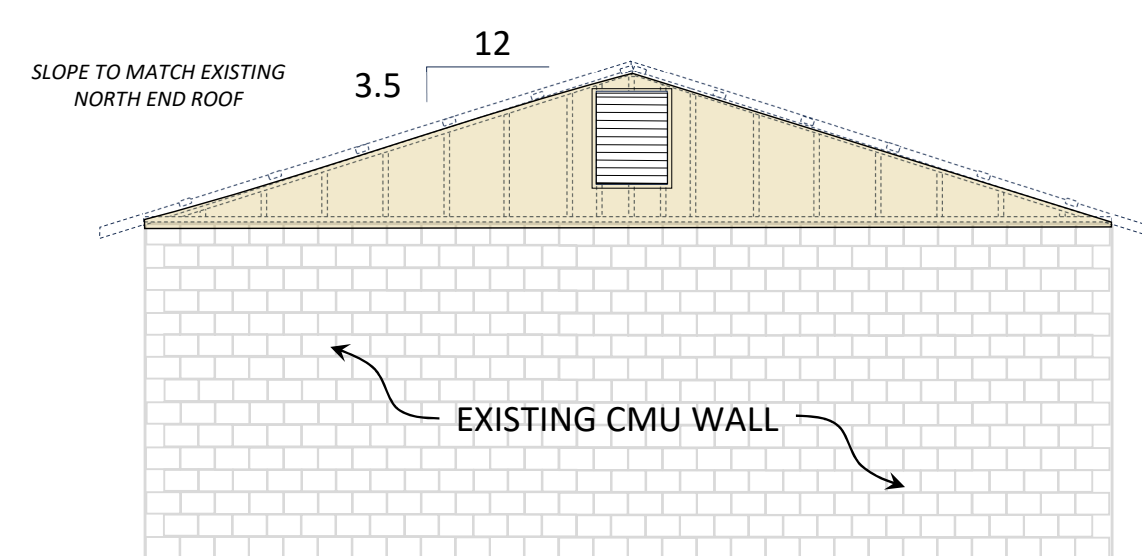
METAL ROOFING DETAILS
No Scale



TOP PLATE DETAIL
No Scale

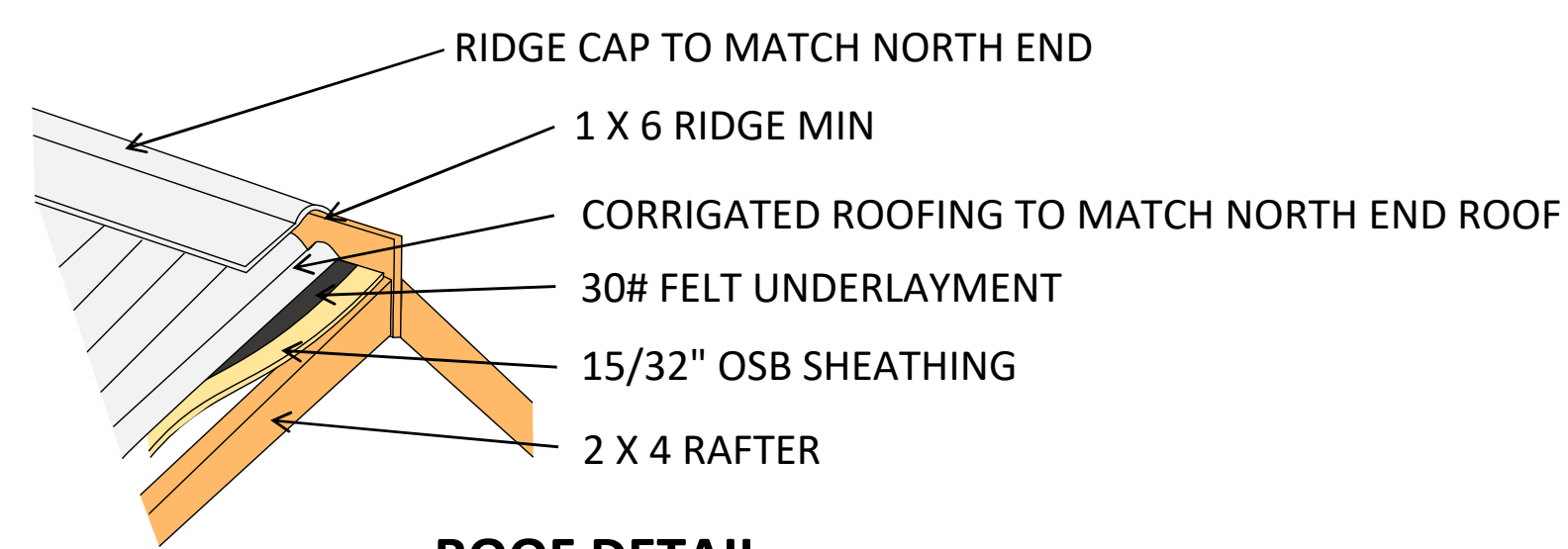


R802.7.1.2 Ceiling Joist Taper Cut
No Scale

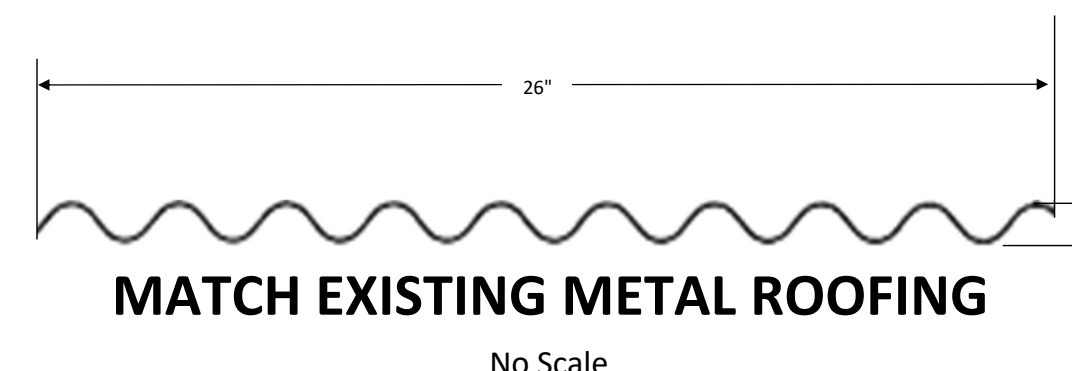


South View

INSTALL T1-11 PLYWOOD SIDING BOTH GABLE ENDS OF BUILDING OVERLAP CMU BLOCK 2". PRIME AND PAINT 2" OF BOTTOM EDGE BOTH SIDES



ROOF DETAIL
No Scale



MATCH EXISTING METAL ROOFING
No Scale

REROOF DETAILS

FABRICATE A NEW ROOF TO BLEND WITH THE NORTH PORTION OF THE BUILDING. INCLUDE TRIM AND GUTTERS.

REMOVE & REPLACE THE SIDING ON THE NORTH GABLE END, INSTALL SIDING ON SOUTH GABLE END

PRIMER AND PAINT THE BUILDING WITH TWO COATS ELASERMERIC PAINT WITH COLORS APPROVED BY DISTRICT FOLLOWING THE MANUFACTURE'S RECOMENDATION. TRIM AND DOORS TO BE A SECOND COLOR. COLORS TO BE SELECTED BY THE ACRPD GENERAL MANAGER.

ALL WORK TO BE IN ACCORDANCE WITH CALIFORNIA BUILDING CODES USING CONVENTUAL FRAMING PRACTICES

REVISIONS	NO.	DATE	BY
	1	1/6/23	VNA

PROJECT MANAGER
VIRG ANDERSON
(916) 764-8995

MAINTENANCE BUILDING REROOF PROJECT
4855 HAMILTON STREET
SACRAMENTO, CA 95841
APN: 240-0050-024

ARCADIE CREEK RECREATION AND PARK DISTRICT
4855 HAMILTON STREET
SACRAMENTO, CA 95841
(916) 482-8377

Meeting Date: February 29, 2024		Item # 4c New Business
Project Manager Report		
Subject: Award of Bid for the Hamilton Street Park Play Curb Project		
Initiated or requested by <input type="checkbox"/> Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by <i>AndersonPMS for: Lisa Gonzalez</i>
<p>Objective To Award the Bid for the Play Curb for the Play Equipment that is scheduled to be installed in April of 2024.</p> <p>Background This Board Directed Anderson PMS to develop plans and request bids for the construction of a Concrete Play C at Hamilton Street Park to contain the new play equipment that is scheduled to be install by a previous contract with Park Planet of Redding.</p> <p>An RFP was created and disseminated by email and through two local builders’ exchanges. Three Bids were received on February 1, 2024.</p> <p>The Lowest Bid Contractor is registered with the DIR and the California Contractors License Board and in the past has built play curbs for the district.</p> <p>John Vaden’s Restoration Landscape was the lowest Bidder at \$24,875.00 Engineer’s estimate was \$25,000.</p> <p>Budget/Cost Information The budget for this portion of the play project is \$30,000. This bid came in under the budgeted amount leave funds available to Construction Management cost.</p> <p>Proposed Action. A motion to Award the low bid for the Construction of the Hamilton Street Play Curb Project of \$24,875.00 to John Vaden’s Restoration Landscape.</p> <p>Alternative Action. Postpone final decision of award based on Board directives. As stipulated.</p>		
Coordination and Review This is a standard practice of the Board.	Attachment(s) <ul style="list-style-type: none"> Bid Abstract 	

Arcade Creek Recreation and Park District

MEETING DATE: February 29, 2024

AGENDA ITEM: 5 Announcements

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 January 18, 2024 at 6:00 p.m.

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

Call to Order and Perform Roll Call: Chairperson A. Vassar called the meeting to order at 6:03 pm

Board Members Present: A. Vasser, G. Wilson, M. Hanson, S. Miller, and T. Dworetzky

Board Members Absent: None

Staff Members Present: L. Gonzales, K. Cook and D. Nishihara

Legal Counsel Present: Derek Cole

Auditor Present: No

Presentation(s): None

Visitor(s) That Signed In: V. Roy

2. PUBLIC COMMENTS:

V. Roy, requested removal of sycamore tree located in the vicinity of her home due to the impact of its maintenance, i.e. leaves needing to be cleaned up. She further stated she is willing to contribute 2/3 (two-thirds) of the cost to remove the tree which includes, grinding the “*stump*.” General Manager interjected; she would contact a current District vendor to remove the tree.

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

6. OLD BUSINESS:

6e. Proposed Successor Agreement Between TRUSD and ACRPD
Directions were provided to legal counsel.

3. ANNOUNCEMENTS:

General Manager welcomed new staff member D. Nishihara

4. TASK STARTED, REVISED OR ACCOMPLISHED:

Item received

MINUTES of Board of Directors Meeting

January 18, 2024

Page 2 of 4

5. CONSENT ITEMS:

- a. November 19, November 24, and December 3, 2020 **Meeting Minutes**
- b. FY 20-21 Period 5 **Financial Reports 339A**
- c. FY 20-21 Period 5 **Financial Reports 339D**
- d. FY 20-21 Period 5 **Multi Accounts Revenue Reports**
- e. FY 20-21 Period 5 **Payroll Report**
- f. FY 20-21 Period 5 **Facility Rental Reports**
- g. Correspondence **received and sent**
- h. General Manager's Report and project update report

Motion No. 1: It was moved by Director G. Wilson and seconded by Director T. Dworetzky to approve consent items a, c, d, e, f, and g, as presented.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent, 0 Abstained

Ayes: A. Vasser, G. Wilson, M. Hanson, S. Miller, and T. Dworetzky

Absent: Abstained: Vacant:

Motion No. 2: It was moved by Director G. Wilson and seconded by Director T. Dworetzky to approve consent items b and h following discussion.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent, 0 Abstained

Ayes: A. Vasser, G. Wilson, M. Hanson, S. Miller, and T. Dworetzky

Absent: Abstained: Vacant:

6. OLD BUSINESS: (Cont.)

- a. Change in Board Officers' Position for 2024 will be voted on at the January 2024 meeting.

Motion No. 3: It was moved by Director T. Dworetzky and seconded by Director M. Hanson to nominate the following positions: S. Miller as Chair, T. Dworetzky as Vice Chair and G. Wilson as Secretary/Treasurer all accepted.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent, 0 Abstained

Ayes: A. Vasser, G. Wilson, M. Hanson, S. Miller, and T. Dworetzky

Absent: Abstained: Vacant:

A. Vasser turned the meeting over to NEW Chairperson, S. Miller at 7:25PM.\

- b. Monthly update on Nature Trail at Arcade Creek Park – Item received

- c. Director Dworetzky and Director Wilson – Discuss District Salary Ranges – Return to February meeting

MINUTES of Board of Directors Meeting

January 18, 2024

Page 3 of 4

6. OLD BUSINESS: (Cont.)

d. Draft Policy 2900 General Manager

Return to February meeting

f. Discuss and establish office hours

Return to February meeting, staff provided feedback and direction to return in February with a DRAFT Policy regarding defined office hours and public park hours including holidays.

g. Report from Anderson Project Management

Item received, General Manager was instructed by Board, for V. Anderson must attend the February meeting to provide more project details and a site map for all projects within his current scope (Shop renovation / Playground).

7. NEW BUSINESS

a. Filtration system for HSP well

Staff provide brief update, return to February meeting.

b. Discuss budget priorities for FY 2024-25

Brief Board discussion, return to February meeting.

c. Discuss change of February 2024 Board meeting date

Motion No. 4: It was moved by Director T. Dworetzky and seconded by Director A. Vasser to reschedule the February 15, 2024 Board Meeting to February 29, 2024.

Motion Carried: 5 Ayes, 0 Noes, 0 Absent, 0 Abstained

Ayes: A. Vasser, G. Wilson, M. Hanson, S. Miller, and T. Dworetzky

Absent: Abstained: Vacant:

d. Mid-year budget adjustment – offset personnel expense

Motion No. 5: It was moved by Director T. Dworetzky and seconded by Director A. Vasser to approve Option B, to reallocate \$35,000 from Contingencies (#7901) to the 339A General Fund.

Motion Carried: 3 Ayes, 1 Noes, 0 Absent, 1 Abstained

Ayes: A. Vasser, M. Hanson, and T. Dworetzky

No: G. Wilson

Abstained: S. Miller

Chairperson S. Miller assigned Director's T. Dworetzky and G. Wilson to the finance committee.

MINUTES of Board of Directors Meeting

January 18, 2024

Page 4 of 4

8. BOARD DISCUSSION

- a. General discussion on topics for future meetings.
Increase Board stipend.

9. ADJOURNMENT OF THE MEETING.

The chairperson adjourned the meeting at 9:15PM

DRAFT

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

**January 2024
Period 7 of 13**

FYTD Completed = 54%

CODE	CATEGORIES	2023-24 Budget	January '24	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	252,114.00	23,210.80	135,914.75	116,199.25	54%
"	Part-time Salaries			-		-0-
"	P/T Monitors	31,360.00	1,168.00	8,012.00	23,348.00	26%
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	-	1,450.00	2,050.00	41%
10113200	Salaries & Wages - Time/one half (OT)	4,000.00	135.00	1,149.10	2,850.90	29%
"	Salaries/Wages - Strt Time (No Retirement Contribution)		162.20	620.98	(620.98)	#DIV/0!
10121000	Retirement - ER Cost 6502 (@11.84%)	14,245.00	1,171.76	8,101.69	6,143.31	57%
"	Retirement - ER Cost 30003 (@10.1%)	13,312.00	759.20	5,171.39	8,140.61	39%
"	Retirement - ER Cost 26990 (@7.68%)		445.23	1,163.38	(1,163.38)	#DIV/0!
"	Retirement - UAL (-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	1,887.72	11,256.74	11,003.26	51%
10123000	Group Insurance - Employer Cost			-		-0-
"	Medical + Admin fee	45,213.00	4,102.02	23,365.32	21,847.68	52%
"	Dental	1,986.00	368.55	1,246.14	739.86	63%
"	Vision	413.00	73.71	245.70	167.30	59%
"	EAP	171.00	-	74.76	96.24	44%
10124000	Work Comp Ins - Employer Cost	5,225.00	-	4,389.75	835.25	84%
10125000	State Unemployment Insurance (Pool)	1,000.00	386.54	586.20	413.80	59%
10128000	Health Care Retirees	2,002.00	175.82	1,274.04	727.96	64%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)			-	-	#DIV/0!
	TOTALS:	397,801.00	34,046.55	204,721.94	193,079.06	51%

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

**January 2024
Period 7 of 13**

FYTD Completed = 54%

CODE	Service & Supply	2023-24 Budget	January '24	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	220.00	170.00	320.00	(100.00)	145%
20202900	Business/Conference Expenses	2,200.00	216.48	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	184.00	531.15	1,118.85	32%
20207602	Signs	1,100.00	692.27	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	-	426.00	1,774.00	19%
20211200	Building Maintenance Supplies	550.00	-	10.99	539.01	2%
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	-	7,663.20	4,336.80	64%
20214200	Land Improvement Maintenance Sup.	5,500.00	696.31	778.74	4,721.26	14%
20215100	Mechanical System Maintenance Svcs.	45,000.00	-	13,601.31	31,398.69	30%
20215200	Mechanical System Maintenance Sup.	3,300.00	-	29,596.45	(26,296.45)	897%
20216200	Painting Supplies	1,650.00	-	68.03	1,581.97	4%
20216700	Plumbing Maintenance Service (new)	1,100.00	-	785.52	314.48	71%
20216800	Plumbing Maintenance Supplies	550.00	22.92	22.92	527.08	4%
20219100	Electricity	22,000.00	1,112.01	9,297.73	12,702.27	42%

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

**January 2024
Period 7 of 13**

FYTD Completed = 54%

CODE	Service & Supply	2023-24 Budget	January '24	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	3,300.00	524.72	816.83	2,483.17	25%
20219300	Refuse Collection/Disposal	3,300.00	189.90	1,373.30	1,926.70	42%
20219500	Sewage Services	2,200.00	-	828.84	1,371.16	38%
20219800	Water	38,500.00	1,459.87	10,921.59	27,578.41	28%
20220500	Automotive Maintenance Service	3,850.00	445.76	1,701.69	2,148.31	44%
20220600	Automotive Maintenance Supplies	550.00	1,671.68	3,929.65	(3,379.65)	714%
20221100	Grounds Equipment Maintenance Svcs.	4,400.00	560.00	2,243.75	2,156.25	51%
20221200	Grounds Equipment Maintenance Sup.	4,400.00	302.73	1,513.77	2,886.23	34%
20222600	Hand / Expendable Tools	550.00	131.41	480.92	69.08	87%
20223600	Fuel and Lubricant Supplies	5,500.00	319.78	2,560.32	2,939.68	47%
20226200	Office Equip. Maintenance Supplies	1,100.00	-	29.08	1,070.92	3%
20227500	Rent/Lease Equipment	550.00	-	-	550.00	0%
20227501	Copy Machine - Lease		-	-	-	#DIV/0!
20227504	Miscellaneous	550.00	-	166.03	383.97	30%
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	351.09	606.13	(496.13)	551%
20232200	Custodial Supplies	6,600.00	376.50	4,865.95	1,734.05	74%
20243700	Lab (Medical) Service (Drug Testing)	110.00	-	-	110.00	0%
20244300	Medical Service (Pre-emp. testing)	220.00	165.00	265.00	(45.00)	120%
20244400	Medical Supplies (First Aid)	330.00	-	-	330.00	0%
20250700	Assessment / Collection Services	8,690.00	4,044.43	4,158.43	4,531.57	48%
20252100	Temporary Services		-	-	-	#DIV/0!
20253100	Legal Services	8,800.00	825.00	4,185.63	4,614.37	48%
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**

**January 2024
Period 7 of 13**

FYTD Completed = 54%

CODE	CATEGORIES	2023-24 Budget	January '24	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	735.00	1,774.99	1,525.01	54%
20281304	Sales Tsx Adj - Board of EQ			-	-	#DIV/0!
20281700	Election Services			-	-	#DIV/0!
20283102	Mileage	550.00	15.26	124.20	425.80	23%
20285100	Recreation Services	3,300.00	-	-	3,300.00	0%
20285200	Recreation Supplies	3,300.00	212.70	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	56.69	401.48	(51.48)	115%
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	252.13	3,204.39	1,723.61	65%
20298700	Telephone Services	4,400.00	344.62	2,389.60	2,010.40	54%
20298701	Cell Phones	1,650.00	30.55	909.79	740.21	55%
20299909	Expenditure Reimbursements	22,000.00	-	-	22,000.00	0%
TOTALS:		396,150.00	\$ 16,108.81	\$ 223,361.23	\$ 172,788.77	56%

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

**January 2024
Period 7 of 13**

FYTD Completed = 54%

CODE	CATEGORIES	2023-24 Budget	January '24	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	5,860.00	930.57	3,974.63	1,885.37	68%
30323000	Lease Obligation Retirement(Side Fund)	31,800.00	5,400.00	21,000.00	10,800.00	66%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	775.00		703.64	71.36	91%
TOTALS:		38,435.00	\$ 6,330.57	\$ 25,678.27	\$ 12,756.73	67%

FYTD Completed = 54%

CODE	CATEGORIES	2023-24 Budget	January '24	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%
42420100	Building - Community Ctr Upgrades		-	-	-	#DIV/0!
TOTALS:		480,000.00	\$ -	\$ 44,716.81	\$ 435,283.19	9%

FYTD Completed = 54%

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

Grand Total \$ 1,695,355.00 \$ 56,485.93 \$ 498,478.25 \$ 1,196,876.75 29%

*Grand Total Corrected to
include GL79790100
Contingencies amount*

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

**January 2024
Period 7 of 13**

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

**ACRPD 2023-2024
339A Revenue**

**January 2024
Period 7 of 13**

**FYTD Completed = 54%
Percent Received**

Account		2023-24 Budget	January '24	Received To Date	Unrealized	
91910100	Property Tax-Current Secured	700,000.00	391,271.01	391,271.01	308,728.99	56%
91910200	Property Tax-Current Unsecured	23,000.00	25,599.42	25,599.42	(2,599.42)	111%
91910300	Property Tax-Current Sup.	18,000.00	6,251.49	6,251.49	11,748.51	35%
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	4,058.48	4,058.48	1,941.52	68%
91912000	Redemption	50.00	-	-	50.00	0%
91913000	Property Tax Prior Unsecured	400.00	163.25	163.25	236.75	41%
91914000	Penalty	150.00	62.12	62.12	87.88	41%
91919600	RDA Residual Distribution	10,000.00	-	191.42	9,808.58	2%
Total Taxes		\$ 762,600.00	\$ 427,405.77	435,154.27	\$ 327,445.73	57%
94941000	Interest	2,000.00	5,595.00	5,595.00	(3,595.00)	280%
94942900	Building Rental (Parks & Facilities)	4,674.00	240.00	3,510.00	1,164.00	75%
"	Building Rental (Cell Towers 4610.42)	55,326.00	4,610.42	32,272.94	23,053.06	58%
95952200	Homeowner Property Tax Relief	5,000.00	2,590.87	2,590.87	2,409.13	52%
95952900	In Lieu Taxes - Other		-	-	-	#DIV/0!
95953300	Redevelopment Passthru	7,000.00	-	141.62	6,858.38	2%
95956300	State-Federal Grants			-	-	#DIV/0!
95956900	Other Funds - Local (GRANT)			-	-	#DIV/0!
"	Grant = Park Sponsorships			-	-	#DIV/0!
"	Funds Transferred from 339I			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
96964600	Recreation Fees			-	-	#DIV/0!
97974000	Insurance Proceeds	18,000.00	-	-	18,000.00	0%
97979000	Miscellaneous	5,000.00	179.26	258.16	4,741.84	5%
97979900	Prior Year (Funds moved to)			-	-	#DIV/0!
98986200	Proceeds from Asset sale - Spec Dist			-	-	#DIV/0!
	Fund Balance Available =xxxxxxx.xx			-	-	#DIV/0!
Problem	**County Error In Process of Correction**	-		-	-	0%
Total Other Revenue		\$ 97,000.00	\$ 13,215.55	\$ 44,368.59	\$ 52,631.41	46%
Total Revenue		\$ 859,600.00	\$ 440,621.32	\$ 479,522.86	\$ 380,077.14	56%

Register Expense Report
Period 7
Account

FY 2023/2024
1/1/2024 Through 1/31/2024
339A
January Report

Not
Clrd

Date	Num	Description	Memo	Category	Clrd	Amount
1/5/2024	25054	S CalPERS - 521	12/16- 12/31/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(339.59)
			12/16 - 12/31/2023 ER Contrib	121000 Retirement ER Cost	c	(574.39)
1/5/2024	25055	S CalPERS - 521	12/16- 12/31/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(263.90)
			12/16 - 12/31/2023 ER Contrib	121000 Retirement ER Cost	c	(379.60)
1/5/2024	25056	S CalPERS - 521	12/16- 12/31/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(111.60)
			12/16 - 12/31/2023 ER Contrib	121000 Retirement ER Cost	c	(110.59)
1/5/2024	25057	Cintas - 56036	12/20/2023 - Custodial	232200 Custodial Supplies	c	(125.50)
1/5/2024	25058	Cintas - 56036	1/4/2024 - Custodial	232200 Custodial Supplies	c	(125.50)
1/5/2024	25059	Fast Break - 37998	12/2023 Phone service	298700 Telephone Services	c	(195.00)
1/5/2024	25060	S GSRMA - 29229	1/2024 - Dental - 4 EEs	123000 Health Insurance(s)	c	(163.80)
			1/2024 - Vision - 4 EEs	123000 Health Insurance(s)	c	(32.76)
1/5/2024	25061	S Home Depot - 2843	2/J pipes	216800 Plumbing Maint. Supplies	c	(46.40)
			Credit 2/Jpipes returned	216800 Plumbing Maint. Supplies	c	46.40
			Impact drill, gloves, caution tape	222600 Hand - Expendable Tools	c	(63.15)
1/5/2024	25062	Juanita Petersen - 910220	Reimb - P-trap HSP public RR	216800 Plumbing Maint. Supplies	c	(22.92)
1/5/2024	25063	Kim Cook - 919996	12/2023- Mileage Reimb	283102 Mileage	c	(15.26)
1/5/2024	25064	Normac - 1309	Irrigation supplies - 15/ rotors, 6/HD covers	214200 Land Improvement Maint. Suppli	c	(696.31)
1/5/2024	25065	S OK Tire - 14277	Smog - 1996 Chevy	220500 Automotive Maint. Service	c	(62.95)
			Labor - 1996 Chevy	220500 Automotive Maint. Service	c	(382.81)
			Parts - 1996 Chevy - catalytic converter	220600 Automotive Maint. Supplies	c	(1,671.68)
1/5/2024	25066	Orbit Station - 33714	12/2023 - Fuel Chgs	223600 Fuel & Lubricant Supplies	c	(319.78)
1/5/2024	25067	PG&E - 1383	12/2023 - Billing	219200 Natural Gas Service	c	(524.72)
1/5/2024	25068	Sacramento Control Systems - 1112	1/2024 - 3/31/2024 - AES Fire Monitoring (new rate)	291700 Alarm Services	c	(252.13)
1/5/2024	25069	T-Mobile - 32685	12/2023 District Cell phone	298701 Cell Phones	c	(30.55)
1/5/2024	25070	S Umpqua Bank - 52152	1/2024- Side Fund Interest	321000 Interest Expense	c	(465.47)
			1/2024- Side Fund Principal	323000 Lease Oblig Retirement Side Fun	c	(2,700.00)
1/5/2024	25071	S Umpqua CC - 71085	Disputed PayPal Charges	207600 Office Supplies	c	(184.00)
			Indeed - Posting for Office Admin Position	200500 Advertising - Legal Notices	c	(170.00)
			Lunch - Interview staff & staff lunch	202900 Business Conference Expenses	c	(216.48)
			Signs - CA ADA Parking, Pickleball Court	207602 Signs	c	(692.27)
			Work boots - Petersen, Mitchell	231400 Clothing - Personal Supplies	c	(281.06)
			Prop 68 Signs	289800 Other Operating Exp - Supplies	c	(56.69)
1/12/2024	P/R+Taxes	S Payroll And Taxes	Period 12/16/2023 - 12/31/2023- Ck date 1/12/2024	111000 Salaries & Wages	c	(10,769.69)
			Brd Pay Ck date 1/12/20204	112400 Stipend Commission & Board	c	-
			Time/One Half - Ck date 1/12/2024	113200 OT & Straight Time	c	(135.00)

			OT Straight Pay - Ck date 1/12/2024	113200 OT & Straight Time	c	-
			OASDHI - Ck date 1/12/2024	122000 OASDHI	c	(834.21)
			SUI ER Contrib Ck date 1/12/2021	125000 SUI Insurance (ER Cost)	c	(174.49)
			Termination Pay	115200 Terminal Pay	c	-
1/12/2024	EFT	# 400046463 - Health Benefits	Health Benefits Pay Date 1/12/2024	123000 Health Insurance(s)	c	(2,553.55)
1/18/2024	25072	S CalPERS - 521	1/1-1/15/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(353.17)
			1/1-1/15/2024 ER Contrib	121000 Retirement ER Cost	c	(597.37)
1/18/2024	25073	S CalPERS - 521	1/1-1/15/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(263.09)
			1/1-1/15/2024 ER Contrib	121000 Retirement ER Cost	c	(379.60)
			Correct 12/16/202-12/31/2023 - Overpaid	05420514 Retirement (EE Contribution)	c	0.81
1/18/2024	25074	S CalPERS - 521	1/1-1/15/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(337.69)
			1/1-1/15/2024 ER Contrib	121000 Retirement ER Cost	c	(334.64)
1/18/2024	25075	Carmichael Box Shop - 59986	Live Scan - Nishihara	244300 Medical Service -EE & Live Scar	c	(25.00)
1/18/2024	25076	S Central Control System - 23278	11/2023 - Wireless Irrigation	281265 Application Software Maint. Lic	c	(220.00)
			12/2023 - Wireless Irrigation	281265 Application Software Maint. Lic	c	(220.00)
			01/2024 - Wireless Irrigation	281265 Application Software Maint. Lic	c	(220.00)
1/18/2024	25077	Cintas - 56036	01/17/2024 - Custodial Supplies	232200 Custodial Supplies	c	(125.50)
1/18/2024	25078	Comcast - 12322	01/2024 - Billing-Phone/HSI	298700 Telephone Services	c	(149.62)
1/18/2024	25079	S Game Time - 1920	Playground Safety Sign	285200 Recreation Supplies	c	(209.98)
			a/o Tax accrual	285200 Recreation Supplies	c	(2.72)
			Tax accrual	530200 (Tax Accrual Clearing Acct)	c	2.72
1/18/2024	25080	S GSRMA - 29229	2/2024 - Dental - 5 EEs	123000 Health Insurance(s)	c	(204.75)
			2/2024 - Vision - 5 EEs	123000 Health Insurance(s)	c	(40.95)
1/18/2024	25081	Home Depot - 2843	Staff sweat shirt	231400 Clothing - Personal Supplies	c	(70.03)
1/18/2024	25082	Home Depot - 2843	Ear Plugs - Tarps - Tools - ladder	222600 Hand - Expendable Tools	c	(68.26)
1/18/2024	25083	Kaiser On The Job - 4839	Pre placement exam - Nishihara	244300 Medical Service -EE & Live Scar	c	(65.00)
1/18/2024	25084	Preferred Alliance - 34429	Non-Random Test - Pre-placement - Nishihara	244300 Medical Service -EE & Live Scar	c	(43.00)
1/18/2024	25085	Republic Services - 57909	12/2023 - Billing	219300 Refuse Collection-Disposal	c	(189.90)
1/18/2024	25086	Sacramento Suburban Water - 26158	12/2023 - Garfield (ACP)	219800 Water	c	(509.52)
1/18/2024	25087	Sacramento Suburban Water - 26158	12/2023 - Myrtle (Oak)	219800 Water	c	(792.40)
1/18/2024	25088	Sacramento Suburban Water - 26158	12/2023 - HSP	219800 Water	c	(157.95)
1/18/2024	25089	State Of CA-Dept Of Justice - 8186	DOJ- Nishihara	244300 Medical Service -EE & Live Scar	c	(32.00)
1/18/2024	25090	SMUD - 4025	12/2023 - SMUD Billing	219100 Electricity	c	(1,112.01)
1/23/2024	EFT	Assessment/Collection Service	SB 2557 1st Installment	250700 Assessment - Collection Services	c	(4,044.43)
1/24/2024	DepPermit	S County Of Sacramento Deposit Permit	Studio / Field Space	942900 Building Rental + Other	c	240.00
			Event Building / GPA / Park Rentals	942900 Building Rental + Other	c	-
			Cell Tower	942900 Building Rental + Other	c	4,610.42
			Grants -	956300 State - Federal Grants	c	-
			Misc Funds Collected / Received	979000 Misc Other Revenues	c	79.26
			Rental Refunds	942900 Building Rental + Other	c	-
1/24/2024	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	-
			Grants -	956300 State - Federal Grants	c	-
			Misc Funds Collected / Received	979000 Misc Other Revenues	c	100.00
			Rental Refunds	942900 Building Rental + Other	c	-
1/25/2024	25091	S	CalPERS Health - 12733	5420516 Insurance (Clearing Acct)	c	(5,107.05)
			2/2024 - Medical - 5 EE's	123000 Health Insurance(s)	c	(16.34)
			2/2024 - Medical - EE Admin Fee	128000 Retiree Health Benefits	c	(175.82)
			2/2024 - Medical - 2 Retirees	253100 Legal Services	c	(825.00)
1/25/2024	25092		Cole Huber - 54641	12/2023 Ref: TRUSD MOU, Attend Brd mtg		
1/25/2024	25093		Fast Break - 37998	Renewal - 3 Domain Names	c	(75.00)
1/25/2024	25094	S	PAPE - 18032	Labor - J Deere Z920A	c	(560.00)
				Repair Parts - J Deere Z920A	c	(302.73)
1/25/2024	25095	S	Umpqua Bank - 52152	2/2024- Side Fund Interest	c	(465.10)
				2/2024 - Side Fund Principal	c	(2,700.00)
1/31/2024	P/R+Taxes	S	Payroll And Taxes	Period 1/1/2024 - 1/15/2024 - Ck date 1/31/2024	c	(13,609.11)
				Brd Pay Ck date 1/31/2024	c	-
				Time/One Half - Ck date 1/31/2024	c	-
				OT Straight Pay - Ck date 1/31/2024	c	(162.20)
				OASDHI - Ck date 1/31/2024	c	(1,053.51)
				SUI ER Contrib Ck date 1/31/2021	c	(212.05)
				Termination Pay	c	-
1/31/2024	EFT		# 400046561 - Health Benefits	123000 Health Insurance(s)	c	(1,532.13)
1/31/2024	TaxRevenu	S	Property Tax(s) Deposited Per County C	910100 Prop Tax Current Secured	c	391,271.01
				1/2024 - Property Tax - Current Secured	c	25,599.42
				1/2024 - Property Tax - Current Unsecured	c	6,251.49
				1/2024 - Property Tax - Current Sup.	c	-
				1/2024 - Property Tax Sec Delin.(+Tetter)	c	-
				1/2024 - Property Tax Supplement Delin.	c	-
				1/2024 - Properry Tax-Unitary	c	4,058.48
				1/2024 - Redemption	c	-
				1/2024 - Property Tax Prior Unsecured	c	163.25
				1/2024 - Penalty	c	62.12
				1/2024 - RDA Residual Distribution	c	-
				1/2024 - Interest	c	5,595.00
				1/2024 - Homeowner Property Tax Relief	c	2,590.87
				1/2024 - Redevelopment Passthru	c	-
				1/2024 -Taxes Other	c	-
				TOTAL 1/1/2024 - 1/31/2024		377,362.83
				BALANCE 1/31/2024		(56,961.52)
				TOTAL INFLOWS		440,671.25
				TOTAL OUTFLOWS		(63,308.42)

NET TOTAL 377,362.83

Period 1 thru 7

Date	Num	Description	Memo	Clr	Amount
EXPENSES					
200500 Advertising - Legal Notices					
8/4/23	24876	S Umpqua CC - 71085	CPRS - Job poeting Maint Wkr 1	c	(75.00)
12/5/23	25030	Umpqua CC - 71085	11/2023 Stmt	c	(75.00)
1/5/24	25071	S Umpqua CC - 71085	Indeed - Posting for Office Admin Position	c	(170.00)
TOTAL 200500 Advertising - Legal Notices					(320.00)
202900 Business Conference Expenses					
7/6/23	24836	Umpqua CC - 71085	6/2023 Stmt	c	(40.40)
8/4/23	24876	S Umpqua CC - 71085	Business lunch	c	(34.54)
9/6/23	24916	S Umpqua CC - 71085	CPRS Expo / Carmichael Dist	c	(70.00)
			CPRS Expo - Double billed - requesting refund	c	(45.00)
10/3/23	24953	S Umpqua CC - 71085	CPRS Expo CREDIT	c	45.00
1/5/24	25071	S Umpqua CC - 71085	Lunch - Interview staff & staff lunch	c	(216.48)
TOTAL 202900 Business Conference Expenses					(361.42)
205100 Insurance - Liability					
7/6/23	24823	CAPRI - 8761	7/2023-6/2024 -1st half Liability Ins Coverage	c	(40,748.50)
12/5/23	25015	CAPRI - 8761	7/2023-6/2024 - 2nd half Liability Ins Coverage	c	(40,748.50)
TOTAL 205100 Insurance - Liability					(81,497.00)
206100 Membership Dues					
7/6/23	24824	CARPD - 12261	FY 2023-24 Dues	c	(2,500.00)
7/6/23	24825	CPRS - 8165	2024 Membership Renewal - Gonzalez, L	c	(165.00)
12/5/23	25018	CSDA - 8529	20234 - Membership Dues	c	(3,391.00)
TOTAL 206100 Membership Dues					(6,056.00)
207600 Office Supplies					
9/19/23	24928	J&J Locksmith - 1833	Office file cabinet - replace lock	c	(152.27)
11/6/23	24991	Staples Business Advantage - 14122	Office supplies	c	(194.88)
1/5/24	25071	S Umpqua CC - 71085	Disputed PayPal Charges	c	(184.00)
TOTAL 207600 Office Supplies					(531.15)
207602 Signs					
10/3/23	24953	S Umpqua CC - 71085	Signs-No Parking & Restricted Entrance	c	(110.98)

1/5/24	25071	S	Umpqua CC - 71085	Signs - CA ADA Parking, Pickleball Court	c	(692.27)	
				TOTAL 207602 Signs		(803.25)	
208100 Postage Service (PO Box)							
8/4/23	24876	S	Umpqua CC - 71085	1 Yr Renewal PO Box	c	(226.00)	
				TOTAL 208100 Postage Service (PO Box)		(226.00)	
210300 Agriculture-Horticultural Service							
7/18/23	24850		Raul's Tree Care - 69419	HSP - Trim, clear, haul (courts)	c	(1,600.00)	
7/18/23	24851		Raul's Tree Care - 69419	ACP - Trim, clear, haul (new RR)	c	(1,600.00)	
7/27/23	24858		Dave Weber - 54010	ACP Disk & clear lot	c	(700.00)	
8/14/23	24886		Raul's Tree Care - 69419	ACP - Clear trail on Garfield	c	(1,500.00)	
10/11/23	24958		Raul's Tree Care - 69419	HSP - Live Oak - remove, grind stump @ Myrtle Ave	c	(2,500.00)	
10/11/23	24959		Raul's Tree Care - 69419	HSP - Live Oak -lg branch near lg blding parking lot	c	(1,800.00)	
10/11/23	24960		Raul's Tree Care - 69419	HSP - Live Oak -pruned Live Oak near parking lot	c	(2,200.00)	
				TOTAL 210300 Agriculture-Horticultural Service		(11,900.00)	
210400 Agricultural-Hort. Supplies							
10/3/23	24942	S	Home Depot - 2843	Wasp spray	c	(7.55)	
10/3/23	24943	S	Juanita Petersen - 910220	Pest control	c	(5.69)	
				TOTAL 210400 Agricultural-Hort. Supplies		(13.24)	
211100 Building Maint. Service							
8/9/23	24877		Defender Termite & Pest - 71461	8/3/2023 - HSP Pest Control	c	(70.00)	
8/9/23	24878		Defender Termite & Pest - 71461	8/3/2023 - Oakdale RR Pest Control	c	(72.00)	
11/6/23	24982		Defender Termite & Pest - 71461	10/19/2023 - HSP Pest Control	c	(70.00)	
11/6/23	24983		Defender Termite & Pest - 71461	10/19/2023 - Oakdale RR Pest Control	c	(72.00)	
12/19/23	25049		Defender Termite & Pest - 71461	12/7/2023 - HSP Pest Control	c	(70.00)	
12/19/23	25050		Defender Termite & Pest - 71461	12/7/2023 -Oakdale RR Pest Control	c	(72.00)	
				TOTAL 211100 Building Maint. Service		(426.00)	
211200 Building Maint. Supplies							
12/5/23	25022		J&J Locksmith - 1833	HSP - Public Womens RR Repair	c	(140.00)	
12/11/23	25034	S	Home Depot - 2843	Rails for Rental Facility	c	(10.99)	
				TOTAL 211200 Building Maint. Supplies		(150.99)	
214100 Land Improvement Maint. Services							
7/27/23	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)	

8/22/23	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)
10/3/23	24942	S Home Depot - 2843	Sakrete	c	(9.20)
11/15/23	24994	Carson Landscape Indus. - 18136	HSP Irrigation repair	c	(930.00)
12/11/23	25038	Rio Linda Fence - 57446	HSP - Repaired Pickleball Court gates	c	(550.00)
			TOTAL 214100 Land Improvement Maint. Services		(7,663.20)
214200 Land Improvement Maint. Supplies					
8/22/23	24887	ACRPD Revolving Account - 8213	Check 1013 - Reimb R Clothier items to attach gate to tennis c	c	(33.20)
12/11/23	25032	ACRPD Revolving Account - 8213	Check 1018 - Reimb L Botaman locks for Pickleball Court	c	(31.52)
12/19/23	25051	Home Depot - 2843	HSP Gate latches - Pickleball Courts	c	(17.71)
1/5/24	25064	Normac - 1309	Irrigation supplies - 15/ rotors, 6/HD covers	c	(696.31)
			TOTAL 214200 Land Improvement Maint. Supplies		(778.74)
215100 Mechanical Sys Maint. Services					
8/14/23	24882	Clarke & Rusch - 8939	8/9/2023 Planned Maint.	c	(229.00)
8/22/23	24888	All Pro Backflow - 69926	Backflow test -ACP = 2 / Oak = 4	c	(540.00)
12/11/23	25035	S Odell's Pump & Motor Service - 38345	Labor - HSP Well	c	(12,603.31)
12/19/23	25046	Clarke & Rusch - 8939	12/11/2023 Planned Maint.	c	(229.00)
			TOTAL 215100 Mechanical Sys Maint. Services		(13,601.31)
215200 Mechanical Sys Maint. Supplies					
12/11/23	25035	S Odell's Pump & Motor Service - 38345	Parts repair - HSP Well	c	(29,596.45)
			TOTAL 215200 Mechanical Sys Maint. Supplies		(29,596.45)
216200 Painting Supplies					
9/6/23	24905	S Home Depot - 2843	Paint items	c	(29.89)
12/5/23	25021	S Home Depot - 2843	Paint Supplies	c	(31.16)
12/11/23	25034	S Home Depot - 2843	Paint supplies	c	(6.98)
			TOTAL 216200 Painting Supplies		(68.03)
216700 Plumbing Maint. Service					
11/15/23	24993	America's Plumbing - 70141	Plumbing Service HSP Water heater connection	c	(785.52)
			TOTAL 216700 Plumbing Maint. Service		(785.52)
216800 Plumbing Maint. Supplies					
1/5/24	25061	S Home Depot - 2843	2/J pipes	c	(46.40)
			Credit 2/Jpipes returned	c	46.40
1/5/24	25062	Juanita Petersen - 910220	Reimb - P-trap HSP public RR	c	(22.92)

219100 Electricity

7/12/23	24843 SMUD - 4025	6/2023 - SMUD Billing	c	(1,614.13)
8/9/23	24880 SMUD - 4025	7/2023 - SMUD Billing	c	(1,879.49)
9/6/23	24914 SMUD - 4025	8/2023 - SMUD Billing	c	(1,711.87)
10/11/23	24963 SMUD - 4025	9/2023 - SMUD Billing	c	(1,361.72)
11/15/23	25001 SMUD - 4025	10/2023 - SMUD Billing	c	(770.21)
12/11/23	25039 SMUD - 4025	11/2023 - SMUD Billing	c	(848.30)
1/18/24	25090 SMUD - 4025	12/2023 - SMUD Billing	c	(1,112.01)
TOTAL 219100 Electricity				(9,297.73)

219200 Natural Gas Service

7/6/23	24831 PG&E - 1383	6/2023 - Billing	c	(27.20)
8/4/23	24872 PG&E - 1383	7/2023 - Billing	c	(16.68)
9/6/23	24909 PG&E - 1383	8/2023 - Billing	c	(15.11)
10/3/23	24946 PG&E - 1383	9/2023 - Billing	c	(15.63)
11/6/23	24989 PG&E - 1383	10/2023 - Billing	c	(24.52)
12/5/23	25026 PG&E - 1383	11/2023 - Billing	c	(192.97)
1/5/24	25067 PG&E - 1383	12/2023 - Billing	c	(524.72)
TOTAL 219200 Natural Gas Service				(816.83)

219300 Refuse Collection-Disposal

7/6/23	24833 Republic Services - 57909	6/2023 - Billing	c	(189.90)
8/4/23	24873 Republic Services - 57909	7/2023 - Billing	c	(189.90)
9/6/23	24910 Republic Services - 57909	8/2023 - Billing	c	(189.90)
10/3/23	24948 S Republic Services - 57909	9/2023 - Billing	c	(189.90)
		9/2023 - overage chg	c	(44.00)
11/6/23	24990 Republic Services - 57909	10/2023 - Billing	c	(189.90)
12/11/23	25037 Republic Services - 57909	11/2023 - Billing	c	(189.90)
1/18/24	25085 Republic Services - 57909	12/2023 - Billing	c	(189.90)
TOTAL 219300 Refuse Collection-Disposal				(1,373.30)

219500 Sewage Services

8/4/23	24874 Sacramento County utilities - 666	6/22 - 8/21/2023 - Billing	c	(276.28)
10/11/23	24964 Sacramento County utilities - 666	8/22 - 10/21/2023 - Billing	c	(276.28)
12/5/23	25027 Sacramento County utilities - 666	10/22 - 12/21/2023 - Billing	c	(276.28)
TOTAL 219500 Sewage Services				(828.84)

219800 Water

7/18/23	24852	Sacramento Suburban Water - 26158	7/2023 Garfield (ACP)	c	(785.88)
7/27/23	24861	Sacramento Suburban Water - 26158	7/2023 Myrtle (Oak)	c	(777.70)
7/27/23	24862	Sacramento Suburban Water - 26158	7/2023 HSP	c	(150.60)
8/22/23	24896	Sacramento Suburban Water - 26158	8/2023 Garfield (ACP)	c	(1,470.90)
9/6/23	24912	Sacramento Suburban Water - 26158	8/2023 Myrtle (Oak)	c	(790.93)
9/6/23	24913	Sacramento Suburban Water - 26158	8/2023 HSP	c	(157.95)
9/19/23	24931	Sacramento Suburban Water - 26158	9/2023 Garfield (ACP)	c	(1,134.27)
10/3/23	24950	Sacramento Suburban Water - 26158	9/2023 Myrtle (Oak)	c	(801.22)
10/3/23	24951	Sacramento Suburban Water - 26158	9/2023 HSP	c	(157.95)
10/17/23	24972	Sacramento Suburban Water - 26158	10/2023 - Garfield (ACP)	c	(746.19)
10/24/23	24975	Sacramento Suburban Water - 26158	10/2023 - Myrtle (Oak)	c	(810.04)
10/24/23	24976	Sacramento Suburban Water - 26158	10/2023 - HSP	c	(162.36)
11/15/23	25000	Sacramento Suburban Water - 26158	11/2023 - Garfield (ACP)	c	(558.03)
11/21/23	25009	Sacramento Suburban Water - 26158	11/2023 - Myrtle (Oak)	c	(795.34)
11/21/23	25010	Sacramento Suburban Water - 26158	11/2023 - HSP	c	(162.36)
1/18/24	25086	Sacramento Suburban Water - 26158	12/2023 - Garfield (ACP)	c	(509.52)
1/18/24	25087	Sacramento Suburban Water - 26158	12/2023 - Myrtle (Oak)	c	(792.40)
1/18/24	25088	Sacramento Suburban Water - 26158	12/2023 - HSP	c	(157.95)

TOTAL 219800 Water (10,921.59)

220500 Automotive Maint. Service

11/21/23	25008	S OK Tire - 14277	Smog - 2010 Ford	c	(62.95)
			Labor - 2010 Ford	c	(256.52)
12/5/23	25023	S OK Tire - 14277	Labor - New Battery 2010 Ford Truck	c	(185.17)
12/5/23	25024	S OK Tire - 14277	Labor - 1996 Chevy	c	(751.29)
1/5/24	25065	S OK Tire - 14277	Smog - 1996 Chevy	c	(62.95)
			Labor - 1996 Chevy	c	(382.81)

TOTAL 220500 Automotive Maint. Service (1,701.69)

220600 Automotive Maint. Supplies

11/21/23	25008	S OK Tire - 14277	4 Tires & parts 2010 Ford	c	(1,213.08)
12/5/23	25023	S OK Tire - 14277	Parts - 75 mth Battery 2010 Ford Truck	c	(199.13)
12/5/23	25024	S OK Tire - 14277	Parts - 1996 Chevy - Brakes, Oil Chg, Coolant, etc	c	(845.76)
1/5/24	25065	S OK Tire - 14277	Parts - 1996 Chevy - catalytic converter	c	(1,671.68)

TOTAL 220600 Automotive Maint. Supplies (3,929.65)

221100 Grounds Equip Maint. Services

7/18/23	24849	S PAPE - 18032	Labor - Kubota Mower	c	(62.50)
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10/11/23	24954	S Bar-Hein Co. - 1463	Labor - Echo Blower	c	(90.00)
11/6/23	24987	S PAPE - 18032	Labor - J Deere Z920A	c	(862.50)
11/6/23	24988	S PAPE - 18032	Labor - J Deere Z997R	c	(668.75)
1/25/24	25094	S PAPE - 18032	Labor - J Deere Z920A	c	(560.00)
TOTAL 221100 Grounds Equip Maint. Services					(2,243.75)

221200 Ground Equip Maint. Supplies

7/18/23	24849	S PAPE - 18032	Repair Parts - Kubota Mower (battery)	c	(102.44)
9/6/23	24898	S Bar-Hein Co. - 1463	Chain, spark plug	c	(33.67)
9/6/23	24906	J&J Locksmith - 1833	8 locks	c	(150.33)
10/11/23	24954	S Bar-Hein Co. - 1463	Parts - Echo Blower	c	(9.34)
11/6/23	24987	S PAPE - 18032	Repair Parts - J Deere Z920A	c	(430.96)
11/6/23	24988	S PAPE - 18032	Repair Parts - J Deere Z997R	c	(344.30)
1/25/24	25094	S PAPE - 18032	Repair Parts - J Deere Z920A	c	(302.73)
TOTAL 221200 Ground Equip Maint. Supplies					(1,373.77)

222600 Hand - Expendable Tools

9/6/23	24898	S Bar-Hein Co. - 1463	Prunner, 2/rakes	c	(70.01)
9/6/23	24905	S Home Depot - 2843	Sanding disc	c	(8.91)
10/3/23	24942	S Home Depot - 2843	Bucket, rope, ele. tape	c	(14.00)
11/15/23	24998	S Home Depot - 2843	Hose	c	(86.18)
12/5/23	25021	S Home Depot - 2843	Asst Tools	c	(170.41)
1/5/24	25061	S Home Depot - 2843	Impact drill, gloves, caution tape	c	(63.15)
1/18/24	25082	Home Depot - 2843	Ear Plugs - Tarps - Tools - ladder	c	(68.26)
TOTAL 222600 Hand - Expendable Tools					(480.92)

223600 Fuel & Lubricant Supplies

7/12/23	24841	Orbit Station - 33714	6/2023 - Fuel Chgs	c	(198.82)
7/12/23	24842	Phillips 66 - 58398	7/2023 - Stmt (interest & late fee)	c	(33.86)
8/4/23	24871	Orbit Station - 33714	7/2023 - Fuel Chgs	c	(91.48)
8/14/23	24885	Phillips 66 - 58398	8/2023 - Stmt	c	(248.63)
9/6/23	24898	S Bar-Hein Co. - 1463	6pk oil	c	(18.30)
9/6/23	24905	S Home Depot - 2843	Gumout starting fluid	c	(4.28)
9/6/23	24908	Orbit Station - 33714	8/2023 - Fuel Chgs	c	(151.18)
9/12/23	24921	Phillips 66 - 58398	9/2023 - Stmt (w/late fee)	c	(395.00)
10/3/23	24945	Orbit Station - 33714	9/2023 - Fuel Chgs	c	(169.81)
11/6/23	24986	Orbit Station - 33714	10/2023 - Fuel Chgs	c	(651.67)
12/5/23	25025	Orbit Station - 33714	11/2023 - Fuel Chgs	c	(277.51)
1/5/24	25066	Orbit Station - 33714	12/2023 - Fuel Chgs	c	(319.78)

226200 Office Equip Maint Supplies

10/3/23 24939 Encompass - 18796

Waste Toner Cartridge

c

(29.08)

TOTAL 226200 Office Equip Maint Supplies

(29.08)

227504 Misc (Bottled Water for Staff)

8/4/23 24875 S Smart & Final - 22935

5 cases water for staff

c

(36.20)

Kitchen items

c

(37.43)

12/5/23 25028 S Smart & Final - 22935

10 cases water for staff

c

(92.40)

TOTAL 227504 Misc (Bottled Water for Staff)

(166.03)

231400 Clothing - Personal Supplies

10/3/23 24943 S Juanita Petersen - 910220

Staff T-shirts

c

(38.79)

10/17/23 24970 Home Depot - 2843

1/ Field staff rain boots

c

(46.02)

12/11/23 25036 Rally Factory - 47200

Staff Shirts

c

(19.40)

12/19/23 25052 Home Depot - 2843

Staff sweat shirts

c

(150.83)

1/5/24 25071 S Umpqua CC - 71085

Work boots - Petersen, Mitchell

c

(281.06)

1/18/24 25081 Home Depot - 2843

Staff sweat shirt

c

(70.03)

TOTAL 231400 Clothing - Personal Supplies

(606.13)

232200 Custodial Supplies

7/12/23 24838 Cintas - 56036

7/6/2023 - Custodial

c

(125.50)

7/25/23 24854 Cintas - 56036

7/19/2023 - Custodial

c

(125.50)

8/4/23 24866 Cintas - 56036

1 case Blk gloves

c

(118.53)

8/4/23 24867 Cintas - 56036

8/2/2023 Custodial & 2 cases PT

c

(197.74)

8/22/23 24892 Cintas - 56036

8/16/2023 - Custodial

c

(125.50)

9/6/23 24902 Cintas - 56036

8/30/2023 - Custodial

c

(125.50)

9/6/23 24905 S Home Depot - 2843

Custodial items

c

(52.68)

9/19/23 24926 Cintas - 56036

9/13/2023 - Custodial

c

(125.50)

10/3/23 24938 Cintas - 56036

9/27/2023 - Custodial

c

(115.57)

10/3/23 24942 S Home Depot - 2843

Custodial items

c

(44.23)

10/11/23 24956 Cintas - 56036

10/11/2023 - Custodial

c

(115.57)

10/17/23 24971 Home Depot - 2843

Custodial - Vacuum, cleanser

c

(189.44)

11/6/23 24981 Cintas - 56036

10/25/2023 - Custodial

c

(125.50)

11/15/23 24995 Cintas - 56036

11/8/2023 - Custodial/2 cases TP, 5 cases Blk trash bags

c

(537.54)

11/15/23 24998 S Home Depot - 2843

Custodial items

c

(36.54)

12/5/23 25016 Cintas - 56036

11/22/2023 - Custodial

c

(125.50)

12/5/23 25028 S Smart & Final - 22935

Custodial - bleach, cleaner

c

(33.38)

12/11/23	25033 Cintas - 56036	12/6/2023 - Custodial	c	(125.50)
12/11/23	25034 S Home Depot - 2843	2 gal Sprayer	c	(30.13)
12/19/23	25044 Cintas - 56036	11/8/2023 - Balance due claim #24995	c	(31.93)
12/19/23	25045 Cintas - 56036	11/14/2023 - 40 cases Blk trash liners	c	(1,982.17)
1/5/24	25057 Cintas - 56036	12/20/2023 - Custodial	c	(125.50)
1/5/24	25058 Cintas - 56036	1/4/2024 - Custodial	c	(125.50)
1/18/24	25077 Cintas - 56036	01/17/2024 - Custodial Supplies	c	(125.50)
		TOTAL 232200 Custodial Supplies		(4,865.95)
244300 Medical Service -EE & Live Scan				
9/12/23	24918 Carmichael Box Shop - 59986	Live Scan - Mitchell	c	(25.00)
9/19/23	24930 Preferred Alliance - 34429	Non-Random Test - Pre-placement - Mitchell	c	(43.00)
9/19/23	24932 State Of CA-Dept Of Justice - 8186	DOJ- Mitchell	c	(32.00)
1/18/24	25075 Carmichael Box Shop - 59986	Live Scan - Nishihara	c	(25.00)
1/18/24	25083 Kaiser On The Job - 4839	Pre placement exam - Nishihara	c	(65.00)
1/18/24	25084 Preferred Alliance - 34429	Non-Random Test - Pre-placement - Nishihara	c	(43.00)
1/18/24	25089 State Of CA-Dept Of Justice - 8186	DOJ- Nishihara	c	(32.00)
		TOTAL 244300 Medical Service -EE & Live Scan		(265.00)
250700 Assessment - Collection Services				
9/19/23	24929 LAFCo - 2263	FY2023-24 - Special District Assessment	c	(114.00)
1/23/24	EFT Assessment/Collection Service	SB 2557 1st Installment	c	(4,044.43)
		TOTAL 250700 Assessment - Collection Services		(4,158.43)
253100 Legal Services				
7/12/23	24839 Cole Huber - 54641	6/2023 Ref: TRUSD Prop	c	(292.50)
8/14/23	24883 Cole Huber - 54641	7/2023 Ref: TRUSD Prop	c	(472.50)
9/12/23	24919 Cole Huber - 54641	8/2023 Ref: TRUSD Prop	c	(2,137.50)
10/17/23	24968 Cole Huber - 54641	9/2023 Ref: TRUSD Prop, Respond audit letter	c	(83.13)
12/19/23	25047 Cole Huber - 54641	11/2023 Ref: TRUSD MOU, Brd agenda review	c	(375.00)
1/25/24	25092 Cole Huber - 54641	12/2023 Ref: TRUSD MOU, Attend Brd mtg	c	(825.00)
		TOTAL 253100 Legal Services		(4,185.63)
255100 Planning Services				
7/27/23	24857 Anderson Project Mgmt Solutions - 13376	Proj: Shop Renovation	c	(150.00)
9/19/23	24922 Anderson Project Mgmt Solutions - 13376	Proj: HSP Playground	c	(600.00)
		TOTAL 255100 Planning Services		(750.00)
258200 Public Relations Services				

7/6/23	24835	Streamline - 57252	Streamline Website 1 yr	c	(1,200.00)
TOTAL 258200 Public Relations Services					(1,200.00)
281265 Application Software Maint. Lic					
8/9/23	24879	Fast Break - 37998	1 Yr Renewal - Microshoft Office 365	c	(99.99)
9/6/23	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)
10/3/23	24953	S Umpqua CC - 71085	Adobe Acrobat 2020 Program	c	(60.00)
10/11/23	24955	Central Control System - 23278	10/2023 - Wireless irrigation	c	(220.00)
1/18/24	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)
1/25/24	25093	Fast Break - 37998	Renewal - 3 Domain Names	c	(75.00)
TOTAL 281265 Application Software Maint. Lic					(1,774.99)
283102 Mileage					
7/27/23	24860	Kim Cook - 919996	7/26/2023- Mileage Reimb	c	(14.51)
8/22/23	24895	Lisa Gonzalez - 932917	7/2023 - Mileage Reimb	c	(10.81)
9/6/23	24907	Kim Cook - 919996	8/23/2023- Mileage Reimb	c	(14.51)
9/25/23	24933	Kim Cook - 919996	9/20/2023- Mileage Reimb	c	(14.51)
10/3/23	24944	Lisa Gonzalez - 932917	9/2023 - Mileage Reimb	c	(6.55)
10/24/23	24974	Lisa Gonzalez - 932917	10/17/2023 - Mileage Reimb	c	(3.28)
11/6/23	24985	Kim Cook - 919996	10/25/2023- Mileage Reimb	c	(14.51)
11/21/23	25007	Kim Cook - 919996	11/2023- Mileage Reimb	c	(30.26)
1/5/24	25063	Kim Cook - 919996	12/2023- Mileage Reimb	c	(15.26)
TOTAL 283102 Mileage					(124.20)
285200 Recreation Supplies					
1/18/24	25079	S Game Time - 1920	Playground Safety Sign	c	(209.98)
			a/o Tax accrual	c	(2.72)
TOTAL 285200 Recreation Supplies					(212.70)
289800 Other Operating Exp - Supplies					
7/6/23	24830	S Pet Waste Eliminator - 69321	Pet waste bags	c	(341.69)
			Tax Accrual S/H	c	(3.10)
1/5/24	25071	S Umpqua CC - 71085	Prop 68 Signs	c	(56.69)
TOTAL 289800 Other Operating Exp - Supplies					(401.48)

289900 Other Oper Exp Fire Extingusher				2023 Yrly Fire Exten. Inspection @ HSP	c	(192.39)
12/19/23	25053	Jorgenson Co - 48104				
				TOTAL 289900 Other Oper Exp Fire Extingusher		(192.39)
291300 Auditor Controller Services				FY 22/23 - Audit	c	(6,500.00)
11/15/23	24999	Larry Bain, CPA - 26727				
				TOTAL 291300 Auditor Controller Services		(6,500.00)
291500 Compass Costs		Compass License Fee		FY 23/24 -Compass VPN Connection	c	(396.00)
8/28/23	EFT	S		FY 23/24 - Compass License Fee	c	(699.83)
				TOTAL 291500 Compass Costs		(1,095.83)
291700 Alarm Services				7/2023- 9/30/2022 Alarm System Office & Shop	c	(240.00)
7/6/23	24826	Crime Alert Security - 41852		7/2023 - 9/30/2023 - AES Fire Monitoring	c	(246.13)
7/6/23	24834	Sacramento Control Systems - 1112		6/1 - 8/31/2023 - Alarm system Bldings	c	(135.00)
7/18/23	24846	S Crime Alert Security - 41852		6/1 - 8/31/2023 - Alarm System Cameras	c	(525.00)
8/4/23	24868	S Crime Alert Security - 41852		9/1 - 11/30/2023 - Alarm system Bldings	c	(135.00)
9/6/23	24903	Crime Alert Security - 41852		9/1 - 11/30/2023 - Alarm System Cameras	c	(525.00)
10/3/23	24949	Sacramento Control Systems - 1112		10/2023- 12/31/2023 Alarm System Office & Shop	c	(240.00)
12/5/23	25017	S Crime Alert Security - 41852		10/2023 - 12/31/2023 - AES Fire Monitoring	c	(246.13)
1/5/24	25068	Sacramento Control Systems - 1112		12/1 - 2/29/2024 - Alarm system Bldings	c	(135.00)
				12/1 - 2/29/2024 - Alarm System Cameras	c	(525.00)
				1/2024 - 3/31/2024 - AES Fire Monitoring (new rate)	c	(252.13)
				TOTAL 291700 Alarm Services		(3,204.39)
298700 Telephone Services				6/2023 Phone service	c	(195.00)
7/6/23	24828	Fast Break - 37998		7/2023 - Billing-Phone/HSI	c	(145.06)
7/12/23	24840	Comcast - 12322		7/2023 Phone service	c	(195.00)
8/4/23	24869	Fast Break - 37998		8/2023 - Billing-Phone/HSI	c	(145.60)
8/14/23	24884	Comcast - 12322		8/2023 Phone service	c	(195.00)
9/6/23	24904	Fast Break - 37998		9/2023 - Billing-Phone/HSI	c	(145.60)
9/12/23	24920	Comcast - 12322		9/2023 Phone service	c	(195.00)
10/3/23	24941	Fast Break - 37998		10/2023 - Billing-Phone/HSI	c	(146.24)
10/11/23	24957	Comcast - 12322		10/2023 Phone service	c	(195.00)
11/6/23	24984	Fast Break - 37998		11/2023 - Billing-Phone/HSI	c	(146.24)
11/15/23	24996	Comcast - 12322		11/2023 Phone service	c	(195.00)
12/5/23	25019	Fast Break - 37998				

12/19/23	25048 Comcast - 12322	12/2023 - Billing-Phone/HSI	c	(146.24)
1/5/24	25059 Fast Break - 37998	12/2023 Phone service	c	(195.00)
1/18/24	25078 Comcast - 12322	01/2024 - Billing-Phone/HSI	c	(149.62)
TOTAL 298700 Telephone Services				(2,389.60)

298701 Cell Phones

7/6/23	24827 Fast Break - 37998	1 year - email exchange + Board Mbrs	c	(660.00)
7/27/23	24863 S T-Mobile - 32685	7/2023 - District Cell Phone	c	(30.54)
		GM phone (purchase pmt)	c	(33.34)
9/6/23	24915 S T-Mobile - 32685	8/2023 - District Cell Phone	c	(30.54)
		GM phone (final purchase pmt)	c	(33.18)
10/3/23	24952 T-Mobile - 32685	9/2023 District Cell phone	c	(30.54)
11/6/23	24992 T-Mobile - 32685	10/2023 District Cell phone	c	(30.55)
12/5/23	25029 T-Mobile - 32685	11/2023 District Cell phone	c	(30.55)
1/5/24	25069 T-Mobile - 32685	12/2023 District Cell phone	c	(30.55)
TOTAL 298701 Cell Phones				(909.79)

321000 Interest Expense

7/6/23	24837 S Umpqua Bank - 52152	7/2023 - Side Fund Interest	c	(539.82)
7/25/23	24856 S Umpqua Bank - 52152	8/2023 - Side Fund Interest	c	(530.53)
8/22/23	24897 S Umpqua Bank - 52152	9/2023 - Side Fund Interest	c	(511.63)
9/25/23	24934 S Umpqua Bank - 52152	10/2023 - Side Fund Interest	c	(502.65)
10/24/23	24977 S Umpqua Bank - 52152	11/2023 - Side Fund Interest	c	(484.67)
12/5/23	25031 S Umpqua Bank - 52152	12/2023 - Side Fund Interest	c	(474.76)
1/5/24	25070 S Umpqua Bank - 52152	1/2024- Side Fund Interest	c	(465.47)
1/25/24	25095 S Umpqua Bank - 52152	2/2024- Side Fund Interest	c	(465.10)
TOTAL 321000 Interest Expense				(3,974.63)

323000 Lease Oblig Retirement Side Fund

7/6/23	24837 S Umpqua Bank - 52152	7/2023 - Side Fund Principal	c	(2,600.00)
7/25/23	24856 S Umpqua Bank - 52152	8/2023 - Side Fund Principal	c	(2,600.00)
8/22/23	24897 S Umpqua Bank - 52152	9/2023 - Side Fund Principal	c	(2,600.00)
9/25/23	24934 S Umpqua Bank - 52152	10/2023 - Side Fund Principal	c	(2,600.00)
10/24/23	24977 S Umpqua Bank - 52152	11/2023 - Side Fund Principal	c	(2,600.00)
12/5/23	25031 S Umpqua Bank - 52152	12/2023 - Side Fund Principal	c	(2,600.00)
1/5/24	25070 S Umpqua Bank - 52152	1/2024- Side Fund Principal	c	(2,700.00)
1/25/24	25095 S Umpqua Bank - 52152	2/2024 - Side Fund Principal	c	(2,700.00)
TOTAL 323000 Lease Oblig Retirement Side Fund				(21,000.00)

345000 Taxes, Licenses & Assessments

10/11/23	24961 Sacramento County - Tax Collectors Office - 4728	HSP - CSA1 Lights	c	(655.74)
10/11/23	24962 Sacramento County - Tax Collectors Office - 4728	ACP - CSA1 Lights	c	(47.90)
TOTAL 345000 Taxes, Licenses & Assessments				(703.64)

420100 Building

7/18/23	24847 Green Energy Products - 67286	HSP Lighting Retrofit (SMUD Program)	c	(23,922.81)
8/4/23	24870 JM Environmental - 635473	HSP Shop Reno Proj - Asbestos Removal	c	(11,790.00)
9/6/23	24911 Restoration Landscape - 71858	HSP Shop Reno Proj - Shore up blding	c	(780.00)
10/3/23	24940 Electrical Service Company - 75974	HSP - Shop Electrical Wiring	c	(3,224.00)
12/5/23	25020 First Serve Productions - 61682	HSP - Prepwork Pickleball Conversion	c	(5,000.00)
TOTAL 420100 Building				(44,716.81)

TOTAL EXPENSES (293,756.31)

OVERALL TOTAL (293,756.31)

**ACRPD 2023-2024
339D Expenditures**

**January 2024
Period 7 of 13**

FYTD Completed = 54%

CODE	CAPITAL OUTLAY	2023-24 Budget	January '24	Expended To Date	Balance	Percent Expended
42420100	Buildings New ADA Features @ HSP			-	-	#DIV/0!
42420110	Leasehold Improv. (Oakdale Park)			-	-	#DIV/0!
42420200	Structures ACP Park Improv. Proj			-	-	#DIV/0!
	Structures ACP Park Improv. Restroom	149,949.00		146,270.07	3,678.93	98%
	Structures HSP Play Ground Equip	250,000.00		-	250,000.00	0%
	Structures HSP Pickleball Proj	50,000.00		45,888.00	4,112.00	92%
43430300	Equipment-SD Non-Recon - New Play Equip			-	-	#DIV/0!
45450300	Infr--SD-Non-Recon - ACP Pedi Bridge Proj			-	-	#DIV/0!
46460300	Other Intangible Asset-Spec Dist - HSP Comm. Ctr Impro.			-	-	#DIV/0!
46461300	Intangibles - ???			-	-	#DIV/0!
				-	-	#DIV/0!
TOTALS:		449,949.00	\$ -	\$ 192,158.07	\$ 257,790.93	43%

ACRPD 2023-2024
339D Revenue

Januray 2024
Period 7 of 13

FYTD Completed = 54%

Account		2023-24 Budget	January '24	Received To Date	Unrealized	Percent Received
94941000	Interest Income		1,889.00	1,889.00	(1,889.00)	#DIV/0!
				-	-	#DIV/0!
95952900	In Lieu Fees Transfer			-	-	#DIV/0!
				-	-	#DIV/0!
95956300	State-Federal Grants(Jo Smith Pedi Bridge Proj)			-	-	#DIV/0!
"	State-Federal Grants (Dist Proj/Per Capita Funds)	128,408.00		-	128,408.00	0%
"				-	-	#DIV/0!
"				-	-	#DIV/0!
				-	-	#DIV/0!
95956900	Other Funds - Local (Derived from 339I)			-	-	#DIV/0!
"	*Jo Smith Pedi Bridge Proj			-	-	#DIV/0!
"	*ACP-Park Improvements (Restroom)			-	-	#DIV/0!
"	*HSP Community Ctr Improvements			-	-	#DIV/0!
"	*HSP ADA Improvements			-	-	#DIV/0!
	*HSP Pickle Ball	50,000.00		50,000.00	-	100%
	*HSP New Playground Equip	250,000.00		250,000.00	-	100%
				-	-	#DIV/0!
95956910	State Match UMPQUA Bank Line of Credit			-	-	#DIV/0!
	*Jo Smith Pedi Bridge Proj			-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
				-	-	#DIV/0!
5506614	Investment Earns			-	-	#DIV/0!

Total Other Revenue \$ 428,408.00 \$ 1,889.00 \$ 301,889.00 \$ 126,519.00 70%

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

TOTALS: 449,949.00 1,889.00 301,889.00 148,060.00

Register Expense Report
Period 7
 Account

FY 2023/2024
 1/1/2024 Through 1/31/2024
339D
January 2024 Report

Not
 Clrd

Date	Num	Description	Memo	Category	Clrd	Amount
1/1/2024	Interest		FY 2023/24 2nd Qrt Interest	941000 Interest	c	1,889.00
				TOTAL 1/1/2024 - 1/31/2024		1,889.00
				BALANCE 1/31/2024		140,441.73
				TOTAL INFLOWS		1,889.00
				TOTAL OUTFLOWS		-
				NET TOTAL		1,889.00

Period 1 thru 7

Date	Num	Description	Memo	Clr	Amount
INCOME					
941000 Interest					
1/1/2024		Interest	FY 2023/24 2nd Qrt Interest	c	1,889.00
TOTAL 941000 Interest					1,889.00
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
TOTAL 956900 Other Funds - Local (GRANTS)					300,000.00
TOTAL INCOME					301,889.00
EXPENSES					
420200 Structures (Projects @ ACP)					
10/3/2023		215 Staples Construction - 52639	Proj104685.00-ACP RR (Prop 68 Funding)	c	(46,029.47)
10/24/2023		216 SMUD - 39769	ACP RR Proj (339I Funds) De-energize power lines	c	(7,723.90)
11/6/2023		217 Staples Construction - 52639	Proj104685.00-ACP RR (Prop 68 Funding)	c	(51,306.31)
12/5/2023		218 First Serve Productions - 61682	HSP - Pickleball Court (339I Funds)	c	(45,888.00)
12/5/2023		219 J&J Locksmith - 1833	ACP New RR Locks (339I Funds)	c	(129.00)
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)
TOTAL 420200 Structures (Projects @ ACP)					(192,158.07)
TOTAL EXPENSES					(192,158.07)
OVERALL TOTAL					109,730.93

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

January 2024

Period 7

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>
\$ 6,852.66	\$ -	\$ 65.00	\$ 6,917.66

339C - ADA Funds

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 1,424.59	\$ -	\$ 14.00	\$ 1,438.59

339I - Park Impact Fee's

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 97,926.88		\$ 2,615.00	\$ 100,541.88

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

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

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

Start of Pay Period	January 1, 2024	January 16, 2024
End of Pay Period	January 15, 2024	January 31, 2024
Payroll Issued:	January 31, 2024	February 15, 2024

Administration Division	9442.23	9442.23	18,884.46
Board Members = 5	0.00	250.00	250.00
Parks Division	3881.08	4084.25	7,965.33
PT Maint	0	0.00	-
Recreation Division			
Monitors, etc	448.00	416.00	864.00
Misc - Staff	0.00	0.00	-
Rec. Staff (Other)	0.00	0.00	-
\$	13,771.31	\$ 14,192.48	\$ 27,963.79
Employer Paid Taxes <i>(FICA, Medicare, SUI)</i>	1,265.56	Unavailable	

Arcade Creek Recreation and Park District

MEETING DATE: February 29, 2024

**AGENDA ITEM: 7 g Consent Agenda
Correspondence Period 8**

No correspondence received.

Arcade Creek

Recreation and Park District

Board of Directors

Travis Dworetzky
Greg Wilson
Michael Hanson
Scott Miller
Alex Vassar

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Sacramento, CA

Hamilton Street Park

4855 Hamilton Street
Sacramento, CA

Oakdale Park

3708 Myrtle Avenue
North Highlands, CA

February 29, 2024

Dear Board of Directors,

Staff held a safety meeting on 15th, 2024. This is a requirement from CAPRI that staff hold a meeting quarterly. Six staff were in attendance. Minutes were recorded and sent to CAPRI.

There is still no status on the Restroom Building project. The staff's recommendation would be upon committee appointment to have a the Project committee consisting of 2 Board members, District staff, and JT Turpin in our district office to finalize a plan of action and ask detailed questions. We have not been able to fully review the district's plans prior to submittal. During our most recent meeting with JT, he agreed to provide the district with a copy of the plans. To date we have not received a copy of the most updated plans for the restroom, including the SIPS plan submitted to the County for review. Unfortunately, at this point JT is asking ACRPD to cover the cost of a potential code violation at the water service connection. There is a discussion between District staff and Staples who is responsible for paying for this issue which could be close to \$10,000. Until we have more details as to the specifics JT is referring to and see the plans for the Restroom Building in person, we do not recommend moving forward.

Virg Anderson ordered the playground equipment, and we anticipate the equipment to be shipped to Hamilton Street Park by the first week in April 2024.

Permits for the shop are still being pursued by Virg Anderson.

Lisa Gonzalez

Arcade Creek Recreation and Park District

Meeting Date February 29, 2024		Item # 8 a
		Old Business
Subject: FY 2023-24 General Fund Budget Amendment Resolution 2024-01 to Moved Funds to GL 10111000 Salaries and Wages from GL 79790100 Contingencies		
Initiated or requested by <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by <p style="text-align: center;">Kim Cook</p>
<p>Objective For the Board of Directors to adopt Resolution 2024-01, approving the movement of funds in the amount of \$35,000.00 from GL 79790100 Contingencies to GL 10111000 Salaries and Wages.</p> <p>Background To ensure a balanced budget in FY 2023-24, movement of funds is required due to the overlapping of training in the retirement of staff and hiring a replacement for the vital function within the District office.</p> <p>Budget/Cost Information Estimates to cover the cost is \$35,000.00</p> <p>Proposed Action Adopt Resolution 2024-01.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) Resolution 2024-01



RESOLUTION NO. 2024-01

**RESOLUTION OF THE ARCADE CREEK RECREATION
AND PARK DISTRICT BOARD OF DIRECTORS
ADOPTING A BUDGET AMENDMENT TO THE
GENERAL FUND BUDGET **339A – 9339339**
FOR FISCAL YEAR 2023-24**

WHEREAS, the District Board of Directors adopted the FY 2023-24 339A General Fund Budget,

WHEREAS, account line **GL 10111000 Salaries and Wages** is under-funded to meet projected expenses, and

WHEREAS, account line **GL 79790100 Contingencies** has funds available for reasons such as this in the FY 2023-24 Budget,

WHEREAS, a transfer of **\$35,000.00** is needed to cover expenses in **GL 10111000** in FY 2023-24,

THEREFORE, the Board of Directors by this resolution approves the move and amends the FY 2023-24 budget,

**Decrease GL line item 79790100 Contingencies
Increase expense GL line item 10111000 Salaries and Wages
In the amount of \$35,000.00, to support a balanced budget in FY 2023-24**

NOW, THEREFORE, BE IT RESOLVED, to amend the **FY 2023-24 Operations Budget 339A General Fund** as stated above.

APPROVED 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 February 29, 2024.

AYES:
NOES:
ABSENT:
ABSTAIN:

Chairperson, Board of Directors

ATTEST: _____
Secretary, Board of Directors

February 29, 2024		Item # 8.b
		Old Business
Filtration system for HSP well		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	Report coordinated or prepared by <i>Lisa Gonzalez</i>
Objective To purchase a filtration system for the well at Hamilton Street Park that will clean out the Corrosion in the pipe system.		
Background The well at Hamilton Street Park was established in the 1950's. O'Dell's has been repairing the system over the many years. Staff has been trying to make arrangements to have O'Dell's come to the well and meet with Chris Cantanini from BLM to discuss the need for a Filtration system and to get a quote. Chris was out with COVID for 3 weeks and had to cancel 3 appointments in January. Staff has contacted O'Dell's six times on the phone following the January board meeting with no answer. The plan after our last board meeting was to have Chris from BLM and a representative from O'Dell's discuss how a filtration system would work with the well. Staff will follow up with both parties and this item will be placed on the March 21, 2024 meeting.		
Budget/Cost Information To be determined		
Alternative Actions Find an alternative well pumping company and get a quote.		
Coordination and Review This is a standard practice of the Board.		Attachment(s) NONE

Meeting Date: February 29, 2024		Item # 8c OLD BUSINESS	
Subject: Discuss budget priorities for FY24/25			
Initiated or requested by <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	Report Coordinated & Prepared by <div style="text-align: center; font-style: italic; font-size: 1.2em; color: #0070C0;">D. Nishihara</div> Prepared by: Denis Nishihara, Staff	
Objective To provide feedback for the ongoing FY24/25 Budget development by confirming established priorities.			
Background Arcade Creek Recreation and Park District (ACRPD) was established in August 1959 as an independent special district with the goal of enhancing the quality of life for District residents, through the provision of well maintained, safe parks, facilities, natural resources, and by offering meaningful family-oriented recreation experiences. (ACRPD Master Plan p18). The ACRPD Finance Committee met on Thursday, February 1st to outline and develop a budget priority list in alignment with the Master Plan. A total of 18 general topics were discussed. There were ten (10) initial categories presented by the Committee Chair. During the discussion eight (8) were added to the overall list for a total of eighteen (18) important items. The list was ranked and the top five (5) budget priorities for the upcoming fiscal year 2024-2025 are described in this report.			
Analysis Following the meeting, District Staff continued to research an excess of internal documents ranging from the ACRPD Master Plan 2017, detailed Park Inventories, Nature Trail project list, the Facility Rehabilitation Project list, the Existing Facility Repair list, and various project/priority lists organized by previous District staff. The result revealed gaps in the areas of SAFETY, SECURITY, and DEFICIENCIES. Based on the top Budget Priority list generated from the meeting, staff organized a proposed order of projects in configured to the District's adopted Park Standards to resolve compliance issues. Facility Repairs and Amenity Renovation shall be titled, Capital Improvement Projects (CIP). This streamlines classification of the amount of deferred maintenance required to be compliant with various regulations.			
FY24/25 Budget Priorities: <ol style="list-style-type: none"> 1. Capital Improvement Projects (CIP) <ol style="list-style-type: none"> a. Facility Repairs b. Repair Amenities 2. Tree Assessment 3. Security 4. Grant Writer 5. Program(s) 			
These categories provide the framework for an overall District-wide Needs Assessment. The Needs Assessment is an all-inclusive checklist utilized to determine the needs, otherwise known as "gaps," between current standards/levels of service and the District's desired outcomes/standards. See attached spreadsheet for itemized listing of project priorities. The list is compiled and separated based on park, location and need. Each aspect shall be rated based on the following basic criteria.			

- A. Is there a safety component requiring immediate attention? Are we compliant?
- B. Is this a high, medium, or low security issue?
- C. Should this deficiency be resolved immediately or are we able to defer the maintenance?

Once the Needs Assessment spreadsheet is complete and the criteria has been established, District Staff will develop FY24/25 in alignment with the Board's established priorities.

Budget/Cost Information

None

Proposed Action

Confirm Staff are aligned with the Board's directives prioritizing resources for the upcoming fiscal year.

Alternative Actions

None

Coordination and Review

This is a standard practice of the Board.

Attachment(s)

1) ACRPD Deferred Maintenance List (Needs Assessment)

Ranking
Category
To Start
In Process
Completed

Project Priorities

Updated **2/22/2024**

Office

1						Electrical system upgrades (office)
2						Emergency Exits (District Office)
3						Ensure access to front desk is compliant
4						Exterior painting
5						Exterior siding repair large building
6						Install Emergency Exit Doors to code in District Office.
7						Install hand rails in restrooms and make other improvements
8						Install hand rails on front ramp and stairs
9						Install new signage (directional and park signage)
10					✓	Lighting upgrade to exterior of Office to LED
11						Lighting upgrade to exterior of park buildings to LED
12						Office restroom repair/remodeling (significant \$\$ unknown)
13						
14						

Ranking
Category
To Start
In Process
Completed

Community Center

17						Large Room - Community Center and office kitchen upgrades, remodel and ADA upgrade.
18					✓	Lighting upgrade to exterior of park buildings to LED
19					✓	Lighting upgrade to interior of Community Center to LED large building
20					✓	Lighting upgrade to interior of Community Center to LED small building
21						Remove the front ramp slope and replace it to code
22						Renovate one restroom to meet ADA standards.
23						Small Room - Community Center and office kitchen upgrades, remodel and ADA upgrade.
24						
25						

#	Ranking	Category	To Start	In Process	Completed
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40				✓	
41					
42					
43					
44					✓
45					
46					✓
47					
48					✓
49					
50					
51					

Hamilton Street Park

- Provide for an accessible route to the park restroom building and use area.
- Ensure that each picnic site is accessible, and meet the standards
- Repair the sidewalks and relocate them where disrupted by tree roots or other damage.
- Follow ADA assessment and develop and adopt a Transition Plan
- Electrical system upgrades (community center)
- Electrical system upgrades (picnic areas)
- Irrigation system repairs and upgrades.
- Picnic sites, create a grill replacement plan
- Picnic sites, install non-flammable ash cans
- Repair and improve existing amenities (horseshoe area)
- Repair and improve existing amenities (volleyball courts)
- Repair and improve existing amenities (restripe/repave basketball courts)
- Repair and improve existing amenities (playgrounds)
- Arbor care (complete inventory and status update)
- Arbor care (pruning and care of trees as identified in the tree care master plan)
- Install updated signage continuing (directional and park signage required)
- Remove chains and metal post bollards
- Turf care: aeration, top-dressing, fertilization, and replacement of sod (as needed)
- Install and construct Pickleball Court
- Repair and improve existing amenities (tennis courts)
- Upgrade - Tennis Court Lights
- Reroute maintenance gate from soccer parking straight into yard

#	Ranking	Category	To Start	In Process	Completed
54					
55					
56					
57					✓
58					✓
59					
60				✓	
61					
62					

Shop

Electrical system upgrades (shop)
Fence repairs to all fencing
Grade maintenance compound yard to increase usable space
Lighting upgrade to exterior of Shop to LED
Remove siding from Maintenance shop to remove asbestos
Renovation of shop - increase work space
Reroofing of shop

#	Ranking	Category	To Start	In Process	Completed
65					
66					
67					
68					✓
69					✓
70					
71					
72					
73					
74					✓
75					
76					
77					

Restrooms - HSP

Hand-rails
Interior painting on buildings (park restrooms)
Interior remodeling to current standards (plumbing included)
Lighting upgrade to interior of RR to LED
Lighting upgrade to exterior of RR to LED
New construction
Non-slip floors
Partitions with working doors
Redo concrete path to restroom building - non compliant
Restroom partitions - Men's
Restroom partitions - Women's

#	Ranking	Category	To Start	In Process	Completed
80					
81					
82					
83					
84					
85					
86					
87					
88				✓	
89					
90					✓
91					
92					
93					
94					
95					
96					
97					
98					
99					
100					

Arcade Creek Park

- Arbor care (complete inventory and status update)
 - Arbor care (pruning and care of trees as identified in the tree care master plan)
 - Decomission Vault Toilet
 - Electrical system upgrades (picnic areas)
 - Turf care: aeration, top-dressing, fertilization, and replacement of sod (as needed)
 - Install additional water fountain (playground area)
 - Install updated signage continuing (directional and park signage required)
 - Irrigation system repairs and upgrades.
 - New Construction (Restroom - Prefab Building)
 - Parking lot Project (i.e. striping)
 - Parking Lot Slurry Seal
 - Picnic sites, create a grill replacement plan
 - Picnic sites, install non-flammable ash cans
 - Repair and improve existing amenities (Large playground)
 - Repair and improve existing amenities (restripe/repave basketball courts)
 - Repair and improve existing amenities (Swing Set)
 - Repair and improve existing amenities (tennis courts)
 - Repair and improve existing amenities (Tot playground)
 - Security Cameras / Alarms
-
-

#	Ranking	Category	To Start	In Process	Completed
103					
104					
105					
106					

Jo Smith Nature Trail

- Determine how much of the trail must be accessible.
 - Make repairs and changes to meet the needs identified above
-
-

#	Ranking	Category	To Start	In Process	Completed
109					
110					
111					
112					
113					
114					
115					
116					
117					
118					
119					

Oakdale Park

- Accessible Parking from Winona (If needed)
 - Covered picnic shelter
 - Ensure park is accessible from Winona
 - Turf care: aeration, top-dressing, fertilization, and replacement of sod (as needed)
 - Irrigation system repairs and upgrades
 - Repair and improve existing amenities (Large playground)
 - Restroom
 - Walking path around the park area
 - Water Fountian - Repair
-
-

#	Ranking	Category	To Start	In Process	Completed
122					
123					
124					
125					
126					
127					
128					

Parking lots (All parks)

- Accessible travel routes from public street and painted with appropriate markings
 - Handicap spaces need to be leveled for compliance.
 - Lighting
 - Make necessary curb cuts install rumble strips, and ensure proper slopes.
 - Need new striping and template layout (redesign)
-
-

#	Ranking	Ranking	To Start	In Process	Completed
131					
132					
133					
134					
135					
136					
137					
138					
139					

Equipment (Value +\$5,000)

<i>c</i>	2022 JD Gator
<i>m</i>	2011 JD Mower (Z920A)
<i>m</i>	2021 JD Mower (Z997R)
<i>m</i>	Kubota Mower (Z411KW)
<i>t</i>	Kioti Tractor
<i>v</i>	1996 Chevy S10
<i>v</i>	2010 Ford F150
	<hr/>
	<hr/>

Meeting Date February 29, 2024		Item # 8 d
		Old Business
Subject: Draft Review Policy 2900 General Manager		
Initiated or requested by <input checked="" type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	Report coordinated or prepared by Director T. Dworetzky & G. Wilson (Kim Cook)
<i>Item originally appeared on the November 16, 2023, December 14, 2023, January 18, 2024.</i>		
Objective To review and update Policy 2900 that relates to the Districts General Manager.		
Background The last update on Policy 2900 was Board approved in August 2018. Since the current GM has stated that their intent is to retire in late 2024, this is the opportunity to review and make necessary changes to the policy.		
Budget/Cost Information The current fiscal year budget should have no impact. Any impact would take place if the hiring of a replacement GM occurs before the end of FY 2023-24, and depending on what salary range is agreed upon, as well as any other factors such as vacation and sick leave in the new policy.		
Proposed Action For the Directors to review and discuss the proposed policy, making changes that would serve as a positive guideline for a new General Manager.		
Alternative Actions Continue using current policy.		
Coordination and Review This is a standard practice of the Board.		Attachment(s) DRAFT Job Description GM 2900 dated 2/29/2024

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Job Description, General Manager

POLICY NUMBER: 2900

SALARY RANGE: *Negotiable within a board approved scale*

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

SUMMARY:

Under the direction of the Board of Directors, the General Manager is responsible for overseeing the overall daily operations and strategic direction of Arcade Creek Recreation and Park District (ACRPD). The General Manager is considered the executive officer for the district and fills the role of Clerk of the Board. Additionally, the General Manager ensures the office operates smoothly, efficiently, securely, and effectively. This position requires the candidate to work in the district's office while frequently visiting other District properties, and to effectively manage a diverse team. The General Manager is employed on an at-will basis and may be terminated with or without cause and with or without notice at any time by the district.

ESSENTIAL FUNCTIONS:

- The General Manager will work closely with staff, stakeholders, and the ACRPD Board of Directors to ensure the effective management of all parks, facilities, nature trails, and programs that align with ACRPD's mission and goals.
- Recruit, train, mentor, supervise, and evaluate staff and volunteers to ensure a high level of performance.
- Develop policies, procedures, and standards to ensure goals are met and programs are effective.
- Acts as ACRPD's spokesperson with the media and public.
- Plans and directs the acquisition, development, maintenance, and protection of real and personal property, equipment, and facilities.
- Monitors changes in laws, regulations, and technology that may affect ACRPD operations and advises the board on needed amendments to policy.
- Responds to difficult and sensitive public inquiries, complaints, and claims.
- Assists with ACRPD special events as needed. Supervise all park

- maintenance, development, and ACRPD facilities.
- Review and approve all claims, invoices, and payroll.
 - Prepare agenda items and reports for monthly board meetings.
 - Advises the ACRPD Board of Directors on issues, financial status, and programs; prepares and recommends short- and long-term plans.
 - Prepare ACRPD budget(s) in coordination with the Treasurer, finance committee and other staff for ACRPD Board consideration and approval.
 - Collaborate with the Board of Directors and other stakeholders to develop and implement strategic plans, goals, and other objectives for ACRPD.
 - Develop a diversified recreation program, including partnerships with neighboring park districts, school districts, and other agencies.
 - Oversee the day-to-day operations of parks, facilities, and programs, ensuring they are well-maintained, safe, and accessible.
 - Foster strong relationships with the local community, government agencies, and other organizations to enhance collaboration and partnerships.
 - Organize, participate, and represent ACRPD in community events, workshops, and outreach activities to promote ACRPD programs and amenities and to engage the community.
 - Interpret ACRPD policy for bid processes, revenue streams, and construction.
 - Administer ACRPD policies adopted by the Board of Directors.
 - In accordance with existing applicable policies, negotiate, review, and approve service, construction, and maintenance contracts.
 - Act as Project Manager for all non-minor acquisition, construction, and repair projects.
 - Research, draft, and administer grant applications and related materials.
 - Provide recommendations on issues presented to the Board of Directors.
 - Participate in the development and review of the ACRPD's Master Plan.
 - Performs other related duties as directed by the Board of Directors.

REQUIRED SKILLS/ABILITIES:

- Visionary leader with a passion for recreation and community engagement.
- Knowledge of public agency budgeting, procurement, and contract administration.
- Ability to analyze and evaluate programs, projects, policies, and procedures.
- Operational knowledge of the rules and regulations governing the conduct of public meetings, including California's Brown Act.
- Excellent communication and organizational skills.
- Strong attention to detail.
- Ability to work collaboratively with a diverse staff and public.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing in the English language.
- Ability to prepare and make effective and persuasive presentations to the public, District staff, Board of Directors, outside agencies, neighborhood

associations, etc.

- Ability to understand and apply District and departmental policies and procedures.
- Ability to work with complex spreadsheets and supporting documents.
- Ability to allocate financial and time resources in a cost-effective manner.
- Ability to interpret, explain, and ensure compliance with applicable federal, state, and local laws.
- Ability to adapt to new or changing processes quickly and efficiently.
- Ability to problem solve, using data analytics.
- Strong computer skills required with proficiency in MS Office.
- Proven ability to manage multiple projects while maintaining strict attention to detail.
- Budget and general administrative procedures.
- Possession of or ability to obtain a valid class C California driver's license.

EDUCATION AND EXPERIENCE

- Current or former management experience, customer service, planning, policy, and recreational program administration.
- Bachelor's degree in recreation management, business or public administration, or another related field (master's degree preferred). Equivalent experience may be used in the absence of a degree.

SUPERVISORY RESPONSIBILITY:

Oversees ACRPD staff and receives policy direction from the Board of Directors.

WORK ENVIRONMENT:

This job is primarily performed in an office using common office equipment. Some work is performed outside in heat/cold, wet/dry, and or humid/arid conditions. Some work may require travel by personal automobile or public transportation. May require work into the evenings and on weekends.

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, step up, 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 requires frequent local travel between different park locations within the district and occasional travel for ACRPD business conducted at the Sacramento County Office, banks, and other commercial establishments. Board-

approved travel within the state of California may occur for ACRPD business or professional development.

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, Exempt

BENEFITS:

Vacation, sick leave, and paid holidays as provided to the class of Full-Time employees per board-approved policies. District paid medical, dental, and vision as offered to full time employees. Retirement benefits include contributions towards social security and the district participates in the CalPERS retirement program.

SCHEDULE:

Standard business hours (generally M-F, 8-5) with some evening and weekend work required.

PRE-EMPLOYMENT CONDITIONS:

- Adult and Pediatric Basic Life Support, CPR, AED + First Aid.
- Department of Justice fingerprint clearance.
- Medical exam and drug testing clearance.

EQUAL OPPORTUNITY STATEMENT:

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

Meeting Date: February 29, 2024		Item # 8 e
		Old Business
Subject: Discuss District Salary Ranges		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	Report coordinated or prepared by Director T. Dworetzky and Director G. Wilson (Denis Nishihara)
<p><i>Item originally appeared on the August 17, 2023, September 21, 2023, October 19, 2023, November 16, 2023, December 14, 2023, January 18, 2024.</i></p> <p>Background It has been several years since the District reviewed and updated the salary ranges for staff. Initiated on August 17, 2023 and continued through December 14, 2023 discussion occurred regarding ACRPD salary ranges. As directed by Board Member Dworetzky and Wilson, members of the current Finance Committee, information and data pertaining to the details were compiled to support progress toward a resolution. Board Member Dworetzky’s and Wilson’s work resulted in a compilation of comparable data to support finalizing a plan of action.</p> <p>Analysis This item is recommended for approval to establish competitive market value benchmarks impacting the District’s Budget. There is a desire to update that approach to a more formal salary scale. Information included will support the recruitment for a General Manager which is anticipated in Fall 2024, resulting in an impact to FY24/25 ACRPD Budget.</p> <p>Budget/Cost Information No impact to the budget at this time. Recommendation of a formal salary scale would establish competitive wage rate as compared to current market costs. The detailed impact to the budget could be determined by two variables, salary scale verses hiring step. Whereas the salary scale will not directly impact the annual budget, therefore, the hiring rate will impact the annual budget directly.</p> <p>Recommendation 1) Adopt formal Salary Scale for ACRPD in accordance with CA State Law requirements.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) Same Provided on 1/18/2024 Proposed Salary Scale

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

Salary Scale as Proposed

Position	Exempt?	Base	Position	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
General Manager	Yes	Monthly	FT	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
Administrative Manager	Yes	Monthly	FT	43-6011	25%	32.00	33.68	35.45	37.23	39.09	66,554.95	70,057.85	73,745.10	77,432.36	81,303.97
Park Maintenance Lead	No	Hourly	FT	37-1012	25%	26.96	28.37	29.87	31.36	32.93	56,067.27	59,018.18	62,124.40	65,230.62	68,492.15
Park Maintenance Worker	No	Hourly	FT	37-3011	25%	17.23	18.14	19.09	20.05	21.05	35,838.09	37,724.31	39,709.80	41,695.29	43,780.05
Monitor	No	Hourly	PT	39-9032	25%	17.11	18.01	18.96	19.90	20.90	35,584.67	37,457.55	39,429.00	41,400.45	43,470.47
Seasonal/Hourly	No	Hourly	PT	39-3091	25%	15.42	16.23	17.09	17.94	18.84	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: **TBD**

Meeting Date: February 29, 2024		Item # 8 f
		Old Business
Subject: New District Policy – Hours of Operation Policy #2405		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by <i>D. Nishihara</i> Denis Nishihara, Admin. Mgr.
Objective To determine adoption of NEW Hours of Operation Policy #2405		
Background Per Board request, Staff developed District Policy for Hours of Operation.		
Analysis In order to maintain a standard level of service and to meet the progressive needs of the community, ACRPD Board and Staff have decided to encompass all hours including park usage during District observed holidays.		
Budget/Cost Information Staff estimates there will be an estimated cost increase to accommodate park usage during District observed holidays.		
Proposed Action Staff recommends adoption of “new” District policy and approve as written (<i>see attached for details</i>).		
Alternative Actions Approved new policy with revisions as stated in motion by District Board of Directors.		
Coordination and Review This is a standard practice of the Board.		Attachment(s) Policy 2405 Hours of Operations

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Hours of Operation

POLICY NUMBER: 2405

2405.1 To support the ongoing operational needs of Arcade Creek Recreation and Park District (ACRPD) defining the HOURS OF OPERATIONS in detail permit regular and irregular scheduled work to be conducted both during business hours and non-traditional business hours.

2405.2 Definitions:

2405.2.1 **Office Hours:** ACRPD Office Hours shall be during the week. Monday to Friday from 8:00am to 4pm Defined as Public Front Desk (District Office) hours of operation. The front desk or customer actions / engagement to process requests or support shall be conducted during these designated times.

2405.2.2 **Park Hours:** ACRPD Park Hours shall be during the week. Sunday to Saturday from Sunrise to Sunset or as indicated from Dawn to Dusk.

Defined as to the time public is permitted to access and use the park area and amenities. This definition is to identify overall general park access which includes but is not limited to the parking lot and restroom access.

2405.2.3 **Holiday Park Hours,** shall be defined as to the time public is permitted to access and use the park area and amenities during recognized District Holidays. Variations of times account for both types of holiday and staffing requirements.

Arcade Creek Recreation and Park District

Meeting Date: February 29, 2024		Item # 8 g Old Business
Subject: Monthly update on Nature Trail at Arcade Creek Park		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	Report coordinated or prepared by <i>Lisa Gonzalez</i>
<p>The only report we received in this month was on January 15, 2024</p> <p>General manager emailed Hot sheriff after receiving a complaint from a resident about homeless near Garfield Street.</p> <p>The Maintenance staff are doing an excellent job moving the homeless and keeping the trail safe.</p> <p>There is still homeless gathering in Arcade Creek Park under the GPA due to the wet weather.</p>		
Coordination and Review This is a standard practice of the Board.	Attachment(s) NONE	

Meeting Date February 29, 2024		Item # 9 a New Business
Subject: Receive the 2024 Sacramento County Annual Investment Policy of the Pooled Investment		
Initiated or requested by <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by <i>Kim Cook</i>
Objective Receive report		
Background On an annual basis Sacramento County issues an Investment Policy and Report, showing where funds are invested by the County. It is required by law that the County ask each agency within its boundaries formally receive this Policy and Report document each year as required.		
Analysis Comply with the law and accept the Investment Policy and Report for 2024.		
Budget/Cost Information None		
Proposed Action Accept report		
Alternative Actions None		
Coordination and Review This is a standard practice of the Board.		Attachment(s) Calendar Year 2024 Investment Policy for the Pooled investment Fund



SACRAMENTO COUNTY

Annual Investment Policy of the Pooled Investment Fund

CALENDAR YEAR 2024

*Approved by the
Sacramento County Board of Supervisors*

December 5, 2023
Resolution No. 2023-0979

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SACRAMENTO COUNTY
Annual Investment Policy
of the Pooled Investment Fund
CALENDAR YEAR 2024

I. Authority

Under the Sacramento County Charter, the Board of Supervisors established the position of Director of Finance and by ordinance will annually review and renew the Director of Finance's authority to invest and reinvest all the funds in the County Treasury.

II. Policy Statement

This Investment Policy (Policy) establishes cash management and investment guidelines for the Director of Finance, who is responsible for the stewardship of the Sacramento County Pooled Investment Fund. Each transaction and the entire portfolio must comply with California Government Code and this Policy. All portfolio activities will be judged by the standards of the Policy and its investment objectives. Activities that violate its spirit and intent will be considered contrary to the Policy.

III. Standard of Care

The Director of Finance is the Trustee of the Pooled Investment Fund and therefore, a fiduciary subject to the prudent investor standard. The Director of Finance, employees involved in the investment process, and members of the Sacramento County Treasury Oversight Committee (Oversight Committee) shall refrain from all personal business activities that could conflict with the management of the investment program. All individuals involved will be required to report all gifts and income in accordance with California state law. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the Director of Finance shall act with care, skill, prudence, and diligence to meet the aims of the investment objectives listed in Section IV, Investment Objectives.

IV. Investment Objectives

The Pooled Investment Fund shall be prudently invested in order to earn a reasonable return, while awaiting application for governmental purposes. The specific objectives for the Pooled Investment Fund are ranked in order of importance.

A. Safety of Principal

The preservation of principal is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether they be from securities default or erosion of market value.

B. Liquidity

As a second objective, the Pooled Investment Fund should remain sufficiently flexible to enable the Director of Finance to meet all operating requirements that may be reasonably anticipated in any depositor's fund.

C. Public Trust

In managing the Pooled Investment Fund, the Director of Finance and the authorized investment traders should avoid any transactions that might impair public confidence in Sacramento County and the participating local agencies. Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

D. Maximum Rate of Return

As the fourth objective, the Pooled Investment Fund should be designed to attain a market average rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified herein. For comparative purposes, the State of California Local Agency Investment Fund (LAIF) will be used as a performance benchmark. The Pooled Investment Fund quarterly performance benchmark target has been set at or above LAIF's yield. This benchmark was chosen because LAIF's portfolio structure is similar to the Pooled Investment Fund.

V. Pooled Investment Fund Investors

The Pooled Investment Fund investors are comprised of Sacramento County, school and community college districts, districts directed by the Board of Supervisors, and independent special districts and joint powers authorities whose treasurer is the Director of Finance. Any local agencies not included in this category are subject to California Government Code section 53684 and are referred to as outside investors.

VI. Implementation

In order to provide direction to those responsible for management of the Pooled Investment Fund, the Director of Finance has established this Policy and will provide it to the Oversight Committee and render it to legislative bodies of local agencies that participate in the Pooled Investment Fund. In accordance with California Government Code section 53646, et seq., the Board of Supervisors shall review and approve this Policy annually at a public meeting.

This Policy provides a detailed description of investment parameters used to implement the investment process and includes the following: investable funds; authorized instruments; prohibited investments; credit requirements; maximum maturities and concentrations; repurchase agreements; Community Reinvestment Act Program; criteria and qualifications of broker/dealers and direct issuers; investment guidelines, management style and strategy; Approved Lists; and calculation of yield and costs.

VII. Internal Controls

The Director of Finance shall establish internal controls to provide reasonable assurance that the investment objectives are met and to ensure that the assets are protected from loss, theft, or misuse. To assist in implementation and internal controls, the Director of Finance has established an Investment Group and a Review Group.

The Investment Group, which is comprised of the Director of Finance and his/her designees, is responsible for maintenance of the investment guidelines and Approved Lists. These guidelines and lists can be altered daily, if needed, to adjust to the ever-changing financial markets. The guidelines can be more conservative or match the policy language. In no case can the guidelines override the Policy.

The Review Group, which is comprised of the Director of Finance and his/her designees, is responsible for the monthly review and appraisal of all the investments purchased by the Director of Finance and staff. This review includes bond proceeds, which are invested separately from the Pooled Investment Fund and are not governed by this Policy.

The Director of Finance shall establish a process for daily, monthly, quarterly, and annual review and monitoring of the Pooled Investment Fund activity. The following articles, in order of supremacy, govern the Pooled Investment Fund:

1. California Government Code
2. Annual Investment Policy
3. Current Investment Guidelines
4. Approved Lists (see page 9, Section IX.K)

The Director of Finance shall review the daily investment activity and corresponding bank balances.

Monthly, the Review Group shall review all investment activity and its compliance to the corresponding governing articles and investment objectives.

All securities purchased, with the exception of bank deposits, money market mutual funds, and LAIF, shall be delivered to the independent third-party custodian selected by the Director of Finance. This includes all collateral for repurchase agreements. All trades, where applicable, will be executed by delivery versus payment by the designated third-party custodian.

VIII. Sacramento County Treasury Oversight Committee

In accordance with California Government Code section 27130 et seq., the Board of Supervisors, in consultation with the Director of Finance, has created the Sacramento County Treasury Oversight Committee (Oversight Committee). Annually, the Oversight Committee shall cause an audit to be conducted on the Pooled Investment Fund. The meetings of the Oversight Committee shall be open to the public and subject to the Ralph M. Brown Act.

A member of the Oversight Committee may not be employed by an entity that has contributed to the campaign of a candidate for the office of local treasurer, or contributed to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury, in the previous three years or during the period that the employee is a member of the Oversight Committee. A member may not directly or indirectly raise money for a candidate for local treasurer or a member of the Sacramento County Board of Supervisors or governing board of any local agency that has deposited funds in the county treasury while a member of the Oversight Committee. Finally, a member may not secure employment with, or be employed by bond underwriters, bond counsel, security brokerages or dealers, or financial services firms, with whom the treasurer is doing business during the period that the person is a member of the Oversight Committee or for one year after leaving the committee.

The Oversight Committee is not allowed to direct individual investment decisions, select individual investment advisors, brokers or dealers, or impinge on the day-to-day operations of the Department of Finance treasury and investment operations.

IX. Investment Parameters

A. Investable Funds

Total Investable Funds (TIF) for purposes of this Policy are all Pooled Investment Fund moneys that are available for investment at any one time, including the estimated bank account float. Included in TIF are funds of outside investors, if applicable, for which the Director of Finance provides investment services. Excluded from TIF are all funds held in separate portfolios.

The Cash Flow Horizon is the period in which the Pooled Investment Fund cash flow can be reasonably forecasted. This Policy establishes the Cash Flow Horizon to be one (1) year.

Once the Director of Finance has deemed that the cash flow forecast can be met, the Director of Finance may invest funds in securities with maturities beyond one year. These securities will be referred to as the Core Portfolio.

B. Authorized Investments

Authorized investments shall match the general categories established by the California Government Code sections 53601 et seq. and 53635 et seq. Authorized investments shall include, in accordance with California Government Code section 16429.1, investments into LAIF. Authorization for specific instruments within these general categories, as well as narrower portfolio concentration and maturity limits, will be established and maintained by the Investment Group as part of the Investment Guidelines. As the California Government Code is amended, this Policy shall likewise become amended.

C. Prohibited Investments

No investments shall be authorized that have the possibility of returning a zero or negative yield if held to maturity except for securities issued by, or backed by, the United States government during a period of negative market interest rates. Prohibited investments shall include inverse floaters, range notes, and interest only strips derived from a pool of mortgages.

All legal investments issued by a tobacco-related company are prohibited. A tobacco-related company is defined as an entity that makes smoking products from tobacco used in cigarettes, cigars, or snuff or for smoking in pipes. The tobacco-related issuers restricted from any investment are any component companies in the Dow Jones U.S. Tobacco Index or the NYSE Arca Tobacco Index.

D. Credit Requirements

Except for municipal obligations and Community Reinvestment Act (CRA) bank deposits and certificates of deposit, the issuer's short-term credit ratings shall be at or above A-1 by Standard & Poor's, P-1 by Moody's, and, if available, F1 by Fitch, and the issuer's long-term credit ratings shall be at or above A by Standard & Poor's, A2 by Moody's, and, if available, A by Fitch. There are no credit requirements for Registered State Warrants. All other municipal obligations shall be at or above a short-term rating of SP-1 by Standard & Poor's, MIG1 by Moody's, and, if available, F1 by Fitch.

Community Reinvestment Act Program Credit Requirements

Maximum Amount	Minimum Requirements
Up to the FDIC- or NCUSIF-insured limit for the term of the deposit	<u>Banks</u> — FDIC Insurance Coverage
	<u>Credit Unions</u> — NCUSIF Insurance Coverage <i>Credit unions are limited to a maximum deposit of the NCUSIF-insured limit since they are not rated by nationally recognized rating agencies and are not required to provide collateral on public deposits.</i>
Over the FDIC- or NCUSIF-insured limit	<p>(Any 2 of 3 ratings)</p> <p>S&P: A-2 Moody's: P-2 Fitch: F-2 OR</p> <p>Through a private sector entity that assists in the placement of deposits to achieve FDIC insurance coverage of the full deposit and accrued interest.</p> <p>Collateral is required</p>

Eligible banks must have Community Reinvestment Act performance ratings of “satisfactory” or “outstanding” from their federal regulator. In addition, deposits greater than the federally-insured amount must be collateralized. Banks must either have a letter of credit issued by the Federal Home Loan Bank of San Francisco or place securities worth between 110% and 150% of the value of the deposit with the Federal Reserve Bank of San Francisco, the Home Loan Bank of San Francisco, or a trust bank.

Since credit unions do not have Community Reinvestment Act performance ratings, they must demonstrate a commitment to community reinvestment lending and charitable activities comparable to what is required of banks.

All commercial paper and medium-term note issues must be issued by corporations operating within the United States and having total assets in excess of one billion dollars (\$1,000,000,000).

The Investment Group may raise these credit standards as part of the Investment Guidelines and Approved Lists. Appendix A provides a Comparison and Interpretation of Credit Ratings by Standard & Poor’s, Moody’s, and Fitch.

E. Maximum Maturities

Due to the nature of the invested funds, no investment with limited market liquidity should be used. Appropriate amounts of highly-liquid investments, such as U.S. Treasury and Agency obligations, should be maintained to accommodate unforeseen withdrawals.

The maximum maturity, determined as the term from the date of ownership to the date of maturity, for each investment shall be established as follows:

U.S. Treasury and Agency Obligations	5 years
Washington Supranational Obligations ¹	5 years
Municipal Notes	5 years
Registered State Warrants.....	5 years
Bankers Acceptances	180 days
Commercial Paper	270 days
Negotiable Certificates of Deposit.....	270 days
CRA Bank Deposit/Certificates of Deposit	1 year
Repurchase Agreements	1 year
Reverse Repurchase Agreements.....	92 days
Medium-Term Corporate Notes.....	180 days
Collateralized Mortgage Obligations	180 days

¹ The International Bank for Reconstruction and Development, International Finance Corporation, and Inter-American Development Bank.

The Investment Group may reduce these maturity limits to a shorter term as part of the Investment Guidelines and the Approved Lists.

The ultimate maximum maturity of any investment shall be five (5) years. The dollar-weighted average maturity of all securities shall be equal to or less than three (3) years.

F. Maximum Concentrations

No more than 80% of the portfolio may be invested in issues other than U.S. Treasury and Agency obligations. The maximum allowable percentage for each type of security is set forth as follows:

U.S. Treasury and Agency Obligations	100%
Municipal Notes	80%
Registered State Warrants	80%
Bankers Acceptances	40%
Commercial Paper	40%
Washington Supranational Obligations.....	30%
Negotiable Certificates of Deposit and CRA Deposit/Certificates of Deposit .	30%
Repurchase Agreements.....	30%
Reverse Repurchase Agreements	20%
Medium-Term Corporate Notes	30%
Money Market Mutual Funds.....	20%
Collateralized Mortgage Obligations.....	20%
Local Agency Investment Fund (LAIF)	(per State limit)

The Investment Group may reduce these concentrations as part of the Investment Guidelines and the Approved Lists.

Excluding U.S. Treasury and Agency obligations, no more than 10% of the portfolio, may be invested in securities of a single issuer including its related entities.

Where a percentage limitation is established above, for the purpose of determining investment compliance, that maximum percentage will be applied on the date of purchase.

G. Repurchase Agreements

Under California Government Code section 53601, paragraph (j) and section 53635, the Director of Finance may enter into Repurchase Agreements and Reverse Repurchase Agreements. The maximum maturity of a Repurchase Agreement shall be one year. The maximum maturity of a reverse repurchase agreement shall be 92 days, and the proceeds of a reverse repurchase agreement may not be invested beyond the expiration of the agreement. The reverse repurchase agreement must be "matched to maturity" and meet all other requirements in the code.

All repurchase agreements must have an executed Sacramento County Master Repurchase Agreement on file with both the Director of Finance and the Broker/Dealer. Repurchase Agreements executed with approved broker-dealers must be collateralized with either: (1) U.S. Treasury and Agency obligations with a market value of 102% for collateral marked to market daily; or (2) money market instruments on the Approved Lists of the County that meet the qualifications of the Policy, with a market value of 102%. Since the market value of the underlying securities is subject to daily market fluctuations, investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day. Use of mortgage-backed securities for collateral is not permitted. Strictly for purposes of investing the daily excess bank balance, the collateral provided by the Sacramento County's depository bank can be U.S. Treasury and Agency obligations valued at 110%, or mortgage-backed securities valued at 150%.

H. Community Reinvestment Act Program

The Director of Finance has allocated within the Pooled Investment Fund, a maximum of \$90 million for the Community Reinvestment Act Program to encourage community investment by financial institutions, which includes community banks and credit unions, and to acknowledge and reward local financial institutions that support the community's financial needs. The Director of Finance may increase this amount, as appropriate, while staying within the investment policy objectives and maximum maturity and concentration limits. The eligible banks and savings banks must have Community Reinvestment Act performance ratings of "satisfactory" or "outstanding" from each financial institution's regulatory authority. The minimum credit requirements are located on page 5 of Section IX.D.

I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers

All transactions initiated on behalf of the Pooled Investment Fund and Sacramento County shall be executed through either government security dealers reporting as primary dealers to the Market Reports Division of the Federal Reserve Bank of New York or direct issuers that directly issue their own securities that have been placed on the Approved List of brokers/dealers and direct issuers. Further, these firms must have an investment grade rating from at least two national rating services, if available.

Brokers/Dealers and direct issuers that have exceeded the political contribution limits, as contained in Rule G-37 of the Municipal Securities Rulemaking Board, within the preceding four-year period to the Director of Finance, any member of the Board of Supervisors, or any candidate for the Board of Supervisors, are prohibited from the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer will be sent a copy of this Policy and a list of those persons authorized to execute investment transactions. Each firm must

acknowledge receipt of such materials to qualify for the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer authorized to do business with Sacramento County shall, at least annually, supply the Director of Finance with audited financial statements.

J. Investment Guidelines, Management Style and Strategy

The Investment Group shall issue and maintain Investment Guidelines specifying authorized investments, credit requirements, permitted transactions, and issue maturity and concentration limits consistent with this Policy.

The Investment Group shall also issue a statement describing the investment management style and current strategy for the entire investment program. The management style and strategy can be changed to accommodate shifts in the financial markets, but at all times they must be consistent with this Policy and its objectives.

K. Approved Lists

The Investment Group, named by the Director of Finance, shall issue and maintain various Approved Lists. These lists are:

1. Approved Domestic Banks for all legal investments.
2. Approved Foreign Banks for all legal investments.
3. Approved Commercial Paper and Medium Term Note Issuers.
4. Approved Money Market Mutual Funds.
5. Approved Firms for Purchase or Sale of Securities (Brokers/Dealers and Direct Issuers).
6. Approved Banks / Credit Unions for the Community Reinvestment Act Program.

L. Calculation of Yield and Costs

The costs of managing the investment portfolio, including but not limited to: investment management; accounting for the investment activity; custody of the assets; managing and accounting for the banking; receiving and remitting deposits; oversight controls; and indirect and overhead expenses are charged to the investment earnings based upon actual labor hours worked in respective areas. Costs of these respective areas are accumulated by specific cost accounting projects and charged to the Pooled Investment Fund on a quarterly basis throughout the fiscal year.

The Department of Finance will allocate the net interest earnings of the Pooled Investment Fund quarterly. The net interest earnings are allocated based upon the average daily cash balance of each Pooled Investment Fund participant.

X. Reviewing, Monitoring and Reporting of the Portfolio

The Review Group will prepare and present to the Director of Finance at least monthly a comprehensive review and evaluation of the transactions, positions, performance of the Pooled Investment Fund and compliance to the California Government Code, Policy, and Investment Guidelines.

Quarterly, the Director of Finance will provide to the Board of Supervisors, the Oversight Committee, and to any local agency participant that requests a copy, a detailed report on the Pooled Investment Fund. The report will also be posted on the Department of Finance website. Pursuant to California Government Code section 53646, the report will list the type of investments, name of issuer, maturity date, par and dollar amount of the investment. For the total Pooled Investment Fund, the report will list average maturity, the market value, and the pricing source. Additionally, the report will show any funds under the management of contracting parties, a statement of compliance to the Policy and a statement of the Pooled Investment Fund's ability to meet the expected expenditure requirements for the next six months.

XI. Withdrawal Requests for Pooled Fund Investors

The Director of Finance will honor all requests to withdraw funds for normal cash flow purposes that are approved by the Director of Finance at a one dollar net asset value. Any requests to withdraw funds for purposes other than immediate cash flow needs, such as for external investing, are subject to the consent of the Director of Finance. In accordance with California Government Code Sections 27133(h) and 27136, such requests for withdrawals must first be made in writing to the Director of Finance. When evaluating a request to withdraw funds, the Director of Finance will take into account the effect of a withdrawal on the stability and predictability of the Pooled Investment Fund and the interests of other depositors. Any withdrawal for such purposes will be at the market value of the Pooled Investment Fund on the date of the withdrawal.

XII. Limits on Honoraria, Gifts, and Gratuities

In accordance with California Government Code Section 27133(d), this Policy establishes limits for the Director of Finance; individuals responsible for management of the portfolios; and members of the Investment Group and Review Group who direct individual investment decisions, select individual investment advisors and broker/dealers, and conduct day-to-day investment trading activity. The limits also apply to members of the Oversight Committee. Any individual who receives an aggregate total of gifts, honoraria and gratuities in excess of \$50 in a calendar year from a broker/dealer, bank or service provider to the Pooled Investment Fund must report the gifts, dates and firms to the designated filing official and complete the appropriate State forms.

No individual may receive aggregate gifts, honoraria, and gratuities from any single source in a calendar year in excess of the amount specified in Section 18940.2(a) of Title 2, Division 6 of the California Code of Regulations. This limitation is \$590 for the period January 1, 2023, to December 31, 2024. Any violation must be reported to the State Fair Political Practices Commission.

XIII. Terms and Conditions for Outside Investors

Outside investors may invest in the Pooled Investment Fund through California Government Code Section 53684. Their deposits are subject to the consent of the Director of Finance. The legislative body of the local agency must approve the Sacramento County Pooled Investment Fund as an authorized investment and execute a Memorandum of Understanding. Any withdrawal of these deposits must be made in writing 30 days in advance and will be paid based upon the market value of the Pooled Investment Fund. If the Director of Finance considers it appropriate, the deposits may be returned at any time to the local agency.

Appendix A

Comparison and Interpretation of Credit Ratings

Long Term Debt & Individual Bank Ratings			
Rating Interpretation	Moody's	S&P	Fitch
<i>Best-quality grade</i>	Aaa	AAA	AAA
<i>High-quality grade</i>	Aa1	AA+	AA+
	Aa2	AA	AA
	Aa3	AA-	AA-
<i>Upper Medium Grade</i>	A1	A+	A+
	A2	A	A
	A3	A-	A-
<i>Medium Grade</i>	Baa1	BBB+	BBB+
	Baa2	BBB	BBB
	Baa3	BBB-	BBB-
<i>Speculative Grade</i>	Ba1	BB+	BB+
	Ba2	BB	BB
	Ba3	BB-	BB-
<i>Low Grade</i>	B1	B+	B+
	B2	B	B
	B3	B-	B-
<i>Poor Grade to Default</i>	Caa	CCC+	CCC
<i>In Poor Standing</i>	-	CCC	-
	-	CCC-	-
<i>Highly Speculative Default</i>	Ca	CC	CC
	C	-	-
<i>Default</i>	-	-	DDD
	-	-	DD
	-	D	D

Short Term / Municipal Note Investment Grade Ratings			
Rating Interpretation	Moody's	S&P	Fitch
<i>Superior Capacity</i>	MIG-1	SP-1+/SP-1	F1+/F1
<i>Strong Capacity</i>	MIG-2	SP-2	F2
<i>Acceptable Capacity</i>	MIG-3	SP-3	F3

Appendix A

Short Term / Commercial Paper Investment Grade Ratings			
Rating Interpretation	Moody's	S&P	Fitch
<i>Superior Capacity</i>	P-1	A-1+/A-1	F1+/F1
<i>Strong Capacity</i>	P-2	A-2	F2
<i>Acceptable Capacity</i>	P-3	A-3	F3

Arcade Creek Recreation and Park District

Meeting Date February 29, 2024		Item # New Business 9b
Subject: Proposal for Grazing Services for Arcade Creek Nature Trail		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by <i>Lisa Gonzalez</i> Lisa Gonzalez, General Manager
Objective: For Board to discuss hiring grazing services for April 10-June 15, 2024 and to make a decision regarding rehiring Leland Hazeltine to provide goats to clean nature trail at Arcade Creek Park.		
Budget/Cost Information This project will provide timely and quality results this season in conjunction with grazing planned with American River College. The cost for this contract are \$7,000.		
Proposed Action To approve the contract for goats grazing Arcade Creek Park nature trail.		
Alternative Actions		
Coordination and Review This is a standard practice of the Board.		Attachment(s) Grazing proposal

Leland F. Hazeltine
P.O. Box 727
Pleasant Grove, Ca. 95668
530-681-0290

Proposal For Grazing Services

Arcade Recreation and Park District
4855 Hamilton Street
Sacramento, CA 95841
United States

January 11, 2024

To Whom It May Concern:

Regarding grazing work in the open space area please consider the following:

For the 2024 grazing season I propose the following grazing services:

All grass and weeds within the park land west of Garfield Ave. to be grazed one time. This approach is our best opportunity to effect some strategic impacts upon the grass and weeds that need to be managed as part of the normal annual weed management of the site. Since the stream course conditions preclude use of mowing machinery, grazing is the best tool for this task.

A projected start date of April 10, 2024, and end date of June 15, 2024, should allow for the delivery of timely and quality results this season in conjunction with the grazing activities planned for American River College.

The price for 2024 would be \$7,000.00. This adjusted price reflects the planned work done in conjunction to the planned service grazing with the American River College.

Sincerely,

Leland F Hazeltine

Meeting Date: February 29, 2024		Item # 9c NEW BUSINESS
Subject: Installation of alarm and security cameras at ACP.		
Initiated or requested by <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	Report Coordinated & Prepared by <i>D. Nishihara</i> Prepared by: Denis Nishihara, Staff
<p>Objective To discuss and receive feedback and direction as to the plan of action to install Security Cameras at the new ACP restroom.</p> <p>Background The proposed plan has been drafted for the potential installation of an alarm system, 2 security cameras, remote access and remote monitoring at ACP. The camera(s) will be affixed to the new restrooms based on the recommended location of security contractor and the District. The project includes but is not limited to live video monitoring (Ai), security alarm system, data connection for remote access (<i>as needed</i>), equipment installation, ongoing maintenance fees, and monthly costs. Staff were able to compile variations of potential plans based on the traditional park activity and general security measures for public spaces.</p> <p>Crime Alert Security (CAS) is currently operating the District’s existing security cameras at HSP for the Community Center, Office and Maintenance Shop. There is an existing agreement with CAS for the HSP system. In addition, the District shall as needed utilize Fastbreak (FB) as the District’s current IT provider for both maintenance and connection of administrative digital operations. Staff recommends expanding both agreements to include ACP (as needed). Utilizing the District’s current provider(s) will streamline the process providing marginal savings for research and plan development.</p> <p>Analysis There are two (2) expenditure items for consideration to provide security cameras at ACP: <i>Installation</i>, and <i>Maintenance</i>. Installation cost will be directly incurred by the District for items such as internet access, Wi-Fi connections, power, mounting/securing hardware and software management. Maintenance will be an ongoing variable cost based on the type of services the District opts to utilize.</p> <p>Budget/Cost Information See attached cost analysis for more details and specifications. Totals below include a standard project budget contingency as not to exceed 3-5% of estimated total. All costs are calculated applying installation and annual costs.</p>		

Proposed Action

Staff recommends Board provide directives based on a specific plan of action indicated below:

1. Alarm System ONLY = \$3,000.00
2. Video Viewing ONLY = \$4,000.00
3. Video Viewing & Monitoring ONLY = \$10,000.00
4. Complete System = \$13,200.00

Total costs include first year expenses. Annual costs are reoccurring. Cost analysis itemizes reoccurring expenses.

Alternative Actions

Defer installation of security cameras at ACP for FY23/24 *or*
Deny installation until a future date to be determined.

Coordination and Review

This is a standard practice of the Board.

Attachment(s)

- 1) Cost analysis

Security System	Installation	Maintenance	Specifications	Notes
Power (Wi-Fi)	RR Project	\$ 67.30	110V / 20W avg.	Eliminate Hot Water Heater & Hand dryers
Power (Alarm)	RR Project	\$ 67.30	110V / 20W avg.	
Internet Connection	\$ 149.32	\$ 94.31	20-50Mbps	Power required for RR lights and cameras.
Alarm System	\$ 2,245.00	\$ 540.00	110V / 20W avg.	\$45 Monthly
Video Surveillance (Viewing)	\$ 3,500.00	\$ -	5G Service Required	
Video Surveillance (Monitoring)	\$ 4,700.00	\$ 1,248.00	Live Ai Video Monitoring	\$4 per month Health & Wellness Fee
Total Cost	\$ 10,594.32	\$ 2,016.91	Complete System (3)	

Components	Product & Installation	Annual Monitoring	Annual Utility Cost	Total
Alarm System	\$ 2,245.00	\$ 540.00	\$ 67.30	\$ 2,852.30

Components	Product & Installation	Internet Setup	Annual Utility Cost	Total
Video Surveillance (Viewing)	\$ 3,500.00	\$ 149.32	\$ 161.61	\$ 3,810.93

Components	Product & Installation	Internet Setup	Annual Utility Cost	Total
Video Surveillance (Viewing) & Video Surveillance (Monitoring)	\$ 8,200.00	\$ 149.32	\$ 1,409.61	\$ 9,758.93

Components	Product & Installation	Internet Setup	Annual Utility Cost	Total
Complete System	\$ 10,445.00	\$ 149.32	\$ 2,016.91	\$ 12,611.23

Other RR Costs

Hot Water Heater	N/A	\$ 3,364.94	Hot water for restrooms	Eliminate Hot Water Heater & Hand dryers
Lights	N/A	\$ 403.79	6 LEDs - RR Interior	Based on 16hrs of use - est annual daily avg
Magnetic Door Locks	N/A	\$ 40.38	2 Autolocking Doors	Based on 24hrs of use - est annual daily avg

Arcade Creek Recreation and Park District

Meeting Date February 29, 2024		Item # 9 d
		New Business
Subject: Policy 4030 Remuneration and Attendance		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by Director T. Dworetzky (Kim Cook)
Objective Discuss the current stipend each director receives for serving as a board member for Arcade Creek Recreation and Park District.		
Background The current stipend is \$50.00 per month for service as a board member. The amount of the stipend is determined by the Board during the annual Budget process each year.		
Budget/Cost Information TBD		
Coordination and Review This is a standard practice of the Board.		Attachment(s) Policy 4030 Remuneration and Attendance

Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Remuneration and Attendance

POLICY NUMBER: 4030

- 4030.1** Current stipend will be \$50.00 per month for service as a board member. The stipend each year will be determined by the Board during the annual Budget process.
- 4030.2** Board members are elected/appointed to office to represent their constituents and should make the effort necessary to attend each regularly scheduled Board of Directors meeting. Members are also expected to fulfill duties and obligations taken on or assigned by the entire Board.
- 4030.3** Members who wish to attend committee meetings, community meetings (subject to the Ralph M. Brown act), or workshops may do so with approval for reimbursement. Members must also report back to the full Board in open session on their activities, discussions and actions taken during those functions. A written report must be presented on these actions and placed on file with the District Office to be included in the minutes of the meeting at which the report was presented. This must be done prior to receiving the reimbursement if funded for that activity.
- 4030.4** The Board of Directors may provide, by ordinance or resolution, that members may receive their actual and necessary traveling and incidental expenses incurred for attendance at an outside meeting, outside of Sacramento County, California. Reimbursement for these expenses is subject to funds available and to Government Code sections 53232.2 and 53232.3.
- 4030.4.1** Eligible expenses include travel/mileage (least expensive option), 3 meals per day (based on an 8 a.m. to 8 p.m. absence from home), and hotel accommodation if needed.
- 4030.5** A Board member should notify the Chair of the Board or the General Manager of their inability to attend a regularly scheduled Board of Directors meeting, a minimum of forty-eight (48) hours' prior notice when possible.
- 4030.6** Absences reported in such a manner will be considered an excused absence. Failure to notify the Chair or General Manager will result in an unexcused absence.
- 4030.7** Board members who accumulate five (5) or more unexcused absences in a twelve (12) month period, or members absent for three (3) or more consecutive times without a viable excuse shall be subject to censure by a majority vote of the remaining members of the Board. Health issues are considered excusable absences and do not pertain to Item 4030.6.

Meeting Date: February 29, 2024		Item # 9 e
Subject: Appointment of 2-ACRPD Board Members to Project Committee.		
Initiated or requested by <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report Coordinated & Prepared by <i>Scott Miller</i> Prepared by: Denis Nishihara, Staff
Objective To support and provide feedback for the ongoing multiple design build projects currently in process throughout the Arcade Creek Recreation and Park District (ACRPD).		
Background For the past few years, ACRPD has initiated a plethora of construction projects within the borders of the District to increase the standards of amenities and facilities. Due to the nature and timeline of certain projects detailed feedback is required to ensure specifications of each project meet established and agreed upon goals. Utilizing Board dialog and recommendations would support design, placement, and cost decisions in an effective manner.		
Analysis To date there are 3 projects in process. Arcade Creek Restrooms, Shop Reroof, and the HSP Playground Installation. Each project contains complexities which require diverse experience, District history, current operations, understanding of past practices and fiscal oversight. Monthly or Bi-Monthly meetings would support specific feedback should a project require to pivot. Design build projects require continuing management oversight to ensure the District sustains both the long-term Strategic Plan and fiscal responsibility.		
Budget/Cost Information None		
Proposed Action ACRPD Board to approve appointment of two members to serve as Project Committee representatives. Meetings will be planned as needed with no less than once per month alternating Board Meeting weeks. Dates and Times to be determined, virtual meetings may be included to save time as needed.		
Alternative Actions Discuss various options to scheduling meetings.		
Coordination and Review This is a standard practice of the Board.	Attachment(s) 1. List of Sacramento County Special District Committee List	

Sacramento County Parks District's Committee Lists

District Name	Administrative Office	Phone	Committee Names (# of)
Arcade Creek	4855 Hamilton Street Sacramento, CA 95841	916-482-8377	Personnel Committee, Finance Committee and Project Committee (3)
Arden Manor	1415 Rushden Drive Sacramento, CA 95864	916-487-7851	None (0)
Arden Park	1000 La Sierra Drive Sacramento, CA 95825	916-483-6069	None (0)
Carmichael Park and Recreation District	5750 Grant Avenue Carmichael CA 95608	916-485-5322	Personnel Committee and Budget Committee (2)
Cordova Recreation & Park District	2197 Chase Drive Rancho Cordova CA 95670	916-362-1841	Budget Committee and Policy Committee (2)
Cosumnes Community Services District	8820 Elk Grove Boulevard Elk Grove CA 95624	916-685-3917	Parks Committee and L&L District Advisory Board (2)
Fair Oaks Recreation and Park District	4150 Temescal Street Fair Oaks CA 95628	916-966-1036	Management and Personnel, Bond Oversight, Finance & Budget, CIP and Construction.
Fulton-El Camino Recreation & Park District	2201 Cottage Way Sacramento CA 95825	916-927-3802	Programs, Facilities and Projects Committee, Personnel and Finance Committee (2)
Mission Oaks Recreation and Park District	3344 Mission Avenue Carmichael CA 95608	916-488-2810	Citizens Oversight Committee, Facilities Committee, Finance, Recreation, & Personnel (6)
North Highlands Recreation and Park District	6040 Watt Avenue North Highlands CA 95660	916-332-7440	Budget, Finance and Audit, Programs, Fees and Charges, Personnel Policies (3)
Orangevale Park and Recreation District	6826 Hazel Avenue Orangevale CA 95662	916-988-4373	Planning, and Administration Finance (2)
Department of Regional Parks	4040 Bradshaw Road Sacramento CA 95827	916-875-6961	N/A
Sacramento County Park Rangers	4040 Bradshaw Road Sacramento CA 95827	916-875-PARK	N/A
Rio Linda-Elverta Recreation & Park District	810 Oak Avenue Rio Linda CA 95673	916-991-5929	Admin Finance, Park Planning, Safety & Security and Recreation (4)
Southgate Recreation and Park District	6000 Orange Avenue Sacramento CA 95823	916-428-1171	None (0)
Sunrise Recreation and Park District	7801 Auburn Boulevard Citrus Heights CA 95610	916-725-1585	Park Development / Finance, Personnel and Programs (2)

Arcade Creek Recreation and Park District

Meeting Date February 29, 2024		Item # 9f New Business
Subject: GM recruitment information		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	Report coordinated or prepared by <i>Lisa Gonzalez</i>
Objective To hire a General Manager Background I contacted 2 recruiting agencies. Koff & Associates and Bob Murray & Associates. Budget/Cost Information Both recruiters charge \$25,000. I also reached out to GM Larry Mazzuca from North Highlands Recreation and Park District before he retired to ask about their recruitment for his position which paid \$138,000. Larry told me the applicant pool he received was terrible. North Highlands sent out over 2,700 job notices to CPRS members and to CARPD members. As a result of their efforts, they received a grand total of 8 applicants. Overall, his board of directors interviewed 5 applicants that met the minimum qualifications. All the candidates had a bachelor's degree and 10 years of experience. North Highlands ended up promoting within their own agency.		
Coordination and Review This is a standard practice of the Board.		Attachment(s) NONE

Arcade Creek Recreation and Park District

MEETING DATE: February 29, 2024

AGENDA ITEM: 10 Board Discussion

General discussion on topics for future meetings.