

Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING THURSDAY

March 21, 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:

- a. **PUBLIC EMPLOYEE APPOINTMENT**
Title: General Manager

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

Old Business:

- a. Proposed Successor Agreement Between TRUSD and ACRPD

New Business:

None

5. Announcements: Staff

6. Tasks Started / Accomplished: Staff

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

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 2/29/2024 & Special Meeting 3/7/2024
- b. FY 23-24 Period 8 **Financial Reports 339A**
- c. FY 23-24 Period 8 **Financial Reports 339D**
- d. FY 23-24 Period 8 **Multi Accounts Revenue Reports**
- e. FY 23-24 Period 8 **Payroll Report**
- f. FY 23-24 Period 8 **Rental & Misc. Revenue Report Attributed To Stated Period**
- g. Correspondence **Received and Sent**
- h. General Managers **Report**
- i. District Salary Ranges
- j. Policy 2900 General Manager

8. Old Business:

- a. Interim General Manager
- b. General Manager Recruitment Information
- c. Hamilton Street Park Playground Project – Action Plan
- d. Maintenance Shop Construction Project – Action Plan
- e. Installation of water filtration system at Hamilton Street Park well
- f. REVISED Grazing Services Proposal - Arcade Creek Park / Nature Trail and Area
- g. Monthly update on Nature Trail at Arcade Creek Park

9. New Business:

- a. Maintenance Shop Construction Project – Fiscal Action
- b. ACP / RR Project – Fiscal Action

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

NOTICE

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

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

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

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

Arcade Creek Recreation and Park District

MEETING DATE: March 21, 2024

AGENDA ITEM: 3 Closed Session

“PUBLIC EMPLOYEE APPOINTMENT”

Title: General Manager

Meeting Date March 21, 2024		Item # 4 a
		Old Business
Subject: Proposed Successor Agreement between TRUSD and ACRPD		
Per Legal Counsel - Updated agreement may be provided prior to start of meeting.		
Initiated or requested by	Item Type	Report coordinated or prepared by
<input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Derek Cole Legal Counsel
<p><i>Item originally appeared on the December 14, 2023 agenda, January 18, 2024, and February 29, 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 may be provided prior to start of meeting.

Arcade Creek Recreation and Park District

MEETING DATE: March 21, 2024

AGENDA ITEM: 5 Announcements

Tasks Started or Accomplished			Date: 21-Mar-24			<i>Revised</i>					
Priority Rating:			Description Includes:			Status Update:			Long Range Planning:		
1	Immediate Action	✓	Asctetics	A	Board Discussion	Q1	July, August and September				
2	Conduct cost assesment	✓	Amenities	B	Committee	Q2	October, November and December				
3	Current FY Budget Action	✓	Repairs	C	Public Input	Q3	January, Febuary and March				
4	Committee to discuss	✓	Projects	D	Planning & Design	Q4	April, May and June				
5	Return to Board for action	✓	Renovations	E	Budget Development / Cost Analysis	NY	Next Year				
*	Complete	✓	Improvements	F	Board Action	2Y	Next 2 Years				
		✓	Installations	G	In Process	3Y	Next 3 Years				

Safety			Security			Compliance			Deferred Maintenance		
Priority	Description	Status	Priority	Description	Status	Priority	Description	Status	Priority	Description	Status
1	Tree Assessment	E / 2Y *	1	ACP Parking Lot lights (Q1)	Q1 - FY23/24	1	Raised rails on bridge	G / Q3	1	ACP Park Restrooms	G / Q3
1	ACP Playground	G / Q4	2	ACP Security Cameras	F / Q4	4	Hours of Operation Policy #2405	B / Q4	1	Creek Erosion	B / 2Y
									2	Maintenance shop	G / Q4
									2	Basketball courts @ HSP	A / NY
									1	HSP Playground equipment	G / Q4
									2	HSP Volleyball courts	G / Q4

To Date Current Month Actionable Items:
ACP Park Restrooms
HSP Maintenance Shop Project Review
ACP / RR Project Meeting

To Date Current Month Items Completed:
Raised rails on bridge

MINUTES
of
Meeting of the Board of Directors

Held On:
Thursday
February 29, 2024
6:00 p.m.

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

Item #1)

Call to Order /Roll Call: Vice Chair, T. Dworetzky called the meeting to order at 6:00 pm

Board Members Present: T. Dworetzky, A. Vasser, G. Wilson, M. Hanson, and S. Miller
Vice Chair, T. Dworetzky passes gavel to Chairperson S. Miller at 6:02PM.

Board Members Absent: None

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

Legal Counsel Present: Derek Cole

Auditor Present: No

Presentation(s): Virgil Anderson, Project Manager
Dereck Cole, Legal Council

Visitor(s) That Signed In: Erin Matz, Resident

Item #2)

Public Comment: Resident Erin Matz was interested in asking questions regarding renovation of District Shop Item #4bii. District Staff and Virgil Anderson, Project Manager, were able to answer questions during break.

Item #3)

Closed Session (As Needed) – PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- Suspend Regular Meeting and Open Close Session at 6:05PM
- Adjourn Closed Session and Reopen Regular Meeting at 6:44PM
- No actionable item(s) to report.

Item 4#)

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

Old Business:

- Proposed Successor Agreement Between TRUSD and ACRPD – No Action Taken
- Report from Anderson Project Management – No Action Taken
- Update regarding Maintenance Building (Shop) – No Action Taken

New Business:

- Award of BID for the Hamilton Street Park Play Curb Project

Vice Chair T. Dworetzky made a motion to approve the low bid for the Construction of the Hamilton Street Play Curb Project of \$24,875.00 to John Vaden’s Restoration Landscape.

Board Member, A. Vassar seconded.

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

Ayes: M. Hanson, T. Dworetzky, S. Miller, G. Wilson and A. Vassar
Absent: N/A
Abstained: N/A
Vacant: N/A

5. Announcements (Staff)

- Office staff purchased new laptop to support daily operations.

6. Task Update

None

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

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

Board member A. Vassar motioned to approve Consent Agenda. Board member M. Hanson seconded the motion.

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

Absent: N/A

Abstained: N/A

Vacant: N/A

8. Old Business:

- a. FY23/24 General Fund Budget Amendment Resolution 2024-01 – *offset personnel expense*

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

Board member Board member M. Hanson motioned to approve FY23/24 General Fund Budget Amendment Resolution 2024-01. A. Vassar seconded the motion.

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

Noes: G. Wilson

Abstained: N/A

- b. Filtration system for HSP well

- No Action taken; Staff directed to schedule item for adoption on March 21, 2024 ACRPD Board meeting agenda.

- c. Discuss budget priorities for FY 2024-25

- No Action, Update.

- d. Draft Policy 2900 General Manager

- No Action taken; Staff directed to schedule item for adoption on March 21, 2024 ACRPD Board meeting agenda.

- e. Director Dworetzky and Director Wilson – Discuss District Salary Ranges

- No Action taken; Staff directed to schedule item for adoption on March 21, 2024 ACRPD Board meeting agenda.

- f. Discuss and establish office hours – New Policy 2405 Hours of Operation
- No Action taken; Staff directed to schedule item for adoption on March 21, 2024 ACRPD Board meeting agenda.
- g. Monthly update on Nature Trail at Arcade Creek Park
- No Action, Update.

9. New Business

- a. Sacramento County – Annual Investment Policy of the Pooled Investment Fund 2024
- No Action taken; Informational.
- b. Proposal for Grazing Services for Arcade Creek Nature Trail and Area
- No Action taken; Staff directed to schedule item for adoption on March 21, 2024 ACRPD Board meeting agenda.
- c. ACP Security Cameras / Alarm System
- No Action taken; Staff directed to schedule item for adoption on March 21, 2024 ACRPD Board meeting agenda.
- d. Board Stipend Policy 4030

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

Board member Board member T. Dworetzky motioned to approve an increase in ACRPD Board monthly stipend from \$50 to \$100 monthly and revision of Policy 4030.

A. Vassar seconded the motion with addendum to start as of December 1, 2024 at the conclusion of the upcoming Board terms.

Ayes: M. Hanson, S. Miller, and A. Vassar
Noes: G. Wilson
Abstained: T. Dworetzky

- e. Assign Project Committee
- Chairperson S. Miller initiated discussion regarding the implementation of a standing committee for Projects. This committee shall be specifically responsible for providing oversight to capital improvement projects within ACRPD. He volunteered and appointed Board Member G. Wilson to serve.
- f. GM Recruitment Information
- No Action taken; Staff directed to schedule item for adoption on March 21, 2024 ACRPD Board meeting agenda.

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.



**SPECIAL SESSION BOARD OF DIRECTORS
MEETING MINUTES**

of

THURSDAY MARCH 7, 2023 @ 6:00 P.M.

District Office

4855 Hamilton Street, Sacramento, CA 95841

AGENDA

- 1. Call to Order and perform Roll Call. (Chair – Scott Miller)**
 - Call to Order /Roll Call: Chairperson S. Miller called the meeting to order at 6:00 pm
 - Board Members Present: A. Vasser, G. Wilson, and S. Miller
 - Board Members Absent: T. Dworetzky and M. Hanson
 - Staff Members Present: K. Cook, D. Nishihara and Anita Peterson
 - Legal Counsel Present: None
 - Auditor Present: None
 - Presentation(s): None
 - Visitor(s) That Signed In: None
- 2. Public Comment – None**
- 3. Old Business:**
 - a. District Salary Scale

Board member G. Wilson made a motion to adopt the District’s salary scale as written. Board Member, A. Vasser seconded.

Motion Carried: 3 Ayes, 0 Noes, 2 Absent, 0 Abstained

Ayes: G Miller, S. Miller, and A. Vassar
Absent: M. Hanson and T. Dworetzky
Abstained: None

**Due to the type of Special Meeting, District shall add this item to the March 21, 2024 Consent Calendar to safeguard action.*

b. Policy 2900 General Manager

Board member G. Wilson made a motion to adopt the revision of Policy 2900 in reference to the General Manager as written. Board Member, A. Vassar seconded.

Motion Carried: 3 Ayes, 0 Noes, 2 Absent, 0 Abstained

Ayes: G Miller, S. Miller, and A. Vassar
Absent: M. Hanson and T. Dworetzky
Abstained: None

**Due to the type of Special Meeting, District shall add this item to the March 21, 2024 Consent Calendar to safeguard action.*

- c. Recruitment Plan – No Action, more information requested. Item to return for action during March 21, 2024 Board Meeting.
- d. Discuss FY24/25 Budget – Revised item out of order to maintain conversation pertaining to General Manager.

4. New Business:

- a. Interim General Manager – No Action taken; Staff directed to schedule item for adoption on March 21, 2024 ACRPD Board meeting agenda.
- b. HSP Park Restroom Plumbing Repair – No Action Required

5. Adjournment:

- a. 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.

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

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

**February 2024
Period 8 of 13**

FYTD Completed = 62%

CODE	CATEGORIES	2023-24 Budget	February	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	252,114.00	26,660.31	162,575.06	89,538.94	64%
"	Part-time Salaries			-		-0-
"	P/T Monitors	31,360.00	972.00	8,984.00	22,376.00	29%
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	250.00	1,700.00	1,800.00	49%
10113200	Salaries & Wages - Time/one half (OT)	4,000.00	27.29	1,176.39	2,823.61	29%
"	Salaries/Wages - Strt Time (No Retirement Contribution)		6.07	627.05	(627.05)	#DIV/0!
10121000	Retirement - ER Cost 6502 (@11.84%)	14,245.00	1,217.72	9,319.41	4,925.59	65%
"	Retirement - ER Cost 30003 (@10.1%)	13,312.00	759.20	5,930.59	7,381.41	45%
"	Retirement - ER Cost 26990 (@7.68%)		680.34	1,843.72	(1,843.72)	#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	2,135.57	13,392.31	8,867.69	60%
10123000	Group Insurance - Employer Cost			-		-0-
"	Medical + Admin fee	45,213.00	5,123.44	28,488.76	16,724.24	63%
"	Dental	1,986.00	204.75	1,450.89	535.11	73%
"	Vision	413.00	40.95	286.65	126.35	69%
"	EAP	171.00	14.24	89.00	82.00	52%
10124000	Work Comp Ins - Employer Cost	5,225.00	-	4,389.75	835.25	84%
10125000	State Unemployment Insurance (Pool)	1,000.00	201.55	787.75	212.25	79%
10128000	Health Care Retirees	2,002.00	175.82	1,449.86	552.14	72%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)			-	-	#DIV/0!
	TOTALS:	397,801.00	38,469.25	243,191.19	154,609.81	61%

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

**February 2024
Period 8 of 13**

FYTD Completed = 62%

CODE	Service & Supply	2023-24 Budget	February	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	220.00	145.70	465.70	(245.70)	212%
20202900	Business/Conference Expenses	2,200.00		361.42	1,838.58	16%
20203600	Education and Training Supplies			-	-	#DIV/0!
20203807	Workplace Amenities			-	-	#DIV/0!
20205100	Insurance - Liability	81,497.00		81,497.00	-	100%
20206100	Memberships Dues	6,050.00		6,056.00	(6.00)	100%
20207600	Office Supplies	1,650.00	(124.92)	406.23	1,243.77	25%
20207602	Signs	1,100.00		803.25	296.75	73%
20207603	Keys	220.00		-	220.00	0%
20208100	Postage Service	226.00		226.00	-	100%
20208102	Stamps (Postal)	165.00		-	165.00	0%
20208500	Printing Service			-	-	#DIV/0!
20210300	Agriculture/Horticultural Services	27,500.00		11,900.00	15,600.00	43%
20210400	Agricultural/Horticultural Supplies	550.00		13.24	536.76	2%
20211100	Building Maintenance Service	2,200.00	142.00	568.00	1,632.00	26%
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		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	527.08	4%
20219100	Electricity	22,000.00	1,145.45	10,443.18	11,556.82	47%

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

**February 2024
Period 8 of 13**

FYTD Completed = 62%

CODE	Service & Supply	2023-24 Budget	February	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	3,300.00	801.05	1,617.88	1,682.12	49%
20219300	Refuse Collection/Disposal	3,300.00	189.90	1,563.20	1,736.80	47%
20219500	Sewage Services	2,200.00	276.28	1,105.12	1,094.88	50%
20219800	Water	38,500.00	1,473.65	12,395.24	26,104.76	32%
20220500	Automotive Maintenance Service	3,850.00	1,118.71	2,820.40	1,029.60	73%
20220600	Automotive Maintenance Supplies	550.00	751.40	4,681.05	(4,131.05)	851%
20221100	Grounds Equipment Maintenance Svcs.	4,400.00		2,243.75	2,156.25	51%
20221200	Grounds Equipment Maintenance Sup.	4,400.00		1,513.77	2,886.23	34%
20222600	Hand / Expendable Tools	550.00	174.38	655.30	(105.30)	119%
20223600	Fuel and Lubricant Supplies	5,500.00	407.99	2,968.31	2,531.69	54%
20226200	Office Equip. Maintenance Supplies	1,100.00	430.98	460.06	639.94	42%
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		606.13	(496.13)	551%
20232200	Custodial Supplies	6,600.00	288.77	5,154.72	1,445.28	78%
20243700	Lab (Medical) Service (Drug Testing)	110.00		-	110.00	0%
20244300	Medical Service (Pre-emp. testing)	220.00		265.00	(45.00)	120%
20244400	Medical Supplies (First Aid)	330.00		-	330.00	0%
20250700	Assessment / Collection Services	8,690.00		4,158.43	4,531.57	48%
20252100	Temporary Services			-	-	#DIV/0!
20253100	Legal Services	8,800.00	875.00	5,060.63	3,739.37	58%
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**

**February 2024
Period 8 of 13**

FYTD Completed = 62%

CODE	CATEGORIES	2023-24 Budget	February	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	2,750.00	108.00	108.00	2,642.00	4%
20281201	Hardware (Computer)			-	-	#DIV/0!
20281265	Application Software Maint Lic Renewal	3,300.00		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	14.82	139.02	410.98	25%
20285100	Recreation Services	3,300.00		-	3,300.00	0%
20285200	Recreation Supplies	3,300.00		212.70	3,087.30	6%
20285300	Recreation Supp. (P-S) ELP Program			-	-	#DIV/0!
20288000	Prior Year Service & Supply Expe			-	-	#DIV/0!
20289800	Other Operating Expenses - Supplies	350.00	(56.69)	344.79	5.21	99%
20289900	Other Operating Exp. - Misc. expenses	220.00		192.39	27.61	-0-
20291300	Auditor/Controller Services	7,150.00		6,500.00	650.00	91%
20291500	Compass Costs	1,180.00		1,095.83	84.17	93%
20291700	Alarm Services	4,928.00	900.00	4,104.39	823.61	83%
20298700	Telephone Services	4,400.00	344.62	2,734.22	1,665.78	62%
20298701	Cell Phones	1,650.00	30.55	940.34	709.66	57%
20299909	Expenditure Reimbursements	22,000.00		-	22,000.00	0%
TOTALS:		396,150.00	\$ 9,437.64	\$ 232,798.87	\$ 163,351.13	59%

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

**February 2024
Period 8 of 13**

FYTD Completed = 62%

CODE	CATEGORIES	2023-24 Budget	February	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	5,860.00	464.75	4,439.38	1,420.62	76%
30323000	Lease Obligation Retirement(Side Fund)	31,800.00	2,700.00	23,700.00	8,100.00	75%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	775.00		703.64	71.36	91%
TOTALS:		38,435.00	\$ 3,164.75	\$ 28,843.02	\$ 9,591.98	75%

FYTD Completed = 62%

CODE	CATEGORIES	2023-24 Budget	February	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 = 62%

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

Grand Total \$ 1,695,355.00 \$ 51,071.64 \$ 549,549.89 \$ 1,145,805.11 32%

*Grand Total Corrected to
include GL79790100
Contingencies amount*

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

**February 2024
Period 8 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**

**February 2024
Period 8 of 13**

**FYTD Completed = 54%
Percent Received**

Account		2023-24 Budget	February	Received To Date	Unrealized	
91910100	Property Tax-Current Secured	700,000.00		391,271.01	308,728.99	56%
91910200	Property Tax-Current Unsecured	23,000.00		25,599.42	(2,599.42)	111%
91910300	Property Tax-Current Sup.	18,000.00		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	1,941.52	68%
91912000	Redemption	50.00		-	50.00	0%
91913000	Property Tax Prior Unsecured	400.00		163.25	236.75	41%
91914000	Penalty	150.00		62.12	87.88	41%
91919600	RDA Residual Distribution	10,000.00		191.42	9,808.58	2%
Total Taxes		\$ 762,600.00	\$ -	\$ 435,154.27	\$ 327,445.73	57%
94941000	Interest	2,000.00		5,595.00	(3,595.00)	280%
94942900	Building Rental (Parks & Facilities)	4,674.00	240.00	3,750.00	924.00	80%
"	Building Rental (Cell Towers 4610.42)	55,326.00	4,610.42	36,883.36	18,442.64	67%
95952200	Homeowner Property Tax Relief	5,000.00		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	99.90	358.06	4,641.94	7%
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	\$ 4,950.32	\$ 49,318.91	\$ 47,681.09	51%
Total Revenue		\$ 859,600.00	\$ 4,950.32	\$ 484,473.18	\$ 375,126.82	56%

Register Expense Report
Period 8
Account

FY 2023/2024
2/1/2024 Through 2/29/2024
339A
February Report

Not
Clrd

Date	Num	Description	Memo	Category	Clrd	Amount
2/6/2024	25096	S CalPERS - 521	1/16-1/31/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(366.76)
			1/16-1/31/2024 ER Contrib	121000 Retirement ER Cost	c	(620.35)
2/6/2024	25097	S CalPERS - 521	1/16-1/31/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(263.09)
			1/16-1/31/2024 ER Contrib	121000 Retirement ER Cost	c	(379.60)
2/6/2024	25098	S CalPERS - 521	1/16-1/31/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(348.85)
			1/16-1/31/2024 ER Contrib	121000 Retirement ER Cost	c	(345.70)
2/6/2024	25099	Cintas - 56036	01/31/2024 - Custodial Supplies	232200 Custodial Supplies	c	(125.50)
2/6/2024	25100	College Oak Towing - 641046	Recover - Winch 96' Chevy S10	220500 Automotive Maint. Service	c	(253.00)
2/6/2024	25101	S Crime Alert Security - 41852	3/1 - 5/31/2024 - Alarm system Bldings	291700 Alarm Services	c	(135.00)
			3/1 - 5/31/2024 - Alarm System Cameras	291700 Alarm Services	c	(525.00)
2/6/2024	25102	Fast Break - 37998	01//2024 Phone service	298700 Telephone Services	c	(195.00)
2/6/2024	25103	Fast Break - 37998	3bitDefender - Computer Security	281100 Data Processing -Computer Serv	c	(108.00)
2/6/2024	25104	Kim Cook - 919996	01/2024 - Mileage	283102 Mileage	c	(14.82)
2/6/2024	25105	S OK Tire - 14277	Labor - 2010 Ford F150	220500 Automotive Maint. Service	c	(865.71)
			Parts - 2010 Ford F150 radiator	220600 Automotive Maint. Supplies	c	(751.40)
2/6/2024	25106	Orbit Station - 33714	1/2024 - Fuel Chgs	223600 Fuel & Lubricant Supplies	c	(407.99)
2/6/2024	25107	PG&E - 1383	1/2024 - Billing	219200 Natural Gas Service	c	(801.05)
2/6/2024	25108	Republic Services - 57909	1/2024 - Billing	219300 Refuse Collection-Disposal	c	(189.90)
2/6/2024	25109	Sacramento County utilities - 666	12/22 - 01/21/2024 - Billing	219500 Sewage Services	c	(276.28)
2/6/2024	25110	T-Mobile - 32685	1/2024 District Cell phone	298701 Cell Phones	c	(30.55)
2/6/2024	25111	S Umpqua CC - 71085	Disputed PayPal Charges	207600 Office Supplies	c	184.00
			2024 Labor Law Posters	200500 Advertising - Legal Notices	c	(145.70)
			Flashdrive and Printing - Oakdale Maps	207600 Office Supplies	c	(59.08)
2/7/2024	JV	# 111135010	Re-allocate to 339D 420200 from 339A 289800 (Prop €	289800 Other Operating Exp - Supplies	c	56.69
2/15/2024	EFT	# 400046655 - Health Benefits	Health Benefits Paydate 02/15/2024	123000 Health Insurance(s)	c	(2,553.55)
2/15/2024	P/R+Taxes	S Payroll And Taxes	Period 1/16/2024 - 1/31/2024 - Ck date 2/15/2024	111000 Salaries & Wages	c	(13,915.19)
			Brd Pay Ck date 2/15/20204	112400 Stipend Commission & Board	c	(250.00)
			Time/One Half - Ck date 2/15/2024	113200 OT & Straight Time	c	(27.29)
			OT Straight Pay - Ck date 2/15/2024	113200 OT & Straight Time	c	-
			OASDHI - Ck date 2/15/2024	122000 OASDHI	c	(1,085.76)
			SUI ER Contrib Ck date 2/15/2024	125000 SUI Insurance (ER Cost)	c	(135.25)
			Termination Pay	115200 Terminal Pay	c	-
2/16/2024	25112	Cintas - 56036	02/14/2024 - Custodial Supplies	232200 Custodial Supplies	c	(125.83)
2/16/2024	25113	Cole Huber - 54641	01/2024 Ref: TRUSD MOU, Attend Brd mtg	253100 Legal Services	c	(875.00)
2/16/2024	25114	Comcast - 12322	02/2024 - Billing-Phone/HSI	298700 Telephone Services	c	(149.62)

2/16/2024	25115	Crime Alert Security - 41852	01/01/202- 03/31/2024 Alarm System Office & Shop	291700 Alarm Services	c	(240.00)
2/16/2024	25116	Defender Termite & Pest - 71461	02/01/2024 -HSP Pest Control	211100 Building Maint. Service	c	(70.00)
2/16/2024	25117	Defender Termite & Pest - 71461	02/01/2024 -Oakdale RR Pest Control	211100 Building Maint. Service	c	(72.00)
2/16/2024	25118	Encompass - 18796	2 - Black Toner	226200 Office Equip Maint Supplies	c	(430.98)
2/16/2024	25119	S GSRMA - 29229	3/2024 - Dental - 5 EE's	123000 Health Insurance(s)	c	(204.75)
			3/2024 - Vision - 5 EE's	123000 Health Insurance(s)	c	(40.95)
2/16/2024	25120	S Home Depot - 2843	hex bolts, washers, gaskets	222600 Hand - Expendable Tools	c	(174.38)
			comet, fabuloso, fabrez	232200 Custodial Supplies	c	(37.44)
2/16/2024	25121	Sacramento Suburan Water - 26158	01/2024 - Garfield ACP	219800 Water	c	(506.81)
2/16/2024	25122	Sacramento Suburan Water - 26158	01/2024 - Myrtle Oakdale	219800 Water	c	(810.17)
2/16/2024	25123	Sacramento Suburan Water - 26158	01/2024 - HSP	219800 Water	c	(156.67)
2/16/2024	25124	SMUD - 4025	01/2024 - SMUD Billing	219100 Electricity	c	(1,145.45)
2/22/2024	25125	S CalPERS Health - 12733	3/2024 - Medical - 5 EE's	5420516 Insurance (Clearing Acct)	c	(5,107.05)
			3/2024 - Medical - EE Admin Fee	123000 Health Insurance(s)	c	(16.34)
			3/2024 - Medical - 2 Retirees	128000 Retiree Health Benefits	c	(175.82)
2/22/2024	25126	S CalPERS - 521	2/1-2/15/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(353.17)
			2/1-2/15/2024 ER Contrib	121000 Retirement ER Cost	c	(597.37)
2/22/2024	25127	S CalPERS - 521	2/1-2/15/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(263.09)
			2/1-2/15/2024 ER Contrib	121000 Retirement ER Cost	c	(379.60)
2/22/2024	25128	S CalPERS - 521	2/1-2/15/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(337.69)
			2/1-2/15/2024 ER Contrib	121000 Retirement ER Cost	c	(334.64)
2/22/2024	25129	Prism - 14746	01/2024 - 03/2024 - EAP Benefit - 4 EE's	123000 Health Insurance(s)	c	(14.24)
2/22/2024	25130	S Umpqua Bank - 52152	3/2024- Side Fund Interest	321000 Interest Expense	c	(464.75)
			3/2024 - Side Fund Principal	323000 Lease Oblig Retirement Side Fur	c	(2,700.00)
2/23/2024	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	99.90
			Rental Refunds	942900 Building Rental + Other	c	-
2/28/2024	EFT	#400046730 - Health Benefits	Health Benefits Pay Date 02/29/2024	123000 Health Insurance(s)	c	(2,553.55)
2/28/2024	P/R+Taxes	S Payroll And Taxes	Period 2/01/2024 - 2/15/2024 - Ck date 2/29/2024	111000 Salaries & Wages	c	(13,717.12)
			Brd Pay Ck date 2/29/20204	112400 Stipend Commission & Board	c	-
			Time/One Half - Ck date 2/29/2024	113200 OT & Straight Time	c	(6.07)
			OT Straight Pay - Ck date 2/29/2024	113200 OT & Straight Time	c	-
			OASDHI - Ck date 2/29/2024	122000 OASDHI	c	(1,049.81)
			SUI ER Contrib Ck date 2/15/2024	125000 SUI Insurance (ER Cost)	c	(66.30)
			Termination Pay	115200 Terminal Pay	c	-
				TOTAL 2/1/2024 - 2/29/2024		(53,161.02)
				BALANCE 2/29/2024		(110,125.26)

TOTAL INFLOWS	5,191.01
TOTAL OUTFLOWS	(58,352.03)
NET TOTAL	(53,161.02)

Period 1 thru 8

Date	Num	Description	Memo	Clr	Amount
EXPENSES					
200500 Advertising - Legal Notices					
8/4/2023	24876	S Umpqua CC - 71085	CPRS - Job poeting Maint Wkr 1	c	(75.00)
12/5/2023	25030	Umpqua CC - 71085	CPRS - Job Posting Office Position	c	(75.00)
1/5/2024	25071	S Umpqua CC - 71085	Indeed - Posting for Office Admin Position	c	(170.00)
2/6/2024	25111	S Umpqua CC - 71085	2024 Labor Law Posters	c	(145.70)
TOTAL 200500 Advertising - Legal Notices					(465.70)
202900 Business Conference Expenses					
7/6/2023	24836	Umpqua CC - 71085	6/2023 Stmt	c	(40.40)
8/4/2023	24876	S Umpqua CC - 71085	Business lunch	c	(34.54)
9/6/2023	24916	S Umpqua CC - 71085	CPRS Expo / Carmichael Dist	c	(70.00)
			CPRS Expo - Double billed - requesting refund	c	(45.00)
10/3/2023	24953	S Umpqua CC - 71085	CPRS Expo CREDIT	c	45.00
1/5/2024	25071	S Umpqua CC - 71085	Lunch - Interview staff & staff lunch	c	(216.48)
TOTAL 202900 Business Conference Expenses					(361.42)
205100 Insurance - Liability					
7/6/2023	24823	CAPRI - 8761	7/2023-6/2024 -1st half Liability Ins Coverage	c	(40,748.50)
12/5/2023	25015	CAPRI - 8761	7/2023-6/2024 - 2nd half Liability Ins Coverage	c	(40,748.50)
TOTAL 205100 Insurance - Liability					(81,497.00)
206100 Membership Dues					
7/6/2023	24824	CARPD - 12261	FY 2023-24 Dues	c	(2,500.00)
7/6/2023	24825	CPRS - 8165	2024 Membership Renewal - Gonzalez, L	c	(165.00)
12/5/2023	25018	CSDA - 8529	20234 - Membership Dues	c	(3,391.00)
TOTAL 206100 Membership Dues					(6,056.00)
207600 Office Supplies					
9/19/2023	24928	J&J Locksmith - 1833	Office file cabinet - replace lock	c	(152.27)
11/6/2023	24991	Staples Business Advantage - 14122	Office supplies	c	(194.88)
1/5/2024	25071	S Umpqua CC - 71085	Disputed PayPal Charges	c	(184.00)
2/6/2024	25111	S Umpqua CC - 71085	Disputed PayPal Charges	c	184.00
			Flashdrive and Printing - Oakdale Maps	c	(59.08)
TOTAL 207600 Office Supplies					(406.23)

207602 Signs

10/3/2023	24953	S	Umpqua CC - 71085	Signs-No Parking & Restricted Entrance	c	(110.98)
1/5/2024	25071	S	Umpqua CC - 71085	Signs - CA ADA Parking, Pickleball Court	c	(692.27)
TOTAL 207602 Signs						(803.25)

208100 Postage Service (PO Box)

8/4/2023	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

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

210400 Agricultural-Hort. Supplies

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

211100 Building Maint. Service

8/9/2023	24877		Defender Termite & Pest - 71461	8/3/2023 - HSP Pest Control	c	(70.00)
8/9/2023	24878		Defender Termite & Pest - 71461	8/3/2023 - Oakdale RR Pest Control	c	(72.00)
11/6/2023	24982		Defender Termite & Pest - 71461	10/19/2023 - HSP Pest Control	c	(70.00)
11/6/2023	24983		Defender Termite & Pest - 71461	10/19/2023 - Oakdale RR Pest Control	c	(72.00)
12/19/2023	25049		Defender Termite & Pest - 71461	12/7/2023 - HSP Pest Control	c	(70.00)
12/19/2023	25050		Defender Termite & Pest - 71461	12/7/2023 -Oakdale RR Pest Control	c	(72.00)
2/16/2024	25116		Defender Termite & Pest - 71461	02/01/2024 -HSP Pest Control	c	(70.00)
2/16/2024	25117		Defender Termite & Pest - 71461	02/01/2024 -Oakdale RR Pest Control	c	(72.00)
TOTAL 211100 Building Maint. Service						(568.00)

211200 Building Maint. Supplies

12/5/2023	25022		J&J Locksmith - 1833	HSP - Public Womens RR Repair	c	(140.00)
12/11/2023	25034	S	Home Depot - 2843	Rails for Rental Facility	c	(10.99)

214100 Land Improvement Maint. Services

7/27/2023	24859	S	Electrical Service Company - 75974	HSP - Installed/welded 6 Bbq base plates	c	(870.00)
				HSP - Weld gate handle on retention chain	c	(100.00)
8/22/2023	24893	S	Electrical Service Company - 75974	HSP - Tennis court light controls	c	(4,814.00)
				HSP - Freight chg - Cabinet tennis court control	c	(390.00)
10/3/2023	24942	S	Home Depot - 2843	Sakrete	c	(9.20)
11/15/2023	24994		Carson Landscape Indus. - 18136	HSP Irrigation repair	c	(930.00)
12/11/2023	25038		Rio Linda Fence - 57446	HSP - Repaired Pickleball Court gates	c	(550.00)
TOTAL 214100 Land Improvement Maint. Services						(7,663.20)

214200 Land Improvement Maint. Supplies

8/22/2023	24887		ACRPD Revolving Account - 8213	Check 1013 - Reimb R Clothier items to attach gate to tennis c	c	(33.20)
12/11/2023	25032		ACRPD Revolving Account - 8213	Check 1018 - Reimb L Botaman locks for Pickleball Court	c	(31.52)
12/19/2023	25051		Home Depot - 2843	HSP Gate latches - Pickleball Courts	c	(17.71)
1/5/2024	25064		Normac - 1309	Irrigation supplies - 15/ rotors, 6/HD covers	c	(696.31)
TOTAL 214200 Land Improvement Maint. Supplies						(778.74)

215100 Mechanical Sys Maint. Services

8/14/2023	24882		Clarke & Rusch - 8939	8/9/2023 Planned Maint.	c	(229.00)
8/22/2023	24888		All Pro Backflow - 69926	Backflow test -ACP = 2 / Oak = 4	c	(540.00)
12/11/2023	25035	S	Odell's Pump & Motor Service - 38345	Labor - HSP Well		(12,603.31)
12/19/2023	25046		Clarke & Rusch - 8939	12/11/2023 Planned Maint.	c	(229.00)
TOTAL 215100 Mechanical Sys Maint. Services						(13,601.31)

215200 Mechanical Sys Maint. Supplies

12/11/2023	25035	S	Odell's Pump & Motor Service - 38345	Parts repair - HSP Well		(29,596.45)
TOTAL 215200 Mechanical Sys Maint. Supplies						(29,596.45)

216200 Painting Supplies

9/6/2023	24905	S	Home Depot - 2843	Paint items	c	(29.89)
12/5/2023	25021	S	Home Depot - 2843	Paint Supplies	c	(31.16)
12/11/2023	25034	S	Home Depot - 2843	Paint supplies	c	(6.98)
TOTAL 216200 Painting Supplies						(68.03)

216700 Plumbing Maint. Service

11/15/2023	24993		America's Plumbing - 70141	Plumbing Service HSP Water heater connection	c	(785.52)
TOTAL 216700 Plumbing Maint. Service						(785.52)

216800 Plumbing Maint. Supplies

1/5/2024	25061	S	Home Depot - 2843	2/J pipes	c	(46.40)
				Credit 2/Jpipes returned	c	46.40
1/5/2024	25062		Juanita Petersen - 910220	Reimb - P-trap HSP public RR	c	(22.92)
TOTAL 216800 Plumbing Maint. Supplies						(22.92)

219100 Electricity

7/12/2023	24843		SMUD - 4025	6/2023 - SMUD Billing	c	(1,614.13)
8/9/2023	24880		SMUD - 4025	7/2023 - SMUD Billing	c	(1,879.49)
9/6/2023	24914		SMUD - 4025	8/2023 - SMUD Billing	c	(1,711.87)
10/11/2023	24963		SMUD - 4025	9/2023 - SMUD Billing	c	(1,361.72)
11/15/2023	25001		SMUD - 4025	10/2023 - SMUD Billing	c	(770.21)
12/11/2023	25039		SMUD - 4025	11/2023 - SMUD Billing	c	(848.30)
1/18/2024	25090		SMUD - 4025	12/2023 - SMUD Billing	c	(1,112.01)
2/16/2024	25124		SMUD - 4025	01/2024 - SMUD Billing	c	(1,145.45)
TOTAL 219100 Electricity						(10,443.18)

219200 Natural Gas Service

7/6/2023	24831		PG&E - 1383	6/2023 - Billing	c	(27.20)
8/4/2023	24872		PG&E - 1383	7/2023 - Billing	c	(16.68)
9/6/2023	24909		PG&E - 1383	8/2023 - Billing	c	(15.11)
10/3/2023	24946		PG&E - 1383	9/2023 - Billing	c	(15.63)
11/6/2023	24989		PG&E - 1383	10/2023 - Billing	c	(24.52)
12/5/2023	25026		PG&E - 1383	11/2023 - Billing	c	(192.97)
1/5/2024	25067		PG&E - 1383	12/2023 - Billing	c	(524.72)
2/6/2024	25107		PG&E - 1383	1/2024 - Billing	c	(801.05)
TOTAL 219200 Natural Gas Service						(1,617.88)

219300 Refuse Collection-Disposal

7/6/2023	24833		Republic Services - 57909	6/2023 - Billing	c	(189.90)
8/4/2023	24873		Republic Services - 57909	7/2023 - Billing	c	(189.90)
9/6/2023	24910		Republic Services - 57909	8/2023 - Billing	c	(189.90)
10/3/2023	24948	S	Republic Services - 57909	9/2023 - Billing	c	(189.90)
				9/2023 - overage chg	c	(44.00)
11/6/2023	24990		Republic Services - 57909	10/2023 - Billing	c	(189.90)
12/11/2023	25037		Republic Services - 57909	11/2023 - Billing	c	(189.90)
1/18/2024	25085		Republic Services - 57909	12/2023 - Billing	c	(189.90)
2/6/2024	25108		Republic Services - 57909	1/2024 - Billing	c	(189.90)

219500 Sewage Services

8/4/2023	24874	Sacramento County utilities - 666	6/22 - 8/21/2023 - Billing	c	(276.28)
10/11/2023	24964	Sacramento County utilities - 666	8/22 - 10/21/2023 - Billing	c	(276.28)
12/5/2023	25027	Sacramento County utilities - 666	10/22 - 12/21/2023 - Billing	c	(276.28)
2/6/2024	25109	Sacramento County utilities - 666	12/22 - 01/21/2024 - Billing	c	(276.28)
TOTAL 219500 Sewage Services					(1,105.12)

219800 Water

7/18/2023	24852	Sacramento Suburban Water - 26158	7/2023 Garfield (ACP)	c	(785.88)
7/27/2023	24861	Sacramento Suburban Water - 26158	7/2023 Myrtle (Oak)	c	(777.70)
7/27/2023	24862	Sacramento Suburban Water - 26158	7/2023 HSP	c	(150.60)
8/22/2023	24896	Sacramento Suburban Water - 26158	8/2023 Garfield (ACP)	c	(1,470.90)
9/6/2023	24912	Sacramento Suburban Water - 26158	8/2023 Myrtle (Oak)	c	(790.93)
9/6/2023	24913	Sacramento Suburban Water - 26158	8/2023 HSP	c	(157.95)
9/19/2023	24931	Sacramento Suburban Water - 26158	9/2023 Garfield (ACP)	c	(1,134.27)
10/3/2023	24950	Sacramento Suburban Water - 26158	9/2023 Myrtle (Oak)	c	(801.22)
10/3/2023	24951	Sacramento Suburban Water - 26158	9/2023 HSP	c	(157.95)
10/17/2023	24972	Sacramento Suburban Water - 26158	10/2023 - Garfield (ACP)	c	(746.19)
10/24/2023	24975	Sacramento Suburban Water - 26158	10/2023 - Myrtle (Oak)	c	(810.04)
10/24/2023	24976	Sacramento Suburban Water - 26158	10/2023 - HSP	c	(162.36)
11/15/2023	25000	Sacramento Suburban Water - 26158	11/2023 - Garfield (ACP)	c	(558.03)
11/21/2023	25009	Sacramento Suburban Water - 26158	11/2023 - Myrtle (Oak)	c	(795.34)
11/21/2023	25010	Sacramento Suburban Water - 26158	11/2023 - HSP	c	(162.36)
1/18/2024	25086	Sacramento Suburban Water - 26158	12/2023 - Garfield (ACP)	c	(509.52)
1/18/2024	25087	Sacramento Suburban Water - 26158	12/2023 - Myrtle (Oak)	c	(792.40)
1/18/2024	25088	Sacramento Suburban Water - 26158	12/2023 - HSP	c	(157.95)
2/16/2024	25121	Sacramento Suburban Water - 26158	01/2024 - Garfield ACP	c	(506.81)
2/16/2024	25122	Sacramento Suburban Water - 26158	01/2024 - Myrtle Oakdale	c	(810.17)
2/16/2024	25123	Sacramento Suburban Water - 26158	01/2024 - HSP	c	(156.67)
TOTAL 219800 Water					(12,395.24)

220500 Automotive Maint. Service

11/21/2023	25008	S OK Tire - 14277	Smog - 2010 Ford	c	(62.95)
			Labor - 2010 Ford	c	(256.52)
12/5/2023	25023	S OK Tire - 14277	Labor - New Battery 2010 Ford Truck	c	(185.17)
12/5/2023	25024	S OK Tire - 14277	Labor - 1996 Chevy	c	(751.29)
1/5/2024	25065	S OK Tire - 14277	Smog - 1996 Chevy	c	(62.95)

			Labor - 1996 Chevy	c	(382.81)
2/6/2024	25100	College Oak Towing - 641046	Recover - Winch 96' Chevy S10	c	(253.00)
2/6/2024	25105	S OK Tire - 14277	Labor - 2010 Ford F150	c	(865.71)
			TOTAL 220500 Automotive Maint. Service		(2,820.40)
220600 Automotive Maint. Supplies					
11/21/2023	25008	S OK Tire - 14277	4 Tires & parts 2010 Ford	c	(1,213.08)
12/5/2023	25023	S OK Tire - 14277	Parts - 75 mth Battery 2010 Ford Truck	c	(199.13)
12/5/2023	25024	S OK Tire - 14277	Parts - 1996 Chevy - Brakes, Oil Chg, Coolant, etc	c	(845.76)
1/5/2024	25065	S OK Tire - 14277	Parts - 1996 Chevy - catalytic converter	c	(1,671.68)
2/6/2024	25105	S OK Tire - 14277	Parts - 2010 Ford F150 radiator	c	(751.40)
			TOTAL 220600 Automotive Maint. Supplies		(4,681.05)
221100 Grounds Equip Maint. Services					
7/18/2023	24849	S PAPE - 18032	Labor - Kubota Mower	c	(62.50)
10/11/2023	24954	S Bar-Hein Co. - 1463	Labor - Echo Blower	c	(90.00)
11/6/2023	24987	S PAPE - 18032	Labor - J Deere Z920A	c	(862.50)
11/6/2023	24988	S PAPE - 18032	Labor - J Deere Z997R	c	(668.75)
1/25/2024	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					
7/18/2023	24849	S PAPE - 18032	Repair Parts - Kubota Mower (battery)	c	(102.44)
9/6/2023	24898	S Bar-Hein Co. - 1463	Chain, spark plug	c	(33.67)
9/6/2023	24906	J&J Locksmith - 1833	8 locks	c	(150.33)
10/11/2023	24954	S Bar-Hein Co. - 1463	Parts - Echo Blower	c	(9.34)
11/6/2023	24987	S PAPE - 18032	Repair Parts - J Deere Z920A	c	(430.96)
11/6/2023	24988	S PAPE - 18032	Repair Parts - J Deere Z997R	c	(344.30)
1/25/2024	25094	S PAPE - 18032	Repair Parts - J Deere Z920A	c	(302.73)
			TOTAL 221200 Ground Equip Maint. Supplies		(1,373.77)
222600 Hand - Expendable Tools					
9/6/2023	24898	S Bar-Hein Co. - 1463	Prunner, 2/rakes	c	(70.01)
9/6/2023	24905	S Home Depot - 2843	Sanding disc	c	(8.91)
10/3/2023	24942	S Home Depot - 2843	Bucket, rope, ele. tape	c	(14.00)
11/15/2023	24998	S Home Depot - 2843	Hose	c	(86.18)
12/5/2023	25021	S Home Depot - 2843	Asst Tools	c	(170.41)
1/5/2024	25061	S Home Depot - 2843	Impact drill, gloves, caution tape	c	(63.15)
1/18/2024	25082	Home Depot - 2843	Ear Plugs - Tarps - Tools - ladder	c	(68.26)

2/16/2024	25120	S	Home Depot - 2843	hex bolts, washers, gaskets	c	(174.38)
				TOTAL 222600 Hand - Expendable Tools		(655.30)
223600 Fuel & Lubricant Supplies						
7/12/2023			24841 Orbit Station - 33714	6/2023 - Fuel Chgs	c	(198.82)
7/12/2023			24842 Phillips 66 - 58398	7/2023 - Stmt (interest & late fee)	c	(33.86)
8/4/2023			24871 Orbit Station - 33714	7/2023 - Fuel Chgs	c	(91.48)
8/14/2023			24885 Phillips 66 - 58398	8/2023 - Stmt	c	(248.63)
9/6/2023	24898	S	Bar-Hein Co. - 1463	6pk oil	c	(18.30)
9/6/2023	24905	S	Home Depot - 2843	Gumout starting fluid	c	(4.28)
9/6/2023			24908 Orbit Station - 33714	8/2023 - Fuel Chgs	c	(151.18)
9/12/2023			24921 Phillips 66 - 58398	9/2023 - Stmt (w/late fee)	c	(395.00)
10/3/2023			24945 Orbit Station - 33714	9/2023 - Fuel Chgs	c	(169.81)
11/6/2023			24986 Orbit Station - 33714	10/2023 - Fuel Chgs	c	(651.67)
12/5/2023			25025 Orbit Station - 33714	11/2023 - Fuel Chgs	c	(277.51)
1/5/2024			25066 Orbit Station - 33714	12/2023 - Fuel Chgs	c	(319.78)
2/6/2024			25106 Orbit Station - 33714	1/2024 - Fuel Chgs	c	(407.99)
				TOTAL 223600 Fuel & Lubricant Supplies		(2,968.31)
226200 Office Equip Maint Supplies						
10/3/2023			24939 Encompass - 18796	Waste Toner Cartridge	c	(29.08)
2/16/2024			25118 Encompass - 18796	2 - Black Toner	c	(430.98)
				TOTAL 226200 Office Equip Maint Supplies		(460.06)
227504 Misc (Bottled Water for Staff)						
8/4/2023	24875	S	Smart & Final - 22935	5 cases water for staff	c	(36.20)
				Kitchen items	c	(37.43)
12/5/2023	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						
10/3/2023	24943	S	Juanita Petersen - 910220	Staff T-shirts	c	(38.79)
10/17/2023			24970 Home Depot - 2843	1/ Field staff raim boots	c	(46.02)
12/11/2023			25036 Rally Factory - 47200	Staff Shirts	c	(19.40)
12/19/2023			25052 Home Depot - 2843	Staff sweat shirts	c	(150.83)
1/5/2024	25071	S	Umpqua CC - 71085	Work boots - Petersen, Mitchell	c	(281.06)
1/18/2024			25081 Home Depot - 2843	Staff sweat shirt	c	(70.03)
				TOTAL 231400 Clothing - Personal Supplies		(606.13)

232200 Custodial Supplies

7/12/2023	24838 Cintas - 56036	7/6/2023 - Custodial	c	(125.50)
7/25/2023	24854 Cintas - 56036	7/19/2023 - Custodial	c	(125.50)
8/4/2023	24866 Cintas - 56036	1 case Blk gloves	c	(118.53)
8/4/2023	24867 Cintas - 56036	8/2/2023 Custodial & 2 cases PT	c	(197.74)
8/22/2023	24892 Cintas - 56036	8/16/2023 - Custodial	c	(125.50)
9/6/2023	24902 Cintas - 56036	8/30/2023 - Custodial	c	(125.50)
9/6/2023 24905	S Home Depot - 2843	Custodial items	c	(52.68)
9/19/2023	24926 Cintas - 56036	9/13/2023 - Custodial	c	(125.50)
10/3/2023	24938 Cintas - 56036	9/27/2023 - Custodial	c	(115.57)
10/3/2023 24942	S Home Depot - 2843	Custodial items	c	(44.23)
10/11/2023	24956 Cintas - 56036	10/11/2023 - Custodial	c	(115.57)
10/17/2023	24971 Home Depot - 2843	Custodial - Vacuum, cleanser	c	(189.44)
11/6/2023	24981 Cintas - 56036	10/25/2023 - Custodial	c	(125.50)
11/15/2023	24995 Cintas - 56036	11/8/2023 - Custodial/2 cases TP, 5 cases Blk trash bags	c	(537.54)
11/15/2023 24998	S Home Depot - 2843	Custodial items	c	(36.54)
12/5/2023	25016 Cintas - 56036	11/22/2023 - Custodial	c	(125.50)
12/5/2023 25028	S Smart & Final - 22935	Custodial - bleach, cleaner	c	(33.38)
12/11/2023	25033 Cintas - 56036	12/6/2023 - Custodial	c	(125.50)
12/11/2023 25034	S Home Depot - 2843	2 gal Sprayer	c	(30.13)
12/19/2023	25044 Cintas - 56036	11/8/2023 - Balance due claim #24995	c	(31.93)
12/19/2023	25045 Cintas - 56036	11/14/2023 - 40 cases Blk trash liners	c	(1,982.17)
1/5/2024	25057 Cintas - 56036	12/20/2023 - Custodial	c	(125.50)
1/5/2024	25058 Cintas - 56036	1/4/2024 - Custodial	c	(125.50)
1/18/2024	25077 Cintas - 56036	01/17/2024 - Custodial Supplies	c	(125.50)
2/6/2024	25099 Cintas - 56036	01/31/2024 - Custodial Supplies	c	(125.50)
2/16/2024	25112 Cintas - 56036	02/14/2024 - Custodial Supplies	c	(125.83)
2/16/2024 25120	S Home Depot - 2843	comet, fabuloso, fabrez	c	(37.44)
TOTAL 232200 Custodial Supplies				(5,154.72)

244300 Medical Service -EE & Live Scan

9/12/2023	24918 Carmichael Box Shop - 59986	Live Scan - Mitchell	c	(25.00)
9/19/2023	24930 Preferred Alliance - 34429	Non-Random Test - Pre-placement - Mitchell	c	(43.00)
9/19/2023	24932 State Of CA-Dept Of Justice - 8186	DOJ- Mitchell	c	(32.00)
1/18/2024	25075 Carmichael Box Shop - 59986	Live Scan - Nishihara	c	(25.00)
1/18/2024	25083 Kaiser On The Job - 4839	Pre placement exam - Nishihara	c	(65.00)
1/18/2024	25084 Preferred Alliance - 34429	Non-Random Test - Pre-placement - Nishihara	c	(43.00)
1/18/2024	25089 State Of CA-Dept Of Justice - 8186	DOJ- Nishihara	c	(32.00)
TOTAL 244300 Medical Service -EE & Live Scan				(265.00)

250700 Assessment - Collection Services

9/19/2023	24929	LAFCo - 2263	FY2023-24 - Special District Assessment	c	(114.00)
1/23/2024	EFT	Assessment/Collection Service	SB 2557 1st Installment	c	(4,044.43)
TOTAL 250700 Assessment - Collection Services					(4,158.43)

253100 Legal Services

7/12/2023	24839	Cole Huber - 54641	6/2023 Ref: TRUSD Prop	c	(292.50)
8/14/2023	24883	Cole Huber - 54641	7/2023 Ref: TRUSD Prop	c	(472.50)
9/12/2023	24919	Cole Huber - 54641	8/2023 Ref: TRUSD Prop	c	(2,137.50)
10/17/2023	24968	Cole Huber - 54641	9/2023 Ref: TRUSD Prop, Respond audit letter	c	(83.13)
12/19/2023	25047	Cole Huber - 54641	11/2023 Ref: TRUSD MOU, Brd agenda review	c	(375.00)
1/25/2024	25092	Cole Huber - 54641	12/2023 Ref: TRUSD MOU, Attend Brd mtg	c	(825.00)
2/16/2024	25113	Cole Huber - 54641	01/2024 Ref: TRUSD MOU, Attend Brd mtg	c	(875.00)
TOTAL 253100 Legal Services					(5,060.63)

255100 Planning Services

7/27/2023	24857	Anderson Project Mgmt Solutions - 13376	Proj: Shop Renovation	c	(150.00)
9/19/2023	24922	Anderson Project Mgmt Solutions - 13376	Proj: HSP Playground	c	(600.00)
TOTAL 255100 Planning Services					(750.00)

258200 Public Relations Services

7/6/2023	24835	Streamline - 57252	Streamline Website 1 yr	c	(1,200.00)
TOTAL 258200 Public Relations Services					(1,200.00)

281100 Data Processing -Computer Service

2/6/2024	25103	Fast Break - 37998	3bitDefender - Computer Security	c	(108.00)
TOTAL 281100 Data Processing -Computer Service					(108.00)

281265 Application Software Maint. Lic

8/9/2023	24879	Fast Break - 37998	1 Yr Renewal - Microshoft Office 365	c	(99.99)
9/6/2023	24901	S Central Control System - 23278	7/2023 Wireless Irrigation	c	(220.00)
			8/2023 Wireless Irrigation	c	(220.00)
			9/2023 Wireless Irrigation	c	(220.00)
10/3/2023	24953	S Umpqua CC - 71085	Adobe Acrobat 2020 Program	c	(60.00)
10/11/2023	24955	Central Control System - 23278	10/2023 - Wireless irrigation	c	(220.00)
1/18/2024	25076	S Central Control System - 23278	11/2023 - Wireless Irrigation	c	(220.00)
			12/2023 - Wireless Irrigation	c	(220.00)
			01/2024 - Wireless Irrigation	c	(220.00)

1/25/2024	25093	Fast Break - 37998	Renewal - 3 Domain Names	c	(75.00)
			TOTAL 281265 Application Software Maint. Lic		(1,774.99)
283102 Mileage					
7/27/2023	24860	Kim Cook - 919996	7/26/2023- Mileage Reimb	c	(14.51)
8/22/2023	24895	Lisa Gonzalez - 932917	7/2023 - Mileage Reimb	c	(10.81)
9/6/2023	24907	Kim Cook - 919996	8/23/2023- Mileage Reimb	c	(14.51)
9/25/2023	24933	Kim Cook - 919996	9/20/2023- Mileage Reimb	c	(14.51)
10/3/2023	24944	Lisa Gonzalez - 932917	9/2023 - Mileage Reimb	c	(6.55)
10/24/2023	24974	Lisa Gonzalez - 932917	10/17/2023 - Mileage Reimb	c	(3.28)
11/6/2023	24985	Kim Cook - 919996	10/25/2023- Mileage Reimb	c	(14.51)
11/21/2023	25007	Kim Cook - 919996	11/2023- Mileage Reimb	c	(30.26)
1/5/2024	25063	Kim Cook - 919996	12/2023- Mileage Reimb	c	(15.26)
2/6/2024	25104	Kim Cook - 919996	01/2024 - Mileage	c	(14.82)
			TOTAL 283102 Mileage		(139.02)
285200 Recreation Supplies					
1/18/2024	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					
7/6/2023	24830	S Pet Waste Eliminator - 69321	Pet waste bags	c	(341.69)
			Tax Accrual S/H	c	(3.10)
1/5/2024	25071	S Umpqua CC - 71085	Prop 68 Signs	c	(56.69)
2/7/2024	JV	# 111135010	Re-allocate to 339D 420200 from 339A 289800 (Prop 68 Proj	c	56.69
			TOTAL 289800 Other Operating Exp - Supplies		(344.79)
289900 Other Oper Exp Fire Extingusher					
12/19/2023	25053	Jorgenson Co - 48104	2023 Yrly Fire Exten. Inspection @ HSP	c	(192.39)
			TOTAL 289900 Other Oper Exp Fire Extingusher		(192.39)
291300 Auditor Controller Services					
11/15/2023	24999	Larry Bain, CPA - 26727	FY 22/23 - Audit	c	(6,500.00)
			TOTAL 291300 Auditor Controller Services		(6,500.00)
291500 Compass Costs					
8/28/2023	EFT	S Compass License Fee	FY 23/24 -Compass VPN Connection	c	(396.00)
			FY 23/24 - Compass License Fee	c	(699.83)

291700 Alarm Services

7/6/2023	24826	Crime Alert Security - 41852	7/2023- 9/30/2022 Alarm System Office & Shop	c	(240.00)
7/6/2023	24834	Sacramento Control Systems - 1112	7/2023 - 9/30/2023 - AES Fire Monitoring	c	(246.13)
7/18/2023	24846	S Crime Alert Security - 41852	6/1 - 8/31/2023 - Alarm system Bldings	c	(135.00)
			6/1 - 8/31/2023 - Alarm System Cameras	c	(525.00)
8/4/2023	24868	S Crime Alert Security - 41852	9/1 - 11/30/2023 - Alarm system Bldings	c	(135.00)
			9/1 - 11/30/2023 - Alarm System Cameras	c	(525.00)
9/6/2023	24903	Crime Alert Security - 41852	10/2023- 12/31/2023 Alarm System Office & Shop	c	(240.00)
10/3/2023	24949	Sacramento Control Systems - 1112	10/2023 - 12/31/2023 - AES Fire Monitoring	c	(246.13)
12/5/2023	25017	S Crime Alert Security - 41852	12/1 - 2/29/2024 - Alarm system Bldings	c	(135.00)
			12/1 - 2/29/2024 - Alarm System Cameras	c	(525.00)
1/5/2024	25068	Sacramento Control Systems - 1112	1/2024 - 3/31/2024 - AES Fire Monitoring (new rate)	c	(252.13)
2/6/2024	25101	S Crime Alert Security - 41852	3/1 - 5/31/2024 - Alarm system Bldings	c	(135.00)
			3/1 - 5/31/2024 - Alarm System Cameras	c	(525.00)
2/16/2024	25115	Crime Alert Security - 41852	01/01/202- 03/31/2024 Alarm System Office & Shop	c	(240.00)
TOTAL 291700 Alarm Services					(4,104.39)

298700 Telephone Services

7/6/2023	24828	Fast Break - 37998	6/2023 Phone service	c	(195.00)
7/12/2023	24840	Comcast - 12322	7/2023 - Billing-Phone/HSI	c	(145.06)
8/4/2023	24869	Fast Break - 37998	7/2023 Phone service	c	(195.00)
8/14/2023	24884	Comcast - 12322	8/2023 - Billing-Phone/HSI	c	(145.60)
9/6/2023	24904	Fast Break - 37998	8/2023 Phone service	c	(195.00)
9/12/2023	24920	Comcast - 12322	9/2023 - Billing-Phone/HSI	c	(145.60)
10/3/2023	24941	Fast Break - 37998	9/2023 Phone service	c	(195.00)
10/11/2023	24957	Comcast - 12322	10/2023 - Billing-Phone/HSI	c	(146.24)
11/6/2023	24984	Fast Break - 37998	10/2023 Phone service	c	(195.00)
11/15/2023	24996	Comcast - 12322	11/2023 - Billing-Phone/HSI	c	(146.24)
12/5/2023	25019	Fast Break - 37998	11/2023 Phone service	c	(195.00)
12/19/2023	25048	Comcast - 12322	12/2023 - Billing-Phone/HSI	c	(146.24)
1/5/2024	25059	Fast Break - 37998	12/2023 Phone service	c	(195.00)
1/18/2024	25078	Comcast - 12322	01/2024 - Billing-Phone/HSI	c	(149.62)
2/6/2024	25102	Fast Break - 37998	01//2024 Phone service	c	(195.00)
2/16/2024	25114	Comcast - 12322	02/2024 - Billing-Phone/HSI	c	(149.62)
TOTAL 298700 Telephone Services					(2,734.22)

298701 Cell Phones

7/6/2023	24827	Fast Break - 37998	1 year - email exchange + Board Mbrs	c	(660.00)
7/27/2023	24863	S T-Mobile - 32685	7/2023 - District Cell Phone	c	(30.54)
			GM phone (purchase pmt)	c	(33.34)
9/6/2023	24915	S T-Mobile - 32685	8/2023 - District Cell Phone	c	(30.54)
			GM phone (final purchase pmt)	c	(33.18)
10/3/2023	24952	T-Mobile - 32685	9/2023 District Cell phone	c	(30.54)
11/6/2023	24992	T-Mobile - 32685	10/2023 District Cell phone	c	(30.55)
12/5/2023	25029	T-Mobile - 32685	11/2023 District Cell phone	c	(30.55)
1/5/2024	25069	T-Mobile - 32685	12/2023 District Cell phone	c	(30.55)
2/6/2024	25110	T-Mobile - 32685	1/2024 District Cell phone	c	(30.55)
TOTAL 298701 Cell Phones					(940.34)

321000 Interest Expense

7/6/2023	24837	S Umpqua Bank - 52152	7/2023 - Side Fund Interest	c	(539.82)
7/25/2023	24856	S Umpqua Bank - 52152	8/2023 - Side Fund Interest	c	(530.53)
8/22/2023	24897	S Umpqua Bank - 52152	9/2023 - Side Fund Interest	c	(511.63)
9/25/2023	24934	S Umpqua Bank - 52152	10/2023 - Side Fund Interest	c	(502.65)
10/24/2023	24977	S Umpqua Bank - 52152	11/2023 - Side Fund Interest	c	(484.67)
12/5/2023	25031	S Umpqua Bank - 52152	12/2023 - Side Fund Interest	c	(474.76)
1/5/2024	25070	S Umpqua Bank - 52152	1/2024- Side Fund Interest	c	(465.47)
1/25/2024	25095	S Umpqua Bank - 52152	2/2024- Side Fund Interest	c	(465.10)
2/22/2024	25130	S Umpqua Bank - 52152	3/2024- Side Fund Interest	c	(464.75)
TOTAL 321000 Interest Expense					(4,439.38)

323000 Lease Oblig Retirement Side Fund

7/6/2023	24837	S Umpqua Bank - 52152	7/2023 - Side Fund Principal	c	(2,600.00)
7/25/2023	24856	S Umpqua Bank - 52152	8/2023 - Side Fund Principal	c	(2,600.00)
8/22/2023	24897	S Umpqua Bank - 52152	9/2023 - Side Fund Principal	c	(2,600.00)
9/25/2023	24934	S Umpqua Bank - 52152	10/2023 - Side Fund Principal	c	(2,600.00)
10/24/2023	24977	S Umpqua Bank - 52152	11/2023 - Side Fund Principal	c	(2,600.00)
12/5/2023	25031	S Umpqua Bank - 52152	12/2023 - Side Fund Principal	c	(2,600.00)
1/5/2024	25070	S Umpqua Bank - 52152	1/2024- Side Fund Principal	c	(2,700.00)
1/25/2024	25095	S Umpqua Bank - 52152	2/2024 - Side Fund Principal	c	(2,700.00)
2/22/2024	25130	S Umpqua Bank - 52152	3/2024 - Side Fund Principal	c	(2,700.00)
TOTAL 323000 Lease Oblig Retirement Side Fund					(23,700.00)

345000 Taxes, Licenses & Assessments

10/11/2023	24961	Sacramento County - Tax Collectors Office - 4728	HSP - CSA1 Lights	c	(655.74)
10/11/2023	24962	Sacramento County - Tax Collectors Office - 4728	ACP - CSA1 Lights	c	(47.90)

420100 Building

7/18/2023	24847 Green Energy Products - 67286	HSP Lighting Retrofit (SMUD Program)	c	(23,922.81)
8/4/2023	24870 JM Environmental - 635473	HSP Shop Reno Proj - Asbestos Removal	c	(11,790.00)
9/6/2023	24911 Restoration Landscape - 71858	HSP Shop Reno Proj - Shore up blding	c	(780.00)
10/3/2023	24940 Electrical Service Company - 75974	HSP - Shop Electrical Wiring	c	(3,224.00)
12/5/2023	25020 First Serve Productions - 61682	HSP - Prepwork Pickleball Conversion	c	(5,000.00)
		TOTAL 420100 Building		(44,716.81)

TOTAL EXPENSES (306,358.70)

OVERALL TOTAL (306,358.70)

ACRPD 2023-2024
339D Expenditures

February 2024
Period 8 of 13

FYTD Completed = 62%

CODE	CAPITAL OUTLAY	2023-24 Budget	February	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	56.69	146,326.76	3,622.24	98%
	Structures HSP Play Ground Equip	250,000.00	61.53	61.53	249,938.47	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	\$ 118.22	\$ 192,276.29	\$ 257,672.71	43%

ACRPD 2023-2024
339D Revenue

February 2024
Period 7 of 13

FYTD Completed = 62%

Account		2023-24 Budget	Feb-24	Received To Date	Unrealized	Percent Received
94941000	Interest Income			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 \$ - \$ 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 - 301,889.00 148,060.00

Register Expense Report
Period 8
 Account

FY 2023/2024
2/1/2024 Through 2/29/2024
339D
Feburary Report

Not
Clrd

Date	Num	Description	Memo	Category	Clrd	Amount
2/6/2024	222	Daily Journal - 1630	Legal Notice-HSP Playground Curb	420200 Structures (Projects @ ACP)	c	-61.53
2/7/2024	JV	# 111135010	Re-allocate to 339D 420200 from 339A 289800 (Prop €	420200 Structures (Projects @ ACP)	c	-56.69
				TOTAL 2/1/2024 - 2/29/2024		(118.22)
				BALANCE 1/31/2024		140,441.73
				BALANCE 2/29/2024		140,323.51
				TOTAL INFLOWS		
				TOTAL OUTFLOWS		-118.22
				NET TOTAL		-118.22

Period 1 thru 8

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**

February-24

Period 8

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>
\$ 6,917.66	\$ -	\$ -	\$ 6,917.66

339C - ADA Funds

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 1,439.59	\$ -	\$ -	\$ 1,439.59

339I - Park Impact Fee's

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 100,541.88		\$ 6,878.96	\$ 107,420.84

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	February 1, 2024	February 16, 2024
End of Pay Period	February 15, 2024	February 29, 2024
Payroll Issued:	February 29, 2024	March 15, 2024

Administration Division	9442.23	9442.23	18,884.46
Board Members = 5	0.00	250.00	250.00
Parks Division	3724.96	3646.10	7,371.06
PT Maint	0	0.00	-
Recreation Division			
Monitors, etc	556.00	544.00	1,100.00
Misc - Staff	0.00	0.00	-
Rec. Staff (Other)	0.00	0.00	-
\$	13,723.19	\$ 13,882.33	\$ 27,605.52
Employer Paid Taxes <i>(FICA, Medicare, SUI)</i>	1,116.11	Unavailable	

Rental & Misc. Revenue Report

February

2024

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

Rental Date	Renter	Location	Amount

Total Rentals \$ -

A

94942900 - LONG TERM STUDIO/ FIELD SPACE RENTAL

Rental Date(s)	Renter	Location	Amount
Feb-24	Albree Dog Classes	HSP	240.00

Totals \$ 240.00

B

94942900 - CELL TOWER REVENUE

Feb-24	Site ID 810224 HSP- 810224 = 2,260.42 and 810213 ACP-810213 = \$2,350.00	4,610.42
--------	---	----------

Totals \$ 4,610.42

C

97979000 - MISC. OTHER REVENUES

Umpqua ACH Debit check order - Refunded	33.45
Umpqua CC - Rebate	66.45

Totals \$ 99.90

D

\$ -	A
\$ 240.00	B
\$ 4,610.42	C
\$ 99.90	D
\$ 4,950.32	Total

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

Arcade Creek Recreation and Park District

MEETING DATE: March 21, 2024

**AGENDA ITEM: 7 g Consent Agenda
Correspondence Period 9**

No correspondence received.

Meeting Date: March 21, 2021		Item # 7 h General Manager's Report
Subject: District Operational Update		
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 checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	Report Coordinated & Prepared by <i>D. Nishihara</i> Administrative Manager
<p>Objective: To provide an update as to the current operational status since February 29, 2024.</p> <p>Background: This report is developed in conjunction with Park Staff and Administrative Staff with oversight provided by Board Chairperson / Board Liaison Scott Miller.</p> <p>Analysis: During this interim period revisions to the Task Started / Accomplished template were made to provide a detailed status updates as to the stage of each assignment prioritized by Board directives. Priorities are derived from four classifications: Safety, Security, Compliance and Deferred Maintenance. This report lists the actions taken since the last Board of Director's meeting.</p> <p>Summary: <u>ACP/RR Project</u> – District Staff and the Project Committee met with the Project Manager from Staples (JT) and their contractor for support Virgil Anderson to review the status for the ACP/RR Project. The following is a non-inclusive list of tasks to complete for Sacramento Suburban Water District's compliance requirements; <i>installation of residential water service meter, a guaranteed letter on company's letterhead, an Encroachment / maintenance bond and a list of materials used for this project.</i> Vigil Anderson Consulting was approved to provide support for the additional work required as not to exceed \$500. To date there is an estimated \$25K in additional unforeseen costs to move the project forward.</p> <p><u>Hamilton Street Women's Public Restrooms</u> – Leak repair required for both toilets in female restroom. Estimated cost approx. \$5K. An alternative recommendation would be to eliminate one toilet and stall and to establish a single stall restroom in alignment with ADA Standards.</p> <p><u>Budgetary Update</u> – Period 8 closed at the end of February and due to the unforeseen damage expenses as a result of the weather this fall there is a potential fiscal impact in the District's Service and Supplies 20-funding line. The overall General Fund was designed to remain balanced at the end of June 2024. Therefore, Staff recommends steps to narrow expenditures for the remainder of Q3 (fiscal year) until mid-way of Q4. Based on the District's trend of fix costs at approx. \$33K per-month and the over expense for unforeseen repairs the current projected shortfall at the end of the budget year is approx. \$8,000. The shortfall does not include grazing, HSP Restroom repair, HSP renovation, or the hiring of a recruitment firm for the General Manager vacancy.</p>		

ACP / RR – In order to complete the project at ACP there is an issue with Sacramento Suburban Water District regarding their requirement to install a residential water meter for the new construction. To meet this standard from SSWD the District will need to hire a contractor to complete the installation prior to Staples completing the ACP/RR Project. The initial rough estimate to install the water meter is approx. \$25K.

Budget Impact:

Included in current agenda.

Proposed Action:

Included in current agenda.

Alternative Actions:

Included in current agenda.

Coordination and Review

This is a standard practice of the Board.

Attachment(s)

None

Meeting Date: March 21, 2024		Item # 7 i Consent
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 type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" 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 and February 29, 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 & 2/29/2024 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 March 21, 2024		Item # 7 j
		Consent
Subject: 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 type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by Director T. Dworetzky & G. Wilson (Kim Cook)
<p><i>Item originally appeared on the November 16, 2023, December 14, 2023, January 18, 2024, February 29, 2024.</i></p> <p>Objective To review and update Policy 2900 that relates to the Districts General Manager.</p> <p>Background The last update on Policy 2900 was Board approved in August 2018.</p> <p>Since the current GM has stated that their intent is to retire in late 2024, this is the opportunity to review and make necessary changes to the policy.</p> <p>Budget/Cost Information The current fiscal year budget should have no impact.</p> <p>Any impact would take place if the hiring of a replacement GM occurs before the end of FY 2023-24, and depending on what salary range is agreed upon, as well as any other factors such as vacation and sick leave in the new policy.</p> <p>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.</p> <p>Alternative Actions Continue using current policy.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) 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: March 21, 2024		Item # 8 a Old Business
Subject: Interim General Manager		
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 & Prepared by <i>D. Nishihara</i> Prepared by: Denis Nishihara, Staff
<p>Objective To discuss and decide the best course of action for the operations of the District as it pertains to the General Manager’s position.</p> <p>Background Daily operations and management are required to sustain the ongoing maintenance and administrative processes for ACRPD. This item was delayed from the Special Session Board meeting pending more information and further discussion.</p> <p>Analysis None</p> <p>Budget/Cost Information Additional salary cost will impact Salary and Benefits funding line.</p> <p>Proposed Action Pending Board of Director’s discussion and approved course of action.</p> <p>Alternative Actions None</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) None

Meeting Date March 21, 2024		Item# 8 b Old Business
Subject: Recruitment Plan / GM recruitment information		
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>Lisa Gonzalez</i> (Denis Nishihara)
<p><i>This item was previously presented during the February 29th meeting, continued to Special Meeting on March 7th and postponed to Regular Session Meeting on March 21st.</i></p> <p>Objective: To hire a General Manager</p> <p>Background: General Manager, Lisa Gonzales contacted 2 recruiting agencies. Koff & Associates and Bob Murray & Associates. During the March 7th Special Meeting the Board requested of Staff to conduct more research and collect more data regarding cost and payment options.</p> <p>Budget/Cost Information: Both recruiters charge \$25,000. Mrs. Gonzales 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.</p> <p>Update as of March 7th: District staff made contact with three (3) additional recruitment firms for a total of five (5) recruitment firms. Staff were only able to connect with Mr. Frank Rojas from Koff & Associates (See attached proposal). He was able to email their formal proposal for review (see attached). The remaining contacts are still pending. The attached spreadsheet will be used to track and formulate details to provide more data for final assessment.</p> <p>Update as of March 16th: Staff has initiated contact with a total of eight (8) total recruitment firms. Of the eight firms researched, one quoted a cost of \$22,750.00 payable in 2/3 increments (33.3% up front and the remaining 66.6% upon hire), two have politely declined for different reasons and one is scheduled to provide more details on Monday, March 18th. Attached is a spreadsheet outlining the research actions in process. The average recruitment time is approx. 12 weeks. During the meeting staff will have additional data to add due to the evolving timeline during this season of transition.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) 1. Koff & Associates Proposal 2. Recruitment Data



EXECUTIVE RECRUITMENT SERVICES

GENERAL MANAGER

ARCADE CREEK RECREATION & PARK DISTRICT

Submittal date: January 31, 2024



Koff & Associates
A Gallagher Company

Submitted by:
Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

Frank Rojas
Recruitment Manager
Frank_Rojas@ajg.com
510.495.0448
KoffAssociates.com



Koff & Associates
A Gallagher Company



January 31, 2024

Lisa Gonzalez, General Manager
Arcade Creek Recreation and Park District
4855 Hamilton Street,
Sacramento CA 95841

Dear Ms. Gonzalez,

Thank you for the opportunity to submit our proposal to assist Arcade Creek Recreation and Park District with Executive Recruitment services. We are excited about the possibility of developing this partnership and supporting the District with the search for its next General Manager. Koff & Associates (K&A), a Gallagher company, is uniquely qualified based on over 38 years of assisting public agencies with finding and placing candidates dedicated to public service.

Our unique selling proposition lies in K&A's experience supporting public sector clients in California and throughout the USA. Through our investment in modern recruitment technology, we offer forward-thinking services that not only provide advanced extensive sourcing and outreach but allow us to tell the story of each project through easy-to-understand data.

Conducting countless executive search efforts has made K&A an expert in identifying, targeting, recruiting, and successfully placing women and minority candidates in many of our recruitments. Diversity recruiting is an area of focus, and our firm has a vast pool of resources at our fingertips to provide outreach on an industry-wide basis to the public and private sector for qualified candidates nationwide. We pride ourselves on transparency, flexibility, and quality work.

As K&A's Recruitment Manager, I am available to answer questions about this proposal, as well as our team and recruitment services. You can reach me at (510) 495-0448 or Frank.Rojas@ajg.com.

Sincerely,

Frank Rojas
Recruitment Manager



PRICING PROPOSAL

Project

- General Manager

Professional Fee and Expenses

- Total not-to-exceed professional fee of \$25,000, which includes all professional services and expenses, including brochure development and design, advertising, printing and shipping, associated consultant travel if required, and background.
- Invoices will be billed monthly in four equal increments of \$6,250.

Note: Expenses do not include candidate travel.

Optional: Recruitment Video

In addition to the standard recruitment brochure, K&A can develop a Recruitment Video to better highlight the positive elements of the organization and community. These videos have proven to attract more job seekers and effectively expand the talent pool. Videos run approximately three-minutes in length and highlight the workplace environment, local landscape, and include interviews with selected staff. This video is optional and costs \$4,000.

Placement Guarantee

K&A is committed to recommending only the most qualified candidates who meet all the necessary requirements and qualifications and are also a cultural fit for the District. We proactively recruit for each search effort until a successful candidate is placed.

Therefore, we promise to present to the District a selective pool of candidates that met or exceeded our standards during the thorough screening processes and have been identified as ideal matches for the position. Should the District disapprove of all final candidates or should none pass the final interview and reference check process, we will work to find a new slate of candidates at no added cost, with the possible exception of necessary advertising.

In addition, for full recruitments for executive and mid-management positions, should the incumbent leave the position or be terminated from employment within 12 months of hire due to performance issues, we commit to conducting a one-time additional executive search to identify a replacement and only charge related expenses as described in the Pricing Proposal.

Overall, K&A’s retention rate during the first 12 months of hire is robust and has been above 95% over the last several years.

Recruitment Agencies

Mar-24

Arcade Creek Recreation and Park District is in the market to hire a recruitment agency to fill the vacancy for the General Manager. Please contact us with details as

Vendor	Contact Person	Contact Number	Contact Email	Total Outreach	Estimated Cost
Koff & Associates	Frank Rojas	510-658-5633 / 916-899-2925 (cell)	frank_rojas@ajg.com	Unknown based on scope of District operations. - <i>Why would a candidate choose ACRPD?</i>	\$ 25,000.00
Bob Murry & Associates		916-784-9080	apply@bobmurrayassoc.com		
Robert Half		866-967-5412 / 888-641-4713 / 888-585-1196			
Teri Black & Company, LLC		424-296-3111			
Mosaic Public Partners		916-550-4100	connect@mosaicpublic.com		
Peckham & McKenney		866-912-1919	Online Form		
Ralph Andersen & Associates		916-630-4900	info@ralphandersen.com		
Executive Search Specialist - Sacramento Government Services Executive Search & Recruiting Center	Robert Boroff, Managing Director	800-832-8268 / (916) 637-9170	robertb@reactionsearchinternational.com	Starting point is an intake interview 45mins - 2 year replacement guarantee	General Manager - (Estimated Salary \$91,000.00) \$22,750.00 Total estimated Service fee for Project based on a service fee of 25% of candidate estimated base salary. *1/3 installment due at Start of project (\$52,500.00 by 1/3 = \$7,583.33)

Internal Recruitment Options

Vendor	Contact Person	Contact Number	Contact Email	Total Outreach	Estimated Cost
CPRS - California Parks and Recreation Society	Internal				Cost - \$75 for 30 days, \$125 for 60 days
National Recreation and Park Association	Internal			Over 27,000 searchable resumes, 62,000 monthly page views. 817 avg views per job	Prices to post start at \$149
Government Jobs (Website)	Internal				Single job post \$199
California special Districts Association	Internal			220 Avg Views per job / 1331 Avg Monthly Visits / 1196 Avg Monthly Visitors	Membership: Single job post \$155 / Non-Member: \$300
Linked In	Jaswin Johnson	415-886-1709	jaswjohmsom@linkedin.com	Hiring Tools Link	Linked In Lite - \$180 per month for single job posting, 30 emails per month for posted position.

Meeting Date: March 21, 2024		Item # 8 c Old Business
Subject: Hamilton Street Park Playground Project – Action Plan		
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 & Prepared by <i>D. Nishihara</i> Prepared by: Denis Nishihara, Staff
<p>Objective Discuss possible revision to plan of action for HSP New Playground location.</p> <p>Background Based on ACRPD past Board action it was determined to install the new playground over the existing tennis courts. The current plan is to remove both tennis courts and install a new playground. Various aspects of the installation were not included in the initial design of the playground installation.</p> <p>Analysis Per Board request this item has been added to the agenda to alter the previous plan. Develop a new site plan which shall include, but is not limited to drainage, spacing based on existing amenities (i.e. picnic tables, maintenance service road, sunrise and sunset, etc.) and public use.</p> <p>Budget Impact All costs are subject to change and no formal detailed budget is developed for this project. Project allocation is \$250,000.</p> <p>Proposed Action A. No Action. Maintain existing plan of action as previously adopted. B. Adopt new development site plan for New HSP Playground.</p> <p>Alternative Actions Postpone New HSP Playground Project for 90-120days until FY24/25 Budget period in order to manage a responsible workload due to the limited number of staff and the transition of the GM position and retirement of Office Manager in April.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) None

Meeting Date: March 21, 2024		Item # 8 d Old Business
Subject: Maintenance Shop Construction Project – Action Plan		
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 & Prepared by <i>D. Nishihara</i> Prepared by: Denis Nishihara, Staff
<p>Objective Discuss possible revision to plan of action for HSP Maintenance Shop.</p> <p>Background The Maintenance Shop at HSP is significantly aged and in need of repair. Based on ACRPD past Board action it was determined to allocate an estimated \$450k to renovate the building to meet compliance requirements and general aesthetic levels. The current plan is to remove the second story of the building and lower the existing roof to level the entire facility roof.</p> <p>Analysis Per Board request this item has been added to the agenda to alter the previous plan. Develop a new design plan for aesthetics and conductive use of the maintenance shop.</p> <p>Budget Impact All costs are subject to change and no formal detailed budget is developed for this project. Project allocation is \$450,000.</p> <p>Proposed Action A. No Action. Maintain existing plan of action as previously adopted. B. Adopt new development plan of action for Maintenance Shop.</p> <p>Alternative Actions Postpone HSP Maintenance Shop Project for 90-120days until FY24/25 Budget period in order to manage a responsible workload due to the limited number of staff and the transition of the GM position and retirement of Office Manager in April.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) None

Meeting Date: March 21, 2021		Item # 8.e Old Business
Subject: 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 checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report Coordinated & Prepared by <i>D. Nishihara</i> Administrative Manager
<p><i>Item discussion initiated during January 2024 Board Meeting, continued at February 2024 meeting, and requested to continue discussion at March 2024 meeting.</i></p> <p>Objective: To purchase a filtration system for the well at Hamilton Street Park (HSP) to clean out debris prior to water entering the water tank. This will prohibit deterioration of irrigation system and buildup/clogging of pipes throughout system.</p> <p>Background: The well at HSP was installed circa 1950. O'Dell's Pump and Motor Company (OPMC) has been repairing the system for many years. Staff have made multiple attempts to arrange a meeting with Chris Cantanini an experienced park maintenance professional of over 30+ years from Bianco Landscape Management (BLM) to discuss the need for a Filtration system and to get a price quote for the installation of a filtration system.</p> <p>Update: On Friday, February 8th District Staff met with BLM Rep and OPMC to discuss and develop a plan of action for the installation of a filtration system for the well at HSP. The plan includes an assessment of the existing irrigation system to identify sprinkler issues for repair, the installation of a filtration system to be attached to the water tank and an assessment to be conducted by BLM of the existing irrigation system identifying repair and water waste issues. Once the filtration system is installed BLM will work with staff to clean out water tank and assess HSP irrigation system for long term maintenance.</p> <p>Budget Impact: OPMC initial verbal quote is \$6,500 filtration parts only. They are currently in the process of pricing concrete, labor, etc. The cost for BLM to troubleshoot sprinkler issues will cost \$840.</p> <p>Proposed Action: Find 2 additional alternative well pumping companies to acquire a formal quote in order to compare costs.</p> <p>Alternative Actions: Add Filtration Well Installation to Deferred Maintenance Plan and Needs Assessment for budget planning in FY24/25.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) 1. None

Meeting Date: March 21, 2024		Item # 8 f Old Business
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 type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by <i>D. Nishihara</i> Administrative Manager
<p>Objective: Authorization and Board approval to enter into a contract for grazing services from April 10th to June 15th, 2024.</p> <p>Summary: The District is interested in rehiring Leland Hazeltine services to provide goats for grazing in order to clean the nature trail at Arcade Creek Park. Preventative maintenance benefits the District by eliminating debris, overgrowth of vegetation, and other growth for protection against wildfire. In addition, grazing services provide access and the ability to clean and clear areas staff are unable to access in a timely manner. There are benefits to the contract, however, fiscal limitations may inhibit the contract for FY23/24.</p> <p>Budget Impact: This project will provide timely and quality results this season in conjunction with grazing planned with American River College. The cost for the initial contract is \$7,000 for similar services rendered in FY23/24. Based on Board direction during the February meeting, additional acers were requested to be price quoted. will increase cost. The proposal and area map are attached and indicate the area grazed last fiscal year. The 4 acers outlined in YELLOW and ORANGE were added to the original quote provided at last month’s meeting increasing the cost by \$4,000 for a total of \$11,000.</p> <p>The RED areas indicate the grazing location for FY23/24. The PURPLE area indicates the section ARC maintains with grazing. The ORANGE area is the section ACRPD staff mow regularly. The YELLOW area is the section the District’s contractor Dave Weber disc plowed in FY23/24 for \$700.</p> <p>Proposed Action: Option A: No action during this fiscal year, reassess need and potential contractual agreement next FY24/25.</p> <p>Alternative Actions: Option A: To approve the original contract for goats grazing Arcade Creek Park nature trail. Option B: To approve the revised contract to include additional area indicated on ACP Park Map.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) 1. Initial Grazing Proposal = \$7,000 2. REVISED Grazing proposal = \$11,000 3. ACP Grazing Map 2024

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

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

To Whom It May Concern:

March 12, 2024

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. In addition, this proposal now includes the parkland east of Garfield Ave., an additional approximate 4 acres. 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.

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 \$11,000.00. This adjusted price reflects the planned work done in conjunction to the planned service grazing with the American River College.

Sincerely,

Leland F Hazeltine



Parking Lot B
Parking Lot A

Myrtle Creek Apartments

Puerto Vallarta
Condo Rentals at La...

Hidden Creek Apar...

ARC

ACRPD Staff

FY23/24
Goat Grazing
Service

Bridge

Arcade Creek Park

Park Entrance

Dave Weber



Google

Meeting Date: March 21, 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 checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	Report coordinated or prepared by <i>D. Nishihara</i> Administrative Manager
<p>UPDATE AS OF MARCH 2024:</p> <p>District Staff were able to raise the railings on the crossing bridge due to the change in weather. After following up with the Board during last month’s meeting it was determined to ensure proper facilitation of the safety aspect pertaining to the railing. As part of the support plan to ensure the District limits liability, Maintenance staff purchased a NEW floor jack with the capabilities to leverage support to raise the approx. 150lbs to over 500lbs railings.</p> <p>Due to the hallow nature of the railings and the significant weather causing the river to flow, the railings increase significantly when lowered. Sand, mud, debris, water, etc. tend to collect in the hallow rails while lowered into the water drastically increasing the weight. Staff are currently looking at the design to retrofit a plug or cap to limit these occurrences. To date as of the time this report was written, the railing was lowered due to the change in weather.</p> <p>Staff will be able to provide additional specifics as needed during the presentation of this report.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) None

Meeting Date: March 21, 2024		Item # 9 a New Business
Subject: Maintenance Shop Construction Project		
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 <i>D. Nishihara</i> Administrative Manager
<p>Objective Reallocate funds budgeted for the Maintenance Shop renovation / construction project.</p> <p>Background As previously mentioned, plans have been submitted to the County for their review, additional information has been added, plans revised and resubmitted. There is a pending fee balance of approx. \$1500 due in order to continue with the existing plan. However, due to the modification of the previous plan of action it has been decided to narrow the scope of the financial projections of \$450,000 of which the District has already used \$15,794 with and to initiate a modified plan of action. The current idea is to consider a lower cost option to meet the desired goal. Further discussion shall (has) occurred during pervious Item 8d and context shall provide detailed directives as to the objective.</p> <p>Budget/Cost Information The Maintenance Shop 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. There is 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.</p> <p>Proposed Action Based on Item 8d as indicated previously the current recommendation is to allocate an as not to exceed amount of \$100,000 from the remaining \$434,206 within 339A for the Maintenance Shop Renovation Project. This would allow the remaining amount of \$344,206 to be utilized for other deferred expenditures.</p> <p>Motion: To reduce the current budget line for Maintenance Shop Project to \$100,000 from the remaining \$434,206 and to reallocate the remaining funds of \$334, 206 to other projects to be determined.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) None

Meeting Date: March 21, 2024		Item # 9 b New Business
Subject: ACP/RR Project – Fiscal Action		
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 <i>D. Nishihara</i> Administrative Manager
<p>Objective To approve funding for additional work required to complete ACP / Restrooms.</p> <p>Background</p> <p>Update as of February 29th: 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. <i>The ACRPD will need to add a domestic line to their account with SSWD.</i></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The Contractor and I will be meeting with SSWD Jan 10th 2024 to resolve the water connection issues and obtain their signature.</p> <p>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.</p>		

Budget Impact:

Update as of February 27th – 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 contract for Staples Construction.

Update as of March 21st – The Project Committee and Staff met with both Anderson Consulting and Staples Construction to review the status of the ACP/RR Project. It was determined based on the SSWD requirements, the District should move forward with the installation of an additional backflow and residential water meter. However, due to the scope of work outlined in SSWD’s requirements and the need for additional funds, Board action is required prior to paying the fees. The Project Committee and District staff recommend the reallocation of funds within the 339A General Fund / Building fund line in the amount of \$35,000 for the installation of the water backflow, new water meter and backflow security cage. The total estimate includes a 20% contingency in where a potential, “*an act of God,*” or an unforeseen expense limit progress, there should be adequate funding to conclude the construction of the ACP/RR.

Proposed Action:

Board approves reallocation of funds from Maintenance Shop within the Building Fund line in the amount of \$35,000 for the completion of the ACP/RR. Reallocated monies are within the District’s 339A – General Fund.

Coordination and Review

This is a standard practice of the Board.

Attachment(s)

None

Arcade Creek Recreation and Park District

MEETING DATE: March 21, 2024

AGENDA ITEM: 10 Board Discussion

General discussion on topics for future meetings.