

# Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING  
THURSDAY JANUARY 18, 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 – Alex Vassar)
2. **Public Comment** – this is the opportunity for members of the public to address the Board on any topic within the Board’s jurisdiction NOT listed on the agenda. The Board will take comments only but cannot act upon any item not listed on the Agenda.  
**Each speaker will be limited to five minutes of time.**  
The Board will not receive comments relating to District Personnel during this time. These comments must be made in writing to the General Manager and in the case of the General Manager made in writing to the Chairperson of the Board.  
**Questions about the daily operation of the park district should be directed to the General Manager during normal working hours when possible.**  
Comments related to a specific item on the agenda will be received by the Board at that time during the meeting. Members of the public may gain recognition by registering with the Secretary to the Board prior to the start of the meeting or by raising their hand to be recognized by the Chairperson of the Board at the time they wish to speak, and public comment is welcomed.  
**Although public comments on agenda items are welcomed during each discussion, public comments of a general nature will not be received once the Board Chair has closed the Public Comment period.**
3. **Announcements** (Staff)
4. **Task Started, Revised or Accomplished**
5. **Consent Agenda**-*these items are expected to be routine and noncontroversial. Any Board member may ask that an item be removed from the Consent Items list and it will be considered as a separate item under New Business. The Board by motion and second will be asked to approve all items on the list without discussion.*
  - a. **Draft Meeting Minutes:** Board Meeting 12/14/2023
  - b. **FY 23-24 Period 6 Financial Reports 339A**
  - c. **FY 23-24 Period 6 Financial Reports 339D**
  - d. **FY 23-24 Period 6 Multi Accounts Revenue Reports**
  - e. **FY 23-24 Period 6 Payroll Report**
  - f. **FY 23-24 Period 6 Rental & Misc. Revenue Report Attributed To Stated Period**
  - g. **Correspondence received and sent**
  - h. **General Managers Report**

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## 6. Old Business:

- a. Change in Board Officers' Position for 2024 will be voted on at the January 2024 meeting.
- b. Monthly update on Nature Trail at Arcade Creek Park
- c. Director Dworetzky and Director Wilson - Discuss District Salary Ranges
- d. Draft Policy 2900 General Manager
- e. Proposed Successor Agreement Between TRUSD and ACRPD
- f. Discuss and establish office hours
- g. Report from Anderson Project Management

## 7. New Business

- a. Filtration system for HSP well
- b. Discuss budget priorities for FY 2024-25
- c. Discuss change of February 2024 Board meeting date
- d. Mid-year budget adjustment – offset personnel expense

## 8. Board Discussion

- a. General discussion on topics for future meetings

## 9. Adjournment of the meeting

The next regular Board of Directors meeting will be held Thursday February 15, at 6:00 p.m.

### **NOTICE**

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

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

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



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

**MINUTES**

Of

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

Held on

**Thursday December 14, 2023 at 6:00 p.m.**

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

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**Call to Order and Perform Roll Call:** Chairperson A. Vassar called the meeting to order at 6:00 pm

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

**Board Members Absent:** None

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

**Legal Counsel Present:** Derek Cole

**Auditor Present:** No

**Presentation(s):** None

**Visitor(s) That Signed In:** List available upon request

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**2. PUBLIC COMMENTS:** None

**3. ANNOUNCEMENTS:** Staff informed the Board that interviews were conducted for the position for Administration Manager and Denis Nishihara was selected to fill the position and would be starting on January 2, 2024, subject to competing required items.

Suspend / Close Regular Session at 6:05 pm

Open Closed Session at 6:05 pm

**4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

**Title: General Manager**

Adjourn / Closed Session at 6:51 pm

Re-open Regular Session at 6:51 pm

No reportable action from Closed Session.

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

## MINUTES of Board of Directors Meeting

December 14, 2023

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### 7. OLD BUSINESS:

e. Proposed Successor Agreement Between TRUSD and ACRPD

Item was discussed and concerns were raised and brought to the attention of District Legal Counsel. Upon further discussion it was decided to have the agreement reviewed further and to be brought back to a future meeting.

c. Sick Leave Policy Discussion

**Motion No. 1:** It was moved by Director G. Wilson to adopt option #2 with reference to part-time staff and failed to be seconded.

Motion died.

**Motion No. 2:** It was moved by Director T. Dworetzky and seconded by Director M. Hanson to adopt option #3 with amended changes for Policy #2521 Sick Leave Part-Time.

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

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

Absent:

Abstained:

Vacant:

**Motion No. 3:** It was moved by Director M. Hanson to adopt Policy 2520 Sick Leave Full-Time as amended to create 2520.3.2 and seconded by Director S. Miller.

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

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

Noes: G. Wilson

Absent:

Abstained:

Vacant:

### 5. TASK STARTED, REVISED OR ACCOMPLISHED:

Item skipped.

### 6. CONSENT ITEMS:

a. **Draft Meeting Minutes:** Board Meeting 11/16/2023

b. FY 23-24 Period 5 **Financial Reports 339A**

c. FY 23-24 Period 5 **Financial Reports 339D**

d. FY 23-24 Period 5 **Multi Accounts Revenue Reports**

e. FY 23-24 Period 5 **Payroll Report**

f. FY 23-24 Period 5 **Rental & Misc. Revenue Report Attributed To Stated Period**

g. **Correspondence received and sent**

h. **General Managers Report**

It was requested to pull item “b” and “h” from the consent items

**Motion No. 4:** It was moved by Director G. Wilson and seconded by Director S. Miller to approve consent items “a” and “c thru g” as presented.

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

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

Absent:

Abstained: T. Dworetzky

Vacant:

## MINUTES of Board of Directors Meeting

December 14, 2023

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

**Motion No. 5:** It was moved by Director G. Wilson and seconded by Director S. Miller to approve consent items “b” and “h” as presented, with the understanding that during this fiscal year there would be no business or travel for conferences and that prior to entering into a contract for the future use of goats to remove brush from the trails near the Arcade Creek Nature Trail would need to be reviewed and approved by the Board.

The topic of the new HSP playground structure that has been chosen with plans to place it in the current volleyball area. It was suggested that the location be reviewed in order to maintain the area used for volleyball activity.

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

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

Absent:

Abstained: A. Vassar

Vacant:

### 7. OLD BUSINESS:

- a. Monthly update on Nature Trail at Arcade Creek Park  
Item received.
- b. Director Dworetzky and Director Wilson - Discuss District Salary Ranges  
Return to January 2024 meeting.
- d. Draft Policy 2900 General Manager  
Return to January 2024 meeting.

### 8. NEW BUSINESS:

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

### 9. BOARD DISCUSSION

- a. General discussion on topics for future meetings.  
Filtration system for HSP well.

### 10. ADJOURNMENT OF THE MEETING.

The chairperson adjourned the meeting at 9:52 pm.

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

**December 2023  
Period 6 of 13**

**FYTD Completed = 46%**

CODE	CATEGORIES	2023-24 Budget	December	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	252,114.00	20,775.54	112,703.95	139,410.05	45%
"	<b>Part-time Salaries</b>			-		-0-
"	<b>P/T Monitors</b>	31,360.00	1,440.00	6,844.00	24,516.00	22%
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	500.00	1,450.00	2,050.00	41%
10113200	Salaries & Wages - Time/one half (OT)	4,000.00	184.01	1,014.10	2,985.90	25%
"	Salaries/Wages - Strt Time (No Retirement Contribution)		278.99	458.78	(458.78)	#DIV/0!
10121000	Retirement - ER Cost 6502 (@11.84%)	14,245.00	1,194.74	6,929.93	7,315.07	49%
"	Retirement - ER Cost 30003 (@10.1%)	13,312.00	759.20	4,412.19	8,899.81	33%
"	Retirement - ER Cost 26990 (@7.68%)		243.30	718.15	(718.15)	#DIV/0!
"	Retirement - <b>UAL</b> (-0- mthly or -0-)			-	-	#DIV/0!
"	Retirement Acturial Cost #6502 & 30003	1,000.00		700.00	300.00	70%
10122000	Social Security (OASDHI rate=7.65%)	22,260.00	1,773.17	9,369.02	12,890.98	42%
10123000	Group Insurance - Employer Cost			-		-0-
"	<b>Medical + Admin fee</b>	45,213.00	3,668.03	19,263.30	25,949.70	43%
"	<b>Dental</b>	1,986.00	-	877.59	1,108.41	44%
"	<b>Vision</b>	413.00	-	171.99	241.01	42%
"	<b>EAP</b>	171.00	-	74.76	96.24	44%
10124000	Work Comp Ins - Employer Cost	5,225.00	1,306.25	4,389.75	835.25	84%
10125000	State Unemployment Insurance (Pool)	1,000.00	34.31	199.66	800.34	20%
10128000	Health Care Retirees	2,002.00	175.82	1,098.22	903.78	55%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)			-	-	#DIV/0!
	<b>TOTALS:</b>	<b>397,801.00</b>	<b>32,333.36</b>	<b>170,675.39</b>	<b>227,125.61</b>	<b>43%</b>

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

**December 2023  
Period 6 of 13**

**FYTD Completed = 46%**

CODE	Service & Supply	2023-24 Budget	December	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	220.00	75.00	150.00	70.00	68%
20202900	Business/Conference Expenses	2,200.00		144.94	2,055.06	7%
20203600	Education and Training Supplies			-	-	#DIV/0!
20203807	Workplace Amenities			-	-	#DIV/0!
20205100	Insurance - Liability	81,497.00	40,748.50	81,497.00	-	100%
20206100	Memberships Dues	6,050.00	3,391.00	6,056.00	(6.00)	100%
20207600	Office Supplies	1,650.00		347.15	1,302.85	21%
20207602	Signs	1,100.00		110.98	989.02	10%
20207603	Keys	220.00		-	220.00	0%
20208100	Postage Service	226.00		226.00	-	100%
20208102	Stamps (Postal)	165.00		-	165.00	0%
20208500	Printing Service			-	-	#DIV/0!
20210300	Agriculture/Horticultural Services	27,500.00		11,900.00	15,600.00	43%
20210400	Agricultural/Horticultural Supplies	550.00		13.24	536.76	2%
20211100	Building Maintenance Service	2,200.00	142.00	426.00	1,774.00	19%
20211200	Building Maintenance Supplies	550.00	10.99	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	550.00	7,663.20	4,336.80	64%
20214200	Land Improvement Maintenance Sup.	5,500.00	49.23	82.43	5,417.57	1%
20215100	Mechanical System Maintenance Svcs.	45,000.00	12,832.31	13,601.31	31,398.69	30%
20215200	Mechanical System Maintenance Sup.	3,300.00	29,596.45	29,596.45	(26,296.45)	897%
20216200	Painting Supplies	1,650.00	38.14	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		-	550.00	0%
20219100	Electricity	22,000.00	848.30	8,185.72	13,814.28	37%

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

**December 2023  
Period 6 of 13**

**FYTD Completed = 46%**

CODE	Service & Supply	2023-24 Budget	December	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	3,300.00	192.97	292.11	3,007.89	9%
20219300	Refuse Collection/Disposal	3,300.00	189.90	1,183.40	2,116.60	36%
20219500	Sewage Services	2,200.00	276.28	828.84	1,371.16	38%
20219800	Water	38,500.00		9,461.72	29,038.28	25%
20220500	Automotive Maintenance Service	3,850.00	1,255.93	1,255.93	2,594.07	33%
20220600	Automotive Maintenance Supplies	550.00	2,257.97	2,257.97	(1,707.97)	411%
20221100	Grounds Equipment Maintenance Svcs.	4,400.00		1,683.75	2,716.25	38%
20221200	Grounds Equipment Maintenance Sup.	4,400.00	140.00	1,211.04	3,188.96	28%
20222600	Hand / Expendable Tools	550.00	170.41	349.51	200.49	64%
20223600	Fuel and Lubricant Supplies	5,500.00	277.51	2,240.54	3,259.46	41%
20226200	Office Equip. Maintenance Supplies	1,100.00		29.08	1,070.92	3%
20227500	Rent/Lease Equipment	550.00		-	550.00	0%
20227501	Copy Machine - Lease			-	-	#DIV/0!
20227504	Miscellaneous	550.00	92.40	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	170.23	255.04	(145.04)	232%
20232200	Custodial Supplies	6,600.00	2,328.61	4,489.45	2,110.55	68%
20243700	Lab (Medical) Service (Drug Testing)	110.00		-	110.00	0%
20244300	Medical Service (Pre-emp. testing)	220.00		100.00	120.00	45%
20244400	Medical Supplies (First Aid)	330.00		-	330.00	0%
20250700	Assessment / Collection Services	8,690.00		114.00	8,576.00	1%
20252100	Temporary Services			-	-	#DIV/0!
20253100	Legal Services	8,800.00	375.00	3,360.63	5,439.37	38%
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**

**December 2023  
Period 6 of 13**

**FYTD Completed = 46%**

CODE	CATEGORIES	2023-24 Budget	December	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	2,750.00		-	2,750.00	0%
20281201	Hardware (Computer)			-	-	#DIV/0!
20281265	Application Software Maint Lic Renewal	3,300.00		1,039.99	2,260.01	32%
20281304	Sales Tsx Adj - Board of EQ			-	-	#DIV/0!
20281700	Election Services			-	-	#DIV/0!
20283102	Mileage	550.00	30.26	108.94	441.06	20%
20285100	Recreation Services	3,300.00		-	3,300.00	0%
20285200	Recreation Supplies	3,300.00		-	3,300.00	0%
20285300	Recreation Supp. (P-S) ELP Program			-	-	#DIV/0!
20288000	Prior Year Service & Supply Expe			-	-	#DIV/0!
20289800	Other Operating Expenses - Supplies	350.00		344.79	5.21	99%
20289900	Other Operating Exp. - Misc. expenses	220.00	192.39	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	660.00	2,952.26	1,975.74	60%
20298700	Telephone Services	4,400.00	341.24	2,044.98	2,355.02	46%
20298701	Cell Phones	1,650.00	30.55	879.24	770.76	53%
20299909	Expenditure Reimbursements	22,000.00		-	22,000.00	0%
<b>TOTALS:</b>		<b>396,150.00</b>	<b>\$ 97,263.57</b>	<b>\$ 207,252.42</b>	<b>\$ 188,897.58</b>	<b>52%</b>

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

**December 2023  
Period 6 of 13**

**FYTD Completed = 46%**

CODE	CATEGORIES	2023-24 Budget	December	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	5,860.00	474.76	3,044.06	2,815.94	52%
30323000	Lease Obligation Retirement(Side Fund)	31,800.00	2,600.00	15,600.00	16,200.00	49%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	775.00		703.64	71.36	91%
<b>TOTALS:</b>		<b>38,435.00</b>	<b>\$ 3,074.76</b>	<b>\$ 19,347.70</b>	<b>\$ 19,087.30</b>	<b>50%</b>

**FYTD Completed = 46%**

CODE	CATEGORIES	2023-24 Budget	December	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	5,000.00	-	100%
42420100	Building - Community Ctr Upgrades			-	-	#DIV/0!
<b>TOTALS:</b>		<b>480,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 44,716.81</b>	<b>\$ 435,283.19</b>	<b>9%</b>

**FYTD Completed = 46%**

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

**Grand Total \$ 1,695,355.00 \$ 137,671.69 \$ 441,992.32 \$ 1,253,362.68 26%**

*Grand Total Corrected to  
include GL79790100  
Contingencies amount*

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

**December 2023  
Period 6 of 13**

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

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

**December 2023**  
**Period 6 of 13**

**FYTD Completed = 46%**  
**Percent Received**

<b>Account</b>		<b>2023-24 Budget</b>	<b>December</b>	<b>Received To Date</b>	<b>Unrealized</b>	<b>Percent Received</b>
91910100	Property Tax-Current Secured	700,000.00		-	700,000.00	0%
91910200	Property Tax-Current Unsecured	23,000.00		-	23,000.00	0%
91910300	Property Tax-Current Sup.	18,000.00		-	18,000.00	0%
91910400	Property Tax Sec. Delin.(+Teeter)	4,000.00	5,673.09	5,673.09	(1,673.09)	142%
91910500	Property Tax Supplemental Delin.	1,000.00	1,883.99	1,883.99	(883.99)	188%
91910600	Property Tax-Unitary	6,000.00		-	6,000.00	0%
91912000	Redemption	50.00		-	50.00	0%
91913000	Property Tax Prior Unsecured	400.00		-	400.00	0%
91914000	Penalty	150.00		-	150.00	0%
91919600	RDA Residual Distribution	10,000.00		191.42	9,808.58	2%
<b>Total Taxes</b>		<b>\$ 762,600.00</b>	<b>\$ 7,557.08</b>	<b>7,748.50</b>	<b>\$ 754,851.50</b>	<b>1%</b>
94941000	Interest	2,000.00		-	2,000.00	0%
94942900	Building Rental (Parks & Facilities)	4,674.00		3,270.00	1,404.00	70%
"	Building Rental (Cell Towers 4610.42)	55,326.00	4,610.42	27,662.52	27,663.48	50%
95952200	Homeowner Property Tax Relief	5,000.00		-	5,000.00	0%
95952900	In Lieu Taxes - Other			-	-	#DIV/0!
95953300	Redevelopment Passthru	7,000.00		141.62	6,858.38	2%
95956300	State-Federal Grants			-	-	#DIV/0!
95956900	Other Funds - Local (GRANT)			-	-	#DIV/0!
"	<b>Grant = Park Sponsorships</b>			-	-	#DIV/0!
"	<b>Funds Transferred from 339I</b>			-	-	#DIV/0!
"	<b>Blank</b>			-	-	#DIV/0!
96964600	Recreation Fees			-	-	#DIV/0!
97974000	Insurance Proceeds	18,000.00		-	18,000.00	0%
97979000	Miscellaneous	5,000.00		78.90	4,921.10	2%
97979900	Prior Year (Funds moved to )			-	-	#DIV/0!
98986200	Proceeds from Asset sale - Spec Dist			-	-	#DIV/0!
	Fund Balance Available =xxxxxxx.xx			-	-	#DIV/0!
<b>Problem</b>	**County Error In Process of Correction**	-	-	-	-	0%
<b>Total Other Revenue</b>		<b>\$ 97,000.00</b>	<b>\$ 4,610.42</b>	<b>\$ 31,153.04</b>	<b>\$ 65,846.96</b>	<b>32%</b>
<b>Total Revenue</b>		<b>\$ 859,600.00</b>	<b>\$ 12,167.50</b>	<b>\$ 38,901.54</b>	<b>\$ 820,698.46</b>	<b>5%</b>

**Register Expense Report**  
**Period 6**  
**Account**

**FY 2023/2024**  
**12/1/2023 Through 12/31/2023**  
**339A**  
**December Report**

**Not**  
**Clrd**

Date	Num	Description	Memo	Category	Clrd	Amount
12/5/2023	25011	S CalPERS - 521	11/16- 11/30/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(353.17)
			11/16- 11/30/2023 ER Contrib	121000 Retirement ER Cost	c	(597.37)
12/5/2023	25012	S CalPERS - 521	11/16- 11/30/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(263.09)
			11/16- 11/30/2023 ER Contrib	121000 Retirement ER Cost	c	(379.60)
12/5/2023	25013	S CalPERS - 521	11/16- 11/30/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(122.76)
			11/16- 11/30/2023 ER Contrib	121000 Retirement ER Cost	c	(121.65)
12/5/2023	25014	CAPRI - 8761	3rd Qtr W/C FY 23/24	124000 Workers Comp	c	(1,306.25)
12/5/2023	25015	CAPRI - 8761	7/2023-6/2024 - 2nd half Liability Ins Coverage	205100 Insurance - Liability	c	(40,748.50)
12/5/2023	25016	Cintas - 56036	11/22/2023 - Custodial	232200 Custodial Supplies	c	(125.50)
12/5/2023	25017	S Crime Alert Security - 41852	12/1 - 2/29/2024 - Alarm system Bldings	291700 Alarm Services	c	(135.00)
			12/1 - 2/29/2024 - Alarm System Cameras	291700 Alarm Services	c	(525.00)
12/5/2023	25018	CSDA - 8529	20234 - Membership Dues	206100 Membership Dues	c	(3,391.00)
12/5/2023	25019	Fast Break - 37998	11/2023 Phone service	298700 Telephone Services	c	(195.00)
12/5/2023	25020	First Serve Productions - 61682	HSP - Prepwork Pickleball Conversion	420100 Building	c	(5,000.00)
12/5/2023	25021	S Home Depot - 2843	Paint Supplies	216200 Painting Supplies	c	(31.16)
			Asst Tools	222600 Hand - Expendable Tools	c	(170.41)
12/5/2023	25022	J&J Locksmith - 1833	HSP - Public Womens RR Repair	211200 Building Maint. Supplies	c	(140.00)
12/5/2023	25023	S OK Tire - 14277	Labor - New Battery 2010 Ford Truck	220500 Automotive Maint. Service	c	(185.17)
			Parts - 75 mth Battery 2010 Ford Truck	220600 Automotive Maint. Supplies	c	(199.13)
12/5/2023	25024	S OK Tire - 14277	Labor - 1996 Chevy	220500 Automotive Maint. Service	c	(751.29)
			Parts - 1996 Chevy - Brakes, Oil Chg, Coolant, etc	220600 Automotive Maint. Supplies	c	(845.76)
12/5/2023	25025	Orbit Station - 33714	11/2023 - Fuel Chgs	223600 Fuel & Lubricant Supplies	c	(277.51)
12/5/2023	25026	PG&E - 1383	11/2023 - Billing	219200 Natural Gas Service	c	(192.97)
12/5/2023	25027	Sacramento County utilities - 666	10/22 - 12/21/2023 - Billing	219500 Sewage Services	c	(276.28)
12/5/2023	25028	S Smart & Final - 22935	10 cases water for staff	227504 Misc (Bottled Water for Staff)	c	(92.40)
			Custodial - bleach, cleaner	232200 Custodial Supplies	c	(33.38)
12/5/2023	25029	T-Mobile - 32685	11/2023 District Cell phone	298701 Cell Phones	c	(30.55)
12/5/2023	25030	Umpqua CC - 71085	11/2023 Stmt	200500 Advertising - Legal Notices	c	(75.00)
12/5/2023	25031	S Umpqua Bank - 52152	12/2023 - Side Fund Interest	321000 Interest Expense	c	(474.76)
			12/2023 - Side Fund Principal	323000 Lease Oblig Retirement Side Fur	c	(2,600.00)
12/11/2023	25032	ACRPD Revolving Account - 8213	Check 1018 - Reimb L Botaman locks for Pickleball Co	214200 Land Improvement Maint. Suppl	c	(31.52)
12/11/2023	25033	Cintas - 56036	12/6/2023 - Custodial	232200 Custodial Supplies	c	(125.50)
12/11/2023	25034	S Home Depot - 2843	Rails for Rental Facility	211200 Building Maint. Supplies	c	(10.99)
			Paint supplies	216200 Painting Supplies	c	(6.98)
			2 gal Sprayer	232200 Custodial Supplies	c	(30.13)

12/11/2023	25035	S	Odell's Pump & Motor Service - 38345	Labor - HSP Well	215100 Mechanical Sys Maint. Services	c	(12,603.31)
				Parts repair - HSP Well	215200 Mechanical Sys Maint. Supplies	c	(29,596.45)
12/11/2023	25036		Rally Factory - 47200	Staff Shirts	231400 Clothing - Personal Supplies	c	(19.40)
12/11/2023	25037		Republic Services - 57909	11/2023 - Billing	219300 Refuse Collection-Disposal	c	(189.90)
12/11/2023	25038		Rio Linda Fence - 57446	HSP - Repaired Pickleball Court gates	214100 Land Improvement Maint. Service	c	(550.00)
12/11/2023	25039		SMUD - 4025	11/2023 - SMUD Billing	219100 Electricity	c	(848.30)
12/15/2023	EFT		# 400046267 - Health Benefits	Health Benefits Pay Date 12/15/2023	123000 Health Insurance(s)	c	(1,827.48)
12/15/2023	P/R+Taxes	S	Payroll And Taxes	Period 11/16/2023 - 11/30/2023- Ck date 12/15/2023	111000 Salaries & Wages	c	(11,187.77)
				Brd Pay Ck date 12/15/2023	112400 Stipend Commission & Board	c	(250.00)
				Time/One Half - Ck date 12/15/2023	113200 OT & Straight Time	c	-
				OT Straight Pay - Ck date 12/15/2023	113200 OT & Straight Time	c	(242.60)
				OASDHI - Ck date 12/15/2023	122000 OASDHI	c	(893.58)
				SUI ER Contrib Ck date 12/15/2023	125000 SUI Insurance (ER Cost)	c	(24.07)
				Termination Pay	115200 Terminal Pay	c	-
12/19/2023	DepPermit	S	County Of Sacramento Deposit Permit	Studio / Field Space	942900 Building Rental + Other	c	-
				Event Building / GPA / Park Rentals	942900 Building Rental + Other	c	-
				Cell Tower	942900 Building Rental + Other	c	4,610.42
				Grants -	956300 State - Federal Grants	c	-
				Misc Funds Collected / Received	979000 Misc Other Revenues	c	-
				Rental Refunds	942900 Building Rental + Other	c	-
12/19/2023	25040	S	CalPERS Health - 12733	1/2024 - Medical - 4 EE's	5420516 Insurance (Clearing Acct)	c	(4,085.64)
				1/2024 - Medical - EE Admin Fee	123000 Health Insurance(s)	c	(13.07)
				1/2024 - Medical - 2 Retirees	128000 Retiree Health Benefits	c	(175.82)
12/19/2023	25041	S	CalPERS - 521	12/1- 12/15/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(353.17)
				12/1 - 12/15/2023 ER Contrib	121000 Retirement ER Cost	c	(597.37)
12/19/2023	25042	S	CalPERS - 521	12/1- 12/15/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(263.09)
				12/1 - 12/15/2023 ER Contrib	121000 Retirement ER Cost	c	(379.60)
12/19/2023	25043	S	CalPERS - 521	12/1- 12/15/2023 EE Contrib	05420514 Retirement (EE Contribution)	c	(122.76)
				12/1 - 12/15/2023 ER Contrib	121000 Retirement ER Cost	c	(121.65)
12/19/2023	25044		Cintas - 56036	11/8/2023 - Balance due claim #24995	232200 Custodial Supplies	c	(31.93)
12/19/2023	25045		Cintas - 56036	11/14/2023 - 40 cases Blk trash liners	232200 Custodial Supplies	c	(1,982.17)
12/19/2023	25046		Clarke & Rusch - 8939	12/11/2023 Planned Maint.	215100 Mechanical Sys Maint. Services	c	(229.00)
12/19/2023	25047		Cole Huber - 54641	11/2023 Ref: TRUSD MOU, Brd agenda review	253100 Legal Services	c	(375.00)
12/19/2023	25048		Comcast - 12322	12/2023 - Billing-Phone/HSI	298700 Telephone Services	c	(146.24)
12/19/2023	25049		Defender Termite & Pest - 71461	12/7/2023 - HSP Pest Control	211100 Building Maint. Service	c	(70.00)
12/19/2023	25050		Defender Termite & Pest - 71461	12/7/2023 -Oakdale RR Pest Control	211100 Building Maint. Service	c	(72.00)
12/19/2023	25051		Home Depot - 2843	HSP Gate latches - Pickleball Courts	214200 Land Improvement Maint. Suppl	c	(17.71)
12/19/2023	25052		Home Depot - 2843	Staff sweat shirts	231400 Clothing - Personal Supplies	c	(150.83)
12/19/2023	25053		Jorgenson Co - 48104	2023 Yrly Fire Exten. Inspection @ HSP	289900 Other Oper Exp Fire Extingushe	c	(192.39)
12/29/2023	P/R+Taxes	S	Payroll And Taxes	Period 12/1/2023 - 12/15/2023- Ck date 12/29/2023	111000 Salaries & Wages	c	(11,027.77)
				Brd Pay Ck date 12/29/2023	112400 Stipend Commission & Board	c	(250.00)
				Time/One Half - Ck date 12/29/2023	113200 OT & Straight Time	c	(184.01)

	OT Straight Pay - Ck date 12/29/2023	113200 OT & Straight Time	c	(36.39)	
	OASDHI - Ck date 12/29/2023	122000 OASDHI	c	(879.59)	
	SUI ER Contrib Ck date 12/29/2023	125000 SUI Insurance (ER Cost)	c	(10.24)	
	Termination Pay	115200 Terminal Pay	c	-	
12/29/2023 EFT	# 400046333 - Health Benefits	Health Benefits Pay Date 12/29/2023	123000 Health Insurance(s)	c	(1,827.48)
12/31/2023 TaxRevenue	S Property Tax(s) Deposited Per County C	12/2023 - Property Tax - Current Secured	910100 Prop Tax Current Secured	c	-
		12/2023 - Property Tax - Current Unsecured	910200 Prop Tax Current Unsecured	c	-
		12/2023 - Property Tax - Current Sup.	910300 Prop Tax Current Sup	c	-
		12/2023 - Property Tax Sec Delin.(+Tetter)	910400 Prop Tax Sec Delinquent + Teets	c	5,673.09
		12/2023 - Property Tax Supplement Delin.	910500 Prop Tax Supplemental Delinque	c	1,883.99
		12/2023 - Properry Tax-Unitary	910600 Prop Tax Unitary	c	-
		12/2023 - Redemption	912000 Prop Tax Redemption	c	-
		12/2023 - Property Tax Prior Unsecured	913000 Prop Tax Prior Unsecured	c	-
		12/2023 - Penalty	914000 Prop Tax Penalties	c	-
		12/2023 - RDA Residual Distribution	919600 RDA Residual Distribution	c	-
		12/2023 - Interest	941000 Interest	c	-
		12/2023 - Homeowner Property Tax Relief	952200 Homeowner Prop Tax Relief	c	-
		12/2023 - Redevelopment Passthru	953300 Redevelopment Passthru	c	-
		12/2023 -Taxes Other	919900 Taxes Other	c	-
		TOTAL 12/1/2023 - 12/31/2023			(129,505.06)
		BALANCE 12/31/2023			(434,324.35)
		TOTAL INFLOWS			12,167.50
		TOTAL OUTFLOWS			(141,672.56)
		NET TOTAL			(129,505.06)

Period 1 thru 6

Date	Num	Description	Memo	Clr	Amount
<b>EXPENSES</b>					
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	11/2023 Stmt	c	(75.00)
<b>TOTAL 200500 Advertising - Legal Notices</b>					<b>(150.00)</b>
202900 Business Conference Expenses					
7/6/2023	24836	Umpqua CC - 71085	6/2023 Stmt	c	(40.40)
8/4/2023	24876	S Umpqua CC - 71085	Business lunch	c	(34.54)
9/6/2023	24916	S Umpqua CC - 71085	CPRS Expo / Carmichael Dist	c	(70.00)
			CPRS Expo - Double billed - requesting refund	c	(45.00)
10/3/2023	24953	S Umpqua CC - 71085	CPRS Expo CREDIT	c	45.00
<b>TOTAL 202900 Business Conference Expenses</b>					<b>(144.94)</b>
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)
<b>TOTAL 205100 Insurance - Liability</b>					<b>(81,497.00)</b>
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)
<b>TOTAL 206100 Membership Dues</b>					<b>(6,056.00)</b>
207600 Office Supplies					
9/19/2023	24928	J&J Locksmith - 1833	Office file cabinet - replace lock	c	(152.27)
11/6/2023	24991	Staples Business Advantage - 14122	Office supplies	c	(194.88)
<b>TOTAL 207600 Office Supplies</b>					<b>(347.15)</b>
207602 Signs					
10/3/2023	24953	S Umpqua CC - 71085	Signs-No Parking & Restricted Entrance	c	(110.98)
<b>TOTAL 207602 Signs</b>					<b>(110.98)</b>
208100 Postage Service (PO Box)					

8/4/2023	24876	S	Umpqua CC - 71085	1 Yr Renewal PO Box	c	(226.00)
<b>TOTAL 208100 Postage Service (PO Box)</b>						(226.00)
<b>210300 Agriculture-Horticultural Service</b>						
7/18/2023	24850		Raul's Tree Care - 69419	HSP - Trim, clear, haul (courts)	c	(1,600.00)
7/18/2023	24851		Raul's Tree Care - 69419	ACP - Trim, clear, haul (new RR)	c	(1,600.00)
7/27/2023	24858		Dave Weber - 54010	ACP Disk & clear lot	c	(700.00)
8/14/2023	24886		Raul's Tree Care - 69419	ACP - Clear trail on Garfield	c	(1,500.00)
10/11/2023	24958		Raul's Tree Care - 69419	HSP - Live Oak - remove, grind stump @ Myrtle Ave	c	(2,500.00)
10/11/2023	24959		Raul's Tree Care - 69419	HSP - Live Oak -lg branch near lg blding parking lot	c	(1,800.00)
10/11/2023	24960		Raul's Tree Care - 69419	HSP - Live Oak -pruned Live Oak near parking lot	c	(2,200.00)
<b>TOTAL 210300 Agriculture-Horticultural Service</b>						(11,900.00)
<b>210400 Agricultural-Hort. Supplies</b>						
10/3/2023	24942	S	Home Depot - 2843	Wasp spray	c	(7.55)
10/3/2023	24943	S	Juanita Petersen - 910220	Pest control	c	(5.69)
<b>TOTAL 210400 Agricultural-Hort. Supplies</b>						(13.24)
<b>211100 Building Maint. Service</b>						
8/9/2023	24877		Defender Termite & Pest - 71461	8/3/2023 - HSP Pest Control	c	(70.00)
8/9/2023	24878		Defender Termite & Pest - 71461	8/3/2023 - Oakdale RR Pest Control	c	(72.00)
11/6/2023	24982		Defender Termite & Pest - 71461	10/19/2023 - HSP Pest Control	c	(70.00)
11/6/2023	24983		Defender Termite & Pest - 71461	10/19/2023 - Oakdale RR Pest Control	c	(72.00)
12/19/2023	25049		Defender Termite & Pest - 71461	12/7/2023 - HSP Pest Control	c	(70.00)
12/19/2023	25050		Defender Termite & Pest - 71461	12/7/2023 -Oakdale RR Pest Control	c	(72.00)
<b>TOTAL 211100 Building Maint. Service</b>						(426.00)
<b>211200 Building Maint. Supplies</b>						
12/5/2023	25022		J&J Locksmith - 1833	HSP - Public Womens RR Repair	c	(140.00)
12/11/2023	25034	S	Home Depot - 2843	Rails for Rental Facility	c	(10.99)
<b>TOTAL 211200 Building Maint. Supplies</b>						(150.99)
<b>214100 Land Improvement Maint. Services</b>						
7/27/2023	24859	S	Electrical Service Company - 75974	HSP - Installed/welded 6 Bbq base plates	c	(870.00)
				HSP - Weld gate handle on retention chain	c	(100.00)
8/22/2023	24893	S	Electrical Service Company - 75974	HSP - Tennis court light controls	c	(4,814.00)
				HSP - Freight chg - Cabinet tennis court control	c	(390.00)
10/3/2023	24942	S	Home Depot - 2843	Sakrete	c	(9.20)
11/15/2023	24994		Carson Landscape Indus. - 18136	HSP Irrigation repair	c	(930.00)

12/11/2023	25038 Rio Linda Fence - 57446	HSP - Repaired Pickleball Court gates	c	(550.00)
		<b>TOTAL 214100 Land Improvement Maint. Services</b>		<b>(7,663.20)</b>
<b>214200 Land Improvement Maint. Supplies</b>				
8/22/2023	24887 ACRPD Revolving Account - 8213	Check 1013 - Reimb R Clother 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)
		<b>TOTAL 214200 Land Improvement Maint. Supplies</b>		<b>(82.43)</b>
<b>215100 Mechanical Sys Maint. Services</b>				
8/14/2023	24882 Clarke & Rusch - 8939	8/9/2023 Planned Maint.	c	(229.00)
8/22/2023	24888 All Pro Backflow - 69926	Backflow test -ACP = 2 / Oak = 4	c	(540.00)
12/11/2023	25035 S Odell's Pump & Motor Service - 38345	Labor - HSP Well	c	(12,603.31)
12/19/2023	25046 Clarke & Rusch - 8939	12/11/2023 Planned Maint.	c	(229.00)
		<b>TOTAL 215100 Mechanical Sys Maint. Services</b>		<b>(13,601.31)</b>
<b>215200 Mechanical Sys Maint. Supplies</b>				
12/11/2023	25035 S Odell's Pump & Motor Service - 38345	Parts repair - HSP Well	c	(29,596.45)
		<b>TOTAL 215200 Mechanical Sys Maint. Supplies</b>		<b>(29,596.45)</b>
<b>216200 Painting Supplies</b>				
9/6/2023	24905 S Home Depot - 2843	Paint items	c	(29.89)
12/5/2023	25021 S Home Depot - 2843	Paint Supplies	c	(31.16)
12/11/2023	25034 S Home Depot - 2843	Paint supplies	c	(6.98)
		<b>TOTAL 216200 Painting Supplies</b>		<b>(68.03)</b>
<b>216700 Plumbing Maint. Service</b>				
11/15/2023	24993 America's Plumbing - 70141	Plumbing Service HSP Water heater connection	c	(785.52)
		<b>TOTAL 216700 Plumbing Maint. Service</b>		<b>(785.52)</b>
<b>219100 Electricity</b>				
7/12/2023	24843 SMUD - 4025	6/2023 - SMUD Billing	c	(1,614.13)
8/9/2023	24880 SMUD - 4025	7/2023 - SMUD Billing	c	(1,879.49)
9/6/2023	24914 SMUD - 4025	8/2023 - SMUD Billing	c	(1,711.87)
10/11/2023	24963 SMUD - 4025	9/2023 - SMUD Billing	c	(1,361.72)
11/15/2023	25001 SMUD - 4025	10/2023 - SMUD Billing	c	(770.21)
12/11/2023	25039 SMUD - 4025	11/2023 - SMUD Billing	c	(848.30)
		<b>TOTAL 219100 Electricity</b>		<b>(8,185.72)</b>

219200 Natural Gas Service

7/6/2023	24831 PG&E - 1383	6/2023 - Billing	c	(27.20)
8/4/2023	24872 PG&E - 1383	7/2023 - Billing	c	(16.68)
9/6/2023	24909 PG&E - 1383	8/2023 - Billing	c	(15.11)
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)
<b>TOTAL 219200 Natural Gas Service</b>				<b>(292.11)</b>

219300 Refuse Collection-Disposal

7/6/2023	24833 Republic Services - 57909	6/2023 - Billing	c	(189.90)
8/4/2023	24873 Republic Services - 57909	7/2023 - Billing	c	(189.90)
9/6/2023	24910 Republic Services - 57909	8/2023 - Billing	c	(189.90)
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)
<b>TOTAL 219300 Refuse Collection-Disposal</b>				<b>(1,183.40)</b>

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)
<b>TOTAL 219500 Sewage Services</b>				<b>(828.84)</b>

219800 Water

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

11/21/2023	25009	Sacramento Suburban Water - 26158	11/2023 - Myrtle (Oak)	c	(795.34)
11/21/2023	25010	Sacramento Suburban Water - 26158	11/2023 - HSP	c	(162.36)
<b>TOTAL 219800 Water</b>					<b>(9,461.72)</b>
<b>220500 Automotive Maint. Service</b>					
11/21/2023	25008	S OK Tire - 14277	Smog - 2010 Ford	c	(62.95)
			Labor - 2010 Ford	c	(256.52)
12/5/2023	25023	S OK Tire - 14277	Labor - New Battery 2010 Ford Truck	c	(185.17)
12/5/2023	25024	S OK Tire - 14277	Labor - 1996 Chevy	c	(751.29)
<b>TOTAL 220500 Automotive Maint. Service</b>					<b>(1,255.93)</b>
<b>220600 Automotive Maint. Supplies</b>					
11/21/2023	25008	S OK Tire - 14277	4 Tires & parts 2010 Ford	c	(1,213.08)
12/5/2023	25023	S OK Tire - 14277	Parts - 75 mth Battery 2010 Ford Truck	c	(199.13)
12/5/2023	25024	S OK Tire - 14277	Parts - 1996 Chevy - Brakes, Oil Chg, Coolant, etc	c	(845.76)
<b>TOTAL 220600 Automotive Maint. Supplies</b>					<b>(2,257.97)</b>
<b>221100 Grounds Equip Maint. Services</b>					
7/18/2023	24849	S PAPE - 18032	Labor - Kubota Mower	c	(62.50)
10/11/2023	24954	S Bar-Hein Co. - 1463	Labor - Echo Blower	c	(90.00)
11/6/2023	24987	S PAPE - 18032	Labor - J Deere Z920A	c	(862.50)
11/6/2023	24988	S PAPE - 18032	Labor - J Deere Z997R	c	(668.75)
<b>TOTAL 221100 Grounds Equip Maint. Services</b>					<b>(1,683.75)</b>
<b>221200 Ground Equip Maint. Supplies</b>					
7/18/2023	24849	S PAPE - 18032	Repair Parts - Kubota Mower (battery)	c	(102.44)
9/6/2023	24898	S Bar-Hein Co. - 1463	Chain, spark plug	c	(33.67)
9/6/2023	24906	J&J Locksmith - 1833	8 locks	c	(150.33)
10/11/2023	24954	S Bar-Hein Co. - 1463	Parts - Echo Blower	c	(9.34)
11/6/2023	24987	S PAPE - 18032	Repair Parts - J Deere Z920A	c	(430.96)
11/6/2023	24988	S PAPE - 18032	Repair Parts - J Deere Z997R	c	(344.30)
<b>TOTAL 221200 Ground Equip Maint. Supplies</b>					<b>(1,071.04)</b>
<b>222600 Hand - Expendable Tools</b>					
9/6/2023	24898	S Bar-Hein Co. - 1463	Prunner, 2/rakes	c	(70.01)
9/6/2023	24905	S Home Depot - 2843	Sanding disc	c	(8.91)
10/3/2023	24942	S Home Depot - 2843	Bucket, rope, ele. tape	c	(14.00)
11/15/2023	24998	S Home Depot - 2843	Hose	c	(86.18)
12/5/2023	25021	S Home Depot - 2843	Asst Tools	c	(170.41)

**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)
<b>TOTAL 223600 Fuel &amp; Lubricant Supplies</b>					<b>(2,240.54)</b>

**226200 Office Equip Maint Supplies**

10/3/2023	24939	Encompass - 18796	Waste Toner Cartridge	c	(29.08)
<b>TOTAL 226200 Office Equip Maint Supplies</b>					<b>(29.08)</b>

**227504 Misc (Bottled Water for Staff)**

8/4/2023	24875	S Smart & Final - 22935	5 cases water for staff	c	(36.20)
			Kitchen items	c	(37.43)
12/5/2023	25028	S Smart & Final - 22935	10 cases water for staff	c	(92.40)
<b>TOTAL 227504 Misc (Bottled Water for Staff)</b>					<b>(166.03)</b>

**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)
<b>TOTAL 231400 Clothing - Personal Supplies</b>					<b>(255.04)</b>

**232200 Custodial Supplies**

7/12/2023	24838	Cintas - 56036	7/6/2023 - Custodial	c	(125.50)
7/25/2023	24854	Cintas - 56036	7/19/2023 - Custodial	c	(125.50)
8/4/2023	24866	Cintas - 56036	1 case Blk gloves	c	(118.53)
8/4/2023	24867	Cintas - 56036	8/2/2023 Custodial & 2 cases PT	c	(197.74)
8/22/2023	24892	Cintas - 56036	8/16/2023 - Custodial	c	(125.50)



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)

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)

Adobe Acrobat 2020 Program

c

(60.00)

10/2023 - Wireless irrigation

c

(220.00)

**TOTAL 281265 Application Software Maint. Lic**

(1,039.99)

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)

**TOTAL 283102 Mileage**

(108.94)

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)

**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)
<b>TOTAL 291500 Compass Costs</b>					<b>(1,095.83)</b>

291700 Alarm Services

7/6/2023		24826 Crime Alert Security - 41852	7/2023- 9/30/2022 Alarm System Office & Shop	c	(240.00)
7/6/2023		24834 Sacramento Control Systems - 1112	7/2023 - 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)
<b>TOTAL 291700 Alarm Services</b>					<b>(2,952.26)</b>

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)
<b>TOTAL 298700 Telephone Services</b>					<b>(2,044.98)</b>

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)



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

**December 2023**  
**Period 6 of 13**

**FYTD Completed = 46%**

CODE	CAPITAL OUTLAY	2023-24 Budget	December	Expended To Date	Balance	Percent Expended
42420100	Buildings <b>New ADA Features @ HSP</b>			-	-	#DIV/0!
42420110	Leasehold Improv. <b>(Oakdale Park)</b>			-	-	#DIV/0!
42420200	Structures <b>ACP Park Improv. Proj</b>			-	-	#DIV/0!
	Structures <b>ACP Park Improv. Restroom</b>	149,949.00	41,210.39	146,270.07	3,678.93	98%
	Structures <b>HSP Play Ground Equip</b>	250,000.00		-	250,000.00	0%
	Structures <b>HSP Pickleball Proj</b>	50,000.00	45,888.00	45,888.00	4,112.00	92%
43430300	Equipment-SD Non-Recon - <b>New Play Equip</b>			-	-	#DIV/0!
45450300	Infr--SD-Non-Recon - <b>ACP Pedi Bridge Proj</b>			-	-	#DIV/0!
46460300	Other Intangible Asset-Spec Dist - <b>HSP Comm. Ctr Impro.</b>			-	-	#DIV/0!
46461300	Intangibles - ???			-	-	#DIV/0!
				-	-	#DIV/0!
<b>TOTALS:</b>		<b>449,949.00</b>	<b>\$ 87,098.39</b>	<b>\$ 192,158.07</b>	<b>\$ 257,790.93</b>	<b>43%</b>

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

**December 2023**  
**Period 6 of 13**

**FYTD Completed = 46%**

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

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

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

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

**Register Expense Report**  
**Period 6**  
Account

**FY 2023/2024**  
**12/1/2023 Through 12/31/2023**  
**339D**  
**December Report**

**Not**  
**Clrd**

<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Category</b>	<b>Clrd</b>	<b>Amount</b>
12/5/2023	218	First Serve Productions - 61682	HSP - Pickleball Court (339I Funds)	420200 Structures (Projects @ ACP)	c	(45,888.00)
12/5/2023	219	J&J Locksmith - 1833	ACP New RR Locks (339I Funds)	420200 Structures (Projects @ ACP)	c	(129.00)
12/5/2023	220	Public Restroom Company - 429070	ACP RR Project (339I Funds)	420200 Structures (Projects @ ACP)	c	(20,018.00)
12/19/2023	221	Staples Construction - 52639	Proj104685.00-ACP RR (Prop 68 Funding)	420200 Structures (Projects @ ACP)	c	(21,063.39)
				TOTAL 12/1/2023 - 12/31/2023		(87,098.39)
				BALANCE 12/31/2023		138,552.73
				TOTAL INFLOWS		-
				TOTAL OUTFLOWS		(87,098.39)
				NET TOTAL		(87,098.39)

Period 1 thru 6

Date	Num	Description	Memo	Clr	Amount
INCOME					
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
<b>TOTAL INCOME</b>					<b>300,000.00</b>
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)
<b>TOTAL 420200 Structures (Projects @ ACP)</b>					<b>(192,158.07)</b>
<b>TOTAL EXPENSES</b>					<b>(192,158.07)</b>
<b>OVERALL TOTAL</b>					<b>107,841.93</b>

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

**December 2023**

**Period 6**

**339B - Grant Trust**

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

**088H - Park Dedication**

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 6,852.66	\$ -		\$ 6,852.66

**339C - ADA Funds**

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

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

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 97,926.88			\$ 97,926.88

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

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





**Arcade Creek Recreation and Park District**

**MEETING DATE: January 18, 2024**

**AGENDA ITEM: 5 g Consent Agenda  
Correspondence Period 7**

**No correspondence received.**

# Arcade Creek

Recreation and Park District

#### Board of Directors

Travis Dworetzky  
Greg Wilson  
Michael Hanson  
Scott Miller  
Alex Vassar

#### Mailing Address

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#### Telephone

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#### Email

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#### Arcade Creek Park

5613 Omni Drive  
Sacramento, CA

#### Hamilton Street Park

4855 Hamilton Street  
Sacramento, CA

#### Oakdale Park

3708 Myrtle Avenue  
North Highlands, CA

January 18, 2024

Dear Board of Directors,

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

The Restroom Building is in the park but there is still one permit holding us up on completing the project. Virg Anderson is working on that and with holidays it has been hard to get any work done with Sacramento County.

We have added a new amenity with our 6 pickleball courts and the word is getting out. We are keeping the courts unlocked due to high attendance and Anita and Mike are repairing the nets when vandalized.

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

The permits for the shop are still being pursued by Virg Anderson.

We have had a successful year with all the projects the Board of Directors have approved.

Happy New Year,

*Lisa Gonzalez*

Arcade Creek Recreation and Park District

<b>Meeting Date January 18, 2024</b>		<b>Item # 6 a</b>
		<b>Old Business</b>
<b>Subject: Nominate and vote for Board Officers Positions for 2024</b>		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Kim Cook</i> Office Manager
<b>Objective</b> To receive interest from Board members for desired positions.		
<b>Background</b> Typically, the Board elects a Chair, Vice-Chair and Secretary/Treasurer during the first Board meeting of each year.		
<b>Analysis</b> The Board Policy stipulates those officers shall be nominated and elected during the first Board meeting of each year.		
<b>Budget/Cost Information</b> None		
<b>Proposed Action</b> To consider leadership positions with the District		
<b>Alternative Actions</b> Maintain the status quo and vote by acclamation.		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b>

<b>Meeting Date</b> <b>January 18, 2024</b>		<b>Item #</b> <b>6b. Old Business</b>
<b>Subject:</b> <b>Monthly update on the Nature Trail at Arcade Creek Park</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Lisa Gonzalez</i>
<p>The only report received this month was on December 22, 2023 and the Hot Sheriff responded to me for more information.</p> <p>Jack who lives in the neighborhood called the Fire Department because there was a huge fire in the BBQ.</p> <p>The maintenance staff is doing an excellent job moving the homeless and keeping the trail safe.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b>

<b>Meeting Date: January 18, 2024</b>		<b>Item # 6 c</b>
		<b>Old Business</b>
<b>Subject: Discuss District Salary Ranges</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b> 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 agenda, December 14, 2023.</i></p> <p><b>Background</b>          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><b>Analysis</b>          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><b>Budget/Cost Information</b>          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><b>Recommendation</b>          1) Adopt formal Salary Scale for ACRPD in accordance with CA State Law requirements.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b> Proposed Salary Scale Gantt Chart – Hourly Rates / Positions Benchmark Districts

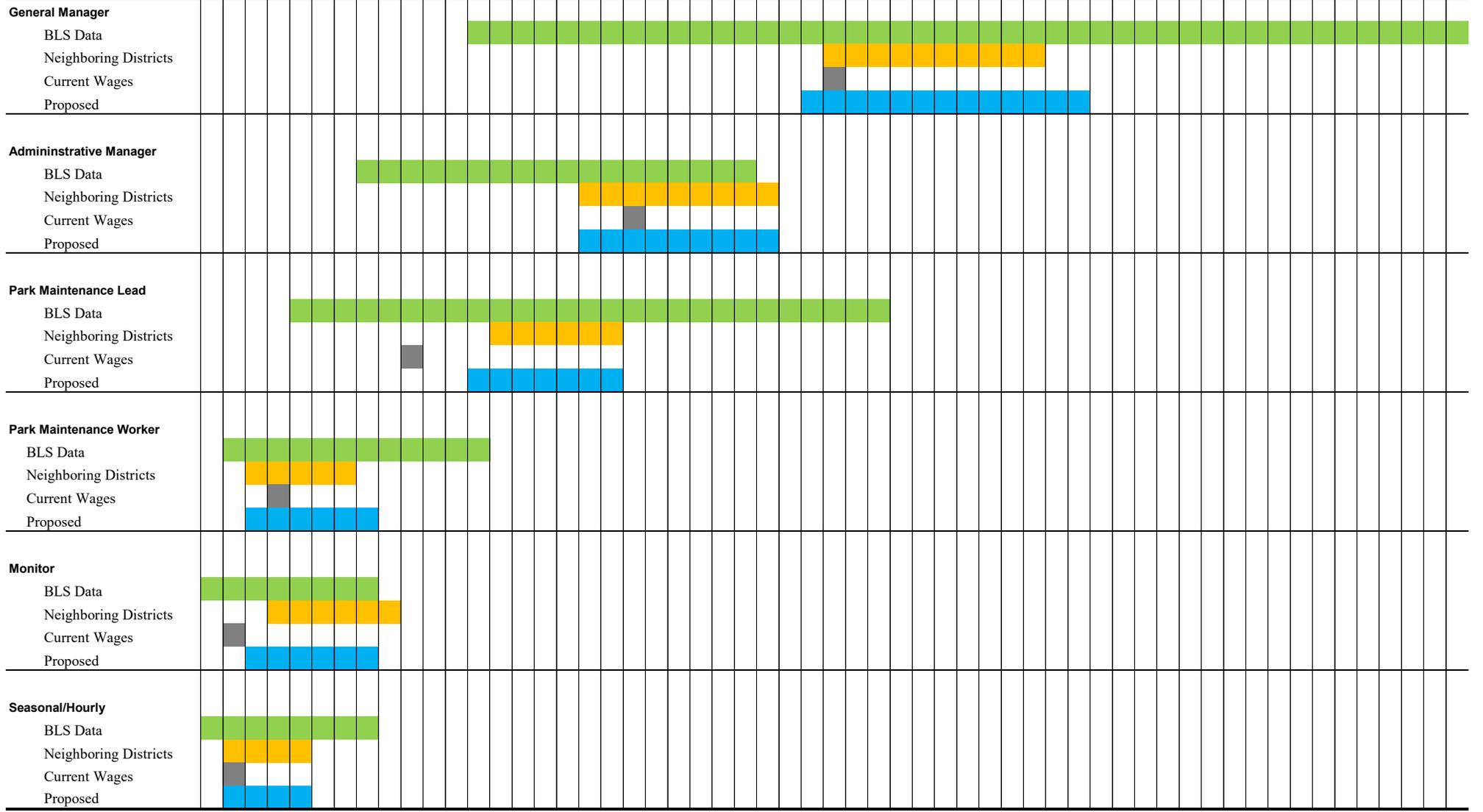
**Arcade Creek Recreation and Park District**  
**4855 Hamilton Street**  
**Sacramento, CA 95841**

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
<b>General Manager</b>	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
<b>Administrative Manager</b>	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
<b>Park Maintenance Lead</b>	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
<b>Park Maintenance Worker</b>	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
<b>Monitor</b>	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
<b>Seasonal/Hourly</b>	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**

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



List of Neighboring Districts  
Used for salary comparison

Arcade Creek  
Budget: 1.3M  
Employees: 5  
Acres: 48.5

Arden Park  
Budget: 1.5M  
Employees: 4  
Acres: 13

Fair Oaks  
Budget: 3.3M  
Employees: 19  
Acres: 121

Fulton El Camino  
Budget: 3.7M  
Employees: 9  
Acres: 72.8

North Highlands  
Budget: 2.9M  
Employees: 13  
Acres: 86.21

<b>Meeting Date January 18, 2024</b>		<b>Item # 6 d</b>
		<b>Old Business</b>
<b>Subject: Draft Review Policy 2900 General Manager</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  Director T. Dworetzky & Kim Cook
<p><i>Item originally appeared on the November 16, 2023 agenda, December 14, 2023</i></p> <p><b>Objective</b> To review and update Policy 2900 that relates to the Districts General Manager.</p> <p><b>Background</b> The last update on Policy 2900 was Board approved in August 2018.</p> <p>Since the current GM has stated that their intent is to retire in late 2024, this is the opportunity to review and make necessary changes to the policy.</p> <p><b>Budget/Cost Information</b> The current fiscal year budget should have no impact.</p> <p>Any impact would take place if the hiring of a replacement GM occurs before the end of FY 2023-24, and depending on what salary range is agreed upon, as well as any other factors such as vacation and sick leave in the new policy.</p> <p><b>Proposed Action</b> For the Directors to review and discuss the proposed policy, making changes that would serve as a positive guideline for a new General Manager.</p> <p><b>Alternative Actions</b> Continue using current policy.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b> Prior attachments removed

<b>Meeting Date January 18, 2024</b>		<b>Item # 6 e</b>
		<b>Old Business</b>
<b>Subject: Proposed Successor Agreement between TRUSD and ACRPD</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report coordinated or prepared by</b> <p style="text-align: center;"><b>Derek Cole</b> <b>Legal Counsel</b></p>
<p><b><i>Item originally appeared on the December 14, 2023 agenda</i></b></p> <p><b>Background:</b> On September 8, 1977, the Rio Linda Union School District and ACRPD entered into an agreement for the joint use of property owned by the Rio Linda Union School District , on and around which the Oakdale Elementary School is located (“1977 Agreement”). The 1977 Agreement allowed ACRPD to use designated school district-owned property for athletic fields, playgrounds, and other recreational uses. The 1977 Agreement was for a term of one year, but by its terms automatically renews each year unless expressly terminated. The 1977 Agreement has never been terminated and remains in effect. Through the 1977 Agreement, ACRPD has historically provided and maintained the park known as Oakdale Park, the boundaries of which are identified as the “Joint Use Agreement Area.”</p> <p>The Rio Linda Union School District and ACRPD entered into a separate Lease Agreement on January 9, 1978 (“1978 Agreement”) for the shared use of the school district’s property adjacent to the Oakdale Elementary School. The Rio Linda Union School District and ACRPD then entered into a successor, 30-year Lease Agreement to the 1978 Agreement for the continued shared use of the property adjacent to the Oakdale Elementary School by a new Lease Agreement dated April 12, 2004 (“Current Lease Agreement”). The Current Lease Agreement has an expiration date of April 11, 2034. The area it accompanies is referred to as the “30-Year Lease Area.”</p> <p>Prior to the execution of, and in conjunction with, the Current Lease Agreement, the Rio Linda Union School District and ACRPD entered into a Memorandum of Understanding dated April 29, 2002 (“Memorandum of Understanding”). The Memorandum of Understanding governs the Parties’ relationship and obligations concerning the Oakdale School Park Community Center (“Community Center”), through which youth center and park facilities are provided during school and after school hours. The Community Center is located on the same property as the 30-Year Lease Area.</p> <p>TRUSD became the successor to the Rio Linda Union School District effective July 1, 2008. At TRUSD’s request, ACRPD executed a Letter of Clarification effective February 7, 2011, recognizing TRUSD as the successor to the Rio Linda Union School District under the 1977 Agreement, Current Lease Agreement, and Memorandum of Understanding.</p>		

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. ACRPD will be required to vacate from the Community Center by January 15, 2024. The agreement will be for a three-year term, and the parties can mutually extend the agreement for any future terms before expiration.

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

**Coordination and Review**

This is a standard practice of the Board.

**Attachment(s)**

Proposed Successor Agreement

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

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

**RECITALS**

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

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

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

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

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

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

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

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

NOW, THEREFORE, TRUSD and ACRPD agree as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Additional Terms and Conditions**

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

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

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

The provisions of this Paragraph shall survive this Successor Agreement.

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

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

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

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

17. This Successor Agreement may be executed in counterparts.

SO AGREED.

TWIN RIVERS UNIFIED SCHOOL DISTRICT

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

\_\_\_\_\_  
Date

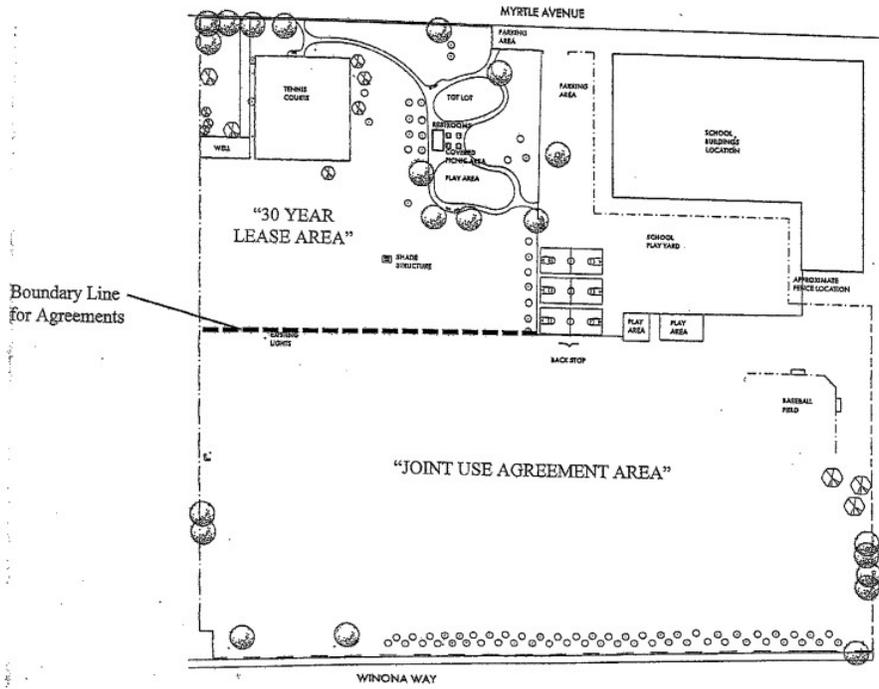
ARCADE CREEK RECREATION AND PARK DISTRICT

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

\_\_\_\_\_  
Date

**EXHIBIT A**

**Continued Maintenance Areas**



Boundary Line for Agreements

Site Map  
Exhibit B

EXISTING CONDITIONS  
**OAKDALE PARK**



DATE: 02-12  
BY: [signature]

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

<b>Meeting Date:</b> <b>January 18, 2024</b>		<b>Item #</b> <b>6f</b> <b>Old Business</b>
<b>Subject:</b> <b>Discuss and establish office hours</b>		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Lisa Gonzalez</i>
<b>Objective</b>  <p>At the December board meeting the question was posed by Board Member Dworetzky on what hours the Hamilton Street Office will be open to the public. This was discussed with Kim Cook, Denis Nishihara, and myself. We all agreed the office would be best for our customers, open from 8am to 4pm. Currently the hours are posted on the website and painted on the fence of the office at 8:30 to 5:00pm. If the Board of Directors would be in favor of 8am to 4pm that would be my recommendation.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b>  NONE

<b>Meeting Date: January 18, 2024</b>		<b>Item # 6. Old Business</b>
<b>6.g Project Manager Report</b>		
<b>Subject: Project Manager Update on Shop, Playground and Restroom Building</b>		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Other	<b>Item Type</b> <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <i>Lisa Gonzalez &amp; Virg Anderson</i>
<b>Objective</b> To provide an update on the progress of the current construction projects.		
<b>Background</b> <p><b>Shop</b> – The plans have been submitted to the County for their review, additional information has been added, plans revised and resubmitted.</p> <p>Due to the demolition phase of this project, 8 conditions have been placed on this project, most of them are meant to keep the different County Departments in the information loop and not to miss anyone.</p> <ol style="list-style-type: none"> <li><b>Sac Air Quality</b> – It is normal for Air Quality to approve demolition projects. With the asbestos being abated, they should not have any issues with this project unless asbestos is found in the paper under the corrugated roofing material. We will not know this until we lift the tin and see what is underneath the metal roofing.</li> <li><b>Fire Letter Required</b> – Fire review is required of most projects.</li> <li><b>Licensed Professional to Be Determined</b> - When a Contractor is awarded the contract, we will list his name on the application.</li> <li><b>LDSIR Review Required</b> – If Civil plans are included with the building plans, then Land Development and Site Improvement Review must be completed. At this stage we are using conventional framing to avoid the need to use Civil Engineers for the project, in doing so we should be exempt from this review.</li> <li><b>Planning Signoff Required</b> – Hopefully, we suspect either be an over-the-counter approval, or no approval needed.</li> <li><b>SASD Sewer Fee</b> - The building has no sewer connection currently or proposed therefore there should be no sewer fees.</li> <li><b>County DOT Fee</b> – This is determined by SIPS at their discretion for additional road use during the duration of the project.</li> <li><b>Update the plans to list the applicable codes</b> – Plans have been updated</li> <li><b>Update the plans to include floor plans of the second story</b> – Plans have been updated.</li> </ol>		

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

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

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

We have the signature and authorization from Sac Metro Fire.

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

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

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

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

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

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

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

### **Budget/Cost Information**

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

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

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

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

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

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

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

This work is outside the scope of the contact

**Proposed Action.**

To be determined

**Coordination and Review**

This is a standard practice of the Board.

**Attachment(s)**

NONE

<b>Meeting Date January 18, 2024</b>		<b>Item # 7 a</b>
		<b>New Business</b>
<b>Subject: Filtration System for HSP Well</b>		
<b>Initiated or requested by</b>	<b>Item Type</b>	<b>Report coordinated or prepared by</b>
<input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Kim Cook</b>
<p><b>Objective</b> Discuss and determine the feasibility of putting a filtration system on the well at HSP.</p> <p><b>Background</b> The well is used for the sole purpose of irrigating the park and sports fields at HSP.</p> <p>In the event there is a break in the line it allows debris to enter the water lines.</p> <p>This fiscal year the district has spent a little over \$42,000.00 to repair the system, which included replacing the turbine and compromised worn components. This repair allowed additional dirt and debris to enter the irrigation lines, that in turn packed dirt into the sprinkler heads.</p> <p><b>Analysis</b> It was suggested to see if fitting the well with a filtration system might alleviate the impact on the sprinkler heads.</p> <p><b>Budget/Cost Information</b> Currently unknown.</p> <p><b>Proposed Action</b> Provided directions to staff.</p> <p><b>Alternative Actions</b> Continue to deal with the issue as it has been done historically.</p>		
<b>Coordination and Review</b>		<b>Attachment(s)</b>
This is a standard practice of the Board.		

Arcade Creek Recreation and Park District

<b>Meeting Date January 18, 2024</b>		<b>Item # 7 b</b>
		<b>New Business</b>
<b>Subject: Discuss Budget Priorities for FY 2024-25</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <b>Director G. Wilson</b>
<p>It was requested by Director Wilson that this item be placed on the agenda to begin the discussion of priorities for FY 2024-25 budgets.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b>

Arcade Creek Recreation and Park District

<b>Meeting Date January 18, 2024</b>		<b>Item # 7c</b>
		<b>New Business</b>
<b>Subject: Discussion regarding change in February 2024 meeting date</b>		
<b>Initiated or requested by</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <b>Director S. Miller</b> <b>(Kim Cook)</b>
<b>Objective:</b> <b>Current Board of Directors meeting is set for Thursday, February 15<sup>th</sup> – discussion and direction to reschedule to Thursday, February 22, 2024</b>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b> None

<b>Meeting Date January 18, 2024</b>		<b>Item # 7 d</b>
		<b>New Business</b>
<b>Subject: Mid-year Budget Adjustment – Offset Personnel Expense</b>		
<b>Initiated or requested by</b> <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	<b>Item Type</b> <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<b>Report coordinated or prepared by</b>  <b>Denis Nishihara</b>  <b>Admin Manager</b>
<b>Background</b> <p>The Office Manager’s position supports all aspects of District Operations. This vital role is imperative for the District to function. Due to the overwhelming amount of information as it pertains to tasks and responsibilities the need for a significant timeline of training is required. From January 2024 to March 2024, there will be 2 FTE assigned to transition the roles and responsibilities of the Office Manager. During the timeline, the Office Manager shall conduct detailed training sessions with the new Administrative Manager to ensure the transfer of information is complete.</p>		
<b>Fiscal Impact</b> <p>To ensure ACRPD maintains a balanced budget at the end of FY22/23 while training the new 1-FTE staff member there will be an estimated shortfall of approx. \$35,000. Reallocating these funds will provide adequate monies to the Personnel Expense line items to end the fiscal year with a balanced budget. Currently, there are two (2) account options the District may elect to reallocate a funding transfer. Staff costs will be the only impact of this action item.</p>		
<b>Recommendations</b> <p>Option A – Reallocate \$35,000 from HSP Shop Renovation (#4201) with a current balance of \$434,206. Decreasing the balance to \$399,206.</p> <p>Option B – Reallocate \$35,000 from Contingencies (#7901) with a current balance of \$382,969. Decreasing the balance to \$347,969.</p>		
<b>Coordination and Review</b> This is a standard practice of the Board.		<b>Attachment(s)</b>

**Arcade Creek Recreation and Park District**

**MEETING DATE: January 18, 2024**

**AGENDA ITEM: 8 Board Discussion**

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