

# Arcade Creek

Recreation and Park District

BOARD OF DIRECTORS MEETING  
THURSDAY APRIL 15, 2021 @ 6:00 p.m.

**To Join Via Zoom**

Log in at <https://us02web.zoom.us/j/750518431?pwd=Um1xMExPb0pqb2xyYvsyb3NRN0MzQT09>  
Meeting ID: **750 518 431** Passcode: **7RNGiH**

## 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. **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 Retreat 3/13/2021, Board Meeting 3/18/202, Budget Committee 4/6/2021
  - b. FY 20-21 Period 9 **Financial Reports 339A**
  - c. FY 20-21 Period 9 **Financial Reports 339D**
  - d. FY 20-21 Period 9 **Multi Accounts Revenue Reports**
  - e. FY 20-21 Period 9 **Payroll Report**
  - f. FY 20-21 Period 9 **Rental & Misc. Revenue Report**
  - g. Correspondence **received and sent**
  - h. Patrol Report
  - i. Interim General Managers Report

**Mailing Address: PO Box 418114, Sacramento, CA 95841-8114**  
Physical Address: 4855 Hamilton Street, Sacramento, California 95841-3414  
(916) 482-8377 Fax (916) 483-1320 Email: [acrpdp@acrpdp.com](mailto:acrpdp@acrpdp.com)

**5. Old Business**

- a. Budget Committee report and proposal for FY 2021 – 2022 Preliminary Budgets
- b. Appoint qualified applicant(s) to fill the vacant Board member position(s)

**6. New Business**

- a. Administer Oath of Office to newly appointed Board Member(s)
- b. Chairman to appoint members of District Committee assignments (Budget/Finance, District Policies)
  - i. Finance - Budget Committee
  - ii. Personnel Committee
  - iii. Policy Review Committee
- c. General Manager Recruitment
- d. Schedule a date for a tour of District facilities by Maintenance Lead Juanita Petersen

**7. Board Discussion**

- a. General discussion on topics for future meetings.

**8. Adjournment of the meeting.** The next regular Board of Directors meeting will be held Thursday May 20, 2021 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.

**MINUTES**

Of

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

Held on

**Thursday March 18, 2021 at 6:00 p.m.**

**Meeting conducted via Zoom Video Conference**

---

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

**Board Members Present:** A. Vassar, M. Hanson, A Gualderama

**Board Members Absent:** Two Vacant Seats

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

**Legal Counsel Present:** David Ritchie

**Auditor Present:** No

**Presentation(s):**

---

**Visitor(s) That Signed In: Via Zoom** – Matthew Duarte, Erin Matz, Julie Leber, Travis Dworetzky

---

**2. PUBLIC COMMENTS: None**

**Adjourned Regular Session: 6:04 pm**

**Opened Closed Session: 6:04 pm**

**3. CLOSED SESSION:**

**a. Public Employee Discipline/Dismissal/Release**

**Adjourned Closed Session: 6:53 pm**

**Re-Opened Regular Session: 6:53 pm**

**REPORT FROM CLOSED SESSION:**

- a.** No reportable action. Direction given to Staff.

The following items were moved up in the agenda order.

**6. OLD BUSINESS:**

- a.** Matthew Duarte, Executive Director with CAPRI to present and answer questions regarding the new program to cover Volunteers with Workers Compensation Benefits.

## MINUTES of Board of Directors Meeting

March 18, 2021

Page 2 of 4

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

- a. Inform the Board about the upcoming CARPD Conference 2021, to be held June 23 – 26, 2021, in Monterey, California and nominations for “Awards of Distinction”.

Mr. Duarte provided an oral presentation regarding CAPRI’s offer to extend workers’ compensation insurance coverage to volunteers.

Mr. Duarte gave an invite to the Board of Director to attend the upcoming CARPD Conference 2021 to be held in June 2021 in Monterey as well as make nominations for the CAPRI “Awards of Distinction”.

- b. Adopt Board Resolution 2021-02 authorizing District Volunteers be eligible to receive Workers Compensation Benefits at no additional cost to the District.

**Motion No. 1:** It was moved by Director M. Hanson and seconded by Director A. Gualderama to adopt resolution 2021-02, authorizing Workers Compensation insurance to be made available to Board Members, Volunteers, Interns, and Work-study persons at no charge to the District, through CAPRI.

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

Ayes: A. Vassar, M. Hanson, A. Gualderama

Absent:

Abstained:

### 4. ANNOUNCEMENTS:

The CalPERS UAL payment was processed and submitted on March 4, 2021.

March 31, 2021 is a District observed holiday for Cesar Chavez Day, the full time staff will be off.

### 5. CONSENT ITEMS:

- a. February 18, 2021 Meeting and Board Retreat Minutes
- b. FY 20-21 Period 8 Financial Reports 339A
- c. FY 20-21 Period 8 Financial Reports 339D
- d. FY 20-21 Period 8 Multi Accounts Revenue Reports
- e. FY 20-21 Period 8 Payroll Report
- f. FY 20-21 Period 8 Facility Rental Reports
- g. Correspondence received and sent
- h. Patrol Report

**Motion No. 2:** It was moved by Director A. Gualderama and seconded by Director M. Hanson to approve consent items as presented.

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

Ayes: A. Vassar, M. Hanson, A. Gualderama

Absent:

Abstained:

## MINUTES of Board of Directors Meeting

March 18, 2021

Page 3 of 4

### 7. NEW BUSINESS:

- a. Discuss appointment process to fill vacant Board positions.

Chairperson Vassar informed the current Board that due to the resignations submitted by Miles Constantine and Heather Gonzalez the District has two Board positions that needed to be filled.

He also discussed the appointment process to fill the two vacant seats.

Visitor Mr. Dworetzky had expressed at the beginning of the meeting that he had interest in filling one of the seats. It was suggested that he submit a letter of interest and resume to be considered.

- b. Select/elect a Vice Chair for the Board to fill a vacancy.

**Motion No. 3:** It was moved by Director A. Gualderama and seconded by Director M. Hanson to select Director Michael Hanson to fill the position of Vice Chair.

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

Ayes: A. Vassar, M. Hanson, A. Gualderama

Absent:

Abstained:

- c. Discuss new budget goals for the District.

Director Amanda Gualderama, Chair of the Finance Committee presented the current Board with a spreadsheet laying out the deferred maintenance list and prioritizing the list by fiscal years to begin work.

Director Gualderama requested that Chairperson Vassar, who is acting as Interim General Manager, to obtain pricing on some of the presented maintenance and ADA items.

Director M. Hanson suggested that the District check out the possibility of obtaining a Shine Grant for updating the lighting and such at Hamilton Street Park.

- d. Staff Recruitment.

Chairperson Vassar will begin working on the criteria for filling the GM position for the District.

Once one of the vacant board seats is filled, he will appoint a second member of the Board to be on the committee to oversee the recruitment of a new GM.

**MINUTES of Board of Directors Meeting**

March 18, 2021

Page 4 of 4

**8. BOARD DISCUSSION**

- a. General discussion on topics for future meetings.

No topics were discussed.

**9. ADJOURNMENT OF THE MEETING.**

Chairperson Vassar adjourned the meeting at 7:40 pm.

The next Board of Directors meeting will be held Thursday April 15, 2021 at 6:00 p.m.

**MINUTES**

Of

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

Held on

**Saturday March 13, 2021 – Board Retreat**

**Meeting conducted via Zoom Video Conference**

---

**Call to Order and Perform Roll Call:** Chairperson A. Vassar called the meeting to order at 9:32 am

**Board Members Present:** A. Vassar, M. Hanson, H. Gonzalez, A. Gualderama

**Board Members Absent:**

**Staff Members Present:** Kim Cook

**Legal Counsel Present:**

**Auditor Present:**

**Presentation(s):** Facilitator Kim Tucker – Impact Foundry

**Visitor(s) That Signed In: Via Zoom –**

---

**PUBLIC COMMENTS:** None

**2021 BOARD RETREAT, Part 2 Discussion Topics**

\*Topics are for Discussion only, to provide direction to staff, no Board Action will be taken.

1. Overview of meeting agenda
2. Review of Session 1
3. Discussion: Our Vision, Mission, Values
4. Future Operational Options to Consider
  - a. Continue re-organizing District operations to create a model for the future.
  - b. Establish priorities and operational areas of focus through June 30, 2022 and thereby provide direction for preparation of FY 21-22 budgets.
5. Adjourn

Chairperson Vassar adjourned the meeting at 12:30 pm

**MINUTES**

Of

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

Held on

**Tuesday April 6, 2021 – Budget Finance Committee Meeting**

**Meeting held at the District Office**

---

**Call to Order and Perform Roll Call:** Treasurer Amanda Gualdarma called the meeting to order at 5:41 am

**Budget Committee Members Present:** A. Gualderama

**Budget Committee Members Absent:** Vacant

**Staff Members Present:** Kim Cook

**Visitor(s):** Travis Dworetzkey

---

**1. PUBLIC COMMENTS:** None

**2. BUSINESS**

- a.** Discuss options and develop Preliminary 339A General Budget for FY 2021-22.

Preliminary 339A General Budget discussed and to be presented to the Board of Directors at the April 15<sup>th</sup>, 2021 scheduled meeting for review.

- b.** Develop and review recommendations for Preliminary 339D District Projects Budget for FY 2021-22 Capital Improvement Projects and Capital Repair items.

Preliminary 339D District Projects Budget discussed and to be presented to the Board of Directors at the April 15<sup>th</sup>, 2021 scheduled meeting for review.

- c.** Review reporting program Dash Board.

Item discussed.

Treasurer adjourned the meeting at 7:58 pm



**ACRPD 2020 - 2021  
339A Budget Report**

**March 2021  
Period 9 of 13**

**FYTD Completed = 69%**

| CODE     | CATEGORIES  | 2020-2021 Budget  | March             | Expended To Date  | Balance          | Percent Expended |
|----------|---|-------------------|-------------------|-------------------|------------------|------------------|
| 10111000 | Salaries and Wages - Reg F/T Staff                      | 177,741.00        | 15,089.32         | 136,017.16        | 41,723.84        | 77%              |
| "        | <b>Part-time Salaries</b>                               |                   |                   | -                 |                  | -0-              |
| "        | <b>P/T Monitors</b>                                     | 28,080.00         | 1,245.00          | 8,844.76          | 19,235.24        | 31%              |
| "        | <b>2 P/T Maintenance Position</b>                       |                   |                   | -                 | -                | #DIV/0!          |
| "        | <b>P/T Summer Monitors-Special Events</b>               |                   |                   | -                 | -                | #DIV/0!          |
| "        | <b>Blank</b>  |                   |                   | -                 | -                | #DIV/0!          |
| "        | <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          | 450.00            | 2,900.00          | 600.00           | 83%              |
| 10113200 | Salaries & Wages - Time/one half (OT)                   | 2,500.00          | 115.50            | 441.00            | 2,059.00         | 18%              |
| "        | Salaries/Wages - Strt Time (No Retirement Contribution) |                   | 55.00             | 368.76            | (368.76)         | #DIV/0!          |
| 10121000 | Retirement - Employer Cost (@10.484%)                   | 18,634.00         | 1,581.95          | 14,187.98         | 4,446.02         | 76%              |
| "        | Retirement - <b>UAL</b> (1591.04 mthly or 18457.00)     | 18,457.00         | -                 | 18,457.00         | -                | 100%             |
| "        | Retirement Actuarial Cost                               | 1,000.00          | -                 | 650.00            | 350.00           | 65%              |
| 10122000 | Social Security (OASDHI rate=7.65%)                     | 16,347.00         | 1,293.89          | 11,337.79         | 5,009.21         | 69%              |
| 10123000 | Group Insurance - Employer Cost                         |                   |                   | -                 |                  | -0-              |
| "        | <b>Medical + Admin fee</b>                              | 28,551.00         | 2,446.78          | 21,983.65         | 6,567.35         | 77%              |
| "        | <b>Dental</b>   | 1,484.00          | -                 | 1,107.63          | 376.37           | 75%              |
| "        | <b>EAP</b>  | 104.00            | -                 | 78.30             | 25.70            | 75%              |
| "        | <b>Vision</b>   | 296.00            | -                 | 221.13            | 74.87            | 75%              |
| 10124000 | Work Comp Ins - Employer Cost                           | 7,243.00          | 1,629.68          | 6,699.79          | 543.21           | 93%              |
| 10125000 | State Unemployment Insurance (Pool)                     | 700.00            | 19.93             | 383.99            | 316.01           | 55%              |
| 10128000 | Health Care Retirees                                    | 1,282.00          | 57.98             | 528.79            | 753.21           | 41%              |
| 10140000 | Cost Reduct Factor (CalPERS UAL Pre Pmt)                | 274,273.00        | 273,118.00        | 273,118.00        | 1,155.00         | 100%             |
|          | <b>TOTALS:</b>  | <b>580,192.00</b> | <b>297,103.03</b> | <b>497,325.73</b> | <b>82,866.27</b> | <b>86%</b>       |

**Resolution 2021-01 Budget Amendment to Increase 10140000 by \$8,000.00 & Decrease 20281700 by Same to pay off CalPERS UAL**

**ACRPD 2020 - 2021  
339A Budget Report**

**March 2021  
Period 9 of 13**

**FYTD Completed = 69%**

| CODE     | Service & Supply                     | 2020 Budget | March  | Expended To Date | Balance    | Percent Expended |
|----------|--------------------------------------|-------------|--------|------------------|------------|------------------|
| 20200500 | Advertising/Legal Notices            | 500.00      |        | 164.79           | 335.21     | 33%              |
| 20202900 | Business/Conference Expenses         | 2,200.00    |        | -                | 2,200.00   | 0%               |
| 20203600 | Education and Training Supplies      | -           |        | -                | -          | #DIV/0!          |
| 20205100 | Insurance - Liability                | 51,540.00   |        | 51,540.00        | -          | 100%             |
| 20206100 | Memberships Dues                     | 2,000.00    |        | 2,000.00         | -          | 100%             |
| 20207600 | Office Supplies                      | 800.00      |        | 385.49           | 414.51     | 48%              |
| 20207602 | Signs                                | 1,000.00    |        | -                | 1,000.00   | 0%               |
| 20207603 | Keys                                 | 500.00      |        | -                | 500.00     | 0%               |
| 20208100 | Postage Service                      | 148.00      |        | 148.00           | -          | 100%             |
| 20208102 | Stamps (Postal)                      | 150.00      |        | 82.16            | 67.84      | 55%              |
| 20208500 | Printing Service                     | 3,500.00    |        | -                | 3,500.00   | 0%               |
| 20210300 | Agriculture/Horticultural Services   | 10,000.00   |        | 350.00           | 9,650.00   | 4%               |
| 20210400 | Agricultural/Horticultural Supplies  | 2,500.00    | 216.58 | 216.58           | 2,283.42   | 9%               |
| 20211100 | Building Maintenance Service         | 2,200.00    |        | 1,191.00         | 1,009.00   | 54%              |
| 20211200 | Building Maintenance Supplies        | -           |        | -                | -          | #DIV/0!          |
| 20212200 | Chemical Supplies (new)              | -           |        | -                | -          | #DIV/0!          |
| 20213100 | Electrical Maintenance Services      | 1,000.00    |        | -                | 1,000.00   | 0%               |
| 20213200 | Electrical Maintenance Supplies      | 200.00      |        | -                | 200.00     | 0%               |
| 20214100 | Land Improvement Maintenance Service | 4,000.00    |        | 5,711.22         | (1,711.22) | 143%             |
| 20214200 | Land Improvement Maintenance Sup.    | 2,000.00    | 44.05  | 1,372.22         | 627.78     | 69%              |
| 20215100 | Mechanical System Maintenance Svcs.  | 1,500.00    |        | 630.00           | 870.00     | 42%              |
| 20215200 | Mechanical System Maintenance Sup.   | -           |        | -                | -          | #DIV/0!          |
| 20216200 | Painting Supplies                    | 500.00      |        | 119.53           | 380.47     | 24%              |
| 20216700 | Plumbing Maintenance Service (new)   | 1,000.00    |        | -                | 1,000.00   | 0%               |
| 20216800 | Plumbing Maintenance Supplies        | 500.00      |        | -                | 500.00     | 0%               |
| 20219100 | Electricity                          | 17,500.00   | 925.92 | 11,909.29        | 5,590.71   | 68%              |

**ACRPD 2020 - 2021  
339A Budget Report**

**March 2021  
Period 9 of 13**

**FYTD Completed = 69%**

| CODE     | Service & Supply                     | 2020 Budget | March    | Expended To Date | Balance  | Percent Expended |
|----------|--------------------------------------|-------------|----------|------------------|----------|------------------|
| 20219200 | Natural Gas Service                  | 2,500.00    | 490.16   | 1,715.94         | 784.06   | 69%              |
| 20219300 | Refuse Collection/Disposal           | 4,000.00    | 189.90   | 1,791.08         | 2,208.92 | 45%              |
| 20219500 | Sewage Services                      | 3,000.00    |          | 426.44           | 2,573.56 | 14%              |
| 20219800 | Water                                | 30,000.00   | 1,307.01 | 20,768.96        | 9,231.04 | 69%              |
| 20220500 | Automotive Maintenance Service       | 2,000.00    |          | 281.34           | 1,718.66 | 14%              |
| 20220600 | Automotive Maintenance Supplies      | 300.00      |          | -                | 300.00   | 0%               |
| 20221100 | Grounds Equipment Maintenance Svcs.  | 4,000.00    | 302.50   | 2,250.50         | 1,749.50 | 56%              |
| 20221200 | Grounds Equipment Maintenance Sup.   | 3,000.00    | 332.28   | 3,323.34         | (323.34) | 111%             |
| 20222600 | Hand / Expendable Tools              | 1,200.00    | 53.86    | 235.13           | 964.87   | 20%              |
| 20223600 | Fuel and Lubricant Supplies          | 4,200.00    | 356.82   | 2,551.82         | 1,648.18 | 61%              |
| 20226200 | Office Equip. Maintenance Supplies   | -           |          | -                | -        | #DIV/0!          |
| 20227500 | Rent/Lease Equipment                 | 500.00      |          | -                | 500.00   | 0%               |
| 20227501 | Copy Machine - Lease                 | 3,300.00    | 286.69   | 2,719.90         | 580.10   | 82%              |
| 20227504 | Miscellaneous                        | 1,500.00    |          | 278.68           | 1,221.32 | 19%              |
| 20229100 | Other Equip Maint. Service           | 2,000.00    |          | -                | 2,000.00 | 0%               |
| 20229200 | Other Equip Maint. Supply            | 1,500.00    |          | -                | 1,500.00 | 0%               |
| 20231400 | Clothing/Personal Supplies           | 100.00      |          | -                | 100.00   | 0%               |
| 20232200 | Custodial Supplies                   | 5,000.00    | 221.11   | 3,200.01         | 1,799.99 | 64%              |
| 20243700 | Lab (Medical) Service (Drug Testing) | -           |          | -                | -        | #DIV/0!          |
| 20244300 | Medical Service (Pre-emp. testing)   | -           |          | -                | -        | #DIV/0!          |
| 20244400 | Medical Supplies (First Aid)         | 350.00      |          | 32.29            | 317.71   | 9%               |
| 20250700 | Assessment / Collection Services     | 7,600.00    |          | 3,979.32         | 3,620.68 | 52%              |
| 20252100 | Temporary Services                   | -           |          | -                | -        | #DIV/0!          |
| 20253100 | Legal Services                       | 6,500.00    | 1,867.50 | 7,494.72         | (994.72) | 115%             |
| 20255100 | Planning Service-                    | -           |          | -                | -        | #DIV/0!          |
| 20257100 | Security Service                     | 23,725.00   | 1,560.00 | 16,555.00        | 7,170.00 | 70%              |
| 20258200 | Public Relations Service/mkting, web | 5,000.00    | 82.97    | 2,651.33         | 2,348.67 | 53%              |
| 20259100 | Other Professional Services          | 5,000.00    | 4,000.00 | 4,388.94         | 611.06   | 88%              |

**ACRPD 2020 - 2021  
339A Budget Report**

**March 2021  
Period 9 of 13**

**FYTD Completed = 69%**

| CODE           | CATEGORIES                             | 2020 Budget       | March               | Expended To Date     | Balance             | Percent Expended |
|----------------|--|-------------------|---------------------|----------------------|---------------------|------------------|
| 20281100       | Data Processing -Computer Services     | 3,000.00          | 60.00               | 2,260.00             | 740.00              | 75%              |
| 20281201       | Hardware (Computer)                    | -                 |                     | 59.03                | (59.03)             | #DIV/0!          |
| 20281265       | Application Software Maint Lic Renewal | 3,000.00          | 220.00              | 2,700.46             | 299.54              | 90%              |
| 20281304       | Sales Tsx Adj - Board of EQ            | -                 |                     | -                    | -                   | #DIV/0!          |
| 20281700       | Election Services                      | 4,000.00          |                     | 1,887.00             | 2,113.00            | 47%              |
| 20283102       | Mileage                                | 1,500.00          |                     | 170.36               | 1,329.64            | 11%              |
| 20285100       | Recreation Services                    | -                 |                     | -                    | -                   | #DIV/0!          |
| 20285200       | Recreation Supplies                    | 2,000.00          |                     | 2,897.40             | (897.40)            | 145%             |
| 20285300       | Recreation Supp. (P-S) ELP Program     | -                 |                     | -                    | -                   | #DIV/0!          |
| 20288000       | Prior Year Service & Supply Expe       | -                 |                     | -                    | -                   | #DIV/0!          |
| 20289800       | Other Operating Expenses - Supplies    | 1,500.00          | 59.04               | 139.48               | 1,360.52            | 9%               |
| 20289900       | Other Operating Exp. - Misc. expenses  | 1,000.00          |                     | -                    | 1,000.00            | -0-              |
| 20291300       | Auditor/Controller Services            | 5,500.00          |                     | 5,495.00             | 5.00                | 100%             |
| 20291500       | Compass Costs                          | 1,000.00          |                     | 987.83               | 12.17               | 99%              |
| 20291700       | Alarm Services                         | 1,770.00          | 210.00              | 1,524.89             | 245.11              | 86%              |
| 20298700       | Telephone Services                     | 4,000.00          | 300.01              | 2,697.32             | 1,302.68            | 67%              |
| 20298701       | Cell Phones                            | 800.00            | 69.40               | 750.04               | 49.96               | 94%              |
| 20299909       | Expenditure Reimbursements             | 12,500.00         |                     | -                    | 12,500.00           | 0%               |
| <b>TOTALS:</b> |  | <b>263,083.00</b> | <b>\$ 13,155.80</b> | <b>\$ 172,033.83</b> | <b>\$ 91,049.17</b> | <b>65%</b>       |

**Resolution 2021-01 Budget Amendment to Increase 10140000 by \$8,000.00 & Decrease 20281700 by Same to pay off CalPERS UAL**

**ACRPD 2020 - 2021  
339A Budget Report**

**March 2021  
Period 9 of 13**

**FYTD Completed = 69%**

| CODE           | CATEGORIES                             | 2020 Budget      | March              | Expended To Date    | Balance            | Percent Expended |
|----------------|--|------------------|--------------------|---------------------|--------------------|------------------|
| 30321000       | Interest Expense (Side Fund)           | 9,688.00         | 778.63             | 8,156.36            | 1,531.64           | 84%              |
| 30323000       | Lease Obligation Retirement(Side Fund) | 27,900.00        | 2,400.00           | 23,100.00           | 4,800.00           | 83%              |
| "              |  |                  |                    | -                   | -                  | #DIV/0!          |
|                |  |                  |                    | -                   | -                  | #DIV/0!          |
| 30345000       | Taxes, Licenses & Assessments          | 704.00           | -                  | 703.64              | 0.36               | 100%             |
| <b>TOTALS:</b> |  | <b>38,292.00</b> | <b>\$ 3,178.63</b> | <b>\$ 31,960.00</b> | <b>\$ 6,332.00</b> | <b>83%</b>       |

**FYTD Completed = 69%**

| CODE           | CATEGORIES                        | 2020 Budget | March       | Expended To Date | Balance     | Percent Expended |
|----------------|-----------------------------------|-------------|-------------|------------------|-------------|------------------|
| 42420100       | Building - Community Ctr Upgrades | -           |             | -                | -           | #DIV/0!          |
| <b>TOTALS:</b> |                                   | <b>-</b>    | <b>\$ -</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>#DIV/0!</b>   |

**FYTD Completed = 69%**

|                    |                                |                      |                      |                      |                      |            |
|--------------------|--------------------------------|----------------------|----------------------|----------------------|----------------------|------------|
| 79790100           | Contingencies                  | 31,033.00            |                      | -                    | \$ 31,033.00         | 0%         |
|                    | Reserved Fund Balance Increase |                      |                      | -                    | \$ -                 | 0%         |
| <b>Grand Total</b> |                                | <b>\$ 912,600.00</b> | <b>\$ 313,437.46</b> | <b>\$ 701,319.56</b> | <b>\$ 180,247.44</b> | <b>77%</b> |

|                |                                  |                   |          |          |                   |    |
|----------------|----------------------------------|-------------------|----------|----------|-------------------|----|
|                | Beginning Fund Balance Available | 394,587.00        |          | -        | \$ 394,587.00     | 0% |
|                | Fund Balance Decreased by        | (160,000.00)      |          |          | \$ (160,000.00)   | 0% |
|                | Provisions for General Reserves  | 22,000.00         |          | -        | \$ 22,000.00      | 0% |
| <b>TOTALS:</b> |                                  | <b>256,587.00</b> | <b>-</b> | <b>-</b> | <b>256,587.00</b> |    |

**ACRPD 2020 - 2021  
339A Revenue**

**March 2021  
Period 9 of 13**

**FYTD Completed = 69%  
Percent Received**

| Account                    |   | 2020 - 21 Budget     | March              | Received To Date     | Unrealized           |            |
|----------------------------|---|----------------------|--------------------|----------------------|----------------------|------------|
| 91910100                   | Property Tax-Current Secured              | 610,000.00           | 0.02               | 339,147.92           | 270,852.08           | 56%        |
| 91910200                   | Property Tax-Current Unsecured            | 21,000.00            |                    | 22,611.53            | (1,611.53)           | 108%       |
| 91910300                   | Property Tax-Current Sup.                 | 13,000.00            | 8.49               | 4,979.67             | 8,020.33             | 38%        |
| 91910400                   | Property Tax Sec. Delin.(+Teeter)         | 4,300.00             |                    | 5,161.79             | (861.79)             | 120%       |
| 91910500                   | Property Tax Supplemental Delin.          | 800.00               |                    | 796.27               | 3.73                 | 100%       |
| 91910600                   | Property Tax-Unitary                      | 6,100.00             |                    | 3,034.94             | 3,065.06             | 50%        |
| 91912000                   | Redemption                                | -                    | 21.14              | 21.14                | (21.14)              | #DIV/0!    |
| 91913000                   | Property Tax Prior Unsecured              | 300.00               |                    | 390.63               | (90.63)              | 130%       |
| 91914000                   | Penalty                                   | 100.00               | 6.04               | 99.10                | 0.90                 | 99%        |
| 91919600                   | RDA Residual Distribution                 | -                    |                    | 5,417.77             | (5,417.77)           | #DIV/0!    |
| <b>Total Taxes</b>         |   | <b>\$ 655,600.00</b> | <b>\$ 35.69</b>    | <b>\$ 381,660.76</b> | <b>\$ 273,939.24</b> | <b>58%</b> |
| 94941000                   | Interest                                  | 2,000.00             | 0.26               | 571.26               | 1,428.74             | 29%        |
| 94942900                   | Building Rental (Parks & Facilities)      | 4,674.96             | 120.00             | 960.00               | 3,714.96             | 21%        |
| "                          | Building Rental (Cell Towers 4610.42)     | 55,325.04            | 4,610.42           | 36,583.36            | 18,741.68            | 66%        |
| 95952200                   | Homeowner Property Tax Relief             | 6,000.00             |                    | 2,774.21             | 3,225.79             | 46%        |
| 95952900                   | In Lieu Taxes - Other                     | -                    |                    | -                    | -                    | #DIV/0!    |
| 95953300                   | Redevelopment Passthru                    | 4,000.00             |                    | 4,163.45             | (163.45)             | 104%       |
| 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                        | 10,000.00            |                    | -                    | 10,000.00            | 0%         |
| 97979000                   | Miscellaneous                             | 15,000.00            | 14.84              | 9,141.34             | 5,858.66             | 61%        |
| 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>\$ 4,745.52</b> | <b>\$ 54,193.62</b>  | <b>\$ 42,806.38</b>  | <b>56%</b> |
| <b>Total Revenue</b>       |   | <b>\$ 752,600.00</b> | <b>\$ 4,781.21</b> | <b>\$ 435,854.38</b> | <b>\$ 316,745.62</b> | <b>58%</b> |

**Register Expense Report**  
**FY 2020 - 2021**  
**3/1/2021 Through 3/31/2021**

|           |           |                                      | Account   | 339A     |            |  |
|-----------|-----------|--------------------------------------|---|----------|------------|--|
| Date      | Num       | Description                          | Memo  | Category | Amount     |  |
| 3/4/2021  | 23783     | S CalPERS - 521                      | 2/16 - 2/28/2021 EE Contrib                           | 5420524  | -510.81    |  |
|           |           |                                      | 2/16 - 2/28/2021 ER Contrib                           | 121000   | -765.03    |  |
| 3/4/2021  |           | 23784 Central Control System - 23278 | 3/2021 - Wireless irrigation                          | 281265   | -220.00    |  |
| 3/4/2021  |           | 23785 Crime Alert Security - 41852   | 4/2021 - 6/30/2021- Alarm System - Office & Shop      | 291700   | -210.00    |  |
| 3/4/2021  |           | 23786 Fast Break - 37998             | 2/BitDefender - computer security                     | 281100   | -60.00     |  |
| 3/4/2021  | 23787     | S Fast Break - 37998                 | 2/2021- Phone service                                 | 298700   | -195.00    |  |
|           |           |                                      | 3/2021 - email exhchange + Brd mbrs                   | 298701   | -40.00     |  |
| 3/4/2021  |           | 23788 Impact Foundry - 4321          | Inv #1 - Facilitator Board Retreat                    | 259100   | -2500.00   |  |
| 3/4/2021  |           | 23789 Orbit Station - 33714          | 2/2021- Fuel Chgs                                     | 223600   | -115.00    |  |
| 3/4/2021  |           | 23790 PG&E - 1383                    | 2/2021-Billing  | 219200   | -490.16    |  |
| 3/4/2021  |           | 23791 T-Mobile - 32685               | 2/2021-District Cell Phones                           | 298701   | -29.40     |  |
| 3/4/2021  | 23792     | S Umpqua CC - 71085                  | Repair office deck boards                             | 214200   | -44.05     |  |
|           |           |                                      | Banner Race to Educate                                | 258200   | -82.53     |  |
|           |           |                                      | Tax accrual   | 258200   | -0.44      |  |
| 3/4/2021  |           | 23793 CalPERS - 521                  | Lump Sum Pmt UAL                                      | 140000   | -273118.00 |  |
| 3/11/2021 | 23794     | S Bar-Hein Co. - 1463                | Parts-Edger   | 221200   | -37.72     |  |
|           |           |                                      | 1/Lopper  | 222600   | -53.86     |  |
|           |           |                                      | 2/6pk oil   | 223600   | -30.17     |  |
| 3/11/2021 |           | 23795 CAPRI - 8761                   | 4th Qtr W/C FY 2020-21 (w/10% Prem Reduction)         | 124000   | -1629.68   |  |
| 3/11/2021 |           | 23796 Cintas - 56036                 | 3/5/2021 - Custodial                                  | 232200   | -108.40    |  |
| 3/11/2021 |           | 23797 Cole Huber - 54641             | 2/2021 Ref-Prop plot line, Personnel, Prep/attend mtg | 253100   | -1867.50   |  |
| 3/11/2021 |           | 23798 Comcast - 12322                | 3/2021-Billing-Phone/HSI                              | 298700   | -105.01    |  |
| 3/11/2021 | 23799     | S Normac - 1309                      | 2/2-1/2 gal Round up Promax                           | 210400   | -216.58    |  |
|           |           |                                      | 6/2 stroke oil  | 223600   | -18.68     |  |
| 3/11/2021 |           | 23800 Phillips 66 - 58398            | 2/2021 - Stmt (w/interest)                            | 223600   | -192.97    |  |
| 3/11/2021 |           | 23801 Republic Services - 57909      | 2/2021 - Billing                                      | 219300   | -189.90    |  |
| 3/11/2021 | 23802     | S Sacramento For Tractors - 64608    | Labor repairs - Kubota                                | 221100   | -302.50    |  |
|           |           |                                      | Repair parts - Kubota                                 | 221200   | -294.56    |  |
| 3/11/2021 |           | 23803 Smart & Final - 22935          | Water - 10 cases - maint staff                        | 289800   | -59.04     |  |
| 3/11/2021 |           | 23804 SMUD - 4025                    | 2/2021 - SMUD Billing                                 | 219100   | -925.92    |  |
| 3/11/2021 |           | 23805 US Bank - 68934                | 3/2021-Xerox Copier                                   | 227501   | -281.29    |  |
| 3/15/2021 | EFT       | # 400039543 - Health Benefits        | Health Benefits Pay Date 3/15/2021                    | 123000   | -1220.46   |  |
| 3/15/2021 | P/R+Taxes | S Payroll And Taxes                  | Period 2/16/2021 - 2/28/2021 Ck date 3/15/2021        | 111000   | -7777.16   |  |
|           |           |                                      | Brd Pay Ck date 3/15/2021                             | 112400   | -250.00    |  |
|           |           |                                      | Time/One Half - Ck date 3/15/2021                     | 113200   | -33.00     |  |
|           |           |                                      | OASDHI - Ck date 3/15/2021                            | 122000   | -615.00    |  |

|           |           |       |                                      |   |         |          |
|-----------|-----------|-------|--------------------------------------|---|---------|----------|
|           |           |       |                                      | SUI ER Contrib Ck date 3/15/2021                  | 125000  | -7.68    |
| 3/19/2021 |           | 23806 | A 1 Fabrication & Welding - 71630    | ACP - Bolt & weld Bball hoop backstops            | 229100  | -600.00  |
| 3/19/2021 | 23807     | S     | CalPERS - 521                        | 3/1- 3/15/2021 EE Contrib                         | 5420524 | -545.46  |
|           |           |       |                                      | 3/1- 3/15/2021 ER Contrib                         | 121000  | -816.92  |
| 3/19/2021 | 23808     | S     | CalPERS Health - 12733               | 4/2021-Medical - 3 EE's                           | 5420516 | -2440.92 |
|           |           |       |                                      | 4/2021-Medical - EE Admin Fee                     | 123000  | -5.86    |
|           |           |       |                                      | 4/2021-Medical - 1 Retiree                        | 128000  | -57.98   |
| 3/19/2021 | 23809     | S     | GSRMA - 29229                        | 4/2021-Dental 3- EEs                              | 123000  | -125.37  |
|           |           |       |                                      | 4/2021-Dental-1 depend                            | 5420516 | -33.60   |
|           |           |       |                                      | 4/2021-Vision- 3 EEs                              | 123000  | -24.57   |
|           |           |       |                                      | 4/2021-Vision- 1 depend                           | 5420516 | -7.56    |
| 3/19/2021 |           | 23810 | Home Depot - 2843                    | 2/flood light bulbs - 2/8 ft bulbs                | 289800  | -57.04   |
| 3/19/2021 |           | 23811 | Sacramento Suburban Water - 26158    | 3/2021 - Garfield (ACP)                           | 219800  | -430.81  |
| 3/24/2021 | DepPermit | S     | County Of Sacramento Deposit Permi   | Studio / Field Space                              | 942900  | 220.00   |
|           |           |       |                                      | Event Building / GPA / Park Rentals / Cell Towers | 942900  | 4610.42  |
|           |           |       |                                      | Grants -  | 956300  | 0.00     |
|           |           |       |                                      | Misc Funds Collected                              | 979000  | 0.00     |
| 3/24/2021 |           | 23812 | Cintas - 56036                       | 3/19/2021 - Custodial                             | 232200  | -105.81  |
| 3/24/2021 |           | 23813 | Clarke & Rusch - 8939                | 6/17/2020-Planned Maint (Recd invoice 3/23/2021)  | 215100  | -204.00  |
| 3/24/2021 |           | 23814 | Fulton-El Camino Rec & Park - 2968   | 2/2021 - Patrol Service                           | 257100  | -1820.00 |
| 3/24/2021 |           | 23815 | Jay Wells - 71648                    | ACP - fallen tree, repair fence                   | 214100  | -1000.00 |
| 3/24/2021 |           | 23816 | Sacramento Suburban Water - 26158    | 3/2021 - Myrtle (Oak)                             | 219800  | -735.50  |
| 3/24/2021 |           | 23817 | Sacramento Suburban Water - 26158    | 3/2021 - HSP                                      | 219800  | -140.70  |
| 3/24/2021 | 23818     | S     | Umpqua Bank - 52152                  | 4/2021 - Side Fund - Interest                     | 321000  | -778.63  |
|           |           |       |                                      | 4/2021 - Side Fund - Principal                    | 323000  | -2400.00 |
| 3/30/2021 | EFT       |       | # 400039642 - Health Benefits        | Health Benefits Pay Date 3/30/2021                | 123000  | -1220.46 |
| 3/30/2021 | P/R+Taxes | S     | Payroll And Taxes                    | Period 3/1/2021 - 3/15/2021 Ck date 3/30/2021     | 111000  | -8557.16 |
|           |           |       |                                      | Brd Pay Ck date 3/30/2021                         | 112400  | -200.00  |
|           |           |       |                                      | Time/One Half - Ck date 3/30/2021                 | 113200  | -82.50   |
|           |           |       |                                      | OT Straight Pay - Ck date 3/30/2021               | 113200  | -55.00   |
|           |           |       |                                      | OASDHI - Ck date 3/30/2021                        | 122000  | -678.89  |
|           |           |       |                                      | SUI ER Contrib Ck date 3/30/2021                  | 125000  | -12.25   |
| 3/30/2021 | TaxRevenu | S     | Property Tax(s) Deposited Per County | 3/2021-Property Tax - Current Secured             | 910100  | 0.02     |
|           |           |       |                                      | 3/2021-Property Tax - Current Unsecured           | 910200  | 0.00     |
|           |           |       |                                      | 3/2021-Property Tax - Current Sup.                | 910300  | 8.49     |
|           |           |       |                                      | 3/2021-Property Tax Sec Delin.(+Tetter)           | 910400  | 0.00     |
|           |           |       |                                      | 3/2021-Property Tax Supplement Delin.             | 910500  | 0.00     |
|           |           |       |                                      | 3/2021-Properry Tax-Unitary                       | 910600  | 0.00     |
|           |           |       |                                      | 3/2021-Redemption                                 | 912000  | 21.14    |
|           |           |       |                                      | 3/2021-Property Tax Prior Unsecured               | 913000  | 0.00     |
|           |           |       |                                      | 3/2021-Penalty                                    | 914000  | 6.04     |
|           |           |       |                                      | 3/2021-RDA Residual Distribution                  | 919600  | 0.00     |



|                                      |        |                    |
|--------------------------------------|--------|--------------------|
| 3/2021-Interest                      | 941000 | 0.26               |
| 3/2021-Homeowner Property Tax Relief | 952200 | 0.00               |
| 3/2021-Redevelopment Passthru        | 953300 | 0.00               |
| TOTAL 3/1/2021 - 3/31/2021           |        | <u>-312,868.12</u> |
| BALANCE 3/31/2021                    |        | -298,864.44        |
| TOTAL INFLOWS                        |        | 4,866.37           |
| TOTAL OUTFLOWS                       |        | -317,734.49        |
| NET TOTAL                            |        | -312,868.12        |

**ACRPD 2020 - 2021**  
**339D Expenditures**

**March 2021**  
**Period 9 of 13**

**FYTD Completed = 69%**

| CODE           | CAPITAL OUTLAY   | 20-21 Budget     | March          | Expended To Date | Balance             | Percent Expended |
|----------------|--|------------------|----------------|------------------|---------------------|------------------|
| 42420100       | Buildings <b>New ADA Features @ HSP</b>                              | 1,400.00         | 6.27           | 62.70            | 1,337.30            | 4%               |
| 42420110       | Leasehold Improv. <b>(Oakdale Park)</b>                              |                  |                | -                | -                   | #DIV/0!          |
| 42420200       | Structures <b>ACP Park Improv. Proj</b>                              |                  |                | 841.12           | (841.12)            | #DIV/0!          |
| 43430300       | Equipment-SD Non-Recon - <b>New Play Equip</b>                       |                  |                | -                | -                   | #DIV/0!          |
| 45450300       | Infr--SD-Non-Recon - <b>ACP Pedi Bridge Proj</b>                     |                  |                | -                | -                   | #DIV/0!          |
| 46460300       | Other Intangible Asset-Spec Dist - <b>HSP site plan &amp; Locati</b> | 49,367.00        |                | -                | 49,367.00           | 0%               |
| 46461300       | Intangibles - ???  |                  |                | -                | -                   |                  |
|                |  |                  |                | -                | -                   | -0-              |
| <b>TOTALS:</b> |  | <b>50,767.00</b> | <b>\$ 6.27</b> | <b>\$ 903.82</b> | <b>\$ 49,863.18</b> | <b>2%</b>        |

**ACRPD 2020 - 2021**  
**339D Revenue**

**March 2021**  
**Period 9 of 13**

**FYTD Completed = 69%**

| Account                    |   | 20-21 Budget        | March       | Received To Date    | Unrealized        | Percent Received |
|----------------------------|---|---------------------|-------------|---------------------|-------------------|------------------|
| 94941000                   | Interest Income                                   |                     |             | 55.00               | (55.00)           | #DIV/0!          |
|                            |   |                     |             | -                   | -                 | #DIV/0!          |
| 95952900                   | In Lieu Fees Transfer                             |                     |             | -                   | -                 | #DIV/0!          |
|                            |   |                     |             | -                   | -                 | #DIV/0!          |
| 95956300                   | State-Federal Grants(Jo Smith Pedi Bridge Proj)   |                     |             | -                   | -                 | #DIV/0!          |
| "                          | State-Federal Grants (Dist Proj/Per Capita Funds) |                     |             | -                   | -                 | #DIV/0!          |
| "                          |   |                     |             | -                   | -                 | #DIV/0!          |
| "                          |   |                     |             | -                   | -                 | #DIV/0!          |
| "                          |   |                     |             | -                   | -                 | #DIV/0!          |
| "                          |   |                     |             | -                   | -                 | #DIV/0!          |
| "                          |   |                     |             | -                   | -                 | #DIV/0!          |
| 95956900                   | Other Funds - Local (Fund Source 339I Impact Fees | 45,000.00           |             | -                   | 45,000.00         | 0%               |
| "                          | *Jo Smith Pedi Bridge Proj                        |                     |             | -                   | -                 | #DIV/0!          |
| "                          | *ACP-Park Improvements                            |                     |             | -                   | -                 | #DIV/0!          |
| "                          | *HSP Community Ctr Improvements                   |                     |             | -                   | -                 | #DIV/0!          |
| "                          | *HSP ADA Improvements                             |                     |             | -                   | -                 | #DIV/0!          |
|                            | *HSP Planning, Accessible Parking & Pathways      |                     |             | 45,000.00           | (45,000.00)       | #DIV/0!          |
| 95956910                   | State Match <b>UMPQUA Bank Line of Credit</b>     |                     |             | -                   | -                 | #DIV/0!          |
|                            | **  |                     |             | -                   | -                 | #DIV/0!          |
|                            |   |                     |             | -                   | -                 | #DIV/0!          |
|                            |   |                     |             | -                   | -                 | #DIV/0!          |
|                            |   |                     |             | -                   | -                 | #DIV/0!          |
| 5506614                    | Investment Earns                                  |                     |             | -                   | -                 | #DIV/0!          |
| <b>Total Other Revenue</b> |   | <b>\$ 45,000.00</b> | <b>\$ -</b> | <b>\$ 45,055.00</b> | <b>\$ (55.00)</b> | <b>100%</b>      |

|                |                                  |                  |          |                  |                 |    |
|----------------|----------------------------------|------------------|----------|------------------|-----------------|----|
|                | Beginning Fund Balance Available | \$5767.00        |          | -                | \$ -            | 0% |
|                | Fund Balance Decreased by        | 5,767.00         |          |                  | \$ 5,767.00     |    |
| <b>TOTALS:</b> |                                  | <b>50,767.00</b> | <b>-</b> | <b>45,055.00</b> | <b>5,712.00</b> |    |

**Register Expense Report**  
**FY 2020 - 2021**  
**3/1/2021 Through 3/31/2021**

| Account<br>339D |     |                     |                                  |          |           |
|-----------------|-----|---------------------|----------------------------------|----------|-----------|
| Date            | Num | Description         | Memo                             | Category | Amount    |
| 3/24/2021       | 204 | Umpqua Bank - 52152 | 4/2021 Interest new project loan | 420100   | -6.27     |
|                 |     |                     | TOTAL 3/1/2021 - 3/31/2021       |          | -6.27     |
|                 |     |                     | BALANCE 3/31/2021                |          | 49,918.47 |
|                 |     |                     | TOTAL INFLOWS                    |          | 0         |
|                 |     |                     | TOTAL OUTFLOWS                   |          | -6.27     |
|                 |     |                     | NET TOTAL                        |          | -6.27     |

**Arcade Creek Recreation and Park District  
2020 - 2021 Monthly Revenue Reports**

**March 2021**

**Period 9**

---

**339B - Grant Trust**

| <b>Beginning<br/>Balance</b> | <b>Debits</b> | <b>Credits</b> | <b>Ending<br/>Balance</b> |
|------------------------------|---------------|----------------|---------------------------|
| \$ -                         | \$ -          | \$ -           | \$ -                      |

---

**088H - Park Dedication**

| <b>Beginning<br/>Balance</b> | <b>Debits</b> | <b>Credits</b> | <b>Ending<br/>Balance</b> |
|------------------------------|---------------|----------------|---------------------------|
| \$ 1,198.66                  | \$ -          | \$ -           | \$ 1,198.66               |

---

**339C - ADA Funds**

| <b>Beginning<br/>Balance</b> | <b>Debits</b> | <b>Credits</b> | <b>Ending<br/>Balance</b> |
|------------------------------|---------------|----------------|---------------------------|
| \$ 1,363.59                  | \$ -          | \$ -           | \$ 1,363.59               |

---

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

| <b>Beginning<br/>Balance</b> | <b>Debits</b> | <b>Credits</b> | <b>Ending<br/>Balance</b> |
|------------------------------|---------------|----------------|---------------------------|
| \$ 507,750.58                | \$ -          | \$ -           | \$507,750.58              |

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

End of

\*Pay Period:

March 15, 2021

March 31, 2021

Payroll Issued:

March 31, 2021

April 15, 2021

|  |                    |                     |                     |
|--|--------------------|---------------------|---------------------|
| <b>Administration Division</b>                             | 5713.16            | 7691.42             | 13,404.58           |
| <b>Board Members = 5</b>                                   | 200.00             | 150.00              | 350.00              |
| <br>   |                    |                     |                     |
| <b>Parks Division</b>                                      | 2216.50            | 2475.00             | 4,691.50            |
| PT Maint   | 0                  |                     | -                   |
| <br>   |                    |                     |                     |
| <b>Recreation Division</b>                                 |                    |                     |                     |
| Monitors, etc  | 765.00             | 585.00              | 1,350.00            |
| Misc - Staff   | 0.00               | 0.00                | -                   |
| Rec. Staff (Other)   | 0.00               | 0.00                | -                   |
|  | <b>\$ 8,894.66</b> | <b>\$ 10,901.42</b> | <b>\$ 19,796.08</b> |
| <br>   |                    |                     |                     |
| <b>Employer Paid Taxes</b><br><i>(FICA, Medicare, SUI)</i> | <b>691.14</b>      | <b>Unavailable</b>  |                     |



**Arcade Creek Recreation and Park District**

**MEETING DATE: April 15, 2021**

**AGENDA ITEM: 4 g Consent Agenda  
Correspondence Period 9**



## Kim Cook

---

**From:** Thorpe. Diane <ThorpeD@saccounty.net>  
**Sent:** Wednesday, March 17, 2021 5:16 PM  
**Subject:** LAFCo Proposed Budget FY 21-22  
**Attachments:** Item 6 FY 21-22 Budget.pdf; Reso 2021-01-0303-00-00 Proposed Budget.docx

**Importance:** High

The Sacramento Local Agency Formation Commission is required to adopt a Proposed Budget by May and a Final Budget by June of each year. Pursuant to statute, LAFCo's net cost is funded by cities, the County of Sacramento, and independent special districts. Affected agencies are billed after July of each year.

The attached Proposed Budget for FY 2021-22 was presented to and approved by the Commission on March 03, 2021. It is forwarded to you for notification, and to provide information to assist in your agency budgeting. LAFCo will conduct a public hearing on the Final Budget on April 07, 2021 at 5:30 P.M.

Please do not hesitate to call Don Lockhart at (916) 874-2937 to discuss any comments or concerns. Thank you for your attention to this matter.

Very truly yours,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

Have a great day,

*Diane Thorpe*

Clerk of the Commission  
Sacramento LAFCo  
1112 "I" Street, Suite 100  
Sacramento, CA 95814-2836  
[Diane.Thorpe@saclafco.org](mailto:Diane.Thorpe@saclafco.org)  
phone 874-6458

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**  
**1112 I Street, Suite #100**  
**Sacramento, California 95814**  
**(916) 874-6458**

March 3, 2021

TO: Sacramento Local Agency Formation Commission

FROM: Donald J. Lockhart AICP, Executive Officer (916) 874-6458  
Donald.Lockhart@SacLAFCo.org

RE: **Fiscal Year (FY) 2021-22 Proposed Budget**

**RECOMMENDATION**

1. Adopt the Proposed FY 2021-22 Budget Resolution with total Appropriations of \$1,013,128.
2. Direct staff to distribute the Proposed Budget to all contributing Agencies for thirty-day review and comment period.
3. Direct your Executive Officer to schedule a Public Hearing on the FY 2021-22 Final Budget on April 7, 2021.

**DISCUSSION**

This report outlines the FY 2021-22 Proposed Budget (Attached A) based on the best available information. Your Commission is required to adopt the Proposed Budget by May of each year and a Final Budget by June 15<sup>th</sup>. The Proposed Budget is based on an estimated Fund Balance by projecting year-end expenditures and revenues. Every attempt is made to accurately estimate Fund Balance because it is used as a base funding source for the following year's budget.<sup>1</sup>

The Proposed Budget is being presented this evening, to allow adequate time for review and comment by the various contributing agencies, prior to your Commission adoption of the Final Budget.

This Proposed Budget continues to reflect the direction of your Commission to minimize staffing. However, the Proposed Budget does provide adequate funding in the event of any anticipated staffing changes. This Commission directed limited staffing model has presented some challenges to maintaining adequate office coverage during the implementation of the related Covid-19 County mandated public health orders; in addition to typical staff activity such as vacation schedules or medical time off. If workload increases substantially, your Commission may wish to consider

---

<sup>1</sup> The final Fund Balance will not be available from the County Auditor until late July or early August. Staff will report back to the Commission in August or September after the Year-End Fund Balance is available to advise the Commission if any adjustments are required.

implementing a more broadly responsive and sustainable staffing model. A greater depth of staffing may also beneficially contribute in the context of organizational continuity. Staff will keep your Commission apprised of staff and workload balance.

The status quo approach in this Proposed Budget includes adjustments for known or anticipated costs. The Carryover Fund Balance is adequate to support these cost changes and to avoid an increase to Member Assessments for the foreseeable future. No increase in total Member Assessments is proposed.

*It is recommended that your Commission direct staff to augment the Membership Budget Account #2061 by \$12,000. This will accommodate changes in the charges for the various membership organizations that your Commission actively participates in, consistent with your Commission Guidelines. There is no net impact to the Proposed FY 21-22 Budget. The augmentation funding has been made available as a result of achieving and maintaining efficiencies throughout the daily operations of your Commission.*

**Summary FY 2021-22 Proposed Budget**

**Appropriations** \$1,013,128

**Funding Sources**

- Project Revenues
- Assessments
- Fund Balance-General
- Miscellaneous Project Revenue
- Interest Earnings

**Total Revenue and Assessments** \$1,013,128

**LAFCo Funding Sources**

LAFCo’s Budget is primarily funded from assessments from the contributing agencies, Fund Balance, and project revenue. Project revenue can vary from year to year. The table below summarizes the estimated revenue and funding sources for FY 2021-22:

| <b>Summary of Revenue Sources</b> |                    |                |
|-----------------------------------|--------------------|----------------|
| <b>Source</b>                     | <b>Amount</b>      | <b>Percent</b> |
| Fund Balance                      | \$ 87,128          | 8.6            |
| Interest                          | 12,500             | 1.3            |
| Assessments                       | 718,500            | 70.9           |
| Project Revenue                   | 195,000            | 19.2           |
| <b>Total Base Budget</b>          | <b>\$1,013,128</b> | <b>100.0%</b>  |

Fund Balance or carryover is used to help fund next year's budget. Historically, fund balance has averaged about \$100,000 to \$120,000 for the last several years. This Proposed Budget includes a use of Fund Balance of \$87,128. Actual use of Fund Balance is dependent on cost savings and/or revenues in excess of revenue budgeted. The proposed use of Fund Balance is conservative and will probably be lower when the actuals are known.

**Affected Agency Assessment**

*The proposed budget assumes no assessment increase.* Total contributions from other affected agencies will remain \$718,500. **The annual assessment was last adjusted in FY 2016-17.** LAFCo's contribution from the cities, county, and special districts will be unchanged at \$239,500. The cities and special districts allocation is calculated as a new percentage or combined with the preceding revenue compared to the total revenue for their respective category.

Consequently, individual assessments for each affected agency may vary from year to year. This calculation is pursuant to State law [GC 56381] and uses the most recent State Controller's Report for Cities and Special Districts to make the assessment allocation to each affected agency.

**Contributing Agencies**

The Proposed FY 2021-22 Budget will be distributed to LAFCo's Contributing Agencies for their review and comment.

**Summary of Reserves, Year End Fund Balance Estimate, Revenues and Expenditures for current FY 2021-22 Budget**

**Estimated Fund Balance (6-30-21)**

|                             |          |
|-----------------------------|----------|
| Fund Balance (Undesignated) | \$42,621 |
|-----------------------------|----------|

Currently the Year-End Balance is estimated to be \$101,100. This may be optimistic and it will be adjusted for the Final Budget based on actual information. The actual Year-End Fund Balance is not available until late July. If fund balance is greater than estimated the excess will be placed in reserves, however, if Fund Balance is lower than \$116,320, it may be necessary to transfer a sufficient amount from reserves to balance the FY 2021-22 budget.

**General Fund Reserves (6-30-21)**

|                                    |                  |
|------------------------------------|------------------|
| <b>Reserve Balance (6-30-2021)</b> | <b>\$220,933</b> |
|------------------------------------|------------------|

Currently, the Commission General Reserve Fund Balance is \$220,933. This amount has been set aside for unanticipated expenditures, revenue shortfalls and/or litigation. These funds cannot be spent without Commission approval. No increase or decrease is anticipated at this time except as described in the Fund Balance section of this report above.

## **FY 2019-20 Proposed Budget**

The attached budget summarizes the FY 2021-22 Preliminary Proposed Budget. Some changes are proposed for the base budget, as described above. Project revenue and project expenses are based on anticipated projects for FY 2021-22. The project costs are estimates and could change as would the revenue estimates when additional information becomes available.

### **Summary of Budget Expenditures**

#### **Salary and Benefits**

The staff Salary and Benefits reflect Commission actions, and applicable COLA or equity adjustments pursuant to the County of Sacramento and City of Sacramento Personnel Budget Reports. Currently, staff are either employees of the County of Sacramento or City of Sacramento. Salary and Benefit adjustments are determined by the respective agencies i.e., either the approval of the Sacramento City Council or County Board of Supervisors. These minor adjustments represent changes in salary and benefit costs such as medical insurance premiums, retirement contributions, increased employer or employee share of social security taxes, PERS, etc.

#### **Service and Supply Accounts**

Service and supply accounts are proposed to be adjusted to meet known or anticipated cost changes. Demand is expected to remain flat in light of the fixed asset cost increases incurred in the previous FY 2021-22. This reflects the ongoing staff commitment to exercise cost control in these categories.

#### **Contract Costs and Revenue**

LAFCo contracts for various profession services such as legal, financial modeling, environmental and mapping (surveyor/GIS) services. All contracts include both reimbursable and non-reimbursable expenses. The reimbursable expenses are related to projects and/or applications. The non-reimbursable expenses do not relate to specific projects or applications and reflect the ongoing costs of operating as an independent LAFCo.

The following contract amounts represent non-reimbursable expenditures. These accounts have not increased in several years and remain the same as the previous year. For example, legal expenditures may include charges for legal opinions that may be requested by Commissioners, general legal advice, and information that is needed that is not related to a specific project.

|                        | <b><u>Non-Project</u></b> |
|------------------------|---------------------------|
| Legal                  | \$60,000                  |
| Financial              | 21,000                    |
| Environmental Services | 20,000                    |
| Surveyor               | <u>0</u>                  |
| Total Net Cost         | \$101,000                 |

## Contingencies

The Proposed Budget recommends that \$15,220 be budgeted in contingencies to offset unanticipated expenses or revenue shortfalls that may occur during the budget year. This minimal amount remains unchanged from last year. If it is not needed it is a savings that contributes to year-end carryover and Fund Balance.

## Summary of Project Costs and Revenues

The following table highlights possible projects that may commence in the next FY. The estimated cost of these projects will be entirely offset by revenue. These costs are estimates and could be either higher or lower.

### Estimated Project Costs

|  |                  |
|--|------------------|
| City of Elk Grove Annexations  | \$30,000         |
| LO - City of Galt Annexation requests                                      | 25,000           |
| Miscellaneous District Municipal Service Reviews, SOIA<br>& Reorganization | 12,500           |
| New Projects   | 32,500           |
| LO Misc. Annexation requests   | 20,000           |
| Project Contingency  | <u>60,000</u>    |
| <b>Total</b>   | <b>\$180,000</b> |

### Estimated Project Revenue

|                          |                  |
|--------------------------|------------------|
| Project Fees and Revenue | <u>\$180,000</u> |
| <b>Total</b>             | <b>\$180,000</b> |

## Operating Efficiencies

Staff continues to review overall expenditures and evaluate and implement all cost savings opportunities.

## Conclusion and Recommendation

Based on the estimated year-end Fund Balance, the FY 2021-22 Preliminary Proposed Budget is balanced. However, it may be necessary to take money from reserves to offset any Year-End Fund Balance shortfall. Staff recommends that the Commission adopt the FY 2021-22 Proposed Budget.

Respectfully Submitted,

  
Donald J. Lockhart, AICP  
Executive Officer

## Sacramento Local Agency Formation Commission ATTACHMENT A

Proposed FY 2021-22 (March 2021)

Base Budget with Projects

| Acct  | Description                               | Change                |                          |                           |
|---|---|-----------------------|--------------------------|---------------------------|
|   |   | Final Budget<br>20-21 | Proposed Budget<br>21-22 | Increase/(Decrease)<br>\$ |
| <b>Salary and Benefit Accounts</b>            |   |                       |                          |                           |
| 1000  | Total Salaries & Benefits                 | 363,729               | 363,729                  | 0                         |
| 1005  | Secretary Part time/Intern                | 27,000                | 27,000                   | 0                         |
| 1124  | Commission Reimbursement                  | 9,000                 | 9,000                    | 0                         |
| 1240  | Worker's Comp                             | 1,234                 | 1,234                    | 0                         |
| 1250  | Unemployment                              | 0                     | 0                        | 0                         |
| <b>Total 1000's Account</b>                   |   | <b>400,963</b>        | <b>400,963</b>           | <b>0</b>                  |
| <b>Service and Supply Accounts</b>            |   |                       |                          |                           |
| 2005  | Advertising-public notice, meetings, etc. | 5,875                 | 5,875                    | 0                         |
| 2022  | Periodicals, Books, Subs                  | 2,888                 | 2,888                    | 0                         |
| 2029  | Business & Conf Expenses                  | 16,940                | 16,940                   | 0                         |
| 2035  | Education/Training                        | 4,851                 | 4,851                    | 0                         |
| 2039  | Employee Transportation                   | 440                   | 440                      | 0                         |
| 2051  | Liability Insurance for Commission        | 8,624                 | 8,624                    | 0                         |
| 2061  | Membership CalAFCo Dues                   | 14,548                | 26,548                   | 12,000                    |
| 2076  | Office Supplies                           | 8,400                 | 8,400                    | 0                         |
| 2081  | Postage                                   | 5,500                 | 5,500                    | 0                         |
| 2275  | Rents/Leases Equipment-Copier             | 29,040                | 29,040                   | 0                         |
| 2505  | Accounting/Audit Feeds                    | 11,000                | 11,000                   | 0                         |
| 2531  | Legal-General                             | 66,000                | 66,000                   | 0                         |
| 2591  | Other Professional Services               | 112,038               | 106,038                  | (6,000)                   |
| 2591  | Misc Billable Project                     | 180,000               | 180,000                  | 0                         |
| 2910  | County Wide IT Services                   | 1,997                 | 1,997                    | 0                         |
| 2911  | System Dev Sve Web & Desktop Support      | 18,200                | 12,200                   | (6,000)                   |
| 2912  | System Dev Sup Maintenance                | 605                   | 605                      | 0                         |
| 2916  | WAN Wide Area Network                     | 7,445                 | 7,445                    | 0                         |
| 2921  | Printing Services/Duplication             | 2,723                 | 2,723                    | 0                         |
| 2923  | GS Messenger Services                     | 4,719                 | 4,719                    | 0                         |
| 2926  | GS Stores                                 | 1,210                 | 1,210                    | 0                         |
| 2934  | P/W Charges                               | 8,954                 | 8,954                    | 0                         |
| 2943  | Lease Facility Charges                    | 74,415                | 74,415                   | 0                         |
| 2987  | Telephone                                 | 4,235                 | 4,235                    | 0                         |
| 2990  | GS Other Dept Svc                         | 605                   | 605                      | 0                         |
| 2995  | County Allocated Costs                    | 5,693                 | 5,693                    | 0                         |
| <b>Total 2000's Account</b>                   |   | <b>596,945</b>        | <b>596,945</b>           | <b>0</b>                  |
| 7900  | Contingency Base                          | 15,220                | 15,220                   | 0                         |
| 7901  | Contingency Surplus                       | 0                     | 0                        | 0                         |
| General Purpose Reserve                       |   | 0                     | 0                        | 0                         |
| <b>Total Contingency</b>                      |   | <b>15,220</b>         | <b>15,220</b>            | <b>0</b>                  |
| <b>Total Appropriations and Contingency</b>   |   | <b>1,013,128</b>      | <b>1,013,128</b>         | <b>0</b>                  |
| Less: Project Revenue-Variou                  |   | 15,000                | 15,000                   | 0                         |
| Revenue Reimbursement-Projects                |   | 180,000               | 180,000                  | 0                         |
| Interest Earnings                             |   | 12,500                | 12,500                   | 0                         |
| Fund Balance/Carryover                        |   | 87,128                | 87,128                   | 0                         |
| Reserve or Fund Balance Betterment-Adjustment |   | 0                     | 0                        | 0                         |
| Assessments from Contributing Agencies        |   | 718,500               | 718,500                  | 0                         |
| <b>Total Funding</b>                          |   | <b>1,013,128</b>      | <b>1,013,128</b>         | <b>0</b>                  |
| <b>Estimated Surplus/Shortfall</b>            |   | <b>0</b>              | <b>0</b>                 | <b>0</b>                  |

**Government Code 56381 - Statutory Funding Formula and Budget Process**

**56381.** (a) The commission shall adopt annually, following noticed public hearings, a proposed budget by May 1 and final budget by June 15. At a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the commission finds that reduced staffing or program costs will nevertheless allow the commission to fulfill the purposes and programs of this chapter. The commission shall transmit its proposed and final budgets to the board of supervisors, to each city, and to each independent special district.

(b) After public hearings, consideration of comments, and adoption of a final budget by the commission pursuant to subdivision (a), the auditor shall apportion the net operating expenses of a commission in the following manner:

(1) (A) In counties in which there is city and independent special district representation on the commission, the county, cities, and independent special districts shall each provide a one-third share of the commission's operational costs.

(B) The cities' share shall be apportioned in proportion to each city's total revenues, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within a county, or by an alternative method approved by a majority of cities representing the majority of the combined cities' populations.

(C) The independent special districts' share shall be apportioned in proportion to each district's total revenues as a percentage of the combined total district revenues within a county. Except as provided in subparagraph (D), an independent special district's total revenue shall be calculated for non-enterprise activities as total revenues for general purpose transactions less revenue category aid from other governmental agencies and for enterprise activities as total operating and non-operating revenues less revenue category other governmental agencies, as reported in the most recent edition of the "Special Districts Annual Report" published by the Controller, or by an alternative method approved by a majority of the agencies, representing a majority of their combined populations. For the purposes of fulfilling the requirement of this section, a multicounty independent special district shall be required to pay its apportionment in its principal county. It is the intent of the Legislature that no single district or class or type of district shall bear a disproportionate amount of the district share of costs.

(D) (i) For purposes of apportioning costs to a health care district formed pursuant to Division 23 (commencing with Section 32000) of the Health and Safety Code that operates a hospital, a health care district's share, except as provided in clauses (ii) and (iii), shall be apportioned in proportion to each district's net from operations as reported in the most recent edition of the hospital financial disclosure report form published by the Office of Statewide Health Planning and Development, as a percentage of the combined independent special districts' net operating revenues within a county.

(ii) A health care district for which net from operations is a negative number may not be apportioned any share of the commission's operational costs until the fiscal year following positive net from operations, as reported in the most recent edition of the hospital financial disclosure report form published by the Office of Statewide Health Planning and Development.



(iii) A health care district that has filed and is operating under public entity bankruptcy pursuant to federal bankruptcy law, shall not be apportioned any share of the commission's operational costs until the fiscal year following its discharge from bankruptcy.

(iv) As used in this subparagraph "net from operations" means total operating revenue less total operating expenses.

(E) Notwithstanding the requirements of subparagraph (C), the independent special districts' share may be apportioned by an alternative method approved by a majority of the districts, representing a majority of the combined populations. However, in no event shall an individual district's apportionment exceed the amount that would be calculated pursuant to subparagraphs (C) and (D), or in excess of 50 percent of the total independent special districts' share, without the consent of that district.

(F) Notwithstanding the requirements of subparagraph (C), no independent special district shall be apportioned a share of more than 50 percent of the total independent special districts' share of the commission's operational costs, without the consent of the district as otherwise provided in this section. In those counties in which a district's share is limited to 50 percent of the total independent special districts' share of the commission's operational costs, the share of the remaining districts shall be increased on a proportional basis so that the total amount for all districts equals the share apportioned by the auditor to independent special districts.

(2) In counties in which there is no independent special district representation on the commission, the county and its cities shall each provide a one-half share of the commission's operational costs. The cities' share shall be apportioned in the manner described in paragraph (1).

(3) In counties in which there are no cities, the county and its special districts shall each provide a one-half share of the commission's operational costs. The independent special districts' share shall be apportioned in the manner described for cities' apportionment in paragraph (1). If there is no independent special district representation on the commission, the county shall pay all of the commission's operational costs.

(4) Instead of determining apportionment pursuant to paragraph (1), (2), or (3), any alternative method of apportionment of the net operating expenses of the commission may be used if approved by a majority vote of each of the following: the board of supervisors; a majority of the cities representing a majority of the total population of cities in the county; and the independent special districts representing a majority of the combined total population of independent special districts in the county. However, in no event shall an individual district's apportionment exceed the amount that would be calculated pursuant to subparagraphs (C) and (D) of paragraph (1), or in excess of 50 percent of the total independent special districts' share, without the consent of that district.

(c) After apportioning the costs as required in subdivision (b), the auditor shall request payment from the board of supervisors and from each city and each independent special district no later than July 1 of each year for the amount that entity owes and the actual administrative costs incurred

by the auditor in apportioning costs and requesting payment from each entity. If the county, a city, or an independent special district does not remit its required payment within 60 days, the commission may determine an appropriate method of collecting the required payment, including a request to the auditor to collect an equivalent amount from the property tax, or any fee or eligible revenue owed to the county, city, or district. The auditor shall provide written notice to the county, city, or district prior to appropriating a share of the property tax or other revenue to the commission for the payment due the commission pursuant to this section. Any expenses incurred by the commission or the auditor in collecting late payments or successfully challenging nonpayment shall be added to the payment owed to the commission. Between the beginning of the fiscal year and the time the auditor receives payment from each affected city and district, the board of supervisors shall transmit funds to the commission sufficient to cover the first two months of the commission's operating expenses as specified by the commission. When the city and district payments are received by the commission, the county's portion of the commission's annual operating expenses shall be credited with funds already received from the county. If, at the end of the fiscal year, the commission has funds in excess of what it needs, the commission may retain those funds and calculate them into the following fiscal year's budget. If, during the fiscal year, the commission is without adequate funds to operate, the board of supervisors may loan the commission funds. The commission shall appropriate sufficient funds in its budget for the subsequent fiscal year to repay the loan.

**56381.6.** (a) Notwithstanding the provisions of Section 56381, for counties whose membership on the commission is established pursuant to Sections 56326, 56326.5, 56327, or 56328, the commission's annual operational costs shall be apportioned among the classes of public agencies that select members on the commission in proportion to the number of members selected by each class. The classes of public agencies that may be represented on the commission are the county, the cities, and independent special districts. Any alternative cost apportionment procedure may be adopted by the commission, subject to a majority affirmative vote of the commission that includes the affirmative vote of at least one of the members selected by the county, one of the members selected by the cities, and one of the members selected by districts, if special districts are represented on the commission.

(b) Allocation of costs among individual cities and independent special districts and remittance of payments shall be in accordance with the procedures of Section 56381. Notwithstanding Section 56381, any city that has permanent membership on the commission pursuant to Sections 56326, 56326.5, 56327, or 56328 shall be apportioned the same percentage of the commission's annual operational costs as its permanent member bears to the total membership of the commission, excluding any public members selected by all the members. The balance of the cities' portion of the commission's annual operational costs shall be apportioned to the remaining cities in the county in accordance with the procedures of Section 56381.

## Sacramento Local Agency Formation Commission ATTACHMENT A

Proposed FY 2021-22 (March 2021)

Base Budget with Projects

| Acct  | Description                               | Final Budget     | Proposed Budget  | Change                    |
|---|---|------------------|------------------|---------------------------|
|   |   | 20-21            | 21-22            | Increase/(Decrease)<br>\$ |
| <b>Salary and Benefit Accounts</b>            |   |                  |                  |                           |
| 1000  | Total Salaries & Benefits                 | 363,729          | 363,729          | 0                         |
| 1005  | Secretary Part time/Intern                | 27,000           | 27,000           | 0                         |
| 1124  | Commission Reimbursement                  | 9,000            | 9,000            | 0                         |
| 1240  | Worker's Comp                             | 1,234            | 1,234            | 0                         |
| 1250  | Unemployment                              | 0                | 0                | 0                         |
| <b>Total 1000's Account</b>                   |   | <b>400,963</b>   | <b>400,963</b>   | <b>0</b>                  |
| <b>Service and Supply Accounts</b>            |   |                  |                  |                           |
| 2005  | Advertising-public notice, meetings, etc. | 5,875            | 5,875            | 0                         |
| 2022  | Periodicals, Books, Subs                  | 2,888            | 2,888            | 0                         |
| 2029  | Business & Conf Expenses                  | 16,940           | 16,940           | 0                         |
| 2035  | Education/Training                        | 4,851            | 4,851            | 0                         |
| 2039  | Employee Transportation                   | 440              | 440              | 0                         |
| 2051  | Liability Insurance for Commission        | 8,624            | 8,624            | 0                         |
| 2061  | Membership CaLAFCo Dues                   | 14,548           | 26,548           | 12,000                    |
| 2076  | Office Supplies                           | 8,400            | 8,400            | 0                         |
| 2081  | Postage                                   | 5,500            | 5,500            | 0                         |
| 2275  | Rents/Leases Equipment-Copier             | 29,040           | 29,040           | 0                         |
| 2505  | Accounting/Audit Feeds                    | 11,000           | 11,000           | 0                         |
| 2531  | Legal-General                             | 66,000           | 66,000           | 0                         |
| 2591  | Other Professional Services               | 112,038          | 106,038          | (6,000)                   |
| 2591  | Misc Billable Project                     | 180,000          | 180,000          | 0                         |
| 2910  | County Wide IT Services                   | 1,997            | 1,997            | 0                         |
| 2911  | System Dev Svc Web & Desktop Support      | 18,200           | 12,200           | (6,000)                   |
| 2912  | System Dev Sup Maintenance                | 605              | 605              | 0                         |
| 2916  | WAN Wide Area Network                     | 7,445            | 7,445            | 0                         |
| 2921  | Printing Services/Duplication             | 2,723            | 2,723            | 0                         |
| 2923  | GS Messenger Services                     | 4,719            | 4,719            | 0                         |
| 2926  | GS Stores                                 | 1,210            | 1,210            | 0                         |
| 2934  | P/W Charges                               | 8,954            | 8,954            | 0                         |
| 2943  | Lease Facility Charges                    | 74,415           | 74,415           | 0                         |
| 2987  | Telephone                                 | 4,235            | 4,235            | 0                         |
| 2990  | GS Other Dept Svc                         | 605              | 605              | 0                         |
| 2995  | County Allocated Costs                    | 5,693            | 5,693            | 0                         |
| <b>Total 2000's Account</b>                   |   | <b>596,945</b>   | <b>596,945</b>   | <b>0</b>                  |
| 7900  | Contingency Base                          | 15,220           | 15,220           | 0                         |
| 7901  | Contingency Surplus                       | 0                | 0                | 0                         |
|   | General Purpose Reserve                   | 0                | 0                | 0                         |
| <b>Total Contingency</b>                      |   | <b>15,220</b>    | <b>15,220</b>    | <b>0</b>                  |
| <b>Total Appropriations and Contingency</b>   |   | <b>1,013,128</b> | <b>1,013,128</b> | <b>0</b>                  |
| Less: Project Revenue-Variou                  |   | 15,000           | 15,000           | 0                         |
| Revenue Reimbursement-Projects                |   | 180,000          | 180,000          | 0                         |
| Interest Earnings                             |   | 12,500           | 12,500           | 0                         |
| Fund Balance/Carryover                        |   | 87,128           | 87,128           | 0                         |
| Reserve or Fund Balance Betterment-Adjustment |   | 0                | 0                | 0                         |
| Assessments from Contributing Agencies        |   | 718,500          | 718,500          | 0                         |
| <b>Total Funding</b>                          |   | <b>1,013,128</b> | <b>1,013,128</b> | <b>0</b>                  |
| <b>Estimated Surplus/Shortfall</b>            |   | <b>0</b>         | <b>0</b>         | <b>0</b>                  |

**RESOLUTION NO. LAFC 2021-01-0303-00-00**

**THE SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

**ADOPTING THE  
FISCAL YEAR 2021-22 PROPOSED BUDGET**

**WHEREAS**, the Sacramento Local Agency Formation Commission has conducted a public hearing on March 3, 2021, during which all additions and deletions amending the Proposed Budget for Fiscal Year 2021-2022 (FY 2021-22) were considered and made.

**WHEREAS**, in accordance with Government Code Section 56381, that the Proposed Budget of \$1,032,320 for FY 2021-22 is hereby adopted in accordance with Attachment A: Proposed FY 2021-22 Budget.

**WHEREAS**, the FY 2021-22 Budget is subject to any salary and benefit changes made by the County Board of Supervisors and Sacramento City Council during their budget deliberations effecting LAFCo contracts with City and County staff. These positions are subject to salary and benefits which are approved by the respective agencies;

**WHEREAS**, that means of financing the expenditures program will be by monies derived from Revenue, Fund Balance Available, and Contributions from Affected Agencies in the amount of \$1,032,320.

**NOW THEREFOR, BE IT RESOLVED** that the Proposed Budget for FY 2021-22 be and is hereby adopted with the listed attachments which show in detail the approved appropriations subject to limitations attached hereto and by reference made a part hereof.

**BE IT FURTHER RESOLVED** that Resolution No. **LAFC 2021-01-0303-00-00** was adopted by the **SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**, on the 3rd day of March, 2021, by the following vote, to wit:

|                | Motion | 2nd   | Aye   | No    | Absent | Abstain |
|----------------|--------|-------|-------|-------|--------|---------|
| Chris Little   | _____  | _____ | _____ | _____ | _____  | _____   |
| Gay Jones      | _____  | _____ | _____ | _____ | _____  | _____   |
| Linda Budge    | _____  | _____ | _____ | _____ | _____  | _____   |
| Rich Desmond   | _____  | _____ | _____ | _____ | _____  | _____   |
| Sue Frost      | _____  | _____ | _____ | _____ | _____  | _____   |
| Lindsey Liebig | _____  | _____ | _____ | _____ | _____  | _____   |
| Sean Loloee    | _____  | _____ | _____ | _____ | _____  | _____   |

|                       |     |       |    |       |        |       |         |       |
|-----------------------|-----|-------|----|-------|--------|-------|---------|-------|
| Commission Vote Tally | Aye | _____ | No | _____ | Absent | _____ | Abstain | _____ |
| Passed                | Yes | _____ | No | _____ |        |       |         |       |

By: \_\_\_\_\_  
**Chris Little, Chair**

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

**ATTEST:** \_\_\_\_\_

**Diane Thorpe, Clerk of the Commission**

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

**ATTACHMENT A: FY 2021-22 PROPOSED BUDGET**

**RESOLUTION NO. LAFC 2021-01-0303-00-00**

**THE SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

**ADOPTING THE  
FISCAL YEAR 2021-22 PROPOSED BUDGET**

**WHEREAS**, the Sacramento Local Agency Formation Commission has conducted a public hearing on March 3, 2021, during which all additions and deletions amending the Proposed Budget for Fiscal Year 2021-2022 (FY 2021-22) were considered and made.

**WHEREAS**, in accordance with Government Code Section 56381, that the Proposed Budget for FY 2021-22 is hereby adopted in accordance to the following:

|     |                                  |                            |
|-----|----------------------------------|----------------------------|
| (1) | Salaries and Employees Benefits  | \$ 9,500                   |
| (2) | Services and Supplies            | \$1,007,600 <sup>1</sup>   |
| (3) | Other Charges                    | -0-                        |
| (4) | Fixed Assets                     |                            |
|     | (A) Land                         | -0-                        |
|     | (B) Structures and Improvements  | -0-                        |
|     | (C) Equipment                    | -0-                        |
| (5) | Expenditure Transfers            | -0-                        |
| (6) | Contingencies                    | \$ 15,220                  |
| (7) | Provision for Reserve Increases  | \$ -0-                     |
|     | <b>TOTAL BUDGET REQUIREMENTS</b> | <b>\$ 1,032,320</b>        |
|     | <b>TOTAL FUNDING</b>             | <b><u>\$ 1,032,320</u></b> |

**WHEREAS**, the FY 2021-22 Budget is subject to any salary and benefit changes made by the County Board of Supervisors and Sacramento City Council during their budget deliberations effecting LAFCo contracts with City and County staff. These positions are subject to salary and benefits which are approved by the respective agencies;

**WHEREAS**, that means of financing the expenditures program will be by monies derived from Revenue, Fund Balance Available, and Contributions from Affected Agencies in the amount of \$ 1,032,320.

**NOW THEREFOR, BE IT RESOLVED** that the Proposed Budget for FY 2021-22 be and is hereby adopted with the listed attachments which show in detail the approved appropriations subject to limitations attached hereto and by reference made a part hereof.

---

<sup>1</sup> Includes reimbursement to City and County of Sacramento for Salary and Benefits for Executive Officer, and Commission Clerk.

**BE IT FURTHER RESOLVED** that Resolution No. **L AFC 2021-01-0303-00-00** was adopted by the **SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**, on the ***3rd day of March, 2021***, by the following vote, to wit:

|                | Motion | 2nd   | Aye   | No    | Absent | Abstain |
|----------------|--------|-------|-------|-------|--------|---------|
| Chris Little   | _____  | _____ | _____ | _____ | _____  | _____   |
| Gay Jones      | _____  | _____ | _____ | _____ | _____  | _____   |
| Linda Budge    | _____  | _____ | _____ | _____ | _____  | _____   |
| Rich Desmond   | _____  | _____ | _____ | _____ | _____  | _____   |
| Sue Frost      | _____  | _____ | _____ | _____ | _____  | _____   |
| Lindsey Liebig | _____  | _____ | _____ | _____ | _____  | _____   |
| Sean Loloee    | _____  | _____ | _____ | _____ | _____  | _____   |

Commission Vote Tally      Aye \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_  
Passed      Yes \_\_\_\_\_ No \_\_\_\_\_

By: \_\_\_\_\_  
**Chris Little, Chair**  
**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

**ATTEST:** \_\_\_\_\_  
**Diane Thorpe, Clerk of the Commission**  
**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

Monthly activity report for: **Arcade Creek Recreation and Park District**  
**Reporting Period: 2021-03-01 to 2021-03-31**

**Arcade Creek Park**

**Notice To Appear Issued**

No NTAs issued during this reporting period.

**Parking Citations Issued**

No parking citations issued during this reporting period

**Onsite Arrests Made**

No onsite arrests made during this reporting period.

**Dispatched Calls For Service**

No dispatched calls for service during this reporting period.

**D.U.I Arrests**

No DUI arrests made during this reporting period.

**Warrant Arrests**

No warrant arrests made during this reporting period.

**Warnings Issued**

No warnings issued during this reporting period.

---

**Hamilton Street Park**

**Notice To Appear Issued**

No NTAs issued during this reporting period.

**Parking Citations Issued**

1) Date/Time: 2021-03-27 15:00

V1: 4000(a) CVC No current registration

2) Date/Time: 2021-03-29 16:03

V1: 10.24.030(b) SCO Prohibited stopping, standing, parking

3) Date/Time: 2021-03-29 16:17

V1: 5200(a) CVC Display of two license plates required

**Onsite Arrests Made**

No onsite arrests made during this reporting period.

**Dispatched Calls For Service**

No dispatched calls for service during this reporting period.

**D.U.I Arrests**

No DUI arrests made during this reporting period.

**Warrant Arrests**

No warrant arrests made during this reporting period.

**Warnings Issued**

1) Date/Time: 2021-03-07 16:26

Violation: CVC 4000(a)(1)

---



## **Oakdale Park**

### **Notice To Appear Issued**

1) Date/Time: 2021-03-22 15:46

Violation 1: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

2) Date/Time: 2021-03-22 15:40

Violation 1: 602(k) PC Trespassing, Severity: Mis

### **Parking Citations Issued**

No parking citations issued during this reporting period

### **Onsite Arrests Made**

No onsite arrests made during this reporting period.

### **Dispatched Calls For Service**

No dispatched calls for service during this reporting period.

### **D.U.I Arrests**

No DUI arrests made during this reporting period.

### **Warrant Arrests**

No warrant arrests made during this reporting period.

### **Warnings Issued**

No warnings issued during this reporting period.

---

## **Off Property**

### **Notice To Appear Issued**

1) Date/Time: 2021-03-09 12:27

Violation 1: 12500(a) CVC Unlicensed Driver, Severity: Mis

Violation 2: 21453(a) CVC Red Light Violation, Severity: Inf

### **Parking Citations Issued**

No parking citations issued during this reporting period

### **Onsite Arrests Made**

No onsite arrests made during this reporting period.

### **Dispatched Calls For Service**

No dispatched calls for service during this reporting period.

### **D.U.I Arrests**

No DUI arrests made during this reporting period.

### **Warrant Arrests**

No warrant arrests made during this reporting period.

### **Warnings Issued**

No warnings issued during this reporting period.

# Arcade Creek



Recreation and Park District

**Board of Directors**  
Amanda Gualderama  
Michael Hanson  
Alex Vassar

April 9, 2021

**Mailing Address**  
P.O. Box 418114  
Sacramento, CA 95841

**Telephone**  
(916) 482-8377

**Email**  
acrpdp@acrpdp.com

**Arcade Creek Park**  
5613 Omni Drive  
Sacramento, CA

**Hamilton Street Park**  
4855 Hamilton Street  
Sacramento, CA

**Oakdale Park**  
3708 Myrtle Avenue  
North Highlands, CA

Dear Board of Directors,

I am writing to provide an update on events at the District during the months of March and April. I found that the March board meeting came up a little too quickly to complete this report for that meeting. That said, this will serve as my report for both March and early April.

## **Fallen Tree**

At approximately 10:00 am on Sunday, March 21st, a large oak tree at Hamilton Street Park fell. Nobody was injured by the falling tree, although it did land on the children's play structure (damage is unknown) and is currently blocking a footpath. A tree service was contacted, and they reported that additionally, two nearby trees are also in danger of falling (one on a swing set and the other onto a parking lot and tennis court). The tree chipped concrete on the pathway through the area but appears to have caused minimal damage to the Tots play structure.

I'd like to commend Maintenance Lead Juanita Petersen for her quick response. Despite the fallen tree being a dangerous situation (it was still partially supported by another tree), by the time I arrived at 11:30, she had the area cordoned off with caution tape and had repeatedly told several children to stop climbing on the tree. Over the next few days, Juanita had to repeatedly stop her work and explain to park visitors why it was unsafe for their children to play in a work zone.

After receiving three bids, I authorized spending \$5,000 (which is within the delegated authority of the General Manager) to remove the fallen tree and do significant trimming of two other trees.

*Photos are provided later in this report.*

## **Office Cleanup**

Office Manager Kim Cook has taken a leading role in the clean-up of the District Office. The District had retained a large volume of files far past the disposal deadlines set in our Document Retention Policy (Policy 3310). After consulting with legal counsel, Kim has done an excellent job identifying a large volume of material that the district is able to dispose of.

With the significant reduction in paperwork, we found that we could consolidate all our files into a single location. In order to provide both security and better organization to the district's records, Kim and I have begun the process of creating a consolidated records room.

### **Disposal of Surplus Property**

In addition to the elimination of older documents, Juanita Petersen has been working hard to dispose of unusable items from the Maintenance Yard at Hamilton Street Park. Because of a misinterpretation of the definition of "surplus property," the District had stored a significant volume of broken and/or unusable items (old bollards, packing materials, and dishwasher-sized concrete blocks previously used as BBQs). These materials are now in the process of being disposed of as staff time permits.

### **Safety Equipment**

During a tour of the Maintenance Building, I observed that there were several significant trip hazards (due to the uneven floor) and felt that the existing lighting was insufficient to provide a safe working environment. I am happy to report that new lighting has been installed and the trip hazards have been marked with orange paint.

### **Website Redesign**

In anticipation of recruiting and hiring a new General Manager, I dedicated time to updating the District's website (acrpd.com). Descriptions of facilities have been expanded, photographs added, and navigation tabs have been restructured to allow for more consistent organization. With Kim's assistance, I located documents related to our history and added a "District History" webpage. It can be found under the "About Us" navigation tab.

### **New Computer Hardware**

The applications used by the computer systems that the district staff uses have grown in the years since our last computers were purchased. I noted that Kim's computer appeared to be running slow and checked both her computer's hard drive and memory capacities. I determined that they were already insufficient to meet business needs (and that the issue would be increasingly problematic as new software was introduced or updated installed) and have authorized the purchase of a new computer for her use.

## **General Manager Recruitment**

Because the district does not have a current job description and duty statement for the General Manager's position, I have worked on drafting one. I relied on materials developed by neighboring park districts during their own GM recruitments (as well as my observations during the past month). These materials are included in this agenda under Item 6c.

In anticipation of the new General Manager's arrival in the next few months, I am trying to do everything I can to make their transition a smooth one (resolving outstanding issues and cleaning up the district office. Although it has been exhausting to balance this responsibility and my regular work commitments, I want to thank you for entrusting me with the temporary administration of the district. I am very aware that my time in this role is short and am trying to ensure that every week sees progress.

If you have any concerns or if I can answer any questions<sup>1</sup>, please don't hesitate to contact me.

Your neighbor,



Alex Vassar  
Interim General Manager

---

<sup>1</sup> For example, "What was the name of original name of Hamilton Street Park in 1974?"


Before (March 21) and after (April 4) images of fallen tree at Hamilton Street Park.  
From parking lot, looking south.



Before (March 21) and after (April 4) images of fallen tree at Hamilton Street Park.  
From playground, looking northwest.



Arcade Creek Recreation and Park District

|  |  |  |
|--|--|--|
| <b>Meeting Date</b> April 15, 2021   |  | <b>Item #</b> 5 a  |
| <b>Subject:</b> Finance Committee report and proposal for FY 2021-22 Preliminary Budgets   |  |  |
| <b>Initiated or requested by</b><br><input checked="" type="checkbox"/> Board<br><input type="checkbox"/> Staff<br><input type="checkbox"/> Other  | <b>Item Type</b><br><input type="checkbox"/> Informational<br><input checked="" type="checkbox"/> Direction<br><input type="checkbox"/> Action | <b>Report coordinated or prepared by</b><br><br>Alex Vassar, Interim General Manager |
| <b>Objective</b><br>This is a standing agenda item for the Finance Committee to discuss with the full board the Committee's work and the development of the 2021-22 Budget.  |  |  |
| <b>Background</b><br>A final budget is generally approved early in the new fiscal year (July or August) to make any additional changes to the budget.<br>In order to meet the requirements imposed by the County of Sacramento, the District must approve a first budget in advance of the new fiscal year beginning July 1, 2021. |  |  |
| <b>Analysis</b><br>Two months remain until the Board must provide a draft of the budget for public feedback.<br>Three months remain until the Board must adopt the FY 2021-22 Budget.  |  |  |
| <b>Budget/Cost Information</b><br>Major. This discussion will inform the creation of the District's 2021-22 budget.  |  |  |
| <b>Proposed Action</b><br>Discuss the proposed course of action.   |  |  |
| <b>Alternative Actions</b><br>This is an discussion item only.   |  |  |
| <b>Coordination and Review</b><br>This is standard practice of the board.  |  | <b>Attachment(s)</b><br>Attachments provided by the Finance Committee.   |

| 339A Preliminary Budget Worksheet                     |                    |   |  |                             |                        |                              |            |  |
|---|--------------------|---|--|-----------------------------|------------------------|------------------------------|------------|--|
| FY 2021-22  |                    |   |  |                             |                        |                              |            |  |
| Presented at the 4/15/2021 Board of Directors Meeting |                    |   |  |                             |                        |                              |            |  |
| Fund #<br>339A  | Commitment<br>Item | Description                             | Explanation/Side<br>Notes  | Adopted<br>Budget 20-<br>21 | Expenses<br>Up to Date | Proposed<br>Budget 21-<br>22 | Subtracted | Notes  |
|   | 10111000           | Regular Employees                       |  | \$205,821.00                |                        | \$205,821.00                 |            | Subject to change  |
|   | 10112400           | Committee Members                       | Stipend Per Board Meeting  | \$3,500.00                  |                        | \$3,500.00                   |            |  |
|   | 10113200           | Time/One Half Over Time                 |  | \$2,500.00                  |                        | \$2,500.00                   |            |  |
|   | 10121000           | Retirement -Employer Cost               |  | \$38,091.00                 |                        | \$38,091.00                  |            | \$20,792.00 due by 7/31/2021 plus 10.34% based on FT wages & @ \$1,000.00 for Actuarial Cost etc |
|   | 10122000           | OASDI -- Employer Cost                  |  | \$16,347.00                 |                        | \$16,347.00                  |            | Current rate is 7.65% on each payroll dollar   |
|   | 10123000           | Group Insurance -- Employer Cost        |  | \$30,435.00                 |                        | \$30,435.00                  | +/-        | Based on possible increase by provider   |
|   | 10124000           | Workers' Comp -- Allocated Cost Pacakge |  | \$7,243.00                  |                        | \$7,243.00                   |            |  |
|   | 10125000           | SUI -- Allocated Cost Package           |  | \$700.00                    |                        | \$700.00                     |            | Paid on 1st 7k of salary/wages per EE  |
|   | 10128000           | Health Care -- Retirees                 |  | \$1,282.00                  |                        | \$1,282.00                   |            |  |
|   | 10140000           | Cost Reduction Factor                   |  | \$266,273.00                |                        | \$0.00                       |            |  |
|   | 20200500           | Advertising/Legal Notices               | Payments for ads in print media required by law, Required EE Posters | \$500.00                    |                        | \$300.00                     | \$200.00   |  |
|   | 20202900           | Business/Conference Expense             | Conference attendance -- CARPD                                       | \$2,200.00                  |                        | \$2,000.00                   | \$200.00   |  |



| Fund #<br>339A | Commitment<br>Item | Description                             | Explanation/Side<br>Notes   | Adopted<br>Budget 20-<br>21 | Expenses<br>Up to Date | Proposed<br>Budget 21-<br>22 | Subtracted | Notes |
|----------------|--------------------|---|---|-----------------------------|------------------------|------------------------------|------------|-------|
|                | 20203600           | Education & Training<br>Supplies        |   | \$0.00                      |                        | \$0.00                       |            |       |
|                | 20203804           | Workplace Amenities                     |   |                             |                        | \$0.00                       |            |       |
|                | 20205100           | Insurance Liability                     |   | \$51,540.00                 |                        | \$51,540.00                  |            |       |
|                | 20206100           | Membership Dues                         | CARPD   | \$2,000.00                  |                        | \$2,000.00                   |            |       |
|                | 20207600           | Office Supplies                         | Paper, office items,<br>pens, etc.                                  | \$800.00                    |                        | \$800.00                     |            |       |
|                | 20207602           | Signs                                   | For replacement of<br>signs and new signage<br>needs                | \$1,000.00                  |                        | \$1,000.00                   |            |       |
|                | 20207603           | Keys                                    | Locksmith and key<br>services                                       | \$500.00                    |                        | \$250.00                     |            |       |
|                | 20208100           | Postal Services                         | Post Office box rate<br>\$148.00/12 months                          | \$148.00                    |                        | \$148.00                     |            |       |
|                | 20208102           | Stamps                                  | Postage stamps for<br>office mailings                               | \$150.00                    |                        | \$150.00                     |            |       |
|                | 20208500           | Printing Services                       | District printed<br>material  | \$3,500.00                  |                        | \$0.00                       | \$3,500.00 |       |
|                | 20210300           | Agriculture/Horticul-<br>ture Service   | Outsourced serviced   | \$10,000.00                 |                        | \$20,000.00                  |            |       |
|                | 20210400           | Agriculture/Horticul-<br>ture Supplies  | Maintence supplies for<br>parks -- fertilizer, weed<br>killer, etc. | \$2,500.00                  |                        | \$500.00                     | \$2,000.00 |       |
|                | 20211100           | Building Maintenance<br>Service         | Pest control, Misc.<br>repairs                                      | \$2,200.00                  |                        | \$2,200.00                   |            |       |
|                | 20211200           | Building Maintenance<br>Supplies        |   | \$0.00                      |                        | \$0.00                       |            |       |
|                | 20212200           | Chemical Supplies                       |   | \$0.00                      |                        | \$0.00                       |            |       |
|                | 20213100           | Electric Maintenance<br>Service         | Call out electrical<br>service                                      | \$1,000.00                  |                        | \$2,500.00                   |            |       |
|                | 20213200           | Electric Maintenance<br>Supplies        | Materials if needed for<br>call out service                         | \$200.00                    |                        | \$200.00                     |            |       |
|                | 20214100           | Land Improvement<br>Maintenance Service | Outsourced irrigation<br>work                                       | \$4,000.00                  |                        | \$4,000.00                   |            |       |

| Fund #<br>339A | Commitment<br>Item | Description                                | Explanation/Side<br>Notes   | Adopted<br>Budget 20-<br>21 | Expenses<br>Up to Date | Proposed<br>Budget 21-<br>22 | Subtracted | Notes |
|----------------|--------------------|--|---|-----------------------------|------------------------|------------------------------|------------|-------|
|                | 20214200           | Land Improvement<br>Maintenance Supplies   | Irrigation and turf care<br>supplies, fencing, park<br>trash cans, misc.    | \$2,000.00                  |                        | \$2,000.00                   |            |       |
|                | 20215100           | Mechanical Systems<br>Maintenance Service  | HVAC service  | \$1,500.00                  |                        | \$1,500.00                   |            |       |
|                | 20215200           | Mechanical Systems<br>Maintenance Supplies |   | \$0.00                      |                        | \$0.00                       |            |       |
|                | 20216200           | Painting Supplies                          | Paint and equipment<br>as needed for projects<br>and community work<br>days | \$500.00                    |                        | \$500.00                     |            |       |
|                | 20216700           | Plumbing Maintenance<br>Services           | Outsourced necessary<br>plumbing work when<br>needed                        | \$1,000.00                  |                        | \$1,000.00                   |            |       |
|                | 20216800           | Plumbing Maintenance<br>Supplies           | Supplies for plumbing<br>work when needed                                   | \$500.00                    |                        | \$500.00                     |            |       |
|                | 20218500           | Permit Fees                                |   | \$0.00                      |                        | \$0.00                       |            |       |
|                | 20219100           | Electricity                                | SMUD-Electric service   | \$17,500.00                 |                        | \$17,500.00                  |            |       |
|                | 20219200           | Natural Gas/LPG/Fuel<br>Oil                | PG&E-Natural gas<br>service   | \$2,500.00                  |                        | \$2,500.00                   |            |       |
|                | 20219300           | Refuse Disposal                            | Reoublic Waste<br>Mamangement + Large<br>containers as needed               | \$4,000.00                  |                        | \$4,000.00                   |            |       |
|                | 20219500           | Sewage Disposal<br>Services                | Pump out pit toilet at<br>ACP, Sacramento<br>County Utilities               | \$3,000.00                  |                        | \$3,000.00                   |            |       |
|                | 20219700           | Telephone Service                          |   | \$0.00                      |                        | \$0.00                       |            |       |
|                | 20219800           | Water                                      | SSWD - Water Service<br>for parks and buildings<br>at HSP                   | \$30,000.00                 |                        | \$30,000.00                  |            |       |
|                | 20220500           | Automative<br>Maintenance Service          | Vehicle service and<br>repair   | \$2,000.00                  |                        | \$2,000.00                   |            |       |
|                | 20220600           | Automative<br>Maintenance Supplies         | Vehicle repair parts as<br>needed   | \$300.00                    |                        | \$300.00                     |            |       |

| Fund #<br>339A | Commitment<br>Item | Description                                  | Explanation/Side<br>Notes  | Adopted<br>Budget 20-<br>21 | Expenses<br>Up to Date | Proposed<br>Budget 21-<br>22 | Subtracted | Notes |
|----------------|--------------------|--|--|-----------------------------|------------------------|------------------------------|------------|-------|
|                | 20221100           | Construction<br>Equipment Service            | Tractor and mower<br>service, maintenance<br>equipment                     | \$4,000.00                  |                        | \$4,000.00                   |            |       |
|                | 20221200           | Construction<br>Equipment Supplies           | Tractor parts and<br>blades as needed                                      | \$3,000.00                  |                        | \$3,000.00                   |            |       |
|                | 20222600           | Expendable Tools                             | Power tools and<br>equipment service and<br>repair (current catch<br>all)  | \$1,200.00                  |                        | \$500.00                     | \$700.00   |       |
|                | 20223600           | Fuel & Lubricants                            | Gas, fuel, oil for<br>equipment  | \$4,200.00                  |                        | \$4,200.00                   |            |       |
|                | 20226100           | Office Equipment<br>Maintenance Services     | Dashboard<br>Implementation and<br>Training                                | \$0.00                      |                        | \$15,000.00                  |            |       |
|                | 20227500           | Rent/Leases<br>Equipment                     | Rental equipment if<br>needed  | \$500.00                    |                        | \$500.00                     |            |       |
|                | 20227510           | Copy Machine Lease                           | Contract amount  | \$3,300.00                  |                        | \$3,300.00                   |            |       |
|                | 20227504           | Miscellaneous                                | Water bottles  | \$1,500.00                  |                        | \$500.00                     | \$1,000.00 |       |
|                | 20229100           | Other Equipment<br>Maintenance Services      | Playground repairs by<br>others  | \$2,000.00                  |                        | \$2,000.00                   |            |       |
|                | 20229200           | Other Equipment<br>Maintenace Supplies       | Playground parts   | \$1,500.00                  |                        | \$1,500.00                   |            |       |
|                | 20231400           | Clothing/Personal<br>Supplies                | Work apparel and<br>safety equipment                                       | \$100.00                    |                        | \$100.00                     |            |       |
|                | 20232200           | Custodial Supplies                           | CINTAS-switch to bi-<br>weekly deliveries,<br>misc. custodial<br>purchases | \$5,000.00                  |                        | \$5,000.00                   |            |       |
|                | 20243700           | Laboratory (Medical)<br>Service/drug testing |  | \$0.00                      |                        | \$0.00                       |            |       |
|                | 20244300           | Medical Services                             | New hires for<br>district/maintenance<br>staff DOJ, etc.                   | \$0.00                      |                        | \$0.00                       |            |       |
|                | 20244400           | Medical Supplies                             | Supplies for first aid<br>boxes and kits                                   | \$350.00                    |                        | \$350.00                     |            |       |

| Fund #<br>339A | Commitment<br>Item | Description                                 | Explanation/Side<br>Notes   | Adopted<br>Budget 20-<br>21 | Expenses<br>Up to Date | Proposed<br>Budget 21-<br>22 | Subtracted | Notes  |
|----------------|--------------------|---|---|-----------------------------|------------------------|------------------------------|------------|--|
|                | 20250700           | Assessment/Collection<br>s Services         | Sac County Tax<br>Assessment  | \$7,600.00                  |                        | \$7,600.00                   |            |  |
|                | 25210000           | Temporary Services                          |   | \$0.00                      |                        | \$0.00                       |            |  |
|                | 20253100           | Legal Services                              | Cole - Huber as<br>needed   | \$6,500.00                  |                        | \$6,500.00                   |            |  |
|                | 20255100           | Planning Services                           |   | \$0.00                      |                        | \$5,000.00                   |            | This should be<br>Impact Foundry             |
|                | 20257100           | Security Services                           | Patrol's services   | \$23,725.00                 |                        | \$23,725.00                  |            |  |
|                | 20258200           | Public Relations<br>Services                | Web site redesign and<br>compliance<br>monitoring, assistance<br>marketing                    | \$5,000.00                  |                        | \$5,000.00                   |            |  |
|                | 20259100           | Other Professional<br>Services              | Contracted services:<br>Yearly extinguisher<br>check, SCI Consultant,<br>Impact Foundry, etc. | \$5,000.00                  |                        |                              | \$5,000.00 | This should be in<br>the other<br>categories |
|                | 20281100           | Data Processing<br>Services                 | Service agreement<br>with Fast Break Tech,<br>misc.   | \$3,000.00                  |                        | \$3,000.00                   |            |  |
|                | 20281201           | Hardware                                    | District computer<br>needs if required  | \$0.00                      |                        | \$0.00                       |            |  |
|                | 20281265           | Application Software<br>Maintenance License | Wireless irrigation,<br>domaine names, office<br>apps, CC processor                           | \$3,000.00                  |                        | \$3,000.00                   |            |  |
|                | 20281304           | Sales TSX Adj -- Board<br>of EQ             |   | \$0.00                      |                        | \$0.00                       |            |  |
|                | 20281700           | Election Services                           | Expense only if<br>election held  | \$12,000.00                 |                        | \$0.00                       |            |  |
|                | 20281900           | Registration Services                       |   | \$0.00                      |                        | \$0.00                       |            |  |
|                | 20283102           | Mileage                                     | EE mileage<br>reimbursement   | \$1,500.00                  |                        | \$1,500.00                   |            |  |
|                | 20285100           | Recreational Services                       |   | \$0.00                      |                        | \$0.00                       |            |  |
|                | 20285200           | Recreational Supplies                       | Soccer paint, movies,<br>BB nets, etc.  | \$2,000.00                  |                        | \$2,000.00                   |            |  |

| Fund #<br>339A | Commitment<br>Item | Description                             | Explanation/Side<br>Notes                                  | Adopted<br>Budget 20-<br>21 | Expenses<br>Up to Date | Proposed<br>Budget 21-<br>22 | Subtracted | Notes                           |
|----------------|--------------------|---|--|-----------------------------|------------------------|------------------------------|------------|---------------------------------|
|                | 20285300           | Recreational Supplies<br>(P-S)          | Not needed/previously<br>used for afterschool<br>program   | \$0.00                      |                        | \$0.00                       |            |                                 |
|                | 20288000           | Prior Year Service &<br>Supply Expenses |  | \$0.00                      |                        | \$0.00                       |            |                                 |
|                | 20289800           | Other Operating<br>Expenses - Supplies  |  | \$1,500.00                  |                        | \$0.00                       |            |                                 |
|                | 20289900           | Other Operating<br>Expenses - Services  |  | \$1,000.00                  |                        | \$0.00                       |            |                                 |
|                | 20291300           | Auditor/Controller<br>Services          | Auditor contracted<br>amount                               | \$5,500.00                  |                        | \$11,000.00                  |            | Full audit of 20-21<br>Finances |
|                | 20291500           | Compass Costs                           | County of Sacramento<br>Compass Computer<br>Program Access | \$1,000.00                  |                        | \$1,000.00                   |            |                                 |
|                | 20291700           | General Services Alarm<br>Services      | Building alarms and<br>monitoring                          | \$1,770.00                  |                        | \$1,770.00                   |            |                                 |
|                | 20298700           | GS Telephone Services                   | Office phones and<br>internet connection                   | \$4,000.00                  |                        | \$4,000.00                   |            |                                 |
|                | 20298701           | Cell Phones                             | Staff cell phones  | \$800.00                    |                        | \$800.00                     |            |                                 |
|                | 20299909           | Expenditure<br>Reimbursements           | Expenses incurred for<br>insurance claim repairs           | \$12,500.00                 |                        | \$0.00                       |            |                                 |
|                | 30321000           | Interest Expense                        | Interest paid on<br>CalPERS Side Fund loan                 | \$9,688.00                  |                        | \$10,000.00                  |            |                                 |
|                | 30323000           | Lease Obligation<br>Retirement          | CalPERS Side Fund<br>Principal                             | \$27,900.00                 |                        | \$27,900.00                  |            |                                 |
|                | 30345000           | Tax/License/Assessme<br>nts             |  | \$704.00                    |                        | \$704.00                     |            |                                 |
|                | 42420100           | Buildings                               |  | \$0.00                      |                        | \$0.00                       |            |                                 |
|                | 42420110           | Leasehold<br>Improvements               |  | \$0.00                      |                        | \$0.00                       |            |                                 |
|                | 42420200           | Structures                              |  | \$0.00                      |                        | \$0.00                       |            |                                 |

| <b>Fund #<br/>339A</b> | <b>Commitment<br/>Item</b> | <b>Description</b>                      | <b>Explanation/Side<br/>Notes</b>      | <b>Adopted<br/>Budget 20-<br/>21</b> | <b>Expenses<br/>Up to Date</b> | <b>Proposed<br/>Budget 21-<br/>22</b> | <b>Subtracted</b>  | <b>Notes</b>                         |
|------------------------|----------------------------|---|--|--------------------------------------|--------------------------------|---------------------------------------|--------------------|--------------------------------------|
|                        | 45450300                   | Infrastructure-SD-NON-RECON             |  | \$0.00                               |                                | \$0.00                                |                    |                                      |
|                        | 46460300                   | Other Intangible Asset-Special District |  | \$0.00                               |                                | \$0.00                                |                    |                                      |
|                        | 79790100                   | Contingency Fund                        | Rainy Day Fund/Loan Repayment/Projects | \$0.00                               |                                | \$125,000.00                          |                    | This requires Board approval to move |
|                        |                            | <b>TOTAL</b>                            |  | <b>\$881,567.00</b>                  |                                | <b>\$737,756.00</b>                   | <b>\$12,600.00</b> |                                      |

### 339A Preliminary Budget Worksheet

FY 2021-22

Presented at the 4/15/2021 Board of Directors Meeting

| Fund #<br>339A | Account  | Description                       | 20-21 Budget        | 21-22 Budget        |
|----------------|----------|-----------------------------------|---------------------|---------------------|
|                | 91910100 | Property Tax-Current Secured      | \$610,000.00        | \$650,000.00        |
|                | 91910200 | Property Tax-Current Unsecured    | \$21,000.00         | \$20,000.00         |
|                | 91910300 | Property Tax-Current Sup.         | \$13,000.00         | \$5,000.00          |
|                | 91910400 | Property Tax Sec. Delin (+Teeter) | \$4,300.00          | \$4,300.00          |
|                | 91910500 | Property Tax Supplemental Delin.  | \$800.00            | \$700.00            |
|                | 91910600 | Property Tax-Unitary              | \$6,100.00          | \$3,000.00          |
|                | 91912000 | Redemption                        |                     |                     |
|                | 91913000 | Property Tax Prior Unsecured      | \$300.00            | \$300.00            |
|                | 91914000 | Penalty                           | \$100.00            | \$90.00             |
|                | 91919600 | RDA Residual Distribution         |                     |                     |
|                | 94941000 | Interest                          | \$2,000.00          | \$500.00            |
|                | 94942900 | Building Rentals                  | \$4,674.96          |                     |
|                | "        | Cell Tower                        | \$55,325.04         | \$55,325.04         |
|                | 95952200 | Homeowner Property Tax Relief     | \$6,000.00          | \$0.00              |
|                | 95952900 | In Lieu Taxes-Other               | \$0.00              | \$0.00              |
|                | 95953300 | Redevelopment Passthru            | \$6,000.00          | \$4,000.00          |
|                | 95956300 | State-Federal Grants              | \$4,000.00          |                     |
|                | 95956900 | Other Funds-Local (GRANT)         |                     |                     |
|                | 96964600 | Recreation Fees                   |                     |                     |
|                | 97974000 | Insurance Proceeds                | \$10,000.00         | \$0.00              |
|                | 97979000 | Miscellaneous                     | \$15,000.00         | \$0.00              |
|                | 97979900 | Prior Year (Funds moved to)       |                     |                     |
|                | 98986200 | District                          |                     |                     |
|                |          | <b>TOTAL</b>                      | <b>\$758,600.00</b> | <b>\$743,215.04</b> |

**339D Preliminary Budget Worksheet**

**FY 2021-22**

**Presented at the 4/15/2021 Board of Directors**

Fund #  
339D

| Commitment Item        | Description  | Explanation/Side Notes | Adopted 20-21 Budgeted | Expenses Up to Date | Proposed Budget 21-22 |
|------------------------|--|------------------------|------------------------|---------------------|-----------------------|
| <b>42420100</b>        | <b>Buildings (Repair &amp; ADA Improvements)</b>         |                        |                        |                     |                       |
| "                      | HSP New Doors Rental Facilities                          |                        |                        |                     |                       |
| "                      | HSP RR Improvements                                      |                        |                        |                     |                       |
| "                      | HSP Office front door                                    |                        |                        |                     |                       |
| "                      | ACP-ADA parking pad, pat, ramps                          |                        |                        |                     |                       |
| "                      | Interest on new proj Loan                                |                        | 5,767.00               |                     |                       |
| "                      | HSP ADA Imp. Lg Facility                                 |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| <b>42420110</b>        | <b>Leasehold Improvements</b>                            |                        |                        |                     |                       |
| "                      | Oakdale  |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| <b>42420200</b>        | <b>Structures (ACP Park Improvement Proj)</b>            |                        |                        |                     |                       |
| "                      | ACP Park Impr.   |                        |                        |                     |                       |
| "                      | HSP Play Equip   |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| <b>Object 42 Total</b> |  |                        | <b>5,767.00</b>        |                     |                       |
| <b>43430300</b>        | <b>Equipment-SD (New Play Equipment)</b>                 |                        |                        |                     |                       |
| "                      | HSP Play Equip   |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| <b>Object 43 Total</b> |  |                        | <b>0.00</b>            |                     |                       |
| <b>45450030</b>        | <b>Infrastructure-(Park Trails)</b>                      |                        |                        |                     |                       |
| "                      | Park Trails  |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| <b>45450300</b>        | <b>Infrastructure (Bridge Project)</b>                   |                        |                        |                     |                       |
| "                      | Jo Smith PEDI Bridge                                     |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| "                      |  |                        |                        |                     |                       |
| <b>Object 45 Total</b> |  |                        | <b>0.00</b>            |                     |                       |
| <b>46460300</b>        | <b>Other Intangibles (HSP new RR &amp; access paths)</b> |                        |                        |                     |                       |
| "                      | HSP Lg Rental Facility HVAC                              |                        |                        |                     |                       |



Fund #  
339D

| Commitment Item | Description                                  | Explanation/Side Notes | Adopted 2021 Budgeted | Expenses Up to Date | Proposed Budget 21-22 |
|-----------------|--|------------------------|-----------------------|---------------------|-----------------------|
| "               | HSP park gates                               |                        |                       |                     |                       |
| "               | HSP Lg Room Facility Siding Proj             |                        |                       |                     |                       |
| "               | HSP RR                                       |                        | 45,000.00             |                     |                       |
| "               |  |                        |                       |                     |                       |
| <b>46461300</b> | Intangibles                                  |                        |                       |                     |                       |
| "               | HSP Water hook-up                            |                        |                       |                     |                       |
| "               |  |                        |                       |                     |                       |
| "               |  |                        |                       |                     |                       |
|                 | <b>Object 46 Total</b>                       |                        | <b>45,000.00</b>      |                     |                       |
|                 |  |                        |                       |                     |                       |
|                 |  |                        |                       |                     |                       |
| 79790100        | Appropriation for Contingencies              |                        | <b>0.00</b>           |                     |                       |
|                 |  |                        |                       |                     |                       |
|                 |  |                        |                       |                     |                       |
|                 | <b>Fund Total 339-D</b>                      |                        | <b>50,767.00</b>      |                     |                       |
|                 |  |                        |                       |                     |                       |
|                 | <b>District Total provided by Sac County</b> |                        |                       |                     |                       |

# Project Planning

FY 2021-22

Presented at the 4/15/2021 Board of Directors Meeting

| Priority | Deferred Maintenance List                               | Price        | General Funds | Fundraising | ADA Compliance           | Description  | Price        | General Funds | Impact Fees | Grants | Fundraising |
|----------|---|--------------|---------------|-------------|--------------------------|--|--------------|---------------|-------------|--------|-------------|
| 21-22    | Remove chains and metal post bollards at HSP            |              |               |             | Parking Lots -- All      | Need new striping and template layout  |              |               |             |        |             |
|          |   |              |               |             |                          | Accessible travel routes from the public street identified and painted with appropriate markings   |              |               |             |        |             |
|          |   |              |               |             |                          | Handicap spaces need to be leveled for compliance  |              |               |             |        |             |
|          |   |              |               |             |                          | Make necessary curb cuts install rumble strips, and ensure proper slopes                           |              |               |             |        |             |
|          |   |              |               |             |                          | Oakdale -- Ensure park is accessible from Winona and ensure parking is ADA compliant               |              |               |             |        |             |
|          |   |              |               |             | Pathways -- All          | Remove and redo concrete paths with proper width and slopes; also ensure not covering irrigation   |              |               |             |        |             |
|          |   |              |               |             |                          | HSP -- Provide for an accessible rout to the park restroom building from each parking and use area |              |               |             |        |             |
|          |   |              |               |             |                          | HSP -- Ensure that each picnic site is accessible  |              |               |             |        |             |
|          |   |              |               |             |                          | Oakdale -- ADA compliant path around park  |              |               |             |        |             |
| 22-23    | Restrooms -- Arcade Creek build new with ADA compliance | \$175,000.00 |               |             | Hamilton Street Restroom | Partitions with working doors  | \$200,000.00 |               |             |        |             |
|          |   |              |               |             |                          | Interior remodeling to current standards (plumbing included)                                       |              |               |             |        |             |
|          |   |              |               |             |                          | Hand-rails   |              |               |             |        |             |
|          |   |              |               |             |                          | Non-slip floors  |              |               |             |        |             |

| Priority | Deferred Maintenance List   | Price        | General Funds | Fundraising | ADA Compliance          | Description  | Price | General Funds | Impact Fees | Grants | Fundraising |
|----------|---|--------------|---------------|-------------|-------------------------|--|-------|---------------|-------------|--------|-------------|
| 23-24    | Exterior siding repair large building   | \$110,000.00 |               |             | Office/Community Center | Remove the front ramp slope and replace it to code                           |       |               |             |        |             |
|          | Remove siding from maintenance shop (asbestos) and replace  | \$50,000.00  |               |             |                         | Install hand rails on front ramp and stairs                                  |       |               |             |        |             |
|          | Exterior painting on buildings  |              |               |             |                         | Ensure access to front desk/customer service counter is compliant            |       |               |             |        |             |
|          | Lighting upgrade to exterior of park buildings to LED; Lighting in HSP (SHINE Grant)?                                     |              |               |             |                         | Renovate restrooms for ADA compliance  |       |               |             |        |             |
| 24-25    | Resurface/stripe tennis courts, add new net systems, lighting at HSP & ACP  | \$200,000.00 |               |             | Water Fountains         | Ensure there are proper number of accessible water fountains in each park    |       |               |             |        |             |
|          | Repair and improve existing amenities (horseshoe area, volleyball courts, restripe/repave basketball courts, playgrounds) | \$125,000.00 |               |             |                         |  |       |               |             |        |             |
| 25-26    | Irrigation system repairs and upgrades to ACP. Get the system completely functional in proper working order               | \$150,000.00 |               |             | Jo Smith Nature Trails  | Ensure that the trails have the required levels of accessibility             |       |               |             |        |             |
|          | Improve turf care, by aeration, top-dressing, fertilization, and replacement of sod                                       |              |               |             |                         |  |       |               |             |        |             |
| 26-27    | Picnic sites, create a grill replacement plan, install non-flammable ash cans   |              |               |             | Picnic Areas            | Ensure that a minimum of one table and grill in each area meet ADA standards |       |               |             |        |             |
|          | Electrical system upgrades (office, shop, community center, picnic areas)   |              |               |             |                         | Ensure there are covered picnic areas  |       |               |             |        |             |




**Presented at the 4/15/2021 Board of Directors Meeting**

---

| <b>Fund Name</b>               | <b>Fund #</b> | <b>Ending 19/20<br/>Balance</b> | <b>20/21 Projected<br/>Balance</b> | <b>Current Balance<br/>As Of 3/31/2021</b> | <b>21/22 Projected<br/>Balance</b> |
|--------------------------------|---------------|---------------------------------|------------------------------------|--|------------------------------------|
| <b>General Fund</b>            | <b>339A</b>   | 406,666.00                      | 416,586.65                         |  |                                    |
| <b>Developer (Impact) Fees</b> | <b>339I</b>   | 452,134.00                      | 450,937.05                         | 507,750.58                                 |                                    |
| <b>ADA Fees</b>                | <b>339C</b>   | 1,361.00                        | 1,360.59                           | 1,363.59                                   |                                    |
| <b>Capital Projects</b>        | <b>339D</b>   | 6,140.00                        | 5,767.00                           |  |                                    |
| <b>Grant</b>                   | <b>339B</b>   | 0.00                            | 0.00                               | 0.00                                       |                                    |
| <b>Park Dedication</b>         | <b>088H</b>   |                                 | 1,196.66                           | 1,198.66                                   |                                    |

Arcade Creek Recreation and Park District

|  |  |  |
|--|--|--|
| <b>Meeting Date</b> April 15, 2021   |  | <b>Item #</b> 5 b  |
| <b>Subject:</b> Appoint qualified applicant(s) to fill the vacant Board member position(s)   |  |  |
| <b>Initiated or requested by</b><br><input type="checkbox"/> Board<br><input checked="" type="checkbox"/> Staff<br><input type="checkbox"/> Other  | <b>Item Type</b><br><input type="checkbox"/> Informational<br><input type="checkbox"/> Direction<br><input checked="" type="checkbox"/> Action | <b>Report coordinated or prepared by</b><br><br>Alex Vassar, Interim General Manager |
| <b>Objective</b><br>To appoint a new member to the board of the Arcade Creek Recreation and Park District.   |  |  |
| <b>Background</b><br>Board Members Miles Constantine and Heather Gonzalez resigned effective March 11th and 15th. The California Elections Code gives this board has sixty (60) days to name a replacement to the board position, if the Board does not act the County Board of Supervisors may appoint a citizen/resident to fill the position. |  |  |
| <b>Analysis</b><br>Applications were received by Travis Dworetzky, Christopher Juell, and Rosie Miller. Staff confirmed that all three are residents of the district and qualified to hold the office.   |  |  |
| NOTE: Sacramento County requires that the Oath of Office documents be physically signed. Newly appointed members will not vote on agenda items until after signing the Oath.   |  |  |
| <b>Budget/Cost Information</b><br>Board members earn \$50/month, a cost which has been budgeted for.<br>Failure to appoint within 60 days may result in a special election, costing \$12,000+.   |  |  |
| <b>Proposed Action</b><br>If the a majority of the Board determines that Travis Dworetzky is qualified, appoint him to fill one of the Board vacancies.  |  |  |
| <b>Alternative Actions</b><br>Leave the seats vacant and continue to attempt to fill them before May 14, 2021.   |  |  |
| <b>Coordination and Review</b><br>This is standard practice of the board.  | <b>Attachment(s)</b><br>Applications for appointment.  |  |

Applicant:

Travis J. Dworetzky

Travis J. Dworetzky, J.D.

4534 Myrtle Ave, Sacramento, CA 95841 - 856-364-0762 - tjdworetzky@hotmail.com

March 20, 2021

Kim Cook  
Clerk of the Board  
Arcade Creek Recreation and Park District  
PO Box 418114  
Sacramento, CA 95841-8144

Dear Ms. Cook,

I have enjoyed the use of Hamilton Street Park for the last five years. I would like the opportunity to give back to the park district that has given so much to me and my family.

I have a wide range of work experience including as an owner/operator of a franchised gym, working in the Labor Relations Department for the State of California, and performing high level sales to law firms. During my time as a business owner I increased month over month revenue by 468%, in a 1-year period, while working within budgetary guidelines.

My resume is enclosed with this letter so you can review my education, work experience, and achievements. I would appreciate an opportunity to talk with you and the board and see how my experience and skills can benefit the Park District. Thank you for your time and consideration. I look forward to speaking with you and the Board.

Sincerely,

Travis J. Dworetzky, J.D.



# Travis J. Dworetzky, J.D.

Sacramento, CA 95841

(856) 364-0762

[TJDWORETZKY@hotmail.com](mailto:TJDWORETZKY@hotmail.com)

<https://www.linkedin.com/in/travisdworetzky>

---

## Business Manager

Project Management | Recruiting & Sales | Team Leadership

Motivated and results-focused Business Manager with documented experience providing analytical, strategic, and operational business advice on sales and marketing efforts, client retention, directing business operations, managing a work force, creating and implementing fiscal budgets, and leading employee recruiting efforts. Ability to simplify complex business problems, processes, and projects into smaller components, and strategically and analytically coming up with cost saving solutions.

### Areas of Expertise

- Sales and Marketing
  - Conflict Management
  - Process Improvements
  - Staffing and Recruiting
  - Microsoft Office, Excel
  - Overseeing Business Operations
  - Implementing Fiscal Budgets
  - Client Retention
  - Strategic Planning & Analysis
  - Project Management
- 

## Work Experience

### **California Department of Human Resources, Labor Relations Division** **Labor Relations Analyst**

**Sacramento, CA**  
**2020 – Present**

- Negotiate Collective Bargaining Agreements with the Unions
- Answer third and fourth level grievance appeals
- Approve and Respond to all Bona Fide Association Registration requests
- Create and maintain the LR Net – a labor relations website for all state labor professionals

### **Adams & Martin Group** **Business Solutions Manager**

**Sacramento, CA**  
**2019 – 2020**

- Managed a contingent work force that included up to 12 employees by communicating business initiatives, counseling when appropriate, and handling all onboarding and offboarding procedures
- Consistently ranked at the top of the company nationwide in permanent billing generating hundreds of thousands of dollars in revenue
- Conducted full cycle recruiting, an end to end process, consisting of receiving a job requisition, identifying top candidates, preparing candidates for interviews, preparing candidates for their first day on the job, processing hiring packages, and handling confidential information
- Conducted business to business sales including both inside and outside sales
- Negotiated contracts with clients, while working with senior management and internal legal counsel, resulting in huge revenue wins for our company

### **Rocklin Fit Body Boot Camp** **Manager/Owner**

**Rocklin, CA**  
**2017 – 2019**

- Ran business from soup to nuts, including opening and closing of business, leading workouts, conducting sales & marketing efforts to obtain new clients, running client retention campaigns, planning, directing, and overseeing all operational efforts, managing work force, creating and maintaining fiscal budgets, and creating and leading all sanitation efforts.

- Created monthly, quarterly, and yearly budgets for the business
- Created monthly P&L statements and monthly balance sheets to ensure the health of the business, utilizing QuickBooks Online
- Improved the efficiency of business processes and procedures to enhance speed, quality, efficiency, and output, by implementing monthly meetings with staff, analyzing monthly P&L statements and balance sheets, listening to feedback from clients and staff, and consulting with various outside consultants and other gym operators
- Reviewed performance data that includes financial and sales reports and spreadsheets, to monitor and measure business productivity, goals, and overall effectiveness.
- Set and maintained work systems, procedures, and policies that encouraged and enabled optimum performance
- Responsibility included all hiring, firing, and oversight of work force as business needs dictated keeping within budgetary guidelines previously set
- Collaborated with entire staff to help improve the business for clients, incentivize staff, created a positive workplace culture, and became a sounding board for all staff suggestions and concerns
- Maintained transparent communication through monthly meetings, one on one meetings, and e-mail
- Utilized previous management work experience and legal training to ensure business followed all California labor and safety codes, statutes, and judicial rulings
- Increased month over month revenue by 468%, utilizing marketing & sales efforts, client retention, and making sure to work within all budgetary guidelines

#### **Hire Counsel**

**Sacramento/Los Angeles, CA**

**Senior Director**

**2016 – 2017**

**Director**

**2013 – 2016**

**Associate Director**

**2011 – 2013**

- Responsibility included the management of a team of recruiters and admin assistants
- Served as head legal recruiter for companies' largest project to date, a company merger, overseeing 8 other legal recruiters, and the placement of 250 contract attorneys. This company merger project generated millions of dollars in revenue
- Responsibility included the management of a contingent work force of up 300+ employees
- Served as head legal recruiter in Washington DC (on interim basis) and Boston legal markets
- Served as a legal recruiter on team responsible for Los Angeles legal market
- Selected as head point of contact on a national basis for fortune 50 company whose responsibilities included delegation of work to other team members, consulting with client and internal senior management on staffing needs and ideas and handling all resolutions and conflicts. Under my leadership this client generated hundreds of thousands in revenue
- Conducted full cycle recruiting, an end to end process, consisting of receiving a job requisition, identifying top candidates, preparing candidates for interviews, preparing candidates for their first day on the job, processing hiring packages, and handling confidential information
- Generated millions of dollars in profit year over year by recruiting top candidates and selling these candidates to various international corporations, international law firms, and local law firms

### **Education**

#### **American College of Law**

Awarded Juris Doctorate January 2008

#### **University of Delaware**

Bachelor of Arts and Sciences in Political Science May 2003

Applicant:

Christopher Juell

## Kim Cook

---

**From:** Chris Juell <cajuell@live.com>  
**Sent:** Thursday, April 08, 2021 4:32 PM  
**To:** Kim Cook  
**Subject:** In regards to the available council position

Hi Kim

My name is Christopher Juell and I own a home across the street from Hamilton Park. My family and I spend a great deal of time at Hamilton. Juanita approached me over this past weekend and asked if I'd be interested in possibly joining the board, I was thrilled. My daughter and grandson, who is three and has autism, spend hours a day at the park. It has become a great outlet for my grandson to work on social interaction with other children and for my daughter to meet other neighbors. I'm no politician but I do genuinely care about what goes on in our neighborhood and at the parks especially. I believe that creating and maintaining a healthy and safe environment for all of the families that visit our parks is top priority. I'm reaching out to inform you of my interest in joining the board and also to tell you a bit about myself, as I do not have a resume because I'm not the most tech savvy guy. I have been running a concrete pump almost all my life and will be happily retiring within the next few years. As I had mentioned previously, I have a three year old grandson, Isaiah, and two daughters who all live in my home. I enjoy spending some of my free time with my grandson, most of which is spent playing and working in my yard. I have quite the green thumb so we have many plants and fruit trees to water and tend to on my days off. I would also love to use some of my free time in playing a more active roll in the neighborhood. Please let me know if you have an questions. I look forward to hearing from you in regards to joining the board. My contact number is (916) 296-4069

Sent from my iPhone

Applicant:

Rosie Miller

April 8, 2021

Board of Directors  
Attn: Kim Cook  
Arcade Creek Recreation and Parks District  
4855 Hamilton Street  
Sacramento, CA 95841

Dear Ms. Cook:

I am interested in becoming a member of the Park District's Board of Directors because I have a keen interest in park preservation and improvement. In January, I retired from the job I held for the last 19 years, and I am unable to produce a current resume. I hope the following information will be sufficient.

My husband and I and our two daughters moved into our current home on Omni Drive 19 years ago. We live in the court right outside Arcade Creek Park, and the park and the nature trail between the park and American River College were very influential in our decision to buy our home. Over the years, we have been enthusiastic visitors to the park and trail with our children and our dogs. Although our children are now grown, my husband and I continue to be avid users of the park and the nature trail, and our daughters still enjoy a trip to the park or a walk along the trail when they visit. When the sewer district wanted to shut down the creek crossing to the college, I attended various meetings, signed petitions, and wrote letters protesting the closure and requesting an alternative solution. We've also attended meetings regarding park improvements and the bridge we now have to the college. Although we've mostly been interested in events affecting Arcade Creek Park, we have attended events at the Hamilton Street Park—music concerts and dog obedience classes to name a couple—and truly appreciate how much a park means to the community it serves.

For the past 40 years, I've worked for the State of California. My last position, and the one I held for 19 years, was as a Senior Legal Analyst in the Child Support Enforcement Unit at the California Attorney General's Office. In addition to the legal and administrative work I did for the unit, I edited and published a quarterly newsletter that was sent to over 500 child support professionals. As part of my job, I read and summarized appellate court decisions dealing with a variety of subjects.

When my children were little, I worked part-time and did a lot of volunteer work for their various schools. My favorite volunteer opportunities were as a field trip supervisor. I've also volunteered with the SSPCA and the Sacramento Food Bank. Now that I'm retired, I'm looking for some other rewarding ways to spend my newfound time. I think being a member of the Arcade Creek Park and Recreation District's Board of Directors would be a great way to give back to my community.

Thank you for considering my application. If you have any questions or would like more information, please call me.

Sincerely,

Rosie Miller  
5604 Omni Drive  
Sacramento, CA 95841  
(916) 214-5218

**Arcade Creek Recreation and Park District**


**MEETING DATE: April 15, 2021**

**AGENDA ITEM: 6 a**


**Administer Oath of Office to newly appointed  
Board member position(s)**



Arcade Creek Recreation and Park District

|   |  |  |
|---|--|--|
| <b>Meeting Date</b> April 15, 2021  |  | <b>Item #</b> 6 b  |
| <b>Subject: Chair to appoint members of District Committee assignments (Budget/Finance, Personnel)</b>  |  |  |
| <b>Initiated or requested by</b><br><input checked="" type="checkbox"/> Board<br><input type="checkbox"/> Staff<br><input type="checkbox"/> Other   | <b>Item Type</b><br><input type="checkbox"/> Informational<br><input type="checkbox"/> Direction<br><input checked="" type="checkbox"/> Action | <b>Report coordinated or prepared by</b><br><br>Alex Vassar, Interim General Manager |
| <b>Objective</b><br>Appoint members of the Board's committees   |  |  |
| <b>Background</b><br>According to District Policy 4040.4, the Board Chair has the power to appoint and disband all committees, subject to Board ratification.<br>At previous meetings, the Chair made appointments which have not yet been ratified by the Board.     |  |  |
| <b>Analysis</b><br>The Chair would like to appoint members to the following committees and receive ratification by the board. <ul style="list-style-type: none"> <li>* Finance Committee</li> <li>* Personnel Committee</li> <li>* Policy Review Committee</li> </ul> |  |  |
| <b>Budget/Cost Information</b><br>None  |  |  |
| <b>Proposed Action</b><br>Consider ratification of the Chair's committee appointments.  |  |  |
| <b>Alternative Actions</b><br>Withhold consent of the Chair's appointments and propose alternatives.  |  |  |
| <b>Coordination and Review</b><br>This is a clean-up action per District Policy 4040.4.   |  | <b>Attachment(s)</b><br>None on this item.   |

Arcade Creek Recreation and Park District

|   |  |  |
|---|--|--|
| <b>Meeting Date</b> April 15, 2021  |  | <b>Item #</b> 6 c  |
| <b>Subject: General Manager Recruitment</b>   |  |  |
| <b>Initiated or requested by</b><br><input checked="" type="checkbox"/> Board<br><input type="checkbox"/> Staff<br><input type="checkbox"/> Other   | <b>Item Type</b><br><input type="checkbox"/> Informational<br><input type="checkbox"/> Direction<br><input checked="" type="checkbox"/> Action | <b>Report coordinated or prepared by</b><br><br>Alex Vassar, Interim General Manager |
| <b>Objective</b><br>To approve a duty statement for the General Manager and authorize the Personnel Committee to begin recruitment efforts.   |  |  |
| <b>Background</b><br>Arcade Creek Recreation and Park District needs to fill a vacancy in the office of General Manager. When the District last hired a General Manager, it formed a Personnel Committee to oversee the recruitment of a new General Manager including conducting preliminary interviews in advance of evaluation of candidates by the full board.                    |  |  |
| <b>Analysis</b><br>It's important for the board to reach a consensus on the duties and expectations for the General Manager. This will allow potential applicants to determine if their interest in working for the district and allow the Board to have solid metrics by which to evaluate candidates. The District cannot begin recruitment until a Job Description is agreed upon. |  |  |
| <b>Budget/Cost Information</b><br>This action will hopefully end in the selection of a General Manager. This is an existing position and will not impact the number of district employees.  |  |  |
| <b>Proposed Action</b><br>Propose any changes to the attached Job Description for the General Manager position.<br>Approve the Personnel Committee beginning recruitment for the vacant position.   |  |  |
| <b>Alternative Actions</b><br>Defer this decision. Your Interim General Manager requests that you not defer this action.  |  |  |
| <b>Coordination and Review</b><br>This is standard practice of the board.   | <b>Attachment(s)</b><br>Proposed Job Description/Recruitment Flyer   |  |



# GENERAL MANAGER

Applications Due: May XX, 2021

## About the Position

The Arcade Creek Recreation and Park District (ACRPD), home to four facilities and 20,000 residents in suburban North Sacramento County, is looking for their next General Manager. Under the policy direction of an elected Board of Directors, the General Manager serves as the District's chief executive officer with overall responsibility for the implementation, direction and leadership of the operations and maintenance of a system of parks, trails, and facilities.

The General Manager is responsible for relations with the media, local businesses, legislative representation, community groups and internal staff. Responsible for the district insurance, workers compensation, employee benefits, and deferred compensation programs. Lead the agency through example through the daily operation of a full service recreation and park district. As needed, the General Manager will complete applications for (and administer) grants to pay for improvements to the district's parks and facilities.

The General Manager shall be an inclusive, strategic thinker focused on the best interest of the organization, its employees, and our local communities. Experience in park operations, park planning, design and construction, public outreach programs are important.

## Minimum Education and Qualifications

- Five years experience in, and knowledge of, recreation and community services programs and/or local government is preferred.
- A four-year degree in recreation, business management, public administration, or related field is desirable
- Possession or ability to acquire a valid California Driver's License
- Passing an occupational physical exam.
- Must have no violent misdemeanor or felony convictions

## Compensation

The annual salary range for the General Manager position is \$64,104 to \$81,816, based on the experience and qualifications of the chosen candidate. The compensation package will be complemented by an attractive benefits package that includes paid time off, group health, dental, vision, and life insurance as well as disability and workers' compensation plans. ACRPD participates in the CalPERS Retirement Plan with either a 2% at 55 formula or 2% at 62 formula depending on eligibility, and the incumbent will participate in Social Security.

## **Duties**

Provide recommendations on issues relative to the board accomplishing the agency mission and the identification of policies and procedures

Prepare and administer the two agency budgets; the regular district operations budget and the Capital Improvement budget. Work with agency attorney to prepare documents for reports and continuation

Act as liaison between local, state, and regional governments in representing the district and district interests

Represents the district in legal issues while working with the risk management pool, workers comp pool and other legal issues

Prepare and present reports both written and verbal for the Board of Directors at regular meetings and in front of decision making bodies

Negotiate contracts with suppliers, equipment vendors, and other related issues; work with contractors, architects, landscape architects etc. to accomplish district goals

Administer sound personnel policies including selection, development, training and performance evaluations of district employees. Act on or evaluate any complaints from the public or employees regarding the district personnel or practices

Evaluate financial reports, make accurate judgments and use these factors to forecast expected outcomes for future ventures of the park district


Develops and directs plans for the acquisition and utilization of park and recreation facilities and inspects work to ensure that development and construction is performed in accordance with specifications  
Coordinates district programs with programs and activities of other districts and community agencies

Establishment and implementation of the District's Illness and Injury Prevention Program

## **Required Knowledge, Skills and Abilities**

Management practices, planning, policy and program administration, and maintaining functional efficiency within a public agency; formulation and implementation of programs, budgets, financing, and administrative operations within a recreation and park district in a community service setting

Arcade Creek Recreation and Park District

|   |  |  |
|---|--|--|
| <b>Meeting Date</b> April 15, 2021  |  | <b>Item #</b> 6 d  |
| <b>Subject:</b> Schedule a date for a tour of District facilities.  |  |  |
| <b>Initiated or requested by</b><br><input type="checkbox"/> Board<br><input checked="" type="checkbox"/> Staff<br><input type="checkbox"/> Other   | <b>Item Type</b><br><input type="checkbox"/> Informational<br><input type="checkbox"/> Direction<br><input checked="" type="checkbox"/> Action | <b>Report coordinated or prepared by</b><br><br>Alex Vassar, Interim General Manager |
| <b>Objective</b><br>Identify a date for the Board to go on a tour of District facilities.   |  |  |
| <b>Background</b><br>The Finance Committee has identified a number of deferred maintenance issues to be addressed in future budgets.<br>Also, during conversations with the Interim General Manager, Maintenance Lead Juanita Petersen has identified several issues not previously known by the board. |  |  |
| <b>Analysis</b><br>This site visit would take approximately three hours and would include Oakdale, Arcade Creek, and Hamilton Street Parks.<br><br>Because it would involve a quorum of the board, and park business would be discussed, it would need to be scheduled as a board meeting.              |  |  |
| <b>Budget/Cost Information</b><br>None  |  |  |
| <b>Proposed Action</b><br>Identify a date that works for the Board.   |  |  |
| <b>Alternative Actions</b><br>Defer this activity until the Board is filled again.  |  |  |
| <b>Coordination and Review</b><br>This is standard practice of the board.   | <b>Attachment(s)</b><br>None on this item.   |  |

**Arcade Creek Recreation and Park District**

**MEETING DATE: April 15, 2021**

**AGENDA ITEM: a**

**General discussion on topics for future meetings**