



**BOARD OF DIRECTORS MEETING
THURSDAY**

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

At the Herzog Community Center Oak (Small) Room
4855 Hamilton Street
Sacramento, CA 95841

AGENDA

1. Call to Order and perform Roll Call. (Chair – Scott Miller)

2. Public Comment – this is the opportunity for members of the public to address the Board on any topic within the Board’s jurisdiction NOT listed on the agenda. The Board will take comments only but cannot act upon any item not listed on the Agenda.

Each speaker will be limited to five minutes of time.

The Board will not receive comments relating to District Personnel during this time. These comments must be made in writing to the General Manager and in the case of the General Manager made in writing to the Chairperson of the Board.

Questions about the daily operation of the park district should be directed to the General Manager during normal working hours when possible.

Comments related to a specific item on the agenda will be received by the Board at that time during the meeting.

Members of the public may gain recognition by registering with the Secretary to the Board prior to the start of the meeting or by raising their hand to be recognized by the Chairperson of the Board at the time they wish to speak, and public comment is welcomed.

Although public comments on agenda items are welcomed during each discussion, public comments of a general nature will not be received once the Board Chair has closed the Public Comment period.

3. Closed Session:

a. PUBLIC EMPLOYEE APPOINTMENT

Title: General Manager

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

Old Business:

- a. Proposed Successor Agreement Between TRUSD and ACRPD
- b. Anderson Project Management Project Update(s)

New Business:

None

5. Announcements: Staff

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

6. **Tasks Started / Accomplished:** Staff

7. **Consent Agenda**-these items are expected to be routine and noncontroversial. Any Board member may ask that an item be removed from the Consent Items list, and it will be considered as a separate item under New Business. The Board by motion and second will be asked to approve all items on the list without discussion.

- a. **Draft Meeting Minutes:** Board Meeting 3/21/2024
- b. FY 23-24 Period 9 **Financial Reports 339A**
- c. FY 23-24 Period 9 **Financial Reports 339D**
- d. FY 23-24 Period 9 **Multi Accounts Revenue Reports**
- e. FY 23-24 Period 9 **Payroll Report**
- f. FY 23-24 Period 9 **Rental & Misc. Revenue Report Attributed To Stated Period**
- g. Correspondence **Received and Sent**
- h. General Managers **Report**
- i. Revised Draft Board Minutes 2/29/2024 and Special Meeting 03/07/2024

8. **Old Business:**

- a. Interim General Manager
- b. General Manager Recruitment Information
- c. Installation of water filtration system at Hamilton Street Park well – Update on bid
- d. Monthly update on Nature Trail at Arcade Creek Park

9. **New Business:**

- a. Call for Election of Board Directors during November 2024 Presidential Election
- b. Finance Committee update on FY24/25 Budget
- c. Finance/Personnel Committee update on General Manager Applicants
- d. Bid Award ACP/RR Water Meter & Backflow Installation

10. **Board Discussion:**

- a. General discussion on topics for future meetings.

11. **Adjournment of the meeting:**

The next regular Board of Directors meeting will be held Thursday May 16, 2024, at 6:00 p.m.

NOTICE

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

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

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

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Arcade Creek Recreation and Park District

MEETING DATE: April 18, 2024

AGENDA ITEM: 3 a Closed Session

“PUBLIC EMPLOYEE APPOINTMENT”

Title: General Manager

Meeting Date April 18, 2024		Item # 4 a Old Business
Subject: Proposed Successor Agreement between TRUSD and ACRPD		
Per Legal Counsel - Updated agreement may be provided prior to start of meeting.		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by Derek Cole Legal Counsel
<p><i>Item originally appeared on the December 14, 2023, January 18, 2024, February 29, 2024, and March 21, 2024.</i></p> <p>Background: On September 8, 1977, the Rio Linda Union School District and ACRPD entered into an agreement for the joint use of property owned by the Rio Linda Union School District, on and around which the Oakdale Elementary School is located (“1977 Agreement”). The 1977 Agreement allowed ACRPD to use designated school district-owned property for athletic fields, playgrounds, and other recreational uses. The 1977 Agreement was for a term of one year, but its terms automatically renew each year unless expressly terminated. The 1977 Agreement has never been terminated and remains in effect. Through the 1977 Agreement, ACRPD has historically provided and maintained the park known as Oakdale Park, the boundaries of which are identified as the “Joint Use Agreement Area.”</p> <p>The Rio Linda Union School District and ACRPD entered into a separate Lease Agreement on January 9, 1978 (“1978 Agreement”) for the shared use of the school district’s property adjacent to the Oakdale Elementary School. The Rio Linda Union School District and ACRPD then entered a successor, 30-year Lease Agreement to the 1978 Agreement for the continued shared use of the property adjacent to the Oakdale Elementary School by a new Lease Agreement dated April 12, 2004 (“Current Lease Agreement”). The Current Lease Agreement has an expiration date of April 11, 2034. The area it accompanies is referred to as the “30-Year Lease Area.”</p> <p>Prior to the execution of, and in conjunction with, the Current Lease Agreement, the Rio Linda Union School District and ACRPD entered a Memorandum of Understanding dated April 29, 2002 (“Memorandum of Understanding”). The Memorandum of Understanding governs the Parties’ relationship and obligations concerning the Oakdale School Park Community Center (“Community Center”), through which youth center and park facilities are provided during school and after school hours. The Community Center is located on the same property as the 30-Year Lease Area.</p> <p>TRUSD became the successor to the Rio Linda Union School District effective July 1, 2008. At TRUSD’s request, ACRPD executed a Letter of Clarification effective February 7, 2011, recognizing TRUSD as the successor to the Rio Linda Union School District under the 1977 Agreement, Current Lease Agreement, and Memorandum of Understanding.</p>		

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

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

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

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

Coordination and Review

This is a standard practice of the Board.

Attachment(s)

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

Meeting Date: April 18, 2024		Item # 4 b i Old Business Project Manager Report
Subject: Project Manager Update For Arcade Creek Park Domestic Water Connection		
Initiated or requested by <input type="checkbox"/> Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by <i>AndersonPMS for: Scott Miller</i>
<p>Objective Award to lowest responsive bidder the contract to install a water service at Arcade Creek Park</p> <p>Background Board Chair Miller directed Anderson Project Management Solutions to Request Proposals for bids for the construction of a Point of Connection for the Domestic water service at Arcade Creek Park District. This will service the existing drinking fountains as well as the new restroom.</p> <p>This project was fast tracked as the RFP development, advertising and aid was condensed down to a three-week window.</p> <p>Advertising in the Daily Recorder occurred on April 4 and 11, the minimum required by statute, with bids due the next day on the 12th.</p> <p>Bids will be received too late to make it into this report. This report will be amended with a Bidder's list at the April 18th Meeting with the Contractors vetted.</p> <p>We have been told by the Water District to budget between \$4,000 and \$11,000 for the Bids.</p> <p>Budget/Cost Information Unknown</p> <p>Proposed Action. None at this time but with positive bid result, we hope to have a contractor to award the project to.</p>		
Coordination and Review		Attachment(s) Bid results updated at the meeting

Meeting Date: April 18, 2024		Item # 4 b ii Old Business
		Project Manager Report
Subject: Project Manager Updates For Hamilton Street Park Play Area		
Initiated or requested by <input type="checkbox"/> Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	Report coordinated or prepared by <i>AndersonPMS for: Scott Miller</i>
<p>Objective Update the Board on the current status of the progress and next step in the New Play Area construction project</p> <p>Background At the February Board meeting, this Board awarded the Concrete curb project to John Varner Landscape Restoration.</p> <p>Under the direction of Board members Millar and Wilson, The Play Area was moved east to take advantage of morning shade and have the 5-12 play area closer to the 2-5 play area. One benefit to moving it to this location is that it will retain one of the Volleyball courts for public use.</p> <p>John Vaden poured the play curb 4-9-2024 and as the writing of this report is planning on continuing with the walk and some cleanup. He will then be taking a break from the project until the Play Installer has completed with his excavator work in the area and then John will return to close the 16' gap that was left for the play installer to do his work. The safety fence will remain up to protect the public from the worksite.</p> <p>The wet winter has put the Play Equipment contractor behind his installation schedule and he has scheduled to start with the placement of a Conex container and the delivery play equipment around May 13th. This date is subject to any rain delays between now and then. Once he starts, he expects to be completed within a two-week window, again barring rain delays.</p> <p>There was a delivery snafu where, unknown by the Equipment vendor, a large heavy box was delivered without the vendors knowledge and without equipment needed to safely unload the equipment in the yard. Office staff assisted with the delivery and could have hurt themselves, but they did manage to assist the driver and unload the equipment in the maintenance yard.</p> <p>The Vendor and Contractor were reminded that they are responsible to have staff on site to accept the delivery as well as to unload and store the equipment as part of their contract. They agreed that it was and they would have someone onsite and see if they can place the Conex and accept the delivery on the same day. They will coordinate with Anita so that the gates can be unlocked.</p>		

Both the play equipment rep and the installing contractor met on site with Anita, so that they could develop a workable plan for the location of a site for possible temporary Conex container location for equipment storage. He discussed three possible locations with Anita, listed in order of the contractor's preference were; one in the turf under the Oak trees close to the Play area, one in the fenced Yard, and a third in the parking lot east of the pickle ball courts.

Possible District Work

Due to the new location of the play area to the east of the original location, The District will need to have any of the irrigation mains, valves and heads located and moved if necessary. This work will need to be completed before May 13th. Irrigation alterations and are not covered in the change order to the new location.

Budget/Cost Information

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

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

Proposed Action.

None.

Coordination and Review

Attachment(s)

None

Arcade Creek Recreation and Park District

MEETING DATE: April 18, 2024

AGENDA ITEM: 5 Announcements

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

MINUTES

of

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

Held on:

March 21, 2024

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

1. **Call to Order and Perform Roll Call:** *Chair S. Miller* **Time:** 6:02PM
Board Members Present: *A. Vassar, G. Wilson, T. Dworetzky and S. Miller*
Board Members Absent: *M. Hanson*
Staff Members Present: *K. Cook, A. Peterson, and D. Nishihara*
Legal Counsel Present: *D. Cole*
Auditor Present: *None*
Guests: *None*
Public Attending: *None*

2. **PUBLIC COMMENTS:** *None*

3. **CLOSED SESSION:** **Public Employee Appointment**
*Closed Session started at 6:03pm and concluded at 6:42PM.
No reportable action taken.*

4. **GUESTS:**
Old Business: **Proposed Successor Agreement Between TRUSD and ACRPD**
No reportable action taken. Postponed to meeting on April 18, 2024, following joint site walk through.
New Business: *None*

5. **ANNOUNCEMENTS:** *None*

6. **TASKS STARTED / ACCOMPLISHED:**
Staff presented newly formatted tracking sheet for completed and pending items. Board members provided feedback to move forward with the new format.

7. CONSENT:

1st Motion *Board Member T. Dworetzky made a motion to adopt consent items 7c, 7d, 7e, 7f, 7g, 7i, and 7j. Board Member G. Wilson second the motion to pull items 7a, 7b, and 7h for discussion.*

Call *Chairperson S. Miller called a vote to approve the motion by T. Dworetzky's and seconded by Board Member G. Wilson.*

1st Vote *Motion passed 4-Yes and 1-Absent.
A. Vassar, G. Wilson, T. Dworetzky, and S. Miller voted Yes.
M. Hanson was absent.*

Discussion *Chairperson S. Miller opened the floor for discussion.
Item 7b and 7h were placed on the open floor for discussion.
Treasurer G. Wilson reiterated Staff recommendation to slow down District spending as indicated in the General Manager's report.
G. Wilson made a motion to bring back Item 7a to revise grammatical errors and to place on April 18, 2024, Board Meeting agenda for approval.*

2nd Motion *Board Member A. Vasser made a motion to adopt consent items 7b and 7h. Board Member T. Dworetzky second the motion.*

Call *Chairperson S. Miller called a vote to approve the motion by A. Vassar and seconded by Board Member T. Dworetzky to approved items 7b and 7h, but to postpone approval of item 7a until the Board Meeting on April 18, 2024.*

2nd Vote *Motion passed 4-Yes and 1-Absent.
A. Vassar, G. Wilson, T. Dworetzky, and S. Miller voted Yes.
M. Hanson was absent.*

8. OLD BUSINESS:

8a. Interim General Manager

*No reportable action taken.
Reschedule for Board Meeting on April 18, 2024*

8b. General Manager Recruitment

*No reportable action taken. Direction to Staff provided.
Board Member T. Dworetzky recommends Staff initiate internal recruitment process, as follows:*

Open job vacancy posting as of Monday, March 25th.

Close job posting as of Monday, April 15th

The Finance / Personnel Committee shall review applications and present findings of quality candidates from internal recruitment during the April Board Meeting.

Board Member G. Wilson stated the plan to utilize external process will also support decreasing workload on staff.

Reschedule for Board Meeting on April 18, 2024

8c. Hamilton Street Playground Project – Action Plan

No reportable action taken. Direction to Staff provided.

Board received Staff Report recommending postponement of project based on need for Arborist assessment, and Tree Ordinance based on relocation of playground site.

Board Member T. Dworetzky stated he was willing to postpone it if no added costs were incurred.

Board Member G. Wilson reiterated the need to slow projects and recommended to place HSP Playground project on the back burner.

Staff Member Anita shared concerns regarding the plan for drainage.

Board directed staff to schedule this item as a topic for the upcoming Project Committee Meeting.

8d. Maintenance Shop Construction Project – Action Plan

No reportable action taken. Direction to Staff provided.

Board Member T. Dworetzky suggested the need to rank priorities of existing projects.

Board Member G. Wilson stressed the importance of public messaging as the District has indicated the plan to renovate and resolve the ascetic issue presented by the blight of the Maintenance Shop. In where the public has attended previous Board Meetings to share their support to move forward with a resolution. Whereas no public has attended other more recent meetings to show support for other current projects. He would opt for the cost-effective straightforward solution of siding and paint.

Chairperson S. Miller commented that the fiscal impact would not truly occur this fiscal year due to the current timeline. He recommended postponement to next fiscal year.

Board directed Staff to schedule this item as a topic for a Project Committee Meeting so more information can be obtained.

8e. Installation of water filtration system at HSP well

No reportable action taken.

Board received Staff Report

Board recommended postponement of project based on need for Arborist assessment, and Tree Ordinance based on relocation of playground site.

Staff directed to obtain quote from ODELLS and present at the April Board Meeting.

8f. Revised Grazing Services Proposal – ACP / Nature Trail & Area

Board Member T. Dworetzky made a motion to not contract for services.

There was no second and no vote.

Motion failed.

8g. Monthly Update on Nature Trail at ACP

Board received staff report.

No reportable action taken.

8. NEW BUSINESS:

9a. Maintenance Shop Construction Project – Fiscal Action

Board received staff report.

Staff directed to postpone actions and to defer to project committee for review based on District's limitation.

9b. ACP/RR Project – Fiscal Action

Board received Staff report.

Board Member A. Vasser stated a motion to reallocate \$35,000 from Maintenance Shop Project (MSP) to ACP/RR Project – decreasing current total allocated to \$299,207.00

Board Member T. Dworetzky seconded the motion.

Chairperson S. Miller called A. Vasser's motion to vote.

Motion passed 4-Yes and 1-Absent.

A. Vassar, G. Wilson, T. Dworetzky, and S. Miller voted Yes.

M. Hanson was absent.

10. DISCUSSIONS: Future Board Items Requested

None

11. ADJOURNMENT: Meeting Ended at 8:43PM

Board Member T. Dworetzky motioned to close the meeting.

Board Member A. Vasser seconded the motion.

Motion passed 4-Yes and 1-Absent.

A. Vassar, G. Wilson, T. Dworetzky, and S. Miller voted Yes.

M. Hanson was absent.

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

**March 2024
Period 9 of 13**

FYTD Completed = 69%

CODE	CATEGORIES	2023-24 Budget	March	Expended To Date	Balance	Percent Expended
10111000	Salaries and Wages - Reg F/T Staff	287,114.00	25,984.14	188,559.20	98,554.80	66%
"	Part-time Salaries			-		-0-
"	P/T Monitors	31,360.00	992.00	9,976.00	21,384.00	32%
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
10112400	Salaries & Wages - Commission & Brds	3,500.00	250.00	1,950.00	1,550.00	56%
10113200	Salaries & Wages - Time/one half (OT)	4,000.00	18.20	1,194.59	2,805.41	30%
"	Salaries/Wages - Strt Time (No Retirement Contribution)		450.18	1,077.23	(1,077.23)	#DIV/0!
10115200	Termination Pay	-		-	-	#DIV/0!
10121000	Retirement - ER Cost 6502 (@11.84%)	14,245.00	1,171.76	10,491.17	3,753.83	74%
"	Retirement - ER Cost 30003 (@10.1%)	13,312.00	759.20	6,689.79	6,622.21	50%
"	Retirement - ER Cost 26990 (@7.68%)		658.22	2,501.94	(2,501.94)	#DIV/0!
"	Retirement - UAL (-0- mthly or -0-)			-	-	#DIV/0!
"	Retirement Acturial Cost #6502 & 30003	1,000.00		700.00	300.00	70%
10122000	Social Security (OASDHI rate=7.65%)	22,260.00	2,118.60	15,510.91	6,749.09	70%
10123000	Group Insurance - Employer Cost			-		-0-
"	Medical + Admin fee	45,213.00	5,123.44	33,612.20	11,600.80	74%
"	Dental	1,986.00	204.75	1,655.64	330.36	83%
"	Vision	413.00	40.95	327.60	85.40	79%
"	EAP	171.00	-	89.00	82.00	52%
10124000	Work Comp Ins - Employer Cost	5,225.00	-	4,389.75	835.25	84%
10125000	State Unemployment Insurance (Pool)	1,000.00	22.02	809.77	190.23	81%
10128000	Health Care Retirees	2,002.00	175.82	1,625.68	376.32	81%
10140000	Cost Reduct Factor (CalPERS UAL Pre Pmt)			-	-	#DIV/0!
	TOTALS:	432,801.00	37,969.28	281,160.47	151,640.53	65%

10111000 Salaries & Wages - Increased by \$35,000.00 - To cover underfunding due to un-projected expense for retiring employee

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

**March 2024
Period 9 of 13**

FYTD Completed = 69%

CODE	Service & Supply	2023-24 Budget	March	Expended To Date	Balance	Percent Expended
20200500	Advertising/Legal Notices	220.00	30.18	495.88	(275.88)	225%
20202900	Business/Conference Expenses	2,200.00	-	361.42	1,838.58	16%
20203600	Education and Training Supplies		-	-	-	#DIV/0!
20203807	Workplace Amenities		-	-	-	#DIV/0!
20205100	Insurance - Liability	81,497.00	1,306.25	82,803.25	(1,306.25)	102%
20206100	Memberships Dues	6,050.00	-	6,056.00	(6.00)	100%
20207600	Office Supplies	1,650.00	351.66	757.89	892.11	46%
20207602	Signs	1,100.00	-	803.25	296.75	73%
20207603	Keys	220.00	-	-	220.00	0%
20208100	Postage Service	226.00	-	226.00	-	100%
20208102	Stamps (Postal)	165.00	-	-	165.00	0%
20208500	Printing Service		-	-	-	#DIV/0!
20210300	Agriculture/Horticultural Services	27,500.00	-	11,900.00	15,600.00	43%
20210400	Agricultural/Horticultural Supplies	550.00	-	13.24	536.76	2%
20211100	Building Maintenance Service	2,200.00	-	568.00	1,632.00	26%
20211200	Building Maintenance Supplies	550.00	16.96	27.95	522.05	5%
20212200	Chemical Supplies (new)		-	-	-	#DIV/0!
20213100	Electrical Maintenance Services	5,914.00	-	-	5,914.00	0%
20213200	Electrical Maintenance Supplies	220.00	-	-	220.00	0%
20214100	Land Improvement Maintenance Service	12,000.00	-	7,663.20	4,336.80	64%
20214200	Land Improvement Maintenance Sup.	5,500.00	-	778.74	4,721.26	14%
20215100	Mechanical System Maintenance Svcs.	45,000.00	229.00	13,830.31	31,169.69	31%
20215200	Mechanical System Maintenance Sup.	3,300.00	-	29,596.45	(26,296.45)	897%
20216200	Painting Supplies	1,650.00	23.17	91.20	1,558.80	6%
20216700	Plumbing Maintenance Service (new)	1,100.00	-	785.52	314.48	71%
20216800	Plumbing Maintenance Supplies	550.00	-	22.92	527.08	4%
20219100	Electricity	22,000.00	984.66	11,427.84	10,572.16	52%

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

**March 2024
Period 9 of 13**

FYTD Completed = 69%

CODE	Service & Supply	2023-24 Budget	March	Expended To Date	Balance	Percent Expended
20219200	Natural Gas Service	3,300.00	580.42	2,198.30	1,101.70	67%
20219300	Refuse Collection/Disposal	3,300.00	189.88	1,753.08	1,546.92	53%
20219500	Sewage Services	2,200.00	-	1,105.12	1,094.88	50%
20219800	Water	38,500.00	1,582.50	13,977.74	24,522.26	36%
20220500	Automotive Maintenance Service	3,850.00	-	2,820.40	1,029.60	73%
20220600	Automotive Maintenance Supplies	550.00	-	4,681.05	(4,131.05)	851%
20221100	Grounds Equipment Maintenance Svcs.	4,400.00	474.12	2,717.87	1,682.13	62%
20221200	Grounds Equipment Maintenance Sup.	4,400.00	78.20	1,591.97	2,808.03	36%
20222600	Hand / Expendable Tools	550.00	149.77	805.07	(255.07)	146%
20223600	Fuel and Lubricant Supplies	5,500.00	600.16	3,568.47	1,931.53	65%
20226200	Office Equip. Maintenance Supplies	1,100.00	29.08	489.14	610.86	44%
20227500	Rent/Lease Equipment	550.00	-	-	550.00	0%
20227501	Copy Machine - Lease		-	-	-	#DIV/0!
20227504	Miscellaneous	550.00	68.68	234.71	315.29	43%
20229100	Other Equip Maint. Service	2,200.00	-	-	2,200.00	0%
20229200	Other Equip Maint. Supply	2,200.00	-	-	2,200.00	0%
20231400	Clothing/Personal Supplies	110.00	-	606.13	(496.13)	551%
20232200	Custodial Supplies	6,600.00	210.66	5,365.38	1,234.62	81%
20233200	Food/Catering Supplies	-	129.55	129.55	(129.55)	#DIV/0!
20243700	Lab (Medical) Service (Drug Testing)	110.00	-	-	110.00	0%
20244300	Medical Service (Pre-emp. testing)	220.00	-	265.00	(45.00)	120%
20244400	Medical Supplies (First Aid)	330.00	-	-	330.00	0%
20250700	Assessment / Collection Services	8,690.00	-	4,158.43	4,531.57	48%
20252100	Temporary Services		-	-	-	#DIV/0!
20253100	Legal Services	8,800.00	2,875.00	7,935.63	864.37	90%
20255100	Planning Service-	10,000.00	-	750.00	9,250.00	8%
20257100	Security Service	5,000.00	-	-	5,000.00	0%
20258200	Public Relations Service/mkting, web	1,200.00	-	1,200.00	-	100%
20259100	Other Professional Services	5,500.00	-	-	5,500.00	0%

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

**March 2024
Period 9 of 13**

FYTD Completed = 69%

CODE	CATEGORIES	2023-24 Budget	March	Expended To Date	Balance	Percent Expended
20281100	Data Processing -Computer Services	2,750.00	-	108.00	2,642.00	4%
20281201	Hardware (Computer)		1,189.25	1,189.25	(1,189.25)	#DIV/0!
20281265	Application Software Maint Lic Renewal	3,300.00	440.00	2,214.99	1,085.01	67%
20281304	Sales Tsx Adj - Board of EQ		-	-	-	#DIV/0!
20281700	Election Services		-	-	-	#DIV/0!
20283102	Mileage	550.00	15.07	154.09	395.91	28%
20285100	Recreation Services	3,300.00	-	-	3,300.00	0%
20285200	Recreation Supplies	3,300.00	-	212.70	3,087.30	6%
20285300	Recreation Supp. (P-S) ELP Program		-	-	-	#DIV/0!
20288000	Prior Year Service & Supply Expe		-	-	-	#DIV/0!
20289800	Other Operating Expenses - Supplies	350.00	-	344.79	5.21	99%
20289900	Other Operating Exp. - Misc. expenses	220.00	-	192.39	27.61	-0-
20291300	Auditor/Controller Services	7,150.00	-	6,500.00	650.00	91%
20291500	Compass Costs	1,180.00	-	1,095.83	84.17	93%
20291700	Alarm Services	4,928.00	-	4,104.39	823.61	83%
20298700	Telephone Services	4,400.00	355.73	3,089.95	1,310.05	70%
20298701	Cell Phones	1,650.00	30.55	970.89	679.11	59%
20299909	Expenditure Reimbursements	22,000.00	22,250.00	22,250.00	(250.00)	101%
TOTALS:		396,150.00	\$ 34,190.50	\$ 266,989.37	\$ 129,160.63	67%

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

**March 2024
Period 9 of 13**

FYTD Completed = 69%

CODE	CATEGORIES	2023-24 Budget	March	Expended To Date	Balance	Percent Expended
30321000	Interest Expense	5,860.00	455.10	4,894.48	965.52	84%
30323000	Lease Obligation Retirement(Side Fund)	31,800.00	2,700.00	26,400.00	5,400.00	83%
"				-	-	#DIV/0!
				-	-	#DIV/0!
30345000	Taxes, Licenses & Assessments	775.00		703.64	71.36	91%
TOTALS:		38,435.00	\$ 3,155.10	\$ 31,998.12	\$ 6,436.88	83%

FYTD Completed = 69%

CODE	CATEGORIES	2023-24 Budget	March	Expended To Date	Balance	Percent Expended
42420100	Buildings - HSP Shop Renovation	450,000.00	-	15,794.00	434,206.00	4%
"	Buildings - HSP Retrofit Lighting Proj	25,000.00	-	23,922.81	1,077.19	96%
"	Buildings - HSP Pickleball Conversion	5,000.00	-	5,000.00	-	100%
"	ACP/RR Project	-	-	-	-	#DIV/0!
42420100	Building - Community Ctr Upgrades			-	-	#DIV/0!
TOTALS:		480,000.00	\$ -	\$ 44,716.81	\$ 435,283.19	9%

42420100 Per Board Action on 03/21/24 - \$35,000 approved for use on ACP/RR Project - from HSP Shop Renovation.

FYTD Completed = 69%

79790100	Contingencies	347,969.00	-	-	\$ 347,969.00	0%
	Reserved Fund Balance Increase			-	\$ -	0%

Grand Total \$ 1,695,355.00 \$ 75,314.88 \$ 624,864.77 \$ 1,070,490.23 37%

Grand Total Corrected to include GL79790100 Contingencies amount

79790100 Contingencies - Decreased by \$35,000.00 - To cover underfunding due to un-projected expense for retiring employee

	Beginning Fund Balance Available			-	\$ -	0%
	Fund Balance Decreased by				\$ -	0%
	Provisions for General Reserves			-	\$ -	0%

TOTALS:

ACRPD 2023-2024
339A Revenue

March 2024
Period 9 of 13

FYTD Completed = 69%
Percent Received

Account		2023-24 Budget	March	Received To Date	Unrealized	Percent Received
91910100	Property Tax-Current Secured	700,000.00		391,271.01	308,728.99	56%
91910200	Property Tax-Current Unsecured	23,000.00		25,599.42	(2,599.42)	111%
91910300	Property Tax-Current Sup.	18,000.00		6,251.49	11,748.51	35%
91910400	Property Tax Sec. Delin.(+Teeter)	4,000.00		5,673.09	(1,673.09)	142%
91910500	Property Tax Supplemental Delin.	1,000.00		1,883.99	(883.99)	188%
91910600	Property Tax-Unitary	6,000.00		4,058.48	1,941.52	68%
91912000	Redemption	50.00		-	50.00	0%
91913000	Property Tax Prior Unsecured	400.00		163.25	236.75	41%
91914000	Penalty	150.00		62.12	87.88	41%
91919600	RDA Residual Distribution	10,000.00	5,518.33	5,709.75	4,290.25	57%
Total Taxes		\$ 762,600.00	\$ 5,518.33	440,672.60	\$ 321,927.40	58%
94941000	Interest	2,000.00		5,595.00	(3,595.00)	280%
94942900	Building Rental (Parks & Facilities)	4,674.00	2,990.00	6,740.00	(2,066.00)	144%
"	Building Rental (Cell Towers 4610.42)	55,326.00	4,610.42	41,493.78	13,832.22	75%
95952200	Homeowner Property Tax Relief	5,000.00		2,590.87	2,409.13	52%
95952900	In Lieu Taxes - Other			-	-	#DIV/0!
95953300	Redevelopment Passthru	7,000.00	5,412.78	5,554.40	1,445.60	79%
95956300	State-Federal Grants			-	-	#DIV/0!
95956900	Other Funds - Local (GRANT)			-	-	#DIV/0!
"	Grant = Park Sponsorships			-	-	#DIV/0!
"	Funds Transferred from 339I			-	-	#DIV/0!
"	Blank			-	-	#DIV/0!
96964600	Recreation Fees			-	-	#DIV/0!
97974000	Insurance Proceeds	18,000.00		-	18,000.00	0%
97979000	Miscellaneous	5,000.00		358.06	4,641.94	7%
97979900	Prior Year (Funds moved to)			-	-	#DIV/0!
98986200	Proceeds from Asset sale - Spec Dist			-	-	#DIV/0!
	Fund Balance Available =xxxxxxx.xx			-	-	#DIV/0!
Problem	**County Error In Process of Correction**	-		-	-	0%
Total Other Revenue		\$ 97,000.00	\$ 13,013.20	\$ 62,332.11	\$ 34,667.89	64%
Total Revenue		\$ 859,600.00	\$ 18,531.53	\$ 503,004.71	\$ 356,595.29	59%

Register Expense Report
Period 9
Account

FY 2023/2024
3/1/2024 Through 3/31/2024
339A
February Report

Not
Clrd

Date	Num	Description	Memo	Category	Clrd	Amount
3/5/2024	25131	S Bar-Hein Co. - 1463	Oil	221200 Ground Equip Maint. Supplies	c	(78.20)
			Parts - Trimmer head	221200 Ground Equip Maint. Supplies	c	(36.62)
3/5/2024	25132	S CalPERS - 521	2/16-2/29/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(339.59)
			2/16-2/29/2024 ER Contrib	121000 Retirement ER Cost	c	(574.39)
3/5/2024	25133	S CalPERS - 521	2/16-2/29/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(263.09)
			2/16-2/29/2024 ER Contrib	121000 Retirement ER Cost	c	(379.60)
3/5/2024	25134	S CalPERS - 521	2/16-2/29/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(326.53)
			2/16-2/29/2024 ER Contrib	121000 Retirement ER Cost	c	(323.58)
3/5/2024	25135	S Central Control System - 23278	02/2024 - Wireless Irrigation	281265 Application Software Maint. Lic	c	(220.00)
			03/2024 - Wireless Irrigation	281265 Application Software Maint. Lic	c	(220.00)
3/5/2024	25136	Cintas - 56036	02/28/2024 - Custodial Supplies	232200 Custodial Supplies	c	(129.55)
3/5/2024	25137	Clarke & Rusch - 8939	02/29/2024 Planned Maint.	215100 Mechanical Sys Maint. Services	c	(229.00)
3/5/2024	25138	Encompass - 18796	Toner waste box	226200 Office Equip Maint Supplies	c	(29.08)
3/5/2024	25139	Fast Break - 37998	02/2024 Phone Service	298700 Telephone Services	c	(195.00)
3/5/2024	25140	S Home Depot - 2843	Handjack	222600 Hand - Expendable Tools	c	(149.77)
			cardboard for leak, bug spray	211200 Building Maint. Supplies	c	(16.96)
			pain	216200 Painting Supplies	c	(23.17)
3/5/2024	25141	Hunt & Sons - 1306	12- 10w30 oil	223600 Fuel & Lubricant Supplies	c	(269.99)
3/5/2024	25142	Orbit Station - 33714	02/2024 - Fuel Chgs	223600 Fuel & Lubricant Supplies	c	(293.55)
3/5/2024	25143	PG&E - 1383	02/2024- Billing	219200 Natural Gas Service	c	(580.42)
3/5/2024	25144	Raul's Tree Care - 69419	HSP - Oak tree removal near play ADA swing	299909 Expenditure Reimb. (Ins Claims)	c	(14,750.00)
3/5/2024	25145	Raul's Tree Care - 69419	ACP- Tree removal, chip brush, storm clean up	299909 Expenditure Reimb. (Ins Claims)	c	(7,500.00)
3/5/2024	25146	Republic Services - 57909	2/2024 - Billing	219300 Refuse Collection-Disposal	c	(189.88)
3/5/2024	25147	Staples Business Advantage - 14122	Office supplies	207600 Office Supplies	c	(208.42)
3/5/2024	25148	Smart & Final - 22935	02/2024 -10 cases water for staff	227504 Misc (Bottled Water for Staff)	c	(68.68)
3/5/2024	25149	T-Mobile - 32685	02/2024 District Cell phone	298701 Cell Phones	c	(30.55)
3/5/2024	25150	S Umpqua CC - 71085	Posting for Office Admin Position	200500 Advertising - Legal Notices	c	(30.18)
			8x - Angle Brooms	232200 Custodial Supplies	c	(81.11)
3/13/2024	25151	S Odell's Pump & Motor Service - 38345	Labor - HSP Well Correct Claim #25035	215100 Mechanical Sys Maint. Services	c	12,603.31
			Parts repair - HSP Well Correct Claim #25035	215200 Mechanical Sys Maint. Supplies	c	29,596.45
			See Claim 25035 Old vendor #38345	215100 Mechanical Sys Maint. Services	c	(12,603.31)
			See Claim 25035 Old vendor #38345	215200 Mechanical Sys Maint. Supplies	c	(29,596.45)
3/15/2024	P/R+Taxes	S Payroll And Taxes	Period 2/16/2024 - 2/29/2024 - Ck date 3/15/2024	111000 Salaries & Wages	c	(13,367.03)
			Brd Pay Ck date 3/15/20204	112400 Stipend Commission & Board	c	(250.00)
			Time/One Half - Ck date 3/15/2024	113200 OT & Straight Time	c	(265.30)

			OT Straight Pay - Ck date 3/15/2024	113200 OT & Straight Time	c	-
			OASDHI - Ck date 3/15/2024	122000 OASDHI	c	(1,061.97)
			SUI ER Contrib Ck date 3/15/2024	125000 SUI Insurance (ER Cost)	c	(14.85)
			Termination Pay	115200 Terminal Pay	c	-
3/18/2024	25152	VOID	VOID		c	-
3/18/2024	25153	CAPRI - 8761	7/1/2023-6/30/2024 - Workers Comp Coverage	205100 Insurance - Liability	c	(1,306.25)
3/18/2024	25155	S CalPERS - 521	3/1-3/15/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(339.59)
			3/1-3/15/2024 ER Contrib	121000 Retirement ER Cost	c	(574.39)
3/18/2024	25156	S CalPERS - 521	3/1-3/15/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(263.09)
			3/1-3/15/2024 ER Contrib	121000 Retirement ER Cost	c	(379.60)
3/18/2024	25157	S CalPERS - 521	3/1-3/15/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(337.69)
			3/1-3/15/2024 ER Contrib	121000 Retirement ER Cost	c	(334.64)
3/18/2024	25158	Cintas - 56036	03/13/2024 - Custodial Supplies	232200 Custodial Supplies	c	(129.55)
3/18/2024	25159	Comcast - 12322	03/2024 - Billing-Phone/HSI	298700 Telephone Services	c	(160.73)
3/18/2024	25160	Cole Huber - 54641	02/2024 Ref: TRUSD MOU, Attend Brd mtg	253100 Legal Services	c	(2,875.00)
3/18/2024	25161	Fast Break - 37998	03/2024 - New Laptop w/software & set up	281201 Hardware (Computer Items)	c	(1,189.25)
3/18/2024	25162	S GSRMA - 29229	4/2024 - Dental - 5 EEs	123000 Health Insurance(s)	c	(204.75)
			4/2024 - Vision - 5 EEs	123000 Health Insurance(s)	c	(40.95)
3/18/2024	25164	Sacramento Suburan Water - 26158	02/2024 - Myrtle (Oak)	219800 Water	c	(898.79)
3/18/2024	25165	Sacramento Suburan Water - 26158	02/2024 - HSP	219800 Water	c	(173.86)
3/18/2024	25163	Sacramento Suburan Water - 26158	02/2024 - Garfield (ACP)	219800 Water	c	(509.85)
3/18/2024	25166	S Sacramento For Tractors - 64608	Labor Repairs - Mower	221100 Grounds Equip Maint. Services	c	(271.02)
			Repair Parts - mower	221200 Ground Equip Maint. Supplies	c	(203.10)
3/18/2024	25167	SMUD - 4025	02/2024 - SMUD Billing	219100 Electricity	c	(984.66)
3/18/2024	25154	S CalPERS - 521	3/1-3/15/2024 EE Contrib	05420514 Retirement (EE Contribution)	c	(13.58)
			3/1-3/15/2024 ER Contrib	121000 Retirement ER Cost	c	(22.98)
3/19/2024	EFT	#400046824 - Health Benefits	Health Benefits Paydate: 03/15/2024	123000 Health Insurance(s)	c	(2,553.55)
3/21/2024	DepPermit	S County Of Sacramento Deposit Permit	Studio / Field Space	942900 Building Rental + Other	c	-
			Event Building / GPA / Park Rentals	942900 Building Rental + Other	c	2,990.00
			Cell Tower	942900 Building Rental + Other	c	4,610.42
			Grants -	956300 State - Federal Grants	c	-
			Misc Funds Collected / Received	979000 Misc Other Revenues	c	-
			Rental Refunds	942900 Building Rental + Other	c	-
3/25/2024	25168	S CalPERS Health - 12733	4/2024 - Medical - 5 EE's	5420516 Insurance (Clearing Acct)	c	(5,107.05)
			4/2024 - Medical - EE Admin Fee	123000 Health Insurance(s)	c	(16.34)
			4/2024 - Medical - 2 Retirees	128000 Retiree Health Benefits	c	(175.82)
3/25/2024	25169	Kim Cook - 919996	02/2024 - Mileage	283102 Mileage	c	(15.07)
3/25/2024	25170	Staples Business Advantage - 14122	Office supplies	207600 Office Supplies	c	(143.24)
3/25/2024	25171	S Umpqua Bank - 52152	4/2024- Side Fund Interest	321000 Interest Expense	c	(455.10)
			4/2024 - Side Fund Principal	323000 Lease Oblig Retirement Side Fur	c	(2,700.00)
3/29/2024	EFT	#400046916 - Health Benefits	Health Benefits Pay Date 03/31/2024	123000 Health Insurance(s)	c	(2,553.55)
3/29/2024	P/R+Taxes	S Payroll And Taxes	Period 3/1/2024 - 3/31/2024 - Ck date 3/31/2024	111000 Salaries & Wages	c	(13,609.11)

	Brd Pay Ck date 3/31/2024	112400 Stipend Commission & Board	c	-
	Time/One Half - Ck date 3/31/2024	113200 OT & Straight Time	c	(203.08)
	OT Straight Pay - Ck date 3/31/2024	113200 OT & Straight Time	c	-
	OASDHI - Ck date 3/31/2024	122000 OASDHI	c	(1,056.63)
	SUI ER Contrib Ck date 3/31/2024	125000 SUI Insurance (ER Cost)	c	(7.17)
	Termination Pay	115200 Terminal Pay	c	-
3/30/2024 TaxRevenue S Property Tax(s) Deposited Per County C	3/2024 - Property Tax - Current Secured	910100 Prop Tax Current Secured	c	-
	3/2024 - Property Tax - Current Unsecured	910200 Prop Tax Current Unsecured	c	-
	3/2024 - Property Tax - Current Sup.	910300 Prop Tax Current Sup	c	-
	3/2024 - Property Tax Sec Delin.(+Tetter)	910400 Prop Tax Sec Delinquent + Teet	c	-
	3/2024 - Property Tax Supplement Delin.	910500 Prop Tax Supplemental Delinque	c	-
	3/2024 - Properry Tax-Unitary	910600 Prop Tax Unitary	c	5,518.33
	3/2024 - Redemption	912000 Prop Tax Redemption	c	-
	3/2024 - Property Tax Prior Unsecured	913000 Prop Tax Prior Unsecured	c	-
	3/2024 - Penalty	914000 Prop Tax Penalties	c	-
	3/2024 - RDA Residual Distribution	919600 RDA Residual Distribution	c	-
	3/2024 - Interest	941000 Interest	c	-
	3/2024 - Homeowner Property Tax Relief	952200 Homeowner Prop Tax Relief	c	-
	3/2024 - Redevelopment Passthru	953300 Redevelopment Passthru	c	5,412.78
	3/2024 -Taxes Other	919900 Taxes Other	c	-
		TOTAL 3/1/2024 - 3/31/2024		(63,773.56)
		BALANCE 3/31/2024		(173,898.82)
		TOTAL INFLOWS		60,731.29
		TOTAL OUTFLOWS		(124,504.85)
		NET TOTAL		(63,773.56)

Period 1 thru 9

Date	Num	Description	Memo	Clr	Amount
EXPENSES					
200500 Advertising - Legal Notices					
8/4/2023	24876	S Umpqua CC - 71085	CPRS - Job poeting Maint Wkr 1	c	(75.00)
12/5/2023	25030	Umpqua CC - 71085	CPRS - Job Posting Office Position	c	(75.00)
1/5/2024	25071	S Umpqua CC - 71085	Indeed - Posting for Office Admin Position	c	(170.00)
2/6/2024	25111	S Umpqua CC - 71085	2024 Labor Law Posters	c	(145.70)
3/5/2024	25150	S Umpqua CC - 71085	Posting for Office Admin Position	c	(30.18)
TOTAL 200500 Advertising - Legal Notices					(495.88)
202900 Business Conference Expenses					
7/6/2023	24836	Umpqua CC - 71085	6/2023 Stmt	c	(40.40)
8/4/2023	24876	S Umpqua CC - 71085	Business lunch	c	(34.54)
9/6/2023	24916	S Umpqua CC - 71085	CPRS Expo / Carmichael Dist	c	(70.00)
			CPRS Expo - Double billed - requesting refund	c	(45.00)
10/3/2023	24953	S Umpqua CC - 71085	CPRS Expo CREDIT	c	45.00
1/5/2024	25071	S Umpqua CC - 71085	Lunch - Interview staff & staff lunch	c	(216.48)
TOTAL 202900 Business Conference Expenses					(361.42)
205100 Insurance - Liability					
7/6/2023	24823	CAPRI - 8761	7/2023-6/2024 -1st half Liability Ins Coverage	c	(40,748.50)
12/5/2023	25015	CAPRI - 8761	7/2023-6/2024 - 2nd half Liability Ins Coverage	c	(40,748.50)
3/18/2024	25153	CAPRI - 8761	7/1/2023-6/30/2024 - Workers Comp Coverage	c	(1,306.25)
TOTAL 205100 Insurance - Liability					(82,803.25)
206100 Membership Dues					
7/6/2023	24824	CARPD - 12261	FY 2023-24 Dues	c	(2,500.00)
7/6/2023	24825	CPRS - 8165	2024 Membership Renewal - Gonzalez, L	c	(165.00)
12/5/2023	25018	CSDA - 8529	20234 - Membership Dues	c	(3,391.00)
TOTAL 206100 Membership Dues					(6,056.00)
207600 Office Supplies					
9/19/2023	24928	J&J Locksmith - 1833	Office file cabinet - replace lock	c	(152.27)
11/6/2023	24991	Staples Business Advantage - 14122	Office supplies	c	(194.88)
1/5/2024	25071	S Umpqua CC - 71085	Disputed PayPal Charges	c	(184.00)
2/6/2024	25111	S Umpqua CC - 71085	Disputed PayPal Charges	c	184.00

			Flashdrive and Printing - Oakdale Maps	c	(59.08)
3/5/2024	25147		Office supplies	c	(208.42)
3/25/2024	25170		Office supplies	c	(143.24)
			TOTAL 207600 Office Supplies		(757.89)
207602 Signs					
10/3/2023	24953	S	Umpqua CC - 71085		
			Signs-No Parking & Restricted Entrance	c	(110.98)
1/5/2024	25071	S	Umpqua CC - 71085		
			Signs - CA ADA Parking, Pickleball Court	c	(692.27)
			TOTAL 207602 Signs		(803.25)
208100 Postage Service (PO Box)					
8/4/2023	24876	S	Umpqua CC - 71085		
			1 Yr Renewal PO Box	c	(226.00)
			TOTAL 208100 Postage Service (PO Box)		(226.00)
210300 Agriculture-Horticultural Service					
7/18/2023	24850		Raul's Tree Care - 69419		
			HSP - Trim, clear, haul (courts)	c	(1,600.00)
7/18/2023	24851		Raul's Tree Care - 69419		
			ACP - Trim, clear, haul (new RR)	c	(1,600.00)
7/27/2023	24858		Dave Weber - 54010		
			ACP Disk & clear lot	c	(700.00)
8/14/2023	24886		Raul's Tree Care - 69419		
			ACP - Clear trail on Garfield	c	(1,500.00)
10/11/2023	24958		Raul's Tree Care - 69419		
			HSP - Live Oak - remove, grind stump @ Myrtle Ave	c	(2,500.00)
10/11/2023	24959		Raul's Tree Care - 69419		
			HSP - Live Oak -lg branch near lg blding parking lot	c	(1,800.00)
10/11/2023	24960		Raul's Tree Care - 69419		
			HSP - Live Oak -pruned Live Oak near parking lot	c	(2,200.00)
			TOTAL 210300 Agriculture-Horticultural Service		(11,900.00)
210400 Agricultural-Hort. Supplies					
10/3/2023	24942	S	Home Depot - 2843		
			Wasp spray	c	(7.55)
10/3/2023	24943	S	Juanita Petersen - 910220		
			Pest control	c	(5.69)
			TOTAL 210400 Agricultural-Hort. Supplies		(13.24)
211100 Building Maint. Service					
8/9/2023	24877		Defender Termite & Pest - 71461		
			8/3/2023 - HSP Pest Control	c	(70.00)
8/9/2023	24878		Defender Termite & Pest - 71461		
			8/3/2023 - Oakdale RR Pest Control	c	(72.00)
11/6/2023	24982		Defender Termite & Pest - 71461		
			10/19/2023 - HSP Pest Control	c	(70.00)
11/6/2023	24983		Defender Termite & Pest - 71461		
			10/19/2023 - Oakdale RR Pest Control	c	(72.00)
12/19/2023	25049		Defender Termite & Pest - 71461		
			12/7/2023 - HSP Pest Control	c	(70.00)
12/19/2023	25050		Defender Termite & Pest - 71461		
			12/7/2023 -Oakdale RR Pest Control	c	(72.00)
2/16/2024	25116		Defender Termite & Pest - 71461		
			02/01/2024 -HSP Pest Control	c	(70.00)
2/16/2024	25117		Defender Termite & Pest - 71461		
			02/01/2024 -Oakdale RR Pest Control	c	(72.00)
			TOTAL 211100 Building Maint. Service		(568.00)

211200 Building Maint. Supplies

12/5/2023	25022		J&J Locksmith - 1833	HSP - Public Womens RR Repair	c	(140.00)
12/11/2023	25034	S	Home Depot - 2843	Rails for Rental Facility	c	(10.99)
3/5/2024	25140	S	Home Depot - 2843	cardboard for leak, bug spray	c	(16.96)
TOTAL 211200 Building Maint. Supplies						(167.95)

214100 Land Improvement Maint. Services

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

214200 Land Improvement Maint. Supplies

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

215100 Mechanical Sys Maint. Services

8/14/2023	24882		Clarke & Rusch - 8939	8/9/2023 Planned Maint.	c	(229.00)
8/22/2023	24888		All Pro Backflow - 69926	Backflow test -ACP = 2 / Oak = 4	c	(540.00)
12/11/2023	25035	S	Odell's Pump & Motor Service - 38345	Labor - HSP Well		(12,603.31)
12/19/2023	25046		Clarke & Rusch - 8939	12/11/2023 Planned Maint.	c	(229.00)
3/5/2024	25137		Clarke & Rusch - 8939	02/29/2024 Planned Maint.	c	(229.00)
3/13/2024	25151	S	Odell's Pump & Motor Service - 38345	Labor - HSP Well Correct Claim #25035	c	12,603.31
				See Claim 25035 Old vendor #38345	c	(12,603.31)
TOTAL 215100 Mechanical Sys Maint. Services						(13,830.31)

215200 Mechanical Sys Maint. Supplies

12/11/2023	25035	S	Odell's Pump & Motor Service - 38345	Parts repair - HSP Well		(29,596.45)
3/13/2024	25151	S	Odell's Pump & Motor Service - 38345	Parts repair - HSP Well Correct Claim #25035	c	29,596.45
				See Claim 25035 Old vendor #38345	c	(29,596.45)
TOTAL 215200 Mechanical Sys Maint. Supplies						(29,596.45)

216200 Painting Supplies

9/6/2023	24905	S	Home Depot - 2843	Paint items	c	(29.89)
12/5/2023	25021	S	Home Depot - 2843	Paint Supplies	c	(31.16)
12/11/2023	25034	S	Home Depot - 2843	Paint supplies	c	(6.98)
3/5/2024	25140	S	Home Depot - 2843	pain	c	(23.17)
TOTAL 216200 Painting Supplies						(91.20)

216700 Plumbing Maint. Service

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

216800 Plumbing Maint. Supplies

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

219100 Electricity

7/12/2023	24843		SMUD - 4025	6/2023 - SMUD Billing	c	(1,614.13)
8/9/2023	24880		SMUD - 4025	7/2023 - SMUD Billing	c	(1,879.49)
9/6/2023	24914		SMUD - 4025	8/2023 - SMUD Billing	c	(1,711.87)
10/11/2023	24963		SMUD - 4025	9/2023 - SMUD Billing	c	(1,361.72)
11/15/2023	25001		SMUD - 4025	10/2023 - SMUD Billing	c	(770.21)
12/11/2023	25039		SMUD - 4025	11/2023 - SMUD Billing	c	(848.30)
1/18/2024	25090		SMUD - 4025	12/2023 - SMUD Billing	c	(1,112.01)
2/16/2024	25124		SMUD - 4025	01/2024 - SMUD Billing	c	(1,145.45)
3/18/2024	25167		SMUD - 4025	02/2024 - SMUD Billing	c	(984.66)
TOTAL 219100 Electricity						(11,427.84)

219200 Natural Gas Service

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

3/5/2024 25143

PG&E - 1383

02/2024- Billing

c

(580.42)

TOTAL 219200 Natural Gas Service

(2,198.30)

219300 Refuse Collection-Disposal

7/6/2023 24833

Republic Services - 57909

6/2023 - Billing

c

(189.90)

8/4/2023 24873

Republic Services - 57909

7/2023 - Billing

c

(189.90)

9/6/2023 24910

Republic Services - 57909

8/2023 - Billing

c

(189.90)

10/3/2023 24948

S

Republic Services - 57909

9/2023 - Billing

c

(189.90)

9/2023 - overage chg

c

(44.00)

11/6/2023 24990

Republic Services - 57909

10/2023 - Billing

c

(189.90)

12/11/2023 25037

Republic Services - 57909

11/2023 - Billing

c

(189.90)

1/18/2024 25085

Republic Services - 57909

12/2023 - Billing

c

(189.90)

2/6/2024 25108

Republic Services - 57909

1/2024 - Billing

c

(189.90)

3/5/2024 25146

Republic Services - 57909

2/2024 - Billing

c

(189.88)

TOTAL 219300 Refuse Collection-Disposal

(1,753.08)

219500 Sewage Services

8/4/2023 24874

Sacramento County utilities - 666

6/22 - 8/21/2023 - Billing

c

(276.28)

10/11/2023 24964

Sacramento County utilities - 666

8/22 - 10/21/2023 - Billing

c

(276.28)

12/5/2023 25027

Sacramento County utilities - 666

10/22 - 12/21/2023 - Billing

c

(276.28)

2/6/2024 25109

Sacramento County utilities - 666

12/22 - 01/21/2024 - Billing

c

(276.28)

TOTAL 219500 Sewage Services

(1,105.12)

219800 Water

7/18/2023 24852

Sacramento Suburban Water - 26158

7/2023 Garfield (ACP)

c

(785.88)

7/27/2023 24861

Sacramento Suburban Water - 26158

7/2023 Myrtle (Oak)

c

(777.70)

7/27/2023 24862

Sacramento Suburban Water - 26158

7/2023 HSP

c

(150.60)

8/22/2023 24896

Sacramento Suburban Water - 26158

8/2023 Garfield (ACP)

c

(1,470.90)

9/6/2023 24912

Sacramento Suburban Water - 26158

8/2023 Myrtle (Oak)

c

(790.93)

9/6/2023 24913

Sacramento Suburban Water - 26158

8/2023 HSP

c

(157.95)

9/19/2023 24931

Sacramento Suburban Water - 26158

9/2023 Garfield (ACP)

c

(1,134.27)

10/3/2023 24950

Sacramento Suburban Water - 26158

9/2023 Myrtle (Oak)

c

(801.22)

10/3/2023 24951

Sacramento Suburban Water - 26158

9/2023 HSP

c

(157.95)

10/17/2023 24972

Sacramento Suburban Water - 26158

10/2023 - Garfield (ACP)

c

(746.19)

10/24/2023 24975

Sacramento Suburban Water - 26158

10/2023 - Myrtle (Oak)

c

(810.04)

10/24/2023 24976

Sacramento Suburban Water - 26158

10/2023 - HSP

c

(162.36)

11/15/2023 25000

Sacramento Suburban Water - 26158

11/2023 - Garfield (ACP)

c

(558.03)

11/21/2023 25009

Sacramento Suburban Water - 26158

11/2023 - Myrtle (Oak)

c

(795.34)

11/21/2023 25010

Sacramento Suburban Water - 26158

11/2023 - HSP

c

(162.36)

1/18/2024	25086	Sacramento Suburban Water - 26158	12/2023 - Garfield (ACP)	c	(509.52)
1/18/2024	25087	Sacramento Suburban Water - 26158	12/2023 - Myrtle (Oak)	c	(792.40)
1/18/2024	25088	Sacramento Suburban Water - 26158	12/2023 - HSP	c	(157.95)
2/16/2024	25121	Sacramento Suburban Water - 26158	01/2024 - Garfield ACP	c	(506.81)
2/16/2024	25122	Sacramento Suburban Water - 26158	01/2024 - Myrtle Oakdale	c	(810.17)
2/16/2024	25123	Sacramento Suburban Water - 26158	01/2024 - HSP	c	(156.67)
3/18/2024	25164	Sacramento Suburban Water - 26158	02/2024 - Myrtle (Oak)	c	(898.79)
3/18/2024	25165	Sacramento Suburban Water - 26158	02/2024 - HSP	c	(173.86)
3/18/2024	25163	Sacramento Suburban Water - 26158	02/2024 - Garfield (ACP)	c	(509.85)
				TOTAL 219800 Water	(13,977.74)

220500 Automotive Maint. Service

11/21/2023	25008	S OK Tire - 14277	Smog - 2010 Ford	c	(62.95)
			Labor - 2010 Ford	c	(256.52)
12/5/2023	25023	S OK Tire - 14277	Labor - New Battery 2010 Ford Truck	c	(185.17)
12/5/2023	25024	S OK Tire - 14277	Labor - 1996 Chevy	c	(751.29)
1/5/2024	25065	S OK Tire - 14277	Smog - 1996 Chevy	c	(62.95)
			Labor - 1996 Chevy	c	(382.81)
2/6/2024	25100	College Oak Towing - 641046	Recover - Winch 96' Chevy S10	c	(253.00)
2/6/2024	25105	S OK Tire - 14277	Labor - 2010 Ford F150	c	(865.71)
				TOTAL 220500 Automotive Maint. Service	(2,820.40)

220600 Automotive Maint. Supplies

11/21/2023	25008	S OK Tire - 14277	4 Tires & parts 2010 Ford	c	(1,213.08)
12/5/2023	25023	S OK Tire - 14277	Parts - 75 mth Battery 2010 Ford Truck	c	(199.13)
12/5/2023	25024	S OK Tire - 14277	Parts - 1996 Chevy - Brakes, Oil Chg, Coolant, etc	c	(845.76)
1/5/2024	25065	S OK Tire - 14277	Parts - 1996 Chevy - catalytic converter	c	(1,671.68)
2/6/2024	25105	S OK Tire - 14277	Parts - 2010 Ford F150 radiator	c	(751.40)
				TOTAL 220600 Automotive Maint. Supplies	(4,681.05)

221100 Grounds Equip Maint. Services

7/18/2023	24849	S PAPE - 18032	Labor - Kubota Mower	c	(62.50)
10/11/2023	24954	S Bar-Hein Co. - 1463	Labor - Echo Blower	c	(90.00)
11/6/2023	24987	S PAPE - 18032	Labor - J Deere Z920A	c	(862.50)
11/6/2023	24988	S PAPE - 18032	Labor - J Deere Z997R	c	(668.75)
1/25/2024	25094	S PAPE - 18032	Labor - J Deere Z920A	c	(560.00)
3/18/2024	25166	S Sacramento For Tractors - 64608	Labor Repairs - Mower	c	(271.02)
				TOTAL 221100 Grounds Equip Maint. Services	(2,514.77)

221200 Ground Equip Maint. Supplies

7/18/2023	24849	S	PAPE - 18032	Repair Parts - Kubota Mower (battery)	c	(102.44)
9/6/2023	24898	S	Bar-Hein Co. - 1463	Chain, spark plug	c	(33.67)
9/6/2023	24906		J&J Locksmith - 1833	8 locks	c	(150.33)
10/11/2023	24954	S	Bar-Hein Co. - 1463	Parts - Echo Blower	c	(9.34)
11/6/2023	24987	S	PAPE - 18032	Repair Parts - J Deere Z920A	c	(430.96)
11/6/2023	24988	S	PAPE - 18032	Repair Parts - J Deere Z997R	c	(344.30)
1/25/2024	25094	S	PAPE - 18032	Repair Parts - J Deere Z920A	c	(302.73)
3/5/2024	25131	S	Bar-Hein Co. - 1463	Oil	c	(78.20)
				Parts - Trimmer head	c	(36.62)
3/18/2024	25166	S	Sacramento For Tractors - 64608	Repair Parts - mower	c	(203.10)
TOTAL 221200 Ground Equip Maint. Supplies						(1,691.69)

222600 Hand - Expendable Tools

9/6/2023	24898	S	Bar-Hein Co. - 1463	Prunner, 2/rakes	c	(70.01)
9/6/2023	24905	S	Home Depot - 2843	Sanding disc	c	(8.91)
10/3/2023	24942	S	Home Depot - 2843	Bucket, rope, ele. tape	c	(14.00)
11/15/2023	24998	S	Home Depot - 2843	Hose	c	(86.18)
12/5/2023	25021	S	Home Depot - 2843	Asst Tools	c	(170.41)
1/5/2024	25061	S	Home Depot - 2843	Impact drill, gloves, caution tape	c	(63.15)
1/18/2024	25082		Home Depot - 2843	Ear Plugs - Tarps - Tools - ladder	c	(68.26)
2/16/2024	25120	S	Home Depot - 2843	hex bolts, washers, gaskets	c	(174.38)
3/5/2024	25140	S	Home Depot - 2843	Handjack	c	(149.77)
TOTAL 222600 Hand - Expendable Tools						(805.07)

223600 Fuel & Lubricant Supplies

7/12/2023	24841		Orbit Station - 33714	6/2023 - Fuel Chgs	c	(198.82)
7/12/2023	24842		Phillips 66 - 58398	7/2023 - Stmt (interest & late fee)	c	(33.86)
8/4/2023	24871		Orbit Station - 33714	7/2023 - Fuel Chgs	c	(91.48)
8/14/2023	24885		Phillips 66 - 58398	8/2023 - Stmt	c	(248.63)
9/6/2023	24898	S	Bar-Hein Co. - 1463	6pk oil	c	(18.30)
9/6/2023	24905	S	Home Depot - 2843	Gumout starting fluid	c	(4.28)
9/6/2023	24908		Orbit Station - 33714	8/2023 - Fuel Chgs	c	(151.18)
9/12/2023	24921		Phillips 66 - 58398	9/2023 - Stmt (w/late fee)	c	(395.00)
10/3/2023	24945		Orbit Station - 33714	9/2023 - Fuel Chgs	c	(169.81)
11/6/2023	24986		Orbit Station - 33714	10/2023 - Fuel Chgs	c	(651.67)
12/5/2023	25025		Orbit Station - 33714	11/2023 - Fuel Chgs	c	(277.51)
1/5/2024	25066		Orbit Station - 33714	12/2023 - Fuel Chgs	c	(319.78)
2/6/2024	25106		Orbit Station - 33714	1/2024 - Fuel Chgs	c	(407.99)

3/5/2024	25141	Hunt & Sons - 1306	12- 10w30 oil	c	(269.99)
3/5/2024	25142	Orbit Station - 33714	02/2024 - Fuel Chgs	c	(293.55)
TOTAL 223600 Fuel & Lubricant Supplies					(3,531.85)
226200 Office Equip Maint Supplies					
10/3/2023	24939	Encompass - 18796	Waste Toner Cartridge	c	(29.08)
2/16/2024	25118	Encompass - 18796	2 - Black Toner	c	(430.98)
3/5/2024	25138	Encompass - 18796	Toner waste box	c	(29.08)
TOTAL 226200 Office Equip Maint Supplies					(489.14)
227504 Misc (Bottled Water for Staff)					
8/4/2023	24875	S Smart & Final - 22935	5 cases water for staff	c	(36.20)
			Kitchen items	c	(37.43)
12/5/2023	25028	S Smart & Final - 22935	10 cases water for staff	c	(92.40)
3/5/2024	25148	Smart & Final - 22935	02/2024 -10 cases water for staff	c	(68.68)
TOTAL 227504 Misc (Bottled Water for Staff)					(234.71)
231400 Clothing - Personal Supplies					
10/3/2023	24943	S Juanita Petersen - 910220	Staff T-shirts	c	(38.79)
10/17/2023	24970	Home Depot - 2843	1/ Field staff raim boots	c	(46.02)
12/11/2023	25036	Rally Factory - 47200	Staff Shirts	c	(19.40)
12/19/2023	25052	Home Depot - 2843	Staff sweat shirts	c	(150.83)
1/5/2024	25071	S Umpqua CC - 71085	Work boots - Petersen, Mitchell	c	(281.06)
1/18/2024	25081	Home Depot - 2843	Staff sweat shirt	c	(70.03)
TOTAL 231400 Clothing - Personal Supplies					(606.13)
232200 Custodial Supplies					
7/12/2023	24838	Cintas - 56036	7/6/2023 - Custodial	c	(125.50)
7/25/2023	24854	Cintas - 56036	7/19/2023 - Custodial	c	(125.50)
8/4/2023	24866	Cintas - 56036	1 case Blk gloves	c	(118.53)
8/4/2023	24867	Cintas - 56036	8/2/2023 Custodial & 2 cases PT	c	(197.74)
8/22/2023	24892	Cintas - 56036	8/16/2023 - Custodial	c	(125.50)
9/6/2023	24902	Cintas - 56036	8/30/2023 - Custodial	c	(125.50)
9/6/2023	24905	S Home Depot - 2843	Custodial items	c	(52.68)
9/19/2023	24926	Cintas - 56036	9/13/2023 - Custodial	c	(125.50)
10/3/2023	24938	Cintas - 56036	9/27/2023 - Custodial	c	(115.57)
10/3/2023	24942	S Home Depot - 2843	Custodial items	c	(44.23)
10/11/2023	24956	Cintas - 56036	10/11/2023 - Custodial	c	(115.57)
10/17/2023	24971	Home Depot - 2843	Custodial - Vacuum, cleanser	c	(189.44)

11/6/2023	24981	Cintas - 56036	10/25/2023 - Custodial	c	(125.50)
11/15/2023	24995	Cintas - 56036	11/8/2023 - Custodial/2 cases TP, 5 cases Blk trash bags	c	(537.54)
11/15/2023	24998	S Home Depot - 2843	Custodial items	c	(36.54)
12/5/2023	25016	Cintas - 56036	11/22/2023 - Custodial	c	(125.50)
12/5/2023	25028	S Smart & Final - 22935	Custodial - bleach, cleaner	c	(33.38)
12/11/2023	25033	Cintas - 56036	12/6/2023 - Custodial	c	(125.50)
12/11/2023	25034	S Home Depot - 2843	2 gal Sprayer	c	(30.13)
12/19/2023	25044	Cintas - 56036	11/8/2023 - Balance due claim #24995	c	(31.93)
12/19/2023	25045	Cintas - 56036	11/14/2023 - 40 cases Blk trash liners	c	(1,982.17)
1/5/2024	25057	Cintas - 56036	12/20/2023 - Custodial	c	(125.50)
1/5/2024	25058	Cintas - 56036	1/4/2024 - Custodial	c	(125.50)
1/18/2024	25077	Cintas - 56036	01/17/2024 - Custodial Supplies	c	(125.50)
2/6/2024	25099	Cintas - 56036	01/31/2024 - Custodial Supplies	c	(125.50)
2/16/2024	25112	Cintas - 56036	02/14/2024 - Custodial Supplies	c	(125.83)
2/16/2024	25120	S Home Depot - 2843	comet, fabuloso, fabrez	c	(37.44)
3/5/2024	25136	Cintas - 56036	02/28/2024 - Custodial Supplies	c	(129.55)
3/5/2024	25150	S Umpqua CC - 71085	8x - Angle Brooms	c	(81.11)
3/18/2024	25158	Cintas - 56036	03/13/2024 - Custodial Supplies	c	(129.55)
				TOTAL 232200 Custodial Supplies	(5,494.93)

244300 Medical Service -EE & Live Scan

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

250700 Assessment - Collection Services

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

253100 Legal Services

7/12/2023	24839	Cole Huber - 54641	6/2023 Ref: TRUSD Prop	c	(292.50)
8/14/2023	24883	Cole Huber - 54641	7/2023 Ref: TRUSD Prop	c	(472.50)
9/12/2023	24919	Cole Huber - 54641	8/2023 Ref: TRUSD Prop	c	(2,137.50)

10/17/2023	24968	Cole Huber - 54641	9/2023 Ref: TRUSD Prop, Respond audit letter	c	(83.13)
12/19/2023	25047	Cole Huber - 54641	11/2023 Ref: TRUSD MOU, Brd agenda review	c	(375.00)
1/25/2024	25092	Cole Huber - 54641	12/2023 Ref: TRUSD MOU, Attend Brd mtg	c	(825.00)
2/16/2024	25113	Cole Huber - 54641	01/2024 Ref: TRUSD MOU, Attend Brd mtg	c	(875.00)
3/18/2024	25160	Cole Huber - 54641	02/2024 Ref: TRUSD MOU, Attend Brd mtg	c	(2,875.00)
TOTAL 253100 Legal Services					(7,935.63)
255100 Planning Services					
7/27/2023	24857	Anderson Project Mgmt Solutions - 13376	Proj: Shop Renovation	c	(150.00)
9/19/2023	24922	Anderson Project Mgmt Solutions - 13376	Proj: HSP Playground	c	(600.00)
TOTAL 255100 Planning Services					(750.00)
258200 Public Relations Services					
7/6/2023	24835	Streamline - 57252	Streamline Website 1 yr	c	(1,200.00)
TOTAL 258200 Public Relations Services					(1,200.00)
281100 Data Processing -Computer Service					
2/6/2024	25103	Fast Break - 37998	3bitDefender - Computer Security	c	(108.00)
TOTAL 281100 Data Processing -Computer Service					(108.00)
281201 Hardware (Computer Items)					
3/18/2024	25161	Fast Break - 37998	03/2024 - New Laptop w/software & set up	c	(1,189.25)
TOTAL 281201 Hardware (Computer Items)					(1,189.25)
281265 Application Software Maint. Lic					
8/9/2023	24879	Fast Break - 37998	1 Yr Renewal - Microshoft Office 365	c	(99.99)
9/6/2023	24901	S Central Control System - 23278	7/2023 Wireless Irrigation	c	(220.00)
			8/2023 Wireless Irrigation	c	(220.00)
			9/2023 Wireless Irrigation	c	(220.00)
10/3/2023	24953	S Umpqua CC - 71085	Adobe Acrobat 2020 Program	c	(60.00)
10/11/2023	24955	Central Control System - 23278	10/2023 - Wireless irrigation	c	(220.00)
1/18/2024	25076	S Central Control System - 23278	11/2023 - Wireless Irrigation	c	(220.00)
			12/2023 - Wireless Irrigation	c	(220.00)
			01/2024 - Wireless Irrigation	c	(220.00)
1/25/2024	25093	Fast Break - 37998	Renewal - 3 Domain Names	c	(75.00)
3/5/2024	25135	S Central Control System - 23278	02/2024 - Wireless Irrigation	c	(220.00)
			03/2024 - Wireless Irrigation	c	(220.00)
TOTAL 281265 Application Software Maint. Lic					(2,214.99)

283102 Mileage

7/27/2023	24860	Kim Cook - 919996	7/26/2023- Mileage Reimb	c	(14.51)
8/22/2023	24895	Lisa Gonzalez - 932917	7/2023 - Mileage Reimb	c	(10.81)
9/6/2023	24907	Kim Cook - 919996	8/23/2023- Mileage Reimb	c	(14.51)
9/25/2023	24933	Kim Cook - 919996	9/20/2023- Mileage Reimb	c	(14.51)
10/3/2023	24944	Lisa Gonzalez - 932917	9/2023 - Mileage Reimb	c	(6.55)
10/24/2023	24974	Lisa Gonzalez - 932917	10/17/2023 - Mileage Reimb	c	(3.28)
11/6/2023	24985	Kim Cook - 919996	10/25/2023- Mileage Reimb	c	(14.51)
11/21/2023	25007	Kim Cook - 919996	11/2023- Mileage Reimb	c	(30.26)
1/5/2024	25063	Kim Cook - 919996	12/2023- Mileage Reimb	c	(15.26)
2/6/2024	25104	Kim Cook - 919996	01/2024 - Mileage	c	(14.82)
3/25/2024	25169	Kim Cook - 919996	02/2024 - Mileage	c	(15.07)
TOTAL 283102 Mileage					(154.09)

285200 Recreation Supplies

1/18/2024	25079	S Game Time - 1920	Playground Safety Sign	c	(209.98)
			a/o Tax accrual	c	(2.72)
TOTAL 285200 Recreation Supplies					(212.70)

289800 Other Operating Exp - Supplies

7/6/2023	24830	S Pet Waste Eliminator - 69321	Pet waste bags	c	(341.69)
			Tax Accrual S/H	c	(3.10)
1/5/2024	25071	S Umpqua CC - 71085	Prop 68 Signs	c	(56.69)
2/7/2024	JV	# 111135010	Re-allocate to 339D 420200 from 339A 289800 (Prop 68 Proj	c	56.69
TOTAL 289800 Other Operating Exp - Supplies					(344.79)

289900 Other Oper Exp Fire Extingusher

12/19/2023	25053	Jorgenson Co - 48104	2023 Yrly Fire Exten. Inspection @ HSP	c	(192.39)
TOTAL 289900 Other Oper Exp Fire Extingusher					(192.39)

291300 Auditor Controller Services

11/15/2023	24999	Larry Bain, CPA - 26727	FY 22/23 - Audit	c	(6,500.00)
TOTAL 291300 Auditor Controller Services					(6,500.00)

291500 Compass Costs

8/28/2023	EFT	S Compass License Fee	FY 23/24 -Compass VPN Connection	c	(396.00)
			FY 23/24 - Compass License Fee	c	(699.83)
TOTAL 291500 Compass Costs					(1,095.83)

291700 Alarm Services

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

298700 Telephone Services

7/6/2023	24828	Fast Break - 37998	6/2023 Phone service	c	(195.00)
7/12/2023	24840	Comcast - 12322	7/2023 - Billing-Phone/HSI	c	(145.06)
8/4/2023	24869	Fast Break - 37998	7/2023 Phone service	c	(195.00)
8/14/2023	24884	Comcast - 12322	8/2023 - Billing-Phone/HSI	c	(145.60)
9/6/2023	24904	Fast Break - 37998	8/2023 Phone service	c	(195.00)
9/12/2023	24920	Comcast - 12322	9/2023 - Billing-Phone/HSI	c	(145.60)
10/3/2023	24941	Fast Break - 37998	9/2023 Phone service	c	(195.00)
10/11/2023	24957	Comcast - 12322	10/2023 - Billing-Phone/HSI	c	(146.24)
11/6/2023	24984	Fast Break - 37998	10/2023 Phone service	c	(195.00)
11/15/2023	24996	Comcast - 12322	11/2023 - Billing-Phone/HSI	c	(146.24)
12/5/2023	25019	Fast Break - 37998	11/2023 Phone service	c	(195.00)
12/19/2023	25048	Comcast - 12322	12/2023 - Billing-Phone/HSI	c	(146.24)
1/5/2024	25059	Fast Break - 37998	12/2023 Phone service	c	(195.00)
1/18/2024	25078	Comcast - 12322	01/2024 - Billing-Phone/HSI	c	(149.62)
2/6/2024	25102	Fast Break - 37998	01//2024 Phone service	c	(195.00)
2/16/2024	25114	Comcast - 12322	02/2024 - Billing-Phone/HSI	c	(149.62)
3/5/2024	25139	Fast Break - 37998	02/2024 Phone Service	c	(195.00)
3/18/2024	25159	Comcast - 12322	03/2024 - Billing-Phone/HSI	c	(160.73)
TOTAL 298700 Telephone Services					(3,089.95)

298701 Cell Phones

7/6/2023	24827		Fast Break - 37998	1 year - email exchange + Board Mbrs	c	(660.00)
7/27/2023	24863	S	T-Mobile - 32685	7/2023 - District Cell Phone	c	(30.54)
				GM phone (purchase pmt)	c	(33.34)
9/6/2023	24915	S	T-Mobile - 32685	8/2023 - District Cell Phone	c	(30.54)
				GM phone (final purchase pmt)	c	(33.18)
10/3/2023	24952		T-Mobile - 32685	9/2023 District Cell phone	c	(30.54)
11/6/2023	24992		T-Mobile - 32685	10/2023 District Cell phone	c	(30.55)
12/5/2023	25029		T-Mobile - 32685	11/2023 District Cell phone	c	(30.55)
1/5/2024	25069		T-Mobile - 32685	12/2023 District Cell phone	c	(30.55)
2/6/2024	25110		T-Mobile - 32685	1/2024 District Cell phone	c	(30.55)
3/5/2024	25149		T-Mobile - 32685	02/2024 District Cell phone	c	(30.55)
TOTAL 298701 Cell Phones						(970.89)

299909 Expenditure Reimb. (Ins Claims)

3/5/2024	25144		Raul's Tree Care - 69419	HSP - Oak tree removal near play ADA swing	c	(14,750.00)
3/5/2024	25145		Raul's Tree Care - 69419	ACP- Tree removal, chip brush, storm clean up	c	(7,500.00)
TOTAL 299909 Expenditure Reimb. (Ins Claims)						(22,250.00)

321000 Interest Expense

7/6/2023	24837	S	Umpqua Bank - 52152	7/2023 - Side Fund Interest	c	(539.82)
7/25/2023	24856	S	Umpqua Bank - 52152	8/2023 - Side Fund Interest	c	(530.53)
8/22/2023	24897	S	Umpqua Bank - 52152	9/2023 - Side Fund Interest	c	(511.63)
9/25/2023	24934	S	Umpqua Bank - 52152	10/2023 - Side Fund Interest	c	(502.65)
10/24/2023	24977	S	Umpqua Bank - 52152	11/2023 - Side Fund Interest	c	(484.67)
12/5/2023	25031	S	Umpqua Bank - 52152	12/2023 - Side Fund Interest	c	(474.76)
1/5/2024	25070	S	Umpqua Bank - 52152	1/2024- Side Fund Interest	c	(465.47)
1/25/2024	25095	S	Umpqua Bank - 52152	2/2024- Side Fund Interest	c	(465.10)
2/22/2024	25130	S	Umpqua Bank - 52152	3/2024- Side Fund Interest	c	(464.75)
3/25/2024	25171	S	Umpqua Bank - 52152	4/2024- Side Fund Interest	c	(455.10)
TOTAL 321000 Interest Expense						(4,894.48)

323000 Lease Oblig Retirement Side Fund

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

1/25/2024	25095	S	Umpqua Bank - 52152	2/2024 - Side Fund Principal	c	(2,700.00)
2/22/2024	25130	S	Umpqua Bank - 52152	3/2024 - Side Fund Principal	c	(2,700.00)
3/25/2024	25171	S	Umpqua Bank - 52152	4/2024 - Side Fund Principal	c	(2,700.00)
TOTAL 323000 Lease Oblig Retirement Side Fund						(26,400.00)
345000 Taxes, Licenses & Assessments						
10/11/2023	24961		Sacramento County - Tax Collectors Office - 4728	HSP - CSA1 Lights	c	(655.74)
10/11/2023	24962		Sacramento County - Tax Collectors Office - 4728	ACP - CSA1 Lights	c	(47.90)
TOTAL 345000 Taxes, Licenses & Assessments						(703.64)
420100 Building						
7/18/2023	24847		Green Energy Products - 67286	HSP Lighting Retrofit (SMUD Program)	c	(23,922.81)
8/4/2023	24870		JM Environmental - 635473	HSP Shop Reno Proj - Asbestos Removal	c	(11,790.00)
9/6/2023	24911		Restoration Landscape - 71858	HSP Shop Reno Proj - Shore up blding	c	(780.00)
10/3/2023	24940		Electrical Service Company - 75974	HSP - Shop Electrical Wiring	c	(3,224.00)
12/5/2023	25020		First Serve Productions - 61682	HSP - Prepwork Pickleball Conversion	c	(5,000.00)
TOTAL 420100 Building						(44,716.81)
TOTAL EXPENSES						(343,704.30)
TOTAL FY 2023-24 339A						-
TOTAL Balance Forward						-
OVERALL TOTAL						(343,704.30)

**ACRPD 2023-2024
339D Expenditures**

**March 2024
Period 9 of 13**

FYTD Completed = 69%

CODE	CAPITAL OUTLAY	2023-24 Budget	March	Expended To Date	Balance	Percent Expended
42420100	Buildings New ADA Features @ HSP			-	-	#DIV/0!
42420110	Leasehold Improv. (Oakdale Park)			-	-	#DIV/0!
42420200	Structures ACP Park Improv. Proj			-	-	#DIV/0!
	Structures ACP Park Improv. Restroom	149,949.00	-	146,326.76	3,622.24	98%
	Structures HSP Play Ground Equip	250,000.00	-	61.53	249,938.47	0%
	Structures HSP Pickleball Proj	50,000.00		45,888.00	4,112.00	92%
43430300	Equipment-SD Non-Recon - New Play Equip			-	-	#DIV/0!
45450300	Infr--SD-Non-Recon - ACP Pedi Bridge Proj			-	-	#DIV/0!
46460300	Other Intangible Asset-Spec Dist - HSP Comm. Ctr Impro.			-	-	#DIV/0!
46461300	Intangibles - ???			-	-	#DIV/0!
				-	-	#DIV/0!
TOTALS:		449,949.00	\$ -	\$ 192,276.29	\$ 257,672.71	43%

ACRPD 2023-2024
339D Revenue

March 2024
Period 9 of 13

FYTD Completed = 69%

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

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

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

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

Register Expense Report

Period 8

Account

FY 2023/2024

3/1/2024 Through 3/31/2024

339D

March Report

Not
Clrd

Date	Num	Description	Memo	Category	Clrd	Amount
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Period 1 thru 9						
Date	Num	Description	Memo		Clr	Amount
INCOME						
941000 Interest						
1/1/2024		Interest	FY 2023/24 2nd Qrt Interest		c	1,889.00
						TOTAL 941000 Interest
						1,889.00
956900 Other Funds - Local (GRANTS)						
10/24/2023	JV	# 111045836	Transfer from 339I - HSP Playground		c	250,000.00
10/24/2023	JV	# 111045836	Transfer from 339I - HSP Convert Tennis to Pickleball Courts		c	50,000.00
						TOTAL 956900 Other Funds - Local (GRANTS)
						300,000.00
						TOTAL INCOME
						301,889.00
EXPENSES						
420200 Structures (Projects @ ACP)						
10/3/2023		215 Staples Construction - 52639	Proj104685.00-ACP RR (Prop 68 Funding)		c	(46,029.47)
10/24/2023		216 SMUD - 39769	ACP RR Proj (339I Funds) De-energize power lines		c	(7,723.90)
11/6/2023		217 Staples Construction - 52639	Proj104685.00-ACP RR (Prop 68 Funding)		c	(51,306.31)
12/5/2023		218 First Serve Productions - 61682	HSP - Pickleball Court (339I Funds)		c	(45,888.00)
12/5/2023		219 J&J Locksmith - 1833	ACP New RR Locks (339I Funds)		c	(129.00)
12/5/2023		220 Public Restroom Company - 429070	ACP RR Project (339I Funds)		c	(20,018.00)
12/19/2023		221 Staples Construction - 52639	Proj104685.00-ACP RR (Prop 68 Funding)		c	(21,063.39)
						TOTAL 420200 Structures (Projects @ ACP)
						(192,158.07)
						TOTAL EXPENSES
						(192,158.07)
						OVERALL TOTAL
						109,730.93

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

March-24

Period 9

339B - Grant Trust

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

088H - Park Dedication

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 6,917.66	\$ -	\$ -	\$ 6,917.66

339C - ADA Funds

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

339I - Park Impact Fee's

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
\$ 107,420.84		\$ -	\$ 107,420.84

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

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

Arcade Creek Recreation Park District Monthly Payroll Report

Start of Pay Period	March 1, 2024	March 16, 2024
End of Pay Period	March 15, 2024	March 31, 2024
Payroll Issued:	March 31, 2024	April 15, 2024

Administration Division	9442.23	9442.23	18,884.46
Board Members = 5	0.00	250.00	250.00
Parks Division	3921.96	3441.45	7,363.41
PT Maint	0	0.00	-
Recreation Division			
Monitors, etc	448.00	608.00	1,056.00
Misc - Staff	0.00	0.00	-
Rec. Staff (Other)	0.00	0.00	-
\$	13,812.19	\$ 13,741.68	\$ 27,553.87
Employer Paid Taxes <i>(FICA, Medicare, SUI)</i>	1,063.80	Unavailable	

Rental & Misc. Revenue Report

March

2024

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

Rental Date	Renter	Location	Amount
3/31/2024	Tara Scott	HSP / GPA	100.00
3/1/2024	Legends Soccer Club	HSP (Games)	300.00
3/1/2024	Legends Soccer Club	HSP (Practices)	150.00

Total Rentals \$ **550.00**

A

94942900 - LONG TERM STUDIO/ FIELD SPACE RENTAL

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

Totals \$ **240.00**

B

94942900 - CELL TOWER REVENUE

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

C

97979000 - MISC. OTHER REVENUES

Totals \$ **-**

D

\$ 550.00	A
\$ 240.00	B
\$ 4,610.42	C
\$ -	D
\$ 5,400.42	Total

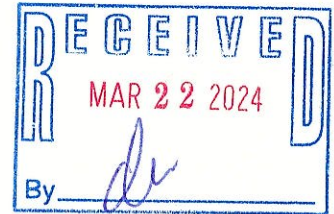
Funds Collected and Some Previously Deposited But Attributed to Month Of Report

Arcade Creek Recreation and Park District

MEETING DATE: April 18, 2024

**AGENDA ITEM: 7 g Consent Agenda
Correspondence Period 10**

Please see attached documents.



March 19, 2024

TO: CARPD Member Districts
FROM: Matthew Duarte, Executive Director
SUBJECT: Call for Nominations & 2024 Slate of CARPD Board Candidates

Hello CARPD Members! The CARPD Conference is rapidly approaching and with it the annual CARPD General Membership Meeting. As we do every year during that meeting, the CARPD Board of Directors Election is conducted by the membership. This year, the election will take place at approximately 9:00a.m. on May 23, 2024 at the CARPD Conference in the Hyatt Regency in Santa Rosa, California.

In accordance with CARPD Association Bylaws, CARPD is soliciting any qualified candidates interested in serving on the CARPD Board of Directors. Nominees must be individuals affiliated (as Board of Directors, employees or otherwise) with active members in good standing.

Furthermore, pursuant to CARPD Association Bylaws at Article 5, subsection 6, the CARPD Nominations Committee has submitted the following slate of candidates for the open CARPD Board positions:

CARPD 2024 Slate of Board Officers

President – Elect	Dean Wetter, Valley-Wide Recreation & Park District
Chief Financial Officer	Al McGreehan, Paradise Recreation & Park District
Director at Large	Two Positions to be Elected:
(Even Year)	Dennis Waespi, East Bay Regional Park District Rick Sloan, Cordova Recreation & Park District
Administrator Rep	One Administrator Position to be Elected:
(Even Year)	Michelle Lacy, Pleasant Hill Recreation & Park District

In addition to the slate identified by the Nominations Committee, Member Districts may also nominate one of its board members for the positions of President-Elect, Secretary, or Director-at-Large, or nominate its General Manager, Assistant General Manager or Chief Administrative Officer, for Administrator Representative, by submitting a letter and a copy of a board resolution supporting such nomination to CARPD prior to the annual meeting.

Any Member District wishing to submit a nomination should submit a letter of nomination (cover letter indicating who is running and for what position) and a copy of its Board Resolution supporting the nomination directly to my attention at mduarte@capri-jpa.org. To be sure a nominee is included on the ballot, the letter and resolution must be received no later than close of business on **Friday, May 10, 2024**.

Finally, any qualified candidate may be nominated from the floor at the election and, if elected, provide the President with a resolution from the member district's board endorsing the nominee to serve on the corporation's Board of Directors not later than sixty (60) days after the annual meeting. The candidate will not commence into office unless and until such time as the resolution is presented to the corporation's Board of Directors.

If you have any questions regarding the election or its procedures, please feel free to contact me at (916) 722-5550. Thank you and hope to see you all at the Conference in Santa Rosa!

Sincerely,

A handwritten signature in black ink that reads "Matthew Duarte". The signature is written in a cursive style with a large initial "M".

Matthew Duarte
Executive Director

CARPD Board of Directors 2024 Election

Each year during the CARPD General Membership Meeting, the CARPD Board of Directors Election is conducted with the membership at large. This year's Election will take place at:

May 23, 2024 @ 8:00 a.m.

Hyatt Regency Sonoma Wine Country
170 Railroad Street
Santa Rosa, CA 95401



Board Responsibilities

The CARPD Board of Directors is the governing body responsible for all policy decisions related to support, education, member services, outreach, and advocacy to recreation and park districts throughout California. The CARPD Board of Directors generally meets 4-5 times per year at the CAPRI Office in Roseville and at the Annual CARPD conference.



Board Positions

The CARPD Board of Directors is comprised of *eleven* Directors that oversee the operations of the organization and provide direction to the Executive Director. This year, there are *five* positions up for election: President-Elect, Chief Financial Officer, Director at Large (x2), and Administrative Representative.



Board Qualifications

In order to be qualified for service on the Board, candidates must either be members of the Board of Directors of a CARPD member or "Administrators" employed as General Manager, Assistant General Manager, or Chief Administrative Officer of a CARPD member. For more information on candidate qualifications, please contact Executive Director, Matthew Duarte. mduarte@capri-jpa.org.

Submit Nominations to

CARPD Or by email (preferred)
1075 Creekside Ridge, Suite 240 Matthew Duarte
Roseville, CA 95678 Email: mduarte@capri-jpa.org

Arcade Creek Park District Manager's Report
Prepared by Park Board Chair Scott Miller
April 9, 2024

As the liaison for the board, I am preparing and submitting this report. I have GOOD NEWS, BAD NEWS, and GREAT NEWS to report.

GOOD NEWS!

Contrary to how I thought things were going to proceed with the playground project after the last Board meeting in March, the project is moving forward with minimal impact to the staff. My discussion with Virg the day after our meeting revealed some important facts that needed to be considered.

1. All contracts have been awarded and signed.
2. The playground equipment has been ordered with expected delivery dates.
3. Any delays by us may result in significant delays as the contractors have blocked times for this and other work. Therefore, we may not be able to get back onto their schedules until much later. (This was part of the delay in getting the pickleball courts done until well after the summer was over).
4. As the equipment will be arriving and stored in our fenced in area behind the shop if stuff is vandalized or stolen while back there this could result in significant delays for replacement parts and potentially significant cost increases.
5. Virg was hired as the project manager. As such he will handle most of the oversight of the project installation.

All that was left was the location. As mentioned at the last Board Meeting, Anita and Denis had made a great suggestion to me that the playground be moved closer to the other playground structures. This would have multiple benefits including parents closer to all play structures if kids are on multiple structures. Some parts of the day would have better shade and less visibility of the shop fenced in storage area. Finally, this would also allow for one volleyball court to potentially stay in service and get the structure further away from the basketball court. When Greg and I discussed it, he agreed this was an improvement if some questions were addressed.

On Wednesday, the 27th Virg, John Vaden (the curbing contractor), and Raul of Raul's Tree Service all met to make sure the new location would work with the drainage, space to volleyball court, and trees currently there. Denis had planned on attending but was out that day. Subsequently, on Thursday the 28th, I approved the change order and notified John, Virg and Denis of the signed approval to move forward. I planned on going to the park on Friday to update the staff further but the sudden loss of a friend and neighbor on Thursday night kept me occupied most of the weekend.

Arcade Creek Park District Manager's Report
Prepared by Park Board Chair Scott Miller
April 9, 2024

John Vaden's commitment to his contract and time lines meant that he decided it was best for his crew to be out there working on Easter Sunday. I did not request or know they would be there specifically on Easter Sunday, I actually thought the weather had pushed them out further. I respect John Vaden and his team's commitment to getting the work done and using available non rainy days to get it done. They worked on their own and to my knowledge did not ask for any assistance from staff. My understanding, the picnic table that needed to be moved was not do to anything that John's team did or asked but rather do to a group of people that had a picnic in a different part of the park. I met him out there around 4pm on Easter to see the significant work they had done. Subsequently, Virg has had numerous visits to the site to keep track of and verify progress. There will be more updates on the project at the Board meeting. Hopefully kids will be enjoying the new playground soon.

BAD NEWS!

Kim Cook's last planned workday in the office will be Monday, April 22nd. This was an extension from her original planned departure at the end of March as she was willing to stay around a little longer just to help the Park District out and continue to make the transition to Dennis even smoother. Kim has worked for the Park district since 2007. She has been an invaluable staff member, taking on far more work than her job description with great success and will be missed beyond words to describe.

GREAT NEWS!

Kim Cook is retiring! She will be joining her husband who retired on March 29th (Kim's original planned retirement date). They are looking forward to doing many things together in retirement and will be starting with a three-week trip to Great Britain in June!

Please join me and thanking Kim for all her years of hard work and service to the Park District. Congratulations Kim!

Sincerely,

Scott Miller

MINUTES
of
Meeting of the Board of Directors

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

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

Item #1)

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

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

Board Members Absent: None

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

Legal Counsel Present: Derek Cole

Auditor Present: No

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

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

Item #2)

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

Item #3)

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

- Suspend Regular Meeting and Open Close Session at 6:05PM
- Adjourn Closed Session and Reopen Regular Meeting at 6:44PM
- No reportable action taken.

Item 4#)

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

Old Business:

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

New Business:

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

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

Board Member, A. Vassar seconded.

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

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

5. Announcements (Staff)

- Office staff purchased new laptop to support daily operations.

6. Task Update

None

7. Consent Agenda-*these items are expected to be routine and noncontroversial. Any Board member may ask that an item be removed from the Consent Items list and it will be considered as a separate item under New Business. The Board by motion and second will be asked to approve all items on the list without discussion.*

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

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

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

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

Absent: N/A

Abstained: N/A

Vacant: N/A

8. Old Business:

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

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

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

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

Noes: G. Wilson

Abstained: N/A

- b. Filtration system for HSP well
 - No Action taken; Staff directed to schedule item for adoption on March 21, 2024 ACRPD Board meeting agenda.
- c. Discuss budget priorities for FY 2024-25
 - No Action, Update.
- d. Draft Policy 2900 General Manager
 - No Action taken; Staff directed to schedule item for adoption on March 21, 2024 ACRPD Board meeting agenda.
- e. Director Dworetzky and Director Wilson – Discuss District Salary Ranges
 - No Action taken; Staff directed to schedule item for adoption on March 21, 2024 ACRPD Board meeting agenda.

Mailing Address: PO Box 418114, Sacramento, CA 95841-8114

Physical Address: 4855 Hamilton Street, Sacramento, California 95841-3414

(916) 482-8377 Email: acrpdp@acrpdp.com

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

9. New Business

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

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

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

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

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

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

10. Board Discussion

- a. General discussion on topics for future meetings

11. Adjournment of the meeting

The next regular Board of Directors meeting will be held Thursday March 21, 2024 at 6:00 p.m.

NOTICE

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

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

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



**SPECIAL SESSION BOARD OF DIRECTORS
MEETING MINUTES**

of

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

District Office

4855 Hamilton Street, Sacramento, CA 95841

AGENDA

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

2. Public Comment – None

3. Old Business:

- a. District Salary Scale

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

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

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

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

b. Policy 2900 General Manager

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

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

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

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

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

4. New Business:

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

5. Adjournment:

- a. The next regular Board of Directors meeting will be held Thursday March 21, 2024 at 6:00 p.m.

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Meeting Date: April 18, 2024		Item # 8 a Old Business
Subject: Interim General Manager		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report Coordinated & Prepared by <i>D. Nishihara</i> Prepared by: Denis Nishihara, Staff
<p>This item was postponed from the March 7th Special Board Meeting and continued to the March 21st Regular Board meeting. It was continued to April 18th.</p> <p>Objective To discuss and decide the best course of action for the operations of the District as it pertains to the General Manager’s position.</p> <p>Background Daily operations and management are required to sustain the ongoing maintenance and administrative processes for ACRPD. This item was delayed from the Special Session Board meeting pending more information and further discussion.</p> <p>Analysis None</p> <p>Budget/Cost Information Additional salary cost will impact Salary and Benefits funding line.</p> <p>Proposed Action No action taken, continue status quo with Board Chairperson S. Miller directing operations.</p> <p>Alternative Actions Appoint and approved interim General Manager to support daily operations.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) None

Meeting Date April 18, 2024		Item# 8 b Old Business
Subject: Recruitment Plan / GM recruitment information		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by <i>Lisa Gonzalez</i> (Denis Nishihara)
<p><i>This item was previously presented during the February 29th meeting, continued to Special Meeting on March 7th, postponed to Regular Session Meeting on March 21st and rescheduled to revisit conversation on April 18, 2024.</i></p>		
<p>OBJECTIVE: To hire a General Manager</p>		
<p>BACKGROUND: General Manager, Lisa Gonzales contacted 2 recruiting agencies. Koff & Associates and Bob Murray & Associates. During the March 7th Special Meeting the Board requested of Staff to conduct more research and collect more data regarding cost and payment options.</p>		
<p>BUDGET/COST INFORMATION: Both recruiters charge \$25,000. Mrs. Gonzales also reached out to GM Larry Mazzuca from North Highlands Recreation and Park District before he retired to ask about their recruitment for his position which paid \$138,000. Larry told me the applicant pool he received was terrible. North Highlands sent out over 2,700 job notices to CPRS members and to CARPD members. As a result of their efforts, they received a grand total of 8 applicants. Overall, his board of directors interviewed 5 applicants that met the minimum qualifications. All the candidates had a bachelor’s degree and 10 years of experience. North Highlands ended up being promoted within their own agency.</p>		
<p>SUMMARY: Update as of March 7th: District staff made contact with three (3) additional recruitment firms for a total of five (5) recruitment firms. Staff were only able to connect with Mr. Frank Rojas from Koff & Associates (See attached proposal). He was able to email their formal proposal for review (see attached). The remaining contacts are still pending. The attached spreadsheet will be used to track and formulate details to provide more data for final assessment.</p>		
<p>Update as of March 16th: Staff has initiated contact with a total of eight (8) total recruitment firms. Of the eight firms researched, one quoted a cost of \$22,750.00 payable in 2/3 increments (33.3% up front and the remaining 66.6% upon hire), two have politely declined for different reasons and one is scheduled to provide more details on Monday, March 18th. Attached is a spreadsheet outlining the research actions in process. The average recruitment time is approx. 12 weeks. During the meeting staff will have additional data to add due to the evolving timeline during this season of transition.</p>		

Update as of March 21st: Board of Directors determined to maintain operations status quo without action or decision pertaining to the position of General Manager. S. Miller, Board Chair shall continue oversight of District ops while staff post position for General Manager vacancy. Position to be posted by close of business on Monday, March 25th.

Update as of March 28th: District staff based on the direction of the Board during the March 21st meeting created a Job Announcement (see attached), updated the District website, and revised the District's application to post on the following websites, CPRS, NRPA, GovJobs, CSDA and CARPD on Monday, March 25th. The California Association of Recreation and Park Districts was added to the list as a free option, and they were able to add the posting to their newsletter and email blast. All candidates were instructed to email their application packets directly to the Board Treasurer, G. Wilson, by Monday, April 15th. Attached is the job posting packet and details as it is listed on all the websites.

FISCAL IMPACT:

To date the total approx. cost to post and promote the GM Vacancy is an estimated \$678.

Coordination and Review

This is a standard practice of the Board.

Attachment(s)

1. Internal posting options
2. Job Announcement packet

Internal Recruitment Options

Mar-24

Vendor	Posted	Active	Duration	Estimated Cost	Actual Cost	Notes
CPRS - California Parks and Recreation Society	3/18/2024	3/18/2024	30 Days	\$75.00	(\$75.00)	COMPLETE
National Recreation and Park Association	3/18/2024	3/25/2024	30 Days	\$149.00	(\$249.00)	COMPLETE
Government Jobs (Website)	3/25/2024	3/25/2024	30 Days	\$199.00	(\$199.00)	COMPLETE
California Special Districts Association	3/25/2024	3/25/2024	30 Days	\$155.00	(\$155.00)	COMPLETE
California Association of Recreation and Park Districts	3/25/2024	3/26/2024	30 days	\$0.00	\$0.00	Added option following Board meeting. Email blast send out on 03/22 – post pending site administrator approval.
Linked In Job Board	TBD	TBD	TBD	\$180.00	\$0.00	Technical issues, support ticket pending. Email sent on 03/25 - no response, followed up on April 4th - no response.
Total:				\$758.00	(\$678.00)	Total subject to change due to Linked In posting

NOW HIRING!

General Manager

SALARY & BENEFITS:

- Full time, exempt
- Vacation, sick & paid holidays
- District paid medical, dental & vision (*for employee*)
- CalPERS Retirement

REQUIREMENTS :

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

WWW.ACRPD.COM

APPLY NOW:

For consideration please submit your application, cover letter and resume to gwilson@acrpd.com by April 15, 2024.

Arcade Creek
Recreation and Park District



Scan Here



Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Job Description, General Manager

POLICY NUMBER: 2900

SALARY RANGE: *Negotiable within a board approved scale*

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

SUMMARY:

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

ESSENTIAL FUNCTIONS:

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

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

REQUIRED SKILLS/ABILITIES:

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

associations, etc.

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

EDUCATION AND EXPERIENCE

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

SUPERVISORY RESPONSIBILITY:

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

WORK ENVIRONMENT:

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

PHYSICAL DEMANDS:

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

TRAVEL:

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

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

OTHER DUTIES:

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

JOB TYPE:

Full-time, Exempt

BENEFITS:

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

SCHEDULE:

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

PRE-EMPLOYMENT CONDITIONS:

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

EQUAL OPPORTUNITY STATEMENT:

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

ARCADE CREEK RECREATION AND PARK DISTRICT

4855 Hamilton Street, Sacramento, CA 95841

Email: acrp@arcadecreekrecreation.com

(916) 482-8377 Fax (916) 483-1320

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

DATE _____

NAME (Last, First, MI) _____

PRESENT ADDRESS (Street, City, State, Zip) _____

PERMANENT ADDRESS (Street, City State, Zip) _____

PHONE NUMBER _____ EMAIL: _____

ARE YOU LEGALLY ELIGIBLE _____ BY _____

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE OF YOUR EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHEN? _____ POSITION? _____

EDUCATION

	<u>NAME AND LOCATION OF SCHOOL</u>	<u>GRADUATED?</u>	<u>MAJOR SUBJECTS</u>	<u>AVG GRADE</u>
GRAMMAR SCHOOL	_____	_____	_____	_____
HIGH SCHOOL	_____	_____	_____	_____
COLLEGE	_____	_____	_____	_____
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL	_____	_____	_____	_____

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

CERTIFICATIONS/LICENSES _____

(CONTINUED ON OTHER SIDE)

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, BEGINNING WITH PRESENT OR MOST RECENT)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES (GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

IN CASE OF EMERGENCY, NOTIFY (NAME)

ADDRESS

PHONE

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

REMARKS:

NEATNESS

ABILITY

HIRED

POSITION

WILL REPORT

SALARY
WAGES

APPROVED:

1. EMPLOYMENT MANAGER

2. DEPARTMENT HEAD

3. GENERAL MANAGER

Meeting Date: April 18, 2024		Item # 8.c Old Business
Subject: Filtration system for HSP well		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report Coordinated & Prepared by <i>D. Nishihara</i> Administrative Manager
<p><i>Item discussion initiated during January 2024 Board Meeting, continued at February 2024 meeting, and requested to continue discussion at March 2024 meeting. This item has been rescheduled for the April 2024.</i></p>		
<p>OBJECTIVE: To purchase a filtration system for the well at Hamilton Street Park (HSP) to clean out debris prior to water entering the water tank. This will prohibit deterioration of irrigation system and buildup/clogging of pipes throughout system.</p>		
<p>BACKGROUND: The well at HSP was installed circa 1950. O’Dell’s Pump and Motor Company (OPMC) has been repairing the system for many years. Staff have made multiple attempts to arrange a meeting with Chris Cantanini an experienced park maintenance professional of over 30+ years from Bianco Landscape Management (BLM) to discuss the need for a Filtration system and to get a price quote for the installation of a filtration system.</p>		
<p>UPDATE: On Friday, February 8th District Staff met with BLM Rep and OPMC to discuss and develop a plan of action for the installation of a filtration system for the well at HSP. The plan includes an assessment of the existing irrigation system to identify sprinkler issues for repair, the installation of a filtration system to be attached to the water tank and an assessment to be conducted by BLM of the existing irrigation system identifying repair and water waste issues. Once the filtration system is installed BLM will work with staff to clean out water tank and assess HSP irrigation system for long term maintenance.</p>		
<p>BUDGET IMPACT: OPMC initial verbal quote is \$6,500 filtration parts only. They are currently in the process of pricing concrete, labor, etc. The cost for BLM to troubleshoot sprinkler issues will cost \$840.</p>		
<p>As of March 28, 2024 – OPMC has provided a quote for the well filtration system \$29,039.03, see attachment for details and itemized costs.</p>		

PROPOSED ACTION:

Acquire 2 additional alternative well pumping companies for price quotes and tentatively plan to conduct a formal process compare and approve expense.

ALTERNATIVE ACTIONS:

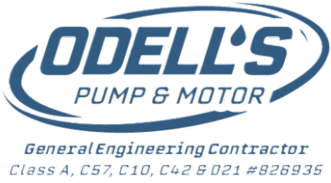
Add Filtration Well Installation to Deferred Maintenance Plan and Needs Assessment for budget planning in FY24/25.

Coordination and Review

This is a standard practice of the Board.

Attachment(s)

1. Price Estimate



ESTIMATE #8

SENT ON:

Mar 25, 2024

RECIPIENT:

Arcade Creek Rec & Park

4855 Hamilton Street
Sacramento, California 95841

Phone: (916) 595-1912

SENDER:

Odell's Pump and Motor

1650 Bell Avenue
Sacramento, California 95838

Phone: (916) 925-8505

Website: <https://odellspump.com/>

Product/Service	Description	Qty.	Unit Price	Total
LGS 0225-L	4" Sand separator for Turbine Pump	1	\$6,873.55	\$6,873.55
Auto Purge	Sand Purge Valve for Self cleaning of Separator	1	\$4,621.78	\$4,621.78
Slab	Concrete Slab for 4'x6'x6" to secure filter to	1	\$2,645.00	\$2,645.00
Flange	6" grooved flange	2	\$575.00	\$1,150.00
Elbow	4" 90 Degree Grooved Elbow	6	\$168.00	\$1,008.00
Reducer	6" x 4" grooved bell	2	\$251.30	\$502.60
Coupling	4" Grooved Coupling	18	\$163.95	\$2,951.10
Pipe	4" Galvanized pipe	21	\$27.00	\$567.00
Labor - 3 Man	3 Man in Field Labor	24	\$330.00	\$7,920.00*
Labor - 8T	Rig work to rotate pump 90 degrees	2	\$400.00	\$800.00*

Total

\$29,039.03

* Non-taxable

This quote is valid for the next 30 days, after which values may be subject to change.

Signature: _____ Date: _____

Arcade Creek Recreation and Park District

Meeting Date: April 18, 2024		Item # 8 d Old Business
Subject: Monthly update on Nature Trail at Arcade Creek Park		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	Report coordinated or prepared by <i>D. Nishihara</i> Administrative Manager
<p>UPDATE AS OF APRIL 2024:</p> <p>Staff will be able to provide specifics as needed during the discussion of this report.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) None

Meeting Date April 18, 2024		Item # 9 a
		New Business
Subject: Consider and adopt Board Resolution 2024-02 calling for the Board Election on November 5, 2024		
Initiated or requested by	Item Type	Report coordinated or prepared by
<input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Other	<input type="checkbox"/> Informational <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	<i>Kim Cook</i> <i>Office Manager</i>
<p>Objective To consider and adopt Board Resolution 2024-02 calling for the election of Board Members during the November 2024 Presidential General Election.</p> <p>Background The Bi-annual process is required every even numbered, to have Sacramento County Bureau of Elections administer the District Board Election process.</p> <p>In November 2024, there will be 3 (three) four-year terms (2024 thru 2028) that will need to be filled.</p> <p>Analysis This complies with State and County Election Code. This is required to have the District election listed on the ballot within the District Boundaries.</p> <p>Budget/Cost Information \$2,061.00 to \$27,000.00 +/-</p> <p>Proposed Action Adopt Resolution 2024-02 to comply with the State Election Code and the County Board of Elections.</p> <p>Alternative Actions Administering the election at the district level, this would be cost prohibitive to the district.</p>		
Coordination and Review		Attachment(s)
Coordinate with the County Board of Elections to ensure the proper steps are taken.		Resolution 2024-02



RESOLUTION NO. 2024-02

**RESOLUTION OF THE ARCADE CREEK RECREATION
AND PARK DISTRICT BOARD OF DIRECTORS
CALLING FOR PRESIDENTIAL GENERAL ELECTION**

WHEREAS, an election will be held within the Arcade Creek Recreation and Park District that will affect a portion of NE Sacramento County and a statewide general elections will be held within the County of Sacramento, CA November 5, 2024, for the purpose of electing three (3) members to four year terms; and

WHEREAS, Elections Code §10403 requires jurisdictions to file with the Board of Supervisors, and a copy with the Registrar of Voters, a resolution requesting consolidation with a statewide election.

THEREFORE, BE IT RESOLVED, that Arcade Creek Recreation and Park District request the Board of Supervisors of Sacramento County to consolidate the regularly scheduled Presidential General Election, November 5, 2024; and

BE TI FURTHER RESOLVED, that the

- Candidate pays at the Voter Registration and Elections office or**
- Candidate will be billed by the district, or**
- District pays for the candidate statement,**

For the publication of the candidate's statement, pursuant to Elections Code §13307. The limitation on the number of words that a candidate may use in his/her candidate's statement is 200 words; and

BE IT FURTHER RESOLVED that the district agrees to reimburse the Registrar of Voters for actual costs accrued for each election, such cost to be calculated by the proration method set forth in the County's current Election Cost to Allocation Procedures

PASSED AND ADOPTED by the following vote on April 18, 2024.

AYES:
NOES:
ABSENT:
ABSTAINED:

Chairperson, Board of Directors

ATTEST: _____
Secretary, Board of Directors

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

Meeting Date: April 18, 2024		Item # 9 b Finance Committee Report
Subject: Brief verbal update pertaining to Finance Committee Meeting on April 16, 2024		
Initiated or requested by <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	Report Coordinated & Prepared by <i>D. Nishihara</i> Administrative Manager
Objective To provide update as to meeting on April 16, 2024.		
Background None		
Analysis None		
Budget/Cost Information None		
Proposed Action None		
Alternative Actions None		
Coordination and Review This is a standard practice of the Board.	Attachment(s) 1. Finance Committee Agenda	



FINANCE COMMITTEE MEETING

Tuesday
April 16, 2024 (6PM)

District Office
4855 Hamilton Street
Sacramento, CA 95841

AGENDA

1. Call to Order and perform Roll Call. (Treasurer – Greg Wilson)
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. Regular Business
 - A. Prop 68 Update & Process Review
 - B. Fiscal Analysis – Period 9 Discussion
 - C. FY 2024-25 Preliminary Budget Evaluation


4. Adjournment of the meeting.

NOTICE

Where proper or considered necessary, the Board may act on any item listed on the Agenda; including items listed as information items. Public documents relating to any open session item(s) listed on this agenda that are distributed to the members of the Board of Directors less than 72 hours before the meeting is available for public inspection in the District’s Office at 4855 Hamilton Street, Sacramento, CA 95841. In compliance with the Americans with Disabilities Act, if you have a disability, and you need a related modification or accommodation to take part in this meeting, please contact the Arcade Creek Recreation and Park District office at (916) 482-8377. Requests must be made as early as possible, and at least three full business days (72-hours) before the start of the meeting. The Agenda is posted on the District’s website (www.acrpd.com), are electronically mailed to residents whom have requested an electronic version and are posted for public inspection on the bulletin board just outside the District Office’s front door. A full hard copy is available at the front desk a minimum of 72 hours in advance.

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

Arcade Creek Recreation and Park District

Meeting Date: April 18, 2024		Item # 9 c Finance / Personnel Committee Update GM Applicants
Subject: Brief verbal update pertaining to Board Member plan of action as to review GM applicants.		
Initiated or requested by <input checked="" type="checkbox"/> Board <input type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Direction <input type="checkbox"/> Action	Report Coordinated & Prepared by  Board Treasurer <i>D. Nishihara, Admin Mgr.</i>
Objective To provide update as to outcome of review with Board Members G. Wilson and T. Dworetzky.		
Background None		
Analysis None		
Budget/Cost Information None		
Proposed Action None		
Alternative Actions None		
Coordination and Review This is a standard practice of the Board.	Attachment(s) 1. None	

Meeting Date: April 18, 2024		Item # 9 d New Business
Subject: Award Bid to \$15,100 Contractor to install water meter and backflow at ACP (5613 Omni Drive)		
Initiated or requested by <input type="checkbox"/> Board <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other	Item Type <input type="checkbox"/> Informational <input checked="" type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	Report coordinated or prepared by <i>D. Nishihara</i> Administrative Manager
<p>Objective: Park Project Committee recommends authorization and Board approval to enter into a contract for the installation of a water meter and backflow in the amount of \$15,100.00 with RAWLES ENGINEERING INC.</p> <p>Summary: The District is required to complete an installation of a new water meter and a new backflow in order to meet the compliance regulations enforced by the Sacramento Suburban Water District. The purpose of this project is to establish a new water service in order to restart the Restroom installation project. Once this installation is complete, SSWD will be notified and the restroom component will begin upon SSWD approval.</p> <p>Budget Impact: As discussed during the March 21st Board meeting the cost is forecasted as not to exceed \$35,000 which shall be paid from the General Fund 339A, Object 42.</p> <p>Proposed Action: Authorize District interim General Manager to enter into an agreement with CONTRACTOR in the amount of \$15,100 for the installation of a water meter and backflow according to the specifications required by SSWD to meet requirements.</p> <p>Alternative Actions: Reject bids and direct staff to revisit alternative options with Park Project Committee during the month of May 2024.</p>		
Coordination and Review This is a standard practice of the Board.		Attachment(s) 1. Bid Packet

Arcade Creek Recreation and Park District

MEETING DATE: April 18, 2024

AGENDA ITEM: 10 Board Discussion

General discussion on topics for future meetings.