

BOARD OF DIRECTORS
Arden Manor Recreation and Park District
1415 Rushden Drive, Sacramento, CA 95864
Phone (916) 487-7851 Fax (916) 487-2028
Board@Amrpd.org

Agenda: Regular Meeting
Date: December 21, 2023
Time: 6:30 PM
Location: 1415 Rushden Drive,
Sacramento, CA 95864

1. CALL TO ORDER

a) Pledge of Allegiance

2.

a) Roll Call and Introduction of Guests

Michael Grace, Chair Jeremy Cullifer, Vice Chair
Warren Harding, Director Jake Baumgartner, Secretary
Debra Cullifer, Director

3. VISION STATEMENT

Arden Manor Recreation and Park District, in partnership with the community, contributes to a high quality of life for residents of all ages in a safe, clean, healthy environment. Residents participate in programs that promote and enrich individual, family, and cultural harmony and prosperity.

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Members of the public may address the Board on general District topics not listed on this agenda or on specific agenda items when the items are heard. Persons who wish to comment on either agenda or non-agenda items should fill out a comment card located on the table in the rear of the room and give it to the General Manager. The Chair will call for comments at the appropriate time. A time limit of three (3) minutes will be observed for each speaker. It is a violation of state law for the Board to discuss or take action on non-agenda items. Board members may only ask brief clarifying questions or refer the matter to staff.

5. BUSINESS ITEMS

a) Consent Agenda

- i)** Minutes of the November 16, 2023, Regular Board Meeting
- ii)** Payroll, Supplies, and Revenue Year to Date
- iii)** Program Revenue and Refund Report for November 2023
- iv)** Payroll Report for November 2023
- v)** Claims for November 2023
- vi)** Revolving Fund Report for November 2023
- vii)** Fulton El Camino Police Department Report for November 2023

b) Nomination and Selection of Officers for Board Positions: The board will nominate and vote on the positions for the 2024 calendar year.

- i)** Chair:
- ii)** Vice Chair:
- iii)** Secretary:

c) Report and Motion to Adopt a Plan for Maintenance of the Nature Area: The board will receive a report and recommendation for a interim maintenance plan for the Jonas Larkspur Nature Area until a Landscape Plan is adopted and timeline set to move forward. The board be asked to entertain a motion to adopt the plan.

- d) **Report and Motion to Adopt Fee Increases for Rentals for the 2024 Calendar Year:**
The board will receive a report and recommendation to increase fees for pool and sports field rentals and vote on a motion to increase.
 - e) **Report and recommendation to adopt a new pay scale for part-time employees due to the increase in minimum wage to \$16.00/hour:** With the increase in minimum wage to begin January 1, 2024, the board will receive a report and recommendation to adopt a new part-time pay scale and vote on a motion.
- 6. **REPORTS**
 - a) District Manager
 - b) Maintenance Report
 - 7. **BOARD COMMENTS**
 - 8. **ADJOURNMENT**

Next Regular Board Meeting Thursday, January 18, 2023

AMERICANS WITH DISABILITIES ACT ACCOMODATIONS – *If you are a person with a disability and you need a disability-related modification or accommodation to participate in this meeting, then please contact Kelly Lewellen at (916) 487-7851. Requests must be made as early as possible, and at least three full business days before the start of the meeting.*

BOARD MEETING MATERIALS - *Non-confidential documents or writings for items on this agenda submitted to the Board of Directors after distribution of the Board Packet are available to the public at the same time at the address listed above during regular business hours.*

BOARD OF DIRECTORS

Arden Manor Recreation and Park District

1415 Rushden Drive, Sacramento, CA 95864

Phone (916) 487-7851 Fax (916) 487-2028

Board@Amrpd.org

Minutes: Regular Meeting

Date: November 16, 2023

Time: 6:30 PM

Location: 1415 Rushden Drive,
Sacramento, CA 95864

1. CALL TO ORDER – 6:30PM

a) Pledge of Allegiance

2.

a) Roll Call and Introduction of Guests

Michael Grace, Chair

Jeremy Cullifer, Vice Chair

Warren Harding, Director

Jake Baumgartner, Secretary

Debra Cullifer, Director

Kelly Lewellen, District Manager Mike Cottonwood, Maintenance Supervisor

3. VISION STATEMENT was read by Jeremy Cullifer

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA - *no comments*

5. BUSINESS ITEMS

a) Consent Agenda

i) Minutes of the October 19, 2023, Regular Board Meeting

ii) Minutes of the November 3, 2023, Special Board Meeting

iii) Payroll, Supplies, and Revenue Year to Date

iv) Program Revenue and Refund Report for October 2023

v) Payroll Report for October 2023

vi) Claims for October 2023

vii) Revolving Fund Report for October 2023

viii) Fulton El Camino Police Department Report for October 2023

Warren Harding moved and Jeremy Cullifer seconded a motion to approve the consent agenda.

Ayes: Jeremy Cullifer, Warren Harding, Mike Grace, Jake Baumgartner, Debra Cullifer

No: 0

Abstain: 0

Absent: 0

5. REPORTS

a. District Manager

b. Maintenance Report

Mike Cottonwood says that he is looking for some guidance on how to proceed with maintenance of the pond. While the district is waiting for a quote from our landscapers for spraying the invasive species, we know that there will be community concern regarding using it. Mike Grace suggests we could get a prescription in order to do the spraying ourselves. Mike

Grace suggests bringing a recommendation to the board regarding how to proceed with the maintenance of the Nature Area.

6. BOARD COMMENTS

Mike Grace says that there is a new case manager at Cal State Parks, and Empowerment Park is still in the permitting phase.

Jeremy Cullifer mentions that election of officers will happen at the December meeting and Mike Grace nominates Jeremy for Chair.

7. ADJOURNMENT - 7:11 PM

Next Regular Board Meeting Thursday, December 21, 2023

INCOME		DEPARTMENT:		ADMINISTRATION				
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
91910100	Tax Income	Prop Tax Sec-Cur Secred (less ERAF)	\$ 531,000.00	\$ -	0%	\$ -	0%	
91910200	Tax Income	Prop Tax Sec-Cur UnSecr	\$ 18,500.00	\$ -	0%	\$ -	0%	
91910300	Tax Income	Prop Tax CUR Sup	\$ 20,000.00	\$ -	0%	\$ -	0%	
91910400	Tax Income	Prop Tax SEC DELINQ	\$ 3,000.00	\$ -	0%	\$ -	0%	
91910500	Tax Income	Prop Tax SUP DELINQ	\$ 1,100.00	\$ -	0%	\$ -	0%	
91910600	Tax Income	Prop Tax UNITARY	\$ 6,000.00	\$ -	0%	\$ -	0%	
91912000	Tax Income	Prop Tax REDEMPTION	\$ 50.00	\$ -	0%	\$ -	0%	
91913000	Tax Income	Prop Tax Prior UNS	\$ 250.00	\$ -	0%	\$ -	0%	
91914000	Tax Income	Prop Tax PENALTIES	\$ 100.00	\$ -	0%	\$ -	0%	
SUB TOAL PROPERTY TAX REVENUE			\$ 580,000.00	\$ -	0%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94941000	Bank Income	Bank Interest		\$ -	0%	\$ -	0%	
94941000	Bank Income	Bank Interest- County	\$ 20,000.00	\$ -	0%	\$ -	0%	
94942900	Building & Fields	Building & Picnic Area Rentals	\$ 25,000.00	\$ 9,930.75	40%	\$ 2,225.00	9%	
94944600	Tax Income	Fuel Flowage Fee	\$ -	\$ -	0%	\$ -	0%	
94944800	Tax Income	Recreational Concessions	\$ -	\$ -	0%	\$ -	0%	
94945900	Admin Serv. Charge	Admin Fees	\$ 1,000.00	\$ 244.26	24%	\$ -	0%	
SUB TOTAL FACILITY RENTAL & ADMIN FEES REVENUE			\$ 46,000.00	\$ 10,175.01	22%	\$ 2,225.00	5%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
95952200	Tax Income	Home Prop. Tax Income	\$ 4,000.00	\$ -	0%	\$ -	0%	
95952900	Tax Income	State Aid Construction		\$ -	0%	\$ -	0%	
95959504	Tax Income	Covid Relief	\$ -	\$ -	0%	\$ -	0%	
95956300	Tax Income	State Grants	\$ 182,812.00	\$ -	0%	\$ -	0%	
SUB TOTAL TAX REVENUE			\$ 186,812.00	\$ -	0%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96963200	Tax Income	Aud/Acct Fees	\$ -	\$ -	0%	November	0%	
96964600	Tax Income	Recreation Service Charges	\$ -	\$ -	0%	\$ -	0%	
96964800	Tax Income	Fire Control Service Charges	\$ -	\$ -	0%	\$ -	0%	
SUB TOTAL CHARGES FOR SERVICES REVENUE			\$ -	\$ -	0%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
97973000	Tax Income	Other Deposits/Donations	\$ -	\$ -	0%	November	0%	
97974000	Tax Income	Insurance Proceeds	\$ -	\$ -	0%	\$ -	0%	
97979000	Tax Income	Revenues Other (Cell Twr.)	\$ 7,210.00	\$ 7,210.00	100%	\$ -	0%	
SUB TOTAL OTHER REVENUE			\$ 7,210.00	\$ 7,210.00	100%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
	Revenue	Long Term Loan Proceeds	\$ -	\$ -	0%	November	0%	
SUB TOTAL LONG TERM LOAN PROCEEDS			\$ -	\$ -	0%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
088B		Parkland Dedication Fees	\$ 65,158.00	\$ -	0%	November	0%	
SUB TOTAL DEDICATION FEE (088B)			\$ 65,158.00	\$ -	0%	\$ -	0%	
TOTAL ADMINISTRATION INCOME			\$ 885,180.00	\$ 17,385.01	2%	\$ 2,225.00	0%	

INCOME		DEPARTMENT:		RECREATION				
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96964600	Rec. Serv. Charges	Other Service Charges	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Summer Day Camp	\$ 85,000.00	\$ 25,273.14	30%	\$ -	0%	
96964600	Rec. Serv. Charges	School Break Camps	\$ 8,500.00	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Thanksgiving Break Camp	\$ -	\$ 1,205.00	0%	\$ 845.00	0%	
96964600	Rec. Serv. Charges	Christmas Break Camp	\$ -	\$ 1,100.00	0%	\$ 1,100.00	0%	
96964600	Rec. Serv. Charges	President Week Break Camp	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Spring Break Camp	\$ -	\$ 200.00	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Afterschool Program	\$ 140,000.00	\$ 52,073.64	37%	\$ 12,553.09	9%	
96964600	Adult Fitness	Tai Chi	\$ -	\$ -	0%	\$ -	0%	
96964600	Adult Fitness	Yoga	\$ -	\$ -	0%	\$ -	0%	
96964600	Adult Fitness	Floor Exercise	\$ 2,000.00	\$ 1,200.00	60%	\$ 240.00	12%	
96964600	Rec. Serv. Charges	Special Events	\$ 500.00	\$ -	0%	\$ -	0%	
SUB TOTAL SERVICE CHARGES INCOME			\$ 236,000.00	\$ 81,051.78	34%	\$ 14,738.09	6%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
97973000	Other Revenue	Other Deposits/Donations	\$ 5,000.00	\$ 1,450.00	29%	\$ -	0%	
SUB TOTAL OTHER DEPOSITS AND DONATIONS INCOME			\$ 5,000.00	\$ 1,450.00	29%	\$ -	0%	
TOTAL RECREATION INCOME			\$ 241,000.00	\$ 82,501.78	34%	\$ 14,738.09	6%	

INCOME		DEPARTMENT:		AQUATICS				
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94942900	Building Rental	Pool Picnic Area Rental	\$ -	\$ -	0%	\$ -	0%	
SUB TOTAL PICNIC AREA RENTAL INCOME			\$ -	\$ -	0%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94944800	Concessions	Pool Concessions	\$ 4,000.00	\$ 3,002.50	75%	\$ -	0%	
SUB TOTAL CONCESSIONS INCOME			\$ 4,000.00	\$ 3,002.50	75%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96964600	Public Swim & Pool Events	Public Swim, Pool Events, Passes	\$ 5,000.00	\$ -	0%	\$ -	0%	
96964600	Public Swim & Pool Events	Passes		\$ 756.00	15%	\$ -	0%	
96964600	Public Swim & Pool Events	Gate Fees	\$ -	\$ 4,830.00	97%	\$ -	0%	
96964600	Swim Lessons	Swim Lessons	\$ 5,000.00	\$ 3,522.50	70%	\$ -	0%	
96964600	Swim Team	Swim Team	\$ 27,000.00	\$ -	0%	\$ -	0%	
96964600	Pool Rental	Pool Parties	\$ 8,500.00	\$ 2,820.00	33%	\$ -	0%	
96964600	Adult Fitness	Aquacize	\$ 3,500.00	\$ 44.00	1%	\$ -	0%	
96964600	Lifeguard	Certificates	\$ -	\$ -	0%	\$ -	0%	
SUB TOTAL SERVICE CHARGES INCOME			\$ 49,000.00	\$ 11,972.50	24%	\$ -	0%	
TOTAL AQUATICS INCOME			\$ 53,000.00	\$ 14,975.00	28%	\$ -	0%	
TOTAL INCOME			\$ 1,179,180.00	\$ 114,861.79	10%	\$ 16,963.09	1%	
Revenue	Prev Year Roll Over		\$ 486,902.00	\$ -	0%	\$ -	0%	
Revenue	Prev. Year General Reserve		\$ 575,820.00	\$ -	0%	\$ -	0%	
FUND BALANCE SUBTOTAL			\$ 1,062,722.00	\$ -	0%	\$ -	0%	
Gross Revenue including Reserve Fund			\$ 2,241,902.00	\$ -	0%	\$ -	0%	

EXPENSES			DEPARTMENT: Administration				
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
10111000	1110	SALARY & WAGES F/T	\$ 72,308.04	\$ 51,284.34	71%	\$ 11,710.43	16%
10112100	1121	SALARY & WAGES P/T	\$ 31,000.00	\$ 14,137.57	46%	\$ 1,963.03	6%
10112100	1121	COMMITTEE MEMBER	\$ 6,000.00	\$ -	0%	\$ -	0%
10121000	1210	RETIREMENT	\$ 14,275.00	\$ 1,506.40	11%	\$ 301.28	2%
10122000	1220	FICA	\$ 36,500.00	\$ 3,372.64	9%	\$ 622.61	2%
10123000	1230	GROUP INSURANCE	\$ 16,402.00	\$ 750.00	5%	\$ 150.00	1%
10124000	1240	WORKERS COMP	\$ 23,000.00	\$ -	0%	\$ -	0%
10125000	1250	STATE UNEMPLOYMENT INS	\$ 13,480.00	\$ 3.20	0%	\$ -	0%
SUB TOTAL ADMIN PAYROLL EXPENSE			\$ 212,965.04	\$ 71,054.15	33%	\$ 14,747.35	7%
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ 1,000.00	\$ -	0%	\$ -	0%
20202200	2022	BOOKS/PERIODICALS	\$ -	\$ -	0%	\$ -	0%
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%
20203500	2035	EDUCATION/TRAINING EXP	\$ 6,000.00	\$ 776.52	13%	\$ 395.00	7%
20203900	2039	EMPLOYEE TRANSPORTATION	\$ 450.00	\$ 24.50	5%	\$ 3.50	1%
20205100	2051	LIABILITY INSURANCE	\$ 31,000.00	\$ 30,749.00	99%	\$ -	0%
20206100	2061	MEMBERSHIPS	\$ 5,000.00	\$ 4,819.00	96%	\$ -	0%
20207600	2076	OFFICE SUPPLIES	\$ 4,000.00	\$ 1,088.92	27%	\$ 43.00	1%
20208100	2081	POSTAGE	\$ 50.00	\$ -	0%	\$ -	0%
20219700	2197	TELEPHONE	\$ 8,000.00	\$ 4,036.86	50%	\$ 540.13	7%
20226100	2261	OFFICE EQUIP. MAINT. SER.	\$ 3,000.00	\$ 1,334.66	44%	\$ 147.12	5%
20226200	2262	OFFICE EQUIP. MAINT. SUP.	\$ 2,000.00	\$ 1,397.78	70%	\$ -	0%
20250500	2505	ACCOUNTING SERVICES	\$ 15,000.00	\$ -	0%	\$ -	0%
20250700	2507	ASSESS COLLECTION SERV	\$ 9,500.00	\$ 1,510.05	16%	\$ -	0%
20253100	2531	LEGAL SERVICES	\$ 1,000.00	\$ -	0%	\$ -	0%
20257100	2571	SECURITY SERVICES (Park Police)	\$ 16,000.00	\$ 2,814.00	18%	\$ 1,407.00	9%
20257100	2571	SECURITY SERVICES (Alarm)	\$ 3,000.00	\$ 1,278.00	43%	\$ 639.00	21%
20259100	2591	OTHER PROFESSIONAL SER.	\$ 12,000.00	\$ 1,755.60	15%	\$ 35.55	0%
20281900	2819	ELECTION SERVICES	\$ -	\$ -	0%	\$ -	0%
20285100	2851	RECREATION SERVICES	\$ -	\$ -	0%	\$ -	0%
20285200	2852	RECREATION SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20289800	2898	OTHER OPER. EXP. SUP	\$ -	\$ -	0%	\$ -	0%
20289900	2899	OTHER OPER. EXP. SERV.	\$ -	\$ -	0%	\$ -	0%
20231400	2314	CLOTHING/PERSONAL SUP.	\$ -	\$ -	0%	\$ -	0%
SUB TOTAL SERVICES & SUPPLIES EXPENSE			\$ 117,000.00	\$ 51,584.89	44%	\$ 3,210.30	3%
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
30321000	3210	INTEREST TO RET. LOANS, LEASES	\$ -	\$ -	0%	\$ -	0%
30322000	3220	PRINCIPAL PAID TO RET. LOANS	\$ -	\$ -	0%	\$ -	0%
30323000	3230	PRINCIPAL PAID TO RET. LEASES	\$ -	\$ -	0%	\$ -	0%
SUB TOTAL DEBT RETIREMENT EXPENSES			\$ -	\$ -	0%	\$ -	0%
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
42420100	4201	BUILDING IMPROVEMENTS	\$ 187,000.00	\$ -	0%	\$ -	0%
42420200	4202	IMP. OTHER THAN BUILD	\$ 239,500.00	\$ 41,115.74	17%	\$ -	0%
43430100	4301	VEHICLES	\$ 39,474.00	\$ -	0%	\$ -	0%
43430300	4303	OTHER EQUIPMENT	\$ -	\$ -	0%	\$ -	0%
SUB TOTAL FIXED ASSETS EXPENSE			\$ 465,974.00	\$ 41,115.74	9%	\$ -	0%
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
79790100	7901	CONTINGENCY	\$ 50,000.00	\$ -	0%	\$ -	0%
TOTAL ADMINISTRATION EXPENSE			\$ 845,939.04	\$ 163,754.78	19%	\$ 17,957.65	2%

EXPENSES									
DEPARTMENT: RECREATION									
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
10111000	1110	SALARY & WAGES F/T	\$ 76,709.76	\$ 32,657.87	43%	\$ 6,167.92	8%		
10112100	1121	SALARY & WAGES P/T	\$ 120,000.00	\$ 61,001.18	51%	\$ 8,792.93	7%		
10121000	1210	RETIREMENT		\$ 723.37	0%	\$ 129.33	0%		
10122000	1220	FICA		\$ 6,747.24	0%	\$ 1,175.56	0%		
10123000	1230	GROUP INSURANCE		\$ 750.00	0%	\$ 150.00	0%		
10124000	1240	WORKERS COMP		\$ -	0%	\$ -	0%		
10125000	1250	STATE UNEMPLOYMENT INS		\$ 658.89	0%	\$ 87.90	0%		
SUB TOTAL REC PAYROLL EXPENSE			\$ 196,709.76	\$ 102,538.55	52%	\$ 16,503.64	8%		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget		
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ -	\$ -	0%	\$ -	0%		
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%		
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	0%		
20203900	2039	EMPLOYEE TRANSPORTATION	\$ -	\$ -	0%	\$ -	0%		
20207600	2076	OFFICE SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20208500	2085	PRINTING SERVICES	\$ -	\$ -	0%	\$ -	0%		
20211200	2112	BUILDING/CARPENTRY SUP	\$ -	\$ -	0%	\$ -	0%		
20213100	2131	ELECTRICAL MAINT. SER.	\$ -	\$ -	0%	\$ -	0%		
20214100	2141	LAND IMP. MAINT. SERVICES	\$ -	\$ -	0%	\$ -	0%		
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20215100	2151	MECH. SYSTEMS MAINT. SERV	\$ -	\$ -	0%	\$ -	0%		
20216200	2162	PAINTING SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20216800	2168	PLUMBING SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20219300	2193	REFUSE COLLECTION	\$ -	\$ -	0%	\$ -	0%		
20219500	2195	SEWAGE	\$ -	\$ -	0%	\$ -	0%		
20219800	2198	WATER	\$ -	\$ -	0%	\$ -	0%		
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 2,000.00	\$ 953.54	48%	\$ -	0%		
20233200	2332	FOOD SUPPLIES	\$ 5,000.00	\$ 1,761.27	35%	\$ 344.71	7%		
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20259100	2591	OTHER PROFESSIONAL SER.	\$ -	\$ -	0%	\$ -	0%		
20285100	2851	RECREATION SERVICES	\$ 6,000.00	\$ 3,653.41	61%	\$ 369.90	6%		
20285200	2852	RECREATION SUPPLIES	\$ 5,000.00	\$ 4,255.76	85%	\$ 193.61	4%		
20289900	2899	OTHER OPER. EXP. SER.	\$ -	\$ -	0%	\$ -	0%		
20292100	2921	COUNTY PRINTING	\$ -	\$ -	0%	\$ -	0%		
20292200	2922	POSTAGE	\$ -	\$ -	0%	\$ -	0%		
SUB TOTAL SERVICE & SUPPLIES EXPENSE			\$ 18,000.00	\$ 10,623.98	59%	\$ 908.22	5%		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget		
40430300	4303	OFFICE EQUIPMENT	\$ -	\$ -	0%	\$ -	0%		
RECREATION TOTAL EXPENSE			\$ 214,709.76	\$ 113,162.53	53%	\$ 17,411.86	8%		

EXPENSES			DEPARTMENT: AQUATICS		Total % of		Period % of	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Budget	Current Period	Budget	Budget
10111000	1110	SALARY & WAGES F/T	\$ -	\$ -	0%	\$ -	-	0%
10112100	1121	SALARY & WAGES P/T	\$ 50,000.00	\$ 32,475.17	65%	\$ 255.75	-	1%
10121000	1210	RETIREMENT	\$ -	\$ -	0%	\$ -	-	0%
10122000	1220	FICA	\$ -	\$ 3,149.31	0%	\$ -	-	0%
10123000	1230	GROUP INSURANCE	\$ -	\$ -	0%	\$ -	-	0%
10124000	1240	WORKERS COMP	\$ -	\$ -	0%	\$ -	-	0%
10125000	1250	STATE UNEMPLOYMENT INS	\$ -	\$ 519.74	0%	\$ -	-	0%
SUB TOTAL AQUATICS PAYROLL EXPENSE			\$ 50,000.00	\$ 36,144.22	72%	\$ 255.75	-	1%

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Budget	Period % of
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ -	\$ -	0%	\$ -	-	0%
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	-	0%
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	-	0%
20208500	2085	PRINTING	\$ -	\$ -	0%	\$ -	-	0%
20211200	2112	BUILDING/CARPENTRY SUP	\$ -	\$ -	0%	\$ -	-	0%
20212200	2122	CHEMICAL SUPPLIES	\$ 15,000.00	\$ 9,952.41	66%	\$ -	-	0%
20213100	2131	ELECTRICAL MAINT. SER.	\$ -	\$ -	0%	\$ -	-	0%
20213100	2131	ELECTRICAL MAINT. SERVICE	\$ -	\$ -	0%	\$ -	-	0%
20214100	2141	LAND IMP. MAINT. SERVICES	\$ -	\$ -	0%	\$ -	-	0%
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ -	\$ -	0%	\$ -	-	0%
20215100	2151	MECH. SYSTEM MAINT. SER.	\$ -	\$ -	0%	\$ -	-	0%
20215200	2152	MECH. SYSTEM MAINT. SUP.	\$ -	\$ -	0%	\$ -	-	0%
20216200	2162	PAINTING SUPPLIES	\$ -	\$ -	0%	\$ -	-	0%
20216800	2168	PLUMBING SUPPLIES	\$ -	\$ -	0%	\$ -	-	0%
20219200	2192	NATURAL GAS	\$ 3,500.00	\$ 269.63	8%	\$ 39.06	-	1%
20219300	2193	REFUSE COLLECTION	\$ -	\$ -	0%	\$ -	-	0%
20219500	2195	SEWAGE	\$ -	\$ -	0%	\$ -	-	0%
20219800	2198	WATER	\$ -	\$ -	0%	\$ -	-	0%
20227500	2275	RENTS/LEASE EQUIPMENT	\$ -	\$ -	0%	\$ -	-	0%
20229200	2292	OTHER EQUIP. MAINT. SUP.	\$ -	\$ -	0%	\$ -	-	0%
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 1,000.00	\$ 139.01	14%	\$ -	-	0%
20232200	2322	CUSTODIAL SUPPLIES	\$ -	\$ -	0%	\$ -	-	0%
20233200	2332	FOOD SUPPLIES	\$ 2,000.00	\$ 1,774.76	89%	\$ -	-	0%
20244400	2444	MEDICAL SUPPLIES	\$ 2,000.00	\$ 216.67	11%	\$ -	-	0%
20259100	2591	OTHER PROFESSIONAL SER.	\$ 10,000.00	\$ 656.00	7%	\$ -	-	0%
20285200	2852	RECREATION SUPPLIES	\$ 10,000.00	\$ 8,145.52	81%	\$ -	-	0%
20289800	2898	OTHER OPER. EXP. SUPPLIES	\$ -	\$ -	0%	\$ -	-	0%
20292100	2921	COUNTY PRINTING	\$ -	\$ -	0%	\$ -	-	0%
SUB TOTAL SERVICE & SUPPLIES EXPENSE			\$ 43,500.00	\$ 21,154.00	49%	\$ 39.06	-	0%

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Budget	Period % of Budget
43430100	4201	BUILDING IMPROVEMENTS	\$ -	\$ -	0%	\$ -	-	0%
43430300	4303	EQUIPMENT, OTHER	\$ -	\$ -	0%	\$ -	-	0%
SUB TOTAL FIXED ASSEST EXPENSE			\$ -	\$ -	0%	\$ -	-	0%

AQUATICS EXPENSE			\$ 93,500.00	\$ 57,298.22	61%	\$ 294.81	0%
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AMRPD Budget Pro Forma

EXPENSES		DEPARTMENT:		MAINTENANCE					
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
10111000	1110	SALARY & WAGES F/T	\$ 100,341.20	\$ 5,120.62	5%	\$ -	0%		
10112100	1121	SALARY & WAGES P/T	\$ 15,000.00	\$ 3,377.65	23%	\$ -	0%		
10121000	1210	RETIREMENT		\$ 1,313.83	0%	\$ 284.24	0%		
10122000	1220	FICA		\$ 3,135.41	0%	\$ 670.58	0%		
10123000	1230	GROUP INSURANCE		\$ 5,477.10	0%	\$ 1,095.42	0%		
10124000	1240	WORKERS COMP		\$ -	0%	\$ -	0%		
10125000	1250	STATE UNEMPLOYMENT INS		\$ -	0%	\$ -	0%		
SUB TOTAL MAINTENANCE PAYROLL EXPENSE			\$ 115,341.20	\$ 18,424.61	16%	\$ 2,050.24	2%		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget		
20202200	2022	BOOKS/PERIODICALS	\$ -	\$ -	0%	\$ -	0%		
20202900	2029	BUSINESS CONF. EXP.	\$ -	\$ -	0%	\$ -	0%		
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	0%		
20203900	2039	EMPLOYEE TRANSPORTATION	\$ -	\$ -	0%	\$ -	0%		
20210300	2103	AGRIC./HORT. SERVICES	\$ 65,000.00	\$ 24,380.66	38%	\$ 3,935.00	6%		
20210400	2104	AGRIC./HORT. SUPPLIES	\$ 8,000.00	\$ 6,415.79	80%	\$ 29.93	0%		
20211200	2112	BUILDING/CARPENTRY SUP	\$ 9,000.00	\$ 2,506.60	28%	\$ 77.93	1%		
20213100	2131	ELECTRICAL MAINT. SER.	\$ 5,000.00	\$ -	0%	\$ -	0%		
20213200	2132	ELECTRICAL MAINT. SUP.	\$ 1,000.00	\$ 498.70	50%	\$ 365.00	37%		
20214100	2141	LAND IMP. MAINT. SERVICES	\$ 17,000.00	\$ 3,106.62	18%	\$ 100.00	1%		
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ 2,000.00	\$ 795.82	40%	\$ 59.51	3%		
20215100	2151	MECH. SYSTEMS MAINT. SERV	\$ 3,000.00	\$ 333.41	11%	\$ 183.41	6%		
20215200	2152	MECH. SYSTEMS MAINT. SUPL	\$ 7,000.00	\$ 742.13	11%	\$ 21.89	0%		
20216200	2162	PAINTING SUPPLIES	\$ 5,000.00	\$ 242.05	5%	\$ 12.37	0%		
20216800	2168	PLUMBING SUPPLIES	\$ 2,500.00	\$ 572.56	23%	\$ 24.53	1%		
20219100	2191	ELECTRICITY	\$ 24,000.00	\$ 11,934.13	50%	\$ 1,760.73	7%		
20219300	2193	REFUSE COLLECTION	\$ 4,500.00	\$ 2,268.72	50%	\$ 411.63	9%		
20219500	2195	SEWAGE	\$ 2,500.00	\$ 1,200.66	48%	\$ 400.22	16%		
20219800	2198	WATER	\$ 13,000.00	\$ 10,527.48	81%	\$ 1,141.24	9%		
20220500	2205	AUTOMOTIVE SERVICE	\$ 2,000.00	\$ 1,484.54	74%	\$ 1,284.90	64%		
20220600	2206	AUTOMOTIVE SUPPLIES	\$ 2,000.00	\$ 716.56	36%	\$ 258.28	13%		
20222600	2226	EXPENDABLE TOOLS	\$ 4,500.00	\$ 2,187.78	49%	\$ 238.75	5%		
20223600	2236	FUEL/LUBRICANT SUPPLIES	\$ 2,500.00	\$ 1,560.47	62%	\$ 296.66	12%		
20227500	2275	RENTS/LEASES EQUIP.	\$ 2,000.00	\$ -	0%	\$ -	0%		
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 2,000.00	\$ 295.83	15%	\$ 27.95	1%		
20232200	2322	CUSTODIAL SUPPLIES	\$ 4,000.00	\$ 1,884.26	47%	\$ -	0%		
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20259100	2591	OTHER PROFESSIONAL SER.	\$ 25,000.00	\$ 15,067.90	60%	\$ -	0%		
20289800	2898	OTHER OPER. EXP. SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20289900	2899	OTHER OPER. EXP. SERVICES	\$ -	\$ -	0%	\$ -	0%		
SUB TOTAL SERVICE & SUPPLIES EXPENSE			\$ 212,500.00	\$ 88,722.67	42%	\$ 10,629.93	5%		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
40420200	4202	IMP. OTHER THAN BLDG		\$ 553.70	0%	\$ 270.70	0%		
40430100	4301	VEHICLES		\$ -	0%	\$ -	0%		
SUB TOTAL FIXED ASSETS EXPENSE			\$ -	\$ 553.70	0%	\$ 270.70	0%		
TOTAL MAINTENANCE EXPENSE			\$ 327,841.20	\$ 107,700.98	33%	\$ 12,950.87	4%		
DISTRICT TOTAL EXPENSES			\$ 1,481,990.00	\$ 441,916.51	30%	\$ 48,615.19	3%		

REVENUE DETAIL ENTRY REPORT

Month: November

Month Total	\$	18,338.09
Cash / Checks	\$	18,338.09
Credit Card	\$	-
Refund	\$	-
PREVIOUSLY APPROVED	\$	19,499.67
YTD TOTAL APPROVED	\$	93,521.78
YTD BUDGETED	\$	1,739,000.00
REMAINING ANNUAL BUDGET	\$	1,645,478.22

APPROVED 12/21/2023

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Class	Group	Amount	Rev #	Category	Type	P&L Group
November	Administration	94942900	Rental	Bldg & Flds	\$ 2,225.00	5	Building & Picnic Area Rentals	Cash / Checks	INCOME
November	Administration	97973000	Camp	Other Revenue	\$ 1,375.00	10	Cell Tower	Cash / Checks	INCOME
November	Recreation	96964600	Floor	Adult Fitness Rec. Serv.	\$ 240.00	11	Floor Exercise	Cash / Checks	INCOME
November	Recreation	96964600	Camp	Charges Rec. Serv.	\$ 845.00	14	Thanksgiving Break Camp	Cash / Checks	INCOME
November	Recreation	96964600	Camp	Charges rec. serv.	\$ 1,100.00	14	Christmas Break Camp	Cash / Checks	INCOME
November	Recreation	96964600		Charges	\$ 12,553.09	16	Afterschool Program	Cash / Checks	INCOME

Arden Manor Recreation and Park District
PAYROLL DETAIL ENTRY

Month: **November**
 Period: **9**

Total Payroll: \$ **19,310.38**

Previous Period
8

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	9165.05
1121	Part Time Total	5854.27
	Salary Sub total	15019.32
1210	AUL	365.30
1220	FICA	1285.90
1250	SUI	43.27
1230	INS. SUBSIDY	0.00
1230	DENTAL	21.34
1230	KAISER	676.37
1240	CAPRI/WC	0.00
	Payroll Associated Charges	2392.18
	Payroll Total	\$ 17,411.50

PREVIOUSLY APPROVED \$ 15,888.80
 YTD Budgeted \$ 575,016.00
 REMAINING ANNUAL BUDGET \$ 539,816.82

APPROVED DATE: 21-Dec-23

CHAIRPERSON: _____

SECRETARY: _____

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type	Activity	Notes
9	November	Administration	1110		Maint. Supervisor	\$ 2,965.33	FT		
9	November	Recreation	1121		Sr. Rec. Leader	\$ 704.00	PT		
9	November	Administration	1121		Board Chair	\$ 100.00	PT		
9	November	Recreation	1110		Day Camp Director	\$ 1,859.15	FT		
9	November	Maintenance	1110		Maint. Worker	\$ 1,898.88	PT		
9	November	Recreation	1121		Rec. Leader	\$ 472.75	PT		
9	November	Recreation	1121		Rec. Leader	\$ 589.00	PT		
9	November	Administration	1121		Board Chair	\$ 100.00	PT		
9	November	Administration	1121		Board Chair	\$ 100.00	PT		
9	November	Administration	1121		Admin Assistant	\$ 815.19	PT		
9	November	Recreation	1121		Rec. Leader	\$ 387.50	PT		12/15/2021-12/31/2
9	November	Administration	1121		Board Chair	\$ 100.00	PT		
9	November	Recreation	1121		Sr. Rec. Leader	\$ 758.08	PT		
9	November	Administration	1110		Dist. Mgr	\$ 3,012.84	FT		
9	November	Aquatics	1121		Instructor	\$ 93.00	PT		
9	November	Recreation	1121		Rec. Leader	\$ 348.75	PT		
9	November	Recreation	1121		Rec. Leader	\$ 341.00	PT		
9	November	Recreation	1110		Rec. Coordinator	\$ 1,327.73	FT		
9	November	Recreation	1121		Rec. Leader	\$ 403.00	PT		
9	November	Recreation	1121		Rec. Leader	\$ 325.00	PT		
9	November	Recreation	1121		Rec. Leader	\$ 217.00	PT		
9	November	Administration	1220			\$ 329.18	FICA		
9	November	Maintenance	1220			\$ 352.26	FICA		
9	November	Recreation	1220			\$ 604.46	FICA		
9	November	Recreation	1250			\$ 43.27	SUI		
9	November	Recreation	1210			\$ 66.39	AUL		
9	November	Administration	1210			\$ 150.64	AUL		
9	November	Maintenance	1210			\$ 148.27	AUL		
9	November	Recreation	1230			\$ 75.00	Kaiser		
9	November	Administration	1230			\$ 75.00	Kaiser		
9	November	Maintenance	1230			\$ 526.37	Kaiser		
9	November	Maintenance	1230			\$ 21.34	Dental		

Arden Manor Recreation and Park District

PAYROLL DETAIL ENTRY

Month: **November**

Total Payroll: \$ **17,846.56**

Previous Period

Period: **10**

9

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	8713.30
1121	Part Time Total	5157.44
	Salary Sub total	13870.74
1210	AUL	349.55
1220	FICA	1182.85
1250	SUI	44.63
1230	INS. SUBSIDY	0.00
1230	DENTAL	21.34
1230	KAISER	676.37
1240	CAPRI/WC	0.00
	Payroll Associated Charges	2274.74
	Payroll Total	\$ 16,145.48

PREVIOUSLY APPROVED \$ 19,310.38
 YTD Budgeted \$ 575,016.00
 REMAINING ANNUAL BUDGET \$ 537,859.06

APPROVED DATE: 21-Dec-23

CHAIRPERSON: _____

SECRETARY: _____

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type	Activity	Notes
10	November	Administration	1110		Maint. Supervisor	\$ 2,719.42	FT		
10	November	Recreation	1121		Sr. Rec. Leader	\$ 572.00	PT		
10	November	Administration	1121		Board Chair	\$ -	PT		
10	November	Recreation	1110		Day Camp Director	\$ 1,722.16	FT		
10	November	Maintenance	1110		Maint. Worker	\$ 1,701.08	PT		
10	November	Recreation	1121		Rec. Leader	\$ 503.75	PT		
10	November	Recreation	1121		Rec. Leader	\$ 620.00	PT		
10	November	Administration	1121		Board Chair	\$ -	PT		
10	November	Administration	1121		Board Chair	\$ -	PT		
10	November	Administration	1121		Admin Assistant	\$ 747.84	PT		
10	November	Recreation	1121		Rec. Leader	\$ 449.50	PT		1/1/2022-1/16/2022
10	November	Administration	1121		Board Chair	\$ -	PT		
10	November	Recreation	1121		Sr. Rec. Leader	\$ 543.84	PT		
10	November	Administration	1110		Dist. Mgr	\$ 3,012.84	FT		
10	November	Aquatics	1121		Instructor	\$ 162.75	PT		
10	November	Recreation	1121		Rec. Leader	\$ 251.88	PT		
10	November	Recreation	1121		Rec. Leader	\$ 426.25	PT		
10	November	Recreation	1110		Rec. Coordinator	\$ 1,258.88	FT		
10	November	Recreation	1121		Rec. Leader	\$ 251.88	PT		
10	November	Recreation	1121		Rec. Leader	\$ 364.25	PT		
10	November	Recreation	1121		Rec. Leader	\$ 170.50	PT		
10	November	Recreation	1121		Rec. Leader	\$ 93.00	PT		
10	November	Administration	1220			\$ 293.43	FICA		
10	November	Maintenance	1220			\$ 318.32	FICA		
10	November	Recreation	1220			\$ 571.10	FICA		
10	November	Recreation	1250			\$ 44.63	SUI		
10	November	Recreation	1210			\$ 62.94	AUL		
10	November	Administration	1210			\$ 150.64	AUL		
10	November	Maintenance	1210			\$ 135.97	AUL		
10	November	Recreation	1230			\$ 75.00	Kaiser		
10	November	Administration	1230			\$ 75.00	Kaiser		
10	November	Maintenance	1230			\$ 526.37	Kaiser		
10	November	Maintenance	1230			\$ 21.34	Dental		

Arden Manor Recreation and Park District

EXPENSEDETAILENTRYREPORT

All expenses, fixed assets, services and supplies

Month: November

Month Total \$ 15,118.39

Prior Month
October

PREVIOUSLY APPROVED \$ 18,662.30

YTD BUDGETED \$ 391,000.00

APPROVED 12/21/2023

REMAINING ANNUAL BUDGET \$ 357,219.31

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Claim #	Payee	P&L Group
November	Maintenance	2103	1860.00	Jensen - Jonas Park - Nov 2023	SERVICE & SUPPLIES
November	Maintenance	2103	2075.00	Jensen - Crabtree Park - Nov 2023	SERVICE & SUPPLIES
November	Maintenance	2198	993.46	Golden State - Crabtree Water 9/30/23-10/26/23	SERVICE & SUPPLIES
November	Maintenance	2198	147.78	Golden State - Deterding Water 9/30/23-10/26/23	SERVICE & SUPPLIES
November	Maintenance	2193	18.97	Republic Services - franchise fee	SERVICE & SUPPLIES
November	Maintenance	2193	189.66	Republic services - monthly	SERVICE & SUPPLIES
November	Maintenance	2193	203.00	Republic services - yardwaste container	SERVICE & SUPPLIES
November	Administration	2261	147.12	First Citizens Bank - Copier/Lease	SERVICE & SUPPLIES
November	Recreation	2852	4.88	US Bank - Amazon - rec supp	SERVICE & SUPPLIES
November	Maintenance	4202	270.70	US Bank - Signs Now - prp 68 sign Jonas Pickleball Court	SERVICE & SUPPLIES
November	Recreation	2852	13.77	US Bank - Micahels rec supp for halloween	SERVICE & SUPPLIES
November	Recreation	2852	12.89	US Bank - Home Depot - lights 4 Halloween movie event	SERVICE & SUPPLIES
November	Administration	2039	1.75	US Bank - County Parking	SERVICE & SUPPLIES
November	Recreation	2852	17.20	US Bank - Home Depot supp 4 Halloween movie event	SERVICE & SUPPLIES
November	Recreation	2852	24.95	US Bank - Safeway - pumpkins rec supp	SERVICE & SUPPLIES
November	Administration	2197	120.00	US Bank - Starlink internet	SERVICE & SUPPLIES
November	Administration	2039	1.75	US Bank - County Parking	SERVICE & SUPPLIES
November	Administration	2591	11.20	US Bank - Authorize.net - other prof services	SERVICE & SUPPLIES
November	Administration	2591	24.35	US Bank - Authorize.net - other prof services	SERVICE & SUPPLIES
November	Recreation	2322	60.18	US Bank - Pizza guys - staff meeting	SERVICE & SUPPLIES
November	Administration	2197	100.13	US Bank - AT&T- phone	SERVICE & SUPPLIES
November	Recreation	2851	220.00	US Bank - When2work - rec scheduling yearly serv	SERVICE & SUPPLIES
November	Recreation	2332	344.71	US Bank - Sams Club ASP Snack	SERVICE & SUPPLIES
November	Recreation	2852	16.30	US Bank - Amazon rec supp/walkies	SERVICE & SUPPLIES
November	Recreation	2852	63.59	US Bank - Amazon rec supp	SERVICE & SUPPLIES
November	Recreation	2852	28.26	US Bank - Amazon rec supp	SERVICE & SUPPLIES
November	Recreation	2852	11.77	US Bank - Amazon rec snack supp	SERVICE & SUPPLIES
November	Recreation	2851	149.90	US Bank - Canva rec service	SERVICE & SUPPLIES
November	Maintenance	2226	36.07	US Bank - Home Depot - weld 4 fiberglass on pool	SERVICE & SUPPLIES
November	Maintenance	2314	27.95	US Bank - Home Depot - gloves for maint PMW-1	SERVICE & SUPPLIES
November	Maintenance	2142	59.51	US Bank - Home Depot - sand/gravel Crabtree playground	SERVICE & SUPPLIES
November	Maintenance	2226	139.11	US Bank - Home Depot - pool light cover repair	SERVICE & SUPPLIES
November	Maintenance	2112	6.77	US Bank - Home Depot - strap 4 pool fencing repair	SERVICE & SUPPLIES
November	Maintenance	2236	69.90	US Bank - Quik Stop fuel for ford	SERVICE & SUPPLIES
November	Maintenance	2132	253.20	US Bank - EZ Pool Spa - pool light cover	SERVICE & SUPPLIES
November	Maintenance	2206	212.60	US Bank - O Reilly - gem battery/warranty amd deoderizer 4 Ford	SERVICE & SUPPLIES
November	Maintenance	2152	21.89	US Bank - Home Depot - chlorine/acid tubing replacement	SERVICE & SUPPLIES
November	Maintenance	2236	88.64	US Bank - Fulton 76 - fuel for new ford	SERVICE & SUPPLIES
November	Maintenance	2162	12.37	US Bank - Home Depot - pant rollers 4 Jonas Park benches	SERVICE & SUPPLIES
November	Maintenance	2112	25.82	US Bank - Home Depot - adhesive 4 Dar floor chairs	SERVICE & SUPPLIES
November	Maintenance	2132	3.40	US Bank - Home Depot - plug plate 4 lifeguard office	SERVICE & SUPPLIES
November	Maintenance	2104	11.24	US Bank - Home Depot - fittings 4 crabtree irrigation repair	SERVICE & SUPPLIES
November	Maintenance	2206	26.85	US Bank - Home Depot - funnels 4 kubota tractor repair	SERVICE & SUPPLIES
November	Maintenance	2206	18.83	US Bank - o'reilly - cleaning supp 4 district vehicles	SERVICE & SUPPLIES
November	Maintenance	2132	108.40	US Bank - Home Depot - elec supp 4 movie in parl	SERVICE & SUPPLIES
November	Maintenance	2205	1284.90	US Bank - El Camino Smog and Repair - 2002 Ford Ranger work	SERVICE & SUPPLIES
November	Maintenance	2236	79.46	US Bank - Quik Stop - fuel 4 gas cans	SERVICE & SUPPLIES
November	Maintenance	2236	58.66	US Bank - Quik Stop - fuel for 2002 ranger	SERVICE & SUPPLIES
November	Maintenance	2112	27.99	US Bank - Home Depot - sup 4 crabtree bathroom door screen	SERVICE & SUPPLIES
November	Maintenance	2141	100.00	Helix Environmental - Labor hours 4 Jonas Larkspur Pond Landscaping	SERVICE & SUPPLIES
November	Administration	2197	320.00	Fastbreak - VoIP Extensions	SERVICE & SUPPLIES
November	Administration	2076	43.00	Fastbreak - Offie 365 and one drive	SERVICE & SUPPLIES
November	Maintenance	2226	63.57	Bliss - extendable hedge sheer	SERVICE & SUPPLIES
November	Aquatics	2192	9.69	PG&E - Gas/DAR 9/28.23-10/27/23	SERVICE & SUPPLIES
November	Aquatics	2192	29.37	PG&E - Gas/Pool 9/28.23-10/27/23	SERVICE & SUPPLIES
November	Administration	2571	1407.00	FEC Park Police - service calls 21 hrs Sept/Oct 2023	SECURITY SERVICES (Park Police)
November	Administration	2035	395.00	Lincoln Aquatics - CPO Cert Class	SERVICE & SUPPLIES
November	Maintenance	2191	93.40	SMUD - main office	SERVICE & SUPPLIES
November	Maintenance	2191	1143.88	SMUD - pumps/DAR/DCC	SERVICE & SUPPLIES
November	Maintenance	2191	133.39	SMUD - Jonas Well Pump	SERVICE & SUPPLIES
November	Maintenance	2191	179.39	SMUD - St. Street Light	SERVICE & SUPPLIES

Arden Manor Recreation and Park District

EXPENSEDETAILENTRYREPORT

All expenses, fixed assets, services and supplies

Month: November

Month Total \$ **15,118.39**

Prior Month
October

PREVIOUSLY APPROVED \$ 18,662.30
YTD BUDGETED \$ 391,000.00

APPROVED 12/21/2023

REMAINING ANNUAL BUDGET \$ 357,219.31

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Claim #	Payee	P&L Group
November	Maintenance	2191	170.92	SMUD - Crabtree St Light	SERVICE & SUPPLIES
November	Maintenance	2191	39.79	SMUD - Crabtree Pk Light	SERVICE & SUPPLIES
November	Maintenance	2191	-0.04	SMUD - acc invoice credit	SERVICE & SUPPLIES
November	Maintenance	2151	183.41	Odells Pump -air volume control for Crabtree	SERVICE & SUPPLIES
November	Maintenance	2195	400.22	Sac Co Utilities - sewer service	SERVICE & SUPPLIES
November	Administration	2571	159.00	Hue & Cry - Alarm - DAR	SECURITY SERVICES (Alarm)
November	Administration	2571	159.00	Hue & Cry - Alarm - DCC	SECURITY SERVICES (Alarm)
November	Administration	2571	159.00	Hue & Cry - Alarm - Office	SECURITY SERVICES (Alarm)
November	Administration	2571	159.00	Hue & Cry - Alarm - Shop	SECURITY SERVICES (Alarm)
November	Administration	2571	3.00	Hue & Cry - paper invoice fee	SECURITY SERVICES (Alarm)
November	Maintenance	2104	18.69	Emighs Hardware - Ag/Hort supp	SERVICE & SUPPLIES
November	Maintenance	2168	24.53	Emighs Hardware - plumbing supply	SERVICE & SUPPLIES
November	Maintenance	2112	17.35	Emighs Hardware - bulk fasteners building supp	SERVICE & SUPPLIES

Arden Manor Recreation and Park District

FY 23-24

OPERATIONS REPORT

November

TO: BOARD OF DIRECTORS
ARDEN MANOR RECREATION AND PARK DISTRICT

FROM: Madison Dewald
ADMINISTRATIVE ASSISTANT

SUBJECT: OPERATION REPORT Nov

A. DETERING COMMUNITY CENTER	RCT #	REVENUE
Backstage Performing Arts	23285 Nov Rent	\$ 600.00
		<u>\$ 600.00</u>
B. DETERING ACTIVITY ROOM	RCT #	
Sober Shots AA	23285 November Rent	\$ 270.00
TURNING POINT AA TUESDAYS	23285 November Rent	\$ 80.00
		<u>\$ 350.00</u>
C. ARDEN MANOR PARKS	RCT #	
		<u>\$ -</u>
D. DETERING POOL	RCT #	
		<u>\$ -</u>
	TOTAL PERIOD REVENUE	\$ 950.00

FULTON EL-CAMINO PARK DISTRICT POLICE DEPARTMENT

James R. Brown, Chief of Police



Monthly activity report for: Arden Manor Park District, Reporting Period: 2023-11-01 to 2023-11-30

Summary of enforcement actions

	Park Hours:	0
	Drugs:	0
	Weapons:	0
NTA Issued: 2	Alcohol:	0
	Animals:	0
	Vehicle Code:	2
	Probation Violation:	0
	Other:	0
	Drugs:	
	Weapons:	
	Assault/Battery:	
Onsite Arrests:	Sex Crimes:	
	Theft:	
	Probation Violation:	
	Other:	
Calls For Service:		0
Parking Citations:		0
Warrant Arrests:		0
DUI Arrests:		0
Stolen Vehicles:		0
Warnings Issued:		1

Notice To Appear (NTA)	Date/Time	Violations	Severity	Notes
Crabtree Park	No NTA issued during this reporting period			
Deterding park	2023-11-23 16:37	16028(a) CVC No Insurance	Inf	
		4000(a) CVC No current registration	Inf	
Jonas Larkspur Park	2023-11-23 16:06	16028(a) CVC No Insurance	Inf	
		4000(a) CVC No current registration	Inf	
Off Property Winterstein Park	No NTA issued during this reporting period			
Arrests Made	Date/Time	Violations	Severity	Notes

Crabtree Park No arrests reporting during this period
 Deterding park No arrests reporting during this period
 Jonas Larkspur Park No arrests reporting during this period
 Off Property No arrests reporting during this period
 Winterstein Park No arrests reporting during this period

Calls For Service	Date/Time	Description	Disposition	Notes
Crabtree Park		No calls for service during this reporting period		
Deterding park		No calls for service during this reporting period		
Jonas Larkspur Park		No calls for service during this reporting period		
Off Property		No calls for service during this reporting period		
Winterstein Park		No calls for service during this reporting period		

Arrest Warrants	Date/Time	Warrant Type	Bail Amount	Notes
Crabtree Park		No warrant arrests during this reporting period		
Deterding park		No warrant arrests during this reporting period		
Jonas Larkspur Park		No warrant arrests during this reporting period		
Off Property		No warrant arrests during this reporting period		
Winterstein Park		No warrant arrests during this reporting period		

DUI Arrests	Date/Time	DUI Type	BAC	Notes
Crabtree Park		No DUI arrests during this reporting period		
Deterding park		No DUI arrests during this reporting period		
Jonas Larkspur Park		No DUI arrests during this reporting period		
Off Property		No DUI arrests during this reporting period		
Winterstein Park		No DUI arrests during this reporting period		

Warnings	Date/Time	Violation	Notes
Crabtree Park		No warnings during this reporting period	
Deterding park		No warnings during this reporting period	
Jonas Larkspur Park	2023-11-23 16:20	SCO 9.36.061(a)(4)	
Off Property		No warnings during this reporting period	
Winterstein Park		No warnings during this reporting period	

Parking Citations	Date/Time	Violations
Crabtree Park		No Parking citations issued during this reporting period
Deterding park		No Parking citations issued during this reporting period
Jonas Larkspur Park		No Parking citations issued during this reporting period
Off Property		No Parking citations issued during this reporting period
Winterstein Park		No Parking citations issued during this reporting period

Arden Manor Recreation and Park District

December 21, 2023

Agenda Item: 5 c: Report to Adopt a Plan for Maintenance of the Nature Area: The board will receive a report and recommendation for an interim maintenance plan for the Jonas Larkspur Nature Area until a Landscape Plan is adopted and timeline set to move forward. The board be asked to entertain a motion to adopt the plan.

Initiated or Requested by

- Board
- Staff
- Other

Report coordinator or prepared by

Kelly Lewellen, District Manager

Attachment: Yes No Information Direction Action

Background:

Through the past few months, the District Manager has been looking over documents pertaining to the origin and maintenance of the Nature Area. A recurring theme, namely in the years 1986, 1993, 2006, 2017, and 2023, is that the area has fallen into disrepair and requires more attention. One can draw two conclusions from this: first that the district has always struggled to maintain the Nature Area and secondly, that the district needs to rethink how to plan the Nature Area so that it can be easily maintained within the confines of our budget and staffing.

At this point in time, the district does not have enough recurring funds to make a significant increase to staffing and maintenance. While the use of one-time funds from either reserves or grants will help with a redesign of the area to make it less labor intensive, we will need to find recurring funds to administer the Nature Area especially if the pond remains as the pond is the most labor intensive feature of the District.

In November Vector Control helped to remediate the overgrowth of the cattails and blackberry bushes, both of which are invasive. Their requirement given their agreement to help us with this project is that we continue to knock down and treat with an herbicide to inhibit growth. This will take at least four treatments, each two weeks apart, to make a significant difference. We currently have no one on staff that has a license to spray. It will be a cost savings to have someone on staff acquire this license in order to continue to mitigate the growth of invasive species in the Nature Area as well as knock down other weeds on our sports fields. We were provided a quote from our Landscapers for \$2400.00 for one application – this would come to a total of \$9600.00 for the needed four applications. Acquiring the needed qualifications for someone on staff would be under \$500.00.

While much of the vegetation has been removed from the pond, the remaining vegetation is still up to a foot deep in some areas. It would be ill advised to continue to fill the pond with it in this state. As this would only encourage the breakdown of plant matter that would encourage the growth of more cattails.

As the district has contracted with Helix to provide plans to rehabilitate the Nature Area, I believe it is in the best financial interest of the district to discontinue filling the pond until a clear direction and timeline of what the future plans for the Nature Area will be are adopted.

Recommendation: It is the recommendation of staff that we leave the pond dry and treat the invasive species with herbicides as needed by a licensed member of the district, until a plan delivered by Helix is adopted and a timeline for work is set forth.

Arden Manor Recreation and Park District

December 21, 2023

Agenda Item: 5 d: Report to Adopt Fee Increases for Rentals for the 2024 Calendar Year: The board will receive a report and recommendation to increase fees for pool and sports field rentals and vote on a motion to increase.

Initiated or Requested by

Report coordinator or prepared by

- Board
- Staff
- Other

Kelly Lewellen, District Manager
Andrew Neilson, Facilities and Aquatics

Attachment: Yes No Information Direction Action

Background:

Pool Rentals

Two suggested changes. Change the # of guest’s threshold for pricing.

As of right now we have:

Resident: 1-29 \$110/hr / 30-59 \$140/hr / 60-100 \$170/hr / 101-145 \$200/hr

Non-resident: 1-29 \$115/hr / 30-59 \$145/hr / 60-100 \$175/hr / 101-145 \$205/hr

New Change:

Resident: 1-50 \$140/hr / 51-100 \$170/hr / 101-145 \$200/hr

Non-resident: 1-50 \$145/hr / 51-100 \$175/hr / 101-145 \$205/hr

The second suggestion would be to increase all prices by \$10 for residents and non-residents as maintaining the pool and minimum wage is increasing.

New pricing would be:

Resident: 1-50 \$150/hr / 51-100 \$180/hr / 101-145 \$210/hr

Non-resident: 1-50 \$155/hr / 51-100 \$185/hr / 101-145 \$215/hr

Sports Fields

Pricing for our baseball/softball fields, and soccer fields is \$10 per hour. The suggested new price is \$15 per hour.

Recommendation:

It is the recommendation of staff that we combine guest levels to have three tiers instead of four, and to increase pricing for pool parties by \$10/hour, and to increase field rentals to \$15/hour.

Arden Manor Facilities/Park/Pool Rental Prices

Pool Rentals

Deterding Park	
Minimum Hours to Rent	2hr minimum
1-29 people	\$110/\$115/hr
30-59 people	\$140/\$145/hr
60-100 people	\$170/\$175/hr
100-145 people	\$200/\$205/hr
Availability	Sun: 9am-8pm
2023 Rentals: 16	
Public Swim	
Mon-Fri 1-4pm	\$3/person / \$2 2&under
Sat-Sun 3-6pm	\$3/person / \$2 2&under

Community Center Rental

Deterding Park	
Deterding Community Center	
Minimum Hours to Rent	4hr minimum
Deposit	\$500
Resident Rate	\$105/hr
Non-Resident Rate	\$125/hr
First 4hrs Resident	\$420
First 4hrs Non-Resident	\$500
Occupancy	140 Standing & 70 Seated
Tables	12 Round & 3 Rectangular
Chairs	70
Kitchen	Yes
Patio	Yes
Hours Available	Sun-Sat: 8am-10pm

2023 Rentals: 21

Park/Picnic Rentals

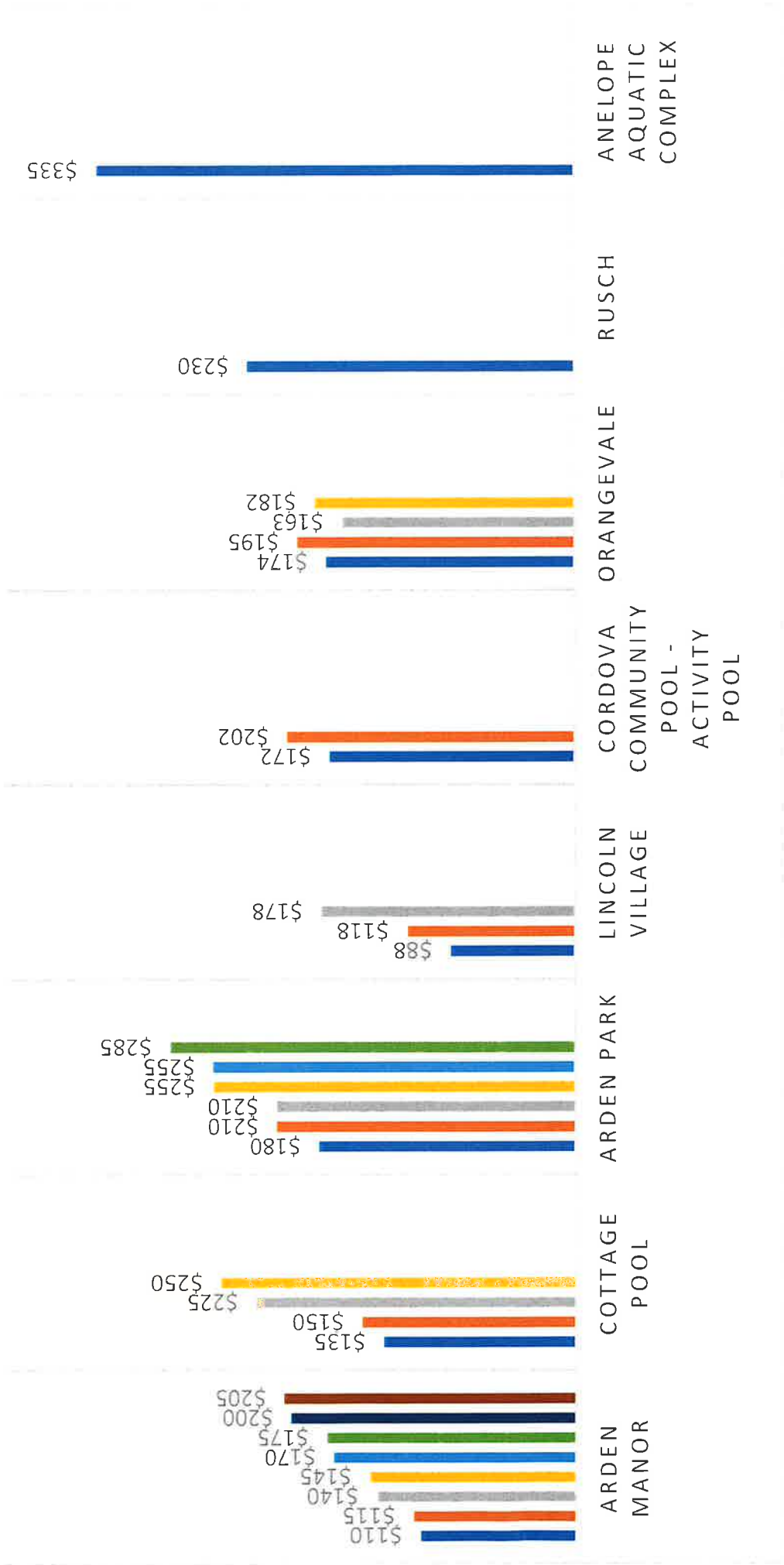
Crabtree/Jonas Gazebo		Deterding Tables	
Minimum/Maximum Hours	4hr minimum	4hr minimum	
All Day Resident	N/A	N/A	
All Day Non-Resident	N/A	N/A	
Hourly Resident	\$40 + \$10/add hrs	\$15 + \$4/add hrs	
Hourly Non-Resident	\$50 + \$12.5/add hrs	\$20 + \$5/add hrs	
# of Tables	2	2	
# of BBQ Pits	2	0	

2023 Rentals: 2

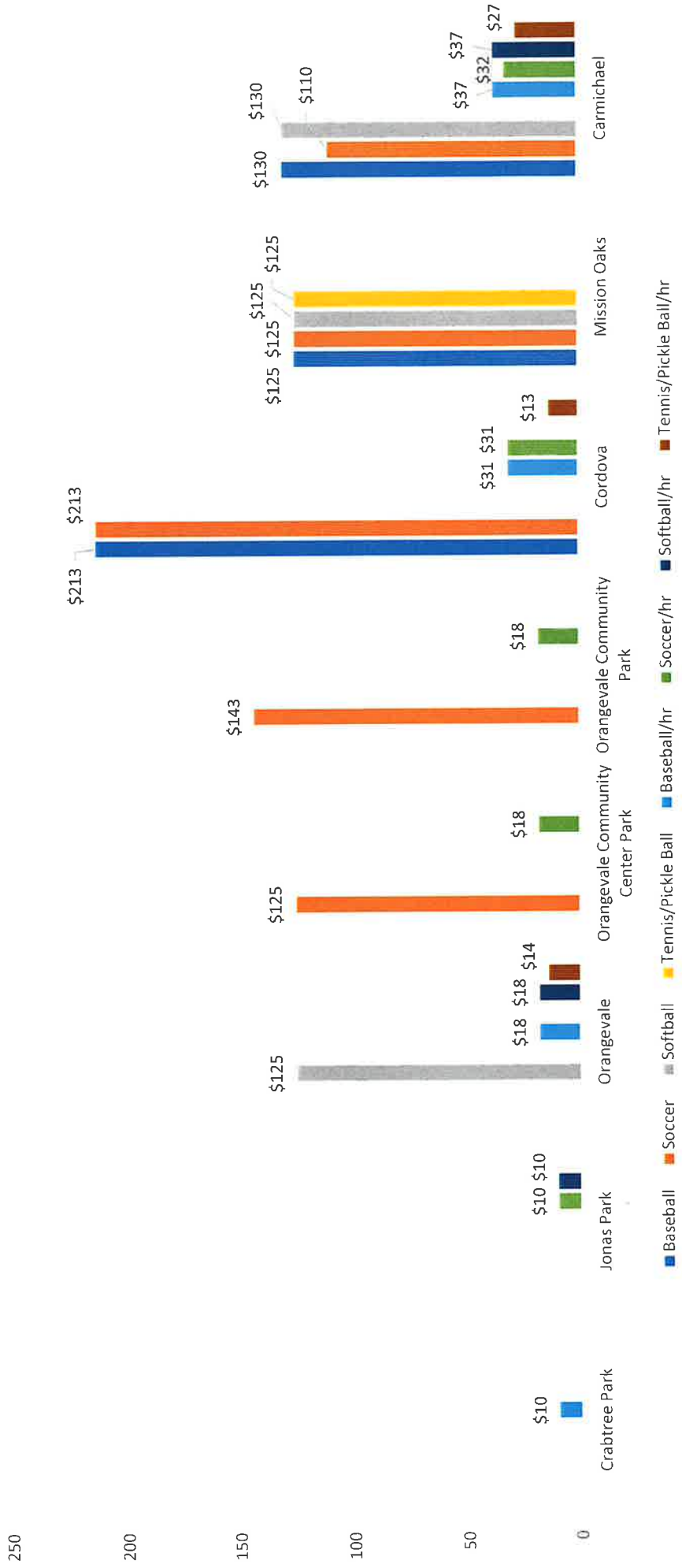
Sports Field Rentals

	Crabtree Baseball Field	Jonas Soccer Field	Jonas Softball Field
Minimum/Maximum Hours	N/A	N/A	N/A
All Day Resident	N/A	N/A	N/A
All Day Non-Resident	N/A	N/A	N/A
Resident Fee per hour	\$10	\$10	\$10
Non-Resident Fee per hour	10	\$10	\$10

PRIVATE POOL RENTALS



Sport Field Rentals



Arden Manor Recreation and Park District

December 21, 2023

Agenda Item: 5 e: Report and recommendation to adopt a new pay scale for part-time employees due to the increase in minimum wage to \$16.00/hour: With the increase in minimum wage to begin January 1, 2024, the board will receive a report and recommendation to adopt a new part-time pay scale and vote on a motion.

Initiated or Requested by

- Board
- Staff
- Other

Report coordinator or prepared by

Kelly Lewellen, District Manager

Attachment: Yes No Information Direction Action

Background:

The minimum wage in California is increasing to \$16.00 per hour. In order to remain compliant, the district must increase the pay scale for part-time employees.

Recommendation: Staff recommends that the board approve the increase in the Part time pay scale.

Proposed Part Time Pay Scale for January 1, 2024

TITLE	STEP 1	STEP 2	STEP 3
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Recreation

Recreation Coordinator	\$17.15	\$17.66	\$18.18
2024	\$18.00	\$18.54	\$19.10

Senior Recreation Leader	\$16.00	\$16.48	\$16.97
2024	\$16.50	\$17.00	\$17.50

Recreation Leader	\$15.50	\$15.97	\$16.45
2024	\$16.00	\$16.48	\$16.97

Aquatics

Head Lifeguard/Assistant Coach	\$17.00	\$17.51	\$18.04
2024	\$17.50	\$18.03	\$18.57

Head Swim Coach	\$18.00	\$18.54	\$19.10
2024	\$18.50	\$19.00	\$19.62

Senior Lifeguard	\$16.00	\$16.48	\$16.97
2024	\$16.50	\$17.00	\$17.50

Lifeguard	\$15.50	\$15.97	\$16.45
2024	\$16.00	\$16.48	\$16.97

Aquatics/Rec Instructor	\$15.50	\$15.97	\$16.45
2024	\$16.00	\$16.48	\$16.97

Cashier	\$15.50
	\$16.00

Maintenance

Maintenance Worker	\$15.00	\$15.45	\$15.91
	\$16.00	\$16.48	\$16.97

Minimum wage per hour	
2017	\$ 10.50
2018	\$ 11.00
2019	\$ 12.00
2020	\$ 13.00
2021	\$ 14.00
2022	\$ 15.00
2023	\$15.50
2024	\$16.00

*** PT payscale increases by 3% per step increase
 *** PT payscale is paid on an hourly basis
 *** Payscale would begin January 1, 2024

 Increase in minimum wage due to inflation

DISTRICT MANAGER'S REPORT

1415 Rushden Drive, Sacramento, CA 95864

December 21, 2023, 6:30pm

District Manager: Kelly Lewellen

Administration Update:

1. Personnel Updates: We opened the job listing for head coach and will leave it open until filled. The District Manager is working on updates to the Employee Handbook in order to be compliant with all current laws.
2. The Deterding roofing is well underway and nearing completion on the Activity Center. The Community Center roofing will take longer than expected due to temperature and weather. It is hoped that it will be completed by the end of January.
3. The district staff will be working on an outreach push to ensure that as many community members as possible have the opportunity to share comments and ideas regarding the forthcoming proposed plans for the Jonas Nature Area.
4. The District received an audit from the county regarding our waste stream usage and exemptions. We will need to have recycling pick-up at least once a month and food waste pick up at least once a week to be compliant with state law. While the district has an exemption for the office for food waste, we need to provide three stream collection for rentals and weekly pick up of food waste regardless of how often we have rentals. The only alternative to this is requiring rentals to pack out their food waste. The district will be conducting a fee study of permitted franchised haulers to ensure that we are getting the best possible rates, however, we will need to increase our budget in order to manage the additional costs.
5. The district is continuing to prepare for our CAPRI site visit scheduled for February 1, 2024. This will include updating our IIPP and Employee Handbook, as well as an ADA self-assessment.
6. As we move into the new year, the district staff is hoping to be able to turn its attention toward projects that have needed to be tabled including the Pickle ball courts and the turf field at Deterding in addition to Repair or replacement of the non-operational hot water heaters in the office and Activity Center and the replacement of the park lighting at Deterding Park.

Facilities and Recreation Update:

Ryan Benton, Program Director:

The after-school program is running strong going into Winter Break. In November we had 73 total registrations for the program.

Thanksgiving Break Camp went well, we had 19 kids registered. We did multiple art activities for the kids to take home. Winter Break is starting to fill up, we are currently at 15 sign-ups and expect more the closer we get to the start.

I have begun planning Summer Camp 2024. The Sacramento River Cats have reached out to see if we are interested in coming to a game for a field trip.

Andrew Nielsen, Facility and Aquatics Director:

Aquatics

As we enter the New Year, we will start advertising our Swim team and get registration up and running. We hope to get a lot of early registration, but most come before the season starts. We will also have lap swim, swim clinics, and our other aquatic programs registration available later in spring. I will also be reaching out to schools that have come to our pool for their end of year pool party. The schools have their parties during the last three weeks of school.

Facilities

The soccer league finished back in October, and they are in conversations with Kelly to see if the fields are available in spring. We also might have baseball interested in using the field at Crabtree, but they have not reached out to us just yet. I have contacted all our long-term rentals to sign a new long-term agreement for 2024. This year we had 21 DCC rentals and we have had some people already interested in renting the DCC in January.

MAINTENANCE SUPERVISOR'S REPORT

1415 Rushden Drive, Sacramento, CA 95864

Thursday, December 21, 2023 6:30PM

Parks & Facilities Maintenance Supervisor:

Mike Cottonwood

Maintenance Update:

DISTRICT FACILITIES

District Office, Deterding Activity Room (DAR), Deterding Community Center (DCC),
Maintenance Shop, Deterding Pool Complex

- Completion of daily park inspections & litter removal. Routine facilities cleaning and rental preparation including; restocking of paper products in restrooms, sweeping, mopping, dusting, disposal of garbage.
- Completion of monthly park & facility inspections.
- Completion of weekly pool maintenance including, chemical testing and water chemistry balancing, emptying of skimmer baskets, cleaning hair & lint strainer, vacuuming, backwashing (bi-weekly or as needed).
- Maintenance Staff removed pool covers off small pool and removed leaf debris from covers, brushed and vacuumed small pool only. The large pool will be completed next as time becomes available.
- Completion of weekly pool deck landscaping (lawn mowing and edging turf areas inside of the pool fencing, outside of Jensen's service area).
- Removed leaves from District Office roof and cleaned out rain gutters (again) to prepare for rain season.

Deterding Park

- Daily trash and litter removal.
- Completed monthly park & facility inspections.
- Weekly landscape maintenance (mowing lawns, leaf blowing walkways, string trimming, leaf removal) completed by Jensen Corp.
- The large slide on the 5-12 year old Playground had 6 sections that were broken/cracked and in need of replacing. After the replacement parts were delivered, Maintenance Staff disassembled the slide and replaced the bad sections with the ones. (see photos attached below)





Crabtree Park

- Daily trash and litter removal.
- Completed monthly park & facility inspections.
- Weekly landscape maintenance (mowing lawns, leaf blowing walkways, string trimming, leaf removal) completed by Jensen Corp.
- The tennis court fencing was missing wires on the posts used to hold fencing up and in place, and the weight of the fence resting on the ground was beginning to curl the fencing inward. Maintenance Staff raised the fencing and fastened it to the top rail and the posts. There are still a few places that need fastening which will be scheduled to repair the near future.

Jonas Larkspur Park

- Daily trash and litter removal.
- Completed monthly park & facility inspections.
- Weekly landscape maintenance (mowing lawns, leaf blowing walkways, string trimming, leaf removal) completed by Jensen Corp.
- While draining the pond in preparation for Sac-Yolo Mosquito & Vector Control to work on pond remediation, Maintenance Staff observed that there was a leak coming from somewhere near the pond. The irrigation system had been shutoff for 3 weeks until the leak can be located and repaired. The leak was found to be coming from the valve that fills the pond. Staff cut out the valve and installed compression coupler to go from galvanized to PVC and replaced valve. Water is now back on and irrigation valves are being exercised twice per week.

- Maintenance staff removed overgrowth along the southern perimeter of the Nature Area.



Vehicle/Equipment Maintenance

The power steering pump on the old Ford Ranger was replaced in October 2023 and was told by the repair shop that the steering would be stiff at first and should loosen up as time goes on. After about a month and a half it never loosened up so Maintenance Staff called the repair shop to have them take a look at it. They concluded that the pump that was installed was defective and replaced the power steering pump again, free of charge. The old Ford Truck is now running smoothly.

General Maintenance Notes

Jonas Larkspur Park has had an increasing number of homeless/transients making their way into the park and camping overnight. In the last 3 weeks Maintenance Staff has spent a significant amount of time dealing with this issue. This of course is a widespread problem for many District's on a daily basis. Arden Manor has been using a very direct approach by speaking to overnight campers as soon as they are seen and communicating to them that our parks are not the place for that.

Using that approach has been effective over the course of the last 6 years. Only as of late have the overnight campers become more defiant as well as more hostile towards the District Staff that encounters them. In the last 3 weeks, Staff has had to work at night and on weekends in order to be able to physically see them in the park after hours so that the Sheriff's Deputies or the Park Police can be dispatched to respond and have them removed.

In the past 3 weeks, 6 calls were made to Sheriff's Dept. non-emergency number from District Staff alone. There were several more calls made by the residents that live on the streets around the park to the Sheriff's Dept. and to the District Office as well about the issue.

The District has found that having people that refuse to stop camping in the park at night was to have them trespassed from all District Parks & Facilities. In order to be able to issue a trespass order, a Staff member must be present when the responding unit arrives so that the order can be signed and issued to them. There have been times it has only taken 10 minutes to show up, and times it has taken almost 2 hours.