

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

**Agenda:** Board/Public Meeting  
**Date:** July 21, 2022  
**Time:** 6:30 PM  
**Location:** Deterding C. C.

**1. CALL TO ORDER**

**a) Pledge of Allegiance**

**b) Roll Call and Introduction of Guests**

Michael Grace, Chair

Christine Arden, Director

Lauri DeFazio, Vice Chair

Warren Harding, Director

Darcy Skala, Secretary

Steve Fraher, District Manager      Mike Cottonwood, Maintenance Supervisor

**2. 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.

**3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA AND FOR PUBLIC INPUT TO THE BOARD REGARDING DISTRICT SERVICES, FACILITIES, MAINTENANCE.**

Members of the public may address the Board on general District topics not listed on this agenda and as part of this Public Input Session soliciting ideas for the Master Plan Update.

Persons who wish to comment on 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.

**4. Consent Agenda**

- a. Minutes of the June 23, 2022, Board Meeting
- b. Payroll, Supplies, and Revenue Year to Date
- c. Program Revenue and Refund Report for June 2022
- d. Payroll Report for June 2022
- e. Claims for June 2022
- f. Services and Supplies Summary Report as of June 2022
- g. Parks, Recreation, Facility Rentals, and Security Report June 2022
- h. Fulton El Camino Park Police, June 2022
- i. District Board Stipend Tracker
- j. Correspondence Received

**5. Old Business**

- a. Report on the 70<sup>th</sup> Anniversary of the District preparations

**6. New Business**

- a. Receive a presentation from the KYA Group which is a CMAS contract agency to manage construction/renovation projects in the District.
- b. Consider staff proposal for a reorganization of current District staffing, duties, workdays,

payrates, and benefits package offerings

c. Readopt Board Resolution 2021/22-13 approving changes to the FY 2022-23 Preliminary Budget, correcting a mathematical error on the previous Resolution and related Budget documents.

## **7. REPORTS**

- a. General Manager's Report
- b. Staff Reports
  - maintenance
  - aquatics and recreation programs
  - summer camps-afterschool program
- c. Receive a copy of the CAPRI Site & Safety Inspection Report

**8. Discussion of any topics pertaining to future District business or issues with no action being taken at this time.**

## **ADJOURNMENT**

*Next Board Business Meeting and Public Input Meeting  
Thursday August 18, 2022; at 6:30 p.m. in the Deterding Community Center.*

**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 the District Office at (916) 487-7851. Requests must be made as early as possible, and at least three-full business days (72-hours) 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 District Office listed above during regular business hours and on the District's website at [www.amrpd.org](http://www.amrpd.org).*

**MEETING RECORDINGS** – *Members of the public are hereby notified that meetings of the Board of Directors are recorded. Requests for the audio recordings may be directed to the District Manager, Steve Fraher. **Outdoor meetings will not be recorded or available on ZOOM.***

### **Important Dates to remember:**

Tuesday August 2<sup>nd</sup> National Night Out Event

Thursday August 18<sup>th</sup> Board Meeting – 6:30 p.m. at Deterding Park Community Center

Monday September 5, 2022 Labor Day Holiday

Thursday September 15<sup>th</sup> Board Meeting – 6:30 p.m. at Deterding Park Community Center



## 2021

Items the Community would like to see

### Crabtree

Tennis courts redone  
Dog park  
full basketball court  
new play structures  
Exercise equipment around walking path  
baseball field fixed  
working irrigation  
Turf management

### Deterding

Turf field fixed  
new playstructures  
More pool hours

### Jonas

Pickle ball courts  
working irrigation  
bridges around nature area  
fix path way around nature area  
softball field repaired  
new playstructures  
better security

## 2022

### Crabtree

Improved Lighting for all Parks  
Drinking fountains with dog watering bowls for all parks  
Dog Parks at: Crabtree-NW corner of park; Jonas-Larkspur-SW corner of the park  
Tennis and Pickleball Court at Crabtree  
Futsal court in place of one of the Tennis Court  
More regulation Basketball Courts  
Skateboard features  
Replace the missing play equipment  
Lighting in the Crabtree picnic shelter  
Place a donation button on the website

### Jonas-Larkspur

Working Drinking Fountains  
Restroom Facilities  
Park Security - emphasis on alcohol & drug use  
Install a filter on the well to take out manganese  
Develop a District wide tree care plan  
Improve the soccer field - gain adhearance of user groups to contracts  
Clean up and improve the Maintenance area  
Increase summer use by extending hours

Increase summer use by installing shade over the play structures

Have a Futsal court somewhere in the District

Have Community Meetings more often

Develop Public Private Partnerships

Make improvements to the Pond, making it an attraction

Create off leash dog park areas in each park

Resurface the tennis courts making them joint use tennis & pickle ball



Arden Manor Recreation and Park District

Board of Directors June 23, 2022, Meeting Minutes

Board Members present:

Mike Grace, Board Chair                      Lauri Defazio, Vice Chair                      Darcy Skala, Secretary  
Christine Arden, Member                      Board Members Absent-Warren Harding

Staff present: Steve Fraher, District Manager; Mike Cottonwood, Maintenance Supervisor

Meeting called to order by Chairman Grace at 6:34 p.m.

No public comment was received.

#3 Consent Agenda; Chair Grace asked a question regarding the May Personnel Expenses; the District Manager stated the increase was due to the payout of accrued leave to the previous District Manager when she left the District's employment.

Motion to adopt made by Lauri DeFazio, Seconded by Darcy Skala

Motion carried                      4 Ayes                      0 No                      1 Absent

#4a     The Board received a presentation by Todd Winslow of CalTRUST regarding using his agency to invest District funds, creating a greater access to cash flow, and earning higher interest rates than what is available through Sacramento County or LAIF. Board members expressed an interest in the program as presented and instructed the District Manager to contact the Sacramento County Department of Finance to determine, the amount of cash balance available to transfer, while leaving an amount available for "Dry Period Financing". The District Manager was also instructed to obtain the current interest rates being earned on funds invested through the County. The District Manager will report his findings at the July Board meeting. No voting action was required.

Motion                      0 Ayes                      0 No                      1 Absent

#4b     Consider authorization of staff to enter an agreement with Landmark Dividend for the purchase of the Verizon Cell Tower Leasing Rights in the amount of \$330,000.00 dollars. Discussion was a concurrence of opinions to accept the offer and use the funds to better the District's financial standing.

Motion was made by Board Member Arden and seconded by Board Member DiFaazio. The motion to read, "to authorize the sale of the Lease Rights to the Verizon Cell Tower site to Landmark Dividend in the amount of three hundred-thirty thousand dollars. The motion also authorizes the District Manager and/or the Board Chair to sign any and all documents on behalf of the District.

Vote                      4 Ayes                      0 No                      1 Absent                      0 Abstention

#4c Adoption of Board Resolution 2022-13 Adopting the FY 2022-23 Preliminary Budget for submittal to the Sacramento County Department of Finance.

Motion to adopt the Resolution 2022-13 approving the FY 22-23 Preliminary Budget was made by Board Member Arden, with the second by Board Member Skala.

Vote                    4 Ayes                    0 No                    1 Absent                    0 Abstention

#5a A presentation scheduled by the KYA Group was postponed until July due to a COVID outbreak in their office.

#5b Board discussion on the upcoming Seventieth (70<sup>th</sup>) Anniversary Celebration of Arden Manor on June 23, 2023, and the restart of awarding the Community Service Award to an/a individual in the community who has dedicated their time and effort towards the improvement and betterment of District activities and facilities.

Board member Skala made a motion to award Swim Coach Jeremy Cullifer with the 2022 Community Service Award for his dedication and service to the Arden Manor Pirates Swim Team and Club. Coach Jeremy is completing his fourth year as volunteer coach for the team. The second was provided by Board Member Arden. It was also discussed for the Board to present the award to Coach at the End of the Year Pirate Swim Team Party.

Vote                    4 Ayes                    0 No                    1 Absent                    0 Abstention

The Board discussed the Seventieth (70<sup>th</sup>) Anniversary Celebration, items noted to be considered included Fund raising for the celebration activities, gaining community involvement in the planning, and honoring contributors to the District from over the years.

Chairman Grace said he would appoint an ad hoc committee with representatives from the District being Mike Grace, Warren Harding, and District Manager Steve Fraher. Four to six additional members will be sought out to serve.

No further action needed.

Board Discussion: Chair Grace addressed the Board and encouraged all to play an active and vocal role in serving the community as members of the Board, and that it takes a majority of Board members to vote in favor of an idea before the action becomes official.

No other discussion topics were mentioned.

The meeting adjourned at 8:08 p.m.

Respectfully submitted,



Stephen Fraher, District Manager





**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)	\$ 472,841.00	\$ 473,512.12	100%	\$ -	0%
91910200	Tax Income	Prop Tax Sec-Cur UnSecr	\$ 16,000.00	\$ 16,632.02	104%	\$ -	0%
91910300	Tax Income	Prop Tax CUR Sup	\$ 11,000.00	\$ 14,509.98	132%	\$ -	0%
91910400	Tax Income	Prop Tax SEC DELINQ	\$ 3,000.00	\$ 3,426.64	114%	\$ -	0%
91910500	Tax Income	Prop Tax SUP DELINQ	\$ 500.00	\$ 613.69	123%	\$ -	0%
91910600	Tax Income	Prop Tax UNITARY	\$ 5,000.00	\$ 5,348.71	107%	\$ -	0%
91912000	Tax Income	Prop Tax REDEMPTION	\$ 25.00	\$ 43.56	174%	\$ -	0%
91913000	Tax Income	Prop Tax Prior UNS	\$ 250.00	\$ 296.89	119%	\$ -	0%
91914000	Tax Income	Prop Tax PENALTIES	\$ 75.00	\$ 156.72	209%	\$ -	0%
<b>SUB TOAL PROPERTY TAX REVENUE</b>			<b>\$ 508,691.00</b>	<b>\$ 514,540.33</b>	<b>101%</b>	<b>\$ -</b>	<b>0%</b>

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
94941000	Bank Income	Bank Interest	\$ 4,000.00	\$ 363.63	9%	\$ -	0%
94941000	Bank Income	Bank Interest- County	\$ -	\$ 3,170.47	0%	\$ -	0%
94942900	Building & Fields	Building & Picnic Area Rentals	\$ 3,000.00	\$ 6,729.00	224%	\$ (675.00)	-23%
94944600	Tax Income	Fuel Flowage Fee	\$ -	\$ -	0%	\$ -	0%
94944800	Tax Income	Recreational Concessions	\$ -	\$ 1,525.10	0%	\$ -	0%
94945900	Admin Serv. Charge	Admin Fees	\$ 3,500.00	\$ -	0%	\$ -	0%
<b>SUB TOTAL FACILITY RENTAL &amp; ADMIN FEES REVENUE</b>			<b>\$ 10,500.00</b>	<b>\$ 11,788.20</b>	<b>112%</b>	<b>\$ (675.00)</b>	<b>-6%</b>

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
95952200	Tax Income	Home Prop. Tax Income	\$ 4,000.00	\$ 3,453.26	86%	\$ 3,453.26	86%
95952900	Tax Income	State Aid Construction	\$ 62,619.00	\$ -	0%	\$ -	0%
95959504	Tax Income	Covid Relief	\$ -	\$ 83,092.00	0%	\$ -	0%
95956300	Tax Income	State Grants	\$ 182,811.50	\$ -	0%	\$ -	0%
<b>SUB TOTAL TAX REVENUE</b>			<b>\$ 249,430.50</b>	<b>\$ 86,545.26</b>	<b>35%</b>	<b>\$ 3,453.26</b>	<b>1%</b>

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
96963200	Tax Income	Aud/Acct Fees	\$ -	\$ -	0%	June	0%
96964600	Tax Income	Recreation Service Charges	\$ -	\$ -	0%	\$ -	0%
96964800	Tax Income	Fire Control Service Charges	\$ -	\$ -	0%	\$ -	0%
<b>SUB TOTAL CHARGES FOR SERVICES REVENUE</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
97973000	Tax Income	Other Deposits/Donations	\$ -	\$ -	0%	June	0%
97974000	Tax Income	Insurance Proceeds	\$ -	\$ -	0%	\$ -	0%
97979000	Tax Income	Revenues Other (Cell Twr.)	\$ 18,333.00	\$ 18,423.36	100%	\$ -	0%
<b>SUB TOTAL OTHER REVENUE</b>			<b>\$ 18,333.00</b>	<b>\$ 18,423.36</b>	<b>100%</b>	<b>\$ -</b>	<b>0%</b>

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
Revenue		Long Term Loan Proceeds	\$ -	\$ -	0%	June	0%
<b>SUB TOTAL LONG TERM LOAN PROCEEDS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
088B		Parkland Dedication Fees	\$ -	\$ -	0%	June	0%
<b>SUB TOTAL DEDICATION FEE (088B)</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>

<b>TOTAL ADMINISTRATION INCOME</b>	<b>\$ 786,954.50</b>	<b>\$ 631,297.15</b>	<b>80%</b>	<b>\$ 2,778.26</b>	<b>0%</b>
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**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	\$ 42,500.00	\$ 35,947.91	85%	\$ 11,860.71	28%
96964600	Rec. Serv. Charges	School Break Camps	\$ 2,500.00	\$ -	0%	\$ -	0%
96964600	Rec. Serv. Charges	Thanksgiving Break Camp	\$ -	\$ 1,353.15	0%	\$ -	0%
96964600	Rec. Serv. Charges	Christmas Break Camp	\$ -	\$ 1,427.80	0%	\$ -	0%
96964600	Rec. Serv. Charges	President Week Break Camp	\$ -	\$ 1,453.00	0%	\$ -	0%
96964600	Rec. Serv. Charges	Spring Break Camp	\$ -	\$ 7,083.00	0%	\$ -	0%
96964600	Rec. Serv. Charges	Afterschool Program	\$ 85,000.00	\$ 101,570.53	119%	\$ 1,360.00	2%
96964600	Adult Fitness	Tai Chi	\$ -	\$ -	0%	\$ -	0%
96964600	Adult Fitness	Yoga	\$ 1,500.00	\$ -	0%	\$ -	0%
96964600	Adult Fitness	Floor Exercise	\$ -	\$ -	0%	\$ -	0%
96964600	Rec. Serv. Charges	Special Events	\$ 300.00	\$ -	0%	\$ -	0%
<b>SUB TOTAL SERVICE CHARGES INCOME</b>			<b>\$ 131,800.00</b>	<b>\$ 148,835.39</b>	<b>113%</b>	<b>\$ 13,220.71</b>	<b>10%</b>

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
97973000	Other Revenue	Other Deposits/Donations	\$ 5,000.00	\$ -	0%	\$ -	0%
<b>SUB TOTAL OTHER DEPOSITS AND DONATIONS INCOME</b>			<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>

<b>TOTAL RECREATION INCOME</b>	<b>\$ 136,800.00</b>	<b>\$ 148,835.39</b>	<b>109%</b>	<b>\$ 13,220.71</b>	<b>10%</b>
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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%	
<b>SUB TOTAL PICNIC AREA RENTAL INCOME</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94944800	Concessions	Pool Concessions	\$ 2,000.00	\$ 2,388.10	119%	\$ 863.00	43%	
<b>SUB TOTAL CONCESSIONS INCOME</b>			<b>\$ 2,000.00</b>	<b>\$ 2,388.10</b>	<b>119%</b>	<b>\$ 863.00</b>	<b>43%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96964600	Public Swim & Pool Events	Public Swim, Pool Events, Passes	\$ 2,000.00	\$ -	0%	\$ -	0%	
96964600	Public Swim & Pool Events	Passes	\$ -	\$ 500.00	25%	\$ 500.00	25%	
96964600	Public Swim & Pool Events	Gate Fees	\$ -	\$ 2,571.41	129%	\$ 749.16	37%	
96964600	Swim Lessons	Swim Lessons	\$ 2,500.00	\$ 4,905.99	196%	\$ 1,815.00	73%	
96964600	Swim Team	Swim Team	\$ 11,000.00	\$ 12,554.00	114%	\$ (80.00)	-1%	
96964600	Pool Rental	Pool Parties	\$ 5,000.00	\$ 4,755.00	95%	\$ 925.00	19%	
96964600	Adult Fitness	Aquacize	\$ 2,000.00	\$ 80.00	4%	\$ -	0%	
96964600	Lifeguard	Certificates	\$ -	\$ -	0%	\$ -	0%	
<b>SUB TOTAL SERVICE CHARGES INCOME</b>			<b>\$ 22,500.00</b>	<b>\$ 25,366.40</b>	<b>113%</b>	<b>\$ 3,909.16</b>	<b>17%</b>	
<b>TOTAL AQUATICS INCOME</b>			<b>\$ 24,500.00</b>	<b>\$ 27,754.50</b>	<b>113%</b>	<b>\$ 4,772.16</b>	<b>19%</b>	
<b>TOTAL INCOME</b>			<b>\$ 948,254.50</b>	<b>\$ 807,887.04</b>	<b>85%</b>	<b>\$ 20,771.13</b>	<b>2%</b>	
Revenue		Prev Year Roll Over	\$ 424,192.00	\$ -	0%	\$ -	0%	
Revenue		Prev. Year General Reserve	\$ 455,946.00	\$ -	0%	\$ -	0%	
<b>FUND BALANCE SUBTOTAL</b>			<b>\$ 880,138.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
<b>Gross Revenue including Reserve Fund</b>			<b>\$ 1,828,392.50</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	



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	\$ 68,865.00	\$ 90,231.91	131%	\$ 5,000.00	7%		
10112100	1121	SALARY & WAGES P/T	\$ 36,401.00	\$ 29,349.95	81%	\$ 3,127.42	9%		
10112100	1121	COMMITTEE MEMBER	\$ 3,000.00	\$ -	0%	\$ -	0%		
10121000	1210	RETIREMENT	\$ 5,263.29	\$ 5,859.71	111%	\$ 310.12	6%		
10122000	1220	FICA	\$ 8,052.83	\$ 9,174.97	114%	\$ 627.48	8%		
10123000	1230	GROUP INSURANCE	\$ 6,511.74	\$ 5,947.71	91%	\$ 75.00	1%		
10124000	1240	WORKERS COMP	\$ 610.53	\$ 421.46	69%	\$ -	0%		
10125000	1250	STATE UNEMPLOYMENT INS	\$ 840.00	\$ 744.85	89%	\$ 59.09	7%		
<b>SUB TOTAL ADMIN PAYROLL EXPENSE</b>			<b>\$ 129,544.39</b>	<b>\$ 141,730.56</b>	<b>109%</b>	<b>\$ 9,199.11</b>	<b>7%</b>		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ 1,000.00	\$ 480.77	48%	\$ -	0%		
20202200	2022	BOOKS/PERIODICALS	\$ -	\$ -	0%	\$ -	0%		
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%		
20203500	2035	EDUCATION/TRAINING EXP	\$ 2,000.00	\$ 1,414.21	71%	\$ 91.21	5%		
20203900	2039	EMPLOYEE TRANSPORTATION	\$ 200.00	\$ 104.00	52%	\$ 3.50	2%		
20205100	2051	LIABILITY INSURANCE	\$ 22,917.00	\$ 22,917.00	100%	\$ -	0%		
20206100	2061	MEMBERSHIPS	\$ 3,200.00	\$ 1,624.20	51%	\$ -	0%		
20207600	2076	OFFICE SUPPLIES	\$ 4,000.00	\$ 4,104.36	103%	\$ 26.93	1%		
20208100	2081	POSTAGE	\$ 374.00	\$ 23.95	6%	\$ -	0%		
20219700	2197	TELEPHONE	\$ 6,000.00	\$ 4,610.40	77%	\$ 148.40	2%		
20226100	2261	OFFICE EQUIP. MAINT. SER.	\$ 4,000.00	\$ 3,615.07	90%	\$ 387.42	10%		
20226200	2262	OFFICE EQUIP. MAINT. SUP.	\$ 909.00	\$ -	0%	\$ -	0%		
20250500	2505	ACCOUNTING SERVICES	\$ 6,000.00	\$ 551.00	9%	\$ 551.00	9%		
20250700	2507	ASSESS COLLECTION SERV	\$ 9,500.00	\$ 3,324.13	35%	\$ 1,071.83	11%		
20253100	2531	LEGAL SERVICES	\$ 2,000.00	\$ -	0%	\$ -	0%		
20257100	2571	SECURITY SERVICES (Park Police)	\$ 19,000.00	\$ 11,350.78	60%	\$ 1,105.00	6%		
20257100	2571	SECURITY SERVICES (Alarm)	\$ 5,000.00	\$ 1,610.50	32%	\$ 279.50	6%		
20259100	2591	OTHER PROFESSIONAL SER.	\$ 8,500.00	\$ 11,000.41	129%	\$ 3,901.38	46%		
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%		
<b>SUB TOTAL SERVICES &amp; SUPPLIES EXPENSE</b>			<b>\$ 94,600.00</b>	<b>\$ 66,730.78</b>	<b>71%</b>	<b>\$ 7,566.17</b>	<b>8%</b>		
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%		
<b>SUB TOTAL DEBT RETIREMENT EXPENSES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
42420100	4201	BUILDING IMPROVEMENTS	\$ 49,000.00	\$ 38,785.00	79%	\$ -	0%		
42420200	4202	IMP. OTHER THAN BUILD	\$ 62,430.00	\$ 22,189.76	36%	\$ -	0%		
43430100	4301	VEHICLES	\$ -	\$ -	0%	\$ -	0%		
43430300	4303	OTHER EQUIPMENT	\$ -	\$ -	0%	\$ -	0%		
<b>SUB TOTAL FIXED ASSETS EXPENSE</b>			<b>\$ 111,430.00</b>	<b>\$ 60,974.76</b>	<b>55%</b>	<b>\$ -</b>	<b>0%</b>		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
79790100	7901	CONTINGENCY	\$ -	\$ -	0%	\$ -	0%		
<b>TOTAL ADMINISTRATION EXPENSE</b>			<b>\$ 335,574.39</b>	<b>\$ 269,436.10</b>	<b>80%</b>	<b>\$ 16,765.28</b>	<b>5%</b>		

**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	\$ 37,000.00	\$ 20,500.10	55%	\$ 3,271.39	9%
10112100	1121	SALARY & WAGES P/T	\$ 120,000.00	\$ 88,174.77	73%	\$ 10,170.45	8%
10121000	1210	RETIREMENT	\$ 1,850.00	\$ 1,186.05	64%	\$ 167.62	9%
10122000	1220	FICA	\$ 9,180.00	\$ 8,381.54	91%	\$ 1,034.01	11%
10123000	1230	GROUP INSURANCE	\$ 4,650.00	\$ 637.50	14%	\$ 75.00	2%
10124000	1240	WORKERS COMP	\$ 3,874.68	\$ 1,791.29	46%	\$ -	0%
10125000	1250	STATE UNEMPLOYMENT INS	\$ 3,410.00	\$ 1,491.76	44%	\$ 162.77	5%
<b>SUB TOTAL REC PAYROLL EXPENSE</b>			<b>\$ 179,964.68</b>	<b>\$ 122,163.01</b>	<b>68%</b>	<b>\$ 14,881.24</b>	<b>8%</b>

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.	\$ 1,500.00	\$ 608.78	41%	\$ -	0%
20233200	2332	FOOD SUPPLIES	\$ 2,000.00	\$ 1,951.87	98%	\$ 58.92	3%
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20259100	2591	OTHER PROFESSIONAL SER.	\$ 6,000.00	\$ 2,499.00	42%	\$ -	0%
20285100	2851	RECREATION SERVICES	\$ 6,750.00	\$ 1,640.05	24%	\$ -	0%
20285200	2852	RECREATION SUPPLIES	\$ 5,000.00	\$ 2,844.46	57%	\$ 763.28	15%
20289900	2899	OTHER OPER. EXP. SER.	\$ -	\$ -	0%	\$ -	0%
20292100	2921	COUNTY PRINTING	\$ -	\$ -	0%	\$ -	0%
20292200	2922	POSTAGE	\$ -	\$ -	0%	\$ -	0%
<b>SUB TOTAL SERVICE &amp; SUPPLIES EXPENSE</b>			<b>\$ 21,250.00</b>	<b>\$ 9,544.16</b>	<b>45%</b>	<b>\$ 822.20</b>	<b>4%</b>

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
40430300	4303	OFFICE EQUIPMENT	\$ -	\$ -	0%	\$ -	0%
<b>RECREATION TOTAL EXPENSE</b>			<b>\$ 201,214.68</b>	<b>\$ 131,707.17</b>	<b>65%</b>	<b>\$ 15,703.44</b>	<b>8%</b>

**EXPENSES** DEPARTMENT: **AQUATICS**

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
10111000	1110	SALARY & WAGES F/T	\$ -	\$ -	0%	\$ -	0%
10112100	1121	SALARY & WAGES P/T	\$ 60,000.00	\$ 40,208.70	67%	\$ 11,982.26	20%
10121000	1210	RETIREMENT	\$ -	\$ -	0%	\$ -	0%
10122000	1220	FICA	\$ 4,207.50	\$ 3,258.95	77%	\$ 916.64	22%
10123000	1230	GROUP INSURANCE	\$ -	\$ -	0%	\$ -	0%
10124000	1240	WORKERS COMP	\$ 7,390.52	\$ 3,477.31	47%	\$ -	0%
10125000	1250	STATE UNEMPLOYMENT INS	\$ 7,440.00	\$ 572.44	8%	\$ 185.46	2%
<b>SUB TOTAL AQUATICS PAYROLL EXPENSE</b>			<b>\$ 79,038.02</b>	<b>\$ 47,517.40</b>	<b>60%</b>	<b>\$ 13,084.36</b>	<b>17%</b>

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%
20208500	2085	PRINTING	\$ -	\$ -	0%	\$ -	0%
20211200	2112	BUILDING/CARPENTRY SUP	\$ -	\$ -	0%	\$ -	0%
20212200	2122	CHEMICAL SUPPLIES	\$ 18,000.00	\$ 10,700.08	59%	\$ 2,421.17	13%
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	\$ 2,486.44	71%	\$ 792.29	23%
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	\$ 309.15	31%	\$ -	0%
20232200	2322	CUSTODIAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20233200	2332	FOOD SUPPLIES	\$ 1,500.00	\$ 258.33	17%	\$ -	0%
20244400	2444	MEDICAL SUPPLIES	\$ 3,000.00	\$ 1,704.19	57%	\$ -	0%
20259100	2591	OTHER PROFESSIONAL SER.	\$ 9,500.00	\$ 689.86	7%	\$ 164.00	2%
20285200	2852	RECREATION SUPPLIES	\$ 5,000.00	\$ 227.56	5%	\$ -	0%
20289800	2898	OTHER OPER. EXP. SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20292100	2921	COUNTY PRINTING	\$ -	\$ -	0%	\$ -	0%
<b>SUB TOTAL SERVICE &amp; SUPPLIES EXPENSE</b>			<b>\$ 41,500.00</b>	<b>\$ 16,375.61</b>	<b>39%</b>	<b>\$ 3,377.46</b>	<b>8%</b>

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

<b>AQUATICS EXPENSE</b>			<b>\$ 120,538.02</b>	<b>\$ 63,893.01</b>	<b>53%</b>	<b>\$ 16,461.82</b>	<b>14%</b>
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**EXPENSES** DEPARTMENT: **MAINTENANCE**

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of		Period % of
					Budget	Current Period	
10111000	1110	SALARY & WAGES F/T	\$ 50,450.00	\$ 50,935.92	101%	\$ 4,244.66	8%
10112100	1121	SALARY & WAGES P/T	\$ 33,000.00	\$ 30,406.50	92%	\$ 3,577.60	11%
10121000	1210	RETIREMENT	\$ 2,522.50	\$ 2,546.88	101%	\$ 212.24	8%
10122000	1220	FICA	\$ 5,848.43	\$ 5,846.34	100%	\$ 565.55	10%
10123000	1230	GROUP INSURANCE	\$ 5,969.10	\$ 5,872.33	98%	\$ 503.26	8%
10124000	1240	WORKERS COMP	\$ 10,272.82	\$ 4,847.09	47%	\$ -	0%
10125000	1250	STATE UNEMPLOYMENT INS	\$ 2,032.00	\$ 546.43	27%	\$ -	0%
<b>SUB TOTAL MAINTENANCE PAYROLL EXPENSE</b>			<b>\$ 110,094.85</b>	<b>\$ 101,001.49</b>	<b>92%</b>	<b>\$ 9,103.31</b>	<b>8%</b>

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of
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	\$ 57,000.00	\$ 56,085.00	98%	\$ 4,160.00	7%
20210400	2104	AGRIC./HORT. SUPPLIES	\$ 6,000.00	\$ 3,551.77	59%	\$ 2,090.02	35%
20211200	2112	BUILDING/CARPENTRY SUP	\$ 2,000.00	\$ 6,030.83	302%	\$ 512.73	26%
20213100	2131	ELECTRICAL MAINT. SER.	\$ 2,000.00	\$ -	0%	\$ -	0%
20213200	2132	ELECTRICAL MAINT. SUP.	\$ 1,000.00	\$ 760.64	76%	\$ 53.73	5%
20214100	2141	LAND IMP. MAINT. SERVICES	\$ 2,000.00	\$ -	0%	\$ -	0%
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ 3,000.00	\$ 1,557.63	52%	\$ -	0%
20215100	2151	MECH. SYSTEMS MAINT. SERV	\$ 7,000.00	\$ 1,606.50	23%	\$ -	0%
20215200	2152	MECH. SYSTEMS MAINT. SUPL	\$ 5,000.00	\$ 6,672.09	133%	\$ 1,604.37	32%
20216200	2162	PAINTING SUPPLIES	\$ 1,000.00	\$ 481.60	48%	\$ -	0%
20216800	2168	PLUMBING SUPPLIES	\$ 750.00	\$ 791.34	106%	\$ -	0%
20219100	2191	ELECTRICITY	\$ 22,000.00	\$ 21,233.30	97%	\$ 2,131.14	10%
20219300	2193	REFUSE COLLECTION	\$ 3,500.00	\$ 2,712.59	78%	\$ 208.63	6%
20219500	2195	SEWAGE	\$ 3,000.00	\$ 2,401.32	80%	\$ -	0%
20219800	2198	WATER	\$ 19,500.00	\$ 11,985.81	61%	\$ 503.34	3%
20220500	2205	AUTOMOTIVE SERVICE	\$ 3,000.00	\$ 702.39	23%	\$ -	0%
20220600	2206	AUTOMOTIVE SUPPLIES	\$ 2,000.00	\$ 1,231.94	62%	\$ 73.79	4%
20222600	2226	EXPENDABLE TOOLS	\$ 3,000.00	\$ 4,410.66	147%	\$ 255.93	9%
20223600	2236	FUEL/LUBRICANT SUPPLIES	\$ 2,000.00	\$ 1,913.86	96%	\$ 308.40	15%
20227500	2275	RENTS/LEASES EQUIP.	\$ 1,000.00	\$ -	0%	\$ -	0%
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 2,500.00	\$ 686.04	27%	\$ 126.92	5%
20232200	2322	CUSTODIAL SUPPLIES	\$ 4,500.00	\$ 3,729.39	83%	\$ 656.74	15%
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20259100	2591	OTHER PROFESSIONAL SER.	\$ 15,000.00	\$ 9,052.24	60%	\$ 691.29	5%
20289800	2898	OTHER OPER. EXP. SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20289900	2899	OTHER OPER. EXP. SERVICES	\$ -	\$ -	0%	\$ -	0%
<b>SUB TOTAL SERVICE &amp; SUPPLIES EXPENSE</b>			<b>\$ 167,750.00</b>	<b>\$ 137,596.94</b>	<b>82%</b>	<b>\$ 13,377.03</b>	<b>8%</b>

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of		Period % of
					Budget	Current Period	
40420200	4202	IMP. OTHER THAN BLDG	\$ -	\$ -	0%	\$ -	0%
40430100	4301	VEHICLES	\$ -	\$ -	0%	\$ -	0%
<b>SUB TOTAL FIXED ASSETS EXPENSE</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>

<b>TOTAL MAINTENANCE EXPENSE</b>			<b>\$ 277,844.85</b>	<b>\$ 238,598.43</b>	<b>86%</b>	<b>\$ 22,480.34</b>	<b>8%</b>
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<b>DISTRICT TOTAL EXPENSES</b>			<b>\$ 935,171.94</b>	<b>\$ 703,634.71</b>	<b>75%</b>	<b>\$ 71,410.88</b>	<b>8%</b>
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**BOARD OF DIRECTORS  
ARDEN MANOR RECREATION AND PARK DISTRICT**

**7/21/2021**

**SUBJECT: OPERATION REPORT      Jun-22**

<b>A. DETERDING COMMUNITY CENTER</b>	<b><u>RCT #</u></b>		<b>REVENUE</b>
SACRAMENTO CHRISTADELPHIANS    SUNDAY'S		June 2022 RENT	\$420.00

=====  
\$420.00

<b>B. DETERDING ACTIVITY ROOM</b>	<b><u>RCT #</u></b>		
SACRAMENTO CHRISTADELPHIAN    SUNDAY'S		INCLUDED IN DCC RENTAL	
TURNING POINT AA                    TUESDAY'S		June 2022 RENT	\$80.00
			===== \$80.00

<b>C. ARDEN MANOR PARKS</b>	<b><u>RCT #</u></b>		
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<b>D. DETERDING POOL</b>	<b><u>RCT #</u></b>		
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=====  
\$0.00

=====  
\$0.00

<b>TOTAL PERIOD REVENU</b>	<b>\$500.00</b>
<b>PREVIOUS TOTAL</b>	<b>\$0.00</b>
<b>YEAR TO DATE</b>	<b>\$500.00</b>



**Arden Manor Recreation and Park District**  
**PAYROLL DETAIL ENTRY**

Month: **June**

Total Payroll: \$ **19,480.13**

Period: **23**

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	6281.60
1121	Part Time Total	11040.79
	<b>Salary Sub total</b>	<b>17322.39</b>
1210	AUL	350.31
1220	FICA	1314.50
1250	SUI	166.30
1230	INS. SUBSIDY	0.00
1230	DENTAL	10.46
1230	KAISER	316.17
1240	CAPRI/WC	0.00
	<b>Payroll Associated Charges</b>	<b>2157.74</b>
	<b>Payroll Total</b>	<b>\$ 19,480.13</b>

PREVIOUSLY APPROVED \$ 16,441.18  
 YTD Budgeted \$ 498,641.94  
 REMAINING ANNUAL BUDGET \$ 462,720.63

**APPROVED DATE: 21-Jul-22**

**CHAIRPERSON:** \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type
23	June	Administration	1110		Dist. Mgr	\$ 2,500.00	FT
23	June	Maintenance	1110		Maint. Supervisor	\$ 2,122.33	FT
23	June	Recreation	1121		Sr. Rec. Leader	\$ 197.63	PT
23	June	Recreation	1121		Day Camp Director	\$ 1,291.88	PT
23	June	Recreation	1121		Sr. Rec. Leader	\$ 573.50	PT
23	June	Aquatics	1121		Lifeguard	\$ 281.25	PT
23	June	Maintenance	1121		Maint. Worker	\$ 1,096.00	PT
23	June	Aquatics	1121		Sr. Lifeguard	\$ 807.98	PT
23	June	Aquatics	1121		Sr. Lifeguard	\$ 1,023.01	PT
23	June	Aquatics	1121		Lifeguard	\$ 150.00	PT
23	June	Aquatics	1121		Lifeguard	\$ 120.00	PT
23	June	Recreation	1121		Rec. Leader	\$ 236.25	PT
23	June	Recreation	1121		Sr. Rec. Leader	\$ 586.53	PT
23	June	Administration	1121		Admin Assistant	\$ 1,649.51	PT
23	June	Aquatics	1121		Instructor	\$ 214.79	PT
23	June	Aquatics	1121		Sr. Lifeguard	\$ 984.26	PT
23	June	Aquatics	1121		Lifeguard	\$ 457.50	PT
23	June	Recreation	1110		Rec. Coordinator	\$ 1,659.27	FT
23	June	Maintenance	1121		Maint. Worker	\$ 403.20	PT
23	June	Aquatics	1121		Lifeguard	\$ 168.75	PT
23	June	Recreation	1121		Rec. Leader	\$ 393.75	PT
23	June	Recreation	1121		Rec. Leader	\$ 405.00	PT
23	June	Administration	1220			\$ 320.30	FICA
23	June	Maintenance	1220			\$ 260.63	FICA
23	June	Aquatics	1220			\$ 321.88	FICA
23	June	Recreation	1220			\$ 411.69	FICA
23	June	Administration	1250			\$ 40.00	SUI
23	June	Maintenance	1250			\$ -	SUI
23	June	Aquatics	1250			\$ 67.33	SUI
23	June	Recreation	1250			\$ 58.97	SUI
23	June	Recreation	1210			\$ 84.84	AUL
23	June	Administration	1210			\$ 159.35	AUL
23	June	Maintenance	1210			\$ 106.12	AUL
23	June	Recreation	1230			\$ 37.50	Kaiser
23	June	Administration	1230			\$ 37.50	Kaiser
23	June	Maintenance	1230			\$ 241.17	Kaiser
23	June	Maintenance	1230			\$ 10.46	Dental

**Arden Manor Recreation and Park District**  
**PAYROLL DETAIL ENTRY**

Month: **June**

Total Payroll: \$ **26,787.89**

Period: **24**

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	6234.45
1121	Part Time Total	17816.94
	<b>Salary Sub total</b>	<b>24051.39</b>
1210	AUL	339.67
1220	FICA	1829.18
1250	SUI	241.02
1230	INS. SUBSIDY	0.00
1230	DENTAL	10.46
1230	KAISER	316.17
1240	CAPRI/WC	0.00
	<b>Payroll Associated Charges</b>	<b>2736.50</b>
	<b>Payroll Total</b>	<b>\$ 26,787.89</b>

PREVIOUSLY APPROVED \$ 19,480.13  
 YTD Budgeted \$ 498,641.94  
 REMAINING ANNUAL BUDGET \$ 452,373.92

**APPROVED DATE: 21-Jul-22**

**CHAIRPERSON:** \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type
24	June	Administration	1110		Dist. Mgr	\$ 2,500.00	FT
24	June	Maintenance	1110		Maint. Supervisor	\$ 2,122.33	FT
24	June	Recreation	1121		Sr. Rec. Leader	\$ 573.50	PT
24	June	Recreation	1121		Rec. Leader	\$ 225.00	PT
24	June	Aquatics	1121		Lifeguard	\$ 82.50	PT
24	June	Aquatics	1121		Sr. Lifeguard	\$ 341.00	PT
24	June	Recreation	1121		Day Camp Director	\$ 1,495.04	PT
24	June	Recreation	1121		Sr. Rec. Leader	\$ 732.38	PT
24	June	Aquatics	1121		Lifeguard	\$ 742.50	PT
24	June	Maintenance	1121		Maint. Worker	\$ 1,272.00	PT
24	June	Aquatics	1121		Sr. Lifeguard	\$ 851.87	PT
24	June	Recreation	1121		Rec. Leader	\$ 446.25	PT
24	June	Aquatics	1121		Sr. Lifeguard	\$ 1,155.01	PT
24	June	Aquatics	1121		Lifeguard	\$ 532.50	PT
24	June	Recreation	1121		Rec. Leader	\$ 292.50	PT
24	June	Aquatics	1121		Lifeguard	\$ 273.75	PT
24	June	Aquatics	1121		Lifeguard	\$ 573.75	PT
24	June	Recreation	1121		Rec. Leader	\$ 277.50	PT
24	June	Recreation	1121		Sr. Rec. Leader	\$ 602.49	PT
24	June	Administration	1121		Admin Assistant	\$ 1,477.91	PT
24	June	Aquatics	1121		Instructor	\$ 238.65	PT
24	June	Aquatics	1121		Sr. Lifeguard	\$ 1,164.44	PT
24	June	Aquatics	1121		Lifeguard	\$ 821.25	PT
24	June	Recreation	1110		Rec. Coordinator	\$ 1,612.12	FT
24	June	Maintenance	1121		Maint. Worker	\$ 806.40	PT
24	June	Recreation	1121		Rec. Leader	\$ 360.00	PT
24	June	Aquatics	1121		Lifeguard	\$ 465.00	PT
24	June	Recreation	1121		Rec. Leader	\$ 180.00	PT
24	June	Recreation	1121		Rec. Leader	\$ 648.75	PT
24	June	Aquatics	1121		Lifeguard	\$ 221.25	PT
24	June	Recreation	1121		Rec. Leader	\$ 652.50	PT
24	June	Aquatics	1121		Lifeguard	\$ 311.25	PT
24	June	Administration	1220			\$ 307.18	FICA
24	June	Maintenance	1220			\$ 304.92	FICA
24	June	Aquatics	1220			\$ 594.76	FICA
24	June	Recreation	1220			\$ 622.32	FICA
24	June	Administration	1250			\$ 19.09	SUI
24	June	Maintenance	1250			\$ -	SUI

**Arden Manor Recreation and Park District**  
**PAYROLL DETAIL ENTRY**

Month: **June**

Total Payroll: \$ **26,787.89**

Period: **24**

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	6234.45
1121	Part Time Total	17816.94
	<b>Salary Sub total</b>	<b>24051.39</b>
1210	AUL	339.67
1220	FICA	1829.18
1250	SUI	241.02
1230	INS. SUBSIDY	0.00
1230	DENTAL	10.46
1230	KAISER	316.17
1240	CAPRI/WC	0.00
	<b>Payroll Associated Charges</b>	<b>2736.50</b>
	<b>Payroll Total</b>	<b>\$ 26,787.89</b>

PREVIOUSLY APPROVED \$ 19,480.13  
 YTD Budgeted \$ 498,641.94  
 REMAINING ANNUAL BUDGET \$ 452,373.92

**APPROVED DATE: 21-Jul-22**

**CHAIRPERSON:** \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type
24	June	Aquatics	1250			\$ 118.13	SUI
24	June	Recreation	1250			\$ 103.80	SUI
24	June	Recreation	1210			\$ 82.78	AUL
24	June	Administration	1210			\$ 150.77	AUL
24	June	Maintenance	1210			\$ 106.12	AUL
24	June	Recreation	1230			\$ 37.50	Kaiser
24	June	Administration	1230			\$ 37.50	Kaiser
24	June	Maintenance	1230			\$ 241.17	Kaiser
24	June	Maintenance	1230			\$ 10.46	Dental

# Arden Manor Recreation and Park District

## EXPENSEDETAILENTRYREPORT

All expenses, fixed assets, services and supplies

Month: June

Month Total \$ 25,256.26

APPROVED 7/21/2022

PREVIOUSLY APPROVED \$ 30,931.02

YTD BUDGETED \$ 325,100.00

REMAINING ANNUAL BUDGET \$ 268,912.72

CHAIRPERSON: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

Period	Dept.	Account #	Amount	Claim #	Payee	P&L Group
June	Maintenance	2198	0.00		Golden State - Deterding Water 4/27/21-5/27/22 (credit - adjustment)	SERVICE & SUPPLIES
June	Maintenance	2198	503.34		Golden State - Crabtree Water 4/28/21-5/26/22	SERVICE & SUPPLIES
June	Administration	2591	32.00		Department of Justice - Finger Prints 6/03/2022	SERVICE & SUPPLIES
June	Administration	2261	142.81		Caltronics Copier maintenance 4/25/22	SERVICE & SUPPLIES
June	Administration	2261	153.90		CIT copier Lease 6/10/2022	SERVICE & SUPPLIES
June	Aquatics	2192	14.12		PG&E Gas/DAR 4/28/22-5/26/22	SERVICE & SUPPLIES
June	Aquatics	2192	778.17		PG&E Gas/Pool heater 4/28/22-5/26/22	SERVICE & SUPPLIES
June	Maintenance	2193	208.63		Republic Garbage Service 5/1/22-5/30/22	SERVICE & SUPPLIES
June	Administration	2591	150.00		Streamline Website Services June 2022	SERVICE & SUPPLIES
June	Maintenance	2103	2075.00		Jensen/Crabtree Mowing service June 2022	SERVICE & SUPPLIES
June	Maintenance	2103	1860.00		Jensen/Jonas Mowing service June 2022	SERVICE & SUPPLIES
June	Maintenance	2104	2071.88		Normac irrigation supplies	SERVICE & SUPPLIES
June	Maintenance	2152	354.00		Clarke & Rush - new thermostat for DAR	SERVICE & SUPPLIES
June	Aquatics	2122	263.01		Leslie's chemicals for pool	SERVICE & SUPPLIES
June	Maintenance	2152	1240.11		Lincoln Aquatics - Mech Systems -Manway Oring	SERVICE & SUPPLIES
June	Aquatics	2122	2054.25		Lincoln chemicals for pool	SERVICE & SUPPLIES
June	Administration	2571	129.00		Hue & Cry /Alarm -DAR 3/1/2022-5/31/2022	SECURITY SERVICES (A
June	Administration	2571	129.00		Hue & Cry /Alarm - DCC 3/1/2022-5/31/2022	SECURITY SERVICES (A
June	Administration	2571	129.00		Hue & Cry /Alarm - Office 3/1/2022-5/31/2022	SECURITY SERVICES (A
June	Administration	2571	129.00		Hue & Cry /Alarm - Shop 3/1/2022-5/31/2022	SECURITY SERVICES (A
June	Administration	2571	-236.50		Hue & Cry /Alarm -DAR credit for incomplete system	SECURITY SERVICES (A
June	Maintenance	2322	428.79		Grainger - Custodial Supplies	SERVICE & SUPPLIES
June	Administration	2571	1105.00		Fulton El Camino Ranger Service calls 1hr/\$65 hrApril	SECURITY SERVICES (P
June	Administration	2591	42.00		Sac County Sheriff Fingerprints and Livescan 5/22	SERVICE & SUPPLIES
June	Administration	2261	78.71		Caltronics Copier maintenance 4/27/22 - unpaid invoice from 4/21	SERVICE & SUPPLIES
June	Maintenance	2591	130.00		Direct Hit Pest Control Service 6/12/22	SERVICE & SUPPLIES
June	Maintenance	2103	225.00		Jensen/Jonas locate sprinkler valve June 2022	SERVICE & SUPPLIES
June	Aquatics	2122	103.91		Lincoln chemicals for pool	SERVICE & SUPPLIES
June	Administration	2261	12.00		Caltronics Copier toner	SERVICE & SUPPLIES
June	Maintenance	2191	107.69		Smud/Main office 186849 5/3/21- 6/1/21	SERVICE & SUPPLIES
June	Maintenance	2191	1370.50		Smud/DAR & DCC pumps 186820 5/3/21- 6/1/21	SERVICE & SUPPLIES
June	Maintenance	2191	252.03		Smud/Jonas well pump 232401 5/3/21- 6/1/21	SERVICE & SUPPLIES
June	Maintenance	2191	180.62		Smud/St. Lt. Crabtree 311528 5/3/21- 6/1/21	SERVICE & SUPPLIES
June	Maintenance	2191	171.89		Smud/ST.Lt. Jonas 311628 5/3/21- 6/1/21	SERVICE & SUPPLIES
June	Maintenance	2191	48.41		Smud/Crabtree Pk. Lt. 570171 5/3/21- 6/1/21	SERVICE & SUPPLIES
June	Administration	2505	551.00		Fechter & Co. Audit review and compilation work	SERVICE & SUPPLIES
June	Administration	2035	91.21		US Bank - Pizza Guys - education/training exp.	SERVICE & SUPPLIES
June	Administration	2076	26.93		US Bank -Office Depot - office supplies	SERVICE & SUPPLIES
June	Administration	2039	1.75		US Bank - County parking	SERVICE & SUPPLIES
June	Administration	2197	62.80		US Bank - AT&T - internet for DCC	SERVICE & SUPPLIES
June	Administration	2197	42.80		US Bank - AT&T - internet for DAR	SERVICE & SUPPLIES
June	Administration	2197	42.80		US Bank - AT&T - internet for Office	SERVICE & SUPPLIES
June	Administration	2591	20.40		US Bank -Authorize.net - credit card merchant fees	SERVICE & SUPPLIES
June	Administration	2591	16.60		US Bank -Authorize.net - credit card merchant fees	SERVICE & SUPPLIES
June	Administration	2104	13.58		US Bank - Omnis - domain registration	SERVICE & SUPPLIES
June	Aquatics	2591	164.00		US Bank - Ameican Red Cross - prof svc - lifeguard cert	SERVICE & SUPPLIES
June	Recreation	2852	333.54		US Bank - S&S Worldwide - rec supplies	SERVICE & SUPPLIES
June	Recreation	2332	43.54		US Bank - Costco - rec food	SERVICE & SUPPLIES
June	Recreation	2852	21.41		US Bank - Costco - rec Supplies	SERVICE & SUPPLIES
June	Maintenance	2322	31.52		US Bank - Costco - Custodial Supplies	SERVICE & SUPPLIES
June	Recreation	2852	259.66		US Bank - Discount School Supply - rec supplies	SERVICE & SUPPLIES

**Arden Manor Recreation and Park District**

**EXPENSEDETAILENTRYREPORT**

All expenses, fixed assets, services and supplies

Month: June

Month Total \$ 25,256.26

APPROVED 7/21/2022

PREVIOUSLY APPROVED \$ 30,931.02

YTD BUDGETED \$ 325,100.00

REMAINING ANNUAL BUDGET \$ **268,912.72**

CHAIRPERSON: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

Period	Dept.	Account #	Amount	Claim #	Payee	P&L Group
June	Recreation	2852	8.61		US Bank - Amazon - Rec Supplies	SERVICE & SUPPLIES
June	Recreation	2332	15.38		US Bank - Smart 7 Final	SERVICE & SUPPLIES
June	Administration	2039	1.75		US Bank - County parking	SERVICE & SUPPLIES
June	Recreation	2852	140.06		US Bank - Amazon - Rec Supplies	SERVICE & SUPPLIES
June	Maintenance	2112	15.91		US Bank - Home Depot - Bldg Sup - pool deck benches	SERVICE & SUPPLIES
June	Maintenance	2226	92.08		US Bank - Home Depot - exp tools - buckets clamps	SERVICE & SUPPLIES
June	Maintenance	2322	54.06		US Bank - Home Depot - Custodial Supplies - trash cans for DCC	SERVICE & SUPPLIES
June	Maintenance	2206	9.14		US Bank - O'Reilly - hold down bolts for GEM Cart	SERVICE & SUPPLIES
June	Maintenance	2206	64.65		US Bank - J&J Locksmiths - exp tools - keys	SERVICE & SUPPLIES
June	Maintenance	2226	24.34		US Bank - Emigh's - exp tools - drillbit for concrete	SERVICE & SUPPLIES
June	Maintenance	2591	561.29		US Bank - America's Plumbing - other prof svc - DCC sewer	SERVICE & SUPPLIES
June	Maintenance	2236	63.56		US Bank - Quikstop - fuel for ford truck	SERVICE & SUPPLIES
June	Maintenance	2112	9.35		US Bank - Home Depot - Bldg Sup - Pool deck benches	SERVICE & SUPPLIES
June	Maintenance	2112	42.29		US Bank - Home Depot - Bldg Sup - Pool deck benches	SERVICE & SUPPLIES
June	Maintenance	2226	26.84		US Bank - Home Depot - exp tools	SERVICE & SUPPLIES
June	Maintenance	2112	14.65		US Bank - Home Depot - Bldg Sup - washers for Crabtree	SERVICE & SUPPLIES
June	Maintenance	2226	31.23		US Bank - Harbor Freight - exp tools - mini pick set	SERVICE & SUPPLIES
June	Maintenance	2322	142.37		US Bank - Emigh - custodial supplies - trash can for DAR and Aqua	SERVICE & SUPPLIES
June	Maintenance	2132	53.73		US Bank - Emigh - electrical maintenance motion sensor for DCC	SERVICE & SUPPLIES
June	Maintenance	2226	21.49		US Bank - Emigh exp tools - pressure washer handle	SERVICE & SUPPLIES
June	Maintenance	2112	32.60		US Bank - Home Depot - Bldg Sup - threshold for DCC	SERVICE & SUPPLIES
June	Maintenance	2226	13.94		US Bank - Home Depot - exp tools - pressure washer handle	SERVICE & SUPPLIES
June	Maintenance	2112	21.99		US Bank - Home Depot - Bldg Sup - threshold for DCC	SERVICE & SUPPLIES
June	Maintenance	2112	37.64		US Bank - Home Depot - Bldg Supplies - DCC	SERVICE & SUPPLIES
June	Maintenance	2112	8.17		US Bank - Emigh - Bldg Supply - hardware for shelving	SERVICE & SUPPLIES
June	Maintenance	2226	32.65		US Bank - J&J Locksmiths - exp tools - keys	SERVICE & SUPPLIES
June	Maintenance	2112	8.61		US Bank - Emigh - silicone Caulking	SERVICE & SUPPLIES
June	Maintenance	2104	18.14		US Bank - Home Depot - ag sup - batteries for valve locator	SERVICE & SUPPLIES
June	Maintenance	2236	5.34		US Bank - Home Depot - lubricant	SERVICE & SUPPLIES
June	Maintenance	2152	10.26		US Bank - Home Depot - Mech systems main acid vat	SERVICE & SUPPLIES
June	Maintenance	2112	135.58		US Bank - Home Depot - blg - sup - well tank shelf	SERVICE & SUPPLIES
June	Maintenance	2112	69.25		US Bank - Home Depot - Bldg Sup - Shelving	SERVICE & SUPPLIES
June	Maintenance	2314	126.92		US Bank - Home Depot - clothing sup - safety equip	SERVICE & SUPPLIES
June	Maintenance	2226	13.36		US Bank - Home Depot - exp tools - tape and anchors	SERVICE & SUPPLIES
June	Maintenance	2112	9.55		US Bank - Home Depot - hardware for shelving	SERVICE & SUPPLIES
June	Maintenance	2236	115.50		US Bank - Quick Stop Fuel for toyota	SERVICE & SUPPLIES
June	Maintenance	2236	124.00		US Bank - Quick stop - fuel for gas cans	SERVICE & SUPPLIES
June	Maintenance	2112	48.98		US Bank - Home Depot - Bldg Sup - Hooks and carabiners	SERVICE & SUPPLIES
June	Maintenance	2112	58.16		US Bank - Home Depot - bldg Sup	SERVICE & SUPPLIES
June	Maintenance	2122	99.82		US Bank - Leslie's - Chemical Supplies	SERVICE & SUPPLIES
June	Administration	2591	3640.38		Fast Break Tech	SERVICE & SUPPLIES
June	Administration	2507	1071.83		Compass Fees	SERVICE & SUPPLIES





**REVENUE DETAIL ENTRY REPORT**

Month: June

	<b>Month Total</b>	<b>\$</b>	<b>19,110.83</b>
Cash / Checks	\$		21,418.33
Credit Card	\$		-
Refund	\$		(2,307.50)
PREVIOUSLY APPROVED	\$		26,646.47
YTD TOTAL APPROVED	<b>\$</b>		<b>657,131.61</b>
YTD BUDGETED	\$		1,406,200.50
REMAINING ANNUAL BUDGET	\$		749,068.89

APPROVED 721//2021

CHAIRPERSON: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

Period	Dept.	Account #	Class	Group	Amount	Rev #	Category	Type	P&L Group
June	Administration	94942900		Other Revenue	\$ 164.99	1	Admin Fees	Cash / Checks	INCOME
June	Administration	97979000		Other Revenue	\$ 1,557.97	2	Revenues Other (Cell Twr.)	Cash / Checks	INCOME
June	Administration	94942900		Bldg & Flds Rec. Serv.	\$ 462.50	5	Building & Picnic Area Rentals	Cash / Checks	INCOME
June	Recreation	96964600		Charges Rec. Serv.	\$ 12,340.71	14	Summer Day Camp	Cash / Checks	INCOME
June	Recreation	96964600		Charges	\$ 1,360.00	16	Afterschool Program	Cash / Checks	INCOME
June	Aquatics	94944800		Pool Concessions	\$ 863.00	19	Pool Concessions	Cash / Checks	INCOME
June	Aquatics	96964600		Adult Fitness	\$ 70.00	20	Aquacize	Cash / Checks	INCOME
June	Aquatics	96964600	Gate Fees	Gate Fees	\$ 557.16	21	Events	Cash / Checks	INCOME
June	Aquatics	96964600	Gate Fees	Gate Fees	\$ 192.00	22	Events	Cash / Checks	INCOME
June	Aquatics	96964600	Passes	Passes	\$ 500.00	23	Events	Cash / Checks	INCOME
June	Aquatics	96964600		Pool Parties	\$ 925.00	27	Private Pool Rental	Cash / Checks	INCOME
June	Aquatics	96964600		Swim Team	\$ 610.00	28	Swim Team	Cash / Checks	INCOME
June	Aquatics	96964600	Lessons	Swim Lessons	\$ 1,815.00	30	Swim Lessons	Cash / Checks	INCOME
June	Administration	94942900		Bldg & Flds	\$ (350.00)	5	Building & Picnic Area Rentals	Refund	INCOME
June	Administration	94942900		Bldg & Flds Rec. Serv.	\$ (87.50)	5	Building & Picnic Area Rentals	Refund	INCOME
June	Recreation	96964600		Charges	\$ (160.00)	14	Summer Day Camp	Refund	INCOME
June	Recreation	96964600		Charges	\$ (160.00)	14	Summer Day Camp	Refund	INCOME
June	Recreation	96964600		Charges	\$ (160.00)	14	Summer Day Camp	Refund	INCOME
June	Aquatics	96964600		Swim Team	\$ (170.00)	28	Swim Team	Refund	INCOME
June	Aquatics	96964600		Swim Team	\$ (160.00)	28	Swim Team	Refund	INCOME
June	Aquatics	96964600		Swim Team	\$ (180.00)	28	Swim Team	Refund	INCOME
June	Aquatics	96964600		Swim Team	\$ (180.00)	28	Swim Team	Refund	INCOME
June	Administration	94942900		Bldg & Flds	\$ (350.00)	5	Building & Picnic Area Rentals	Refund	INCOME
June	Administration	94942900		Bldg & Flds	\$ (350.00)	5	Building & Picnic Area Rentals	Refund	INCOME

**REFUNDS**

**Jun-22**

<u>DEPT</u>	<u>ACCT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>INVOICE</u>	<u>AMOUNT</u>
Administration	94942900	Bldg & Flds	Building & Picnic Area Rentals	22373	(\$350.00)
Administration	94942900	Rec. Serv. Charges	Building & Picnic Area Rentals	22374	(\$87.50)
Recreation	96964600	Rec. Serv. Charges	Summer Day Camp	22492	(\$160.00)
Recreation	96964600	Rec. Serv. Charges	Summer Day Camp	22492	(\$160.00)
Recreation	96964600	Swim Team	Summer Day Camp	22506	(\$160.00)
Aquatics	96964600	Swim Team	Swim Team	22400	(\$170.00)
Aquatics	96964600	Swim Team	Swim Team	22401	(\$160.00)
Aquatics	96964600	Swim Team	Swim Team	22402	(\$180.00)
Aquatics	96964600	Bldg & Flds	Swim Team	22442	(\$180.00)
Administration	94942900	Bldg & Flds	Building & Picnic Area Rentals	22443	(\$350.00)
Administration	94942900	Bldg & Flds	Building & Picnic Area Rentals	22616	(\$350.00)

**TOTAL REFUNDS** **-\$2,307.50**

**TOTAL APPROVED** **(\$2,307.50)**

**APPROVED**

**21-Jul-21**

**CHAIRPERSON:**

\_\_\_\_\_

**SECRETARY:**

\_\_\_\_\_



Item 5 a.

# STAFF REPORT



**DATE:** July 21, 2022

**TO:** AMRPD Board of Directors

**FROM:** Stephen Fraher, District Manager

**SUBJECT:** Report on preparations for the 70<sup>th</sup> Anniversary Celebration for the District

**BACKGROUND:**

Arden Manor Recreation and Park District was formed by the County Board of Supervisors on June 23, 1953 and incorporated as a Special District in 1959 with Secretary of State's Office. The intent is to honor the history and efforts of all who have worked to build this District over the years.

**DISCUSSION:**

Mike Grace and Warren Harding were nominated as members of an ad hoc committee to assist with planning the celebration in the summer of 2023.

**RECOMMENDATION:**

None, except to provide direction to the Committee and staff on a direction to proceed.



## STAFF REPORT



**DATE:** July 21, 2022  
**TO:** AMRPD Board of Directors  
**FROM:** Stephen Fraher, District Manager

**SUBJECT:** Receive a presentation from representatives of the KYA Group regarding their company and the CMAS contracting options available to Arden Manor for maintenance and repairs to Fixed Assets and Infrastructure.

**BACKGROUND:**

This presentation was rescheduled from the June meeting due to COVID. The District has an extensive list of projects for upgrade, repair and renovations to District facilities in the FY 22-23 Budget. Using CMAS (California Multiple Award Schedules) contracts would be beneficial for District staff's use of time by not having to prepare, distribute, collect and manage competitive bid process for the multiple projects budgeted for in FY 22-23.

**DISCUSSION:**

Ask questions of the presenters and develop an understanding of the process, ensuring that all required bidding requirements are followed according to State Contract laws.

**RECOMMENDATION:**

Provide direction to staff on whether to proceed with this program or one similar to it.





Item 6 b.

## STAFF REPORT



**DATE:** July 21, 2022

**TO:** AMRPD Board of Directors

**FROM:** Stephen Fraher, District Manager

**SUBJECT:** Consider a proposal for a reorganization of current District staffing, duties, workdays, pay rates and benefits offered.

**BACKGROUND:**

As I have finished my third month here at Arden Manor, I am proposing that a reorganization take place with the current professional and maintenance staff who are employed on a year round basis. The proposal takes into account the strengths of each of the individuals observed, and assigns responsibilities and duties to them which will give them the opportunity to be successful in their job. The idea is to create a process to ensure staff retention, by creating advancement opportunities that are visible locally, thus keeping a portion of the "Homegrown" talent at Arden Manor RPD. Then as the District finances and resources allow for increased rates of pay according to an adopted pay scale. The proposal only includes the seven Office, Recreation and Maintenance staff positions that the District currently fills. This proposal extends the access to healthcare benefits or stipends to all employees as well as the opportunity to participate in the Retirement annuity offered.

**DISCUSSION:**

The idea has been presented to the Personnel Committee, where after discussion, it was received favorably. The idea is brought to the full Board for discussion now so that these changes may be implemented in the preparation of the Final Budget during August 18, 2022 Board Meeting.

**RECOMMENDATION:**

Provide direction to staff on whether to proceed with this proposal or a similar idea.

## Arden Manor Recreation and Park District

### Staff Reorganization Proposal

**Current situation:** During my first two plus months of service, I have noted several things and have developed ideas to create better workflow, better define job roles, and duties; improve office staffing, supervision and customer service. Staff Retention and length of service is also desired through this commitment to current staff members.

I have noted that the District has an excellent staff on Board in supervisory positions and in the part-time and seasonal positions as well. Arden Manor has a defined effort to grow our own talent, by developing local youth to be able to become Day Camp and Afterschool Staff or Lifeguards and Swim coaches. This benefits the District by providing a “home grown” discount on wage scales.

Arden Manor RPD has emerged from a difficult economic environment, one where every penny spent needed to be justified, maintenance and projects were put on the back burner, supervisory staff positions went unfilled, and the staff on hand assumed too much responsibility, that led to a plug in the flow of operations and decision making.

Office staff positions have been filled, the use of the term “part-time” staff began, and the hiring of persons to learn on the job occurred because of the inability to pay a competitive wage with other Park and Rec agencies. We have multiple staff in current positions who are waged as “part-time” employees but are working close to or more than “full-time” hours with “full-time” responsibilities. Some staff are receiving a health insurance benefit (policy or stipend), while still others currently are not or have not been offered the same. Thus, creating an appearance of inequity in employment practices and benefits.

Additionally, the Arden Manor rate of pay for supervisory employees needs to be increased because, the minimum wage continues to increase, and the District has not increased the scale for all employees.

Because two key District employees are working thirty to thirty-two (30-32) hours per week, adjustments in work schedules need to be made to increase supervisory coverage in the work schedule that will allow for the District office to be open from 9:00 to 5:00 p.m. Monday – Friday.

As Park Maintenance increases, adding an additional full time benefitted staff position is necessary. A change will be proposed to work over lapping schedules so that there is a maintenance staff presence in the District’s parks seven (7) days per week. This will help keep the parks and facilities looking good and provides for additional security and better customer service on weekends and park holidays.

### How to pay for this?

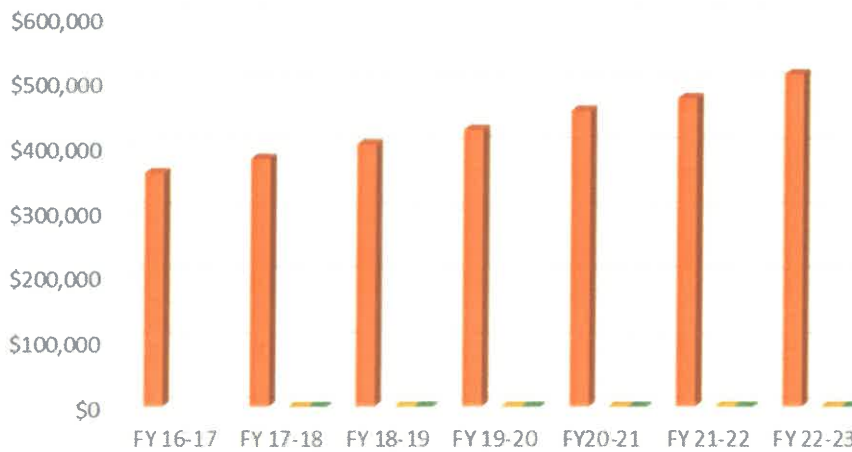
Arden Manor's assessed property values have increased **77.5%** since **2012**, that is from an Assessed Value of **\$604,986,862.00** in **2012** to **\$1,074,178,299.00** in **2022**. That is an *increase in Taxes Received* from *\$287,368.76* in *2012* to *\$510,234.69* in *2022*, a *difference of \$222,865.93/year*.

### Arden Manor Recreation and Park District

#### Secured Property Tax Revenue Comparison FY 16-17 to FY 22-23

<u>Year</u>	<u>Amount received</u>	<u>% increase over FY 16-17</u>	<u>increase over prior year</u>
FY 16-17	\$358,338		
FY 17-18	\$380,966	6%	6%
FY 18-19	\$402,752	11.10%	5.10%
FY 19-20	\$424,982	15.70%	4.60%
FY20-21	\$454,654	21.90%	6.20%
FY 21-22	\$473,512	24.30%	3.40%
FY 22-23	\$510,234	29.80%	5.50%

AMRPD Secured Tax Revenue Comparison



## PROPOSAL

**District Manager** is the chief executive of the District answering to the Board of Directors. Currently filled by a retiree who is working 30 hours per week, by contract with the Board of Directors. Upon institution of these changes the District Manager will work four days per week a total of seven and one-half hours per day. Workdays will be Tuesday – Friday, between the hours of 9:00 a.m. to 5:00 p.m.

**District Business Manager**-formerly the Administrative Assistant, is the District's bookkeeper, keeper of records, and handles Human Resource matters of onboarding and off boarding new and former employees as well as processing bi-monthly payroll. The incumbent currently is slated to work an average of 30-32 hours per week on a flexible schedule. The proposal will have this staff position working Monday – Thursday, between the hours of 9:00 a.m. to 5:00 p.m.

**Park Maintenance Supervisor**-this positions duties remain the same, however the designation of Exempt Status is being removed from the position because the pay range is not double of the minimum wage, and because the incumbent does not spend more than fifty (50%) percent of their work time in an Administrative Capacity. Going forward this position will receive overtime pay for hours worked more than eight (8) hours per day and forty (40) hours per work week, in compliance with CA Labor Law. This position will work five (5) days per week, either a Sunday-Thursday or a Tuesday- Saturday schedule.

**Park Maintenance Worker I**- an existing employee hired as a Part-time employee is proposed to be elevated to a Full-time position with full benefits. This person is currently working close to forty (40) hours per week, without any benefits. The incumbent will perform simple to complex maintenance repair tasks and will become a Certified Pool Operator to supplement the PMS. The position will work the five-day schedule opposite the Park Maintenance Supervisor as stated above.

**Part-time Maintenance Worker**- an existing employee who works an average of three days per week not to exceed nine-hundred ninety-nine (999) hours per calendar year. This position is paid an hourly wage with no benefits.

**Recreation Coordinator- redefined as the Aquatics, Facilities and Customer Service Coordinator**- this current position is being reclassified based upon my observations of the strengths and skills of the individual currently incumbent in the position. The rate of pay will increase to \$18.00/hour and the benefit package will continue. This position will manage all aquatic related areas, Life Guard training, hiring, supervision, Swim Lessons, aquatic activities, swim team, responsible for all facility rentals and assisting in the office with front desk customer service and regular accounting activities as designated by the Business Manager.

**Camp Director – redefined as the Recreation, Camp and Marketing Coordinator** for the District. The incumbent will organize and manage all Recreation Activities (Adult and Youth), and Camp (After School, Day-off Camps, and Summer Day Camps) along with managing the District's Social Media presence on the website, Facebook, Twitter and other social media platforms. The rate of pay will increase to \$18.00/hour and a benefit package will be added. The incumbent will be responsible for locating and contracting with Businesses and Independent Contractors to provide Recreation Program Activities to the residents of the District. They will also coordinate staff hiring, training and oversight of the youth Afterschool, Day-out and Summer Camp Programs. Working with other staff will plan and develop an innovative Recreation program offering.

**Proposed Staff Schedule**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Dist Mgr	Dist Mgr	Dist Mgr	Dist Mgr	
	Bus. Mgr	Bus. Mgr	Bus. Mgr	Bus. Mgr		
PMS	PMS	PMS	PMS	PMS		
		PM-1	PM-1	PM-1	PM-1	PM-1
	PT-PM		PT-PM		PT-PM	
	Aq Coord	Aq Coord	Aq Coord	Aq Coord	Aq Coord	
	Rec Coord	Rec Coord	Rec Coord	Rec Coord	Rec Coord	

Dist Mgr      District Manager

Bus. Mgr      Business Manager

PMS            Park Maintenance Supervisor

PM-1          Park Maintenance Worker – 1

PT-PM        Part-time Park Maintenance

Aq Coord      Aquatics, Facilities, and Customer Service Coordinator

Rec Coord     Recreation, Camp and Marketing Coordinator



Item 6 c.

## STAFF REPORT



**DATE:** July 21, 2022  
**TO:** AMRPD Board of Directors  
**FROM:** Stephen Fraher, District Manager

**SUBJECT:** Adopt changes for corrections to math errors on Board Resolution 2022-13 adopting the Preliminary FY 2022-23 Budget submittal to the County Department of Finance.

**BACKGROUND:**

The County Department of Finance returned three of the Preliminary FY 2022-23 worksheets to the District for corrections due to a mathematical error in the resolution and on the Financing Requirements schedule. The County's suggested corrections are attached behind the proposed corrected Budget documents.

**DISCUSSION:**

County Finance staff caught the error, I had not included the amount for Contingency Fund in the calculations causing the Budget calculations to be off by \$19,732.00. I followed the County's suggested corrections, and the document in front of you contains those corrections noted by red ink text next to each item.

The amended Resolution and related paperwork must be reapproved prior to submittal to the County on Friday July 22, 2022.

**RECOMMENDATION:**

Adopted the corrected Board Resolution for the FY 2022-23 Preliminary Budget and the related pages of the document showing those changes.

**REVISED RESOLUTION NO. AM 2021/2022 – 13**

**RESOLUTION OF THE BOARD OF THE  
ARDEN MANOR RECREATION AND PARK DISTRICT**

**REVISED RESOLUTION ADOPTING THE 2022/2023 PRELIMINARY BUDGET**

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Preliminary Budget for Fiscal Year 2022-23 were made, and

**THEREFORE, IT IS HEREBY RESOLVED** in accordance with Section 29089 of the Government Code, the Preliminary Budget for Fiscal Year 2022/2023 be and hereby adopted in accordance with the following.

**Regular District Budget**

(1) Salaries and Employee Benefits	\$487,920
(2) Services and Supplies	\$400,050
(3) Other Charges (Lease Payments)	\$0
(4) Fixed Assets:	
a. Land	\$0
b. Structures and Improvements	\$ 82,714
c. Equipment	
d. Computer Software	\$0
e. Infrastructure	\$441,702
(5) Expenditure Transfer	\$0
(6) Contingencies	\$ 19,732
(7) Provision for reserve increases	<u>\$139,280</u>

**Total Regular Budget Requirements** **\$1,571,398 (corrected amount)**

**BE IT FURTHER RESOLVED** that the means of financing the expenditures program will be by monies derived from Revenue to Accrue, Fund Balance Available and Property Taxes.

**BE IT FURTHER RESOLVED** that the Preliminary Budget is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

**Attachments:**

Financing Requirements Summary Schedule

Fixed Assets Schedule

Expenditure Detail Schedule

Revenue Detail Schedule



**Passed and adopted** by the Board of Directors of the Arden Manor Recreation and Park District, a subsidiary of the state of California, in the county of Sacramento on June 23, 2022 by the following vote, to wit:

Ayes	Noes	Abstain	Absent
_____	_____	_____	_____

APPROVED BY: \_\_\_\_\_  
Michael Grace, Board Chair      June 23, 2022

ATTESTED BY: \_\_\_\_\_  
Darcy Skala, Secretary      June 23, 2022

FISCAL YEAR 2022-23 PRELIMINARY BUDGET

<u>APPROPRIATIONS BY OBJECT OF EXPENDITURE</u>	
OBJECT 10 - SALARIES AND EMPLOYEE BENEFITS	487,920
OBJECT 20 - SERVICES AND SUPPLIES	400,050
OBJECT 30 - OTHER FINANCING USES	
LOAN AND LEASE REPAYMENTS	
INTEREST AND PRINCIPLE	
TAXES/LICENSES/ASSESSMENTS	
JUDGEMENTS/DAMAGES	
TOTAL OBJECT 30 - OTHER FINANCING USES	
OBJECT 40 - FIXED ASSETS	
OBJECT 41 - LAND	
OBJECT 42 - STRUCTURES AND IMPROVEMENTS	82,714
OBJECT 43 - EQUIPMENT	
OBJECT 44 - COMPUTER SOFTWARE	
OBJECT 45 - INFRASTRUCTURE	441,702
OBJECT 46 - INTANGIBLES	
TOTAL OBJECT 40 - FIXED ASSETS	
OBJECT 50 - FUND TRANSFERS OUT	
OBJECT 59 - FUND TRANSFER IN	
OBJECT 60 - INTRAFUND TRANSFERS IN OR OUT	
OBJECT 79 - APPROPRIATIONS FOR CONTINGENCE	197,322
OBJECT 80-OTHER COMMODITIES	
<u>PROVISIONS FOR RESERVE INCREASES</u>	
GENERAL RESERVES	139,280
OTHER RESERVES	
TOTAL BUDGETARY REQUIREMENT	
TOTAL DIFFERENCE	<u>1,571,398</u>

*correction*

<u>MEANS OF FINANCING THE BUDGET REQUIREMENTS</u>	
ESTIMATED REVENUE	1,048,988
RESERVES TO BE DECREASED	
GENERAL RESERVE DECREASE	
ENCUMBRANCE DECREASE	
OTHER RESERVE DECREASE	
TOTAL RESERVES TO BE DECREASED	522,410
FUND BALANCE AVAILABLE DECREASE	
ESTIMATED LONG TERM LOAN PROCEEDS	
TOTAL AVAILABLE FINANCING	<u>1,571,398</u>

*correction*

*correction*

<u>FUND EQUITY SCHEDULE</u>			
RESERVES	EST BALANCE AS OF 02/28/22	INCREASES	ADJUSTED FUND BALANCE
GENERAL	473,675		612,955
ENCUMBRANCE			
OTHER			
FUND BALANCE AVAILABLE	565,473		
TOTALS	1,039,148		522,410
			43,063
			656,018
<u>APPROPRIATIONS LIMIT</u>			
APPROPRIATIONS SUBJECT TO LIMIT			
OVER/UNDER LIMIT			

*corrected*

*corrected*

SECTION 29009 OF ARTICLE 1 OF CHAPTER 1 OF TITLE 3 OF THE GOVERNMENT CODE READS:  
 IN THE FINAL BUDGET THE BUDGETARY REQUIREMENTS MUST EQUAL THE AVAILABLE FINANCING

Fund FundName  
 331A ARDEN MANOR PARK-GEN  
 FUNDCTR GLAcct GLAcct\_Desc

Fund	FundName	GLAcct	GLAcct_Desc	Final FY 19-20	Final FY 20-21	Budget FY 21-22	Ending Bal 2/28/2022	Proj. Final FY 21-22	Preliminary FY 22-23
9339331	91910100	PROP TAX CUR SEC		-424,982	-454,655	-472,842	-264,562	-473,512	-501,211
9339331	91910200	PROP TAX CUR UNSEC		-15,810	-16,665	-16,000	-16,523	-16,632	-16,500
9339331	91910300	PROP TAX CUR SUP		-11,486	-11,910	-11,000	-4,365	-12,123	-11,000
9339331	91910400	PROPERTY TAX SECURED DELINQUENT		-2,974	-3,799	-3,000	-3,427	-3,427	-3,500
9339331	91910500	PROPERTY TAX SUPPLEMENTAL DELINQUENT		-640	-586	-500	-614	-614	-500
9339331	91910600	PROPERTY TAX UNITARY		-5,061	-5,116	-5,000	-2,724	-5,349	-5,000
9339331	91912000	PROPERTY TAX REDEMPTION		-21	-33	-25	0	-44	0
9339331	91913000	PROP TAX PR UNSEC		-210	-348	-250	-175	-297	-250
9339331	91914000	PROP TAX PENALTIES		-73	-128	-75	-77	-157	-75
		Object 91		-461,257	-493,240	-508,692	-292,467	-512,155	-538,036
9339331	94941000	INTEREST INCOME		-12,809	-5,685	-4,000	-1,740	-3,170	-4,000
9339331	94942900	BLDG RENTAL OTHER		-5,845	1,699	-3,000	-29,988	-39,880	-40,000
9339331	94944800	RECREATIONAL CONCESS		-3,149	-604	-2,000	-1,525	-1,525	-3,500
9339331	94945900	ADMIN. FEES		-3,493	-6,341	-3,500	0	0	-3,500
		Object 94		-25,296	-10,931	-12,500	-33,253	-44,575	-51,000
9339331	95952200	HOME PROP TAX REL		-4,046	-4,063	-4,000	-2,031	-2,031	-4,000
9339331	95952900	IN LIEU TAXES-OTHER (088h)		0	0	-62,619	0	-83,092	0
9339331	95959504	Covid Relief Funds		0	0	-182,812	0	0	-182,812
9339331	95956900	STATE AID OTHER MISC PROGRAMS		-4,046	-4,063	-249,431	-2,031	-85,123	-124,017
		Object 95		0	0	0	0	0	0
9339331	96963200	AUD/ACCT FEES		-121,621	-93,871	-154,300	-98,168	-148,095	-191,375
9339331	96964600	RECREATION SVC CHGS		-121,621	-93,871	-154,300	-98,168	-148,095	-191,375
		Object 96		-8,255	-5,000	-5,000	0	0	0
9339331	97973000	DONATIONS/CONTRIBUTIONS		-17,366	-17,887	-18,333	-10,634	-18,970	-18,970
9339331	97974000	INSURANCE PROCEEDS		-25,621	-22,887	-23,333	-10,634	-18,970	-18,970
9339331	97979000	MISCELLANEOUS OTHER REVENUES							
		Object 97							
9339331	088B	PARKLAND DEDICATION FEES							
		FUNDCENTER 9339331							
		FUND TOTAL 331A		-637,841	-624,992	-948,256	-436,553	-808,918	-923,398
		DISTRICT TOTAL		-637,841	-624,992	-948,256	-436,553	-808,918	-923,398

corrected line

## Steve Fraher

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**From:** Inaba. Amie <InabaA@saccounty.net>  
**Sent:** Wednesday, July 13, 2022 3:50 PM  
**To:** Steve Fraher  
**Subject:** RE: Arden Manor Preliminary Adopted Budget  
**Attachments:** DOC071322-005.pdf

Hi Steve,

Regarding your budget, \$19,732 contingency does not seem to be included in the total. The total should be \$1,571,398. The same for the resolution. Also parkland dedication fees should be entered into 95952900. So you would need to change the revenue + fund balance total as well.

Thank you.

Amie Inaba  
County of Sacramento  
Department of Finance  
Auditor-Controller Division  
700 H Street, Room 3650  
Sacramento, CA 95814  
916-874-6453

**From:** Steve Fraher <steve@amrpd.org>  
**Sent:** Thursday, July 7, 2022 3:09 PM  
**To:** Inaba. Amie <InabaA@saccounty.net>  
**Subject:** FW: Arden Manor Preliminary Adopted Budget

**EXTERNAL EMAIL:** If unknown sender, **do not** click links/attachments.

Amie,

Here is the preliminary budget forms I sent to you on June 24, 2022.

*Steve Fraher*

District Manager  
Arden Manor Recreation and Park District  
1415 Rushden Drive, Sacramento, CA 95864  
(916) 487-7851  
Extension 301



**RESOLUTION NO. AM 2021/2022 – 13**

**RESOLUTION OF THE BOARD OF THE  
ARDEN MANOR RECREATION AND PARK DISTRICT**

**RESOLUTION ADOPTING THE 2022/2023 PRELIMINARY BUDGET**

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Preliminary Budget for Fiscal Year 2022-23 were made, and

**THEREFORE, IT IS HEREBY RESOLVED** in accordance with Section 29089 of the Government Code, the Preliminary Budget for Fiscal Year 2022/2023 be and hereby adopted in accordance with the following.

**Regular District Budget**

(1) Salaries and Employee Benefits	\$487,920
(2) Services and Supplies	\$400,050
(3) Other Charges (Lease Payments)	\$0
(4) Fixed Assets:	
a. Land	\$0
b. Structures and Improvements	\$ 82,714
c. Equipment	
d. Computer Software	\$0
e. Infrastructure	\$441,702
(5) Expenditure Transfer	\$0
(6) Contingencies	\$ 19,732
(7) Provision for reserve increases	<u>\$139,280</u>

**Total Regular Budget Requirements** **\$1,551,666**

1,571,398

**BE IT FURTHER RESOLVED** that the means of financing the expenditures program will be by monies derived from Revenue to Accrue, Fund Balance Available and Property Taxes.

**BE IT FURTHER RESOLVED** that the Preliminary Budget is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

**Attachments:**

Financing Requirements Summary Schedule

Fixed Assets Schedule

Expenditure Detail Schedule

Revenue Detail Schedule

**APPROPRIATIONS BY OBJECT OF EXPENDITURE**

OBJECT 10 - SALARIES AND EMPLOYEE BENEFITS	487,920
OBJECT 20 - SERVICES AND SUPPLIES	400,050
OBJECT 30 - OTHER FINANCING USES	
LOAN AND LEASE REPAYMENTS	
INTEREST AND PRINCIPLE	
TAXES/LICENSES/ASSESSMENTS	
JUDGEMENTS/DAMAGES	
TOTAL OBJECT 30 - OTHER FINANCING USES	
OBJECT 40 - FIXED ASSETS	
OBJECT 41 - LAND	
OBJECT 42 - STRUCTURES AND IMPROVEMENTS	82,714
OBJECT 43 - EQUIPMENT	
OBJECT 44 - COMPUTER SOFTWARE	
OBJECT 45 - INFRASTRUCTURE	
OBJECT 46 - INTANGIBLES	241,702
TOTAL OBJECT 40 - FIXED ASSETS	
OBJECT 50 - FUND TRANSFERS OUT	
OBJECT 59 - FUND TRANSFER IN	
OBJECT 60 - INTRAFUND TRANSFERS IN OR OUT	
OBJECT 79 - APPROPRIATIONS FOR CONTINGENCE	19,732
OBJECT 80-OTHER COMMODITIES	
PROVISIONS FOR RESERVE INCREASES	
GENERAL RESERVES	139,280
OTHER RESERVES	
TOTAL BUDGETARY REQUIREMENT	<u>1,551,666</u>
TOTAL DIFFERENCE	1,571,398

**MEANS OF FINANCING THE BUDGET REQUIREMENTS**

ESTIMATED REVENUE	1,048,988
RESERVES TO BE DECREASED	
GENERAL RESERVE DECREASE	
ENCUMBRANCE DECREASE	
OTHER RESERVE DECREASE	
TOTAL RESERVES TO BE DECREASED	502,678
FUND BALANCE AVAILABLE DECREASE	
ESTIMATED LONG TERM LOAN PROCEEDS	
TOTAL AVAILABLE FINANCING	<u>1,551,666</u>

522,410

**FUND EQUITY SCHEDULE**

RESERVES	EST BALANCE AS OF 02/28/22	INCREASES	DECREASES	ADJUSTED FUND BALANCE
GENERAL	473,675			612,955
ENCUMBRANCE				
OTHER				
FUND BALANCE AVAILABLE	565,473			624,410
TOTALS	<u>1,039,148</u>			<u>675,955</u>

APPROPRIATIONS LIMIT  
 APPROPRIATIONS SUBJECT TO LIMIT  
 OVER/UNDER LIMIT

SECTION 29009 OF ARTICLE 1 OF CHAPTER 1 OF TITLE 3 OF THE GOVERNMENT CODE READS:  
 IN THE FINAL BUDGET THE BUDGETARY REQUIREMENTS MUST EQUAL THE AVAILABLE FINANCING

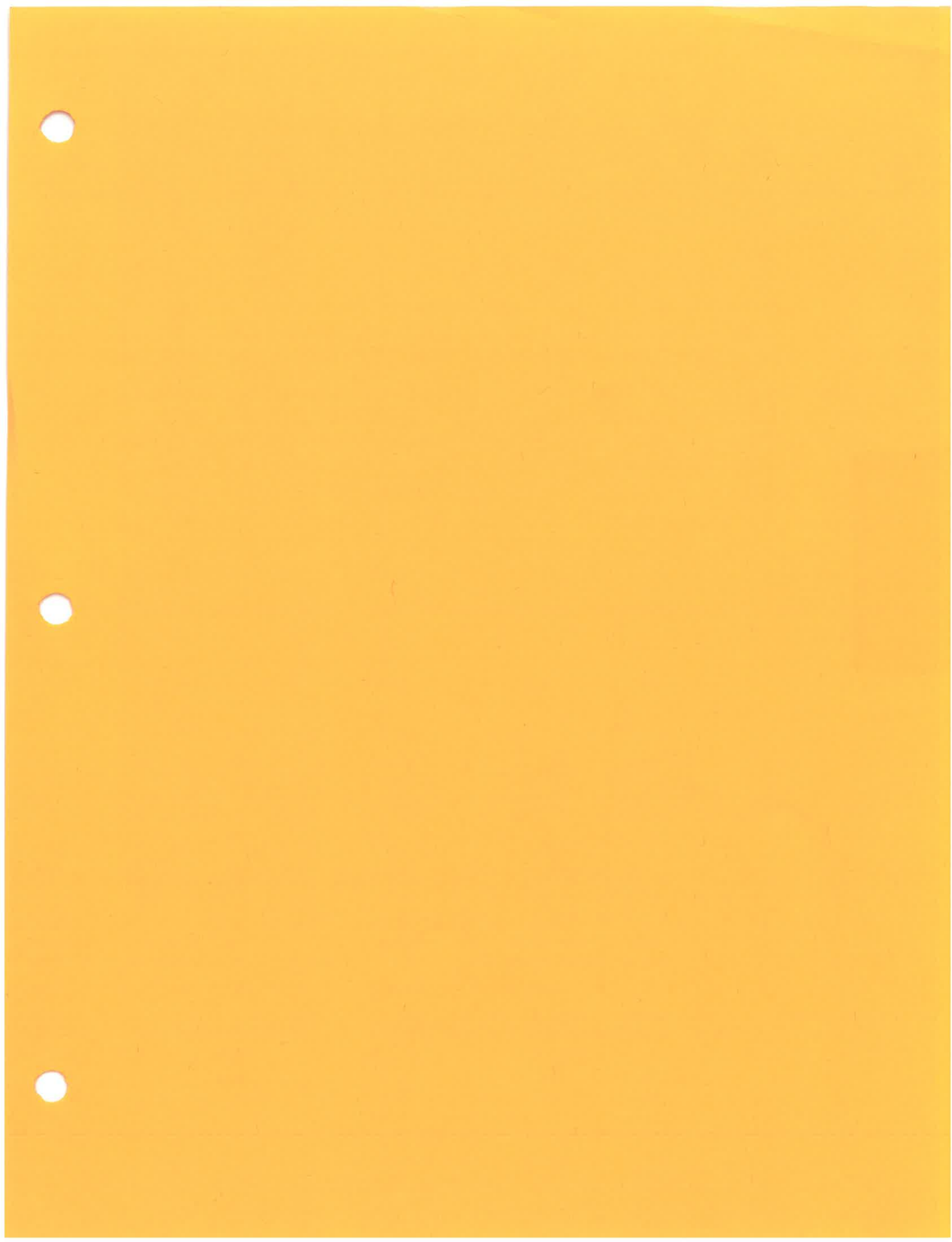
Fund 331A ARDEN MANOR PARK-GEN  
 FUNDCTR GLAcct GLAcct\_Desc

				Final	Final	Budget	Ending Bal	Proj. Final	Preliminary
				FY 19-20	FY 20-21	FY 21-22	2/28/2022	FY 21-22	FY 22-23
9339331	91910700	PROP TAX CUR SEC		-424,982	-454,655	-472,842	-264,562	-473,512	-501,211
9339331	91910200	PROP TAX CUR UNSEC		-15,810	-16,665	-16,000	-16,523	-16,632	-16,500
9339331	91910300	PROP TAX CUR SUP		-11,486	-11,910	-11,000	-4,365	-12,123	-11,000
9339331	91910400	PROPERTY TAX SECURED DELINQUENT		-2,974	-3,799	-3,000	-3,427	-3,427	-3,500
9339331	91910500	PROPERTY TAX SUPPLEMENTAL DELINQUENT		-640	-596	-500	-614	-614	-500
9339331	91910600	PROPERTY TAX UNITARY		-5,061	-5,116	-5,000	-2,724	-5,349	-5,000
9339331	91912000	PROPERTY TAX REDEMPTION		-21	-33	-25	0	-44	0
9339331	91913000	PROP TAX PR UNSEC		-210	-348	-250	-175	-297	-250
9339331	91914000	PROP TAX PENALTIES		-73	-128	-75	-77	-157	-75
9339331	94941000	INTEREST INCOME	Object 91	-461,257	-493,240	-508,692	-292,467	-512,155	-538,036
9339331	94942900	BLDG RENTAL OTHER		-12,809	-5,685	-4,000	-1,740	-3,170	-4,000
9339331	94944800	RECREATIONAL CONCESS		-5,845	1,699	-3,000	-29,988	-39,880	-40,000
9339331	94945900	ADMIN. FEES		-3,149	-604	-2,000	-1,525	-1,525	-3,500
9339331	95952200	HOME PROP TAX REL	Object 94	-3,493	-6,341	-3,500	0	0	-3,500
9339331	95952900	IN LIEU TAXES-OTHER (088h)		-25,296	-10,931	-12,500	-33,253	-44,575	-51,000
9339331	95959504	Covid Relief Funds		-4,046	-4,063	-4,000	-2,031	-2,031	-4,000
9339331	95956900	STATE AID OTHER MISC PROGRAMS		0	0	-62,619	0	0	0
9339331	96963200	AUD/ACCT FEES	Object 95	0	0	-182,812	0	-83,092	0
9339331	96964600	RECREATION SVC CHGS		-4,046	-4,063	-249,431	-2,031	-85,123	-182,812
9339331	97973000	DONATIONS/CONTRIBUTIONS	Object 96	-121,621	-93,871	-154,300	0	-148,095	-191,375
9339331	97974000	INSURANCE PROCEEDS		-121,621	-93,871	-154,300	98,168	-148,095	-191,375
9339331	97979000	MISCELLANEOUS OTHER REVENUES		-8,255	-5,000	-5,000	0	0	0
9339331	088B	PARKLAND DEDICATION FEES	Object 97	-17,366	-17,887	-18,333	-10,634	-18,970	-18,970
9339331	088B	FUNDCENTER 9339331		-25,621	-22,887	-23,333	-10,634	-18,970	-18,970
9339331	95952900	FUND TOTAL 331A		-637,841	-624,992	-648,256	-436,553	-808,918	-1,048,988
9339331		DISTRICT TOTAL		-637,841	-624,992	-648,256	-436,553	-808,918	-1,048,988

95952900

FUND TOTAL 331A  
 DISTRICT TOTAL









## **DISTRICT MANAGER'S REPORT      June-July 2022**

### **Office Network Systems**

The installation of the new office phone system has been completed, the new wi-fi web devices have been installed, the District email system and other Office upgrades have been completed. We have discovered that one CPU needs to be replaced because the current model runs Windows 7 and is not able to work in the new configuration. OneDrive for Office has been installed and is now in operation, there are shared folders so that work can be accomplished by multiple staff members on the same document. Each computer now has a FAX capability to send documents to another FAX machine. Incoming FAXes go to a community in box for retrieval. All staff members are now able to forward their office phone to their cell phone when working in the field, staff may also make phone calls with their cell phone that appear to the receiving part to be coming from the District Office.

### **Maintenance**

Staff was able to finally locate and purchase a step for the diving board which broke during a pool rental. The fiberglass fractured due to fatigue and wear and tear over the years. It took some time, but was eventually found when it was realized that they were searching for the incorrect items. A commercial model was needed compared to a residential model.

The new acid tank installation is complete, passed inspection and has been filled. The regulator switch on the monitoring system for the pool needed to be replaced because of corrosion, which was causing overfeeding of the muriatic acid to the swimming pool causing the pH to be out of balance. The new tank and switch should correct the issue.

As you know as maintenance staff was cleaning the maintenance area at Jonas-Larkspur Park a grass fire was sparked causing damage to the neighbor's fence and some belonging in their backyard. Fortunately, this couple had attended the Community meeting at Jonas-Larkspur Park, during which the district had captured their contact information. I contacted them immediately and then contacted CAPRI to file an Incident Report and begin the Insurance Claim process. Working with our analyst at CAPRI, we have tried to guide our neighbors through the process to being made whole from the losses sustained in the fire. It is a work in progress at this time.

## **Aquatics Report**

The Arden Manor Pirates Swim Team has seventy (70) children participating as members of the swim of the Pirate Swim Team. The last Home Swim Meet of the season was held last Saturday July 16<sup>th</sup> against the team from Woodland. The League Championship Meet is on Saturday July 23<sup>rd</sup> which finishes the competitive season. The Pirate Swim Team Party and Awards will be held on Wednesday July 27<sup>th</sup>.

Lap Swim Program began this past week with the daily attendance has fluctuated over the last month, but the District has continued to accept registrations from new participants. The numbers each day seem to vary based upon the ambient air temperature. The recent cool snap had a negative effect on daily attendance.

Water Exercise Program has been going on since May. We had been having 10-15 ladies exercising daily Monday thru Friday evenings at 5:30 p.m. Unfortunately, there was a disagreement during class and some of the members have chosen to leave by requesting refunds or reassignment of funds to other activity options. I met with the instructor and spoke with some participants and staff who witnessed the incident. The class will continue for the remainder of this season through August 5<sup>th</sup>.

Open swim attendance fluctuates daily, except for the daily afternoon swim time of the Summer Camp Program participants. The days when other groups come to the pool, this is a lively place. The swimmers seem to have fun between the water slide and the diving board.

## **Recreation Programs**

The conduct of the Recreation/Leisure time activities will be switching to the Business-to-Business format, or one where District space is rented by individual instructors, who then handle all other aspects of the program (registration, collection of fees, and coordination with participants). This will be for all adult activities and youth activities not organized by District staff. This will ensure the District is in compliance with AB 5 and other Labor regulations.

## **Summer Camp Report**

Through Friday July 15<sup>th</sup> the end of the fifth week of camp, we have been averaging 62 children registered per week with a daily average attendance of 45-50 children. Weekly themes have been Sports Week, Super-Hero Week, Ocean week, Science week, and Disney week. Upcoming themes, Hoe Down week, Pirate week, and Kids Choice week.

Planning for the Afterschool Program is underway, applications are being accepted and reviewed and some parents have already registered their children for the coming year. A core group of staff are carrying over to the After School Program including a couple of our Lifeguards. Summer Camp runs through Friday August 5<sup>th</sup> and school starts back Thursday August 11<sup>th</sup>.

### **Budget for FY 22-23**

You will notice that the Preliminary Budget is back on the Agenda for July, because the Board Resolution needs to be reaffirmed due to a mathematic error on my part. For some reason I listed a dollar amount for the Contingency Line but failed to include it in the total at the bottom of the page. County Finance Staff discovered this and provided suggested direction to correct it. All of this is documented in the July Agenda Packet.

### **CAPRI Site Visit**

Arden Manor underwent the regular inspection visit and Safety Audit done by the staff from CAPRI. This visit occurred on Thursday July 30, 2022. I am in receipt of the report and will present that for Board review during the July Board Meeting. There is a list of identified items that the District needs to rectify or begin working on in some cases. These are policy and policy document items for the most part, and then there is at least one that will require Board attention in developing an assessment, then a plan and a timeline for making ADA (Americans with Disabilities Act) improvements and repairs to District facilities and efforts.

Preparation for the CAPRI visit required staff to send a multitude of documents to their offices for review prior to the staff coming for their visit and inspection.

### **FY 2020-21 Audit**

Representatives from the Fechter Accounting firm were on site July 12-13, 2022, to perform the audit of District financial records for FY 2020-21. This was delayed due the sudden death of on of the principals at the accounting firm earlier this year. The work should be wrapped up by the end of July. The final audit documents will be available for Board review and approval no later than the September Board meeting. One the audit is ready, it will be shared with the Board prior to approval by the Board.

### **2022 Election Filing Period Open**

Arden Manor Recreation and Park District has three Board seats available for election in the November 1<sup>st</sup> General Elections. Open filing for candidates begins on Monday July 18, 2022 and runs through Friday August 12, 2022 at 5:00 p.m. for incumbent candidates. Arden Manor Board members whose seats are up for election in 2022 are Christine Arden, Warren Harding, and Darcy Skala. The term of Office for these positions is December 2022 through November of 2026.

## Property Tax Comparison

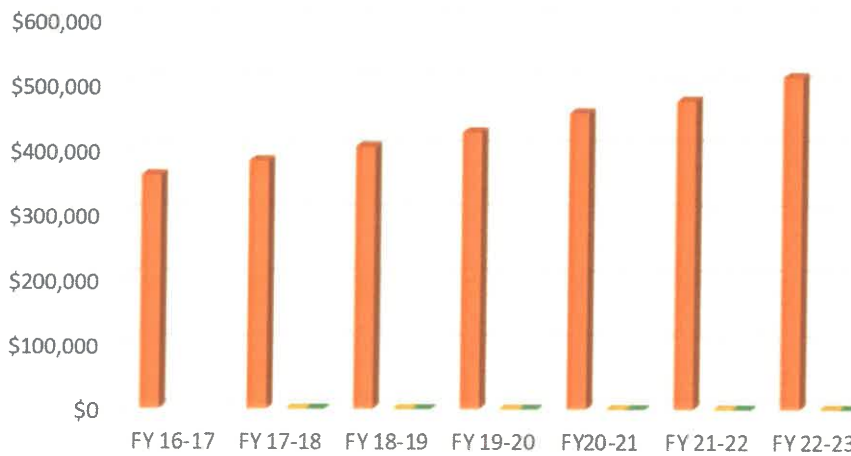
Board Chair Michael Grace suggested that I do a comparison of property tax revenues received over time which reflects the increase in the assessed property values of the district and then the related increase in District Secured Property Tax Revenues.

### Arden Manor Recreation and Park District

Secured Property Tax Revenue Comparison FY 16-17 to FY 22-23

<u>Year</u>	<u>Amount received</u>	<u>% increase over FY 16-17</u>	<u>increase over prior year</u>
FY 16-17	\$358,338		
FY 17-18	\$380,966	6%	6%
FY 18-19	\$402,752	11.10%	5.10%
FY 19-20	\$424,982	15.70%	4.60%
FY20-21	\$454,654	21.90%	6.20%
FY 21-22	\$473,512	24.30%	3.40%
FY 22-23	\$510,234	29.80%	5.50%

AMRPD Secured Tax Revenue Comparison



Respectfully submitted,

*Stephen Fraher*

District Manager





1075 Creekside Ridge Drive  
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Website: [capri-jpa.org](http://capri-jpa.org)

July 11, 2022

Mr. Steve Fraher  
Arden Manor Recreation and Park District  
1415 Rushden Drive  
Sacramento, CA 95864  
Email: [steve@amprd.org](mailto:steve@amprd.org)

**VIA EMAIL ONLY**

Dear Mr. Fraher:

Thank you for the time devoted to the Cycle XVIII District Visit on June 30, 2022.

As you know, CAPRI is a risk-sharing pool, which means that the effective risk management and loss prevention efforts of every member district have a direct impact on the results of the entire pool. The District Visitation Program is one of the many resources that CAPRI provides its members to enhance those efforts.

The enclosed report contains evaluations and recommendations which are the result of a survey of select facilities and our review of District administration and operations. In accordance with CAPRI guidelines, we ask that the District respond in writing to any recommendations within 45 days of this letter.

If you have any questions about the enclosed visitation report, please call our office.

Sincerely,

**Kirk Andre**

*Safety Analyst*



California Association for  
Park & Recreation Indemnity

# CAPRI

# DISTRICT VISIT

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# REPORT

## Cycle XVIII



**Visit Conducted On:**

**June 30, 2022**

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## EXECUTIVE SUMMARY

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This report is merely a summary of CAPRI's survey and cannot and does not address every potential unsafe practice or condition of the District. Due in part to the limited nature of the visit and the narrow scope of CAPRI's review, this report should not be relied upon as a thorough audit of District facilities or confirmation that all necessary and appropriate risk management practices of the district are in place. Furthermore, CAPRI, its staff, and Board of Directors, neither assume responsibility nor warrant nor represent that the facilities, work sites, operations, and/or equipment surveyed are safe or healthful or in compliance with any with state, federal, and local law, regulations, and/or ordinances including, but not limited to, compliance with the American Disabilities Act.

If the District scores 90-100%, they will receive an "Excellent" score and receive the CAPRI Ted Winslow Safety Award. Districts that score an 80-89% will receive a "Very Good." Districts that score 70-79% will receive a "Good." Districts that score 69% or lower will receive a "Needs Improvement."

The criteria below reflect the points under each category. If a certain category does not apply to the District, such as a pool, then that category will not be assessed and will not impact the District's final percentage score.

### PREPARED FOR:

Mr. Steve Fraher  
Arden Manor Recreation and Park District  
1415 Rushden Drive  
Sacramento, CA 95864

### STAFF INTERVIEWED:

Steve Fraher, District Manager  
Mike Cottonwood, Maintenance Supervisor  
Andrew Nielsen, Aquatics and Recreation Coordinator  
Kelly Lewellen, Administrative Assistant

### SITES VISITED:

District Office/Deterding Park  
Crabtree Park  
Jonas Larkspur Park

### SURVEYED BY:

Kirk Andre, Safety Analyst

## VISIT OVERVIEW

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The District Visitation Program emphasizes risk management, loss prevention, and employment practices and is a unique opportunity for the members to share and learn from the success of other recreation and park districts around the State. CAPRI does not perform “surprise” visits. An appointment is made at least three weeks before a visit takes place unless agreed upon by the District.

The visit to your District was part of an ongoing effort by CAPRI to assist members in running a safe and healthy operation. We want to acknowledge successes and progress, as well as identify areas for improvement. We strive to be a resource, sharing information from your peers around the State about how they reduce losses and manage risk.

The District Visit consisted of reviewing documentation pertaining to the categories in this report and conducting a walk-through survey of your sites. The Safety Analyst has a list of all the parks and facilities for each District and chose the sites to walk-through. The report reflects the sites visited in this report.

## OBSERVATIONS, RECOMMENDATIONS, & SCORING

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### I. ADMINISTRATIVE & CONTRACT MANAGEMENT PRACTICES

#### A. Follow Up Items

From the previous visit, if CAPRI had any recommendations that they have been addressed by the District. If there were no recommendations, it will be noted.

***Observation:** The District had 17 recommendations from the last visit. Observation below each recommendation is in bold.*

1. *The District Safety Committee should meet at least quarterly with minutes of the meetings being sent to CAPRI with 30 days from the day of the meeting.*

***Since the previous visit the District has had quarterly Safety Committee Meetings at least quarterly.***

2. *Facilities inspections reports should be reviewed by the Committee on a regular basis.*

***Facilities inspections reports are reviewed by the Committee.***

3. *The District should have a Coordinator for ADA and Section 504.*

***Steve Fraher, District Manager, is the Coordinator for ADA and Section 504.***

4. *The Coordinator is to verify the District's website is ADA accessible.*

***The District's website is hosted by Streamline and the Coordinator verifies the website is ADA accessible.***

5. *The District should complete a Self-Assessment and have a Transition Plan in place.*

***A Self-Assessment and Transition Plan should be completed.***

6. *Establish procedures for good-faith interactive discussion & reasonable accommodations.*

***The District should establish procedures for good-faith interactive discussions and reasonable accommodations.***

7. *Have a Grievance Policy and Procedures in place.*

***The District should have a Grievance Policy and Procedures in place.***

8. *Complete an ADA upgrade once a Self-Assessment list and Transition Plan is established.*

***The District should complete an ADA upgrade once a Self-Assessment and Transition Plan are established.***

9. *Review sidewalks for trip and fall hazards.*

***The District did have the trip and fall hazards grinded down.***

10. *Make sure the pool facility is well-maintained and in good condition.*

***The pool facility is well-maintained and in good condition.***

11. *Maintain good circulation, filtration, and sanitation to prevent algae in the pools.*

***The District is maintaining good circulation, filtration, and sanitation of the pools.***

12. *Have a policy in place for reporting hazards without fear of reprisal.*

***The District has a policy in place for reporting hazards without fear of reprisal.***

13. *Have a system in place to ensure employee compliance with safe and healthy work practices.*

***The District has a system in place to ensure employee compliance with safe and healthy work practices.***

14. *Update the IIPP and review on an annual basis.*

***The District is updating their IIPP for board approval.***

15. *Complete a PPE assessment through a written certification process under CCR 3380.*

***The District should complete a PPE assessment through a written certification process under CCR 3380.***

*16. Develop and properly display emergency evacuation plans.*

***The District has developed and properly displayed emergency evacuation plans.***

*17. Conduct emergency drills at least annually.*

***The District should conduct emergency drills at least annually.***

***Follow-Up Items Scoring:***

1.   0   Complied with recommendations from prior visitations.

If no recommendation, then this criteria is fulfilled. (1 pt.)

Points Received  0/1

## **B. Participant Agreement, Waiver, & Release Forms**

Waiver and Release forms must be used for all District-conducted or sponsored programs and activities. Each form should contain CAPRI-approved language and use an appropriate type-face. Additionally, the form should include a description of the activity and the time frame in which the activity will take place. Forms need to be signed by the participant, or in the case of a minor, the minor's parent or guardian. Signed forms should be retained for a period of no less than three years and possibly longer if the program or activity involves minors.

***Observation:** The District utilizes Waiver and Release Forms for all District-Conducted or sponsored programs and activities. The forms contain CAPRI-approved language. The forms accurately describe the name of the activity, along with the time frame of the activity. Signed forms are retained for an appropriate period of time.*

***Recommendations:** There are no recommendations.*

### ***Participant Agreement, Waiver, and Release Form Scoring:***

1.   3   CAPRI-approved language on all forms for all activities where registration is required. (3 pts.)
2.   1   Form accurately describes name and timeframe of activity. (1 pt.)
3.   1   Retention of waivers. (1 pt.)

Points Received   5/5

### C. Facility Use Agreements

Facility Use Agreements are contracts between the District and the facility user which are intended to address, among other things, the allocation of risk prior to the use. The Facility Use Agreement should contain a section with CAPRI-approved indemnification, also known as “hold-harmless” language. The District should establish standards as to when they require facility users to provide liability insurance. When liability insurance is required, the District should also obtain a certificate of insurance evidencing sufficient coverage as well as additional insured endorsement naming the District as an additional insured on the facility users’ liability insurance policy. All of these documents should be kept on file and the District should have a system to maintain and access the facility use agreements and insurance documentation when necessary.

***Observation:** The District utilizes Facility Use Agreements when renting out District facilities. These Facility Use Agreements contain CAPRI-approved indemnification language. The District has standards for when renters are required to provide a certificate of liability insurance. When required, these certificates of liability insurance and the additional insured endorsements are retained by the District. The District has a system to maintain and access the facility use agreements.*

***Recommendations:** There are no recommendations.*

**Facility Use Agreement Scoring:**

1. 3 District’s Facility Use Agreement contains CAPRI-approved indemnification language. (3 pts.)
2. 3 District has insurance requirements addressing minimum limits and an additional insured endorsement. (3 pts.)
3. 3 When required, District retains a copy of the certificate of insurance and additional insured endorsement. The District has a system to maintain and access the facility use agreements. (3 pts.)

Points Received 9/9

## D. Injury & Illness Prevention Program

California employers have many different responsibilities under the California Occupational Safety and Health Act of 1973 and Title 8 of the California Code of Regulations. The District should have an established Injury and Illness Prevention Program (IIPP) that is reviewed at least on an annual basis in order to keep employees safe. The individual responsible for implementing the program should be clearly identified. A system should be in place for evaluating workplace hazards as well as methods and procedures for correcting unsafe or unhealthy conditions. The District should be actively involved with safety training and have a policy for reporting hazards without fear of reprisal. There should also be a system in place to ensure employee compliance with safe and healthy work practices.

***Observation:** The District maintains an Injury and Illness Prevention Program and is in the process of updating and getting board approval. The IIPP should have evidence of annual review. The District has identified the District Manager is responsible for implementing the program. The IIPP is being updated to contain a system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. The District has an active training program and a system in place to ensure employee compliance with safe and healthy work practices. The District has a policy in place for reporting hazards without fear of reprisal. The District currently has a Covid Prevention Plan in place.*

### **Recommendations:**

*The IIPP should have evidence of annual review.*

### **IIPP Implementation Scoring:**

1. 1 The District has an IIPP and a person responsible for implementing program is identified. (1 pt.)
2. 0 Evidence of annual IIPP review. (1 pt.)
3. 1 Established system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. (1 pt.)
4. 1 The District has an active safety and training program. (1 pt.)
5. 1 The District has a policy for reporting worksite hazards without fear of reprisal. (1 pt.)

Points Received 4/5



## E. Cybersecurity Practices

In the face of sophisticated new threats, the use of appropriate cybersecurity practices has become increasingly important. Having a secure server is key since it is the heart of an organization's IT infrastructure. Employees should utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. Applications and security software should always be updated. Employees should avoid use of public WIFI while doing District business and instead connect via a private network or VPN. The District only has active and necessary accounts in use.

***Observation:** The District has practices in place for cybersecurity. Employees utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. Applications and security software are always updated. Employees avoid use of public WIFI while doing District business and connect via a private network or VPN. The District only has active and necessary accounts in use.*

***Recommendations:** There are no recommendations.*

### **Cybersecurity Practices Scoring:**

1.   1   The District has practices in place for cybersecurity. (1 pt.)
2.   1   Employees utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. (1 pt.)
3.   1   Employees use a private network or VPN while doing business work outside of the office. (1 pt.)

Points Received   3/3

## II. HUMAN RESOURCES

### A. Job Descriptions

The use of job descriptions affords both the District and its employees a clear understanding of how each job fits into the organization's structure and contributes to the District achieving its mission. Clear, current job descriptions are required for all full-time and regular part-time positions. Job descriptions should also specifically identify the essential functions of the position.

***Observation:** The District has a current list of job descriptions for all full-time and regular part-time positions. The job descriptions clearly identify the essential functions of each position, including the physical requirements of the job.*

***Recommendations:** There are no recommendations.*

#### **Job Descriptions Scoring:**

1.   1   Clear, current job descriptions exist for all full-time and regular part-time positions. (1 pt.)
2.   1   Job descriptions clearly identify the essential functions necessary to perform for the job. (1 pt.)

Points Received   2/2

## B. Screening and Review

CAPRI Member Districts have many programs and operations which involve our youth. Public Resources Code section 5164 prohibits special districts from hiring an employee or volunteer for a position having supervisory or disciplinary authority over any minor if they have been convicted of certain crimes. As such, CAPRI requires the conduct of a preemployment, criminal background check through the State Department of Justice for all employees and volunteers. At the same time, all Districts should comply with the California's Fair Chance Act which generally prohibits inquiries about criminal convictions before making a job offer to a prospective candidate.

**Observation:** *The District complies with PRC 5164 in that they require all employees and volunteers with direct control or supervision of children to undergo a fingerprint background check. The District maintains a record of the employees who have been fingerprinted and has a system in place to verify that a background check was completed.*

**Recommendations:** *There are no recommendations.*

### **Screening and Review Scoring:**

1. 4 District complies with PRC 5164 and retains appropriate documentation evidencing fingerprinting & background screening have been completed. (4 pts.)

Points Received 4/4

### C. Post-Offer Preemployment Medical Examinations

All new, full-time hires are required to be given a post-offer, pre-placement medical exam. Medical exams are not conducted until all other background checks have been completed. Candidates should be informed that the offer of employment is conditional, based on a satisfactory medical examination. Results of those examinations need to be kept in a separate, confidential file, other than the employees' personnel files.

***Observation:** The District requires post-offer, preemployment medical examinations for all full-time employees. CAPRI requires Districts to have new, full-time candidates undergo a medical evaluation and the resulting determinations of medical suitability must be job-related and consistent with business necessity. When the District does require the examination, the candidates for a position are informed that the offer of employment is conditional upon completion of a satisfactory medical exam. The District does not send a candidate for the medical exam until all other background checks have been completed. The District maintains the medical records in a secure location separate from the employees' personnel files.*

***Recommendations:** There are no recommendations.*

**Post-Offer Preemployment Medical Examination Scoring:**

1.   1   Post-offer Preemployment Medical Examinations are required for all full-time employees. (1 pt.)
2.   1   Candidates are informed that offer is conditional, based upon satisfactory exam. (1 pt.)
3.   1   Medical exam is not initiated until all background checks have been completed. (1 pt.)
4.   1   Results of exam are maintained in a manner that protects the employee's privacy. (1 pt.)

Points Received   4/4

## D. Employee Training Practices

The California Fair Employment and Housing Act makes specified employment practices unlawful, including the harassment of an employee directly by the employer or indirectly by agents of the employer with the employer's knowledge. In 2018, California's Senate Bill 1343 amended Government Code section 12950 *et seq.* to require an employer who employs five (5) or more employees, including temporary or seasonal employees, to provide at least two (2) hours of sexual harassment training to all supervisory employees and at least (1) one hour of sexual harassment training to all nonsupervisory employees once every 2 years. This training applies to all supervisory employees who are employed and to all new supervisory employees within six (6) months of their assumption of a supervisory position. Furthermore, for seasonal and temporary employees, the training should be completed within thirty (30) days after the hire date or within 100 hours worked, whichever occurs first. Districts should retain documentation of their supervisors' and employees' training.

**Observation:** *The District complies with California Senate Bill 1343. The District utilizes Vector Solutions, CAPRI webinars, and training within the District.*

**Recommendations:** *There are no recommendations.*

**Employee Training Practices Scoring:**

1.   3   Non-Supervisor. (3 pts.)
2.   3   Supervisor. (3 pts.)
3.   3   Vector Solutions/CAPRI Webinars/Trainings within the District. (3 pts.)

Points Received   9/9

## E. Employee Driving Record Management

CAPRI requires that members annually verify the driving record of anyone who operates a District vehicle or utilizes their personal vehicle for District business. Motor vehicle reports (MVRs) and vehicle proof of insurance must be current for all such employees. The District should have the means to deal with a driver who loses their license or whose driving record becomes unacceptable. Written policies for dealing with employees whose driving record becomes unacceptable should be established.

**Observation:** *The District's MVRs are current, as is their file documenting employee proof of insurance. The District should establish written policies for dealing with employees whose driving records become unacceptable and the written policies are communicated to the employee. The District maintains a copy of the employees' valid copy of their California Drivers' License if the employee drives for District business.*

### **Recommendations:**

**Written procedures for unacceptable MVRs or loss of license should be established and the policy should be communicated to employees.**

### **Employee Driving Record Management Scoring:**

1. 1 Maintains employee's current personal auto insurance who drive their personal vehicle for District business. (1 pt.)
2. 0 District has written procedures for unacceptable MVRs or loss of license. Policy is communicated. (1 pt.)
3. 1 Maintains valid copy of California Driver's License on file if employee drives for District Business. (1 pt.)

Points Received 2/3

## F. Employee Handbook & Employment Counsel

Employment laws, particularly those on the state and local level, are in constant flux, requiring consistent review of policies to ensure notice requirements are being met and laws are accurately reflected. District should have Employment Counsel or use CAPRI's free Labor Law/Employment Services. The District should also utilize an Employee Handbook/Manual and review on an annual basis.

***Observation:** The District uses local employment counsel. The Employee Handbook has been reviewed/updated on an annual basis.*

***Recommendations:** There are no recommendations.*

### **Legal/Employment Scoring:**

1.   1   District has Employment Counsel or uses CAPRI's Labor Law/Employment Services. (1pt.)
  
2.   3   District has an Employee Handbook that is reviewed/updated on an annual basis. (3pts.)

Points Received   4/4

## G. Volunteers

Volunteers are often an important resource for every District. Volunteers should complete an application prior to being accepted to volunteer. The District should utilize CAPRI-approved Waiver and Release forms for each volunteer. When volunteers are used, they are to be supervised by District personnel and receive appropriate health and safety training for the jobs they are performing. Management should maintain a log identifying all volunteers.

***Observation:** The District has volunteers complete an application prior to being accepted. The District requires CAPRI-approved Waiver and Release forms for each volunteer. When volunteers are used, they are supervised by District personnel. Volunteers receive appropriate training for the type of service they are performing. The District has a current log of all volunteers.*

### **Recommendations:**

*Management should maintain a log of all volunteers.*

### **Volunteers Scoring:**

1.   1   District requires CAPRI-approved Waiver and Release forms for each volunteer. (1 pt.)
2.   1   Volunteers complete an application prior to being accepted. (1 pt.)
3.   1   District Personnel supervise how, when, and where volunteer services are performed. (1 pt.)
4.   0   Management maintains a log of all volunteers. (1 pt.)

Points Received   3/4



### III. PARKS, PLAYGROUNDS, & FACILITY MANAGEMENT

#### A. Safety Committee

Of all the loss prevention tools available to an employer, few have greater demonstrable, positive results than a Safety Committee. District Safety Committees are required to meet no less than quarterly, with minutes of the meetings sent to CAPRI within thirty (30) days of the date of the meeting. The composition of the Committee should reflect the operations of the District. Strong committees do not stop with recognizing hazards or needed corrections. They follow through on those corrections and document their results. They inspect District sites and review site inspection reports. When necessary, they investigate employee and patron accidents, including near misses. Committee minutes accurately reflect discussions of the agenda items.

***Observation:** The District Safety Committee meets at least quarterly. The District should provide CAPRI the minutes of the meetings within 30 days from the date of the meeting. Membership within the Committee is representative of the District's operations. The Committee does a very good job in discussing a wide range of topics, including safety and training issues. Facility inspection reports are reviewed by the Committee on a regular basis. The Committee conducts a post-loss analysis of patron and employee accidents. The minutes reflect, in detail, discussions of the agenda items.*

***Recommendations:** There are no recommendations.*

**District Safety Committee Scoring:**

1.   3   Meetings are held at no less than on a quarterly basis and minutes are timely sent to CAPRI within 30 days of the meeting date. (3 pts.)
2.   1   Membership representative of operations. (1 pt.)
3.   1   Facilities inspections reviewed by the committee on a regular basis. (1 pt.)
4.   1   Post-loss analysis of patron and employee accidents/near misses if applicable. (1 pt.)
5.   1   Evidence of follow-through on items discussed at meetings. (1 pt.)
6.   1   Minutes accurately reflect discussions of agenda items. (1 pt.)

Points Received   8/8

## **B. Park and Facility Maintenance**

The District's parks and facilities should evidence good care and maintenance. Parks and sport fields are to be inspected on a regular basis and should be free and clear of hazards. Park picnic tables, benches, and shade structures should not have broken pieces that could cause injury.

***Observation:** The District's parks and facilities evidence good care and maintenance. Please note my observation at Jonas Larkspur Park where there is a concrete picnic table with benches that is cracking and should be assessed. Please see the photo of the picnic table on page 30. The tennis courts at Jonas Larkspur Park are closed and the Board approved the refurbishment project to install 8 pickleball courts at Jonas Larkspur Park. The District is very transparent regarding their parks and has on their website a list of priorities for each park. The sidewalks, parking areas, and tire stops are in good condition. Play areas are in good condition and the fill material has been recycled, refilled, or turned over in the past 30 days and but appears to be low in some areas and rubber bark should be added to meet the standard depth.*

### **Recommendations:**

*Assess cracking of the concrete picnic table with benches at Jonas Larkspur Park for safety. Please see the photo on page 30.*

*The fill material for the playgrounds should meet standard depth.*

### **Parks and Facility Maintenance Scoring:**

1.   2   Facilities evidence good care and are well maintained. (3 pts.)
2.   3   Parks are well maintained and free of trip and fall hazards. (3 pts.)
3.   3   Playground equipment is in good working and functioning condition.(3 pts.)
4.   0   Fill material in playground area has been recycled, refilled or turned over in the past 30 days and appear to meet the standard depth. (1 pt.)

Points Received   8/10

### C. Inspection Program & Repair Practices

The District should have a regularly scheduled inspection system. Inspection forms should be specific to the needs of the site being reviewed. There should be documentation of repairs made by the inspector during the inspection process. The District should have a documented plan for corrections that cannot be completed during the inspection process. Forms need to be initialed or signed and dated.

***Observation:** A review of the District's inspection reports shows that District inspections take place on a regular basis and are well documented. The inspection forms are site-specific and are signed and dated by the inspector. When larger repairs are needed, the inspector calls in the need for the repair, and steps are immediately taken to initiate repairs.*

***Recommendations:** There are no recommendations.*

**Inspection Program and Repair Practices Scoring:**

1.   3   Regularly scheduled inspection system. (3 pts.)
2.   1   Inspection forms are site and use specific. (1 pt.)
3.   1   All repairs are documented and signed off by a supervisor. (1 pt.)

Points Received   5/5

## D. Life Safety

The safety of District Staff and its patrons is a paramount concern for every District. There are a number of actions Districts should take to serve this goal. Safety Data Sheets (SDS) should be current and available at all appropriate job sites. Fire extinguishers should be currently tagged, and first aid kits properly stocked. Emergency exit lights should be in good working order and fire exits clearly identified and free of obstacles. The District should complete a PPE assessment conducted through a written certification process under CCR 3380. Emergency evacuation plans should be developed along with annual drills to evaluate the effectiveness of the plans.

**Observation:** *The District's SDS are current and are readily available at the appropriate job sites. The District's fire extinguishers are charged and properly tagged. The building "EXIT" lights are fully functioning and do not contain any burned-out bulbs. Fire exits are clearly identified and free of obstacles. The District should complete a PPE assessment through a written certification process under CCR 3380. The District should conduct emergency drills at least annually. The District should have Emergency Action Plans for all their facilities.*

### **Recommendations:**

***The District should complete a PPE assessment through a written certification process under CCR 3380.***

***The District should conduct emergency drills at least annually.***

***The District should have an Emergency Action Plan (EAP).***

### **Life Safety Scoring:**

1.   1   SDS are current and readily available at the appropriate job sites. (1 pt.)
2.   1   Fire extinguishers currently tagged/certified. (1 pt.)
3.   1   First Aid kits stocked and readily available under California Regulation Title 8, Section 3400. (1 pt.)
4.   1   Emergency exit lights are in working order and fire exits are clearly identified. (1 pt.)
5.   0   District completed a PPE assessment through a written certification process under CCR 3380. (1 pt.)
6.   1   Emergency evacuation plans developed and are properly displayed. (1 pt.)
7.   0   Safety drills are conducted at least annually. (1 pt.)
8.   0   District has an Emergency Action Plan (EAP) California Code of Regulations, Title 8, Section 3220 and 3221. (1 pt.)

Points Received   5/8

## **E. Americans with Disabilities Act (“ADA”) Implementation**

The District should be making demonstrable progress toward making its sites and programs accessible to people with disabilities. The District should perform a comprehensive self-assessment and needs-analysis of its sites at least every five years. The District should prioritize those needs and commit itself to an implementation plan over a reasonable period of time. The District should have established procedures for entering into a good faith interactive discussion when the need for reasonable accommodations is indicated. The District should have a grievance policy and procedures in place. The District’s website should be ADA accessible. The District should do ADA upgrades based upon their self-assessment and transition plan.

***Observation:** The District Manager is the Coordinator for ADA and Section 504. The Coordinator verifies the District’s website is ADA accessible. The District should complete a detailed self-assessment and transition plan of their sites and facilities. They are continuing to improve accessibility as they renovate and upgrade their parks and facilities. The District has established procedures for entering into a good faith, interactive discussion as soon as the need for reasonable accommodations are indicated. The District has a grievance policy and procedures in place. The District has done ADA upgrades in the last 24 months based upon their self-assessment and transition plan.*

### **Recommendations:**

***The District should have a Self-Assessment and Transition Plan.***

***Have a Grievance Policy and Procedures in place.***

***Establish procedures for good-faith interactive discussion and reasonable accommodations.***

***Complete an ADA upgrade once a Self-Assessment and Transition Plan is established.***

### **ADA Implementation Scoring:**

1.   1   District has a Coordinator for ADA and Section 504. (1 pt.)
2.   1   Coordinator verifies District’s website is ADA accessible. (1 pt.)
3.   0   Self-Assessment and Transition Plan in place. (3 pts.)
4.   0   Establish procedures for good-faith interactive discussion if reasonable accommodation is indicated. (1 pt.)
5.   0   Grievance Policy and Procedures in place. (1 pt.)
6.   0   District has evidence of completion of an ADA upgrade completed within the last 24 months. (1 pt.)

Points Received   2/8

## F. Pool Safety Practices & Maintenance

The District's pools should be adequately staffed for the number of pool users. District Lifeguards should have received appropriate training and are properly certified. Pool facilities should be well maintained and in good condition. Pool pump rooms should be clean, neat, and well maintained. Water clarity should be maintained at appropriate levels. There should be an appropriate and fully stocked First Aid Kit and AED. The pool should have an operational ADA lift readily available.

***Observation:** The District's pool is adequately staffed during normal operations. All lifeguards receive appropriate training and are properly certified with ongoing training. The pool facilities are well maintained and in good condition. The District is looking into resurfacing the small pool. Water clarity and PH balance are at appropriate levels. There is an appropriate and fully stocked First Aid Kit and AED. The pool has an operational ADA lift readily available.*

***Recommendations:** There are no recommendations.*

### **District Pools Scoring:**

1.   3   Pool(s) are adequately staffed for the number of pool users. (3 pts.)
2.   1   Lifeguards have received appropriate training and are properly certified. (1 pt.)
3.   1   Pool facility is well-maintained and in good condition. (1 pt.)
4.   1   Daily log of water condition which includes temperature, PH balance, movement and amount of chemicals added for that day. (1 pt.)
5.   1   Pool has appropriate and fully stocked First Aid Kit and AED. (1 pt.)
6.   1   Pool has operational ADA lift on deck or near. (1 pt.)

Points Received   8/8

## SITES VISITED

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### District Office/Deterding Park

This 2.8-acre park is located at 1415 Rushden Drive in Sacramento. The District Office, Community Center, and Aquatics Complex are located within the park. There are two playground areas, picnic tables, a large grassy area, and an outside half-court basketball court.

### Site Photos:











Crabtree Park

This 4.4-acre park is located at 3249 Windsor Drive. This park features a youth baseball field, tennis courts, covered picnic areas, and playground areas for children to enjoy.

Site Photos:





### Jonas Larkspur Park

The 8-acre park is located at 2798 Larkspur Lane. The park has tennis courts, a playground, picnic area, baseball/softball field, soccer field, and a nature area with a walking path. The tennis courts are closed at this time and will be refurbished to eight pickleball courts.

#### Site Photos:





## CONCLUSION & SCORING

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<i>Follow-Up Items:</i>	<i>0 of 1</i>
<i>Participant Agreement, Waiver, &amp; Release Forms:</i>	<i>5 of 5</i>
<i>Facility Use Agreements:</i>	<i>9 of 9</i>
<i>Injury &amp; Illness Prevention Program:</i>	<i>4 of 5</i>
<i>Cybersecurity Practices:</i>	<i>3 of 3</i>
<i>Job Descriptions:</i>	<i>2 of 2</i>
<i>Screening and Review:</i>	<i>4 of 4</i>
<i>Post-Offer Preemployment Medical Examinations:</i>	<i>4 of 4</i>
<i>Employee Training Practices:</i>	<i>9 of 9</i>
<i>Employee Driving Record Management:</i>	<i>2 of 3</i>
<i>Employee Handbook &amp; Employment Counsel:</i>	<i>4 of 4</i>
<i>Volunteers:</i>	<i>3 of 4</i>
<i>Safety Committee:</i>	<i>8 of 8</i>
<i>Parks and Facility Maintenance:</i>	<i>8 of 10</i>
<i>Inspection Program &amp; Repair Practices:</i>	<i>5 of 5</i>
<i>Life Safety</i>	<i>5 of 8</i>
<i>Americans with Disabilities Act (“ADA”)</i>	<i>2 of 8</i>
<i>Pool Safety Practices &amp; Maintenance</i>	<i>8 of 8</i>
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<b>Total Score:</b>	<b><i>85 of 100</i></b>

**Your District scored 85% and earned a rating of Very Good.**

**There were twelve recommendations made during this visit.**

- 1. The IIPP should have evidence of annual review.*
- 2. Written procedures for unacceptable MVRs or loss of license should be established and the policy should be communicated to employee.*
- 3. Management should maintain a log of all volunteers.*
- 4. Assess cracking of the concrete picnic table with benches at Jonas Larkspur Park for safety. Please see the photo on page 30.*
- 5. The fill material for the playgrounds should meet standard depth.*
- 6. The District should complete a PPE assessment through a written certification process under CCR 3380.*
- 7. The District should have an Emergency Action Plan (EAP) California Code of Regulations, Title 8, Section 3220 and 3221.*
- 8. The District should conduct emergency drills at least annually.*
- 9. The District should have a Self-Assessment and Transition Plan.*
- 10. Have a Grievance Policy and Procedures in place.*
- 11. Establish procedures for good-faith interactive discussion and reasonable accommodations.*
- 12. Complete an ADA upgrade once a Self-Assessment and Transition Plan is established.*

Sincerely,

**Kirk Andre, Safety Analyst**