

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

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

**1. CALL TO ORDER**

**a) Pledge of Allegiance**

**2.**

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

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

**3. VISION STATEMENT**

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

**4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

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

**5. BUSINESS ITEMS**

**a) Consent Agenda**

- i)** Minutes of the August 17, 2023, Regular Board Meeting
- ii)** Payroll, Supplies, and Revenue Year to Date
- iii)** Program Revenue and Refund Report for August 2023
- iv)** Payroll Report for August 2023
- v)** Claims for August 2023
- vi)** Revolving Fund Report for August 2023
- vii)** Fulton El Camino Police Department Report for August 2023

**b) Deterding Roof Replacement Project Report:** The board will receive a report and updated cost estimate for the Deterding Rood Replacement. Six bids were received with costs ranging from \$215,000 to \$304, 466. The District Manager will make a recommendation to accept the lowest bid. The board will vote on a motion to accept the bid and move forward with the roof replacement.

**5. REPORTS**

- a. District Manager
  
- b. Maintenance Report

**6. BOARD COMMENTS**

**7. ADJOURNMENT**

*Next Regular Board Meeting Thursday, October 19, 2023*

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

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

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**Minutes:** Regular Meeting  
**Date:** August 17, 2023  
**Time:** 6:30 PM  
**Location:** 1415 Rushden Drive,  
Sacramento, CA 95864

**1. CALL TO ORDER – 6:30PM**

**a) Pledge of Allegiance**

**2.**

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

Present: Michael Grace, Chair  
Jake Baumgartner, Secretary  
Kelly Lewellen, District Manager  
Absent: Warren Harding, Director

Jeremy Cullifer, Vice Chair  
Debra Cullifer, Director

**3. VISION STATEMENT**

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

**4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

No Public comments.

**5. BUSINESS ITEMS**

**a) Consent Agenda**

- i) Minutes of the July 20, 2023, Regular Board Meeting**
- ii) Payroll, Supplies, and Revenue Year to Date**
- iii) Program Revenue and Refund Report for July 2023**
- iv) Payroll Report for July 2023**
- v) Claims for July 2023**
- vi) Revolving Fund Report for July 2023**
- vii) Fulton El Camino Police Department Report for July 2023**

**Jeremy Cullifer asks to break out viii from the consent agenda and vote on i.-vii.**

**Motion to approve consent agenda: Jeremy Cullifer, 2<sup>nd</sup>: Jake Baumgartner**

**Ayes: Mike Grace, Jake Baumgartner, Debra Cullifer, Jeremy Cullifer**

**No: 0**

**Abstain: 0**

**Absent: Warren Harding**

viii) Correspondence: LAFCO Memo  
**Mike Grace knows M. Seaman and believes he will have our best interests in mind. He believes in cityhood and protecting boundaries.**

**Motion to vote for M. Seaman and add electronic ballot and email:**  
**Jeremy Cullifer, 2<sup>nd</sup>: Jake Baumgartner**  
**Ayes: Mike Grace, Jake Baumgartner, Debra Cullifer, Jeremy Cullifer**  
**No: 0**  
**Abstain: 0**  
**Absent: Warren Harding**

b) **Pond Improvement Project Report:** The board will receive a report and cost estimate for the pond improvement proposal. The estimated costs for the scope of services is \$16,320. The board will vote on a motion to accept the bid and move forward with conceptual designs and community outreach.

**Board is in consensus that they would like to see the whole Nature area south of the path added to the scope of work and add the concept of a dog park.**

**Motion to accept proposal and add entire Nature Area with expenses not to exceed \$20,000:**  
**Debra Cullifer, 2<sup>nd</sup>: Jeremy Cullifer**  
**Ayes: Mike Grace, Jake Baumgartner, Debra Cullifer, Jeremy Cullifer**  
**No: 0**  
**Abstain: 0**  
**Absent: Warren Harding**

c) **Resolution NO. AM 2023/2024 – 01, Resolution to Adopt the 2023/2024 Final Budget:** The Board will receive the 2023/2024 Final Budget and pass the resolution.

Mike Grace makes a point of order to open the public hearing for the 2023/2024 Final Budget.

There are no public comments.

**Motion to adopt the 2023/2024 Final Budget:**  
**Jeremy Cullifer, 2<sup>nd</sup>: Debra Cullifer**  
**Ayes: Mike Grace, Jake Baumgartner, Debra Cullifer, Jeremy Cullifer**  
**No: 0**  
**Abstain: 0**  
**Absent: Warren Harding**

Jeremy Cullifer would like the minutes to reflect kudos to the District Manager for putting the budget together.

## **5. REPORTS**

### **a. District Manager**

The District Manager mentions that Dance is doing very well.

### **b. Maintenance Report**

Jeremy Cullifer says that it is great to keep up networking with other districts.

Debra Cullifer thanks Mike Cottonwood and appreciates all he does for the district.

## **6. BOARD COMMENTS**

Debra Cullifer says how wonderful National Night Out was. We had over 120 people in attendance. The boat races were a big hit. Madison DeWald did a fantastic job organizing and running the event. She greeted everyone that came and made everyone feel welcome.

Jake Baumgartner thanks Mike Cottonwood for the work on the Crabtree bathrooms.

Mike Grace gives an update on Empowerment Park: There is a hold up in the permitting phase where the Water District and the Fire District still need to review. Hopefully this part will be over soon.

## **7. ADJOURNMENT 7:32PM**

***Next Regular Board Meeting Thursday, September 21, 2023***

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

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

INCOME		DEPARTMENT:		ADMINISTRATION				
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
91910100	Tax Income	Prop Tax Sec-Cur Secred (less ERAF)	\$ 531,000.00	\$ 509,675.92	96%	\$ -	0%	
91910200	Tax Income	Prop Tax Sec-Cur UnSecr	\$ 18,500.00	\$ 17,442.07	94%	\$ 0.07	0%	
91910300	Tax Income	Prop Tax CUR Sup	\$ 20,000.00	\$ 14,102.26	71%	\$ -	0%	
91910400	Tax Income	Prop Tax SEC DELINQ	\$ 3,000.00	\$ 3,079.50	103%	\$ -	0%	
91910500	Tax Income	Prop Tax SUP DELINQ	\$ 1,100.00	\$ 1,176.82	107%	\$ -	0%	
91910600	Tax Income	Prop Tax UNITARY	\$ 6,000.00	\$ 5,948.57	99%	\$ -	0%	
91912000	Tax Income	Prop Tax REDEMPTION	\$ 50.00	\$ 55.32	111%	\$ -	0%	
91913000	Tax Income	Prop Tax Prior UNS	\$ 250.00	\$ 157.94	63%	\$ -	0%	
91914000	Tax Income	Prop Tax PENALTIES	\$ 100.00	\$ 114.87	115%	\$ -	0%	
<b>SUB TOAL PROPERTY TAX REVENUE</b>			<b>\$ 580,000.00</b>	<b>\$ 551,753.27</b>	<b>95%</b>	<b>\$ 0.07</b>	<b>0%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94941000	Bank Income	Bank Interest	\$ 20,000.00	\$ -	0%	\$ -	0%	
94941000	Bank Income	Bank Interest- County	\$ -	\$ 11,252.62	0%	\$ -	0%	
94942900	Building & Fields	Building & Picnic Area Rentals	\$ 25,000.00	\$ 3,111.75	12%	\$ 1,991.75	8%	
94944600	Tax Income	Fuel Flowage Fee	\$ -	\$ -	0%	\$ -	0%	
94944800	Tax Income	Recreational Concessions	\$ -	\$ -	0%	\$ -	0%	
94945900	Admin Serv. Charge	Admin Fees	\$ 1,000.00	\$ 104.72	10%	\$ 47.68	5%	
<b>SUB TOTAL FACILITY RENTAL &amp; ADMIN FEES REVENUE</b>			<b>\$ 46,000.00</b>	<b>\$ 14,469.09</b>	<b>31%</b>	<b>\$ 2,039.43</b>	<b>4%</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	\$ 3,393.47	85%	\$ -	0%	
95952900	Tax Income	State Aid Construction	\$ -	\$ -	0%	\$ -	0%	
95959504	Tax Income	Covid Relief	\$ -	\$ -	0%	\$ -	0%	
95956300	Tax Income	State Grants	\$ 182,812.00	\$ -	0%	\$ -	0%	
<b>SUB TOTAL TAX REVENUE</b>			<b>\$ 186,812.00</b>	<b>\$ 3,393.47</b>	<b>2%</b>	<b>\$ -</b>	<b>0%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96963200	Tax Income	Aud/Acct Fees	\$ -	\$ -	0%	August	0%	
96964600	Tax Income	Recreation Service Charges	\$ -	\$ 200,957.39	0%	\$ -	0%	
96964800	Tax Income	Fire Control Service Charges	\$ -	\$ -	0%	\$ 25,505.52	0%	
<b>SUB TOTAL CHARGES FOR SERVICES REVENUE</b>			<b>\$ -</b>	<b>\$ 200,957.39</b>	<b>0%</b>	<b>\$ 25,505.52</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%	August	0%	
97974000	Tax Income	Insurance Proceeds	\$ -	\$ -	0%	\$ -	0%	
97979000	Tax Income	Revenues Other (Cell Twr.)	\$ 7,210.00	\$ -	0%	\$ -	0%	
<b>SUB TOTAL OTHER REVENUE</b>			<b>\$ 7,210.00</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	
	Revenue	Long Term Loan Proceeds	\$ -	\$ -	0%	August	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	\$ 63,037.00	\$ -	0%	August	0%	
<b>SUB TOTAL DEDICATION FEE (088B)</b>			<b>\$ 63,037.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
<b>TOTAL ADMINISTRATION INCOME</b>			<b>\$ 883,059.00</b>	<b>\$ 770,573.22</b>	<b>87%</b>	<b>\$ 27,545.02</b>	<b>3%</b>	

INCOME		DEPARTMENT:		RECREATION				
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96964600	Rec. Serv. Charges	Other Service Charges	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Summer Day Camp	\$ 85,000.00	\$ 18,735.92	22%	\$ 5,523.92	6%	
96964600	Rec. Serv. Charges	School Break Camps	\$ 85,000.00	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Thanksgiving Break Camp	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Christmas Break Camp	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	President Week Break Camp	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Spring Break Camp	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Afterschool Program	\$ 140,000.00	\$ 16,391.55	12%	\$ 7,382.00	5%	
96964600	Adult Fitness	Tai Chi	\$ -	\$ -	0%	\$ -	0%	
96964600	Adult Fitness	Yoga	\$ -	\$ -	0%	\$ -	0%	
96964600	Adult Fitness	Floor Exercise	\$ 2,000.00	\$ 480.00	24%	\$ 480.00	24%	
96964600	Rec. Serv. Charges	Special Events	\$ 500.00	\$ -	0%	\$ -	0%	
<b>SUB TOTAL SERVICE CHARGES INCOME</b>			<b>\$ 312,500.00</b>	<b>\$ 35,607.47</b>	<b>11%</b>	<b>\$ 13,385.92</b>	<b>4%</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>\$ 317,500.00</b>	<b>\$ 35,607.47</b>	<b>11%</b>	<b>\$ 13,385.92</b>	<b>4%</b>	

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	\$ 4,000.00	\$ 2,950.25	74%	\$ 1,180.75	30%	
<b>SUB TOTAL CONCESSIONS INCOME</b>			<b>\$ 4,000.00</b>	<b>\$ 2,950.25</b>	<b>74%</b>	<b>\$ 1,180.75</b>	<b>30%</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	\$ 5,000.00	\$ -	0%	\$ -	0%	
96964600	Public Swim & Pool Events	Passes		\$ 620.00	12%	\$ 200.00	4%	
96964600	Public Swim & Pool Events	Gate Fees	\$ -	\$ 4,565.00	91%	\$ 1,743.00	35%	
96964600	Swim Lessons	Swim Lessons	\$ 5,000.00	\$ 3,522.50	70%	\$ 210.00	4%	
96964600	Swim Team	Swim Team	\$ 27,000.00	\$ -	0%	\$ -	0%	
96964600	Pool Rental	Pool Parties	\$ 8,500.00	\$ 2,910.00	34%	\$ 1,840.00	22%	
96964600	Adult Fitness	Aquacize	\$ 3,500.00	\$ 44.00	1%	\$ (180.00)	-5%	
96964600	Lifeguard	Certificates	\$ -	\$ -	0%	\$ -	0%	
<b>SUB TOTAL SERVICE CHARGES INCOME</b>			<b>\$ 49,000.00</b>	<b>\$ 11,661.50</b>	<b>24%</b>	<b>\$ 3,813.00</b>	<b>8%</b>	
<b>TOTAL AQUATICS INCOME</b>			<b>\$ 53,000.00</b>	<b>\$ 14,611.75</b>	<b>28%</b>	<b>\$ 4,993.75</b>	<b>9%</b>	
<b>TOTAL INCOME</b>			<b>\$ 1,253,559.00</b>	<b>\$ 820,792.44</b>	<b>65%</b>	<b>\$ 45,924.69</b>	<b>4%</b>	
	Revenue	Prev Year Roll Over	\$ 546,463.00	\$ -	0%	\$ -	0%	
	Revenue	Prev. Year General Reserve	\$ 473,675.00	\$ -	0%	\$ -	0%	
<b>FUND BALANCE SUBTOTAL</b>			<b>\$ 1,020,138.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
<b>Gross Revenue including Reserve Fund</b>			<b>\$ 2,273,697.00</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	\$ 72,308.04	\$ 23,511.81	33%	\$ 11,696.01	16%	
10112100	1121	SALARY & WAGES P/T	\$ 31,000.00	\$ 9,388.26	30%	\$ 5,174.67	17%	
10112100	1121	COMMITTEE MEMBER	\$ 6,000.00	\$ -	0%	\$ -	0%	
10121000	1210	RETIREMENT	\$ 14,275.00	\$ 602.56	4%	\$ 301.28	2%	
10122000	1220	FICA	\$ 8,052.83	\$ 1,506.69	19%	\$ 804.87	10%	
10123000	1230	GROUP INSURANCE	\$ 16,402.00	\$ 375.00	2%	\$ 150.00	1%	
10124000	1240	WORKERS COMP	\$ 23,000.00	\$ -	0%	\$ -	0%	
10125000	1250	STATE UNEMPLOYMENT INS	\$ 13,480.00	\$ -	0%	\$ -	0%	
<b>SUB TOTAL ADMIN PAYROLL EXPENSE</b>			<b>\$ 184,517.87</b>	<b>\$ 35,384.32</b>	<b>19%</b>	<b>\$ 18,126.83</b>	<b>10%</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	\$ -	0%	\$ -	0%	
20202200	2022	BOOKS/PERIODICALS	\$ -	\$ -	0%	\$ -	0%	
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%	
20203500	2035	EDUCATION/TRAINING EXP	\$ 6,000.00	\$ 931.52	16%	\$ 463.52	8%	
20203900	2039	EMPLOYEE TRANSPORTATION	\$ 450.00	\$ 10.50	2%	\$ 7.00	2%	
20205100	2051	LIABILITY INSURANCE	\$ 31,000.00	\$ 15,374.50	50%	\$ -	0%	
20206100	2061	MEMBERSHIPS	\$ 5,000.00	\$ 4,819.00	96%	\$ -	0%	
20207600	2076	OFFICE SUPPLIES	\$ 4,000.00	\$ 760.65	19%	\$ 516.30	13%	
20208100	2081	POSTAGE	\$ 50.00	\$ -	0%	\$ -	0%	
20219700	2197	TELEPHONE	\$ 8,000.00	\$ 2,534.53	32%	\$ 695.15	9%	
20226100	2261	OFFICE EQUIP. MAINT. SER.	\$ 3,000.00	\$ 551.37	18%	\$ 239.89	8%	
20226200	2262	OFFICE EQUIP. MAINT. SUP.	\$ 2,000.00	\$ 1,397.78	70%	\$ -	0%	
20250500	2505	ACCOUNTING SERVICES	\$ 15,000.00	\$ -	0%	\$ -	0%	
20250700	2507	ASSESS COLLECTION SERV	\$ 9,500.00	\$ 725.75	8%	\$ 725.75	8%	
20253100	2531	LEGAL SERVICES	\$ 1,000.00	\$ -	0%	\$ -	0%	
20257100	2571	SECURITY SERVICES (Park Police)	\$ 16,000.00	\$ 1,407.00	9%	\$ 335.00	2%	
20257100	2571	SECURITY SERVICES (Alarm)	\$ 3,000.00	\$ 639.00	21%	\$ 639.00	21%	
20259100	2591	OTHER PROFESSIONAL SER.	\$ 12,000.00	\$ 12,413.65	103%	\$ 9,830.65	82%	
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>\$ 117,000.00</b>	<b>\$ 41,565.25</b>	<b>36%</b>	<b>\$ 13,452.26</b>	<b>11%</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	\$ 82,714.00	\$ -	0%	\$ -	0%	
42420200	4202	IMP. OTHER THAN BUILD	\$ 441,702.00	\$ 41,115.74	9%	\$ 1,642.44	0%	
43430100	4301	VEHICLES	\$ -	\$ -	0%	\$ -	0%	
43430300	4303	OTHER EQUIPMENT	\$ -	\$ -	0%	\$ -	0%	
<b>SUB TOTAL FIXED ASSETS EXPENSE</b>			<b>\$ 524,416.00</b>	<b>\$ 41,115.74</b>	<b>8%</b>	<b>\$ 1,642.44</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>\$ 825,933.87</b>	<b>\$ 118,065.31</b>	<b>14%</b>	<b>\$ 33,221.53</b>	<b>4%</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	\$ 76,709.76	\$ 18,577.90	24%	\$ 7,504.29	10%		
10112100	1121	SALARY & WAGES P/T	\$ 120,000.00	\$ 41,391.66	34%	\$ 17,044.41	14%		
10121000	1210	RETIREMENT	\$ 1,850.00	\$ 365.37	20%	\$ 183.42	10%		
10122000	1220	FICA	\$ 9,180.00	\$ 3,570.29	39%	\$ 1,753.93	19%		
10123000	1230	GROUP INSURANCE	\$ 4,650.00	\$ 375.00	8%	\$ 150.00	3%		
10124000	1240	WORKERS COMP	\$ 3,874.68	\$ -	0%	\$ -	0%		
10125000	1250	STATE UNEMPLOYMENT INS	\$ 3,410.00	\$ 434.45	13%	\$ 197.04	6%		
<b>SUB TOTAL REC PAYROLL EXPENSE</b>			<b>\$ 219,674.44</b>	<b>\$ 64,714.67</b>	<b>29%</b>	<b>\$ 26,833.09</b>	<b>12%</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.	\$ 2,000.00	\$ 953.54	48%	\$ 515.10	26%		
20233200	2332	FOOD SUPPLIES	\$ 5,000.00	\$ 940.64	19%	\$ 37.04	1%		
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20259100	2591	OTHER PROFESSIONAL SER.	\$ -	\$ -	0%	\$ -	0%		
20285100	2851	RECREATION SERVICES	\$ 6,000.00	\$ 3,283.51	55%	\$ 2,033.52	34%		
20285200	2852	RECREATION SUPPLIES	\$ 5,000.00	\$ 3,269.80	65%	\$ 1,368.92	27%		
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>\$ 18,000.00</b>	<b>\$ 8,447.49</b>	<b>47%</b>	<b>\$ 3,954.58</b>	<b>22%</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>\$ 237,674.44</b>	<b>\$ 73,162.16</b>	<b>31%</b>	<b>\$ 30,787.67</b>	<b>13%</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	\$ 50,000.00	\$ 31,733.92	63%	\$ 12,944.83	26%
10121000	1210	RETIREMENT	\$ -	\$ -	0%	\$ -	0%
10122000	1220	FICA	\$ 4,207.50	\$ 2,956.65	70%	\$ 1,207.56	29%
10123000	1230	GROUP INSURANCE	\$ -	\$ -	0%	\$ -	0%
10124000	1240	WORKERS COMP	\$ 7,390.52	\$ -	0%	\$ -	0%
10125000	1250	STATE UNEMPLOYMENT INS	\$ 7,440.00	\$ 498.54	7%	\$ 222.88	3%
<b>SUB TOTAL AQUATICS PAYROLL EXPENSE</b>			<b>\$ 69,038.02</b>	<b>\$ 35,189.11</b>	<b>51%</b>	<b>\$ 14,375.27</b>	<b>21%</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	\$ 15,000.00	\$ 5,283.90	35%	\$ 31.67	0%
20213100	2131	ELECTRICAL MAINT. SER.	\$ -	\$ -	0%	\$ -	0%
20213100	2131	ELECTRICAL MAINT. SERVICE	\$ -	\$ -	0%	\$ -	0%
20214100	2141	LAND IMP. MAINT. SERVICES	\$ -	\$ -	0%	\$ -	0%
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20215100	2151	MECH. SYSTEM MAINT. SER.	\$ -	\$ -	0%	\$ -	0%
20215200	2152	MECH. SYSTEM MAINT. SUP.	\$ -	\$ -	0%	\$ -	0%
20216200	2162	PAINTING SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20216800	2168	PLUMBING SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20219200	2192	NATURAL GAS	\$ 3,500.00	\$ 117.29	3%	\$ 38.67	1%
20219300	2193	REFUSE COLLECTION	\$ -	\$ -	0%	\$ -	0%
20219500	2195	SEWAGE	\$ -	\$ -	0%	\$ -	0%
20219800	2198	WATER	\$ -	\$ -	0%	\$ -	0%
20227500	2275	RENTS/LEASE EQUIPMENT	\$ -	\$ -	0%	\$ -	0%
20229200	2292	OTHER EQUIP. MAINT. SUP.	\$ -	\$ -	0%	\$ -	0%
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 1,000.00	\$ 139.01	14%	\$ -	0%
20232200	2322	CUSTODIAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20233200	2332	FOOD SUPPLIES	\$ 2,000.00	\$ 1,774.76	89%	\$ 924.12	46%
20244400	2444	MEDICAL SUPPLIES	\$ 2,000.00	\$ 197.29	10%	\$ -	0%
20259100	2591	OTHER PROFESSIONAL SER.	\$ 10,000.00	\$ -	0%	\$ -	0%
20285200	2852	RECREATION SUPPLIES	\$ 10,000.00	\$ 2,673.88	27%	\$ 508.52	5%
20289800	2898	OTHER OPER. EXP. SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20292100	2921	COUNTY PRINTING	\$ -	\$ -	0%	\$ -	0%
<b>SUB TOTAL SERVICE &amp; SUPPLIES EXPENSE</b>			<b>\$ 43,500.00</b>	<b>\$ 10,186.13</b>	<b>23%</b>	<b>\$ 1,502.98</b>	<b>3%</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>-</b>
<b>AQUATICS EXPENSE</b>			<b>\$ 112,538.02</b>	<b>\$ 45,375.24</b>	<b>40%</b>	<b>\$ 15,878.25</b>	<b>14%</b>

EXPENSES		DEPARTMENT:		MAINTENANCE					
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
10111000	1110	SALARY & WAGES F/T	\$ 100,341.20	\$ 5,120.62	5%	\$ -	0%		
10112100	1121	SALARY & WAGES P/T	\$ 15,000.00	\$ 3,377.65	23%	\$ -	0%		
10121000	1210	RETIREMENT	\$ 2,522.50	\$ 539.55	21%	\$ 283.52	11%		
10122000	1220	FICA	\$ 5,848.43	\$ 1,258.02	22%	\$ 647.20	11%		
10123000	1230	GROUP INSURANCE	\$ 5,969.10	\$ 2,738.55	46%	\$ 1,095.42	18%		
10124000	1240	WORKERS COMP	\$ 10,272.82	\$ -	0%	\$ -	0%		
10125000	1250	STATE UNEMPLOYMENT INS	\$ 2,032.00	\$ -	0%	\$ -	0%		
<b>SUB TOTAL MAINTENANCE PAYROLL EXPENSE</b>			<b>\$ 141,986.05</b>	<b>\$ 13,034.39</b>	<b>9%</b>	<b>\$ 2,026.14</b>	<b>1%</b>		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget		
20202200	2022	BOOKS/PERIODICALS	\$ -	\$ -	0%	\$ -	0%		
20202900	2029	BUSINESS CONF. EXP.	\$ -	\$ -	0%	\$ -	0%		
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	0%		
20203900	2039	EMPLOYEE TRANSPORTATION	\$ -	\$ -	0%	\$ -	0%		
20210300	2103	AGRIC./HORT. SERVICES	\$ 65,000.00	\$ 12,575.66	19%	\$ 4,365.66	7%		
20210400	2104	AGRIC./HORT. SUPPLIES	\$ 8,000.00	\$ 4,454.03	56%	\$ 904.08	11%		
20211200	2112	BUILDING/CARPENTRY SUP	\$ 9,000.00	\$ 943.38	10%	\$ 379.19	4%		
20213100	2131	ELECTRICAL MAINT. SER.	\$ 5,000.00	\$ -	0%	\$ -	0%		
20213200	2132	ELECTRICAL MAINT. SUP.	\$ 1,000.00	\$ 93.66	9%	\$ 4.29	0%		
20214100	2141	LAND IMP. MAINT. SERVICES	\$ 17,000.00	\$ 82.03	0%	\$ 82.03	0%		
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ 2,000.00	\$ 701.29	35%	\$ 288.27	14%		
20215100	2151	MECH. SYSTEMS MAINT. SERV	\$ 3,000.00	\$ -	0%	\$ -	0%		
20215200	2152	MECH. SYSTEMS MAINT. SUPL	\$ 7,000.00	\$ 23.22	0%	\$ -	0%		
20216200	2162	PAINTING SUPPLIES	\$ 5,000.00	\$ 199.53	4%	\$ 96.73	2%		
20216800	2168	PLUMBING SUPPLIES	\$ 2,500.00	\$ 495.34	20%	\$ 185.33	7%		
20219100	2191	ELECTRICITY	\$ 24,000.00	\$ 5,938.14	25%	\$ 3,261.85	14%		
20219300	2193	REFUSE COLLECTION	\$ 4,500.00	\$ 890.72	20%	\$ 326.33	7%		
20219500	2195	SEWAGE	\$ 2,500.00	\$ 400.22	16%	\$ -	0%		
20219800	2198	WATER	\$ 13,000.00	\$ 6,463.16	50%	\$ 2,188.90	17%		
20220500	2205	AUTOMOTIVE SERVICE	\$ 2,000.00	\$ -	0%	\$ -	0%		
20220600	2206	AUTOMOTIVE SUPPLIES	\$ 2,000.00	\$ 327.63	16%	\$ 117.12	6%		
20222600	2226	EXPENDABLE TOOLS	\$ 4,500.00	\$ 1,441.34	32%	\$ 699.33	16%		
20223600	2236	FUEL/LUBRICANT SUPPLIES	\$ 2,500.00	\$ 596.29	24%	\$ 228.43	9%		
20227500	2275	RENTS/LEASES EQUIP.	\$ 2,000.00	\$ -	0%	\$ -	0%		
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 2,000.00	\$ 267.88	13%	\$ 216.38	11%		
20232200	2322	CUSTODIAL SUPPLIES	\$ 4,000.00	\$ 1,181.91	30%	\$ 487.73	12%		
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20259100	2591	OTHER PROFESSIONAL SER.	\$ 25,000.00	\$ 1,137.90	5%	\$ -	0%		
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>\$ 212,500.00</b>	<b>\$ 38,213.33</b>	<b>18%</b>	<b>\$ 13,831.65</b>	<b>7%</b>		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
40420200	4202	IMP. OTHER THAN BLDG	\$ -	\$ -	0%	\$ -	0%		
40430100	4301	VEHICLES	\$ 39,474.00	\$ -	0%	\$ -	0%		
<b>SUB TOTAL FIXED ASSETS EXPENSE</b>			<b>\$ 39,474.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>		
<b>TOTAL MAINTENANCE EXPENSE</b>			<b>\$ 393,960.05</b>	<b>\$ 51,247.72</b>	<b>13%</b>	<b>\$ 15,857.79</b>	<b>4%</b>		
<b>DISTRICT TOTAL EXPENSES</b>			<b>\$ 1,570,106.38</b>	<b>\$ 287,850.43</b>	<b>18%</b>	<b>\$ 95,745.24</b>	<b>6%</b>		

**Arden Manor Recreation and Park District**

PAYROLL DETAIL ENTRY

Month: August

Total Payroll: \$ 40,944.72

Previous Period

Period: 3

2

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	6936.47
1121	Part Time Total	29792.20
	<b>Salary Sub total</b>	<b>36728.67</b>
1210	AUL	391.03
1220	FICA	2819.86
1250	SUI	307.45
1230	INS. SUBSIDY	0.00
1230	DENTAL	21.34
1230	KAISER	676.37
1240	CAPRI/WC	0.00
	<b>Payroll Associated Charges</b>	<b>4216.05</b>
	<b>Payroll Total</b>	<b>\$ 40,944.72</b>

PREVIOUSLY APPROVED \$ 34,236.51  
 YTD Budgeted \$ 533,781.65  
 REMAINING ANNUAL BUDGET \$ 458,600.42

**APPROVED DATE: 21-Sep-23**

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

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

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type	Activity	Notes
3	August	Administration	1121		Maint. Supervisor	\$ 2,929.19	FT		
3	August	Recreation	1121		Sr. Rec. Leader	\$ 1,036.00	PT		
3	August	Aquatics	1121		Lifeguard	\$ 558.95	PT		
3	August	Aquatics	1121		Sr. Lifeguard	\$ 572.68	PT		
3	August	Administration	1121		Board Chair	\$ 400.00	PT		
3	August	Recreation	1110		Day Camp Director	\$ 2,045.12	FT		
3	August	Maintenance	1121		Maint. Worker	\$ 1,770.31	PT		
3	August	Aquatics	1121		Assistant Coach	\$ 1,316.00	PT		
3	August	Aquatics	1121		Sr. Lifeguard	\$ 1,181.50	PT		
3	August	Aquatics	1121		Assistant Coach	\$ 102.00	PT		
3	August	Administration	1121		Board Chair	\$ 500.00	PT		
3	August	Administration	1121		Board Chair	\$ 500.00	PT		
3	August	Administration	1121		Admin Assistant	\$ 1,199.36	PT		
3	August	Recreation	1121		Rec. Leader	\$ 426.25	PT		
3	August	Administration	1121		Board Chair	\$ 200.00	PT		
3	August	Administration	1121		Lifeguard	\$ 546.38	PT		
3	August	Recreation	1121		Rec. Leader	\$ 852.50	PT		
3	August	Aquatics	1121		Lifeguard	\$ 962.19	PT		
3	August	Recreation	1121		Sr. Rec. Leader	\$ 888.00	PT		
3	August	Aquatics	1121		Lifeguard	\$ 678.13	PT		
3	August	Recreation	1121		Sr. Rec. Leader	\$ 861.08	PT		
3	August	Administration	1110		Dist. Mgr	\$ 3,012.84	FT		
3	August	Aquatics	1121		Instructor	\$ 222.08	PT		
3	August	Aquatics	1121		Assistant Coach	\$ 1,296.25	PT		
3	August	Recreation	1121		Rec. Leader	\$ 744.00	PT		
3	August	Recreation	1121		Rec. Leader	\$ 806.00	PT		
3	August	Aquatics	1121		Sr. Lifeguard	\$ 964.00	PT		
3	August	Recreation	1110		Rec. Coordinator	\$ 1,878.51	FT		
3	August	Aquatics	1121		Lifeguard	\$ 829.25	PT		
3	August	Recreation	1121		Rec. Leader	\$ 716.88	PT		
3	August	Recreation	1121		Rec. Leader	\$ 627.75	PT		
3	August	Aquatics	1121		Lifeguard	\$ 778.54	PT		
3	August	Recreation	1121		Sr. Rec. Leader	\$ 412.00	PT		
3	August	Recreation	1121		Lifeguard	\$ 569.63	PT		
3	August	Recreation	1121		Rec. Leader	\$ 581.25	PT		
3	August	Recreation	1121		Rec. Leader	\$ 511.50	PT		
3	August	Recreation	1121		Lifeguard	\$ 574.92	PT		
3	August	Recreation	1121		Rec. Leader	\$ 542.50	PT		
3	August	Recreation	1121		Rec. Leader	\$ 759.50	PT		
3	August	Recreation	1121		Rec. Leader	\$ 689.75	PT		
3	August	Recreation	1121		Rec. Leader	\$ 685.88	PT		
3	August	Administration	1220			\$ 450.37	FICA		
3	August	Maintenance	1220			\$ 339.88	FICA		
3	August	Aquatics	1220			\$ 871.47	FICA		8/1-8/15
3	August	Recreation	1220			\$ 1,158.14	FICA		
3	August	Recreation	1250			\$ 147.88	SUI		
3	August	Aquatics	1250			\$ 159.57	SUI		
3	August	Recreation	1210			\$ 93.93	AUL		
3	August	Administration	1210			\$ 150.64	AUL		
3	August	Maintenance	1210			\$ 146.46	AUL		
3	August	Recreation	1230			\$ 75.00	Kaiser		
3	August	Administration	1230			\$ 75.00	Kaiser		
3	August	Maintenance	1230			\$ 526.37	Kaiser		
3	August	Maintenance	1230			\$ 21.34	Dental		

**Arden Manor Recreation and Park District**

PAYROLL DETAIL ENTRY

Month: **August**

Total Payroll: \$ **23,719.87**

Previous Period

Period: **4**

**3**

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	6593.50
1121	Part Time Total	14345.30
	<b>Salary Sub total</b>	<b>20938.80</b>
1210	AUL	377.19
1220	FICA	1593.70
1250	SUI	112.47
1230	INS. SUBSIDY	0.00
1230	DENTAL	21.34
1230	KAISER	676.37
1240	CAPRI/WC	0.00
	<b>Payroll Associated Charges</b>	<b>2781.07</b>
	<b>Payroll Total</b>	<b>\$ 23,719.87</b>

PREVIOUSLY APPROVED \$ 40,944.72  
 YTD Budgeted \$ 533,781.65  
 REMAINING ANNUAL BUDGET \$ 469,117.06

**APPROVED DATE: 21-Sep-23**

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

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

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type	Activity	Notes
4	August	Administration	1121		Maint. Supervisor	\$ 2,741.14	FT		
4	August	Recreation	1121		Sr. Rec. Leader	\$ 552.00	PT		
4	August	Aquatics	1121		Lifeguard	\$ 127.76	PT		
4	August	Aquatics	1121		Sr. Lifeguard	\$ 416.22	PT		
4	August	Administration	1121		Board Chair	\$ -	PT		
4	August	Recreation	1110		Day Camp Director	\$ 1,790.68	FT		
4	August	Maintenance	1121		Maint. Worker	\$ 1,532.95	PT		
4	August	Recreation	1121		Rec. Leader	\$ 224.00	PT		
4	August	Aquatics	1121		Assistant Coach	\$ 213.00	PT		
4	August	Aquatics	1121		Sr. Lifeguard	\$ 412.25	PT		
4	August	Administration	1121		Board Chair	\$ -	PT		
4	August	Administration	1121		Board Chair	\$ -	PT		
4	August	Administration	1121		Admin Assistant	\$ 1,546.05	PT		
4	August	Recreation	1121		Rec. Leader	\$ 279.00	PT		
4	August	Administration	1121		Board Chair	\$ -	PT		
4	August	Administration	1121		Lifeguard	\$ 282.88	PT		
4	August	Recreation	1121		Rec. Leader	\$ 220.88	PT		
4	August	Aquatics	1121		Lifeguard	\$ 435.18	PT		
4	August	Recreation	1121		Sr. Rec. Leader	\$ 176.00	PT		
4	August	Aquatics	1121		Lifeguard	\$ 325.50	PT		
4	August	Recreation	1121		Sr. Rec. Leader	\$ 506.76	PT		
4	August	Administration	1110		Dist. Mgr	\$ 3,012.84	FT		
4	August	Aquatics	1121		Instructor	\$ 98.70	PT		
4	August	Aquatics	1121		Assistant Coach	\$ 382.50	PT		
4	August	Recreation	1121		Rec. Leader	\$ 46.50	PT		
4	August	Recreation	1121		Rec. Leader	\$ 170.50	PT		
4	August	Recreation	1121		Rec. Leader	\$ 232.50	PT		
4	August	Aquatics	1121		Sr. Lifeguard	\$ 280.00	PT		
4	August	Recreation	1110		Rec. Coordinator	\$ 1,789.98	FT		
4	August	Aquatics	1121		Lifeguard	\$ 209.25	PT		
4	August	Recreation	1121		Rec. Leader	\$ 131.75	PT		
4	August	Recreation	1121		Rec. Leader	\$ 77.50	PT		
4	August	Aquatics	1121		Lifeguard	\$ 403.24	PT		
4	August	Recreation	1121		Sr. Rec. Leader	\$ 208.00	PT		
4	August	Recreation	1121		Lifeguard	\$ 356.50	PT		8/16-8/31
4	August	Recreation	1121		Rec. Leader	\$ 348.75	PT		
4	August	Recreation	1121		Rec. Leader	\$ 205.38	PT		
4	August	Recreation	1121		Rec. Leader	\$ 325.50	PT		
4	August	Recreation	1121		Rec. Leader	\$ 387.50	PT		
4	August	Recreation	1121		Rec. Leader	\$ 139.50	PT		
4	August	Recreation	1121		Rec. Leader	\$ 170.50	PT		
4	August	Aquatics	1121		Lifeguard	\$ 179.66	PT		
4	August	Administration	1220			\$ 354.50	FICA		
4	August	Maintenance	1220			\$ 307.32	FICA		
4	August	Aquatics	1220			\$ 336.09	FICA		
4	August	Recreation	1220			\$ 595.79	FICA		
4	August	Recreation	1250			\$ 49.16	SUI		
4	August	Aquatics	1250			\$ 63.31	SUI		
4	August	Recreation	1210			\$ 89.49	AUL		
4	August	Administration	1210			\$ 150.64	AUL		
4	August	Maintenance	1210			\$ 137.06	AUL		
4	August	Recreation	1230			\$ 75.00	Kaiser		
4	August	Administration	1230			\$ 75.00	Kaiser		
4	August	Maintenance	1230			\$ 526.37	Kaiser		
4	August	Maintenance	1230			\$ 21.34	Dental		

**REVENUE DETAIL ENTRY REPORT**

**Month: August**

<b>Month Total</b>	<b>\$</b>	<b>20,069.10</b>
Cash / Checks	\$	21,014.10
Credit Card	\$	-
Refund	\$	(945.00)
PREVIOUSLY APPROVED	\$	40,456.59
<b>YTD TOTAL APPROVED</b>	<b>\$</b>	<b>50,219.22</b>
YTD BUDGETED	\$	1,514,674.50
REMAINING ANNUAL BUDGET	\$	1,464,455.28

APPROVED 9/21/2023

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

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

Period	Dept.	Account #	Class	Group	Amount	Rev #	Category	Type	P&L Group
August	Administration	94945900	Vend	Interest	\$ 47.68	4	Admin Fees	Cash / Checks	INCOME
August	Administration	94942900	Rental	Bldg & Flds	\$ 1,991.75	5	Building & Picnic Area Rentals	Cash / Checks	INCOME
August	Recreation	96964600	Floor	Adult Fitness	\$ 480.00	11	Floor Exercise	Cash / Checks	INCOME
August	Recreation	96964600	Camp	Rec. Serv. Charges	\$ 5,523.92	14	Summer Day Camp	Cash / Checks	INCOME
August	Recreation	96964600		Rec. Serv. Charges	\$ 7,977.00	16	Afterschool Program	Cash / Checks	INCOME
August	Aquatics	94944800	Vend	Pool Concessions	\$ 1,180.75	19	Pool Concessions	Cash / Checks	INCOME
August	Aquatics	96964600	Aquacize	Adult Fitness	\$ (180.00)	20	Adult Fitness	Cash / Checks	INCOME
August	Aquatics	96964600	Gate Fees	Gate Fees	\$ 1,711.00	21	Public Swim & Pool Events	Cash / Checks	INCOME
August	Aquatics	96964600	Gate Fees	Gate Fees	\$ 32.00	22	Public Swim & Pool Events	Cash / Checks	INCOME
August	Aquatics	96964600	Passes	Passes	\$ 200.00	23	Pool Punch Pass	Cash / Checks	INCOME
August	Aquatics	96964600	Rental	Pool Parties	\$ 1,840.00	27	Private Pool Rental	Cash / Checks	INCOME
August	Aquatics	96964600	Lessons	Swim Lessons	\$ 210.00	30	Swim Lessons	Cash / Checks	INCOME
August	Recreation	96964600	Camp	Rec. Serv. Charges	\$ (185.00)	16	Afterschool Program	Refund	INCOME
August	Recreation	96964600	Camp	Rec. Serv. Charges	\$ (225.00)	16	Afterschool Program	Refund	INCOME
August	Recreation	96964600	Camp	Charges	\$ (185.00)	16	Afterschool Program	Refund	INCOME
August	Administration	96964600	Rental	Bldg & Flds	\$ (350.00)	5	Building & Picnic Area Rentals	Refund	INCOME

**Arden Manor Recreation and Park District**

**EXPENSEDETAILENTRYREPORT**

All expenses, fixed assets, services and supplies

**Month: August**

**Month Total \$ 34,412.30**

Prior Month  
July

PREVIOUSLY APPROVED \$ 87,044.62

YTD BUDGETED \$ 356,037.00

APPROVED 9/21/2023

**REMAINING ANNUAL BUDGET \$ 234,580.08**

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

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

Period	Dept.	Account #	Claim #	Payee	P&L Group
August	Aquatics	2332	16.98	US Bank - Smart n Final - snack bar	SERVICE & SUPPLIES
August	Aquatics	2332	60.86	US Bank - Costco aqua food for snack bar	SERVICE & SUPPLIES
August	Aquatics	2852	9.16	US Bank - Amazon aqua rec supplies	SERVICE & SUPPLIES
August	Administration	2076	29.42	US Bank - Amazon - expo markers/scissors	SERVICE & SUPPLIES
August	Aquatics	2332	169.89	US Bank - Costco aqua food for snack bar	SERVICE & SUPPLIES
August	Aquatics	2852	10.31	US Bank - Smart n final hot cup for aqua	SERVICE & SUPPLIES
August	Aquatics	2332	218.23	US Bank - Costco aqua food for snack bar	SERVICE & SUPPLIES
August	Aquatics	2852	13.05	US Bank - Best Pool Supply chem test bottles	SERVICE & SUPPLIES
August	Aquatics	2332	97.33	US Bank - Costco aqua food for snack bar	SERVICE & SUPPLIES
August	Aquatics	2852	7.95	US Bank - Leslie's Pool Mart o rings	SERVICE & SUPPLIES
August	Aquatics	2852	7.94	US Bank - Leslie's Pool Mart o rings	SERVICE & SUPPLIES
August	Aquatics	2332	195.84	US Bank - Costco aqua food for snack bar	SERVICE & SUPPLIES
August	Aquatics	2332	68.04	US Bank - Costco aqua food for snack bar	SERVICE & SUPPLIES
August	Aquatics	2332	96.95	US Bank - Costco aqua food for snack bar	SERVICE & SUPPLIES
August	Recreation	2852	8.54	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	8.25	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	43.44	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	11.94	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	62.48	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	69.77	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	22.83	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	19.58	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	25.08	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	43.10	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	24.73	US Bank - Smart n Final - rec supp 4 camp	SERVICE & SUPPLIES
August	Recreation	2852	195.74	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	34.16	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	51.28	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	17.39	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	10.85	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	10.86	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Maintenance	2226	86.18	US Bank - Lowe's exp tools - hose	SERVICE & SUPPLIES
August	Maintenance	2112	25.82	US Bank - Lowe's building supp - door handle	SERVICE & SUPPLIES
August	Administration	2076	204.00	US Bank - Jotform - yearly subscription	SERVICE & SUPPLIES
August	Recreation	2852	7.60	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	145.94	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Administration	2444	28.39	US Bank - Amazon - medical supp	SERVICE & SUPPLIES
August	Recreation	2852	24.19	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	28.53	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	18.48	US Bank - American Coaching - rec supp 4 camp	SERVICE & SUPPLIES
August	Recreation	2852	19.00	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2852	115.94	US Bank - Amazon - rec supplies for camp	SERVICE & SUPPLIES
August	Recreation	2851	350.00	US Bank - Peanuts Playhouse - in house field trip	SERVICE & SUPPLIES
August	Administration	2035	463.52	US Bank - Everline - Hotel for CSDA conference	SERVICE & SUPPLIES
August	Administration	2197	53.50	US Bank - AT&T internet	SERVICE & SUPPLIES
August	Administration	2197	120.00	US Bank - Starlink internet	SERVICE & SUPPLIES
August	Administration	2039	1.75	US Bank - County Parking	SERVICE & SUPPLIES
August	Administration	2591	19.30	US Bank - Authorize.net - other prof services	SERVICE & SUPPLIES
August	Administration	2591	30.35	US Bank - Authorize.net - other prof services	SERVICE & SUPPLIES
August	Administration	2039	1.75	US Bank - County Parking	SERVICE & SUPPLIES
August	Administration	2039	1.75	US Bank - County Parking	SERVICE & SUPPLIES
August	Recreation	2852	172.39	US Bank - Amazon - rec games for camp	SERVICE & SUPPLIES
August	Administration	2197	201.65	US Bank - AT&T camp phone	SERVICE & SUPPLIES
August	Administration	2076	239.88	US Bank - Adobe Pro - yearly sub	SERVICE & SUPPLIES
August	Administration	2039	1.75	US Bank - County Parking	SERVICE & SUPPLIES
August	Recreation	2852	23.00	US Bank - Target - rec supplies 4 camp	SERVICE & SUPPLIES
August	Recreation	2851	100.00	US Bank - Bouncey House Rentals - in house field trip deposit	SERVICE & SUPPLIES
August	Recreation	2332	7.98	US Bank - Safeway - rec food supp for CIT	SERVICE & SUPPLIES
August	Recreation	2851	504.40	US Bank - Bubblemania - rec in house field trip for camp	SERVICE & SUPPLIES
August	Recreation	2314	515.10	US Bank - Rally Factory - rec camp shirts	SERVICE & SUPPLIES
August	Recreation	2852	13.46	US Bank - Safeway rec supp for CIT	SERVICE & SUPPLIES
August	Recreation	2851	350.00	US Bank - Kona Ice 4 Nat Night Out 2023	SERVICE & SUPPLIES
August	Recreation	2851	350.00	US Bank - Kona Ice for Camp	SERVICE & SUPPLIES

**Arden Manor Recreation and Park District**

**EXPENSEDETAILENTRYREPORT**

All expenses, fixed assets, services and supplies

**Month: August**

**Month Total \$ 34,412.30**

Prior Month  
July

PREVIOUSLY APPROVED \$ 87,044.62

YTD BUDGETED \$ 356,037.00

APPROVED 9/21/2023

REMAINING ANNUAL BUDGET \$ 234,580.08

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

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

Period	Dept.	Account #	Claim #	Payee	P&L Group
August	Recreation	2852	108.00	US Bank - NATW - Nat Night Out goodies	SERVICE & SUPPLIES
August	Recreation	2852	12.36	US Bank - Hobby Lobby - rec supp for NNO	SERVICE & SUPPLIES
August	Recreation	2851	32.00	US Bank - California State Fair - staff appreciation	SERVICE & SUPPLIES
August	Recreation	2851	327.12	US Bank - Bouncey House Rentals - in house field trip	SERVICE & SUPPLIES
August	Recreation	2852	10.58	US Bank - Safeway CIT end of year party	SERVICE & SUPPLIES
August	Recreation	2852	9.43	US Bank - Dollar Tree supplies for NNO 2023	SERVICE & SUPPLIES
August	Recreation	2332	29.06	US Bank - Lil Ceasars CIT end of year party	SERVICE & SUPPLIES
August	Maintenance	2226	37.70	US Bank - Harbor Freight exp tools go bits	SERVICE & SUPPLIES
August	Maintenance	2141	82.03	US Bank - Home Depot - concrete slates for thrust blocks	SERVICE & SUPPLIES
August	Maintenance	2103	9.21	US Bank - Home Depot - fittings for mainline repair	SERVICE & SUPPLIES
August	Maintenance	2103	421.45	US Bank - Sprinkler Service & Supps - irrigation repair	SERVICE & SUPPLIES
August	Maintenance	2132	4.29	US Bank - Home Depot wire stripper	SERVICE & SUPPLIES
August	Maintenance	2226	64.65	US Bank - Home Depot wrench set	SERVICE & SUPPLIES
August	Maintenance	2104	60.42	US Bank - Water Rite - fittings for mainline at jonas	SERVICE & SUPPLIES
August	Maintenance	2104	31.66	US Bank - Home Depo fittings for mainline at jonas	SERVICE & SUPPLIES
August	Maintenance	2226	37.69	US Bank - Harbor Freight - tools 4 mainline at jonas	SERVICE & SUPPLIES
August	Maintenance	2236	59.47	US Bank - Quik Stop - fuel for Ford	SERVICE & SUPPLIES
August	Maintenance	2236	89.44	US Bank - Quik Stop - fuel for Ford	SERVICE & SUPPLIES
August	Maintenance	2226	101.15	US Bank - Harbor Freight - tools for go bags	SERVICE & SUPPLIES
August	Maintenance	2226	247.35	US Bank - Home Depot exp tools	SERVICE & SUPPLIES
August	Maintenance	2162	31.16	US Bank - Home Depot - tray liners and rollers	SERVICE & SUPPLIES
August	Maintenance	2322	26.87	US Bank - Home Depot - custodial supp	SERVICE & SUPPLIES
August	Maintenance	2112	51.11	US Bank - Home Depot - window frostings for DAR Door	SERVICE & SUPPLIES
August	Maintenance	2112	37.15	US Bank - Home Depot - window frostings for DAR Door	SERVICE & SUPPLIES
August	Maintenance	2226	27.97	US Bank - Home Depot - tool bag for maint supp	SERVICE & SUPPLIES
August	Maintenance	2162	7.52	US Bank - Home Depot - window frostings for DAR Door	SERVICE & SUPPLIES
August	Maintenance	2322	15.02	US Bank - Home Depot - wasp/hornet spray	SERVICE & SUPPLIES
August	Maintenance	2206	34.93	US Bank - O reilly - door handle for Ford truck	SERVICE & SUPPLIES
August	Maintenance	2314	216.38	US Bank - Work World - clothing for maint worker	SERVICE & SUPPLIES
August	Maintenance	2162	26.53	US Bank - Emighs Hardware - frosted window spray	SERVICE & SUPPLIES
August	Maintenance	2112	225.71	US Bank - Lowe's - smart thermostat for DCC	SERVICE & SUPPLIES
August	Maintenance	2142	20.45	US Bank - Home Depot - stakes 4 taping perm at parks	SERVICE & SUPPLIES
August	Maintenance	2236	79.52	US Bank - Quik Stop - fuel for Ford	SERVICE & SUPPLIES
August	Maintenance	2206	42.00	US Bank - O reilly - door handle and wrench box for Ford truck	SERVICE & SUPPLIES
August	Maintenance	2206	40.19	US Bank - O reilly - door handle and fuel cap for Ford truck	SERVICE & SUPPLIES
August	Maintenance	2226	12.91	US Bank - O reilly - tweezer set for go bags	SERVICE & SUPPLIES
August	Maintenance	2322	96.78	US Bank - Home Depot wasp traps	SERVICE & SUPPLIES
August	Maintenance	2142	158.51	US Bank - Home Depot driver/posts/fencing for temp fence	SERVICE & SUPPLIES
August	Maintenance	2142	71.19	US Bank - Home Depot - supps for new controller @ Jonas	SERVICE & SUPPLIES
August	Maintenance	2142	38.12	US Bank - Home Depot - supps for new controller @ Jonas	SERVICE & SUPPLIES
August	Maintenance	2226	24.53	Emighs Hardware - exp tools	SERVICE & SUPPLIES
August	Maintenance	2104	65.98	Emighs Hardware - Ag/Hort Supplies	SERVICE & SUPPLIES
August	Maintenance	2162	18.51	Emighs Hardware - painting supplies	SERVICE & SUPPLIES
August	Maintenance	2112	39.40	Emighs Hardware - building/carp supp	SERVICE & SUPPLIES
August	Maintenance	2104	15.07	Emighs Hardware - Ag/Hort Supplies	SERVICE & SUPPLIES
August	Maintenance	2168	153.02	Grainger - plumbing supply	SERVICE & SUPPLIES
August	Maintenance	2104	139.99	Emighs Hardware - Ag/Hort Supplies	SERVICE & SUPPLIES
August	Maintenance	2322	146.63	Emighs Hardware - custodial supp	SERVICE & SUPPLIES
August	Maintenance	2162	13.01	Emighs Hardware - painting supplies	SERVICE & SUPPLIES
August	Maintenance	2226	59.20	Emighs Hardware - building/carp supp	SERVICE & SUPPLIES
August	Administration	2591	9200.00	Roto Rooter - clean out and repair main sewer line	SERVICE & SUPPLIES
August	Administration	2571	335.00	FEC Park Police - serve calls 5hrs June/July 2023	SECURITY SERVICES (Park Police)
August	Maintenance	2322	7.53	Emighs Hardware - custodial supp	SERVICE & SUPPLIES
August	Aquatics	2852	460.11	Lincoln Aquatics - stranger lid	SERVICE & SUPPLIES
August	Administration	4202	1642.44	Ross - fixed asset - parts for slide at crabtree/jonas	FIXED ASSETS
August	Maintenance	2322	180.78	Grainger - custodial supplies	SECURITY SERVICES (Alarm)
August	Administration	2571	159.00	Hue & Cry - Alarm - DAR	SECURITY SERVICES (Alarm)
August	Administration	2571	159.00	Hue & Cry - Alarm - DCC	SECURITY SERVICES (Alarm)
August	Administration	2571	159.00	Hue & Cry - Alarm - Office	SECURITY SERVICES (Alarm)
August	Administration	2571	159.00	Hue & Cry - Alarm - Shop	SECURITY SERVICES (Alarm)
August	Administration	2571	3.00	Hue & Cry - paper invoice fee	SECURITY SERVICES (Alarm)
August	Maintenance	2103	1860.00	Jensen - Jonas Park - Aug 2023	SERVICE & SUPPLIES
August	Maintenance	2103	2075.00	Jensen - Crabtree Park - Aug 2023	SERVICE & SUPPLIES



**Arden Manor Recreation and Park District**

**EXPENSEDETAILENTRYREPORT**  
 All expenses, fixed assets, services and supplies

**Month: August**

**Month Total \$ 34,412.30**

Prior Month  
July

PREVIOUSLY APPROVED \$ 87,044.62  
 YTD BUDGETED \$ 356,037.00

APPROVED 9/21/2023 REMAINING ANNUAL BUDGET \$ 234,580.08

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

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

Period	Dept.	Account #	Claim #	Payee	P&L Group
August	Maintenance	2198	142.49	Golden State - Deterding Water 6/26/23-7/26/23	SERVICE & SUPPLIES
August	Maintenance	2198	2046.41	Golden State - Crabtree Water 6/26/23-7/26/23	SERVICE & SUPPLIES
August	Administration	2507	66.75	Sac Co Tax Collector - Property tax - jonas park	SERVICE & SUPPLIES
August	Administration	2507	659.00	Sac Co EMD - Hazardous materials permit	SERVICE & SUPPLIES
August	Administration	2261	147.12	First Citizens Bank - Copier/Lease	SERVICE & SUPPLIES
August	Maintenance	2104	481.12	Normac - Irrigation Supplies - Jonas Park Repair	SERVICE & SUPPLIES
August	Maintenance	2104	4.95	Emighs Hardware - Ag/Hort Supplies	SERVICE & SUPPLIES
August	Administration	2197	320.00	Fastbreak - VoIP Extensions	SERVICE & SUPPLIES
August	Administration	2076	43.00	Fastbreak - Offie 365 and one drive	SERVICE & SUPPLIES
August	Maintenance	2193	107.00	Republic Services - 1 waste container	SERVICE & SUPPLIES
August	Maintenance	2193	29.67	Republic Services - franchise fee	SERVICE & SUPPLIES
August	Maintenance	2193	189.66	Republic services - waste overage fee	SERVICE & SUPPLIES
August	Aquatics	2192	29.35	PG&E - Gas/DAR 6/28.23-7/27/23	SERVICE & SUPPLIES
August	Aquatics	2192	9.32	PG&E - Gas/Pool 6/28.23-7/27/23	SERVICE & SUPPLIES
August	Recreation	2851	20.00	SJUSD - Afterschool program permit fee	SERVICE & SUPPLIES
August	Maintenance	2168	32.31	Emighs Hardware - plumbing supply	SERVICE & SUPPLIES
August	Maintenance	2104	37.63	Emighs Hardware - Ag/Hort Supplies	SERVICE & SUPPLIES
August	Maintenance	2104	67.26	Emighs Hardware - Ag/Hort Supplies	SERVICE & SUPPLIES
August	Administration	2261	92.77	Caltronics - Copier/Maint and Copies	SERVICE & SUPPLIES
August	Maintenance	2191	174.32	SMUD - main office	SERVICE & SUPPLIES
August	Maintenance	2191	2342.75	SMUD - pumps/DAR/DCC	SERVICE & SUPPLIES
August	Maintenance	2191	297.87	SMUD - Jonas Well Pump	SERVICE & SUPPLIES
August	Maintenance	2191	179.39	SMUD - St. Street Light	SERVICE & SUPPLIES
August	Maintenance	2191	172.47	SMUD - Crabtree St Light	SERVICE & SUPPLIES
August	Maintenance	2191	95.05	SMUD - Crabtree Pk Light	SERVICE & SUPPLIES
August	Maintenance	2322	14.12	Grainger - custodial supplies	SERVICE & SUPPLIES
August	Administration	2591	581.00	VFCAL - 2023 splash fees and champs	SERVICE & SUPPLIES
August	Aquatics	2122	31.67	Leslie's Pool Supplies - acid for pool	SERVICE & SUPPLIES

**Arden Manor Recreation and Park District**

**FY 22-23**

**OPERATIONS REPORT**

**August**

TO: BOARD OF DIRECTORS  
 ARDEN MANOR RECREATION AND PARK DISTRICT

FROM: Madison Dewald  
 ADMINISTRATIVE ASSISTANT

SUBJECT: OPERATION REPORT August

<b>A. DETERING COMMUNITY CENTER</b>	<b>RCT #</b>	<b>REVENUE</b>
Backstage Performing Arts	23285 Sept Rent	\$ 600.00
		<u><u>\$ 600.00</u></u>
<b>B. DETERING ACTIVITY ROOM</b>	<b>RCT #</b>	
TURNING POINT AA	TUESDAYS 23285 August Rent	\$ -
		<u><u>\$ 80.00</u></u>
		<u><u>\$ 80.00</u></u>
<b>C. ARDEN MANOR PARKS</b>	<b>RCT #</b>	
		<u><u>\$ -</u></u>
<b>D. DETERING POOL</b>	<b>RCT #</b>	
		<u><u>\$ -</u></u>
	<b>TOTAL PERIOD REVENUE</b>	<b>\$ 680.00</b>

# FULTON EL-CAMINO PARK DISTRICT POLICE DEPARTMENT

James R. Brown, Chief of Police



Monthly activity report for: Arden Manor Park District, Reporting Period: 2023-08-01 to 2023-08-31

## Summary of enforcement actions

	Park Hours:	0
	Drugs:	1
	Weapons:	0
NTA Issued: 5	Alcohol:	0
	Animals:	0
	Vehicle Code:	3
	Probation Violation:	0
	Other:	1
	Drugs:	
	Weapons:	
	Assault/Battery:	
Onsite Arrests:	Sex Crimes:	
	Theft:	
	Probation Violation:	
	Other:	
	Calls For Service:	1
	Parking Citations:	6
	Warrant Arrests:	0
	DUI Arrests:	0
	Stolen Vehicles:	0
	Warnings Issued:	1

Notice To Appear (NTA)	Date/Time	Violations	Severity	Notes
Crabtree Park	2023-08-07 18:45	9.36.066.6 SCO Cart In Park	Inf	
Crabtree Park	2023-08-07 18:40	11364 HS Paraphernalia	Mis	
Deterding park	No NTA issued during this reporting period			
Jonas Larkspur Park	2023-08-07 18:00	16028(a) CVC No Insurance	Inf	
Jonas Larkspur Park	2023-08-07 18:00	4000(a) CVC No current registration	Inf	
Jonas Larkspur Park	2023-08-07 18:00	5204(a) CVC False Tabs	Inf	
Jonas Larkspur Park	2023-08-07 18:00	16028(a) CVC No Insurance	Inf	

		4000(a) CVC No current registration	Inf	
		5204(a) CVC False Tabs		
		16028(a) CVC No Insurance	Inf	
Jonas Larkspur Park	2023-08-24 16:06	4000(a) CVC No current registration	Inf	
Off Property	No NTA issued during this reporting period			
Winterstein Park	No NTA issued during this reporting period			
<b>Arrests Made</b>	<b>Date/Time</b>	<b>Violations</b>	<b>Severity</b>	<b>Notes</b>
Crabtree Park	No arrests reporting during this period			
Deterding park	No arrests reporting during this period			
Jonas Larkspur Park	No arrests reporting during this period			
Off Property	No arrests reporting during this period			
Winterstein Park	No arrests reporting during this period			
<b>Calls For Service</b>	<b>Date/Time</b>	<b>Description</b>	<b>Disposition</b>	<b>Notes</b>
Crabtree Park	No calls for service during this reporting period			
Deterding park	2023-08-20 12:30	burglar alarm going off at Arden Manor office door and motion	Unfounded	Area checked clear no signs of break in all doors locked and secured called responding who said to clear it out.
Jonas Larkspur Park	No calls for service during this reporting period			
Off Property	No calls for service during this reporting period			
Winterstein Park	No calls for service during this reporting period			
<b>Arrest Warrants</b>	<b>Date/Time</b>	<b>Warrant Type</b>	<b>Bail Amount</b>	<b>Notes</b>
Crabtree Park	No warrant arrests during this reporting period			
Deterding park	No warrant arrests during this reporting period			
Jonas Larkspur Park	No warrant arrests during this reporting period			
Off Property	No warrant arrests during this reporting period			
Winterstein Park	No warrant arrests during this reporting period			
<b>DUI Arrests</b>	<b>Date/Time</b>	<b>DUI Type</b>	<b>BAC</b>	<b>Notes</b>
Crabtree Park	No DUI arrests during this reporting period			
Deterding park	No DUI arrests during this reporting period			
Jonas Larkspur Park	No DUI arrests during this reporting period			
Off Property	No DUI arrests during this reporting period			
Winterstein Park	No DUI arrests during this reporting period			
<b>Warnings</b>	<b>Date/Time</b>	<b>Violation</b>		<b>Notes</b>
Crabtree Park	No warnings during this reporting period			
Deterding park	No warnings during this reporting period			
Jonas Larkspur Park	2023-08-14 15:55	SCO 9.36.061(a)(4)		
Off Property	No warnings during this reporting period			
Winterstein Park	No warnings during this reporting period			
<b>Parking Citations</b>	<b>Date/Time</b>	<b>Violations</b>		
Crabtree Park	2023-08-07 18:55	4000(a) CVC No current registration		
		10.24.030(b) SCO Prohibited stopping, standing, parking		
Crabtree Park	2023-08-21 17:34	10.24.030(b) SCO Prohibited stopping, standing, parking		
Deterding park	No Parking citations issued during this reporting period			
Jonas Larkspur Park	2023-08-21 17:25	4000(a) CVC No current registration		
Jonas Larkspur Park	2023-08-31 15:04	10.24.010(1-4) SCO Red, yellow, white, green curb unloading zone - 5 min. max		

Jonas Larkspur Park	2023-08-31 15:10	22500.1 CVC Stopping/Parking in posted fire lane
Jonas Larkspur Park	2023-08-31 16:10	4000(a) CVC No current registration
Off Property	No Parking citations issued during this reporting period	
Winterstein Park	No Parking citations issued during this reporting period	

## Arden Manor Recreation and Park District

September 21, 2023

**Agenda Item: 5 b: Deterding Roof Replacement Project Report:** The board will receive a report and updated cost estimate for the Deterding Roof Replacement. Six bids were received with costs ranging from \$215,000 to \$304, 466. The District Manager will make a recommendation to accept the lowest bid. The board will vote on a motion to accept the bid and move forward with the roof replacement.

---

Initiated or Requested by

- Board
- Staff
- Other

Report coordinator or prepared by

Kelly Lewellen, District Manager

---

Attachment:  Yes  No  Information  Direction  Action

---

**Background:** The District requested bids for the roof replacement for the Deterding Community Center and the Deterding Aquatics Complex Building. We received six bids in total. Each of the bidders have been vetted by The Garland Company and are certified to use their products. Each are also member of Omnia Partners and fully licensed with the State of California.

The attached bid Tally shows that the bids came in over budget with the lowest bid from D7 Roofing equaling \$215,100 and the second lowest bid from King's Roofing equaling \$226,100. It after investigating both companies and finding no outstanding reason to discard either bid, it is the recommendation of the District Manager that the district follow accepted practice and award the contract to the lowest bidder, D7 Roofing.

**Recommendation:** Staff recommend the board vote on a motion to accept the proposal for the lowest bid and move forward with the scope of service set forth in the bid.

## Bid Tally

### Arden Manor Recreation and Park District Activity and Community Center Reroof Project

**8-31-2023**

Bidder	B F	A D	D S	N C	B B	W C	P S	S R	Base Bid	Bid Ranking
Kings Roofing	X	X	X	X	X	X	X	X	\$226,100.00	2
Waterproofing Associates	X	X	X	X	X	X	X		\$229,020.00	3
Barth Roofing	X	X	X	X	X	X	X		\$280,350.00	4
D7 Roofing	X	X	X	X	X	X	X		\$215,100.00	1
Reva Murphy Associates	X	X	X	X	X	X	X	X	\$304,446.00	6
Best Contracting Services	X	X	X	X	X	X	X	X	\$285,576.00	5

**BID FORM**

**FOR**

**ARDEN MANOR RECREATION AND PARK DISTRICT  
COMMUNITY CENTER AND ACTIVITY CENTER ROOF**

**ARDEN MANOR RECREATION AND PARK DISTRICT**

CONTRACTOR  
NAME:

D7 Roofing Services, Inc.

ADDRESS:

2051 Gold Tailings Ct.

Rancho Cordova CA 95670

TELEPHONE:

(916) 825-4553

FAX:

(916) 447-2176

EMAIL

mwilson@d7roofing.com



TO: Arden Manor Recreation and Park District, acting by and through its Governing Board, herein called "Owner".

1. Pursuant to and in compliance with your Notice Inviting Bids and other documents relating thereto, the undersigned bidder, having familiarized himself with the terms of the Contract, the local conditions affecting the performance of the Contract, the cost of the work at the place where the work is to be done, with the Drawings and Specifications, and other Contract Documents, hereby proposes and agrees to perform within the time stipulated, the Contract, including all of its component parts, and everything required to be performed, including its acceptance by the Owner, and to provide and furnish any and all labor, materials, tools, expendable equipment, and utility and transportation services necessary to perform the Contract and complete all of the Work in a workmanlike manner required in connection with the construction of:

**ARDEN MANOR RECREATION AND PARK DISTRICT**

in the Owner described above, all in strict conformance with the drawings and other Contract Documents on file at the Owner Offices of said Owner for amounts set forth herein.

2. BIDDER ACKNOWLEDGES THE FOLLOWING ADDENDUM:

Number <u>one</u>	Number	Number	Number	Number	Number	Number	Number
----------------------	--------	--------	--------	--------	--------	--------	--------

- 3.

Acknowledge the inclusion of all addenda issued prior to bid in the blanks provided above. Your failure to do so may render your bid non-responsive.

4. (BASE BID) – TOTAL CASH PURCHASE PRICE IN WORDS & NUMBERS

Two hundred fifteen thousand one hundred DOLLARS  
( \$ 215,100.00 )

5. TIME FOR COMPLETION: The Owner may give a notice to proceed within ninety (90) days of the award of the bid by the Owner. Once the Contractor has received the notice to proceed, the Contractor shall complete the work in the time specified in the Agreement. By submitting this bid, Contractor has thoroughly studied this Project and agrees that the Contract Time for this Project is adequate for the timely and proper completion of the Project. Further, Contractor has included in the analysis of the time required for this Project, and the requisite time to complete Punch List.

In the event that the Owner desires to postpone giving the notice to proceed beyond this ninety (90) day period, it is expressly understood that with reasonable notice to the Contractor, giving the notice to proceed may be postponed by the Owner. It is further expressly understood by the Contractor, that the Contractor shall not be entitled to any claim of additional compensation as a result of the postponement of giving the notice to proceed.

It is understood that the Owner reserves the right to reject any or all bids and/or waive any irregularities or informalities in this bid or in the bid process. The Contractor understands that it may not withdraw this bid for a period of ninety (90) days after the date set for the opening of bids.

6. Attached is bid security in the amount of not less than ten percent (10%) of the bid: Bid bond (10% of the Bid), certified check, or cashier's check (circle one)
7. The required List of Designated Subcontractors is attached hereto.
8. The required Non-Collusion Declaration is attached hereto.
9. The bidders acknowledgment of the project schedule is attached hereto.
10. The Substitution Request Form, if applicable, is attached hereto.
11. It is understood and agreed that if written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned after the opening of the bid, and within the time this bid is required to remain open, or at any time thereafter before this bid is withdrawn, the undersigned will execute and deliver to the Owner a Contract in the form attached hereto in accordance with the bid as accepted, and that he or she will also furnish and deliver to the Owner the Performance Bond and Payment Bond, all within five (5) calendar days after award of Contract, and that the work under the Contract shall be commenced by the undersigned bidder, if awarded the Contract, by the start date provided in the Owner's Notice to Proceed, and shall be completed by the Contractor in the time specified in the Contract Documents.
12. The names of all persons interested in the foregoing proposal as principals are as follows:

Jeff Williamson - Pres  
Amy White - CFO

(IMPORTANT NOTICE: If bidder or other interested person is a corporation, state the legal name of such corporation, as well as the names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state the true names of the firm, as well as the names of all individual co-partners comprising the firm; if bidder or other interested person is an individual, state the first and last names in full.)

13. PROTEST PROCEDURES. If there is a bid protest, the grounds shall be submitted as set forth in the Instructions to Bidders.
14. The undersigned bidder shall be licensed and shall provide the following California Contractor's license information:

License Number: 746471

License expiration date: 3-31-24

Name on License: DJ Roofing Services Inc

Class of License: C39

DIR Registration Number: 1000008496

15. If the bidder is a joint venture, each member of the joint venture must include the above information.
16. Time is of the essence regarding this Contract, therefore, in the event the bidder to whom the Contract is awarded fails or refuses to post the required bonds and return executed copies of the Agreement form within five (5) calendar days from the date of receiving the Notice of Award, the Owner may declare the bidder's bid deposit or bond forfeited as damages.
17. The bidder declares that he/she has carefully examined the location(s) of the proposed Project, that he/she has examined the Contract Documents, including the Plans, Addenda, Specifications, and all other documents contained in the Project Manual, and read the accompanying instructions to bidders, and hereby proposes and agrees, if this proposal is accepted, to furnish all materials and do all work required to complete the said work in accordance with the Contract Documents, in the time and manner therein prescribed for the unit cost and lump sum amounts set forth in this Bid Form.

I agree to receive service of notices at the e-mail address listed below.

I the below-indicated bidder, declare under penalty of perjury that the information provided and representations made in this bid are true and correct.

D7 Roofing Services Inc  
Proper Name of Company

Jeff Williamson  
Name of Bidder Representative

2051 Gold Tailings Ct  
Street Address

Rancho Cordova CA 95670  
City, State, and Zip

(916) 447-2175  
Phone Number

(916) 447-2176  
Fax Number

mwilson@d7roofing.com  
E-Mail

By:

  
Signature of Bidder Representative

Date:

8-30-23

**NOTE:** If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents and the document shall bear the corporate seal; if bidder is a partnership, the true name of the firm shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if bidder is an individual, his / her signature shall be placed above. All signatures must be made in permanent blue ink.

**DESIGNATION OF SUBCONTRACTORS FORM**

Scope of Work	Name of Subcontractor	Location & Place of Business	DIR #	License Type and Number
none				

Proper Name of Bidder: D7 Roofing Services

Date: 8 - 30 - 23

Name: Mark Wilson

Signature of Bidder Representative: 

Address: 2851 Gold Tailings Ct.  
Rancho Cordova CA 95670

Phone: (916) 447-2175

**\*BIDDER'S ACKNOWLEDGEMENT OF PROJECT SCHEDULE**

The undersigned acknowledges that he/she has carefully and thoroughly reviewed the Project Schedule, attached herein, and made a part of the Contract Documents.

The undersigned fully understands the manpower requirements necessary to complete the project in accordance with the Project Schedule, and agrees to furnish all labor, materials and equipment necessary, upon (OWNER) acceptance of bidder's proposal, to fully comply with this schedule. The undersigned agrees to comply with any and all adjustments to schedule, as may be directed by the Construction Manager, and which may be required to ensure project completion as stipulated in the Contract Documents.

The undersigned acknowledges that failure to comply with the above could result in delays to other contractors, whose bona fide and substantiated cost impacts, due to said delays, may be borne by the undersigned.

**ACKNOWLEDGED AND AGREED:**

DATE: 8-30-23

D7 Roofing Services  
CONTRACTOR

By: Mark Webb

**CONTRACTOR'S CERTIFICATE REGARDING  
WORKERS' COMPENSATION FORM**

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

1. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
2. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to employees.
3. For any county, city, city and county, municipal corporation, public Owner, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702.

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provision before commencing the performance of the work of this Contract.

  
\_\_\_\_\_  
(Signature)

Mark Wilson  
\_\_\_\_\_  
(Print)

8-30-23  
\_\_\_\_\_  
(Date)

In accordance with Article 5 (commencing at section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and submitted with the Contractor's bid.

**NON-COLLUSION DECLARATION**

The undersigned declares:

I am the PM [Title] of D7 Roofing Services [Name of Company], the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 8-30-23 [Date], at Rancho Cordova [City], CA [State].

Signed: \_\_\_\_\_

Mark Wilson

Typed Name: \_\_\_\_\_

Mark Wilson



**BID BOND FORM**

KNOW ALL MEN BY THESE PRESENT that we, the undersigned, (hereafter called "Principal"), and Merchants Bonding Company (Mutual) (hereafter called "Surety"), are hereby held and firmly bound unto the Arden Manor Recreation & Park District (hereafter called "Owner") in the sum of Ten Percent of Total Amount Bid (\$ 10% of Total Amount Bid ) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors, and assigns.

SIGNED this 28th day of August, 2023 .

The condition of the above obligation is such that whereas the Principal has submitted to the Owner a certain Bid, attached hereto and hereby made a part hereof, to enter into a Contract in writing for the construction of Community Center & Activity Center Reroof .

NOW, THEREFORE,

a. If said Bid is rejected, or

b. If said Bid is accepted and the Principal executes and delivers a Contract or the attached Agreement form within five (5) calendar days after acceptance (properly completed in accordance with said Bid), and furnishes bonds for his faithful performance of said Contract and for payment of all persons performing labor or furnishing materials in connection therewith,

Then this obligation shall be void; otherwise, the same shall remain in force and effect.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract, or the call for bids, or the work to be performed thereunder, or the specifications accompanying the same, shall in anyway affect its obligation under this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of said Contract, or the call for bids, or the work, or to the specifications.

In the event suit is brought upon this bond by the Owner and judgment is recovered, the Surety shall pay all costs incurred by the Owner in such suit, including without limitation, attorneys' fees to be fixed by the court.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, on the day and year first set forth above.

(Corporate Seal)

By

D7 Roofing Services, Inc.

Amy White  
Principal's Signature

AMY WHITE

Typed or Printed Name

CFO

Principal's Title

(Corporate Seal)

By

Andrea Cantlon  
Surety's Signature

Andrea Cantlon, Attorney-In-Fact

Typed or Printed Name

Attorney-In-Fact

Title

Merchants Bonding Company (Mutual)

Surety's Name

6700 Westown Parkway, West Des Moines, IA 50266-7754

Surety's Address

775-336-1987

Surety's Phone Number

(Attached Attorney in Fact Certificate)

**IMPORTANT:**

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant, or loan funds, it must also appear on the Treasury Department's most current list (Circular 570 as amended).

**THIS IS A REQUIRED FORM.**

Any claims under this bond may be addressed to:

(Name and Address of Surety)

Merchants Bonding Company (Mutual)

6700 Westown Parkway

West Des Moines, IA 50266-7754

(Name and Address of agent or representative for service of process in California if different from above)

Melissa DeKoven

2710 Gateway Oaks Drive, Suite 150N

Sacramento, CA 95833-3505

---

(Telephone Number of Surety and agent or  
representative for service of process in California).

---

Melissa DeKoven - 800-678-8171

---

STATE OF Nevada

COUNTY OF Washoe

}

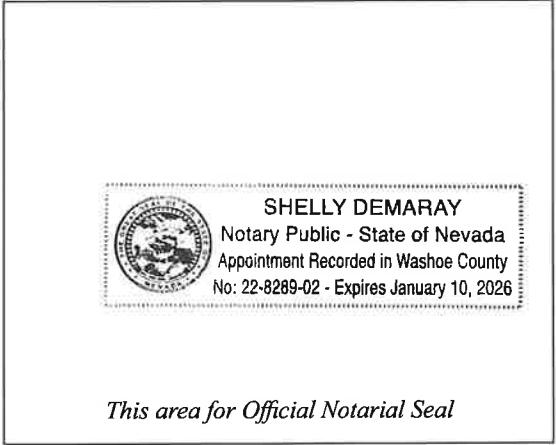
On August 28, 2023, before me, Shelly Demaray, Notary Public  
(here insert name of notary)

personally appeared Andrea Cantlon  
(name(s) of Signer(s))

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature Shelly Demaray (SEAL)



**OPTIONAL**

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

**CAPACITY CLAIMED BY SIGNER**

**DESCRIPTION OF ATTACHED DOCUMENT**

- INDIVIDUAL
- CORPORATE OFFICER

\_\_\_\_\_  
TITLE OR TYPE OF DOCUMENT

\_\_\_\_\_  
TITLE(S)

- PARTNER(S)                       LIMITED
- GENERAL

\_\_\_\_\_  
NUMBER OF PAGES

- ATTORNEY-IN-FACT
- TRUSTEE(S)
- GUARDIAN/CONSERVATOR
- OTHER: \_\_\_\_\_

\_\_\_\_\_  
DATE OF DOCUMENT

**SIGNER IS REPRESENTING:**  
NAME OF PERSON(S) OR ENTITY(IES)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNER(S) OTHER THAN NAMED ABOVE

**MERCHANTS**  
**BONDING COMPANY™**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Andrea Cantlon; Carey Morgan; Danielle Whitson; Gregory K Pike; Jennifer M Uriarte; Nina D Dedeker; Patricia Owens; Shelly Demaray; Teri L Wood

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."


In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 8th day of December, 2022.

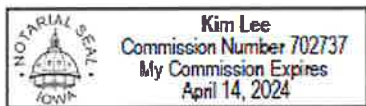


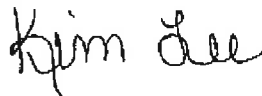
MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.  
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By   
President

STATE OF IOWA  
COUNTY OF DALLAS ss.

On this 8th day of December, 2022, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



  
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 28th day of August, 2023.



  
Secretary

# Arden Manor Recreation and Park District



## **ADDENDUM #1**

**Issued 8-26-22**

**Bid Date 8-31-23 @ 2:00 pm**

**Activity and Community Center Reroof Project**

This addendum to the bid package (contract documents) issued on the above date sets forth changes and amendments to the previously published description of work for this project. Questions regarding the following listed changes should be directed to Arden Manor Recreation and Parks District, Kelly Lewellen, (916) 487-7851 x302

Question -

1. A C-33 License is listed as required, Should this be a C-39?

Answer - The License required for this project is a C-39. Please remove the C-33 License requirement as this is not applicable to this project.

***End of addendum #1***

Addendum must be signed, dated and returned with the bid form to confirm receipt and acknowledgment

Signed Mark Wilson  
Date 8/31/23  
Print Name Mark Wilson

### Checklist of Mandatory Bid Forms

(For Contractor's use and reference only. Additional documents may be required so bidders should carefully review all Contract Documents and Bid Documents)

- Bid Form w/ Addendum(s) Noted
- Addendum(s) Signed
- Designation of Subcontractors
- Non-Collusion Declaration
- Bid Bond (or Bid Guarantee Form if Security is other than Bid Bond)
- Contractor's Certificate Regarding Workers' Compensation
- Bidders Acknowledgment of Project Schedule
- Substitution Request Form (If substitution request form is not submitted then no substitutions will be allowed after the bids are opened)

## DESIGNATION OF SUBCONTRACTORS

In compliance with the Subletting and Subcontracting Fair Practices Act (California Public Contract Code Sections 4100 et seq.) and any amendments thereof, each Bidder shall set forth below: (a) the name, license number, and location of the place of business of each subcontractor who will perform work or labor or render service to the Contractor, who will perform work or labor or work or improvement to be performed under this Contract, or a subcontractor licensed by the State of California who, under subcontract to the Contractor, specially fabricates and installs a portion of the work or improvements according to detailed drawings contained in the Plans and Specifications in an amount in excess of one-half of one percent of the Contractor's total bid; and (b) the portion and description of the work which will be done by each subcontractor under this Act. The Contractor shall list only one subcontractor for each such portion as is defined by the Contractor in this bid. All subcontractors shall be properly licensed by the California State Licensing Board.

If a Contractor fails to specify a subcontractor, or if a Contractor specifies more than one subcontractor for the same portion of work to be performed under the Contract in excess of one-half of one percent of the Contractor's total bid, the Contractor shall be deemed to have agreed that the Contractor is fully qualified to perform that portion, and that the Contractor alone shall perform that portion.

No Contractor whose bid is accepted shall (a) substitute any subcontractor, (b) permit any subcontractor to be voluntarily assigned or transferred or allow the relevant portion of the work to be performed by anyone other than the original subcontractor listed in the original bid, or (c) sublet or subcontract any portion of the work in excess of one-half of one percent of the Contractor's total bid where the original bid did not designate a subcontractor, except as authorized in the Subletting and Subcontracting Fair Practices Act.

Subletting or subcontracting of any portion of the work in excess of one-half of one percent of the Contractor's total bid where no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding, reduced to writing as a public record, of the authority awarding this Contract setting forth the facts constituting the emergency or necessity.

**NOTE:** If alternate bids are called for and bidder intends to use different or additional subcontractors on the alternates, a separate list of subcontractors must be provided for each such Alternate.



Type text here

**DESIGNATION OF SUBCONTRACTORS FORM**

Scope of Work	Name of Subcontractor	Location & Place of Business	DIR # T	License Type and Number
Demo	Bim Tear off Inc	2420 Sand Creek Rd. Brentwood Ca 94513	1000009312	769864

Proper Name of Bidder: **DK Enterprises Inc. DBA: King's Roofing**

Date: **8/30/23**

Name: **Gregory Wilson**

Signature of Bidder Representative: 

Address: **6963 Power Inn Rd Sacramento Ca 95820**

Phone: **(209) 595-9902**

**\*BIDDER'S ACKNOWLEDGEMENT OF PROJECT SCHEDULE**  
2023/2023

The undersigned acknowledges that he/she has carefully and thoroughly reviewed the Project Schedule, attached herein, and made a part of the Contract Documents.

The undersigned fully understands the manpower requirements necessary to complete the project in accordance with the Project Schedule, and agrees to furnish all labor, materials and equipment necessary, upon (OWNER) acceptance of bidder's proposal, to fully comply with this schedule. The undersigned agrees to comply with any and all adjustments to schedule, as may be directed by the Construction Manager, and which may be required to ensure project completion as stipulated in the Contract Documents.

The undersigned acknowledges that failure to comply with the above could result in delays to other contractors, whose bona fide and substantiated cost impacts, due to said delays, may be borne by the undersigned.

**ACKNOWLEDGED AND AGREED:**

DATE: 8/21/2023

DK Enterprises Inc. DBA King's Roofing  
CONTRACTOR

By: Gregory Wilson 

**BID FORM**

FOR

ARDEN MANOR RECREATION AND PARK DISTRICT  
COMMUNITY CENTER AND ACTIVITY CENTER ROOF

ARDEN MANOR RECREATION AND PARK DISTRICT

CONTRACTOR  
NAME:

DK Enterprises Inc. DBA King's Roofing

ADDRESS:

6963 Power Inn Rd. Sacramento Ca 95828

TELEPHONE:

( 209 ) 595-9902

FAX:

( 916 ) (916) 386-1060

EMAIL

daryl@kingsroofing.net

TO: Arden Manor Recreation and Park District, acting by and through its Governing Board, herein called "Owner". 8/21/2023

1. Pursuant to and in compliance with your Notice Inviting Bids and other documents relating thereto, the undersigned bidder, having familiarized himself with the terms of the Contract, the local conditions affecting the performance of the Contract, the cost of the work at the place where the work is to be done, with the Drawings and Specifications, and other Contract Documents, hereby proposes and agrees to perform within the time stipulated, the Contract, including all of its component parts, and everything required to be performed, including its acceptance by the Owner, and to provide and furnish any and all labor, materials, tools, expendable equipment, and utility and transportation services necessary to perform the Contract and complete all of the Work in a workmanlike manner required in connection with the construction of:

**ARDEN MANOR RECREATION AND PARK DISTRICT**

in the Owner described above, all in strict conformance with the drawings and other Contract Documents on file at the Owner Offices of said Owner for amounts set forth herein.

2. BIDDER ACKNOWLEDGES THE FOLLOWING ADDENDUM:

<u>Number</u>	<u>Number</u>	<u>Number</u>	<u>Number</u>	<u>Number</u>	<u>Number</u>	<u>Number</u>	<u>Number</u>
1							

- 3.

Acknowledge the inclusion of all addenda issued prior to bid in the blanks provided above. Your failure to do so may render your bid non-responsive.

4. (BASE BID) – TOTAL CASH PURCHASE PRICE IN WORDS & NUMBERS  
Two hundred twenty six thousand one hundred DOLLARS  
(\$ 226,100.00 )

5. TIME FOR COMPLETION: The Owner may give a notice to proceed within ninety (90) days of the award of the bid by the Owner. Once the Contractor has received the notice to proceed, the Contractor shall complete the work in the time specified in the Agreement. By submitting this bid, Contractor has thoroughly studied this Project and agrees that the Contract Time for this Project is adequate for the timely and proper completion of the Project. Further, Contractor has included in the analysis of the time required for this Project, and the requisite time to complete Punch List.

In the event that the Owner desires to postpone giving the notice to proceed beyond this ninety (90) day period, it is expressly understood that with reasonable notice to the Contractor, giving the notice to proceed may be postponed by the Owner. It is further expressly understood by the Contractor, that the Contractor shall not be entitled to any claim of additional compensation as a result of the postponement of giving the notice to proceed.

It is understood that the Owner reserves the right to reject any or all bids and/or waive any irregularities or informalities in this bid or in the bid process. The Contractor understands that it may not withdraw this bid for a period of ninety (90) days after the date set for the opening of bids.

- 6. Attached is bid security in the amount of not less than ten percent (10%) of the bid: Bid bond (10% of the Bid), certified check, or cashier's check (circle one)
- 7. The required List of Designated Subcontractors is attached hereto.
- 8. The required Non-Collusion Declaration is attached hereto.
- 9. The bidders acknowledgment of the project schedule is attached hereto.
- 10. The Substitution Request Form, if applicable, is attached hereto.
- 11. It is understood and agreed that if written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned after the opening of the bid, and within the time this bid is required to remain open, or at any time thereafter before this bid is withdrawn, the undersigned will execute and deliver to the Owner a Contract in the form attached hereto in accordance with the bid as accepted, and that he or she will also furnish and deliver to the Owner the Performance Bond and Payment Bond, all within five (5) calendar days after award of Contract, and that the work under the Contract shall be commenced by the undersigned bidder, if awarded the Contract, by the start date provided in the Owner's Notice to Proceed, and shall be completed by the Contractor in the time specified in the Contract Documents.
- 12. The names of all persons interested in the foregoing proposal as principals are as follows:

Dave King / Gregory Wilson

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(IMPORTANT NOTICE: If bidder or other interested person is a corporation, state the legal name of such corporation, as well as the names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state the true names of the firm, as well as the names of all individual co-partners comprising the firm; if bidder or other interested person is an individual, state the first and last names in full.)

- 13. PROTEST PROCEDURES. If there is a bid protest, the grounds shall be submitted as set forth in the Instructions to Bidders.
- 14. The undersigned bidder shall be licensed and shall provide the following California Contractor's license information:

License Number: 576154

License expiration date: 3/31/2024

Name on License: DK Enterprises Inc. DBA King's Roofing

Class of License: B, C39, C43

DIR Registration Number: 1000000711

15. If the bidder is a joint venture, each member of the joint venture must include the above information.
16. Time is of the essence regarding this Contract, therefore, in the event the bidder to whom the Contract is awarded fails or refuses to post the required bonds and return executed copies of the Agreement form within five (5) calendar days from the date of receiving the Notice of Award, the Owner may declare the bidder's bid deposit or bond forfeited as damages.
17. The bidder declares that he/she has carefully examined the location(s) of the proposed Project, that he/she has examined the Contract Documents, including the Plans, Addenda, Specifications, and all other documents contained in the Project Manual, and read the accompanying instructions to bidders, and hereby proposes and agrees, if this proposal is accepted, to furnish all materials and do all work required to complete the said work in accordance with the Contract Documents, in the time and manner therein prescribed for the unit cost and lump sum amounts set forth in this Bid Form.

I agree to receive service of notices at the e-mail address listed below.

I the below-indicated bidder, declare under penalty of perjury that the information provided and representations made in this bid are true and correct.

DK Enterprises Inc. DBA King's Roofing

Proper Name of Company

Gregory Wilson

Name of Bidder Representative

6963 Power Inn Rd.

Street Address

Sacramento Ca 95828

City, State, and Zip

( 209 ) 595-9902


Phone Number

(916 ) 386-1060

Fax Number

daryl@kingsroofing.net

E-Mail

By:  Date: 8/21/2023  
Signature of Bidder Representative

**NOTE:** If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents and the document shall bear the corporate seal; if bidder is a partnership, the true name of the firm shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if bidder is an individual, his / her signature shall be placed above. All signatures must be made in permanent blue ink.

**CONTRACTOR'S CERTIFICATE REGARDING  
WORKERS' COMPENSATION FORM**

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

1. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
2. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to employees.
3. For any county, city, city and county, municipal corporation, public Owner, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702.

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provision before commencing the performance of the work of this Contract.

\_\_\_\_\_  
(Signature)



\_\_\_\_\_  
Gregory Wilson

(Print)

\_\_\_\_\_  
8/21/2023

(Date)

In accordance with Article 5 (commencing at section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and submitted with the Contractor's bid.



**NON-COLLUSION DECLARATION**

The undersigned declares:

I am the Director [Title] of DK Enterprises Inc. DBA King's Roofing [Name of Company], the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 8/21/2023 [Date], at Sacramento [City], Ca [State].

Signed: 

Typed Name: Gregory Wilson

August 24, 2023

D.K. Enterprises, Inc. dba: King's Roofing  
P.O Box 1542  
Patterson , CA 95363

Re: Type of Bond:	Bid Bond
Bond Number:	Bid Bond
Obligee:	Arden Manor Recreation and Park District
Description:	Arden Manor Recreation and Park District Community Center and Activity Center Reroof
Bond Amount:	\$250,000.00
Premium Due:	\$0.00

We are pleased to enclose the bond you requested. The bond issued was based upon the information you provided. We suggest you check all the documents enclosed, including the Power of Attorney, signatures, dates, amounts, description, and any other attachments. Please verify that the bond form attached is the form required, and be sure to execute the bond with the proper signature and seal.

Thank you and please call me should you have any questions.

Sincerely,



Nicki Moon

Enclosures

**BID BOND FORM**

KNOW ALL MEN BY THESE PRESENT that we, the undersigned, (hereafter called "Principal"), and The Ohio Casualty Insurance Company (hereafter called "Surety"), are hereby held and firmly bound unto the Arden Manor Recreation and Park District (hereafter called "Owner") in the sum of Ten Percent of the Total Amount of Bid (\$ 10% of Bid ) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors, and assigns.

SIGNED this 24th day of August, 2023.

The condition of the above obligation is such that whereas the Principal has submitted to the Owner a certain Bid, attached hereto and hereby made a part hereof, to enter into a Contract in writing for the construction of Arden Manor Recreation and Park District Community Center and Activity Center Reroof

NOW, THEREFORE,

a. If said Bid is rejected, or

b. If said Bid is accepted and the Principal executes and delivers a Contract or the attached Agreement form within five (5) calendar days after acceptance (properly completed in accordance with said Bid), and furnishes bonds for his faithful performance of said Contract and for payment of all persons performing labor or furnishing materials in connection therewith,

Then this obligation shall be void; otherwise, the same shall remain in force and effect.

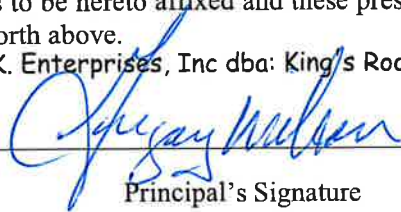
Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract, or the call for bids, or the work to be performed thereunder, or the specifications accompanying the same, shall in anyway affect its obligation under this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of said Contract, or the call for bids, or the work, or to the specifications.

In the event suit is brought upon this bond by the Owner and judgment is recovered, the Surety shall pay all costs incurred by the Owner in such suit, including without limitation, attorneys' fees to be fixed by the court.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, on the day and year first set forth above.

D.K. Enterprises, Inc dba: King's Roofing

By



Principal's Signature

(Corporate Seal)

GREGORY WILSON

Typed or Printed Name

DIRECTOR

Principal's Title

(Corporate Seal)

By Nicki Moon

Surety's Signature

Nicki Moon

Typed or Printed Name

Attorney-In-Fact

Title

The Ohio Casualty Insurance Company

(Attached Attorney in Fact Certificate)

Surety's Name

175 Berkeley Street, Boston, MA 02116

Surety's Address

415-537-2513

Surety's Phone Number

**IMPORTANT:**

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant, or loan funds, it must also appear on the Treasury Department's most current list (Circular 570 as amended).

THIS IS A REQUIRED FORM.

Any claims under this bond may be addressed to:

(Name and Address of Surety)

The Ohio Casualty Insurance Company

175 Berkeley Street

Boston, MA 02116

(Name and Address of agent or representative for service of process in California if different from above)

Melissa DeKoven

2710 Gateway Oaks Drive, Suite 150N

Sacramento, CA 95833

---

(Telephone Number of Surety and agent or  
representative for service of process in California).

(415) 537-2513

---

(888) 690-2882

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## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Sacramento )

On August 24, 2023 before me, Tina S. Salas, Notary Public  
(insert name and title of the officer)

personally appeared Nicki Moon,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Tina S. Salas

(Seal)





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8205545-971898

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, David Weise; Lynn E. Patton; Nicki Moon; Rosalie A. Miszkiel; Tina S. Salas

all of the city of Rancho Cordova state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 6th day of May, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey

David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 6th day of May, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 24th day of August, 2023.



By: Renee C. Llewellyn

Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

**REQUEST FOR SUBSTITUTION AT TIME OF BID**

Pursuant to Public Contract Code section 3400, bidder submits the following request to Substitute with the bid that is submitted. I understand that if the request to substitute is not an "is or is not" request accepted by District and I answer "no" I will not provide the specified item, then I will be held non-responsive and my bid will be rejected. With this understanding, I hereby request Substitution of the following articles, devices, equipment, products, materials, fixtures, patented processes, forms, methods, or types of construction:

	Specification Section	Specified Item	Requested Substituted Item	Contractor Agrees to Provide Specified Item if request to Substitute is Denied <sup>1</sup> (circle one)	District Decision (circle one)
1	N/A			Yes No	Grant Deny
2				Yes No	Grant Deny
3				Yes No	Grant Deny
4				Yes No	Grant Deny
5				Yes No	Grant Deny
6				Yes No	Grant Deny
7				Yes No	Grant Deny
8				Yes No	Grant Deny
9				Yes No	Grant Deny

Bidder must state whether bidder will provide the Specified Item in the event the Substitution request is evaluate and denied. If bidder states that bidder will not provide the Specified Item the denial of a request



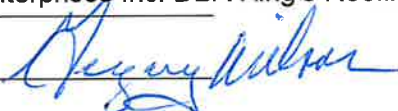
to Substitute shall result in the rejection of the bidder as non-responsive. However, if bidder states that bidder will provide the Specified Item in the event that bidder's request for Substitution is denied, bidder shall execute the Agreement and provide the Specified Item(s). If bidder refuses to execute the Agreement due to the District's decision to require the Specified Item(s) at no additional cost, bidder's Bid Bond shall be forfeited.

This Request Form must be accompanied by evidence as to whether the proposed Substitution (1) is equal in quality, service, and ability to the Specified Item; (2) will entail no change in detail, construction, and scheduling of related work. (3) will be acceptable in consideration of the required design and artistic effect; (4) will provide no cost disadvantage to the District; (5) will require no excessive or more expensive maintenance, including adequacy and availability of replacement parts; (6) will require no change of the construction schedule or milestones for the Project; and, (7) Contractor agrees to pay for any DSA Fees or other Governmental Plan check costs associated with this Substitution Request. (See General Conditions Section 3.6)

The undersigned states that the following paragraphs are correct:

1. The proposed Substitution does not affect the dimensions shown on the Drawings.
2. The undersigned will pay for changes to the building design, including Architect, engineering, or other consultant design, detailing, DSA plan check or other governmental plan check costs, and construction costs caused by the requested substitution.
3. The proposed substitution will have no adverse effect on other trades, the Contract Time, or specified warranty requirements.
4. Maintenance and service parts will be available locally for the proposed substitution.
5. In order for the Architect or Owners Representative to properly review the substitution request, within five (5) days following the opening of bids, the Contractor shall provide samples, test criteria, manufacturer information, and any other documents requested by Architect or Architect's engineers or consultants, including the submissions that would ordinarily be required under Article 3.7 for Shop Drawings along with a document which provides a side by side comparison of key characteristics and performance criteria (often known as a CSI side by side comparison chart).
6. If Substitution Request is accepted by the District, Contractor is still required to provide a Submittal for the substituted item pursuant to Article 3.7 and shall provide required Schedule information (including schedule fragnets, if applicable) for the substituted item as required under Article 8.3.2.1. The approval of the Architect, Engineer, or District of the substitution request does not mean that the Contractor is relieved of Contractor's responsibilities for Submittals, Shop Drawings, and schedules under Article 3.7 and 8.3.2 if the Contractor is awarded the Project.

Name of Bidder: DK Enterprises Inc. DBA King's Roofing

By: Gregory Wilson 

District: \_\_\_\_\_

By: \_\_\_\_\_

# Arden Manor Recreation and Park District



## ADDENDUM #1

**Issued 8-26-22**

**Bid Date 8-31-23 @ 2:00 pm**

**Activity and Community Center Reroof Project**

This addendum to the bid package (contract documents) issued on the above date sets forth changes and amendments to the previously published description of work for this project. Questions regarding the following listed changes should be directed to Arden Manor Recreation and Parks District, Kelly Lewellen, (916) 487-7851 x302

Question -

1. A C-33 License is listed as required, Should this be a C-39?

Answer - The License required for this project is a C-39. Please remove the C-33 License requirement as this is not applicable to this project.

*End of addendum #1*

Addendum must be signed, dated and returned with the bid form to confirm receipt and acknowledgment

Signed \_\_\_\_\_

A handwritten signature in blue ink that reads "Gregory Wilson".

Date 8/30/2023

Print Name Gregory Wilson

[End of Required Bid Documents to be Submitted with Bid]

# DISTRICT MANAGER'S REPORT

1415 Rushden Drive, Sacramento, CA 95864

September 21, 2023, 6:30pm

**District Manager: Kelly Lewellen**

## Administration Update:

1. Personnel Updates: We are now in our off season. Currently we have our core full-time staff and our afterschool recreation aids. We currently have 15 employees.
2. The District Manager will be working with Garland and the contractor awarded the roofing bid once the contract is awarded.. Work should be starting in the beginning of October.
3. The District Manager has received a bid proposal update from Helix Landscape Architect regarding plans for the pond and nature area south of the path Jonas Park. This will include a couple plans as well as community outreach meetings. After speaking with Helix, it is believed that adding the rest of the nature area south of the path will incur only an extra \$2500. This would bring the total bid to \$18, 820.
4. The district manager signed an agreement with Vector Control to do remediation work on the cattails and brush in and around the pond. This work will hopefully be scheduled for this fall, and we will receive notice once the work is scheduled.
5. The District Manager finalized the Prop 68 grant application documents and submitted the CEQA Notice of Exemption and Deed Restriction. The Grant was also amended to extend the completion date. The next steps will be to go out to bid for the project.

## Facilities and Recreation Update:

**Ryan Benton, Program Director:**

Our after-school program has been running for a little over a month now, and the kids are getting into the rhythm of how each day will go. We had a total of 67 kids registered in the month of August and are looking at the same number for September.

We are starting to plan Thanksgiving Break Camp and have opened registration. We are looking to have around 25 campers, with kids coming from Gateway International.

## **Andrew Nielsen, Facility and Aquatics Director:**

### **Aquatics**

Arden Manors Aquatics finished at the end of August. We were able to extend our aquatic hours on the weekends for public swim and pool rentals. Every weekend there was a good turnout of people using our pool. Each week there was a table rental, private pool party or both. The pool may be closed but aquatics is still busy. Last week we had a meeting with VFCAL, our swim league, to go over the end of year championships and what we can improve next year. We are also looking for a new head coach for the swim team. We really appreciate Jeremy's work volunteering as head coach, but as this is his last year, we will need a head coach. Rancho Cordova Rec and Park is also looking for a head coach and posted their job with their pay scale, and our pay for a head coach is right in line with theirs.

### **Facilities**

The Arden Manor Facilities usage is growing. We now have both fields at Jonas and Crabtree being used for soccer practice and games. The DCC is being used every day besides Friday for Dance classes and our own floor exercise class with Charmayne Monday. Starting this month another AA group, Sober Shots of Alcoholics Anonymous, will be using our DAR twice a week. We are still having an interest in rentals for the DCC. Three people have already paid and reserved their dates for the next couple of months.

# MAINTENANCE SUPERVISOR'S REPORT

1415 Rushden Drive, Sacramento, CA 95864

Thursday, September 21, 2023 6:30PM

Parks & Facilities Maintenance Supervisor:

Mike Cottonwood

Maintenance Update:

## **DISTRICT FACILITIES**

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

- Completion of daily park inspections & litter removal. Routine facilities cleaning including; restocking of paper products in restrooms, sweeping, mopping, dusting, disposal of garbage.
- Completion of monthly park & facility inspections.
- At the time of the last month's Maintenance Report, the District had it's annual pool inspection from the County's Health Department. There were a few small issues with the fencing that needed to be corrected and since have been completed.
- The well tank had a small leak coming the bottom of it. The plastic adapter that screwed into the brass gate valve was replaced with a brass adapter and the use of a compression coupler was needed to connect the PVC to brass. Also replaced was the air release valve that had a steady drip coming from it.
- The floor in the DAR needed to be stripped, resealed, and polished after Summer Camp use over the summer to remove scratches caused by tables and chairs. In order to prolong the life of the floor, rubber cups for the tables and chairs were installed.

## **Deterding Park**

- Daily trash and litter removal.
- Completed monthly park & facility inspections.
- Weekly landscape maintenance (mowing lawns, leaf blowing walkways, string trimming, leaf removal) completed by Jensen Corp.
- 2 large Eucalyptus branches fell and were removed.
- Removal of leaves and sediment from the rain gutter on the District Office was completed.

## **Crabtree Park**

- Daily trash and litter removal.
- Completed monthly park & facility inspections.
- Weekly landscape maintenance (mowing lawns, leaf blowing walkways, string trimming, leaf removal) completed by Jensen Corp.
- There were a few repairs that needed to be addressed. Station 20 needed 1 sprinkler to be capped off, 1 sprinkler needed to have a new riser put on, and there was 1 sprinkler missing the top and needing a bubbler to be added.
- O'Dell's Pump Service came out last month to repair the booster pump that had a significant leak but the District received a few inquiries that it was still leaking. Maintenance Staff tightened the bolts on the seal and the leaking stopped.

## **Jonas Larkspur Park**

- Daily trash and litter removal.
- Completed monthly park & facility inspections.
- Weekly landscape maintenance (mowing lawns, leaf blowing walkways, string trimming, leaf removal) completed by Jensen Corp.
- Maintenance Staff detected what looked to be a leak coming from a valve box but upon determining exactly where it was coming from was noticed that it was yet another leak coming from the mainline (different part of the line from previous repairs). Where the mainline "T'd" off to the valve box on Station 4, a galvanized nipple was used and the 90 degree elbow it screwed into was cracked. Repairs completed and back-filled.
- Maintenance Staff completed a thorough check of the irrigation system and made repairs where needed. The system was temporarily shut down so that a valve (#14) could be located and diaphragm replaced. Mission Oaks Recreation & Park District assisted AMRPD in locating the valve so that repairs could be made. There was a number of sprinklers on the soccer field that were tilted or leaning (not level), or were too low and needed to have risers put on.

## **Maintenance Notes**

The Maintenance Supervisor reached out to the Parks Superintendent at Mission Oaks Recreation & Park District to ask if they worked with any concrete construction companies that they could recommend to remove and replace the sections of concrete at Crabtree Park that are lifted from tree roots. Staff contacted Superior Concrete and will be meeting with them next week.