

BOARD OF DIRECTORS

Arden Manor Recreation and Park District

1415 Rushden Drive, Sacramento, CA 95864

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

Board@Amrpd.org

Agenda: Regular Meeting

Date: May 18, 2023

Time: 6:30 PM

Location: 1415 Rushden Drive,
Sacramento, CA 95864

1. CALL TO ORDER

a) Pledge of Allegiance

b) Roll Call and Introduction of Guests

Michael Grace, Chair Jeremy Cullifer, Vice Chair

Warren Harding, Director Jake Baumgartner, Secretary

Debra Cullifer, Director

2. VISION STATEMENT

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

3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

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.

4. BUSINESS ITEMS

a) Consent Agenda

i) Minutes of the April 20, 2023, Regular Board Meeting

ii) Payroll, Supplies, and Revenue Year to Date

iii) Program Revenue and Refund Report for April 2023

iv) Payroll Report for April 2023

v) Claims for April 2023

vi) Revolving Fund Report for April 2023

vii) Fulton El Camino Police Department Report for April 2023

b) Public Outreach Station: The Board will discuss timelines for the new Public Outreach Station.

c) CSDA General Manager Leadership Summit: The Board will discuss the opportunity and vote on a motion to send the District Manager to this conference June 25-27, 2023.

d) Rate Increases for Facility Rental Deposits: The Board will hear a report regarding rate increases for security Deposit for Facility Rentals, as well as implementing a security fee for later night events.

e) Rate Increase for 2023-2024 After School Program: The Board will hear a report and vote on a motion to increase rates for the Afterschool program for the coming school year.

5. REPORTS

- a. District Manager

- b. Maintenance Report

6. BOARD COMMENTS

7. ADJOURNMENT

Next Regular Board Meeting Thursday, June 15, 2023

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

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

BOARD OF DIRECTORS

Arden Manor Recreation and Park District

1415 Rushden Drive, Sacramento, CA 95864

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

Board@Amrpd.org

Minutes: Regular Meeting

Date: April 20, 2023

Time: 6:30 PM

Location: 1415 Rushden Drive,
Sacramento, CA 95864

1. CALL TO ORDER 6:30 by Mike Grace, Chair

a) Pledge of Allegiance

b) Roll Call and Introduction of Guests

Michael Grace, Chair Jeremy Cullifer, Vice Chair

Warren Harding, Director Jake Baumgartner, Secretary

Debra Cullifer, Director

Kelly Lewellen, District Manager Mike Cottonwood, Maintenance Supervisor

Eric Buchanan, Sr Maintenance Worker

2. VISION STATEMENT

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

3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Trina Harding: Thanks to Mike [Cottonwood] and Crew for all their work in the parks

4. BUSINESS ITEMS

a) Consent Agenda

Mike Grace shares the he met with the District Manager to discuss ways to improve the handling of the minutes.

Motion to adopt as amended (corrected minutes) by:Debra Cullifer

Second by: Jeremy Cullifer

Michael Grace, Chair: aye

Jeremy Cullifer, Vice Chair: aye

Warren Harding, Director: aye

Jake Baumgartner, Secretary: aye

Debra Cullifer, Director: aye

Motion 5 Ayes 0 No 0 Abstain

b) Public Transparency Station: The Board will discuss new and innovative ways of increasing public outreach and receiving feedback.

Jake Baumgartner presents report. He states that he would like to start in May. Mike Grace suggests that we call it Community Outreach instead of Transparency Station. Board agrees that would sound better and is in favor of the idea. The board discusses how to implement this. Debra Cullifer and Jake Baumgartner will work with Madison DeWald, the Administrative Assistant to develop materials for the Station. Mike Cottonwood will provide a list of Community Projects that can be completed in the park. Warren Harding shares that we have a very responsive community. This Station will be more informal and therefore easier to reach the community at different times of the day and in different parks. The Station should be staffed by no more than two board members at a time in order to remain compliant with the Brown Act.

c) **Community Meetings in the Parks:** The Board will discuss and plan the community meetings in the parks.

Mike Grace discusses the history of the meetings in the parks as a way to get community input regarding the needs of the District. These no longer are necessary as the Board looks into the Community Outreach Station.

5. REPORTS

- a. District Manager
- b. Maintenance Report

6. BOARD COMMENTS

Warren Harding compliments the staff and swim team for a well done Easter egg hunt. HE enjoyed a story about the squirrels participating in the Easter egg hunt by stealing candy from the eggs.

Jeremy Cullifer gives kudos to the staff for a great day.

Debra Cullifer also compliments staff on the Easter Egg Hunt

Jake Baumgartner thanks Mike Cottonwood for showing him around the maintenance areas.

Mike Grace gives a report on the Sacramento Parks Foundation and Empowerment Park.

Mission Oaks now owns the parcels and work should begin soon.

7. ADJOURNMENT 7:30PM

Next Regular Board Meeting Thursday, May 18, 2023

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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)	\$ 501,211.00	\$ 509,675.92	102%	\$ 226,392.69	45%	
91910200	Tax Income	Prop Tax Sec-Cur UnSecr	\$ 16,500.00	\$ 17,442.07	106%	\$ 562.43	3%	
91910300	Tax Income	Prop Tax CUR Sup	\$ 12,000.00	\$ 14,102.26	118%	\$ 2,986.55	25%	
91910400	Tax Income	Prop Tax SEC DELINQ	\$ 3,500.00	\$ 3,079.50	88%	\$ -	0%	
91910500	Tax Income	Prop Tax SUP DELINQ	\$ 500.00	\$ 1,176.82	235%	\$ -	0%	
91910600	Tax Income	Prop Tax UNITARY	\$ 5,000.00	\$ 5,948.57	119%	\$ 2,860.74	57%	
91912000	Tax Income	Prop Tax REDEMPTION	\$ -	\$ 55.32	0%	\$ -	0%	
91913000	Tax Income	Prop Tax Prior UNS	\$ 250.00	\$ 157.94	63%	\$ 7.01	3%	
91914000	Tax Income	Prop Tax PENALTIES	\$ 75.00	\$ 114.87	153%	\$ 7.97	11%	
SUB TOAL PROPERTY TAX REVENUE			\$ 539,036.00	\$ 551,753.27	102%	\$ 232,817.39	43%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94941000	Bank Income	Bank Interest	\$ 4,000.00	\$ -	0%	\$ -	0%	
94941000	Bank Income	Bank Interest- County	\$ -	\$ 11,252.62	0%	\$ 6,684.00	0%	
94942900	Building & Fields	Building & Picnic Area Rentals	\$ 15,000.00	\$ 18,559.00	124%	\$ 1,130.00	8%	
94944600	Tax Income	Fuel Flowage Fee	\$ -	\$ -	0%	\$ -	0%	
94944800	Tax Income	Recreational Concessions	\$ -	\$ -	0%	\$ -	0%	
94945900	Admin Serv. Charge	Admin Fees	\$ 3,500.00	\$ -	0%	\$ -	0%	
SUB TOTAL FACILITY RENTAL & ADMIN FEES REVENUE			\$ 22,500.00	\$ 29,811.62	132%	\$ 7,814.00	35%	
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%	\$ 1,397.31	35%	
95952900	Tax Income	State Aid Construction	\$ -	\$ -	0%	\$ -	0%	
95959504	Tax Income	Covid Relief	\$ -	\$ -	0%	\$ -	0%	
95956300	Tax Income	State Grants	\$ 182,811.50	\$ -	0%	\$ -	0%	
SUB TOTAL TAX REVENUE			\$ 186,811.50	\$ 3,393.47	2%	\$ 1,397.31	1%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96963200	Tax Income	Aud/Acct Fees	\$ -	\$ -	0%	April	0%	
96964600	Tax Income	Recreation Service Charges	\$ -	\$ 200,957.39	0%	\$ -	0%	
96964800	Tax Income	Fire Control Service Charges	\$ -	\$ -	0%	\$ 19,817.82	0%	
SUB TOTAL CHARGES FOR SERVICES REVENUE			\$ -	\$ 200,957.39	0%	\$ 19,817.82	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
97973000	Tax Income	Other Deposits/Donations	\$ -	\$ -	0%	April	0%	
97974000	Tax Income	Insurance Proceeds	\$ -	\$ -	0%	\$ -	0%	
97979000	Tax Income	Revenues Other (Cell Twr.)	\$ 3,115.00	\$ 6,231.88	200%	\$ -	0%	
SUB TOTAL OTHER REVENUE			\$ 3,115.00	\$ 6,231.88	200%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
	Revenue	Long Term Loan Proceeds	\$ -	\$ -	0%	April	0%	
SUB TOTAL LONG TERM LOAN PROCEEDS			\$ -	\$ -	0%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
088B		Parkland Dedication Fees	\$ 63,037.00	\$ -	0%	April	0%	
SUB TOTAL DEDICATION FEE (088B)			\$ 63,037.00	\$ -	0%	\$ -	0%	
TOTAL ADMINISTRATION INCOME			\$ 814,499.50	\$ 792,147.63	97%	\$ 261,846.52	32%	

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	\$ 65,000.00	\$ 60,442.32	93%	\$ 505.00	1%	
96964600	Rec. Serv. Charges	School Break Camps	\$ 5,500.00	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Thanksgiving Break Camp	\$ -	\$ 1,350.00	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Christmas Break Camp	\$ -	\$ 2,448.00	0%	\$ -	0%	
96964600	Rec. Serv. Charges	President Week Break Camp	\$ -	\$ 1,855.00	0%	\$ 1,505.00	0%	
96964600	Rec. Serv. Charges	Spring Break Camp	\$ -	\$ 3,171.00	0%	\$ 2,706.00	0%	
96964600	Rec. Serv. Charges	Afterschool Program	\$ 110,000.00	\$ 113,289.00	103%	\$ 9,824.00	9%	
96964600	Adult Fitness	Tai Chi	\$ -	\$ -	0%	\$ -	0%	
96964600	Adult Fitness	Yoga	\$ -	\$ -	0%	\$ -	0%	
96964600	Adult Fitness	Floor Exercise	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Special Events	\$ -	\$ -	0%	\$ -	0%	
SUB TOTAL SERVICE CHARGES INCOME			\$ 180,500.00	\$ 182,555.32	101%	\$ 14,540.00	8%	
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%	
SUB TOTAL OTHER DEPOSITS AND DONATIONS INCOME			\$ 5,000.00	\$ -	0%	\$ -	0%	
TOTAL RECREATION INCOME			\$ 185,500.00	\$ 182,555.32	98%	\$ 14,540.00	8%	

INCOME		DEPARTMENT:		AQUATICS				
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94942900	Building Rental	Pool Picnic Area Rental	\$ -	\$ -	0%	\$ -	0%	
SUB TOTAL PICNIC AREA RENTAL INCOME			\$ -	\$ -	0%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94944800	Concessions	Pool Concessions	\$ 4,000.00	\$ 2,909.60	73%	\$ -	0%	
SUB TOTAL CONCESSIONS INCOME			\$ 4,000.00	\$ 2,909.60	73%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96964600	Public Swim & Pool Events	Public Swim, Pool Events, Passes	\$ 5,000.00	\$ -	0%	\$ -	0%	
96964600	Public Swim & Pool Events	Passes		\$ 695.00	14%	\$ -	0%	
96964600	Public Swim & Pool Events	Gate Fees	\$ -	\$ 3,319.75	66%	\$ -	0%	
96964600	Swim Lessons	Swim Lessons	\$ 5,000.00	\$ 2,722.50	54%	\$ 210.00	4%	
96964600	Swim Team	Swim Team	\$ 13,000.00	\$ 6,515.00	50%	\$ 4,150.00	32%	
96964600	Pool Rental	Pool Parties	\$ 7,500.00	\$ 5,045.00	67%	\$ -	0%	
96964600	Adult Fitness	Aquacize	\$ 2,500.00	\$ 1,927.82	77%	\$ 1,407.82	56%	
96964600	Lifeguard	Certificates	\$ -	\$ -	0%	\$ -	0%	
SUB TOTAL SERVICE CHARGES INCOME			\$ 33,000.00	\$ 20,225.07	61%	\$ 5,767.82	17%	
TOTAL AQUATICS INCOME			\$ 37,000.00	\$ 23,134.67	63%	\$ 5,767.82	16%	
TOTAL INCOME			\$ 1,036,999.50	\$ 997,837.62	96%	\$ 282,154.34	27%	
	Revenue	Prev Year Roll Over	\$ 546,463.00	\$ -	0%	\$ -	0%	
	Revenue	Prev. Year General Reserve	\$ 473,675.00	\$ -	0%	\$ -	0%	
FUND BALANCE SUBTOTAL			\$ 1,020,138.00	\$ -	0%	\$ -	0%	
Gross Revenue including Reserve Fund			\$ 2,057,137.50	\$ -	0%	\$ -	0%	

EXPENSES		DEPARTMENT: Administration				Total % of		Period % of	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Budget	Current Period	Budget	Current Period	Budget
10111000	1110	SALARY & WAGES F/T	\$ 62,000.00	\$ 53,238.34	86%	\$ 5,465.50	9%		
10112100	1121	SALARY & WAGES P/T	\$ 32,000.00	\$ 15,890.62	50%	\$ 1,758.23	5%		
10112100	1121	COMMITTEE MEMBER	\$ 6,000.00	\$ -	0%	\$ -	0%		
10121000	1210	RETIREMENT	\$ 9,402.00	\$ 2,836.90	30%	\$ 273.28	3%		
10122000	1220	FICA	\$ 8,052.83	\$ 5,173.97	64%	\$ 392.33	5%		
10123000	1230	GROUP INSURANCE	\$ 6,511.74	\$ 1,200.00	18%	\$ 150.00	2%		
10124000	1240	WORKERS COMP	\$ 610.53	\$ 435.94	71%	\$ -	0%		
10125000	1250	STATE UNEMPLOYMENT INS	\$ 840.00	\$ 252.91	30%	\$ 25.29	3%		
SUB TOTAL ADMIN PAYROLL EXPENSE			\$ 125,417.10	\$ 79,028.68	63%	\$ 8,064.63	6%		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ 800.00	\$ 927.07	116%	\$ 261.30	33%		
20202200	2022	BOOKS/PERIODICALS	\$ -	\$ -	0%	\$ -	0%		
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%		
20203500	2035	EDUCATION/TRAINING EXP	\$ 2,200.00	\$ 963.00	44%	\$ 25.00	1%		
20203900	2039	EMPLOYEE TRANSPORTATION	\$ 1,000.00	\$ 49.16	5%	\$ -	0%		
20205100	2051	LIABILITY INSURANCE	\$ 29,200.00	\$ 29,198.00	100%	\$ -	0%		
20206100	2061	MEMBERSHIPS	\$ 7,000.00	\$ 3,157.32	45%	\$ 41.40	1%		
20207600	2076	OFFICE SUPPLIES	\$ 5,500.00	\$ 4,845.97	88%	\$ 592.10	11%		
20208100	2081	POSTAGE	\$ 100.00	\$ 15.70	16%	\$ -	0%		
20219700	2197	TELEPHONE	\$ 7,500.00	\$ 9,052.99	121%	\$ 160.50	2%		
20226100	2261	OFFICE EQUIP. MAINT. SER.	\$ 5,000.00	\$ 2,563.93	51%	\$ 159.15	3%		
20226200	2262	OFFICE EQUIP. MAINT. SUP.	\$ 1,000.00	\$ 160.49	16%	\$ -	0%		
20250500	2505	ACCOUNTING SERVICES	\$ 13,800.00	\$ 4,500.00	33%	\$ -	0%		
20250700	2507	ASSESS COLLECTION SERV	\$ 9,200.00	\$ 8,783.19	95%	\$ 2,692.53	29%		
20253100	2531	LEGAL SERVICES	\$ 1,500.00	\$ -	0%	\$ -	0%		
20257100	2571	SECURITY SERVICES (Park Police)	\$ 19,000.00	\$ 9,348.00	49%	\$ -	0%		
20257100	2571	SECURITY SERVICES (Alarm)	\$ 2,500.00	\$ 1,788.00	72%	\$ -	0%		
20259100	2591	OTHER PROFESSIONAL SER.	\$ 13,000.00	\$ 8,357.26	64%	\$ 1,755.85	14%		
20281900	2819	ELECTION SERVICES	\$ 1,887.00	\$ 1,887.00	100%	\$ -	0%		
20285100	2851	RECREATION SERVICES	\$ -	\$ -	0%	\$ -	0%		
20285200	2852	RECREATION SUPPLIES	\$ -	\$ 64.32	0%	\$ -	0%		
20289800	2898	OTHER OPER. EXP. SUP	\$ -	\$ -	0%	\$ -	0%		
20289900	2899	OTHER OPER. EXP. SERV.	\$ -	\$ -	0%	\$ -	0%		
20231400	2314	CLOTHING/PERSONAL SUP.	\$ -	\$ 157.65	0%	\$ -	0%		
SUB TOTAL SERVICES & SUPPLIES EXPENSE			\$ 120,187.00	\$ 85,819.05	71%	\$ 5,687.83	5%		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
30321000	3210	INTEREST TO RET. LOANS, LEASES	\$ -	\$ -	0%	\$ -	0%		
30322000	3220	PRINCIPAL PAID TO RET. LOANS	\$ -	\$ -	0%	\$ -	0%		
30323000	3230	PRINCIPAL PAID TO RET. LEASES	\$ -	\$ -	0%	\$ -	0%		
SUB TOTAL DEBT RETIREMENT EXPENSES			\$ -	\$ -	0%	\$ -	0%		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
42420100	4201	BUILDING IMPROVEMENTS	\$ 82,714.00	\$ -	0%	\$ -	0%		
42420200	4202	IMP. OTHER THAN BUILD	\$ 441,702.00	\$ 51,406.23	12%	\$ -	0%		
43430100	4301	VEHICLES	\$ -	\$ -	0%	\$ -	0%		
43430300	4303	OTHER EQUIPMENT	\$ -	\$ -	0%	\$ -	0%		
SUB TOTAL FIXED ASSETS EXPENSE			\$ 524,416.00	\$ 51,406.23	10%	\$ -	0%		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
79790100	7901	CONTINGENCY	\$ -	\$ -	0%	\$ -	0%		
TOTAL ADMINISTRATION EXPENSE			\$ 770,020.10	\$ 216,253.96	28%	\$ 13,752.46	2%		

EXPENSES									
DEPARTMENT: RECREATION									
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget		
10111000	1110	SALARY & WAGES F/T	\$ 75,878.00	\$ 41,805.80	55%	\$ 6,350.53	8%		
10112100	1121	SALARY & WAGES P/T	\$ 106,500.00	\$ 94,915.46	89%	\$ 7,413.11	7%		
10121000	1210	RETIREMENT	\$ 1,850.00	\$ 1,576.85	85%	\$ 157.34	9%		
10122000	1220	FICA	\$ 9,180.00	\$ 10,887.75	119%	\$ 1,323.55	14%		
10123000	1230	GROUP INSURANCE	\$ 4,650.00	\$ 1,125.00	24%	\$ 150.00	3%		
10124000	1240	WORKERS COMP	\$ 3,874.68	\$ 3,596.50	93%	\$ -	0%		
10125000	1250	STATE UNEMPLOYMENT INS	\$ 3,410.00	\$ 1,317.59	39%	\$ 120.16	4%		
SUB TOTAL REC PAYROLL EXPENSE			\$ 205,342.68	\$ 155,224.95	76%	\$ 15,514.69	8%		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget		
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ -	\$ -	0%	\$ -	0%		
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%		
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	0%		
20203900	2039	EMPLOYEE TRANSPORTATION	\$ -	\$ -	0%	\$ -	0%		
20207600	2076	OFFICE SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20208500	2085	PRINTING SERVICES	\$ -	\$ -	0%	\$ -	0%		
20211200	2112	BUILDING/CARPENTRY SUP	\$ -	\$ -	0%	\$ -	0%		
20213100	2131	ELECTRICAL MAINT. SER.	\$ -	\$ -	0%	\$ -	0%		
20214100	2141	LAND IMP. MAINT. SERVICES	\$ -	\$ -	0%	\$ -	0%		
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20215100	2151	MECH. SYSTEMS MAINT. SERV	\$ -	\$ -	0%	\$ -	0%		
20216200	2162	PAINTING SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20216800	2168	PLUMBING SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20219300	2193	REFUSE COLLECTION	\$ -	\$ -	0%	\$ -	0%		
20219500	2195	SEWAGE	\$ -	\$ -	0%	\$ -	0%		
20219800	2198	WATER	\$ -	\$ -	0%	\$ -	0%		
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 2,000.00	\$ 1,056.46	53%	\$ -	0%		
20233200	2332	FOOD SUPPLIES	\$ 2,500.00	\$ 2,984.00	119%	\$ 205.62	8%		
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%		
20259100	2591	OTHER PROFESSIONAL SER.	\$ 5,000.00	\$ 2,499.00	50%	\$ -	0%		
20285100	2851	RECREATION SERVICES	\$ 6,050.00	\$ 765.89	13%	\$ -	0%		
20285200	2852	RECREATION SUPPLIES	\$ 4,000.00	\$ 3,242.54	81%	\$ 184.16	5%		
20289900	2899	OTHER OPER. EXP. SER.	\$ -	\$ -	0%	\$ -	0%		
20292100	2921	COUNTY PRINTING	\$ -	\$ -	0%	\$ -	0%		
20292200	2922	POSTAGE	\$ -	\$ -	0%	\$ -	0%		
SUB TOTAL SERVICE & SUPPLIES EXPENSE			\$ 19,550.00	\$ 10,547.89	54%	\$ 389.78	2%		
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget		
40430300	4303	OFFICE EQUIPMENT	\$ -	\$ -	0%	\$ -	0%		
RECREATION TOTAL EXPENSE			\$ 224,892.68	\$ 165,772.84	74%	\$ 15,904.47	7%		

EXPENSES		DEPARTMENT: AQUATICS				Total % of		Period % of
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Budget	Current Period	Budget	Budget
10111000	1110	SALARY & WAGES F/T	\$ -	\$ -	0%	\$ -	-	0%
10112100	1121	SALARY & WAGES P/T	\$ 45,000.00	\$ 33,870.81	75%	\$ 232.00	-	1%
10121000	1210	RETIREMENT	\$ -	\$ -	0%	\$ -	-	0%
10122000	1220	FICA	\$ 4,207.50	\$ 2,467.81	59%	\$ -	-	0%
10123000	1230	GROUP INSURANCE	\$ -	\$ -	0%	\$ -	-	0%
10124000	1240	WORKERS COMP	\$ 7,390.52	\$ 1,852.74	25%	\$ -	-	0%
10125000	1250	STATE UNEMPLOYMENT INS	\$ 7,440.00	\$ 478.39	6%	\$ -	-	0%
SUB TOTAL AQUATICS PAYROLL EXPENSE			\$ 64,038.02	\$ 38,669.75	60%	\$ 232.00	-	0%
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Budget	Period % of
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ -	\$ -	0%	\$ -	-	0%
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	-	0%
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	-	0%
20208500	2085	PRINTING	\$ -	\$ -	0%	\$ -	-	0%
20211200	2112	BUILDING/CARPENTRY SUP	\$ -	\$ -	0%	\$ -	-	0%
20212200	2122	CHEMICAL SUPPLIES	\$ 18,000.00	\$ 12,353.21	69%	\$ 234.18	-	1%
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	\$ 1,928.08	55%	\$ 208.42	-	6%
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	\$ 126.28	13%	\$ -	-	0%
20232200	2322	CUSTODIAL SUPPLIES	\$ -	\$ -	0%	\$ -	-	0%
20233200	2332	FOOD SUPPLIES	\$ 1,500.00	\$ 1,267.31	84%	\$ -	-	0%
20244400	2444	MEDICAL SUPPLIES	\$ 2,000.00	\$ 368.59	18%	\$ -	-	0%
20259100	2591	OTHER PROFESSIONAL SER.	\$ 9,500.00	\$ 1,576.98	17%	\$ -	-	0%
20285200	2852	RECREATION SUPPLIES	\$ 2,000.00	\$ 2,545.74	127%	\$ 698.32	-	35%
20289800	2898	OTHER OPER. EXP. SUPPLIES	\$ -	\$ -	0%	\$ -	-	0%
20292100	2921	COUNTY PRINTING	\$ -	\$ -	0%	\$ -	-	0%
SUB TOTAL SERVICE & SUPPLIES EXPENSE			\$ 37,500.00	\$ 20,166.19	54%	\$ 1,140.92	-	3%
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Budget	Period % of Budget
43430100	4201	BUILDING IMPROVEMENTS	\$ -	\$ -	0%	\$ -	-	0%
43430300	4303	EQUIPMENT, OTHER	\$ -	\$ -	0%	\$ -	-	0%
SUB TOTAL FIXED ASSEST EXPENSE			\$ -	\$ -	0%	\$ -	-	-
AQUATICS EXPENSE			\$ 101,538.02	\$ 58,835.94	58%	\$ 1,372.92	-	1%

AMRPD Budget Pro Forma

EXPENSES		DEPARTMENT:	MAINTENANCE					
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget	
10111000	1110	SALARY & WAGES F/T	\$ 55,092.00	\$ 27,656.98	50%	\$ -	0%	
10112100	1121	SALARY & WAGES P/T	\$ 57,247.00	\$ 36,906.03	64%	\$ 4,497.67	8%	
10121000	1210	RETIREMENT	\$ 2,522.50	\$ 2,275.53	90%	\$ 234.98	9%	
10122000	1220	FICA	\$ 5,848.43	\$ 5,941.66	102%	\$ 622.20	11%	
10123000	1230	GROUP INSURANCE	\$ 5,969.10	\$ 9,587.68	161%	\$ 1,095.42	18%	
10124000	1240	WORKERS COMP	\$ 10,272.82	\$ 5,013.32	49%	\$ -	0%	
10125000	1250	STATE UNEMPLOYMENT INS	\$ 2,032.00	\$ 299.34	15%	\$ 30.88	2%	
SUB TOTAL MAINTENANCE PAYROLL EXPENSE			\$ 138,983.85	\$ 87,680.54	63%	\$ 6,481.15	5%	

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	\$ 43,317.17	67%	\$ 3,935.00	6%
20210400	2104	AGRIC./HORT. SUPPLIES	\$ 6,000.00	\$ 9,234.75	154%	\$ 4,758.25	79%
20211200	2112	BUILDING/CARPENTRY SUP	\$ 8,000.00	\$ 8,033.57	100%	\$ 603.59	8%
20213100	2131	ELECTRICAL MAINT. SER.	\$ 2,000.00	\$ -	0%	\$ -	0%
20213200	2132	ELECTRICAL MAINT. SUP.	\$ 1,000.00	\$ 1,107.17	111%	\$ 100.92	10%
20214100	2141	LAND IMP. MAINT. SERVICES	\$ 1,000.00	\$ -	0%	\$ -	0%
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ 3,000.00	\$ 1,068.09	36%	\$ 191.36	6%
20215100	2151	MECH. SYSTEMS MAINT. SERV	\$ 5,000.00	\$ 1,189.09	24%	\$ 614.09	12%
20215200	2152	MECH. SYSTEMS MAINT. SUPL	\$ 7,000.00	\$ 10,688.39	153%	\$ 2,931.31	42%
20216200	2162	PAINTING SUPPLIES	\$ 2,000.00	\$ 2,776.48	139%	\$ 117.51	6%
20216800	2168	PLUMBING SUPPLIES	\$ 1,500.00	\$ 130.93	9%	\$ 7.16	0%
20219100	2191	ELECTRICITY	\$ 24,000.00	\$ 18,562.20	77%	\$ 1,439.96	6%
20219300	2193	REFUSE COLLECTION	\$ 3,500.00	\$ 4,571.33	131%	\$ -	0%
20219500	2195	SEWAGE	\$ 3,000.00	\$ 2,001.10	67%	\$ -	0%
20219800	2198	WATER	\$ 15,000.00	\$ 11,444.78	76%	\$ 277.88	2%
20220500	2205	AUTOMOTIVE SERVICE	\$ 1,500.00	\$ 992.74	66%	\$ -	0%
20220600	2206	AUTOMOTIVE SUPPLIES	\$ 2,500.00	\$ 1,516.63	61%	\$ 492.10	20%
20222600	2226	EXPENDABLE TOOLS	\$ 4,500.00	\$ 4,263.50	95%	\$ 656.37	15%
20223600	2236	FUEL/LUBRICANT SUPPLIES	\$ 2,800.00	\$ 1,679.54	60%	\$ 129.78	5%
20227500	2275	RENTS/LEASES EQUIP.	\$ 1,000.00	\$ -	0%	\$ -	0%
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 2,500.00	\$ 772.33	31%	\$ -	0%
20232200	2322	CUSTODIAL SUPPLIES	\$ 4,000.00	\$ 2,170.96	54%	\$ 821.62	21%
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20259100	2591	OTHER PROFESSIONAL SER.	\$ 13,000.00	\$ 3,171.95	24%	\$ 130.00	1%
20289800	2898	OTHER OPER. EXP. SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20289900	2899	OTHER OPER. EXP. SERVICES	\$ -	\$ -	0%	\$ -	0%
SUB TOTAL SERVICE & SUPPLIES EXPENSE			\$ 178,800.00	\$ 128,692.70	72%	\$ 17,206.90	10%

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	\$ -	\$ -	0%	\$ -	0%
SUB TOTAL FIXED ASSETS EXPENSE			\$ -	\$ -	0%	\$ -	0%

TOTAL MAINTENANCE EXPENSE			\$ 317,783.85	\$ 216,373.24	68%	\$ 23,688.05	7%
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DISTRICT TOTAL EXPENSES			\$ 1,414,234.65	\$ 657,235.98	46%	\$ 54,717.90	4%
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REVENUE DETAIL ENTRY REPORT

Month: April

Month Total	\$	21,437.82
Cash / Checks	\$	23,377.82
Credit Card	\$	1,130.00
Refund	\$	(3,070.00)
PREVIOUSLY APPROVED	\$	24,031.00
YTD TOTAL APPROVED	\$	196,865.99
YTD BUDGETED	\$	1,514,674.50
REMAINING ANNUAL BUDGET	\$	1,317,808.51

APPROVED 5/18/2023

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Class	Group rec. serv.	Amount	Rev #	Category	Type	P&L Group
April	Recreation	96964600	Camp	Charges	\$ (1,340.00)	16	Summer Day Camp	Refund	INCOME
April	Recreation	96964600	Camp	Charges	\$ (1,340.00)	16	Summer Day Camp	Refund	INCOME
April	Recreation	96964600	Camp	rec. serv.	\$ 1,505.00	14	President week break Camp	Cash / Checks	INCOME
April	Recreation	96964600	Camp	Charges	\$ 2,706.00	14	Spring Break Camp	Cash / Checks	INCOME
April	Recreation	96964600	Camp	Charges	\$ 3,185.00	14	Summer Day Camp	Cash / Checks	INCOME
April	Recreation	96964600		Rec. Serv. Charges	\$ 9,824.00	16	Afterschool Program	Cash / Checks	INCOME

Arden Manor Recreation and Park District

PAYROLL DETAIL ENTRY

Month: **April**
 Period: **19**

Total Payroll: \$ **17,703.61**

Previous Period
18

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	6122.45
1121	Part Time Total	9278.95
Salary Sub total		15401.40
1210	AUL	348.08
1220	FICA	1170.06
1250	SUI	86.36
1230	INS. SUBSIDY	0.00
1230	DENTAL	21.34
1230	KAISER	676.37
1240	CAPRI/WC	0.00
Payroll Associated Charges		2302.21
Payroll Total		\$ 17,703.61

PREVIOUSLY APPROVED \$ 17,196.63
 YTD Budgeted \$ 533,781.65
 REMAINING ANNUAL BUDGET \$ 498,881.41

APPROVED DATE: 18-May-23

CHAIRPERSON: _____

SECRETARY: _____

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type	Activity	Notes
19	April	Maintenance	1121		Maint. Supervisor	\$ 2,543.04	FT		
19	April	Recreation	1121		Sr. Rec. Leader	\$ 656.00	PT		
19	April	Recreation	1110		Day Camp Director	\$ 1,704.00	FT		
19	April	Maintenance	1121		Maint. Worker	\$ 1,375.32	PT		
19	April	Recreation	1121		Rec. Leader	\$ 616.13	PT		
19	April	Maintenance	1121		Maint. Worker	\$ 883.50	PT		
19	April	Administration	1121		Admin Assistant	\$ 901.43	PT		
19	April	Recreation	1121		Rec. Leader	\$ 275.13	PT		
19	April	Recreation	1121		Sr. Rec. Leader	\$ 605.64	PT		
19	April	Administration	1110		Dist. Mgr	\$ 2,732.75	FT		
19	April	Recreation	1121		Rec. Leader	\$ 116.25	PT		
19	April	Recreation	1110		Rec. Coordinator	\$ 1,685.70	FT		
19	April	Recreation	1121		Rec. Leader	\$ 54.25	PT		
19	April	Recreation	1121		Sr. Rec. Leader	\$ 268.00	PT		
19	April	Recreation	1121		Rec. Leader	\$ 182.13	PT		
19	April	Recreation	1121		Rec. Leader	\$ 275.13	PT		
19	April	Recreation	1121		Rec. Leader	\$ 186.00	PT		
19	April	Recreation	1121		Rec. Leader	\$ 193.75	PT		
19	April	Recreation	1121		Rec. Leader	\$ 147.25	PT		
19	April	Administration	1220			\$ 283.75	FICA		
19	April	Maintenance	1220			\$ 347.71	FICA		
19	April	Recreation	1220			\$ 538.60	FICA		
19	April	Recreation	1250			\$ 57.21	SUI		
19	April	Administration	1250			\$ 15.02	SUI		
19	April	Maintenance	1250			\$ 14.13	SUI		
19	April	Recreation	1210			\$ 84.29	AUL		
19	April	Administration	1210			\$ 136.64	AUL		4/1/2022-4/16/2022
19	April	Maintenance	1210			\$ 127.15	AUL		
19	April	Recreation	1230			\$ 75.00	Kaiser		
19	April	Administration	1230			\$ 75.00	Kaiser		
19	April	Maintenance	1230			\$ 526.37	Kaiser		
19	April	Maintenance	1230			\$ 21.34	Dental		

Arden Manor Recreation and Park District

PAYROLL DETAIL ENTRY

Month: April

Total Payroll: \$ 17,648.50

Period: 20

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	5693.58
1121	Part Time Total	9681.70
	Salary Sub total	15375.28
1210	AUL	317.52
1220	FICA	1168.02
1250	SUI	89.97
1230	INS. SUBSIDY	0.00
1230	DENTAL	21.34
1230	KAISER	676.37
1240	CAPRI/WC	0.00
	Payroll Associated Charges	2273.22
	Payroll Total	\$ 17,648.50

PREVIOUSLY APPROVED \$ 17,703.61
 YTD Budgeted \$ 533,781.65
 REMAINING ANNUAL BUDGET \$ 498,429.54

APPROVED DATE: 18-May-23

CHAIRPERSON: _____

SECRETARY: _____

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type
20	April	Maintenance	1121		Maint. Supervisor	\$ 2,516.60	FT
20	April	Recreation	1121		Sr. Rec. Leader	\$ 668.00	PT
20	April	Recreation	1110		Day Camp Director	\$ 1,499.89	FT
20	April	Maintenance	1121		Maint. Worker	\$ 1,328.22	PT
20	April	Recreation	1121		Rec. Leader	\$ 561.88	PT
20	April	Aquatics	1121		Assistant Coach	\$ 96.00	PT
20	April	Maintenance	1121		Maint. Worker	\$ 910.63	PT
20	April	Aquatics	1121		Assistant Coach	\$ 136.00	PT
20	April	Administration	1121		Admin Assistant	\$ 856.80	PT
20	April	Recreation	1121		Rec. Leader	\$ 375.88	PT
20	April	Recreation	1121		Sr. Rec. Leader	\$ 568.56	PT
20	April	Administration	1110		Dist. Mgr	\$ 2,732.75	FT
20	April	Recreation	1121		Rec. Leader	\$ 379.75	PT
20	April	Recreation	1110		Rec. Coordinator	\$ 1,460.94	FT
20	April	Recreation	1121		Sr. Rec. Leader	\$ 396.00	PT
20	April	Recreation	1121		Rec. Leader	\$ 186.00	PT
20	April	Recreation	1121		Rec. Leader	\$ 139.50	PT
20	April	Recreation	1121		Rec. Leader	\$ 232.50	PT
20	April	Recreation	1121		Rec. Leader	\$ 329.38	PT
20	April	Administration	1220			\$ 108.58	FICA
20	April	Maintenance	1220			\$ 274.49	FICA
20	April	Recreation	1220			\$ 784.95	FICA
20	April	Recreation	1250			\$ 62.95	SUI
20	April	Administration	1250			\$ 10.27	SUI
20	April	Maintenance	1250			\$ 16.75	SUI
20	April	Recreation	1210			\$ 73.05	AUL
20	April	Administration	1210			\$ 136.64	AUL
20	April	Maintenance	1210			\$ 107.83	AUL
20	April	Recreation	1230			\$ 75.00	Kaiser
20	April	Administration	1230			\$ 75.00	Kaiser
20	April	Maintenance	1230			\$ 526.37	Kaiser
20	April	Maintenance	1230			\$ 21.34	Dental

Arden Manor Recreation and Park District

EXPENSEDETAILENTRYREPORT

All expenses, fixed assets, services and supplies

Month: April

Month Total \$ 24,471.75

Prior Month
March

PREVIOUSLY APPROVED \$ 32,984.60
YTD BUDGETED \$ 356,037.00
REMAINING ANNUAL BUDGET \$ 298,580.65

APPROVED 5/18/2023

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Claim #	Payee	P&L Group
April	Maintenance	2322	18.29	US Bank - Home Depot - mop head refills	SERVICE & SUPPLIES
April	Administration	2076	11.40	US Bank - Amazon office supplies	SERVICE & SUPPLIES
April	Administration	2076	20.61	US Bank - Amazon office supplies	SERVICE & SUPPLIES
April	Recreation	2852	81.23	US Bank - Amazon rec supplies	SERVICE & SUPPLIES
April	Recreation	2332	187.98	US Bank - sams club rec food supplies	SERVICE & SUPPLIES
April	Recreation	2332	17.64	US Bank - sams club rec food supplies	SERVICE & SUPPLIES
April	Recreation	2852	19.55	US Bank - Amazon rec supplies	SERVICE & SUPPLIES
April	Recreation	2852	83.38	US Bank - Amazon rec supplies	SERVICE & SUPPLIES
April	Administration	2035	25.00	US Bank - Amercian camp assoc training	SERVICE & SUPPLIES
April	Administration	2076	33.66	US Bank - amazon office supplies	SERVICE & SUPPLIES
April	Maintenance	2104	1987.97	US Bank - Ewing Irrigation Ag supplies Jonas Soccer Field	SERVICE & SUPPLIES
April	Maintenance	2236	50.39	US Bank - Quik Stop Fuel for Ford	SERVICE & SUPPLIES
April	Administration	2197	53.50	US Bank - AT&T internet	SERVICE & SUPPLIES
April	Administration	2591	11.20	US Bank - Authorize.Net other prof services	SERVICE & SUPPLIES
April	Administration	2591	22.65	US Bank - Authorize.Net other prof services	SERVICE & SUPPLIES
April	Administration	2197	53.50	US Bank - AT&T internet	SERVICE & SUPPLIES
April	Administration	2197	53.50	US Bank - AT&T internet	SERVICE & SUPPLIES
April	Maintenance	2112	318.37	US Bank - Lowe's DAR Floor supplies	SERVICE & SUPPLIES
April	Administration	2005	261.30	US Bank - Signs Now - signs for facility/use permits	SERVICE & SUPPLIES
April	Administration	2076	145.43	US Bank - office depot paper for printer	SERVICE & SUPPLIES
April	Maintenance	2104	1679.62	US Bank - Ewing Irrigation Ag supplies Soccer Field Jonas	SERVICE & SUPPLIES
April	Maintenance	2104	307.09	US Bank - Capital Sand & Gravel - Jonas Soccer Field	SERVICE & SUPPLIES
April	Maintenance	2226	25.49	US Bank - Home Depot exp tools hack saw/drill bit	SERVICE & SUPPLIES
April	Aquatics	2852	20.03	US Bank - - aqua rec supp 4 pipe	SERVICE & SUPPLIES
April	Maintenance	2142	97.45	US Bank - Emigh supp 4 crabtree sandpit	SERVICE & SUPPLIES
April	Maintenance	2142	33.63	US Bank - Home Depot supp 4 crabtree sandpit	SERVICE & SUPPLIES
April	Aquatics	2852	29.87	US Bank - Home Depot supp 4 crabtree sandpit	SERVICE & SUPPLIES
April	Maintenance	2132	35.12	US Bank - Home Depot elec maint supp 4 grounding replacement	SERVICE & SUPPLIES
April	Maintenance	2206	400.47	US Bank - SFT auto supp 4 kaubota repair	SERVICE & SUPPLIES
April	Maintenance	2226	73.19	US Bank - O reilly auto supp 4 draining	SERVICE & SUPPLIES
April	Maintenance	2206	57.94	US Bank - SFT auto supp 4 kaubota repair hydraulic oil	SERVICE & SUPPLIES
April	Maintenance	2332	46.32	US Bank - oreilly custodial supp cleaning raps	SERVICE & SUPPLIES
April	Maintenance	2132	30.16	US Bank - Home Depot DAR Floor	SERVICE & SUPPLIES
April	Maintenance	2112	77.25	US Bank - Home Depot DAR Floor	SERVICE & SUPPLIES
April	Maintenance	2168	7.16	US Bank - Home Depot DAR Floor	SERVICE & SUPPLIES
April	Maintenance	2226	401.88	US Bank - Home Depot - grinder, blade, shroud DAR Floor?	SERVICE & SUPPLIES
April	Maintenance	2226	25.00	US Bank - home depot - exp tool protection plan	SERVICE & SUPPLIES
April	Maintenance	2236	58.73	US Bank - Quik Stop Fuel for Ford	SERVICE & SUPPLIES
April	Maintenance	2226	26.87	US Bank - home depot DAR Floor	SERVICE & SUPPLIES
April	Maintenance	2112	124.00	US Bank - Lowe's - DAR Floor	SERVICE & SUPPLIES
April	Maintenance	2226	13.09	US Bank- Lowe's DAR Floor	SERVICE & SUPPLIES
April	Maintenance	2112	-53.14	US Bank - Lowe's credit for return	SERVICE & SUPPLIES
April	Maintenance	2112	116.67	US Bank - Lowe's DAR Floor supplies	SERVICE & SUPPLIES
April	Maintenance	2206	33.69	US Bank - SFT - o ring 4 kubota repair	SERVICE & SUPPLIES
April	Maintenance	2322	42.17	Emighs Hardware - custodial supp	SERVICE & SUPPLIES
April	Maintenance	2322	42.17	Emigh Hardware - custodial supp	SERVICE & SUPPLIES
April	Maintenance	2322	684.57	US Bank - Uline custodial supp	SERVICE & SUPPLIES
April	Administration	2507	2692.53	SB 2557 2nd Insst	SERVICE & SUPPLIES
April	Aquatics	2192	174.19	PGE Gas/DAR 2/28/23-3/28/23	SERVICE & SUPPLIES
April	Aquatics	2192	34.23	PGE Gas/Pool 2/28/23-3/28/23	SERVICE & SUPPLIES
April	Aquatics	2852	30.70	Leslie's pool supply - wire brush	SERVICE & SUPPLIES
April	Maintenance	2103	2075.00	Jensen - Crabtree mowing April 2023	SERVICE & SUPPLIES
April	Maintenance	2103	1860.00	Jensen - Jonas mowing April 2023	SERVICE & SUPPLIES
April	Administration	2061	41.40	PRISM - EAS Program October - April-june	SERVICE & SUPPLIES
April	Administration	2591	1350.00	Fastbreak - 10 hour support package	SERVICE & SUPPLIES
April	Administration	2591	150.00	Streamline- Website services April 2023	SERVICE & SUPPLIES
April	Administration	2076	61.00	Fast Break - Office 365/Onedrive	SERVICE & SUPPLIES
April	Administration	2076	320.00	Fast Break - VoIP ext (6)	SERVICE & SUPPLIES
April	Administration	2591	96.00	Department of Justice - fingerprints	SERVICE & SUPPLIES
April	Maintenance	2132	17.82	Emighs Hardware - elec maint supp	SERVICE & SUPPLIES

Arden Manor Recreation and Park District

EXPENSEDETAILENTRYREPORT

All expenses, fixed assets, services and supplies

Month: April

Month Total \$ 24,471.75

Prior Month
March

PREVIOUSLY APPROVED \$ 32,984.60
YTD BUDGETED \$ 356,037.00
REMAINING ANNUAL BUDGET \$ 298,580.65

APPROVED 5/18/2023

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Claim #	Payee	P&L Group	
April	Maintenance	2236	10.33	Emighs Hardware - fuel/lube supp	SERVICE & SUPPLIES	In county rep, under
April	Maintenance	2142	30.14	Emighs Hardware - land imperial maint supp	SERVICE & SUPPLIES	
April	Maintenance	2162	18.27	Emighs Hardware - panting supp	SERVICE & SUPPLIES	
April	Maintenance	2226	6.65	Emighs Hardware - exp tools	SERVICE & SUPPLIES	
April	Maintenance	2112	20.44	Emighs - building supp -notch trowel	SERVICE & SUPPLIES	
April	Maintenance	2152	444.17	Lincoln Aquatics - PII screw	SERVICE & SUPPLIES	
April	Aquatics	2852	190.73	Lincoln Aquatics -light wedge	SERVICE & SUPPLIES	
April	Maintenance	2152	1756.55	Lincoln Aqua - green glass filter media	SERVICE & SUPPLIES	
April	Maintenance	2152	100.80	Lincoln Aqua - Pea gravel	SERVICE & SUPPLIES	
April	Maintenance	2152	9.00	Lincoln Aqua- fuel surcharge	SERVICE & SUPPLIES	
April	Maintenance	2152	144.64	Lincoln Aqua - tax and freight	SERVICE & SUPPLIES	
April	Maintenance	2152	-549.46	Lincoln Aqua - refund for light niche	SERVICE & SUPPLIES	
April	Maintenance	2591	130.00	Direct Hit - Pest services 4/13/23	SERVICE & SUPPLIES	
April	Aquatics	2122	174.40	Leslie's Pool Supply - Chemicals for Pool	SERVICE & SUPPLIES	
April	Maintenance	2151	614.09	Kendrick Boiler Works - defective flow switch	SERVICE & SUPPLIES	
April	Aquatics	2852	382.90	Lincoln Aquatics - aqua supplies chemtrol sensor	SERVICE & SUPPLIES	
April	Aquatics	2122	59.78	Leslie's Pool supply - chemicals for pool	SERVICE & SUPPLIES	
April	Maintenance	2162	80.97	Emighs Hardware - panting supp	SERVICE & SUPPLIES	
April	Maintenance	2226	77.55	Bliss - blade mulch (exp tools)	SERVICE & SUPPLIES	
April	Maintenance	2152	531.42	Lincoln Aquatics - mech systems - head pump 4 pool	SERVICE & SUPPLIES	
April	Maintenance	2104	57.71	Emigh Hardware - agriculture sup - wire stripper/weeder	SERVICE & SUPPLIES	
April	Maintenance	2132	17.82	Emigh Hardware - elec maint supp	SERVICE & SUPPLIES	
April	Maintenance	2322	34.42	US Bank - Home Depot - lint free mop heads	SERVICE & SUPPLIES	
April	Maintenance	2236	10.33	Emigh Hardware - fuel/lubricat supp	SERVICE & SUPPLIES	
April	Maintenance	2142	30.14	Emigh Hardware - land. Imp maint supplies	SERVICE & SUPPLIES	
April	Maintenance	2162	18.27	Emigh Hardware - painting supp	SERVICE & SUPPLIES	
April	Maintenance	2226	6.65	Emigh Hardware - exp tools	SERVICE & SUPPLIES	
April	Administration	2261	12.03	Caltronics JJR - Copier Maint and Copies	SERVICE & SUPPLIES	
April	Maintenance	2104	198.42	Normac - Irrigation Supplies - trans. Doubler/key	SERVICE & SUPPLIES	
April	Maintenance	2104	527.44	Normac - Irrigation Supplies - plastic valves/markings flags	SERVICE & SUPPLIES	
April	Maintenance	2191	151.62	SMUD - main office	SERVICE & SUPPLIES	
April	Maintenance	2191	846.36	SMUD - pumps/DAR/DCC	SERVICE & SUPPLIES	
April	Maintenance	2191	51.55	SMUD - Jonas Well Pump	SERVICE & SUPPLIES	
April	Maintenance	2191	179.39	SMUD - Crabtree Park Lt	SERVICE & SUPPLIES	
April	Maintenance	2191	172.47	SMUD - St Lt Jonas	SERVICE & SUPPLIES	
April	Maintenance	2191	38.57	SMUD - St It Crabtree	SERVICE & SUPPLIES	
April	Maintenance	2198	100.20	Golden State - Deterding Water 2/27-3/27	SERVICE & SUPPLIES	
April	Maintenance	2198	177.68	Golden State - Crabtree Water 2/27-3/27	SERVICE & SUPPLIES	
April	Aquatics	2852	44.09	Emigh Hardware - aquatic supplies and tax	SERVICE & SUPPLIES	
April	Administration	2261	147.12	CIT - Copier/Lease	SERVICE & SUPPLIES	
April	Administration	2591	126.00	Sac Co Sheriff - Livescan Fingerprinting	SERVICE & SUPPLIES	
April	Maintenance	2152	494.19	Lincoln Aquatics - strainer lid and gasket	SERVICE & SUPPLIES	

Arden Manor Recreation and Park District

FY 22-23

OPERATIONS REPORT

April

TO: BOARD OF DIRECTORS
 ARDEN MANOR RECREATION AND PARK DISTRICT

FROM: Madison Dewald
 ADMINISTRATIVE ASSISTANT

SUBJECT: OPERATION REPORT April

A. DETERING COMMUNITY CENTER		RCT #	REVENUE
-------------------------------------	--	--------------	----------------

\$	-
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B. DETERING ACTIVITY ROOM		RCT #	
----------------------------------	--	--------------	--

TURNING POINT AA	TUESDAYS	23285 April Rent	\$ -
			\$ 80.00
			\$ 80.00

C. ARDEN MANOR PARKS		RCT #	
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\$	-
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D. DETERING POOL		RCT #	
-------------------------	--	--------------	--

\$	-
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TOTAL PERIOD REVENUE \$ 80.00

FULTON EL-CAMINO PARK DISTRICT POLICE DEPARTMENT

James R. Brown, Chief of Police



Monthly activity report for: Arden Manor Park District, Reporting Period: 2023-04-01 to 2023-04-30

Summary of enforcement actions

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

Notice To Appear (NTA)	Date/Time	Violations	Severity	Notes
Crabtree Park		No NTA issued during this reporting period		
Deterding park		No NTA issued during this reporting period		
Jonas Larkspur Park		No NTA issued during this reporting period		
Off Property		No NTA issued during this reporting period		
Winterstein Park		No NTA issued during this reporting period		
Arrests Made	Date/Time	Violations	Severity	Notes
Crabtree Park		No arrests reporting during this period		
Deterding park		No arrests reporting during this period		
Jonas Larkspur Park		No arrests reporting during this period		
Off Property		No arrests reporting during this period		
Winterstein Park		No arrests reporting during this period		
Calls For Service	Date/Time	Description	Disposition	Notes
Crabtree Park		No calls for service during this reporting period		

Deterding park No calls for service during this reporting period
 Jonas Larkspur Park No calls for service during this reporting period
 Off Property No calls for service during this reporting period
 Winterstein Park No calls for service during this reporting period

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

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

Warnings	Date/Time	Violation	Notes
Crabtree Park		No warnings during this reporting period	
Deterding park		No warnings during this reporting period	
Jonas Larkspur Park	2023-04-17 15:32	CVC 4000(a)(1)	suspended reg
Off Property		No warnings during this reporting period	
Winterstein Park		No warnings during this reporting period	

Parking Citations	Date/Time	Violations
Crabtree Park		No Parking citations issued during this reporting period
Deterding park		No Parking citations issued during this reporting period
Jonas Larkspur Park	2023-04-17 15:11	4000(a) CVC No current registration
Jonas Larkspur Park	2023-04-23 18:58	4000(a) CVC No current registration 5200(a) CVC Display of two license plates required
Jonas Larkspur Park	2023-04-23 18:03	4000(a) CVC No current registration 5200(a) CVC Display of two license plates required
Jonas Larkspur Park	2023-04-24 17:12	4000(a) CVC No current registration
Jonas Larkspur Park	2023-04-24 17:08	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

May 18, 2023

Agenda Item: 4 b: Community Outreach Station: The Board will discuss timelines for the new Public Outreach Station.

Initiated or Requested by

Report coordinator or prepared by

- Board
- Staff
- Other

Jake Baumgartner, Secretary

Attachment: Yes No Information Direction Action

The Outreach Committee has submitted the attached schedule for consideration.

The District Manager sent an email to Debra Cullifer, Jake Baumgartner, and Madison DeWald in order to move forward on creating documents for the Station.

Outreach Booth Schedule

Goal for this month's station:

1. Summer camp information
2. Feedback on park specific recommendations
3. First volunteer day (if a project and date can be identified).

Notes: This schedule utilizes Google's "Popular Times" feature to focus efforts.

Location	Date	Times	Board Members (Max 2)
Crabtree	5/21/23 (Sunday)	2:30 pm - 3:30 pm	
Jonas Larkspur	5/29/23 (Monday)	4:00 pm - 5:00pm	
Deterding	5/25/23 (Thursday)	10:00 am - 11:00 pm	
Crabtree	6/14/23 (Wednesday)	4:30 pm - 5:30 pm	
Jonas Larkspur	6/3/23 (Saturday)	2:30 pm - 3:30 pm	
Deterding	6/4/23 (Sunday)	2:00 pm - 3:00 pm	
Extra Dates as Available (Board members add dates and times)			

Arden Manor Recreation and Park District

May 18, 2023

Agenda Item: 4 c: CSDA General Manager Leadership Summit

Subject: The Board will receive information and will discuss the opportunity and vote on a motion to send the District Manager to this conference June 25-27, 2023

Initiated or Requested by

Report coordinator or prepared by

- Board
- Staff
- Other

Kelly Lewellen, District Manager

Attachment: Yes No Information Direction Action

CSDA offers a conference every year that would be advantageous for the District Manager to attend. In preparation for this conference, the District Manager applied for a one time scholarship in order to cover expenses. We will not know the outcome of the scholarship until after the meeting.

CSDA also offers other conferences including CSDA Annual Conference and Exhibitor Showcase August 28-31, 2023, and Board Secretary/Clerk Conference November 6-8, 2023

There is another yearly conference for CARPD also offered in the Spring.

It may make sense to devise a plan for which conferences should be attended by staff and board members each year so that this can be built into the budget.

*All New Content
Including Keynotes
& Breakout Session
Options!*



**California Special
Districts Association**

Districts Stronger Together



CSDA's 2023
**GENERAL
MANAGER
LEADERSHIP
SUMMIT**



*A leadership conference for general managers
and other management staff in special districts*

June 25 – 27, 2023

Everline Resort & Spa

(Formerly the Resort at Squaw Creek)

a Destination by Hyatt Property



SCHOLARSHIPS AVAILABLE!

visit sdlf.org

The General Manager Leadership Summit provides the best networking and professional development opportunities for special district general managers and other management staff from districts of all types and sizes throughout California.

Come together with others facing the same challenges and opportunities, learn from our expert instructors, and return to your district refreshed and reenergized.

Consider sending an emerging leader from your district to this conference also – it could be the first step in preparing our next generation of special district general managers.

**THE CONFERENCE
FOR CURRENT &
EMERGING
LEADERS**



OTHERS WHO WOULD BENEFIT FROM ATTENDING:

- DISTRICT ADMINISTRATORS
- DEPARTMENT MANAGERS
- OPERATIONS MANAGERS
- OFFICE MANAGERS
- SUPERVISORS
- FINANCE OFFICERS
- BUSINESS MANAGERS
- LEGAL COUNSEL
- OTHER DISTRICT MANAGEMENT STAFF



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the General Manager Leadership Summit.



The General Manager Leadership Summit qualifies for 25 points of continuing education toward the Special District Leadership Foundation's Certified Special District Manager program. Learn more about the requirements for taking the CSDM examination on page 9.



“Great event with very informative speakers!”

– Sandy Raffelson, General Manager,
Herlong Public Utility District

at a glance
SCHEDULE



Pre-conference workshops held on Sunday, June 25 are not included with full registration. They require separate registration and are offered at an additional cost. Detailed information on pre-conference workshops can be found on page 5.

SUNDAY, JUNE 25, 2023

- 8:30 a.m. – 4:00 p.m. So, You Want to Be A General Manager? Workshop *(separate registration and payment required)*
- 8:30 a.m. – 4:00 p.m. Finding Funding: Grants, Financing, and Initiative Campaigns Workshop *(separate registration and payment required)*
- 10:00 a.m. Shotgun Start GM Cup (Golf Masters Cup) *(Interested in participating? email membership@cgsa.net)*
- 3:00 – 5:00 p.m. New! Speed Networking *(Limited to 36 participants)*

SUMMIT OFFICIALLY BEGINS SUNDAY EVENING

- 5:30 – 7:00 p.m. Welcome Reception and Registration

MONDAY, JUNE 26, 2023

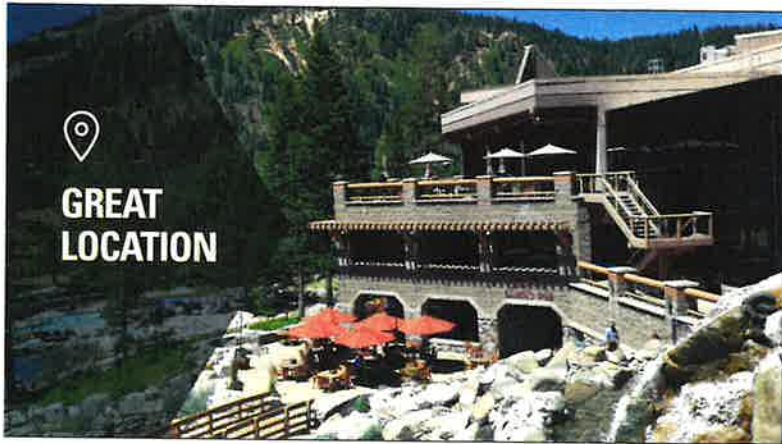
- 8:00 a.m. Conference Registration Opens
- 8:00 – 8:30 a.m. Continental Breakfast with the Exhibitors
- 8:30 – 10:00 a.m. OPENING KEYNOTE: **Command Your Mindset**
- 10:00 – 10:30 a.m. Break and Networking with the Exhibitors
- 10:30 a.m. – 12:00 p.m. BREAKOUT OPTIONS: Survey Says! How to Get the Most Out of Public Opinion Polls, Use Them to Lead Your District and Pursue New Revenues; Are You a Destination Employer? Attract, Hire and Retain the Best; Public Service Leadership Aligned with Staff Values
- 12:15 – 1:15 p.m. Networking Lunch with the Exhibitors
- 1:30 – 3:00 p.m. BREAKOUT OPTIONS: Managing the Never-Ending Crisis - Being an Adaptive, Resilient Leader in Uncertain Times; Leadership Lessons: Prevailing Wage Obligations for Special Districts; Positioning Your District for Success: Legislative Relations 201
- 3:00 – 3:45 p.m. Break and Networking with the Exhibitors
- 3:45 – 5:00 p.m. BREAKOUT OPTIONS: Renewable Energy Projects and Inflation Reduction Act Subsidies; Leadership with an Agile Mindset; Keeping Up with CalPERS: Common Compliance Findings Plus New and Emerging Interpretations
- 5:15 – 6:45 p.m. Food & Wine Experience Reception

TUESDAY, JUNE 27, 2023

- 8:30 – 9:00 a.m. Continental Breakfast with the Exhibitors
- 9:00 – 10:30 a.m. GENERAL SESSION WITH KEYNOTE: **Employee Engagement: Lessons from the Mouse House**
- 10:30 – 11:00 a.m. Break and Networking with the Exhibitors
- 11:00 a.m. – 12:15 p.m. Breakout Options: Managing a Hybrid Workplace; Designing a Well-Balanced Liquidity Strategy in the Face of Uncertainty; Local Government IT Budgeting
- 12:30 – 2:30 p.m. CLOSING LUNCH: State of California Pensions: The Latest and Greatest from Inside our State and Federal Capitols
- 2:30 p.m. Event Adjourns

LOCATION

Olympic Valley, CA (North Lake Tahoe area)



EVERLINE RESORT & SPA

*(Formerly the Resort at Squaw Creek)
a Destination by Hyatt Property*
400 Squaw Creek Road
Olympic Valley, CA 96146

CSDA room reservations in the CSDA room block start at the rate of \$199 plus tax and \$15 hotel fee per room per day. The room reservation cut-off is May 23, 2023; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration.



LOCATION

Everline Resort & Spa is located 42 miles west of the Reno/Tahoe International Airport, 200 miles east of San Francisco and 100 miles east of Sacramento via Interstate 80 with access to Highway 89 south. Limousine/shuttle service can be arranged for guests through the hotel's Concierge (the hotel does not offer airport shuttles to/from the resort).



BRING A GUEST!

Guest Fee (cannot be from a district or a company that does business with districts): Includes Welcome Reception, Continental Breakfast on Monday and Tuesday, and Food & Wine Experience on Monday for only \$250 at the early bird member rate. See registration page for details.

Not sure if you are a member? Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership contact Member Services at membership@csda.net or 877-924-2732.

Note: This hotel is currently in the process of going through a name change. The new name of the Resort at Squaw Creek will be Everline Resort & Spa, Destination by Hyatt Property.

REGISTRATION FEES

EARLY BIRD (on or before May 23, 2023):

Member	\$675
Non-member	\$1,010
Guest of a CSDA Member*	\$250
Guest of a Non-member*	\$375

Regular (after May 23, 2023):

Member	\$750
Non-member	\$1,125
Guest of a CSDA Member*	\$325
Guest of a Non-member*	\$490

ADDITIONAL COST WORKSHOPS

Pre-conference workshop - two options!

So, You Want to Be a GM?	\$100 Member/Non-member
Finding Funding: Grants, Financing, and Initiative Campaigns	\$250 Member/ \$375 Non-member

Pre-conference workshop registration includes continental breakfast and buffet-style lunch.



Need help paying for this conference?

Check out available scholarships at SDLF.org. There is no district budget limit and you don't need to be a CSDA member.



CSDA's General Manager Leadership Summit is a must-attend for any special district GM, manager, or aspiring GM."

— PETE KAMPA, CSDM, GENERAL MANAGER, GROVELAND COMMUNITY SERVICES DISTRICT

PRE-CON

Workshops, Golf and Networking

Sunday, June 25, 2023

Special Pre-Conference Workshops



8:30 a.m. – 4:00 p.m.

So, You Want to Be a General Manager?

Scott Carroll, CSDM, Costa Mesa Sanitary District

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skill sets of a general manager; identifying general manager opportunities; developing positive relationships with the board, staff, and peer agency executives; and leadership best practices.



8:30 a.m. – 4:00 p.m.

Finding Funding: Grants, Financing, and Initiative Campaigns

- Economic Overview – *California CLASS*
- Generational Investment: IIJA, IRA and California Budget – *Woodard & Curran*

- Enhancing Local Revenues for Special Districts – *SCI Consulting Group*
- Finding Funding For Your Next Project: Where to Look – *CSDA Finance Corporation*
- Grants and Noncompetitive Funding Insights – *Townsend Public Affairs*

Separate registration and payment required. Space is limited and on a first-come, first-served basis.

Networking

NEW!



3:00 – 5:00 p.m.

Speed Networking

Come and enjoy lively and fun speed rounds of networking and prizes and learn about CSDA business affiliate members that can save your district time and money - or both! Limited to 36 participants, so register now!

Golf Event



10:00 a.m. Shotgun Start GM Cup (Golf Masters Cup)

CSDA Business Affiliates Centrica Business Solutions and Umpqua Bank are hosting a day of golf at the Everline golf course. Join our sponsors and fellow attendees for refreshments starting at 9:00 a.m. followed by a 10:00 a.m. shotgun start.

Interested in participating? Email membership@cdda.net. These spots are first-come, first served for registrants of the conference.

Welcome Reception - Conference Begins!

5:30 – 7:00 p.m.

WELCOME RECEPTION AND REGISTRATION

Join us for refreshments and an evening of networking with your fellow attendees and exhibitors. Gather friends new and old to form your team and show off your trivia knowledge!

Sponsored by

- Brandis Tallman, a Division of Oppenheimer & Co. Inc.
- Kutak Rock, LLP
- Municipal Finance Corporation
- CSDA Finance Corporation





MONDAY

Training & Networking Opportunities

Monday, June 26, 2023

8:00 a.m.

Conference Registration Opens

8:00 – 8:30 a.m.

Continental Breakfast with the Exhibitors



8:30 – 10:00 a.m.

Opening Keynote

Sponsored by



Command Your Mindset

Dr. Jannell MacAulay, Human Performance Specialist, Executive Leadership Consultant, Combat Veteran and Leader

No matter the situation — combat, carpool, or corporate deadline — stress and overwhelm manifest the same way in our bodies. We launch into survival mode, which leads to degradations in our focus, our relationships, and our career longevity. Jannell takes leaders and teams on a transformational journey of self-reflection, leaving you with actionable skills to master your internal environment, command your mindset, and elevate your performance. She will help you live a more present and connected life — increasing productivity, facilitating creativity, and improving performance with your teams both at work and at home.

10:00 – 10:30 a.m.

Break and Networking with the Exhibitors

10:30 a.m. - 12:00 p.m.

BREAKOUT SESSION OPTIONS

Survey Says! How to Get the Most Out of Public Opinion PoNs, Use Them to Lead Your District and Pursue New Revenues

Edric Kwan, SCI Consulting Group; John Bliss, SCI Consulting Group; Adam Probolsky, Probolsky Research; Jacqueline C. Simon MA, BS, BA., North Monterey County Fire Protection District Board Vice President

Many special districts need voter approval to raise revenues. Having a clear picture of customer/resident/voter sentiment is critical to aligning your agency with those that you serve. Learn how and why a statistically accurate survey can mean the difference between a successful funding measure and a costly loss. As infrastructure costs continue to increase, many special districts are seeking the public's approval of revenue measures. Conducting community surveys will provide valuable data to predict and impact the success of your funding request. Learn about the different ways that public opinion polls are conducted: mailers, online, phone, text messaging, and others. Explore how each format provides different legal and technical limitations. Understand how survey questions and statistically valid samplings are developed. Most importantly, hear about the results of public opinion polls from different special district case studies and their influence on the way revenue measures and other big policy decisions are informed by opinion research.

Are You a Destination Employer? Attract, Hire and Retain the Best

Stephanie Smith, Best Best & Krieger LLP

Destination Employers are viewed by past, current, and potential employees as a place to establish and grow a career. Learn six organizational shifts that can eliminate staffing shortages for good. As workforce shortages continue, potential employees are more selective about where they work. Employers of choice may be difficult to get hired into, are well-known in the community or industry as a desirable place to work, and are a place where current employees feel almost as comfortable as they do at home. Getting hired by a destination employer is an accomplishment and a source of pride in one's career, and a major goal for the top talent in the industry. Destination employers also experience little to no staffing shortages.

Public Service Leadership Aligned with Staff Values

Paul Danczyk, PhD, University of Southern California

Through understanding staff perspectives, in this case through recognizing values that they hold, leaders can align approaches to foster stability, reduce inherent fears, and transform organizational cultures. Leadership in practice takes many forms. In this presentation, using Barrett Values Centre's theoretical framings, we will explore the alignment of leadership approaches with employee values. By meeting employees where they are, skilled executives can shift approaches from those that tend to be management-focused (coordination and control) to those that are leadership-driven through motivation and empowerment.

12:15 – 1:15 p.m.

Networking Lunch with the Exhibitors

1:30 – 3:00 p.m.

BREAKOUT SESSION OPTIONS

Managing the Never-Ending Crisis - Being an Adaptive, Resilient Leader in Uncertain Times

Panel Discussion:

Erica Manuel, Institute for Local Government; Tammy Rudock, CSDM, retired General Manager; Ryan Clausnitzer, CSDM, Alameda County Mosquito Abatement District; Lorenzo Rios, Clovis Veterans Memorial District

Special have faced unprecedented challenges in the past three years. Now with the projected economic downturn, we expect the chaos, uncertainty, and massive disruption to continue. During times like this, a leader's ability to navigate personal and professional minefields is critical. But the leadership qualities needed to accomplish that are changing as rapidly as the times.

This session will explore how special district leaders can use adaptive leadership strategies to manage change and prepare their teams to excel in an uncertain, rapidly evolving business landscape. We'll highlight techniques to provide clarity, keep teams engaged, help you make strategic decisions, lead with empathy, and avoid burnout. We'll also explore how to prepare your leaders to be resilient, focused, and strategic.

Leadership Lessons: Prevailing Wage Obligations for Special Districts

Deborah Wilder, Contractor Compliance and Monitoring, Inc.

Each year the California Legislature changes and increases prevailing wage obligations. Join us for this fast-paced discussion of what is required of special districts, from contract clauses to compliance auditing. This session will showcase best practices, as well as options for small, medium, and large districts. Our discussion will include the prevailing wage issues created by the California Supreme Court decision in Kaanaana v. Barrett Business Systems.

Positioning Your District for Success: Legislative Relations 201

Kyle Packham, CSDA

David beat Goliath and special districts can win in the State Legislature and Congress, if they exercise wisdom. Gain insights that will help your board and your community understand the benefits of taking action; walk through the key actions special districts of any size can take to position themselves for success; and discern the top priorities and next steps for you and your district.

3:00 – 3:45 p.m.

Break and Networking with the Exhibitors

3:45 – 5:00 p.m.

BREAKOUT SESSION OPTIONS

Renewable Energy Projects and Inflation Reduction Act Subsidies

Panel Discussion:

Jeff Land, Oppenheimer & Co. Inc.
Dan Mitchell, Centrica Business Solutions
Albert Reyes, Kutak Rock LLP
Kahl Muscott, Auburn Area Recreation and Park District
Bill Morton, Municipal Finance Corporation

This session features Kahl Muscott of Auburn Area Recreation and Park District discussing how they reduced energy costs and increased their sustainability by implementing a broad mix of energy efficiency measures and solar photovoltaic (PV) systems installed by Centrica Business Solutions and financed through the CSDA Finance Corporation. Members of the Centrica team along with consultants from the CSDA Finance Corporation will each discuss their roles in making this a successful project.

Leadership with an Agile Mindset

Nancy Wright, CPS HR Consulting

As a leader, guiding and supporting organizational change is part of your daily life. So how can you best manage yourself and others through these changes? Adopting an Agile Mindset is one fundamental approach. This presentation explains what an Agile Mindset is, how critical it is for leaders of an organization, and some of the associated leadership behaviors essential for achieving success.

Keeping Up with CalPERS: Common Compliance Findings and New Plus Emerging Interpretations

Michael Youril, Liebert Cassidy Whitmore

Employers and employees are seeing challenges from CalPERS to long-standing practices regarding what compensation is reportable and employees who may be enrolled in membership. This session will cover several CalPERS reporting and compliance issues that agencies have encountered over the last few years, with a focus on recent developments and emerging interpretations your agency should know.



5:15 - 6:45 p.m.

Food & Wine Experience Reception

Join your fellow attendees and exhibitors for more networking while enjoying food, wine, and beer sampling.

Sponsored by



TUESDAY

**Training & Networking
Opportunities**

Tuesday, June 27, 2023

8:30 – 9:00 a.m.

Continental Breakfast with the Exhibitors



9:00 - 10:30 a.m.

General Session Keynote

Sponsored by



**Employee Engagement: Lessons
from the Mouse House**

*Pete Blank, Leadership and Customer
Service Expert*

It takes more than money to motivate, inspire, and engage employees. New options such as hybrid work, flexible scheduling, and unlimited PTO, while helpful, still may not be key drivers of employee engagement.

So how do leaders provide an organizational culture that leads to employee engagement? Using the latest data, as well as examples from both Disney and local government, Pete will introduce a simple model that can help drive engagement levels for you and your entire organization.

In this session, participants will learn:

- how to discern between engaged, disengaged, and actively disengaged employees
- the four "LOVES" that drive employee performance
- multiple new ideas and strategies to enhance employee engagement levels

10:30 – 11:00 a.m.

Break and Networking with the Exhibitors

11:00 a.m. – 12:15 p.m.

BREAKOUT SESSION OPTIONS

Managing a Hybrid Workplace

Oliver Yee, Liebert Cassidy Whitmore

For many public agencies, hybrid workforces have become the usual course of business. Clear and focused policies will ensure that employers and employees succeed in the hybrid workplace. This session addresses some of the areas of policy and potential liability in a hybrid work model including performance standards, wage and hour considerations, accommodations, drug/alcohol policies, and more.

Designing a Well-Balanced Liquidity Strategy in the Face of Uncertainty

Tom Tight, California CLASS

Local agency officials tasked with managing a public funds investment portfolio must incorporate their fiduciary role with fundamental investment concepts and planning to safeguard the principal and liquidity needs of their agency. In 2022, the Federal Reserve raised the fed funds rate by 4.25% and there is no shortage of opinions as to what the Fed will do in 2023. In these uncertain times, implementing a holistic liquidity strategy is a prudent way to ensure safety and liquidity in your portfolio while seeking to increase income and minimize volatility.

Local Government IT Budgeting

Corey Kaufman, VC3

Information technology is a critical part of a local government's annual spending. It's important for all local governments to flesh out a detailed IT budget to help uncover inefficiencies, save money, and better execute operational goals. In this presentation, we will talk about the essential components of an IT budget, tips on presenting IT budgets to boards, and IT budgeting examples.

“The timing of the GM Summit is perfect. Falling at the conclusion of the fiscal year, you can reflect on the past year while picking up tools for the upcoming year in a forum with other special district leaders.”

— RYAN CLAUSNITZER, CSDM, GENERAL MANAGER, ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

12:30 – 2:30 p.m.

Closing Lunch: State of California Pensions: The Latest and Greatest from Inside our State and Federal Capitols

Michael Cohen, CalPERS

Cole Arreola-Karr, National Special Districts Coalition

Kyle Packham, CSDA

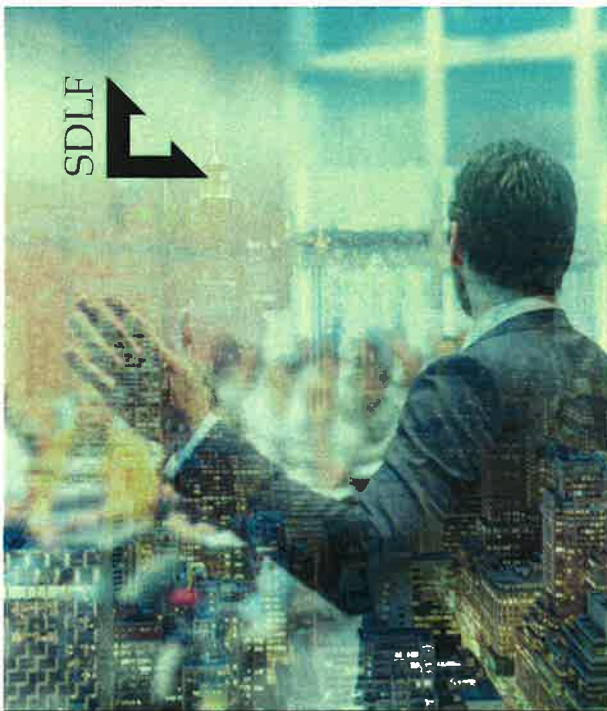
Join your peers for an informative luncheon featuring an update for public agencies from CalPERS Chief Operating Investment Officer Michael Cohen, and the hottest state and federal information from CSDA Advocacy and Public Affairs Director Kyle Packham and National Special Districts Coalition (NSDC) Federal Advocacy Director Cole Arreola-Karr.

2:30 p.m.

Event Adjourns

“*Enjoyed the conference, the learning, the interacting...speakers were well worth attending the conference, learned a great deal from each of them.*”

— EMILY BALLUS, GENERAL MANAGER,
FULTON-EL CAMINO RECREATION AND PARK DISTRICT



Need Help Paying for this Conference?
Scholarship funds are available from the Special District Leadership Foundation (SDLF). There is no district budget limit and you do not need to be a CSDA member to receive funds. Apply at www.sdlf.org.

A PROGRAM FOR GENERAL MANAGERS AND OTHER MANAGEMENT POSITIONS

Certified Special District Manager (CSDM) is a voluntary designation sought by individuals who strive to be the best in their field. Administrators with various academic and professional backgrounds can be candidates for the program.

The certification examination and study guide were developed through the participation of over 100 volunteer subject matter experts who know about special district management. Guided by the SDLF Board, Certification and Audit Advisory Committee, and under direction by a professional examination development firm, this certification gives successful candidates recognition unmatched by any other program.

The two-hour exam covers all key aspects of special district management including governance, legal requirements, policy development, ethics in public service, strategic planning, public finance, and more. To find out the requirements for taking the Certified Special District Manager (CSDM) examination visit www.sdlf.org or call 916-231-2939.

The General Manager Leadership Summit qualifies for 25 hours of continuing education toward CSDM.



SIGN UP

Don't wait,
register today!

Olympic Valley, CA

Three Ways to Register

- **ONLINE** by visiting the General Manager Leadership Summit at gmsummit.csdanet.net.
- **FAX:** 916-520-2465, All faxed registration forms must include credit card payment.
- **MAIL:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Check should be made payable to: California Special Districts Association.

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Email:	
<input type="checkbox"/> CSDA Member <input type="checkbox"/> Non-member			
Emergency Contact - Name & Phone:			
SUMMIT REGISTRATION FEES			
EARLY BIRD PRICE (ON OR BEFORE MAY 23)		REGULAR PRICE (AFTER MAY 23)	
<input type="checkbox"/> CSDA Member	\$675	<input type="checkbox"/> CSDA Member	\$750
<input type="checkbox"/> Non-member	\$1,010	<input type="checkbox"/> Non-member	\$1,125
<input type="checkbox"/> Guest of a CSDA Member*	\$250	<input type="checkbox"/> Guest of a CSDA Member*	\$325
<input type="checkbox"/> Guest of a Non-member*	\$375	<input type="checkbox"/> Guest of a Non-member*	\$490
PRE-CONFERENCE REGISTRATION FEES			
MEMBER PRICING		NON-MEMBER PRICING	
<input type="checkbox"/> So, You Want to Be a GM? workshop	\$100	<input type="checkbox"/> So, You Want to Be a GM? workshop	\$100
<input type="checkbox"/> Finding Funding workshop	\$250	<input type="checkbox"/> Finding Funding workshop	\$375
		\$	
PAYMENT			
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express			
Acct. Name:		Acct. Number:	
Expiration Date:	CVC:	Authorized Signature:	
SPECIAL NEEDS - INCLUDING DIETARY			
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:			
<small>Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than May 23, 2023. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after May 23, 2023. Substitutions are acceptable and must be done in writing no later June 16, 2023. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csdanet.net/about-csda/who-we-are. *Guests cannot be from a special district or someone who does business with a special district.</small>			





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When your team and ours all pull together, you get the sure-footed stability you need to proceed with confidence. As an extension of your staff, we are always at the sidelines delivering service and expertise. For everything from Workers' Compensation and Property/Liability coverages to Health Benefits options available throughout California, we are here to keep you going strong. For more information, visit sdrma.org.





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 Ms. Kelly Lewellen District Manager
 ARDEN MANOR RECREATION AND PARK DISTRICT
 1415 Rushden Drive
 SACRAMENTO CA 95864-2799



CSDA's 2023
**GENERAL
 MANAGER
 LEADERSHIP
 SUMMIT**

June 25 – 27, 2023
Everline Resort & Spa 
 (Formerly the Resort at Squaw Creek)
 a Destination by Hyatt Property

2148/PK9/PAL1/TUB0

Arden Manor Recreation and Park District

May 18, 2023

Agenda Item: 4 d: Rate Increases for Facility Rental Deposits:

Subject: The Board will hear a report regarding rate increases for security Deposit for Facility Rentals, as well as implementing a security fee for later night events.

Initiated or Requested by

- Board
- Staff
- Other

Report coordinator or prepared by

Kelly Lewellen, District Manager

Attachment: Yes No Information Direction Action

BACKGROUND:

We are having a spate of rentals that are not adhering to our rental agreements. Staff has instituted a curfew of 10PM and a Facility Monitor. However, staff recommends that we need to increase our Deposit amount from \$350 to \$500 to deter renters from breaking the rental agreement. In addition, staff suggests that we institute a Security fee of \$90/hour for rentals ending after 7pm. This fee will be used to hire FEC Police to Patrol during the event.

STAFF RECOMMENDATION:

Staff recommends that the Board approves the rate increases as requested.



ARDEN MANOR RECREATION & PARK DISTRICT
1415 Rushden Drive, Sacramento CA 95864
(916) 487-7851 / WWW.AMRPD.ORG

FACILITY RENTAL APPLICATION

(APPLICANT MUST BE 21+ YEARS. Please complete application in its entirety or the Permit process may be delayed.)

Applicant Name (main contact for rental):

Name of Organization:

Address: City/State: Zip:

Email: Phone Number:

Co-Applicant: Phone Number:

Address: City/State: Zip:

Please choose one: RESIDENT NON-RESIDENT NON-PROFIT

Choose a facility: Community Center Pool Patio

Rental Date(s): Days of the Week:

Rental Time: am/pm TO am/pm Event Time: am/pm TO am/pm Total Hours Rented:

*Rental hours must include all time needed for decorating, setup, main event, and cleanup.

Type of Event: Is honored guest 21 years +: Yes/No

Total Expected Attendance: Nonprofit Tax ID No.:

COMMUNITY CENTER

- NON-RESIDENT \$300 FOR 4 HOURS (\$75 PER HOUR AFTER)
RESIDENT \$260 FOR 4 HOURS (\$65 PER HOUR AFTER)
NON-PROFIT \$260 FOR 4 HOURS FRI/SAT/SUN (\$65 PER HOUR AFTER)
NON-PROFIT \$180 FOR 4 HOURS MON-THUR (\$45 PER HOUR AFTER)

RENTAL INFORMATION

- REFUNDABLE DEPOSIT OF \$350 REQUIRED
MINIMUM 4 HOUR RENTAL TIME
RENTAL MUST INCLUDE SET UP & CLEAN UP TIME
RECOMMENDED MAXIMUM ATTENDANCE 60 PERSONS
CAPACITY: 70 PERSONS DINING, 140 PERSONS STANDING
ALCOHOL NOT PERMITTED

POOL PATIO (PUBLIC SWIM ONLY)

PATIO RENTAL IS ONLY AVAILABLE DURING PUBLIC SWIM HOURS

PRIVATE PATIO \$55 FOR 3 HOURS

RENTAL INFORMATION

- POOL ENTRY NOT INCLUDED IN RENTAL COST
OUTSIDE FOOD MAY BE BROUGHT IN
RENTAL MUST INCLUDE SET UP & CLEAN UP TIME
NO GLASS
ALCOHOL NOT PERMITTED

*Alcohol is not allowed at any event held. Any evidence of alcohol shall forfeit your entire \$350 deposit.

- 1. Will there be an admission fee? Yes/No
2. Will food be sold? Yes/No
3. Will food be served? Yes/No
4. Type of cooking method?
5. Will music be played? Yes/No
6. If you answered yes to #5, what kind of music will be played (circle all that apply): DJ / Band / Acoustic / Bluetooth Speaker

AGREEMENT AND RELEASE OF LIABILITY

The undersigned or, if signing for an organization, that organization, certifies that the above information is accurate and correct, and that the undersigned has read and understood the Facility Rental Rules and Regulations as set forth by Arden Manor Recreation and Park District pertaining to the use of AMRPD facilities. To the maximum extent permitted by law, the undersigned or, if signing for an organization, that organization, on behalf of itself and all parties claiming by or through it, hereby releases and agrees to indemnify and hold AMRPD free and harmless from and against any and all liability, harms, injuries, claims, damages, or causes of action arising out of or in any way connected with or related to the use or occupancy of the facility(ies) including, without limitation, any personal injury or property damage suffered by any user of the facility(ies) or any guest, vendor, agent, employee, or member thereof, whether caused by the act or neglect of the user, a third party, AMRPD, agents or employees thereof, *force majeure*, or by any allegedly dangerous condition of the facility(ies) or surrounding area.

INDEMNIFICATION

The Renter shall indemnify, defend, and hold harmless Arden Manor Recreation and Park District, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the Renter use or occupancy of a facility or property controlled by the Arden Manor Recreation and Park District, unless solely caused by the gross negligence or willful misconduct of Arden Manor Recreation and Park District, its officers, employees, or agents.

COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. A Renter shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The Renter agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The Renter further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
4. Arden Manor Recreation and Park District reserves the right to immediately revoke Renter’s right to use of the facility under this agreement should Renter fail to comply with any provision of this section.

Force Majeure

Notwithstanding anything to the contrary contained in this agreement, Arden Manor Recreation and Park District (AMRPD) shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a “Force Majeure Event” includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of public authority, and other causes beyond their control. The undersigned waives any right of recovery against AMRPD and the undersigned shall not charge results of “acts of God” to AMRPD, its officers, employees, or agents.

Applicant Printed Name: _____ **Signature:** _____ **Date:** _____

Co-Applicant Printed Name: _____ **Signature:** _____ **Date:** _____

THIS FORM MUST BE COMPLETED AND RETURNED ALONG WITH ALL FACILITY KEYS IN ORDER FOR YOUR RENTAL DEPOSIT TO BE REFUNDED.

GENERAL CLEANUP

- _____ FLOORS HAVE BEEN SWEEPED, ALL SPILLS HAVE BEEN CLEANED AND DRIED.
- _____ ALL TRASH AND DEBRIS HAS BEEN REMOVED FROM THE PATIO AREA.
- _____ RESTROOMS CHECKED FOR TRASH ON FLOORS AND RETURNED TO THE CONDITION IN WHICH THEY WERE FOUND.

KITCHEN AREA

- _____ WIPE CLEAN AND DRY ALL SPILLS ON THE FLOORS AND WALLS.
- _____ CLEAN KITCHEN SURFACES (COUNTER, RANGE, SINK) WITH SURFACE CLEANER IF NEEDED.
- _____ REMOVE ALL FOOD ITEMS, CONTAINERS, AND EQUIPMENT. ALL ITEMS LEFT BEHIND WILL BE DISPOSED OF.
- _____ CLEAN INSIDE OF OVEN, MICROWAVE, AND REFRIGERATOR IF NEEDED. TURN OFF OVEN AND COFFEE MAKER.
- _____ REMOVE GARBAGE BAG AND TAKE TO THE DUMPSTER LOCATED IN THE PARKING LOT.

TABLES AND CHAIRS

- _____ ALL TABLES AND CHAIRS HAVE BEEN WIPED DOWN WITH CLEANER AND ARE FREE OF FOOD AND OTHER RESIDUE.
- _____ ALL TABLES AND CHAIRS HAVE BEEN RETURNED TO THEIR ORIGINAL LOCATION.

CLOSING AND ALARM

- _____ TURN OFF ALL INTERIOR LIGHTS AND FANS.
- _____ CLOSE AND LOCK ALL WINDOWS. LOWER AND CLOSE ALL BLINDS.
- _____ CHECK ALL DOORS TO MAKE SURE THEY ARE SHUT AND PROPERLY LOCKED. THE ENTIRE \$350.00 DEPOSIT WILL BE DEDUCTED IF THE ALARM IS NOT SET.
- _____ SET ALARM. THE ENTIRE \$350.00 DEPOSIT WILL BE DEDUCTED IF THE ALARM IS NOT SET (**DOORS & WINDOWS MUST BE CLOSED TO SET ALARM, ENTER THE CODE AND THEN HIT ALL, THE SYSTEM SHOULD START COUNTING DOWN**).
- _____ PLACE ALL KEYS ALONG WITH THIS FORM IN THE ORIGINAL ENVELOPE AND LEAVE IN THE DROP BOX LOCATED TO THE LEFT OF THE MAIN OFFICE DOORS.

AGREEMENT

I UNDERSTAND THAT THE FACILITY RENTAL SECURITY DEPOSIT WILL NOT BE REFUNDED IF THE FACILITY IS LEFT IN POOR CONDITION, THE FACILITY IS NOT LOCKED AND ALARMED OR IF THE ITEMS ON THIS CHECKLIST ARE NOT COMPLETED. I UNDERSTAND THE SECURITY DEPOSIT MAY TAKE 4-6 WEEKS TO BE REFUNDED.

Applicant Printed Name: _____ **Signature:** _____ **Date:** _____

Co-Applicant Printed Name: _____ **Signature:** _____ **Date:** _____

Please place this form and all facility keys into the original rental envelope provided.
Place the envelope in the drop box located to the left of the main office doors.
Failure to return the Facility Rental Checklist and facility keys will result in the forfeit of the rental.

Arden Manor Recreation and Park District

May 18, 2023

Agenda Item: 4 d: Rate Increases for 2023-2024 Afterschool Program and changes to Break Camp Schedule:

Subject: The Board will hear a report and vote on a motion to increase rates for the Afterschool program for the coming school year and changes to the Break Camp Schedule.

Initiated or Requested by

- Board
- Staff
- Other

Report coordinator or prepared by

Kelly Lewellen, District Manager
Ryan Benton, Program Director

Attachment: Yes No Information Direction Action

BACKGROUND:

Staff proposes an increase in the registration price for 2023/2024 After School Program and changes to our break camp schedule. We are looking to raise these rates due to the increase in minimum wage, and the increase in supply and food prices.

After-School Price Increase

Staff suggests to increase the registration price per month for the Primary student's grades TK-3rd from \$215 to \$225 per month with a second child discount raising from \$180 to \$200 per month. The rate for our daily students would also increase from \$16 to \$18 per day attended.

The rate for our Secondary students, grades 4th-8th, would increase from \$170 to \$185, with no second child discount. The daily rate would increase from \$14 to \$16 per day attended.

Break Camps

I would also like to propose a change to our break camp schedule and pricing. Currently, we are open for the week of Thanksgiving (3 days), Winter break (9 days), Presidents Week (4 days), and Spring Break (5 days).

I am looking to shorten the camp days for Winter break to 4 days and remove President's Week break camp. The staff has requested more breaks during those weeks to spend time with family or focus on school.

Winter break would normally run for 2023 from December 26th to January 5th. I am looking to be open from January 2nd to January 5th. This would give the staff an opportunity to spend time with their families and have a break before their classes start in January.

Presidents Week is our lowest-attended camp, due to San Juan Unified and Gateway International being the only districts out on break that week. We averaged around 14 kids per day at \$105 with a lower rate for our After School kids of \$80. We are nearly breaking even that week due to staffing and building use costs.

The proposed effective daily rate for break camp will be \$40/day and \$35/day for Afterschool Program students with a daily drop in rate of \$45.

STAFF RECOMMENDATION:

Staff recommends that the Board approves the rate increases as requested.

DISTRICT MANAGER'S REPORT

1415 Rushden Drive, Sacramento, CA 95864

April 20, 2023, 6:30pm

District Manager: Kelly Lewellen

Administration Update:

1. Personnel Updates: All District Supervisors will attend a Management 101 training on May 31, 2023 led by Jennifer Shaw of Shaw Law Group. This will be a good training to get us ready for the summer season. We are continuing to hire a few more positions for summer camp.
2. Davey Tree will begin their yearly tree-trimming work on May 22nd. In all, most of the trees are healthy. The major exception is a tree at Deterding that will need to be removed. Once it is removed, the district will look into what the next steps should be for the space.
3. The Facility Manager has been researching rubber bark. Since the last meeting, the grant for free materials has been reinstated. We are submitting an application for this grant by the end of the month.
4. The District Manager is continuing to look into overhauling our Facility Rental Policy in order to discourage rentals that are not abiding the terms of the contract.
5. The District Manager is continuing work on the Preliminary Budget for the 23-24 Fiscal Year, including revenue, payroll, and costs. The Preliminary Budget is due to the County June 23rd, and it will be presented for consideration at the June 15th meeting.

Facilities and Recreation Update:

Ryan Benton, Program Director:

The 2022/23 school year is almost complete, and the staff and I are beginning to plan ideas for the next school year. We are finding new ways to improve our program, such as new activities and projects. The month of April was busy, we hosted our Spring Break Camp where we had 25 students attending each day. The after-school program had on average 64 kids per day.

Summer Camp is very quickly approaching, we continue to get new registrations every day, and as of 5/10, we have 60 different children signed up to attend. Our partnership with Gateway International School has given us more opportunities to bring in families that may not have known about us before.

Andrew Nielsen, Facility and Aquatics Director:

Aquatics

Our swim team season just started on May 1st. We have 90 swimmers on our team. This year Gateway International is sponsoring their students to swim for the Pirates. We have about 41 swimmers that are from Gateway. This past weekend, we have been training two new lifeguards for Arden Manor, so we will have four new lifeguards this summer. The total number of lifeguards on staff this summer is 15.

Facilities

The DCC has been pretty booked this month. We have three rentals this month and two more in June. With summer coming along, the pool will be rented out more. We still have end of the year school pool parties on May 22, 23, 24, 26, 28, 30, 31, June 2, and 5. Also Sarah from River City Soccer might be interested in using the Crab Tree fields for Del Dayo Soccer U10 & 12 as their fields are under construction.

MAINTENANCE MANAGER'S REPORT

1415 Rushden Drive, Sacramento, CA 95864

Thursday, May 18, 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

- Routine facility maintenance and cleaning including – cleaning and restocking paper products in restrooms, sweeping, mopping, dusting, and disposal of garbage.
- Completion of monthly park & facility inspections.
- Preparing for upcoming swim season including;

Daily vacuuming, water chemistry balancing, backwashing, emptying of skimmer baskets, removal of pool covers and leaf blowing off the pool deck.

Pressure washed the lifeguard chairs and pool benches was completed. Pressure washing the pool deck concrete is in progress.

Installed new grommets on the pool covers where needed, along with missing or broken toggles to make it easier when putting on or removing covers.

Removal of chairs in the lifeguard storage closet, cleaning, drilling holes and moving to outside storage

Completion of painting in the Pool Complex restrooms including floors, as well as exterior of building facing the pool.



- The Maintenance Supervisor and District Manager met with Arborist from Davey's Tree Care and walked all 3 parks and discussed what the plan was regarding the annual tree service the District receives from them. The biggest concern this year will be removing a large tree from Deterding Park.
- Hue & Cry was called out to install glass break detection in the Lifeguard office. See "Vandalism Report" below for more information.
- The Maintenance Supervisor met with a technician from Precision Concrete Cutting and walked the parks to obtain an assessment of concrete work that the district will need to have completed. The District has not received the report, or estimated cost at the time of report.

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.

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.
- Graffiti removed from the snack bar 3 different times.
- Installed plumbing vent stack on the snack bar roof now making that project 100% completed
- Completed an irrigation audit. There were zero (0) broken or missing sprinklers. There are many adjustments that need to be made and roughly 1 dozen pop-up sprinklers that need to have the grass cut from around them to allow them to pop up.

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.
- The upgrading of the soccer field is in progress. In collaboration with Mission Oaks Recreation & Park District, the field was aerated, sprayed for broadleaf eradication, leveled low spots with topsoil, fertilized, and overseeded, twice. Upon completion of the first application, there was no noticeable difference which prompted us treat it 1 more time. At time of report the field is beginning to show improvement.



Vandalism

- For the second consecutive month a window in the lifeguard office was broken due to someone throwing a brick through it. Maintenance Staff removed the window trim and removed and replaced the frame and window. Glass break detection was installed and Maintenance will install window film to prevent window from shattering if this happens again in the future which will help save time spent when cleaning up.