

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

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

**1. CALL TO ORDER**

**a) Pledge of Allegiance**

**2.**

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

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

**3. VISION STATEMENT**

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

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

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

**5. BUSINESS ITEMS**

**a) Consent Agenda**

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

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

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

**5. REPORTS**

a. District Manager

b. Maintenance Report

**6. BOARD COMMENTS**

**7. ADJOURNMENT**

***Next Regular Board Meeting Thursday, September 21, 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](mailto:Board@Amrpd.org)

**Minutes:** Regular Meeting

**Date:** July 20, 2023

**Time:** 6:30 PM

**Location:** 1415 Rushden Drive,  
Sacramento, CA 95864

**1. CALL TO ORDER**

**a) Pledge of Allegiance**

**2.**

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

Michael Grace, Chair

Jeremy Cullifer, Vice Chair

Warren Harding, Director

Jake Baumgartner, Secretary - absent

Debra Cullifer, Director

Kelly Lewellen – District Manager Mike Cottonwood – Maintenance Supervisor

Madison DeWald – Administrative Assistant

**3. VISION STATEMENT**

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Darrell Inlow as neighbor of Jonas Larkspur Park states that he is attending the meeting in order to gain some clarification regarding the short term needs of the pond at Jonas.

Mike Grace gives a brief history of the pond originally is was a catchment basin not a pond. The cobble in the pond makes it very difficult to get rid of the cattails. The biggest issue is money,

Kelly Lewellen says that the district needs to prioritize deferred maintenance. The district wants to improve the Nature Area but wants to do it the right way so that it will save time and money in the long run.

**5. BUSINESS ITEMS**

**a) Consent Agenda**

**i)** Minutes of the June 15, 2023, Regular Board Meeting

**ii)** Payroll, Supplies, and Revenue Year to Date

**iii)** Program Revenue and Refund Report for June 2023

**iv)** Payroll Report for June 2023

- v) Claims for June 2023
- vi) Revolving Fund Report for June 2023
- vii) Fulton El Camino Police Department Report for June 2023

**Motion to approve: Warren Harding, 2<sup>nd</sup>: Debra Cullifer**  
**Ayes: Mike Grace, Warren Harding, Debra Cullifer, Jeremy Cullifer**  
**No: 0**  
**Abstain: 0**  
**Absent: Jake Baumgartner**

b) **National Night Out:** The Board will receive a presentation from Madison DeWald regarding the district's plans for National Night Out to be held Tuesday, August 1, 2023. Madison DeWald discusses the planned events for NNO including sponsors and activities. Debra Cullifer, Mike Grace and Warren Harding say they are planning to attend. Jeremy Cullifer says the swim team is heavily promoting the event.

c) **Cooling Center:** The Board will receive a report and vote on a Motion to approve allowing the County to run a warming/cooling center at Deterding Park. The county will staff it and they predict 20-30 people in attendance for each event. Public comments are noted on concern that we will have issues with people not leaving the parks after the conclusion of the centers. Kelly Lewellen states that we are not obligated to continue if we have bad experiences.

**Motion to approve: Debra Cullifer , 2<sup>nd</sup>: Jeremy Cullifer**  
**Ayes: Mike Grace, Warren Harding, Debra Cullifer, Jeremy Cullifer**  
**No: 0**  
**Abstain: 0**  
**Absent: Jake Baumgartner**

d) **New Roof Proposal for Deterding Community Center and Aquatics Complex:** The board will receive a report and cost estimate for the roof replacement. The estimated costs for both roofs are \$170,000. The hope is to begin the work before the end of September. The board will vote on a motion to accept the bid and move forward with the roof replacement.

**Motion to include project in the 32/24 budget: Debra Cullifer , 2<sup>nd</sup>: Jeremy Cullifer**  
**Ayes: Mike Grace, Warren Harding, Debra Cullifer, Jeremy Cullifer**  
**No: 0**  
**Abstain: 0**  
**Absent: Jake Baumgartner**

## 5. REPORTS

### a. District Manager

Board directs District Manager to add cost of creating a Landscape Plan for the pond area in the budget.

b. Maintenance Report

Mike Cottonwood brings up concerns regarding pavement at Crabtree, states that there are places that are beyond repair.

Mike Grace recommends finding a contractor to replace the concrete at Crabtree. We need to keep the parks safe.

## 6. BOARD COMMENTS

Warren Harding: When walking through the park, it's nice seeing all the happy campers and staff seems to be doing a great job. We have a lot to be proud of. We should be putting videos on Youtube. Madison DeWald replies that she is working on social media for the district

Jeremy Cullifer would like to see the district have another community event in the fall. It would also be nice to present the community service award at the event.

Mike Grace reports on Empowerment Park. The Fire Department and Water District need to review before permitting is completed. Arden Manor also needs to solicit for a community resident representative for the Sacramento Parks Foundation.

## 7. ADJOURNMENT 7:43PM

*Next Regular Board Meeting Thursday, August 17, 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.*

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%	\$ -	0%	
91910200	Tax Income	Prop Tax Sec-Cur UnSecr	\$ 16,500.00	\$ 17,442.07	106%	\$ -	0%	
91910300	Tax Income	Prop Tax CUR Sup	\$ 12,000.00	\$ 14,102.26	118%	\$ -	0%	
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%	\$ -	0%	
91912000	Tax Income	Prop Tax REDEMPTION	\$ -	\$ 55.32	0%	\$ -	0%	
91913000	Tax Income	Prop Tax Prior UNS	\$ 250.00	\$ 157.94	63%	\$ -	0%	
91914000	Tax Income	Prop Tax PENALTIES	\$ 75.00	\$ 114.87	153%	\$ -	0%	
<b>SUB TOTAL PROPERTY TAX REVENUE</b>			<b>\$ 539,036.00</b>	<b>\$ 551,753.27</b>	<b>102%</b>	<b>\$ -</b>	<b>0%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94941000	Bank Income	Bank Interest	\$ 4,000.00	\$ -	0%	\$ -	0%	
94941000	Bank Income	Bank Interest- County	\$ -	\$ 11,252.62	0%	\$ -	0%	
94942900	Building & Fields	Building & Picnic Area Rentals	\$ 15,000.00	\$ 1,120.00	7%	\$ 1,120.00	7%	
94944600	Tax Income	Fuel Flowage Fee	\$ -	\$ -	0%	\$ -	0%	
94944800	Tax Income	Recreational Concessions	\$ -	\$ -	0%	\$ -	0%	
94945900	Admin Serv. Charge	Admin Fees	\$ 3,500.00	\$ 57.04	2%	\$ 57.04	2%	
<b>SUB TOTAL FACILITY RENTAL &amp; ADMIN FEES REVENUE</b>			<b>\$ 22,500.00</b>	<b>\$ 12,429.66</b>	<b>55%</b>	<b>\$ 1,177.04</b>	<b>5%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
95952200	Tax Income	Home Prop. Tax Income	\$ 4,000.00	\$ 3,393.47	85%	\$ -	0%	
95952900	Tax Income	State Aid Construction	\$ -	\$ -	0%	\$ -	0%	
95959504	Tax Income	Covid Relief	\$ -	\$ -	0%	\$ -	0%	
95956300	Tax Income	State Grants	\$ 182,811.50	\$ -	0%	\$ -	0%	
<b>SUB TOTAL TAX REVENUE</b>			<b>\$ 186,811.50</b>	<b>\$ 3,393.47</b>	<b>2%</b>	<b>\$ -</b>	<b>0%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96963200	Tax Income	Aud/Acct Fees	\$ -	\$ -	0%	July	0%	
96964600	Tax Income	Recreation Service Charges	\$ -	\$ 200,957.39	0%	\$ -	0%	
96964800	Tax Income	Fire Control Service Charges	\$ -	\$ -	0%	\$ (760.00)	0%	
<b>SUB TOTAL CHARGES FOR SERVICES REVENUE</b>			<b>\$ -</b>	<b>\$ 200,957.39</b>	<b>0%</b>	<b>\$ (760.00)</b>	<b>0%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
97973000	Tax Income	Other Deposits/Donations	\$ -	\$ -	0%	July	0%	
97974000	Tax Income	Insurance Proceeds	\$ -	\$ -	0%	\$ -	0%	
97979000	Tax Income	Revenues Other (Cell Twr.)	\$ 3,115.00	\$ -	0%	\$ -	0%	
<b>SUB TOTAL OTHER REVENUE</b>			<b>\$ 3,115.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
	Revenue	Long Term Loan Proceeds	\$ -	\$ -	0%	July	0%	
<b>SUB TOTAL LONG TERM LOAN PROCEEDS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
088B		Parkland Dedication Fees	\$ 63,037.00	\$ -	0%	July	0%	
<b>SUB TOTAL DEDICATION FEE (088B)</b>			<b>\$ 63,037.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
<b>TOTAL ADMINISTRATION INCOME</b>			<b>\$ 814,499.50</b>	<b>\$ 768,533.79</b>	<b>94%</b>	<b>\$ 417.04</b>	<b>0%</b>	

INCOME		DEPARTMENT:		RECREATION				
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96964600	Rec. Serv. Charges	Other Service Charges	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Summer Day Camp	\$ 65,000.00	\$ 13,212.00	20%	\$ 13,212.00	20%	
96964600	Rec. Serv. Charges	School Break Camps	\$ 5,500.00	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Thanksgiving Break Camp	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Christmas Break Camp	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	President Week Break Camp	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Spring Break Camp	\$ -	\$ -	0%	\$ -	0%	
96964600	Rec. Serv. Charges	Afterschool Program	\$ 110,000.00	\$ 9,009.55	8%	\$ 9,009.55	8%	
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%	
<b>SUB TOTAL SERVICE CHARGES INCOME</b>			<b>\$ 180,500.00</b>	<b>\$ 22,221.55</b>	<b>12%</b>	<b>\$ 22,221.55</b>	<b>12%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
97973000	Other Revenue	Other Deposits/Donations	\$ 5,000.00	\$ -	0%	\$ -	0%	
<b>SUB TOTAL OTHER DEPOSITS AND DONATIONS INCOME</b>			<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
<b>TOTAL RECREATION INCOME</b>			<b>\$ 185,500.00</b>	<b>\$ 22,221.55</b>	<b>12%</b>	<b>\$ 22,221.55</b>	<b>12%</b>	

INCOME		DEPARTMENT:		AQUATICS				
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94942900	Building Rental	Pool Picnic Area Rental	\$ -	\$ -	0%	\$ -	0%	
<b>SUB TOTAL PICNIC AREA RENTAL INCOME</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94944800	Concessions	Pool Concessions	\$ 4,000.00	\$ 1,769.50	44%	\$ 1,769.50	44%	
<b>SUB TOTAL CONCESSIONS INCOME</b>			<b>\$ 4,000.00</b>	<b>\$ 1,769.50</b>	<b>44%</b>	<b>\$ 1,769.50</b>	<b>44%</b>	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96964600	Public Swim & Pool Events	Public Swim, Pool Events, Passes	\$ 5,000.00	\$ -	0%	\$ -	0%	
96964600	Public Swim & Pool Events	Passes		\$ 420.00	8%	\$ 420.00	8%	
96964600	Public Swim & Pool Events	Gate Fees	\$ -	\$ 2,822.00	56%	\$ 2,822.00	56%	
96964600	Swim Lessons	Swim Lessons	\$ 5,000.00	\$ 3,312.50	66%	\$ 3,312.50	66%	
96964600	Swim Team	Swim Team	\$ 13,000.00	\$ -	0%	\$ -	0%	
96964600	Pool Rental	Pool Parties	\$ 7,500.00	\$ 1,070.00	14%	\$ 1,070.00	14%	
96964600	Adult Fitness	Aquacize	\$ 2,500.00	\$ 224.00	9%	\$ 224.00	9%	
96964600	Lifeguard	Certificates	\$ -	\$ -	0%	\$ -	0%	
<b>SUB TOTAL SERVICE CHARGES INCOME</b>			<b>\$ 33,000.00</b>	<b>\$ 7,848.50</b>	<b>24%</b>	<b>\$ 7,848.50</b>	<b>24%</b>	
<b>TOTAL AQUATICS INCOME</b>			<b>\$ 37,000.00</b>	<b>\$ 9,618.00</b>	<b>26%</b>	<b>\$ 9,618.00</b>	<b>26%</b>	
<b>TOTAL INCOME</b>			<b>\$ 1,036,999.50</b>	<b>\$ 800,373.34</b>	<b>77%</b>	<b>\$ 32,256.59</b>	<b>3%</b>	
Revenue	Prev Year Roll Over		\$ 546,463.00	\$ -	0%	\$ -	0%	
Revenue	Prev. Year General Reserve		\$ 473,675.00	\$ -	0%	\$ -	0%	
<b>FUND BALANCE SUBTOTAL</b>			<b>\$ 1,020,138.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
<b>Gross Revenue including Reserve Fund</b>			<b>\$ 2,057,137.50</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	



EXPENSES		DEPARTMENT:		Administration				
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget	
10111000	1110	SALARY & WAGES F/T	\$ 62,000.00	\$ 6,025.68	10%	\$ 6,025.68	10%	
10112100	1121	SALARY & WAGES P/T	\$ 32,000.00	\$ 2,998.40	9%	\$ 2,998.40	9%	
10112100	1121	COMMITTEE MEMBER	\$ 6,000.00	\$ -	0%	\$ -	0%	
10121000	1210	RETIREMENT	\$ 9,402.00	\$ 301.28	3%	\$ 301.28	3%	
10122000	1220	FICA	\$ 8,052.83	\$ 701.82	9%	\$ 701.82	9%	
10123000	1230	GROUP INSURANCE	\$ 6,511.74	\$ 225.00	3%	\$ 150.00	2%	
10124000	1240	WORKERS COMP	\$ 610.53	\$ -	0%	\$ -	0%	
10125000	1250	STATE UNEMPLOYMENT INS	\$ 840.00	\$ -	0%	\$ -	0%	
<b>SUB TOTAL ADMIN PAYROLL EXPENSE</b>			<b>\$ 125,417.10</b>	<b>\$ 10,252.18</b>	<b>8%</b>	<b>\$ 10,177.18</b>	<b>8%</b>	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget	
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ 800.00	\$ -	0%	\$ -	0%	
20202200	2022	BOOKS/PERIODICALS	\$ -	\$ -	0%	\$ -	0%	
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%	
20203500	2035	EDUCATION/TRAINING EXP	\$ 2,200.00	\$ -	0%	\$ -	0%	
20203900	2039	EMPLOYEE TRANSPORTATION	\$ 1,000.00	\$ -	0%	\$ -	0%	
20205100	2051	LIABILITY INSURANCE	\$ 29,200.00	\$ 15,374.50	53%	\$ 15,374.50	53%	
20206100	2061	MEMBERSHIPS	\$ 7,000.00	\$ 4,819.00	69%	\$ 4,819.00	69%	
20207600	2076	OFFICE SUPPLIES	\$ 5,500.00	\$ 133.00	2%	\$ 133.00	2%	
20208100	2081	POSTAGE	\$ 100.00	\$ -	0%	\$ -	0%	
20219700	2197	TELEPHONE	\$ 7,500.00	\$ 320.00	4%	\$ 320.00	4%	
20226100	2261	OFFICE EQUIP. MAINT. SER.	\$ 5,000.00	\$ 164.36	3%	\$ 164.36	3%	
20226200	2262	OFFICE EQUIP. MAINT. SUP.	\$ 1,000.00	\$ -	0%	\$ -	0%	
20250500	2505	ACCOUNTING SERVICES	\$ 13,800.00	\$ -	0%	\$ -	0%	
20250700	2507	ASSESS COLLECTION SERV	\$ 9,200.00	\$ -	0%	\$ -	0%	
20253100	2531	LEGAL SERVICES	\$ 1,500.00	\$ -	0%	\$ -	0%	
20257100	2571	SECURITY SERVICES (Park Police)	\$ 19,000.00	\$ -	0%	\$ -	0%	
20257100	2571	SECURITY SERVICES (Alarm)	\$ 2,500.00	\$ -	0%	\$ -	0%	
20259100	2591	OTHER PROFESSIONAL SER.	\$ 13,000.00	\$ 1,963.00	15%	\$ 1,963.00	15%	
20281900	2819	ELECTION SERVICES	\$ 1,887.00	\$ -	0%	\$ -	0%	
20285100	2851	RECREATION SERVICES	\$ -	\$ -	0%	\$ -	0%	
20285200	2852	RECREATION SUPPLIES	\$ -	\$ -	0%	\$ -	0%	
20289800	2898	OTHER OPER. EXP. SUP	\$ -	\$ -	0%	\$ -	0%	
20289900	2899	OTHER OPER. EXP. SERV.	\$ -	\$ -	0%	\$ -	0%	
20231400	2314	CLOTHING/PERSONAL SUP.	\$ -	\$ -	0%	\$ -	0%	
<b>SUB TOTAL SERVICES &amp; SUPPLIES EXPENSE</b>			<b>\$ 120,187.00</b>	<b>\$ 22,773.86</b>	<b>19%</b>	<b>\$ 22,773.86</b>	<b>19%</b>	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget	
30321000	3210	INTEREST TO RET. LOANS, LEASES	\$ -	\$ -	0%	\$ -	0%	
30322000	3220	PRINCIPAL PAID TO RET. LOANS	\$ -	\$ -	0%	\$ -	0%	
30323000	3230	PRINCIPAL PAID TO RET. LEASES	\$ -	\$ -	0%	\$ -	0%	
<b>SUB TOTAL DEBT RETIREMENT EXPENSES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget	
42420100	4201	BUILDING IMPROVEMENTS	\$ 82,714.00	\$ -	0%	\$ -	0%	
42420200	4202	IMP. OTHER THAN BUILD	\$ 441,702.00	\$ 39,473.30	9%	\$ 39,473.30	9%	
43430100	4301	VEHICLES	\$ -	\$ -	0%	\$ -	0%	
43430300	4303	OTHER EQUIPMENT	\$ -	\$ -	0%	\$ -	0%	
<b>SUB TOTAL FIXED ASSETS EXPENSE</b>			<b>\$ 524,416.00</b>	<b>\$ 39,473.30</b>	<b>8%</b>	<b>\$ 39,473.30</b>	<b>8%</b>	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget	
79790100	7901	CONTINGENCY	\$ -	\$ -	0%	\$ -	0%	
<b>TOTAL ADMINISTRATION EXPENSE</b>			<b>\$ 770,020.10</b>	<b>\$ 72,499.34</b>	<b>9%</b>	<b>\$ 72,424.34</b>	<b>9%</b>	



EXPENSES								
DEPARTMENT: RECREATION								
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget	
10111000	1110	SALARY & WAGES F/T	\$ 75,878.00	\$ 7,680.30	10%	\$ 7,680.30	10%	
10112100	1121	SALARY & WAGES P/T	\$ 106,500.00	\$ 19,708.36	19%	\$ 19,708.36	19%	
10121000	1210	RETIREMENT	\$ 1,850.00	\$ 181.95	10%	\$ 181.95	10%	
10122000	1220	FICA	\$ 9,180.00	\$ 1,816.36	20%	\$ 1,816.36	20%	
10123000	1230	GROUP INSURANCE	\$ 4,650.00	\$ 225.00	5%	\$ 150.00	3%	
10124000	1240	WORKERS COMP	\$ 3,874.68	\$ -	0%	\$ -	0%	
10125000	1250	STATE UNEMPLOYMENT INS	\$ 3,410.00	\$ 237.41	7%	\$ 237.41	7%	
<b>SUB TOTAL REC PAYROLL EXPENSE</b>			<b>\$ 205,342.68</b>	<b>\$ 29,849.38</b>	<b>15%</b>	<b>\$ 29,774.38</b>	<b>14%</b>	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ -	\$ -	0%	\$ -	0%	
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%	
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	0%	
20203900	2039	EMPLOYEE TRANSPORTATION	\$ -	\$ -	0%	\$ -	0%	
20207600	2076	OFFICE SUPPLIES	\$ -	\$ -	0%	\$ -	0%	
20208500	2085	PRINTING SERVICES	\$ -	\$ -	0%	\$ -	0%	
20211200	2112	BUILDING/CARPENTRY SUP	\$ -	\$ -	0%	\$ -	0%	
20213100	2131	ELECTRICAL MAINT. SER.	\$ -	\$ -	0%	\$ -	0%	
20214100	2141	LAND IMP. MAINT. SERVICES	\$ -	\$ -	0%	\$ -	0%	
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ -	\$ -	0%	\$ -	0%	
20215100	2151	MECH. SYSTEMS MAINT. SERV	\$ -	\$ -	0%	\$ -	0%	
20216200	2162	PAINTING SUPPLIES	\$ -	\$ -	0%	\$ -	0%	
20216800	2168	PLUMBING SUPPLIES	\$ -	\$ -	0%	\$ -	0%	
20219300	2193	REFUSE COLLECTION	\$ -	\$ -	0%	\$ -	0%	
20219500	2195	SEWAGE	\$ -	\$ -	0%	\$ -	0%	
20219800	2198	WATER	\$ -	\$ -	0%	\$ -	0%	
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 2,000.00	\$ -	0%	\$ -	0%	
20233200	2332	FOOD SUPPLIES	\$ 2,500.00	\$ -	0%	\$ -	0%	
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%	
20259100	2591	OTHER PROFESSIONAL SER.	\$ 5,000.00	\$ -	0%	\$ -	0%	
20285100	2851	RECREATION SERVICES	\$ 6,050.00	\$ -	0%	\$ -	0%	
20285200	2852	RECREATION SUPPLIES	\$ 4,000.00	\$ -	0%	\$ -	0%	
20289900	2899	OTHER OPER. EXP. SER.	\$ -	\$ -	0%	\$ -	0%	
20292100	2921	COUNTY PRINTING	\$ -	\$ -	0%	\$ -	0%	
20292200	2922	POSTAGE	\$ -	\$ -	0%	\$ -	0%	
<b>SUB TOTAL SERVICE &amp; SUPPLIES EXPENSE</b>			<b>\$ 19,550.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
40430300	4303	OFFICE EQUIPMENT	\$ -	\$ -	0%	\$ -	0%	
<b>RECREATION TOTAL EXPENSE</b>			<b>\$ 224,892.68</b>	<b>\$ 29,849.38</b>	<b>13%</b>	<b>\$ 29,774.38</b>	<b>13%</b>	

EXPENSES		DEPARTMENT:		AQUATICS				
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget	
10111000	1110	SALARY & WAGES F/T	\$ -	\$ -	0%	\$ -	0%	
10112100	1121	SALARY & WAGES P/T	\$ 45,000.00	\$ 17,655.64	39%	\$ 17,655.64	39%	
10121000	1210	RETIREMENT	\$ -	\$ -	0%	\$ -	0%	
10122000	1220	FICA	\$ 4,207.50	\$ 1,749.09	42%	\$ 1,749.09	42%	
10123000	1230	GROUP INSURANCE	\$ -	\$ -	0%	\$ -	0%	
10124000	1240	WORKERS COMP	\$ 7,390.52	\$ -	0%	\$ -	0%	
10125000	1250	STATE UNEMPLOYMENT INS	\$ 7,440.00	\$ 275.66	4%	\$ 275.66	4%	
<b>SUB TOTAL AQUATICS PAYROLL EXPENSE</b>			<b>\$ 64,038.02</b>	<b>\$ 19,680.39</b>	<b>31%</b>	<b>\$ 19,680.39</b>	<b>31%</b>	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ -	\$ -	0%	\$ -	0%	
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%	
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	0%	
20208500	2085	PRINTING	\$ -	\$ -	0%	\$ -	0%	
20211200	2112	BUILDING/CARPENTRY SUP	\$ -	\$ -	0%	\$ -	0%	
20212200	2122	CHEMICAL SUPPLIES	\$ 18,000.00	\$ 5,211.07	29%	\$ 5,211.07	29%	
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	\$ 41.13	1%	\$ 41.13	1%	
20219300	2193	REFUSE COLLECTION	\$ -	\$ -	0%	\$ -	0%	
20219500	2195	SEWAGE	\$ -	\$ -	0%	\$ -	0%	
20219800	2198	WATER	\$ -	\$ -	0%	\$ -	0%	
20227500	2275	RENTS/LEASE EQUIPMENT	\$ -	\$ -	0%	\$ -	0%	
20229200	2292	OTHER EQUIP. MAINT. SUP.	\$ -	\$ -	0%	\$ -	0%	
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 1,000.00	\$ -	0%	\$ -	0%	
20232200	2322	CUSTODIAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%	
20233200	2332	FOOD SUPPLIES	\$ 1,500.00	\$ -	0%	\$ -	0%	
20244400	2444	MEDICAL SUPPLIES	\$ 2,000.00	\$ -	0%	\$ -	0%	
20259100	2591	OTHER PROFESSIONAL SER.	\$ 9,500.00	\$ -	0%	\$ -	0%	
20285200	2852	RECREATION SUPPLIES	\$ 2,000.00	\$ 58.15	3%	\$ 58.15	3%	
20289800	2898	OTHER OPER. EXP. SUPPLIES	\$ -	\$ -	0%	\$ -	0%	
20292100	2921	COUNTY PRINTING	\$ -	\$ -	0%	\$ -	0%	
<b>SUB TOTAL SERVICE &amp; SUPPLIES EXPENSE</b>			<b>\$ 37,500.00</b>	<b>\$ 5,310.35</b>	<b>14%</b>	<b>\$ 5,310.35</b>	<b>14%</b>	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget	
43430100	4201	BUILDING IMPROVEMENTS	\$ -	\$ -	0%	\$ -	0%	
43430300	4303	EQUIPMENT, OTHER	\$ -	\$ -	0%	\$ -	0%	
<b>SUB TOTAL FIXED ASSEST EXPENSE</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	
<b>AQUATICS EXPENSE</b>			<b>\$ 101,538.02</b>	<b>\$ 24,990.74</b>	<b>25%</b>	<b>\$ 24,990.74</b>	<b>25%</b>	

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	\$ -	0%	\$ -	0%				
10112100	1121	SALARY & WAGES P/T	\$ 57,247.00	\$ 4,443.99	8%	\$ 4,443.99	8%				
10121000	1210	RETIREMENT	\$ 2,522.50	\$ 256.03	10%	\$ 256.03	10%				
10122000	1220	FICA	\$ 5,848.43	\$ 610.82	10%	\$ 610.82	10%				
10123000	1230	GROUP INSURANCE	\$ 5,969.10	\$ 1,643.13	28%	\$ 1,095.42	18%				
10124000	1240	WORKERS COMP	\$ 10,272.82	\$ -	0%	\$ -	0%				
10125000	1250	STATE UNEMPLOYMENT INS	\$ 2,032.00	\$ -	0%	\$ -	0%				
<b>SUB TOTAL MAINTENANCE PAYROLL EXPENSE</b>			<b>\$ 138,983.85</b>	<b>\$ 6,953.97</b>	<b>5%</b>	<b>\$ 6,406.26</b>	<b>5%</b>				
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget				
20202200	2022	BOOKS/PERIODICALS	\$ -	\$ -	0%	\$ -	0%				
20202900	2029	BUSINESS CONF. EXP.	\$ -	\$ -	0%	\$ -	0%				
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	0%				
20203900	2039	EMPLOYEE TRANSPORTATION	\$ -	\$ -	0%	\$ -	0%				
20210300	2103	AGRIC./HORT. SERVICES	\$ 65,000.00	\$ 4,275.00	7%	\$ 4,275.00	7%				
20210400	2104	AGRIC./HORT. SUPPLIES	\$ 6,000.00	\$ 3,048.15	51%	\$ 3,048.15	51%				
20211200	2112	BUILDING/CARPENTRY SUP	\$ 8,000.00	\$ -	0%	\$ -	0%				
20213100	2131	ELECTRICAL MAINT. SER.	\$ 2,000.00	\$ -	0%	\$ -	0%				
20213200	2132	ELECTRICAL MAINT. SUP.	\$ 1,000.00	\$ 89.37	9%	\$ 89.37	9%				
20214100	2141	LAND IMP. MAINT. SERVICES	\$ 1,000.00	\$ -	0%	\$ -	0%				
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ 3,000.00	\$ -	0%	\$ -	0%				
20215100	2151	MECH. SYSTEMS MAINT. SERV	\$ 5,000.00	\$ -	0%	\$ -	0%				
20215200	2152	MECH. SYSTEMS MAINT. SUPL	\$ 7,000.00	\$ -	0%	\$ -	0%				
20216200	2162	PAINTING SUPPLIES	\$ 2,000.00	\$ 52.74	3%	\$ 52.74	3%				
20216800	2168	PLUMBING SUPPLIES	\$ 1,500.00	\$ -	0%	\$ -	0%				
20219100	2191	ELECTRICITY	\$ 24,000.00	\$ 2,676.29	11%	\$ 2,676.29	11%				
20219300	2193	REFUSE COLLECTION	\$ 3,500.00	\$ 355.76	10%	\$ 355.76	10%				
20219500	2195	SEWAGE	\$ 3,000.00	\$ 400.22	13%	\$ 400.22	13%				
20219800	2198	WATER	\$ 15,000.00	\$ 1,361.47	9%	\$ 1,361.47	9%				
20220500	2205	AUTOMOTIVE SERVICE	\$ 1,500.00	\$ -	0%	\$ -	0%				
20220600	2206	AUTOMOTIVE SUPPLIES	\$ 2,500.00	\$ -	0%	\$ -	0%				
20222600	2226	EXPENDABLE TOOLS	\$ 4,500.00	\$ 198.15	4%	\$ 198.15	4%				
20223600	2236	FUEL/LUBRICANT SUPPLIES	\$ 2,800.00	\$ -	0%	\$ -	0%				
20227500	2275	RENTS/LEASES EQUIP.	\$ 1,000.00	\$ -	0%	\$ -	0%				
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 2,500.00	\$ -	0%	\$ -	0%				
20232200	2322	CUSTODIAL SUPPLIES	\$ 4,000.00	\$ 620.04	16%	\$ 620.04	16%				
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%				
20259100	2591	OTHER PROFESSIONAL SER.	\$ 13,000.00	\$ -	0%	\$ -	0%				
20289800	2898	OTHER OPER. EXP. SUPPLIES	\$ -	\$ -	0%	\$ -	0%				
20289900	2899	OTHER OPER. EXP. SERVICES	\$ -	\$ -	0%	\$ -	0%				
<b>SUB TOTAL SERVICE &amp; SUPPLIES EXPENSE</b>			<b>\$ 178,800.00</b>	<b>\$ 13,077.19</b>	<b>7%</b>	<b>\$ 13,077.19</b>	<b>7%</b>				
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget				
40420200	4202	IMP. OTHER THAN BLDG	\$ -	\$ -	0%	\$ -	0%				
40430100	4301	VEHICLES	\$ -	\$ -	0%	\$ -	0%				
<b>SUB TOTAL FIXED ASSETS EXPENSE</b>			<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>				
<b>TOTAL MAINTENANCE EXPENSE</b>			<b>\$ 317,783.85</b>	<b>\$ 20,031.16</b>	<b>6%</b>	<b>\$ 19,483.45</b>	<b>6%</b>				
<b>DISTRICT TOTAL EXPENSES</b>			<b>\$ 1,414,234.65</b>	<b>\$ 147,370.62</b>	<b>10%</b>	<b>\$ 146,672.91</b>	<b>10%</b>				

**REVENUE DETAIL ENTRY REPORT**

Month: July

	<b>Month Total</b>	<b>\$ 40,456.59</b>
Cash / Checks	\$	42,901.59
Credit Card	\$	-
Refund	\$	(2,445.00)
PREVIOUSLY APPROVED	\$	40,456.59
YTD TOTAL APPROVED	\$	<b>31,839.55</b>
YTD BUDGETED	\$	1,514,674.50
REMAINING ANNUAL BUDGET	\$	1,482,834.95

APPROVED 8/17/2023

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

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

Period	Dept.	Account #	Class	Group	Amount	Rev #	Category	Type	P&L Group
July	Administration	94945900	Vend	Interest	\$ 57.04	4	Admin Fees	Cash / Checks	INCOME
July	Administration	94942900	Rental	Bldg & Flds	\$ 1,120.00	5	Building & Picnic Area Rentals	Cash / Checks	INCOME
July	Maintenance	97973000		Other Revenue	\$ 975.00	9	Other Deposits/Donations	Cash / Checks	INCOME
July	Recreation	96964600	Vend	Other Revenue	\$ 7,210.00	10	Other Deposits/Donations	Cash / Checks	INCOME
July	Recreation	96964600	Camp	Charges	\$ 14,912.00	14	Rec. Serv. Summer Day Camp	Cash / Checks	INCOME
July	Recreation	96964600		Charges	\$ 9,009.55	16	Rec. Serv. Afterschool Program	Cash / Checks	INCOME
July	Aquatics	94944800	Vend	Pool Concessions	\$ 1,769.50	19	Pool Concessions	Cash / Checks	INCOME
July	Aquatics	96964600	Aquacize	Adult Fitness	\$ 224.00	20	Adult Fitness	Cash / Checks	INCOME
July	Aquatics	96964600	Gate Fees	Gate Fees	\$ 2,802.00	21	Public Swim & Pool Events	Cash / Checks	INCOME
July	Aquatics	96964600	Gate Fees	Gate Fees	\$ 20.00	22	Public Swim & Pool Events	Cash / Checks	INCOME
July	Aquatics	96964600	Passes	Passes	\$ 420.00	23	Pool Punch Pass	Cash / Checks	INCOME
July	Aquatics	96964600	Rental	Pool Parties	\$ 1,070.00	27	Private Pool Rental	Cash / Checks	INCOME
July	Aquatics	96964600	Lessons	Swim Lessons	\$ 3,312.50	30	Rec. Serv. Swim Lessons	Cash / Checks	INCOME
July	Recreation	96964600	Camp	Charges	\$ (180.00)	14	Rec. Serv. Summer Day Camp	Refund	INCOME
July	Recreation	96964600	Camp	Charges	\$ (1,340.00)	14	Rec. Serv. Summer Day Camp	Refund	INCOME
July	Recreation	96964600	Camp	Charges	\$ (180.00)	14	Rec. Serv. Summer Day Camp	Refund	INCOME
July	Administration	96964600	Rental	Bldg & Flds	\$ (350.00)	5	Building & Picnic Area Rentals	Refund	INCOME
July	Administration	96964600	Rental	Bldg & Flds	\$ (395.00)	5	Building & Picnic Area Rentals	Refund	INCOME

**Arden Manor Recreation and Park District**

PAYROLL DETAIL ENTRY

Month: **July**

Total Payroll: **\$ 36,922.32**

Previous Period

Period: **1**

**1**

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	6916.49
1121	Part Time Total	26121.85
	<b>Salary Sub total</b>	<b>33038.34</b>
1210	AUL	367.92
1220	FICA	2543.72
1250	SUI	274.63
1230	INS. SUBSIDY	0.00
1230	DENTAL	21.34
1230	KAISER	676.37
1240	CAPRI/WC	0.00
	<b>Payroll Associated Charges</b>	<b>3883.98</b>
	<b>Payroll Total</b>	<b>\$ 36,922.32</b>

PREVIOUSLY APPROVED \$ -  
 YTD Budgeted \$ 533,781.65  
 REMAINING ANNUAL BUDGET \$ 496,859.33

**APPROVED DATE: 17-Aug-23**

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

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

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type	Activity	Notes
1	July	Maintenance	1121		Maint. Supervisor	\$ 2,545.84	FT		6/16-6/30 pay
1	July	Recreation	1121		Sr. Rec. Leader	\$ 796.00	PT		
1	July	Aquatics	1121		Lifeguard	\$ 495.07	PT		
1	July	Aquatics	1121		Sr. Lifeguard	\$ 1,030.00	PT		
1	July	Recreation	1110		Day Camp Director	\$ 2,103.84	FT		
1	July	Maintenance	1121		Maint. Worker	\$ 1,582.40	PT		
1	July	Aquatics	1121		Assistant Coach	\$ 1,104.63	PT		
1	July	Aquatics	1121		Sr. Lifeguard	\$ 1,368.50	PT		
1	July	Maintenance	1121		Maint. Worker	\$ 602.36	PT		
1	July	Aquatics	1121		Assistant Coach	\$ 658.75	PT		
1	July	Administration	1121		Admin Assistant	\$ 1,574.16	PT		
1	July	Recreation	1121		Rec. Leader	\$ 631.63	PT		
1	July	Recreation	1121		Rec. Leader	\$ 360.38	PT		
1	July	Aquatics	1121		Lifeguard	\$ 658.76	PT		
1	July	Recreation	1121		Sr. Rec. Leader	\$ 984.00	PT		
1	July	Aquatics	1121		Lifeguard	\$ 387.50	PT		
1	July	Recreation	1121		Sr. Rec. Leader	\$ 861.08	PT		
1	July	Administration	1110		Dist. Mgr	\$ 3,012.84	FT		
1	July	Aquatics	1121		Instructor	\$ 222.08	PT		
1	July	Aquatics	1121		Assistant Coach	\$ 1,075.25	PT		
1	July	Recreation	1121		Rec. Leader	\$ 310.00	PT		
1	July	Recreation	1121		Rec. Leader	\$ 701.38	PT		
1	July	Aquatics	1121		Sr. Lifeguard	\$ 620.00	PT		
1	July	Recreation	1110		Rec. Coordinator	\$ 1,799.81	FT		
1	July	Aquatics	1121		Lifeguard	\$ 360.38	PT		
1	July	Recreation	1121		Rec. Leader	\$ 732.38	PT		
1	July	Recreation	1121		Rec. Leader	\$ 701.38	PT		
1	July	Aquatics	1121		Lifeguard	\$ 734.62	PT		
1	July	Recreation	1121		Sr. Rec. Leader	\$ 496.00	PT		
1	July	Recreation	1121		Lifeguard	\$ 387.50	PT		
1	July	Recreation	1121		Rec. Leader	\$ 685.88	PT		
1	July	Recreation	1121		Lifeguard	\$ 834.43	PT		
1	July	Recreation	1121		Rec. Leader	\$ 569.63	PT		
1	July	Recreation	1121		Rec. Leader	\$ 658.75	PT		
1	July	Recreation	1121		Rec. Leader	\$ 604.50	PT		
1	July	Recreation	1121		Rec. Leader	\$ 786.63	PT		
1	July	Administration	1220			\$ 356.65	FICA		
1	July	Maintenance	1220			\$ 296.18	FICA		
1	July	Aquatics	1220			\$ 830.75	FICA		
1	July	Recreation	1220			\$ 1,060.14	FICA		
1	July	Recreation	1250			\$ 138.76	SUI		
1	July	Aquatics	1250			\$ 135.87	SUI		
1	July	Recreation	1210			\$ 89.99	AUL		
1	July	Administration	1210			\$ 150.64	AUL		
1	July	Maintenance	1210			\$ 127.29	AUL		
1	July	Recreation	1230			\$ 75.00	Kaiser		
1	July	Administration	1230			\$ 75.00	Kaiser		
1	July	Maintenance	1230			\$ 526.37	Kaiser		
1	July	Maintenance	1230			\$ 21.34	Dental		

**Arden Manor Recreation and Park District**

PAYROLL DETAIL ENTRY

Month: July

Total Payroll: \$ 34,236.51

Previous Period

Period: 2

1

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	6789.49
1121	Part Time Total	23805.16
	<b>Salary Sub total</b>	<b>30594.65</b>
1210	AUL	371.34
1220	FICA	2334.37
1250	SUI	238.44
1230	INS. SUBSIDY	0.00
1230	DENTAL	21.34
1230	KAISER	676.37
1240	CAPRI/WC	0.00
	<b>Payroll Associated Charges</b>	<b>3641.86</b>
	<b>Payroll Total</b>	<b>\$ 34,236.51</b>

PREVIOUSLY APPROVED \$ 36,922.32  
 YTD Budgeted \$ 533,781.65  
 REMAINING ANNUAL BUDGET \$ 462,622.82

**APPROVED DATE: 17-Aug-23**

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

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

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type	Activity	Notes
2	July	Maintenance	1121		Maint. Supervisor	\$ 2,574.78	FT		
2	July	Recreation	1121		Sr. Rec. Leader	\$ 704.00	PT		
2	July	Aquatics	1121		Lifeguard	\$ 654.77	PT		
2	July	Aquatics	1121		Sr. Lifeguard	\$ 791.04	PT		
2	July	Recreation	1110		Day Camp Director	\$ 1,937.48	FT		
2	July	Maintenance	1121		Maint. Worker	\$ 1,795.25	PT		
2	July	Aquatics	1121		Assistant Coach	\$ 1,016.00	PT		
2	July	Aquatics	1121		Sr. Lifeguard	\$ 236.50	PT		
2	July	Maintenance	1121		Maint. Worker	\$ 463.98	PT		
2	July	Aquatics	1121		Assistant Coach	\$ 293.25	PT		
2	July	Administration	1121		Admin Assistant	\$ 1,424.24	PT		
2	July	Recreation	1121		Rec. Leader	\$ 457.25	PT		
2	July	Aquatics	1121		Rec. Leader	\$ 217.00	PT		
2	July	Aquatics	1121		Lifeguard	\$ 698.69	PT		
2	July	Recreation	1121		Sr. Rec. Leader	\$ 712.00	PT		
2	July	Aquatics	1121		Lifeguard	\$ 713.00	PT		
2	July	Recreation	1121		Sr. Rec. Leader	\$ 659.20	PT		
2	July	Administration	1110		Dist. Mgr	\$ 3,012.84	FT		
2	July	Aquatics	1121		Instructor	\$ 197.40	PT		
2	July	Aquatics	1121		Assistant Coach	\$ 1,109.25	PT		
2	July	Recreation	1121		Rec. Leader	\$ 434.00	PT		
2	July	Recreation	1121		Rec. Leader	\$ 558.00	PT		
2	July	Aquatics	1121		Sr. Lifeguard	\$ 712.00	PT		
2	July	Recreation	1110		Rec. Coordinator	\$ 1,839.17	FT		
2	July	Aquatics	1121		Lifeguard	\$ 608.38	PT		
2	July	Recreation	1121		Rec. Leader	\$ 391.38	PT		
2	July	Recreation	1121		Rec. Leader	\$ 558.00	PT		
2	July	Aquatics	1121		Lifeguard	\$ 990.14	PT		
2	July	Recreation	1121		Sr. Rec. Leader	\$ 612.00	PT		
2	July	Recreation	1121		Lifeguard	\$ 573.50	PT		
2	July	Recreation	1121		Rec. Leader	\$ 488.25	PT		
2	July	Recreation	1121		Lifeguard	\$ 479.10	PT		
2	July	Recreation	1121		Rec. Leader	\$ 426.25	PT		
2	July	Recreation	1121		Rec. Leader	\$ 527.00	PT		
2	July	Recreation	1121		Rec. Leader	\$ 468.88	PT		
2	July	Recreation	1121		Rec. Leader	\$ 558.00	PT		
2	July	Aquatics	1121		Lifeguard	\$ 702.68	PT		
2	July	Administration	1220			\$ 345.17	FICA		
2	July	Maintenance	1220			\$ 314.64	FICA		
2	July	Aquatics	1220			\$ 918.34	FICA		
2	July	Recreation	1220			\$ 756.22	FICA		
2	July	Recreation	1250			\$ 98.65	SUI		
2	July	Aquatics	1250			\$ 139.79	SUI		
2	July	Recreation	1210			\$ 91.96	AUL		
2	July	Administration	1210			\$ 150.64	AUL		7/16-7/31
2	July	Maintenance	1210			\$ 128.74	AUL		
2	July	Recreation	1230			\$ 75.00	Kaiser		
2	July	Administration	1230			\$ 75.00	Kaiser		
2	July	Maintenance	1230			\$ 526.37	Kaiser		
2	July	Maintenance	1230			\$ 21.34	Dental		



## Arden Manor Recreation and Park District

### EXPENSEDETAILENTRYREPORT

All expenses, fixed assets, services and supplies

**Month: July**

**Month Total \$ 80,634.70**

APPROVED 8/17/2023

PREVIOUSLY APPROVED \$ 80,634.70  
YTD BUDGETED \$ 356,037.00  
REMAINING ANNUAL BUDGET \$ 194,767.60

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

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

Period	Dept.	Account #	Claim #	Payee	P&L Group
July	Aquatics	2192	9.82	PG&E - Gas/DAR 5/28.23-6/27/23	SERVICE & SUPPLIES
July	Aquatics	2192	31.31	PG&E - Gas/Pool 5/28.23-6/27/23	SERVICE & SUPPLIES
July	Maintenance	2198	154.78	Golden State - Deterding Water 5/22/23-6/26/23	SERVICE & SUPPLIES
July	Maintenance	2198	1206.69	Golden State - Crabtree Water 5/22/23-6/26/23	SERVICE & SUPPLIES
July	Maintenance	2322	250.60	Grainger - custodial supplies	SERVICE & SUPPLIES
July	Maintenance	2103	340.00	Jensen - Jonas Park - Locating valve investigation	SERVICE & SUPPLIES
July	Maintenance	2103	1860.00	Jensen - Jonas Park - July 2023	SERVICE & SUPPLIES
July	Maintenance	2103	2075.00	Jensen - Crabtree Park - July 2023	SERVICE & SUPPLIES
July	Administration	2261	147.12	CIT - Copier/Lease	SERVICE & SUPPLIES
July	Administration	2591	1200.00	Webiste Services FY 23-24	SERVICE & SUPPLIES
July	Aquatics	2122	2253.05	Lincoln Aquatics - Pool chemicals	SERVICE & SUPPLIES
July	Administration	4202	39473.30	Downtown Ford - Ford Ranger Asset	FIXED ASSETS
July	Maintenance	2104	412.82	Normac - Irrigation Supplies - Jonas Park Repair	SERVICE & SUPPLIES
July	Maintenance	2104	403.44	Normac - Irrigation Supplies - Jonas Park Repair	SERVICE & SUPPLIES
July	Administration	2591	485.00	Glassman to the Rescue - repair to damaged DAR door/Window	SERVICE & SUPPLIES
July	Maintenance	2104	138.42	Normac - Irrigation Supplies - Jonas Park Repair	SERVICE & SUPPLIES
July	Maintenance	2104	64.64	Normac - Irrigation Supplies - Jonas Park Repair	SERVICE & SUPPLIES
July	Maintenance	2322	113.67	Emigh Hardware - Custodial supp	SERVICE & SUPPLIES
July	Maintenance	2104	88.13	Normac - Irrigation Supplies - Jonas Park Repair	SERVICE & SUPPLIES
July	Maintenance	2104	214.04	Normac - Irrigation Supplies - Jonas Park Repair	SERVICE & SUPPLIES
July	Maintenance	2322	10.66	Grainger - custodial supplies	SERVICE & SUPPLIES
July	Maintenance	2322	73.50	Grainger - custodial supplies	SERVICE & SUPPLIES
July	Aquatics	2122	46.85	Leslie's Pool Supplies - acid for pool	SERVICE & SUPPLIES
July	Aquatics	2122	74.86	Lincoln Aquatics - O rings	SERVICE & SUPPLIES
July	Maintenance	2195	400.22	Sac Co Utilities - sewer service	SERVICE & SUPPLIES
July	Administration	2591	64.00	California Department of Justice - fingerprints for June	SERVICE & SUPPLIES
July	Maintenance	2322	106.99	Grainger - custodial supplies	SERVICE & SUPPLIES
July	Maintenance	2193	355.76	Republic Services - June	SERVICE & SUPPLIES
July	Administration	2591	130.00	Direct Hit - 7/14/23	SERVICE & SUPPLIES
July	Administration	2591	84.00	Sac County Sheriff - Livescan Fingerprint Services -June	SERVICE & SUPPLIES
July	Maintenance	2226	135.70	Bliss - KIT 48 SD Cover	SERVICE & SUPPLIES
July	Maintenance	2104	233.80	Normac - Irrigation Supplies - Jonas Park Repair	SERVICE & SUPPLIES
July	Maintenance	2191	124.54	SMUD - main office	SERVICE & SUPPLIES
July	Maintenance	2191	1896.71	SMUD - pumps/DAR/DCC	SERVICE & SUPPLIES
July	Maintenance	2191	249.82	SMUD - Jonas Well Pump	SERVICE & SUPPLIES
July	Maintenance	2191	179.39	SMUD - St. Street Light	SERVICE & SUPPLIES
July	Maintenance	2191	172.47	SMUD - Crabtree St Light	SERVICE & SUPPLIES
July	Maintenance	2191	53.36	SMUD - Crabtree Pk Light	SERVICE & SUPPLIES
July	Administration	2197	320.00	Fastbreak - VoIP Extensions	SERVICE & SUPPLIES
July	Administration	2076	69.00	Fastbreak - Offie 365 and one drive	SERVICE & SUPPLIES
July	Administration	2076	64.00	Fastbreak - Office365/One Drive renewal	SERVICE & SUPPLIES
July	Aquatics	2122	394.72	Lincoln Aquatics - fine filters	SERVICE & SUPPLIES
July	Aquatics	2122	140.62	Leslie's Pool Supplies - acid for pool	SERVICE & SUPPLIES
July	Aquatics	2122	2300.97	Lincoln Aquatics - Pool chemicals	SERVICE & SUPPLIES
July	Administration	2261	17.24	Caltronics - Copier/Maint and Copies	SERVICE & SUPPLIES
July	Maintenance	2104	1338.17	Normac - Irrigation Supplies - Jonas Park Repair	SERVICE & SUPPLIES
July	Maintenance	2322	64.62	Grainger - custodial supplies	SERVICE & SUPPLIES
July	Maintenance	2226	4.30	Emighs Hardware - exp tools	SERVICE & SUPPLIES
July	Maintenance	2132	89.37	Emighs Hardware - elec maint sup	SERVICE & SUPPLIES
July	Maintenance	2226	28.00	Emighs Hardware - exp tools	SERVICE & SUPPLIES
July	Maintenance	2226	30.15	Emighs Hardware - exp tools	SERVICE & SUPPLIES
July	Maintenance	2104	17.83	Emighs Hardware - Ag/Hort Supplies	SERVICE & SUPPLIES
July	Aquatics	2852	58.15	Emighs Hardware - Aquatic Rec supplies	SERVICE & SUPPLIES
July	Maintenance	2104	60.25	Emighs Hardware - Ag/Hort Supplies	SERVICE & SUPPLIES

**Arden Manor Recreation and Park District**

**EXPENSE DETAILED ENTRY REPORT**

All expenses, fixed assets, services and supplies

**Month: July**

**Month Total \$ 80,634.70**

	PREVIOUSLY APPROVED \$	80,634.70
	YTD BUDGETED \$	356,037.00
APPROVED <u>8/17/2023</u>	REMAINING ANNUAL BUDGET \$	194,767.60

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

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

Period	Dept.	Account #	Claim #	Payee	P&L Group
July	Maintenance	2162	41.98	Emighs Hardware - painting supplies	SERVICE & SUPPLIES
July	Maintenance	2162	10.76	Emighs Hardware - painting supplies	SERVICE & SUPPLIES
July	Maintenance	2104	76.61	Emighs Hardware - Ag/Hort Supplies	SERVICE & SUPPLIES
July	Administration	2051	15374.50	CAPRI - 1st Half Annual Property/Liability Coverage	SERVICE & SUPPLIES
July	Administration	2061	3000.00	CARPD - FY 23/24 Dues	SERVICE & SUPPLIES
July	Administration	2061	1819.00	CSDA - membership dues	SERVICE & SUPPLIES

**Arden Manor Recreation and Park District**

**FY 22-23**

**OPERATIONS REPORT**

**July**

TO: BOARD OF DIRECTORS  
ARDEN MANOR RECREATION AND PARK DISTRICT

FROM: Madison Dewald  
ADMINISTRATIVE ASSISTANT

SUBJECT: OPERATION REPORT July

<b>A. DETERING COMMUNITY CENTER</b>		<b>RCT #</b>	<b>REVENUE</b>
Backstage Performing Arts		23285	\$ 500.00
			<u><u>\$ 500.00</u></u>
<b>B. DETERING ACTIVITY ROOM</b>		<b>RCT #</b>	
TURNING POINT AA	TUESDAYS	23285 July Rent	\$ -
			\$ 80.00
			<u><u>\$ 80.00</u></u>
<b>C. ARDEN MANOR PARKS</b>		<b>RCT #</b>	
			<u><u>\$ -</u></u>
<b>D. DETERING POOL</b>		<b>RCT #</b>	
			<u><u>\$ -</u></u>
<b>TOTAL PERIOD REVENUE</b>			<b>\$ 580.00</b>

# FULTON EL-CAMINO PARK DISTRICT POLICE DEPARTMENT

James R. Brown, Chief of Police



Monthly activity report for: Arden Manor Park District, Reporting Period: 2023-07-01 to 2023-07-31

## Summary of enforcement actions

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

Notice To Appear (NTA)	Date/Time	Violations	Severity	Notes
Crabtree Park		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		


<b>Calls For Service</b>	<b>Date/Time</b>	<b>Description</b>	<b>Disposition</b>	<b>Notes</b>
Crabtree Park		No calls for service during this reporting period		
Deterding park		No calls for service during this reporting period		
Jonas Larkspur Park	2023-07-23 19:46	report of a child bitten by a dog in the park.	Founded	determined attack happened on public sidewalk on Jonas not in the park, SSO and Animal Control to follow up and do investigation
Off Property		No calls for service during this reporting period		
Winterstein Park		No calls for service during this reporting period		
<b>Arrest Warrants</b>	<b>Date/Time</b>	<b>Warrant Type</b>	<b>Bail Amount</b>	<b>Notes</b>
Crabtree Park		No warrant arrests during this reporting period		
Deterding park		No warrant arrests during this reporting period		
Jonas Larkspur Park		No warrant arrests during this reporting period		
Off Property		No warrant arrests during this reporting period		
Winterstein Park		No warrant arrests during this reporting period		
<b>DUI Arrests</b>	<b>Date/Time</b>	<b>DUI Type</b>	<b>BAC</b>	<b>Notes</b>
Crabtree Park		No DUI arrests during this reporting period		
Deterding park		No DUI arrests during this reporting period		
Jonas Larkspur Park		No DUI arrests during this reporting period		
Off Property		No DUI arrests during this reporting period		
Winterstein Park		No DUI arrests during this reporting period		
<b>Warnings</b>	<b>Date/Time</b>	<b>Violation</b>		<b>Notes</b>
Crabtree Park		No warnings during this reporting period		
Deterding park	2023-07-02 17:48	9.36.065(d)		vehicle parked on grass driver got permission from lifeguards to park on grass
Jonas Larkspur Park		No warnings during this reporting period		
Off Property		No warnings during this reporting period		
Winterstein Park		No warnings during this reporting period		
<b>Parking Citations</b>	<b>Date/Time</b>	<b>Violations</b>		
Crabtree Park	2023-07-08 15:00	4000(a) CVC No current registration		
Deterding park	2023-07-13 14:49	4000(a) CVC No current registration		
Jonas Larkspur Park	2023-07-03 17:16	4000(a) CVC No current registration		
Jonas Larkspur Park	2023-07-10 16:41	4000(a) CVC No current registration		
Jonas Larkspur Park	2023-07-10 16:36	4000(a) CVC No current registration		
Jonas Larkspur Park	2023-07-07 18:01	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		



## MEMO

DATE: July 18, 2023

TO: Special District Presiding Officer

FROM: José C. Henríquez, Executive Officer   
Sacramento Local Agency Formation Commission

SUBJECT: Election of Special District Representative to Sacramento LAFCo

The Special District Selection Committee is electing a regular representative to serve a new 4-year term beginning in January 1, 2024.

Due to the size of the Special District Selection Committee, it has been difficult to establish a quorum when meeting in person. Therefore, pursuant to the provisions of Government Code §56332(f), the Executive Officer has determined that the business of the Special District Selection Committee will be conducted in writing to elect a regular Special District Representative to Sacramento LAFCo.





### Election of Special District Representative to LAFCO

Thank you for submitting nominations for the Special District Representative election.


At the time the election ends, in order to be selected as a LAFCo Representative, a nominee must receive more than fifty-percent (50%) of the submitted votes. Enclosed with this memo you will find a ballot and a copy of each candidate's Statement of Qualifications received as of the date of this memo. Please note that there is one regular (voting) seat up for election.

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#### Commissioners

*Sue Frost, Rich Desmond, County Members*  *Patrick Hume, Alternate*  
*Sean Loloee, Iva Walton, City Members*  *Katie Valenzuela, Jay Vandenburg, Alternates*  
*Chris Little, Public Member*  *Timothy Murphy, Alternate*  
*Lindsey Liebig, Gay Jones, Special District Members*  *Charlea Moore, Alternate*

#### Staff

*José C. Henríquez, Executive Officer*  *Desirae Fox, Policy Analyst*  
*Nancy Miller, DeeAnne Gillick, Commission Counsel*



The nominees, in alphabetical order, are:

- 1) Lindsey Carter, Herald Fire Protection District
- 2) Brian Danzl, Cordova Recreation & Park District
- 3) Paul Lindsey, Florin Resource Conservation District
- 4) Joanna McVay, North Highlands Recreation & Park District
- 5) Edwin Perez, Reclamation District 1000
- 6) Michael Seaman, Fulton El Camino Recreation & Park District
- 7) Robert “Bob” Wichert, Sacramento Suburban Water District

### *Option of Electronic Elections*

Government Code §56332(c)(4) gives LAFCo and Special Districts the option of completing the election of special district representatives via e-mail. This would be more convenient for some districts and a time/cost saver to LAFCo. In order to implement this, however, LAFCO needs to have the consent of the districts and an indication of those districts that wish to participate in this manner. There are two questions for your district to consider.

1. On the first question, a “Yes” vote means you authorize LAFCo to send out ballots via e-mail to those special districts who choose to vote electronically in future elections. A “No” vote means LAFCO should continue to distribute paper ballots to all districts and distribute them via certified mail.
2. On the second question, if a plurality of districts approves electronic voting in the first question, a “Yes” vote means you wish to receive electronic ballots in future elections and have the option to return your ballot in an electronic format (e-mail, fax or scanned ballot). A “No” vote means your district prefers to continue to receive and submit paper ballots.

*You can choose to vote “Yes” to the first question to authorize electronic distribution of ballots but vote “No” to the second if your District wants to continue to receive paper ballots.*

### *Election Deadline*

The voting period will be 75 days from July 18, 2023; all votes are due in writing on or before **5:00 pm on September 30, 2023**. Voting will cease on this date or whenever a quorum of special districts is reached, whichever occurs later. Please do not forget to have the Board President, or Chair, or the presiding officer of the board meeting in which you made your selection sign the returned ballot.

**District managers or other staff members may not substitute their signature for Board President, or Chair, or the presiding officer’s signature.**

Thank you for your time and please feel free to contact me or any member of my staff at 916-874-2937 if you have any questions.



**Mail to: LAFCO**  
**1112 I Street, Suite 100**  
**Sacramento, CA 95814**

## ELECTION BALLOT

### Special District Representative to LAFCo Regular Seat #7

**The election ends on September 30, 2023 at 5:00 p.m. or until a quorum of  
 Special District ballots is received, whichever occurs later.**

Candidate & District	Select one (1)
Lindsey Carter, Herald Fire Protection District	
Brian Danzl, Cordova Recreation & Park District	
Paul Lindsay, Florin Resource Conservation District	
Joanna McVay, North Highlands Recreation & Park District	
Edwin Perez, Reclamation District #1000	
Michael Seaman, Fulton-El Camino Recreation & Park District	
Robert "Bob" Wicher, Sacramento Suburban Water District	

*LAFCo and Special Districts have the option of completing the election of special district representatives via e-mail. Does your district approve of LAFCo distributing electronic ballots to districts that wish to receive them in the future?*

Yes       No

*If so, in the future does your district prefer to receive its ballot via e-mail and submit its vote electronically (via fax, e-mail or scanned ballot)?*

Yes       No

if Yes, ballots should be sent to e-mail address: \_\_\_\_\_

**BALLOT CONTINUES ON THE NEXT PAGE**

**Commissioners**

*Sue Frost, Rich Desmond, County Members    Patrick Hume, Alternate  
 Iva Walton, Sean Loloee, City Members    Jay Vandenburg, Katie Valenzuela, Alternates  
 Chris Little, Public Member    Timothy Murphy, Alternate  
 Lindsey Liebig, Gay Jones, Special District Members    Charlea Moore, Alternate*

**Staff**

*José C. Henríquez, Executive Officer    Desirae Fox, Policy Analyst  
 Nancy Miller, DeeAnne Gillick, Commission Counsel*

**SIGNATURE OF PRESIDING OFFICER** (Original Signature Required):

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**Note:** *Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

**PRINTED NAME OF PRESIDING OFFICER** (Required):

---

**AGENDA ATTACHED** (Optional): Yes  No

**Attest:**

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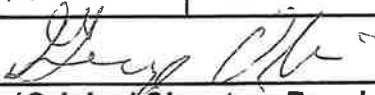
**District Secretary, Clerk or General Manager**



**SPECIAL DISTRICT NOMINATION**

**Special District Representative to LAFCo, Seat #7**

Position	Nominee's Name	Originating District
SD Rep, Seat #7	Lindsay Carter	Herald Fire Protection District

SIGNATURE OF PRESIDING OFFICER:   
(Original Signature Required)

**Note:** *Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

PRINTED NAME OF PRESIDING OFFICER: George Obi  
(Required)

NAME OF NOMINATING DISTRICT: Herald Fire Protection District

MINUTES ATTACHED (Optional): Yes  No

Attest:

  
District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before  
5:00 p.m. on July 1, 2023**

**Return to:**

**Sacramento LAFCo  
1112 I Street, Suite 100  
Sacramento, CA 95814**

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Commissioners  
Sue Frost, Rich Desmond, County Members <sup>or</sup> Patrick Hume, Alternate  
Iva Walton, Sean Loloee, City Members <sup>or</sup> Jay Vandenberg, Katie Valenzuela, Alternates  
Chris Little, Public Member <sup>or</sup> Timothy Murphy, Alternate  
Lindsay Liebig, Gay Jones, Special District Members <sup>or</sup> Charlea Moore, Alternate  
Staff  
José C. Henriquez, Executive Officer <sup>or</sup> Desirae Fox, Policy Analyst  
Nancy Miller, DeeAnne Gillick, Commission Counsel

# Lindsey Carter

11546 Twin Cities Road Galt, CA 95632 | 209.712.7120 | lindsey@heraldfire.com

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## Experience

### **EXECUTIVE DIRECTOR | CALIFORNIA AGRICULTURAL COMMISSIONERS & SEALERS ASSOCIATION | DECEMBER 2021 - PRESENT**

- Manage organizational functions including personnel, budget, legislative advocacy, communications, and membership development.
- Serve as the advocacy representative at state legislative meetings, industry functions and other statewide meetings and events; regularly provide legislative updates on tracked legislation to board of directors and members.
- Oversee budget for organization and various affiliates.
- Manage bylaws, procedures, and filings for board of directors, committees, and advisory groups, including meeting agenda and minutes creation and distribution.
- Develop organization's strategic plan and implement with board and staff engagement utilizing outside consultants.
- Manage updates for organization and subsidiary websites.
- Administer all grant programs and reporting for all activities.

## Public Boards & Committees

- Commissioner, Sacramento County Local Area Formation Committee (LAFCo) - 2020- present
- Board Member, Herald Fire Protection District – Elected to 4-year term in 2020
- Director, Sloughhouse Resource Conservation District – Appointed to 4-year term in 2020
- Cosumnes Groundwater Authority JPA, Current Alternate Member – 2021 - present
- Member, Protest Provisions Rewrite Working Group, CSDA/CALAFCO – 2019 - 2021
- Commissioner Member, Sacramento LAFCo Special District Advisory Committee – 2018 - present
- Alternate Representative, South Sacramento Habitat Conservation Plan Implementation Review Committee – 2018 - 2021
- Alternate Representative, Sacramento Central Groundwater Authority – 2018 – 2021
- Member, CDFA SWEEP Ad-Hoc Advisory Committee - 2021

## Community & Non-Profit Organization Involvement

- President, Sacramento Farm Bureau Foundation for Ag Education – 2015 – present
- President, National Sigma Alpha Educational Foundation – 2019 – 2022
- Member, California Special District Association Legislative Committee – 2020 - 2022
- Member, California Special District Association Bylaws & Policy Committee – 2020 - 2022
- Member, Elk Grove FFA Advisory Committee – 2020 - present
- Class 50 Fellow, California Agricultural Leadership Program – 2019- 2022



**SPECIAL DISTRICT NOMINATION**

**Special District Representative to LAFCo, Seat #7**

Position	Nominee's Name	Originating District
Board Vice-chairperson	Brian Danzi	CRPD

SIGNATURE OF PRESIDING OFFICER:

Michael Yearwood  
(Original Signature Required)

**Note:** Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER:

Michael Yearwood  
(Required)

NAME OF NOMINATING DISTRICT:

Cordova Recreation & Park District

MINUTES ATTACHED (Optional):

Yes  No

Attest:

Danielle Jones  
District Secretary, Clerk or General Manager

**Nominations must be received by LAFCo before  
5:00 p.m. on July 1, 2023**

**Return to:**

**Sacramento LAFCo  
1112 I Street, Suite 100  
Sacramento, CA 95814**

Commissioners

Sue Frost, Rich Desmond, County Members <sup>or</sup> Patrick Hume, Alternate  
Iva Walton, Sean Loloe, City Members <sup>or</sup> Jay Vandenburg, Katie Valenzuela, Alternates  
Chris Little, Public Member <sup>or</sup> Timothy Murphy, Alternate  
Lindsey Liebig, Gay Jones, Special District Members <sup>or</sup> Charlea Moore, Alternate

Staff

José C. Henriquez, Executive Officer <sup>or</sup> Desirae Fox, Policy Analyst  
Nancy Miller, Deanne Gillick, Commission Counsel



(916) 826-1470 • bdanzl@crpd.com • Rancho Cordova, CA 95670

Dynamic professional with experience in executive management and business development. Demonstrates success in driving significant growth and profitability through strategic planning and execution of innovative business initiatives. Proven track record of building and leading high-performance teams to achieve organizational objectives and exceed customer expectations. Adept at building strong relationships with clients, stakeholders and partners to create lasting value.

**Experience**

MAY 23 - PRESENT

**President Elect** • California Association Of Recreation And Park Districts, Roseville, CA

- Facilitated discussions between opposing sides in order to reach compromise solutions when necessary.
- Coordinated grassroots campaigns to educate districts on issues important to the parks.

MAY 15 - MAY 14

**Board Secretary** • California Association Of Recreation And Park Districts, Roseville, CA

- Provided administrative support to the Board of Directors, including scheduling meetings and preparing agendas.
- Assisted in the preparation of board meeting minutes, resolutions, reports and other corporate documents.

DEC 01 - PRESENT

**Vice Chair** | Cordova Recreation And Park District, Rancho Cordova, CA

- Leveraged strong interpersonal skills to build relationships with key stakeholders.
- Created operational dashboards to measure performance across multiple departments.
- Implemented process improvements resulting in increased efficiency within the organization.
- Collaborated with board members to develop corporate governance strategies.

OCT 10 - OCT 09

**Board Chair** | Cordova Recreation And Park District, Rancho Cordova, CA

- Reviewed financial statements and other reports to monitor organizational performance.
- Developed strategies to increase diversity among board members to reflect community demographics.
- Advised on best practices for corporate governance matters.
- Collaborated with stakeholders on projects related to fundraising, marketing, public relations.

OCT 07 - OCT 06

**Board Chair** | Cordova Recreation And Park District, Rancho Cordova, CA

- Facilitated effective communication between the Board and senior management teams.
- Evaluated proposals from vendors for goods and services required by the organization.
- Reviewed financial statements and other reports to monitor organizational performance.

OCT 05 - OCT 04

**Board Chair** | Cordova Recreation And Park District, Rancho Cordova, CA

- Facilitated effective communication between the Board and senior management teams.
- Engaged in continuous development of skills necessary for successful board leadership.
- Monitored progress towards achieving established goals and objectives.



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458  
www.saclafco.org

**SPECIAL DISTRICT NOMINATION**

***Special District Representative to LAFCo, Seat #7***

Position	Nominee's Name	Originating District
Vice-chair	Paul Lindsay	Florin Resource Conservation District

SIGNATURE OF PRESIDING OFFICER: \_\_\_\_\_

*Tom Nelson*

(Original Signature Required)

**Note:** *Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

PRINTED NAME OF PRESIDING OFFICER: Tom Nelson

(Required)

NAME OF NOMINATING DISTRICT: Florin Resource Conservation District

MINUTES ATTACHED (Optional): Yes  No

Attest:

DocuSigned by:

*Stepani Phillips*

District Secretary, Clerk or General Manager

**Nominations must be received by LAFCo before  
5:00 p.m. on July 1, 2023**

**Return to:**

**Sacramento LAFCo  
1112 I Street, Suite 100  
Sacramento, CA 95814**

Paul Lindsay: Statement of Qualifications for Special District Commissioner for Office No. 7 on the Sacramento Local Agency Formation Commission

I currently serve as Vice Chair for the Florin Resource Conservation District (FRCD) which encompasses a good portion of southern Sacramento County. The District's work in recent years has been the provision of municipal water usage to roughly 40% of the city of Elk Grove.

Previously an Associate Director for the Florin Resource Conservation District, I was appointed to the Board to fill a vacancy and currently serve in my first full term. Retired after a 35-year career with the Social Security Administration, I worked in many different locations within California, from San Juan Capistrano to Yreka. During that time, I served in various positions, including Claims Specialist, Operations Supervisor, Area Systems Coordinator, and ultimately, District Manager. These positions required a thorough understanding of various laws and their application, IT systems, budgeting, and human resources.

My wife and I settled in Elk Grove in 1985 and I've been very involved in Civic matters since then. I've served on Sacramento County's Community Planning Advisory Commission for Elk Grove prior to its incorporation (and was heavily involved in several incorporation efforts) and was a charter member of the original Planning Commission for the City of Elk Grove, serving on it for more than seven years. I also chaired the East Elk Grove Specific Area Planning Advisory Group. Recently, I also served on the Sacramento County Grand Jury for two years (much of which was spent reviewing Special Districts, their operations, and practices). I served two years on the Cosumnes Community Service District's Landscape and Lighting Committee. During these different activities, I was able to interact with LAFCO on a variety of issues and gained an understanding of its responsibilities and duties.

I ask for your support for this position on LAFCO's Commission because I believe that I can bring a fresh perspective to the Commission and a willingness to listen, learn, and to represent Special District interests on the Commission.



**SPECIAL DISTRICT NOMINATION**

**Special District Representative to LAFCo, Seat #7**

Position	Nominee's Name	Originating District
Special District Commissioner	Joanna McVay	North Highlands Recreation Park

SIGNATURE OF PRESIDING OFFICER: Patrick B. Williams  
(Original Signature Required)

**Note:** Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Patrick Williams  
(Required)

NAME OF NOMINATING DISTRICT: North Highlands Recreation Park

MINUTES ATTACHED (Optional): Yes  No

Attest:  
  
District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before 5:00 p.m. on July 1, 2023**

**Return to:**

**Sacramento LAFCo  
1112 I Street, Suite 100  
Sacramento, CA 95814**

Commissioners  
Sue Frost, Rich Desmond, County Members <sup>¶¶</sup> Patrick Hume, Alternate  
Iva Walton, Sean Loloee, City Members <sup>¶¶</sup> Jay Vandenburg, Katie Valenzuela, Alternates  
Chris Little, Public Member <sup>¶¶</sup> Timothy Murphy, Alternate  
Lindsey Liebig, Gay Jones, Special District Members <sup>¶¶</sup> Charlea Moore, Alternate  
Staff  
José C. Henríquez, Executive Officer <sup>¶¶</sup> Desirae Fox, Policy Analyst  
Nancy Miller, DeeAnne Gillick, Commission Counsel





**SPECIAL DISTRICT NOMINATION**

**Special District Representative to LAFCO, Seat #7**

Position	Nominee's Name	Originating District
<del>Trustee</del> Commissioner <i>A</i>	Edwin Perez	Reclamation District 1000

SIGNATURE OF PRESIDING OFFICER:

*Elena Lee Reeder*  
 (Original Signature Required)

**Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.**

PRINTED NAME OF PRESIDING OFFICER: Elena Lee Reeder  
 (Required)

NAME OF NOMINATING DISTRICT: Reclamation District 1000

MINUTES ATTACHED (Optional): Yes  No

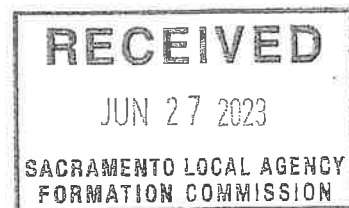
Attest:

*[Signature]*  
 District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before**  
**5:00 p.m. on July 1, 2023**

**Return to:**

**Sacramento LAFCO**  
**1112 I Street, Suite 100**  
**Sacramento, CA 95814**



**Commissioners**

*Sue Frost, Rich Desmond, County Members* <sup>☞</sup> *Patrick Hume, Alternate*  
*Iva Walton, Sean Loloee, City Members* <sup>☞</sup> *Jay Vandenburg, Katie Valenzuela, Alternates*  
*Chris Little, Public Member* <sup>☞</sup> *Timothy Murphy, Alternate*  
*Lindsey Liebigh, Gay Jones, Special District Members* <sup>☞</sup> *Charlea Moore, Alternate*

**Staff**

*José C. Henriquez, Executive Officer* <sup>☞</sup> *Desirae Fox, Policy Analyst*  
*Nancy Miller, DeeAnne Gillick, Commission Counsel*





**ED  
PEREZ**  
T R U S T E E



**CONTACT**

---

PHONE:  
916-802-8053

WEBSITE:  
[www.RD1000.org](http://www.RD1000.org)

EMAIL:  
[EPerez@RD1000.org](mailto:EPerez@RD1000.org)

## STATEMENT OF QUALIFICATIONS

I am seeking a seat on the Sacramento LAFCO to leverage my years of professional experience in the areas of community engagement, organizational governance, and collaboration with various levels government to effectively represent special districts on the commission.

I was elected in 2022 as Trustee with Reclamation District 1000, the flood control agency for the Natomas Basin. In this brief period of time, I was able to leverage my extensive relationships with community members and organizations to help win voter approval of a stormwater service fee to fund much needed infrastructure maintenance and help ensure a flood-safe future for the Natomas Basin.

I have served as a City of Sacramento Commissioner, President of a 1,300 household homeowners association, board member of California's largest state employee organization, and served on the board of numerous community and non-profit organizations.

In these roles, I learned to value the input from concerned residents, the importance of collaborating with community partners, and the need to pay attention to details and also see the "big picture". These experiences have prepared me to serve on the LAFCO.

I would be honored to receive your vote and look forward to working with you.

Respectfully,

ED PEREZ

henriquezj @ SAC LAFCO .org



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
1412 I Street, Suite 100 • Sacramento, CA 95814 • 916, 674-6458

SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCo, Seat #7

Position	Nominee's Name	Originating District
SPECIAL DISTRICT COMMISSIONER	MICHAEL SEAMAN	Fulton El Camino REC + PARK DISTRICT

SIGNATURE OF PRESIDING OFFICER: Teresa Higgins  
(Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Teresa Higgins, Board Chair  
(Required)

NAME OF NOMINATING DISTRICT: FULTON-EL CAMINO RECREATION + PARK DISTRICT

MINUTES ATTACHED (Optional): Yes  No

Attest:

Leana Wallace, District Secretary  
District Secretary, Clerk or General Manager

Nominations must be received by LAFCO before 3:00 p.m. on July 1, 2023

Return to:

Sacramento LAFCo  
1412 I Street, Suite 100  
Sacramento, CA 95814

**STATEMENT OF QUALIFICATIONS – MICHAEL J SEAMAN**  
for Sacramento Local Agency Formation Commission

Sacramento County resident and homeowner, 1978 - present  
Veteran, U.S. Navy Civil Engineer Corps  
Current Employment – Snowsports Instructor, Boreal Mountain Resort (winter seasonal)

**Academic experience**

- B. Architecture, University of California
- M. Urban Planning, San Jose State University
- M. Landscape Architecture/Environmental Planning, University of California
- Adjunct Professor, Sacramento State University (2 years)
- Adjunct Professor, National University (3 semesters)

**Governmental experience**

- Federal
  - Active and reserve service (9+ years)
  - Navy civilian employment after discharge (1 year)
- State
  - California civil service, 32 years across 6 agencies
  - Retired since 12/2009
- Local
  - County/Council of Governments staff experience in WA and OR (2+ years)
  - Member, City of Cannon Beach Design Review Board (1 year),
  - Board Member, Fulton-El Camino Recreation & Park District (28+ years – present)

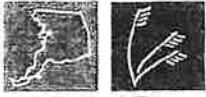
**Association experience**

- American Institute of Architects
  - Associate Member (46 years)
  - Retired Associate AIA Emeritus (8 years - present)
- California Special Districts Association
  - Participant (28+ years - present),
  - Legislative Committee (4+ years),
  - Board Member (4 years)
- California Association of Recreation and Park Districts
  - Participant (28+ years - present)
  - Board Member (4+ years - present)
- Professional Ski Instructors of America/American Association of Snowboard Instructors
  - Member (34 years - present)
  - Certified Instructor – Nordic Track Skiing, Alpine Skiing, Snowboarding

**LAFCO Experience**

- Sacramento LAFCO Special Districts Advisory Committee (4 years)
- Applicant participation, Sacramento LAFCO City of Arden Arcade Measure D (11/2010)
- Observer via Advocates for Arden Arcade citizens' group and California (un)Incorporated coalition

*July 2023*



Sacramento

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
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www.saclafco.org

**SPECIAL DISTRICT NOMINATION**

**Special District Representative to LAFCo, Seat #7**

Position	Nominee's Name	Originating District
Director	Robert "Bob" Wichert	Sac. Suburban Water Dist.

SIGNATURE OF PRESIDING OFFICER:

(Original Signature Required)

**Note:** Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER:

Jay Boatwright  
(Required)

NAME OF NOMINATING DISTRICT:

Sacramento Suburban Water District

MINUTES ATTACHED (Optional):

Yes  No

Attest:

District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before  
5:00 p.m. on July 1, 2023**

**Return to:**

**Sacramento LAFCo  
1112 I Street, Suite 100  
Sacramento, CA 95814**

**Commissioners**

Sue Frost, Rich Desmond, County Members ■ Patrick Hume, Alternate  
Iva Walton, Sean Loloee, City Members ■ Jay Vandenburg, Katie Valenzuela, Alternates  
Chris Little, Public Member ■ Timothy Murphy, Alternate  
Lindsey Liebig, Gay Jones, Special District Members ■ Charlea Moore, Alternate

**Staff**

José C. Henríquez, Executive Officer ■ Desirae Fox, Policy Analyst  
Nancy Miller, DeeAnne Gillick, Commission Counsel

## Robert P. "Bob" Wichert Qualifications For LAFCO

Lifelong resident of Sacramento County.

18 years employed by the Sacramento Municipal Utility District with frequent Board interactions and direction. Experience on hydroelectric power projects, and personally responsible for establishment of the first customer-choice all-renewable energy program in California, SMUD Greenergy ©.

Currently serving my third elected term on the Board of Directors of the Sacramento Suburban Water District including prior service as Board President.

Qualification as a Master's Candidate in Communication Studies at the California State University, Sacramento.

Five years as a member of the United Nations Sub-Committee of Experts on the Transport of Dangerous Goods.

Five years as a member of the International Civil Aviation Organization Dangerous Goods Panel.

Service as a writing member expert on Institute of Electrical and Electronics Engineers standards committees.

Service as a writing member expert on American Society of Mechanical Engineers codes and standards.

Service as a writing member expert on National Fire Protection Association codes and standards.

Fifteen years as a Professional Engineer in private practice, Robert P Wichert Professional Engineering, Inc.

## Arden Manor Recreation and Park District

August 17, 2023

**Agenda Item: 5 b: Pond Improvement Project Report:** The board will receive a report and cost estimate for the pond improvement proposal. The estimated costs for the scope of services is \$16,320. The board will vote on a motion to accept the bid and move forward with conceptual designs and community outreach.

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Initiated or Requested by

- Board
- Staff
- Other

Report coordinator or prepared by

Kelly Lewellen, District Manager

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Attachment:  Yes  No  Information  Direction  Action

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**Background:** We have heard from members of the community near Jonas Larkspur Park that they would like to see the pond area improved. In order to have a clear plan in place of how to move forward, it was determined that a Landscape Architect needs to be involved.

Staff met with Scott Redding of HELIX Environmental Planning in order to discuss options for the area that are affordable and easy to maintain moving forward. We have received a proposal for scope of services that will lead the district to develop a plan for the pond. Once we have a plan, we can hopefully complete work in phases in order to amortize the costs over several years.

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

HELIX Environmental Planning, Inc.  
1180 Iron Point Road, Suite 130  
Folsom, CA 95630  
916.435.1205 tel  
619.462.0552 fax  
[www.helixepi.com](http://www.helixepi.com)



August 15, 2023

Kelly Lewellen, District Manager  
Arden Manor Recreation and Park District  
1415 Rushden Drive  
Sacramento, CA 95864  
[kelly@amrpd.com](mailto:kelly@amrpd.com) | 916.487.7851 x 302

**Subject: Letter Proposal/Agreement to Provide Landscape Architectural Services for the Larkspur Park Pond Improvements Project**

Dear Kelly:

HELIX Environmental Planning, Inc. (HELIX) is submitting this letter proposal to the Arden Manor Recreation and Park District (Client) to provide landscape architectural services for the Larkspur Park Pond Improvements Project located in Sacramento, California.

## **SCOPE OF SERVICES**

### Task 1: Conceptual Design

Upon authorization, HELIX will attend a kick-off meeting with District staff to review the overall project schedule, review programmatic design requirements, determine dates for the community meetings, and to confirm the public outreach process, roles, and responsibilities. We will then walk the park site, photograph key features and views for reference, and review existing conditions.

HELIX will prepare three Conceptual Plans for the existing pond located at the southern end of Larkspur Park at the southwest corner of Larkspur Lane and Jonas Avenue. The existing pond utilizes an on-site well to maintain the water level which requires weekly filling during the summer months. It is not connected to any other drainage or water conveyance system. The community has expressed the desire to return the pond to its former glory with year-round water, pedestrian bridges, ornamental plantings, and/or seating areas. In its current state, water collects in only a small portion of the pond and is overgrown with tall cattails and other vegetation requiring ongoing maintenance.

Conceptual Plans will be developed in AutoCAD using Google Maps for background base data. The District does not currently require a topographic site survey for this work. Plans will illustrate the overall pond design including the proposed features/elements, materials, and plant palette. We will also prepare accompanying Site Amenities/Features Image Boards to assist in visually communicating the proposed designs. Preliminary Statements of Probable Construction Costs will be included for each concept for overall budgeting purposes.

Following completion of Task 2 (see below), HELIX will refine and provide the District and community preferred Concept Plan including updated Preliminary Statement of Probable Construction Costs.

**Deliverables:**

- Three color rendered Pond Concept Plans (one full size-copy and PDF format)
- Site Amenities/Features Image Boards (one full-size copy and PDF format)
- Preliminary Statements of Probable Construction Costs (PDF format)

Task 2: Community Meetings

HELIX will assist in the planning, scheduling, and participation of two community meetings at Larkspur Park to elicit community feedback regarding the proposed Concept Plans. A maximum of two HELIX staff members along with District staff will facilitate these discussions for each of these 2-hour meetings. Per Task 1, we will provide full-size color copies of the Concepts and image boards for display at the meetings. All content and deliverables will be reviewed and approved by the District in PDF format prior to printing.

The District will determine the necessary radius from the park site for public notification and provide any/all noticing through their website, social media and/or other community forums. It is anticipated that meetings will occur in the evenings and/or weekends to achieve the greatest participation.

Following the meeting, HELIX will provide a written summary of the discussions/findings from the community meetings and attend one additional meeting with District staff to determine the preferred concept.

**Deliverables:**

- Outreach Summary (PDF format)

**SCHEDULE**

HELIX will work with Client in a timely and professional manner in accordance with the Terms and Conditions attached and incorporated herein by reference as Exhibit A. These Terms and Conditions are a material part of this Agreement.

**COST ESTIMATE AND PAYMENT PROCEDURES**

HELIX submits this cost estimate not to exceed \$16,320, which is provided below in a breakdown by task. As you are a new Client, HELIX requires a retainer payment of \$2,500 prior to the project's commencement, which would be applied to the final invoice. However, if outstanding invoices or billed time totals more than \$5,000 at any time, HELIX will stop work until payment is received. All work shall be invoiced on a time-and-materials basis pursuant to Exhibit B, Schedule of Fees. Payment terms are net 30 days pursuant to the Terms and Conditions referenced herein.



<u>Task Number</u>	<u>Task Name</u>	<u>Cost</u>
1	Conceptual Design	\$12,400
2	Community Meetings	\$1,920
	Reimbursable Expenses	<u>\$2,000</u>
	<b>TOTAL</b>	<b>\$16,320</b>

## ASSUMPTIONS AND LIMITATIONS

The following assumptions and limitations are a material component of this Agreement.

- The Client will provide HELIX with any currently available digital baseline data and project plans for producing all maps and graphics, which should be submitted in one of the following formats: .dxf, .dwg (AutoCAD), .dgn (Microstation), .shp (ArcView shapefiles), .gdb (ArcGIS geodatabase) or .kmz (Google Earth). In some cases, .pdf files will be acceptable.
- Costs associated with public meetings, biological surveys not specifically described above, and/or permit preparation and processing (“additional work”) are not included within the scope of services required of HELIX under this Agreement.
- Client will pay any required/applicable permitting fees including, but not limited to, California Department of Fish and Wildlife environmental review fees and County filing fees.
- Client is responsible for ensuring that technical reports that are provided to HELIX for the public record by any party not under subcontract to HELIX are consistent with the document accessibility requirements of the Americans with Disabilities Act (ADA), Section 508 of the Rehabilitation Act, and any similar requirements.
- HELIX is committed to meeting accessibility requirements for the ADA and Section 508 of the Rehabilitation Act for public-facing digital document deliverables. Information presented from third-party sources (e.g., California Emissions Estimator Model outputs) and documents prepared using the strike-out underline feature, a standard for annotation of final CEQA documents, may not achieve the full level of accessibility.
- The services to complete, revise, or gather base data, including services of a surveyor are not included.
- The District shall provide and arrange for the community meeting space/facilities.
- The District shall be responsible for any/all public noticing.
- Graphics beyond the Concept Plans and Site Amenities/Features Image Boards are not included.
- Additional Client meetings shall be provided as an extra service on a time and expense basis.

- Any services in addition to those specifically included herein (such as the services to prepare construction documents, a CEQA document, technical studies, services of an engineer, and/or others not specifically described herein) shall be provided as extra service on the basis of time and expenses or at an agreed upon additional fixed-fee amount.

## EXECUTION OF AGREEMENT

This quote is good for 30 days from the date of this letter. This Agreement will become a contract upon HELIX's receipt of this original, including any Exhibits, signed by an authorized representative of Client and receipt of retainer payment.

We look forward to working with you on this project. If you have any questions concerning this Agreement, please contact your Project Manager, Scott Redding, or me at (916) 882-7364 or [scottr@helixepi.com](mailto:scottr@helixepi.com).

Sincerely,



Patrick Britton  
Regional Manager

Enclosures: Exhibit A, Terms and Conditions  
Exhibit B, Schedule of Fees

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I hereby authorize HELIX to begin work in accordance with this Agreement and the attached Terms and Conditions and Schedule of Fees.

**ARDEN MANOR RECREATION AND PARK DISTRICT**

Signed by: \_\_\_\_\_ Printed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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To expedite Agreement processing, the following information is **required**:

<u>Project Manager</u>	<u>Accounts Payable</u>
Name: _____	Contact/Name: _____
Address (if different from p.1) _____	Address (if different from p.1) _____
_____	_____
Phone: _____	Phone: _____
Email: _____	Fax: _____
	Email: _____

---

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Larkspur Park Pond Improvements

Please mail, email, or fax all pages to "ATTN: Kanika McDougall, Controller" at the address or number below. If using your own contract format, please attach and return it with this Agreement.

Address: HELIX Environmental Planning, Inc.  
7578 El Cajon Boulevard  
La Mesa, CA 91942  
Email: [kanikam@helixepi.com](mailto:kanikam@helixepi.com)  
Fax: 619.462.0552

The following Terms and Conditions are made a part of the letter agreement/proposal (Agreement) between HELIX and Client and supersede any conflicting Terms and Conditions proposed by Client, unless HELIX agrees to such Terms and Conditions in writing.

**ARTICLE 1. SCOPE OF WORK AND STANDARD OF PERFORMANCE**

HELIX will perform the work outlined in the Agreement and any services approved by Client under Article 3 (the Services). HELIX will strive to perform the Services in a manner consistent with that level of care and skill ordinarily exercised by reputable members of HELIX's profession practicing at the time under similar conditions in the geographic area of Client's project. HELIX makes no other representation, expressed or implied, nor no other warranty or guarantee under this Agreement or in any report, opinion or document provided hereunder.

**ARTICLE 2. COMPENSATION**

Client agrees to pay HELIX compensation for the Services in accordance with the rates set forth in Exhibit B. HELIX shall invoice Client monthly or as otherwise agreed. Client agrees to pay HELIX within thirty (30) days of the date of invoice. If payment is not paid when due, then such sum shall bear interest at 1½ percent per month on the unpaid balance, not to exceed the maximum legal rate of interest.

**ARTICLE 3. CHANGES AND ADDITIONAL WORK**

Client may request or HELIX may recommend or request, verbally or in writing, a change in the scope in excess of or in addition to the Services ("additional work"). As soon as practical after such request or recommendation, HELIX shall forward to Client a proposal of the costs for such additional work and any adjustment to the payment schedule and time for performance. Client shall approve or disapprove the proposal, in writing. If approved, HELIX shall perform the extra work in accordance with the Terms and Conditions herein.

Notwithstanding the foregoing, however, if Client verbally approves the extra work and HELIX has performed the same, then Client agrees to pay HELIX the amount and pursuant to the payment schedule as set forth in its proposal.

**ARTICLE 4. LIMITATION OF LIABILITY**

Recognizing the relative risks and benefits of the project for which the Services are being performed, Client agrees to limit the liability of HELIX, its directors, officers, employees, agents and subcontractors for any and all injuries, claims, losses, expenses or damages (including incidental or consequential damages) arising out of or in any way related to the Services or the project hereunder, to the lesser of (a) fifty thousand dollars (\$50,000) or (b) the total compensation for the Services hereunder. Such liability includes HELIX's negligence, errors or omissions, strict liability and breach of contract or warranty. Any claim against HELIX hereunder shall be brought within one (1) year of the completion of the Services herein.

**ARTICLE 5. TERMINATION**

Either party may terminate this Agreement, either in whole or in part, without cause, by giving the other party thirty (30) days written notice. In such event, Client will pay HELIX for all work performed by it prior to the notice of termination.

In the event of a default, the non-defaulting party shall give the defaulting party ten (10) days' written notice of default. "Default" includes Client's failure to pay HELIX sums due, including additional work pursuant to Article 3. The defaulting party's failure to cure the breach within said ten- (10-) day period shall constitute a material breach of this Agreement and termination of the Agreement.

**ARTICLE 6. SUSPENSION OF WORK**

Client may suspend the Services, in whole or in part, by giving HELIX reasonable, written notice specifying the work to be suspended. Upon receipt of notice, HELIX shall suspend the work requested and Client shall pay for all Services through the date of suspension and any costs incurred by HELIX in suspending the work.

Thereafter, Client may notify HELIX of its intent to recommence the suspended Services. HELIX will promptly provide Client with any adjusted costs and schedule and, upon Client approval, HELIX shall recommence the Services previously suspended.

**ARTICLE 7. PROPRIETARY INFORMATION**

HELIX agrees not to disclose to any third person, nor use for the benefit of anyone other than Client, any data, records, financial information or other confidential or proprietary information, marked as such in writing, arising out of or related to the performance of the Services (Proprietary Information). Client similarly agrees not to disclose to any third person, nor use for the benefit of anyone, Proprietary Information of HELIX.

**ARTICLE 8. COMPLIANCE WITH LAWS**

HELIX shall comply with and observe applicable federal, state and local laws, ordinances, rules, and regulations having jurisdiction over HELIX or the performance of the Services in effect during the term of this Agreement.

**ARTICLE 9. FORCE MAJEURE**

Client will grant extensions of time and increase the compensation to HELIX to the extent that HELIX's performance hereof is delayed due to an uncontrollable force. The term "uncontrollable force" shall mean any cause beyond the control of HELIX making it impracticable or unable to perform such obligation, including but not limited to natural catastrophes, restraint by court order or public authority and action or nonaction by, or inability to obtain the necessary authorizations or approvals from, any governmental agency or authority which, by exercise of due diligence, HELIX (a) could not reasonably have been expected to obtain or (b) has been unable to overcome. HELIX will notify Client immediately of any such delay or anticipated delay, and Client will extend the date of performance for a period equal to the time lost by reason of the delay and will make an equitable adjustment to the compensation in Article 2.

## ARTICLE 10. INSURANCE

HELIX maintains the following insurance: (a) Workers' Compensation insurance – statutory limits; (b) Comprehensive Automobile Insurance – combined bodily injury and property damage limit of one million dollars (\$1,000,000) each occurrence; (c) Comprehensive General Liability Insurance – combined bodily/personal injury and property damage limit of one million dollars (\$1,000,000); (d) Professional Liability & Contractors Pollution Legal Liability – limit of one million dollars (\$1,000,000) each occurrence; (e) Excess Umbrella Liability – limit of two million dollars (\$2,000,000) each occurrence. Upon Client's request, HELIX will furnish evidence that such insurances are in effect. If additional coverage or increased limits of liability is desired, Client may make such request prior to the start of work. HELIX will attempt to obtain the requested coverage or limits, and Client agrees to pay for any additional costs of insurance within ten (10) days of the date of invoice.

## ARTICLE 11. AVAILABILITY OF LAND, DATA AND DIFFERING SITE CONDITIONS (for contracts involving field or construction services)

Client shall furnish the site or obtain access to any site not owned by Client. Client shall notify HELIX of any encumbrances or restrictions specifically related to use of the site with which HELIX must comply in performing the Services. Client will obtain in a timely manner and pay for any fees or charges associated with site access or the encumbrances. Client shall furnish HELIX with a current legal description of the lands upon which the Services are to be performed and Client's interest therein as necessary for giving notice of or filing a mechanic's lien against such lands.

HELIX may rely upon the accuracy of the data contained in Reports and Drawings furnished to it by Client or Client's engineer. Reports and Drawings are defined as (a) reports of explorations and tests of subsurface conditions at or contiguous to the site that have been used by the engineer in documents provided to HELIX; and (b) drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (including underground facilities) that Client or Client's engineer has used in preparing documents provided to HELIX.

If HELIX believes that any subsurface or physical conditions at or contiguous to the site that are uncovered or revealed either (a) is of such a nature as to establish that data on which HELIX is entitled to rely as provided above is materially inaccurate; or (b) is of such a nature as to require a change in the contract; or (c) differs materially from that shown or indicated in documents provided to HELIX by Client or others; or (d) is of an unusual nature and differs materially from conditions ordinarily encountered in work of the character provided for in this contract, then HELIX shall promptly, after becoming aware thereof and before further disturbing the subsurface or physical conditions or performing any work in connection therewith (except in the event of an emergency), notify Client or its engineer in writing about such conditions. Thereafter, Client or Client's engineer will investigate the conditions. If the existence of the differing site conditions causes an increase in HELIX's cost of or time required for performance of the work, HELIX will receive an equitable adjustment to the contract price and schedule.

HELIX will not be responsible for any hazardous environmental conditions uncovered or revealed at the site. If such conditions are encountered, HELIX shall immediately stop all work and notify Client or Client's engineer. HELIX shall not be required to resume work in connection with such conditions until Client has obtained any required permits and advised HELIX in writing of such conditions and any affected area is or has been rendered safe for the resumption of work; or has specified any special conditions under which such work may be resumed safely; and HELIX shall receive an adjustment to the contract schedule and price accordingly.

## ARTICLE 12. GOVERNING LAW AND ARBITRATION

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. Any controversy or claim arising out of or relating to this Agreement shall be settled by binding arbitration administered by and pursuant to the Commercial Rules of the American Arbitration Association then in effect. Any such proceedings shall take place in San Diego, California. In any action or proceeding hereunder, the prevailing party shall be entitled to recover attorneys' fees, filing fees, expert witness fees and other costs of arbitration or suit.

## ARTICLE 13. NOTICES

Any notice from one party to another shall be in writing and delivered personally, by facsimile or by United States mail, registered or certified, return receipt requested, postage fully pre-paid, to the addresses as set forth in the Agreement to the attention of the signatory of this Agreement.

Any notice shall be deemed delivered upon personal service or, if mailed, on the delivery date or attempted delivery date shown on the return receipt. If any party changes its address, such party shall notify the other party as provided in this article.

## ARTICLE 14. MISCELLANEOUS

**14.1 Successors and Assigns:** This Agreement is binding upon and shall inure to the benefit of the parties and their respective successors-in-interest, assigns and transferees. Neither party can assign this Agreement without the prior written consent of the other party.

**14.2 Counterparts:** This Agreement may be signed in two or more counterparts, each of which shall constitute an original, but all of which shall be one in the same document.

With the Agreement, these Terms and Conditions and any attached Exhibits constitute the complete and entire contract between the parties and supersedes any previous communications, representations or agreement, whether oral or written, with respect to the subject matter hereof.

**EXHIBIT B**  
SCHEDULE OF FEES



**CONSULTING SERVICES**

Consulting services performed by HELIX typically include, but are not necessarily limited to, office, field, meetings, hearings, and travel time. Consulting services for expert witness review, deposition, and/or testimony will be provided at one and one-half times our standard rates. Overtime also may be charged at one and one-half times our standard rates.

**DIRECT COSTS**

Certain identifiable direct costs will be charged to the project at cost plus ten percent. Examples of direct costs include subconsultants, vehicle or equipment rentals, airplane and train fares, parking, per diem and lodging, mileage (at IRS rates), communications, reproduction, and supplies. A 4-wheel drive premium will be charged at \$25 per project day. There will be additional charges for use of noise monitors, GPS, and other field equipment, as well as for plotting, color printing, and aerial photographs.

**Payment**

Invoices will be submitted monthly. Payment on invoices is due within thirty days of receipt.

**PROFESSIONAL RATES**

Current hourly rates for consulting services:

Principal	\$230-300
Principal Acoustician	\$215-225
Principal Biologist	\$225-290
Principal Landscape Architect	\$190-210
Principal Planner	\$220-290
Principal Regulatory Specialist	\$225-290
Principal Cultural Resources Specialist	\$190-210
Safety Manager	\$210-220
Senior Fisheries Scientist	\$250-255
Senior Noise/Air Quality Specialist	\$200-220
Senior Project Manager I-III	\$165-230
Senior Scientist	\$155-195
Senior Regulatory Specialist	\$160-\$170
Project Manager I-III	\$135-175
Assistant Project Manager	\$120-145
Regulatory Specialist	\$105-150
Environmental Planner I-III	\$105-135
Biologist I-V	\$100-155
Noise/Air Quality Specialist	\$130-145
Environmental Compliance Specialist	\$85-125
Senior Archaeologist	\$125-170
Senior Architectural Historian	\$165-175
Archaeology Field Director	\$125-\$135
Architectural Historian	\$120-155
Staff Archaeologist	\$80-125
Senior Landscape Architect	\$145-160
Landscape Architect	\$120-140
Landscape Planner I-III	\$110-120
Senior GIS Specialist	\$150-185
GIS Specialist I-III	\$110-140
Graphics	\$115-\$125
Technical Editor	\$110-125
Operations Manager	\$100-140
Word Processor I-III	\$90-100
Clerical	\$65-75

*Rates are subject to change on a yearly basis*

# RESOLUTION NO. AM 2023/2024 – 1

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

### RESOLUTION ADOPTING THE 2023/2024 FINAL BUDGET

**WHEREAS**, hearings have been terminated during which time all additions and deletions to the Final Budget for Fiscal Year 2023-24 were made, and

**THEREFORE, IT IS HEREBY RESOLVED** in accordance with Section 29089 of the Government Code, the Final Budget for Fiscal Year 2023/2024 be and hereby adopted in accordance with the following.

#### Regular District Budget

(1) Salaries and Employee Benefits	\$575,016
(2) Services and Supplies	\$391,000
(3) Other Charges (Lease Payments)	\$0
(4) Fixed Assets:	
a. Land	\$0
b. Structures and Improvements	\$426,500
c. Equipment	
d. Computer Software	\$0
e. Equipment	\$39,474.00
(5) Expenditure Transfer	\$0
(6) Contingencies	\$ 50,000
(7) Provision for reserve increases	<u>\$184,092</u>
<b>Total Regular Budget Requirements</b>	<b>\$1,666,082</b>

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

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

#### Attachments:

Financing Requirements Summary Schedule

Fixed Assets Schedule

Expenditure Detail Schedule

Revenue Detail Schedule

**Passed and adopted** by the Board of Directors of the Arden Manor Recreation and Park District, a subsidiary of the state of California, in the county of Sacramento on August 20, 2023 by the following vote, to wit:

Ayes	Noes	Abstain	Absent
_____	_____	_____	_____

APPROVED BY: \_\_\_\_\_  
Michael Grace, Board Chair      August 20, 2022

ATTESTED BY: \_\_\_\_\_  
Jake Baumgartner, Secretary      August 20, 2022



FISCAL YEAR 2023-24 FINAL BUDGET

FINANCING REQUIREMENTS SCHEDULE FOR FUND 331A ARDEN MANOR PARK-GEN

APPROPRIATIONS BY OBJECT OF EXPENDITURE

OBJECT 10 - SALARIES AND EMPLOYEE BENEFITS 575,016

OBJECT 20 - SERVICES AND SUPPLIES 391,000

OBJECT 30 - OTHER FINANCING USES

LOAN AND LEASE REPAYMENTS

INTEREST AND PRINCIPLE

TAXES/LICENSES/ASSESSMENTS

JUDGEMENTS/DAMAGES

TOTAL OBJECT 30 - OTHER FINANCING USES

OBJECT 40 - FIXED ASSETS

OBJECT 41 - LAND

OBJECT 42 - STRUCTURES AND IMPROVEMENTS 426,500

OBJECT 43 - EQUIPMENT 39,474.00

OBJECT 44 - COMPUTER SOFTWARE

OBJECT 45 - INFRASTRUCTURE

OBJECT 46 - INTANGIBLES

TOTAL OBJECT 40 - FIXED ASSETS

OBJECT 50 - FUND TRANSFERS OUT

OBJECT 59 - FUND TRANSFER IN

OBJECT 60 - INTRAFUND TRANSFERS IN OR OUT

OBJECT 79 - APPROPRIATIONS FOR CONTINGENCIE 50,000

OBJECT 80-OTHER COMMODITIES

PROVISIONS FOR RESERVE INCREASES

GENERAL RESERVES 184,092

OTHER RESERVES

TOTAL BUDGETARY REQUIREMENT 1,666,082

TOTAL DIFFERENCE

MEANS OF FINANCING THE BUDGET REQUIREMENTS

ESTIMATED REVENUE 1,179,180

RESERVES TO BE DECREAS

GENERAL RESERVE DECREASE

ENCUMBRANCE DECREASE

OTHER RESERVE DECREASE

TOTAL RESERVES TO BE DECREASED

FUND BALANCE AVAILABLE DECREASE 486,902

ESTIMATED LONG TERM LOAN PROCEEDS

TOTAL AVAILABLE FINANCING 1,666,082

FUND EQUITY SCHEDULE

RESERVES	BALANCE AS OF 07/01/23	INCREASES	DECREASES	ADJUSTED FUND BALANCE
GENERAL	575,820	184,092		759,912
ENCUMBRANCE	0			
OTHER	0			
FUND BALANCE AVAILABLE	486,902		486,902	0
TOTALS	1,062,722			

APPROPRIATIONS LIMIT

APPROPRIATIONS SUBJECT TO LIMIT

OVER/UNDER LIMIT

## EXPENDITURE DETAIL SCHEDULE - FY 2023-24 FINAL BUDGET SPECIAL DISTRICT (102) - ARDEN MANOR RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	FY 20-21 History	FY 21-22 History	FY 22-23 Budget	FY 22-23 As Of 06/30/23	Computed Est For FY 22-23	Final
<b>FUND 331A</b>	<b>ARDEN MANOR PARK-GEN</b>							
9339331	10111000	SALARIES & WAGES - REGULAR EMPLOY	219,033	331,423	433,717	405,951	405,951	465,359
9339331	10112400	SALARIES & WAGES - COMMISSION & CO	0	0	6,000	0	0	6,000
9339331	10113200	SALARIES & WAGES - TIME/ONE HALF - O	0	987	0	7,349	7,349	0
9339331	10115200	TERMINAL PAY	10,135	21,706	0	0	0	0
<b>9339331</b>	<b>10121000</b>	RETIREMENT - EMPLOYER COST	6,247	7,179	9,402	8,494	8,494	14,275
9339331	10122000	OASDHI - EMPLOYER COST	17,515	26,694	32,680	31,171	31,171	36,500
9339331	10123000	GROUP INS - EMPLOYER COST	11,016	10,684	21,503	9,296	9,296	16,402
9339331	10124000	WORK COMP INS - EMPLOYER COST	7,230	13,803	25,364	21,797	21,797	23,000
9339331	10125000	SUI INS - EMPLOYER COST	1,485	2,686	10,331	2,939	2,938	13,480
		<b>Object 10</b>	<b>272,661</b>	<b>415,162</b>	<b>538,997</b>	<b>486,996</b>	<b>486,996</b>	<b>575,016</b>
9339331	20200500	ADVERTISING/LEGAL NOTICES	441	494	800	1,106	1,106	1,000
9339331	20203500	EDUCATION & TRAINING SERVICE	774	1,414	2,200	2,501	2,501	6,000
9339331	20203900	EMPLOYEE TRANSPORTATION	14	104	1,000	49	49	450
9339331	20205100	INSURANCE - LIABILITY	16,961	22,917	29,200	29,198	29,198	31,000
9339331	20206100	MEMBERSHIP DUES	4,802	1,624	7,000	3,157	3,157	5,000
9339331	20207600	OFFICE SUPPLIES	4,427	4,159	5,500	5,102	5,102	4,000
9339331	20208100	POSTAL SERVICES	0	24	100	16	16	50
9339331	20208500	PRINTING SERVICES	0	0	0	40	40	0
9339331	20210300	AGRICULTURE/HORTICULTURE SERVICE	55,860	56,085	65,000	58,052	58,052	65,000
9339331	20210400	AGRICULTURE/HORTICULTURE SUPPLIE	4,657	3,525	6,000	10,729	10,729	8,000
9339331	20211200	BUILDING MAINTENANCE SUPPLIES	1,581	7,619	8,000	8,139	8,139	9,000
9339331	20212200	CHEMICAL SUPPLIES	11,825	11,439	18,000	14,655	14,655	15,000
9339331	20213100	ELECTRICAL MAINTENANCE SERVICE	1,147	0	2,000	0	0	5,000
9339331	20213200	ELECTRICAL MAINTENANCE SUPPLIES	182	761	1,000	1,089	1,089	1,000

## EXPENDITURE DETAIL SCHEDULE - FY 2023-24 FINAL BUDGET SPECIAL DISTRICT (102) - ARDEN MANOR RECREATION AND PARK DISTRICT

Fund Center	Commitment Item	Description	FY 20-21 History	FY 21-22 History	FY 22-23 Budget	FY 22-23 As Of 06/30/23	Computed Est For FY 22-23	Final
9339331	20214100	LAND IMPROVEMENT MAINTENANCE SER	0	0	1,000	0	0	17,000
9339331	20214200	LAND IMPROVEMENT MAINTENANCE SUP	2,019	1,558	3,000	1,354	1,354	2,000
9339331	20215100	MECHANICAL SYSTEMS MAINTENANCE S	3,102	1,606	5,000	1,189	1,189	3,000
9339331	20215200	MECHANICAL SYSTEMS MAINTENANCE S	4,916	6,672	7,000	10,704	10,704	7,000
9339331	20216200	PAINTING SUPPLIES	79	503	2,000	3,432	3,432	5,000
9339331	20216800	PLUMBING MAINTENANCE SUPPLIES	426	791	1,500	131	131	2,500
9339331	20219100	ELECTRICITY	19,068	21,233	24,000	22,800	22,800	24,000
9339331	20219200	NATURAL GAS / LPG / FUEL OIL	2,843	2,595	3,500	2,466	2,466	3,500
9339331	20219300	REFUSE COLLECTION/DISPOSAL SERVIC	3,010	2,713	3,500	4,799	4,799	4,500
9339331	20219500	SEWAGE DISPOSAL SERVICES	2,401	2,401	3,000	2,401	2,401	2,500
9339331	20219700	TELEPHONE SERVICE	4,939	4,759	7,500	9,533	9,533	8,000
9339331	20219800	WATER	11,440	11,986	15,000	12,378	12,378	13,000
9339331	20220500	AUTOMOTIVE MAINTENANCE SERVICE	16	702	1,500	1,640	1,640	2,000
9339331	20220600	AUTOMOTIVE MAINTENANCE SUPPLIES	579	1,196	2,500	1,707	1,707	2,000
9339331	20222600	EXPENDABLE TOOLS	3,083	4,432	4,500	4,586	4,586	4,500
9339331	20223100	FIRE/CRASH/RESCUE SERVICE	0	0	0	12	12	0
9339331	20223600	FUEL & LUBRICANTS	1,137	1,924	2,800	1,975	1,975	2,500
9339331	20226100	OFFICE EQUIPMENT MAINTENANCE SER	3,250	3,615	5,000	3,118	3,118	3,000
9339331	20226200	OFFICE EQUIPMENT MAINTENANCE SUP	0	0	1,000	160	160	2,000
9339331	20227500	RENT/LEASES EQUIPMENT	134	0	1,000	640	640	2,000
9339331	20231400	CLOTHING/PERSONAL SUPPLIES	745	1,604	5,500	2,426	2,426	5,000
9339331	20232200	CUSTODIAL SUPPLIES	4,260	3,739	4,000	3,257	3,257	4,000
9339331	20233200	FOOD/CATERING SUPPLIES	1,321	2,285	4,000	4,526	4,526	7,000
9339331	20244400	MEDICAL SUPPLIES	1,916	1,704	2,000	1,961	1,961	2,000
9339331	20250500	ACCOUNTING SERVICES	4,794	551	13,800	4,500	4,500	15,000

**EXPENDITURE DETAIL SCHEDULE - FY 2023-24 FINAL BUDGET  
SPECIAL DISTRICT (102) - ARDEN MANOR RECREATION AND PARK DISTRICT**

Fund Center	Commitment Item	Description	FY 20-21 History	FY 21-22 History	FY 22-23 Budget	FY 22-23 As Of 06/30/23	Computed Est For FY 22-23	Final
9339331	20250700	ASSESSMENT / COLLECTIONS SERVICES	8,814	9,094	9,200	8,783	8,783	9,500
9339331	20253100	LEGAL SERVICES	54	0	1,500	0	0	1,000
9339331	20257100	SECURITY SERVICES	10,535	12,961	21,500	13,301	13,301	19,000
9339331	20259100	OTHER PROFESSIONAL SERVICES	14,373	26,360	40,500	30,018	30,018	47,000
9339331	20281900	REGISTRATION SERVICES	1,887	0	1,887	1,887	1,887	0
9339331	20285100	RECREATIONAL SERVICES	130	1,640	6,050	766	766	6,000
9339331	20285200	RECREATIONAL SUPPLIES	2,649	3,247	6,000	7,041	7,041	15,000
		<b>Object 20</b>	<b>216,591</b>	<b>242,036</b>	<b>356,037</b>	<b>297,325</b>	<b>297,324</b>	<b>391,000</b>
9339331	42420100	BUILDINGS	0	38,785	82,714	0	0	187,000
9339331	42420200	STRUCTURES	0	22,190	0	0	0	239,500
		<b>Object 42</b>		<b>60,975</b>	<b>82,714</b>	<b>0</b>	<b>0</b>	<b>426,500</b>
9339331	43430300	EQUIP-SD-NON-RECON	0	0	0	0	0	39,474
		<b>Object 43</b>						<b>39,474</b>
9339331	45450300	INFRASTRUCTURE-SD-NON-RECON	0	0	441,702	51,406	51,406	0
		<b>Object 45</b>			<b>441,702</b>	<b>51,406</b>	<b>51,406</b>	<b>0</b>
9339331	79790100	CONTINGENCY APPR	0	0	19,732	0	0	50,000
		<b>Object 79</b>			<b>19,732</b>	<b>0</b>	<b>0</b>	<b>50,000</b>
		<b>FUNDCENTER 9339331</b>	<b>489,252</b>	<b>718,173</b>	<b>1,439,182</b>	<b>835,728</b>	<b>835,726</b>	<b>1,481,990</b>
9339360	20259100	OTHER PROFESSIONAL SERVICES	1,904	0	0	0	0	0
9339360	20281304	SALES TAX ADJUSTMENT-BOARD OF EQ	0	0	0	0	0	0
		<b>Object 20</b>	<b>1,904</b>					<b>0</b>
		<b>FUNDCENTER 9339360</b>	<b>1,904</b>					<b>0</b>
9339361	10121000	RETIREMENT - EMPLOYER COST	0	623	0	0	0	0
		<b>Object 10</b>		<b>623</b>				<b>0</b>
		<b>FUNDCENTER 9339361</b>		<b>623</b>				<b>0</b>

**EXPENDITURE DETAIL SCHEDULE - FY 2023-24 FINAL BUDGET  
SPECIAL DISTRICT (102) - ARDEN MANOR RECREATION AND PARK DISTRICT**

Fund Center	Commitment Item	Description	FY 20-21 History	FY 21-22 History	FY 22-23 Budget	FY 22-23 As Of 06/30/23	Computed Est For FY 22-23	Final
		FUND TOTAL 331A	491,156	718,796	1,439,182	835,728	835,726	1,481,990
		DISTRICT TOTAL	491,156	718,796	1,439,182	835,728	835,726	1,481,990

**REVENUE DETAIL SCHEDULE - FY 2023-24 FINAL BUDGET  
SPECIAL DISTRICT (102) - ARDEN MANOR RECREATION AND PARK DISTRICT**

Fund Center	Commitment Item	Description	FY 20-21 History	FY 21-22 History	FY 22-23 Budget	FY 22-23 As Of 06/30/23	Computed Est For FY 22-23	Final
<b>FUND 331A</b>	<b>ARDEN MANOR PARK-GEN</b>							
9339331	91910100	PROP TAX CUR SEC	(454,655)	(480,222)	(501,211)	(516,403)	(516,403)	(531,000)
9339331	91910200	PROP TAX CUR UNSEC	(16,665)	(16,607)	(16,500)	(17,533)	(17,533)	(18,500)
9339331	91910300	PROP TAX CUR SUP	(11,910)	(17,615)	(12,000)	(19,937)	(19,937)	(20,000)
9339331	91910400	PROPERTY TAX SECURED DELINQUENT	(3,799)	(3,427)	(3,500)	(3,080)	(3,080)	(3,000)
9339331	91910500	PROPERTY TAX SUPPLEMENTAL DELINQ	(586)	(614)	(500)	(1,177)	(1,177)	(1,100)
9339331	91910600	PROPERTY TAX UNITARY	(5,116)	(5,349)	(5,000)	(6,043)	(6,043)	(6,000)
9339331	91912000	PROPERTY TAX REDEMPTION	(33)	(44)	0	(55)	(55)	(50)
9339331	91913000	PROP TAX PR UNSEC	(348)	(350)	(250)	(184)	(184)	(250)
9339331	91914000	PROP TAX PENALTIES	(128)	(209)	(75)	(138)	(138)	(100)
		<b>Object 91</b>	<b>(493,240)</b>	<b>(524,437)</b>	<b>(539,036)</b>	<b>(564,550)</b>	<b>(564,550)</b>	<b>(580,000)</b>
9339331	94941000	INTEREST INCOME	(5,685)	(7,000)	(4,000)	(35,858)	(35,858)	(20,000)
9339331	94942900	BLDG RENTAL OTHER	1,699	(47,799)	(15,000)	15,466	15,466	(25,000)
9339331	94944800	RECREATIONAL CONCESS	(604)	(2,388)	(4,000)	(3,972)	(3,972)	(4,000)
9339331	94945900	VENDING MACHINES	(6,341)	(63)	(3,500)	(396)	(396)	(1,000)
		<b>Object 94</b>	<b>(10,931)</b>	<b>(57,250)</b>	<b>(26,500)</b>	<b>(24,761)</b>	<b>(24,760)</b>	<b>(50,000)</b>
9339331	95952200	HOME PROP TAX REL	(4,063)	(4,063)	(4,000)	(3,992)	(3,992)	(4,000)
9339331	95952900	IN LIEU TAXES-OTHER	0	0	(63,037)	0	0	(65,158)
9339331	95956900	STATE AID OTHER MISC PROGRAMS	0	0	(182,812)	0	0	(182,812)
		<b>Object 95</b>	<b>(4,063)</b>	<b>(4,063)</b>	<b>(249,849)</b>	<b>(3,992)</b>	<b>(3,992)</b>	<b>(251,970)</b>
9339331	96964600	RECREATION SVC CHGS	(93,871)	(161,145)	(213,500)	(276,263)	(276,263)	(285,000)
		<b>Object 96</b>	<b>(93,871)</b>	<b>(161,145)</b>	<b>(213,500)</b>	<b>(276,263)</b>	<b>(276,263)</b>	<b>(285,000)</b>
9339331	97973000	DONATIONS/CONTRIBUTIONS	(5,000)	0	0	0	0	(5,000)
9339331	97975000	MISCELLANEOUS OTHER REVENUES	(17,887)	(16,865)	(3,115)	(6,232)	(6,232)	(7,210)
		<b>Object 97</b>	<b>(22,887)</b>	<b>(16,865)</b>	<b>(3,115)</b>	<b>(6,232)</b>	<b>(6,232)</b>	<b>(12,210)</b>
		<b>FUNDCENTER 9339331</b>	<b>(624,992)</b>	<b>(763,760)</b>	<b>(1,032,000)</b>	<b>(875,798)</b>	<b>(875,797)</b>	<b>(1,179,180)</b>

**REVENUE DETAIL SCHEDULE - FY 2023-24 FINAL BUDGET  
SPECIAL DISTRICT (102) - ARDEN MANOR RECREATION AND PARK DISTRICT**

Fund Center	Commitment Item	Description	FY 20-21 History	FY 21-22 History	FY 22-23 Budget	FY 22-23 As Of 06/30/23	Computed Est For FY 22-23	Final
		FUND TOTAL 331A	(624,992)	(763,760)	(1,032,000)	(875,798)	(875,797)	(1,179,180)
		DISTRICT TOTAL	(624,992)	(763,760)	(1,032,000)	(875,798)	(875,797)	(1,179,180)

**ARDEN MANOR RECREATION AND PARK DISTRICT  
FIXED ASSETS TO BE ACQUIRED  
FISCAL YEAR 2023-2024**

DESCRIPTION	Land	Building	Structures & Improve.	Equipment
COMMITMENT	41410100	42420100	42420200	43430300
<b>FUND 331A</b>				
Deterding Activity Room Roof Replacement		\$ 93,500.00		
Deterding Community Roof Replacement		\$ 93,500.00		
Deterding - woodchip replacement			\$ 8,500.00	
Deterding Turf Field/Replacement			\$ -	
Jonas Tennis Court Repair/Replacement			\$ 190,000.00	
Jonas - woodchip replacement			\$ 3,500.00	
Playground replacement parts			\$ 7,500.00	
Concrete Repair/Replacement			\$ 30,000.00	
New Ford Ranger				\$ 39,474.00
<b>Total</b>		\$ 187,000.00	\$ 239,500.00	\$ 39,474.00

**Fixed Assets Totals      \$ 465,974.00**



**ARDEN MANOR RECREATION AND PARK DISTRICT**  
**Appropriations Limit Worksheet**  
**2023/2024 Final Budget**

FISCAL YEAR	PER CAPITA PERSONAL INCOME CHANGE	X	PERCENT CHANGE IN POPULATION	=	CALCULATION FOR LIMIT	X	PREVIOUS YEAR LIMIT	=	APPROPRIATIONS LIMIT
1986-87							ACTUAL LIMIT		\$247,332
1987-88	1.0347	x	1.0271	=	1.0627	x	247,332	=	\$262,840
1988-89	1.0466	x	1.0338	=	1.0820	x	262,840	=	\$284,393
1989-90	1.0519	x	1.0327	=	1.0863	x	284,393	=	\$308,936
1990-91	1.0421	x	1.0405	=	1.0843	x	308,936	=	\$334,979
1991-92	1.0414	x	1.0388	=	1.0818	x	334,979	=	\$362,380
1992-93	0.9936	x	1.0238	=	1.0172	x	362,380	=	\$368,613
1993-94	1.0272	x	1.0212	=	1.0490	x	368,613	=	\$386,675
1994-95	1.0071	x	1.0150	=	1.0222	x	386,675	=	\$395,259
1995-96	1.0472	x	1.0168	=	1.0648	x	395,259	=	\$420,872
1996-97	1.0467	x	1.0083	=	1.0554	x	420,872	=	\$444,188
1997-98	1.0467	x	1.0155	=	1.0629	x	444,188	=	\$472,127
1998-99	1.0415	x	1.0192	=	1.0615	x	472,127	=	\$501,729
1999/00	1.0453	x	1.0205	=	1.0667	x	501,729	=	\$535,194
2000/01	1.0491	x	1.0214	=	1.0716	x	535,194	=	\$573,514
2001/02	1.0782	x	1.0214	=	1.1042	x	573,514	=	\$633,274
2002/03	1.0054	x	1.0214	=	1.0322	x	633,274	=	\$653,666
2003/04	1.0404	x	1.0214	=	1.0640	x	653,666	=	\$695,500
2004/05	1.0485	x	1.0214	=	1.0677	x	695,500	=	\$742,586
2005/06	1.0526	x	1.0214	=	1.0684	x	742,586	=	\$793,379
2006/07	1.0396	x	1.0214	=	1.0539	x	793,379	=	\$836,142
2007/08	1.0442	x	1.0214	=	1.0585	x	836,142	=	\$885,056
2008/09	1.0429	x	1.0214	=	1.0569	x	885,056	=	\$935,416
2009/10	1.0062	x	1.0214	=	1.0277	x	935,416	=	\$961,358
2010/11	0.9746	x	1.0214	=	0.9955	x	951,004	=	\$946,683
2011/12	1.0251	x	1.0214	=	1.0470	x	935,376	=	\$979,373
2012/13	1.0377	x	1.0214	=	1.0599	x	966,812	=	\$1,024,731
2013/14	1.0512	x	1.0214	=	1.0737	x	1,008,678	=	\$1,083,013
2014/15	1.0053	x	1.0214	=	1.0268	x	1,083,013	=	\$1,112,052
2015/16	1.0382	x	1.0076	=	1.0490	x	1,112,052	=	\$1,166,543
2016/17	1.0537	x	1.0090	=	1.0632	x	1,166,543	=	\$1,240,269
2017/18	1.0369	x	1.0122	=	1.0496	x	1,240,269	=	\$1,301,786
2018/19	1.0367	x	1.0108	=	1.0479	x	1,301,786	=	\$1,364,142
2019/20	1.0385	x	1.0102	=	1.0491	x	1,364,142	=	\$1,431,121
2020/21	1.0373	x	1.0090	=	1.0466	x	1,431,121	=	\$1,497,812
2021/22	1.0573	x	1.0058	=	1.0634	x	1,497,812	=	\$1,592,773
2022/2023	1.0755	x	0.9972	=	1.0725	x	1,592,773	=	\$1,708,249
2023/2024	1.0444	x	0.9998	=	1.0442	x	1,708,249	=	\$1,783,754

**2022/2023 Appropriations Limit \$1,783,754**

9331 - EXPENDITURE

ACCT#	DESCRIPTION	FINAL Budget 2021-2022	Actual 2021-2022	Final Budget 2022-2023	2022-2023 Year to Date	Prelim Budget 2023- 2024
<b>SALARIES AND WAGES (10)</b>						
10111000	SALARY & WAGES F/T					
	ADMINISTRATION	68,865.00	85,177.74	62,000.00	58,741.34	72,308.04
	ADMINISTRATION	36,401.00	29,349.95	32,000.00	17,550.67	31,000.00
	MAINTENANCE	33,000.00	11,784.00	35,600.00	27,794.85	40,160.00
	MAINTENANCE	50,450.00	50,935.92	55,092.00	52,266.37	60,181.20
	RECREATION	37,000.00	24,151.81	38,958.00	34,642.54	36,000.00
	RECREATION		4,220.99	36,920.00	27,401.66	40,709.76
<b>TOTAL FULL TIME SALARIES AND WAGES</b>		<b>225,716.00</b>	<b>205,620.41</b>	<b>260,570.00</b>	<b>218,397.43</b>	<b>280,359.00</b>
10112100	SALARY & WAGES P/T					
	COMMITTEE MEMBER	3,000.00	0.00	6,000.00	0.00	6,000.00
	ADMINISTRATION INSURANCE SUB.	900.00	712.50			0.00
	MAINTENANCE		18,622.50	21,647.00	14,112.35	15,000.00
	RECREATION	120,000.00	81,644.06	106,500.00	103,363.86	120,000.00
	AQUATICS	60,000.00	47,517.40	45,000.00	37,687.68	50,000.00
<b>TOTAL PART TIME SALARIES AND WAGES</b>		<b>183,900.00</b>	<b>148,496.46</b>	<b>179,147.00</b>	<b>155,163.89</b>	<b>191,000.00</b>
10121000	RETIREMENT	9,700.00	7,179.30	9,402.00	8,493.88	14,275.00
10122000	OASDHI	31,000.00	26,694.26	32,680.00	31,170.97	36,500.00
10123000	GROUP INSURANCE	16,250.00	10,683.52	21,503.00	12,151.44	16,402.00
10124000	WORKERS COMP	13,063.00	13,802.00	25,364.00	21,797.00	23,000.00
10125000	STATE UNEMPLOYMENT	7,500.00	2,686.07	10,331.00	2,569.13	13,480.00
<b>TOTAL SALARIES AND WAGES</b>		<b>487,129.00</b>	<b>415,162.02</b>	<b>538,997.00</b>	<b>449,743.74</b>	<b>575,016.00</b>
<b>SERVICES AND SUPPLIES (20)</b>						
20200500	ADVERTISING/ LEGAL NOTICE	1,000	494.35	800	1,106	1,000
20202500	BUSINESS/CONFERENCE EXP	0	0	0	0	0
20203500	EDUCATION /TRAINING EXP	2,000	1,414.21	2,200	2,501	6,000
20203900	EMPLOYEE TRANSPORTATION	200	104.00	1,000	49	450
20205100	LIABILITY INSURANCE	22,917	22,917.00	29,200	29,198	31,000
20206100	MEMBERSHIPS	3,200	1,624.20	7,000	3,157	5,000
20207600	OFFICE SUPPLIES	4,000	4,159.36	5,500	5,102	4,000
20208100	MAIL/POSTAGE SERVICES	374	23.95	100	16	50
20208500	PRINTING	0	0	0	40	0
20210300	AGRICULTURE/HORT. SER	57,000	56,085.00	65,000	58,052	65,000
20210400	AGRICULTURE/HORT. SUP	6,000	3,524.89	6,000	9,337	8,000
20211200	BUILDING/CARPENTRY SUP	2,000	7,618.55	8,000	8,139	9,000
20212200	CHEMICAL SUPPLIES	18,000	11,438.75	18,000	14,655	15,000
20213100	ELECTRICAL MAINT. SER.	2,000	0.00	2,000	0	5,000
20213200	ELECTRICAL MAINT. SUP.	1,000	760.64	1,000	1,108	1,000
20214100	LAND IMP. MAINT. SERVICES	2,000	0.00	1,000	0	17,000
20214200	LAND IMP. MAINT. SUPPLIES	3,000	1,557.63	3,000	1,354	2,000
20215100	MECH. SYSTEMS MAINT. SER.	7,000	1,606.50	5,000	1,189	3,000
20215200	MECH. SYSTEMS MAINT. SUP.	5,000	6,672.09	7,000	10,704	7,000
20216200	PAINTING SUPPLIES	1,000	503.11	2,000	3,423	5,000
20216800	PLUMBING SUPPLIES	750	791.34	1,500	131	2,500
20219100	ELECTRICITY	22,000	21,233.30	24,000	22,800	24,000
20219200	NATURAL GAS	3,500	2,595.21	3,500	2,465	3,500
20219300	REFUSE COLLECTION	3,500	2,712.59	3,500	4,799	4,500
20219500	SEWAGE	3,000	2,401.32	3,000	2,401	2,500
20219700	TELEPHONE	6,000	4,759.40	7,500	9,533	8,000
20219800	WATER	19,500	11,985.81	15,000	12,378	13,000
20220500	AUTOMOTIVE SERVICE	3,000	702.39	1,500	1,640	2,000
20220600	AUTOMOTIVE SUPPLIES	2,000	1,195.78	2,500	1,707	2,000
20222600	EXPENDABLE TOOLS	3,000	4,431.91	4,500	4,586	4,500
<b>TOTAL FOR PAGE 1</b>		<b>203,941</b>	<b>173,313.28</b>	<b>230,300</b>	<b>211,619.75</b>	<b>251,000</b>

9331 - EXPENDITURE

ACCT#	DESCRIPTION	FINAL Budget 2021-2022	Actual 2020-2021	Final Budget 2022-2023	2021-2022 Year to Date	Prelim Budget 2022- 2023
<b>SERVICES AND SUPPLIES (20) CONTINUED</b>						
20223600	FUEL/LUBRICANT SUPPLIES	2,000	1,924.06	2,800	1,975	2,500
20226100	OFFICE EQUIP. MAINT. SVC.	4,000	3,615.07	5,000	2,699	3,000
20226200	OFFICE EQUIP. MAINT. SUP.	909		1,000	160	2,000
20227500	RENTS/LEASES EQUIP.	1,000	0.00	1,000	640	2,000
20231400	CLOTHING/PERSONAL SUP.					
	ADMINISTRATION	0	0	0	0	0
	RECREATION	1,500	1,603.00	2,000	1,056	2,000
	MAINTENANCE	2,500	0.00	2,500	1,071	2,000
	AQUATICS	1,000	0.00	1,000	431	1,000
20232200	CUSTODIAL SUPPLIES	4,500	3,739.08	4,000	3,257	4,000
20233200	FOOD SUPPLIES					
	RECREATION	2,000	2,285.19	2,500	3,233	5,000
	AQUATICS	1,500	0.00	1,500	1,267	2,000
20244400	MEDICAL SUPPLIES	3,000	1,704.19	2,000	1,981	2,000
20250500	ACCOUNTING SERVICES	6,000	551.97	13,800	4,500	15,000
20250700	ASSESSMENTS/PERMITS	9,500	9,093.73	9,200	8,783	9,500
20253100	LEGAL SERVICES	2,000	0.00	1,500	0	1,000
20257100	SECURITY SERVICES					
	PARK POLICE	19,000	12,961.28	19,000	9,348	16,000
	ALARM	5,000	0.00	2,500	2,479	3,000
20259100	OTHER PROFESSIONAL SER.					
	ADMINISTRATION	8,500	11,000.41	13,000	14,794	12,000
	RECREATION	6,000	2,499.00	5,000	2,499	0
	MAINTENANCE	15,000	8,927.24	13,000	3,172	25,000
	AQUATICS	9,500	689.86	9,500	9,137	10,000
20281900	ELECTION SERVICES	0	0	1,887	1,887	0
20285100	RECREATION SERVICES	0	0	0	0	0
	RECREATION	6,750	1,640.05	6,050	766	6,000
20285200	RECREATION SUPPLIES					
	RECREATION	5,000	3,247.27	4,000	3,826	5,000
	AQUATICS	5,000	0.00	2,000	2,917	10,000
<b>TOTAL FOR PAGE 2</b>		<b>121,159</b>	<b>65,481.40</b>	<b>125,737</b>	<b>81,879</b>	<b>140,000</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>325,100</b>	<b>238,794.68</b>	<b>356,037</b>	<b>293,499</b>	<b>391,000</b>
<b>LOANS AND LEASE PAYMENTS (30)</b>						
30321000	INTEREST TO LOANS, LEASES	0	0	0	0	0
30322000	PRINCIPAL PD. TO RET. LOANS	0	0	0	0	0
30323000	PRINCIPAL PD. TO RET. LEASES	0	0	0	0	0
<b>TOTAL LOAN / LEASE PAYMENTS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FIXED ASSETS (40)</b>						
42420100	Deterding Activity Room Roof Replacement	27,000.00	0	31,357.00	0.00	93,500.00
42420100	Deterding Community Roof Replacement	22,000.00	0	31,357.00	0.00	93,500.00
	<b>Total reroofing projects DAR, DCC,</b>		38,785	62,714.00	0	187,000.00
42420200	Deterding Wood Chip Replacement	13,620.00	0	13,620.00	0	8,500.00
42420200	Jonas Wood Chip Replacement	11,080.00	0	11,080.00	0	3,500.00
42420200	Playground replacement parts for all parks	11,392.00		11,392.00	0	7,500.00
	<b>Total playground refurbishment</b>		22,190	36,092.00	0.00	19,500.00
42420200	Deterding Turf Field/Replacement	126,168.00	0	126,168.00	0	0.00
42420200	Jonas Tennis Court Repair/Replacement	120,000.00	0	190,000.00	0	190,000.00
42420200	ADA Concrete Repair/Replacement	30,000.00		0.00		30,000.00
43430300	New Vehicle	0.00	0	40,000.00		39,474.00
<b>TOTAL FIXED ASSETS</b>		<b>361,260.00</b>	<b>60,974.76</b>	<b>454,974.00</b>	<b>0.00</b>	<b>465,974.00</b>



9331 - EXPENDITURE

ACCT#	DESCRIPTION	FINAL Budget 2021-2022	Actual 2020-2021	Final Budget 2022-2023	2021-2022 Year to Date	Prelim Budget 2022- 2023
TOTAL 1000, 2000, 3000,4000 ACCTS		1,173,489.00	714,931.46	1,350,008.00	743,242.43	1,431,990.00
<b>CONTINGENCY (70)</b>						
79790100	Roll Over	0	290,451	89,089	19,732	50,000
	GENERAL RESERVE BALANCE	546,462.00	455,946	615,820.00	575,820	759,912.00
<b>TOTAL AGENCY BUDGET EXPENDITURES</b>		<b>1,719,951.00</b>	<b>1,461,328</b>	<b>2,054,917.00</b>	<b>1,338,794</b>	<b>2,241,902.00</b>

ARDEN MANOR RECREATION AND PARK DISTRICT  
9331 - REVENUE

ACCT#	DESCRIPTION	FINAL Budget 2021-2022	Actual 2022	2021- 2022	Final Budget 2022-2023	Actual 2022-2023	Prelim Budget 2023-2024
<b>91</b>	<b>PROPERTY TAX REVENUE</b>						
91910100	9101 PROP TAX-CUR SECRED	472,841	480,221.86		501,211	516,402.72	531,000
91910200	9102 PROP TAX-CUR UNSECR	16,000	16,606.87		16,500	17,533.39	18,500
91910300	9103 PROP TAX CUR SUP	11,000	17,615.30		12,000	19,937.01	20,000
91910400	9104 PROP TAX-SEC DELINQ	3,000	3,426.64		3,500	3,079.50	3,000
91910500	9105 PROP TAX-SUP DELINQ	500	613.69		500	1,176.82	1,100
91910600	9106 PROP TAX UNITARY	5,000	5,348.71		5,000	6,042.57	6,000
91912000	9120 PROP TAX REDEMPTION	25	43.56		0	55.32	50
91913000	9130 PROP TAX-PRIOR UNS	250	349.78		250	184.04	250
91914000	9140 PROP TAX PENALTIES	75	209.44		75	138.49	100
	<b>SUB TOTAL (91)</b>	<b>508,691.00</b>	<b>524,435.85</b>		<b>539,036.00</b>	<b>564,549.86</b>	<b>580,000.00</b>
<b>94</b>	<b>INTEREST, RENTALS, CONCESSIONS</b>						
94941000	INTEREST INCOME	4,000	6,999.85		4,000	35,858.29	20,000
94942900	BUILDING AND PICNIC AREA RENTAL	3,000	6,729.00		15,000	19,327.15	25,000
	POOL PICNIC AREA RENTAL	0	0.00		0	0.00	0
94944800	POOL CONCESSIONS	2,000	2,388.10		4,000	3,972.10	4,000
94945900	ADMIN. FEES	3,500	63.34		3,500	396.46	1,000
	<b>SUB TOTAL (94)</b>	<b>12,500.00</b>	<b>16,180.29</b>		<b>26,500.00</b>	<b>59,554.00</b>	<b>50,000.00</b>
<b>95</b>	<b>OTHER GOVERNMENT REVENUE</b>						
95952200	H. O. PRO TAX RELIEF	4,000	4,062.66		4,000	3,992.32	4,000
95952900	In Lieu Taxes-Other (008b)	62,619	63,037.00		0	0.00	0
95959504	Covid Relief	0	83,092.00		0	0.00	0
95956900	STATE AID other misc.	182,811.50	0.00		182,812.00	0	182,812.00
	<b>SUB TOTAL (95)</b>	<b>249,430.50</b>	<b>150,191.66</b>		<b>186,812.00</b>	<b>3,992.32</b>	<b>186,812.00</b>
<b>96</b>	<b>RECREATION SERVICE CHARGES</b>						
96964600	<b>YOUTH RECREATION</b>						
	SUMMER DAY CAMP	42,500	35,947.00		65,000.00	102,014.39	85,000.00
	SCHOOL BREAK CAMPS	2,500	11,316.00		5,500.00	8,890.00	8,500.00
	AFTERSCHOOL PROGRAM	85,000	101,570.53		110,000.00	124,310.60	140,000.00
	<b>SPECIAL EVENTS</b>						
	Events	300	0.00		0	545.00	500
	<b>AQUATICS</b>						
	PUBLIC SWIM,POOL EVENTS, PASSES	2,000	3,071.41		5,000.00	4,104.75	5,000.00
	SWIM LESSONS	2,500	4,905.00		5,000.00	4,055.00	5,000.00
	AQUACIZE	2,000	2,320.00		2,500.00	3,648.00	3,500.00
	SWIM TEAM	11,000	12,554.00		13,000.00	20,850.66	27,000.00
	POOL RENTAL	5,000	4,755.00		7,500.00	7,845.00	8,500.00
	<b>ADULT FITNESS</b>						
	TAI CHI			0.00		0.00	
	YOGA	1,500		0.00	0	0.00	0
	FLOOR EXERCIZE			0.00		0.00	2,000
	<b>SUB TOTAL (96)</b>	<b>154,300.00</b>	<b>176,438.94</b>		<b>213,500.00</b>	<b>276,263.40</b>	<b>285,000.00</b>
<b>97</b>	<b>OTHER REVENUE</b>						
97973000	OTHER DEPOSITS/ DONATIONS	5,000	0.00		0		5,000
97974000	INSURANCE PROCEEDS	0	0.00		0	0.00	0
97979000	REVENUES OTHER (CELL TWR.)	18,333	16,865.00		3,115	6,231.88	7,210
	<b>SUB TOTAL (97)</b>	<b>23,333.00</b>	<b>16,865.00</b>		<b>3,115.00</b>	<b>6,231.88</b>	<b>12,210.00</b>
<b>088B</b>	<b>DEDICATION FEES</b>						
088B	PARKLAND DEDICATION FEES	0.00	0		63,037	65,158	65,158
	<b>SUB TOTAL (088B)</b>	<b>0.00</b>	<b>0</b>		<b>63,037.00</b>	<b>65,158</b>	<b>65,158.00</b>

ARDEN MANOR RECREATION AND PARK DISTRICT  
**9331 - REVENUE**

ACCT#	DESCRIPTION	FINAL Budget 2021-2022	2021-2022 Actual	Final Budget 2022-2023	Actual 2022-2023	Final Budget 2022-2023
	<b>TOTAL DISTRICT REVENUE</b>	<b>948,254.50</b>	<b>846,851.93</b>	<b>1,032,000.00</b>	<b>975,749.46</b>	<b>1,179,180.00</b>
	<b>PREV. YEAR ROLL OVER (starting fund balance)</b>	<b>424,192.00</b>	<b>424,192.00</b>	<b>476,539.00</b>	<b>19,732</b>	<b>486,902.00</b>
	<b>GENERAL RESERVE</b>	<b>455,946.00</b>	<b>455,946</b>	<b>546,463.00</b>	<b>575,820</b>	<b>575,820.00</b>
	<b>TOTAL AVAILABLE REVENUE</b>	<b>1,828,392.50</b>	<b>1,726,989.93</b>	<b>2,055,002.00</b>	<b>1,571,301.46</b>	<b>2,241,902.00</b>

1,372,446.50
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1,508,539.00
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1,666,082.00
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# DISTRICT MANAGER'S REPORT

1415 Rushden Drive, Sacramento, CA 95864

August 17, 2023, 6:30pm

**District Manager: Kelly Lewellen**

## Administration Update:

1. Personnel Updates: We held a much-needed employee appreciation event at Top Golf on August 11, 2023. After a long and busy summer season it was good to enjoy some down time.
2. The District Manager has been working with Garland in the bidding process for the roofs at Deterding. Currently bids are being advertised and pre-bid meeting is to be held on August 17<sup>th</sup>. Bids will be due by 2PM on August 31<sup>st</sup>.
3. The District Manager is awaiting a bid proposal from Helix Landscape Architect regarding plans for the pond in Jonas Park. This will include a couple plans as well as community outreach meetings.
4. The district manager also met with Vector Control. It was suggested that until the cattails are mitigated, the pond be allowed to dry out. The Mosquito fish cannot penetrate the density of the cattails and the pond is becoming a vector for West Nile Virus.
5. The District Manager met with a county representative regarding the possibility of receiving ARPA funds for lost revenue due to the Pandemic. There is the potential to receive up to \$60,000.

## Facilities and Recreation Update:

**Ryan Benton, Program Director:**

Summer Camp is officially complete, and we are getting great feedback from families. We averaged around 65 campers per week, with a total of 113 different campers this summer. We had an exciting summer, having a magician, a ventriloquist, BubbleMania, and Kona Ice come out for in-house field trips for the kids.

The After School program began on August 10<sup>th</sup>, with 58 registrations. We expect the registrations to increase next month with more parents needing care, and new kids coming to the school. We did not need to hire any new staff, with camp staff wanting to stay on for the school year.

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

### **Aquatics**

The end of the aquatics season is here. Our weekday public swim has been closed for two weeks, swim team, swim lessons, and aquacise are all done. We are trying to extend our weekend public swim and pool rentals in August. This year we have the guards who are able and willing to work over the weekends to have the pool open longer. We have two more private pool parties planned and multiple people have rented out the patio and tables on the pool deck during public swim. If extending our pool days work, hopefully we can continue this next year.

### **Facilities**

Facilities have been going well. Many people are interested in renting the DCC or short- and long-term rentals. We still have our dance class using the DCC every Monday and Wednesday. We will have floor class again this year with Charmayne Monday teaching the class. What Charmayne has told me is that the ladies are very excited to have the class back. Another AA organization has reached out to use about using the DAR for a long-term rental. They would be using the DAR every Monday and Friday not interfering with Bill Evans meeting on Tuesdays. This year we will have a lot of people using our facilities and being in our parks.



# MAINTENANCE SUPERVISOR'S REPORT

1415 Rushden Drive, Sacramento, CA 95864

Thursday, August 17, 2023 6:30PM

Parks & Facilities Maintenance Supervisor:

Mike Cottonwood

Maintenance Update:

## DISTRICT FACILITIES

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

- Completion of daily park inspections & litter removal. Routine facilities cleaning including; restocking of paper products in restrooms, sweeping, mopping, dusting, disposal of garbage.
- Completion of monthly park & facility inspections.
- Completion of daily pool maintenance including:  
  
Completion of daily pool log, water chemistry balancing, vacuuming, brushing, backwashing, emptying of skimmer baskets, and leaf blowing off the pool deck.
- Completion of weekly pool deck landscaping (lawn mowing and edging turf areas inside of the pool fencing, outside of Jensen's service area).
- The District received a phone call from the County of Sacramento Health Department regarding the annual pool inspection. In past years the inspections were unannounced and would happen spontaneously but since the District set a time for the inspection to take place, Maintenance Staff was able to address any known issues beforehand. The pool perimeter fencing needed stabilizing, all pool skimmer baskets, floating weirs, equalizer floats had any missing O-rings replaced, the pole with the Shepard's hook needed to be swapped out with a longer pole, and one of the handrails on the family pool was loose and needed to be tightened down.

There were 4 light bulbs out in the pool that the District received a 7-day correction notice for. The company that changed the filter media, Kohler Pools, are certified electricians and came out to give an estimate to repair the lights. At time of report the estimate is still being worked on but by the time of Thursday's meeting Staff will have received it and can provide an update on that situation.

- The swimming pool had to be CLOSED for 3 days of public swimming due to a plumbing issue. On Friday the 28<sup>th</sup>, Maintenance Staff was made aware that the toilet in the DAR was not flushing nearing the end of day at summer camp. On Saturday, Lifeguard Staff reported sewage coming out of the floor drain in the Women's Aquatic Restroom. Maintenance Staff observed sewage coming out of the floor drains in the Maintenance Shop as well. Attempts to clear clog with snake were unsuccessful and a plumber was called out to hydro-jet the sewer line. After attempting to hydro jet the line from 6 different sewer clean outs were unsuccessful, the plumber informed the District that they would need to return on Monday with specialized equipment in order to see where exactly the issue was and that they may need to do a "spot fix" (Cut, jackhammer and remove concrete, dig, cut into line and replace section where backup is pinpointed). In order to prevent summer camp from being shut down the District ordered 2 port-a-potties so that summer camp wouldn't have to be closed along with the pool.

The cause of the leak was found to be where the cast iron sewer line connected to the clay line and drops down to tie into County's sewer main. According to the plumbers, the connection was not installed correctly and instead had concrete poured around it. Roto-Rooter cut into the line and pulled out a 3" diameter tree root which meant there were a combination of things leading to the problem. A new section of sewer was installed with ABS pipe and compression couplers and repaired correctly.





### 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.
- Now that the District had a Use Agreement signed for the field, Maintenance had a plumber come out to give us an estimate for connecting the water in the Women's Restroom which did not having use of the sink for at least the past 6 years. At time of report both restrooms are now operational.

### **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 mainline repair had a small leak on the side where it reduced to 3". Maintenance Staff installed a Hi-Max coupler just as it did previously on the other side of the Tee and was able to repair the leak.