

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

Agenda: Regular Meeting
Date: November 16, 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 October 19, 2023, Regular Board Meeting
- ii)** Minutes of the November 3, 2023, Special Board Meeting
- iii)** Payroll, Supplies, and Revenue Year to Date
- iv)** Program Revenue and Refund Report for October 2023
- v)** Payroll Report for October 2023
- vi)** Claims for October 2023
- vii)** Revolving Fund Report for October 2023
- viii)** Fulton El Camino Police Department Report for October 2023

5. REPORTS

- a. District Manager
- b. Maintenance Report

6. BOARD COMMENTS

7. ADJOURNMENT

Next Regular Board Meeting Thursday, December 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.*

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

Minutes: Regular Meeting
Date: October 19, 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

Kelly Lewellen, District Manager Mike Cottonwood, Maintenance Supervisor

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5. BUSINESS ITEMS

a) Consent Agenda

- i)** Minutes of the September 21, 2023, Regular Board Meeting
- ii)** Payroll, Supplies, and Revenue Year to Date
- iii)** Program Revenue and Refund Report for September 2023
- iv)** Payroll Report for September 2023
- v)** Claims for September 2023
- vi)** Revolving Fund Report for September 2023
- vii)** Fulton El Camino Police Department Report for September 2023

Motion to approve consent agenda: Jeremey Cullifer, 2nd: Warren Harding

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

No:0

Abstain:0

Absent:0

- b) **Resolution NO. AM 2023/2024 – 02**, The Board will receive a resolution to move one time funds from ARPA for child care reimbursement into Recreational Supplies and pass the resolution.

Motion to approve Resolution NO. AM 2023/2024 – 02: Warren Harding, 2nd: Jake Baumgartner

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

No:0

Abstain:0

Absent:0

5. REPORTS

a. District Manager

Kelly Lewellen: The start date for the roofing is 11/6, weather permitting.

Helix received the retainer and the kick-off meeting is to be scheduled for the week of 10/30/23

We are working on draining the water out of the pond in preparation of Vector-Control beginning their work.

The district is looking into all fees and potential increases for rentals and programming.

We pass the first round for ARPA funding and we are claiming \$153,782.86 in lost revenue.

b. Maintenance Report

6. BOARD COMMENTS

Mike Grace: Empowerment Park is waiting on SMUD and Fire for the permitting to be complete

Jeremy Cullifer: There was a very successful Movie in the Park with food vendors and activities. It was well attended.

Warren Harding addressed correspondence from community members regarding a dog park at Jonas:

- (1) Objection to dog park: it will be too small and extra maintenance. I don't think owners will follow rules. There will be problems with large dogs and small dogs. It wasn't part of the community plan from 1980. It will also disturb wildlife.
- (2) A newsletter is costly and will take a lot of time. The pop-ups in the parks have been useful to reach the community. The board does follow up on community concerns, and this is why we are discussing the Nature Area.

Mike Grace: we hired a consultant to help us figure out the next steps.

Jeremy Cullifer: along with the community.

Jake Baumgartner: I would like to see the community members at the board meetings.

Warren Harding: Their area is the only one that voted down the assessment.

Kelly Lewellen: There is a correlation between the loss of the assessment, \$106,000/year and the lack of maintenance. Our landscaping budget is only \$65,000/ year; we will need to make sure we can afford the maintenance on anything done.

7. ADJOURNMENT

Next Regular Board Meeting Thursday, November 16, 2023

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

Minutes: Special Meeting
Date: November 03, 2023
Time: 4:00 PM
Location: Jonas Larkspur Park,
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
Kelly Lewellen, District Manager Mike Cottonwood, Maintenance Supervisor
Eric Buchanan, Senior Maintenance Worker

Scott Redding, Helix Environmental Planning

3. VISION STATEMENT

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5. BUSINESS ITEMS

- a) Site Kick-off Meeting for Jonas Larkspur Park Nature Area Plan:** The Board and district staff will meet with Scott Redding of Helix Environmental to discuss the future planning of the Jonas Larkspur Nature Area. This will be an informational meeting where the Board, staff, and Landscape architect will discuss the following:
1. Staff and consultant introductions including roles and responsibilities
 2. Discuss overall project goals
 3. Discuss any initial design ideas and/or requirements
 4. Discuss any initial budget parameters
 5. Discuss overall schedule including dates/times/locations for the two community meetings
 6. Discuss deliverables for the community meetings – such as color rendered site concepts, supporting images, and cost estimates
 7. Any additional questions or comments

6. BOARD COMMENTS

Discussion led to the concept that the district will hold a community outreach meeting independent of Helix, and also conduct a survey of the district and users of the parks to solicit input. The hope is that the community outreach meeting will be held in late January. Major concerns include the scope of work that will be needed to keep a pond. It will need to be lined, filtered and aerated. The depth will need to be increased to 4.5-6 feet and therefore may need to be fenced. One suggestion is that the pond be made smaller in order to keep a pond, but on a smaller scale. Other options may include a seasonal water catchment and removing the pond altogether. Adding native plants and trees and keeping song birds and pollinators in mind should be considered as well as keeping the area drought tolerant.

7. ADJOURNMENT

Next Regular Board Meeting Thursday, November 16, 2023

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INCOME		DEPARTMENT:	ADMINISTRATION				
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
91910100	Tax Income	Prop Tax Sec-Cur Secred (less ERAF)	\$ 531,000.00	\$ -	0%	\$ -	0%
91910200	Tax Income	Prop Tax Sec-Cur UnSecr	\$ 18,500.00	\$ -	0%	\$ -	0%
91910300	Tax Income	Prop Tax CUR Sup	\$ 20,000.00	\$ -	0%	\$ -	0%
91910400	Tax Income	Prop Tax SEC DELINQ	\$ 3,000.00	\$ -	0%	\$ -	0%
91910500	Tax Income	Prop Tax SUP DELINQ	\$ 1,100.00	\$ -	0%	\$ -	0%
91910600	Tax Income	Prop Tax UNITARY	\$ 6,000.00	\$ -	0%	\$ -	0%
91912000	Tax Income	Prop Tax REDEMPTION	\$ 50.00	\$ -	0%	\$ -	0%
91913000	Tax Income	Prop Tax Prior UNS	\$ 250.00	\$ -	0%	\$ -	0%
91914000	Tax Income	Prop Tax PENALTIES	\$ 100.00	\$ -	0%	\$ -	0%
SUB TOTAL PROPERTY TAX REVENUE			\$ 580,000.00	\$ -	0%	\$ -	0%
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
94941000	Bank Income	Bank Interest		\$ -	0%	\$ -	0%
94941000	Bank Income	Bank Interest- County	\$ 20,000.00	\$ -	0%	\$ -	0%
94942900	Building & Fields	Building & Picnic Area Rentals	\$ 25,000.00	\$ 7,705.75	31%	\$ 1,810.00	7%
94944600	Tax Income	Fuel Flowage Fee	\$ -	\$ -	0%	\$ -	0%
94944800	Tax Income	Recreational Concessions	\$ -	\$ -	0%	\$ -	0%
94945900	Admin Serv. Charge	Admin Fees	\$ 1,000.00	\$ 244.26	24%	\$ -	0%
SUB TOTAL FACILITY RENTAL & ADMIN FEES REVENUE			\$ 46,000.00	\$ 7,950.01	17%	\$ 1,810.00	4%
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
95952200	Tax Income	Home Prop. Tax Income	\$ 4,000.00	\$ -	0%	\$ -	0%
95952900	Tax Income	State Aid Construction		\$ -	0%	\$ -	0%
95959504	Tax Income	Covid Relief	\$ -	\$ -	0%	\$ -	0%
95956300	Tax Income	State Grants	\$ 182,812.00	\$ -	0%	\$ -	0%
SUB TOTAL TAX REVENUE			\$ 186,812.00	\$ -	0%	\$ -	0%
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
96963200	Tax Income	Aud/Acct Fees	\$ -	\$ -	0%	October	0%
96964600	Tax Income	Recreation Service Charges	\$ -	\$ -	0%	\$ -	0%
96964800	Tax Income	Fire Control Service Charges	\$ -	\$ -	0%	\$ -	0%
SUB TOTAL CHARGES FOR SERVICES REVENUE			\$ -	\$ -	0%	\$ -	0%
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
97973000	Tax Income	Other Deposits/Donations	\$ -	\$ -	0%	October	0%
97974000	Tax Income	Insurance Proceeds	\$ -	\$ -	0%	\$ -	0%
97979000	Tax Income	Revenues Other (Cell Twr.)	\$ 7,210.00	\$ 7,210.00	100%	\$ -	0%
SUB TOTAL OTHER REVENUE			\$ 7,210.00	\$ 7,210.00	100%	\$ -	0%
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
	Revenue	Long Term Loan Proceeds	\$ -	\$ -	0%	October	0%
SUB TOTAL LONG TERM LOAN PROCEEDS			\$ -	\$ -	0%	\$ -	0%
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
088B		Parkland Dedication Fees	\$ 65,158.00	\$ -	0%	October	0%
SUB TOTAL DEDICATION FEE (088B)			\$ 65,158.00	\$ -	0%	\$ -	0%
TOTAL ADMINISTRATION INCOME			\$ 885,180.00	\$ 15,160.01	2%	\$ 1,810.00	0%

INCOME		DEPARTMENT:	RECREATION				
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
96964600	Rec. Serv. Charges	Other Service Charges	\$ -	\$ -	0%	\$ -	0%
96964600	Rec. Serv. Charges	Summer Day Camp	\$ 85,000.00	\$ 25,833.14	30%	\$ 1,244.67	1%
96964600	Rec. Serv. Charges	School Break Camps	\$ 8,500.00	\$ -	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	\$ 140,000.00	\$ 39,520.55	28%	\$ 14,124.00	10%
96964600	Adult Fitness	Tai Chi	\$ -	\$ -	0%	\$ -	0%
96964600	Adult Fitness	Yoga	\$ -	\$ -	0%	\$ -	0%
96964600	Adult Fitness	Floor Exercise	\$ 2,000.00	\$ 960.00	48%	\$ 120.00	6%
96964600	Rec. Serv. Charges	Special Events	\$ 500.00	\$ -	0%	\$ -	0%
SUB TOTAL SERVICE CHARGES INCOME			\$ 236,000.00	\$ 66,313.69	28%	\$ 15,488.67	7%
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
97973000	Other Revenue	Other Deposits/Donations	\$ 5,000.00	\$ 1,450.00	29%	\$ -	0%
SUB TOTAL OTHER DEPOSITS AND DONATIONS INCOME			\$ 5,000.00	\$ 1,450.00	29%	\$ -	0%
TOTAL RECREATION INCOME			\$ 241,000.00	\$ 67,763.69	28%	\$ 15,488.67	6%

INCOME		DEPARTMENT:		AQUATICS				
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94942900	Building Rental	Pool Picnic Area Rental	\$ -	\$ -	0%	\$ -	0%	
SUB TOTAL PICNIC AREA RENTAL INCOME			\$ -	\$ -	0%	\$ -	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
94944800	Concessions	Pool Concessions	\$ 4,000.00	\$ 3,002.50	75%	\$ 1.00	0%	
SUB TOTAL CONCESSIONS INCOME			\$ 4,000.00	\$ 3,002.50	75%	\$ 1.00	0%	
ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget	
96964600	Public Swim & Pool Events	Public Swim, Pool Events, Passes	\$ 5,000.00	\$ -	0%	\$ -	0%	
96964600	Public Swim & Pool Events	Passes		\$ 756.00	15%	\$ -	0%	
96964600	Public Swim & Pool Events	Gate Fees	\$ -	\$ 4,830.00	97%	\$ -	0%	
96964600	Swim Lessons	Swim Lessons	\$ 5,000.00	\$ 3,522.50	70%	\$ -	0%	
96964600	Swim Team	Swim Team	\$ 27,000.00	\$ -	0%	\$ -	0%	
96964600	Pool Rental	Pool Parties	\$ 8,500.00	\$ 2,820.00	33%	\$ -	0%	
96964600	Adult Fitness	Aquacize	\$ 3,500.00	\$ 44.00	1%	\$ -	0%	
96964600	Lifeguard	Certificates	\$ -	\$ -	0%	\$ -	0%	
SUB TOTAL SERVICE CHARGES INCOME			\$ 49,000.00	\$ 11,972.50	24%	\$ -	0%	
TOTAL AQUATICS INCOME			\$ 53,000.00	\$ 14,975.00	28%	\$ 1.00	0%	
TOTAL INCOME			\$ 1,179,180.00	\$ 97,898.70	8%	\$ 17,299.67	1%	
Revenue	Prev Year Roll Over		\$ 486,902.00	\$ -	0%	\$ -	0%	
Revenue	Prev. Year General Reserve		\$ 575,820.00	\$ -	0%	\$ -	0%	
FUND BALANCE SUBTOTAL			\$ 1,062,722.00	\$ -	0%	\$ -	0%	
Gross Revenue including Reserve Fund			\$ 2,241,902.00	\$ -	0%	\$ -	0%	

EXPENSES		DEPARTMENT: Administration				Total % of		Period % of
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Budget	Current Period	Budget	Budget
10111000	1110	SALARY & WAGES F/T	\$ 72,308.04	\$ 39,573.91	55%	\$ 10,503.42	15%	
10112100	1121	SALARY & WAGES P/T	\$ 31,000.00	\$ 12,174.54	39%	\$ 1,889.83	6%	
10112100	1121	COMMITTEE MEMBER	\$ 6,000.00	\$ -	0%	\$ -	0%	
10121000	1210	RETIREMENT	\$ 14,275.00	\$ 1,205.12	8%	\$ 301.28	2%	
10122000	1220	FICA	\$ 36,500.00	\$ 2,750.03	8%	\$ 617.01	2%	
10123000	1230	GROUP INSURANCE	\$ 16,402.00	\$ 600.00	4%	\$ 150.00	1%	
10124000	1240	WORKERS COMP	\$ 23,000.00	\$ -	0%	\$ -	0%	
10125000	1250	STATE UNEMPLOYMENT INS	\$ 13,480.00	\$ 3.20	0%	\$ 1.60	0%	
SUB TOTAL ADMIN PAYROLL EXPENSE			\$ 212,965.04	\$ 56,306.80	26%	\$ 13,463.14	6%	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Budget	Current Period	Budget	Budget
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ 1,000.00	\$ -	0%	\$ -	0%	
20202200	2022	BOOKS/PERIODICALS	\$ -	\$ -	0%	\$ -	0%	
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%	
20203500	2035	EDUCATION/TRAINING EXP	\$ 6,000.00	\$ 381.52	6%	\$ (550.00)	-9%	
20203900	2039	EMPLOYEE TRANSPORTATION	\$ 450.00	\$ 21.00	5%	\$ 7.00	2%	
20205100	2051	LIABILITY INSURANCE	\$ 31,000.00	\$ 15,374.50	50%	\$ -	0%	
20206100	2061	MEMBERSHIPS	\$ 5,000.00	\$ 4,819.00	96%	\$ -	0%	
20207600	2076	OFFICE SUPPLIES	\$ 4,000.00	\$ 1,045.92	26%	\$ 242.27	6%	
20208100	2081	POSTAGE	\$ 50.00	\$ -	0%	\$ -	0%	
20219700	2197	TELEPHONE	\$ 8,000.00	\$ 3,614.79	45%	\$ 540.13	7%	
20226100	2261	OFFICE EQUIP. MAINT. SER.	\$ 3,000.00	\$ 1,078.08	36%	\$ 194.00	6%	
20226200	2262	OFFICE EQUIP. MAINT. SUP.	\$ 2,000.00	\$ 1,397.78	70%	\$ -	0%	
20250500	2505	ACCOUNTING SERVICES	\$ 15,000.00	\$ -	0%	\$ -	0%	
20250700	2507	ASSESS COLLECTION SERV	\$ 9,500.00	\$ 1,510.05	16%	\$ 35.30	0%	
20253100	2531	LEGAL SERVICES	\$ 1,000.00	\$ -	0%	\$ -	0%	
20257100	2571	SECURITY SERVICES (Park Police)	\$ 16,000.00	\$ 1,407.00	9%	\$ -	0%	
20257100	2571	SECURITY SERVICES (Alarm)	\$ 3,000.00	\$ 639.00	21%	\$ -	0%	
20259100	2591	OTHER PROFESSIONAL SER.	\$ 12,000.00	\$ 1,717.20	14%	\$ 113.00	1%	
20281900	2819	ELECTION SERVICES	\$ -	\$ -	0%	\$ -	0%	
20285100	2851	RECREATION SERVICES	\$ -	\$ -	0%	\$ -	0%	
20285200	2852	RECREATION SUPPLIES	\$ -	\$ -	0%	\$ -	0%	
20289800	2898	OTHER OPER. EXP. SUP	\$ -	\$ -	0%	\$ -	0%	
20289900	2899	OTHER OPER. EXP. SERV.	\$ -	\$ -	0%	\$ -	0%	
20231400	2314	CLOTHING/PERSONAL SUP.	\$ -	\$ -	0%	\$ -	0%	
SUB TOTAL SERVICES & SUPPLIES EXPENSE			\$ 117,000.00	\$ 33,005.84	28%	\$ 581.70	0%	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Budget	Current Period	Budget	Budget
30321000	3210	INTEREST TO RET. LOANS, LEASES	\$ -	\$ -	0%	\$ -	0%	
30322000	3220	PRINCIPAL PAID TO RET. LOANS	\$ -	\$ -	0%	\$ -	0%	
30323000	3230	PRINCIPAL PAID TO RET. LEASES	\$ -	\$ -	0%	\$ -	0%	
SUB TOTAL DEBT RETIREMENT EXPENSES			\$ -	\$ -	0%	\$ -	0%	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Budget	Current Period	Budget	Budget
42420100	4201	BUILDING IMPROVEMENTS	\$ 187,000.00	\$ -	0%	\$ -	0%	
42420200	4202	IMP. OTHER THAN BUILD	\$ 239,500.00	\$ 41,115.74	17%	\$ -	0%	
43430100	4301	VEHICLES	\$ 39,474.00	\$ -	0%	\$ -	0%	
43430300	4303	OTHER EQUIPMENT	\$ -	\$ -	0%	\$ -	0%	
SUB TOTAL FIXED ASSETS EXPENSE			\$ 465,974.00	\$ 41,115.74	9%	\$ -	0%	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Budget	Current Period	Budget	Budget
79790100	7901	CONTINGENCY	\$ 50,000.00	\$ -	0%	\$ -	0%	
TOTAL ADMINISTRATION EXPENSE			\$ 845,939.04	\$ 130,428.38	15%	\$ 14,044.84	2%	

EXPENSES DEPARTMENT: RECREATION

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
10111000	1110	SALARY & WAGES F/T	\$ 76,709.76	\$ 26,489.95	35%	\$ 4,753.98	6%
10112100	1121	SALARY & WAGES P/T	\$ 120,000.00	\$ 52,208.25	44%	\$ 7,252.32	6%
10121000	1210	RETIREMENT		\$ 594.04	0%	\$ 81.14	0%
10122000	1220	FICA		\$ 5,571.68	0%	\$ 947.75	0%
10123000	1230	GROUP INSURANCE		\$ 600.00	0%	\$ 150.00	0%
10124000	1240	WORKERS COMP		\$ -	0%	\$ -	0%
10125000	1250	STATE UNEMPLOYMENT INS		\$ 570.99	0%	\$ 67.28	0%
SUB TOTAL REC PAYROLL EXPENSE			\$ 196,709.76	\$ 86,034.91	44%	\$ 13,252.47	7%

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ -	\$ -	0%	\$ -	0%
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	0%
20203900	2039	EMPLOYEE TRANSPORTATION	\$ -	\$ -	0%	\$ -	0%
20207600	2076	OFFICE SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20208500	2085	PRINTING SERVICES	\$ -	\$ -	0%	\$ -	0%
20211200	2112	BUILDING/CARPENTRY SUP	\$ -	\$ -	0%	\$ -	0%
20213100	2131	ELECTRICAL MAINT. SER.	\$ -	\$ -	0%	\$ -	0%
20214100	2141	LAND IMP. MAINT. SERVICES	\$ -	\$ -	0%	\$ -	0%
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20215100	2151	MECH. SYSTEMS MAINT. SERV	\$ -	\$ -	0%	\$ -	0%
20216200	2162	PAINTING SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20216800	2168	PLUMBING SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20219300	2193	REFUSE COLLECTION	\$ -	\$ -	0%	\$ -	0%
20219500	2195	SEWAGE	\$ -	\$ -	0%	\$ -	0%
20219800	2198	WATER	\$ -	\$ -	0%	\$ -	0%
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 2,000.00	\$ 953.54	48%	\$ -	0%
20233200	2332	FOOD SUPPLIES	\$ 5,000.00	\$ 1,671.33	33%	\$ 385.98	8%
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20259100	2591	OTHER PROFESSIONAL SER.	\$ -	\$ -	0%	\$ -	0%
20285100	2851	RECREATION SERVICES	\$ 6,000.00	\$ 3,653.41	61%	\$ -	0%
20285200	2852	RECREATION SUPPLIES	\$ 5,000.00	\$ 3,812.75	76%	\$ 354.22	7%
20289900	2899	OTHER OPER. EXP. SER.	\$ -	\$ -	0%	\$ -	0%
20292100	2921	COUNTY PRINTING	\$ -	\$ -	0%	\$ -	0%
20292200	2922	POSTAGE	\$ -	\$ -	0%	\$ -	0%
SUB TOTAL SERVICE & SUPPLIES EXPENSE			\$ 18,000.00	\$ 10,091.03	56%	\$ 740.20	4%

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
40430300	4303	OFFICE EQUIPMENT	\$ -	\$ -	0%	\$ -	0%
RECREATION TOTAL EXPENSE			\$ 214,709.76	\$ 96,125.94	45%	\$ 13,992.67	7%

EXPENSES **DEPARTMENT: AQUATICS**

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of		Period % of
					Budget	Current Period	
10111000	1110	SALARY & WAGES F/T	\$ -	\$ -	0%	\$ -	0%
10112100	1121	SALARY & WAGES P/T	\$ 50,000.00	\$ 32,219.42	64%	\$ 232.50	0%
10121000	1210	RETIREMENT	\$ -	\$ -	0%	\$ -	0%
10122000	1220	FICA	\$ -	\$ 3,149.31	0%	\$ -	0%
10123000	1230	GROUP INSURANCE	\$ -	\$ -	0%	\$ -	0%
10124000	1240	WORKERS COMP	\$ -	\$ -	0%	\$ -	0%
10125000	1250	STATE UNEMPLOYMENT INS	\$ -	\$ 519.74	0%	\$ -	0%
SUB TOTAL AQUATICS PAYROLL EXPENSE			\$ 50,000.00	\$ 35,888.47	72%	\$ 232.50	0%

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of
20200500	2005	ADVERTISING/LEGAL NOTICE	\$ -	\$ -	0%	\$ -	0%
20202900	2029	BUSINESS/CONFERENCE EXP	\$ -	\$ -	0%	\$ -	0%
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	0%
20208500	2085	PRINTING	\$ -	\$ -	0%	\$ -	0%
20211200	2112	BUILDING/CARPENTRY SUP	\$ -	\$ -	0%	\$ -	0%
20212200	2122	CHEMICAL SUPPLIES	\$ 15,000.00	\$ 9,952.41	66%	\$ 12.18	0%
20213100	2131	ELECTRICAL MAINT. SER.	\$ -	\$ -	0%	\$ -	0%
20213100	2131	ELECTRICAL MAINT. SERVICE	\$ -	\$ -	0%	\$ -	0%
20214100	2141	LAND IMP. MAINT. SERVICES	\$ -	\$ -	0%	\$ -	0%
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20215100	2151	MECH. SYSTEM MAINT. SER.	\$ -	\$ -	0%	\$ -	0%
20215200	2152	MECH. SYSTEM MAINT. SUP.	\$ -	\$ -	0%	\$ -	0%
20216200	2162	PAINTING SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20216800	2168	PLUMBING SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20219200	2192	NATURAL GAS	\$ 3,500.00	\$ 197.73	6%	\$ 41.38	1%
20219300	2193	REFUSE COLLECTION	\$ -	\$ -	0%	\$ -	0%
20219500	2195	SEWAGE	\$ -	\$ -	0%	\$ -	0%
20219800	2198	WATER	\$ -	\$ -	0%	\$ -	0%
20227500	2275	RENTS/LEASE EQUIPMENT	\$ -	\$ -	0%	\$ -	0%
20229200	2292	OTHER EQUIP. MAINT. SUP.	\$ -	\$ -	0%	\$ -	0%
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 1,000.00	\$ 139.01	14%	\$ -	0%
20232200	2322	CUSTODIAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20233200	2332	FOOD SUPPLIES	\$ 2,000.00	\$ 1,774.76	89%	\$ -	0%
20244400	2444	MEDICAL SUPPLIES	\$ 2,000.00	\$ 216.67	11%	\$ 19.38	1%
20259100	2591	OTHER PROFESSIONAL SER.	\$ 10,000.00	\$ 656.00	7%	\$ -	0%
20285200	2852	RECREATION SUPPLIES	\$ 10,000.00	\$ 8,145.52	81%	\$ 5,117.96	51%
20289800	2898	OTHER OPER. EXP. SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20292100	2921	COUNTY PRINTING	\$ -	\$ -	0%	\$ -	0%
SUB TOTAL SERVICE & SUPPLIES EXPENSE			\$ 43,500.00	\$ 21,082.10	48%	\$ 5,190.90	12%

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

AQUATICS EXPENSE			\$ 93,500.00	\$ 56,970.57	61%	\$ 5,423.40	6%
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EXPENSES			DEPARTMENT: MAINTENANCE		Total % of Budget		Period % of Budget	
ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Budget	Current Period	Budget	Budget
10111000	1110	SALARY & WAGES F/T	\$ 100,341.20	\$ 5,120.62	5%	\$ -	0%	
10112100	1121	SALARY & WAGES P/T	\$ 15,000.00	\$ 3,377.65	23%	\$ -	0%	
10121000	1210	RETIREMENT		\$ 1,029.59	0%	\$ 223.89	0%	
10122000	1220	FICA		\$ 2,464.83	0%	\$ 562.92	0%	
10123000	1230	GROUP INSURANCE		\$ 4,381.68	0%	\$ 1,095.42	0%	
10124000	1240	WORKERS COMP		\$ -	0%	\$ -	0%	
10125000	1250	STATE UNEMPLOYMENT INS		\$ -	0%	\$ -	0%	
SUB TOTAL MAINTENANCE PAYROLL EXPENSE			\$ 115,341.20	\$ 16,374.37	14%	\$ 1,882.23	2%	

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
20202200	2022	BOOKS/PERIODICALS	\$ -	\$ -	0%	\$ -	0%
20202900	2029	BUSINESS CONF. EXP.	\$ -	\$ -	0%	\$ -	0%
20203500	2035	EDUCATION/TRAINING EXP	\$ -	\$ -	0%	\$ -	0%
20203900	2039	EMPLOYEE TRANSPORTATION	\$ -	\$ -	0%	\$ -	0%
20210300	2103	AGRIC./HORT. SERVICES	\$ 65,000.00	\$ 20,445.66	31%	\$ 3,935.00	6%
20210400	2104	AGRIC./HORT. SUPPLIES	\$ 8,000.00	\$ 6,397.10	80%	\$ 1,597.15	20%
20211200	2112	BUILDING/CARPENTRY SUP	\$ 9,000.00	\$ 1,367.66	15%	\$ 363.70	4%
20213100	2131	ELECTRICAL MAINT. SER.	\$ 5,000.00	\$ -	0%	\$ -	0%
20213200	2132	ELECTRICAL MAINT. SUP.	\$ 1,000.00	\$ 458.66	46%	\$ -	0%
20214100	2141	LAND IMP. MAINT. SERVICES	\$ 17,000.00	\$ 182.03	1%	\$ -	0%
20214200	2142	LAND IMP. MAINT. SUPPLIES	\$ 2,000.00	\$ 795.82	40%	\$ 35.02	2%
20215100	2151	MECH. SYSTEMS MAINT. SERV	\$ 3,000.00	\$ 150.00	5%	\$ 150.00	5%
20215200	2152	MECH. SYSTEMS MAINT. SUPL	\$ 7,000.00	\$ 742.13	11%	\$ 697.02	10%
20216200	2162	PAINTING SUPPLIES	\$ 5,000.00	\$ 211.90	4%	\$ -	0%
20216800	2168	PLUMBING SUPPLIES	\$ 2,500.00	\$ 510.40	20%	\$ 15.06	1%
20219100	2191	ELECTRICITY	\$ 24,000.00	\$ 10,173.40	42%	\$ 1,716.50	7%
20219300	2193	REFUSE COLLECTION	\$ 4,500.00	\$ 1,510.98	34%	\$ 208.63	5%
20219500	2195	SEWAGE	\$ 2,500.00	\$ 800.44	32%	\$ -	0%
20219800	2198	WATER	\$ 13,000.00	\$ 9,850.10	76%	\$ 2,109.89	16%
20220500	2205	AUTOMOTIVE SERVICE	\$ 2,000.00	\$ 1,284.90	64%	\$ -	0%
20220600	2206	AUTOMOTIVE SUPPLIES	\$ 2,000.00	\$ 585.91	29%	\$ -	0%
20222600	2226	EXPENDABLE TOOLS	\$ 4,500.00	\$ 2,031.38	45%	\$ 321.58	7%
20223600	2236	FUEL/LUBRICANT SUPPLIES	\$ 2,500.00	\$ 1,352.87	54%	\$ 459.92	18%
20227500	2275	RENTS/LEASES EQUIP.	\$ 2,000.00	\$ -	0%	\$ -	0%
20231400	2314	CLOTHING/PERSONAL SUP.	\$ 2,000.00	\$ 295.83	15%	\$ -	0%
20232200	2322	CUSTODIAL SUPPLIES	\$ 4,000.00	\$ 1,822.87	46%	\$ 122.03	3%
20244400	2444	MEDICAL SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20259100	2591	OTHER PROFESSIONAL SER.	\$ 25,000.00	\$ 14,922.90	60%	\$ 135.00	1%
20289800	2898	OTHER OPER. EXP. SUPPLIES	\$ -	\$ -	0%	\$ -	0%
20289900	2899	OTHER OPER. EXP. SERVICES	\$ -	\$ -	0%	\$ -	0%
SUB TOTAL SERVICE & SUPPLIES EXPENSE			\$ 212,500.00	\$ 75,892.94	36%	\$ 11,866.50	6%

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
40420200	4202	IMP. OTHER THAN BLDG		\$ 553.70	0%	\$ 283.00	0%
40430100	4301	VEHICLES		\$ -	0%	\$ -	0%
SUB TOTAL FIXED ASSETS EXPENSE			\$ -	\$ 553.70	0%	\$ 283.00	0%

TOTAL MAINTENANCE EXPENSE			\$ 327,841.20	\$ 92,821.01	28%	\$ 14,031.73	4%
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DISTRICT TOTAL EXPENSES			\$ 1,481,990.00	\$ 376,345.90	25%	\$ 47,492.64	3%
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REVENUE DETAIL ENTRY REPORT

Month: October

Month Total	\$	19,499.67
Cash / Checks	\$	19,499.67
Credit Card	\$	-
Refund	\$	-
PREVIOUSLY APPROVED	\$	19,330.79
YTD TOTAL APPROVED	\$	81,288.69
YTD BUDGETED	\$	1,739,000.00
REMAINING ANNUAL BUDGET	\$	1,657,711.31

APPROVED 11/16/2023

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Class	Group	Amount	Rev #	Category	Type	P&L Group
October	Administration	94942900	Rental	Bldg & Flds	\$ 1,810.00	5	Building & Picnic Area Rentals	Cash / Checks	INCOME
October	Recreation	96964600	Camp	Other Revenue	\$ 2,200.00	10	Other Deposits/Donations	Cash / Checks	INCOME
October	Recreation	96964600	Floor	Adult Fitness Rec. Serv.	\$ 120.00	11	Floor Exercise	Cash / Checks	INCOME
October	Recreation	96964600	Camp	Charges Rec. Serv.	\$ 1,244.67	14	Summer Day Camp	Cash / Checks	INCOME
October	Recreation	96964600		Charges	\$ 14,124.00	16	Afterschool Program	Cash / Checks	INCOME
October	Aquatics	94944800	Vend	Pool Concessions	\$ 1.00	19	Pool Concessions	Cash / Checks	INCOME

Arden Manor Recreation and Park District

PAYROLL DETAIL ENTRY

Month: **October**

Total Payroll: \$ **16,160.74**

Previous Period

Period: 7

6

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	7578.32
1121	Part Time Total	4832.88
	Salary Sub total	12411.20
1210	AUL	300.63
1220	FICA	1080.07
1250	SUI	34.33
1230	INS. SUBSIDY	0.00
1230	DENTAL	21.34
1230	KAISER	676.37
1240	CAPRI/WC	0.00
	Payroll Associated Charges	2112.74
	Payroll Total	\$ 14,523.94

PREVIOUSLY APPROVED \$ 17,374.38
 YTD Budgeted \$ 575,016.00
 REMAINING ANNUAL BUDGET \$ 541,480.88

APPROVED DATE: 16-Nov-23

CHAIRPERSON: _____

SECRETARY: _____

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type	Activity	Notes
7	October	Administration	1110		Maint. Supervisor	\$ 2,134.40	FT		11/1/2021-11/15/20
7	October	Recreation	1121		Sr. Rec. Leader	\$ 608.00	PT		
7	October	Administration	1121		Board Chair	\$ 100.00	PT		
7	October	Recreation	1110		Day Camp Director	\$ 1,565.60	FT		
7	October	Maintenance	1110		Maint. Worker	\$ 1,636.80	PT		
7	October	Recreation	1121		Rec. Leader	\$ 472.75	PT		
7	October	Administration	1121		Board Chair	\$ 100.00	PT		
7	October	Administration	1121		Board Chair	\$ 100.00	PT		
7	October	Administration	1121		Admin Assistant	\$ 684.01	PT		
7	October	Recreation	1121		Rec. Leader	\$ 496.00	PT		
7	October	Administration	1121		Board Chair	\$ 100.00	PT		
7	October	Recreation	1121		Sr. Rec. Leader	\$ 622.12	PT		
7	October	Administration	1110		Dist. Mgr	\$ 3,012.84	FT		
7	October	Aquatics	1121		Instructor	\$ 116.25	PT		
7	October	Recreation	1121		Rec. Leader	\$ 255.75	PT		
7	October	Recreation	1121		Rec. Leader	\$ 294.50	PT		
7	October	Recreation	1110		Rec. Coordinator	\$ 865.48	FT		
7	October	Recreation	1121		Rec. Leader	\$ 341.00	PT		
7	October	Recreation	1121		Rec. Leader	\$ 248.00	PT		
7	October	Recreation	1121		Rec. Leader	\$ 294.50	PT		
7	October	Administration	1220			\$ 319.14	FICA		
7	October	Maintenance	1220			\$ 282.43	FICA		
7	October	Recreation	1220			\$ 478.50	FICA		
7	October	Administration	1250			\$ 1.60	SUI		
7	October	Recreation	1250			\$ 32.73	SUI		11/16/2021-11/30/2
7	October	Recreation	1210			\$ 43.27	AUL		
7	October	Administration	1210			\$ 150.64	AUL		
7	October	Maintenance	1210			\$ 106.72	AUL		
7	October	Recreation	1230			\$ 75.00	Kaiser		
7	October	Administration	1230			\$ 75.00	Kaiser		
7	October	Maintenance	1230			\$ 526.37	Kaiser		
7	October	Maintenance	1230			\$ 21.34	Dental		

Arden Manor Recreation and Park District

PAYROLL DETAIL ENTRY

Month: **October**

Total Payroll: \$ **15,888.80**

Previous Period

Period: **8**

7

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	7679.08
1121	Part Time Total	4541.77
	Salary Sub total	12220.85
1210	AUL	305.68
1220	FICA	1047.61
1250	SUI	34.55
1230	INS. SUBSIDY	0.00
1230	DENTAL	21.34
1230	KAISER	676.37
1240	CAPRI/WC	0.00
	Payroll Associated Charges	2085.55
	Payroll Total	\$ 14,306.40

PREVIOUSLY APPROVED \$ 16,160.74
 YTD Budgeted \$ 575,016.00
 REMAINING ANNUAL BUDGET \$ 542,966.46

APPROVED DATE: 16-Nov-23

CHAIRPERSON: _____

SECRETARY: _____

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type	Activity	Notes
8	October	Administration	1110		Maint. Supervisor	\$ 2,343.34	FT		
8	October	Recreation	1121		Sr. Rec. Leader	\$ 560.00	PT		
8	October	Administration	1121		Board Chair	-	PT		
8	October	Recreation	1110		Day Camp Director	\$ 1,565.60	FT		
8	October	Maintenance	1110		Maint. Worker	\$ 1,582.40	PT		
8	October	Recreation	1121		Rec. Leader	\$ 457.25	PT		
8	October	Recreation	1121		Rec. Leader	\$ 437.88	PT		
8	October	Administration	1121		Board Chair	\$ -	PT		
8	October	Administration	1121		Board Chair	\$ -	PT		
8	October	Administration	1121		Admin Assistant	\$ 805.82	PT		
8	October	Recreation	1121		Rec. Leader	\$ 348.75	PT		
8	October	Administration	1121		Board Chair	\$ -	PT		
8	October	Recreation	1121		Sr. Rec. Leader	\$ 560.32	PT		
8	October	Administration	1110		Dist. Mgr	\$ 3,012.84	FT		
8	October	Aquatics	1121		Instructor	\$ 116.25	PT		
8	October	Recreation	1121		Rec. Leader	\$ 279.00	PT		
8	October	Recreation	1121		Rec. Leader	\$ 217.00	PT		
8	October	Recreation	1110		Rec. Coordinator	\$ 757.30	FT		
8	October	Recreation	1121		Rec. Leader	\$ 341.00	PT		
8	October	Recreation	1121		Rec. Leader	\$ 201.50	PT		12/1/2021-12/15/20
8	October	Recreation	1121		Rec. Leader	\$ 217.00	PT		
8	October	Administration	1220			\$ 297.87	FICA		
8	October	Maintenance	1220			\$ 280.49	FICA		
8	October	Recreation	1220			\$ 469.25	FICA		
8	October	Recreation	1250			\$ 34.55	SUI		
8	October	Recreation	1210			\$ 37.87	AUL		
8	October	Administration	1210			\$ 150.64	AUL		
8	October	Maintenance	1210			\$ 117.17	AUL		
8	October	Recreation	1230			\$ 75.00	Kaiser		
8	October	Administration	1230			\$ 75.00	Kaiser		
8	October	Maintenance	1230			\$ 526.37	Kaiser		
8	October	Maintenance	1230			\$ 21.34	Dental		

Arden Manor Recreation and Park District

EXPENSEDETAILENTRYREPORT

All expenses, fixed assets, services and supplies

Month: October

Month Total \$ 18,662.30

PREVIOUSLY APPROVED \$ 31,798.70

YTD BUDGETED \$ 391,000.00

APPROVED 11/16/2023

REMAINING ANNUAL BUDGET \$ 340,539.00

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Claim #	Payee	P&L Group
October	Recreation	2852	8.23	US Bank - Amazon - rec supplies for ASP (books)	SERVICE & SUPPLIES
October	Recreation	2852	30.33	US Bank - Amazon - rec supplies for ASP (games)	SERVICE & SUPPLIES
October	Maintenance	2112	51.90	US Bank -Amazon Building supps (DAR Chairs)	SERVICE & SUPPLIES
October	Maintenance	2226	-58.68	US Bank - Amazon exp tools (rubber stoppers for chairs)	SERVICE & SUPPLIES
October	Recreation	2852	32.10	US Bank - Amazon - rec supplies for ASP (books/supps)	SERVICE & SUPPLIES
October	Recreation	2852	66.90	US Bank - Amazon - rec supplies for ASP (games)	SERVICE & SUPPLIES
October	Recreation	2332	385.98	US Bank - Sams Club ASP Snack	SERVICE & SUPPLIES
October	Recreation	2852	58.27	US Bank - Amazon - rec supplies for ASP (games)	SERVICE & SUPPLIES
October	Recreation	2852	51.41	US Bank - Amazon - rec supplies for ASP (supps)	SERVICE & SUPPLIES
October	Recreation	2852	17.38	US Bank - Amazon - rec supplies	SERVICE & SUPPLIES
October	Aquatics	2444	19.38	US Bank -Amazon medical supplies	SERVICE & SUPPLIES
October	Recreation	2852	13.54	US Bank - Amazon - rec supplies	SERVICE & SUPPLIES
October	Recreation	2852	11.74	US Bank - Dollar Tree - rec supplies	SERVICE & SUPPLIES
October	Recreation	2852	42.67	US Bank - Amazon - rec supplies for ASP (books)	SERVICE & SUPPLIES
October	Recreation	2852	19.52	US Bank - Amazon - rec supplies for ASP (balls)	SERVICE & SUPPLIES
October	Recreation	2852	2.13	US Bank - Trader Joes sympathy cards	SERVICE & SUPPLIES
October	Maintenance	2226	25.73	US Bank - Home Depot exp tools pool fencing	SERVICE & SUPPLIES
October	Maintenance	2226	-42.77	US Bank- Amazon - exp tools rust stop	SERVICE & SUPPLIES
October	Administration	2197	100.13	US Bank AT&T - phone rec cell	SERVICE & SUPPLIES
October	Administration	2197	120.00	US Bank - Starlink - internet	SERVICE & SUPPLIES
October	Administration	2039	1.75	US Bank - county parking	SERVICE & SUPPLIES
October	Maintenance	4202	15.00	US Bank - UPS Norary for Deed Jonas Pickleball Courts	SERVICE & SUPPLIES
October	Maintenance	4202	61.50	US Bank - County Recorder CEQA NOE Jonas Pickleball Courts	SERVICE & SUPPLIES
October	Maintenance	4202	206.50	US Bank - County Recorder Deed Restricting Jonas Pickleball Courts	SERVICE & SUPPLIES
October	Administration	2039	3.50	US Bank - county parking Jonas Pickleball Courts	SERVICE & SUPPLIES
October	Administration	2591	13.75	US Bank - Authorize.net - other prof services	SERVICE & SUPPLIES
October	Administration	2591	25.25	US Bank - Authorize.net - other prof services	SERVICE & SUPPLIES
October	Administration	2076	199.27	US Bank - Office Depot office supplies	SERVICE & SUPPLIES
October	Administration	2039	1.75	US Bank - county parking	SERVICE & SUPPLIES
October	Maintenance	2112	35.93	US Bank - home depot - pool repair supplies	SERVICE & SUPPLIES
October	Maintenance	2226	23.66	US Bank - Home Depot - multi use zip ties	SERVICE & SUPPLIES
October	Maintenance	2104	23.66	US Bank - Home Depot - Hose nozzles	SERVICE & SUPPLIES
October	Maintenance	2322	70.65	US Bank - Home Depot - custodial supp multi use	SERVICE & SUPPLIES
October	Maintenance	2236	126.94	US Bank - Quik Stop - fuel for Ford	SERVICE & SUPPLIES
October	Maintenance	2236	14.17	US Bank - Home Depot - fuel supp - spray 4 padlocks	SERVICE & SUPPLIES
October	Maintenance	2226	21.52	US Bank - black oxide drill bit set	SERVICE & SUPPLIES
October	Maintenance	2104	63.35	US Bank - Home Depot - Jonas Mainline Repair	SERVICE & SUPPLIES
October	Maintenance	2168	15.06	US Bank - Home Depot -drain cleaner	SERVICE & SUPPLIES
October	Maintenance	2152	6.67	US Bank - Water Rite - reducer bushings for pump	SERVICE & SUPPLIES
October	Maintenance	2152	29.24	US Bank - Emighs - fittings for stennar pump repair	SERVICE & SUPPLIES
October	Maintenance	2236	60.22	US Bank - Quikstop fuel for Ford	SERVICE & SUPPLIES
October	Maintenance	2152	487.03	US Bank - Sprinkler & Serv Supp - Jonas Mainline Repair	SERVICE & SUPPLIES
October	Maintenance	2152	13.55	US Bank - Emighs - fittings for Deterding Well Leak	SERVICE & SUPPLIES
October	Maintenance	2112	2.26	US Bank - Emighs Rubber washers	SERVICE & SUPPLIES
October	Maintenance	2104	23.42	US Bank - Home Depot - batteries for valve locator	SERVICE & SUPPLIES
October	Maintenance	2152	40.27	US Bank - Home Depot - supps for Deterding Well Leak	SERVICE & SUPPLIES
October	Maintenance	2236	83.59	US Bank - Quik Stop fuel for ford	SERVICE & SUPPLIES
October	Maintenance	2152	17.20	US Bank - Home Depot - pipe for Deterding Well Leak	SERVICE & SUPPLIES
October	Maintenance	2226	339.35	US Bank - Harbor Freight - electric pressure washer	SERVICE & SUPPLIES
October	Maintenance	2152	7.53	US Bank - Emighs fittings for stennar repair	SERVICE & SUPPLIES
October	Maintenance	2322	21.25	US Bank - Home Depot - scrub brushes for black algae	SERVICE & SUPPLIES
October	Maintenance	2104	60.96	US Bank - Home Depot - Y Hoses and Rebar Stakes	SERVICE & SUPPLIES

Arden Manor Recreation and Park District

EXPENSEDETAILENTRYREPORT

All expenses, fixed assets, services and supplies

Month: October

Month Total \$ 18,662.30

APPROVED 11/16/2023

PREVIOUSLY APPROVED \$ 31,798.70

YTD BUDGETED \$ 391,000.00

REMAINING ANNUAL BUDGET \$ 340,539.00

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Claim #	Payee	P&L Group
October	Maintenance	2104	38.23	US Bank - Home Depot - 9V batteries Jonas Park Irrigation	SERVICE & SUPPLIES
October	Administration	2035	50.00	US Bank - CPRS Maint expo	SERVICE & SUPPLIES
October	Maintenance	2104	21.37	US Bank - Home Depot - supp for pool line leak	SERVICE & SUPPLIES
October	Maintenance	2236	175.00	US Bank - AMPM fuel for new Ford and gas cans for draining pool	SERVICE & SUPPLIES
October	Maintenance	2112	75.41	US Bank - Harbor Freight - dran hose	SERVICE & SUPPLIES
October	Maintenance	2226	12.77	US Bank - O Reilly - wire brushes for pool	SERVICE & SUPPLIES
October	Maintenance	2322	30.13	US Bank - Home Depot - magic erasers for pool surface	SERVICE & SUPPLIES
October	Maintenance	2198	1959.47	Golden State - Crabtree Water 8/31/23-9/26/23	SERVICE & SUPPLIES
October	Maintenance	2198	150.42	Golden State - Deterding Water 8/31/23-9/26/23	SERVICE & SUPPLIES
October	Aquatics	2192	10.06	PG&E - Gas/DAR 8/28.23-9/27/23	SERVICE & SUPPLIES
October	Aquatics	2192	31.32	PG&E - Gas/Pool 8/28.23-9/27/23	SERVICE & SUPPLIES
October	Maintenance	2103	1860.00	Jensen - Jonas Park - Oct 2023	SERVICE & SUPPLIES
October	Maintenance	2103	2075.00	Jensen - Crabtree Park - Oct 2023	SERVICE & SUPPLIES
October	Administration	2197	320.00	Fastbreak - VoIP Extensions	SERVICE & SUPPLIES
October	Administration	2076	43.00	Fastbreak - Offie 365 and one drive	SERVICE & SUPPLIES
October	Maintenance	2193	18.97	Republic Services - franchise fee	SERVICE & SUPPLIES
October	Maintenance	2193	189.66	Republic services - waste overage fee	SERVICE & SUPPLIES
October	Maintenance	2152	95.53	Emighs Hardware - mech systems maint supp	SERVICE & SUPPLIES
October	Administration	2507	35.30	Sac Co Tax Collector - Property tax - jonas park	SERVICE & SUPPLIES
October	Aquatics	2122	12.18	Leslie's Pool Supply - phosphate test strips	SERVICE & SUPPLIES
October	Maintenance	2191	107.12	SMUD - main office	SERVICE & SUPPLIES
October	Maintenance	2191	905.99	SMUD - pumps/DAR/DCC	SERVICE & SUPPLIES
October	Maintenance	2191	302.29	SMUD - Jonas Well Pump	SERVICE & SUPPLIES
October	Maintenance	2191	179.39	SMUD - St. Street Light	SERVICE & SUPPLIES
October	Maintenance	2191	170.92	SMUD - Crabtree St Light	SERVICE & SUPPLIES
October	Maintenance	2191	50.79	SMUD - Crabtree Pk Light	SERVICE & SUPPLIES
October	Maintenance	2104	1366.16	Normac - irriation supp - PC Rotor	SERVICE & SUPPLIES
October	Aquatics	2852	5117.96	Kiefer Aquatics - lane lines	SERVICE & SUPPLIES
October	Administration	2591	42.00	Sac County Sheriff - Livescan Fingerprint Services -Sept	SERVICE & SUPPLIES
October	Administration	2591	32.00	Ca DOJ - fingerprints sept 23	SERVICE & SUPPLIES
October	Administration	2035	-600.00	Mike Grace Confrence Refund	SERVICE & SUPPLIES
October	Maintenance	2591	135.00	Direct Hit - 10/17/23	SERVICE & SUPPLIES
October	Maintenance	2142	35.02	Bliss - chain loop	SERVICE & SUPPLIES
October	Administration	2261	194.00	Caltronics - Copier/Maint and Copies	SERVICE & SUPPLIES
October	Maintenance	2151	150.00	Odells Pump - pump repair/maint at crabtree	SERVICE & SUPPLIES
October	Maintenance	2112	198.20	Grainger - door louver for crabtree	SERVICE & SUPPLIES

Arden Manor Recreation and Park District

FY 23-24

OPERATIONS REPORT

October

TO: BOARD OF DIRECTORS
 ARDEN MANOR RECREATION AND PARK DISTRICT

FROM: Madison Dewald
 ADMINISTRATIVE ASSISTANT

SUBJECT: OPERATION REPORT Oct

A. DETERING COMMUNITY CENTER	RCT #	REVENUE
Backstage Performing Arts	23285 Oct Rent	\$ 600.00
		<u><u>\$ 600.00</u></u>
B. DETERING ACTIVITY ROOM	RCT #	
Sober Shots AA	23285 October Rent	\$ 270.00
TURNING POINT AA	TUESDAYS 23285 October Rent	\$ 100.00
		<u><u>\$ 370.00</u></u>
C. ARDEN MANOR PARKS	RCT #	
		<u><u>\$ -</u></u>
D. DETERING POOL	RCT #	
		<u><u>\$ -</u></u>
	TOTAL PERIOD REVENUE	\$ 970.00

FULTON EL-CAMINO PARK DISTRICT POLICE DEPARTMENT

James R. Brown, Chief of Police



Monthly activity report for: Arden Manor Park District, Reporting Period: 2023-10-01 to 2023-10-31

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:		0
Parking Citations:		4
Warrant Arrests:		1
DUI Arrests:		0
Stolen Vehicles:		0
Warnings Issued:		1

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

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

Arrest Warrants	Date/Time	Warrant Type	Bail Amount	Notes
Crabtree Park	No warrant arrests during this reporting period			
Deterding park	No warrant arrests during this reporting period			
Jonas Larkspur Park	2023-10-19 18:05	Felony	no bail	
Off Property	No warrant arrests during this reporting period			
Winterstein Park	No warrant arrests during this reporting period			

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

Warnings	Date/Time	Violation	Notes
Crabtree Park	No warnings during this reporting period		
Deterding park	No warnings during this reporting period		
Jonas Larkspur Park	2023-10-26 18:05	CVC 22500.1	
Off Property	No warnings during this reporting period		
Winterstein Park	No warnings during this reporting period		

Parking Citations	Date/Time	Violations	Notes
Crabtree Park	2023-10-05 15:39	4000(a) CVC No current registration	
Deterding park	No Parking citations issued during this reporting period		
Jonas Larkspur Park	2023-10-05 15:22	4000(a) CVC No current registration	
Jonas Larkspur Park	2023-10-09 16:48	4000(a) CVC No current registration	
Jonas Larkspur Park	2023-10-19 18:05	22500.1 CVC Stopping/Parking in posted fire lane 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		

DISTRICT MANAGER'S REPORT

1415 Rushden Drive, Sacramento, CA 95864

November 16, 2023, 6:30pm

District Manager: Kelly Lewellen

Administration Update:

1. Personnel Updates: We opened the job listing for head coach and will leave it open until filled. The District Manager is also updating the pay scales as minimum wage is due to rise to \$16.00/hour as of January 1, 2024.
2. The District Manager will be working with Garland and D7 roofing regarding the roofing job. Roofing work has not yet begun due to weather scheduling issues.
3. The district held a special meeting at Jonas Nature Area to kick off the planning. We will be working on out reach and developing a survey to garner interest and ideas on the restoration of the Nature Area.
4. Vector Control spent two weeks working in the pond area clearing cat tails and blackberries. With the help of heavy equipment the job is slowly getting done. There is still more to do. According to Vector Control, this clearing was last completed in 2006, and they would like to see spraying and additional work to ensure that we discourage regrowth.
5. The Prop 68 grant sign has been made and will soon be posted. The District Manager has needed to table work on this project in order to address issues with the Nature Area.
6. The district has the potential to receive a Disc golf goal. We are researching the potential of installing this at Crabtree Park.
7. The district is beginning preparations for our CAPRI site visit scheduled for February 1, 2024. This will include updating our IIPP and Employee Handbook.

Facilities and Recreation Update:

Ryan Benton, Program Director:

Our after-school program has been running great, Conference week is the week of the 13th, so we will begin our day at 10:45 am that week. We will gain a handful of the teacher's kids that week.

We had a total of 65 kids registered in the month of October and are looking at the same numbers for November, with multiple new parents showing interest.

Thanksgiving Break Camp is quickly approaching, we are anticipating around 25 kids for that week. We will be doing a couple of different activities, with some outdoor games, depending on the weather.

Andrew Nielsen, Facility and Aquatics Director:

Aquatics

As we are in the off season of the aquatics season, there is not much going on with the pool. Mike and Eric did a great job preparing the pool for the off season. They have put tarps on the pool to stop leaves and tree branches from falling into the pool. We have all talked about looking into getting new tarps for the pool, but we believe the tarps we have could last another one or two years. Buying tarps for both pools would cost between 17 thousand and 20 thousand. We could also purchase the tarps at different times to lower the upfront cost. But our tarps now can easily last another year or two.

Facilities

Facilities have been going well. Last three weeks we have had rentals of the DCC, and we still have people interested in renting before the year ends. Backstage Performing Arts is looking at renting the DCC for a dance recital on December 17th. Both AA groups have been great and seem to want to renew their agreements for next year. I will be working on creating new long-term rentals for 2024. River City Youth Soccer League, that have been using the fields at Jonas and Crabtree, will be ending their season by the end of the month. I have been working on collecting other park districts' prices for facilities, parks, and pool rentals to see if we need to change our prices to stay competitive. The parks I have been collecting prices from are Arden Park, FEC, Orangevale, Mission Oaks, and Cordova.

MAINTENANCE SUPERVISOR'S REPORT

1415 Rushden Drive, Sacramento, CA 95864

Thursday, November 16, 2023 6:30PM

Parks & Facilities Maintenance Supervisor:

Mike Cottonwood

Maintenance Update:

DISTRICT FACILITIES

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

- Completion of daily park inspections & litter removal. Routine facilities cleaning and rental preparation including; restocking of paper products in restrooms, sweeping, mopping, dusting, disposal of garbage.
- Completion of monthly park & facility inspections.
- Completion of weekly pool maintenance:

Chemical testing and water chemistry balancing, emptying of skimmer baskets, cleaning hair & lint strainer, vacuuming, backwashing (bi-weekly or as needed).

- Completion of weekly pool deck landscaping (lawn mowing and edging turf areas inside of the pool fencing, outside of Jensen's service area).
- Removed leaves from DAR, DDC, and District Office roof and cleaned out rain gutters (DAR & District Office) to prepare for rain season).
- Maintenance Staff cleaned drive belts & propeller on Dolphin Auto-Vacuum.

Deterding Park

- Daily trash and litter removal.
- Completed monthly park & facility inspections.
- Weekly landscape maintenance (mowing lawns, leaf blowing walkways, string trimming, leaf removal) completed by Jensen Corp.
- The drinking fountain had 1 of 2 faucets not operational and both drain basins clogged/not draining. Maintenance staff removed hardware, tubing, and drain basins from fountain. Attempted to remove fountain to access drain line with snake and concrete anchors but they were stripped and needed to be cut off. Root cutter attachment on snake was unsuccessful from clearing tree roots (obstruction causing back-up) so Staff diverted the drain basins to drain on the inside of the fountain as a temporary fix to prevent algae and mold from growing in the fountain. The pressure regulators were both adjusted and debris removed from faucets making both sides of fountain operational.
- The irrigation system was changed from summer program to reduced, off-season run schedule (valves programmed to water 2x per week for 5 minutes each cycle) to prevent diaphragms from sticking or warping.

Crabtree Park

- Daily trash and litter removal.
- Completed monthly park & facility inspections.
- Weekly landscape maintenance (mowing lawns, leaf blowing walkways, string trimming, leaf removal) completed by Jensen Corp.

- The drinking fountain drain basins were clogged/not draining. Maintenance staff removed hardware, and drain basins from fountain and diverted the drain basins to drain on the inside as a temporary fix to prevent algae and mold from growing in the fountain. Water is no longer pooling in the drain basins.
- 1 of the spring-loaded rocker toys was found removed from stanchion and drug to the soccer field. Maintenance Staff checked the anchoring hardware to see if it was loosened but thread-lock kept hardware in place. It was determined the design of the toy feature had a flaw that allowed for the removal of it by twisting the spring out. Staff drilled holes into the spring and screwed bolts in place to prevent rocker from being removed.
- While working on Park Inspection Reports, 1 of the rings that connects lap belt of swing to the chain was broken and needed replacing. Maintenance Staff removed swing and replaced with new lap belt and hardware.
- The irrigation system was changed from summer program to reduced, off-season run schedule (valves programmed to water 2x per week for 5 minutes each cycle) to prevent diaphragms from sticking or warping.
- Maintenance Staff has been leaving the restrooms open throughout the days and nights and has been monitoring them daily to ensure they are not being vandalized or have anyone “moving into” them. The District is happy to report there have been no issues to date.

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.
- Sacramento-Yolo Mosquito & Vector Control was scheduled to begin removing cattails, tule’s, and blackberry vines from the pond in the Nature Area on 10/31. In order to adhere to the agreement between Vector Control and the Park District, Maintenance Staff spent 1-2 hours per day pumping all sitting water inside of the pond in the weeks

leading up to the scheduled start date. At the time of report the Vector Control work crew was able to fill (2) 30-yard dumpsters with pond overgrowth materials. Most of the blackberry vines around the pond perimeter have been cut down and are piled up around nature area which will be cleaned up by Maintenance Staff as time becomes available.



- The construction of the new well and irrigation controller enclosures is in progress. The previous enclosure was severely water damaged and was falling apart at every seam. The doors hinges were no longer secured and the roof of it was collapsing. New mudsill and framing was attached to the concrete footing, new studs, plywood sheeting, hardware, vents (an improvement to prevent VFD from overheating on 100 degree days), drip-edge flashing, and roofing were installed.

The irrigation controller (pedestal) did not have any protection from exposure to the weather (sun & rain specifically) previously. Maintenance Staff constructed a wood framed and plywood sheeted enclosure to protect the irrigation controller and potentially prolonging the life of the controller.



Both enclosures are scheduled soon to be painted.

Vehicle/Equipment Maintenance

The Kubota Tractor had an issue with the Hydraulic Fluid line and could not lower the bucket on it. Maintenance Staff found a broken O-ring in one of the lines to be the cause of the problem. O-ring was replaced and fluid refilled and tractor is no operational.

Notes

District Staff was observing “overnight campers” while on daily morning inspections and litter removal. Staff had contacted 2 different couples sleeping with pitched tents inside of Jonas Larkspur Park on 1 morning from 1 couple and 3 times for the other within a 5 day span. Staff made 3 calls to Sac Sheriff’s Dept. and Sheriff’s Deputies responded and made contact with campers all 3 times. The couple that came back overnight after being warned and removed from the park by the Sheriff’s deputies previously, were trespassed from the park by District Staff and have since not returned.