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

Agenda: Special Meeting
Date: June 9, 2022
Time: 6:30 PM
Location: Zoom-Virtual Meeting

The Arden Manor Recreation and Park District Special Board Meetings will be held remotely via Zoom.
Join Zoom Meeting
https://us02web.zoom.us/j/82275583720?pwd=RXNMckdabFNRbFdOWFE0SzZqQTlsQT09
Meeting ID: 822 7558 3720 **Passcode: 698354**

1. CALL TO ORDER

a) Pledge of Allegiance

b) Roll Call and Introduction of Guests

Michael Grace, Chair
Lauri DeFazio, Vice Chair
Darcy Skala, Secretary
Steve Fraher, District Manager
Christine Arden, Director
Warren Harding, Director
Mike Cottonwood, Maintenance Supervisor

2. VISION STATEMENT

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

3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

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

4. Consent Agenda

a. Minutes of the April 21, 2022, Regular Board Meeting
b. Minutes of the April 25, 2022, Special Board Meeting
c. Payroll, Supplies, and Revenue Year to Date
d. Program Revenue and Refund Report for April 2022
e. Payroll Report for April 2022
f. Claims for April 2022
g. Services and Supplies Summary Report as of April 2022
h. Parks, Recreation, Facility Rentals, and Security Report April 2022
i. Fulton El Camino Park Police, April 2022
j. District Board Stipend Tracker
k. Correspondence Received
l. Accept notes from Public Input Meeting on May 26, 2022.

5. **Old Business**

a. **Resolution 2021/22-12** Adopt a CEQA Notice of Exemption for the Prop 68 Per Capita Funds Project-the Jonas Larkspur Park tennis court renovation to Pickle Ball Courts

b. Receive a copy of the Draft Preliminary FY 22-23 Budget along with the Budget Committee's report

6. **New Business**

a. Consider and provide direction to staff on the consideration of selling Cell Tower lease rights to a third party. The District has received word from Verizon that the existing monthly rate will be reduced to $1,000.00/month effective in August 2022.

b. Consider and approve the upgrade of District Office phone, internet systems, along with an upgrade to the existing Microsoft One Drive feature, and District email system. The cost to install the upgrades is $3,300.00. The provider of the upgrade is Fast Break Tech a local company the District Manager has used previously. Fast Break Tech will then become the District's I.T. consultant on retainer each to handle issues as they arise. Their discounted rate is $110.00/hour when purchasing a bundle of ten hours.

c. Receive a report and consider using CalTrust Investment to invest a portion or all the District's Reserve Fund Balance, which will allow for greater ease of access to the funds if/when needed, as compared to the funds being locked down by the County Department of Finance. Provide direction to staff and the Budget Committee on this topic.

d. Consider using Francisco and Associates as the Engineering firm to provide the engineering study and research on the viability of conducting a Special Election for generating additional Capital and Maintenance revenue for the District.

e. Consider staff proposal to replace fencing around the maintenance/pool building to provide for better security of the site and District vehicles. The District, recently experienced the theft of a catalytic converter, and previously has experienced a loss of tools and equipment previously.

7. **REPORTS (provided in writing in the Agenda Packet and on-line on the website)**

a. District Manager
b. Maintenance Report
c. Budget Committee
d. Parks Committee
e. Personnel Committee
f. Sacramento Parks Foundation
g. Directors' Comments

ADJOURNMENT

Next Regular Board Meeting Thursday, June 16, 2022, at 6:30 p.m. in Jonas-Larkspur Park Board Meeting to consider and adopt the Preliminary FY 2022-23 Budget, Thursday June 23, 2022; at 6:30 p.m. in the Deterding Community Center.

AMERICANS WITH DISABILITIES ACT ACCOMODATIONS – *If you are a person with a disability and you need a disability-related modification or accommodation to participate in this meeting, then please contact the District Office at (916) 487-7851. Requests must be made as early as possible, and at least three-full business days (72-hours) before the start of the meeting.*

BOARD MEETING MATERIALS - *Non-confidential documents or writings for items on this agenda submitted to the Board of Directors after distribution of the Board Packet are available to the public at the same time at the District Office listed above during regular business hours and on the District's website at www.amrpd.org.*

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

Important Dates to remember:

Monday June 13th Open Swim and Summer Camp begins at Deterding Park & Pool
Thursday June 16th Board Meeting – Public Input session at Jonas-Larkspur Park 6:30 p.m.
Thursday June 23rd Board Meeting – consider and adopt the Preliminary FY 22-23 Budget
Monday July 4th Independence Day – District Holiday the office & pool is closed
Thursday July 21st Board Meeting – Public Input session at Deterding Park 6:30 p.m.
Tuesday August 2nd National Night Out Event
Thursday August 18th Board Meeting – 6:30 p.m. at Deterding Park Community Center

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 Minutes
Date: April 21, 2022
Time: 6:30 PM
Location: 1415 Rushden Drive, Sacramento, CA 95864

* Due to the State of California's shelter in place orders the Board Meetings will be held remotely via Zoom.
Zoom meeting details:
https://us02web.zoom.us/j/8769836517?pwd=OFFVaUhVMXZXZ3BINmtWdFZ5ZkxxZz09
Meeting ID: 876 983 6517 Passcode: 842201

1. CALL TO ORDER

a) Pledge of Allegiance

b) Roll Call and Introduction of Guests

Present:

Michael Grace, Chair
Lauri DeFazio, Vice Chair
Maria Boland, District Manager
Christine Arden, Director
Warren Harding, Director
Mike Cottonwood, Maintenance Supervisor

Absent:

Darcy Skala, Secretary

2. VISION STATEMENT

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No Public Comments

4. BUSINESS ITEMS

1. Consent Agenda

a. Minutes of the March 17, 2022 Regular Board Meeting
b. Minutes of the March 29, 2022 Special Board Meeting
c. Payroll, Supplies, and Revenue Year to Date
d. Program Revenue and Refund Report for March, 2022
e. Payroll Report for March, 2022
f. Claims for March, 2022
g. Services and Supplies Summary Report as of March, 2022
h. Parks, Recreation, Facility Rentals, and Security Report March, 2022

i. Fulton El Camino Park Police, March 2022
j. District Board Calendar
k. District Board Stipend Tracker
l. Resolution 2021/22-9 Permitting online meetings in the month of May

Harding motion to accept consent calendar as presented. DeFazio 2nd. All in favor.

2. Resolution 2021/22-11, November 8, 2022 General Election, Notice of District Election and Publication of Election Notice

The Board will consider Resolution 2021/22-11, a resolution calling for the consolidation of the District's general election with the statewide election on November 8, 2022 and setting the limitations on the number of words on the candidate's statement.

Board discussed the upcoming election and decided that the candidate pays at the Voter Registration and Elections office and limit candidate statements to 200 words.

Arden motion to approve the resolution. Harding 2nd. All in favor.

3. Park Committee Meetings

The Board will discuss the upcoming park committee meetings starting in May

The May, June, and July board meetings will take place in one of the parks each month to hear the community's ideas of what they would like to see in the parks. Below are the dates of the upcoming meetings.

May 26 Crabtree Park
June 16 Jonas Larkspur Park
July 21 Deterding Park

4. Approve Repair of Aquatic Sand Filters

The Board will discuss the repair of the aquatic sand filters.

At this time the District only has one estimate and waiting on others. Maintenance staff noticed a large amount of sand in both pools. It was vacuumed and removed; however, the sand has not returned. It is staff's recommendation to hold off on this repair until we can confirm that sand is still coming into the pool.

5. District Manager Vacancy

The Board will discuss the District Manager Vacancy.

The Board discussed the options of the District Manager Vacancy and how to fill the position. Option one would be the District can post the job, interview, and review candidates. Option two would be to find a retired Manager that has experience that could fill in. The Board decided to meet and interview Stephen Fraher at a special meeting to see if he would be a good fit. A special meeting will be held Monday, April 25th at 3:30 PM.

Resolution Number 21/22-12 approving signatories to the District Bank Account. This

resolution lists the positions that have authorization to be a signatory on the Bank Account. The Board Chair, District Manager, Maintenance Supervisor, and Recreation coordinator are authorized to sign.
Harding motion to adopt the resolution. Arden 2nd. All approve.

5. REPORTS

a. District Manager – See Report
b. Maintenance Report – See Report
c. Budget Committee – Budget committee will be meeting Thursday April, May 28 to discuss the preliminary budget process.
d. Parks Committee – the committee will be getting ready to meet in the park in May, June, and July. The committee will be passing out flyers a couple weeks before the first meeting.
e. Personnel Committee – The personnel committee met to discuss the final draft of the update employee handbook and should be sent out in May for Board approval.
f. Sacramento Parks Foundation – Park Foundation finally got some funding and was able to pay Odell Engineering and catch up on bills.
g. Directors' Comments – Arden thanked Boland for her years of service and dedication to the District.

6. ADJOURNED @ 7:35 PM

Next Regular Board Meeting Thursday, May 26, 2022

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MINUTES
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: **Special Meeting**
Date: April 25, 2022
Time: 3:30 PM
Location: 1415 Rushden Drive, Sacramento, CA 95864

1. CALL TO ORDER

a) Pledge of Allegiance

b) Roll Call and Introduction of Guests

Michael Grace, Chair
Lauri DeFazio, Vice Chair
Darcy Skala, Secretary-absent
Maria Boland, District Manager
Christine Arden, Director-absent
Warren Harding, Director

2. VISION STATEMENT

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4. BUSINESS ITEMS

1. Interview for District Manager Position

The Board met with Stephen Fraher to interview him to fill the District Manager position and to receive his proposal for services.

The proposal is for Mr. Fraher to work thirty (30) hours per week through October 31, 2022, for a salary amount of $30,000.00 gross. The employee will participate in a retirement savings plan contributing three (3%) percent of his gross wage and it being matched by the District at three (3%) percent all pre-tax. Mr. Fraher will be exempt from the District's vesting process. Mr. Fraher will continue to provide his own health care insurance. The Board of Directors and Mr. Fraher will review and evaluate the level of service in late September to determine if a two-year contract will be tendered through December 31, 2024.

Discussion was held, a motion was made by Warren Harding and seconded by Lauri Defazio. The motion to hire passed by a vote of 3 ayes to 0 nayes.

6. ADJOURNMENT

Next Regular Board Meeting Thursday, May 26, 2022 at 6:30 p.m. at Crabtree Park

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then please contact Maria Boland 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.

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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)	$ 472,841.00	$ 264,562.43	56%	$ -	0%
91910200	Tax Income	Prop Tax Sec-Cur UnSecr	$ 16,000.00	$ 16,469.46	103%	$ -	0%
91910300	Tax Income	Prop Tax CUR Sup	$ 11,000.00	$ 6,983.04	63%	$ -	0%
91910400	Tax Income	Prop Tax SEC DELINQ	$ 3,000.00	$ 3,426.64	114%	$ -	0%
91910500	Tax Income	Prop Tax SUP DELINQ	$ 500.00	$ 613.69	123%	$ -	0%
91910600	Tax Income	Prop Tax UNITARY	$ 5,000.00	$ 2,723.91	54%	$ -	0%
91912000	Tax Income	Prop Tax REDEMPTION	$ 25.00	$ 43.56	174%	$ -	0%
91913000	Tax Income	Prop Tax Prior UNS	$ 250.00	$ 175.12	70%	$ -	0%
91914000	Tax Income	Prop Tax PENALTIES	$ 75.00	$ 95.79	128%	$ -	0%
SUB TOAL PROPERTY TAX REVENUE			**$ 508,691.00**	**$ 295,093.64**	**58%**	**$ -**	**0%**

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
94941000	Bank Income	**Bank Interest**	$ 4,000.00	$ 363.63	9%	$ -	0%
94941000	Bank Income	Bank Interest- County	$ -	$ 1,740.34	0%	$ -	0%
94942900	Building & Fields	**Building & Picnic Area Rentals**	$ 3,000.00	$ 4,515.00	151%	$ 150.00	5%
94944600	Tax Income	**Fuel Flowage Fee**	$ -	$ -	0%	$ -	0%
94944800	Tax Income	**Recreational Concessions**	$ -	$ -	0%	$ -	0%
94945900	Admin Serv. Charge	**Admin Fees**	$ 3,500.00	$ -	0%	$ -	0%
SUB TOTAL FACILITY RENTAL & ADMIN FEES REVENUE			**$ 10,500.00**	**$ 6,618.97**	**63%**	**$ 150.00**	**1%**

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
95952200	Tax Income	**Home Prop. Tax Income**	$ 4,000.00	$ 2,031.33	51%	$ -	0%
95952900	Tax Income	**State Aid Construction**	$ 62,619.00	$ -	0%	$ -	0%
95959504	Tax Income	**Covid Relief**		$ 83,092.00			
95956300	Tax Income	**State Grants**	$ 182,811.50	$ -	0%	$ -	0%
SUB TOTAL TAX REVENUE			**$ 249,430.50**	**$ 85,123.33**	**34%**	**$ -**	**0%**

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
96963200	Tax Income	**Aud/Acct Fees**	$ -	$ -	0%	April	0%
96964600	Tax Income	**Recreation Service Charges**	$ -	$ -	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%	April	0%
97974000	Tax Income	Insurance Proceeds	$ -	$ -	0%	$ -	0%
97979000	Tax Income	Revenues Other (Cell Twr.)	$ 18,333.00	$ 15,307.42	83%	$ -	0%
SUB TOTAL OTHER REVENUE			**$ 18,333.00**	**$ 15,307.42**	**83%**	**$ -**	**0%**

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
	Revenue	Long Term Loan Proceeds	$ -	$ -		April	0%
SUB TOTAL LONG TERM LOAN PROCEEDS			**$ -**	**$ -**	**0%**	**$ -**	**0%**

ACCOUNT	Category	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
088B		Parkland Dedication Fees	$ -	$ -	0%	April	0%
SUB TOTAL DEDICATION FEE (088B)			**$ -**	**$ -**	**0%**	**$ -**	**0%**

TOTAL ADMINISTRATION INCOME	**$ 786,954.50**	**$ 402,143.36**	**51%**	**$ 150.00**	**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**	$ 42,500.00	$ 18,607.20	44%	$ -	0%
96964600	Rec. Serv. Charges	**School Break Camps**	$ 2,500.00	$ -	0%	$ -	0%
96964600	Rec. Serv. Charges	**Thanksgiving Break Camp**	$ -	$ 3,100.95	0%	$ -	0%
96964600	Rec. Serv. Charges	**Christmas Break Camp**	$ -	$ 280.00	0%	$ -	0%
96964600	Rec. Serv. Charges	**President Week Break Camp**	$ -	$ 7,936.00	0%	$ 7,083.00	0%
96964600	Rec. Serv. Charges	**Spring Break Camp**	$ -	$ -	0%	$ -	0%
96964600	Rec. Serv. Charges	**Afterschool Program**	$ 85,000.00	$ 93,489.03	110%	$ 10,946.00	13%
96964600	Adult Fitness	**Tai Chi**	$ -	$ -	0%	$ -	0%
96964600	Adult Fitness	**Yoga**	$ 1,500.00	$ -	0%	$ -	0%
96964600	Adult Fitness	**Floor Exercise**	$ -	$ -	0%	$ -	0%
96964600	Rec. Serv. Charges	**Special Events**	$ 300.00	$ -	0%	$ -	0%
SUB TOTAL SERVICE CHARGES INCOME			**$ 131,800.00**	**$ 123,413.18**	**94%**	**$ 18,029.00**	**14%**

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

TOTAL RECREATION INCOME	**$ 136,800.00**	**$ 123,413.18**	**90%**	**$ 18,029.00**	**13%**

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**	$	2,000.00	$	1,525.10	76%	$	-	0%
SUB TOTAL CONCESSIONS INCOME			**$**	**2,000.00**	**$**	**1,525.10**	**76%**	**$**	**-**	**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**	$	2,000.00	$	-	0%	$	-	0%
96964600	Public Swim & Pool Events	**Passes**	$	-	$	-	0%	$	-	0%
96964600	Public Swim & Pool Events	**Gate Fees**	$	-	$	1,822.25	91%	$	-	0%
96964600	Swim Lessons	**Swim Lessons**	$	2,500.00	$	2,827.99	113%	$	-	0%
96964600	Swim Team	**Swim Team**	$	11,000.00	$	6,074.00	55%	$	2,819.00	26%
96964600	Pool Rental	**Pool Parties**	$	5,000.00	$	1,705.00	34%	$	100.00	2%
96964600	Adult Fitness	**Aquacize**	$	2,000.00	$	80.00	4%	$	-	0%
96964600	Lifeguard	**Certificates**	$	-	$	-	0%	$	-	0%
SUB TOTAL SERVICE CHARGES INCOME			**$**	**22,500.00**	**$**	**12,509.24**	**56%**	**$**	**2,919.00**	**13%**
TOTAL AQUATICS INCOME			**$**	**24,500.00**	**$**	**14,034.34**	**57%**	**$**	**2,919.00**	**12%**
TOTAL INCOME			**$**	**948,254.50**	**$**	**539,590.88**	**57%**	**$**	**21,098.00**	**2%**
	Revenue	Prev Year Roll Over	$	424,192.00	$	-	0%	$	-	0%
	Revenue	Prev. Year General Reserve	$	455,946.00	$	-	0%	$	-	0%
FUND BALANCE SUBTOTAL			**$**	**880,138.00**	**$**	**-**	**0%**	**$**	**-**	**0%**
Gross Revenue including Reserve Fund			**$**	**1,828,392.50**	**$**	**-**	**0%**	**$**	**-**	**0%**

EXPENSES **DEPARTMENT:** **Administration**

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
10111000	1110	SALARY & WAGES F/T	$ 68,865.00	$ 82,731.91	120%	$ 5,738.76	8%
10112100	1121	SALARY & WAGES P/T	$ 36,401.00	$ 24,839.00	68%	$ 2,771.34	8%
10112100	1121	COMMITTEE MEMBER	$ 3,000.00	$ -	0%	$ -	0%
10121000	1210	RETIREMENT	$ 5,263.29	$ 5,403.59	103%	$ 429.25	8%
10122000	1220	FICA	$ 8,052.83	$ 8,247.52	102%	$ 652.73	8%
10123000	1230	GROUP INSURANCE	$ 6,511.74	$ 5,598.66	86%	$ 548.10	8%
10124000	1240	WORKERS COMP	$ 610.53	$ 421.46	69%	$ -	0%
10125000	1250	STATE UNEMPLOYMENT INS	$ 840.00	$ 645.76	77%	$ -	0%
SUB TOTAL ADMIN PAYROLL EXPENSE			**$ 129,544.39**	**$ 127,887.90**	**99%**	**$ 10,140.18**	**8%**

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
20200500	2005	ADVERTISING/LEGAL NOTICE	$ 1,000.00	$ 467.19	47%	$ 169.06	17%
20202200	2022	BOOKS/PERIODICALS	$ -	$ -	0%	$ -	0%
20202900	2029	BUSINESS/CONFERENCE EXP	$ -	$ -	0%	$ -	0%
20203500	2035	EDUCATION/TRAINING EXP	$ 2,000.00	$ 613.00	31%	$ -	0%
20203900	2039	EMPLOYEE TRANSPORTATION	$ 200.00	$ 93.50	47%	$ 65.50	33%
20205100	2051	LIABILITY INSURANCE	$ 22,917.00	$ 22,917.00	100%	$ -	0%
20206100	2061	MEMBERSHIPS	$ 3,200.00	$ 1,624.20	51%	$ 33.12	1%
20207600	2076	OFFICE SUPPLIES	$ 4,000.00	$ 3,965.01	99%	$ -	0%
20208100	2081	POSTAGE	$ 374.00	$ 23.95	6%	$ -	0%
20219700	2197	TELEPHONE	$ 6,000.00	$ 4,303.60	72%	$ 128.40	2%
20226100	2261	OFFICE EQUIP. MAINT. SER.	$ 4,000.00	$ 3,227.65	81%	$ 255.25	6%
20226200	2262	OFFICE EQUIP. MAINT. SUP.	$ 909.00	$ -	0%	$ -	0%
20250500	2505	ACCOUNTING SERVICES	$ 6,000.00	$ -	0%	$ -	0%
20250700	2507	ASSESS COLLECTION SERV	$ 9,500.00	$ 2,252.30	24%	$ -	0%
20253100	2531	LEGAL SERVICES	$ 2,000.00	$ -	0%	$ -	0%
20257100	2571	SECURITY SERVICES (Park Police)	$ 19,000.00	$ 10,245.78	54%	$ 65.00	0%
20257100	2571	SECURITY SERVICES (Alarm)	$ 5,000.00	$ 1,331.00	27%	$ 516.00	10%
20259100	2591	OTHER PROFESSIONAL SER.	$ 8,500.00	$ 6,895.23	81%	$ 242.84	3%
20281900	2819	ELECTION SERVICES	$ -	$ -	0%	$ -	0%
20285100	2851	RECREATION SERVICES	$ -	$ 270.00	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			**$ 94,600.00**	**$ 58,229.41**	**62%**	**$ 1,475.17**	**2%**

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
30321000	3210	INTEREST TO RET.LOANS,LEASES	$ -	$ -	0%	$ -	0%
30322000	3220	PRINCIPAL PAID TO RET. LOANS	$ -	$ -	0%	$ -	0%
30323000	3230	PRINCIPAL PAID TO RET. LEASES	$ -	$ -	0%	$ -	0%
SUB TOTAL DEBT RETIREMENT EXPENSES			**$ -**	**$ -**	**0%**	**$ -**	**0%**

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
42420100	4201	BUILDING IMPROVEMENTS	$ 49,000.00	$ 38,785.00	79%	$ -	0%
42420200	4202	IMP. OTHER THAN BUILD	$ 62,430.00	$ 22,189.76	36%	$ 1,000.00	2%
43430100	4301	VEHICLES	$ -	$ -	0%	$ -	0%
43430300	4303	OTHER EQUIPMENT	$ -	$ -	0%	$ -	0%
SUB TOTAL FIXED ASSETS EXPENSE			**$ 111,430.00**	**$ 60,974.76**	**55%**	**$ 1,000.00**	**1%**

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
79790100	7901	CONTINGENCY	$ -	$ -	0%	$ -	0%
TOTAL ADMINISTRATION EXPENSE			**$ 335,574.39**	**$ 247,092.07**	**74%**	**$ 12,615.35**	**4%**

EXPENSES **DEPARTMENT: RECREATION**

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
10111000	1110	SALARY & WAGES F/T	$ 37,000.00	$ 16,071.08	43%	$ 2,846.90	8%
10112100	1121	SALARY & WAGES P/T	$ 120,000.00	$ 74,845.57	62%	$ 5,462.63	5%
10121000	1210	RETIREMENT	$ 1,850.00	$ 958.67	52%	$ 146.10	8%
10122000	1220	FICA	$ 9,180.00	$ 7,014.45	76%	$ 652.66	7%
10123000	1230	GROUP INSURANCE	$ 4,650.00	$ 525.00	11%	$ 75.00	2%
10124000	1240	WORKERS COMP	$ 3,874.68	$ 1,791.29	46%	$ -	0%
10125000	1250	STATE UNEMPLOYMENT INS	$ 3,410.00	$ 1,278.46	37%	$ 89.76	3%
SUB TOTAL REC PAYROLL EXPENSE			**$ 179,964.68**	**$ 102,484.52**	**57%**	**$ 9,273.05**	**5%**

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	$ -	$ 120.00	0%	$ -	0%
20203900	2039	EMPLOYEE TRANSPORTATION	$ -	$ -	0%	$ -	0%
20207600	2076	OFFICE SUPPLIES	$ -	$ -	0%	$ -	0%
20208500	2085	PRINTING SERVICES	$ -	$ -	0%	$ -	0%
20211200	2112	BUILDING/CARPENTRY SUP	$ -	$ -	0%	$ -	0%
20213100	2131	ELECTRICAL MAINT. SER.	$ -	$ -	0%	$ -	0%
20214100	2141	LAND IMP. MAINT. SERVICES	$ -	$ -	0%	$ -	0%
20214200	2142	LAND IMP. MAINT. SUPPLIES	$ -	$ -	0%	$ -	0%
20215100	2151	MECH. SYSTEMS MAINT. SERV	$ -	$ -	0%	$ -	0%
20216200	2162	PAINTING SUPPLIES	$ -	$ -	0%	$ -	0%
20216800	2168	PLUMBING SUPPLIES	$ -	$ -	0%	$ -	0%
20219300	2193	REFUSE COLLECTION	$ -	$ -	0%	$ -	0%
20219500	2195	SEWAGE	$ -	$ -	0%	$ -	0%
20219800	2198	WATER	$ -	$ -	0%	$ -	0%
20231400	2314	CLOTHING/PERSONAL SUP.	$ 1,500.00	$ 608.78	41%	$ -	0%
20233200	2332	FOOD SUPPLIES	$ 2,000.00	$ 1,788.79	89%	$ 78.88	4%
20244400	2444	MEDICAL SUPPLIES	$ -	$ -	0%	$ -	0%
20259100	2591	OTHER PROFESSIONAL SER.	$ 6,000.00	$ 2,499.00	42%	$ -	0%
20285100	2851	RECREATION SERVICES	$ 6,750.00	$ 1,348.51	20%	$ 687.63	10%
20285200	2852	RECREATION SUPPLIES	$ 5,000.00	$ 2,059.68	41%	$ 281.18	6%
20289900	2899	OTHER OPER. EXP. SER.	$ -	$ -	0%	$ -	0%
20292100	2921	COUNTY PRINTING	$ -	$ -	0%	$ -	0%
20292200	2922	POSTAGE	$ -	$ -	0%	$ -	0%
SUB TOTAL SERVICE & SUPPLIES EXPENSE			**$ 21,250.00**	**$ 8,424.76**	**40%**	**$ 1,047.69**	**5%**

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	% of Budget	Current Period	Period % of Budget
40430300	4303	OFFICE EQUIPMENT	$ -	$ -	0%	$ -	0%
RECREATION TOTAL EXPENSE			**$ 201,214.68**	**$ 110,909.28**	**55%**	**$ 10,320.74**	**5%**

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

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
10111000	1110	SALARY & WAGES F/T	$ -	$ -	0%	$ -	0%
10112100	1121	SALARY & WAGES P/T	$ 60,000.00	$ 26,286.81	44%	$ -	0%
10121000	1210	RETIREMENT	$ -	$ -	0%	$ -	0%
10122000	1220	FICA	$ 4,207.50	$ 2,193.92	52%	$ -	0%
10123000	1230	GROUP INSURANCE	$ -	$ -	0%	$ -	0%
10124000	1240	WORKERS COMP	$ 7,390.52	$ 3,477.31	47%	$ -	0%
10125000	1250	STATE UNEMPLOYMENT INS	$ 7,440.00	$ 355.94	5%	$ -	0%
SUB TOTAL AQUATICS PAYROLL EXPENSE			**$ 79,038.02**	**$ 32,313.98**	**41%**	**$ -**	**0%**

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	$ -	$ 40.00	0%	$ -	0%
20208500	2085	PRINTING	$ -	$ -	0%	$ -	0%
20211200	2112	BUILDING/CARPENTRY SUP	$ -	$ -	0%	$ -	0%
20212200	2122	CHEMICAL SUPPLIES	$ 18,000.00	$ 7,614.22	42%	$ 703.49	4%
20213100	2131	ELECTRICAL MAINT. SER.	$ -	$ -	0%	$ -	0%
20213100	2131	ELECTRICAL MAINT. SERVICE	$ -	$ -	0%	$ -	0%
20214100	2141	LAND IMP. MAINT. SERVICES	$ -	$ -	0%	$ -	0%
20214200	2142	LAND IMP. MAINT. SUPPLIES	$ -	$ -	0%	$ -	0%
20215100	2151	MECH. SYSTEM MAINT. SER.	$ -	$ -	0%	$ -	0%
20215200	2152	MECH. SYSTEM MAINT. SUP.	$ -	$ -	0%	$ -	0%
20216200	2162	PAINTING SUPPLIES	$ -	$ -	0%	$ -	0%
20216800	2168	PLUMBING SUPPLIES	$ -	$ -	0%	$ -	0%
20219200	2192	NATURAL GAS	$ 3,500.00	$ 1,694.15	48%	$ 65.82	2%
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	$ 258.33	17%	$ -	0%
20244400	2444	MEDICAL SUPPLIES	$ 3,000.00	$ 831.85	28%	$ -	0%
20259100	2591	OTHER PROFESSIONAL SER.	$ 9,500.00	$ 525.86	6%	$ -	0%
20285200	2852	RECREATION SUPPLIES	$ 5,000.00	$ 227.56	5%	$ 95.43	2%
20289800	2898	OTHER OPER. EXP. SUPPLIES	$ -	$ -	0%	$ -	0%
20292100	2921	COUNTY PRINTING	$ -	$ -	0%	$ -	0%
SUB TOTAL SERVICE & SUPPLIES EXPENSE			**$ 41,500.00**	**$ 11,191.97**	**27%**	**$ 864.74**	**2%**

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%
SUB TOTAL FIXED ASSEST EXPENSE			**$ -**	**$ -**	**0%**	**$ -**	

AQUATICS EXPENSE	**$ 120,538.02**	**$ 43,505.95**	**36%**	**$ 864.74**	**1%**

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	$ 50,450.00	$ 44,568.93	88%	$ 4,244.66	8%
10112100	1121	SALARY & WAGES P/T	$ 33,000.00	$ 24,736.10	75%	$ 5,312.00	16%
10121000	1210	RETIREMENT	$ 2,522.50	$ 2,228.52	88%	$ 212.24	8%
10122000	1220	FICA	$ 5,848.43	$ 4,974.76	85%	$ 698.24	12%
10123000	1230	GROUP INSURANCE	$ 5,969.10	$ 5,117.44	86%	$ 503.26	8%
10124000	1240	WORKERS COMP	$ 10,272.82	$ 4,847.09	47%	$ -	0%
10125000	1250	STATE UNEMPLOYMENT INS	$ 2,032.00	$ 544.02	27%	$ 83.45	4%
SUB TOTAL MAINTENANCE PAYROLL EXPENSE			**$ 110,094.85**	**$ 87,016.86**	**79%**	**$ 11,053.85**	**10%**

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	$ -	$ 825.00	0%	$ -	0%
20203900	2039	EMPLOYEE TRANSPORTATION	$ -	$ 3.50	0%	$ -	0%
20210300	2103	AGRIC./HORT. SERVICES	$ 57,000.00	$ 43,285.00	76%	$ 3,935.00	7%
20210400	2104	AGRIC./HORT. SUPPLIES	$ 6,000.00	$ 926.95	15%	$ -	0%
20211200	2112	BUILDING/CARPENTRY SUP	$ 2,000.00	$ 3,920.23	196%	$ 1,335.72	67%
20213100	2131	ELECTRICAL MAINT. SER.	$ 2,000.00	$ -	0%	$ -	0%
20213200	2132	ELECTRICAL MAINT. SUP.	$ 1,000.00	$ 706.91	71%	$ 156.50	16%
20214100	2141	LAND IMP. MAINT. SERVICES	$ 2,000.00	$ -	0%	$ -	0%
20214200	2142	LAND IMP. MAINT. SUPPLIES	$ 3,000.00	$ 1,557.63	52%	$ 9.67	0%
20215100	2151	MECH. SYSTEMS MAINT. SERV	$ 7,000.00	$ 1,481.50	21%	$ -	0%
20215200	2152	MECH. SYSTEMS MAINT. SUPL	$ 5,000.00	$ 4,807.59	96%	$ 745.54	15%
20216200	2162	PAINTING SUPPLIES	$ 1,000.00	$ 469.45	47%	$ 7.52	1%
20216800	2168	PLUMBING SUPPLIES	$ 750.00	$ 784.58	105%	$ -	0%
20219100	2191	ELECTRICITY	$ 22,000.00	$ 17,345.65	79%	$ 1,338.48	6%
20219300	2193	REFUSE COLLECTION	$ 3,500.00	$ 2,503.96	72%	$ 208.63	6%
20219500	2195	SEWAGE	$ 3,000.00	$ 2,001.10	67%	$ -	0%
20219800	2198	WATER	$ 19,500.00	$ 11,482.47	59%	$ 244.30	1%
20220500	2205	AUTOMOTIVE SERVICE	$ 3,000.00	$ 702.39	23%	$ -	0%
20220600	2206	AUTOMOTIVE SUPPLIES	$ 2,000.00	$ 417.42	21%	$ -	0%
20222600	2226	EXPENDABLE TOOLS	$ 3,000.00	$ 3,994.77	133%	$ 543.22	18%
20223600	2236	FUEL/LUBRICANT SUPPLIES	$ 2,000.00	$ 1,270.53	64%	$ 98.47	5%
20227500	2275	RENTS/LEASES EQUIP.	$ 1,000.00	$ -	0%	$ -	0%
20231400	2314	CLOTHING/PERSONAL SUP.	$ 2,500.00	$ 559.12	22%	$ -	0%
20232200	2322	CUSTODIAL SUPPLIES	$ 4,500.00	$ 3,048.99	68%	$ 1,272.85	28%
20244400	2444	MEDICAL SUPPLIES	$ -	$ -	0%	$ -	0%
20259100	2591	OTHER PROFESSIONAL SER.	$ 15,000.00	$ 3,030.95	20%	$ 383.95	3%
20289800	2898	OTHER OPER. EXP. SUPPLIES	$ -	$ -	0%	$ -	0%
20289900	2899	OTHER OPER. EXP. SERVICES	$ -	$ -	0%	$ -	0%
SUB TOTAL SERVICE & SUPPLIES EXPENSE			**$ 167,750.00**	**$ 105,125.69**	**63%**	**$ 10,279.85**	**6%**

ACCOUNT	Short Account	DESCRIPTION	BUDGET	YEAR TO DATE	Total % of Budget	Current Period	Period % of Budget
40420200	4202	IMP. OTHER THAN BLDG		$ -	0%	$ -	0%
40430100	4301	VEHICLES	$ -	$ -	0%	$ -	0%
SUB TOTAL FIXED ASSETS EXPENSE			**$ -**	**$ -**	**0%**	**$ -**	**0%**
TOTAL MAINTENANCE EXPENSE			**$ 277,844.85**	**$ 192,142.55**	**69%**	**$ 21,333.70**	**8%**
DISTRICT TOTAL EXPENSES			**$ 935,171.94**	**$ 593,649.85**	**63%**	**$ 45,134.53**	**5%**

BOARD OF DIRECTORS
ARDEN MANOR RECREATION AND PARK DISTRICT

5/26/2021

.

SUBJECT: OPERATION REPORT **Apr-21**

A. DETERDING COMMUNITY CENTER		**RCT #**		**REVENUE**
SACRAMENTO CHRISTADELPHIANS	SUNDAY'S		April 2021 RENT	$420.00
				$420.00

B. DETERDING ACTIVITY ROOM		**RCT #**		
SACRAMENTO CHRISTADELPHIAN	SUNDAY'S		INCLUDED IN DCC RENTAL	
TURNING POINT AA	TUESDAY'S		April 2021 RENT	$80.00
				$80.00

C. ARDEN MANOR PARKS	**RCT #**
	$0.00

D. DETERDING POOL	**RCT #**
	$0.00

TOTAL PERIOD REVENU	**$500.00**
PREVIOUS TOTAL	**$0.00**
YEAR TO DATE	**$500.00**

Arden Manor Recreation and Park District

PAYROLL DETAIL ENTRY

Month: **April**

Period: **20**

Total Payroll: **$ 15,380.28**

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	6363.71
1121	Part Time Total	6969.81
	Salary Sub total	**13333.52**
1210	AUL	387.15
1220	FICA	1007.30
1250	SUI	89.13
1230	INS. SUBSIDY	0.00
1230	DENTAL	20.93
1230	KAISER	542.25
1240	CAPRI/WC	0.00
	Payroll Associated Charges	**2046.76**
	Payroll Total	**$ 15,380.28**

PREVIOUSLY APPROVED	$	15,086.80
YTD Budgeted	$	498,641.94
REMAINING ANNUAL BUDGET	$	468,174.86

APPROVED DATE: **26-May-22**

CHAIRPERSON: _____

SECRETARY: _____

Per. #	Period	Dept.	Account #	Employee	Classification	Amount		Type
20	April	Administration	1110	[redacted]	Dist. Mgr	$	2,869.38	FT
20	April	Maintenance	1110		Maint. Supervisor	$	2,122.33	FT
20	April	Recreation	1121		Rec. Leader	$	277.50	PT
20	April	Recreation	1121		Rec. Leader	$	217.50	PT
20	April	Recreation	1121		Rec. Leader	$	561.88	PT
20	April	Maintenance	1121		Maint. Worker	$	1,296.00	PT
20	April	Recreation	1121		Rec. Leader	$	472.50	PT
20	April	Recreation	1121		Rec. Leader	$	285.00	PT
20	April	Recreation	1121		Sr. Rec. Leader	$	490.77	PT
20	April	Administration	1121		Admin S. Manager	$	1,304.16	PT
20	April	Recreation	1110		Rec. Coordinator	$	1,372.00	FT
20	April	Maintenance	1121		Maint. Worker	$	1,352.00	PT
20	April	Recreation	1121		Rec. Leader	$	386.25	PT
20	April	Recreation	1121		Rec. Leader	$	326.25	PT
20	April	Administration	1220			$	320.13	FICA
20	April	Maintenance	1220			$	348.50	FICA
20	April	Recreation	1220			$	338.67	FICA
20	April	Maintenance	1250			$	40.83	SUI
20	April	Recreation	1250			$	48.30	SUI
20	April	Recreation	1210			$	70.48	AUL
20	April	Administration	1210			$	210.55	AUL
20	April	Maintenance	1210			$	106.12	AUL
20	April	Recreation	1230			$	37.50	Kaiser
20	April	Administration	1230			$	37.50	Kaiser
20	April	Administration	1230			$	226.08	Kaiser
20	April	Maintenance	1230			$	241.17	Kaiser
20	April	Administration	1230			$	10.47	Dental
20	April	Maintenance	1230			$	10.46	Dental

5/13/2022

Arden Manor Recreation and Park District

PAYROLL DETAIL ENTRY

Month: **April**

Period: **19**

Total Payroll: **$ 15,086.80**

ACCT.	CLASSIFICATION	AMOUNT
1110	Full Time Total	6466.61
1121	Part Time Total	6576.16
	Salary Sub total	**13042.77**
1210	AUL	400.44
1220	FICA	996.33
1250	SUI	84.08
1230	INS. SUBSIDY	0.00
1230	DENTAL	20.93
1230	KAISER	542.25
1240	CAPRI/WC	0.00
	Payroll Associated Charges	**2044.03**
	Payroll Total	**$ 15,086.80**

PREVIOUSLY APPROVED	$	15,369.48
YTD Budgeted	$	498,641.94
REMAINING ANNUAL BUDGET	$	468,185.66

APPROVED DATE: 26-May-22

CHAIRPERSON: _____

SECRETARY: _____

Per. #	Period	Dept.	Account #	Employee	Classification	Amount	Type
19	April	Administration	1110	[redacted]	Dist. Mgr	$ 2,869.38	FT
19	April	Maintenance	1110		Maint. Supervisor	$ 2,122.33	FT
19	April	Recreation	1121		Rec. Leader	$ 311.25	PT
19	April	Recreation	1121		Rec. Leader	$ 228.75	PT
19	April	Recreation	1121		Rec. Leader	$ 496.00	PT
19	April	Maintenance	1121		Maint. Worker	$ 1,184.00	PT
19	April	Recreation	1121		Rec. Leader	$ 461.25	PT
19	April	Recreation	1121		Rec. Leader	$ 10.50	PT
19	April	Recreation	1121		Sr. Rec. Leader	$ 307.23	PT
19	April	Administration	1121		Admin S. Manager	$ 1,467.18	PT
19	April	Recreation	1110		Rec. Coordinator	$ 1,474.90	FT
19	April	Maintenance	1121		Maint. Worker	$ 1,480.00	PT
19	April	Recreation	1121		Rec. Leader	$ 258.75	PT
19	April	Recreation	1121		Rec. Leader	$ 371.25	PT
19	April	Administration	1220			$ 332.60	FICA
19	April	Maintenance	1220			$ 349.74	FICA
19	April	Recreation	1220			$ 313.99	FICA
19	April	Maintenance	1250			$ 42.62	SUI
19	April	Recreation	1250			$ 41.46	SUI
19	April	Recreation	1210			$ 75.62	AUL
19	April	Administration	1210			$ 218.70	AUL
19	April	Maintenance	1210			$ 106.12	AUL
19	April	Recreation	1230			$ 37.50	Kaiser
19	April	Administration	1230			$ 37.50	Kaiser
19	April	Administration	1230			$ 226.08	Kaiser
19	April	Maintenance	1230			$ 241.17	Kaiser
19	April	Administration	1230			$ 10.47	Dental
19	April	Maintenance	1230			$ 10.46	Dental

5/13/2022

Arden Manor Recreation and Park District

EXPENSEDETAILENTRYREPORT

Allexpenses,fixedassets,servicesandsupplies

Month: April

Month Total $ 14,678.70

PREVIOUSLY APPROVED	$	12,695.06
YTD BUDGETED	$	325,100.00
REMAINING ANNUAL BUDGET	$	297,726.24

APPROVED 5/26/2021

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Amount	Claim #	Payee	P&L Group
April	Maintenance	2198	141.97		Golden State - Deterding Water 1/28/21-3/24/22	SERVICE & SUPPLIES
April	Maintenance	2198	102.33		Golden State - Crabtree Water 2/28/21-3/28/22	SERVICE & SUPPLIES
April	Maintenance	2103	2075.00		Jensen/Crabtree Mowing service April 2022	SERVICE & SUPPLIES
April	Maintenance	2103	1860.00		Jensen/Jonas Mowing service April 2022	SERVICE & SUPPLIES
April	Maintenance	4202	1000.00		STS, Inc. Retainer - Fiberglass - Customer Advance Deposit	SERVICE & SUPPLIES
April	Administration	2571	65.00		Fulton El Camino Ranger Service calls 1hr/$65 hr February	SECURITY SERVICES (P
April	Administration	2591	52.50		Pacific Shredding - Recycling collection 3/31/2021	SERVICE & SUPPLIES
April	Maintenance	2193	208.63		Republic Garbage Service 3/1/22-3/28/22	SERVICE & SUPPLIES
April	Administration	2571	129.00		Hue & Cry /Alarm -DAR 3/1/2022-5/31/2022	SECURITY SERVICES (A
April	Administration	2571	129.00		Hue & Cry /Alarm - DCC 3/1/2022-5/31/2022	SECURITY SERVICES (A
April	Administration	2571	129.00		Hue & Cry /Alarm - Office 3/1/2022-5/31/2022	SECURITY SERVICES (A
April	Administration	2571	129.00		Hue & Cry /Alarm - Shop 3/1/2022-5/31/2022	SECURITY SERVICES (A
April	Administration	2061	33.12		PRISM EAS Program 4th Q. April - Junes 2021	SERVICE & SUPPLIES
April	Maintenance	2226	51.19		Grainger - expendable tools - acid vat	SERVICE & SUPPLIES
April	Maintenance	2322	161.28		Grainger - Custodial supplies - toilet paper dispenser	SERVICE & SUPPLIES
April	Maintenance	2226	2.90		Grainger - expendable tools - acid vat	SERVICE & SUPPLIES
April	Maintenance	2322	1053.33		Grainger - Custodial supplies - toilet paper dispenser	SERVICE & SUPPLIES
April	Maintenance	2226	136.65		Grainger - expendable tools - acid vat	SERVICE & SUPPLIES
April	Administration	2591	150.00		Streamline Website Services April 2022	SERVICE & SUPPLIES
April	Administration	2261	91.37		Caltronics Copier maintenance 3/25/22	SERVICE & SUPPLIES
April	Administration	2261	163.88		CIT copier Lease 4/8/2022	SERVICE & SUPPLIES
April	Aquatics	2122	475.49		Lincoln Aquatics - Pool chemicals	SERVICE & SUPPLIES
April	Maintenance	2152	609.17		Lincoln Aquatics - Mech Systems - Strainer Lid Clamp	SERVICE & SUPPLIES
April	Maintenance	2152	59.38		Lincoln Aquatics - Mech Systems -Manway Oring	SERVICE & SUPPLIES
April	Maintenance	2852	11.25		Leslie's thermometer for pool	SERVICE & SUPPLIES
April	Aquatics	2122	228.00		Leslie's chemicals for pool	SERVICE & SUPPLIES
April	Aquatics	2192	46.58		PG&E Gas/DAR 2/26/21-3/28/22	SERVICE & SUPPLIES
April	Aquatics	2192	19.24		PG&E Gas/Pool heater 2/26/21-3/28/22	SERVICE & SUPPLIES
April	Maintenance	2191	97.92		Smud/Main office 186849 3/2/21- 4/3/21	SERVICE & SUPPLIES
April	Maintenance	2191	726.50		Smud/DAR & DCC pumps 186820 3/2/21- 4/3/21	SERVICE & SUPPLIES
April	Maintenance	2191	128.57		Smud/Jonas well pump 232401 3/2/21- 4/3/21	SERVICE & SUPPLIES
April	Maintenance	2191	180.40		Smud/St. Lt. Crabtree 311528 3/2/21- 4/3/21	SERVICE & SUPPLIES
April	Maintenance	2191	172.97		Smud/ST.Lt. Jonas 311628 3/2/21- 4/3/21	SERVICE & SUPPLIES
April	Maintenance	2191	32.12		Smud/Crabtree Pk. Lt. 570171 3/2/21- 4/3/21	SERVICE & SUPPLIES
April	Recreation	2852	76.11		US Bank - Amazon - Rec Supplies - easter bunny costume	SERVICE & SUPPLIES
April	Recreation	2852	205.07		US Bank - OTC - rec supplies - easter egg hunt	SERVICE & SUPPLIES
April	Aquatics	2852	26.09		US Bank - Aqua supplies - water filter	SERVICE & SUPPLIES
April	Aquatics	2852	69.34		US Bank - Aqua supplies - water dispencer	SERVICE & SUPPLIES
April	Administration	2005	20.85		US Bank - Omnis Web Hosting	SERVICE & SUPPLIES
April	Administration	2197	42.80		US Bank - internet for DAR	SERVICE & SUPPLIES
April	Maintenance	2112	82.12		US Bank - Home Depot - Building Supplies - pool heater	SERVICE & SUPPLIES
April	Administration	2197	42.80		US Bank - internet for DCC	SERVICE & SUPPLIES
April	Administration	2197	42.80		US Bank - internet for office	SERVICE & SUPPLIES
April	Administration	2591	20.91		US Bank - Autherize.net - credit card merchant fees	SERVICE & SUPPLIES
April	Administration	2591	19.43		US Bank - Autherize.net - credit card merchant fees	SERVICE & SUPPLIES
April	Administration	2005	148.21		US Bank -Signs Now Pool Signage	SERVICE & SUPPLIES
April	Administration	2039	1.75		US Bank - County parking - payroll	SERVICE & SUPPLIES
April	Administration	2039	1.75		US Bank - County parking - payroll	SERVICE & SUPPLIES
April	Maintenance	2591	258.95		US Bank - Firecode - extinguisher maintenance	SERVICE & SUPPLIES
April	Recreation	2851	687.63		US Bank - S&S Worldwide - Rec Supplies	SERVICE & SUPPLIES
April	Recreation	2332	78.88		US Bank - Costco - ASP Snack	SERVICE & SUPPLIES

Arden Manor Recreation and Park District

EXPENSEDETAILENTRYREPORT

Allexpenses,fixedassets,servicesandsupplies

Month: April

Month Total	**$**	**14,678.70**
PREVIOUSLY APPROVED	$	12,695.06
YTD BUDGETED	$	325,100.00
REMAINING ANNUAL BUDGET	$	297,726.24

APPROVED 5/26/2021

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Amount	Claim #	Payee	P&L Group
April	Maintenance	2226	12.91		US Bank - Harbor Freight - exp tools - rivets	SERVICE & SUPPLIES
April	Maintenance	2142	9.67		US Bank - Home Depot - Land imp - concrete patch	SERVICE & SUPPLIES
April	Maintenance	2226	47.22		US Bank - Home Depot - exp tools drill bits	SERVICE & SUPPLIES
April	Maintenance	2132	140.36		US Bank - Home Depot - electrical supplies - connectors	SERVICE & SUPPLIES
April	Maintenance	2112	142.85		US Bank -Home Depot - Carpentry Supplies - pool heater	SERVICE & SUPPLIES
April	Maintenance	2112	75.47		US Bank -Lowe's - Carpentry Supplies - pool heater	SERVICE & SUPPLIES
April	Maintenance	2112	435.08		US Bank -Home Depot - Carpentry Supplies - pool heater	SERVICE & SUPPLIES
April	Maintenance	2152	36.17		US Bank -Home Depot - Mech Systems - sup for acid vat	SERVICE & SUPPLIES
April	Maintenance	2112	360.37		US Bank -Home Depot - Carpentry Supplies - pool heater	SERVICE & SUPPLIES
April	Administration	2039	20.00		US Bank -daily parking for CPSI training	SERVICE & SUPPLIES
April	Administration	2039	21.00		US Bank -daily parking for CPSI training	SERVICE & SUPPLIES
April	Administration	2039	21.00		US Bank -daily parking for CPSI training	SERVICE & SUPPLIES
April	Maintenance	2132	16.14		US Bank -Home Depot - Elec Sup - phone cord	SERVICE & SUPPLIES
April	Maintenance	2112	55.92		US Bank - Building sup - Cart for aquatics	SERVICE & SUPPLIES
April	Maintenance	2322	45.35		US Bank - Home Depot - Custodial Supplies	SERVICE & SUPPLIES
April	Maintenance	2152	40.82		US Bank - Home Depot - Mech systems main acid vat	SERVICE & SUPPLIES
April	Maintenance	2112	183.91		US Bank -Home Depot - Carpentry Supplies - pool heater	SERVICE & SUPPLIES
April	Maintenance	2162	7.52		US Bank - Home Depot - painting supplies	SERVICE & SUPPLIES
April	Maintenance	2322	12.89		US Bank - Home Depot - cust sup - polish for pool rails	SERVICE & SUPPLIES
April	Maintenance	2236	98.47		US Bank - AM/PM - Fuel for Toyota Truck	SERVICE & SUPPLIES
April	Maintenance	2226	292.35		Lincoln = expendable tools - Brush Arms for pool robot	SERVICE & SUPPLIES
April	Maintenance	2591	125.00		Direct Hit Pest Control Service 4/21/22	SERVICE & SUPPLIES
			14678.70			

REVENUE DETAIL ENTRY REPORT

Month: April

Month Total	**$**	**23,839.31**
Cash / Checks	$	24,189.31
Credit Card	$	-
Refund	$	(350.00)
PREVIOUSLY APPROVED	$	17,431.10
YTD TOTAL APPROVED	$	580,698.81
YTD BUDGETED	$	1,406,200.50
REMAINING ANNUAL BUDGET	$	825,501.69

APPROVED 5/26/2021

CHAIRPERSON: _____

SECRETARY: _____

Period	Dept.	Account #	Class	Group	Amount	Rev #	Category	Type	P&L Group
April	Administration	94942900		Bldg & Flds	$ (350.00)	5	Building & Picnic Area Rentals	Refund	INCOME
April	Administration	97979000		Other Revenue	$ 1,557.97	2	Revenues Other (Cell Twr.)	Cash / Checks	INCOME
April	Administration	94942900		Other Revenue	$ 63.34	4	Admin Fees	Cash / Checks	INCOME
April	Administration	94942900		Bldg & Flds	$ 500.00	5	Building & Picnic Area Rentals	Cash / Checks	INCOME
April	Recreation	96964600		Rec. Serv. Charges	$ 7,083.00	14	President Week Break Camp	Cash / Checks	INCOME
April	Recreation	96964600		Special Events	$ 10,946.00	16	Afterschool Program	Cash / Checks	INCOME
April	Aquatics	96964600		Adult Fitness	$ 1,120.00	20	Aquacize	Cash / Checks	INCOME
April	Aquatics	96964600		Pool Parties	$ 100.00	27	Private Pool Rental	Cash / Checks	INCOME
April	Aquatics	96964600		Swim Team	$ 2,819.00	28	Swim Team	Cash / Checks	INCOME

Board Meeting Attendance/Stipend
FY 2021-2022

	Meetings Attended	Total
Arden	8	$ 400
DeFazio	8	$ 400
Grace	9	$ 450
Harding	10	$ 500
Skala	8	$ 400
Total		**$ 2,150**

	July	August	September	October	Novembe	December	January	February	March	April	May	June	Total
Arden	$ 50	$ -	$ -	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50			$ 400
DeFazio	$ -	$ 50	$ 50	$ -	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50			$ 400
Grace	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ -	$ 50	$ 50			$ 450
Harding	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50			$ 500
Skala	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ -	$ 50	$ 50				$ 400

TOTAL $ 2,150

BOARD RESOLUTION 2021-22-12

WHEREAS, the Arden Manor Board adopted Board Resolution 19/20-02 approving the filing of the applications for the Per Capita program,

WHEREAS, the State of California requires that CEQA documentation be completed on the project referred to in the application,

WHEREAS, the project identified by the Arden Manor Recreation and Park Board of Directors is the renovation and repurposing of the Tennis Courts at the Jonas-Larkspur Park, converting them into a Pickle Ball complex of six courts.

THEREFORE BE IT RESOLVED, that the Arden Manor Recreation and Park District Board of Directors hereby:

Adopts the attached CEQA Notice of Exemption on the Project. The project qualifies for a Categorical Exemption under Sections 15301 and 15302 regarding preexisting facilities and their renovation or repurposings

Approved and Adopted by the Arden Manor Recreation and Park District Board of Directors, a subsidiary of the state of California, in the County of Sacramento on June 26, 2022 by the following vote, to wit:

Ayes	Noes	Abstain	Absent
_____	_____	_____	_____

APPROVED BY: _____ _____

Board Chairman Date

ATTESTED BY: _____ _____

Secretary Date

Print Form

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: Sacramento

From: (Public Agency): Arden Manor Recreation & Park District 1415 Rushden Drive
Sacramento, CA 95864
(Address)

Project Title: Jonas-Larkspur Park Tennis Court conversion to Pickle Ball Courts

Project Applicant: Arden Manor Recreation & Park District

Project Location - Specific:
1063 Jonas Drive

Project Location - City: Sacramento Project Location - County: Sacramento

Description of Nature, Purpose and Beneficiaries of Project:
To renovate a set of existing tennis courts and convert the area for Pickle Ball play, based on input from the community.

Name of Public Agency Approving Project: Arden Manor RPD Board of Directors

Name of Person or Agency Carrying Out Project: Stephen Fraher, District Manager

Exempt Status: **(check one):**

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☒ Categorical Exemption. State type and section number: 15301 and 15302
- ☐ Statutory Exemptions. State code number:

Reasons why project is exempt:
Because this is a reconstruction of an existing facility.

Lead Agency Contact Person: Stephen Fraher Area Code/Telephone/Extension: 916 487-7851

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☒ Yes ☐ No

Signature: Date: Title: Board Chair

☐ Signed by Lead Agency ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR:

Steve@amrpd.org — Correspondence

From: Lois Kerr <loiskerr@ymail.com>
Sent: Sunday, May 15, 2022 9:13 PM
To: steve@amrpd.org
Cc: Mike Grace; Ted DeFazio; Warren Harding
Subject: Re: Jonas Larkspur Park pond
Attachments: 1652662446109blob.jpg; 1652662469337blob.jpg; 1652662825305blob.jpg; 1652663259337blob.jpg; 1652663297949blob.jpg

Hello Steve,
Thanks for your very prompt response. I am sorry to have used your home email and will use the district address in the future.
I can see you have your hands very full and they are lucky to have your experience on tap. Your resume sounds very impressive!
To be clear, I am not a proponent of chemicals in bodies of water or on the ground. I wrote letters to the district years ago asking them to stop dousing the entire nature area with Round-up every year. Thank goodness that has long ceased.
But, as I understand it, there are anti-algae additives that are used in large koi ponds that check the extreme overgrowth of
algae that we have and are non-toxic. Algae occurs where the sun hits shallow water. These additives are available at local pond
stores as well as Emigh Hardware. I wonder what they use at McKinley Park.
I understand that you have greater priorities. I would just like pond maintenance to get on the list. I cannot tell you how much joy it brought the community to have the ducks nesting there the last several years with all the babies in the pond. We
miss them.
Best of luck with everything. I hope to be there June 16th at JLP. There have been 2 similar meetings in the last few years.
Consensus was that they were not productive but hopefully you will get a better turnout. We are THRILLED that grass is cut
weekly, that soccer and softball are being played on the fields,and that the magnificent redwood grove at the corner of Jonas
and Larkspur is watered regularly! We lost many of those trees from past neglect and now they are coming back to health.
Wishing you great success,
Lois Kerr

On Sunday, May 15, 2022, 08:44:59 PM PDT, Steve Fraher <steveandterrie@gmail.com> wrote:

Good evening Lois,

Thank you for your email. I am quickly learning about the challenges AMRPD faces. I am reviewing the procedures and processes in all operational areas. There is a lot that needs to be done.

I invite you to come and participate in the upcoming Board meetings in the parks, that will have a significant public input portion on the agenda, the public input will be collected to provide a basis for updating the District's Comprehensive Plan. It was last done more than 20 years ago.

I am not a proponent if using chemicals in bodies of water. The algae indicates a lack of oxygen in the water. The aquatic weeds grow in shallow water. There is no flow (stream) in the pond creating a living body of water that is sustainable will require research, much work, a good maintenance plan, and funding to accomplish it all. This project is one of many projects the Board of Directors will prioritize, using the input received from the community.

Board meetings in the park will be held on Thursday May 26th in Crabtree Park,
Thursday June 16th in Jonas Larkspur Park, and Thursday July 21st at Deterding Park. All meetings begin at 6:30 p.m.

I accepted this position out of retirement. My agreement with the Board is for 30 hours per week. So far my typical days in the office are 8:30 to 3:00 M-F. That will vary as needs arise.
My work email us steve@amrpd.org. Please contact me at that address in the future. I have remote access to my work email.

Have a great week, I look forward to meeting you in the future.

Thank you,
Steve Fraher, Interim Manager
Arden Manor RPD

On Sun, May 15, 2022, 6:10 PM Lois Kerr <loiskerr@ymail.com> wrote:
Hi Steve,
Welcome to your new position. We are delighted to have you. Please check out the Friends of Jonas Larkspur Park facebook page.
I am a neighbor of Jonas Larkspur Park and was involved 5-6 years ago when the park was extremely neglected in working with the district to turn it around. At the time, we had homeless encampments in the nature area and drug paraphernalia about. Parents were not allowing their kids to explore or play in the nature area. On Memorial day 2017, there was not a single neighbor or event in the park. Sports were no longer played there. Fortunately, the Board and Maria began regular maintenance, the homeless and drug users moved on and today the park is regularly used every day.
There is one issue we are falling behind on and that is pond maintenance. I have asked to have the cattails cut back in the winter. See the pictures & letter sent earlier below.
The second pond issue is complete non treatment of the pond algae. There are several algae killers on the market that are not toxic to fish,, frogs , birds or people. If we used it once a year , it would check the growth. We really need to use it now. This picture is 3 years ago. Notice how much room mama & baby ducks have.

This is the level of pond scum today. We have few ducks and no babies this year for the first time since we started filling the pond. See how little
space is left for them to swim. The pond was built as a beauty spot but also as habitat for migrating water fowl, none of which we've seen lately.

Friends of Jonas Larkspur Park 2/28/22

Hello Park Board Members and Director,

If you look at the attached photos you can see that the cattails that took over so much pond space last year have died back over the winter. IN the center of the big cluster, they have mostly
collapsed. Is it possible to hire some maintenance crew to go in for a few hours and pull them out as much as possible? They will come out fairly easily now. I have pulled a few out from the edge of the pond and they come up roots and all with a good tug.
It would be nice to reclaim more pond space for the ducks that have been so enjoyed by the community. I know the cattails will come back but if we can remove the bulk of the dead ones every
other year at least with a few hours of work , it should check them and make the pond look much cleaner.
The first 2 pics attached are the pond this week and the last 1is 4 years ago before the cattails took over. It would be wonderful to keep up a bit with the cattails each year. The frogs don't mind but the numbers of our duck visitors have diminished. As you can see ,
the pond was completely clear of cattails 4 years ago so it is not hopeless to get ahead of them.
Thanks for looking at this.

Hoping you can get the algae treated and some dead cattails removed.
Best of luck with managing the district.
Lois Kerr
916-488-6460

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

Board@Amrpd.org

Agenda: Regular Meeting
Date: May 26, 2022
Time: 6:30 PM
Location: Crabtree Park Picnic Shelter 3249 Windsor Sacramento, CA 95864

1. **CALL TO ORDER**
   a) **Pledge of Allegiance**
   b) **Roll Call and Introduction of Guests**
   Present:
   Board Members: Michael Grace, Chair, Warren Harding, Director
   Staff: Mike Cottonwood, Maintenance Supervisor
   Public: Jacob Baumgartner, Ruben Castro, Ruben Gutierrez, Emily Sulcer, Paul Hughs, Mindy Jung, John Hindrie, Marilyn Gautreaux, Amanda Lynch
   Absent:
   Board Members: Lauri DeFazio, Vice Chair , Christine Arden, Director, Darcy Skala, Secretary
   Staff: Steve Fraher, District Manager

AS THERE WAS NO QUORUM, THE MEETING WAS NOT OFFICIAL AND NO ACTIONS WERE TAKEN. The meeting was

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

3. **REPORTS (provided in writing in the Agenda Packet and on-line on the website)**
   a. District Manager, Chair Grace read selected portions of the General Manager's report to the public.
   b. Maintenance Report was given by Mike Cottonwood

4. **Public Input Workshop**
   The Board and staff will be accepting comments, suggestions and ideas from the public that will be compiled with input from previous public input sessions and the following two meetings to provide the basis for creating an update to the District's Comprehensive Master Plan. Input is expected on the District's operations, maintenance, programming, improvements, accessibility, and other relevant topics. Persons' who are unable to attend may submit their comments and ideas on the District's website at www.amrpd.org.

The public was asked to suggest improvements and or additions they felt were needed to the district's parks. The following are suggestions made by the public in the order they were given.

1. Improved lighting for all parks
2. Drinking fountains with dog watering bowls for all parks
3. Dog Parks at:

    a. Crabtree Park, North-west corner of the park
    b. Jonas Larkspur Park, South-west corner of the park
4. Tennis and Pickleball Court at Crabtree Park
5. Futsal court in place of the tennis court at Crabtree Park and or Jonas Larkspur Parks
6. More 10' Basketball Backboards and nets
7. Skateboard features
8. Replace the mission play equipment pieces
9. Shade structures over the paly equipment
10. Lighting in the Crabtree Park Picnic Shelter
11. Have a donation button on the district website

ADJOURNMENT

The unofficial meeting adjourned at about 7:45p.m.

Next Regular Board Meeting Thursday, June 16, 2022, at 6:30 p.m. in Jonas-Larkspur Park

Item 5 a.

STAFF REPORT

DATE: June 9, 2022

TO: AMRPD Board of Directors

FROM: Stephen Fraher, District Manager

SUBJECT: Adopt Board Resolution 2021-22-12 creating a CEQA Notice of Exemption for the Prop 68 Project at Jonas-Larkspur Park.

BACKGROUND:
In 2018 the voters of the state of California adopted Proposition 68 providing funding for Park Improvements to local agencies throughout California. A portion of this bill provided Per Capita Funds to each agency to use as they need for a project submitted for approval.

The Arden Manor RPD Board of Directors chose to renovate the courts at Jonas-Larkspur Park and convert them to Pickle Ball courts. A requirement of the Grant Program is to perform a CEQA assessment on each project. Since this is a renovation of an existing facility adopting a Notice of Exemption is the appropriate course of action.

DISCUSSION:
This a requirement made by the State in order to receive the funds.

RECOMMENDATION:
Adopt Board Resolution 2021-22-12 creating the CEQA Notice of Exemption for the Jonas-Larkspur Park.

BOARD RESOLUTION 2021-22-12

WHEREAS, the Arden Manor Board adopted Board Resolution 19/20-02 approving the filing of the applications for the Per Capita program,

WHEREAS, the State of California requires that CEQA documentation be completed on the project referred to in the application,

WHEREAS, the project identified by the Arden Manor Recreation and Park Board of Directors is the renovation and repurposing of the Tennis Courts at the Jonas-Larkspur Park, converting them into a Pickle Ball complex of six courts.

THEREFORE BE IT RESOLVED, that the Arden Manor Recreation and Park District Board of Directors hereby:

Adopts the attached CEQA Notice of Exemption on the Project. The project qualifies for a Categorical Exemption under Sections 15301 and 15302 regarding preexisting facilities and their renovation or repurposings

Approved and Adopted by the Arden Manor Recreation and Park District Board of Directors, a subsidiary of the state of California, in the County of Sacramento on June 26, 2022 by the following vote, to wit:

Ayes	Noes	Abstain	Absent
_____	_____	_____	_____

APPROVED BY: _____ _____

Board Chairman Date

ATTESTED BY: _____ _____

Secretary Date

Document Checklist

1. I agree to provide my representative with the following information required for closing within 7 days of Site Owner's execution of this agreement:

   ☒ Fully Executed copy of cellular lease, including any addenda, amendments, assignments, site plans, construction drawings, notices or exercise letters, any other available tenant correspondence

   ☐ Copies of the last two months' rent checks or the last annual check if paid annually

   ☐ Proof of Site Owner's existence and authority, as applicable: articles of incorporation, articles of formation, by-laws, operating agreement; partnership agreement; trust agreement; probate documents, death certificate; divorce decree; property management agreement

   ☐ Deed

   ☐ Current tax bill for Property

   ☐ Prior title report or title insurance policy, if available

   ☐ Existing environmental reports (for fee purchase only)

2. Attorney Contact Information

   Name: _____
   Telephone: _____
   Email: _____

3. Representation

   Site Owner has not received any verbal or written notice from the Tenant(s) that the site is or will be decommissioned or that the site is or will be subject to a reduction in the rental revenue.

   Initial _____

4. Mortgage: ☐ Yes ☐ No

   Bank: _____

   Mortgage Amount: _____

   Lender Contact: _____

   Lender Phone: _____

   Lender Email: _____

_____
Site Owner Signature

Date: _____

Item 5 b.

STAFF REPORT

DATE: June 9, 2022

TO: AMRPD Board of Directors

FROM: Stephen Fraher, District Manager

SUBJECT: Receive a copy of the Draft Preliminary Budget for FY 22-23 and the Budget Committee report.

BACKGROUND:
This is an annual budget process, staff has constructed a Draft Preliminary Budget, which has been reviewed by the Budget Committee. This is now for the whole Board to review and make comments or ask questions. The Preliminary Budget must be adopted and submitted to Sacramento County Department of Finance prior to June 30th of each year.

DISCUSSION:
The Preliminary Budget for FY 22-23 will be on the June Business meeting agenda.

RECOMMENDATION:
Review and offer comments and suggestions to staff and the Budget Committee prior to Friday June 17th.

ARDEN MANOR RECREATION AND PARK DISTRICT DRAFT PRELIMINARY FY 2022-23 BUDGET
9331 - REVENUE

ACCT#	DESCRIPTION	Actual 17-18	Actual 18-19	Actual 19-20	Actual 2020-2021	FINAL Budget 2021-2022	2021-2022 Year to Date	Prelim Budget 2022-2023	
91	PROPERTY TAX REVENUE								
91910100	9101 PROP TAX-CUR SECRED	380966	402752	424,982.27	454,654.87	472,841	264,562.43	501,211	6% increase in valuation
91910200	9102 PROP TAX-CUR UNSECR	13,444	14,737	15,810.33	16,664.63	16,000	16,523.00	16,500	
91910300	9103 PROP TAX CUR SUP	10,674	11,277	11,486.16	11,909.69	11,000	4,365.00	11,000	
91910400	9104 PROP TAX-SEC DELINQ	2,669	2,983	2,974.47	3,799.29	3,000	3,426.64	3,500	
91910500	9105 PROP TAX-SUP DELINQ	478	588	639.56	586.09	500	613.69	500	
91910600	9106 PROP TAX UNITARY	5,282	4,965	5,061.13	5,116.05	5,000	2,723.91	5,000	
91912000	9120 PROP TAX REDEMPTION	20	17	21.38	32.84	25	43.56	0	
91913000	9130 PROP TAX-PRIOR UNS	400	162	209.74	348.06	250	175.12	250	
91914000	9140 PROP TAX PENALTIES	76	77	72.52	128.34	75	95.79	75	
	SUB TOTAL (91)	414,007	437,558	461,257.56	493,239.86	508,691.00	292,529.14	538,036.00	
94	INTEREST, RENTALS, CONCESSIONS								
94941000	INTEREST INCOME	351	13148	12,809.37	5,685.07	4,000	1,740.34	4,000	
94942900	BUILDING AND PICNIC AREA RENTAL	13023	5103	5,845.14	350.00	3,000	4,365.00	5,000	
	POOL PICNIC AREA RENTAL			0.00	0.00	0	0.00	0	
94944800	POOL CONCESSIONS	3354	3258	3,149.47	604.06	2,000	1,525.10	3,500	
94945900	ADMIN. FEES	4497	3514	3,492.81	6,341.00	3,500	0.00	3,500	Source-Dividends or refunds from CAPRI
	SUB TOTAL (94)	21225	25023	25,296.79	12,980.13	12,500.00	7,630.44	16,000.00	
95	OTHER GOVERNMENT REVENUE								
95952200	H. O. PRO TAX RELIEF	4219	4119	4045.88	4,063.34	4,000	2,031.33	4,000	
95952900	In Lieu Taxes-Other (008b)				0.00	62,619	0.00	62,714	
95959504	Covid Relief				0.00	0	83,092.00	0	
95956900	STATE AID other misc.				0	182,811.50	0.00	182,811.50	
	SUB TOTAL (95)	4219	4119	4045.88	4,063.34	249,430.50	85,123.33	249,525.50	
96	RECREATION SERVICE CHARGES								
	YOUTH RECREATION								
	SUMMER DAY CAMP	62,715	39,554	22,813.11	25,546.94	42,500	18,607.20	60,000	
	SCHOOL BREAK CAMPS	10,398	8,162	6,481.63	0.00	2,500	4,233.95	7,000	
	AFTERSCHOOL PROGRAM	87,293	81,667	77,822.93	54,182.28	85,000	82,543.03	100,000	
	SPECIAL EVENTS								
	Events	347	140	437.96	72.04	300	0.00		
	AQUATICS								
	PUBLIC SWIM,POOL EVENTS, PASSES	3,825	3,111	2,515.00	880.00	2,000	1,822.25	2,500	
96964600	SWIM LESSONS	3,675	2,739	1,414.69	1,327.56	2,500	2,827.99	3,000	
	AQUACIZE	1,396	1,619	123.87	2,262.62	2,000	80.00	2,500	
	SWIM TEAM	7,579	8,739	187.00	8,869.44	11,000	3,255.00	11,375	65 swimmers @ $175 ea average
	POOL RENTAL	5,550	5,330	6,507.00	270.00	5,000	1,605.00	5,000	
	ADULT FITNESS								
	TAI CHI	535	440	468.80	0.00		0.00		
	YOGA	3,785	2,812	2,480.25	0.00	1,500	0.00	0	
	FLOOR EXERCIZE	490	730	369.03	0.00		0.00		
	SUB TOTAL (96)	187,588	155,042	121,621	93,410.88	154,300.00	114,974.42	191,375.00	
97	OTHER REVENUE								
97973000	OTHER DEPOSITS/ DONATIONS	5114	5000	8255	5,000.00	5,000	0.00	0	
97974000	INSURANCE PROCEEDS	0			0.00	0	0.00	0	
97979000	REVENUES OTHER (CELL TWR.)	16369	16860	17365.74	17,886.72	18,333	13,749.45	18,970	
	SUB TOTAL (97)	21483	21860	25620.74	22,886.72	23,333.00	13,749.45	18,970.00	
088B	DEDICATION FEES								
088B	PARKLAND DEDICATION FEES	0			0	0.00	0	0.00	
	SUB TOTAL (088B)				0	0.00	0	0.00	

ARDEN MANOR RECREATION AND PARK DISTRICT
9331 - REVENUE

ACCT#	DESCRIPTION	Actual 17-18	Actual 18-19	Actual 19-20	Actual 2020-2021	FINAL Budget 2021-2022	2021-2022 Year to Date	Prelim Budget 2022-2023	
TOTAL DISTRICT REVENUE		725791.52	643,602	637,842	626,580.93	948,254.50	514,006.78	1,013,906.50	
PREV. YEAR ROLL OVER (starting fund balance)					290,451	424,192.00	424,192.00	435,000.00	
GENERAL RESERVE				455946	455,946	455,946.00	455,946	500,000.00	consider investing in CalTrust Fund for liquidity
TOTAL AVAILABLE REVENUE		725,792	643,602	1,093,788	1,372,977.93	1,828,392.50	1,394,144.78	1,948,906.50	

Operating funds available (General Revenue and Roll Over funds)	1,372,446.50	1,448,906.50

9331 - EXPENDITURE

ACCT#	DESCRIPTION	Actual 17-18	Actual 18-19	Actual 19-20	Actual 2020-2021	FINAL Budget 2021-2022	2021-2022 Year to Date	Prelim Budget 2022-2023		
SALARIES AND WAGES (10)										
	SALARY & WAGES F/T									
10111000	ADMINISTRATION	54,725	57,200	61,560.00	62,937.99	68,865.00	51,648.84	60,000.00	admin	75% time contract
	MAINTENANCE	25,647	37,706	43,544.48	46,108.33	50,450.00	38,201.94	52,468.00	maint	4% COLA
	RECREATION	28,875	33,073		0	37,000.00	11,665.63	37,000.00	rec	
	RECREATION A.S. & CAMP COORD.							34,840.00	rec	new position Spring 2022
	TOTAL FULL TIME SALARIES AND WAGES	109,248	127,979	105,104	109,046.32	156,315.00	101,516.41	184,308.00		
	SALARY & WAGES P/T									
	COMMITTEE MEMBER	0	0	0	0	3,000.00	0	6,000.00	$50/meeting max 2 per month	
10112100	ADMINISTRATION	51,316	51,171	47,817.14	30,909.54	36,401.00	20,814.98	37,857.00		4% COLA
	ADMINISTRATION INSURANCE SUB.		900	900.00	712.50	900.00	0.00	900.00		
	MAINTENANCE	23,646	6,134	1,253.58	4,207.50	33,000.00	16,918.50	45,000.00		2 maint. Workers
	RECREATION	58,498	52,685	66,315.47	76,305.50	120,000.00	65,967.09	100,000.00		Summer Camp & After School staff
	AQUATICS	26,667	27,189	25,161.52	8,049.72	60,000.00	25,875.84	40,000.00		L.G.'s, Swim Instructors, Coaches
	TOTAL PART TIME SALARIES AND WAGES	160,128	138,078	141,448	120,184.76	253,301.00	129,576.41	229,757.00		
10121000	RETIREMENT	8,694	8,412	7,691.07	6,544.25	9,700.00	6,300.92	11,796.00		
10122000	OASDHI	20,490	20,351	18,620.42	17,514.76	31,000.00	17,640.00	31,446.00		
10123000	GROUP INSURANCE	13,648	9,156	10,571.16	11,677.10	16,250.00	9,551.56	10,000.00	currently one employee taking this option	
10124000	WORKERS COMP	7,938	8,813	15,533.00	7,229.80	13,063.00	10,537.15	13,113.00		
10125000	STATE UNEMPLOYMENT	2,553	1,924	1,653.18	1,485.48	7,500.00	2,558.09	7,500.00		
	TOTAL SALARIES AND WAGES	322,700	314,711.94	300,621.02	273,682.47	487,129.00	277,680.54	487,920.00		
SERVICES AND SUPPLIES (20)										
20200500	ADVERTISING/ LEGAL NOTICE	867	933	562.63	461.69	1,000	298.13	800		
20202000	BUSINESS CONFERENCE EXP		0	0.00	0	0	0	0		
20203500	EDUCATION /TRAINING EXP	1,454	349	1,786.00	774.00	2,000	1,598.00	2,200		
20203900	EMPLOYEE TRANSPORTATION	59	47	33.25	14.00	200	31.50	1,000		
20205100	LIABILITY INSURANCE	10,837	11,701	16,202.00	16,961.00	22,917	22,917.00	27,500		
20206100	MEMBERSHIPS	1,675	1,666	1,632.48	4,777.55	3,200	1,591.08	7,000	CARPD, PRISM-EAP, VFCAL,CSDA	
20207600	OFFICE SUPPLIES	1,758	2,181	3,030.43	4,566.98	4,000	3,965.01	5,500	added office staff with more output	
20208100	MAIL/POSTAGE SERVICES	105	211	201.55	5.20	374	23.95	100		
20208500	PRINTING		0	0	0	0	0	0		
20210300	AGRICULTURE/HORT. SER	34,432	55,860	57,300.00	55,860.00	57,000	35,415.00	60,000	$47,220.00 landscaping; arbor service; other	
20210400	AGRICULTURE/HORT. SUP	8	24	3,137.70	4,657.48	6,000	926.95	6,000		
20211200	BUILDING/CARPENTRY SUP	1,600	1,027	475.77	1,581.37	2,000	2,584.51	4,000		
20212200	CHEMICAL SUPPLIES	9,468	7,200	6,085.59	11,825.20	18,000	6,910.73	18,000		
20213100	ELECTRICAL MAINT. SER.	1,047	0	131.71	1,146.59	2,000	0.00	2,000		
20213200	ELECTRICAL MAINT. SUP.	0	0	0.00	181.88	1,000	550.41	1,000		
20214100	LAND IMP. MAINT. SERVICES	0	0	2,000.00	0.00	2,000	0.00	1,000		
20214200	LAND IMP. MAINT. SUPPLIES	809	5,408	2,024.23	2,019.26	3,000	1,547.96	3,000		
20215100	MECH. SYSTEMS MAINT. SER.	2,507	0	0.00	3,102.22	7,000	1,481.50	5,000		
20215200	MECH. SYSTEMS MAINT. SUP.	213	4,813	944.56	4,916.08	5,000	4,062.05	7,000		
20216200	PAINTING SUPPLIES	521	179	16.78	78.66	1,000	461.93	1,000		
20216800	PLUMBING SUPPLIES	79	270	516.32	624.67	750	784.58	1,500		
20219100	ELECTRICITY	19,734	19,151	17,899.84	19,068.30	22,000	16,007.17	24,000		
20219200	NATURAL GAS	2,145	2,930	2,325.92	2,880.86	3,500	515.26	3,500		
20219300	REFUSE COLLECTION	3,133	3,525	2,442.62	3,009.50	3,500	2,086.70	3,500		
20219500	SEWAGE	2,356	2,399	2,401.32	2,401.32	3,000	2,001.10	3,000		
20219700	TELEPHONE	5,016	4,565	4,802	5,524.61	6,000	4,175.20	6,500	increase for potential increase due to upgrade	
20219800	WATER	11,733	8,743	10,371.69	11,439.69	19,500	10,901.66	15,000	reduction based on historic figures	
20220500	AUTOMOTIVE SERVICE	1,012	356	399.50	16.00	3,000	702.39	1,500		
20220600	AUTOMOTIVE SUPPLIES	1,169	1,104	1,198.32	615.37	2,000	417.42	2,500		
20222600	EXPENDABLE TOOLS	1,525	1,084	1,661.82	3,085.48	3,000	2,719.04	4,500	increase due to increased costs	
	TOTAL FOR PAGE 1	115,263	135,724	139,584.46	161,594.96	203,941	124,676.23	217,600		

9331 - EXPENDITURE

ACCT#	DESCRIPTION	Actual 17-18	Actual 18-19	Actual 19-20	Actual 2020-2021	FINAL Budget 2021-2022	2021-2022 Year to Date	Prelim Budget 2022-2023		
SERVICES AND SUPPLIES (20) CONTINUED										
20223600	FUEL/LUBRICANT SUPPLIES	1,440	1,069	1,473.03	1,212.04	2,000	1,172.06	2,800	Increase due to rising prices	
20226100	OFFICE EQUIP. MAINT. SVC.	3,378	3,213	3,142.79	3,249.69	4,000	2,417.71	4,000		
20226200	OFFICE EQUIP. MAINT. SUP.	0	0	0		909	0	1,000		
20227500	RENTS/LEASES EQUIP.	0	220	193.94	133.80	1,000	0.00	0		
	CLOTHING/PERSONAL SUP.									
	ADMINISTRATION			0	0	0	0	0		
20231400	RECREATION	733	931	713.49	947.36	1,500	608.78	2,000		
	MAINTENANCE	270	400	398.27	657.99	2,500	559.12	2,500		
	AQUATICS	209	437	79.70	93.57	1,000	0.00	1,000	5,500.00	
20232200	CUSTODIAL SUPPLIES	3,121	4,168	2,721.43	4,260.23	4,500	1,776.14	5,000		
	FOOD SUPPLIES									
20233200	RECREATION	1,629	1,534	2,262.66	268.08	2,000	1,709.91	2,500		
	AQUATICS	2,525	2,026	1,401.92	709.18	1,500	258.33	1,500	4,000.00	
20244400	MEDICAL SUPPLIES	1,063	709	830.04	1,916.50	3,000	831.85	2,000		
20250500	ACCOUNTING SERVICES	8,640	4,473	4,620.00	4,794.00	6,000	0.00	7,200		
20250700	ASSESSMENTS/PERMITS	7,491	8,391	8,533.03	8,814.07	9,500	6,166.93	9,200		
20253100	LEGAL SERVICES	0	10,000	80.75	0.00	2,000	0.00	1,500		
20257100	SECURITY SERVICES									
	PARK POLICE	2,441	4,225	7,150.00	8,655.00	19,000	9,717.50	19,000	awaiting fees from FECRPD Police	
	ALARM	875	1,230	1,540.00	922.50	5,000	1,278.28	5,000	24000	
	OTHER PROFESSIONAL SER.									
	ADMINISTRATION	2,465	5,993	2,720.92	3,556.14	8,500	6,374.39	50,000	engineering study & upgrade office technology	
20259100	RECREATION	2,988	1,928	1,614.50	0.00	6,000	2,499.00	6,000	epact $2500.00, sportsman online-$2852.00	
	MAINTENANCE	3,069	5,209	4,425.69	14,002.02	15,000	2,522.00	15,000		
	AQUATICS	3,325	7,919	832.62	500.00	9,500	525.86	9,500	Drain Covers/team unify	
20281900	ELECTION SERVICES	0	2,008	0	1,887	0	0	10,000	Check with County	
20285100	RECREATION SERVICES	0	0	0	0	0	0	0		
	RECREATION	2,106	2,184	1,511.50	130.00	6,750	930.88	6,750	Movies/Field Trips	
	RECREATION SUPPLIES									
20285200	RECREATION	3,558	3,271	2,636.16	2,463.15	5,000	1,778.50	7,000		
	AQUATICS	1,318	1,038	200.19	1,009.25	5,000	132.13	5,000	12,000.00	swim team equipment
	TOTAL FOR PAGE 2	**167,903**	**72,575**	**49,082.63**	**60,181.57**	**121,159**	**41,259.37**	**175,450**		
	TOTAL SERVICES AND SUPPLIES	**179,636**	**72,575**	**49,082.63**	**221,776.53**	**325,100**	**165,935.60**	**393,050**		
LOANS AND LEASE PAYMENTS (30)										
30321000	INTEREST TO LOANS, LEASES				0	0	0	0		
30322000	PRINCIPAL PD. TO RET. LOANS				0	0	0	0		
30323000	PRINCIPAL PD.TO RET. LEASES				0	0	0	0		
	TOTAL LOAN / LEASE PAYMENTS				**0**	**0**	**0**	**0**		
FIXED ASSETS (40)										
42420100	Deterding Activity Room Roof Replacement	3912			0	27,000.00	38,785.00	31,357.00	088h/reg budget	
42420100	Deterding Community Roof Replacement				0	22,000.00	0	31,357.00	088h/reg budget	
42420100	Crabtree Park Concession Roof rebuild							20,000.00	reg budget	
	Total reroofing projects DAR, DCC, CTC							82,714.00		
42420200	Deterding Wood Chip Replacement		40101	4546.23	0	13,620.00	0	13,620.00	reg budget	
42420200	Crabtree Wood Chip/tire swing Replacement				0	37,730.00	0	37,730.00	reg budget	includes replacement of tire swing
42420200	Jonas Wood Chip Replacement				0	11,080.00	0	11,080.00	reg budget	
42420200	Crabtree- New Play feature replacing sand pit				0	25,712.00	0	25,712.00	reg budget	
42420200	Jonas - New play feature replacing sand pit					11,392.00		11,392.00	Prop 68/reg budget	

ARDEN MANOR RECREATION AND PARK DISTRICT

2021-2022 FINAL BUDGET

	Total playground refurbishment							99,534.00	
42420200	Deterding Turf Field/Replacement				0	126,168.00	0	126,168.00	reg budget-roll over funds
42420200	Jonas Tennis Court Repair/Replacement				0	120,000.00	0	190,000.00	prop 68/reg budget
42420200	Resurfacing/Retiling Family Pool				0	45,000.00	0	26,000.00	reg budget Drain Covers/Resurfacing
42420200	ADA Concrete Repair/Replacement					30,000.00	21,189.76	0.00	reg budget
	TOTAL FIXED ASSETS	**3912**	**40101**	**4546.23**	**0.00**	**439,702.00**	**38,785.00**	**524,416.00**	

9331 - EXPENDITURE

ACCT#	DESCRIPTION	Actual 17-18	Actual 18-19	Actual 19-20	Actual 2020-2021	FINAL Budget 2021-2022	2021-2022 Year to Date	Prelim Budget 2022-2023
	TOTAL 1000, 2000, 3000,4000 ACCTS	**494514**	**563,112.00**	**690,524.00**	**495,459.00**	**1,251,931.00**	**482,401.14**	**1,405,386.00**
CONTINGENCY (70)								
79790100	Roll Over				290,451	0	290,451	0
	GENERAL RESERVE BALANCE			455946	455,946	546,462.00	455,946	44,054.00
TOTAL AGENCY BUDGET EXPENDITURES		**494515**	**563112**	**1,146,470.00**	**1,241,856**	**1,798,393.00**	**1,228,798**	**1,449,440.00**

	Services and Supplies	
	2021-2022	
Administration	$	157,500.00
Maintenance	$	145,500.00
Recreation	$	22,450.00
Aquatics	$	40,500.00
Fixed Assets	$	524,416.00
TOTALS	**$**	**890,366.00**

	Salaries and benefits	
	2021-2022	
Administration	$	178,632.00
Maintenance	$	97,468.00
Recreation	$	171,820.00
Aquatics	$	40,000.00
TOTALS		**487,920.00**

COMBINED TOTALS $ 1,378,286.00

	Department Totals	
	2021-2022	
Administration	$	336,132.00
Maintenance	$	242,968.00
Recreation	$	194,270.00
Aquatics	$	80,500.00
Fixed Assets	$	524,416.00
TOTALS	**$**	**1,378,286.00**

Combined Totals	$	1,378,286.00	
General Reserve	$	44,054.00	Possible investment fund
Total Budget	$	**1,422,340.00**	

Item 6 a.

STAFF REPORT

DATE: June 9, 2022

TO: AMRPD Board of Directors

FROM: Stephen Fraher, District Manager

SUBJECT: Consider and provide direction to staff on whether or not to pursue discussions regarding selling the Lease rights on the cell tower site occupied by Verizon.

BACKGROUND:
The week I began with the District we received a letter from Verizon Wireless that they were exercising the option to adjust their monthly lease amount on the facility located at Deterding Park. The monthly rate would be reduced from $1,557.96 to $1,000.00 per month through the year 2027. That same week I received a phone call from Landmark Dividend asking if the District was willing to sell the Lease rights for the cell tower site.

An offer for $330,000.00 has been received and the documents are included in the Board Packet of information.

DISCUSSION:
I am aware that AMRPD previously sold rights to another cell tower site. It is my understanding that there were some concerns with that transaction. If the Board decides to move forward, I would recommend that funds be used in one of two ways, 1.) use for capital equipment needs and repairs, and 2.) place a portion of the receipts in the Reserve Fund account.

RECOMMENDATION:
The Board of Directors provide direction to staff on whether to proceed with further discussions and execution of an agreement to sell the Leasing Rights.

6a

LANDMARK
DIVIDEND

400 N. Continental Blvd., Suite 500 – El Segundo, CA 90245
(800) 843-2024 (310) 294-8160

June 02, 2022

Terms of Agreement

Lease Information:
Seller/Site Owner: Steve Fraher
Arden Manor Recreation & Park District
Mailing Address: 1415 Rushden Dr
Sacramento, CA 95864-2730

Tenant	Current Rent	Escalation Rate	Site Address
Verizon	$1,557.97 Monthly	3.00 % Annually	1440 Dom Way, Sacramento, CA 95864

Easement Area and Assignment of Lease: The Easement Area shall be approximately the leased premises described by the existing cellular lease (the "Lease(s)") and a non-exclusive access and utility easement. The Easement Area will be confirmed by a survey performed during due diligence. Landmark will be assigned the Lease(s) for the duration of the easement.

Confidentiality: Site Owner agrees not to disclose any of the terms of this agreement to any unrelated third parties, except for its broker, agent, lawyers, consultants, bookkeepers and tax advisors, without Landmark's prior written consent for the later of one (1) year from the date of this document or the date on which both parties enter into a mutually acceptable easement and purchase and sale agreement.

Exclusivity: Until the expiration of this agreement, Site Owner shall not, directly or indirectly, (a) offer the Lease(s) or the Easement Area for sale or assignment to any other person; (b) negotiate, solicit or entertain any offers to sell or assign any interest in the Lease(s) or the Easement Area to any other person; or (c) modify, amend, supplement, extend, renew, terminate or cancel the Lease(s).

The purchase price shall be the gross purchase price from which will be deducted:

- Prorated rent for the remainder of the month/year of closing
- If applicable, the next two months' of rent payments to account for the time it takes the tenant time to recognize Landmark as the new payee (Site Owner shall be entitled to receive and deposit the next two monthly rent checks after closing, provided however, if one or both rent checks are received by Landmark, Landmark will pay to Site Owner the sum of the rental revenue not received by Site Owner for the 2 months following closing once received by Landmark); and
- Transfer taxes.

Offer Expiration Date: June 28, 2022

* Landmark will complete a title search of the property on which the telecom site is located (the "Property") and perform any and all due diligence on the Property, including a survey of the Easement Area and site inspection at its sole cost and expense. Site Owner will provide Landmark with attorney comments to any of Landmark's transaction documents within five (5) days of the receipt of such documents. If there is a mortgage or lien on the Property, Site Owner agrees to use commercially reasonable efforts to obtain a non-disturbance agreement ("NDA") from the lender or lienholder. In the event the NDA cannot be obtained, Landmark may still close the transaction subject to a twenty percent (20%) reduction in the Purchase Price, provided the Property satisfies Landmark's loan-to-value calculation and Site Owner complies with Landmark's additional due diligence requests.

* Our signatures below acknowledge that these are the business terms upon which this transaction will be completed and authorizes Landmark to proceed with this transaction. Closing is subject to Landmark's receipt and evaluation of the document checklist items, completion of due diligence and final underwriting approval, and a mutually acceptable easement and purchase agreement. Landmark will endeavor to close this transaction within forty-five (45) days of its receipt of Site Owner's signature below or if that is not possible, within five (5) days of the receipt of all due diligence including any necessary NDAs or consents and the expiration or waiver of any right of first refusal (the "ROFR") of any tenant. If Landmark does not close the transaction within ninety (90) days of the date of Site Owner's signature below, this agreement will expire unless extended by mutual written consent.

* For the purposes of this document, "Landmark" and "Site Owner" shall refer to and mean Landmark Dividend LLC and its affiliates and Site Owner and their respective affiliates, successors and/or assigns.

Additional Terms:

• Landmark further agrees that in the event the Premises is decommissioned by Tenant, and Landmark is unable to replace the Tenant within 3 Years (36 months) of such decommission, the Easement shall be deemed abandoned and automatically terminate.
• Landmark and Site Owner also agree to share any future rent from carriers 50/50 (50% to Site Owner) who may require additional space outside of the ground lease. In the event an agreement is executed with a carrier for space outside of the ground lease, the parties shall enter into a mutually agreeable amendment to the easement contemplated herein to include such additional space.
• Landmark does not charge any closing costs to Site Owner.

Purchase Price and Term: Initial below

1. _____ Purchase Price: $330,000.00
Term: Perpetual
Type: Lump Sum

Please sign and date below and return at your earliest convenience

_____
Steve Fraher

Date: _____
Phone: _____
Email: _____

Approved by:

_____
Landmark Authorized Signatory

Item 6 b.

STAFF REPORT

DATE: June 9, 2022

TO: AMRPD Board of Directors

FROM: Stephen Fraher, District Manager

SUBJECT: District Office telephone system and wireless network upgrade

BACKGROUND:

It became apparent during my first two days on the job that the telephone system and the District office internet connections were insufficient. Currently the District has between two to four staff members working in the office at any point during the working day. If one staff member is using the Office phone system no one else has a line available to make an outgoing call, only one incoming call can be received using the phone line designated for the pool office. For two weeks I could not use the phone on my desk because of a problem with the wiring coming to it. I had to take calls on one of the other phones. In addition, on at least two occasions the internet connection failed, with staff unable to process any payments, do printing, and did not have the ability to send or receive emails for a period of time. This effects the ability to provide quality customer service.

At my previous District, a firm named Fast Break Tech was used to provide I.T. support to the agency, and they also conducted an upgrade of the office systems upon my arrival there in late 2010. I contacted them and had their staff come out to do an assessment. It was learned that the hard wire copper phone lines are becoming a thing of the past, phone systems can now be service via the wireless signal/system. A designated FAX number and line is no longer necessary, FAX's can now be sent and received from individual desktop computer workstations.

RECOMMENDATION:

The District Board of Directors authorize staff to enter the agreement with Fast Break Tech to upgrade the District Office telephone, internet systems, in the amount of $3,640.38, with an ongoing monthly cost of $470.00 for the services, authorize staff to budget for a ten-hour service package in the coming FY 22-23.

DISCUSSION:

Staff has compared the proposal to the current level of billing that we pay for the phone line, web domain name management, and related services. It appears that the District will realize a savings on the monthly phone line billing (approximately $360.00/year), there will also be a savings on the cost of the domain hosting, because Fast Break proposes that service in their monthly fee.

Adopting this change will result in upgrading the Office 365 Basic, Microsoft Exchange and OneDrive services, while creating 50 GB of storage for staff files. This upgrade will also create and provide District email accounts for each of the Board Members to be used for official emails and provide for personal privacy when an open records request is received.

Each phone unit will set up as a separate line and each staff member will have a VoIP voicemail system, which will send voicemails to the staff person's email. The phones can be linked to staff members cell phones, so that they can be accessible in the field. The new system will also provide the opportunity for staff to work remotely if needed through a VPN connection.

Fast Break Tech also proposes a Service Retainer agreement at a discounted rate of $115.00/hour (the regular rate is $150.00/hour), a minimum package would be for ten hours of service. The hours do not expire and will roll-over from one year to the next.

(6b)

1111 Exposition Blvd, Bldg 100
Sacramento CA 95815

(916) 247-2500
support@fastbreaktech.com
www.fastbreaktech.com

www.fastbreaktech.com

Technical Estimate

This is not an Invoice

Date	Estimate No.
5/6/2022	5510

Arden Manor Recreation and Park District
1415 Rushden Dr.
Sacramento CA 95864

Best # to reach me:

Description	Qty	Rate	Total
VoIP Extension/Person - All Features	8	50.00	400.00
eFax service provided by Fast Break Tech $20 /month	1	20.00	20.00
Office365 Basic, Exchange & Onedrive, 50GB for Staff	5	8.00	40.00
Office365 Online Kiosk Elite - 2GB, Online Only for Board Members	5	2.00	10.00
Sales Tax @ 8.75%		8.75%	0.00
Total			$470.00

I, _____, agree to the estimate above and will submit payment upon completion of described work. I understand this is an estimate, and if additional time or materials are necessary my installer will explain these to me before incorporating these charges into the install.

_____ _____
Signature Date

(6h)

1111 Exposition Blvd, Bldg 100
Sacramento CA 95815

(916) 247-2500
support@fastbreaktech.com
www.fastbreaktech.com

Technical Estimate

This is not an Invoice

Date	Estimate No.
5/6/2022	5509

Arden Manor Recreation and Park District
1415 Rushden Dr.
Sacramento CA 95864

Best # to reach me:

Description	Qty	Rate	Total
10 Hour Support Package - Business	1	1,150.00	1,150.00
Regular Package Rate: $1500, or $150 /hour Your Package Rate: $1150, or $115 /hour			
* On-site support minimum is reduced to 1-hour * Remote support minimum is reduced to 15 minutes * Priority scheduling over clients not on support plan * Does not include hardware or software costs			
Yealink SIP-T46S IP Phone	7	200.00	1,400.00T
Yealink Wireless USB Wi-Fi Adapter, Dual Band 802.11ac (WF50)	7	45.00	315.00T
Wireless VOIP Phone	1	200.00	200.00T
Power Cord for VOIP Phones	7	25.00	175.00T
eero 6 mesh Wi-Fi system (3-pack)	1	200.00	200.00T
Sales Tax @ 8.75%		8.75%	200.38
Total			$3,640.38

I, _____, agree to the estimate above and will submit payment upon completion of described work. I understand this is an estimate, and if additional time or materials are necessary my installer will explain these to me before incorporating these charges into the install.

_____ Signature

_____ Date

Item 6 c.

STAFF REPORT

DATE: June 9, 2022

TO: AMRPD Board of Directors

FROM: Stephen Fraher, District Manager

SUBJECT: CalTRUST Investment Program

BACKGROUND:
Board Chair Michael Grace and I recently attended the annual California Association of Recreation and Park Districts Annual Meeting. One of the meeting sponsors and vendors was CalTRUST a Joint Powers Authority (JPA) which is governed by a Board of Trustees comprised of public agency treasurers and investment officers. The JPA uses Black Rock investment expertise when placing funds.

CalTRUST is only open to California public agencies, thus the investment policy mirrors California investment code. Currently more than 140 California public agencies invest with CalTRUST.

Arden Manor as a public agency may use CalTRUST as a tool to invest the District's funds that have been left in the Reserve line during previous years with the Sacramento County Department of Finance. It is allowable for the District to use this platform to invest funds.

DISCUSSION:
Reserve Funds held by the county are not available to the District for use, except at the beginning of each Fiscal Year when the new budget is being created. The interest earned rate on Reserve Funds is less than one (>1%) held with the County. Investing with CalTrust will provide access to the District's Reserve Balance within seventy-two hours of the need to withdraw funds. The County does not provide such access, unless the funds are placed in the Contingency (Roll-over) line in the budget.

RECOMMENDATION:
Provide direction to staff on whether to investigate this idea/option further and bring information back to the Board during the July Board meeting.

(6 c)

CALTRUST™
A PUBLIC AGENCY

Key Features of CalTRUST™

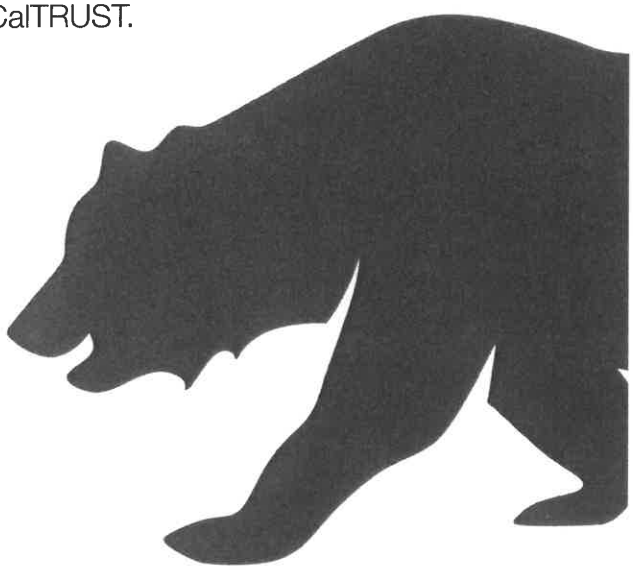
No minimum or maximum investment amount – you can have as much or as little invested with us as you'd like.

No minimum or maximum transaction allowances – you can do as many transactions as often as you'd like.

No limit to the amount of subaccounts you can have.

And more...

- CalTRUST is governed by a Board of Trustees that is comprised of public agency treasurers and investment officers.
- Fully transparent with updated holdings regularly available.
- Access to BlackRock® investment expertise.
- Ability to easily move assets between our different accounts as you'd like to meet your cash flow needs.
- Online shareholder portal allows you to utilize online trading features and set levels of access for individuals *(ie: you could have staff authorized to perform trades or just to view statements and other information).*
- Agencies do not have to join the JPA to participate in CalTRUST.
- CalTRUST is only open to California public agencies so our investment policy mirrors California investment code.
- Currently, over 140 California public agencies invest with CalTRUST.



Item 6 d.

STAFF REPORT

DATE: June 9, 2022

TO: AMRPD Board of Directors

FROM: Stephen Fraher, District Manager

SUBJECT: Consider the firm Francisco and Associates to conduct and prepare an Engineering Study

BACKGROUND:
In conjunction with upgrading the District Comprehensive Master Plan, work should begin to conduct and prepare and engineering study to determine the needs of the Arden Manor Recreation and Park District in providing appropriate levels of maintenance and making improvements to existing facilities and/or adding new facilities. The Engineering Study is a requirement for considering a Ballot measure asking for the voters' approval to fund these items.

RECOMMENDATION:
Provide direction to the District Manager on how to proceed when necessary.

DISCUSSION:
Francisco and Associates has done work for Arden Manor previously and is familiar with the District. The Board Chair Michael Grace believes they will be a good choice for this project.

Item 6 e.

STAFF REPORT

DATE: June 9, 2022

TO: AMRPD Board of Directors

FROM: Stephen Fraher, District Manager

SUBJECT: Staff idea to increase security of the maintenance area

BACKGROUND:
Prior to Memorial Day, someone entered the Maintenance Compound near the pool and stole the catalytic converter off the 2002 Toyota Tundra pick up truck, rendering it in operable for the time being. The thieves cut three bars off the wrought iron fence to gain access to the area. This will cost the District at least $2,000.00 (the deductible with CAPRI). Staff has also learned that Toyota no longer manufactures the part, so it will need to be found and replace in the "after market".

In November 2020, the maintenance shop was burglarized and most of the tools were taken, resulting in an unexpected expense.

DISCUSSION:
The District Manager proposes having a minimum ten (10') foot tall heavy gauged chain link fence and gates installed around the building, with a possible barbed wire roll at the top of the fence.

Additionally, an exterior shed building with locking doors should be considered for vehicles and equipment to be parked in during non-work hours to provide more security.

RECOMMENDATION:
The Board of Directors authorize the District Manager to develop the proposal further and obtain quotes/bids for the fence to be installed.

DISTRICT MANAGER'S REPORT

April 26th to May 16th

Accomplishments

I began my tenure here on Tuesday April 26, 2022. Slowly, I am becoming familiar with AMRPD staff, their abilities, and regular practices. I have tackled a couple of important items, regarding the Prop. 68 Per Capita Grant. The District's Project Consultant at State Parks requested copies the District's ownership document for Jonas-Larkspur Park, and proof of work on the CEQA Notice of Exemption. I located the property Deed in a file in storage and sent that in. The CEQA Notice of Exemption is completed and awaits an adoption of a Resolution by the Board of Directors before it will be recorded at the County Recorder's Office and submitted to State Parks.

FY 2022-23 Draft Budget

The Draft Budget for FY 22-23 is complete. Revenues are expected to increase between 5-7%, I am projecting an increase in the General Reserve to $500,000.00. My recommendation is to work toward having a General Reserve Fund of at least $600,000.00 (six months operating expenses). Personnel costs are expected to be $484,920.00 which is less than the adopted FY 21-22 Budget. I reviewed expenses and looked at historic pre-pandemic expenses to make projections for the coming year. Discussion is needed on the Fixed Asset Capital Projects, and their respective funding sources. I have not wrapped my arms around these yet. A copy of the Draft Budget is in your Agenda Packet.

Office Network Systems

My first day on the job, I discovered that if one staff member is on the office phone, no other staff member may make or take a phone call. The District has three to four staff members in the office at any one time. Also, that same day the internet connection was disrupted multiple times. I contacted the IT Firm that I used at Arcade Creek to look at the set up and to give the District a proposal to upgrade these systems and phone equipment. Those consultations are on-going. I believe the District will realize a financial savings if changes are made. This proposal will be presented to the Board when it is ready.

Staff Development

A staff meeting was held on Tuesday May 10th. I laid out my expectations of them and for their performance of their duties. We discussed some ideas and plans, I told them that I am always open to different ideas, and that my door is always open to them. I have begun the process of empowering them to make decisions and choices in their area. I will not be the one making all decisions, I respect their knowledge and experience.

Professional connections

I began the process of reconnecting with my professional colleagues, by sending an email to all of them around the state. Looking forward to reconnecting in person with them at the CARPD Conference in South Lake Tahoe May 18-21.

CARPD Conference

Arden Manor RPD was awarded a scholarship to attend the CARPD Conference in South Lake Tahoe May 18-21, 2022. We were successful in switching the award from Maria's name to mine. I am looking forward to the experience and educational sessions provided there.

Tour of the Parks

Maria and Michael took me on a tour of the parks during my first week here. I got a lay of the land and they described some of the issues and challenges in each of the District's three parks. There is nothing unusual about what I saw, but certainly room for improvement.

Issues

Several items have been brought to my attention or that I have noticed over the previous three weeks, these include but are not limited to additional tree trimming needed because of damaged trees; sand being sucked from the pool filter through the pump into the pool, which is increasing the amount of time staff vacuums the pools, I am concerned about damage to the pump's impeller. Concrete upheavals through out the district caused by tree roots are a safety issue; ADA accessibility issues, an inspection and mitigation plan need to be written. The maintenance storage is an issue, specifically that the space is shared with the pool pump and other chemicals and the fuel for District owned equipment. The concession stand roof at Crabtree Park needs to be replaced, our staff can do it, but I have asked them to hold off on that because I believe it will require obtaining a County Building Permit, which will need some engineered drawings to be approved. I need to check on this.

Website

Updating the District's website and bringing it closer to full compliance has begun, this will be a work in progress over the next couple of months.

Conclusion

Arden Manor Recreation and Park District is in an advantageous position with the current staff members working. They are some experienced and talented people who know what needs to be done. Financially, the District is in much better shape than I had anticipated. There is much to look forward to and this team can accomplish many things for the District and its' residents.

Respectfully submitted,

Stephen Fraher

Interim District Manager

Maintenance Report for April-May 2022
1415 Rushden Drive, Sacramento, CA 95864
May 26, 2022, 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

- Completed monthly facility safety inspections.
- Routine facility maintenance and rental preparation including - cleaning and sanitizing restrooms, disposing of trash, and sweeping/mopping. Rental preparation included.
- Daily pool maintenance – water balancing, backwashing, emptying skimmer baskets, hair & lint strainer cleaning, vacuuming, and brushing of both pools.
- During one of the District's Community Center (DCC) rentals, the sewage line backed up in the middle of their event. Maintenance staff removed the toilet and snaked the line and hit a blockage at approximately 115 ft. from Men's restroom (end/beginning of sewer line). Unsuccessful clearing the obstruction, The District called a plumber out to hydro-jet the line due to this becoming a common reoccurrence. The technician said they could use a pressure washer to clear the obstruction which was likely an invasion from tree roots. The company gave the District an estimate to perform the next step needed to know what the exact issue was and how to fix it. Maintenance staff was informed that there should be sewer cleanouts by county code every 50ft. The first cleanout from the DCC is approximately 130 feet away and was also a 1-way cleanout meaning it was no good to clear the blockage. Roto-Rooter was able to pinpoint where the obstruction was and repaired the section of sewage pipe that confirmed to be blocked due to tree roots. They were also able to install a bullhorn (2-way) cleanout that way we would be able to access the sewer line in the future.
- The heater or air conditioning was not coming on in the DAR. Clarke & Rush installed unit in January and was under warranty and had to come out to troubleshoot possible causes. While explaining to the technician that it was getting warmer when it should have been cooling, he said it sounded to him like the wiring was reversed. After determining that the wiring was in fact reversed, there was damage done to the board and the economizer was no longer working. The unit is working temporarily until the board is received and can be installed.

- J & J Locksmith was called out to replace panic bar on emergency exit gate to the pool. They also installed 2 new self-closing hinges, and welded wire mesh around the 2 emergency exits and pool entry gate. The work is in progress and is scheduled to be completed on 5/24/2022.

- O'Dells Pump Service needed to be called out to Crabtree Park to diagnose why the newly repaired booster pump for the irrigation was not coming on with the system. During installation of repaired pump, the technician said that the voltage to the pump relay was insufficient and that a bigger gauge wire needed to be installed. Maintenance staff replaced the wiring and thought that the relay fuse may have been bad and wanted it to be looked at. The technician said the relay was now getting proper voltage but the reason pump would not engage was because the breaker appeared to be in need of replacement.

- Davey's Tree Care completed their annual servicing of the District's trees. The Aborist recommended that 2 trees outside of the District Office on the pool deck needed to be removed. Upon removal of the trees, the crew leader from Davey's wanted to show Maintenance Staff that the tree trunk was hollowed out due to termite infestation (picture below). The trees presented a serious risk of danger and could have fallen at any moment.

- The Dolphin C7 (pool auto-vac) was spinning in circles and was taken apart to troubleshoot possible causes. Maintenance Staff observed that some of the bearings were not in the bearing case on one of the drive belts. Put bearings back into case and greased it up before reinstalling it and replacing the brushes. At the time of this report The Dolphin is still not working properly. Could possibly be the board that drives it. Maintenance Staff is currently researching solutions to get it repaired.

- Update on sand situation in pools: Maintenance Staff has been monitoring the sand issue daily. During the week of May 9th-13th there were small but visible amounts of sand coming out of the returns. Maintenance staff backwashed on May 12th and have not seen visible traces of sand since.

- Replaced leaking stop valve on the pool deck drinking fountain.

- Repaired broken cinder block cap on retaining wall along North pool border.

- Repaired supply shelf above the well tank. The fascia board and some of the support joists had dry-rot and the shelf was propped up by 2" x 6" boards that were wedged under it. Maintenance staff replaced all wood that was damaged by the dry-rot, drill post base anchors into the concrete and installed 4" x 4" posts to make it more secured.

- Installed shelving in the Aquatic restroom closet to free up shelving space in the Maintenance Shop that was previously used for cleaning products and aerosol cans. Maintenance Staff is working on separating gas-powered equipment and storing that equipment away from the chlorine hoppers and acid tank.

DETERDING PARK

- Daily trash and litter removal.

- Weekly landscape maintenance (mowing lawns, leaf blowing walkways, string trimming, leaf removal) completed by Jensen Corp.

- Completed monthly park safety inspection.

- Completed weekly raking of playground loose-fill material (shredded rubber).

- Davey's Tree Care completed their annual servicing of trees in the park. Their focus was mainly inside of the pool fencing.

CRABTREE PARK

- Daily trash and litter removal.
- Weekly landscape maintenance (mowing lawns, leaf blowing walkways, string trimming, leaf removal) completed by Jensen Corp.
- Completed monthly park safety inspection.
- Completed weekly raking of playground loose-fill material (shredded rubber).
- O'Dells Pump Service needed to be called out to Crabtree Park to diagnose why the newly repaired booster pump for the irrigation was not coming on with the system. During installation of repaired pump, the technician said that the voltage to the pump relay was insufficient and that a bigger gauge wire needed to be installed. Maintenance staff replaced the wiring and thought that the relay fuse may have been bad and wanted it to be looked at. The technician said the relay was now getting proper voltage but the reason pump would not engage was because the breaker appeared to be in need of replacement.
- Davey's Tree care completed annual tree servicing. The majority of their focus was on reducing the weight of the large Chinese Elm tree.
- Removed fallen tree from 5–12-year-old playground (picture below).

- Maintenance Staff was approached by many community members inquiring about the missing plexiglass on the Free Little Library. Staff found plexiglass in the shop, cut and measured it and mounted it to the door. The door hinges were pulling out of the plywood. Staff installed a 2" x 4" and attached hinges to that board for reinforcement.
- Completed installation of new lumber on the ballfield backstop. Staff will paint when the wood dries out.
- Maintenance has irrigation repair on the schedule for 5/17 – 5/19. Replacement and adjusting of sprinklers where needed and will begin the process of repairing the outer perimeter dry scape.

JONAS LARKSPUR PARK

- Daily trash and litter removal
- Weekly landscape maintenance (mowing lawns, leaf blowing walkways, string trimming, leaf removal) completed by Jensen Corp.
- Completed monthly park safety inspection.
- Completed weekly raking of playground loose-fill material (shredded rubber).
- There appeared to be a whole zone of sprinklers not working on the soccer field. Maintenance Staff ran system check on irrigation controller and received an error message for station 5 which was the station not working. Due to the valve being buried on the soccer field and not knowing where the valve is, the wire had to be traced and valve located and dug up in order to identify if wire is exposed or the solenoid is no good. In progress.
- Completed mowing of tall grass in the Nature Area.
- Davey's Tree Care completed their annual servicing of the District's trees. Their primary focus was on the large Eucalyptus Tree next to the gazebo. They were able to remove the Wisteria vine that made its way up the tree. While the crew was in the tree, they noticed a large split that ran the length of the trunk that they were able to see from the top of the tree looking down. The District is currently waiting on a written assessment of the tree, the Arborists suggestion on what to do with the tree and an estimate to remove if necessary. Due to the tree being a high risk of danger, Davey's removed and limbs that were overhanging the gazebo structure (picture below).

Recreation Coordinator Report

1415 Rushden Drive, Sacramento CA 95864

May 16, 2022

Recreation Coordinator: Andrew Nielsen

Aquatics Update:

1. Spring Swim clinic that took place April 18-21 and 25-28 have finished. We had 20 Swimmers participate.
2. We held the lifeguarding class the weekends of April 23 and 30. All hopeful lifeguards passed the American Red Cross standard and were hired as lifeguards at Arden Manor.
3. Swim Team started on May 2nd. Swim Team now has 62 participants, but we expect more as school gets out. May 21st, we will be having Time trials.
4. Aquacise has started May 2nd and has a full class with maybe a few more spots available.
5. Thomas Edison will be renting the pool May 23rd, 24th, 25th, and the 26th.
6. Lap swim has the minimum amount of people interested in it. We will be evaluating what time it should start and end.

Ryan Benton
After School and Summer Camp Report
05/16/2022

1. Created a programming schedule for the first week of Summer Camp, which will be themed around sports.
2. Our After School programs running well, averaging around 50 kids per day.
3. Created a list of supplies needed for the last few weeks of school and camps.
4. On Friday May 6th, we celebrated "Child Care Staff Appreciation Day". Our after-school staff received a small gift.
5. Spoke with Gateway Community Charter about them sending us up to 30 students to our Summer Camp. They will be paying for 15 students up front, and then we will charge them individually from there.
6. We began interview candidates for counselor positions, due to the increase in enrollment.

Week 1: Sports Week
Monday 6/13
Dodgeball Day

7:00-8:15 am **Check-in & Side Grass Games**

Check-In:

1. Board Games/ Legos

2. Name Tags & Coloring Sheets

3. Side Grass Games

8:30-8:45 am **Camp Meeting- Counselor Introduction**

8:45-9:00 am **Small Group (Sunscreen check, water bottles filled)**

9-12:00 pm **Rotating Activities (45 minutes each)**

Back grass	Group:	High Active Games: Dodgeball
Side Yard	Group:	Low Active Games: Water Balloon Toss
Art Project- Clubhouse	Group:	Project: Throw Paint Art
Pool	Group:	Free Swim

12-12:30 pm **LUNCH at designated picnic spots.**

12:30-1:15 pm **Small Group Clubs & Sunscreen before the camp meeting.**

1:30-2:00 pm **Camp Meetings/Get ready for Choice Stations**

2:00-4:00 pm **Kid Choice Stations**

Side Yard	**Staff:**	**Water Games/Group Games**
Clubhouse-Choice Stations	**Staff:**	**Board games, legos, art station, bracelet station, reading.**
Pools	**Staff:**	**Free Swim**

4:00-4:45 pm **Camp Game**

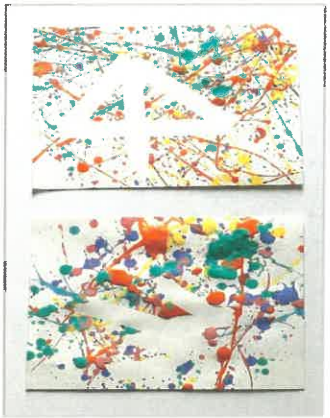
4:45-6:00 pm **All inside until pick up**

Game Description:

Art:

Splatter Paint Project

Using thick paper, have children place painters tape making a design on their paper where they do not want paint(see example). Have children dip their brushes into paint and flick the brushes at the paper making a splatter on the paper.



Week 1: Sports Week
Tuesday 6/14
Basketball Day

7:00-8:15 am **Check-in, Side Grass Games & Interest Areas**

Check-In:

1. Board Games/ Legos

2. Name Tags & Coloring Sheets

8:30-8:45 am **Camp Meeting/Camp Songs- Back Grass**

8:45-9:00 am **Small Group -Plan for the day/Goal of the day/Game**

9:00-12:00 pm **Rotating Activities (45 minutes each)**

Back grass	Group:	High Active Games: Basketball(Garbage cans?)
Side Yard	Group:	Low Active Games:
Art Project- Clubhouse	Group:	Project: Basketball Cup Game
Pool	Staff:	Free Swim

12-12:30 pm **LUNCH at designated picnic spots**

12:30-1:30 pm **Small Group Clubs & Sunscreen before camp meeting**

1:30-2:00 pm Camp Meetings/Get ready for Choice Stations- Lead by

2:00-4:00 pm Kid Choice Stations

Side Yard	Staff:	Water Games
Clubhouse-Choice Stations Ping Pong	Staff:	Board games, legos, art station, bracelet station,
Pools	Staff:	Free Swim

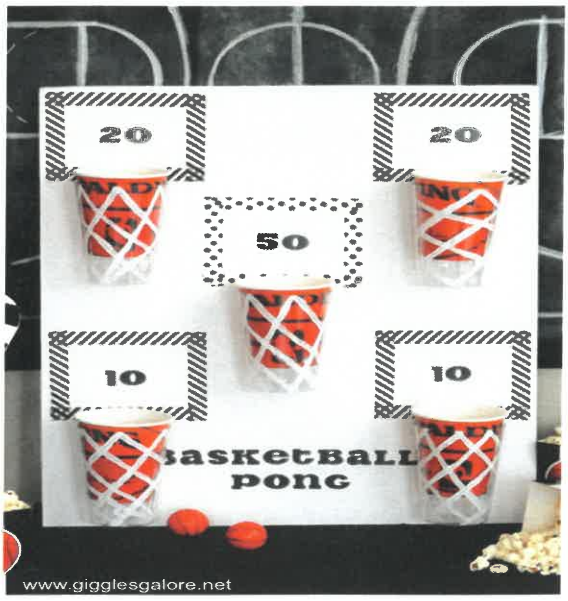
3:50 pm Start Clean up inside

4:00-4:15 Dry off, meet at side yard for camp meeting

4:15-4:45 pm Camp Game- Back Grass/Closing/Small Group Wrap Up

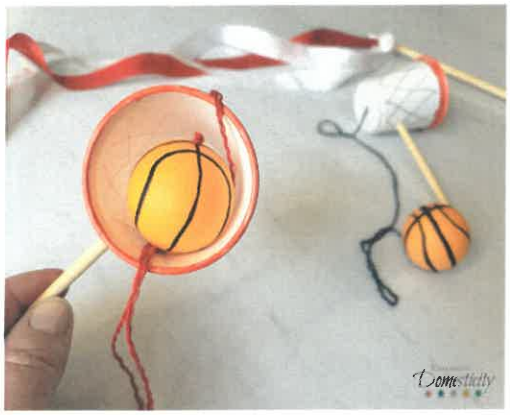
4:45-6:00 pm All Inside

<u>Game Descriptions</u>



Art

1. Dip the cup into the orange paint.
2. With the silver Sharpie, draw diagonal lines in one direction all the way around the cup. Then draw them in the other direction all the way around the cup.
3. With the black Sharpie, draw basketball lines on the orange ping pong ball.
4. Cut your wooden chopstick in half.
5. Carefully, make a hole – slightly smaller than the chopstick – about 1/3 of the way up the side of the cup. Insert the chopstick into the hole.
6. Cut a piece of string, roughly 12-18 inches long.
7. Thread a needle with the string and push it up through the bottom of the cup. Tie off the end inside the cup.
8. Insert the other end of the string completely through the ping pong ball and tie it off at the end.
9. Play with the basketball cup and ball craft by trying to swing the ball into the cup.



https://exploringdomesticity.com/basketball-cup-and-ball-craft/

Week 1: Sports Week
Wednesday 6/15
Teamwork Day

7:00-8:15 am **Check-in, Side Grass Games & Interest Areas**

Check-In:

1. Board Games/ Legos

2. Name Tags & Coloring Sheets

8:15-8:45 am **Camp Meeting/Camp Songs- Back Grass**

- **Welcome campers, Morning Ice Breaker**

8:45-9:00 am **Small Group Introduction/Plans for the day**

9:00-12:00 pm **Rotating Activities (30 minutes each)**

Back grass	Group:	High Active Games: Water Relay Race
Side Yard	Group	Low Active Games: Human Knot Water Balloon Hot Potato
Art Project- Clubhouse	Group:	Hand Tracing
Pool	Staff:	Free Swim

12-12:30 pm **LUNCH at designated picnic spots**

12:30-1:15 pm **Small Group**

1:15-1:30 pm **Sunscreen**

1:30-2:00 pm **Camp Meetings/Get ready for Choice Stations-**

2:00-4:00 pm **Kid Choice Stations**

Side Yard	**Staff:**	**Water Games**
Clubhouse-Choice Stations **Ping Pong**	**Staff:**	**Board games, legos, art station, bracelet station**
Pools	**Staff:**	**Free Swim**

3:50 pm **Start Clean up inside, head to the side yard for game**

4:00-4:15 **Dry off, meet at side yard for camp meeting**

4:15-4:45 pm **Camp Game- Back Grass/Closing/Small Group Wrap Up**

4:45-5:30 pm **All Inside**

Art Activity:
Have campers trace out their hands on a piece of any color construction paper. Have them cut out their hand and then design it however they want. We will glue all hands to a board and hang it on the wall.

Game Descriptions:

Sponge Water Relay Race

You'll need two buckets full of water and two sponges. Divide the players into two teams. On "Go", one player from each team soaks up as much water as possible into the sponge and carries it to another bucket, squeezes out the water, and runs back to hand the sponge to the next player. The team that fills their empty bucket to a pre-determined point first wins.

Human Knot Kids Version

The famous human knot game is often tried with adults in co-working environments, but it is actually quite a fun and useful kid's team-building game and activity. Basically, have a group of kids sit together in a circle, ideally a minimum of 5-6 kids. Have each kid randomly grab (lightly!) someone else's wrist and hold onto it. Once everyone's wrists are accounted for, instruct the kids to try and untangle themselves, but without letting go of anyone's wrists! This is a really fun game that borders on strategy and chaos. Obviously, it is important to warn the kids to play this game slowly and gingerly, so that no one gets hurt. In some cases, it might be preferred to allow kids to release a wrist in order to properly untangle themselves. This is a great team-building game for kids because it forces kids to work together toward a solution that everyone is aiming toward.

To make this kid's game even more of team-building activity, you can instruct the kids that they cannot speak – thereby forcing them to strategize with body language, which likely increases the team chemistry that the game sets out to teach.

Hot Potato

Campers get in a circle and start passing the water balloon around when the music begins. When the music stops they get to break the water balloon on the person's head to their left! Each time we started a new balloon we changed the song to keep it fun and interesting! Campers liked this game because they got to break it on their friend's head and usually the water just went everywhere.

Week 1: Sports Week
Thursday 6/16
Soccer Day

7:00-8:15 am **Check-in, Side Grass Games & Interest Areas**

Check-In:

1. Board Games/ Legos

2. Name Tags & Coloring Sheets

3. Side Grass Games

8:15-8:45 am **Camp Meeting/Camp Songs- Back Grass**

- **Welcome campers**

8:45-9:00 am **Small Group (Plan for the day, games)**

9:00-12:00 pm **Rotating Activities (30 minutes each)**

Back grass	Group:	High Active Games: Soccer Game(Turf Field)
Side Yard	Group:	Low Active Games: Dizzy Kickball
Art Project	Group:	Sugar Cookie Soccer Ball
Pool		Free Swim

12-12:30 pm **LUNCH at designated picnic spots**

2:30-12:45 pm **Camp Meeting**

12:45-1:15 pm **Small Group Clubs**

1:15-1:30 pm **Sunscreen in small groups**

1:30-2:00 pm **Camp Meetings/Get ready for Choice Stations**

2:00-4:00 pm **Kid Choice Stations**

Side Yard	**Staff:**	**Water Games**
Clubhouse	**Staff:**	**Board games, legos, art station, bracelet station**
Pool	**Staff:**	**Free Swim**

4:00-4:15 pm **Dry Off**

4:15-4:45 pm **Camp Game- Back Grass/Closing**

4:45-6:00 pm **All Inside**

Games:

Dizzy Kickball

Make a game of kickball more challenging (and fun) by adding a rule that all players have to spin three times before kicking or throwing a ball. Once everyone is overcome by the dizziness that ensues, try changing the rule from spinning three times to hopping on one foot, performing jumping jacks, or striking a rock star pose

Art:

SOCCER BALL COOKIES

Week 1: Sports Week
Friday 6/17
Olympic Day

7:00-8:15 am **Check-in, Side Grass Games & Interest Areas**

Check-In:

1. Board Games/ Legos

2. Name Tags & Coloring Sheets

3. Side Grass Games

8:30-8:45 am **Camp Meeting**

8:45-9:00 am **Small Group (Plan for the day/games)**

9:00-12:00 pm Rotating Activities (30 minutes each)

Back grass	Group:	High Active Games: Hurdle Running Relay Tug of War
Side Yard	Group:	Low Active Games:
Art Project- Clubhouse	Group:	Art Project? Paper Olympic Rings Cheetos/Ice Cream Cone
Pool		Free Swim

12-12:30 pm LUNCH at designated picnic spot

12:30-12:45 Camp Meeting- All Camp Game-

12:45-1:15 pm Small Group Clubs

1:15-1:30 pm Sunscreen in small groups, get ready for a camp meeting

1:30 pm-2:00 pm Camp Meetings/Get ready for Choice Stations

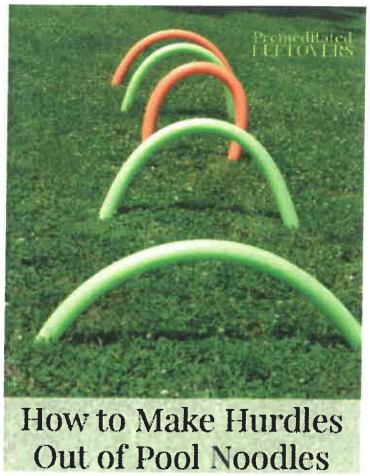
Side Yard	Staff:	Water Games
Clubhouse-Choice Stations Ping Pong	Staff:	Board games, legos, art station, bracelet station,
Pools	Staff:	Free Swim

4:00-4:15 Dry off, meet at side yard for camp meeting

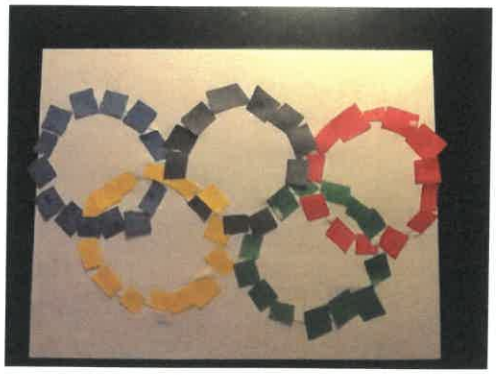
4:15-4:45 pm Camp Game- Back Grass/Closing/Small Group Wrap Up

4:45-5:30 pm All Inside

Games:


Premeditated
LEFTOVERS
How to Make Hurdles
Out of Pool Noodles

Art:

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