

**AUBURN AREA RECREATION AND PARK DISTRICT
MEETING OF THE STANDING FINANCE COMMITTEE AGENDA
WEDNESDAY, APRIL 20, 2022, 4:30 PM**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting <https://us06web.zoom.us/j/85335119841>. The public may participate in the meeting through Zoom. The link for this meeting is. The public can use this link and/or call 1 669 900 6833 Webinar ID: 853 3511 9841 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

1.0 CALL TO ORDER

Ainsleigh ____ Holbrook ____

2.0 AGENDA REVIEW, CHANGES, AND APPROVAL

3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

**4.1 Approval of Minutes from March 23, 2022 Standing Finance Meeting
(Pages 3-6)**

Recommendation: Review and approve minutes.

4.2 Review of Cash Requirements for March, 2022 (Pages 7-10)

Recommendation: Review and approve cash requirements for March, 2022, forward to the consent calendar for review and approval.

4.3 Review of Financials for March, 2022

Recommendation: There will be no Financials for the month of March.

4.4 Fee Waiver Request for Placer High Grad Night (Pages 11-18)

Shall the Auburn Area Recreation and Park District (ARD) approve a fee waiver for Placer High Grad Night's use of Recreation Park?

Discussion Items:

1. County Mitigation Fund, current balance \$558,375.

5.0 ITEMS TO BE CONSIDERED AT FUTURE STANDING FINANCE MEETINGS

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

Electric Vehicle Charging Stations

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT
This agenda is hereby certified to have been posted as follows:

3/18/2022
Date

3:00pm
Time

Cathy Wayson
Secretary to the Board

SECTION: 4.0

**ITEM: 4.1 APPROVAL OF MINUTES FROM MARCH,
2022 STANDING FINANCE MEETING**

DESCRIPTION: SEE ATTACHED MINUTES

INFORMATION:

**STAFF
RECOMMENDATION: REVIEW AND APPROVE**

FISCAL IMPACT:

**Auburn Area Recreation and Park District
Minutes
Meeting of the Standing Finance Committee
Wednesday, March 23, 2022 at 11:30 AM
Canyon View Community Center, Board Room
471 Maidu Drive
Auburn, California 95603**

1.0 CALL TO ORDER

The meeting of the Standing Finance Committee was called to order at 11:30 pm

ROLL CALL

Director Holbrook and Director Ainsleigh were present. Director Holbrook arrived at 11:49 am

2.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Ainsleigh to move 4.3 Review of Financials for February to right after 4.1.

3.0 PUBLIC COMMENT- This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

None.

4.0 BUSINESS

4.1 Approval of Minutes from February 16, 2022 Standing Finance Meeting

The minutes from the February 16, 2022 Standing Finance Meeting were approved by Director Ainsleigh.

4.3 Review of Financials for February, 2022

Director Ainsleigh reviewed and approved the Financials for February, 2022 and forwarded to the consent calendar for review and approval by the Board of Directors.

4.2 Review of Cash Requirements for February, 2022

Director Ainsleigh reviewed and approved the Cash Requirements for February, 2022 and forwarded to the consent calendar for review and approval by the Board of Directors.

4.4 Resolution #2022-6: Transfer of \$77,000 from the Capital Construction Reserves for the Bike Park Project – Phase II

Director Holbrook and Director Ainsleigh reviewed and approved Resolution #2022-6 and forwarded to the Consent Calendar for review and approval by the Board of Directors.

4.5 Resolution #2022-7: Transfer of \$10,000 from the ADA Reserve and Transfer of \$27,836 from the Future Capital Construction for the Meadow Vista Pathway Repairs & ADA access entry

Director Holbrook and Director Ainsleigh reviewed and approved Resolution #2022-7 and forwarded to the Consent Calendar for review and approval by the Board of Directors.

4.6 Resolution #2022-8: Transfer of \$55,168 from the Future Capital Construction for the Pickleball Court repairs, the Energy efficiency project's change orders and the Grant Writing Fee

Director Ainsleigh and Director Holbrook reviewed and approved Resolution #2022-8 and forwarded to the Consent Calendar for review and approval by the Board of Directors.

4.7 Resolution #2022-9: Transfer of \$40,000 from the Future Capital Construction for the James Field Lighting infrastructure repairs that will be completed in March 2022

Director Holbrook and Director Ainsleigh reviewed and approved Resolution #2022-9 and forwarded to the Consent Calendar for review and approval by the Board of Directors.

4.8 Resolution #2022-10: Dissolution of Duplicated reserves at Placer County Treasury

Director Ainsleigh and Director Holbrook reviewed and approved Resolution #2022-10 and forwarded to the Consent Calendar for review and approval by the Board of Directors.

4.9 Final Budget and Resolution # 2022-11 for Fiscal Year 2022/2023

Director Holbrook and Director Ainsleigh reviewed Resolution #2022-11 and forwarded to the Board of Directors with a negative recommendation.

4.10 District Administrator contract amendment – COLA

Director Holbrook and Director Ainsleigh reviewed and forwarded to the Consent Calendar for review and approval by the Board of Directors.

Discussion Items:

1. County Mitigation Fund, current balance \$558,375: no change.

5.0 ITEMS TO BE CONSIDERED AT FUTURE STANDING FINANCE MEETINGS

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

Electric Vehicle Charging Stations

ADJOURNED

As there was no further business, the meeting was adjourned at 12:06 pm.

Cody Wapner
Board Secretary

3/24/2022
Date

SECTION: 4.0

**ITEM: 4.2 REVIEW OF CASH REQUIREMENTS FOR
MARCH, 2022**

DESCRIPTION: SEE ATTACHMENT

INFORMATION:

**STAFF
RECOMMENDATION: REVIEW AND APPROVE, FORWARD TO THE
BOARD OF DIRECTORS FOR REVIEW AND
APPROVAL**

**SEE ATTACHED LISTING
OF EXPENSES: \$197,160.48**

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	3/1/2022
Vendor ID	First	Last	Checkbook ID	COMM 1ST
Vendor Name	First	Last		COMM 1ST

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
22774	1099-271	Kelpro Security	3/4/2022	COMM 1ST	PMCHK00002818	\$3,067.00
22775	A0147	Michael V. Harms dba American	3/4/2022	COMM 1ST	PMCHK00002818	\$4,970.00
22776	A0170	AT&T Acct 088-034-5818-655	3/4/2022	COMM 1ST	PMCHK00002818	\$90.95
22777	C0072	CIT Technology Fin. Serv., Inc	3/4/2022	COMM 1ST	PMCHK00002818	\$470.75
22778	C0113	Cooks Portable Toilets & Septi	3/4/2022	COMM 1ST	PMCHK00002818	\$698.29
22779	D0010	Diamond Pacific	3/4/2022	COMM 1ST	PMCHK00002818	\$38.52
22780	D0066	De Lage Landen Financial Servi	3/4/2022	COMM 1ST	PMCHK00002818	\$332.48
22781	O0021	Amy Oddo	3/4/2022	COMM 1ST	PMCHK00002818	\$455.60
22782	P0005	Placer County Water Agency	3/4/2022	COMM 1ST	PMCHK00002818	\$73.19
22783	P0007	Pacific Gas & Electric Company	3/4/2022	COMM 1ST	PMCHK00002818	\$10,785.02
22784	P0023	PG&E	3/4/2022	COMM 1ST	PMCHK00002818	\$92.17
22785	S0067	Superfast Copy	3/4/2022	COMM 1ST	PMCHK00002818	\$114.70
22786	S0143	SMOA	3/4/2022	COMM 1ST	PMCHK00002818	\$6,000.25
22787	S1007	Stationary Engineers, Local 39	3/4/2022	COMM 1ST	PMCHK00002818	\$421.42
22788	V0007	Verizon Wireless	3/4/2022	COMM 1ST	PMCHK00002818	\$829.79
22789	W0051	Cathy Warford	3/4/2022	COMM 1ST	PMCHK00002818	\$66.10
22790	W1006	Audrey Warren	3/4/2022	COMM 1ST	PMCHK00002818	\$35.37
22791	1099-256	Healing Pastures, Inc.	3/11/2022	COMM 1ST	PMCHK00002819	\$378.75
22792	1099-269	Deborah Lynn	3/11/2022	COMM 1ST	PMCHK00002819	\$117.00
22793	1099-271	Kelpro Security	3/11/2022	COMM 1ST	PMCHK00002819	\$2,860.00
22794	1099-295	Juli Land-Marx	3/11/2022	COMM 1ST	PMCHK00002819	\$1,650.00
22795	1099-313	Alison Lloyd	3/11/2022	COMM 1ST	PMCHK00002819	\$376.20
22796	1099-342	Susie Bell	3/11/2022	COMM 1ST	PMCHK00002819	\$63.00
22797	1099-374	Sarah Violett	3/11/2022	COMM 1ST	PMCHK00002819	\$250.50
22798	1099-375	Jennifer Rogers	3/11/2022	COMM 1ST	PMCHK00002819	\$624.00
22799	1099-376	Joanna Britt	3/11/2022	COMM 1ST	PMCHK00002819	\$618.80
22800	A0027	Recology Auburn Placer	3/11/2022	COMM 1ST	PMCHK00002819	\$1,237.86
22801	A0051	Anderson's Sierra Pipe Co.	3/11/2022	COMM 1ST	PMCHK00002819	\$229.88
22802	A0115	Auburn Hardware & Rental LLC	3/11/2022	COMM 1ST	PMCHK00002819	\$42.88
22803	A0172	ABT Plumbing, Electric, Heat &	3/11/2022	COMM 1ST	PMCHK00002819	\$6,529.00
22804	A1010	Advantage Marketing and Print	3/11/2022	COMM 1ST	PMCHK00002819	\$237.45
22805	C1011	Kasey Casl	3/11/2022	COMM 1ST	PMCHK00002819	\$84.61
22806	D0010	Diamond Pacific	3/11/2022	COMM 1ST	PMCHK00002819	\$34.88
22807	D0025	Dawson Oil Company	3/11/2022	COMM 1ST	PMCHK00002819	\$4,403.26
22808	K0010	Knorr Systems, Inc.	3/11/2022	COMM 1ST	PMCHK00002819	\$1,198.88
22809	M0013	Meadow Vista Hardware	3/11/2022	COMM 1ST	PMCHK00002819	\$29.57
22810	M0098	Meadow Vista County Water Dist	3/11/2022	COMM 1ST	PMCHK00002819	\$478.88
22811	M1008	Madsen Roofing and Waterproofi	3/11/2022	COMM 1ST	PMCHK00002819	\$13,739.00
22812	N0003	Norris Electric, Inc.	3/11/2022	COMM 1ST	PMCHK00002819	\$610.30
22813	N0045	Near U CO2	3/11/2022	COMM 1ST	PMCHK00002819	\$189.97
22814	N0048	Normac, Inc.	3/11/2022	COMM 1ST	PMCHK00002819	\$321.64
22815	N0051	National Aquatic Services, Inc	3/11/2022	COMM 1ST	PMCHK00002819	\$1,392.72
22816	P0005	Placer County Water Agency	3/11/2022	COMM 1ST	PMCHK00002819	\$518.36
22817	P0083	Placer County Resource Conserv	3/11/2022	COMM 1ST	PMCHK00002819	\$4,000.00
22818	Q0003	Quality Automotive	3/11/2022	COMM 1ST	PMCHK00002819	\$1,867.39
22819	R0073	NAPA Auto Parts	3/11/2022	COMM 1ST	PMCHK00002819	\$234.17
22820	S0025	Sierra Pacific Turf Supply, In	3/11/2022	COMM 1ST	PMCHK00002819	\$4,208.11
22821	S0094	Manouch Shirvanioun	3/11/2022	COMM 1ST	PMCHK00002819	\$40.95
22822	S0145	SCP Distributors	3/11/2022	COMM 1ST	PMCHK00002819	\$891.00
22823	S0148	Sierra Office Supply & Printin	3/11/2022	COMM 1ST	PMCHK00002819	\$194.11
22824	S0161	SWANK Motion Pictures, Inc	3/11/2022	COMM 1ST	PMCHK00002819	\$850.00
22825	T0031	Turf Star, Inc.	3/11/2022	COMM 1ST	PMCHK00002819	\$4,781.76
22826	TEMPB	Joanne Butterfield	3/11/2022	COMM 1ST	PMCHK00002819	\$44.00
22827	TEMPM	Merchant Services Collections	3/11/2022	COMM 1ST	PMCHK00002819	\$495.00
22828	V0019	Valley Rock Landscape Material	3/11/2022	COMM 1ST	PMCHK00002819	\$69.82
22829	W0044	Wave	3/11/2022	COMM 1ST	PMCHK00002819	\$136.8

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
22830	W0045	Williams, Jesse	3/11/2022	COMM 1ST	PMCHK00002819	\$58.50
22831	Y0002	Yuba Lock & Safe	3/11/2022	COMM 1ST	PMCHK00002819	\$448.57
22833	W0001	Walker's Office Supplies, Inc.	3/10/2022	COMM 1ST	PMCHK00002823	\$520.53
22834	A0001	Recology Auburn Placer	3/18/2022	COMM 1ST	PMCHK00002824	\$1,152.10
22835	A0115	Auburn Hardware & Rental LLC	3/18/2022	COMM 1ST	PMCHK00002824	\$15.00
22836	A0134	Advanced Intregrated Pest Mana	3/18/2022	COMM 1ST	PMCHK00002824	\$155.00
22837	A0168	Adbag, Inc.	3/18/2022	COMM 1ST	PMCHK00002824	\$5,065.63
22838	C0113	Cooks Portable Toilets & Septi	3/18/2022	COMM 1ST	PMCHK00002824	\$156.29
22839	F0047	Fuentes Pond Maintenance	3/18/2022	COMM 1ST	PMCHK00002824	\$2,800.00
22840	H0056	Humana Dental Ins. Co	3/18/2022	COMM 1ST	PMCHK00002824	\$2,512.75
22841	K0026	Mike Kaveney	3/18/2022	COMM 1ST	PMCHK00002824	\$300.00
22842	M0019	Kahl Muscott	3/18/2022	COMM 1ST	PMCHK00002824	\$177.26
22843	P0005	Placer County Water Agency	3/18/2022	COMM 1ST	PMCHK00002824	\$1,140.04
22844	P0007	Pacific Gas & Electric Company	3/18/2022	COMM 1ST	PMCHK00002824	\$280.97
22845	R0065	River City Rentals	3/18/2022	COMM 1ST	PMCHK00002824	\$17.94
22846	R0073	NAPA Auto Parts	3/18/2022	COMM 1ST	PMCHK00002824	\$297.58
22847	S0009	Sierra Saw Sales And Service	3/18/2022	COMM 1ST	PMCHK00002824	\$247.46
22848	S0025	Sierra Pacific Turf Supply, In	3/18/2022	COMM 1ST	PMCHK00002824	\$1,376.71
22849	S0145	SCP Distributors	3/18/2022	COMM 1ST	PMCHK00002824	\$1,830.41
22850	S0154	Mike Scheele	3/18/2022	COMM 1ST	PMCHK00002824	\$245.12
22851	S1007	Stationary Engineers, Local 39	3/18/2022	COMM 1ST	PMCHK00002824	\$421.88
22852	TEMPL	Stacey Levno	3/18/2022	COMM 1ST	PMCHK00002824	\$65.00
22853	TEMPM	Oscar Mejia	3/18/2022	COMM 1ST	PMCHK00002824	\$135.00
22854	TEMPS	Karly Sipherd Smith	3/18/2022	COMM 1ST	PMCHK00002824	\$85.00
22855	V0004	Pape Machinery	3/18/2022	COMM 1ST	PMCHK00002824	\$312.18
22856	W0001	Walker's Office Supplies, Inc.	3/18/2022	COMM 1ST	PMCHK00002824	\$711.99
22857	W0003	Warehouse Paint Incorporated	3/18/2022	COMM 1ST	PMCHK00002824	\$5.03
22858	W0044	Wave	3/18/2022	COMM 1ST	PMCHK00002824	\$737.26
22859	U0019	US Bank	3/18/2022	COMM 1ST	PMCHK00002825	\$11,630.06
22860	1099-117	Juan Aceituno	3/25/2022	COMM 1ST	PMCHK00002826	\$552.50
22861	1099-216	Gerald Harris	3/25/2022	COMM 1ST	PMCHK00002826	\$520.00
22862	1099-277	Foothill Karate Do	3/25/2022	COMM 1ST	PMCHK00002826	\$68.25
22863	1099-291	Isaac Humber	3/25/2022	COMM 1ST	PMCHK00002826	\$273.00
22864	1099-313	Alison Lloyd	3/25/2022	COMM 1ST	PMCHK00002826	\$740.40
22865	1099-374	Sarah Violet	3/25/2022	COMM 1ST	PMCHK00002826	\$402.00
22866	1099-378	Isaiah Baker	3/25/2022	COMM 1ST	PMCHK00002826	\$793.00
22867	1099-50	Scott Holbrook	3/25/2022	COMM 1ST	PMCHK00002826	\$428.05
22868	A0013	AT&T	3/25/2022	COMM 1ST	PMCHK00002826	\$74.90
22869	A0018	Auburn Chamber of Commerce	3/25/2022	COMM 1ST	PMCHK00002826	\$170.00
22870	A0051	Anderson's Sierra Pipe Co.	3/25/2022	COMM 1ST	PMCHK00002826	\$37.85
22871	A0115	Auburn Hardware & Rental LLC	3/25/2022	COMM 1ST	PMCHK00002826	\$57.39
22872	A1010	Advantage Martketing and Print	3/25/2022	COMM 1ST	PMCHK00002826	\$167.31
22873	C0111	Cal.net	3/25/2022	COMM 1ST	PMCHK00002826	\$66.90
22874	C0120	Capture Technologies	3/25/2022	COMM 1ST	PMCHK00002826	\$266.66
22875	C0133	California Smog	3/25/2022	COMM 1ST	PMCHK00002826	\$35.00
22876	D0016	Dancing Dog Productions	3/25/2022	COMM 1ST	PMCHK00002826	\$933.72
22877	F0023	Jerry Fisher	3/25/2022	COMM 1ST	PMCHK00002826	\$56.12
22878	F0055	Megan Frost	3/25/2022	COMM 1ST	PMCHK00002826	\$66.38
22879	G0006	Gold Country Media Publication	3/25/2022	COMM 1ST	PMCHK00002826	\$165.25
22880	I0010	Inland Business Systems	3/25/2022	COMM 1ST	PMCHK00002826	\$5.63
22881	N0003	Norris Electric, Inc.	3/25/2022	COMM 1ST	PMCHK00002826	\$12,368.31
22882	N0012	Nevada Irrigation District	3/25/2022	COMM 1ST	PMCHK00002826	\$7,782.59
22883	N0048	Normac, Inc.	3/25/2022	COMM 1ST	PMCHK00002826	\$63.14
22884	P0005	Placer County Water Agency	3/25/2022	COMM 1ST	PMCHK00002826	\$86.49
22885	P0007	Pacific Gas & Electric Company	3/25/2022	COMM 1ST	PMCHK00002826	\$16,605.68
22886	P0058	Pitney Bowes Credit Corporatio	3/25/2022	COMM 1ST	PMCHK00002826	\$115.53
22887	R0073	NAPA Auto Parts	3/25/2022	COMM 1ST	PMCHK00002826	\$24.81
22888	S0025	Sierra Pacific Turf Supply, In	3/25/2022	COMM 1ST	PMCHK00002826	\$364.65
22889	S0067	Superfast Copy	3/25/2022	COMM 1ST	PMCHK00002826	\$9.97
22890	S0145	SCP Distributors	3/25/2022	COMM 1ST	PMCHK00002826	\$1,472.61
22891	S1000	State Of California/DOJ	3/25/2022	COMM 1ST	PMCHK00002826	\$32.00
22892	S1017	Sierra Trench Protection	3/25/2022	COMM 1ST	PMCHK00002826	\$386.00
22893	T0009	Stanley Convergent Security So	3/25/2022	COMM 1ST	PMCHK00002826	\$443.6

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
22894	T0071	TIAA Commercial Finance, Inc.	3/25/2022	COMM 1ST	PMCHK00002826	\$107.34
22895	T1000	Transamerica Life Insurance	3/25/2022	COMM 1ST	PMCHK00002826	\$500.00
22896	V0004	Pape Machinery	3/25/2022	COMM 1ST	PMCHK00002826	\$2,483.49
22897	V0014	VFCAL	3/25/2022	COMM 1ST	PMCHK00002826	\$750.00
22898	W0001	Walker's Office Supplies, Inc.	3/25/2022	COMM 1ST	PMCHK00002826	\$371.93
22899	W0043	West Coast Fire Protection Sys	3/25/2022	COMM 1ST	PMCHK00002826	\$225.00
22900	W0044	Wave	3/25/2022	COMM 1ST	PMCHK00002826	\$478.98
22901	1099-277	Foothill Karate Do	3/25/2022	COMM 1ST	PMCHK00002827	\$91.00
22902	A0091	Altara	3/25/2022	COMM 1ST	PMCHK00002827	\$700.00
22903	TEMPC	Julie Cohodes	3/25/2022	COMM 1ST	PMCHK00002827	\$178.00
22904	TEMPS	Israel Santamaria	3/25/2022	COMM 1ST	PMCHK00002827	\$141.00
22905	A0051	Anderson's Sierra Pipe Co.	3/31/2022	COMM 1ST	PMCHK00002828	\$106.96
22906	A0115	Auburn Hardware & Rental LLC	3/31/2022	COMM 1ST	PMCHK00002828	\$56.76
22907	C0113	Cooks Portable Toilets & Septi	3/31/2022	COMM 1ST	PMCHK00002828	\$25.00
22908	C0133	California Smog	3/31/2022	COMM 1ST	PMCHK00002828	\$35.00
22909	D0008	The Davey Tree Expert	3/31/2022	COMM 1ST	PMCHK00002828	\$9,990.00
22910	F0038	Fastenal Company	3/31/2022	COMM 1ST	PMCHK00002828	\$545.77
22911	L0016	Loomis Union School District	3/31/2022	COMM 1ST	PMCHK00002828	\$6,090.00
22912	N0003	Norris Electric, Inc.	3/31/2022	COMM 1ST	PMCHK00002828	\$1,757.77
22913	N0045	Near U CO2	3/31/2022	COMM 1ST	PMCHK00002828	\$490.28
22914	N0048	Normac, Inc.	3/31/2022	COMM 1ST	PMCHK00002828	\$248.78
22915	P0005	Placer County Water Agency	3/31/2022	COMM 1ST	PMCHK00002828	\$1,447.68
22916	P0021	Petty Cash	3/31/2022	COMM 1ST	PMCHK00002828	\$206.79
22917	P0023	PG&E	3/31/2022	COMM 1ST	PMCHK00002828	\$93.56
22918	P0056	Placer Union High School Distr	3/31/2022	COMM 1ST	PMCHK00002828	\$3,981.31
22919	R0073	NAPA Auto Parts	3/31/2022	COMM 1ST	PMCHK00002828	\$24.63
22920	S0025	Sierra Pacific Turf Supply, In	3/31/2022	COMM 1ST	PMCHK00002828	\$364.65
22921	S0159	Sac Ice	3/31/2022	COMM 1ST	PMCHK00002828	\$896.51
22922	V0004	Pape Machinery	3/31/2022	COMM 1ST	PMCHK00002828	\$188.55
22923	V0007	Verizon Wireless	3/31/2022	COMM 1ST	PMCHK00002828	\$857.79
22924	W0001	Walker's Office Supplies, Inc.	3/31/2022	COMM 1ST	PMCHK00002828	\$585.18
22925	W0003	Warehouse Paint Incorporated	3/31/2022	COMM 1ST	PMCHK00002828	\$31.63

Total Checks: 151

Total Amount of Checks: \$197,160.48

4.4 Cover Sheet – Fee Waiver Request for Placer High School Grad Night

Auburn Area Recreation and Park District (ARD) Finance Committee Meeting April, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve a fee waiver for Placer High Grad Night's use of Recreation Park?

Background

Each year, the Recreation Park Community Center building, pool and surrounding area is used for the Placer High Grad Night. Information on the event is attached.

Provided below is the District's Policy & Procedures for Fee Waivers:

XXIX. Policy & Procedures for Fee Waivers

Fee waivers may be granted to non-profit organizations, schools, other public agencies and ARD co-sponsored events for once per year, annual events or rentals. The following rules will apply for Fee Waivers:

- A. A 10% processing fee will be charged for all fee waivers. This fee does not apply to peak usage rentals paying 50%.
- B. A 20% fee will be applied to all groups that charge admission or do not meet at least one of the following criteria:
 1. The non-profit charity/agency must provide a service that complements or enhances services provided by ARD.
 2. There is an identifiable secondary benefit to ARD.
 3. The charity/agency provides a service that ARD could provide but chooses not to.

This fee does not apply to peak usage rentals paying 50%.

Placer High Safe and Sober Grad Night will be maintained at a 10% fee.

- C. During peak usage times, fee waivers will normally not exceed 50% of the current fees. Custodial and alcohol fees will normally not be waived during these peak periods.

Peak usage times for facilities are as follows:

Picnic Units: April – October, Gymnasiums: December – March,

Baseball fields: February – July, Soccer fields: July – November

Swimming pools: May – July.

- D. ARD staff can approve fee waivers up to a dollar amount of \$2,000. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar.
- E. The person or organization making the fee waiver request should be responsible for the following:
 - 1. Paying applicable custodial, set up/take down fee.
 - 2. Paying the alcohol fee, if applicable.
 - 3. Special Events – paying the current rate per hour/person for staffing the event (one maintenance worker per 500 attendees).
 - 4. Special Events – events over 250 attendees require a dumpster.
 - 5. Special Events – events with 400 + attendees will require one portable toilet. Add 1 portable toilet for every 200 additional attendees.
 - 6. Special Events – in most cases the person/organization requesting the fee waiver will take care of trash, bathrooms, etc.

Recommendation for the Finance Committee

Review and provide a positive recommendation to the Board to waive the fees as explained for the 2022 Placer High Grad Night.

Fiscal Impact

For the 2022 Grad Night, the fees layout as follows:

Custodial and Staffing (lifeguard) fee: \$725 *Note: this amount is not eligible for a fee waiver*

Rental Fees: \$4,670. Per ARD policy, PHS Grad Night is eligible for fee waivers that would reduce this amount to \$466.74

The TOTAL that PHS would be paying for 2022 Grad Night is \$1,191.74 (\$725 + \$466.74)

The amount waived is \$4,203.61

Attachments:

- 2022 Fee Waiver amounts
- 2019 Fee Waiver amounts (for reference)

FEE WAIVER REQUEST

PERSON MAKING REQUEST Melany Hall
NAME OF THE ORGANIZATION Placer High Grad Night
IRS/NON PROFIT TAX ID NUMBER _____
ADDRESS AND PHONE NUMBER 275 Orage St.
Auburn, Ca 95602

Signature  _____ Date 4/14/22

OFFICE USE ONLY

APPLICABLE FEES		FEE WAIVED
Rental Fees	\$ _____	\$ _____
Custodial Fees	\$ _____	\$ _____
Alcohol Permit Fees	\$ _____	\$ _____
Setup/Takedown	\$ _____	\$ _____
Staffing Fees	\$ _____	\$ _____
Miscellaneous Fees	\$ _____	\$ _____
TOTAL FEES DUE	\$ _____	

REQUEST APPROVED? Yes No
COMMENTS: _____

Approved by: _____ Date _____



FEE WAIVER REQUEST AND APPLICATION

In order to be considered for a fee waiver request, you must complete this questionnaire and submit necessary documents as indicated below. A letter on the requesting organization's letterhead must accompany this application. The letter should include the reason for requesting a fee waiver and how this event benefits our community. Requests must be submitted 60 days prior to the event. Applicants must complete and submit Indoor or Outdoor Reservation Applications with this request. Incomplete applications will not be processed.

1) Is this a non-profit organization? YES

Must provide supporting documentation for non-profit status before being considered for a fee waiver request. Example: A letter from IRS stating your non-profit status

2) Can you provide financial documents for the organization? YES

Example: Bank statements or tax returns. If unable to provide these documents, please attach an explanation letter.

3) Is this the first time that your organization is asking for a fee waiver from ARD? NO

4) Is this a fundraiser? NO

5) How much money do you anticipate generating from this event? 0

6) Is there a fee or a charge for people to attend or participate in your event? YES

7) How does a fee waiver affect your event? Can you hold your event in a different location if ARD can not consider a fee waiver at this time? Please explain.

This event benefits the entire Plover Senior Class of our community

8) Have you asked for a fee waiver from other agencies in the community? Please indicate which agency: Donations

9) Are there any other agencies in the community that are working with you on this project? NO Please provide a list of these agencies and contact information.

10) If a full fee waiver is not granted, can your organization pay a percentage of the rental fees? YES If no, please explain:

11) Will you consider paying for staffing and utility fees if we waive the rental fees? YES \$25.00 per hour plus applicable custodial fees

12) If you are unable to meet one of the offers (Items 10 or 11 above), are you able to provide a hardship statement with supporting documentations, such as bank statements or tax returns? Please indicate what is being provided with this request:

2022

PLACER HIGH GRAD NIGHT RENTAL FEES & DISCOUNTS-2022

<u>ROOM</u>	<u>FEE</u>	<u>DISCOUNT</u>	<u>10% DUE</u>
Thursday 1pm-8pm			
CONFERENCE	\$201.25	\$181.13	\$20.12
KITCHEN	\$112.70	\$101.43	\$11.12
GYM	\$346.50	\$311.85	\$34.65
PRE-SCHOOL	\$34.50	\$31.05	\$3.45
STELLA	\$112.70	\$101.43	\$11.27
TEEN	\$34.50	\$31.05	\$3.45
Friday & Saturday 8am-8pm			
Per day/12 hours			
CONFERENCE	\$345	\$310.50	\$34.50
KITCHEN	\$185.15	\$166.64	\$18.51
GYM	\$594	\$534.60	\$59.40
PRE-SCHOOL	\$57.50	\$51.75	\$5.75
STELLA	\$185.15	\$166.64	\$18.51
TEEN	\$34.50	\$31.05	\$3.45
Sunday 8am-2pm			
CONFERENCE	\$172.50	\$155.25	\$17.25
KITCHEN	\$112.70	\$101.43	\$11.12
GYM	\$297	\$267.30	\$29.70
PRE-SCHOOL	\$34.50	\$31.05	\$3.45
STELLA	\$112.70	\$101.43	\$11.27
TEEN	\$34.50	\$31.05	\$3.45
POOL	\$262.00	\$235.80	\$26.20
Total:	<u>\$4,670.65</u>	<u>\$4203.61</u>	<u>\$466.74</u>

2022

FEE SCHEDULE

Conference Room	\$28.75 Per hour
Kitchen	\$112.70 flat fee for half day \$185.15 flat fee for full day
Gym	\$49.50 per hour
Pre-School	\$34.50 flat fee for half day \$57.50 flat fee for full day
Kitchen	\$112.70 flat fee for half day \$185.15 flat fee for full day
Teen Center	\$34.50 flat fee for both full and half day
Custodial fee	\$500
Lifeguards	\$225
Total fees due after Fee Waiver consideration, if approved:	\$1,191.74
(Facilities: \$466.74, Custodial: \$500.00, Lifeguards: \$225.00)	

2019

PLACER HIGH GRAD NIGHT RENTAL FEES & DISCOUNTS-2019

<u>ROOM</u>	<u>FEE</u>	<u>DISCOUNT</u>	<u>20% DUE</u>
Thursday 1pm-8pm			
CONFERENCE	\$150	\$120	\$30
KITCHEN	\$98	\$78.40	\$19.60
GYM	\$273	\$218.40	\$54.60
CRAFT	\$30	\$24	\$6
STELLA	\$98	\$78.40	\$19.60
TEEN	\$30	\$24	\$6
Friday & Saturday 8am-8pm			
Per day/12 hours			
CONFERENCE	\$300	\$240	\$60
KITCHEN	\$161	\$128.80	\$32.20
GYM	\$468	\$374.40	\$93.60
CRAFT	\$50	\$40	\$10
STELLA	\$161	\$128.80	\$32.30
TEEN	\$30	\$24	\$6
Sunday 8am-2pm			
CONFERENCE	\$150	\$120	\$30
KITCHEN	\$98	\$78.40	\$19.60
GYM	\$273	\$218.40	\$54.60
CRAFT	\$30	\$24	\$6
STELLA	\$98	\$78.40	\$19.60
TEEN	\$30	\$24	\$6

2019

FEE WAIVER REQUEST

PERSON MAKING REQUEST

Sarah Tucker / Mary Ann Collins

NAME OF THE ORGANIZATION

Placer High School Grad Night

IRS/NON PROFIT TAX ID NUMBER

20-4476376

ADDRESS AND PHONE NUMBER

275 Orange Street

Auburn, CA 95603

Sarah Tucker
Signature

1/26/19
Date

OFFICE USE ONLY

APPLICABLE FEES		FEES WAIVED
Rental Fees	\$ 3,859. ⁰⁰	\$ 3,027. ²⁰
Custodial Fees	\$ 500. ⁰⁰	\$ _____
Alcohol Permit Fees	\$ _____	\$ _____
Setup/Takedown	\$ _____	\$ _____
Staffing Fees	\$ 225. ⁰⁰ Life Guards	\$ _____
Miscellaneous Fees	\$ _____	\$ _____
TOTAL FEES DUE	\$ 1,576. ⁸⁰	

REQUEST APPROVED? Yes No

COMMENTS:

Pool rental: \$200, 50% Fee Waiver = \$100⁰⁰ due
Building rental: \$3,759.⁰⁰, 20% rental fee per Policy = \$751.⁸⁰
Staffing & Custodial = \$725.⁰⁰

Approved by:

Date \$1,576.⁸⁰

Board waived all rental fees => -851.⁸⁰

Due: custodial & Staffing

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\$725.⁰⁰