

**AUBURN AREA RECREATION AND PARK DISTRICT  
MEETING OF THE BOARD OF DIRECTORS  
AMENDED AGENDA**

**4:30 PM THURSDAY, APRIL 30<sup>th</sup>, 2020**

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](mailto: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. The public may participate in the meeting through Zoom. The link for this meeting is <https://zoom.us/j/95174732421> The public can use this link and/or call 1 669 900 6833 Webinar ID: 951 7473 2421 to participate.

People using the Zoom website will be able to see and hear the ARD Board, and the ARD Board will be able to hear the public. The Board 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 1:30pm. 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.

The Auburn Area Recreation and Park District appreciates your patience and understanding as we work through this new method of holding a public meeting.

**1.0 CALL TO ORDER**

**Roll Call**

Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Dane Wadle, California Special District Association Senior Public Affairs Field Coordinator:  
Recent advocacy efforts federally and in the state as well as our COVID-19 resources (webinars, Communities, etc.)

**3.0 AGENDA REVIEW, CHANGES, AND APPROVAL**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**4.0 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 Board of Directors. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please state your name, and address for the record (optional). There is a time limitation of three minutes.

**5.0 CONSENT ITEMS** – (roll call vote) All matters listed under the Consent Calendar are to be considered routine by the Board of Directors and will be enacted by one motion in the form listed. There will be no separate discussion of these items unless, before the Board votes on the motion to adopt, a member or members of the Board, staff or the public requests a specific item to be removed from the Consent Calendar for separate discussion and action.

**5.1 Review and approval of minutes: Board of Directors Meeting February 27, 2020**

**5.2 Review and approval of minutes: Special Meeting of the Board of Directors March 18, 2020**

**5.3 Review and approval of minutes: Special Meeting of the Board of Directors April 13, 2020**

**5.4 Review and approval of Cash Requirements February, 2020**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Consent Calendar for review and approval.

**5.5 Review and approval of Financials February, 2020**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Consent Calendar for review and approval.

**5.6 Review and approval of Cash Requirements March, 2020**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Consent Calendar for review and approval.

**5.7 Shall the Auburn Area Recreation and Park District (ARD) approve changes to the Youth Services Manager job description?**

This item was reviewed and approved by the Policy Committee and forwarded to the Consent Calendar for review and approval.

**5.8 Resolution #2020-13 OES Agent designation**

Shall the Auburn Area Recreation and Park District (ARD) adopt and approve Resolution #2020-13, a designation of applicant’s agent for non-state agencies, as is required by the State of California Governor’s Office of Emergency Services (OES)?

**5.9 Resolution #2020-14 OES Project Assurances Agreement**

Shall the Auburn Area Recreation and Park District (ARD) adopt and approve Resolution #2020-14, a resolution approving Chairman Holbrook’s signature on the Project Assurances Agreement, as is required by the State of California Governor’s Office of Emergency Services (OES)?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORT**

Please see Board Reports, fee waiver log (if any), vandalism reports and Project Activity Report under item 6.0.

**7.0 UNFINISHED BUSINESS**

None

**8.0 NEW BUSINESS**

**8.1 Amending the Board Procedures and Responsibilities Manual – Elections of Officers and other minor edits**

Shall the Auburn Area Recreation and Park District (ARD) amend the Board Procedures and Responsibilities Manual to include election of officers language, roll call language and various other minor edits?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**8.2 Resolution #2020-12 – Energy Savings Performance Contract Investment Grade Audit**

Shall the Auburn Area Recreation and Park District approve Resolution #2020-12 authorizing SmartWatt Energy, Inc to proceed with a budget neutral energy savings Investment Grade Audit?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**8.3 Letter to Placer County about funding the Hidden Falls Regional Park Trail Expansion Project**  
Shall the Auburn Area Recreation and Park District (ARD) review and approve a letter to be sent, at a future time, regarding the Hidden Falls Regional Park Trail Expansion Project?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**8.4 Park, Building, Structure, Amenity and Facility Closure Policy**

Shall the Auburn Area Recreation and Park District (ARD) create policies that address the closures of parks, buildings, structures, amenities and/or facilities?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**8.5 Resolution #2020-08 James Ball Field Renovation Project Notice of Completion**

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2020-08, a resolution accepting the subject project improvements for public use and authorize staff to file a Notice of Completion?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**8.6 Letter to Governor Newsom Requesting Exemption from State Orders**

Shall the Auburn Area Recreation and Park District (ARD) send a letter to Governor Newsom requesting exemption from State COVID-19 requirements, working instead with Placer County Health Officer?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. Review and discussion of the FY 20/21 Project List and 5-year CIP, post COVID
2. Review and discussion of the Obsolescence List
3. Review and discussion of the FY 20/21 Final Budget post COVID
4. Review of contingency increased on the James Field Project

**10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS**

No action will be taken at this time on any item announced or reported by a Board Member. The Board or a member of the Board may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter so reported, or take action to direct staff to place a matter of business on a future agenda.

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None

**12.0 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 Board of Directors. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please state your name, and address for the record (optional). There is a time limitation of three minutes.

**13.0 CLOSED SESSION**

**13.1 Conference with Labor Negotiators (Government Code, section 54956.95, subd. (f), 54957.6)**

**Agency Designated Representatives: Kahl Muscott, District Administrator; Veona Galbraith, Administrative Services Manager**

**Employee Organization: IOUE, Stationary Engineers Local 39**

**13.2 Public Employee Performance Evaluation (Gov Code 54954.5, subd. e, 54947.)**

**Title: District Administrator**

**14.0 OPEN SESSION – REPORT/ACTION ON OR ABOUT CLOSED SESSION**

**ADJOURNMENT**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
District Administrator

**Section: 5.0**

**Item: 5.1      Review and approval of minutes of the Board of Directors meeting from February 27, 2020**

**Information:      See attached minutes**

**Staff recommendation: Board of Directors review and approve minutes**

**Fiscal impact:      None**

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, February 27, 2020, 6:00 p.m., Canyon View Community Center  
471 Maidu Drive, Auburn, CA**

**Board Members**

**Present:** Chairman Scott Holbrook  
Director Jim Gray  
Director Scott Holbrook  
Director Mike Lynch  
Director H. Gordon Ainsleigh

**Board Members**

**Absent:** None.

**Staff Present:**

Kahl Muscott, District Administrator  
Veona Galbraith, Administrative Services Manager  
Jesse Williams, Facilities & Grounds Manager  
Manouch Shirvanioun, Customer Service/Marketing Manager  
Mark Brunner, Recreation Services Manager  
Mike Scheele, Landscape Architect/Project Manager  
Patricia Larson, Recording Secretary

**1.0 CALL TO ORDER**

The Meeting of the Board of Directors was called to order at 6:00 p.m. by Chairman Holbrook.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

A presentation was made to the February 2020 employee of the month Facilities Attendant/Custodian Trent Carter, by Facilities & Grounds Manager Jesse Williams.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Gray and seconded by Director Ferris to approve the agenda as written.

**Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – late  
Director Ferris – Yes  
Director Lynch – Yes

4 – 0 Motion carries

Director Ainsleigh arrived at 6 :05 p.m.

#### **4.0 PUBLIC COMMENT**

Members of Sierra Hills Little League gave public comment thanking the ARD Board of Directors for allowing electricity to go in at Winchester Park. They are very happy with it as it is a great investment.

Mike Lynch made the announcement that February 28<sup>th</sup> is Jim Ferris' birthday. The Board and people who were present at the meeting sang "Happy Birthday" to Jim Ferris.

#### **5.0 CONSENT ITEMS**

- 5.1 Review and Approval of Minutes of the Board of Directors Meeting from January 30, 2020**
- 5.2 Review of Cash Requirements for January, 2020 (Standing Finance Committee)**
- 5.3 Review and Approval of Financials for January, 2020 (Standing Finance Committee)**
- 5.4 Resolution Number 2020-03: Preparation of Atwood III Engineer's Report for Fiscal Year 2020/2021 (Acquisition & Development Committee)**
- 5.5 Fee Waiver Request from Placer High Grad Night (Standing Finance Committee)**

A motion was made by Director Lynch and seconded by Director Gray to approve the Consent Calendar with items 5.1 and 5.5 being pulled for discussion.

#### **Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – Yes  
Director Ferris – Yes  
Director Lynch – Yes

5 – 0 Motion carries.



### **Item 5.1 Review and Approval of Minutes for January, 2020**

There was discussion by the Board of Directors to correct the January 30, 2020 Minutes of the Board of Directors where some of the votes were incorrect.

A motion was made by Director Lynch and seconded by Director Ainsleigh to approve the January, 30, 2020 Minutes of the Board of Directors as amended.

#### **Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – Yes  
Director Ferris – Yes  
Director Lynch – Yes

5 – 0 Motion carries.

### **Item 5.5 Fee Waiver Request from Placer High Grad Night**

**Mclany** Hall, Chairperson of Placer High Grad Night requested an additional \$883.18 in rental fees be waived by the ARD Board of Directors for the upcoming Placer High Grad Night. This year's Placer Grad Night will be the 30<sup>th</sup> annual Placer Grad Night. The purpose of this event is to keep the kids and community safe.

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the Fee Waiver Request by Placer High Grad Night.

#### **Roll Call Vote**

Director Holbrook – No  
Director Gray – Yes  
Director Ainsleigh – Yes  
Director Ferris – Yes  
Director Lynch – Yes

4 – 1 Motion carries.

Mike and Patsy Lynch, Bud and Heidi Rietjens and Jim Gray gave personal donations to Placer Grad Night.

## **6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS**

Board reports, fee waiver log, and project activity report were provided to the Board under separate cover.

A request was made by Director Lynch for Sandy Amara, the City Council liaison to the ARD Board to give a monthly report to the Board either written or verbally.

Ms. Amara gave a verbal report to the ARD Board that the City has hired a consultant to see if they can increase sales tax by 1%.

The City of Auburn is also trying to buy property to create a fuel break all around the town of Auburn.

The City of Auburn is ahead of the curve on the homeless situation.

The City of Auburn was approached to adopt a resolution for climate consciousness.

## **7.0 UNFINISHED BUSINESS**

### **7.1 Donor Policies, Procedures and Recognition (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Lynch and seconded by Director Gray to approve the Donor Policies, Procedures and Recognition Policy with monetary donations received as part of a sponsorship being reduced by 25% and alternate #1 that was recommended by the Policy Committee not being approved by the Board.

#### **Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – No  
Director Ferris – Abstain  
Director Lynch – Yes

3 – 1 – 1 Motion carries.

### **7.2 Nominations for the ARD Friend of Recreation**

The Board of Directors made nominations for the ARD Friend of Recreation as follows:

Director Ainsleigh nominated Jack Sanchez as choice number one and the Ridge Golf Course as choice number two.

Director Ferris nominated Warren Tellefson as choice number one and the Ridge Golf Course as choice number two.

Director Lynch nominated Warren Tellefson as choice number one and Jack Sanchez as choice number two.

Director Gray nominated Warren Tellefson as choice number one and the Ridge Golf Course as choice number two.

Director Holbrook nominated the Ridge Golf Course as choice number one and Warren Tellefson as choice number two.

Warren Tellefson received three first place nominations and was therefore selected as the 2020 ARD Friend of Recreation

## **8.0 NEW BUSINESS**

### **8.1 Fee Waiver Request from Foothill Karate Do (Standing Finance Committee)**

A motion was made by Director Holbrook and seconded by Director Lynch to approve the fee waiver request from Foothill Karate Do.

#### **Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – No  
Director Ferris – Yes  
Director Lynch – Yes

4 - 1 Motion carries.

### **8.2 Resolution Number 2020-05: Contingency Increase on the James Field Project (Acquisition & Development Committee)**

A motion was made by Director Holbrook and seconded by Director Ainsleigh to adopt Resolution Number 2020-05, Contingency Increase on the James Field Project.

#### **Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – Yes  
Director Ferris – Yes  
Director Lynch – Yes

5 - 0 Motion carries.

Director Holbrook requested that the contingency increase on the James Field Project be a discussion item at the March, 2020 Board of Directors meeting.

### **8.3 Per Capita Funding and the City of Auburn (Acquisition & Development Committee)**

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve the population overlap number with the City of Auburn.

#### **Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – Yes  
Director Ferris – Yes  
Director Lynch – Yes

5 - 0 Motion carries.

**8.4 Resolution Number 2020-04: Preliminary Budget for Fiscal Year 2020/2021  
(Standing Finance Committee)**

A motion was made by Director Ferris and seconded by Director Gray to adopt Resolution Number 2020-04, Preliminary Budget for Fiscal Year 2020/2021.

**Roll Call Vote**

Director Holbrook – No  
Director Gray – Yes  
Director Ainsleigh – No  
Director Ferris – Yes  
Director Lynch – Yes

3 - 2 Motion carries.

**8.5 Resolution Number 2020-06: Purchase of a new John Deere 1570 Front Mower**

A motion was made by Director Ainsleigh and seconded by Director Ferris to adopt Resolution Number 2020-06, Purchase of a new John Deere 1570 Front Mower.

**Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – Yes  
Director Ferris – Yes  
Director Lynch – Yes

5 - 0 Motion carries.

**8.6 California Special Districts Association (CSDA) Board of Directors Call for Nominations Seat C, Resolution Number 2020-07, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District Supporting the Nomination of Scott R. Holbrook for the California Special Districts Association Board of Directors, Seat C**

A motion was made by Director Ainsleigh and seconded by Director Lynch to adopt Resolution Number 2020-07, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District Supporting the Nomination of Scott R. Holbrook for the California Special Districts Association Board of Directors, Seat C.

**Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – Yes  
Director Ferris – Yes  
Director Lynch – Yes

5 - 0 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. Discussion of Fiscal Year 2020/2021 Project List and Five-Year Plan Update – see attachment – the Board of Directors reviewed this item.
2. Banning of Plastics at ARD – see attachment – this item will be discussed at the March, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting.
3. County Mitigation Fund, current balance \$487,738.

**10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS**

No action will be taken at this time on any item announced or reported by a Board Member. The Board or a member of the Board may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent Meeting concerning any matter so reported, or take action to direct staff to place a matter of business on a future agenda.

None.

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

**12.0 PUBLIC COMMENT**

None.

**13.0 CLOSED SESSION** – The Board went into Closed Session at 7:40 p.m.

**13.1 Public Employee Performance Evaluation. (Gov. Code, 54954.5, subd. (e), 54947.)**

**Title: District Administrator**

**13.2 Conference with Labor Negotiators (Government Code, section 54956.95, subd. (f), 54957.6)**

Agency Designated Representatives: Kahl Muscott, District Administrator;

Veona Galbraith, Administrative Services Manager

**14.0 OPEN SESSION** – The Board came back into Open Session at 8:04 p.m. There was no reportable action.

**ADJOURNMENT** - As there was no further business, the meeting was adjourned at 8:04 p.m. by Chairman Holbrook.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**Section: 5.0**

**Item: 5.2      Review and approval of minutes of the Board of Directors Special Meeting from March 18, 2020**

**Information:      See attached minutes**

**Staff recommendation: Board of Directors review and approve minutes**

**Fiscal impact:      None**

**Auburn Area Recreation and Park District**  
**Minutes of the Special Meeting of the Board of Directors**  
**Wednesday, March 18, 2020 1:30 p.m., Canyon View Community Center**  
**471 Maidu Drive, Auburn, CA**

**Board Members**

**Present:** Chairman Scott Holbrook  
Director Jim Gray  
Director Scott Holbrook  
Director Mike Lynch

**Board Members**

**Absent:** Director H. Gordon Ainsleigh

**Staff Present:**

Kahl Muscott, District Administrator  
Veona Galbraith, Administrative Services Manager  
Patricia Larson, Recording Secretary

**1.0 CALL TO ORDER**

The Special Meeting of the Board of Directors was called to order at 1:38 p.m. by Chairman Holbrook.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

None

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Gray and seconded by Director Lynch to approve the agenda as written.

**Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – absent  
Director Ferris – Yes  
Director Lynch – Yes

4 – 0 Motion carries

**4.0 PUBLIC COMMENT**

None



**7.0 BUSINESS**

**5.1 Proposed Policy – Advancing of PTO During Declaration of Emergency**

A motion was made by Director Lynch and seconded by Director Gray to approve the policy as written that will allow for the advancement of PTO during an Emergency Declaration.

**Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – absent  
Director Ferris – Yes  
Director Lynch – Yes

4 - 0 Motion carries.

**5.2 ARD Youth Services Department Policy Changes; Approval of Refunds Due to the COVID-19 situation**

A motion was made by Director Gray and seconded by Director Lynch to approve the policy as amended for refunds to be given and authorized staff to approve up to \$50,000 in refunds.

**Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – absent  
Director Ferris – Yes  
Director Lynch – Yes

4 - 0 Motion carries.

**5.3 Resolution #2020-10: Transfer of City Trust Funds for the Bike Park (Phase One and Ramps)**

A motion was made by Director Lynch and seconded by Director Gray to adopt Resolution #2020-10.

**Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – absent  
Director Ferris – Yes  
Director Lynch – Yes

4 - 0 Motion carries.

**5.4 Resolution #2020-09: Transfer of Capital Construction Reserves and City Trust Funds for the James Field Major Renovations**

A motion was made by Director Gray and seconded by Director Ferris to adopt Resolution #2020-09.

**Roll Call Vote**

Director Holbrook – No  
Director Gray – Yes  
Director Ainsleigh – absent  
Director Ferris – Yes  
Director Lynch – Yes

3 - 1 Motion carries.

**5.5 Cancellation of March, 2020 Board of Directors Meeting**

A motion was made by Director Lynch and seconded by Director Gray to cancel the March 26, 2020 Board meeting as a result of the COVID-19 situation.

**Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – absent  
Director Ferris – Yes  
Director Lynch – Yes

4 - 0 Motion carries.

**ADJOURNMENT** - As there was no further business, the meeting was adjourned at 1:55 p.m. by Chairman Holbrook.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**Section: 5.0**

**Item: 5.3      Review and approval of minutes of the Board of Directors Special Meeting from April 13, 2020**

**Information:      See attached minutes**

**Staff recommendation: Board of Directors review and approve minutes**

**Fiscal impact:      None**

**Auburn Area Recreation and Park District**  
**Minutes of the Special Meeting of the Board of Directors**  
**Monday, April 13, 2020 2:30 p.m., Canyon View Community Center**  
**471 Maidu Drive, Auburn, CA**

**Board Members**

**Participating:** Chairman Scott Holbrook  
Director Jim Gray  
Director Scott Holbrook  
Director Mike Lynch  
Director H. Gordon Ainsleigh

**Board Members**

**Absent:** None

**Staff** Kahl Muscott, District Administrator

**Participating:** Veona Galbraith, Administrative Services Manager

**1.0 CALL TO ORDER**

The Special Meeting of the Board of Directors was called to order at 2:31p.m. by Chairman Holbrook.

**2.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the agenda as written.

**Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – Yes  
Director Ferris – Yes  
Director Lynch – Yes

5 – 0 Motion carries

**3.0 PUBLIC COMMENT**

None

**4.0 NEW BUSINESS**

#### **4.1 Closure of Park Facilities**

A motion was made by Director Lynch and seconded by Director Gray that the ARD Administrator shall have the authority to make closures and restrictions in ARD areas based on the recommendation and input from APD, PCSO, Placer County, the State of California or other appropriate sources. The Board of Directors shall be notified of any action taken.

##### **Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – Yes  
Director Ferris – Yes  
Director Lynch – Yes

5 - 0 Motion carries.

#### **4.2 Requiring Face Coverings for All Park Users**

After discussion, no motion was made

#### **4.3 ARD Meeting Protocols During the COVID-19 Crisis**

A motion was made by Director Lynch and seconded by Director Gray to adopt the COVID-19 meeting protocols as written.

##### **Roll Call Vote**

Director Holbrook – Yes  
Director Gray – Yes  
Director Ainsleigh – Yes  
Director Ferris – Yes  
Director Lynch – Yes

5 - 0 Motion carries.

#### **5.0 Items for Discussion and Informational Items**

1. Update of what ARD is doing for employees during the COVID-19 closures and restrictions – staff reviewed what safety, work and unemployment considerations had been made for ARD staff
2. Update on current State and County Directives – the Board reviewed these directives, including the Placer County Order that was issued 4/10/20

**ADJOURNMENT** - As there was no further business, the meeting was adjourned at  
by Chairman Holbrook.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**Section: 5.0**

**Item: 5.4      Review of Cash Requirements for February, 2020**

**Information:      See attached information**

**Staff recommendation: This item was reviewed by the Standing Finance Committee and forwarded to the Board of Directors for review and approval**

**Fiscal impact:      \$172,778.17**

Auburn Rec & Park  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges: From:  
 Check Number First  
 Vendor ID First  
 Vendor Name First

To:  
 Last  
 Last  
 Last

From: 2/1/2020  
 To: 2/29/2020  
 Check Date  
 Checkbook ID COMM 1ST COMM 1ST

Sorted By: Check Date

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19729	1099-183	Katheen McCarl	2/7/2020	COMM 1ST	PMCHK00002624	\$54.00
19730	C0042	Court-Ordered Debt Collections	2/7/2020	COMM 1ST	PMCHK00002624	\$95.00
19731	S0016	Sam's Club	2/7/2020	COMM 1ST	PMCHK00002624	\$261.35
19732	S1007	Stationary Engineers, Local 39	2/7/2020	COMM 1ST	PMCHK00002624	\$406.94
19733	U0033	United States Treasury	2/7/2020	COMM 1ST	PMCHK00002624	\$75.00
19736	U0019	US Bank	2/7/2020	COMM 1ST	PMCHK00002625	\$12,997.11
19737	1099-104	Thomas Seibel	2/14/2020	COMM 1ST	PMCHK00002627	\$97.50
19738	1099-193	Celena Polena	2/14/2020	COMM 1ST	PMCHK00002627	\$338.00
19739	1099-218	Auburn Gymnastics Center	2/14/2020	COMM 1ST	PMCHK00002627	\$373.75
19740	1099-256	Healing Pastures, Inc.	2/14/2020	COMM 1ST	PMCHK00002627	\$112.50
19741	1099-269	Deborah Lynn	2/14/2020	COMM 1ST	PMCHK00002627	\$429.00
19742	1099-271	Kelpro Security	2/14/2020	COMM 1ST	PMCHK00002627	\$2,001.00
19743	1099-277	Foothill Karate Do	2/14/2020	COMM 1ST	PMCHK00002627	\$22.75
19744	1099-291	Isaac Humber	2/14/2020	COMM 1ST	PMCHK00002627	\$175.50
19745	1099-295	Juli Land-Marx	2/14/2020	COMM 1ST	PMCHK00002627	\$1,500.00
19746	1099-313	Alison Lloyd	2/14/2020	COMM 1ST	PMCHK00002627	\$790.20
19747	1099-343	Faith Petersen	2/14/2020	COMM 1ST	PMCHK00002627	\$198.00
19748	1099-364	Davison, Chris	2/14/2020	COMM 1ST	PMCHK00002627	\$30.00
19749	1099-368	Clean Cut Landscape	2/14/2020	COMM 1ST	PMCHK00002627	\$50,313.68
19750	A0001	Recology Auburn Placer	2/14/2020	COMM 1ST	PMCHK00002627	\$852.66
19751	A0013	AT&T	2/14/2020	COMM 1ST	PMCHK00002627	\$64.20
19752	A0027	Recology Auburn Placer	2/14/2020	COMM 1ST	PMCHK00002627	\$1,278.74
19753	A0051	Anderson's Sierra Pipe Co.	2/14/2020	COMM 1ST	PMCHK00002627	\$199.89
19754	A0111	AllGood Driving School, Inc	2/14/2020	COMM 1ST	PMCHK00002627	\$30.00
19755	A0168	Adbag, Inc.	2/14/2020	COMM 1ST	PMCHK00002627	\$4,781.46
19757	C0072	CIT Technology Fin. Serv., Inc	2/14/2020	COMM 1ST	PMCHK00002627	\$470.75
19758	C0113	Cooks Portable Toilets & Septi	2/14/2020	COMM 1ST	PMCHK00002627	\$1,866.63
19759	C0130	Cirrus Group LLC	2/14/2020	COMM 1ST	PMCHK00002627	\$598.00
19760	D0025	Dawson Oil Company	2/14/2020	COMM 1ST	PMCHK00002627	\$3,218.74
19761	D0066	De Lage Landen Financial Servi	2/14/2020	COMM 1ST	PMCHK00002627	\$332.48
19762	G0006	Gold Country Media Publication	2/14/2020	COMM 1ST	PMCHK00002627	\$420.88
19763	G0021	Veona Galbraith	2/14/2020	COMM 1ST	PMCHK00002627	\$42.55
19764	H0060	HercRentals Inc.	2/14/2020	COMM 1ST	PMCHK00002627	\$1,243.06
19765	L0027	Pat Larson	2/14/2020	COMM 1ST	PMCHK00002627	\$32.89
19766	M0011	Mallard Creek	2/14/2020	COMM 1ST	PMCHK00002627	\$1,333.96
19767	M0013	Meadow Vista Hardware	2/14/2020	COMM 1ST	PMCHK00002627	\$30.02
19768	M0098	Meadow Vista County Water Dist	2/14/2020	COMM 1ST	PMCHK00002627	\$856.13
19769	N0003	Norris Electric, Inc.	2/14/2020	COMM 1ST	PMCHK00002627	\$405.00
19770	N0012	Nevada Irrigation District	2/14/2020	COMM 1ST	PMCHK00002627	\$405.72
19771	N0045	Near U CO2	2/14/2020	COMM 1ST	PMCHK00002627	\$311.00
19772	N0048	Normac, Inc.	2/14/2020	COMM 1ST	PMCHK00002627	\$475.42
19773	O0021	Amy Oddo	2/14/2020	COMM 1ST	PMCHK00002627	\$426.86
19774	P0005	Placer County Water Agency	2/14/2020	COMM 1ST	PMCHK00002627	\$2,481.15
19775	P0007	Pacific Gas & Electric Company	2/14/2020	COMM 1ST	PMCHK00002627	\$195.61
19776	P0023	PG&E	2/14/2020	COMM 1ST	PMCHK00002627	\$87.42
19777	R0073	Riebes Auto Parts	2/14/2020	COMM 1ST	PMCHK00002627	\$83.17
19778	S0008	Sherwin-Williams	2/14/2020	COMM 1ST	PMCHK00002627	\$80.41
19779	S0016	Sam's Club	2/14/2020	COMM 1ST	PMCHK00002627	\$100.00
19780	S0018	Sunland Analytical Lab, Inc.	2/14/2020	COMM 1ST	PMCHK00002627	\$70.00
19781	S0025	Sierra Pacific Turf Supply, In	2/14/2020	COMM 1ST	PMCHK00002627	\$235.95
19782	S0094	Manouch Shirvanioun	2/14/2020	COMM 1ST	PMCHK00002627	\$60.37
19783	S0143	SMOA	2/14/2020	COMM 1ST	PMCHK00002627	\$6,640.50
19784	S0145	SCP Pool Distributors LLC	2/14/2020	COMM 1ST	PMCHK00002627	\$209.39
19785	S1000	State Of California/DOJ	2/14/2020	COMM 1ST	PMCHK00002627	\$96.00
19786	S1003	Sutter Medical Foundation	2/14/2020	COMM 1ST	PMCHK00002627	\$657.00
19787	T1000	Transamerica Life Insurance	2/14/2020	COMM 1ST	PMCHK00002627	\$440.00



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
Total Checks: 118						Total Amount of Checks: \$172,778.17

**Section:** 5.0

**Item:** 5.5 Review of Financials for February, 2020

**Information:** See attached information

**Staff recommendation:** Review and approve Financials

**Fiscal impact:** As stated in the Financials

## ***Notations from February's Financials:***

### ***Revenues –***

- **Program Revenues** are up \$35,000. Discovery Club came in above budget.
- **Donations** are up by \$10,000, most of which is for Youth Assistance.
- **Tax Revenues** are up by \$148,200, \$110,000 of which comes from RDA Pass throughs. Current Property Tax Revenue came in \$33,000 higher than expected.

### ***Expenses –***

- **Program Expenses** are under by \$10,000. Special Events account for \$4,000.
- **Operations** are under by \$14,000. Small Equipment accounts for \$8,000 and Office Equip is down at Customer Service by \$3,100.
- **Professional Services** are under by \$12,000. \$10,000 is budgeted for Personnel Policy updating, which will be postponed until next year.
- **Maintenance Expenses** are under by \$50,000. Shockley is down \$16,000, in anticipation of an invoice. Field expenses are under by \$21,000. Vehicle maintenance is down \$8,000
- **Benefits & Payroll Expenses** are under by \$65,000. There has been \$8,000 savings in Worker's Comp, \$20,000 savings in Benefits, \$28,000 savings in wages (mostly in Facilities and Grounds) and \$5,000 savings in taxes.
- **Assets** are under by \$70,000 budgeted for a new mower and gator cart; the gator purchase is being postponed until next year.

**PROFIT & LOSS**  
**19/20 Approved Budget**

	Approved Budget FY 19-20	% Of Total	Mid-Yr Revision FY 19-20	February ACTUALS	Last Yr February Actuals	2020 YTD ACTUALS	2020 BUDGET	Last Yr YTD ACTUALS
<b>Operating Revenues</b>								
Program Revenue	1,254,440	20%	1,325,160	93,524	80,011	1,274,201	1,238,350	1,151,244
Facility Revenue	178,050	3%	177,577	234	8,291	171,119	169,807	160,559
Misc. Revenue	49,790	1%	43,460	4,503	3,106	42,504	43,306	50,037
Grants & Donations	11,440	0%	57,840	143	21	38,744	27,830	39,207
Interest Income	60,270	1%	68,410	6,043	8,266	66,202	65,000	66,411
Equipment Reserve Transfers	292,700	5%	275,845	90,000	-	221,580	221,580	128,200
Project Reserve Transfers	632,700	10%	642,225	-	-	-	19,525	93,612
Tax Revenue	3,233,500	53%	3,308,408	-	101,162	3,454,901	3,308,408	3,274,848
In Kind/Atwood	26,470	0%	22,863	-	-	23,522	21,796	23,216
City Mitigation Transfers	175,000	3%	306,600	-	-	19,000	19,000	58,800
County/City Mitigation Revenue	242,300	4%	275,300	117,300	-	275,300	275,300	128,200
<b>Total Operating Revenue</b>	<b>6,156,660</b>	<b>100.00</b>	<b>6,503,688</b>	<b>311,747</b>	<b>200,857</b>	<b>5,587,073</b>	<b>5,409,902</b>	<b>5,174,334</b>
<b>Expenditures</b>								
Program Expense	245,940	4%	257,000	12,170	20,408	228,667	239,510	232,456
Operating & Supplies	390,380	7%	403,173	29,415	24,139	347,098	361,273	314,959
Utilities Expense	213,290	4%	218,180	15,509	11,151	186,804	187,285	184,612
Professional Services	64,840	1%	101,194	20,157	9,652	75,801	88,210	46,237
Building & Grounds Maintenance	486,890	8%	546,097	20,643	28,848	341,337	392,327	352,767
Property Tax Admin.	60,950	1%	61,820	-	-	61,818	61,820	58,042
Wages	2,332,460	39%	2,344,510	166,327	156,477	2,045,484	2,074,294	1,969,964
Benefits & Payroll Costs	901,850	15%	922,968	67,320	57,672	777,809	814,600	729,091
Fixed Asset Expense	307,410	5%	327,735	7,201	18,239	249,467	319,720	198,157
Capital Improvement Projects	995,000	17%	1,131,820	52,040	3,219	786,626	844,520	613,616
Debt Services	2,000	0%	2,000	-	1,957	2,016	2,000	1,957
<b>Total Expenditures</b>	<b>6,001,010</b>	<b>100.00</b>	<b>6,316,497</b>	<b>390,782</b>	<b>331,762</b>	<b>5,102,927</b>	<b>5,385,559</b>	<b>4,701,858</b>
<b>Net Revenue Over Expenditures</b>	<b>\$ 155,650</b>	<b>2.53</b>	<b>\$ 187,191</b>	<b>\$ (79,035)</b>	<b>(130,905)</b>	<b>\$484,146</b>	<b>\$24,343</b>	<b>\$472,476</b>
Annual Contingency Reserve (1-2%)	\$ 50,000		\$ 75,535		\$ -	\$ -	\$ 450,000	\$ 450,000
Annual Equip Replacement Reserve	\$ 50,000		\$ 50,000		\$ (56,045)	\$ 202,459	\$ 766,237	\$ 854,762
Future Capital Construction Reserve					\$ -	\$ -	\$ 965,098	\$ 887,359
Cell Tower Reserves					\$ (122,459)	\$ -	\$ -	\$ 122,459
ADA Reserve	\$ 5,000		\$ 5,000		\$ 5,000	\$ 5,000	\$ 25,032	\$ 20,032
CalPERS unfunded liability reserve	\$ 45,800		\$ 45,800		\$ 45,800	\$ 45,800	\$ 183,200	\$ 137,400
<b>TOTAL RESERVE BALANCES</b>							<b>\$2,389,567</b>	<b>\$ 2,472,012</b>
Net Position	\$ 4,850		\$ 10,856					

## Balance Sheet

2/29/2020

<b>ASSETS</b>		Current YTD
<u>Current Assets</u>		
Imprest Fund (Petty Cash)		580.00
First Foundation Bank		162,186.88
Placer County Treasure-General		3,237,199.95
Placer County Treasurer - City Trust		481,485.34
Accounts Receivable		5,232.89
Due From Other Governments		242,300.00
PCOE Receivables		23,168.00
Prepaid Expenses		619.15
Prepaid Liability Expense		30,467.00
Prepaid Workers Comp Insurance		49,776.71
<b>Total Current Assets</b>		<b>4,233,015.92</b>
<u>Fixed Assets</u>		
Fixed Assets: Land		1,970,546.12
Fixed Assets: Structures		12,924,711.96
Fixed Assets: Equipment		1,279,700.65
Fixed Assets: Computer Equipment & Software		150,951.51
Fixed Assets: Vehicles		265,282.64
Fixed Assets: Office Furniture & Rec Equipment		92,084.49
Construction In Progress		1,094,577.39
Less: Accumulated Depreciation		(9,958,827.00)
<b>Total Fixed Assets</b>		<b>7,819,027.76</b>
<b>TOTAL ASSETS</b>		<b>\$12,052,043.68</b>
<b>LIABILITIES AND NET PROFIT</b>		
<u>Current Liabilities</u>		
Prepaid Revenue		34,940.66
Gift Certificates		168.00
Compensated Absenses		116,116.83
Sales Tax Payable		304.53
<b>Total Current Liabilities</b>		<b>\$151,530.02</b>
<u>Net Position</u>		
Investments in Fixed Assets		7,819,027.76
RFB: Reserved (City Mitigation)		481,485.34
GFB: Youth Assistance Fund		21,991.48
General Fund Balance		955,810.52
DFB: Annual Equip Replacement Reserv.		766,236.72
DFB: Annual Contingency Reserve		450,000.00
DFB: Reserved for Future Capital Construction		965,098.52
RFB: Arboretum Grant Fund		13,275.73
RFB: Reserved (Atwood)		(29,213.51)
RFB: Atwood III-Equip Repl Fund		5,003.66
DFB: Unfunded Liability - CalPERS		183,200.00
GFB: General Fund (ADA Reserve)		25,031.75
Net Profit (Loss)		243,565.69
<b>Total Net Postion</b>		<b>\$11,900,513.66</b>
<b>TOTAL LIABILITY AND NET POSITION</b>		<b>\$12,052,043.68</b>

915,098

-5015

## Auburn Rec & Park

Transfers to General Fund  
4/1/2019 to 02/28/2020

<u>Future Cap</u>		
11/13/2019	Transfer to Save	\$ (50,000.00)
<b>Total Addition to General Fund from City Mitigation Reserve</b>		<b>\$ (50,000.00)</b>
<u>City Mitigation Reserves</u>		
4/15/2019	Security Cameras	\$ 19,000.00
<b>Total Addition to General Fund from City Mitigation Reserve</b>		<b>\$ 19,000.00</b>
<u>Equipment Replacement Reserves</u>		
4/15/2019	2018-2019 Budgeted to Save	\$ (50,000.00)
11/18/2019	Transfer to Save	\$ (25,535.00)
11/22/2019	Reg Pump	\$ 125,983.00
11/22/2019	TT HVAC	\$ 5,597.00
2/28/2020	Reel Mower	\$ 90,000.00
<b>Total Addition to General Fund from Equip Repl Reserves</b>		<b>\$ 146,045.00</b>
<u>Unfunded Liability Reserves</u>		
4/15/2019	2018-2019 Budgeted to Save	\$ (45,800.00)
<b>Total Addition to General Fund from Unfunded Liability Reserves</b>		<b>\$ (45,800.00)</b>
<u>ADA Reserves</u>		
4/15/2019	2018-2019 Budgeted to Save	\$ (5,000.00)
<b>Total Addition to General Fund from ADA Reserves</b>		<b>\$ (5,000.00)</b>
<b>Total Transfers from Reserves</b>		<b>\$ 64,245.00</b>

**Auburn Area Recreation & Park District**

**Profit & Loss**

**ALL DEPARTMENTS**

## Auburn Rec &amp; Park

Profit & Loss - Summary  
4/1/2019 To 2/29/2020

For All Segment1s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>OPERATING REVENUE</b>					
Park & Recreation Services	93,523.55	1,274,200.53	1,238,350.00	35,850.53	102.90
Rents & Concessions	233.56	171,119.02	169,807.00	1,312.02	100.77
Miscellaneous Revenue	4,502.60	42,503.74	43,306.00	(802.26)	98.15
Grants & Donations	143.00	38,743.89	27,830.00	10,913.89	139.22
Interest Income	6,043.47	66,201.63	65,000.00	1,201.63	101.85
Project Revenue - Government	117,300.00	275,300.00	275,300.00	0.00	100.00
Taxes Revenue	0.00	3,478,423.27	3,330,204.00	148,219.27	104.45
<b>TOTAL OPERATING REVENUE</b>	<b>\$221,746.18</b>	<b>\$5,346,492.08</b>	<b>\$5,149,797.00</b>	<b>\$196,695.08</b>	<b>103.82%</b>
<b>OTHER FINANCING SOURCES</b>					
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>TOTAL REVENUES</b>	<b>221,746.18</b>	<b>5,346,492.08</b>	<b>5,149,797.00</b>	<b>196,695.08</b>	<b>103.82</b>
<b>EXPENDITURES</b>					
Program Expenses	(12,170.32)	(228,667.12)	(239,510.00)	10,842.88	95.47
Operations & Supplies Expense	29,414.80	347,097.86	361,273.00	(14,175.14)	96.08
Utilities Expense	15,509.27	186,803.59	187,285.00	(481.41)	99.74
Legal Expenses	144.00	14,139.66	26,670.00	(12,530.34)	53.02
Professional Services	20,012.76	61,660.79	61,540.00	120.79	100.20
Bldg & Grounds Maintenance	20,642.67	341,337.30	392,327.00	(50,989.70)	87.00
Property Tax Administration/LAFCO	0.00	61,817.65	61,820.00	(2.35)	100.00
Salaries Expense	166,326.81	2,045,483.89	2,074,294.00	(28,810.11)	98.61
Benefits & Payroll Costs	67,319.69	777,809.32	814,600.00	(36,790.68)	95.48
Fixed Asset Expense	7,200.83	249,467.13	319,720.00	(70,252.87)	78.03
Capital Improvement Projects	52,040.26	786,626.21	844,920.00	(58,293.79)	93.10



Auburn Rec & Park  
 Profit & Loss - Summary  
 4/1/2019 To 2/29/2020  
 For All Segment1s  
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Debt Service	0.00	2,015.87	2,000.00	15.87	100.79
<b>TOTAL EXPENDITURES</b>	\$390,781.41	\$5,102,926.39	\$5,385,959.00	(\$283,032.61)	94.75%
<b>NET REVENUE OVER EXPENDITURES</b>	(\$169,035.23)	\$243,565.69	(\$236,162.00)	\$479,727.69	(103.14)%
<b>ADJ. NET REVENUE OVER EXPENDITURES</b>	(\$169,035.23)	\$243,565.69	(\$236,162.00)	\$479,727.69	(103.14)%

## Auburn Rec &amp; Park

Profit &amp; Loss - Detail

4/1/2019 to 2/29/2020

Administration

For All Segment4s

## OPERATING REVENUE

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>Park &amp; Recreation Services</b>					
Alta Vista DSC Rev	9,419.00	73,430.00	64,930.00	8,500.00	113.09
Aub Elem DSC Rev	12,535.84	126,504.93	127,380.00	(875.07)	99.31
Skyridge DSC Rev	11,169.00	101,321.00	101,620.00	(299.00)	99.71
Day Camp Rev	14,446.00	264,683.44	244,500.00	20,183.44	108.26
Preschool Revenue	13,676.00	66,418.00	60,650.00	5,768.00	109.51
Newcastle DSC Revenue	19,536.11	157,909.14	137,310.00	20,599.14	115.00
Adult Softball	6,850.00	16,933.00	14,850.00	2,083.00	114.03
Adult Basketball	35.00	12,400.50	13,580.00	(1,179.50)	91.31
Sr. Sports	47.00	4,889.00	5,170.00	(281.00)	94.57
Adult Volleyball	0.00	1,020.00	1,020.00	0.00	100.00
Pickle Ball Revenue	376.00	5,325.00	5,580.00	(255.00)	95.43
Adult Classes	474.00	32,768.50	35,800.00	(3,031.50)	91.53
Adult Class Rev - Bureau	2,070.00	13,842.00	15,550.00	(1,708.00)	89.02
Bocce Ball Prog Revenue	17.00	157.00	280.00	(123.00)	56.07
Youth Basketball	963.60	93,047.10	90,600.00	2,447.10	102.70
Youth Classes	3,216.00	41,774.00	42,750.00	(976.00)	97.72
Youth Class Rev - Bureau	0.00	444.00	780.00	(336.00)	56.92
Aquatic Activities	(1,595.00)	4,326.00	6,070.00	(1,744.00)	71.27
Aquatic Activities - PH Pool	0.00	2,610.00	2,610.00	0.00	100.00
Master Swim Revenue	(514.00)	2,954.00	4,050.00	(1,096.00)	72.94
Public Swim - MS Sierra Pool	0.00	40,389.00	40,390.00	(1.00)	100.00
Public Swim - Placer Hills Pool	0.00	3,954.00	3,960.00	(6.00)	99.85
Swim Lessons	0.00	28,412.20	28,410.00	2.20	100.01
Swim Lessons - PH	0.00	9,690.00	9,690.00	0.00	100.00
Swim Team Revenue	(464.00)	13,848.00	15,720.00	(1,872.00)	88.09
Synchro Team	(200.00)	8,250.00	9,240.00	(990.00)	89.29
Youth Camps Revenue	0.00	38,959.00	39,490.00	(531.00)	98.66

Auburn Rec & Park  
 Profit & Loss - Detail  
 4/1/2019 to 2/29/2020  
 Administration  
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Youth Camp Rev - Bureau	0.00	19,738.00	19,810.00	(72.00)	99.64
Youth Sports Camps	(240.00)	9,476.00	9,720.00	(244.00)	97.49
Youth Sports Camps - Bureau	0.00	8,895.80	10,830.00	(1,934.20)	82.14
Special Events	0.00	3,325.50	5,850.00	(2,524.50)	56.85
Party in the Park Revenue	0.00	8,309.51	7,570.00	739.51	109.77
Ukulele Festival Revenue	0.00	14,014.50	13,600.00	414.50	103.05
Food Truck Fiesta Revenue	485.00	485.00	0.00	485.00	0.00
Great Obstacle Scramble Revenue	0.00	14,411.50	19,930.00	(5,518.50)	72.31
Dead Festival Rev	570.00	570.00	0.00	570.00	0.00
String Fling Revenue	0.00	5,189.50	4,610.00	579.50	112.57
Auburn Harvest Festival	0.00	9,347.50	9,290.00	57.50	100.62
Out of District Fees	600.00	12,971.91	13,810.00	(838.09)	93.93
Out of District Fees - Bureau	51.00	1,207.00	1,210.00	(3.00)	99.75
Return check fees	0.00	0.00	140.00	(140.00)	0.00
<b>Total Parks and Recreation Services</b>	<b>93,523.55</b>	<b>1,274,200.53</b>	<b>1,238,350.00</b>	<b>35,850.53</b>	<b>102.90</b>
<b>Rents &amp; Concessions</b>					
Fee Waivers, Public	0.00	(15,453.15)	(13,450.00)	(2,003.15)	114.89
Fee Waivers, Public, Reclamation	(79.20)	(79.20)	0.00	(79.20)	0.00
Fee Waiver - Offset	79.20	15,532.35	13,610.00	1,922.35	114.13
Blue Bird Room-CVCC	165.00	1,800.00	2,100.00	(300.00)	85.71
Stella Irving Rental Revenue - Rec	302.40	687.40	560.00	127.40	122.75
Lakeside Rental Revenue - Reg	290.00	12,080.37	14,730.00	(2,649.63)	82.01
Sierra Room Rental - CVCC	(1,045.00)	5,410.05	6,110.00	(699.95)	88.54
Sunset Room Rental - CVCC	98.00	2,886.00	3,060.00	(174.00)	94.31
Canyon View Room Rental - CVCC	(60.50)	4,223.40	3,500.00	723.40	120.67
Foothills Room Rental - CVCC	495.00	9,700.30	9,910.00	(209.70)	97.88
Pool Rental Rev - Sierra/Splash	910.00	12,142.95	9,170.00	2,972.95	132.42
Pool Rental Rev - Placer Hills	0.00	1,851.00	1,850.00	1.00	100.05

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
American River Room - CVCC	0.00	5,110.75	6,150.00	(1,039.25)	83.10
Conference Rental Revenue - Rec	0.00	90.00	140.00	(50.00)	64.29
Board Room Rental	0.00	0.00	40.00	(40.00)	0.00
Conference (Module) Rental - Overlook	2,294.22	10,987.22	9,910.00	1,077.22	110.87
Gazebo Rentals	0.00	150.00	220.00	(70.00)	68.18
Rock Creek Modular Rent	660.00	3,570.00	3,240.00	330.00	110.19
Gym Rental Revenue - Rec	0.00	1,543.00	1,470.00	73.00	104.97
Gym Rental Revenue - Reg	79.55	5,777.70	7,370.00	(1,592.30)	78.40
Tutor Totter Lease Agreement	554.00	6,044.00	6,060.00	(16.00)	99.74
Kitchen Rental Revenue - Rec	0.00	0.00	110.00	(110.00)	0.00
Kitchen Rental Revenue - CVCC	(88.00)	656.00	420.00	236.00	156.19
Picnic Area Rental Revenue - Rec	240.00	9,023.00	9,310.00	(287.00)	96.92
Picnic Area Rental Revenue - Reg	(60.00)	2,544.00	2,370.00	174.00	107.34
Picnic Area Rental Revenue - Ash	(100.00)	1,309.75	1,410.00	(100.25)	92.89
Picnic Area Rental Revenue - MV	210.00	4,314.00	3,820.00	494.00	112.93
Field "Recreation" Rental Revenue	18.13	1,880.53	2,110.00	(229.47)	89.13
Field "Bill Beane" Rental - Reg A	77.86	206.76	220.00	(13.24)	93.98
Field "Softball" Rental - MV	(2,861.57)	(762.47)	600.00	(1,362.47)	(127.08)
Field Rental - CV	0.00	1,825.90	1,820.00	5.90	100.32
Field Soccer/Baseball-Winchester	(2,610.18)	1,381.30	2,480.00	(1,098.70)	55.70
Field "Beggs" Rental - Rec	252.65	5,422.72	5,720.00	(297.28)	94.80
Field B (softball) Rev - Reg	0.00	1,624.85	1,580.00	44.85	102.84
Field "James" Rental - Rec	254.00	10,677.61	7,800.00	2,877.61	136.89
Field C (Baseball) Rental - Reg	0.00	3,995.84	3,990.00	5.84	100.15
Bocce Ball Field Rental	0.00	116.00	110.00	6.00	105.46
Field "Soccer Regional" Rental	0.00	1,732.35	2,320.00	(587.65)	74.67
Field "Soccer A" Rental - MV	0.00	1,574.87	137.00	1,437.87	1149.54
Field "Soccer A" Rental - Railhead	164.70	5,954.86	6,730.00	(775.14)	88.48
Field - PH Soccer Field	0.00	1,682.24	0.00	1,682.24	0.00
Field "Soccer B" Rental - Railhead	567.30	6,392.13	5,580.00	812.13	114.55

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	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Field Lining Revenue - Reg	0.00	160.00	160.00	0.00	100.00
Misc Rents & Concessions	(94.00)	674.14	1,640.00	(965.86)	41.11
Misc Rents & Concessions - Bureau	0.00	891.00	890.00	1.00	100.11
Custodial Fees	680.00	21,570.00	20,390.00	1,180.00	105.79
Custodial Fees - Bureau	(120.00)	240.00	80.00	160.00	300.00
Meadow Vista Cust Fee	40.00	140.00	0.00	140.00	0.00
Set up/Take Down Fees	100.00	2,877.50	2,260.00	617.50	127.32
Set up/Take Down Fees - Bureau	(1,100.00)	(1,000.00)	0.00	(1,000.00)	0.00
Alcohol Permit - Bureau	(80.00)	(80.00)	0.00	(80.00)	0.00
Meadow Vista - Alcohol fee	0.00	40.00	0.00	40.00	0.00
<b>Total Rents and Concessions</b>	<b>233.56</b>	<b>171,119.02</b>	<b>169,807.00</b>	<b>1,312.02</b>	<b>100.77</b>
<b>Miscellaneous Revenue</b>					
Meadow Vista Comm Ctr Rental Agreement	570.00	1,360.00	130.00	1,230.00	1046.15
Activity Guide - Advertising Rev	450.00	8,850.00	10,450.00	(1,600.00)	84.69
Alcohol Permit Fee	200.00	3,924.00	3,680.00	244.00	106.63
Miscellaneous Income - Admin.	0.00	236.66	1,210.00	(973.34)	19.56
Miscellaneous Revenue - Recreation	656.25	656.25	0.00	656.25	0.00
Verizon Wireless Lease	2,550.40	27,385.88	27,606.00	(220.12)	99.20
Miscellaneous Income - F & G	75.95	90.95	230.00	(139.05)	39.54
<b>Total Miscellaneous Revenue</b>	<b>4,502.60</b>	<b>42,503.74</b>	<b>43,306.00</b>	<b>(802.26)</b>	<b>98.15</b>
<b>Grants &amp; Donations</b>					
Youth Assistance Rev	133.00	16,802.05	8,480.00	8,322.05	198.14
Donation Rev - F & G	0.00	18,687.93	19,200.00	(512.07)	97.33
Bike Park Donations	10.00	3,253.91	150.00	3,103.91	2169.27

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	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>Total Grants and Donations</b>	143.00	38,743.89	27,830.00	10,913.89	139.22
<b>Interest Income</b>					
Interest Income - Other	10.35	445.58	350.00	95.58	127.31
Interest Revenue - County	5,308.49	57,924.43	57,770.00	154.43	100.27
Interest Revenue - City Trust	724.63	7,831.62	6,880.00	951.62	113.83
<b>Total Interest Income</b>	6,043.47	66,201.63	65,000.00	1,201.63	101.85
<b>Project Revenue - Government</b>					
County Mitigation Revenue	0.00	143,000.00	260,300.00	(117,300.00)	54.94
Co. Mit. Revenue	117,300.00	132,300.00	15,000.00	117,300.00	882.00
<b>Total Project Revenue - Government</b>	117,300.00	275,300.00	275,300.00	0.00	100.00
<b>Tax Revenue</b>					
Current Secured Property Taxes General	0.00	2,979,729.41	2,946,110.00	33,619.41	101.14
Homeowner's Prop. Tax Relief	0.00	22,096.23	22,050.00	46.23	100.21
Current Unsecured Prop Taxes General	0.00	65,090.79	67,030.00	(1,939.21)	97.11
Current Supplemental Property Taxes	0.00	93,466.16	89,660.00	3,806.16	104.25
Unitary & Op Non-unitary Tax	0.00	115,204.22	115,180.00	24.22	100.02
Delinq Unsecured Property Taxes	0.00	519.47	200.00	319.47	259.74
Timber Tax Guarantee	0.00	1.75	0.00	1.75	0.00
Atwood Tax Revenue	0.00	23,521.50	21,796.00	1,725.50	107.92
Delinquent Supplemental Tax Rev	0.00	(0.08)	0.00	(0.08)	0.00
Delinquent Secured Property Taxes	0.00	(18.51)	(20.00)	1.49	92.55
Railroad Unitary Property Taxes	0.00	2,147.86	2,070.00	77.86	103.76
RDA Pass-Throughs	0.00	176,664.47	66,128.00	110,536.47	267.16

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	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Total Tax Revenue	0.00	3,478,423.27	3,330,204.00	148,219.27	104.45
<b>TOTAL OPERATING REVENUE</b>	\$221,746.18	\$5,346,492.08	\$5,149,797.00	\$196,695.08	103.82%
<b>OTHER FINANCING SOURCES</b>					
Transfers from Other Funding Sources					
<b>TOTAL OTHER FINANCING SOURCES</b>	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	221,746.18	5,346,492.08	5,149,797.00	196,695.08	103.82
<b>EXPENDITURES</b>					
Program Expenses					
Instructor/Aquatics	0.00	1,832.05	1,830.00	2.05	100.11
Instructor/Adult Classes	1,364.75	17,415.05	17,850.00	(434.95)	97.56
Instructor/Adult Classes - Bureau	1,144.00	6,826.60	7,500.00	(673.40)	91.02
Instructor/Youth Classes	1,725.20	20,865.05	20,180.00	685.05	103.40
Instr/Youth Classes - Bureau	0.00	184.80	260.00	(75.20)	71.08
Officials/Adult Softball	0.00	4,718.95	5,950.00	(1,231.05)	79.31
Officials/Adult Basketball	699.00	4,572.75	5,240.00	(667.25)	87.27
Officials/Youth Basketball	5,941.50	5,941.50	5,300.00	641.50	112.10
Instructor/Youth Camps	(81.25)	31,163.25	31,240.00	(76.75)	99.75
Instr/Y Camp - Bureau	0.00	12,801.80	12,800.00	1.80	100.01
Instructors - Youth Sports Camps	0.00	5,323.50	5,320.00	3.50	100.07

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	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Instr/Y Sports Camp - Bureau	0.00	6,671.85	6,510.00	161.85	102.49
Alta Vista/Program Exp	130.97	2,583.68	2,300.00	283.68	112.33
Aub Elem/Program Exp	161.43	1,945.57	2,460.00	(514.43)	79.09
Skyridge/Program Exp	71.44	2,544.62	3,120.00	(575.38)	81.56
Day Camp/Program Exp	149.81	20,124.15	20,510.00	(385.85)	98.12
Preschool - Program Expense	454.92	2,140.97	2,390.00	(249.03)	89.58
Newcastle Program Expense	314.59	3,219.87	3,540.00	(320.13)	90.96
Adult Softball Expense	0.00	1,948.00	2,310.00	(362.00)	84.33
Adult Basketball Expense	227.37	775.38	290.00	485.38	267.37
Adult Volleyball Expense	0.00	154.14	160.00	(5.86)	96.34
Pickle Ball Tennis Expense	0.00	1,494.24	1,920.00	(425.76)	77.83
Adult Class Expense	54.00	54.00	930.00	(876.00)	5.81
Youth Basketball Expense	0.00	22,867.92	24,510.00	(1,642.08)	93.30
Youth Class Expense	0.00	76.14	80.00	(3.86)	95.18
Aquatic Activities	0.00	948.91	1,390.00	(441.09)	68.27
Public Swim Expense	40.72	2,796.79	2,760.00	36.79	101.33
Public Swim Exp - PH Pool	0.00	441.00	440.00	1.00	100.23
Swim Lessons	0.00	32.11	80.00	(47.89)	40.14
Swim Team	0.00	294.04	860.00	(565.96)	34.19
Synchro Team Expenses	0.00	715.36	30.00	685.36	2384.53
Youth Camps	0.00	0.00	10.00	(10.00)	0.00
Youth Sports Camps	0.00	0.00	30.00	(30.00)	0.00
Special Events	(8.98)	3,490.06	2,110.00	1,380.06	165.41
Party in the Park Expenses	(73.05)	7,622.67	7,800.00	(177.33)	97.73
Bike Park Fundraising Expense	0.00	0.00	20.00	(20.00)	0.00
Ukulele Festival Expenses	(73.05)	12,297.49	12,720.00	(422.51)	96.68
Great Obstacle Scramble Expenses	0.00	6,812.04	9,900.00	(3,087.96)	68.81
String Fling Expenses	0.00	6,433.66	6,460.00	(26.34)	99.59
Auburn Harvest Festival Expenses	(73.05)	8,537.16	10,400.00	(1,862.84)	82.09



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	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>Total Program Expenses</b>	12,170.32	228,667.12	239,510.00	(10,842.88)	95.47
<b>Operations &amp; Supplies</b>					
Cash Short/Over-Cust Serv	0.00	(15.85)	(10.00)	(5.85)	158.50
Merchant Fees - Cust Serv	405.25	9,413.22	10,220.00	(806.78)	92.11
Bad Debt Expense	0.00	194.49	190.00	4.49	102.36
Discounts Taken	(4.08)	(44.60)	(40.00)	(4.60)	111.50
Finance Charges	0.00	0.00	130.00	(130.00)	0.00
Cal Card Incentives	0.00	(1,262.52)	(1,500.00)	237.48	84.17
Penalties	0.00	200.00	820.00	(620.00)	24.39
Advertising - Youth Services	0.00	165.97	0.00	165.97	0.00
Donations Expense	0.00	710.00	800.00	(90.00)	88.75
Telephone - Placer Hills Pool	83.58	653.76	940.00	(286.24)	69.55
Telephone - Cust Serv	607.01	7,616.51	7,990.00	(373.49)	95.33
Telephone (CVCC) - Admin	570.26	6,236.10	6,490.00	(253.90)	96.09
Gift Certificates Expensed	0.00	365.00	320.00	45.00	114.06
Telephone - Youth Services	25.29	241.77	242.00	(0.23)	99.91
Telephone - Recreation	151.10	736.04	486.00	250.04	151.45
Telephone - Preschool	0.16	1.72	1.00	0.72	172.00
Telephone - Facilities & Grounds	1,110.23	13,128.49	13,350.00	(221.51)	98.34
Telephone - Day Camp	38.01	2,696.66	2,919.00	(222.34)	92.38
Telephone - Newcastle	40.30	287.16	376.00	(88.84)	76.37
Telephone - Aub El	181.91	2,003.47	1,592.00	411.47	125.85
Telephone - Alta Vista	27.44	249.71	342.00	(92.29)	73.02
Telephone - Skyridge	145.53	1,433.97	1,174.00	259.97	122.14
Postage - Cust Serv	0.00	500.00	500.00	0.00	100.00
Postage - Admin	500.00	987.75	470.00	517.75	210.16
Activity Guide Expense	520.00	39,985.98	42,840.00	(2,854.02)	93.34
Youth Assistance Expense	1,515.70	15,594.28	14,040.00	1,554.28	111.07

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	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Office Supplies - Rec	4.28	1,526.21	2,770.00	(1,243.79)	55.10
Office Supplies - Aquatics	0.00	36.00	0.00	36.00	0.00
Office Supplies - Youth Services	68.61	443.79	730.00	(286.21)	60.79
Office Supplies - F & G	374.53	3,757.44	4,500.00	(742.56)	83.50
Office Supplies-Cust Serv	158.69	1,601.29	1,120.00	481.29	142.97
Office Supplies - Admin	151.77	3,016.37	5,020.00	(2,003.63)	60.09
Duplication Costs - Cust Serv	0.00	13.74	20.00	(6.26)	68.70
Duplication Costs - Admin	107.34	1,349.72	850.00	499.72	158.79
Office Equip Rental - Cust Serv	470.75	5,188.44	8,300.00	(3,111.56)	62.51
Office Equip Rental - Admin	332.48	4,336.22	5,050.00	(713.78)	85.87
Office Equip Maint - Cust Serv	0.00	4,398.89	4,400.00	(1.11)	99.98
Dining Expense	0.00	579.00	600.00	(21.00)	96.50
Gas/Mileage Expense - C.Serv	60.37	543.37	570.00	(26.63)	95.33
Gas/Mileage Expense - Admin	75.44	1,591.09	1,820.00	(228.91)	87.42
Gas/Mileage Expense - Rec.	0.00	203.56	120.00	83.56	169.63
Gas/Mileage Expense - YS	0.00	0.00	60.00	(60.00)	0.00
Gas/Mileage Expense - F & G	3,501.07	33,769.99	31,480.00	2,289.99	107.27
General Administrative Exp - Admin	0.00	376.46	0.00	376.46	0.00
Liability Insurance - Admin	7,616.75	78,968.50	78,554.00	414.50	100.53
Board Expense	1,407.85	4,166.86	3,290.00	876.86	126.65
Marketing/Public Relations - Cust Serv	2,017.19	10,667.70	10,330.00	337.70	103.27
Dues and Subscriptions-Youth Services	100.00	299.02	0.00	299.02	0.00
Dues and Subscriptions - Cust Service	0.00	47.27	20.00	27.27	236.35
Dues and Subscriptions - Admin	0.00	10,212.27	10,810.00	(597.73)	94.47
Dues and Subscriptions - Rec.	0.00	891.54	1,090.00	(198.46)	81.79
Dues and Subscriptions - F & G	0.00	585.81	90.00	495.81	650.90
Staff Appreciation - Rec	0.00	45.64	0.00	45.64	0.00
Staff Appreciation - Youth Services	0.00	172.55	190.00	(17.45)	90.82
Staff Appreciation - F & G	0.00	60.45	197.00	(136.55)	30.69
Staff Appreciation - Admin	0.00	79.50	0.00	79.50	0.00

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	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Company Celebrations	0.00	1,134.96	1,570.00	(435.04)	72.29
Staff Development - Cust Serv	0.00	437.50	440.00	(2.50)	99.43
Staff Development - Admin	65.00	850.61	2,170.00	(1,319.39)	39.20
Staff Development - Rec.	0.00	536.50	950.00	(413.50)	56.47
Staff Development - Aquatics	0.00	599.50	470.00	129.50	127.55
Staff Development - Youth Services	0.00	108.75	430.00	(321.25)	25.29
Staff Development - F & G	1,600.00	4,811.05	5,030.00	(218.95)	95.65
Uniform Exp - F & G	0.00	572.45	1,610.00	(1,037.55)	35.56
Small Equip - Rec Dept	0.00	106.16	200.00	(93.84)	53.08
Small Equipment - Rec Pk	251.38	1,208.32	2,340.00	(1,131.68)	51.64
Small Equipment - Reg Pk	34.30	769.95	4,710.00	(3,940.05)	16.35
Small Equipment - MV Park	175.89	683.54	1,000.00	(316.46)	68.35
Small Equipment - CVCC	0.00	76.06	1,700.00	(1,623.94)	4.47
Field Marking Expense	0.00	1,045.91	1,150.00	(104.09)	90.95
Safety Supplies - F & G	365.97	8,034.90	6,370.00	1,664.90	126.14
Safety Supplies - Rec	0.00	0.00	170.00	(170.00)	0.00
Safety Supplies - Aquatics	0.00	0.00	180.00	(180.00)	0.00
Restroom Supplies - Recreation Park	52.02	1,715.73	1,650.00	65.73	103.98
Restroom Supplies - Regional Park	24.95	1,426.75	1,480.00	(53.25)	96.40
Restroom Supplies - Ashford Park	21.50	593.26	780.00	(186.74)	76.06
Restroom Supplies - Meadow Vista Park	26.00	906.72	890.00	16.72	101.88
Restroom Supplies - Railhead Park	30.54	697.47	810.00	(112.53)	86.11
Restroom Supplies - Overlook Park	26.00	776.55	910.00	(133.45)	85.34
Restroom Supplies - Placer Hills Park	0.00	427.91	490.00	(62.09)	87.33
Restroom Supplies - Winchester Park	0.00	0.00	50.00	(50.00)	0.00
Restroom Supplies - Rec Comm Ctr	212.10	2,817.59	2,280.00	537.59	123.58
Restroom Supplies - Reg Comm Ctr	218.68	2,409.94	1,850.00	559.94	130.27
Restroom Supplies - CVCC Comm Ctr	249.26	3,749.90	2,880.00	869.90	130.21
Sanitation - Reg Pk - Toilet	450.00	4,950.00	4,540.00	410.00	109.03
Sanitation - Win Pk - Toilet	450.00	4,950.00	5,000.00	(50.00)	99.00

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Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Sanitation - Rec Pk - ADA Toilet	349.00	4,240.00	(401.00)	90.54
Sanitation - Reg - ADA Toilet	349.00	4,240.00	(401.00)	90.54
Sanitation - Rec Pk - Debris Box	852.66	8,010.00	689.88	108.61
Sanitation - Reg Pk - Disposal	539.21	6,030.00	(69.66)	98.85
Sanitation - MV - Disposal	365.14	3,980.00	2.14	100.05
Sanitation - CVCC - Disposal	341.39	3,230.00	141.75	104.39
Small Equipment - Aquatics	0.00	830.00	(830.00)	0.00
Small Equipment - Y Services	0.00	(50.00)	50.00	0.00
<b>Total Operations &amp; Supplies</b>	<b>29,414.80</b>	<b>361,273.00</b>	<b>(14,175.14)</b>	<b>96.08</b>
<b>Utilities Expense</b>				
Lights - Rec Pk Beggs Field	132.96	2,770.00	83.53	103.02
Lighting Reimb.-Beggs Field	(132.96)	(2,880.00)	95.05	96.70
Lights - Rec Pk James Field	19.72	4,785.00	(1,638.10)	65.77
Lighting Reimb.-James Field	0.00	(4,860.00)	226.93	95.33
Lights - Rec Field	30.77	925.00	(520.69)	43.71
Lighting Reimb.-Rec Field	0.00	(745.00)	(2.27)	100.31
Gas/Elect - Rec Comm Ctr - Fac & Grds	1,476.55	2,755.00	3,618.71	231.35
Gas/Electric - Reg Comm Ctr	2,154.90	9,820.00	1,759.31	117.92
Gas/Electric - CV Comm Ctr	196.66	810.00	(45.99)	94.32
Electric Reimb.- CV Comm Ctr	(196.66)	(970.00)	123.94	87.22
Gas/Electric - CVCC	1,583.60	21,965.00	(109.65)	99.50
Gas/Electric - Sierra Pool	1,640.71	21,980.00	568.65	102.59
Gas/Electric - PH Pool	452.11	5,580.00	(1,146.67)	79.45
Electric - Day Camp	102.99	1,600.00	(290.05)	81.87
Gas/Elec - Recreation Park Street lighting	684.04	7,960.00	(73.03)	99.08
Lighting Reimb - Rec Park	(30.77)	(350.00)	319.23	8.79

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	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Gas/Electric - Reg Park	1,476.69	19,077.94	17,110.00	1,967.94	111.50
Lighting Reimb.- Reg Park	(45.00)	(4,341.00)	(3,800.00)	(541.00)	114.24
Gas/Electric - Ashford Park	156.90	2,053.73	2,460.00	(406.27)	83.49
Gas/Electric - MV Park	310.42	4,467.46	5,380.00	(912.54)	83.04
Electric - Railhead Park	48.84	2,564.06	2,640.00	(75.94)	97.12
Lighting Reimb.-Railhead	(48.84)	(1,104.82)	(960.00)	(144.82)	115.09
Gas/Electric - Overlook Park	0.00	0.00	80.00	(80.00)	0.00
Gas/Electric - Winchester Park	13.64	735.78	920.00	(184.22)	79.98
Reimbursements - Gas/Elec Pool	0.00	(10,565.46)	(10,570.00)	4.54	99.96
Water - Rec Comm Ctr	1,260.69	4,069.66	3,300.00	769.66	123.32
Water - Reg Comm Ctr	476.16	2,000.50	2,110.00	(109.50)	94.81
Water - CV Comm Ctr	133.34	1,600.88	1,210.00	390.88	132.30
Water - CVCC	702.39	4,175.74	3,040.00	1,135.74	137.36
Water - Sierra Pool	0.00	3,069.16	2,030.00	1,039.16	151.19
Water - PH Pool	101.85	956.35	260.00	696.35	367.83
Water - Rec Park	201.50	4,095.92	3,620.00	475.92	113.15
Water - Regional Park	502.38	2,120.28	1,770.00	350.28	119.79
Water - Ashford Park	170.70	3,854.94	3,870.00	(15.06)	99.61
Water - MV Park	845.04	15,214.91	12,630.00	2,584.91	120.47
Water - CV Park	0.00	2,666.10	3,480.00	(813.90)	76.61
Water - Railhead Park	240.80	3,577.44	3,280.00	297.44	109.07
Water - CVCC Park	0.00	1,818.19	1,810.00	8.19	100.45
Water - Overlook Park	607.46	5,667.33	6,500.00	(832.67)	87.19
Water - Placer Hills Park	0.00	5,030.40	5,730.00	(699.60)	87.79
Water - Atwood	239.69	3,966.13	6,290.00	(2,323.87)	63.06
Water - Chana Field	0.00	0.00	6,000.00	(6,000.00)	0.00
Reimb - Water - Sierra Pool	0.00	(1,269.80)	(1,270.00)	0.20	99.98
Sanitation - Rec Park (Sewer)	0.00	9,344.02	9,350.00	(5.98)	99.94

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Sanitation - Regional Park (Sewer)	0.00	15,102.59	15,110.00	(7.41)	99.95
Sanitation - Ashford Park (Sewer)	0.00	1,642.44	1,650.00	(7.56)	99.54
Sanitation - Railroad Park (Sewer)	0.00	173.78	180.00	(6.22)	96.54
Sanitation - Overlook (Sewer)	0.00	735.88	740.00	(4.12)	99.44
Sanitation - CVCC (Sewer)	0.00	10,189.16	10,190.00	(0.84)	99.99
<b>Total Utilities Expense</b>	<b>15,509.27</b>	<b>186,803.59</b>	<b>187,285.00</b>	<b>(481.41)</b>	<b>99.74</b>
<b>Legal Expenses</b>					
Legal Fees	144.00	14,139.66	26,670.00	(12,530.34)	53.02
<b>Total Legal Expense</b>	<b>144.00</b>	<b>14,139.66</b>	<b>26,670.00</b>	<b>(12,530.34)</b>	<b>53.02</b>
<b>Professional Services</b>					
Professional Services - Rec	0.00	110.00	190.00	(80.00)	57.90
Professional Services - Aqu	0.00	274.00	270.00	4.00	101.48
Professional Services - YS	2,359.78	23,212.21	21,866.00	1,346.21	106.16
Professional Services - F & G	2,792.98	7,824.98	5,833.00	1,991.98	134.15
Professional Services - Bureau of Reclamatic	0.00	1,116.99	1,117.00	(0.01)	100.00
Professional Services - Atwood	900.00	6,490.81	5,590.00	900.81	116.12
Professional Services - C Serv	0.00	1,759.31	1,100.00	659.31	159.94
Professional Services - Admin	4,800.00	11,459.84	16,224.00	(4,764.16)	70.64
Accounting/Auditor Fees	9,160.00	9,160.00	9,100.00	60.00	100.66
Atwood - County Coll Fee	0.00	252.65	250.00	2.65	101.06
<b>Total Professional Services</b>	<b>20,012.76</b>	<b>61,660.79</b>	<b>61,540.00</b>	<b>120.79</b>	<b>100.20</b>

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Bldg & Ground Maintenance					
Equipment Rental - F & G	0.00	2,005.70	6,530.00	(4,524.30)	30.72
Vehicle Maintenance	330.17	9,593.18	17,910.00	(8,316.82)	53.56
Irrigation Supplies - General	0.00	2,809.72	9,710.00	(6,900.28)	28.94
Maint - Recreation Field	0.00	2,066.77	2,120.00	(53.23)	97.49
Maint - CV Baseball Field	0.00	6,870.43	15,480.00	(8,609.57)	44.38
Maint - James Field	131.57	4,527.95	4,545.00	(17.05)	99.63
Maint - Beggs Field	173.44	16,755.83	20,960.00	(4,204.17)	79.94
Maint - Sierra Pool	1,269.21	39,305.70	33,720.00	5,585.70	116.57
Reimbursement- Maint Pool	0.00	(4,433.66)	(4,430.00)	(3.66)	100.08
Maint & Repairs - Equipment	1,626.95	22,722.05	23,420.00	(697.95)	97.02
Maint - PH Pool	185.20	10,385.46	8,330.00	2,055.46	124.68
Maint - MV Soccer Field	0.00	8.50	10.00	(1.50)	85.00
Maint - Winchester Fields	0.00	806.25	850.00	(43.75)	94.85
Maint - MV Tennis Courts	0.00	4,500.00	4,500.00	0.00	100.00
Rep/Maint - Aub EI	0.00	659.36	610.00	49.36	108.09
Rep/Maint - Rock Creek	0.00	668.79	690.00	(21.21)	96.93
Rep/Maint - Day Camp	0.00	5,760.43	1,030.00	4,730.43	559.27
Maint - Recreation Park	3,815.99	24,345.70	27,920.00	(3,574.30)	87.20
Maint - Regional Park	4,503.21	59,619.87	59,860.00	(240.13)	99.60
Maint - Ashford Park	1,215.44	9,060.14	12,530.00	(3,469.86)	72.31
Maint - Meadow Vista Park	1,782.12	11,454.02	10,720.00	734.02	106.85
Maint - Christian Valley Park	281.26	2,682.80	6,710.00	(4,027.20)	39.98
Maint - Railroad Park	360.59	3,830.82	3,490.00	340.82	109.77
Maint - CVCC Park	334.48	1,972.41	1,540.00	432.41	128.08
Maint - Overlook Park	532.13	8,040.22	7,430.00	610.22	108.21
Maint - Placer Hills Park	281.26	1,248.76	1,010.00	238.76	123.64
Maint - Pocket Parks	353.67	505.05	280.00	225.05	180.38
Maint - Mt. Vernon Park	0.00	161.25	210.00	(48.75)	76.79

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Maint - Winchester Park	0.00	824.72	3,710.00	(2,885.28)	22.23
Maint - Atwood	1,884.12	11,048.63	3,920.00	7,128.63	281.85
Maint - Shockley Park	0.00	2,319.02	18,502.00	(16,182.98)	12.53
Rep/Maint - Skyridge	0.00	1,586.72	570.00	1,016.72	278.37
Maint - Ashley Dog Park	0.00	2,936.60	3,300.00	(363.40)	88.99
Rep/Maint - Newcastle	0.00	0.00	100.00	(100.00)	0.00
Rep/Maint - Preschool	4.79	4.79	0.00	4.79	0.00
Maint - Recreation Comm Ctr	1,068.33	21,830.06	18,740.00	3,090.06	116.49
Maint - Regional Comm Ctr	312.94	5,972.18	6,850.00	(877.82)	87.19
Maint - Christian Valley Comm Ctr	0.00	961.39	1,670.00	(708.61)	57.57
Maint - CVCC Comm Ctr	115.39	14,487.92	11,750.00	2,737.92	123.30
Maint - Overlook Modular	0.00	985.77	1,040.00	(54.23)	94.79
Maint - Regional Tennis Courts	0.00	5,238.14	4,580.00	658.14	114.37
Maint - MV Soccer A	0.00	15.20	0.00	15.20	0.00
Maint - RH Soccer A	0.00	1,510.50	1,300.00	210.50	116.19
Maint - Regional Field Soccer	0.00	433.26	990.00	(556.74)	43.76
Maint - RH Soccer B	0.00	1,131.16	920.00	211.16	122.95
Maint - Regional Bill Bean Field	0.00	9,753.01	18,390.00	(8,636.99)	53.03
Maint - MV Softball Field	0.00	6.97	10.00	(3.03)	69.70
Maint - Regional Field B	0.00	5,159.28	5,220.00	(60.72)	98.84
Maint - Regional Field C	0.00	2,667.04	2,150.00	517.04	124.05
Tree Maint - Rec Park	0.00	0.00	5,150.00	(5,150.00)	0.00
Vandalism Repairs Expense	80.41	4,498.83	5,730.00	(1,231.17)	78.51
Rep/Maint - Alta Vista	0.00	32.61	50.00	(17.39)	65.22
<b>Total Building and Grounds Maintenance</b>	<b>20,642.67</b>	<b>341,337.30</b>	<b>392,327.00</b>	<b>(50,989.70)</b>	<b>87.00</b>
<b>Property Tax Administration/LAFCO</b>					
Property Tax Administration	0.00	58,768.74	58,770.00	(1.26)	100.00
Lafco Fees	0.00	3,048.91	3,050.00	(1.09)	99.96



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	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>Total Property Tax Administration/LAFCO</b>	0.00	61,817.65	61,820.00	(2.35)	100.00
<b>Salaries Expense</b>					
Wages - (Y.Serv) - Manager	5,348.80	64,472.30	64,520.00	(47.70)	99.93
Wages - (Cust Serv) - Full Time	9,285.61	110,303.89	114,530.00	(4,226.11)	96.31
Wages - (Cust Serv) - Part Time	1,357.15	15,822.89	16,970.00	(1,147.11)	93.24
Wages - (Admin) - Full Time	6,080.00	71,913.71	70,670.00	1,243.71	101.76
Wages - (Admin) - Part Time	9,013.08	109,736.96	104,114.00	5,622.96	105.40
Wages - (Y.Serv) - Alta Vista - PT	5,273.57	42,227.46	38,830.00	3,397.46	108.75
Wages - (Admin) - Board Pay	2,500.00	23,750.00	25,000.00	(1,250.00)	95.00
Wages - (Y.Serv) - Aub Elem - PT	8,696.14	75,104.69	71,460.00	3,644.69	105.10
Wages - (Y.Serv) - AE Maint	0.00	236.11	220.00	16.11	107.32
Wages - (Y. Serv) - RC Maint	0.00	718.78	690.00	28.78	104.17
Wages - (Y.Serv) - Skyridge - PT	8,544.52	66,483.09	59,820.00	6,663.09	111.14
Wages - (Y.Serv) - Skyridge Maint	124.74	755.21	0.00	755.21	0.00
Wages - (Y.Serv) - Day Camp - PT	247.62	116,991.69	116,890.00	101.69	100.09
Wages - (Y.Serv) - DC Maint	0.00	6,447.57	70.00	6,377.57	9210.81
Wages - (Rec) - Full Time	10,470.12	137,070.43	141,120.00	(4,049.57)	97.13
Wages - (Y. Serv) - Newcastle- PT	8,881.14	79,302.71	72,330.00	6,972.71	109.64
Wages - (Y.Serv) - NC Maint	0.00	86.94	0.00	86.94	0.00
Wages - (Rec) - Part Time	0.00	82.64	1,030.00	(947.36)	8.02
Wages - (Rec) - Seasonal	0.00	917.46	1,280.00	(362.54)	71.68
Wages - (Rec) - Adult Softball	0.00	3,263.55	3,220.00	43.55	101.35
Wages - (Rec) - Adult Basketball	534.65	2,419.10	2,130.00	289.10	113.57
Wages - (Y.Serv) - Preschool	4,843.07	35,330.74	36,830.00	(1,499.26)	95.93
Wages - (Aqua) - Aquatics Coordinator	1,001.02	17,115.86	17,510.00	(394.14)	97.75
Wages - (Aqua) - Aquatic Activities	114.58	4,671.34	4,880.00	(208.66)	95.72
Wages - (Aqua) - Public Swim	570.55	55,533.64	56,570.00	(1,036.36)	98.17

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Wages - (Aqua) - Public Swim-PH	0.00	7,581.20	7,580.00	1.20	100.02
Wages - (Aqua) - Swim Lessons	0.00	7,542.09	7,550.00	(7.91)	99.90
Wages - (Aqua) - Swim Lessons-PH	0.00	3,377.14	3,370.00	7.14	100.21
Wages - (Aqua) - Master Swim	81.50	3,074.16	4,060.00	(985.84)	75.72
Wages - (Aqua) - Swim Team Coaches	0.00	6,181.91	6,450.00	(268.09)	95.84
Wages - (Aqua) - Synchronized Swim Coach	0.00	11,730.42	11,730.00	0.42	100.00
Wages - (Fac & Grds) - Fac Attendant - Rec	7,333.07	75,597.82	68,130.00	7,467.82	110.96
Wages - (Fac & Grds) - Fac Att. - CVCC	2,263.84	29,955.07	32,300.00	(2,344.93)	92.74
Wages - (Fac & Grds) - Fac Attendant - Reg	3,745.53	36,311.93	38,490.00	(2,178.07)	94.34
Wages - (Fac & Grds) - Management	11,757.73	132,687.48	125,790.00	6,897.48	105.48
Wages - (Fac & Grds) - Recreation Park	20,676.19	252,765.30	275,330.00	(22,564.70)	91.80
Wages - (Fac & Grds) - Regional Park	9,612.63	139,757.02	163,300.00	(23,542.98)	85.58
Wages - (Fac & Grds) - Ashford Park	4,244.09	27,856.36	27,940.00	(83.64)	99.70
Wages - (Fac & Grds) - Meadow Vista Park	3,799.20	45,131.94	45,330.00	(198.06)	99.56
Wages - (Fac & Grds) - CV Comm Center	228.76	9,207.16	13,240.00	(4,032.84)	69.54
Wages - (Fac & Grds) - Railroad Park	1,289.30	17,707.12	17,750.00	(42.88)	99.76
Wages - (Fac & Grds) - CVCC	3,107.34	14,025.95	13,850.00	175.95	101.27
Wages - (Fac & Grds) - Overlook Park	1,161.98	14,983.58	15,400.00	(416.42)	97.30
Wages - (Fac & Grds) - Placer Hills Park	935.78	16,456.18	20,290.00	(3,833.82)	81.11
Wages - (Fac & Grds) - Pocket Parks	1,288.25	6,795.03	7,870.00	(1,074.97)	86.34
Wages - (Fac & Grds) - Mt. Vernon Park	0.00	487.81	1,440.00	(952.19)	33.88
Wages - (Fac & Grds) - Winchester Park	936.22	5,108.98	5,190.00	(81.02)	98.44
Wages - (Fac & Grds) - Atwood	1,934.16	8,297.64	7,220.00	1,077.64	114.93
Wages - (Fac & Grds) - Shockley Property	139.28	981.45	1,660.00	(678.55)	59.12
Wages - (F & G) Special Events	0.00	5,819.86	5,840.00	(20.14)	99.66
Wages - District Administrator	8,905.60	110,752.84	110,170.00	582.84	100.53
Wages - (Rec) - Special Events	0.00	3,619.79	3,510.00	109.79	103.13
Wages - (F & G) Uniform Allowance	0.00	10,931.90	12,830.00	(1,898.10)	85.21
<b>Total Salaries Expense</b>	<b>166,326.81</b>	<b>2,045,483.89</b>	<b>2,074,294.00</b>	<b>(28,810.11)</b>	<b>98.61</b>

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	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>Benefits &amp; Payroll Costs</b>					
ER Taxes - Rec	930.27	12,208.68	11,670.00	538.68	104.62
ER Taxes - Aquatics	179.43	10,733.69	10,910.00	(176.31)	98.38
ER Taxes - Youth Services	4,081.74	39,996.30	40,450.00	(453.70)	98.88
ER Taxes - Fac & Grds	6,817.01	68,361.42	72,400.00	(4,038.58)	94.42
ER Taxes - Cust Serv	916.75	9,981.59	10,710.00	(728.41)	93.20
ER Taxes - Admin	2,286.79	24,672.13	25,080.00	(407.87)	98.37
Employment Expense - Rec	0.00	949.15	950.00	(0.85)	99.91
Employment Expense - Aquatics	381.00	2,060.66	1,810.00	250.66	113.85
Employment Expense - Youth Services	0.00	950.00	1,160.00	(210.00)	81.90
Employment Expense - Fac & Grds	357.32	1,447.69	2,390.00	(942.31)	60.57
Employment Expense - Admin	60.00	158.38	100.00	58.38	158.38
Fingerprinting Exp - Recreation	0.00	62.00	110.00	(48.00)	56.36
Fingerprinting Exp - Aquatics	32.00	472.00	440.00	32.00	107.27
Fingerprinting Exp - Youth Services	0.00	978.00	970.00	8.00	100.83
Fingerprinting Exp - Fac & Grds	64.00	570.00	600.00	(30.00)	95.00
Fingerprinting Exp - Admin	0.00	32.00	60.00	(28.00)	53.33
Benefits Expense - Recreation	3,249.55	27,897.51	28,690.00	(792.49)	97.24
Benefits Expense - Youth Services	2,963.26	31,055.46	33,530.00	(2,474.54)	92.62
Benefits Expense - Fac & Grds	18,165.13	175,499.20	186,380.00	(10,880.80)	94.16
Benefits Expense - Cust Serv	1,801.88	22,281.63	23,240.00	(958.37)	95.88
Benefits Expense - Admin	4,209.72	39,839.65	44,732.00	(4,892.35)	89.06
Employer Retirement Exp. - Rec	890.98	17,925.48	18,170.00	(244.52)	98.65
Employer Retirement Exp. - Aquatics	103.37	2,899.69	2,840.00	59.69	102.10
Employer Retirement Exp. - Youth Services	3,067.13	43,756.20	42,380.00	1,376.20	103.25
Employer Retirement Exp. - Fac & Grds	5,764.07	92,557.50	96,090.00	(3,532.50)	96.32
Employer Retirement Exp - Cust Serv	1,048.06	16,274.86	16,680.00	(405.14)	97.57
Employer Retirement Exp. - Admin	2,618.37	33,912.69	33,860.00	52.69	100.16
Worker's Comp - Rec	196.55	3,411.99	3,700.00	(288.01)	92.22

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Worker's Comp - Aquatics	31.57	2,657.34	2,830.00	(172.66)	93.90
Worker's Comp - Youth Services	615.99	10,591.56	11,038.00	(446.44)	95.96
Worker's Comp - Fac & Grds	6,180.86	79,362.42	86,030.00	(6,667.58)	92.25
Worker's Comp - Cust Serv	55.02	599.97	590.00	9.97	101.69
Worker's Comp - Admin	251.87	3,652.48	4,010.00	(357.52)	91.08
<b>Total Benefits and Payroll Costs</b>	<b>67,319.69</b>	<b>777,809.32</b>	<b>814,600.00</b>	<b>(36,790.68)</b>	<b>95.48</b>
<b>Fixed Asset Expense</b>					
Fixed Asset Purchases - Recreation	0.00	1,192.18	1,190.00	2.18	100.18
Fixed Asset Purchases - Aquatics	0.00	12,101.28	12,100.00	1.28	100.01
Fixed Asset Purchases - Youth Services	0.00	149.00	0.00	149.00	0.00
Fixed Asset Purchases - Fac & Grds	6,620.47	232,752.05	302,830.00	(70,077.95)	76.86
Fixed Asset Purchases - Admin	580.36	586.25	0.00	586.25	0.00
Computer Purchases - Rec	0.00	1,005.52	1,200.00	(194.48)	83.79
Computer Purchases - Youth Services	0.00	1,680.85	2,400.00	(719.15)	70.04
<b>Total Fixed Asset Expense</b>	<b>7,200.83</b>	<b>249,467.13</b>	<b>319,720.00</b>	<b>(70,252.87)</b>	<b>78.03</b>
<b>Capital Improvement Projects</b>					
Winchester- Electrical Upgrades	143.84	353.89	0.00	353.89	0.00
CVCC - Bike Park	204.06	308,321.38	370,000.00	(61,678.62)	83.33
CV - Tutor Totor Floor	0.00	4,750.00	5,000.00	(250.00)	95.00
Placer Hills Parking lot Project	0.00	10.30	0.00	10.30	0.00
Reg Pk Expansion - 24 Acres	420.88	3,104.23	3,100.00	4.23	100.14
Reg - Riparian Vegetation Mgmt Permit	0.00	597.50	0.00	597.50	0.00
Railhead - Rotary Project	0.00	24,013.85	24,014.00	(0.15)	100.00
Rec Park - Parking lot Repairs	0.00	10,680.57	10,681.00	(0.43)	100.00
Rec - James Field Renovation	51,271.48	415,269.67	412,600.00	2,669.67	100.65

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Reg - Path of Travel to So Playground	0.00	19,524.82	19,525.00	(0.18)	100.00
Total Capital Improvement Projects	52,040.26	786,626.21	844,920.00	(58,293.79)	93.10
Debt Service					
Recreation Park Lease	0.00	2,015.87	2,000.00	15.87	100.79
Total Debt Service	0.00	2,015.87	2,000.00	15.87	100.79
Total Expenditures	\$390,781.41	\$5,102,926.39	\$5,385,959.00	(\$283,032.61)	94.75%
Net Revenue Over Expenditures	(\$169,035.23)	\$243,565.69	(\$236,162.00)	\$479,727.69	(103.14)%
ADJ. NET REVENUE OVER EXPENDITURES	(169,035.23)	243,565.69	(236,162.00)	479,727.69	(103.14)

**Section: 5.0**

**Item: 5.6 Review of Cash Requirements for March, 2020**

**Information: See attached information**

**Staff recommendation: This item was reviewed by the Standing Finance Committee and forwarded to the Board of Directors for review and approval**

**Fiscal impact: \$222,821.90**

Auburn Rec & Park  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges: From: To:  
 Check Number First Last  
 Vendor ID First Last  
 Vendor Name First Last  
 Check Date From: To:  
 Checkbook ID 3/1/2020 3/31/2020  
 COMM 1ST COMM 1ST

Sorted By: Check Date

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
9850	C0042	Court-Ordered Debt Collections	3/6/2020	COMM 1ST	PMCHK00002631	\$95.00
9851	S0016	Sam's Club	3/6/2020	COMM 1ST	PMCHK00002631	\$537.17
9852	S0163	Steffen's HVAC Services	3/6/2020	COMM 1ST	PMCHK00002631	\$1,549.00
9853	S1007	Stationary Engineers, Local 39	3/6/2020	COMM 1ST	PMCHK00002631	\$406.94
9854	TEPMC	Chris Clark	3/6/2020	COMM 1ST	PMCHK00002631	\$100.00
9855	U0033	United States Treasury	3/6/2020	COMM 1ST	PMCHK00002631	\$75.00
19856	U0019	US Bank	3/13/2020	COMM 1ST	PMCHK00002632	\$9,545.05
19857	U0032	UnityFisolutions	3/13/2020	COMM 1ST	PMCHK00002632	\$64.70
19858	1099-104	Thomas Seibel	3/13/2020	COMM 1ST	PMCHK00002633	\$97.50
19859	1099-193	Celena Polena	3/13/2020	COMM 1ST	PMCHK00002633	\$442.00
19860	1099-218	Auburn Gymnastics Center	3/13/2020	COMM 1ST	PMCHK00002633	\$448.50
19861	1099-254	Ralph Kendrick	3/13/2020	COMM 1ST	PMCHK00002633	\$104.50
19862	1099-256	Healing Pastures, Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$112.50
19863	1099-269	Deborah Lynn	3/13/2020	COMM 1ST	PMCHK00002633	\$331.50
19864	1099-271	Kelpro Security	3/13/2020	COMM 1ST	PMCHK00002633	\$1,810.10
19865	1099-277	Foothill Karate Do	3/13/2020	COMM 1ST	PMCHK00002633	\$22.75
19866	1099-295	Juli Land-Marx	3/13/2020	COMM 1ST	PMCHK00002633	\$1,500.00
19867	1099-313	Alison Lloyd	3/13/2020	COMM 1ST	PMCHK00002633	\$773.40
19868	1099-358	Natalia Roberti	3/13/2020	COMM 1ST	PMCHK00002633	\$240.00
19869	1099-360	Michele Newman	3/13/2020	COMM 1ST	PMCHK00002633	\$43.20
19870	1099-368	Clean Cut Landscape	3/13/2020	COMM 1ST	PMCHK00002633	\$21,873.91
19871	1099-370	Pam Akina	3/13/2020	COMM 1ST	PMCHK00002633	\$104.00
19872	A0001	Recology Auburn Placer	3/13/2020	COMM 1ST	PMCHK00002633	\$852.66
19873	A0002	A&A Stepping Stone Mfg., Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$7,373.86
19874	A0013	AT&T	3/13/2020	COMM 1ST	PMCHK00002633	\$64.20
19875	A0027	Recology Auburn Placer	3/13/2020	COMM 1ST	PMCHK00002633	\$1,278.74
19876	A0051	Anderson's Sierra Pipe Co.	3/13/2020	COMM 1ST	PMCHK00002633	\$247.17
19877	A0091	Altara	3/13/2020	COMM 1ST	PMCHK00002633	\$87.50
19878	A0111	AllGood Driving School, Inc	3/13/2020	COMM 1ST	PMCHK00002633	\$90.00
19879	A1010	Advantage Marketing and Print	3/13/2020	COMM 1ST	PMCHK00002633	\$491.21
19880	B0028	Beeler Tractor Co	3/13/2020	COMM 1ST	PMCHK00002633	\$1,150.27
19881	B0062	BareBones WorkWear	3/13/2020	COMM 1ST	PMCHK00002633	\$192.99
19882	C0072	CIT Technology Fin. Serv., Inc	3/13/2020	COMM 1ST	PMCHK00002633	\$470.75
19883	C0111	Cal.net	3/13/2020	COMM 1ST	PMCHK00002633	\$133.80
19884	C0113	Cooks Portable Toilets & Septi	3/13/2020	COMM 1ST	PMCHK00002633	\$1,623.00
19885	C0133	California Smog	3/13/2020	COMM 1ST	PMCHK00002633	\$35.00
19886	D0010	Diamond Pacific	3/13/2020	COMM 1ST	PMCHK00002633	\$283.25
19887	D0025	Dawson Oil Company	3/13/2020	COMM 1ST	PMCHK00002633	\$2,338.04
19888	D0066	De Lage Landen Financial Servi	3/13/2020	COMM 1ST	PMCHK00002633	\$332.48
19889	F0038	Fastenal Company	3/13/2020	COMM 1ST	PMCHK00002633	\$78.46
19890	F0041	Friends of ARD	3/13/2020	COMM 1ST	PMCHK00002633	\$485.00
19891	G0006	Gold Country Media Publication	3/13/2020	COMM 1ST	PMCHK00002633	\$169.51
19892	G0027	Giuliani & Kull - Auburn Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$2,250.00
19893	K0011	Kaiser Foundation Health Plan,	3/13/2020	COMM 1ST	PMCHK00002633	\$16,691.33
19894	L0016	Loomis Union School District	3/13/2020	COMM 1ST	PMCHK00002633	\$8,595.00
19895	L0027	Pat Larson	3/13/2020	COMM 1ST	PMCHK00002633	\$45.77
19896	M0019	Kahl Muscott	3/13/2020	COMM 1ST	PMCHK00002633	\$166.18
19897	M0098	Meadow Vista County Water Dist	3/13/2020	COMM 1ST	PMCHK00002633	\$961.13
19898	N0003	Norris Electric, Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$16,885.09
19899	P0005	Placer County Water Agency	3/13/2020	COMM 1ST	PMCHK00002633	\$540.54
19900	P0007	Pacific Gas & Electric Company	3/13/2020	COMM 1ST	PMCHK00002633	\$201.83
19901	P0023	PG&E	3/13/2020	COMM 1ST	PMCHK00002633	\$87.72
19902	R0065	River City Rentals	3/13/2020	COMM 1ST	PMCHK00002633	\$167.28
19903	R0073	Riebes Auto Parts	3/13/2020	COMM 1ST	PMCHK00002633	\$65.04
19904	S0009	Sierra Saw Sales And Service	3/13/2020	COMM 1ST	PMCHK00002633	\$268.52
19905	S0018	Sunland Analytical Lab, Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$35.00
19906	S0025	Sierra Pacific Turf Supply, In	3/13/2020	COMM 1ST	PMCHK00002633	\$127.36

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
19907	S0050	Sierra Safety	3/13/2020	COMM 1ST	PMCHK00002633	\$30.57
19908	S0067	Superfast Copy	3/13/2020	COMM 1ST	PMCHK00002633	\$12.87
19909	S0094	Manouch Shirvanioun	3/13/2020	COMM 1ST	PMCHK00002633	\$51.75
19910	S0143	SMOA	3/13/2020	COMM 1ST	PMCHK00002633	\$10,140.75
19911	S0154	Mike Scheele	3/13/2020	COMM 1ST	PMCHK00002633	\$123.63
19912	S1000	State Of California/DOJ	3/13/2020	COMM 1ST	PMCHK00002633	\$32.00
19913	S1003	Sutter Medical Foundation	3/13/2020	COMM 1ST	PMCHK00002633	\$360.00
19914	T0009	Stanley Convergent Security So	3/13/2020	COMM 1ST	PMCHK00002633	\$418.53
19915	TEMPN	Cambria Novelly	3/13/2020	COMM 1ST	PMCHK00002633	\$45.00
19916	TEMPP	Jamie Pollard	3/13/2020	COMM 1ST	PMCHK00002633	\$46.00
19917	U0016	Uptown Signs & Graphics, Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$112.61
19918	V0007	Verizon Wireless	3/13/2020	COMM 1ST	PMCHK00002633	\$1,028.46
19919	W0001	Walker's Office Supplies, Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$1,410.51
19920	W0044	Wave	3/13/2020	COMM 1ST	PMCHK00002633	\$1,824.42
19921	C0042	Court-Ordered Debt Collections	3/20/2020	COMM 1ST	PMCHK00002634	\$95.00
19922	S1007	Stationary Engineers, Local 39	3/20/2020	COMM 1ST	PMCHK00002634	\$408.05
19923	TEMPA	Pam Akina	3/20/2020	COMM 1ST	PMCHK00002634	\$290.25
19924	TEMPB	Patricia Baskett	3/20/2020	COMM 1ST	PMCHK00002634	\$221.50
19925	TEMPC	Circle of Love	3/20/2020	COMM 1ST	PMCHK00002634	\$669.00
19926	TEMPE	Marco Encarnacion-Alonso	3/20/2020	COMM 1ST	PMCHK00002634	\$155.00
19927	TEMPG	Gretchen Goettl	3/20/2020	COMM 1ST	PMCHK00002634	\$1,060.00
19928	TEMPL	Lea Lemmons	3/20/2020	COMM 1ST	PMCHK00002634	\$150.00
19929	TEMPL	Melissa Meanor	3/20/2020	COMM 1ST	PMCHK00002634	\$115.00
19930	TEMPS	Kate Stauffer	3/20/2020	COMM 1ST	PMCHK00002634	\$126.50
19931	U0033	United States Treasury	3/20/2020	COMM 1ST	PMCHK00002634	\$75.00
19932	1099-117	Juan Aceituno	3/30/2020	COMM 1ST	PMCHK00002635	\$617.50
19933	1099-216	Gerald Harris	3/30/2020	COMM 1ST	PMCHK00002635	\$468.00
19934	1099-343	Faith Petersen	3/30/2020	COMM 1ST	PMCHK00002635	\$264.00
19935	1099-363	Cheyenne Little	3/30/2020	COMM 1ST	PMCHK00002635	\$1,184.40
19936	A0002	A&A Stepping Stone Mfg., Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$144.79
19937	A0014	AT&T	3/30/2020	COMM 1ST	PMCHK00002635	\$180.12
19938	A0051	Anderson's Sierra Pipe Co.	3/30/2020	COMM 1ST	PMCHK00002635	\$141.45
19939	A0134	Advanced Intregrated Pest Mana	3/30/2020	COMM 1ST	PMCHK00002635	\$677.00
19940	A0139	Auburn Ford	3/30/2020	COMM 1ST	PMCHK00002635	\$3,293.24
19941	A0168	Adbag, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$1,179.75
19942	A1010	Advantage Martketing and Print	3/30/2020	COMM 1ST	PMCHK00002635	\$271.34
19943	B0020	BSN Sports, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$440.78
19944	B0069	Bidwell Water	3/30/2020	COMM 1ST	PMCHK00002635	\$250.00
19945	B0071	Mark Brunner	3/30/2020	COMM 1ST	PMCHK00002635	\$128.69
19946	B0072	Brian Patterson dba Fence Conn	3/30/2020	COMM 1ST	PMCHK00002635	\$8,605.55
19947	C0061	California Computer Services	3/30/2020	COMM 1ST	PMCHK00002635	\$610.50
19948	C0130	Cirrus Group LLC	3/30/2020	COMM 1ST	PMCHK00002635	\$600.00
19949	C0133	California Smog	3/30/2020	COMM 1ST	PMCHK00002635	\$70.00
19950	D0010	Diamond Pacific	3/30/2020	COMM 1ST	PMCHK00002635	\$240.01
19951	E0008	Ewing Irrigation Products, Inc	3/30/2020	COMM 1ST	PMCHK00002635	\$2,406.86
19952	E0061	Ethan Wade Graphics	3/30/2020	COMM 1ST	PMCHK00002635	\$1,335.80
19953	G0078	GameTime	3/30/2020	COMM 1ST	PMCHK00002635	\$620.18
19954	H0060	HercRentals Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$3,446.53
19955	H0062	Home Depot Pro	3/30/2020	COMM 1ST	PMCHK00002635	\$144.68
19956	I0010	Inland Business Systems	3/30/2020	COMM 1ST	PMCHK00002635	\$5.63
19957	K0010	Knorr Systems, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$480.00
19958	L0038	Dawn Larkins	3/30/2020	COMM 1ST	PMCHK00002635	\$20.13
19959	M0011	Mallard Creek	3/30/2020	COMM 1ST	PMCHK00002635	\$890.59
19960	M0013	Meadow Vista Hardware	3/30/2020	COMM 1ST	PMCHK00002635	\$253.32
19961	M0035	Meadow Vista Community Center	3/30/2020	COMM 1ST	PMCHK00002635	\$2,325.00
19962	M0099	George Eric Menig	3/30/2020	COMM 1ST	PMCHK00002635	\$5,375.00
19963	N0003	Norris Electric, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$2,888.47
19964	N0012	Nevada Irrigation District	3/30/2020	COMM 1ST	PMCHK00002635	\$6,658.94
19965	N0045	Near U CO2	3/30/2020	COMM 1ST	PMCHK00002635	\$173.49
19966	N0048	Normac, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$1,857.11
19967	P0005	Placer County Water Agency	3/30/2020	COMM 1ST	PMCHK00002635	\$84.88
19968	P0007	Pacific Gas & Electric Company	3/30/2020	COMM 1ST	PMCHK00002635	\$12,698.99
19969	P0021	Petty Cash	3/30/2020	COMM 1ST	PMCHK00002635	\$127.95
19970	P0058	Pitney Bowes Credit Corporatio	3/30/2020	COMM 1ST	PMCHK00002635	\$115.58



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19971	R0065	River City Rentals	3/30/2020	COMM 1ST	PMCHK00002635	\$720.00
19972	R0073	Riebes Auto Parts	3/30/2020	COMM 1ST	PMCHK00002635	\$63.43
19973	S0009	Sierra Saw Sales And Service	3/30/2020	COMM 1ST	PMCHK00002635	\$95.59
19974	S0016	Sam's Club	3/30/2020	COMM 1ST	PMCHK00002635	\$311.17
19975	S0025	Sierra Pacific Turf Supply, In	3/30/2020	COMM 1ST	PMCHK00002635	\$2,182.54
19976	S0050	Sierra Safety	3/30/2020	COMM 1ST	PMCHK00002635	\$285.29
19977	S0067	Superfast Copy	3/30/2020	COMM 1ST	PMCHK00002635	\$12.87
19978	S0145	SCP Pool Distributors LLC	3/30/2020	COMM 1ST	PMCHK00002635	\$629.65
19979	S0168	Secure Record Management	3/30/2020	COMM 1ST	PMCHK00002635	\$841.95
19980	T0027	Debbie Thomas	3/30/2020	COMM 1ST	PMCHK00002635	\$69.48
19981	T0071	TIAA Commercial Finance, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$107.34
19982	TEMPA	Danielle Anderson	3/30/2020	COMM 1ST	PMCHK00002635	\$89.00
19983	TEMPB	Alex Brine	3/30/2020	COMM 1ST	PMCHK00002635	\$130.00
19984	TEMPC	Amanda Christensen	3/30/2020	COMM 1ST	PMCHK00002635	\$99.00
19985	TEMPO	Taylor Denio	3/30/2020	COMM 1ST	PMCHK00002635	\$99.00
19986	TEMPE	JoDee Edwards	3/30/2020	COMM 1ST	PMCHK00002635	\$190.00
19987	TEMPF	Cheyenne Fortner	3/30/2020	COMM 1ST	PMCHK00002635	\$99.00
19988	TEMPH	Stephanie Herrera	3/30/2020	COMM 1ST	PMCHK00002635	\$609.00
19989	TEMPK	Jana Kolakowski	3/30/2020	COMM 1ST	PMCHK00002635	\$100.00
19990	TEMPL	Vincent Lopez	3/30/2020	COMM 1ST	PMCHK00002635	\$401.75
19991	TEMPM	Rachel Manoguerra	3/30/2020	COMM 1ST	PMCHK00002635	\$115.00
19992	TEMPP	Vicki Pelc	3/30/2020	COMM 1ST	PMCHK00002635	\$50.00
19993	TEMPR	Keenan Rolston	3/30/2020	COMM 1ST	PMCHK00002635	\$178.00
19994	TEMPS	Sara Scofield	3/30/2020	COMM 1ST	PMCHK00002635	\$89.00
19995	TEMPV	Gail Van Parys	3/30/2020	COMM 1ST	PMCHK00002635	\$50.00
19996	U0016	Uptown Signs & Graphics, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$434.36
19997	V0007	Verizon Wireless	3/30/2020	COMM 1ST	PMCHK00002635	\$924.52
19998	W0001	Walker's Office Supplies, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$679.25
19999	W0003	Warehouse Paint Incorporated	3/30/2020	COMM 1ST	PMCHK00002635	\$196.53
20000	W0010	Waxie Sanitary Supply	3/30/2020	COMM 1ST	PMCHK00002635	\$775.55
20001	W0019	Waterloo Tent & Tarp Company,	3/30/2020	COMM 1ST	PMCHK00002635	\$835.70
20002	Y0002	Yuba Lock & Safe	3/30/2020	COMM 1ST	PMCHK00002635	\$59.62
20003	U0019	US Bank	3/31/2020	COMM 1ST	PMCHK00002636	\$8,668.59
20004	1099-271	Kelpro Security	3/31/2020	COMM 1ST	PMCHK00002637	\$1,948.90
20005	1099-295	Juli Land-Marx	3/31/2020	COMM 1ST	PMCHK00002637	\$1,500.00
20006	M0011	Mallard Creek	3/31/2020	COMM 1ST	PMCHK00002637	\$2,058.05
20007	M0013	Meadow Vista Hardware	3/31/2020	COMM 1ST	PMCHK00002637	\$7.68
20008	N0003	Norris Electric, Inc.	3/31/2020	COMM 1ST	PMCHK00002637	\$3,910.54
20009	N0051	National Aquatic Services, Inc	3/31/2020	COMM 1ST	PMCHK00002637	\$750.00
20010	P0023	PG&E	3/31/2020	COMM 1ST	PMCHK00002637	\$87.63
20011	S0025	Sierra Pacific Turf Supply, In	3/31/2020	COMM 1ST	PMCHK00002637	\$444.02
20012	TEMPA	Greg Agalsoff	3/31/2020	COMM 1ST	PMCHK00002637	\$100.00
20013	TEMPO	Jenni Doughty	3/31/2020	COMM 1ST	PMCHK00002637	\$65.00
20014	TEMPE	Jim Everhart	3/31/2020	COMM 1ST	PMCHK00002637	\$58.00
20015	TEMPF	Denise Finch	3/31/2020	COMM 1ST	PMCHK00002637	\$10.00
20016	TEMPH	Cheryl Haggerty	3/31/2020	COMM 1ST	PMCHK00002637	\$130.00
20017	TEMPK	Leslie Kilmer	3/31/2020	COMM 1ST	PMCHK00002637	\$89.00
20018	TEMPL	Lee Lawson	3/31/2020	COMM 1ST	PMCHK00002637	\$95.00
20019	TEMPM	Nick Millanes	3/31/2020	COMM 1ST	PMCHK00002637	\$89.00
20020	TEMPP	Andrew Pfaff	3/31/2020	COMM 1ST	PMCHK00002637	\$89.00
20021	TEMPR	Dale Richards	3/31/2020	COMM 1ST	PMCHK00002637	\$89.00
20022	TEMPS	Sage Stowers	3/31/2020	COMM 1ST	PMCHK00002637	\$89.00
20023	W0001	Walker's Office Supplies, Inc.	3/31/2020	COMM 1ST	PMCHK00002637	\$218.33
20024	W0010	Waxie Sanitary Supply	3/31/2020	COMM 1ST	PMCHK00002637	\$133.61
20025	1099-104	Thomas Seibel	3/31/2020	COMM 1ST	PMCHK00002638	\$32.17
20026	1099-193	Celena Polena	3/31/2020	COMM 1ST	PMCHK00002638	\$182.00
20027	1099-243	Phillip Dallas	3/31/2020	COMM 1ST	PMCHK00002638	\$213.36
20028	1099-256	Healing Pastures, Inc.	3/31/2020	COMM 1ST	PMCHK00002638	\$337.50
20029	1099-291	Isaac Humber	3/31/2020	COMM 1ST	PMCHK00002638	\$78.00
20030	1099-313	Alison Lloyd	3/31/2020	COMM 1ST	PMCHK00002638	\$453.75
20031	1099-343	Faith Petersen	3/31/2020	COMM 1ST	PMCHK00002638	\$66.00
20032	1099-358	Natalia Roberti	3/31/2020	COMM 1ST	PMCHK00002638	\$12.00
20033	C0130	Cirrus Group LLC	3/31/2020	COMM 1ST	PMCHK00002638	\$480.40
20034	G0045	GSSA	3/31/2020	COMM 1ST	PMCHK00002638	\$171.60

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
20035	M0098	Meadow Vista County Water Dist	3/31/2020	COMM 1ST	PMCHK00002638	\$2,287.63
20036	S0094	Manouch Shirvanioun	3/31/2020	COMM 1ST	PMCHK00002638	\$34.50
20037	TEMPH	Lindsey Hanson	3/31/2020	COMM 1ST	PMCHK00002638	\$89.00
20038	TEMPK	Frances Kehoe	3/31/2020	COMM 1ST	PMCHK00002638	\$20.00
20039	TEMPM	Leslie Moonshine	3/31/2020	COMM 1ST	PMCHK00002638	\$10.00
20040	TEMPR	Geovany Rodriguez	3/31/2020	COMM 1ST	PMCHK00002638	\$89.00
20041	TEMPS	Jacqueline Smith	3/31/2020	COMM 1ST	PMCHK00002638	\$89.00
20042	TEMPH	Donna Harmon	3/31/2020	COMM 1ST	PMCHK00002639	\$58.00
20043	TEMPM	Cortnie Martin	3/31/2020	COMM 1ST	PMCHK00002639	\$150.00
20044	TEMPS	Hope Sekulic	3/31/2020	COMM 1ST	PMCHK00002639	\$65.00
20045	TEMPH	Christina Harmon	3/31/2020	COMM 1ST	PMCHK00002640	\$89.00
20046	TEMPM	Kathryn McElhannon	3/31/2020	COMM 1ST	PMCHK00002640	\$100.00
20047	TEMPH	Carol Hunt	3/31/2020	COMM 1ST	PMCHK00002641	\$50.00
20048	TEMPM	JulieAnn McDermott	3/31/2020	COMM 1ST	PMCHK00002641	\$89.00
<b>Total Checks: 199</b>						<b>Total Amount of Checks: \$222,821.90</b>

**Item 5.7 Cover sheet – Changes to ARD Youth Services Manager Job Description**

**Auburn Recreation District Policy Committee meeting March, 2020; Board of Directors Meeting April 30, 2020**

**The Issue**

Shall the Auburn Area Recreation and Park District (ARD) approve changes to the Youth Services Manager job description?

**Background**

A few minor changes are proposed for the ARD Youth Services Manager job description. These changes to the job description are highlighted in the attached document.

**Recommendation for the Board of Directors**

The Policy Committee forwarded this item to the Consent Calendar on the next Board of Directors meeting with a recommendation to approve the proposed changes.

**Fiscal Impact**

N/A

**Attachments**

Proposed changes to Youth Services Manager job description

## Proposed changes

### YOUTH SERVICES MANAGER

**DEFINITION AND PURPOSE:** Under the general direction of the District Administrator, the Youth Services Manager will be responsible for developing and implementing the major functions of the Discovery Club, Day Camp and other related programs. The Manager is responsible for training a staff of Coordinators, Directors and others to assist with these duties. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

#### **ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Supervises full and part-time, seasonal and volunteer youth service staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Maintains a positive relationship with parents, school administration, general public and staff. Acts as a Department liaison with various community groups
- Responsible for maintaining accurate and up to date files on all site activities. Prepares and presents analytical reports on programs and services
- Oversees disaster drills, promotion of playground/program safety as required
- Responsible to follow through on all accident and injury reports
- Responds quickly to all safety related issues
- Coordinates the use of school facilities, and solicits other community resources in the implementation of programs. Participates in various Departmental, District and community committees
- Design, implement and monitor yearly budgetary guidelines for all above programs
- Review and approve department time on the time clock system; ensure that all entries are correct
- Responsible to keep staff informed of and ensuring compliance with District policies and procedures as well as Federal, State and local requirements, including Title 22, Division 12, of Community Care Licensing
- Works closely with District Administration and District Office in matters related to the Youth Services programs
- Creates and distributes program marketing materials.
- Ensure completion of paperwork by all new departmental hires
- Answers telephone and responds to questions from the public

#### **NON-ESSENTIAL JOB FUNCTIONS:**

- Responsible for all purchasing of program supplies
- Ensure informative voice mail outgoing messages are current
- Plans/participates in special events, community involvement and/or field trips
- Assist with class, event and meeting set-up
- Prepare and deliver departmental updates to Board of Directors at monthly meetings
- Other duties as assigned

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to Youth Services programs; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing and spreadsheets, preferably on PC based systems; have knowledge of the following: Theories, principles and practices common to Youth Services, after-school Discovery Clubs and Summer Day Camps; analyze and resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

## EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High school diploma or equivalent and 18 years of age or older. Completion of 15 semester units in Early Childhood Education or related units which must include Administration class dealing with Title 22 (State Licensing Requirement) plus a minimum of four years supervising elementary/preschool-aged children.

**And/Or:** an A.A. degree from an accredited college or university with a minimum of two years supervising elementary/preschool aged children. 15 units in Early Childhood Education or related units must be included within degree units including 3 units of Administration for Title 22.

**And/Or:** a BA degree from an accredited college or university with at least one year experience supervising elementary or preschool aged children. 15 units in Early Childhood Education or related units must be included within/extra of degree units including 3 units of Administration for Title 22.

Any other new licensing requirements will have to be completed as required.

Two or more years of experience in staff management. Must have working knowledge of before/after school programs and policies.

## LICENSES, CERTIFICATES AND IMMUNIZATIONS

Current First Aid and CPR certifications **compliant with licensing** are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment **or if you travel outside of the United States.**

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

## WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor,

temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

Position requires both day and evening hours, including weekend and holiday shifts. Split shifts or substituting may be required.

**COMPENSATION:** Salaried exempt non-union position.

Wage rate range

\$24.94 - \$33.43

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**

**Item 5.8 Cover sheet – Resolution #2020-13 State of California Office of  
Emergency Services Designation of Applicant’s Agent for Non-State Agencies**

**Auburn Area Recreation and Park District (ARD) Finance Committee Meeting April 22, 2020**

**The Issue**

Shall the Auburn Area Recreation and Park District (ARD) adopt and approve Resolution #2020-13, a designation of applicant’s agent for non-state agencies, as is required by the State of California Governor’s Office of Emergency Services (OES)?

**Background**

ARD will be applying for funding from the California OES for financial assistance from the COVID-19 crisis. OES requires that applying non-state agencies adopt a resolution designating applicant’s agents.

**Recommendation for the Board of Directors**

The Finance Committee recommends that the Board adopts and approve Resolution #2020-13, a designation of applicant’s agent for non-state agencies, as is required by the State of California Governor’s Office of Emergency Services (OES).

The Finance Committee recommended sending this item to the Consent Calendar.

**Fiscal Impact**

N/A

**Attachments**

Resolution #2020-13

RESOLUTION NUMBER 2020-13

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT DESIGNATING THE  
DISTRICT'S AGENT FOR STATE OF CALIFORNIA GOVERNOR'S OFFICE OF  
EMERGENCY SERVICES

WHEREAS the Auburn Area Recreation and Park District (ARD) has been in existence from 1948, and

WHEREAS ARD has suffered certain economic losses due to the COVID-19 crisis, and

WHEREAS ARD is desirous to apply for any available federal or state assistance, and

WHEREAS ARD will be applying for federal assistance through the State of California Governor's Office of Emergency Services (OES), and

WHEREAS OES requires that ARD designate an agent, and

WHEREAS ARD has designated the Administrative Services Manager, THEREFORE

The Auburn Area Recreation and Park District Board of Directors, does hereby resolve the following:

That the ARD Administrative Services Manager will be the ARD's Agent for the State of California Governor's Office of Emergency Services.

APPROVED, PASSED, AND ADOPTED ON April 30, 2020 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

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Scott Holbrook  
Chairman of the Governing Board

ATTEST:

---

District Administrator



**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Auburn Area Rec. and Park Dist.  
(Governing Body) (ARD) (Name of Applicant)

THAT Administrative Services Manager, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the ARD, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the ARD, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this 30th day of April, 2020

Scott Holbrook, Chairman  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Kahl Muscott, duly appointed and District Administrator of  
(Name) (Title)

ARD, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the ARD  
(Governing Body) (Name of Applicant)

on the 30th day of April, 2020

\_\_\_\_\_  
(Signature)

District Administrator  
(Title)

**Item 5.9 Cover sheet – Resolution #2020-14 State of California Office of  
Emergency Services Project Assurances Agreement for Federal Assistance**

Auburn Area Recreation and Park District (ARD) Finance Committee Meeting April 22, 2020; Board of Directors Meeting April 30, 2020

**The Issue**

Shall the Auburn Area Recreation and Park District (ARD) adopt and approve Resolution #2020-14, a resolution approving Chairman Holbrook's signature on the Project Assurances Agreement, as is required by the State of California Governor's Office of Emergency Services (OES)?

**Background**

ARD will be applying for funding from the California OES for financial assistance from the COVID-19 crisis. OES requires that applying agencies sign a Project Assurances agreement.

**Recommendation for the Board of Directors**

The Finance Committee sent a positive recommendation to the Board to adopt and approve Resolution #2020-14, a resolution approving Chairman Holbrook's signature on the Project Assurances Agreement, as is required by the State of California Governor's Office of Emergency Services (OES).

The Finance Committee recommended sending this item to the Consent Calendar.

**Fiscal Impact**

N/A

**Attachments**

Resolution #2020-14

OES Project Assurances Agreement

RESOLUTION NUMBER 2020-14

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT AUTHORIZING  
CHAIRMAN SCOTT HOLBROOK TO SIGN THE STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES PROJECT ASSURANCES  
FOR FEDERAL ASSISTANCE AGREEMENT

WHEREAS the Auburn Area Recreation and Park District (ARD) has been in existence from 1948, and

WHEREAS ARD has suffered certain economic losses due to the COVID-19 crisis, and

WHEREAS ARD is desirous to apply for any available federal or state assistance, and

WHEREAS ARD will be applying for federal assistance through the State of California Governor's Office of Emergency Services (OES), and

WHEREAS OES requires that ARD sign a Project Assurances for Federal Assistance Agreement, therefore

The Auburn Area Recreation and Park District Board of Directors, does hereby resolve the following:

That Chairman Scott Holbrook is duly approved and authorized to sign the State of California Governor's Office of Emergency Services Project Assurances for Federal Assistance Agreement.

APPROVED, PASSED, AND ADOPTED ON April 30, 2020 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

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Scott Holbrook  
Chairman of the Governing Board

ATTEST:

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District Administrator

Disaster No: \_\_\_\_\_

Cal OES ID No: \_\_\_\_\_

DUNS No: 03-000-5562

### PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: Auburn Area Recreation and Parks District  
(Name of Organization)

ADDRESS: 471 Maidu Dr, Suite 200

CITY: Auburn STATE: CA ZIP CODE: 95603

TELEPHONE: 530-537-2185 FAX NUMBER: 530-885-0703

AUTHORIZED AGENT: Veona Galbraith TITLE: Adminstrative Servs Mgr

EMAIL ADDRESS: vgalbraith@auburnrec.com

#### ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
  - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
  - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
  - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

- 20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.
  
- 21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subrecipient to enter into this agreement for and on behalf of the said subrecipient, and by my signature do bind the subrecipient to the terms thereof."

Scott Holbrook  
 PRINTED NAME

\_\_\_\_\_  
 SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Chairman to the Board of Directors  
 TITLE DATE