

**AUBURN AREA RECREATION AND PARK DISTRICT
MEETING OF THE BOARD OF DIRECTORS AGENDA
6:00 PM
THURSDAY, MARCH 31, 2022
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE, AUBURN, CA 95603**

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

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/83050510006>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 830 5051 0006 to participate.

People using the Zoom website will be able to see and hear the Board, and the 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 one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

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

1.0 CALL TO ORDER

(PLEDGE TO THE FLAG)

The Board of Directors of the Auburn Area Recreation and Park District welcomes you to its meetings. Regular meetings are scheduled at 6 p.m. the last Thursday of each month. The November and December Board meetings will be scheduled in consideration of recognized holidays. Your attendance and interest is encouraged and appreciated. Special accommodations may be made upon request to the District Administrator 72 hours in advance of the meeting.

Roll Call

Ainsleigh ____ Lynch ____ Ferris ____ Gray ____ Holbrook ____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation from Youth Services Manager, Caleb Porter to Youth Services Program Leader II, Michelle Yetka, as employee of the month for March, 2022.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

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 of the Special Board of Directors from March, 2022 (Pages 7-9)**

Review and approval of Minutes of the Special Board of Directors from March 11, 2022

_____ **5.2 Review and approval of Minutes of the Board of Directors from February, 2022 (Pages 10-17)**

Review and approval of Minutes of the Board of Directors from February 24, 2022

_____ **5.3 Review of Cash Requirements for February, 2022 (Standing Finance Committee) (Pages 18-21)**

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

_____ **5.4 Review of Financials for February, 2022 (Standing Finance Committee) (Pages 22-29)**

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

_____ **5.5 Resolution #2022-6: Transfer of \$77,540 from the Capital Construction Reserves for the Bike Park Project – Phase II (Standing Finance Committee) (Pages 30-31)**

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

_____ 5.6 **Resolution #2022-7: Transfer of \$10,000 from the ADA Reserve and Transfer of \$27,836 from the Future Capital Construction for the Meadow Vista Pathway Repairs & ADA access entry (Standing Finance Committee) (Pages 32-33)**

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

_____ 5.7 **Resolution #2022-8: Transfer of \$55,168 from the Future Capital Construction for the Pickleball Court repairs, the Energy efficiency project's change orders and the Grant Writing Fee (Standing Finance Committee) (Pages 34-35)**

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

_____ 5.8 **Resolution #2022-9: Transfer of \$40,000 from the Future Capital Construction for the James Field Lighting infrastructure repairs that will be completed in March 2022 (Standing Finance Committee) (Pages 36-37)**

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

_____ 5.9 **Resolution #2022-10: Dissolution of Duplicated reserves at Placer County Treasury (Standing Finance Committee) (Pages 38-40)**

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

_____ 5.10 **District Administrator contract amendment – COLA (Standing Finance Committee) (Pages 41-43)**

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

_____ 5.11 **COLA Wage Increase – (Program, Personnel, Policy Fee & Legal Committee) (Pages 44-47)**

This item was reviewed and approved by the Program, Personnel, Policy Fee & Legal Committee and forwarded to the Consent Calendar for review and approval.

_____ 5.12 **Job Description update for Account Clerk I and Account Clerk II Positions – (Program, Personnel, Policy Fee & Legal Committee) (Pages 48-52)**

This item was reviewed and approved by the Program, Personnel, Policy Fee & Legal Committee and forwarded to the Consent Calendar for review and approval.

Motion by _____ second by _____ to _____

Ainsleigh ____ Lynch ____ Ferris ____ Gray ____ Holbrook ____

Roll Call Vote

_____ 6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS (Pages 53-71)

Please see board reports, vandalism reports, and project activity report under item 6.0.

_____ 7.0 UNFINISHED BUSINESS

_____ 8.0 NEW BUSINESS

_____ 8.1 Regional Park “24 Acre” Park and “C” Ballfield Naming (Pages 72-84)

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors name the new park that is unofficially referred to as the “24 Acres”, including the associated “C” baseball field?

Motion by _____ second by _____ to _____

Ainsleigh ____ Lynch ____ Ferris ____ Gray ____ Holbrook ____

Roll Call Vote

_____ 8.2 Resolution #2022-12: Contract Approval for Recreation Park Wheelchair Swing Purchase & Installation (Pages 85-94)

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2022-12, a resolution approving a contract with Ross Recreation Equipment Company for the purchase and installation of new swings (wheelchair and traditional) at Recreation Park South Play Area for the total of \$81,354.17?

Motion by _____ second by _____ to _____

Ainsleigh ____ Lynch ____ Ferris ____ Gray ____ Holbrook ____

Roll Call Vote

_____ 8.3 Final Budget and Resolution # 2022-11 for Fiscal Year 2022/2023 (Pages 95-127)

Shall the Auburn Area Recreation and Park District Finance Committee approve Resolution #2022-11 passing the Final FY 2022/2023 budget?

Motion by _____ second by _____ to _____

Ainsleigh ____ Lynch ____ Ferris ____ Gray ____ Holbrook ____

Roll Call Vote

8.4 FY 2022/2023 Project List and Five-Year Plan Update (Pages 128-133)

Shall the Auburn Area Recreation and Park District (ARD) update the FY 22/23 Project List and Five-Year Plan?

Motion by _____ second by _____ to _____

Ainsleigh ____ Lynch ____ Ferris ____ Gray ____ Holbrook ____

Roll Call Vote

8.5 Approval of Agreement with Local 39 Operating Engineers (Pages 134-176)

Shall the Auburn Area Recreation and Park District (ARD) approve the agreement between ARD and the Local 39 Operating Engineers? The term of this agreement is from April 1, 2022 – March 31, 2025.

Motion by _____ second by _____ to _____

Ainsleigh ____ Lynch ____ Ferris ____ Gray ____ Holbrook ____

Roll Call Vote

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS (Pages 177-185)

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

9.2 Discussion of Possessory Interest Tax and ARD Facility Renters

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 **Public Employee Performance Evaluation (Gov Code 54954.5, subd. (c), 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:

3/25/2022
Date

9:30AM
Time

Cathy Wayford
Clerk to the Board

SECTION: 5.0

**ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE
SPECIAL BOARD OF DIRECTORS FROM MARCH
11, 2022**

INFORMATION: SEE ATTACHED MINUTES

**STAFF
RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE
MINUTES**

FISCAL IMPACT: NONE

Auburn Area Recreation and Park District
SPECIAL Minutes of the Meeting of the Board of Directors
Friday, March 11, 2022, 1:00 p.m.

Board Members Present: Chairman Mike Lynch
Director H. Gordon Ainsleigh
Director Jim Ferris
Director Jim Gray
Director Scott Holbrook

Board Members Absent: None.

Staff Present: Kahl Muscott, District Administrator
Veona Galbraith, Administrative Services Manager
Jesse Williams, Facilities & Grounds Manager
Mike Scheele, Landscape Architect/Project Manager
Cathy Warford, Recording Secretary

Staff Excused: Manouch Shirvanioun, Customer Service/Marketing Manager,
Mark Brunner, Recreation Services Manager, Caleb Porter,
Youth Services Manager

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 1:00 p.m. by Chairman Lynch.

2.0 AGENDA REVIEW, CHANGES AND APPROVAL

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

Roll Call Vote

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

5 – 0 Motion carries.

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.

None.

4.0 UNFINISHED BUSINESS

4.1 Centrica Energy Savings Project-James Ballfield Tower Lights Re-wiring

A motion was made by Director Holbrook and seconded by Director Gray to authorize additional Contingency Funding for the James Field electric rewiring and further authorized using Future Capital Construction Reserve funding to fund the James Field lighting project rewire.

Roll Call Vote

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

4 – 1 Motion carries.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 1:12 p.m. by Chairman Lynch.

Board Secretary

Date

SECTION: 5.0

ITEM: 5.2 REVIEW AND APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS FROM FEBRUARY 24, 2022

INFORMATION: SEE ATTACHED MINUTES

STAFF RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE MINUTES

FISCAL IMPACT: NONE

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, February 24, 2022, 6:00 p.m.**

Board Members Present: Chairman Mike Lynch
Director H. Gordon Ainsleigh
Director Jim Ferris
Director Jim Gray
Director Scott Holbrook, arrived at 6:08pm

Board Members Absent: None.

Staff Present: Kahl Muscott, District Administrator
Veona Galbraith, Administrative Services Manager
Manouch Shirvanioun, Customer Service/Marketing Manager
Mark Brunner, Recreation Services Manager
Caleb Porter, Youth Services Manager
Jesse Williams, Facilities & Grounds Manager
Mike Scheele, Landscape Architect/Project Manager
Cathy Warford, Recording Secretary

Staff Excused: None.

1.0 CALL TO ORDER

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

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A presentation from Youth Services, Caleb Porter and Amy Oddo, to Youth Services Site Director, Tricia Ruff for her 15 years of service at ARD.

A presentation was given from Manager, Facilities and Grounds, Jesse Williams, to Park worker, Jonathan Laymon, as employee of the month for February, 2022.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Gray and Second by Director Ainsleigh to move 8.5 ARD Paid Holidays – Amendment to after Consent Items.

Roll Call Vote

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

4 – 0 Motion carries.

- 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.

Elaine Thornton gave public comment asking the Board to consider naming the “24 Acre Property and Regional “C” Field to Marriott Meadows as the land was owned by Marriott family since 1938.

Greg Cehan gave public comment regarding his and others concern about the amount of time that went by (2.5 weeks) where no repairs were to the Pickleball courts and prevented people from be able to play. Even when a contractor was hired the courts were not repaired appropriately, he felt someone should be held accountable.

Ken Piscitelli gave public comment in regard to the fact that the cracks were repaired twice and they were not repaired correctly. The cracks are already starting to open back up.

Gordon Hunt gave a public comment. Mr. Hunt is disappointed how the work that was done, shows no improvement and only seemed to make courts worse. He feels that this was a waste to his tax dollars.

Robbie Ball gave a public comment regarding seeing better communication in the future. If the courts are closed and we see no work being done it is hard for us to understand. It would be great if some type of notification goes out to the public.

The Board appreciated everyone attending the meeting. ARD will work on the communications in the future and will send out notifications to the public. The Board also asked that a second contractor review the work that was done.

5.0 **CONSENT ITEMS**

- 5.1 **Review and approval of Minutes of the Board of Directors from December, 2021**
- 5.2 **Review of Cash Requirements for December, 2021 (Standing Finance Committee)**
- 5.3 **Review of Financials for December, 2021 (Standing Finance Committee)**
- 5.4 **Increase In Minimum Wage To Some Job Descriptions**
- 5.5 **Amendments to Administrative Assistant Job Description**

A motion was made by Director Holbrook and seconded by Director Ferris to approve the Consent Calendar as written.

Roll Call Vote

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

5 – 0 Motion carries.

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

None.

8.0 NEW BUSINESS

8.1 Preliminary Budget and Resolution #2022-4 for Fiscal year 2022/2023

A motion was made by Director Holbrook and seconded by Director Ferris to approve the Preliminary Budget and Resolution #2022-4 for Fiscal Year 2022/2023.

Roll Call Vote

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

3 – 2 Motion carries.

8.2 Obsolescence List Preliminary Budget 2022-23

A motion was made by Director Ainsleigh and seconded by Director Gray approve the Obsolescence List Preliminary Budget 2022-23.

Roll Call Vote

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

5 – 0 Motion carries.

8.3 FY 2022/2023 Project List and Five-Year Plan Update

A motion was made by Director Holbrook and seconded by Director Gray to approve the FY 2022/2023 Project List and Five-Year Plan Update.

Roll Call Vote

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

5 – 0 Motion carries.

8.4 Resolution #2022-05: Purchase of a truck and a new dump trailer

A motion was made by Director Gray and seconded by Director Lynch approve Resolution #2022-05 Purchase of a truck and a new dump trailer.

Roll Call Vote

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

5 – 0 Motion carries.

8.5 ARD Paid Holidays - Amendment

A motion was made by Director Holbrook and seconded by Director Ferris to approve changing the ARD Paid Holidays. It was recommended that Director Holbrook would put together more information on the PRO cap.

ARD employees, Diane Shaw, David Madruga and Scott Connors ask that the Board not approve this item as it will make it hard to attract and keep new employees.

Roll Call Vote

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

4 – 0 – 1 Motion did not pass.

8.6 Nomination for CSDA Board of Directors – Seat B

A motion was made by Director Gray and seconded by Director Holbrook to approve the ARD Friend of Recreation Nominations.

Roll Call Vote

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

5 – 0 Motion carries.

8.7 Vision Statement Amendment

A motion was made by Director Ainsleigh and seconded by Director Gray to do make changes to ARD's Vision Statement.

Roll Call Vote

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

5 – 0 Motion carries.

8.8 2022 ARD Friend of Recreation Nominations

The ARD Board of Directors voted on the nominations for the 2022 Friend of Recreation Award. Their votes on 1st and 2nd place, were:

Jim Gray: 1. Auburn Indian Community; 2. Placer County Sheriff
Scott: 1. Placer County Sheriff; 2. Auburn Indian Community
Gordy: 1. Auburn Indian Community; 2. Placer County Sheriff
Jim Ferris: 1. Placer County Sheriff; 2. Auburn Indian Community
Mike: 1. Auburn Indian Community; 2. Placer County Sheriff

Per policy, the United Auburn Indian Community (UAIC) was named the 2022 ARD Friend of Recreation.

Roll Call Vote

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

5 – 0 Motion carries.

8.9 Excluding Davey Tree Service from working with ARD

A motion was made by Director Ainsleigh and seconded by Director Ferris to defer for one more month until a little more investigation can be done.

Roll Call Vote

Director Ainsleigh – Yes

Director Lynch – No

Director Ferris – No

Director Gray – No

Director Holbrook – No

1 – 4 Motion did not pass.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

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

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

None.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION - Closed Session began at 7:30 p.m.

13.1 Union Negotiations

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 - Session began at 7:44 p.m.

The Board reported out of Closed Session that direction was given to staff.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 8:13 p.m. by Chairman Lynch.

Cathy Winters
Board Secretary

3/17/2022
Date

SECTION: 5.0

**ITEM: 5.3 REVIEW AND APPROVAL OF CASH
REQUIREMENTS FOR FEBRUARY, 2022**

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE CONSENT CALENDAR FOR REVIEW AND
APPROVAL**

FISCAL IMPACT: \$149,473.94

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: 2/1/2022 2/28/2022
 Checkbook ID COMM 1ST COMM 1ST

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
22642	A0170	AT&T Acct 088-034-5818-655	2/4/2022	COMM 1ST	PMCHK00002811	\$90.95
22643	C0111	Cal.net	2/4/2022	COMM 1ST	PMCHK00002811	\$66.90
22644	D0010	Diamond Pacific	2/4/2022	COMM 1ST	PMCHK00002811	\$247.46
22645	M0013	Meadow Vista Hardware	2/4/2022	COMM 1ST	PMCHK00002811	\$1.94
22646	P0005	Placer County Water Agency	2/4/2022	COMM 1ST	PMCHK00002811	\$2,837.17
22647	P0023	PG&E	2/4/2022	COMM 1ST	PMCHK00002811	\$91.21
22648	S0103	SCI Consulting Group	2/4/2022	COMM 1ST	PMCHK00002811	\$916.00
22649	S1007	Stationary Engineers, Local 39	2/4/2022	COMM 1ST	PMCHK00002811	\$421.42
22650	TEMPL	Susan Long	2/4/2022	COMM 1ST	PMCHK00002811	\$50.00
22651	U0016	Uptown Signs & Graphics, Inc.	2/4/2022	COMM 1ST	PMCHK00002811	\$45.05
22652	V0007	Verizon Wireless	2/4/2022	COMM 1ST	PMCHK00002811	\$822.90
22653	V0019	Valley Rock Landscape Material	2/4/2022	COMM 1ST	PMCHK00002811	\$488.75
22654	W0001	Walker's Office Supplies, Inc.	2/4/2022	COMM 1ST	PMCHK00002811	\$399.10
22655	W0044	Wave	2/4/2022	COMM 1ST	PMCHK00002811	\$136.82
22656	1099-256	Healing Pastures, Inc.	2/11/2022	COMM 1ST	PMCHK00002812	\$41.25
22657	1099-291	Isaac Humber	2/11/2022	COMM 1ST	PMCHK00002812	\$227.50
22658	1099-313	Alison Lloyd	2/11/2022	COMM 1ST	PMCHK00002812	\$237.60
22659	1099-342	Susie Bell	2/11/2022	COMM 1ST	PMCHK00002812	\$30.00
22660	1099-343	Faith Petersen	2/11/2022	COMM 1ST	PMCHK00002812	\$594.00
22661	1099-374	Sarah Violet	2/11/2022	COMM 1ST	PMCHK00002812	\$75.00
22662	1099-375	Jennifer Rogers	2/11/2022	COMM 1ST	PMCHK00002812	\$312.00
22663	1099-376	Joanna Britt	2/11/2022	COMM 1ST	PMCHK00002812	\$151.20
22664	A0013	AT&T	2/11/2022	COMM 1ST	PMCHK00002812	\$74.90
22665	A0027	Recology Auburn Placer	2/11/2022	COMM 1ST	PMCHK00002812	\$1,237.86
22666	A0051	Anderson's Sierra Pipe Co.	2/11/2022	COMM 1ST	PMCHK00002812	\$31.56
22667	A0115	Auburn Hardware & Rental LLC	2/11/2022	COMM 1ST	PMCHK00002812	\$58.91
22668	A0172	ABT Plumbing, Electric, Heat &	2/11/2022	COMM 1ST	PMCHK00002812	\$68.00
22669	C0004	CAPRI	2/11/2022	COMM 1ST	PMCHK00002812	\$598.25
22670	C0072	CIT Technology Fin. Serv., Inc	2/11/2022	COMM 1ST	PMCHK00002812	\$470.75
22671	D0010	Diamond Pacific	2/11/2022	COMM 1ST	PMCHK00002812	\$23.01
22672	E0008	Ewing Irrigation Products, Inc	2/11/2022	COMM 1ST	PMCHK00002812	\$1,832.23
22673	M0013	Meadow Vista Hardware	2/11/2022	COMM 1ST	PMCHK00002812	\$55.72
22674	M0098	Meadow Vista County Water Dist	2/11/2022	COMM 1ST	PMCHK00002812	\$242.08
22675	P0007	Pacific Gas & Electric Company	2/11/2022	COMM 1ST	PMCHK00002812	\$252.19
22676	Q0003	Quality Automotive	2/11/2022	COMM 1ST	PMCHK00002812	\$327.91
22677	S0009	Sierra Saw Sales And Service	2/11/2022	COMM 1ST	PMCHK00002812	\$342.11
22678	S0025	Sierra Pacific Turf Supply, In	2/11/2022	COMM 1ST	PMCHK00002812	\$85.80
22679	S0054	Souza's Tire Service	2/11/2022	COMM 1ST	PMCHK00002812	\$750.01
22680	S0067	Superfast Copy	2/11/2022	COMM 1ST	PMCHK00002812	\$7.19
22681	S0094	Manouch Shirvanioun	2/11/2022	COMM 1ST	PMCHK00002812	\$29.25
22682	S0145	SCP Distributors	2/11/2022	COMM 1ST	PMCHK00002812	\$287.34
22683	S0152	SiteOne Landscape Supply, LLC	2/11/2022	COMM 1ST	PMCHK00002812	\$415.48
22684	TEMPB	Alicia Brown	2/11/2022	COMM 1ST	PMCHK00002812	\$742.00
22685	TEMPG	Amanda Gedda	2/11/2022	COMM 1ST	PMCHK00002812	\$30.00
22686	TEMPR	Kelsey Rubio	2/11/2022	COMM 1ST	PMCHK00002812	\$123.00
22687	TEMPS	Veronica Stoddard	2/11/2022	COMM 1ST	PMCHK00002812	\$88.00
22688	TEMPY	Your DCE	2/11/2022	COMM 1ST	PMCHK00002812	\$36.23
22689	V0019	Valley Rock Landscape Material	2/11/2022	COMM 1ST	PMCHK00002812	\$69.82
22690	W0003	Warehouse Paint Incorporated	2/11/2022	COMM 1ST	PMCHK00002812	\$214.29
22691	W0001	Walker's Office Supplies, Inc.	2/11/2022	COMM 1ST	PMCHK00002812	\$1,986.97
22692	TEMPP	Laine Powers	2/11/2022	COMM 1ST	PMCHK00002812	\$140.00
22693	TEMPL	Rocia Lake	2/11/2022	COMM 1ST	PMCHK00002812	\$140.00
22694	1099-269	Deborah Lynn	2/11/2022	COMM 1ST	PMCHK00002812	\$175.50
22695	A0147	Michael V. Harms dba American	2/14/2022	COMM 1ST	PMCHK00002813	\$4,520.00
22696	1099-295	Juli Land-Marx	2/18/2022	COMM 1ST	PMCHK00002814	\$1,650.00
22697	A0001	Recology Auburn Placer	2/18/2022	COMM 1ST	PMCHK00002814	\$1,705.

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
22698	A0051	Anderson's Sierra Pipe Co.	2/18/2022	COMM 1ST	PMCHK00002814	\$321.01
22699	A0091	Altara	2/18/2022	COMM 1ST	PMCHK00002814	\$700.00
22700	A0172	ABT Plumbing, Electric, Heat &	2/18/2022	COMM 1ST	PMCHK00002814	\$2,731.00
22701	B0062	BareBones WorkWear	2/18/2022	COMM 1ST	PMCHK00002814	\$294.85
22702	C0137	Centrica Business Solutions	2/18/2022	COMM 1ST	PMCHK00002814	\$48,646.41
22703	D0025	Dawson Oil Company	2/18/2022	COMM 1ST	PMCHK00002814	\$4,259.24
22704	H0056	Humana Dental Ins. Co	2/18/2022	COMM 1ST	PMCHK00002814	\$2,896.37
22705	K0011	The Permanente Medical Group I	2/18/2022	COMM 1ST	PMCHK00002814	\$65.00
22706	L0016	Loomis Union School District	2/18/2022	COMM 1ST	PMCHK00002814	\$1,755.00
22707	L0100	Lifeguard First Aid & Safety,	2/18/2022	COMM 1ST	PMCHK00002814	\$300.08
22708	M0035	Meadow Vista Community Center	2/18/2022	COMM 1ST	PMCHK00002814	\$510.00
22709	N0003	Norris Electric, Inc.	2/18/2022	COMM 1ST	PMCHK00002814	\$7,665.58
22710	N0048	Normac, Inc.	2/18/2022	COMM 1ST	PMCHK00002814	\$1,383.70
22711	N0051	National Aquatic Services, Inc	2/18/2022	COMM 1ST	PMCHK00002814	\$6,286.26
22712	P0005	Placer County Water Agency	2/18/2022	COMM 1ST	PMCHK00002814	\$95.76
22713	P0007	Pacific Gas & Electric Company	2/18/2022	COMM 1ST	PMCHK00002814	\$32.77
22714	P0031	Placer Hills Union Elem. Schoo	2/18/2022	COMM 1ST	PMCHK00002814	\$4,090.00
22715	S0025	Sierra Pacific Turf Supply, In	2/18/2022	COMM 1ST	PMCHK00002814	\$157.92
22716	S0054	Souza's Tire Service	2/18/2022	COMM 1ST	PMCHK00002814	\$100.15
22717	S0145	SCP Distributors	2/18/2022	COMM 1ST	PMCHK00002814	\$152.67
22718	S0154	Mike Scheele	2/18/2022	COMM 1ST	PMCHK00002814	\$229.88
22719	S0163	Steffen's HVAC Services	2/18/2022	COMM 1ST	PMCHK00002814	\$1,261.00
22720	S1000	State Of California/DOJ	2/18/2022	COMM 1ST	PMCHK00002814	\$318.00
22721	S1007	Stationary Engineers, Local 39	2/18/2022	COMM 1ST	PMCHK00002814	\$421.42
22722	T0077	TeamSideline.com	2/18/2022	COMM 1ST	PMCHK00002814	\$649.00
22723	TEMPA	Ricky Armbruster	2/18/2022	COMM 1ST	PMCHK00002814	\$60.00
22724	TEMPB	Casey Barrett	2/18/2022	COMM 1ST	PMCHK00002814	\$60.00
22725	TEMPC	Lupe Camacho	2/18/2022	COMM 1ST	PMCHK00002814	\$60.00
22726	TEMPE	Conor Gray	2/18/2022	COMM 1ST	PMCHK00002814	\$120.00
22727	TEMPF	Brian McNeas	2/18/2022	COMM 1ST	PMCHK00002814	\$60.00
22728	TEMPO	Rebecca Oest	2/18/2022	COMM 1ST	PMCHK00002814	\$120.00
22729	TEMPP	Michele Reina	2/18/2022	COMM 1ST	PMCHK00002814	\$60.00
22730	TEMPS	Gary Smith	2/18/2022	COMM 1ST	PMCHK00002814	\$60.00
22731	TEMPW	Josh Woytus	2/18/2022	COMM 1ST	PMCHK00002814	\$120.00
22732	TEMPY	Your DCE	2/18/2022	COMM 1ST	PMCHK00002814	\$52.76
22733	U0019	US Bank	2/18/2022	COMM 1ST	PMCHK00002814	\$6,687.21
22734	W0044	Wave	2/18/2022	COMM 1ST	PMCHK00002814	\$1,214.73
22735	W0045	Williams, Jesse	2/18/2022	COMM 1ST	PMCHK00002814	\$80.73
22736	TEMPK	Christina Kay	2/16/2022	COMM 1ST	PMCHK00002815	\$557.00
22737	1099-117	Juan Aceituno	2/25/2022	COMM 1ST	PMCHK00002816	\$552.50
22738	1099-218	Auburn Gymnastics Center	2/25/2022	COMM 1ST	PMCHK00002816	\$48.75
22739	1099-313	Alison Lloyd	2/25/2022	COMM 1ST	PMCHK00002816	\$712.80
22740	1099-374	Sarah Violett	2/25/2022	COMM 1ST	PMCHK00002816	\$175.50
22741	A0013	AT&T	2/25/2022	COMM 1ST	PMCHK00002816	\$74.90
22742	A0051	Anderson's Sierra Pipe Co.	2/25/2022	COMM 1ST	PMCHK00002816	\$243.39
22743	A0059	All Electric Motors	2/25/2022	COMM 1ST	PMCHK00002816	\$2,260.26
22744	A0091	Altara	2/25/2022	COMM 1ST	PMCHK00002816	\$800.00
22745	A0115	Auburn Hardware & Rental LLC	2/25/2022	COMM 1ST	PMCHK00002816	\$32.13
22746	B0069	Bidwell Water	2/25/2022	COMM 1ST	PMCHK00002816	\$173.75
22747	C0061	California Computer Services	2/25/2022	COMM 1ST	PMCHK00002816	\$4,080.00
22748	D0010	Diamond Pacific	2/25/2022	COMM 1ST	PMCHK00002816	\$3.70
22749	D0066	De Lage Landen Financial Servi	2/25/2022	COMM 1ST	PMCHK00002816	\$332.48
22750	H0060	HercRentals Inc.	2/25/2022	COMM 1ST	PMCHK00002816	\$2,341.44
22751	M0013	Meadow Vista Hardware	2/25/2022	COMM 1ST	PMCHK00002816	\$62.35
22752	N0045	Near U CO2	2/25/2022	COMM 1ST	PMCHK00002816	\$242.23
22753	N0050	N&S Tractor	2/25/2022	COMM 1ST	PMCHK00002816	\$2,250.23
22754	P0007	Pacific Gas & Electric Company	2/25/2022	COMM 1ST	PMCHK00002816	\$2,388.79
22755	R0065	River City Rentals	2/25/2022	COMM 1ST	PMCHK00002816	\$702.62
22756	R0073	NAPA Auto Parts	2/25/2022	COMM 1ST	PMCHK00002816	\$42.62
22757	S0025	Sierra Pacific Turf Supply, In	2/25/2022	COMM 1ST	PMCHK00002816	\$671.78
22758	S0145	SCP Distributors	2/25/2022	COMM 1ST	PMCHK00002816	\$1,423.46
22759	T1000	Transamerica Life Insurance	2/25/2022	COMM 1ST	PMCHK00002816	\$480.00
22760	TEMPA	Pam Akin	2/25/2022	COMM 1ST	PMCHK00002816	\$281.00

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
22761	TEMPB	Tacoma Barrios	2/25/2022	COMM 1ST	PMCHK00002816	\$120.00
22762	TEMPR	Me'Shay Robinson	2/25/2022	COMM 1ST	PMCHK00002816	\$120.00
22763	TEMPS	Jessica Smith	2/25/2022	COMM 1ST	PMCHK00002816	\$60.00
22764	TEMPV	Ciara Varvas	2/25/2022	COMM 1ST	PMCHK00002816	\$240.00
22765	V0004	Pape Machinery	2/25/2022	COMM 1ST	PMCHK00002816	\$1,652.55
22766	W0001	Walker's Office Supplies, Inc.	2/25/2022	COMM 1ST	PMCHK00002816	\$226.22
22767	W0003	Warehouse Paint Incorporated	2/25/2022	COMM 1ST	PMCHK00002816	\$74.41
22768	C0111	Cal.net	2/25/2022	COMM 1ST	PMCHK00002817	\$66.90
22769	H0063	Holt of California	2/25/2022	COMM 1ST	PMCHK00002817	\$3,434.15
22770	N0012	Nevada Irrigation District	2/25/2022	COMM 1ST	PMCHK00002817	\$520.96
22771	T0071	TIAA Commercial Finance, Inc.	2/25/2022	COMM 1ST	PMCHK00002817	\$107.34
22772	TEMPR	Brian Roth	2/25/2022	COMM 1ST	PMCHK00002817	\$60.00
22773	TEMPS	Peggy Seitzinger	2/25/2022	COMM 1ST	PMCHK00002817	\$683.00
Total Checks: 132						Total Amount of Checks: \$149,473.94

SECTION: 5.0

ITEM: 5.4 REVIEW OF FINANCIALS FOR FEBRUARY, 2022

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

STAFF

**RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE CONSENT CALENDAR FOR REVIEW AND
APPROVAL**

FISCAL IMPACT: NONE

February's Financials

Revenues –

- Programs are over budget by **\$25,500**. Most notable variances are in the Recreation Department. Youth Basketball is over budget by **\$15,500**, Special Events are over by **\$4,700** and Adult Softball is over by **\$3,600**.
- Grants and Donations are over by **\$337,000**. **\$314,900** from our COVID relief grant and **\$17,900** in Youth Assistance donations.
- Tax Revenue came in **\$6,200** under expected. We are currently 99.8% of budget.

Expenses –

- Program Expenses are under by **\$23,500**. Most savings are coming from Youth Basketball Expense (**\$11,500**).
- Operations and Supplies are under budget by **\$31,300**. Most savings come from Staff Development in Youth Services of **\$7,700**. This is for a program that hasn't yet been purchased, so it should be expended before year end. Small Tools Expense is under budget by **\$6,300**, but other savings have been across the board in this category. This may or may not still be spent in Mar.
- Utilities are under budget by **\$25,000** some has been saved in water usage. PGE bills came in very late and nothing was paid in February. March will probably come in over budget due to lack of energy savings.
- Maintenance costs are under by **\$58,800**. Tree maintenance is under by **\$25,000** and we may not be able to finish up this program by fiscal year end. Equipment Repairs are currently under also by **\$11,000**, but also could be expensed in March. Field Maintenance is currently under by **\$12,627**, but future repairs are slated that could absorb those savings. Maintenance at Regional Park is down **\$9,700** which will be spent in March. The remaining savings are in multiple smaller accounts. These will even out in March more than likely, since we have some large expenses in the pipeline.
- Wages/Benefits are under budget by **\$24,000**. Payroll Taxes are under by **\$12,000**, Health/Dental Benefits are under by **\$16,000**. This is partially due to fluctuations in staff, but more was budgeted for Health Premium increases than we saw.

PROFIT & LOSS
21/22 Approved Budget

	Approved Budget FY 21-22	% Of Total	Mid-Yr Revision FY 21-22	% Of Total	2022 Feb ACTUALS	Last Yr Feb Actuals	2021-22 YTD ACTUALS	2021-22 YTD BUDGET	Last Yr YTD ACTUALS
Operating Revenues									
Program Revenue	1,103,547	13%	1,183,103	14%	52,332	39,763	1,159,542	1,134,000	522,197
Facility Revenue	144,894	2%	178,525	2%	11,948	8,865	172,563	168,575	35,637
Misc. Revenue	44,186	1%	45,424	1%	4,100	13,431	41,461	42,309	54,789
Grants & Donations	298,850	4%	318,688	4%	4,780	26	426,308	89,248	185,601
Interest Income	11,815	0%	9,987	0%	1,323	1,131	10,536	9,184	23,925
Equipment Reserve Transfers	200,300	2%	56,133	1%	-	-	-	-	-
Unfunded Liability Transfer	140,000	2%	140,000	2%	-	-	140,000	140,000	-
Future Cap & ADA Transfers	305,816	4%	505,644	6%	-	-	45,000	45,000	-
Tax Revenue	3,752,499	45%	3,777,208	45%	8,638	-	3,771,100	3,777,208	3,586,359
Atwood	30,198	0%	27,039	0%	-	-	26,885	27,039	25,962
Sterling Loan	2,135,500	26%	1,942,207	23%	73,620	-	1,890,907	1,890,907	225,503
City Mitigation Transfers/Rev	40,000	0%	69,000	1%	-	-	-	-	-
County Mitigation Revenue	62,000	1%	107,000	1%	22,000	-	22,000	22,000	-
Total Operating Revenue	8,269,605	100%	8,359,958	100%	178,741	63,216	7,706,302	7,345,470	4,459,973
Expenditures									
Program Expense	230,934	3%	224,177	3%	9,652	753	178,919	202,398	16,384
Operating & Supplies	442,341	6%	454,625	6%	31,793	22,521	379,689	410,984	292,794
Utilities Expense	110,757	1%	264,459	3%	6,007	24,115	204,993	230,086	221,220
Professional Services	131,840	2%	95,871	1%	7,113	7,001	90,752	88,837	60,617
Building & Grounds Maintenance	475,150	6%	537,213	7%	41,610	25,460	384,736	443,553	215,685
Property Tax Admin.	62,087	1%	71,878	1%	1,024	-	72,277	71,878	99,353
Wages	2,265,755	29%	2,199,359	27%	163,266	142,246	1,922,440	1,930,310	1,712,708
Benefits & Payroll Costs	967,250	12%	1,120,588	14%	65,266	200,631	1,018,926	1,035,316	892,425
Fixed Asset Expense	203,300	3%	123,253	2%	700	-	60,167	80,253	133,203
Capital Improvement Projects	2,832,166	36%	2,804,906	35%	80,858	6,464	2,153,725	2,153,476	102,097
Debt Services	161,126	2%	152,321	2%	-	2,076	144,516	152,321	56,576
Total Expenditures	7,882,706	100%	8,048,650	100%	407,289	431,867	6,611,140	6,799,412	3,923,062
Net Revenue Over Expenditures	\$ 386,899	4.68	\$ 311,308		\$ (228,540)	(308,651)	\$1,095,162	\$546,058	\$636,911
Annual Contingency Reserve (1-2%)	\$ -		\$ -				\$ 70,000	\$ -	\$ 473,000
Annual Equip Replacement Reserve	\$ 90,000		\$ 90,000				\$ 703,959	\$ -	\$ 687,237
Future Capital Construction Reserve	\$ 25,000		\$ 45,000				\$ 1,005,574	\$ -	\$ 935,574
ADA Reserve	\$ 5,000		\$ 5,000				\$ 35,032	\$ -	\$ 30,032
CalPERS unfunded liability reserve	\$ 113,482		\$ 113,482				\$ -	\$ -	\$ -
TOTAL RESERVE BALANCES	\$ 153,417		\$ 253,482				\$ 1,814,565	\$ -	\$ 2,125,843

Balance Sheet

2/28/2022

	Current YTD
ASSETS	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	580.00
First Foundation - Friends 501(c)(3)	17,159.84
First Foundation Bank	287,046.49
Placer County Treasure-General	1,632,277.10
Placer County Treasurer - City Trust	207,149.87
CA Pension Trust - CEPPT- CalPERS	450,256.00
Accounts Receivable	11,716.76
Due From Other Governments	22,000.00
PCOE Receivables	22,196.50
Prepaid Expenses	185.33
Prepaid Liability Expense	46,802.89
Prepaid Workers Comp Insurance	13,236.27
Total Current Assets	2,710,607.05
<u>Restricted Reserve Funds</u>	
Proceeds from Note Payable Contra	1,909,997.00
Total Restricted Funds	1,909,997.00
<u>Fixed Assets</u>	
Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	12,847,426.75
Fixed Assets: Equipment	1,303,426.96
Fixed Assets: Computer Equipment & Software	84,228.71
Fixed Assets: Vehicles	282,551.30
Fixed Assets: Office Furniture & Rec Equipment	80,564.16
Construction In Progress	1,479,281.10
Less: Accumulated Depreciation	(10,612,543.85)
Total Fixed Assets	7,435,481.25
<u>Deferred Outflows of Resources</u>	
Pensions - Def Outflows of Resources	497,574.00
	497,574.00
TOTAL ASSETS	12,553,659.30

Current
YTD

LIABILITIES AND NET PROFIT

		Current YTD
	<u>Current Liabilities</u>	
Prepaid Revenue		57,440.30
PGE Tru-up payable		1,319.33
Retentions Payable		127,843.09
Gift Certificates		368.00
Compensated Absenses		133,862.38
Sales Tax Payable		2.84
Total Current Liabilities		\$320,835.94
	<u>Long Term Liabilities</u>	
Net OPEB Liability		298,223.00
Net Pension Liability		1,238,090.00
Total Long Term Liabilities		1,536,313.00
TOTAL LIABILITIES		1,857,148.94
	<u>Deferred Inflows of Resources</u>	
Pensions - Def Inflows of Resources		60,601.00
OPEB		85,021.00
		145,622.00
	<u>Net Position</u>	
Investments in Fixed Assets		7,156,136.30
RFB: Reserved (City Mitigation)		206,768.25
GFB: Youth Assistance Fund		30,631.84
General Fund Balance		2,145,668.92
DFB: Annual Equip Replacement Reserv.		703,958.72
DFB: Annual Contingency Reserve		70,000.00
DFB: Reserved for Future Capital Construction		1,005,573.52
RFB: Arboretum Grant Fund		13,275.73
RFB: Reserved (Atwood)		(9,057.92)
RFB: Atwood III-Equip Repl Fund		8,003.66
DFB: Unfunded Liability - CalPERS		148,482.00
RFB- 501(c)(3) Fund		17,159.84
GFB: General Fund (ADA Reserve)		35,031.75
Net Profit (Loss)		(980,744.25)
Total Net Postion		\$10,550,888.36
TOTAL LIABILITY AND NET POSITION		\$12,553,659.30

Auburn Rec & Park
Transfers to General Fund
4/1/2021 to 2-28/2022

	Impact to the General Fund
<u>Future Capital Construction Reserve Balance Forward</u>	
4/1/2021 Transfer In (Annual Budget)	\$1,005,573.52
Resolution 2021-06	\$25,000.00
10/28/2021 Transfer In (Mid-Year Budget)	\$20,000.00
Resolution 2021-21	(\$45,000.00)
11/18/2021 Transfer Out	\$45,000.00
Resolution 2021-22	
Total Future Capital Construction Reserve	\$1,005,573.52
<u>City Mitigation Reserves Balance Forward</u>	
Total City Mitigation Reserve	\$207,048.00
<u>Equipment Replacement Reserves Balance Forward</u>	
4/1/2021 Transfer In (Annual Budget)	\$613,958.72
Resolution 2021-06	\$90,000.00
Total Equip Replacement Reserves	\$703,958.72
<u>ADA Reserves Balance Forward</u>	
4/1/2021 Transfer In (Annual Budget)	\$30,031.75
Resolution 2021-06	\$5,000.00
Total ADA Reserves	\$35,031.75
<u>Contingency Reserves Balance Forward</u>	
12/19/2021 Transfer to GF	\$473,000.00
Resolution 2021-23	(\$403,000.00)
Total Contingency Reserves	\$70,000.00
Total Impact FY 2021/22	(\$308,000.00)
*Sterling Loan Funds used for Energy Project	\$1,909,997.00
Total Adjusted Impact to General Fund 2021-22	\$2,217,997.00

For All Segment1s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services	52,332.34	1,159,542.23	1,134,000.00	25,542.23	102.25
Rents & Concessions	11,947.69	172,562.97	168,575.00	3,987.97	102.37
Miscellaneous Revenue	4,100.37	41,461.39	42,309.00	(847.61)	98.00
Grants & Donations	4,779.85	426,308.05	89,248.00	337,060.05	477.67
Interest Income	1,323.39	10,536.24	9,184.00	1,352.24	114.72
Project Revenue - Government	22,000.00	22,000.00	22,000.00	0.00	100.00
Taxes Revenue	8,638.26	3,797,984.94	3,804,247.00	(6,262.06)	99.84
TOTAL OPERATING REVENUE	\$105,121.90	\$5,630,395.82	\$5,269,563.00	\$360,832.82	106.85%
OTHER FINANCING SOURCES					
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	105,121.90	5,630,395.82	5,269,563.00	360,832.82	106.85
EXPENDITURES					
Program Expenses	9,651.33	178,919.33	202,398.00	(23,478.67)	88.40
Operations & Supplies Expense	31,793.42	379,688.61	410,984.00	(31,295.39)	92.39
Utilities Expense	6,006.64	204,993.44	230,086.00	(25,092.56)	89.09
Legal Expenses	0.00	334.00	5,670.00	(5,336.00)	5.89
Professional Services	7,113.00	90,417.72	83,167.00	7,250.72	108.72
Bldg & Grounds Maintenance	41,609.64	384,735.96	443,553.00	(58,817.04)	86.74
Property Tax Administration/LAFCO	1,024.11	72,276.54	71,878.00	398.54	100.55
Salaries Expense	163,265.97	1,922,439.75	1,930,310.00	(7,870.25)	99.59
Benefits & Payroll Costs	65,526.56	1,018,925.86	1,035,316.00	(16,390.14)	98.42
Fixed Asset Expense	700.00	60,167.18	80,253.00	(20,085.82)	74.97
Capital Improvement Projects	80,857.63	2,153,725.48	2,153,476.00	249.48	100.01

Auburn Rec & P
 Profit & Loss - Summary
 4/1/2021 To 2/28/2022
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Debt Service	0.00	144,516.20	152,321.00	(7,804.80)	94.88
TOTAL EXPENDITURES	\$407,548.30	\$6,611,140.07	\$6,799,412.00	(\$188,271.93)	97.23%
NET REVENUE OVER EXPENDITURES	(\$302,426.40)	(\$980,744.25)	(\$1,529,849.00)	\$549,104.75	64.11%

Item 5.5 Cover Sheet: Resolution #2022-6: Transfer of \$77,540 from the Capital Construction Reserves for the Bike Park Project – Phase II

Auburn Area Recreation and Park District March, 2022 Finance committee meeting; Board Meeting, March, 2022.

The Issue

Shall the Auburn Area Recreation and Park District (District) approve and adopt Resolution #2022-6, a resolution authorizing the transfer of funds from the Capital Construction Reserves in the amount of \$77,540 to reimburse the general fund for the expenses paid for the Bike Park Project – Phase II?

Background

On October, 2021, the Board of Directors authorized an updated Project List authorizing \$77,540 to be spent from Future Capital Construction for the Bike Park Project – Phase II.

Parker Landscape Development was awarded the contract for the Trail Watering system.

American Ramp Company provided the Ramps for Phase II.

F Loduca Company was awarded the contract for the Canal Bridge Construction.

The District has completed most of Phase II on the Bike Park, and has expensed \$95,541, while \$18,120 was paid by donations or in-kind services, the remainder of \$77,421 was spent from the general fund. An anticipated cost of \$380 will need to be paid in March for some rental equipment.

Recommendation

The Finance committee approved and sends to the consent calendar for approval from the Board of Directors Resolution #2022-6; a resolution approving the transfer of the Capital Construction Reserves in the amount of \$77,540 to the General Fund as this is an appropriate use of these reserves.

Attachment

Resolution Number 2022-6

RESOLUTION NUMBER 2022 - 6

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$77,540 FROM THE CAPITAL CONSTRUCTION RESERVES TO THE GENERAL FUND.

WHEREAS, in October of 2021, the Auburn Area Recreation & Park District Board of Directors approved the project list for Fiscal Year 2021/2022, and;

WHEREAS, one of the approved projects, the Bike Park Phase II almost completed and \$77,421 has been spent and additional costs estimated at \$380 will be spent in March and \$77,540 in reserve funds need to be transferred, and;

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

That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$77,540 from the Capital Construction Reserve Fund Account for the expenses paid to complete the building of the Bike Park Phase II to the General Fund.

APPROVED, PASSED, AND ADOPTED ON March 31, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Michael G. Lynch
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Item 5.6 Cover Sheet: Resolution #2022-7: Transfer of \$10,000 from the ADA Reserves and Transfer of \$27,836 from the Future Capital Construction for the Meadow Vista Pathway Repairs & ADA access entry

Auburn Area Recreation and Park District March, 2022 Finance committee meeting; Board of Directors Meeting, March, 2022.

The Issue

Shall the Auburn Area Recreation and Park District (District) approve and adopt Resolution #2022-7, a resolution authorizing the transfer of funds from the ADA Reserves in the amount of \$10,000 and Transfer funds from the Future Capital Construction Reserves in the amount of \$27,836 to reimburse the general fund for the expenses paid for the Meadow Vista Pathway Repairs and ADA Access entry?

Background

On October, 2021, the Board of Directors authorized an updated Project List authorizing \$40,900 to be spent from Future Capital Construction and \$10,000 to be spent from the ADA Reserves for the Meadow Vista Pathway (including an updated ADA access entry) and the Meadow Vista Parking Lot Reseal.

Baldoni Construction was awarded the contract.

Baldoni has completed the Meadow Vista Pathway repairs and ADA Access entry, and the District has expensed \$38,984 from the general fund. The Meadow Vista Parking Lot Reseal will be completed in April, 2022.

Recommendation

The Finance committee approved and sends to the consent calendar for approval and adoption from the Board of Directors Resolution #2022-7; a resolution approving the transfer of the ADA Reserves in the amount of \$10,000 and the transfer of Capital Construction Reserves in the amount of \$27,836 to the General Fund as this is an appropriate use of these reserves.

Attachment

Resolution Number 2022-7

RESOLUTION NUMBER #2022-7

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$10,000 FROM THE ADA RESERVES AND \$27,836 FROM THE FUTURE CAPITAL CONSTRUCTION RESERVES TO THE GENERAL FUND.

WHEREAS, in October of 2021, the Auburn Area Recreation & Park District Board of Directors approved the project list for Fiscal Year 2021/2022, and;

WHEREAS, one of the approved projects, the Meadow Vista pathway repairs is completed and \$38,984 has been spent and \$10,000 in ADA reserve funds need to be transferred, and \$27,836 in Future Capital Construction reserve funds need to be transferred;

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

That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$10,000 from the ADA Reserve Fund Account and \$27,836 from the Future Capital Construction Reserve for the expenses paid to complete the Meadow Vista Pathway Repairs to the General Fund.

APPROVED, PASSED, AND ADOPTED ON March 31, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Michael G. Lynch
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Item 5.7 Cover Sheet: Resolution #2022-8: Transfer of \$55,168 from the Future Capital Construction for the Pickleball Court repairs, the Energy efficiency project's change orders and the Grant Writing Fee

Auburn Area Recreation and Park District March, 2022 Finance committee meeting; Board of Directors Meeting, March, 2022.

The Issue

Shall the Auburn Area Recreation and Park District (District) approve and adopt Resolution #2022-8, a resolution authorizing the transfer of funds from the Future Capital Construction Reserve in the amount of \$55,168 to reimburse the general fund for the expenses paid for the Pickleball Court Repairs, the Energy Efficiency Project's change order and the Grant Advisory for the Statewide Park Program

Background

On October, 2021, the Board of Directors authorized an updated Project List authorizing the following items to be spent from the Future Capital Construction Reserve: Pickleball Court repairs \$10,000 and the Centrica Change orders \$25,000.

American River Striping was awarded the contract for the Pickleball Court repairs. Repairs have been completed. The total cost of the repairs was \$9,490.

Centrica was awarded the Energy Efficiency Project's change orders. The work has been completed and the change orders have accumulated to \$22,678.

Doug Houston DBA Parklands Group provided assistance on the Statewide Park Program grant. The District was advised that we had an approximate 10% chance of receiving this grant, so there wasn't a budget line provided for the grant writing. The fee for the grant advisory service was \$23,000. The District would like to use Future Capital Construction Reserves to reimburse the General Fund for this fee.

Recommendation

The Finance committee approved and sends to the consent calendar for approval from the Board of Directors Resolution #2022-8; a resolution approving the transfer of the Future Capital Construction reserves in the amount of \$55,168 to the General Fund as this is an appropriate use of these reserves.

Attachment

Resolution Number 2022-8

RESOLUTION NUMBER #2022-8

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$55,168 FROM THE FUTURE CAPITAL CONSTRUCTION RESERVES TO THE GENERAL FUND.

WHEREAS, in October of 2021, the Auburn Area Recreation & Park District Board of Directors approved the project list for Fiscal Year 2021/2022, and;

WHEREAS, one of the approved projects, the Pickleball Court repairs is completed and \$9,490 needs to be transferred from the Capital Construction Reserves to the General Fund, and;

WHEREAS, one of the approved projects, the Energy Efficiency Project's change orders have been completed and \$22,678 needs to be transferred from the Capital Construction Reserves to the General Fund, and;

WHEREAS, funds were spent for Grant Writing Advisory in the amount of \$23,000 and needs to be transferred from Capital Construction Reserves to the General Fund;

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

That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$55,168 from the Capital Construction Reserves for the expenses for the Pickleball Court Repairs, the Energy Efficiency Project's change orders and the Grant Writing Advisory for the Statewide Park Program Grant to the General Fund.

APPROVED, PASSED, AND ADOPTED ON March 31, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Michael G. Lynch
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Item 5.8 Cover Sheet: Resolution #2022-9: Transfer of \$40,000 from the Future Capital Construction for the James Field Lighting infrastructure repairs that will be completed in March 2022

Auburn Area Recreation and Park District March, 2022 Finance committee meeting; Board of Directors meeting, March, 2022.

The Issue

Shall the Auburn Area Recreation and Park District (District) approve and adopt Resolution #2022-9, a resolution authorizing the transfer of funds from the Future Capital Construction Reserve in the amount of \$40,000 to provide money to the general fund for the James Field Lighting repairs.

Background

On March 11, 2022, the Board of Directors authorized a repair to the James Field Lighting infrastructure, not to exceed \$100,000. The Board further authorized that the funding for the lighting infrastructure come from the Future Capital Construction Reserve. The District will need to transfer \$40,000 to cover 40% of the expenses that will be completed for this fiscal year 2021-2022.

Centrica will complete the project as additional contingency funds. Repairs will be started in March.

Recommendation

The Finance committee approved and sends to the consent calendar for approval from the Board of Directors Resolution #2022-9; a resolution approving the transfer of the Future Capital Construction reserves in the amount of \$40,000 to the General Fund as this is an appropriate use of these reserves.

Attachment

Resolution Number 2022-9

RESOLUTION NUMBER 2022 -9

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$40,000 FROM THE FUTURE CAPITAL CONSTRUCTION RESERVES TO THE GENERAL FUND.

WHEREAS, in March of 2022, the Auburn Area Recreation & Park District Board of Directors approved at a special meeting \$100,000 to be used to rewire James Field's Lighting infrastructure, beginning in March of 2022, and;

WHEREAS, the Board of Directors approved using funding from the Future Capital Construction Reserves for the rewiring James Field Rewire Lighting Infrastructure project, and;

WHEREAS, the approved project, James Field Rewire Lighting Infrastructure project will be 40% completed in March 2022 and \$40,000 needs to be transferred from the Future Capital Construction Reserves to the General Fund;

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

That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$40,000 from the Capital Construction Reserves for the expenses for the James Field Rewire Lighting Infrastructure to the General Fund.

APPROVED, PASSED, AND ADOPTED ON March 31, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Michael G. Lynch
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Item 5.9 Cover Sheet: Resolution #2022-10: Dissolution of Duplicated reserves at Placer County Treasury

Auburn Area Recreation and Park District March, 2022 Finance committee meeting;
Board of Directors meeting, March, 2022.

The Issue:

Shall the Auburn Area Recreation and Park District (District) approve and adopt Resolution #2022-10, a resolution authorizing duplicated reserves to be dissolved and transferred to the General Fund at Placer County Treasury?

Background:

Three years ago, Placer County Treasury moved to another accounting system. With that move came some confusion. In the process two of our reserves were migrated over, instead of three. Approximately a year ago, while making transfers staff was told there weren't any reserves at all. At the same time the County was updating account numbers as well. Staff knew the account was sound and the funds were intact within the balance, because the account was reconciled monthly. However, ARD staff believed all of the reserves were co-mingled into the General Fund through some of the ongoing adjustments the Placer County Treasury was making.

ARD staff pulled all of the past resolutions (many years data), copied and sent all budgets and transfers to the County so they would create the three reserves that were supposed to be separate within the Auburn Area Recreation and Park District account at the treasury. This was accomplished and staff balanced prior to year-end 2021. Staff required the treasury to include a summary of our reserve accounts on a monthly basis as well and our auditor approved funds at the County.

Recently, we transferred some reserves and were asked which account to put them in, for clarification. Unbeknownst to ARD staff, the two reserves were found in another sub-account. At this time, ARD staff recommends dissolving those two reserve accounts, since new ones were created replacing the old ones.

Account 30210 has these reserves, and should be dissolved:

OT991010 Future Occurrence	\$450,000 (This is the old Contingency Reserves)
OT991006 Contingency	\$721,097.23 (This is the old Future Capital Reserves)

Account 30330 has the accurate reserves:

OT991006 Contingency	\$70,000
OT991007 Capital Assets	\$703,958.73
OT991012 Infrastructure	\$899,913.52

Recommendation

The Finance committee approved and sends to the consent calendar for approval from the Board of Directors Resolution #2022-12, dissolving the duplicated reserves.

Fiscal Impact

None

Attachment

Resolution Number 2022-10

RESOLUTION NUMBER 2022 - 10

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE
AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE
DISSOLUTION OF DUPLICATED RESERVE ACCOUNTS IN THE PLACER
COUNTY TREASURY.

WHEREAS, in Dec of 2021, the Auburn Area Recreation & Park District found out that Placer County Treasury had two sub-accounts with reserves in them and two accounts were duplicated reserves, and;

WHEREAS, the Board of Directors approved dissolving the Contingency Reserve in account 30210, OT991010 Future Occurrence in the amount of \$450,000, and;

WHEREAS the Board of Directors approved dissolving the Future Capital Reserve in account 30210, OT991006 Contingency in the amount of \$721,097.23, and;

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

That the Auburn Area Recreation and Park District Board of Directors hereby dissolves the duplicated Reserves in the Placer County Treasury.

APPROVED, PASSED, AND ADOPTED ON March 31, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Michael G. Lynch
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Item 5.10 Cover sheet – District Administrator contract amendment – COLA

Auburn Area Recreation and Park District (ARD) Finance Committee March, 2022; Board of Directors meeting March, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve an amendment (Amendment # 9) to the District Administrator's contract for a Cost-of-Living Adjustment (COLA)?

Background

Staff is recommending a 3% COLA increase for employees per the tentative agreement with Local 39, which is also coming before the Board March, 2022.

Per the existing ARD District Administrator's contract:

3. Salary

- a. District Administrator's annual salary shall be one hundred twelve thousand, four hundred seven dollars (\$119,252) per year for the term of this contract for performance of the duties of the District Administrator. Said salary shall be payable in twenty-six (26) equal by-weekly payments. When only a portion of any year or month is served, the District Administrator's salary shall be prorated to reflect such service. (amended April, 2021)
- b. In lieu of annual step increases, on September 1st of each year, the District Administrator's salary shall be increased by the percentage increase found in CPI-Urban with the consent of the District Administrator, provided the District Administrator's most recent performance evaluation, as required by Section 7, is "satisfactory" or better for the preceding year. Should the District Administrator's evaluation not be "satisfactory" or better, his salary shall not be adjusted.
- c. Further, the Board reserves the right to increase the annual salary of the District Administrator at any time by any amount, with the consent of the District Administrator. Any adjustment in salary made during the life of this contract shall be in the form of a written amendment, and shall become a part of this contract. It is provided, however, that by so amending this contract it shall not be considered that the District has entered into a new contract with the District Administrator.

A proposed amendment (Amendment #9) is attached. **This proposed amendment would raise the District Administrator's yearly salary to \$122,830.**

Recommendation for the Board of Directors

The Finance Committee sent this item to the Consent Calendar of the March 31, 2022 ARD Board of Directors with a positive recommendation.

Alternatives Available to the Finance Committee

1. Do not recommend amending the District Administrator’s contract
2. Request more information and bring back to a subsequent meeting

Fiscal Impact

The Fiscal Impact of a 3% increase in the District Administrator’s annual salary is \$3,578 per year. There is approximately \$809 in “roll-up” costs, broken out as such:

FICA	6.2%
MED	1.45%
W. Comp	1.9% (*74% exp mod)
457 match	2.5%
CalPERS	11.06%

The total fiscal impact is as follows:

Salary	\$3,578
<u>Roll-ups</u>	<u>\$809</u>
Total fiscal impact	\$4,387

This amount is included in the FY 22/23 budget.

Attachments

Proposed Amendment #9 to the October 30, 2012 contract between ARD Board of Directors and District Administrator Kahl Muscott.

Amendment #9 to the contract signed August 30, 2012, between the Auburn Area Recreation and Park District Board of Directors and District Administrator Kahl Muscott:

Section 3a will be deleted in its entirety and replaced with the following:

3. Salary

- a. District Administrator's annual salary shall be one hundred fifteen thousand, seven hundred seventy-nine dollars (\$122,830) per year for the term of this contract for performance of the duties of the District Administrator. Said salary shall be payable in twenty-six (26) equal by-weekly payments. When only a portion of any year or month is served, the District Administrator's salary shall be prorated to reflect such service.

Item 5.11 Cover Sheet for COLA Wage Increase

Auburn Area Recreation and Park District Policy Committee Meeting March, 2022; Board of Directors meeting, March, 2022.

The Issue

Shall the Auburn Area Recreation and Park District change pay scales for a district wide COLA Wage increase on April 1st, 2022, excluding some that were given minimum wage increases in January?

Background

The annual Union negotiations for 2022-2023 have agreed on a 4% COLA for this year and is within the constraints of the budget. Some of the lowest pay scales have been increased more, due to inflation and the competitive job market. Department Managers and the District Administrator have agreed to a 3% COLA to pass the savings onto the lowest paid positions.

Youth Services and Aquatic positions have been given increases in January, due to minimum wage requirements. Beginning April 1st, the increases to some of the job descriptions will affect the lower paid in these categories (assuring that the starting pay is \$16). Lifeguards, Head Guards, Instructors, Program Leaders I, II and III may be affected, but not the whole department.

California CPI for the last 3 years:

2018-2019	2.98%	ARD gave 3%
2019-2022	2.86%	No COLA given
2020-2021	1.00%	ARD gave 3%
2021-2022	6.5%	

ARD Policy on salary schedules:

2.20 Salary Schedule Ranges

The salary schedules and hourly wage schedules for District employees are established by the District Administrator and approved by the Board of Directors. Salary schedules and hourly wage schedules shall be reviewed periodically. Should the Board of Directors approve an increase in a salary or hourly wage schedule for a job description, all employees in the job description may receive a commensurate salary or wage increase, based on recent minimum wage or other salary adjustments.

Recommendation

The Auburn Area Recreation and Park Policy Committee recommends approval and send this to the consent calendar to the Board of Directors to review and adopt the new job descriptions to include a COLA per the attached spreadsheet.

Job Description Changes 2022-2023 Administration & Customer Service

Proposed 4% COLA Wage Increases - April 1, 2022

<u>Customer Service Associate</u>			<u>Human Resources Clerk</u>			<u>Account Clerk II</u>					
	Wage Scale			Wage Scale			Wage Scale				
Current	15.00	to	19.25	Current	16.05	to	21.47	Current	19.83	to	29.74
New	15.60	to	20.02	New	16.69	to	22.33	New	21.00	to	31.52
			4.0%				4.0%				6.0%
<u>Customer Representative</u>			<u>Administrative Assistant</u>			<u>Executive Assistant</u>					
	Wage Scale			Wage Scale			Wage Scale				
Current	15.50	to	20.78	Current	17.24	to	23.30	Current	19.50	to	25.90
New	16.12	to	21.61	New	17.93	to	24.23	New	Eliminate		
			4.0%				4.0%				
<u>Customer Service/Marketing Manager</u>			<u>Account Clerk I</u>			<u>Administrative Services Manager</u>					
	Wage Scale			Wage Scale			Wage Scale				
Current	30.00	to	40.12	Current	16.87	to	22.62	Current	20.44	to	28.53
New	30.90	to	41.32	New	18.00	to	24.34	New	21.26	to	29.67
			3.0%				6.7%				4.0%
							(Existing Staff will receive a 4% COLA)				(Under 20 hours - non CalPERS)
				Current	16.09	to	21.53	Current	17.70	to	23.71
					Eliminate		(Under 20 hours - non CalPERS)	New	19.72	to	28.13
									(No Staff in this position)		11.4%

Job Description Changes 2022-2023 Recreation, Aquatics and Youth Services Proposed COLA Wage Increases - April 1, 2022

<p><u>Youth Services Program Leader I & Preschool Teacher 1</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Wage Scale</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Current</td> <td style="text-align: center;">15.00 to 19.25</td> </tr> <tr> <td style="text-align: center;">New</td> <td style="text-align: center;">16.00 to 20.53 6.667%</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>(New Staff will be increased to 16.00)</i></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>(1 staff member will be increased by 6.667%)</i></td> </tr> </tbody> </table> <p><u>Youth Services Program Leader II & Preschool Teacher 2</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Wage Scale</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Current</td> <td style="text-align: center;">16.00 to 21.00</td> </tr> <tr> <td style="text-align: center;">New</td> <td style="text-align: center;">17.00 to 22.31 6.625%</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>(New Staff will start at 17.00)</i></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>(2 staff members will be increased by 2.01%)</i></td> </tr> </tbody> </table> <p><u>Youth Services Program Leader III & Preschool Teacher 3</u></p> <table style="width: 100%; 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Job Description Changes 2022-2023

Facilities and Grounds

Proposed 4% COLA Wage Increases - April 1, 2022

<u>Facilities Attendant/Custodian</u>	<u>Facilities Maintenance Worker</u>	<u>Fac & Grds Project Manager</u>																																																																																																								
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Item 5.12 Cover Sheet for Job Description update for Account Clerk I and Account Clerk II Positions

Auburn Area Recreation and Park District Policy Committee meeting March, 2022; Board of Directors meeting, March, 2022.

The Issue

Shall the Auburn Area Recreation and Park District (ARD) change the job descriptions for the Account Clerk I and II Positions, including an increase in the pay range for both positions?

Background

The Account Clerk I job description's language was last updated March, 2011. The Account Clerk II job description's language was last updated December, 2019.

Account Clerk I and II

Certain responsibilities of the job have been added and some have been removed due to redundancy or new practices. The pay scale has been adjusted to reflect marketability constraints.

2.12 Job Descriptions

The Board of Directors approves job descriptions and they are maintained on file in the District. Each job description describes the job, typical duties, and the education, experience and abilities required for it.

Recommendation

The Program, Personnel, Policy, Fee and Legal Review Committee recommends approval of the changes to the Account Clerk I & II Job Descriptions and wage scales and sends to the consent calendar for the Board of Directors to review and approve.

Fiscal Impact

Some increases will affect future budgets because the salary scale has increased. There is no effect to the current budget (outside of the COLA that is being proposed for April 1st).

Attachment

Revised Account Clerk I and II Job Descriptions
Salary comparison of other smaller Park Districts

Proposed
ACCOUNT CLERK II

DEFINITION AND PURPOSE: Under the general direction of the Administrative Services Manager, the Account Clerk II performs various accounting and clerical skills. The position requires extensive skills in accounting, requiring initiative and a minimum amount of direction and supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Performs monthly closing and compiles profit & loss, balance sheets, and records changes to assets, expenses, depreciation schedules, projects, 501c3 accounts and any other related accounts
- Distributes financial statements to management and board members. Attends finance meetings.
- Maintain the general ledger, reconcile the bank statement and county reports to the general ledger monthly, including any journal entries as required
- Make bank deposits and collect county checks weekly
- Prepare invoices and process accounts receivables activity. Report aging and process collection activity.
- Review and process payroll
- Review accounts payable and verify supporting documentation for same
- Prepare the District's fixed asset accounting and coordinate the preparation of a fixed asset reserve report which reflects the annual funding necessary for the maintenance of the fixed assets of the District
- Assist with budget preparation by compiling information on revenue, expenses, fixed assets and other data; reconcile fixed assets quarterly
- Assist auditor(s) in annual audit as needed
- Prepare and review State and Federal Quarterly and Yearly reports including W-2's and 1099's, workers compensation audit reports, CalPERS depositing requirements, employment verifications, and prepares reports as necessary
- Process new hires, employee exits, calculate payroll and process payroll/benefit/deduction adjustments as needed
- Maintain and distribute calendar of performance evaluation forms and information for all district employees to District Managers
- Perform a variety of office assignments including filing, typing data entry, document preparation, updating records and creating spreadsheets using computer software, Registration online and online WWW accounts (Word, Excel, Great Plains, Time Clock, RecTrac, Dayworks, RecDesk, Banking, and Credit Card Merchant Services)
- Operation of various office equipment
- Maintain chart of accounts assigning appropriate account codes to new accounts
- Cross train in a variety of essential job functions of the Account Clerk I responsibilities
- Responsible for training accounting personnel

NON-ESSENTIAL JOB FUNCTIONS:

- May assist with office and customer service duties including phones, typing, data entry, registration, filing and any related office duties as needed
- May attend committee meetings when necessary
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity, strong organizational skills; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; computer applications including Word processing and Excel spreadsheets, maintain cooperative working relationships with District employees, vendors, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES

Two years of college or business school with degree in accounting or equivalent.

Minimum of two (2) years full charge bookkeeping experience, or any combination of education and accounting experience to meet qualification.

LICENSES AND CERTIFICATES

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. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when working with documents and operating a computer. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is sometimes required. The position requires working in an indoor, temperature-controlled office environment. The noise level of the indoor setting is usually quiet. The noise level of outdoor settings, if applicable, can be loud, especially when working around maintenance equipment and children.

Position may be full or part-time. When part-time, hours and days worked may be flexible, but must conform with District needs.

COMPENSATION: Regularly scheduled full-time or part-time non-union confidential position.

Wage rate range

\$21.00 - \$31.52 **Proposed**

~~\$19.53 - \$29.74~~

~~\$18.24 - \$24.43 (non-CalPERS)~~

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

ACCOUNT CLERK I

DEFINITION AND PURPOSE: Under the general direction of the Administrative Services Manager and supervised by the Account Clerk II position, performs various accounting and clerical skills. The position requires extensive accounting skills.

ESSENTIAL JOB FUNCTIONS:

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

- Assist and prepares various reports, employment verification, county and bank deposits as required. Assist with general ledger maintenance and reconciliation of the bank statement, including sorting check, and journal entries
- Perform a variety of office assignments including filing, typing data entry, document preparation, updating records and creating spreadsheets using computer software (Word, Excel, Great Plains, TimeClock, ~~Rec Trac~~ Registration online)
- Operation of various office equipment
- Prepare payroll, accounts payable, ~~accounts receivable~~ revenue posting, process refunds, check instructor payments for accuracy
- Review chart of accounts assigning appropriate account codes to new accounts
- Assist with budget preparation by compiling information on revenue, expenses, fixed assets and other data
- Maintain District bookkeeping filing system, including accounts payable and payroll
- ~~Assist with the District's back-up security system for the accounting computer and the main computer~~
- Prepare monthly revenue reports, departmental financial statements and distributes same
- ~~Post revenues and deposits as needed~~
- Assist with preparing and reviewing State and Federal Quarterly and Yearly Reports including W-2's and 1099's, Workers Compensation Audit Reports, CalPERS deposit requirements, employment verifications, and preparation of reports as required
- ~~Assist with the District's fixed asset accounting and coordinate the preparation of a fixed asset reserve report which reflects the annual funding necessary for the maintenance of the fixed assets of the District~~
- Cross train in a variety of essential job functions of the Account Clerk II responsibilities
- Maintain daily cash flow reports

NON-ESSENTIAL JOB FUNCTIONS:

- May assist with customer service duties including phones, typing, data entry, registration and any related office duties as needed
- Answering phones as needed
- ~~May attend~~ Attend committee meetings when as necessary
- Acts as liaison for IT services
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity, strong organizational skills; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; computer applications including word processing and spreadsheets, preferably on PC based systems; maintain cooperative working relationships with District employees, vendors, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES

One year of business school or college equivalent is desirable.

Minimum of two (2) years bookkeeping experience, or any combination and accounting experience to meet qualification.

LICENSES AND CERTIFICATES

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. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when working with documents and operating a computer. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is sometimes required. The position requires working in an indoor, temperature controlled office environment. The noise level of the indoor setting is usually quiet. The noise level of outdoor settings, if applicable, can be loud, especially when working around maintenance equipment and children.

Position may be full or part-time. When part-time, hours and days worked may be flexible, but must conform with District needs.

COMPENSATION: Regularly scheduled part-time or full-time non-union confidential position.

Wage rate range

\$18.00 - \$24.34 **Proposed**

~~\$16.87 - \$22.62~~

~~\$16.09 - \$21.53 (non-Calpers - less than 20 hours/week)~~

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

SECTION: 6.0

**BOARD REPORTS, VANDALISM REPORTS &
PROJECT ACTIVITY REPORT**

INFORMATION:

SEE ATTACHMENTS

Kahl Muscott
District Administrator
Report to the Board of Directors
March, 2022

- As of the writing of this report, the following is true about ARD facilities and amenities:
 - **Everything is open. Masks and vaccinations are not required anywhere**

PENDING ANY CHANGES, THIS WILL BE THE LAST REPORT ON COVID RELATED CLOSURES OR RELATED POLICIES/PROCEDURES

- The temporary fix for the James Field lights is still working. Work on the new conduit and wiring starts 3/28.
- The Regional Park pond received a surprise stocking of trout on March 17th. These trout were different and separate from the trout that the Placer Sportsman are getting for their Fishing Derby on March 26th.
- The City of Auburn Endurance Capital Committee (ECC) reconvened a meeting and decided to authorize the purchase of the ARD approved drinking fountain for the Bike Park (the ECC had previously said no). ARD will be responsible for the install of the unit, which will feature a spigot to fill water bottles.
- The City of Auburn's Traffic Watch volunteer program reached out to me, letting me know they were going to put out a traffic sign, advising Bike Park visitors to use Maidu Dr. to access the facility. This was based on complaints received last Sunday when they had the Phase II soft opening. I told them we totally support this and have some pics posted on our FB page.
- Mike attended the Placer County Parks Commission meeting this month where they unanimously approved using County Mitigation funds for the 24 Acre project. The final step is the Board of Supervisors meeting on April 19th.
- We received a big load of plants and trees for various areas at Atwood, Railhead and Recreation Park. Planting has occurred for most.
- As a reminder, the CARPD Conference is back in South Lake Tahoe this year (May 18 – 21). Please let me know if you interested in attending. I plan on attending on Thursday, May, 19, assuming everything can be worked out with committee packets. Here is more information:
<https://www.caparkdistricts.org/2022-carpd-conference-attendee-registration-is-open>

Meetings and events attended or scheduled to attend

- 3/1: Rotary
- 3/3: Scott Gayner re: Mt. Vernon property sale update
- 3/4: Meeting with City of Auburn re: wheelchair swing review
- 3/8: Rotary
- 3/11: Special Board Meeting re: James Field lighting
- 3/14: Rotary
- 3/18: Colfax High swim meet/PHS JV baseball
- 3/21: A&D Committee meeting
- 3/22: Rotary
- 3/23: Finance Committee
- 3/23: Policy Committee
- 3/24: ARD Safety Committee
- 3/25: Interviews F&G Facility Attendant/Custodian
- 3/29: CARPD GM Roundtable Zoom meeting
- 3/29: Rotary
- 3/31: PCALUCP meeting re: Auburn Airport

District Administrator Board Report Addendum

Art in the park proposals and approvals

March, 2022

Wes Davis, a photographer from Sacramento, made a request to post a large photograph of Dan Worth, a local skateboarder who recently passed away. The request was approved. Attached a picture of the photograph that was installed and the proposal request from Wes Davis.

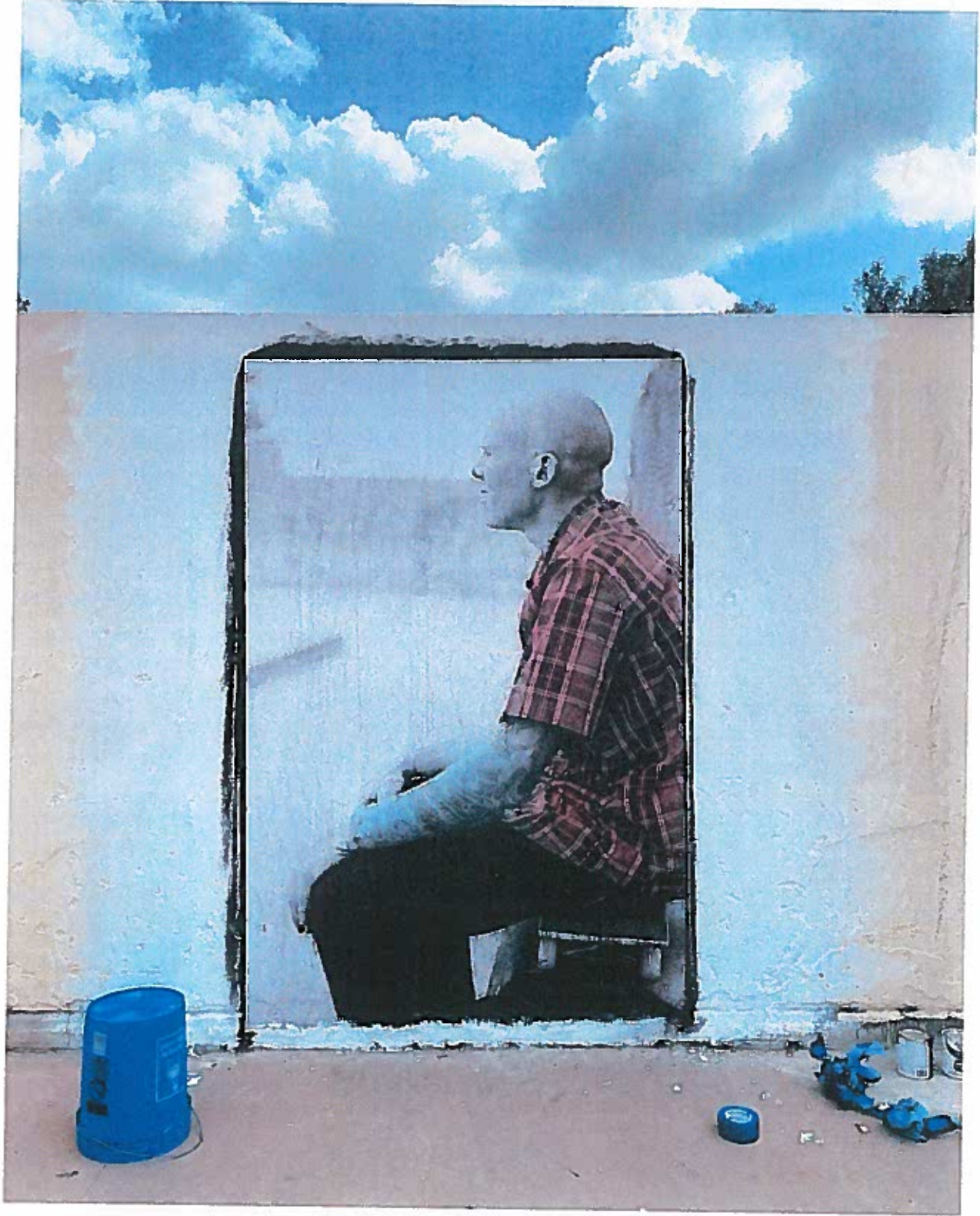
XXXI. Public art policy

All proposals for art at ARD parks and facilities will be presented to the District Administrator via the Art at ARD proposal form. The District Administrator and staff will review the proposed artwork and approve the proposal, deny the proposal or request further information. Denied proposals can be appealed to the ARD Board of Directors for review and consideration. Appeals will be made at the next available Board of Director's meeting.

All reviews of proposed artwork should include a review by law enforcement.

A copy or photos of the approved artwork will be included in the staff report section of the ARD Board of Directors agenda packet. This information should be made available at the next available Board of Director's meeting.

For the purposes of this policy, art or artwork refers to permanent art (given/donated or loaned) intended to enrich ARD park and facility environments for residents and visitors. Permanent as described in this policy refers to art or artwork that is meant to remain in place for a period of at least 6 months.





Auburn Area Recreation and Park District ART at ARD PROPOSAL

Please complete this application as fully as possible

Date 2/20/2022

Art/Project name Dan Worth Memorial Mural

Is this Art/Project being given/donated or loaned to ARD? If it is being loaned, what the proposed length of time before the Art/Project will be returned to the artist? _____

Art/Project location (please include a sketch of the location)

Dam overlook / Auburn skatepark.

Proposed by: Wes Davis

E-Mail: wesdavisphotography@gmail.com
CA 95818

Please provide a description of the artwork, including conceptual drawings and/or photographs

The work will be a large photographic print of a portrait of Dan Worth. The image was shot at the skatepark 20 years ago.

Please provide a statement of reason or purpose of the artwork

Dan Worth passed away in February of 2022. He was loved by many and spent many years at the Auburn skatepark many Auburn locals had deep connections with Dan.

Are you aware of any reasons that this artwork may be controversial? If so, please explain

Not that I am aware of. Dan only had friends and loved everyone.

Please describe the materials to be used in the creation of the artwork

Most of the work will be printed on large paper and applied to the wall with wheat paste (wall paper glue). Paint will be used to supplement the borders of the image. Paint will also be used for lettering. (Dan's name & Dates)

Please describe the installation procedures for the artwork

The work will be completed in 3 days. 1 for prep, 1 for glue and 1 for painting details. It may take a day in between each work day for drying depending on weather.

Please describe any special maintenance requirements for the artwork

Hard acrylic clear coat or UV clear coat every 5 years would be ideal, however no maintenance is required.

Please provide some information on your/the artist's background

I have been a working professional photographer for over 15 years. I have had several large scale public art installations including photographic murals and sculptures. Work can be seen on my website.

Approximate Art/Project value \$ Priceless (\$3,000 materials/labor)

Review policies

- All proposed art will be reviewed by ARD staff and local law enforcement. Please allow up to 60 days for review.
- Proposals will be approved, denied or sent back for further information.
- Denied proposals can be appealed to the ARD Board of Directors at the next available Board of Director's meeting.

If approved, the artist is responsible for and agrees to the following items and tasks:

- All financial considerations involved with the artwork, including installation, labor and materials. ARD is not prohibited from contributing financially to the artwork or installation thereof.
- Arranging for the development and installation of the artwork as per the approved proposal.
- Signing a donation agreement (if the art is a donation) unconditionally transferring ownership of the artwork, after installation, to the Auburn Area Recreation and Park District.
- Signing a loan agreement (if the art is on loan).
- Providing all required insurance coverage. The determination of whether insurance coverage is needed will be made by ARD staff.
- Understanding that all artwork is subject to removal should the artwork present a safety hazard, if there have been significant changes in the use, character or design of the site, if the artwork requires extensive maintenance, has a faulty design or workmanship or the artwork has been damaged and the repair is impractical or unfeasible. Significant, adverse public reaction to the artwork may also constitute removal.

I, the undersigned, have read and understand this document. I further understand that the Auburn Area Recreation District Board of Directors, staff and contractors are not responsible for the safety, security and condition of the artwork before, during or after installation at an ARD owned or managed facility.

Wes Davis
 Name (Printed) _____
 Signature _____

2/28/2022
 Date _____

Signature of parent or legal guardian if artist is under 18 years of age _____

Mark Brunner
Recreation/Youth Services Manager
Report to the Board of Directors
March, 2022

Aquatics

- Public Swim will start at Sierra Pool on June 6 and will run Sundays through Fridays throughout the summer. Placer Hills Public Swim will start on June 13 and will be open to the public from 1-4pm Monday thru Saturday. Family passes can be purchased starting April 1.
- District Aquatic programs that began in March were the Robalos swim clinics, Mermaids Synchronized swimming conditioning, and Mermaid's clinics.
- The first lifeguard certification course will take place the final week of March. Staff is hoping to be able to recruit at least five new lifeguards from this class. The second and final life guard class will be held during spring break in April.
- On April 16, staff will be hosting the second annual Floating Egg Hunt at the pool. The event is \$3 per family to attend. Thirty-five families have already registered online for this year's unique egg hunt experience. Families can register for the hunt at the pool the day of the event as well.

Adult Sports

- Winter Adult Basketball League has nine teams registered for this Winter season. The season will be completed in April.
- Spring Adult Softball started in March. There are twenty-one total teams registered this spring for softball.
- Spring Pickleball Tournament at Regional Park is scheduled to take place the weekend of April 29. A total sixty pickleball players have registered for the tournament.

Recreation Guide

- The Summer Recreation Guide will be mailed to the community on May 3. It will feature all of summer camps, special events, aquatic programs, new adult programming, and a special thank you to all of our sponsors.

Special Events

- Tickets for Boots N Belle's family dance are now available online through our www.auburnrec.com website. Tickets for the May 14 country themed dance are \$15 for adults and \$10 per child.
- Movie In The Park will be held at Recreation Park on June 10. The feature film for that night is the "War with Grandpa" starring Robert Dinero. This event is sponsored Marissa Leahy EXP Realty.
- For this 2022 special event season the District has already received numerous sponsorships including seven Platinum Sponsorships. So far, the Platinum Sponsors for this year are Old Town Pizza, IFC, Precision Orthodontics, Maki Heating and Air, Union Bank, Placer Title, and Innvoice Media. In addition, the District has received generous sponsors for specific events from Auburn Gymnastics, Sierra Pacific Real Estate, Myers and Sons Construction, and Roper's Jewelers.

Youth Programming

- Mighty Mites basketball program, coach by our own Jerry Fisher, is returning in April. The popular class is sold out.
- Play-Well Lego Camp will be holding a spring break camp at the Canyon View Community Center. The camp is expected to sell out.
- The District's Youth Volleyball League will return this summer for its second season. Registration is now open online. The season will officially begin on June 8.

Veona Galbraith
Administrative Services Manager
Report to the Board of Directors
March, 2022

February's Financials

Revenues –

- **Programs** are over budget by **\$25,500**. Most notable variances are in the **Recreation Department**. **Youth Basketball** is over budget by **\$15,500**, **Special Events** are over by **\$4,700** and **Adult Softball** is over by **\$3,600**.
- **Grants and Donations** are over by **\$337,000**. **\$314,900** from our COVID relief grant and **\$17,900** in **Youth Assistance** donations.
- **Tax Revenue** came in **\$6,200** under expected. We are currently 99.8% of budget.

Expenses –

- **Program Expenses** are under by **\$23,500**. Most savings are coming from **Youth Basketball Expense (\$11,500)**.
- **Operations and Supplies** are under budget by **\$31,300**. Most savings come from **Staff Development in Youth Services** of **\$7,700**. This is for a program that hasn't yet been purchased, so it should be expended before year end. **Small Tools Expense** is under budget by **\$6,300**, but other savings have been across the board in this category. This may or may not still be spent in Mar.
- **Utilities** are under budget by **\$25,000** some has been saved in **water usage**. PGE bills came in very late and nothing was paid in February. March will probably come in over budget due to lack of energy savings.
- **Maintenance costs** are under by **\$58,800**. **Tree maintenance** is under by **\$25,000** and we may not be able to finish up this program by fiscal year end. **Equipment Repairs** are currently under also by **\$11,000**, but also could be expensed in March. **Field Maintenance** is currently under by **\$12,627**, but future repairs are slated that could absorb those savings. **Maintenance at Regional Park** is down **\$9,700** which will be spent in March. The remaining savings are in multiple smaller accounts. These will even out in March more than likely, since we have some large expenses in the pipeline.
- **Wages/Benefits** are under budget by **\$24,000**. **Payroll Taxes** are under by **\$12,000**, **Health/Dental Benefits** are under by **\$16,000**. This is partially due to fluctuations in staff, but more was budgeted for Health Premium increases than we saw.

Appointments to Note for Feb/Mar:

- Meeting with Scott Gaynor (Winchester Land)
- Leadership Auburn
- Spring Education Day, Sacramento
- Safety Meeting

Caleb Porter
Youth Services Manager
Report to the Board of Directors
March, 2022

Monthly Recap: Monthly programming has been constant and exciting. Staff have been fond of the fantastic weather that we've had. The sites had March related themes for programming, from Women's history to St. Patrick's Day. In the spirit of Mary Anning (Famous English Paleontologist), Trica at Skyridge organized a "dig" for the students to uncover fossils and get to experience what it would be like to be Paleoanthropologists. Upcoming Month: Aloha! April projects to be a busy month, between our standard After School programming and planning and prepping for Summer we will also be running our



Spring Break Camp. Camp Aloha will be filled with Aloha spirit, arts, crafts, projects, cooking, a day of swim ... and a little hula practice

Mike Scheele
Landscape Architect/Project Manager
Report to the Board of Directors
March, 2022

RECREATION PARK

- **James Ballfield Outfield Turf Replacement Project:** **No New Action.** District has accepted the outfield work. If, in the spring when the Bermuda Grass comes out of dormancy, the District finds any damage from the Roundup applications the contractor made, they have agreed to come back and replace any of those areas with Bermuda sod. The outfield (and infield) are both in winter dormancy now. The non-brown grass growth in the outfield is poa annua, a weed grass. Staff is planning on doing herbicide applications in-house for these weeds in the coming weeks.
- **James Ballfield Tower Lights New Electrical Project:** A Special Board meeting held on 3/11/22 approved 100k to replace the old direct-bury wiring at James Field. This is a change order to the Energy Efficiency Project but will be tracked here separately due to the scope and cost. Contract change order was signed on 3/12 and the contractor (Centrica) is procuring an engineered lighting drawing that will need to be submitted to the City along with a 1% cost of work fee for the electrical permit. Staff has already consulted with the City and this will be an over the counter (quick) permit. The ballfield lights have been re-wired in a temporary configuration to allow the coaches to turn them on and off in the meantime.
- **South Play Area Wheelchair Swing Project:** Updated/revised pricing was received from vendor and remained in line with budgeted expectation. The proposal will now be sent to the A&D Committee and the Board for approval. After approval the proposal will be signed and the swings scheduled for installation. The project is being installed by a pre-qualified and certified playground installation contractor through a JPA (Joint Purchasing Agreement).
- **Rec. Shop Floor Reinforcement Project:** Engineering drawings have been received for Recreation Park maintenance shop garage roof reinforcement and Staff will be submitting them to the City for permitting with bid solicitation to follow. Staff is soliciting preliminary pricing assistance from contractors for this work prior to bidding and having difficulty getting responses. A NEW contractor/builder was contacted on 3/4 and the information was sent and staff is awaiting a response.

MEADOW VISTA PARK

- **Playground Replacement Project:** The playground replacement pre-construction meeting occurred on 3/23 and the vendor, installation contractor and staff attended. The playground equipment is scheduled for delivery on 4/8 and the installation will commence shortly thereafter. The District will be renting a forklift to unload the materials from the truck and the vendor representative will be on-site to take inventory. The District will also be renting and coordinating the installation of temporary construction fencing around the play area and posting signage beforehand alerting the public of the upcoming work.
- **Parking Lot Re-seal/Re-stripe and Asphalt Path Repairs Project:** No New Action. The parking lot sealcoat portion of the project will be postponed until spring/warm weather.
- **Pickle Ball Court Crack Filling Project:** Project completed. Staff has obtained pricing to perform actual crack repairs using the apparently leading industry system called the "RiteWay System" and is using this to budget more thorough repairs in the 2023/24 budget.

ASHFORD PARK

- **Irrigation Pump and Filter Replacement Project:** New pump fencing & gate work was completed the week of November 4th. Pricing has been requested for some additional work items that will secure the equipment better and provide for more ease of maintenance. Additional fence work pricing was finally received and the work is scheduled to take place last week of March.

OVERLOOK PARK

- **Restroom ADA Upgrades & Partitions Project:** No New Action. A new memorial bench installation has just been completed near the overlook and the donors (Bill Kirby Family & friends) included two decorative quartz boulders and a custom concrete finish on the pad. Project signage and fixture adjustments will be done in-house when staffing levels allow. ADA Parking lot re-striping needs to be re-done and restroom partitions are in need of replacement. Staff will obtain quotes for this work.

REGIONAL PARK & 24 ACRES SITE

- **24 Acres Park Site Development Project:** DUDEK has started the construction documents for the new park and staff met with their team for a site visit at the end of February. Geotechnical investigation and topographic survey work is being completed concurrently with the CD prep. Staff has been communicating with Placer County about the project to help insure a smooth permitting process (building permit, grading permit). The County has identified a method for tree removal mitigation fee assessment slightly different than the one staff was expecting and it appears it will reduce fee costs by close to 50%.
- **Dry Creek Playground Replacement Project:** No New Action. Unless other funding is found, this project will need to be postponed as the Per Capita Grant funds will be directed to the 24 Acres site project instead.
- **Pickle Ball Court Crack Filling Project:** Project completed. Staff has obtained pricing to perform actual crack repairs using the apparently leading industry system called the "RiteWay System" and is using this to budget more thorough repairs in the 2023/24 budget.

CANYON VIEW COMMUNITY CENTER (CVCC)

- **Bike Park Project:** Phase 2 work continues to progress very quickly and 1000 more yards of dirt have been delivered to the site by PG&E in the past few weeks. Some of the dirt is being used to soften a

Phase 1 trail converting it into a beginner trail from advanced. Numerous jumping events for beginners and advanced bikers have been constructed into the relatively small phase 2 area. A large steel donor recognition sign has been installed by the ATA bike park volunteers. The phase 2 area has been opened and has been receiving a great deal of use. Additional signage has been placed in the area to reduce traffic through the neighborhoods and encourage parking in the parking lots instead of along Maidu Drive.

- **Maidu Drive Repair Project (Bureau of Reclamation): No New Action.** Project has been completed. Staff have obtained budget estimate from one contractor to install a speed table in the road to slow traffic and have also been discussing other traffic calming measures such as signage and striping.
- **ADA Door Improvements & Deadbolt/door closing upgrades building-wide: No New Action.** Automatic door hardware needs to be installed at the north entry. Part of the COVID Relief monies are being proposed to perform this ADA door work and improve door closers & locking mechanisms throughout the entire building to bring facility into compliance with fire safety codes and improve security.

PLACER HILLS PARK

- **Pool Parking Lot Repairs & ADA Striping Project: No New Action.** Project has been completed.

MULTI PARK ITEMS

- **Energy Efficient Upgrades:** Solar power came on-line at CVCC on 3/16 and the remaining three sites will follow. A special board meeting was held on 3/11 to approve funding for replacing the ballfield light wiring at James Ballfield. This will be tracked as a separate project above under the Recreation Park section. Staff is awaiting test results for the mold inspection at CVCC due to the flooding that occurred in November 2021. Punch-list work remains on misc. plumbing, electrical and HVAC work at various sites.

MISCELLANEOUS ITEMS

- **Work** ongoing for replacement planting projects at three parks. Field investigation needs to occur at Sugar Pine Ridge/Winchester Park for a new irrigation booster pump. Investigation and prelim pricing for a new pump and filter at Railhead Park. Ongoing assistance with bike park signage and irrigation system adjustments. Updates of monthly Board reports/A&D Project Activity Reports etc.

Manouch Shirvanioun **Customer Service/Marketing Manager** **Report to the Board of Directors** **March, 2022**

- Permitted Placer Hills Firefighters Association to hold Pioneer Day at MV Park on June 5, 2022.
- Permitted Auburn Winds to hold another concert in the park (front lawn/Rotary Patio) on May 15, 2022 from 3-5pm. Their last concert in Fall was well received by park patrons.
- In the process of permitting Placer High Environmental Club to hold a large Earth Day Festival on April 22, 2022, at Overlook Park from 3-10pm. They anticipate 1,000 visitors.
- In the process of working with Placer County Sheriffs Council hosting an event "Day With A Deputy" at Regional Park on September 10, 22. This large event will include variety of demos, helicopter landing, Mounted Unit, and many other activities.
- Overlook Park and Railhead Park hosted three different running events.
- Leadership Executive Committee Meetings.
- Attended Chamber Ambassador Ribbon Cutting visits.
- Attended Chamber Networking Lunch

Jesse William
Facilities & Grounds Manager
Report to the Board of Directors
February, 2022

American River Canyon Overlook Park, Auburn Elementary School, Canyon View Community Center, Christian Valley Park, Recreation Park, Regional Park, Rock Creek Elementary School, Skyridge Elementary School:

- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Ashford Park:

- Started organizing the Facilities and Grounds shop.

Christian Valley Park:

- Norris Electric replaced burnt up wiring in the panel with new wire.

Meadow Vista Park:

- Refilled the sand box at the playground.

Placer Hills Park:

- Lifeguard First Aid and Safety serviced our eye wash station.

Railhead Park:

- Serviced the irrigation motor and pump.
- Applied Monument 75WG herbicide to the infield of Beggs Field and James Field to control the weeds in the turf. This broad-spectrum herbicide helps ensure a healthier stand of bermudagrass (label and safety data sheet available upon request).

Recreation Park:

- Serviced the #30 truck.
- Applied Monument 75WG herbicide to the infield of Beggs Field and James Field to control the weeds in the turf.
- Lifeguard First Aid and Safety serviced our eye wash station.
- National Aquatics Services serviced the pool heater.
- Serviced a Husqvarna 535LS Grass Trimmer.
- Serviced a PowerTrim Edger.
- Serviced one of the flatbed trailers.
- Serviced the Kioti KL 5520 Front End Loader.
- Continued repairing the large gazebo.
- Refilled both the sand boxes at the playgrounds.

Regional Park:

- Serviced one of the TX 4x2 Traditional Utility Vehicles.
- ABT Plumbing, Electric, Heating and Air serviced the sewer line.
- Applied Monument 75WG herbicide to the infield of C Field to control the weeds in the turf.

Other:

Hydrological conditions in our area have made a marked improvement compared to the rest of state. However, water supply is not at a point where all drought considerations should be forgotten, and the state of California as a whole continues to be in a drought emergency. At this point, we are being asked by our local water agencies and the state to continue to reduce our water use and being encouraged to pursue water conservation and efficient irrigation practices.

FEBRUARY VANDALISM REPORT

		LABOR COSTS	MATERIAL COSTS
2/18/2022	Skate Park, paint to cover up the graffiti.	\$412.14	\$81.08
2/18/2022	Sugar Pine, vehicle doing donuts in the field, needed to fill in the ruts there were created.	\$83.20	\$157.92
2/18/2022	Sugar Pine, vehicle doing donuts in the field, needed to fill in the ruts there were created.	\$83.20	\$351.02

Total Labor	\$578.54	Total material	\$590.02
Total for Year	\$5,449.34	Total for Year	\$11,960.93

2022/2023 PROJECT ACTIVITY REPORT		UPDATED 03/16/22		
PROJECT	EST. COST	NOTES	EST. COMPLETED	
PINK COLORED SECTIONS INDICATE NEW ACTIVITY				
RECREATION PARK				
James Ballfield-Outfield Bermudagrass Conversion Project (2019)	42,000.00	District has accepted the outfield work. If, in the spring when the Bermuda Grass comes out of dormancy, the District finds any damage from the Roundup applications the contractor made, they have agreed to come back and replace any of those areas with Bermuda sod. The outfield (and infield) are both in winter dormancy now. The non-brown grass growth in the outfield is poa annua, a weed grass. Staff is planning on doing herbicide applications in-house for these weeds in the coming weeks.	OCTOBER 2021	
Wheelchair Swing Project (2019)	82,000.00	Updated/revised pricing was received from vendor and remained in line with budgeted expectation. The proposal will now be sent to the A&D Committee and the Board for approval. After approval the proposal will be signed and the swings scheduled for installation. The project is being installed by a pre-qualified and certified playground installation contractor through a JPA (Joint Purchasing Agreement).	SPRING 2022	
Rec Shop Floor Reinforcement Project (2020)	20,000.00	Engineering drawings have been received for Recreation Park maintenance shop garage roof reinforcement and Staff will be submitting them to the City for permitting with bid solicitation to follow. Staff is soliciting preliminary pricing assistance from contractors for this work prior to bidding and having difficulty getting responses. Another contractor/builder was contacted on 3/4 and the information was sent and staff is awaiting a response.	SPRING 2022	

2022/2023 PROJECT ACTIVITY REPORT		UPDATED 03/16/22	
PROJECT	EST. COST	NOTES	EST. COMPLETED
James Field Lights Re-Wiring Project (2022)	100,000.00	PINK COLORED SECTIONS INDICATE NEW ACTIVITY A Special Board meeting held on 3/1/22 approved 100k to replace the old direct-bury wiring at James Field. This is a change order to the Energy Efficiency Project but will be tracked here separately due to it's scope and cost. Contract change order was signed on 3/12 and the contractor (Centrica) is procuring an engineered lighting drawing that will need to be submitted to the City along with a 1% cost of work fee for the electrical permit. Staff has already consulted with the City and this will be an over the counter (quick) permit. The ballfield lights have been re-wired in a temporary configuration to allow the coaches to turn them on and off in the meantime.	SPRING 2022
MEADOW VISTA PARK			
Playground Replacement Project	100,000.00	Playground pre-construction meeting is scheduled for 3/23. Site logistics will be discussed and construction start date in April will be established.	APRIL 2022
ADA Signage	1,200.00	Inventory of existing ADA signage at the park was completed by staff. The needs appear minimal and the signage upgrades will be grouped with the asphalt striping work.	SPRING 2022
Parking Lot Re-seal/Re-Stripe (combined with project below)	13,000.00	The parking lot sealcoat portion of the project will be postponed until spring/warm weather.	SPRING 2022
Asphalt Pathway Repairs (2020)	40,500.00	Pathway repair portion of the project was completed in December.	FALL/WINTER 2021

2022/2023 PROJECT ACTIVITY REPORT		UPDATED 03/16/22	
PROJECT	EST. COST	NOTES	EST. COMPLETED
Pickleball Court Crack Repairs	5,000.00	PINK COLORED SECTIONS INDICATE NEW ACTIVITY Project work ended up being more challenging than the District or contractor thought but the crack filling work has been completed and the contractor installed new colorant on all the courts for no additional cost.	WINTER 2022
ASHFORD PARK			
Irrigation Pump Replacement Project (2021)	45,000.00	New pump fencing & gate work was completed the week of November 4th. Pricing has been requested for some additional work items that will secure the equipment better and provide for more ease of maintenance. Additional fence work pricing was finally received and the work will take place in late March.	SPRING 2022
OVERLOOK PARK			
Restroom ADA Upgrades	15,000.00	Project signage and fixture adjustments will be done in-house when staffing levels allow. ADA Parking lot re-striping needs to be re-done and restroom partitions are in need of replacement. Staff will obtain quotes for this work.	SPRING/SUMMER 2022
REGIONAL PARK & 24 ACRES SITE			

2022/2023 PROJECT ACTIVITY REPORT		UPDATED 03/16/22	
PROJECT	EST. COST	NOTES	EST. COMPLETED
Statewide Park Development and Community Revitalization Program (SPP) Grant Round 4 (2018/2019) & CEQA Documents-24 Acres Park Site Development Project	120,000.00	PINK COLORED SECTIONS INDICATE NEW ACTIVITY Contract from the State is anticipated soon and one of the grant requirements is that a Deed Restriction be placed on the property to keep it a maintained park for 30 years. Additionally, staff will be procuring an Irrevocable Recreation Easement onto the property to greatly lessen the sewer connection fees that would otherwise have to be paid with the park development. Both of these items will be brought to A&D and the Board for review and consideration. Staff met with Director Holbrook and representatives from the Timberline development to discuss their donated trail/recreation easement along their property connecting Bell Rd. to the 24 Acres site.	FALL 2023
24 Acres Site Construction Documents	110,000.00	DUDEK has started the construction documents for the new park and staff met with their team for a site visit at the end of February. Geotechnical investigation and topographic survey work is being completed concurrently with the CD prep. Staff has been communicating with Placer County about the project to help insure a smooth permitting process (building permit, grading permit). The County has identified a method for tree removal mitigation fee assessment slightly different than the one staff was expecting and it appears it will reduce fee costs by close to 50%.	SPRING/SUMMER 2022
Dry Creek Playground Replacement	177,000.00	This playground project will need to be postponed until funding can be put in place for it's replacement.	FUTURE

2022/2023 PROJECT ACTIVITY REPORT		UPDATED 03/16/22	
PROJECT	EST. COST	NOTES	EST. COMPLETED
		PINK COLORED SECTIONS INDICATE NEW ACTIVITY	
Pickleball Court Crack Repairs	4,500.00	Project work at MV park incurred some delays causing this work at Regional Park to be delayed and it has just started. Crack filling work scheduled to be completed on 2/15-16. Staff have requested a price from the contractor to come back and re-do all the color coating on the entire court area.	WINTER 2022
CVCC			
Bike Park - Construction (2015/2016)	130,738.00	Phase 2 work continues to progress very quickly and 1000 more yards of dirt have been delivered to the site by PG&E in the past few weeks. Some of the dirt is being used to soften a Phase 1 trail converting it into a beginner trail from advanced. Numerous jumping events for beginners and advanced bikers have been constructed into the relatively small phase 2 area. Holes have been dug at the pump track frontage for a large steel donor recognition sign and it will be installed soon by the ATA bike park volunteers.	ONGOING
Maidu Drive Repair (2018/2019)	0.00	Project was completed late January 2022. Staff is obtaining pricing for the possible installation of one or two speed tables to be installed as traffic has not been obeying the 25 MPH speed limit. Staff has been also researching plastic bollards and striping that might be used to slow traffic as well.	COMPLETED

2022/2023 PROJECT ACTIVITY REPORT		UPDATED 03/16/22	
PROJECT	EST. COST	NOTES	EST. COMPLETED
ADA Door Improvements & Deadbolt/door closing upgrades building-wide	50,000.00	PINK COLORED SECTIONS INDICATE NEW ACTIVITY Automatic door hardware needs to be installed. Part of the COVID Relief monies are being proposed to perform this ADA door work and improve door closers & locking mechanisms throughout the entire building to bring facility into compliance with fire safety codes.	SPRING/SUMMER 2022
PLACER HILLS PARK			
Parking Lot Repairs	50,000.00	Project completed early December 2021.	FALL 2021
MULTI-PARK ITEMS			
Energy Efficient Upgrades	2,131,500.00	Solar power came on-line at CVCC on 3/16 and the remaining three sites will follow. A special board meeting was held on 3/11 to approve funding for replacing the ballfield light wiring at James Bailfield. This will be tracked as a separate project above under the Recreation Park section. Staff is awaiting test results for the mold inspection at CVCC due to the flooding that occurred in November 2021. Punchlist work remains on misc plumbing and electrical work district-wide.	ONGOING 2021/22
Fiscal Year Projects Total:		3,237,438.00	

8.1 Cover sheet – Regional Park “24 Acre” Park and “C” Ballfield Naming

Acquisition and Development Committee January, 2022; Board of Directors Meeting January 27, 2022; Acquisition and Development Committee March, 2022; Board of Directors meeting March, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors name the new park that is unofficially referred to as the “24 Acres”, including the associated “C” baseball field?

Background

The Auburn Area Recreation and Park District (ARD) purchased 24 acres of land adjacent to Regional Park in September of 2004. The property was purchased from the Placer Union High School District. The 24 acres included an already established 5 acre ballfield and 19 acres of undeveloped land. ARD has been desirous of developing the 19 acres, unofficially referred to as the “24 Acres”, since that acquisition.

In 2010 and again in 2011, ARD applied for a grant from the Statewide Park Program, also known as the “Prop 84 grant”. Ultimately, ARD was not chosen as a recipient for either of the two grants.

In 2020, ARD applied for a grant from the Statewide Park Program with funding through Prop 68. This time, ARD was successful in receiving grant funding of \$2.3 million, towards the estimated development cost of \$3.4 million for the “24 Acre” property.

The naming of this property is something that should be done sooner, rather than later, as using the selected park name will be helpful with documents and signage.

In January, 2022, the ARD Board of Directors authorized moving forward with naming the “24 Acre” property and the Regional “C” ballfield. Following policy (listed below), a press release was sent out. The Auburn Journal ran a story on the park/field naming on January 31st. The press release and information were also posted to the ARD Facebook page.

Names suggested by the public are attached.

ARD policy on naming parks is as follows:

XVI. Naming Public Facilities

During the master-planning phase and/or prior to Board approving final plans and specifications on any park or public building, an open period of approximately two weeks will be announced giving individuals, staff and the Board an opportunity to suggest names for the facility.

A press release will be sent out notifying the public, and interested individuals could submit the appropriate form giving staff some information regarding the suggested name. Names should be submitted to the District Administrator.

Staff, along with an established committee or selection committee, will review all names and prioritize and recommend a name for finalization by the Board of Directors. The Board would receive all names submitted along with the staff/committee evaluation.

Land or gifts with deed restrictions may not follow these guidelines.

Names must be in accordance to District policy as noted.

A. Parks:

1. Name to reflect geographical location, historical references or feature of park, or significant or unusual natural features.
2. Named after a significant individual(s).

B. Buildings:

1. Name to reflect the services provided in facility.
2. Name to reflect geographical location.
3. Named after significant individual(s).

C. Criteria for naming a facility after an individual:

1. Individual must have made a significant contribution to the facility by:
 - a. Donation of land or large financial contribution to the facility.
 - b. Contributed substantially and improved the quality of life in the Auburn Area Recreation and Park District (Area 5). This could relate to involvement with parks and recreation or other public agency.
2. Each public facility or place within parks, such as ball fields, groves, walkways, trails and buildings could be named after selected individuals in their honor as desired and appropriate.

Recommendation for the Board of Directors

The ARD A&D Committee makes the following recommendations to the Board of Directors:

- 1) Name the park "Marriott Meadows"
- 2) Name the ballfield "Ridge Runners Field"

The Committee further recommends that ARD and consider naming the gym/Lakeside Room building at Regional Park, focusing on possible Native American names.

Fiscal Impact

N/A

Attachments

Suggested/recommended names for the "24 Acres" and Regional "C" baseball field
24 Acre and Regional C site map

Naming suggestions for the Regional Park "24 Acre" property and the Regional "C" ballfield

In order of receipt (name suggestions bolded when possible)

Hello! I am so excited to hear about this new park. Please look into the parks in grass valley, specifically Minnie Park and Memorial park! Both are very modern and fully enclosed. Great for both toddlers and big kids. Auburn is SURELY missing a park like these two parks. Minnie park even has a bike trail for littles to bring their scooters, within the fencing and it truly is amazing.

Name recommendation, "**24 acre park**"!
And "**24 acre field**".

Good luck 🍀 thank you.

Nicole Jones

I would like to make a name recommendation for the new 24 acre ARD park which you are currently soliciting suggestions for.

My suggestion is: **AJ Nunez Memorial Park.**

AJ Nunez served as the Fiscal Officer for the Placer County Air Pollution Control District for many years. In her time with the county and the air district she brought financial stability to our air district and was loved by many. On January 14th of this year, she passed away suddenly following a lengthy battle with cancer. Without AJ, our Air Pollution Control District would not be what it is today, and Placer County wouldn't be such a beautiful place for us to live and recreate. I hope your committee will consider honoring AJ's memory in this way. If you would like more information regarding her contributions to our county and the impact her work has had please reach out to Erik White, our board's executive director at ecwhite@placer.ca.gov.

Thank you!

Trinity Burruss

Colfax Mayor

Greetings,

Please consider naming the park after esteemed A-town legend, **Gilbert Ortega**. He brought so much levity and joy to residents here for so long.

Past attempts to honor his incredible contributions to Auburn have fallen flat. This is our chance to celebrate and honor the person we should all aspire to exemplify.

Should you forget who Gilbert was, or are new to the area, heres a recap of his astounding life. <https://goldcountrymedia.com/news/47424/media-life-should-gilbert-be-remembered-with-central-square-statue/>

Thank you,

Cameron Kephart

Hello,

On this very land in the placer mining days was a gold mine called "Black Ledge Veins". See screenshot of exact location provided by Google Maps.

It's a bit difficult to find a lot of data on this mine, but it fits the criterion I believe. I propose naming the park "**Black Ledge Park**" or similar.

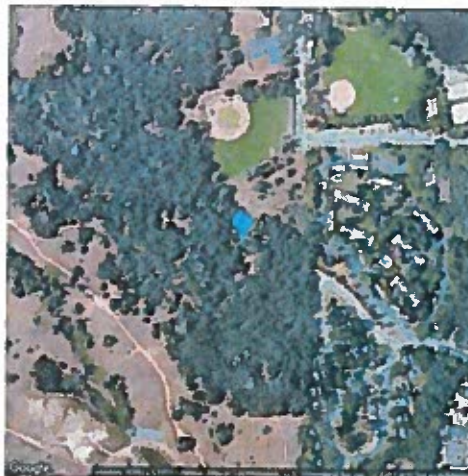
I'd also love to see the Tsuda family name on the park after all they did for our community even after being sent to internment camps during WWII and having their original store seized by (the city? State?). They came back and reopened and served our community well for many more decades. It's perfect PR for the city as well, in a very delicate time in which we are making amends for certain past crimes against humanity.

Thank you for your consideration,

Brenda Bowie

Auburn Resident

MRDS mine locations are often very general, and in some cases are incorrect. Some mine remains have been covered or removed by modern industrial activity or by development of things like housing. The satellite view offers a quick glimpse as to whether the MRDS location corresponds to visible mine remains.



Satelite image of the Black Ledge Veins

Good afternoon,

I saw the article in the Auburn Journal about ARD seeking input for a new park name. I have a few suggestions:

- **Oak Nut Park** ("oak nut" being another name for "acorn," but also reflects the onsite oak woodland)
- **Rock (or Dry) Creek Recreational Park**
- **Placer Savannah Park** (oak woodland is often referred to as "California Savannah," this gives a local flavor to that term)
- **Golden Oaks Recreation Park** (Gold Rush heritage & oaks)

Thank you for the opportunity to provide input, best of luck on the selection process!

Regards,
Kally Keding- Cecil

Dear Kahl,

Please submit my choice to the ARD Acquisition & Development Committee. Please also give me the names of the people on the committee so I can be sure you submit it to them. My submission is **MUSCOTT PARK**.

Thank you,
Betty Jensen

I have a few ideas for the name of the new 24 acres park, such as

Community Acres,

24 Acres of Fun,

Auburn Acres,

Family Fun Park,

Community Oaks Wilderness Park, Adventure Acres,

Community Heroes Haven

Out and About Acres

The Sherwood Shire

This is just what I thought of after reading the article in the paper this morning. The park is a wonderful idea.

Thank you for your consideration,

Pam Hessom

Ruth R. LaGrange

2-4-22

Cool, CA 95614

ATTN. MR MUSCOTT
I would like to submit
a few names for the 24 acre
property -

BUFFALO PARK
ANTLER PARK
FAWN PARK
ACORN PARK

GOOD LUCK
Ruth R LaGrange

I WORKED AT HILLTOP MANOR CONV. HOSP
IN ACORN FOR 18 YEARS -



Hey Kahl,

New name suggestion for the 24 acre park, simple and to the point:

"North Park"

Just my 2 cents worth! Thanks and have a great day.

Randy Maki

Hi Kahl,

Ideas for naming the new park---

Auburn Trailing Oaks Park

Auburn Trails and Tails Park

Auburn Oak Trails Park

Kassy Ferguson

Kahl – I'm so glad that Matt and I caught up with you yesterday afternoon. As we noted, our UAIC Tribal Council was thrilled to offer the place name of "Ridge Runners" up as a name for the park and the ball field.

By way of background, I attach a photograph of the Auburn ball team from the 1930s. The gentleman seated at the far left in the front row is Hickey Murray. Participating in Auburn community baseball became central to tribal identity through the hard times of the Depression and following the war years as veterans returned. The Auburn Ridge Runners became part of the glue that held the Indian community together. It gave the Tribe's young men a way to be part of the larger community, and to celebrate being a part of the Auburn Rancheria.

I also attach a photo of the Ridge Runners from the 1980s. In the center, Hickey Murray is holding the team's trophy for their league win. Standing on the far right is John ("Will") Williams, our current Tribal Vice Chairman. In the front, also on the far right, is Calvin Moman, our current Tribal Secretary. A former Council member Danny Rey is also in the photo, as is his brother Manny Rey. He's not in this photo, but one of our staff members, Josh Stewart, also played for the Ridge Runners in the 1990s. Mr. Murray has passed, but the legacy of baseball continues. Playing baseball in ARD's parks runs deep here.

Please let Matt and I know when the committee is meeting to discuss the Park & ballfield name proposal. We'd be delighted to "pitch" Council's suggestion.

All my best,

Rebecca



Rebecca Allen, Ph.D., RPA
Director
Tribal Historic Preservation Department | UAIC
10720 Indian Hill Road
Auburn, CA 95603
Cell: (530) 718-0276
rallen@auburnrancheria.com | www.auburnrancheria.com





Kahl,

Unfortunately I am unable to attend the ARD meeting tonight, but I'd like to give you my suggestion on the naming of the additional area. It is my understanding that due to a number of land trades this section had originally been part of the Marriott ranch. I am strongly suggesting that the area be designated **Marriott Meadows**.

I know you have been asking for suggestions and this is the one that seems most appropriate to me..

Mike Holmes

Hi Kahl,

I agree that the name should reflect the long history of the **Marriott** family in the North Auburn/Rock Creek area.

Thanks Kahl!

Jim Holmes

Auburn Recreational District
24 Acre Property & Regional "C" Field

This is in regards to naming the 24 Acre
"C" Field to be built on Richardson Drive
next to the Parkside Church.

Since 1938, this land was owned by the
Marriott family. Some of this land was
donated & some of the land was sold to
the school district. The Marriott Ranches
consisted of many acres on Dry Creek Rd,
such as the land where the Deer Creek Ridge
subdivision is located and where
Parkside Church is located, as well as the
location of the school that is on
Richardson Drive.

The Marriotts still live in the original
Farmhouse owned & built by the Marriotts.
We would like the Marriott Legacy to be
carried on & would like for the board to
consider naming the park
"Marriott Meadows"

~~Layne~~ Thornton
Elaine

Dear ARD Board

I would like to nominate
Tracy Tunnell. For many
years the Tunnell family
held baseball tournaments
in your name for Suicide
Prevention.

Thank you for your consid-
eration, Charlene Kelly
530-823-3130

REGIONAL
PARK

3770 Richardson Dr

24 ACRE
PARCEL

FIELD
C

NOTE: BOUNDARIES ARE APPROXIMATE
Google earth

8.2 Cover sheet – Resolution #2022-12: Contract Approval for Recreation Park Wheelchair Swing Purchase & Installation

Auburn Area Recreation and Park District A&D Meeting March 21, 2022 and Board of Directors Meeting March 31, 2022

The Issue

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2022-12, a resolution approving a contract with Ross Recreation Equipment Company for the purchase and installation of new swings (wheelchair and traditional) at Recreation Park South Play Area for the total of \$81,354.17?

Background

The ARD Board of Directors approved a new wheelchair swing as part of the 2022/23 Project List.

The play structure will be purchased and installed via a Joint Purchasing Agreement and will not need to be put out to formal public bid.

The cost includes an ADA compliant concrete ramp and handrails up to the wheelchair swing, poured in place rubber surfacing in its safety zone and replacement of adjacent traditional two-bay swings (2 tot, 2 youth).

Recommendation for the Board of Directors

Staff recommends that the Board of Directors authorize and approve Resolution #2022-12 for the purchase and installation of the new swings (wheelchair and traditional) at Recreation Park South Play Area for the total of \$81,354.17. The A&D Committee reviewed this item at the March 21, 2022 and sent a positive recommendation.

Fiscal Impact

Fiscal impact of the approval of the contract with Ross Recreation Equipment Company is \$81,354.17 plus a 5% District controlled contingency of \$4,067.70 for a total of \$85,421.87.

The budget for this project is \$85,000.00 on 2022/2023 Project List.

Attachments

Resolution #2022-12
Proposal from Ross Recreation Equipment Company
Wheelchair Swing (We Go Swing) Graphics

RESOLUTION NUMBER 2022-12

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE
AUBURN AREA RECREATION AND PARK DISTRICT AWARDED A
CONTRACT FOR THE RECREATION PARK WHEELCHAIR SWING PROJECT

WHEREAS, the Auburn Area Recreation & Park District Board of Directors authorized the Recreation Park Wheelchair Swing Project on the 2022/2023 Project List and

WHEREAS, Ross Recreation Equipment Company (Landscape Structures Inc.) is a sole-source provider of the wheelchair swing and

WHEREAS, the contract will be let under a Joint Purchasing Agreement (NPP National Purchasing Partners Government) and does not require a separate public bidding procedure,

THEREFORE, the Auburn Area Recreation & Park District Board of Directors does hereby resolve the following:

That the Auburn Area Recreation & Park District awards the Recreation Park Wheelchair Swing Project to Ross Recreation Equipment Company. The District Administrator is authorized to enter into a contract for the Recreation Park Wheelchair Swing Project with Ross Recreation Equipment Company in the amount of \$81,354.17 and approves a District controlled contingency of 5% or \$4,067.70. The total for all is \$85,421.87.

APPROVED, PASSED, AND ADOPTED ON March 31, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Michael G. Lynch
Chairman of the Governing Board


ATTEST:

Clerk to the Governing Board



Recreation Equipment

Building Community since 1973

Opportunity Name Recreation Park Swings 
 Quote Name Recreation Park Swings
 Quote Number 00034502
 Quote Date 2/17/2022
 Quote Exp Date 3/17/2022
 Est Lead Time 8-12 weeks

Bill To Name Auburn Area Rec & Park
 Bill To 123 Recreation Drive
 Auburn, California 95603
 United States

Ship To Name Recreation Park
 Ship To 123 Recreation Drive
 Auburn, California 95603
 United States

Quantity	Product	Product Description	Sales Price	Total Price
1.00	Installation	<p>Installation of Landscape Structures Freestanding Play Design 1151245-01-03 by a manufacturer certified installer.</p> <p>*Project DIR # needed for State Prevalling Wage projects. **Installation price quoted for favorable working conditions. If rock, poor soil conditions, a high water table and/or other unforeseen site conditions exist requiring additional materials and labor, additional charges may be incurred. *Installation quoted includes standard manufacturer provided footing details; if different footing details are provided by the owner/specifier, a change order will be required. *Installation quoted includes installing footings through native soil or 95% compacted base rock. If installing through concrete, asphalt or through less compacted or permeable base or drain rock, or in other conditions, please provide additional details and a change order may be required.</p>	\$11,210.00	\$11,210.00
1.00	NPP Ross Discount	Please Provide Customer NPP #	-\$1,868.25	-\$1,868.25
1.00	PlayBooster, 5-12	<p>Landscape Structures PlayBooster, ages 5-12. Design #1151245-01-03: Components include, Belt Seat, ProGuard Chains for 8' Beam Height, Full Bucket Seat, ProGuard Chains for 8' Beam Height, Single Post Swing Frame, 8' Beam Height Only, Single Post Swing Frame, Additional Bay 8' Beam Height Only, We-Go-Swing w/1 Accessible Bay.</p> <p>Site Work</p>	\$37,365.00	\$37,365.00
1.00	Site Work	<p>Installation of concrete access ramp, and fabrication and installation of tubular steel access handrails, as identified on RECREATION PARK WHEELCHAIR SWING LAYOUT & MATERIALS PLAN-DRAFT, Sheet L-1, dated 8/3/21</p> <p>Price includes, site excavation, base preparation, wire and rebar installation, formwork, concrete placement (approx 250sqft), finishing, and site restoration.</p> <p>Project DIR # needed for State Prevalling Wage _____</p> <p>**Installation price quoted for favorable working conditions. If rock, poor soil conditions, a high water table and/or other unforeseen site conditions exist requiring additional materials and labor, additional charges may be incurred.</p>	\$15,334.00	\$15,334.00

Total Quote Amounts

County/ City Tax	Placer County	Materials Amount	\$35,496.75
Tax Rate	7.2500%	Tax Amount	\$2,573.51
Credit Terms	Net 30 On Materials Shipment	Labor Amount	\$26,544.00
		Freight Amount	\$8,830.00
		Total	\$73,444.26

Prepared By Eric Jones
 Email ericj@rossrec.com



Recreation Equipment

Building Community since 1973

Opportunity Name	Recreation Park Swings
Quote Name	Recreation Park Swings
Quote Number	00034502
Quote Date	2/17/2022
Quote Exp Date	3/17/2022
Est Lead Time	8-12 weeks

Bill To Name	Auburn Area Rec & Park
Bill To	123 Recreation Drive Auburn, California 95603 United States

Ship To Name	Recreation Park
Ship To	123 Recreation Drive Auburn, California 95603 United States

Notes to Customer

Thank you for the opportunity to quote your upcoming project. PLEASE NOTE: quote does not include installation, offload, payment and performance bonds, engineering calculations, security, storage, permits, inspection, or safety surfacing unless otherwise noted.

Deposits may be required before order can be placed depending on customer credit terms. Your purchase is subject to the terms and conditions of this quote, approval of this quote agrees to those terms.

If ordering materials after the expiration date, please add 3-6% annually to materials for anticipated price increase. If this is for a BID, it is the responsibility of the General Contractor bidding to adjust their bid to accommodate anticipated pricing. Please also note that sales tax will be based on the current rate at the time of shipping, not order date. Customer will be expected to cover these taxes.

Ross Recreation will provide labor using a subcontractor for all installation and labor quoted. Neither Ross Recreation nor our subcontractors are signatory to any unions, however compliance with prevailing wage rate requirements will occur. If union enrollment is required by our subcontractor for completion of this project, Ross Recreation will require a change order to cover the costs of a per project enrollment and additional wage/benefit requirements.

Signature _____
 Name _____
 Title _____
 Date _____

Prepared By Eric Jones
 Email ericj@rossrec.com



Recreation Equipment

Building Community since 1973

Opportunity Name Recreation Park **Surfing** ★
 Quote Name Recreation Park Surfacing
 Quote Number 00034503
 Quote Date 2/28/2022
 Quote Exp Date 3/28/2022
 Est Lead Time 2-4 weeks

Bill To Name Auburn Area Rec & Park
 Bill To 123 Recreation Drive
 Auburn, California 95603
 United States

Ship To Name Recreation Park
 Ship To 123 Recreation Drive
 Auburn, California 95603
 United States

Quantity	Product	Product Description	Sales Price	Total Price
1.00	Install-Rubber Surfacing	Installation of Surface America Poured-in-Place rubber surfacing for 250 square feet at a 1 3/4 thickness by a manufacturer certified installer. Price does not include sub-base preparation, drainage, design work or inspections. General contractor is responsible for verifying that quoted material meets all details and that sub-base is prepared at the proper hold down from finish grade. Surfacing will be installed to follow slope of the sub base and thickness of safety surfacing quoted to be kept consistent; surfacing will not be installed thicker over drains unless requested. Please advise if surfacing is to be installed in any other manner so quote can be adjusted. * Thicknesses installed to meet industry standards for ASTM testing of 1000 HIC/200 GMax. * Installations over 2,000 sq ft may have seams in the finished surface.	\$2,835.00	\$2,835.00
1.00	NPP Ross Discount	Please Provide Customer NPP #	-\$296.00	-\$296.00
1.00	Security	Security guard for poured-in-place surfacing during 8 hour curing time, under normal weather conditions. 2 days required. Temporary fencing (at an additional cost) may be needed in certain circumstances. *If you elect to decline a security guard, a security opt out waiver will be required.	\$300.00	\$300.00
1.00	Surface America PIP Rubber	Surface America Poured-In-Place Rubber surfacing materials. ~ Required Surfacing for We-Go-Swing installation, as required by the Landscape Structures ~ Square Footage: 250 sqft ~ Thickness: 1 3/4" per 4' CFH of play equipment. ~ Binder: Aliphatic ~ Color: 50% Color & 50% Black speckled mix (Colors TBD) * Rubber surfacing will follow the contour of the sub-base and will be 1 3/4" thick throughout the area. * Teal, Yellow, Purple, and Primary Red are considered premium colors. If any are used for more than 25% of the color mix an additional materials charge will apply. * Any change to color, thickness, square footage or binder type will require a change order. * It is the responsibility of the General Contractor to verify all colors and square footage prior to placing an order. Any changes will require a revised quote and may result in a price increase. * Pricing does not include sub-base materials. Acceptable sub-base materials include: Concrete, Asphalt, or Compacted Base Rock. More details available upon request. * Thicknesses quoted to meet industry standards for ASTM testing of 1000 HIC/200 GMax.	\$4,074.00	\$4,074.00

Total Quote Amounts

County/ City Tax	Placer County	Materials Amount	\$3,778.00
Tax Rate	7.2500%	Tax Amount	\$273.91
Credit Terms	Net 30 On Materials Shipment	Labor Amount	\$3,135.00
		Freight Amount	\$723.00

Prepared By Eric Jones
 Email ericj@rossrec.com



Recreation Equipment

Building Community since 1973

Opportunity Name Recreation Park Surfacing
 Quote Name Recreation Park Surfacing
 Quote Number 00034503
 Quote Date 2/28/2022
 Quote Exp Date 3/28/2022
 Est Lead Time 2-4 weeks

Bill To Name Auburn Area Rec & Park
 Bill To 123 Recreation Drive
 Auburn, California 95603
 United States

Ship To Name Recreation Park
 Ship To 123 Recreation Drive
 Auburn, California 95603
 United States

Total \$7,909.91

Notes to Customer

Thank you for the opportunity to quote your upcoming project. PLEASE NOTE: quote does not include installation, offload, payment and performance bonds, engineering calculations, security, storage, permits, inspection, or safety surfacing unless otherwise noted.

Deposits may be required before order can be placed depending on customer credit terms. Your purchase is subject to the terms and conditions of this quote, approval of this quote agrees to those terms.

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Ross Recreation will provide labor using a subcontractor for all installation and labor quoted. Neither Ross Recreation nor our subcontractors are signatory to any unions, however compliance with prevailing wage rate requirements will occur. If union enrollment is required by our subcontractor for completion of this project, Ross Recreation will require a change order to cover the costs of a per project enrollment and additional wage/benefit requirements.

Signature _____

Name _____

Title _____

Date _____

Prepared By Eric Jones
 Email ericj@rossrec.com



