

**AUBURN AREA RECREATION AND PARK DISTRICT
MEETING OF THE BOARD OF DIRECTORS & FRIENDS OF THE AUBURN AREA
RECREATION & PARKS, INC. 501 c (3) AGENDA**

6:00 P.M.

**THURSDAY, JANUARY 28, 2016
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE
AUBURN, CA**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the District's Office at 471 Maidu Drive, Auburn, CA 95603 during normal business hours.

1.0 CALL TO ORDER

FLAG SALUTE (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

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation to Greg Stuck, ARD/'YDL volunteer coach, volunteer of the month for January, 2016.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

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. After you are recognized by the Board Chairperson, please come to the lectern and 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 the December 19, 2015 Minutes of the Board of Directors**

Review and approval of minutes.

_____ **5.2 Review of Cash Requirements for December, 2015 (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Board of Directors for review and approval.

_____ **5.3 Review of Financials for November, 2015 (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Board of Directors for review and approval.

_____ **5.4 Review of Financials for December, 2015 (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Board of Directors for review and approval.

_____ **5.5 Fee Waiver Request from the American Association of University Women (AAUW) for the Trivia Bee**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Board of Directors for review and approval.

_____ **5.6 Amending ARD Surveillance Equipment Policy (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation & Park District Board of Directors amend its policy on the use of surveillance equipment, specifically in regards to the length of time that recordings must be kept?

_____ **5.7 Rental Fees for Bocce Courts (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation & Park District Board of Directors create fees for the rental of the new bocce courts at Recreation Park ?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

Please see reports, fee waiver log, project list and vandalism report under item 6.0.

7.0 UNFINISHED BUSINESS

None.

8.0 NEW BUSINESS

_____ 8.1 Concept Plans Review – Bell Road Property (Acquisition & Development Committee)

Shall the Auburn Area Recreation and Park District Board of Directors approve Conceptual Plan A for the Bell Road Property and authorize staff to move forward with the fee title transfer with PG&E?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

_____ 8.2 Friends of ARD Board Meeting and Review of 501 c (3) Financials

A review of the Friends of the Auburn Area Recreation & Parks, Inc. Balance Sheet and Profit and Loss for 1/1/15 to 12/31/15.

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

_____ 8.3 Change in Policy on Late Payments (Program, Personnel, Policy, Fee & Legal Review Committee)

Shall the Auburn Area Recreation and Park District Board of Directors approve imposing a late fee for funds received after due dates for District activities?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.4 Policy on Salary Schedules/Ranges and Related Increases (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation & Park District Board of Directors amend its policy regarding salary schedules (ranges), allowing for increases in a salary schedule to all employees in that range when an increase is approved by the Board of Directors?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.5 Youth Services Site Director Salary Schedule Increase (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation & Park District Board of Directors approve an increase to the salary schedule/salary range for Youth Services Site Directors?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.6 Policy Regarding Property Found at District Parks and Facilities (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation & Park District Board of Directors create a policy regarding how to handle property found at parks and facilities?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. Discussion item: Installation of Security Cameras at Overlook Park (Acquisition & Development Committee)
2. County Mitigation Fund, current balance \$255,141. (Standing Finance Committee).

____ 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. After you are recognized by the Board Chairperson, please come to the lectern and 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. (e), 54957.)**

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:

1-22-16
Date

11:10 AM
Time

P. Larson
Clerk to the Board

SECTION: 5.0

**ITEM: 5.1 REVIEW AND APPROVAL OF THE DECEMBER 19,
2015 MINUTES OF THE BOARD OF DIRECTORS**

DESCRIPTION:

INFORMATION: SEE ATTACHED MINUTES

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

FISCAL IMPACT:

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, December 17, 2015, 6:00 p.m.
Canyon View Community Center
471 Maidu Drive
Auburn, CA**

Board Members

Present: Chairman Scott Holbrook
Director Jim Ferris
Director Jim Gray
Director Ainsleigh
Director Lynch

Board Members

Absent: None.

Staff Present:

Kahl Muscott, District Administrator
Joe Fecko, Administrative Services Manager
Larry Gray, Facilities & Grounds Manager
Manouch Shirvanioun, Customer Service/Marketing Manager
Sheryl Petersen, Recreation Services Manager
Patricia Larson, Recording Secretary

FLAG PRESENTATION BY BSA RROOP 19 FLAG SALUTE (Pledge to the Flag)

1.0 CALL TO ORDER

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

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A presentation of a plaque was made by District Administrator Kahl Muscott to outgoing Chairman Scott Holbrook

A year-end of the Auburn Recreation District programs and events slide presentation was given by District Administrator Kahl Muscott.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

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

Roll Call Vote

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

Director Holbrook – Yes

5 – 0 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of the November 19, 2015 Auburn Area Recreation & Park District Minutes of the Board of Directors**
- 5.2 Review of Cash Requirements for November, 2015 (Standing Finance Committee)**
- 5.3 Review of Financials for October, 2015 (Standing Finance Committee)**
- 5.4 Amended Minutes from March 26, 2015 Board of Directors Meeting**
- 5.5 Purchase of New F350 Ford Truck (Standing Finance Meeting)**
- 5.6 Pay-Off Lease for John Deere Mower (Standing Finance Meeting)**
- 5.7 Review and Acceptance of Bocce Ball Courts at Recreation Park (Acquisition & Development Committee)**

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the consent calendar with item 5.1 being moved for discussion.

Roll Call Vote

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

5 – 0 Motion carries.

Item 51., Review and Approval of the November 19, 2015 Minutes of the Board of Directors became item 5.8 for discussion.

- 5.8 Review and Approval of the November 19, 2015 Auburn Area Recreation & Park District Minutes of the Board of Directors**

It was discussed that how the minutes are written will be discussed at the January 2016 Program, Personnel, Policy & Fee Committee meeting.

A motion was made by Director Lynch and seconded by Director Ferris to approve the November 19, 2015 Minutes of the Board of Directors.

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

4 – 1 Motion carries.

A roll call vote was not taken.

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

Board reports, fee waiver log, project list, vandalism reports and Regional Park incident report were provided to the Board under separate cover.

7.0 UNFINISHED BUSINESS

None.

8.0 NEW BUSINESS

8.1 Election of Officers and Consider Committee Meeting Assignments

Director Holbrook nominated Director Ferris as Chairman. The Board elected Director Ferris as Chairman.

Director Ferris nominated Director Lynch as Vice Chairman. The Board elected Director Lynch as Vice Chairman.

Chairman Ferris announced that the committee meeting assignments will remain the same.

8.2 Bike Park Site CEQA/NEPA Consultant Expanded Scope of Work and Fee (Acquisition & Development Committee)

A motion was made by Director Holbrook and seconded by Director Gray to approve the Bike Park Site CEQA/NEPA Consultant expanded scope of work and subsequent fee increase from Dudek for professional services that are beyond the current contract for the proposed Auburn Bike Park.

Roll Call Vote

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

3 – 2 Motion carries.

8.3 Resolution Number 2015-19; ARD Records Retention Policy and Schedule (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Holbrook and seconded by Director Lynch to approve Resolution Number 2015-19 adopting a records retention schedule and update the District policy on records retention.

Roll Call Vote

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

4 – 1 Motion carries.

8.4 Letter to California State Parks Re: ASRA (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Holbrook and seconded by Director Ferris to approve the letter to California State Parks Re: ASRA.

Roll Call Vote

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

5 – 0 Motion carries.

8.5 Placer County Local Agency Formation Commission (LAFCO) Alternate Special District Representative Voting Ballot

A motion was made by Director Holbrook and seconded by Director Ferris to vote for Director Lynch on the LAFCO alternate Special District Representative voting ballot.

Roll Call Vote

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

4 – 0 – 1 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Discussion item: Conceptual Plan for 24 acres at Regional Park. (Acquisition & Development Committee). The Board reviewed the conceptual plan for the 24 acres at Regional Park.
2. County Mitigation Fund, current balance \$255,141.

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

None.

13.0 CLOSED SESSION – The Board went into closed session at 7:33 p.m.

- 13.1 Public Employee Performance Evaluation. (Gov. Code, 54954.5, subd. (e), 54957.)**

Title: District Administrator

14.0 OPEN SESSION – Open session began at 7:35 p.m., there was no reportable action.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:35 p.m. by Chairman Ferris.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
DECEMBER, 2015**

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE BOARD OF DIRECTORS FOR REVIEW AND
APPROVAL**

FISCAL IMPACT: \$210,213.17

Ranges: From: To: From: To:
 Check Number First Last Check Date 12/1/2015 12/31/2015
 Vendor ID First Last Checkbook ID COMM 1ST COMM 1ST
 Vendor Name First Last

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
13031	R0357	Reserve Account	12/4/2015	COMM 1ST	PMCHK00002273	\$1,000.00
13032	S1007	Stationary Engineers, Local 39	12/4/2015	COMM 1ST	PMCHK00002273	\$266.52
13033	S1010	State Disbursement Unit	12/4/2015	COMM 1ST	PMCHK00002273	\$87.50
13034	R0302	P&G	12/4/2015	COMM 1ST	PMCHK00002273	\$325.00
13037	1099-104	Thomas Seibel	12/11/2015	COMM 1ST	PMCHK00002274	\$97.50
13038	1099-117	Juan Aceituno	12/11/2015	COMM 1ST	PMCHK00002274	\$455.00
13039	1099-178	VDR Inc DBA K9 101	12/11/2015	COMM 1ST	PMCHK00002274	\$262.50
13040	1099-193	Celena Polena	12/11/2015	COMM 1ST	PMCHK00002274	\$234.00
13041	1099-239	Macintosh-Oddc	12/11/2015	COMM 1ST	PMCHK00002274	\$2,833.66
13042	1099-252	Donna Lisa Otto	12/11/2015	COMM 1ST	PMCHK00002274	\$227.50
13043	1099-269	Deborah Lynn	12/11/2015	COMM 1ST	PMCHK00002274	\$39.00
13044	1099-291	Isaac Humber	12/11/2015	COMM 1ST	PMCHK00002274	\$195.00
13045	1099-304	Christina Taylor	12/11/2015	COMM 1ST	PMCHK00002274	\$294.00
13046	1099-316	Rebecca Centatiempo	12/11/2015	COMM 1ST	PMCHK00002274	\$174.00
13047	1099-49	Faula Duffy	12/11/2015	COMM 1ST	PMCHK00002274	\$165.75
13048	A0001	Recology Auburn Placer	12/11/2015	COMM 1ST	PMCHK00002274	\$617.37
13049	A0014	AT&T	12/11/2015	COMM 1ST	PMCHK00002274	\$884.05
13050	A0027	Recology Auburn Placer	12/11/2015	COMM 1ST	PMCHK00002274	\$1,525.87
13051	A0134	Advanced Intregated Pest Mana	12/11/2015	COMM 1ST	PMCHK00002274	\$673.50
13052	A0135	ASCAF	12/11/2015	COMM 1ST	PMCHK00002274	\$339.56
13053	A0150	All Quality Graphics	12/11/2015	COMM 1ST	PMCHK00002274	\$301.15
13054	A0153	AAA Services	12/11/2015	COMM 1ST	PMCHK00002274	\$1,238.50
13055	C0044	CSDA Gold Country Regional Cha	12/11/2015	COMM 1ST	PMCHK00002274	\$25.00
13056	C0061	California Computer Services	12/11/2015	COMM 1ST	PMCHK00002274	\$340.00
13057	C0075	Cintas Corporation	12/11/2015	COMM 1ST	PMCHK00002274	\$264.51
13058	C0111	Central Valley Broadband	12/11/2015	COMM 1ST	PMCHK00002274	\$159.97
13059	C0113	Cocks Portable Toilets & Septi	12/11/2015	COMM 1ST	PMCHK00002274	\$698.25
13061	D0025	Dawson Oil Company	12/11/2015	COMM 1ST	PMCHK00002274	\$1,040.87
13062	G0006	Gold Country Media Publication	12/11/2015	COMM 1ST	PMCHK00002274	\$245.00
13063	G0045	GSSA UMPIRES	12/11/2015	COMM 1ST	PMCHK00002274	\$211.20
13064	G0077	Gold Country Water	12/11/2015	COMM 1ST	PMCHK00002274	\$36.75
13065	G0092	Green Valley Security, Inc.	12/11/2015	COMM 1ST	PMCHK00002274	\$340.00
13066	I0019	Famand Inc dba IES	12/11/2015	COMM 1ST	PMCHK00002274	\$2,975.00
13067	J0012	Deere Credit, Inc.	12/11/2015	COMM 1ST	PMCHK00002274	\$990.63
13068	J0021	Jacobsen West	12/11/2015	COMM 1ST	PMCHK00002274	\$61,701.17
13069	K0011	Kaiser Foundation Health Plan,	12/11/2015	COMM 1ST	PMCHK00002274	\$11,422.62
13070	L0023	Vincent Garcia Lopez	12/11/2015	COMM 1ST	PMCHK00002274	\$25.00
13071	L0027	Pat Larson	12/11/2015	COMM 1ST	PMCHK00002274	\$27.00
13072	M0019	Kahl Muscott	12/11/2015	COMM 1ST	PMCHK00002274	\$51.64
13073	M0025	Maki Heating & A/C, Inc.	12/11/2015	COMM 1ST	PMCHK00002274	\$576.40
13074	M0012	Nevada Irrigation District	12/11/2015	COMM 1ST	PMCHK00002274	\$940.49
13075	P0007	Pacific Gas & Electric Company	12/11/2015	COMM 1ST	PMCHK00002274	\$82.36
13076	P0056	Placer Union High School Distr	12/11/2015	COMM 1ST	PMCHK00002274	\$2,400.49
13077	S0016	Sam's Club	12/11/2015	COMM 1ST	PMCHK00002274	\$472.76
13078	S0094	Nanouch Shirvanicoun	12/11/2015	COMM 1ST	PMCHK00002274	\$61.13
13079	T0058	TelePacific Communications	12/11/2015	COMM 1ST	PMCHK00002274	\$547.20
13080	T0065	Town Planner	12/11/2015	COMM 1ST	PMCHK00002274	\$500.00
13081	T1000	Transamerica Life Insurance	12/11/2015	COMM 1ST	PMCHK00002274	\$380.00
13082	TEMPC	Anna Carney	12/11/2015	COMM 1ST	PMCHK00002274	\$59.00
13083	TEMPL	Rodney Lake	12/11/2015	COMM 1ST	PMCHK00002274	\$10.00
13084	U0028	U.S. Bank Equipment Finance	12/11/2015	COMM 1ST	PMCHK00002274	\$75.54
13085	V0007	Verizon Wireless	12/11/2015	COMM 1ST	PMCHK00002274	\$266.29
13086	S0139	Strings	12/11/2015	COMM 1ST	PMCHK00002275	\$678.33
13087	TEMPC	Gimme Cake Toc	12/11/2015	COMM 1ST	PMCHK00002275	\$67.50
13088	U0019	US Bank	12/11/2015	COMM 1ST	PMCHK00002275	\$28,955.17
13089	D0024	Deluxe Business Checks	12/11/2015	COMM 1ST	PMCHK00002276	\$634.11

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
13090	S1007	Stationary Engineers, Local 39	12/19/2015	COMM 1ST	PMCHK00002277	\$266.51
13091	S1010	State Disbursement Unit	12/18/2015	COMM 1ST	PMCHK00002277	\$57.50
13092	TEMPH	Jennifer Hurst	12/18/2015	COMM 1ST	PMCHK00002277	\$110.00
13093	TEMPS	Richard Sellers	12/18/2015	COMM 1ST	PMCHK00002277	\$105.00
13146	C0058	City Of Auburn	12/22/2015	COMM 1ST	PMCHK00002279	\$94.00
13147	G0021	Vecna Galbraith	12/22/2015	COMM 1ST	PMCHK00002279	\$15.00
13149	P0021	Petty Cash	12/22/2015	COMM 1ST	PMCHK00002279	\$316.49
13155	P0072	Sheryl Petersen	12/22/2015	COMM 1ST	PMCHK00002279	\$45.00
13096	1099-216	Gerald Harris	12/23/2015	COMM 1ST	PMCHK00002278	\$416.00
13097	1099-218	Auburn Gymnastics Center	12/23/2015	COMM 1ST	PMCHK00002278	\$398.75
13098	1099-243	Phillip Dallas	12/23/2015	COMM 1ST	PMCHK00002278	\$292.50
13099	1099-277	Foothill Karake Do	12/23/2015	COMM 1ST	PMCHK00002278	\$45.50
13100	1099-295	Juli Land-Nark, dba Image Net	12/23/2015	COMM 1ST	PMCHK00002278	\$1,300.00
13101	1099-316	Rebecca Centatiempo	12/23/2015	COMM 1ST	PMCHK00002278	\$105.00
13102	A1010	Advantage: Print, Marketing a	12/23/2015	COMM 1ST	PMCHK00002278	\$27.95
13103	B0020	BSN Sports, Inc.	12/23/2015	COMM 1ST	PMCHK00002278	\$1,946.92
13104	C0061	California Computer Services	12/23/2015	COMM 1ST	PMCHK00002278	\$833.00
13105	C0075	Cintas Corporation	12/23/2015	COMM 1ST	PMCHK00002278	\$121.64
13106	C0111	Central Valley Broadband	12/23/2015	COMM 1ST	PMCHK00002278	\$129.95
13107	C0112	Cocks Portable Toilets & Septi	12/23/2015	COMM 1ST	PMCHK00002278	\$907.00
13108	D0066	De Lage Landen	12/23/2015	COMM 1ST	PMCHK00002278	\$623.95
13109	D0080	Debt Collection Experts	12/23/2015	COMM 1ST	PMCHK00002278	\$14.00
13110	F0040	Foothill Associates	12/23/2015	COMM 1ST	PMCHK00002278	\$4,725.30
13111	G0074	G & H Glass Company	12/23/2015	COMM 1ST	PMCHK00002278	\$85.00
13112	H0056	Humana Dental Ins. Co	12/23/2015	COMM 1ST	PMCHK00002278	\$1,651.71
13113	I0018	William Joseph La Flour	12/23/2015	COMM 1ST	PMCHK00002278	\$675.00
13114	J0012	Deere Credit, Inc.	12/23/2015	COMM 1ST	PMCHK00002278	\$25,490.85
13115	K0019	Kronick, Moskovitz, Tiedemann	12/23/2015	COMM 1ST	PMCHK00002278	\$1,832.50
13116	L0023	Vincent Garcia Lopez	12/23/2015	COMM 1ST	PMCHK00002278	\$25.50
13117	L0027	Pat Larson	12/23/2015	COMM 1ST	PMCHK00002278	\$39.67
13118	M0039	Meadow Vista Water Users Assoc	12/23/2015	COMM 1ST	PMCHK00002278	\$500.00
13119	M0096	Meadow Vista County Water Dist	12/23/2015	COMM 1ST	PMCHK00002278	\$425.23
13120	N0003	Norris Electric, Inc.	12/23/2015	COMM 1ST	PMCHK00002278	\$48.32
13121	P0005	Placer County Water Agency	12/23/2015	COMM 1ST	PMCHK00002278	\$3,496.11
13122	P0007	Pacific Gas & Electric Company	12/23/2015	COMM 1ST	PMCHK00002278	\$7,709.91
13123	P0023	PG&E	12/23/2015	COMM 1ST	PMCHK00002278	\$119.00
13124	S0034	Sierra Chemical Co.	12/23/2015	COMM 1ST	PMCHK00002278	\$958.40
13125	S0052	Sierra Custom Awards & More	12/23/2015	COMM 1ST	PMCHK00002278	\$30.10
13126	S0131	Kasey Strauss	12/23/2015	COMM 1ST	PMCHK00002278	\$5.33
13127	S0143	SHOA	12/23/2015	COMM 1ST	PMCHK00002278	\$1,232.00
13128	S0145	SCP Pool Distributors LLC	12/23/2015	COMM 1ST	PMCHK00002278	\$433.95
13129	S1000	State Of California/DOJ	12/23/2015	COMM 1ST	PMCHK00002278	\$74.00
13130	S1003	Sutter Medical Foundation	12/23/2015	COMM 1ST	PMCHK00002278	\$135.00
13131	TEMPB	Daniel Bergqvist	12/23/2015	COMM 1ST	PMCHK00002278	\$110.00
13132	TEMPC	Christy Copenhaver	12/23/2015	COMM 1ST	PMCHK00002278	\$110.00
13133	TEMPD	Amanda Dragon	12/23/2015	COMM 1ST	PMCHK00002278	\$10.00
13134	TEMPF	Erica Fahner	12/23/2015	COMM 1ST	PMCHK00002278	\$105.00
13135	TEMPE	Suzanna Gardetto	12/23/2015	COMM 1ST	PMCHK00002278	\$110.00
13136	TEMPH	Lisa Hilt	12/23/2015	COMM 1ST	PMCHK00002278	\$105.00
13137	TEMPJ	Jennifer McGuckin	12/23/2015	COMM 1ST	PMCHK00002278	\$110.00
13138	TEMPK	Rachael Scott	12/23/2015	COMM 1ST	PMCHK00002278	\$105.00
13139	TEMPM	William Thompson	12/23/2015	COMM 1ST	PMCHK00002278	\$110.00
13140	V0013	Pam Vann	12/23/2015	COMM 1ST	PMCHK00002278	\$36.63
13141	X0002	P&G	12/23/2015	COMM 1ST	PMCHK00002278	\$332.00
13142	Z0008	Sean Zehm	12/23/2015	COMM 1ST	PMCHK00002278	\$14.50

Total Checks: 111

Total Amount of Checks: \$210,213.17

SECTION: 5.0

ITEM: 5.3 REVIEW OF FINANCIALS FOR NOVEMBER, 2015

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS FOR
NOVEMBER, 2015**

PROFIT & LOSS									
15/16 Approved Budget									
	Approved Budget FY 15-16	% Of Total	Mid-Yr Revision FY 15-16	% Of Total	Nov ACTUALS	Last Yr Nov Actuals	YTD ACTUALS	YTD BUDGET	Last Yr YTD ACTUALS
Operating Revenues									
Program Revenue	860,100	18%	865,810	18%	51,732	46,887	757,407	726,910	676,925
Facility Revenue	188,504	4%	159,850	3%	6,799	10,216	142,223	137,581	164,891
Misc. Revenue	56,500	1%	57,000	1%	7,723	3,176	43,548	38,200	17,846
Grants & Donations	382,450	8%	60,450	1%	206	5,084	59,723	59,450	67,106
Interest Income	34,900	1%	28,500	1%	3,045	3,973	32,121	23,300	24,670
Projects Revenue	395,100	8%	357,800	7%	(20,000)	-	169,500	224,500	2,994
Tax Revenue	2,673,774	56%	2,765,000	57%	(80)	7,936	1,250,129	1,258,268	1,146,069
In Kind	-	0%	-	0%	-	-	-	-	-
Transf in from Cap Const & City Trust	178,417		533,900		60,000	-	60,000	60,000	14,506
Total Operating Revenue	4,769,745	100.00	4,828,310		109,425	77,272	2,514,651	2,528,209	2,115,007
Expenditures									
Program Expense	236,675	5%	218,540	5%	13,385	15,546	182,278	176,140	179,785
Operating & Supplies	343,830	7%	325,400	7%	25,897	24,332	199,892	210,240	194,827
Utilities Expense	213,400	5%	177,383	4%	10,022	12,814	131,383	123,483	136,644
Professional Services	35,125	1%	37,500	1%	2,385	3,477	22,882	23,200	36,297
Building & Grounds Maintenance	247,600	5%	242,400	5%	16,323	10,037	132,313	132,500	115,380
Property Tax Admin.	56,091	1%	63,266	1%	-	-	2,864	2,700	2,532
Wages	1,739,431	38%	1,779,040	38%	116,223	106,107	1,045,562	1,059,517	949,773
Benefits & Payroll Costs	677,388	15%	696,884	15%	23,066	52,117	420,266	441,638	447,902
Fixed Asset Expense	47,500	1%	34,000	1%	3,468	-	7,214	7,214	15,873
Capital Improvement Projects	949,467	21%	946,150	20%	11,613	18,505	619,327	619,327	127,354
Debt Services	15,479	0%	15,488	0%	1,373	991	8,690	8,690	11,225
Special Dept Expenses (equip res.)	55,000	1%	55,000	1%	-	-	-	-	-
Project Expenditures	-	0%	117,599	2%	-	-	-	-	-
Misc Expense	-	0%	-	0%	-	-	-	-	-
Total Expenditures	4,616,986	100.00	4,708,650		223,755	243,926	2,772,671	2,804,649	2,217,592
Net Revenue Over Expenditures	\$ 152,759	3.20	\$ 119,660		\$ (114,330)	(166,654)	(\$258,020)	(\$276,440)	(\$102,585)
Annual Contingency Reserve (1-2%)	\$ 450,000		\$ 450,000		\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
Annual Equip Replacement Reserve	\$ 658,531		\$ 658,531		\$ 708,531	\$ 658,531	\$ 658,531	\$ 658,531	\$ 658,531
Future Capital Construction Reserve	\$ 744,971		\$ 744,971		\$ 705,971	\$ 744,971	\$ 744,971	\$ 744,971	\$ 744,971
ADA Reserve	\$ 55,032		\$ 55,032		\$ 60,032	\$ 55,032	\$ 55,032	\$ 55,032	\$ 55,032
TOTAL RESERVES	\$ 1,908,534		\$ 1,908,534		\$ 1,924,534	\$ 1,908,534	\$ 1,908,534	\$ 1,908,534	\$ 1,908,534

As Of 11/30/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
ASSETS	
Current Assets	
Imprest Fund (Petty Cash)	\$580.00
Umpqua Bank	69,169.98
Community 1st Bank	40,619.19
Placer County Treasure-General	2,548,392.24
ADA Reserve Account	60,031.75
Cell Tower Reserves	122,459.24
Placer County Treasurer - City Trust	304,984.38
Youth Asst. Fund	8,669.39
Atwood Fund	6,559.28
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,275.73
Shockley Maint Fund	8,666.92
Accounts Receivable	29,666.96
CAPRI Receivable	13,045.36
A/R - 501C3 Group	7,400.00
Daycamp Receivables	14,555.00
Prepaid Liability Expense	5,790.66
Prepaid Workers Comp Insurance	7,658.00
	<hr/>
Total Current Assets	\$3,277,127.74
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	11,339,325.34
Fixed Assets: Equipment	705,400.59
Fixed Assets: Computer Equipment & Software	118,836.45
Fixed Assets: Vehicles	211,563.58
Fixed Assets: Office Furniture & Rec Equipment	48,123.75
Construction In Progress	864,435.28
Less: Accumulated Depreciation	(8,386,287.35)
	<hr/>
Total Fixed Assets	\$6,058,000.76
Total Assets	<u><u>\$9,335,128.50</u></u>

Auburn Rec & Park
Balance Sheet
As Of 11/30/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

Current
YTD

LIABILITIES and EQUITY

Current Liabilities

Prepaid Revenue	\$42.00
Gift Certificates	508.00
Compensated Absenses	111,842.70
Sales Tax Payable	650.54

Total Current Liabilities	\$113,043.24
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Long Term Liabilities

John Deere Financial Payable	\$29,765.33
PG & E Loan Payable	10,332.86

Total Long Term Liabilities	\$40,098.19
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Total Liabilities	\$153,141.43
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Fund Balances

GFB: Youth Assistance Fund	\$8,669.39
GFB: General Fund Balance	1,017,352.09
Investments in Fixed Assets	6,058,000.76
Less: Net of Related Debt	(40,098.19)
RFB: Reserved (City Mitigation)	304,984.38
RFB: Annual Equip Replacement Reserv.	708,530.72
RFB: Annual Contingency Reserve	450,000.00
RFB: Reserved for Future Capital Construction	705,971.28
RFB: Arboretum Grant Fund	13,275.73
RFB: Reserved (Atwood)	6,559.28
RFB: Atwood III-Equip Repl Fund	15,603.66
GFB- Cell Tower Reserves	122,459.24
RFB: General Fund (ADA Reserve)	60,031.75
RFB: Shockley Maint Fund	8,666.92

Net Profit/(Loss)	(258,019.94)
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Total Assets	\$6,058,000.76
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Total Reserved Funds	\$2,355,984.77
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Total Designated Funds	\$0.00
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Total Unrestricted Funds	\$768,001.54
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Date: 12/29/201:

Auburn Rec & Park
Balance Sheet
As Of 11/30/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

Page: 3

	Current YTD
Total Liabilities and Equity	<u>\$9,335,128.50</u>

SECTION: 5.0

ITEM: 5.4 REVIEW OF FINANCIALS FOR DECEMBER, 2015

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS FOR
DECEMBER, 2015**

PROFIT & LOSS															
15/16 Approved Budget															
	Approved Budget FY 15-16	% Of Total	Mid-Yr Revision FY 15-16	% Of Total	Dec ACTUALS	Last Yr Dec Actuals	YTD ACTUALS	YTD BUDGET	Last Yr YTD ACTUALS						
Operating Revenues															
Program Revenue	860,100	18%	865,810	18%	53,534	45,165	810,941	762,210	722,089						
Facility Revenue	188,504	4%	159,850	3%	2,382	10,271	144,605	142,247	175,161						
Misc. Revenue	56,500	1%	57,000	1%	5,329	790	48,878	41,400	18,636						
Grants & Donations	382,450	8%	60,450	1%	1,791	1,060	61,514	59,450	68,166						
Interest Income	34,900	1%	28,500	1%	3,734	(65)	35,855	25,500	24,608						
Projects Revenue	395,100	8%	357,800	7%	(46,000)	-	123,500	178,500	2,994						
Tax Revenue	2,673,774	56%	2,765,000	57%	1,527,562	1,400,148	2,777,692	2,759,184	2,546,217						
In Kind	-	0%	-	0%	-	-	-	-	-						
Transf in from Cap Const & City Trust	178,417		533,900		46,000	-	106,000	106,000	14,506						
Total Operating Revenue	4,769,745	100.00	4,828,310	100.00	1,594,332	1,457,369	4,108,985	4,074,491	3,572,377						
Expenditures															
Program Expense	236,675	5%	218,540	5%	8,625	7,667	190,903	189,040	187,453						
Operating & Supplies	343,830	7%	325,400	7%	22,582	25,390	222,475	235,455	220,216						
Utilities Expense	213,400	5%	177,383	4%	13,306	11,396	144,689	135,883	147,039						
Professional Services	35,125	1%	37,500	1%	2,495	1,007	25,377	25,300	37,304						
Building & Grounds Maintenance	247,600	5%	242,400	5%	14,245	21,036	146,559	158,250	136,417						
Property Tax Admin.	56,091	1%	63,266	1%	60,766	53,065	63,630	63,266	55,597						
Wages	1,739,431	38%	1,779,040	38%	151,541	169,369	1,197,103	1,255,490	1,119,142						
Benefits & Payroll Costs	677,388	15%	696,884	15%	56,217	53,699	476,483	505,770	501,601						
Fixed Asset Expense	47,500	1%	34,000	1%	86,940	24,945	94,154	34,000	40,818						
Capital Improvement Projects	949,467	21%	946,150	20%	22,630	18,546	641,957	667,349	145,899						
Debt Services	15,479	0%	15,488	0%	26,864	991	35,555	8,916	12,216						
Special Dept Expenses (equip res.)	55,000	1%	55,000	1%	-	-	-	-	-						
Project Expenditures	-	0%	117,599	2%	-	-	-	-	-						
Misc Expense	-	0%	-	0%	-	-	-	-	-						
Total Expenditures	4,616,986	100.00	4,708,650	100.00	466,211	387,111	3,238,885	3,278,719	2,603,702						
Net Revenue Over Expenditures	\$ 152,759	3.20	\$ 119,660	3.20	\$ 1,128,121	1,070,258	\$870,100	\$795,772	\$968,675						
Annual Contingency Reserve (1-2%)	\$ 450,000		\$ 450,000		\$ 450,000		\$ 450,000	\$ 450,000							
Annual Equip Replacement Reserve	\$ 658,531		\$ 708,531		\$ 708,531		\$ 658,531	\$ 658,531							
Future Capital Construction Reserve	\$ 744,971		\$ 744,971		\$ 705,971		\$ 744,971	\$ 744,971							
ADA Reserve	\$ 55,032		\$ 55,032		\$ 60,032		\$ 55,032	\$ 55,032							
TOTAL RESERVES	\$ 1,908,534		\$ 1,908,534		\$ 1,924,534		\$ 1,908,534	\$ 1,908,534							

As Of 12/31/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
ASSETS	
Current Assets	
Imprest Fund (Petty Cash)	\$580.00
Umpqua Bank	56,955.20
Community 1st Bank	117,586.26
Placer County Treasure-General	3,672,694.87
ADA Reserve Account	60,031.75
Cell Tower Reserves	122,459.24
Placer County Treasurer - City Trust	259,253.84
Youth Asst. Fund	9,794.39
Atwood Fund	17,911.45
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,275.73
Shockley Maint Fund	8,666.92
Accounts Receivable	27,403.61
CAPRI Receivable	6,537.00
A/R - 501C3 Group	7,400.00
Daycamp Receivables	15,002.00
Prepaid Workers Comp Insurance	1,481.51
	<hr/>
Total Current Assets	\$4,412,637.43
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	11,339,325.34
Fixed Assets: Equipment	792,365.26
Fixed Assets: Computer Equipment & Software	118,812.14
Fixed Assets: Vehicles	211,563.58
Fixed Assets: Office Furniture & Rec Equipment	48,123.75
Construction In Progress	889,553.06
Less: Accumulated Depreciation	(8,386,287.35)
	<hr/>
Total Fixed Assets	\$6,170,058.90
	<hr/>
Total Assets	<u>\$10,582,696.33</u>

Auburn Rec & Park
Balance Sheet
As Of 12/31/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
LIABILITIES and EQUITY	
Current Liabilities	
Prepaid Revenue	\$42.00
Gift Certificates	508.00
Compensated Absenses	117,682.60
Sales Tax Payable	650.54
Miscellaneous Deductions	1,548.76
Total Current Liabilities	\$120,431.90
Long Term Liabilities	
PG & E Loan Payable	\$9,950.16
Total Long Term Liabilities	\$9,950.16
Total Liabilities	\$130,382.06
Fund Balances	
GFB: Youth Assistance Fund	\$9,794.39
GFB: General Fund Balance	1,050,605.46
Investments in Fixed Assets	6,170,058.90
Less: Net of Related Debt	(9,950.16)
RFB: Reserved (City Mitigation)	259,253.84
RFB: Annual Equip Replacement Reserv.	708,530.72
RFB: Annual Contingency Reserve	450,000.00
RFB: Reserved for Future Capital Construction	705,971.28
RFB: Arboretum Grant Fund	13,275.73
RFB: Reserved (Atwood)	17,911.45
RFB: Atwood III-Equip Repl Fund	15,603.66
GFB- Cell Tower Reserves	122,459.24
RFB: General Fund (ADA Reserve)	60,031.75
RFB: Shockley Maint Fund	8,666.92
Net Profit/(Loss)	870,101.09
Total Assets	\$6,170,058.90
Total Reserved Funds	\$2,351,754.43
Total Designated Funds	\$0.00
Total Unrestricted Funds	\$1,930,500.94
Total Liabilities and Equity	\$10,582,696.33

As Of 12/31/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

Current
YTD

Item 5.5 Cover sheet – Fee Waiver Request from The American Association of University Women for the Trivia Bee

January 20, 2016 Standing Finance Committee, January 28, 2016 Board Meeting

Subject: Review Fee Waiver Request from The American Association of University Women (AAUW) for the Trivia Bee

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

XXX. Policy & Procedures for Fee Waivers

Fee waivers may be granted to non-profit organizations, schools, other public agencies and ARD co-sponsored events. ARD staff can approve fee waivers up to a dollar amount of \$1,500. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar. Denied fee waivers can be appealed to the ARD Board of Directors. Appeals should be made in writing and sent to the Customer Service/Marketing Manager at least 7 days before the next ARD Board of Director's meeting.

The person or organization making the fee waiver request should be responsible for the following:

- A. Paying applicable custodial, set up/take down fee.
- B. Special Events – paying the current rate per hour/person for staffing the event (one maintenance worker per 500 attendees).
- C. Special Events – events over 250 attendees require a dumpster.
- D. Special Events – events with 400 + attendees will require one portable toilet. Add 1 portable toilet for every 200 additional attendees.
- E. Special Events – in most cases the person/organization requesting the fee waiver will take care of trash, bathrooms, etc.

Recommendation

The Standing Finance Committee reviewed and approved the Fee Waiver Request for the Trivia Bee, and forwarded the request to the Board of Directors for review and approval.

Attachments

Fee Waiver Request
Fee Waiver Request and Application
Letter from Barbara Gerletti-Weiss, Trivia Bee Committee

FEE WAIVER REQUEST

PERSON MAKING REQUEST Barbara Gerletti-Weiss

NAME OF THE ORGANIZATION Auburn Branch AAUW

IRS/NON PROFIT TAX ID NUMBER 94-6104515

ADDRESS AND PHONE NUMBER AAUW PO Box 7482 Auburn CA 95604

Letter attached

Signature

Date

OFFICE USE ONLY

APPLICABLE FEES

FEES WAIVED

Rental Fees \$ 2386 \$ _____

Custodial Fees \$ 60.00 \$ _____

Alcohol Permit Fees \$ 30.00 \$ _____

Setup/Takedown \$ _____ \$ _____

Staffing Fees \$ To be determined \$ _____

Miscellaneous Fees \$ _____ \$ _____

TOTAL FEES DUE \$ _____

REQUEST APPROVED? Yes No

COMMENTS: _____

Approved by: _____ Date



FEE WAIVER REQUEST AND APPLICATION

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

1) Is this a non-profit organization? Yes

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

2) Can financial documents for the organization be provided? Letter attached

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

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

4) Is this a fundraiser? yes

5) How much money does your organization anticipate generating from this event? \$4,000

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

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

A fee waiver helps us of course and makes our job easier.
We'd appreciate your continued generosity as well.

8) Has your organization asked for a fee waiver from other agencies in the community? No

Please indicate which agency: _____

9) Are there any other agencies in the community that are working with your organization on this project? No

Please provide a list of these agencies and contact information.

10) If a full fee waiver is not granted, can your organization pay a percentage of the rental fee? Yes

If no, please explain:

11) Will your organization consider paying for staffing and utility fees if we waive the rental fees? yes

\$20.00 per hour plus applicable custodial fees

12) If your organization is unable to meet one of the offers (Items 10 or 11 above), are you able to provide a hardship statement with supporting documentations, such as bank statements or tax returns? _____

Please indicate what is being provided with this request:

A letter of request with tax ID number



Auburn Branch AAUW
P.O. Box 7872
Auburn, CA 95604

November 30, 2015

Kahl Muscott, District Administrator
Manouch Shirvanioun, Marketing/Customer Service Manager
Auburn Recreation District
123 Recreation Drive
Auburn, CA 95603

Gentlemen:

The Auburn Branch of AAUW (the American Association of University Women) requests a fee waiver of our rental of Regional Park Gym and the Lakeside Room when we have our Trivia Bee, scheduled for Friday night, April 8, 2016 (for set up) and Saturday, April 9, 2016 for the actual event.

This is AAUW's fifth annual Trivia Bee. We will sell team spots for \$210 to 20 teams of three people each who compete against each other answering trivia questions put to them by a master of ceremonies. We anticipate an audience of about 250 people. Admission is \$35 which includes dinner; teams receive dinner with their entrance fee. We also plan to purchase a one-day liquor license.

AAUW is a nonprofit organization that promotes equity for women and girls through advocacy, education, philanthropy, and research. AAUW is a tax-exempt nonprofit organization under section 501(c)(3) of the Internal Revenue Code. Our Tax ID number is 94-6104515. We plan on using the funds we raise at our Trivia Bee to help us provide three kinds of scholarships for local students: for young women graduating area high schools, for re-entry women attending Sierra College, and for funds to send interested 12-year-old girls to a week-long science and math camp sponsored by AAUW.

Your waiving the fee for renting the ARD facilities would allow us to raise more money to make this possible, thus being able to offer more scholarships. The scholarships AAUW provides result in a healthier, more robust, and better-educated community. Your generosity would be appreciated.

Thank you very much.

Sincerely,

A handwritten signature in black ink that reads "Barbara Gerletti-Weiss". The signature is written in a cursive style.

Barbara Gerletti-Weiss, Trivia Bee Committee 2015-2016
enclosures

Item 5.6 Cover sheet – Amending ARD Surveillance Equipment Policy

Auburn Area Recreation and Park District Policy Committee January, 2016; Board of Directors meeting January, 2016

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend its policy on the use of surveillance equipment, specifically in regards to the length of time that recordings must be kept?

Background

ARD's current policy on surveillance equipment is as follows:

XXXIII. Use of Surveillance Equipment at District Parks and Facilities

A. Surveillance Equipment Policies

The District reserves the right to install and maintain surveillance equipment, including cameras, on a temporary or permanent basis. Use of surveillance equipment will be permitted with the following conditions and limitations:

1. Surveillance equipment will only be used for specific management and business reasons, such as security, monitoring and protection from vandalism, misuse, abuse and theft.
2. Given the open and public nature of the District's facilities and services, filming and/or recording may be done at any time in a 24-hour period because individuals may be present at all hours of the day and night; however, the District may or may not monitor the system continually.
3. Surveillance equipment shall never monitor the inside of locker rooms, changing rooms and restrooms.
4. District staff may consult with law enforcement to discuss and review the efficacy of placing surveillance equipment in parks or facilities.
5. The proposed design and operation of surveillance equipment should minimize unintended and unnecessary privacy intrusion.
6. Information and data recorded by surveillance equipment will be deleted and/or destroyed within 14 days. This provision will not apply to active or pending investigations.
7. Recording equipment must be located in a strictly controlled access area. Only authorized personnel shall have access to the controlled access area and the recording equipment. The District Administrator and or his/her designee shall determine authorized personnel.
8. The District may approve access to a surveillance record if required for the purpose of law enforcement or by court order.
9. The District shall post signs, visible to employees and members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds that video surveillance may be in use.

B. Definitions

Surveillance equipment refers to any device that can record the actions of park and facility users, either through still frame photography or video recording devices. Surveillance equipment does not include audio recording devices.

California Government Code 53160 states, in part:

53160. (a) The head of a special district, **after one year**, may destroy recordings of routine video monitoring, and after 100 days may destroy recordings of telephone and radio communications maintained by the special district. This destruction shall be approved by the legislative body and the written consent of the agency attorney shall be obtained. In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved.

(b) For purposes of this article, "recordings of telephone and radio communications" means the routine daily recording of telephone communications to and from a special district, and all radio communications relating to the operations of the special district.

(c) For purposes of this article, "routine video monitoring" means video recording by a video or electronic imaging system designed to record the regular and ongoing operations of the special district, including mobile in-car video systems, jail observation and monitoring systems, and building security recording systems.

(d) For purposes of this article, "special district" shall have the same meaning as "public agency," as that term is defined in Section 53050.

Recommendation

Staff recommends modifying the Surveillance Equipment Policy as follows:

~~6. Information and data recorded by surveillance equipment will be deleted and/or destroyed within 14 days. This provision will not apply to active or pending investigations.~~

6. Information and data recorded by surveillance equipment will be destroyed following the procedures of CA Government Code 53160. In general, video recordings will be maintained for one year.

The Policy Committee sent this item to the Board with a positive recommendation.

Fiscal Impact

The costs to maintain this amount of data vary, depending on how many cameras are being used for surveillance.

Attachments

None.

Item 5.7 Cover sheet – Rental Fees for Bocce Courts

**Auburn Area Recreation and Park District Program, Policy, Personnel and Fee Committee
January, 2016; Board of Directors meeting January, 2016**

The Issue

Shall the Auburn Area Recreation and Park District (ARD) create fees for the rental of the new bocce courts at Recreation Park?

Background

The new bocce courts are open at Recreation Park. These courts will be available for the following uses:

- Drop in play
- Tournaments
- Leagues
- Rentals

Staff is proposing the following fees for rental of the bocce courts:

Hourly rentals

Three hour “block” rentals

8 – 11am

11am – 1pm

1 – 4pm

4 – 7pm

Each block is \$20/court. No custodial fee will apply to hourly rentals.

Tournament rentals

Half day rental (9am – 3pm or 3 – 9pm): \$110 for all four courts

Full day rental (9am – 9pm): \$220

Custodial fee of \$30/day

Note: courts are not lighted

Recommendation for the Board of Directors

Staff recommends adopting/approving the fees as listed above.

The Policy Committee forwarded this item to the Board with a positive recommendation.

Alternatives Available to the Board of Directors

- 1) Do not create rental fees for the bocce courts
- 2) Change the proposed fees and approve.
- 3) Request more information and bring back to a future Policy Committee meeting

Fiscal Impact

Unknown at this point.

Attachments

Existing Facility and Field Rental Fee Chart.

Facility Rental Fee Structure

Group A/B: Activities sponsored or conducted by volunteers, the majority of which are 17 years of age or under who have adult leaders or chaperones/Meetings or smaller activities of resident, civic or service organizations; non-profit groups where no fee is charged for participation.

Group C/D: Private citizens' parties/receptions where the primary function is social/activities sponsored by a business, corporation, or other firm where their interest is profit-making.

Rooms	Group A/B	Group C/D	Capacity	
	Per Hour	Per Hour	Dining	Seating
Sierra Room	\$45.00	\$70.00	140	200
Foothills Room	\$40.00	\$65.00	100	150
Lakeside Room	\$40.00	\$65.00	75	90
Canyon View Room	\$35.00	\$55.00	50	75
Board Room	\$40.00	\$50.00	0	90
Sunset Room	\$30.00	\$45.00	0	40
CVCC Kitchen	\$25.00	\$40.00	N/A	N/A
Regional Kitchen	\$15.00	\$25.00	N/A	N/A

MINIMUM 2 HOURS

Rental hours	
Sunday - Thursday:	8:00am - 10:00pm (music must be off by 9:00pm)
Friday and Saturday:	8:00am - 11:00pm (music must be off by 10:00pm)

Additional Fees (all groups)	
Rental Deposit Fee	\$400.00 (refundable)
Out-Of-District Fee	\$50.00
Alcohol Permit Fee	\$30.00
Custodial Fee	\$30.00
Set Up/Take Down	\$70.00

Note: \$60.00 custodial fee for groups over 100.

Group A/B COMBINED
Regional & Rec Gym
Hourly
\$39.00
Custodial Fee: \$30 per day

All other groups with sports-related events: \$50 per hour
Gym rental for non sport related events: \$80.00 per hour, minimum of 2 hours

Outdoor Facilities	Res half	Res. full day	NR half day	NR full day
Picnic Units (per unit)	\$50.00	\$75.00	\$60.00	\$85.00
Gazebos	Res full day	NR full day	Picnic units hold Approx. 50 people. \$30 custodial fee will be applied per unit.	
Front Gazebo	\$40.00	\$60.00		
Back Gazebo	\$90.00	\$100.00		

Pool	Group A/B	Group C/D
Marsha Skinner Pool	\$200.00	\$300.00
(2hrs, max 75 people)		
Splash Pool	\$150.00	\$250.00
(2hrs, max 30 people)		
Meadow Vista Pool	\$150.00	\$250.00
(2hrs, max 75 people)		

GROUP A: Activities sponsored or conducted by a volunteer organization, the majority of which are 17 years of age and under who have adult leaders or chaperones (i.e. Boy Scouts, Girl Scouts, Little League, etc)

GROUP B: Meetings or similar activities of resident, civic, or service organization; Non profit groups, such as Red Cross, schools, or other resident adult organizations where there is no fee charged for participation.

GROUP C: Private Citizens' parties/receptions where the primary function is social.

GROUP D: Activities sponsored by a business, corporation, or other firm where their interest is in profit making.

Fields	Group A	Group B	Group C	Group D
	Hourly	Hourly	Hourly	Hourly
Recreation Field	\$9.61	\$19.21	\$26.78	\$35.33
Beggs Field	\$10.66	\$24.52	\$31.97	\$40.53
James Field	\$18.25	\$25.40	\$33.50	\$41.60
Regional A Softball	\$18.11	\$23.47	\$30.92	\$39.45
Regional B Softball	\$17.06	\$21.31	\$29.82	\$37.33
Regional C Softball	\$17.06	\$21.31	\$29.82	\$37.33
Regional Soccer Field	\$12.81	\$21.31	\$29.82	\$37.33
MV Soccer A/B	\$13.20	\$23.35	\$30.45	\$38.60
MV Pee Wee Soccer	\$8.15	\$15.25	\$23.35	\$30.45
MV Softball	\$16.25	\$18.30	\$25.50	\$33.50
Railhead A Field	\$12.20	\$23.35	\$30.45	\$38.60
Railhead B Field	\$12.20	\$23.35	\$30.45	\$38.60
Christian Valley Field	\$9.61	\$16.01	\$24.52	\$31.97
Winchester Field	\$17.06	\$21.31	\$29.82	\$37.33
Placer Hills Field	\$7.51	\$16.01	\$24.82	\$31.97

Out of District fees: \$75 per hour for James field, \$60 per hour for all other fields.

Tournament Packages

Tournament Location	All Groups	
	1/2 Day 9am-3pm, 6 hours	All day 9am-9pm, 12 hours
Recreation Fields	\$110.00	\$220.00
Regional Fields	\$110.00	\$220.00
Fairgrounds Fields	\$110.00	\$220.00
Regional Soccer Field	\$110.00	\$220.00
Railhead Soccer Fields	\$110.00	\$220.00

Lights	\$25.00 per hour
Field Lining-Softball Fields only	\$40.00
Custodial Fee over 100 people	\$60.00
Alcohol Permit Fee	\$30.00
Field Lining-Soccer Fields only	\$255.00

SECTION: 6.0

BOARD REPORTS, FEE WAIVER LOG, PROJECT LIST, VANDALISM REPORT

INFORMATION:

SEE ATTACHMENTS

District Administrator
Report to the Board of Directors
January, 2016

- The North Auburn MAC, Meadow Vista MAC and the Placer County Parks Commission unanimously approved the funding request for the MV Community Center ADA upgrades.
- The pickleball court shade structure is finally available for use. If had been closed as the structure did not match the engineered set of drawing. We had the drawings re-engineered, and Placer County re-inspected and passed it. The only change was to use 8 heavier bolts.
- Park signs per Cal Trans: I am finally getting some movement on the signs for Regional and Recreation Park. Cal Trans will put a couple of signs on Hwy. 49 to direct people to Regional Park. These signs will be located close to Regional Park. They will not put a Regional Park sign at the bottom of the I-80 off ramps as it is too far from the park. For Recreation Park, they will put a sign at the bottom of the off ramp only after 2 other “wayfinding” signs are installed along Lincoln and Auburn Folsom. I will need to work with the City on this. Cal Trans policy is that they can only put up signs if there are other signs at any turn required to get to the location.
- A majority of the tree inventory has been completed by arborist Nicole Harrison.
- We have received the go-ahead from USBR to finish the NOA testing at the proposed Bike Park site. The testing will be done in the form of trenches dug in various locations on the site.
- Vehicle counters are in use at ARD parks in an effort to establish annual park usage. These week-long counts will be done 4 times this year.

Meetings and events attended

1/5: Meeting with Placer County planners re: Bell Rd. site and traffic

1/5: Rotary

1/6: MV MAC meeting

1/7: Meeting with surveillance camera contractor

1/8: Bocce ball group re: bocce court scoreboards and ball holders

1/8: John Ramirez retirement party

1/12: Rotary

1/12: Sierra College 80th anniversary event at PHS

1/12: North Auburn MAC

1/14: Glenn Scheller re: Regional Park permanent stage

1/15: NSP3 re: new shade structure over pool bleachers

1/15: Auburn Chamber Installation Dinner

1/19: Rotary

1/19: A&D

1/19: Parks Commission

1/20: Gold Country Chapter CSDA meeting

1/20: Policy Committee

1/21: Finance Committee

1/21: Warren Tellefson re: Dog Park turf
1/23: Auburn Chamber Planning meeting
1/26: Rotary

Administrative Services Manager
Report to the Board of Directors
January, 2016

Staff has been meeting with several security companies over the past three months to obtain quotes for surveillance cameras at Regional Park. We now have three quotes and are evaluating them. We hope to be able to make a recommendation by the February Board meeting.

Additionally, due to several security issues arising at Overlook Park in the past several weeks, staff has identified a vendor to install surveillance cameras at this site. The description and cost of the system is detailed in your Board packet in the discussion item section.

Staff has begun the annual budget process and hopes to bring the preliminary budget to the finance committee and the Board in February.

Facilities & Grounds Manager
Report to the Board of Directors
January, 2016

Daily trash pickup and restroom cleaning in all parks.
Install playground chips (Recreation, Regional, and Meadow Vista).
Sod repair to James Field infield area (1st and 3rd base lines, around home plate and around pitcher's mound).
Indoor painting at the CVCC building.
Craft Room at Recreation Park window repair (reseal, install new sills).
Install new CO2 tank in equipment room at Sierra Pool (outside contractor).
Performing winter maintenance on all District equipment (changing oil & filters, adding fuel stabilizers).
Replace 40 benches at Regional Park (metal benches to replace old wooden benches).
Install security post and cable in lower parking lot at CVCC.
Goose dropping cleanup at Regional Park.
Daily cleaning of District picnic areas.
Raking of playgrounds, fitness area, and sand volleyball court.
Cleaning of tennis, pickle ball and bocce ball courts.
Daily building maintenance.
Daily park cleanup.

Landscape Architect
Report to the Board of Directors
January, 2016

- **Miscellaneous Items:** Miscellaneous project research, update of project lists, monthly Board report. Miscellaneous project coordination with Larry Gray. Meeting with various staff to discuss projects and processes. Update monthly project list and Board report. Meeting with staff on Project List for 2016/2017 and Strategic Plan update.
- **Strategic Plan Update:** Meeting with staff and committee.
- **PGE Land Trust Donation Application:** Coordination with Kate Kirsch at Foothill Associates on various site and design items. Coordination and staff meetings on Plan A and Plan B. Prepare A&D Cover Sheet, miscellaneous project management. Meeting with Placer County staff on traffic and planning items. Phone calls and emails with Jon Wilcox from PG&E regarding FERC limitations. Conference call with SC personnel on miscellaneous Bell Road topics.
- **Bike Park/Pump Track Project:** Staff meetings. Continued monitoring of BOR progress on NOA investigation approvals.
- **Regional Park Stage Project:** Review draft construction documents/drawings from consultant, meeting with staff and consultant. Site visit to look at stage orientation. Meeting with Scott Holbrook. Continued research on electrical requirements.
- **Tree Management Plan:** Coordination with consultant.
- **Bocce Ball:** Follow up on maintenance/warranty issue
- **Railhead Park Restroom Remodel:** Coordination with contractor.
- **O&D Plan:** Completed draft and submitted to BOR for initial comments
- **Regional Park Path of Travel Project:** Coordination with surveyor. Review of initial drawings, meeting on site, coordination with arborist on tree root preservation concern. Emails and phone calls with engineering consultant.
- **Railhead Park Field Renovation:** Phone call and miscellaneous coordination to get technical specifications completed with consultant. Review specs, coordination on consulting contract and follow up on SWPPP requirements.
- **24 Acre Project:** Meetings with staff, site research, research on RFP, write RFP for consultant to do conceptual plan and preliminary planning.
- **Pickleball Shade Shelter:** Finalized permit at Country, staff coordination. Contract administration with Craig Creekmore on final payment for install.

Customer Service/Marketing Manager
Report to the Board of Directors
January, 2016

	12/20/15-1/20/16	12/12/14 -1/22/15
Activity Registrations	\$16,000	\$20,000
Day Care/Discovery payments	\$36,000	\$40,000
Facility payments/reservations	\$ 5,000	\$ 7,000

- Working with different user groups to schedule field usage
- Working with different event organizers to coordinate park usage
- Email blast to promote activities, events, and facilities

Recreation Services Manager
Report to the Board of Directors
January, 2016

- Meetings attended: ASR (4), Guitar Fest, Lifestyle, UKE, VFCAL
- Started interviewing instructors for new classes
- Met with AIM reps to set up February schedule
- Guitar Fest committee identified Evan Zee, Mike Pinder, Forest Bailey, Kathy Barwick, John Girton, and Jamey Bellizzi as presenters for the String Fling
- Hosted the second annual Lifestyle Expo. The Endurance Committee will partner with us again in 2017
- Met with HS Swim coaches on the upcoming season that will start February 8
- Met with Bubble Soccer with an eye to starting a league this summer
- Put sponsor packets together; starting to distribute
- Did a vocational presentation for Auburn Sunset Rotary. Got two additional sponsor inquires.
- 2016 calendars are out.

ASR- Auburn Subset Rotary, SHF-Auburn Senior Health Fair, PIP-Party in the Park, VFCAL-Valley Foothills Competitive Aquatics League, ACF-Auburn Community Festival, UKE- Ukulele Festival

Coming up this Month

February 1	Master Swimming Begins	Sierra Pool
February 16-19	Discovery Day Camp	Recreation Park
February 19	President's Day	Offices Closed
February 25	Board Meeting	CVCC, Board Room

Youth Services Manager
Report to the Board of Directors
January, 2016

- Received a \$500 grant for Wilson tennis equipment for the H.I.T.S. program offered by the USTA. The tennis program will be offered at Auburn El. Discovery Club in April. Met with Rob Simpson of USTA.

- Attended a workshop for United Way's Healthy Meals program, which we may be able to implement at Auburn El. Discovery Club to cover our after school snacks.
- Interviewed for open staff positions, and hired three staff.
- Attended Policy meeting on Wednesday, Jan. 20 and Finance on Thursday, Jan. 21.
- Sam's and Smart & Final purchasing for Discovery Clubs.
- Out on bereavement leave.
- Planning and prep for day camp on February 16-19.
- 2016 budget and board meetings on January 28.

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-15	James Moore	Auburn Host Lions-Recreation Park picnic site	\$50.00	\$30.00	\$50.00	No		
Apr-15	Cathy Sayre	Newfoundland Club-Large Gazebo-Recreation Park	\$90.00	\$30.00	\$90.00	No		
Apr-15	Norm Kendall	Gold Country Amputee Support Grp-Regional Park picnic site	\$75.00	\$30.00	\$75.00	No		
Apr-15	Judy Suter	Western States Trail Foundation-CVCC-Foothills Room for 4/11 and 6/11	\$380.00	\$60.00	\$380.00	No		
Apr-15	Sarah Gillmore	Pack 57 Cub Scouts-Railhead Field A	\$100.05	\$0.00	\$100.05	No		
Apr-15	DeDe Clark	Girl Scouts Heart of Central California-Recreation Park picnic sites	\$100.00	\$60.00	\$100.00	No		
Apr-15	Doug Marquand	ARD Shotokan Karate	\$50.00	\$110.00	\$80.00	Yes		
Apr-15	Jennifer Hensler	Placer High School 2015 Grad Night-Recreation Park building and pool	\$4,648.00	\$635.00	\$4,648.00	Yes	\$5,523.05	\$5,523.05
May-15	Chris Peikert	Freedom Church-Regional Park- Picnic # 1	\$50.00	\$30.00	\$50.00	Yes		
May-15	Karen Neal	Cub Scouts-pack 6- Regional Park Picnic sites and amphitheater	\$210.00	\$30.00	\$230.00	Yes		
May-15	Judy Sutter	Western States Trail Foundation-CVCC-Foothills Room for 6/28	\$260.00	\$60.00	\$200.00	No		
May-15	DeDe Clark	Girl Scouts Heart of Central California-Recreation Park picnic sites	\$120.00	\$60.00	\$120.00	No		
May-15	Jordan Alvarado	Sierra Hills School- MV Softball Field	\$36.30	\$0.00	\$36.30	No		
May-15	Kim Reese	Fishing Derby-MV Pond and Front Lawn	\$75.00	\$30.00	\$105.00	Yes		
							\$741.30	\$6,264.35

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Jun-15	Jennifer Spendlove	Advocates for Mentally Ill Housing-Ashtford Picnic Site	\$75.00	\$30.00	\$75.00	No		
Jun-15	Natalie Otis	Auburn Gymnastic /Fit for Life-Kickball fundraising for Fit for Life and Youth Assistant Prg-A&B	\$307.00	\$30.00	\$307.00	Yes		
Jun-15	Shannon Griffin	Girl Scouts Troop-Ashtford Picnic Site	\$50.00	\$30.00	\$50.00	No		
							\$432.00	\$6,696.35
Jul-15	Barb Webb	Placer Hills Education Foundation-MV picnic sites	\$225.00	\$120.00	\$225.00	No		
Jul-15	Courtney Portlock	Out of Darkness Suicide Prevention Walk-Railhead fields	\$420.30	\$60.00	\$420.30	Yes		
Jul-15	Barbara Crowell	Multipurpose Senior Center-Regional Gym and Lakeside Room	\$2,120.00	\$680.00	\$1,440.00	Yes		
							\$2,765.30	\$9,461.65
		No Fee Waiver requests in August						
Sep-15	Judy Sutter	Western States Trail Foundation-Foothills Room	\$200.00	\$60.00	\$200.00	No		
Sep-15	Cyndi Roy	Weimar Hills School-MV Park walk path and grass area	\$150.00	\$30 custodial \$10.00 Out of District	\$150.00	No		
Sep-15	Linda Overy	Cancer Hope and Support Group-Recreation Picnic #2	\$50.00	\$30.00	\$50.00	No		
							\$400.00	\$9,861.65
Oct-15	Wade Wolff	Collfax High Leadership Class Homecoming Rally-Meadow Vista Picnic Sites	\$225.00	\$90.00	\$225.00	Yes		
Oct-15	Garth Brooks	Stand Up Placer-Picnic site at Recreation Park	\$75.00	\$30.00	\$75.00	No		
Oct-15	Vince Thompson	Cub Scouts Pack 13-Regional Amphitheater	\$60.00	\$0.00	\$60.00	No		
Oct-15	Rachel Linton	Auburn Outlaws Roller Derby- Section of Front Parking Lot	\$150.00	\$0.00	\$150.00	No		
							\$510.00	\$10,371.65

2015/2016 Project List

Updated 1/15/16

PROJECT	Est. Cost	Notes	Est. completion date
<i>Bell Road</i>			
Planning	337,000	Conceptual plans to be reviewed at the January BOD meeting	TBD
Recreation Park			
Lower RR replacement	45,000	Project Completed	Jun-15
Bocce Ball Courts	155,000	Project Completed	Nov-15
Solar at community center building	225,000	Project Completed	May-15
Regional Park			
24 Acres Walking Path - In Kind	235,000	DG pathway by Western Care; continued environmental approval issues	TBD
Dry Creek Picnic ADA improvements	15,000	Staff soliciting estimates	Mar-16
Regional Shop Path of Travel ADA	30,000	Giulliani and Kull finishing design work (some tree issues)	May, 2016
Pickle Ball court (convert tennis court)	25,000	Project Completed	Nov-15
Stage Project	100,000	DRAFT design completed; Engineer making minor changes; next to Placer Co.	Sept, 2016
24 Acres Concept Planning	35,000	Working on scope and RFP for consultant	May, 2016
Canyon View Community Center			
Bike Park - incl Design and CEQA	80,000	BOR states that SHPO review to be completed in Jan.; Completion of NOA testing next.	Spring 2016
Railhead Park			
Railhead bathroom ADA upgrades	25,000	Work started Jan, 2016. Should be completed by February.	Feb, 2016
Shade Structure and Hardscape	125,000	Project Completed	Jul-15
Playground Replacement	61,000	Project completed	Jun-15
Operation and Development Plan			
CEQA/NEPA costs	25,000	First DRAFT of O&D plan sent to USBR for review	May, 2016
Total Projects Fiscal Year	1,518,000		

Jan-16

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
16-Dec-15	Regional Park	Bathroom door hardware broken in bathrooms behind Regional Shop	\$20.00	\$15.92, 2 door latches purchased
19-Dec-15	Regional Park	Graffiti on enclosure for portable toilets and toilets too at Dry Creek Picnic Area	\$40	\$12, graffiti remover, \$15 paint for wood enclosure

Total Labor Costs	\$60.00	Total	\$27.92
		Material	
		Costs	

Item 8.1 Cover sheet – Concept Plans Review – Bell Rd. Property

Auburn Area Recreation and Park District Board of Directors Meeting January 28, 2016

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve Conceptual Plan A for the Bell Road Property and authorize staff to move forward with the fee title transfer with PG&E?

Background

ARD staff has been working with PG&E, the Stewardship Council and Placer Land Trust to acquire +/- 26 acres of land through a fee title transfer. This property is located off of Bell Rd. and New Airport Rd. and has been referred to as the “Bell Rd. property”.

The Stewardship Council’s is a private, nonprofit foundation responsible for developing and implementing a land conservation plan for 140,000 + acres of land owned by PG&E. As part of this plan, PG&E made portions of the 140,000 acres available for fee title donation to organizations interested in preserving and enhancing the lands consistent with six Beneficial Public Values (BPV). Those six BPV are:

- Habitat protection
- Preservation of open space
- Outdoor public recreation
- Sustainable forestry
- Agricultural uses
- Cultural and historical resources

ARD has been working with the Stewardship Council (SC), Placer Land Trust (PLT) and PG & E for nearly two years on various studies and transition documents as part of the due diligence process. Transition documents include those documents needed to complete the fee title transfer of the property. That includes a current draft of the Conservation Easement (CE) that defines where on the property park development improvement can and cannot occur. The CE will be held by PLT. The physical studies have provided valuable data on the site for the purposes understanding opportunities and constraints for planning a future park site. Some of these studies include:

- Topographic data/survey (Giuliani and Kull)
- Tree inventory/survey (Foothill Associates)
- Wetland delineation (Dudek)
- Biological Assessment (Dudek)
- Cultural Studies (Dudek)
- Phase One Environmental Site Assessment (Holdrege and Kull)
- Site Assessment/Needs Analysis (Dudek)
- Preliminary Traffic/Access Placer County Engineering Department
- Record of Survey (Giuliani and Kull)

From the physical, cultural and site reconnaissance data, a very preliminary schematic was created for the purpose of beginning discussions of how the site might be improved as a neighborhood level park. In September of 2015 a public meeting was held at Regional Park Lakeside room and residents within ½ mile of the site were invited via a postcard mailing and notice in the Auburn Journal. ARD engaged the services of Foothill Associates to lead a workshop to gather public input and comment on the potential of developing the

Bell Road Property into a park. Approximately 70 people attended and offered comments, both pro and con regarding park development on the site. All comments were written down and are available for review.

Many attendants of the meeting expressed concern regarding the proposed southwest corner location shown in the preliminary schematic. As a result of public comment and concern, ARD reviewed the proposed park location and conducted research into the potential for developing an alternative location on the site in the upper north-east corner at the intersection of Bell Road and New Airport Way.

Foothill Associates developed two conceptual plan, Plan A (southwest corner) and Plan B (northeast corner). These plans have been presented to the public for discussion and to the A&D Committee in December 2015 and January 2016 for their review. They are attached to this Cover Sheet. On January 19, 2016 the Acquisition and Development Committee voted to forward Plan A to the full Board of Directors for approval and to authorize staff to move forward with the fee title transfer with PG&E. The following is background information regarding research conducted on the site to this point in time,.

Vehicle Access Background and Current Status

Prior to the concept plans creation and as part of continued due diligence, ARD staff, as well as Foothill Associates, contacted Placer County Engineering to understand the potential for site access/egress for both possible park sites. During these discussions with Amber Conboy, Placer County Traffic Engineer, ARD learned that the County would not support a full access/egress to the upper northeast corner location. The County has stated in writing they will only approve a right-in and right-out access/egress. The County will support a full access/egress for the southwest corner location. After presenting this information to the A&D Committee during the December 7, 2015 meeting, staff opted to re- contact the County and verify their stance on the access issues.

On January 5, 2016 staff and their consultant Kate Kirsch from Foothill Associates, met with the County engineering and planning staff to discuss again what the County would support for access to the site. Amber Conboy (Engineering) and Lisa Carnahan (Planning) reiterated their previous stance. The County feels that a full in/out access at the southwest corner (Concept Plan A) is the safest location. This is the County's preferred location. Amber Conboy feels the access at the southwest corner is much safer due to the controlled stop west of the access point as it acts to slow down speeds and there is adequate visibility even with the curve.

The County's opinion on the limitation of the right in-right out only at the northeast corner site is based on the following:

- A left-in is not possible because there is not enough distance between the beginning of the southbound left turn pocket into Bill Frances Drive and Bel Air Drive to add a northbound left turn pocket.
- A continuous left-turn lane between Bill Frances and Bel Air is not desirable due to the frequency of large trucks going into the industrial zoned uses on Bill Frances. The County does not like to use continuous left-turn lanes where large trucks will be opposing regular vehicles.
- A left-out is precluded because the stacking for northbound traffic at the Bell Road light is already tight. Also, northbound traffic often speeds up to make the Bell Road light, increasing the danger for drivers turning left out of the potential park.

FERC Boundary

A site condition that was not considered during the development of the Concept Plan A and B was the existence of a FERC boundary in the northeast corner of the site. Staff was aware of its existence but had understood it was in the process of being removed. FERC (Federal Energy Regulatory Commission) boundaries have significant limitations regarding activities that can happen within the protected area. On the Bell Road site, the

FERC boundary delineates an old and abandoned roadway no longer in use. PG&E has begun the process of removing the FERC boundary and replacing it with a permanent easement.

Staff contacted Jon Wilcox from PG&E regarding allowable uses within the FERC area and Jon has advised ARD staff that removal of the FERC boundary could take a minimum of 5-7 years. No permanent structures are typically allowed within a FERC boundary. This proves to be a significant impediment to any park development in the northeast corner. At this point, the existence of a FERC boundary eliminates the feasibility of developing a park in the northeast corner. When it is eventually removed, the permanent easement may have conditions that could hamper park development as well. It is unknown at this time. A copy of the FERC boundary is attached.

Concept Plans Recommendation:

The A&D Committee reviewed the Concept Plan A and B in December and January. Staff continues to believe the feasible park site location is Concept A. The following is a partial list of the rationale behind staff's recommendation that Plan A should be forwarded to the Board of Directors for approval as the preferred park location at Bell Road.

- A full access/egress is supported in the southwest corner as shown on Plan A. The County does not support, and will not approve, a full access for Plan B.
- The FERC boundary in the northeast corner is a significant impediment to developing a park and may not be surmountable. At a minimum, PG&E advises ARD staff that vacation of the FERC boundary is at least 5-7 years in the future. No permanent improvements (including paving) may occur in the FERC boundary.
- Sewer line connections appear to be less costly for Plan A as per conversations with County staff.
- The southwest corner has better visibility into the site from a public right-of-way. This has several advantages, including improved security monitoring as the park will be visible from New Airport Way. The elevated grades above the Plan B area is not as conducive to visual surveillance.
- There are natural tree buffers in the southwest corner to help minimize impacts to the neighbors. Additional buffering is recommended on Plan A.
- The developable area is larger, Plan A will provide for a larger park with potentially fewer land alternation impacts. The Plan A provides for larger open play areas, parking is tucked away from the neighborhood and impacts to trees is minimal.
- Walking access to the overall site is good and closer to the public who would use the park which will result in more people enjoying the park.

Concept A shows the park development at the southwest corner with a full ingress/egress. Parking is tucked as far away from the neighborhood boundary as is possible. The site is approximately 7 acres in size and includes parking (40 spaces) 4-user restroom, two picnic shade shelters, an open grassy area for informal games, nature playground and a natural surface (decomposed granite) trail system with three footbridges that cross the wetland areas and connect the park development to the upper northeast corner. The design shows a permeable paver plaza and is designed to avoid as many trees and have as little grading impact as possible. The small green x symbol represent existing tree locations. Impacts to trees in this plan is minor. The plan also illustrates a heavily treed buffer proposed at the edge of the existing neighborhood to protect privacy and provide a visual buffer.

Next Steps:

Once the Board of Directors approves a conceptual plan, the next step will be to finalize the Conservation Easement depicting the Building Envelope which reflects the park location and proposed improvements. This

will allow ARD to move forward with the fee title transfer of the property and apply to the SC for a grant to fund building the park including the entitlements with Placer County such as the environmental review and Conditional Use approvals.

Recommendation for the Board of Directors:

Staff recommends that Board of Directors approves Plan A as the location for a future park for the Bell Road property and direct staff to move forward with acquiring the property. Plan A access/egress is supported by Placer County Engineering as the better access point. Plan A provides the best and highest use of the property for park improvements.

Alternatives:

- A) Request further information from staff. Send the agenda item to the February Board meeting.

Fiscal Impact

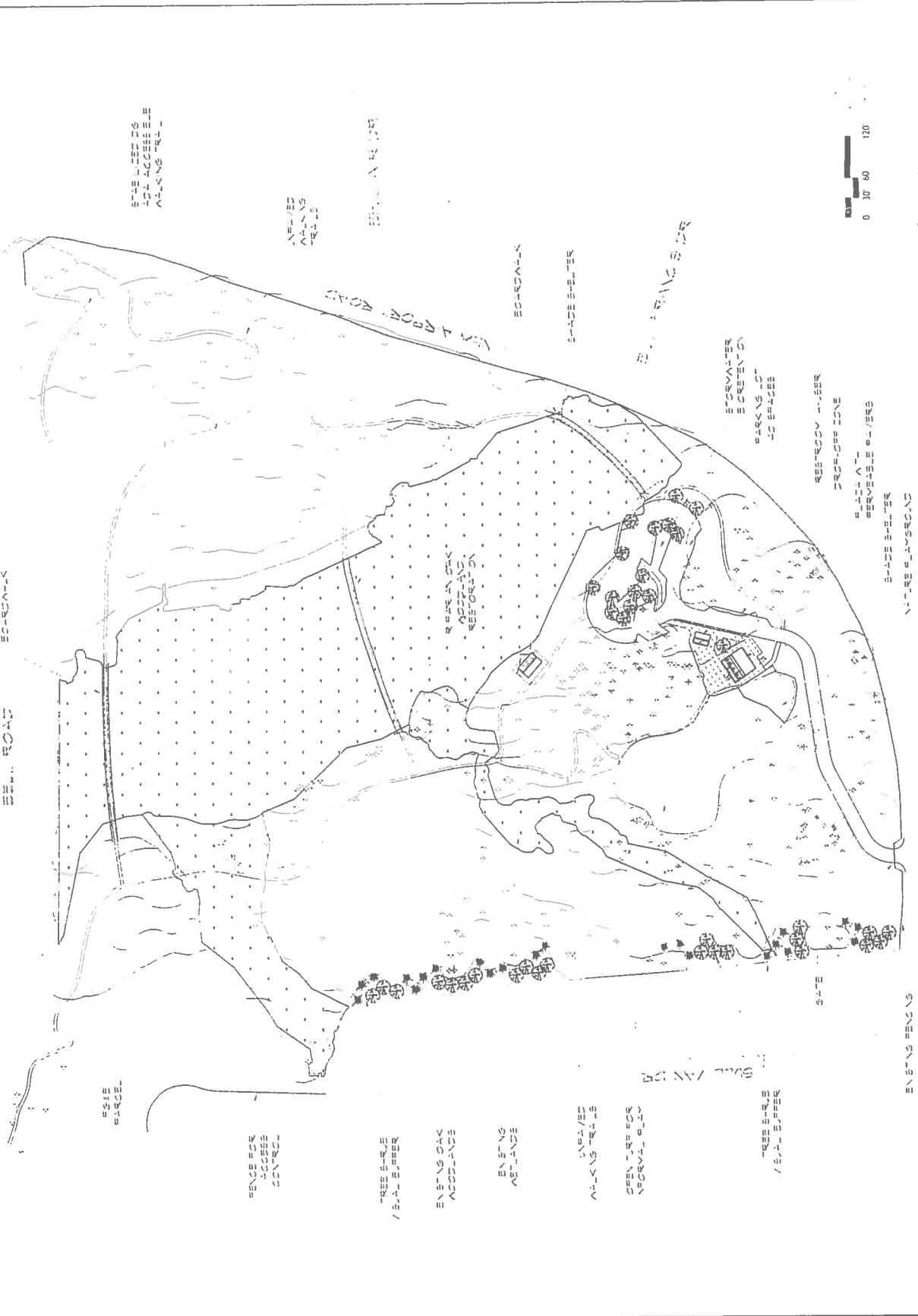
There is no fiscal impact at this phase in the project. Stewardship Council is funding the development of the conceptual plans.

Attachments

- Concept Plan A
- Concept Plan B
- FERC Boundary Exhibit

BELL ROAD CONCEPTUAL PLAN A

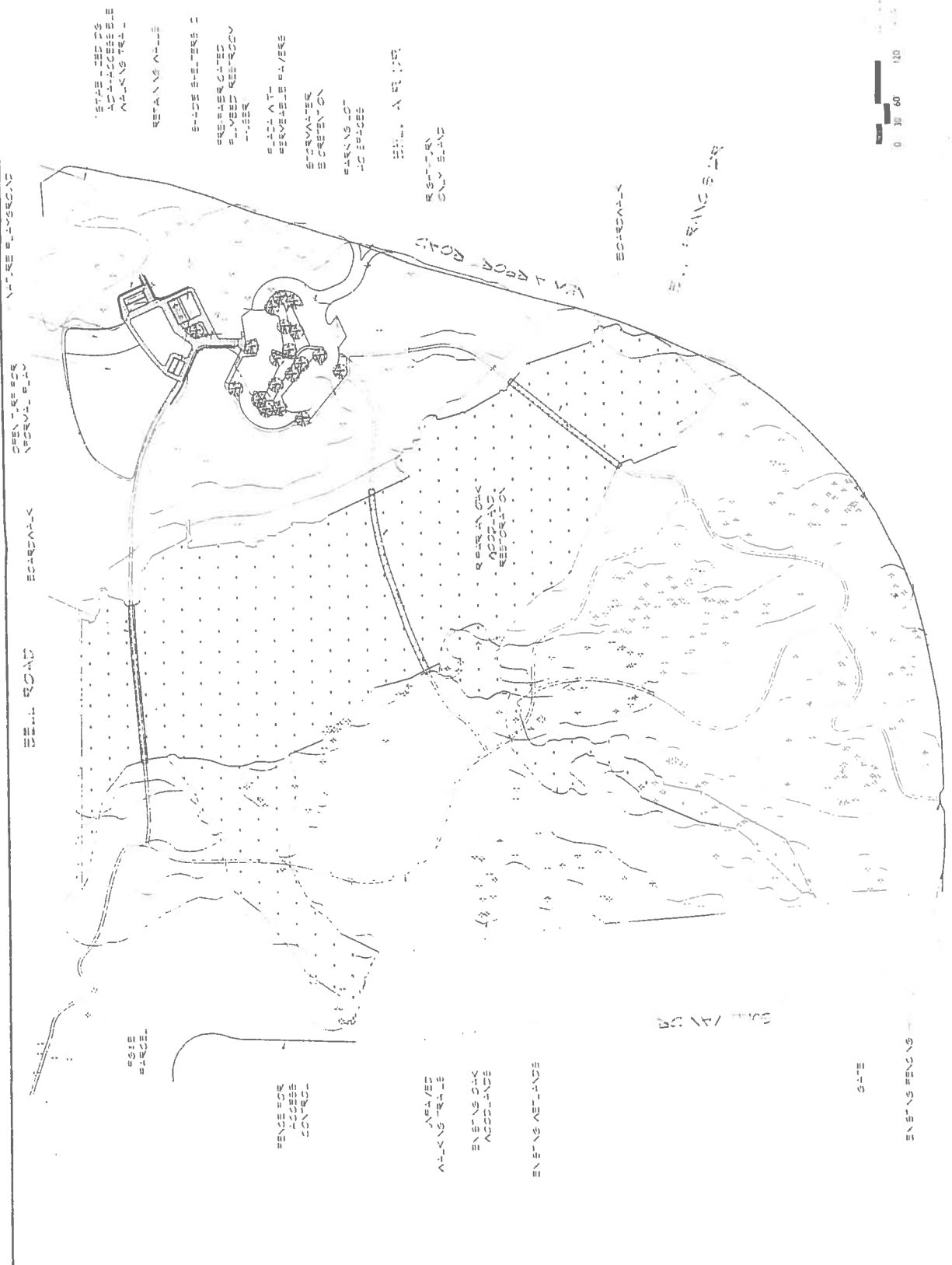
AUBURN RECREATION DISTRICT



AUBURN RECREATION DISTRICT

BELL ROAD CONCEPTUAL PLAN B

FOOTHILL ASSOCIATES



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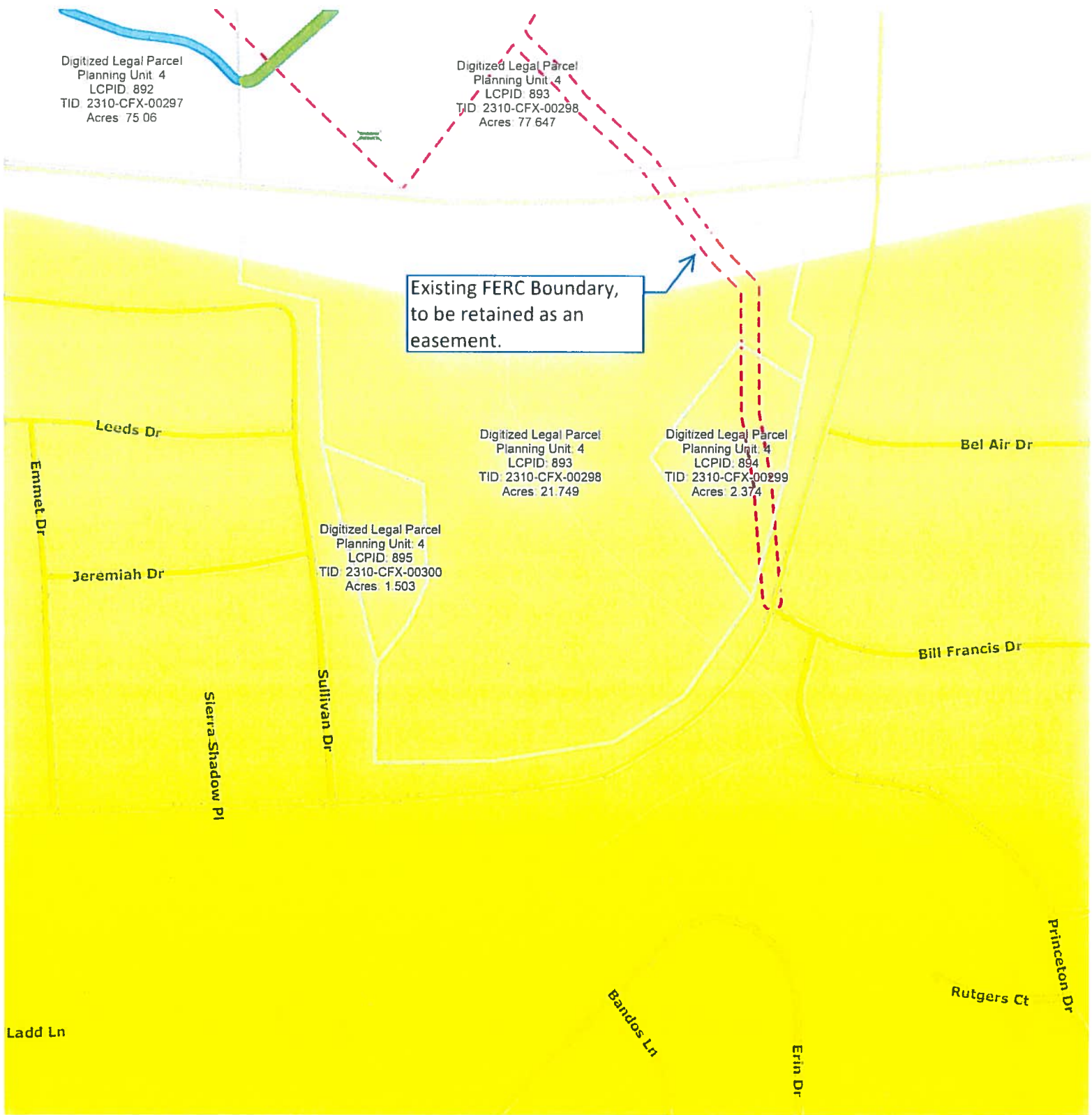
DATE: 1/11/08

CONCEPTUAL PLAN B

FOOTHILL ASSOCIATES

SCALE

LCP 893,894 & 895 ARD Bell Rd.



SCALE 1 : 3,486



Item 8.2 FRIENDS OF ARD Cover sheet - Board Meeting and Review of 501 c3 Financials

Friends of the Auburn Area Recreation and Parks Inc. (“Friends”) Board meeting January 28, 2016

The Issue

A Board meeting and review of the Friends of the Auburn Area Recreation and Parks Inc. Balance Sheet and Profit and Loss.

Background

A Balance Sheet and Profit and Loss for the current year are attached.

Recommendation

Review the Friends Balance Sheet and Profit and Loss; provide comment, direction (if any).

Fiscal Impact

None

Attachments

Balance Sheet for the Friends of the Auburn Area Recreation and Parks, Inc.
Profit and Loss (1/1/15 – 12/31/15) for the Friends of the Auburn Area Recreation and Parks, Inc.

501C-3
Friends of ARD
Balance Sheet
As of Dec 31, 2015

Assets

Community 1st Bank	551.78		
Umpqua Bank Account	3,624.18		
Total Assets		4,175.96	
Total Assets			4,175.96

Liabilities

Accts Payable/ ARD	7,300.00		
Total Liabilities		7,300.00	

Owner's Equity

Owner's Equity	(3,571.35)		
Gain for 2015	447.31		
Total Owners Equity		(3,124.04)	
Total Liabilities and Owners Equity			4,175.96

Friends of Auburn Area Recreation and Park District

Profit and Loss

For 1/1/2015 To 12/31/15

	CURRENT MO	YTD
REVENUE		
Youth Assistance Fund Donations	-	2,998.00
Youth Jersey Donation	-	278.38
Pickle Ball Court Donation	-	8,250.00
Camp Easy Grant	-	500.00
Auburn Pump Track Revenue	362.00	10,290.00
Donation for Dead Fest	-	2,640.00
Auburn Community Festival Revenue	-	2,250.00
Party in the Park Donations	-	375.00
Great American Obstical Scramble Event	-	240.32
TOTAL REVENUE	362.00	27,821.70
 EXPENSES		
Legal Expenses		20.00
Youth Assistance Donate to ARD	-	2,848.10
Deadfest Donation to ARD	-	2,508.00
Pickle Ball Court construction don to ARD	-	7,837.50
Camp Easy Event	-	498.78
Auburn Scramble Donate to ARD	228.30	228.30
Auburn Pump Track Donate to ARD	461.92	9,775.50
Youth Jerseys Donate to ARD		264.46
Auburn Comm Fesitval Donate to ARD	-	2,137.50
Liability Insurance	-	900.00
Expensed to Donate for Party in the Park	-	356.25
TOTAL EXPENSES	690.22	27,374.39
NET (LOSS)/PROFIT	(328.22)	447.31

(Unaudited)

Item 8.3 Cover Sheet - Change in Policy on Late Payments

Auburn Area Recreation and Park District January 2016 Policy & Board of Directors meeting.

The Issue: Shall the Board impose a late fee for funds received after due dates for District activities.

Background: The District has a "Payment of Services Policy" (see below) that lists many rules as to how fees and damages are handled. However, missing from the policies is a fee for late payment. The accounting department has been charging such a fee for several years and has a notice on all statements that are mailed out referencing same. Staff proposes to codify this practice into the District Policy Manual.

Staff proposes to charge a 1 ½ % per month late fee on all accounts receivable paid after the due date, assessed on a daily basis.

Recommendation: The policy committee forwarded this item to the Board with a positive recommendation.

Fiscal Impact: Minimal. But the policy should have a positive impact as a deterrent to paying fees late.

From the District Policy Manual:

- B. **Fees and damages for returned checks and late payments.** Fees and/or damages may be assessed for returned checks and late payments. **The District will charge a 1 ½ % per month late fee on all accounts receivable paid 30 days or more after the due date, assessed on a daily basis.** The District may file charges against payer to collect payment as allowed by law. The District may elect to not honor future checks from individuals or organizations that have issued returned checks.
- E. **Facility & Field Rental Fees.** All fees are payable in full at the time of the reservation. No permit will be issued to rent District facilities and/or fields until all outstanding bills are paid in full or payment arrangements are made with written approval of the District Administrator or designee.

For any season, User Groups must pay in advance according to their submitted reservation schedule for the entire season. Payment arrangements may be made with prior written approval of the District Administrator or designee to issue the permit for the season with an agreed upon payment schedule. In all cases, full payment must be made by the start of the User Group's season. If payment is not received by the due date, the District has the right to revoke the existing permit. In the event of potential revocation, a written notice will be sent to the contact person of record with the District. The District will also charge a 1 ½ % per month late fee on all accounts receivable paid 30 days or more after the due date, assessed on a daily basis.

Attachment: None.

Item 8.4 Cover sheet – Policy on Salary Schedules/Ranges and Related Increases

Auburn Recreation District Policy Committee meeting January, 2016; Board of Directors meeting January, 2016

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend its policy regarding salary schedules (ranges), allowing for increases in a salary schedule to all employees in that range when an increase is approved by the Board of Directors?

Background

ARD will, on occasion, increase the salary range for a certain position. These increases are brought on by the following occurrences:

- Increases in minimum wage
- Cost of Living increases (“COLAs”)
- Increases based on salary surveys

When this occurs, the salary range for that position increases. As an example, if the salary range for a lifeguard position was to increase by 5%, the following would happen:

Previous range: \$10.00 – 12.50

New range (increased by 5%): \$10.50 - \$13.13

A lifeguard who was at very bottom of the range (\$10) would see their pay increase to \$10.50.

A lifeguard who is in the middle or top of the range (\$11) would see no increase, based on existing policy. This is mainly due to ARD’s elimination of “steps” in the salary ranges. As was previously designed, all steps went up automatically by 5%. This practice was eliminated in 2014.

With the elimination of steps, there is currently no policy in place that allows employees in the middle or upper end of their scale to receive an increase in pay when a salary schedule/range is increased.

Recommendation for the Board of Directors

Staff recommends amending existing ARD Personnel Policy to read as follows (new language highlighted):

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 that job description will receive a commensurate salary or wage increase.

For those employees represented by Local 39, the schedules are developed through negotiation between the union and the District, and are ratified by the members and the Board of Directors.

The Policy Committee had a split recommendation on this proposed policy amendment.

Alternatives Available to the Board of Directors

1. Do not move forward with this issue.
2. Bring the proposed policy back with proposed changes

Fiscal Impact

The fiscal impact would be dependent on the increase being proposed.

Attachments

None.

Item 8.5 Cover sheet – Youth Services Site Director Salary Schedule Increase

Auburn Area Recreation and Park District Policy Committee meeting January, 2016; Board of Directors meeting January, 2016

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve an increase to the salary schedule/salary range for Youth Services Site Directors?

Background

The recent increase in California's minimum wage led to increases in pay for several positions at ARD, including those in the Youth Services Department. While increases were made in the pay for Program Leader (I, II and III), there was no corresponding increase in pay for Site Directors. As a result, some Site Directors are earning an amount that is not commensurate with their responsibilities (vs. a Program Leader). The Site Director is the employee in charge of an entire after school site (currently at Skyride Elementary, Auburn Elementary and Newcastle), including acting as the immediate supervisor for the Program Leaders.

Recommendation for the Board of Directors

Staff recommends that the Policy Committee provide a positive recommendation to increase the salary schedule/salary ranges for the Youth Services Site Directors by 9%. This 9% corresponds to the increases received by the Program Leaders.

The **proposed** salary schedule/salary range for a Youth Services Site Director is as follows:

COMPENSATION: Full-time/part-time/temporary/seasonal position.

Wage rate range

Full-time union position:

~~\$13.52 – \$18.12~~

\$14.73 - \$19.75

Part-time/seasonal/temporary non-union position:

~~\$12.29 – \$16.48~~

\$13.40 - \$17.96

~~\$11.71 – \$15.71 (non-Calpers)~~

\$12.76 - \$17.12

In comparison, the salary schedule for a Youth Services Program Leader III (reports to Site Director) is \$12.15 - \$15.84.

The Policy Committee forwarded this item to the Board with a positive recommendation.

Fiscal Impact

The fiscal impact is approximately \$6,300 per year.

Attachments

Youth Services Site Director Job Description.

YOUTH SERVICES PROGRAM SITE DIRECTOR

DEFINITION AND PURPOSE: Under the general direction of the Youth Services Manager, the Site Director will be responsible for developing and implementing a program of academic support, enrichment and recreation activities for elementary school students. The Site Director will work for total program needs including day camp, and not for one specific site. The Site Director will also assist the Youth Services Manager and Coordinator with other related work/duties as assigned.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

- Supervises total program for site in accordance with Title 22, Division 12, of Community Care Licensing
- Follows lead direction of the Youth Services Coordinator during Day Camp
- Exhibits creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations
- Provides effective classroom management
- Plans and implements a weekly calendar of activities, ordering supplies as necessary
- Plans and implements a monthly snack calendar in accordance with licensing guidelines
- Prepares a food order based on inventory needs
- Maintains accurate and current files on all children and staff in the program. Alerts Youth Services Manager of any deficiencies
- Oversees payments, including subsidy cases. Follows up with outstanding accounts. Processes paperwork in a timely manner
- Plans, conducts and documents disaster drills for the safety of all children and staff
- Maintains positive relationship with parents, staff, school personnel and the public in accordance with the policies and practices of the District
- Reports suspected child abuse to Child Protective Services in a timely manner. Alerts the Youth Services Manager and provides a copy of the paperwork submitted
- Addresses Workers' Compensation accidents immediately and follows through in accordance with the policies and practices of the District. Reports all accidents/incidents/injuries to the Youth Services Manager and processes essential paperwork in a timely manner
- Creates and maintains an appealing classroom environment, adapting for changing seasons and themes. Oversees sanitary practices and cleanliness of the facility
- Alerts the Youth Services Manager regarding issues with payments, parents, safety, school relations, building maintenance or any area directly impacting the program
- Supervises staff and provides on-the-job training where applicable
- Performs other work/duties as assigned
- Provide input for staff reviews as requested
- Answers telephone and responds to questions from the public
- Oversees safety practices and program procedures and demonstrates good judgment

NON-ESSENTIAL JOB FUNCTIONS:

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

- Plans/participates in special events, community involvement and/or field trips
- Provides periodic training/staff meetings for site staff in conjunction with the Youth Services Manager
- Attends departmental meetings as scheduled

Youth Services Program Site Director - Job Description

REVISED April 1, 2015

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong organizational skills; effective classroom management; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, and spreadsheets, preferably on PC based systems; exhibit a basic competency in core subjects to assist students with homework; have knowledge of the following: Title 22, Division 12 of Community Care licensing; theories, principles and practices common to Youth Services, after-school Discovery Clubs and Summer Day Camps; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees and the general public.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

Position requires both day and evening hours, including weekend and holiday shifts. Must be available to work on days and times assigned, which may require split shifts or substituting.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Candidate must fulfill the requirements for a Director as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

High school degree or equivalent. Must be at least 18 years of age. In addition:

Completed fifteen units of Early Childhood Education, including Administration.

And/Or: Six units in Early Childhood Education, of which three are Administration, and nine units toward a teacher/recreational or related degree for a total of 15 units. Units and training hours may be combined to meet the total educational requirement. A minimum of four years' experience supervising children.

And/Or: A.A. degree from an accredited college or university with at least 3 units in Early Childhood Education or related areas and 3 units in Administration. A minimum of two years' experience supervising children.

And/Or: B.A. degree from an accredited college or university with at least 3 units of Early Childhood Education or related areas and 3 units in Administration. A minimum of one year of experience supervising children.

And/Or: Child Development Site Supervisor Permit.

Youth Services Program Site Director - Job Description

REVISED April 1, 2015

And/Or: Child Development Program Director Permit.

Any other new licensing requirements will be necessary to fulfill.

Preschool directors: Early Childhood Education units required (no related areas accepted). A.A. and B.A. degrees must have a major or emphasis in early childhood education or child development. All other requirements for preschool child care centers apply.

Experience: In addition to the above, two or more years of experience in staff management is required.

LICENSES AND CERTIFICATES

A current CPR and First Aid certificate as specified by State Licensing is mandatory. Current negative tuberculosis test required at time of employment and renewed every three years or if a case is reported within the working environment. Health clearance required, dated not more than one year prior or seven days after initial presence at the child care center. A certificate for 15 hours of training on preventive health practices may also be required.

Possession of a valid California C driver's license at the time of hire and a satisfactory driving record based upon specific program needs.

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

COMPENSATION: Full-time/part-time/temporary/seasonal position.

Wage rate range

Full-time union position:

\$13.52 - \$18.12

Part-time/seasonal/temporary non-union position:

\$12.29 - \$16.48

\$11.71 - \$15.71 (non-Calpers)

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

Youth Services Program Site Director - Job Description

REVISED April 1, 2015

Item 8.6 Cover sheet – Policy Regarding Property Found at District Parks and Facilities

Auburn Area Recreation and Park District (ARD) Policy Committee meeting January, 2016; Board of Directors meeting January, 2016

The Issue

Shall the Auburn Area Recreation and Park District (ARD) create a policy regarding how to handle property found at parks and facilities?

Background

ARD staff regularly finds personal property at its parks and facilities. Some of these items include (but are not limited to):

- Shoes
- Towels
- Backpacks
- Clothing
- Swim goggles
- Personal hygiene products

Inexpensive items found at indoor facilities and the pools are typically kept at the location for a few weeks and then donated or disposed of. Items that may hold a certain value are brought to the Customer Service office, who may call local law enforcement to take the item.

Inexpensive items found at parks are sometimes brought to the aforementioned Customer Service office. Some items are put into plastic garbage bags and stored next to the park dumpster for a period of time. Items that are clearly trash are disposed off.

California Civil Code Section 2080-2080.10 regulates how found property is to be handled. A copy of this information is attached.

A proposed policy for the handling of found property is attached.

Recommendation for the Board of Directors

Approve the Found Property policy as written.

The Policy Committee forwarded this item to the Board with a positive recommendation.

Alternatives Available to the Board of Directors

- 1) Request more information and bring back to the February Policy Committee meeting.
- 2) Suggest changes and approve.

Fiscal Impact

Unknown at this time. A storage unit will need to be purchased (approximately \$1,000).

Attachments

Proposed Policy – Found Property
CA Civil Code §2080

XXXVI. Property Found at District Parks and Facilities

Property found at District parks and facilities will be handled in the following manner:

- A. Intentionally abandoned property or property presenting an immediate threat to public health or safety will be disposed of.
- B. Property worth less than one hundred dollars (\$100). Property found in District parks and facilities worth less than \$100 will be disposed of after a reasonable attempt to find the owner. Items that are clearly refuse will be disposed of immediately.
- C. Property worth more than one hundred (\$100). After a reasonable attempt to find the owner, property found in District parks and facilities worth more than \$100 will be turned over to local law enforcement (Auburn Police Department or Placer County Sherriff's Office) per CA Civil Code §2080 et. al. If local law enforcement will not accept the property, the District will take the following steps:
 - 1. Staff will catalog the property that is found. This will include a description of the items found, where the items were found and the date the items were found.
 - 2. The items will be bagged with a tag indicating the date and the location of the found property.
 - 3. The bag will be stored in a container on District property for 90 days.
 - 4. Property unclaimed after 90 days will be sold at public auction to the highest bidder.
 - 5. Notice of such sale shall be given by the District Administrator at least five days before by publication once in a newspaper of general circulation.
 - 6. Any property remaining unsold after being offered at public auction may be disposed of by the District.
- D. Personal property shall not be claimed by an employee of the District under any circumstances.

CIVIL CODE

SECTION 2080-2080.10

2080. Any person who finds a thing lost is not bound to take charge of it, unless the person is otherwise required to do so by contract or law, but when the person does take charge of it he or she is thenceforward a depository for the owner, with the rights and obligations of a depository for hire. Any person or any public or private entity that finds and takes possession of any money, goods, things in action, or other personal property, or saves any domestic animal from harm, neglect, drowning, or starvation, shall, within a reasonable time, inform the owner, if known, and make restitution without compensation, except a reasonable charge for saving and taking care of the property. Any person who takes possession of a live domestic animal shall provide for humane treatment of the animal.

2080.1. (a) If the owner is unknown or has not claimed the property, the person saving or finding the property shall, if the property is of the value of one hundred dollars (\$100) or more, within a reasonable time turn the property over to the police department of the city or city and county, if found therein, or to the sheriff's department of the county if found outside of city limits, and shall make an affidavit, stating when and where he or she found or saved the property, particularly describing it. If the property was saved, the affidavit shall state:

- (1) From what and how it was saved.
- (2) Whether the owner of the property is known to the affiant.
- (3) That the affiant has not secreted, withheld, or disposed of any part of the property.

(b) The police department or the sheriff's department shall notify the owner, if his or her identity is reasonably ascertainable, that it possesses the property and where it may be claimed. The police department or sheriff's department may require payment by the owner of a reasonable charge to defray costs of storage and care of the property.

2080.2. If the owner appears within 90 days, after receipt of the property by the police department or sheriff's department, proves his ownership of the property, and pays all reasonable charges, the police department or sheriff's department shall restore the property to him.

2080.3. (a) If the reported value of the property is two hundred fifty dollars (\$250) or more and no owner appears and proves his or her ownership of the property within 90 days, the police department or sheriff's department shall cause notice of the property to be published at least once in a newspaper of general circulation. If, after seven days following the first publication of the notice, no owner appears and proves his or her ownership of the property and the

person who found or saved the property pays the cost of the publication, the title shall vest in the person who found or saved the property unless the property was found in the course of employment by an employee of any public agency, in which case the property shall be sold at public auction. Title to the property shall not vest in the person who found or saved the property or in the successful bidder at the public auction unless the cost of publication is first paid to the city, county, or city and county whose police or sheriff's department caused the notice to be published.

(b) If the reported value of the property is less than two hundred fifty dollars (\$250) and no owner appears and proves his or her ownership of the property within 90 days, the title shall vest in the person who found or saved the property, unless the property was found in the course of employment by an employee of any public agency, in which case the property shall be sold at public auction.

2080.4. Notwithstanding the provisions of Section 2080.3 or Section 2080.6, the legislative body of any city, city and county, or county may provide by ordinance for the care, restitution, sale or destruction of unclaimed property in the possession of the police department of such city or city and county or of the sheriff of such county. Any city, city and county, or county adopting such an ordinance shall provide therein (1) that such unclaimed property shall be held by the police department or sheriff for a period of at least three months, and (2) that thereafter such property will be sold at public auction to the highest bidder, with notice of such sale being given by the chief of police or sheriff at least five days before the time fixed therefor by publication once in a newspaper of general circulation published in the county, or that thereafter such property will be transferred to the local government purchasing and stores agency or other similar agency for sale to the public at public auction. If such property is transferred to a county purchasing agent it may be sold in the manner provided by Article 7 (commencing with Section 25500) of Chapter 5 of Part 2 of Division 2 of Title 3 of the Government Code for the sale of surplus personal property. If property is transferred to the local government purchasing and stores agency or other similar agency pursuant to this section, such property shall not be redeemable by the owner or other person entitled to possession. If the local government purchasing and stores agency or other similar agency determines that any such property transferred to it for sale is needed for a public use, such property may be retained by the agency and need not be sold.

2080.5. The police department or sheriff's department may sell such property by public auction, in the manner and upon the notice of sale of personal property under execution, if it is a thing which is commonly the subject of sale, when the owner cannot, with reasonable diligence, be found, or, being found, refuses upon demand to pay the lawful charges provided by Sections 2080 and 2080.1, in the following cases:

(1) When the thing is in danger of perishing, or of losing the greater part of its value; or,

(2) When the lawful charges provided by Sections 2080 and 2080.1 amount to two-thirds of its value.

2080.6. (a) Any public agency may elect to be governed by the provisions of this article with respect to disposition of personal property found or saved on property subject to its jurisdiction, or may adopt reasonable regulations for the care, restitution, sale or destruction of unclaimed property in its possession. Any public agency adopting such regulations shall provide therein (1) that such unclaimed property shall be held by such agency for a period of at least three months, (2) that thereafter such property will be sold at public auction to the highest bidder, and (3) that notice of such sale shall be given by the chief administrative officer of such agency at least five days before the time fixed therefor by publication once in a newspaper of general circulation published in the county in which such property was found. Any property remaining unsold after being offered at such public auction may be destroyed or otherwise disposed of by the public agency. In a county having a purchasing agent, the purchasing agent may conduct such sale, in which case the provisions of subdivisions (2) and (3) of this section shall not be applicable. Such sale shall be made by the county purchasing agent in the manner provided by Article 7 (commencing with Section 25500) of Chapter 5 of Part 2 of Division 2 of Title 3 of the Government Code for the sale of surplus personal property. If the public agency determines that any such property transferred to it for sale is needed for a public use, such property may be retained by the agency and need not be sold.

(b) "Public agency" as used in this section means any state agency, including the Department of General Services and the Department of Parks and Recreation, any city, county, city and county, special district, or other political subdivision.

X 2080.7. The provisions of this article have no application to things which have been intentionally abandoned by their owner.

2080.8. (a) The Regents of the University of California and the Trustees of the California State University, as applicable, may provide by resolution or regulation for the care, restitution, sale, or destruction of unclaimed, lost, or abandoned property in the possession of the Regents of the University of California, the University of California Police Department, or any state university.

(b) Any resolution or regulation adopted pursuant to this section shall provide therein (1) that unclaimed, lost, or abandoned property valued at or above three hundred dollars (\$300) shall be held by the Regents of the University of California, the University of California Police Department, or the particular state university for a period of at least three months, (2) that thereafter the property will be sold at public auction to the highest bidder, and (3) that notice of that sale shall be given by the Regents of the University of California, the University of California Police Department, or the Trustees of the California State University at least five days before the time therefor by publication once in a newspaper of general circulation published in the county in which the property is held.

(c) The Regents of the University of California or the Trustees of the California State University may dispose of any of that property upon which no bid is made at any sale.

2080.10. (a) When a public agency obtains possession of personal property from a person for temporary safekeeping, the public agency shall do all of the following:

(1) Take responsibility for the storage, documentation, and disposition of the property.

(2) Provide the person from whom the property was taken with a receipt and instructions for the retrieval of the property. The receipt and instructions shall either be given to the person from whom the property was taken at the time the public agency obtains the property or immediately mailed, by first-class mail, to the person from whom the property was taken.

(3) If the public agency has knowledge that the person from whom the property was taken is not the owner, the agency shall make reasonable efforts to identify the owner. If the owner is identified, the public agency shall mail, by first-class mail, a receipt and instructions for the retrieval of the property.

(b) The receipt and instructions shall notify the person from whom the property was taken that the property must be claimed within 60 days after the public agency obtains possession or the property will be disposed of in accordance with the disposal provisions of this article. Within 60 days, the person may do one of the following:

(1) Retrieve the property.

(2) Authorize in writing another person to retrieve the property.

(3) Notify the public agency in writing that he or she is unable to retrieve the property, because he or she is in custody, and request the public agency to hold the property. If a person notifies the public agency that he or she is unable to retrieve the property within 60 days, or have an authorized person retrieve the property, the public agency shall hold the property for not longer than 10 additional months.

(c) The public agency shall not be liable for damages caused by any official action performed with due care regarding the disposition of personal property pursuant to this section and the disposal provisions of this article.

(d) As used in this section, "public agency" means any state agency, any city, county, city and county, special district, or other political subdivision.

SECTION: 9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

- 1. Installation of Security Cameras at Overlook Park (Acquisition & Development Committee, see attachment).**
- 2. County Mitigation Fund, current balance, \$255,141. (Standing Finance Committee).**

Discussion Item 9.1 Cover Sheet for Installation of Security Cameras At Overlook Park (Discussion Item)

Auburn Area Recreation and Park District January 2016 Board Meeting

The Issue: A discussion regarding installation of security cameras at Overlook Park

Background: Staff has been conducting research into the installation of security cameras at Regional Park for the past several months. After meeting with several security companies, three quotes have been obtained and will be carefully compared so that staff will be able to make a recommendation.

In the meantime, several recent incidents have occurred at Overlook Park that has resulted in staff including that park as a candidate for cameras as well. The biggest hurdle we face is the requirement of one (1) year of storage capacity for each camera installed at any ARD facility:

GOVERNMENT CODE SECTION 53160-53162

53160. (a) The head of a special district, after one year, may destroy recordings of routine video monitoring, and after 100 days may destroy recordings of telephone and radio communications maintained by the special district. This destruction shall be approved by the legislative body and the written consent of the agency attorney shall be obtained. In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved.

(b) For purposes of this article, "recordings of telephone and radio communications" means the routine daily recording of telephone communications to and from a special district, and all radio communications relating to the operations of the special district.

(c) For purposes of this article, "routine video monitoring" means video recording by a video or electronic imaging system designed to record the regular and ongoing operations of the special district, including mobile in-car video systems, jail observation and monitoring systems, and building security recording systems.

(d) For purposes of this article, "special district" shall have the same meaning as "public agency," as that term is defined in Section 53050.

This requirement is very costly as the storage device may be as large as 24TB. The total cost of two cameras at Overlook with 12 TB of storage is \$8742. One camera would be 5 MP and the other 3 MP and both would be motion operated at an assumed rate of 50%. Should motion

recording be higher, more storage capacity would need to be added at additional cost as required.

Recommendation: After review of the three quotes received from vendors, staff will be utilizing Capture Technologies for the Overlook project. Capture Technologies has been the most responsive of all three companies and has strived to find the best and most economical solution to the surveillance issue facing ARD. Capture Technologies also won the bid for the City of Auburn's security camera project at the airport and comes highly recommended by them. As well, they will use the same camera manufacturer and technology that is in use at Disneyland, U.C. Davis and the Santa Cruz Boardwalk, amongst many others.

Fiscal Impact: \$8700, plus electrical by a licensed contractor and some site work to be done by ARD.

Attachments: Capture Technology quote



An Employee-Owned Company

Capture Technologies, Inc.
3575 Alameda Ave, Oakland, CA 94601

QUOTE

Number CAPQ2155
Date Jan 11, 2015

Sold To	Ship To	Account Executive
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Auburn Area Parks and Recreation D
Joe Fecko
471 Maidu Dr #200
Auburn, CA 95603

Auburn Area Parks and Recreation D
Joe Fecko
471 Maidu Dr #200
Auburn, CA 95603

Martin Van Enoo
2617 K Street
Suite 125
Sacramento, CA 95816
mvanenoo@capturet.com

Phone (530) 885-0611 Ext 1
Fax

Phone (530) 885-0611 Ext 1
Fax

Phone 510.500.1489
Fax 510.485.5489

It is assumed that there is an internet connection available where the NVR will be housed. This will allow access to the NVR via smartphone or other computer as long as the person accessing the NVR has the proper permissions.

Capture Technologies is to mount two IP video cameras on a light pole at Overlook Park and install an NVR that will give 360 days worth of video storage. To calculate the storage, it was assumed a recording at 5 frames per second and motion 50% of the time. It is also assumed that the 5MP cameras will be set to record at 3MP.

A 5MP camera in an enclosure will be pointed down towards the skate park. The other 3MP dome camera with a pendant pole mount will be looking down towards the grassy area near the light pole. A wireless bridge will be mounted on the pole just under the light fixture and the receiving wireless bridge will be mounted on the building that will house the NVR.

An electrician will need to install a weatherproof and lockable NEMA enclosure beneath the light fixture with a single gang 110V outlet inside. This enclosure is to house the POE switch that will power the cameras and the wireless bridge. The exact position will be specified by Capture Technologies at a pre-installation meeting.

A lift (boom or scissor) will need to be supplied for one day for our technician to mount the cameras and antennas. Please let us know if the District is not in a position to supply a lift and we will then add the cost to our proposal.

The work done by others (electrician) must be completed and signed off on before Capture will begin installation of the video surveillance system. This is to avoid any confusion.

Terms	Down Payment	Valid Till
Net 10	\$4,371.16	2/11/2016

Part #	Description	Qty	Unit Price	Ext. Price
Cameras & Lens				
404100xxx	Indoor, 5MP IP, Box, No Lens Included, D-WDR, POE/12vDC, 10ips@5MP/30ips@1080p, ONVIF, H.264/MJPEG, CMOS, Quad Streaming, True D/N, Motion Detection, Micro SD, Sensor, Audio Input, White	1	\$712.00	\$712.00
404100xxx	Lens 4.5mm~13mm F1.8 manual iris for the CM-650 camera, CS Mount	1	\$280.00	\$280.00
404100289	In/Outdoor, 3MP IP, Dome, 3~9mm Autofocus, 3-axis, D-WDR, IR, POE/12vDC/24vAC, IP66, 12ips@3MP/30ips@1080p, ONVIF, H.264/MJPEG, CMOS, Quad Streaming, True D/N, Motion Detection, Micro SD, Heater, Sensor, Audio Input, White	1	\$757.00	\$757.00
Mounts				
	Outdoor housing for CM-650, 5MP camera	2	\$106.65	\$213.30

Part #	Description	Qty	Unit Price	Ext. Price
404200xxx	Pole Mount Kit with 7.25" arm, pole bracket w/ straps & pendant housing for CM-716, OE-C7163 & CM-730 models.	1	\$202.00	\$202.00
	Wireless Bridge Mounting Bracket	1	\$39.95	\$39.95
	Wireless Bridges & Switches			
	Wireless Bridge	2	\$142.00	\$284.00
	Edgerouter POE 24V/48V, 5-Port Router	2	\$280.00	\$560.00
	Hardware			
404200xxx	8CH, Micro NVR, 12TB, Windows Embedded, Small Form Factor, Free VMS & Mobile Apps, No Recurring Licensing, Channel Expansion Available, Dual NIC, ONVIF, HDMI, DVI, VGA, 8ch Audio, 3 Year Warranty, ReportStar Ready!	1	\$4,478.00	\$4,478.00
404100285	19" LCD Monitor, 1280x1024 Resolution	1	\$398.00	\$398.00
	Discount on taxable items	1	-\$2,250.00	-\$2,250.00
	Supplies			
MSS	Miscellaneous Materials	1	\$100.00	\$100.00
	Professional Services			
Inst-VS	Installation, configuration, and training	1	\$1,400.00	\$1,400.00
CNVS-8x5FF	SILVER--VS Annual Warranty & LOCAL Support Services - Monday through Friday 8x5 Full Warranty Coverage Including 800# Phone Support, Full Hardware Warranty and Local Onsite Technicians.	1	\$875.00	\$875.00

ReportStar! Live monitoring of the video surveillance system. With a service agreement, capture technologies will support the video surveillance system and should there be a problem, we will receive a notification. If the server fails, if the memory is full, if a camera is tampered with, we will know and send a technician to investigate.

SubTotal	\$8,049.25
Tax	\$433.07
S&H	\$259.99
Total	\$8,742.31

To accept this quotation and purchasing T&C's, sign here and return

Signature

Date

Thank You For Your Business!



REPORTSTAR

from *OpenEye*

Take Control of Your Security with ReportStar



ReportStar is a web-based service designed to give you peace of mind in knowing your video surveillance system is working properly.

Use ReportStar to check on camera images, system health, alarm history, or the remaining recording space on any of your recorders. All your surveillance system's information is at your fingertips with e-mail and SMS notifications of critical alerts, periodic system operation summary e-mails, and an online portal to view advanced reports.

- » Receive notification of critical health alerts
- » Easily monitor the status of all your surveillance systems from virtually anywhere
- » Verify that your cameras are working properly with day/night image reports
- » Receive daily, weekly or monthly e-mail reports on the operation of your systems
- » Create “view only” accounts for employees or managers to prevent them from making any changes
- » Select the events or alerts on which you wish to receive notification



REPORTSTAR

from OpenEye

With ReportStar, determining if your surveillance system is working properly is easy and painless. You can be as involved with the management of your surveillance system as you want. Schedule e-mail messages to be sent to you on a daily, weekly, or monthly basis with overviews of your recorders' operation. Receive alerts, via e-mail or SMS, of critical events which may affect the performance of a system. Log in to ReportStar online to see detailed system reports or review day and night images from your cameras to verify that their view has not been obstructed or altered. Never worry about the reliability of your surveillance system again, with ReportStar the answer is only a click or e-mail away.

ReportStar provides the tools to help you understand and maintain your security system better.

Critical Alerts

Define critical system events for recorders and receive e-mail or SMS notification any time one occurs.

Alerts

View in-depth reports for all your recorders detailing:

- Hard drive health
- Recording errors
- System operation

Average Recording Duration

Set the number of minimum days of video retention and receive notification if this standard is not satisfied.

Day / Night Images

Camera day / night image reports are updated daily and can be reviewed for image quality or compared to saved reference shots.

Scheduled Reports

Receive automatic e-mail reports periodically updating you on the health of your systems.

Device History

View detailed reports on the alert history of any recorder.

AMERICAN SECURITIES

My Reports My Alarms My Devices My Subscribers My Account

You have four devices that require immediate attention!

PRODUCT	MODEL	SUBSCRIBER	STATUS
	5504122 OE4 N31132 4TB	ABC Storage	! !
	! Email Message ! Email Message ! Email Message		
	5504123 OE2 E12016 2000	ABC Storage	!
	! Email Message ! Email Message ! Email Message		

View 1 2 3 100

Showing 25 of 100

My Alerts

Total Alerts	42
Total Critical Alerts	29
Total Warning Alerts	1
Total Retention Alerts	1
Total Recording Alerts	1
Total System Alerts	1
Total Other Alerts	0



Alerts

- Other Alerts
- Critical
- Warning
- Retention

[View the Full Report](#)

Camera 1 - Day



Camera 1 - Night



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Tuesday Jan 05 2016 | 0 comments

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What to do when rain closes Ashley Memorial Dog Park

By: Tricia Caspers-Ross, Reporter



Ashley Memorial Dog Park Rain Line

Want to find out if the Ashley Memorial Dog Park is open after a rainy day? Call (530) 885-8461, ext. 3.

Keywords:

Ashley Memorial Dog Park Rain line RRUFF

Rain is a welcome drought-reducing sight for most Auburnites, but with the wetter weather, newcomers to the Ashley Memorial Dog Park may arrive at the outdoor play area with a tail-wagger in tow, see the “Dog Park Closed” sign in the parking lot and turn away with a broken-hearted pooch.

“Nothing tears up turf faster than dogs on wet grass,” said Kahl Muscott, district administrator for Auburn Recreation District. “If you look at other dog parks, their turf is constantly torn up.”

That’s why so many dog parks just have dirt, he said.

“The park district replaces about one-quarter of the grass there with fresh sod each year,” Muscott said. “It’s the biggest maintenance item we have.”

Often, he said, the smaller dog park is kept open after a rain.

Dog lovers wanting to know if the park is open should call the rain line, Muscott said.

“We try to check it every day and make an adjustment.”

There are no other off-leash areas in Auburn, but if your dog is desperate for some exercise, you might consider a walk along the canal opposite Railhead Park near Pacific and Portland Avenues. If that trail’s not wild enough for you, consider Hidden Falls Regional Park at 7587 Mears Place, where you’ll encounter not only dog walkers but hikers, bikers, and horseback riders.

In search of something a bit more tame? Some local residents enjoy walking their dogs in a loop around Recreation Park along Auburn Folsom Road.

If your dog just can’t do without a hearty game of fetch and a romp with the pack, though, you might consider bundling Sparky into the car and heading 20 minutes down the hill to Rocklin’s RRUFF Park, at 5480 5th St., where the terrain allows for wetter weather.

And wetter weather is here, according to the National Weather Service. The rain that began Monday afternoon will continue falling heavily until 10 a.m. today. The chance for showers will continue through Friday.

Reach reporter Tricia Caspers-Ross at triciar@goldcountrymedia.com

**CONTRIBUTE
TO THIS STORY**

Downtown skateboard confrontation leads to handshakes

Video rekindles old concerns about skate park

BY TRICIA CASPERS-ROSS
OF THE AUBURN JOURNAL

A heated confrontation between a downtown business owner and young skateboarders led to handshakes at a community meeting Tuesday. Still, the teens say they're not comfortable using the skate park because of alleged drug activity and bullying that takes place there.

"I don't think (sidewalk accidents) are as bad as they make it out to be. You can hear a skateboard coming a mile away. It's not like they're quiet. We can all share the sidewalk."

Jessa Peroddy, mother of skateboarder Nathen Bellvue

Skateboarder Nathen Bellvue posted a video on the Auburn, CA, Facebook page last week showing a fracas between Bellvue's friends and Ben Ashgarzadeh. The downtown businessman was upset that the

teens were skating on the sidewalk in the area of the clock tower on Lincoln Way. "I told you 'don't play here,'" Ashgarzadeh said in the video. "You have a skate park. Go play there."

The skate park, which opened in the spring of 2001, is located in the Overlook area off of Pacific Avenue.

In response to Ashgarzadeh, 13-year-old Bellvue and his friends argued that there are people using and dealing drugs in the skate park, and the boys' parents don't allow them to go there. The teens also argued that they weren't "grinding" — or sliding across a raised surface on the board's axle — which is what chips away at the brick work.

They also argued that there were no signs stating that skating is prohibited.

"You can ride on a skate board in a bike lane," John Rufcorn, director of public safety said at yesterday's community meeting.

Skateboarding is prohibited on all sidewalks and concrete areas, he said.

The Facebook post received close to 200 comments from residents taking both sides of the debate. Some said Bellvue

• SEE SKATE PAGE A2

SKATE: ARD looking to add more amenities nearby

continued from A1

and his friends should go back to skating at the park and call the police if there's something amiss. Others said that the teens, or anyone, would put themselves in danger of retaliation if they reported the drug activity there.

Statistically, the skate park is not an unsafe place, Ruffcorn said, as there are few reports of crime taking place in the area.

"I don't care what anybody says, I don't feel comfortable sending my son there," said Jessa Peroddy, Bellvue's mother.

It's time the laws about skateboarding on sidewalks changed, Peroddy said. Skaters don't like to board in the road because the asphalt is too rough, and they skateboard as a means of transportation, not just for fun.

"I don't think (sidewalk accidents) are as bad as they make it out to be," she said. "You can hear a skateboard coming a mile away. It's not like they're quiet. We can all share the sidewalk."

Some skateboarders use the area around the clock tower as a meeting spot after school because they skate in the parking lot behind Milo Snow and Skate, she said.

"I understand that it's a problem if they're loitering or doing tricks," Peroddy said. "I'm not saying they're perfect."

Signage prohibiting skateboarding in Auburn is "hit or miss" said Bernie Schroeder, director of public works. There was a campaign about 15 years ago to improve signage, she said.

"More signage is a possibility," she said. "That's something we can do."

Auburn Recreation District board member Scott Holbrook suggested that if more parents are willing to spend time at the skate park, there will be fewer problems with drugs and vio-

"Generally the kids just don't know it's not allowed, and when we explain it to them, they move along".

John Ruffcorn, director of public safety

lence.

The park district is also looking to add more public amenities to the Overlook area, which will bring in more visitors and make it less attractive to drug users, he said.

The district is also looking into installing security cameras, according to Kahl Muscott, director of the park district.

"We're trying to get something up there as soon as possible," Muscott said, "with a bigger plan to come."

Muscott will meet with surveillance companies this week, he said.

Peroddy, though, is not sure cameras are the answer.

"Surveillance and security is only going to push kids away more," Peroddy said. "They want a place to go without being monitored. They're teens; they're trying to break away from us."

Younger skateboarders are better off going to the skate park in the morning, said George Johnston, co-owner of Milo Snow and Skate.

Johnston wasn't aware of the incident or the subsequent Facebook post, but after being in the skate business for 25 years, he believes that most skaters are just trying to have fun, he said, not agitate anyone. He's seen many similar confrontation videos.

"I know that (shouting) is not how I would approach anyone," Johnstone said. "It doesn't get you far."

Johnstone advocates for tolerance

"If you're telling a kid to get lost, you don't know where he has to go," he said. "You don't want it in front of you, but that's not the answer for the kid."

In the last year, there have been four calls to the Auburn police in regard to skateboarding in front of the clock tower, according to Ruffcorn – two last January and two last December. Police responded to all four calls, he said, and the teens were cooperative.

"Generally the kids just don't know it's not allowed, and when we explain it to them, they move along," Ruffcorn said.

According to police staff, calls for illegal skateboarding have gone down significantly since the skate park was built, he said.

As for Bellvue, he is fairly new to boarding, his mother said, and is still figuring out the ins-and-outs.

"He said, 'I'm just going to be looked at as one of 'those' kids,'" Peroddy said. "That kind of hurts a kid's self-esteem."

All in all, the incident was a good lesson for everyone, though, she said. The teens learned where they're not allowed to skateboard, and they understand why it's upsetting to business owners.

"They see that a lot of time and effort went into creating an area that means a lot to (Ashgarzadeh) ... and he's not just a grumpy old man."

Also, it was a good conversation starter for the community.

Bellvue and Ashgarzadeh shook hands at the "Meddlers" meeting on Tuesday, and Bellvue was praised for his courage for attending the meeting and expressing his concerns.

"(The incident) was kind of a blessing in disguise," Peroddy said.

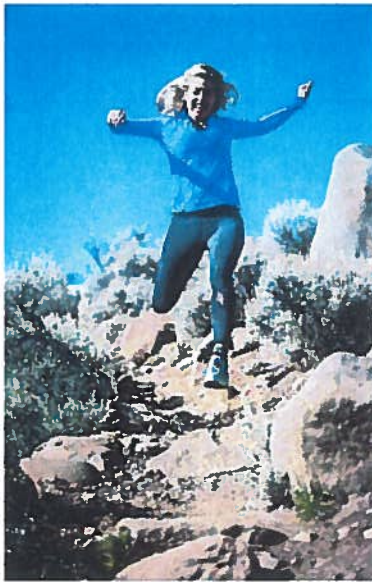
Jen Benna

Friday Jan 08 2016 | 0 comments

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Jen Benna to speak at Lifestyle Expo

By: Tricia Caspers-Ross, Reporter



Lifestyle Expo

When: 10 a.m. to 2 p.m., Saturday, Jan. 9

Where: Recreation Park, 123 Recreation Drive, off of Auburn Folsom Road

Cost: Free

Info: The second annual Lifestyle Expo kicks off the Auburn Endurance Challenge 100, where residents are invited to perform 100 hours of the aerobic activity

of their choice over several months. Those who track their hours will be awarded prizes and invited to a celebration.

The Expo will also include close to 30 healthy lifestyle vendors such as Damsel in Defense, Health and Harmony Wellness Coaching, and Graceful Health Chiropractic. For more information, visit: Auburnendurancecapital.com

Ultra marathoner, Jen Benna, didn't always run. In 2003 the farthest she'd pushed herself was 6 miles. She was in the Mojave Desert to watch her husband run a 30k (close to 19 miles), but the night before the race a runner Benna admired suggested Benna run, too. She was inspired. She decided to go for it.

"I had a cotton t-shirt, cotton shorts, a Walkman, and no idea about water bottles or nutrition," Benna said.

Despite her unpreparedness, she came in first in her age group. Currently, Benna is the 2015 American River 50-mile champion and has had podium finishes in almost every ultra marathon she's run in the last five years.

"It was very gratifying right out of the gate," she said.

On Jan. 9, Benna will be one of six guest speakers at Auburn Recreation District's Lifestyle Expo. Other speakers include three-time Tevis Cup winner, Potato Richardson; International premier cyclist, Julie Young; Western States 100 frontrunner, Rae Clark; Polar explorer, Sir Robert Swan; and Eric Peach from Protect American River Canyons. The event also includes a screening of the running documentary, "One Day" created by JB Benna, Jennifer Benna's husband.

Benna, who is a mother of two small children and a full-time sales executive, plans to talk about the parallels between a 100-mile race and daily life.

"As a working mom there are so many trials and tribulations," she said. "Running is just like that. There are things you have to deal with."

Benna has participated in more than 45 races since that first race in 2003 – she took off a couple of years while she was pregnant – but she didn't get serious about competing until, as a Christmas gift to themselves, she and her husband hired world-renowned

ultra marathon champion Scott Jurek to help them train.

“We wanted to run 100 miles, but we needed help figuring out how to do that,” she said.

In July of 2008, the couple ran their first 100-mile race at Tahoe Rim Trail.

“It hurt so bad,” she said. “I remember telling the person who was pacing me, ‘I actually feel like I’m dying right now.’”

But when the race was over, she quickly forgot the pain.

“What you remember are the epic views ... (and) the emotional highs and lows,” Benna said. “It’s like you’re living your entire life in one day.”

Benna’s other takeaway from that first race: the farther she ran, the more competitive her time.

Later, she’d discover that motherhood would make her run even faster.

“I think what happens when you become a mom is that you have to get things done in a more compressed amount of time,” she said. “You learn to pick up the pace.”

Now the 36-year-old Reno resident wakes up at 4 a.m. to train so that she can be home by the time her girls wake up, she said. If she’s not working or being a mom, she’s running.

“To try to compete on this level I have to sacrifice a lot,” Benna said. “I don’t have a ton of other things I can do.”

The laundry doesn’t always get washed, and dinner isn’t gourmet, but Benna and her husband juggle schedules so that they can be home with the kids....

Sunday Jan 10 2016 | 0 comments

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Getting a jump on resolutions

Lifestyle Expo seeks to inspire, motivate

By: Kim Palaferri / For the Auburn Journal

Buy This Photo Now

For those looking to kick their New Year's resolutions into gear, there was plenty of inspiration at the Second Annual Lifestyle Expo at Recreation Park in Auburn Saturday. The event is a one-stop venue for healthy lifestyle services and the goal is to provide a sense of community for people so they don't have to tackle the task alone, Auburn Recreation District's Recreation Services Manager Sheryl Petersen said.

"Every year people make lifestyle New Year's resolutions, whether it's to eat better, exercise more or live better lives," she said. "And why not give them a potpourri of services to help them succeed in their goals."

Making products and services available in one site at the beginning of the year gives people a chance to make the right decisions and stick to their goals. It gives them

options that can lead to success in becoming fit and keeping on task with their resolutions, Petersen said.

The event included vendor booths, demonstrations and motivational speakers. Among the speakers were Western States runner Rae Clark, three-time Tevis Cup winner Potato Richardson, U.S. pro cyclist Julie Young, Polar explorer Sir Robert Swan and Eric Peach of Protect American River Canyons. Ultra-marathon runner Jennifer Benna was the keynote speaker.

Renee Berg, co-creator of the expo, said there was a variety of speakers to help inspire people from all walks of life.

"The nice thing about the expo is that we have speakers who are not just about endurance," Berg said. "(There are people) like Rae Clark, who can help people at the beginning and tell them how to get started."

Last year's expo brought out roughly 200 people and this year's goal was to exceed that number, organizers said.

The 30-plus vendors included Courthouse Athletic Club, JC Fit personal trainer Jill Condit, Foothills Organic Growers and Health and Harmony Wellness Coaching, all prepared with valuable tips for keeping on track with fitness and healthy living goals. The Western States 100-Mile Endurance Run booth was on-hand to promote this year's run set for June 25-26.

At the Gaia's Basket booth, owner Carol Lee Meinhold educated visitors on the benefits of eating organic and non-GMO (genetically modified organism) foods. Those with food allergies and sensitivities to GMO corn and soy can lessen those problems by eating a diet that is closer to the earth, she said.

CACFit instructors gave a brief demonstration of the gym's team cross training circuit-training class. Gym members opted to attend the Lifestyle Expo instead of visiting the gym on Saturday to participate in the program.

For CACFit member Tammy Bells-Shaw, team cross offers the variety to keep her motivated.

"For the most part, you get a full body workout and the program changes weekly. That means I am not falling into any kind of monotony in my workouts," Bells-Shaw said.

"The goal is to achieve something and feel good about it," Petersen said.

The afternoon wrapped up with a panel discussion. Benna discussed her early days of running and building up to become a world-class ultra marathoner. These days Benna divides her time between her two children and a career in the medical field but still manages to train for marathons like the American River 50-mile race. In 2015, she took first place in that event.

Petersen and Berg said they hope attendees' enhanced motivation will extend to taking part in the 5th Annual Auburn Endurance Challenge 100, a self-guided set of personal challenges in which participants log up to 100 hours of exercise beginning March 1. Attendee Betts Stroh, 83, a sprinter for the Senior Olympics, said she is looking forward to the Endurance Challenge to log her running miles.

“Anyone can get healthy and happy and you don’t have to be an endurance runner,” Berg said. “It’s how you go about it that counts.”

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Second Annual Lifestyle Expo Sheryl Petersen Renee Berg

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