

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

6:00 P.M.

**THURSDAY, MAY 28, 2015
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. 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

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation of a certificate of appreciation from Payton Belli to the Board of Directors for the use of Regional Park for the 4H Fun Run that took place in April of 2015.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

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 April 30, 2015 Auburn Area Recreation & Park District Minutes of the Board of Directors**

Review and approval of minutes.

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

Review and approval of Financials for March, 2015.

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

Review and approval of Financials for April, 2015.

_____ **5.5 Swimming Instructor Job Description Revision (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation & Park District (ARD) approve amendments to the Swim Instructor job description?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

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

7.1 Atwood III FY 15/16 Intention to Levy Assessments; Engineer's Report; Notice of Hearing (Acquisition & Development Committee)

Shall the Auburn Area Recreation & Park District Board approve of a Resolution that would declare the Board's intention to levy the continued assessments for fiscal year 2015-16, preliminary approve the Engineer's Report for the Atwood Ranch III Landscaping and Lighting Assessment District, and provide for the notice of a public hearing on June 25, 2015 regarding levying the continued annual assessments for fiscal year 2015-16?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

Roll Call Vote

8.0 NEW BUSINESS

8.1 Auburn Area Recreation & Park District Board Vacancy

The Auburn Area Recreation & Park District (ARD) has a vacancy on the Board. Shall the Board of Directors call for a special election or appoint a resident to serve the remainder of the term?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

Roll Call Vote

8.2 Amendment of Fiscal Year 2015/2016 Project List and Ten Year Plan Update (Acquisition & Development Committee)

Shall the Auburn Recreation District amend the existing 2015/2016 Project List to include preliminary planning on the 24 acre property and the addition of a permanent stage to Regional Park?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

Roll Call Vote

_____ **8.3 Termination of Fee Title Transfer Process – Bell Road Property (Acquisition & Development Committee)**

Shall the Auburn Area Recreation and Park District (ARD) terminate the Fee Title transfer process for the Bell Road property?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

_____ **8.4 Proposed Amendments to Facility & Field Rental Fees (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation & Park District (ARD) amend its policies in regards to the rental of outdoor facilities and fields, specifically allowing User Groups to retroactively modify their schedules?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

_____ **8.5 California Drought and Possible Drought Related Policies (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation and Park District create policies and procedures related to droughts and drought conditions?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

_____ **8.6 Re-organization for Facilities & Grounds Job Descriptions (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation & Park District (ARD) eliminate certain job descriptions in Facilities & Grounds?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

_____ **8.7 Change in Medical Benefits (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the District change medical plans to include the CalPERS benefits program?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

Roll Call Vote

_____ **8.8 Letter Supporting Increased Per Capita Funding for the SB 317 Park Bond**

Shall the Auburn Area Recreation and Park District (ARD) send a letter to our local legislators supporting an increase in the per capita funding for the proposed 2016 Park Bond (SB 317)?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____

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

None.

_____ **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**

1. Thank you letter from Marty Allegaert for the Trivia Bee.

_____ **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:

5-22-15
Date

11:10 AM.
Time

P. Larson
Clerk to the Board

SECTION: 5.0

**ITEM: 5.1 REVIEW AND APPROVAL OF THE APRIL 30,
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, April 30, 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 Gordon Ainsleigh
Director Curt Smith

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
Pamela Vann, Landscape Architect

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

None.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

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

5 – 0 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of the March 26, 2015 Auburn Area Recreation & Park District Minutes of the Board of Directors**
- 5.2 Review of Cash Requirements for March, 2015 (Standing Finance Meeting)**
- 5.3 Fee Waiver for Placer High Grad Night (Standing Finance Meeting)**
- 5.4 District Administrator’s Contract Amendment – COLA (Standing Finance Meeting)**

A motion was made by Director Smith and seconded by Director Gray to approve the consent calendar.

Roll Call Vote

4 – 0 – 1 Motion carries, Director Smith abstained on item 5.1.

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

- 7.1 Fiscal Year 2015/2016 Project List and Ten Year Plan Update (Acquisition & Development Committee)**

A motion was made by Director Holbrook and seconded by Director Smith to move the tennis courts to 2016/2017 of the Project List and Ten Year Plan Update.

Roll Call Vote

2 – 3 Motion did not carry.

2 yes votes - Directors Holbrook & Ferris.

3 no votes – Directors Gray, Ainsleigh & Smith.

A second motion was made by Director Gray and seconded by Director Holbrook to remove the tennis court project.

Roll Call Vote

3 – 2 Motion carries.

3 yes votes – Directors Holbrook, Ferris & Gray.

2 no votes – Directors Ainsleigh & Smith.

A recess was taken at 7:01 p.m., the meeting resumed at 7:07 p.m.

7.2 Bell Road Planning and Design (Acquisition & Development Committee)

A motion was made by Director Holbrook and seconded by Director Smith not to change the language in the Conservation Easement and design development of the Bell Road property from “ball field” to “open turf games area”.

Roll Call Vote

2 – 3 Motion did not carry.

2 yes votes - Directors Holbrook & Smith.

3 no votes – Directors Ferris, Gray & Ainsleigh.

A motion was made by Director Ainsleigh and seconded by Director Ferris to change the language in the Conservation Easement and design development of the Bell Road property substituting the wording “ball field” with “open turf games area.”

Roll Call Vote

3 – 2 Motion carries.

Directors Ferris, Gray & Ainsleigh voted yes.

Directors Holbrook and Smith voted no.

Director Holbrook requested the item of Termination of Fee Title Transfer Process – Bell Road Property be placed on the May, 2015 Acquisition & Development Committee Meeting agenda.

7.3 Renaming Recreation and/or Regional Parks (Acquisition & Development Committee)

A motion was made by Director Ainsleigh and seconded by Director Holbrook to proceed with the renaming of Recreation and/or Regional Parks

3 – 2 Motion carries.

3 yes votes – Directors Ferris, Gray & Ainsleigh.

2 no votes – Directors Holbrook and Smith.

8.0 NEW BUSINESS

8.1 Little League Rental Fees (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Gray and seconded by Director Holbrook to approve the staff's recommendation of a reduction in the fees to rent Recreation and Regional B fields. Costs for rental should be reduced by 50%.

Roll Call Vote

5 – 0 Motion carries.

8.2 Resolution Number 2015-05, A Resolution of the Governing Board of Directors of the Auburn Area Recreation & Park District Supporting the Save Auburn Ravine Salmon & Steelhead Goal of Returning Salmon & Steelhead to Auburn Ravine? (Acquisition & Development Committee)

A motion was made by Director Gray and seconded by Director Ferris to adopt Resolution Number 2015-05, A Resolution of the Governing Board of Directors of the Auburn Area Recreation & Park District Supporting the Save Auburn Ravine Salmon & Steelhead Goal of Returning Salmon & Steelhead to Auburn Ravine.

Roll Call Vote

4 – 0 Motion carries.

Director Ferris had left the meeting at this time.

8.3 Policy on Surveillance/Cameras in ARD Parks & Facilities? (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Ainsleigh and seconded by Director Holbrook to create and adopt policies related to the use of surveillance equipment in ARD parks and facilities.

Roll Call Vote

3 – 1 – 0 Motion carries.

3 yes votes – Directors Holbrook, Gray & Ainsleigh.

1 no vote – Director Smith.

Director Ferris had left the meeting at this time.

8.4 Cessation of Irrigating the Lawns at the Canyon View Community Center

A motion was made by Director Ainsleigh to stop irrigating the lawns at the Canyon View Community Center. There was no second to the motion.

Motion died.

8.5 California Association of Recreation and Park Districts 2015 Slate of Board Officers

The Board took no action on this item.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Discussion of drought strategies.

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

Correspondence was attached in the packet.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – the Board went into Closed Session at 9:00 p.m.

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

No reportable action.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 9:05 p.m. by Chairman Holbrook.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
APRIL, 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: \$42,601.18

Ranges: From: To:
 Check Number First Last
 Vendor ID First Last
 Vendor Name First Last
 Check Date From: To:
 Checkbook ID UMPQ UMPQ

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
11865	C0111	CENTRAL VALLEY BROADBAND	4/3/2015	UMPQ	PMCHK00002220	\$189.90
11866	C0113	Cooks Portable Toilets & Septi	4/3/2015	UMPQ	PMCHK00002220	\$1,648.31
11867	J0012	Deere Credit, Inc.	4/3/2015	UMPQ	PMCHK00002220	\$990.63
11868	M0071	Mission Protection Systems Inc	4/3/2015	UMPQ	PMCHK00002220	\$189.00
11869	P0029	Placer County Environmental He	4/3/2015	UMPQ	PMCHK00002220	\$399.00
11870	T0058	TelePacific Communications	4/3/2015	UMPQ	PMCHK00002220	\$855.70
11871	T1000	Transamerica Life Insurance	4/3/2015	UMPQ	PMCHK00002220	\$380.00
11892	S1007	Stationary Engineers, Local 39	4/10/2015	UMPQ	PMCHK00002224	\$252.31
11893	S1010	State Disbursement Unit	4/10/2015	UMPQ	PMCHK00002224	\$87.50
011925	1099-117	Juan Aceituno	4/17/2015	UMPQ	PMCHK00002226	\$260.00
011926	1099-218	Auburn Gymnastics Center	4/17/2015	UMPQ	PMCHK00002226	\$195.00
011927	1099-264	Philip Green	4/17/2015	UMPQ	PMCHK00002226	\$156.00
011928	1099-5	Daniel Crandall DBA:Current A	4/17/2015	UMPQ	PMCHK00002226	\$137.20
011929	C0061	California Computer Services	4/17/2015	UMPQ	PMCHK00002226	\$1,800.00
011930	C0104	Campora Propane Service	4/17/2015	UMPQ	PMCHK00002226	\$46.00
011931	C0111	CENTRAL VALLEY BROADBAND	4/17/2015	UMPQ	PMCHK00002226	\$129.95
011932	C0113	Cooks Portable Toilets & Septi	4/17/2015	UMPQ	PMCHK00002226	\$900.00
011933	C0117	SupplyWorks	4/17/2015	UMPQ	PMCHK00002226	\$318.69
011934	D0066	De Lage Landen	4/17/2015	UMPQ	PMCHK00002226	\$591.56
011935	H0002	Harris Industrial Gases	4/17/2015	UMPQ	PMCHK00002226	\$140.00
011936	I0018	William Joseph La Flaur	4/17/2015	UMPQ	PMCHK00002226	\$625.00
011937	K0011	Kaiser Foundation Health Plan,	4/17/2015	UMPQ	PMCHK00002226	\$19,224.68
011938	L0023	Vincent Garcia Lopez	4/17/2015	UMPQ	PMCHK00002226	\$23.50
011939	M0048	Joanna McNutt	4/17/2015	UMPQ	PMCHK00002226	\$23.50
011940	P0007	Pacific Gas & Electric Company	4/17/2015	UMPQ	PMCHK00002226	\$8,796.48
011941	P0029	Placer County Environmental He	4/17/2015	UMPQ	PMCHK00002226	\$1,759.00
011942	TEMPK	Amanda Kieva	4/17/2015	UMPQ	PMCHK00002226	\$20.00
011943	TEMPW	Johnita Wemken	4/17/2015	UMPQ	PMCHK00002226	\$40.00
011944	U0016	Uptown Signs & Graphics, Inc.	4/17/2015	UMPQ	PMCHK00002226	\$148.35
011945	U0028	U.S. Bank Equipment Finance	4/17/2015	UMPQ	PMCHK00002226	\$383.82
11947	A0146	At Home Artist Management Inc.	4/24/2015	UMPQ	PMCHK00002227	\$1,500.00
11948	S1007	Stationary Engineers, Local 39	4/24/2015	UMPQ	PMCHK00002227	\$257.60
11949	S1010	State Disbursement Unit	4/24/2015	UMPQ	PMCHK00002227	\$87.50
11950	TEMPB	Jeanie Bardakjian	4/24/2015	UMPQ	PMCHK00002227	\$45.00

Total Checks: 34

Total Amount of Checks: \$42,601.18

SECTION: 5.0

ITEM: 5.3 REVIEW OF FINANCIALS FOR MARCH, 2015

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

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

PROFIT & LOSS										
14/15 Approved Budget										
	Approved Budget FY 14-15	% Of Total	Mid-Yr Revision FY 14-15	% Of Total	March ACTUALS	Last Yr March Actuals	YTD ACTUALS	YTD BUDGET		
Operating Revenues										
Program Revenue	759,000	18%	815,623	18%	72,720	783,424	900,424	815,623	19%	
Facility Revenue	140,859	3%	164,396	4%	11,019	207,186	215,072	167,996	5%	
Misc. Revenue	44,200	1%	38,214	1%	12,757	47,461	49,690	34,614	12%	
Grants & Donations	50,750	1%	87,440	2%	1,465	31,572	79,763	87,440	1%	
Interest Income	35,800	1%	31,544	1%	5,904	33,903	33,257	31,544	1%	
Projects Revenue	330,900	8%	337,800	7%	-	47,108	2,994	337,800	1%	
Tax Revenue	2,495,095	60%	2,625,141	58%	1,138	2,466,792	2,603,838	2,625,141	60%	
In Kind	-	0%	-	0%	-	0	-	-	0%	
Transf in from Cap Const & City Trust	314,446		425,018		-	36,396	14,506	425,018	1%	
Total Operating Revenue	4,171,050	100.00	4,525,176	100.00	105,003	408,099	3,899,544	4,525,176	100.0	
Expenditures										
Program Expense	202,000	5%	212,576	5%	32,585	211,778	243,423	212,576	6%	
Operating & Supplies	313,835	8%	322,389	8%	36,384	288,452	306,580	322,389	8%	
Utilities Expense	219,567	5%	194,478	5%	19,965	215,008	194,211	194,478	6%	
Professional Services	24,850	1%	38,235	1%	2,168	34,553	40,174	38,235	1%	
Building & Grounds Maintenance	234,150	6%	209,308	5%	64,155	244,429	243,787	209,308	6%	
Property Tax Admin.	85,000	2%	84,610	2%	81	52,491	87,729	84,610	1%	
Wages	1,564,135	38%	1,572,254	37%	192,830	1,477,924	1,580,358	1,572,254	39%	
Benefits & Payroll Costs	718,212	17%	702,329	17%	44,499	635,901	666,120	702,329	17%	
Fixed Asset Expense	48,900	1%	69,873	2%	-	99,521	50,487	69,873	3%	
Capital Improvement Projects	685,346	16%	337,800	8%	32,219	434,593	202,404	337,800	11%	
Debt Services	15,430	0%	15,187	0%	991	14,084	18,779	15,187	4%	
Special Dept Expenses (equip res.)	55,000	1%	55,000	1%	-	-	-	55,000	0%	
Project Expenditures	-	0%	433,418	10%	-	-	-	433,418	0%	
Misc Expense	-	0%	-	0%	-	-	-	-	0%	
Total Expenditures	4,166,425	100.00	4,247,457	100.00	425,877	383,549	3,634,052	4,247,457	100%	
Net Revenue Over Expenditures	\$ 4,625	0.11	\$ 277,719		\$ (320,874)	245,503	\$265,492	\$277,719		
Annual Contingency Reserve (1-2%)	\$ 444,950		\$ 444,950		\$ 450,000		\$ 450,000	\$ 444,950		
Annual Equip Replacement Reserve	\$ 608,531		\$ 608,531		\$ 658,531		\$ 658,531	\$ 608,531		
Future Capital Construction Reserve	\$ 602,643		\$ 602,643		\$ 569,971		\$ 569,971	\$ 569,971		
ADA Reserve	\$ 50,032		\$ 50,032		\$ 50,032		\$ 50,032	\$ 50,032		
TOTAL RESERVES	\$ 1,706,156		\$ 1,706,156		\$ 1,728,534		\$ 1,728,534	\$ 1,673,484		

As Of 3/31/2015
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	62,121.67
Placer County Treasure-General	2,720,157.65
ADA Reserve Account	55,031.75
Cell Tower Reserves	334,709.24
Placer County Treasurer - City Trust	234,790.37
Youth Asst. Fund	11,262.32
Atwood Fund	4,123.78
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,275.73
Shockley Maint Fund	9,321.29
Accounts Receivable	41,603.29
A/R - 501C3 Group	7,520.00
Daycamp Receivables	5,596.00
Prepaid Expenses	21,197.71
Prepaid Liability Expense	17,306.51
Prepaid Workers Compensation Insurance	7,341.78
	<hr/>
Total Current Assets	\$3,561,542.75
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	11,335,825.34
Fixed Assets: Equipment	702,527.76
Fixed Assets: Computer Equipment & Software	114,495.68
Fixed Assets: Vehicles	211,563.58
Fixed Assets: Office Furniture & Rec Equipment	48,123.75
Construction In Progress	235,709.56
Less: Accumulated Depreciation	(7,874,369.73)
	<hr/>
Total Fixed Assets	\$5,930,479.06
	<hr/>
Total Assets	\$9,492,021.81
	<hr/> <hr/>

Auburn Rec & Park
Balance Sheet
As Of 3/31/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
 LIABILITIES and EQUITY	
 Current Liabilities	
Prepaid Revenue	\$2,795.50
Gift Certificates	608.00
Sales Tax Payable	118.70
Accrued Payroll	68,592.39
Compensated Absenses	138,736.98
	<hr/>
Total Current Liabilities	\$210,851.57
 Long Term Liabilities	
John Deere Financial Payable	\$36,770.83
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Total Long Term Liabilities	\$36,770.83
 Total Liabilities	 \$247,622.40
 Fund Balances	
GFB: Youth Assistance Fund	\$11,262.32
GFB: General Fund Balance	734,185.03
Investments in Fixed Assets	5,934,900.07
Less: Net of Related Debt	(36,770.83)
RFB: Reserved (City Mitigation)	234,790.37
RFB: Annual Equip Replacement Reserv.	658,530.72
RFB: Annual Contingency Reserve	450,000.00
RFB: Reserved for Future Capital Construction	569,971.28
RFB: Arboretum Grant Fund	13,275.73
RFB: Reserved (Atwood)	4,123.88
RFB: Atwood III-Equip Repl Fund	15,603.66
GFB- Cell Tower Reserves	334,709.24
RFB: General Fund (ADA Reserve)	50,031.75
RFB: Shockley Maint Fund	9,321.29
 Net Profit/(Loss)	 260,464.90
	<hr/>
Total Assets	\$5,934,900.07
Total Reserved Funds	\$2,303,587.09
Total Designated Funds	\$0.00
Total Unrestricted Funds	\$1,005,912.25

Auburn Rec & Park
Balance Sheet
As Of 3/31/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
Total Liabilities and Equity	<u>\$9,492,021.81</u>

SECTION: 5.0

ITEM: 5.4 REVIEW OF FINANCIALS FOR APRIL, 2015

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

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

PROFIT & LOSS
15/16 Approved Budget

	Approved Budget FY 15-16	% Of Total	Mid-Yr Revision FY 15-16	% Of Total	April ACTUALS	Last Yr April Actuals	YTD ACTUALS	YTD BUDGET
Operating Revenues								
Program Revenue	860,100	18%	-	#DIV/0!	68,808	71,734	68,808	73,800
Facility Revenue	188,504	4%	-	#DIV/0!	55,211	36,120	55,211	33,050
Misc. Revenue	56,500	1%	-	#DIV/0!	2,662	2,502	2,662	5,700
Grants & Donations	382,450	8%	-	#DIV/0!	288	180	288	-
Interest Income	34,900	1%	-	#DIV/0!	2,849	23	2,849	2,200
Projects Revenue	395,100	8%	-	#DIV/0!	-	0	-	-
Tax Revenue	2,673,774	56%	-	#DIV/0!	1,027,058	0	1,027,058	1,008,717
In Kind	-	0%	-	#DIV/0!	-	0	-	-
Transf in from Cap Const & City Trust	178,417		-		-	0	-	-
Total Operating Revenue	4,769,745	100.00	-		1,156,876	110559	1,156,876	1,123,467
Expenditures								
Program Expense	236,675	5%	-	#DIV/0!	4,302	3177	4,302	6,900
Operating & Supplies	343,830	7%	-	#DIV/0!	11,532	13131	11,532	24,140
Utilities Expense	213,400	5%	-	#DIV/0!	6,604	-567	6,604	(50)
Professional Services	35,125	1%	-	#DIV/0!	3,500	0	3,500	1,500
Building & Grounds Maintenance	247,600	5%	-	#DIV/0!	1,037	1297	1,037	17,850
Property Tax Admin.	56,091	1%	-	#DIV/0!	-	0	-	-
Wages	1,739,431	38%	-	#DIV/0!	57,642	57691	57,642	57,677
Benefits & Payroll Costs	677,388	15%	-	#DIV/0!	51,719	59012	51,719	55,004
Fixed Asset Expense	47,500	1%	-	#DIV/0!	-	0	-	12,000
Capital Improvement Projects	949,467	21%	-	#DIV/0!	1,098	2902	1,098	-
Debt Services	15,479	0%	-	#DIV/0!	991	991	991	991
Special Dept Expenses (equip res.)	55,000	1%	-	#DIV/0!	-	-	-	-
Project Expenditures	-	0%	-	#DIV/0!	-	-	-	-
Misc Expense	-	0%	-	#DIV/0!	-	-	-	-
Total Expenditures	4,616,986	100.00	-		138,425	137634	138,425	176,012
Net Revenue Over Expenditures	\$ 152,759	3.20	\$ -		\$ 1,018,451	-27075	\$1,018,451	\$947,455
Annual Contingency Reserve (1-2%)	\$ 450,000		\$ 450,000		\$ 450,000		\$ 450,000	\$ 450,000
Annual Equip Replacement Reserve	\$ 658,531		\$ 658,531		\$ 658,531		\$ 658,531	\$ 658,531
Future Capital Construction Reserve	\$ 569,971		\$ 569,971		\$ 569,971		\$ 569,971	\$ 569,971
ADA Reserve	\$ 50,032		\$ 50,032		\$ 50,032		\$ 50,032	\$ 50,032
TOTAL RESERVES	\$ 1,728,534		\$ 1,728,534		\$ 1,728,534		\$ 1,728,534	\$ 1,728,534

As Of 4/30/2015
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	68,418 87
Placer County Treasure-General	3,641,767 16
ADA Reserve Account	55,031 75
Cell Tower Reserves	334,709 24
Placer County Treasurer - City Trust	234,932 30
Youth Asst. Fund	10,401 32
Atwood Fund	13,824 79
Atwood - Equip Replacement Fund	15,603 66
Arboretum Grant Fund	13,275 73
Shockley Maint Fund	9,306 45
Accounts Receivable	77,353 15
A/R - 501C3 Group	7,520 00
Daycamp Receivables	10,428 00
Prepaid Liability Expense	11,537 68
Prepaid Workers Compensation Insurance	3,958 72
	<hr/>
Total Current Assets	\$4,508,648 82
Fixed Assets	
Fixed Assets: Land	\$1,156,603 12
Fixed Assets: Structures	11,335,825 34
Fixed Assets: Equipment	702,527 76
Fixed Assets: Computer Equipment & Software	114,495 68
Fixed Assets: Vehicles	211,563 58
Fixed Assets: Office Furniture & Rec Equipment	48,123 75
Construction In Progress	238,103 88
Less: Accumulated Depreciation	(8,381,866 34)
	<hr/>
Total Fixed Assets	\$5,425,376 77
	<hr/>
Total Assets	\$9,934,025 59
	<hr/> <hr/>

Auburn Rec & Park
Balance Sheet
As Of 4/30/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
LIABILITIES and EQUITY	
Current Liabilities	
Prepaid Revenue	\$43 00
Gift Certificates	608 00
Sales Tax Payable	118 70
Social Security-FICA Payable	0 01
Compensated Absenses	138,736 98
	\$139,506 69
Long Term Liabilities	
John Deere Financial Payable	\$35,899 90
	\$35,899 90
Total Long Term Liabilities	\$35,899 90
Total Liabilities	\$175,406 59
Fund Balances	
GFB: Youth Assistance Fund	\$10,401 32
GFB: General Fund Balance	478,186 32
Investments in Fixed Assets	5,937,294 39
Less: Net of Related Debt	(35,899 90)
RFB: Reserved (City Mitigation)	234,932 30
RFB: Annual Equip Replacement Reserv.	658,530 72
RFB: Annual Contingency Reserve	450,000 00
RFB: Reserved for Future Capital Construction	569,971 28
RFB: Arboretum Grant Fund	13,275 73
RFB: Reserved (Atwood)	13,824 79
RFB: Atwood III-Equip Repl Fund	15,603 66
GFB- Cell Tower Reserves	334,709 24
RFB: General Fund (ADA Reserve)	50,031 75
RFB: Shockley Maint Fund	9,306 45
Net Profit/(Loss)	1,018,450 95
	\$5,937,294 39
Total Assets	\$5,937,294 39
Total Reserved Funds	\$2,314,286 02
Total Designated Funds	\$0 00
Total Unrestricted Funds	\$1,507,038 59
	\$9,934,025 59
Total Liabilities and Equity	\$9,934,025 59

Date: 5/13/2015

Auburn Rec & Park
Balance Sheet
As Of 4/30/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

Page 3

Current
YTD

Item 5.5 Cover sheet – Swim Instructor Job Description Amendments

Auburn Area Recreation and Park District Policy Committee meeting May, 2015; Board of Directors meeting May, 2015

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve amendments to the Swim Instructor job description?

Background

Staff is proposing changes to the job description for Swim Instructors. These changes are being proposed due to challenges ARD is facing in getting American Red Cross Certified instructors. Costs for certification and a lack of classes are the main challenges.

A copy of the job description with the proposed changes is attached.

Recommendation for the Board of Directors

Staff recommends amending the Swim Instructor job description as presented.

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

Fiscal Impact

NA

Attachments

Swim Instructor job description with proposed changes.

SWIM LESSON INSTRUCTOR (WSI)

DEFINITION AND PURPOSE: Under the general direction of the Aquatics Coordinator, the **WSI Swim Lesson Instructor** develops lesson plans and instructs swim lessons for both youth and adult participants.

ESSENTIAL JOB FUNCTIONS:

- Responsibilities and duties include, but are not limited to the following:
- Develops lesson plans and instructs swim classes ~~according to American Red Cross standards~~ **modeled on the ARC blueprint for teaching swimming**
- Maintains a constant watch over assigned group and area
- Enforces pool rules and regulations at all times
- Keeps assigned area safe and clear of excess debris or equipment
- Conducts oneself in a professional and friendly manner to the public and other employees
- Notifies proper authorities and supervision in cases of emergency; complete and submit appropriate reports
- Act as liaison between user groups and District
- Ensure participants are abiding by District policies
- Discourages inappropriate behavior
- Attend monthly staff meetings
- Keep Aquatics Coordinator aware of maintenance conditions and supply needs
- Other duties as assigned

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Must be ~~17~~ **16** years of age (**younger with the approval of the Aquatics Coordinator**).

Must have experience teaching swimming.

Prior experience as a lifeguard or ~~WSI~~ is desirable.

A minimum of one year as Swim Lesson Aide is desirable.

Must have Auburn Recreation District lesson instruction prior to working as an instructor.

If possessing a valid driver's license, must provide a copy of his/her DMV records.

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 need to climb stairs and lift and carry equipment weighing up to 50 pounds is sometimes required. The position requires working in an outdoor environment in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and pool chemicals. The position requires several hours of work on swimming pool decks, in all weather conditions and in direct sunlight. The noise level of the outdoor setting can be loud especially when working around children.

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

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

COMPENSATION: Part-time, seasonal non-union position.

Wage rate range

\$9.70 - \$13.01

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

SECTION: 6.0

**BOARD REPORTS, FEE WAIVER LOG, PROJECT
LIST AND VANDALISM REPORTS**

INFORMATION:

SEE ATTACHMENTS

District Administrator
Report to the Board of Directors
May, 2015

- The playground and shade structure at Railhead Park are completed. The playground still needs the fencing and chips added and should be open to the public by the end of May. The shade structure and surrounding area will be closed as we finish the landscaping around the area.
- Jerry had 127 players play in the pickleball tournament at MV Park.
- The new ARD website is up and running. The Park Finder map and information is pretty nifty!
- Joanna McNutt and I went to the Auburn Traffic Committee to speak to them about ingress/egress out of Ashford Park on to Auburn Ravine Rd. We proposed a stop sign at Mulberry Ln. (very near the Ashford Park turn in). The committee and traffic engineer were not sure whether this would work due to possible traffic backups. The engineer is going to take a look at that and at possible vegetation management that will help to increase the sight distance.
- To this point, I have only received 7 suggestions regarding renaming the parks. The new website has a quick survey to see how people feel about it, however the user is instructed to contact me if they want to officially suggest a name.
- The gates at Overlook Park were locked beginning May 11th. At this point, there have been no major issues.
- The solar project is complete and PG&E is scheduled to make the final connection on 5/22.
- Pam has been working with the City of Auburn to get a permit to move forward with the bocce ball court project. Unfortunately, the large oak tree that was going to be a prominent feature at the facility needs to be removed due to advanced decay and disease, per the recommendation of a consulting arborist (an arborist who does only provides recommendations and does not also have an economic interest in removing a tree).

Meetings and events attended:

5/1: State of the Community Dinner
5/5: Rotary
5/6: Obstacle Meeting
5/6: Chamber Power Lunch
5/11: Dead Fest committee meeting
5/12: Rotary
5/15: CARPD/CAPRI Conference
5/18: Finance Committee
5/18: A&D Committee
5/19: Auburn Traffic Committee re: Ashford Park
5/19: Rotary
5/20: Chamber Board meeting
5/20: Policy Committee
5/22: Meeting with AUSD re: modular buildings at Auburn Elementary
5/23: Skeet Reese Kids Fishing Day at MV Park

Meetings and events scheduled to attend:

5/26: Rotary
5/27: Dead Fest meeting
5/28: Ian Nimmo re: LED lighting

Administrative Services Manager
Report to the Board of Directors
May, 2015

Craig Fechter has completed the audit and has issued a preliminary report which finance is currently reviewing.

The Verizon cell tower has passed inspection and is scheduled to be turned on by the end of May, beginning of June.

The District's solar panel project is also complete and has been finalized by the City of Auburn. PG&E is scheduled to give final approval by the end of May to allow the grid to be activated.

Facilities & Grounds Manager
Report to the Board of Directors
May, 2015

Install new indoor/outdoor carpet in front of the Day Camp modular.
Prepare Splash Pool for opening (fill with water, balance chemicals).
Make concrete patch repairs to Skate Park bowl area.
Irrigation repairs all parks (repair broken pipes, replace sprinklers, check for proper alignment).
Install reflective tape to poles and padding on cables to new fencing and gates at Overlook Park.
Ball field preparation all parks (bolt rip, screen, line, clean bleachers and dugouts).
Install shade fabric between modular's at Recreation Park Day Camp.
Scheduled weed eating around CVCC Building.
Install 1400sf of sod inside the Ashley Memorial Dog Park.
Repaint curbs in front of the CVCC Building.
Clear a 25 foot fire break behind houses at Atwood Park.
Replace damaged section of climbing wall in rear playground at Recreation Park.
Remove vegetation around the Meadow Vista irrigation pond.
Install 8 new metal picnic tables in the new shade structure at Railhead Park.
Scheduled weed eating along hillsides at the Walking Trail Pocket Park.
Scheduled weed eating in the Meadow Vista Arboretum.
Daily raking of District playgrounds, sand volley ball court and fitness areas.
Daily Pool maintenance (chemical checks, cleaning).
Reseed bare spots on Regional Soccer Field.
Preparation for Meadow Vista fishing derby (mow, cleanup goose droppings, install temporary fencing, goose roundup on day of derby).
Scheduled mowing of all District turf areas.
Scheduled cleaning of all District Buildings.

Landscape Architect
Report to the Board of Directors
May, 2015

- **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.
- **PG&E Land Trust Donation Application:** Continued communication with PG&E and Stewardship Council. Phone conferences with Stewardship Council and Placer Land Trust regarding change in Conservation Easement language. Preparation of cover sheets, research, concept plan revision. Staff meetings. Process the non-disclosure agreements for Bell Road and Christian Valley.
- **Bike Park/Pump Track Project:** Staff meetings. Coordination and emails with Dudek to complete the Admin Draft for submittal to BOR, PWCA and Placer County. Meeting with Dudek to review final draft changes.
- **24 Acre Property:** Staff meetings to discuss development and funding options for 24 acres.
- **Regional Park Stage Project:** Staff and site meetings to develop ideas for a possible new permanent stage at Regional Park.
- **Railhead Park Improvements:** Project under construction. Daily site visits to review progress, meetings with contractor, coordinate installation between contractors. Daily emails and phone calls. Research into irrigation systems design options. Design and draft final planting and irrigation plans. Research into tube line drip system and product pricing. Final walkthrough with contractors, processing certified payroll records. Meeting with Eagle Fence onsite. Onsite visits to oversee playground installation. Final walkthrough with shade structure contractors. Created table diagram layout for new picnic tables in shade structure.
- **Recreation Park Restroom Remodel:** Coordination with PBM Coordination with maintenance personnel. Final walkthrough on project completion and processing of invoice and certified payroll records.
- **Bocce Ball:** Work on specifications and construction plans. Meetings with City of Auburn regarding administrative tree removal permit. Meeting with arborist, review of report, application for removal permit. Revision of drawings resulting in tree removal.
- **Recreation Park Solar Panel Project:** Coordination with SunTerra. Processing invoices and certified payroll.
- **10 Year Master Plan, ADA Transition Plan and Project List:** Staff meetings and research.
- **Irrigation Class:** Attended brief irrigation auditing class.
- **Memorial Bench Rec Park:** Met with family members who are donating money for memorial bench. Research for bench purchase.

Customer Service/Marketing Manager
Report to the Board of Directors
May, 2015

	4/23/15 - 5/21/15	4/17/14 - 5/22/14
Activity Registrations	\$43,000	\$51,000
Day Care/Discovery payments	\$42,000	\$30,000
Facility payments/reservations	\$76,000	\$16,000

In April ARD hosted the annual AR-50 at Overlook Park, and later on in May the Auburn Triathlon at Overlook Park. At the Recreation Park we hosted the Sierra Foothills Cycling annual ride. More new and repeat events are on the schedule in different parks.

I continue to be involved in the community to actively promote and raise awareness of ARD's programs, events, and facilities.

Recreation Services Manager
Report to the Board of Directors
May, 2015

- Meetings attended: AAUW (2), VFCAL, SHF, ASR, ANDF(2)
- Activity Guide to homes.
- Continue to cultivate sponsors.
- Continued planning for 2nd Envision Expo (weekly meetings).
- Participated in Auburn Community service Day.
- Met Ukulele committee got posters flyers cards distributed at Reno and Modesto Festivals.
- Started with new Intern Michael Huntman.
- Met with Tourism committee. Started a partnership with Max's and Holiday Inn.
- Interviewed lifeguards.
- Met with Auburn Union School District.
- Meetings with Sheriff and Kahl regarding large concerts at Regional Park continue.
- Hosted VFCAL Stroke and Turn.
- Hosted Pickle Ball Tournament (130 individuals signed up).
- Meeting with instructors for new fall classes.
- Hosted Safety Fair for 400 k-3 grade students.
- Successfully completed Sexual Harassment Training
- Attended Robalos Parent meeting.

AAUW - American Association of University Women, 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

May 30	Envision Expo	Regional Park
	Public Swim Begins	Sierra Pool
June 6	Robalos Swim Meet	Sierra Pool
June 8	Discovery Day Camp Begins	Modulars
	Swim Lessons Begin	Sierra Pool
June 10	Family Swim Night	Sierra Pool
	Movie in the Park- Finding Nemo	Recreation Park
June 13	Robalos Swim Meet	Sierra Pool
June 15	Swim Lessons Begin	Placer Hills Pool
June 19	Party in the Park	Regional Park
June 24	Mermaids Swim Meet	Sierra Pool
June 25	Board Meeting	CVCC
June 27	CPR Class	Teen Center

Youth Services Manager
Report to the Board of Directors
May, 2015

- Attended board meeting at Newcastle School District on Wednesday, May 13 and parent/superintendent meeting on Friday, May 22 regarding possibility of obtaining extra dedicated space to increase enrollment.
- Planning and purchasing for Summer Day Camp: prepping for staff training, assembling parent packets, hiring staff, distributing flyers at schools in Foresthill and Auburn school districts, placing announcements in Loomis, Placer Hills, Newcastle and Colfax school district newsletters, ordered t-shirts, placed banner at corner of High Street and Auburn Folsom Road, lawn signs placed at the entrance to the main building at Recreation Park and at Discovery Clubs, preparing Mods 1 and 2 for camp.
- Assisted with Safety Fair at Recreation Park, May 19.
- Met with day camp volunteer for summer.
- Met with Auburn Union School District on May 22.
- Special thanks to Larry and Pat and their crew for helping to get the day camp modular ready for summer.

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 Gilmore	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

2015/2016 Project List

PROJECT	Est. Cost	Notes	Est. completion date
<i>Bell Road</i>			
Planning/CEQA/Construc. Docs	337,000	Pending grant funding by Stewardship Council	TBD
<i>Recreation Park</i>			
Lower RR replacement	45,000	Project completed, one punch list item remains. Waiting on a part.	Jun-15
Bocce Ball Courts	130,000	Working on bid set drawings. Getting tree removal permit.	Oct-15
Solar at community center building	225,000	Completion and start-up anticipated mid-May	May-15
<i>Regional Park</i>			
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		Oct-15
Regional Shop Path of Travel ADA	30,000		Nov-15
Pickle Ball court (convert tennis court)	25,000	Project completed	Apr-15
<i>Canyon View Community Center</i>			
Bike Park - incl Design and CEQA	80,000	Final admin draft due from Dudek for dispersal to agencies	Spring 2016
<i>Railhead Park</i>			
Railhead bathroom ADA upgrades			Nov-15
Shade Structure and Hardscape	125,000	Shade structure and hardscape completed. One punch list item remains. Staff working on irrigation and planting plan for ARD maintenance staff installation.	Jul-15
Playground Replacement	61,000	Playground complete. Eagle Fence to install perimeter fence	Jun-15
<i>Operation and Development Plan</i>			
CEQA/NEPA costs	25,000	Dudek working on various studies for the CEQA/NEPA. ARD staff working on narrative.	Oct-15
Total Projects Fiscal Year	1,333,000		

Updated May 14, 2015

May-15

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
4/21/2015	Rec Park	Portable toilets/trash cans/ ash cans for BBQ's	\$65.00	\$75, new ash cans and repair to portable toilets
4/21/2015	Overlook Park	Trash cans/broken bottles	\$40.00	Replacement cans in inventory
4/29/2015	Regional Park	Gang Graffiti, all over the park	\$120.00	\$50, graffiti remover
4/29/2015	Overlook Park	Cable fence repair	\$40	\$97, new parts
5/1/2015	Ashford Park	Drinking fountain faucet broke	\$30	\$25
5/8/2015	Regional	Tree cut down/bathroom fixtures broken/trash cans dumped over and 2 in pond	\$80	\$400 per sheriffs department, how do you value a tree
5/9/2015	Recreation Park	4 fuel containers taken	\$20	\$240, new containers + fuel
5/9/2015	Regional Park	Graffiti in restrooms	\$20	\$15, graffiti remover
5/13/2015	Regional	Graffiti in restrooms	\$40	\$25, graffiti remover

Total labor	\$455	Total Materials	\$927.00
Total for year	\$1,905.00	Total for year	\$3,409.26

Apr-15

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
3/28/2014	Regional Park	Lower Bathrooms, part ions damaged, all paper goods taken or stuffed in toilets graffiti on walls	\$60.00	\$50, paint, graffiti remover
		Bathrooms behind shop they tore all dispensers off the wall, crammed paper products in toilet, wrote obscenities on floor with bloodied tampon	\$60.00	\$60, dispensers and paper products
3/30/2015	Regional Park	Bathrooms behind shop they tore all dispensers off the wall, crammed paper products in toilet, wrote obscenities on floor with bloodied tampon	\$60	\$60, dispensers and paper products, we did not put toilet seat liners back in the bathrooms, these are what they have been stuffing in the toilets and then defecating on top of the stuffed paper products
		Turned over portable toilet in front of tennis courts	\$50	Had to uprate toilet, clean up spilled waste and thoroughly pressure wash portable toilet
4/2/2015	Skate Park	Light pole in parking lot destroyed	\$0	PG&E Issue
4/2/2015	P. Hills Pool	Outside (large) Clock	\$20	\$40, new clock

Rec Park Picnic Table damaged at covered picnic structure \$40 \$670, if new table purchased
 Overlook Park Cable fence cut/graffitti in skate park \$80 \$150, paint, repair parts for fence

Total labor	\$370.00	Total materials	\$1,030
Total for year	\$1,450	Total for Year	\$2,482.26

Mar-15

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
18-Feb-15	Skate Park	Graffiti	\$40.00	\$35, paint
2/19/2015	Skate Park	Graffiti	\$50.00	\$35, paint
2/21/2015	Regional Park	Broke into two irrigation boxes, locks destroyed	\$40	\$30, new cam locks
2/21/2015	Skate Park	Tore down part of shade canopy	\$40	\$20, new hardware to mount shade structure
3/1/2015	Regional Park	Broke toilet in women's bathroom behind shop, graffiti too. Case15-2004		
3/8/2015	Skate Park	Graffiti and post taken out of ground that blocked entry	\$60	\$60, paint, concrete, post
3/13/2015	Marsha Skinner Pool	Cut chain link fence near bleacher	\$40	Material in stock
		Total labor	\$270	\$180.00
		Total for year	\$1,080.00	\$1,452.26

Feb-15

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
1/24/2015	Regional Shop Restroom	Took paper dispensers spread feces in bathroom	\$40	\$30, new dispensers
1/25/2015	Regional Shop Restrooms	Took handicap signage on exterior of bathrooms	\$20	\$70, new signage
2/1/2015	Centennial Park	Graffiti on bridge structure	\$40	\$20, paint to cover graffiti
2/10/2015	Meadow Vista	Fire started and interior light broken in men's bathroom	\$320	\$125, paint/light fixture
2/12/2015	Skate Park	Shade screens torn down	\$80	\$50, repair parts
		Total Labor	\$500	\$295
		Total for Year	\$810	\$1,272.26

Jan-15

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
12/31/2015	Regional gym women's bathroom	Shower faucet taken	\$20	\$123.63
1/3/2015	Regional Park	Stole ball field screen	\$0	\$375.00, new screen
1/11/2015	Regional Park	Broke posts on picnic landing next to pond, Chana Students	\$80	\$56.63, posts and concrete
1/16/2015	Regional Park	Park pranks, TPed C Field, turned over tables, garbage cans into pond, doggie bags all over park paper dispensers in bathrooms ripped off walls	\$40	\$12, anchors for dispensers in bathrooms
1/19/2015	Regional Park	Graffiti on tables in picnic area at Dry Creek	\$30	\$25, paint to repaint tables
1/20/2015	Regional Park	Graffiti (tagging) in shop bathroom and irrigation pump house	\$60	\$70, paint to cover tagging
1/21/2015	Recreation Park	Cut locks to maintenance gates and Beggs Snack Bar	\$20	\$180, new locks
1/21/2015	Meadow Vista	Cut locks to storage areas and cut fencing enclosing storage areas	\$40	\$75, new locks and fencing repair
1/21/2015	Placer Hills	Cut locks to storage areas	\$20	\$60, new locks
Total Labor			\$310.00	\$977.26

Item 7.1 Cover sheet – Atwood III FY 15/16 Intention to Levy Assessments; Engineer’s Report; Notice of Hearing

Auburn Area Recreation and Park District Acquisition and Development Meeting May 2015; Board of Directors meeting May, 2015

THE ISSUE

Shall the Auburn Area Recreation and Park District Board approve of a Resolution that would declare the Board’s intention to levy the continued assessments for fiscal year 2015-16, preliminary approve the Engineer’s Report for the Atwood Ranch III Landscaping and Lighting Assessment District, and provide for the notice of a public hearing on June 25, 2015 regarding levying the continued annual assessments for fiscal year 2015-16?

BACKGROUND

In 2004, after gaining property owner ballot support, the benefit assessments were first established to provide funding the installation, maintenance and servicing of landscaping, park and recreation facilities in the Auburn Area Recreation and Park District (Atwood Ranch III).

- Balloting Conducted: November-December 2004
- Ballot Results: 100.0 % of the weighted returned ballots were in support of the proposed assessment
- Board Approval of 1st Year Assessment Levies: Dec. 16, 2004
- Fiscal Year 2005-06 Approved Rate: \$148.62 per single family equivalent benefit unit (SFE)
- Annual CPI: In each subsequent year, the maximum assessment rate increases by the annual change in the Consumer Price Index, not to exceed 5% per year.
- Fiscal Year 2014-15 Approved Rate: \$182.12 per single family equivalent benefit unit (SFE)
- Fiscal Year 2015-16 Proposed Rate: \$182.12 per single family equivalent benefit unit (SFE)

The Engineer’s Report establishes the important foundation and justification for the continued collection of the assessments for fiscal year 2015-16. The Engineer’s Report has been reviewed in context with recent court decisions and legal requirements for benefit assessments. SCI has worked with District’s legal counsel to review the Assessment District’s compliance with the recent court decisions such as Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority, Dahms v. Downtown Pomona Property, Bonander v. Town of Tiburon, and Golden Hill Neighborhood Association v. City of San Diego. Some enhancements and revisions to the Engineer’s Report have been made to ensure the District’s assessments are fully compliant with these decisions and the requirements of Proposition 218. These revisions do not modify the underlying assessment methodology or basis for the assessments.

On June 8, 2009, the 4th Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona (Dahms v. Downtown Pomona Property). On July 22, 2009, the California Supreme Court denied review. On this

date, Dahms became good law and binding precedent for assessments. In Dahms the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments, including landscaping maintenance, were directly provided to property in the assessment district. Dahms establishes legal validation for zero or minimal general benefits from assessments that fund services directly provided within the assessment district and implies greater flexibility for assessments than Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority (2008). As an integral part of the scope of work, SCI will work with District to review the implications of Dahms and other recent or pending court decisions.

PROPOSED FY 2015-16 BUDGET, SERVICES & IMPROVEMENTS

2 Year Profit/loss history

Summary of revenue and total cost	FY 2014-15	FY 2013-14
Revenue	\$26,043	\$23,269
Costs:		
Services	\$24,582	\$26,857
Incidentals	\$2,860	\$1,682

- Parks maintained:
 - a. Maintenance of a neighborhood park and tot lot and adjacent former “natural turf” area within the development area known as Atwood Ranch III
- Other Services:
 - a. Maintenance of trails in the wetlands preserve area
 - b. Monitoring of 10.69 acres of wetlands preserve area with associated riparian scrub land, seeps, floodplains and drainage areas to a stormwater detention area
 - c. Reporting four times yearly to the Army Corps of Engineers, including biology reports and project management reports

PROPOSED RATE AND CPI HISTORY

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the “CPI”), with a maximum annual adjustment not to exceed 5%. Any change in the CPI in excess of 5% shall be cumulatively reserved as the “Unused CPI” and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 5%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 5% or 2) the change in the CPI plus any Unused CPI as described above.

Based on the preceding annual adjustments, the maximum possible assessment rate for Fiscal Year 2014-15 was \$182.96 per single family equivalent benefit unit. The annual change in the CPI from December 2013 to December 2014 was 2.67%. Therefore, the maximum authorized

assessment rate for Fiscal Year 2015-16 has been increased by 2.67%, from \$182.96 to \$187.84 per single family equivalent benefit unit. However, the estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2015-16 at the rate of \$182.12 per single family equivalent benefit unit, which is less than the maximum authorized assessment rate and is the same rate as that levied in the previous fiscal year. The total amount of revenues that would be generated by the assessments in fiscal year 2015-16 at the proposed rate of \$182.12 is approximately \$26,043.

Explanation for increased assessment in 2013/2014 and 2014/2015

As evidenced in the profit/loss history for the Auburn Area RPD, costs to provide maintenance within the Assessment District increased significantly in Fiscal Year 2013-14. This escalation in costs was directly related to the increase in labor costs necessary to maintain the park and preserve, and necessitated increases to the assessment rates for Fiscal Years 2013-14 and 2014-15. Specifically, the Auburn Area RPD experienced higher labor costs due to:

- Increased time eliminating weeds in an effort to keep a fire break along the houses that border the preserve.
- Increased costs in removing invasive Himalayan blackberry bushes in the preserve.
- Increased costs eliminating weeds in the preserve. These weeds have increased in size and quantity due to better fuel load reduction management.
- Increased time removing weeds from the landscape areas.
- Increased maintenance time in new landscaped area, mowing turf areas.
- Weed control in new bark areas.
- Removal of invasive tree species.

In 2015 the Auburn Area RPD entered into another agreement with the Homeowners' Association to make a one-time contribution of \$2,500 towards further maintenance of the wetlands preserve area, particularly to eliminate issues of stagnant water. This amount is contained in the budget item, "Park Improvements" for Fiscal Year 2015-16. In spite of this contribution, due to other cost controls within the projected budget, an assessment rate increase will not be necessary for Fiscal Year 2015-16.

Notification for the hearing on June 25th is done through a public notice in the Auburn Journal.

The following table summarizes the maximum authorized assessment rates and CPI history:

Fiscal Year	Max CPI Allowed	Max Rate allowed
FY 05-06		\$148.620
FY 06-07	1.95%	\$151.518
FY 07-08	3.44%	\$156.730
FY 08-09	3.84%	\$162.749
FY 09-10	0.01%	\$162.765
FY 10-11	2.61%	\$167.013
FY 11-12	1.52%	\$169.552
FY 12-13	2.92%	\$174.503
FY 13-14	2.22%	\$178.377

FY 14-15	2.57%	\$182,961
FY 15-16	2.67%	\$187,846

The following list the revenues and rates for each of the zones since the first year the assessments were levied.

Fiscal Year	Rate / SFE	Annual Revenues
FY 05-06	\$148.62	\$21,252
FY 06-07	\$148.62	\$21,252
FY 07-08	\$148.62	\$21,252
FY 08-09	\$148.62	\$21,252
FY 09-10	\$148.62	\$21,252
FY 10-11	\$148.62	\$21,252
FY 11-12	\$148.62	\$21,252
FY 12-13	\$148.62	\$21,252
FY 13-14	\$162.72	\$23,269
FY 14-15	\$182.12	\$26,043
FY 15-16	\$182.12	\$26,043

RECOMMENDATION FOR THE BOARD OF DIRECTORS

As stated above, ARD staff finds that, largely due to cost-saving measures being implemented, an assessment increase will not be necessary for Fiscal Year 2015/2016.

It is therefore the recommendation of ARD staff and the Acquisition and Development Committee that the ARD Board of Directors approve Resolution #2015-06, a Resolution of Intention to Continue Assessments for Fiscal Year 2015-16, Preliminarily Approving Engineer's Report with the staff recommended budget, and Providing for Notice of Hearing on June 25, 2015 for the Atwood Ranch III Landscaping and Lighting Assessment District.

FISCAL IMPACT

The fiscal impacts of the projected budget are spelled out in budget on page ten of the Engineer's Report.

ATTACHMENTS

Atwood III Landscape and Lighting Engineer's Report for FY 15/16

Resolution #2015-06, a Resolution of intention to levy assessments for FY 15/16, preliminarily approving engineers report and providing for notice of hearing for the Atwood Ranch III Landscape and Lighting Assessment District.

RESOLUTION NO. 2015-06

**A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS
FOR FISCAL YEAR 2015-16, PRELIMINARILY APPROVING
ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING
FOR THE AUBURN AREA RECREATION AND PARK DISTRICT, ATWOOD RANCH III
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT**

WHEREAS, on January 27th, 2005, by its Resolution No. 2005-01, after receiving a weighted majority of 100% of ballots in support of the proposed assessment, this Board ordered the formation of and levied the first assessment within the Atwood Ranch III Landscaping and Lighting Assessment District of the Auburn Area Recreation and Park District (the "District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof); and

WHEREAS, the first Engineer's Report for Fiscal Year 2005-06 described how the assessment district would be established, determined the uses of the assessment funds, established the methodology by which the assessments would be applied to properties in the District, established that the assessment is subject to an annual adjustment tied to the annual change in the Consumer Price Index for the San Francisco Bay Area, and stated that the assessment would continue year-to-year until terminated by the District Board of Directors; and

WHEREAS, although the methodology by which the assessments are applied to properties in the District does not change from year to year, a new Engineer's Report is prepared each year in order to establish the CPI adjustment for that year; the new maximum authorized assessment rate for that year; the budget for that year; and the amount to be charged to each parcel in the District that year, subject to that year's assessment rate and any changes in the attributes of the properties in the District, including but not limited to use changes, parcel subdivisions, and/or parcel consolidations; and

WHEREAS, by Resolution No. 2015-01 the Board ordered the preparation of an Engineer's Report for the Atwood Ranch III Landscaping and Lighting Assessment District (the "District") for fiscal year 2015-16; and

WHEREAS, pursuant to said Resolution, the Engineer's Report was prepared by SCI Consulting Group, Engineer of Work, in accordance with 22565, *et. seq.*, of the Streets and Highways Code (the "Report") and Article XIID of the California Constitution; The Report has been made, filed with the Clerk of the Board and duly considered by the Board and is hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Auburn Area Recreation and Park District, (the "Board"), State of California, that it is the intention of this Board to continue and to collect assessments within the District for fiscal year 2015-16. It is proposed that Atwood Ranch III Landscaping and Lighting Assessment District undertake the following

improvements: installation, maintenance and servicing of public facilities. Installation will include but not be limited to, playground equipment, irrigation and sprinkler systems, landscaping, turf, park grounds, park facilities, landscape corridors, trails, ponds, wetlands preserve areas, fencing, piers, signage, benches, tables, and all necessary appurtenances, and labor, materials, supplies, utilities and equipment, as applicable, for property owned or maintained by the Auburn Area Recreation and Park District. Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of said improvements, including repair, removal, or replacement of all or part of any improvement; providing for the life, growth, health and beauty of landscaping; and cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti, and monitoring of wetlands preserve areas. Servicing means the furnishing of electric current or energy for the operation or lighting of any improvements, and water for irrigation of any landscaping or the maintenance of any other improvements.

BE IT FURTHER RESOLVED that the assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 5%. Any change in the CPI in excess of 5% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 5%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 5%, or 2) the change in the CPI plus any Unused CPI as described above.

BE IT FURTHER RESOLVED that property owners in the Assessment District, in an assessment ballot proceeding, approved the initial fiscal year benefit assessment for special benefits to their property including the CPI adjustment schedule. Therefore, the assessment may be continued annually and may be adjusted by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding. In the event that in future years the assessments are levied at a rate less than the maximum authorized assessment rate, the assessment rate in a subsequent year may be increased up to the maximum authorized assessment rate without any additional assessment ballot proceeding.

BE IT FURTHER RESOLVED that based on the preceding annual adjustments, the maximum possible assessment rate for Fiscal Year 2014-15 was \$182.96 per single family equivalent benefit unit. The annual change in the CPI from December 2013 to December 2014 was 2.67%. Therefore, the maximum authorized assessment rate for Fiscal Year 2015-16 has been increased by 2.67%, from \$182.96 to \$187.84 per single family equivalent benefit unit. However, the estimate of cost and budget in the Engineer's Report proposes assessments for fiscal year 2015-16 at the rate of \$182.12 per single family equivalent benefit unit, which is less than the maximum authorized assessment rate and is the same rate as that levied in the previous fiscal year.

BE IT FURTHER RESOLVED, by the Governing Board of the Auburn Area Recreation and Park District that a Public Hearing shall be held on June 25th, 2015 at 6:00 p.m. at Board Room of the District Office, 471 Maidu Drive, Auburn, CA to consider the ordering of the improvements and the continuation of the proposed assessments. Prior to the conclusion of the hearing, any interested person may file a written protest with the Board, or, having previously filed a protest, may file a written withdrawal of that protest. A written protest shall state all grounds of objection. A

protest by a property owner shall contain a description sufficient to identify the property owned by such owner. Such protest or withdrawal of protest should be mailed to Auburn Recreation and Park District, 471 Maidu Drive, Auburn, CA 95603-5723. Notice of the hearing is to be given by publishing a notice once, at least ten (10) days prior to the date of the hearing above specified, in a newspaper circulated in the Auburn Area Recreation and Park District.

DULY AND REGULARLY ADOPTED by the Governing Board of the Auburn Area Recreation and Park District this 28th day of May, 2015 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kahl Muscott
DISTRICT ADMINISTRATOR

Scott R. Holbrook
CHAIR, BOARD OF DIRECTORS