

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

6:00 P.M.

**THURSDAY, MAY 26, 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

None.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

4.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. 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 29, 2016 Minutes of the Board of Directors**

Review and approval of minutes.

_____ **5.2 Review of Cash Requirements for April, 2016 (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 Financials for March, 2016 (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 Financials for April, 2016 (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 Legal Counsel Review (Program, Personnel, Policy, Fee & Legal Review Committee)**

This item was reviewed and approved by the Program, Personnel, Policy, Fee and Legal Review Committee and forwarded to the Board of Directors with a recommendation for staff to send out a new Request for Proposal for legal services.

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 reports under item 6.0.

7.0 UNFINISHED BUSINESS

7.1 Adoption and Approval of Resolution Number 2016-06; Atwood III FY 16/17 Intention to Levy Assessments; Engineer's Report, Notice of Hearing (Acquisition & Development Committee)

Auburn Area Recreation and Park District Board approval of a Resolution that would declare the Board's intention to levy the continued assessments for fiscal year 2016-17, preliminary approval of the Engineer's Report for the Atwood Ranch III Landscaping and Lighting Assessment District, and providing for the notice of a public hearing on June 30, 2016 regarding levying the continued annual assessments for fiscal year 2016-17.

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

8.0 NEW BUSINESS

8.1 Meadow Vista Restroom Improvements (Acquisition & Development Committee)

Shall the ARD Board of Directors amend the 2016/2017 Project List for the Meadow Vista restroom project to increase the approved budget from \$150,000 to \$220,000?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

8.2 Placer County Local Agency Formation Commission - Election of Special District Representatives to the Local Agency Formation Commission (LAFCO)

Shall the ARD Board of Directors vote for two candidates for the Election of Special District Representatives to the Local Agency Formation Commission (LAFCO)?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.3 Proposed California Special Districts Association (CSDA) Bylaws Updates**

Shall the ARD Board of Directors adopt the Proposed California Special Districts Association (CSDA) Bylaws Updates?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

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

1. Sierra Pool Major Renovation (Acquisition & Development Committee) See attached information.
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** 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:

5-20-16
Date

10:30 AM
Time

P. Larson
Clerk to the Board

SECTION: 5.0

**ITEM: 5.1 REVIEW AND APPROVAL OF THE APRIL 29,
2016 MINUTES OF THE BOARD OF DIRECTORS
MEETING**

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
Auburn Area Recreation & Park District
Thursday, April 29, 2016, 6:00 p.m.
Canyon View Community Center
471 Maidu Drive, Auburn, CA**

**Board Members
Present:**

Chairman Jim Ferris
Director Mike Lynch
Director Jim Gray
Director Scott Holbrook
Director Gordon Ainsleigh

**Board Members
Absent:**

None.

Staff Present:

Kahl Muscott, District Administrator
Joe Fecko, Administrative Services Manager
Larry Gray, Facilities & Grounds Manager
Sheryl Petersen, Recreation Services Manager
Patricia Larson, Recording Secretary

FLAG SALUTE

1.0 CALL TO ORDER

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

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

None.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Holbrook 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

Doug Marquandt from Placer High School gave a presentation to the Board regarding there will be a \$135 million dollar bond measure on the June 7, 2016 primary election for major renovations and new classroom construction for the Placer High School District.

5.0 CONSENT ITEMS

5.1 Review and Approval of the March 31, 2016 Auburn Area Recreation & Park District Minutes of the Board of Directors

5.2 Review of Cash Requirements for March, 2016 (Standing Finance Committee)

5.3 Update to Prohibited Harassment and Discrimination Policy (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the consent calendar.

Roll Call Vote

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

4 – 0 – 1 Motion carries.

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

7.1 Purchase of Portable Stage (Standing Finance Committee)

A motion was made by Director Holbrook to purchase a portable stage. There was no second to the motion. Motion died.

8.0 NEW BUSINESS

8.1 Mt. Vernon Property: Approval of MOU Between Western Community Housing, Inc. and Auburn Area Recreation & Park District to Explore the Sale of Mt. Vernon Park (Acquisition & Development Committee)

A motion was made by Director Ainsleigh and seconded by Director Holbrook to amend the motion to approve the MOU between Western Community Housing, Inc. and Auburn Area Recreation & Park District to Explore the Sale of Mt. Vernon Park with any money from the sale to be put towards the Shockley property.

Roll Call Vote

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

2 – 3 Motion did not carry.

A motion was made by Director Holbrook and seconded by Director Ferris to approve the MOU between Between Western Community Housing, Inc. and Auburn Area Recreation & Park District to Explore the Sale of Mt. Vernon Park

Roll Call Vote

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

5 – 0 Motion carries.

8.2 Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters, Resolution Number 2016-05, Resolution of the Governing Body of the Auburn Area Recreation and Park District Declaring an Election Be Held In Its Jurisdiction; Requesting the Board of Supervisors to Consolidate This Election With Any Other Election Conducted On Said Date; and Requesting Election Services by the County Clerk

A motion was made by Director Holbrook and seconded by Director Lynch to adopt Resolution 2016-05, Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters, Resolution Number 2016-05, Resolution of the Governing Body of the Auburn Area Recreation and Park District Declaring an Election Be Held In Its Jurisdiction; Requesting the Board of Supervisors to Consolidate This Election With Any Other Election Conducted On Said Date; and Requesting Election Services by the County Clerk.

Roll Call Vote

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

4 – 1 Motion carries.

8.3 Proposed Amendments to Project Notification Policy (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the proposed amendments to Project Notification Policy.

Roll Call Vote

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

4 – 0 – 1 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Infrastructure vs. New and ARD’s Strategic Plan – information was provided to the Board for review.
2. CARPD – information was provided to the Board regarding CARPD 2016 Board of Directors election.
3. Vacancy CAPRI Board of Directors – information was provided to the Board regarding the CAPRI 2016 Board of Directors election.
4. 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

Correspondence was attached for review.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – closed session began at 7:25 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 7:30 p.m. – there was no reportable action.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:30 p.m. by Chairman Ferris.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
APRIL, 2016**

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: \$72,690.46

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 4/1/2016 4/30/2016
 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
13468	S1007	Stationary Engineers, Local 39	4/8/2016	COMM 1ST	PMCHK00002300	\$261.39
13469	S1010	State Disbursement Unit	4/8/2016	COMM 1ST	PMCHK00002300	\$87.50
13513	1099-239	Macintosh-Oddo	4/13/2016	COMM 1ST	PMCHK00002303	\$4,142.60
13514	1099-295	Juli Land-Marx, dba Image Net	4/13/2016	COMM 1ST	PMCHK00002303	\$300.00
13515	1099-5	Daniel Crandall DBA:Current A	4/13/2016	COMM 1ST	PMCHK00002303	\$48.30
13516	A0018	Auburn Chamber of Commerce	4/13/2016	COMM 1ST	PMCHK00002303	\$360.00
13517	A0150	Jessica Tillery dba All Qualit	4/13/2016	COMM 1ST	PMCHK00002303	\$1,183.79
13518	C0004	CAPRI	4/13/2016	COMM 1ST	PMCHK00002303	\$19,806.00
13519	C0075	Cintas Corporation	4/13/2016	COMM 1ST	PMCHK00002303	\$268.32
13520	C0104	Campora Propane Service	4/13/2016	COMM 1ST	PMCHK00002303	\$46.00
13521	C0111	Cal.net	4/13/2016	COMM 1ST	PMCHK00002303	\$189.90
13522	C0113	Cooks Portable Toilets & Septi	4/13/2016	COMM 1ST	PMCHK00002303	\$1,598.38
13523	D0066	De Lage Landen	4/13/2016	COMM 1ST	PMCHK00002303	\$623.95
13524	F0011	Foothill Employer Advisory	4/13/2016	COMM 1ST	PMCHK00002303	\$40.00
13525	H0002	Harris Industrial Gases	4/13/2016	COMM 1ST	PMCHK00002303	\$140.00
13526	K0011	Kaiser Foundation Health Plan,	4/13/2016	COMM 1ST	PMCHK00002303	\$10,936.91
13527	L0023	Vincent Garcia Lopez	4/13/2016	COMM 1ST	PMCHK00002303	\$25.00
13528	L0098	Andie Leventin	4/13/2016	COMM 1ST	PMCHK00002303	\$19.50
13529	O0019	On the Bus Productions	4/13/2016	COMM 1ST	PMCHK00002303	\$172.13
13530	P0029	Placer County Environmental He	4/13/2016	COMM 1ST	PMCHK00002303	\$2,190.00
13531	P0053	Reserve Account	4/13/2016	COMM 1ST	PMCHK00002303	\$1,000.00
13532	P0107	Parent's Resource Guide	4/13/2016	COMM 1ST	PMCHK00002303	\$920.00
13533	S0086	Sac-Val Janitorial Supply, Inc	4/13/2016	COMM 1ST	PMCHK00002303	\$305.24
13534	TEMPC	Hiam Chipman	4/13/2016	COMM 1ST	PMCHK00002303	\$155.00
13535	TEMPF	Erica Fahner	4/13/2016	COMM 1ST	PMCHK00002303	\$30.00
13536	TEMPK	Meredith Killinger	4/13/2016	COMM 1ST	PMCHK00002303	\$30.00
13537	TEMPO	Chinasa Onyems	4/13/2016	COMM 1ST	PMCHK00002303	\$30.00
13538	U0028	U.S. Bank Equipment Finance	4/13/2016	COMM 1ST	PMCHK00002303	\$383.83
13539	D0003	Don Robinson Sand And Gravel	4/13/2016	COMM 1ST	PMCHK00002304	\$266.25
13540	P0095	Placer County	4/21/2016	COMM 1ST	PMCHK00002305	\$1,188.00
13541	S1007	Stationary Engineers, Local 39	4/21/2016	COMM 1ST	PMCHK00002305	\$266.62
13542	S1010	State Disbursement Unit	4/21/2016	COMM 1ST	PMCHK00002305	\$87.50
13543	1099-117	Juan Aceituno	4/29/2016	COMM 1ST	PMCHK00002306	\$195.00
13544	1099-247	Clifford Johnson	4/29/2016	COMM 1ST	PMCHK00002306	\$65.00
13545	1099-295	Juli Land-Marx, dba Image Net	4/29/2016	COMM 1ST	PMCHK00002306	\$1,000.00
13546	A0051	Anderson's Sierra Pipe Co.	4/29/2016	COMM 1ST	PMCHK00002306	\$16.76
13547	A0148	All Pro Backflow	4/29/2016	COMM 1ST	PMCHK00002306	\$250.00
13548	A1010	Advantage: Print, Martketing a	4/29/2016	COMM 1ST	PMCHK00002306	\$49.45
13549	A1054	Advanced Performance Coatings,	4/29/2016	COMM 1ST	PMCHK00002306	\$200.00
13550	B0020	BSN Sports, Inc.	4/29/2016	COMM 1ST	PMCHK00002306	\$734.22
13551	B0056	Cindy Bell	4/29/2016	COMM 1ST	PMCHK00002306	\$40.00
13552	B0062	BareBones WorkWear	4/29/2016	COMM 1ST	PMCHK00002306	\$1,175.72
13553	C0041	CPRS	4/29/2016	COMM 1ST	PMCHK00002306	\$170.00
13554	C0072	CIT Technology Fin. Serv., Inc	4/29/2016	COMM 1ST	PMCHK00002306	\$480.49
13555	C0111	Cal.net	4/29/2016	COMM 1ST	PMCHK00002306	\$129.95
13556	D0077	Dudek	4/29/2016	COMM 1ST	PMCHK00002306	\$910.00
13557	F0025	Foresthill Union School Distri	4/29/2016	COMM 1ST	PMCHK00002306	\$2,662.50
13558	F0034	Joe Fecko	4/29/2016	COMM 1ST	PMCHK00002306	\$39.96
13559	G0002	GSSA UMPIRES	4/29/2016	COMM 1ST	PMCHK00002306	\$792.00
13560	G0027	Giuliani & Kull, Inc.	4/29/2016	COMM 1ST	PMCHK00002306	\$1,855.00
13561	G0045	Greater Sacreamnto Softball As	4/29/2016	COMM 1ST	PMCHK00002306	\$460.00
13562	G0092	Green Valley Security, Inc.	4/29/2016	COMM 1ST	PMCHK00002306	\$340.00
13563	H0010	Holdrege & Kull	4/29/2016	COMM 1ST	PMCHK00002306	\$1,700.50
13564	H0056	Humana Dental Ins. Co	4/29/2016	COMM 1ST	PMCHK00002306	\$1,651.71
13565	K0019	Kronick, Moskovitz, Tiedemann	4/29/2016	COMM 1ST	PMCHK00002306	\$1,550.00
13566	N0003	Norris Electric, Inc.	4/29/2016	COMM 1ST	PMCHK00002306	\$1,34

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
13567	P0005	Placer County Water Agency	4/29/2016	COMM 1ST	PMCHK00002306	\$1,012.44
13568	P0019	PG & E Bldg & Utilities	4/29/2016	COMM 1ST	PMCHK00002306	\$600.00
13569	P0023	PG&E	4/29/2016	COMM 1ST	PMCHK00002306	\$126.92
13570	R0056	Tricia Ruff	4/29/2016	COMM 1ST	PMCHK00002306	\$40.00
13571	R0065	River City Rentals	4/29/2016	COMM 1ST	PMCHK00002306	\$450.00
13572	S0016	Sam's Club	4/29/2016	COMM 1ST	PMCHK00002306	\$153.57
13573	S0086	Sac-Val Janitorial Supply, Inc	4/29/2016	COMM 1ST	PMCHK00002306	\$470.77
13574	S0133	Shelly's Smart Shopper	4/29/2016	COMM 1ST	PMCHK00002306	\$750.00
13575	S0143	SMOA	4/29/2016	COMM 1ST	PMCHK00002306	\$1,573.00
13576	S0145	SCP Pool Distributors LLC	4/29/2016	COMM 1ST	PMCHK00002306	\$213.20
13577	S1003	Sutter Medical Foundation	4/29/2016	COMM 1ST	PMCHK00002306	\$228.00
13578	T0058	TelePacific Communications	4/29/2016	COMM 1ST	PMCHK00002306	\$847.37
13579	TEMPB	Kay Black	4/29/2016	COMM 1ST	PMCHK00002306	\$65.00
13580	TEMPG	Kristi Gregersen	4/29/2016	COMM 1ST	PMCHK00002306	\$70.00
13581	TEMPT	Pat Tavare	4/29/2016	COMM 1ST	PMCHK00002306	\$155.00
13582	TEMPV	Kathleen Vanderbilt	4/29/2016	COMM 1ST	PMCHK00002306	\$164.00
13583	W0001	Walker's Office Supplies, Inc.	4/29/2016	COMM 1ST	PMCHK00002306	\$737.96
13585	1099-122	H. Gordon Ainsleigh	4/29/2016	COMM 1ST	PMCHK00002307	\$117.11
Total Checks: 74						Total Amount of Checks: \$72,690.46

SECTION: 6.0

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

INFORMATION:

SEE ATTACHMENTS

Kahl Muscott
District Administrator
Report to the Board of Directors
May, 2016

- Staff dug a trench to install permanent power to the Party in the Park/Dead Fest site. Norris Electric made the final hook-ups.
- We have received the final “OK” from USBR to start the work on the Railhead “B” renovation project. The field will be fenced off beginning 5/19. The approximate re-open date for the field is October, weather and heat dependent.
- We received the latest (and hopefully final) NOA testing for the bike part site. All tests came back 100% negative. We are working with the Placer Count APCD to come up with the final mitigations for the site.
- We are awaiting a “prescription” and an estimate for the costs to take care of the worse than usual weed bloom taking place in the Regional Park pond. Our pond weed expert said that many ponds around the area are seeing worse than normal blooms this spring.
- Repairs have been made to the splash pool play structure and it is ready for use.
- The Placer County Parks Commission held their most recent meeting at Recreation Park. A friendly game of bocce took place before the meeting.
- The MVCC held an Open House on 5/22 for the north wing opening. The north wing room will not start renting until early July.
- The Auburn Chamber will be hosting a large networking/business event at Recreation Park on Wednesday 6/1. ARD will have a booth at the event.

Meetings and events attended

5/3: Rotary
5/3: State of the Community Committee
5/4: F&G Manager interviews
5/5: F&G Manager interview
5/6: State of the Community Dinner
5/9: Auburn Community Festival
5/10: Rotary
5/10: Placer County Parks Commission meeting
5/12: Policy Committee
5/12: Conference call re: Bike Park NOA mitigations
5/17: Rotary
5/18: Chamber Board meeting
5/18: Obstacle Race Committee
5/18: Finance Committee
5/20: CARPD/CAPRI Conference
5/24: Rotary

Joe Fecko
Administrative Services Manager
Report to the Board of Directors
May, 2016

The audit is scheduled to begin on May 21. We’ve closed the year and the unaudited numbers indicate a surplus that exceed forecast.

Staff has researched a change of telephone and internet service providers (currently AT&T, TelePacific and Central Valley Broadband) and has decided on a changeover of all services to Wave. The resulting change will consolidate the District's phone numbers to one (from two different ones) on a hosted network. It will also provide internet service from the same company (Wave). The change will not only be much more efficient, but also result in the combination of services costing less than half of the preceding services combined.

Larry Gray
Facilities & Grounds Manager
Report to the Board of Directors
May, 2016

Install plastic playground border at Meadow Vista Park.
Manually remove pond scum from Regional Pond (pull out with rakes and remove).
Mowing of all District turf areas.
Ball field preparation (bolt rip, screen, and line, set bases, clean dugouts and bleachers).
Weed eating EVERYWHERE.
Work on Regional Pond to improve water flow (adding sand bags to redirect water).
Preparations for Railhead Soccer renovation (have security fencing installed, have turf sprayed with Roundup, do irrigation system check and flag sprinklers).
Install new ball racks on Bocce Ball Courts at Recreation Park.
Install camera signs at Overlook Park.
Trenching work at Regional Park for installation of power box for Party in the Park.
Repair Day Camp Modular decking and install new indoor/outdoor carpet.
Fill Splash Pool for upcoming season.
Replace Recreation Park rear playground slide (outside contractor).
Apply weed & feed to lawns at CVCC.
Daily Pool maintenance (check chemicals, clean pool and decking).
Arboretum (selective weed eating around all marked plants).
Daily building setup for classes, volleyball, bridge, meetings and rentals.

Pam Vann
Landscape Architect
Report to the Board of Directors
May, 2016

- **Miscellaneous Items:** Miscellaneous project research, update of project lists, monthly Board report and Project List report. Meeting with various staff to discuss projects and processes.
- **PGE Land Trust Donation Application:** Weekly phone conference call to finalize fee title transfer and escrow for Christian Valley. Staff meetings. Working on draft of grant proposal. Meeting with Foothill Associates on grant writing approach. Coordination for the Certificate of Compliance (COC) for Christian Valley and Bell Road. Coordination with surveyor to complete COC of Christian Valley. Work with Kate Kirsh at Foothill on grant proposal.
- **Bike Park/Pump Track Project:** Staff meetings. Follow up on NOA testing. Coordinate conference call with agencies and consultant to discuss final NOA mitigation measures required by Placer County Air Pollution Control Board. Post conference call follow-up. Review consultant invoices. Misc. project management.

- O&D Plan: Coordination with Dudek. Follow up on draft document project description from Dudek.
- Railhead Park Field Renovation: Miscellaneous coordination with staff, work with Delta Bluegrass to complete contract for construction.
- 24 Acre Project: Continued miscellaneous project management tasks, coordination with consultant.
- Riparian Management Plan: Review RFP's and staff meetings. Phone calls to consultants..
- Meadow Vista Restroom Project: Continued research on options, staff meetings. Phone calls with Placer County regarding system requirements and use of vault system. Research other pre-fabricated systems, developed preliminary budget for satellite system versus existing restroom remodel.
- Sierra Pool: Staff meetings regarding information from consultant. Seeking alternative opinions on plastering/replacement options.

Manouch Shirvanioun
Customer Service/Marketing Manager
Report to the Board of Directors
May, 2016

	4/20/16 - 5/19/16	4/23/15 - 5/21/15
Activity Registrations	\$52,000	\$43,000
Day Care/Discovery payments	\$59,000	\$42,000
Facility payments/reservations	\$50,000	\$76,000

Working with different user groups to coordinate field usage on James field: American Legion, Auburn Wildcats, Placer High, and few adult softball teams. Continue to work closely with Placer High Grad Night volunteers on the upcoming event.

Leadership Auburn, Session Water, Power, and Recreation was held at ARD. Representatives from PCWA, PG &E, Placer County Supervisor, Jennifer Montgomery, and ASRA's Superintendent assisted with this session.

Day Camp and summer program registration numbers seem to have a good start. Picnic sites and pool reservations are also doing better this year.

Overlook Park hosted the Auburn Triathlon. At Meadow Vista Park we hosted the Sierra Foothills Cycling annual ride. More new and repeat events are on the schedule in different parks.

Assisted with 2nd round of interviews
 Attended two MV Community Center meetings
 Weekly Chamber Ambassador visits
 Canyon Keepers' meetings
 Bye weekly Leadership Auburn executive committee meetings
 Meeting with Wave Broadband representatives coordinating transfer of voice and data

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

Sheryl Petersen
Recreation Services Manager
Report to the Board of Directors
May, 2016

- Meetings attended: ASR (4), Guitar Fest (3), UKE, VFCAL, SHF, Envision (3), ACF.
- Summer activity guide out/distributed.
- Met with new interns for summer.
- Hosted String Fling with 55 participants. Enthusiastic and eager for another.
- Pre-event publicity on String Fling in foothill magazine, Journal; post-pictures in Journal.
- Envision Expo posted on KVMR.
- Taking registration on Uke Festival.
- Taking PIP vendor registration.
- Contract negotiations with the State Theater for Uke Concert.
- Printed post cards for events for PIP.
- Met with Robalos Parent President.
- Met with Auburn Community Service Day committee. Trip to Acres of Hope.
- Hosted Pickleball Tournament.
- Hosted VFCAL Stroke and Turn Clinic.
- Meeting with Fall instructors.
- Letter to the editor thanking String Fling sponsors.
- Monitoring summer camp registration.
- Robalos time trials.
- Hosting VFCAL Synchro Judging Clinic.

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

June 4	Envision Expo	Recreation Gym
	Public Swim Begins	Sierra Pool
June 6	Swim Lessons Begin	Sierra Pool
	Summer Camps Begin	Various locations
June 8	Family Swim Night	Sierra Pool
	Movie: Raiders of the Lost Ark	Recreation Park
June 11	Public Swim Begins	Placer Hills Pool
June 17	Party in the Park	Regional Park
June 25	CPR class	Teen Center
June 29	Movie: Land Before Time	Regional Park
June 30	Board Meeting	CVCC

Debbie Thomas
Youth Services Manager
Report to the Board of Directors
May, 2016

- Day camp banner was placed on the corner of Auburn Folsom Road and High Street.
- Addressed parents at Auburn Elementary's kindergarten round-up; provided Discovery Club flyers on May 12th.
- HITS program party at Auburn El. Discovery to recognize participants in the tennis program on May 25th.
- Placer's tennis coach, Tom Isaac, will provide a tennis clinic for one of our Monday clubs at day camp. Larry Rolfus will provide an archery experience for our older campers on our field day at Regional Park in July.
- Wendy Murdoch attended a United Way meeting regarding the food program at Auburn El. Discovery on May 5th.
- Ongoing purchasing, prepping, scheduling for summer day camp, interviews and hiring, field trip finalizations.
- Covered at several sites for absentee staff.
- Reorganized day camp modulars with directors.
- Responded to request by Alta Vista PTC regarding the possibility of establishing a Discovery Club site at their location.
- Preparation of Discovery Club registration packets for 2016-17 school year.
- Interview panel for the F & G Manager's position.
- Passed a routine licensing visit at Auburn El. Discovery Club May 18th.
- Prepared thank-you notes for Auburn Police Department. APD visited Skyridge to pick them up on May 12th.



FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-16	Sesi Catalano	Western States Trail Foundation-Foothills Room	\$140.00	\$30.00	\$140.00	No		
Apr-16	Kathleen Shaffer	Auburn Chamber of Commerce-Business Show Case, Support Local Business-Picnic Sites at Recreation Park	\$100.00	\$60.00	\$100.00	Yes		
Apr-16	Judy Suter	Action Coalition for Equestrians-Foothills Room	\$100.00	\$60.00	\$100.00	No		
Apr-16	Kelcie Anabuster	Advocates for Mentally Ill Housing-Recreation Picnic#1	\$50.00	\$30.00	\$50.00	No		
Apr-16	Jan Wells	Advocates for Mentally Ill Housing-Recreation Kitchen	\$588.00	\$180.00	\$588.00	No		
Apr-16	Barbara White	Western States Trail Foundation-Overlook Modular Building	\$678.00	\$0.00	\$678.00	No		
Apr-16	Jean Hixon	Western States Trail Foundation-Foothills Room	\$200.00	\$60.00	\$200.00	No		
Apr-16	Lisa Frankel	Sierra Sireams Institute-Foothills Room	\$200.00	\$30.00	\$200.00	No		
Apr-16	Kathlene Fries	Transition to Adult Living-Placer Union School District-Picnic sites at Recreation Park	\$100.00	\$60.00	\$50.00	No		
							\$2,106.00	\$2,106.00
May-16	Tray Kochenderfer	Auburn Sunset Rotary Club-Recreation Picnic#1	\$50.00	\$30.00	\$25.00	No		
May-16	Jim Moore	EV Cain Community Svc. Club-Bocce Courts 1 and 2	\$40.00	\$0.00	\$40.00	No		
May-16	Patrick Writz	St. Jude Children's Hospital Trike-a-Thon, MV. Tennis Courts	\$0.00	\$30.00	\$0.00	No		
May-16	Jean Hixon	Western States Trail Foundation-Board Meeting-Foothills Room	\$200.00	\$60.00	\$200.00	No		
May-16	Robin Soars	Skyridge PTC-Sierra Pool	\$227.00	\$78.75	\$227.00	No		
May-16	Janice Buchmann	Cub Scouts Pack 6-Flag retirement ceremony-picnic sites and amphitheater at Regional Park	\$190.00	\$10.00	\$190.00	No		

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
May-16	Barry Connick	Multipurpose Senior Center-Regional Park Gym and Lakeside Room	\$2,120.00	\$360.00	\$1,440.00	Yes	\$2,122.00	\$4,228.00

May-16

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS	
5/16/2016	Centennial Park	graffiti	\$60	\$80.00	
5/16/2016	Overlook Skate Park	graffiti	\$90.00	\$120.00	
Total labor costs			\$150	Total material costs	\$200.00
Total for year			\$792.00	Total for year	\$787.00

Apr-16

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS								
4/6/2016	Regional gym	graffiti	\$100	\$80.00								
4/11/2016	Meadow Vista storage	break in old mower stolen	\$30.00	\$120.00								
<table border="1"> <tr> <td>Total labor costs</td> <td>\$130.00</td> <td>Total material costs</td> <td>\$200.00</td> </tr> <tr> <td>Total for year</td> <td>\$642.00</td> <td>Total for year</td> <td>\$587.92</td> </tr> </table>					Total labor costs	\$130.00	Total material costs	\$200.00	Total for year	\$642.00	Total for year	\$587.92
Total labor costs	\$130.00	Total material costs	\$200.00									
Total for year	\$642.00	Total for year	\$587.92									

2/1/16

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
22-Jan-16	Regional	Graffiti on walkway and bridge on Dry Creek side of park	\$60.00	\$50.00
2/1/2016	Railhead Park	Toilet seat set on fire	\$40.00	\$35.00
2/1/2016	Rec Comm Bldg	Broken window, Sheryl's office	\$212	\$200
2/5/2016	Overlook Park	Graffiti	\$80	\$50
2/9/2016	Recreation Park	Graffiti, on picnic tables	\$60	\$25
Total labor costs			\$452	\$27.92
Total for year			\$512.00	\$387.92

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 Material Costs \$27.92

2016/2017 Project List

Updated 5/10/16

PROJECT	Est. Cost	Notes	Est. completion date
Bell Road			
Planning/CEQA/Construction Documents	517,000	Working on grant application for site enhancements funding.	TBD
Recreation Park			
Sierra Pool Replaster + Upgrades	150,000	Project pending discussion with A&D and Board to determine scope of work	Dec-16
Placer Hills Pool			
ADA Path of Travel	10,000		Dec-16
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	Jun-16
24 Acres			
Conceptual Planning	48,000	Held kick-off meeting with Foothill Associates (FA). FA working on coordination of Pre-Development Meeting with Placer County.	Nov-16
Overlook Park			
Planning and CEQA	90,000	Start of project dependent upon O&D Plan approval by BOR	Mar-17
Canyon View Community Center			
Bike Park - incl Design and CEQA	100,000	NOA testing results were negative. Working with Placer County Air Pollution Control District on final mitigation requirements.	Summer 2016
Bike Park - Construction	175,000		TBD
Railhead Park			
Renovation Field B	35,000	Construction to start May 2016. Waiting for BOR approval to proceed.	Nov-16
Meadow Vista Park			
ADA Restroom (renovation or new)	151,500	Working with Placer County to determine approval requirements for remodel or satellite system.	Mar-17
Operation and Development Plan			
CEQA/NEPA costs	25,000	Dudek drafting CEQA/NEPA document for submittal to BOR	Jun-16
Multi-Park			
Streambed Alteration Agreement (no labor)	44000	Waiting for RFP response due May 13 from interested consultants.	16-Dec
Carry over projects from 2015 2016 list in YELLOW			
Total Projects Fiscal Year	928,500		

SECTION: 5.0

ITEM: 5.3 REVIEW OF FINANCIALS FOR MARCH, 2016

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS FOR
MARCH, 2016**

PROFIT & LOSS											
15/16 Approved Budget											
	Approved Budget	% Of Total	Mid-Yr Revision	% Of Total	MAR ACTUALS	Last Yr Mar Actuals	YTD ACTUALS	YTD BUDGET	Last Yr YTD ACTUALS		
	FY 15-16		FY 15-16								
Operating Revenues											
Program Revenue	860,100	18%	865,810	17%	67,174	72,720	1,009,945	865,810	900,424		
Facility Revenue	188,504	4%	159,850	3%	10,500	11,019	176,900	163,450	215,072		
Misc. Revenue	56,500	1%	57,000	1%	3,369	12,757	61,706	53,400	49,690		
Grants & Donations	382,450	8%	60,450	1%	5,373	1,465	67,504	60,450	79,763		
Interest Income	34,900	1%	28,500	1%	4,266	5,904	48,303	28,500	33,257		
Projects Revenue	395,100	8%	253,500	5%	65,108	-	188,608	253,500	2,994		
Tax Revenue	2,673,774	56%	2,741,000	54%	222	1,138	2,824,981	2,741,000	2,579,043		
In Kind (atwood)	-	0%	24,000	0%	-	-	26,043	24,000	24,795		
Transf in from Cap Const & City Trust	178,417		891,700		-	-	106,000	116,000	14,506		
Total Operating Revenue	4,769,745	100.00	5,081,810	100.0	156,012	105,003	4,509,990	4,306,110	3,899,544		
Expenditures											
Program Expense	236,675	5%	218,540	5%	26,798	32,585	257,942	225,540	243,423		
Operating & Supplies	343,830	7%	325,400	7%	28,483	36,384	296,975	310,521	306,579		
Utilities Expense	213,400	5%	177,383	4%	29,886	19,965	196,912	177,383	194,211		
Professional Services	35,125	1%	37,500	1%	5,205	2,168	38,083	37,500	40,174		
Building & Grounds Maintenance	247,600	5%	242,400	5%	63,304	64,155	256,765	242,400	243,787		
Property Tax Admin.	56,091	1%	63,266	1%	-	81	63,630	63,266	87,729		
Wages	1,739,431	38%	1,779,040	38%	226,029	192,830	1,717,429	1,779,040	1,580,358		
Benefits & Payroll Costs	677,388	15%	696,884	15%	46,529	44,499	636,018	696,884	666,120		
Fixed Asset Expense	47,500	1%	34,000	1%	29,047	5,028	149,822	34,000	55,515		
Capital Improvement Projects	949,467	21%	1,063,749	23%	45,401	32,219	716,665	1,063,749	202,404		
Debt Services	15,479	0%	15,488	0%	1,215	991	39,327	15,488	18,779		
Special Dept Expenses (equip res.)	55,000	1%	55,000	1%	-	-	55,000	55,000	-		
Project Expenditures	-	0%	-	0%	-	-	-	-	-		
Misc Expense	-	0%	-	0%	-	-	-	-	-		
Total Expenditures	4,616,986	100.00	4,708,650	100.00	501,897	430,905	4,424,568	4,700,771	3,639,079		
Net Revenue Over Expenditures	\$ 152,759	3.20	\$ 373,160		\$ (345,885)	(325,902)	\$85,422	(\$394,661)	\$260,465		
Annual Contingency Reserve (1-2%)	\$ 450,000		\$ 450,000		\$ 450,000	450,000	\$ 450,000	\$ 450,000			
Annual Equip Replacement Reserve	\$ 658,531		\$ 658,531		\$ 708,531	658,531	\$ 708,531	\$ 658,531			
Future Capital Construction Reserve	\$ 744,971		\$ 744,971		\$ 705,971	569,971	\$ 705,971	\$ 744,971			
ADA Reserve	\$ 55,032		\$ 55,032		\$ 60,032	55,032	\$ 60,032	\$ 55,032			
TOTAL RESERVES	\$ 1,908,534		\$ 1,908,534		\$ 1,924,534	1,733,534	\$ 1,924,534	\$ 1,908,534			

As Of 3/31/2016
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
Community 1st Bank	34,037.21
Placer County Treasure-General	3,128,024.45
ADA Reserve Account	60,031.75
Cell Tower Reserves	122,459.24
Placer County Treasurer - City Trust	265,396.99
Youth Asst. Fund	8,878.33
Atwood Fund	10,889.16
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,275.73
Shockley Maint Fund	8,653.26
Accounts Receivable	28,527.68
A/R - 501C3 Group	7,300.00
Daycamp Receivables	7,756.00
Prepaid Expenses	17,100.90
Prepaid Liability Expense	17,372.00
Prepaid Workers Comp Insurance	1,412.85
Prepaid Payroll Expense	1,844.87
	<hr/>
Total Current Assets	\$3,749,144.08
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	12,039,843.56
Fixed Assets: Equipment	797,145.79
Fixed Assets: Computer Equipment & Software	118,812.14
Fixed Assets: Vehicles	247,332.21
Fixed Assets: Office Furniture & Rec Equipment	83,168.05
Construction In Progress	246,617.68
Less: Accumulated Depreciation	(8,386,287.35)
	<hr/>
Total Fixed Assets	\$6,303,235.20
	<hr/>
Total Assets	\$10,052,379.28
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Auburn Rec & Park
Balance Sheet
As Of 3/31/2016
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
 LIABILITIES and EQUITY	
 Current Liabilities	
Prepaid Revenue	\$16,284.02
Accounts Payable	450.00
Gift Certificates	508.00
Compensated Absenses	141,460.45
Sales Tax Payable	1,181.99
Accrued Payroll	83,464.44
Miscellaneous Deductions	(16.13)
Total Current Liabilities	\$243,332.77
 Long Term Liabilities	
PG & E Loan Payable	\$8,802.06
Total Long Term Liabilities	\$8,802.06
Total Liabilities	\$252,134.83
 Fund Balances	
GFB: Youth Assistance Fund	\$8,878.33
GFB: General Fund Balance	992,199.82
Investments in Fixed Assets	6,306,735.20
Less: Net of Related Debt	(8,802.06)
RFB: Reserved (City Mitigation)	265,396.99
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)	10,889.16
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	8,653.26
Net Profit/(Loss)	140,421.37
Total Assets	\$6,306,735.20
Total Reserved Funds	\$2,352,009.73
Total Designated Funds	\$0.00

Auburn Rec & Park
Balance Sheet
As Of 3/31/2016
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
Total Unrestricted Funds	\$1,141,499.52
Total Liabilities and Equity	<u>\$10,052,379.28</u>

SECTION: 5.0

ITEM: 5.4 REVIEW OF FINANCIALS FOR APRIL, 2016

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS FOR
APRIL, 2016**

PROFIT & LOSS									
16/17 Approved Budget									
	Approved Budget FY 16-17	% Of Total	Mid-Yr Revision FY 16-17	% Of Total	APR ACTUALS	Last Yr APR Actuals	YTD ACTUALS	YTD BUDGET	Last Yr YTD ACTUALS
Operating Revenues									
Program Revenue	984,910	19%	-	#DIV/0!	97,372	68,808	97,372	63,000	68,808
Facility Revenue	150,163	3%	-	#DIV/0!	63,099	55,211	63,099	38,750	55,211
Misc. Revenue	59,990	1%	-	#DIV/0!	3,716	2,662	3,716	2,300	2,662
Grants & Donations	426,686	8%	-	#DIV/0!	81	288	81	750	288
Interest Income	46,181	1%	-	#DIV/0!	4,016	2,849	4,016	4,250	2,849
Projects Revenue	207,300	4%	-	#DIV/0!	-	-	-	-	-
Tax Revenue	2,910,231	55%	-	#DIV/0!	1,113,385	1,027,058	1,113,385	1,108,893	1,027,058
In Kind/Atwood	25,500	0%	-	#DIV/0!	-	-	-	-	-
Transf in from Cap Const & City Trust	481,434	-	-	-	-	-	-	-	-
Total Operating Revenue	5,292,395	100.00	-	100.0	1,281,669	1,156,876	1,281,669	1,217,943	1,156,876
Expenditures									
Program Expense	278,061	5%	-	#DIV/0!	13,058	4,302	13,058	11,500	4,302
Operating & Supplies	327,809	6%	-	#DIV/0!	18,590	11,532	18,590	20,400	11,532
Utilities Expense	200,874	4%	-	#DIV/0!	(7,080)	6,604	(7,080)	7,400	6,604
Professional Services	42,661	1%	-	#DIV/0!	1,550	3,500	1,550	500	3,500
Building & Grounds Maintenance	483,710	9%	-	#DIV/0!	3,995	1,037	3,995	11,350	1,037
Property Tax Admin.	100,500	2%	-	#DIV/0!	-	-	-	-	-
Wages	1,858,645	35%	-	#DIV/0!	56,678	57,642	56,678	58,708	57,642
Benefits & Payroll Costs	689,913	13%	-	#DIV/0!	52,198	51,719	52,198	58,313	51,719
Fixed Asset Expense	69,700	1%	-	#DIV/0!	-	-	-	5,000	-
Capital Improvement Projects	1,043,420	20%	-	#DIV/0!	9,733	1,098	9,733	8,130	1,098
Debt Services	3,591	0%	-	#DIV/0!	600	991	600	600	991
Special Dept Expenses (equip res.)	55,000	1%	-	#DIV/0!	-	-	-	-	-
Project Expenditures	128,624	2%	-	#DIV/0!	-	-	-	-	-
Misc Expense	-	0%	-	#DIV/0!	-	-	-	-	-
Total Expenditures	5,282,508	100.00	-	100%	149,322	138,425	149,322	181,901	138,425
Net Revenue Over Expenditures	\$ 9,887	0.19	\$ -	\$ 1,132,347	1,018,451	\$ 1,132,347	\$ 1,036,042	\$ 1,018,451	\$ 1,018,451
Annual Contingency Reserve (1-2%)	\$ 450,000		\$ 450,000		\$ 450,000		\$ 450,000	\$ 450,000	
Annual Equip Replacement Reserve	\$ 658,531		\$ 658,531		\$ 708,531		\$ 708,531	\$ 708,531	
Future Capital Construction Reserve	\$ 744,971		\$ 744,971		\$ 705,971		\$ 705,971	\$ 705,971	
ADA Reserve	\$ 55,032		\$ 55,032		\$ 60,032		\$ 60,032	\$ 60,032	
TOTAL RESERVES	\$ 1,908,534		\$ 1,908,534		\$ 1,924,534		\$ 1,924,534	\$ 1,924,534	

As Of 4/30/2016
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
Community 1st Bank	66,790.26
Placer County Treasure-General	4,081,812.27
ADA Reserve Account	60,031.75
Cell Tower Reserves	122,459.24
Placer County Treasurer - City Trust	265,656.56
Youth Asst. Fund	6,805.83
Atwood Fund	10,708.28
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,275.73
Shockley Maint Fund	8,653.26
Accounts Receivable	79,740.80
A/R - 501C3 Group	7,300.00
Daycamp Receivables	15,075.00
Prepaid Liability Expense	11,581.33
Prepaid Workers Comp Insurance	15,578.19
Prepaid Payroll Expense	162.17
	<hr/>
Total Current Assets	\$4,781,814.33
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	12,039,843.56
Fixed Assets: Equipment	797,145.79
Fixed Assets: Computer Equipment & Software	118,812.14
Fixed Assets: Vehicles	247,332.21
Fixed Assets: Office Furniture & Rec Equipment	83,168.05
Construction In Progress	255,900.46
Less: Accumulated Depreciation	(8,386,287.35)
	<hr/>
Total Fixed Assets	\$6,312,517.98
Total Assets	<u><u>\$11,094,332.31</u></u>

Auburn Rec & Park
Balance Sheet
As Of 4/30/2016
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
Accounts Payable	450.00
Gift Certificates	508.00
Compensated Absenses	141,460.45
Sales Tax Payable	1,181.99
Miscellaneous Deductions	14.92
Total Current Liabilities	\$143,657.36
 Long Term Liabilities	
PG & E Loan Payable	\$8,802.06
Total Long Term Liabilities	\$8,802.06
Total Liabilities	\$152,459.42
 Fund Balances	
GFB: Youth Assistance Fund	\$6,805.83
GFB: General Fund Balance	1,134,615.00
Investments in Fixed Assets	6,316,017.98
Less: Net of Related Debt	(8,802.06)
RFB: Reserved (City Mitigation)	265,656.56
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)	10,708.28
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	8,653.26
Net Profit/(Loss)	1,132,345.66
Total Assets	\$6,316,017.98
Total Reserved Funds	\$2,352,088.42
Total Designated Funds	\$0.00

Auburn Rec & Park
Balance Sheet
As Of 4/30/2016
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
Total Unrestricted Funds	\$2,273,766.49
Total Liabilities and Equity	<u>\$11,094,332.31</u>

Item 5.5 Cover sheet – ARD Legal Counsel, 2016

Auburn Area Recreation and Park District Policy, Program and Fee Committee Meeting May, 2016;
Board of Directors meeting May, 2016

The Issue

Shall the Auburn Area Recreation and Park District (ARD) re-address the performance of its current legal counsel?

Background

District Policy, Section VI, Policy on Authorization for Legal Services, states the following:

- D. Policy to Re-Address Performance of Legal Counsel. The District will re-address performance of the contracted Legal Counsel every two years. If services and fees are not found to be in accordance with the Legal Services Agreement as signed by the District Administrator and Legal Counsel, the District may seek new counsel.

ARD's current legal counsel is Kronick, Moskovitz, Tiedemann and Girard (KMTG). KMTG has been with ARD since April of 2006.

ARD staff sent out a Request For Proposal (RFP) for new legal counsel in 2010. After review, the ARD Board considered changing legal counsel at the June, 2010 Board meeting. No action was taken and KMTG remained as ARD's legal counsel.

The ARD Board of Directors readdressed the performance of KMTG in July, 2012 and June, 2014. The Board voted both times to retain KMTG.

Recommendation

The Policy Committee forwarded this item to the Consent Calendar with positive recommendation to send out an RFP for legal services.

Staff recommends sending out an RFP for legal services.

Fiscal Impact

There is no projected fiscal impact to perform this review.

The following is a chart of ARD's legal costs for the past 9 Fiscal Years:

FY 06/07	FY 07/08	FY 08/09 *	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
\$30,652	\$24,824	\$1,363	\$20,131	\$13,475	\$7,710	\$6,648	\$8,421	\$15,301	\$6,693

*Note: ARD moved its Fiscal Year Calendar in 2009/2010, resulting in a 9 month Fiscal Year.

Attachments

Existing contract with KMTG
SAMPLE RFP for Legal Services

AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services is entered into between Kronick, Moskovitz, Tiedemann & Girard, A Professional Corporation (“KMTG”) and Auburn Area Park and Recreation District (“Client”) as of the date last set forth herein.

The parties hereto acknowledge that the Attorney-Client relationship works best when there is a mutual understanding about the legal services to be provided, the fees and related expenses, and billings. Accordingly, this Agreement for Legal Services is intended to explain KMTG’s billing policies and procedures and to supplement the Engagement Letter, which further defines the relationship between the parties.

Together the Agreement for Legal Services and Engagement Letter serve as the written agreement between the parties (the “Agreement”). Therefore, Client is strongly encouraged to review both documents carefully and ask any questions or request any clarifications that may facilitate Client’s understanding of this Attorney-Client relationship.

By signing and returning the Agreement for Legal Services and the Engagement Letter, Client indicates its acceptance of the terms set forth in those documents.

1. SCOPE OF AGREEMENT

Client retains KMTG to provide legal services to Client as set forth in the Engagement Letter.

2. DUTIES OF KMTG AND CLIENT

KMTG DUTIES

KMTG shall provide those legal services reasonably required to represent Client in the matter described in the Engagement Letter. KMTG shall also take reasonable steps to keep Client informed of significant developments and to respond to Client’s inquiries.

While the attorney with whom Client originally met may be primarily responsible for completing the work on Client’s matter(s), that attorney may also delegate work to other attorneys, paralegals, law clerks and office personnel within KMTG when it is determined that such delegation is appropriate in representation of Client’s interests. If Client so requests, Client will be notified prior to any delegation and a decision will be made in consultation with Client.

KMTG may, with Client’s prior consent, select and hire attorneys, investigators, consultants and experts to assist in the preparation and presentation of Client’s case. While these persons would report exclusively to KMTG to preserve the Attorney-Client privilege, they are employed by Client.

KMTG is not authorized or obligated to perform any services for Client until receipt of the signed Engagement Letter and this Agreement for Legal Services.

CLIENT'S DUTIES

Client shall be truthful with KMTG, cooperate with KMTG, keep KMTG informed of developments, perform the obligations Client has agreed to perform under this Agreement and pay statements from KMTG in a timely manner.

3. BILLING RATES

Client agrees to pay for legal services at the rates set forth in the attached Schedule of Rates. These rates are subject to adjustment at the beginning of each fiscal year. KMTG will give written notice of rate adjustments at least thirty (30) days prior to the effective date thereof, and the new rates will be instituted only in consultation with Client. These rates are based principally on experience, specialization and training.

KMTG bills its time in increments as set forth in the Engagement Letter and charges for all time worked on a matter, including travel time portal-to-portal, time waiting in court, and time spent in meetings, unless otherwise agreed to in writing.

4. COSTS AND EXPENSES

Whenever practical, Client shall directly pay for major costs and expenses by either advancing such costs or expenses to KMTG, or by paying third parties directly. Upon demand, Client shall advance funds to KMTG or directly pay third parties as specified by KMTG.

In all other cases, Client shall reimburse KMTG for all costs and expenses incurred by KMTG including, but not limited to, the following: costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, court reporters' fees, jury fees, witness fees, long distance telephone calls, messenger and other delivery fees, postage, photocopying, parking, mileage, travel expenses (including air fare at coach rates, lodging, meals, and ground transportation), research, investigation expenses, consultants' fees, expert witness fees, and other costs.

KMTG shall itemize all costs incurred on each periodic statement.

5. STATEMENTS

KMTG shall send Client a statement for fees and costs incurred every month. However, when the fees and costs for a particular month are minimal, they may be carried over to the next month's statement. Client shall pay statements from KMTG within thirty (30) days after each statement's date.

KMTG's statements shall clearly state the basis thereof, including the amount, rate and basis for calculation (or other method of determination) of KMTG's fees.

KMTG shall provide a statement to Client, upon Client's request, no later than ten (10) days following the request. Client is entitled to make subsequent requests for statements at intervals of no less than thirty (30) days following the initial request.

6. DISCLAIMER OF GUARANTEE

By signing this Agreement, Client acknowledges that KMTG has made no promises or guarantees to Client about the outcome of Client's matter, and nothing in this Agreement shall be construed as such a promise or guarantee.

7. DISCHARGE AND WITHDRAWAL

Either party may terminate this Agreement upon written notice to the other party. If Client or KMTG elects to terminate this Agreement, KMTG shall be paid for all fees and costs, which have accrued up to the time of termination.

KMTG and Client each agree to sign any documents reasonably necessary to complete KMTG's discharge or withdrawal.

8. LEGAL ACTION UPON DEFAULT

If Client does not pay the balance when due or breaches any other terms of this Agreement, KMTG may demand that the entire unpaid balance be paid immediately and, as provided by law, commence any legal action for collection of the balance due.

Client and KMTG agree that all legal proceedings related to the subject matter of this Agreement shall be maintained in courts sitting within the State of California, County of Sacramento. Client and KMTG consent and agree that the jurisdiction and venue for proceedings relating to this Agreement shall lie exclusively with such courts. Further, the prevailing party in any such dispute shall be entitled to reasonable costs, including attorneys' fees.

9. ARBITRATION OF FEE DISPUTE

If a dispute arises between KMTG and Client regarding attorneys' fees or costs under this Agreement and KMTG files suit in any court, or begins an arbitration proceeding other than through the State Bar or a local bar association under Business and Professions Code Sections 6200-6206, Client will have the right to stay that suit or arbitration proceeding by timely electing to arbitrate the dispute through the State Bar or a local bar association under Business and Professions Code Sections 6200-6206, in which event KMTG must submit the matter to that arbitrator.

10. COMPLETION OF SERVICES

Upon the completion of KMTG's services, all unpaid charges for services rendered and costs incurred or advanced through the completion date shall become immediately due and payable.

11. CLIENT FILES

At Client's request, upon the termination of services under this Agreement, KMTG will promptly release all of Client's papers and property (subject to any applicable protective orders or non-disclosure agreements).

12. DESTRUCTION OF CLIENT FILE

If Client does not request the return of Client's papers and property, KMTG will retain Client's file for a period of seven (7) years from the last date of service in the matter described in the Engagement Letter, after which time KMTG may have Client's file destroyed. Client acknowledges that it will not be notified prior to the destruction of its papers and property and consents to the same. If Client desires to have Client's file maintained beyond seven (7) years after Client's matter is concluded, separate arrangements with KMTG must be made.

13. COMMENCEMENT OF SERVICES

KMTG's obligation to provide legal services shall commence upon KMTG's receipt of a signed copy of the Engagement Letter and this Agreement for Legal Services.

14. INSURANCE

Pursuant to Business and Professions Code Section 6148, Client is hereby informed that KMTG maintains errors and omissions insurance coverage.

15. MODIFICATION BY SUBSEQUENT AGREEMENT


This Agreement may be modified only by a written instrument signed by both parties.

I understand and accept the foregoing terms.

DATE: 4/5/06


AUBURN AREA PARK AND
RECREATION DISTRICT

DATE: April 5, 2006


Ann M. Murray
KRONICK, MOSKOVITZ, TIEDEMANN
& GIRARD, A Professional Corporation

SCHEDULE OF RATES
As of April 5, 2006

Public sector clients of Kronick, Moskovitz, Tiedemann & Girard are billed according to the following hourly rates:

Shareholders.....	\$200-\$250
Principals/Senior Associates	\$185-\$200
Associate Attorneys	\$150-\$185
Paralegals	\$85-\$125
Paralegal Clerk/Law Clerk.....	\$50-\$125

Expenses, including mileage, long distance telephone charges, photocopying and delivery charges, would also be billed. A detailed schedule of these charges can be provided upon request. Our usual billing procedure is to submit a monthly itemization of the time and services charged with the names of the attorneys and paralegals whose time is being billed. However, we have a highly sophisticated and flexible system which can produce statements specific to each client's billing needs.

**Auburn Area Recreation and Park District
471 Maidu Drive Ste. 200
Auburn, Ca 95603
(530) 885-0611 Extension 102**

Request for Proposal for Legal Services

PROPOSALS DUE BY

DATE

**471 Maidu Drive, Ste. 200
Auburn, CA 95603**

For further information, please contact:

Pat Larson
Administrator's Assistant
(503) 885-0611 x102
Fax: (530) 885-0703
plarson@auburnrec.com

Auburn Area Recreation and Park District

Request for Proposal for Legal Services

I. INTRODUCTION

A. General Information

The Auburn Area Recreation and Park District (the District) is requesting proposals from qualified legal firms to represent the District as general legal counsel. The desired firm must have a comprehensive knowledge of all aspects of law, however, when reviewing proposals, the District's evaluation will be weighted based on the following ranking of experience and knowledge:

- 1) Parks and Recreation agencies issues and trends
- 2) Special District laws, regulations and codes
- 3) California Codes
- 4) Human Resources
- 5) Public agency laws, regulation and issues
- 6) Contracts and contract codes

The desired firm will not represent, conduct business or have an agreement with any organization that does business with the District.

The District reserves the right to reject any or all proposals submitted.

Review Process. During the evaluation process the District reserves the right to request additional information.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

Three copies of proposals and one unbound copy of the proposal are due to the Auburn Area Recreation & Park District by no later than **DATE AND TIME** Proposals should be addressed to:

Auburn Area Recreation and Park District
Attn: Legal RFP
471 Maidu Dr.
Auburn, CA 95603

It is anticipated the selection of a firm will be completed by DATE.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be performed

This RFP has been prepared with the philosophy that the legal firm selected will be a full service legal firm. This is expected to include, but not be limited to providing legal opinions, representing the district in legal matters, assisting with Parks and Recreation matters, Special District issues, human resources and personnel matters, reviewing documents and contracts as requested and responding to the District in a timely manner, generally considered to be one business day.

The performance period for the contract between the District and the chosen firm is one year, with an annual review by the District. The contract may be terminated by the District or firm upon written notice to the other party.

The chosen firm will submit monthly invoices to the District for review by the District's Legal Review Committee. The chosen firm should allow 4 – 6 weeks for payment.

III. DESCRIPTION OF THE DISTRICT

A. Name and Telephone Number of Principal Contact:

The principal contact with the District will be the District Administrator. The District Administrator can be reached at (530) 885-0611 Extension 102.

B. Background Information:

Auburn Area Recreation and Park District was established in 1948. The District is approximately 100 square miles serving a population of approximately 43,000 with 11 major parks and facilities, 3 child care centers and 2 large undeveloped areas. The District employs approximately 40 – 90 staff (41 FTE hours in FY 15/16), depending on the time of year. The District's expenses for FY 15/16 were \$4.3 million, including Capital Improvement Projects.

IV. SELECTION PROCESS AND CRITERIA

A. Selection Process

The selection process will involve the review of the proposals by a panel from the District for the compliance with the requirements of the Request for Proposal. The District will evaluate the proposal including related experience of the firm. Cost will be considered, however, this will not be the sole selection criteria. The Board of Directors will make the final determination on awarding the contract.

All proposals received by the deadline will be reviewed by the District for content, completeness, experience and qualifications. After those firms deemed the most qualified are selected in the initial round of screening, further evaluation of the selected firms may be conducted as part of the final selection process.

The District reserves the right to select the firm which, in its sole judgment, best meets the needs of the District.

B. Selection Criteria

Proposals submitted in response to this RFP will be evaluated on the following criteria. The successful firm will demonstrate through its proposal that it has carefully studied the District's expectations as stated in this RFP. The proposal and presentation of past experience must demonstrate to the District that the firm has the professional capability and competency to be a full service legal firm who will provide legal representation for the District.

Selection criteria includes:

- * Previous experience with Parks and Recreation agencies
- * Knowledge of Special District's unique status within the State
- * Complete familiarity with the California Resources Code including the Brown Act
- * Well rounded knowledge of human resource laws and requirements
- * Experience representing Public Agencies
- * Through knowledge of contract law, including Public Works contracts and implementation
- * Cost of services
- * Responsiveness to the RFP

V. PROPOSAL REQUIREMENTS

It is the desire of the District to receive accurate and easily comparable information on all interested firms. We have structured this RFP process in a way which allows for variation in proposals while asking all respondents to provide needed basic information. The process should not get in the way of your proposal and we do not expect flashy or very lengthy proposals. Proposals should be but are not required to be presented in an 8.5" x 11" size.

Further, we ask that the proposal be prepared and submitted by the individual attorney or teams of attorneys who will be directly involved with the District's legal needs. We respect senior partners but very much want to meet with the attorneys with whom we may work on a long-term basis. We ask that the individual or individuals who will have the greatest day to day dealings with the District be identified and serve as the firm's representative during the selection process.

The proposal should include the following information to be considered:

1. Cover Letter/Letter of Interest

Indicate name of the attorney who will serve as contact for your firm and be the District's primary contact. Please state firm name, address of office submitting proposal (also include address of main firm office if proposal is submitted by a branch office), telephone number, fax number, and type of firm (e.g., corporation, partnership, proprietorship).

Please provide Three (3) copies and one unbound copy of proposal. Proposals should be addressed to:

Auburn Area Recreation and Park District
Attn: Legal RFP
471 Maidu Dr. Ste. 200
Auburn, CA 95603

2. Firm Organization/Credentials/Professional Experience

Please provide a brief description of your firm including number of years in business, professional experience with parks and recreation agencies, specifically Special Districts, types of legal services provided, and the number of employees in the firm.

3. Project Team

Identify the following key members of the legal firm and state their experience and qualifications:

- * Principal/Partner in charge
- * Attorneys who will be working directly with the District
- * Associates

4. Firm Resources and relevant clients

Please describe any special strengths your firm has to offer that are not elsewhere stated in your proposal.

5. Financial/Insurance

Provide a rate sheet detailing your firm's proposed rates and fees for this contract if you receive the award and comparative fees which you charge other organizations.

Indicate amount of professional liability insurance coverage.

The District will not be responsible for expenses incurred in preparing and submitting this proposal.

6. Client References

Please list at least four recent (past five years) clients for whom your firm has provided full service legal services. Please include a contact person's name, telephone number.

7. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period and a statement that the proposal is a firm and irrevocable offer for 60 days.

8. License to Practice in California

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in California.



400 Capitol Mall, 27th Floor
Sacramento, CA 95814

T | 916.321.4500
F | 916.321.4555

Constantine C. Baranoff
cbaranoff@kmtg.com

May 5, 2016

VIA ELECTRONIC (KMuscott@auburnrec.com)
& U.S. MAIL

Kahl Muscott,
Director
Auburn Area Recreational & Park District
471 Maidu Drive
Auburn, CA 95603-5774

Dear Mr. Muscott:

We are writing to you to advise you that Ronald Scholar will be leaving Kronick Moskowitz Tiedemann & Girard (KMTG) to join the firm of Cota Cole, whose main office is located at 2261 Lava Ridge Court, Roseville, CA 95661, effective May 12, 2016. As a client of KMTG and in accordance with the requirements of the California State Bar, you are entitled to provide us direction on the manner in which you wish to receive legal services effective immediately.

It is KMTG's mutual goal to continue providing Auburn Area Recreational & Park District ("AARPD") with the highest quality of continuing legal services regarding all affected matters. As you know, recently Ron has been responsible for many of the personnel matters for which AARPD has retained KMTG.

All decisions regarding which firm or attorney will work on your legal matters going forward are your decisions to make. We here at KMTG have the upmost faith in the legal expertise of our lawyers and encourage AARPD to maintain its professional relationship with KMTG. However, we will promptly implement your decision if you desire to transfer your pending personnel matters to Cota Cole and Ron.

On the third page of this letter is an Authorization to Transfer Files. Included with the Authorization is a List of Files Maintained at KMTG.

You may use the Authorization and the List to designate those files on the list that you request be transferred from KMTG to Cota Cole. Any files not designated for transfer will be retained at KMTG. Either Rick Fowler, KMTG's Chief Operating Officer, or I are available to assist you in designating those files to be transferred or retained. All files maintained electronically will be transferred to Cota Cole or maintained at KMTG in the same manner designated for hard copy files.

Kahl Muscott,
Director
May 5, 2016
Page 2

Once we have received your written direction, appropriate arrangements will be made between our two firms as to the retention or transfer of files.

We look forward to continuing a positive relationship with you and your Board.

Very truly yours,

KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD
A Professional Corporation



CONSTANTINE C. BARANOFF

Enclosure

cc: Bruce A. Scheidt, Managing Partner
Ronald J. Scholar



Kahl Muscott,
Director
May 5, 2016
Page 3

AUTHORIZATION TO TRANSFER FILES

Kronick, Moskovitz, Tiedemann & Girard is hereby authorized to transfer the files, including all electronic files, identified with check marks on the attached List of Matters Maintained at KMTG to Dannis Woliver Kelley. Matters not check marked will remain at KMTG and will not be transferred.

Dated: _____

KAHL MUSCOTT,
Director



File ID	File Description 1	File Description 2	Current Location	Other Locations
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Matter ID : 11594-004

Client Name : Auburn Area Recreation and Park District

Caption : Personnel

11594-004.101	Correspondence Vol 1 4/23/07 - 6/14/12		Records	
11594-004.102	Correspondence Vol 2 6/15/12 -		Records	
11594-004.201	Darrin Van Dyke	Correspondence	Storage	37130566854
11594-004.601	RJS Research (Acc)		Records	

Item 7.1 Cover sheet – Atwood III FY 16/17 Intention to Levy Assessments; Engineer’s Report; Notice of Hearing

Auburn Area Recreation and Park District Acquisition and Development Meeting May 2016; Board of Directors meeting May 2016

THE ISSUE

Auburn Area Recreation and Park District Board approval of a Resolution that would declare the Board’s intention to levy the continued assessments for fiscal year 2016-17, preliminary approval of the Engineer’s Report for the Atwood Ranch III Landscaping and Lighting Assessment District, and providing for the notice of a public hearing on June 30, 2016 regarding levying the continued annual assessments for fiscal year 2016-17.

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 2015-16 Approved Rate: \$182.12 per single family equivalent benefit unit (SFE)
- Fiscal Year 2016-17 Proposed Rate: \$155.10 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 2016-17. 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 2016-17 BUDGET, SERVICES & IMPROVEMENTS

2 Year Profit/loss history

Summary of revenue and total cost	FY 2015-16	FY 2014-15
Revenue	\$26,043	\$26,043
Costs:		
Services	\$23,782	\$24,582
Incidentals	\$3,710	\$2,860

- **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 2015-16 was \$187.84 per single family equivalent benefit unit. The annual change in the CPI from December 2014 to December 2015 was 3.17%. Therefore, the maximum authorized assessment rate for Fiscal Year 2016-17 has been increased by 3.17%, from \$187.84 to \$193.80 per single family equivalent benefit unit. **However, the estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2016-17 at the rate of \$155.10 per single family equivalent benefit unit, which is less than the maximum authorized assessment rate and is less than the rate levied in the previous fiscal year.** The total amount of revenues that would be generated by the assessments in fiscal year 2016-17 at the proposed rate of \$155.10 is approximately \$22,179.

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.

Explanation for proposed decreased assessment in 2016/17

In Fiscal Year 2015-16 the maintenance costs for the Assessment District were reduced significantly due to the following factors:

- Reduction in maintenance in the nature preserve: per the Management Plan for the nature preserve, the Auburn Area RPD is permitted to mow the property once every five years. The RPD had previously been mowing and string trimming the preserve on an annual basis. Beginning in Fiscal Year 2015-16, the RPD modified that activity to comply with the Plan and began only mowing/trimming a 25' wide strip against all houses. This 25' strip was negotiated with the Placer County Resources Conservation District, the agency that holds the conservation easement on the property. This reduction in mowing/trimming led to reduced maintenance costs.
- Reduction in water use based on California's drought: the RPD irrigates the lawn and adjacent landscaping with potable water. The state mandated reduction has resulted in less water usage.

Therefore, due to reduced maintenance costs as well as a sizable beginning fund balance that is available to offset unforeseen expenses, it is recommended that a reduced assessment rate be levied in Fiscal Year 2016-17.

In addition, because maintenance needs and requirements may fluctuate over time, in accordance with Proposition 218 the assessments may increase in any given fiscal year up to the maximum allowable rate, even following a year in which a lower rate was assessed.

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.

Notification for the hearing on June 30th 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		\$148.62
FY 06-07	1.95%	\$151.51
FY 07-08	3.44%	\$156.73
FY 08-09	3.84%	\$162.74
FY 09-10	0.01%	\$162.76
FY 10-11	2.61%	\$167.01
FY 11-12	1.52%	\$169.55
FY 12-13	2.92%	\$174.50
FY 13-14	2.22%	\$178.37
FY 14-15	2.57%	\$182.96
FY 15-16	2.67%	\$187.84
FY 16-17	3.17%	\$193.80

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
FY 16-17	\$155.10	\$22,179

RECOMMENDATION

As stated above, ARD staff finds that, largely due to reductions to maintenance levels mandated by the conservation district, as well as state-mandated water restrictions, an assessment decrease is recommended for Fiscal Year 2016/2017.

It is therefore the recommendation of ARD staff that the Board approve the Resolution of Intention to Continue Assessments for Fiscal Year 2016-17, Preliminarily Approving Engineer's Report with the staff recommended budget, and Providing for Notice of Hearing on June 30, 2016 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 pages seven through nine of the Engineer's Report.

ATTACHMENTS

Atwood III Landscape and Lighting Engineer's Report for FY 16/17

Resolution of intention to levy assessments for FY 16/17, preliminarily approving engineers report and providing for notice of hearing for the Atwood Ranch III Landscape and Lighting Assessment District.

Letter to be sent to Atwood residents



AUBURN AREA RECREATION & PARK DISTRICT

ATWOOD RANCH III LANDSCAPING AND
LIGHTING ASSESSMENT DISTRICT

PRELIMINARY ENGINEER'S REPORT

APRIL, 2016

PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 AND
ARTICLE XIIIID OF THE CALIFORNIA CONSTITUTION

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INTRODUCTION

ASSESSMENT BACKGROUND

The Auburn Area Recreation and Park District, Atwood Ranch III Landscaping and Lighting Assessment District (the "Assessment District"), was formed by a mailed ballot proceeding in 2004 to provide funding for the maintenance and improvement of the neighborhood park facilities and wetlands preserve areas adjacent to the properties in the Atwood Ranch III subdivision that forms the Assessment District (the "Improvements"). The Atwood Ranch III subdivision is located south of Atwood Road, generally to the northwest of the intersection of Bean Road and Kemper Road. The subdivision is comprised of 143 single family residences. This Assessment District formation resulted from agreements or conditions of development approval between the Auburn Area Recreation and Park District ("RPD") and the property owner, Morrison Homes, Inc., whereby the RPD and property owner agreed on neighborhood park maintenance to improve the appeal of the community, and maintenance of wetlands preserve areas pursuant to Army Corps of Engineers mandates.

ASSESSMENT PROCESS

In 2004, the Auburn Area Recreation and Park District Board of Directors (the "Board") conducted an assessment ballot proceeding pursuant to the requirements of Article XIID of the California Constitution ("The Taxpayer's Right to Vote on Taxes Act") and the Landscaping and Lighting Act of 1972. During this ballot proceeding, property owners in the Assessment District were mailed a notice and ballot for the proposed Assessment District. A 45-day period was provided for balloting and a public hearing was conducted on December 16, 2004. After the close of the public input portion of the public hearing, all ballots returned within the 45-day balloting period were tabulated.

The tabulation results determined that the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (with each ballot weighted by the proportional financial obligation of the property for which the ballot was submitted).

As a result, the Board gained the authority to approve the levy of the assessments for fiscal year 2005-06 and to continue to levy them in future years. The initial, maximum assessment rate balloted and established in Fiscal Year 2005-06 was \$148.62 per single family equivalent benefit unit. The levies were submitted to the Placer County Auditor for inclusion on the property tax rolls for fiscal year 2005-06. The assessments may be continued in future years and may be increased in future years by an annual adjustment tied to the Consumer Price Index for the San Francisco Bay Area as of December of each succeeding year, with the 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 may 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 assessment rate for Fiscal Year 2015-16 was \$187.84 per single family equivalent benefit unit. The annual change in the CPI from December 2014 to December 2015 was 3.17%. Therefore, the maximum authorized assessment rate for Fiscal Year 2016-17 has been increased by 3.17%, from \$187.84 to \$193.80 per single family equivalent benefit unit. However, the estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2016-17 at the rate of \$155.10 per single family equivalent benefit unit, which is less than the maximum authorized assessment rate and is less than the rate levied in the previous fiscal year.

ENGINEER'S REPORT AND CONTINUATION OF ASSESSMENTS

In each subsequent year for which the assessments will be continued, the Board must direct the preparation of an Engineer's Report, budgets and proposed assessments for the upcoming fiscal year. After the Engineer's Report is completed, the Board may preliminarily approve the Engineer's Report and proposed assessments and establish the date for a public hearing on the continuation of the assessments. This Report was prepared pursuant to the direction of the Board by Resolution No. 2016-01 adopted on February 25th, 2016.

This Engineer's Report ("Report") was prepared to establish the budget for the continued improvements and services that would be funded by the proposed 2016-17 assessments, determine the benefits received from the assessments and the method of assessment apportionment to lots and parcels within this area. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "Act") and Article XIID of the California Constitution (the "Article"). This Report is the detailed Engineer's Report required by the Article and the report required by Section 22565 of the Act.

Following submittal of this Report to the Board for preliminary approval, the Board may, by Resolution, call for the Public Hearing on the continued assessments for park maintenance and improvements. This hearing is scheduled for June 30th, 2016 at 6:00 p.m. After the close of the hearing, the Board may take action to approve the continuation of the assessments for fiscal year 2016-17. If the assessments are so confirmed and approved, the levies will be submitted to the County Auditor/Controller in June 2016 for inclusion on the property tax roll for Fiscal Year 2016-17.

The maintenance of 10.69 acres of wetlands preserve areas was provided by the developer for the first five years after the Assessment District was formed in Fiscal Year 2005-06. Following that time period, the wetlands preserve areas maintenance services were to be provided by the Auburn Area Recreation and Park District. Maintenance of the wetlands preserve areas is now provided by the Auburn Area RPD.

LEGAL ANALYSIS

PROPOSITION 218

This assessment was formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now Article

XIIIC and XIID of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including a property-owner balloting, for the formation and continuation of assessments, and these requirements are satisfied by the process used to establish this assessment.

SILICON VALLEY TAXPAYERS ASSOCIATION, INC. V SANTA CLARA COUNTY OPEN SPACE AUTHORITY

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority ("SVTA vs. SCCOSA"). This ruling is the most significant court case in further legally clarifying the substantive assessment requirements of Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general, benefit
- The services and/or improvements funded by assessments must be clearly defined
- Special benefits are directly received by and provide a direct advantage to property in the assessment district

DAHMS V. DOWNTOWN POMONA PROPERTY

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. 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 (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

BONANDER V. TOWN OF TIBURON

On December 31, 2009, the 1st District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based on in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

BEUTZ V. COUNTY OF RIVERSIDE

On May 26, 2010 the 4th District Court of Appeals issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with

improvements and services was not explicitly calculated, quantified and separated from the special benefits.

GOLDEN HILL NEIGHBORHOOD ASSOCIATION V. CITY OF SAN DIEGO

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in *Beutz*, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

COMPLIANCE WITH CURRENT LAW

This Engineer's Report is consistent with the requirements of Article XIIC and XIID of the California Constitution and with the *SVTA* decision because the improvements to be funded are clearly defined; the benefiting property in the Assessment District enjoys close and unique proximity, access and views to the Improvements; the Improvements serve as an extension of usable land area for benefiting properties in the Assessment District; and such special benefits provide a direct advantage to property in the Assessment District that is not enjoyed by the public at large or other property. In addition, the improvements are directly available to and will directly benefit property in the Assessment District; and the improvements provide a direct advantage to property in the Assessment District that would not be received in absence of the Assessments.

This Engineer's Report is consistent with *Beutz*, *Dahms* and *Greater Golden Hill* because the Services will directly benefit property in the Assessment District and the general benefits have been explicitly calculated and quantified and excluded from the assessments. Moreover, while *Dahms* could be used as the basis for a finding of 0% general benefits, this Engineer's Report establishes a more conservative measure of general benefits.

The Engineer's Report is consistent with *Bonander* because the Assessments have been apportioned based on the overall cost of the improvements and proportional special benefit to each property.

PLANS & SPECIFICATIONS

Following is a description of the Services that are provided for the benefit of property in the Assessment District. This Assessment District was created as a condition of development for the corresponding developments. Accordingly, prior to these developments, the level of Service in these areas was effectively zero. The formula below describes the relationship between the final level of improvements, the baseline level of service (pre-development) had the assessment not been instituted, and the enhanced level of improvements funded by the assessment.

Final Level of Service	=	Baseline Level of Service (zero, pre-development)	+	Enhanced Level of Service
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The work and improvements ("Improvements") proposed to be undertaken by the Auburn Area Recreation & Park District and the Atwood Ranch III Landscaping and Lighting Assessment District, (the "Assessment District") and the costs thereof paid from the levy of the annual assessments provide special benefit to Assessor Parcels within the Assessment District as defined in the Method of Assessment herein. Consistent with the Landscaping and Lighting Act of 1972, (the "Act") the work and improvements are generally described as follows:

Installation, maintenance and servicing of public improvements, including but not limited to, labor, materials, supplies, utilities and equipment, as applicable, for property within the Assessment District that is owned or maintained by the Auburn Area Recreation & Park District. Any plans and specifications for these improvements will be filed with the District Administrator of the Auburn Area Recreation & Park District and are incorporated herein by reference.

As applied herein, "maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste; the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

"Servicing" means the furnishing of electric current, or energy, gas or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

FISCAL YEAR 2016-17 ESTIMATE OF COST AND BUDGET

ATWOOD RANCH III LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

DESCRIPTION OF IMPROVEMENTS

Within the Assessment District, the existing and proposed improvements are generally described as maintenance of a neighborhood park and tot lot within the development area known as Atwood Ranch III, as well as trails in the wetlands preserve area; irrigation and turf of a small grass area adjacent to the tot lot; monitoring of 10.69 acres of wetlands preserve area (located within the area currently known as Lots B and C) with associated riparian scrub land, seeps, floodplains and drainage areas to a stormwater detention area; and reporting four times yearly to the Army Corps of Engineers, including biology reports and project management reports.

FIGURE 1 – ESTIMATE OF COST

Auburn Area Recreation and Park District Atwood Ranch III Landscaping & Lighting Assessment District Estimate of Cost 2016-17		
Beginning Fund Balance, June 30, 2016		\$15,596.28
Equipment Replacement Reserve Balance, June 30, 2016		\$15,603.66
Installation, Maintenance & Servicing Costs		
Maintenance Labor (Incl. Roll-Ups)	\$9,432.00	
Water Costs	\$3,600.00	
Park Improvements (turf, irrigation)	\$3,700.00	
Preserve Monitoring	\$6,650.00	
Subtotal	<u> </u>	\$23,382.00
Incidental Costs		
County Collection Charges	\$221.79	
Insurance	\$450.00	
Administrative Costs	\$3,400.00	
Subtotal	<u> </u>	\$4,071.79
Total Costs		<u> </u> \$27,453.79
Less:		
Contribution from Other Sources for General Benefit		(\$1,372.69)
Contribution from Beginning Fund Balance		(\$3,901.80)
Total Improvement District Budget (Net Amount to be Assessed)		<u> </u> <u> </u> \$22,179.30
Budget to Assessment		
Total Budget	\$22,179.30	
Total EDU Units	143	
Rate per EDU Unit	<u> </u> <u> </u> \$155.10	

NOTE: The maintenance of 10.69 acres of wetlands preserve areas was provided by the developer for the first five years after the Assessment District was formed, beginning in Fiscal Year 2005-06. The wetlands preserve area maintenance is now provided by the Auburn Area RPD.

Beginning in 2012, the Auburn Area RPD, by agreement with the Homeowners' Association, commenced maintenance of additional improvements installed and paid for by the HOA in the former "natural turf" area adjacent to the tot lot, including installation and maintenance of irrigation and turf.

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 Fiscal Year 2015-16 the maintenance costs for the Assessment District were reduced significantly due to the following factors:

- Reduction in maintenance in the nature preserve: per the Management Plan for the nature preserve, the Auburn Area RPD is permitted to mow the property once every five years. The RPD had previously been mowing and string trimming the preserve on an annual basis. Beginning in Fiscal Year 2015-16, the RPD modified that activity to comply with the Plan and began only mowing/trimming a 25' wide strip against all houses. This 25' strip was negotiated with the Placer County Resources Conservation District, the agency that holds the conservation easement on the property. This reduction in mowing/trimming led to reduced maintenance costs.
- Reduction in water use based on California's drought: the RPD irrigates the lawn and adjacent landscaping with potable water. The state mandated reduction has resulted in less water usage.

Because maintenance needs and requirements may fluctuate over time, in accordance with Proposition 218 the assessments may increase in any given fiscal year up to the maximum allowable rate, even following a year in which a lower rate was assessed.

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.

METHOD OF APPORTIONMENT

METHOD OF APPORTIONMENT

This section of the Engineer's Report includes an explanation of the benefits to be derived from the installation, maintenance and servicing of neighborhood park improvements and wetlands preserve areas; and the methodology used to apportion the total assessment to properties within the Atwood Ranch III Landscaping and Lighting Assessment District.

The Atwood Ranch III Landscaping and Lighting Assessment District consists of all Assessor Parcels within the boundaries as defined by the Assessment Diagram included within this Report and the Assessor Parcel Numbers listed within the included Assessment Roll. The method used for apportioning the assessments is based upon the proportional special benefits to be derived by the properties in the Atwood Ranch III Landscaping and Lighting Assessment District, over and above general benefits conferred on real property or to the public at large. The apportionment of special benefit is a two step process: the first step is to identify the types of special benefit arising from the improvements, and the second step is to allocate the assessments to property based on the estimated relative special benefit for each type of property.

DISCUSSION OF BENEFIT

In summary, the assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits. Moreover, such benefit is not based on any one property owner's use of the Assessment District's neighborhood parks or wetlands preserve areas, or a property owner's specific demographic status. With reference to the requirements for assessments, Section 22573 of the Landscaping and Lighting Act of 1972 states:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."

Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property:

"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."

The following benefit categories summarize the types of special benefit to residential, commercial, industrial and other lots and parcels resulting from the installation, maintenance and servicing of lighting improvements to be provided with the assessment proceeds. These categories of special benefit are derived from the statutes passed by the California Legislature and other studies which describe the types of special benefit received by

property from maintenance and improvements such as those proposed by the Auburn Area Recreation & Park District and the Atwood Ranch III Landscaping and Lighting Assessment District. These types of special benefit are summarized as follows:

- A. PROXIMITY TO IMPROVED PARK AREAS WITHIN THE ASSESSMENT DISTRICT.
- B. ACCESS TO IMPROVED PARK AREAS WITHIN THE ASSESSMENT DISTRICT.
- C. IMPROVED VIEWS WITHIN THE ASSESSMENT DISTRICT.
- D. EXTENSION OF A PROPERTY'S OUTDOOR AREAS AND GREEN SPACES FOR PROPERTIES WITHIN CLOSE PROXIMITY TO THE IMPROVEMENTS.
- E. CREATION OF INDIVIDUAL LOTS FOR RESIDENTIAL USE THAT, IN ABSENCE OF THE ASSESSMENTS, WOULD NOT HAVE BEEN CREATED.

In this case, the recent the SVTA v. SCCOSA decision provides enhanced clarity to the definitions of special benefits to properties in three distinct areas:

- Proximity
- Expanded or improved access
- Views

The SVTA v. SCCOSA decision also clarifies that a special benefit is a service or improvement that provides a direct advantage to a parcel and that indirect or derivative advantages resulting from the overall public benefits from a service or improvement are general benefits. The SVTA v. SCCOSA decision also provides specific guidance that park improvements are a direct advantage and special benefit to property that is proximate to a park that is improved by an assessment:

The characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g. proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g. general enhancement of the district's property values).

Proximity, improved access and views, in addition to the other special benefits listed above further strengthen the basis of these assessments.

BENEFIT FACTORS

The special benefits from the Improvements are further detailed below:

PROXIMITY TO IMPROVED PARK AREAS WITHIN THE ASSESSMENT DISTRICT

Only the specific properties within close proximity to the Improvements are included in the Assessment District. Therefore, property in the Assessment District enjoys unique and valuable proximity and access to the Improvements that the public at large and property outside the Assessment District do not share.

In absence of the assessments, the Improvements would not be provided and the park areas in the Assessment District would be degraded due to insufficient funding for maintenance, upkeep and repair. Therefore, the assessments provide Improvements that are over and above what otherwise would be provided. Improvements that are over and above what otherwise would be provided do not by themselves translate into special benefits but when combined with the unique proximity and access enjoyed by parcels in the Assessment District, they provide a direct advantage and special benefit to property in the Assessment District.

ACCESS TO IMPROVED PARK AREAS WITHIN THE ASSESSMENT DISTRICT

Since the parcels in the Assessment District are nearly the only parcels that enjoy close access to the Improvements, they directly benefit from the unique close access to improved park areas that are provided by the Assessments. This is a direct advantage and special benefit to property in the Assessment District.

IMPROVED VIEWS WITHIN THE ASSESSMENT DISTRICT

The RPD, by maintaining these park areas, provides improved views to properties in the Assessment District. The properties in the Assessment District enjoy close and unique proximity, access and views of the Improvements; therefore, the improved and protected views provided by the Assessments are another direct and tangible advantage that is uniquely conferred upon property in the Assessment District.

EXTENSION OF A PROPERTY'S OUTDOOR AREAS AND GREEN SPACES FOR PROPERTIES WITHIN CLOSE PROXIMITY TO THE IMPROVEMENTS

In large part because it is cost prohibitive to provide large open land areas on property in the Assessment District, the residential and other benefiting properties in the Assessment District do not have large outdoor areas and green spaces. The park areas within the Assessment District provide additional outdoor areas that serve as an effective extension of the land area for proximate properties because the Improvements are uniquely proximate and accessible to property in close proximity to the Improvements. The Improvements, therefore, provide an important, valuable and desirable extension of usable land area for the direct advantage and special benefit of properties with good and close proximity to the Improvements.

CREATION OF INDIVIDUAL LOTS FOR RESIDENTIAL USE THAT, IN ABSENCE OF THE ASSESSMENTS, WOULD NOT HAVE BEEN CREATED

Typically, the original owner/developer of the property within the Assessment District agreed to the assessments. As parcels were sold, new owners were informed of the assessments through the title reports, and in some cases, through Department of Real Estate "White Paper" reports that the parcels were subject to assessment. Purchase of property was also an "agreement" to pay the assessment. Moreover, in absence of the assessments, the lots within the Assessment District would not have been created. These lots, and the improvements they support, are a special benefit to the property owners.

GENERAL VERSUS SPECIAL BENEFIT

The proceeds from the Atwood Ranch III Landscaping and Lighting Assessment District would be used to fund improvements and increased levels of maintenance to the amenities adjoining the properties in the Assessment District. In absence of the Atwood Ranch III Landscaping and Lighting Assessment District, such improvements would not be provided and the properties would not be subdivided and improved to the same extent. The Assessment District is specifically proposed to provide additional and improved public resources in the Assessment District. The park improvements provided by the Atwood Ranch III Landscaping and Lighting Assessment District increase recreational opportunities to the homes within the Atwood Ranch III development, providing benefit to the development itself and are deemed to be of special benefit. In absence of the assessments, these public resources would not be created and revenues would not be available for their continued maintenance and improvement. Therefore, the assessments solely provide special benefit to property in the Assessment District over and above the general benefits conferred by the general facilities of the Assessment District.

Although these Improvements may be available to the general public at large, the park area within the Assessment District is specifically designed, located and created to provide additional and improved public resources for property inside the Assessment District, and not the public at large. Other properties that are either outside the Assessment District or within the Assessment District and not assessed, do not enjoy the unique proximity, access, views and other special benefit factors described previously. These Improvements are of special benefit to properties located within the Assessment District because they provide a direct advantage to properties in the Assessment District that would not be provided in absence of the Assessments.

There is no widely-accepted or statutory formula for calculating general benefit. General benefits are benefits from improvements or services that are not special in nature, are not "particular and distinct" and are not "over and above" benefits received by other properties. The SVTA vs. SCCOSA decision provides some clarification by indicating that general benefits provide "an indirect, derivative advantage" and are not necessarily proximate to the improvements.

In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided within the assessment district. It is also important to note that the improvements and services funded by the assessments in Pomona are similar to the improvements and services funded by the Assessments described in this Engineer's Report and the Court found these improvements and services to be 100% special benefit. Also similar to the assessments in Pomona, the Assessments described in this Engineer's Report fund improvements and services directly provided within the Assessment District and every benefiting property in the Assessment District enjoys proximity and access to the Improvements. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments.

Although the analysis used to support these assessments concludes that the benefits are solely special, as described above, consideration is made for the suggestion that a portion of the benefits are general. General benefits cannot be funded by these assessments - the funding must come from other sources.

One measure of general benefits from park and recreation Improvements is the percentage of time such park and recreation Improvements are used by individuals who are not residents, employees, customers or property owners in the Assessment District. Field surveys conducted by SCI in many other similar communities in California have found that for similar local parks such as those within the Assessment District, typically 5% of the park users do not live or work within the Assessment District. This is a measure of the general benefits to the public at large.

5%	(General Benefit)
+ 95%	(Special Benefit)
= 100%	(Total Benefit)

The maintenance and servicing of these improvements is also partially funded, directly and indirectly from other sources including the Auburn Area Recreation and Park District, and Placer County as well as other public agencies. This funding comes in the form of grants, special programs, and general funds, as well as direct maintenance and servicing of facilities (e.g., curbs, gutters, streets, drainage systems, etc.). This funding from other sources more than compensates for general benefits, if any, received by the properties within the assessment district. The sum total of this contribution exceeds the 5% minimum needed to offset any general benefit, as noted above.

METHOD OF ASSESSMENT

The second step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Equivalent Dwelling Units (EDU). This EDU methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer's Report, all properties are designated an EDU value, which is each property's relative benefit in relation to a single family home on one parcel. In this case, the "benchmark" property is the single family detached dwelling which is one Equivalent Dwelling Unit or one EDU.

ASSESSMENT APPORTIONMENT

The proposed assessments for the Atwood Ranch III Landscaping and Lighting Assessment District would provide direct and special benefit to properties in this Assessment District. Atwood Ranch III is a residential single family development project consisting of 143 single family homes. As such, each residential property receives similar benefit from the proposed improvements. Therefore, the Engineer has determined that the appropriate method of

apportionment of the benefits derived by all parcels is on a dwelling unit basis. All improved properties or properties proposed for development are assigned an EDU factor equal to the number of dwelling units developed or planned for the property. The assessments are listed on the Assessment Roll in Appendix A.

APPEALS AND INTERPRETATION

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with the District Administrator or his or her designee. Any such appeal is limited to correction of an assessment during the then current or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District Administrator or his or her designee will promptly review the appeal and any information provided by the property owner. If the District Administrator or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the District Administrator or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any property owner who disagrees with the decision of the District Administrator or her or his designee, may refer their appeal to the Board of Directors of the Auburn Area Recreation & Park District and the decision of the Board of Directors of the Auburn Area Recreation & Park District shall be final.

ASSESSMENT

WHEREAS, the Board of Directors of the Auburn Area Recreation & Park District, County of Placer, California, by its Resolution No. 2016-01 adopted on February 25th, 2016, ordered the initiation of proceedings for the continuation of the assessments for the Atwood Ranch III Landscaping and Lighting Assessment District for Fiscal Year 2016-17, pursuant to the provisions of the Landscaping and Lighting Act of 1972 and Article XIID of the California Constitution (collectively "the Act");

WHEREAS, said Resolution directed the undersigned Engineer of Work to prepare and file a report presenting an estimate of costs, a diagram for the Assessment District and an assessment of the estimated costs of the improvements upon all assessable parcels within the Assessment District, to which Resolution and the description of said proposed improvements therein contained, reference is hereby made for further particulars;

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the Board of said Auburn Area Recreation & Park District, hereby make the following assessment to cover the portion of the estimated cost of said improvements, and the costs and expenses incidental thereto to be paid by the Assessment District.

The amount to be paid for said improvements and the expense incidental thereto, to be paid by the Atwood Ranch III Landscaping and Lighting Assessment District for the fiscal year 2016-17, is generally as follows in Figure 2 on the next page.

SUMMARY COST ESTIMATES

FIGURE 2 - ATWOOD RANCH III LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT SUMMARY COST ESTIMATES, FISCAL YEAR 2016-17

	<i>FY 2016-17</i> <u>BUDGET</u>
Park Maintenance & Improvements	\$16,732
Preserve Maintenance and Monitoring	\$6,650
Incidental Expenses	<u>\$4,072</u>
TOTAL BUDGET	\$27,454
Less:	
Contribution from Other Sources for General Benefit	(\$1,373)
Contribution from Beginning Fund Balance	<u>(\$3,902)</u>
NET AMOUNT TO ASSESSMENTS	<u><u>\$22,179</u></u>

As required by the Act, an Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of the Atwood Ranch III Landscaping and Lighting Assessment District. The distinctive number of each parcel or lot of land in the said Atwood Ranch III Landscaping and Lighting Assessment District is its Assessor Parcel Number appearing on the Assessment Roll.

And I do hereby assess and apportion said net amount of the cost and expenses of said improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within the Atwood Ranch III Landscaping and Lighting Assessment District, in accordance with the special benefits to be received by each parcel or lot from the improvements, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The assessments are made upon the parcels or lots of land within the Atwood Ranch III Landscaping and Lighting Assessment District, in proportion to the special benefits to be received by the parcels or lots of land, from said improvements.

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.

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, so the assessment may continue to be levied 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.

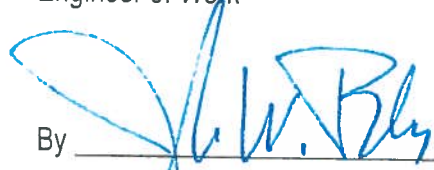
Based on the preceding annual adjustments, the maximum possible assessment rate for Fiscal Year 2015-16 was \$187.84 per single family equivalent benefit unit. The annual change in the CPI from December 2014 to December 2015 was 3.17%. Therefore, the maximum authorized assessment rate for Fiscal Year 2016-17 has been increased by 3.17%, from \$187.84 to \$193.80 per single family equivalent benefit unit. However, the estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2016-17 at the rate of \$155.10 per single family equivalent benefit unit, which is less than the maximum authorized assessment rate and is less than the rate levied in the previous fiscal year.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Placer for the fiscal year 2016-17. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2016-17 for each parcel or lot of land within the said Atwood Ranch III Landscaping and Lighting Assessment District.

Dated: April 21, 2016

Engineer of Work

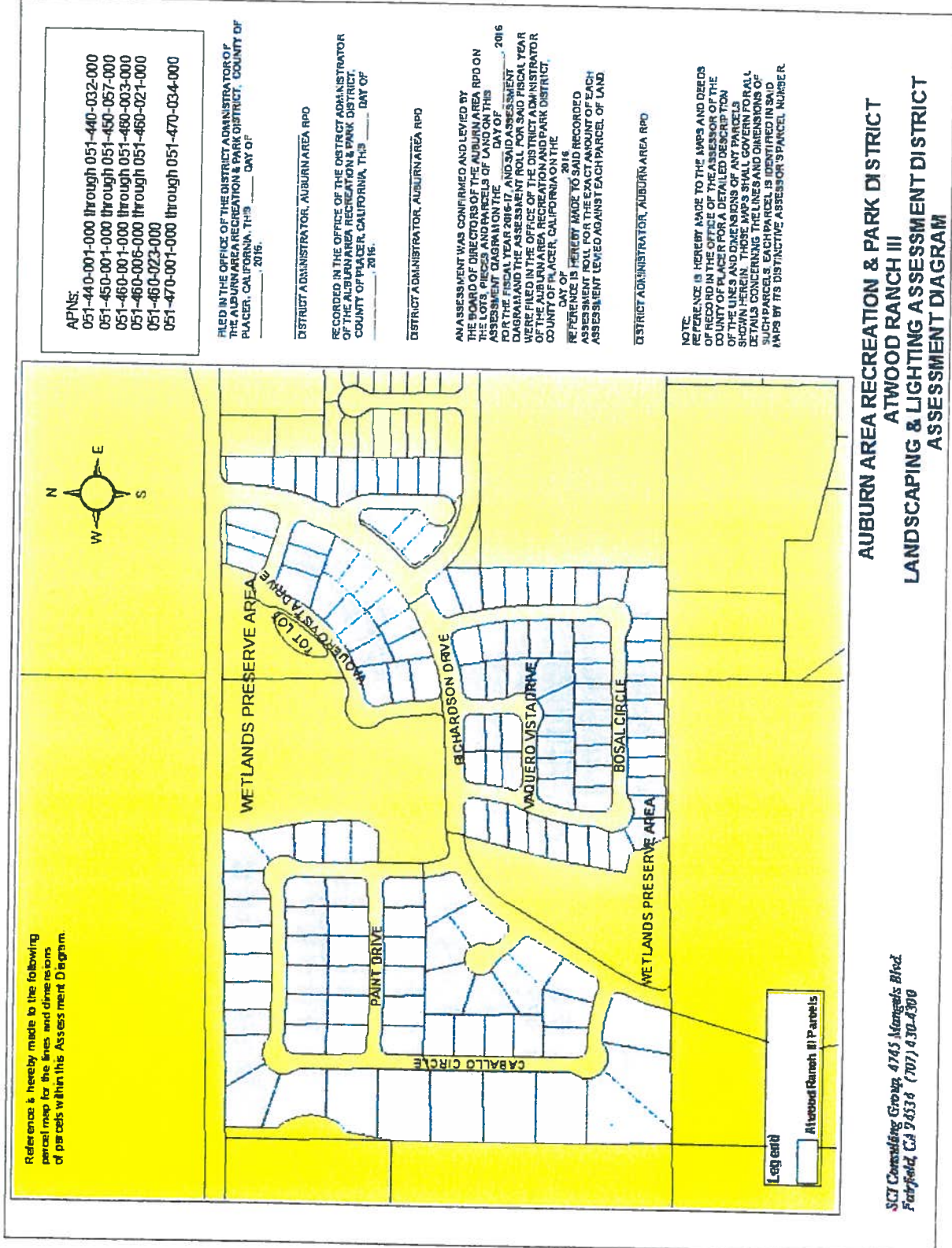
By 

John W. Bliss, License No. C52091



ASSESSMENT DIAGRAM

The boundaries of the Atwood Ranch III Landscaping and Lighting Assessment District are displayed on the following Assessment Diagram.



APPENDIX A – ASSESSMENT ROLL, FY 2016-17

The Assessment Roll (a listing of all parcels assessed within the Atwood Ranch III Landscaping and Lighting Assessment District, and the amount of the assessments) will be filed with the Clerk of the Board and is, by reference, made part of this report and is available for public inspection during normal office hours.

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference made part of this report. These records shall govern for all details concerning the description of the lots or parcels.

**AUBURN AREA RECREATION AND PARK DISTRICT
Atwood Ranch III Landscaping and Lighting Assessment District
Assessment Roll 2016-17**

Sorted by Assessor's Parcel Number Order

Assessment Number & Assessor Parcel Number	Owner Name(s)	Site Address	SFE	Assmnt	Assessment Number & Assessor Parcel Number	Owner Name(s)	Site Address	SFE	Assmnt
051440001	KUNKEL KIMERLY A	11355 SPUR	1.00	155 10	051450026	AYERS LARRY &	11210 BOSAL	1.00	155 10
051440002	GARREN DALE C &	11345 SPUR	1.00	155 10	051450027	CONDY BEVERLY R	11206 BOSAL	1.00	155 10
051440003	GREENE MICHAEL D &	11335 SPUR	1.00	155 10	051450028	SEISA CUSTODIO &	11200 BOSAL	1.00	155 10
051440004	CRAG INC	11325 SPUR	1.00	155 10	051450029	TAYLOR DEBBIE E	11201 BOSAL	1.00	155 10
051440005	TAYLOR ZACHARY &	11315 SPUR	1.00	155 10	051450030	PLATZ LISELOTTE TR	11205 BOSAL	1.00	155 10
051440006	LEEP KENNETH &	11305 SPUR	1.00	155 10	051450031	STOLZE JANELLE ET	11209 BOSAL	1.00	155 10
051440007	MCGOURTY DANIEL	2678	1.00	155 10	051450032	SCOTT KEVIN A &	2570 VAQUERO	1.00	155 10
051440008	CROSBY DAVID E &	2684	1.00	155 10	051450033	SWEET DEREK R &	2566 VAQUERO	1.00	155 10
051440009	RAMIREZ JOSE CRUZ	2690	1.00	155 10	051450034	COCHRAN SUSAN M	2560 VAQUERO	1.00	155 10
051440010	ONEIL JAMES E TR	2696	1.00	155 10	051450035	BARNTHOUSE JUSTIN	2565 VAQUERO	1.00	155 10
051440011	JONES BRENDA L	2500 VAQUERO	1.00	155 10	051450036	PERILLOUX BRUCE E	2569 VAQUERO	1.00	155 10
051440012	WATSON JUANITA E &	2506 VAQUERO	1.00	155 10	051450037	MCDONALD MICHAEL	2575 VAQUERO	1.00	155 10
051440013	BOVE JOSHUA S &	2510 VAQUERO	1.00	155 10	051450038	NELSON DAVID R &	2579 VAQUERO	1.00	155 10
051440014	SCHULZ ZACHARY	2509 VAQUERO	1.00	155 10	051450039	DINUCCI MARIO J &	2583 VAQUERO	1.00	155 10
051440015	SEWELL VICTORIA D	2505 VAQUERO	1.00	155 10	051450040	BENNETT DAVID &	2587 VAQUERO	1.00	155 10
051440016	JENSEN CHARLES E &	2501 VAQUERO	1.00	155 10	051450041	ROSE DAWN Y ET AL	2591 VAQUERO	1.00	155 10
051440017	RODGERS SHANE C	11320 SPUR	1.00	155 10	051450042	MEACHAM WILLIAM N	2595 VAQUERO	1.00	155 10
051440018	REDLICH MARK &	11340 SPUR	1.00	155 10	051450043	PRICE JERRITT D &	2599 VAQUERO	1.00	155 10
051440019	JONES BRENTON &	11350 SPUR	1.00	155 10	051450044	BUCKMEYER ROBERT	11245 BOSAL	1.00	155 10
051440020	BAKER ALLEN E TR	2673	1.00	155 10	051450045	HARO CHRIS TR	11251 BOSAL	1.00	155 10
051440021	SWAIN KRISTEN	2667	1.00	155 10	051450046	GETZ CHRISTINE D &	11259 BOSAL	1.00	155 10
051440022	SPAIN-TRUBIA JUDY	2661	1.00	155 10	051450047	CULWELL CLARENCE	11261 BOSAL	1.00	155 10
051440023	REXIUS JAMES N JR &	2655	1.00	155 10	051450048	BRINK SCOTT M &	11269 BOSAL	1.00	155 10
051440024	WRIGHT-SCHMIEDEL	2649	1.00	155 10	051450049	GARCIA WILLIAM R TR	11271 BOSAL	1.00	155 10
051440025	BALOTE MAUREEN	2643	1.00	155 10	051450050	MARSHALL ROBERT &	11279 BOSAL	1.00	155 10
051440026	SCHINDLER CRAIG R	2539 VAQUERO	1.00	155 10	051450051	KOENIG CARL	11285 BOSAL	1.00	155 10
051440027	ALBERTAZZI	2535 VAQUERO	1.00	155 10	051450052	GONZALEZ ANNER	11289 BOSAL	1.00	155 10
051440028	GREENHALGH	2531 VAQUERO	1.00	155 10	051450053	DAVISON SHAWN W	11309 BOSAL	1.00	155 10
051440029	HUCKINS CHARLES E	2525 VAQUERO	1.00	155 10	051450054	SHERMAN STEPHEN	11313 BOSAL	1.00	155 10
051440030	HIRSCH WILLIAM E &	2527 VAQUERO	1.00	155 10	051450055	WEEMS DANIEL D &	11319 BOSAL	1.00	155 10
051440031	SKRABER GEOFFREY	2519 VAQUERO	1.00	155 10	051450056	WATSON MASON &	11323 BOSAL	1.00	155 10
051440032	SISCHO RYAN &	2515 VAQUERO	1.00	155 10	051450057	MILLER LYNDA J &	11333 BOSAL	1.00	155 10
051450001	HARRIS MICHAEL &	11336 BOSAL	1.00	155 10	051450059	AUBURN UNION		0.00	0.00
051450002	MORGAN JEFFREY H	11330 BOSAL	1.00	155 10	051460001	STILL MAN JANET M &	11029 CABALLO	1.00	155 10
051450003	MAY HAYDEN E	11326 BOSAL	1.00	155 10	051460002	LOWE FREDERICK &	11023 CABALLO	1.00	155 10
051450004	DILGER MATTHEW &	11322 BOSAL	1.00	155 10	051460003	AYERS LARRY DALE	11017 CABALLO	1.00	155 10
051450005	SAYRE TIMOTHY &	11316 BOSAL	1.00	155 10	051460006	TAYLOR SUSAN A	11003 CABALLO	1.00	155 10
051450006	BRANSON JANA M &	11310 BOSAL	1.00	155 10	051460007	WERNTZ RICHARD S	11000 CABALLO	1.00	155 10
051450007	HATASHITA JASON D	11306 BOSAL	1.00	155 10	051460008	CEHAN E GREGORY &	11004 CABALLO	1.00	155 10
051450008	NEWMAN-BARRERA	11300 BOSAL	1.00	155 10	051460009	BOBZIEN TIMOTHY JR	11008 CABALLO	1.00	155 10
051450009	COLLUM CRAIG D &	11296 BOSAL	1.00	155 10	051460010	PARSON RUSSELL	11020 CABALLO	1.00	155 10
051450010	BALLARD TRACY E	11290 BOSAL	1.00	155 10	051460011	TABER DOUGLAS E &	11024 CABALLO	1.00	155 10
051450011	KEARNS KENNETH &	11286 BOSAL	1.00	155 10	051460012	MANCEAU JOE &	11028 CABALLO	1.00	155 10
051450012	RAMIREZ CHRISTINE	11280 BOSAL	1.00	155 10	051460013	MOORE GAVIN &	11032 CABALLO	1.00	155 10
051450013	HINSHAW DAVID M TR	11276 BOSAL	1.00	155 10	051460014	EVANS DONALD &	11100 CABALLO	1.00	155 10
051450014	PLATT DAVID V &	11270 BOSAL	1.00	155 10	051460015	CLIFTON SCOTT &	2810 ORBECK	1.00	155 10
051450015	NISSAN FRANK J JR	11266 BOSAL	1.00	155 10	051460016	MELICK ANN	2820 ORBECK	1.00	155 10
051450016	CAMILLUCCI ROBERT	11260 BOSAL	1.00	155 10	051460017	FEATHERSTON	2830 ORBECK	1.00	155 10
051450017	SHELL JOAN D TR	11256 BOSAL	1.00	155 10	051460018	SHELL BONNIE K ET	2825 ORBECK	1.00	155 10
051450018	PERILLOUX BRUCE E	11250 BOSAL	1.00	155 10	051460019	BORGES KRISTEN A	2815 ORBECK	1.00	155 10
051450019	BARRY SCOTT	11246 BOSAL	1.00	155 10	051460020	KEARNS KEN &	2805 ORBECK	1.00	155 10
051450020	STORMENT RALPH L	11240 BOSAL	1.00	155 10	051460021	CHAPPELL ROWENA	11013 CABALLO	1.00	155 10
051450021	KILDAY JENNIFER T	11236 BOSAL	1.00	155 10	051460023	CHAPPELL CYNTHIA	11009 CABALLO	1.00	155 10
051450022	JOHL RAVINDER N	11230 BOSAL	1.00	155 10	051470001	YETKA NELLIE	11095 CABALLO	1.00	155 10
051450023	MALIG JOCELYN N	11226 BOSAL	1.00	155 10	051470002	SALVATION ARMY A	11091 CABALLO	1.00	155 10
051450024	SAPETA GARY C TR	11220 BOSAL	1.00	155 10	051470003	PICAMAN JERRY A &	11087 CABALLO	1.00	155 10
051450025	MARSHALL LORETTA	11216 BOSAL	1.00	155 10	051470004	ROCHA EUGENE T &	11083 CABALLO	1.00	155 10

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04/15/16

**AUBURN AREA RECREATION AND PARK DISTRICT
Atwood Ranch III Landscaping and Lighting Assessment District
Assessment Roll 2016-17
Sorted by Assessor's Parcel Number Order**

Assessment Number & Assessor					Assessment Number & Assessor			
Parcel Number	Owner Name(s)	Site Address	SFE	Assmnt	Parcel Number	Owner Name(s)	Site Address	SFE Assmnt
051470005	KNIGHT WILLIAM D &	11079 CABALLO	1 00	155 10				
051470006	MAHER JOHN &	11075 CABALLO	1 00	155 10				
051470007	TORNELL MITCHELL C	11071 CABALLO	1 00	155 10				
051470008	SMOTHERS JOSEPH E	11067 CABALLO	1 00	155 10				
051470009	NELSON MATTHEW J	11063 CABALLO	1 00	155 10				
051470010	SOSS DONALD &	11059 CABALLO	1 00	155 10				
051470011	WOLFF JONATHAN &	11055 CABALLO	1 00	155 10				
051470012	DELPINAL ALICE TR	11051 CABALLO	1 00	155 10				
051470013	TOMBS JOSHUA	11047 CABALLO	1 00	155 10				
051470014	SIM DARRAN D &	11043 CABALLO	1 00	155 10				
051470015	DELALOYE JAMES E	11039 CABALLO	1 00	155 10				
051470016	MORALES MELISSA &	11035 CABALLO	1 00	155 10				
051470017	KISH JILL & KISH KAY	2755 PAINT	1 00	155 10				
051470018	ROUSSELET	2745 PAINT	1 00	155 10				
051470019	YETKA MATTHEW &	2735 PAINT	1 00	155 10				
051470020	DIQUATTRO PAUL A &	2725 PAINT	1 00	155 10				
051470021	FONTAINE RODOLPHE	2715 PAINT	1 00	155 10				
051470022	FLETCHER MARC A	2705 PAINT	1 00	155 10				
051470023	CAESAR-WALKER	2750 PAINT	1 00	155 10				
051470024	KUNKEL KIMBERLY A	2740 PAINT	1 00	155 10				
051470025	YAMZON GIL P &	2730 PAINT	1 00	155 10				
051470026	LEE CARIN	2720 PAINT	1 00	155 10				
051470027	CANNON BRANDON L	2710 PAINT	1 00	155 10				
051470028	WALKER KENNETH L	2700 PAINT	1 00	155 10				
051470029	FORSTER MARK A &	11076 CABALLO	1 00	155 10				
051470030	BETZ JAMES D &	11070 CABALLO	1 00	155 10				
051470031	MCCAFFREY HAROLD	11066 CABALLO	1 00	155 10				
051470032	BAYNE VALERIE L	11062 CABALLO	1 00	155 10				
051470033	BUIE KARRY S ET AL	11058 CABALLO	1 00	155 10				
051470034	SIVIL TYLER &	11054 CABALLO	1 00	155 10				

SFE Assessment

TOTALS	143.0	22179.30
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RESOLUTION NO. 2016-06

**A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS
FOR FISCAL YEAR 2016-17, 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. 2016-01, 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 2016-17; 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 2016-17. 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 2015-16 was \$187.84 per single family equivalent benefit unit. The annual change in the CPI from December 2014 to December 2015 was 3.17%. Therefore, the maximum authorized assessment rate for Fiscal Year 2016-17 has been increased by 3.17%, from \$187.84 to \$193.80 per single family equivalent benefit unit. However, the estimate of cost and budget in the Engineer's Report proposes assessments for fiscal year 2016-17 at the rate of \$155.10 per single family equivalent benefit unit, which is less than the maximum authorized assessment rate and is less than the rate 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 30th, 2016 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 26th day of May, 2016 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kahl Muscott
DISTRICT ADMINISTRATOR

Jim Ferris
CHAIR, BOARD OF DIRECTORS

Date

Dear Atwood III Resident,

As you may be aware, the Auburn Area Recreation and Park District (ARD) manages the 10.69 park, pond and nature preserve in the middle of your development. Each year, all Atwood III residents are levied an assessment to pay for the maintenance and upkeep of these facilities.

We are pleased to inform you that this year's assessment will DECREASE from the previous year, from \$182.12 down to \$155.10, a \$27.02 decrease. The reasons for this decrease are as follows:

- Reduction in maintenance in the nature preserve: per the Management Plan for the nature preserve, ARD is permitted to mow the property once every five years. ARD had previously been mowing and string trimming the preserve on an annual basis. ARD has since modified that activity to comply with the Plan and will now only be mowing/trimming a 25' wide strip against all houses. This 25' strip was negotiated with the Placer County Resources Conservation District, the agency that hold the conservation easement on the property. This reduction in mowing/trimming has reduced our maintenance costs.
- Reduction in water use based on California's drought: ARD irrigates the lawn and adjacent landscaping with potable water. The state mandated reduction has resulted in less water usage.

This decrease in the assessment for the Atwood III park and nature preserve will go into effect for FY 2016/2017. The assessment amount is reviewed annually and may increase next year or in following years.

Please feel free to contact me with any questions. I can be reached at (530) 885-0611 ext. 102 or at kmuscott@auburnrec.com

Sincerely,

Kahl Muscott, District Administrator
Auburn Area Recreation and Park District