

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

**6:00 P.M.**

**THURSDAY, NOVEMBER 21, 2013  
CANYON VIEW COMMUNITY CENTER, BOARD ROOM  
471 MAIDU DRIVE  
AUBURN, CA**

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

**1.0 CALL TO ORDER**

**FLAG SALUTE (Pledge to the Flag)**

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

**Roll Call**

Gray \_\_\_\_\_ Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Presentation from Sports Coordinator Jerry Fisher to Stacy Linton, volunteer of the month for November, 2013 for the Ms. October Tournament.

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

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

\_\_\_\_\_

Gray \_\_\_\_\_ Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**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 Minutes of the October 30, 2013 Meeting of the Board of Directors**

Review and approval of minutes.

\_\_\_\_\_ **5.2 Review of Cash Requirements for October, 2013 (Standing Finance Committee)**

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

\_\_\_\_\_ **5.3 Review of Financials for October, 2013 (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 Appointment of New Auditor (Standing Finance Meeting)**

Shall the Auburn Area Recreation & Park District appoint a new auditor for the years 2014, 2015 and 2016?

\_\_\_\_\_ **5.5 Electronic Board Packet Policy (Program, Personnel, Policy & Fee Committee)**

Shall the Auburn Area Recreation & Park district amend the Board Procedures and Responsibilities Manual to allow for the creation and use of electronic board packets?

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

\_\_\_\_\_

Gray \_\_\_\_\_ Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**Roll Call Vote**

**6.0 ITEMS REMOVED FROM CONSENT CALENDAR FOR SEPARATE ACTION**

**6.1**

**7.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS**

Please see reports, fee waiver log, project list and vandalism report under item 7.0.

**8.0 UNFINISHED BUSINESS**

None.

**9.0 NEW BUSINESS**

**9.1 Overlook Park – Closing on a Daily Basis (Acquisition & Development Committee)**

Shall the Auburn Area Recreation & Park District Board of Directors consider closing Overlook Park on a daily basis?

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

\_\_\_\_\_

Gray \_\_\_\_\_ Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**Roll Call Vote**

**9.2 Allowing Bikes in the Auburn Skate Park (Acquisition & Development Committee)**

Shall the Auburn Area Recreation & Park District Board of Directors allow bikes in the Auburn Skate Park?

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

\_\_\_\_\_

Gray \_\_\_\_\_ Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**Roll Call Vote**

**9.3 Presentation and Possible Direction for Location of the Bike Park/Pump Track**

Shall the Auburn Area Recreation & Park District Board of Directors designate a site for the Bike Park/Pump Track?

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

\_\_\_\_\_

Gray \_\_\_\_\_ Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ **9.4 Transfer from Reserve Fund to General Fund for Projects**

Shall the Auburn Area Recreation & Park District Board of Directors approve the transfer of funds from the Future Capital Construction Reserve, the ADA Reserve and the City Mitigation Account for approved projects?

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

\_\_\_\_\_  
Gray \_\_\_\_\_ Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ **10.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

None.

\_\_\_\_\_ **11.0 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.**

\_\_\_\_\_ **12.0 Board Member Comments:**

Jim Gray, Jim Ferris, Scott Holbrook, Gordon Ainsleigh, and Curt Smith.

\_\_\_\_\_ **12.1 Chairman Appointments:**

<b>Acquisition &amp; Development Committee</b>	Directors Gray & Ainsleigh
<b>Party in the Park</b>	Director Holbrook, Director Ferris, & Staff
<b>Program, Personnel, Policy &amp; Fee Committee</b>	Directors Holbrook & Ferris
<b>Finance Committee</b>	Directors Holbrook & Smith
<b>User Group Liaisons</b>	Directors Gray & Ainsleigh
<b>Legal Review Committee</b>	Directors Holbrook & Ferris
<b>Sergeant at Arms</b>	District Administrator Kahl Muscott
<b>Public Agency Liaisons</b>	To be determined by the ARD Board Chairman

\_\_\_\_\_ **12.2 District Administrator Appointed Standing Committee:**

<b>Strategic Plan Review Steering Committee</b>	Directors Holbrook, Ferris, Kahl Muscott, Joe Fecko, Pamela Vann
<b>Marketing and Program Plan Committee</b>	Director Ferris and Staff
<b>ADA (American's With Disabilities Act) Transition Plan Committee</b>	Director Ferris, Kahl Muscott, Joe Fecko, Pamela Vann
<b>Adopt A Park Committee</b>	Director Ainsleigh, Director Ferris, Kahl Muscott, Larry Gray

\_\_\_\_\_ **12.3 Media Representatives** District Administrator Kahl  
Muscott

\_\_\_\_\_ **12.4 Parliamentarian** District Administrator  
Kahl Muscott

\_\_\_\_\_ **13.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

1. Thank you note from Alpha Henson Women's Center for a \$50.00 gift certificate from  
ARD.

\_\_\_\_\_ **14.0 ITEMS TO BE CONSIDERED AT FUTURE BOARD MEETINGS**

**14.1 FOLLOW-UP INFORMATION FROM THE PREVIOUS BOARD AND/OR  
COMMITTEE MEETINGS**

None.

**14.2 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

\_\_\_\_\_ **15.0 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.

\_\_\_\_\_ 16.0 CLOSED SESSION

16.1 Public Employee Performance Evaluation. (Gov. Code, 54954.5, subd. (e), 54957.)

Title: District Administrator

\_\_\_\_\_ 17.0 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:

11-15-13  
Date

11:20 AM.  
Time

P. Laram  
Clerk to the Board

**SECTION: 5.0**

**ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE  
OCTOBER 30, 2013 MEETING OF THE BOARD OF  
DIRECTORS**

**DESCRIPTION:**

**INFORMATION: SEE ATTACHED MINUTES**

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

**FISCAL IMPACT:**

**Auburn Area Recreation and Park District**  
**Minutes**  
**of the Meeting of the Board of Directors**  
Wednesday, October 30, 2013, 6:00 p.m.  
Canyon View Community Center  
471 Maidu Drive  
Auburn, CA

**Board Members**

**Present:** Chairman Jim Gray  
Director Curt Smith  
Director Scott Holbrook  
Director Jim Ferris  
Director Gordon Ainsleigh

**Board Members**

**Absent:** None.

**Staff Present:**

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

**1.0 CALL TO ORDER**

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

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Presentation from Sports Coordinator Jerry Fisher to Russ & Nadja Melendez, Recreation Volunteers of the month for October, 2013. Russ & Nadja Melendez were unable to attend the meeting. Jerry Fisher will present their certificates to them.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Holbrook and seconded by Director Ferris to approve the agenda.

5 – 0 Motion carries.

**4.0 PUBLIC COMMENT**

Steve Cavolt, 413 Gold Street, Auburn, CA gave public comment opposing the location of a pump track at Overlook Park.



Chris Paolini, 417 Gold Street, Auburn, CA gave public comment against the location of a pump track at Overlook Park.

Sheila Reynolds, an Auburn resident gave public comment regarding ARD's website has a competition class BMX track rated as the number one project for ARD. Kahl Muscott will look into this information on the website.

Heidi Rietjens, an Auburn resident asked if \$60,000 to build the pump track is an accurate amount or just an estimate?

Diane Peters, 419 Gold Street, Auburn, CA asked what ARD's intention is for the long term at Overlook Park.

Director Gray informed the public in attendance that the pump track item will be discussed again at the November 4, 2013 4:00 p.m. meeting of the Acquisition & Development committee.

Public Comment ended at 6:15 p.m.

## **5.0 CONSENT ITEMS**

**5.1 Review and Approval of Amended Minutes of the September 26, 2013 Meeting of the Board of Directors**

**5.2 Review of Cash Requirements for September, 2013 (Standing Finance Meeting)**

**5.3 Review of Financials for September, 2013 (Standing Finance Meeting)**

**5.4 Revised Language for the Claims Against ARD Policy (Program, Personnel, Policy & Fee Committee)**

A motion was made by Director Holbrook and seconded by Director Smith to approve the consent calendar with item 5.4 being moved to 6.1 for discussion.

### **Roll Call Vote**

5 – 0 Motion carries.

## **6.0 ITEMS REMOVED FROM CONSENT CALENDAR FOR SEPARATE ACTION**

**6.1 Item 5.4, Revised Language for the Claims Against ARD Policy became item 6.1 for discussion.**

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the revised language for the Claims Against ARD Policy.

### **Roll Call Vote**

5 – 0 Motion carries.

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

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

## **8.0 UNFINISHED BUSINESS**

### **8.1 Sale of Sprint Lease (Standing Finance Committee)**

A motion was made by Director Smith and seconded by Director Ferris to approve the sale of the sprint lease contingent upon Kronick, Moskovitz, Tiedemann and Girard's final review of the contract.

4 – 1 Motion carries.

Director Ainsleigh voted no.

### **8.2 PG&E Fee Title Land Donation Document Review, Resolution Number 2013-14, A Resolution of the Governing Board of Directors of the Auburn Area Recreation & Park District Authorizing the District Administrator to Enter Into and Sign Contracts and Agreements Related to the Fee Title Donation of Land from Pacific Gas and Electric (Acquisition & Development Committee)**

A motion was made by Director Ainsleigh and seconded by Director Ferris to authorize the District Administrator to enter into and sign contracts and agreements related to the fee title donation of land from Pacific Gas and Electric separate from the land conservation easement. The Board adopted Resolution 2013-14 with the land conservation easement language being omitted from the Resolution.

#### **Roll Call Vote**

3 – 1 – 1 Motion carries.

Director Gray voted no, Director Smith abstained, Directors Holbrook, Ainsleigh and Ferris voted yes.

## **9.0 NEW BUSINESS**

### **9.1 Mid-Year Budget Revision (Standing Finance Committee)**

A motion was made by Director Holbrook and seconded by Director Smith to adopt Resolution Number 2013-15, Before the Governing Board of Directors of the Auburn Area Recreation & Park District County of Placer, State of California, Adoption of Mid-Year Revised Budget, General Fund.

#### **Roll Call Vote**

5 – 0 Motion carries.

**10.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

None.

**11.0 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.

**12.0 Board Member Comments:**

Jim Ferris, Jim Gray, Scott Holbrook, Gordon Ainsleigh & Curt Smith.

**12.1 Chairman Appointments:**

<b>Acquisition &amp; Development Committee</b>	Directors Gray & Ainsleigh
<b>Party in the Park</b>	Directors Holbrook, Ferris & Staff
<b>Program, Personnel, Policy &amp; Fee Committee</b>	Directors Holbrook & Ferris
<b>Finance Committee</b>	Directors Holbrook & Smith
<b>User Group Liaisons</b>	Directors Gray & Ainsleigh
<b>Legal Review Committee</b>	Directors Holbrook & Ferris
<b>Sergeant at Arms</b>	District Administrator Kahl Muscott

**12.2 District Administrator Appointed Standing Committee:**

<b>Strategic Plan Review Steering Committee</b>	Directors Holbrook, Ferris, Kahl Muscott, Joe Fecko, Pamela Vann
<b>Marketing and Program Plan Committee</b>	Director Ferris & Staff
<b>ADA (American's With Disabilities Act) Transition Plan Committee</b>	Director Ferris, Kahl Muscott, Joe Fecko, Pamela Vann
<b>Adopt A Park Committee</b>	Director Ainsleigh, Director Ferris, Kahl Muscott, Larry Gray

**12.3 Media Representatives** District Administrator Kahl  
Muscott

**12.4 Parliamentarian** District Administrator Kahl  
Muscott

**13.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

Correspondence was attached.

**14.0 ITEMS TO BE CONSIDERED AT FUTURE BOARD MEETINGS**

None.

**14.1 FOLLOW-UP INFORMATION FROM THE PREVIOUS BOARD AND/OR  
COMMITTEE MEETINGS**

None.

**14.2 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**15.0 PUBLIC COMMENT**

None.

**16.0 CLOSED SESSION – Closed Session began at 7:11 p.m.**

**17.0 OPEN SESSION – Open Session began at 7:30 p.m.**

No reportable action.

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

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

\_\_\_\_\_  
Date

**SECTION: 5.0**

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR  
OCTOBER, 2013**

**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: \$14,160.49**

Auburn Rec & Park  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges:	From:	To:	From:	To:
Check Number	First	Last	10/1/2013	10/31/2013
Vendor ID	First	Last	UMPQ	UMPQ
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
56485	U0019	US Bank	10/2/2013	UMPQ	PMCHK00002082	\$18,787.23
56450	1099-178	VDR Inc DBA K9 101	10/4/2013	UMPQ	PMCHK00002081	\$441.00
56451	1099-218	Auburn Gymnastics Center	10/4/2013	UMPQ	PMCHK00002081	\$3.25
56452	1099-247	Clifford Johnson	10/4/2013	UMPQ	PMCHK00002081	\$162.50
56453	1099-273	Richard A. Del Balso	10/4/2013	UMPQ	PMCHK00002081	\$208.00
56454	1099-290	Hansen Bros. Enterprises	10/4/2013	UMPQ	PMCHK00002081	\$24,153.94
56455	1099-49	Paula Duffy	10/4/2013	UMPQ	PMCHK00002081	\$1,353.30
56456	1099-5	Daniel Crandall DBA:Current A	10/4/2013	UMPQ	PMCHK00002081	\$392.70
56457	A0109	ABACUS	10/4/2013	UMPQ	PMCHK00002081	\$402.50
56458	A0133	P & G	10/4/2013	UMPQ	PMCHK00002081	\$273.00
56459	A0140	American Sheet Metal Partition	10/4/2013	UMPQ	PMCHK00002081	\$1,558.00
56460	C0111	CENTRAL VALLEY BROADBAND	10/4/2013	UMPQ	PMCHK00002081	\$189.90
56461	C0113	Cooks Portable Toilets & Septi	10/4/2013	UMPQ	PMCHK00002081	\$1,813.75
56462	D1005	Dogpoopbags.com LLC	10/4/2013	UMPQ	PMCHK00002081	\$646.01
56463	H0027	Cassandra Hall	10/4/2013	UMPQ	PMCHK00002081	\$37.50
56464	I0018	ITS A GAS	10/4/2013	UMPQ	PMCHK00002081	\$1,150.00
56465	J0012	Deere Credit, Inc.	10/4/2013	UMPQ	PMCHK00002081	\$990.63
56466	K0019	Kronick, Moskovitz, Tiedemann	10/4/2013	UMPQ	PMCHK00002081	\$125.00
56467	L0027	Pat Larson	10/4/2013	UMPQ	PMCHK00002081	\$28.04
56468	M0071	Mission Protection Systems Inc	10/4/2013	UMPQ	PMCHK00002081	\$189.00
56469	N0003	Norris Electric, Inc.	10/4/2013	UMPQ	PMCHK00002081	\$17.74
56470	P0007	Pacific Gas & Electric Company	10/4/2013	UMPQ	PMCHK00002081	\$609.62
56471	P0023	PG&E	10/4/2013	UMPQ	PMCHK00002081	\$113.66
56472	P1001	Principal Life Insurance Co-Gr	10/4/2013	UMPQ	PMCHK00002081	\$2,187.72
56473	R0017	Ridge Golf Course, Inc.	10/4/2013	UMPQ	PMCHK00002081	\$30.00
56474	S0016	Sam's Club	10/4/2013	UMPQ	PMCHK00002081	\$1,249.72
56475	S0094	Manouch Shirvanioun	10/4/2013	UMPQ	PMCHK00002081	\$236.59
56476	S0103	SCI Consulting Group	10/4/2013	UMPQ	PMCHK00002081	\$590.04
56477	S0110	Sierra Sports Service	10/4/2013	UMPQ	PMCHK00002081	\$624.00
56478	T0058	TELEPACIFIC COMMUNICATIONS	10/4/2013	UMPQ	PMCHK00002081	\$676.39
56479	TEMPB	Art Blankinship	10/4/2013	UMPQ	PMCHK00002081	\$48.00
56480	TEMPP	Jeffrey McGillicuddy	10/4/2013	UMPQ	PMCHK00002081	\$5.00
56481	TEMPP	Dana Pappas	10/4/2013	UMPQ	PMCHK00002081	\$80.00
56482	TEMPS	Debra A Smith	10/4/2013	UMPQ	PMCHK00002081	\$55.00
56483	TEMPT	Tim Tamura	10/4/2013	UMPQ	PMCHK00002081	\$30.00
56484	V0007	Verizon Wireless	10/4/2013	UMPQ	PMCHK00002081	\$313.00
56486	F0004	Court-Ordered Debt Collections	10/11/2013	UMPQ	PMCHK00002083	\$83.81
56487	S1007	Stationary Engineers, Local 39	10/11/2013	UMPQ	PMCHK00002083	\$241.04
56488	S1010	State Disbursement Unit	10/11/2013	UMPQ	PMCHK00002083	\$87.50
56489	1099-104	Thomas Seibel	10/18/2013	UMPQ	PMCHK00002084	\$195.00
56490	1099-178	VDR Inc DBA K9 101	10/18/2013	UMPQ	PMCHK00002084	\$367.50
56491	1099-193	Celena Polena	10/18/2013	UMPQ	PMCHK00002084	\$390.00
56492	1099-218	Auburn Gymnastics Center	10/18/2013	UMPQ	PMCHK00002084	\$32.50
56493	1099-239	Macintosh-Oddo	10/18/2013	UMPQ	PMCHK00002084	\$2,593.50
56494	1099-243	Phillip Dallas	10/18/2013	UMPQ	PMCHK00002084	\$422.50
56495	1099-252	Donna Lisa Otto	10/18/2013	UMPQ	PMCHK00002084	\$455.00
56496	1099-264	Philip Green	10/18/2013	UMPQ	PMCHK00002084	\$286.00
56497	1099-269	Deborah Lynn	10/18/2013	UMPQ	PMCHK00002084	\$78.00
56498	1099-271	Kelpro Security	10/18/2013	UMPQ	PMCHK00002084	\$160.00
56499	1099-277	Foothill Karake Do	10/18/2013	UMPQ	PMCHK00002084	\$175.50
56500	1099-278	Daniella Zimmerman	10/18/2013	UMPQ	PMCHK00002084	\$62.40
56501	A0001	Recology Auburn Placer	10/18/2013	UMPQ	PMCHK00002084	\$877.76
56502	A0014	AT&T	10/18/2013	UMPQ	PMCHK00002084	\$724.52
56503	A0027	Recology Auburn Placer	10/18/2013	UMPQ	PMCHK00002084	\$537.40
56504	A0134	Advanced Intregrated Pest Mana	10/18/2013	UMPQ	PMCHK00002084	\$660.00
56505	A1010	Advantage Pring, Martketing an	10/18/2013	UMPQ	PMCHK00002084	\$502.56
56506	C0072	CIT Technology Fin. Serv., Inc	10/18/2013	UMPQ	PMCHK00002084	\$532.14

Auburn Rec & Park  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
56507	C0075	Cintas Corporation	10/18/2013	UMPQ	PMCHK00002084	\$137.69
56508	C0111	CENTRAL VALLEY BROADBAND	10/18/2013	UMPQ	PMCHK00002084	\$129.95
56509	D0025	Dawson Oil Company	10/18/2013	UMPQ	PMCHK00002084	\$2,142.29
56510	D0066	De Lage Landen	10/18/2013	UMPQ	PMCHK00002084	\$562.12
56511	G0006	Gold Country Media Publication	10/18/2013	UMPQ	PMCHK00002084	\$30.95
56512	G0077	Gold Country Water	10/18/2013	UMPQ	PMCHK00002084	\$157.50
56513	K0011	Kaiser Foundation Health Plan,	10/18/2013	UMPQ	PMCHK00002084	\$18,609.00
56514	L0026	Leadership Auburn	10/18/2013	UMPQ	PMCHK00002084	\$670.00
56515	M0019	Kahl Muscott	10/18/2013	UMPQ	PMCHK00002084	\$79.39
56516	M0048	Joanna McNutt	10/18/2013	UMPQ	PMCHK00002084	\$25.00
56517	M0098	Meadow Vista County Water Dist	10/18/2013	UMPQ	PMCHK00002084	\$1,485.88
56518	M0099	George Eric Menig DBA Menig We	10/18/2013	UMPQ	PMCHK00002084	\$4,800.00
56519	N0012	Nevada Irrigation District	10/18/2013	UMPQ	PMCHK00002084	\$1,807.14
56520	P0005	Placer County Water Agency	10/18/2013	UMPQ	PMCHK00002084	\$166.92
56521	P0007	Pacific Gas & Electric Company	10/18/2013	UMPQ	PMCHK00002084	\$9,144.81
56522	P0058	Pitney Bowes Credit Corporatio	10/18/2013	UMPQ	PMCHK00002084	\$135.99
56523	P0072	Sheryl Petersen	10/18/2013	UMPQ	PMCHK00002084	\$116.78
56524	R0066	Rune Marketing	10/18/2013	UMPQ	PMCHK00002084	\$250.00
56525	S0034	Sierra Chemical Co.	10/18/2013	UMPQ	PMCHK00002084	\$886.59
56526	S0110	Sierra Sports Service	10/18/2013	UMPQ	PMCHK00002084	\$494.00
56527	S1000	State Of California/DOJ	10/18/2013	UMPQ	PMCHK00002084	\$104.00
56528	T1000	Transamerica Life Insurance	10/18/2013	UMPQ	PMCHK00002084	\$400.00
56529	TEMPB	Valerie Buckingham	10/18/2013	UMPQ	PMCHK00002084	\$79.00
56530	TEMPC	Patrick Crabtree	10/18/2013	UMPQ	PMCHK00002084	\$30.00
56531	TEMPD	Bill Dougherty	10/18/2013	UMPQ	PMCHK00002084	\$15.00
56532	TEMPF	Debbie Fitzhugh	10/18/2013	UMPQ	PMCHK00002084	\$15.00
56533	TEMPG	Greg Gularte	10/18/2013	UMPQ	PMCHK00002084	\$100.00
56534	TEMPH	Dale Hetzer	10/18/2013	UMPQ	PMCHK00002084	\$30.00
56535	TEMPJ	Jim Jagers	10/18/2013	UMPQ	PMCHK00002084	\$30.00
56536	TEMPK	Arlene Knudsen	10/18/2013	UMPQ	PMCHK00002084	\$30.00
56537	TEMPL	Jim Lakomy	10/18/2013	UMPQ	PMCHK00002084	\$30.00
56538	TEMPM	Mel Meinert	10/18/2013	UMPQ	PMCHK00002084	\$15.00
56539	TEMPN	Claire Norton	10/18/2013	UMPQ	PMCHK00002084	\$30.00
56540	TEMPP	Howard Parsons	10/18/2013	UMPQ	PMCHK00002084	\$15.00
56541	TEMPS	David Sciarrino	10/18/2013	UMPQ	PMCHK00002084	\$79.00
56542	TEMPT	Cori Tomlin	10/18/2013	UMPQ	PMCHK00002084	\$79.00
56543	U0028	U.S. Bank Equipment Finance	10/18/2013	UMPQ	PMCHK00002084	\$383.82
56544	V0013	Pam Vann	10/18/2013	UMPQ	PMCHK00002084	\$106.56
56545	V0014	VFCAL-Friends of FEC	10/18/2013	UMPQ	PMCHK00002084	\$500.00
056571	TEMPB	Ron Burns	10/21/2013	UMPQ	PMCHK00002088	\$15.00
56548	H0002	Harris Industrial Gases	10/21/2013	UMPQ	PMCHK00002085	\$70.00
56549	TEMPB	Al Barclay	10/21/2013	UMPQ	PMCHK00002085	\$15.00
56550	TEMPD	Duff Danilovich	10/21/2013	UMPQ	PMCHK00002085	\$15.00
56551	TEMPF	John Fontius	10/21/2013	UMPQ	PMCHK00002085	\$30.00
56552	TEMPG	Martin Gonzalez	10/21/2013	UMPQ	PMCHK00002085	\$15.00
56553	TEMPH	Vickie Harris	10/21/2013	UMPQ	PMCHK00002085	\$15.00
56554	TEMPK	Kathy Kerst	10/21/2013	UMPQ	PMCHK00002085	\$30.00
56555	TEMPL	Dennis Lichty	10/21/2013	UMPQ	PMCHK00002085	\$15.00
56556	TEMPN	Richard Norman	10/21/2013	UMPQ	PMCHK00002085	\$30.00
56557	TEMPP	Laurie Persons	10/21/2013	UMPQ	PMCHK00002085	\$30.00
56558	TEMPS	Christina Sutinen-Gonzales	10/21/2013	UMPQ	PMCHK00002085	\$60.00
56559	TEMPT	Larry Tucker	10/21/2013	UMPQ	PMCHK00002085	\$45.00
56560	F0004	Court-Ordered Debt Collections	10/25/2013	UMPQ	PMCHK00002086	\$83.69
56561	S1007	Stationary Engineers, Local 39	10/25/2013	UMPQ	PMCHK00002086	\$239.57
56562	S1010	State Disbursement Unit	10/25/2013	UMPQ	PMCHK00002086	\$87.50
56563	TEMPB	Nancy Bartusch	10/25/2013	UMPQ	PMCHK00002086	\$15.00
56564	TEMPG	Martin Gonzalez	10/25/2013	UMPQ	PMCHK00002086	\$15.00
56565	TEMPH	Nancy Harvey	10/25/2013	UMPQ	PMCHK00002086	\$30.00
56566	TEMPL	Don Lippert	10/25/2013	UMPQ	PMCHK00002086	\$30.00
56567	TEMPS	Bob Sappington	10/25/2013	UMPQ	PMCHK00002086	\$60.00
56570	TEMPB	Dave Brown	10/25/2013	UMPQ	PMCHK00002087	\$15.00
56571	TEMPG	Ed Gates	10/25/2013	UMPQ	PMCHK00002087	\$30.00
56572	TEMPS	Bill Sikes	10/25/2013	UMPQ	PMCHK00002087	\$30.00

System: 11/8/2013 10:12:00 AM  
User Date: 10/31/2013

Auburn Rec & Park  
VENDOR CHECK REGISTER REPORT  
Payables Management

Page: 3  
User ID: Veona

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
-----						-----
Total Checks:	120				Total Amount of Checks:	\$114,160.49
						=====



**SECTION: 5.0**

**ITEM: 5.3 REVIEW OF FINANCIALS FOR OCTOBER  
2013**

**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**

<b>PROFIT &amp; LOSS (Table 1)</b>				
<b>BUDGET 13/14</b>				
<b><i>Mid-Year Approved Budget</i></b>				<b>%</b>
	<b>Mid-Year</b>	<b>%</b>	<b>October</b>	<b>Of</b>
	<b>Budget</b>	<b>Of Total</b>	<b>ACTUAL</b>	<b>Line Item</b>
<b>Operating Revenues</b>	<b>FY 13-14</b>			<b>Budget</b>
City Mitigation apportionment	\$ -		9396	
Program Revenue	\$ 701,137	16.9%	\$ 567,982	29.3
Facility Revenue	\$ 200,966	4.8%	\$ 152,591	7.9
Misc. Revenue	\$ 23,879	0.6%	\$ 6,749	0.3
Grants & Donations	\$ 14,153	0.3%	\$ 8,316	0.4
Interest Income	\$ 36,699	0.9%	\$ 18,015	0.9
Projects Revenue	\$ 292,941	7.1%	\$ 74,108	3.8
Tax Revenue	\$ 2,490,178	60.0%	\$ 1,098,595	56.8
In Kind	\$ 235,000	5.7%	\$ -	0.0
Transf in from Cap Const & City Trust	\$ 155,635		0	0.0
<b>Total Operating Revenue</b>	<b>\$ 4,150,588</b>	<b>100.00</b>	<b>1,935,752</b>	<b>99.51</b>
<b>Expenditures</b>				
Program Expense	\$ 190,592	4.6%	\$ 134,782	6.5
Operating & Supplies	\$ 278,794	6.7%	\$ 168,865	8.1
Utilities Expense	\$ 200,122	4.8%	\$ 100,719	4.8
Professional Services	\$ 40,967	1.0%	\$ 23,697	1.1
Building & Grounds Maintenance	\$ 238,878	5.8%	\$ 125,455	6.0
Property Tax Admin.	\$ 54,103	1.3%	\$ 1,902	0.1
Wages	\$ 1,452,762	35.2%	\$ 821,376	39.4
Benefits & Payroll Costs	\$ 645,208	15.6%	\$ 367,611	17.6
Fixed Asset Expense	\$ 111,187	2.7%	\$ 66,186	3.2
Capital Improvement Projects	\$ 659,165	16.0%	\$ 147,341	7.1
Debt Services	\$ 143,803	3.5%	\$ 128,397	6.2
Special Dept Expenses (equip res.)	\$ 50,000	1.2%	\$ -	0.0
Project Expenditures	\$ 66,778	1.6%	\$ -	0.0
Misc Expense		0.0%		0.0
<b>Total Expenditures</b>	<b>\$ 4,132,359</b>	<b>100.00</b>	<b>\$ 2,086,331</b>	<b>100.00</b>
Net Revenue Over Expenditures	\$ 18,229	0.44	<b>(\$150,579)</b>	
Annual Contingency Reserve (1-2%)	\$ 444,950		\$ 444,950	
Annual Equip Replacement Reserve	\$ 558,531		\$ 558,531	
Future Capital Construction Reserve	\$ 682,329		\$ 682,329	
ADA Reserve	\$ 78,032		\$ 78,032	
<b>TOTAL RESERVES</b>	<b>\$ 1,763,842</b>		<b>\$ 1,763,842</b>	

As Of 10/31/2013  
For All Segment1s  
For All Segment2s  
For Segment3 0000 To 9999  
For All Segment4s

	Current YTD
<b>ASSETS</b>	
<b>Current Assets</b>	
Imprest Fund (Petty Cash)	\$580.00
Umpqua Bank	81,392.30
Placer County Treasure-General	2,270,822.67
ADA Reserve Account	78,031.75
Placer County Treasurer - City Trust	272,410.05
Cash in Debt Service Fund	119,045.31
Youth Asst. Fund	15,079.32
Atwood Fund	1,775.29
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,474.41
Shockley Maint Fund	14,710.66
Accounts Receivable	43,155.11
A/R - 501C3 Group	7,520.00
Daycamp Receivables	7,731.00
Prepaid Liability Expense	10,061.68
Prepaid Workers Compensation Insurance	(4,713.73)
	<hr/>
Total Current Assets	\$2,946,679.48
<b>Fixed Assets</b>	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	11,006,123.58
Fixed Assets: Equipment	604,810.83
Fixed Assets: Computer Equipment & Software	147,457.28
Fixed Assets: Vehicles	248,359.61
Fixed Assets: Office Furniture & Rec Equipment	48,123.75
Construction In Progress	207,677.10
Less: Accumulated Depreciation	(7,671,356.91)
	<hr/>
Total Fixed Assets	\$5,747,798.36
	<hr/>
Total Assets	<u><u>\$8,694,477.84</u></u>

As Of 10/31/2013  
For All Segment1s  
For All Segment2s  
For Segment3 0000 To 9999  
For All Segment4s

	Current YTD
<b>LIABILITIES and EQUITY</b>	
<b>Current Liabilities</b>	
Prepaid Revenue	\$44.00
Sales Tax Payable	106.84
Worker's Comp Payable	31,242.37
Miscellaneous Deductions	(0.01)
Compensated Absenses	96,136.14
	<hr/>
Total Current Liabilities	\$127,529.34
<b>Long Term Liabilities</b>	
Certificates of Participation-Dai Ichi Kangyo	120,000.00
	<hr/>
Total Long Term Liabilities	\$120,000.00
Total Liabilities	\$247,529.34
<b>Fund Balances</b>	
GFB: Youth Assistance Fund	\$15,079.32
GFB: General Fund Balance	753,790.35
Investments in Fixed Assets	5,747,798.36
Less: Net of Related Debt	(120,000.00)
RFB: Reserved (City Mitigation)	272,410.05
RFB: Annual Equip Replacement Reserv.	558,530.72
RFB: Annual Contingency Reserve	444,950.00
RFB: Reserved for Future Capital Construction	682,328.72
RFB: Arboretum Grant Fund	13,474.41
RFB: Reserved (Atwood)	1,775.29
RFB: Atwood III-Equip Repl Fund	15,603.66
RFB: General Fund (ADA Reserve)	78,031.75
RFB: Shockley Maint Fund	14,710.66
DFB: Designated (Debt Service Fund)	119,045.31
Net Profit/(Loss)	(150,580.10)
	<hr/>
Total Assets	\$5,747,798.36
Total Reserved Funds	\$1,961,815.26
Total Designated Funds	\$119,045.31
Total Unrestricted Funds	\$618,289.57
	<hr/>
Total Liabilities and Equity	\$8,694,477.84

Date: 11/8/2013

Auburn Rec & Park  
Balance Sheet

Page: 3

As Of 10/31/2013  
For All Segment1s  
For All Segment2s  
For Segment3 0000 To 9999  
For All Segment4s

Current  
YTD

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## Profit &amp; Loss

For 4/1/2013 To 10/31/2013

For Segment1 Recreation Services To Administration

For All Segment2s

For All Segment3s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>OPERATING REVENUE</b>					
Park & Recreation Services	92,898.56	567,981.93	564,757.00	3,224.93	100.57
Rents & Concessions	9,814.30	152,590.50	162,052.00	(9,461.50)	94.16
Miscellaneous Revenue	3,860.09	6,748.96	3,859.00	2,889.96	174.89
Grants & Donations	3,708.00	8,315.51	9,153.00	(837.49)	90.85
Interest Income	(35.22)	18,014.95	19,949.00	(1,934.05)	90.31
Project Revenue - Government	34,604.16	74,108.47	74,108.47	0.00	100.00
Taxes Revenue	0.00	1,098,595.37	1,098,622.00	(26.63)	100.00
<b>TOTAL OPERATING REVENUE</b>	<b>\$144,849.89</b>	<b>\$1,926,355.69</b>	<b>\$1,932,500.47</b>	<b>(\$6,144.78)</b>	<b>99.68%</b>
<b>OTHER FINANCING SOURCES</b>					
Transfer Funds from other sources	9,395.84	9,395.84	9,395.84	0.00	100.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$9,395.84</b>	<b>\$9,395.84</b>	<b>\$9,395.84</b>	<b>\$0.00</b>	<b>100.00%</b>
<b>TOTAL REVENUES</b>	<b>154,245.73</b>	<b>1,935,751.53</b>	<b>1,941,896.31</b>	<b>(6,144.78)</b>	<b>99.68</b>
<b>EXPENDITURES</b>					
Program Expenses	13,239.05	134,782.08	137,045.00	(2,262.92)	98.35
Operations & Supplies Expense	19,174.75	168,864.80	174,489.00	(5,624.20)	96.78
Utilities Expense	983.43	100,718.60	109,464.00	(8,745.40)	92.01
Legal Expenses	125.00	2,954.48	3,330.00	(375.52)	88.72
Professional Services	590.04	20,743.16	18,215.00	2,528.16	113.88
Bldg & Grounds Maintenance	14,412.28	125,454.87	125,602.00	(147.13)	99.88
Property Tax Administration/LAFCO	0.00	1,902.49	3,103.00	(1,200.51)	61.31
Salaries Expense	103,512.56	821,376.21	822,970.00	(1,593.79)	99.81
Benefits & Payroll Costs	46,168.79	367,610.73	366,957.00	653.73	100.18
Fixed Asset Expense	0.00	66,186.14	66,187.00	(0.86)	100.00

For 4/1/2013 To 10/31/2013  
For Segment1 Recreation Services To Administration  
For All Segment2s  
For All Segment3s  
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Capital Improvement Projects	28,520.57	147,341.16	144,560.00	2,781.16	101.92
Debt Service	990.63	128,396.91	128,399.00	(2.09)	100.00
<b>TOTAL EXPENDITURES</b>	<b>\$227,717.10</b>	<b>\$2,086,331.63</b>	<b>\$2,100,321.00</b>	<b>(\$13,989.37)</b>	<b>99.33%</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(\$73,471.37)</b>	<b>(\$150,580.10)</b>	<b>(\$158,424.69)</b>	<b>\$7,844.59</b>	<b>95.05%</b>
<b>ADJ. NET REVENUE OVER EXPENDITURES</b>	<b>(\$73,471.37)</b>	<b>(\$150,580.10)</b>	<b>(\$158,424.69)</b>	<b>\$7,844.59</b>	<b>95.05%</b>

## Item 5.4 Cover Sheet for Appointment of New Auditor

### Auburn Area Recreation and Park District Board of Directors November 2013 meeting

**The Issue:** Shall the Board of Directors recommend new auditors for the years 2014, 2015 and 2016?

**Background:** The Board of Directors has instructed staff to invite proposals for new auditors on a regular three year cycle. James Marta just completed the last year of their three year audit contract in 2013 and staff mailed out Request For Proposals or "RFP" in July. The due date for their return was September 30, 2013. In total, 27 RFP's were mailed and 5 were returned by the deadline of September 30.

Listed below are the proposal details from the five audit firms that responded:

#### 2013 Audit Search Results

Name	Staff size	<u>Main office</u>	Govt. Audits	Park Audits	Annual Trans Report	Est. audit hours	1st year fee	2nd year fee	3rd year fee
Nigro	21	Murietta, CA	yes	1 park	no	138	17080	17490	17931
JamesMarta	12	Sacramento	yes	yes	yes	150	14600	15000	15500
Richardson	22	Sacramento	yes	no	yes	150	11500	11730	11960
Don Cole	2	Sacramento	yes	1 park	yes	unknown	10160	10160	10160
Fechter	7	Sacramento	yes	yes	yes	110	9400	9628	9861

The three year totals are as follows:

Nigro	\$52,501
James Marta	\$45,100
Richardson	\$35,190
Don Cole	\$30,480
Fechter	\$28,889

Of note, Don Cole did not follow specific directions requested by the District within the Request for Proposal for Audit Services. Section VI item (F) of the RFP clearly states in bold lettering that the audit firm is to **"Provide a copy of a work product of an audit performed in the last two years"**. This requirement is included in the RFP so that staff can review past



audits of the firm to ascertain compliance with AICPA standards as well as the detail and format contained in the audit. All four of the other submitting firms complied with this requirement.

**Recommendation:** The Finance Committee forwarded this item to the Board with a positive recommendation to appoint Craig Fechter Associates as the auditor for the next three years. Staff agrees with the committee's recommendation.

**Fiscal Impact:** Depending on which audit firm the Board chooses, the fiscal impact will range from an average of \$17,500 per year to \$9,630 per year.

Attachments: Request for Proposal for Audit Services  
Audit Service Proposals from 5 responding firms  
List of contacted audit firms

Please note: Board Members have already received these attachments

## **Item 5.5 Cover sheet – Electronic Board Packet Policy**

**Auburn Area Recreation and Park District November, 2013 Policy Committee; November, 2013 Board of Directors meeting**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) amend the Board Procedures and Responsibilities Manual to allow for the creation and use of electronic board packets? Director Holbrook requested that this amendment be considered.

### **Background**

The ARD Board Procedures and Responsibilities Manual, Section III (Preparation) states in-part the following:

The agenda shall include a brief description and a staff recommendation of each item of business to be transacted or discussed at the Board meeting together with the time and location of said meeting. All reports, documents, letters or other written material presented to the Board for consideration in connection with an item on the agenda, other than a closed session, shall be included in the agenda packet. Before the agenda is typed in final form and duplicated for distribution and posting, it shall be reviewed by the District Administrator, or designee. Said agenda shall be available to be picked up or delivered to each Board Member and each department head not later than 72 hours but preferable six (6) days preceding the meeting.

It has been suggested that the policy be amended as follows:

Said agenda **packet, and/or any portion thereof, including supplemental information**, shall be available to be picked up, **delivered or sent electronically** to each Board Member and each department head, **at their preference**, not later than 72 hours but preferable six (6) days preceding the meeting.

### **Recommendation**

Review and approve amending the policy.

The ARD Policy Committee recommended amending the policy as suggested above.

Staff recommends amending the policy as suggested above.

The viability of electronic board packets, specifically usability and the process of distributing the packets may be considered at future Board meetings.

### **Alternatives Available to the Board of Directors**

- 1) Further modify the language in the policy and approve.
- 2) Do not amend the policy

**Fiscal Impact**

The estimated savings from not copying and delivering ONE Board packet is as follows:

Paper, copy costs: \$3.50/month

Staff time, mileage: \$10/month

**Total: \$13.50/Board packet/month**

**Attachments**

None

**SECTION: 7.0**

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

**INFORMATION:**

**SEE ATTACHMENTS**

**District Administrator**  
**Report to the Board of Directors**  
**November, 2013**

- The Sierra Pool expansion joint project wrapped up this month. Water is back in the pool and the repairs are holding.
- The Regional Park gym floor project is nearing completion. The subfloor is installed and the first layers of the synthetic floor are being installed as of the writing of this report.
- F&G staff did a wonderful job completing the landscape design (drawn up by Pam) at Ashford Park.
- Staff has been working with the Sierra Nevada Energy Watch (SNEW), a local government partnership between Sierra Business Council and PG&E. SNEW, working through a local contractor (Norris Electric), will be changing out lights at Regional and Recreation Park. After receiving rebates from PG&E, ARD will recognize payback in less than 2 years using the new, more energy efficient lights.
- Staff is in conversations with the Atwood HOA re: installing an aerator system in the Atwood pond. The Atwood HOA would pay for the install and any design/consulting fees. Approval will be needed from the Army Corp of Engineers.
- ARD will be staffing a booth at the annual Christmas Faire held at the Fairgrounds December 12<sup>th</sup>. Each year, approximately 600 kids visit this free-to-attend fair. ARD will be giving out goodies and sharing information about classes, etc. Chipper will also be making an appearance.
- Speaking of Chipper, he will be one the features in the ARD Festival of Lights Parade float (December 7).

**Meetings and events attended**

11/4: A&D Committee

11/5: Sierra College Parks and Recreation Advisory Committee

11/6: ARD Manager's meeting

11/12: Rotary

11/13: Mike Greene, Atwood HOA

11/13: Policy Committee meeting

11/13: Finance Committee meeting

11/13: Festival of Lights Parade committee

11/16: Assist with Rotary project at Acres of Hope

**Meetings and events scheduled to attend**

11/19: Rotary Board meeting

11/19: Rotary

11/20: Chamber Board meeting

11/26: Rotary

**Administrative Services Manager**  
**Report to the Board of Directors**  
**November, 2013**

With the mid-year revision behind us, staff is beginning work on the 2014/2015 budget and expecting to have a preliminary report ready for the finance committee by mid-January.

Issues with the Affordable Care Act are causing tremendous confusion at all levels of the medical community including with our own broker. At this time, the District's medical plan with Kaiser is stable until December 1, 2014 as a result of changing the open enrollment dates from June 1, 2014 to December 1, 2013. This change resulted in an increased premium rate of 6%, but saved us from a potential 30% increase in June. However, by December 1, 2014 the District will feel the full impact of premium increases unless changes at the Federal level are made. We don't know how these changes, if any, would affect ARD. This will make it difficult to project benefit expenses in the new budget. Since the medical premium portion of employee benefits runs about \$260,000, any major change in either direction would have considerable implications on our budget.

**Facilities & Grounds Manager**  
**Report to the Board of Directors**  
**November, 2013**

Ball field preparation (bolt rip, screen drag, line, clean bleachers & dugouts).  
Leaf removal all parks.  
Cleanup of goose droppings at Regional Park.  
Scheduled maintenance of District play grounds & Volley ball courts (raking of chips and sand to maintain a level playing surface).  
Ashford Landscape Project (planter preparation, irrigation installation, planting of trees and bushes, bark installation).  
Trimming of Mulberry trees at Regional Park (remove all limbs, chip, dispose of material).  
Sierra Pool startup (clean, fill with water, add chemicals, clean again, brush new plaster 3 times per day to prevent rough surface).  
Removal of tree limbs at the Christian Valley day care building (limbs hanging over back of building).  
Cleaning of all District Buildings.  
Irrigation repair all parks (sprinkler replacement and cleaning).  
Scheduled mowing & string trimming of all District turf areas.

**Landscape Architect**  
**Report to the Board of Directors**  
**November, 2013**

- **Miscellaneous Items:** Miscellaneous project research, update of project lists, monthly Board report. Miscellaneous project coordination with Larry Gray and Pat Shane.
- **PG&E Land Trust Donation Application:** Continued communication with PG&E and Stewardship Council. Staff meetings and ongoing communication with Placer Land Trust and Stewardship Council. Research and preparation for A&D Meeting and Board Meeting. Review of Grant Agreement and coordination with PG&E on License Agreement. Coordination with surveyor and wetlands biologists. Preparation of Consultant Services Agreement contracts.
- **Bike Park/Pump Track Project:** Multiple staff meetings. Meetings with Bike Committee and site meetings with Bike Committee. Meeting with Sierra Club. Meetings with personnel from Bureau of Reclamation. Preparation of materials for Board meeting.
- **Ashford Parking Lot Paving Project:** Follow up on invoices.
- **Ashford Restroom Remodel:** Staff meetings, continuing to solicit bids from contractors.
- **Railhead Park Playgrounds:** Continued work on final drawings for Bureau.
- **Railhead Park Design:** Continued work on drawings for USBR application and eventual construction. Drawings approximately 80% complete.
- **Sierra Pool Expansion Joint Repair:** Project under construction with multiple issues surfacing. Coordination with engineer, contractor and ARD personnel. Daily site meetings and staff meetings. Process of invoice from engineer.
- **Regional Park Gym Floor:** Project under construction. Site inspections on work in progress, coordination with contractor on color selections and miscellaneous issues.
- **Ashford Landscaping Project:** Purchase materials for construction, meetings with maintenance staff, site visits to review construction, coordination with maintenance manager. Process of invoices for materials. Review of budget and expenses.

**Customer Service/Marketing Manager**  
**Report to the Board of Directors**  
**November, 2013**

10/23/13-11/13/13      10/18/12-11/19/12

Activity Registrations	\$19,000	\$27,000
Day Care/Discovery payments	\$18,000	\$19,000
Facility payments/reservations	\$ 4,000	\$14,000

Continue to market our programs and facilities through advertising and social media.  
 Attended weekly Chamber Ambassador Visits.

Community Walk-American Foundation for Suicide Prevention at Overlook Park.  
Continue to serve on steering committee meetings for the Hawver Cave/Mountain  
Quarries Mine Tour project.

**Recreation Services Manager**  
**Report to the Board of Directors**  
**November, 2013**

- Meetings attended: AAUW Board, SHF, ACF.
- Met and proceeding with plans to host the 2014 Senior Health Fair at Regional Park October 8, 2014.
- Met with graphic artist to design winter activity guide. Met with Jeff at the journal to establish printing dates for winter.
- Wrote thank you notes to all sponsor for 2013 events sponsored by ARD. Looking into thank you gifts.
- Last minute meetings with three instructors on classes for activity guide.
- Continue to form YDL Basketball teams. Met with coaches, assigned practice times.
- Had a second meeting with group of Women in Business who are proposing a new event for Auburn- “A women in Business Shopping Expo” to be held at Regional Park in May. This looks to become an ARD event.
- Began work on the February Sock Hop.
- Completed the record booklets for the Endurance Challenge to be launched in 2014.

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**AAUW-American Association of University Women, SHF-Auburn Senior Health Fair, PIP-Party in the Park, VFCAL-Valley Foothills Competitive Aquatics League , ACF-Auburn Community Festival, WIN- Women in Network, NNO-National Night Out**

**Coming up this Month**

<b>November 28-29</b>	<b>Thanksgiving</b>	<b>Offices Closed</b>
<b>December 7</b>	<b>Festival of Lights</b>	<b>Downtown</b>
<b>December 24/25</b>	<b>Christmas Eve/Day</b>	<b>Offices Closed</b>
<b>January 1</b>	<b>New Year’s Day</b>	<b>Offices Closed</b>

**Youth Services Manager**  
**Report to the Board of Directors**  
**November, 2013**

- Job Fair at Sierra College was well attended, flyers for Youth Services and Aquatics were distributed along with several job applications.
- Planning & prep for Day Camp for November 1 & 18 for Auburn Union School District.



- Planning & Prep for Day Camp on November 25, 26, 27 (Thanksgiving break) all districts.
- Flyers delivered to Auburn, Foresthill and Meadow Vista schools for day camp for 2013-14 school year.
- Manager's meeting November 6.
- Substituted for staff illnesses.
- Purchased supplies.
- Met with Newcastle principal, followed up with licensing application for more space.
- Continued revamp of Youth Services office.

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-13	John Kirkpatrick	Gold Country Wildlife Rescue-Sierra Room, Kitchen, Sunset Rm, Education seminar	\$800.00	\$30.00	\$800.00	No		
Apr-13	Karen Neal	Cub Scout Pack 6-Meadow Vista-Regional Park Picnic sites and Amphitheater-Annual meeting	\$200.00	\$10.00	\$200.00	No		
Apr-13	Bart O'Brien	Auburn Rotary-Outgoing President	\$120.00	\$30.00	\$150.00	No		
							\$1,150.00	\$1,150.00
May-13	James Moore	Auburn "Host" Lions Club- Picnic sites at Recreation Park	\$100.00	\$60.00	\$100.00	No		
May-13	Barbara Crowell	Senior Health Fair-Regional Gym and Lakeside Room	\$1,360.00	\$360.00	\$1,040.00	Yes		
May-13	Kerri Rondoni	Placer Hills School District-Meadow Vista Picnic Sites-End of year party	\$150.00	\$90.00	\$150.00	No		
							\$1,290.00	\$2,440.00
Jul-13	Barbar Whitley	Girl Scouts-Recreation Picnic area- Group meeting	\$50.00	\$30.00	\$50.00	No		
Jul-13	Patrick King	Auburn Moose Lodge Picnic- Recreation Park Picnic 1	\$75.00	\$60.00	\$75.00	No		
Jul-13	Joshua Freeman	Auburn Church of Christ-Fundraising evnet	\$150.00	\$90.00	\$150.00	No		
Jul-13	Christine Bunnell	Tracey Bunnell-CANCELLED	\$840.00	\$60.00	\$840.00	Yes		
							\$1,115.00	\$3,555.00
Aug-13		Adjustment for Bunnell's cancellation					\$275.00	\$2,715.00
Aug-13	John Gillmore	Boy Scouts of Amecia-Pack 57; Picnic #1, Rec. Park-Pack Meeting	\$80.00	\$30.00	\$50.00	No		
							\$50.00	\$2,765.00
Sep-13	Barbara Webb	Placer Hills Education Foundation: Meadow Vista Picnic Sites-Fundraiser for PHEF	\$225.00	\$130.00	\$225.00	No		
Sep-13	John Gillmore	Boy Scouts of America-Pack 57; Picnic #1, Rec. Park-Pack Meeting	\$50.00	\$30.00	\$50.00	No		

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Sep-13	Ed Easton	Gold Country Toy Run-Annual Ride...Regional Gym and Picnic sites at Rec. Park	\$710.00	\$30.00	\$740.00	Yes		
							\$1,015.00	\$3,780.00
Oct-13	Karina Kane	Placer County Sheriff Search & Rescue Recertification Prg. At Overlook Park	\$226.00	\$60.00	\$226.00	No		
Oct-13	Patrick Little	Special Olympics-Recreation Gym	\$643.50	\$165.00	\$643.50	No		
Oct-13	Veona Galbraith	Girl Scout Troop 1589-Lakeside Room	\$120.00	\$30.00	\$120.00	No		
							\$989.50	\$4,769.50
Nov-13	Will Taylor	Health and Human Services, Placer County- Recovery Happens, Recreation Park Picnic Sites	\$240.00	\$90.00	\$240.00	No	\$240.00	\$5,009.50

## 2013/2014 Project List

PROJECT	Est. Cost	Notes	Est. completion date
<b>Ashford Park</b>			
Restroom Remodel	35,000	Drawings complete, soliciting bids for remodel (2 contractors have replied)	Nov-13
Ashford Path Of Travel Renovation	27,000	Project complete	Oct-13
Path Of Travel Rest Stops	4,000	Cannot construct rest stops because code compliant slopes are not buildable	Oct-13
Parking Lot Renovation	40,000	Project complete	Oct-13
Playground Replacement	68,000	Playground completed and inspected	Jul-13
ADA Signage	500	Install directional signage throughout park	Dec-13
Pond mucking	6,850	Work completed	Oct-13
<b>Recreation Park</b>			
ADA Signage	1,500	Install ADA signage parkwide	Aug-13
Begg's Safety Netting	1,500	Install safety netting over observation area at Begg's Field	Aug-13
Expansion Joint Pool	35,000	Project completed	Oct-13
<b>Regional Park</b>			
24 Acres Walking Path - In Kind	235,000	DG pathway by Western Care; project on hold due to issues with Timberline Project	TBD
MP Field Improvements	12,500	Work to begin April 1, 2014	July, 2014
<b>Canyon View Community Center</b>			
Roof Repair	10,000	Project Completed	Mid November, 2013
<b>Railhead Park</b>			
Shade Structure and Hardscape	121,200	Staff working on site plans for submittal to USBR, Plans 85% complete	Jun-14
Playground Replacement	61,000	Staff working on site plans for submittal to USBR. Playground equipment in storage pending install. Plans 85% complete	Jun-14
<b>Meadow Vista Park</b>			
Pathway Repairs	23,000	Project Completed	Sep-13
Pond mucking	18,149	Work completed	Oct-13
Total Projects Fiscal Year	700,199		
Updated November 15, 2013			

Nov-13

### Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
11/4/2013	Regional Park	Graffiti on lower bathrooms	\$40	\$30, graffiti remover & paint
11/4/2013	Regional Park	Soap dispensers taken from bathroom behind shop	\$20	\$20, new soap dispensers
11/4/2013	Bi-Centennial Park	Graffiti on picnic tables	\$30	\$20, paint for tables
11/7/2013	Bi-Centennial Park	Graffiti on bridge/pillars	\$40	\$30, paint to cover graffiti
11/12/2013	Skate Park	Graffiti on inside of park walls	\$60	\$40, paint to cover graffiti
			<b>Total</b>	<b>Total</b>
			Labor	Material
			\$190	\$140
			<b>Total for</b>	<b>Total for</b>
			Year	Year
			\$3,310	\$4,206.84

Oct-13

### Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
10/1/2013	Regional Park	Graffiti, restrooms	\$20	\$30
10/1/2013	Bi-Centennial Park	Graffiti on Bridge Structure and tables	\$60	\$50
10/7/2013	Meadow Vista	Mens' restroom Obscene comments on walls	\$40	\$40
10/16/2013	Regional Park	Broken Toilet Bowl	\$165	\$40
			<b>Total Labor</b>	<b>\$285</b>
			<b>Total for Year</b>	<b>\$3,120</b>
			<b>Total Material</b>	<b>\$160</b>
			<b>Total for Year</b>	<b>\$4,066.84</b>

Sep-13

## Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
9/1/2013q	Regional Park	Stall door broken away from partition and soap dispensers taken from both bathrooms behind shop	\$60	\$50, hinges and soap dispensers
9/1/2013	Ashford Park	Graffiti on picnic tables	\$20	\$20, paint to cover graffiti
9/2/2013	Regional Park	Stall door taken and thrown in creek	\$40	\$20, hinges
9/2/2013	Regional Park	Cut swing seat in half at Dry Creek Playground	\$20	\$50, new seat
9/9/2013	Regional Park	Lock on soccer field light panel cut off	\$5.00	\$24.91, new lock

Total Labor	\$185	Total Material	\$224.91
Total for Year	\$2,835	Total for Year	\$3,906.84

Aug-13

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
8/1/2013	Centennial Park	Graffiti on picnic tables and under bridge, lots of broken glass	\$50	\$20, paint
8/3/2013	Regional Gym	Janitors closet broken into	\$75	\$50, security panel and lock installed by Yuba Safe & Lock
8/5/2013	Regional Gym	Better security etched into door where new security panel installed, graffiti next to door appears to be of gang nature	\$20	\$10, paint
8/5/2013	Ashford Park	Graffiti on picnic table in covered picnic area	\$20	\$20, paint and painting applicators
8/7/2013	Regional Park	Play structure plexiglass panel broken	\$40	\$200, new panel
8/15/2013	Lakeside Room	Storage cabinet broken in, not repairable	\$30	\$175, new cabinet
8/15/2013	Bi-Centennial Pk	Graffiti, on table/bridge	\$30	\$25, paint to cover graffiti



8/16/2013	Overlook	Graffiti on table and in bathrooms	\$30	\$10, paint to cover graffiti								
8/18/2013	C - Field, Reg Park	Broke open locked irrigation clock and damaged clock	\$60	\$480, new 12 station clock								
<table border="1"> <tr> <td>Total Labor</td> <td>Total Material</td> <td>Total for Year</td> <td>Total for Year</td> </tr> <tr> <td>\$355</td> <td>\$990</td> <td>\$2,650</td> <td>\$3,681.93</td> </tr> </table>					Total Labor	Total Material	Total for Year	Total for Year	\$355	\$990	\$2,650	\$3,681.93
Total Labor	Total Material	Total for Year	Total for Year									
\$355	\$990	\$2,650	\$3,681.93									

7/1/2013

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS										
6/28/2013	Recreation Park	Graffiti, significant, APD called	\$320.00	\$200.00, paint										
7/1/2013	Regional Gym	Gym Fan damaged beyond repair	\$20	\$192.43, new fan										
7/1/2013	Sierra Pool	Hole burned into new pool cover	\$0	\$0.00, no repair scheduled										
7/3/2013	Skate Park	Graffiti on interior wall Broke support to shade structure inside skate park	\$60	\$55, new support/paint										
7/4 to 7/8	Regional	Bathroom soap dispensers taken from shop bathrooms	\$40	\$100, new dispensers										
7/13 & 7/14	Regional	All paper products & soap taken from shop bathrooms	\$20	\$30, replace product										
<table border="1"> <thead> <tr> <th>Total</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Labor</td> <td>\$460</td> </tr> <tr> <td>Total for</td> <td>\$577.43</td> </tr> <tr> <td>Year</td> <td>\$2,295</td> </tr> <tr> <td>Year</td> <td>\$2,691.93</td> </tr> </tbody> </table>					Total	Total	Labor	\$460	Total for	\$577.43	Year	\$2,295	Year	\$2,691.93
Total	Total													
Labor	\$460													
Total for	\$577.43													
Year	\$2,295													
Year	\$2,691.93													

Jun-13

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
6/1/2013	Recreation Park	Graffiti on back picnic tables, broken beer bottles, trash Regional Shop	\$60	\$20, paint for tables, could not remove graffiti
6/1/2013	Ashford Park	Broke (2) toilet paper holders in women's restrooms	\$30	\$30, new toilet paper holders
6/3/2013	Overlook	Graffiti in men's restroom	\$20	\$20, paint, could not remove graffiti
6/3/2013	Railhead	Graffiti in men's restroom	\$20	\$20, paint, could not remove graffiti
6/6/2013	Overlook	Fire started in men's restroom 4 of our newly planted trees broken	\$40	
6/7/2013	Skate Park	Graffiti on wall	\$20	\$20, paint
6/9/2013	Regional	Cut tennis court net	\$20	\$250, new net needed
6/11/2013	Regional	Picnic Table destroyed and thrown into pond	\$20	\$250, new table

6/18/2013	Regional/Railhead/ Overlook	Replace handicap signage on eight (8) bathrooms, damaged	\$40.00	\$256.50, signs												
<table border="1"> <tr> <td data-bbox="444 1104 472 1180">Total</td> <td data-bbox="444 831 472 898">Total</td> <td data-bbox="480 831 508 898">material</td> <td data-bbox="480 621 508 726">\$866.50</td> </tr> <tr> <td data-bbox="480 1104 508 1180">Labor</td> <td data-bbox="480 911 508 978">\$270</td> <td data-bbox="480 789 508 898">Total for</td> <td data-bbox="480 831 508 898">Year</td> </tr> <tr> <td data-bbox="516 1104 544 1180">Total for</td> <td data-bbox="516 911 544 999">\$1,835</td> <td data-bbox="516 831 544 898">Year</td> <td data-bbox="516 621 544 747">\$2,144.50</td> </tr> </table>					Total	Total	material	\$866.50	Labor	\$270	Total for	Year	Total for	\$1,835	Year	\$2,144.50
Total	Total	material	\$866.50													
Labor	\$270	Total for	Year													
Total for	\$1,835	Year	\$2,144.50													

May-13

### Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
5/1/2013	Railhead	Stole Security light bulbs	\$20.00	\$40, new light bulbs
5/1/2013	Ashford	Graffiti men's restroom	\$20.00	\$20, graffiti remover
5/2/2013	Regional	Graffiti men's restroom behind shop	\$20.00	\$10, paint
5/2/2013	Regional	Stole toilet seat liner dispenser stole toilet tissue dispensers from mens restroom behind shop	\$25.00	\$40, new dispensers
5/3/2013	Regional	Broke 2 new trees in half, threw several tree stakes in to pond	\$0.00	Did not replace tree
5/3/2013	Recreation Park	Fire Set out behind park	\$40.00	Nothing of valued burned
5/3/2013	Regional Park	Continued vandalism of metal toilet tissue dispenser, replaced with large roll plastic dispenser	\$20	\$20, toilet paper dispenser
5/3/2013	Overlook	Graffiti on men's restroom stall	\$20	\$15, graffiti remover/paint
5/3/2013	Regional Gym	Stole shower head from men's gym restroom	\$20	\$25, new shower head

5/7/2013	Regional Park	C-Field, electric wires in two field light posts were tampered with, tried to steal wiring	\$140	\$15, connectors/wire
5/12/2013	Regional Park	Graffiti Soccer Field Remove trash from Homeless Camp	\$80 \$40	\$30, paint

Total	Total
Labor	Material
Total for	Total for
Year	Year
\$1,565.00	\$1,248.00

Apr-13

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
4/1/2013	James Field	Portable Toilet Tipped Over	\$20.00	\$0.00
4/1/2013	Ashford Park	Graffiti in men's restroom	\$20.00	\$15.00, graffiti remover
4/1/2013	Skate Park	Graffiti on wall APD Report #: 13-089-03	\$40.00	\$20, paint
4/11/2013	Winchester	Stole Tennis Court Net	\$20.00	\$275.00, tennis court net
4/13/2013	Regional Park	Graffiti in men's restroom behind shop	\$20.00	\$20, paint
4/14/2013	Ashford Park	Graffiti in men's restroom	\$20.00	\$10, graffiti remover
			Total Labor	Total Material
			\$140	\$340
			Total for Year	Total for Year
			\$1,120	\$1,033

Mar-13

**Vandalism Report**

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
2/27/2013	Regional	Fire in men's restroom below tennis courts, using as a heat source	\$20	\$25, paint/paper goods
2/28/2013	Railhead	Graffiti, women's restroom	\$20	\$5, paint
2/28/2013	Recreation	Large Gazebo (back of park)	\$20	\$5, graffiti remover, soap & water
3/4/2013	Regional	Tagged irrigation pump house and Park entrance sign	\$40	\$40, paint
3/5/2013	Regional	Graffiti, lower bathrooms	\$20	\$35, graffiti remover
3/14/2013	Regional	Fire started in lower bathrooms	\$40	\$30, paint, cleaners
3/17/2013	Recreation	Portable toilet tipped over on Rec Field, Graffiti on signs in parking lot	\$20	\$25, graffiti remover
3/17/2013	Arboretum	Disassembled concrete bench in south end of Arboretum	\$40	Repair bench and epoxy seat part to pedestals
		Total Labor	\$220	Total Material \$165
		Total for Year	\$980	Total for Year \$693



Feb-13

**Vandalism Report**

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
2/4/2013	Regional Gym	Peeling paint off the gym walls, Chana students	\$360.00	\$150, paint, painted all four walls
2/11/2013	Railhead Bathrooms	Graffiti on men's stall	\$20	\$8, paint
2/18/2013	Regional Soccer Field	Graffiti on Placer Jr Hillmen storage container	\$0	\$0
2/18/2013	Regional Park	4X6 Park sign graffiti	\$20	\$15, graffiti remover
		<b>Total Labor</b>	<b>\$400</b>	<b>\$173</b>
		<b>Total for Year</b>	<b>\$760</b>	<b>\$528</b>

1-Jan-13

### Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
12/18/2013	Railhead	Graffiti scratched into partition	\$20	\$20, paint
12/18/2013	Lakeside Room	Broke locked hinge off storage cabinet in Kitchen where realtors store items, nothing taken	\$20	\$30, lock and new hasp
12/20/2013	Rec Park, pool equip room & small playground	Graffiti	\$20	\$25, graffiti remover
12/23/2012	Rec Park, metal storage building	Broken in, hole through door, hasp ripped off building APD # 12-359-01	\$120	\$70, plywood & paint
12/26/2013	Regional Park lower bathrooms	Broke toilet off wall, broke leg to sink, set fire in two stalls	\$80	\$160, toilet & seals, sink leg we had
1/4/2013	Regional Park shop bathrooms	Tore toilet paper dispensers off the wall	\$20	\$30, two new dispensers

1/12/2013	Regional Park lower bathrooms	Tore stall door off womens restroom	\$40	\$20, new hardware
1/21/2013	Recreation Park	Broken Beer Bottles throughout the park and one parking lot	\$40	\$0

Total  
Labor \$300.00 Material \$355.00

## **Item 9.1 Cover sheet – Overlook Park - Closing on a daily basis**

**Auburn Area Recreation and Park District October, 2013 Acquisition and Development (A&D) Committee; November, 2013 A&D Committee meeting; November, 2013 ARD Board of Directors meeting**

### **The Issue**

Shall the Auburn Area Recreation and Parks District (ARD) consider closing Overlook Park on a nightly basis? Further, shall the ARD consider closing the “back loop” of the Overlook Park parking lot on a more permanent basis? Director Holbrook requested that the discussion of a nightly closure be considered.

### **Background**

Overlook Park is part of a larger parcel of land owned by the United States Bureau of Reclamation (USBR) and managed by ARD. Overlook Park features 150+ parking spots, the Auburn Skate Park and a small modular building. The park is also one of several sites being considered for a Bike Park/pump track.

Reports of loud music, loud voices and illegal/inappropriate behavior, especially in the evenings, have led to the consideration of installing a gate that would be locked each night and opened each morning.

It has also been noted that much of the inappropriate behavior occurs in a select few spots at the back, far east end of the parking lot. It has been suggested that closing the “back loop” of the parking lot would assist in deterring the inappropriate behavior.



**Please refer to the attached aerial photograph with the conceptual gate/fence layout while reading from this point forward.**



### **Options for locking up the gates**

- 1) Closing/locking by a private security firm: A quote has been received from a private security firm to lock up the gate at Overlook Park on a nightly basis. The cost for this service is \$260/month to lock one gate (the green design on the attached aerial), \$320/month to lock up to three gates (the yellow design).
- 2) Creating a staff position to lock the gate: this would entail hiring a person as either a park worker or possibly a ranger-type position. The estimated monthly cost would be \$500 - \$1,000/month, depending on hours and duties.
- 3) Using an existing staff position to lock the gate: this would entail bringing an existing staff person in at a later time each day to lock the gate. There would be no monthly cost, as far as the budget is concerned.

- 4) Using volunteers to lock the gate. There would be no monthly cost, as far as the budget is concerned. There may be costs for an ARD staff member to monitor and schedule the volunteers.

Of the four options listed above, staff strongly favors option #1. Every other option entails putting ARD staff or a volunteer in a potential volatile or violent situation with a person or group of people who do not want to leave the park.

#### The modular building at Overlook Park

The modular building at Overlook Park is currently rented and used 365 days year, both afternoon and evening, by New Hope, a Narcotics Anonymous group. This group has meetings that run until at least 9:30pm in the evenings. In discussing the situation with New Hope's current president, the indication was that they need access to the building until 10:00pm each night. Ending the meetings at an earlier time is not an option as they need to start the meetings at a later time to make sure that people can arrive after the work day ends. The modular building needs to have ADA access from the parking lot, currently located near the bathrooms.

The design with the "green" gates would allow for two to three ADA spots at the far west end of the parking lot. Except for those using the ADA spots, all other evening users of the modular building would need to park on Pacific Avenue and walk into the parking lot.

The design with the "yellow" gates would keep approximately 25% - 33% of the parking lot open, allowing for parking by users of the modular building. ADA parking would remain at its current location near the bathrooms.

#### Closing the "back loop"/east end of the parking lot

As previously stated, it has been observed that good portion of the inappropriate behavior at Overlook Park occurs at the east end of the parking lot, specifically the five parking stalls overlooking the skate park. Closing access to those spots has been suggested. This could be accomplished by putting up gates/chains across that portion of the parking lot. This is designated with the "red" gates on the attached aerial photograph. These gates/chains would remain locked 24 hours/day, with exceptions being made for permitted special events.

#### Fencing and gate options

Staff has obtained estimates from Eagle Fencing (attached) for the two different gate/fencing designs as conceptually laid out in the attached aerial photograph of the parking lot. The cost of installing the gate and necessary fencing ranges from \$5,000 - \$7,500, depending on the design.

One other alternative to keeping the building open and using a single gate design would be to construct a small ADA parking lot to the west of the modular building (indicated with the "orange" rectangle). This parking lot would be connected to an extension of the existing ramp/staircase on the building. The preliminary, estimated cost for this additional parking lot, connector road, ramp and permits is \$25,000 - \$35,000. This estimate is not based on any site data or design work and is presented as a starting point

for discussion purposes only. An additional parking lot such as this would also require USBR approval.

### Suggested hours

The gate would be/could be opened by ARD staff by 7:30am each morning. The closing time would need to be determined. Options include:

- Setting a consistent time throughout the year (example: 7:00pm)
- Setting a time that varies with the season (example: 8:00pm April – September; 6:00pm October – March)
- Using dusk (or 15 minutes past dusk) as the time the gate would be locked

Hours could be amended (i.e. the park could be open past closing time) based on the issuance of a Special Permit.

### USBR approval

USBR approval would be needed for this project. Initial introductory conversations indicated that USBR staff liked the idea of locking/closing the park each night and have stated that approval should not be overly cumbersome.

### **Recommendation for the ARD Board of Directors**

Staff recommends the following:

- Option #1 (private security firm) for locking the gates.
- The extended gate/fence design (shown in yellow) to allow the modular building to stay open and to avoid parking on Pacific Ave. by building users.
- Approving the installation of gates or chains across the east-end loop of the parking lot (shown in red). The approval of these gates should be considered separately from the approval of the gates that will close the parking lot in the evening.
- Setting a closing/lock up time that varies with the season

As previously stated, USBR approval will be needed for this project. Approval may take an estimated 2 – 6 months.

### **Alternatives available to the Board of Directors**

- 1) Approve a different method locking the gate in the evening  
And/or
- 2) Approve the green gate design
- 3) Approve the design featuring a new parking lot (shown in orange)
- 4) Do not approve locking Overlook Park in the evenings. In this case, staff still strongly recommends closing the east-end loop of the parking lot (shown in red).

**Fiscal Impact**

The estimated fiscal impact to install the gates and fencing as shown in the **green design** is as follows:

Gates/fence:	\$5,000
Curb cuts/restriping	\$1,000
Signs:	\$500
Lock-up charge:	\$320/month

The estimated fiscal impact to install the gates and fencing as shown in the **yellow design** is as follows:

Gates/fence:	\$7,500
Signs:	\$500
Lock-up charge:	\$320/month

The estimated fiscal impact to install the gates and fencing as shown in the **orange design** and to install a new ADA parking area is as follows:

Gates/fence:	\$5,000
New parking area, road, ramp:	\$25,000 - \$35,000
Signs:	\$500
Lock-up charge:	\$260/month

The estimated fiscal impact to install gates or chains across the east end of the parking lot (indicated by the **red lines**) is \$500 - \$2,000, depending on whether gates or chains are used.

**Attachments**

Aerial photo of Overlook Park showing possible gate/fence locations

Location for new cut in curb, allowing ADA access to modular building (green design only)

New curb extensions to be added (depending on design)

Gates or chains to close access to the this section of the parking lot



Notes:  
Green design = Only ADA parking in lot; all other evening modular building users park on Pacific Ave.  
Yellow design = Expanded parking available in lot; existing ADA parking sufficient  
Orange design = New ADA parking lot, with connector driveway and ramp to modular building

DRAFT/CONCEPTUAL proposal for security improvements, Overlook Park



## **Item 9.2 Cover sheet – Allowing Bikes in the Auburn Skate Park**

November, 2013 A&D Committee meeting; November, 2013 Board of Directors meeting

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) allow bikes in the Auburn Skate Park?

### **Background**

The ARD Acquisition and Development Committee (A&D) has been considering locations for a Bike Park/Pump Track. During the conversations with Bike Park committee members and several residents, a suggestion was made that ARD look into allowing bikes to use the Auburn Skate Park. Currently, the Auburn Skate Park does not allow bikes in the park.

ARD staff did some investigating into the issue. Staff spoke with Pat Cabulagan, Administrator for the California Association for Parks and Recreation Indemnity (CAPRI), a Joint Powers Authority formed to provide insurance coverage, risk management safety and loss prevention services.

Pat stated that we “should not allow bikes and skaters in the park at the same time. As for using an alternating day schedule, Pat felt that some liabilities still exist, even with good signage. Pat stated that anytime we change the use of a facility, we are opening ourselves up to liability and interpretation from the courts (should a claim be filed).”

Staff also polled Parks and Recreation Districts from across California to get their experiences with bikes and skaters sharing a skate park. A recap of those responses is attached.

### **Recommendation:**

Review and provide direction for staff to set up a schedule to allow bikes and skate boards in the Auburn Skate Park on different days.

Staff is concerned with liability, however it should be noted that all three responding Recreation and Park agencies that have tried this set-up have reported little to any problems.

Therefore, staff suggests that ARD do a 6 month trial allowing bikes in the skate park. Staff feels that a schedule should be established, either on an odd/even day rotation or setting specific days. If specific days are set, staff suggests the following:

Bikes Only: Wednesday, Friday, Sunday

Skate boarding Only: Monday, Tuesday, Thursday, Saturday

Staff suggests evaluating the situation after 6 months to gauge any issues/conflicts and cooperation amongst skate park users. This evaluation would include an inspection of damage, if any, done to the skate park from bikes.

### **Alternatives available to the Board**

- 1) Do not approve allowing bikes in the Auburn Skate Park
- 2) Send this item back to A&D for further discussion and evaluation

**Fiscal Impacts:**

The known fiscal impacts are the costs to create and hang signs at the park. The estimated cost is \$200 + staff time (\$50/sign x 4 signs)

**Attachments:**

Responses from Parks and Recreation District re: bikes in skate parks

## Recap of responses to questions about bikes and skate board users sharing a skate park

Questions posed via email to CAPRI list-serve:

If you have a skate park, could you please respond with the following:

- 1) Do you allow bikes in the skate park?
- 2) If so, do they use the park at the same time or on alternating days
- 3) What are the pros and cons, in your opinion, of bikes and skaters sharing the facility

### Responses IN FAVOR of allowing bikes in a skate park

- 1) Do you allow bikes in the skate park? *Yes*
- 2) If so, do they use the park at the same time or on alternating days *Alternating days. Odd days vs. even days.*
- 3) What are the pros and cons, in your opinion, of bikes and skaters sharing the facility *In 7 years now we have not had one incident or complaint.*

Shane McAfee, Administrator  
Greater Vallejo Recreation District

---

Yes, we do allow bikes and skateboards in the park. They co-exist. In talking with the bikers and skaters they work together to use the park. I have only been here a short time, but we have not had any reported injuries between a skater and biker in the time I have been here.

Ann Willmann, General Manager  
Feather River Recreation & Park District

---

Currently we allow both skateboards and bikes, however our park consists of wooden half-pipes/ramps and metal grind rails. Personally I am assessing this as well, as we have plans to replace the existing skate park with a subsurface concrete park, at which point I will recommend skateboard access only primarily due to the high impact of bike and razor scooter metal on formed structures.

That said, I have witnessed skateboards and bikes coexist with little to no increase in injuries/accidents associated with shared use. I would venture to say that successful shared use of a skate park would depend on site design and size.

Matt J. Young, MS, District Manager  
Tehachapi Valley Recreation & Park District

### Responses AGAINST allowing bikes in a skate park

No, we do not allow bikes in our skate park

I see no pros on the matter. Per our Skate Park designer, bikes cause damage to the actual concrete structures. Bikes will tear up our landscaping as we have hydro seeded our entire park, have a managed garden, and the skate park has sod in the center. Bikes and skaters/skateboarders do not mix from a liability standpoint.

Diane DeMartini, District Administrator  
Monte Rio Recreation & Park District

---

Central Plumas Recreation and Park District has a 10,000 sq. ft. concrete skate park...does not allow bikes at all.

Facility designed for skate boards not the physical characteristics of bicycles. Bike sprockets are tough on metal and concrete surfaces

Bicycles have protrusions ranging from pedals, to handle bars to sprockets that can poke or impale another patron

The notion of odd even days requires staff to enforce. The idea of mixed use (skaters and bicycles) is too big of a safety problem

Hope this helps,

Jim Boland, General Manager  
Central Plumas Recreation and Park District

---

- 1) Do you allow bikes in the skate park? *NO*
- 2) If so, do they use the park at the same time or on alternating days
- 3) What are the pros and cons, in your opinion, of bikes and skaters sharing the facility  
*Pros: provide another activity for the community*

*Cons: Safety, Increased maintenance, liability*

Steve Randall  
Truckee Donner Recreation & Park District

## **Item 9.3 Cover sheet – Auburn Bike Park/Bicycle Pump Track Location**

**August, 2013 Acquisition and Development Committee (A&D); September, 2013 Board of Directors Meeting; October, 2013 A&D Committee; November, 2013 A&D Committee meeting; November, 2013 Board of Directors meeting**

### **The Issue**

Shall the Auburn Area Recreation and Park District designate a site for the Bike Park/Pump Track? Director Holbrook has requested a presentation and possible direction for the Bike Park/Pump Track location at the November 21, 2013 Board of Directors meeting.

### **Background**

The location of a future bicycle pump track has been considered in many different locations. A list of 17 such sites, with accompanying aerial photography and other related pictures, has been reviewed at the ARD A&D meeting. A similar presentation will be given at the November 21, 2013 Board of Directors meeting. The list of sites with accompanying aerial photography is attached.

The A&D Committee, at the October meeting, requested that staff provide a conceptual design and layout for the Overlook Park sites #6 and #8. A conceptual plan for #6 is attached. The conceptual plan for #8 is available for review, however it does not exist in a digital format.

Staff also looked at locations below the Canyon View Community Center. These are sites #10 and #11 on the site location aerial photography. Rough, conceptual drawings for those sites are also attached.

The November A&D committee considered sites #6, 8, 10 and 11.

### **Recommendation:**

Review and provide direction.

Staff recommends that this item remain at the A&D Committee for further review and consideration.

Recapping and expanding on the pros and cons of the sites mentioned above:

#### **Overlook Park site #6**

*Pros:* Size; site amenities already in place, including easy addition of ADA parking for the site; expansion capabilities; improving the use of the park

*Cons:* Noise issues; CEQA and related mitigation costs; needed USBR approval, including potential high level environmental review; conversations with USBR indicate that this site will need to overcome several significant environmental review hurdles, including the concerns of noise and the change of land use.

#### **Overlook Park site #8**

*Pros:* Good visibility; site amenities nearby; expansion capabilities

*Cons:* Small area (depending on space permitted for use); PCWA canal; potentially high development costs; CEQA and related mitigation costs; needed USBR approval, including potential high level environmental review; previous conversations with USBR staff indicate that this site will need to overcome significant environmental review hurdles.

#### CVCC site #11

*Pros:* Good visibility; expansion capabilities for skills course (see comments under #10); already developed area; site amenities relatively close

*Cons:* Small area; potential costs to remove existing asphalt; close proximity to PCWA canal; ADA parking area will need to be added (cutting into the developable area); access to water; needed USBR approval; Note: conversations with USBR staff indicate that development of this site as a bike park could be described as cleaning up a previous construction site, making approval easier than other considered sites.

#### CVCC site #10

*Pros:* Large; good visibility; expansion capabilities; site amenities relatively close

*Cons:* Several large trees would need to be removed for a pump track (not so if only using this site for a skills course that would compliment a pump track at site #11); access to water; ADA parking area will need to be added; needed USBR approval, including potential high level environmental review due to issues with trees.

### **Alternatives available to the Board**

- 1) Approve a site for the Bike Park/Pump Track

### **Fiscal Impacts:**

The fiscal impact of each site is not known at this time, however it appears as the CEQA/pre-development costs at sites #6 and #8 could be significantly more than site #11 and maybe site #10. This statement is based on conversations with USBR staff that indicate potential high level environmental review for sites #6 and #8.

### **Attachments:**

List of sites/locations that have been considered for the Auburn Bike Park/Pump Track

Accompanying aerial and site photography

Conceptual site design, Overlook Park *Note: the scale noted on the drawing only applies to documents in an 11x17" size*

Conceptual site design, locations below CVCC *Note: the scale noted on the drawing only applies to documents in an 11x17" size*

Letter from Sierra Club Placer Group dated November 8, 2013 and email response from Kahl Muscott

## Auburn Bike Park/Pump Track

### Sites/locations that have been discussed/considered

*Note: this is a list of some of the known pros and cons of each site. This list is not meant to be conclusive.*

#### Railhead Park area

- 1) West end of Railhead Park, near Sacramento St.  
Pros: Unused space; relatively flat; site amenities (bathroom, parking) already in place  
Cons: Small area; PCWA water vaults/meters in the middle of the area; needed USBR approval
- 2) The area in the UP Right of Way, between the 100' line and the 200' line  
Pros: Large area; unused space; flat; site amenities already in place  
Cons: Lack of permission/approval/intention to approve from UP
- 3) The vacant lot at the corner of Pacific and Sacramento St.  
Pros: Flat area; relatively close site amenities  
Cons: Small; Privately owned and slated to be developed into a 12 unit apartment complex
- 4) East end of Railhead Park, near the Pacific St. underpass  
Pros: Relatively large area (pending ability to shift dirt road); relatively flat; good visibility; site amenities already in place; expansion capabilities  
Cons: Proposed future soccer field expansion; available parking during soccer games/practices; needed USBR approval, including permission to shift existing dirt road
- 5) Vacant PG&E lot (next to PG&E offices on Sacramento St.)  
Pros: Large, flat area; good visibility  
Cons: PG&E has said they need this area for a future parking lot; lack of certain site amenities

#### Overlook Park area

- 6) The area at the actual overlook  
Pros: Size; site amenities already in place; expansion capabilities; improving the use of the park  
Cons: Noise issues; CEQA and related mitigation costs; needed USBR approval
- 7) The existing Overlook Park lot, near the entrance  
Pros: Size; site amenities already in place; expansion capabilities; improving the use of the park  
Cons: Noise issue; needed USBR approval; costs for demo would be substantial

8) The area on the other side of the hill (the original Dog Park site)  
Pros: Good visibility; site amenities nearby; expansion capabilities  
Cons: Small area (depending on space permitted for use); PCWA canal; potentially high development costs; CEQA and related mitigation costs; needed USBR approval

9) The large flat area half-way down the canyon (the old dump area)  
Pros: Large; expansion capabilities  
Cons: No site amenities; no nearby water (needed for pump track maintenance); poor access from the road/parking; poor visibility which create potential safety issues for kids; potentially high development costs related to removal of existing concrete; needed USBR approval

#### **Canyon View Community Center area**

10) The flat area below the lower CVCC parking lot, below the PCWA canal  
Pros: Large; good visibility; expansion capabilities; site amenities relatively close  
Cons: Several large trees would need to be removed; access to water; needed USBR approval.

11) The flat area directly below the lower CVCC parking lot, above the PCWA canal  
Pros: Good visibility; expansion capabilities; already developed area; site amenities relatively close  
Cons: Small area; potential costs to remove existing asphalt; close proximity to PCWA canal; access to water; needed USBR approval

#### **Recreation Park area**

12) Area behind Beggs Field (near the horseshoe pits/dumpster)  
Pros: Size; relatively flat are; site amenities already in place  
Cons: Lack of permission/approval/intention to approve from UP; potential conflict with other park users; high cost to install fence if UP did approve use the area

13) Area with existing basketball courts/volleyball courts (near Auburn/Folsom Rd.)  
Pros: Site amenities already in place  
Cons: Small area; costs to demo out existing facilities; potential conflict with other park users



## **Ashford Park**

### **14) Area behind the playground**

Pros: Size; relatively flat area; site amenities already in place

Cons: Safety concerns as there is no bike access to Ashford Park (Auburn Ravine Rd. has no bike lanes/shoulders); potential CEQA issues related to Auburn Ravine; potential conflict with other park users

## **Regional Park**

### **15) Area to the east of the soccer field**

Pros: Flat area; good visibility

Cons: Fairly small, especially if a small parking lot is needed; site amenities are across the park; area used currently as overflow parking; area used as part of disc golf course; desire to build the pump track on the south end of Auburn

### **16) 24 acres**

Pros: Size; expansion capabilities

Cons: CEQA and other related mitigation costs; lack of visibility; site amenities area across a road; desire to build the pump track on the south end of Auburn

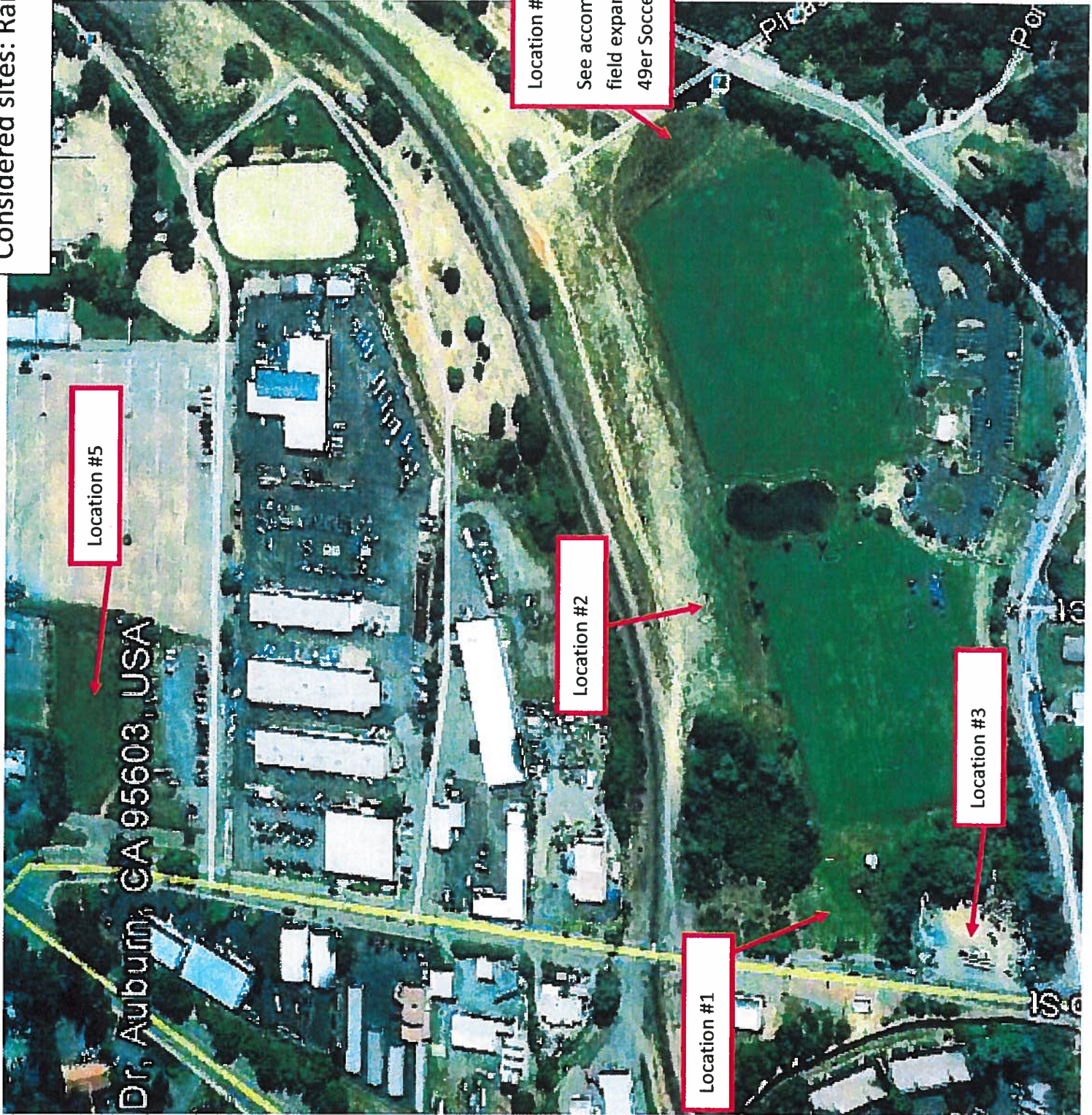
## **Shockley Property**

### **17) Area on the upper (north) side of the property**

Pros: Size; expansion capabilities

Cons: CEQA and other related mitigation costs; noise issues; lack of visibility; no site amenities; narrow road leading to site; no bike access to Shockley along Auburn Ravine Rd.; contradiction with deed restriction (“primary use... for passive activities”)

Considered sites: Railhead Park area



Location #5

Dr. Auburn, CA 95603, USA

Location #2

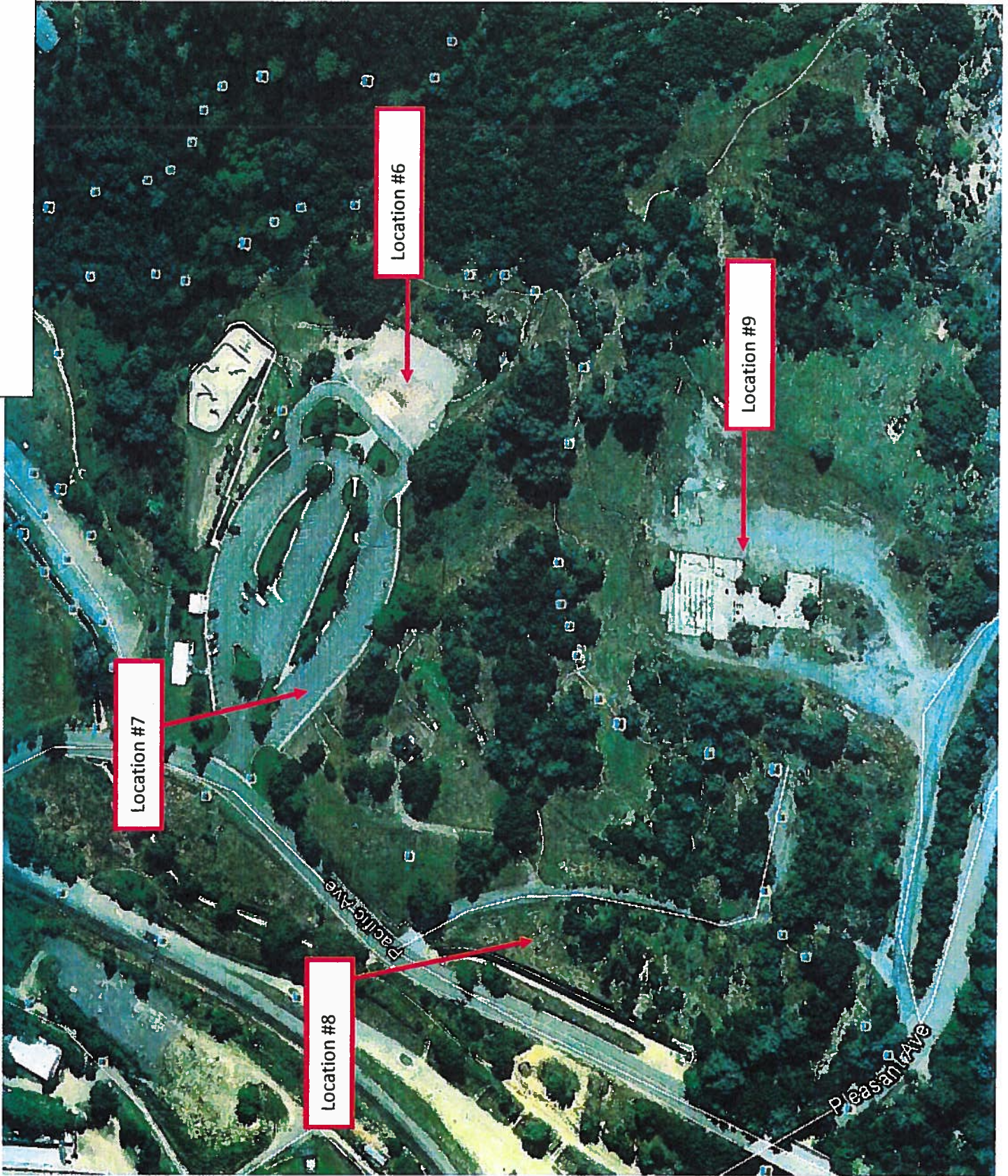
Location #1

Location #3

Location #4

See accompanying conceptual field expansion design from 49er Soccer

Considered sites: Overlook Park area





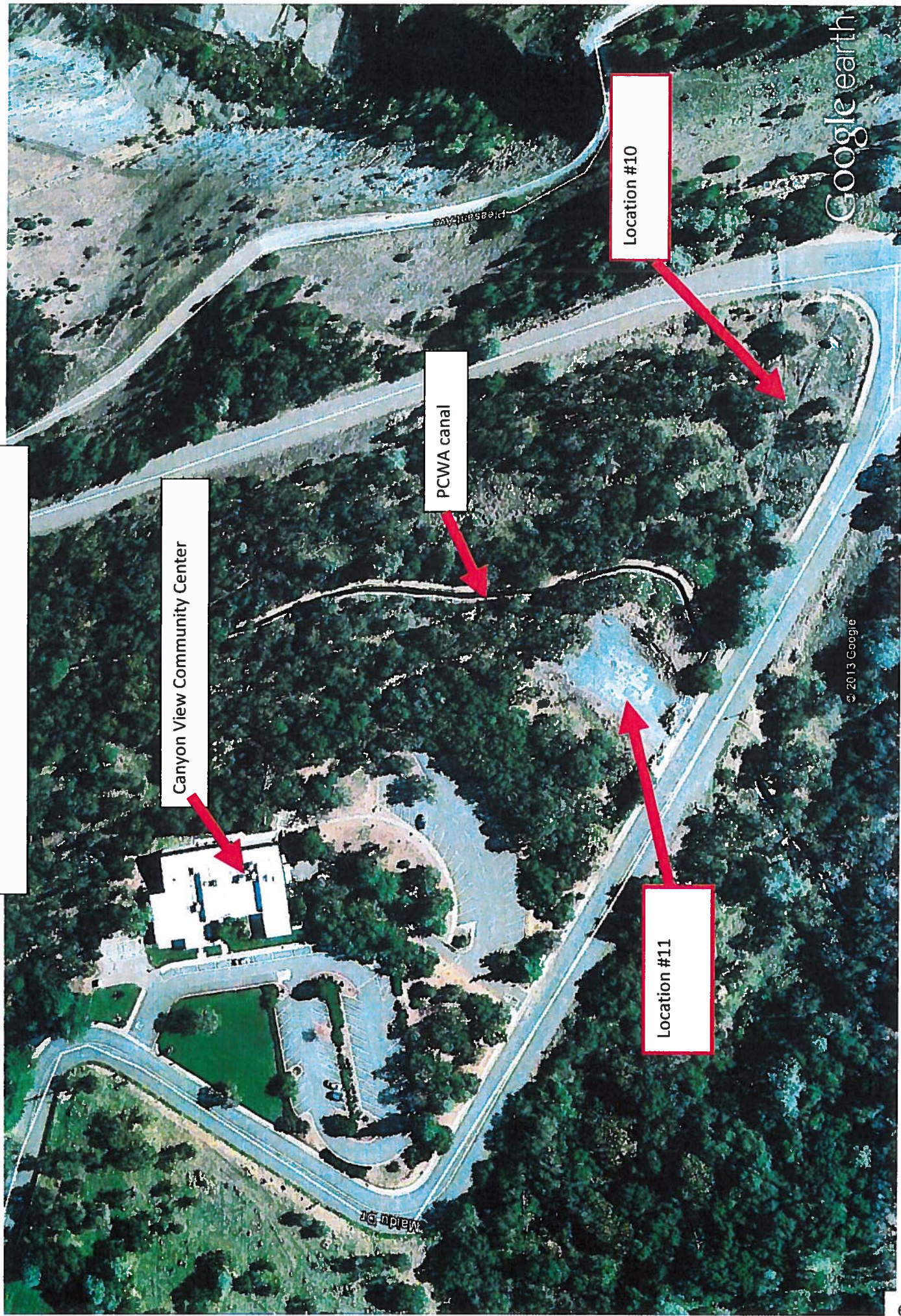
Considered sites: Canyon View  
Community Center area

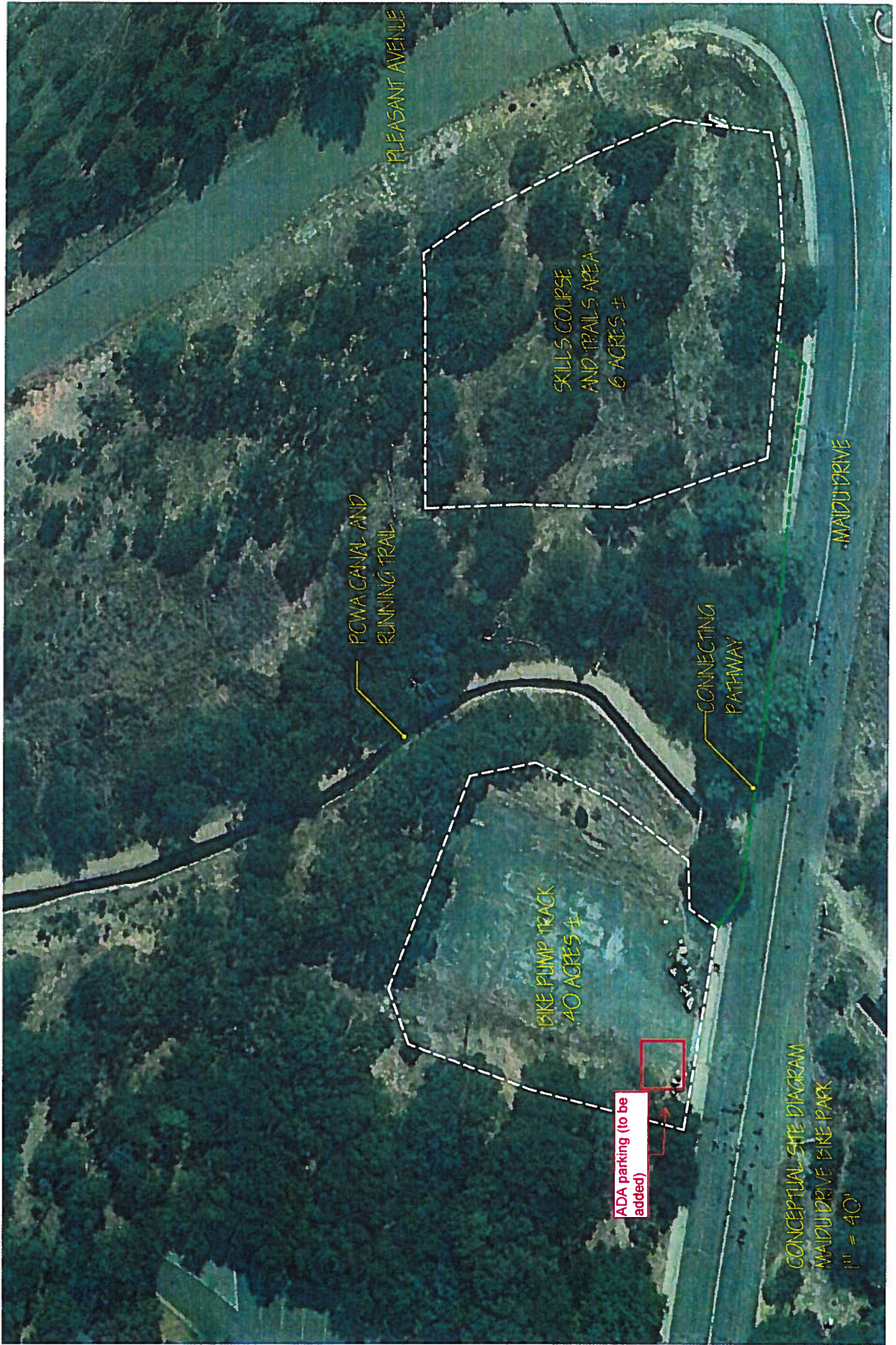
Canyon View Community Center

PCWA canal

Location #10

Location #11





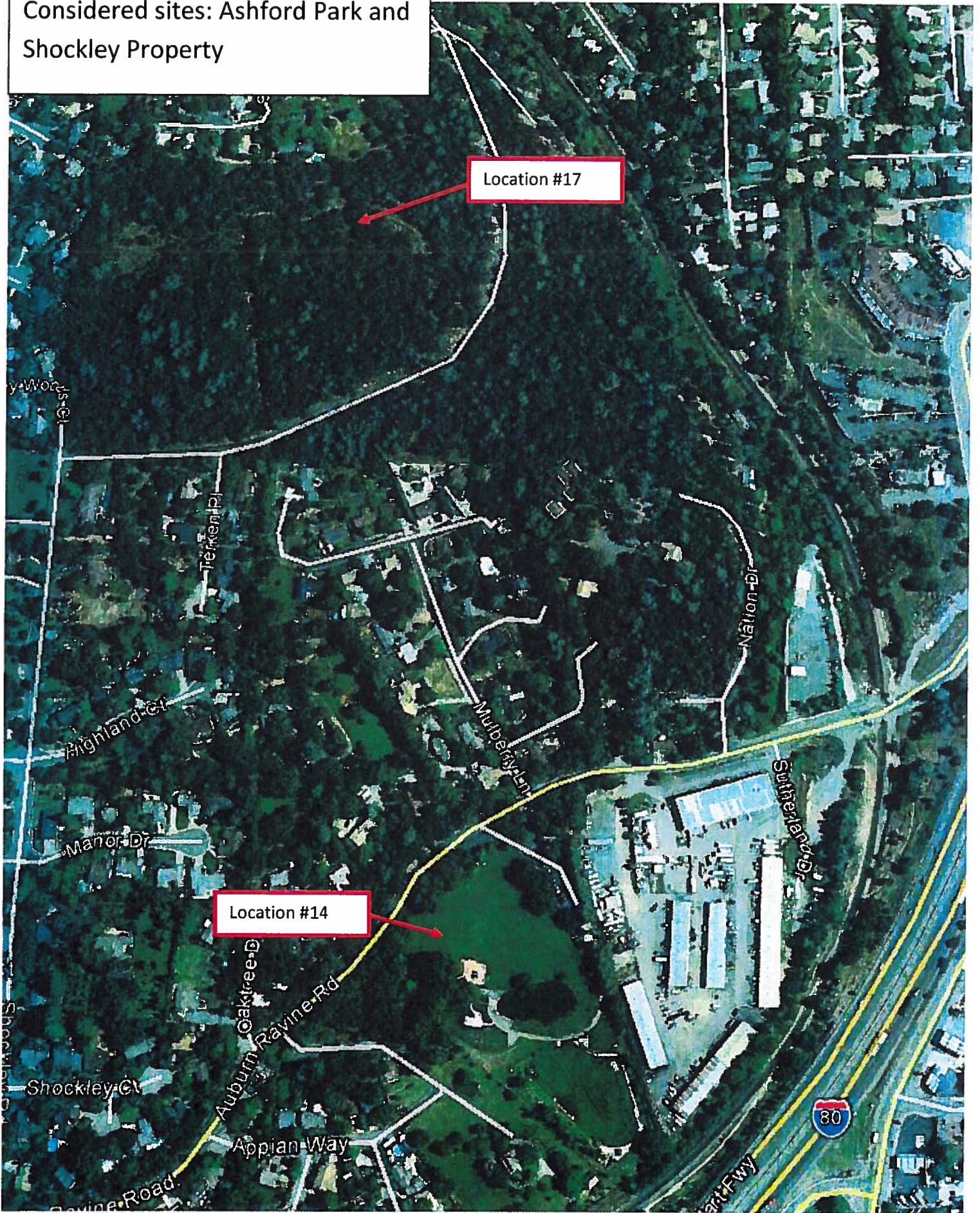
Considered sites: Recreation Park



Location #13

Location #12

Considered sites: Ashford Park and Shockley Property





Considered sites: Regional Park





SIERRA  
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PLACER GROUP  
P.O. BOX 7167, AUBURN, CA 95604

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November 8, 2013

[sent via email]

Board of Directors  
Auburn Recreation District  
123 Recreation Drive  
Auburn, CA 95603

Greetings:

Subj: Proposed "Pump Track" and Overlook Park Location

After visiting the Overlook Park site with Auburn Recreation District's Kahl Muscott and staff to discuss the proposed BMX/Pump Track issues, the Sierra Club Placer Group Executive Committee has voted to remain neutral regarding the site as a potential location.

Our concerns, including the loss of public access to the visual resource, were addressed. It appears the proposal will be thoroughly reviewed; and should the Overlook site be chosen, the public will still have access to the spectacular vista by way of a viewing area with a platform.

The site visit and the information provided were very much appreciated. As stated previously, we fully support the ARD's efforts to provide recreational and educational activities for all to "make life better."

Thank you,

Marilyn Jasper, Chair

CC: ARD Board of Directors  
Kahl Muscott, District Administrator  
Terry Davis, Sierra Club Mother Lode Chapter

## Pat Larson

---

**From:** Kahl Muscott  
**Sent:** Wednesday, November 13, 2013 10:50 AM  
**To:** Pat Larson  
**Subject:** FW: Bike Park/Overlook Park Location

---

**From:** Kahl Muscott  
**Sent:** Tuesday, November 12, 2013 3:47 PM  
**To:** 'mjasper@accessbee.com'  
**Subject:** RE: Bike Park/Overlook Park Location

Hi Marilyn –

I have forwarded the correspondence to the ARD Board of Directors.

Please note the address for correspondence to ARD should be changed to:

Auburn Recreation District  
471 Maidu Dr.  
Auburn, CA 95603

Thank you,  
Kahl

---

**From:** Mjasper [<mailto:mjasper2@gmail.com>]  
**Sent:** Saturday, November 09, 2013 10:15 AM  
**To:** ARD Info; Kahl Muscott  
**Subject:** Bike Park/Overlook Park Location

To ARD Bd of Directors:

Please accept the attached correspondence regarding the Sierra Club Placer Group's position on the Bike Park proposal.

Thank you,  
Marilyn Jasper, Chair  
Sierra Club Placer Group  
[marilyn.jasper@mlc.sierraclub.org](mailto:marilyn.jasper@mlc.sierraclub.org)

## **Item 9.4 Cover sheet for Transfer of Reserve Funds**

Auburn Area Recreation and Park District November Board of Directors meeting.

**The Issue:** Shall the Board of Directors approve the transfer of funds from the Future Capital Construction Reserve, the ADA Reserve and the City Mitigation Account for approved projects.

**Background:** In February of 2013, the Board of Directors approved the project list for 2013/2014. Five of the approved projects have been completed and reserve funds need to be transferred.

- |    |                                      |   |
|----|--------------------------------------|---|
| 1. | Ashford Park Parking Lot Renovation: | ADA reserve: \$25,000<br>Future Cap Reserve: \$33,637.13                          |
| 2. | Ashford Park Path of Travel:         | ADA reserve: \$8,676.46<br>Future Cap reserve: \$500<br>City Mitigation: \$27,000 |

The Ashford Park projects came in at \$9313.59 over the approved project cost due to problems associated with the overflow channel of the pond. The board approved a change order of \$11,175 in August, 2013. Contractor Gabe Mendez issued a credit of \$1862 for material used in a separate project at Ashford that was re-used at the dam site resulting in the net overage of \$9313.59.

- |    |                               |                                 |
|----|-------------------------------|---------------------------------|
| 3. | Ashford Park Pond Cleaning:   | Future Cap Reserve: \$6850      |
| 4. | Meadow Vista Pond Cleaning:   | Future Cap Reserve: \$18,149    |
| 5. | Meadow Vista Pathway Repairs: | Future Cap Reserve: \$25,549.93 |

The total to be transferred from the Future Capital Construction Reserve is to be \$84686.06

The total to be transferred from the ADA Reserve is to be \$33,676.46.

The total to be transferred from the City Mitigation Account is to be \$27,000

**Recommendation:** Staff recommends that the Board approve the transfer of Reserve funds for the above listed projects.

**Fiscal Impact:** As stated above.

**Attachment:** Resolution Number 2013-16

**RESOLUTION NUMBER 2013-16**

**RESOLUTION OF THE GOVERNING BOARD  
OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT**

**WHEREAS**, the Board of Directors of the Auburn Area Recreation and Parks and Recreation Department wishes to transfer funds from the Future Capital Construction Reserve, the ADA Reserve, and the City Mitigation Account to the General Fund.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Board of the Auburn Area Recreation and Park District as follows:

The Board now approves the transfer of \$84,686.06 from the Future Capital Construction Reserve to the General Fund to be used for Board approved projects.

Further, the Board now approves the transfer of \$33,676.46 from the ADA Reserve to the General Fund to be used for Board approved projects.

Further, the Board now approves the transfer of \$27,000 from the City Mitigation Account to the General Fund to be used for Board approved projects.

This Resolution shall take effect immediately upon its adoption.

**APPROVED, PASSED, AND ADOPTED** on November 21, 2013 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Chairman of the Governing Board  
Auburn Area Recreation and Park District

ATTEST:

---

Secretary of the Governing Board  
Auburn Area Recreation and Park District

**SECTION 13.0**

**ITEM: CORRESPONDENCE/COMMUNICATIONS AND  
INFORMATIONAL**

1. Thank you note from Alpha Henson Women's Center for a \$50.00 gift certificate from ARD.



**TEEN CHALLENGE  
INTERNATIONAL**  

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**SACRAMENTO VALLEY**

Dear Auburn Recreation District,  
we would like to thank you for your  
donation of a \$50 gift certificate to  
our 2013 Banquet of miracles. Your  
generosity was a blessing to Teen  
Challenge and will help us to serve the  
needs of many men, women, and children  
recovering from life controlling issues  
in the Sacramento Valley area.

Blessings to you! 2 Samuel 2:6  
Alpra Henson Women's Center  
Teen Challenge

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November 14, 2013 | Your Neighbor Since 1872

# Auburn Journal

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Thursday Nov 14 2013 | 2 comments

## Reader Input: Hats off to the helpful folks

**BETTER TOGETHER**  
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Auburn is a wonderful city with many options of activities for area families. For the past four years, the Auburn Summer Movies Nights committee has hosted free movies at Central Square, Old Town Auburn and in the Auburn Recreation District's parks. These movies would not be available without the gracious sponsors, city staff, Auburn Recreation District facility workers and volunteers. These folks include Old Town Pizza, the Old Town Business Association, the Downtown Business Association, Reese Browning of Old Town Pizza,

Linda Robinson of Sun River Clothing, Harvey Roper of Ropers Jewelers, Lisa Swisley of Tango, Dave Garza of Elite Auto Spa, Dave Johnson of Century 21, The City of Auburn, Sally Palmer-Dawley and many others who hang out and help us take down the movie screen and clean up.

Hats off to these wonderful people for making Auburn a great place to live.

Jerry Fisher, Auburn Summer Movies Nights, Auburn Recreation District

### Keywords:

Auburn Summer Movies Nights Central Square Old Town auburn Auburn Recreation District Old Town Pizza The Old Town Business Association the Downtown Business Association reese browning Linda Robinson Sun River Clothing harvey roper Ropers Jewelers lisa swisley Tango Dave Garza Elite Auto Spa Jerry Fisher dave johnson Century 21 the City of Auburn Sally Palmer-Dawley

### CONTRIBUTE TO THIS STORY

SEND LETTER TO THE EDITOR

SEND STORY IDEAS

SEND CORRECTIONS

SIGN UP FOR OUR EMAIL NEWSLETTER

Add a comment

**William Kirby** Top Commenter - UCLA  
Hey Jerry remember Linda Robinson and I started this four years ago and continue to be involved. You did a great job this year. Looking forward to another summer of Wednesday night movies.  
**William Kirby**  
Reply 3 Like 3 hours ago

**Keep Smilin** Top Commenter - Works at Grateful Expressions- by Cриста Jerray  
Cheers to you Jerry - from be it the Youth Basketball Leagues, Ms October, Party in the Park, the Movie Nights or... you bring so much to our community in the way of fun! we sure live in a great place - and it is not the geography or weather that makes it so, it is all of those mentioned here and many more - thanks to all!  
**Reply Like** 4 hours ago

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At UC Davis Medical Group,



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