

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

6:00 P.M.

WEDNESDAY, OCTOBER 30, 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 Russ & Nadja Melendez, Recreation Volunteers of the month for October, 2013.

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 September 26, 2013 Meeting of the Board of Directors**

Review and approval of minutes.

_____ **5.2 Review of Cash Requirements for September, 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 September, 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 Revised Language for the Claims Against ARD Policy (Program, Personnel, Policy & Fee Committee)**

Shall the Auburn Area Recreation & Park District Board of Directors review and approve the revised language for the claims against ARD policy?

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

8.1 Sale of Sprint Lease (Standing Finance Committee)

Shall the Auburn Area Recreation & Park District Board of Directors review and approve the sale of the Sprint Lease?

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

Roll Call Vote

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) **Please see attachments under separate cover.**

Shall the Auburn Area Recreation & Park District Board of Directors adopt a resolution authorizing the District Administrator to sign the Transaction Agreement documents and the related Conservation Easement for the fee title donation of land from PG&E?

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

Roll Call Vote

9.0 NEW BUSINESS

_____ 9.1 Mid-Year Budget Revision (Standing Finance Committee)

Shall the Auburn Area Recreation & Park District Board of Directors 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?

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:

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

_____ 12.2 District Administrator Appointed Standing Committee:

Strategic Plan Review Steering Committee	Directors Holbrook, Ferris, Kahl Muscott, Joe Fecko, Pamela Vann
Marketing and Program Plan Committee	Director Ferris and Staff
ADA (American's With Disabilities Act) Transition Plan Committee	Director Ferris, Kahl Muscott, Joe Fecko, Pamela Vann
Adopt A Park Committee	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. Correspondence from Public Interest Coalition and response from Kahl Muscott.
- 2. Correspondence from Sierra Club – Placer Group and response from Kahl Muscott.

_____ **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:

10-25-13
Date

10:50 AM.
Time

P. Larson
Clerk to the Board

SECTION: 5.0

**ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE
SEPTEMBER 26, 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
Thursday, September 26, 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

Board Members

Absent: Director Gordon Ainsleigh

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.

A color guard presentation was given by Boy Scout Troop 19.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation from Recreation Services Manager Sheryl Petersen to Sports Coordinator Jerry Fisher as employee of the month for September, 2013.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Holbrook and seconded by Director Smith to approve the agenda with item 10.1 being moved to 7.0 for discussion.

4 – 0 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of Minutes of the August 29, 2013 Special Meeting of the Board of Directors and August 29, 2013 Meeting of the Board of Directors**
- 5.2 Review of Cash Requirements for August, 2013 (Standing Finance Meeting)**
- 5.3 Review of Financials for August, 2013 (Standing Finance Meeting)**
- 5.4 Acceptance of Ashford Park Playground (Acquisition & Development Meeting)**
- 5.5 Language for Project Contingency Policy (Program, Personnel, Policy & Fee Meeting)**

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

4 – 0 Motion carries.

Director Ainsleigh was absent.

6.0 ITEMS REMOVED FROM CONSENT CALENDAR FOR SEPARATE ACTION

- 6.1 Item 5.4, Acceptance of Ashford Park Playground became item 6.1 for discussion**

A motion was made by Director Smith and seconded by Director Ferris to approve the acceptance of the Ashford Park Playground.

Roll Call Vote

4 – 0 Motion carries.

Director Ainsleigh was absent.

7.0 Item 101, Bike Park Update became discussion item 7.0

A presentation regarding the location of the proposed bike park at Overlook Park was given by District Administrator Kahl Muscott, pictures of the Overlook location were also presented.

Public Comment

Steve Cavolt, 413 Gold Street, Auburn, California gave public comment against the location of Overlook Park for the bike park.

Diane Peters, an Auburn resident gave public comment regarding noise and fire danger concerns at the Overlook location.

Joe Kleinsmith, an Auburn resident gave public comment questioning why anything has to be built on the Bureau of Reclamation's land.

Warren Hassey, 216 Belmont, Auburn, California gave public comment regarding the location of the bike park at Overlook Park.

Jennie Markoff, an Auburn resident gave public comment that pump tracks are a different atmosphere than skate parks.

Tom Sisson, an Auburn resident gave public comment that parents will be policing the pump track.

Diana Boyer, an Auburn resident gave public comment that there would be a wide demographic of people riding bikes at the pump track.

Kelly Reynolds, 409 Gold Street, Auburn, California gave public comment that most pump tracks are built in rural areas.

Lisa Kodl, an Auburn resident gave public comment regarding the pump track issues should be dealt with separately from the skate park.

Burl Smith, 120 Belmont Drive, Auburn, California gave public comment regarding fire danger and noise pollution concerns at the Overlook location.

Barbara Sisson, an Auburn resident gave public comment that the bike park users would be a responsible group.

Eric Peach, an Auburn resident gave public comment regarding rotating the location of the bike park at Overlook Park.

Jesse Warden, an Auburn resident gave public comment that the pump track would be a positive influence on the skate park if it is built at Overlook Park.

Bud Rietjens, 403 Gold Street, Auburn, California gave public comment that there is nothing wrong with having a vacant piece of property at Overlook Park.

Norm Schrum, a Gold Street resident gave public comment regarding erosion concerns.

Sheila Reynolds, 409 Gold Street, Auburn, California gave public comment on the Overlook location.

Heidi Rietjens, 403 Gold Street, Auburn, California gave public comment that noise issues regarding the skate park have not been followed through with.

Chris Paolini, 419 Gold Street, Auburn, California gave public comment regarding the lack of supervision at the skate park, a gate would be a solution on what happens there after hours.

Public comment was closed at 7:48 p.m.

Board Members gave comments.

Chairman Gray invited the public to the next Acquisition & Development meeting scheduled for October 21, 2013 at 4:00 p.m.

Director Smith requested an agenda item for the next ARD Board meeting that would be a fully vetted second site (other than Overlook Park) for a pump track. This should be a site that if selected could be used to construct and make available to the public a fully functional pump track. This item should be presented at the same time as the Overlook site is evaluated but if that is unacceptable, then the item should be placed on the agenda ahead of the Overlook site agenda item so that it would receive a fair evaluation prior to any other decision being made on this issue.

Director Holbrook requested as an agenda item for the next Acquisition & Development meeting discussing a gate for Overlook Park.

7.1 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

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

The meeting recessed at 8:07 p.m. and reconvened at 8:15 p.m.

7.2 PUBLIC COMMENT WAS RE-OPENED

Chick Koenig and Ed Gates gave public comment regarding installation of lights at the Meadow Vista pickleball courts. They have the manpower and some materials they could use to put lights up. This item will be an agenda item at the next Acquisition & Development meeting.

8.0 UNFINISHED BUSINESS

None.

9.0 NEW BUSINESS

9.1 Regional Park Gym Floor Replacement

Mike Boberg of Boberg Hardwood Floors, Inc. informed the Board about the pros and cons of a synthetic gymnasium floor.

A motion was made by Director Ferris and seconded by Director Holbrook to adopt Resolution Number 2013-13 awarding a contract to Boberg Hardwood Floors, Inc. for a synthetic floor.

Roll Call Vote

1 – 3 – 0 Motion did not carry.

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

A motion was made by Director Gray and seconded by Director Holbrook to adopt Resolution Number 2013-12 awarding a contract to Boberg Hardwood Floors, Inc. for a wood floor.

Roll Call Vote

1 – 3 – 0 Motion did not carry.

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

A motion was made by Director Holbrook to send the Regional Park Gym Floor Replacement project back out for more bids.

Motion died for lack of a second.

A motion was made by Director Gray and seconded by Director Ferris to adopt Resolution Number 2013-12 awarding a contract to Boberg Hardwood Floors, Inc. for a wood floor.

Roll Call Vote

2 – 2 – 0 Motion did not carry.

Directors Gray and Ferris voted yes, Directors Smith and Ferris voted no, Director Ainsleigh was absent.

A motion was made by Director Smith and seconded by Director Ferris to adopt Resolution number 2013-13 awarding a contract to Boberg Hardwood Floors, Inc. for a synthetic floor.

Roll Call Vote

3 – 1 – 0 Motion carries.

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

9.2 Canyon View Community Center Roof Repair (Acquisition & Development Committee)

A motion was made by Director Smith and seconded by Director Gray to approve an amendment to the Fiscal Year 2013-2014 Project List to make repairs to the roof at the Canyon View Community Center.

Roll Call Vote

4 – 0 Motion carries.

Director Ainsleigh was absent.

9.3 All-Mail Ballot for the 2013 CAPRI Election for Terms of Office Commencing in 2014

A motion was made by Director Holbrook and seconded by Director Gray to vote for Membership at Large, Carmichael Recreation and Park District, for Upper OneThird, Auburn Area Recreation & Park District, and for Middle One-Third, Arcade Creek Recreation and Park District.

4 – 0 Motion carries.

Director Ainsleigh was absent.

9.4 District Administrator Contract Amendment – Salary (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ferris to approve an amendment to the District Administrator’s contract for an increase in salary.

Roll Call Vote

3 – 1 – 0 Motion carries.

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

10.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Bike Park Update. This item was moved to item 7.0 for discussion.
2. Discussion of November and December 2013 Committee and Board meetings. The schedule for the November and December 2013 Committee and Board meetings was discussed and approved with a minor change made of switching the times for the November Finance and Policy Committee meetings. The schedule will be sent to the Board of Directors and Staff.

Reminder: The October Board meeting has been moved to Wednesday, October 30, 2013 at 6:00 p.m.

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:

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

12.2 District Administrator Appointed Standing Committee:

Strategic Plan Review Steering Committee	Directors Holbrook, Ferris, Kahl Muscott, Joe Fecko, Pamela Vann
Marketing and Program Plan Committee	Director Ferris & Staff
ADA (American's With Disabilities Act) Transition Plan Committee	Director Ferris, Kahl Muscott, Joe Fecko, Pamela Vann
Adopt A Park Committee	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 was cancelled.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 9:12 p.m. by Chairman Gray.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
SEPTEMBER, 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: \$197,563.27

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 9/1/2013 9/30/2013
 Vendor ID First Last Checkbook ID 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
56349	1099-104	Thomas Seibel	9/6/2013	UMPQ	PMCHK00002075	\$65.00
56350	1099-147	Tom Isaac	9/6/2013	UMPQ	PMCHK00002075	\$169.00
56351	1099-178	VDP Inc DBA K9 101	9/6/2013	UMPQ	PMCHK00002075	\$514.50
56352	1099-193	Celena Polena	9/6/2013	UMPQ	PMCHK00002075	\$364.00
56353	1099-239	Macintosh-Oddo	9/6/2013	UMPQ	PMCHK00002075	\$1,069.25
56354	1099-243	Phillip Dallas	9/6/2013	UMPQ	PMCHK00002075	\$292.50
56355	1099-247	Clifford Johnson	9/6/2013	UMPQ	PMCHK00002075	\$319.50
56356	1099-252	Donna Lisa Otto	9/6/2013	UMPQ	PMCHK00002075	\$580.50
56357	1099-49	Paula Duffly	9/6/2013	UMPQ	PMCHK00002075	\$468.00
56358	1099-5	Daniel Crandall DBA:Current A	9/6/2013	UMPQ	PMCHK00002075	\$34.30
56359	A0014	AT&T	9/6/2013	UMPQ	PMCHK00002075	\$732.61
56360	A0133	P & G	9/6/2013	UMPQ	PMCHK00002075	\$273.00
56361	B0042	Boberg Hardwood Floors	9/6/2013	UMPQ	PMCHK00002075	\$3,500.00
56362	C0072	CIT Technology Fin. Serv., Inc	9/6/2013	UMPQ	PMCHK00002075	\$532.13
56363	C0111	CENTRAL VALLEY BROADBAND	9/6/2013	UMPQ	PMCHK00002075	\$189.90
56364	C0113	Cooks Portable Toilets & Septi	9/6/2013	UMPQ	PMCHK00002075	\$698.38
56365	G0077	Gold Country Water	9/6/2013	UMPQ	PMCHK00002075	\$31.50
56366	G0078	GameTime	9/6/2013	UMPQ	PMCHK00002075	\$91,409.01
56367	I0015	Innovative Playgrounds Company	9/6/2013	UMPQ	PMCHK00002075	\$857.76
56368	J0012	Deere Credit, Inc.	9/6/2013	UMPQ	PMCHK00002075	\$990.63
56369	J0018	JM Environmental, Inc.	9/6/2013	UMPQ	PMCHK00002075	\$300.00
56370	K0019	Kronick, Moskovitz, Tiedemann	9/6/2013	UMPQ	PMCHK00002075	\$834.94
56371	L0027	Pat Larson	9/6/2013	UMPQ	PMCHK00002075	\$50.17
56372	P0005	Placer County Water Agency	9/6/2013	UMPQ	PMCHK00002075	\$1,789.27
56373	P0007	Pacific Gas & Electric Company	9/6/2013	UMPQ	PMCHK00002075	\$752.39
56374	P0023	PG&E	9/6/2013	UMPQ	PMCHK00002075	\$69.14
56375	P1001	Principal Life Insurance Co-Gr	9/6/2013	UMPQ	PMCHK00002075	\$2,187.72
56376	R0066	Rune Marketing	9/6/2013	UMPQ	PMCHK00002075	\$750.00
56377	S0110	Sierra Sports Service	9/6/2013	UMPQ	PMCHK00002075	\$1,560.00
56378	S0133	Shelly's Smart Shopper	9/6/2013	UMPQ	PMCHK00002075	\$750.00
56379	T0058	TELEPACIFIC COMMUNICATIONS	9/6/2013	UMPQ	PMCHK00002075	\$672.99
56380	T1000	Transamerica Life Insurance	9/6/2013	UMPQ	PMCHK00002075	\$400.00
56381	TEMPC	Nicole Couto	9/6/2013	UMPQ	PMCHK00002075	\$14.00
56382	TEMPP	Ana Olivia Perez	9/6/2013	UMPQ	PMCHK00002075	\$20.00
56383	TEMPP	R & J Catering	9/6/2013	UMPQ	PMCHK00002075	\$650.00
56384	TEMPS	Earl Dan Scanlan	9/6/2013	UMPQ	PMCHK00002075	\$300.00
56385	V0007	Verizon Wireless	9/6/2013	UMPQ	PMCHK00002075	\$306.34
56386	U0019	US Bank	9/9/2013	UMPQ	PMCHK00002076	\$18,150.04
56387	A0048	Auburn Rotary Club	9/10/2013	UMPQ	PMCHK00002077	\$250.00
56388	C0058	City Of Auburn	9/10/2013	UMPQ	PMCHK00002077	\$355.50
56389	F0004	Court-Ordered Debt Collections	9/10/2013	UMPQ	PMCHK00002077	\$160.00
56390	P0021	Petty Cash	9/10/2013	UMPQ	PMCHK00002077	\$287.41
56391	S1007	Stationary Engineers, Local 39	9/10/2013	UMPQ	PMCHK00002077	\$222.49
56392	S1010	State Disbursement Unit	9/10/2013	UMPQ	PMCHK00002077	\$87.50
56393	1099-122	H. Gordon Ainsleigh	9/20/2013	UMPQ	PMCHK00002078	\$83.47
56394	1099-203	Susan Thomas	9/20/2013	UMPQ	PMCHK00002078	\$223.60
56395	1099-216	Gerald Harris	9/20/2013	UMPQ	PMCHK00002078	\$292.50
56396	1099-218	Auburn Gymnastics Center	9/20/2013	UMPQ	PMCHK00002078	\$204.75
56397	1099-239	Macintosh-Oddo	9/20/2013	UMPQ	PMCHK00002078	\$2,349.00
56398	1099-254	Ralph Kendrick	9/20/2013	UMPQ	PMCHK00002078	\$420.00
56399	1099-256	Annette Cowan	9/20/2013	UMPQ	PMCHK00002078	\$78.00
56400	1099-262	Gwenn Jones	9/20/2013	UMPQ	PMCHK00002078	\$325.00
56401	1099-269	Deborah Lynn	9/20/2013	UMPQ	PMCHK00002078	\$19.50
56402	1099-277	Foothill Karake Do	9/20/2013	UMPQ	PMCHK00002078	\$214.50
56403	1099-5	Daniel Crandall DBA:Current A	9/20/2013	UMPQ	PMCHK00002078	\$144.90
56404	1099-99	Chris Atkinson	9/20/2013	UMPQ	PMCHK00002078	\$126.

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
56405	A0001	Recology Auburn Placer	9/20/2013	UMPQ	PMCHK00002078	\$376.09
56406	A0027	Recology Auburn Placer	9/20/2013	UMPQ	PMCHK00002078	\$1,393.28
56407	A0051	Anderson's Sierra Pipe Co.	9/20/2013	UMPQ	PMCHK00002078	\$162.67
56408	C0061	California Computer Services	9/20/2013	UMPQ	PMCHK00002078	\$396.18
56409	C0075	Cintas Corporation	9/20/2013	UMPQ	PMCHK00002078	\$112.45
56410	C0111	CENTRAL VALLEY BROADBAND	9/20/2013	UMPQ	PMCHK00002078	\$129.95
56411	C0113	Cooks Portable Toilets & Septi	9/20/2013	UMPQ	PMCHK00002078	\$900.00
56412	C0115	California Kids	9/20/2013	UMPQ	PMCHK00002078	\$110.00
56413	D0025	Dawson Oil Company	9/20/2013	UMPQ	PMCHK00002078	\$2,444.24
56414	D0066	De Lage Landen	9/20/2013	UMPQ	PMCHK00002078	\$535.36
56415	G0002	GSSA	9/20/2013	UMPQ	PMCHK00002078	\$85.00
56416	G0006	Gold Country Media Publication	9/20/2013	UMPQ	PMCHK00002078	\$1,113.76
56417	G0022	Gold Country Printing	9/20/2013	UMPQ	PMCHK00002078	\$6,116.32
56418	G0026	Victor Galbraith	9/20/2013	UMPQ	PMCHK00002078	\$93.00
56419	K0011	Kaiser Foundation Health Plan,	9/20/2013	UMPQ	PMCHK00002078	\$18,609.00
56420	M0011	Mallard Creek	9/20/2013	UMPQ	PMCHK00002078	\$1,177.12
56421	M0019	Kahl Muscott	9/20/2013	UMPQ	PMCHK00002078	\$34.99
56422	M0098	Meadow Vista County Water Dist	9/20/2013	UMPQ	PMCHK00002078	\$2,058.38
56423	P0007	Pacific Gas & Electric Company	9/20/2013	UMPQ	PMCHK00002078	\$13,412.35
56424	P0035	Placer County Tax Collector	9/20/2013	UMPQ	PMCHK00002078	\$305.52
56425	R0066	Rune Marketing	9/20/2013	UMPQ	PMCHK00002078	\$250.00
56426	S0110	Sierra Sports Service	9/20/2013	UMPQ	PMCHK00002078	\$1,144.00
56427	S1000	State Of California/DOJ	9/20/2013	UMPQ	PMCHK00002078	\$148.00
56428	TEMPB	Ian Byerrum	9/20/2013	UMPQ	PMCHK00002078	\$115.00
56429	TEMPO	Cherry DuLaney	9/20/2013	UMPQ	PMCHK00002078	\$33.56
56430	TEMPO	Bill Gunning	9/20/2013	UMPQ	PMCHK00002078	\$33.56
56431	TEMPO	Lorraine MacVane	9/20/2013	UMPQ	PMCHK00002078	\$50.00
56432	TEMPO	Marianna Petrovich	9/20/2013	UMPQ	PMCHK00002078	\$160.00
56433	TEMPO	Lara Saich	9/20/2013	UMPQ	PMCHK00002078	\$35.00
56434	TEMPO	Maria Vogt	9/20/2013	UMPQ	PMCHK00002078	\$98.00
56435	U0028	U.S. Bank Equipment Finance	9/20/2013	UMPQ	PMCHK00002078	\$383.82
56436	V0013	Pam Vann	9/20/2013	UMPQ	PMCHK00002078	\$64.36
56437	V0014	VFCAL-FRIENDS OF FEC	9/20/2013	UMPQ	PMCHK00002078	\$1,322.00
56438	D0076	Del & Joe's Body Shop, Inc	9/23/2013	UMPQ	PMCHK00002079	\$4,174.17
56439	F0004	Court-Ordered Debt Collections	9/23/2013	UMPQ	PMCHK00002079	\$83.74
56440	S1007	Stationary Engineers, Local 39	9/23/2013	UMPQ	PMCHK00002079	\$240.29
56441	S1010	State Disbursement Unit	9/23/2013	UMPQ	PMCHK00002079	\$87.50
56442	TEMPB	Marlie Bergman	9/23/2013	UMPQ	PMCHK00002079	\$65.00
56443	TEMPO	Jeff Darlington	9/23/2013	UMPQ	PMCHK00002079	\$95.00
56444	TEMPO	Julie Levinson	9/23/2013	UMPQ	PMCHK00002079	\$118.00
56445	TEMPO	Marla Mazur	9/23/2013	UMPQ	PMCHK00002079	\$53.00
56446	TEMPO	Christina Smith	9/23/2013	UMPQ	PMCHK00002079	\$80.00
56447	TEMPO	Lori Thompson	9/23/2013	UMPQ	PMCHK00002079	\$75.00
56448	P0021	Petty Cash	9/27/2013	UMPQ	PMCHK00002080	\$600.00

Total Checks: 100

Total Amount of Checks: \$197,563.27

SECTION: 5.0

**ITEM: 5.3 REVIEW OF FINANCIALS FOR SEPTEMBER
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**

PROFIT & LOSS (Table 1)					
BUDGET 13/14					
<i>Final Approved Budget</i>					
	Final Approved	%	September	%	
	Budget	Of Total	ACTUAL	Of	Line Item
Operating Revenues	FY 13-14				Budget
			YTD		
Program Revenue	\$ 697,400	17.1%	\$ 475,083		26.7
Facility Revenue	\$ 223,561	5.5%	\$ 142,776		8.0
Misc. Revenue	\$ 31,400	0.8%	\$ 2,889		0.2
Grants & Donations	\$ 20,750	0.5%	\$ 4,608		0.3
Interest Income	\$ 42,350	1.0%	\$ 18,050		1.0
Projects Revenue	\$ 495,000	12.2%	\$ 39,504		2.2
Tax Revenue	\$ 2,374,296	58.3%	\$ 1,098,595		61.7
In Kind	\$ -	0.0%	\$ -		0.0
Transf in from Cap Const & City Trust	\$ 185,459		0		0.0
Total Operating Revenue	\$ 4,070,216	100.00	1,781,505		100.00
Expenditures					
Program Expense	\$ 199,650	5.1%	\$ 121,543		6.5
Operating & Supplies	\$ 292,676	7.5%	\$ 149,690		8.1
Utilities Expense	\$ 203,955	5.2%	\$ 99,735		5.4
Professional Services	\$ 57,500	1.5%	\$ 22,982		1.2
Building & Grounds Maintenance	\$ 251,125	6.4%	\$ 111,043		6.0
Property Tax Admin.	\$ 52,200	1.3%	\$ 1,902		0.1
Wages	\$ 1,376,977	35.2%	\$ 717,864		38.6
Benefits & Payroll Costs	\$ 606,695	15.5%	\$ 321,442		17.3
Fixed Asset Expense	\$ 103,459	2.6%	\$ 66,186		3.6
Capital Improvement Projects	\$ 578,000	14.8%	\$ 118,821		6.4
Debt Services	\$ 154,942	4.0%	\$ 127,406		6.9
Special Departmental Expenses	\$ -	0.0%	\$ -		0.0
Project Expenditures	\$ 35,000	0.9%	\$ -		0.0
Misc Expense		0.0%			0.0
Total Expenditures	\$ 3,912,179	100.00	\$ 1,858,614		100.00
Net Revenue Over Expenditures	\$ 158,037	3.88	(\$77,109)		
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		
TOTAL RESERVES	\$ 1,763,842		\$ 1,763,842		

As Of 9/30/2013
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
ASSETS	
Current Assets	
Imprest Fund (Petty Cash)	\$580.00
Umpqua Bank	77,139.28
Placer County Treasure-General	2,360,389.58
ADA Reserve Account	78,031.75
Placer County Treasurer - City Trust	281,805.89
Cash in Debt Service Fund	119,045.31
Youth Asst. Fund	12,923.63
Atwood Fund	4,243.92
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,474.41
Shockley Maint Fund	14,710.66
Accounts Receivable	15,738.29
A/R - 501C3 Group	7,520.00
Daycamp Receivables	4,225.00
Prepaid Liability Expense	15,092.51
Prepaid Workers Compensation Insurance	(417.66)
	<hr/>
Total Current Assets	\$3,020,106.23
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	11,004,565.58
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	179,057.92
Less: Accumulated Depreciation	(7,671,356.91)
	<hr/>
Total Fixed Assets	\$5,717,621.18
	<hr/>
Total Assets	<u><u>\$8,737,727.41</u></u>

Balance Sheet

As Of 9/30/2013

For All Segment1s

For All Segment2s

For Segment3 0000 To 9999

For All Segment4s

	Current YTD
LIABILITIES and EQUITY	
Current Liabilities	
Prepaid Revenue	\$44.00
Sales Tax Payable	61.46
Worker's Comp Payable	31,242.37
Miscellaneous Deductions	0.75
Compensated Absenses	96,136.14
	<hr/>
Total Current Liabilities	\$127,484.72
Long Term Liabilities	
Certificates of Participation-Dai Ichi Kangyo	120,000.00
	<hr/>
Total Long Term Liabilities	\$120,000.00
Total Liabilities	\$247,484.72
Fund Balances	
GFB: Youth Assistance Fund	\$12,923.63
GFB: General Fund Balance	744,081.57
Investments in Fixed Assets	5,717,621.18
Less: Net of Related Debt	(120,000.00)
RFB: Reserved (City Mitigation)	281,805.89
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)	4,243.92
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
	<hr/>
Net Profit/(Loss)	(77,108.73)
	<hr/>
Total Assets	\$5,717,621.18
Total Reserved Funds	\$1,973,679.73
Total Designated Funds	\$119,045.31
Total Unrestricted Funds	\$679,896.47
	<hr/>
Total Liabilities and Equity	\$8,737,727.41

Auburn Rec & Park
Profit & Loss
For 4/1/2013 To 9/30/2013
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
OPERATING REVENUE					
Park & Recreation Services	74,381.33	475,083.37	471,850.00	3,233.37	100.69
Rents & Concessions	13,787.95	142,776.20	165,056.00	(22,279.80)	86.50
Miscellaneous Revenue	1,045.00	2,888.87	8,350.00	(5,461.13)	34.60
Grants & Donations	1,334.37	4,607.51	12,500.00	(7,892.49)	36.86
Interest Income	6,700.10	18,050.17	21,200.00	(3,149.83)	85.14
Project Revenue - Government	0.00	39,504.31	24,000.00	15,504.31	164.60
Taxes Revenue	52,010.47	1,098,595.37	1,074,006.00	24,589.37	102.29
TOTAL OPERATING REVENUE	\$149,259.22	\$1,781,505.80	\$1,776,962.00	\$4,543.80	100.26%
OTHER FINANCING SOURCES					
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	149,259.22	1,781,505.80	1,776,962.00	4,543.80	100.26
EXPENDITURES					
Program Expenses	18,873.33	121,543.03	128,500.00	(6,956.97)	94.59
Operations & Supplies Expense	33,597.84	149,690.05	164,877.00	(15,186.95)	90.79
Utilities Expense	17,174.08	99,735.17	124,930.00	(25,194.83)	79.83
Legal Expenses	834.94	2,829.48	3,000.00	(170.52)	94.32
Professional Services	396.18	20,153.12	22,300.00	(2,146.88)	90.37
Bldg & Grounds Maintenance	16,567.70	111,042.59	133,925.00	(22,882.41)	82.91
Property Tax Administration/LAFCO	305.52	1,902.49	200.00	1,702.49	951.25
Salaries Expense	108,692.49	717,863.65	698,910.00	18,953.65	102.71
Benefits & Payroll Costs	49,410.27	321,441.94	307,653.00	13,788.94	104.48
Fixed Asset Expense	0.00	66,186.14	86,459.00	(20,272.86)	76.55
Capital Improvement Projects	95,307.21	118,820.59	134,000.00	(15,179.41)	88.67

Profit & Loss

For 4/1/2013 To 9/30/2013

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
Debt Service	990.63	127,406.28	125,445.00	1,961.28	101.56
TOTAL EXPENDITURES	\$342,150.19	\$1,858,614.53	\$1,930,199.00	(\$71,584.47)	96.29%
NET REVENUE OVER EXPENDITURES	(\$192,890.97)	(\$77,108.73)	(\$153,237.00)	\$76,128.27	50.32%
ADJ. NET REVENUE OVER EXPENDITURES	(\$192,890.97)	(\$77,108.73)	(\$153,237.00)	\$76,128.27	50.32%

Item 5.4 Cover sheet – Claims against ARD – Policy review

Auburn Area Recreation and Park District August, 2013 Policy Committee meeting; September, 2013 Policy Committee; October, 2013 Policy Committee meeting; October, 2013 Board of Directors meeting.

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend the policy on claims against the ARD? This review was requested by Director Holbrook.

Background

ARD policy on accidents and claims states the following (from the District Policy Manual):

VIII. Accidents and Claims

- A. Reporting of Accidents. All accidents or injuries, employee or public, which occur on Park District property or in District sponsored programs will be thoroughly documented by District Staff, submitted to the designated employee and, if appropriate, reported to the District's Worker's Compensation or general liability insurance carrier. Accidents are to be reported to the District Office within 24 hours of occurrence.
- B. District Policy for Handling Claims Against the District. All claims will be directed to the District Administrator to handle pursuant to California Association for Park and Recreation Insurance (CAPRI) guidelines and forwarded to the Board of Directors if appropriate.

A copy of the CAPRI "Summary of Accident Handling Procedures" is attached.

At the August, 2013 Policy Committee, it was suggested that ARD staff contact staff at CAPRI to clarify inconsistencies between ARD Policy and CAPRI Procedures.

The CAPRI "Summary of Accident Handling Procedures" states the following:

CLAIMS

If the claim is sufficient, it should be placed on the Board agenda for **action on its merits**. Notify the Claimant in writing of action taken by the Board.

ARD staff contacted Bob Miller, Risk Manager with CAPRI. An e-mail was sent to Bob stating "*The Policy Committee is concerned that ARD's policy does not match up with CAPRI procedures*". Bob responded with the following e-mail:

"I do not see a conflict in interest. District policy directs all claims to the Administrator to handle. At this point, the CAPRI guidelines come into play. If the District chooses, they can comingle both requirements so that you get the information you need to make your decisions regarding the claim."

In a follow-up phone call, Bob restated that he does not see a conflict in our policy vs. CAPRI procedures. Bob said he is fine with ARD's policy.

Bob did comment that other agencies have similar policies but put a ceiling on a claim amount that can be handled by the Administrator (re: "All claims under \$ ____ will be directed to the District Administrator to handle pursuant to California Association for Park and Recreation Insurance (CAPRI) guidelines and forwarded to the Board of Directors if appropriate.")

The Policy Committee requested that staff develop updated language for this policy. That proposed updated language is suggested as follows:

- B. District Policy for Handling Claims Against the District. All claims will be directed to the District Administrator to handle pursuant to California Association for Park and Recreation Insurance (CAPRI) guidelines. Any claim under \$5,000 will be handled by the District Administrator and sent to the Consent Calendar at the next available Board meeting. Claims without a dollar amount will be handled per CAPRI guidelines.

Recommendation for the Board of Directors

Review and approve the amended policy language as suggested above.

The Policy Committee recommends that Board reviews and approves this policy amendment.

Fiscal Impact

N/A

Attachments

CAPRI Summary of Accident Handling Procedures

SUMMARY OF ACCIDENT HANDLING PROCEDURES

This is a quick synopsis of procedures for handling third-party accidents and claims. Greater detail is contained in the district Claims Manual. Copy this page front and back and distribute to sites or staff as needed. These instructions apply to non-employee accidents and claims only. Handle employee injuries according to Workers' Compensation Guidelines.

MEDICAL TREATMENT

Always provide **emergency medical treatment** for any injured person(s) regardless of potential liability or negligence.

Call 911 if you have any doubt as to the seriousness of an injury.

Do not transport injured party in a District or personal vehicle.

STATEMENTS OF LIABILITY

Do not admit liability or fault for any accident or injury to any person or property damage.

Avoid statements such as, "I'm sorry," or "That's not the first time this has happened."

Make only **factual statements** in dealing with law enforcement officers, but do not admit responsibility.

Do not promise, imply or suggest that medical bills, property repairs or any other damages will be paid.

Do not say that the matter will be referred to the insurance company.

PRESERVATION OF EVIDENCE

Whenever possible, **take photographs** of the accident scene and/or equipment involved, since accident scene conditions or equipment may change prior to further investigation. Photograph the equipment showing the damage and/or defects prior to repairs, and the measures taken to secure the equipment.

If equipment involved in an accident cannot be immediately repaired, take necessary steps to **remove it, secure it or block it from further use** until such required repairs can be made. Post signs, if practical. As soon as possible, repair any defective or broken district equipment involved in an injury to third parties.

Retain any parts or equipment that needs replacing or is taken out of service. Keep them in a secure location for later inspection.

ACCIDENT REPORTS

For each occurrence, complete an *Accident Report* (Exhibit B).

GENERAL INFORMATION REQUIRED

1. Description of the occurrence and any resulting damage or injury.
 2. Name, address, and telephone number of any injured person.
 3. Other basic information such as the date, time, and location of the incident or accident.
 4. Names, addresses, telephone numbers of all persons involved.
 5. Names, addresses, telephone numbers of all witnesses, including staff.
 6. Statement from any district representative with knowledge of the occurrence.
-

INVESTIGATION

Assign a **District Investigator** to review and investigate reports of incidents and accidents. Do not use the word “claims” in this person's title.

Report all incidents and accidents to the District Investigator. The District Investigator shall review and initial the original reports, make necessary corrections, and conduct any further investigations. If needed, the Investigator should then complete an *Accident Investigation* form (Exhibit C).

Make a copy of the *Accident Report*. The original stays at the district, and a copy goes to CAPRI. The *Accident Investigation*, however, should not be copied. The original should be sent to CAPRI, without any copies being retained in the district office.

CLAIMS

Verify the date of the claim. If it is more than six months since the event took place or the injury happened, STOP! Refer to the Late Claim section of the Claims Manual.

If the claim is timely, **verify that it is sufficient**. It must provide enough information to allow the district to begin an investigation. The criteria are contained in the Claims Manual.

If the claim is sufficient, it should be placed on the Board agenda for **action on its merits**. Notify the Claimant in writing of action taken by the Board.

LAWSUITS

If the district receives a summons and complaint, (formal notice of a lawsuit,) refer to the **LITIGATION** section of the Claims Manual.

SECTION: 7.0

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

INFORMATION:

SEE ATTACHMENTS

District Administrator
Report to the Board of Directors
October, 2013

- Work on the Sierra Pool expansion joint continued throughout the month. Some problems were found early in the process when the old pool shell started coming up in layers. Less than adequate rebar reinforcement was also found in the pool shell (built circa 1953). The expansion joint project moved forward with a few minor adjustments. Other issues were discovered when a couple of cracks were found in other areas of the pool. ARD staff has contracted with engineers and staff from Neil Anderson and Associates to perform an epoxy injection repair to the pool cracks.
- Crews got work started and completed on the muck sucking projects at the Meadow Vista and Ashford Park ponds. Some initial problems with the bladder bag rolling at Meadow Vista Park were solved and the project went as planned.
- Demo started on the Regional Park gym floor. The gym will be open for the start of the ARD-YDL season (December 2nd).
- The Ashford Park parking lot renovation is complete. Landscaping the area around the bathrooms will begin in the next few weeks.
- Events ruled the month, with the Great Auburn Obstacle Scramble (actually at the end of September), the Senior Health Fair, the Geno Linarez Memorial Ms. October softball tournament and the Auburn Community Festival going off without any major issues. ARD staff really stepped up on all of these events.

Meetings and Events attended

10/1: Rotary
10/4: Bell Rd. site walk with PG&E, Placer Land Trust
10/7: Auburn Community Festival Committee
10/8: Sierra College P&R class: join w/Director Gray to speak to class
10/8: Rotary
10/9: Sr. Health Fair
10/9: Meeting with Gold St. neighbors
10/10: Penn Martin re: solar at Recreation Park
10/13: Ms. October softball tourney
10/15: Rotary Board meeting
10/15: Christian Valley site walk with Placer Land Trust
10/15: Rotary
10/16: Chamber Board meeting
10/16: Bike Park group
10/17: Jeff Darlington, Placer Land Trust re: Conservation Easements
10/19: Auburn Community Festival
10/21: Acquisition and Development Committee
10/22: Rotary
10/23: Finance Committee
10/23: Policy Committee

Meetings and Events scheduled to attend

10/29: Auburn Chamber Forum (aka "Meddlers")

10/29: Marilyn Jasper, Placer County Chapter of the Sierra Club

10/29: Rotary

See attachment regarding approved Auburn Skate Park Artwork

Approved Auburn Skate Park artwork

Jenny and Marty Gessler

Administrator's report:

The artwork on the following page has been reviewed and approved per ARD Policy (see below). This artwork will be painted on the Auburn Skate Park sound wall.

XXXI. Public art policy

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

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

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

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



Administrative Services Manager
Report to the Board of Directors
October, 2013

The mid-year budget is complete and will hopefully be approved by the board at the monthly meeting.

The next tasks will be choosing a new auditor, and union negotiations.

For the audit, staff sent over twenty requests for quotes to accounting firms representing a mix of local, Sacramento area and statewide auditors. The District received five quotes by the deadline of September 30, 2013. We will be submitting a comparison spreadsheet, including pricing, in November.

Regarding union negotiations, the union has agreed to change the contract date from July 1 to April 1 to coincide with our fiscal year. We expect negotiations to begin sometime in December or early January.

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

Obstacle Course preparation & cleanup (clean up and remove hay bales, mud pit.)
Repair broken fresh water line Meadow Vista Park (behind bathroom.)
Cleanup goose droppings Regional & Meadow Vista Ponds.
Ball field preparation Regional & Recreation Parks (screen drag, bolt rip, chalk lines.)
Remove fallen tree Winchester Park (small oak tree fell on neighbor's fence, repair fence.)
Scheduled mowing of all District Turf areas.
Removal of goat heads Meadow Vista Park (low growing spiny plant.)
Provide assistance for pond mucking Meadow Vista & Ashford Parks.
Install new chain link fencing Ashford Park spillway.
Cleanup planter area below bathroom Ashford Park.
Blackberry removal Atwood Park.
Return borrowed items from Obstacle Scramble to Sierra Pipe (plastic culvert, irrigation pipe.)
Drain Sierra Pool for expansion joint construction.
Install new sod Ashley Memorial Dog Park (1440 sq. ft.)
Preparation and take down for Ms. October softball tournament (raise fences by 6 feet, remove pitcher's mound, roll field, and install plywood to Discovery Club modular windows.)
Paint new hand rails Ashford Park (below bathrooms.)
Remove all appliances, sink, and stored items from Recreation Park kitchen for floor replacement.
Repainting Handicap parking stalls (Recreation and Winchester Parks.)
Install new pitcher's mound Beggs Field (for Auburn Little League Fall Ball program.)
Preparation and take down for Community Festival.

Landscape Architect
Report to the Board of Directors
October, 2013

- **Miscellaneous Items:** Miscellaneous project research, update of project lists, monthly Board report. Miscellaneous project coordination with Larry Gray and Pat Shane.
- **PGE Land Trust Donation Application:** Continued communication with PG&E and Stewardship Council. Working on language for the Conservation Easement with Placer Land Trust and in-house staff. Ongoing review of Transaction documents and Conservation Easement with staff and A&D Committee. Meetings with Placer Land Trust to finalize Conservation Easement language. Review of final drafts. Staff meetings and phone calls with Stewardship Council and Placer Land Trust.
- **Bike Park/Pump Track Project:** Multiple staff meetings. Meetings with Bike Committee and site meetings with Bike Committee. Meeting with Gold/Belmont St. neighbors. Design and layout of conceptual plans at Overlook Park and off Maidu Drive location. Drafting conceptual plans on AutoCAD.
- **Ashford Parking Lot Paving Project:** Site meetings with contractor and staff. Punch list with contractor, follow-up on punch list items. Processing invoices, release of liens and project accounting.
- **Ashford Restroom Remodel:** Staff meetings, soliciting 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. Asbestos testing, crack investigation and engineer's assessments. Processing of Change Order and progress invoice.
- **Pond Cleaning at Ashford and Meadow Vista:** Site inspections and meetings with contractor.
- **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:** Draw up landscape plans for Ashford Park to repair areas around the parking lot renovation and restroom. Develop construction budget and meetings with staff. Research materials and costs, trips to materials suppliers to determine appropriate materials, such as irrigation, plants, edgings etc.
- **Canyon View Roof Repair:** Developed scope of work and specifications. Meetings with contractors. Prepare project for public bid and held pre-bid contractor meeting. Public bid process cancelled due to issues surrounding extent of work and absence of warranty by manufacturer. Meetings with contractors and coordination with staff. Meetings with Joe, Kahl and Larry Gray.

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

9/25/13-10/22/13 9/20/12-10/18/12

Activity Registrations	\$30,000	\$24,000
Day Care/Discovery payments	\$27,000	\$23,000
Facility payments/reservations	\$12,000	\$13,000

Youth Basketball registration is going strong.
 Continue to be involved in the community

- Chamber Networking and Ambassador visits
- Attended Senior Health Fair

Recreation Services Manager
Report to the Board of Directors
October, 2013

- Meetings attended: AAUW Board, SHF (2), Obstacle Scramble, VFCAL.
- Hosted the 20th Annual Senior Health Fair at Regional Park Gym. Had about 500 visitors, gave 319 free flu shots to the public. 45 vendors participated.
- Hosted the 3rd Annual Parking Lot sale at Recreation Park. Planning an indoor sale for the spring at Regional Park Gym.
- Hosted 12 women's softball teams for Ms. October Tournament. Secured roughly \$3,000 for the Youth Assistance Fund.
- Hosted the 17th Annual Community Festival. About 65 vendors participated including Mermaids who collected information on 38 potential new members.
- Meeting with new instructors for new classes. Gathering information for the Winter/Spring 2014 Activity Guide.
- Met with an informal group of Women in Business who are proposing a new event for Auburn- "A women in Business Shopping Expo" to be held at Recreation Park in May.

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

November 11	Veteran's Day	Offices Closed
November 28-29	Thanksgiving	Offices Closed

Youth Services Manager
Report to the Board of Directors
October, 2013

- Community Festival Scarecrow contest results: Newcastle Discovery Club won \$100 for “the Ghostly Pirates of Newcastle” and Skyridge Discovery Club won \$100 for “Dia de Los Muertos”. Small celebrations will be held at each site for their hard work. The scarecrows were put on display outside the Discovery Club modulars.
- Discovery Club will participate in Auburn Elementary’s Fall Festival on Friday Oct. 25 from 5:00 to 8:00 p.m., providing a craft project.
- Sierra College Job Fair: Friday, October 25th, 11-2:00 p.m. Will provide job information for Discovery Club, summer day camp and swim staff for the Recreation Department.
- Director’s meeting: Tuesday, October 8th. Topics included the updated MSDS binders, reorganized resource room in Youth services, updated personnel guidelines, upcoming day camps and theme scheduling for the school year.
- The week-long day camp for the Newcastle school closure was well attended. The school staff allowed us to distribute flyers this year, which we credit for making the difference in getting the word out.
- Discovery Clubs were open on Columbus Day since the schools did not observe the holiday.
- Halloween: A light dinner will be served at the sites as a courtesy to Discovery Club parents.
- Planning for November day camps: Nov. 1, 18, 25, 26, 27, advertising at Discovery Club and school newsletters. Flyers will go out to the schools soon with upcoming dates.
- The Newcastle principal has offered the use of additional space and we have applied with licensing for approval. This will allow more space for homework and bad-weather days, and to accommodate our waiting list.
- The doors at Auburn El. and Skyridge Discovery Clubs have been painted and we appreciate all the assistance from Larry’s crew on the upkeep of the sites.

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTOMAL 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	\$380.00	\$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	\$75.00	\$60.00	\$75.00	No		
Jul-13	Joshua Fresman	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 America-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		

2013/2014 Project List

PROJECT	Est. Cost	Notes	Est. completion date
Ashford Park			
Restroom Remodel	35,000	Drawings complete, soliciting bids for remodel	Nov-13
Ashford Path Of Travel Renovation	27,000	Project complete, punch list items outstanding	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, punch list items outstanding	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 to start late October	Oct-13
Recreation Park			
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	Pool repair under construction	Oct-13
Regional Park			
24 Acres Walking Path - In Kind	235,000	DG pathway constructed by Western Care	Jan-14
MP Field Improvements	12,500	Working with Chris Decker on list of possible improvements and costs	TBD
Canyon View Community Center			
Roof Repair	10,000	Bid process cancelled due to lack of warranty and cost. Anchor Roofing to patch known leak areas	Dec-13
Railhead Park			
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
Meadow Vista Park			
Pathway Repairs	23,000	Project Completed	Sep-13
Pond mucking	18,149	Work in progress	Oct-13
Total Projects Fiscal Year	700,199		
Updated October 17, 2013			

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
			Total Labor	Total Material
			\$285	\$160
			Total for Year	Total for Year
			\$3,120	\$4,066.84

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 Total for Year</td> <td>Total Material Total for Year</td> <td>\$355</td> <td>\$990</td> <td>\$2,650</td> <td>\$3,681.93</td> </tr> </table>					Total Labor Total for Year	Total Material Total for Year	\$355	\$990	\$2,650	\$3,681.93
Total Labor Total for Year	Total Material 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>Total for</td> </tr> <tr> <td>Year</td> <td>Year</td> </tr> <tr> <td></td> <td>\$2,295</td> </tr> <tr> <td></td> <td>\$2,691.93</td> </tr> </tbody> </table>					Total	Total	Labor	\$460	Total for	Total for	Year	Year		\$2,295		\$2,691.93
Total	Total															
Labor	\$460															
Total for	Total for															
Year	Year															
	\$2,295															
	\$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="435 1113 467 1186">Total</td> <td data-bbox="435 829 467 903">Total</td> </tr> <tr> <td data-bbox="467 1113 500 1186">Labor</td> <td data-bbox="467 787 500 903">\$270</td> </tr> <tr> <td data-bbox="500 1113 532 1186">Total for</td> <td data-bbox="500 787 532 903">Total for</td> </tr> <tr> <td data-bbox="532 1113 565 1186">Year</td> <td data-bbox="532 829 565 903">Year</td> </tr> <tr> <td data-bbox="565 1113 597 1186"></td> <td data-bbox="565 787 597 903">\$1,835</td> </tr> <tr> <td data-bbox="565 1113 597 1186"></td> <td data-bbox="565 829 597 903">\$866.50</td> </tr> <tr> <td data-bbox="565 1113 597 1186"></td> <td data-bbox="565 787 597 903">\$2,144.50</td> </tr> </table>					Total	Total	Labor	\$270	Total for	Total for	Year	Year		\$1,835		\$866.50		\$2,144.50
Total	Total																	
Labor	\$270																	
Total for	Total for																	
Year	Year																	
	\$1,835																	
	\$866.50																	
	\$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								
<table border="1"> <tr> <td>Total Labor</td> <td>\$445.00</td> <td>Total Material</td> <td>\$215.00</td> </tr> <tr> <td>Total for Year</td> <td>\$1,565.00</td> <td>Total for Year</td> <td>\$1,248.00</td> </tr> </table>					Total Labor	\$445.00	Total Material	\$215.00	Total for Year	\$1,565.00	Total for Year	\$1,248.00
Total Labor	\$445.00	Total Material	\$215.00									
Total for Year	\$1,565.00	Total for Year	\$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	\$140	\$340
		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	Total	
		Labor	\$220	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
			Total Labor	Total Material
			\$400	\$173
			Total for Year	Total for Year
			\$760	\$528

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	\$360.00	\$355.00
Labor		
Material		