

Item 8.2 Cover Sheet for Mid-Year 2016/2017 Budget Revision and Resolution 2016-10

Auburn Area Recreation and Park District Finance and Board meeting September 2016

The Issue: Shall the Auburn Area Recreation and Park District approve the Mid-Year 2016/2017 revised budget and adopt Resolution 2016-10?

Background: On an annual basis, the District is required to prepare and submit for approval a mid-year adjusting budget for the balance of the fiscal year. Such adjustments are made when circumstances change between the time the Board approves the final budget in March of each year, and the ensuing six months of actual revenues and expenditures.

The attached budget summary sheet contains the final approved budget, by department, and the proposed mid-year adjustments recommended by staff.

Some of the highlights of the revision:

1. Savings of approximately \$30,000 for election costs. Only incumbents are running for re-election, thus the County does not charge for the ballot.
2. Youth Services revenues increased by \$30,000.
3. Program revenues fell approximately \$13,000 as adult softball, youth basketball, pickle ball and the Obstacle Scramble revenues will not meet budgeted targets.
4. Aquatics revenue increased by approximately \$11,000 over projections.
5. Rental revenues will exceed budget by approximately \$8000.
6. Utilities expenses are expected to drop by \$12,000 from original budget
7. Maintenance expenses increased by \$7,000 as a result of installation of a new HVAC unit at CVCC (\$12,000), top dressing at Railhead A (\$8,000), and MainTrac operations software (17,000). A portion of these expenditures was mitigated by savings in other areas of the maintenance budget. The net increase was approximately \$7,000.
8. There is an approximately \$31,000 increase in tax revenue over what was budgeted at the beginning of the fiscal year.
9. Due to retirements by F&G staff as well as temporary attrition, there is a \$30,000 reduction in payroll costs projected for the balance of the fiscal year.
10. Finally, F&G is in the process of hiring two new employees. One is a replacement position and one is filling an open position that has been unfilled in the budget(s) for two plus years.

11. The Mid-Year revision includes a \$45,800 funding of the GASB 68 CalPERS unfunded liability account as passed by the Board at the August meeting.

The net result of the mid-year adjustments is a projected surplus of \$99,000, an increase of approximately \$89,000 from the projected surplus at the beginning of the 2016/2017 fiscal year.

Recommendation: The finance committee sent this item to the Board with a split vote. Further, the committee recommended that \$95,000 of the projected surplus be transferred to the Future Capital Construction Reserve, leaving a surplus balance of approximately \$4000.

Attachments: Departmental summary budgets
District wide summary budget
Resolution 2016-10

2016/2017 Mid-Year Budget Revision

	Program revenue	Facility revenue	Misc. revenue	Grants	Interest revenue	Project revenue city/city mitigation	Tax revenue	In Kind	Transfer in from reserves	Atwood III taxes	RDA passthru	TOTAL	% of Total	
Administration			44,494	-	46,569		2,898,159				37,986	3,027,208	56%	
F&G		162,491	7,736	787,907	2,973	209,000			181,259	26,219		1,377,585	25%	
Cust Service	8,094											8,094	0%	
Recreation	352,664		1,150	13,183								366,997	7%	
Youth Services	532,678		4,183									536,861	10%	
Aquatics	125,080	5,856										130,936	2%	
TOTAL	1,018,516	168,347	57,563	801,090	49,542	209,000	2,898,159	-	181,259	26,219	37,986	5,447,681	100%	
						3.8								
Program expense														
	Program expense	Operations & supplies	Utilities expense	Prof. expense	Building & grounds	Property Tax administ Election cost	Wages	Benefits & expenses	Fixed assets	Capital Improve.	Capital Improve. gant fund	Debt service	Contingency Reserve (ADA reserve)	
Administration		108,790	-	24,064		65,238	362,494	126,974	6,369				0%	
F&G		96,188	157,246	11,124	309,445		768,780	353,262	904,948	390,259	85,702	3,063	Eq Res/GASB 68	
Cust. Service		51,102	3,200	3,200			140,509	52,498	3,140			2,400	45,800	
Recreation	237,425	46,059		2,390			157,061	57,660	3,484				55,000	
Youth Services	31,893	10,327			4,839		351,891	103,667	8,011				250,449	
Aquatics	6,040	1,242	27,654		28,413		116,686	21,023	5,000				504,079	
TOTAL	275,358	313,708	184,900	40,778	342,697	65,238	1,897,421	715,084	930,952	390,259	85,702	5,463	100,800	

Proposed Transfer to Future Capital Construction Reserve

95,000

Net Revenue

4,321

0.08%

2016/2017 Mid-Year Budget Revision

	Final Budget 2016/2017	% of total 2016/2017	Mid-Year Revision	% of revenue	% of mid yr.
Operating Revenues					
Program Revenue	\$ 984,910	18.6	1,018,516	18.7	103.4
Facility Revenue	\$ 150,163	2.8	168,347	3.1	112.1
Misc. Revenue	\$ 59,990	1.1	57,563	1.06	96.0
Donations, Grant Revenue and In Kind	\$ 426,686	8.1	801,090	14.71	187.7
Interest Income	\$ 46,181	0.9	49,542	0.9	107.3
Projects Revenue	\$ 207,300	3.9	209,000	3.8	100.8
Tax Revenue	\$ 2,910,231	55.0	2,936,145	53.9	100.9
Transfer in from Cap Construction Fund	\$ 481,434	9.1	181,259	3.3	37.6
Misc (atwood etc)	\$ 25,500	0.5	26,219	0.5	102.8
Total Operating Revenue	\$ 5,292,395	100.00	5,447,681	100.0	102.9
Expenditures					
Program Expense	\$ 278,061	5.3%	275,358	5.1	99.0
Operating & Supplies	\$ 327,809	6.2%	313,708	5.9	95.7
Utilities Expense	\$ 200,874	3.8%	184,900	3.5	92.0
Professional Services	\$ 42,661	0.8%	40,778	0.8	95.6
Building & Grounds Maintenance	\$ 483,710	9.2%	342,697	6.4	70.8
Property Tax Admin.	\$ 100,500	1.9%	65,238	1.2	64.9
Wages	\$ 1,858,645	35.2%	1,897,421	35.5	102.1
Benefits & Payroll Costs	\$ 689,913	13.1%	715,084	13.4	103.6
Fixed Asset Expense	\$ 69,700	1.3%	930,952	17.4	1335.7
Capital Improvement Projects Mitigation	\$ 1,043,420	19.8%	390,259	7.3	37.4
Capital Improvement Projects General Fund	\$ 128,624	2.4%	85,702	1.6	66.6
Debt Services	\$ 3,591	0.1%	5,463	0.1	152.1
Special Departmental Expenses		0.0%		0.0	0.0
Project Expenditures		0.0%		0.0	0.0
Misc Expense		0.0%		0.0	0.0
Equipment Reserve & ADA		0.0%		0.0	0.0
Total Expenditures	\$ 5,282,508	100	5,348,360	100.0	101.2
Net Revenue Over Expenditures	\$ 987		99,321		
Proposed Transfer to Future Capital Construction Reserve	\$ -		95,000		
Net Revenue	9,887		4,321		
Annual Equip Replacement Fund	758531	(current)	758531		
Future Capital Construction Fund	705971	(current)	705971		
Contingency Reserve	450000	(current)	450000		
ADA reserve	60032	(current)	60032		
TOTAL RESERVES	\$ 1,974,534	(current)	\$ 1,974,534		

Administration 16-17 Budget

Prelim

Revenues	FY 16-17 Actual plus budget	FY 16-17 Budget	Mid Year Budget Revision	17/18
Miscellaneous Revenues				
Misc. Income -w/c div and other	17,664	21,750	17,664	0
Misc Income - Liability Ins dividend	-	-	-	0
Verizon cell lease	26,830	26,500	26,830	6,825
501c3 receivable	-	-	-	0
TOTAL	44,494	48,250	44,494	6,825
Interest Income				
Interest Revenue - County	40,574	40,500	45,574	10,500
Interest Revenue other	995	2,331	995	300
TOTAL	41,569	42,831	46,569	10,800
Taxes & Gov't Revenues				
Current Sec Prop Tax General	2,632,159	2,609,417	2,632,159	1,059,145
Homeowner's Prop. Tax Reduction	23,371	24,645	23,371	11,227
Current Unsec Prop Tax General	91,778	60,718	91,058	0
Suppl. Prop Tax Current	44,508	66,331	44,508	26,176
Unitary & Op Non-unitary Tax	104,169	102,054	104,169	41,544
Prior Unsec Prop Tax	109	634	743	0
Timber Tax Guarantee	-	2	2	0
Prior Supplemental Tax Rev	33	101	101	0
Prior Secured Prop Taxes	-	-	-	0
Railroad Unitary Prop Taxes	2,048	1,329	2,048	898
RDA Pass - Throughs	37,986	45,000	37,986	0
Redemptions Gen Taxes	-	-	-	0
TOTAL	2,936,161	2,910,231	2,936,145	1,138,990

Total Revenues	3,022,224	3,001,312	3,027,208	1,156,615
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Expenditures

Operations & Supplies	FY 15-16 Actual			
Discounts Taken	(1,218)	(1,218)	(1,218)	0
Finance Charges	-	-	-	0
CalCard Incentive	(1,987)	(1,000)	(1,987)	0
Penalties	50	50	50	0
Donations Expense	-	-	-	0
Telephone (CVCC) - Admin	5,544	5,350	5,544	750
Postage - Admin	2,163	2,350	2,163	550
Bank Service Charges	1,000	1,000	-	0
Office Supplies	5,997	6,800	5,997	750
Duplication Costs- Admin	631	650	631	150
Office Equip. Rental- Admin	8,078	8,500	8,078	1,500
Office Equip Maint - Admin	-	-	-	0
Dining Expense	690	870	690	150
Gas/Mileage Expense	1,363	1,000	1,363	150
General Admin Exp	867	850	867	0
Liability Insurance	73,584	78,000	73,584	18,000
Board Expense	1,543	1,550	1,543	300
Dues & Subscriptions	9,360	9,500	9,360	150
Staff Appreciation	100	100	100	0
Staff Development	465	500	465	500
Safety Supplies - Administration	50	300	50	0
Small Office Equipment	1,510	1,150	1,510	750
TOTAL	109,790	116,302	108,790	23,700

Legal Fees	8,140	7,750	8,140	1,500
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Professional Services

Professional Services	6,090	8,500	6,090	2,000
Accounting/Auditor Fees	9,834	9,561	9,834	9,000
Environmental Services	-	-	-	0
TOTAL	15,924	18,061	15,924	11,000

Property Tax/Election Expense

Property Tax Administration	62,590	62,500	62,590	0
Election Expense	35,000	35,000	-	0
LAFCO Fees	2,648	3,000	2,648	0
TOTAL	100,238	100,500	65,238	0

Salaries/Wages Expenses

Wages - Admin - Full Time	151,795	151,555	151,555	0
Wages - Admin - Part Time	63,440	64,299	64,299	0
Wages- Admin - Board Pay	30,000	30,000	30,000	0
Wages - District Administrator	113,592	116,640	116,640	0
TOTAL	358,827	362,494	362,494	0

Benefits & Payroll Costs

ER -Taxes - Admin (7.65%)	28,767	29,027	29,027	0
Employment Expense - Admin	-	-	-	0
Fingerprinting	-	-	-	0
Benefits Expense - Admin	46,798	46,077	46,077	0
Employer Retirement Exp	42,584	40,724	47,584	0
Worker's Compensation	2,402	1,128	2,402	0
Worker's Compensation	1,884	3,031	1,884	0
TOTAL	122,435	119,987	126,974	0

add 2300 calpers medical
(done) 5024 for Admin

Fixed Assets- Equipment

Fixed Assets	-	-	-	0
Computer Purchases - Admin.	6,369	12,700	6,369	3,000
TOTAL	6,369	12,700	6,369	3,000

computer purchase and 4800 in great plains updates, plus 1200 in C

PG&E Lighting Loan	1,148	-	3,063	0
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Total Expenditures	722,871	737,794	696,992	39,200
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Total Revenues	3,022,224	3,001,312	3,027,208	1,156,615
Total Expenditures	722,871	737,794	693,786	39,200
GASB 68 Reserve	-	-	45,800	0
Net Gain (Loss)	2,299,353	2,263,518	2,287,622	1,117,415

Aquatics 16-17 Budget Revenues

Park & Services Revenue

	FY 15-16 Actual	FY 15-16 Budget	Mid-Year Budget Revised	Prelim 16/17
Adult Aquatic Activities	9,256	8,750	9,256	4,850
Adult Aquatic Activities Placer Hills	720	1,200	720	650
Master Swim	3,780	3,600	3,780	1,500
Public Swim	36,908	30,800	36,908	20,200
Public Swim - Placer Hills Pool	3,897	3,700	3,897	500
Swim Lessons	26,947	28,000	26,947	23,500
Swim Lessons - Placer Hills Pool	7,672	10,250	7,672	7,000
Swim Team	22,970	21,400	23,570	21,500
Synchro Team	10,830	8,700	12,330	10,000
Misc Income PH pool	0	0	0	0
Misc Income	0	0	0	0
Totals	122,980	116,400	125,080	89,700

Rents & Concessions

Sierra/Splash Pool Rental	4,665	7,500	4,665	3,500
Placer Hills Pool rental	1,191	750	1,191	1,000
Totals	5,856	8,250	5,856	4,500

Total Revenues

	128,836	124,650	130,936	94,200
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Expenditures

Program Expenditures

Instructors - Aquatics	1,570	2,000	1,570	600
Adult Aquatic Activities Exp.	630	1,250	630	600
Public Swim Expenses	2,225	2,500	2,225	2,500
Public Swim Expenses PH	-55	500	-55	500
Swim Lessons Expenses	0	0	0	0
Swim Team Expenses	0	1,250	0	0
Synchro Team Expenses	1,670	0	1,670	0
Totals	6,040	7,500	6,040	4,200

Operations & Supplies

Telephone - Placer Hills Pool	237	241	237	60
Gas Milleage - Aquatics	56	6	56	0
Staff Appreciation- Aquatics	0	0	0	0
Small Equipment	449	500	449	0
Small Equipment - PH Pool	0	0	0	0
Staff Development- Aquatics	500	500	500	0
Uniform Exp	0	0	0	0

<i>Totals</i>	1,242	1,247	1,242	60
Utilities				
Gas/Electric - Sierra Pool	27,032	29,500	27,032	6,000
Gas/Electric - Placer Hills	6,883	7,000	6,883	1,550
Reimbursement - Gas/Electric	-9,393	-9,000	-9,393	-9,000
Water - Sierra Pool	3,470	4,000	3,470	0
Water - Placer Hills	487	450	487	100
Reimbursement - Water	-825	-500	-825	-750
<i>Totals</i>	27,654	31,450	27,654	-2,100
Maintenance			0	
Maintenance - Sierra Pool	180,668	178,000	30,668	11,500
Reimbursement - Maintenance	-6,576	-4,000	-6,576	-6,000
Maintenance - Placer Hills pool	4,321	4,508	4,321	1,500
<i>Totals</i>	178,413	178,508	28,413	7,000

Salaries/Wages Expenses

	FY 15-16 Actual	FY 15-16 Budget		Prelim 16/17
Wages - Aquatics Coordinator	17,517	18,563	17,517	18,393
Wages - Aqua Coord - Placer Hills	1,000	1,000	0	1,050
Wages - Adult aquatics	2,890	3,700	2,890	3,035
Wages - Public Swim	53,797	50,800	53,797	56,487
Wages - Public Swim - PH Pool	8,092	7,700	8,092	8,497
Wages - Swim Lessons	9,032	7,900	9,032	9,484
Wages - Swim Lessons - PH Pool	2,241	2,950	2,241	2,353
Wages - Master Swim	3,151	3,550	3,151	3,309
Wages - Coaches (Swim Team)	9,504	10,000	9,504	9,979
Wages - Coaches (Synchro)	10,462	8,837	10,462	10,985
<i>Totals</i>	117,686	115,000	116,686	123,570

Benefits & Payroll Costs

ER -Taxes -(12.65%)	12,661	12,640	12,661	0
Employment Exp- Aquatics	2,042	1,360	2,042	0
Fingerprinting Exp- Aquatics	699	500	699	0
Calpers Exp. 16.444%	2,721	2,500	3,221	0
Worker's Comp (2.15% x 1.09%)	1,686	2,400	2,400	0
<i>Totals</i>	19,809	19,400	21,023	0

Equipment & Fixed Assets

Fixed Assets - Aquatics	0	0	5,000	0
<i>Totals</i>	0	0	5,000	0

<i>Total Expenditures</i>	350,844	353,105	205,344	132,730
<i>Total Revenues</i>	128,836	124,650	130,936	94,200

Total Expenditures	350,844	353,105	205,344	132,730
Contingency 2% of expenses	3,508	3,531	2,053	1,327
Net Gain (Loss)	-225,516	-231,986	-76,461	-39,858

Customer Service 16-17 Budget Revenues

Prelim

	FY 16-17 Actual	FY 16-17 Budget	Revised Mid Year Budget	17/18
Revenue				
Out of Dist Fees	7,356	4,750	7,356	3,500
Out of Dist Fees - Bureau	393	0	393	300
Return Check Fees	345	110	345	175
Total	8,094	4,860	8,094	3,975
Rents & Concessions				
	0	0	0	0
Total	0	0	0	0
Miscellaneous Revenue				
	0	0	0	0
Total	0	0	0	0
Grant Revenue				
	0	0	0	0
Total	0	0	0	0
Total Revenues	8,094	4,860	8,094	3,975

Expenditures

Expenditures				
Cash short/over	-79	-50	-79	0
Merchant fees	8,246	7,050	8,246	2,000
Telephone expense	10,805	11,800	10,805	1,650
Gift certificates Given Out	1,121	1,250	1,121	700
Postage	1,250	1,750	1,250	250
Office Supplies	2,321	3,500	2,321	300
Duplication costs	1,506	2,400	1,506	50
Office Equipment rental	10,744	9,800	10,744	2,700
Office equipment Maintenance	4,076	50	4,076	4,000
Gas/Mileage Expense	551	657	551	100
Public Relations/Marketing	14,190	17,000	10,190	3,000
Dues and Subscriptions	0	0	0	0
Staff Appreciation	0	0	0	0
Staff Development	0	0	0	0
Theft Expense	0	0	0	0
Bad Debt	371	200	371	0

Small Office equipment	0	0	0	0
Total Expenditures	55,102	55,407	51,102	14,750

Prof Services	3,200	3,200	3,200	0
	58,302	58,607	3,200	14,750

	FY 16-17 Actual	FY 16-17 Budget	510,631	Prelim 17/18
Wages (F/T)	114,577	114,240	114,240	0
Wages (P/T)	15,081	12,813	26,081	0
Wages (Uniform allowance)	188	200	188	0
Total	129,846	127,253	140,509	0

ER -Taxes - Admin (7.65%)(10.85%)	10,526	10,512	11,826	0
Employment Expense	0	60	60	0
Fingerprinting Expense	0	32	32	0
Benefits Expense	21,449	21,653	21,653	0
Employer Retirement Exp. (16.622%)	14,989	13,926	18,189	0
Worker's Compensation (.68% x 148%)	618	664	738	0
Total	47,582	46,847	52,498	0

Total Salaries & Benefits	177,428	174,100	193,048	0
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	FY 16-17 Actual	FY 16-17 Budget	510,631	Prelim 17/18
Fixed Assets- Equipment				
Fixed Asset Purchases	0	0	2,000	0
Fixed Asset Purchases (computer)	1,140	1,400	1,140	0
	1,140	1,400	3,140	0

Total Expenditures	236,870	234,107	250,490	14,750
	0			
Total Revenues	8,094	4,860	8,094	3,975
Total Expenditures	236,870	234,107	250,490	14,750
Contingency Reserve (2% of expens	2,369	2,341	2,505	148
Net Gain (Loss)	-231,145	-231,588	-244,901	-10,923

Facilities & Grounds

16-17 Budget

Orig Budget Mid Year Revised

Revenues	FY 16-17 Actual	16/17	Budget 16/17
Rents and Concessions			
<i>Fee Waivers- Public</i>	(19,821)	(12,438)	(19,821)
<i>Fee Waivers-CVCC Public</i>	(7,133)	(5,900)	(7,133)
<i>Fee Waiver Offset</i>	26,954	18,338	26,954
Blue Bird Room - CVCC	0	0	0
Stella Irving - Rec	0	0	0
Lakeside - Reg	6,120	4,650	6,120
<i>Sierra Room Rental- CVCC</i>	8,640	7,500	8,640
<i>Sunset Room Rental- CVCC</i>	950	750	950
<i>Canyon View Room Rental-CVCC</i>	1,230	1,000	1,230
<i>Foothills Room Rental- CVCC</i>	2,235	2,750	2,235
<i>Oak Room Rental-CVCC</i>	0	0	0
American River Room	2,570	0	2,570
Conference Room Rentals	45	0	45
Board Room Rental - CVCC	100	100	100
Conference Modular - Overlook	7,163	8,350	7,163
Gazebo - Rec	385	600	385
Gym - Rec	200	200	200
Gym - Reg	28,228	18,766	28,228
Tutor Totter Lease Agreement	5,167	4,878	5,167
Kitchen - Rec	0	0	0
Kitchen - Reg	280	280	280
Kitchen-CVCC	330	50	330
Picnic Area - Rec	7,786	6,800	7,786
Picnic Area - Reg	2,305	1,350	2,305
Picnic Area - Ashford	1,220	875	1,220
Picnic Area - Meadow Vista	2,570	3,100	2,570
Field - Recreation	2,211	2,814	2,211
Field A - Reg	875	850	875
Field - Softball MV	3,856	3,500	3,856
Field - Christian Valley	3,883	1,750	2,383
Field Soccer/Baseball-Winchester	2,252	2,500	2,252
Field "Beggs" - Rec	4,172	6,300	4,172
Field B - Reg	2,252	450	2,252
Field "James" - Rec	19,607	15,500	19,607
Field "Chana" - Reg	5,210	4,500	5,210
Bocce Ball Field Rental	180	0	180
Field Soccer - Reg	3,209	3,000	2,209
Field Soccer A- MV	0	0	0

Field Soccer A- Railhead	11,218	11,750	11,218
Field Placer Hills	0	0	0
Field Soccer B- MV	0	0	0
Field Soccer B- Railhead	3,429	9,250	3,429
Field "Pee Wee Soccer" Rental - MV	0	0	0
Field Lining Revenue - Rec	0	0	0
Field Lining Revenue - Reg	100	100	100
Misc Rents & Concessions	4,494	4,000	4,494
Misc Rents & Concessions - Bureau	1,870	1,350	1,870
Custodial Fees	21,699	12,400	15,699
Set up and Take Down Fees	3,700	2,900	2,950
TOTAL RENTS & CONCESSIONS	171,741	144,913	162,491

Miscellaneous Revenues

Recycling Revenue	50	50	50
Alcohol permit	3,200	1,390	3,200
Misc Income - F & G	5,486	3,050	4,486
Total Misc Revenue	8,736	4,490	7,736

Budget

Grants & Donations	FY 15-16 Actual	15/16	
In-Kind Donations	0	0	0
Donations F&G	787,907	0	787,907
Pump trac donations	47,447	46,896	47,447
Stewardship council	367,790	367,790	367,790
TOTAL GRANTS & DONATIONS	1,203,144	414,686	1,203,144

Interest Revenue - City Trust	2,973	3,350	2,973
TOTAL Interest Income	2,973	3,350	2,973

Project Revenue - Government

County Mitigation	221,300	177,300	209,000
City Mitigation Revenue	0	0	0
Total Project Revenue - Gov	221,300	177,300	209,000

Other Financing Sources

Transfers from Future Capital Constr.	406,434	406,434	166,259
Transfers from Equipment Reserv	60,000	60,000	0
Transfers from ADA Reserv	15,000	15,000	15,000
City Mitigation Apportionment	30,000	30,000	0
Total Other Financing Sources	511,434	511,434	181,259

Taxes & Government Revenue

Atwood III Tax Revenue	26,219	25,500	26,219
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Total Taxes & Gov't Revenue	26,219	25,500	26,219
TOTAL REVENUES	2,145,547	1,281,673	2,122,997

Expenditures

Operations & Supplies	FY 15-16	Budget	
	Actual	15/16	
Telephone - F & G	7,376	6,700	7,376
Office Supplies - F & G	519	700	519
Duplication Cost - F & G	0	0	0
Uniform Exp	(333)	0	(333)
Gas/Mileage Expense - Fac & Gr..	13,643	16,000	13,643
Membership & Dues - F & G	72	0	72
Staff Appreciation - F & G	200	200	200
Staff Development - F & G	0	1,500	0
Small Tools and Equipment-Rec Park	4,116	3,750	5,616
Small Tools and Equipment-Reg Park	5,110	4,300	5,110
Small Tools and Equipment-MV Park	3,000	3,250	3,000
Small Tools and Equipment-CVCC Fac	1,700	1,950	1,700
Field Marking Expense	932	850	932
Safety Supplies - F & G	4,671	3,100	4,671
Restroom Supplies - Rec Park	1,371	1,250	1,371
Restroom Supplies - Reg. Park	1,697	1,250	1,697
Restroom Supplies - Ashford	996	1,100	996
Restroom Supplies - M.V. Park	1,062	1,100	1,062
Restroom Supplies - Railhead Park	1,095	1,100	1,095
Restroom Supplies - Overlook Park	1,052	1,100	1,052
Restroom Supplies - Winchester Park	555	800	555
Restroom Supplies - Rec. Comm Ctr	1,274	1,150	1,274
Restroom Supplies - Reg. Comm. Ctr	1,223	1,150	1,223
Restroom Supplies - CVCC	1,251	1,200	1,251
Sanitation - Rec Toilet	750	750	750
Sanitation- Regional Park- Port. Toilet	5,750	5,850	5,750
Sanitation- CV - Port. Toilet	0	0	0
Sanitation- Winchester Park- Port. Toilet	4,800	4,450	4,800
Sanitation- Rec Park ADA Portab	3,347	3,500	3,347
Sanitation - Reg ADA Toilets	3,697	4,500	3,697
Rec Park - Debris Box	8,033	7,900	8,033
Sanitation- Regional Park - Debris	6,509	6,525	6,509
Sanitation- MV Park- Debris	4,671	5,300	4,671
Sanitation- CVCC - Debris	4,549	5,309	4,549
TOTAL OPERATIONS & SUPPLIES	94,688	97,584	96,188

Budget

FY 15-16

Actual

15/16

	Actual	15/16	
Lights- Rec Pk Beggs Field (LL)	2,804	2,544	2,804
Lighting Reimbursements - Beggs Fld.	(3,519)	(2,952)	(3,519)
Lights- Rec Park James Field (LL)	5,594	4,289	5,594
Lighting Reimbursements - James Fld.	(6,036)	(5,915)	(6,036)
Lights- Recreation Field (LL)	1,319	1,671	1,319
Lighting Reimbursements - Rec Fld.	(2,496)	(2,323)	(2,496)
Gas/Electric - Rec Comm Ctr	8,364	7,500	8,364
Gas/Electric - Reg Comm Ctr	11,095	12,200	11,095
Gas/Elec. - Chr Vly Comm Ctr	1,190	1,250	1,190
Electric Reimbursements - Chr Vly CC	(982)	(800)	(982)
Gas/Electric - CVCC	18,014	20,500	18,014
Gas/Electric - Recreation Park	8,348	9,100	8,348
Lighting Reimb - Rec Park	(308)	(150)	(308)
Gas/Electric - Reg Park	18,902	20,500	18,902
Lighting Reimbursements - Reg Park	(6,786)	(5,300)	(6,786)
Gas/Electric - Ashford Park	2,864	2,650	2,864
Gas/Elec. - MV Park	3,838	3,950	3,838
Electric - Railhead	3,533	3,050	3,533
Lighting Reimbursements - Railhead	(1,505)	(1,500)	(1,505)
Gas/Electric - Overlook Park	0	0	0
Gas/Electric- Winchester Park	1,518	1,710	1,518
Water - Rec Comm Ctr	3,926	4,850	3,926
Water - Reg Comm Ctr	1,617	1,550	1,617
Water - Chr Vly Comm Ctr	951	1,400	951
Water - CVCC	2,732	4,400	2,732
Water - Recreation Park	4,124	4,550	4,124
Water - Regional Park	3,799	3,750	3,799
Water - Ashford Park	2,882	3,150	2,882
Water - MV Park	7,862	7,300	7,862
Water - Chr Vly Park	1,034	1,350	1,034
Water - Railhead Park	3,622	3,950	3,622
Water - CVCC (Park)	1,732	3,000	1,732
Water - Overlook	5,233	6,050	5,233
Water - Placer Hills Park	3,598	3,500	3,598
Water - Winchester Park	0	0	0
Water - Atwood	3,438	3,750	3,438
Water - Chana Field	9,900	9,900	9,900
Sanitation - Rec Park (Sewer)	8,400	8,400	8,400
Sanitation - Railhead (Sewer)	150	150	150
Sanitation - Regional Park - (Sewer)	15,103	15,000	15,103
Sanitation - Ashford Park (Sewer)	1,642	1,700	1,642
Sanitation - Overlook (Sewer)	750	750	750

Sanitation - CVCC (Sewer)	9,000	9,000	9,000
TOTAL UTILITIES	157,246	169,424	157,246

Professional Services

Professional Services - Atwood III	11,024	11,700	11,024
Professional Services	100	0	100
Atwood - County Admin Coll Fee	0	0	0
Total Professional Services	11,124	11,700	11,124

Building & Grounds Maintenance

District Vehicles Maint - F & G	5,450	6,750	5,450
Equipment Rental - F & G	1,215	1,250	1,215
Maint & Repairs - Equipment	15,960	16,250	15,960
Maint - Recreation Field	300	800	2,800
Maint - James Field	5,746	11,750	33,746
Maint - Beggs Field	1,143	3,600	1,143
Maint- Rec Park - Irrigation Pump	500	500	500
Maint- Reg Park - Irrigation Pump	500	500	500
Maint- Ashford Park - Irrigation Pump	500	500	500
Maint- MV Park - Irrigation Pump	500	500	500
Maint - M.V. Soccer Field	0	0	0
Maint- Winchester Field	0	1,500	0
Maint - M.V. Tennis Courts	3,559	3,525	3,559
Maint - Recreation Park	27,315	23,750	27,315
Maint - Regional Park	29,887	47,250	32,887
Maint - Ashford Park	5,258	10,200	5,258
Maint - Meadow Vista Park	14,117	17,750	14,117
Maint - Christian Valley Park	2,098	2,500	2,098
Maint - Railhead Park	2,240	3,550	11,740
Maint- CVCC Park	4,588	4,600	4,588
Maint - Overlook Park	6,950	5,850	6,950
Maint - Placer Hills Park	1,473	7,150	1,473
Maint - Pocket Parks	471	450	471
Maint - Mt. Vernon Park	1,312	1,150	1,312
Maint - Winchester Park	693	400	693
Maint - Atwood III	6,416	6,800	6,416
Maint-Shockley	350	350	350
Maint-Ashley dog park	700	700	700
Maint - Recreation Comm Ctr	12,733	17,500	17,733
Maint - Regional Comm Ctr	5,151	6,000	5,151
Maint - Christian Valley Comm Ctr	350	1,100	350
Maint - CVCC	6,116	6,400	18,116
Maint - Overlook Modular	172	450	172
Maint - Regional Tennis Courts	2,750	2,350	2,750

	FY 15-16 Actual	Budget 15/16	
ER -Taxes - F & G (7.65%)	64,685	66,392	64,685
Employment Expense - F & G	1,901	800	1,901
Fingerprinting Exp. - F & G	241	105	241
Benefits Expense - F & G	122,638	119,241	122,638
Employer Retirement Exp.	87,702	96,524	85,702
Worker's Comp.	65,815	70,437	77,215
Worker's Comp. Volunteers	880	1,370	1,370
TOTAL BENEFITS & PAYROLL COSTS	343,862	354,869	353,262
TOTAL SALARIES, BENEFITS	1,112,642	1,152,772	1,122,042

Fixed Assets

Fixed Asset Purchases - F&G	865,173	73,700	885,173
Computer Purchases	2,775	3,500	19,775
TOTAL FIXED ASSETS	867,948	77,200	904,948

Lease Purchase Princ/Interest

Principal/COP - Regional Gym	0	0	0
Interest - COP Regional Gym	0	0	0
TOTAL LEASE COSTS	0	0	0

Rent

Bureau of Reclamation Lease	0	0	0
Rec Park Lease UPPR	1,800	1,800	1,800
Christian Valley Lease	1,800	1,800	600
TOTAL RENT	3,600	3,600	2,400

Capital improv projects

	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total Cap Improvements (General Fund)	0	0	0

Bell Road Park - CEQA	445,610	445,610	3,000
Bike Park - Design, CEQA	10,046	11,434	20,679
Bike Park Construction	175,000	175,000	0
24 Acres - Preliminary Planning	34,984	35,000	45,000

Placer Hills Park - Path of Travel	10,000	10,000	10,000
Reg - Dry Creek ADA Improvements	15,000	15,000	15,000
Railhead B Renovation	139,995	140,000	35,580
MV Pond Island Renovation	99,831	100,000	1,831
Overlook Area Planning/CEQA	90,000	90,000	0
MV Bathroom ADA renovation	149,772	150,000	220,000
CEQA/NEPA - Operation/Dev Park Plan	10,785	0	13,885
Reparian Vegetation Management Permit	0	0	52,500
Reg - Pond Aeration Project	0	0	14,486
Christian Vally Property acquisition	3,200	0	0
Overlook Park Security	6,790	0	0
	0	0	0
MV Community Center	44,000	0	44,000
	0	0	0
Total Capital Improvements (Funded)	1,235,013	1,172,044	475,961
 TOTAL CAP IMPROVEMENT	1,235,013	1,172,044	475,961
 TOTAL EXPENDITURES	3,691,706	2,986,733	3,079,354
 Total Revenues	2,145,547	1,281,673	2,122,997
Total Expenditures	3,691,706	2,986,733	3,079,354
Contingency Fund 1% of total exp	0	0	0
Restricted reserve for equip repl	55,000	55,000	55,000
Net Gain (Loss)	(1,601,159)	(1,760,060)	(1,011,357)

Recreation					
2016-2017 Budget					
Revenues		Budget	Mid Year	Prelim	
Program Revenue	FY 16-17 Actual	16/17	Budget Revised	17/18	
Adult Softball	23,708	25,600	17,708	8,500	(6,000)
Adult Basketball	6,251	9,400	6,251	2,000	
Sr. Sports	2,384	2,650	2,384	0	
Adult Volleyball	1,627	1,300	1,627	1,200	
Pickle Ball	11,842	10,200	7,842	3,250	(4,000)
Adult Classes	40,098	42,000	38,598	10,000	(1,500)
Adult Classes - Bureau	9,277	8,250	9,277	3,500	
Bocce Ball	500	0	500	250	
Youth Basketball	68,053	68,250	65,053	0	(3,000)
Pee Wee/Short Shots	1,785	1,650	1,785	0	
Youth Classes	29,651	30,000	29,651	7,500	
Youth Classes - Bureau	0	2,500	0	0	
Pre School	48,676	40,000	48,676	11,000	
Youth Camps	19,179	26,500	19,179	17,000	
Youth Camps - Bureau	22,443	11,000	22,443	21,000	
Youth Sports Camp	12,274	1,000	12,274	9,500	
Youth Sports Camp - Bureau	16,770	12,000	16,770	0	
Special Events	4,400	4,200	4,400	0	
Party in the Park	10,833	7,000	10,833	2,000	
Lifestyle Expo	5,381	5,000	5,381	0	
Envision Expo	2,998	5,000	2,998	2,000	
Ukulele Festival	9,114	5,000	9,114	2,000	
Food Truck Fiesta	1,170	14,000	1,170	1,000	
Great Obstacle Scramble	13,100	13,000	8,100	0	(5,000)
Dead Festival	758	13,000	758	750	
Guitar Festival	2,112	0	2,112	1,250	
Auburn Community Festival	7,780	7,000	7,780	0	
Total Program Revenues	372,164	365,500	352,664	103,700	
Misc. Revenue					
Activity Guide-Advertising Rev.	3,650	3,650	1,150	250	(2,500)
Corporate Sponsorship	0	0	0	0	
TOTAL MISC REVENUE	3,650	3,650	1,150	250	
Grants & Donations					
Youth Assistance Fund - In Dist	13,183	12,000	13,183	0	
Donations - Recreation	0	0	0	0	
TOTAL GRANTS & DONATN	13,183	12,000	13,183	0	
Total Revenues	388,997	381,150	366,997	103,950	
Expenditures					
Program Expenditures					
Instructors - Adult Classes	19,794	24,200	19,794	4,100	
Inst - A Classes - Bureau	7,719	7,650	7,719	1,750	
Instructors - Youth Classes	15,819	19,000	15,819	3,100	
Inst - Y Classes - Bureau	0	0	0	0	
Instructors pre school	35,324	31,500	35,324	8,000	
Officials - Adult Softball	5,826	6,000	5,826	3,000	
Officials - Adult Basketball	4,633	5,250	4,633	750	
Officials - Adult Volleyball	0	100	0	0	
Officials - Youth Basketball	16,435	15,500	16,435	1,000	
Instructors- Youth Camp	21,341	17,000	21,341	2,000	
Inst - Y Camp - Bureau	20,997	13,000	20,997	0	
Instructors- Youth Sports Camp	0	5,500	0	0	

Inst - Y Sports Camp - Bureau	7,205	0	7,205	0	
Adult Softball Expense	2,500	1,750	2,500	1,500	
Adult Basketball Expense	3,713	750	3,713	3,000	
Adult Volleyball Expense	1,028	300	1,028	500	
Pickle Ball/Tennis	4,302	3,700	4,302	1,500	
Adult Class Expense	556	650	556	0	
Youth Basketball Expense	25,800	30,300	30,000	0	4,200
Pee Wee/Short Shots	500	500	500	0	
T-Ball	0	0	0	0	
Youth Class Expense	6	0	6	0	
Youth Camp Expense	32	300	32	0	
Youth Sports Camps	3,424	0	3,424	0	
Special Events	3,933	4,550	3,933	2,500	
Party in the Park	8,404	7,000	8,404	7,000	
Bike Park fundraising expense	0	2,500	0	0	
Lifestyle Expo	1,500	1,500	1,500	0	
Envision Expo Expense	2,784	1,500	2,784	1,000	
Ukulele Festival Expense	5,246	6,000	5,246	100	
Food Truck Fiesta	49	4,500	49	100	
Great Obstacle Scramble	634	6,000	634	100	
Dead Festival	0	16,000	0	250	
Guitar Festival	3,059	0	3,059	2,750	
Auburn Community Festival Exp	10,662	10,000	10,662	150	
TOTAL PROGRAM EXP.	233,225	242,500	237,425	44,150	
Operating Expenditures					
Advertising	0	0	0	0	
Telephone	407	625	407	0	
Office Supplies	1,537	1,650	1,537	250	
Duplication Costs	50	50	50	0	
Gas/Mileage	816	875	816	0	
Dues & Subscriptions	241	250	241	0	
Staff Appreciation	0	0	0	0	
Company Celebrations	1,110	1,100	1,110	0	
Staff Development	570	750	570	0	
Safety Supplies	125	125	125	0	
Activity Guide	34,386	26,000	26,386	8,000	(8,000)
Youth Assistance Expense	14,446	14,000	14,446	8,000	
Small Rec Equipment	371	371	371	0	
TOTAL OPERATING EXP	54,059	45,796	46,059	16,250	
Professional Services					
Professional Services- Web page	2,390	2,250	2,390	0	
Total Professional Services	2,390	2,250	2,390	0	
Salaries/Wages Expenditures					
Wages - Full Time	143,638	144,859	144,859	0	
Wages - Part Time	5,637	5,443	5,637	0	
Wages - Seasonal	231	231	231	0	
Wages - Adult Softball	3,662	4,185	3,662	0	
Wages - Uniform	195	200	200	0	
Wages - Adult Basketball	1,673	1,700	1,673	0	
Wages - Adult Volleyball	0	0	0	0	
Wages - Special Events	799	0	799	0	
Totals	155,835	156,618	157,061	0	
Benefits & Payroll Expenditures					
ER -Taxes - (13.65%)	13,294	12,935	12,935	0	
Employment Expense	11	60	11	0	
Fingerprinting Expense	120	64	120	0	
Benefits Expense	20,868	19,911	19,911	0	
Calpers Exp.	19,166	17,863	21,296	0	
Worker's Comp	3,155	3,237	3,237	0	

Work Comp volunteers	150	200	150	0
Totals	56,764	54,270	57,660	0
Equipment & Fixed Assets				
Fixed Assets - Recreation	1,500	1,500	1,500	500
Computer Purchases - Rec	1,984	2,600	1,984	0
Totals	3,484	4,100	3,484	500
Total Expenditures	505,757	505,534	504,087	60,900
Total Revenues	388,997	381,150	366,997	103,950
Total Expenditures	505,757	505,534	504,087	60,900
Contingency (1% of expenses)	5,058	5,055	5,041	609
Net Gain (Loss)	(121,818)	(129,439)	(142,131)	42,441

**Youth Services
16-17 Budget
Revenues**

	FY 16-17 Actual	FY 16-17 Budget	Revised Mid Year Budget	Prelim 17/18
Alta Vista DSC Revenue	0	0	0	0
Auburn Elem DSC Revenue	122,664	104,500	122,664	35,000
Skyridge DSC Revenue	118,435	118,000	118,435	31,000
Rec Day Camp Rev (School & Summer)	175,598	169,500	175,598	92,500
Newcastle DSC Revenue	115,981	110,000	115,981	27,500
TOTAL	532,678	502,000	532,678	186,000
Rents & Concessions				
Rock Creek Modular Rent	3,600	3,600	3,600	900
Miscellaneous Revenue				
	583	0	583	0
Total Revenues	536,861	505,600	536,861	186,900
				Prelim
Program Expenditures	FY 15-16 Actual	FY 15-16 Budget		17/18
			0	
Auburn Elem - Program Expense	0	0	1,700	0
Auburn Elem - Program Expense	3,120	3,050	3,120	450
Skyridge - Program Expense	3,091	3,117	3,091	450
Rec Day Camp - Program Exp (Sch. & Sum)	21,378	18,958	21,378	4,750
Newcastle - Program Expense	2,604	2,936	2,604	650
	30,193	28,061	31,893	6,300
Operations & Supplies				
Telephone - Youth Services (Cell phones)	144	116	144	150
Telephone - Rec Day Camp Modular	2,197	2,692	2,197	250
Telephone - Alta Vista	0	0	75	0
Telephone - Newcastle	259	308	259	75
Telephone- Auburn Elem	1,554	1,548	1,554	300
Telephone- Skyridge	1,131	1,134	1,131	200
Office Supplies - Youth Services	738	585	738	0
Duplication Costs - Youth Services	75	75	75	0
Gas/Mileage Reimbursement Expense	281	208	281	0
Staff Appreciation - Youth Services	0	0	0	0
Staff Development - Youth Services	148	0	148	0

Small Equipment	100	100	100	0
Electric - Day Camp	3,475	2,464	3,475	250
Snack Bar expenses	0	0	0	0
Professional Services	150	150	150	0
TOTAL	10,252	9,380	10,327	1,225
				Prelim
	FY 15-16 Actual	FY 15-16 Budget		17/18
Rep/Maint - Auburn Elem	695	607	695	250
Rep/Maint - Rock Creek	244	200	244	150
Rep/Maint - Skyridge	673	623	673	250
Rep/Maint - Rec Day Camp	2,627	1,363	2,627	1,000
Rep/Maint - Newcastle	0	100	0	0
Rep/Maint - Newcastle	0	0	600	0
	4,239	2,893	4,839	1,650
				Prelim
	FY 15-16 Actual	FY 15-16 Budget		17/18
Salaries/Wages Expenses				
Wages - (Y.Serv) - Manager - Salary	70,966	71,595	70,966	0
Wages - (Y.Serv) - Alta Vista - PT	0	0	33,655	0
Wages - (Y.Serv) - Aub Elem - PT	52,858	51,807	52,858	0
Wages - (Y.Serv) - Aub Elem Maint	1,066	800	1,066	0
Wages - (Y.Serv) - Skyridge - PT	50,609	49,700	50,609	0
Wages - (Y.Serv) - Skyridge Maint	1,247	531	1,247	0
Wages - (Y.Serv) - Rec Day Camp - PT	78,996	66,730	78,996	0
Wages - (Y.Serv) - Day Camp Maintenanc	1,743	1,000	1,743	0
Wages- (Y.Serv) - Newcastle - PT	60,737	56,314	60,737	0
Wages - (Y.Serv) - Newcastle Maint	14	100	14	0
TOTAL WAGES	318,236	298,577	351,891	0
Benefits & Payroll Costs				
ER Taxes (SS/MC/SUTA/ETT)	28,974	27,376	32,474	0
Employment Exp- Y.S.	767	700	767	0
Fingerprinting Exp - Y.S.	1,042	1,000	1,042	0
Benefits Expense - Y.S.	30,408	31,403	31,590	0
Employer Retirement Exp. YS	24,319	27,904	30,519	0
Worker's Compensation - Y.S.	6,080	6,172	7,275	0
			0	
TOTAL BENEFITS	91,590	94,555	103,667	0
Total Salaries & Benefits	409,826	393,132	455,558	0
				Prelim

	FY 15-16 Actual	FY 15-16 Budget		17/18
Fixed Assets- Equipment				
Fixed Asset Purchases	0	0	7,500	0
Fixed Asset Purchases (computer)	511	1,500	511	0
	511	1,500	8,011	0
			0	
Capital Improvement				
	0	0	0	0
Total Expenditures	455,021	434,966	510,628	9,175
Total Revenues	536,861	505,600	536,861	186,900
Total Expenditures	455,021	434,966	510,628	9,175
Contingency Reserve (1% of expense)	0	0	0	0
Net Gain (Loss)	81,840	70,634	26,233	177,725

**Resolution No. 2016-10
Before the Governing Board of the
Auburn Area Recreation and Park District
County of Placer, State of California**

ADOPTION OF MID YEAR REVISED BUDGET, GENERAL FUND

WHEREAS, hearings have been terminated, during which time all additions and deletions of the proposed mid-year revised budget for the Fiscal Year 2016-2017 were made and,

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 29089 of the Government Code, the Mid-Year revised Budget for the Fiscal Year 2016-2017 is hereby adopted in accordance with the following:

REVENUES

Park & Recreation Services Revenue		
Program Fees		1,018,516.00
Facility Rentals		168,347.00
Total Park & Rec. Services Revenue		1,186,863.00
Government Revenues		
Taxes, Governmental Revenue		2,962,364.00
Total Governmental Revenue		2,962,364.00
Other Revenue		
Interest Revenue		49,542.00
Misc. Revenue		57,563.00
Total Other Revenue		107,105.00
Donations		
Youth Assistance/Donations		13,183.00
Other		787,907.00
Total Donation Revenue		801,090.00
TOTAL OPERATING REVENUES		5,057,422.00
Project Revenue		
Misc. Project Revenue		181,259.00
Grant Proceeds		-
Contributions/In kind Services Revenue		-
Total Project Revenue		181,259.00
Park Dedication Revenue		
City Park Dedication Revenue		-
County Park Dedication Revenue		209,000.00
Total Park Dedication Revenue		209,000.00
TOTAL PROJECT REVENUES		390,259.00
TOTAL REVENUES		5,447,681.00

EXPENDITURES

Program, Administrative and General Expenditures	
Program Expenditures	275,358.00
Operations & Supplies	313,708.00
Utilities Expense	184,900.00
Professional Expenses	40,778.00
Building & Grounds expense	342,697.00
Property Tax Admin. Fees	65,238.00
Election Cost	-
Wages & Benefits	2,612,505.00
Lease Purchase Principal	-
Lease Purchase Interest	-
Rents and other	5,463.00
Fixed Assets	930,952.00

Total Operating Expenditures 4,771,599.00

Capital Improvement Projects	
General Fund Capital Improvement Projects	85,702.00
Grant Projects	-
Future Capital Construction Reserve Projects	181,259.00
In-Kind & Other Contribution Projects	-
Total Project Expenditures	266,961.00

Park Dedication Capital Improvement Projects	
City Park Dedication Project Expenditures	-
County Park Dedication Project Expenditures	209,000.00
Total Park Ded. Project Expenditures	209,000.00

TOTAL EXPENDITURES 5,247,560.00

TOTAL REVENUE SURPLUS (DEFICIT)	200,121.00
TO FUTURE CAP RESERVE	95000
TO EQUIPMENT RESERVE	50,000.00
TO ADA RESERVE	5000
TO GASB 68 RESERVE	45800
OPERATING BUDGET BALANCE	4,321.00

BE IT FURTHER RESOLVED, that the Mid-Year Revised Budget is hereby adopted on this 29th day of September, 2016, in accordance with the listed attachments which show approved appropriations, revenues and methods of financing, appropriations subject to limitations attached hereto and by reference made a part hereof.

James Ferris, Chairman
Board of Directors

Kahl Muscott
District Administrator

Item 8.3 Cover sheet – Herschel Young Park Improvements

Auburn Area Recreation and Park District Board of Directors meeting July, 2016; Finance Committee September, 2016; Board of Directors meeting September, 2016

The Issue

Shall the Auburn Area Recreation and Park District provide funding for improvements at Herschel Young Park, a “pocket park” owned by the City of Auburn and maintained by ARD?

Background

The City of Auburn owns Herschel Young Park, a “pocket park” in Old Town Auburn. As part of an MOU with the City (attached), ARD maintains this park.

A group of Old Town merchants and citizens are proposing improvements to Herschel Young Park. A description and site plan for those improvements are attached.

The City of Auburn requested that staff review the proposed plans to see if we had any concerns. After review, staff (Brian, Pam, Kahl) have no concerns.

This item was presented as an informational item to the ARD Board of Directors in July of 2016. At that point, it was mentioned that the merchant and citizens group may request City Park Mitigation Funds for these improvements. This group, led by architect Michael Murphy and business owner Gary Moffat has subsequently submitted a proposal for funding. This proposal, which asks for ARD to cover \$20,800 of the anticipated improvement costs, is attached.

The Auburn City Council has received a preliminary presentation on this project. The project was sent to the Historic Design Review Commission for review. The Commission had no comments. The project is going back to the City Council for possible approval.

Recommendation for the Board of Directors

There is currently \$265,933 in the City of Auburn Park Mitigation Account. It is anticipated that this fund will grow by \$10,000/year over the next 5 years.

It is anticipated that ARD will use an estimated \$305,000 of that funding on projects over the next 4 years.

Staff recommends making a proposal that it will match the funding provided by the City of Auburn for the Herschel Young Park improvements. This recommendation is based on current funding proposal.

The ARD Finance Committee did not have a recommendation and asked for more information regarding approvals and positions by the City of Auburn (provided above).

Fiscal Impact

Dependent on the funding approved by the Board.

Attachments

- Herschel Young Park Renovation Estimate (provided produced by Michael Murphy and Gary Moffat)
- Proposed site plan and description of improvements to Herschel Young Park
- MOU between ARD and the City of Auburn

Herschel Young Park Renovation Estimate

Scope of Work	Cost	ARD			
		Funding	Donations	Volunteer	City
1. Remove two trees @ \$1,000 each	2,000.00	\$2,000.00			
2. Remove three stumps @ \$500 each	1,500.00	\$1,500.00			
3. Remove planters & vegetation	500.00	\$500.00			
4. Brick repair	7,500.00	\$7,500.00			
5. Remove 4 Boxwoods; new azzleas \$75 ea.	300.00	\$300.00			
6. New tree 4 in. diameter	1,000.00	\$1,000.00			
7. Repair & repaint existing structures	1,000.00			\$1,000.00	
8. Replace shake roof with metal	1,000.00				1,000.00
9. Clean utility cabinet	200.00				\$200.00
10. Portal entry (TBD)	4,500.00		\$4,500.00		
11. Newspaper vending box	2,500.00		\$2,500.00		
12. Water fountain restoration	200.00		\$200.00		
13. Five new tables & seats	6,000.00	\$6,000.00			
14. Refinish park benches	450.00			\$450.00	
15. New waste containers	2,000.00	\$2,000.00			
16. New bulletin board	800.00		\$800.00		
17. Rolling door:	1,700.00		\$1,700.00		
18. Additional lighting	3,000.00				3,000.00
Total	36,150.00	\$20,800.00	\$9,700.00	\$1,650.00	4,000.00
					\$36,150.00

A Plan to Revitalize Old Town's Herschel Young Park

Presented by the Old Town Business Association
June 23, 2016

Basic Project:

Herschel Young Park is Old Town Auburn's only public park. Named in honor of former Police Chief Herschel Young (served 1958 to 1971), the goal of this project is to revitalize this pocket park to make it a more welcoming facility, to enhance its identity and to create a lasting, prominent memorial for its namesake.

Goals are to brighten up the park by removing selected trees; add signage to clearly identify the park; replace and increase seating and tables; level the brick surface; and enhance the general ambiance of the facility to help create an optimum user experience.

Scope of Work:

This plan consists of two phases. Architect Michael Murphy has updated a site plan he created previously to address current needs. This general revitalization is the immediate objective and would be addressed first. A second phase would be to construct a monument sign that Michael designed as part of the City of Auburn's former redevelopment plan (now on hold). His design has already been approved by the City Council but will require separate funding to construct.

Here are the specific tasks that comprise this project (see the attached diagram of the park):

1. To allow more light, remove two large trees--a Juniper and a privet--next to the building at the right rear of the park.
2. Remove the two stumps, plus a third stump at the park's entrance.
3. Remove all wood framed planters and the associated vegetation, except for the planter at the rear left of the park.
4. Backfill the vacant spaces with brick (original Old Town brick if it can be sourced); then repair and level the entire brick surface of the park with particular attention to the sloping entrance.
5. Remove boxwood hedge in two brick planters on either side of the stage. Replant with azaleas.
6. Plant a new tree at the entrance to the park (left front corner). Species to be decided.

7. Retain and repaint two existing structures--the stage shelter and the utility closet enclosure.
8. Remove existing shake roof of utility enclosure and replace with a "Kortin" corrugated metal roof (similar to the material used on the awning at Carpe Vino).
9. Clean up interior of utility closet.
10. To create a true identity for the park, fabricate and install an ornamental, metal portal gate. The arch crossing the top would say "Herschel Young Park."
11. Remove existing plastic newspaper boxes and replace with a decorative publication vending cabinet for up to four publications. Should be similar to, but more compact than units installed in Downtown Auburn.
12. Restore cast bronze water fountain.
13. Remove existing fixed tables and seats; replace with five units, three in the back and two in the front (with umbrellas).
14. Retain and refinish three existing benches.
15. Remove existing waste containers and replace with metal substitutes (that could be a beta test for replacing all existing wooden containers in Old Town).
16. Create a "community information bulletin board" to be mounted with a map of Old Town on the lattice structure adjacent to the utility enclosure. This will be the only authorized place for people to hang temporary posters promoting events.
17. Install a Kortin sheathed rolling door behind the rear archway. This will help screen the garbage cans and potential odors.
18. Two light posts and suspended string lights illuminate the park now. Need to assess potential lighting additions.
19. Consult with the Arts Commission about sourcing a sculpture produced by a local artist as a focal point of the park.

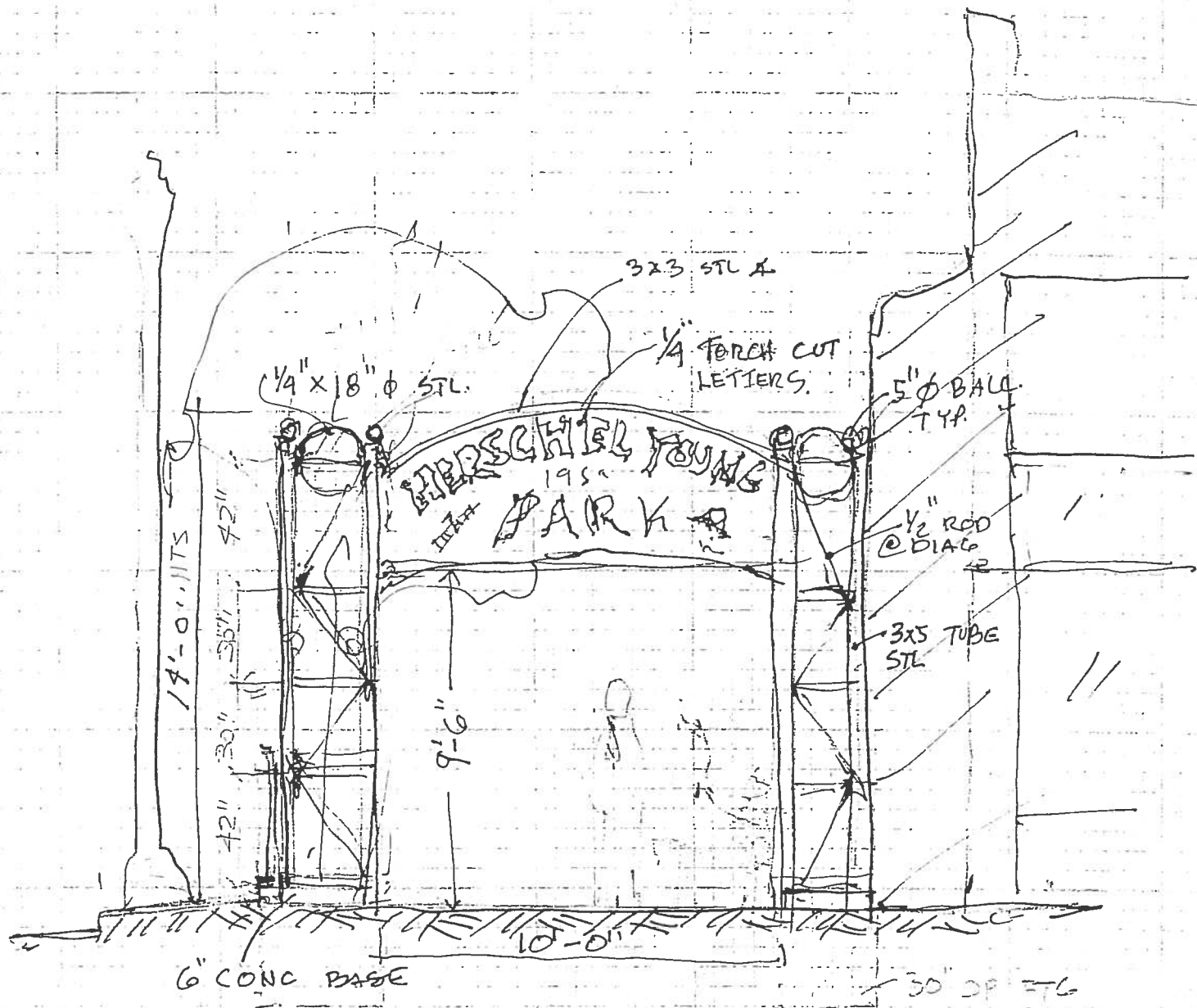
Project Budget:

Each of the line items above needs to be bid or estimated. However, Michael believes the project can be completed for about \$30,000.

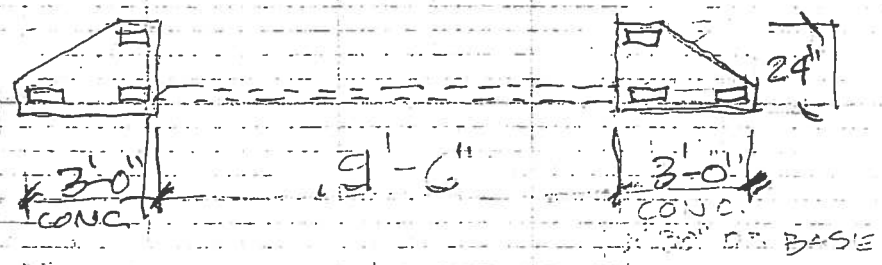
Timing:

Complete drawings and plans as quickly as possible. Seek expedited review from the Historic Design and Review Commission and City Council. Begin construction when \$15k has been raised. Complete project in calendar year 2016.

Submitted by: Gary Moffat and Michael Murphy

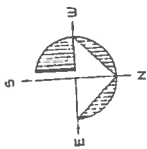
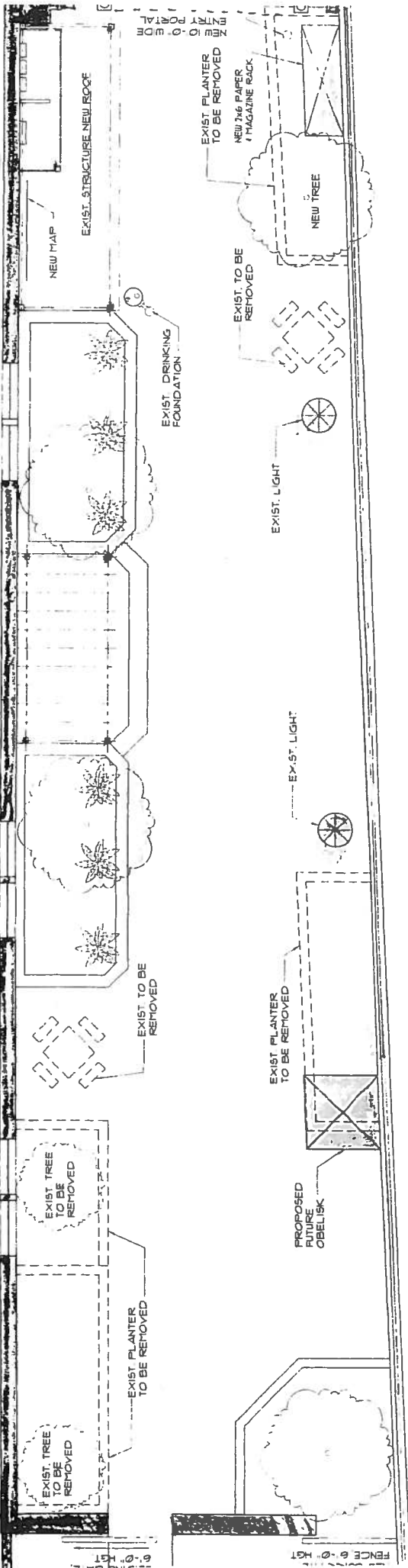


ELEVATION



PLAN

HERSCHEL YOUNG SIGN.



SCALE: 1/4" = 1'-0"



**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF AUBURN AND AUBURN RECREATION DISTRICT
PARK IMPACT MITIGATION FEES AND
PARK REHABILITATION AND MAINTENANCE**

WHEREAS, the City of Auburn (herein "City"), and the Auburn Recreation District (herein "ARD"), are desirous of establishing an agreed joint policy for the handling and use of Park Impact Mitigation fees; and

WHEREAS, the City and ARD are desirous of ensuring that the rehabilitation and maintenance of all parks within the limits of the City are performed in a suitable and timely manner; and

WHEREAS, the City and ARD have conferred on these matters and are now desirous of entering into this memorandum of understanding (MOU). The City and ARD hereby agree that:

1. Starting September 30 of each year, at the end of each quarter, the City shall convey to ARD Park Impact Mitigation Fees collected by the City.
2. City and ARD agree that City Park Impact Mitigation Fees will be spent within the City Sphere of Influence, with a minimum of fifty percent (50%) of said fees being spent within the city limits.
3. ARD agrees that it shall provide to the City, by August 31 of each year, the following reports:
 - a) A report which details the expenditure of Park Impact Mitigation Fees forwarded to ARD in the preceding fiscal year. The report shall detail the projects and costs expended for each project; and
 - b) A report which details the proposed expenditures of Park Impact Mitigation Fees to be conveyed to ARD in the current fiscal year. The report shall detail the projects and costs to be expended for each project.
4. City and ARD agree individually to assume rehabilitation and maintenance responsibility for the following specific tasks for those city parks listed in Paragraph 5, below. The City and ARD also agree to work together in performing these tasks by sharing of equipment and labor when appropriate:

Auburn Recreation District

- a. Garbage collection and clean up within the park.
- b. Electrical and water infrastructure.
- c. Large tree maintenance.
- d. Minor repairs to bridges, decks and walkway structures.

City of Auburn

- a. Landscape maintenance.
- b. Fencing.
- c. Major repairs or replacement of bridges, decks and walkway structures.

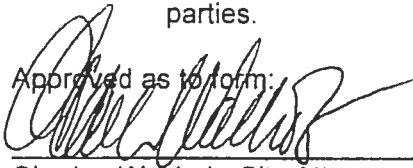
5. The following City parks, only, are covered by this MOU, said parks being shown on Exhibit "A" of this Agreement:
 - a. Bicentennial Park.
 - b. Chana Park.
 - c. Herschel Young Park.
 - d. Auburn Ravine Trail

6. Specifically excluded from this MOU are the following pocket parks within the City, which shall be the sole responsibility of the City:
 - a. Clock Tower Park.
 - b. Tennis Way Park.
 - c. Livingston Building Park.
 - d. Court View Park.
 - e. East Placer Park.
 - f. Maple Street Park.
 - g. Magnolia Street Park.
 - h. Train Depot Park.

7. The levels of maintenance provided by ARD in Paragraph 4 is agreed to be in keeping with present ARD facilities maintenance policy.

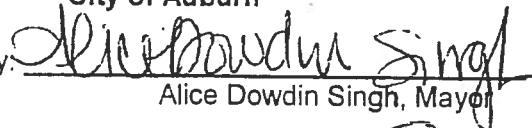
8. The term of this MOU shall be one year, with an automatic renewal at the end of each year unless terminated or amended. This MOU may be terminated by either party for any reason at any time by either party giving the other party 120 days written notice. This MOU may be amended at any time with concurrence of the parties.

Approved as to form:



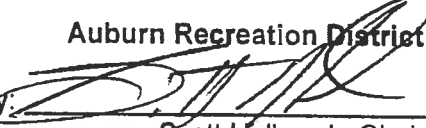
 Charles Wachob, City Attorney

Dated: 9-21-01

City of Auburn
 By: 

 Alice Dowdin Singh, Mayor

Dated: 8-23-01

Auburn Recreation District
 By: 

 Scott Holbrook, Chair

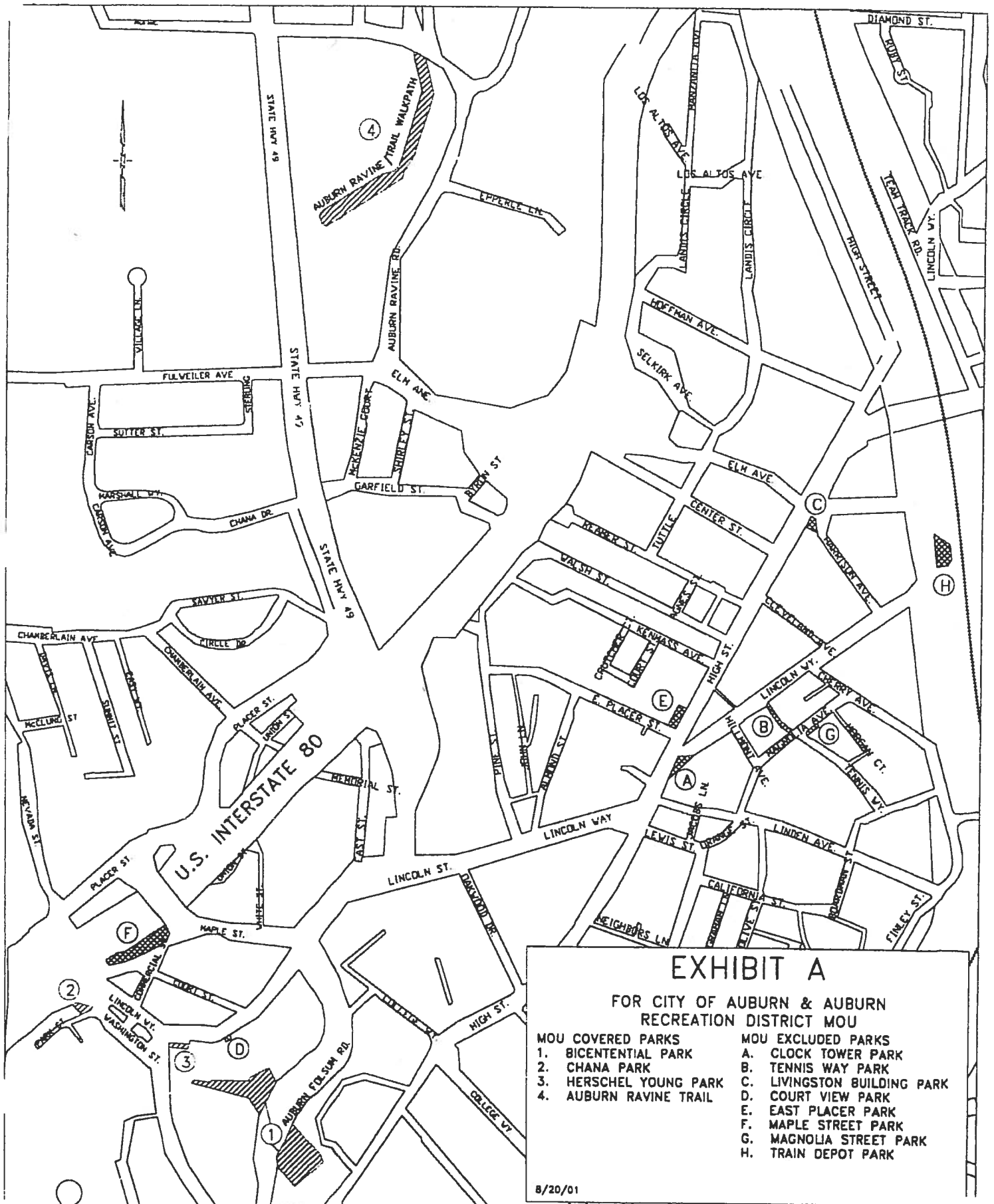


EXHIBIT A

FOR CITY OF AUBURN & AUBURN
RECREATION DISTRICT MOU

- | MOU COVERED PARKS | MOU EXCLUDED PARKS |
|------------------------|-----------------------------|
| 1. BICENTENNIAL PARK | A. CLOCK TOWER PARK |
| 2. CHANA PARK | B. TENNIS WAY PARK |
| 3. HERSCHEL YOUNG PARK | C. LIVINGSTON BUILDING PARK |
| 4. AUBURN RAVINE TRAIL | D. COURT VIEW PARK |
| | E. EAST PLACER PARK |
| | F. MAPLE STREET PARK |
| | G. MAGNOLIA STREET PARK |
| | H. TRAIN DEPOT PARK |

8/20/01

1 RESOLUTION NO. 01- 106

2 RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING
3 WITH AUBURN RECREATION DISTRICT
4 -----

5 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

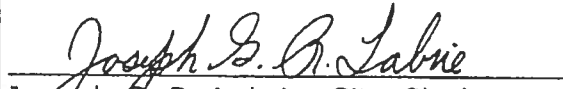
6 That the City Council of the City of Auburn does hereby authorize and
7 approve the Memorandum of Understanding between the Auburn Recreation
8 District and the City regarding Park Impact Mitigation Fees and park
9 rehabilitation and maintenance with the City of Auburn. A true and correct
10 copy of the Memorandum of Understanding is attached hereto as Exhibit "A"
11 and incorporated herein by this reference.

12 The City Manager of the City of Auburn is authorized and directed to
13 execute this Memorandum of Understanding on behalf of the City of Auburn.

14 DATED: August 27, 2001

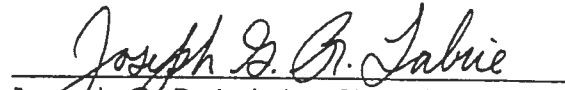
15 
16 ALICE DOWDIN SINGH, Mayor

17 ATTEST:

18 
19 Joseph G. R. Labrie, City Clerk

20 I, Joseph G. R. Labrie, City Clerk of the City of Auburn, hereby certify
21 that the foregoing resolution was duly passed at a regular meeting of the City
22 Council of the City of Auburn held on the 27th day of August 2001 by the
23 following vote on roll call:

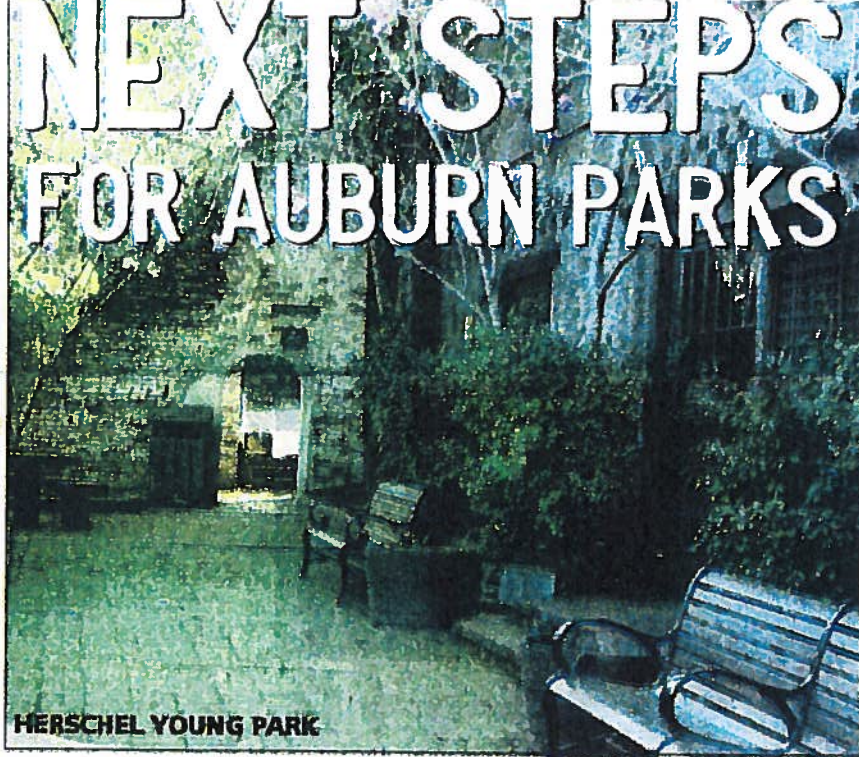
24 Ayes: Hale, Maki, Sands, Dowdin Singh, Taylor
25 Noes: None
26 Absent: None

27 
28 Joseph G. R. Labrie, City Clerk

SECTION: 9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. CAPRI Election Notice/Call for Nominations – see attachment.
2. County Mitigation Fund, current balance, \$255,141. (Standing Finance Committee).

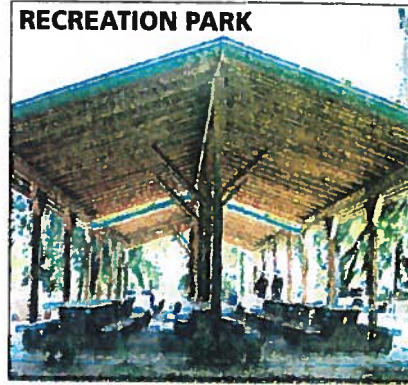
NEXT STEPS FOR AUBURN PARKS



HERSCHEL YOUNG PARK



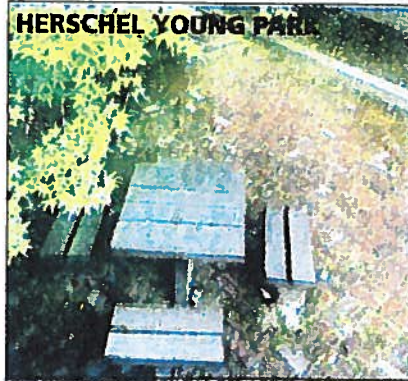
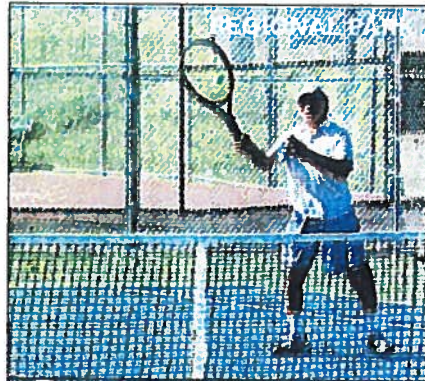
RECREATION PARK



RECREATION PARK



REGIONAL PARK



HERSCHEL YOUNG PARK

PHOTOS COURTESY OF ARD AND BY MICHAEL MOTT • AUBURN JOURNAL

A guide with Rec. District leader Kahl Muscott

BY MICHAEL MOTT
OF THE AUBURN JOURNAL

The late Jane Jacobs, a lead thinker in urban planning, once said cities were like living beings: Whether sidewalks, parks or neighborhoods, each have vital roles that adapt to how people use them.

Auburn saw that shift firsthand earlier this year, when a conversation arose as to whether Old Town's Herschel Young Park should be used more for private dining.

The council struck down the notion after Old Town leaders and the public mostly voiced dissent. Now planning is underway to spruce up the park,

MAKE YOUR VOICE HEARD

For ARD parks, contact the district at (530) 885-8461 or email KMuscott@auburnrec.com. For Auburn's pocket parks, contact the city at (530) 823-4211.

For maintenance questions on the following parks, contact ARD: Bicentennial, Chana, Herschel Young and Auburn Ravine Trail parks.

including a sign to welcome visitors, new seating, hedges with flowers and a map of Old Town, among other changes.

Now residents and business owners are looking at Old Town with fresh eyes, seeing what can be changed and improved on.

The Auburn Journal spoke

with Auburn Recreation District (ARD) administrator Kahl Muscott on what changes are planned for Auburn parks. The district has kept busy planning a host of annual events, including an obstacle course race Sept. 25 and more.

Contact ARD with thoughts

or suggestions for the city major parks. (Pocket parks like Herschel Young receive on maintenance work by ARD, so contact the city of Auburn if you have thoughts on those parks.

Regional Park

One of the largest parks in the Auburn area may get bigger with development of a 24-acre parcel attached to the park under consideration.

ARD is working with the county on the project and expects to have a public hearing in September or October to discuss what elements people want to see in the new area.

• SEE PARKS PAGE A

Auburn Journal
8-24-16

PARKS: Bike park on Maidu Drive has been in the works since 2014 with help from community

continued from A1

the North Auburn Park. That could be bathrooms, a multi-purpose sports field, playground, dog park or a nine-hole disc golf course.

ARD is also planning repairs to the park's pickleball courts and general ADA improvements. Nearby Rock Creek will see vegetation removal next spring after a riparian vegetation management permit is approved.

The park offers a pond, playground and picnic areas; an 18-hole disk golf course, considered one of the best in Northern California; pickleball and basketball courts and two softball fields.

Planned bike park

A bike park on Maidu Drive has been in the works since 2014 and is moving along with an environmental review this fall. Muscott praised the biking community for helping plan the park and for fundraising, which is up to \$60,000 out of an expected \$180,000 price tag.

The park will accommodate BMX and mountain bikes, with plans including a bumpy dirt pump track riders can use without pedaling, a jump course and various skilled trails. A strider course is also planned for little ones pushing with their feet.

The project is currently with the Bureau of Reclamation. Muscott expected a public review in the next few months. Construction could start as soon as spring.

Railhead park

The Railhead West Field is being renovated with new Bermuda grass. ARD likes to use the low-water grass, however it requires longer mowing times. The B field has a fence around it that should be taken down in October.

The park has two large soccer fields, pond and a picnic area.

Recreation Park

The Marsha Skinner Sierra Pool of this main Auburn park is planned for re-plastering next year.

The park offers three baseball diamonds, two playgrounds and picnic areas.

Meadow Vista

An extra bathroom is being planned at the Meadow Vista Park for

ADA purposes near the main picnic area. Septic issues are being addressed this week.

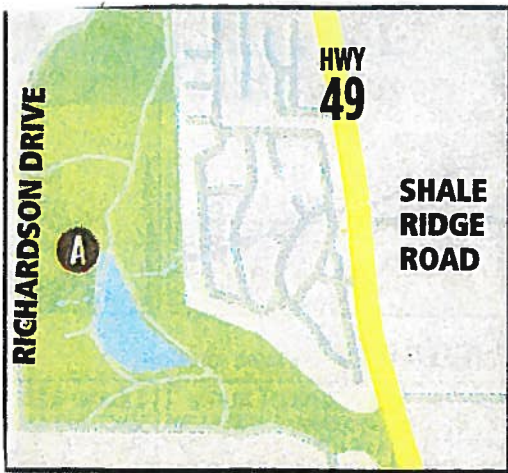
The park has pickleball courts, ball fields, a pond and tennis courts.

Overlook Park

Large improvements are expected here in the next two to three years, Muscott said, including clean-up, adding a plaza with grass and a deck towards the canyon overlook.

Informational kiosks and other elements should make a nicer experience for people parking there before heading down to the trails, he said.

This park offers beautiful views of the canyon, the skate park and much parking.

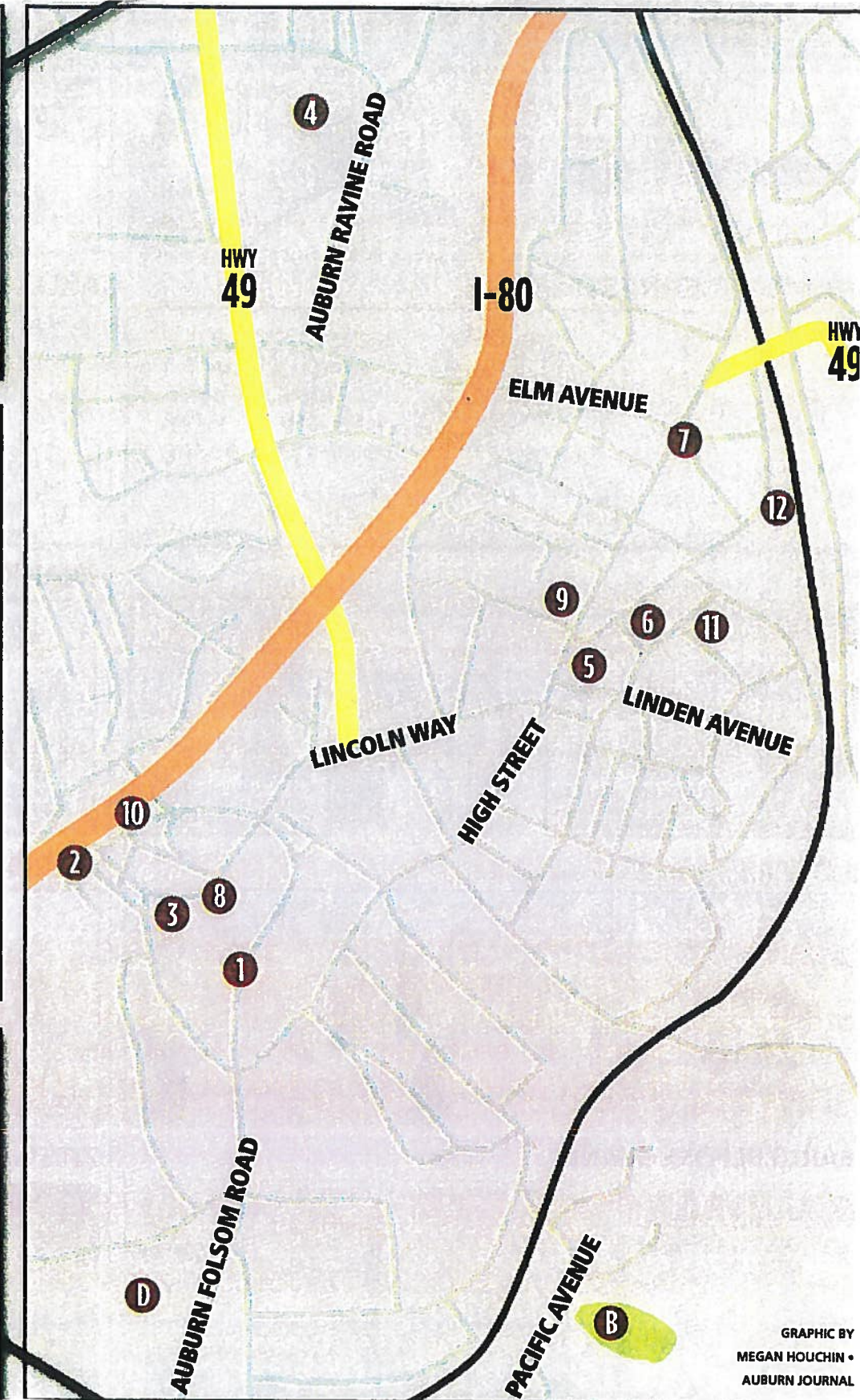
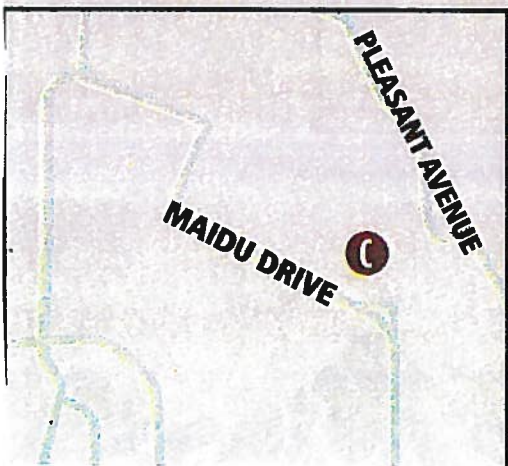


CITY PARKS

- A. REGIONAL PARK
- B. OVERLOOK PARK
- C. PLANNED BIKE PARK
- D. RECREATION PARK

POCKET PARKS

- 1. BICENTENNIAL PARK
- 2. CHANA PARK
- 3. HERSCHEL YOUNG PARK
- 4. AUBURN RAVINE TRAIL
- 5. CLOCK TOWER PARKS
- 6. TENNIS WAY PARK
- 7. LIVINGSTON BUILDING PARK
- 8. COURT VIEW PARK
- 9. EAST PLACER PARK
- 10. MAPLE STREET PARK
- 11. MAGNOLIA STREET PARK
- 12. TRAIN DEPOT PARK



GRAPHIC BY
MEGAN HOUCHEIN •
AUBURN JOURNAL



Use this map to find parks with changes planned and the smaller "pocket" parks that dot the city. Contact ARD or the City of Auburn to voice your opinion on what you want to see in your town's parks.