

**AUBURN AREA RECREATION AND PARK DISTRICT
FINANCE COMMITTEE AGENDA**

2:00 pm

WEDNESDAY, APRIL 22nd

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://zoom.us/j/91323925723>.

The public can use this link and/or call 1 669 900 6833, Webinar I.D. 913 2392 5723 to participate.

People using the Zoom website will be able to see and hear the Finance Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than noon. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

The Auburn Area Recreation and Park District appreciates your patience and understanding as we work through this new method of holding a public meeting.

1.0 CALL TO ORDER

Roll Call

Ainsleigh _____ Lynch _____

2.0 AGENDA REVIEW, CHANGES, AND APPROVAL

3.0 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 Committee. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Committee. People only calling in should press #9 to telephonically raise your hand. Please state your name, and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

4.1 Approval of Minutes from the March 18, 2020 Finance Committee meeting

Recommendation: Review and approve minutes

4.2 Review of Cash Requirements for March, 2020

Recommendation: Review and approve cash requirements for March, 2020, forward to the Consent Calendar for review and approval.

4.3 Resolution # 2020-13 Designating Applicant's Agent for OES

Shall the Auburn Area Recreation and Park District (ARD) adopt and approve Resolution #2020-13, a designation of applicant's agent for non-state agencies, as is required by the State of California Governor's Office of Emergency Services (OES)?

4.4 Resolution #2020-14 OES Project's Assurances Agreement

Shall the Auburn Area Recreation and Park District (ARD) adopt and approve Resolution #2020-14, a resolution approving Chairman Holbrook's signature on the Project Assurances Agreement, as is required by the State of California Governor's Office of Emergency Services (OES)?

5.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. FY20/21 Budget – review of the FY 20/21 Budget with proposed changes due to the COVID19 crisis.

6.0 ITEMS TO BE CONSIDERED AT FUTURE POLICY COMMITTEE MEETINGS

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT
This agenda is hereby certified to have been posted as follows:

Date

Time

District Administrator

**AUBURN AREA RECREATION AND PARK DISTRICT
FINANCE COMMITTEE AGENDA**

2:00 pm

WEDNESDAY, APRIL 22nd

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://zoom.us/j/91323925723>. The public can use this link and/or call 1 669 900 6833 to participate.

People using the Zoom website will be able to see and hear the Finance Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than noon. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

The Auburn Area Recreation and Park District appreciates your patience and understanding as we work through this new method of holding a public meeting.

1.0 CALL TO ORDER

Roll Call

Ainsleigh _____ Lynch _____

2.0 AGENDA REVIEW, CHANGES, AND APPROVAL

3.0 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 Committee. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Committee. People only calling in should press #9 to telephonically raise your hand. Please state your name, and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

4.1 Approval of Minutes from the March 18, 2020 Finance Committee meeting

Recommendation: Review and approve minutes

4.2 Review of Cash Requirements for March, 2020

Recommendation: Review and approve cash requirements for March, 2020, forward to the Consent Calendar for review and approval.

4.3 Resolution # 2020-13 Designating Applicant's Agent for OES

Shall the Auburn Area Recreation and Park District (ARD) adopt and approve Resolution #2020-13, a designation of applicant's agent for non-state agencies, as is required by the State of California Governor's Office of Emergency Services (OES)?

4.4 Resolution #2020-14 OES Project's Assurances Agreement

Shall the Auburn Area Recreation and Park District (ARD) adopt and approve Resolution #2020-14, a resolution approving Chairman Holbrook's signature on the Project Assurances Agreement, as is required by the State of California Governor's Office of Emergency Services (OES)?

5.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. FY20/21 Budget – review of the FY 20/21 Budget with proposed changes due to the COVID19 crisis.

6.0 ITEMS TO BE CONSIDERED AT FUTURE POLICY COMMITTEE MEETINGS

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT
This agenda is hereby certified to have been posted as follows:

Date

Time

District Administrator

**Auburn Area Recreation and Park District
Minutes
of the Finance Committee Meeting
Wednesday, March 18 at 2:00 PM
Canyon View Community Center
471 Maidu Drive
Auburn, CA 95603**

1.0 CALL TO ORDER

The meeting of the Finance Committee was called to order at 2:00 p.m.

ROLL CALL

Director Lynch was present; Director Ainsleigh arrived at 2:05pm

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Director Lynch

3.0 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 Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.

None.

4.0 BUSINESS

4.1 Approval of Minutes from the February 19, 2020 Finance Committee Meeting

The minutes from the February 19, 2020 Finance Committee meeting were reviewed and approved by Director Lynch.

4.2 Review of Cash Requirements for February, 2020

Director Lynch approved the Cash Requirements for February, 2020 and forwarded them to the Consent Calendar for review and approval.

4.3 Changes of Financials for March, 2020

Director Lynch approved the Financials for February, 2020 and forwarded them to the Consent Calendar for review and approval.

4.4 Obsolescence List

Director Lynch reviewed and recommended approval of the Obsolescence List. This item was forwarded to the Board of Directors.

4.5 Resolution #2020-11 – Final Budget for FY 2020/2021

Director Lynch and Director Ainsleigh reviewed and recommended approval of Resolution #2020-11, the Final Budget for FY 2020/2021. This item was forwarded to the Board of Directors.

4.6 Resolution Number 2020-10: Transfer of City Trust Funds for the Bike Park (Phase One) and Ramps.

Director Lynch and Director Ainsleigh reviewed and recommended approval of Resolution #2020-10, transfer of City Trust Funds for the Bike Park (Phase One) and Ramps. This item was forwarded to the Board of Directors.

4.7 Resolution Number 2020-09: Transfer of Capital Construction Reserves and City Trust Funds for the James Field Major Renovations

Director Lynch and Director Ainsleigh reviewed and recommended approval of Resolution #2020-09, transfer of Capital Construction Reserves and City Trust Funds for the James Field Major Renovation. This item was forwarded to the Board of Directors.

4.8 Fee Waiver Request from Auburn Senior Center for the Senior Health Fair

Director Lynch and Director Ainsleigh reviewed and recommended approval of the fee waiver request from the Auburn Senior Center. This item was forwarded to the Board of Directors.

4.9 Major Expenditures - none

4.9.1 Discussion Items:

1. Fee Waiver Log
2. County Mitigation Fund, current balance \$487,738

5.0 ITEMS TO BE CONSIDERED AT FUTURE FINANCE COMMITTEE MEETINGS

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 2:32p.m.

Board Secretary

Date

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: Check Date From: To:
 Check Number First Last Check Date 3/1/2020 3/31/2020
 Vendor ID First Last Checkbook ID COMM 1ST COMM 1ST
 Vendor Name First Last

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
9850	C0042	Court-Ordered Debt Collections	3/6/2020	COMM 1ST	PMCHK00002631	\$95.00
9851	S0016	Sam's Club	3/6/2020	COMM 1ST	PMCHK00002631	\$537.17
9852	S0163	Steffen's HVAC Services	3/6/2020	COMM 1ST	PMCHK00002631	\$1,549.00
9853	S1007	Stationary Engineers, Local 39	3/6/2020	COMM 1ST	PMCHK00002631	\$406.94
9854	TEMPC	Chris Clark	3/6/2020	COMM 1ST	PMCHK00002631	\$100.00
9855	U0033	United States Treasury	3/6/2020	COMM 1ST	PMCHK00002631	\$75.00
19856	U0019	US Bank	3/13/2020	COMM 1ST	PMCHK00002632	\$9,545.05
19857	U0032	UnityFIsolutions	3/13/2020	COMM 1ST	PMCHK00002632	\$64.70
19858	1099-104	Thomas Seibel	3/13/2020	COMM 1ST	PMCHK00002633	\$97.50
19859	1099-193	Celena Polena	3/13/2020	COMM 1ST	PMCHK00002633	\$442.00
19860	1099-218	Auburn Gymnastics Center	3/13/2020	COMM 1ST	PMCHK00002633	\$448.50
19861	1099-254	Ralph Kendrick	3/13/2020	COMM 1ST	PMCHK00002633	\$104.50
19862	1099-256	Healing Pastures, Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$112.50
19863	1099-269	Deborah Lynn	3/13/2020	COMM 1ST	PMCHK00002633	\$331.50
19864	1099-271	Kelpro Security	3/13/2020	COMM 1ST	PMCHK00002633	\$1,810.10
19865	1099-277	Foothill Karate Do	3/13/2020	COMM 1ST	PMCHK00002633	\$22.75
19866	1099-295	Juli Land-Marx	3/13/2020	COMM 1ST	PMCHK00002633	\$1,500.00
19867	1099-313	Alison Lloyd	3/13/2020	COMM 1ST	PMCHK00002633	\$773.40
19868	1099-358	Natalia Roberti	3/13/2020	COMM 1ST	PMCHK00002633	\$240.00
19869	1099-360	Michele Newman	3/13/2020	COMM 1ST	PMCHK00002633	\$43.20
19870	1099-368	Clean Cut Landscape	3/13/2020	COMM 1ST	PMCHK00002633	\$21,873.91
19871	1099-370	Pam Akina	3/13/2020	COMM 1ST	PMCHK00002633	\$104.00
19872	A0001	Recology Auburn Placer	3/13/2020	COMM 1ST	PMCHK00002633	\$852.66
19873	A0002	A&A Stepping Stone Mfg., Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$7,373.86
19874	A0013	AT&T	3/13/2020	COMM 1ST	PMCHK00002633	\$64.20
19875	A0027	Recology Auburn Placer	3/13/2020	COMM 1ST	PMCHK00002633	\$1,278.74
19876	A0051	Anderson's Sierra Pipe Co.	3/13/2020	COMM 1ST	PMCHK00002633	\$247.17
19877	A0091	Altara	3/13/2020	COMM 1ST	PMCHK00002633	\$87.50
19878	A0111	AllGood Driving School, Inc	3/13/2020	COMM 1ST	PMCHK00002633	\$90.00
19879	A1010	Advantage Martketing and Print	3/13/2020	COMM 1ST	PMCHK00002633	\$491.21
19880	B0028	Beeler Tractor Co	3/13/2020	COMM 1ST	PMCHK00002633	\$1,150.27
19881	B0062	BareBones WorkWear	3/13/2020	COMM 1ST	PMCHK00002633	\$192.99
19882	C0072	CIT Technology Fin. Serv., Inc	3/13/2020	COMM 1ST	PMCHK00002633	\$470.75
19883	C0111	Cal.net	3/13/2020	COMM 1ST	PMCHK00002633	\$133.80
19884	C0113	Cooks Portable Toilets & Septi	3/13/2020	COMM 1ST	PMCHK00002633	\$1,623.00
19885	C0133	California Smog	3/13/2020	COMM 1ST	PMCHK00002633	\$35.00
19886	D0010	Diamond Pacific	3/13/2020	COMM 1ST	PMCHK00002633	\$283.25
19887	D0025	Dawson Oil Company	3/13/2020	COMM 1ST	PMCHK00002633	\$2,338.04
19888	D0066	De Lage Landen Financial Servi	3/13/2020	COMM 1ST	PMCHK00002633	\$332.48
19889	F0038	Fastenal Company	3/13/2020	COMM 1ST	PMCHK00002633	\$78.46
19890	F0041	Friends of ARD	3/13/2020	COMM 1ST	PMCHK00002633	\$485.00
19891	G0006	Gold Country Media Publication	3/13/2020	COMM 1ST	PMCHK00002633	\$169.51
19892	G0027	Giuliani & Kull - Auburn Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$2,250.00
19893	K0011	Kaiser Foundation Health Plan,	3/13/2020	COMM 1ST	PMCHK00002633	\$16,691.33
19894	L0016	Loomis Union School District	3/13/2020	COMM 1ST	PMCHK00002633	\$8,595.00
19895	L0027	Pat Larson	3/13/2020	COMM 1ST	PMCHK00002633	\$45.77
19896	M0019	Kahl Muscott	3/13/2020	COMM 1ST	PMCHK00002633	\$166.18
19897	M0098	Meadow Vista County Water Dist	3/13/2020	COMM 1ST	PMCHK00002633	\$961.13
19898	N0003	Norris Electric, Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$16,885.09
19899	P0005	Placer County Water Agency	3/13/2020	COMM 1ST	PMCHK00002633	\$540.54
19900	P0007	Pacific Gas & Electric Company	3/13/2020	COMM 1ST	PMCHK00002633	\$201.83
19901	P0023	PG&E	3/13/2020	COMM 1ST	PMCHK00002633	\$87.72
19902	R0065	River City Rentals	3/13/2020	COMM 1ST	PMCHK00002633	\$167.28
19903	R0073	Riebes Auto Parts	3/13/2020	COMM 1ST	PMCHK00002633	\$65.04
19904	S0009	Sierra Saw Sales And Service	3/13/2020	COMM 1ST	PMCHK00002633	\$268.52
19905	S0018	Sunland Analytical Lab, Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$35.00
19906	S0025	Sierra Pacific Turf Supply, In	3/13/2020	COMM 1ST	PMCHK00002633	\$127.36

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19907	S0050	Sierra Safety	3/13/2020	COMM 1ST	PMCHK00002633	\$30.57
19908	S0067	Superfast Copy	3/13/2020	COMM 1ST	PMCHK00002633	\$12.87
19909	S0094	Manouch Shirvanioun	3/13/2020	COMM 1ST	PMCHK00002633	\$51.75
19910	S0143	SHOA	3/13/2020	COMM 1ST	PMCHK00002633	\$10,140.75
19911	S0154	Mike Scheele	3/13/2020	COMM 1ST	PMCHK00002633	\$123.63
19912	S1000	State Of California/DOJ	3/13/2020	COMM 1ST	PMCHK00002633	\$32.00
19913	S1003	Sutter Medical Foundation	3/13/2020	COMM 1ST	PMCHK00002633	\$360.00
19914	T0009	Stanley Convergent Security So	3/13/2020	COMM 1ST	PMCHK00002633	\$418.53
19915	TEMPN	Cambria Novelly	3/13/2020	COMM 1ST	PMCHK00002633	\$45.00
19916	TEMPP	Jamie Pollard	3/13/2020	COMM 1ST	PMCHK00002633	\$46.00
19917	U0016	Uptown Signs & Graphics, Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$112.61
19918	V0007	Verizon Wireless	3/13/2020	COMM 1ST	PMCHK00002633	\$1,028.46
19919	W0001	Walker's Office Supplies, Inc.	3/13/2020	COMM 1ST	PMCHK00002633	\$1,410.51
19920	W0044	Wave	3/13/2020	COMM 1ST	PMCHK00002633	\$1,824.42
19921	C0042	Court-Ordered Debt Collections	3/20/2020	COMM 1ST	PMCHK00002634	\$95.00
19922	S1007	Stationary Engineers, Local 39	3/20/2020	COMM 1ST	PMCHK00002634	\$408.05
19923	TEMPA	Pam Akina	3/20/2020	COMM 1ST	PMCHK00002634	\$290.25
19924	TEMPB	Patricia Baskett	3/20/2020	COMM 1ST	PMCHK00002634	\$221.50
19925	TEMPC	Circle of Love	3/20/2020	COMM 1ST	PMCHK00002634	\$669.00
19926	TEMPE	Marco Encarnacion-Alonso	3/20/2020	COMM 1ST	PMCHK00002634	\$155.00
19927	TEMPG	Gretchen Goettl	3/20/2020	COMM 1ST	PMCHK00002634	\$1,060.00
19928	TEMPL	Lea Lemmons	3/20/2020	COMM 1ST	PMCHK00002634	\$150.00
19929	TEMPM	Melissa Meanor	3/20/2020	COMM 1ST	PMCHK00002634	\$115.00
19930	TEMPS	Kate Stauffer	3/20/2020	COMM 1ST	PMCHK00002634	\$126.50
19931	U0033	United States Treasury	3/20/2020	COMM 1ST	PMCHK00002634	\$75.00
19932	1099-117	Juan Aceituno	3/30/2020	COMM 1ST	PMCHK00002635	\$617.50
19933	1099-216	Gerald Harris	3/30/2020	COMM 1ST	PMCHK00002635	\$468.00
19934	1099-343	Faith Petersen	3/30/2020	COMM 1ST	PMCHK00002635	\$264.00
19935	1099-363	Cheyenne Little	3/30/2020	COMM 1ST	PMCHK00002635	\$1,184.40
19936	A0002	A&A Stepping Stone Mfg., Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$144.79
19937	A0014	AT&T	3/30/2020	COMM 1ST	PMCHK00002635	\$180.12
19938	A0051	Anderson's Sierra Pipe Co.	3/30/2020	COMM 1ST	PMCHK00002635	\$141.45
19939	A0134	Advanced Intregrated Pest Mana	3/30/2020	COMM 1ST	PMCHK00002635	\$677.00
19940	A0139	Auburn Ford	3/30/2020	COMM 1ST	PMCHK00002635	\$3,293.24
19941	A0168	Adbag, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$1,179.75
19942	A1010	Advantage Martketing and Print	3/30/2020	COMM 1ST	PMCHK00002635	\$271.34
19943	B0020	BSN Sports, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$440.78
19944	B0069	Bidwell Water	3/30/2020	COMM 1ST	PMCHK00002635	\$250.00
19945	B0071	Mark Brunner	3/30/2020	COMM 1ST	PMCHK00002635	\$128.69
19946	B0072	Brian Patterson dba Fence Conn	3/30/2020	COMM 1ST	PMCHK00002635	\$8,605.55
19947	C0061	California Computer Services	3/30/2020	COMM 1ST	PMCHK00002635	\$610.50
19948	C0130	Cirrus Group LLC	3/30/2020	COMM 1ST	PMCHK00002635	\$600.00
19949	C0133	California Smog	3/30/2020	COMM 1ST	PMCHK00002635	\$70.00
19950	D0010	Diamond Pacific	3/30/2020	COMM 1ST	PMCHK00002635	\$240.01
19951	E0008	Ewing Irrigation Products, Inc	3/30/2020	COMM 1ST	PMCHK00002635	\$2,406.86
19952	E0061	Ethan Wade Graphics	3/30/2020	COMM 1ST	PMCHK00002635	\$1,335.80
19953	G0078	GameTime	3/30/2020	COMM 1ST	PMCHK00002635	\$620.18
19954	H0060	HercRentals Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$3,446.53
19955	H0062	Home Depot Pro	3/30/2020	COMM 1ST	PMCHK00002635	\$144.68
19956	I0010	Inland Business Systems	3/30/2020	COMM 1ST	PMCHK00002635	\$5.63
19957	K0010	Knorr Systems, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$480.00
19958	L0038	Dawn Larkins	3/30/2020	COMM 1ST	PMCHK00002635	\$20.13
19959	M0011	Mallard Creek	3/30/2020	COMM 1ST	PMCHK00002635	\$890.59
19960	M0013	Meadow Vista Hardware	3/30/2020	COMM 1ST	PMCHK00002635	\$253.32
19961	M0035	Meadow Vista Community Center	3/30/2020	COMM 1ST	PMCHK00002635	\$2,325.00
19962	M0099	George Eric Menig	3/30/2020	COMM 1ST	PMCHK00002635	\$5,375.00
19963	N0003	Norris Electric, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$2,888.47
19964	N0012	Nevada Irrigation District	3/30/2020	COMM 1ST	PMCHK00002635	\$6,658.94
19965	N0045	Near U CO2	3/30/2020	COMM 1ST	PMCHK00002635	\$173.49
19966	N0048	Normac, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$1,857.11
19967	P0005	Placer County Water Agency	3/30/2020	COMM 1ST	PMCHK00002635	\$84.88
19968	P0007	Pacific Gas & Electric Company	3/30/2020	COMM 1ST	PMCHK00002635	\$12,698.99
19969	P0021	Petty Cash	3/30/2020	COMM 1ST	PMCHK00002635	\$127.95
19970	P0058	Pitney Bowes Credit Corporatio	3/30/2020	COMM 1ST	PMCHK00002635	\$115.58

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19971	R0065	River City Rentals	3/30/2020	COMM 1ST	PMCHK00002635	\$720.00
19972	R0073	Riebes Auto Parts	3/30/2020	COMM 1ST	PMCHK00002635	\$63.43
19973	S0009	Sierra Saw Sales And Service	3/30/2020	COMM 1ST	PMCHK00002635	\$95.59
19974	S0016	Sam's Club	3/30/2020	COMM 1ST	PMCHK00002635	\$311.17
19975	S0025	Sierra Pacific Turf Supply, In	3/30/2020	COMM 1ST	PMCHK00002635	\$2,182.54
19976	S0050	Sierra Safety	3/30/2020	COMM 1ST	PMCHK00002635	\$285.29
19977	S0067	Superfast Copy	3/30/2020	COMM 1ST	PMCHK00002635	\$12.87
19978	SD145	SCP Pool Distributors LLC	3/30/2020	COMM 1ST	PMCHK00002635	\$629.65
19979	SO168	Secure Record Management	3/30/2020	COMM 1ST	PMCHK00002635	\$841.95
19980	T0027	Debbie Thomas	3/30/2020	COMM 1ST	PMCHK00002635	\$69.48
19981	T0071	TIAA Commercial Finance, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$107.34
19982	TEMPA	Danielle Anderson	3/30/2020	COMM 1ST	PMCHK00002635	\$89.00
19983	TEMPB	Alex Brine	3/30/2020	COMM 1ST	PMCHK00002635	\$130.00
19984	TEMPC	Amanda Christensen	3/30/2020	COMM 1ST	PMCHK00002635	\$99.00
19985	TEMPE	Taylor Denio	3/30/2020	COMM 1ST	PMCHK00002635	\$99.00
19986	TEMPE	JoDee Edwards	3/30/2020	COMM 1ST	PMCHK00002635	\$190.00
19987	TEMPF	Cheyenne Fortner	3/30/2020	COMM 1ST	PMCHK00002635	\$99.00
19988	TEMPH	Stephanie Herrera	3/30/2020	COMM 1ST	PMCHK00002635	\$609.00
19989	TEMPK	Jana Kolakowski	3/30/2020	COMM 1ST	PMCHK00002635	\$100.00
19990	TEMPL	Vincent Lopez	3/30/2020	COMM 1ST	PMCHK00002635	\$401.75
19991	TEMPM	Rachel Manoguerra	3/30/2020	COMM 1ST	PMCHK00002635	\$115.00
19992	TEMPN	Vicki Pelc	3/30/2020	COMM 1ST	PMCHK00002635	\$50.00
19993	TEMPP	Keenan Rolston	3/30/2020	COMM 1ST	PMCHK00002635	\$178.00
19994	TEMPS	Sara Scofield	3/30/2020	COMM 1ST	PMCHK00002635	\$89.00
19995	TEMPV	Gail Van Parys	3/30/2020	COMM 1ST	PMCHK00002635	\$50.00
19996	U0016	Uptown Signs & Graphics, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$434.36
19997	V0007	Verizon Wireless	3/30/2020	COMM 1ST	PMCHK00002635	\$924.52
19998	W0001	Walker's Office Supplies, Inc.	3/30/2020	COMM 1ST	PMCHK00002635	\$679.25
19999	W0003	Warehouse Paint Incorporated	3/30/2020	COMM 1ST	PMCHK00002635	\$196.53
20000	W0010	Waxie Sanitary Supply	3/30/2020	COMM 1ST	PMCHK00002635	\$775.55
20001	W0019	Waterloo Tent & Tarp Company,	3/30/2020	COMM 1ST	PMCHK00002635	\$835.70
20002	Y0002	Yuba Lock & Safe	3/30/2020	COMM 1ST	PMCHK00002635	\$59.62
20003	U0019	US Bank	3/31/2020	COMM 1ST	PMCHK00002636	\$8,668.59
20004	1099-271	Kelpro Security	3/31/2020	COMM 1ST	PMCHK00002637	\$1,948.90
20005	1099-295	Juli Land-Marx	3/31/2020	COMM 1ST	PMCHK00002637	\$1,500.00
20006	M0011	Mallard Creek	3/31/2020	COMM 1ST	PMCHK00002637	\$2,058.05
20007	M0013	Meadow Vista Hardware	3/31/2020	COMM 1ST	PMCHK00002637	\$7.68
20008	N0003	Norris Electric, Inc.	3/31/2020	COMM 1ST	PMCHK00002637	\$3,910.54
20009	N0051	National Aquatic Services, Inc	3/31/2020	COMM 1ST	PMCHK00002637	\$750.00
20010	P0023	PG&E	3/31/2020	COMM 1ST	PMCHK00002637	\$87.63
20011	S0025	Sierra Pacific Turf Supply, In	3/31/2020	COMM 1ST	PMCHK00002637	\$444.02
20012	TEMPA	Greg Agaloff	3/31/2020	COMM 1ST	PMCHK00002637	\$100.00
20013	TEMPD	Jenni Doughty	3/31/2020	COMM 1ST	PMCHK00002637	\$65.00
20014	TEMPE	Jim Everhart	3/31/2020	COMM 1ST	PMCHK00002637	\$58.00
20015	TEMPF	Denise Finch	3/31/2020	COMM 1ST	PMCHK00002637	\$10.00
20016	TEMPH	Cheryl Haggerty	3/31/2020	COMM 1ST	PMCHK00002637	\$130.00
20017	TEMPK	Leslie Kilmer	3/31/2020	COMM 1ST	PMCHK00002637	\$89.00
20018	TEMPL	Lee Lawson	3/31/2020	COMM 1ST	PMCHK00002637	\$95.00
20019	TEMPM	Nick Millanes	3/31/2020	COMM 1ST	PMCHK00002637	\$89.00
20020	TEMPP	Andrew Pfaff	3/31/2020	COMM 1ST	PMCHK00002637	\$89.00
20021	TEMPP	Dale Richards	3/31/2020	COMM 1ST	PMCHK00002637	\$89.00
20022	TEMPS	Sage Stowers	3/31/2020	COMM 1ST	PMCHK00002637	\$89.00
20023	W0001	Walker's Office Supplies, Inc.	3/31/2020	COMM 1ST	PMCHK00002637	\$218.33
20024	W0010	Waxie Sanitary Supply	3/31/2020	COMM 1ST	PMCHK00002637	\$133.61
20025	1099-104	Thomas Seibel	3/31/2020	COMM 1ST	PMCHK00002638	\$32.17
20026	1099-193	Celena Polena	3/31/2020	COMM 1ST	PMCHK00002638	\$182.00
20027	1099-243	Phillip Dallas	3/31/2020	COMM 1ST	PMCHK00002638	\$213.36
20028	1099-256	Healing Pastures, Inc.	3/31/2020	COMM 1ST	PMCHK00002638	\$337.50
20029	1099-291	Isaac Humber	3/31/2020	COMM 1ST	PMCHK00002638	\$78.00
20030	1099-313	Alison Lloyd	3/31/2020	COMM 1ST	PMCHK00002638	\$453.75
20031	1099-343	Faith Petersen	3/31/2020	COMM 1ST	PMCHK00002638	\$66.00
20032	1099-358	Natalia Roberti	3/31/2020	COMM 1ST	PMCHK00002638	\$12.00
20033	C0130	Cirrus Group LLC	3/31/2020	COMM 1ST	PMCHK00002638	\$480.40
20034	G0045	GSSA	3/31/2020	COMM 1ST	PMCHK00002638	\$171.60

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
20035	M0098	Meadow Vista County Water Dist	3/31/2020	COMM 1ST	PMCHK00002638	\$2,287.63
20036	S0094	Manouch Shirvanioun	3/31/2020	COMM 1ST	PMCHK00002638	\$34.50
20037	TEMPH	Lindsey Hanson	3/31/2020	COMM 1ST	PMCHK00002638	\$89.00
20038	TEMPK	Frances Kehoe	3/31/2020	COMM 1ST	PMCHK00002638	\$20.00
20039	TEMPM	Leslie Moonshine	3/31/2020	COMM 1ST	PMCHK00002638	\$10.00
20040	TEMPR	Geovany Rodriguez	3/31/2020	COMM 1ST	PMCHK00002638	\$89.00
20041	TEMPS	Jacqueline Smith	3/31/2020	COMM 1ST	PMCHK00002638	\$89.00
20042	TEMPH	Donna Harmon	3/31/2020	COMM 1ST	PMCHK00002639	\$58.00
20043	TEMPM	Cortnie Martin	3/31/2020	COMM 1ST	PMCHK00002639	\$150.00
20044	TEMPS	Hope Sekulic	3/31/2020	COMM 1ST	PMCHK00002639	\$65.00
20045	TEMPH	Christina Harmon	3/31/2020	COMM 1ST	PMCHK00002640	\$89.00
20046	TEMPM	Kathryn McElhannon	3/31/2020	COMM 1ST	PMCHK00002640	\$100.00
20047	TEMPH	Carol Hunt	3/31/2020	COMM 1ST	PMCHK00002641	\$50.00
20048	TEMPM	JulieAnn McDermott	3/31/2020	COMM 1ST	PMCHK00002641	\$89.00
Total Checks: 199						Total Amount of Checks: \$222,821.90

**Item 4.3 Cover sheet – Resolution #2020-13 State of California Office of
Emergency Services Designation of Applicant’s Agent for Non-State Agencies**

Auburn Area Recreation and Park District (ARD) Finance Committee Meeting April 22, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) adopt and approve Resolution #2020-13, a designation of applicant’s agent for non-state agencies, as is required by the State of California Governor’s Office of Emergency Services (OES)?

Background

ARD will be applying for funding from the California OES for financial assistance from the COVID-19 crisis. OES requires that applying non-state agencies adopt a resolution designating applicant’s agents.

Recommendation for the Finance Committee

Review and send a positive recommendation to the Board to adopt and approve Resolution #2020-13, a designation of applicant’s agent for non-state agencies, as is required by the State of California Governor’s Office of Emergency Services (OES).

Fiscal Impact

N/A

Attachments

Resolution #2020-13

RESOLUTION NUMBER 2020-13

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE
AUBURN AREA RECREATION AND PARK DISTRICT DESIGNATING THE
DISTRICT'S AGENT FOR STATE OF CALIFORNIA GOVERNOR'S OFFICE OF
EMERGENCY SERVICES

WHEREAS the Auburn Area Recreation and Park District (ARD) has been in existence from 1948, and

WHEREAS ARD has suffered certain economic losses due to the COVID-19 crisis, and

WHEREAS ARD is desirous to apply for any available federal or state assistance, and

WHEREAS ARD will be applying for federal assistance through the State of California Governor's Office of Emergency Services (OES), and

WHEREAS OES requires that ARD designate an agent, and

WHEREAS ARD has designated the Administrative Services Manager, THEREFORE

The Auburn Area Recreation and Park District Board of Directors, does hereby resolve the following:

That the ARD Administrative Services Manager will be the ARD's Agent for the State of California Governor's Office of Emergency Services.

APPROVED, PASSED, AND ADOPTED ON April 30, 2020 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Scott Holbrook
Chairman of the Governing Board

ATTEST:

District Administrator

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Auburn Area Rec. and Park Dist.
(Governing Body) (ARD) (Name of Applicant)

THAT Administrative Services Manager, OR
(Title of Authorized Agent)
_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the ARD, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the ARD, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 30th day of April, 2020

Scott Holbrook, Chairman
(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Kahl Muscott, duly appointed and District Administrator of
(Name) (Title)
ARD, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the ARD
(Governing Body) (Name of Applicant)

on the 30th day of April, 2020

(Signature) District Administrator
(Title)

**Item 4.4 Cover sheet – Resolution #2020-14 State of California Office of
Emergency Services Project Assurances Agreement for Federal Assistance**

Auburn Area Recreation and Park District (ARD) Finance Committee Meeting April 22, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) adopt and approve Resolution #2020-14, a resolution approving Chairman Holbrook's signature on the Project Assurances Agreement, as is required by the State of California Governor's Office of Emergency Services (OES)?

Background

ARD will be applying for funding from the California OES for financial assistance from the COVID-19 crisis. OES requires that applying agencies sign a Project Assurances agreement.

Recommendation for the Finance Committee

Review and send a positive recommendation to the Board to adopt and approve Resolution #2020-14, a resolution approving Chairman Holbrook's signature on the Project Assurances Agreement, as is required by the State of California Governor's Office of Emergency Services (OES)?

Fiscal Impact

N/A

Attachments

Resolution #2020-14

OES Project Assurances Agreement

RESOLUTION NUMBER 2020-14

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE
AUBURN AREA RECREATION AND PARK DISTRICT AUTHORIZING
CHAIRMAN SCOTT HOLBROOK TO SIGN THE STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES PROJECT ASSURANCES
FOR FEDERAL ASSISTANCE AGREEMENT

WHEREAS the Auburn Area Recreation and Park District (ARD) has been in existence from 1948, and

WHEREAS ARD has suffered certain economic losses due to the COVID-19 crisis, and

WHEREAS ARD is desirous to apply for any available federal or state assistance, and

WHEREAS ARD will be applying for federal assistance through the State of California Governor's Office of Emergency Services (OES), and

WHEREAS OES requires that ARD sign a Project Assurances for Federal Assistance Agreement, therefore

The Auburn Area Recreation and Park District Board of Directors, does hereby resolve the following:

That Chairman Scott Holbrook is duly approved and authorized to sign the State of California Governor's Office of Emergency Services Project Assurances for Federal Assistance Agreement.

APPROVED, PASSED, AND ADOPTED ON April 30, 2020 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Scott Holbrook
Chairman of the Governing Board

ATTEST:

District Administrator

Disaster No: _____

Cal OES ID No: _____

DUNS No: 03-000-5562

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: Auburn Area Recreation and Parks District
(Name of Organization)

ADDRESS: 471 Maidu Dr, Suite 200

CITY: Auburn STATE: CA ZIP CODE: 95603

TELEPHONE: 530-537-2185 FAX NUMBER: 530-885-0703

AUTHORIZED AGENT: Veona Galbraith TITLE: Administrative Servs Mgr

EMAIL ADDRESS: vgalbraith@auburnrec.com

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

- 20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.

- 21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subrecipient to enter into this agreement for and on behalf of the said subrecipient, and by my signature do bind the subrecipient to the terms thereof."

Scott Holbrook
PRINTED NAME

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Chairman to the Board of Directors
TITLE DATE

Item 5.1 Cover Sheet – Revised “COVID 19” Revised Preliminary Budget for Fiscal Year 2020/2021

Auburn Area Recreation and Park District Standing Finance Committee meeting April, 2020.

The Issue: Shall the Auburn Area Recreation and Park District (ARD) re-evaluate and make changes to the FY 20/21 Preliminary budget?

Background: Staff submitted the 2020-21 Fiscal Year Preliminary Budget for approval in February, 2020 and it was approved by the Board of Directors. Due to the COVID 19 pandemic, the budget needs to be revisited.

Some of the changes from the Preliminary Budget are shown below:

Revenue Decreases Include:

Program Revenue	898,330	
Facility Revenue	169,090	
Misc Revenue	12,040	
Donations, Grant	23,740	
Interest Income	16,960	
Mitig. Transfers	125,000	
Contingency Transf.	(300,000)	
Reserv, Transfers	312,100	
Tax Revenue	<u>35,030</u>	
		1,292,290

Expense Decreases Include:

Gen. Fund Projects	80,800	
Operating	32,990	
Program Expenses	134,510	
Professional	(560)	
Property Tax	(1,880)	
Utilities	5,260	
Wages & Benefits	507,430	
Fixed Assets	128,400	
Capital Improv.	414,500	
Future Cap Trans.	40,000	
Maintenance	<u>29,040</u>	
		1,249,690

Staff recommends a transfer from our Contingency Reserve in the amount of \$300,000 to cover this 2020-21 Fiscal Year Budget loss. The close of fiscal year 2019-20 is showing a profit of \$300,000. Staff recommends transferring those residual funds to the Contingency Reserve to retain the \$450,000 balance.

Recommendation: Review and discuss. We do not need to make any decisions on this budget in April, and we will have more information available in May. We can continue operating on the Preliminary Budget for now. Staff does recommend sending this item to the Board to review and discuss (no action) at the April Board meeting, with the item coming back to the May Finance Committee meeting.

Attachments: Summary Preliminary 2020/2021 budget

**AUBURN AREA RECREATION AND PARK DISTRICT
BUDGET SUMMARY**

2020/2021 Budget

Operating Revenues	COVID 19		% of total	Preliminary
	Budget			Budget
Program Revenue	\$ 464,934		9.9	1,363,269
Facility Revenue	\$ 33,753		0.7	202,841
Misc. Revenue	\$ 32,618		0.7	44,662
Donations, Grant Revenue and In Kind	\$ 135,260		2.9	159,000
Interest Income	\$ 40,149		0.9	57,105
Transfer in from City Mitigation	\$ 40,000		0.9	190,000
Transfer in from County Mitigation	\$ 25,000		0.5	-
Tax Revenue	\$ 3,455,823		73.5	3,486,583
Transfer in from Contingency Reserve	\$ 300,000			
Transfer in from Cap Const & Equip Resv.	\$ 150,000		3.2	462,100
Misc (atwood etc)	\$ 23,522		0.5	27,792
Total Operating Revenue	\$ 4,701,059		93.62	5,993,352.00

*approved
2/27/20*

Program Expense	\$ 142,429	3.0%	276,943
Operating & Supplies	\$ 368,455	7.9%	401,445
Utilities Expense	\$ 221,469	4.7%	226,726
Professional Services	\$ 90,966	1.9%	90,407
Building & Grounds Maintenance	\$ 448,975	9.6%	478,017
Property Tax Admin.	\$ 101,200	2.2%	99,318
Wages	\$ 2,015,615	43.1%	2,440,985
Benefits & Payroll Costs	\$ 857,486	18.3%	939,546
Fixed Asset Expense	\$ 20,000	0.4%	148,400
Capital Improvement Projects Mitigation & Funds	\$ 310,000	6.6%	665,000
Capital Improvement Projects General Fund	\$ -	0.0%	59,500
Debt Services	\$ 2,076	0.0%	2,076
Reserve Deposits (ADA, Conting, GASB)	\$ 100,800	2.2%	100,800
		0.0%	
Total Expenditures	\$ 4,679,471	100	5,929,163
Net Revenue Over Expenditures	21,588		64,189

Fut Cap (40,000.0)

Net Revenue

21,588

24,189

Annual Equip Replacement Fund	766,237
Future Capital Construction Fund	887,359
Contingency Reserve	450,000
ADA reserve	25,032

TOTAL RESERVES \$ 2,128,628