

**AUBURN AREA RECREATION AND PARK DISTRICT
MEETING OF THE BOARD OF DIRECTORS AGENDA
6:00 PM
THURSDAY, JANUARY 27, 2022
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE, AUBURN, CA 95603**

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).

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/81988429576>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 819 8842 9576 to participate.

People using the Zoom website will be able to see and hear the Board, and the Board will be able to hear the public. The Board 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 one hour before the meeting. 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.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

1.0 CALL TO ORDER

(PLEDGE TO THE FLAG)

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

Roll Call

Ainsleigh ____ Lynch ____ Ferris ____ Gray ____ Holbrook ____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation from Facilities and Grounds Manager, Jesse Williams to Park Worker, Tyler Kindice, as employee of the month for January, 2022.

Presentation to Doug Houston and Mike Scheele for their efforts to secure the Prop 68 grant for the development of the 24 Acres.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

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

5.0 **CONSENT ITEMS** – (roll call vote). All matters listed under the Consent Calendar are to be considered routine by the Board of Directors and will be enacted by one motion in the form listed. There will be no separate discussion of these items unless, before the Board votes on the motion to adopt, a member or members of the Board, staff or the public requests a specific item to be removed from the Consent Calendar for separate discussion and action.

_____ 5.1 **Review and approval of Minutes of the Board of Directors from December, 2021 (Pages 7-11)**

Review and approval of Minutes of the Board of Directors from December 16, 2021

_____ 5.2 **Review of Cash Requirements for December, 2021 (Standing Finance Committee) (Pages 12-15)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Consent Calendar for review and approval.

_____ 5.3 **Review of Financials for December, 2021 (Standing Finance Committee) (Pages 16-43)**

This item was reviewed and approved by the Program, Personnel, Policy, Fee & Legal Review Committee and forwarded to the Consent Calendar for review and approval.

_____ 5.4 **Increase In Minimum Wage To Some Job Descriptions (Pages 44-49)**

This item was reviewed and approved by the Program, Personnel, Policy, Fee & Legal Review Committee and forwarded to the Consent Calendar for review and approval.

_____ 5.5 **Amendments to Administrative Assistant Job Description (Pages 50-52)**

This item was reviewed and approved by the Program, Personnel, Policy, Fee & Legal Review Committee and forwarded to the Consent Calendar for review and approval.

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS (Pages 53-68)**

Please see board reports, vandalism reports, and project activity report under item 6.0.

_____ **7.0 UNFINISHED BUSINESS**

_____ **8.0 NEW BUSINESS**

_____ **8.1 Campus of Hope Support Letter (Pages 69-88)**

Shall the Auburn Area Recreation and Park District (ARD) send a letter to the Placer County Board of Supervisors supporting The Gathering Inn's Campus of Hope Project?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.2 Regional Park "24 Acre" Park and "C" Ballfield Naming (Pages 89-90)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors initiate the process to name the new park that is unofficially referred to as the "24 Acres", including the associated "C" baseball field?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.3 2022 ARD Friend of Recreation Nominations (Pages 91-93)**

Shall the Auburn Area Recreation and Park District nominate a person(s) for the 2022 "Friend of Recreation" award?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

8.4 COVID Relief Funds Disbursements (Pages 94-96)

Shall the Auburn Area Recreation and Park District (ARD) review and provide direction for how to utilize the \$334,974 in COVID Relief funding?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

8.5 Resolution Number 2022-01, Designation of Applicant's Agent Resolution For Non-State Agencies (Pages 97-98)

Shall the Auburn Area Recreation and Park District (ARD) approve resolution # 2022-01 authorizing the designation of the Applicant's agent resolution approving Veona Galbraith, Administrative Services Manager &/Or Kahl Muscott, District Administrator as authorized agent(s) to provide to the Governor's office of Emergency services for all matters pertaining to such state disaster assistance agreements for the next 3 years?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

8.6 Resolution Number 2022-02: ARD 24 Acres Site Construction Documents-Award of Contract (Pages 99-119)

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2022-02, a resolution awarding a contract for the ARD 24 Acres Site Construction Documents to DUDEK Environmental Consultants?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.7 Shockley Property Dispossession (Pages 120-126)**

Shall the Auburn Area Recreation and Park District (ARD) begin the process of looking at options to dispossess the Shockley Property? Director Holbrook requested that this item be considered.

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

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

1. County Mitigation Fund, current balance \$558,375.

_____ **10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS**

No action will be taken at this time on any item announced or reported by a Board Member. The Board or a member of the Board may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter so reported, or take action to direct staff to place a matter of business on a future agenda.

_____ **11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

- _____ **12.0 PUBLIC COMMENT** – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be unmuted after you are recognized by the Board Chairperson. 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.

_____ **13.0 CLOSED SESSION**

13.1 Union Negotiations

Conference with Labor Negotiators (Government Code, Section 54956.95, subd. (f), 54957.6)

**Agency Designated Representatives: Kahl Muscott, District Administrator;
Veona Galbraith, Administrative Services Manager**

Employee Organization: IOUE, Stationary Engineers Local 39

13.2 Public Employee Performance Evaluation (Gov Code 54954.5, subd. (e), 54947.)

Title: District Administrator

____ 14.0 OPEN SESSION – REPORT/ACTION ON OR ABOUT CLOSED SESSION

ADJOURNMENT

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

1/21/2022
Date

2:35
Time

Cathy Warford
Clerk to the Board

SECTION: 5.0

ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS FROM DECEMBER 16, 2021

INFORMATION: SEE ATTACHED MINUTES

STAFF RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE MINUTES

FISCAL IMPACT: NONE

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, December 16, 2021, 4:30 p.m.**

Board Members

Present: Chairman H. Gordon Ainsleigh
Director Mike Lynch
Director Jim Gray

Board Members Absent: Director Scott Holbrook and Director Jim Ferris

Staff Present: Kahl Muscott, District Administrator
Veona Galbraith, Administrative Services Manager
Jesse Williams, Facilities & Grounds Manager
Mike Scheele, Landscape Architect/Project Manager
Cathy Warford, Recording Secretary

Staff Excused: Manouch Shirvanioun, Customer Service/Marketing Manager – Absent
Mark Brunner, Recreation Services Manager - Absent
Amy Oddo, Youth Services Manager - Absent

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 4:35 p.m. by Chairman Ainsleigh.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A presentation was given from Manager, Facilities and Grounds, Jesse Williams to Park worker, Megan Frost, as employee of the month for December, 2021.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

None.

Roll Call Vote

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

3 – 0 Motion carries.

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

None.

5.0 **CONSENT ITEMS**

- 5.1 **Review and Approval of Minutes of the Board of Directors Meeting from November 18, 2021**
- 5.2 **Review of Cash Requirements for November, 2021 (Standing Finance Committee)**
- 5.3 **Resolution #2021-24: Appropriation / GANN Limits.**

A motion was made by Director Gray and seconded by Director Lynch to approve the Consent Calendar as written.

Roll Call Vote

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

3 – 0 Motion carries.

6.0 **ADMINISTRATOR’S AND DEPARTMENTAL REPORTS**

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

7.0 **UNFINISHED BUSINESS**

None.

8.0 **NEW BUSINESS**

- 8.1 **Resolution #2021-23: Transfer \$380,000 from the Contingency Fund to the California Employers’ Pension Prefunding Trust (CEPPT) and Transfer \$23,000 from the Contingency Fund to prefund the CalPERS Unfunded Liability.**

A motion was made by Director Lynch and seconded by Director Gray to approve the Transferring \$380,000 of funds from the California Employer’s Pension Prefunding Trust

(CEPPT) and Transfer \$23,000 from the Contingency Fund to prefund the CalPERS Unfunded Liability.

Roll Call Vote

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

3 – 0 Motion carries.

8.2 Increase In Minimum Wage To Some Job Descriptions

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the Increase in minimum wages based on upcoming mandate minimum wage increases as well as increases for job descriptions that succeeded those needed to be raised by law.

Roll Call Vote

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

3 – 0 Motion carries.

8.3 Election of ARD Chairperson and Vice-Chairperson

Director Gray nominated Director Lynch for Chairman.

The Board elected Director Lynch as Chairman with 3 yes votes.

Director Ainsleigh nominated Director Gray as Vice Chairman.

The Board elected Director Gray as Vice Chairman with three votes.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. County Mitigation Fund, current balance \$792,000.

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

None.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – Closed session began at 5:15 p.m.

13.1 Public Employee Performance Evaluation (Gov Code 54954.5, subd. (e), 54947.)

Title: District Administrator

13.2 Liability Claims (Government Code Section 54954.5, subd. (d), 54956.95)

Claimant: Scott and Jenna Clifton

14.0 OPEN SESSION - Session began at 5:19 p.m.

There was no reportable action.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 5:19 p.m. by Chairman Ainsleigh.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW AND APPROVAL OF CASH
REQUIREMENTS FOR DECEMBER, 2021**

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE CONSENT CALENDAR FOR REVIEW AND
APPROVAL**

FISCAL IMPACT: \$607,267.09

System: 1/10/2022 2:22:25 PM
 User Date: 1/10/2022

Account Per's Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

User ID: E Shaw

Pages: Front To: From: 12/1/2021 To: 12/31/2021
 Check Number First Last Check Date Checkbook ID COMM 1ST COMM 1ST
 Vendor ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
22383	1099-216	Gerald Harris	12/3/2021	COMM 1ST	PMCHK00002799	
22384	1099-256	Healing Pastures, Inc.	12/3/2021	COMM 1ST	PMCHK00002799	\$260.00
22385	1099-342	Susie Ball	12/3/2021	COMM 1ST	PMCHK00002799	\$112.50
22386	1099-343	Faith Petersen	12/3/2021	COMM 1ST	PMCHK00002799	\$108.00
22387	1099-374	Sarah Violet	12/3/2021	COMM 1ST	PMCHK00002799	\$1,368.00
22388	A0051	Anderson's Sierra Pipe Co.	12/3/2021	COMM 1ST	PMCHK00002799	\$213.00
22389	A0134	Advanced Integrated Pest Mana	12/3/2021	COMM 1ST	PMCHK00002799	\$272.77
22390	A0163	All Seasons Pools & Spas	12/3/2021	COMM 1ST	PMCHK00002799	\$155.00
22391	A1010	Advantage Marketing and Print	12/3/2021	COMM 1ST	PMCHK00002799	\$40.71
22392	B0072	Brian Patterson dba Fence Conn	12/3/2021	COMM 1ST	PMCHK00002799	\$156.59
22393	C0061	California Computer Services	12/3/2021	COMM 1ST	PMCHK00002799	\$3,342.98
22394	C0111	Cal.net	12/3/2021	COMM 1ST	PMCHK00002799	\$62.50
22395	C0113	Cooks Portable Toilets & Septi	12/3/2021	COMM 1ST	PMCHK00002799	\$66.90
22396	C0137	Centrica Business Solutions	12/3/2021	COMM 1ST	PMCHK00002799	\$1,619.12
22397	D0008	The Davey Tree Expert	12/3/2021	COMM 1ST	PMCHK00002799	\$233,963.66
22398	D0015	Department of Social Services	12/3/2021	COMM 1ST	PMCHK00002799	\$4,995.00
22399	D0016	Dancing Dog Productions	12/3/2021	COMM 1ST	PMCHK00002799	\$968.00
22400	D0066	De Lage Landen Financial Servi	12/3/2021	COMM 1ST	PMCHK00002799	\$610.30
22401	E0008	Ewing Irrigation Products, Inc	12/3/2021	COMM 1ST	PMCHK00002799	\$332.48
22402	F0023	Jerry Fisher	12/3/2021	COMM 1ST	PMCHK00002799	\$206.65
22403	K0010	Knorr Systems, Inc.	12/3/2021	COMM 1ST	PMCHK00002799	\$80.44
22404	M0013	Meadow Vista Hardware	12/3/2021	COMM 1ST	PMCHK00002799	\$4,651.47
22405	M0039	Meadow Vista Water Users Assoc	12/3/2021	COMM 1ST	PMCHK00002799	\$128.13
22406	N0012	Nevada Irrigation District	12/3/2021	COMM 1ST	PMCHK00002799	\$500.00
22407	N0045	Near U CO2	12/3/2021	COMM 1ST	PMCHK00002799	\$478.21
22408	P0005	Placer County Water Agency	12/3/2021	COMM 1ST	PMCHK00002799	\$212.81
22409	P0007	Pacific Gas & Electric Company	12/3/2021	COMM 1ST	PMCHK00002799	\$91.47
22410	P0023	PG&E	12/3/2021	COMM 1ST	PMCHK00002799	\$10,478.84
22411	P0073	Fiebes Auto Parts	12/3/2021	COMM 1ST	PMCHK00002799	\$90.41
22412	P0074	Painout Line	12/3/2021	COMM 1ST	PMCHK00002799	\$154.08
22413	S0009	Sierra Saw Sales And Service	12/3/2021	COMM 1ST	PMCHK00002799	\$399.00
22414	S0145	SCP Distributors	12/3/2021	COMM 1ST	PMCHK00002799	\$393.42
22415	S0163	Steffen's HVAC Services	12/3/2021	COMM 1ST	PMCHK00002799	\$225.56
22416	T0071	TIAA Commercial Finance, Inc.	12/3/2021	COMM 1ST	PMCHK00002799	\$7,292.00
22417	T1000	Transamerica Life Insurance	12/3/2021	COMM 1ST	PMCHK00002799	\$107.34
22418	TEMPD	Tom Duncan	12/3/2021	COMM 1ST	PMCHK00002799	\$480.00
22419	TEMPF	Annie Francia	12/3/2021	COMM 1ST	PMCHK00002799	\$140.00
22420	TEMPM	Victoria Mulvaney	12/3/2021	COMM 1ST	PMCHK00002799	\$140.00
22421	TEMPN	Jamie Pollard	12/3/2021	COMM 1ST	PMCHK00002799	\$120.00
22422	TEMPW	Daniel Wills	12/3/2021	COMM 1ST	PMCHK00002799	\$140.00
22423	V0004	Valley Truck & Tractor Co.	12/3/2021	COMM 1ST	PMCHK00002799	\$155.00
22424	V0007	Verizon Wireless	12/3/2021	COMM 1ST	PMCHK00002799	\$472.08
22425	V0019	Valley Rock Landscape Material	12/3/2021	COMM 1ST	PMCHK00002799	\$794.77
22426	W0001	Walker's Office Supplies, Inc.	12/3/2021	COMM 1ST	PMCHK00002799	\$971.69
22427	W0010	Waxie Sanitary Supply	12/3/2021	COMM 1ST	PMCHK00002799	\$311.73
22428	W0043	West Coast Fire Protection Sys	12/3/2021	COMM 1ST	PMCHK00002799	\$5.03
22429	W0045	Williams, Jesse	12/3/2021	COMM 1ST	PMCHK00002799	\$150.00
22430	TEMPD	Katrina Doering	12/3/2021	COMM 1ST	PMCHK00002799	\$43.12
22431	1099-271	Kelpro Security	12/10/2021	COMM 1ST	PMCHK00002800	\$313.25
22432	A0001	Recology Auburn Placer	12/10/2021	COMM 1ST	PMCHK00002801	\$2,979.00
22433	A0051	Anderson's Sierra Pipe Co.	12/10/2021	COMM 1ST	PMCHK00002801	\$1,137.10
22434	A0135	ASCAP	12/10/2021	COMM 1ST	PMCHK00002801	\$99.50
22435	A0170	AT&T Acct 088-034-5818-655	12/10/2021	COMM 1ST	PMCHK00002801	\$185.33
22436	B0020	BSN Sports, Inc.	12/10/2021	COMM 1ST	PMCHK00002801	\$90.95
22437	B0049	Baldoni Construction Service I	12/10/2021	COMM 1ST	PMCHK00002801	\$2,784.19
22438	C0004	CADOT	12/10/2021	COMM 1ST	PMCHK00002801	\$25,464.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
22439	C0061	California Computer Services	12/10/2021	COMM 1ST	FMCHK00002801	
22440	C0072	CIT Technology Fin. Serv., Inc	12/10/2021	COMM 1ST	FMCHK00002801	\$500.00
22441	E0062	Erik Johnson Tile	12/10/2021	COMM 1ST	FMCHK00002801	\$470.75
22442	F0038	Fastenal Company	12/10/2021	COMM 1ST	FMCHK00002801	\$920.00
22443	F0054	Fossil Industries, Inc	12/10/2021	COMM 1ST	FMCHK00002801	\$92.94
22444	G0006	Gold Country Media Publication	12/10/2021	COMM 1ST	FMCHK00002801	\$247.00
22445	M0096	Meadow Vista County Water Dist	12/10/2021	COMM 1ST	FMCHK00002801	\$6,220.00
22446	N0003	Norris Electric, Inc.	12/10/2021	COMM 1ST	FMCHK00002801	\$610.23
22447	N0045	Near U CO2	12/10/2021	COMM 1ST	FMCHK00002801	\$1,096.77
22448	P0005	Placer County Water Agency	12/10/2021	COMM 1ST	FMCHK00002801	\$361.20
22449	R0073	Piebes Auto Parts	12/10/2021	COMM 1ST	FMCHK00002801	\$997.38
22450	S0025	Sierra Pacific Turf Supply, In	12/10/2021	COMM 1ST	FMCHK00002801	\$10.06
22451	S1007	Stationary Engineers, Local 39	12/10/2021	COMM 1ST	FMCHK00002801	\$281.92
22452	S1016	Sterling National Bank	12/10/2021	COMM 1ST	FMCHK00002801	\$382.60
22453	TEMPR	Colin Ryan	12/10/2021	COMM 1ST	FMCHK00002801	\$76,641.60
22454	U0016	Uptown Signs & Graphics, Inc.	12/10/2021	COMM 1ST	FMCHK00002801	\$300.00
22455	V0004	Valley Truck & Tractor Co.	12/10/2021	COMM 1ST	FMCHK00002801	\$77.22
22456	W0001	Walker's Office Supplies, Inc.	12/10/2021	COMM 1ST	FMCHK00002801	\$438.55
22457	W0044	Wave	12/10/2021	COMM 1ST	FMCHK00002801	\$222.96
22459	1099-117	Juan Aceituno	12/17/2021	COMM 1ST	FMCHK00002801	\$872.67
22460	1099-122	Gordon Ainsleigh	12/17/2021	COMM 1ST	FMCHK00002802	\$292.50
22461	1099-218	Auburn Gymnastics Center	12/17/2021	COMM 1ST	FMCHK00002802	\$108.00
22462	1099-256	Healing Pastures, Inc.	12/17/2021	COMM 1ST	FMCHK00002802	\$87.75
22463	1099-269	Deborah Lynn	12/17/2021	COMM 1ST	FMCHK00002802	\$412.50
22464	1099-277	Foothill Karate Do	12/17/2021	COMM 1ST	FMCHK00002802	\$214.50
22465	1099-291	Isaac Humber	12/17/2021	COMM 1ST	FMCHK00002802	\$22.75
22466	1099-374	Sarah Violet	12/17/2021	COMM 1ST	FMCHK00002802	\$227.50
22467	1099-375	Jennifer Rogers	12/17/2021	COMM 1ST	FMCHK00002802	\$75.00
22468	1099-376	Britt, Joanna	12/17/2021	COMM 1ST	FMCHK00002802	\$806.00
22469	A0027	Ecology Auburn Placer	12/17/2021	COMM 1ST	FMCHK00002802	\$397.80
22470	C0041	CPRS	12/17/2021	COMM 1ST	FMCHK00002802	\$1,237.86
22471	C0061	California Computer Services	12/17/2021	COMM 1ST	FMCHK00002802	\$170.00
22472	C0121	Cole Huber LLP	12/17/2021	COMM 1ST	FMCHK00002802	\$62.50
22473	D0008	The Davey Tree Expert	12/17/2021	COMM 1ST	FMCHK00002802	\$120.00
22474	D0025	Dawson Oil Company	12/17/2021	COMM 1ST	FMCHK00002802	\$4,995.00
22475	H0056	Humana Dental Ins. Co	12/17/2021	COMM 1ST	FMCHK00002802	\$4,631.89
22476	L0033	Les Schwab	12/17/2021	COMM 1ST	FMCHK00002802	\$2,088.73
22477	M0035	Meadow Vista Community Center	12/17/2021	COMM 1ST	FMCHK00002802	\$99.99
22478	P0005	Placer County Water Agency	12/17/2021	COMM 1ST	FMCHK00002802	\$205.00
22479	P0007	Pacific Gas & Electric Company	12/17/2021	COMM 1ST	FMCHK00002802	\$2,385.11
22480	S0063	Simpson & Simpson, Inc.	12/17/2021	COMM 1ST	FMCHK00002802	\$249.37
22481	S0094	Manouch Shirvanioun	12/17/2021	COMM 1ST	FMCHK00002802	\$48,710.00
22482	S0145	SCP Distributors	12/17/2021	COMM 1ST	FMCHK00002802	\$28.00
22483	S0154	Mike Scheele	12/17/2021	COMM 1ST	FMCHK00002802	\$1,520.26
22484	S1000	State Of California/DOJ	12/17/2021	COMM 1ST	FMCHK00002802	\$268.24
22485	TEMPE	Chava Abreu	12/17/2021	COMM 1ST	FMCHK00002802	\$32.00
22486	TEMPE	Alicia Brown	12/17/2021	COMM 1ST	FMCHK00002802	\$140.00
22487	TEMPE	Feed the Hungry of Auburn	12/17/2021	COMM 1ST	FMCHK00002802	\$220.00
22488	TEMPE	Alison Kowalczyk	12/17/2021	COMM 1ST	FMCHK00002802	\$20.00
22489	TEMPL	Tiffany Leverette	12/17/2021	COMM 1ST	FMCHK00002802	\$130.00
22490	TEMPS	Dana Smith	12/17/2021	COMM 1ST	FMCHK00002802	\$140.00
22491	TEMPT	Billy Trahan	12/17/2021	COMM 1ST	FMCHK00002802	\$130.00
22492	TEMPE	Emilee Walker	12/17/2021	COMM 1ST	FMCHK00002802	\$280.00
22493	U0019	US Bank	12/17/2021	COMM 1ST	FMCHK00002802	\$130.00
22494	W0001	Walker's Office Supplies, Inc.	12/17/2021	COMM 1ST	FMCHK00002802	\$7,668.20
22495	W0019	Waterloo Tent & Tarp Company,	12/17/2021	COMM 1ST	FMCHK00002802	\$24.05
22496	W0044	Wave	12/17/2021	COMM 1ST	FMCHK00002802	\$1,760.20
22497	1099-208	Carol Duncan DBA Carol's Marke	12/24/2021	COMM 1ST	FMCHK00002803	\$478.37
22498	1099-224	Doug Houston DBA Parklands Gro	12/24/2021	COMM 1ST	FMCHK00002803	\$760.00
22499	1099-256	Healing Pastures, Inc.	12/24/2021	COMM 1ST	FMCHK00002803	\$22,500.00
2500	1099-295	Juli Land-Marx	12/24/2021	COMM 1ST	FMCHK00002803	\$30.00
2501	A0013	AT&T	12/24/2021	COMM 1ST	FMCHK00002803	\$1,750.00
2502	A0051	Anderson's Sierra Bldg Co	12/24/2021	COMM 1ST	FMCHK00002803	\$74.90

System: 1/10/2022 2:22:25 PM
 User Date: 1/10/2022

Auburn Park & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

User ID: D Shaw

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
22503	A0163	All Seasons Pools & Spas	12/24/2021	COMM 1ST	FMCHK00002803	
22504	A1010	Advantage Marketing and Print	12/24/2021	COMM 1ST	FMCHK00002803	\$44.83
22505	C0111	Cal.net	12/24/2021	COMM 1ST	FMCHK00002803	\$166.88
22506	C0113	Cooks Portable Toilets & Septi	12/24/2021	COMM 1ST	FMCHK00002803	\$66.90
22507	F0038	Fastenal Company	12/24/2021	COMM 1ST	FMCHK00002803	\$25.00
22508	F0011	The Permanente Medical Group I	12/24/2021	COMM 1ST	FMCHK00002803	\$117.54
22509	H0013	Meadow Vista Hardware	12/24/2021	COMM 1ST	FMCHK00002803	\$65.00
22510	H0099	George Eric Menig	12/24/2021	COMM 1ST	FMCHK00002803	\$40.49
22511	H0012	Nevada Irrigation District	12/24/2021	COMM 1ST	FMCHK00002803	\$5,375.60
22512	N0048	Normac, Inc.	12/24/2021	COMM 1ST	FMCHK00002803	\$725.60
22513	P0005	Placer County Water Agency	12/24/2021	COMM 1ST	FMCHK00002803	\$2,066.84
22514	P0007	Pacific Gas & Electric Company	12/24/2021	COMM 1ST	FMCHK00002803	\$627.62
22515	P0058	Pitney Bowes Credit Corporatio	12/24/2021	COMM 1ST	FMCHK00002803	\$2,262.15
22516	Q0003	Quality Automotive	12/24/2021	COMM 1ST	FMCHK00002803	\$106.18
22517	R0073	Piebes Auto Parts	12/24/2021	COMM 1ST	FMCHK00002803	\$572.06
22518	S0008	Sherwin-Williams	12/24/2021	COMM 1ST	FMCHK00002803	\$6.42
22519	S0025	Sierra Pacific Turf Supply, In	12/24/2021	COMM 1ST	FMCHK00002803	\$165.72
22520	S1007	Stationary Engineers, Local 39	12/24/2021	COMM 1ST	FMCHK00002803	\$351.02
22521	T0009	Stanley Convergent Security So	12/24/2021	COMM 1ST	FMCHK00002803	\$383.16
22522	T1000	Transamerica Life Insurance	12/24/2021	COMM 1ST	FMCHK00002803	\$443.67
22523	TEMPL	Kim Lynch	12/24/2021	COMM 1ST	FMCHK00002803	\$500.00
22524	TEMPW	Amy Wright	12/24/2021	COMM 1ST	FMCHK00002803	\$140.00
22525	W0001	Walker's Office Supplies, Inc.	12/24/2021	COMM 1ST	FMCHK00002803	\$140.00
22526	W0051	Cathy Warford	12/24/2021	COMM 1ST	FMCHK00002803	\$364.93
22527	1099-16	Greater Sacramento Investments	12/30/2021	COMM 1ST	FMCHK00002804	\$219.64
22528	1099-256	Healing Pastures, Inc.	12/30/2021	COMM 1ST	FMCHK00002804	\$520.65
22529	1099-313	Alison Lloyd	12/30/2021	COMM 1ST	FMCHK00002804	\$225.00
22530	1099-375	Jennifer Rogers	12/30/2021	COMM 1ST	FMCHK00002804	\$1,992.00
22531	B0069	Bidwell Water	12/30/2021	COMM 1ST	FMCHK00002804	\$156.00
22532	G0006	Gold Country Media Publication	12/30/2021	COMM 1ST	FMCHK00002804	\$222.40
22533	P0007	Pacific Gas & Electric Company	12/30/2021	COMM 1ST	FMCHK00002804	\$2,235.80
22534	T0071	TIAA Commercial Finance, Inc.	12/30/2021	COMM 1ST	FMCHK00002804	\$8,699.35
22535	TEMPM	Stephanie McGrath	12/30/2021	COMM 1ST	FMCHK00002804	\$107.34
22536	TEMPW	Jamie Wuerthner	12/30/2021	COMM 1ST	FMCHK00002804	\$230.00
22537	W0001	Walker's Office Supplies, Inc.	12/30/2021	COMM 1ST	FMCHK00002804	\$140.00
						\$515.79
Total Checks: 154						
Total Amount of Checks:						\$607,267.09

SECTION: 5.0

ITEM: 5.3 REVIEW OF FINANCIALS FOR DECEMBER, 2021

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE CONSENT CALENDAR FOR REVIEW AND
APPROVAL**

FISCAL IMPACT: NONE

December's Financials

Revenues –

- Programs are over budget by **\$31,000**. Most notable variances are in the Recreation Department. Youth Basketball is over budget by **\$14,600** and Special Events are over by **\$6,900**.
- Grants and Donations are over by **\$317,000**, from our COVID relief grant.

Expenses –

- Operations and Supplies are under budget by **\$15,400**. Most savings have been **\$5,500** in Small Tools Expense, but other savings have been across the board in this category. This may or may not still be spent in Jan – Mar.
- Utilities are under budget by **\$5,500**, this has been saved in water usage.
- Professional Services are over budget by **\$11,600**. Our grant application was approved on the 24 Acre improvements, so we had an unanticipated cost of **\$22,500** to the grant advisor.
- Maintenance costs are under by **\$28,200**. Tree maintenance was budgeted for November **\$5,000**, for MV Park but was not done yet. Equipment Repairs are currently under also by **\$11,500**, but also could be expensed in future months. Field Maintenance is currently under by **\$11,000**, but future repairs are slated that could absorb those savings. The remaining savings are in multiple smaller accounts. These may even out, or may not and leave us with some extra capital.
- Wages/Benefits are over budget by **\$25,400**. The majority of this overage is in Health Insurance benefits in the amount of **\$18,100**. We paid January's premiums at the end of December, so we have two months accounted for instead of one in December. This will even out in January. We have been paying out quite a bit over overtime as well to cover for the lack of staffing.

PROFIT & LOSS
21/22 Approved Budget

	Approved Budget FY 21-22	% Of Total	Mid-Yr Revision FY 21-22	% Of Total	2021 Dec ACTUALS	Last Yr Dec Actuals	2021 YTD ACTUALS	2021 YTD BUDGET	Last Yr YTD ACTUALS
Operating Revenues									
Program Revenue	1,103,547	13%	1,183,103	14%	61,652	35,353	1,033,473	1,002,450	424,394
Facility Revenue	144,894	2%	178,525	2%	5,350	2,348	151,322	151,509	26,889
Misc. Revenue	44,186	1%	45,424	1%	3,521	2,550	34,449	33,346	38,731
Grants & Donations	298,850	4%	318,688	4%	336,427	23,756	406,324	89,248	76,939
Interest Income	11,815	0%	9,987	0%	39	1,094	6,472	7,577	22,765
Equipment Reserve Transfers	200,300	2%	56,133	1%	-	-	-	-	-
Unfunded Liability Transfer	140,000	2%	140,000	2%	-	-	140,000	140,000	-
Future Cap & ADA Transfers	305,816	4%	505,644	6%	-	-	-	-	-
Tax Revenue	3,752,499	45%	3,777,208	45%	-	1,965,465	1,691,141	1,691,341	3,580,359
Atwood	30,198	0%	27,039	0%	-	14,593	11,940	11,940	25,962
Sterling Loan	2,135,500	26%	1,942,207	23%	-	-	1,859,740	1,860,506	225,503
County Mitigation Revenue	40,000	0%	69,000	1%	-	-	-	-	-
City Mitigation Revenue	62,000	1%	107,000	1%	-	-	-	-	-
Total Operating Revenue	8,269,605	100%	8,359,958	100%	406,989	2,045,159	5,334,861	4,987,917	4,427,542
Expenditures									
Program Expense	230,934	3%	224,177	3%	13,969	3,590	163,781	166,898	55,500
Operating & Supplies	442,341	6%	454,625	6%	37,851	22,000	318,753	334,204	244,538
Utilities Expense	110,757	1%	284,459	3%	27,878	4,410	184,183	189,720	168,471
Professional Services	131,840	2%	95,871	1%	24,562	3,277	82,810	71,213	50,841
Building & Grounds Maintenance	475,150	6%	537,213	7%	46,756	21,206	324,484	352,673	233,347
Property Tax Admin.	62,087	1%	71,878	1%	-	57,201	7,442	8,270	60,309
Wages	2,265,755	29%	2,199,359	27%	192,631	171,237	1,607,869	1,601,530	1,430,973
Benefits & Payroll Costs	967,250	12%	1,120,588	14%	98,843	60,330	904,240	885,204	631,246
Fixed Asset Expense	203,300	3%	123,253	2%	5,700	43,259	54,816	62,253	93,515
Capital Improvement Projects	2,832,166	36%	2,804,906	35%	321,525	1,332	1,859,740	1,860,506	81,352
Debt Services	161,126	2%	152,321	2%	76,642	-	142,378	150,245	-
Total Expenditures	7,882,706	100%	8,048,650	100%	846,357	387,842	5,650,496	5,682,716	3,050,092
Net Revenue Over Expenditures	\$ 386,899	4.68	\$ 311,308	4.68	\$ (439,368)	1,657,317	(\$315,635)	(\$694,799)	\$1,377,450
Annual Contingency Reserve (1-2%)	\$ -		\$ -						\$ 450,000
Annual Equip Replacement Reserve	\$ 90,000		\$ 90,000						\$ 703,959
Future Capital Construction Reserve	\$ 25,000		\$ 45,000						\$ 1,025,574
ADA Reserve	\$ 5,000		\$ 5,000						\$ 35,032
CalPERS unfunded liability reserve	\$ 113,482		\$ 113,482						\$ -
TOTAL RESERVE BALANCES	\$ 153,417		\$ 253,482				\$ 1,834,565		\$ 2,285,043

Date: 1/13/2022

Auburn Area Recreation and Park District
Balance Sheet
12/31/2021

	Current YTD
ASSETS	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	580.00
First Foundation - Friends 501(c)(3)	17,159.84
First Foundation Bank	617,977.59
Placer County Treasure-General	253,760.89
Placer County Treasurer - City Trust	207,048.36
CA Pension Trust - CEPPT- CalPERS	67,985.00
Accounts Receivable	272.37
PCOE Receivables	21,536.50
Prepaid Expenses	185.33
Prepaid Liability Expense	69,306.98
Prepaid Workers Comp Insurance	26,521.37
Total Current Assets	<hr/> 1,282,334.23
<u>Restricted Reserve Funds</u>	
Proceeds from Note Payable Contra	1,909,997.00
Total Restricted Funds	<hr/> 1,909,997.00
<u>Fixed Assets</u>	
Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	12,847,426.75
Fixed Assets: Equipment	1,303,426.96
Fixed Assets: Computer Equipment & Software	84,228.71
Fixed Assets: Vehicles	282,551.30
Fixed Assets: Office Furniture & Rec Equipment	80,564.16
Construction In Progress	1,479,281.10
Less: Accumulated Depreciation	(10,612,543.85)
Total Fixed Assets	<hr/> 7,435,481.25
<u>Deferred Outflows of Resources</u>	
Pensions - Def Outflows of Resources	497,574.00
	<hr/> 497,574.00
TOTAL ASSETS	<hr/> <hr/> 11,125,386.48 <hr/>

LIABILITIES AND NET PROFIT

<u>Current Liabilities</u>		
Prepaid Revenue		36.00
PGE Tru-up payable		753.28
Retentions Payable		92,162.64
Gift Certificates		368.00
Compensated Absenses		133,862.38
Sales Tax Payable		12.89
Total Current Liabilities		\$227,195.19
<u>Long Term Liabilities</u>		
Net OPEB Liability		298,223.00
Net Pension Liability		1,238,090.00
Total Long Term Liabilities		1,536,313.00
TOTAL LIABILITIES		1,763,508.19
<u>Deferred Inflows of Resources</u>		
Pensions - Def Inflows of Resources		60,601.00
OPEB		85,021.00
		145,622.00
<u>Net Position</u>		
Investments in Fixed Assets		7,156,136.30
RFB: Reserved (City Mitigation)		206,768.25
GFB: Youth Assistance Fund		30,631.84
General Fund Balance		1,742,668.92
DFB: Annual Equip Replacement Reserv.		703,958.72
DFB: Annual Contingency Reserve		473,000.00
DFB: Reserved for Future Capital Construction		1,005,573.52
RFB: Arboretum Grant Fund		13,275.73
RFB: Reserved (Atwood)		(9,057.92)
RFB: Atwood III-Equip Repl Fund		8,003.66
DFB: Unfunded Liability - CalPERS		148,482.00
RFB- 501(c)(3) Fund		17,159.84
GFB: General Fund (ADA Reserve)		35,031.75
Net Profit (Loss)		(2,315,376.32)
Total Net Position		\$9,216,256.29
TOTAL LIABILITY AND NET POSITION		\$11,125,386.48

Auburn Rec & Park
Transfers to General Fund
4/1/2021 to 12/31/2021

<u>Future Capital Construction Reserve Balance Forward</u>		\$1,005,573.52
4/1/2021	Transfer In (Annual Budget)	\$25,000.00
	Resolution 2021-06	
10/28/2021	Transfer In (Mid-Year Budget)	\$20,000.00
	Resolution 2021-21	
11/18/2021	Transfer Out	(\$45,000.00)
	Resolution 2021-22	
Total Future Capital Construction Reserve		\$1,005,573.52
<u>City Mitigation Reserves Balance Forward</u>		\$207,048.00
Total City Mitigation Reserve		\$207,048.00
<u>Equipment Replacement Reserves Balance Forward</u>		\$613,958.72
4/1/2021	Transfer In (Annual Budget)	\$90,000.00
	Resolution 2021-06	
Total Equip Replacement Reserves		\$703,958.72
<u>ADA Reserves Balance Forward</u>		\$30,031.75
4/1/2021	Transfer In (Annual Budget)	\$5,000.00
	Resolution 2021-06	
Total ADA Reserves		\$35,031.75
<u>Contingency Reserves Balance Forward</u>		\$473,000.00
12/19/2021	Transfer to GF	(\$403,000.00)
	Resolution 2021-23	
Total Contingency Reserves		\$70,000.00
Total Impact to General Fund 2020-21		\$2,021,611.99

Auburn Rec & Park

Profit & Loss - Summary
4/1/2021 To 12/31/2021

For All Segment1s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services	61,652.39	1,033,472.66	1,002,450.00	31,022.66	103.10
Rents & Concessions	5,350.45	151,321.98	151,509.00	(187.02)	99.88
Miscellaneous Revenue	3,520.92	34,449.23	33,346.00	1,103.23	103.31
Grants & Donations	336,426.60	406,323.55	89,248.00	317,075.55	455.28
Interest Income	38.61	6,472.12	7,577.00	(1,104.88)	85.42
Taxes Revenue	0.00	1,703,080.03	1,703,281.00	(200.97)	99.99
TOTAL OPERATING REVENUE	\$406,988.97	\$3,335,119.57	\$2,987,411.00	\$347,708.57	111.64%
OTHER FINANCING SOURCES					
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	406,988.97	3,335,119.57	2,987,411.00	347,708.57	111.64
PENDITURES					
Program Expenses	13,969.05	163,781.23	166,898.00	(3,116.77)	98.13
Operations & Supplies Expense	37,851.39	318,753.13	334,204.00	(15,450.87)	95.38
Utilities Expense	27,877.73	184,183.11	189,720.00	(5,536.89)	97.08
Legal Expenses	120.00	334.00	2,814.00	(2,480.00)	11.87
Professional Services	24,442.00	82,475.72	68,399.00	14,076.72	120.58
Bldg & Grounds Maintenance	46,755.54	324,484.19	352,673.00	(28,188.81)	92.01
Property Tax Administration/LAFCO	0.00	7,441.50	8,270.00	(828.50)	89.98
Salaries Expense	192,630.67	1,607,869.00	1,601,530.00	6,339.00	100.40
Benefits & Payroll Costs	98,842.76	904,240.46	885,204.00	19,036.46	102.15
Fixed Asset Expense	5,700.00	54,815.71	62,253.00	(7,437.29)	88.05
Capital Improvement Projects	321,524.89	1,859,740.28	1,860,506.00	(765.72)	99.96
Debt Service	76,641.60	142,377.56	150,245.00	(7,867.44)	94.76

Auburn Rec & Park
 Profit & Loss - Summary
 4/1/2021 To 12/31/2021
 For All Segment1s
 For All Segment4s

Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
\$846,355.63	\$5,650,495.89	\$5,682,716.00	(\$32,220.11)	99.43%
\$439,366.66	\$2,315,376.32	\$2,695,305.00	(\$379,928.68)	85.90%

TOTAL EXPENDITURES

NET REVENUE OVER EXPENDITURES

Auburn Rec & Park

Profit & Loss - Detail

4/1/2021 to 12/31/2021

For All Segment1s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services					
Alta Vista DSC Rev	0.00	(197.00)	(197.00)	0.00	100.00
Aub Elem DSC Rev	14,505.99	86,075.33	87,160.00	(1,084.67)	98.76
Skyridge DSC Rev	15,584.75	113,534.78	115,996.00	(2,461.22)	97.88
Day Camp Rev	4,510.00	175,275.11	167,118.00	8,157.11	104.88
Preschool Revenue	6,848.50	59,479.31	59,209.00	270.31	100.46
Newcastle DSC Revenue	14,179.75	100,289.43	100,260.00	29.43	100.03
Adult Softball	0.00	29,854.00	28,183.00	1,671.00	105.93
Adult Basketball	0.00	8,787.00	9,349.00	(562.00)	93.99
Sr. Sports	60.00	1,214.20	1,454.00	(239.80)	83.51
Adult Volleyball	0.00	1,068.30	1,068.00	0.30	100.03
Pickle Ball Revenue	0.00	7,113.00	6,658.00	455.00	106.83
Adult Classes	803.72	30,613.60	28,496.00	2,117.60	107.43
Adult Class Rev - Bureau	61.68	5,945.04	6,523.00	(577.96)	91.14
Bocce Ball Prog Revenue	0.00	596.00	596.00	0.00	100.00
Youth Basketball	5,550.00	97,295.50	82,689.00	14,606.50	117.66
Youth Classes	(305.00)	41,763.80	42,708.00	(944.20)	97.79
Youth Class Rev - Bureau	0.00	3,320.00	3,320.00	0.00	100.00
Youth Volleyball	0.00	8,740.00	8,740.00	0.00	100.00
Aquatic Activities	0.00	17,733.68	17,734.00	(0.32)	100.00
Aquatic Activities - PH Pool	0.00	2,328.00	2,328.00	0.00	100.00
Master Swim Revenue	0.00	5,190.96	5,191.00	(0.04)	100.00
Public Swim - MS Sierra Pool	0.00	27,110.15	27,110.00	0.15	100.00
Public Swim - Placer Hills Pool	0.00	2,017.75	2,018.00	(0.25)	99.99
Swim Lessons	(12.00)	44,458.75	44,470.00	(11.25)	99.98
Swim Lessons - PH	0.00	5,870.00	5,870.00	0.00	100.00
Swim Team Revenue	0.00	20,290.50	20,290.00	0.50	100.00
Synchro Team	190.00	15,876.30	16,111.00	(234.70)	98.54

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Youth Camps Revenue	(571.00)	28,668.25	28,114.00	554.25	101.97
Youth Camp Rev - Bureau	0.00	20,894.00	21,021.00	(127.00)	99.40
Youth Sports Camps	0.00	26,937.33	24,328.00	2,609.33	110.73
Special Events Revenue	0.00	991.87	992.00	(0.13)	99.99
Party in the Park Revenue	0.00	441.07	441.00	0.07	100.02
Concert at Overlook Park Rev	0.00	2,702.07	2,702.00	0.07	100.00
Ukulele Festival Revenue	0.00	640.07	641.00	(0.93)	99.86
Obstacle Race Revenue	0.00	17,081.07	12,441.00	4,640.07	137.30
Dead Festival Rev	0.00	(100.00)	0.00	(100.00)	0.00
Auburn Harvest Festival Rev	0.00	9,748.07	7,403.00	2,345.07	131.68
Out of District Fees	236.00	12,927.37	13,052.00	(124.63)	99.05
Out of District Fees - Bureau	10.00	868.00	833.00	35.00	104.20
Return check fees	0.00	30.00	30.00	0.00	100.00
Total Parks and Recreation Services	61,652.39	1,033,472.66	1,002,450.00	31,022.66	103.10
Tents & Concessions					
Fee Waivers, Public	(1,485.40)	(3,561.40)	(3,167.00)	(394.40)	112.45
Fee Waiver - Offset	1,485.40	3,561.40	3,167.00	394.40	112.45
Blue Bird Room-CVCC	0.00	1,386.00	1,639.00	(253.00)	84.56
Lakeside Rental Revenue - Reg	908.95	3,867.45	2,267.00	1,600.45	170.60
Sierra Room Rental - CVCC	0.00	2,224.00	2,813.00	(589.00)	79.06
Sunset Room Rental - CVCC	333.00	911.92	521.00	390.92	175.03
Canyon View Room Rental - CVCC	0.00	1,045.17	1,209.00	(163.83)	86.45
Foothills Room Rental - CVCC	237.00	2,986.25	3,837.00	(850.75)	77.83
Pool Rental Rev - Sierra/Splash	0.00	10,964.14	10,964.00	0.14	100.00
Pool Rental Rev - Placer Hills	0.00	1,400.00	1,400.00	0.00	100.00
American River Room - CVCC	0.00	3,706.17	3,361.00	345.17	110.27
Board Room Rental	0.00	120.00	0.00	120.00	0.00
Conference (Module) Rental - Overlook	899.50	6,798.50	6,335.00	463.50	107.32

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Gazebo Rentals	95.00	529.00	296.00	233.00	178.72
Rock Creek Modular Rent	330.00	2,970.00	2,970.00	0.00	100.00
Gym Rental Revenue - Rec	0.00	386.00	1,284.00	(898.00)	30.06
Gym Rental Revenue - Reg	0.00	1,432.00	1,432.00	0.00	100.00
Tutor Totter Lease Agreement	554.00	4,986.00	4,986.00	0.00	100.00
Kitchen Rental Revenue - CVCC	0.00	88.00	176.00	(88.00)	50.00
Picnic Area Rental Revenue - Rec	264.00	8,819.25	8,844.00	(24.75)	99.72
Picnic Area Rental Revenue - Reg	0.00	1,325.00	1,411.00	(86.00)	93.91
Picnic Area Rental Revenue - Ash	0.00	671.00	671.00	0.00	100.00
Picnic Area Rental Revenue - MV	0.00	2,834.00	2,884.00	(50.00)	98.27
Field "Recreation" Rental Revenue	0.00	4,342.84	4,352.00	(9.16)	99.79
Field "Bill Beane" Rental - Reg A	0.00	1,404.59	1,405.00	(0.41)	99.97
Field "Softball" Rental - MV	0.00	4,013.75	4,013.00	0.75	100.02
Field Rental - CV	0.00	2,016.00	2,037.00	(21.00)	98.97
Bike Park Rentals	0.00	40.00	40.00	0.00	100.00
Field Soccer/Baseball-Winchester	0.00	1,821.13	1,907.00	(85.87)	95.50
Field "Beggs" Rental - Rec	0.00	7,170.23	7,119.00	51.23	100.72
Field B (softball) Rev - Reg	0.00	913.75	882.00	31.75	103.60
Field "James" Rental - Rec	0.00	6,940.99	6,941.00	(0.01)	100.00
Field C (Baseball) Rental - Reg	0.00	6,717.50	6,779.00	(61.50)	99.09
Bocce Ball Field Rental	0.00	(120.00)	(120.00)	0.00	100.00
Field "Soccer Regional" Rental	0.00	2,480.00	2,480.00	0.00	100.00
Field "Soccer A" Rental - Railhead	382.50	6,542.73	6,920.00	(377.27)	94.55
Field - PH Soccer Field	0.00	8,463.21	6,630.00	1,833.21	127.65
Field "Soccer B" Rental - Railhead	212.50	10,071.08	9,748.00	323.08	103.31
Misc Rents & Concessions	66.00	7,075.46	7,086.00	(10.54)	99.85
Misc Rents & Concessions - Bureau	0.00	4,189.10	4,190.00	(0.90)	99.98
Custodial Fees	1,068.00	16,281.77	17,441.00	(1,159.23)	93.35
Custodial Fees - Bureau	0.00	680.00	960.00	(280.00)	70.83
Set up/Take Down Fees	0.00	935.00	1,185.00	(250.00)	78.90

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Set up/Take Down Fees - Bureau	0.00	(107.00)	214.00	(321.00)	(50.00)
Total Rents and Concessions	5,350.45	151,321.98	151,509.00	(187.02)	99.88
Miscellaneous Revenue					
Sales of an Asset - F & G	0.00	1,400.00	1,400.00	0.00	100.00
MV Comm Cir Rentals	159.00	485.00	45.00	440.00	1077.78
Alcohol Permit Fee	88.00	3,497.00	3,513.00	(16.00)	99.55
Alcohol Permit - Bureau	0.00	171.00	171.00	0.00	100.00
MV Custodial Fee	0.00	44.00	0.00	44.00	0.00
Miscellaneous Income - Admin.	0.00	1,581.00	1,492.00	89.00	105.97
Miscellaneous Revenue - Recreation	647.00	647.00	0.00	647.00	0.00
Verizon Wireless Lease	2,626.92	23,642.28	23,643.00	(0.72)	100.00
Miscellaneous Income - Youth Services	0.00	1,481.95	1,582.00	(100.05)	93.68
Miscellaneous Income - F & G	0.00	1,500.00	1,500.00	0.00	100.00
Total Miscellaneous Revenue	3,520.92	34,449.23	33,346.00	1,103.23	103.31
Grants & Donations					
Youth Assistance Rev	952.60	10,956.12	8,365.00	2,591.12	130.98
Donation Rev - F & G	500.00	500.00	1,000.00	(500.00)	50.00
Bike Park Donations	0.00	15,768.43	15,758.00	10.43	100.07
Grant Proceeds - Y. Services	0.00	43,125.00	43,125.00	0.00	100.00
Grant Proceeds - Admin	334,974.00	335,974.00	21,000.00	314,974.00	1599.88
Total Grants and Donations	336,426.60	406,323.55	89,248.00	317,075.55	455.28
Interest Income					

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Interest Income - Other	38.61	340.48	226.00	114.48	150.66
Interest Revenue - County	0.00	5,687.53	6,544.00	(856.47)	86.91
Interest Revenue - City Trust	0.00	280.11	303.00	(22.89)	92.45
Interest - Pension Trust	0.00	164.00	504.00	(340.00)	32.54
Total Interest Income	38.61	6,472.12	7,577.00	(1,104.88)	85.42
Project Revenue - Government	0.00	0.00	0.00	0.00	0.00
Total Project Revenue - Government	0.00	0.00	0.00	0.00	0.00
Tax Revenue	0.00	1,417,384.62	1,417,418.00	(33.38)	100.00
Current Secured Property Taxes General	0.00	14,263.66	14,201.00	62.66	100.44
Homeowner's Prop. Tax Relief	0.00	71,969.69	71,913.00	56.69	100.08
Current Unsecured Prop Taxes General	0.00	59,528.59	59,572.00	(43.41)	99.93
Current Supplemental Property Taxes	0.00	52,751.74	53,154.00	(402.26)	99.24
Unitary & Op Non-unitary Tax	0.00	11.32	11.00	0.32	102.91
Delinq Unsecured Property Taxes	0.00	0.50	0.00	0.50	0.00
Timber Tax Guarantee	0.00	11,939.50	11,940.00	(0.50)	100.00
Atwood Tax Revenue	0.00	4,263.30	4,263.00	0.30	100.01
Delinquent Supplemental Tax Rev	0.00	(166.40)	(151.00)	(15.40)	110.20
Delinquent Secured Property Taxes	0.00	1,067.85	894.00	173.85	119.45
Railroad Unitary Property Taxes	0.00	70,065.66	70,066.00	(0.34)	100.00
RDA Pass-Throughs	0.00				
Total Tax Revenue	0.00	1,703,080.03	1,703,281.00	(200.97)	99.99
TOTAL OPERATING REVENUE	\$406,988.97	\$3,335,119.57	\$2,987,411.00	\$347,708.57	111.64%

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OTHER FINANCING SOURCES					
Transfers from Other Funding Sources					
	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING SOURCES					
	406,988.97	3,335,119.57	2,987,411.00	347,708.57	111.64
TOTAL REVENUES					
PENDITURES					
Program Expenses					
Instructor/Aquatics	0.00	864.40	865.00	(0.60)	99.93
Instructor/Adult Classes	3,298.05	16,738.90	15,056.00	1,682.90	111.18
Instructor/Adult Classes - Bureau	520.00	2,359.50	2,809.00	(449.50)	84.00
Instructor/Youth Classes	2,710.25	28,452.45	27,000.00	1,452.45	105.38
Officials/Adult Softball	0.00	6,376.55	7,081.00	(704.45)	90.05
Officials/Adult Basketball	0.00	3,320.25	3,874.00	(553.75)	85.71
Officials/Youth Volleyball	0.00	767.00	767.00	0.00	100.00
Instructor/Youth Camps	933.15	29,831.90	28,899.00	932.90	103.23
Instr/Y Camp - Bureau	0.00	12,565.60	12,566.00	(0.40)	100.00
Instructors - Youth Sports Camps	0.00	6,582.38	6,582.00	0.38	100.01
Aub Elem/Program Exp	795.73	3,008.55	2,930.00	78.55	102.68
Skyridge/Program Exp	1,146.13	3,564.93	3,119.00	445.93	114.30
Day Camp/Program Exp	174.62	11,742.89	11,666.00	76.89	100.66
Preschool - Program Expense	239.36	1,876.04	1,708.00	168.04	109.84
Newcastle Program Expense	636.51	3,829.63	3,191.00	638.63	120.01
Adult Softball Expense	0.00	1,087.23	1,005.00	82.23	108.18

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Adult Basketball Expense	0.00	205.92	549.00	(343.08)	37.51
Adult Volleyball Expense	0.00	81.68	56.00	25.68	145.86
Pickle Ball Tennis Expense	0.00	2,050.13	2,050.00	0.13	100.01
Adult Class Expense	0.00	363.68	108.00	255.68	336.74
Youth Basketball Expense	2,035.06	2,163.59	8,205.00	(6,041.41)	26.37
Youth Volleyball Expense	0.00	1,141.44	1,142.00	(0.56)	99.95
Aquatic Activities	0.00	2,319.87	2,320.00	(0.13)	99.99
Public Swim Expense	0.00	1,790.76	1,791.00	(0.24)	99.99
Public Swim Exp - PH Pool	0.00	467.00	467.00	0.00	100.00
Swim Team	0.00	47.92	48.00	(0.08)	99.83
Synchro Team Expenses	0.00	1,348.00	1,924.00	(576.00)	70.06
Youth Camps	0.00	87.00	87.00	0.00	100.00
Youth Sports Camps	0.00	9.26	9.00	0.26	102.89
Special Events Expenses	869.89	954.58	1,604.00	(649.42)	59.51
Party in the Park Expenses	0.00	476.31	123.00	353.31	387.24
Concert at Overlook Expenses	(122.54)	73.70	196.00	(122.30)	37.60
Ukulele Festival Expenses	0.00	519.89	520.00	(0.11)	99.98
Food Truck Fiesta Expenses - PAY FROM 501c3	0.00	168.81	0.00	168.81	0.00
Obstacle Race Expense	0.00	10,644.75	8,836.00	1,808.75	120.47
Dead Festival Expenses - PAY FROM 501c3	0.00	168.84	0.00	168.84	0.00
Auburn Harvest Festival Expenses	732.84	5,729.90	7,745.00	(2,015.10)	73.98
Total Program Expenses	13,969.05	163,781.23	166,898.00	(3,116.77)	98.13
Operations & Supplies					
Cash Short/Over-Cust Serv	0.00	136.95	136.00	0.95	100.70
Merchant Fees - Youth Services	771.76	4,128.71	4,148.00	(19.29)	99.54
Merchant Fees - Cust Serv	428.37	9,197.34	8,566.00	631.34	107.37
Cal Card Incentives	(439.60)	(1,682.67)	(1,792.00)	109.33	93.90
Penalties	0.00	2,197.41	4,564.00	(2,366.59)	48.15

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Donations Expense	0.00	750.00	850.00	(100.00)	88.24
Telephone - Placer Hills Pool	74.90	737.95	770.00	(32.05)	95.84
Telephone - Cust Serv	569.15	5,114.88	5,133.00	(18.12)	99.65
Telephone (CVCC) - Admin	515.84	4,565.14	4,645.00	(79.86)	98.28
Gift Certificates Expensed	0.00	58.00	108.00	(50.00)	53.70
Telephone - Recreation	37.84	266.72	365.00	(98.28)	73.07
Telephone - Preschool	40.89	256.00	441.00	(185.00)	58.05
Telephone - Facilities & Grounds	955.49	7,623.85	9,252.00	(1,628.15)	82.40
Telephone - Day Camp	57.91	433.23	522.00	(88.77)	82.99
Telephone - Newcastle	42.95	304.76	594.00	(289.24)	51.31
Telephone - Aub El	130.01	1,116.03	1,128.00	(11.97)	98.94
Telephone - Skyridge	34.40	358.76	90.00	268.76	398.62
Postage - Admin	8.16	496.74	998.00	(501.26)	49.77
Activity Guide Expense	8,788.80	31,339.66	32,394.00	(1,054.34)	96.75
Youth Assistance Expense	75.00	10,085.67	9,696.00	389.67	104.02
Bank Service Charges	0.00	0.00	(8.00)	8.00	0.00
CEPPT Charges	0.00	268.00	268.00	0.00	100.00
Office Supplies - Rec	24.66	313.63	666.00	(352.37)	47.09
Office Supplies - Youth Services	0.00	407.07	1,029.00	(621.93)	39.56
Office Supplies - F & G	144.88	1,253.17	1,810.00	(556.83)	69.24
Office Supplies-Cust Serv	585.29	2,285.17	1,745.00	540.17	130.96
Office Supplies - Admin	308.19	4,998.58	4,833.00	165.58	103.43
Duplication Costs - Cust Serv	0.00	39.69	40.00	(0.31)	99.23
Duplication Costs - Admin	214.68	973.57	1,238.00	(264.43)	78.64
Office Equip Rental - Cust Serv	470.75	4,590.31	4,683.00	(92.69)	98.02
Office Equip Rental - Admin	438.66	3,320.27	3,257.00	63.27	101.94
Dining Expense	0.00	413.00	645.00	(232.00)	64.03
Gas/Mileage Expense - C.Serv	28.00	385.28	419.00	(33.72)	91.95
Gas/Mileage Expense - Admin	71.54	1,269.47	1,135.00	134.47	111.85
Gas/Mileage Expense - Rec.	0.00	0.00	147.00	(147.00)	0.00

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Gas/Mileage Expense - YS	0.00	86.58	261.00	(174.42)	33.17
Gas/Mileage Expense - F & G	5,143.25	38,125.41	36,782.00	1,343.41	103.65
General Administrative Exp - Admin	363.35	1,133.67	728.00	405.67	155.72
Liability Insurance - Admin	11,551.17	99,625.77	99,165.00	460.77	100.47
Board Expense	0.00	775.48	1,526.00	(750.52)	50.82
Public Relations/Marketing - Cust Serv	120.03	2,556.18	5,365.00	(2,808.82)	47.65
Misc Expenses - Y Serv	0.00	0.00	1,504.00	(1,504.00)	0.00
Dues and Subscriptions-Youth Services	0.00	0.00	165.00	(165.00)	0.00
Dues and Subscriptions - Admin	0.00	10,485.00	10,650.00	(165.00)	98.45
Dues and Subscriptions - Rec.	0.00	150.00	981.00	(831.00)	15.29
Dues and Subscriptions - F & G	399.00	399.00	400.00	(1.00)	99.75
Staff Appreciation - Rec	35.54	64.38	46.00	18.38	139.96
Staff Appreciation - Aquatics	0.00	199.17	199.00	0.17	100.09
Staff Appreciation - Youth Services	30.14	89.03	105.00	(15.97)	84.79
Staff Appreciation - F & G	208.01	450.30	97.00	353.30	464.23
Staff Appreciation - Cust Serv	27.33	47.96	100.00	(52.04)	47.96
Staff Appreciation - Admin	0.00	141.77	172.00	(30.23)	82.42
Company Celebrations	911.32	911.32	762.00	149.32	119.60
Bad Debts Expense - Recreation	0.00	25.80	0.00	25.80	0.00
Bad Debts Expense - Y Services	0.00	1,124.40	1,125.00	(0.60)	99.95
Staff Development - Admin	0.00	1,329.08	1,629.00	(299.92)	81.59
Staff Development - Rec.	195.00	545.00	419.00	126.00	130.07
Staff Development - Aquatics	0.00	348.00	375.00	(27.00)	92.80
Staff Development - Youth Services	0.00	30.00	85.00	(55.00)	35.29
Staff Development - F & G	0.00	2,042.16	2,240.00	(197.84)	91.17
Uniform Exp - Aquatics	0.00	124.33	124.00	0.33	100.27
Uniform Exp - F & G	(74.39)	265.91	542.00	(276.09)	49.06
Small Equip - Rec Dept	0.00	0.00	106.00	(106.00)	0.00
Small Equipment - Rec Pk	126.31	2,238.31	6,660.00	(4,421.69)	33.61
Small Equipment - Reg Pk	117.54	263.34	980.00	(716.66)	26.87

Auburn Rec & Park
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 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Small Equipment - MV Park	14.76	197.41	640.00	(442.59)	30.85
Small Equipment - CVCC	0.00	193.34	193.00	0.34	100.18
Field Marking Expense	10.06	2,035.19	1,884.00	151.19	108.03
Safety Supplies - F & G	0.00	7,897.04	8,056.00	(158.96)	98.03
Safety Supplies - Aquatics	0.00	600.16	600.00	0.16	100.03
Safety Supplies - Youth Services	0.00	0.00	250.00	(250.00)	0.00
Restroom Supplies - Recreation Park	85.19	1,428.36	1,296.00	132.36	110.21
Restroom Supplies - Regional Park	80.92	1,521.47	1,408.00	113.47	108.06
Restroom Supplies - Ashford Park	47.61	849.61	753.00	96.61	112.83
Restroom Supplies - Meadow Vista Park	51.79	945.01	850.00	95.01	111.18
Restroom Supplies - Railroad Park	55.97	977.76	845.00	132.76	115.71
Restroom Supplies - Overlook Park	63.35	1,086.59	979.00	107.59	110.99
Restroom Supplies - Placer Hills Park	36.69	737.13	612.00	125.13	120.45
Restroom Supplies - Rec Comm Ctr	124.31	2,353.62	2,380.00	(26.38)	98.89
Restroom Supplies - Reg Comm Ctr	120.43	1,905.80	1,969.00	(63.20)	96.79
Restroom Supplies - CVCC Comm Ctr	167.94	2,483.02	2,499.00	(15.98)	99.36
Sanitation - Reg Pk - Toilet	466.00	4,130.00	4,114.00	16.00	100.39
Sanitation - Win Pk - Toilet	271.00	2,345.00	2,703.00	(358.00)	86.76
Sanitation - Rec Pk - ADA Toilet	0.00	1,809.58	2,129.00	(319.42)	85.00
Sanitation - Reg - ADA Toilet	381.29	1,492.87	1,545.00	(52.13)	96.63
Sanitation - Rec Pk - Debris Box	1,137.10	10,267.39	8,887.00	1,380.39	115.53
Sanitation - Reg Pk - Disposal	588.55	4,637.28	4,557.00	80.28	101.76
Sanitation - MV - Disposal	400.59	3,339.03	3,267.00	72.03	102.21
Sanitation - CVCC - Disposal	215.72	1,683.46	1,723.00	(39.54)	97.71
Small Equipment - Overlook	0.00	2,257.32	2,257.00	0.32	100.01
Total Operations & Supplies	37,851.39	318,753.13	334,204.00	(15,450.87)	95.38

Auburn Rec & Park
Profit & Loss - Detail
4/1/2021 to 12/31/2021
For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Lights - Rec Pk Beggs Field	889.25	3,465.41	3,133.00	332.41	110.61
Lighting Reimb.-Beggs Field	0.00	(1,201.73)	(1,799.00)	597.27	66.80
Lights - Rec Pk James Field	895.50	3,585.63	3,384.00	201.63	105.96
Lighting Reimb.-James Field	0.00	(2,939.15)	(3,302.00)	362.85	89.01
Lights - Rec Field	155.28	794.22	734.00	60.22	108.20
Lighting Reimb.-Rec Field	0.00	(294.38)	(421.00)	126.62	69.92
Gas/Elect - Rec Comm Ctr - Fac & Grds	1,556.70	426.23	1,325.00	(898.77)	32.17
Gas/Electric - Reg Comm Ctr	2,296.66	6,266.81	6,734.00	(467.19)	93.06
Gas/Electric - CV Comm Ctr	183.25	703.01	749.00	(45.99)	93.86
Electric Reimb.- CV Comm Ctr	(95.65)	(894.32)	(846.00)	(48.32)	105.71
Gas/Electric - CVCC	3,747.06	19,032.17	17,665.00	1,367.17	107.74
Gas/Electric - Sierra Pool	3,668.13	24,537.14	24,741.00	(203.86)	99.18
Gas/Electric - PH Pool	779.47	5,114.71	5,003.00	111.71	102.23
Electric - Day Camp	256.60	1,605.11	1,758.00	(152.89)	91.30
Gas/Elec - Recreation Park	1,232.48	9,538.02	9,980.00	(441.98)	95.57
Gas/Electric - Reg Park	4,744.60	29,639.25	28,374.00	1,265.25	104.46
Lighting Reimb.- Reg Park	0.00	(4,664.75)	(4,756.00)	91.25	98.08
Gas/Electric - Ashford Park	298.88	3,565.44	3,861.00	(295.56)	92.35
Gas/Electric - MV Park	370.45	5,187.41	5,100.00	87.41	101.71
Electric - Railroad Park	819.55	4,267.22	4,750.00	(482.78)	89.84
Lighting Reimb.-Railhead	(379.09)	(2,666.27)	(2,835.00)	168.73	94.05
Gas/Electric - Winchester Park	42.99	1,672.81	1,759.00	(86.19)	95.10
Reimbursements - Gas/Elec Pool	0.00	(11,105.60)	(11,105.00)	(0.60)	100.01
Water - Rec Comm Ctr	661.48	1,677.25	2,627.00	(949.75)	63.85
Water - Reg Comm Ctr	171.92	1,788.21	2,027.00	(238.79)	88.22
Water - CV Comm Ctr	392.45	2,924.24	2,912.00	12.24	100.42
Water - CVCC	627.62	3,180.92	2,722.00	458.92	116.86
Water - Sierra Pool	0.00	2,212.22	2,796.00	(583.78)	79.12

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Water - PH Pool	0.00	162.64	696.00		23.37
Water - Rec Park	725.69	3,898.26	4,271.00	(533.36)	91.27
Water - Regional Park	895.20	9,149.55	8,685.00	464.55	105.35
Water - Ashford Park	234.33	3,421.80	4,247.00	(825.20)	80.57
Water - MV Park	961.84	15,898.76	18,886.00	(2,987.24)	84.18
Water - CV Park	0.00	2,497.13	2,735.00	(237.87)	91.30
Water - Railhead Park	621.66	3,212.22	3,563.00	(350.78)	90.16
Water - CVCC Park	0.00	2,816.10	2,985.00	(168.90)	94.34
Water - Overlook Park	749.84	5,569.72	5,706.00	(136.28)	97.61
Water - Placer Hills Park	236.90	3,925.26	4,311.00	(385.74)	91.05
Water - Atwood	136.69	2,751.15	3,100.00	(348.85)	88.75
Water - Chana Field	0.00	4,032.35	4,032.00	0.35	100.01
Reimb - Water - Sierra Pool	0.00	(1,011.89)	(1,012.00)	0.11	99.99
Sanitation - Rec Park (Sewer)	0.00	9,344.02	9,345.00	(0.98)	99.99
Sanitation - Railhead Park (Sewer)	0.00	173.78	174.00	(0.22)	99.87
Sanitation - Overlook (Sewer)	0.00	735.88	736.00	(0.12)	99.98
Sanitation - CVCC (Sewer)	0.00	10,189.15	10,190.00	(0.85)	99.99
Total Utilities Expense	27,877.73	184,183.11	189,720.00	(5,536.89)	97.08
Legal Expenses					
Legal Fees	120.00	334.00	2,814.00	(2,480.00)	11.87
Total Legal Expense	120.00	334.00	2,814.00	(2,480.00)	11.87
Professional Services					
Grant Application Expense	22,500.00	22,500.00	0.00	22,500.00	0.00

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Professional Services - Rec	1,379.50	9,963.50	10,163.00	(199.50)	98.04
Professional Services - YS	0.00	7,316.51	7,316.00	0.51	100.01
Professional Services - F & G	0.00	7,107.98	5,578.00	1,529.98	127.43
Atwood - Professional Services	0.00	5,718.89	6,146.00	(427.11)	93.05
Professional Services - C Serv	375.00	7,975.00	16,049.00	(8,074.00)	49.69
Professional Services - Admin	187.50	8,993.84	9,978.00	(984.16)	90.14
Accounting/Auditor Fees	0.00	12,900.00	12,900.00	0.00	100.00
Atwood - County Collection Fee	0.00	0.00	269.00	(269.00)	0.00
Total Professional Services	24,442.00	82,475.72	68,399.00	14,076.72	120.58
Bldg & Ground Maintenance					
Vehicle Maintenance	1,712.39	24,411.21	25,811.00	(1,399.79)	94.58
Equipment Rental	0.00	136.41	1,932.00	(1,795.59)	7.06
Irrigation Supplies - General	73.99	1,715.77	1,642.00	73.77	104.49
Maint - Recreation Field	0.00	826.52	1,278.00	(451.48)	64.67
Maint - CV Baseball Field	0.00	1,878.10	5,161.00	(3,282.90)	36.39
Maint - James Field	31.92	1,756.71	2,485.00	(728.29)	70.69
Maint - Beggs Field	0.00	1,336.20	3,200.00	(1,863.80)	41.76
Maint - Sierra Pool	4,397.76	41,999.39	42,681.00	(681.61)	98.40
Reimbursement- Maint Pool	0.00	(4,572.34)	(4,572.00)	(0.34)	100.01
Maint & Repairs - Equipment	1,483.47	15,176.61	26,676.00	(11,499.39)	56.89
Maint - PH Pool	5,632.10	10,289.03	7,872.00	2,417.03	130.70
Maint - Winchester Fields	268.75	806.25	565.00	241.25	142.70
Rep/Maint - Aub El	66.41	824.88	1,903.00	(1,078.12)	43.35
Rep/Maint - Rock Creek	33.21	62.71	129.00	(66.29)	48.61
Rep/Maint - Day Camp	66.41	138.67	500.00	(361.33)	27.73
Maint - Recreation Park	3,323.01	18,064.63	15,004.00	3,060.63	120.40

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Maint - Regional Park	3,466.39	72,555.39	73,158.00	(602.61)	99.18
Maint - Ashford Park	3,883.59	8,310.80	12,179.00	(3,868.20)	68.24
Maint - Meadow Vista Park	1,233.53	15,365.35	15,928.00	(562.65)	96.47
Maint - Christian Valley Park	322.50	3,143.26	2,992.00	151.26	105.06
Maint - Railhead Park	433.11	1,941.43	1,954.00	(12.57)	99.36
Maint - CVCC Park	218.11	3,723.87	4,392.00	(668.13)	84.79
Maint - Overlook Park	2,756.08	7,041.69	5,010.00	2,031.69	140.55
Maint - Placer Hills Park	396.10	2,372.38	2,534.00	(161.62)	93.62
Maint - Pocket Parks	0.00	468.57	636.00	(167.43)	73.68
Maint - Mt. Vernon Park	53.75	161.25	110.00	51.25	146.59
Maint - Winchester Park	364.93	1,400.01	1,155.00	245.01	121.21
Maint - Atwood	274.97	1,905.44	1,243.00	662.44	153.29
Maint - Shockley Park	322.50	1,748.85	1,538.00	210.85	113.71
Maint - Bike Park	830.83	7,914.75	7,664.00	250.75	103.27
Rep/Maint - Skyridge	66.41	332.67	725.00	(392.33)	45.89
Maint - Ashley Dog Park	6.22	1,522.67	1,791.00	(268.33)	85.02
Rep/Maint - Newcastle	0.00	0.00	250.00	(250.00)	0.00
Maint - Recreation Comm Ctr	992.21	7,298.73	7,006.00	292.73	104.18
Maint - Regional Comm Ctr	911.92	12,746.67	12,461.00	285.67	102.29
Maint - Christian Valley Comm Ctr	33.21	62.71	71.00	(8.29)	88.32
Maint - CVCC Comm Ctr	999.38	6,171.76	6,347.00	(175.24)	97.24
Maint - Overlook Modular	33.21	62.71	576.00	(513.29)	10.89
Maint - Regional Tennis Courts	1,119.92	1,119.92	0.00	1,119.92	0.00
Maint - MV Soccer A	0.00	12.85	208.00	(195.15)	6.18
Maint - RH Soccer A	0.00	608.64	843.00	(234.36)	72.20
Maint - Regional Field Soccer	0.00	0.00	1,045.00	(1,045.00)	0.00
Maint - RH Soccer B	0.00	508.65	735.00	(226.35)	69.20
Maint - Regional Bill Bean Field	23.97	4,772.63	4,465.00	307.63	106.89
Maint - Regional Field B	206.65	5,648.02	5,535.00	113.02	102.04
Maint - Regional Field C	0.00	13,932.60	17,140.00	(3,207.40)	81.29

Auburn Rec & Park
Profit & Loss - Detail
4/1/2021 to 12/31/2021
For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Tree Maint - Rec Park	0.00	20.90	21.00	(0.10)	99.52
Tree Maint - Ashford Park	0.00	2,250.00	2,250.00	0.00	100.00
Tree Maint - MV Park	0.00	4,750.00	9,750.00	(5,000.00)	48.72
Tree Maint- Christian Valley Park	4,995.00	4,995.00	5,000.00	(5.00)	99.90
Tree Maint- Overlook Park	4,995.00	4,995.00	5,000.00	(5.00)	99.90
Tree Maint - Shockley Park	0.00	2,250.00	2,250.00	0.00	100.00
Vandalism Repairs Expense	726.63	7,518.27	6,019.00	1,499.27	124.91
Rep/Maint - Alta Vista	0.00	0.00	425.00	(425.00)	0.00
Total Building and Grounds Maintenance	46,755.54	324,484.19	352,673.00	(28,188.81)	92.01
Property Tax Administration/LAFCO					
CalPERS SS Admin Fee	0.00	0.00	510.00	(510.00)	0.00
Property Tax Administration	0.00	5,169.06	5,100.00	69.06	101.35
Lafco Fees	0.00	2,272.44	2,660.00	(387.56)	85.43
Total Property Tax Administration/LAFCO	0.00	7,441.50	8,270.00	(828.50)	89.98
Salaries Expense					
Wages - (Y.Serv) - Manager	6,888.10	47,454.29	45,324.00	2,130.29	104.70
Wages - (Cust Serv) - Full Time	15,877.02	94,823.15	92,190.00	2,633.15	102.86
Wages - (Cust Serv) - Part Time	117.45	5,022.42	6,514.00	(1,491.58)	77.10
Wages - (Admin) - Full Time	18,552.05	110,643.64	98,739.00	11,904.64	112.06
Wages - (Admin) - Part Time	1,433.92	48,877.25	48,142.00	735.25	101.53
Wages - (Admin) - Board Pay	2,250.00	21,500.00	19,475.00	2,025.00	110.40
Wages - (Y.Serv) - Aub Elem - PT	5,845.99	46,056.76	46,794.00	(737.24)	98.42
Wages - (Y.Serv) - AE Maint	6.73	558.06	843.00	(284.94)	66.20
Wages - (Y. Serv) - RC Maint	182.72	337.58	218.00	119.58	154.85
Wages - (Y.Serv) - Skyridge - PT	7,198.37	45,774.10	44,771.00	1,003.10	102.24

Auburn Rec & Park

Profit & Loss - Detail
4/1/2021 to 12/31/2021
For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Wages - (Y.Serv) - Skyridge Maint	40.43	654.19	660.00	(5.81)	99.12
Wages - (Y.Serv) - Day Camp - PT	4,483.01	97,608.58	103,353.00	(5,744.42)	94.44
Wages - (Y.Serv) - DC Maint	0.00	81.22	135.00	(53.78)	60.16
Wages - (Rec) - Full Time	15,152.09	107,376.25	104,347.00	3,029.25	102.90
Wages - (Y. Serv) - Newcastle- PT	6,285.19	44,492.70	45,256.00	(763.30)	98.31
Wages - (Y.Serv) - NC Maint	0.00	25.17	0.00	25.17	0.00
Wages - (Rec) - Seasonal	0.00	98.70	397.00	(298.30)	24.86
Wages - (Rec) - Adult Softball	222.79	4,817.54	4,122.00	695.54	116.87
Wages - (Rec) - Adult Basketball	271.92	2,514.26	2,513.00	1.26	100.05
Wages - (Y.Serv) - Preschool	3,237.28	25,950.36	31,896.00	(5,945.64)	81.36
Wages - (Aqua) - Aquatics Coordinator	26.52	14,414.71	15,308.00	(893.29)	94.17
Wages - (Aqua) - Aquatic Activities	0.00	4,836.82	4,837.00	(0.18)	100.00
Wages - (Aqua) - Public Swim	0.00	41,769.01	41,769.00	0.01	100.00
Wages - (Aqua) - Public Swim-PH	0.00	4,015.28	4,016.00	(0.72)	99.98
Wages - (Aqua) - Swim Lessons	0.00	14,295.03	14,295.00	0.03	100.00
Wages - (Aqua) - Swim Lessons-PH	0.00	1,823.29	1,824.00	(0.71)	99.96
Wages - (Aqua) - Master Swim	0.00	2,872.17	2,873.00	(0.83)	99.97
Wages - (Aqua) - Swim Team Coaches	0.00	8,451.46	8,841.00	(389.54)	95.59
Wages - (Aqua) - Synchronized Swim Coach	0.00	10,883.56	10,884.00	(0.44)	100.00
Wages - (Fac & Grds) - Fac Attendant - Rec	10,867.68	83,527.42	80,925.00	2,602.42	103.22
Wages - (Fac & Grds) - Fac Att. - CVCC	4,013.83	31,195.69	29,719.00	1,476.69	104.97
Wages - (Fac & Grds) - Fac Attendant - Reg	3,256.81	19,047.90	17,978.00	1,069.90	105.95
Wages - (Fac & Grds) - Fac Att Overlook	96.50	102.57	79.00	23.57	129.84
Wages - (Fac & Grds) - Management	8,245.14	111,642.69	119,473.00	(7,830.31)	93.45
Wages - (Fac & Grds) - Recreation Park	30,429.58	189,789.14	177,993.00	11,796.14	106.63
Wages - (Fac & Grds) - Regional Park	19,600.12	114,521.36	110,068.00	4,453.36	104.05
Wages - (Fac & Grds) - Ashford Park	2,035.96	26,398.40	31,325.00	(4,926.60)	84.27
Wages - (Fac & Grds) - Meadow Vista Park	4,850.84	37,091.05	39,569.00	(2,477.95)	93.74
Wages - (Fac & Grds) - CV Comm Center	907.37	5,900.43	6,811.00	(910.57)	86.63
Wages - (Fac & Grds) - Railroad Park	1,265.47	11,558.42	13,031.00	(1,472.58)	88.70

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Wages - (Fac & Grds) - CVCC	1,596.75	12,836.22	11,259.00	1,577.22	114.01
Wages - (Fac & Grds) - Overlook Park	1,357.22	13,298.58	13,258.00	40.58	100.31
Wages - (Fac & Grds) - Placer Hills Park	1,332.77	14,935.55	15,801.00	(865.45)	94.52
Wages - (Fac & Grds) - Pocket Parks	587.90	4,628.26	4,243.00	385.26	109.08
Wages - (Fac & Grds) - Mt. Vernon Park	0.00	0.36	0.00	0.36	0.00
Wages - (Fac & Grds) - Winchester Park	281.71	4,335.34	4,873.00	(537.66)	88.97
Wages - (Fac & Grds) - Atwood	318.03	3,602.69	6,372.00	(2,769.31)	56.54
Wages - (Fac & Grds) - Shockley Property	44.50	2,573.71	3,345.00	(771.29)	76.94
Wages - (F & G) Special Events	431.06	8,931.27	8,500.00	431.27	105.07
Wages - District Administrator	12,964.60	91,404.49	92,283.00	(878.51)	99.05
Wages - (Rec) - Special Events	0.00	1,977.70	1,709.00	268.70	115.72
Wages - (F & G) Uniform Allowance	75.25	10,542.21	12,580.00	(2,037.79)	83.80
Total Salaries Expense	192,630.67	1,607,869.00	1,601,530.00	6,339.00	100.40
Benefits & Payroll Costs					
ER Taxes - Rec	980.60	8,389.32	8,371.00	18.32	100.22
ER Taxes - Aquatics	2.04	10,125.83	10,171.00	(45.17)	99.56
ER Taxes - Youth Services	2,375.34	24,574.60	29,218.00	(4,643.40)	84.11
ER Taxes - Fac & Grds	6,245.07	53,094.38	54,384.00	(1,289.62)	97.63
ER Taxes - Cust Serv	1,127.37	7,494.76	7,534.00	(39.24)	99.48
ER Taxes - Admin	2,807.57	21,800.79	20,775.00	1,025.79	104.94
Employment Expense - Rec	0.00	55.00	55.00	0.00	100.00
Employment Expense - Aquatics	0.00	117.11	118.00	(0.89)	99.25
Employment Expense - Youth Services	0.00	70.03	115.00	(44.97)	60.90
Employment Expense - Fac & Grds	317.63	2,880.93	2,017.00	863.93	142.83
Fingerprinting Exp - Recreation	0.00	157.00	152.00	5.00	103.29
Fingerprinting Exp - Aquatics	0.00	612.00	612.00	0.00	100.00
Fingerprinting Exp - Youth Services	0.00	500.00	541.00	(41.00)	92.42
Fingerprinting Exp - Fac & Grds	32.00	285.00	253.00	32.00	112.65

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2021 to 12/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Fingerprinting Exp - Admin	0.00	89.00	57.00	32.00	156.14
Benefits Expense - Recreation	6,372.79	25,821.59	22,659.00	3,162.59	113.96
Benefits Expense - Youth Services	5,713.65	24,716.76	21,955.00	2,761.76	112.58
Benefits Expense - Fac & Grds	37,134.51	176,573.21	158,452.00	18,121.21	111.44
Benefits Expense - Cust Serv	4,334.17	20,769.14	18,822.00	1,947.14	110.35
Benefits Expense - Admin	11,046.22	50,320.27	46,060.00	4,260.27	109.25
Employer Retirement Exp. - Rec	1,040.08	9,589.60	9,635.00	(45.40)	99.53
Employer Retirement Exp. - Aquatics	2.93	1,972.65	2,025.00	(52.35)	97.42
Employer Retirement Exp. - Youth Services	2,019.78	20,749.78	25,785.00	(5,035.22)	80.47
Employer Retirement Exp. - Fac & Grds	6,254.80	55,669.15	56,812.00	(1,142.85)	97.99
Employer Retirement Exp - Cust Serv	1,040.26	10,255.41	10,772.00	(516.59)	95.20
Employer Retirement Exp. - Admin	2,499.65	23,969.85	24,333.00	(363.15)	98.51
CalPERS Prefunding	0.00	292,840.00	291,934.00	906.00	100.31
Worker's Comp - Rec	249.60	1,918.46	1,945.00	(26.54)	98.64
Worker's Comp - Aquatics	0.42	1,710.08	1,728.00	(17.92)	98.96
Worker's Comp - Youth Services	555.27	5,210.78	5,405.00	(194.22)	96.41
Worker's Comp - Fac & Grds	6,305.96	49,011.96	49,541.00	(529.04)	98.93
Worker's Comp - Cust Serv	73.89	475.80	444.00	31.80	107.16
Worker's Comp - Admin	311.16	2,420.22	2,524.00	(103.78)	95.89
Total Benefits and Payroll Costs	98,842.76	904,240.46	885,204.00	19,036.46	102.15
Fixed Asset Expense					
Fixed Asset Purchases - Aquatics	0.00	0.00	13,133.00	(13,133.00)	0.00
Fixed Asset Purchases - Fac & Grds	5,700.00	54,815.71	49,120.00	5,695.71	111.60
Total Fixed Asset Expense	5,700.00	54,815.71	62,253.00	(7,437.29)	88.05
Capital Improvement Projects					

Auburn Rec & Park

Profit & Loss - Detail
4/1/2021 to 12/31/2021
For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Art in the Park - Reg	0.00	2,852.59	2,857.00	(4.41)	99.85
Skyridge - Roof Repairs	0.00	10,846.00	10,846.00	0.00	100.00
CVCC - Bike Park	922.21	87,909.42	88,000.00	(90.58)	99.90
Placer Hills Parking lot Project	48,710.00	50,224.26	50,000.00	224.26	100.45
MV - Pathway Repairs	25,464.00	25,522.32	25,500.00	22.32	100.09
Energy Efficiency Project	246,277.55	1,607,563.73	1,608,287.00	(723.27)	99.96
MV Park - Parking lot Reseal/Restripe	0.00	1,365.40	1,365.00	0.40	100.03
Meadow Vista - Playground	100.00	1,651.13	1,651.00	0.13	100.01
Reg Pk Expansion - 24 Acres	0.00	30,907.35	31,000.00	(92.65)	99.70
Regional Park Playground Equipment Replac	51.13	51.13	100.00	(48.87)	51.13
Rec - James Field Renovation	0.00	39,723.56	39,700.00	23.56	100.06
Rec - Wheelchair Swing	0.00	3.39	0.00	3.39	0.00
Rec - Shop Floor Repairs	0.00	1,120.00	1,200.00	(80.00)	93.33
Total Capital Improvement Projects	321,524.89	1,859,740.28	1,860,506.00	(765.72)	99.96
Debt Service					
Principal Lease Payment- Sterling Bank	54,000.00	108,000.00	108,000.00	0.00	100.00
Sterling Lease Interest Expense	22,641.60	34,377.56	42,245.00	(7,867.44)	81.38
Total Debt Service	76,641.60	142,377.56	150,245.00	(7,867.44)	94.76
Transfers Out					
Total Transfers Out	0.00	0.00	0.00	0.00	0.00
Total Expenditures	\$846,355.63	\$5,650,495.89	\$5,682,716.00	(\$32,220.11)	99.43%
Net Revenue Over Expenditures	(\$439,366.66)	(\$2,315,376.32)	(\$2,695,305.00)	\$379,928.68	85.90%

Auburn Rec & Park
Profit & Loss - Detail
4/1/2021 to 12/31/2021
For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
.DJ. NET REVENUE OVER EXPENDITURES	(439,366.66)	(2,315,376.32)	(2,695,305.00)	379,928.68	85.90

5.4 Cover Sheet for Increase in Minimum Wage for Management Positions

Auburn Area Recreation and Park District Policy Committee meeting Jan, 2022, Board of Director's meeting, Jan 2022.

The Issue

Shall the Auburn Area Recreation and Park District change pay scales for certain management job descriptions, based on upcoming mandated minimum wage increases mandated by law?

Background

The minimum wage in California increased to \$15.00 on January 1, 2022. An increase needs to be made to two ARD management salaried positions to increase the starting scale to a minimum of \$30.00.

California Labor Code, § 515, subd. (a); California Code of Regulations, title 8, § 11040 states that an exempt employee must earn a monthly salary equivalent to no less than two (2) times the state minimum wage for full-time employment.

Customer Service/Marketing Manager

Existing Wage rate range: \$28.85 - \$38.65

NEW Wage rate range: \$30.00 - \$40.12

Youth Services Manager

Existing Wage rate range: \$28.00 - \$37.52

NEW Wage rate range: \$30.00 - \$40.12

ARD Policy on salary schedules:

2.20 Salary Schedule Ranges

The salary schedules and hourly wage schedules for District employees are established by the District Administrator and approved by the Board of Directors. Salary schedules and hourly wage schedules shall be reviewed periodically.

Recommendation

The Auburn Area Recreation and Park District's Policy Committee sends this to the consent calendar and recommends that the Board of Directors approve the increases as proposed for the following job descriptions: Youth Services Manager and Customer Service/Marketing Manager.

Fiscal Impact

No fiscal impact for the remaining 2021-22 fiscal year.

\$7,217 impact for the 2022-2023 fiscal year.

Attachments

Customer Service/Marketing Manager Job Description
Youth Services Manager Job Description

CUSTOMER SERVICE/MARKETING MANAGER

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Customer Service/Marketing Manager will be responsible to plan, organize, direct, and supervise the functions and operations of the District Customer Service Office, to include facility rentals, program reservations, marketing and related work as required. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises full and part-time, seasonal and volunteer staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Design and implement a marketing plan for District programs and facilities, to include, but not limited to, print, radio, television and web-site marketing
- Review and approve department time on the time clock system; ensure that all entries are correct
- Manage facility and program records
- Prepare variety of daily and monthly reports, to include, but not limited to, revenue, rosters, schedules and usage reports
- Oversee facility rentals, resolve unusual and difficult problems and provide input on facility and programming policy and procedures
- Develop, maintain and administer department budget
- Ensure completion of paperwork by all Customer Service department new hires
- Respond to inquiries and complaints on various District functions, services, and facilities
- Conduct daily accounting and prepare deposits, submit and maintain all necessary documents; process all necessary refunds and credits
- Answers telephone and responds to questions from the public
- Register customers for District programs and facilities rental as needed
- Represent District at community functions and act as liaison between local service groups and District
- Develop and maintain effective working relationships with the general public, community organizations, co-workers, business community, government agencies, and others
- Secure ads and develop partnerships to offset the cost of marketing
- Coordinate and direct actions related to the content of the District web-site

NON-ESSENTIAL JOB FUNCTIONS:

- Attend, participate, and provide information at meetings as required
- Ensure informative voice mail outgoing messages are current
- Assist with class, event and meeting set-up
- Prepare and deliver departmental updates to Board of Directors at monthly meetings
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to customer service office and marketing operations; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, spreadsheets and graphic based programs, preferably on PC based systems; have knowledge of the following: theories, principles and practices common to customer services and marketing; analyze and

resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Graduation from an accredited four-year university with a degree in Recreation Administration, Public Administration, Business Administration, Marketing or related field; Three years full-time experience in administrative, customer service and/or marketing experience with a minimum of two years as a supervisor; or an equivalent combination of education and experience.

LICENSES AND CERTIFICATES

First Aid and CPR Certifications are strongly recommended.

Possession of a valid California C driver's license at the time of hire and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reading documents, visiting facilities and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 25 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Salaried exempt non-union position.

Wage rate range

~~\$28.85 – \$38.65~~

\$30.00 - \$40.12 - Proposed

Auburn Area Recreation and Park District is an Equal Opportunity Employer.

YOUTH SERVICES MANAGER

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Youth Services Manager will be responsible for developing and implementing the major functions of the Discovery Club, Day Camp and other related programs. The Manager is responsible for training a staff of Coordinators, Directors and others to assist with these duties. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises full and part-time, seasonal and volunteer youth service staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Maintains a positive relationship with parents, school administration, general public and staff. Acts as a Department liaison with various community groups
- Responsible for maintaining accurate and up to date files on all site activities. Prepares and presents analytical reports on programs and services
- Oversees disaster drills, promotion of playground/program safety as required
- Responsible to follow through on all accident and injury reports
- Responds quickly to all safety related issues
- Coordinates the use of school facilities, and solicits other community resources in the implementation of programs. Participates in various Departmental, District and community committees
- Design, implement and monitor yearly budgetary guidelines for all above programs
- Review and approve department time on the time clock system; ensure that all entries are correct
- Responsible to keep staff informed of and ensuring compliance with District policies and procedures as well as Federal, State and local requirements, including Title 22, Division 12, of Community Care Licensing
- Works closely with District Administration and District Office in matters related to the Youth Services programs
- Creates and distributes program marketing materials.
- Ensure completion of paperwork by all new departmental hires
- Answers telephone and responds to questions from the public

NON-ESSENTIAL JOB FUNCTIONS:

- Responsible for all purchasing of program supplies
- Ensure informative voice mail outgoing messages are current
- Plans/participates in special events, community involvement and/or field trips
- Assist with class, event and meeting set-up
- Prepare and deliver departmental updates to Board of Directors at monthly meetings
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to Youth Services programs; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing and spreadsheets, preferably on PC based systems; have knowledge of the following: Theories, principles and practices common to Youth Services, after-school Discovery Clubs and Summer Day Camps; analyze and resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High school diploma or equivalent and 18 years of age or older. Completion of 15 semester units in Early Childhood Education or related units which must include Administration class dealing with Title 22 (State Licensing Requirement) plus a minimum of four years supervising elementary/preschool-aged children.

And/or: an A.A. degree from an accredited college or university with a minimum of two years supervising elementary/preschool aged children. 15 units in Early Childhood Education or related units must be included within degree units including 3 units of Administration for Title 22.

And/or: a BA degree from an accredited college or university with at least one year experience supervising elementary or preschool aged children. 15 units in Early Childhood Education or related units must be included within/extra of degree units including 3 units of Administration for Title 22.

Any other new licensing requirements will have to be completed as required.

Two or more years of experience in staff management. Must have working knowledge of before/after school programs and policies.

LICENSES, CERTIFICATES AND IMMUNIZATIONS

Current First Aid and CPR certifications are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

*Youth Services Manager - Job Description
REVISED January, 2021*

Position requires both day and evening hours, including weekend and holiday shifts. Split shifts or substituting may be required.

COMPENSATION: Salaried exempt non-union position.

Wage rate range

~~\$28.00 – \$37.52~~

\$30.00 - \$40.12 - Proposed

Auburn Area Recreation and Park District is an Equal Opportunity Employer.

5.5 Cover sheet – Amendments to Administrative Assistant Job Description

Auburn Area Recreation and Park District Policy Committee meeting January, 2022; Board of Director’s meeting January 27, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Administrative Assistant position?

Background

ARD staff would like to make some modifications to the existing Administrative Assistant job description. These modifications will allow for more flexibility in how we use a person in that role.

Staff has reviewed the job description and made a few suggested changes.

Recommendation for the Board of Directors

The Policy Committee sent a positive recommendation to approve the amendments to the Administrative Assistant position. The Committee further recommended sending the item to the Consent Calendar.

Fiscal Impact

N/A

Attachments

Administrative Assistant job description (proposed amendments highlighted)

ADMINISTRATIVE ASSISTANT

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Administrative Assistant performs a wide variety of responsible secretarial and administrative support for the District Administrator **and any department managers**, ~~and Administrative Services Manager~~. Individuals in this position must keep multiple tasks on schedule, use tact and judgment, and preserve confidentiality of sensitive information.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Perform as confidential Administrative Assistant, including keeping and maintaining confidential records and files
- Assist with the coordination and the preparation of Board of Directors and Committee Meetings and agendas, which include background materials and indexes; assembles, photocopies, has Directors' minutes bound and mailed and/or hand-delivered; faxes agendas to individuals and newspapers as required; Posts agendas in a timely fashion
- In the absence of an Executive Assistant or Clerk, may attend Board and Committee Meetings as the Clerk to the Board per California Public Resource Code 5784.7; takes minutes and types in draft form for review by District Administrator. Prepares minutes in final form
- May attend staff and other meetings; prepares minutes as assigned
- Prepare draft copy of letters and memoranda from oral and written instructions
- Perform a variety of office assignments including filing, typing, data entry, document preparation, updating records and creating spreadsheets using computer software (Word, Excel). Also operates a variety of office equipment
- Assist in updating District Manuals to include, but not limited to, Board Policy, Personnel Policy, Standard Operating Procedures manuals, **Performance Evaluations** and job descriptions
- **Provide support in curriculum development, classroom management and general planning for Youth Services Department Programs**
- **Plan and assist in District Special Events**
- **Research and plan training events**
- **Provide coverage for lunches, breaks and vacation for department staff as needed**
- **Serve on Community Committees and Organizations as beneficial to the District**
- Provides excellent customer service to residents, visitors and users of District facilities
- Respond to Requests for District information
- Perform assigned basic fact-finding studies and analyses; conducts research and compiles data and information as needed, and proofreads the work of District staff
- Screens calls and visitors; opens and distributes mail

NON-ESSENTIAL JOB FUNCTIONS:

- Receives payments and issues receipts
- Conducts compensation surveys
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Strong organizational skills; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with word processing, spreadsheets and finance based programs, preferably on PC based systems; typing at minimum 45 W.P.M.; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES

Two years of college or equivalent with a concentration in management, public administration, or closely related field, and a minimum of two years responsible experience performing the functions of office support operations, or any combination of education and experience to meet qualification. **Experience in child care or classroom experience preferred.**

LICENSES AND CERTIFICATES

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code **and per California Child Care Licensing requirements.** Conviction of certain criminal offenses may prohibit employment.

Physician Health Screening, TB Clearance and Immunization records may be required, depending on departmental needs.

WORK ENVIRONMENT

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reviewing documents and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 25 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and occasionally in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Regularly scheduled part-time non-union confidential position.

Wage rate range

~~\$17.24 – 23.30~~ \$17.29 - \$22.70

Auburn Area Recreation and Park District is an Equal Opportunity Employer.

SECTION: 6.0

**BOARD REPORTS, VANDALISM REPORTS &
PROJECT ACTIVITY REPORT**

INFORMATION:

SEE ATTACHMENTS

Kahl Muscott
District Administrator
Report to the Board of Directors
January, 2022

- As of the writing of this report, the following is true about ARD facilities and amenities:
 - **Everything is open. Masks are required for entry in to indoor facilities.**
- Caleb Porter, an ARD employee since 2013, has been promoted to the position of Youth Services Manager. Caleb brings a lot of experience and determination to the role.
- We had some recent success with interviewing and hiring for several open positions with Facilities and Grounds and Youth Services. Some of the Youth Services employees have already started, and we hope to get the Facilities and Grounds employees started within the next week or two.
- We are still in need of a swim coach for the Robalos swim team, a difficult position to fill. Mark has one promising interview scheduled.
- YDL youth basketball started January 15th, and so far, there were only a few minor issues. Jerry had to reschedule one game due to COVID quarantines, and Mark had to step in and coach another team as their coach was quarantined.
- The Beggs Field snack bar was broken into earlier this month. This snack bar is pretty well locked up, but thieves were able to pry back the large metal bar on the front just enough to tear away the plywood covers. They were then able to somehow squeeze under the metal cage bars on the inside and cleaned out the place. There was not a lot of food in the snack bar, but they may have made off with some cooking equipment. ALL President Jamie Baldwin is going to take an inventory so we can add that to the police report.
- 24 Acre news: After discussion, it was decided that the best course of action is to shoot for starting construction in April of 2023. We were going to have to push to get it ready to start in late summer of 2022, and we would most likely run into more costly storm water prevention issues (SWPP). It was also pointed out that we will get more bidders with more favorable numbers if we go to bid in the winter, as opposed to the summer (we would be out to bid in June if we stuck with 2022).
- Work on Bike Park Phase II has started. We should have it finished in February or March, weather and funding permitted.
- The power shut-down to connect the solar panels to our existing lines will begin the week of February 7th. These shutdowns will take place at Recreation Park, Regional Park, CVCC and Placer Hills Park/Pool. The shutdowns will last less than two hours.

Meetings and events attended or scheduled to attend

- 1/4: Rotary
- 1/5: CAPRI webinar: Property liability
- 1/6: Meeting with Dudek re: creation of construction documents for 24 acres
- 1/7: F&G interviews
- 1/11: ARD Manager's meeting
- 1/11: State of CA webinar: Prop 68 funding
- 1/11: North Auburn MAC re: mitigation funding for 24 Acres
- 1/12: Assist with interview panel for Placer County Director of Parks and Open Spaces
- 1/13: Auburn Bike Park finance meeting
- 1/14: Rachel Radell-Harris – quarterly meeting to touch bases
- 1/18: Rotary
- 1/18: A&D Committee
- 1/19: Policy Committee
- 1/19: Finance Committee
- 1/20: Negotiations with Local 39

- 1/24: Centrica promotional shoot
- 1/25: Rotary
- 1/26: Gold Country Chapter CSDA workshop

Mark Brunner
Recreation/Youth Services Manager
Report to the Board of Directors
January, 2022

Aquatics

- The Sierra Pool is scheduled to open on February 7. In February, the pool will be primarily used by the Placer and Colfax High School swim teams. The only District program that is taking place will be Masters Swimming. All other ARD aquatics programs will begin in March.
- Lifeguard certification courses are scheduled to start March 26.

Adult Sports

- Our winter Adult Basketball League will begin on January 27. This season sold out with 9 teams registered for the league.
- Spring Adult Softball is scheduled to start the second week of March. Registration for our spring league will open online February 1.

Special Events

- The month of March is Reading Awareness Month. In March, staff will be creating a new special event called Spring Into Reading to help promote reading as another fun way for children to recreate. This event will be in partnership with the Auburn Unified School District and will take place at Recreation Park on March 19.
- Myers and Sons Construction has generously sponsored the upcoming Floating Egg Hunt for \$1,000. This year's Floating Egg Hunt will be held on April 16 from 12-2pm. A thousand festive Easter eggs will be scattered throughout the pool. Eight participants will be allowed to go at one time. Each participant will have their own lane. Children who are unable to swim on their own will be able to swim in the shallower bulk head pool and must be accompanied by an adult. The fee to attend the event is only \$3.00 a family. Each kid will leave with a prize!

Youth Programming

- YDL Basketball began league play on January 15. The season will run all the way until March 19. Games this season are being played at Recreation Park Gym, Regional Gym, Foresthill Gym, H Clark Powers Gym, Sierra Hills Gym, and Magnolia Gym. This season we have 740 youth basketball players registered for the league. This number is higher than our pre-pandemic basketball registration totals.

Veona Galbraith
Administrative Services Manager
Report to the Board of Directors
January, 2022

Financials

Revenues –

- **Programs** are over budget by **\$31,000**. Most notable variances are in the Recreation Department. **Youth Basketball** is over budget by **\$14,600** and **Special Events** are over by **\$6,900**.
- **Grants and Donations** are over by **\$317,000**, from our COVID relief grant.

Expenses –

- **Operations and Supplies** are under budget by **\$15,400**. Most savings have been **\$5,500** in **Small Tools Expense**, but other savings have been across the board in this category. This may or may not still be spent in Jan – Mar.
- **Utilities** are under budget by **\$5,500**, this has been saved in **water usage**.
- **Professional Services** are over budget by **\$11,600**. Our grant application was approved on the 24 Acre improvements, so we had an unanticipated cost of **\$22,500** to the grant advisor.
- **Maintenance costs** are under by **\$28,200**. **Tree maintenance** was budgeted for November **\$5,000**, for **MV Park** but was not done yet. **Equipment Repairs** are currently under also by **\$11,500**, but also could be expensed in future months. **Field Maintenance** is currently under by **\$11,000**, but future repairs are slated that could absorb those savings. The remaining savings are in multiple smaller accounts. These may even out, or may not and leave us with some extra capital.
- **Wages/Benefits** are over budget by **\$25,400**. The majority of this overage is in **Health Insurance benefits** in the amount of **\$18,100**. We paid January's premiums at the end of December, so we have two months accounted for instead of one in December. This will even out in January. We have been paying out quite a bit over **overtime** as well to cover for the **lack of staffing**.

Appointments to Note for Dec/Jan:

- Property Damage CAPRI training Webinar
- Manager's Meeting
- Training on Statewide Park Grant
- Bike Park Finance Meeting

Caleb Porter
Youth Services Manager
Report to the Board of Directors
January, 2022

We have been getting back into the swing of things after the Holidays with continued Winter programming and all staff are enjoying the Winter weather (Yay Snow!) at the sites. Our focus has been on science and animals during the month of January. Here are two tessellation Christmas Trees and a flock of handprint birds created over our Winter Camp, made by students unleashing their creativity.



We are holding a February Break Day Camp program and will be working on STEAM projects and community service with the focusing on engineering and inventing. Spring break camp is in the planning stage and we anticipate an exciting group of students. We are even starting plans for our Summer Programs!

Additionally, we are very pleased and excited to announce that Caleb Porter has been promoted to the position of Youth Services Manager. And Amy Oddo will be shifting to a (semi-retired) Admin Support role for ARD from now on. She will work closely with Caleb during the next couple of weeks/months as he transitions into the role

Mike Scheele
Landscape Architect/Project Manager
Report to the Board of Directors
January, 2022

RECREATION PARK

- **James Ballfield Outfield Turf Replacement Project:** District has accepted the outfield work. If, in the spring when the Bermuda Grass comes out of dormancy, the District finds any damage from the Roundup applications the contractor made, they have agreed to come back and replace any of those areas with Bermuda sod. The outfield (and infield) are both in winter dormancy now. The non-brown grass growth in the outfield is poa annua, a weed grass. Staff is planning on doing herbicide applications in-house for these weeds in the coming weeks.
- **South Play Area Wheelchair Swing Project:** It has been determined that a raised concrete landing/ramp with handrails on both sides will need to be added to the project scope to "meet" the new wheelchair swing platform. Staff has drafted the handrail details and given them to the vendor to get the pricing updated. Upon receipt, a contract will be sent to the Board for approval. After Board approval, the new equipment will be ordered. Construction and installation will commence after equipment arrives. Completion date is TBD based on weather conditions.
- **Rec. Shop Floor Reinforcement Project:** Engineering drawings have been received for Recreation Park maintenance shop garage roof reinforcement and Staff will be submitting them to the City for permitting with bid solicitation to follow. Staff has sought preliminary pricing

assistance from contractors for this work to help insure budgeting is appropriate prior to seeking building permit but so far the contractor is not responding.

MEADOW VISTA PARK

- **Playground Replacement Project:** The playground was ordered on the day the Board approved the contract (8-26-21). Lead time is much longer than normal and was 18-20 weeks out so installation was expected in January 2022. Vendor has relayed that this delivery has slipped to March/April 2022 due to backorder on some equipment. Equipment will be delivered to MV Park and the District will be ordering protective fencing for both the staging and construction area. Construction timing will be weather dependent but should only take approximately 8-10 working days once started.
- **Parking Lot Re-seal/Re-stripe and Asphalt Path Repairs Project: No New Action.** The parking lot sealcoat portion of the project will be postponed until spring/warm weather.
- **Pickle Ball Court Crack Repairs Project:** This work has been continuing to be postponed as the contractor needs a four day minimum clear weather window. Latest news is this work was scheduled for the week of January 17th but contractor is apparently still waiting on a specific court sealant color and will let the District know as soon as it comes in.

ASHFORD PARK

- **Irrigation Pump and Filter Replacement Project:** New pump fencing & gate work was completed the week of November 4th 2021. Pricing has been requested for some additional work items that will secure the equipment better and provide for more ease of maintenance.

OVERLOOK PARK

- **Restroom ADA Upgrades & Partitions Project: No New Action.** A new memorial bench installation has just been completed near the overlook and the donors (Bill Kirby Family & friends) included two decorative quartz boulders and a custom concrete finish on the pad. Project signage and fixture adjustments will be done in-house when staffing levels allow. ADA Parking lot re-striping needs to be re-done and restroom partitions are in need of replacement. Staff will obtain quotes for this work.

REGIONAL PARK & 24 ACRES SITE

- **Trail Mapping & Signage Project:** As the District was successful in getting the Prop. 68 Grant, enhanced trails and signage will be included in the new park construction, not as a separate project.
- **Prop. 68 Statewide Park Development & Community Revitalization Program (SPP) Grant Round 4:** On December 8th, 2021 the District was informed that we were successful in our Prop. 68 Grant Application. The grant amount is \$2,389,125.00 and with District included funding the total 24 Acres site project cost is estimated at \$3,427,077.00. Staff attended the mandatory Grant Administration virtual meeting on 1/11/22. Contract from the State is anticipated soon and one of the grant requirements is that a Deed Restriction be placed on the property to keep it a maintained park for 30 years. Additionally, staff be starting work on procuring an Irrevocable Recreation Easement onto the property to greatly lessen the sewer connection fees that would otherwise have to be paid. Both of these items will be brought to A&D and the Board for review and consideration.
- **24 Acres Site Park Construction Documents:** Staff had a kickoff meeting with DUDEK and discussed timelines for CD's, permitting, studies and other related items on 1/6/22. DUDEK

proposal for CD's, Reports, Studies Bid and Contract Administration has been received and is currently being reviewed by staff and is expected to be brought to the January Board Meeting. Work on the CD's will commence after Board approval.

- **Dry Creek Playground Replacement Project:** Unless other funding is found, this project will need to be postponed as the Per Capita Grant funds will be directed to the 24 Acres site project instead.
- **Pickle Ball Court Crack Repairs Project:** This work has been continuing to be postponed as the contractor needs a four day minimum clear weather window. Latest news is this work was scheduled for the week of January 17th but contractor is apparently still waiting on a specific court sealant color and will let the District know as soon as it comes in.

CANYON VIEW COMMUNITY CENTER (CVCC)

- **Bike Park Project:** Staff has received the extra hardware needed to install the main bike park sign panels on the lower pump track sign and will be installing them soon. Staff has also been working with lead advocate Boyer in the location and installation of a large metal "Bike Park Donor Recognition Sign" down at the pump track. There will likely be more of these signs to come in the future as donations continue to flow in. Phase II jump area work has begun and the jumps are taking shape.
- **Maidu Drive Repair Project (Bureau of Reclamation):** Project has been completed.
- **ADA Door Access Project:** No New Action. Automatic door hardware needs to be installed at the north entrance.

PLACER HILLS PARK

- **Pool Parking Lot Repairs & ADA Striping Project:** Project has been completed.

MULTI PARK ITEMS

- **Energy Efficient Upgrades:** Solar panel construction work is complete at all four sites and final wiring is being pulled so that the units can be finished and start functioning. Power will need to be shut off at Rec Park for that particular final connection to be made. Staff is working with Centrica to get baseball netting installed over the Rec Park panels asap as the season is starting January 30th. Final walk through needs to occur on all the plumbing work. Additional work out of scope may be initiated on electrical and plumbing items at various parks if funded with recently received "Covid funds". HVAC repairs have been completed at CVCC. Suggestions and pricing are being sought for better lighting controls at Rec Park as the provided system is cumbersome and not meeting the District's needs.

MISCELLANEOUS ITEMS

- Work ongoing for replacement planting projects at three parks. Field investigation at Sugar Pine Ridge/Winchester Park for a new irrigation booster pump. New memorial bench placement near Sierra Pool splash-pad. New inquiry regarding a possible Memorial Bench at Regional Park. Investigation and prelim pricing for a VFD (variable frequency drive) at Railhead Park irrigation pump. Ongoing assistance with bike park signage and irrigation system adjustments. Updates of monthly Board reports/A&D Project Activity Reports etc.

Manouch Shirvanioun
Customer Service/Marketing Manager
Report to the Board of Directors
January, 2022

The new registration and reservation system became available for the public to use on January 1st. So far, no concerns from members of the public. As we process more transactions, we are discovering some challenges which we are working with RecDesk staff to resolve.

- Placer High School submitted their baseball season schedule for James Field
- Auburn Little League scheduled four tryouts during January. Waiting for their season Schedule
- Sierra Foothills Little League inquired about field availability. Waiting for their season Schedule
- Placer County Mobile Library extended their park usage through March at Meadow Vista Park
- One Day In Auburn (24 hour running event) at Railhead Park was cancelled due Staffing/COVID
- Met with representatives from Mega Reel Entertainment regarding filming at Recreation Park. They are interested in scheduling 2 to3 days in March for this project. They are interested in using the lobby, gym, the office, and Stella room. I am still in the process of finalizing more details. More information about this company and their film <https://www.megareelentertainment.com/> This film is called The Diary of Underdogs
- Most Chamber Ambassador visits were cancelled due to COVID in January
- Hosted Leadership Auburn Session
- Leadership Executive Committee Meetings
- A small group of Canyon Keeper volunteers met with ASRA's staff to plan for this year's activities and volunteering opportunities
- Mark and I revisited ARD's Sponsorship Flyer and revised sponsorship opportunities for our events in 2022

Jesse William
Facilities & Grounds Manager
Report to the Board of Directors
December, 2021

American River Canyon Overlook Park, Auburn Elementary School, Canyon View Community Center, Christian Valley Park, Recreation Park, Regional Park, Rock Creek Elementary School, Skyridge Elementary School:

- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

American River Canyon Overlook Park, Ashford Park, Atwood Park, Canyon View Community Center, Christian Valley Park, Meadow Vista Park, Mt. Vernon Park, Placer Hills Park, Railhead Park, Recreation Park, Regional Park, Shockley Woods Park, Sugar Pine Ridge Park:

- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds (labels and safety data sheets available upon request).

American River Canyon Overlook Park

- Began performing irrigation efficient upgrades.

Ashford Park

- Serviced the #15 truck

Canyon View Community Center

- Continued installing the Auburn Bike Park signs.

Christian Valley Park

- Davey Tree Expert Company pruned trees.

Placer Hills Park

- Replaced the swimming pool cover systems for Placer Hills Pool.

Recreation Park:

- Serviced the #10 and #29 trucks.
- Filled in divots in the grass in front of 3rd base on James Field.
- Erik Johnson Tile repaired some of the grout that is chipping away around the coping at Sierra Pool.
- Replaced two of the PermaBrellas at the Marsha Skinner Memorial Pool to provide better protection from the sun's harmful rays to our patrons.
- Serviced one of the TX 4x2 Traditional Utility Vehicles.
- Serviced the 2020 John Deere 1570 Front Mower.
- Youth Services helped us replenish the mulch layer in the planter beds in front of the community center.
- Continued repairing the large gazebo.
- Advanced IPM performed their bimonthly maintenance service around the buildings (Labels and Safety Data Sheets available upon request).
- Steffen's HVAC Services replaced both whole house fans in the gymnasium.

Regional Park:

- Serviced the #08 truck.
- Advanced IPM performed their bimonthly maintenance service around the buildings (Labels and Safety Data Sheets available upon request).
- Quarterly fire inspections performed by West Coast Fire Inspection.
- Continued working on getting full remote irrigation system access and numerous other advanced water management features from any web-based device.
- Replaced the court numbers on the pickleball courts.
- Replaced the one of the pickleball nets.

Sugar Pine Ridge Park:

- Filled in divots in the grass.

Other:

As we begin 2022, I wanted to give you an update on my department's ongoing product challenges. We continue to see industry-wide supply challenges that are driving product price inflation on many of the products we rely on. Most indications are that these costs will remain inflated through much of the first half of 2022. Here are some percentages:

1. Some fertility raw materials have increased 238% in the last 12 months.
2. Plastic resin prices are up 210% over the last 18 months.
3. Shipping costs from Asia are up as much as 10x since the beginning of 2021.
4. U.S. freight shipments are up more than 10%.

5. U.S. diesel retail fuel prices are up nearly 40%.

Based on my assessment of the current situation and industry conditions, I expect continued shortages and/or price inflation on many of the most frequently purchased products within my department. I am working diligently with our retail partners to mitigate the impact of further price increases and tight supply in order to secure our material needs at the best time and price possible.

DECEMBER VANDALISM REPORT

		LABOR COSTS	MATERIAL COSTS
12/10/2021	Regional Park, replaced dog waste sign mounting brackets.	\$34.54	\$454.27
12/10/2021	Regional Park, replaced a number of doggie waste signs.	\$34.54	102.36
12/24/2021	Regional Park, replaced toilet paper holder.	\$20.80	4.28
12/24/2021	Skate Park, removed graffiti	\$266.32	165.72
	Total Labor	\$356.20	Total material
	Total for Year	\$4,858.40	Total for Year
			\$726.63
			\$11,019.89

2022/2023 PROJECT ACTIVITY REPORT		UPDATED: 01/12/22	
PROJECT	EST. COST	NOTES	EST. COMPLETED
PINK COLORED SECTIONS INDICATE NEW ACTIVITY			
CREATION PARK New Ballfield-Outfield Bermudagrass Conversion Project (2019)	42,000.00	District has accepted the outfield work. If, in the spring when the Bermuda Grass comes out of dormancy, the District finds any damage from the Roundup applications the contractor made, they have agreed to come back and replace any of those areas with Bermuda sod. The outfield (and infield) are both in winter dormancy now. The non-brown grass growth in the outfield is poa annua, a weed grass. Staff is planning on doing herbicide applications in-house for these weeds in the coming weeks.	OCTOBER 2021
Wheelchair Swing Project (2019)	60,000.00	It has been determined that a raised concrete landing/ramp with handrails on both sides will need to be added to the project scope to "meet" the new wheelchair swing platform. Staff is drafting the handrail details to give to the vendor to get the pricing updated. Upon receipt, a contract will be signed and sent to the Board for approval. After Board approval, the new equipment will be ordered. Construction and installation will commence after equipment arrives. Completion date is TBD based on weather conditions.	WINTER/SPRING 2021/2022
Shop Floor Reinforcement Project (20)	10,000.00	Engineering drawings have been received for Recreation Park maintenance shop garage roof reinforcement and Staff will be submitting them to the City for permitting with bid solicitation to follow. Staff is soliciting preliminary pricing assistance from contractors for this work prior to bidding.	WINTER/SPRING 2022

EADOW VISTA PARK				
Playground Replacement Project	120,000.00	The playground was ordered on the day the Board approved the contract (8-26-21). Lead time is much longer than normal and was 18-20 weeks out so installation was expected in January 2022. Vendor has relayed that this delivery has slipped to March/April 2022 due to backorder on some equipment. Equipment will be delivered to MV Park and the District will be ordering protective fencing for both the staging and construction area. Construction timing will be weather dependent but should only take approximately 8-10 working days once started.		FEBRUARY 2022
A Signage	1,200.00	Inventory of existing ADA signage at the park was completed by staff. The needs appear minimal and the signage upgrades will be grouped with the asphalt striping work.		SPRING 2022
Parking Lot Re-seal/Re-Stripe (combined project below)	15,000.00	The parking lot sealcoat portion of the project will be postponed until spring/warm weather.		SPRING 2022
Asphalt Pathway Repairs (2020)	30,000.00	Pathway repair portion of the project was completed in December.		FALL/WINTER 2021
Sport Court Crack Repairs	5,000.00	This work has been continuing to be postponed as the contractor needs a four day minimum clear weather window. Latest news is this will be scheduled for the week of January 17th.		WINTER 2022
HFOR D PARK				
Water Pump Replacement Project (1)	45,000.00	New pump fencing & gate work was completed the week of November 4th. Pricing has been requested for some additional work items that will secure the equipment better and provide for more ease of maintenance.		FALL/WINTER 2021

VERLOOK PARK stream ADA Upgrades	15,000.00	Project signage and fixture adjustments will be done in-house when staffing levels allow. ADA Parking lot re-stripping needs to be re-done and restroom partitions are in need of replacement. Staff will obtain quotes for this work.	WINTER/SPRING 2022
REGIONAL PARK & 24 ACRES CE il Mapping & Signage Project (2020)	10,000.00	As the District was successful in getting the Prop. 68 Grant, enhanced trails will be included in the new park construction, not as a separate project.	SUMMER 2023
lewide Park Development and mmunity Revitalization Program (SPP) int Round 4 (2018/2019) & CEQA uments	120,000.00	On December 8th the District was informed that we were successful in our Prop. 68 Grant Application. The grant amount is \$2,389,125.00 and with District included funding the total 24 Acres site project cost is estimated at \$3,427,077.00. Staff had a kickoff meeting with DUDEK and discussed timelines for CD's, permitting, studies and other related items on 1/6/22. Staff attended the mandatory Grant Administration virtual meeting on 1/11/22. Contract from the State is anticipated soon and one of the grant requirements is that a Deed Restriction be placed on the property to keep it a maintained park for 30 years. Additionally, staff will be procuring an Irrevocable Recreation Easement onto the property to greatly lessen the sewer connection fees that would otherwise have to be paid. Both of these items will be brought to A&D and the Board for review and consideration.	FALL 2023
Acres Site Construction Documents	110,000.00	Construction documents for the site will be starting right after Board Approval of the DUDEK contract.	SPRING/SUMMER 2022

Creek Playground Replacement	177,000.00	While in poor condition, this project will need to be postponed until funding can be put in place for it's replacement.	FUTURE
Kleball Court Crack Repairs	4,500.00	This work has been continuing to be postponed as the contractor needs a four day minimum clear weather window. Latest news is this will be scheduled for the week of January 17th.	WINTER 2022
CC			
e Park - Construction (2015/2016)	200,000.00	The Bike Park Grand Opening event on November 7th was well attended, the weather was beautiful and it appeared everyone had a great time. Bureau of Reclamation, Auburn Trails Alliance, DA Muscott and Director Holbrook all gave remarks. Staff has received the extra hardware needed to install the main bike park sign panels on the lower pump track sign and will be installing them soon. Staff will also soon be working with lead advocate Boyer in the location and installation of a large metal "Bike Park Donor Recognition Sign" down at the pump track. There will likely be more of these signs to come in the future as donations continue to flow in. Phase II jump area work is scheduled to begin in January 2022.	ONGOING
tu Drive Repair (2018/2019)	0.00	Project has been completed.	FALL 2021

<p>2A Door Improvements</p>	<p>5,000.00</p>	<p>Automatic door hardware needs to be installed.</p>	<p>SPRING 2022</p>
<p>ACER HILLS PARK</p>			
<p>Working Lot Repairs</p>	<p>30,000.00</p>	<p>Project completed early December 2021.</p>	<p>FALL 2021</p>
<p>ULTI-PARK ITEMS</p>			
<p>Energy Efficient Upgrades</p>	<p>2,131,500.00</p>	<p>Solar panel construction work is complete at all four sites and final wiring is being pulled so that the units can be finished and start functioning. Power will need to be shut off at Rec Park for that particular final connection to be made. Staff is working with Centrica to get baseball netting installed over the Rec Park panels asap as the season is starting January 30th. Final walk through needs to occur on all the plumbing work. Additional work out of scope may be initiated on electrical and plumbing items at various parks if funded with recently received "covid funds". HVAC repairs are being conducted at CVCC. Suggestions and pricing will be sought for better lighting controls at Rec Park as the provided system is cumbersome and not meeting the Districts needs.</p>	<p>ONGOING 2021/22</p>
<p>Cal Year Projects Total:</p>			
	<p>3,131,200.00</p>		

8.1 Cover sheet – Campus of Hope Support Letter

Auburn Area Recreation and Park District (ARD) Board of Directors Meeting January 27, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) send a letter to the Placer County Board of Supervisors supporting The Gathering Inn’s Campus of Hope Project?

Background

The Gathering Inn’s Campus of Hope proposal asks for all of us to act with renewed urgency in our efforts to address the systematic factors and end homelessness by creating a comprehensive response that ensures homelessness is prevented whenever possible, or if it can’t be prevented, it is rare, brief, and a one-time experience in Placer County.

To tackle these problems, the Campus of Hope aggressively implements strategies that prevent people from becoming homeless, creates affordable housing, offers critical interventions that ensures mental health stability and addiction recovery are achieved. Furthermore, The Campus of Hope re-locates people who are homeless out of our cities and towns and into a “campus” setting where emergency housing and services can contract or expand based on current economic and social need.

The Gathering Inn is asking ARD for a letter of support for the Campus of Hope project. A DRAFT of that letter is attached, as well as more information about the project.

Recommendation for the Board of Directors

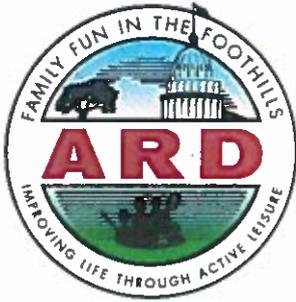
Review, listen to the presentation from the Gathering Inn and approve sending the letter of support for the Campus of Hope project.

Fiscal Impact

N/A

Attachments

DRAFT letter supporting the Campus of Hope Project
Campus of Hope information



AUBURN AREA RECREATION AND PARK DISTRICT

January 28, 2022

Dear Placer County Supervisors,

The Auburn Area Recreation and Park District (ARD) would like express our support for The Gathering Inn's Campus of Hope project located at 4242 Cincinnati Ave., in the unincorporated Sunset Industrial Park area.

ARD is keenly aware of the impacts that a lack of housing and shelter can have on our parks, facilities and communities. Our park users and staff must deal with the results of this housing deficit on a regular basis. The Gathering Inn is dedicated to improving the well-being of those who are experiencing homelessness, and ARD supports their Campus of Hope project that will more effectively meet the unique needs of families and individuals in our community needing Emergency and Supportive Housing.

It has been over 18 years since our county performed the first point-in-time count that identified the number of homeless in our community. The crisis has only intensified in the years since. ARD is deeply concerned about marginalized groups in our community facing a dire housing situation and especially concerned about people experiencing homelessness.

In our community, housing has been identified as a critical need. The shortage of emergency and supportive housing is at a crisis level as overcrowding is rampant and homelessness pronounced. It will be unlikely that private housing construction alone will be able to effect any change in the near future. Although the county and cities are striving to increase the development of housing, the current and historic economic and political reality is that there is difficulty siting emergency and supportive housing to meet the need.

Thus, the need to reduce homelessness must be addressed by a local government-non-profit partnership. It is with this "common-sense" approach that ARD ask you to support The Gathering Inn and the Campus of Hope and immediately invest in this long-term and cost-savings solution for the residents of our local community that are experiencing homelessness.

Sincerely,

**Kahl Muscott, District Administrator
Auburn Area Recreation and Park District**



CAMPUS OF HOPE

EMERGENCY HOUSING | RESTORATION CENTER | SUPPORTIVE HOUSING | DEVELOPMENT CENTER

Quick Reference.

Executive Summary.

PAGE
03

A word from our CEO.

Coordinated Program Overview.

PAGE
04

A path from homelessness to housing in Placer County.

Program Narrative.

PAGE
05

A helpful glossary of terms and services.

The Challenge.

PAGE
06

Placer County has 744 homeless persons including 114 seniors, 71 veterans, and 47 families.

Emergency Housing.

PAGE
07

Pathways Home will provide 200 loq-barrier + 50 no-barrier emergency housing beds and will reduce the Mid-Placer Emergency Housing program to 50 no-barrier beds.

Long-Term Housing.

PAGE
08

Homeplace Village will provide 192 micro-homes for seniors and veterans, and chronically homeless along with 48 micro-homes for families.

Why Bother?

PAGE
09

Because NOW is the time to ACT and show that people that are homeless matter, that our community matters and reducing the cost of homelessness matters.

Timeline.

PAGE
13

Pathways Home by 2023.
Homeplace Village by 2024.

Concept.

PAGE
14

Concept, cost, and detailed plans and schematics.

Executive Summary

The Gathering Inn's Campus of Hope proposal asks for all of us to act with renewed urgency in our efforts to address the systematic factors and end homelessness by creating a comprehensive response that ensures homelessness is prevented whenever possible, or if it can't be prevented, it is rare, brief, and a one-time experience in our county. The Campus of Hope proposal outlines an opportunity before us to ACT NOW and intervene in the lives of families and individuals and the impact that homelessness has on their health and the fiscal and quality of life cost to the community.

In 2020, the Point-in-Time Count revealed 744 people were homeless in Placer County. The number has increased dramatically, 44%, since 2015 and most are unsheltered living on the street, in cars, in tents along the creeks, or in community open spaces. Over the past two decades, Placer County nonprofits and local government agencies have worked to develop and implement programs to address the challenges of homelessness, and some progress has been made. However, the systemic factors driving homelessness in our community – from the failed policies at the local, state and national level to the extreme lack of housing options that are affordable for extremely low-income residents – remain stronger than ever and are pushing more of our neighbors onto the streets every day.

To tackle these problems, the Campus of Hope aggressively implements strategies that prevent people from becoming homeless, creates affordable housing, offers critical interventions that ensures mental health stability and addiction recovery are achieved. Furthermore, the Campus of Hope re-locates people who are homeless out of our cities and towns and into a "campus" setting where emergency housing and services can contract or expand based on current economic and social need.

Our current housing crisis response cannot meet the growing need. Based on Regional Housing Needs Allocation Unincorporated Placer County needs 2017 very low-income housing units. The Campus of Hope adds 240 supportive housing units dedicated to extremely low-income people experiencing homelessness. The number of units

represents 12% of Placer County's very low-income housing needs allocation.

Timing is critical for project funding. While there is no denying the need for emergency and supportive housing in our community, the process for initiating and funding projects to address this issue can be long and arduous. Recently, new but "time-limited" grants to state and local government for the development of housing and support services to help people experiencing homelessness have become available. By having a design in place that utilizes Sprung Structures and Container Micro-housing the Campus of Hope is positioned to take full advantage of these funding opportunities before they expire

IT IS STRONGLY BELIEVED THAT THE CALIFORNIA STATE LEGISLATORS WILL USE THE CRIMINAL JUSTICE REFORM AS A MODEL TO ADDRESS THE ISSUE OF HOMELESSNESS AND MAKE LOCAL GOVERNMENTS SOLELY & FISCALLY RESPONSIBLE TO HOUSE EVERY HOMELESS PERSON.

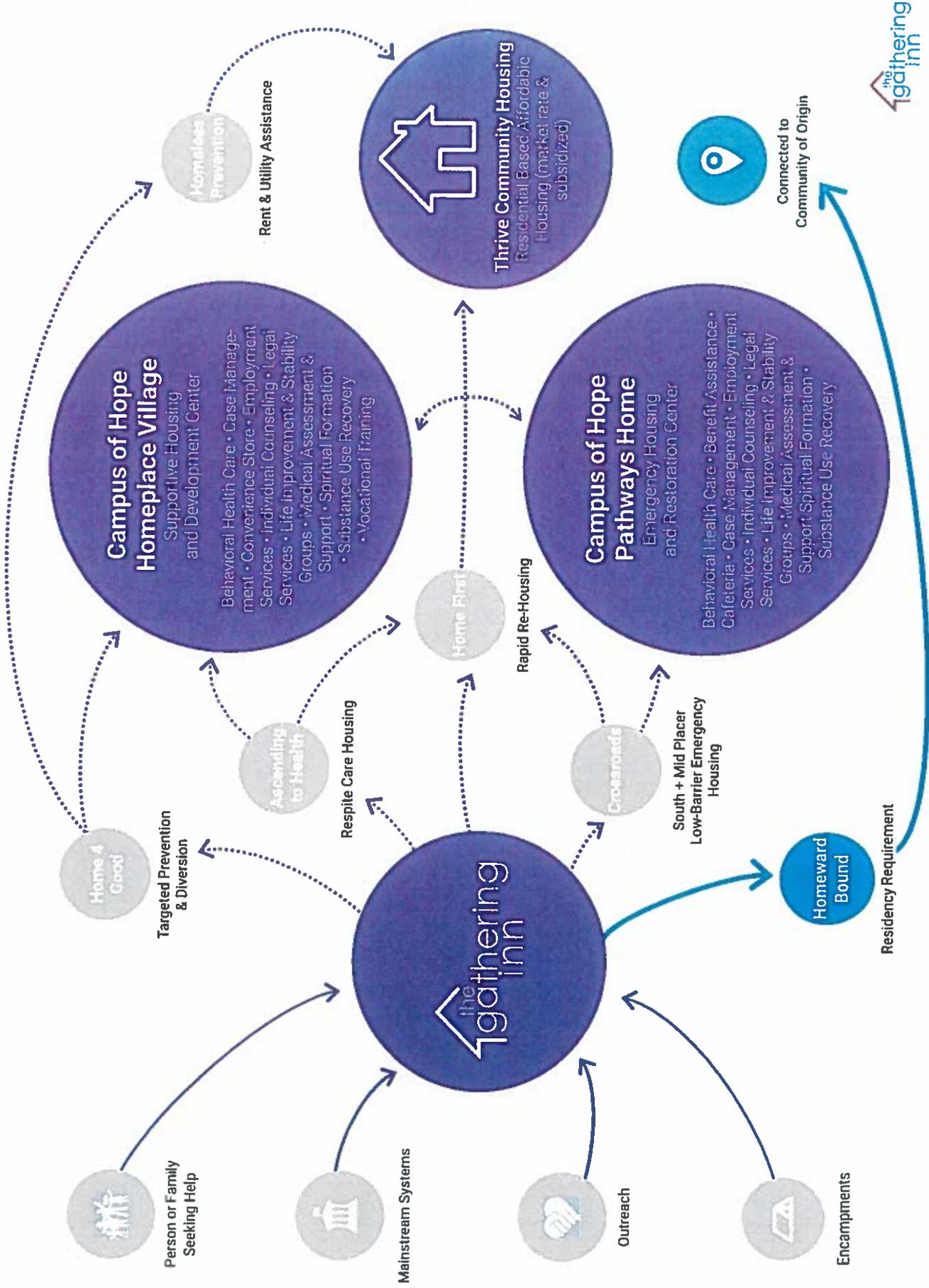
The window of opportunity for local solutions is closing. The Gathering Inn believes the best way to solve the issue of homelessness is at the local level with local solutions with minimum intervention from state and court entities. However, with the introduction of California Assembly Bills and Federal Court rulings the window of opportunity for Placer County to solve the issue of homelessness at the local level may be rapidly closing. It is strongly believed that California Legislators will use the Criminal Justice Reform model to address the homeless issue and make local government solely and fiscally responsible to house every homeless person.

This proposal is ambitious. We will not change the trajectory of homelessness with the current pace and scale of our response. It will take bold, coordinated action and significant investment to reduce the number of people becoming homeless. If Placer County will ACT NOW, The Gathering Inn has positioned itself to begin the process of applying for Federal and State funding and build the Campus of Hope and partner with Health and Human Services as well as local nonprofit agencies to offer a cohesive and seamless system of care that guides people from homelessness to self-sufficiency.

Keith Diederich
CEO, THE GATHERING INN



Coordinated Program Overview



Program Narrative

TGI's coordinated programs overview is a powerful piece of our community's housing crisis response system as it ensures that people at-risk or experiencing homelessness can readily access and navigate housing and support service assistance.

Homes4Good

Homeless Prevention provides temporary financial assistance (rent or utility payment), to low-income households who are struggling to maintain their housing.

Homeward Bound

For families and individuals that do not meet the one-year Placer County Residency Requirement this program offers them the option of returning to their community of origin.

Home First

Rapid Re-housing provides assistance finding affordable housing and case management assistance for families and individuals who are homeless with the goal of moving them into permanent housing.

Ascending to Health

Respite care in a therapeutic setting where individuals experiencing homelessness can rest and recover following a hospital stay then transition into more permanent housing.

Crossroads South & Mid Placer

These two 50-bed no-barrier service enriched emergency housing facilities provide those living in encampments, in their car or other places not meant for habitation a safe place where they can access a wide range of services to begin their journey out of homelessness.

Pathways Home

Provides emergency housing for families and individuals needing longer-term housing in a safe, clean & sober and supportive living environment.

Pathways Restoration Center

The Restoration Center is a powerhouse of resources and services that guide families and individuals towards addressing the root cause of their homelessness. The center offers those staying in Pathways Home access to medical care, behavioral health care, addiction recovery services, life skills classes, cafeteria, laundry facilities, showers, and a path towards finding long-term supportive housing.

Homeplace Village

Homeplace Village is a 12.5-acre master planned community that provides affordable housing and a supportive community for families and individuals who are coming out of homelessness. Home to seniors, veterans, families and formally chronic homeless individuals; this 240-unit community provides support, accountability, security and peace in an environment of independent living.

Homeplace Development Center

At the heart of Homeplace Village is Development Center that provides an array of services designed to encourage and equip residents with structured programs with a focus on education, employment, recovery, and healthy living. In addition, the center is home to TGI's administrative offices.

BY BUILDING THE **CAMPUS OF HOPE** IT CREATES AN ENVIRONMENT OF SUCCESS THAT WILL GIVE TGI THE CAPACITY AND THE ABILITY TO RETURN TRANSIENTS TO THEIR CITY OF ORIGIN AND PLACE FAMILIES OR INDIVIDUALS WHO ARE AT-RISK OF BECOMING HOMELESS OR WHO ARE HOMELESS IN THE APPROPRIATE HOUSING WITH SUPPORT SERVICES.

Thrive Community Housing

Currently consisting of seven residential homes located in various cities in Placer County housing up to 39 individuals. This fully staffed program provides residents the support necessary to enhance independent living skills while in a rent-paying tenant environment.



The Challenge.*



54%

unsheltered + homeless.

Of Placer County's 600

individuals that are homeless, 404 are unsheltered.



19%

are families.

There are currently 47 families that are homeless in Placer County.



29%

elderly + veteran.

There are 114 age 60+ seniors and 71 veterans who are homeless in our community.



100%

cost burden.

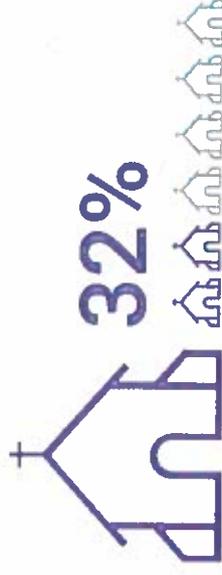
The average 1-bedroom rents for \$1,199 leaving the housing cost burden of extremely low income households that are homeless at 100%*.



1 year

residency requirement.

Any influx of homelessness not from our community will be avoided by the implementation of a 1-year Placer County Residency Requirement.



32%

reduction in participating churches.

Created in 2004 as a temporary program until a fixed location could be built, the Nomadic Shelter is under strain due to the lack of volunteer churches and since COVID-19.

*[https://www.placer.ca.gov/4602/State-of-Homelessness#](https://www.placer.ca.gov/4602/State-of-Homelessness) - :test=AKZ0point%2Din%2Dtime%2Dcount_Point%2Din%2DTime%2DCount.

THE SOLUTION

Phase One: Pathways Home Emergency Housing.



\$4.8m*

in community savings.

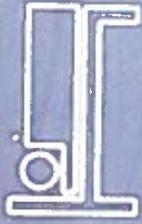
We partner with government agencies, service and faith-based groups, and local businesses to provide more cost and program effective **on-site** holistic services minimizing the need to go off-site and into the community.



Wellness Center



Cafeteria



250

emergency housing beds.

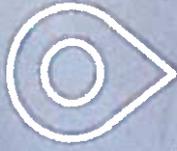
The campus will offer 200 emergency housing beds in a drug and alcohol-free environment + 50 no-barrier beds allowing law enforcement to enforce camping ordinances decreasing the number of individuals that are homeless by 34%.



Counseling + Recovery



Spiritual Formation



3.3 acres

for immediate Emergency Housing.

The Sprung Structure will allow for a rapid, cost effective construction of what will be a **closed gated community** with **round the clock staffing** and **security**.



Educational + Workforce Development



Case Management

<https://deshaat.wvhs.us/csl/wp-content/uploads/2015/05/er-homelessfound-report-6.pdf>
<https://www.unitedwayoreg.org/wp-content/uploads/2017/04/united-way-csl-study-homelessness-2017-report.pdf>

THE SOLUTION

Phase Two: *Homeplace Village Long Term-Housing.*



\$8.9m
in community
savings.

By creating a supportive housing community **100%** of families, seniors, and Veterans who are homeless, will be housed and overall homelessness will be reduced by 45%.



90%*
success rate.

This national best practice of Supportive Housing has had a **90% success rate** when implemented. This holistic housing intervention prioritizes safety and dignity within a supportive single-site community setting providing autonomy while making societal reintegration possible.



240
micro-homes.

One hundred ninety-two **400 sqft** units will be home to seniors, veterans and chronically homeless and forty-eight **800 sqft** units will be home for families. Every home will be equipped with essentials including kitchen, bathroom, bedroom, HVAC, TV and internet.

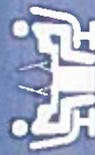


12.5 acres
for long-term housing.

This closed, gated community with **round-the-clock staffing** and **security** is designed with community in mind. Homes will be connected by streets, walking paths, and open green spaces.



Case Management



Administrative Offices



Recreation Area



Family Playground



Beauty Salon +
Barber Shop



Market + Cafe
& Clothing Store

*www.afordablehousingpipeline.com/blogs/california-affordable-housing/will-it-s-permanent-supportive-housing

Homeplace Village



WHY BOTHER?

Because NOW is the time.

Homelessness is a growing problem. Since 2015 homelessness has increased 44% in Placer County.

It is strongly believed that California Legislators will use the Criminal Justice Reform model to address the homeless issue and make local government solely and fiscally responsible to house every homeless person.

If we **ACT NOW** the Campus of Hope will reduce homelessness by 79%.

If we **ACT NOW** we can implement local solutions to our local issue of homelessness.

Based on Regional Housing Needs Allocation Unincorporated Placer County needs 2,017 very low-income housing units.

New but "time-limited" grants to state & local government for the development of housing and support services to help people experiencing homelessness have become available.

If we **ACT NOW** The Campus of Hope adds 240 supportive housing units - 12% of Placer County's very low-income housing needs allocation.

If we **ACT NOW** TGI has the design in place that utilizes Sprung Structures and Micro-housing that positions the Campus of Hope to take full advantage of these funding opportunities before they expire.

WHY BOTHER?

Because money matters.



Affordable Housing Costs.

The cost of building a 100-unit affordable project in California increased from \$265,000 per unit in 2000 to almost \$425,000 in 2016. The same trends that increase cost of market-rate housing (such as land pricing, construction costs, and regulation) impact affordable housing.*

The Gathering Inn's cost of building affordable housing on the Campus of Hope is \$199,600 per unit saving our community an estimated \$305,400 per unit.

The national average cost of a person that is homeless is \$49,664 per year. The Campus of Hope reduces that cost to \$28,000 per person & family per year.

*Source: National Low Income Housing Coalition, "The 2016 National Affordable Housing Report," 2016. http://www.nlihc.org/sites/default/files/2016_Affordable_Housing_Report_2016.pdf



HOMELESSNESS IN ORANGE COUNTY



Jamboree

PERMANENT SUPPORTIVE HOUSING: A COST-SAVING SOLUTION

Chronic homeless (those with a disability)
Annual cost of ALL services per person:

\$100,759 On the street



\$51,587 In permanent supportive housing (with services)

50% savings

Chronic homeless (top 10%)
Annual cost of ALL services per person:

\$439,787 On the street



\$55,332 In permanent supportive housing (with services)

88% savings

HOW HOUSING REDUCES COSTS

When housed, chronic homeless have:



78% fewer ambulance trips per person in the last month



100% fewer street-at-risk chronic homeless Avg on Street or in emergency shelter

Jamboree Housing partnered with United Way Orange County to fund a 2017 study conducted by the University of Irvine, Homeless in Orange County: The Cost to Our Community. One of the main conclusions in the study was that, while in the service of Housing category, the costs of homelessness decline when the homeless are housed. It's holds for both the nonveteran and the chronically homeless.

WHY BOTHER?

Because people matter.



I came to TGI when I was truly at my rock bottom. Their staff and programs met me where I was at, and helped me to reclaim my life! I now have reconnected with my family, am taking care of my health needs, and living as an active member of my community! If it wasn't for TGI and their commitment to empower me to be the best version of myself, I would likely still be on the streets."

-Elizabeth

My children and I found ourselves without permanent housing. The Gathering Inn opened their doors to us. Not only did they help us with temporary shelter, but they also got us placed into a permanent housing solution in less than 60 days. The staff at the Gathering Inn are amazing, they treated us like family. Special thanks to Nate and Megan, they really care about people."

-Calvin and Family



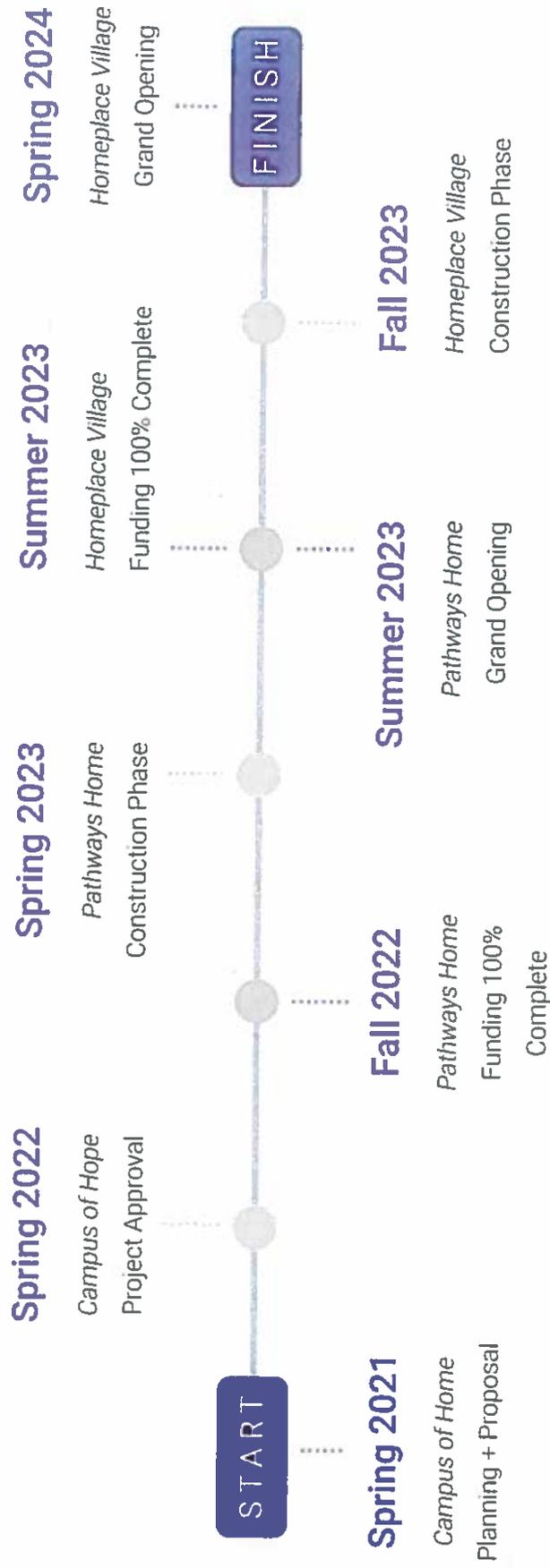
WHY BOTHER?

Because community matters.

Community Benefits.

-  Less need to place homeless in supportive homes in residential neighborhoods
-  Savings to taxpayers an estimated \$13.6m per year
-  Removes homeless from Downtowns and business community
-  Cleaner and safer parks, creeks, and other public places
-  Fewer unhoused citizens
-  Decreased panhandling for better visual to tourists and downtowns
-  Compact and efficient housing solution
-  Diminished use of law enforcement
-  Decreased court time and public defenders
-  Decreased incarceration at local jails
-  Decreased number of emergency room visits and hospital stays
-  We can take civic pride in successfully addressing a reluctant societal issue
-  Fewer unnecessary deaths of unhoused people living on the streets

Campus of Hope Timeline.



Campus of Hope Concept

Long Term Cost Savings Solutions

Phase 1 - Construction Cost

The construction of *Pathways Home* for 250 persons will cost \$10.5m or only \$42k per person

Phase 1 - Operational Cost

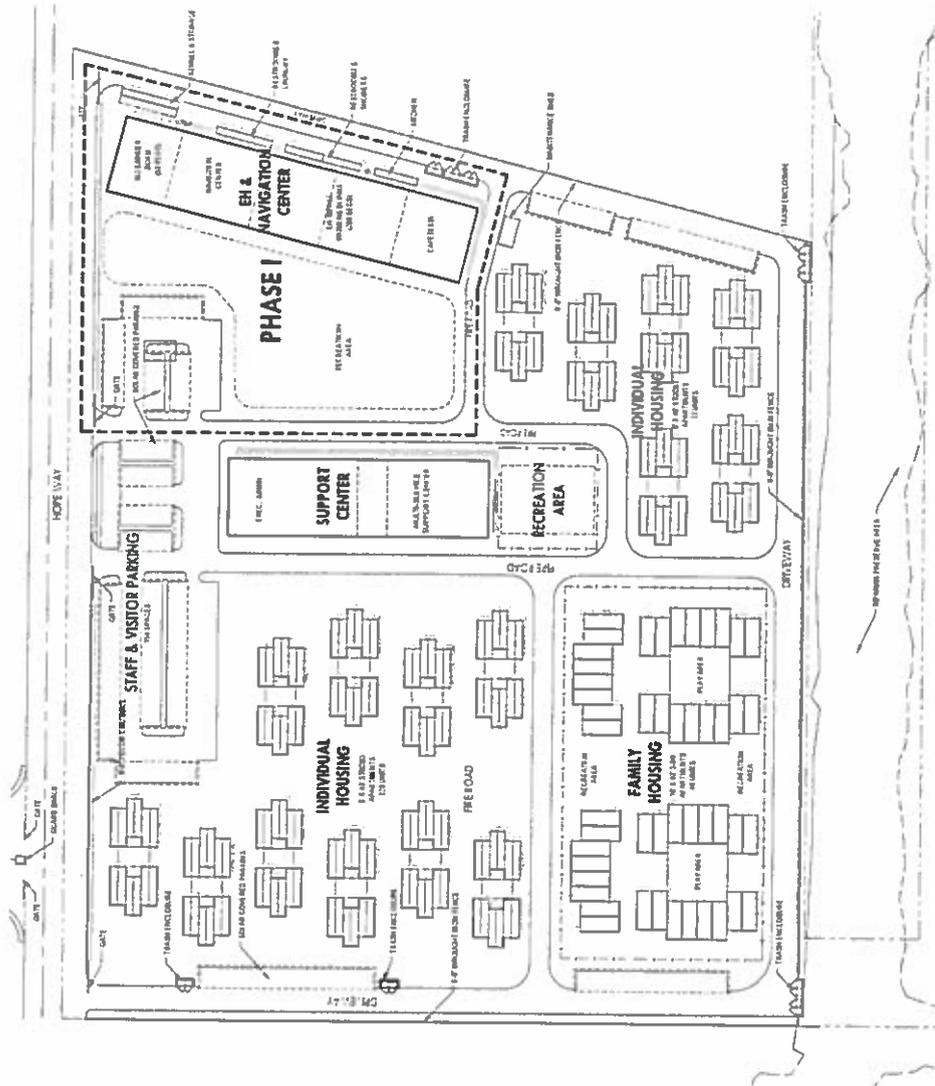
The operational cost of *Pathways Home* for 50 no-barrier persons is \$1.9m a year or \$38k per person. The operational cost of *Pathways Home* for 200 low-barrier is \$5.7m or 28.5k per person per year.

Phase 2 - Construction Cost

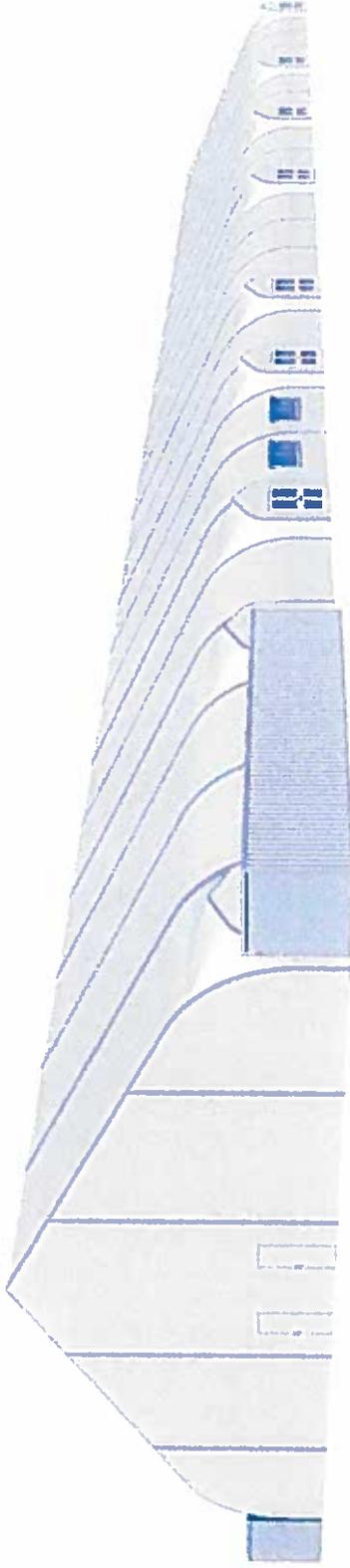
The construction of 240 *Homeplace Village* micro-homes for 192 individuals and 48 families will cost \$28.7m or only \$119.6k per unit

Phase 2 - Operational Cost

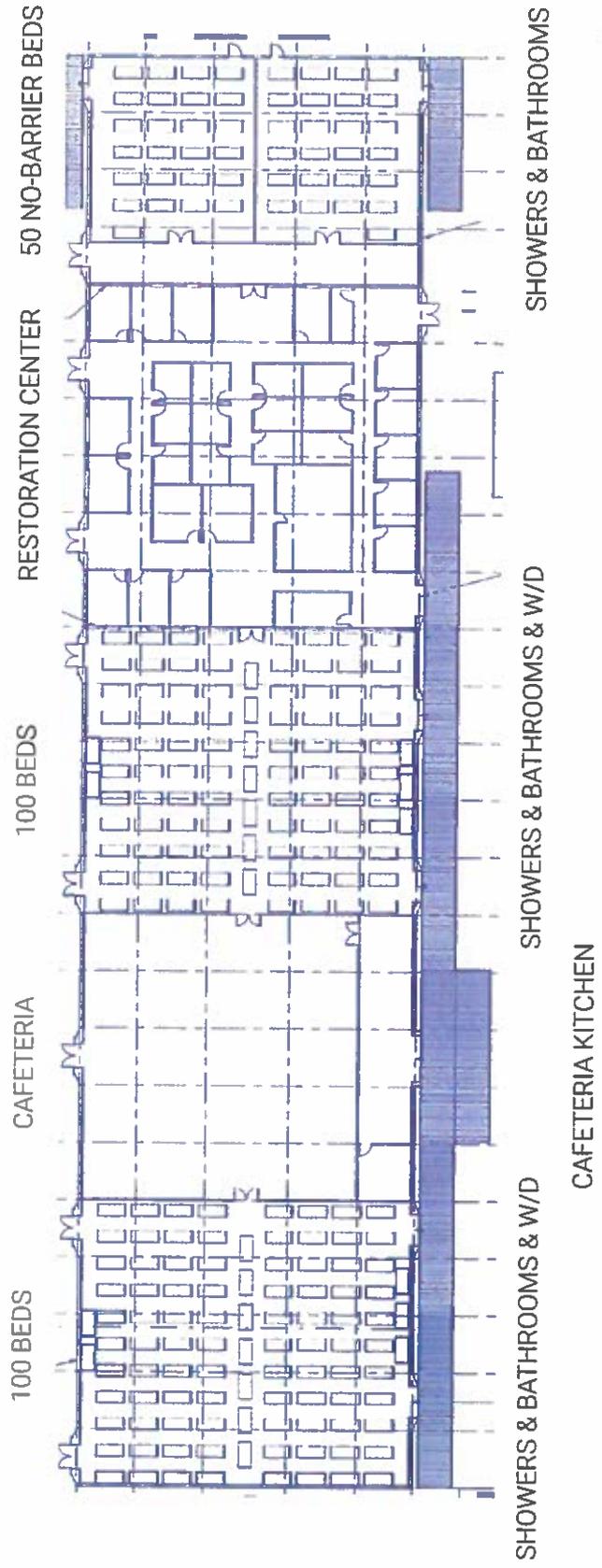
The operational cost of 240 *Homeplace Village* micro-homes for 192 individuals and 48 families will be \$3.2m a year of \$13.3k per person.



Pathways Home and Restoration Center Design

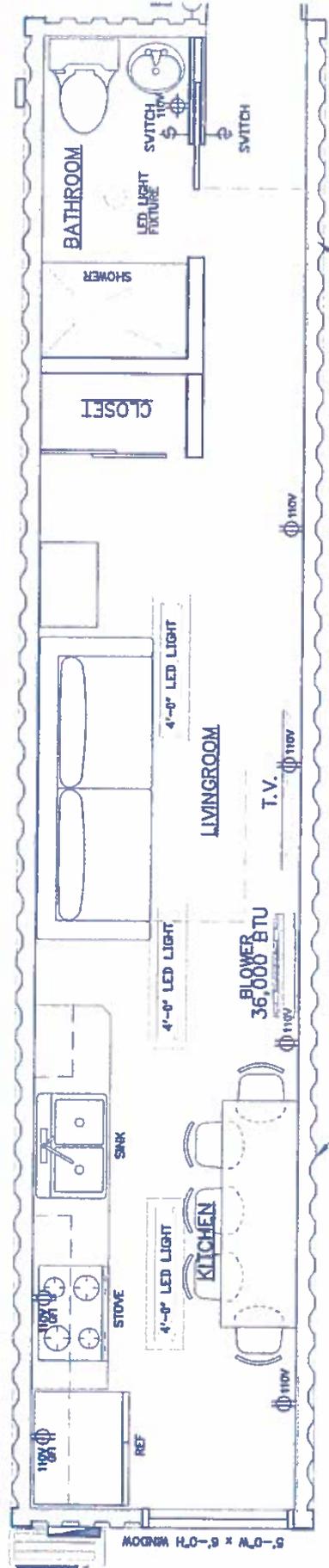
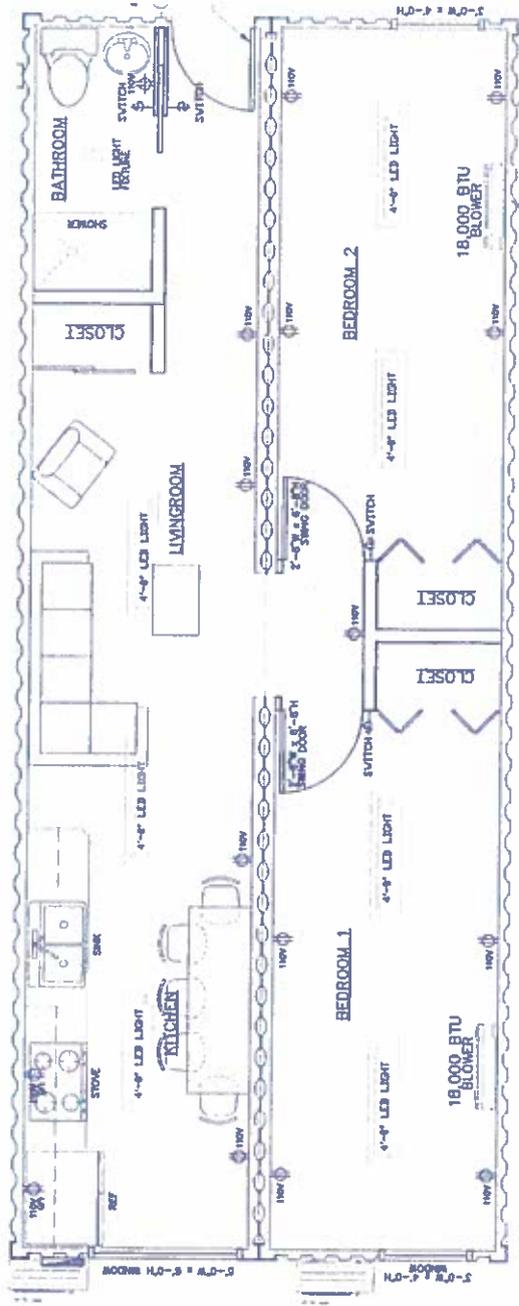


The Pathways Home Sprung Structure features extruded 50-year guaranteed aluminum substructure that are integrally connected to an all-weather outer performance architectural 25-year guaranteed membrane. The energy efficient fiberglass insulation system outperforms other type of construction, resulting in less environmental impact and lower operating costs



Homeplace Village for Individuals and Families

TGI is using an innovative approach to solve the long-running issue of housing the homeless. The COH will use container micro-homes that offer a cost effective, high-quality solution to affordable supportive housing in our community. The factory built 400 sqft homes for individuals and 800 sqft homes for families will be built off-site and outfitted with all the comforts of home: electricity, plumbing, bedrooms, kitchens, bathrooms and front porch.



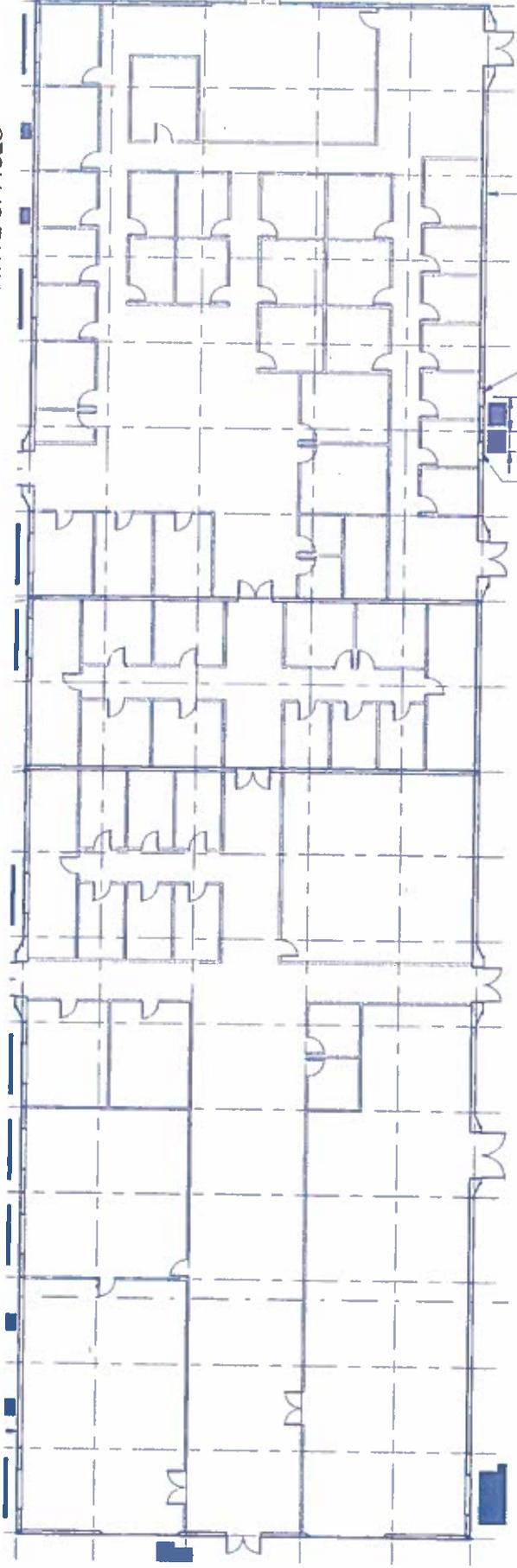
Homeplace Village Development Center and TGI Administrative Offices

At the heart of our *Homeplace Village* is the Development Center. The Development Center will offer residents consistent oversight while they address the issues that contributed to their homelessness. In addition, the Development Center will house The Gathering Inn's administrative offices. To accomplish this a Sprung Structure will be used that gives TGI an inexpensive, flexible, and energy efficient design.



SUPPORTIVE SERVICES -- CLASSROOMS -- WELLNESS CENTER

TGI ADMINISTRATIVE OFFICES



8.2 Cover sheet – Regional Park “24 Acre” Park and “C” Ballfield Naming

Acquisition and Development Committee January, 2022; Board of Directors Meeting January 27, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors initiate the process to name the new park that is unofficially referred to as the “24 Acres”, including the associated “C” baseball field?

Background

The Auburn Area Recreation and Park District (ARD) purchased 24 acres of land adjacent to Regional Park in September of 2004. The property was purchased from the Placer Union High School District. The 24 acres included an already established 5 acre ballfield and 19 acres of undeveloped land. ARD has been desirous of developing the 19 acres, unofficially referred to as the “24 Acres”, since that acquisition.

In 2010 and again in 2011, ARD applied for a grant from the Statewide Park Program, also known as the “Prop 84 grant”. Ultimately, ARD was not chosen as a recipient for either of the two grants.

In 2020, ARD applied for a grant from the Statewide Park Program with funding through Prop 68. This time, ARD was successful in receiving grant funding of \$2.3 million, towards the estimated development cost of \$3.4 million for the “24 Acre” property.

The naming of this property is something that should be done sooner, rather than later, as using the selected park name will be helpful with documents and signage.

ARD policy on naming parks is as follows:

XVI. Naming Public Facilities

During the master-planning phase and/or prior to Board approving final plans and specifications on any park or public building, an open period of approximately two weeks will be announced giving individuals, staff and the Board an opportunity to suggest names for the facility.

A press release will be sent out notifying the public, and interested individuals could submit the appropriate form giving staff some information regarding the suggested name. Names should be submitted to the District Administrator.

Staff, along with an established committee or selection committee, will review all names and prioritize and recommend a name for finalization by the Board of Directors. The Board would receive all names submitted along with the staff/committee evaluation.

Land or gifts with deed restrictions may not follow these guidelines.

Names must be in accordance to District policy as noted.

A. Parks:

1. Name to reflect geographical location, historical references or feature of park, or significant or unusual natural features.
2. Named after a significant individual(s).

B. Buildings:

1. Name to reflect the services provided in facility.
2. Name to reflect geographical location.
3. Named after significant individual(s).

C. Criteria for naming a facility after an individual:

1. Individual must have made a significant contribution to the facility by:
 - a. Donation of land or large financial contribution to the facility.
 - b. Contributed substantially and improved the quality of life in the Auburn Area Recreation and Park District (Area 5). This could relate to involvement with parks and recreation or other public agency.
2. Each public facility or place within parks, such as ball fields, groves, walkways, trails and buildings could be named after selected individuals in their honor as desired and appropriate.

Recommendation for the Board of Directors

The A&D Committee sent a positive recommendation to the Board of Directors to begin the process of officially naming the "24 Acre" property and associated "C" ballfield. The Committee further recommended that the A&D Committee be the established committee or selection committee, that will review all names and prioritize and recommend a name for finalization by the Board of Directors.

Staff agrees with this recommendation.

Fiscal Impact

N/A

Attachments

None

8.3 Cover sheet – 2022 ARD Friend of Recreation Nominations

Auburn Area Recreation and Park District (ARD) Board of Directors Meeting January 27, 2022

The Issue

Shall the Auburn Area Recreation and Park District nominate a person(s) for the 2022 “Friend of Recreation” award?

Background

Every year, ARD awards the “ARD Friend of Recreation Award” at the annual State of Community Dinner. Information on the Friend of Recreation Award is as follows:

The Auburn Area Recreation and Park District Friend of Recreation award is given to the person, organization or group that has made a significant contribution to parks, recreation and active leisure in the Auburn area. This award is presented annually at the State of the Community Dinner.

Specific criteria for nominees/winners are as follows:

- The person’s, organization’s or group’s contribution should include the last 5 years
- Volunteers, ARD employees and contract employees are eligible for the award
- Nominees from entities outside of ARD can be considered (Tevis Cup, Placer High, local youth sports organizations, etc.)

In July of 2019, the ARD Board adopted new policies and procedures for selecting the Friend of Recreation. Those procedures are as follows:

- A. Staff will put an item on the January Board of Directors meeting, asking for nominations. Board members should send a brief description as to why their nominee should be selected. Nominations will be due by the February Board meeting.
- B. Staff will announce all nominations at the February Board meeting and request that each Board member select a first and second choice. If a nominee received three first place votes, they will be selected as the next ARD Friend of Recreation. If there is no nominee with three first place votes, the process will be as follows:
 1. All first place votes will be counted as two points
 2. All second place votes will be counted as one point
 3. The nominee with the highest point total will be selected as the next Friend of Recreation
 4. If after this process there is a tie, the top two nominees will be voted on. The nominee with three votes will be declared the next ARD Friend of Recreation
- C. The ARD Friend of Recreation will be announced at the March Board meeting.

Recommendation for the Board of Directors

Each Director will select a first and second place choice. If a nominee received three first place votes, they will be selected as the next ARD Friend of Recreation. If there is no nominee with three first place votes, the process will be as follows:

1. All first place votes will be counted as two points
2. All second place votes will be counted as one point
3. The nominee with the highest point total will be selected as the next Friend of Recreation
4. If after this process there is a tie, the top two nominees will be voted on. The nominee with three votes will be declared the next ARD Friend of Recreation

Fiscal Impact

N/A

Attachments

Past ARD Friend of Recreation Award winners:

2009: Laura Pinnick

2010: Eric Peach

2011: Todd Peak

2012: Patrick Remington

2013: Chic and Ingrid Koenig

2014: Mike Lynch

2015: Canyon Keepers

2016: Daryl Henry

2017: Chain Zombies

2018: Diana Boyer and Lisa Kodl

2019: Bill and Jenny Jansen

2020: Warren Tellefson

2021: The Ridge Golf Course and Event Center

More information, next page

The ARD Board had also requested a list of large donors to ARD. Here is a list of the top donors

United Auburn Indian Community

Armrod Charitable Foundation (The Ridge – received award in 2021)

Norma Harris

Bill and Jenny Jansen (Received award in 2019)

Auburn Rotary Club

Auburn Ale House

Lagunitas Brewing Company

Auburn Trails Alliance (mainly Diana Boyer, who received the award in 2018)

8.4 Cover sheet – COVID Relief Funds Disbursements

Auburn Area Recreation and Park District Finance Committee meeting January 19, 2022; Board of Directors meeting

The Issue

Shall the Auburn Area Recreation and Park District (ARD) review and provide direction for how to utilize the \$334,974 in COVID Relief funding?

Background

In December, 2021, ARD received \$334,974 in Special District COVID-19 Relief funding, made available from a \$100 million allocation provided by the CA State Legislature.

This funding arrived after special districts across California experienced budget and staff cuts necessitated as a result of the COVID pandemic. Throughout 2020 and 2021, California's special districts provided essential services to their local communities, maintained a large portion of the state's critical infrastructure, and employed thousands of front-line workers, but initially received none of the COVID relief funding available to cities and counties.

ARD staff met and discussed this funding, and developed a ranked list of the recommendations for how to best utilize this funding. This list is attached.

Recommendation for the Board of Directors

The Finance Committee recommended creating a special reserve account to hold the funding. Once this is created, the Board, working through committees, can make recommendations on how to utilize the funds.

Staff agrees with this recommendation.

Fiscal Impact

As estimated in the attached document.

Attachments

Staff ranked list how to utilize COVID Relief Funding

ARD staff recommendations for how to utilize COVID relief funds

Funds received: \$334, 975

Funds available: \$314,975

(For the most part) in priority order

1. Repairing plumbing infrastructure needs around the District. This includes, but is not limited to, replacing old galvanized pipe, fixing leaks, properly repairing old, not-to-code "fixes". This does not include replacing underground pipes. **Estimated cost: \$50,000**
2. Making necessary electrical upgrades around the District. This includes, but is not limited to, installing additional lighting for security and safety reasons and properly repairing old, not-to-code wiring. **Estimated cost: \$34,000**
3. Repairing the Auburn Elementary and Recreation Park Discovery Club modular building roofs. Both have leaky roofs that need repaired. **Estimated cost: \$30,000 (\$15k each)**
4. CVCC lock and door work. This includes, but is not limited to, fixing existing door closures and bringing to code, adding locks to interior doors to prohibit unauthorized use and making dirty a cleaned room, fixing the front doors, re-keying for ease of use for staff/public and installing ADA door near ADA parking lot. **Estimated cost: \$50,000**
5. Replace seven (7) drinking fountains around the District using the fountains that the District has installed the last two times an install was needed. Many of the fountains that need replaced do not work well, or at all, and most are maintenance heavy. **Estimated cost: \$35,000**
6. Replace the sewer lines from the Recreation Park restrooms and add a bathroom at Rec Park modular building #2. The existing clay sewer lines coming from the bathroom are very impacted from tree roots and back up on a regular basis. This project would replace with PVC lines. **Estimated cost: \$30,000**
7. Repair and replace the expansion joint sealant with Deco-seal on the Marsha Skinner Memorial Sierra Pool deck. **Estimated cost: \$13,000**
8. Replace the Dry Creek playground and surrounding ADA path of travel. This project is currently scheduled to be completed 2024/2025 Project List. **Estimated cost: \$125,000**
9. Continue to fund the CalPERS unfunded liability. The District has made great strides, however more could always be added. **Estimated funding: \$50,000**

Continued on the next page

The following are other projects and purchases that were considered (in no particular order; all costs are estimated)

Placer Hills Pool restroom floor retexture (\$10,000)

Parking lot curb stops or tree maintenance needs (\$10,500)

Auburn Elementary Ramp retexturing (\$3,000)

New tractor (\$50 – 60,000)

Electric vehicle charging station (\$60 – 80,000)

New bathroom for the Recreation Park preschool (estimate unknown)

New floor machine to properly clean hard surfaces (\$4,000)

Replace comp shingle roof on Christian Valley Community Center (\$40 – 50,000; currently on 5-year project list)

Install three new custom Tough-sheds for more storage at Recreation Park (\$50 - 60,000)

New Sand Pro 5040 infield groomer (\$50 – 60,000)

New swamp cooler for Regional gym (\$5,000)

Upgrade software for lights at Rec Park ballfields (estimate unknown)

Item 8.5 Cover Sheet - Resolution # 2022-01, Designation of Applicant's Agent Resolution For Non-State Agencies

Auburn Area Recreation and Park District Board of Director's Meeting, January 27, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve resolution # 2022-1 authorizing the designation of the Applicant's agent resolution approving Veona Galbraith, Administrative Services Manager &/Or Kahl Muscott, District Administrator as authorized agent(s) to provide to the Governor's office of Emergency services for all matters pertaining to such state disaster assistance agreements for the next 3 years?

Background

On April 17, 2020 the Auburn Area Recreation and Park District was accepted to apply for Federal Emergency Management Agency's (FEMA) assistance due to the Federal Pandemic Emergency.

On January 18, 2022 the Auburn Area Recreation and Park District received an email notifying the District that pending an approval, they will need a Designation of Applicant's Agent Resolution for the District.

Recommendation for the Board of Directors

Staff recommends approving the resolution #2022-1, authorizing Resolution # 2022-1, authorizing the District's Administrative Services Manager and/or The District's District Administrator as authorized agent(s) pertaining to state disaster assistance agreements for the next 3 years.

Financial Impact:

None

Attachments:

Resolution # 2022-01

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

BE IT RESOLVED BY THE Board of Directors OF THE Auburn Area Recreation and Park District
(Governing Body) (Name of Applicant)

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

District Administrator, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Auburn Area Recreation and Park District, 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 Auburn Area Recreation and Park District, 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 27th day of January, 2022

Mike Lynch, Chairman of the Board

(Name and Title of Governing Body Representative)

Jim Gray, Vice Chairman of the Board

(Name and Title of Governing Body Representative)

Scott Holbrook, Director of the Board

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Mike Lynch, duly appointed and Chairman of the Board of Directors of
(Name) (Title)
Auburn Area Recreation and Park District, 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 Auburn Area Recreation and Park District
(Governing Body) (Name of Applicant)

on the 27th day of January, 2022.

(Signature)

Chairman of the Board
(Title)

8.6 Cover sheet – Resolution # 2022-02: ARD 24 Acres Site Construction Documents-Award of Contract

ARD Board of Directors Meeting January 27th, 2022

The Issue

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2022-02, a resolution awarding a contract for the ARD 24 Acres Site Construction Documents to DUDEK Environmental Consultants?

Background

The ARD Board of Directors approved the ARD 24 Acres Site Construction Documents as part of the ARD 2021-2022 Project List in October of 2021. DUDEK has provided ARD with a proposal to complete the construction documents now that ARD has been awarded the Prop. 68 Grant. The funding for this work is being fully covered by the District's Prop. 68 Grant Award.

Recommendation for the Board of Directors

Staff recommends that the Board of Directors authorize and approve Resolution #2022-02 awarding the contract for the ARD 24 Acres Site Construction Documents to DUDEK Environmental Consultants in the amount of \$182,637.00.

Fiscal Impact

Fiscal impact of the approval of the contract with DUDEK Environmental Consultants is \$182,637.00 plus a 5% District controlled contingency of \$9,131.85 for a total of \$191,768.85.

The budget for the ARD 24 Acres Site Construction Documents was \$118,000.00 (Grants) on the 2021/2022 Project List. However, this number did not include the costs for Interpretive Signage Design, Storm Water Pollution & Prevention Plan, Bid Assistance or Construction Administration which are part of the construction document process and when totaled add an additional \$63,250.00. These costs are also covered by the grant award.

Attachments

Resolution #2022-02
Copy of Consultant Proposal

RESOLUTION NUMBER 2022-02

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT AWARDED CONTRACT FOR THE ARD 24 ACRES SITE CONSTRUCTION DOCUMENTS

WHEREAS, the Auburn Area Recreation & Park District Board of Directors authorized the ARD 24 Acres Site Construction Documents on the 2020/2021 Project List and

WHEREAS, the District solicited consultants through a RFQ (Request For Qualifications) process to provide master plan refinement, CEQA environmental review and construction documents, and

WHEREAS, DUDEK Environmental Consultants were the chosen firm in the December 12th, 2019 District Requests For Qualifications (RFQ) process and

WHEREAS, the Auburn Area Recreation & Park District was awarded a California State Proposition 68 SPP Round Four Grant to fund this work and

WHEREAS, DUDEK Environmental Consultants has provided a proposal to develop the construction documents and associated studies and surveys

THEREFORE, the Auburn Area Recreation & Park District Board of Directors does hereby resolve the following:

That the Auburn Area Recreation & Park District awards the ARD 24 Acres Site Construction Documents to DUDEK Environmental Consultants based in the amount of \$182,637.00.

The District Administrator is authorized to enter into a contract for the ARD 24 Acres Site Construction Documents to DUDEK Environmental Consultants based in the amount of \$182,635.00 and approves a District controlled contingency of 5% or \$9,131.85 for a total of \$191,768.85.

APPROVED, PASSED, AND ADOPTED ON JANUARY 27th, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Michael G. Lynch
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

January 21, 2022

Michael Scheele
District Landscape Architect
Auburn Recreation District (ARD)
471 Maidu Drive, Room 200
Auburn, CA 95603

Subject: Scope of Work and Cost for Development of Construction Documents, and Bid and Construction Support for the 24-Acre Park Project

Dear Mike Scheele:

Thank you for selecting Dudek for the next phase of the 24-Acre Park project. This scope includes tasks for meetings and coordination, topographic and geotechnical surveys, preparation of construction documents, design of interpretive signs, SWPPP document preparation, bid support and construction support for the project. Following the scope of work, we have included a detailed cost estimate showing assigned staff, rates, and hours by task.

Our scope of work is based upon our discussion at our kickoff meeting on January 6, 2022, the cost estimate prepared for the grant application, and our understanding of the tasks needed to prepare contract documents for bid and ensure the park is constructed to the standards established in the plans and specifications we will be developing. As discussed in that meeting, we understand that you will be working with ARD's constituents and product manufacturers to determine the design for the play equipment and spray park elements, and those manufacturers will provide design drawings for their equipment to be integrated into our drawing set.

As also discussed in that meeting, assuming a Notice to Proceed of February 1, 2022, we are planning to submit our Draft Construction Document set at approximately the 85% level of completion on May 31st, 2022, and the Final Construction Documents on July 15th, 2022, barring any unforeseen challenges.

Thank you for selecting Dudek to continue to assist ARD in this important addition to Regional Park. I am excited to begin preparing construction documents and seeing the 24-Acre Park built!

1 Scope of Work

Task 1. Project Startup and Management

To begin and manage the detailed design and construction document preparation work for the Project, Dudek will conduct a kickoff meeting, a reconnaissance and qualitative site assessment, and on-going Project management.

TO: MICHAEL SCHEELE

SUBJECT: Scope of Work and Cost for Development of Construction Documents, and Bid and Construction Support for the 24-Acre Park Project

1.1. Kickoff Meeting

Dudek attended a kickoff meeting with ARD on January 6, 2022. In the meeting we reviewed the project schedule (critical path items and milestones), design details, specifications format, public outreach, interim meetings, contract budget and scope, and coordination. Before the meeting and to facilitate the discussion, we prepared and provided ARD with input to the meeting agenda.

1.2. Site Visit

The Dudek Team will conduct a one (1) one-day field reconnaissance and qualitative site assessment with ARD to review and collect existing site data and inform preparation of the construction documents (PS&Es) in Task 3. We will verify field conditions pertinent to project's detailed design, including the existing biological and physical conditions, such as existing large/heritage oaks, other native and non-native vegetation, existing trail locations, and soils. Dudek will collect three (3) soil samples: one in the turf area, one in the visual buffer area, and one in the proposed planting area surrounding the play & spray features. We will send these samples to a soils laboratory for fertility testing (an agricultural soil analysis) and recommendations for soil amendments for planting. Based upon our fieldwork, we will also identify specific materials and construction techniques to fit the design components into site-specific conditions. We will summarize our findings in a summary memorandum.

1.3 Project Management

Dudek will manage the Scope of Services and our team of subconsultants (Nevada City Engineering, The Engineering Enterprise, and NV5) such that the Project work is completed within the not-to-exceed fees according to our Contract Agreement. Dudek will conduct Project management to direct and ensure that the Scope of Services is conducted within the contract budget and to provide high quality services that produce high quality deliverables to meet the Project goals, objectives and requirements. We will prepare and provide ARD with monthly invoices and Project progress updates.

Task 1 Assumptions:

- The Dudek Team's scope of services and budget are based on completion of work within an agreed upon schedule with ARD. If substantial delay occurs, an amendment of the scope of services and budget would be warranted to accommodate additional project management time and other costs. Substantial delay is defined as 60 days or more.

Task 1 Deliverables:

- E-mail with kickoff meeting agenda
- PDF of site visit summary memorandum
- PDFs of monthly invoices and progress updates

Total for Task 1.....\$11,309.20

TO: MICHAEL SCHEELE

SUBJECT: Scope of Work and Cost for Development of Construction Documents, and Bid and Construction Support for the 24-Acre Park Project

Task 2. Site Surveys & Reports

To inform the project's detailed design and construction documents, the Dudek Team will conduct a supplemental topographic survey and prepare a geotechnical report of existing site conditions.

2.1. Topographic Survey

Nevada City Engineering will conduct a topographic Survey for +/- 7.2 acre area containing the active recreational areas of the park, including the entry road, parking lot, play areas, turf area, and dog park. The survey will include all visible or marked utilities, tree locations, existing hardscape features and portion of Richardson Drive, including retaining wall, at proposed driveway intersection, and the existing dirt trail on the easterly portion of the proposed development south of the 24-acre park property. (NOTE: improvements to this trail will be included in the construction document package). Survey will also include accurate boundary information for the underlying parcel. All Survey data will be compiled into AutoCAD Civil 3d Ver. 2019 or as requested.

This subtask for topographic surveying services is based on the information provided to Nevada City Engineering, Inc by Dudek on 2/25/2020 and the previous topographic mapping developed by Giuliani and Kull provided to Nevada City Engineering, Inc by Dudek on 3/4/2020. All data collected by this survey will be on the same vertical and horizontal basis as the Giuliani and Kull survey unless otherwise requested.

Once the field survey has been completed, the Dudek Team will use its data to create the base map to be used for Construction Drawing preparation in an AutoCAD format that is compatible with our design team's needs. All mapping will meet National Mapping Standards and will contain distinct layers for each element of the survey.

2.2. Geotechnical Report

NV5 will perform a geotechnical investigation in general accordance with the 2019 California Building Code (CBC). The investigation will focus on the currently proposed development.

Our design-level geotechnical engineering investigation will include map and document review, subsurface exploration, and laboratory testing to determine soil engineering material properties, and data analysis to develop earthwork, paving and foundation design criteria for the proposed development. Based on our understanding of the project, we propose the following scope of services.

Plan and Document Review.

NV5 will perform a map and literature review of published documents pertinent to the Site including geologic maps, soil survey maps and previous known works on the Site.

Subsurface Investigation.

NV5 will perform a subsurface investigation at the Site to characterize shallow soil, rock and groundwater conditions to the maximum depth excavated.

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The subsurface investigation will include the advancement of 4 to 6 borings in the areas of proposed development. The borings will be drilled with a hand-auger to depths up to 8 feet below the ground surface, or to refusal, if encountered at shallower depths. Excavated soil will be placed back into the exploratory borings, but will not be compacted. For cost estimating purposes, we have assumed one full day of subsurface exploration.

During the subsurface investigation, an NV5 engineer or geologist will record the observed soil conditions and obtain soil samples. Soil samples will be collected using hand tools and a hand-actuated drive sampler equipped with brass tubes. The soil samples will be labeled, sealed, and transported to our laboratory where selected samples will be tested to determine their engineering material properties.

Prior to our field investigation, a representative of NV5 will visit the Site to mark the proposed exploratory boring locations for Underground Service Alert (USA). If requested, we can revise the proposal to retain a private utility locating service to supplement the USA clearance to reduce the risk of damage to underground utilities. NV5 will not be responsible for damage to subsurface utilities that were not marked or were improperly marked prior to our investigation.

Laboratory Testing.

Laboratory tests will be performed using ASTM International (ASTM) and Caltrans methods as guidelines. Depending on the subsurface conditions encountered, we anticipate that laboratory testing may include:

- D1140, 200 Mesh Wash
- D2166, Unconfined Compressive Strength (rock and soil) or
- D3080, Direct Shear Strength
- D2216, Moisture Content
- D2487, Unified Soil Classification System
- D2844, Resistance Value
- D2937, Density
- D4318, Atterberg Limits
- D4829, Expansion Index

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Data Analysis and Engineering.

Following the completion of laboratory testing, NV5 will develop geotechnical engineering design recommendations for earthwork and structural improvements, including general procedures and geotechnical design parameters. Data will be analyzed, and engineering calculations will be performed to develop recommendations and design parameters for the following:

Earthwork Improvements

1. Site clearing and soil subgrade preparation.
2. Fill moisture conditioning and compaction.
3. Cut and fill slope grading.
4. Utility trench excavation and backfill.
5. Surface water drainage.
6. Expansive soil mitigation, if encountered.

Structural Improvements

1. Seismic (earthquake shaking) design parameters.
2. Soil shear strength.
3. Soil bearing capacity for shallow foundations.
4. Soil friction coefficients.
5. Lateral earth pressures for retaining walls.
6. Soil expansion and swell potential (if appropriate).

Geotechnical Report.

The design level geotechnical report will include descriptions of site conditions, our field investigation, laboratory testing, and geotechnical engineering design recommendations for the proposed earthwork and structural improvements. The geotechnical engineering design recommendations will address the following topics:

Earthwork Improvements

1. Site clearing and subgrade preparation.
2. Fill moisture conditioning, placement, and compaction.
3. Cut and fill slope grading.
4. Utility trench backfill placement and compaction.
5. Retaining wall backfill.
6. Retaining wall drainage.
7. Surface water drainage.
8. Expansive soil mitigation (if appropriate).

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9. Temporary construction dewatering methods.
10. Subdrain recommendations (if appropriate).

Structural Improvements

1. Seismic design parameters (2019 CBC).
2. Foundation types and embedment depths.
3. Allowable soil bearing capacity.
4. Foundation soil friction coefficients.
5. Lateral earth pressures for foundation and retaining wall design.
6. Retaining wall design criteria.
7. General construction recommendations for slabs-on-grade.
8. Typical pavement sections based on R-value results and typical traffic indices.

The report will include a site plan showing the approximate locations of the exploratory borings. The report appendices will present the exploratory boring logs and laboratory test data.

Task 2 Assumptions

- ARD will provide NV5 with authorization to access the Site.
- ARD will provide information regarding the location of existing onsite utilities. Although reasonable care will be used during our investigation, the client understands that unmarked underground utilities may be damaged. NV5 will not be responsible for repair of utilities that were not marked or were improperly marked prior to the investigation.
- Upon completion, a PDF digital copy of the report will be provided to Dudek for delivery to ARD.
- Meetings, report revisions and other services following report submittal are not included in the fee estimate but can be provided on a time and materials basis at ARD's and Dudek's request. In addition, after submittal of the geotechnical engineering report, NV5 can provide on-call consultation to add value to ARD and the Dudek Team through the detailed design and preparation of construction documents, and during the bid period; if requested, the consultation can be conducted on a time and materials basis.

Task 2 Deliverables:

- Topographic survey in AutoCAD format, state plane coordinate system, NAD 83, Zone 2.
- Geotechnical Report - PDF digital copy of the report will be provided to ARD by way of Dudek

Total for Task 2.....\$16,721.00

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Task 3. Construction Documents

The construction documents will consist of plans, specifications, and a cost estimate (PS&Es).

Plans.

The plans will be prepared as construction drawings at a scale of 1" = 20' - 0" to communicate the physical relationships of the project components. The construction drawings will be prepared using AutoCAD on Arch D size (22" x 34") sheets, will incorporate English units. The following sheets are anticipated (approximately 50 sheets):

Sheet Name	Scale	Number of Sheets
Cover Sheet	n/a	1
General Notes	n/a	2
Key Plan	1"=200'-0"	1
Overall Site Improvement Plans	1"=100'-0"	2
Detailed Plans		
• Demolition Plans	1"=20'-0"	4
• Layout Plans	1"=20'-0"	4
• Grading Plans	1"=20'-0"	4
• Utility Plans	1"=20'-0"	4
• Lighting Plans (grid-tie is needed)	1"=20'-0"	4
• Irrigation Plans	1"=20'-0"	4
• Planting Plans	1"=20'-0"	4
Construction Details and Sections	as needed	16

Specifications.

To complement the construction drawings and communicate the level of quality required during project construction, we will prepare relevant technical sections of construction specifications for the project. The construction specifications will be prepared in CSI format; approximately 30 technical sections will be prepared; the expected section topics will include:

- Site Preservation
- Demolition
- Clearing and Grubbing
- Earthwork
- AC Paving
- AB Course
- Permeable Paver Units
- Concrete Curbs and Sidewalks (including mow bands)
- High Visibility Cross Walks
- Striping

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- Granular Paving
- Parking Blocks
- Fences and Gates
- Concrete Walls
- Site Furnishings (exercise stations, dog park components, benches, picnic tables, BBQ grills, bocce court components, signage)
- Playground Equipment
- Playground Surfacing
- Splash Pad
- Shade Structure
- Wetland Overlook
- Irrigation Systems
- Planting Preparation
- Turf Seeding
- Planting
- Plant Establishment and Site Maintenance
- Restroom
- Utilities, Sewer and Water Piping
- Electrical
- Security Lighting and Security Cameras

In addition, we will provide technical input to ARD for bid forms and general conditions, as well as contractor minimum qualifications.

We understand that ARD will provide the Dudek Team with their 'standard' CSI specification sections as a starting point for our use in preparing the needed specifications for the Project.

Cost Estimates.

To ensure that the design conforms to the construction budget, at each submittal Dudek will prepare and refine an estimate of probable construction cost for project installation and maintenance. The estimate will include a brief description of each item with identification of relevant units, approximate quantities, unit costs, and calculation of the extended costs based on construction bids received from past projects, industry standards, current material and labor costs, and our professional experience.

Electrical Engineering.

The PS&Es will include electrical engineering to be conducted by The Engineering Enterprise and will address improvements to provide power to the restroom building, power for irrigation controllers, lighting for entry road and parking lot, , electrical for the spray park controller, pump and UV sterilization system, and other electrical systems and/or features, including site distributed infrastructure, power distribution system, grounding system, branch circuiting of all devices and equipment, exterior lighting and controls. In addition, the electrical engineering work will include preparing Title 24 energy compliance documentation for lighting system to include

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exterior, calculations and completion of associated forms, and review documents with inspection authorities as required. Design of a security camera system for select locations in the park is not included in the budget but can be added as an additional service for \$1600 if desired.

3.1. 85% Design Submittal

Dudek will provide an 85% Design Submittal consisting of drawings, specifications, and a cost estimate. Drawings will include, at a minimum, all major plans and sections developed and the portion of the details substantially completed.

Specifications will be substantially completed.

The cost estimate will be prepared on the Project's bid proposal form with detailed backup and will be provided in PDF and Excel and include a 15% contingency.

The 85% Design Submittal PS&Es will be submitted to ARD for review and comment by ARD and Placer County to facilitate a building/grading permit.

3.2. Final Design Submittal

Dudek will prepare and submit a Final Design Submittal consisting of drawings, specifications, and engineer's opinion of probable cost estimate (PS&Es). All ARD comments from the 85% Design Submittal will be addressed or resolved before completion of the Final Design Submittal package. The drawings and specifications shall be stamped and signed by a registered professional landscape architect (for landscape sheets) and civil engineer (for engineering sheets) licensed in the State of California.

Upon delivery of the final submittal, we will meet with ARD to obtain approval of the Final submittal package and to explain or answer any remaining questions or issues. Upon resolution of all final ARD review comments, the Final signed drawing set will be submitted to ARD for bidding.

3.3. Construction Document Submittal Review Meetings

Dudek will conduct up to two (2) submittal review meetings with the ARD. Dudek's project manager will attend the meetings with additional Dudek Team experts participating if needed. The meetings will be conducted to receive and discuss comments on the deliverable submittals: 85% Design Submittal PS&Es and Final Design Submittal PS&Es. All meetings will be conducted as workshops at the ARD office or virtually by way of Zoom software to facilitate input and consensus from all parties on Project direction and evolution through the design process. If needed, representatives from the County will be invited to participate to facilitate their plan check reviews. For each meeting, Dudek will work with ARD to identify appropriate attendees, date, location, and agenda. As needed, Dudek will prepare presentations to communicate the 85% Submittal Draft and 100% Submittal Final iterations of the PS&Es at the meetings. Dudek will conduct the meetings, serving as facilitator, timekeeper, and note taker. Following each meeting, we will prepare minutes summarizing the attendees, discussion topics, project progress and schedule updates, next steps, and actions items. We will submit the meeting minutes to ARD for review and circulation to all participants.

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Task 3 Assumptions:

- The Project design and components to be detailed during preparation of the construction documents will not include substantive differences from the approved conceptual design.
- Site furnishings, benches, picnic tables, restrooms, and shade shelters will be pre-fabricated, and design drawings for the shade shelters, play structures, and restroom will be provided by the manufacturer. Note that manufacturers may require a deposit or commitment from ARD before they will prepare the drawings.
- ARD will obtain and pay for all permits required by Placer County, which will include a grading/building permit. In addition, if needed, ARD will obtain and pay for a minor use permit (MUP) based on the zoning applied to the project site.
- ARD will coordinate and pay fees for all utility connections including Nevada Irrigation District (NID) water connection fees, water meter/backflow/water main tap, and Placer County sewer annexation fee.
- ARD will coordinate and pay fees for any additional agency permitting such as a Corps wetland verification, if required.
- Impacts to native oak trees cannot be avoided; therefore, mitigation under Placer County's Oak Tree Ordinance will be needed. This will be done on an inch-for-inch or canopy-acre basis, depending upon the total impact acreage. The total impact area for the developed part of the park appears to be between four and five acres, which qualifies the project for calculating impacts using canopy acreage under County regulations, so this method would probably be the most effective for the 24-acre site. Some oak woodland enhancement/restoration could occur along the edges of the large meadow in the northwestern part of the site, between the wetland and the edge of the existing woodland. This scope assumes ARD will negotiate and pay for required mitigation for oak impacts with Placer County.
- Impacts to Waters of the U.S. will be avoided.
- ARD will coordinate with playground and spray park manufacturers to select equipment through a public input process, and will provide Dudek with make & model specifications for playground, spray park and exercise equipment compatible with the spaces shown in the concept plan.
- Comments on the 85% submittal will not result in substantive changes to the overall design of the park.
- A grid-tie system will be used with lighting for the entry road and parking lot and electrical service/outlets to the plaza, spray park and restroom.
- An electrical service is available at the adjacent ballfield; therefore, a new electrical service for this project is not needed.
- The following services are not included under this contract scope:
 - Special environmental impact investigations and related research.
 - Leadership in Energy and Environmental Design (LEED) related services.
 - Life cycle cost analyses and energy effectiveness studies.
 - Design of building management system or temperature control system.
 - Design of voice / data equipment (LAN, WAN, PBX, phones, etc.).
 - Design of telecommunication cabling system.
 - Design of audiovisual systems.

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- Preparation of additional Title 24 calculations based on redesign for reasons not the fault of the Dudek Team

Task 3 Deliverables:

- PDFs of the plan set (full and half size plans, both scalable), technical specifications and estimate of probable construction cost – for both 85% and Final Design Submittals
- AutoCAD files of plan set (scalable) – for Final Design Submittal
- MS Word version of the technical specifications – for Final Design Submittal
- MS Excel version of the estimate of probable construction cost – for Final Design Submittal
- Hardcopies if desired (quantity to be negotiated)
- PDF of the Geotechnical Report
- Construction document submittal review meeting agendas, minutes, and presentations

Total for Task 3.....\$84,625.00

Task 4. Bid Assistance (Time & Materials, Not to Exceed)

At ARD's request, Dudek will provide technical assistance to ARD for conducting a fair and efficient bid process for contractor selection for the project. Unless otherwise requested, our bid assistance will be limited to participating in one pre-bid meeting with prospective contractors, answering bidders' questions to clarify the final construction documents and project schedule, preparing up to 2 addenda (if needed), and evaluating submitted bids including contractor minimum qualifications. During the pre-bid meeting, we will present the project goals and objectives relative to the construction documents and conduct a site tour. Dudek will note questions and responses during the pre-bid meeting and provide a summary memorandum to ARD. Upon reviewing the contractor bid proposals and qualifications, we will work with ARD to evaluate the best construction value and provide our recommendations for contractor selection by way of a written memorandum. We will participate in one bid evaluation meeting with ARD. This task also includes correspondence as needed with ARD during the bid process.

Task 4 Assumptions:

- ARD will lead the bid administration; the Dudek Team will provide technical assistance to ARD during the bid period as noted in our scope above.

Task 4 Deliverables:

- PDF file of a memorandum summarizing preconstruction meeting field notes
- PDF file of a memorandum summarizing answers to bidders' questions
- PDF files of up to 2 addenda
- PDF file of a memorandum of bids evaluation and recommendations for contractor selection

Total for Task 4.....\$3,506.20

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Task 5. Construction Support (Time & Materials, Not to Exceed)

At ARD's request, Dudek will support ARD during Project construction. Our proposed construction support services will facilitate quality and efficient implementation conforming to the final construction documents, permits and agreements, and project schedule and budget. In addition, our support will address field issues that arise (or are uncovered) during construction. Our proposed construction services will include conducting pre-construction meetings; pre-construction surveys; reviewing contractor requests for information (RFI's) and submittals; conducting construction observations at key milestones; facilitating Final Acceptance of the project's construction; and conducting project close-out.

5.1 Preconstruction Meeting

If requested by ARD, key staff from the Dudek Team will participate in a preconstruction meeting at the Project site with ARD, the construction contractor, and others to begin the construction contact period. Discussion topics at the meeting will include the construction scope of work and schedule, roles and responsibilities, lines of communication during the construction period, review of the Final Submittal PS&Es, preconstruction surveys, critical path construction items, key site improvement components, worker safety, and environmental and cultural resources awareness. In addition, protocols for Requests for Information (RFI's) and submittals will be discussed, as well as construction milestone inspections, approvals, Project final acceptance, and Project closeout procedures. During the meeting, a site walk will be conducted to review areas for the key site improvements relative to the Final Submittal PS&Es.

5.2 Preconstruction Surveys

If requested by ARD, Dudek will conduct pre-construction biological bat roosting and bird nesting surveys at the Project site.

Bat Roosting Surveys.

If removal of potential roost habitat must be conducted during the bat maternity season (May 1 through August 15), a qualified Dudek biologist experienced with Sierra Nevada bat species will conduct a survey to search for evidence of bat roosts in trees and structures subject to removal. If potential bat roosts are identified, pre-construction inspections for bats will be conducted using appropriate methods (e.g., camera inspection, exit survey with night optics, acoustic survey) within 2 weeks prior to said activities. If bats are found during inspections, removal of that roost feature will be delayed until the end of the maternity season or until a qualified Dudek biologist has determined that the young are capable of flight.

Bird Nesting Surveys.

If vegetation removal will be carried out during the bird breeding season (February through August), a qualified Dudek biologist will conduct a nesting bird survey within 1 week prior to said activities to determine if any birds are nesting on or near the Project site (including a 500-foot buffer for raptors). If any active nests are observed during surveys, a suitable avoidance buffer from the nests will be determined and flagged by a Dudek biologist based on species, location, and planned construction activities. Consultation with CDFW may be required to

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determine appropriate buffer distances. These nests shall be avoided until the chicks have fledged and the nests are no longer active, as determined by the Dudek biologist.

5.3 Requests for Information (RFI's)

If requested by ARD, Dudek will provide technical assistance by reviewing any contractor-submitted RFI's in a timely manner, ensuring clarity for the expected materials and construction before actual installation. All RFI's received will be logged by date and description in the order received, and our responses will be provided in writing by way of memoranda to ARD's attention for processing and circulation to the construction contractor.

5.4 Submittals

If requested by ARD, Dudek will provide technical assistance by reviewing contractor submittals in a timely manner, ensuring quality materials and workmanship, and reviewing plant materials and products before actual installation. All submittals received will be logged by date and description in the order received, and our responses will be provided in writing by way of memoranda to ARD's attention for processing and circulation to the construction contractor.

5.5 Construction Observations

If requested by ARD, the Dudek Team will provide field review and observations of the project's construction progress at key milestones; these typically include final grading, pavement mock-up inspections (asphalt, concrete, playground surfacing, permeable paving), restroom installation, electrical system testing, irrigation system testing, plant material delivery, and seeding and planting.

As part of our field review, we will make design adjustment recommendations as needed for fit to unexpected site conditions and facilitate proper scheduling and phase sequencing for project success. We expect that the field review will include observations of the contractor's preconstruction staking for earthwork activities and layout of the key site improvements. In addition, we will observe the contractor's progress of the key milestones noted above. Following each observation, we will prepare field reports summarizing the installation progress, observations, and clarifications or recommendations to construction operations for ARD's review and coordination with the construction contractor.

We expect to be on site 1 day each week, on average, during construction to conduct up to 8 onsite field review and observations. If ARD conducts regular on-site tailgate meetings with the construction contractor and others, Dudek will conduct our construction observation visits on the same day in order to attend the meetings.

5.6 Final Acceptance

If requested by ARD, and at completion of all construction work, we will conduct a Final Project Acceptance observation with ARD, the County, and the contractor, and others as necessary, to evaluate the contractor's conformance to the Final Submittal PS&Es, County permits and agreements, and project schedule. If, after an observation, we are satisfied with the construction to date, we will provide our written recommendation for a notice of provisional acceptance of the construction for consideration by ARD. If, after an observation, we are

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dissatisfied with the construction to date, we will prepare a written punch list of necessary corrective action on defective, unacceptable, and/or incomplete work. We will re-observe the project for completion of the needed corrections. The re-observations will not occur until all punch list items from any previous observations are corrected. If, after the re-observation, we are satisfied with the construction, we will then provide our written recommendation for a notice of provisional acceptance of the construction for consideration by ARD.

5.7 Project Close-out

If requested by ARD, and upon completion of construction, the Dudek Team will prepare record drawings to record actual constructed conditions for the site improvements, including final grades, structures, site improvements and amenities, planting, and irrigation. The record drawings will be prepared using AutoCAD and drawn to scale based in the Final Submittal construction drawings for the Project. It is expected that the construction contractor will provide us with up-to-date neat and legible notations and redlines of the as-built, constructed site conditions.

Task 5 Assumptions:

- ARD will lead the construction administration/inspections; the Dudek Team will provide technical assistance to ARD during the construction period as noted in our scope above.
- Construction staking for earthwork activities, trail alignment, and other site components is not included.
- Biological monitoring is not included.
- Participation in or leading construction worker environmental awareness training and education program (biological resources, special status species, and archaeological, cultural and paleontological resources) is not included.
- Geotechnical engineering assistance during construction is not included at this time. Upon completion of the 85% Design Submittal, at which time sufficient design detail and prescriptions will be presented, the Dudek Team can provide a scope and cost for geotechnical engineering construction assistance that can be conducted under a contract augmentation.

Task 5 Deliverables:

- PDFs of preconstruction meeting agenda and field notes.
- PDF of a memorandum summarizing the bat roost surveys.
- PDF of a memorandum summarizing the nesting bird surveys.
- PDFs of memoranda addressing RFIs.
- PDFs of memoranda addressing submittals.
- PDFs of construction observations and recommendations field reports.
- PDF of a field report addressing final acceptance punch list items.
- PDF of a written recommendation for a notice of provisional acceptance of the construction.
- PDFs of record drawings.

Total for Task 5.....\$37,525.60

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Task 6. Interpretive Signage Design (5 Signs)

ARD has indicated that interpretive signage is desired as part of the project. Potential locations include the edge of the large meadow overlooking the wetland (potential topic: how the irrigation canal feeds the wetland habitat) or within the oak woodland (potential topics: identification and/or indigenous use of California's oaks, oak woodland biota, or oak fire resistance), or the landscaped areas surrounding the play area/parking lot (potential topics: plant identification labels, landscaping with native plants, fire-safe landscaping, smart irrigation control, above-ground stormwater management).

Sign Themes

Dudek's team of designers will work closely with ARD to develop messaging goals and assess the best placement and signage materials for the Preserve site. Timing and cost are taken into consideration at project start to ensure graphics development is in line with the project schedule and budget.

We have an experienced in-house graphic design team that works closely with our landscape designers, biologists, archaeologists, geographic information system (GIS) analysts, and other project team experts to deliver accurate and engaging experiences for public outreach. Our goal is to ensure that the information presented on the interpretive panels is accurate, up to date, and presented at an appropriate level of information for the audience.

Dudek will prepare up to three alternative design themes for the interpretive signs and submit the design themes for review by ARD. Design themes will include common elements between all of the signs, including colors, layout, fonts, etc. Following receipt of comments, draft designs will be prepared. Dudek will develop content for up to two signs, and ARD will provide content for the other three signs. Draft designs will be submitted to ARD for review and comment. Following receipt of comments, signs will be advanced to final completion.

Final design files will be submitted to ARD in PDF and native file format using standard design software to provide to a sign fabricator. If desired, Dudek will work directly with the fabricator to provide the electronic files needed for manufacture of the signs.

Task 6 Assumptions:

- Interpretive exhibits will be designed to conform to the proposed construction budget.
- Interpretive exhibit frames will be pre-fabricated.
- Content provided by ARD for three of the signs will conform to Dudek graphics team suggestions for length of text/word count, resolution of images and photos provided, and proof of copyright/license to use for any images or photos provided to be placed in the signage.

Task 6 Deliverables:

- PDF proofs of the initial design themes of the signs, to include selected colors, typefaces, illustration style and photo treatments – the theme selected by ARD will be extended across all signage designs.
- Draft copy and imagery content for up to two of the five signs for review and approval by ARD.

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- PDF proofs of the five interpretive signs once all content, illustration and imagery has been placed in the layout. If required for approval, Dudek designers can also place the signs into a photo rendering including the selected exhibit frames and/or mounting options, to show what the final signage panels will look like in-situ when installed.
- Construction drawings of the sign locations within the project plan area, as well as any detailed specification drawings needed for fabrication and installation (e.g., footings, mounting hardware for installation on existing structures, etc.)
- Print-ready fabrication files of the signage artwork in the format required by the sign fabricator.

Total for Task 6.....\$14,190.00

Task 7. SWPPP

Given the size of disturbance at greater than 1 acre, this project will require an SWPPP or waiver. The site is part of the Auburn Ravine/Coon Creek watershed, which is tributary to the Sacramento River. The Sacramento River is classified as a spawn, cold, and migratory water body; therefore, the Risk Level could be 2 or 3 depending upon sediment load. Risk level three projects require significantly greater best management practices than Risk Level 2, to the point that the project could become unfeasible if evaluated at Risk Level 3, so it will be important to schedule construction such that the duration and timing of construction results in a medium or low sediment risk (and thus a Risk Level 2).

Task 7a. Waiver Analysis

Dudek will perform an evaluation of the applicability of waiver criteria and requirements to determine the need for ARD to obtain coverage under the Construction General Permit (CGP) from the Central Valley RWQCB. Dudek will review the proposed project activities, impact acreages, and construction timeline as well as review whether the project qualifies under the Low Erosivity Waiver. A Low Erosivity Waiver may be granted by RWQCB if the project impact is less than 5 acres and total Rainfall erosivity factor is less than 5.0. The built area consisting of the entry road, parking lot, play areas, restroom, shelters and turf area, but excluding the dog park, is approximately 5 acres, depending upon the final limit of grading, so assuming construction can be completed in one dry season (between June 1 and September 30), a waiver may be applicable.

Based on the results of the waiver analysis, Dudek will provide a recommendation to ARD regarding applicability of the waiver. If Dudek determines there is an applicable waiver, we will prepare the waiver justification to ARD for submittal to RWQCB and assist ARD with communication with RWQCB following submission of the waiver request. If Dudek determines there is not an applicable waiver, we will notify ARD that a SWPPP will be needed.

Task 7b. SWPPP Document (Optional)

In the event Dudek or RWQCB determines the Project would not qualify for a waiver, Dudek will prepare and file a Notice of Intent (NOI) to RWQCB for coverage under the CGP. The NOI will include an SWPPP as part of the submittal, which Dudek's Qualified Stormwater Developer (QSD) will develop as part of this task. The SWPPP Document will be presented to ARD in Draft format for review and comment. Upon receipt of comments, Dudek will finalize the SWPPP and upload it to the Water Board's SMARTS system.

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Task 7 Assumptions:

- If coverage under the CGP is required, the Project would be considered a Risk Level 2;
- It is assumed that there will be two electronic submittals of the SWPPP: an initial draft and a final submittal to address any comments;
- SWPPP implementation services (monitoring, testing, and reporting) would be performed under a separate contract;
- ARD will be responsible for any application processing fees associated with the NOI; and
- This task does not include SWPPP monitoring that may be required during construction. These services can be provided under a contract augmentation, if desired.

Task 7 Deliverables:

- Waiver justification for submittal to RWQCB if the Project qualifies for a waiver; and
- Draft and final NOI for submittal to RWQCB, including a SWPPP, if waiver not applicable.

Total for Task 7a \$2,160.00

Total for Task 7b (Optional) \$12,600.00

Total for Tasks 1 - 7 \$182,637.00

Thank you again for considering this scope and cost to prepare construction documents (plans, specifications, and estimates) and provide bid and construction support for the 24-Acre Park Project. Please reach out if you have any questions or would like to see any changes in this scope and fee proposal.

Sincerely,



Ed Armstrong
Senior Landscape Architect

Att.: Cost Proposal breakdown of hours and rates

Attachment 1

Cost Proposal Breakdown of Rates and Hours

Auburn Area Recreation & Park District (ARD)
12578 ARD 24-Acre Park Construction Documents and Construction Support
DUDEK FEE ESTIMATE
 12/1/2022

Task	Task Description	Team Member		Specialty		Rate		Hours		Subtotal		Other		TOTAL FEE
		Name	Rate	Rate	Rate	Rate	Hours	Amount	Amount	Amount	Amount			
Task 1	Project Setup	John Zarot	\$175.00	John Zarot	\$175.00	2	350.00	2	350.00					\$700.00
1.1	Meeting & Coordination					2	350.00	2	350.00					700.00
1.2	Site Visit					4	350.00	4	1,400.00					1,400.00
1.3	Project Management					18	350.00	18	6,300.00					6,300.00
Subtotal Task 1						22	7,050.00	22	7,050.00					7,050.00
Task 2	Site Surveys and Reports	John Zarot	\$175.00	John Zarot	\$175.00	2	350.00	2	350.00					700.00
2.1	Topographic Survey					2	350.00	2	700.00					700.00
2.2	Geotechnical Report					2	350.00	2	700.00					700.00
Subtotal Task 2						4	1,400.00	4	1,400.00					1,400.00
Task 3	Construction Documents	John Zarot	\$175.00	John Zarot	\$175.00	60	10,500.00	60	10,500.00					10,500.00
3.1	85% Design Submittal					4	10,500.00	4	42,000.00					42,000.00
3.2	CD Review Meeting					4	10,500.00	4	42,000.00					42,000.00
3.3	Final Submittal					4	10,500.00	4	42,000.00					42,000.00
Subtotal Task 3						12	126,000.00	12	126,000.00					126,000.00
Task 4	Field Activities	John Zarot	\$175.00	John Zarot	\$175.00	6	1,050.00	6	1,050.00					1,050.00
4.1	Construction Support					6	1,050.00	6	6,300.00					6,300.00
4.2	Pre-construction Meeting					2	1,050.00	2	2,100.00					2,100.00
4.3	RFI					2	1,050.00	2	2,100.00					2,100.00
4.4	Submittals					2	1,050.00	2	2,100.00					2,100.00
4.5	Construction Observations					30	1,050.00	30	31,500.00					31,500.00
4.6	Final Acceptance					12	1,050.00	12	12,600.00					12,600.00
4.7	Project Close-out					24	1,050.00	24	25,200.00					25,200.00
Subtotal Task 4						60	63,000.00	60	63,000.00					63,000.00
Task 5	Integrative Siteplan Design	John Zarot	\$175.00	John Zarot	\$175.00	4	700.00	4	700.00					700.00
5.1	Sign Themes					4	700.00	4	2,800.00					2,800.00
5.2	Drainage					2	700.00	2	1,400.00					1,400.00
5.3	Final Design					2	700.00	2	1,400.00					1,400.00
Subtotal Task 5						8	4,900.00	8	4,900.00					4,900.00
Task 6	Support Document Development	John Zarot	\$175.00	John Zarot	\$175.00	12	2,100.00	12	2,100.00					2,100.00
6.1	Water Analysis					12	2,100.00	12	25,200.00					25,200.00
6.2	Drainage					4	2,100.00	4	8,400.00					8,400.00
6.3	Final Design					2	2,100.00	2	4,200.00					4,200.00
Subtotal Task 6						18	33,600.00	18	33,600.00					33,600.00
Task 7	Support Document Development	John Zarot	\$175.00	John Zarot	\$175.00	12	2,100.00	12	2,100.00					2,100.00
7.1	Water Analysis					12	2,100.00	12	25,200.00					25,200.00
7.2	Drainage					4	2,100.00	4	8,400.00					8,400.00
7.2.1	Drainage Development					18	2,100.00	18	37,800.00					37,800.00
7.2.2	Final SWPPP Development and NOI					18	2,100.00	18	37,800.00					37,800.00
Subtotal Task 7						30	75,600.00	30	75,600.00					75,600.00
TOTAL						271	\$47,250.00	271	\$12,735.00					\$60,000.00
Percent of Hours (Budget) 31% 28% 12% 4% 4% 16% 12% 16% 16% 16% 16% 16% 16% 16%														

8.7 Cover sheet – Shockley Property Dispossession

ARD Board of Directors Meeting January 27, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) begin the process of looking at options to dispossess the Shockley Property? Director Holbrook requested that this item be considered.

Background

In May of 2007, ARD was notified of a donation of 28 acres +/- of land off of Shockley Rd. (nearest cross street is Auburn Ravine Rd.). This donation came from the William B. Shockley and Emmy L. Shockley trust. With this donation came \$50,000 to be used to establish and maintain the gifted real property, for use as a park to be named the “Nobel Laureate William B. Shockley and his wife Emmy L. Shockley Memorial Park”. The ARD Board of Directors accepted the property in March of 2009.

In September of 2009, the ARD Board of Directors, in response to news articles and concern from local, regional and national individuals and organizations, approved the following statement:

“As a point of clarification, the Auburn Area Recreation and Parks District (ARD) currently has no intention, either now or in the near future, of erecting any kind of signage or other physical identification naming the recently acquired 28 acres on Shockley Avenue. Also, the District currently has no intention of improving the property for public use in the near future. Questions regarding this subject should be directed to the District Administrator for ARD.”

ARD has not made any improvements to the property since its donation. The \$50,000 that came with the donation has been completely spent in an effort to maintain the property, mainly for fuel load reduction. The existing trails on the property are currently used by the residents in the local neighborhood.

ARD has spent the following amounts maintaining the property over the past 5 years:

FY 17/18: \$1,091
FY 18/19: \$6,876
FY 19/20: \$4,127
FY 20/21: \$7,276
FY 21/22: \$5,351*

**Through 9 months*

As mentioned, most of the work is to keep the property as safe as possible from a fuel-load perspective. Some funds and staff time have also been spent removing trees that either fell on a neighboring property or were a hazard.

Recommendation for the Board of Directors

Direct staff to start the investigation of how to dispossess the Shockley Property, Staff feels that the best way forward for this process is investigate giving the land to an organization such as Placer Land Trust (assuming they would accept it; PLT has not been contacted about this).

Staff cautions that the process of dispossessing of the Shockley Property could be very complicated and will involve spending time and money with ARD's attorneys at Cota Cole.

Fiscal Impact

Unknown, but there will be attorney time involved. The Board should figure on at least \$5,000 - \$10,000 to at least begin the process.

Attachments

Pertinent pages from the Shockley Trust documents

THIRD AMENDMENT TO AND RESTATEMENT OF THE
EMMY L. SHOCKLEY TRUST

THIS TRUST AGREEMENT is a complete Restatement of the EMMY L. SHOCKLEY TRUST which was created by Trust Agreement dated August 18, 1995, by EMMY L. SHOCKLEY (hereafter "EMMY") as grantor and trustee of such trust.

The trust created by the original Trust Agreement was amendable and revocable by EMMY during her lifetime. The Trust Agreement was amended and restated (FIRST AMENDMENT AND RESTATEMENT) on November 27, 1995. A SECOND AMENDMENT AND RESTATEMENT was executed on April 10, 2002. The SECOND AMENDMENT AND RESTATEMENT was invalidated by Order of the Superior Court of California, Santa Clara County, filed December 12, 2002, in Case No. 1-02-PR-151598. The Order invalidating the SECOND AMENDMENT AND RESTATEMENT is presently on appeal (Court of Appeal of the State of California, Sixth Appellate District, Case No. H025925).

The Grantor chooses by this THIRD AMENDMENT AND RESTATEMENT to amend the trust in its entirety to read as set forth below. All persons shall be able to rely alone on this Restatement. The original Trust Agreement and any prior amendments are superseded in their entirety by this Restatement, regardless of the final outcome the matters currently on appeal, and have no future legal significance other than to provide the date of creation of the trust and to confirm prior transfer of assets to the trust. Hereinafter the term "the Trust Agreement" shall refer to the original EMMY L. SHOCKLEY TRUST AGREEMENT as restated in its entirety by this Restatement of Trust. This trust shall continue to be known as the "EMMY L. SHOCKLEY TRUST".

This THIRD AMENDMENT AND RESTATEMENT is executed by EMMY, conservatee, by professional fiduciary RUSSELL H. MARSHALL in his

capacity as conservator of the estate of EMMY, of Santa Clara County, California, as grantor, and GREATER BAY TRUST COMPANY, as the initial trustee. The THIRD AMENDMENT AND RESTATEMENT is established pursuant to the Order for Substituted Judgment to Amend and Restate a Revocable Living Trust and Execute a Pour-Over Will for the Conservatee granted by the Superior Court of California, County of Santa Clara, on July 19, 2004, in Case No. 1-02-PR-151598. A copy of said court order is attached hereto, marked as Exhibit "A" and incorporated herein by reference.

EMMY is a widow. EMMY was married to WILLIAM B. SHOCKLEY who died during their marriage.

EMMY has no children, either living or deceased.

This Restatement of Trust is intended to confirm a trust hereunder for the purposes of facilitating the management of EMMY's estate during her life and providing a convenient process for the ultimate distribution of her estate in accordance with her present intentions.

ACCORDINGLY, the Grantor confirms all previous transfers to the Trustee, and the Trustee acknowledges receipt of all property to which ownership of record is presently held in the name of the trust. Such property shall constitute and is designated as the "Trust Estate." The Trust Estate shall include any and all other property hereafter conveyed to the Trustee by the Grantor or by other persons, any death benefits made payable to the Trustee hereunder, and any property appointed to the trust by the Grantor's exercise of a power of appointment.

For purposes of this instrument, any references to "Grantor" shall refer to RUSSELL H. MARSHALL acting on behalf of EMMY, as the conservator of her estate, and any successor duly appointed conservator(s) acting on her behalf, if applicable, when acting pursuant to California Probate Code §2580, et seq., or any successor statute.

be sold, the Paintings may be sold but the net proceeds of the sale shall be distributed with the remaining Trust Estate as hereafter provided.

(c) To the extent not otherwise distributed above, the Trustee shall distribute, in the Trustee's sole discretion, EMMY's remaining furniture, household furnishings, automobile(s) and other miscellaneous tangible personal property to EMMY's family and friends in accordance with written instructions to be prepared by EMMY. In the event that conflicts arise regarding the distribution of EMMY's tangible personal property pursuant to this paragraph, the Trustee's determination of which persons shall receive said property shall be final and incontestable by any person or organization. However, and in all events, DANIEL MYERS is to be excluded, and not considered as a friend. Any remaining items shall be sold and the net proceeds of such sale shall be distributed with the remaining Trust Estate as hereafter provided.

Section 4.03 Sale of Real Property. EMMY presently owns and has transferred to the trust all of her interest in her primary residence, commonly known as 797 Esplanada Way, Stanford, CA 94305. Said residence is described on Exhibit B. If any real property (including said residence but excluding the real property described in Section 4.04 below) is part of the Trust Estate at or by reason of EMMY's death, the Trustee shall sell such real property. The Trustee shall add the net proceeds of any sale to and distribute the net proceeds of any sale with the remaining Trust Estate as hereafter provided.

Section 4.04 Specific Gift of Real Property. EMMY presently owns and has transferred to the trust all of her interest in that unimproved real property consisting of approximately 28.35 acres near Auburn, located in Placer County, California. Said real property is described on Exhibit B. If said real property is part of the Trust Estate at or by reason of EMMY's death, the Trustee shall deed said real property to the AUBURN AREA RECREATION AND PARK DISTRICT, whose current mailing address is 123 Recreation Drive, Auburn, CA 95603, or its successor, for use as a park to be named "NOBEL LAUREATE

WILLIAM B. SHOCKLEY AND HIS WIFE EMMY L. SHOCKLEY MEMORIAL PARK," and the primary use of which shall be for passive activities. If said real property is not part of the Trust Estate at or by reason of EMMY's death, this gift shall lapse. If the gift is declined, the property shall be distributed as a part of the remaining Trust Estate as provided in Section 4.05 following.

Section 4.05 Distribution of Remaining Trust Estate. The Trustee shall first make gifts of the specific amounts to individuals described in Section 4.06. Next the Trustee shall make the charitable gifts of the specific amounts described in Section 4.07(a) and Section 4.07(b). Finally, the Trustee shall divide and distribute the remaining Trust Estate to the charitable organizations named in Section 4.07(e). All charitable gifts (except the gifts described in Section 4.02(b), Section 4.02(c), Section 4.07(b), and the gift of the Papers) shall be held as endowment funds pursuant to Section 4.07(d).

Section 4.06 Specific Gifts to Individuals. The Trustee shall administer and distribute the specific amounts set forth below to or for the benefit of the named individuals as follows:

(a) Lifetime trust for GERALDINE L. TRAVIS. If EMMY's sister, GERALDINE L. TRAVIS ("GERRY"), of Baypoint Village, 7927 State Road 52, Hudson, Florida 34667, survives EMMY, the Trustee shall allocate the sum of Five Hundred Thousand Dollars (\$500,000) to a trust for the benefit of GERRY during her lifetime, as hereafter provided. If GERRY does not survive EMMY, this gift shall lapse and be distributed under Section 4.07 with the residue of the Trust Estate. The Trustee shall hold, administer, and distribute this trust for GERRY as follows:

(1) The Trustee shall pay to or apply for the benefit of GERRY the entire net income of this trust in convenient installments, no less often than quarterly.

(2) The Trustee, in the Trustee's discretion, shall also distribute to or apply for the benefit of GERRY as much of the principal of this

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maintained in the Department of Special Collections as part of the Stanford University Libraries and Archives, as a discrete collection identified as The William B. Shockley Papers. This gift shall be held as an endowment fund pursuant to Section 4.07(d). If, in the discretion of the head of the Special Collections, the Fund income is sufficient to support other uses in addition to the primary uses described above, the Board may use the Fund income to support student assistant(s) to work with the Papers, to reformat or perform an in-depth analysis of the Papers, to edit or write an introduction to any unpublished materials included in the Papers, or to make scholarships to students or grants to persons doing research with the Papers.

(b) Specific Gift to Auburn Area Recreation and Park District. If the gift described in Section 4.04 is made, then the Trustee shall also distribute the sum of Fifty Thousand Dollars (\$50,000) to the AUBURN AREA RECREATION AND PARK DISTRICT to be used to establish and maintain the gifted real property as the "NOBEL LAUREATE WILLIAM B. SHOCKLEY AND HIS WIFE EMMY L. SHOCKLEY MEMORIAL PARK." If the gift described in Section 4.04 lapses or is declined, this gift shall also lapse and the property shall be distributed pro rata among the charitable organizations described in Section 4.07(e).

(c) Qualified charitable organizations. Any gift of the residue of the Trust Estate made to one or more tax exempt charitable organizations qualified to receive contributions shall be free from federal estate taxes. The Trustee shall take no action which shall jeopardize the charitable deduction available to EMMY's estate for this gift. Any provision of this Trust Agreement which is determined to jeopardize such deduction shall be considered void.

(d) Endowment Funds. The gift to each residuary charitable r beneficiary named in Section 4.07(e) shall be held as an endowment fund. The property comprising the gift may, for investment purposes, be merged with any of the investment assets of the beneficiary, but the gift shall be entered in the

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