

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

6:00 P.M.

**THURSDAY, MARCH 27, 2014
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE
AUBURN, CA**

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

1.0 CALL TO ORDER

FLAG SALUTE (Pledge to the Flag)

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

Roll Call

Smith _____ Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

None.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

4.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. After you are recognized by the Board Chairperson, please come to the lectern and state your name, and address for the record (optional). There is a time limitation of three minutes.

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

_____ **5.1 Review and Approval of Minutes of the February 27, 2014 Meeting of the Board of Directors**

Review and approval of minutes.

_____ **5.2 Review of Cash Requirements for February, 2014 (Standing Finance Committee)**

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

_____ **5.3 Review of Financials for January, 2014 (Standing Finance Committee)**

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

_____ **5.4 Review of Financials for February, 2014 (Standing Finance Committee)**

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

_____ **5.5 Amendment to Policy for Memorandums of Understandings and Memorandums of Agreements (Program, Personnel, Policy & Fee Committee)**

Shall the Auburn Area Recreation & Park District amend its policy regarding the creation of Memorandums of Understandings (MOU) or Memorandums of Agreement (MOA)? This proposed policy amendment was requested by the ARD Policy Committee.

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

Roll Call Vote

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

Please see reports, fee waiver log, project list and vandalism report under item 6.0.

7.0 UNFINISHED BUSINESS

7.1 Sports Field Rental Fee Increase (February 27, 2014 Board of Directors Meeting)

Shall the Auburn Area Recreation & Park District Board of Directors raise rental fees for sports fields?

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

Roll Call Vote

8.0 NEW BUSINESS

8.1 Revoking Motion for Bike Park Approval at Maidu Site

Shall the Auburn Area Recreation & Park District Board of Directors revoke the approval that was given to build a Bike Park/Pump Track at the Maidu Drive site?

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

Roll Call Vote

8.2 Authorization of Staff to Initiate Preliminary Design and Appropriate Environmental Analysis of the Proposed Bike Park/Pump Track at the Maidu Drive Site

Shall the Auburn Area Recreation and Park District Board of Directors authorize staff to initiate preliminary design and appropriate environmental analysis of the proposed Bike Park/Pump Track at the Maidu Drive site?

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

Roll Call Vote

_____ **8.3 Fiscal Year 2014/2015 Project List and Ten Year Plan Update (Acquisition & Development Committee Meeting)**

Shall the Auburn Area Recreation & Park District Board of Directors direct staff to begin preliminary work and provide appropriate environmental analysis of the projects on the proposed Fiscal Year 2014/2015 Project List?

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

Roll Call Vote

_____ **8.4 Proposed Changes to Meadow Vista Park Parking Lot (Acquisition & Development Committee Meeting)**

Shall the Auburn Area Recreation & Park District review and approve the proposed changes to the Meadow Vista Park parking lot as a result of changes to the parking plan for the Meadow Vista Community Center?

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

Roll Call Vote

_____ **8.5 Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters, Resolution Number 2014-04, Resolution of the Governing Body of the Auburn Area Recreation and Park District Declaring an Election Be Held In Its Jurisdiction; Requesting the Board of Supervisors to Consolidate This Election With Any Other Election Conducted on Said Date; and Requesting Election Services By the County Clerk**

Shall the Auburn Area Recreation & Park District adopt Resolution Number 2014-04, Resolution of the Governing Body of the Auburn Area Recreation and Park District Declaring an Election Be Held in Its Jurisdiction; Requesting the Board of Supervisors to Consolidate This Election with Any Other Election Conducted on Said Date; and Requesting Election Services by the County Clerk?

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

Roll Call Vote

_____ **8.6 California Special Districts Association (CSDA) Board of Directors Call for Nominations Seat C**

Shall the Auburn Area Recreation & Park District Board of Directors make a nomination for election to the CSDA Board of Directors?

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

Roll Call Vote

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

1. Commercial/retail leasing of ARD property (Director Holbrook requested this item).
2. Bell Road Habitat Enhancement (Acquisition & Development Committee Meeting).
3. Operation and Development Plan Public Outreach.

_____ **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**

1. Correspondence from Placer County Visitors Bureau and response from Kahl Muscott.
2. Correspondence from Bicycle Emporium and response from Kahl Muscott.
3. Correspondence from Auburn Bike Company and response from Kahl Muscott.
4. Correspondence from Toby Briggs and response from Kahl Muscott.
5. Correspondence from Russell King and response from Kahl Muscott.
6. Correspondence from Auburn Union School District and response from Kahl Muscott.

_____ **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. After you are recognized by the Board Chairperson, please come to the lectern and state your name, and address for the record (optional). There is a time limitation of three minutes.

13.0 CLOSED SESSION

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

Title: District Administrator

13.2 Conference with Labor Negotiators (Gov. Code, section 54954.5, subd. (f), 54957.6)

Agency Designated Representatives: Kahl Muscott, District Administrator;
Joe Fecko, Administration Services Manager

Employee Organization: IUOE, Stationary Engineers Local 39

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:

3-21-14
Date

1:30 pm.
Time

P. Larson
Clerk to the Board

-
SECTION: 5.0

**ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE
FEBRUARY 27, 2014 MEETING OF THE BOARD OF
DIRECTORS**

DESCRIPTION:

INFORMATION: SEE ATTACHED MINUTES

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

FISCAL IMPACT:

**Auburn Area Recreation and Park District
Minutes**

of the Meeting of the Board of Directors

Thursday, February 27, 2014, 6:00 p.m.

Canyon View Community Center

471 Maidu Drive

Auburn, CA

Board Members

Present:

Vice Chairman Scott Holbrook

Director Jim Gray

Director Jim Ferris

Director Gordon Ainsleigh

Board Members

Absent:

Director Curt Smith

Staff Present:

Kahl Muscott, District Administrator

Joe Fecko, Administrative Services Manager

Larry Gray, Facilities & Grounds Manager

Manouch Shirvanioun, Customer Service/Marketing Manager

Sheryl Petersen, Recreation Services Manager

Debbie Thomas, Youth Services Manager

Pamela Vann, Landscape Architect

Patricia Larson, Recording Secretary

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 6:01 p.m. by Vice Chairman Holbrook.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A donation in the amount of \$1,200.00 for the Youth Assistance Fund was made from the Auburn Moose Lodge to Recreation Services Manager Sheryl Petersen.

A presentation was made from Sports Coordinator Jerry Fisher to YDL Coach Joe Arsenith, volunteer of the month for February 2014.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

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

4 – 0 Motion carries.

Director Ferris arrived at 6:12 p.m.

4.0 PUBLIC COMMENT

Donna Williams, an Auburn, California resident gave public comment that the location for the pump track is the wrong location.

Bruce Anderson, 10470 Wise Road, Auburn, California gave public comment that he is concerned about the integration of bicycles on the trails.

Paul Clintons, a Newcastle, California resident gave public comment that the area chosen for the pump track is not suitable for the pump track.

Pat Patterson, a Granite Bay, California resident gave public comment that she is concerned about the location of the pump track on the Pioneer Express Trail. The area is heavily used by runners, dog walkers, horseback riders and hikers.

5.0 CONSENT ITEMS

5.1 Review and Approval of Minutes of the January 30, 2014 Meeting of the Board of Directors

5.2 Review of Cash Requirements for January, 2014 (Standing Finance Meeting)

5.3 Overlook Park Security Gates Notice of Exemption

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve the consent calendar with item 5.3 being moved for discussion.

Roll Call Vote

4 – 0 Motion carries, Director Smith was absent.

5.3 Overlook Park Security Gates Notice of Exemption

A motion was made by Director Ainsleigh and seconded by Director Ferris to adopt Resolution Number 2014-02, Approving the Notice of Categorical Exemption for the Security Gate and Fence Proposal at Overlook Park.

4 – 0 Motion carries, Director Smith was absent.

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

None.

8.05 Item 9.1 was moved to 8.05

**Fiscal Year 2014/2015 Project List Approval/Revised Ten Year Plan Update.
Discussion item, (Acquisition & Development Committee).**

Public Comment:

Diana Boyer, Skyridge Drive, Auburn, California gave public comment in support of the bicycle pump track.

The Fiscal Year 2014/2015 Project List was discussed by the Board. Direction was given to staff by the Board to send this item back to the March 2014 Acquisition & Development Committee to look further into what options there are for pickle ball. Signs will be placed at the tennis courts informing the tennis players of the intention of tennis courts being converted to pickle ball courts at Regional Park.

8.0 NEW BUSINESS

8.1 Preliminary Budget for 2014-2015 (Standing Finance Committee)

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the Preliminary Budget for Fiscal Year 2014-2015.

Roll Call Vote

3 – 1 – 0 Motion carries, Director Holbrook voted no, Director Smith was absent.

8.2 Sports Field Rental Fee Increase (Program, Personnel, Policy & Fee Committee)

A motion was made by Director Ainsleigh and seconded by Director Ferris to give direction to staff to notify the user group organizations of the sports field rental fee increase again and to postpone this item to the March 2014 Board meeting.

4 – 0 Motion carries, Director Smith was absent.

8.3 Cell Tower Site at Recreation Park (Acquisition & Development Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve staff moving forward with the negotiations of the lease for a new cell tower and site at Recreation Park.

4 – 0 Motion carries, Director Smith was absent.

8.4 Project List Amendment for Solar Panels at Recreation Park (Acquisition & Development Committee)

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve staff moving forward with the process of engineering and design for the solar panels at Recreation Park.

4 – 0 Motion carries, Director Smith was absent.

8.5 Resolution Number 2014-01, Resolution Directing the Preparation of the Engineer's Report for Atwood III

A motion was made by Director Gray and seconded by Director Ainsleigh to adopt Resolution Number 2014-01, A Resolution Directing the Preparation of the Engineer's Report for Atwood III.

Roll Call Vote

4 – 0 Motion carries, Director Smith was absent.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Fiscal Year 2014/15 Project List Approval/Revised Ten Year Plan Update (Acquisition & Development Committee). This item was moved to 8.05 for discussion.
2. Bell Road Concept Plan (Acquisition & Development Committee). The Board reviewed the information that was provided.
3. Goose control (Acquisition & Development Committee). The Board reviewed the information that was provided and directed staff to do what is necessary to get the geese under control.
4. ARD Drought Strategies. The Board reviewed the information that was provided, staff will post signs in facilities restrooms to conserve water.

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

Correspondence was attached.

12.0 PUBLIC COMMENT

Heidi Rietjens of Gold Street, Auburn, California gave public comment regarding ARD putting an information block in the Auburn Journal once a month to advise the public of what ARD is considering for projects.

13.0 CLOSED SESSION – the Board took a five minute recess at 7:45 p.m. and went into closed session at 7:50 p.m.

14.0 OPEN SESSION – Open Session began at 8:06 p.m.

No reportable action.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 8:06 p.m. by Vice Chairman Holbrook.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
FEBRUARY, 2014**

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE BOARD OF DIRECTORS FOR REVIEW AND
APPROVAL**

FISCAL IMPACT: \$115,626.97

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To:
 Check Number First Last
 Vendor ID First Last
 Vendor Name First Last
 Check Date 2/1/2014 To:
 Checkbook ID UMPQ UMPQ 2/28/2014

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
56878	1099-5	Daniel Crandall DBA:Current A	2/7/2014	UMPQ	PMCHK00002110	\$48.30
56879	A0014	AT&T	2/7/2014	UMPQ	PMCHK00002110	\$733.69
56880	A0027	Recology Auburn Placer	2/7/2014	UMPQ	PMCHK00002110	\$1,202.77
56881	A0134	Advanced Intregrated Pest Mana	2/7/2014	UMPQ	PMCHK00002110	\$660.00
56882	A1010	Advantage Pring, Martketing an	2/7/2014	UMPQ	PMCHK00002110	\$1,697.43
56883	C0072	CIT Technology Fin. Serv., Inc	2/7/2014	UMPQ	PMCHK00002110	\$532.13
56884	C0075	Cintas Corporation	2/7/2014	UMPQ	PMCHK00002110	\$310.53
56885	C0111	CENTRAL VALLEY BROADBAND	2/7/2014	UMPQ	PMCHK00002110	\$189.90
56886	C0113	Cooks Portable Toilets & Septi	2/7/2014	UMPQ	PMCHK00002110	\$698.35
56887	D0008	The Davey Tree Expert	2/7/2014	UMPQ	PMCHK00002110	\$975.00
56888	E0011	ECORP Consulting, Inc.	2/7/2014	UMPQ	PMCHK00002110	\$1,357.50
56889	G0027	Giuliani & Kull, Inc.	2/7/2014	UMPQ	PMCHK00002110	\$5,920.00
56890	G0077	Gold Country Water	2/7/2014	UMPQ	PMCHK00002110	\$127.00
56891	J0012	Deere Credit, Inc.	2/7/2014	UMPQ	PMCHK00002110	\$990.63
56892	K0010	Knorr Systems, Inc.	2/7/2014	UMPQ	PMCHK00002110	\$200.00
56893	K0011	Kaiser Foundation Health Plan,	2/7/2014	UMPQ	PMCHK00002110	\$18,941.00
56894	K0019	Kronick, Moskovitz, Tiedemann	2/7/2014	UMPQ	PMCHK00002110	\$3,112.50
56895	L0027	Pat Larson	2/7/2014	UMPQ	PMCHK00002110	\$32.70
56896	M0019	Kahl Muscott	2/7/2014	UMPQ	PMCHK00002110	\$113.24
56897	P0007	Pacific Gas & Electric Company	2/7/2014	UMPQ	PMCHK00002110	\$365.22
56898	P0023	PG&E	2/7/2014	UMPQ	PMCHK00002110	\$113.93
56899	P0095	Placer County Clerk	2/7/2014	UMPQ	PMCHK00002110	\$50.00
56900	P1001	Principal Life Insurance Co-Gr	2/7/2014	UMPQ	PMCHK00002110	\$2,119.04
56901	R0067	Colt Langstaff	2/7/2014	UMPQ	PMCHK00002110	\$3,200.00
56902	S0110	Sierra Sports Service	2/7/2014	UMPQ	PMCHK00002110	\$3,638.00
56903	S1003	Sutter Medical Foundation	2/7/2014	UMPQ	PMCHK00002110	\$275.00
56904	S1015	Sutter Medical Foundation	2/7/2014	UMPQ	PMCHK00002110	\$264.65
56905	T0058	TELEPACIFIC COMMUNICATIONS	2/7/2014	UMPQ	PMCHK00002110	\$675.73
56906	T1000	Transamerica Life Insurance	2/7/2014	UMPQ	PMCHK00002110	\$400.00
56907	TEMPF	Melinda Ferris	2/7/2014	UMPQ	PMCHK00002110	\$105.00
56908	TEMPH	Claire Hiatt	2/7/2014	UMPQ	PMCHK00002110	\$105.00
56909	TEMPJ	Kelly Jordan	2/7/2014	UMPQ	PMCHK00002110	\$105.00
56910	TEMPK	Manjit Kaur	2/7/2014	UMPQ	PMCHK00002110	\$105.00
56911	TEMPR	Kristy Ronk	2/7/2014	UMPQ	PMCHK00002110	\$105.00
56912	TEMPS	Troy Sander	2/7/2014	UMPQ	PMCHK00002110	\$105.00
56913	U0019	US Bank	2/7/2014	UMPQ	PMCHK00002110	\$20,352.79
56914	U0026	Union Pacific Railroad	2/7/2014	UMPQ	PMCHK00002110	\$1,738.91
56915	U0028	U.S. Bank Equipment Finance	2/7/2014	UMPQ	PMCHK00002110	\$383.32
56916	V0007	Verizon Wireless	2/7/2014	UMPQ	PMCHK00002110	\$427.52
56917	X0002	P&G	2/7/2014	UMPQ	PMCHK00002110	\$311.00
56918	F0046	Frank Fox	2/11/2014	UMPQ	PMCHK00002111	\$1,000.00
56919	TEMPB	Renee Berg	2/11/2014	UMPQ	PMCHK00002111	\$35.00
56920	TEMPF	First Congregational Church	2/11/2014	UMPQ	PMCHK00002111	\$100.00
56921	TEMPH	Dayle Hesterly	2/11/2014	UMPQ	PMCHK00002111	\$55.00
56922	TEMPK	Julie Kedder	2/11/2014	UMPQ	PMCHK00002111	\$105.00
56923	TEMPM	Monique Margaux	2/11/2014	UMPQ	PMCHK00002111	\$30.00
56924	TEMPR	Glenn Ryburn	2/11/2014	UMPQ	PMCHK00002111	\$37.50
56925	TEMPT	Shelly Thomas	2/11/2014	UMPQ	PMCHK00002111	\$9.00
56926	F0004	Court-Ordered Debt Collections	2/14/2014	UMPQ	PMCHK00002112	\$167.38
56927	S1007	Stationary Engineers, Local 39	2/14/2014	UMPQ	PMCHK00002112	\$240.30
56928	S1010	State Disbursement Unit	2/14/2014	UMPQ	PMCHK00002112	\$87.50
56929	1099-117	Juan Aceituno	2/21/2014	UMPQ	PMCHK00002113	\$572.00
56930	1099-178	VDR Inc DBA K9 101	2/21/2014	UMPQ	PMCHK00002113	\$441.00
56932	1099-218	Auburn Gymnastics Center	2/21/2014	UMPQ	PMCHK00002113	\$71.50
56933	1099-239	Macintosh-Oddo	2/21/2014	UMPQ	PMCHK00002113	\$2,271.75
56934	1099-252	Donna Lisa Otto	2/21/2014	UMPQ	PMCHK00002113	\$555

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
56935	1099-269	Deborah Lynn	2/21/2014	UMPQ	PMCHK00002113	\$97.50
56936	1099-273	Richard A. Del Balso	2/21/2014	UMPQ	PMCHK00002113	\$78.00
56937	1099-277	Foothill Karake Do	2/21/2014	UMPQ	PMCHK00002113	\$136.50
56938	1099-278	Daniella Zimmerman	2/21/2014	UMPQ	PMCHK00002113	\$239.75
56939	1099-291	Isaac Humber	2/21/2014	UMPQ	PMCHK00002113	\$97.50
56940	1099-298	Paige Ramsey	2/21/2014	UMPQ	PMCHK00002113	\$48.00
56941	1099-49	Paula Duffy	2/21/2014	UMPQ	PMCHK00002113	\$1,439.75
56942	1099-53	Patricia Waskowiak	2/21/2014	UMPQ	PMCHK00002113	\$25.50
56943	A0001	Recology Auburn Placer	2/21/2014	UMPQ	PMCHK00002113	\$752.18
56944	A0018	Auburn Chamber of Commerce	2/21/2014	UMPQ	PMCHK00002113	\$315.25
56945	B0020	BSN Sports, Inc.	2/21/2014	UMPQ	PMCHK00002113	\$259.20
56946	C0111	CENTRAL VALLEY BROADBAND	2/21/2014	UMPQ	PMCHK00002113	\$129.95
56947	C0112	Danny Cunningham	2/21/2014	UMPQ	PMCHK00002113	\$22.20
56948	C0113	Cooks Portable Toilets & Septi	2/21/2014	UMPQ	PMCHK00002113	\$900.00
56949	D0025	Dawson Oil Company	2/21/2014	UMPQ	PMCHK00002113	\$1,449.22
56950	D0077	Dudek	2/21/2014	UMPQ	PMCHK00002113	\$5,046.60
56951	F0025	Foresthill Union School Distri	2/21/2014	UMPQ	PMCHK00002113	\$1,322.50
56952	G0006	Gold Country Media Publication	2/21/2014	UMPQ	PMCHK00002113	\$132.95
56953	G0014	Gold Country Tractors, Inc.	2/21/2014	UMPQ	PMCHK00002113	\$812.56
56954	M0098	Meadow Vista County Water Dist	2/21/2014	UMPQ	PMCHK00002113	\$525.89
56955	N0003	Norris Electric, Inc.	2/21/2014	UMPQ	PMCHK00002113	\$698.37
56956	N0012	Nevada Irrigation District	2/21/2014	UMPQ	PMCHK00002113	\$679.57
56957	P0005	Placer County Water Agency	2/21/2014	UMPQ	PMCHK00002113	\$2,247.50
56958	P0007	Pacific Gas & Electric Company	2/21/2014	UMPQ	PMCHK00002113	\$10,211.23
56959	P0095	Placer County Clerk	2/21/2014	UMPQ	PMCHK00002113	\$1,153.00
56960	R0066	Michael A. Willis	2/21/2014	UMPQ	PMCHK00002113	\$250.00
56961	S0094	Manouch Shirvanioun	2/21/2014	UMPQ	PMCHK00002113	\$291.07
56962	S0110	Sierra Sports Service	2/21/2014	UMPQ	PMCHK00002113	\$3,586.00
56963	S0122	Rhonda Smith	2/21/2014	UMPQ	PMCHK00002113	\$37.50
56964	S0133	Shelly's Smart Shopper	2/21/2014	UMPQ	PMCHK00002113	\$750.00
56965	S1003	Sutter Medical Foundation	2/21/2014	UMPQ	PMCHK00002113	\$30.00
56966	TEMPB	Virginia Billock	2/21/2014	UMPQ	PMCHK00002113	\$55.00
56967	TEMPH	Shawna Howard	2/21/2014	UMPQ	PMCHK00002113	\$40.00
56968	TEMPL	Sarah Lose	2/21/2014	UMPQ	PMCHK00002113	\$96.00
56969	TEMPP	Brian Pierce	2/21/2014	UMPQ	PMCHK00002113	\$110.00
56970	1099-193	Celena Polena	2/21/2014	UMPQ	PMCHK00002114	\$546.00
56971	D0066	De Lage Landen	2/21/2014	UMPQ	PMCHK00002114	\$562.12
56972	N0012	Nevada Irrigation District	2/21/2014	UMPQ	PMCHK00002114	\$162.19
56973	F0004	Court-Ordered Debt Collections	2/28/2014	UMPQ	PMCHK00002115	\$93.69
56974	P0095	Placer County Clerk	2/28/2014	UMPQ	PMCHK00002115	\$50.00
56975	S1007	Stationary Engineers, Local 39	2/28/2014	UMPQ	PMCHK00002115	\$240.30
56976	S1010	State Disbursement Unit	2/28/2014	UMPQ	PMCHK00002115	\$87.50
56977	S0016	Sam's Club	2/28/2014	UMPQ	PMCHK00002116	\$827.25

Total Checks: 99

Total Amount of Checks: \$115,626.97

SECTION: 5.0

**ITEM: 5.3 REVIEW OF FINANCIALS FOR JANUARY
2014**

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE BOARD OF DIRECTORS FOR REVIEW AND
APPROVAL**

As Of 1/31/2014
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
ASSETS	
Current Assets	
Imprest Fund (Petty Cash)	\$580.00
Umpqua Bank	95,465.21
Placer County Treasure-General	3,131,137.78
ADA Reserve Account	45,031.75
Placer County Treasurer - City Trust	246,443.37
Cash in Debt Service Fund	119,045.31
Youth Asst. Fund	14,647.68
Atwood Fund	10,663.91
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,474.41
Shockley Maint Fund	12,810.66
Accounts Receivable	24,523.71
A/R - 501C3 Group	7,520.00
Daycamp Receivables	5,629.00
Prepaid Liability Expense	25,154.17
Prepaid Workers Compensation Insurance	10,938.93
	<hr/>
Total Current Assets	\$3,778,669.55
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	11,218,789.50
Fixed Assets: Equipment	604,810.83
Fixed Assets: Computer Equipment & Software	147,457.28
Fixed Assets: Vehicles	279,330.18
Fixed Assets: Office Furniture & Rec Equipment	48,123.75
Construction In Progress	266,781.30
Less: Accumulated Depreciation	(7,671,356.91)
	<hr/>
Total Fixed Assets	\$6,050,539.05
	<hr/>
Total Assets	<u><u>\$9,829,208.60</u></u>

Auburn Rec & Park
Balance Sheet
As Of 1/31/2014
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
LIABILITIES and EQUITY	
Current Liabilities	
Prepaid Revenue	\$44.00
Compensated Absenses	94,211.83
	\$94,255.83
Total Current Liabilities	
	\$94,255.83
Long Term Liabilities	
Certificates of Participation-Dai Ichi Kangyo	120,000.00
	120,000.00
Total Long Term Liabilities	
	\$120,000.00
Total Liabilities	
	\$214,255.83
Fund Balances	
GFB: Youth Assistance Fund	\$14,647.68
GFB: General Fund Balance	785,886.11
Investments in Fixed Assets	6,050,539.05
Less: Net of Related Debt	(120,000.00)
RFB: Reserved (City Mitigation)	246,443.37
RFB: Annual Equip Replacement Reserv.	658,530.72
RFB: Annual Contingency Reserve	444,950.00
RFB: Reserved for Future Capital Construction	602,642.66
RFB: Arboretum Grant Fund	13,474.41
RFB: Reserved (Atwood)	10,663.91
RFB: Atwood III-Equip Repl Fund	15,603.66
RFB: General Fund (ADA Reserve)	45,031.75
RFB: Shockley Maint Fund	12,810.66
DFB: Designated (Debt Service Fund)	119,045.31
	714,683.48
Net Profit/(Loss)	
	714,683.48
Total Assets	
	\$6,050,539.05
Total Reserved Funds	
	\$1,930,151.14
Total Designated Funds	
	\$119,045.31
Total Unrestricted Funds	
	\$1,515,217.27
	\$9,829,208.60
Total Liabilities and Equity	
	\$9,829,208.60

Profit & Loss

For 4/1/2013 To 1/31/2014

For Segment1 Recreation Services To Administration

For All Segment2s

For All Segment3s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services	46,288.94	686,354.83	648,557.00	37,797.83	105.83
Rents & Concessions	14,469.51	180,616.35	179,755.00	861.35	100.48
Miscellaneous Revenue	449,413.85	469,465.81	20,859.00	448,606.81	2250.66
Grants & Donations	4,892.00	31,531.51	9,153.00	22,378.51	344.49
Interest Income	3,136.49	26,951.15	29,199.00	(2,247.85)	92.30
Project Revenue - Government	0.00	47,108.47	74,108.47	(27,000.00)	63.57
Taxes Revenue	1,358,370.60	2,465,239.21	2,479,488.00	(14,248.79)	99.43
TOTAL OPERATING REVENUE	\$1,876,571.39	\$3,907,267.33	\$3,441,119.47	\$466,147.86	113.55%
OTHER FINANCING SOURCES					
Transfer Funds from other sources	0.00	36,395.84	9,395.84	27,000.00	387.36
TOTAL OTHER FINANCING SOURCES	\$0.00	\$36,395.84	\$9,395.84	\$27,000.00	387.36%
TOTAL REVENUES	1,876,571.39	3,943,663.17	3,450,515.31	493,147.86	114.29
EXPENDITURES					
Program Expenses	11,123.73	168,503.41	160,595.00	7,908.41	104.92
Operations & Supplies Expense	25,148.84	241,198.24	244,411.00	(3,212.76)	98.69
Utilities Expense	5,916.43	171,265.35	180,525.00	(9,259.65)	94.87
Legal Expenses	0.00	4,814.33	11,830.00	(7,015.67)	40.70
Professional Services	582.69	23,973.93	22,943.00	1,030.93	104.49
Bldg & Grounds Maintenance	29,535.35	185,167.44	182,978.00	2,189.44	101.20
Property Tax Administration/LAFCO	50,588.48	52,490.97	54,103.00	(1,612.03)	97.02
Salaries Expense	150,803.66	1,199,566.37	1,180,972.00	18,594.37	101.57
Benefits & Payroll Costs	69,829.00	540,984.84	534,766.00	6,218.84	101.16
Fixed Asset Expense	1,150.00	96,301.59	100,187.00	(3,885.41)	96.12

For Segment1 Recreation Services To Administration

For All Segment2s

For All Segment3s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Capital Improvement Projects	4,521.40	409,390.75	305,137.00	104,253.75	134.17
Debt Service	4,290.63	135,322.47	130,366.00	4,956.47	103.80
TOTAL EXPENDITURES	\$353,490.21	\$3,228,979.69	\$3,108,813.00	\$120,166.69	103.87%
NET REVENUE OVER EXPENDITURES	\$1,523,081.18	\$714,683.48	\$341,702.31	\$372,981.17	209.15%
ADJ. NET REVENUE OVER EXPENDITURES	\$1,523,081.18	\$714,683.48	\$341,702.31	\$372,981.17	209.15%

SECTION: 5.0

ITEM: 5.4 REVIEW OF FINANCIALS FOR FEBRUARY 2014

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE BOARD OF DIRECTORS FOR REVIEW AND
APPROVAL**

PROFIT & LOSS				
BUDGET 13/14				
<i>Mid-Year Approved Budget</i>				
	Mid-Year	%	February '14	%
	Budget	Of Total	ACTUAL	Of
Operating Revenues	FY 13-14			Line Item
			YTD	Budget
Program Revenue	\$ 701,137	16.9%	\$ 731,149	18.2
Facility Revenue	\$ 200,966	4.8%	\$ 199,903	5.0
Misc. Revenue	\$ 23,879	0.6%	\$ 472,970	11.8
Grants & Donations	\$ 249,153	6.0%	\$ 31,547	0.8
Interest Income	\$ 36,699	0.9%	\$ 27,035	0.7
Projects Revenue	\$ 292,941	7.1%	\$ 47,108	1.2
Tax Revenue	\$ 2,469,924	59.5%	\$ 2,465,239	61.5
Misc. Revenue	\$ 20,254	0.5%	\$ 36,396	0.9
Transf in from Cap Const & City Trust	\$ 155,634		0	0.0
Total Operating Revenue	\$ 4,150,587	100.00	4,011,347	100.00
Expenditures				
Program Expense	\$ 190,592	4.6%	\$ 186,105	5.3
Operating & Supplies	\$ 278,794	6.7%	\$ 260,034	7.5
Utilities Expense	\$ 200,122	4.8%	\$ 184,855	5.3
Professional Services	\$ 40,967	1.0%	\$ 33,758	1.0
Building & Grounds Maintenance	\$ 238,878	5.8%	\$ 206,557	5.9
Property Tax Admin.	\$ 54,103	1.3%	\$ 52,491	1.5
Wages	\$ 1,452,762	35.2%	\$ 1,303,786	37.4
Benefits & Payroll Costs	\$ 645,208	15.6%	\$ 592,146	17.0
Fixed Asset Expense	\$ 111,187	2.7%	\$ 99,521	2.9
Capital Improvement Projects	\$ 725,943	17.6%	\$ 427,998	12.3
Debt Services	\$ 143,803	3.5%	\$ 138,052	4.0
Special Departmental Expenses	\$ -	0.0%	\$ -	0.0
Project Expenditures	\$ -	0.0%	\$ -	0.0
Misc Expense (reserve)	\$ 50,000	1.2%		0.0
Total Expenditures	\$ 4,132,359	100.00	\$ 3,485,303	100.00
Net Revenue Over Expenditures	\$ 18,228	0.44	\$526,044	
Annual Contingency Reserve (1-2%)	\$ 444,950		\$ 444,950	
Annual Equip Replacement Reserve	\$ 458,531		\$ 658,531	
Future Capital Construction Reserve	\$ 582,329		\$ 602,643	
ADA Reserve	\$ 54,335		\$ 45,032	
TOTAL RESERVES	\$ 1,540,145		\$ 1,751,156	

As Of 2/28/2014
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
ASSETS	
Current Assets	
Imprest Fund (Petty Cash)	\$580.00
Umpqua Bank	98,996.58
Placer County Treasure-General	2,951,585.46
ADA Reserve Account	45,031.75
Placer County Treasurer - City Trust	246,443.37
Cash in Debt Service Fund	119,045.31
Youth Asst. Fund	14,627.68
Atwood Fund	8,417.69
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,474.41
Shockley Maint Fund	12,810.66
Accounts Receivable	24,536.49
A/R - 501C3 Group	7,520.00
Daycamp Receivables	5,185.00
Prepaid Liability Expense	20,123.32
Prepaid Workers Compensation Insurance	6,586.74
	<hr/>
Total Current Assets	\$3,590,568.12
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	11,218,789.50
Fixed Assets: Equipment	608,030.46
Fixed Assets: Computer Equipment & Software	147,457.28
Fixed Assets: Vehicles	279,330.18
Fixed Assets: Office Furniture & Rec Equipment	48,123.75
Construction In Progress	279,001.89
Less: Accumulated Depreciation	(7,671,356.91)
	<hr/>
Total Fixed Assets	\$6,065,979.27
	<hr/>
Total Assets	<u><u>\$9,656,547.39</u></u>

As Of 2/28/2014
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
LIABILITIES and EQUITY	
Current Liabilities	
Prepaid Revenue	\$584.00
Compensated Absenses	94,211.83
	<hr/>
Total Current Liabilities	\$94,795.83
Long Term Liabilities	
Certificates of Participation-Dai Ichi Kangyo	120,000.00
	<hr/>
Total Long Term Liabilities	\$120,000.00
Total Liabilities	\$214,795.83
Fund Balances	
GFB: Youth Assistance Fund	\$14,627.68
GFB: General Fund Balance	788,152.33
Investments in Fixed Assets	6,065,979.27
Less: Net of Related Debt	(120,000.00)
RFB: Reserved (City Mitigation)	246,443.37
RFB: Annual Equip Replacement Reserv.	658,530.72
RFB: Annual Contingency Reserve	444,950.00
RFB: Reserved for Future Capital Construction	602,642.66
RFB: Arboretum Grant Fund	13,474.41
RFB: Reserved (Atwood)	8,417.69
RFB: Atwood III-Equip Repl Fund	15,603.66
RFB: General Fund (ADA Reserve)	45,031.75
RFB: Shockley Maint Fund	12,810.66
DFB: Designated (Debt Service Fund)	119,045.31
Net Profit/(Loss)	526,042.05
	<hr/>
Total Assets	\$6,065,979.27
Total Reserved Funds	\$1,927,904.92
Total Designated Funds	\$119,045.31
Total Unrestricted Funds	\$1,328,822.06
	<hr/>
Total Liabilities and Equity	\$9,656,547.39
	<hr/> <hr/>

Profit & Loss

For 4/1/2013 To 2/28/2014

For Segment1 Recreation Services To Administration

For All Segment2s

For All Segment3s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services	44,794.25	731,149.08	678,307.00	52,842.08	107.79
Rents & Concessions	19,286.56	199,902.91	187,856.00	12,046.91	106.41
Miscellaneous Revenue	3,504.11	472,969.92	21,359.00	451,610.92	2214.38
Grants & Donations	15.00	31,546.51	9,153.00	22,393.51	344.66
Interest Income	83.60	27,034.75	32,949.00	(5,914.25)	82.05
Project Revenue - Government	0.00	47,108.47	74,108.47	(27,000.00)	63.57
Taxes Revenue	0.00	2,465,239.21	2,479,488.00	(14,248.79)	99.43
TOTAL OPERATING REVENUE	\$67,683.52	\$3,974,950.85	\$3,483,220.47	\$491,730.38	114.12%
OTHER FINANCING SOURCES					
Transfer Funds from other sources	0.00	36,395.84	9,395.84	27,000.00	387.36
TOTAL OTHER FINANCING SOURCES	\$0.00	\$36,395.84	\$9,395.84	\$27,000.00	387.36%
TOTAL REVENUES	67,683.52	4,011,346.69	3,492,616.31	518,730.38	114.85
EXPENDITURES					
Program Expenses	17,601.85	186,105.26	169,945.00	16,160.26	109.51
Operations & Supplies Expense	18,835.66	260,033.90	265,802.00	(5,768.10)	97.83
Utilities Expense	13,589.98	184,855.33	191,479.00	(6,623.67)	96.54
Legal Expenses	3,112.50	7,926.83	12,330.00	(4,403.17)	64.29
Professional Services	1,857.50	25,831.43	24,193.00	1,638.43	106.77
Bldg & Grounds Maintenance	21,389.86	206,557.30	207,178.00	(620.70)	99.70
Property Tax Administration/LAFCO	0.00	52,490.97	54,103.00	(1,612.03)	97.02
Salaries Expense	104,219.89	1,303,786.26	1,285,919.00	17,867.26	101.39
Benefits & Payroll Costs	51,161.58	592,146.42	589,307.00	2,839.42	100.48
Fixed Asset Expense	3,219.63	99,521.22	110,187.00	(10,665.78)	90.32

Profit & Loss

For 4/1/2013 To 2/28/2014

For Segment1 Recreation Services To Administration

For All Segment2s

For All Segment3s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Capital Improvement Projects	18,606.96	427,997.71	317,637.00	110,360.71	134.74
Debt Service	2,729.54	138,052.01	132,081.00	5,971.01	104.52
TOTAL EXPENDITURES	\$256,324.95	\$3,485,304.64	\$3,360,161.00	\$125,143.64	103.72%
NET REVENUE OVER EXPENDITURES	(\$188,641.43)	\$526,042.05	\$132,455.31	\$393,586.74	397.15%
ADJ. NET REVENUE OVER EXPENDITURES	(\$188,641.43)	\$526,042.05	\$132,455.31	\$393,586.74	397.15%

Item 5.5 Cover sheet – Amendment to Policy for MOU’s and MOA’s

Auburn Recreation District Policy Committee meeting October 2012, November 2012; Board of Director’s meeting November 2012; Policy Committee, March 2014; Board of Director’s meeting, March, 2014

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend its policy regarding the creation of Memorandums of Understandings (MOU’s) or Memorandums of Agreements (MOA’s)? This proposed policy amendment was requested by the ARD Policy Committee.

Background

ARD occasionally considers entering into an MOU or MOA with an outside organization. Currently, ARD has MOUs or MOAs with the following organizations:

- The Ashley Memorial Dog Park Foundation (Ashley Memorial Dog Park)
- New Hope (modular building at Overlook Park)
- The Bear River Recreation and Park District (youth basketball)
- Western States Trail Foundation (use of Overlook Park modular building)
- Meadow Vista MAC PAC (MV Arboretum)
- Placer County Sheriff Department (enforcement of ARD Ordinance #1)
- City of Auburn (mitigation fees and maintenance of pocket parks)
- Meadow Vista Water Users Association (ditch water for MV Park)
- Placer County Office of Education (modular building at Rock Creek Elementary)
- Red Cross Shelter Agreement (use of ARD facilities in an emergency)

Currently, ARD also has long term agreement and/or arrangements with the following groups

- MV Community Center Inc. (landlord/tenant Ground Lease)
- Boys and Girls Club of Auburn (land lease option at Regional Park)
- Tutor Totter (rental agreement for use of Christian Valley Park building)
- United States Bureau of Reclamation (25 year agreement for CVCC/Railhead/Overlook)

In November, 2012, the ARD Board created the following policy on MOUs and MOAs:

XV. Policy on Memorandums of Understanding/Agreement and Public/Private Joint Ventures/Outside Entities Building on ARD Property (hereafter referred to as “Agreements”

All Agreements must be approved by the District Administrator and/or the Board of Directors.

Agreements with an estimated annual value of less than \$25,000 may be approved by the District Administrator.

Agreements with an estimated annual value of \$25,000 or more will be approved by the Board of Directors.

Agreements without a maximum 90 day termination clause will be approved by the Board of Directors.

The District Administrator may forward any Agreement to the Board of Directors for approval.

The Policy Committee is recommending adding the following language to the above listed policy:

The Board of Directors will be notified of all Agreements.

This language will be inserted after the first condition (“All Agreements must be approved…”).

Recommendation for the Board of Directors

Review and approve the proposed change to the ARD policy on MOUs/MOAs.

Alternatives Available to the Board of Directors

1. Do not move forward with this issue.
2. Send the proposed policy change back the ARD Policy Committee for further review and discussion.

Fiscal Impact

The fiscal impact would be dependent on each MOU/MOA

Attachments

None.

SECTION: 6.0

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

INFORMATION:

SEE ATTACHMENTS

District Administrator
Report to the Board of Directors
March, 2014

- Regional Park gym floor update: A manufacturer's rep flew in from Ohio to look at our floor. He worked with the contractor to patch the problem spots. In April (once we are done with youth basketball), the contractor will come back in and resurface the entire floor, including repainting the lines.
- Paula Ainsleigh's chili was another great hit at the Celebrity Chef event. Thank you to Director's Ainsleigh and Ferris for helping to serve. We emptied a very large pot within 40 – 45 minutes and had a couple of people, including Mayor Powers, rave about how good it tasted.
- CVCC was the location for the multi-Chamber of Commerce Government Affairs meeting. We had approximately 80 - 90 people here from Auburn, Roseville, Rocklin and Lincoln. I was able to give a quick plug to the group about rental opportunities at CVCC. We have already booked one rental from an attendee at the event.
- I have received numerous emails from tennis and pickle ball players regarding the proposed new pickle ball courts at Regional Park (either new courts or converting old courts). Per direction at the February Board meeting, staff will continue to monitor usage and report back with more data in June or July.
- The Regional C field has been infested with Poa Annua, a grass that is really a weed (as far as we are concerned). We had eradicated via hand pulling a couple of weeks ago, but it has come back with a vengeance. It can be a difficult weed to control. We are working with our weed spraying contractor to help control it. In the meantime, we keep pulling.
- We received a \$1,250 sponsorship check from Reese Browning (Old Town Pizza). This sponsorship is for 4 different events coming up this year.

Meetings/events attended

3/3: Meeting with reps to look at Regional gym floor
3/4: Rotary
3/5: Chamber Govt. Affairs meeting
3/6: ARD Safety Committee meeting
3/6: Negotiations with Local 39
3/6: Celebrity Chef event
3/7: Meeting with staff from PUHSD re: possible rental space
3/10: Sierra College re: Recreation Dept. advisory meeting
3/11: Rotary
3/11: Placer County re: Pre-development meeting for Bell Rd. property
3/12: State of the Community Dinner committee
3/17: Finance Committee
3/17: A&D Committee
3/18: Rotary Board
3/18: Rotary
3/18: Stewardship Council, Placer Land Trust, PG&E re: CV property Conservation Easement
3/19: Negotiations with Local 39
3/19: Policy Committee
3/21: Obstacle Course meeting

Meetings/events scheduled to attend

3/25: Board of Supervisors meeting re: Bruce Cosgrove honor
3/25: Rotary
3/25: Placer County Parks Commission
3/26: Chamber Board of Directors meeting

Administrative Services Manager **Report to the Board of Directors** **March, 2014**

Staff has conducted two negotiating sessions with Local 39 to date. Progress is being made and we hope to wind up negotiations in April.

The fiscal year end is March 31 and our new auditor has already been at work doing some background information gathering.

Due to the year end, the March financials will be delayed, most likely until the end of April. This is normal every year as we have to wait for bank statements, invoices from vendors, and County reports. During the year, we often close the month by the 11th or 12th even if we don't have all the information from the previous month, since we catch it up the following month. At year end we must have all the information so that we have accurate statements.

Facilities & Grounds Manager **Report to the Board of Directors** **March, 2014**

Replace drinking fountain Meadow Vista Park (near restrooms).

Repaint picnic tables Meadow Vista Park.

Mowing of all District turf areas.

Replace Maintenance Shop lights Recreation Park (T5 bulbs, more efficient).

Install window tint Recreation Shop (more energy efficient).

Scheduled weed eating Meadow Vista Arboretum.

Replace front playground boards Recreation Park (perimeter of playground).

Repair all District scoreboards (replace burnt out bulbs).

Painting down stairs rooms CVCC.

Ball field preparation all fields (bolt rip, screen drag, line).

Install playground chips Recreation Park (front play area).

Paint picnic tables Recreation Park.

Replace irrigation clock James Field (infield dirt clock).

Wash windows CVCC.

Repair broken water line Overlook Park (near front of park).

Repaint parking stripes Regional Park (front of Gym & Dry Creek area).

Cleanup goose droppings Regional Park.

Repair BBQ Regional Park (replace metal bottoms).

Replace boards to memorial bench Regional Park.

Daily scheduled cleaning of all District parks including (playgrounds, volleyball courts, bathrooms, walkways, exercise areas, BBQ pits, picnic areas, pond spillways).

Scheduled building maintenance including (floors, bathrooms, setups & take down of District events and classes).

Scheduled maintenance of Sierra Pool (chemical balancing, pool & deck cleaning).

Landscape Architect
Report to the Board of Directors
March, 2014

- Miscellaneous Items: Miscellaneous project research, update of project lists, monthly Board report. Misc project coordination with Larry Gray and Pat Shane.
- PGE Land Trust Donation Application: Continued communication with PGE and Stewardship Council. Staff meetings and ongoing communication with Placer Land Trust and Stewardship Council. Review and approve final Wetland Study. Process consultant invoice. Coordinated additional Record of Survey work for Christian Valley. Review current Conservation Easement language. Review Baseline Report and Management Plan. Meeting with Stewardship Council, Placer Land Trust and ARD (in-house and conference calls). Multiple staff meetings and discussions. Attended Placer County pre-development meeting. Coordination and research for potential habitat enhancement project at Bell Road property. Drafted preliminary proposal for grant from Stewardship Council to fund need assessment study for Bell Road.
- Bike Park/Pump Track Project: Multiple staff meetings. Site walks various user groups including bike and equestrian. Prepare materials for A&D meeting. Consultations with Bureau of Reclamation.
- Railhead Park Playgrounds: Tracking project with Bureau. Responding to various requests for further information.
- Railhead Park Design: Tracking project with Bureau. Responding to requests for additional information. Research water usage and irrigation design. Work with Pat Shane and Larry Gray on new irrigation design and water usage estimates.
- Regional Park Gym Floor: Continued site monitoring including site visits and coordination with contractor.
- Bureau of Reclamation Operation and Development Plan: Ongoing work on document. Multiple staff meetings, phone calls with Bureau contacts, work on outline. Meeting with consultant regarding CEQA/NEPA process. Working on public outreach strategy. Discussion with Manouch on website use to advertise meetings etc. Several phone calls with Bureau personnel to resolve questions and provide information regarding boundary change corrections.
- Bocce Ball at Recreation Park: Met with Bocce ball committee members at Rec Park to discuss site potential. Ongoing research. Research on using sand volleyball courts instead of basketball court area. Communication with public, answering questions and emails.
- Pickleball Courts at Regional Park: Communication with public, answering phone calls and emails.
- Begg's Field Safety Netting: Follow up with Sean Allen from Eagle Fence.
- Overlook Park Landscape Renovation: Research, planning and cost estimate a scope of work to remove lawn areas and replace with xeriscape (low water usage) landscaping as requested by Kahl and Joe.
- Meadow Vista Community Center: Meetings at Meadow Vista and in District offices regarding changes to ADA parking, potential lighting and pathway.

Customer Service/Marketing Manager
Report to the Board of Directors
March, 2014

2/15/14-3/21/14 2/15/13-3/21/13

Activity Registrations	\$17,000	\$15,000
Day Care/Discovery payments	\$27,000	\$22,000
Facility payments/reservations	\$19,000	\$21,000

I continue my community involvement to actively promote and raise awareness of ARD's facilities and programs.

Recreation Services Manager
Report to the Board of Directors
March, 2014

- Meetings attended: AAUW Board, ACF, SHF, PIP, VFCAL.
- Received first 2014 sponsor packet back with donation for events.
- Summer Activity Guide text is with the graphic artist. She has sent a first draft for corrections by staff.
- Had 3,500 Summer Camp flyers printed and distributed to area schools. Split the cost with Auburn Gymnastics Center. Camp registration begins March 24.
- Met with Mobile Rock and Paradise Parties to schedule inflatables and climbing walls for 2014 ARD scheduled events.
- Had meetings with group of Women in Business regarding vendors for the Expo. Have 15 vendors confirmed; we are continuing to solicit vendors.
- Met with Ukulele planning committee. Had 2,500 postcards printed for distribution at the Monterey and Reno Ukulele Festivals.
- Met with representatives from the Waldorf School to explain registration procedures and receive first camp registrations.
- Met with assistant swimming coaches in preparation for stroke and turn.
- Met with synchronized swimming coach to catch up on their recruiting process that seems to be going well.
- Met with the Endurance Committee to share with them the ARD completion certificate.
- Following up now on Sponsor requests sent out this month and last.

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

Coming up this Month

March 31	Robalos Stroke and Turn begins	Sierra Pool
April 7	Summer Day Camp Registration Begins	Recreation Park
April 14	Lifeguarding Class begins	Sierra Pool
April 24	Back in Sync Night-Mermaids	Stella Room
April 25	Back to Swim Night-Robalos	Sierra Room
April 26	Fishing Derby	Regional Park
April 28	Robalos/Mermaids Begin	Sierra Pool

Youth Services Manager

Report to the Board of Directors

March, 2014

- Skyridge Discovery director attended their kindergarten fair and handed out registration information for next fall.
- Field trips finalized for summer day camp.
- Further developed summer day camp theme calendar and activities.
- Spring break day camp advertised at sites and schools.
- Finalized spring break activity calendar.
- Substituted for staff absences.
- Purchased supplies for sites and spring break day camp.

FEE WAIVER LOG

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

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Sep-13	Ed Easton	Gold Country Toy Run-Annual Ride...Regional Gym and Picnic sites at Rec. Park	\$710.00	\$30.00	\$740.00	Yes	\$1,015.00	\$3,780.00
Oct-13	Katrina Kane	Placer County Sheriff Search & Rescue Recertification Prg. At Overlook Park	\$2226.00	\$60.00	\$2286.00	No		
Oct-13	Patrick Little	Special Olympics-Recreation Gym	\$643.50	\$165.00	\$643.50	No		
Oct-13	Veona Galbraith	Girl Scout Troop 1589-Lakeside Room	\$120.00	\$30.00	\$120.00	No		
							\$989.50	\$4,769.50
Nov-13	Will Taylor	Health and Human Services, Placer County-Recovery Happens. Recreation Park Picnic Sites	\$240.00	\$90.00	\$240.00	No	\$240.00	\$5,009.50
Dec-13	Alexandra Hastings	Auburn Zombie Run-Recreation Park Picnic Sites	\$150.00	\$60.00	\$150.00	Yes		
Dec-13	Tim Helmer	Auburn Area 45 Club-Fundraising Christmas Event for Children-Sierra Room and Kitchen	\$230.00	\$60.00	\$230.00	No		
Dec-13	Susan Rushton	AAUW-Annual Trivia Bee Fundraising-Regional Gym and Lakeside Room	\$2,160.00	\$90.00	\$2,160.00	No		
							\$2,440.00	\$7,729.50
Jan 014	Ralph Lucas	Western States Endurance Run holding a communication training session in Sierra Room	\$360.00	\$60.00	\$360.00	Per MOU with WSTF		
Jan 014	Janean Steinheimer	Placer High Grad Night- Recreation Park Building and Pool	\$4,880.00	\$635.00	\$4,880.00	Yes		
							\$5,240.00	\$13,329.50
Feb-14	John Demello	Placer Sportsmen-Recreation Gym for fundraising; Fishing Derby at Regional Park	\$507.00	\$90.00	\$407.00	Yes		

2013/2014 Project List

PROJECT	Est. Cost	Notes	Est. completion date
Ashford Park			
Restroom Remodel	35,000	Meetings with local agencies for mitigation funding approval ongoing.	May-14
Ashford Path Of Travel Renovation	27,000	Project complete	Oct-13
Path Of Travel Rest Stops	4,000	Cannot construct rest stops because code compliant slopes are not buildable	
Parking Lot Renovation	40,000	Project complete	Oct-13
Playground Replacement	68,000	Playground completed and inspected	Jul-13
ADA Signage	500	Work completed: all signs necessary installed during parking lot project	Mar-14
Pond mucking	6,850	Work completed	Oct-13
Recreation Park			
ADA Signage	1,500	In process of installation	Mar-14
Begg's Safety Netting	1,500	Waiting for contractor to complete installation	Mar-14
Expansion Joint Pool	35,000	Project Completed	Oct-13
Regional Park			
24 Acres Walking Path - In Kind	235,000	DG pathway by Western Care; project on hold due to issues with Timberline Project	TBD
MP Field Improvements	12,500	Work to begin April 1, 2014	July, 2014
Canyon View Community Center			
Roof Repair	10,000	Project completed	Mid November, 2013
Railhead Park			
Shade Structure and Hardscape	121,200	Packet submitted to Bureau February 5, 2014: application in process	Jun-14
Playground Replacement	61,000	Packet submitted to Bureau February 5, 2014: application in process	Jun-14
Meadow Vista Park			
Pathway Repairs	23,000	Project Completed	Sep-13
Pond mucking	18,149	Work completed	Oct-13
Total Projects Fiscal Year	700,199		
Updated March 12, 2014			

Mar-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
3/1/2014	Regional C-Field	Broke exterior light on score booth	\$20.00	\$16.90, new light fixture
3/1/2014	Regional	Picnic table stolen	\$0.00	\$600 to \$1,000
3/2/2014	Regional C Field	Attempt to break into C Field score booth, failed	\$20.00	\$0.00, touch up paint
3/2/2014	Regional C Field	Snapped off spiket next to 3rd base dugout, water running	\$30	\$28.00 Replaced spiket and broken water pipe to spiket
3/4/2014	Ashford Park	Graffiti in men's bathrooms	\$10	\$5.00, graffiti remover
3/9/2014	Regional	Toilet Paper Fixtures taken from shop bathrooms	\$30	\$45, new dispensers
3/11/2014	Centennial Park	Graffiti	\$40	\$25, paint
3/14/2014	Regional Park	Tree Vandalism, one tree cut to ground another tree damaged	\$30	did not replace tree, just dug cut tree out.
			Total Labor	Total Material
			\$180.00	\$1,119.90
			Total for Year	Total for Year
			\$610.00	\$2,525.36

Feb-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
2/2/2014	Regional Park	Toilet paper dispenser broken, graffiti	\$30.00	\$55.00, acetone to remove graffiti and two new toilet paper dispensers
2/3/2014	Overlook	Car drove through two grass areas, pieces of car picked up	\$10.00	Possible tree loss, will have to wait and see if it survives
2/13/2014	Meadow Vista	Coyote taken	\$0.00	\$50 to replace
2/14/2014	Regional C-Field	Score Booth, broken in, turbine ripped off roof	\$60	\$125, new turbine for roof, new hasp for door

Total Labor	\$100	Total Material	\$230
Total for Year	\$430	Total for Year	\$1,405.46

Jan-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
12/11/2014	Overlook Park	Graffiti, men's bathroom wall	\$20	\$10, paint to cover graffiti
12/11/2014	Regional Park	Broken bubble on play set	\$40	\$800, replacement bubble
12/21/2013	Regional Park	Broke into A & C Field Score Booth	\$20	\$15, replacement hasps
12/25/2013	Regional Park	Broke into C Field score Booth	\$20	\$35.46, new lock set
12/30/2013	Regional Park	Toilet paper dispensers taken	\$20	\$34, two new dispensers
1/2/2014	Winchester	Broke into Soccer Storage Unit		\$13, new lock replacement
1/5/2014	Regional Park	Broke in B Field Score Booth	\$30	\$23, new hinges
1/8/2014	Skate Park	Graffiti, table	\$20	\$15, paint
1/15/2014	Regional Park	Cayote taken from A Field	\$0	\$55, to replace cayote
1/22/2014	Recreation Park	Broke into gated storage area stole gas, cut gas lines on equipment, cut chain link fence for entry	\$160	\$175, chain link fence, gas, gas lines
Total			\$330.00	\$1,175.46

Item 7.1 Cover sheet – Sports Field Rental Fee Increase

Auburn Area Recreation and Park District Program, Policy, Personnel and Fee Committee January, 2014; Board of Directors meeting January, 2014; Policy Committee February, 2014; Board of Directors meeting February, 2014; Board of Directors meeting March, 2014

The Issue

Shall the Auburn Area Recreation and Park District (ARD) raise rental fees for sports fields? The ARD Policy Committee has requested that this item be considered.

Background

ARD Policy regarding rental fees for use of sports fields is as follows:

XXII. Use of Outdoor Fields and Facilities

D. Field Fees & Proceedings:

1. Fees: Refer to established Schedule of Fees as approved by Board of Directors.

The last fee increase for sports fields was approved and implemented in January, 2012.

A review of the last 3 years P&L for sports fields (attached) shows that certain fields are not meeting a cost recovery of 50%, a past stated goal of the ARD Board.

Additionally, certain sports damage the fields to a much greater extent than others. A premium rate for those sports (football, rugby, lacrosse) has been proposed.

This proposed increase was brought the ARD Board in January, 2014. The Board gave direction to send a letter to the sports fields User Groups, advising them of the proposed increases. The letter (attached) was sent to the User Groups on February 3rd.

The Board considered this item at the February Board of Directors meeting. There was some concern amongst the Board that ARD did not hear any comment back from any of the User Groups. The Board directed staff to re-notify the User Groups.

ARD staff sent an updated letter via U.S. Mail and via email. The email requested that the User Groups reply and let us know that they received the email and to see if there were any questions, comments, etc. Two User Groups (Placer Jr. Hillmen Football and Auburn Braves Baseball) replied, however they requested information separate from the proposed increase. A third User Group (Placer Hill Soccer) replied and wanted to know the hourly rates for certain fields. As of 3/20/14, ARD has not received any objections or concerns regarding the letter or proposed increase.

It was also requested that staff research participation numbers for User Groups. The information reported back to staff is attached.

Recommendation

As the cost recovery on these fields is near 50%, a past stated goal of the ARD Board, staff recommends a modest increase of 5% on the costs to rent most of the fields. Those new fees fields are indicated in red on the Proposed Sports Field Rental Fee chart (attached).

Staff also recommends the other changes as proposed on the Sports Field Rental Fee chart.

The Policy Committee supports staff's recommendation.

Alternatives Available

- 1) Increase the rental fees at a different rate
- 2) Keep the rates at the same level they are now
- 3) Direct staff to provide further research and information

Fiscal Impact

The profit and loss for each field is listed on the attached P&L chart.

Attachments

Sports Field P&L
Existing field rental fees
Proposed new field rental fees
Letters sent to User Groups
User Group Participation numbers

ARD Sports Fields Profit and Loss

Regional "C"

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14*</u>	<u>3 year average</u>
Expenses				
Maintenance	\$202	\$4,341	\$6,220	\$3,588
Wages (avg. \$12/hr.)	\$1,524	\$2,280	\$2,255	\$2,020
Wage Roll-ups (40%)	\$610	\$912	\$902	\$808
Expense Total	\$2,336	\$7,533	\$9,377	\$6,415
Revenue	\$923	\$2,810	\$4,095	\$2,609

Regional Soccer

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14*</u>	<u>3 year average</u>
Expenses				
Maintenance	\$4,960	\$149	\$2,225	\$2,445
Wages (avg. \$12/hr.)	\$948	\$1,140	\$1,303	\$1,130
Wage Roll-ups (40%)	\$379	\$456	\$521	\$452
Expense Total	\$6,287	\$1,745	\$4,049	\$4,027
Revenue	\$614	\$2,342	\$4,166	\$2,374

Regional "A" (note: used mainly for ARD softball; labor costs reflect time spent lining/prepping field)

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14*</u>	<u>3 year average</u>
Expenses				
Maintenance	\$1,641	\$2,016	\$1,279	\$1,645
Wages (avg. \$12/hr.)	\$2,016	\$4,776	\$4,945	\$3,912
Wage Roll-ups (40%)	\$806	\$1,910	\$1,978	\$1,565
Expense Total	\$4,463	\$8,702	\$8,202	\$7,122
Revenue	134	132	362	\$209

Note: expenses do not include garbage, sewer, water, or bathroom supplies

Note: FY 13/14 expenses = actual + projected

FY 11/12

FY 12/13

FY 13/14*

3 year average

Regional "B"

Expenses

Maintenance	\$1,640	\$2,691	\$1,279	\$1,870
Wages (avg. \$12/hr.)	\$1,008	\$1,968	\$2,276	\$1,751
Wage Roll-ups (40%)	\$403	\$787	\$910	\$700
Expense Total	\$3,051	\$5,446	\$4,465	\$4,321

Revenue \$1,617 \$2,105 \$2,336 \$2,019

James Field

Expenses

Maintenance	\$7,614	\$6,267	\$9,407	\$7,763
Wages (avg. \$12/hr.)	\$1,692	\$2,616	\$3,682	\$2,663
Wage Roll-ups (40%)	\$677	\$1,046	\$1,473	\$1,065
Expense Total	\$9,983	\$9,929	\$14,562	\$11,491

Revenue \$5,794 \$16,734 \$9,768 \$10,765

Beggs Field

Expenses

Maintenance	\$5,376	\$3,291	\$8,036	\$5,568
Wages (avg. \$12/hr.)	\$2,304	\$1,932	\$2,793	\$2,343
Wage Roll-ups (40%)	\$921	\$773	\$1,117	\$937
Expense Total	\$8,601	\$5,996	\$11,946	\$8,848

Revenue \$2,217 \$2,830 \$3,677 \$2,908

Recreation Field

Expenses

Maintenance	\$718	\$1,075	\$3,824	\$1,872
Wages (avg. \$12/hr.)	\$420	\$804	\$1,406	\$877
Wage Roll-ups (40%)	\$168	\$322	\$562	\$351
Expense Total	\$1,306	\$2,201	\$5,792	\$3,100

Revenue \$1,363 \$4,004 \$3,580 \$2,982

FY 11/12

FY 12/13

FY 13/14*

3 year average

Railhead Park**Expenses**

Maintenance	\$8,624	\$6,655	\$6,134	\$7,138
Wages (avg. \$12/hr.)	\$1,128	\$300	\$3,103	\$1,510
Wage Roll-ups (40%)	\$451	\$120	\$1,241	\$604
Expense Total	\$10,203	\$7,075	\$10,478	\$9,252

Revenue \$18,861 \$32,714 \$23,358 \$24,978

Christian Valley ball field**Expenses**

Maintenance	\$ 2,307	\$ 2,358	\$ 2,878	\$2,514
Wages (avg. \$12/hr.)	\$ 4,920	\$ 3,552	\$ 2,736	\$3,736
Wage Roll-ups (40%)	\$ 1,968	\$ 1,421	\$ 1,094	\$1,494
Expense Total	\$9,195	\$7,331	\$6,708	\$7,745

Revenue \$1,104 \$837 \$1,850 \$1,264

Sugar Pine Ridge (Winchester)**Expenses**

Maintenance	\$ 2,486	\$ 2,940	\$ 766	\$2,064
Wages (avg. \$12/hr.)	\$ 3,264	\$ 3,684	\$ 2,628	\$3,192
Wage Roll-ups (40%)	\$ 1,306	\$ 1,474	\$ 1,051	\$1,277
Expense Total	\$7,056	\$8,098	\$4,445	\$6,533

Revenue \$2,088 \$3,568 \$2,706 \$2,787

Placer Hills Park soccer field**Expenses**

Maintenance	\$ 582	\$ 538	\$ 866	\$662
Wages (avg. \$12/hr.)	\$ 8,940	\$ 5,760	\$ 3,924	\$6,208
Wage Roll-ups (40%)	\$ 3,576	\$ 2,304	\$ 1,570	\$2,483
Expense Total	\$13,098	\$8,602	\$6,360	\$9,353

Revenue \$1,120 \$1,085 \$539 \$915

Note: expenses do not include garbage, sewer, water, or bathroom supplies

Note: FY 13/14 expenses = actual + projected

GROUP A: Activities sponsored or conducted by a volunteer organization, the majority of which are 17 years of age and under who have adult leaders or chaperones (i.e. Boy Scouts, Girl Scouts, Little League, etc)

GROUP B: Meetings or similar activities of resident, civic, or service organization, Non profit groups, such as Red Cross, schools, or other resident adult organizations where there is no fee charged for participation

GROUP C: Private Citizens' parties/receptions where the primary function is social

GROUP D: Activities sponsored by a business, corporation, or other firm where their interest is in profit making

Fields	Group A	Group B	Group C	Group D
	Hourly	Hourly	Hourly	Hourly
Recreation Field	\$9.15	\$18.30	\$25.50	\$33.65
Beggs Field	\$10.15	\$23.35	\$30.45	\$38.60
James Field	\$18.25	\$25.40	\$33.50	\$41.60
Regional A Softball	\$17.25	\$22.35	\$29.45	\$37.55
Regional B Softball	\$16.25	\$20.30	\$28.40	\$35.55
Regional C Softball	\$16.25	\$20.30	\$28.40	\$35.55
Regional Soccer Field	\$12.20	\$20.30	\$28.40	\$35.55
MV Soccer A/B	\$13.20	\$23.35	\$30.45	\$38.60
MV Pee Wee Soccer	\$8.15	\$15.25	\$23.35	\$30.45
MV Softball	\$16.25	\$18.30	\$25.50	\$33.50
Railhead A Field	\$12.20	\$23.35	\$30.45	\$38.60
Railhead B Field	\$12.20	\$23.35	\$30.45	\$38.60
Christian Valley Field	\$9.15	\$15.25	\$23.35	\$30.45
Winchester Field	\$16.25	\$20.30	\$28.40	\$35.55
Fair A Softball	\$16.25	\$20.30	\$28.40	\$35.55
Fair B Softball	\$9.15	\$15.25	\$23.95	\$30.45
Fair C Softball	\$9.15	\$15.25	\$23.35	\$30.45
Placer Hills Field	\$7.15	\$15.25	\$23.35	\$30.45
Outdoor Volley/Basketball Courts	\$8.15	\$12.20	\$15.25	\$18.30

Out of District fees: \$75 per hour for James field, \$60 per hour for all other fields.

Tournament Packages

Tournament Location	All Groups	
	1/2 Day 9am-3pm, 6 hours	All day 9am-9pm, 12 hours
Recreation Fields	\$105.00	\$210.00
Regional Fields	\$105.00	\$210.00
Fairgrounds Fields	\$105.00	\$210.00
Regional Soccer Field	\$105.00	\$210.00
Railhead Soccer Fields	\$105.00	\$210.00

Lights	\$25.00 per hour
Field Lining-Softball Fields only	\$40.00
Custodial Fee over 100 people	\$60.00
Alcohol Permit Fee	\$30.00
Field Lining-Soccer Fields only	\$255.00

Existing

GROUP A: Activities sponsored or conducted by a volunteer organization, the majority of which are 17 years of age and under who have adult leaders or chaperones (i.e. Boy Scouts, Girl Scouts, Little League, etc) **Football, lacrosse and rugby groups = add 25% Field Repair fee**

GROUP B: Meetings or similar activities of resident, civic, or service organization; Non profit groups, such as Red Cross, schools, or other resident adult organizations where there is no fee charged for participation.

GROUP C: Private Citizens' parties/receptions where the primary function is social.

GROUP D: Activities sponsored by a business, corporation, or other firm where their interest is in profit making.

Fields	Group A	Group B	Group C	Group D
	Hourly	Hourly	Hourly	Hourly
Recreation Field	\$9.61	\$19.21	\$28.78	\$38.66
Beggs Field	\$10.66	\$24.52	\$31.97	\$40.83
James Field	\$18.25	\$25.40	\$33.50	\$41.88
Regional A Softball	\$18.11	\$23.47	\$30.92	\$39.43
Regional B Softball	\$17.06	\$21.31	\$29.82	\$37.33
Regional C Softball	\$17.06	\$21.31	\$29.82	\$37.33
Regional Soccer Field	\$12.81	\$21.31	\$29.82	\$37.33
MV Soccer - Large	\$13.20	\$23.35	\$30.45	\$38.60
MV Soccer - Small	\$8.15	\$15.25	\$23.35	\$30.45
MV Baseball	\$16.25	\$18.30	\$25.50	\$33.80
Railhead A Field	\$12.20	\$23.35	\$30.45	\$38.60
Railhead B Field	\$12.20	\$23.35	\$30.45	\$38.60
Christian Valley Field	\$9.61	\$16.01	\$24.52	\$31.97
Winchester Field	\$17.06	\$21.31	\$29.82	\$37.33
Placer Hills Field	\$7.51	\$16.01	\$24.52	\$31.97

Out of District fees: \$75 per hour for James field, \$60 per hour for all other fields.

Tournament Packages

Tournament Location	All Groups	
	1/2 Day 9am-3pm, 6 hours	All day 9am-9pm, 12 hours
Recreation Fields	\$110.00	\$220.00
Regional Fields	\$110.00	\$220.00
Regional Soccer Field	\$110.00	\$220.00
Railhead Soccer Fields	\$110.00	\$220.00

Lights	\$25.00 per hour
Field Lining-Softball Fields only	\$40.00
Custodial Fee over 100 people	\$60.00
Alcohol Permit Fee	\$30.00
Field Lining-Soccer Fields only	\$255.00

Proposed



AUBURN AREA RECREATION AND PARK DISTRICT

February 3, 2014

Dear ARD User Group,

The Auburn Area Recreation and Park District (ARD) is proud to partner with your organization, and especially proud of our role in providing facilities and fields for the youth of our community. As you are aware, these facilities and fields must be maintained on a regular basis to make them safe and playable. The maintenance of these fields has a cost to ARD in the form of labor, equipment and supplies. ARD has always worked to keep the costs down for maintaining these facilities and fees, and in most cases does not recover our stated goal of 50% cost recovery.

As such, ARD is proposing to implement a 5% increase on the cost to rent most facilities and fees. We are also proposing to add a 25% additional fee for those sports that typically do the most damage to our fields (football, and possible future uses for rugby and lacrosse). This 5% increase will not get ARD to the 50% cost recovery we seek, however it will bring us closer to that goal. This proposed increase would take effect April 1st. A copy of the proposed Facility and Field rental chart is attached. Proposed increases are indicated in **red** font.

The ARD Policy Committee will be considering these increases on February 19, 2014. That meeting will take place at 2pm. The Policy Committee may forward this proposed increase to the entire ARD Board at the February 27th Board of Director's meeting. That meeting will take place at 6pm. All meetings will be held in the Board Room at the Canyon View Community Center (471 Maidu Dr., Auburn).

ARD is inviting your input on these proposed fee increases. There are several ways to relay your thoughts:

- Attend the Policy Committee and/or Board meeting
- Email your comments to me at kmuscott@auburnrec.com
- Call me with your comments. I can be reached at (530) 885-0611 ext. 102.
- Stop by and see me at the office (471 Maidu Dr.)

Thank you again for the opportunity to be part of your organization and the benefits you provide to our community.

Kahl Muscott, District Administrator



AUBURN AREA RECREATION AND PARK DISTRICT

February 28, 2014

Dear ARD User Group,

The Auburn Area Recreation and Park District (ARD) is proud to partner with your organization, and especially proud of our role in providing facilities and fields for the youth of our community. As you are aware, these facilities and fields must be maintained on a regular basis to make them safe and playable. The maintenance of these fields has a cost to ARD in the form of labor, equipment and supplies. ARD has always worked to keep the costs down for maintaining these facilities and fees, and in most cases does not recover our stated goal of 50% cost recovery.

As such, ARD is proposing to implement a 5% increase on the cost to rent most facilities and fees. We are also proposing to add a 25% additional fee for those sports that typically do the most damage to our fields (football, and possible future uses for rugby and lacrosse). This 5% increase will not get ARD to the 50% cost recovery we seek, however it will bring us closer to that goal. This proposed increase would take effect April 1st. A copy of the proposed Facility and Field rental chart is attached. Proposed increases are indicated in red font.

The ARD Board of Directors has reviewed these increases and they want to hear from your group before taking action. The next ARD Board meeting is Thursday, March 27th at 6pm. The meeting will take place in the Board Room at the Canyon View Community Center (471 Maidu Dr.).

There are several ways to relay your comments:

- Attend the ARD Board of Director's meeting
- Email your comments to me at kmuscott@auburnrec.com
- Call me with your comments. I can be reached at (530) 885-0611 ext. 102.
- Stop by and see me at the office (471 Maidu Dr.)

Thank you again for the opportunity to be part of your organization and the benefits you provide to our community.

Kahl Muscott, District Administrator

User Group Participation numbers

49er United Soccer and Auburn Youth Soccer

From Gary Powell, Auburn Youth Soccer League: While the number of players for 49er United have continued to grow over the past few years; overall the league numbers have declined. At one time a few years ago we were at over 2,200 total players (including 49er United) and now we are down to just over 1,700 total. This is consistent with registrations throughout District VI, which at one time were over 65,000 players and now is possibly 53,000. There are a couple of leagues that have continued to see increases, such as Placer and Elk Grove, but this was due to increased development growth in those areas.

From Jim Logan, President 49er United Soccer League:

For 49er United, we're growing... and have been growing over the past several years:

- We're up to 25 teams, from 19 teams three or four years ago
- We have over 40 players in our youth soccer academy (1st year offering)
- We had approximately 320 players in our club last year and project near 400 this year
- We expect to top 500 players in our club within two years

Within the past couple months we've launched the first of many and ongoing programs to fulfill a vision of being a youth sports organization that delivers continuous soccer services:

- Indoor camps
- High school league
- Speed and Agility training
- Strength and Conditioning
- Seasonal camps tied to school schedules

It's aggressive, but I can see the day when we have 800+ players in our community involved with 49er United in one capacity or another -- serving young athletes and soccer enthusiasts alike with year round programs.

Placer Jr. Hillmen Youth Football and Cheer

From Chris Decker, President Placer Jr. Hillmen Youth Football and Cheer:

Our football enrollment was up about 25% in 2013 from 2012. Cheer was up a few girls.

ARD Youth Development League Basketball

ARD-YDL currently has 650 kids enrolled. ARD-YDL numbers have stabilized in the last couple years, after seeing several years of decline. The ARD-YDL had approximately 1,100 kids in 2004/2005.

Item 8.1 Cover sheet – Revoking Motion for Bike Park Approval at Maidu Site

March, 2014 ARD Board of Directors meeting

The Issue

Shall the Auburn Area Recreation and Park District (ARD) revoke the approval that was given to build a Bike Park/pump track at the Maidu Dr. site?

Background

On December 19, 2013, the ARD Board of Directors reviewed and approved the Maidu Dr. site for the proposed Bike Park/pump track. The motion to approve read as follows:

“Approve the pump track being built at the Maidu/Canyon View site”.

After hearing concerns that this approval could be interpreted as committing to the project prior to the completion of environmental review, ARD staff spoke with legal counsel for the District. Legal counsel recommended revoking this approval and instead approving only preliminary design and environmental review, as set forth in a subsequent agenda item.

Recommendation for the Board of Directors

Revoke the motion made on December 19, 2013 to “approve the pump track being built at the Maidu/Canyon View site”

Attachments:

None.

Item 8.2 Cover sheet – Authorization of Staff to Initiate Preliminary Design and Appropriate Environmental Analysis of the Proposed Bike Park/Pump Track at the Maidu Dr. Site

March, 2014 ARD Board of Directors meeting

The Issue

Shall the Auburn Area Recreation and Park District (ARD) authorize staff to initiate preliminary design and appropriate environmental analysis of the proposed Bike Park/Pump Track at the Maidu Dr. site?

Background

On December 19, 2013, the ARD Board of Directors reviewed and approved the Maidu Dr. site for the proposed Bike Park/pump track. The motion to approve read as follows:

“Approve the pump track being built at the Maidu/Canyon View site”.

After hearing concerns that this approval could be interpreted as committing to the project prior to the completion of environmental review, ARD staff spoke with legal counsel for the District. Legal counsel recommended revoking this approval and providing new direction for staff.

This new direction would authorize staff to initiate preliminary design and appropriate environmental analysis of the Maidu Dr. site for the proposed Bike Park/pump track. Once environmental review is completed, ARD will consider the results in deciding whether to modify and or approve the project.

It should be stated that ARD staff has always fully intended on providing the appropriate environmental analysis per the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

Recommendation for the Board of Directors

Authorize staff to initiate preliminary design and appropriate environmental analysis of the proposed Bike Park/Pump Track at the Maidu Dr. site.

Attachments

None

Item 8.3 Cover sheet – FY2014 /2015 Project List and Ten Year Plan Update

Auburn Area Recreation and Park District Acquisition and Development Committee Meeting January 2014; February, 2014 A&D Committee; February, 2014 Board of Director's Meeting; March, 2014 Acquisition and Development Committee meeting; March, 2014 Board of Director's meeting

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors direct staff to begin preliminary work and provide appropriate environmental analysis of the projects on the proposed FY 14/15 Project List?

Background

ARD staff provides a proposed Project List for each Fiscal Year. This Project List is based off of projects incorporated in the Ten Year Project List as well as any new needs proposed by the community, staff and Board.

The Ten Year Project List is comprised of those projects deemed to be of the highest priority and reflects the District's goal to address needed existing infrastructure upgrades, bring new features into the existing park system and complete potential land acquisition and new park development.

A description of each project is attached. New information (from the last meeting) is in RED font.

Recommendation for the Board of Directors

Staff and the Acquisition and Development Committee recommends that the Board does the following:

- Direct ARD staff to begin preliminary work and provide appropriate environmental analysis of the projects on the proposed FY 14/15 Project List.

Fiscal Impact

The fiscal impact of the FY 14/15 Project List is indicated on that document.

The fiscal impact of the Ten Year Project List is indicated on those documents.

Attachments

FY 14/15 Project Descriptions
Ten Year Project List

FY 2014/2015 proposed Project List

Project Description

The following is a brief discussion of the proposed projects for the FY 14/15 Project List

Updates in RED

Recreation Park

Lower Restroom replacement: This main purpose of this project is make the “lower” restrooms at Recreation Park (the restrooms located near the gazebo at the south end of the park) ADA compliant. This project entails making the interior of the restroom compliant as well as providing an ADA path of travel to the restroom.

Bocce ball courts: This project envisions building four (4) new bocce ball courts in the outdoor basketball/volleyball court area at Recreation Park. This site was chosen due to its proximity to ADA parking, proximity to the pathway and the amount of tree-provided shade in the area. The outdoor volleyball court receives little, if any, use. The outdoor basketball court gets some use, and it is proposed to relocate a half court to the “handball” area, near the batting cage. After posting a “Proposed Project” sign, ARD staff received several calls/emails regarding the usage of the outdoor basketball courts. Staff has since met with the proponents of the bocce ball courts and have agreed that locating the bocce ball courts at the site of the existing volleyball courts is a better arrangement, both in design and lack of use on the volleyball court. The volleyball courts can be relocated by staff, should this be desired.

Solar: ARD has been investigating installing solar panels at different parks for a couple of years. A quote to install solar at the Recreation Park community center was recently received. The cost was \$140,000 and showed a payback of approximately 7 years. A contract for preliminary investigation of the design and engineering for the solar was let to Line Side Solar. Line Side will make a site visit and review the building and its construction (construction plans for the Recreation Park community center are not available).

Regional Park

Field C lights: A pole with a bank of lights in right field has been turned/twisted, most likely from the wind. The repair of this pole requires the use of two cranes.

Lakeside Room Roof Replacement: The rain storm in early February exposed several major issues with the roof over the Lakeside Room. Staff is getting estimates to replace the roof. The low estimate was \$22,295. Work on repairs is tentatively scheduled for April.

Pickle ball courts: This project is being proposed to keep up with the increasing demand for more pickle ball courts. Staff’s original proposal was to build new pickle ball courts, at an estimated cost of \$150,000. Since that point, staff has been observing the use of the existing 6 tennis courts and speaking with park staff about observed usage during the spring and summer months. Anecdotally, it is a relatively rare

occasion that all 6 courts are being used at the same time. The estimated cost to convert one of the 6 courts to four pickle ball courts is \$20,000, a savings of approximately \$130,000 (compared to the costs of a new court).

Staff is suggesting that the Board direct staff to investigate converting one of the existing 6 Regional Park tennis courts to pickle ball courts. Upon this direction from the Board, staff will provide the Regional Park tennis players an opportunity to express their thoughts and concerns.

Staff placed the signs on the courts and received 7 - 8 emails commenting against taking away a tennis court for pickle ball courts. Reasons cited were due to use and the concern that the pickle ball court use would be too noisy/distracting. Per the February Board of Directors meeting, staff will continue to evaluate the usage of these courts and provide more data before a decision is made later in the Fiscal Year.

Meadow Vista Park

Entrance landscape/shade structure: This project would make improvements to the “triangle” area that was previously occupied by a large, decaying oak tree that was removed for safety reasons. This area is one of the first things a park patron sees as they enter the park from the parking lot. Improvements would include landscaping and a shade structure, as well as setting aside space for future outdoor exercise equipment, to be installed as budgets allow.

Railhead Park

Railhead B renovation (REMOVED FROM FY 14/15 LIST): As proposed, this project would involve the “skinning” of the field, adding 75 tons of fairway grade sand (for drainage), fertilization and slit seeding Bermuda grass. Due to the drought, the Placer County Water Agency has suggested that ARD reconsider moving forward with this project this year. A decision on whether to move forward will need to be made by March, as the project needs to be started by early May. Staff and the A&D Committee agree that this project should be pushed back to FY 15/16. This shift is reflected in the proposed 10 Year Project list.

Canyon View Community Center

Pump Track/Bike Park: this often discussed project includes a new pump track and connected skills course just below CVCC. Most of the Fiscal Year will be spent on getting permissions, permits and approvals, with construction not scheduled until spring 2015.

Operation and Development Plan

The cost to provide the necessary CEQA/NEPA reviews of the Operations and Development Plan, being done with the US Bureau of Reclamation, have been added. It should be noted that part of the costs for these reviews is included in the costs for the Pump Track/Bike Park. **Dates and procedures for community input (via online and in forums) will be set for April.**

Auburn Recreation District Ten Year Project List

2014/2015

Estimated balance 50,031 968,329 172,058 227,435 60,000

PROJECT	Est. Cost	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
Recreation Park							
Lower RR replacement	105,000		0		105,000		
Bocce Ball	80,000		10,000	40,000	30,000		
Solar at community center building	150,000		150,000				
Regional Park							
Field C lights	12,000		12,000				
Pickle ball court (converting tennis ct.)	20,000		10,000	10,000			
Lakeside Room roof replacement	24,000		24,000				
Meadow Vista Park							
Entrance landscape/shade structure	20,000		20,000				
Railhead							
Playground (incl. USBR fee) ¹	61,218		5,218	38,000	18,000		
Shade Struct.;hardscape; incl. USBR ¹	115,028		3,228	83,800	28,000		
CVCC							
Bike Park - incl. Design, CEQA	80,000		20,000		20,000		40,000
Operation & Development Plan							
CEQA/NEPA costs	60,000		60,000				
TOTAL	727,246	0	314,446	171,800	201,000	0	40,000
Estimated Balance Remaining		50,031	653,883	258	26,435	0	20,000

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note¹: Forwarded from FY 13/14 Project List

Note: Reserve fund includes \$346,000 from sale of cell tower lease

Auburn Recreation District Ten Year Project List

2015/2016

Estimated balance 55,031 678,883 50,258 36,435 150,000

PROJECT	Est. Cost	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
Recreation Park							
level door knobs	5,000	5,000					
Sierra Pool replaster + updates	75,000						Equip.fund
Regional Park							
Picnic Tables	6,000		6,000				
Dry Creek Picnic	15,000		15,000				
Reg Shop POT	30,000	30,000					
Railhead Park							
Railhead B renovation	30,000		30,000				
Meadow Vista Park							
Parking lot reseal/restripe	10,000		10,000				
Drinking fountain	3,000		3,000				
Overlook Park							
Restroom upgrades	10,000		10,000				
Drinking fountain (1)	2,500		2,500				
Bell Rd²							
Design & Planning	125,000					125,000	
CEQA	100,000					100,000	
TOTAL	411,500	35,000	76,500	0	0	225,000	0
Estimated Balance Remaining		20,031	602,383	50,258	36,435		150,000

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note²: assumes money being available from the Stewardship Council and other grant sources

Auburn Recreation District Ten Year Project List

2016/2017

Estimated balance 25,031 627,383 100,258 46,435

PROJECT	Est. Cost	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
Recreation Park							
Drinking fountain	2,500		2,500				
Parking domes	2,000	2,000					
Placer Hills Pool							
POT	10,000		10,000				
Concrete/restroom	2,400	2,400					
Canyon View Community Center							
Door knobs	3,000	3,000					
Bell Rd²							
Conditional use permit	50,000					50,000	
TOTAL	69,900	7,400	12,500	0	0	50,000	0
Estimated Balance Remaining		17,631	614,883	100,258	46,435		0

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note²: assumes money being available from the Stewardship Council and other grant sources

Auburn Recreation District Ten Year Project List

2017/2018

Estimated balance 22,631 639,883 150,258 56,435

PROJECT	Est. Cost	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
<i>Regional Park</i>							
Kiosks	10,000		10,000	0			
POT tennis courts	41,500		41,500	0			
Lakeside doors	5,000	5,000					
<i>Bell Rd²</i>							
ROW improvements	250,000			0		250,000	
Sitework	200,000			0		200,000	
Permits	30,000					30,000	
Tree mitig	40,000					40,000	
Fencing	50,000					50,000	
Parking Lot	120,000					120,000	
Int roadways	120,000					120,000	
Restroom	100,000					100,000	
Nature Playground	100,000					100,000	
Landscaping	75,000			33,333		41,667	
Irrigation	75,000			25,000		50,000	
Shade structures	60,000			40,000		20,000	
Walking path	205,000			63,500		141,500	
TOTAL	1,481,500	5,000	51,500	161,833	0	1,263,167	0
Estimated Balance Remaining		17,631	588,383	-11,575	56,435		0

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note²: assumes money being available from the Stewardship Council and other grant sources

Auburn Recreation District Ten Year Project List

2018/2019

Estimated balance 22,631 613,383 38,425 66,435

PROJECT	Est. Cost	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
Regional Park							
Parkwide signage	3,000	3,000					
Tennis courts surfaces	100,000		100,000				
Meadow Vista							
Pond & Island renov	70,000		70,000				
Recreation Park							
Splash pool replace	50,000		50,000				
Bell Road²							
Shade structure				60,000			
TOTAL	223,000	3,000	220,000	60,000	0	0	0
Estimated Balance Remaining		19,631	393,383	-21,575	66,435	0	0

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note²: assumes money being available from the Stewardship Council and other grant sources

Auburn Recreation District Ten Year Project List

2019/2020

Estimated balance 24,631 418,383 28,425 1,002,260

PROJECT	Est. Cost	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
Recreation Park							
Comm. Center renov. Plan./CEQA	200,000				200,000		
Meadow Vista							
Tennis courts resurface	25,000		25,000				
Pickle ball resurface	25,000		25,000				
Overlook Park							
Bocce Ball	0				0		
Bell Road²							
Shade structure	60000			60000			
TOTAL	310,000	0	50,000	60,000	200,000	0	0
Estimated Balance Remaining		24,631	368,383	-31,575	802,260	0	0

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note: Assumes Baltimore Ravine Funding \$925,825/yr for 4 years

Note²: assumes money being available from the Stewardship Council and other grant sources

Auburn Recreation District Ten Year Project List

2020/2021

Estimated balance		29,631	393,383	18,425	1,738,085	0	0
PROJECT	Est. Cost	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
<i>Recreation Park</i>							
Front playground	120,000				120,000		
Shade structure pool	50,000		50,000				
TOTAL	170,000	0	50,000	0	120,000	0	0
Estimated Balance Remaining		29,631	343,383	18,425	1,618,085	0	0

- Note: Assumes \$50,000/year in County Mitigation Fees
- Note: Assumes \$5000/year in ADA reserve funds
- Note: Assumes \$10,000/year in city mitigation
- Note: Assumes \$25,000 added to FCC per year
- Note: Assumes Baltimore Ravine Funding \$925,825/yr for 4 years

Auburn Recreation District Ten Year Project List

2021/2022

Estimated balance		34,631	368,383	68,425	2,553,910	0	75,000
PROJECT	Est. Cost	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
<i>Recreation Park</i>							
Comm. Center addition, renovation	2,300,000				2,300,000		
<i>Regional Park</i>							
M.P. Field impr. incl. plan/CEQA	250,000		90,000	85,000			75,000
TOTAL	2,550,000	0	90,000	85,000	2,300,000	0	75,000
Estimated Balance Remaining		34,631	278,383	-16,575	253,910	0	0

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note: Assumes Baltimore Ravine Funding \$925,825/yr for 4 years

Auburn Recreation District Ten Year Project List

2022/2023

Estimated balance 39,631 303,383 33,425 1,189,735

PROJECT	Est. Cost	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
<i>Meadow Vista</i>							
Signage	1,200	1,200					
<i>Regional Park</i>							
Pond leak Repair	95,000		95,000				
TOTAL	96,200	1,200	95,000	0	0		

Estimated Balance Remaining 38,431 208,383 33,425 1,189,735

- Note: Assumes \$50,000/year in County Mitigation Fees
- Note: Assumes \$5000/year in ADA reserve funds
- Note: Assumes \$10,000/year in city mitigation
- Note: Assumes \$25,000 added to FCC per year
- Note: Assumes Baltimore Ravine Funding \$925,825/yr for 4 years

Auburn Recreation District Ten Year Project List

2023/2024

Estimated balance 43,431 233,383 83,425 2,125,560

PROJECT	Est. Cost	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
<i>Regional Park</i>							
Upgrade water system	50,000		50,000				
Pond mucking	75,000		75,000				
TOTAL	125,000	0	125,000	0	0		

Estimated Balance Remaining 43,431 108,383 83,425 2,125,560

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note: Assumes Baltimore Ravine Funding \$925,825/yr for 4 years

Item 8.4 Cover sheet – Proposed Changes to MV Park parking lot

Auburn Area Recreation and Park District Acquisition and Development meeting March, 2014; Board of Directors meeting March, 2014

The Issue

A review and approval of proposed changes to the Meadow Vista Park parking lot as a result of changes to the parking plan for the Meadow Vista Community Center (MVCC).

Background

Meadow Vista Park has been under ARD jurisdiction since 1977. The park consists of twenty-two acres off of Placer Hills Road and Meadow Vista Road. ARD entered into an agreement with MVCC Inc. in 1998 to build the community center. This agreement was modified in 2008. This modification created a Ground Lease between ARD and MVCC Inc.

MVCC Inc. consists of a board of directors charged with overseeing the construction and operations of the community center. Construction of the MVCC, located in the northwest corner of the park, began in 2005. The MVCC is an 8000 square foot building that will feature a large multi-purpose room, stage, 1200 sq. ft. “North Wing”, kitchen, bathrooms and storage. MVCC will be used for a multitude of recreational activities, as well as being available for rental as a meeting room/reception hall.

The original, approved plans for parking call for new spots to be created along the roadway from the front of the park to the back, just below the upper, small soccer field. The MVCC and their engineer, Craig Rowland, proposed changes in November, 2012. The ARD Board reviewed and approved these changes. This approved plan is attached and labeled “Option #1 – 2012”.

The 2014 proposed changes include changes to the parking lot configuration and changes to the location of the bridle path (horse riding path). A site design with these proposed changes is attached and labeled “Proposed Changes, 2014”. The reasons for these changes are as follows:

Parking lot changes – the approved design (“Option #1: 2012”) had the ADA parking stalls located to the south east of the building. The new design shifts and splits those spots. The reasons for this are as follows:

- The location of the septic tank (now installed) had to be moved due a large rock. This has forced the majority of the changes.
- The proposed changes offer better access to the building, minimizes grading and has the least amount of impacts on the existing parking lot.

Bridle path changes – the new design proposes having the bridle path run along side of the existing ditch. The original design had the ditch getting enclosed with a pipe. The proposed redesign is due to a requested change by Placer County. Placer County and/or the Meadow Vista Trails Association will be responsible for maintaining the bridle path.

Recommendation

Review and approve the proposed changes for the Meadow Vista Park parking lot and bridle path.

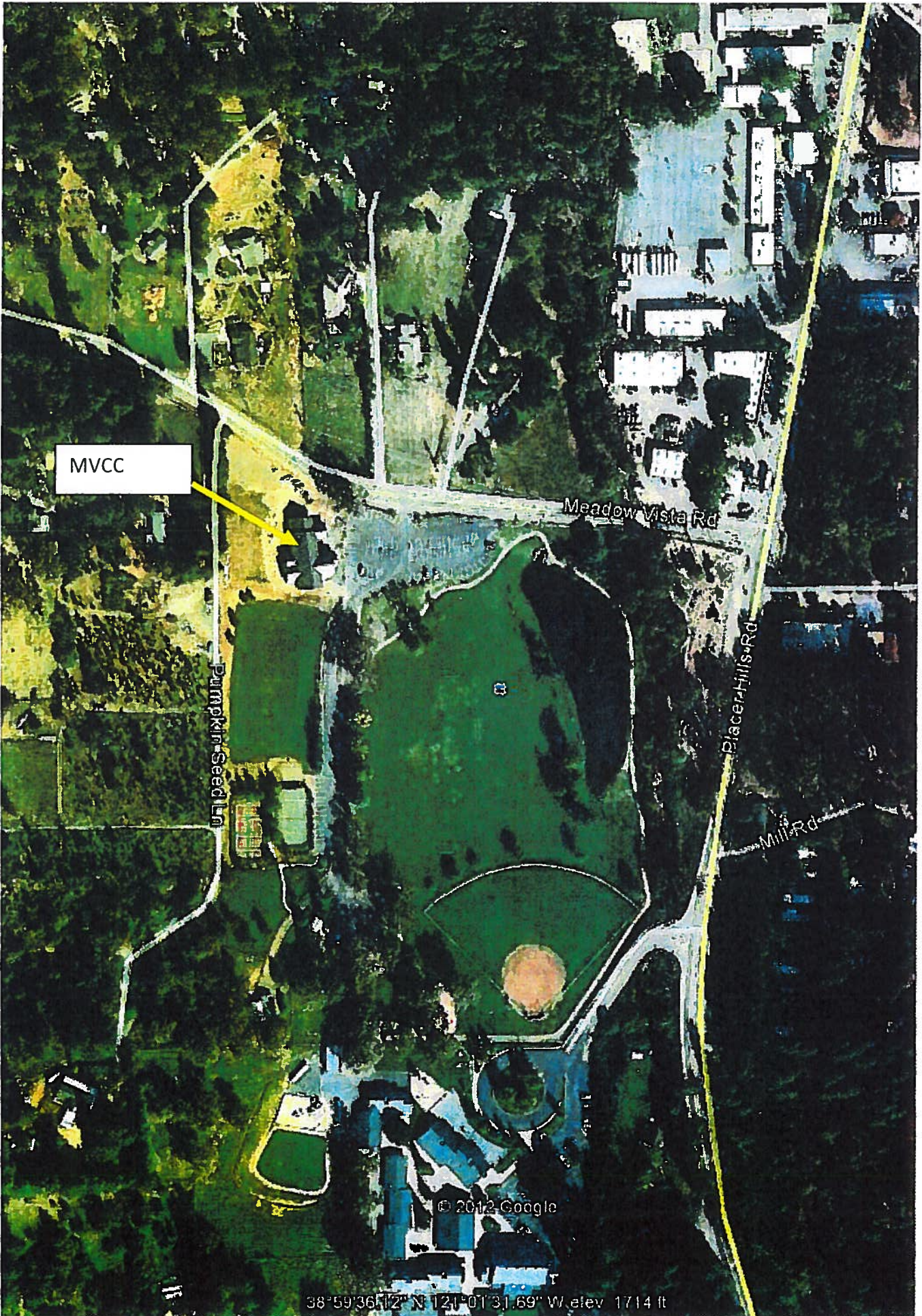
The Acquisition and Development Committee recommended approving the proposed changes.

Fiscal Impact

There is no fiscal impact to granting these changes as all improvements will be paid for by MVCC.

Attachments

- Aerial photograph of the project site
- Approved parking lot plan labeled “Option #1 – 2012”
- Proposed changes to the parking lot labeled “Proposed Changes, 2014”



Item 8.5 Cover sheet – Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters, Resolution Number 2014-04, Resolution of the Governing Body of the Auburn Area Recreation and Park District Declaring an Election Be Held In Its Jurisdiction; Requesting the Board of Supervisors to Consolidate This Election With Any Other Election Conducted on Said Date; and Requesting Election Services By the County Clerk

The Issue:

Shall the Auburn Area Recreation & Park District Board of Directors adopt Resolution Number 2014-04?

Recommendation:

Board of Directors review and adopt Resolution Number 2014-04

Attachments

Letter from Placer County Office of Elections
Instructions for Completing Resolution
Quick Reference Calendar for the November, 2014 General Election
Resolution Number 2014-04
Notice of Vacancies

JIM McCaULEY
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

RYAN RONCO
ASSISTANT RECORDER-REGISTRAR



2956 RICHARDSON DRIVE
AUBURN, CA 95603

MAILING ADDRESS:
P.O. Box 5278
AUBURN, CA 95604

OFFICE OF ELECTIONS - JIM McCAULEY

530-886-5650 • Toll Free 800-824-8683 • Fax 530-886-5688
www.placerelections.com • election@placer.ca.gov

Candidate Services

March 4, 2014

Dear Special Districts and School Districts:

This is a reminder that deadlines are fast approaching for your November 4, 2014 District Election.

Per California Elections Code Section 10509, the Placer County Office of Elections requires a resolution from your board requesting election services no later than July 2, 2014. If you are a multi-county district, you may have different deadlines for the other counties within your borders.

You may create your own resolution or you may use the resolution we have enclosed. Just as we have done in years past, we have completed the resolution to the best of our ability, including:

- Names of Directors up for election.
- Length of term.
- Manner of election.
- Length and payment style of Candidate Statement.
- Tie vote procedures.

If you use the resolution provided, you are responsible for verifying the information we have inserted and for completing the remainder of the resolution. If you find any inconsistencies or errors in our facts, please contact our office. The resolution provided comes with an instruction sheet for your convenience.

If you do **not** request election services from Placer County, we will need a Notice of Vacancies from your district no later than July 2, 2014. A Notice of Vacancies is included in this mailing. If you use the resolution provided, the information in the Notice of Vacancies will automatically be included. If you choose to create your own resolution, the information in the Notice of Vacancies will need to be included in your resolution.

If your district boundary lines have changed since the time of your last election, you will need to provide a map to the Office of Elections delineating the new boundary lines no later than July 2, 2014. This map will be forwarded to the Placer County Mapping Division as required by law.

Ballot wording for any measures your district is considering to put to a vote must also be in our office no later than July 2, 2014. The sample resolution has room for this purpose and we encourage you to send this information with your governing board member resolution if possible.

In addition to the resolution, we are sending you a November 4, 2014 General Election Quick Reference Calendar for Placer County. Please note that candidate filing for District Director positions opens July 14, 2014 and closes August 8, 2014. Nomination papers will be available at the Placer County Office of Elections during these dates.

For the Tahoe-area districts, nomination papers may be picked up at the Customs House Building located at 775 North Lake Blvd., Tahoe City, Monday through Friday from 11:00 AM to 3:30 PM beginning July 14, 2014, excluding holidays. Completed nomination papers shall be returned to the Placer County Office of Elections or the Customs House Building for filing.

In a future mailing we will notify all districts of times, dates and locations of the *free* candidate workshops conducted by the Placer County Office of Elections. This information will also be provided on our website, www.placerelections.com. These workshops provide valuable information helpful to all candidates for public office. All interested persons or organizations are encouraged to attend.

We appreciate your cooperation in providing this data no later than the dates specified. Sam Kipp, Selma Ruth and Denise DeMattei of Candidate Services will be your liaisons in candidate filing matters. If you have any questions regarding this information, please call 530-886-5650.

Sincerely,

Jim McCauley
Placer County Clerk-Recorder-Registrar of Voters



Lisa Harris
Elections Manager

Enc. Sample Resolution, Instructions for Completing Resolution, Notice of Vacancies,
Quick Reference Calendar, Elections Code Section 10509

INSTRUCTIONS FOR COMPLETING RESOLUTION

These instructions should be followed if your district chooses to use the resolution provided by the Placer County Office of Elections. Please review the resolution for errors. If you find any errors or problems, we encourage you to contact us before you make any changes to this resolution.

Resolution Number

Your district should insert the appropriate resolution number where requested.

Section 1 - List of Board Members Up for Election

We have listed the names, division numbers (if applicable) and terms of office for the directors we show to be up for election this November. Unless there are errors, no further information will need to be added to this section.

Section 2 - Manner in which Board Members are Elected

We have checked for you the manner in which your board members are elected. Unless there are errors, no further information will need to be added to this section.

Section 3 - Candidate Statement Election Particulars

Your district has two choices regarding candidate statements:

- Your district may allow candidates to submit 200 or 400 word candidate statements. However, since the cost of a candidate statement is twice as expensive for 400 word statements, we encourage you to opt for 200 word statements. We have premarked your resolution for 200 word statements. If you wish to look into 400 word statements, please contact our office.
- Your district may choose to have either the candidate or the district pay for the candidate statements submitted. We have premarked your resolution the way your district has historically handled this payment option. If you wish to look into another option, please contact our office.

Section 4 - Measures Submitted to Voters

If your district wishes to place a measure on the November ballot, print or type "does" on the line provided and include all applicable information when you return the resolution. If you are not considering any measures, print or type "does not" where requested.

Section 5 - Various Election Particulars

We have assumed that your district would rather break a tie vote by lot rather than conducting an unbudgeted special election. If you would prefer a special election, please call our office. Additionally, since you are using this resolution, you are obviously requesting election services from our office and no changes will be made to this line.

Section 6 - District Boundaries

Check the applicable line regarding district boundary changes. If your lines have changed since your last election, we will need a copy of your new boundaries for our records. Please send a copy of the map to the Office of Elections no later than July 2, 2014.

Date of Passage and Roll Call

This section should be self-explanatory.

ELECTIONS CODE - ELEC**DIVISION 10. LOCAL, SPECIAL, VACANCY, AND CONSOLIDATED ELECTIONS**

[10000 - 10735] (*Division 10 enacted by Stats. 1994, Ch. 920, Sec. 2.*)

PART 4. UNIFORM DISTRICT ELECTION LAW [10500 - 10556] (*Part 4 enacted by Stats. 1994, Ch. 920, Sec. 2.*)

¹⁰⁵⁰⁹. On the 125th day prior to the day fixed for the general district election, the secretary shall deliver a notice to the county elections official. The notice shall bear the secretary's signature and the district seal and shall also contain both of the following:

- (a) The elective offices of the district to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.
- (b) Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Section 13307.

(Amended by Stats. 2002, Ch. 454, Sec. 2. Effective January 1, 2003.)

Updated March 7, 2013

QUICK REFERENCE CALENDAR FOR NOVEMBER 4, 2014 GENERAL ELECTION Candidate Calendar - Draft	
June 16 – July 19, 2014 (E-141 – E-108)	Candidate workshops conducted during this period (dates and locations to be scheduled).
July 14, 2014 (E-113)	Candidate-filing period begins.
July 31, 2014 (E-96)	Last day to file semi-annual campaign statements (from last statement to 6/30/14).
August 6 – November 3, 2014 (E-90 to E-1)	Contributions and independent expenditures of \$1,000 or more need to be reported within 24 hours. Form 410 needs to be filed within 24 hours if a committee qualifies or has a change.
August 8, 2014 (E-88)	Close of regular candidate-filing period. This period is extended if an incumbent fails to file.
August 13, 2014 (E-83)	Close of extended candidate-filing period.
August 14, 2014 (E-82)	Random alphabet draw to be held at 11AM to determine the ballot order of candidates' names.
September 8, 2014 (E-57)	Write-in candidate-filing period begins.
September 25, 2014 (E-40)	Sample ballots may be mailed to voters.
October 6, 2014 ¹ (E-29)	Last day to file 1 st pre-election campaign statements (from last statement to 9/30/14).
October 6, 2014 (E-29)	First day to issue vote-by-mail ballots.
October 20, 2014 (E-15)	Last day to register for this election.
October 21, 2014 (E-14)	Close of write-in candidate-filing period.
October 23, 2014 (E-12)	Last day to file 2 nd pre-election campaign statements (from last statement to 10/18/14).
October 28, 2014 (E-7)	Last day to request vote-by-mail ballot by mail.
November 4, 2014	ELECTION DAY

¹ This date changed as it falls on a weekend day.

Updated August 6, 2013

QUICK REFERENCE CALENDAR FOR THE NOVEMBER 4, 2014 GENERAL ELECTION Measure Calendar - Draft	
July 2, 2014 (E-125)	Last day resolution and boundary maps can be presented to the Office of Elections to guarantee placement of measure on ballot.
August 8, 2014 (E-88)	Impartial analysis due. Tax rate statement due if applicable to measure.
August 8, 2014 (E-88)	Last day to file arguments for and against measures.
August 18, 2014 (E-78)	Last day to file rebuttal arguments for and against measures.
September 25, 2014 (E-40)	First day sample ballots may be mailed to voters.
October 6, 2014 (E-29)	First day to issue vote-by-mail ballots.
October 20, 2014 (E-15)	Last day to register for this election.
October 28, 2014 (E-7)	Last day to request vote-by-mail ballot by mail.
November 4, 2014	ELECTION DAY

**NOTICE OF GOVERNING BOARD MEMBER ELECTION AND/OR
NOTICE TO SUBMIT MEASURE(S) TO A VOTE OF THE VOTERS**

Resolution No. 2014-04

RESOLUTION OF THE GOVERNING BODY OF THE

Auburn Area Recreation and Park District

DECLARING AN ELECTION BE HELD IN ITS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS ELECTION
WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE;
AND
REQUESTING ELECTION SERVICES BY THE COUNTY CLERK.

WHEREAS, this District Governing Body orders an election to be held in its jurisdiction on
November 4, 2014; at which election the issue(s) to be presented to the voters shall be:

NOMINATION OF CANDIDATES FOR THE GOVERNING BODY

1. Said election shall be to fill a vacancy for the following Board Members(s) who resigned and/or whose term(s) expired:

Incumbent's Name	Trustee Area (if applicable)	Regular/Short Term
Scott R Holbrook		Regular
Curtis E Smith		Regular

2. Said Directors for this District are elected in the following manner:

X At Large.

There are no divisions in the District; all voters within the District vote for all candidates.

____ By Division.

Districts are split into areas; only those voters residing in the area may vote for candidates who run in the area.

____ Qualified by Division-Elected at Large.

Directors must qualify to run by living in a specific division, but all voters within the District may vote on all candidates.

3. Said District has determined the following election particulars:

- The length of the Candidate Statement shall not exceed 200 words.
(Specify either 200 or 400 words)
- The cost of the Candidate Statement shall be paid by the Candidate.
(Specify Candidate or District)

MEASURE(S) TO BE SUBMITTED TO THE VOTERS (IF APPLICABLE)

(If this election is strictly for deciding one or more measures and no candidates are to be elected, please complete #4 through #6 below)

4. Said District does not request that the following measure(s) be decided at this election.

(Specify does or does not)

- Said Governing Board orders the following measure(s) to be put to a vote of the residents of the District:

(See attached wording marked Exhibit(s) _____)

5. Said District has determined the following election particulars:

- In the case of a tie vote, the election shall be determined by LOT.
(Specify lot or runoff election)
- The County Clerk is requested to provide election services. If the District requests the Placer County Elections Division to provide election services, all applicable costs will be paid for by the District.
(Specify requested or not requested)

6. The District hereby certifies that (please check one):

There have been changes to the District boundary lines since our last election as shown on the attached map and/or legal description.

There have been no District boundary changes since our last election, but the District understands that the Placer County Public Works Mapping Division will verify our District boundary lines prior to the election.

BE IT RESOLVED that the Board of Supervisors of the County of Placer is hereby requested to:

1. Consolidate the election with any other applicable election conducted on the same day;

2. Authorize and direct the County Clerk, at Governing Body expense, to provide all necessary election services.

This Resolution shall be considered a Notice of Election and Specification of Election Order if applicable.

PASSED AND ADOPTED by the Governing Body on March 27,
20 14 .

AYES:

NOES:

ABSENT:

ATTEST: _____
SECRETARY OF THE BOARD
Patricia B. Larson

Vice CHAIR OF THE BOARD
Scott R. Holbrook

(Seal)

NOTICE OF VACANCIES

To: Placer County Clerk-Registrar, Office of Elections

From: Auburn Area Recreation & Park District

Pursuant to Elections Code Section 10509, please be advised of the following:

- 1. The District has 2 Director seat(s) facing election. The name(s) of the incumbent(s) is/are listed below

Incumbent's Name	Division Number (if applicable)	Regular/Short Term
<u>Scott R. Holbrook</u>		<u>Regular</u>
<u>Curtis E. Smith</u>		<u>Regular</u>

- 2. The regular term(s), if any, will expire on the first Friday of December, 2014. The short term(s), if any, will expire on the first Friday of December, 20 .
- 3. The length of the Candidate Statement shall not exceed 200 (200 or 400) words. The cost of the Candidate Statement shall be paid by the (candidate or District) candidate. In the case of a tie vote, the election shall be determined by (lot or runoff election) lot.

- 4. The District hereby certifies that (please check one):
 - There have been changes to the District boundary lines since our last election as shown on the map and/or legal description delivered to the Placer County Office of Elections on or before July 2, 2014.
 - There have been no District boundary changes since our last election, but the District understands that the Placer County Mapping Division will verify our District boundary lines prior to the election.

- 5. The County Clerk is requested to provide election services. (Specify requested or not requested)

(Seal)

(Signature of District Secretary)