

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

**6:00 PM**

**THURSDAY, FEBRUARY 28, 2019  
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. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (530) 537-2187. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.**

**1.0 CALL TO ORDER**

**(PLEDGE TO THE FLAG)**

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

**Roll Call**

Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

None.

**3.0 AGENDA REVIEW, CHANGES, AND APPROVAL**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**4.0 PUBLIC COMMENT** – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. 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 Meeting of the Board of Directors from January 31, 2019**

Review and approval of Minutes of the Meeting of the Board of Directors from January 31, 2019.

\_\_\_\_\_ **5.2 Review of Cash Requirements for January, 2019 (Standing Finance Committee)**

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

\_\_\_\_\_ **5.3 Review of Financials for January, 2019 (Standing Finance Committee)**

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

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS**

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

\_\_\_\_\_ 7.0 **UNFINISHED BUSINESS**

**7.1 Amending ARD Ordinance #1: Prohibited Presence in Parks; Trash and Littering; Fires and BBQ Grills (Program, Personnel, Policy, Fee and Legal Review Committee) – FIRST READING**

Shall the Auburn Area Recreation and Park District (ARD) amend ARD Ordinance #1 to clarify what activities are prohibited in parks after dusk, to strengthen rules on littering and the use of ARD trash receptacles and to clarify what sort of fuels can be used in ARD BBQ grills?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ 8.0 **NEW BUSINES**

**8.1 Fee Waiver Request for Placer High Grad Night (Standing Finance Committee)**

Shall the Auburn Area Recreation and Park District (ARD) approve a fee waiver for Placer High Grad Night?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**8.2 Resolution Number 2019-04, Preliminary Budget for Fiscal Year 2019-2020 (Standing Finance Committee)**

Shall the Auburn Area Recreation and Park District (ARD) adopt Resolution Number 2019-04, Preliminary Budget for Fiscal Year 2019-2020?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**8.3 Facilities, Pools and Fields Fee Increases (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation and Park District (ARD) approve a Facilities, Pools and Fields Fee Increase?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**8.4 Resolution Number 2019-02: Fuel Load Reduction at Recreation Park (Acquisition and Development Committee)**

Shall the Auburn Area Recreation and Park District (ARD) adopt Resolution Number 2019-02, approving Notice of Categorical Exemption from CEQA for fuel load reduction work at Recreation Park?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**8.5 Resolution Number 2019-03, A Resolution Directing Preparation of the Engineer's Report for Fiscal Year 2019-20 for the Continuation of the Atwood Ranch III Landscaping and Lighting Assessment District of the Auburn Area Recreation and Park District (Acquisition & Development Committee)**

Shall the Auburn Area Recreation and Park District (ARD) adopt Resolution Number 2019-03, A Resolution Directing Preparation of the Engineer's Report for Fiscal Year 2019-20 for the Continuation of the Atwood Ranch III Landscaping and Lighting Assessment District of the Auburn Area Recreation and Park District?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**8.6 CSDA Board of Directors Call for Nominations, Seat B**

Shall the Auburn Area Recreation and Park District (ARD) nominate a candidate for the CSDA Board of Directors, Seat B?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**8.7 CARPD (California Association of Recreation and Park Districts) Conference**

Shall the Auburn Area Recreation and Park District (ARD) approve attendance for one or more ARD Directors to attend the CARPD (California Association of Recreation and Park Districts) Conference in South Lake Tahoe, California?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**8.8 California Special District Leadership Academy Conference**

Shall the Auburn Area Recreation and Park District (ARD) approve attendance for one or more ARD Directors to attend the California Special District Leadership Academy Conference in Napa, California?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**8.9 Appointment of Director Ferris as the ARD Liaison to the Auburn Chamber Forum (“Meddlers”)**

Shall the Auburn Area Recreation and Park District (ARD) appoint Director Jim Ferris as the ARD liaison to the Auburn Chamber Forum (aka “Meddlers”)?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**8.9.1 Authorize Director Ainsleigh to Pursue a Permanent Restraining Order Against Matthew Rhines**

Shall the Auburn Area Recreation and Park District (ARD) appoint Director Gordon Ainsleigh to pursue a permanent restraining order against Matthew Rhines?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ **9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. 24 Acres and Proposition 68 Grant. Opportunities (Acquisition & Development Committee)
2. County Mitigation Fund, current balance \$487,738.
3. Authorization for Contract Negotiations.

\_\_\_\_\_ **10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS**

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

\_\_\_\_\_ **11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

\_\_\_\_\_ 12.0 **PUBLIC COMMENT** This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. 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**

\_\_\_\_\_ 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:

2-22-19  
Date

1:40 pm.  
Time

P. Larson  
Clerk to the Board

**SECTION: 5.0**

**ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS FROM JANUARY 31, 2019**

**INFORMATION: SEE ATTACHED MINUTES**

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

**FISCAL IMPACT: NONE**



**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, January 31, 2019, 6:00 p.m., Canyon View Community Center  
471 Maidu Drive, Auburn, CA**

**Board Members**

**Present:** Chairman Jim Ferris  
Director Gordon Ainsleigh  
Director Jim Gray  
Director Mike Lynch  
Director Scott Holbrook

**Board Members**

**Absent:** None.

**Staff Present:**

Kahl Muscott, District Administrator  
Veona Galbraith, Administrative Services Manager  
Jesse Williams, Facilities & Grounds Manager  
Manouch Shirvanioun, Customer Service/Marketing Manager  
Sheryl Petersen, Recreation Services Manager  
Debbie Thomas, Youth Services Manager  
Mike Scheele, Landscape Architect/Project Manager  
Patricia Larson, Recording Secretary

**1.0 CALL TO ORDER**

The Meeting of the Board of Directors was called to order at 6:07 p.m. by Chairman Ferris.

**(PLEDGE TO THE FLAG)**

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

None.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the agenda as written with items 8.1 and 8.3 being moved to before item 6.0.

**Roll Call Vote**

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

5 – 0 Motion carries.

#### **4.0 PUBLIC COMMENT**

Vern Marriott, an Auburn resident gave public comment suggesting that ARD re-name the 24 acres at Regional Park to his family's name of Marriott. His family had originally bought the property.

Mike Holmes, an Auburn resident gave public comment that he had three items for public comment. He informed the Board that he supports the Mariotts in re-naming the 24 acres.

Mr. Holmes informed the ARD Board that he will be talking to the local Bureau of Reclamation office regarding what can be done to fix Maidu Drive in Auburn.

Mr. Holmes also asked the Board for their support in making the Tevis Cup and the Western States Endurance Run the official State of California endurance events.

#### **5.0 CONSENT ITEMS**

- 5.1 Review and Approval of Minutes of the Meeting of the Board of Directors from December 13, 2018**
- 5.2 Review of Cash Requirements for December, 2018 (Standing Finance Committee)**
- 5.3 Review of Financials for November, 2018 (Standing Finance Committee)**
- 5.4 Review of Financials for December, 2018 (Standing Finance Committee)**
- 5.5 Resolution Number 2019-01: Transfer of Capital Construction Reserves (Standing Finance Committee)**

A motion was made by Director Lynch and seconded by Director Ainsleigh to approve the Consent Calendar.

#### **Roll Call Vote**

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

5 – 0 Motion carries.

**Item 8.1, Fee Waiver Request for Foothill Quilters Guild (Program, Personnel, Policy, Fee & Legal Review Committee) was moved to before item 6.0.**

Shall the Auburn Area Recreation and Park District (ARD) approve a fee waiver for Foothill Quilters Guild's use of Regional Park Lakeside Room and Gym?

A motion was made by Director Ferris and seconded by Director Gray to approve an additional \$167.00 in waived fees.

**Roll Call Vote**

Director Ferris – Yes  
Director Ainsleigh – Yes  
Director Gray – Yes  
Director Holbrook – No  
Director Lynch – Yes

4 – 1 Motion carries.

**8.3, SDRMA Quote (Program, Personnel, Policy, Fee & Legal Review Committee) was moved to before item 6.0.**

Shall the Auburn Area Recreation and Park District (ARD) move their self-insurance policies (Worker's Compensation and Property Liability) from CAPRI to SDRMA?

Matthew Duarte, CAPRI Administrator asked the ARD Board to postpone their decision on moving their self-insurance policies from CAPRI to SDRMA so CAPRI can re-evaluate their previous submission.

A motion was made by Director Lynch and seconded by Director Gray to send this item back to the Program, Personnel, Policy, Fee & Legal Review Committee for more information and back to the ARD Board in April, 2019.

**Roll Call Vote**

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

5 – 0 Motion carries.

Director Holbrook left the meeting at 7:13 p.m.

A recess was taken at 7:13 p.m., the meeting reconvened at 7:18 p.m.

**6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS**

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

**7.0 UNFINISHED BUSINESS**

None.

**8.0 NEW BUSINESS**

**Items 8.1 and 8.3 were moved to before item 6.0**

**8.2 Review and Acceptance of Regional Park South End Playground Replacement and Marsha-Skinner Sierra Pool Renovations (Acquisition & Development Committee)**

A motion was made by Director Lynch and seconded by Director Ferris to give final acceptance to the recently completed Regional Park South End Playground replacement and the Marsha-Skinner Sierra Pool Renovation.

**Roll Call Vote**

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

4 – 0 Motion carries.

**8.4 Amending ARD Ordinance #1: Prohibited Presence in Parks; Trash and Littering; Fires and BBQ Grills (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Lynch and seconded by Director Ferris to move ahead with beginning the process to amend ARD Ordinance #1.

**Roll Call Vote**

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

4 – 0 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. ARD Irrigated Turf Information and Numbers. (Acquisition & Development Committee) This item was reviewed by the Board with no action taken.
2. Creating a Nature Preserve/Arboretum on the Shockley Property. (Acquisition & Development Committee) This item was reviewed by the Board with no action taken.
3. County Mitigation Fund, current balance \$487,738.

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

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

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

**12.0 PUBLIC COMMENT**

None.

**13.0 CLOSED SESSION – Closed Session began at 8:00 p.m.**

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

**14.0 OPEN SESSION – Open Session began at 8:12 p.m., no reportable action.**

**ADJOURNMENT** - As there was no further business, the meeting was adjourned at 8:12 p.m. by Chairman Ferris.

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Board Secretary

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Date

**SECTION: 5.0**

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR  
JANUARY, 2019**

**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: \$352,358.40**

Auburn Rec & Park  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges:	From:	To:	From:	To:
Check Number	First	Last	1/1/2019	1/31/2019
Vendor ID	First	Last	Checkbook ID	COMM 1ST
Vendor Name	First	Last		COMM 1ST

Sorted By: Check Date

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
17918	A0131	Adams Pool Specialities	1/2/2019	COMM 1ST	PMCHK00002522	\$196,474.25
17919	A0014	AT&T	1/4/2019	COMM 1ST	PMCHK00002523	\$327.26
17920	A0051	Anderson's Sierra Pipe Co.	1/4/2019	COMM 1ST	PMCHK00002523	\$32.01
17921	A0131	Adams Pool Specialities	1/4/2019	COMM 1ST	PMCHK00002523	\$10,340.75
17922	A1010	Advantage Martketing and Print	1/4/2019	COMM 1ST	PMCHK00002523	\$131.81
17923	B0020	BSN Sports, Inc.	1/4/2019	COMM 1ST	PMCHK00002523	\$160.04
17924	B0069	Bidwell Water	1/4/2019	COMM 1ST	PMCHK00002523	\$163.00
17925	C0004	CAPRI	1/4/2019	COMM 1ST	PMCHK00002523	\$27,216.00
17926	C0061	California Computer Services	1/4/2019	COMM 1ST	PMCHK00002523	\$2,458.38
17927	C0072	CIT Technology Fin. Serv., Inc	1/4/2019	COMM 1ST	PMCHK00002523	\$559.20
17928	C0113	Cooks Portable Toilets & Septi	1/4/2019	COMM 1ST	PMCHK00002523	\$780.45
17929	D0008	The Davey Tree Expert	1/4/2019	COMM 1ST	PMCHK00002523	\$27,420.00
17930	D0077	Dudek	1/4/2019	COMM 1ST	PMCHK00002523	\$1,610.75
17931	G0021	Veona Galbraith	1/4/2019	COMM 1ST	PMCHK00002523	\$13.35
17932	G0092	Green Valley Security, Inc.	1/4/2019	COMM 1ST	PMCHK00002523	\$1,080.00
17933	H0056	Humana Dental Ins. Co	1/4/2019	COMM 1ST	PMCHK00002523	\$2,089.37
17934	I0010	Inland Business Systems	1/4/2019	COMM 1ST	PMCHK00002523	\$55.86
17935	M0071	Mission Protection Systems Inc	1/4/2019	COMM 1ST	PMCHK00002523	\$189.00
17936	M0098	Meadow Vista County Water Dist	1/4/2019	COMM 1ST	PMCHK00002523	\$581.78
17937	O0004	Office Depot	1/4/2019	COMM 1ST	PMCHK00002523	\$160.61
17938	P0005	Placer County Water Agency	1/4/2019	COMM 1ST	PMCHK00002523	\$518.34
17939	P0023	PG&E	1/4/2019	COMM 1ST	PMCHK00002523	\$110.59
17940	P0072	Sheryl Petersen	1/4/2019	COMM 1ST	PMCHK00002523	\$69.92
17941	S0009	Sierra Saw Sales And Service	1/4/2019	COMM 1ST	PMCHK00002523	\$21.40
17942	S0016	Sam's Club	1/4/2019	COMM 1ST	PMCHK00002523	\$707.53
17943	S0067	Superfast Copy	1/4/2019	COMM 1ST	PMCHK00002523	\$32.98
17944	S0136	Spoor's Heating & Air Conditio	1/4/2019	COMM 1ST	PMCHK00002523	\$9,277.00
17945	S0145	SCP Pool Distributors LLC	1/4/2019	COMM 1ST	PMCHK00002523	\$346.67
17946	S0154	Mike Scheele	1/4/2019	COMM 1ST	PMCHK00002523	\$81.75
17947	T1000	Transamerica Life Insurance	1/4/2019	COMM 1ST	PMCHK00002523	\$440.00
17948	V0007	Verizon Wireless	1/4/2019	COMM 1ST	PMCHK00002523	\$999.23
17949	W0001	Walker's Office Supplies, Inc.	1/4/2019	COMM 1ST	PMCHK00002523	\$929.95
17950	W0044	Wave	1/4/2019	COMM 1ST	PMCHK00002523	\$1,913.79
17951	S1007	Stationary Engineers, Local 39	1/11/2019	COMM 1ST	PMCHK00002524	\$407.20
17952	U0019	US Bank	1/14/2019	COMM 1ST	PMCHK00002525	\$5,813.34
17953	1099-103	Terry Masten	1/17/2019	COMM 1ST	PMCHK00002526	\$104.00
17954	1099-104	Thomas Seibel	1/17/2019	COMM 1ST	PMCHK00002526	\$97.50
17955	1099-216	Gerald Harris	1/17/2019	COMM 1ST	PMCHK00002526	\$156.00
17956	1099-218	Auburn Gymnastics Center	1/17/2019	COMM 1ST	PMCHK00002526	\$282.50
17957	1099-256	Healing Pastures, Inc.	1/17/2019	COMM 1ST	PMCHK00002526	\$178.75
17958	1099-269	Deborah Lynn	1/17/2019	COMM 1ST	PMCHK00002526	\$526.50
17959	1099-271	Kelpro Security	1/17/2019	COMM 1ST	PMCHK00002526	\$1,377.00
17960	1099-277	Foothill Karate Do	1/17/2019	COMM 1ST	PMCHK00002526	\$624.00
17961	1099-291	Isaac Humber	1/17/2019	COMM 1ST	PMCHK00002526	\$234.00
17962	1099-295	Juli Land-Marx, dba Image Net	1/17/2019	COMM 1ST	PMCHK00002526	\$2,640.91
17963	1099-313	Alison Lloyd	1/17/2019	COMM 1ST	PMCHK00002526	\$838.80
17964	1099-332	Danielle Herreid	1/17/2019	COMM 1ST	PMCHK00002526	\$460.20
17965	1099-342	Susie Bell	1/17/2019	COMM 1ST	PMCHK00002526	\$72.00

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
17966	A0001	Recology Auburn Placer	1/18/2019	COMM 1ST	PMCHK00002527	\$818.92
17967	A0018	Auburn Chamber of Commerce	1/18/2019	COMM 1ST	PMCHK00002527	\$360.00
17968	A0027	Recology Auburn Placer	1/18/2019	COMM 1ST	PMCHK00002527	\$1,244.63
17969	A0051	Anderson's Sierra Pipe Co.	1/18/2019	COMM 1ST	PMCHK00002527	\$47.45
17970	C0104	Campora Propane Service	1/18/2019	COMM 1ST	PMCHK00002527	\$745.02
17971	C0117	SupplyWorks	1/18/2019	COMM 1ST	PMCHK00002527	\$285.62
17972	C0130	Cirrus Group LLC	1/18/2019	COMM 1ST	PMCHK00002527	\$438.00
17973	C0132	California Tree & Landscape Co	1/18/2019	COMM 1ST	PMCHK00002527	\$630.00
17974	D0010	Diamond Pacific	1/18/2019	COMM 1ST	PMCHK00002527	\$186.45
17975	D0025	Dawson Oil Company	1/18/2019	COMM 1ST	PMCHK00002527	\$1,918.33
17976	D0066	De Lage Landen Financial Servi	1/18/2019	COMM 1ST	PMCHK00002527	\$332.48
17977	F0041	Friends of ARD	1/18/2019	COMM 1ST	PMCHK00002527	\$1,920.00
17978	G0006	Gold Country Media Publication	1/18/2019	COMM 1ST	PMCHK00002527	\$168.00
17979	G0022	Gold Country Printing	1/18/2019	COMM 1ST	PMCHK00002527	\$7,703.85
17980	H0025	Hillyard/Sacramento	1/18/2019	COMM 1ST	PMCHK00002527	\$158.53
17981	H0056	Humana Dental Ins. Co	1/18/2019	COMM 1ST	PMCHK00002527	\$2,201.55
17982	I0010	Inland Business Systems	1/18/2019	COMM 1ST	PMCHK00002527	\$88.20
17983	K0011	Kaiser Foundation Health Plan,	1/18/2019	COMM 1ST	PMCHK00002527	\$17,339.87
17984	M0035	Meadow Vista Community Center	1/18/2019	COMM 1ST	PMCHK00002527	\$610.00
17985	M0099	George Eric Menig	1/18/2019	COMM 1ST	PMCHK00002527	\$5,375.00
17986	N0008	Sunbelt Rentals, Inc.	1/18/2019	COMM 1ST	PMCHK00002527	\$1,470.04
17987	N0045	Near U CO2	1/18/2019	COMM 1ST	PMCHK00002527	\$420.94
17988	P0001	Placer Farm Supply	1/18/2019	COMM 1ST	PMCHK00002527	\$178.04
17989	P0007	Pacific Gas & Electric Company	1/18/2019	COMM 1ST	PMCHK00002527	\$282.61
17990	P0111	Vanessa Pohley	1/18/2019	COMM 1ST	PMCHK00002527	\$39.70
17991	P0112	Pat Dowden	1/18/2019	COMM 1ST	PMCHK00002527	\$600.00
17992	R0073	Riebes Auto Parts	1/18/2019	COMM 1ST	PMCHK00002527	\$160.05
17993	S0034	Thatcher Company	1/18/2019	COMM 1ST	PMCHK00002527	\$804.99
17994	S0094	Manouch Shirvanioun	1/18/2019	COMM 1ST	PMCHK00002527	\$38.15
17995	S0143	SNOA	1/18/2019	COMM 1ST	PMCHK00002527	\$407.00
17996	V0004	Valley Truck & Tractor Co.	1/18/2019	COMM 1ST	PMCHK00002527	\$2,075.11
17997	W0001	Walker's Office Supplies, Inc.	1/18/2019	COMM 1ST	PMCHK00002527	\$1,490.32
17998	W0010	Waxie Sanitary Supply	1/18/2019	COMM 1ST	PMCHK00002527	\$56.39
17999	W0045	Williams, Jesse	1/18/2019	COMM 1ST	PMCHK00002527	\$191.84
18000	S1007	Stationary Engineers, Local 39	1/25/2019	COMM 1ST	PMCHK00002528	\$407.60
18001	TEMPB	Melanie Biagi	1/25/2019	COMM 1ST	PMCHK00002528	\$58.00

Total Checks: 84

Total Amount of Checks: \$352,358.40



**SECTION: 5.0**

**ITEM: 5.3 REVIEW OF FINANCIALS FOR  
JANUARY, 2018**

**DESCRIPTION:**

**INFORMATION: SEE ATTACHED INFORMATION**

**STAFF  
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS**

**PROFIT & LOSS**

**18/19 Approved Budget**

	Approved Budget FY 18-19	% Of Total	Mid-Yr Revision FY 18-19	% Of Total	2019 Jan ACTUALS	Last Yr Jan Actuals	2019 YTD ACTUALS	2019 YTD BUDGET	Last Yr YTD ACTUALS
<b>Operating Revenues</b>									
Program Revenue	1,114,565	20%	1,150,375	20%	82,179	85,000	1,071,232	1,025,415	1,000,932
Facility Revenue	153,385	3%	155,985	3%	9,816	8,646	152,268	147,519	137,180
Misc. Revenue	41,331	1%	54,451	1%	2,216	2,994	46,930	46,006	32,185
Grants & Donations	33,755	1%	18,330	0%	-	20	39,186	17,800	37,700
Interest Income	64,375	1%	65,415	1%	10,172	-	58,145	53,855	47,087
Projects Revenue	331,800	6%	1,010,373	18%	-	170,625	128,200	110,128	170,625
Tax Revenue	3,121,712	55%	3,154,645	55%	1,707,438	-	3,173,676	3,147,101	3,002,915
In Kind/Atwood	22,381	0%	22,381	0%	13,235	-	23,216	22,381	22,179
City Trust Apportionment	743,500	13%	127,800	2%	-	-	58,800	77,800	-
<b>Total Operating Revenue</b>	<b>5,626,804</b>	<b>100.00</b>	<b>5,759,755</b>	<b>100.00</b>	<b>1,825,056</b>	<b>267,285</b>	<b>4,751,653</b>	<b>4,648,005</b>	<b>4,450,803</b>
<b>Expenditures</b>									
Program Expense	233,650	4%	254,253	5%	6,238	8,819	212,047	208,933	207,607
Operating & Supplies	370,580	7%	363,485	6%	33,035	34,432	292,364	309,744	294,987
Utilities Expense	190,660	4%	211,486	4%	1,577	8,954	173,461	185,336	130,238
Professional Services	44,780	1%	53,100	1%	2,699	270	35,041	34,300	27,482
Building & Grounds Maintenance	373,695	7%	414,860	7%	43,967	15,278	323,919	325,510	297,787
Property Tax Admin.	89,900	2%	89,700	2%	55,747	-	58,042	89,700	51,093
Wages	2,240,948	41%	2,231,474	40%	147,039	137,139	1,813,487	1,824,941	1,664,766
Benefits & Payroll Costs	790,332	15%	807,560	14%	60,540	50,965	671,419	686,469	618,453
Fixed Asset Expense	134,800	2%	186,886	3%	9,247	2,683	179,918	165,854	36,021
Capital Improvement Projects	968,300	18%	988,319	18%	1,644	3,452	610,396	632,260	258,749
Debt Services	2,000	0%	2,000	0%	-	383	-	-	3,444
<b>Total Expenditures</b>	<b>5,439,645</b>	<b>100.00</b>	<b>5,603,123</b>	<b>100.00</b>	<b>361,733</b>	<b>262,375</b>	<b>4,370,094</b>	<b>4,463,047</b>	<b>3,590,627</b>
<b>Net Revenue Over Expenditures</b>	<b>\$ 187,159</b>	<b>3.33</b>	<b>\$ 156,632</b>	<b>2.72</b>	<b>\$ 1,463,323</b>	<b>4,910</b>	<b>\$381,559</b>	<b>\$184,958</b>	<b>\$860,176</b>
Annual Contingency Reserve (1-2%)								Total	Total
Annual Equip Replacement Reserve								\$ 450,000	\$ 450,000
Future Capital Construction Reserve								\$ 822,282	\$ 920,531
ADA Reserve								\$ 887,359	\$ 955,971
CalPERS unfunded liability reserve								\$ 20,032	\$ 70,032
<b>TOTAL RESERVE BALANCES</b>								<b>\$ 137,400</b>	<b>\$ 45,800</b>
								<b>\$ 2,317,073</b>	<b>\$ 2,442,334</b>
			Net Position \$						
			15,832						

# Auburn Area Recreation and Park District

## Balance Sheet

1/31/2019

	Current YTD
<b>ASSETS</b>	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	\$580.00
First Foundation Bank	201,653.46
Placer County Treasure-General	3,897,872.27
Placer County Treasurer - City Trust	487,420.47
Accounts Receivable	8,429.19
A/R - 501C3 Group	5,000.00
PCOE Receivables	15,452.00
Prepaid Workers Comp Insurance	21,688.39
<b>TOTAL ASSETS</b>	<b>\$4,638,095.78</b>
<b>LIABILITIES AND NET PROFIT</b>	
<u>Current Liabilities</u>	
Prepaid Revenue	\$7,378.76
Liability Insurance Payable	6,011.50
Gift Certificates	313.00
Compensated Absenses	128,542.62
Sales Tax Payable	24.86
<b>Total Current Liabilities</b>	<b>\$142,270.74</b>
<u>Net Position</u>	
General Fund Balance	\$4,114,265.08
Net Profit (Loss)	381,559.96
<b>Total Net Postion</b>	<b>\$4,495,825.04</b>
<b>TOTAL LIABILITY AND NET POSITION</b>	<b>\$4,638,095.78</b>

**Auburn Recreation and Park District  
Balance Sheet  
As of 1/31/2019**

**ASSETS**

**Current Assets**

Petty Cash	580.00
First Foundation Bank	201,653.46
Placer County Treasurer – General Fund	3,897,872.27
Placer County Treasurer – City Trust	487,420.47
Accounts Receivable – ARD	8,429.19
Accounts Receivable – Friends of ARD (501c3)	5,000.00
PCOE Youth Services Receivable	15,452.00
Prepaid Workers Comp Insurance	21,688.39
Prepaid Liability Insurance	0.00

**Total Current Assets** **\$4,638,095.78**

**Fixed Assets**

Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	12,169,792.33
Fixed Assets: Equipment	986,232.41
Fixed Assets: Computer Equipment & Software	139,790.60
Fixed Assets: Vehicles	265,282.64
Fixed Assets: Office Furniture & Rec Equipment	104,734.72
Construction In Progress	1,019,953.95
Less: Accumulated Depreciation	(9,493,406.19)

**Total Fixed Assets** **\$7,162,926.58**

**TOTAL ASSETS** **\$11,801,022.36**

**Auburn Recreation and Park District  
Balance Sheet (Continued)  
As of 1/31/19**

**LIABILITIES AND NET POSITON**

**Current Liabilities**

Prepaid Revenue	7,378.76
Liability Insurance Payable	6,011.50
Gift Certificates	313.00
Compensated Absences	128,542.62
Sales Tax Payable	24.86
Worker's Comp Payable	0.00

<b>Total Current Liabilities</b>	<b>\$142,270.74</b>
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**Fund Balances**

Investments in Fixed Assets	7,162,926.58
GFB: Youth Assistance Fund	21,440.12
GFB: General Fund Balance	1,114,209.45
GFB: Cell Tower Reserves	122,459.24
RFB: Reserved (City Mitigation)	487,420.47
RFB: Equip Replacement Reserve	854,761.72
RFB: Contingency Reserve	450,000.00
RFB: Future Capital Construction	887,359.25
DFB: Arboretum Grant Fund	13,275.73
DFB: Designated – Atwood Fund	4,903.69
DFB: Atwood – Equipment Repl Fund	1,003.66
DFB: Calpers – Unfunded Liability Fund	137,400.00
DFB: ADA Reserves	20,031.75
DFB: Shockley Maint Fund	0.00

<b>Net Position</b>	<b>381,559.96</b>
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<b>Total Assets</b>	<b>7,162,926.58</b>
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<b>Total Unrestricted Funds GFB</b>	<b>1,258,108.81</b>
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<b>Total Reserved Funds</b>	<b>2,679,541.44</b>
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<b>Total Designated Funds</b>	<b>176,614.83</b>
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<b>TOTAL LIABILITIES AND NET POSITION</b>	<b><u>\$11,801,022.36</u></b>
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**SECTION: 6.0**

**BOARD REPORTS, FEE WAIVER LOG,  
VANDALISM REPORTS & PROJECT  
ACTIVITY REPORT**

**INFORMATION:**

**SEE ATTACHMENTS**

**Kahl Muscott**  
**District Administrator**  
**Report to the Board of Directors**  
**February, 2019**

- The Committee reviewing the ADA Transition Plan met, including a member of the public and a representative from Placer Independent Resources Services. A good start was made on updating the plan.
- Staff participated in the ALICE Active Shooter Training from the Placer County Sheriff office. Lots of good, practical information was presented and practiced.
- The annual CPRS Conference hits Sacramento March 19 – 22. Several staff members will be attending all or parts of the conference.
- Staff will be receiving its mandatory Sexual Harassment Training, as required by SB 1825, on March 7<sup>th</sup>. ARD Board members are welcome to attend to meet their AB 1661 requirements.
- We lost 4 oak trees at Regional Park from this most recent storm.
- The clean-up of the homeless camp at the far south end of Recreation Park went well. The occupant of the camp removed 90% of the items. Staff spent the next day chipping up the branches and small logs that were being used as a visual screen to help hide the camp. There is still more work to do in that area, including more fuel load reduction and making the camp pads unusable.
- A second large camp was found at Regional Park. This will be cleaned up after February 27<sup>th</sup>.
- A 67-year-old man had a heart attack in the Recreation Park gym on Friday, February 8<sup>th</sup>. He was taken to the hospital, where they were able to clear a blockage. He is doing fine and reportedly wants to get back to the 50+ basketball league he was participating in.
- The vegetation management project at Rock Creek (Regional Park) began on February 20<sup>th</sup>. The first day kicked off with a mandatory training conducted by a certified biologist. We have until March 20<sup>th</sup> to complete the project before we must pull another permit from CDFW. Our plans are to be done with as much as we can in 30 days as there are plenty of other projects waiting for staff.
- Work on the Shockley property should be done within the next couple of weeks. CalFire and CCC had to pull off this week for training but will be back at it next week (assuming no other issues come up).

**Meetings and events attended or scheduled to attend**

2/1: Warren Tellefson re: dog park rain closures

2/1: Park Worker interviews

2/5: Board of Supervisors meeting re: Placer County Parks Master Plan

2/5: Rotary

2/6: ADA Transition Plan Meeting

2/6: Meadow Vista MAC meeting re: mitigation funding for Rec Park cameras, additional Bike Park funding

2/7: Active Shooter Training

2/8: Park Worker interviews

2/11: Budget meeting: Facilities and Grounds

2/12: Rotary

2/13: Budget meeting: Customer Service

2/13: Budget meeting: Recreation

2/14: Budget meeting: Youth Services

2/19: Rotary  
2/19: A&D Committee  
2/20: WEAT training for Rock Creek Vegetation Management  
2/20: Policy Committee  
2/20: A&D Committee  
2/22: Walter Clevenger, PCRCO re: Atwood Park  
2/26: Rotary

**Veona Galbraith**  
**Administrative Services Manager**  
**Report to the Board of Directors**  
**February, 2019**

**Notations from this month:**

- Program Revenue is up \$45,000 over budget mainly due to; Youth Services \$25,000, Adult Classes \$5,000, Youth Basketball \$6,000, Obstacle Scramble \$5,500.
- Grants and Donations are up due to the Jansen's generous donation in December.
- Final Tax Revenues for this fiscal year came in and are up \$27,000 from Budget
- Operations and Supplies are coming in \$17,000 under budget partly due to some \$5,000 cuts in Debris Box Garbage Service.
- Property Tax Administrative Costs are under by \$31,000, only because the County has not posted the Election Costs, budgeted for the same.
- Salaries/Benefits are under by \$26,000 because of fluctuations in staff. We are due to hire our new Facilities and Grounds Park worker this week. We just hired a new Facilities staff person last week as well.
- Fixed Assets are over our anticipated budget because the HVAC system that was in line to be replaced next fiscal year, needed to be replaced in January.
- Capital Improvements are low by \$22,000 because we budgeted for the Security Camera install to be completed. The cameras will be in before the end of March.

**Appointments to Note for Jan-Feb:**

- Webinar: Understanding Board & District Liability Issues
- CSDA Meeting: Finances for Special Districts
- Active Shooter Training
- ADA Transition Plan Committee Meeting
- Preliminary Budget Meetings with Managers



**Jesse Williams**  
**Facilities & Grounds Manager**  
**Report to the Board of Directors**  
**February, 2019**

American River Overlook Park:

- Replaced four irrigation valves that had malfunctioned.

Ashford Park:

- Davey Tree Expert Company removed and pruned trees according to our Tree Maintenance Plan.

Christian Valley Park:

- Continued repairing the chain link fencing throughout the park.

Recreation Park:

- Road Kill Welding repaired several stress cracks on the Aluminum Bleachers at Sierra Pool.
- Davey Tree Expert Company removed trees according to our Tree Maintenance Plan.

Regional Park:

- Serviced the John Deere TX 4x2.
- Add four more seats at the Disk Golf picnic area.

**Mike Scheele**  
**Project Manager/Landscape Architect**  
**Report to the Board of Directors**  
**February, 2019**

- **ARD Bike Park Project:** USBOR reviewed and approved ARD's 90% construction documents on January 30<sup>th</sup>. They relayed they felt the project plans looked good and only had one minor comment involving the removal of an old drain pipe on site. 100% CD's, estimate and specifications are due from the engineer last week of February and after final review and editing, the project will be put out to formal bid. The project bid form will be structured to give the District scope of work flexibility depending on the bids received. Concurrently, the District will be ordering six "kicker jump ramps" and one "slant wall" jump return feature directly from the ramp company to avoid markup by the general contractor. The ramp company will provide installation as well, working with the chosen general contractor at the appropriate stage(s) of construction.
- **Regional Park South Play Structure Replacement:** *NO NEW ACTION*. Play structure installation is complete. Staff is preparing construction documents for a concrete ramp to be installed from the adjacent parking lot to play structure for ADA compliance.
- **Regional Park South ADA Access Project:** Design is complete and has been sent out to two contractors for value engineering and preliminary pricing prior to being put out to formal bid. Good comments have already been received. Project intended to go out to formal bid late spring with summer construction.

- **Regional Park Irrigation Pump System Improvements:** New irrigation pump station preferred brand has been chosen (Rain bird), engineers estimate has been obtained (\$140K) and project was put out to formal bid February 14th. Bid opening is scheduled for March 14th with low bid expected to go to the board at the 3-28-19 meeting. New system installation will be done as soon as possible in the rainy season and staff will need to be manually opening the valves until completion if required.
- **24 Acre Project:** Staff and the A&D Committee performed a grant/funding analysis at the 1-22-19 meeting and have decided to pursue/make application for funding on the project under the “Statewide Park Development and Community Revitalization Program-Round 3” grant program. As part of the grant requirements, District planning is underway to re-start a set of five community meetings to gain new “grass roots” input on the 24 acres master plan prior to application. Applications are due August 5, 2019 and projects receiving awards need to be completed and open to the public by March of 2022. Previously staff has been preparing scenarios on what it would take to start a first phase of this project (conduct CEQA, construct the access road & parking, bathroom and two walking trails).
- **O&D Plan:** *NO NEW ACTION.* USBR has finally approved the document and the Board approved the plan at the July Meeting.
- **Riparian Management Plan/Streambed Alteration Agreement:** *NO NEW ACTION.* The agreement with CADFW (Ca. Department of Fish and Wildlife) has been received. Staff is coordinating work days.
- **Miscellaneous Items:** ADA improvements and asphalt patching at Recreation Park picnic pavilion, research and cost estimating for a possible wheelchair swing at the Rec Park South Play structure, light tower footing protective concrete slab at James Field (Complete), tree canopy assessments/evaluations and resultant pruning & removals at various parks, new self-cleaning filter at Meadow Vista Park irrigation pump (completed) pricing is being obtained to add a VFD (Variable Frequency Drive) to the pump increasing its efficiency and reduce wear and tear on the irrigation system, updates of monthly Board reports and A&D Project Activity Reports etc.

**Manouch Shirvanioun**  
**Marketing & Customer Service**  
**Report to the Board of Directors**  
**February, 2019**

1/1/19-1/31/19    1/1/18-1/31/18

Activity Registrations	\$14,000	\$16,000
Day Care/Discovery payments	\$47,000	\$35,000
Facility payments/reservations	\$ 9,000	\$12,000

Working with different user groups for field usage:

- MV LL
- Auburn LL
- 49er United
- Auburn FC
- Bowman School
- Placer High School
- Sacramento Men’s Softball League-Sundays on James field

Meeting with Placer Grad Night volunteer

Reviewed and approved fee waiver applications  
Chamber Monthly Networking Luncheon  
Weekly Ambassador Visits  
Leadership Auburn

**Sheryl Petersen**  
**Recreation Services Manager**  
**Report to the Board of Directors**  
**February, 2019**

- Meetings attended: ASR (3), SF(2), UKE (2), AARC, SCB, VFCAL
- Sponsor packets are being delivered for 2019
- YDL more than half way through the season, had picture day
- Did not receive grants for String Fling and Ukulele Festival from Placer Arts Council
- Met with Juli Land-Marx on website updating new forms
- Met with Kahl and Veona on Budget 2019-2020
- Met with Robalos parent president on season
- Did active shooter training
- Took on two new interns from Sac State
- Met with Auburn Community Service Day Committee
- Secured agreement with Mitch, owner of Mobile Rock for 2019 events
- Started weekly meetings with our new Facilities Coordinator
- Worked Taste of Chocolate in Old Town
- Met with new intern from Sierra College
- Met with Scott Maxwell on Little League Anniversary Celebration
- Met with Keith McMann on reintroducing Bridge classes

AARC – All American Rib Cookoff, ACHF-Auburn Community Harvest Festival, ASR- Auburn Sunset Rotary, PIP-Party in the Park, SCB- Senior Center Board, SF String Fling, SHF-Auburn Senior Health Fair, UKE- Ukulele Festival, VFCAL-Valley Foothills Competitive Aquatics League,

**Coming up this Month**

**March**

2	Robalos Swim Clinics Begins	Sierra Pool
5	Mermaid Conditioning Begins	Sierra Pool
28	ARD Board Meeting	CVCC

**Debbie Thomas**  
**Youth Services Manager**  
**Report to the Board of Directors**  
**February, 2019**

- Budget meeting with Veona and Kahl February 14
- Updating activity guide for summer including online registration adjustments
- Day camp week of February 19-22
- Active Shooter training February 7
- On vacation Feb. 8-12

- Finance Feb. 20; board meeting Feb. 28
- Meeting with staff for summer planning
- Purchasing for sites and day camp
- Alta Vista Discovery going online beginning March 1
- Met with Manouch regarding summer day camp going online/documents/clarification in preparation for April 1<sup>st</sup> registration opening
- Visited SeaQuest to consider it for summer field trip

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-18	Jean Hixon	Western States Trail Foundation-Foothills Room	\$180.00	\$60.00	\$180.00			
Apr-18	Cheryl Essex	CA State Park and Bureau of Reclamation	\$200.00	\$0.00	\$200.00	Multi Agencies Meeting	\$380.00	\$380.00
May-18	Paula Namizzi	Placer County HHS- Recovery Happens Picnic Sites at Recreation Park	\$250.00	\$90.00	\$165.00	No		
May-18	Sesi Catalano	Western States Trail Foundation-Foothills Room	\$157.50	\$0.00	\$157.50	No		
May-18	Laura Dierssen	Placer Hills Education Foundation Meadow Vista Picnic sites	\$225.00	\$120.00	\$112.50	No		
							\$435.00	\$815.00
Jun-18	Jean Hixon	Western States Trail Foundation-Sierra Room	\$202.50	\$0.00	\$202.50	No		
Jun-18	Herb Grounds	Feed The Hungry of Auburn-Picnic areas Recreation Park	\$100.00	\$60.00	\$50.00	No		
Jun-18	Chris Pelkert	Freedom Church- Picnic 1 & 2 Regional Park	\$100.00	\$60.00	\$50.00	No		
							\$402.50	\$1,217.50
Jul-18	Frída Diaz	Child Advocates of Placer County-Recreation Park Picnic site #1	\$50.00	\$30.00	\$25.00	No		
Jul-18	Jim Moore	Auburn Host Lions Club- Recreation Park picnic sites 1 and 2	\$100.00	\$60.00	\$50.00	No		
Jul-18	Bree Rienz	Auburn Eck Center/CA Satsang Society- Lakeside Room	\$200.00	\$30.00	\$180.00	No		
							\$350.00	\$1,567.50
Aug-18	Courtney Portlock	American Foundation for Suicide Prevention- Railroad Park fields A and B	\$219.60	\$60.00	\$197.64	No		
Aug-18	Keith Nesbitt	Auburn Chamber-Leadership Auburn Alumni Event Splash Pool Area	\$300.00	\$60.00	\$270.00	No		
							\$467.64	\$2,035.14

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Sep-19	Karen Montgomery	Bowman PTO-Using Railhead B for a 5K fundraising run	\$140.10	\$60.00	\$112.08	NO		
Sep-19	Barb Webb	Collfax High School Leadership-Using MV Picnic sites <b>CANCELLED</b>	\$255.00	\$90.00		No		
							\$112.08	\$2,147.22
Oct-18	Connie Burns	Auburn Sunset Rotary-Bocce Courts	\$160.00	\$30.00	\$128.00	No		
Oct-18	Jean Hixon	Western States Trail Foundation-Foothills Room	\$180.00	\$60.00	\$180.00	NO		
Oct-18	Craig Thornley	Western States Endurance Run- Foothills Room	\$200.00	\$60.00	\$200.00	NO		
							\$508.00	\$2,655.22
Nov-18	Kathy Van Dam	Girl Scouts 49er Service Unit-Sierra Room and Canyon View Room	\$337.50	\$60.00	\$270.00	No		
Nov-18	Michaela Bunker	Girl Scouts Heart of Central California-Canyon View, Foothills, Sierra, Board & Sunset	\$435.00	\$60 Cstid+\$50 OOD	\$348.00	No		
							\$618.00	\$3,273.22
Dec-18	Christine Pieper	California Native Plant Society-Sunset Room for 1/30 and 1/31	\$480.00	\$60.00	\$432.00	No		\$3,705.22
Jan-19	Caryn Perry	Foothill Quilters Guild-Regional Gym and Lakeside Room	\$3,340.00	\$802.50	\$2,839.00	No		
Jan-19	Denise Di Miceli	Auburn Senior Center-Picnic sites and Bocce Courts at Recreation Park	\$130.00	\$30.00	\$89.00	No		
Jan-19	Jean Hixon	Western States Trail-American River Room	\$200.00	\$0.00	\$200.00	No		
Jan-19	Emma Lujan	Toy Run- Regional Gym and Picnic sites at Recreation Park	\$373.00	\$60.00	\$335.70	No		
Jan-19	Brandy Hudspeth	The Gathering Inn- Lakeside Room	\$160.00	\$30.00	\$160.00	No		



2/20/2019

VANDALISM REPORT

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
2/20/2019	NONE	NONE	NONE	NONE



1/23/2019

VANDALISM REPORT

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
12/14/2018	Ashford Park	(2) Broken toilet seats	\$0.00	\$643.40
1/8/2019	Regional Park	Off roaders caused big ruts at Regional where the ARD events take place. Not fixed yet because of rain, needs to drain because it flooded. Topsoil and overseed will be put in after it has drained and dried.	\$0.00	(vandalism proof toilet seats) \$0.00

Total labor costs \$0 Total material costs \$643.40

2019/2020 PROJECT ACTIVITY REPORT		UPDATED 2/13/19	
PROJECT	EST. GOST	NOTES	EST. COMPLETED
<b>RECREATION PARK</b>			
James Ballfield Renovation Project (2019)	250,000.00	Staff is preparing a Request for Qualifications (RFQ) package to area landscape architectural firms to prepare construction documents for renovating James Field. The scope of work will include the chosen firm sub-contracting with a Civil Engineer to perform a full topographic survey of the field to be used as basemap information for the construction drawings. RFQ package is scheduled to be sent out February 19th with Statements of Qualifications (SOQ's) due back March 19th. SOQ's will be evaluated by staff and the top responder will be invited to provide a proposal for the work. Once awarded, the design/construction documents phase will take approximately 10-11 weeks, followed by bidding approximately 5 weeks with construction starting mid-July. Construction is expected to take up to 35 work days and there will be a two month contractor maintenance period on the new hybrid bermuda turf areas. James field is closed to the public from July 1st to November 30th.	OCTOBER/NOVEMBER 2019
Sierra Pool Re-Plastering (2017/2018)	185,000.00	Project is complete.	NOVEMBER 2018
Bleacher Shade Structure (2017/2018)	150,000.00	Project, including the surrounding fence work and some additional fencing safety modifications, is completed.	MAY 2018
<b>PLACER HILLS POOL</b>			
ADA Path of Travel (2016/2017)	10,000.00	Sidewalk path of travel has been found to be in acceptable ADA shape but the parking lot asphalt and ADA striping could use renovation. Additionally there is a significant drainage problem trapping a large puddle of water that needs to be studied.	JUNE 2019
<b>REGIONAL PARK</b>			
Regional Park South Play Structure and ADA path of travel from parking lot Projects (2017/2018)	170,000.00	Play structure project is complete. Staff generated construction drawings for the ADA Path of Travel from parking lot to playground project are out to two different contractors for Value Engineering, troubleshooting and preliminary pricing. Formal bidding to follow.	DECEMBER 2018 (playground) MAY/JUNE (ADA Ramps & accessible)
AC Pathway Repairs Project (2017/2018)	55,000.00	Project completed.	AUGUST 2018

Dry Creek Picnic ADA parking and path improvements (2015/2016)	15,000.00	Project completed.	AUGUST 2018
ADA Path of Travel Tennis Courts (2018/2019)	41,500.00	Staff to design ADA access improvements in Spring 2019 with bidding and construction to follow in Summer.	JUNE 2019
Irrigation Pump Replacement (2017/2018)	90,000.00	Project is out for formal Bidding. A mandatory pre-bid site meeting is set for Thursday, March 7th. Bids open Thursday, March 14th @ 3PM. Engineers estimate is 140K.	APRIL 2019
Security Cameras at Gym/Lakeside (2018/2019)	25,000.00	Project has been completed.	JUNE 2018
<b>OVERLOOK PARK</b>			
Restroom ADA Upgrades (2018/2019)	25,000.00	Staff planning on hiring consultant to prepare construction documents in the Spring with Summer 2019 bidding and construction.	JUNE/JULY 2019
Planning and CEQA (2016/2017)	90,000.00	Project to be pushed back due to review delays at USBR	TBD
<b>CVCC</b>			
Bike Park - Design, CEQA, NEPA etc. (2014/2015)	100,000.00	The signed FONSI (Finding Of No Significant Impact) from the USBOR was finally received July 2nd.	JULY 2018
Bike Park - Construction (2015/2016)	175,000.00	The Bureau has reviewed our 90% bike park plans and gave us their blessing to proceed with only minor comment. Engineering consultant is scheduled to provide a draft 100% drawings, specifications and cost estimate by the end of February. Project is scheduled to be put out to bid in March and constructed in April/May.	MAY 2019

Maidu Drive Repair (2018/2019)	25,000.00	The Bureau has asked both ARD and PCWA to get additional budget cost estimates for the entire stretch of their portion of Maidu Drive (South of CVCC towards Auburn Folsom Road ending at the edge of the housing development) This is in addition to the estimates already received for the more damaged portion by CVCC. PCWA is getting buget estimates from Simpson & Simpson, ARD is getting estimates from Central Valley Engineering and Asphalt. At some point the project(s) will need to be put out to formal bid. ARD is offering \$25K towards the re-paving of the bad section by CVCC/Bike Park.	TBD
<b>MEADOW VISTA PARK</b>			
ADA Restroom Interior Renovation (2017/2018)	60,000.00	Project has been completed.	MARCH/APRIL 2018
Parking Lot Re-seal/Re-Stripe (2018/2019)	10,000.00	Parking lot maintenance project is planned for Spring 2019.	MARCH 2019
<b>OPERATION AND DEV. PLAN</b>			
CEQA/NEPA (2014/2015)	25,000.00	USBR Approved the document in June and District Board approved in July.	JULY 2018
<b>ARMED FORCES PAVILLION/GARDEN</b>			
Site Improvements (2017/2018)	10,000.00	Funding for this project is on hold pending information from associated non-profit.	TBD
<b>MULTI-PARK ITEMS</b>			
Streambed Alteration Agreement (2016/2017)	44,000.00	The Draft Vegetative Management Plan IS/MND (Initial Study/Mitigated Negative Declaration) was accepted by the Board in December.	TBD
Carry over projects from 2018/2019 list in YELLOW			
<b>Fiscal Year Projects Total:</b>	<b>1,305,500.00</b>		

## **Item 7.1 Cover sheet – Amending ARD Ordinance #1: Prohibited Presence in Parks; Trash and Littering; Fires and BBQ Grills – FIRST READING**

**Auburn Area Recreation and Park District (ARD) Policy Committee meeting January, 2019; February, 2019; Board of Director’s meeting January, 2019; February, 2019**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) amend ARD Ordinance #1 to clarify what activities are prohibited in parks after dusk, to strengthen rules on littering and the use of ARD trash receptacles and to clarify what sort of fuels can be used in ARD BBQ grills?

### **Background**

California Public Resources Code (PRC) section 5786.1 empowers the Boards of Special District to adopt and enforce ordinances necessary for the administration, government and protection of all property, improvements and facilities under its management or belonging to the District.

PRC Section 5786.1 (i) requires that Special Districts adopt ordinances following the procedures of Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code. This section references County ordinances, hence any references to “county”.

Staff is proposing three amendments at this time:

### **Proposed Amendment #1:**

ARD Ordinance #1, Section R, states the following:

R. Prohibited presence. No person shall tent, camp, lodge, or otherwise be present in any park after dusk or before dawn or at times otherwise posted, except when lawfully in attendance at an event permitting such.

ARD Ordinance #1, Section CC, states the following:

CC. Lights. No person utilizing an illuminated playing area shall continue to do so after 10:45 p.m. of each day. The persons using such an area shall ensure that all lights for the area are turned off no later than 10:45 p.m. unless authorized by Special Use Permit.

Section R does not address people who may be using a park to participate in an authorized activity at a lit facility. These activities may include (but are not limited to): adult softball, youth baseball, pickleball/tennis played on lit courts, outdoor basketball played on lit courts.

A recent emphasis placed on enforcing Section R used added signage to notify users of park hours. This caused some concern with at least one person who thought she may not be able to play evening pickleball.

Proposed amendments to this section are attached.

**Proposed Amendment #2:**

ARD Ordinance #1, Section T, states the following:

T. Waste liquids and refuse. No person shall dispose of dishwater or other waste liquids or dispose of any garbage, empty container, or other solid waste material within a park, other than in receptacles or other facilities provided for such disposal.

ARD has been having some issues with people using District trash receptacles and dumpsters to dispose of their personal trash.

Proposed amendments to this section are attached.

**Proposed Amendment #3:**

In December of 2016, the ARD Board considered amending ARD Ordinance #1 to clarify what sort of fuel materials could be used in ARD grills. The Board decided at that point that it would wait until the next time ARD Ordinance #1 was amended to make any changes to these sections.

The ARD Policy Committee reviewed this item and recommended folding the wording from Section S into Section A.

Proposed amendments to these sections are attached.

**Recommendation for the Board of Directors**

Staff recommends Amending ARD Ordinance #1 as described.

The ARD Policy Committee recommends that the Board of Directors have a first reading of the proposed changes and set a date for a public hearing for the final reading of the proposed amendments, most likely at the March 28, 2019 Board of Director's meeting.

**Fiscal Impact**

The proposed amendment would have a minor fiscal impact to the District, including costs to publicly notice the amendment (approx. \$500) and signage (less than \$500).

**Attachments**

Proposed amendments to ARD Ordinance #1, Section R

Proposed amendments to ARD Ordinance #1, Section T

Proposed amendments to ARD Ordinance #1, Sections A and S

Ordinance Adoption Codes and Procedures

## **Proposed new language for ARD Ordinance #1 re: Prohibited presence**

(new language in red)

R. Prohibited presence. No person shall ~~tent, camp, lodge, or otherwise~~ be present in any park after dusk or before dawn or at times otherwise posted, except when lawfully in attendance at an event **or authorized rental permitting such or participating in an approved activity at a lit facility.** **All activities at lit facilities must obey Section CC.**

CC. Lights. No person utilizing an illuminated **recreation** area shall continue to do so after 10:45 p.m. of each day. The persons using such an area shall ensure that all lights for the area are turned off no later than 10:45 p.m. unless authorized by Special Use Permit.

## **Proposed Amendment to ARD Ordinance #1, Section T re: Trash and Littering**

### Current ARD Ordinance #1, Section T :

T. Waste liquids and refuse. No person shall dispose of dishwater or other waste liquids or dispose of any garbage, empty container, or other solid waste material within a park, other than in receptacles or other facilities provided for such disposal.

### **Current Placer County Ordinance:**

B. Littering Prohibited. No person shall leave or deposit rubbish, litter or trash of any kind, except in receptacles provided for said purposes. Receptacles in public recreation areas are intended solely for the purpose of park generated trash or rubbish. Under no circumstances may any person bring rubbish or trash into a PRA for the purpose of disposing into PRA receptacles.

### **Proposed ARD Ordinance, Section T:**

**T. Waste liquids, refuse and littering. No person shall leave or deposit rubbish, litter, waste liquids or trash of any kind, except in receptacles provided for said purposes. Receptacles in District parks are intended solely for the purpose of park generated trash or rubbish. Under no circumstances may any person bring rubbish, litter, waste liquids or trash of any kind into a District park for the purpose of disposing into District park receptacles.**



## **Proposed Amendments to ARD Ordinance #1, Section A and S: BBQ grills and fires**

ARD Ordinance #1, Section A, will be modified with the following language (in red). This includes adding in the language from Section S.

A. Fires **and Cooking**. No person shall make or kindle a fire within any park except in stoves or other facilities specifically provided by the District or in a container commercially manufactured for such purposes, and used only in areas designated for such use. **No person shall cook any meal within a park except in an area authorized and provided for such use. Only charcoal briquettes or other commercially made cooking products are allowed in District BBQ grills.** No fire shall be lit or maintained within a park between the hours of 10 p.m. and 7 a.m. of the next succeeding day, except by Special Use Permit.

Section S will be deleted in its entirety. All remaining sections (T – DD) will be moved up accordingly.

~~S. Picnicking. No person shall cook any meal within a park except in an area authorized and provided for such use.~~

CALIFORNIA CODES  
PUBLIC RESOURCES CODE  
SECTION 5786-5786.31

**5786.1.** A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this chapter, including, but not limited to, the following powers:

(i) To adopt ordinances following the procedures of Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

CALIFORNIA CODES  
GOVERNMENT CODE  
SECTION 25120-25132

**25120.** The enacting clause of all ordinances of the board of supervisors shall be as follows: "The Board of Supervisors of the County of \_\_\_\_\_ ordains as follows."

**25121.** Every ordinance shall be signed by the chairman of the board and attested by the clerk.

**25122.** On the passage of all ordinances the votes of the several members of the board shall be entered on the minutes, and all ordinances shall be entered at length in the ordinance book.

**25123.** All ordinances shall become effective 30 days from the date of final passage, except the following ordinances, which shall take effect immediately:

- (a) Those calling or otherwise relating to an election.
- (b) Those specifically required by this code or by any other law to take immediate effect.
- (c) Those fixing the amount of money to be raised by taxation, or the rate of taxes to be levied.
- (d) Those for the immediate preservation of the public peace, health, or safety, which shall contain a declaration of the facts constituting the urgency, and shall be passed by a four-fifths vote of the board of supervisors.
- (e) Those specifically relating to the adoption or implementation of a memorandum of understanding with an employee organization.
- (f) Those relating to salaries and other compensation of officers, other than elected officers, and employees.

**25123.5.** Notwithstanding the provisions of Section 25123, that portion of any ordinance which changes supervisorial salaries shall become effective 60 days after its adoption.

**25124.** (a) Except as provided in subdivision (c), before the expiration of 15 days after the passage of an ordinance it shall be

published once, with the names of the members voting for and against the ordinance, in a newspaper published in the county if there is one, and if there is no newspaper published in the county, the ordinance shall be posted in a prominent location at the board of supervisors' chambers within the 15-day period and remain posted thereafter for at least one week. The local agency, at its option, may include in an ordinance reclassifying land either a brief description accompanied by a map of the boundaries of the property, as recited in the notice of hearing, or a complete metes and bounds description accompanied by a map depicting the reclassified property and adjacent properties. Except for maps, any exhibit attached to and incorporated by reference in an ordinance need not be published in its entirety if the publication lists all those exhibits by title or description and includes a notation that a complete copy of each exhibit is on file with the clerk of the board of supervisors and is available for public inspection and copying in that office in accordance with the California Public Records Act, Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1. A certificate of the clerk of the board of supervisors or order entered in the minutes of the board that the ordinance has been duly published or posted is prima facie proof of the publication or posting.

(b) The publication or posting of ordinances, as required by subdivision (a), may be satisfied by either of the following actions:

(1) The county board of supervisors may publish a summary of a proposed ordinance or proposed amendment to an existing ordinance. The summary shall be prepared by an official designated by the board of supervisors. A summary shall be published and a certified copy of the full text of the proposed ordinance or proposed amendment shall be posted in the office of the clerk of the board of supervisors at least five days prior to the board of supervisors meeting at which the proposed ordinance or amendment or alteration thereto is to be adopted. Within 15 days after adoption of the ordinance or amendment, the board of supervisors shall publish a summary of the ordinance or amendment with the names of those supervisors voting for and against the ordinance or amendment and the clerk shall post in the office of the clerk of the board of supervisors a certified copy of the full text of the adopted ordinance or amendment along with the names of those supervisors voting for and against the ordinance or amendment.

(2) If the county official designated by the board of supervisors determines that it is not feasible to prepare a fair and adequate summary of the proposed or adopted ordinance or amendment, and if the board of supervisors so orders, a display advertisement of at least one-quarter of a page in a newspaper of general circulation in the county shall be published at least five days prior to the board of supervisors meeting at which the proposed ordinance or amendment or alteration thereto is to be adopted. Within 15 days after adoption of the ordinance or amendment, a display advertisement of at least one-quarter of a page shall be published. The advertisement shall indicate the general nature of, and provide information about, the proposed or adopted ordinance or amendment, including information

sufficient to enable the public to obtain copies of the complete text of such ordinance or amendment, and the names of those supervisors voting for and against the ordinance or amendment.

(c) If the clerk of the board of supervisors fails to publish an ordinance within 15 days after the date of adoption, the ordinance shall not take effect until 30 days after the date of publication.

25125. No county ordinance passed prior to September 13, 1941, is void solely by reason of the fact that it was not published for a full week within 15 days after its passage, if the first actual publication of the ordinance was within the 15-day period, and thereafter actual publication was made for a full week.

25126. Any or all ordinances of any county which have been enacted and published in accordance with the provisions of its charter or this article, and which have not been repealed, may be compiled, consolidated, revised, indexed, including such restatement and substantive change as is necessary in the interest of clarity, and arranged as a comprehensive ordinance code.

25127. The ordinance code may be adopted by reference by the passage of an ordinance for the purpose, which shall be adopted and approved in the manner provided by charter or this article for the passage of ordinances for the county.

25128. The ordinance code itself need not be published in the manner required for other ordinances, but not less than three copies of the code shall be filed for use and examination by the public in the office of the clerk of the county prior to the adoption thereof.

25129. After the code has been adopted all ordinances thereafter adopted pertaining to the subjects in the code shall be amendatory or revisory of the code. No section or subsection of the code shall be revised or amended by reference. The ordinance section or subsection revised or amended shall be adopted and published in the manner prescribed in Section 25124. Nothing in this section shall preclude repealing or rendering inoperative by reference any section or subsection if language in the ordinance fairly identifies the subject matter of the sections or subsections which would be repealed or rendered inoperative by the ordinance.

25130. An ordinance code adopted and fully published, or adopted by reference as provided in this article, may be subsequently recompiled, recodified and indexed, including such restatement and substantive change as is necessary in the interest of clarity, in the same manner as prescribed by this article for the original adoption by reference of an ordinance code.

25131. Ordinances shall not be passed within five days of their introduction, nor at other than a regular meeting or at an adjourned regular meeting. However, an urgency ordinance may be passed

immediately upon introduction and either at a regular or special meeting. Except when, after reading the title, further reading is waived by regular motion adopted by majority vote, all ordinances shall be read in full either at the time of introduction or passage. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular or at an adjourned regular meeting held at least five days after alteration. Corrections of typographical or clerical errors are not alterations within the meaning of this section. This section shall not apply to ordinances which by statute can be passed only after notice and a public hearing.

25132. (a) Violation of a county ordinance is a misdemeanor unless by ordinance it is made an infraction. The violation of a county ordinance may be prosecuted by county authorities in the name of the people of the State of California, or redressed by civil action.

(b) Every violation determined to be an infraction is punishable by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding two hundred dollars (\$200) for a second violation of the same ordinance within one year; (3) a fine not exceeding five hundred dollars (\$500) for each additional violation of the same ordinance within one year.

(c) Notwithstanding any other provision of law, a violation of local building and safety codes determined to be an infraction is punishable by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding five hundred dollars (\$500) for a second violation of the same ordinance within one year; (3) a fine not exceeding one thousand dollars (\$1,000) for each additional violation of the same ordinance within one year of the first violation.

## **Item 8.1 Cover sheet – Fee Waiver Request for Placer High Grad Night**

February 20, 2019 Standing Finance Committee, February 28, 2019 Board Meeting

**The Issue:** Shall the Auburn Area Recreation and Park District approve a fee waiver request for Placer High Grad Night?

Provided below is the District's Policy & Procedures for Fee Waivers:

### **XXIX. Policy & Procedures for Fee Waivers**

Fee waivers may be granted to non-profit organizations, schools, other public agencies and ARD co-sponsored events for once per year, annual events or rentals. The following rules will apply for Fee Waivers:

- A. A 10% processing fee will be charged for all fee waivers. This fee does not apply to peak usage rentals paying 50%.
- B. A minimum 20% fee will be applied to all groups that charge admission or do not meet at least one of the following criteria:
  1. The non-profit charity/agency must provide a service that complements or enhances services provided by ARD.
  2. There is an identifiable secondary benefit to ARD.
  3. The charity/agency provides a service that ARD could provide but chooses not to.

This fee does not apply to peak usage rentals paying 50%.

- C. During peak usage times, fee waivers will normally not exceed 50% of the current fees. Custodial and alcohol fees will normally not be waived during these peak periods.

Peak usage times for facilities are as follows:

Picnic Units: April – October, Gymnasiums: December – March,  
Baseball fields: February – July, Soccer fields: July – November  
Swimming pools: May – July.

- D. ARD staff can approve fee waivers up to a dollar amount of \$1,500. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar. Denied fee waivers can be appealed to the ARD Board of Directors. Appeals should be made in writing and sent to the Customer Service/Marketing Manager at least 7 days before the next ARD Board of Director's meeting.
- E. The person or organization making the fee waiver request should be responsible for the following:
  1. Paying applicable custodial, set up/take down fee.
  2. Paying the alcohol fee, if applicable.  
Special Events – paying the current rate per hour/person for staffing the event (one maintenance worker per 500 attendees).
  3. Special Events – events over 250 attendees require a dumpster.

4. Special Events – events with 400 + attendees will require one portable toilet. Add 1 portable toilet for every 200 additional attendees.
5. Special Events – in most cases the person/organization requesting the fee waiver will take care of trash, bathrooms, etc.

**Recommendation**

The Standing Finance Committee reviewed and approved the Fee Waiver Request for Placer High Grad Night, and recommended forwarding the request to the Board of Directors for consideration.

**Attachments**

Fee Waiver Request  
Fee Waiver Request and Application  
Letter to ARD Board from Placer High

FEE WAIVER REQUEST

PERSON MAKING REQUEST

Sarah Tucker / Mary Ann Collins

NAME OF THE ORGANIZATION

Placer High School Grad Night

IRS/NON PROFIT TAX ID NUMBER

20-4476376

ADDRESS AND PHONE NUMBER

275 Orange Street

Auburn, CA 95603

Sarah Tucker

Signature

1/26/19

Date

OFFICE USE ONLY

APPLICABLE FEES

Rental Fees

\$ 3,859.<sup>00</sup>

FEES WAIVED

\$ 3,027.<sup>20</sup>

Custodial Fees

\$ 500.<sup>00</sup>

\$ \_\_\_\_\_

Alcohol Permit Fees

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Setup/Takedown

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Staffing Fees

\$ 225.<sup>00</sup> Life Guards

\$ \_\_\_\_\_

Miscellaneous Fees

\$ \_\_\_\_\_

\$ \_\_\_\_\_

TOTAL FEES DUE

\$ 1,576.<sup>80</sup>

REQUEST APPROVED?

Yes

No

COMMENTS:

Pool rental: \$200, 50% Fee Waiver = \$100<sup>00</sup> due

Building rental: \$3,759.<sup>00</sup>, 20% rental fee per policy = \$751.<sup>80</sup>  
staffing & custodial = \$725.<sup>00</sup>

Approved by: \_\_\_\_\_

Date





## FEE WAIVER REQUEST AND APPLICATION

In order to be considered for a fee waiver request, you must complete this questionnaire and submit necessary documents as indicated below. A letter on the requesting organization's letterhead must accompany this application. The letter should include the reason for requesting a fee waiver and how this event benefits our community. Requests must be submitted 60 days prior to the event. Applicants must complete and submit Indoor or Outdoor Reservation Applications with this request. Incomplete applications will not be processed.

- 1) Is this a non-profit organization? Yes  
Must provide supporting documentation for non-profit status before being considered for a fee waiver request.  
Example: A letter from IRS stating your non-profit status
- 2) Can you provide financial documents for the organization? Yes  
Example: Bank statements or tax returns. If unable to provide these documents, please attach an explanation letter.
- 3) Is this the first time that your organization is asking for a fee waiver from ARD? No
- 4) Is this a fundraiser? No
- 5) How much money do you anticipate generating from this event? 0
- 6) Is there a fee or a charge for people to attend or participate in your event? Donation
- 7) How does a fee waiver affect your event? Can you hold your event in a different location if ARD can not—consider a fee waiver at this time? Please explain.  
No other venue can accommodate this large event. We  
strive to break even, but some years we lose money.  
We have received a fee waiver each year.
- 8) Have you asked for a fee waiver from other agencies in the community? No  
Please indicate which agency: \_\_\_\_\_
- 9) Are there any other agencies in the community that are working with you on this project? No  
Please provide a list of these agencies and contact information.
- 10) If a full fee waiver is not granted, can your organization pay a percentage of the rental fees?  
No  
If no, please explain: We barely break even on this event
- 11) Will you consider paying for staffing and utility fees if we waive the rental fees? Yes  
\$25.00 per hour plus applicable custodial fees
- 12) If you are unable to meet one of the offers (Items 10 or 11 above), are you able to provide a hardship statement with supporting documentations, such as bank statements or tax returns? Yes  
Please indicate what is being provided with this request:  
\_\_\_\_\_

# PLACER HIGH

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## Grad Night Alive

February 8, 2019

Manouch Shirvanioun  
Auburn Recreation District  
123 Recreation Drive  
Auburn, CA 95603

Dear ARD Board of Directors,

Placer High School's Grad Night committee is already fundraising and planning for the class of 2019 Grad Night Alive event. We appreciate our long standing relationship and the many years that the Auburn Recreation District has allowed us to host these events at ARD. We are hoping that you can support us again this year.

Volunteers start early to raise the funds needed to put on this extravaganza. The total cost of the celebration each year runs about \$150 per student, and yet we ask for a starting donation of \$50 to help defray the costs. Local businesses, service clubs, merchants and individuals also donate money to help all students attend.

The event will be held on Saturday June 1<sup>st</sup>, 2019, but we will need the facilities for prep beginning Thursday May 30<sup>th</sup> at 5pm until clean up on Sunday June 2<sup>nd</sup> by 2pm.

We are requesting use of all the indoor areas, which includes the gym, preschool, kitchen, bathrooms, youth room, dance studio and the outdoor area including the pool. We will use the pool facility from 11:00 pm until 1:30 am. The entire event will end on June 2<sup>nd</sup> at 5:00 am.

This is the 29<sup>th</sup> year that Grad Night has been celebrated at the ARD location and we are happy to say, these years have all been hugely successful thanks to the generosity of ARD and the use of the facilities.

Thank you in advance for your continued support on this worthwhile cause. It truly takes the entire community to keep the kids safe after graduation!

Sincerely,

Sarah Tucker  
MaryAnn Collins  
Grad Night Committee  
(530) 392-1601

*Thank you for helping make Grad Night Alive a memorable event each year.  
Your donation is tax deductible. Our Tax ID number is 20-4476276*

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PHS Grad Night Alive · 275 Orange St · Auburn · CA · 95603