

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

6:00 PM

**THURSDAY, JULY 30, 2020
CANYON VIEW COMMUNITY CENTER, FOOTHILLS ROOM
471 MAIDU DRIVE, AUBURN, CA 95603**

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

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom.

The link for this meeting is <https://zoom.us/j/98007246802> The public can use this link and/or call 1 669 900 6833 Webinar ID: 980 0724 6802 to participate.

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

Questions and comments can be sent via email to the District Administrator no later than 1:30pm. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

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

1.0 CALL TO ORDER

(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

Holbrook ____ Gray ____ Ainsleigh ____ Ferris ____ Lynch ____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A presentation will be given by District Administrator Kahl Muscott for Youth Services Manager Debbie Thomas on her upcoming retirement in August, 2020.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

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

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

_____ **5.1 Review and approval of Minutes of the Board of Directors from June 25, 2020 (Pages 7 – 13)**

Review and approval of Minutes of the Board of Directors from June 25, 2020

_____ **5.2 Review of Cash Requirements for June, 2020 (Standing Finance Committee) (Pages 14 – 16)**

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

_____ **5.3 Review and Approval of Financials for May, 2020 (Standing Finance Committee) (Pages 17 – 23)**

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

_____ **5.4 Review and Approval of Financials for June, 2020 (Standing Finance Committee) (Pages 24 – 29)**

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

_____ **5.5 Amendments to the Youth Services Program Coordinator Job Description (Program, Personnel, Policy, Fee & Legal Review Committee) (Pages 30 – 33)**

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

_____ **5.6 Resolution Number 2020-24: Authorizing Recreation Services Manager Mark Brunner as Representative for State Licensed After School Facilities (Program, Personnel, Policy, Fee & Legal Review Committee) (Pages 34 – 35)**

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

_____ **5.7 Increase in Wage Scales Per Tentative Union Contract (Program, Personnel, Policy, Fee & Legal Review Committee) (Pages 36 – 37)**

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

Motion by _____ second by _____ to _____

Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____ 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. (Pages 38 – 55)

_____ **7.0 NEW BUSINESS**

7.1 Audit for Fiscal Year 2019 – 2020 (Standing Finance Committee) (Pages 56 – 112)

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

Motion by _____ second by _____ to _____

Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____ Lynch _____

Roll Call Vote

_____ 7.2 **Ratification of Union Contract (Pages 113 – 154)**

Shall the Auburn Area Recreation and Park District (ARD) approve the agreement between ARD and the Local 39 Operating Engineers?

Motion by _____ second by _____ to _____

Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____ Lynch _____

Roll Call Vote

_____ 7.3 **CalPERS Change in Auburn Area Recreation & Park District's Medical Family Benefit (Pages 155 – 161)**

This item was reviewed by the Program, Personnel, Policy, Fee & Legal Review Committee and forwarded to the Board of Directors for consideration.

Motion by _____ second by _____ to _____

Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____ Lynch _____

Roll Call Vote

_____ 7.4 **Placer County Auditor-Controller MOU (Standing Finance Committee) (Pages 162 – 164)**

Shall the Auburn Area Recreation and Park District (ARD) enter into a Memorandum of Understanding (MOU) with the Placer County Auditor-Controller for services provided?

Motion by _____ second by _____ to _____

Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____ Lynch _____

Roll Call Vote

_____ **8.0 UNFINISHED BUSINESS**

_____ **8.1 Unfunded CalPERS Pension Reserve Funding (Standing Finance Committee) (Pages 165 – 166)**

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

Motion by _____ second by _____ to _____

Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____ Lynch _____

Roll Call Vote

_____ **8.2 24 Acres Project – Proposition 68 Grant Opportunity Update (Acquisition & Development Committee) (Page 167)**

This item was reviewed by the Acquisition & Development Committee and forwarded to the Board of Directors for consideration.

Motion by _____ second by _____ to _____

Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____ Lynch _____

Roll Call Vote

_____ **8.3 Reusable, Recyclable or Compostable Food Containers and Utensil Use Within ARD and by Vendors at ARD Events (Program, Personnel, Policy, Fee & Legal Review Committee) (Pages 168 – 172)**

Shall the Auburn Area Recreation and Park District (ARD) create a policy that would require reusable, recyclable or compostable food containers and utensils within ARD and by vendors at ARD events?

Motion by _____ second by _____ to _____

Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____ Lynch _____

Roll Call Vote

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

1. **Rock Creek Mobile Home Park Encroachments at Regional Park (Program, Personnel, Policy, Fee & Legal Review Committee)** This item was reviewed by the Program, Personnel, Policy, Fee & Legal Review Committee and forwarded to the Board for discussion and consideration. **(Pages 173 – 175)**

2. 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** – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be unmuted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please state your name, and address for the record (optional). There is a time limitation of three minutes.

13.0 **CLOSED SESSION**

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

Title: District Administrator

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

ADJOURNMENT

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

7-24-20
Date

1:00 pm
Time

P. Larson
Clerk to the Board

SECTION: 5.0

ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS FROM JUNE 25, 2020

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, June 25, 2020, 6:00 p.m.**

Board Members

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

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
Mark Brunner, Recreation Services Manager
Debbie Thomas, Youth Services Manager
Mike Scheele, Landscape Architect/Project Manager
Pat Larson, Recording Secretary

1.0 CLOSED SESSION – The ARD Board of Directors went into closed session at 6:03 p.m.

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

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

Employee Organization: IOUE, Stationary Engineers Local 39

1.2 Public Employee Performance Evaluation (Government Code 54954.5, subd. (e), 54947.)

Title: District Administrator

2.0 OPEN SESSION – REPORT/ACTION ON OR ABOUT CLOSED SESSION

Open Session began at 6:12 p.m. Chairman Holbrook reported that the District Administrator received a satisfactory performance evaluation.

3.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 6:12 p.m. by Chairman Holbrook. All Board Members were present.

4.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Gray and seconded by Director Lynch to approve the agenda as written with item 8.2 being moved to after the Consent Calendar.

Roll Call Vote

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

5 – 0 Motion carries

4.1 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

5.1 Review and Approval of Minutes of the Board of Directors Meeting from May 28, 2020

5.2 Review of Cash Requirements for May, 2020 (Standing Finance Committee)

5.3 Review and Approval of Financials for April, 2020 (Acquisition & Development Committee)

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

Roll Call Vote

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

5 – 0 Motion carries.

Item 8.2 became 5.4, Resolution Number 2020-23: CalPERS Health Insurance for Union Represented Employees

A motion was made by Director Lynch and seconded by Director Gray to adopt Resolution Number 2020-23: CalPERS Health Insurance for Union Represented Employees.

Roll Call Vote

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

5 – 0 Motion carries.

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

7.1 Resolution Number 2020-19: A Resolution of the Board of Directors of the Auburn Area Recreation and Park District, Approving Engineer's Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for Fiscal Year 2020-2021 for the Atwood Ranch III Landscaping and Lighting Assessment District (Acquisition & Development Committee)

A motion was made by Director Gray and seconded by Director Lynch to adopt Resolution Number 2020-19: A Resolution of the Board of Directors of the Auburn Area Recreation and Park District, Approving Engineer's Report, Confirming Diagram and Assessment and Ordering Levy of Assessment for Fiscal Year 2020-2021 for the Atwood Ranch III Landscaping and Lighting Assessment District.

Roll Call Vote

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

5 – 0 Motion carries.

7.2 Resolution Number 2020-20 Indemnifying Placer County for Collection of Atwood III Assessments (Acquisition & Development Committee)

A motion was made by Director Ferris and seconded by Director Gray to adopt Resolution Number 2020-20 Indemnifying Placer County for Collection of Atwood III Assessments.

Roll Call Vote

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

5 – 0 Motion carries.

8.0 NEW BUSINESS

8.1 Unfunded CalPERS Pension Reserve Funding (Standing Finance Committee)

A motion was made by Director Lynch and seconded by Director Gray send this item back to the Standing Finance Committee for further consideration.

Roll Call Vote

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

5 - 0 Motion carries.

8.2 Requesting County Mitigation Funding for the James and Recreation Field Renovations (Acquisition & Development Committee)

A motion was made by Director Ferris and seconded by Director Ainsleigh to request Area #5 Park Mitigation Funding from Placer County for the James Field outfield renovation and for the Recreation Field infield renovation.

Roll Call Vote

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

5 - 0 Motion carries.

Director Gray left the meeting at 6:56 p.m.

8.3 Resolution Number 2020-21 Purchase of a new Morbark Chipper (Standing Finance Committee)

A motion was made by Director Lynch and seconded by Director Ainsleigh to adopt Resolution Number 2020-21, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District Approving the Purchase of a Morbark Eger Beaver 1415 12" Brush Chipper in the amount not to exceed \$45,784.48.

Roll Call Vote

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

4 - 0 Motion carries.

8.4 Resolution Number 2020-22: Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters

A motion was made by Director Ainsleigh and seconded by Director Holbrook to adopt Resolution Number 2020-22: Resolution Number 2020-22: Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters.

Roll Call Vote

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

4 - 0 Motion carries.

8.5 California Special Districts Association (CSDA) Board of Directors Election, Seat C

A motion was made by Director Lynch and seconded by Director Ferris to vote for Director Holbrook for the California Special Districts Association (CSDA) Seat C.

Roll Call Vote

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

4 - 0 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. 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.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:05 p.m. by Chairman Holbrook.

Board Secretary

Date

SECTION: 5.0

ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR JUNE, 2020

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

SEE ATTACHED LISTING

OF EXPENSES: \$148,908.58

Ranges:	From:	To:	From:	To:
Check Number	First	Last	6/1/2020	6/30/2020
Vendor ID	First	Last	COMM 1ST	COMM 1ST
Vendor Name	First	Last		

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
ACH 5/15 PD 6/1	U0032	UnityFIsolutions	6/1/2020	COMM 1ST	PMCHK00002664	\$64.70
20286	A0014	AT&T	6/8/2020	COMM 1ST	PMCHK00002665	\$289.63
20287	A0051	Anderson's Sierra Pipe Co.	6/8/2020	COMM 1ST	PMCHK00002665	\$67.55
20288	A0091	Altara	6/8/2020	COMM 1ST	PMCHK00002665	\$350.00
20289	A0139	Auburn Ford	6/8/2020	COMM 1ST	PMCHK00002665	\$600.15
20290	A0148	All Pro Backflow	6/8/2020	COMM 1ST	PMCHK00002665	\$366.85
20291	B0020	BSN Sports, Inc.	6/8/2020	COMM 1ST	PMCHK00002665	\$39.87
20292	B0062	BareBones WorkWear	6/8/2020	COMM 1ST	PMCHK00002665	\$82.55
20293	B0074	Diana Boyer	6/8/2020	COMM 1ST	PMCHK00002665	\$528.73
20294	C0072	CIT Technology Fin. Serv., Inc	6/8/2020	COMM 1ST	PMCHK00002665	\$470.75
20296	D0010	Diamond Pacific	6/8/2020	COMM 1ST	PMCHK00002665	\$170.29
20297	F0038	Fastenal Company	6/8/2020	COMM 1ST	PMCHK00002665	\$520.29
20298	F0047	Fuentes Pond Maintenance	6/8/2020	COMM 1ST	PMCHK00002665	\$3,600.00
20299	F0053	F Loduca Co.	6/8/2020	COMM 1ST	PMCHK00002665	\$15,853.88
20300	H0063	Holt of California	6/8/2020	COMM 1ST	PMCHK00002665	\$3,256.25
20301	K0011	Kaiser Foundation Health Plan,	6/8/2020	COMM 1ST	PMCHK00002665	\$18,202.85
20302	L0027	Pat Larson	6/8/2020	COMM 1ST	PMCHK00002665	\$46.46
20303	M0013	Meadow Vista Hardware	6/8/2020	COMM 1ST	PMCHK00002665	\$104.81
20304	N0003	Norris Electric, Inc.	6/8/2020	COMM 1ST	PMCHK00002665	\$1,209.69
20305	N0012	Nevada Irrigation District	6/8/2020	COMM 1ST	PMCHK00002665	\$468.39
20306	P0023	PG&E	6/8/2020	COMM 1ST	PMCHK00002665	\$88.25
20307	P0029	Placer County Environmental He	6/8/2020	COMM 1ST	PMCHK00002665	\$1,557.00
20309	S0009	Sierra Saw Sales And Service	6/8/2020	COMM 1ST	PMCHK00002665	\$80.10
20310	S0025	Sierra Pacific Turf Supply, In	6/8/2020	COMM 1ST	PMCHK00002665	\$338.91
20311	S0067	Superfast Copy	6/8/2020	COMM 1ST	PMCHK00002665	\$51.48
20312	S0154	Mike Scheele	6/8/2020	COMM 1ST	PMCHK00002665	\$100.63
20313	T0071	TIAA Commercial Finance, Inc.	6/8/2020	COMM 1ST	PMCHK00002665	\$107.34
20314	T1000	Transamerica Life Insurance	6/8/2020	COMM 1ST	PMCHK00002665	\$460.00
20315	TEMPB	Steven Bramble	6/8/2020	COMM 1ST	PMCHK00002665	\$80.00
20316	TEMPG	Kathleen Guerrero	6/8/2020	COMM 1ST	PMCHK00002665	\$340.00
20317	TEMPH	Aaron High	6/8/2020	COMM 1ST	PMCHK00002665	\$1,438.00
20318	TEMPJ	Phillip Johannsen	6/8/2020	COMM 1ST	PMCHK00002665	\$90.00
20319	TEMPK	Gerald Kilbert	6/8/2020	COMM 1ST	PMCHK00002665	\$80.00
20320	TEMPL	Aubree LaBrecque	6/8/2020	COMM 1ST	PMCHK00002665	\$1,215.00
20321	TEMPP	Placer County Youth Commission	6/8/2020	COMM 1ST	PMCHK00002665	\$169.09
20322	TEMPR	Idalia Ramirez	6/8/2020	COMM 1ST	PMCHK00002665	\$736.00
20323	U0019	US Bank	6/8/2020	COMM 1ST	PMCHK00002665	\$5,977.39
20324	V0007	Verizon Wireless	6/8/2020	COMM 1ST	PMCHK00002665	\$601.56
20325	V0019	Valley Rock Landscape Material	6/8/2020	COMM 1ST	PMCHK00002665	\$834.31
20326	W0001	Walker's Office Supplies, Inc.	6/8/2020	COMM 1ST	PMCHK00002665	\$538.41
20327	W0003	Warehouse Paint Incorporated	6/8/2020	COMM 1ST	PMCHK00002665	\$54.29
20328	W0045	Williams, Jesse	6/8/2020	COMM 1ST	PMCHK00002665	\$128.23
20329	Y0002	Yuba Lock & Safe	6/8/2020	COMM 1ST	PMCHK00002665	\$194.97
20330	C0042	Court-Ordered Debt Collections	6/16/2020	COMM 1ST	PMCHK00002666	\$132.69
20331	C0120	Capture Technologies	6/16/2020	COMM 1ST	PMCHK00002666	\$1,415.99
20332	S1007	Stationary Engineers, Local 39	6/16/2020	COMM 1ST	PMCHK00002666	\$388.83
20333	TEMPA	Melissa Agullera	6/16/2020	COMM 1ST	PMCHK00002666	\$114.00
20334	TEMPB	Marci Branaugh	6/16/2020	COMM 1ST	PMCHK00002666	\$638.00
20335	TEMPC	Leila Clark	6/16/2020	COMM 1ST	PMCHK00002666	\$769.00
20336	TEMPO	Melissa Demas	6/16/2020	COMM 1ST	PMCHK00002666	\$336.25
20337	TEMPP	Bonnie Favver	6/16/2020	COMM 1ST	PMCHK00002666	\$810.00
20338	TEMPG	Wendy Garner	6/16/2020	COMM 1ST	PMCHK00002666	\$145.00
20339	TEMPH	Christina Harmon	6/16/2020	COMM 1ST	PMCHK00002666	\$30.00
20340	TEMPK	Kayla Khan	6/16/2020	COMM 1ST	PMCHK00002666	\$110.00
20341	TEMPL	Lizzie Lambert	6/16/2020	COMM 1ST	PMCHK00002666	\$86.00
20342	TEMPS	Danae Stephens	6/16/2020	COMM 1ST	PMCHK00002666	\$30.00
20343	TEMPW	Jennifer Winstead	6/16/2020	COMM 1ST	PMCHK00002666	\$30.00
20344	U0033	United States Treasury	6/16/2020	COMM 1ST	PMCHK00002666	\$75.00
20345	1099-254	Ralph Kendrick	6/19/2020	COMM 1ST	PMCHK00002667	\$431.20
20346	1099-271	Kelpro Security	6/19/2020	COMM 1ST	PMCHK00002667	\$2,256.90
20347	1099-324	Mariann R. Smith	6/19/2020	COMM 1ST	PMCHK00002667	\$42.00
20348	A0001	Recology Auburn Placer	6/19/2020	COMM 1ST	PMCHK00002667	\$426.33
20349	A0027	Recology Auburn Placer	6/19/2020	COMM 1ST	PMCHK00002667	\$1,081.24
20350	A0051	Anderson's Sierra Pipe Co.	6/19/2020	COMM 1ST	PMCHK00002667	\$2,629.14
20351	A0091	Altara	6/19/2020	COMM 1ST	PMCHK00002667	\$999.84
20352	A0148	All Pro Backflow	6/19/2020	COMM 1ST	PMCHK00002667	\$129.77
20353	A0167	Auburn Chrysler Dodge	6/19/2020	COMM 1ST	PMCHK00002667	\$739.97

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
20354	C0061	California Computer Services	6/19/2020	COMM 1ST	PMCHK00002667	\$500.00
20355	C0111	Cal.net	6/19/2020	COMM 1ST	PMCHK00002667	\$66.90
20356	C0113	Cooks Portable Toilets & Septi	6/19/2020	COMM 1ST	PMCHK00002667	\$1,701.63
20357	C0121	Cole Huber LLP	6/19/2020	COMM 1ST	PMCHK00002667	\$788.52
20358	C0133	California Smog	6/19/2020	COMM 1ST	PMCHK00002667	\$70.00
20359	D0010	Diamond Pacific	6/19/2020	COMM 1ST	PMCHK00002667	\$971.28
20360	D0025	Dawson Oil Company	6/19/2020	COMM 1ST	PMCHK00002667	\$2,666.84
20361	D0066	De Lage Landen Financial Servi	6/19/2020	COMM 1ST	PMCHK00002667	\$332.48
20362	H0056	Humana Dental Ins. Co	6/19/2020	COMM 1ST	PMCHK00002667	\$2,404.99
20363	H0060	HercRentals Inc.	6/19/2020	COMM 1ST	PMCHK00002667	\$453.85
20364	I0010	Inland Business Systems	6/19/2020	COMM 1ST	PMCHK00002667	\$7.51
20365	J0011	Deere & Company	6/19/2020	COMM 1ST	PMCHK00002667	\$29,160.82
20366	M0019	Kahl Muscott	6/19/2020	COMM 1ST	PMCHK00002667	\$211.03
20367	M0039	Meadow Vista Water Users Assoc	6/19/2020	COMM 1ST	PMCHK00002667	\$477.79
20368	M0098	Meadow Vista County Water Dist	6/19/2020	COMM 1ST	PMCHK00002667	\$1,916.63
20369	N0048	Normac, Inc.	6/19/2020	COMM 1ST	PMCHK00002667	\$128.94
20370	P0005	Placer County Water Agency	6/19/2020	COMM 1ST	PMCHK00002667	\$2,915.82
20371	P0007	Pacific Gas & Electric Company	6/19/2020	COMM 1ST	PMCHK00002667	\$13,708.31
20372	P0071	Placer Grad Night	6/19/2020	COMM 1ST	PMCHK00002667	\$543.90
20373	R0065	River City Rentals	6/19/2020	COMM 1ST	PMCHK00002667	\$256.96
20374	R0073	Riebes Auto Parts	6/19/2020	COMM 1ST	PMCHK00002667	\$377.24
20375	S0009	Sierra Saw Sales And Service	6/19/2020	COMM 1ST	PMCHK00002667	\$43.44
20376	S0145	SCP Pool Distributors LLC	6/19/2020	COMM 1ST	PMCHK00002667	\$752.82
20377	S0169	Shredit Mower Blades	6/19/2020	COMM 1ST	PMCHK00002667	\$886.88
20378	S1000	State Of California/DOJ	6/19/2020	COMM 1ST	PMCHK00002667	\$64.00
20379	S1003	Sutter Medical Foundation	6/19/2020	COMM 1ST	PMCHK00002667	\$60.00
20380	T0009	Stanley Convergent Security So	6/19/2020	COMM 1ST	PMCHK00002667	\$418.53
20381	T0027	Debbie Thomas	6/19/2020	COMM 1ST	PMCHK00002667	\$136.11
20382	TEMPA	Dana Albrecht	6/19/2020	COMM 1ST	PMCHK00002667	\$145.00
20383	TEMPB	Adelita Bordelon	6/19/2020	COMM 1ST	PMCHK00002667	\$1,450.00
20384	TEMPC	Rachel Cleveland	6/19/2020	COMM 1ST	PMCHK00002667	\$77.50
20385	TEMPE	Jennifer Dixon	6/19/2020	COMM 1ST	PMCHK00002667	\$405.00
20386	TEMPE	Zack Frasher	6/19/2020	COMM 1ST	PMCHK00002667	\$1,080.00
20387	TEMPE	Randi Greco	6/19/2020	COMM 1ST	PMCHK00002667	\$30.00
20388	TEMPE	Brooklyne Helmer	6/19/2020	COMM 1ST	PMCHK00002667	\$72.88
20389	TEMPE	Deonna Meza	6/19/2020	COMM 1ST	PMCHK00002667	\$90.00
20390	TEMPE	Jeff Reed	6/19/2020	COMM 1ST	PMCHK00002667	\$18.00
20391	TEMPE	Holly Welch	6/19/2020	COMM 1ST	PMCHK00002667	\$290.00
20392	V0004	Valley Truck & Tractor Co.	6/19/2020	COMM 1ST	PMCHK00002667	\$477.47
20393	V0021	Vandal Stop Products	6/19/2020	COMM 1ST	PMCHK00002667	\$263.82
20394	W0001	Walker's Office Supplies, Inc.	6/19/2020	COMM 1ST	PMCHK00002667	\$1,339.36
20395	W0010	Waxie Sanitary Supply	6/19/2020	COMM 1ST	PMCHK00002667	\$1,507.72
20396	W0044	Wave	6/19/2020	COMM 1ST	PMCHK00002667	\$1,844.16
20397	CO042	Court-Ordered Debt Collections	6/26/2020	COMM 1ST	PMCHK00002668	\$132.69
20398	S1007	Stationary Engineers, Local 39	6/26/2020	COMM 1ST	PMCHK00002668	\$364.96
20399	TEMPA	Julia Alvis	6/26/2020	COMM 1ST	PMCHK00002668	\$270.00
20400	TEMPB	Larry Bricker	6/26/2020	COMM 1ST	PMCHK00002668	\$85.00
20401	TEMPC	Jennifer Christie	6/26/2020	COMM 1ST	PMCHK00002668	\$150.00
20402	TEMPE	Andrea Dougherty	6/26/2020	COMM 1ST	PMCHK00002668	\$945.00
20403	TEMPE	Tami Hall-Nicholas	6/26/2020	COMM 1ST	PMCHK00002668	\$100.00
20404	TEMPE	Rachael Noble	6/26/2020	COMM 1ST	PMCHK00002668	\$180.00
20405	TEMPE	Jessica Olliver	6/26/2020	COMM 1ST	PMCHK00002668	\$90.00
20406	U0033	United States Treasury	6/26/2020	COMM 1ST	PMCHK00002668	\$75.00

Total Checks: 120

Total Amount of Checks: \$148,908.58

SECTION: 5.0

ITEM: 5.3 REVIEW OF FINANCIALS FOR MAY, 2020

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: NONE

Accounting's Report, July 2020 Finance Meeting:
Veona Galbraith- Administrative Services Manager

May's Financials

Revenues –

- **Program Revenues** are up \$61,000 above budget; however, we are still floating revenues that may be refunded in June. We didn't budget for Day Camp revenues in May, but registrations were taken in May for June. Some of this may even out in June. Depending on whether Softball can run, we may be refunding teams in the near future as well.
- **Rents and Concessions** are up \$22,000 above budget; however, we still have quite a few room rentals that will most certainly be cancelled as those dates approach.
- **Miscellaneous Revenues** are up because we received \$15,000 for our new trailer and reimbursement for our truck repairs. (the accident was in last fiscal year, so we report the revenue here)
- **Tax Revenues** are up by \$57,000 because we used last fiscal year numbers, to budget conservatively.

Expenses –

- **Maintenance Expenses** are under by \$14,500. Regional Park and Recreation Park are down, but Regional has some large expenses coming in the next two months, regarding pond maintenance.
- **Benefits & Payroll Expenses** are under by \$19,000. Savings have come from all departments.
- **Assets** are over by \$30,000. The mower was budgeted for in fiscal year 2019-20, but didn't arrive until this fiscal year. Funds to pay for this come from the Equipment Reserves.

PROFIT & LOSS
20/21 Approved Budget

	Approved Budget FY 20-21	% Of Total	Mid-Yr Revision FY 20-21	2020		Last Yr April Actuals	2020 YTD ACTUALS	2020 YTD BUDGET	Last Yr YTD ACTUALS
				May ACTUALS	ACTUALS				
Operating Revenues									
Program Revenue	559,332	12%	559,332	62,905	81%	180,125	33,843	(27,396)	309,875
Facility Revenue	25,252	1%	25,252	(10,753)	-14%	18,315	13,316	(9,509)	73,378
Misc. Revenue	29,934	1%	29,934	18,016	23%	5,766	19,437	4,140	10,795
Grants & Donations	133,815	3%	133,815	-	0%	8,250	455	455	8,350
Interest Income	40,750	1%	40,750	4,415	6%	8,785	8,656	6,500	16,842
Equipment Reserve Transfers	20,000	0%	20,000	-	0%	-	-	-	-
Project Reserve Transfers	396,000	8%	396,000	-	0%	-	-	-	-
Tax Revenue	3,435,481	73%	3,435,481	3,318	4%	3,314	1,316,237	1,258,774	1,262,088
In Kind/Atwood	24,725	1%	24,725	-	0%	-	-	-	-
City Mitigation Transfers	40,000	1%	40,000	-	0%	-	-	-	-
County/City Mitigation Revenue	25,000	1%	25,000	-	0%	-	-	-	-
Total Operating Revenue	4,730,289	100.00	4,730,289	77,901	100.00	224,555	1,391,944	1,232,964	1,681,328
Expenditures									
Program Expense	94,166	2%	94,166	2,513	1%	25,212	2,585	72	34,695
Operating & Supplies	389,413	8%	389,413	27,355	7%	41,802	40,813	42,190	55,224
Utilities Expense	222,389	5%	222,389	21,272	6%	24,680	27,708	26,817	25,921
Professional Services	91,285	2%	91,285	3,101	1%	12,714	3,165	7,014	14,584
Building & Grounds Maintenance	469,165	10%	469,165	19,231	5%	47,603	21,109	35,695	62,739
Property Tax Admin.	99,318	2%	99,318	-	0%	-	-	-	-
Wages	1,973,940	43%	1,973,940	184,435	49%	255,903	225,543	240,548	312,704
Benefits & Payroll Costs	846,560	18%	846,560	70,350	19%	79,579	131,819	136,153	121,165
Fixed Asset Expense	28,325	1%	28,325	38,344	10%	33,498	38,344	8,325	33,498
Capital Improvement Projects	390,952	8%	390,952	10,700	3%	35,103	14,223	39,665	37,317
Debt Services	2,076	0%	2,076	-	0%	-	-	-	-
Total Expenditures	4,607,589	100.00	4,607,589	377,301	100%	556,094	505,309	536,479	697,847
Net Revenue Over Expenditures	\$ 122,700	2.59	\$ 122,700	\$ (299,400)		(331,539)	\$886,635	\$696,485	\$983,481
Annual Contingency Reserve (1-2%)	\$ -		\$ -						\$ 450,000
Annual Equip Replacement Reserve	\$ 50,000		\$ 50,000						\$ 676,237
Future Capital Construction Reserve	\$ 5,000		\$ 5,000						\$ 945,573
ADA Reserve	\$ 45,800		\$ 45,800						\$ 25,032
CalPERS unfunded liability reserve									\$ 183,200
TOTAL RESERVE BALANCES									\$ 2,280,042
Net Position	\$ 21,900		\$ 21,900						\$ 2,280,042

Balance Sheet

5/31/2020

	Current YTD
ASSETS	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	580.00
First Foundation Bank	75,895.46
Placer County Treasure-General	4,198,130.53
Placer County Treasurer - City Trust	205,837.14
Accounts Receivable	4,203.81
PCOE Receivables	1,765.00
Prepaid Liability Expense	7,616.75
Prepaid Workers Comp Insurance	26,829.04
Total Current Assets	4,520,857.73
<u>Fixed Assets</u>	
Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	12,938,861.54
Fixed Assets: Equipment	1,391,143.68
Fixed Assets: Computer Equipment & Software	116,625.14
Fixed Assets: Vehicles	265,282.64
Fixed Assets: Office Furniture & Rec Equipment	89,090.15
Construction In Progress	1,132,002.35
Less: Accumulated Depreciation	(10,387,923.75)
Total Fixed Assets	7,515,627.87
TOTAL ASSETS	\$12,036,485.60
LIABILITIES AND NET PROFIT	
<u>Current Liabilities</u>	
Prepaid Revenue	(1,926.01)
Accounts Payable	1,964.01
Gift Certificates	168.00
Compensated Absenses	119,556.05
Sales Tax Payable	58.81
Social Security-FICA Payable	15,876.98
Total Current Liabilities	\$135,697.84
<u>Net Position</u>	
Investments in Fixed Assets	7,944,724.62
RFB: Reserved (City Mitigation)	205,837.14
GFB: Youth Assistance Fund	22,762.87
General Fund Balance	506,241.09

	Current YTD
DFB: Annual Equip Replacement Reserv.	676,236.72
DFB: Annual Contingency Reserve	450,000.00
DFB: Reserved for Future Capital Construction	945,573.52
RFB: Arboretum Grant Fund	13,275.73
RFB: Reserved (Atwood)	(14,532.53)
RFB: Atwood III-Equip Repl Fund	5,003.66
DFB: Unfunded Liability - CalPERS	229,000.00
GFB: General Fund (ADA Reserve)	30,031.75
Net Profit (Loss)	886,633.19
Total Net Postion	<hr/> \$11,900,787.76 <hr/>
TOTAL LIABILITY AND NET POSITION	<hr/> \$12,036,485.60 <hr/> <hr/>

For All Segment's
For All Segment's

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services	62,904.79	33,842.64	(27,696.00)	61,538.64	(122.19)
Rents & Concessions	(10,752.70)	13,315.83	(9,509.00)	22,824.83	(140.03)
Miscellaneous Revenue	18,016.31	19,436.71	4,140.00	15,296.71	469.49
Grants & Donations	0.00	455.00	455.00	0.00	100.00
Interest Income	4,415.15	8,655.58	6,500.00	2,155.58	133.16
Taxes Revenue	3,317.73	1,316,236.97	1,258,774.00	57,462.97	104.57
TOTAL OPERATING REVENUE	\$77,901.28	\$1,391,942.73	\$1,232,664.00	\$159,278.73	112.92%
OTHER FINANCING SOURCES					
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	77,901.28	1,391,942.73	1,232,664.00	159,278.73	112.92
EXPENDITURES					
Program Expenses	2,512.92	2,585.01	72.00	2,513.01	3590.29
Operations & Supplies Expense	27,354.79	40,812.51	42,190.00	1,377.49	96.74
Utilities Expense	21,272.19	27,708.24	26,817.00	891.24	103.32
Professional Services	3,100.68	3,165.38	7,014.00	3,848.62	45.13
Bldg & Grounds Maintenance	19,230.68	21,108.98	35,695.00	14,586.02	59.14
Salaries Expense	184,435.46	225,542.97	240,548.00	15,005.03	93.76
Benefits & Payroll Costs	70,350.00	131,819.21	136,153.00	4,333.79	96.82
Fixed Asset Expense	38,343.82	38,343.82	8,325.00	30,018.82	460.59
Capital Improvement Projects	10,700.25	14,223.42	39,665.00	25,441.58	35.86
TOTAL EXPENDITURES	\$377,300.79	\$505,309.54	\$536,479.00	(\$31,169.46)	94.19%
NET REVENUE OVER EXPENDITURES	(\$299,399.51)	\$886,633.19	\$696,185.00	\$190,448.19	127.36%
^ J. NET REVENUE OVER EXPENDITURES	(\$299,399.51)	\$886,633.19	\$696,185.00	\$190,448.19	127.36%

Auburn Rec & Park
Profit & Loss - Summary
4/1/2020 To 5/31/2020
For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
NET REVENUE OVER EXPENDITURES	(\$299,399.51)	\$886,633.19	\$696,185.00	\$190,448.19	127.36%
ADJ. NET REVENUE OVER EXPENDITURES	(\$299,399.51)	\$886,633.19	\$696,185.00	\$190,448.19	127.36%

SECTION: 5.0

**ITEM: 5.4 REVIEW OF FINANCIALS FOR JUNE,
2020**

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: NONE

Accounting's Report, July 2020 Finance Meeting:
Veona Galbraith- Administrative Services Manager

June's Financials

Revenues –

- **Program Revenues** are up \$68,000 above budget. (Youth Services programs \$33,000, Aquatic programs \$8,200 and Rec Camps/Classes \$23,600)
- **Rents and Concessions** are up \$34,800 above budget; however, we still have quite a few Field rentals that will most certainly be cancelled as those dates approach. We have \$14,000 above budget in Pool Rentals. Time will tell if we are able to retain that revenue in the future.
- **Miscellaneous Revenues** are up because we received \$15,000 for our new trailer and reimbursement for our truck repairs. (the accident was in last fiscal year, so we report the revenue here)
- **Tax Revenues** are down by \$98,000 because we haven't received the County reports for June yet. I anticipate we will see those revenues next month.

Expenses –

- **Utilities Expense** are over by \$11,800. \$5,000 was a true-up for our Solar at Rec Park, Water is high at MV Park because we had some leaks that needed to be fixed, Sierra Pool is high because we didn't budget for the Pool to be active.
- **Maintenance Expenses** are under by \$26,200. Beggs Field is under by \$11,000 and Rec Park is under by 7,000. This is strategic planning for costs incurred at Regional Park, the savings will be needed there per the Facilities and Grounds manager.
- **Benefits & Payroll Expenses** are under by \$49,000. Some savings have come from a reduction in Compensated Absences. Most savings have occurred due to cut hours. (Admin \$6,800, C Serv \$6,100, Aquatics \$10,000, Y Services \$6,900, and F & G \$19,200 which is currently understaffed)
- **Assets** are over by \$19,000. The mower was budgeted for in fiscal year 2019-20, but didn't arrive until this fiscal year. Funds to pay for this come from the Equipment Reserves.

Appointments to Notes for May - June:

- Numerous weekly appointments with staff, working through the unemployment work share process
- Working with the Union and CalPERS to make the transition seamless
- Continuation on 2019-2020 Audit
- Hired DFA, which is an Actuarial Firm, to do our GASB75 annual reporting
- Infectious disease training
- Continued training for Dawn

Balance Sheet

6/30/2020

	Current YTD
ASSETS	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	580.00
First Foundation Bank	158,493.46
Placer County Treasure-General	3,894,856.78
Placer County Treasurer - City Trust	205,837.14
Accounts Receivable	33,209.32
PCOE Receivables	13,478.00
Prepaid Workers Comp Insurance	20,326.80
Total Current Assets	4,326,781.50
<u>Fixed Assets</u>	
Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	12,938,861.54
Fixed Assets: Equipment	1,391,143.68
Fixed Assets: Computer Equipment & Software	116,625.14
Fixed Assets: Vehicles	265,282.64
Fixed Assets: Office Furniture & Rec Equipment	89,090.15
Construction In Progress	1,152,057.41
Less: Accumulated Depreciation	(10,381,559.63)
Total Fixed Assets	7,542,047.05
TOTAL ASSETS	\$11,868,828.55
LIABILITIES AND NET PROFIT	
<u>Current Liabilities</u>	
Prepaid Revenue	38.00
Gift Certificates	168.00
Compensated Absenses	131,995.16
Sales Tax Payable	58.81
Social Security-FICA Payable	20,665.63
Total Current Liabilities	\$152,925.60
<u>Net Position</u>	
Investments in Fixed Assets	7,542,047.05
RFB: Reserved (City Mitigation)	205,837.14
GFB: Youth Assistance Fund	22,187.87
General Fund Balance	837,676.64
DFB: Annual Equip Replacement Reserv.	676,236.72
DFB: Annual Contingency Reserve	540,000.00
DFB: Reserved for Future Capital Construction	945,573.52
RFB: Arboretum Grant Fund	13,275.73
RFB: Reserved (Atwood)	(9,296.33)
RFB: Atwood III-Equip Repl Fund	8,003.66
DFB: Unfunded Liability - CalPERS	229,000.00
GFB: General Fund (ADA Reserve)	30,031.75
Net Profit (Loss)	675,329.20
Total Net Postion	\$11,715,902.95
TOTAL LIABILITY AND NET POSITION	\$11,868,828.55

Auburn Rec & Park
Transfers to General Fund
4/1/2020 to 03/31/2021

Future Cap

<i>Total Addition to General Fund from City Mitigation Reserve</i>		\$ -
<u>City Mitigation Reserves</u>		
<i>Total Addition to General Fund from City Mitigation Reserve</i>		\$ -
<u>Equipment Replacement Reserves</u>		
5/31/2020 Budget transfer per Board		\$ (50,000.00)
<i>Total Addition to General Fund from Equip Repl Reserves</i>		\$ (50,000.00)
<u>Unfunded Liability Reserves</u>		
5/31/2020 Budget transfer per Board		\$ (45,800.00)
<i>Total Addition to General Fund from Unfunded Liability Reserves</i>		\$ (45,800.00)
<u>ADA Reserves</u>		
5/31/2020 Transfer to save		\$ (5,000.00)
<i>Total Addition to General Fund from ADA Reserves</i>		\$ (5,000.00)
Total Transfers from Reserves		\$ (100,800.00)

Auburn Rec & Park

Profit & Loss - Summary
4/1/2020 To 6/30/2020

For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services	76,109.50	109,952.14	41,360.00	68,592.14	265.84
Rents & Concessions	13,053.05	26,368.88	(8,470.00)	34,838.88	(311.32)
Miscellaneous Revenue	4,379.42	23,816.13	6,640.00	17,176.13	358.68
Grants & Donations	6.00	461.00	455.00	6.00	101.32
Interest Income	130.15	8,785.73	9,950.00	(1,164.27)	88.30
Taxes Revenue	0.00	1,316,236.97	1,414,661.00	(98,424.03)	93.04
TOTAL OPERATING REVENUE	\$93,678.12	\$1,485,620.85	\$1,464,596.00	\$21,024.85	101.44%
OTHER FINANCING SOURCES					
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	93,678.12	1,485,620.85	1,464,596.00	21,024.85	101.44
EXPENDITURES					
Program Expenses	3,317.81	5,902.82	1,191.00	4,711.82	495.62
Operations & Supplies Expense	22,917.00	63,729.51	70,792.00	7,062.49	90.02
Utilities Expense	19,493.47	47,201.71	35,403.00	11,798.71	133.33
Legal Expenses	788.52	788.52	0.00	788.52	0.00
Professional Services	2,004.32	5,169.70	8,261.00	3,091.30	62.58
Bldg & Grounds Maintenance	23,139.03	44,248.01	70,435.00	26,186.99	62.82
Salaries Expense	155,101.91	380,644.88	413,449.00	32,804.12	92.07
Benefits & Payroll Costs	58,164.99	189,984.20	207,099.00	17,114.80	91.74
Fixed Asset Expense	0.00	38,343.82	19,325.00	19,018.82	198.42
Capital Improvement Projects	20,055.06	34,278.48	39,665.00	5,386.52	86.42
TOTAL EXPENDITURES	\$304,982.11	\$810,291.65	\$865,620.00	(\$55,328.35)	93.61%

Auburn Rec & Park
 Profit & Loss - Summary
 4/1/2020 To 6/30/2020
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
NET REVENUE OVER EXPENDITURES	(\$211,303.99)	\$675,329.20	\$598,976.00	\$76,353.20	112.75%
ADJ. NET REVENUE OVER EXPENDITURES	(\$211,303.99)	\$675,329.20	\$598,976.00	\$76,353.20	112.75%

Item 5.5 Cover sheet – Amendments to Youth Services Program Coordinator Job Description

Auburn Area Recreation and Park District Policy Committee meeting July, 2020, Board Meeting July, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Youth Services Program Coordinator?

Background

As a result of organizational and budgetary changes due to the COVID-19 crisis, ARD has hired a Youth Services Program Coordinator. The last time that ARD has employed this position was approximately 8 years ago.

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

Recommendation for the Board of Directors

The Policy Committee sent a positive recommendation to approve the amendments to the Youth Services Program Coordinator job description. The Committee recommended that this item go to the Consent Calendar.

Fiscal Impact

N/A

Attachments

Youth Services Manager Program Coordinator job description (proposed amendments highlighted)

YOUTH SERVICES PROGRAM COORDINATOR

DEFINITION AND PURPOSE: Under the general direction of the Youth Services Manager, the Youth Services Program Coordinator will develop and implement a program of enrichment and recreation activities for Day Camp, **Discovery Club/Childcare**, and **Preschool** and accept program responsibility in the Youth Services Manager's absence. The Coordinator may also be assigned as a Site Director.

ESSENTIAL JOB FUNCTIONS:

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

- Plan and supervise total Day Camp program and **Discovery Club/Childcare**, including staff, and provides training
- Exhibit creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations
- Provide effective classroom management
- Plan and execute all field trips and special events at Day Camp
- ~~Plan a snack calendar and prepare a food order based on inventory needs~~
- Maintain accurate and current files on all children in the Day Camp program
- Oversee payments, including subsidy cases for **Day Camp and Discovery Club/Childcare**. Follow up with outstanding accounts. Process paperwork in a timely manner
- Conduct disaster drills for the safety of all children and staff at **Day Camp**.
- Responds quickly to all safety related issues
- Report suspected child abuse to Child Protective Services in a timely manner. Alert the Youth Services Manager and provide a copy of the paperwork submitted
- Address Workers' Compensation accidents immediately and follow through in accordance with the policies and practices of the District. Report all accidents/incidents/injuries to the Youth Services Manager and process essential paperwork in a timely manner
- Create and maintain an appealing classroom **Day Camp** environment, adapting for changing seasons and themes. Oversee sanitary practices and cleanliness of the facility
- Purchase and gather supplies for **Day Camp and Discovery Club/Childcare**
- Alert the Youth Services Manager regarding **Day Camp and Discovery Club/Childcare** issues with payments, parents, safety, building maintenance or any area directly impacting the program
- Maintain positive relationships with parents, school personnel, co-workers, other District employees and the public in accordance with good customer service practices and District policies
- Provide input for staff reviews as requested
- Fulfills duties of Site Director if assigned or substituting for a Director

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- Plan/participate in special events, community involvement and/or field trips
- Attend departmental meetings as scheduled
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Exhibit a basic competency in core subjects to assist students with homework; possess good communications skills, both oral and written, including basic computer skills; ability to follow program procedures and demonstrate good judgment, especially in regard to safety; knowledge of Title 22, Division 12, meeting all State Licensing requirements as applicable. Department of Justice clearance, including Child Abuse Index; effective classroom management skills; creativity and attention to detail and follow-through; positive staff management and problem-solving skills.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Candidate must fulfill the requirements for a Director as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

High school degree or equivalent. Must be at least 18 years of age. In addition:

Completed fifteen units of Early Childhood Education, including Administration.

Or Six units in Early Childhood Education, of which three units are Administration, and nine units toward a teacher/recreational or related degree for a total of 15 units. Units and training hours may be combined to meet the total educational requirement. A minimum of four years' experience supervising children.

Or A.A. degree from an accredited college or university with at least 3 units in Early Childhood Education or related areas and 3 units in Administration. A minimum of two years' experience supervising children.

Or B.A. degree from an accredited college or university with at least 3 units of Early Childhood Education or related areas and 3 units in Administration. A minimum of one year of experience supervising children.

Or Child Development Site Supervisor Permit.

Or Child Development Program Director Permit.

Any other new licensing requirements as they arise.

~~Preschool directors: Early Childhood Education units required (no related areas accepted). A.A. and B.A. degrees must have a major or emphasis in early childhood education or child development. All other requirements for preschool child care centers apply.~~

In addition to the above, two or more years of experience in staff management is required.

LICENSES, CERTIFICATES AND IMMUNIZATIONS

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

One of the following regarding influenza immunization:

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

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

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

Youth Services Program Coordinator - Job Description

REVISED July, 2020

One of the following regarding measles immunization:

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

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

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

WORK ENVIRONMENT

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

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

COMPENSATION: Full-time union position.
Part-time/temporary/seasonal non-union position.

Wage rate range

\$19.07 - \$25.56

\$17.83 - \$23.91 (non-Calpers)

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

Item 5.6 Cover sheet – Resolution #2020-24: Authorizing Mark Brunner as Representative for State Licensed After School Facilities

Auburn Area Recreation and Park District Policy Committee meeting July, 2020; Board of Director's meeting July 30, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve and adopt Resolution #2020-24, authorizing Mark Brunner, Recreation Services and Youth Services Manager, as ARD's representative in regard to establishing state licensed after school care facilities?

Background

The State of California Department of Social Services Community Care Licensing requires that agencies designate a representative to establish state licensed after school care facilities. Debbie Thomas was designated in 2006. With Debbie's retirement, ARD must now designate Mark Brunner, the (acting) Youth Services Manager.

Recommendation for the Board of Directors

The Policy Committee sent a positive recommendation to the Board to approve Resolution #2020-24, authorizing Mark Brunner, Recreation Services and Youth Services Manager, as ARD's representative in regard to establishing state licensed after school care facilities.

The Committee also recommended sending this item to the Consent Calendar.

Fiscal Impact

N/A

Attachments

- Resolution #2020-24

RESOLUTION NUMBER 2020-24

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT AUTHORIZING MARK BRUNNER, RECREATION SERVICES AND YOUTH SERVICES MANAGER, AS THE DISTRICT'S REPRESENTATIVE IN REGARD TO ESTABLISHING STATE LICENSED AFTER SCHOOL CARE FACILITIES

WHEREAS it has been determined by the State of California Department of Social Services Community Care Licensing that a resolution from the Auburn Area Recreation and Park District is required to authorize Mark Brunner, Recreation Services and Youth Services Manager as the District's representative in regard to establishing state licensed after school care facilities, and

WHEREAS, the Auburn Area Recreation and Park District Board of Directors now intends to authorize Mark Brunner, Recreation Services and Youth Services Manager, as the District's representative in regard to establishing state licensed after school care facilities, THEREFORE

BE IT RESOLVED that the Auburn Area Recreation and Park District Board of Directors authorizes Mark Brunner, Recreation Services and Youth Services Manager, as the District's representative in regard to establishing state licensed after school care facilities,

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

Ayes:

Noes:

Absent:

Abstain:

Scott R. Holbrook
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Item 5.7 Cover Sheet for Increase in Wage scales per tentative union contract

Auburn Area Recreation and Park District Policy Committee meeting July, 2020;
Board of Directors meeting, July, 2020

The Issue: Shall the Auburn Area Recreation and Park District change pay scales for certain union job descriptions per tentative union contract agreement, based on some underpaid positions?

Background: Some of the current job descriptions are underpaid and need to be updated, based on current salary surveys from multiple Parks and Recreation Districts. Averages were determined and some underpaid positions were presented to the board. Minimum wage increases will eventually hit this department and it is preferred to address it before it is mandatory. These increases are included in the current budget.

ARD Policy on salary schedules:

2.20 Salary Schedule Ranges

The salary schedules and hourly wage schedules for District employees are established by the District Administrator and approved by the Board of Directors. Salary schedules and hourly wage schedules shall be reviewed periodically. Should the Board of Directors approve an increase in a salary or hourly wage schedule for a job description, all employees in the job description will receive a commensurate salary or wage increase.

Recommendation: The Policy and Procedure Committee forwards a positive recommendation to the Board of Directors.

Fiscal Impact: \$17,667 for fiscal year 2020-2021

Attachment: Spreadsheet of proposed Job Description changes

	Old Pay Scales			New Pay Scales	
	27.91	37.41		27.91	37.41
1) F & G Supervisor (F/T)			no change		
2) Rec Sports Coordinator (F/T)	21.48	28.90	no change	21.48	28.90
3) Youth Serv. Program Coordinator (F/T)	19.92	26.69	no change	19.92	26.69
4) F & G Senior Park Worker/Pool Operator (F/T)	18.85	26.57	no change	18.85	26.57
5) F & G Facilities Coordinator (F/T)	18.85	26.57	no change	18.85	26.57
6) Youth Serv. Program Site Director (F/T)	17.58	23.56	no change	17.58	23.56
7) F & G Park Worker (F/T)	16.28	21.82	3% incr	16.77	22.47
8) F & G Custodian (F/T)	15.12	20.24	6% incr	16.03	21.48
F & G Custodian (P/T)	13.00	17.42	16% incr	15.05	20.17
9) F & G Park Worker (P/T)	14.07	18.85	7% incr	15.05	20.17 (Combine Seas, Temp)
10) F & G Facilities Attendant/Custodian (P/T)	14.07	18.85	7% incr	15.05	20.17
11) Customer Service Rep (F/T)	15.00	20.10	.3% incr	15.05	20.17

SECTION: 6.0

BOARD REPORTS, VANDALISM REPORTS, AND THE PROJECT ACTIVITY REPORT ARE ATTACHED.

Kahl Muscott
District Administrator
Report to the Board of Directors
July, 2020

- As of the writing of this report, the following is true about ARD facilities and amenities (NO CHANGES FROM LAST MONTH:

Currently OPEN, with appropriate restrictions (social distancing, members of the same household, etc.):

- General park areas and walking pathways
- Pickleball courts
- Tennis courts
- Disc golf
- Ashley Memorial Dog Park
- Basketball courts
- Skate Park
- All parking lots
- Ballfields
- Individual picnic tables
- Sierra Pool
- Buildings

Currently CLOSED, per order of the State/County:

- Playgrounds
- Picnic areas

Note #1: Placer Hills Pool and Splash Pool are closed for budgetary reasons

Note #2: cancelled events: Ukulele Fest, Party in the Park, Ain't Necessarily Dead Fest; other official event cancellations will be forthcoming.

Note #3: gatherings are still not allowed per the State of California: *"State public health directives prohibit professional, social and community gatherings. Gatherings are defined as meetings or other events that bring together persons from multiple households at the same time for a shared or group experience in a single room, space, or place such as an auditorium, stadium, arena, large conference room, meeting hall, or other indoor or outdoor space."*

From covid19.ca.gov Stay at Home Q&A, last updated 7/23/20

- Staff has been doing a good job cleaning and sanitizing the buildings on a daily basis. Most of the cleaning happens later in the evenings, when the buildings are closed and other staff have gone home.
- The Rotary Blood Drive at CVCC went well – 31 pints of blood were drawn. Future dates have been set for October and December.
- Work has started on Phase II of the Bike Park. Joe Stanphil from Granite Bay Excavating has cleared the path for the donated dirt to be delivered in the next few weeks. Joe and Randy will then work on building the mounds for the jump course, the main feature of Phase II. This is all volunteer based work – no costs to ARD.
- Mark Brunner and Amy Oddo (Youth Services Coordinator) are working on a plan that would find ARD hosting Day Camp throughout the school year. The initial conceptual plan has been blessed by Placer County Health and CAPRI. Mark and Amy are working

through some licensing issues at this point. This program would be very important to working parents.

- SmartWatt continues with their Investment Grade Audit of our energy consumption in the District. We have had a few meetings to touch bases on their progress.
- ARD has seen a rash of graffiti tagging at Regional, Meadow Vista and Overlook Parks. Law enforcement is notified each time, and the graffiti is removed as soon as possible.

Meetings and events attended/scheduled to attend

7/2: Robert Goss re: project cost estimating

7/7: Rotary

7/7: SmartWatt re: financing

7/8: SmartWatt re: lighting scope review

7/14: Rotary

7/15: Rotary Blood Drive

7/15: Auburn Senior Center re: continued discussions

7/16: ARD Safety Committee meeting

7/17: Bike Park re: possible irrigation donation for trails

7/20: Debbie, Amy, Mark re: fall Day Camp

7/21: PCSO at Regional re: security discussion

7/21: Rotary

7/22: A&D

7/22: Policy Committee

7/22: Finance/501 c3

7/28: Rotary

7/31: Debbie retirement parade

Note: most meetings were held remotely/telephonically.

Jesse Williams

Facilities & Grounds Manager

Report to the Board of Directors

July, 2020

American River Canyon Overlook Park:

- Backflow testing and recertification performed by All Pro Backflow, Inc.

Ashford Park:

- Replaced the broken GFCI receptacles near the picnic unit.

Canyon View Community Center

- Norris Electric installed motion controls for the single exhaust fan for the upstairs restrooms.

Meadow Vista Park

- Backflow testing and recertification performed by All Pro Backflow, Inc.
- Replaced the safety ratchet on the tennis court.
- Replaced the broken drinking fountain near the baseball field.

Railhead Park:

- Started transitioning the decomposed granite pathways into concrete pathways.

Recreation Park:

- Serviced the #10 truck.
- Performed smog check on the #10 and #29 trucks.
- Serviced the Toro Procore 864 Large Area Aerator.
- Backflow testing and recertification performed by All Pro Backflow, Inc.
- Continued painting the inside of the gym.

Regional Park:

- Serviced the #24 truck
- Performed smog check on the #08 truck.
- Serviced John Deere 1600 Wide Area Mower.
- Fuentes Lake and Pond Management used Cutrine-Plus to treat the algae in the pond.
- Continued repairing the partitions in the lower restrooms.

Sugar Pine Ridge Park:

- Replaced the wood boards on the bleachers for the baseball field.

Other:

We have received a 15-20% manufacturer's price increase on some of our janitorial supplies due to the shortage of some products nationwide.

Mike Scheele

Landscape Architect/Project Manager

Report to the Board of Directors

July, 2020

- **ARD Bike Park Project:** if the original oak trees were removed. Once the donated fill soil has been placed in the Phase 2 area, Staff has been working with the Bike Park lead advocate Diana Boyer and the District graphic designer to produce the final trail name, directional and warning sign program. These will be smaller metal signs (8.5" x 11") mounted on small driven posts throughout the bike park. Progress is being made on the final large Bike Park Map and Rules sign and the as-built trail survey drawing was just received. This drawing is intended to serve as the background for District graphic designer to provide a colorful depiction of the trails and bike park layout on top of it. Staff is also investigating the possible use of high resolution aerial photography produced by Facilities & Grounds staff member Jonathan Laymon and his personal drone as a better, more visually compelling background. Over the last couple months, Lead Advocate Boyer successfully procured donated ground clearing work in the Phase 2 bike park jump area from Granite Bay Excavating Inc. as well as hundreds of yards of donated soil from Teichert Construction. The ground clearing work took place 7/13-14 and access was created for the trucks to obtain access and deposit the donated soil into the area. The new Phase 2 bike park jump area will be modified in design to not remove any oak trees that were previously scheduled for demolition. This will keep more of the natural environment in the phase 2 area, retain the valuable tree shade provided as well as eliminate the baby oak tree mitigation re-planting (including irrigation system) that was

required the fence will be repaired and the area sealed off until additional funds or donations are obtained to implement more Phase 2 features. The access bridge that crosses Sherland Canal is a key component and was last estimated to cost approximately 25K.

- 24 Acre Project Progress and Statewide Park Development and Community Revitalization Grant Application: The original full-project scope (revised master plan, full CEQA, construction documents, bid assistance & construction administration) proposal price received from Dudek was \$210K. With fee exceeding current budget of 190K, Dudek was asked to re-propose with some scope reduction options and the options were provided as follows: A.) Remove the Bid Assistance & Construction Administration tasks = \$190K B.) Remove Bid Assistance, Const. Admin and Construction Drawing tasks (refine Master Plan and produce CEQA docs only) = \$119K. In order to qualify for the upcoming 2nd Round of the Prop. 68 Statewide Park Program Grant money, projects have to have CEQA process completed at minimum. CEQA completion deadline for the 2nd round of the Prop. 68 Grant program was just released and it is March, 2021. If the District would like to get CEQA done so the 24 Acres project can be submitted for a chance at this second round of grant funding (\$395.3 mill), decision needs to be made in the next 2 months as the MP refinement & CEQA process will take approximately 6 months. Staff understands that the odds of the District receiving any of the statewide grant money may be low based on the first round competition that occurred (2.7 billion in grand requests were received-254.9 million were awarded). However, all the projects that were awarded previously would no longer be in competition with the District and the Covid-19 situation may dampen public agency participation this round, potentially increasing the District chances. Additionally, having CEQA completed on the project will make it easier to apply for future grant programs. The CEQA documents once completed do not “expire” as long as conditions remain relatively the same as described in the documents (5+ years min. estimated). This project is currently postponed from decision at the May Board meeting. Based on the new CEQA deadline information this item was brought to A&D Meeting for discussion and recommended to the Board for further discussion and possible action.
- Overlook Park Restroom ADA Upgrades: NO NEW ACTION. Previously described architect was too busy to assist as planned but staff obtained the services of an ADA compliance consultant who agreed to do an evaluation of the restrooms on a pro-bono basis. After the evaluation it was determined that the upgrades were minimal in nature and can be done in-house instead of putting the project out to bid as planned.
- James Field Renovation Project: NO NEW ACTION. Project complete. Notice of Completion approved by ARD Board April 30. Notice of completion has been forwarded to Placer County Clerk’s office for recordation. Staff was able to get one preliminary quote for converting the outfield from Rye/Bluegrass to Hybrid Bermuda last month (\$22,080.00 for conversion & \$19,136.00 for 3 month grow-in + maintenance). It was determined however at the 5/28 Board meeting that due to Covid-19 budget and staff impacts this work will be postponed to next year.
- Placer Hills Pool Parking Area Renovations: NO NEW ACTION. Staff retained the services of a Civil Engineer back in late February to prepare a topographic survey of the parking lot and produce construction documents to eliminate the drainage problem, repair the asphalt, re-stripe the lot and accessible parking stalls. The work involves construction

of a concrete valley gutter running the length of the parking lot to allow water to drain at minimal slope. Plans were completed in early March and involve obtaining an Encroachment Permit from Placer County as half of the work area is in the county right of way. Staff sent the drawings out for preliminary contractor pricing in early April and is still awaiting a response. Staff sent plans to second contractor for pricing early June as well. Project however was put on hold at the 5/28 Board Meeting due to Covid-19 budget impacts.

- Miscellaneous Items: Researching/coordinating replacement of the Ashford Park irrigation filter and preparing an informal bid package for the project, getting updated pricing/import costs for wheelchair swing project and investigating possible permit requirements, new memorial bench for Meadow Vista Park-Completed 6/18/20. Design, construction and installation of temporary directional signage at the bike park etc-ongoing. Infill planting design and renovated drip system renovation project at Ashford Park entry walk-put on hold. Updates of monthly Board reports and A&D Project Activity Reports etc.

Manouch Shirvanioun
Marketing & Customer Service
Report to the Board of Directors
July, 2020

We continue to rapidly adopt to changes in order to provide programs during this time. Lobby traffic is slow, but phone inquiries remain consistently high. People are discovering different and creative ways to use our facilities to hold gatherings. We also have local fitness centers that are interested in using our grounds to conduct outdoor fitness programs.

Youth leagues are not planning to hold any programs this Fall. However, there is one traveling team that is already using Beggs and another team that is interested in using Regional C field.

This past month Kahl and I met twice with the Auburn Senior Center staff and board members to discuss usage of the Canyon View Community Center. Also attended two Chamber Ambassador visits to our local businesses. I am planning to hold the Leadership Auburn program session, Resource and Recreation in Auburn on August 19th.

Mark Brunner
Recreation Services Manager
Report to the Board of Directors
July, 2020

Aquatics: The Sierra Pool opened to the public on June 15. Aquatics staff have done an incredible job this summer being flexible, sanitizing the pool complex, and making sure that everyone is safe while on the pool deck. Coordinator, Patti Waskowiak, has provided strong leadership this challenging summer. Sierra Pool will close for the season on August 31.

- Adult Lap Swim/Master Swim: The Adult Lap Swim program did not take off like we had hoped it would have. However, the Master Swim program has been very popular this summer. Master Swim has been consistent this summer with an average of 16 swimmers in the pool each morning that class is held.
- Swim Lessons: This summer we offered smaller group size lessons and private lessons. After three sessions of swim lessons, our staff taught 244 group swim lessons and 49

private swim lessons. Swim Instruction staff wore face coverings while in the water giving instruction to the swimmers. Parents social distanced in the bleachers during the lessons.

- **Water Aerobics:** Social distancing for Water Aerobics is much easier as swimmers have more ability to distance themselves in the pool. These classes have been popular with enrollment.
- **Robalos Stroke & Turn Camps:** The Robalos Swim Team is holding three separate camps for different age groups. Robalos Assistant Coach, David Jepson, is running the camps and is doing a great job of teaching and keeping the kids safe. The final Stroke and Turn camp will begin on August 4.
- **Mermaids Conditioning Camp:** Mermaids Synchronized Swimming Team in the middle of their second conditioning camp this summer. The program has had great interest from the community that a third camp will now be offered in August to meet the demand.

Public Swim: Our newly redesigned public swim will look as follows:

- Members of the same household are able to reserve a lane in the pool for a one-hour block. The pool is divided into 4 sections. Each section will be able to hold a maximum of 6 people. Making the total amount of people in the pool at one time 24 people.
- Members of the same household are able to reserve their lane at our Customer Service office located at Recreation Park from 10am-3pm, Monday-Friday. All registration must be done ahead time to reserve a lane for public swim. The cost per one-hour block is \$15. Each household may only make one reservation per day.
- The open swim is open for reservations every Monday thru Friday from the 11am-2pm with three blocks of time: 11am-12pm, 12pm-1pm, 1pm-2pm.
- Patrons are allowed to use the diving board during the public swim. Swimmers must social distance in line while waiting to use the diving board. The Bulk Head Pool (shallow end of the pool) is a common space for the swimmers. Swimmers and parents will be asked to social distant from each other.

Day Camps: In the past six weeks, Recreation Services held and operated 34 different day camps. The classes were held a maximum number of twelve kids per camp based on the guidelines set by Placer County Health Department. More than half of the day camps met the maximum number of enrollments. The day camps that ran this summer were Kids Yoga Camp, Auburn Gymnastics, Babysitting Camp, Lego Camps, Fun with Paint, Youth Tennis Camps, Metal Arts Academy Camps, Little Leaper Camps, Mad Science Camps, Theater Camp, Young Rustlers Horse Camp, Clay Sculpture Camp, and Skyhawk Sports Camp.

Youth Development Basketball League: The YDL Basketball League new start date is February 22, 2021. The league has been pushed back two months to give the league a better chance to start without a potential interruption to its season. Traditionally the basketball league would start practices in December.

Fall Recreation Guide: The Fall Recreation Guide will not be created or printed this year. With programming this Fall being so unpredictable in the next 4 months, staff felt the money spent on the guide would be better used somewhere else. Fall programs will be updated frequently on the website and on the district's social media.

Preschool: The ARD Preschool will now open in September. It was originally scheduled to start in the middle of August.

Discovery Club: We are attempting to extend the Day Camp program to the public for this school year. Auburn Unified School District has given us the approval for us to be on their school campus this school year. In addition, Placer County Public Health has approved our health and safety plan. The final approval that we are waiting on is from licensing. We expect to have an answer from them within the next week. The program will also be rebranded and called "Chipper's Enrichment Club". Staff will support the students with their school learning and provide social distant recreational activities throughout the day. If all goes as planned, the program will begin on August 17.

Debbie Thomas
Youth Services Manager
Report to the Board of Directors
July, 2020

- Enrollment at both North and South Auburn day camp sites has remained steady. Both are maxed out at 20 campers each. Rec Park day camp has seen more fluctuations in enrollment. Some parents have taken weeks off for vacations and a few others dropped due to the increase in county coronavirus cases.
- Completed 3 regular part-time reviews and 4 seasonal layoff reviews.
- Last day for the Placer Lunch program to provide lunches for campers was July 24.
- Heather Monson of Foresthill Divide School contacted me about visiting their day camp and also providing suggestions to help them plan for when school is back in session. Amy and I met with her on July 23rd.
- Safety meeting July 16th. IIPP binder updates were distributed to all sites and revised info was given directly to each current staff member. Zoom Finance meeting was July 22.
- The Rec Park day camp staff and campers appreciate that the pool is available to us on Fridays between 1:30 and 3:00. The campers have done extremely well following social distancing at the pool. Although the other two sites are not able to swim, they have planned weekly water play and bike days which add to the program.
- Mark and Amy are now interviewing and planning for the Discovery Clubs when school goes back in session.
- Since this is my last board report, I would like to add that, while I am sad to leave the staff and students, I know that the program is in very capable hands with Mark and Amy and there are great new opportunities ahead.

6/30/2020		JUNE 2020 Vandalism Report			
		VANDALISM	LABOR COSTS	MATERIAL COSTS	
6/8/2020	CVCC	Stolen sign - repalced	\$26.00	\$24.61	
6/8/2020	REGIONAL PARK Restroom	Broken lights - replaced	\$13.00	\$106.90	
6/8/2020	ASHFORD PARK	Door & Padlock - replaced Destroyed	\$26.00	\$263.82	
6/19/2020	REGIONAL PLAYGROUND	Snap rings - replaced Broken	\$26.00	\$3.19	
6/19/2020	ASHFORD PARK	Toilet paper holders replaced Stolen from men's & women's restrooms	\$26.00	\$263.82	
			Total labor	\$117.00	Total material
				\$662.34	

6/1/2020

VANDALISM REPORT

THERE WAS NO VANDALISM FOR THE MONTH OF MAY 2020.

5/21/2020

VANDALISM REPORT

THERE WAS NO VANDALISM FROM THE MONTH OF APRIL 2020.

Auburn Rec & Park
General Ledger

From: 3/1/2020
Date: 3/31/2020
Account: 7-000-7764-000
Account: 7-000-7754-000

Subtotal By: Period Segment3
Sorted By: Include: Posting, Unit

From:		To:		Description:		Beginning Balance:	
Date	Jrnl No.	Orig. Audit Trail	Description	Orig. Master Number	Orig. Master Name	Debit	Credit
7/2020	194,191	PMTRX00004177	Paint Liners, 3 pk Rollers Skatepk	A0626422	Warehouse Paint Incorporated	\$18.76	
1/2020	194,460	PMTRX00004178	Smokers Receptacle Wall mount	ULINE 3/17 JW	US Bank	\$250.65	
Entries: 2							
Account: 7-000-7764-000		March		Subtotals:		Ending Balance	
						\$4,768.24	\$0.00
		Totals:				\$4,768.24	\$0.00
		Net Change				\$269.41	\$0.00
		Grand Totals:		Accounts		Ending Balance	Credit
		1		Beginning Balance		\$4,768.24	\$0.00
				Net Change		\$269.41	\$0.00
				Totals		\$4,768.24	\$0.00

3/27 → Graffiti - Skatepark sound wall

3/31 → Smashed the old cigarette container - Overlook

Vandalism Report March 2020

2/21/2020

VANDALISM REPORT

THERE WAS NO VANDALISM FOR THE MONTH OF FEBRUARY, 2020.

1/24/2020

12/6/2019 Rec. Park Women's restroom

12/6/2019 Rec. Park Women's restroom

12/20/2019 Meadow Vista Park

VANDALISM REPORT			
VANDALISM	LABOR COSTS	MATERIAL COSTS	
Stolen items - replaced	\$21.00	\$25.15	
Broken toilet paper dispenser & sanitary box	\$43.00	\$12.10	
Graffiti	\$17.00	\$8.14	
Total Labor	\$79.00	Total Material	\$45.39

2020/2021 PROJECT ACTIVITY REPORT		UPDATED 07/14/20	
PROJECT	EST. COST	NOTES	EST. COMPLETED
RECREATION PARK			
James Ballfield Renovation Project (2019)	277,086.00	Project complete. Notice of Completion approved by ARD Board April 30. Notice of completion has been forwarded to Placer County Clerks office for recordation. Staff was able to get one preliminary quote for converting the outfield from Rye/Bluegrass to Hybrid Bermuda last month (\$22,080.00 for conversion & \$19,136.00 for 3 month grow-in+maintenance). It was determined however at the 5/28 Board meeting that due to Covid-19 budget and staff impacts this work will be postponed to next year.	FEBRUARY 2020
Recreation Park South Parking Lot Accessible Parking Stall Project (2019)	15,000.00	Project Completed. Simpson & Simpson Inc. did a nice job.	JULY 2019
PLACER HILLS POOL			
Parking Lot Renovation (2016/2017)	30,000.00	Staff has retained the services of a Civil Engineer to prepare a topographic survey of the parking lot and to produce construction documents to eliminate the drainage problem, repair the asphalt, re-stripe the lot and accessible parking stalls. This will involve construction of a concrete valley gutter running the length of the parking lot to allow water to drain at minimal slope. Plans are completed and will involve obtaining an Encroachment Permit from Placer County as half of the work area is in the county right of way. Staff sent the drawings out for preliminary contractor pricing in early April and is still awaiting a response. Project however was put on hold at the 5/28 Board Meeting due to Covid-19 budget impacts.	TBD 2020
REGIONAL PARK			
New Playground (130k) and new ADA path of travel (40K) (2017/2018)	170,000.00	ADA Parking and path of travel project has been completed.	AUGUST 2019
Irrigation Pump Replacement (2017/2018)	160,000.00	New pump is installed and working well. Project is finally completed!	JULY 2019
OVERLOOK PARK			
Restroom ADA Upgrades (2018/2019)	35,000.00	Previously described architect was too busy to assist as planned but staff obtained the services of an ADA compliance consultant who agreed to do an evaluation of the restrooms on a pro-bono basis. After the evaluation it was determined that the upgrades were minimal in nature and can be done in-house instead of putting the project out to bid as planned.	TBD 2020

<p>24 ACRE PROPERTY</p> <p>Statewide Park Development and Community Revitalization Program Grant (2018/2019)</p>	<p>190,000.00</p>	<p>The original full-scope proposal price received from Dudek was \$210K. With fee exceeding current budget of 190K, Dudek was asked to re-propose with some scope reduction options and the options were provided as follows: A.) Remove the Bid Assistance & Construction Admin. tasks: \$190K B.) Remove Bid Assistance, Const. Admin and Construction Drawing tasks (refine Master Plan and produce CEQA docs only): \$119K. In order to qualify for the upcoming 2nd Round of the Prop. 68 Statewide Park Program Grant money, projects have to have CEQA process completed at minimum. Deadline for the 2nd round of the Prop. 68 Grant program was just released and it is March, 2021. If the District would like to get CEQA done so the 24 Acres project can be submitted for a chance at this second round of grant funding (\$395.3 mill), decision needs to be made in the next 2 months as the MP refinement & CEQA process will take approximately 6 months. Staff understands that the odds of the District receiving any of the statewide grant money are low based on the first round competition that occurred (2.7 billion in grand requests received, 254.9 million awarded). However, having CEQA done on the project will make it easier to apply for future grant programs. The CEQA documents once completed do not expire as long as conditions remain relatively the same as described in the documents (5+ years min. estimated). This project is currently postponed from decision at the May Board meeting.</p>	<p>TBD 2020/2021</p>
<p>CVCC</p> <p>Bike Park - Design, CEQA, NEPA etc. (2014/2015)</p>	<p>100,000.00</p>	<p>The signed FONSI (Finding Of No Significant Impact) from the USBOR was finally received July 2nd 2018.</p>	<p>JULY 2018</p>

Bike Park - Construction (2015/2016)	320,000.00	<p>Staff has been working with the Bike Park lead advocate Diana Boyer and the District graphic designer to produce the final trail name, directional and warning sign posts throughout the bike park. Progress is being made on the final large Bike Park Map and Rules sign with the as-built trail survey drawing expected imminently. This drawing is intended to serve as the background for our graphic designer to provide a colorful depiction of the trails and bike park layout on top of it. Staff is also investigating the possible use of high resolution aerial photography produced by Facilities & Grounds staff member Jonathan Laymon and his personal drone as a better, more visually compelling background. Over the last couple months, Lead Advocate Boyer successfully procured donated ground clearing work in the Phase 2 bike park jump area from Granite Bay Excavating Inc. as well as hundreds of yards of donated soil from Teichert Construction. The ground clearing work took place 7/13-14 and access was created for the trucks to obtain access and deposit the donated soil into the area. The new Phase 2 bike park jump area will be modified in design to not remove any oak trees that were previously scheduled for demolition. This will keep more of the natural environment in the phase 2 area, retain the valuable tree shade provided as well as eliminate the baby oak tree mitigation re-planting (including irrigation system) that was required if the original oak trees were removed. Once the donated fill soil has been placed in the Phase 2 area, the fence will be repaired and the area sealed off until additional funds or donations are obtained to implement more Phase 2 features.</p>	ONGOING
Maidu Drive Repair (2018/2019)	25,000.00	<p>No updates had been received on the road project from BOR since early February 2020 and the road condition is getting worse now that the bike park is open. On June 30th, the District received word from the Bureau of Reclamation that they are submitting a funding request to repair Maidu Drive(!). It is called a FLTP (Federal Lands Transportation Program) request and the amount they are requesting is \$463,000.00. This request is in competition for funding by other federal projects. Staff was given an opportunity to review and comment on the application and will keep the Board apprised of any updates. The Districts previous offers of 50k, then 25k towards this work were rescinded last year and Staff reminded the Bureau of this.</p>	TBD
MEADOW VISTA PARK			
Parking Lot Re-seal/Re-Stripe (2018/2019)	10,000.00	Parking lot maintenance project is proposed to be pushed out to next fiscal year.	MARCH 2020
MULTI-PARK ITEMS			

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 2018 and the Agreement is now in place.	Agreement in place, project on-going
Carry over projects from 2018/2019 list in YELLOW			
Fiscal Year Projects Total:	1,084,000.00		